

City of Biddeford
Finance Committee
September 04, 2018 5:00 PM Council Chambers

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. August 21, 2018 Finance Committee Meeting Minutes
[8-21-2018 Finance Committee Minutes.rtf](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Authorization/Purchase of Parking Kiosks/CALE
[9-04-2018 Purchase of Kiosks - ORDER.doc](#)
[9-04-2018 Purchase of Kiosks - BIDS.docx](#)
 - 4.2. Authorization/Purchase of Hand Held Parking Ticket Enforcement Equipment/United Public Safety
[9-04-2018 Hand Held Parking Ticket Enforcement-ORDER.doc](#)
[9-04-2018 Hand Held Parking Ticket Enforcement-BIDS.docx](#)
[9-04-2018 Hand Held Parking Ticket Enforcement-INFO SHEET.pdf](#)
- 5. Other Business**
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
August 21, 2018

The meeting was called to order at 5:00pm by the Chair, Council President John McCurry.

Present: Chair, Council President John McCurry, Mayor Alan Casavant, Councilor Stephen St. Cyr, Councilor Mike Ready, City Manager James Bennett, Finance Director Cheryl Fournier and City Clerk Carmen Morris.

Adjustment to the Agenda

No adjustments to the agenda.

Approval of Minutes

Motion by Councilor Ready to approve the Minutes of August 6, 2018, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

The expenditure warrant was available for review and signature.

Discussion/Approval

Lead Abatement at Police Department

Motion by Councilor Ready to approve the expenditure for Lead Abatement at the indoor firing range at the Police Department, seconded by Mayor Casavant.

Discussion: Councilor McCurry explained the assessment went out but no one else bid on the assessment. It will be turned into an office area.

Vote: 3-1, Councilor Ready opposed.

Motion carried 3-1.

Authorization/Agreement w/Ransom Consulting, Inc./Appeal to the 2017 Preliminary Flood Insurance Rate Maps Issued by FEMA

Motion by Councilor Ready to recommend the expenditure, seconded by Mayor Casavant.

Discussion: Councilor McCurry questioned why the funds were being taken out of Contingency.

City Manager, James Bennett, explained the funding for the project. The language will be amended at Council meeting.

Vote: unanimous.

Motion carried 4-0.

Approval/CIP Funds from FY18 Carry Forward Accounts to FY19 Budget

Motion by Councilor Ready to recommend the CIP Funds from FY18 be carried forward to the FY19 Budget, seconded by Mayor Casavant.

Discussion: The City Manager gave an explanation. Councilor McCurry questioned some of the balances.

Vote: 3-1, Councilor McCurry opposed.
Motion carried 3-1.

Approval/Allocation of FY19 Capital Improvement Projects Funds

Motion by Councilor Ready to recommend the allocation of the FY19 Capital Improvement Projects Funds, seconded by Mayor Casavant.

Vote: unanimous.

Motion carried 4-0.

Acceptance of Grant Funds for Biddeford Municipal Airport Safety Projects

Motion by Councilor Ready to recommend the acceptance of Grant Funds for the Biddeford Municipal Safety Projects, seconded by Mayor Casavant.

Discussion: Councilor Ready had a question on the amount. Councilor McCurry had a explanation how the City went after the Grant Funds.

Vote: unanimous.

Motion carried 4-0.

Authorization/Agreement w/Gale Associates, Inc./Grant Application for Airport Improvement Funds through the 2018 Consolidated Appropriation Act

Motion by Mayor Casavant to recommend entering into an agreement w/Gale Associates, Inc. to submit an Application for Airport Improvement Funds through the 2018 Consolidated Appropriation Act, seconded by Councilor Ready.

Discussion: The Committee discussed the language in the order.

Motion by Councilor Ready to remove the fourth paragraph in the Order, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

Vote on motion as amended: unanimous.

Motion carried 4-0.

Other Business

Councilor Ready congratulated Finance Director, Cheryl Fournier, for receiving the Certificate of Excellence in Financial Reporting award.

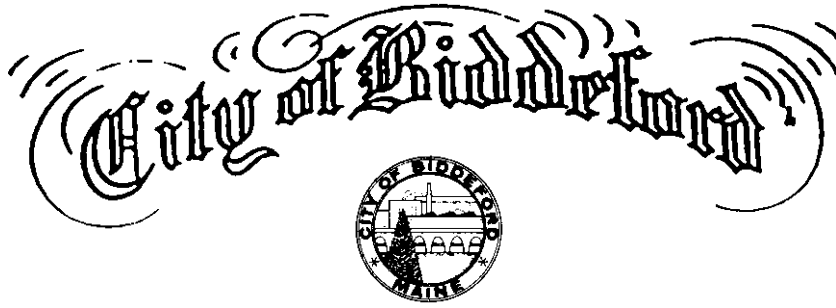
Councilor St. Cyr asked how the year-end closing was going. Cheryl explained she won't be able to close everything out until the end of August. Auditors are scheduled to be here in September.

Motion to adjourn made by Councilor Ready, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

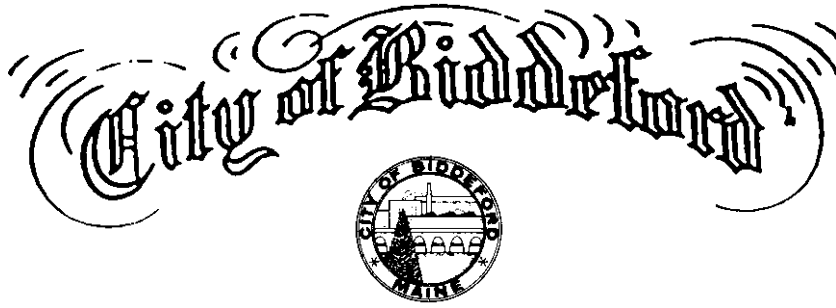
Adjourned at 5:26pm.



2018. IN BOARD OF CITY COUNCIL..SEPTEMBER 4, 2018
BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the purchase of fifteen (15) Kiosk Units from CALE for an amount not to exceed \$99,430.00.

Purchase of 15 Units

Vendor	Unit Price	Install	Shipping	Back Office	Bill Notes	Credit card Setup	Training
CALE	\$5,648.00	\$250.00	Included	\$52/mo/meter	\$1,600.00		
Hectronic	\$7,999.00	\$150.00	\$150.00	\$69.50/mo/meter		\$375.00	\$550.00
MacKay	\$6,495.00	\$750.00	\$250.00	\$55/mo/meter			
	15 Units	Install	Shipping	Back Office 1 yr.			Total Price
CALE	\$84,720.00	\$3,750.00		\$9,360.00	\$1,600.00		\$99,430.00
Hectronic	\$119,985.00	\$2,250.00	\$2,250.00	\$12,510.00			\$136,995.00
MacKay	\$97,425.00	\$11,250.00	\$3,750.00	\$9,900.00			\$122,325.00



2018. IN BOARD OF CITY COUNCIL..SEPTEMBER 4, 2018
BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the purchase of three (3) Hand Held Parking Ticket Enforcement Devices from United Public Safety for an amount not to exceed \$40,090.00.

Hand Held Parking Ticket Enforcement

COMPLUS

	Year 1	Year 2	Year 3	
Leasing	\$8,460.00	\$6,300.00	\$4,320.00	
Ticket Management	\$2,340.00	\$2,340.00	\$2,340.00	
Annual Subscription	\$500	\$500	\$500	
In-State Notices	\$0.09 per notice			
Out of State Notice	\$1.50 per notice			
Set up fee	\$700			
Data Plan	\$1,800.00	\$1,800.00	\$1,800.00	
Total	\$13,800.00	\$10,940.00	\$8,960.00	\$33,700.00

*Not including notices

UNITED PUBLIC SAFETY

	Year 1	Year 2	Year 3	
Purchase 3 units	\$7,230.00			
Annual Data Plan	\$897.00	\$897.00	\$897.00	
Mobile License	\$8,964.00	\$8,964.00	\$8,964.00	
Configuration	\$1,875.00			
Training	\$2,000.00			
Total	\$20,966.00	\$9,562.00	\$9,562.00	\$40,090.00

iPermit®

Sell, manage & enforce multiple permit types with a single solution.

Increase revenue, decrease costs, and improve overall customer satisfaction

iPermit® is United Public Safety's permit management tool, an integral part of the CityCite® parking enforcement solution.



THE HARDWARE

Our CitePro™ handheld device offers best-in-class, real-time parking enforcement & permit management by collecting photo evidence, scanning ID barcodes, handling data input & lookups, and issuing on-the-spot tickets in all weather conditions. IP-65 rated and designed specifically for parking enforcement.

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iPermit® Features

- Create and manage a variety of permit types including parking, hunting, fishing, events, and many others
- Issue or sell permits from a walk-up kiosk/counter or online
- Solution includes a fully customizable e-commerce site for permit registration & sale
- Predefine purchase/issuance parameters including the ability to approve permits based on specific criteria.
- Ability to print temporary (one event/one day) permits
- Ability to import current permit data seamlessly into iPermit®
- Manage permit products in the CityCite® Cloud
- Alerts officers to vehicles/individuals holding valid permits, reducing voids/dismissals
- Scan a barcode to check permit validity and prepopulate owner information
- Concierge design and fulfillment of custom permit decals/hang tags