

## **Parks and Open Space**

### **Parks**

#### **3/4 Replacement Plow Truck #81**

This is a request to authorize the commitment of \$35,000 for the purchase of a three-quarter ton 4 wheel-drive pick-up truck with plow. Currently, the Parks Division fleet consists of multiple trucks that provide varied services in the maintenance of the City's parks, municipal grounds and athletic fields. This truck will provide plowing services to most municipal parking lots, sheltered bus stops and narrow city streets in the winter. It will, also, be used to tow trailers and transport materials, equipment and crew members to work sites on a year-round basis.

The truck that will be replaced is a 1999 GMC 3500 with a mileage of 60,000 that is at the end of its service life and is requiring extensive maintenance. It is estimated that this vehicle with plow will cost \$35,000. The cost estimate was obtained from a local vendor.

Project Cost:	\$35,000
Source of Funds:	Prior Years' CIP Balances
Source of Cost Estimate:	Bill Dodge GMC
Projected Useful Life:	10 to 12 years

Prepared For:  
South Portland Parks & Rec. Dept

Prepared By:  
Glenn Darby  
Bill Dodge Auto Group  
2 Saunders Way  
Westbrook, ME 04092  
Phone: (207) 837-4263  
Fax: (207) 857-4241  
Email: glenn.darby@bdag.com

2013 Fleet/Non-Retail GMC Sierra 2500HD 4WD Ext Cab 144.2" SLE TK207

**PRICING SUMMARY**

PRICING SUMMARY - 2013 Fleet/Non-Retail TK20753 4WD Ext Cab 144.2" SLE

	<u>MSRP</u>
Base Price	\$39,550.00
Total Options:	\$3,583.00
Vehicle Subtotal	\$43,133.00
Advert/Adjustments	\$0.00
Destination Charge	\$995.00
<b>GRAND TOTAL</b>	<b>\$44,128.00</b>

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 266.0, Data updated 2/26/2013  
©Copyright 1986-2005 Chrome Systems Corporation. All rights reserved.  
Customer File:

February 28, 2013 12:43:04 PM

# SALES QUOTE



CUSTOMER South Portland Parks And Rec. Dept  
 ADDRESS \_\_\_\_\_  
 PHONE \_\_\_\_\_

MODEL	DESCRIPTION	LIST	PRICE
TK20753	2013 GMC Sierra Ext Cab 2500HD	44,128.00	\$ 32,280.55
	See Attached Spec Sheet for details		
	Sprayliner		\$ 425.00
	Undercoating		\$ 300.00
	Upfitter switches		\$ 100.00
	2 way radio		\$ 650.00
	8' Fisher Stainless Steel X-blade installed		\$ 5,585.00
		DOC. FEE	
	Pricing for Budgetory Purposes	TOTAL PRICE	
		LESS TRADE	
		NET DIFF.	
		SALES TAX	
		TITLE FEE	\$ 52.50
		TOTAL	
		DEPOSIT	
	QUOTE VALID FOR 30 DAYS OR UNLESS MFG.	REBATE	
	REBATES CHANGE		
		OUT THE DOOR	\$ 39,373.00

QUOTE BY  DATE 2/28/2013

GLENN DARBY COMMERCIAL MGR  
 glenn.darby@bdag.com

PURCHASER \_\_\_\_\_ DATE \_\_\_\_\_

2 Saunders Way Westbrook, ME. 04092  
 Tel. 207.854.3200 Web Site billdodgeautogroup.com

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## **Parks and Open Space**

### **Parks**

#### **Foley Accu-Grinder**

This capital improvement request is for the purchase of a reel grinder. The grinder is an essential and specialized piece of maintenance equipment. The reel grinder will be used to sharpen the twenty-six mowing reels from seven different specialized mowers that are used daily at the Municipal Golf Course, Wainwright Athletic Complex and several school sports fields. The maintenance of these pieces of mowing equipment is imperative to delivery of quality service to the many users of these facilities. The cost estimate was provided by Turf Products of Connecticut, a regional dealer.

This grinder will replace a Duel Express that is a 1997 model and a Foley manual grinder that is 30 plus years old. Some of our current inventory of reels will not be accommodated by these out of date models thus forcing us to contract the maintenance to an outside vendor. This has been difficult and expensive.

Project Cost:	\$35,000
Funding Source:	\$17,500 General Fund Reserve \$17,500 Fund Balance
Source of Estimate:	Turf Products, Inc
Projected Useful Life:	15 to 20 years



Turf Products Corp  
 157 Moody Road P.O. Box 1200  
 Enfield CT 06083

Prepared for:  
 City of South Portland  
 33 Pitt St  
 South Portland ME 04106

Proposal Date: 07/20/2013  
 Expiration Date: 08/20/2013

Prepared by:  
 Robert Hobbs  
 bhobbs@turfproductscorp.com

Qty	Model Number	Description	Unit Price	Extension
1	6320911	Foley Accu-Pro Reel Grinder	\$29,287.00	\$29,287.00
<b>TOTALS</b>				
Equipment Total				\$29,287.00
<b>Total</b>				<b>\$29,287.00</b>

## **Parks and Open Space**

### **Parks**

#### **Golf Course Study**

South Portland Municipal Golf Course was originally built by an individual owner and then through Land Water Conservation Funds purchased by the City. Since the original purchase, several changes have been made to update the course to help improve play, keep golfers safe, and continue good relations with our neighbors. Currently, the course has 13,500 rounds of golf played on it annually. This is down from its peak in the late 1990's of over 25,000 rounds played each year. We anticipate for the foreseeable future that the current number of rounds is to be expected as the new normal going forward.

Areas of the course have needs for updating but there is currently no master plan as to how they should be addressed. The items include, but are not limited, to greens that have drainage issues, irrigation that is severely deficient, and layout conflicts hurting play times discouraging golfers from using the course.

The Department is requesting funds to consult with Professional Golf Association or United States Golfers Association to develop a plan for the course going forward. Staff will be involved with this process to assess the course needs as well as golfers to help with their concerns about the course they love to play each season. Once the plan is developed it will allow us to plan for future needs at the course in an efficient manner rather than reacting as items fall apart.

Sustainability of the public course will depend upon our ability to manage the course within the means of our taxpayers. The Department feels this is a critical first step towards making that happen.

Project Cost:	\$10,000
Funding Source:	General Fund
Source of Cost Estimate:	PGA/USGA
Projected Useful Life:	Not Applicable

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# Parks and Open Space

## Parks

### Thomas Knight Park – ADA Path

#### *Project Objectives, Goals, and Beneficiaries:*

The City of South Portland Parks and Recreation Department requests \$15,000 of CDBG funds to remove architectural barriers at the City’s Thomas Knight Park. Currently, the established footpaths in the park, which connect Waterman Drive to existing City trails, are not accessible to the disabled. Paths must be replaced in order to bring the public facility into compliance with the Americans with Disabilities Act (ADA) and to ensure equal access to all City recreation spaces.

#### *Project Site & Plans:*

The project site is the City’s Thomas Knight Park, located on Waterman Drive in Knightville. Currently, the established footpaths in the park, which connect Waterman Drive to existing City trails, are not accessible to the disabled. The established gravel path will be paved and leveled, and connected to sidewalks to ensure ADA accessibility.



*Thomas Knight Park (gravel path not shown)*



*Proposed Path Location Shown*

Project Cost:	\$15,000
Funding Source:	CDBG
Source of Cost Estimate:	Sebago Technics/Staff
Projected Useful Life:	25 years or more

# City of South Portland Community Development Block Grant Program

Thomas Knight Park Project Budget Outline

Total Material Cost_____	\$9,000
Total Labor Cost_____	\$ 0
Admin & Engineering_____	\$1,500
Permits_____	\$ 100
Construction/Rehab Costs_____	\$4,400
Acquisition_____	\$ 0
<hr/> Total Cost of Project	<hr/> \$15,000

# **City of South Portland Community Development Block Grant Program**

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## **Public Infrastructure & Public Facilities Program Application**

**2014-15**

Applications due -- 4:00 PM, Friday, January 3, 2014

**City of South Portland  
Office of Community Development  
25 Cottage Road  
PO Box 9422  
South Portland, ME 04116-9422**

## **Introduction**

The Public Infrastructure & Public Facilities program is designed to aid in the development or improvement of publicly-owned assets (City of South Portland) or property owned by local non-profits and operated to serve the general public.

## **Types of Assistance**

The Program is designed to assist in improvements that will benefit low to moderate-income individuals or families. Assistance under this program can be in the form of grants, loans, or a combination of grants and loans.

The maximum amount of assistance available is \$100,000.00. The applicant will be required to have at least a 10% match (monetary or labor). However, the CDAC has the ability to waive any required match.

## **Eligibility**

For a project to be eligible, projects must be consistent with CDBG Program Goals, National Objectives, and the City's Prioritization for 2012-2016. The burden of proof for meeting these standards is on the applicant.

The applicant will need to provide proof that low to moderate-income individuals will be served. There are two ways of providing this information:

- 1) Project falls within a low to moderate-income Census Block per the 2000 Census (Target Area);
- 2) The area or user group to benefit by the improvement can be surveyed for income. If 51% of those surveyed fall under the low to moderate-income threshold (80% of area median income or below), the project qualifies as a benefit to low to moderate-income individuals. There are survey guidelines that need to be followed if this is the route of choice.

If a non-profit is applying for funds, the non-profit needs to own the facility and the facility must be open to the public during normal business hours. If a membership fee is charged to use the facility, it must be reasonable and not prohibitive to low or moderate-income users.

## **Use of Funds**

- Acquisition
- Long-term leases – for periods of 15 years or more
- Construction
- Reconstruction
- Rehabilitation (including the removal of architectural barriers)
- Installation
- Energy improvements
- *Removal of architectural barriers – including those in a building used for the general conduct of government; and*
- Aesthetic improvements to structures or buildings.

**Ineligible Uses:** Buildings used for the general conduct of government are ineligible for CDBG funds. Examples are: city halls, county administration buildings, State capitol or office buildings, and other facilities in which the legislative, judicial, or general administrative affairs of government are conducted. Exception: improvements related to the removal of architectural barriers restricting access to government buildings.

## **APPLICATION PROCESS**

**Competitive Application:** The application must provide a clear description of the problems to be addressed, the proposed activity to be funded, an analysis of project significance and feasibility, and all commitments to the project.

Due to the competitiveness of the CDBG Program, it is highly recommended that Public Improvement/Public Facility applications are completed and submitted during the open application period from December to January of a given year. Applications coming in after the open application period will likely be rejected due to competition for available funding.

**Project Implementation:** Following a successful application and approval from the South Portland City Council, the County CDBG Program (County Commissioners), and HUD, a contract will be executed. An Environmental Review must also be completed, and once the Environmental Review receives full clearance from HUD, the project can begin.

### **Timetable & Requirements:**

**The application period runs until January 3<sup>rd</sup>, 2014.**

If funding remains available after the initial application review process, other applications may be considered.

**FAXED AND E-MAIL COPIES WILL NOT BE ACCEPTED.**

**The applicant shall submit **one original** and **eight copies** of the application.**

**Send Applications to:**  
CITY OF SOUTH PORTLAND  
OFFICE OF COMMUNITY DEVELOPMENT  
25 Cottage Road  
PO Box 9422  
South Portland, Maine 04116-9422

This application package is available electronically at:  
[www.southportland.org](http://www.southportland.org)

**Application Information**

Name of Organization: City of South Portland

Contact Person: Mr. James Gailey, City Manager

Address: PO Box 9422 City: South Portland

State: Maine Zip Code: 04116-9422

Phone: 207-767-7606 Fax: 207-767-7629

E-mail: jgailey@southportland.org

Tax ID No.: N/A

**Applicant Status** (check all that apply)

Non-Profit	<input type="checkbox"/>	Public Housing	<input type="checkbox"/>
Government	<input checked="" type="checkbox"/>	Neighborhood/Other	<input type="checkbox"/>

**I. Funding Summary**

A. Funding Requested:

B. Type of Activity – CDBG:

CDBG Funds \$ 15,000

Acquisition

Public Facility

Infrastructure

*I verify that the information in this application is true and correct. I understand that false statements herein are subject to the penalties of Maine State Laws relating to unsworn falsification to authorities.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Does Your Agency Have the Following?**

- Articles of Incorporation
- By-Laws
- Personnel Policies
- Affirmative Action Plan
- Financial Audits
- Employee Bonding
- Affirmative Marketing and Outreach Plan

• Material must be in place and available if requested!

**II. General Project Information**

Project Address or Name: Thomas Knight Park ADA Path

Neighborhood: Knightsville

Existing Property Condition (if applicable)

Project Address: Thomas Knight Park, Waterman Drive, South Portland, ME

Map/Lot number: Map 16, lot: "Thomas Knight Park"

Census tract number: 32 Block 3 (66.2% low/mod)

Check one:  building  vacant lot

Type of property (check box for all that apply):

<input type="checkbox"/>	Private	<input type="checkbox"/>	Business	<input checked="" type="checkbox"/>	Municipal
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**Neighborhood / Infrastructure Improvements:**

Please estimate the number of linear feet of improvements proposed:

Water/Sewer lines \_\_\_\_\_ Sidewalks \_\_\_\_\_

Road Paving appx. 300 feet of path paving Tree Planting \_\_\_\_\_

Other \_\_\_\_\_

**Proposed Activity (check all that apply)**

New Construction:  Rehabilitation:   
Acquisition:  Other:  (describe) \_\_\_\_\_

**III. Narrative Description of the Proposal (All applicants complete)**

Attach a narrative description of the project proposed for funding. In general, the narrative description should be no longer than 2 pages and **should include** the following information:

- Current Ownership
- Condition
- Occupancy (occupied or abandoned)
- Future plans for the property
- Project Objectives
- Beneficiary of the proposal
- Which CD Program prioritized goal does this proposal satisfy?

***Project Objectives, Goals, and Beneficiaries:***

The City of South Portland Parks and Recreation Department requests \$15,000 of CDBG funds to remove architectural barriers at the City’s Thomas Knight Park. Currently, the established footpaths in the park, which connect Waterman Drive to existing City trails, are not accessible to the disabled. Paths must be replaced in order to bring the public facility into compliance with the Americans with Disabilities Act (ADA) and to ensure equal access to all City recreation spaces.

***Project Site & Plans:***

The project site is the City’s Thomas Knight Park, located on Waterman Drive in Knightville. Currently, the established footpaths in the park, which connect Waterman Drive to existing City trails, are not accessible to the disabled. The established gravel path, which has become uneven and grown in, will be paved and leveled, and connected to sidewalks to ensure ADA accessibility.



*Thomas Knight Park (gravel path not shown)*



Proposed Path Improvement Location

**Future Plans for the Property:**

This site will remain a City park in perpetuity.

The following elements must be addressed and are necessary for the project approval process:

**Additional Financing**

Identify additional financing planned for this project. Reporting to HUD of all project funding is required yearly.

This City accessibility project will be financed with CDBG. Any additional costs will be financed with City funds.

**Environmental**

Are further actions necessary to comply with zoning and environmental regulations? Please note all projects require an environmental review before they can begin.

	Yes	No
Zoning		X
Wetlands		X
Flood Plain		X
Historic Preservation		X
Noise		X
Thermal/Explosives Hazards		X
Air or Water Quality		X

**Right, Title, and Interest**

Please attach evidence of right, title, and interest or sales agreement (if applicable).

City-owned park.

**Applicant Experience**

Describe the experience of the applicant in implementing similar proposals by listing the following:

- a) Past CDBG projects completed and dollar amount awarded for each.

The Parks and Recreation Department has received Block Grant funds for many projects from the City's CDBG set-aside. A few recent projects include:

2013- Redbank Park Improvements--\$95,000 CDBG  
2012-Mill Creek Park Improvements Phase III--\$152,000  
2011-Mill Creek Park Improvements Phase II--\$220,000

- b) Similar projects completed in the past and other funding provided for each project.

The Parks & Recreation Department is responsible for maintaining over 350 acres of parks, athletic fields, golf course, and urban forest in the City. Most of this maintenance is financed through the City budget and other grants. CDBG has been used for parks located in low-income neighborhoods.

- c) Identify staff and/or development team (including consultants) and list their qualifications and experience.

This project will be staffed by an experienced group of Parks & Recreation and/or Public Works employees. All paving work will be done in-house to minimize costs.

**Documentation**

Attach the following documents:

- a) Existing site plan and proposed changes (if applicable).
- b) Development pro forma (if applicable).
- c) Resolution of the Board of Directors authorizing submission of this application.
- d) Contact name and address for the Board of Directors.
- e) Copy of 501 (c) (3) letter if non-profit organization.
- f) Organizational marketing/outreach policy (required for housing applicants).

All of the above, (if applicable), is on file with City.

**Scope of Services & Budget**

Please use a maximum of one page to specifically delineate the scope of services for the project proposed, including specific project components. Project components must correspond with a budget.

The Scope of Services and Budget submitted will become a part of any/all contracts initiated by the Community Development Advisory Committee.

Please attach a detailed budget that identifies all of the project components and their actual project costs. As part of the budget, the applicant shall submit quotes for work to be performed and materials to be installed. Each requisition will be reconciled to the submitted budget.

*Example:* Total Material Cost \_\_\_\_\_  
Total Labor Cost \_\_\_\_\_  
Admin & Engineering \_\_\_\_\_  
Permits \_\_\_\_\_  
Construction/Rehab Costs \_\_\_\_\_  
Acquisition \_\_\_\_\_  
Total Cost of Project \_\_\_\_\_

**Thomas Knight Park Project Budget Outline**

Total Material Cost _____	\$ 9,000
Total Labor Cost _____	\$ 0
Admin & Engineering _____	\$ 1,500
Permits _____	\$ 100
Construction/Rehab Costs _____	\$ 4,400
Acquisition _____	\$ 0
Total Cost of Project _____	\$15,000

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