



CITY OF BELFAST

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City Manager

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MANAGER'S REPORT
Belfast City Council Meeting
Tuesday, January 3, 2017
7:00 p.m.

TO: Mayor Walter Ash Jr. and Honorable Members of Belfast City Council

FROM: Joseph J. Slocum, City Manager

DATE: Friday, December 30, 2016

Agenda Items:

10-A Request for support to seek proposals to improve and maintain the City's computer systems.

The City has a 25 year old and outdated computer system that in most cases is not really a system. We essentially have independent individual computers that use the web so that we can talk to each other. We have no central way to share data. We do not have a central backup system for all City data and our security and antivirus efforts are not centrally managed which leaves gaps. A commercial review by the local firm Tech Source in November 2015 and May 2016 identified multiple deficiencies in our computer and data infrastructure. Based upon this outside assessment the City earmarked \$35,000 for a new computer server to support City Hall and \$21,000 to support information technology services.

The City then created an internal team to review our information technology (IT) system and to help propose strategies to significantly improve our computer security, protect

and preserve out data and provide some central monitoring and maintenance. The team consisted of City Assessor Brent Martin, City Clerk Amy Flood, Office Assistant Nora McGrath and Economic Development Director Thomas Kittredge.

This internal team also realize that the City's old phone system might be in need of replacement and thought it prudent to include within the recommended "Request for proposal" (RFP), an option to replace the current phone system with a "Voice Over Internet" system which might be cheaper and more effective for the City in the long term.

The internal team also sought out a second assessment of the City's IT infrastructure at no cost to the City. This was done by Systems Engineering Inc. out of Portland. The City also had yet another firm do an audit of existing cabling within City Hall to make sure that all connections were standardized and met current IT technology requirements. We found out that they did not and accordingly we have already updated all these connections so that potential vendors would know that their recommended equipment would uniformly connect to the existing cabling. By eliminating this doubt, we should get more competitive prices.

Attached to your packet is the internal teams recommended "Request for Proposal"(RFP). We are seeking Council support for this approach. In keeping with Council's past suggestion we have also reviewed this RFP with a local IT specialist who has been advising us as an independent private expert and he has supported this approach. We are seeking improvements in our system along a broad variety of options so that we can make decisions on what we can afford and what we can secure with the resources we have budgeted. Is the belief of the internal team that we will get competitive quotes within the budget that we already have and several of these team members will be present at the meeting to answer any questions that you may have.

10-B Request to re-award the bid for the removal of tree obstructions at the Airports runway 15 end.

We previously awarded the contract and the contractor backed out. We renegotiated and readjusted the contract at a slightly lower fee. Thomas Kittredge the City's Economic Development Director and Airport Manager has a memo attached in your meeting packet and he will be at the meeting to answer any questions you may have.

10-C Request from the Police Chief to approve new procedures for the drawing of blood associated with driving under the influence charges.

Hospitals formally provided these tests for free as a community service. They're no longer doing this across the state. This means local officers will have to be trained to draw blood for prosecution purposes. Apparently the Highways Transportation Safety Board will reimburse local communities for the cost of having trained police officers come in to draw blood from a suspected offender. There is a memo in your packet from Police Chief Mike McFadden and he will be at the meeting to further explain this to you.

10-D Update from the City Assessor on possible changes in assessed valuations for portions of the City in 2017.

The primary responsibility of tax assessor is to equalize property valuations so that real property taxes can be apportioned and assessed equally according to each property's just, or fair market, value. Assessed valuation for tax purposes is driven by actual market sales.

The State comes every year to compare past assessed values to actual past sale values. The State then reports back what they find to be the percentage difference between what we assess our property at and what it sells for. If they see that our valuations are higher than our sales prices then they lower their opinion of our total valuation. If they find that our valuations fall under our assessed values then they raise our total valuation. This provides the State with its own opinion of our "total valuation" which determines our proportionate share of the County taxes and School taxes.

The annual State's audit highlights the areas in our City where the difference between assessed valuation and sale valuation is more pronounced. For the last 2 years the greatest difference between assessed value and sales value is in the neighborhood between High Street / Northport Avenue and the water. Sales in this part of the City are running in excess of 20% over the listed valuation. The downtown land values are also indicating a broad variance between assessed value and actual sale price. To correct this the City can either:

- A. Try to revalue every property throughout the City by conducting a large-scale city-wide revaluation. Here all properties would be thoroughly inspected (usually by an outside firm given the volume of review) and valued as though valuations are derived from scratch. OR

B. The alternative is to conduct an equalization process, where either an assessor or a revaluation firm makes localized adjustments among similarly influenced properties to improve the quality of the existing framework of data.

A partial or full revaluation may run from \$50,000 to \$500,000 and take up to two years to complete, depending on the complexity. During this time, the Assessor must still maintain equitable and just assessments.

Equalization is a more pro-active incremental method of bringing the City's valuations closer to fair market value, keeping potential revaluation costs down and potentially eliminating the need for a more costly full revaluation.

Since a delay of either an equalization or revaluation would start to impose an unfair apportionment of taxes on those areas of the City where such broad discrepancies do not exist, equalization is the most efficient, fair and just approach for all tax payers and should result in a more efficient assessment model of the municipal valuation process going forward.

Additionally, by conducting an in-house (City Assessor) equalization process, we will maintain and increase data quality at a much lower cost than hiring an outside revaluation team

We are fortunate in that the annual State reporting data helps to identify the areas in our City where the difference between assessed and sale valuation is more pronounced. In other words, trends are apparent, making equalization possible.

Since State law requires yearly real property taxes to indicate land values separate from buildings for each parcel, we can study the influence of land values as part of our sales ratio analysis. For the last few years of data researched, the sales data indicates the land value component is becoming frequently under-valued in certain residential and commercial areas more than other areas. The greatest disparity in overall annual assessed values versus sales prices in state reporting is in water-influenced properties, located off from Northport Avenue and High Street. Additional disparities exist in the Main Street area and in the remainder of the residential downtown and east side water influenced areas. Sales data indicates less of a deviation for the inland suburban and rural properties areas outside of the downtown. As we get closer to finalizing changes to valuations in April, we will be notifying tax payers and coordinating meetings to discuss adjustments and what impact, if any can be anticipated for tax payers.

It is our hope that the equalization process will not just maintain equitable and just assessments along the way but also that it will ultimately replace a need for a municipal-wide revaluation. A multi-year equalization process will allow us to make needed changes sooner and more equitably and we hope they are sufficient to offset the market changes that could otherwise create a need for a full city wide revaluation. Since the

equalization process is within the scope of the Assessing Department's abilities and the annual operating costs of the Assessing Department is only a fraction of the cost of even a partial revaluation, we feel that a municipal-wide revaluation would be an unnecessary consideration at this time.

As markets shift, so must the assessed valuations in order to accurately reflect the underlying assessed values that are fair to all. Accordingly, the following summarizes current projects:

1. Beginning in 2017, the City's Assessing Office will be starting a multi-year equalization process in an effort to increase our certified ratio from 90% to 100% to maintain more equitable and just property value assessments in select areas of the City to maintain fairness and while at least delaying or potentially avoiding the cost of a full revaluation.
2. For 2017, the Assessor will be primarily addressing land and building values in select areas bounded between High Street/Northport Ave and the water. In 2017 and 2018, as resources allow, this will likely expand to additional downtown parcels and to waterfront on the east side.
3. In the High Street/Northport Avenue area, since September, we adjusted approximately 400 building valuations and we will be determining the land value component to equalize assessed valuations per a sales data analysis to be completed in 2017.
4. Also, for 2017, we anticipate adjusting commercial land values upward to equalize values in the downtown area based on sales. These increases will go toward downtown projects.
5. It is important to note that, for 2017, homestead exemptions will increase, statewide, to a tax exemption on the first \$20,000 in assessed value. Currently, Belfast residents would have only an \$18000 benefit since we are at 90% of market value overall. There are approximately 1600 homestead exemptions. This equalization process should allow Belfast to claim a 100% certified ratio, increasing the homestead exemption in Belfast to \$20,000. Veteran and blind exemption benefits will also increase (up from 90%). *As an aside, please submit all property exemption or land classification applications before April 1st.*
6. Though it is preliminary, based upon sales data, we expect little or minor adjustment in the rural areas.

City Assessor Brent Martin will be at the meeting to answer any questions that you may have.

10-E Second Reading and possible vote on a proposed City moratorium to prohibit the operation of a marijuana retail sale establishment, marijuana cultivation establishment and operation of marijuana retail social club.

This proposed moratorium is not intended as a ban but rather an opportunity to provide us with some time so we can become better informed on the provisions of the new law that will be drafted by the Department of Agriculture, Conservation and Forestry.

10-F Updated discussion on Council policies for committees regarding minutes, meetings etc.

In 2004 the Council adopted policies for the Council regarding filing of agendas and minutes. In 2011 the Council approved a draft a letter to all committees regarding committee responsibilities and roles.

Councilor Arrison brought this to our attention after a recent conversation with a constituent regarding the time we take to post minutes of various meetings. In our discussions we talk about requiring every committee to provide basic minutes that identified members present and absent, the subject of any discussion and a record of votes taken by committee members present. I thought this is a good time to broaden the conversation to the entire Council so that we can have a cohesive updated communication going to our valuable committee members.

Attached your packet is a copy of the policy adopted by the Council on December 21st 2004 as well as a copy of the letter we essentially sent to each committee member back in 2011. It's a good time for an update for all.

10-G Request from the City Manager for assistance to review the adequacy of Council annual salaries.

Council members each receive a small stipend of \$1,000/ year as a token for their service to the community. The Mayor receives an additional \$200. These salaries have not been increased in more than 20 years.

The Council annually prepares for and attends a minimum of 24 monthly meetings, 4 special meetings, and additional 7 to 10 budget meetings and approximately six work sessions during the year. These meetings run from 2 to 5 hours a piece and some budget sessions run longer. They also are involved with a host of every day communications with constituents, staff, committees and local groups and organizations.

As City Manager I would like to take an objective review of what other City Counselors are actually paid around the state. Nothing today is the same as it was 20 years ago and it is time this issue is responsibly addressed. I will need assistance to do this which should come from the general public. I am looking to create a small task force of

somewhere between two and four people to help me do this review so that we can report back on whether any changes should be recommended in this year's budget. This is on the agenda as a matter of public announcement that I am looking for some outside help with this process. My suggestion is to look for former City Council members and former committee members who may have more detailed awareness of the time commitments involved with serving on Belfast City Council. I hope to bring names back to the Council's meeting on January 17th for your approval.

10-H Signing of Council Orders

That's about it for now. Monday is a holiday and City Hall will be closed. Have a safe and enjoyable goodbye to the year on Saturday. Don't forget the 20th Annual New Year's by the Bay Celebration that is taking place all over town. It will be great. Details are on line at www.nybb.org. Come on out and celebrate with friends.

There are a lot questions about what 2017 is going to bring. Let's re-commit ourselves to address them together.

**City of Belfast
Consent Agenda
Tuesday, January 3, 2017
Meeting #13**

The following items are proposed as our Consent Agenda. As in the past the items are voted on in one blanket motion to the affirmative. One Councilor makes a motion to approve the items as stated, and then another Councilor will second that motion and the whole Council votes. If a Councilor requests an item be removed from the consent agenda, they do so during the adoption of the agenda. If a member of the public requests that an item be removed from the consent agenda, they can do so in the open to the public section. Suggested motions are listed and supporting material is enclosed.

9) Permits, Petitions and Licenses - Consent Agenda

- A. Request to approve a Facility Use application by Makayla Reed and Rachel Epperly for the Belfast Has Pride event on Saturday, June 10, 2017 beginning with a Parade starting at 9:00 a.m. followed by festival at Steamboat Landing Park.**

Motion to approve a Facility Use application by Makayla Reed and Rachel Epperly for the Belfast Has Pride event on Saturday, June 10, 2017 beginning with a Parade starting at 9:00 a.m. followed by festival at Steamboat Landing Park.

- B. Request to approve an application for a parade permit request submitted by Makayla Reed and Rachel Epperly for the Belfast Has Pride event on Saturday, June 10, 2017 at 9:00 a.m. beginning at Belfast Area High School and ending at Steamboat Landing Park.**

Motion to approve an application for a parade permit request submitted by Makayla Reed and Rachel Epperly for the Belfast Has Pride event on Saturday, June 10, 2017 at 9:00 a.m. beginning at Belfast Area High School and ending at Steamboat Landing Park.

9. A + B

MEMORANDUM

December 23, 2016

To: Joseph Slocum, Belfast City Manager
Honorable Mayor Ash and Belfast City Council

From: Norm Poirier, Belfast Parks and Recreation Department

Re: Facility Request by Belfast Has Pride

Cc: Chief McFadden, Belfast Police Department

A Facility Request application has been submitted by Makayla Reed and Rachel Epperly representing Belfast Has Pride for a parade and an event to be held Saturday, June 10, 2017 in Steamboat Landing Park. The event will begin at 9:00 a.m. and end at 3:00 p.m. Saturday. "Belfast Has Pride" has submitted an application for a parade permit in addition to the Facility Request.

This event experienced no issues in 2016. The Belfast Parks and Recreation Department and Belfast Police Department support approval of this Facility Use application and parade scheduled for Saturday, June 10, 2017.



**Facilities Use Request
City of Belfast, Maine**

EVENT: Belfast Has Pride

DATES: 06/10/17 **EVENT REPRESENTATIVE:** MaKayla Reed and Rachel Epperly

PROPOSED LOCATION/AREA TO BE USED: Steamboat Landing Park

All applications and related documents to be returned to the Parks and Recreation Office at City Hall. 338-3370 Ext 27. The City Manager's Office will act as a backup.

The City of Belfast owns Streets, sidewalks, parks, land and buildings. It is the policy of the City that property belonging to the citizens of Belfast be available to the public.

Unless specifically approved to the contrary, no public property will be set aside for the exclusive use of any individual or group and the general public will at all reasonable times have access to City property.

This is a planning checklist for your benefit as well as the City's. **If any aspect of the activity you wish to conduct is not specifically listed on this checklist then there will be no permission to conduct that activity.** Approvals cannot be given to individuals or groups who are uncertain of their plans.

Please attach maps, additional sheets, event outlines etc. - that help to explain your request.

If any of the following questions do NOT apply to your event simple write

N/A (not applicable) in the space provided. Thank you.

1) State your name, phone number, e-mail address and identify whom you represent?

MaKayla Reed, 207-266-5442, belfasthaspride@gmail.com - Belfast Has Pride

Rachel Epperly, 207-322-8077, belfasthaspride@gmail.com - Belfast Has Pride

2) Describe in detail the nature of this event (What are you planning on?):

Belfast Has Pride is a parade and festival celebrating the LGBTQ+ community in Waldo County.

We host community organizations, food vendors, and citizens for a day of celebration and family fun.

3) What facilities would you like to use or what permissions are you seeking with respect to City buildings, Parks, Lands, Streets, sidewalks? Please be specific.

Steamboat Landing Park for the festival. We are planning on a parade through town that will utilize Waldo Avenue, Main Street, and Front Street. We will work with the superintendent's office and Waterfall Arts to secure parade starting location and parking for parade participants, and work with the Belfast Police Department on an acceptable parade route from those locations to Steamboat Landing Park.

4) What **dates and times** do you wish to have this event?

The festival will take place from 10am-2pm at Steamboat Landing Park, and the parade will begin at 9am.

5) Are you asking to close off any City Streets? (Which ones, what dates, for how long a period of time each day?)

We do not require closing off city streets during the festival, but will work with the Belfast Police Department to temporarily close off parts of Waldo Avenue, Main Street, and Front Street.

If yes, then who will manage these closed off Streets?

Belfast Police Department.

6) Are you asking the City for anything other than use of the facilities you have described above?

Access to electricity through the Boathouse, trash barrels, potentially the use of a stage and sound equipment if possible all of which were provided last year.

7) How many people do you expect?

Based on 2016 numbers, we expect 300-500 people to take part.

8) Will you be selling things at this event? What and by who if not you?

Yes, we plan on selling Belfast Has Pride t-shirts through volunteers. We also plan to reach out to local vendors to sell their goods at the festival as they see fit, in addition to food vendors (food trucks) that will sell items by their staff or volunteers.

9) Will any alcohol be served or consumed at this event? (If yes provide details)

Where? - Attach MAP N/A

By Whom: Name and Phone contact number:

N/A

10) Does this event call for any type of open fire - including for cooking purposes? (If so describe what fire safety measures you plan on employing associated with this potential hazard?)

We expect that there will be open fire used by food vendors in their trucks. We will require all food vendors to have fire extinguishers on site to ensure management of any out of control fires if they should happen.

11) Will you be renting spaces to vendors on City Property? Yes No

If yes where do you propose they set up? (MAP Location) We plan on asking vendors to set up on the back wall near the stairs in Steamboat Landing Park, near the electrical box (like last year) to ensure easy access to electricity. While we will ask for a fee from vendors, if they cannot afford to pay the fee, we will negotiate a smaller fee, or waive the fee depending on circumstance.

12) Describe what type of vendor and the charges you propose to assess against them.

We expect community based organizations and non-profits to table at our event, in addition to shops and food vendors. The fee (based on what kind of vendor) will range from \$0.00-\$100.00 for participation.

13) Will you have insurance in the amount of \$1,000,000 that also names the Inhabitants of the City of Belfast as an additional named insured party to hold the City of Belfast harmless from any and all injuries that may occur as the result of any negligence on your part in conducting this event?

Yes. We will obtain insurance for the day of the event that will cover the Inhabitants of the City of

Belfast as an insured party. We anticipate the Health Equity Alliance to provide this insurance rider.

14) Who is your insurance agent that will provide proof of this coverage to the City?

J.T. Rosborough, Inc. in Ellsworth, Maine. Contact person: Lacy Berry at 207-667-7101.

15) Noise: What kind of noise do you expect to generate at this event and during which specific period of time?

We anticipate there to be general noise from attendees, music and speeches that will happen throughout the time of the event any time between 10am-2pm.

16) How do you propose to handle garbage removal?

We plan to work with Parks and Rec as we did last year to provide trash bags for provided barrels and can remove trash ourselves, but would appreciate help from the city.

17) How do you propose to handle parking?

We will ask parade participants to park at our starting location (either Belfast Area High School or Waterfall Arts. Attendees will utilize public parking throughout downtown.

18) How do you propose to handle security?

We do not anticipate a need for security, but if we feel any need will reassess and talk to the Belfast Police Department.

19) How do you propose to handle the need for restrooms?

As we did last year, we look forward to utilizing the port-a-potties provided by the City of Belfast for our main restroom option. The public restroom on Main Street may also be used as a secondary location.

20) What is your plan/need for electricity or water?

We plan to use electricity from the Boathouse, and the electricity box located in the park. We plan to have water on site for use and for participant consumption.

21) Have you spoken to the neighbors in the area of this event and discussed traffic, noise, parking etc. with them?

We plan to advertise and make folks aware of this event happening as we get closer to June 10th.

22) Who will be in charge of the event during the event and what are their home phone numbers, cell phone numbers, and email addresses - where they can be reached before and during this event?

MaKayla Reed - 207-266-5442, belfasthaspride@gmail.com. Rachel Epperly - 207-322-8077, belfasthaspride@gmail.com

23) Are you requesting any services from the City? Be specific on the services you are asking for

Trash removal, stage and sound equipment and set up, access to electricity, and opening the park gate.

Department

Service Requested

City Manager

Police

Fire/ Ambulance

Parks

Public Works

Harbor

Other?

Remember, If any aspect of the activity you wish to conduct is not specifically listed on this checklist then there will be no permission to conduct that activity.



FACILITY USE APPLICATION CHECKLIST

- Application complete with contact names and contact information
- Specific facility or park requested
- Dates/times of the event and extra set-up time if necessary
- Specific request of City services:
 - electrical needs
 - street closures
 - police assistance
 - trash removal
- Vendor permits (necessary if serving alcohol)
- Parking plan
- Insurance Certificate (need to receive two weeks prior to event)
- Map/diagram of event layout
- Music cannot reach a volume level of more than 7 on controls
- Plan for restroom facilities
- Scheduled meeting with City Representative

My signature attests to the review of the checklist and the realistic view of the event provided to the City. Any deviation from the written request is grounds for cancellation of the event by the City of Belfast without notice.

Signature MaKayla Reed Date: 12/22/16

Printed Name: MaKayla Reed



ADMINISTRATIVE COMMENTS
(Internal City use only)

City Manager's Office

Police Department

Fire/Ambulance Department

Parks Department

Public Works Department

Harbor Master

Boat House Rental Agent

Other Notes:



CITY OF BELFAST

131 Church St.
Belfast, Maine 04915

E-mail: cityclerk@cityofbelfast.org

Tel: (207) 338-3370

Fax: (207) 338-6222

Parade Permit

Permit # _____
(office use only)

Date of request: 12/22/16

Name of Organization: Belfast Has Pride

Contact Person : MaKayla Reed and Rachel Epperly Phone: 207-266-5442 and 207-322-8077

Date of Parade: 06/10/17

Formation time: Formation at 8am, kick-off at 9am.

Where Parade will be forming : We plan to form at the Belfast Area High School. A facility use form will be filled out on 12/28/16 once the Superintendent's office re-opens to confirm this. Alternatively, if this is not acceptable, we will work with Waterfall Arts to work out a similar arrangement as 2016.

Parade Route: Beginning at Belfast Area High School onto Waldo Avenue, turning left onto Main Street through town until turning right onto Front Street until reaching festival location at Steamboat Landing Park.

Applicant Signature: *MaKayla Reed*

Date Approved by City Council: _____

10.A

Request for Proposals

The City of Belfast is soliciting proposals from qualified vendors for Information Technology (IT) support services for various locations from City Hall. The qualified vendor will enable the City to significantly improve IT efficiency and effectiveness, enhance quality of services, minimize support costs, consolidate bookkeeping, help eliminate redundancy, increase security, and maximize long-term return on investment in IT.

The full RFP is posted on the City's website, www.cityofbelfast.org/itsupporttrfp or may be obtained upon request from Nora McGrath, Belfast City Hall, 131 Church St., Belfast, ME 04915. Deadline for proposals is _____ no later than 3 p.m.

Proposals should be submitted to Nora McGrath, Belfast City Hall, 131 Church Street, Belfast, ME 04915.

CITY OF BELFAST, MAINE
REQUEST FOR PROPOSALS
INFORMATION TECHNOLOGY SUPPORT SERVICES
DEADLINE: [TIME, DAY OF WEEK, MONTH, DAY, YEAR]

1: PURPOSE OF THIS REQUEST

The City of Belfast is requesting proposals from qualified firms to provide Information Technology (IT) support services for various City of Belfast government facilities. The selected firm will work with City of Belfast personnel to design and implement an extensive and comprehensive IT plan and to provide various benefits to the City of Belfast, including: increasing employee and user productivity; increasing the City's IT credibility; minimizing financial costs to the City; preserving the City's reputation; increasing the City's overall operational viability; improving the City's business processes, and increasing the security of the City's systems and data.

2: SCOPE OF SERVICES REQUESTED

The City of Belfast requests the following scope of services to be provided to each of its facilities listed in section 8.1 Please note, these services are listed neither in chronological order nor according to importance:

2.1: Assessment Confirmation and Long-Term Strategic Planning: The selected firm will: confirm (or dismiss) previous assessments regarding the City's IT infrastructure; compile and maintain an up-to-date inventory of all of the City of Belfast's IT-related assets across all of its facilities, except for the Police Department; assess the City's system architecture and its current processes; make recommendations to improve IT performance at these same facilities; and work with City personnel to develop a long-term strategic plan to ensure that the City's IT performance is maintained. Any assessment information will remain the property of the City of Belfast.

2.2: Server Support: The selected firm will: replace existing server hardware with recommended replacements; implement a file server with a directory service; deploy a backup solution to protect data stored on the server; set up new users on the server and edit or remove existing users from the server; perform scheduled preventive maintenance for equipment and maintain maintenance records; deploy server performance and capacity management services that include the ability to generate reports; and develop policies regarding City personnel backing up data to the server.

2.3: Network Support: The selected firm will: remove all unmanaged switches from network (including core network switch) and replace with managed switches; standardize on a common platform and implement the standard across all of the City's networks; monitor network performance and capacity, including the means to provide alert notifications to City personnel in the event of failure or other significant issue; implement any and all network configuration changes; and maintain documentation related to the network and its procedures. This may include establishing remote network access for certain users.

2.4: Backup, E-mail, and Security Support: The selected firm will: develop and implement a managed strategy (which for City personnel will function automatically, in the background, and in real time) for backing up critical data to both the City's server and to an offsite facility; document the restoration of Trio data from backups to ensure its integrity; install an e-mail anti-virus solution to provide real-time threat protection through e-mail; install an e-mail encryption solution; evaluate alternative e-mail platforms (and replace/implement if determined to be advantageous/necessary); update firmware versions on all infrastructure equipment; implement a managed patching solution for software (including anti-virus and malware protection software) patches and upgrades on the server and all workstations; implement a botnet filtering solution at the network perimeter and institute an incident response plan; implement an intrusion prevention solution at the network perimeter that includes log analysis, archiving, alerting, and an incident response plan; implement any and all configuration changes; and perform security audits of suspected breaches of security and provide information resolution reports.

2.5: Workstation Support: The selected firm will: install, set up, and configure existing and, when purchased in the future, new workstation hardware (e.g. desktops, laptops, tablets, personal data assistants, etc.), peripherals (e.g. printers, displays), and software; create standards for workstations, including read/write permissions; maintain images for workstations (for backup and recovery purposes); identify, diagnose, and correct hardware, peripheral, and software problems (whether created by end users or not); and provide recommendations in order to assist City personnel in making future workstation hardware, peripheral, and software purchases.

2.6: Cabling: The selected firm will: confirm connections and confirm appropriate labeling of the data drops for all workstations on the network. The cabling is Category 5 Enhanced (CAT5e) per a recent cabling audit completed by an independent provider (see section 8.2 of this Request for Proposals).

2.7: Voice Over Internet Protocol Phone System: The selected firm will: recommend and implement a new Voice over Internet Protocol (VoIP) phone system for all designated workstations.

3: PROPOSAL FORMAT, EVALUATION FACTORS

Interested firms are instructed to follow the format by providing a cover letter and responding to each of the following five evaluation factors (3.1-3.5) listed below; the percentage weight for each evaluation factor follows. Proposals that do not follow this format, or do not contain the requested information, may be deemed unresponsive proposals and not considered by the City of Belfast. There is a maximum limit of fifty (50) single-sided pages (or twenty-five [25] double-sided pages) and a minimum font size of 12 point for a firm's proposal. **The cover letter and evaluation factors 3.1, 3.2, 3.4, and 3.5 all count towards the page limit; however, evaluation factor 3.3 does not count towards the page limit.**

Cover Letter: The firm's proposal shall be preceded by a cover letter expressing the firm's interest in working with the Belfast City Council and with City of Belfast staff. The cover letter will include the following statement: *"Proposal and costs provided shall be valid and binding for ninety (90) days following the proposal due date and will become part of the contract negotiated with the City of Belfast."* The cover letter will be the firm's letterhead and signed by an officer of the firm who is authorized to bind the firm to any and all statements (including costs) made in the proposal and it shall include the name, e-mail address, and phone number of the person(s) to contact who will be authorized to represent the firm. The cover letter is not intended to be a summary of the proposal itself.

3.1: Firm Experience: The firm will indicate: how long it has been in business overall; how long it has been providing each of the requested services listed above; how many current municipal clients it has; and how many former municipal clients it has had. The firm will also provide a list of its recent (within the last 5 years) and current projects that are similar (either whole or in part) to the scope of services requested above, and which are being done for a municipality, for another type of governmental unit, or for a governmental agency. For each project, the firm shall include the following information: starting and ending dates; current status; services performed (matching them as closely as possible to the services outlined in section 2 (scope of services requested) above); results; and the name of the governmental unit or agency and their contact information (for reference verification purposes). *This evaluation factor is worth 30% of a firm's proposal score.*

3.2: Project Approach: The firm will describe the approach to be taken to complete each of the services that are outlined in section 2 (scope of services requested) above. **The firm will clearly address each one of the services separately and individually.** Should a firm wish to suggest any variations to the scope of services requested, they must be explained in detail and include the reasons for such a variation. *This evaluation factor is worth 20% of a firm's proposal score.*

3.3: Cost of Services: The firm will complete one (1) *Bid Table for Services Requested* for each one of the facilities that is listed in section 8.1.; each bid table will already be labeled with the name of one of the facilities. **A firm is required to complete all fields in the bid table, for each and every facility** (the lone exception being, any fields within the bid table that are labeled 'not applicable'). **Please note, and refer to the *Bid Table for Services Requested*, that the City of**

Belfast is not seeking identical types of cost information for each service that comprises the scope of services being requested. If there is a service that the firm believes will require additional equipment and/or costs beyond the firm's labor, then the firm also must complete a *Schedule for Equipment and/or Additional Costs* for each single service at a single facility, individually (i.e., do not put more than one service or put more than one facility on a single schedule). This evaluation factor does not count towards the page limit. *This evaluation factor is worth 30% of a firm's proposal score.*

3.4: Firm Capacity: The firm will identify and state its current project workload and its capacity to undertake additional projects. Also, the firm will demonstrate that it possesses sufficient insurance coverage in place for the anticipated scope of services, and that it also possesses sufficient financial capacity to successfully and efficiently complete projects. The firm will also demonstrate sufficient insurance coverage and financial capacity for any and all subconsultants expected to be used in the implementation of the project. *This evaluation factor is worth 10% of a firm's proposal score.*

3.5: Firm Personnel: The firm will identify any and all staff that would be anticipated to be involved to any significant degree in the implementation of this project, provide resumes for all of them, and indicate which location (if a firm has multiple locations) that these staff will be working out of. The firm will also provide background information for any and all subcontractors that are expected to be used in the implementation of this project. *This evaluation factor is worth 10% of a firm's proposal score.*

4. QUESTIONS REGARDING THIS REQUEST

Any and all questions regarding this request must be directed via e-mail or letter only to the following point of contact:

Nora McGrath
City of Belfast
City Hall
131 Church Street
Belfast, Maine 04915
managersoffice@cityofbelfast.org

Questions must be received **by 3:00 p.m. eastern standard time on [DAY OF WEEK, MONTH, DAY, YEAR – will come after tour dates]** to be answered. All questions submitted by this deadline will be answered and posted on the City of Belfast's website at www.cityofbelfast.org/itsupportrfp **by 3:00 p.m. eastern standard time on [DAY OF WEEK, MONTH, DAY, YEAR].**

5: TOURS OF CITY OF BELFAST FACILITIES

The City of Belfast will be offering optional tours of their facilities that are relevant to this request, on the following two dates and times:

Tour 1: **[START TIME, END TIME, DAY OF WEEK, MONTH, DAY, YEAR – will precede deadline for questions]**

Tour 2: **[START TIME, END TIME, DAY OF WEEK, MONTH, DAY, YEAR – will precede deadline for questions]**

Tours will meet at the above start time at the Office of the City Manager at Belfast City Hall.

Belfast City Hall is located at 131 Church Street, between Main and Church Streets. The Office of the City Manager is located on the first floor of Belfast City Hall, if entering from Church Street, or on the second floor of Belfast City Hall, if entering from Main Street.

A firm may participate in only one tour, and may only send up to two representatives to that tour. A firm is not required to take a tour in order to submit a proposal. The choice to participate or not to participate in a tour will not directly affect the evaluation of a proposal.

6: SUBMISSION DEADLINE, REQUIREMENTS, AND DISCLAIMERS

Firms who wish to have their proposals considered must follow these submission requirements:

- 6.1: the firm will submit six (6) bound paper copies of their proposal;
- 6.2: the firm will also submit one (1) electronic copy of the identical proposal, as a single Adobe Portable Document Format (.pdf) file on a flash drive, with the file and drive both being PC-compatible;
- 6.3: the firm will submit both the paper and the electronic copies of their proposal in a single envelope that is sealed and clearly marked on its front "City of Belfast – Information Technology Support Services";
- 6.4: the firm will either hand-deliver or mail this envelope such that it is received **by [TIME, DAY OF WEEK, MONTH, DAY, YEAR]**; and
- 6.5: the firm will see that this envelope is delivered to the following address/point of contact by the aforementioned deadline:

Nora McGrath
City of Belfast
City Hall
131 Church Street
Belfast, Maine 04915

Belfast City Hall is located at 131 Church Street, between Main and Church Streets. Ms. McGrath's office is located in the Office of the City Manager, which is located on the first floor of Belfast City Hall, if entering from Church Street or on the second floor of Belfast City Hall, if entering from Main Street.

All submissions will become the property of the City of Belfast and no materials will be returned. Firms must specifically identify any portion of their proposals that contain confidential or proprietary information. The City of Belfast reserves the right to accept or reject any or all proposals, and further reserves the right to waive any defect or informality in any proposal, should it be in the best interest of the City of Belfast. The City of Belfast reserves the right to make investigations as it deems necessary to determine the ability of proposing firms to furnish the requested services, and proposing firms shall furnish all such additional information as the City of Belfast may request.

While the cost of a firm's services is an evaluation factor, the City of Belfast is not required to select the lowest-cost firm. The City of Belfast reserves the right to purchase from any source or sources in part or in whole any desired equipment, product, or service. The City of Belfast is not liable for any costs incurred by firms prior to the issuance of a contract, including any costs incurred in responding to this request.

The City of Belfast is not required to contract with a firm to provide all of the services listed under section 2 (scope of services requested) and/or to provide services to all of the facilities listed (listed in section 8.1); City funding may require that this project is reduced in scope (by services and/or facilities) and/or a phased or incremental approach to implementation.

It is expressly understood and agreed that the submission of a proposal does not require or obligate the City of Belfast to pursue an agreement or contract with any firm. The City of Belfast reserves the right to award a contract based upon proposals received without further discussion or negotiation.

7: EVALUATION PROCESS

Following the receipt of the proposals, a designated ad hoc committee comprised of City personnel shall evaluate the proposals and recommend a firm to hire to the Belfast City Council. The committee, at its discretion, may decide to conduct interviews (to be scheduled at a later date) of one or more firms prior to providing a recommendation to the

Belfast City Council. Final authority to hire a firm and authorization to execute a contract with that firm rests solely with the Belfast City Council. The selected firm will be expected to begin work within 30 days after being approved for hire by the Belfast City Council.

8: SUPPORTING DOCUMENTS AND ADDITIONAL INFORMATION

Firms considering responding to this request may find the following documents and information to be helpful and informative, in preparation of a proposal and for an interview, if selected:

8.1: Inventory: City of Belfast personnel have compiled a current equipment and software inventory, organized by each City facility for which services are being requested. Included with this inventory is a map showing the location of each of these facilities within the City of Belfast.

8.2: Cabling Audit Summary and Certification: A summary of an audit that was recently performed by an outside firm regarding the existing cabling within Belfast City Hall only; this firm has also provided certification that all data drops within Belfast City Hall meet a Category 5 Enhanced (CAT5e) standard.

All of these above documents, along with the Request for Proposals itself, are available for download at www.cityofbelfast.org/itsupportrfp (see under "Related Documents") or may be requested to be e-mailed by contacting Nora McGrath, Office Assistant to the City Manager, City of Belfast, via e-mail at managersoffice@cityofbelfast.org.

SCHEDULE OF EQUIPMENT AND/OR ADDITIONAL COSTS

(USE A SEPARATE SCHEDULE FOR EACH SERVICE AT A SPECIFIC FACILITY THAT HAS EQUIPMENT AND/OR ADDITIONAL COSTS)

FIRM NAME: _____

NAME OF SERVICE REQUESTED (SEE SECTION 2 (SCOPE OF SERVICES REQUESTED) FROM THE REQUEST FOR PROPOSALS) THAT THIS SCHEDULE REFERS TO:

NAME OF FACILITY (SEE SECTION 8.1 (INVENTORY) FROM THE REQUEST FOR PROPOSALS) THAT THIS SCHEDULE REFERS TO:

ITEM	MANUFACTURER	MODEL	UNIT COST	QUANTITY	TOTAL COST

(ATTACH ADDITIONAL SCHEDULES OR SHEETS IF NECESSARY)

BID TABLE FOR SERVICES REQUESTED -- [NAME OF FACILITY]

FIRM NAME: _____

SERVICE REQUESTED	GENERAL SERVICE HOURLY RATE AND TYPICAL RESPONSE TIME	EMERGENCY HOURLY RATE AND TYPICAL RESPONSE TIME (2 HOURS OR LESS)	MONTHLY AND QUARTERLY RATE; MAXIMUM NUMBER OF HOURS PROVIDED PER MONTH AND QUARTER (MUST RESPOND TO BOTH) (INCLUDE EMERGENCY RESPONSE)	PACKAGE SERVICE AGREEMENT RATE (ONE-TIME)	EQUIPMENT AND/OR ADDITIONAL COSTS
2.1: INITIAL ASSESSMENT AND LONG-TERM STRATEGIC PLANNING	NOT APPLICABLE (DO NOT ANSWER)	NOT APPLICABLE (DO NOT ANSWER)	NOT APPLICABLE (DO NOT ANSWER)	\$ _____ HOURS TO COMPLETE TASK (ESTIMATED)	ATTACH SCHEDULE OF EQUIPMENT AND/OR ADDITIONAL COSTS, IF NECESSARY
2.2: SERVER SUPPORT	\$ _____/HOUR _____ HOURS _____ MINUTES	\$ _____/HOUR _____ HOURS _____ MINUTES	\$ _____/MONTH _____ HOURS (MAXIMUM) \$ _____/QUARTER _____ HOURS (MAXIMUM)	NOT APPLICABLE (DO NOT ANSWER)	ATTACH SCHEDULE OF EQUIPMENT AND/OR ADDITIONAL COSTS, IF NECESSARY
2.3: NETWORK SUPPORT	\$ _____/HOUR _____ HOURS _____ MINUTES	\$ _____/HOUR _____ HOURS _____ MINUTES	\$ _____/MONTH _____ HOURS (MAXIMUM) \$ _____/QUARTER _____ HOURS (MAXIMUM)	NOT APPLICABLE (DO NOT ANSWER)	ATTACH SCHEDULE OF EQUIPMENT AND/OR ADDITIONAL COSTS, IF NECESSARY
2.4: BACKUP, E-MAIL, AND SECURITY SUPPORT	NOT APPLICABLE (DO NOT ANSWER)	\$ _____/HOUR _____ HOURS _____ MINUTES	NOT APPLICABLE (DO NOT ANSWER)	\$ _____ HOURS TO COMPLETE TASK (ESTIMATED)	ATTACH SCHEDULE OF EQUIPMENT AND/OR ADDITIONAL COSTS, IF NECESSARY
2.5: WORKSTATION SUPPORT	\$ _____/HOUR _____ HOURS _____ MINUTES	\$ _____/HOUR _____ HOURS _____ MINUTES	\$ _____/MONTH _____ HOURS (MAXIMUM) \$ _____/QUARTER _____ HOURS (MAXIMUM)	NOT APPLICABLE (DO NOT ANSWER)	ATTACH SCHEDULE OF EQUIPMENT AND/OR ADDITIONAL COSTS, IF NECESSARY

BID TABLE FOR SERVICES REQUESTED – [NAME OF FACILITY]

FIRM NAME: _____

SERVICE REQUESTED	GENERAL SERVICE HOURLY RATE AND TYPICAL RESPONSE TIME	EMERGENCY HOURLY RATE AND TYPICAL RESPONSE TIME (2 HOURS OR LESS)	MONTHLY AND QUARTERLY RATE; MAXIMUM NUMBER OF HOURS PROVIDED PER MONTH AND QUARTER (MUST RESPOND TO BOTH) (INCLUDE EMERGENCY RESPONSE)	PACKAGE SERVICE AGREEMENT RATE (ONE-TIME)	EQUIPMENT AND/OR ADDITIONAL COSTS
2.6: CABLING	NOT APPLICABLE (DO NOT ANSWER)	NOT APPLICABLE (DO NOT ANSWER)	NOT APPLICABLE (DO NOT ANSWER)	\$ _____ HOURS TO COMPLETE TASK (ESTIMATED)	ATTACH SCHEDULE OF EQUIPMENT AND/OR ADDITIONAL COSTS, IF NECESSARY
2.7: VOIP PHONE SYSTEM	NOT APPLICABLE (DO NOT ANSWER)	NOT APPLICABLE (DO NOT ANSWER)	NOT APPLICABLE (DO NOT ANSWER)	\$ _____ HOURS TO COMPLETE TASK (ESTIMATED)	ATTACH SCHEDULE OF EQUIPMENT AND/OR ADDITIONAL COSTS, IF NECESSARY

(UNLESS INDICATED BY 'NOT APPLICABLE', ALL SECTIONS MUST BE FILLED OUT)

The IT Inventory List is a general overview. Please conduct your own location surveys to compile your own inventory list.

Department	City Hall (All Departments)	Date	
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Location	131 Church St	Items & Descriptions	Programs
2nd Floor			
Code & Planning Department		4 computers - 2 docking stations	Windows, GIS & Arch View, Microsoft
Economic Development		1 computer	Windows, Microsoft & Adobe
Parks & Recreation		1 computer	Windows & Microsoft
Assessing		3 computers	Windows, Microsoft, Adobe & Trio
1st Floor			
Manager's Office		3 computers	Windows, Microsoft, Adobe & Trio
General Assistance (Public Television equipment is also in this office)		1 Computer	Windows, Microsoft, Welpac Program
Ground Level			
Clerk, Treasurer, Tax Collector		12 computers	Windows, Microsoft, Adobe, Trio, Moses, CVR, Payport, EDRS, DYMO

City of Belfast

IT Inventory List

8.1

Department	Public Works	Date	
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Location	Items	Programs
55 Congress St.		
Public Works Garage	2 Computers, 1 modem	

Department	Fire / Ambulance	Date	
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Location	Items	Programs
217 Main St.		
Fire Station	2 Tuff Books, 2 Computers, 1 server, 1 modem	Norton

Department	Harbor	Date	
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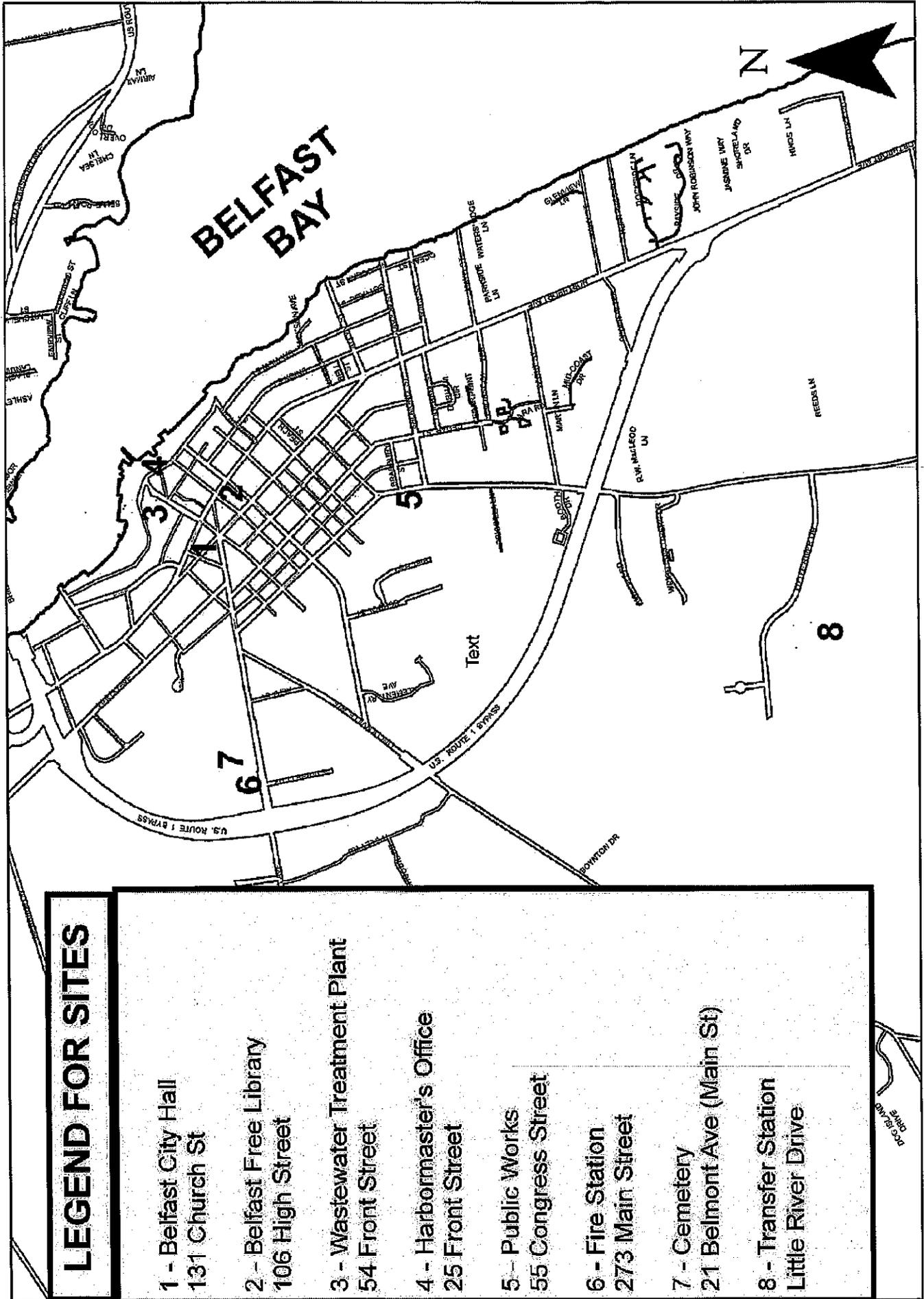
Location	Items	Programs
25 Front St.		
Harbormaster's Shack	1 computer, router/antenna for WiFi, Bluestreak internet service	Windows XP, Microsoft Office, Quickbooks, Mozilla, AVG & a custom mooring plotting program

Department	Transfer Station	Date	
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Location	Items	Programs
Little River Dr.		
Transfer Station Garage	1 computer	Quick Books point of sale, AVG

Department	Cemetery	Date	
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Location	Items	Programs
21 Belmont Ave. (Main St.)		
Cemetery Garage	1 computer	Microsoft Office, AVG, Visual Studio



10.B

Request by the Economic Development Director to have the City Council authorize further actions regarding the airport runway 15 end obstruction removal project.

At its meeting of September 6th, 2016, the Belfast City Council had awarded the bid for the obstruction removal work portion of the runway 15 obstruction removal project to Federal Program Integrators, LLC, of Indian Island, Maine, for \$46,036.97, and authorized matching funds for this project in the amount of \$10,587.25, to cover the 5% required local matching funds (based on a total project cost of \$211,735.00).

Subsequent to those Council decisions, Federal Program Integrators informed City staff and Airport Solutions Group that they could no longer undertake the project due to a lack of bonding capacity. Once this had been confirmed, Airport Solutions Group began negotiations with the firm that had submitted the second lowest bid, Comprehensive Land Technologies, Inc. of South China, Maine.

Ultimately, Comprehensive Land Technologies agreed to do the project for \$42,887.50; this amount is slightly lower than Federal Program Integrators' bid amount of \$46,036.97. This change in project cost was due to differences in unit costs (Comprehensive Land Technologies had some unit costs that were higher, and some that were lower than those of Federal Program Integrators) and due to a reduction in the number of individual trees to be removed.

Factoring in this new cost for the obstruction removal (and a small adjustment in sponsor costs), the cost of the entire project has been slightly reduced to \$208,560.49; the City's required 5% match of this cost is now only \$10,428.02.

If awarded this project, Comprehensive Land Technologies expects to begin work on or around February 1st, 2017. They will have 20 calendar days to complete the removal of obstructions; they will most likely need to return at some point in the spring to place topsoil and to seed over areas where trees have been removed. Lincolnville Avenue will not need to be closed at any time for this project, and only a small portion of the Walsh Field parking lots will need to be closed off at any one time (the contractor will cone off trees, as they proceed tree by tree). Airport Solutions Group will be providing onsite oversight of the contractor during the project.

The Economic Development Director now requests that the City Council do the following: award the bid for this project to Comprehensive Land Technologies at the renegotiated bid price of \$42,887.50; and to authorize the City Manager to issue a Notice of Award to this firm, to issue a Notice to Proceed to this firm, and to sign a contract with this firm.

10. C

**City of
Belfast**

Joseph Slocum <citymanager@cityofbelfast.org>

Fwd: Council Orders

1 message

Manda Cushman <managersasst@cityofbelfast.org>
To: Joseph Slocum <citymanager@cityofbelfast.org>

Thu, Dec 29, 2016 at 11:35 AM

----- Forwarded message -----

From: **Michael McFadden** <chief@belfastmepd.org>
Date: Wed, Dec 28, 2016 at 3:41 PM
Subject: RE: Council Orders
To: Manda Cushman <managersasst@cityofbelfast.org>

I would like to address the City Council regarding recent or anticipated changes in the way Law Enforcement does business regarding Impaired Driving cases. Particularly those cases that involve the need for blood to be drawn from an individual. Historically here in Belfast, Officers had the luxury of bringing a person suspected of Impaired Driving to the WCGH when a blood test was needed. Hospital staff would perform the blood draw using a state issued blood collection kit. Recently Hospitals across the state have decided that due to the fact there are no medical reasons to perform blood draws on individuals suspected of Impaired driving they will no longer do them. This policy goes into effect January 15th.

This is not good news for a couple reasons. We rely exclusively on the staff at the Hospital to perform these blood draws, I'm concerned that for the same reason the legal staff representing the hospital have decided it's not a good policy to draw blood for Impaired Driving cases, our very own medical staff who work for the Cities Ambulance Service, may not want to get involved for the same reasons (although I have not confirmed that) Another issue is that the number and frequency of impaired driving cases that require blood samples is on the rise. There are several reasons that contribute to this fact the most significant is that blood is now used to test for drugs as well as alcohol. With the increased number of cases involving drivers who are impaired on drugs/THC blood tests are the only way to determine the concentration of drugs in their blood streams. The reality is for law enforcement locally the news we got from the hospital couldn't have come at a worse time particularly when it's almost a certainty that in the near future (when the legalization of Marijuana goes into effect) the number of Drug/THC impaired driving cases will increase substantially.

I'm not trying to paint the WCGH out to be the bad guys here. They have actually been quite helpful and have never charged the city for performing the numerous blood draws they've performed for us or any law enforcement agency over the years. They kept me in the loop on the progress of the decisions being made by their legal staff regarding blood draws so none of this would be a complete surprise. They've also been generous in allowing time for us to find alternate methods of getting blood samples drawn before they no longer perform this task for us. On January 15, 2017 however, the show is over and we'll have to provide other ways to draw blood.

I've researched this issue and found that in the southern part of the state, police departments have been performing these blood draws for several years now. The Maine Chiefs of Police Association has a model policy regarding Phlebotomy, which has already been adopted by the Belfast Police Department in anticipation of this situation. This policy is needed regardless of who performs the blood draw if the Hospital no longer performs that service for us.

In October of 2016 I sent two Officers (Officer Roy Smith and Officer Eric Kelley) to a Phlebotomy training sponsored by Portland PD in order to become certified in the process of drawing blood for the purposes of Impaired driving cases. The reason for selecting these two officers is they each have specialized training, Officer Smith is the departments only Drug Recognition Expert, and relies on blood draws in most of the cases he works. He's also, perhaps the most familiar with case law on the issue of Impaired Driving investigations we have within the department. Officer Eric Kelley was selected because he's the departments only EMT, who is already certified to administer intervenes medications and is perhaps the most familiar officer we have with the process of with hypodermic needles. These two Officers are currently fully certified to perform blood draws, I have not given them the green light to start performing this task because I think it's important that I inform you and the public that this may be required. Furthermore, we'll need to make sure we contact MMA regarding a rider on our insurance. I've been informed that riders for this exact issue are available and the cost of such is far less than I would have anticipated. (+/- \$100.00 per year). I have called MMA and I'm currently waiting for them to give a firm answer with regard to the cost of the rider. With any luck I'll have that information on January 3rd when I present this information to the Mayor, Council and City Manager at the meeting.

Chief Michael J. McFadden III

Belfast Police Department

112 Church Street

Belfast, Maine 04915

Office: (207) 338-5255

FAX: (207) 338-0258

Dial 911 for all Emergencies

Confidentiality notice: This message is intended only for the person to whom addressed in the text above and may contain privileged or confidential information. If you are not that person, any use of this message is prohibited. We request that you notify us by reply to this message, and then delete all copies of this message including any contained in your reply. Thank you.

To Belfast City Council Members:

This comprehensive memo is to keep you abreast of several developments in the assessing office and of our continuing efforts to maintain fair assessments for all. The following summarizes current projects:

1. Beginning in 2017, the assessing office will be starting a multi-year equalization process in an effort to increase our certified ratio from 90% to 100% to maintain equitable and just property value assessments in select areas of the City to maintain fairness and while at least delaying or avoiding the cost of a full revaluation.
2. For 2017, the assessor will be primarily addressing land and building values in select areas bounded between High Street/Northport Ave and the water. In 2017 and 2018, as resources allow, this will likely expand to additional downtown parcels and to waterfront on the east side.
3. In the High Street/Northport Avenue area, since September, we adjusted approximately 400 building valuations and we will be determining the land value component to equalize assessed valuations per a sales data analysis to be completed in 2017.
4. Also, for 2017, we anticipate adjusting commercial land values upward to equalize values in the downtown area based on sales. These increases will go toward downtown projects.
5. It is important to note that, for 2017, homestead exemptions will increase, statewide, to a tax exemption on the first \$20,000 in assessed value. Currently, Belfast residents would have only an \$18,000 benefit since we are at 90% of market value overall. There are approximately 1600 homestead exemptions. This equalization process should allow Belfast to claim a 100% certified ratio, increasing the homestead exemption in Belfast to \$20,000. Veteran and blind exemption benefits will also increase (up from 90%). *As an aside, please submit all property exemption or land classification applications before April 1st.*
6. Though it is preliminary, either no or only a minor adjustment is anticipated in the rural areas.

As you may be aware, the Assessing Office collects data, analyzes markets, and conducts mass valuation. One of the assessor's primary responsibilities is to apportion and assess taxes equitably according to each property's just, or fair market, value. Since tax assessments are driven by actual market sales, as market trends fluctuate over time, the assessor may need to adjust assessed valuations that deviate too far from market sales in order to equitably apportion taxes. The assessor may adjust values either by:

- A. A large-scale city-wide revaluation, where all properties are thoroughly inspected by an outside revaluation firm and valued as though valuations are derived from scratch, or;
- B. An equalization process, where either an assessor or a revaluation firm makes localized adjustments among similarly influenced properties to improve the quality of the existing framework of data.

Note that partial or full revaluations may run from \$50,000 to \$500,000 and take up to two years to complete, depending on the complexity. During this time, the assessor must still maintain equitable and just assessments. Equalization is a pro-active incremental method of bringing the City's valuations closer to fair market value, keeping revaluation costs down and possibly replacing the need for a more costly full revaluation. It is my hope this can be accomplished equitably without the high costs.

Since a delay of either an equalization or revaluation would start to impose an unfair apportionment of taxes on those areas of the City where such broad discrepancies do not exist, equalization is the most efficient, fair and just approach for all tax payers and should result in a more efficient assessment model of the municipal valuation process going forward. By conducting an in-house equalization process, we

will maintain or even increase data quality at a much lower cost than a revaluation team. In this instance, we will also maximize tax exemption benefits while probably increasing the State of Maine's tax reimbursement to the City of Belfast (if we get half back of a larger number, depending on the mill rate). We should also see an increase in revenue in the Downtown TIF as well.

To determine the level of adjustments that may be warranted in an equalization, the assessor pours over data in the yearly reports filed with the State of Maine. Over a period of time – several years even – trends may develop where assessed values of similar properties may be much higher or lower than incoming sales in certain areas, rather than the entire municipality. We are fortunate in that the annual state reporting data highlights the areas in our City where the difference between assessed and sale valuation is more pronounced. In other words, trends are apparent, making equalization possible.

The State reviews yearly comprehensive reports of assessed values as they compare to sale prices. As the sales data is beginning to show that the majority of the sales occurring in-town over the past several years are at levels increasingly greater than the assessed values, we have been certified at 90% of market value overall, though this number will decrease if we do nothing about it. This reduces the homestead, veterans and blind exemptions to only 90% of the full potential of these benefits, accordingly. As we bring equalize the assessed values in the areas affected, we can raise our certified ratio to 100%, which will increase these exemptions and increase our tax base, potentially lowering the mill rate, assuming a neutral budget.

Since state law requires yearly real property taxes to indicate land values separate from buildings for each parcel, we can study the influence of land values as part of our sales ratio analysis. For the last few years of data researched, the sales data indicates the land value component is becoming frequently under-valued in certain residential and commercial areas more than other areas. The greatest disparity in overall annual assessed values versus sales prices in state reporting is in water-influenced properties, located off from Northport Avenue and High Street. Additional disparities exist in the Main Street area and in the remainder of the residential downtown and east side water influenced areas. Sales data indicates less of a deviation for the inland suburban and rural properties areas outside of the downtown. As we get closer to finalizing changes to valuations in April, we will be notifying tax payers and coordinating meetings to discuss adjustments and what impact, if any can be anticipated for tax payers.

It is our hope that the equalization process will not just maintain equitable and just assessments along the way, we feel it will ultimately replace municipal-wide revaluations. Certain case law recently passed in the State of Maine that has opened up the door to this process which is successfully being conducted in several municipalities. The assessing office anticipates a multi-year equalization process will allow us to make changes as we discuss whether a municipal-wide revaluation should be considered for the City of Belfast, during which time the changes, we hope, are sufficient to offset the market changes that would otherwise bring rise to the need for a revaluation. Since the equalization process is within the scope of this office's abilities and since the costs of the assessing office's yearly operations dedicated to this process are only a fraction of even partial revaluation costs, it appears that a municipal-wide revaluation would be an unnecessary consideration for now.

With that said, please do not hesitate to contact our office if you have any questions or concerns. As always, I have found it to be both an honor and a privilege to work here in the City of Belfast.

AGENDA TOPIC 10.E

TO: Mayor & City Council
FROM: Wayne Marshall, City Planner
DATE: December 28, 2016
RE: Proposed Moratorium - Retail Marijuana - Second Reading & Public Hearing

REQUESTED ACTIONS

Action #1. The Council should conduct the scheduled public hearing regarding the proposed Moratorium.

Action #2. The Council should conduct the Second Reading of the proposed Moratorium and should decide if you are prepared to adopt the Moratorium at the January 3 meeting. If this Ordinance is adopted, the Moratorium will take effect immediately.

BACKGROUND INFORMATION

At the recent November 8 election the voters of the State of Maine adopted Referendum #1, the Marijuana Legalization Act, and the results of this election have recently been confirmed by a recount. The election results are to be certified by January 1, and the Act is to take effect 30 days post certification. Thus, by the end of January, Maine laws regarding the use, cultivation and sale of marijuana will change. Of particular interest to all municipalities is that several allowed activities pursuant to the Act will be subject to municipal regulation. The major activities which a municipality can choose to regulate include: the location and operation of an establishment that offers marijuana for retail sale, the location and operation of an establishment that cultivates marijuana for retail sale, and the location and operation of a retail marijuana social club; an establishment at which patrons can consume marijuana on site. While several other states have previously enacted laws to allow the retail sale and cultivation of marijuana as well as the personal use of marijuana, Maine will be the first state that has allowed social clubs.

Several provisions of the Act take effect upon enactment, however, the Act provides that the State Department of Agriculture, Conservation and Forestry will have up to 9 months to craft state regulations regarding retail sale, retail cultivation and retail social club operations. In short, the required state regulations are not yet in place to allow the above activities. The intent of the proposed Moratorium is to provide Belfast an opportunity to become better informed of provisions in the Act and to discuss what regulations, if any, that the City may want to consider adopting to oversee newly permitted activities. Also, because State regulations likely will not be adopted until sometime in October 2017, which is about 3 months before the expiration of the proposed Moratorium, and because local regulations partly will be dependent on the State regulations that are ultimately adopted, come May of 2017 I believe it may be necessary to ask

the City Council to consider an extension of the proposed 180 day Moratorium before it is scheduled to expire.

In proposing this Moratorium, the citizenry of Belfast should recognize that it is neither a statement in favor of or in opposition to the newly adopted Act. A Moratorium is an approach allowed by state law in which a local government can consider, debate and determine the nature of regulations/laws it wants to adopt without fear or concern that an applicant will request a permit for a particular project before the community decides how it wants to proceed. It also appears that at least 30 other municipalities in Maine have now adopted similar Moratoriums. I also note that Legalize Maine, the organization which advocated the adoption of the new state law, has favored municipalities adopting Moratoriums such as the one that the Belfast City Council is now being asked to consider.

This proposed Moratorium clearly is only a first step. If the Council adopts this Moratorium, City staff will need to approach the Council at a future date to outline a proposed process to consider potential local regulations for activities that will be subject to local regulation. Lastly, Patrick Walsh, who lives in Belfast and who works for Broadreach, contacted the City after hearing about the proposed Moratorium at the December 6 Council meeting and provided a synopsis of the Act for municipalities that was prepared by Communities Against Substance Abuse. The synopsis appears to address many of the concerns which municipalities will need to consider; reference attached.

I would be happy to address any questions at the Council meeting.

**NOTICE OF PUBLIC HEARING
PROPOSED MORATORIUM REGARDING RETAIL SALE &
RETAIL SOCIAL CLUBS FOR MARIJUANA
CITY OF BELFAST CITY COUNCIL**

The City of Belfast City Council, at its meeting of Tuesday, January 3, 2017, beginning at 7:00 p.m. or as soon as practical thereafter, in the Council Chambers of Belfast City Hall, which is located at 131 Church Street, shall conduct a public hearing regarding adoption of a proposed Moratorium to prohibit the following activities that will be permitted by the 'Marijuana Legalization Act': operation of a marijuana retail sale establishment, operation of a marijuana cultivation establishment for retail sale, and operation of a marijuana retail social club. A Moratorium, which is permitted by State Law, is effective for a period of 180 days and can be extended for additional 180 day periods. The purpose of this proposed Moratorium is to enable City officials and the community an opportunity to decide how Belfast may want to establish local regulations that would apply to the operation of the newly permitted activities regarding marijuana.

Persons who may be affected by the proposed Moratorium are encouraged to attend the January 3 public hearing and to offer comment. Alternatively, comment can be submitted in writing to Wayne Marshall, City Planner, City of Belfast, 131 Church St, Belfast, ME, 04915, or by email to wmarshall@cityofbelfast.org. The language for the proposed Moratorium can be viewed on the City website, cityofbelfast.org, reference Planning and Codes tab, and a copy is available for inspection at the Code and Planning Offices in City Hall during normal business hours, Monday - Friday, 8:00 am - 5:00 pm. Questions regarding the proposal should be directed to Wayne Marshall, City Planner, at 338-1417 x 25, or by email at wmarshall@cityofbelfast.org.

**PROPOSED AMENDMENTS to CITY CODE OF ORDINANCES
CITY of BELFAST CITY COUNCIL
SECOND READING & PUBLIC HEARING
TUESDAY, JANUARY 3, 2017
MORATORIUM on MARIJUANA RETAIL ESTABLISHMENTS and
RETAIL MARIJUANA SOCIAL CLUBS**

Notes to Public Regarding the Proposed Ordinance Amendments

- 1) At the November 8, 2016 election the voters of the State of Maine adopted (subject to verification via a requested recount) the 'Marijuana Legalization Act'. This Act creates opportunities for the retail sale of marijuana, the cultivation of marijuana for retail sale, and establishment of marijuana social clubs in the State, and establishes the right for a municipality, such as Belfast, to decide to regulate or prohibit such operations. Further, the Act establishes requirements for the Maine Department of Agriculture, Conservation and Forestry to develop State regulations to help implement the new Act, and provides the agency 9 months after the effective date of this Act to accomplish this task. As there is considerable uncertainty regarding the regulations that the State may adopt, and because the City has not had an opportunity to consider potential impacts of this Act on the community and current land use regulations, the City Council is proposing to establish a 180 day moratorium on the retail sale of marijuana, the cultivation of marijuana for retail sale, and the establishment of marijuana social clubs in Belfast.

The proposed establishment of a 180 day moratorium (as permitted by State law) does not represent the City taking a position of being pro or con on the new Act, it simply enacts a holding period in which the community can investigate and decide how it should proceed with respect to regulation of this newly created industry. Also, the City has the right to extend a moratorium for an additional period of 180 days, but it cannot use a moratorium over the long-term to avoid deciding how to proceed. If this moratorium is adopted, the intent of the City is to use the time period stipulated in the moratorium to decide how it should proceed with regulation of this new industry in the long term. Also, as of December 6, at least 24 other municipalities in Maine, have adopted similar moratoriums.

- 2) The Belfast City Council conducted the First Reading of this proposal at its meeting of December 20, 2016 and chose to present this proposal for Second Reading and Public Hearing at the Council meeting of January 3, 2017. The City Council has the authority to adopt the proposed moratorium after conducting the Second Reading and public hearing.
- 3) Questions regarding the proposed Moratorium should be directed to Wayne Marshall, City Planner, at 338-1417 x 25, or at wmarshall@cityofbelfast.org.
- 4) As all language in this proposed Moratorium is new language, all language is shown in standard Black Font.

**TEXT OF PROPOSED MORATORIUM
CITY OF BELFAST, MAINE**

ORDINANCE, Enacting a Moratorium on Retail Marijuana Establishments and Retail Marijuana Social Clubs, upon the following findings and conclusions of law:

WHEREAS, the Marijuana Legalization Act (the "Act"), was passed by Referendum Ballot in Maine as voted upon on November 8, 2016 which legalized the recreational use of marijuana;

WHEREAS, the Act allows a municipality to regulate or prohibit the operation of retail marijuana establishments (stores, cultivation facilities, product manufacturing facilities, and testing facilities) and retail marijuana social clubs (businesses selling marijuana for consumption on the premises) within the municipality's jurisdiction;

WHEREAS, there are concerns about the public health and safety of marijuana as well as concerns about the impact that this law will have in the City of Belfast, and being cognizant, the State of Maine Department of Agriculture, Conservation and Forestry has yet to adopt the required Rules for such retail establishment and pursuant to the Act, has 9 months post the effective date of the Act to adopt required Rules;

WHEREAS, the City needs time to better understand the outcomes of this legislation and rulemaking before determining how, and where within the zoning districts previously adopted, retail marijuana can be safely and compatibly permitted in the City of Belfast, or if all such operations should be prohibited;

WHEREAS, the local legislative process provides an opportunity for increased discussion and awareness of the consequences of retail recreational marijuana, and discussion of the impacts on the community;

WHEREAS, retail marijuana establishments and social clubs require public health, safety, and welfare consideration in that there is no readily available measure for public safety personnel to employ to determine a person's ability to safely operate motorized vehicles after recreational consumption at social clubs;

WHEREAS, the increased use of marijuana, including through its cultivation, sale, and use in social clubs in the City of Belfast create the potential additional burden on the City of Belfast's public facilities, especially the City's public health and public safety resources;

WHEREAS, the City of Belfast needs to consider the impact of such establishments regarding the proximity to schools, churches, residential neighborhoods and other permitted uses;

WHEREAS, a temporary prohibition on retail marijuana establishments and retail marijuana social clubs is therefore appropriate in order to determine what regulation, if any, is necessary at the local level within the City of Belfast;

NOW THEREFORE, be it Ordained by the City of Belfast City Council as follows, that:

A Moratorium on the use and issuance of permits for retail marijuana establishments and retail marijuana social clubs is hereby enacted and approved as follows:

1. Necessity.

Municipalities are authorized by 30-A M.R.S. § 4356(1) to enact moratoria:

- (a) to prevent a shortage or an overburden of public facilities that would otherwise occur during the effective period of the Moratorium or that is reasonably foreseeable as a result of any proposed or anticipated development; or
- (b) because the application of existing comprehensive plans, land use Ordinances or regulations or other applicable laws, if any, is inadequate to prevent serious public harm from residential, commercial or industrial development in the affected geographical area.

In accordance with 30-A M.R.S. § 4356(1), and consistent with the findings referenced above, the City Council of the City of Belfast finds that a Moratorium on retail marijuana establishments and retail marijuana social clubs is necessary and warranted.

2. Moratorium.

Retail marijuana establishments and retail marijuana social clubs, as defined in the Marijuana Legalization Act, are hereby prohibited in the City of Belfast. Furthermore, no building or use permit, certificate of occupancy, or other permit shall be issued for any such use pending the Moratorium enactment period.

3. Term.

This Moratorium shall continue for one hundred eighty (180) days from the date of its enactment by the City Council. It may be extended for an additional one hundred eighty (180) days in accordance with 30-A M.R.S. § 4356(2) upon a finding by the City Council of the City of Belfast that the problem giving rise to this Moratorium continues to exist and reasonable progress is being made to alleviate the problem giving rise to the need for this Moratorium.

4. Applicability and Enactment.

Notwithstanding the provisions of 1 M.R.S. § 302, this Moratorium shall apply retroactively to all actions, inquiries and proceedings introduced or pending as of November 8, 2016 or thereafter. This Moratorium was enacted by the Belfast City Council at its meeting of January 3, 2017.

A Summary for Municipalities: The Citizen's Initiative to Legalize Marijuana

Note: *Currently there are many parts of the Act and proposed process that may be modified.*

- *The timeline is a moving target and now starts after the recount is completed in January 2017.*

The Department of Agriculture, Conservation and Forestry will be the state licensing authority for regulating and controlling the licensing of the cultivation, manufacture, distribution, testing, and sale of retail marijuana and retail marijuana products in Maine.

1. Authorizes establishment of six retail marijuana licenses:

A. Retail marijuana store – authorized to sell ONLY marijuana, retail marijuana products, marijuana accessories, non-consumable products such as apparel and marijuana-related products such as child-resistant containers for purchase by consumers over the age of 21. Products are prohibited from being consumed on premises. *Licensing fee: \$250 to \$2,500.*

B. Retail marijuana cultivation facility – licensed to cultivate, prepare and package retail marijuana and sell retail marijuana to retail marijuana establishments and retail marijuana social clubs.

- There are two licenses in this category:
 - Those with 3,000 square feet or less of plant canopy and
 - Those with more than 3,000 square feet of plant canopy.
- The maximum amount of unit blocks allowed to a single licensee is 300 (each unit block is 100 square feet, so 300 unit blocks is 30,000 square feet).
- No more than 6 retail marijuana cultivation facilities or more than 30,000 square feet of plant canopy may be located on the same parcel of property.
- Products are prohibited from being consumed on premises.
- Licensing fee: \$10 to \$100 per unit block

C. Retail marijuana products manufacturing facility – licensed to *purchase* retail marijuana; *manufacture, prepare and package* retail marijuana products; and *sell* retail marijuana and retail marijuana products *only* to other retail marijuana product manufacturing facilities, retail marijuana stores and retail marijuana social clubs.

- Products are prohibited from being consumed on premises.
- Licensing fee: \$100 to \$1,000

D. Retail marijuana testing facility - certified to analyze and certify the safety and potency of retail marijuana and retail marijuana products.

- Licensing fee: \$500

E. Retail marijuana social club – may sell only retail marijuana and retail marijuana products to consumers for consumption on the licensed premises.

- Licensing fee: \$250 to \$2,500

F. Occupational related licenses for people working in these types of businesses

2. Local Control

An applicant is prohibited from:

- Operating a retail marijuana establishment (store, cultivation facility, manufacturing facility, or testing facility) or retail marijuana social club without state licensing authority or municipal approval.
- The state licensing authority may not limit the total number of retail marijuana stores in Maine.
- A **municipality** may:
 - Regulate the number of retail marijuana stores
 - Regulate the location and operation of retail marijuana establishments and retail marijuana social clubs
 - Prohibit operation of retail marijuana establishments and retail marijuana social clubs within its jurisdiction.

3. Local Licensing (page 23)

- A municipality may regulate the location and operation of retail marijuana establishments and retail marijuana social clubs pursuant to Title 30-A, chapter 187, subchapter 3.
 - *Noting in this chapter prohibits the registered voters of a municipality from calling for a vote on any regulations adopted by a municipal legislative body.*
- A retail marijuana establishment or retail marijuana social club may not operate until it is licensed by the state licensing authority and approved by the municipality in which it is located.
- Within 7 days of receiving it, the state licensing authority will provide a copy of the application and 50% of the licensing fee to the municipality in which the establishment or club is to be located. The municipality shall inform the state licensing authority whether the application complies with the local land use ordinance and other local restrictions.
- A municipality may impose a separate local licensing requirement as a part of its restrictions on time, place, manner, and the number of marijuana businesses. If it does, it may choose to hold a public hearing prior to the issuance of a retail marijuana establishment or retail marijuana social club license.

4. Personal Use of Marijuana (page 25)

A. Person 21 years of age or older. A person 21 years of age or older may:

- Use, possess or transport marijuana accessories and up to 2 1/2 ounces of prepared marijuana;
- Transfer or furnish, without remuneration, up to 2 1/2 ounces of marijuana and up to 6 immature plants or seedlings to a person who is 21 years of age or older;
- Possess, grow, cultivate, process or transport up to 6 flowering marijuana plants, 12 immature plants and unlimited seedlings, and possess all the marijuana produced by the plants at the adult's residence;

- Purchase up to 2 1/2 ounces of retail marijuana and marijuana accessories from a retail marijuana store; and
- Purchase up to 12 seedlings or immature plants from a retail marijuana cultivation facility.

B. Home cultivation. The following provisions apply to the home cultivation of marijuana for personal use by a person who is 21 years of age or older.

- A person may cultivate up to 6 flowering marijuana plants at that person's place of residence, on property owned by that person or on another person's property with written permission of the owner of the property. Each plant must be tagged with the owner's name (must be over 21) and Maine driver's license number.
- A person who elects to cultivate marijuana shall ensure the marijuana is not visible from a public way without the use of binoculars, aircraft or other optical aids and shall take reasonable precautions to prevent unauthorized access by a person under 21 years of age.
- Marijuana cultivation for medical use is not considered cultivation for personal use and this section does not apply to cultivation by a registered dispensary licensed pursuant to Title 22, section 2428.

5. Use. A person may consume marijuana in a nonpublic place including a private residence.

- The prohibitions and limitations on smoking tobacco products in specified areas apply to smoking marijuana.
- A person who smokes marijuana in a public place other than as governed by Title 22, chapters 262 and 263 commits a civil violation for which a fine of not more than \$100 may be adjudged.
- This subsection may not be construed to shield any adult from federal prosecution.
- This subsection may not be construed to allow any adult to possess or consume marijuana on federal property.

For More information contact:

Jennah Godo, MS, PS-C

School Outreach and Substance Abuse Prevention Coordinator

Access Health

Mid Coast Hospital

66 Baribeau Dr, Suite 5A, Brunswick, ME 04011

373.6970

*****All materials are for general informational purposes. The information presented is not legal advice.*****

10.F

**Policy for Committees regarding filing of agendas and minutes.
December 21, 2004**

It is the goal of the Belfast City Council to allow for public input and open communication regarding all aspects of city business. To that extent it is hereby adopted that all committees and boards of the City of Belfast shall hereby abide by the following policy regarding filing of agendas and minutes.

Agendas:

Each committee shall file with the City Clerk's Office a written agenda a minimum of 7 days in advance of regular meetings. Emergency meetings shall be called in the manner prescribed in the city charter for the City Council to call an emergency meeting, by providing at least six hours of notice to the members of the committee, City Clerk's Office and the members of the local press.

- The agenda shall have the following items but not limited to these items:
- Name of Committee
- Date and time of meeting
- Place of meeting
- Subject of meeting and/or topics to be discussed

The City Clerk's Office shall distribute copies of the agenda to the Mayor, City Council, City Manager, any pertinent city staff and the press, a copy of the agenda shall be posted at Belfast City Hall and filed in the City Clerk's Office records at Belfast City Hall.

Minutes:

Minutes of all committee meetings shall be filed with the City Clerk's Office within one month (30 days) of the date of the meeting.

- The minutes shall have the following items but not limited to these items:
- Name of Committee
- Date and time of meeting
- Place of meeting
- Names of members in attendance
- Action on meeting subjects and/or topics discussed
 - Brief description of topics discussed and/or statements made for the record
- Date, time and location of future meetings if set

The City Clerk's Office shall distribute copies of the minutes to the Mayor, City Council, City Manager, any pertinent city staff, and a copy of the minutes shall be filed in the City Clerk's records at Belfast City Hall.

Approved by Council, 12-21-04

Draft Letter
From the Council to City Board, Committee and Commission Members
Prepared by JJS 1/31/11 Redrafted at Council Request February 24, 2011

Dear Board, Committee or Commission Member,

The City Council wishes to thank you for your willingness to serve this community.

Communication relationship between the Public, the Council, Committees, Boards, Commissions and City Staff is crucial to the transparency and success of the City. We take this opportunity to identify our understanding of our respective roles so we can all work together within a collaborative and clear process. Here are some reminders for everyone's benefit.

1. Boards and Committees are public bodies and therefore they must, under state law, post a public notice of their meetings. Belfast City Council adopted a policy for all City Boards, Committee's and Commissions on December 21, 2004. It requires the Committee to provide the City Clerk with both the notice of the meeting as well as the agenda a minimum of 7-days in advance of the meeting. (Copy attached)
2. This policy also requires for the delivery of minutes to the City Clerk within 30 days after the meeting and provides an outline for every set of minutes.
3. The provisions for special or emergency meetings require 6 hours notice to members of the Committee, the City Clerks office and the press.
4. Each Board or Committee should have (elect) a Chairperson. The Chair provides the following functions.
 - ✓ make sure the agenda is sent to the Clerk's Office in a timely fashion
 - ✓ runs the meeting
 - ✓ acts as the spokesperson for the Committee on matters that need to be communicated to City Department Heads, the City Manager or the City Council.
5. Board or Committees speak and make decisions by majority vote. All votes should be reflected in the minutes of the meeting. Boards do not act by individual members.
6. Each Board or Committee should appoint amongst its members a secretary who will:
 - ✓ prepare the minutes of every meeting and

- ✓ take responsibility, after they are approved by majority vote, to get them to the City Clerk's office for distribution and permanent recording.

7. While many City employees work regularly with City Boards and Committees, such as the Harbormaster, City Planner, Code Enforcement Officer, Parks and Recreation Director, Airport Manager, City Manager etc-- no Board or Committee -or any of their individual members -should direct the activities of full-time staff. If there is a problem with staff support then that matter should be referred to the City Manager.

Under the Charter the City Manager is responsible for the administration of all city departments and their employees.

8. Committee and boards support is generally available. If there is a Department Head that works regularly with the committee then that person should be contacted first. As a backup the City Clerk should be contacted for assistance. The Council is always available for Committee or Board concerns.

9: Boards and Committees generally are advisory to the City Manager and City Council unless otherwise indicated. Here is a general summary of responsibility:

- Zoning Board of Appeals: a quasi-judicial Board of review that hears appeals stemming from decisions made on city zoning matters (Charter Sec 9).
- Comprehensive Planning and Review Committee (defined by State Law 30-A MRSA 4324 as written in City Charter) - and help develop and maintain a comprehensive plan and work on an implementation program to which it is assigned or otherwise directed by the City Council (Charter Sec 9).
- Planning Board- decision making authority over certain land use matters and make recommendations to the City Council (Charter Section 9 and Land Use Code Sections 66 to 102).
- Harbor Advisory Committee – in accordance with State law 38 MRSA 1-3 for the management of the Harbor and they can serve as the Harbor Master when they are unavailable. In general the Harbor Committee focuses on the Harbor and its facilities but does not act inconsistent with the duties of the Harbor Master. The Committee makes recommendations to the Harbor Master, City Manager and City Council. (Charter Section 9 and Chapter 30 in the Code).
- Board of Assessment and Review - to hear appeals on assessments per State law (Charter Section 9)
- Library Board of Trustees- Management and control of the library and grounds. They employ the librarian and other employees and direct the expenditure and investment of library funds (26-59).
- Parks and Recreation Commission: care and supervision of the public parks and range ways. Subject to the approval of the City Council, they can direct the

expenditure of all money appropriated or available for the improvement of Parks and range ways. (38.41) Since this description of duties was put in the Code the City hired a Parks Director who is under the supervision of the City Manager and the City Manager and Parks Director can freely use appropriated funds to operate and serve the parks on a daily basis.

- Design Review Committee- Review construction design proposals in limited areas of the City under City Ordinance (80-2).
- Cemetery Trustees Committee- General supervision of all City Cemeteries (Code Chapter 18).

The City Charter specifically authorizes the Council to establish such other boards commissions and committees as the Council may determine to be needed from time to time. Here are some of them:

- Airport Advisory Committee- to advise the City on the airport and airport related issues.
- Energy and Climate Committee- recommend steps to Council to reduce green house and air pollution emissions (Created 2/21/07).
- Hiking, Biking and Pedestrian Committee- Recommends improvements and connectivity to hiking, biking and pedestrian assets or potential assets in the City of Belfast.
- Recycling Committee- recommends recycling improvements to the Council.
- Trail and Rail Committee- new Committee to advise the Council on all matters relating to the proposed new trail and the adjoining rail along the Passagasawaukeag River out to the Waldo Town line.
- Belfast Area Youth Council- to provide connectivity between the City and its younger citizens through meetings, recommendations and actions.

The Council encourages the Boards and Committees to bring updates on their plans and proposals to Council meetings to both inform the Council and also the general public. If you have any concerns about this letter please let us know.

Once again, thank you for all you do for Belfast,

Belfast City Council