



CITY OF BANGOR

Government Operations Committee
Monday, February 2, 2026
73 Harlow Street, Council Chambers
May immediately follow another Committee

AGENDA

1. Order: Accepting the 2026 Annual Report for the Advisory Committee on Racial Equity, Inclusion, and Human Rights
2. Ordinance: Amending the Code of the City of Bangor to Repeal Article VI of Chapter 23, Which Established the Advisory Committee on Racial Equity, Inclusion, and Human Rights
3. Order: Authorizing the City Manager to Execute a Subcontract with Maine Mental Health Connection's Together Place Peer Run Recovery Center to Receive up to \$50,000 from the State of Maine Overdose Response Pilot Grant
4. Public Health Update
5. Ordinance: Amending the Code of the City of Bangor to Create a Standing Legislative Committee
6. Ordinance: Amending the Code of the City of Bangor to Create a Standing Committee on Homelessness and Affordable Housing
7. Order: Authorizing an Update to the Public Use of City Hall Policy

Upcoming Items (subject to change)

(Items may go to Government Operations Committee or be moved to another committee, depending on timing.)

- *Police Dept. Update (including crime reporting information)*
- *Community Connector Update*
- *Built for Zero – HUB 7 Update*



CITY OF BANGOR ORDER

02/09/2026

Date: 02/09/2026

Item No:

Assigned to Councilor:

Accepting the 2025 Annual Report from the Advisory Committee on Racial Equity, Inclusion, and Human Rights

WHEREAS the Advisory Committee on Racial Equity, Inclusion, and Human Rights is charged by the City Council with preparing and submitting an annual report to the City Council outlining its activities; and

WHEREAS the Advisory Committee on Racial Equity, Inclusion, and Human Rights' mission is to cultivate a shared culture that embraces differences in age, race, gender, ethnicity, religion, sexual orientation, gender expression, sexual identity, ability, language, family circumstances, and cultural backgrounds;

Be it Ordered by the City Council of the City of Bangor that the 2025 Annual Report from the Advisory Committee on Racial Equity, Inclusion, and Human Rights is accepted.

Advisory Committee on Racial Equity, Inclusion, and Human Rights Annual Report to the Bangor City Council — 2025

Introduction

The Advisory Committee on Racial Equity, Inclusion, and Human Rights (ACREIHR) submits this 2025 Annual Report to the Bangor City Council, documenting the Committee’s activities, recommendations, and advisory work in support of the City’s equity, inclusion, and human rights goals.

In 2025, the Committee focused on strengthening its internal operations and clarifying its role within City government. This included making intentional updates to the Committee’s ordinance, deepening relationships with City leadership and staff, and advancing policy recommendations rooted in community input, public health data, and human rights principles.

This year reflected steady, thoughtful progress. Alongside substantive policy work, the Committee prioritized accountability, transparency, and follow-through—ensuring that equity and inclusion are not abstract values, but practical responsibilities embedded in City processes and decision-making.

Governance and Structural Improvements

In February 2025, ACREIHR completed a comprehensive update to its enabling ordinance, strengthening internal operations and clarifying the Committee’s relationship with City Council. These changes were designed to ensure consistency, accountability, and continuity in the Committee’s work.

Key ordinance updates included:

1. Leadership Structure

- Established the annual election of a Secretary as an additional voting officer, ensuring consistent recordkeeping, improved institutional memory, and shared leadership responsibilities.

2. Clarification of the City Council Liaison Role

- Formalized expectations that the City Council Liaison:
 - Regularly attend Committee meetings to support communication and collaboration.
 - Present official City business relevant to the Committee’s scope, including ordinances, resolves, proclamations, budgets, naming proposals, and related matters.
 - Serve as a two-way conduit for information between the Committee and the City Council.
- Clarified the process by which Committee recommendations may be advanced through the Liaison for Council consideration.

3. Attendance, Accountability, and Continuity

- Adopted clear attendance standards for members to maintain good standing.
- Established a defined process for addressing excessive absences, including notification requirements and coordination with the City Council’s Personnel Committee for replacements when necessary.
- Created a transparent process for excused absences in extraordinary circumstances, strengthening fairness while maintaining expectations for participation.

These governance updates strengthened the Committee’s ability to function as a reliable, consistent advisory body and reinforced mutual accountability between members, City staff, and Council.

Community Engagement and Public Input

Bangor Pride — June 2025

ACREIHR participated in Bangor Pride by hosting a public engagement table focused on gathering community feedback. Residents and visitors were invited to share ideas, concerns, and recommendations on how Bangor can become safer, more accessible, and more welcoming, with greater opportunities for belonging.

- Feedback collected emphasized accessibility, language access, trust in local government, public safety, and inclusive community spaces.
- All feedback was documented and formally shared with the City’s Community Development Officer to inform ongoing and future planning efforts.

This engagement reinforced the Committee’s role as a bridge between lived community experience and municipal decision-making.

Policy Development and Formal Recommendations

Resolution on Immigration, Safety, and Community Trust — September 2025

In September 2025, ACREIHR developed and presented a formal resolution to the Bangor City Council reaffirming safety, trust, and civil rights in the context of immigration and local enforcement policies.

The resolution:

- Reaffirmed Bangor’s commitment to the safety, dignity, and trust of all residents, regardless of immigration status.
- Clarified that City resources, personnel, and funds should not be used to enforce federal immigration law except as legally required.
- Established that any request for cooperation with federal immigration authorities must be reviewed through established municipal channels, beginning with the City Manager and City Solicitor.

- Emphasized constitutional protections, due process, and equal protection under the law.
- Affirmed limits on the collection and sharing of immigration-status information, except where legally mandated.

This resolution reflected the Committee’s focus on protecting civil rights, maintaining public trust, and ensuring transparency and accountability in City practices. Prior to its presentation, Committee leadership met with City staff, including the Chief of Police, City Solicitor, and City Manager, to provide a well-researched and carefully prepared statement informed by legal, public safety, and community trust considerations. The resolution was reviewed by the City Council’s Government Operations Committee and advanced for a full Council vote, where it was ultimately not adopted.

Legislative Policy Directive: Safe Outdoor Space — December 2025 In December 2025, ACREIHR voted to submit a recommendation to the Bangor City Council regarding a Legislative Policy Directive to establish a sanctioned, temporary Safe Outdoor Space as a stabilization option for residents displaced from the railroad encampment.

The Committee’s recommendation was informed by:

- Information indicating that local shelters were operating at or near capacity, limiting available alternatives.
- Research and data indicating that encampment removal without an alternative location can increase health and safety risks and raise legal and human-rights considerations.
- Public health information, including data related to the ongoing HIV outbreak identified by the Maine CDC.
- Fiscal information showing that repeated encampment clearances involve significant cost without producing long-term housing outcomes.

The Committee noted that the proposed directive was intended as a temporary, time-limited stabilization measure and was not presented as a permanent solution. The recommendation emphasized coordination with service providers and nonprofit partners and identified potential benefits related to public health, safety, and administrative clarity.

The recommendation followed meetings and coordination with City staff and was reviewed by the City Council’s Government Operations Committee. The directive was discussed in committee but was not motioned forward to advance to a vote of the full City Council.

Advisory and Collaborative Work with City Leadership

Throughout 2025, ACREIHR served as an active advisory partner to City leadership and staff, including:

- **Website Accessibility:** Provided feedback to the Assistant City Manager on accessibility improvements and inclusive design considerations for the City’s new website.
- **Public Health Collaboration:** Met with the Director of Public Health to better understand the scope and impacts of the HIV outbreak in Bangor and to identify ways the Committee could support equitable, stigma-informed responses.
- **Language Access Planning:** Began collaborative work with multiple community and municipal partners to support the development of a comprehensive language access plan for the City of Bangor.

This work reflects the Committee’s ongoing commitment to equity as a practical, cross-departmental responsibility embedded in City operations.

Outcomes and Impact

- **Stronger Governance:** Clearer roles, improved attendance accountability, and strengthened leadership structure enhanced the Committee’s effectiveness.
 - **Policy Influence:** Advanced two significant, equity-centered policy actions to City Council addressing civil rights, public safety, and human dignity.
 - **Community Voice:** Collected and elevated resident input through direct public engagement at Bangor Pride.
 - **Cross-Sector Collaboration:** Deepened relationships with City administration, public health officials, and community partners to address complex, intersecting challenges.
-

Conclusion

In 2025, the Advisory Committee on Racial Equity, Inclusion, and Human Rights demonstrated meaningful progress in both how it operates and the substance of its work. By strengthening its governance, centering community input, and providing clear, evidence-based policy recommendations, the Committee reinforced its role as a trusted advisory body to the Bangor City Council.

ACREIHR remains committed to advancing equity, protecting human rights, and fostering a community where all people can live with safety, dignity, and belonging. The Committee looks forward to continuing this work in partnership with the City Council, City staff, and the broader Bangor community.



CITY COUNCIL ACTION

Council Meeting Date: February 9, 2026

Item No: 26-

Responsible Dept: City Manager

Action Requested: Ordinance

Map/Lot: N/A

Title, Ordinance

Amending the Code of the City of Bangor to Repeal Article VI of Chapter 23, Which Established the Advisory Committee on Racial Equity, Inclusion, and Human Rights

Summary

In October 2020, the City of Bangor’s Advisory Committee on Racial Equity, Inclusion, and Human Rights (ACREIHR) was established with a mission to broadly engage on issues of equity, inclusion, and diversity with a focus on City policies, procedures, ordinances and other City matters.

In May 2025, the Committee ordinance was amended to establish standards for attendance and a process for removal to address the Committee’s ongoing challenges with member attendance and quorum.

The Council has selected homelessness and affordable housing as its two top priorities for the upcoming year, which will include the creation of an Advisory Committee to evaluate and make recommendations that will in many cases overlap with the issues and concerns recently undertaken by the ACREIHR Committee.

Council anticipates that the recommendations from this new Advisory Committee on homelessness and affordable housing will be a primary focus for Council and City staff in the upcoming year.

To ensure the most efficient uses of Council and City staff time in a way that is aligned with Council’s established priorities, the City Council finds it appropriate to repeal the Article establishing the ACREIHR Committee.

Committee Action

Committee: Government Operations

Meeting Date: February 2, 2026

Action:

For:

Against:

Staff Comments & Approvals

City Manager

City Solicitor

Finance Director

Introduced for: First Reading



CITY COUNCIL ORDINANCE

Date: February 9, 2026

Assigned to Councilor:

ORDINANCE, Amending the Code of the City of Bangor to Create a Standing Legislative Committee

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BANGOR AS FOLLOWS, THAT

The Code of Ordinances of the City of Bangor is hereby amended to delete Article VI of Chapter 23.



CITY OF BANGOR ORDER

02/09/2026

Date: 02/09/2026

Item No:

Assigned to Councilor:

Authorizing the City Manager to Execute a Subcontract with Maine Mental Health Connection's Together Place Peer Run Recovery Center to Receive Up to \$50,000 from the State of Maine Overdose Response Pilot Grant

Be it Ordered by the City Council of the City of Bangor that, the City Manager is authorized to execute a subcontract with Maine Mental Health Connection's Together Place Peer Run Recovery Center in the amount of up to \$50,000 from the state of Maine-funded Overdose Response Pilot grant to employ a recovery coach to support the project.



CITY OF BANGOR

Jennifer Gunderman, Director
Public Health & Community Services
Phone: 207-992-4550
Jennifer.gunderman@bangormaine.gov

To: Government Operations Committee

From: Jennifer Gunderman, Director Public Health and Community Services

Date: January 30, 2026

RE: Public Health and Community Services Update (PH&CS)

The following are updates from Public Health and Community Services:

- HIV/HCV Outbreak: As of 1/22, Maine CDC is reporting 35 cases- 21 (60%) cases reported in 2025. US CDC team in Bangor for 2 weeks to conduct interviews, observations, and education. Key takeaways include: reducing stigma, improving system efficiencies (blood draw, PrEP), including HCV strategies in response efforts. Highlighted the benefits of the case management program. As a result, we are revamping self-testing program, planning expansion of clinical services, supporting increased testing and education.
- Syringe Service Programs (SSP): Maine CDC has approved 3 brick and mortar SSP locations- Wabanaki on Hancock Street; NeedlePoint Sanctuary at Ohio Street and UU Church. The City has no role in SSP certification process. SSPs need to follow City ordinances and zoning. New changes to SSP state rules will allow SSPs to expand services without CDC approval; allow for delivery; and other program changes. With these changes we are exploring options for becoming a certified SSP to allow for flexibility in filling SSP gaps, provide additional funding, and strengthen existing activities- testing and referral.
- Federal Funding:
 - o Maine Continuum of Care Rental Assistance Program: After court intervention, we expect the second year of funding as originally granted. New HUD NOFO expected in fall of 2026.
 - o SAMSHA: On 1/14/26 we received notification that our programs funded by SAMSHA were cut immediately. Later in the day funding was restored. We would have list significant funding that supports our substance use disorder activities.
- Maternal and Child Public Health Nursing (PHN): PHNs launched the lactation clinic in December 2025. Have received referrals from health care, social service agencies, and self-referrals. Currently it is free and researching billing companies.
- Warming Centers:
 - o Mansion: Averaging about 18 people/night. Last week, number of people has increased.
 - o Brick Church: 129 unique individuals served Nov-Dec representing 1,728 bed stays, avg 36/night
 - o Together Place: 312 unique individuals served Nov-Dec representing 1,225 bed stays, avg 36/night
 - o Total (Nov.-Dec.): 2,953 bed stays; \$31,156 spent; \$11 a bed stay
 - o Challenges: people with complex needs; consistent volunteers; transportation
 - o Positive: significant collaboration among warming shelters; “active engagement point”
 - o The Well: Averaging 60-70 people a day
 - o Needlepoint Sanctuary/UU Church: Hosted a warming shelter 1/24 due to extreme cold.

From Together Place Report: *Since opening, the warming shelter has demonstrated significant impact in a short period of time. Within the first 35 days, the shelter helped avoid more than 10 hospital admissions through ER diversion, reduced EMS calls, and decreased police wellness checks. During that same period, more than 500 meals were served, 10 individuals were diverted to treatment, and at least 10 guests were directly connected to recovery supports.*



CITY COUNCIL ACTION

Council Meeting Date: February 9, 2026

Item No: 26-

Responsible Dept: City Manager

Action Requested: Ordinance

Map/Lot: N/A

Title, Ordinance

Amending the Code of the City of Bangor to Create a Standing Legislative Committee

Summary

Following City Council’s annual meeting with the City’s state legislative delegation, City Council expressed an interest in the creation of a new standing committee to discuss and coordinate responses to state-level legislation with an impact on the City of Bangor.

The Legislative Committee will: (1) liaise with the City’s state legislative delegation on legislative matters of City interest; (2) provide the City’s state legislative delegation with input on legislative proposals; and (3) seek sponsorship of legislation that is in the City’s interest.

Committee Action

Committee: Government Operations

Meeting Date: February 2, 2026

Action:

For:

Against:

Staff Comments & Approvals

City Manager

City Solicitor

Finance Director

Introduced for: First Reading



CITY COUNCIL ORDINANCE

Date: February 9, 2026

Assigned to Councilor:

ORDINANCE, Amending the Code of the City of Bangor to Create a Standing Legislative Committee

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BANGOR AS FOLLOWS, THAT

The Code of the City of Bangor is amended as follows:

Chapter 9 City Council

...

Article I Rules and Orders

...

§ 9-8. Standing committees.

There shall be ~~five~~ six standing committees of the City Council, to be known as the:

- (1) Finance Committee.
 - (2) Government Operations Committee.
 - (3) Business and Economic Development Committee.
 - (4) Infrastructure Committee.
 - (5) Personnel Committee.
 - (6) Legislative Committee.
- A. With the exception of the Personnel Committee, each committee shall consist of three to five members appointed by the Council Chair from the City Council membership. The Personnel Committee shall be composed of the Council Chair and five other members appointed by the Council Chair from the City Council membership. Committee members shall be appointed as soon as possible after the annual election of the Council Chair. They shall serve terms of one year each and until their successors are appointed. The Council Chair shall also appoint one member of each committee to serve as its Chair, with the Council Chair to serve as the Chair of the Personnel Committee. Each committee, with the exception of the Personnel Committee and the Legislative Committee, shall meet at least once per month, unless the Chair of the committee deems a meeting unnecessary due to lack of business. The Personnel Committee and the Legislative Committee shall meet as required. A majority of the members appointed to a committee shall constitute a quorum. In the absence of any member of a committee, any member or members of the Council, including the Council Chair, may be designated by the Chair of the Committee to temporarily serve as a member of the committee. Each committee shall perform the following tasks and functions and such other tasks and functions as may be delegated to it by the City Council from time to time.

....

- H. Legislative Committee. The Legislative Committee shall have the following duties and responsibilities:

- (1) To liaise with the City's state legislative delegation on legislative matters of City interest.
- (2) To provide the City's state legislative delegation with input on legislative proposals.
- (3) To seek sponsorship of legislation that is in the City's interest.

Additions underlined, deletions ~~struck through~~



CITY COUNCIL ACTION

Council Meeting Date: February 9, 2026

Item No: 26-

Responsible Dept: City Manager

Action Requested: Ordinance

Map/Lot: N/A

Title, Ordinance

Amending the Code of the City of Bangor to Create a Standing Committee on Homelessness and Affordable Housing

Summary

During City Council’s annual priority setting session in December, City Council selected homelessness and affordable housing as two of its three top priorities for the coming year.

In subsequent discussions, Council coalesced around the creation of a standing committee to help advise Council on its approach to these two extremely important and persistent challenges.

This 15-member standing committee would be staffed primarily by the City’s Homeless Response Coordinator and would include a mix of experts in homelessness, experts in affordable housing development, individuals with lived experience with homelessness or housing instability, peer municipalities, and community members impacted by homelessness and affordable housing issues.

The Committee’s initial charge is to create a strategic plan for the City’s response to homelessness that is data driven, evidence informed, and that considers regional and structural coordination. Following completion of this initial charge, the Committee’s mission is broadened to more expansively consider issues impacting homelessness and affordable housing including: better regional and structural coordination, identifying and quantifying gaps, recommending sustainable funding strategies, reviewing state legislative proposals, reviewing and providing feedback on housing-related items coming before Council and community stakeholder engagement.

Committee Action

Committee: Government Operations

Meeting Date: February 2, 2026

Action:

For:

Against:

Staff Comments & Approvals

City Manager

City Solicitor

Finance Director

Introduced for: First Reading



CITY COUNCIL ORDINANCE

Date: February 9, 2026

Assigned to Councilor:

ORDINANCE, Amending the Code of the City of Bangor to Create a Standing Committee on Homelessness and Affordable Housing

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BANGOR AS FOLLOWS, THAT

The Code of the City of Bangor is amended as follows:

Chapter 23 Boards, Committees and Commissions

...

Article VII Advisory Committee on Homelessness and Affordable Housing

...

§ 23-47. Committee establishment; membership; and mission.

- A. There is hereby established the Advisory Committee on Homelessness and Affordable Housing. The Committee's initial task will be to create a strategic plan for the City's response to homelessness that is data driven, evidence informed, and that considers regional and structural coordination. After the completion of this initial task, the Committee will broaden its scope to developing and advising on strategies and policies to prevent and end homelessness and increasing the availability of all forms of affordable housing within the City.
- B. The Committee shall consist of fifteen regular members and shall include:
 - (1) Two individuals currently living with housing instability.
 - (2) An individual that is a landlord or represents the interests of landlords in the City.
 - (3) A Bangor business-owner impacted by the City's homelessness crisis.
 - (4) A Bangor employer with an interest in workforce housing.
 - (5) A resident of Bangor with school-aged children attending Bangor Schools.
 - (6) An at-large Bangor property owner.
 - (7) A local service provider with experience managing a shelter for the unhoused population in Bangor.
 - (8) A local service provider that provides direct service outreach to the unhoused population in Bangor.
 - (9) A local service provider with experience providing mental health treatment or support to the unhoused population in Bangor.
 - (10) A local service provider with experience providing treatment or support to individuals that are unhoused and with substance use disorders.
 - (11) The Penobscot County Administrator, or designee.
 - (12) The Manager, or designee of a municipality adjacent to Bangor.
 - (13) The Chief Executive of BangorHousing, or designee.
 - (14) The Chief Executive (or designee) of Northern Light EMMC, St. Joseph Healthcare, or Penobscot Community Health Center.
- C. For those seats to be filled by a named individual or organization, the individual or organization will make a nomination for Council confirmation. For the remaining seats, the City shall solicit interest through a public application and nomination process. Applicants will be interviewed and recommended

for appointment by the Personnel Committee and appointed by the City Council.

- D. The City's Homeless Response Coordinator shall remain on the permanent standing committee as a nonvoting member and shall coordinate with other necessary City staff, as well as regional and state-level experts and representatives to ensure that the Committee has adequate information and input to perform their charge.
- E. The Council Chair may annually appoint a Bangor City Councilor, as a non-voting member to act as a liaison between the Council and the Committee.

§ 23-48. Residency; salaries and compensation.

Regular members of the Committee shall be selected primarily on the basis of the guidelines outlined above, but preference may be given to appointing members who are residents of the City of Bangor. Committee members shall receive no compensation for their service.

§ 23-49. Terms of office.

- A. For initial appointment, Council shall appoint five representatives for a term of one year, 5 representatives for a term of two years, and 5 representatives for a term of three years. Thereafter, the term of each regular member shall be for three years or until their successor has been appointed.
- B. Any vacancy shall be filled in the same manner for the unexpired term.

§ 23-50. Officers.

The Committee shall annually elect a Chair, a Vice Chair, and a Secretary from among its members.

§ 23-51. Meetings; quarterly report; quorum; cause for removal.

- A. The Committee shall meet at least six times annually, but more frequent meetings may occur.
- B. Beginning three months following the date of the first Committee meeting, and quarterly thereafter, the Committee shall prepare and submit to the City Council a report outlining its activities during the preceding calendar quarter that specifically addresses each prong of the Committee's mission outlined in § 23-52, below.
- C. A quorum shall consist of a simple majority of the Committee's members.

§ 23-52. Mission.

- A. The Committee's initial charge is to create a strategic plan for the City's response to homelessness that is data driven, evidence informed, and that considers regional and structural coordination. Critical components will include specific strategies for homelessness prevention, encampment response, and other necessary City policies needed to effectively address homelessness within the City. The Committee shall submit a strategic plan for Council review and adoption not later than twelve months from the Committee's first meeting.
- B. Following the completion of the Committee's initial charge, the Committee's mission is to:
 - (1) Consider and recommend ways to ensure better regional and structural coordination on homelessness and housing which may include evaluating the policies and ordinances in surrounding municipalities and at the county-level, advocating for a fairer regional sharing of investments, and evaluating how the City can better align with state-level efforts.
 - (2) Identify and quantify specific gaps in the local housing inventory for all housing types and recommend to Council specific policies and ordinances to help incentivize investment in needed housing types.
 - (3) Recommend a sustainable municipal funding strategy for housing investment, which may include, but is not limited to, a housing bond or other methods of City participation in financing to incentivize the creation of affordable housing, planning for changes to state and federal funding to the existing voucher system, researching and presenting creative and non-traditional funding mechanisms, and reviewing opportunities to leverage existing and future City investments to prioritize affordable housing.
 - (4) Review state legislative proposals that impact homelessness and affordable housing and make

recommendations to Council regarding legislative proposals that the City should consider supporting or opposing. The Committee may also make recommendations to Council regarding legislative proposals that the City should consider seeking sponsorship.

- (5) Review, consider, and provide feedback on all housing-related items that Council refers to the Committee for this purpose.
- (6) Proactively engage the City's diverse community stakeholders to incorporate broad community input into the recommendations made to Council

Additions underlined, deletions ~~struck through~~



CITY OF BANGOR ORDER

02/02/2026

Date: 02/02/2026

Item No:

Assigned to Councilor:

Authorizing an Update to Policy Governing Public Use of City Hall

Be it Ordered by the City Council of the City of Bangor that, the City of Bangor's Public Use of City Hall Policy is hereby amended as indicated in the attached, revised Public Use of City Hall.



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**Notable additions are underlined.*

PUBLIC USE OF CITY HALL

1.0 PURPOSE

The purpose of this policy is to outline the circumstances under which groups or organizations may use City Hall and its meeting facilities and to provide guidance to those members of City staff responsible for scheduling and coordinating the use of the building. Further, it is the intent of this policy to specifically limit the use of City Hall as a general public forum in order to ensure that the building remains easily accessible to citizens wishing to do business with the City and to give priority for use of meeting rooms to the City Council and its committees, appointed Boards and Commissions, and other groups and organizations which are directly sponsored by the City or to which the City is a member.

2.0 POLICY

It is the general policy that City Hall shall be made available for use by not-for-profit organizations, other government agencies and officials, and civic organizations only when such use can be accommodated without interfering with citizens wishing to transact business at City Hall or with the needs of the City, its Boards and Commissions, and affiliated groups and organizations. In addition, such uses must meet the following general guidelines:

- 2.1 Any meetings held or information displayed by such organizations must be open and available to the general public or be intended, through the various media, to provide information to the general public.
- 2.2 Such meetings and information shall be non-partisan in nature.
- 2.3 Such meetings and information shall be educational in nature and shall avoid advocacy of a particular position in areas of public policy dispute or controversy.
- 2.4 Such meetings and information shall be non-commercial in nature.
- 2.5 Such meetings and information should be reasonably related to public interests of the City of Bangor and its residents.

In addition to these general principles, more specific guidelines can be found below which relate to particular uses of various areas or facilities of City Hall.

3.0 CITY HALL CONFERENCE ROOMS

3.1 Priorities for Use: The following list expresses the priority of uses, with the highest priority use being stated first, in descending order of priority, with the lowest priority use stated last:

- 3.1.1 City Council or Council Committee meetings;
- 3.1.2 Meetings of City Boards or Commissions;



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**Notable additions are underlined.*

- 3.1.3 Meetings of groups to which the City is a sponsor or member;
- 3.1.4 Meetings of City staff;
- 3.1.5 Uses requested by agencies or officials of County, State, or Federal Governments;
- 3.1.6 Not for Profit and Civic Organizations where the meeting is open to the general public or which are intended, through the various media, to provide information to the general public.

3.2 Procedure and Limitations

- 3.2.1 Meeting space for non-City uses will be scheduled on a space-available basis and may not be reserved more than thirty days in advance.
 - 3.2.1.1 Requests must be directed to the City Manager's Office (city.manager@bangormaine.gov or 207-992-4204) and include date, start time, end time, and purpose of meeting.
- 3.2.2 If meeting occurs outside of normal business hours, entrance to City Hall will be by the side entrance facing Exchange Street only. Regular meetings of such groups may not be scheduled. The use of City meeting space is intended for unusual or one-time events.
- 3.2.3 The City Manager's Office shall maintain a schedule for the use by third parties.
- 3.2.4 The use of City Hall meeting space by for-profit entities is not authorized.
- 3.2.5 Meeting space shall be provided at a cost designed to recover direct City expenses associated with scheduling, preparing, and cleaning the room involved. The charges shall be initially set at \$25 per hour of use during City Hall business hours and \$50 per hour of use outside of business hours.
- 3.2.6 Use of the space requires prior approval by the City and execution of an agreement with proof of insurance sufficient to cover any damages that result from the use of the space. Any damage incurred during the period of use will be the sole responsibility of the user.
- 3.2.7 The City reserves the right to deny meeting space access on the basis of limited staff, scheduling conflict, budget limitation, or any other reason



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****Notable additions are underlined.***

deemed in good faith to be reasonable and in the best interests of the City by the City Manager or designee.

4.0 CITY HALL STEPS AND PORCH AREA

The use of City Hall Steps and Porch area for non-City sponsored public gatherings is generally discouraged due to restrictions such activities place on public access, safety, and liability concerns. Permission shall not be granted for using this area without authorization of City Council's Government Operations Committee. Permission shall be granted only after the group sponsoring such event has applied for and met the requirements for a City Event Permit, including the provision of liability insurance.

5.0 MAIN ENTRY LOBBY

5.1 Public Events/Gatherings

The main entry lobby on the first floor shall not be used for non-City sponsored gatherings or events. Small weddings with parties of no more than six (6) individuals shall be allowed when conducted by the City Clerk's office.

5.2 Petition Signature Gathering

Petition signature gathering is permitted only on Election Day when City Hall is utilized as a polling place.

5.3 Informational Booth or Displays

Non-City sponsored informational booths or displays are not permitted. Static displays designed to educate the public may be permitted at the sole discretion of the appropriate Council Committee.

5.4 School Department/Parks and Recreation Department Displays

The School Department, Parks and Recreation Department, and other City Departments are authorized to use the lobby for static displays specifically related to their programs and functions.

6.0 OTHER AREAS OF CITY HALL

No other areas of City Hall are available for use for meetings or gatherings by outside individuals or organizations. The City of Bangor, in the performance of its public functions, may host or sponsor meetings at City Hall by outside individuals or organizations.

7.0 PUBLICATIONS AND POSTERS



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**Notable additions are underlined.*

The City does not permit any outside publications or posters to be displayed at City Hall and reserves the right to remove any and all third-party posters.

8.0 RESPONSIBILITY FOR REVIEW

The City Manager shall periodically review this policy and, when necessary, recommend changes or revisions to the City Council.

This policy replaces former Public Use of City Hall Policy (CO 97-149).