

BUSINESS AND ECONOMIC DEVELOPMENT COMMITTEE

Tuesday, October 21, 2014 5:15 PM

City Council Chambers

AGENDA

CONSENT AGENDA

1. Commission on Cultural Development Grant Recommendations (see attached Memo)
 - a. Bangor Ballet
 - b. Downtown Bangor Partnership – Downtown Countdown

REGULAR AGENDA

2. Greater Bangor Convention & Visitors Bureau Update (see attached materials)
3. Bangor CVB – Can-Am Police-Fire Games (see attached Memo and RFP)
4. Food Trucks in Pickering Square (see attached Memo)
5. Building No. 487 Parking Lot (see attached Memo)
6. **REFERRAL - ORDINANCE 14-316**, Amending Chapter 223, Uninhabitable Buildings, of the Code of the City of Bangor, By Allowing Service of Notice of Placarding By Mail (see attached Memo, Council Action and Council Ordinance)
7. **REFERRAL – ORDINANCE 14-317**, Amending Chapter 165, Land Development Code, of the Code of the City of Bangor, By Allowing Existing Nonconforming Mobile Home Parks to be Reconstructed (see attached Memo, Council Action and Council Ordinance)
8. **Executive Session** – Economic Development – Property Disposition – 1 M.R.S.A. § 405(6)(C) (Confidential Memo provided separately)
9. Committee Action on Above Item

MEMORANDUM



TO: Business & Economic Development Committee
FROM: Caitlin Brooke, Business Development
Specialist/Downtown Coordinator
DATE: October 15, 2014

Commission on Cultural Development Grant Recommendations

At its most recent meeting, the Commission recommended that the Council approve the following two grant applications.

Bangor Ballet

Project Summary: Bangor Ballet requests funds to support public performances in the City of Bangor of its 2014 production of the Nutcracker, called *Nutcracker in a Nutshell*. The performances are scheduled to take place at the Gracie Theatre and at the Downeast School in an effort to bring quality, live ballet to children who might not otherwise have an opportunity to see live ballet.

The Bangor Ballet's application was for \$1,927. The Commission recommendation is to award a grant for \$1,927.

Downtown Bangor Partnership

Project Summary: The Downtown Bangor Partnership requests funds to support the eighth annual Downtown Countdown. This celebration is Bangor's premiere New Year's Eve event and one of the largest public New Year's Eve celebrations in the State of Maine. Funds will be utilized to program free public performances and entertainment for all ages.

The Downtown Bangor Partnership's application was for \$2,000. The Commission recommendation is to award a grant for \$2,000 this year and encourage the Downtown Bangor Partnership to seek alternative sources of funding for 2016 event.

If both projects are funded by the Council at the recommended levels, the Commission will have \$6,073 of available funds remaining for this fiscal year.



October 14, 2014

Greater Bangor Convention & Visitors Bureau

Update for Bangor City Council

Bangor Car Show: Wheels on the Waterfront 2014 - Our 7th Year!

- 250 Registered Cars in over 40 classes in 2014
- Registration opened in the beginning of May and pre-registration was strong.
- Darling's was the presenting sponsor in partnership with GBCVB again in 2014.
- The event happened on September 6, 2014 on the Bangor Waterfront.
- Mayor Ben Sprague attended and presented the Mayor's Choice Award this year.
- Numbers were slightly down. We attribute that to the weather forecasts leading up to the event. Many of our Canadian attendees chose to not drive down since it was calling for heavy rain storms.
- Overall, the 2014 event was still great, and planning for the 2015 event will begin in January.

Membership

- We've had 2 members drop since June, and we've welcomed 8 new members.
- Total membership is 195 with several pending
- Membership Committee is made up of Heather McCarthy, Executive Director, American Folk Festival and our Committee Chair, Diane Dickerson, CEO Bangor YMCA, Kim Reid, Director of Mall Marketing & Business Development, Bangor Mall, and Lisa Eldridge, Bangor International Airport Marketing Department. We hosted a membership reception on August 12th at Windswept Gardens, with food and beverages courtesy of Winterport Winery, Penobscot Bay Brewery, and Pairings. The event had 48 RSVPs and about 42 in attendance. We are planning our next membership event for either January or February.

Meetings & Conventions Update - June - September 2014

- 17 RFP's for conventions, meetings or other events
- Estimated combined total number of attendees: 12,600
- Estimated combined total room nights: 7,477

Consultations, Welcome Bags & Coupon Books - June - September

- Maine Tourism Association - Annual Meeting 2015
- National Indian Education Association 2018
- ConCom Inc. - UFC Event
- Maine Energy Marketers Association
- Bangor's Beer Festival: Tap Into Summer
- Bangor YMCA
- Informed Notaries of Maine - 22nd Annual Meeting & Educational Conference
- National Association of the Deaf
- On the Wings of Love
- American Association of University Women
- Anah Shriners - SCAFRA
- Forest Society of Maine
- Outdoor Writers Association of America 2017
- American Psychiatric Nurse Association - New England Chapter
- Maine Educational Opportunity Association
- Yager Spring Training
- Bangor High School Class of 1964 Reunion
- University of Maine Alumni Association
- University of Maine undergraduate & graduate schools
- Eastern Maine Community College
- Husson University
- Bangor Car Show: Wheels on the Waterfront
- International Harley Owners Group Rally
- Forest Resources
- Sarah's House
- Various family reunions, weddings, and other events

Harley Owners Event

- The GBCVB was honored to welcome the 2014 Harley Davidson International Rally to Bangor on September 11th at the Cole Land Transportation Museum.
- 210 Riders and 10 Support crew members (along with 3 VP's with Harley Davidson) were in attendance.
- We worked with the Maine Air Guard and held a ceremonial folding of the American flag to commemorate the date.
- The HOG group also chose to donate to the Troop Greeter Museum while they were in town, the corporation gave a \$1,000 donation and then the riders in the room passed a hat and donated out of pocket another \$800 plus.
- This one night event brought over \$15,000 to the area in rooms and food only.

Maine Motorcoach Fam

- Hosted the Maine Motorcoach Familiarization Tour on August 24th in Bangor.
- 16 Qualified Motorcoach Owners/Operators spent the day in Bangor learning about our community and what we have to offer to groups.
- Lunched & Toured Cole Land Transportation Museum
- Kerrie Tripp gave them a "Step-on" tour of Bangor including history and Stephen King
- Gave them 1.5 hours at the American Folk Festival; AFF has been on the ABA top 100 for 10 years and this was the first chance they had to experience it for themselves.
- They received dinner at Pairings / Winterport Winery.
- Overnight accommodations were at Fireside Inn
- Breakfast at Geaghan's before leaving town and visiting Eastport on the next leg of the journey

Trade Shows:

On September 3rd and 4th, we attended HSMAI's MEET National trade show in Washington, DC. This show was attended by qualified meeting planners in the "SMERF" (Social, Military, Educational, Religious, Fraternal) markets. Attendance exceeded 1,250. We took advantage of the opportunity to have scheduled appointments with 25 qualified meeting planners, of which we received contact information for all of them to follow up with. The GBCVB partnered with Cross Insurance Center and Holiday Inn, Bangor to attend this show. This partnership allowed us to represent the region while providing specific information to planners for their meetings/conventions and offering information about logistics and additional excursions for their stay.

We are a member of the New England Society of Convention and Visitors Bureaus, who attend several shows each year, at which the Greater Bangor CVB is represented. The following is a list of the shows attended by NESCVB for 2014:

- Meetings Focus Webinar
- National Association of Sports Commissions, Oklahoma City, OK
- ASAE Springtime DC Golf & Tennis Invitational, Washington, DC
- HSMAI's MEET National, Washington, DC
- Holiday Showcase, Chicago, IL

American Folk Festival:

- For the 7th year, the GBCVB has worked under contract with the American Folk Festival to handle the travel and hospitality needs of the staff and artists.
- This year was a success for the organization and we are hoping to continue this arrangement in the future.
- We were also able to partner with AFF's to promote the GBCVB 2015 Beer Festival.

Media Mentions:

- 6/3/14 - North Country Magazine Article - Subject: Economic Development
- 6/11/14 - Broadway World - Penobscot Theatre Company
- 6/19/14 - Fosters Daily Democrat - Online Article - Beer Festival
- 6/20/14 - WLBZ 2 - Television Segment - Beer Festival
- 6/21/14 - WABI-TV - Television Segment - Beer Festival
- 7/03/14 - WVII Fox Bangor - (Bi-Weekly Segment) American Folk Festival, New England Outdoor Center, Beer Festival, Ooey Gooey Cake
- 8/12/14 - The Bangor Daily News - The American Folk Festival
- 8/20/14 - The Maine Edge - The American Folk Festival
- 8/20/14 - The Maine Edge - The GBCVB
- 8/20/14 - The Maine Edge - Press Release on New Hire
- 8/25/14 - The Maine Biz - Press Release on New Hire
- 8/25/14 - The Maine Edge - Waterfront Concert Article by Alex Grey with GBCVB Mention
- 9/3/14 - WABI TV 5 - Website Article - Bangor Car Show
- 9/6/14 - WVII Fox Bangor - Bangor Car Show Coverage
- 9/11/14 - WABI TV 5 - Harley Owners Group Donation to Troop Greeters at Cole Land Transportation Museum
- 9/11/14 - WVII Fox Bangor - (Bi-Weekly Segment) - Penobscot Theater Company (Honky Tonk Angels), Bill Cosby, Hirundo Weekend Paddle, Chinese Mid- Autumn Festival, Trails End Festival in Millinocket, Harley Owners Rally
- 9/12/14 - WVII Fox Bangor - Harley Owners Group Donation to Troop Greeters at Cole Land Transportation Museum
- 9/19/14 - WVII Fox Bangor - (Bi-Weekly Segment) - Painting with a purpose for Ronald McDonalds House and 2014 Battle for the bands benefiting Acadia Hospital
- 9/30/14 - HARO Pitch - Friends of Fort Knox - Fright at the Fort

Guidebook:

We are currently working on the 2015 guidebook. Last year's printing of 35,000 copies (and 2,000 overrun) has turned out well, and we are on track to go through the entire printing run by the beginning of the new year. We plan to print 35,000 guidebooks again this year with 2,000 overrun. The book is being expanded by 8 pages to included more content to reflect visitors interests and needs.

Web Stats:

Web traffic was up over all during this quarter. This is largely due to the increase of visitors during this time period. The majority of referral web traffic was from Waterfront Concerts and the City of Bangor websites. The largest number of visitors come from the United States and Canada, with the remaining top countries being the United Kingdom, Brazil, and Germany. The most visited web pages continue to be the Community Calendar, Day Trips, and general information, with The Bangor Car Show, and Bangor's Beer Festival being popular during their event months.

Welcome Centers:

We currently operate the Visitors Center at 330 Harlow Street in Bangor, the Visitors Kiosk at Bangor International Airport, and the visitor information display at the Harbor Master's Office on the Bangor Waterfront. Additionally, we supply visitor information to the Maine Tourism Association (MTA) visitor centers, the Maine Highlands Chambers of Commerce, and to our member organizations and businesses' locations.

Upcoming & Ongoing

- Governor's Conference on Tourism 2015 - planning committee
- GBCVB 20th Annual Tourism Awards Event & Silent Auction, May 2015
- Bangor's Beer Festival - "Tap into Summer," June 20, 2015
- American Folk Festival Hospitality and Travel Arrangements
- Bangor Car Show, Wheels on the Waterfront, September 12, 2015
- The Maine Troop Greeters Armed Forces Day - Celebrating Vietnam Veterans on the 50th Anniversary of the Vietnam War, May 16, 2015
- Loggers' Expo, May 17-18, 2015
- SnoCross, January 10-11, 2015

Networks and Connection to the Community

Access Atlantica, American Folk Festival, Bangor Greendrinks, Bangor Region Chamber of Commerce, Bangor Region Leadership Institute Steering Committee, Downtown Bangor Partnership, Downtown Proud, EDEN Group, Fusion, Governor's Conference on Tourism Steering Committee, Husson Board of Visitors, Maine Motorcoach Network, Maine Science Festival Logistics Committee, Maine Tourism Association, Mobilize Maine Leadership Team, Orono Village Association, Sarah's House of Maine, SnoCross, The Maine Highlands, The Maine Sports Commission, Tuesday Forum, Tri-County Workforce Investment Board, University of Maine Alumni Association, University of Maine Black Bear Board, Welcome Home Vietnam Veterans

**For questions on any of the above projects, please contact Kerrie Tripp, Executive Director at the Greater Bangor Convention & Visitors Bureau.
(207) 947-5205 or Kerrie@VisitBangorMaine.com**

MEMORANDUM



TO: Business and Economic Development Committee
FROM: Tanya Emery, Director, C&ED
DATE: October 15, 2014

Can-Am Police-Fire Games

City staff received a request to consider assisting with the host bid for the 2020 Can-Am Police-Fire Games. Since GBCVB Executive Director Kerrie Tripp is appearing before the Committee to present a CVB update, we wish to discuss this idea with the Committee. Attached is a copy of the RFP document for your review.



**RFP FOR THE 2020
CAN-AM POLICE-FIRE GAMES**



1/ INTRODUCTION

The Can-Am Police-Fire Games Federation has officially opened bidding for the 2020 Can-Am Police-Fire Games. Timeline for acceptance of bids is listed in 4/Bid Procedure.

For background information regarding the event please refer to section 2.2 and Appendix 1 and the Federation web site at www.canampolicefiregames.org.

2/ RIGHTS HOLDER

2.1 *About Can-Am Police-Fire Games Federation Organization*

The Can-Am Police-Fire Games Federation is the rights holder and North American governing body for the bi-annual Can-Am Police-Fire Games. The mission of the Federation is: ***“The Can-Am Police-Fire Games' mission is to promote physical fitness and camaraderie among and between law enforcement, fire, emergency and protective service personnel and their agencies”***. The Federation fulfills their mission by selecting host cities for the bi-annual Can-Am Police-Fire Games which encourages emergency service personnel to participate in sporting events.

The Can-Am Police-Fire Games Federation is a registered non-profit organization 501(c) 3 in the United States and is registered in Canada under the Canadian Society Act as a non-profit organization. The Federation requires all cities/organizations submitting a proposal be a similar non-profit organization or form a non-profit organization if their proposal is selected for the 2020 Can-Am Police-Fire Games. The Federation also requires that after all authorized Games expenses have been paid remaining profit is given to charity.

While there is no fee for submitting a bid proposal, the successful Host signatory will provide a check to the Federation for the event rights fee described in Section 3.1 upon signing of the contract. This fee is non-refundable and will remain severed from the accounting of the operational expenses/revenues of conducting the Games.

Rights extended to the Host give exclusive use of the registered Can-Am Police-Fire Games name and logos for the marketing, promoting, generation of sponsorship opportunities and merchandise sales. Modification of Games logos is prohibited without the express written permission of the Federation. A comprehensive online registration program is provided at no additional cost to the Host and an optional volunteer registration program is also available at no additional cost should the Host choose to use it.

The Can-Am Police-Fire Games started as the Northwest Police-Fire Games in 1977 when officials from two state police and fire games (Washington and Oregon) and a police-fire sports

group from Western Canada formed an organization that organized and conducted a multi-sport event for police officers and fire fighters on an annual basis. To expand participation the name was changed to the Can-Am Police-Fire Games in 1996.

The Federation is also a member of the International Police Sports Union (USIP) expanding potential participants from the 40 member countries.

The Federation is managed by a Board of Directors who represents emergency services in North America. The Board members are volunteers and receive no compensation for their service.

Unlike other state, national and international police and fire games, the Can-Am Police-Fire Games are a family oriented event which allows spouses of eligible law enforcement, fire, EMS, and other protective service personnel to participate. Volunteer firefighters and their spouses are included in the eligible competitor category.

The Can-Am Police-Fire Games have been designed to encourage participation from all levels of expertise and abilities. With multiple age classifications and divisions, participants compete against other athletes of similar skills. Team events have several classifications to ensure teams of similar expertise compete against each other.

With forty or more sporting events, the Can-Am Police-Fire Games offers traditional athletic competitions in such sports as swimming, softball, cycling, golf, running, and profession specific events such as canine, SWAT, toughest fire fighter alive, and toughest competitor alive.

All RFP submissions for the 2020 Can-Am Police-Fire Games will be evaluated by the Federation Board of Directors. RFP submissions will only be accepted if they are submitted by the closing date and in the format required.

2.2 About the Can-Am Police-Fire Games

The Can-Am Police-Fire Games is a bi-annual event held each even year. The Federation strives to select a host at least five (5) years in advance of the Games up for bid. The three previous Host Cities are:

- 2014 York, Pennsylvania
- 2016 Thunder Bay, ON, Canada
- 2018 Hampton Roads, Virginia

The Games are held over ten (10) days starting on Sunday and finishing the following Sunday. The Federation requires a host to provide forty (40) compulsory sports and may select from an additional 30 events held in prior Games. Athletes, men and women, compete in multiple single classifications from Open to Grand Master and in team event classifications from Open to over 35 years of age as examples.

The Federation will supply a host with a schedule of events which specifies days of the week and times for each sporting event that has proven to generate the most participants for that event. A copy of the schedule is attached for reference.

Participants from any country are eligible to compete in the Games. The majority of participants are from North America.

A host selects the dates for their Games in June, July, August or September.

3/ OBLIGATIONS

3.1 Mandatory requirements

The following mandatory requirements from a bidding city/organization are required. If a bidding city/organization cannot meet the following mandatory commitments, the bid will be refused:

- Proposal must include answers to all mandatory requirements and all requested appendices. Proposal cities/organizations cannot modify any existing text;
- Proposal must be submitted by the date described in Section 4;
- The successful host city/organization will be required to pay an event rights fee of \$25,000 which is nonrefundable and may not be claimed as an expense for the 2020 Games;
- The Can-Am Police-Fire Games Federation requires the successful city/organization to negotiate and sign a "Host Contract" that outlines the duties and responsibilities of both the Host and the Federation;
- A Host must be either a non-profit organization or have the ability to apply for non-profit status;
- Cities/organizations submitting a proposal agree that all documents are the sole property of the Can-Am Police-Fire Games Federation and may not be released to any third party without the expressed written consent of the Can-Am Police-Fire Games Federation;

The following shall be included in all RFP proposals:

A. Organization:

An established Board of Directors which shall include members of local law enforcement, EMS and fire service.

- An organizational chart is attached which shall be the structure of the Host's organization;
- *Board of Directors positions should be populated;*
- *List all committees and responsibilities;*

- *structure may include other agencies or community members capable of performing requirements of senior Games management.*

Provide examples of:

- *Ability to attract representatives from business, government and other emergency and protective agencies to act as senior advisors.*
- *Ability to secure sponsorships, funding and other critical resources from corporate/business/government agencies.*
- *Ability to attract, motivate and manage a large volunteer network serving as event coordinators, timers, judges, medical personnel, venue hosts, etc.*

B. Civic/Governmental Support:

Supply letters of support from your Chiefs of Police, Fire, EMS service; Presidents of their agency associations; and the City Mayor.

- *Also include any letters of support from various other government and civic agencies to document their cooperation and commitment to the Games.*
- *Letters of support (if applicable) from the state organization that hosts a similar type of sporting event.*

C. Budget:

A preliminary budget is required as part of the written bid process and should show in detail projected revenues and expenses.

- *An excel spreadsheet is attached which shows income and expenses for the prior three (3) Games for reference.*

D. Lodging Facilities and Host Facility:

Supply information on lodging facilities/capacity.

- *Lodging facilities must be available for up to 600 people on any given day of the Games.*
- *Lodging is not limited to hotel or motel accommodations, and can include nearby campgrounds, university or college campus dormitories.*
- *A host hotel may be selected, however, is not required.*

E. Events

Provide list of proposed sports and events.

- *A list of mandatory and optional events is attached.*
- *Include proposed additional sports and any unique or operational events that may be proposed.*

F. Venue Sites:

Due to the venues needed for compulsory events the following facilities/venues are required:

- *minimum of 1, 25-yard/meter swimming pool,*
- *3 gymnasiums,*
- *2 golf courses,*
- *track and field facilities,*
- *pistol events facility, that shall consist of:*
 - *PPC PISTOL: NRA Police Pistol Combat Rules requires a 50 yard/meter range with a minimum of 12 shooting positions, barricades required at 25 yards and 50 yards. Turning Targets are preferred by not mandatory. Shooting lanes to be paved or in excellent condition. The target holders must be capable of holding a target 2 feet wide and 3 feet high. The barricades at 25 yards have to either be removable or off set so they do not interfere when shooting at 50 yards. Refer to:
<http://ppc.nra.org/documents/pdf/law/competitions/rulebook.pdf>*
 - *DUTY PISTOL:*
 - *- Requires a 25 yard/ meter range with a minimum of 12 shooting positions, Note: can be the same range as used for PPC*
 - *POLICE ACTION PISTOL:*
 - *- Requires a range that will accommodate a minimum of 4 scenarios to be run simultaneously;*
 - *- these are I.P.S.C (International Practical Shooting Confederation) type shooting events (or United States Practical Shooting Association).*
- *shotgun events facility, that shall consist of:*
 - *an established skeet and trap combined facility;*
 - *An established facility for sporting clays and 5 stand;*
 - *the number of trap and skeet houses should accommodate a minimum of 50 shooters in each event in one day;*
 - *U.S.A.Trap, Skeet and Sporting Clays Associations are good reference for more information.*
- *3 softball fields preferably at one location,*
- *archery facility, that consists of:*
 - *for field archery an approved NFAA 28 Target Field Round is highly suggested;*

- *if an archery range is not available a High School/College field can be used for the 900 Round event (this event is seldom selected by an Host);*
 - *for 3 D an area is usually already established through trails but an open area can be used, however, life size animal targets are required (IBO Rules).*
- *cycling (road and trail)*
- *biathlon course, that shall consist of:*
 - *1 miles course (can be ½ mile ran twice);*
 - *The course must be near an approved pistol range so the competitors can run a mile into a range to shoot 12 rounds, run another mile, back to the range, shoot 12 rounds and run the third mile to conclude the competition.*
- *Toughest Firefighter Alive facility that shall consist of:*
 - *4 story parking garage with an easy access to the stairway and a window at the 4th floor or established training tower;*
 - *100 meter paved area to extend fire hose and set up obstacle course, width of an two lane highway;*
 - *with sufficient area for spectators.*
- *Toughest Competitor Alive facility must be able to accommodate all eight events at one site or in close proximity that shall consist of:*
 - *A High School/University or similar facility that has:*
 - *An area marked or that can be marked for a 5 K run;*
 - *a Shot-put pitch, complete with marked throwing area and cemented throwing circle complete with 4 inch high stop board to conform to athletic standards;*
 - *a 100 meter artificial or paved surface with minimum of 4 marked lanes;*
 - *a Swimming Pool with diving blocks, minimum 25 meters, and minimum of 4 lanes;*
 - *a gymnasium or similar facility that has the ability to hold a 20' rope climb;*
 - *area sufficient for bench press with warm up area;*
 - *area for a pull up station;*
 - *space to set up an obstacle course that requires 761' of space for multiple obstacles. Area must be free of hazards.*
 - *This facility must be able to hold all eight events without any transportation provided. It has been accomplished outside an established High School/University i.e. a park with sufficient facilities as described above.*
- *A venue suitable for a SWAT exercise which is dependant upon the exercise the Host SWAT Team designs.*
- *If optional or new sports are proposed additional venues should also be listed and described.*

G. Funding/Sponsorship Plan:

Identify all sources of financial support.

- *Funding for the Can-Am Games must be obtained by the host community.*
- *Secured financial commitment along with Value In Kind donations on the part of the municipality and sponsors prior to the bid going forward will provide monies to be in place for start up costs associated with winning the bid.*
- *Grants which will be pursued should also be identified.*
- *Registration fees will cover only a portion of the costs of hosting the Games.*

H. Games Marketing:

Submission of a comprehensive marketing plan.

- *It is the Host's responsibility to market the Games to eligible competitors and agencies.*
- *The prospective host must provide a thorough marketing program to attract athletes to their Games.*
- *All costs for marketing the Games will be incurred by the host.*
- *Numerous avenues of communication must be used to attract all eligible participants.*

I. Promotional Plan:

Submission of a comprehensive promotional plan.

- *Describe your plan for proposed attendance at sporting events, relevant conventions, trade shows and conferences, information sessions, etc.*
- *The plan should include all proposed avenues to be taken to attract potential participants.*

J. Transportation:

Detail transportation capabilities.

- *Examples are access to an international/regional airport, car rental services as well as municipal transit system, or shuttle/charter facilities.*
- *The majority of your participants will be within driving distance of your city and will likely have their own transportation*

K. Major Events Held

Provide list of Major Events hosted by your city in the previous 5-10 years.

- *Include statistics regarding number of athletes and spectators in attendance.*

L. Tentative Dates for your event:

List proposed dates for your event.

- *The Can-Am Police-Fire Games are held during the months of June, July, August or September.*

3.2 Desirables

A Proposal may include the following additional information:

- Tourism opportunities;
- Proposed social activities for participants and families;
- Proposed opening ceremonies;
- Additional proposed income opportunities such as sale of merchandise;
- And proposed logo (the Federation requires a host to use the Federation logo which may include modifications such as date and location of the Games.

4/ BID PROCEDURE

The process of selecting the host is focused on one primary objective: to select the best host to receive the right to host the 2020 Can-Am Police-Fire Games. The Can-Am Police-Fire Games Federation reserves the right not to award the event to any bidding organizations if they so decide.

Date for city/organization to submit their letter of intent to submit a proposal, January 18, 2015.

RFP is required to be submitted by April 5, 2015.

Those cities selected from the written proposals will be required to schedule a site visit for the Federation between May 2015 and September 2015.

Selected cities will be invited to make a presentation to the Federation Board of Directors, on a date to be announced in October or November 2015, at a location to be announced, after which the Board will determine the host for 2020.

5/ BID RULES

Confidentiality

If included by the Can-Am Police-Fire Games Federation, any document marked as “confidential information” requires secure storage and limited reproduction and distribution. Potential cities/organizations should not use the information for any purpose other than to prepare their Proposal for the 2020 Can-Am Police-Fire Games. Confidential information should not be transmitted to parties not involved in the process, including members of the media.

Guiding principle for selection of a host city/organization

The Can-Am Police-Fire Games Federation believes the procedures for determining the host city/organization, from the initial expression of interest in the bid to the selection of the host, should be based on an open dialogue and fair process for all bidding parties. This process shall be conducted in an ethical manner, including but not limited to the following qualities: fairness, openness, transparency, equity and respect for all bidding parties.

Proposal document

Proposals should be submitted electronically to Mr. Bill Merrylees, CEO, Can-Am Police-Fire Games Federation at the following email address: www.canampolicefiregames.org.

The numbering within the proposal application must be in the same sequence as this RFP. A table of contents must be included at the beginning of the proposal application.

Communication

Potential host cities/organizations must address all questions in writing or e-mail to the CEO of the Can-Am Police-Fire Games Federation.

No formal or informal presentation or meeting in any way relating to this proposal shall be held with the Can-Am Police Fire Games Federation or its Board members after the date designated for submission of the Letter of Intent.

The Can-Am Police-Fire Games logo may be used in any documentation of the bidding city/organization.

APPENDIX 1 – FACT SHEET

- The Can-Am Police-Fire Games are held every even year;
- The Can-Am Police-Fire Games generally attract approximately 1,000 to 1,200 participants;
- The Can-Am Police-Fire Games generate a positive economic impact to a community;
- A Host may not charge an admission fee to any Can-Am Police-Fire Games sporting event.

APPENDIX 2 – DRAFT OF HOST CONTRACT

Attached is a copy of the Host Contract. The Federation reserves the right to modify the Host Contract up to the date of selection of a host city/organization for the 2020 Can-Am Police-Fire Games.

APPENDIX 3 - RIGHTS HOLDER SERVICES AND OBLIGATIONS

To reduce the workload on a host city/organization the Can-Am Police-Fire Games Federation provides the following services:

Orientation Session:

The Can-Am Police-Fire Games Federation Board of Directors will avail themselves to prospective Host to answer questions and explain the process of hosting such an event. We encourage representatives from all prospective host communities to attend a Can-Am Police-Fire Games to experience first-hand the event and see how it is managed prior to submitting a letter of intent to bid.

Rules:

A comprehensive set of rules is provided for all sporting events that include both compulsory and optional events. The addition or deletion of sporting events may be made by the Host Organization with prior approval of the Board of Directors of the Can-Am Police-Fire Games Federation.

Medals:

The Can-Am Police-Fire Games Federation will provide medals for 1st (Gold), 2nd (Silver) and 3rd (Bronze) place winners to the Host Organization at cost.

Mailing List:

The Federation maintains a current electronic mailing list of past participants.

Registration Software:

The Federation will supply the Host with a completed turnkey registration software program including, if necessary, hardware to operate the program. All participants must register on-line using this program. Games registration software has the following capabilities:

- Ability to register all participants and collect necessary fees.
- Ability to sort registered participants by several categories, including agency, age category and sport.
- Individual or sport group email capability.
- Ability to generate various financial and statistical reports.
- Relational database with unique participant identifier to eliminate duplication.
- Networking capability.
- Final report of winners in each sport within minutes to facilitate quick results posting.
- Windows application: Windows 95, 98, or 2000 capable.
- Onsite Training.
- Access granted to each Sport Coordinator to track participants within their sport/event.

On-Line Volunteer Program:

An on-line volunteer program is available to the host organization. This sophisticated program not only tracks volunteers but provides a means to place volunteers where needed.

Board Experience:

The Board is comprised of a cross-section of law enforcement officers and firefighters from Canada and the United States. Can-Am Police-Fire Games Directors either have hosted Games in their community or have been involved with the Games in an administrative capacity for several years. Each Director is assigned sports in which they have expertise. That Director will offer their assistance to the Host's assigned sports coordinators as needed.

Time Flow Chart:

The Federation will provide the hosting organization with a time flow chart to help with the planning of the Games. The chart underscores the requirements necessary for a successful Games event.

Background Information:

The Federation will provide potential hosts with reports from prior games; prior budgets; list of prior participants in each sport; and suggested organization structure.

APPENDIX 4 – BUDGET EXAMPLES

Attached are income and expenses for the prior three (3) Can-Am Police-Fire Games.

APPENDIX 5 – TIME FLOW CHART

Attached is an example of a five (5) year time flow chart.

APPENDIX 6 – SPORT SCHEDULE

CAN-AM POLICE & FIRE GAMES - EVENTS AT A GLANCE							
8/17/2013	MON	TUES	WED	THUR	FRI	SAT	SUN
FEDERATION REQUIRED							
COMPULSORY							
ARCHERY*Target/Field/3-D	R	9 AM *T	9 AM *F	9AM*3D			
BENCH PRESS	E	9:00 AM					
BIATHLON	G	9:00 AM					
BOWLING 10 PIN	I	4:00 PM	4:00 PM				
CROSS COUNTRY 10K	S				8:00 AM		
CROSS COUNTRY 5K	T		8:00 AM				
CYCLING 22mi. *Criterium	R		8:00 AM				
CYCLING 10 mi. *TimeTrials	A	8:00 AM					
CYCLING – 40 mi. *Road Race	T			8:00 AM			
DARTS	I	4:00 PM	4:00 PM				
GOLF	O	7:00 AM	7:00 AM	7:00 AM			
MOUNTAIN BIKE	N				9:00 AM		
NARCOTICS DOG		9:00 AM					
PISTOL - Duty					9:00 AM		
PISTOL – PAP			9:00 AM	9:00 AM			
PISTOL – PPC						9:00 AM	9:00 AM
POLICE SERVICE DOG					9:00 AM	9:00 AM	9:00 AM
POWER LIFTING				9:00 AM			
RUNNING *5k		8:00 AM					
RUNNING *10k				8:00 AM			
RUNNING *21k							8:00 AM
SKEET						9:00 AM	
SLOW PITCH SOFTBALL					8:00 AM	8:00 AM	8:00 AM
SPORTING CLAYS							9:00 AM
SUBMISSION GRAPPLING			9:00AM				
S.W.A.T.		8:00 AM	8:00 AM				
TEXAN HOLDEM				9:00 AM	9:00 AM		
T.C.A.					8:00 AM	8:00 AM	8:00 AM
T.F.A.		9:00 AM					
TRAP SHOOTING					9:00 AM		
TRIATHLON							9:00 AM
OPTIONAL							
BILLIARDS		4:00 PM	4:00 PM				
BASKETBALL			NOON				
BOWLING 5 PIN				4:00 PM	4:00 PM	4:00 PM	
COOK-OFF			****				
HOCKEY			8:00 AM				
HORSESHOES						9:00 AM	
SWIMMING			9:00 AM				
TENNIS					9:00 AM		
TRACK & FIELD						9:00 AM	
VOLLEYBALL					9:00 AM		
OPENING CEREMONIES	*****						
PIN/SHIRT/PATCH TRADING NIGHT	*****						
REGISTRATION DAILY	Noon	7:00 AM					
	5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	Noon
KEY	HOST TO DETERMINE DAY AND TIME						

APPENDIX 7 – EXAMPLE OF ORGANIZATIONAL STRUCTURE

Attached is an example of the Organizational Chart required to be used by the Host.

APPENDIX 7 – BIDDING CITY/ORGANIZATION STATEMENT

The city/organization submitting this RFP Proposal [name] _____
agrees to comply with the following statement:

We will cooperate fully with Can-Am Police-Fire Games Federation in the staging and hosting of the 2020 Can-Am Police-Fire Games and assume responsibilities for all expenses concerning the 2020 Can-Am Police-Fire Games. We agree that all contents of the bid application submitted are binding, unless it conflicts with the obligations listed in the Request for Proposal for the 2020 Can-Am Police-Fire Games. Any changes to the RFP proposal once the event has been awarded must be approved by the Can-Am Police-Fire Games Federation prior to taking effect.

Within 24 hours after being awarded the event by the Can-Am Police-Fire Games Federation the awarded city/organization shall negotiate the Host Contract. The awarded city/organization and the Can-Am Police-Fire Games Federation agree to abide by all requirements of the Host Contract. The awarded city/organization agrees to form a non-profit organization that will be responsible for the 2020 Can-Am Police-Fire Games.

PROPOSAL COMMITTEE

Organization

Organization

Name (print)

Name (print)

Position (print)

Position (print)

Signature

Signature

MEMORANDUM



TO: Business and Economic Development Committee
FROM: Tanya Emery, Director, C&ED
DATE: October 15, 2014

Food Trucks in Pickering Square

City staff received a request to consider allowing the location of food trucks in Pickering Square. Staff presented this idea at the Business and Economic Development Committee meeting of September 2, 2014, and the Committee asked staff to review potential policies and report back.

During staff meetings regarding this issue, we came to the conclusion that the redesign of Pickering Square should be planned and carried out prior to changing the use of this space from public open space to a spot for vendors. With the recent conclusion of construction in West Market Square, we feel it is prudent to proceed with the redesign in 2015 and changes to Pickering Square after that before (or in concert with) proceeding with a policy for food trucks.

City staff certainly wants to encourage businesses to locate in Bangor, and will encourage interested parties to locate in private parking lots (as allowed by ordinance) or on the Waterfront (as allowed).



PROPERTY MANAGEMENT & DEVELOPMENT

• Operator of Foreign Trade Zone No. 58 • Operator of the Bangor International Enterprise Center

MEMORANDUM

TO: Business & Economic Development Committee
FROM: Stephen A. Bolduc, Executive Manager
RE: Building No. 487 Parking Lot
DATE: October 21, 2014

Issue:

To recommend to the City Council approval of an Agreement with General Electric for use of a parking lot at Building No. 487.

Background:

General Electric is increasing their employment at their facility on the Griffin Rd. To accommodate the additional employees they would like to utilize the parking lot associated with Building No. 487. The building is vacant and has been vacant for a number of years. In return for use of the parking lot GE would make improvements and repave the lot.

They have agreed to an Agreement with the following terms and conditions:

1. Term: October 28, 2014 - September 29, 2015
2. Location: Building No. 487 parking lot
3. Use: Employee vehicle parking
4. Compensation: GE would improve and pave the parking lot.
5. Maintenance: GE will maintain the parking lot

Memorandum

To: Business and Economic Development Committee
From: Paul Nicklas, Assistant City Solicitor
Date: October 21, 2014
Re: Ordinance Amendment - Service of Notice of Placarding

This Ordinance amendment would save money and staff time by allowing for service of notice of placarding by certified mail or first-class mail with delivery confirmation.

The City Code requires service of notice when a building is being placarded. The only form of service by mail presently allowed is through registered mail, a very time-consuming and expensive process. Registered mail is commonly used for delivering valuables or proving that a document was not altered in transit.

For service of notice, first-class mail is sufficient. In order to show that notice has been delivered, this ordinance change would require delivery confirmation or certified mail.

Staff asks that the Committee recommend this Ordinance amendment to the City Council.

COUNCIL ACTION

Item No. 14-316

Date: October 15, 2014

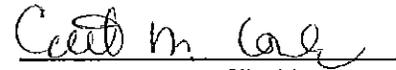
Item/Subject: **ORDINANCE**, Amending Chapter 223, Uninhabitable Buildings, of the Code of the City of Bangor, By Allowing Service of Notice of Placarding By Certified or First-Class Mail

Responsible Department: Legal

Commentary: The proposed Ordinance amendment would save money and staff time by allowing for service of notice of placarding by certified mail or first-class mail with delivery confirmation. Currently, when a building is being placarded the City Code requires service of notice through registered mail, a very time-consuming and expensive process. Registered mail is commonly used for delivering valuables or proving that a document was not altered in transit. After review of alternatives it was determined that for service of notice, certified or first-class mail is sufficient, which would show that notice has been delivered.

Department Head

Manager's Comments:



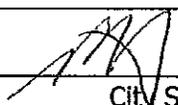
City Manager

Associated Information: Ordinance

Budget Approval:

Finance Director

Legal Approval:



City Solicitor

Introduced for

Passage

First Reading

Referral to the B&ED Committee on Tuesday, October 21, 2014

Assigned to Councilor Civiello



CITY OF BANGOR

ORDINANCE, Amending Chapter 223, Uninhabitable Buildings, of the Code of the City of Bangor, By Allowing Service of Notice of Placarding By Mail

WHEREAS, notice of placarding of buildings may presently be served by registered mail;

WHEREAS, registered mail is generally used for expensive or tamper-prone materials, not for service of legal documents;

WHEREAS, service of notice could be accomplished by certified or first-class mail for far less money and time without sacrificing any benefit;

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

Chapter 223 of the Code of the City of Bangor be amended as follows:

§ 223-3. Uninhabitable buildings.

...

- C. Notice. A written notice shall be served upon the owner or his or her agent, all other encumbrance holders of record, persons in possession, and persons having a recorded leasehold interest. Notice shall state the date of the placarding order and the dates by which repair must be commenced and completed. Service shall be accomplished by ~~registered mail~~ certified mail or first-class mail with delivery confirmation, personal service, or publication. If notice is served by publication, notice shall also be posted on the premises.

Additions are underlined, deletions ~~struck through~~.

Memorandum

To: Business and Economic Development Committee
From: Paul Nicklas, Assistant City Solicitor
Date: October 21, 2014
Re: Ordinance - Reconstruction of Mobile Home Parks in RR&A

This ordinance amendment would allow mobile home parks in the Rural Residence and Agricultural District that met certain standards to be reconstructed.

At one time, mobile home parks were required to locate in what is now the City's Rural Residence and Agricultural District (RR&A). The Code no longer allows mobile home parks in RR&A, but a number of nonconforming mobile home parks still exist. Several of these mobile home parks are now falling into disrepair, in part because their lots are not sized for modern mobile homes.

This ordinance would allow for mobile home parks that met certain size and utility requirements to be reconstructed in accordance with City Code. This would allow owners of these parks to replace deteriorating mobile homes with modern units, without increasing the number of units or lot coverage.

COUNCIL ACTION

Item No. 14-317

Date: October 15, 2014

Item/Subject: **ORDINANCE**, Amending Chapter 165, Land Development Code, of the Code of the City of Bangor, By Allowing Existing Nonconforming Mobile Home Parks to be Reconstructed

Responsible Department: Legal

Commentary:

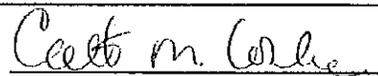
This ordinance amendment would allow mobile home parks in the Rural Residence and Agricultural District that met certain standards to be reconstructed.

At one time, mobile home parks were required to locate in what is now the City's Rural Residence and Agricultural District (RR&A). The Code no longer allows mobile home parks in RR&A, but a number of nonconforming mobile home parks still exist. Several of these mobile home parks are now falling into disrepair, in part because their lots are not sized for modern mobile homes.

This ordinance would allow for mobile home parks that met certain size and utility requirements to be reconstructed in accordance with City Code. This would allow owners of these parks to replace deteriorating mobile homes with modern units, without increasing the number of units or lot coverage.

Department Head

Manager's Comments:



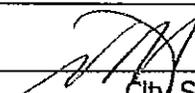
City Manager

Associated Information: Ordinance

Budget Approval:

Finance Director

Legal Approval:



City Solicitor

Introduced for

Passage

First Reading

Referral to the Business and Economic Development Committee on October 21, 2014

OCTOBER 15, 2014

Assigned to Councilor Baldacci



CITY OF BANGOR

ORDINANCE, Amending Chapter 165, Land Development Code, of the Code of the City of Bangor, By Allowing Existing Nonconforming Mobile Home Parks to be Reconstructed

WHEREAS, Bangor has several long-standing mobile home parks that are nonconforming in their present zoning district;

WHEREAS, many of the mobile homes in some of these parks are in poor condition, in part because the present lot sizes are too small for them to be replaced with modern mobile homes; and

WHEREAS, allowing reconstruction of these mobile home parks, within certain limits, will improve the quality of a portion of the City's housing stock and reduce Code and other issues:

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

Chapter 165 of the Code of the City of Bangor be amended as follows:

§ 165-105. Rural Residence and Agricultural District (RR & A).

...

D. Conditional uses. Subject to Planning Board approval under the provisions of § 165-9, the following uses may be permitted in this district:

...

(4) Reconstruction of mobile home parks established prior to 1971, provided that:

(a) They have water service from the Bangor Water District, sewer service from the City of Bangor and a minimum of 25 mobile home spaces.

(b) The reconstruction is done consistent with the requirements of 165-121(C).

§ 165-122. Special provisions.

Notwithstanding other provisions of this chapter relating to space, bulk and use, the Planning Board, in reviewing plans for ~~proposed~~ new or expanded mobile home parks, may modify said provisions to facilitate innovative approaches to environmental design, provided that all of the following standards are maintained:

...

Additions are underlined, deletions struck through.