



# CITY OF BANGOR

## **City Council Workshop**

**Monday, March 9, 2026**

**Council Chambers, City Hall, 73 Harlow St., 5:15 p.m.**

### **Agenda**

- 1. City Manager Update**
- 2. City Assessor Update  
(Material attached)**
- 3. Homelessness Response Coordinator Update  
(Material attached)**
- 4. Executive Session: 1 M.R.S.A. § 405 (6)(A) – Personnel Matter**
- 5. Executive Session: 1 M.R.S.A. § 405 (6)(D) – Labor  
Negotiations**

## DEPARTMENT OF ASSESSING



### CITY OF BANGOR

TO: City Council  
CC: Carollynn Lear, City Manager, and Stephanie Kimball, Finance Director  
FROM: Philip S. Drew, City Assessor  
DATE: March 3, 2026, for City Council Workshop on March 9, 2026

#### **Assessor's update on the 2026 Revaluation**

##### Summary

- Starting in December 2025, the assessor's office began a data conversion review process with our vendors since we needed two software programs, (City with TRIO software) and (Assessing with Patriot software), to be coordinated to ensure the successful transfer of data from the valuation program to the tax collection program in July of this year. This is still ongoing, but we are very close to a successful test.
- The most recent status update from KRT Appraisal: Good progress on Residential property inspections, Progress on Commercial property inspections about one-month delayed mostly due to weather and ahead of schedule with the inspection of sold-properties which are utilized to develop property valuation tables in the valuation software.
- Preliminary property values will be available in the first week of June for the assessor to estimate the Total Taxable Value for Fiscal Year 2027. The Total Taxable Value will include the Real Property value from KRT Appraisal added to the Personal Property value from our city files.
- Attached please find an example of an income and expense questionnaire that will be sent to each property owner of an apartment complex. There are 6 different questionnaire versions to better reflect the typical income and expenses for the different property types in Bangor.

## **Residential Inspection Progress: Inspections began in December of 2024**

On February 23, 2026, KRT Appraisal reported that they have visited (first attempt) 9,151 residential properties and have interior and exterior property data for 3,184 properties (35%), but 5,541 properties only have exterior property data.

**International Association of Assessing Officers Property Appraisal and Assessment Administration (PAAA), Chapter on Data Collection** • Notes that voluntary interior-inspection response rates often fall between **20–40%**, with **25–35% being common** for communities that conduct outreach.

These 5,541 properties have all be mailed (second attempt) inspection request letters and KRT Appraisal is currently inspecting those homes - the property owner calls, authorizes an interior inspection and then chooses the date and time. KRT Appraisal is also sending out letters (second attempt) to the property owners that either refused an interior inspection or displayed a no trespassing sign/preference. Per our agreement, KRT Appraisal will make a (third attempt) being one more on-site attempt prior to completing the residential inspection program.

**How does a property owner benefit from scheduling an interior inspection?** Participation with an interior inspection means that the data collector will be invited inside to capture accurate interior property data. Accurate interior data leads to the most accurate valuation of the owner's property. It also allows the property owner to maintain the right to appeal the evaluation.

One revaluation goal is for property owners to participate in the process to the extent that they are able. The interior inspection helps to maintain equity and uniformity in property assessments, ensuring that all property owners are assessed fairly and that tax distribution is equitable.

**Commercial, Industrial, Large Apartment and Exempt Properties “aka Commercial” Inspection Progress: Inspections began in November of 2025**

On February 23, 2026, KRT Appraisal reported that they have visited (first attempt) 1,029 “commercial” properties and approximately the same number of properties have not yet been visited for even the (first attempt). So, for this property class all attempt types being First, Second, and Third are still on-going.

**The revaluation contract has in Section 8.1.1 a timeline that is for information purposes only**

<b>Task</b>	<b>Start Date</b>	<b>Completion Date</b>
Execution of Contract	01/15/24	01/19/24
Start-Up Meeting	01/22/24	01/26/24
Public Relations	On-going	
CAMA Conversion	01/29/24	03/15/24
Data Collection/Callbacks	03/18/24	03/13/26
Data Entry	03/18/24	03/20/26
Field Review Sales	03/23/26	04/03/26
Update Tables	04/06/26	05/01/26
Field Review	05/04/26	05/22/26
Final Valuations	05/25/26	06/05/26
City Review	06/08/26	06/19/26
Impact Notices	06/22/26	06/26/26
Informal Hearings	06/29/26	07/17/26
Hearing Review	07/13/26	07/21/26
Final Products Delivered	07/22/26	07/24/26
Project Completion		07/24/26

KRT has notified the city that the call back inspections (second attempt) should be completed by March 26<sup>th</sup>. The properties needing a third attempt will not have been completed by that date.

Given that only one-half of the “commercial” properties have been visited to date, it is difficult to see that the First and Second Attempts will be completed by

March 26<sup>th</sup>. Additionally, during the first week of March, KRT will mail out an income and expense questionnaire to each “commercial” property owner.

Property owners are asked to complete the form and return it to KRT by April 24, 2026. Each property type has its own unique questionnaire: Apartments, Commercial, Industrial, Hotel/Motel/Inn, Mixed-Use, Mobile Home Communities and Skilled Nursing Facilities

**How do “commercial” property owners benefit from providing financial income and expense data?** Collecting Income and Expense questionnaires from commercial properties during a revaluation ensures we base assessments on accurate, local market data rather than assumptions. This helps us produce fair and defensible values, minimize appeals, and prevent unintended tax shifts onto other taxpayers. In short, the questionnaires are a key tool for maintaining equity and protecting the integrity of the city’s tax base.

**INCOME AND EXPENSE QUESTIONNAIRE – City of Bangor, Maine  
706A- Request for Information**

**Apartments  
FOR 12 MONTHS ENDING DECEMBER 31, 2025**

Please Return to:  
**KRT Appraisal**  
191 Merrimack Street  
Suite 701  
Haverhill, MA 01830

**NOTE: THIS IS A TWO PAGE DOCUMENT AND A SIGNATURE IS REQUIRED ON SECOND PAGE**

Property Location:  
Assessor’s Map and Lot:  
Parcel ID:  
Land Use Code:

**SECTION I: GENERAL DATA**

Number of Rented Units:		Number of Vacant Units:	
Owner Occupied Units:			

**SECTION II: INCOME AND LOSS TOTALS FOR CALENDAR YEAR 2025**

Enter Gross Income on Lines 1 through 7 **AS IF FULLY RENTED**.  
Calculate Vacancy Loss by subtracting **ACTUAL RENT RECEIVED** from **LINE 8 if difference is due to vacancy**.  
Calculate Concession Loss by subtracting **ACTUAL RENT RECEIVED** from **LINE 8 if difference is due to concessions**.  
Other Income (Lines 6 and 7) includes items such as: cell towers, vending, laundry, parking, billboards etc. Describe and enter.

	Number of Units	Amount
1. Total Studio Units Rental Income: (Annual rent as if fully rented)		\$
2. Total 1 Bedroom Units Rental Income: (Annual rent as if fully rented)		\$
3. Total 2 Bedroom Units Rental Income: (Annual rent as if fully rented)		\$
4. Total 3 Bedroom Units Rental Income: (Annual rent as if fully rented)		\$
5. Total 4 Bedroom Units Rental Income: (Annual rent as if fully rented)		\$
6. Other Income: (Describe)		\$
7. Other Income: (Describe)		\$
8. Potential Gross Income: (Add 1 through 7)		\$
9. Loss due to Vacancy: See note above.		\$
10. Loss due to Concessions/Bad Debt: See note above.		\$
11. Total Collection Loss: (Add 9 and 10)		\$
12. Effective Gross Income (Subtract 11 from 8)		\$

**SECTION III: EXPENSES FOR CALENDAR YEAR 2025**

Please check if each item is paid by (O)wner or (T)enant. If entering “Other”, please describe.

Expense Type	Amount	O	T	Expense Type	Amount	O	T
Management Fee	\$			Maintenance Contract Fee	\$		
Legal/Accounting	\$			Supplies	\$		
Security	\$			Groundskeeping	\$		
Payroll	\$			Trash Removal	\$		
Group Insurance	\$			Snow Removal	\$		

Expense Type	Amount	O	T	Expense Type	Amount	O	T
Telephone	\$			Exterminator	\$		
Advertising	\$			Elevator	\$		
Commissions	\$			Insurance (1 Year Premium)	\$		
Repairs Exterior	\$			Reserves for Replacement	\$		
Repairs Interior	\$			Travel	\$		
Repairs Mechanical	\$			Other (Describe)	\$		
Repairs Electrical	\$			Other (Describe)	\$		
Repairs Plumbing	\$			Other (Describe)	\$		
Gas	\$			Real Estate Taxes	\$		
Oil	\$						
Electricity	\$						
Water	\$						
Sewer	\$						
Maintenance Wages	\$						

**SECTION IV: INCOME RENT ROLL FOR CALENDAR YEAR 2025**

Please enter annual rent **AS IF FULLY RENTED.**

Please calculate vacancy by subtracting **ACTUAL RENT FROM ANNUAL RENT RECEIVED.**

Please indicate as to whether heat and/or electricity are included in the rent. (Y/N)

A printout of current Rent Roll is acceptable. Please record # of bedrooms for each unit.

Please indicate if subsidized, amount of subsidies, and any other financial considerations on a separate sheet (s).

Tenant Name	# of BR'S	Unit #	Floor Level	Heat Included	Electric Included	Annual Rent	Lease Type	Start Date	Term Years	Vacancy
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.										
15.										
16.										
17.										
18.										

**SECTION V: SIGNATURE**

**I certify under the pains and penalties of perjury that the information supplied herewith is true and correct:**

**Submitted by: (Please print) .....** \_\_\_\_\_

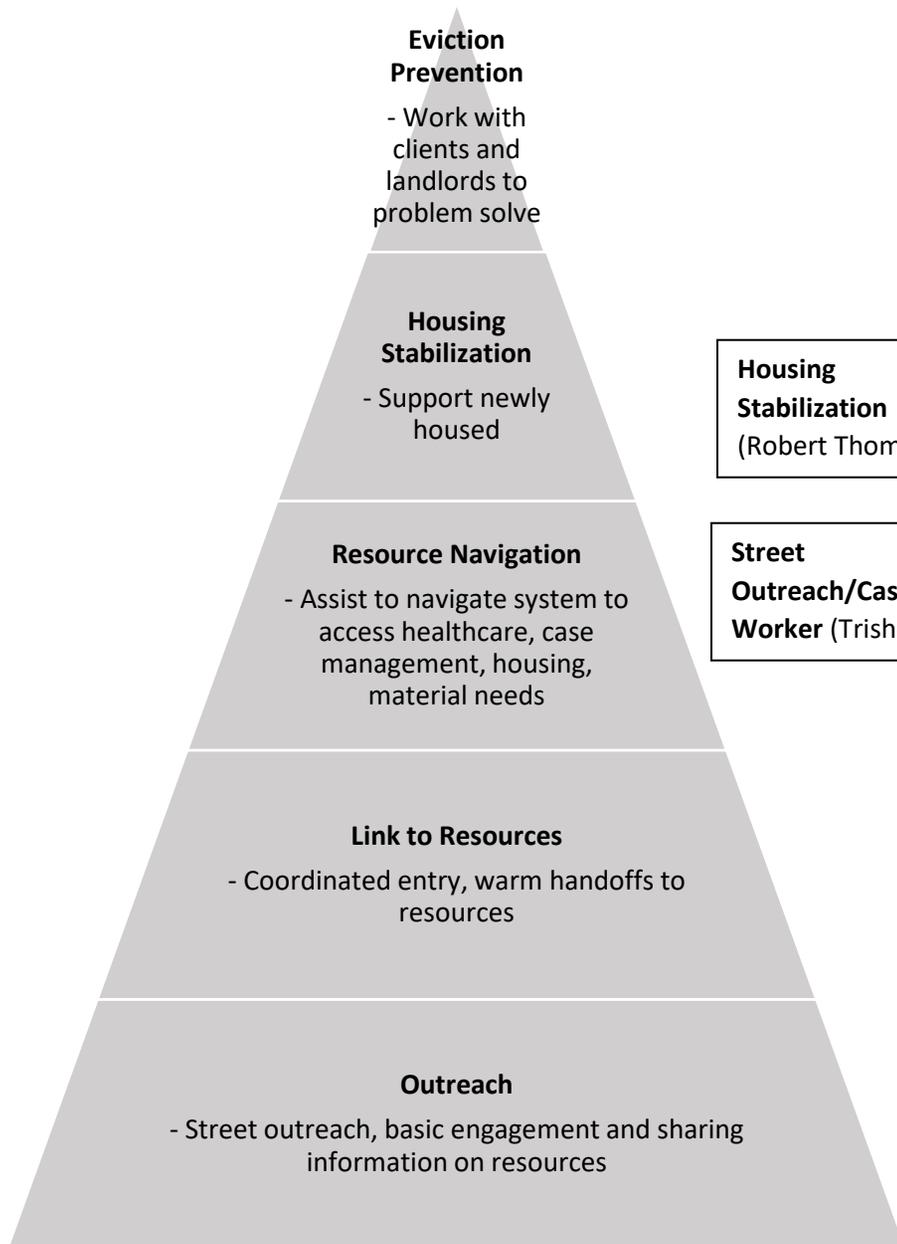
**Title: .....** \_\_\_\_\_

**Signature of owner or preparer: ...** \_\_\_\_\_

**Phone: .....** \_\_\_\_\_

**Date: .....** \_\_\_\_\_

**City of Bangor**  
**Public Health and Community Services**  
**Homeless Response**



**Housing Stabilization**  
(Robert Thompson)

**Street Outreach/Case Worker** (Trisha Cyr)

**Homeless Response Coordinator (HRC) (Bruce Hews)**

**Strategic Activities (March-December 2026)**

- Provide technical assistance to the workforce serving clients that experience homelessness on addressing challenging cases and situations.  
MEASURE: Provide technical assistance for 20 situations.

- Expand housing opportunities.  
MEASURE: Increase housing by 15 new units.

- Establish a tenant readiness program.  
MEASURE: Launch the tenant readiness program.  
MEASURE: Implement the program for 6 people.

- Create opportunities to listen to the community and businesses on problems and solutions.  
MEASURE: Launch a schedule for office hours/listening sessions.  
MEASURE: Hold 10 office hours/listening sessions.

- Strengthen relationships with landlords.  
MEASURE: Landlords are willing to be added to a list to house people experiencing housing instability.

- Coordinate City Department homeless response activities.  
MEASURE: Establish routine communication among City Departments

- Liaison with establishments that serve people experiencing housing insecurity to identify issues and solutions.  
MEASURE: Establishments report an increase feeling of being supported by the City.

- Collaborate with HUB7 Coordinator to increase the efficiency and effectiveness of a coordinated system to address homelessness.  
MEASURE: List of changes and progress.

- Develop reporting on homelessness for understanding the landscape and decision making. (Jen G. lead)  
MEASURE: Quarterly reports on homelessness data.