

General Government

City Hall

Siding, Insulation, Trim

As part of the 2013 CIP budget, the City Council allocated \$100,000 toward improvements to City Hall. Improvements included a new back entry (primary entry) to the building, increased insulation in the attic, replaced the shingled roof, trim boards and gutters around the building and installed a cable tray in the attic for the building's communication cables. The work was a good first step in preserving the building for another twenty years.

After the Phase I portion of building renovation occurred, one could quickly see the remaining issues on the exterior of the building. Peeling trim paint, faded siding and missing siding are areas of need as we try to further protect the exterior building from the coastal weather. Additionally, the windows are in need of replacement, but they are cost prohibitive at this time and will need to be done at a later date.

Phase II of the City Hall renovations include residing, repainting and replacement of some of the trim. Additional wall insulation is needed on the 1979 addition of City Hall, as currently two-half inch pieces of sheetrock are used for exterior sheathing.

Proposal for Phase II

New siding	\$35,000	(same low grade siding currently on building)
Re-sheath addition	\$8,500	
New Azek trim	\$18,000	
Painting	\$20,000	

The above quotes were provided by Elliot Mead Carpenter-Contractor, Inc the contractor for Phase I of the renovations. Of the quotes above, I believe the siding quote is a little low for the grade of siding we should be specifying for the building. The project would need to be bid out and these prices will change upon submission of bids.

Project Cost:	\$90,000	
	\$50,000	Prior Years' CIP/Accrued Interest
Funding Source:	\$10,000	General Fund Reserve
	\$30,000	Fund Balance
Source of Cost Estimate:	Elliot Mead Carpenter-Contractor Inc.	
Projected Useful Life:	20 years	





ELLIOT MEAD CARPENTER-CONTRACTOR, INC.



PO Box 833
Bath, ME 04530
(207) 443-3513 - (207) 443-6266 fax

October 17, 2012

City of South Portland
25 Cottage Road
South Portland, ME 04106
ATTN: Mr. Jim Gailey

Dear Jim:

I am finally able to get back to you about the siding, windows and trim replacement bid on City Hall.

Below is the scope of work with projected costs:

- Siding (two options)
- Vinyl siding (similar to the existing siding) \$35000.00
- Cement siding by Hardie Plank \$74000.00
- Resheathing newer ell (after the discovery of sheetrock on the exterior of the building under the siding) \$8500.00
- New Azek trim wherever possible (corner boards, window and door trim, ceiling of portico, etc.) \$18000.00
- Windows (two Options)
- Vinyl windows \$53226.00
- Wood sash window with metal cladding (exterior) and a prefinished interior \$85577.00
- Suggestion (not previously discussed)
- New fiberglass columns on front portico \$19600.00

Overall, these are estimated prices. Siding and trim specs are the same as City Hall Roof and Attic Space Renovation Project.

If you should have any questions, please call me at (207) 751-2171. I look forward to the opportunity of working with you.

Sincerely,



Elliot Mead
President

General Government
Planning & Development
Comprehensive Plan Implementation
Graphics and Other Services

This is a request to authorize the commitment of \$10,000 for services from graphic designers and others to assist the Planning Director and soon to be appointed Comprehensive Plan Implementation Committee in carrying out the implementation of the recommendations of the City's 2012 Comprehensive Plan.

One of the main sets of recommendations of the Plan is to intensify a number of nodes along Broadway and Main Street into commercial hubs and/or neighborhood activity centers. This would involve rezoning, with design standards, to allow some height increase, greater residential density, and a more varied mix of uses. Mill Creek is another area where this is recommended. In order to accomplish this goal, residents and business owners (as well as City decision-makers) will need to picture what is being envisioned, and the best way to do this is with photo simulations or drawings that help people see what would and would not be allowed. This method would help the Committee in choosing the design standards needed to ensure that the desired architectural character is achieved.

Other similar services, such as specialized GIS mapping, may also be needed for the implementation of the Plan.

Project Cost:	\$10,000
Source of Funds:	Prior Years' CIP Balance/Accrued Interest
Source of Cost Estimate:	Tex Haeuser, Planning & Development Director
Projected Useful Life:	N/A

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General Government

Hutchins School Improvements

In 2010 and 2011, the City Council approved awards of bid to Restoration Resources, Inc, of Alna, Maine to perform repair and restoration of the exterior of the former Hutchins School on Mosher St. The original award was for \$74,106, for necessary repairs to wood architectural elements, replacement of rotted corner boards fascia and soffits, removal and replacement of the existing handicapped ramp and exterior lighting.

In spite of the extensive exterior work, the building was and is in great need of paint. The work that was completed in 2011 and 2012 by Restoration Resources, Inc. included it being primed; however, the contract did not include painting the entire building. The project has been submitted as a public improvement project under this year's CDBG program. The \$48,000 will allocate the remaining \$28,000 in funding from the previous work account as well as an additional \$20,000 from the upcoming CDBG program year funds.

Project Cost:	\$48,000
Funding Source:	CDBG Grant (Prior year and Current year)
Source of Cost Estimate:	Estimate from prior discussions
Projected Useful Life:	20 years





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General Government
Information Systems
Computer Reserve

In 1999, the City installed a new networked data and financial management system. Beginning in July of 1999, the City appropriated \$50,000 per year from the Municipal General Fund Budget to replace and upgrade computer hardware equipment and software. This plan allowed the City to move to significant improvements in management processes such as on-line property assessment data, paperless council packets, purchasing cards, paperless invoice system, on-line automobile registration, computers in cruisers, computer aided dispatch, computerized payroll and benefit reporting system, office suite and e-mail at more than 250 stations.

The IT Department estimates that \$300,000 needs to be reserved annually based on the useful life of our equipment. This \$50,000 will be used to replace aging equipment to keep the computer infrastructure stable.

Project Cost:	\$50,000
Funding Source:	Fund Balance
Source of Cost Estimate:	IT Staff
Projected Useful Life:	N/A

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General Government

Land Bank Account

On August 2, 2010, the City Council passed an ordinance establishing the City of South Portland Land Bank. The purpose was to further the acquisition and creation of land and land uses.

Sec. 18-76. Land Bank Fund.

The City shall meet the financial obligations of the Land Bank by drawing upon a municipal land bank fund to be set up as a separate revolving or sinking account within the City. Deposits into the fund shall include:

1. Any funds appropriated to be deposited into the fund by vote of the City Council;
2. Voluntary contributions of money or other liquid assets to the fund;
3. Interest from deposits and investments of the fund; and
4. Net proceeds from disposal of real property interests pursuant to Code of Ordinances Section 2-171 as follows:
 - (a) Sixty percent (60%) of the net proceeds from the sale of unimproved real property, unless waived by the City Council for good cause shown; and
 - (b) Thirty percent (30%) of the net proceeds from the sale of improved real property, unless waived by the City Council for good cause shown.
5. Any grant funds received on behalf of the Land Bank.
6. Subject to the annual budget process, an annual contribution of \$35,000 from the City's Capital Improvement Plan, provided that any such annual contribution that causes the land bank fund balance to exceed one million dollars (\$1,000,000) shall be reduced as necessary so as not to cause the land bank fund balance to exceed one million dollars (\$1,000,000).

Project Cost:	\$35,000
Funding Source:	Fund Balance
Source of Cost Estimate:	City Council Ordinance
Projected Useful Life:	N/A

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**General Government
Planning & Development
Code Office
Electrical Inspector's Vehicle**

This is a request to authorize the commitment of \$26,000 for the purchase of a small 4-cylinder SUV to replace a 2001 GMC Sierra pickup truck with 80,000 miles on it. This vehicle is used by the Electrical Inspector for inspections. The pickup truck was scheduled to be replaced last year, but the funds designated had to be used for a replacement vehicle for the Building Inspector because that vehicle would not pass inspection. The condition of the pickup truck is fair; it is rusted and has cost several thousand dollars in the past couple of years for repairs.



Project Cost:	\$26,000
Source of Funds:	Fund Balance
Source of Cost Estimate:	Local auto dealers
Projected Useful Life:	8 to 10 years

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