

City of Biddeford
Finance Committee
January 17, 2017 5:00 PM Council Chambers

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. January 3, 2017 Minutes
[Finance Committee Meeting Minutes 1-3-2017.docx](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Approval/General Assistance Program Software
[General Assistance-new software request.doc](#)
 - 4.2. New Procurement Standards under the Uniform Guidance - Update
[Uniform Guidance.pdf](#)
 - 4.3. Use of FY2016 Surplus for Capital Projects
[FY2016 City Surplus.xlsx](#)
[Council Order on use of FY16 Surplus.pdf](#)
[CIP.recommendation.capital.7.5.16_MSW_VER-2.xlsx](#)
 - 4.4. FY2016 Fund Balance Ratio
[Fund Balance Ratio_FY2016_11-18-2016.xlsx](#)
 - 4.5. Approval for Parking control vehicle
[Parking Control Unit.doc](#)
[1-17-2017 Parking Control-Ford Transit Purchase.docx](#)
- 5. Other Business**
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
January 3, 2017

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

Present: Chair, Council President John McCurry, Mayor Alan Casavant, Councilor Marc Lessard, Councilor Steven St. Cyr, City Manager Jim Bennett and Finance Director Mike Wilson.

Motion by Councilor St. Cyr to approve the minutes of 12/20/16, seconded by Councilor Lessard, unanimous.

Motion carried, 4-0.

The expenditure warrant was available for review and signature.

Purchase of Ambulance

Motion by Councilor Lessard to accept the purchase of the ambulance as bid, seconded by Mayor Casavant, vote 3-1.

Discussion: Councilor McCurry asked whether the radios were part of the lease. Carl Marcotte responded it was up to the Finance Committee. Councilor St. Cyr asked whether they went back to the manufacturer to see if the manufacturer would sell for \$210,000. Carl explained the manufacturer wouldn't sell for less.

In Favor: Mayor Casavant, Councilor Lessard & Councilor St. Cyr.

Opposed: Councilor McCurry.

Motion carried, 3-1.

Other Business

Sale of the Pate Property was discussed. Mike explained the one page hand out showing the sale price and the costs of the parcels proposed for sale.

Motion to adjourn was made by Councilor St. Cyr, seconded by Councilor Lessard, unanimous.

Motion carried 4-0.

Adjourned at 5:09pm.

Finance Committee

In an effort to streamline processes for the General Assistance Office we are looking to have an application developed using the Salesforce platform.

Once completed the staff in the General Assistance Office will have a software system that will assist them in processing clients, creating proper reports, and allow for cross training of staff. Using the Salesforce platform, we will have limitless options for adding more features as time goes on. We are recommending SalesPath and asking for approval up to \$8,500. It is likely that the project will be completed for the quoted \$7,500; however we feel that during the design, if staff can have the flexibility to add features that will bring significant time savings, implementation is the time to install those features.

Savings from other projects will be applied to the purchase of this application.

We received three bids as follows.

- Salespath - \$7,500
- WaveOC - \$8,640.00
- Arbola - \$8,200

Funding sources:

- During the implementation of the Codes mobile application we were able to save \$5,625.
- \$1,200 will come from the maintenance fee we normally pay for the current Welfare software.
- The remaining \$1,675 will come from a carryover from 21201-60907.

Thank you for your time and consideration.

CITY OF BIDDEFORD, MAINE
Schedule of Comments and Responses
June 30, 2016

OTHER COMMENTS

School Nutrition Claim Forms

During our testing of the School Nutrition Program for federal compliance purposes, we noted errors between the internal count sheets and what was reported to the State through the October 2015 and March 2016 claim forms. These errors resulted in over-reporting 25 adult meals for October 2015 and 200 adult meals in March 2016. The over-reported adult meals did not result in additional federal subsidy, however we suggest management ensure that meal counts and claim forms be reviewed for accuracy prior to making submissions to the State.

Management response/corrective action plan:

The nutrition director and her assistant have created a document to more accurately keep track of those meals provided to the food service workers. A copy of this record will now be available to view in the packet of each schools record which we use to prepare the report.

Uniform Guidance

Recently, the Office of Management and Budget (OMB) revised regulations applicable to federally funded programs. The new regulations are contained in Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). The Uniform Guidance replaces OMB Circulars A-133, A-87, and A-110 and incorporates new requirements for grant recipients. The Uniform Guidance includes not only protocols for program management and administration, but also updates compliance regulations for federal awards. We recommend that the City and School Department become familiar with the requirements of the Uniform Guidance, and take the necessary steps to ensure full compliance with the guidance.

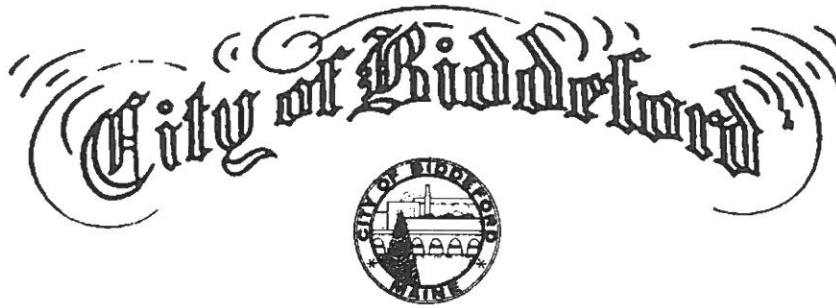
One of the more significant provisions of the Uniform Guidance that affects the City and School Department is the procurement standards under 2 CFR sections 200.318 through 200.326. Under the new procurement standards, the City and School Department are required to have a documented purchasing policy, which at a minimum, incorporates the provisions of the Uniform Guidance. Currently, the City and School Department do not have a formal written procurement policy that incorporates the provisions of the Uniform Guidance. We recommend that management review the applicable provisions of the Uniform Guidance and update the procurement policy appropriately. The OMB has provided a grace period for non-federal entities to comply with the new procurement provisions, after which time non-compliance will be considered a federal finding. The grace period applicable to the City and School Department expires on June 30, 2017.

Management response/corrective action plan:

We will review the applicable provisions of the Uniform Guidance and update our procurement policy as necessary and appropriate.

Calculation of City Surplus based on CAFR Statement 6
6/30/2016

Total Revenue	63,379,172	
Less: Taxes raised for Education	(22,799,699)	
K-12 Education	(11,037,895)	
Adult education	(245,826)	
City Revenue	<u>29,295,752</u>	
Total Expenditures	60,939,996	
Less: Education expenditures	(33,578,915)	
City Expenditures	<u>(27,361,081)</u>	
	1,934,671	
Net other financing uses	<u>(328,962)</u>	
City Surplus for FY2016 on a budgetary basis	1,605,709	
Less: Unbudgeted employee benefits	<u>(506,268)</u>	
City Surplus for FY2016 on a GAAP basis	<u><u>1,099,441</u></u>	



2016.60

IN BOARD OF CITY COUNCIL...JULY 5, 2016

BE IT ORDERED, that the City Council of the City of Biddeford does hereby approve the establishment of accounts with the following allocation recommendations:

Establishment of reserve accounts from the FY16 operational surplus:

- \$100,000 – Grant Matching Reserve ~~22001-60472~~
- \$235,000 – City Hall Renovations ~~22001-60464~~
- \$23,000 – Compensation Adjustments
- \$40,000 – Refurbishment of Fire Vehicles

Further, creation of capital accounts from the FY16 operational surplus:

- \$100,000 – Allocation for capital improvements
- \$18,000 – Computer Software and Hardware
- \$14,000 – Charter Revision Commission Expenses
- \$20,000 – Purchase of Watering Vehicle

July 5, 2016

Motion by Councilor Laverriere, seconded by Councilor Lessard to grant the order.

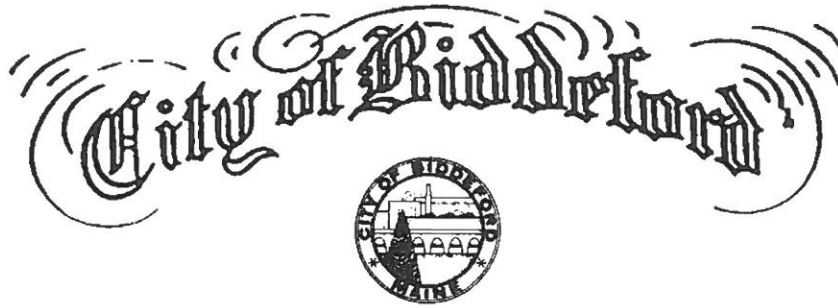
Motion by Councilor McCurry, seconded by Councilor Lessard to amend the order to state that the Council will dedicate \$550,000, of which allocation will be determined at a later date.

Motion by Councilor Lessard, seconded by Councilor Mills to table this item to a Special Council Meeting, to be scheduled by the Mayor at the earliest possible date, whereby the full approximated amount of \$1,100,000 can be discussed for future use.

Vote: 6/3; Councilors Ready, Swanton and McCurry opposed.

Councilors St. Cyr, Quattrone, Mills, Laverriere, Seaver and Lessard in favor.

Motion to table carries.



July 13, 2016

Motion by Councilor Ready, seconded by Councilor Swanton to remove the order from the table.

Vote: Unanimous.

After a lengthy discussion while in Committee of the Whole, the following amendment was offered:

Motion by Councilor Lessard, seconded by Councilor Laverriere to amend the order as follows:

Establishment of reserve accounts from the FY16 operational surplus:

- \$100,000 – Grant Matching Reserve 22001-60972
- \$235,000 – City Hall Renovations 22001-60904
- \$20,000 – Purchase of Watering Vehicle 22004-60973
- \$135,000 – Miscellaneous Reserve Account 22001-60974
- ~~\$23,000 – Compensation Adjustments~~
- ~~\$40,000 – Refurbishment of Fire Vehicles~~

Further, creation of capital accounts from the FY16 operational surplus:

- ~~\$100,000~~ \$28,000 – Allocation for capital improvements 22001-60975
- \$18,000 – Computer Software and Hardware 22001-60916
- \$14,000 – Charter Revision Commission Expenses 22001-60961
- ~~\$20,000 – Purchase of Watering Vehicle~~

Vote on amendments: 6/2; Councilors St. Cyr and McCurry opposed.
Councilors Swanton, Quattrone, Laverriere, Ready, Seaver and Lessard in favor.
Motion to amend carries.

Vote on motion, as amended: 6/2; Councilors St. Cyr and McCurry opposed.
Councilors Swanton, Quattrone, Laverriere, Ready, Seaver and Lessard in favor.
Motion carries.

Attest by: _____
Carmen J. Morris, City Clerk

<u>Item</u>	<u>Request</u>	<u>Recommended</u>	<u>Lease Impact</u>	<u>Approved</u>	<u>From FY2016 Surplus</u>
Vehicles	\$906,000	\$868,000	\$100,000	\$100,000 CIP Public Works	
Election Equipment	\$25,000	\$10,000	\$10,000	\$25,000 CIP General Gov	
Code Field software	\$20,000	\$20,000	\$20,000	\$20,000 CIP General Gov	
IT Software, Updates	\$116,775	\$80,000	\$80,000	\$80,000 CIP General Gov	
City Hall Fire Alarm	\$35,000	\$0	\$0	\$0 CIP Public Services	
Fire Suppression	\$175,000	\$175,000	\$50,000	\$50,000 CIP Public Services	
PW Heating Phase 2	\$16,500	\$16,500	\$16,500	\$16,500 CIP Public Works	
Plans for Fire Station	\$3,500	\$3,500	\$3,500	\$3,500 CIP Public Safety	
EMS Monitor, Stretcher, etc	\$59,000	\$59,000	\$15,000	\$15,000 CIP Public Safety	
Turnout gear	\$9,600	\$9,600	\$9,600	\$9,600 CIP Public Safety	
SCBA Bottles	\$11,000	\$11,000	\$11,000	\$11,000 CIP Public Safety	
Protective Vests Fire/EMS	\$8,983	\$10,000	\$10,000	\$10,000 CIP Public Safety	
Library Electrical	\$5,000	\$5,000	\$5,000	CIP Public Services	\$5,000
Library Community Room	\$7,500	\$7,500	\$7,500	CIP Public Services	\$7,500
Rotary Park Security Gate	\$14,000	\$14,000	\$14,000	CIP Public Services	\$14,000
Senior Bus	\$30,000	\$30,000	\$30,000	\$30,000 CIP Public Services	
Redmond Field Realignment	\$5,000	\$5,000	\$5,000	\$5,000 CIP Public Services	
Security Cameras Parks	\$5,000	\$5,000	\$5,000	CIP Public Services	\$5,000
May Field Windows	\$3,000	\$3,000	\$3,000	CIP Public Services	
Hills Beach Rd Improvements	\$100,000	\$100,000	\$100,000	\$100,000 CIP Public Works	
Thacher Brook Watershed	\$73,150	\$50,000	\$50,000	\$50,000 CIP Public Works	
Riverwalk Phase 4 (other downtown)	<u>\$120,000</u>	<u>\$96,835</u>	<u>\$96,835</u>	<u>\$96,835</u> CIP Public Works	
Totals	<u>\$1,749,008</u>	<u>\$1,578,935</u>	<u>\$641,935</u>	<u>\$622,435</u>	\$31,500
Available in FY17 budget			\$625,935	\$625,935	<u>-\$3,500</u> <==From budgeted \$625,935
Additional in FY16 surplus (rec)			<u>\$100,000</u>	<u>\$100,000</u>	\$28,000 <==Net from FY2016 Surplus
Balance left			\$84,000	\$103,500	\$72,000

Fund Balance Ratio

Total expenditures (Statement 6 of CAFR)	60,939,996	
Less: Debt Service - School	(4,098,192)	
Less: Debt Service - City	<u>(2,144,939)</u>	54,696,865
Total other uses (Statement 6)		650,000
Total expenditures to use as denominator of calculation		55,346,865
Total Restricted-Education (Statement 3 of CAFR)	2,858,214	
Total Committed (Statement 3)	0	
Total Assigned (Statement 3)	1,129,196	
Total Unassigned (Statement 3)	2,310,409	
Total Unrestricted Fund Balance, as defined		6,297,819
Total Unrestricted Fund Balance divided by Total Expenditures		<u>11.38%</u>

Bid Opening for a Parking Control Unit

Present: Carl Marcotte Public Works
Kara Cote Public Works

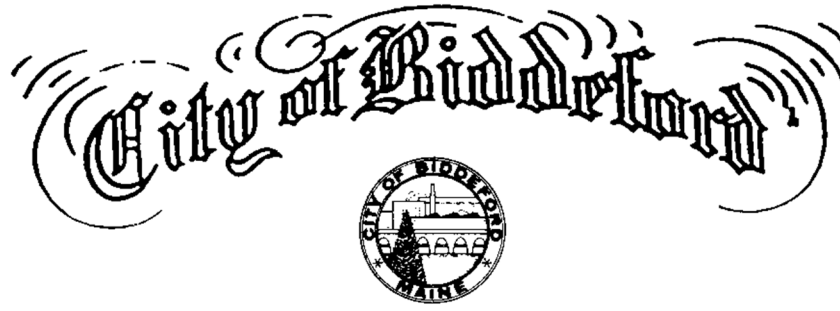
Bids were opened at the Public Works Department on January 6, 2017 at 11:00am. Staff is recommending the bid that meets specification from Arundel Ford for the amount of \$21,528.00. This vehicle was approved in the FY 17 CIP budget line 21204-60603 as a lease.

Arundel Ford

Ford Trans Connect Van	\$21,528.00
------------------------	-------------

Bill Dodge

Nissan NV 200	\$20,105.55
---------------	-------------



2017.5

IN BOARD OF CITY COUNCIL...JANUARY 17, 2017

BE IT ORDERED, that the City Manager be authorized to purchase one (1) 2017 Ford Transit connect van as per bid of January 6, 2017(the "Equipment") from Arundel Ford (the "Vendor") and may pay the Vendor an amount not to exceed \$21,528.00 for the Equipment as follows:

1. The City of Biddeford expects to incur debt to reimburse expenditures to pay the cost of the Equipment;
2. The City of Biddeford reasonably expects that the maximum principal amount of the debt, including for reimbursement purposes, is \$21,528.00;
3. The City Manager, on behalf of the City of Biddeford, is authorized to enter into a lease purchase, loan or other financing agreement for the Equipment provided that (a) the principal amount of such agreement will not exceed \$21,528.00, (b) the term of such agreement will not exceed one hundred and twenty (120) months and (c) any obligation of the City of Biddeford to make lease or loan payments pursuant to such agreement is subject to annual appropriation by the City Council of the City of Biddeford;
4. The City Manager is authorized to advance money from the General Fund of the City for payment of the costs of the Equipment; and
5. The City Manager, on behalf of the City of Biddeford, is authorized to negotiate, enter into, execute, deliver and cause to be performed, and to approve, any and all agreements, instruments, certificates and other documents, and to grant security interests in the Equipment, upon such terms, conditions, limitations and undertakings, which the City Manager determines are necessary and proper for the acquisition and financing of the Equipment, provided that any lease purchase, loan or other financing agreement will be countersigned by both the Mayor and the Treasurer of the City of Biddeford. Without limiting the foregoing, the City Manager, on behalf of the City of Biddeford, in connection with the acquisition of the Equipment, is authorized to sell, transfer, trade in or otherwise dispose of any equipment, which the City Manager determines is no longer useful to the City of Biddeford.

NOTE: The Finance Committee reviewed this item on January 17, 2017 and voted to recommend it to the City Council for approval. The lease-purchase of this item is included in the FY17 CIP budget, with a down payment of \$5,000.00