

## **FINANCE COMMITTEE AGENDA**

**May 16, 2016 @ 5:15 pm**

### **1. Bids/Purchasing**

- a. Boarding Bridge & Terminal Hold Area – Airport – Sheridan Corporation - \$1,608,421
- b. Union Street Resurfacing – Engineering – Lane Corporation - \$1,125,774
- c. Update on LED Streetlight Fixture Bid
- d. Request to Sole Source – Downtown Trash and Recycling Receptacles -

### **2. Request to Write off Personal Property Taxes**

### **3. General Fund Status – March 2016**



## CITY OF BANGOR AWARD RECOMMENDATION

**BID ITEMS:** Gate 3 Boarding Bridge & Holding Area (AIP 70)

**DEPARTMENT:** Airport

**BUDGET AMOUNT:** TBD                      **AMOUNT OF AWARD:** 1,608,421

**ACCOUNT NUMBER:** 8570-91008700

**VENDOR(S) RECOMMENDED:** Sheridan Corporation

**Past Experience with Vendor :**     **Excellent**     **Good**     **Fair**  
    **Poor**                     **None**

**OTHER COMMENTS:**

The recommendation is to award the bid to Sheridan Corporation, the low bidder in the amount of \$1,608,421. This is an AIP funded project whereby 90% of the funding is federal, 5% from the State of Maine and 5% from the Airport (Airport's share is included in the proposed FY 2017 budget). With AIP funded projects, the City must receive bids prior to the grant documents being executed. This bid information will be submitted to the FAA and the City will begin the process of appropriating the grant funds. This recommendation will require Council action as it is in excess of \$100,000.

City of Bangor - Bangor International Airport  
 Gate 3 Passenger Boarding Bridge & Terminal Holding Area  
 Bid Opening: Tuesday, May 3rd 2016

ITEM NO.	DESCRIPTION	QTY.	UNIT	The Sheridan Corporation*		Nickerson & O'Day, Inc.*		Bowman Constructors*	
				UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
1	Terminal Holding Area	1	LS	\$ 527,014.00	\$ 527,014.00	\$ 481,760.00	\$ 481,760.00	\$ 518,000.00	\$ 518,000.00
2	Mother's Room	1	LS	\$ 19,928.00	\$ 19,928.00	\$ 21,664.00	\$ 21,664.00	\$ 58,000.00	\$ 58,000.00
3	Soffits & Bar Millwork	1	LS	\$ 16,458.00	\$ 16,458.00	\$ 11,989.00	\$ 11,989.00	\$ 63,000.00	\$ 63,000.00
01 14 02-1	Airfield Operations Area (AOA) Safety and Phasing	1	LS	\$ 11,437.00	\$ 11,437.00	\$ 25,327.00	\$ 25,327.00	\$ 15,000.00	\$ 15,000.00
01 14 02-2	Contractor's Safety Plan Compliance Document (CSPCD)	1	LS	0.00	0.00	\$ 36,275.00	\$ 36,275.00	\$ 6,000.00	\$ 6,000.00
14 00 00-1	Apron Drive Passenger Boarding Bridge	1	LS	\$ 613,720.00	\$ 613,720.00	\$ 729,398.00	\$ 729,398.00	\$ 668,000.00	\$ 668,000.00
14 00 00-2	Rotunda Foundation	1	LS	\$ 27,502.00	\$ 27,502.00	\$ 75,915.00	\$ 75,915.00	\$ 72,750.00	\$ 72,750.00
14 00 00-3	Fixed Tunnel	1	LS	\$ 84,328.00	\$ 84,328.00	\$ 98,743.00	\$ 98,743.00	\$ 95,000.00	\$ 95,000.00
14 00 00-4	Fixed Tunnel Foundation	1	LS	\$ 21,518.00	\$ 21,518.00	\$ 61,235.00	\$ 61,235.00	\$ 41,250.00	\$ 41,250.00
14 00 00-5	400Hz/28.5vDC Ground Power Unit (GPU)	1	LS	\$ 66,043.00	\$ 66,043.00	\$ 57,256.00	\$ 57,256.00	\$ 53,000.00	\$ 53,000.00
14 00 00-6	Pre-Conditioned Air Unit (PCA)	1	LS	\$ 117,367.00	\$ 117,367.00	\$ 105,059.00	\$ 105,059.00	\$ 100,000.00	\$ 100,000.00
14 00 00-7	PBB Air Conditioning (Cooling) Unit	1	LS	\$ 15,988.00	\$ 15,988.00	\$ 28,307.00	\$ 28,307.00	\$ 26,500.00	\$ 26,500.00
14 00 00-8	PBB Forced Hot Air Heating Unit	1	LS	\$ 5,902.00	\$ 5,902.00	\$ 5,159.00	\$ 5,159.00	\$ 5,000.00	\$ 5,000.00
14 00 00-9	Miscellaneous Owner Selected PBB Options	1	LS	\$ 41,710.00	\$ 41,710.00	\$ 31,209.00	\$ 31,209.00	\$ 30,000.00	\$ 30,000.00
32 16 23-1	Pre-Cast Concrete Ramp	1	LS	\$ 24,506.00	\$ 24,506.00	\$ 13,714.00	\$ 13,714.00	\$ 30,500.00	\$ 30,500.00
33 00 00-1	Relocate Waterline	1	AL	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
<b>TOTAL BID SUMMARY</b>					<b>\$ 1,608,421.00</b>		<b>\$ 1,798,010.00</b>		<b>\$ 1,797,000.00</b>

\* Math error found with total bid amount listed on submitted form. As a result, the final bid amounts shown on this bid tabulation have been corrected. All numbers are based on amounts written in words for the unit bid prices on the proposal submission.



## CITY OF BANGOR AWARD RECOMMENDATION

**BID ITEMS:** Union Street Resurfacing

**DEPARTMENT:** Engineering

<b>BUDGET AMOUNT:</b>	<u>1,298,467</u>	<b>AMOUNT OF AWARD:</b>	<u>1,125,774</u>
	_____		_____
			_____

**ACCOUNT NUMBER:** 7622-91008700  
7628-91008700

**VENDOR(S) RECOMMENDED:** Lane Corporation

**Past Experience with Vendor :**  Excellent  Good  Fair  
 Poor  None

**OTHER COMMENTS:**

The recommendation is to award the bid to Lane Construction, the low bidder in the amount of \$1,125,774. This project is comprised of 2 Locally Administered MDOT Projects (LAP). Funding for these LAPs is 80% Federal, 10% State and 10% local. This work will resurface a portion of Union Street from Sixteenth Street to Griffin Road. This recommendation will require Council action as it is in excess of \$100,000.

City of Bangor Bid Tabulation  
 Proposal: Union Street Resurfacing Project II  
 Bid Opening: 5/4/16

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	Pike Industries Inc.		The Lane Corporation	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	REMOVING PAVEMENT SURFACE	SY	35060	\$3.00	\$105,180.00	\$3.00	\$105,180.00
2	PAVEMENT BUTT JOINTS	SY	440	\$15.00	\$6,600.00	\$15.00	\$6,600.00
3	COMMON EXCAVATION	CY	90	\$35.00	\$3,150.00	\$36.00	\$3,240.00
4	AGGREGATE BASE COURSE - GRAVEL	CY	405	\$27.00	\$10,935.00	\$29.00	\$11,745.00
5	1/2" HOT MIX ASPHALT	TON	210	\$160.00	\$33,600.00	\$205.00	\$43,050.00
6	1/2" HOT MIX ASPHALT	TON	4210	\$90.00	\$378,900.00	\$72.00	\$303,120.00
7	3/8" HOT MIX ASPHALT,(SW,DRIVES,INCIDENTALS)	TON	233	\$160.00	\$37,280.00	\$165.00	\$38,445.00
8	HOT MIX ASPHALT - 3/8" HMA LEVELING COARSE	TON	1050	\$90.00	\$94,500.00	\$78.00	\$81,900.00
9	BITUMINOUS TACK COAT, APPLIED	GAL	2020	\$7.00	\$14,140.00	\$7.00	\$14,140.00
10	15" STORM DRAIN	LF	75	\$86.00	\$6,450.00	\$92.00	\$6,900.00
11	18" STORM DRAIN	LF	45	\$128.00	\$5,760.00	\$134.00	\$6,030.00
12	CATCH BASIN TYPE B1-C	EACH	8	\$4,475.00	\$35,800.00	\$4,700.00	\$37,600.00
13	DRAIN MANHOLE	EACH	3	\$4,675.00	\$14,025.00	\$4,900.00	\$14,700.00
14	ALTER CATCH BASIN	EACH	4	\$1,575.00	\$6,300.00	\$1,700.00	\$6,800.00
15	ADJUSTING MH AND CB TO GRADE	EACH	20	\$1,100.00	\$22,000.00	\$1,200.00	\$24,000.00
16	12" TYPE C UNDERDRAIN	LF	10	\$58.00	\$580.00	\$61.00	\$610.00
17	15" TYPE C UNDERDRAIN	LF	896	\$64.00	\$57,344.00	\$68.00	\$60,928.00
18	DETECTABLE WARNING FIELD(SW RAMPS)	SF	210	\$104.00	\$21,840.00	\$113.00	\$23,730.00
19	VERT. CURB TYPE 1 - GRANITE	LF	93	\$35.00	\$3,255.00	\$45.00	\$4,185.00
20	VERT. CURB TYPE 1 - GRANITE REMOVE/ RESET	LF	620	\$24.00	\$14,880.00	\$32.00	\$19,840.00
21	SLIPFORM CONC. CURB	LF	6123	\$9.00	\$55,107.00	\$17.00	\$104,091.00
22	RIP RAP	CY	2	\$223.00	\$446.00	\$275.00	\$550.00
23	LOAM	CY	200	\$40.00	\$8,000.00	\$41.00	\$8,200.00
24	SEEDING METHOD NO. 1	UNIT	28	\$28.00	\$784.00	\$31.00	\$868.00
25	MULCH	UNIT	28	\$28.00	\$784.00	\$31.00	\$868.00
26	4" WHITE OR YELLOW PAVEMENT MARKING LINE	LF	29952	\$0.34	\$10,183.68	\$0.37	\$11,082.24
27	WHITE OR YELLOW PAVEMENT AND CURB MARKING	SF	3576	\$1.75	\$6,258.00	\$2.00	\$7,152.00
28	HAND LABOR	MH	20	\$35.00	\$700.00	\$47.00	\$940.00
29	ALL PURPOSE EXCAVATOR	MH	20	\$145.00	\$2,900.00	\$171.00	\$3,420.00
30	TRUCK - LARGE	MH	20	\$95.00	\$1,900.00	\$98.00	\$1,960.00
31	MAINTENANCE OF TRAFFIC	LS	1	\$85,000.00	\$85,000.00	\$75,300.00	\$75,300.00
32	FLAGGER	MH	1800	\$27.00	\$48,600.00	\$27.00	\$48,600.00
	<b>SUBTOTAL</b>				<b>\$1,093,181.68</b>		<b>\$1,075,774.24</b>
33	MOBILIZATION (5%)	LS	1		\$55,500.00		\$50,000.00
	<b>TOTAL</b>				<b>\$1,148,681.68</b>		<b>\$1,125,774.24</b>

**To: Finance Committee**  
**From: Debbie Cyr**  
**Dana Wardwell**  
**Date: May 13, 2016**  
**RE: LED Streetlight Fixture Bid Update**

On April 11<sup>th</sup>, the Finance Committee reviewed and recommended award of the contract for LED streetlight fixtures to Gilman Electric. This recommendation was developed based on the belief that Gilman had submitted the low bid for the fixture that met the criteria for reimbursement through Efficiency Maine. Excellence Opto contacted the City to dispute this assertion. They had bid \$150/fixture versus Gilman Electric's bid of \$157/fixture.

Staff reviewed this assertion and followed up with Efficiency Maine to determine if the Excellence Opto fixture was eligible for rebates. Efficiency Maine confirmed that the fixture was eligible.

Staff's position is that had we been aware of the eligibility of the Excellence Opto fixture, we would have recommended awarding the contract to Gilman Electric regardless. This recommendation would be based on the fact that Gilman Electric has the ability to stock this item for us so we can purchase the fixtures as we need them, we will not need to carry an inventory on hand for use. Gilman is able to obtain and provide the fixtures (if not in their inventory) in two weeks time versus 3-4 weeks. Lastly with a cost difference on 130 fixtures of \$910 or just under 5%, we believe it would be in the City's best interest to award the contract to Gilman Electric.

# MEMORANDUM



TO: Finance Committee  
FROM: Tyler Collins, Community and Economic Development Officer  
DATE: May 13, 2016

## Downtown Trash Receptacles Funding

Staff has been working with the Downtown Bangor Partnership and Bangor Greendrinks on the addition of both trash and recycling capacity in Downtown. We have done an inventory of existing receptacles and propose the installation of 6 recycling receptacles and 4 more trash receptacles.

We have estimated the cost of the ten receptacles to be \$10,800. Funding for the project includes a \$2,500 donation from Bangor Greendrinks toward the recycling receptacles, and a \$3,500 contribution from the Downtown Bangor Partnership. The remainder of the cost will be covered by CDBG funds, as the downtown is an eligible LMI (low-moderate income) census tract. Public works will perform the installation.

Staff is requesting to "sole source" this purchase from O'Brien & Sons, the same vendor that supplied the receptacles for other downtown locations, to ensure consistency.



73 Harlow Street  
Bangor, Maine 04401

Treasury Department  
David W. Little  
Tax Collector/Deputy Treasurer

Tel: (207) 992-4290  
Fax: (207) 945-4422  
Email: david.little@bangormaine.gov

To: Members of the Finance Committee  
From: David Little, Tax Collector/Deputy Treasurer  
Date: May 16, 2016  
Re: Personal Property Write offs

It has come to the City's attention that we have continued to assess several businesses that have been closed for some time. Many business owners do not contact the City to inform the Assessing Department that they will be or have already closed or ceased doing business. Without such knowledge the City continues to assess annual taxes to these accounts.

While the City has some legal basis for the assessment it is highly unlikely that we would see any payment from pursuing collection. The assets being assessed are gone or sold to new owners and in most cases the assessed owner was a corporation which has been dissolved leaving the City with no entity to go after.

Staff is asking for Committee approval to write off the outstanding taxes for five accounts totaling \$6,759.24. In addition, we are currently in process of reviewing all personal property accounts and additional write off requests will be forthcoming as necessary.

The following chart shows an analysis of the personal property taxes compared to the total commitment and the status from June of last year. We have collected 98.86% of the total commitment for prior year taxes; however there is only a slight increase in the collection rate compared to last year. This illustrates the difficulties in collecting personal property taxes. There are limited methods available to us and each has its own limitations. The Treasury, Finance and Legal staff have been discussing these methods in an attempt to enhance or increase our collections going forward.

Pc: Debbie Cyr, Finance Director

## Personal Property Analysis

Tax Year	Total Commitment	Total Accounts	As of June 11, 2015		As of May 12, 2016		As of June 11, 2015		As of May 12, 2016	
			Remaining Commitment	Related Accounts	Remaining Commitment	Related Accounts	% of Commitment Outstanding	% of Total Collected	% of Commitment Outstanding	% of Total Collected
1997	3,748,446.47	unknown	1,606.91	11	1,586.49	10	0.043%	99.957%	0.042%	99.958%
1998	4,224,568.46	unknown	3,700.59	20	3,569.83	19	0.088%	99.912%	0.085%	99.915%
1999	4,487,894.56	unknown	12,949.41	24	12,766.15	22	0.289%	99.711%	0.284%	99.716%
2000	4,945,393.72	unknown	15,247.32	24	15,209.40	23	0.308%	99.692%	0.308%	99.692%
2001	5,280,323.99	unknown	17,432.57	26	17,395.05	25	0.330%	99.670%	0.329%	99.671%
2002	5,796,498.19	2916	24,731.56	30	24,693.56	29	0.427%	99.573%	0.426%	99.574%
2003	6,579,434.43	2900	27,563.36	43	27,544.48	42	0.419%	99.581%	0.419%	99.581%
2004	6,312,478.79	2868	37,818.11	52	37,231.22	48	0.599%	99.401%	0.590%	99.410%
2005	5,729,059.47	2828	26,020.19	61	25,771.02	58	0.454%	99.546%	0.450%	99.550%
2006	5,266,678.96	2766	48,532.13	72	48,283.25	69	0.921%	99.079%	0.917%	99.083%
2007	5,105,100.28	2795	42,540.48	101	42,250.03	95	0.833%	99.167%	0.828%	99.172%
2008	4,805,602.68	2744	49,713.23	159	47,875.80	148	1.034%	98.966%	0.996%	99.004%
2009	4,687,600.01	2684	70,128.63	182	69,368.20	176	1.496%	98.504%	1.480%	98.520%
2010	4,900,072.13	2631	99,259.21	204	98,306.66	196	2.026%	97.974%	2.006%	97.994%
2011	4,922,432.40	2591	125,648.72	239	124,158.31	228	2.553%	97.447%	2.522%	97.478%
2012	4,765,117.44	2611	119,161.94	262	115,834.82	246	2.501%	97.499%	2.431%	97.569%
2013	4,829,986.57	2612	129,354.03	300	124,082.03	272	2.678%	97.322%	2.569%	97.431%
2014	5,081,498.24	2573	143,978.65	385	132,780.83	319	2.833%	97.167%	2.613%	97.387%
2015	5,210,664.34	2084	250,539.14	603	135,596.88	293	4.808%	95.192%	2.602%	97.398%
	96,678,851.13		1,245,926.18		1,104,304.01		1.289%	98.711%	1.142%	98.858%

**General Fund Revenues  
March 2016**

Category	Budget 2016	Actual 3/31/2016	Actual as % of Budget	Reference	Budget 2015	Actual 3/31/2015	Actual as % of Budget
TAXES	59,440,794	59,210,405	99.61%	1	58,156,192	57,260,406	98.46%
LICENSES & PERMITS	707,466	522,457	73.85%		701,676	602,662	85.89%
FINES, FORFEIT, PE	33,000	23,212	70.34%		32,000	18,115	56.61%
REV FROM USE MONEY	660,350	496,378	75.17%		696,850	548,247	78.68%
INTERGOVERNMENTAL	7,137,376	4,796,374	67.20%	2	6,836,953	4,284,223	62.66%
CHARGES FOR SERVIC	9,514,009	7,658,857	80.50%		9,827,014	7,582,738	77.16%
TRANSFERS IN	115,652	-	0.00%	3	145,292	-	0.00%
OTHER	139,155	106,446	76.49%		56,500	68,167	120.65%
	<u>77,747,802</u>	<u>72,814,127</u>			<u>76,452,477</u>	<u>70,364,556</u>	

March 2016 Anticipated %                      75.00%                      Reference - for category budgets that are not within 6% of Anticipated

1 - Taxes include property and excise taxes. Property taxes are recorded as revenue when the bills are issued in July.

2 - Intergovernmental is lagging as Community Connector due to timing of drawing federal funds.

3 - Funds to be transfers from other funds or fund balances are typically recorded towards the end of the year.

**General Fund Expenditures  
March 2016**

Category	Budget 2016	Actual 3/31/2016	Actual as % of Budget	Reference	Budget 2015	Actual 3/31/2015	Actual as % of Budget
CITY COUNCIL	30,593	20,247	66.18%	1	30,018	21,646	72.11%
CITY CLERK	385,695	255,478	66.24%	2	393,128	233,461	59.39%
ASSESSING	336,998	299,543	88.89%	3	358,275	262,831	73.36%
LEGAL	285,327	219,376	76.89%		279,901	209,053	74.69%
EXECUTIVE	366,127	295,255	80.64%		366,970	270,989	73.84%
CENTRAL SERVICES	25,149	72,985	290.21%	4	12,910	65,842	510.02%
HUMAN RESOURCES	135,404	81,240	60.00%	5	129,005	65,530	50.80%
MOTOR POOL	357,115	52,460	14.69%	6	193,400	229,975	118.91%
BAT	2,880,040	2,167,663	75.27%		2,812,949	2,006,376	71.33%
FINANCE	1,709,068	1,265,441	74.04%		1,610,816	1,248,900	77.53%
INSURANCE	360,600	266,986	74.04%		376,333	505,799	134.40%
PLANNING	334,993	219,925	65.65%	7	325,758	235,882	72.41%
ECONOMIC DEVELOPME	349,439	241,318	69.06%		334,109	228,726	68.46%
CODE ENFORCEMENT	602,152	445,226	73.94%		556,206	405,185	72.85%
POLICE	8,876,654	6,336,936	71.39%		8,771,851	6,132,114	69.91%
FIRE	9,028,462	6,607,318	73.18%		8,538,398	6,558,576	76.81%
HEALTH & COMMUN SE	3,056,922	2,417,018	79.07%		3,076,619	2,296,622	74.65%
RECREATION	1,920,568	1,433,385	74.63%		1,868,341	1,430,177	76.55%
PUBLIC SERVICES	10,344,002	7,711,917	74.55%		10,319,343	7,932,491	76.87%
DEBT SERVICE	3,277,694	3,579,919	109.22%	8	3,118,297	3,205,963	102.81%
TAX INCREMENT FINA	990,920	761,481	76.85%		982,168	616,396	62.76%
PENSION & OTHER FR	2,264,439	623,637	27.54%	9	2,200,737	678,901	30.85%
TRANSFERS	600,000	600,000	100.00%	10	645,000	645,000	100.00%
OTHER AGENCIES	4,721,927	4,523,423	95.80%	11	4,650,182	4,485,538	96.46%
	<u>53,240,289</u>	<u>40,498,178</u>			<u>51,950,714</u>	<u>39,971,971</u>	

March 2016 Anticipated %

75.00%

Reference - for category budgets that are not within 6% of Anticipated

- 1 - City Council expenditures are lower due to reduced printing costs (Ipads).
- 2 - City Clerk's expenditures are lower due to upcoming June elections
- 3 - Assessing expenses are higher due to costs associated with tax appeals. These costs will be funded by Council Action in May.
- 4 - Central Services - Billings to other General Fund departments is only done on a quarterly basis, therefore expenses appear higher.
- 5 - Human Resources expenditures related to labor relations costs are less than anticipated, there will be additional costs in the coming months.
- 6 - Motor Pool annual base fleet charges have been recorded. Only additional work will be recorded as revenue in the coming months.
- 7 - Planning costs are lower to the restructuring of positions with the Economic Development and Planning.
- 8 - Debt Service is charged to this account throughout the year, in June Finance staff reconciles and transfers those debt service costs that are budgeted within different categories to the appropriate area (i.e. Library, Downtown TIF, etc).
- 9 - Pension & Other Fringe contains the pension obligation bond debt service, the principal payment is due in June.
- 10 - Transfers to fund capital items are completed at the beginning of the year, therefore fully expended.
- 11 - Other Agencies larger contributions are scheduled at the beginning of the year to generate checks automatically therefore fully expended