



# City Council Meeting and Workshop

## February 17, 2015

### Agenda

#### 5:30 P.M. Workshop

- A. Ingersoll Arena – Ravi Sharma (60 minutes)
- B. Renewal of the agreement to share Health Officer services with Lisbon – Eric Cousens (15 minutes)

*After each workshop item is presented, the public will be given an opportunity to comment.*

#### 7:00 P.M. City Council Meeting

Roll call votes will begin with Councilor Gerry

#### Pledge of Allegiance

- I. **Consent Items** – All items listed with an asterisk (\*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.

- 1. **Order 10-02172015\***

Approving the temporary sign request for th Kora Shriners for the 2015 circus to be held in April.

- 2. **Order 11-02172015\***

Confirming the appointment of Sean Scully as Constable without a firearm as a process server.

- II. **Minutes**

- January 26, 2015 Special Council Meeting

- III. **Communications, Presentations and Recognitions**

- Recognition - Auburn Wellness Team

- V. **Open Session** – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*. Time limit for open sessions, by ordinance, is 45 minutes.

- VI. **Unfinished Business**

- 1. **Ordinance 05-02022015**

Adopting the proposed amendment change to Part II, Code of Ordinance, Chapter 56, Vegetation, Article II – Trees and Shrubs, Section 56.19 - Tree Maintenance. Second reading.

- 2. **Ordinance 06-02022015**

# Auburn City Council Meeting & Workshop

February 17, 2015

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Adopting the proposed amendment change to Part II, Code of Ordinance, Chapter 56, Vegetation, Article II – Trees and Shrubs, Section 56.21 – Shade Trees. Second reading.

**3. Ordinance 07-02022015**

Adopting the proposed ordinance for a Conservation Commission (Part II – Code of Ordinance, Chapter 2 – Administration, Article V – Boards, Commissions and Committees, Division 5). Second reading.

**4. Ordinance 08-02022015**

Adopting the proposed amendment change to Part II, Code of Ordinance, Chapter 2 – Administration, Article III – Officers and Employees, Division 7 – Tax Assessor, Section 2-256 (a) Powers and Duties. Second reading.

**5. Ordinance 09-02022015**

Adopting the proposed amendment change to Part II, Code of Ordinance, Chapter 2 – Administration, Article IV – Departments, Division 3 – Finance, Section 2-359 -Established. Second reading.

**VII. New Business**

**6. Order 12-02172015**

Adopting the lead loan guidelines as recommended by Community Development staff.

**7. Order 13-02172015**

Adopting the 2014 New Auburn Village Center Plan as an amendment to the 2010 Comprehensive Plan.

**8. Order 14-02172015**

Approve funding \$250,000 to implement a portion of the Comprehensive Plan, specifically design and permitting of the New Auburn Riverway Road.

**9. Order 15-02172015**

Approve funding \$12,691 to LA Arts.

**10. Ordinance 10-02172015**

Adopting additional language to the Code of Ordinances Chapter 14, Article IX - Mass Gatherings, under section 14-251 (e) (22). Public hearing and first reading.

**11. Order 16-02172015**

Authorize the City Manager to fund the Public Services department with an additional \$150,000 from the Emergency Reserve Account.

**VIII. Reports\***

**Mayor's Report**

**City Councilors' Reports**

# Auburn City Council Meeting & Workshop

February 17, 2015

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## City Manager Report

Finance Director, Jill Eastman – January 2015 Monthly Finance Report

### IX. Executive Session

- Discussion regarding labor negotiations (Fire), pursuant to 1 M.R.S.A. Section 405(6)(D).

**X. Open Session** - Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.

### XI. Adjournment

**Executive Session:** On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

- A. Discussion of personnel issues
- B. Discussion or consideration by a school board of suspension of expulsion
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



## City Council Information Sheet

City of Auburn

**Council Workshop Meeting Date:** 2/17/2015

**Author:** Ravi Sharma

**Subject:** Ingersoll Repurposing

**Information:** In February, 2014, Cordjia Capital Projects Group completed a repurposing study on Ingersoll Arena. The report investigated land use, demographics, market conditions, existing building systems, recreational uses, cost summaries and a recommendation for highest and best use. Also included in this report were basic layouts for varied recreational uses.

Since the repurposing report was presented, the Recreation & Special Events Advisory Board has had extensive discussion and has examined the information presented, worked within a subcommittee to analyze the report in greater detail, and obtained additional information on potential repurposing uses. After conducting subcommittee meetings, site visitations, gathering additional information and further discussion, the Advisory Board recommended in June, 2014, that Ingersoll Arena be repurposed as an indoor turf facility. In August, 2014, the Board held a public info session to receive feedback from the public and potential users on their repurposing recommendation. During the FY15 budget process a CIP request was presented to Council for \$490,000 to complete a project for the recommended repurposed use. In September, 2014, Council funded \$250,000 in CIP funds for the repurposing project. In December, 2014, along with City staff, Cordjia Capital Projects Group developed a proposed design and bid documents for the recommended repurposed use. Bids were received in January, 2015. With the bid amount information available on actual project costs, in February, 2015, staff presented the Advisory Board with draft pro forma scenarios and business plan. Based upon discussion, feedback, and recommendations of the Advisory Board, staff has prepared these documents for presentation to the Council.

**Advantages:**

- The recommended repurposed use presents the greatest potential for revenue generation.
- Creates a method for revenue generation from usage which can help to pay for debt service.
- Increased athletic/recreational opportunities for the community and surrounding areas.
- Shows commitment to increasing the quality of life for Auburn residents.

**Disadvantages:**

- As a new facility, the recommended repurposed use has no historical performance; therefore, exact income generation is unknown.

**City Budgetary Impacts:** Reallocation of approximately \$350,000 in previously allocated bond funds to complete the repurposing project in its entirety.

**Staff Recommended Action:** Discussion

**Previous Meetings and History:** 11/18/2013, 12/16/2013, 6/16/2014

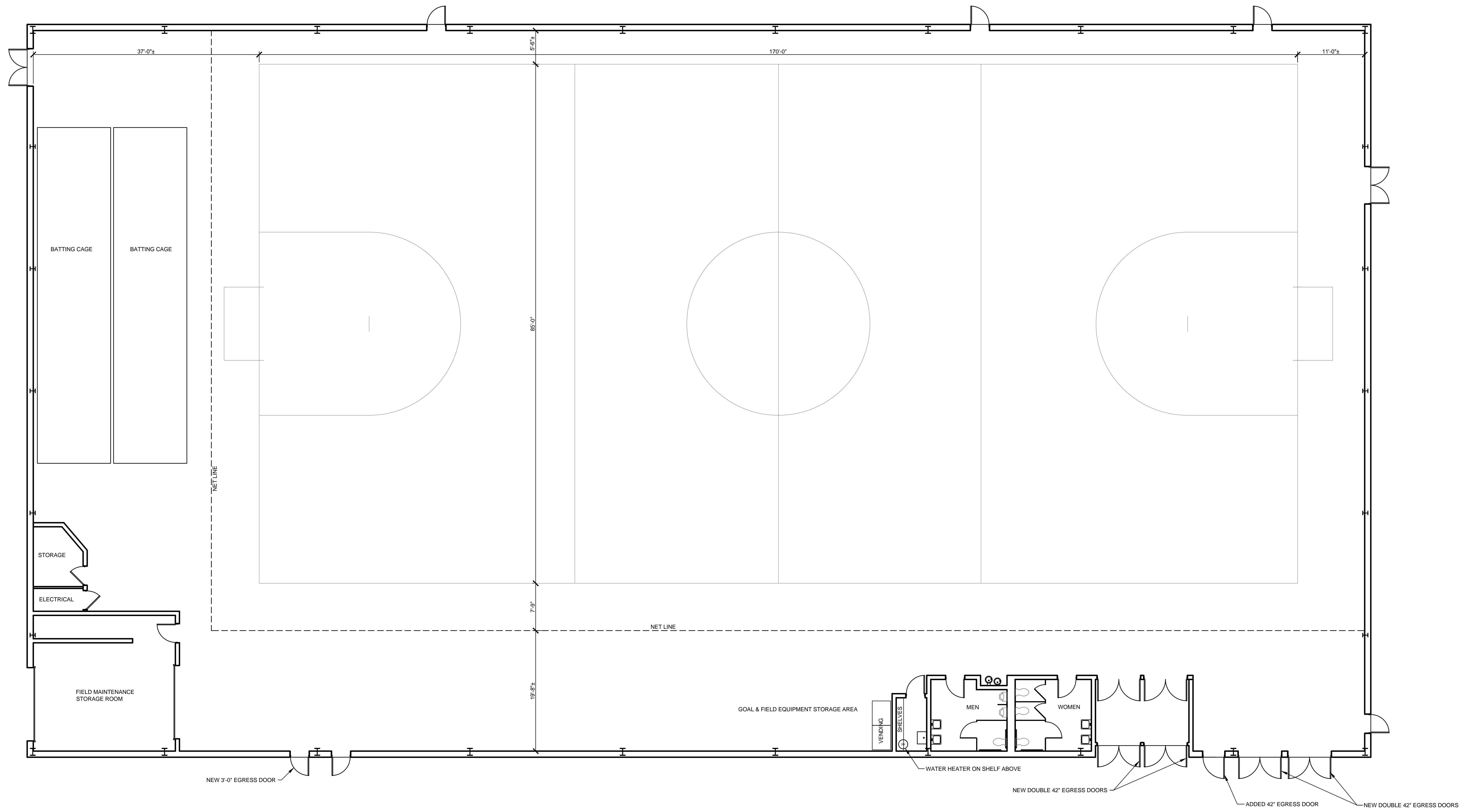
**City Council  
Information Sheet**

**City of Auburn**

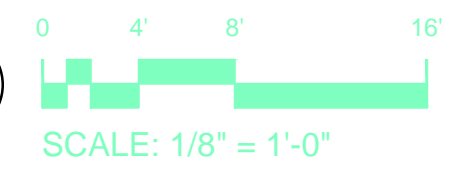
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**Attachments:** Ingersoll Base Plan Design  
Ingersoll Repurposing Bid Proposal Forms  
Ingersoll 5 Year Forecasted Pro Forma – 60%  
Ingersoll 5 Year Forecasted Pro Forma – 65%  
Ingersoll Draft Business Plan  
Synthetic Turf Council Statement  
Safety of Crumb Rubber Research - Astroturf  
Memo - Recreation & Special Events Advisory Board Recommendations

City Manager or Assistant City Manager signature: \_\_\_\_\_ Date: \_\_\_\_\_



**EGRESS REQUIREMENTS @7 SQ.FT. PER PERSON**



**BID PROPOSAL FORM**

**Due Thursday, January 8, 2015**

To: City of Auburn  
Derek Boulanger,  
Facilities Manager/Purchasing Agent  
60 Court Street  
Auburn, ME 04210

The undersigned individual/firm/business guarantees this price for Thirty days (30) from the bid due date. The undersigned submits this proposal without collusion with any other person, individual, firm, or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership, or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the City of Auburn. By signing this bid form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above **and as amended in Addendum #1, dated December 24, 2014; and as amended in Addendum #2, dated January 5, 2015.**

Signature  Name (print) Michael Doten, Sr.

Title Owner Company Doten's Construction, Inc.

Address 175 South Freeport Road Freeport, Maine 04032

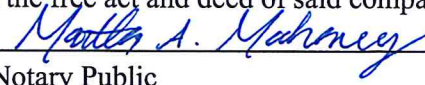
Telephone No. 207-865-4412 Fax No. 207-865-6373

Email Address: doten@dotens.com

STATE OF MAINE  
Andro Scoggin, SS.

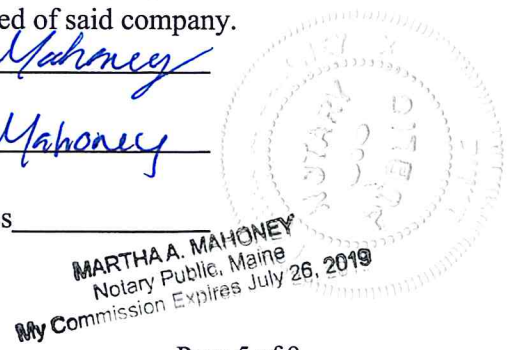
Date: 1/8/2015

Personally appeared Michael Doten, Sr. and acknowledged the foregoing instrument to be his/her free act and deed in his/her capacity and the free act and deed of said company.

  
Notary Public

Martha A. Mahoney  
Print Name

Commission Expires \_\_\_\_\_



SCHEDULE OF VALUESPROJECT NAME: "Ingersoll Arena Renovation Project – Bid #2015-012."CONTRACTOR SCHEDULE OF VALUES

<u>Item</u>	<u>Description</u>	<u>Value</u>
1.	General Conditions	\$ 24,000 . 00
2.	Bonds & Insurance	\$ 8,609 . 63
3.	Demolition	\$ 18,540 . 00
4.	Cast-In-Place Concrete	\$ 1,030 . 00
5.	Masonry Mortaring and Grouting	\$ 5,665 . 00
6.	Reinforced Unit Masonry	\$ 9,270 . 00
7.	Cold Formed Metal Framing	\$ 2,884 . 00
8.	Metal Fabrications	\$ 2,163 . 00
9.	Rough Carpentry	\$ 3,708 . 00
10.	Finish Carpentry	\$ 3,708 . 00
11.	Thermal Insulation	\$ 1,236 . 00
12.	Weather Barriers	\$ 4,944 . 00
13.	Sheet Metal Flashing and Trim	\$ 1,648 . 00
14.	Joint Sealers	\$ 700 . 40
15.	Hollow Metal Doors and Frames	\$ 4,707 . 10
16.	Hollow Metal Frames	\$ 824 . 00
17.	Automatic Entrances	\$ 5,974 . 00
18.	Aluminum-Framed Storefronts	\$ 20,584 . 55
19.	Door Hardware	\$ 3,676 . 07
20.	Glazing	\$ 7,004 . 00
21.	Gypsum Board Assemblies	\$ 5,459 . 00
22.	Tiling	\$ 4,510 . 37
23.	Resilient Flooring	\$ 14,055 . 38
24.	Turf Athletic Flooring (Base Bid)	\$ 88,374 . 00
25.	Painting and Coating	\$ 16,892 . 00



# Request for Proposal

City of Auburn

26.	Signage	\$ 1,545	. 00
27.	Metal Toilet Compartments	\$ 2,753	. 00
28.	Toilet and Bath Accessories	\$ 823	. 00
29.	Gymnasium Equipment	\$ 93,101	. 00
30.	Wet-Pipe Sprinkler Systems	\$ 28,737	. 00
31.	Plumbing Insulation	\$ 1,447	. 00
32.	Domestic Water Piping	\$ 2,060	. 00
33.	Facility Sanitary Sewers	\$ 1,648	. 00
34.	Plumbing Fixtures	\$ 6,180	. 00
35.	Drinking Fountains and Water Coolers	\$ 1,957	. 00
36.	Hangers and Supports for HVAC Piping and Equipment	\$ 1,545	. 00
37.	Facility Natural Gas Piping	\$ 6,695	. 00
38.	HVAC Power Ventilators	\$ 13,390	. 00
39.	Draft Control Devices	\$ 6,695	. 00
40.	Indoor, Direct Gas-Fired Heating and Ventilating Units	\$ 14,420	. 00
41.	Convectors	\$ 3,090	. 00
42.	Unit Heaters	\$ 1,809	. 00
43.	Electrical Power	\$ 20,044	. 00
44.	Electrical Lighting	\$ 30,869	. 00
45.	Fire Alarm System	\$ 15,600	. 00
<b>46.</b>	<b><u>Existing Door Repair Allowance (Doors #08, 14, 15, 16, 17, 18, &amp; 19)</u></b>	<b>\$ 5,000</b>	<b>. 00</b>
<b>47.</b>	<b>TOTAL BASE BID (Sum of Items 1 thru 46)</b>	<b>\$ 519,572</b>	<b>. 63</b>
A.	Alternate No. 001: Turf Athletic Flooring (SpeedTurf)	\$ 12,000	. 00
B.	Alternate No. 002: Turf Infill Product (Nike Grind Infill)	\$ 17,000	. 00
C.	Contractors percentage of markup charged on change orders resulting in either an increase or decrease in contract value	15	%
<b>D.</b>	<b><u>Contractors guaranteed Efficiency Maine Incentive amount that will be payable to the City of Auburn.</u></b>	<b>\$ 8,000</b>	<b>. 00</b>

TOTAL OF ALL LINE ITEMS IN SCHEDULE OF VALUES MUST EQUAL TOTAL BASE BID.

THERE MUST BE AMOUNTS IN EACH OF THE SPECIFIED ITEMS ABOVE.

FAILURE TO PROPERLY COMPLETE THIS ATTACHEMENT WILL BE CONSIDERED A NON- RESPONISVE PROPOSAL AND WILL BE REJECTED.

**Request for Proposal**

**BID BOND**

KNOW ALL BY THESE PRESENTS, that we, the undersigned, DOTEN'S INCORPORATED DBA DOTEN'S CONSTRUCTION, INC. Principal, and MERCHANTS BONDING COMPANY as Surety, are hereby held and firmly bound unto CITY OF AUBURN as OWNER in the penal sum of FIVE PERCENT OF ATTACHED BID \*\*5%\*\* for payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns.

Signed, this 7TH day of JANUARY, 2015

The Condition of the above obligation is such that whereas the principal has submitted to CITY OF AUBURN a certain BID,

attached hereto and hereby made a part hereof to enter into a contract in writing, for the INGERSOLL ARENA RENOVATION, 2015-012, AUBURN, MAINE.

NOW, THEREFORE,

- (a) If said BID shall be rejected, or
- (b) If said BID shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said BID) and shall furnish a BOND for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said BID,

then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for all and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its BOND shall be in no way impaired or affected by any extension of time within which the OWNER may accept such BID; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above. DOTEN'S INCORPORATED DBA DOTEN'S CONSTRUCTION, INC.

[Signature] (L.S)  
Principal

Surety MERCHANTS BONDING COMPANY

By: [Signature]  
HEIDI RODZEN, ATTORNEY-IN-FACT

IMPORTANT - Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the project is located.

**MERCHANTS**  
**BONDING COMPANY™**  
**POWER OF ATTORNEY**

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations duly organized under the laws of the State of Iowa (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint, individually,

**Heidi Rodzen; Joline L Binette; Melanie A Bonnevie; Robert E Shaw**

of Lewiston and State of Maine their true and lawful Attorney-in-Fact, with full power and authority hereby conferred in their name, place and stead, to sign, execute, acknowledge and deliver in their behalf as surety any and all bonds, undertakings, recognizances or other written obligations in the nature thereof, subject to the limitation that any such instrument shall not exceed the amount of:

**FIFTEEN MILLION (\$15,000,000.00) DOLLARS**

and to bind the Companies thereby as fully and to the same extent as if such bond or undertaking was signed by the duly authorized officers of the Companies, and all the acts of said Attorney-in-Fact, pursuant to the authority herein given, are hereby ratified and confirmed.

This Power-of-Attorney is made and executed pursuant to and by authority of the following By-Laws adopted by the Board of Directors of the Merchants Bonding Company (Mutual) on April 23, 2011 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 24, 2011.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof.

The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 13th day of August, 2014.



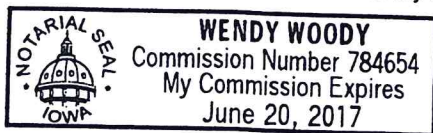
MERCHANTS BONDING COMPANY (MUTUAL)  
MERCHANTS NATIONAL BONDING, INC.

By *Larry Taylor*  
President

STATE OF IOWA  
COUNTY OF POLK ss.

On this 13th day of August, 2014, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of the MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument is the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.

In Testimony Whereof, I have hereunto set my hand and affixed my Official Seal at the City of Des Moines, Iowa, the day and year first above written.



*Wendy Woody*

Notary Public, Polk County, Iowa

STATE OF IOWA  
COUNTY OF POLK ss.

I, William Warner, Jr., Secretary of the MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 7TH day of JANUARY, 2015.



*William Warner Jr.*  
Secretary

**BID PROPOSAL FORM**

**Due Thursday, January 8, 2015**

To: City of Auburn  
Derek Boulanger,  
Facilities Manager/Purchasing Agent  
60 Court Street  
Auburn, ME 04210

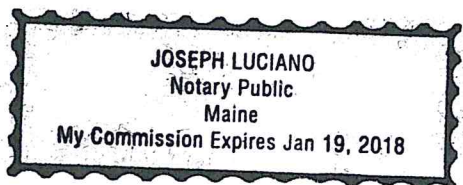
The undersigned individual/firm/business guarantees this price for Thirty days (30) from the bid due date. The undersigned submits this proposal without collusion with any other person, individual, firm, or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership, or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the City of Auburn. By signing this bid form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above **and as amended in Addendum #1, dated December 24, 2014; and as amended in Addendum #2, dated January 5, 2015.**

Signature *[Handwritten Signature]* Name (print) MICHAEL DIMATEO  
Title OWNER/MANAGER Company DIMATEO CONST. MANAGEMENT  
Address 231 FRONT STREET, SO. PORTLAND, ME 04106  
Telephone No. 767-7410 Fax No. 767-7412  
Email Address: DIMATEO.CMS@YAHOO.COM

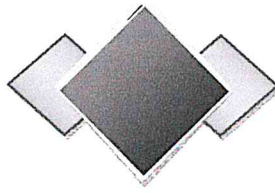
STATE OF MAINE  
Cumberland, SS.

Date: 1/6/2015

Personally appeared Michael J Dimateo and acknowledged the foregoing instrument to be his/her free act and deed in his/her capacity and the free act and deed of said company.



*[Handwritten Signature]*  
Notary Public  
Joseph Luciano  
Print Name  
Commission Expires 1/19/2018



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# DiMatteo Construction Management Services, LLC

*Construction Management and Owner Representation*

January 7, 2015

Derek Boulanger, Facilities Mgr.  
City of Auburn  
60 Court Street  
Auburn, ME 04210

Project: Ingersoll Arena Renovation

Mr. Boulanger,

**Estimated Project Schedule:** Work shall begin after signed Contract or notice of award or notice to proceed and issuance of Building Permit. We estimate a 26 week project completion duration, with an approximate Start date of February 2, 2015 and Project Completion by July 31, 2015.

These dates are approximate, and may need to be adjusted after consultations with the Owner, prior to Contract signing.

**Temporary Heat:** Temporary Heat is a large cost on this project. We will be required to heat the entire Building, for concrete, masonry, painting, sprinkler and a comfortable working environment. If we could delay the Start of the Project until April, we could avoid most of the required temp. heat for this project.

This would result in a new Project Start date of April 6, 2015 and a new Completion date of October 4, 2015. **If this schedule is selected, you can deduct \$ 75,000 from our Base Bid.**

Sincerely,

Michael DiMatteo  
Owner and Manager

SCHEDULE OF VALUESPROJECT NAME: "Ingersoll Arena Renovation Project – Bid #2015-012."CONTRACTOR SCHEDULE OF VALUES

<u>Item</u>	<u>Description</u>	<u>Value</u>
1.	General Conditions	\$ <u>156,000</u> . —
2.	Bonds & Insurance / <i>BLOG PERMIT</i>	\$ <u>32,144</u> . —
3.	Demolition	\$ <u>20,000</u> . —
4.	Cast-In-Place Concrete	\$ <u>18,630</u> . —
5.	Masonry Mortaring and Grouting	\$ <u>17,500</u> . —
6.	Reinforced Unit Masonry	\$ <u>0</u> . —
7.	Cold Formed Metal Framing	\$ <u>15,000</u> . —
8.	Metal Fabrications	\$ <u>9,525</u> . —
9.	Rough Carpentry	\$ <u>1,000</u> . —
10.	Finish Carpentry	\$ <u>1,650</u> . —
11.	Thermal Insulation	\$ <u>2,500</u> . —
12.	Weather Barriers	\$ <u>0</u> . —
13.	Sheet Metal Flashing and Trim	\$ <u>0</u> . —
14.	Joint Sealers	\$ <u>600</u> . —
15.	Hollow Metal Doors and Frames	\$ <u>13,258</u> . —
16.	Hollow Metal Frames	\$ <u>0</u> . —
17.	Automatic Entrances	\$ <u>0</u> . —
18.	Aluminum-Framed Storefronts	\$ <u>21,500</u> . —
19.	Door Hardware	\$ <u>0</u> . —
20.	Glazing	\$ <u>0</u> . —
21.	Gypsum Board Assemblies	\$ <u>11,550</u> . —
22.	Tiling	\$ <u>14,930</u> . —
23.	Resilient Flooring	\$ <u>0</u> . —
24.	Turf Athletic Flooring (Base Bid)	\$ <u>85,800</u> . —
25.	Painting and Coating	\$ <u>18,650</u> . —

# Request for Proposal

City of Auburn

26.	Signage	\$	<u>1,480</u>	.	—
27.	Metal Toilet Compartments	\$	<u>2,590</u>	.	—
28.	Toilet and Bath Accessories	\$	<u>1,887</u>	.	—
29.	Gymnasium Equipment	\$	<u>31,667</u>	.	—
30.	Wet-Pipe Sprinkler Systems	\$	<u>27,900</u>	.	—
31.	Plumbing Insulation	\$	<u>1,900</u>	.	—
32.	Domestic Water Piping	\$	<u>3,500</u>	.	—
33.	Facility Sanitary Sewers	\$	<u>2,900</u>	.	—
34.	Plumbing Fixtures	\$	<u>10,400</u>	.	—
35.	Drinking Fountains and Water Coolers	\$	<u>1,900</u>	.	—
36.	Hangers and Supports for HVAC Piping and Equipment	\$	<u>2,900</u>	.	—
37.	Facility Natural Gas Piping	\$	<u>10,500</u>	.	—
38.	HVAC Power Ventilators	\$	<u>14,600</u>	.	—
39.	Draft Control Devices	\$	<u>8,500</u>	.	—
40.	Indoor, Direct Gas-Fired Heating and Ventilating Units	\$	<u>16,200</u>	.	—
41.	Convectors	\$	<u>4,500</u>	.	—
42.	Unit Heaters	\$	<u>2,956</u>	.	—
43.	Electrical Power	\$	<u>19,460</u>	.	—
44.	Electrical Lighting	\$	<u>29,970</u>	.	—
45.	Fire Alarm System	\$	<u>15,145</u>	.	—
<b>46.</b>	<b><u>Existing Door Repair Allowance (Doors #08, 14, 15, 16, 17, 18, &amp; 19)</u></b>	\$	<u>5,000</u>	.	<u>00</u>
<b>47.</b>	<b>TOTAL BASE BID (Sum of Items 1 thru 46)</b>	\$	<u>655,000</u>	.	—
A.	Alternate No. 001: Turf Athletic Flooring (SpeedTurf) ADD	\$	<u>18,700</u>	.	—
B.	Alternate No. 002: Turf Infill Product (Nike Grind Infill) ADD	\$	<u>18,700</u>	.	—
C.	Contractors percentage of markup charged on change orders resulting in either an increase or decrease in contract value	ADD	<u>10%</u>	DEDUCT	<u>0%</u>
<b>D.</b>	<b><u>Contractors guaranteed Efficiency Maine Incentive amount that will be payable to the City of Auburn.</u></b>	\$	<u>10,000</u>	.	—

TOTAL OF ALL LINE ITEMS IN SCHEDULE OF VALUES MUST EQUAL TOTAL BASE BID.

THERE MUST BE AMOUNTS IN EACH OF THE SPECIFIED ITEMS ABOVE.

FAILURE TO PROPERLY COMPLETE THIS ATTACHEMENT WILL BE CONSIDERED A NON-RESPONSIVE PROPOSAL AND WILL BE REJECTED.

**Request for Proposal**

**BID BOND**

KNOW ALL BY THESE PRESENTS, that we, the undersigned, DiMatteo Construction Management Services, LLC as Principal, and Lexon Insurance Company as Surety, are hereby held and firmly bound unto City of Auburn as OWNER in the penal sum of \*\*\*Five Percent (5%) of Bid Amount\*\*\* for payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns.

Signed, this 8th day of January, ~~2013~~ <sup>2015</sup>

The Condition of the above obligation is such that whereas the principal has submitted to City of Auburn a certain BID,

attached hereto and hereby made a part hereof to enter into a contract in writing, for the Bid #2015-012; Ingersoll Arena Renovation Project, City of Auburn, ME

NOW, THEREFORE,

- (a) If said BID shall be rejected, or
- (b) If said BID shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said BID) and shall furnish a BOND for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said BID,

then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for all and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its BOND shall be in no way impaired or affected by any extension of time within which the OWNER may accept such BID; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

DiMatteo Construction Management Services, LLC (L.S)

By: [Signature]  
Principal

Surety Lexon Insurance Company

By: [Signature]  
Christine E. Watson, Attorney-in-Fact

IMPORTANT - Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the project is located.



POWER OF ATTORNEY

LX- 231320

Lexon Insurance Company

KNOW ALL MEN BY THESE PRESENTS, that LEXON INSURANCE COMPANY, a Texas Corporation, with its principal office in Louisville, Kentucky, does hereby constitute and appoint: Rae F. Hughes, Michelle V. Orlando, Nancy E. Peters, Blair E. Torelli, Deron K. Treadwell, Michael A. Viner, Christine E. Watson its true and lawful Attorney(s)-In-Fact to make, execute, seal and deliver for, and on its behalf as surety, any and all bonds, undertakings or other writings obligatory in nature of a bond.

This authority is made under and by the authority of a resolution which was passed by the Board of Directors of LEXON INSURANCE COMPANY on the 1st day of July, 2003 as follows:

Resolved, that the President of the Company is hereby authorized to appoint and empower any representative of the Company or other person or persons as Attorney-In-Fact to execute on behalf of the Company any bonds, undertakings, policies, contracts of indemnity or other writings obligatory in nature of a bond not to exceed \$ 2,500,000.00, Two Million Five Hundred Thousand dollars, which the Company might execute through its duly elected officers, and affix the seal of the Company thereto. Any said execution of such documents by an Attorney-In-Fact shall be as binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company. Any Attorney-In-Fact, so appointed, may be removed for good cause and the authority so granted may be revoked as specified in the Power of Attorney.

Resolved, that the signature of the President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Assistant Secretary, and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power or certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certificate so executed and sealed shall, with respect to any bond of undertaking to which it is attached, continue to be valid and binding on the Company.

IN WITNESS THEREOF, LEXON INSURANCE COMPANY has caused this instrument to be signed by its President, and its Corporate Seal to be affixed this 21st day of September, 2009.



LEXON INSURANCE COMPANY

BY [Signature] David E. Campbell President

ACKNOWLEDGEMENT

On this 21st day of September, 2009, before me, personally came David E. Campbell to me known, who be duly sworn, did depose and say that he is the President of LEXON INSURANCE COMPANY, the corporation described in and which executed the above instrument; that he executed said instrument on behalf of the corporation by authority of his office under the By-laws of said corporation.



AMY L. TAYLOR Notary Public- State of Tennessee Davidson County Mv Commission Expires 01-09-16

BY [Signature] Amy J. Taylor Notary Public

CERTIFICATE

I, the undersigned, Assistant Secretary of LEXON INSURANCE COMPANY, A Texas Insurance Company, DO HEREBY CERTIFY that the original Power of Attorney of which the forgoing is a true and correct copy, is in full force and effect and has not been revoked and the resolutions as set forth are now in force.

Signed and Seal at Mount Juliet, Tennessee this 8th Day of January, 2015.



To Be Attached to Bid Bond

BY [Signature] Andrew Smith Assistant Secretary

WARNING: Any person who knowingly and with intent to defraud any insurance company or other person, files and application for insurance of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties."

**BID PROPOSAL FORM**

**Due Thursday, January 8, 2015**

To: City of Auburn  
Derek Boulanger,  
Facilities Manager/Purchasing Agent  
60 Court Street  
Auburn, ME 04210

The undersigned individual/firm/business guarantees this price for Thirty days (30) from the bid due date. The undersigned submits this proposal without collusion with any other person, individual, firm, or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership, or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the City of Auburn. By signing this bid form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above **and as amended in Addendum #1, dated December 24, 2014; and as amended in Addendum #2, dated January 5, 2015.**

Signature *[Handwritten Signature]* Name (print) MITCHELL P. SAMMONS  
Title SR. VICE PRESIDENT Company THE SHERIDAN CORPORATION  
Address 33 SHERIDAN DR. (P.O. Box 359) FAIRFIELD, ME 04937  
Telephone No. 207-453-9311 Fax No. 207-453-2820  
Email Address: MSAMMONS@SHERIDANCORP.COM

STATE OF MAINE  
SUMNERSET, SS.

Date: 1.5.15

Personally appeared Mitchell P. Sammons and acknowledged the foregoing instrument to be his/her free act and deed in his/her capacity and the free act and deed of said company.

*[Handwritten Signature]*  
Notary Public

Print Name **LeAnne E. Rogers**  
Commission Expires **Notary Public, State of Maine**  
**My Commission Expires 9/3/2020**

SCHEDULE OF VALUESPROJECT NAME: "Ingersoll Arena Renovation Project – Bid #2015-012."CONTRACTOR SCHEDULE OF VALUES

<u>Item</u>	<u>Description</u>	<u>Value</u>
1.	General Conditions	\$ <u>58426</u> . 00
2.	Bonds & Insurance	\$ <u>4815</u> . 00
3.	Demolition	\$ <u>29425</u> . 00
4.	Cast-In-Place Concrete	\$ <u>16050</u> . 00
5.	Masonry Mortaring and Grouting	\$ <u>1070</u> . 00
6.	Reinforced Unit Masonry	\$ <u>17976</u> . 00
7.	Cold Formed Metal Framing	\$ <u>7062</u> . 00
8.	Metal Fabrications	\$ <u>21935</u> . 00
9.	Rough Carpentry	\$ <u>2140</u> . 00
10.	Finish Carpentry	\$ <u>3959</u> . 00
11.	Thermal Insulation	\$ <u>2461</u> . 00
12.	Weather Barriers	\$ <u>803</u> . 00
13.	Sheet Metal Flashing and Trim	\$ <u>1284</u> . 00
14.	Joint Sealers	\$ <u>268</u> . 00
15.	Hollow Metal Doors and Frames	\$ <u>6206</u> . 00
16.	Hollow Metal Frames	\$ <u>268</u> . 00
17.	Automatic Entrances	\$ <u>2675</u> . 00
18.	Aluminum-Framed Storefronts	\$ <u>23540</u> . 00
19.	Door Hardware	\$ <u>8180</u> . 00
20.	Glazing	\$ <u>214</u> . 00
21.	Gypsum Board Assemblies	\$ <u>1284</u> . 00
22.	Tiling	\$ <u>4815</u> . 00
23.	Resilient Flooring	\$ <u>14980</u> . 00
24.	Turf Athletic Flooring (Base Bid)	\$ <u>92020</u> . 00
25.	Painting and Coating	\$ <u>21935</u> . 00

26.	Signage	\$	1712	.00
27.	Metal Toilet Compartments	\$	2782	.00
28.	Toilet and Bath Accessories	\$	963	.00
29.	Gymnasium Equipment	\$	96514	.00
30.	Wet-Pipe Sprinkler Systems	\$	26857	.00
31.	Plumbing Insulation	\$	2033	.00
32.	Domestic Water Piping	\$	3745	.00
33.	Facility Sanitary Sewers	\$	2996	.00
34.	Plumbing Fixtures	\$	7918	.00
35.	Drinking Fountains and Water Coolers	\$	2033	.00
36.	Hangers and Supports for HVAC Piping and Equipment	\$	3103	.00
37.	Facility Natural Gas Piping	\$	11235	.00
38.	HVAC Power Ventilators	\$	15622	.00
39.	Draft Control Devices	\$	9095	.00
40.	Indoor, Direct Gas-Fired Heating and Ventilating Units	\$	20544	.00
41.	Convectors	\$	4815	.00
42.	Unit Heaters	\$	3163	.00
43.	Electrical Power	\$	8025	.00
44.	Electrical Lighting	\$	41623	.00
45.	Fire Alarm System	\$	20330	.00
<b>46.</b>	<b><u>Existing Door Repair Allowance (Doors #08, 14, 15, 16, 17, 18, &amp; 19)</u></b>	\$	<b>5,000</b>	<b>.00</b>
<b>47.</b>	<b>TOTAL BASE BID (Sum of Items 1 thru 46)</b>	\$	<b>633,899</b>	<b>.00</b>
A.	Alternate No. 001: Turf Athletic Flooring (SpeedTurf)	\$	12840	.00
B.	Alternate No. 002: Turf Infill Product (Nike Grind Infill)	\$	18190	.00
C.	Contractors percentage of markup charged on change orders resulting in either an increase or decrease in contract value		7.5	%
<b>D.</b>	<b><u>Contractors guaranteed Efficiency Maine Incentive amount that will be payable to the City of Auburn.</u></b>	\$	<b>15,830</b>	<b>.00</b>

TOTAL OF ALL LINE ITEMS IN SCHEDULE OF VALUES MUST EQUAL TOTAL BASE BID.

THERE MUST BE AMOUNTS IN EACH OF THE SPECIFIED ITEMS ABOVE.

FAILURE TO PROPERLY COMPLETE THIS ATTACHEMENT WILL BE CONSIDERED A NON-RESPONSIVE PROPOSAL AND WILL BE REJECTED.

BID BOND

KNOW ALL BY THESE PRESENTS, that we, the undersigned, THE SHERIDAN CORPORATION as Principal, and MASSACHUSETTS BAY INSURANCE COMPANY as Surety, are hereby held and firmly bound unto CITY OF AUBURN as OWNER in the penal sum of FIVE PERCENT OF ATTACHED BID 5% for payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns.

Signed, this 11TH day of DECEMBER, 2014

The Condition of the above obligation is such that whereas the principal has submitted to CITY OF AUBURN a certain BID,

attached hereto and hereby made a part hereof to enter into a contract in writing, for the INGERSOLL ARENA RENOVATIONS, #2015-012 AUBURN, ME

NOW, THEREFORE,

- (a) If said BID shall be rejected, or
(b) If said BID shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said BID) and shall furnish a BOND for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said BID,

then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for all and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its BOND shall be in no way impaired or affected by any extension of time within which the OWNER may accept such BID; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

THE SHERIDAN CORPORATION (L.S) Principal

Surety MASSACHUSETTS BAY INSURANCE COMPANY

By: Nancy L. Castonguay, ATTORNEY-IN-FACT

IMPORTANT - Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the project is located.

**THE HANOVER INSURANCE COMPANY  
MASSACHUSETTS BAY INSURANCE COMPANY  
CITIZENS INSURANCE COMPANY OF AMERICA**

**POWERS OF ATTORNEY  
CERTIFIED COPY**

KNOW ALL MEN BY THESE PRESENTS: That THE HANOVER INSURANCE COMPANY and MASSACHUSETTS BAY INSURANCE COMPANY, both being corporations organized and existing under the laws of the State of New Hampshire, and CITIZENS INSURANCE COMPANY OF AMERICA, a corporation organized and existing under the laws of the State of Michigan, do hereby constitute and appoint

**Robert E. Shaw, Jr., Nancy L. Castonguay, Heidi Rodzen, Joline L. Binette and/or Melanie A. Bonnevie**

of **Lewiston, ME** and each is a true and lawful Attorney(s)-in-fact to sign, execute, seal, acknowledge and deliver for, and on its behalf, and as its act and deed any place within the United States, or, if the following line be filled in, only within the area therein designated any and all bonds, recognizances, undertakings, contracts of indemnity or other writings obligatory in the nature thereof, as follows:

**Any such obligations in the United States, not to exceed Twenty Million and No/100 (\$20,000,000) in any single instance**

and said companies hereby ratify and confirm all and whatsoever said Attorney(s)-in-fact may lawfully do in the premises by virtue of these presents. These appointments are made under and by authority of the following Resolution passed by the Board of Directors of said Companies which resolutions are still in effect:

"RESOLVED, That the President or any Vice President, in conjunction with any Vice President, be and they are hereby authorized and empowered to appoint Attorneys-in-fact of the Company, in its name and as its acts, to execute and acknowledge for and on its behalf as Surety any and all bonds, recognizances, contracts of indemnity, waivers of citation and all other writings obligatory in the nature thereof, with power to attach thereto the seal of the Company. Any such writings so executed by such Attorneys-in-fact shall be as binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company in their own proper persons." (Adopted October 7, 1981 - The Hanover Insurance Company; Adopted April 14, 1982 - Massachusetts Bay Insurance Company; Adopted September 7, 2001 - Citizens Insurance Company of America)

IN WITNESS WHEREOF, THE HANOVER INSURANCE COMPANY, MASSACHUSETTS BAY INSURANCE COMPANY and CITIZENS INSURANCE COMPANY OF AMERICA have caused these presents to be sealed with their respective corporate seals, duly attested by two Vice Presidents, this **17th** day of **May 2013**.



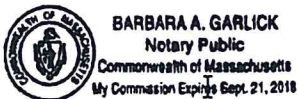
**THE HANOVER INSURANCE COMPANY  
MASSACHUSETTS BAY INSURANCE COMPANY  
CITIZENS INSURANCE COMPANY OF AMERICA**

Robert Thomas, Vice President

Joe Brenstrom, Vice President

THE COMMONWEALTH OF MASSACHUSETTS )  
COUNTY OF WORCESTER ) ss.

On this **17th** day of **May 2013** before me came the above named Vice Presidents of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, to me personally known to be the individuals and officers described herein, and acknowledged that the seals affixed to the preceding instrument are the corporate seals of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, respectively, and that the said corporate seals and their signatures as officers were duly affixed and subscribed to said instrument by the authority and direction of said Corporations.



Barbara A. Garlick, Notary Public  
My Commission Expires September 21, 2018

I, the undersigned Vice President of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, hereby certify that the above and foregoing is a full, true and correct copy of the Original Power of Attorney issued by said Companies, and do hereby further certify that the said Powers of Attorney are still in force and effect.

This Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America.

"RESOLVED, That any and all Powers of Attorney and Certified Copies of such Powers of Attorney and certification in respect thereto, granted and executed by the President or any Vice President in conjunction with any Vice President of the Company, shall be binding on the Company to the same extent as if all signatures therein were manually affixed, even though one or more of any such signatures thereon may be facsimile." (Adopted October 7, 1981 - The Hanover Insurance Company; Adopted April 14, 1982 - Massachusetts Bay Insurance Company; Adopted September 7, 2001 - Citizens Insurance Company of America)

GIVEN under my hand and the seals of said Companies, at Worcester, Massachusetts, this 11TH day of DECEMBER, 2014.

**THE HANOVER INSURANCE COMPANY  
MASSACHUSETTS BAY INSURANCE COMPANY  
CITIZENS INSURANCE COMPANY OF AMERICA**

J. Michael Pete, Vice President



**The Sheridan Corporation**  
739 Warren Ave. Portland, ME 04103  
Phone (207)774-6138  
Fax (207)774-2885  
[www.sheridancorp.com](http://www.sheridancorp.com)

January 8, 2015

City of Auburn  
Derek Boulanger  
Facilities Manager/Purchasing Agent  
60 Court St  
Auburn, ME 04210

RE: Ingersoll Arena Renovation Project

Dear Mr. Boulanger,

The Sheridan Corporation is pleased to submit this Bid Proposal for the above referenced project.

To clarify one item in the bid documents, our bid proposal includes the Slab Feathering Area as depicted on plan A1.2.

Thank you for the opportunity to bid this project.

David H. Whitney, LEED A.P.  
Regional Manager

**Ingersoll Turf**  
**Pro Forma - 60% Rental Rate**  
**DRAFT**

**ESTIMATED**

	FY16	FY17	FY18	FY19	FY20
<b>REVENUE</b>					
Sign advertisement	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Rental income - 60% peak hrs rental rate	\$ 176,500	\$ 224,540	\$ 231,276	\$ 238,214	\$ 245,360
Programs	\$ 8,640	\$ 8,640	\$ 8,640	\$ 8,640	\$ 8,640
	<b>\$ 200,140</b>	<b>\$ 248,180</b>	<b>\$ 254,916</b>	<b>\$ 261,854</b>	<b>\$ 269,000</b>
<b>EXPENDITURES</b>					
<b>Salaries</b>					
Manager	\$ 47,886	\$ 49,323	\$ 50,802	\$ 52,326	\$ 53,896
Building Tech	\$ 9,934	\$ 10,232	\$ 10,539	\$ 10,855	\$ 11,181
<b>Part time Salaries</b>					
Building Attendant - Peak Season (Oct-Apr)	\$ 5,300	\$ 5,300	\$ 5,300	\$ 5,300	\$ 5,300
Building Attendant - Peak Season (Oct-Apr)	\$ 5,300	\$ 5,300	\$ 5,300	\$ 5,300	\$ 5,300
Building Attendant - Peak Season (Oct-Apr)	\$ 5,300	\$ 5,300	\$ 5,300	\$ 5,300	\$ 5,300
Building Attendant - Off Peak Season (May-Sept)	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100
Temporary assistance	\$ -	\$ -	\$ -	\$ -	\$ -
OT-Regular	\$ -	\$ -	\$ -	\$ -	\$ -
Uniforms	\$ -	\$ -	\$ -	\$ -	\$ -
Health Insurance	\$ 16,047	\$ 16,528	\$ 17,024	\$ 17,535	\$ 18,061
FICA/Medicare	\$ 5,083	\$ 5,236	\$ 5,393	\$ 5,555	\$ 5,721
ICMA retirement	\$ 3,569	\$ 3,676	\$ 3,786	\$ 3,900	\$ 4,017
Cafeteria plan	\$ 950	\$ 950	\$ 950	\$ 950	\$ 950
HRA	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250
Advertising	\$ 3,000	\$ 3,090	\$ 3,183	\$ 3,278	\$ 3,377
Professional services	\$ 1,000	\$ 1,030	\$ 1,061	\$ 1,093	\$ 1,126
Repairs - building	\$ 6,500	\$ 6,695	\$ 6,896	\$ 7,103	\$ 7,316
Repairs - equipment	\$ 2,000	\$ 2,060	\$ 2,122	\$ 2,185	\$ 2,251
Repairs - maintenance contracts	\$ 7,550	\$ 7,777	\$ 8,010	\$ 8,250	\$ 8,498
Training and tuition	\$ -	\$ -	\$ -	\$ -	\$ -
Travel - mileage reimbursement	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Travel - seminar costs	\$ -	\$ -	\$ -	\$ -	\$ -
Dues and subscriptions	\$ 500	\$ 515	\$ 530	\$ 546	\$ 563
Insurance premiums	\$ 4,600	\$ 4,738	\$ 4,880	\$ 5,027	\$ 5,177
Office supplies	\$ 1,000	\$ 1,030	\$ 1,061	\$ 1,093	\$ 1,126
Other supplies - operating/janitorial	\$ 3,000	\$ 3,090	\$ 3,183	\$ 3,278	\$ 3,377
Other supplies - safety equip	\$ 2,000	\$ 660	\$ 660	\$ 660	\$ 660
Communication - postage	\$ 250	\$ 258	\$ 265	\$ 273	\$ 281
Communication - telephone	\$ 1,320	\$ 1,360	\$ 1,400	\$ 1,442	\$ 1,486
Utilities - water & sewer 27,500 cu.ft	\$ 2,000	\$ 2,060	\$ 2,122	\$ 2,185	\$ 2,251
Utilities - electricity	\$ 11,000	\$ 11,330	\$ 11,670	\$ 12,020	\$ 12,381
Utilities - natural gas	\$ 30,000	\$ 30,900	\$ 31,827	\$ 32,782	\$ 33,765
	<b>\$ 178,639</b>	<b>\$ 181,986</b>	<b>\$ 186,814</b>	<b>\$ 191,787</b>	<b>\$ 196,909</b>
<b>OPERATING GAIN (LOSS)</b>	<b>\$ 21,501</b>	<b>\$ 66,194</b>	<b>\$ 68,102</b>	<b>\$ 70,067</b>	<b>\$ 72,092</b>
<b>NON-OPERATING EXPENSES</b>					
Depreciation	\$ (24,000)	\$ (24,000)	\$ (24,000)	\$ (24,000)	\$ (24,000)
<b>DEBT SERVICE</b>	<b>\$ (15,000)</b>	<b>\$ (73,500)</b>	<b>\$ (72,000)</b>	<b>\$ (70,500)</b>	<b>\$ (69,000)</b>
*Interest only for FY16					
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>\$ (39,000)</b>	<b>\$ (97,500)</b>	<b>\$ (96,000)</b>	<b>\$ (94,500)</b>	<b>\$ (93,000)</b>
<b>REVENUE IN EXCESS OF EXPENDITURES</b>	<b>\$ (17,499)</b>	<b>\$ (31,306)</b>	<b>\$ (27,898)</b>	<b>\$ (24,433)</b>	<b>\$ (20,908)</b>



**Ingersoll Turf**  
**Pro Forma - 65% Rental Rate**  
**DRAFT**

<b>ESTIMATED</b>						
	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	
<b>REVENUE</b>						
Sign advertisement	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Rental income - 60% peak hrs rental rate	\$ 191,300	\$ 244,007	\$ 251,327	\$ 258,867	\$ 266,633	\$ 266,633
Programs	\$ 8,640	\$ 8,640	\$ 8,640	\$ 8,640	\$ 8,640	\$ 8,640
	<b>\$ 214,940</b>	<b>\$ 267,647</b>	<b>\$ 274,967</b>	<b>\$ 282,507</b>	<b>\$ 290,273</b>	
<b>EXPENDITURES</b>						
<b>Salaries</b>						
Manager	\$ 47,886	\$ 49,323	\$ 50,802	\$ 52,326	\$ 53,896	\$ 53,896
Building Tech	\$ 9,934	\$ 10,232	\$ 10,539	\$ 10,855	\$ 11,181	\$ 11,181
<b>Part time Salaries</b>						
Building Attendant - Peak Season (Oct-Apr)	\$ 5,300	\$ 5,300	\$ 5,300	\$ 5,300	\$ 5,300	\$ 5,300
Building Attendant - Peak Season (Oct-Apr)	\$ 5,300	\$ 5,300	\$ 5,300	\$ 5,300	\$ 5,300	\$ 5,300
Building Attendant - Peak Season (Oct-Apr)	\$ 5,300	\$ 5,300	\$ 5,300	\$ 5,300	\$ 5,300	\$ 5,300
Building Attendant - Off Peak Season (May-Sept)	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100
Temporary assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OT-Regular	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Uniforms	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Health Insurance	\$ 16,047	\$ 16,528	\$ 17,024	\$ 17,535	\$ 18,061	\$ 18,061
FICA/Medicare	\$ 5,083	\$ 5,236	\$ 5,393	\$ 5,555	\$ 5,721	\$ 5,721
ICMA retirement	\$ 3,569	\$ 3,676	\$ 3,786	\$ 3,900	\$ 4,017	\$ 4,017
Cafeteria plan	\$ 950	\$ 950	\$ 950	\$ 950	\$ 950	\$ 950
HRA	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250
Advertising	\$ 3,000	\$ 3,090	\$ 3,183	\$ 3,278	\$ 3,377	\$ 3,377
Professional services	\$ 1,000	\$ 1,030	\$ 1,061	\$ 1,093	\$ 1,126	\$ 1,126
Repairs - building	\$ 6,500	\$ 6,695	\$ 6,896	\$ 7,103	\$ 7,316	\$ 7,316
Repairs - equipment	\$ 2,000	\$ 2,060	\$ 2,122	\$ 2,185	\$ 2,251	\$ 2,251
Repairs - maintenance contracts	\$ 7,550	\$ 7,777	\$ 8,010	\$ 8,250	\$ 8,498	\$ 8,498
Training and tuition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel - mileage reimbursement	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Travel - seminar costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues and subscriptions	\$ 500	\$ 515	\$ 530	\$ 546	\$ 563	\$ 563
Insurance premiums	\$ 4,600	\$ 4,738	\$ 4,880	\$ 5,027	\$ 5,177	\$ 5,177
Office supplies	\$ 1,000	\$ 1,030	\$ 1,061	\$ 1,093	\$ 1,126	\$ 1,126
Other supplies - operating/janitorial	\$ 3,000	\$ 3,090	\$ 3,183	\$ 3,278	\$ 3,377	\$ 3,377
Other supplies - safety equip	\$ 2,000	\$ 660	\$ 660	\$ 660	\$ 660	\$ 660
Communication - postage	\$ 250	\$ 258	\$ 265	\$ 273	\$ 281	\$ 281
Communication - telephone	\$ 1,320	\$ 1,360	\$ 1,400	\$ 1,442	\$ 1,486	\$ 1,486
Utilities - water & sewer 27,500 cu.ft	\$ 2,000	\$ 2,060	\$ 2,122	\$ 2,185	\$ 2,251	\$ 2,251
Utilities - electricity	\$ 11,000	\$ 11,330	\$ 11,670	\$ 12,020	\$ 12,381	\$ 12,381
Utilities - natural gas	\$ 30,000	\$ 30,900	\$ 31,827	\$ 32,782	\$ 33,765	\$ 33,765
	<b>\$ 178,639</b>	<b>\$ 181,986</b>	<b>\$ 186,814</b>	<b>\$ 191,787</b>	<b>\$ 196,909</b>	
<b>OPERATING GAIN (LOSS)</b>	<b>\$ 36,301</b>	<b>\$ 85,661</b>	<b>\$ 88,153</b>	<b>\$ 90,720</b>	<b>\$ 93,364</b>	
<b>NON-OPERATING EXPENSES</b>						
Depreciation	\$ (24,000)	\$ (24,000)	\$ (24,000)	\$ (24,000)	\$ (24,000)	\$ (24,000)
<b>DEBT SERVICE</b>	<b>\$ (15,000)</b>	<b>\$ (73,500)</b>	<b>\$ (72,000)</b>	<b>\$ (70,500)</b>	<b>\$ (69,000)</b>	
*Interest only for FY16						
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>\$ (39,000)</b>	<b>\$ (97,500)</b>	<b>\$ (96,000)</b>	<b>\$ (94,500)</b>	<b>\$ (93,000)</b>	
<b>REVENUE IN EXCESS OF EXPENDITURES</b>	<b>\$ (2,699)</b>	<b>\$ (11,839)</b>	<b>\$ (7,847)</b>	<b>\$ (3,780)</b>	<b>\$ 364</b>	

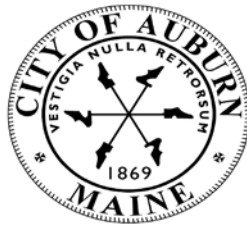
# **Ingersoll Arena - Turf Facility Business Plan**

**City of Auburn**

**48 Pettengill Park Road, Auburn, ME 04210**

**333-6600**

**[www.auburnmaine.gov](http://www.auburnmaine.gov)**



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# Executive Summary

Ingersoll Arena was re-constructed into its current form in 1994 by the City of Auburn, local businesses, civic organizations, and individual contributions, in addition to a great amount of voluntary labor. Formerly named the Pettengill Arena, the facility was renamed in 1999 in honor of Norris E. Ingersoll in acknowledgment of his more than three decades of service to the City of Auburn as the Parks and Recreation Department Director.

Built upon the achievements of Ingersoll Arena, recent investments by the City and community have produced a new ice arena facility; the Norway Savings Bank Arena. The opportunity now exists for Ingersoll Arena to enter a new chapter with a repurposed use as an indoor turf facility.

The Ingersoll Turf Facility will offer space for indoor training/practice which is presently unavailable within Auburn-Lewiston and surrounding areas. Also offered will be batting cages for both baseball and softball training.

The goals for the facility will be to make Ingersoll the desired choice for training/practice activities within the community and proximate areas. Additional objectives will include: to provide a safe, fun, and affordable recreation facility, to increase recreation opportunities for youth and adults, and to operate a self-sustainable service.

The target age range of this facility is virtually unlimited. A blend of both athletic and recreational activity could be executed in this type of facility. There would be few limitations to the programs that could be provided; with the requirement that each program covers its own operating costs and other related expenses.

The Ingersoll Turf Facility will compete predominantly at a local/regional level. The facility will have the capability to function under a combination of both facility rental, and program delivery operating models. This hybrid methodology would produce a competitive advantage, in that it would provide for maximum adaptability, and create the opportunity to maximize the income potential of the facility and place it as a regional recreation destination with no indoor turf competition within a 25 mile radius.

## **Business Description**

The Ingersoll Turf Facility will feature an approximately 20,000 sq ft. in-filled turf surface along with two baseball/softball batting cages. The facility will give an opportunity for those interested to secure an indoor training/practice space for nearly any activity that is traditionally done outdoors. The space will be able to accommodate participants of all ages and improve the level of service to the community.

Our aim will be to offer a safe, fun and affordable training/practice place to the community and surrounding areas. Our staff is knowledgeable, friendly, accommodating, and ready to provide a high level of service to our clients.

## **Mission Statement**

To provide a safe, fun, and affordable facility while serving our community and meeting our customer's needs.

## **Goals**

1. To operate a fully self-sustainable facility
2. To make Ingersoll the preferred choice for training/practice activities within our community and surrounding areas.
3. To provide a safe, fun, and affordable recreation facility.
4. To increase recreation opportunities for youth and adults.

# **Business Description**

## **Location**

The Ingersoll Turf Facility will be located at:

48 Pettengill Park Road

Auburn, ME 04210

333-6600

Fax: 784-0192

## **Facilities**

The Ingersoll Turf Facility is a 22,500 sq ft metal constructed building with a full size concrete slab and frost footers. The facility will feature an approximately 20,000 sq ft turf in-filled surface, full safety netting system, upgraded wet-system fire suppression system, upgraded low-energy LED lighting, and two frame-mounted natural gas fired forced hot air heating units. The building will also have fully-renovated, ADA compliant restroom areas.

## **Business History**

The Ingersoll Arena was re-constructed into its current form in 1994 by the City of Auburn, business, civic organizations, and individual contributions in addition to a great amount of voluntary labor. Originally named the Pettengill Arena, the facility was renamed in 1999 in honor of Norris E. Ingersoll in recognition of his more than three decades of service to the City of Auburn as the Parks and Recreation Department Director. The arena has served thousands of young people and adults for public skating, skating instruction, and hockey each season.

Built upon the success of Ingersoll Arena, recent investments by the City and community have created a new ice arena facility; the Norway Savings Bank Arena. This new recreational and economic development project now serves the community, and region for all ice related activities. The opportunity now exists for Ingersoll Arena to enter a new chapter with a repurposed use as an indoor turf facility.

## **Ownership Structure**

The Ingersoll Turf Facility would be a City owned asset, and operate as a municipal business enterprise venture.

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# Operations

Operators of an indoor turf facility generally conform to one of two operating profiles:

## Facility Rental Profile

In this model, the facility operator would allocate and rent time to user groups on a seasonal basis. This approach mirrors the most common municipal facility operating model through which user groups are assigned blocks of time that are used for their own purposes. This approach leaves all programming responsibilities to the user groups. It is noteworthy that user groups often rely on net revenue generated by programming to support other aspects of the organization's activities.

## Program Delivery Profile

In this model, the facility operator would organize camps, leagues, instructional programs, and other activities that are accessed by individuals or groups on a registration basis. Generally, the field is occupied by participants who are engaged in programming organized by the facility with other hours being rented to outside groups. This profile is popular at facilities operated by not-for-profit and private groups that run programs largely to meet the needs of their members. There are financial benefits associated with this approach because programming creates opportunities to boost income by potentially increasing hourly revenue production. Some facilities have used this approach with the view of maximizing the net financial yield from the facility. Conversely, this approach creates a larger resource demand with added programming responsibilities.

It is assumed that a combination of both operating profiles could be implemented at the Ingersoll Turf Facility. This hybrid approach would help to maximize the revenue potential of the facility and place it as a regional recreation destination. This operating model would also help to give the facility a competitive advantage, allowing for maximum flexibility.

## Products

The Ingersoll Turf Facility will offer the primary product of space for indoor training/practice. Indoor space on a turf surface is currently unavailable within Auburn-Lewiston and surrounding areas. Also offered will be two batting cages for both baseball and softball training.

Rates for space are calculated based upon season, day of the week, time reserved, and amount of space to be used. Peak seasonal usage for an indoor facility encompasses the months of October through April, for approximately 31 weeks. Off season usage would cover the months of May through September, approximately 21 weeks. Prime time hours, non-prime time hours, as well as, full field and half field reservations will be available.

*“Auburn Recreation supports a healthy lifestyle through leisure, cultural & physical activity”*

Rates for space rental will be as follows:

**Peak Season - October - April**

Prime Time (Full Field): \$150.00 Per Hour

Non-Prime Time (Full Field): \$110.00 Per Hour

Prime Time (Half Field): \$100.00 Per Hour

Non-Prime Time (Half Field): \$75.00 Per Hour

Batting Cage: \$30.00 Per Hour

**Non-Peak Season - May -September**

Prime Time (Full Field): \$100.00 Per Hour

Non-Prime Time (Full Field): \$75.00 Per Hour

Prime Time (Half Field): \$65.00 Per Hour

Non-Prime Time (Half Field): \$50.00 Per Hour

Batting Cage: \$20.00 Per Hour

**Customer Service**

The Ingersoll Turf Facility will have a dedicated staff in place to ensure that quality customer service is delivered. This staff will handle reservations/bookings, answer questions, respond to billing inquiries, resolve complaints, perform building/field maintenance, set-up & takedown for reservations, and provide overall supervision of the facility.

**Risk Management**

The Ingersoll Turf Facility will have a comprehensive employee safety plan. This plan will include, but not be limited to all required Bureau of Labor safety trainings, as well as other trainings which will be applicable to safe operation of the facility and customers.

There will also be in place, the necessary insurance coverage to protect the city's liability with respect to operation of the facility. The policy will include components such as: general liability, personal injury, bodily injury, and property damage. Limitations of liability are \$400,000 per occurrence for causes of action pursuant to the Maine Tort Claims Act. Coverage is limited to those areas for which governmental immunity has



been expressly waived. \$2,000,000 per occurrence for causes of action pursuant to federal law or state law for which immunity is not provided by the Maine Tort Claims Act.

Organizations which rent the facility will be required to obtain and provide proof of a minimum of \$500,000 in liability insurance which names the City of Auburn as additional insured. The insurance certificate must be provided prior to the reservation/booking taking place.

Additionally, organizations/groups will be required to complete a rental contract.

DRAFT

# Marketing Plan

## Market Trends

The services that could be provided by the Ingersoll Turf Facility would include:

- Rental Opportunities (Athletic & Non-Athletic)
- Adult Sports Leagues
- Youth Sports Leagues
- Team Practices/Training
- Batting Cages
- Community Programs & Special Events

The opportunity for the Ingersoll Turf Facility to operate year-round and in less than favorable weather conditions is a primary operating component of this facility. Spring activities such as softball, baseball, and lacrosse that have to start later because of long-staying winter conditions could start on time by utilizing the facility. These activities could also conduct pre-season activities without the limitations of weather and field conditions. The ability to conduct fall activities in a controlled environment also exists. Also, activities that depend on field conditions could possibly find practice/training time in Ingersoll during periods of inclement weather. The ability to make-up practices or start a season on time is crucial for any organization that is charged with athletic programming.

The forecast for indoor facilities has a positive outlook within Cumberland County, which has a population of 280,000 people, successfully running three private indoor turf complexes. The demand for indoor facilities in the Auburn/Lewiston area should be at the highest interest if you consider Androscoggin County has the 5th highest county population with 107,000 people, and Kennebec County has the 4th highest population of 144,000 and only one indoor facility exists between the two counties. Ingersoll would be positioned to service the needs of Auburn, Lewiston, and surrounding areas with an indoor facility.

Sports and recreation continue to be a viable market even through economic hardships. The benefit of making this a municipal facility is we can help make this type of service as affordable as possible to our customers, while making sure it serves the need of the community.

## Customers

The age range this facility would target is 2 years of age to 99 years of age. A combination of athletic and recreational programming could be performed in this type of facility. There would be few restrictions to the types of programs that could be provided;

with the requirement that each program covers the operating cost and other related expenses of the program.

## **Pricing**

Rates for space are calculated based upon season, day of the week, time reserved, and amount of space to be used. Peak seasonal usage for an indoor facility in our geographic location encompasses the months of October through April, for approximately 31 weeks. Off season usage would cover the months of May through September, approximately 21 weeks. Prime time hours, non-prime time hours, as well as, full field and half field reservations will be available.

Rates for space rental are as follows:

### **Peak Season - October - April**

Prime Time (Full Field): \$150.00 Per Hour

Non-Prime Time (Full Field): \$110.00 Per Hour

Prime Time (Half Field): \$100.00 Per Hour

Non-Prime Time (Half Field): \$75.00 Per Hour

Batting Cage: \$30.00 Per Hour

### **Non-Peak Season - May -September**

Prime Time (Full Field): \$100.00 Per Hour

Non-Prime Time (Full Field): \$75.00 Per Hour

Prime Time (Half Field): \$65.00 Per Hour

Non-Prime Time (Half Field): \$50.00 Per Hour

Batting Cage: \$20.00 Per Hour

## **Advertising Opportunities**

Also available, will be opportunities for businesses/organizations to advertise within the facility. One example is as follows:

4' X 8' Wall Sign: \$1,000 per year, annual contract required.

*“Auburn Recreation supports a healthy lifestyle through leisure, cultural & physical activity”*

## **Promotion**

The promotion efforts of Ingersoll programs/services could be merged with the already established promotion methods of the recreation department. This includes online advertising with the City's Teamsideline recreation website, an annual program and events flyer, flyers posted at our facilities, and the city website. Social media channel strategies can also be employed to increase awareness and provide information about the facility.

## **Market Segments**

Market segments consist of:

- Middle School Sports Teams
- High School Sports Teams
- Collegiate Sports and Club Teams
- Adult Leagues and Sports Teams
- AAU Teams
- Senior Activities and Programs
- Pre-K and Kindergarten Programs
- Casual Recreation Enthusiasts

## **Target Market**

Our target market will be all of our market segments. There is no primary market we are looking to service, but instead we are interested in encompassing as many different groups as possible to help serve the needs of a variety of people in the community.

## **Competitive Advantage**

The Ingersoll Turf Facility will compete primarily at a local/regional level. The facility will have the ability to operate as previously described: a combination of both facility rental and program delivery operating profiles. This hybrid approach would help to maximize the revenue potential of the facility and place it as a regional recreation destination with no indoor turf competition in a 25 mile radius. This operational approach would also help to give the facility maximum flexibility, allowing for a competitive advantage.

Other facilities within the region include:

### **Portland Sports Complex (Portland)**

Full Field - \$350 per hour

Cube - \$175 per hour

**Gorham Sports Center (Gorham)**

**Prime Season:** November - April, weekdays 5pm-10pm, weekends 6am-12pm.

Full Field - \$350 per hour

Half Field - \$200

**Non-Prime Hours:** November - April, weekdays 7am-5pm, weekends 10pm-12am

Full Field - \$250 per hour

Half Field - \$150 per hour

**Off Season:** May - October

Full Field - \$150 per hour

Half Field - \$100 per hour

**Riverside Athletic Center (Portland)**

Full Field - \$250 per hour

**Topsham Bubble (Topsham)**

Full Field - \$295 per hour

Half Field - \$250 per hour

Third Field - \$200 per hour

**All Pro Soccer and Sports (Waterville)**

Full Field - \$150 per hour

# Management & Organization

## Management Team

The Ingersoll Turf Facility will operate as a municipal business enterprise venture and will have a similar management/reporting structure as all other city departments. While the City of Auburn could investigate alternative operating proposals, this business plan is based on a municipal management model. Should the city decide to pursue other operating alternatives, the information contained within this business plan could be used as a comparator against which private, or not-for-profit proposals could be evaluated.

## Advisory Board

It is assumed that the current Recreation & Special Events Advisory Board would have general advisory capacity with the Ingersoll Turf Facility. It should be noted that there is nothing that would prevent the establishment of a dedicated work group/committee for the facility. The Recreation & Special Events Advisory Board's current charge/responsibilities are as follows:

### Function

To advise the Recreation Operations Manager and the City Council on the planning and development of a comprehensive system of recreation services for the benefit of the citizens of the City of Auburn and visitors. To serve as a liaison between the Recreation Operations Manager, the City Council and the citizens of Auburn.

### Responsibilities

1. To attend meetings regularly or notify the Chairperson or Recreation Operations Manager in advance of absence. (Two consecutive meetings missed which are unexcused may result in loss of appointment.)
2. To adequately review information and prepare for all meetings.
3. Commit to teamwork among the Advisory Board, the Recreation Division and the City Council.
4. To consult and offer advice to the City Council on potential problem areas or concerns for recreation and special events activity within the area of representation.
5. To suggest policies to the Recreation Operations Manager and the City Council.
6. To consult the Recreation Operations Manager and City Council in matters affecting recreation policies, programs, personnel, finances, and the acquisition and disposal of properties relating to the total community recreation and its long range projected program for recreation.
7. To participate in a minimum of two (2) special events/programs each calendar year to learn how events are run, what tasks staff members perform during events, to greet the public and to provide support wherever needed. Dates/times will be

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provided in advance and event attendance is based on Advisory Board Member availability.

## **Personnel Plan**

The following information is an estimation of personnel needs for operation of the facility.

### **Operations/Marketing/Financial**

1 Manager Position – General management and oversight of the facility and facility-run programming.

### **Operations**

3-4 Part Time Seasonal Staff, dependent upon amount of facility usage.

### **Building Maintenance**

Existing Recreation Staff, Manager, and Part Time Seasonal Staff

# Financial Plan

## Financial Projections

See attachments (3) for full pro-formas.

Financial projections have been based on a municipal management model, which assumes that the facility will have a manager and part-time staff operate the facility, year round. Peak season has been determined as the months of October - April, and a non-peak season has been determined as the months of May - September. Prime hours are factored on the following schedule: Monday-Friday, 4:00PM-10:00PM. Saturday-Sunday, 8:00AM-8:00PM. All other hours are considered non-prime hours.

### Revenue Projections:

Advertising income has been estimated at approximately (15) 4'X8' wall signs at \$1,000 each. An alternative sales strategy could be implemented by negotiating and contracting this service to an outside specialty sales firm.

Rental income has been conservatively figured by estimating 50% of available prime time during peak season will be rented (837 hours @ \$150 per hour), and that 50% of available prime time during non-peak season will be rented (567 hours @ \$100 per hour). Two additional pro-formas have been created that outline a 65% rental rate, and an 80% rental rate.

Also estimated is program income from internal programming for women's, men's and co-ed soccer. We have estimated 8 total sessions of 8 weeks each throughout the course of the year.

### Expense Projections:

Salaries have been estimated to include a full time manager, 4 part time staff, and 25% salary of the current recreation department building maintenance technician. All benefits such as health insurance, FICA/Medicare, retirement, cafeteria plan, and HRA have been estimated on base salaries of each staff member.

Advertising expense estimates include, but are not limited to: costs for developing and printing facility promotional material.

Professional services expense estimates include costs for promotional material design/artwork.

Repairs to building expense estimates include but are not limited to costs associated with repair to the building such as: heating system, boiler, fire suppression systems, doors, door locks, lavatories, and rubber in-fill material.

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Repairs to equipment expense estimates include costs for repairs to pitching machines, L screens, netting, and goals.

Repairs maintenance contracts expense estimates include costs associated with inspection and preventative maintenance work on sprinkler system, fire extinguishers, fire alarm system, furnace/boiler, and turf cleaning.

Insurance premium expense estimates include costs for property/liability insurance through the City's insurance carrier.

Office supplies, other supplies - operating/janitorial, and other supplies- safety, include expense estimates for supplies such as: general office supplies, restroom supplies, janitorial supplies, light bulbs, paint, first aid kits, blood borne pathogen kits, and automatic external defibrillator equipment.

Communication - postage, and communication - telephone expense estimates cover costs associated with office-related postage, landline telephone service, cell phone, and fire alarm monitoring services.

Utilities - water/sewer expense estimates entail costs for water/sewer service. An estimated utilities cost evaluation was performed by Cordjia Capital Projects Group which was based on operating assumptions and estimated these costs be based on 27,500 cu ft. of use per year.

Utilities - electricity expense estimates entail costs as estimated in the Cordjia Capital Projects Group cost evaluation. The figure was developed based on the same operating assumptions, in addition to, upgraded led light fixtures, heating, ventilation, and mechanical equipment. Costs will vary depending upon the type of equipment selected.

Utilities - natural gas expense estimates are also based upon the Cordjia Capital Projects Group cost evaluation. The figure was developed based on operating assumptions which included: \$1.60 per therm, an indoor temperature of 60 degrees, outside temperature of minus 15 degrees, furnace efficiency rating of 83%, fresh airflow rate of 3,100 cfm, and two insulation values. Because the exact insulation value is unknown, there were two options presented, and the higher amount was used for this cost estimate. Costs will vary depending upon the type of equipment selected.

Debt service costs are based upon previous debt incurred by Ingersoll for ice arena-related capital improvements, and debt for funds allocated in FY15 for repurposing of the facility. Also factored into debt service is the remaining amount necessary to complete the project in a single phase. It is important to note that a majority of the debt service (\$84,777 total for FY16) is directly related to past improvements made for the purpose of ice-based activity. This debt service is amortized, and will retire in FY20 with a final payment of approximately \$4,579.



**DATE:** October 9, 2014

**MEDIA CONTACT:** Terrie Ward  
678-385-6720

[terrie@syntheticturfcouncil.org](mailto:terrie@syntheticturfcouncil.org)

**STC Response to NBC National News Story  
on Health Effects of Crumb Rubber in Synthetic Turf**

**Atlanta, GA** – The Synthetic Turf Council (STC) and the synthetic turf industry take the health, safety, and welfare of synthetic turf users very seriously. We sympathize with those individuals who are battling a serious illness. As the industry’s trade association, it is our responsibility to address the issues raised in the NBC story in an objective manner.

The STC believes that reliable scientific data should be the foundation of any discussion regarding the safety of synthetic turf with crumb rubber infill. During the past two decades, there have been more than [60 technical studies](#) and reports that review the health effects of crumb rubber as it pertains to toxicities from inhalation, ingestion and dermal contact, as well as cancer. These studies and reports were performed during the past 22 years by independent organizations such as: Connecticut Department of Health, Hofstra University, New York State Department of Environmental Conservation, The New York City Department of Health and Mental Hygiene and University of California Berkeley. The preponderance of evidence shows no negative health effects associated with crumb rubber in synthetic turf. As NBC factually reported, “there is no research directly linking crumb rubber to cancer.”

According to an EPA report, *Child-Specific Exposure Factors Handbook*, “supplemental chronic risk estimates indicate regular exposure (e.g. regular play on ground rubber filled athletic fields) to ground rubber for the length of one’s childhood does not increase risk of cancer above levels considered by the state of California to be *de minimus*.”

The STC supports the extensive scientific research already performed and any future opportunities for science-based research.

Crumb rubber used in synthetic turf systems should always meet or exceed the Synthetic Turf Council’s [quality guidelines](#).

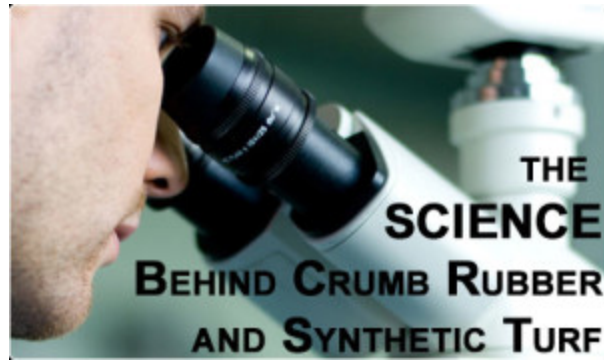
The STC website, [www.syntheticturfcouncil.org](http://www.syntheticturfcouncil.org), includes [many of the studies](#) on the human health and environmental safety of synthetic turf and crumb rubber.

###

## THE SAFETY OF CRUMB RUBBER

Posted on October 9, 2014 by ssquires

AstroTurf values the health and welfare of every athlete who steps foot on our fields. We understand the concerns raised and are determined to supply the world with safe places to play.



For this reason, we rely on a large body of evidence on synthetic turf and crumb rubber. More than 60 studies conducted by various federal and state agencies have time and again confirmed the safety of crumb rubber with respect to human health and the environment. While we will welcome and support further scientific studies, THERE IS NO CREDIBLE LINK BETWEEN CRUMB RUBBER AND CANCER. This research is independent, transparent and freely available for download on the [Synthetic Turf Council's website](#).

AstroTurf uses only responsible rubber recycling firms and follows the STC guidelines for high quality infill materials.

For more information, contact the Synthetic Turf Council at 678-385-6720. A copy of the STC's official response can be found on their website [here](#).

A selection of available research is below:

### Studies by Federal/State Regulatory Agencies

[SAFETY STUDY OF ARTIFICIAL TURF CONTAINING CRUMB RUBBER INFILL MADE FROM RECYCLED TIRES: MEASUREMENTS OF CHEMICALS AND PARTICULATES IN THE AIR, BACTERIA IN THE TURF, AND SKIN ABRASIONS CAUSED BY CONTACT WITH THE SURFACE,](#)

#### FULL STUDY. SUMMARY PRESENTATION BY OEHHHA AND CAL/EPA.

*California Office of Environmental Health Hazard Assessment (OEHHHA)*

*Pesticide and Environmental Toxicology Branch*

*Funded by the Department of Resources Recycling and Recovery (CalRecycle)*

*October 2010*

- No public health concerns were identified regarding the inhalation of volatile organic compounds (VOCs) or particulates (PM2.5) above artificial turf;
- Artificial turf harbored fewer bacteria (including MRSA and other Staphylococci) than natural turf;
- The rate of skin abrasions per 1,000 player hours was two- to three-fold higher on artificial turf compared to natural turf;
- The sum of these latter two effects on the skin infection rate for athletes competing on artificial turf relative to natural turf cannot be predicted from these data alone.

[AN EVALUATION OF THE HEALTH AND ENVIRONMENTAL IMPACTS ASSOCIATED WITH SYNTHETIC TURF PLAYING FIELDS UNIVERSITY OF CONNECTICUT HEALTH CENTER](#)

*The Connecticut Agricultural Experiment Station  
Department of Public Health  
Connecticut Department of Environmental Protection  
July 2010*

- The headline from the July 30, 2010 News Release from the Connecticut Department of Public Health announced, “Result of State Artificial Turf Fields Study: No Elevated Health Risk.” Comprising separate reports from the four state agencies listed above, the Final Report presents the results of an extensive study into the health and environmental risks associated with outdoor and indoor synthetic turf fields containing crumb rubber infill. “This study presents good news regarding the safety of outdoor artificial turf fields,” stated Department of Public Health Commissioner Dr. J. Robert Galvin.
- The above link is to the Overall Executive Summary, which includes links to the News Release, the four separate reports from the state agencies, and the report by the Peer Review Committee from The Connecticut Academy of Science and Engineering.

#### [A SCOPING-LEVEL FIELD MONITORING STUDY OF SYNTHETIC TURF FIELDS AND PLAYGROUNDS](#)

*U.S. Environmental Protection Agency, November 2009*

- This study and statements of safety by the U.S. EPA of synthetic turf fields and playgrounds containing crumb rubber from recycled tires complements the study and statement of safety by the CPSC in 2008 (see below). In its Press Release, the EPA summarized its findings, including the following:
  - The levels of particulate matter, metals, and volatile organic compound concentrations in the air samples above the synthetic turf were similar to background levels;
  - All air concentrations of particulate matter and lead were well below levels of concern;
  - Zinc, which is a known additive in tires...was found to be below levels of concern.
- See December 10, 2009 EPA Press Release, [Limited EPA Study Finds Low Level of Concern in Samples of Recycled Tires from Ballfield and Playground Surfaces](#)

#### [CHEMICALS AND PARTICULATES IN THE AIR ABOVE THE NEW GENERATION OF ARTIFICIAL TURF PLAYING FIELDS, AND ARTIFICIAL TURF AS A RISK FACTOR FOR INFECTION BY METHICILLIN-RESISTANT STAPHYLOCOCCUS AUREUS \(MRSA\)](#)

*Office of Environmental Health Hazard Assessment, California Environmental Protection Agency, July 2009*

- There is a negligible human health risk from inhaling the air above synthetic turf, and, though data gaps exist, it is “unlikely that the new generation of artificial turf is itself a source of MRSA...” (Significantly the OEHHA did not review the January 2009 results of the study into the lifespan of staph on grass and synthetic turf sponsored by the STC and the Pennsylvania Turfgrass Council – see below.)
- The OEHHA summary of the results is available here: <http://www.calrecycle.ca.gov/tires/products/bizassist/health/turfstudy/litreview.htm>

- The full report includes an important Addendum that references reports by the New York State Department of Environmental Conservation and Department of Health (May 2009) and the New York City Department of Health and Mental Hygiene (March 2009) – see below.

#### [AN ASSESSMENT OF CHEMICAL LEACHING, RELEASES TO AIR AND TEMPERATURE AT CRUMB-RUBBER INFILLED SYNTHETIC FIELDS](#)

*New York State Department of Environmental Conservation and New York State Department of Health, May 2009*

- In its Press Release, the NYSDEC announced that this new comprehensive study concludes that crumb rubber infilled synthetic fields “poses no significant environmental threat to air or water quality and poses no significant health concerns.”

#### [CPSC STAFF FINDS SYNTHETIC TURF FIELDS OK TO INSTALL, OK TO PLAY ON](#)

*U.S. Consumer Product Safety Commission, NEWS from CPSC, July 30, 2008*

- The CPSC staff conducted tests of synthetic turf products for analysis of total lead content and accessible lead. In the above News Release it concludes that, “young children are not at risk from exposure to lead in these fields.”
- For a summary of the analytical methods used and the test results, see [CPSC Staff Analysis and Assessment of Synthetic Turf “Grass Blades”](#).

#### [EVALUATION OF HEALTH EFFECTS OF RECYCLED WASTE TIRES IN PLAYGROUND AND TRACK PRODUCTS](#)

*Office of Environmental Health Hazard Assessment of California EPA, January 2007*

- Evaluation of toxicity due to ingestion based on existing literature – risk is well below the minimum level considered an acceptable cancer risk.
- Evaluation of toxicity due to ingestion based on gastric digestion simulation – same as above.
- Evaluation of toxicity due to chronic hand-to-surface-to-mouth activity -low risk of adverse non-cancer health effects. Slightly higher than the minimum level for chronic ingestion of chrysene, but low enough to be considered an acceptable cancer risk.
- Skin sensitization – no sensitization observed.
- Evaluating the potential for damage to the local environment and ecology – soil samples under a playground surface burned in a fire contained levels of metals, VOCs, PAHs, dioxins and furans at or below background, suggesting low risk. Air above the burn site was judged by the U.S. EPA as posing no health risk. Concentrated leachate from tire shreds produced in a lab was toxic to several organisms, but a rain event would not likely produce leachate in such concentrations to cause toxicity to these organisms. Shredded tires used above the ground water table produced no toxicity in sentinel species.

## **Independent Studies**

## [REVIEW OF THE HUMAN HEALTH & ECOLOGICAL SAFETY OF EXPOSURE TO RECYCLED TIRE RUBBER FOUND AT PLAYGROUNDS AND SYNTHETIC TURF FIELDS](#)

*Prepared for Rubber Manufacturers Association by ChemRisk, Inc., August 1, 2013*

A report by an independent environmental firm on the human health and ecological risks from ground rubber in playgrounds and sports fields, and based on a thorough review of studies from advocates and opponents to the use of recycled tire materials.

## [Tabor Academy – Synthetic Turf Athletic Field Evaluation](#)

*CDM Smith, March 13, 2014*

- The objective of this study was to evaluate the potential water quality impacts of the synthetic turf field at Tabor Academy in Marion, MA.
- Conclusion: "...stormwater runoff from the athletic field is not a source of pollutants/contaminants that would pose a threat to the harbor."

## [ENVIRONMENTAL/ECONOMIC IMPACT: SYNTHETIC TURF \(WITH CRUMB RUBBER INFILL\) VERSUS \(NATURAL\) GRASS](#)

*Eco-Efficiency Analysis by BASF, August 2010*

- BASF Corporation performed an Eco-Efficiency Analysis measuring environmental and economic impacts of synthetic turf athletic fields with professionally installed and maintained grass alternatives. According to BASF, among the major findings of the study was that the average life cycle costs over 20 years of a natural grass field are 15 percent higher than the synthetic turf alternatives, even when factoring in a replacement synthetic turf field during that time. The life cycle assessment found that with typical field usage, synthetic turf had a lower consumption of energy, raw materials and solid waste generation than natural grass fields. BASF's eco-efficiency analysis is an award-winning and strategic tool, based on the ISO 14040 standard for lifecycle analysis, which quantifies the sustainability of products or processes.

## [REVIEW OF THE IMPACTS OF CRUMB RUBBER IN ARTIFICIAL TURF APPLICATIONS](#)

*University of California, Berkeley, February 2010*

*Laboratory for Manufacturing and Sustainability*

*Prepared for: The Corporation for Manufacturing Excellence (Manex)*

- "The research conducted by Manex and Berkeley is among the most comprehensive reports to date, reviewing and assessing existing studies from the past 12 years, as well as containing independent analysis. The conclusions of this study validate key findings from other recent studies, demonstrating the materials are both cost-effective and safe."
- See April 5, 2010 Manex/UC Berkeley Press Release, [Manex and UC Berkeley Issue Study on Recycled Rubber in Artificial Turf Applications](#)

## [ENVIRONMENTAL EFFECTS OF SYNTHETIC TURF ATHLETICS FIELDS](#)

[Milone & MacBroom, December 2008](#)

- HEAT: On hot sunny days, surface temp of the fibers was 40-50 degrees hotter than ambient temp; air temp at 2' above surface or under cloud cover was near ambient. Crumb rubber was only a few degrees hotter than ambient. Watering the field had a short-term effect.
- OFF-GASSING: EHHI identified certain compounds of concern in its very limited 2007 laboratory study of the chemicals contained in crumb rubber – benzothiazole, volatile nitrosamines, and 4-(tert-octyl) Phenol. MMI tested for these compounds in the air above the synthetic turf fields with crumb rubber infill at several locations. A “very low concentration” of benzothiazole was found at 1 of 2 fields — the other compounds were not detected.
- LEACHING: Testing done over one year period. Test for zinc, lead, selenium, and cadmium, and compared to lowest aquatic life criterion for each element. Only zinc detected, and then well below water quality standard.

[EVALUATION OF POTENTIAL ENVIRONMENTAL RISKS ASSOCIATED WITH INSTALLING SYNTHETIC TURF FIELDS ON BAINBRIDGE ISLAND](#)

*D. Michael Johns, Ph.D., Windward Environmental LLC, Seattle, WA, February 2008*

- Review of available scientific literature and publications in order to provide an assessment about potential risks to the environment from zinc and chemicals contained in crumb rubber infill.  
“...water that percolates through turf fields with tire crumb is not toxic...”

[INITIAL EVALUATION OF POTENTIAL HUMAN HEALTH RISKS ASSOCIATED WITH PLAYING ON SYNTHETIC TURF FIELDS ON BAINBRIDGE ISLAND](#)

*D. Michael Johns, Ph.D., Windward Environmental LLC, Seattle, WA, January 2008*

- Review of available scientific literature and publications in order to provide an assessment about potential risks of human health to children and teenagers and the risks to the environment from

# City of Auburn, Maine

*"Maine's City of Opportunity"*

Recreation Department



**TO: Mayor LaBonte and Members of the Auburn City Council**  
**FROM: Recreation and Special Events Advisory Board**  
**SUBJECT: Ingersoll Repurposing Recommendation**  
**DATE: February 11, 2015**

The members of the Recreation and Special Events Advisory Board are excited to present a recommendation to the City Council for the Ingersoll Arena Repurposing project. We began meeting last winter to discuss this subject and all options we felt were the best for the City. During this time, we toured facilities in the Portland area to gain insight into how they run their operation and if something similar could be achievable here in Auburn. After a careful review and analysis, we have unanimously come to the conclusion that we have a facility that needs to be given the opportunity to be vibrant and open to the public for use.

## **Recommendations**

The committee recommends that the City Council do the following:

- Complete the proposed repurposing of Ingersoll project in a single phase, with previously allocated bond funds, to be re-allocated for completion of the project. The committee felt this was the best option and would be the most efficient and produce the best price. The Committee voted unanimously to recommend this endeavor.
- Take the existing Ingersoll fund balance of \$130,000 to be applied toward the old Ingersoll debt. The current Ingersoll debt is \$280,000 which will be retired in FY19. The balance would be paid off in FY2019.
- Create a new Enterprise Account with new debt, budget, dehumidification system and a reconciliation statement of the old Ingersoll assets that were transferred to Norway Savings Bank Arena.
- Accept the business plan as presented and commend staff for their professionalism and good work.

We would like to thank the City Council for allowing us the opportunity to be part of such an incredible opportunity to bring Ingersoll back to life and make it a destination that is greatly needed in this part of Maine.



Tizz E. H. Crowley, Ward One  
Robert Hayes, Ward Two  
Mary Lafontaine, Ward Three  
Adam Lee, Ward Four



Leroy Walker, Ward Five  
Belinda Gerry, At Large  
David Young, At Large

Jonathan P. LaBonte, Mayor

## **IN CITY COUNCIL**

### **ORDER 17-02172015**

ORDERED, that the Auburn City Council authorize the City Manager to award and execute a contract for repurposing of Ingersoll Arena to Doten's Construction, Inc.



## City Council Information Sheet

City of Auburn

**Council Workshop Date:** February 17, 2015

**Author:** Eric Cousens, Deputy Director of Planning and Development

**Subject:** Contract with Lisbon to provide Health Officer Services including restaurant, lodging and housing inspections.

**Information:** During budget presentations in 2012, we were looking for ways to preserve our capacity and keep skilled staff, but also to cut costs. We were approached by Lisbon to see if we could assist them in providing local inspection services for their restaurants, food retailers and lodging establishments. We saw this as an opportunity to collect revenue for a service the department can provide to offset some costs. Cristy Bourget, our City Sanitation Inspector was well qualified for the work and Lisbon and the State DHHS allowed us to proceed with Council approval. Lisbon pays the City of Auburn \$10,000.00 for the service. Currently the staff person that is assigned the task lives in Lisbon, making the travel time minimal as we schedule the inspections at the beginning or end of the day for one-way travel when possible. If that were to change we would need to reevaluate the agreement which can be done annually by March 1st. I am suggesting that we amend last years' agreement to include an annual CPI adjustment for future years if the contract is renewed. I recommend we continue the agreement for another year, continue to track our costs and decide each February if the City wishes to renew the arrangement. In an effort to minimize administrative costs, I am asking the Council to resolve to enable the City Manager to renew the contract in future years as long as the previous years' expenses are less than 50% of the contract revenue. I will be available to answer any questions at the Workshop.

**Pro's & Con's:** Shares training and equipment (Computer, thermometers, software, etc) costs with Lisbon and offsets Auburns share of the expenses. Generates a net revenue of over \$5000 annually, \$6770 for FY 14. A con is that it reduces annual staff capacity in Auburn by nearly 80 hours.

**Financial:** Provides a \$10,000 revenue with \$3,230 in lost staff time and expenses for FY 14.

**Action Requested at this Meeting:** Provide input and ask any questions to prepare for consideration and action at an upcoming meeting.

**Previous Meetings and History:** Approximately annually since 2012.

**Attachments:** Draft Contract for FY16.

INTERLOCAL AGREEMENT  
HEALTH OFFICER

**WHEREAS**, the expressed purpose of Chapter 115, Title 30-A, as set forth in Section 2201, is to permit municipalities to make the most efficient use of their resources by cooperating with other municipalities to provide municipal services; and

**WHEREAS**, Section 2203 of Title 30-A permits the joint exercise of municipal powers and authority; and

**WHEREAS**, the Androscoggin County Communities of Auburn and Lisbon have determined that the shared administration of Health Officer responsibilities promotes the efficient use of municipal powers and resources; and

**WHEREAS**, the purpose of this Agreement is to determine and set forth the basis upon which the City of Auburn shall provide Health Officer services to the Town of Lisbon on a cooperative basis,

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the Town of Lisbon (“Town”) and the City of Auburn (“City”) do hereby agree as follows:

1. Purpose: Recognizing that each individual municipality has a responsibility to its citizens to provide statutorily required health services within that municipality, and the proven capacity of the City to provide experienced and cost effective statutorily required health services, it is the purpose of this Agreement to set forth the terms and conditions under which the City’s health personnel shall provide all administrative and technical assistance to the Town for all statutorily required health services.

2. Scope of Services: The general scope of services, as stated in the purpose of this Agreement, is for the City to provide specialized health personnel administrative and technical assistance to the Town. The specific scope of services is set forth in “Exhibit A” which is attached hereto and incorporated herein by reference.

3. Term; Renewal: This Agreement shall be for a term of one (1) year commencing July 1, 201~~25~~<sup>25</sup> and running through June 30, 201~~63~~<sup>63</sup>. This Agreement may be renewed for an additional one (1) year term, or such other term as agreed upon between the parties, by the municipal officers of each community.

4. Payment: The City shall be paid by the Town, for ~~the~~ the initial term of this Agreement, the sum of Ten Thousand Dollars (\$10,000.00). This shall be paid in monthly payments of Eight Hundred Thirty Three and 33/100 Dollars (\$833.33). The City shall be reimbursed, for all requisite supplies, testing, or lab work assigned personnel utilized in providing required services hereunder. Each subsequent annual renewal shall be adjusted based on the Town of Lisbon COLA adjustment approved as part of their annual budget process.

5. Administration: There shall be no separate legal or administrative agency created by this Agreement or otherwise to provide separate administration of this Agreement. To the extent that any joint administration is required, the Town Managers of Lisbon and Auburn shall operate jointly to provide that administration.

6. Records and Record Keeping: All records, computations, tables, reports, computer data or any other form of record generated by the personnel assigned to provide health services for the Town under the terms and conditions of this Agreement shall at all times be the property of the Town and shall be accessible to the Town at all reasonable times and with reasonable notice.

7. Personnel; Independent Contractor Status: Health related services provided to the Town shall be provided by an employee of the City. The services will therefore be provided to the Town on an independent contractor basis, which individual shall be totally and completely independent from the Town and shall not enjoy status as an employee of the Town. As such, the City shall be responsible for payment of all payroll related taxes, including, but not limited to, Federal, State, and local income tax, Social Security tax, and Unemployment Insurance taxes. The personnel assigned to provide health services to the Town will retain sole and absolute discretion in the judgment of the manner and means of carrying out their activities and responsibilities hereunder. This Agreement shall not be construed as creating any joint employment relationship between the personnel assigned to provide health services and the Town of Lisbon, and the Town will not be liable for any obligation incurred by the personnel, including but not limited to unpaid minimum wages and/or overtime premiums.

8. Worker's Compensation: If required by the laws of this State, the City shall maintain in full force and effect a policy of worker's compensation insurance covering the personnel assigned to perform health services during the term of this Agreement.

9. Certification: The personnel assigned to provide health services to the Town shall have received all necessary training and have all appropriate certifications and qualifications. The individual shall maintain all appropriate certification during the term of this Agreement and any renewal term. The individual shall also participate in all necessary and required training to maintain certification status.

10. Professional Responsibility: Nothing in this Agreement shall be construed to interfere with or otherwise affect the rendering of services by the personnel providing health services hereunder in accordance with their independent and professional judgment. The personnel shall perform their services substantially in accordance with generally accepted practices and principles of his/her trade. This Agreement shall be subject to the rules and regulations of any and all organizations and associations to which the Agent may from time to time belong and to the laws and regulations governing the practice of the Agent's trade in this State.

11. Authority: While providing services in a participating municipality, the person or persons acting as the Health Official shall be responsible to that municipality's Council.

12. Termination: Any member community may terminate its participation in this Agreement, on a yearly basis, by giving notice to the other member municipalities on or before March 1<sup>st</sup> preceding the commencement of the July 1<sup>st</sup> fiscal year.

13. General Conditions:

A. Nondiscrimination. The personnel assigned to the Town of Lisbon, in the performance of their assigned tasks under the terms and conditions of this Agreement, shall not discriminate against any employee or applicant for employment because of race, color, creed, national origin, ancestry, age, sex or handicap status. The personnel, in the performance of her assigned tasks under the terms and conditions of this Agreement, shall not discriminate in their relationship with, hiring of, or other contract with subconsultants or suppliers, because of race, color, creed, national origin, ancestry, age, sex or handicap status.

B. No Assignment. Neither this Agreement nor any rights, obligations or responsibilities of any party hereunder, may be assigned.

C. Waiver. The failure or waiver, or successive failures or waivers, on the part of either party to this Agreement, and the enforcement of any conditions, covenants, sections or provisions of this Agreement, shall not render the same invalid or impair the right of either party, or their successors, to enforce the same in the event of any subsequent breach thereof.

D. Construction. This Agreement and its performance shall be construed and governed in accordance with the laws of the State of Maine.

E. Succession. This Agreement, together with its various provisions, shall be binding on the successors of the parties thereto.

F. Integration. This Agreement represents the entire and integrated Agreement between the City and the Town and supersedes all prior negotiations, representations or agreements either written or oral. This Agreement may be amended only by written instrument signed by the City and the Town.

G. Notices. All notices, demands and communications hereunder shall be in writing and shall be served or given by registered mail as follows:

Notice to City:

City of Auburn  
c/o City Manager  
60 Court Street  
Auburn, ME 04210

Notice to the Town:

Town of Lisbon  
c/o Town Manager  
300 Lisbon Street  
Lisbon, ME 04250

H. Separability. If any provision of this Agreement or portion thereof, or the application thereof, to any particular person or circumstance, is held to be invalid by a court of competent jurisdiction, the remainder of the Agreement including the remainder of any such provision, and the application thereof, shall not be adversely affected thereby.

This Agreement is executed by the Town and City Councils of the participating municipalities, duly authorized by the Charter of each municipality as follows:

SIGNED, SEALED AND DELIVERED  
IN PRESENCE OF

DATE:

~~INHABITANTS OF THE  
CITY OF AUBURN~~ City of Auburn, City  
Manager

\_\_\_\_\_

\_\_\_\_\_

Howard Kroll, City Manager

SIGNED, SEALED AND DELIVERED  
IN PRESENCE OF

DATE:

~~INHABITANTS OF THE  
TOWN OF LISBON~~ Town of Lisbon,  
Town Manager

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Diane  
Barnes, Town Manager

## EXHIBIT A

### Health Officer Scope of Services

In general, the Health Officer (“Agent”) shall be the Department of Health and Human Services (“DHHS”) delegated authority to conduct all inspections of eating, lodging, campground, youth camp establishments and/or health inspections of any other type of establishment licensed by the DHHS pursuant to statute.

In addition, the Agent shall:

(1) Administer and enforce all health provisions and regulations of the Town code or State law;

(2) Conduct such inspections as may be necessary and appropriate to ensure compliance with all health related Town code, regulatory provisions or State law, whether such inspections are a response to inquiries or complaints, or at the initiative of the health officer, or in accordance with a program of systematic inspection and enforcement;

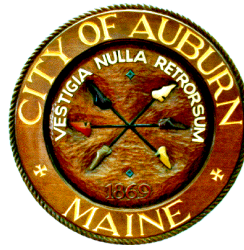
(3) Issue notices of violation and corrective action where necessary and appropriate and to refer violations for corrective action and/or the imposition of penalties as permitted under Town ordinance, regulation or State law;

(4) Prepare and submit annually to the Town Manager a budget relating to all Health Officer operations;

(5) Issue all licenses and collect all fees established by the Town; and

(6) Perform all other duties required by Town Charter, Town ordinances, State law or as may from time to time be requested by the Town manager and/or Town council.

Tizz E. H. Crowley, Ward One  
Robert Hayes, Ward Two  
Mary Lafontaine, Ward Three  
Adam R. Lee, Ward Four



Leroy Walker, Ward Five  
Belinda Gerry, At Large  
David Young, At Large

Jonathan P. LaBonte, Mayor

## IN CITY COUNCIL

Order XX-XXXXXXXX

ORDERED, that the Auburn City Council authorize the City Manager to enter into an agreement to continue to provide Health Inspection Services to the Town of Lisbon through FY16 for a fee of \$10,000. Be it further resolved that the Council authorize the City Manager to enter into the same agreement for each of the next X years provided that the fee is increased by the COLA increase approved as part of the Lisbon budget process as noted in the contract and that the costs of providing the services do not exceed 50% of the contract revenues in the previous contract year. If costs exceed 50% of revenues in a contract year or staff believes that they will in the upcoming year due to a known change in circumstances then staff should request that the Council reconsider the Contract.





## City Council Information Sheet

City of Auburn

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**Council Workshop or Meeting Date:** 2-17-2015

**Order** 10-02172015

**Author:** Sue Clements-Dallaire, City Clerk

**Subject:** Temporary sign request

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**Information:** The Kora Shrine Committee is requesting permission to place temporary signs in Auburn for their 2015 Kora Shrine Circus. They would like to place the signs approximately 10-14 days before the event and will remove them upon completion of the circus. The event will take place April 17<sup>th</sup> and 18<sup>th</sup> of 2015.

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**Advantages:** Helps to promote events in the Lewiston-Auburn Community

**Disadvantages:** If not placed properly, they could potentially affect the sight distance for streets or adjacent driveways.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Recommend passage

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**Previous Meetings and History:** This is a yearly request from this organization

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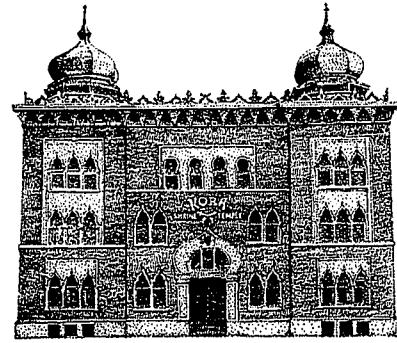
**Attachments:**

Letter of request

Locations where signs will be placed

Order 10-02172015

# KORA SHRINERS



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Shriner Office: 11 Sabattus Street • Lewiston, ME 04240 • Tel. 207-782-6831 • FAX 207-782-2870

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January 22, 2015

City of Auburn  
Mayor and City Council

The Kora Shrine Circus Committee is requesting road signs for our 2015 circus to be held in April. We would like to place approximately 30 signs in various locations throughout the city of Lewiston. We would like to place the signs in these locations 10-14 days prior to our event. We will remove the signs upon completion of the circus.

Our event dates are as follows:

April 17, 2014	Friday	4:00pm	8:00pm	
April 18, 2014	Saturday	9:30am	2:00pm	7:00pm

Our event will be located at the Colisee located on Birch Street in Lewiston.

Sincerely,

Al Milburn  
Kora Shrine Circus

PH # 754 8921

## List For Auburn

Court and Minot Ave. 2-

Center St. and N. River Rd - 1 northbound

Center St. Mall - K Mart Entrance 2 1 north 1 south

Turner St Entrance to Walmart 1

Turner St. and Mount Aub Ave 3

Court St. and Park Ave 1 2 side.

Minot Ave and Poland Rd out 1

Minot Ave and Hotel Rd intown 1

Washington St. at Turnpike 1

Washington St. at Rotary northbound 1

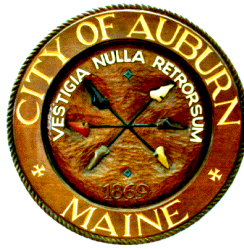
Broad St. going across Bridge 1 2 side

Broad St. - So. Main 1 2 side

Upper Cook St. and So. Main 1

Riverside Dr. 1

Tizz E. H. Crowley, Ward One  
Robert Hayes, Ward Two  
Mary Lafontaine, Ward Three  
Adam R. Lee, Ward Four



Leroy Walker, Ward Five  
Belinda Gerry, At Large  
David Young, At Large

Jonathan P. LaBonte, Mayor

## IN CITY COUNCIL

### ORDER 10-02172015

ORDERED, that the City Council hereby authorizes the Kora Shrine Committee to place temporary signs for their 2015 Kora Shrine Circus which takes place April 17 and 18, 2015 so long as their placement does not affect sight distance for streets or adjacent driveways. The signs will be placed approximately 10-14 days before the event and will be removed upon completion of the event. Placement of the signs will be as follows;

Court and Minot Ave – 2 signs  
Center St and N. River Road – 1 sign, northbound  
Center St and Mall – K Mart entrance - 2 signs, north and south  
Turner Street Entrance to Walmart – 1 sign  
Turner St and Mount Auburn Ave – 3 signs  
Court St and Park Ave - 1 (two sided) sign  
Minot Ave and Poland Rd out – 1 sign  
Minot Ave and Hotel Rd intown – 1 sign  
Washington St at Turnpike – 1 sign  
Washington St at Rotary northbound – 1 sign  
Broad St going across bridge - 1 (two sided) sign  
Broad St – So Main - 1 (two sided) sign  
Upper Cook St and So. Main – 1 sign  
Riverside Dr – 1 sign



## City Council Information Sheet

City of Auburn

**Council Meeting Date:** February 17, 2015

**Order** 11-02172015

**Author:** Phillip L. Crowell, Jr., Chief of Police

**Subject: Confirm a process server constable without firearm.**

**Information:** Auburn ordinance requires a private civilian seeking to serve civil process be appointed as a constable without a firearm.

**Advantages:** This person acts on behalf of a private agency and has liability insurance for serving civil documents.

**Disadvantages:** None.

**City Budgetary Impacts:** N/A

**Staff Recommended Action:** Appoint Sean Scully listed on the attached memo.

**Previous Meetings and History:** See City Ordinance Article II Section 26-25

**Attachments:**

Memo from Chief  
Order 11-02172015



# Auburn Police Department



## Memorandum

Phillip L. Crowell  
Chief of Police

Jason D. Moen  
Deputy Chief

Rita P. Beaudry  
Executive Assistant

**To:** Honorable Mayor Jonathan LaBonte and Members of the City Council  
**From:** Phillip L. Crowell, Jr., Chief of Police  
**Date:** February 6, 2015  
**Re:** Constable for 2015

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We request the following named person be appointed as a process server constable for 2015:

Sean Scully                      Constable                      Without Firearm                      Appointment

Tizz E. H. Crowley, Ward One  
Robert Hayes, Ward Two  
Mary Lafontaine, Ward Three  
Adam R. Lee, Ward Four



Leroy Walker, Ward Five  
Belinda Gerry, At Large  
David Young, At Large

Jonathan P. LaBonte, Mayor

**IN CITY COUNCIL**

**ORDER 11-02172015**

ORDERED, that the following civilian be appointed as a process server constable without a firearm:

Sean Scully	Constable	Without Firearm	Appointment
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**IN COUNCIL SPECIAL MEETING JANUARY 26, 2015 VOL. 34 PAGE 96**

Mayor LaBonté called the meeting to order at 5:49 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. Councilors Young and Crowley had excused absences. All other Councilors were present.

**I. New Business**

**1. Ordinance 04-01262015**

Amending the Code of Ordinances Chapter 14, Article IX - Mass Gatherings, section 14-275 – Alcoholic Beverages. Public hearing and first reading.

Motion was made by Councilor LaFontaine and seconded by Councilor Walker to approve amending the Code of Ordinances Chapter 14, Article IX - Mass Gatherings, section 14-275 – Alcoholic Beverages as presented.

Public hearing – Andy Titus, 14 Pinnacle Drive – asked if this open the door to all festivals or just this one event.

Passage 4-1 (Councilor Hayes opposed). A roll call vote was taken.

**II. Executive Session**

- Discussion of a personnel matter, pursuant to 1 M.R.S.A. Section 405(6)(A).

Motion was made by Councilor LaFontaine seconded by Councilor Walker to enter into executive session to discuss a personnel matter, pursuant to 1 M.R.S.A. Section 405(6)(A). Passage 5-0, time 5:54 P.M.

Council was declared out of executive session at 7:00 P.M.

**III. Adjournment**

Motion was made by Councilor Walker and seconded by Councilor Gerry to adjourn. There were no objections and the meeting adjourned at 7:00 P.M.

A True Copy.

ATTEST   
Susan Clements-Dallaire, City Clerk



National Center | 7272 Greenville Avenue | Dallas, Texas 75231 | [www.heart.org](http://www.heart.org)



001876

**Chairman of the Board**  
Bernard P. Dennis

**President**  
Elliott M. Antman, MD, FAHA

**Chairman-elect**  
Alvin L. Royse, JD, CPA

**President-elect**  
Mark A. Creager, MD, FAHA

**Immediate Past Chairman of the Board**  
Ron. W. Haddock

**Immediate Past President**  
Mariell Jessup, MD, FAHA

**Treasurer**  
David A. Bush

**Directors**  
Mary Ann Bauman, MD  
Mary Cushman, MD, MSc, FAHA  
Mitchell S. V. Elkind, MD, MS, FAHA  
Robert A. Harrington, MD  
Steven R. Houser, PhD, FAHA  
Marsha Jones  
Willie E. Lawrence, Jr., MD, FAHA  
Pegui Mariduena, CMC, MBA  
John J. Mullenholz  
Bertram L. Scott  
David A. Spina  
Bernard J. Tyson  
Raymond P. Vara, Jr.  
John J. Warner, MD  
Alexander P. Almazan, PA - Liaison  
James J. Postl - Liaison

**Chief Executive Officer**  
Nancy A. Brown

**Chief Mission Officer**  
Meighan Girgus

**Chief Diversity Officer**  
Gerald Johnson, II

**Chief Administrative Officer & Chief Financial Officer**  
Sunder D. Joshi

**Chief Science & Medical Officer**  
Rose Marie Robertson, MD, FAHA

**Chief Development Officer**  
Suzie Upton

**Chief of Staff to the CEO**  
Laura Sol

**Deputy Chief Medical Officer**  
Eduardo Sanchez, MD, MPH

**Executive Vice President, Corporate Secretary & General Counsel**  
Lynne M. Darrouzet, Esq.

January 7, 2015

Mr. Clint Deschene  
City Manager  
City of Auburn  
60 Court St  
Auburn, ME 04210-5983

Dear Mr. Clint Deschene,

On behalf of the American Heart Association, I would like to congratulate your organization on becoming a **Gold Fit-Friendly Worksite**. You are among an elite group of awardees for this important initiative.

As a Gold level award recipient, you have fulfilled key criteria and demonstrated a strong commitment to providing a healthy workplace for employees.

As a Fit-Friendly Worksite, you will receive recognition on the American Heart Association's website, [www.heart.org/FFWrecognition](http://www.heart.org/FFWrecognition), and local recognition by the American Heart Association at events and in communications materials supporting the recognition program. Additionally, you have the right to use the American Heart Association's Fit-Friendly Worksites Gold seal on all internal communications and external communications for recruitment purposes. Please visit [www.heart.org/FFWresources](http://www.heart.org/FFWresources) to download the seal, guidelines for usage, and other tools. Your award and seal usage rights are valid until November 1, 2015.

We at the American Heart Association commend your efforts and look forward to seeing you continue to make great strides in the coming year.

Sincerely,

Nancy Brown  
Chief Executive Officer

**From:** Chris Mumau  
**Sent:** Thursday, January 15, 2015 12:00 PM  
**To:** Howard Kroll; Deb Grimmig  
**Cc:** Sheri Buck; Dot Meagher  
**Subject:** Fit Friendly Award FYI

I just got notification that for the 7<sup>th</sup> year in a row, the City of Auburn has received the Fit Friendly Gold Award for the City of Auburn. Auburn was one of the first companies in the state to receive this national award. We were the first city in the state of Maine and one of the first in the country to receive the award. We were recognized in such publications as Forbes Magazine and the Washington Post.

After implementing the health promotion program, the City was able to show such marked improvement both financially, through sick use and in physical fitness, that we qualified for the Platinum level of the award, for two solid years. We have continued to receive the Gold Medal award for 7 straight years.

*Christine Mumau  
HR Assistant  
Dept of Human Resources  
City of Auburn, Maine*



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 2/17/2015

**Ordinance** 05-02022015

**Author:** Denis D'Auteuil

**Subject:** Conservation Commission and Tree Harvesting

**Information:** City staff will present two new ordinances for adoption by the City Council as well as the adoption of recommended updates to an existing ordinance. The ordinances would create a conservation commission and establish improved standards for the management and maintenance of city owned trees, forests, and parks.

### Advantages:

- With the changes of our Parks and Recreation Advisory Board being re-focused on recreation and special events the conservation commission would provide needed focus on the city of Auburn's parks, open spaces, shade trees, and forests.
- By establishing conservation commissions there are opportunities to build plans for conserving Auburn's natural resources, as laid out in the comprehensive plan, and place a focus on forests in the city of Auburn.
- The conservation commission would set its work plan based on broader policy issues related to parks, open spaces, shade trees, and forests. These issues would be reviewed and managed under one committee, rather than the possibility it could be multiple committees.
- Some of the pending issues would be addressed holistically, including providing recommendations on policies regarding the maintenance and harvesting of all city shade trees, parks, and forests in the City of Auburn, and how the city should pursue forest management.
- The tree maintenance ordinance would aide in the protection of all city owned trees and create an appeals process for residents.
- Adoption of the tree maintenance ordinance would establish a process for proper allocation of revenues produced from the maintenance or harvesting of any city owned tree or forest.

### Disadvantages:

- The current structure of the Lewiston and Auburn Forest Board is focused on the trees and forests within the city of Auburn owned by the city. With the recent changes in the Parks and Recreation Board focusing on Recreation and Special Events this leaves no oversight from any board or committee on our city parks and open spaces.
- The current tree maintenance ordinances do not have an appeals process for decisions made by the City Arborist, nor do they address the issues around the tree harvesting revenues.
- As we continue to look at policy issues revolving around natural resources, as laid out in the comprehensive plan, implementation of these policies could be slowed down by needing to work with multiple committees.

**City Budgetary Impacts:** None

**Staff Recommended Action:** Staff recommends that the Conservation Commission Ordinance and the Tree Maintenance Ordinance be adopted by the City Council. Staff also recommends that current Tree Maintenance ordinance be updated and adopted with the proposed language.

**Previous Meetings and History:**

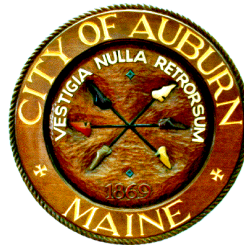
- February 9, 2015 failed first reading 3-2 (Councilors Walker and Gerry opposed, Councilors Young and Crowley absent and 4 affirmative votes needed for passage).
- January 20, 2015 staff presented edits made to the proposed ordinances and provided responses to the questions and comments from the November 24, 2014 Council Workshop.
- November 24, 2014 the Tree Maintenance ordinance and Conservation Commission ordinance were presented to the City Council. Updates to the city's current ordinance on tree maintenance were also presented.
- April 1, 2013 an ordinance proposed by our Lewiston/Auburn Forest Board was presented to the City Council. The Forest Board presented a very similar ordinance in Lewiston and the Lewiston Council adopted the ordinance. No action was taken by the Auburn City Council.
- On December 16, 2013 the City Council passed a resolve that placed a 6 month moratorium on all tree harvests in the city. They passed the resolve on December 16, 2013 and the moratorium expired on June 14, 2014.
- August 5, 2013 the Mayor submitted a memo to the City Council that outlined changes to the Parks and Recreation Board and this resulted in the creation of the Recreation and Special Events Advisory Board. Along with those changes staff was asked to create a Conservation Commission.

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**Attachments:**

1. Current Tree Maintenance Ordinance with proposed changes

Tizz E. H. Crowley, Ward One  
Robert Hayes, Ward Two  
Mary Lafontaine, Ward Three  
Adam R. Lee, Ward Four



Leroy Walker, Ward Five  
Belinda Gerry, At Large  
David Young, At Large

Jonathan P. LaBonte, Mayor

## IN CITY COUNCIL

### ORDINANCE 05-02022015

Be it ordained by the Auburn City Council, that Part II, Code of Ordinance, Chapter 56, Vegetation, Article II – Trees and Shrubs, Section 56.19 - Tree Maintenance be amended as follows.

#### **Sec. 56-19. - Tree maintenance.**

The public works director or persons acting under his direction and control may enter upon private property at reasonable times for the purpose of detecting the presence of tree disease and carrying out control measures. Whenever a tree is found upon private property infected with the disease, or whenever a tree is found upon private property that creates a hazard to the safety of persons or property, the public works director shall give notice in writing to the property owner advising him of the dangerous condition, demanding that the property owner have the tree removed within 30 days of receiving such notice, and notifying the property owner that if the requested action is not taken within the 30-day period the tree may be removed by the City at the expense of the property owner. If the requested action is not taken within the 30-day period, and if the public works director determines that immediate action is necessary to protect persons or property from the dangerous tree, he, or persons acting under his direction, may enter the premises and cause the dangerous tree or part thereof to be removed at the expense of the property owner. A property owner may appeal the public works director's notice to remove the tree within 30 days of receiving such notice to the Board of Appeals. An adverse decision of the Board of Appeals may be appealed to the Superior Court within 30 days of the decision.



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 2/17/2015

**Ordinance** 06-02022015

**Author:** Denis D'Auteuil

**Subject:** Conservation Commission and Tree Harvesting

**Information:** City staff will present two new ordinances for adoption by the City Council as well as the adoption of recommended updates to an existing ordinance. The ordinances would create a conservation commission and establish improved standards for the management and maintenance of city owned trees, forests, and parks.

### Advantages:

- With the changes of our Parks and Recreation Advisory Board being re-focused on recreation and special events the conservation commission would provide needed focus on the city of Auburn's parks, open spaces, shade trees, and forests.
- By establishing conservation commissions there are opportunities to build plans for conserving Auburn's natural resources, as laid out in the comprehensive plan, and place a focus on forests in the city of Auburn.
- The conservation commission would set its work plan based on broader policy issues related to parks, open spaces, shade trees, and forests. These issues would be reviewed and managed under one committee, rather than the possibility it could be multiple committees.
- Some of the pending issues would be addressed holistically, including providing recommendations on policies regarding the maintenance and harvesting of all city shade trees, parks, and forests in the City of Auburn, and how the city should pursue forest management.
- The tree maintenance ordinance would aide in the protection of all city owned trees and create an appeals process for residents.
- Adoption of the tree maintenance ordinance would establish a process for proper allocation of revenues produced from the maintenance or harvesting of any city owned tree or forest.

### Disadvantages:

- The current structure of the Lewiston and Auburn Forest Board is focused on the trees and forests within the city of Auburn owned by the city. With the recent changes in the Parks and Recreation Board focusing on Recreation and Special Events this leaves no oversight from any board or committee on our city parks and open spaces.
- The current tree maintenance ordinances do not have an appeals process for decisions made by the City Arborist, nor do they address the issues around the tree harvesting revenues.
- As we continue to look at policy issues revolving around natural resources, as laid out in the comprehensive plan, implementation of these policies could be slowed down by needing to work with multiple committees.

**City Budgetary Impacts:** None

**Staff Recommended Action:** Staff recommends that the Conservation Commission Ordinance and the Tree Maintenance Ordinance be adopted by the City Council. Staff also recommends that current Tree Maintenance ordinance be updated and adopted with the proposed language.

**Previous Meetings and History:**

- February 9, 2015 passage of first reading 5-0 (Councilors Young and Crowley absen).
- January 20, 2015 staff presented edits made to the proposed ordinances and provided responses to the questions and comments from the November 24, 2014 Council Workshop.
- November 24, 2014 the Tree Maintenance ordinance and Conservation Commission ordinance were presented to the City Council. Updates to the city's current ordinance on tree maintenance were also presented.
- April 1, 2013 an ordinance proposed by our Lewiston/Auburn Forest Board was presented to the City Council. The Forest Board presented a very similar ordinance in Lewiston and the Lewiston Council adopted the ordinance. No action was taken by the Auburn City Council.
- On December 16, 2013 the City Council passed a resolve that placed a 6 month moratorium on all tree harvests in the city. They passed the resolve on December 16, 2013 and the moratorium expired on June 14, 2014.
- August 5, 2013 the Mayor submitted a memo to the City Council that outlined changes to the Parks and Recreation Board and this resulted in the creation of the Recreation and Special Events Advisory Board. Along with those changes staff was asked to create a Conservation Commission.

---

**Attachments:**

1. Proposed Shade Tree Ordinance 06-02022015

Tizz E. H. Crowley, Ward One  
Robert Hayes, Ward Two  
Mary Lafontaine, Ward Three  
Adam R. Lee, Ward Four



Leroy Walker, Ward Five  
Belinda Gerry, At Large  
David Young, At Large

Jonathan P. LaBonte, Mayor

## IN CITY COUNCIL

### ORDINANCE 06-02022015

Be it ordained by the Auburn City Council, that Part II, Code of Ordinance, Chapter 56, Vegetation, Article II – Trees and Shrubs be amended to include Section 56.21 – Shade Trees.

#### **City of Auburn Shade Tree Ordinance**

##### Section 1 – Preamble.

The City of Auburn hereby adopts the following shade tree maintenance ordinance in order to regulate the removal, pruning, planting, and maintenance of trees within or upon the limits of any city road or public right of way and of trees located on public property.

##### Section 2 – Authority.

This ordinance is enacted pursuant to the Home Rule Authority granted to the city in accordance with the provisions of 30-A M.R.S.A. §3001.

##### Section 3 – Definitions.

- 3.1 Person-Any individual, person, firm, corporation, association, partnership or organization
- 3.2 Abutter – Person as defined above, who owns property, which includes the limits of any city road, public right of way, or any highway within the meaning of 30-A.M.R.S.A. §3281.
- 3.3 Public Trees-All trees located upon any public property owned by the city, including public property currently used by any individual departments.
- 3.4 Public Shade Trees-All trees within or upon the limits of any city road, public right of way, or any highway within the meaning of 30-A M.R.S.A. §3281. Street trees are owned by the abutter as defined above, but managed by the city under this ordinance
- 3.5 Municipal Arborist-An official of the city appointed by the city manager who shall include the care and control of all public shade trees upon and along city roads and public rights of way and in the parks and public lands of the city, and that official shall enforce all laws relating to the preservation and maintenance of public shade trees and public trees. Any term or word of this ordinance which is not defined in this section shall have a meaning consistent with Title 30-A, M.R.S.A., to the extent that such term is defined in that Title; any terms that are not defined in that Title shall have a meaning consistent with common usage.
- 3.6 Community Cords- This program is established to provide available resources to the Health and Human Services Department to assist qualifying applicants with heating assistance. The program is funded through annual appropriations from the Public Tree Revenue Account, by the City Council, during the annual budget process from at least 2 sources: selling wood from city tree maintenance and also the harvesting of city forests.



#### Section 4 - Appointment of municipal arborist.

The city manager shall appoint the municipal arborist who shall administer this ordinance in coordination with such other municipal agencies/departments as now or may in the future share in the responsibility of caring for and maintaining the community forest. The municipal arborist shall have appropriate training and skill in performing care and maintenance of all shade trees. The municipal arborist shall at all times during his or her employment hold a valid arborist's license issued by the State of Maine.

#### Section 5 – Harvest revenues.

If and when revenues generated from any timber harvests, salvage, or removal exceed the expense of conducting that harvest, salvage, or removal, the surplus revenues will be deposited in a dedicated Public Tree Revenue account. Proposed expenditures of funds from this account shall be presented to the city council each fiscal year during the annual budgetary process. Expenditures related to the maintenance, replacement and improvement of public trees and the Community Cords Program should be given priority while budgeting for expenditures from the Public Tree Revenue account.

#### Section 6 – Prohibition.

No person shall prune, plant, cut down, remove, or alter a public shade tree or a public tree unless that person has first obtained the consent of the municipal arborist for those actions.

#### Section 7 - Request for consent from municipal arborist.

7.1 Written Request- Any person who intends to prune, plant, cut down, remove, or alter a public shade tree or public tree shall make a written request to the municipal arborist and shall state specifically the action intended to be taken by that person concerning an identified public shade tree or public tree.

7.2 Written Decision- Within ten (10) days of receipt of a written request pursuant to section 7.1 the municipal arborist shall approve the request, approve the request with conditions, or deny the request in a written decision mailed or hand delivered to the person making the request.

The municipal arborist shall have the authority to deny or impose reasonable conditions upon approval of the request in order to preserve and maintain the health and beauty of public shade trees or public trees and the places where such trees are located; and in order to protect the public safety and the safety and convenience of the city roads, highways, public rights of way, and public lands. Any permit granted shall contain a definite date of expiration and may contain conditions attached thereto by the municipal arborist.

#### Section 8 – Appeal.

In the event that a person is aggrieved by the decision of the Municipal Arborist, then such a person shall have the right to appeal the notice of the municipal arborist to the city council within ten (10) days of the date of the notice of the municipal arborist. The appeal shall be made in writing and shall set forth specifically the basis for the appeal.

Upon receipt of the written appeal by the city council, the city council may delegate the responsibility for hearing appeals under this ordinance to another city administrative board or city staff member.

The appeal hearing shall be scheduled within 60 days, and the appeal findings shall be communicated in writing to the person filing the appeal within 10 days of the appeal hearing.

#### **Section 9 - Guidelines for planting, pruning, cutting removing, or altering of public shade trees.**

After a public hearing, the city council or its' designated administrative board shall have the authority to adopt, amend, or modify guidelines for pruning, planting, cutting, removing or altering of trees, and thereafter, the Municipal Arborist shall use those guidelines in making decisions pursuant to this ordinance.

#### Section 10 – Violations and penalties.

- a) Any violator of any provision of this article shall be subject to a civil penalty payable to the city. Each act of violation shall constitute a separate offense.
- b) Should any public tree be destroyed, the person causing the destruction shall also make restitution to the city in an amount equal to the cost to the city of removing the destroyed tree plus its replacement value.
- c) Whenever the municipal arborist determines there are reasonable grounds to believe there has been a violation of any provisions of this article, he/she may initiate enforcement proceedings in accordance with the citation system established in article VIII of chapter 2.
- d) In addition to the remedies set forth above, the municipal arborist, on behalf of the city, may seek an abatement of the violation, or injunctive relief, including an award of penalties and reasonable attorney fees, from the district court or the superior court.
- e) The court also may order a violator of this article to reimburse the city for the cost of any action that was necessary to correct violations of the ordinance. If the city is the prevailing party in an enforcement action, it shall be awarded reasonable attorney's fees and costs.

#### Section 11 - Severability.

The provisions of this ordinance shall be severable. If any portion of this ordinance is held to be invalid, the remainder of this ordinance and its application thereof shall not be affected.

#### Section 12 - Other laws and ordinances.

This ordinance shall not prohibit or prevent the city from pruning, cutting, altering, or removing trees when the pruning, cutting, alteration, or removal is ordered by the city council or its' designated administrative board for the following purposes:

- a) To layout, alter or widen the location of city roads or highways;
- b) To lessen the danger of travel on city roads or highways; or
- c) To suppress tree pests or insects.
- d) To replace street trees that have been removed and to add shade trees to the community forest

Should the city initiate work concerning street trees referenced above in Section 12 a), b) c) or d) the abutter shall be notified a minimum of 10 days prior to commencement of the work.

The consent of the municipal arborist is not required for planting, pruning, cutting, altering or removal of trees by the city for the foregoing purposes set forth in Section 9 of this ordinance. The consent of the municipal arborist is also not required for pruning, cutting or removal of trees in connection with routine maintenance of public parks and other public facilities which are managed by the Public Services Department of the city. The city shall, however, conform to any guidelines adopted pursuant to Section 10 of this ordinance in any actions taken for the foregoing purposes.





## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 2/17/2015

**Ordinance** 07-02022015

**Author:** Denis D'Auteuil

**Subject:** Conservation Commission and Tree Harvesting

**Information:** City staff will present two new ordinances for adoption by the City Council as well as the adoption of recommended updates to an existing ordinance. The ordinances would create a conservation commission and establish improved standards for the management and maintenance of city owned trees, forests, and parks.

### Advantages:

- With the changes of our Parks and Recreation Advisory Board being re-focused on recreation and special events the conservation commission would provide needed focus on the city of Auburn's parks, open spaces, shade trees, and forests.
- By establishing conservation commissions there are opportunities to build plans for conserving Auburn's natural resources, as laid out in the comprehensive plan, and place a focus on forests in the city of Auburn.
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### Disadvantages:

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**City Budgetary Impacts:** None

**Staff Recommended Action:** Staff recommends that the Conservation Commission Ordinance and the Tree Maintenance Ordinance be adopted by the City Council. Staff also recommends that current Tree Maintenance ordinance be updated and adopted with the proposed language.

**Previous Meetings and History:**

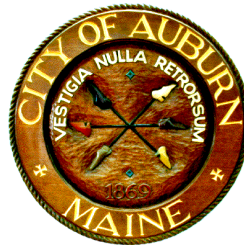
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---

**Attachments:**

1. Proposed Conservation Commission Ordinance 07-02022015

Tizz E. H. Crowley, Ward One  
Robert Hayes, Ward Two  
Mary Lafontaine, Ward Three  
Adam R. Lee, Ward Four



Leroy Walker, Ward Five  
Belinda Gerry, At Large  
David Young, At Large

Jonathan P. LaBonte, Mayor

## IN CITY COUNCIL

### ORDINANCE 07-02022015

Be it ordained by the Auburn City Council, that the following ordinance for a Conservation Commission be adopted (Part II – Code of Ordinance, Chapter 2 – Administration, Article V – Boards, Commissions and Committees, Division 5).

#### CITY OF AUBURN

#### CONSERVATION COMMISSION

##### **Section 1. - Commission established.**

A conservation commission is hereby established pursuant to 30-A M.R.S.A. §§ 3261-3263 to consist of seven (7) members appointed by the city council, all of whom shall be residents of the city. The terms of office shall be three (3) years except that initial appointments after the date of adoption of this Ordinance shall be such that the terms of no more than three (3) members shall expire in any single year. For that purpose, the city council shall initially appoint three members for terms of one year, two members for terms of two years, and two members for terms of three years, such that the terms of approximately one-third of the members shall expire each year. There shall be one (1) ex-officio member of the board consisting of the City Manager or his/her designee.

##### **Section 2. - Purpose.**

The purpose of the conservation commission shall be to serve as a research, advisory and advocacy group on environmental and conservation issues relating to the city.

##### **Section 3. - Qualifications.**

All members of the commission shall be selected upon the basis of their knowledge of or interest in conservation, environmental science or related fields.

##### **Section 4. - Powers and duties.**

The commission:

- (a) Shall keep records of its meetings and activities and make an annual report to the city council;
- (b) Shall conduct research, in conjunction with the planning board, into local land areas, which shall be initiated by majority votes of both the commission and the planning board;
- (c) Shall seek to coordinate the activities of conservation bodies organized for similar purposes;
- (d) Shall keep an index of all open areas within the city, whether publicly or privately owned, including open marshlands, swamps and other wetlands, for the purpose of obtaining information relating to the proper protection, development or use of those open areas. The commission may recommend to the city council or to any Board of the city or to any body politic or public agency of the state a program for the better protection, development or use of such open areas, which may include the acquisition of conservation easements;
- (e) May advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which it considers necessary, if municipal appropriations provide financial resources to do so;
- (f) Shall assist staff in the preparation of park and trail plans, the identification of new sites to be added to the park system, recommendations on designation of open space areas, and grant assistance;
- (g) Shall coordinate applications for grants from the Federal or State governments, or private sources, to improve conservation assets for the city including parks, trail and the community forest.
- (h) Shall undertake any other conservation or environmental activity referred to it by the city council.
- (i) May recommend to the city council the acceptance of gifts in the municipality's name for any of the commission's purposes.
- (j) Shall develop a plan for and provide advice to city staff and agencies regarding the management of the community forest including the anticipated impact of proposed development;
- (k) Shall raise community awareness regarding the importance of the community forest;
- (l) May raise funds to establish a community forest trust fund;
- (m) Shall adopt by-laws to govern the internal affairs of the commission; and
- (n) May perform such other functions as are permitted by this Code.

**Section 5. - Officers, meetings and records.**

- (a) The members shall elect from their membership a chairperson, treasurer, a vice-chairperson and a secretary. Officers shall serve two year terms.
- (b) All meetings of the commission shall be open to the public, and notice, if required by law, should be

provided to the public about such meetings.

- (c) Minutes shall be kept of all meetings.

## **Section 6. – Committees**

- (a) Establishment: The chairperson may appoint special committees for purposes and terms approved by the Conservation Commission.
- (b) Lewiston-Auburn Community Forest Board: The Lewiston-Auburn Community Forest Board will be a standing subcommittee of the Auburn Conservation Commission. The purpose of the Community Forest Board is to plan for and provide advice to city staff and the conservation commission regarding the management of the community forest. The Conservation Commission shall designate two members to serve on the Lewiston-Auburn Community Forest Board. The Lewiston-Auburn Community Forest Board shall develop and implement a Community Forest Program that enhances, preserves, protects, and maintains the community Forest. Primary activities are to:
- Advocate for the community forest;
  - Develop a plan for and provide advice on the management of the public sector portion of the community forest;
  - Educate the communities about the community forest and how to care for it;
  - Raise funds, including grants, and establish a Community Forest Trust;
  - Develop and advise on policy changes for approval by the City Councils;
  - Advise and consult on community forest issues and projects
  - Communicate and coordinate with City staff, Planning Boards, and other community programs to avoid duplications of efforts and to combine resources to meet goals.

## **Section 7. - Limits of authority.**

Nothing contained within this section shall supersede the provisions of the Charter or contrary provisions of the Code. No powers and duties which may be exercised by conservation commissions under state statute which are not explicitly provided in this article may be exercised by the commission created herein.





## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 02-17-2015

**Ordinance** 08-02022015

**Author:** Howard Kroll, Acting City Manager

**Subject:** Ordinance Amendment

**Information:** Staff has recommended that the Tax Assessor and Assessing Department be merged into the Finance Department. Implementation would require amending the ordinance.

**Advantages:**

- (1) Improve efficiencies for customers who seek assessing information concerning their property. Merging Assessing into Finance will provide that.
- (2) Commitment of taxes will be more organized and structured versus one department seeking information from another.

**Disadvantages:**

- (1) none

**City Budgetary Impacts:** Merging the two departments into one will stabilize the cost of doing assessing services. There will be less need to contract out for services that otherwise would need to be done by a contractor such as quarterly reviews.

**Staff Recommended Action:** Recommend passage

**Previous Meetings and History:** 1/20/2015 Council workshop

**Attachments:**

Ordinance 08-02022015 (Division 7- ASSESSOR Section 2-256- POWERS AND DUTIES)

# City of Auburn, Maine

## Office of the City Manager



**TO:** Mayor and City Council  
**FROM:** Howard Kroll, City Manager  
**RE:** Reorganization of the Tax Assessing Department  
**DATE:** January 14, 2015

The Council meeting of January 5, Karen Scammon was appointed Tax Assessor for a two-year period from 2/1/15 through 1/31/17. Ms. Scammon served as Interim Assessor upon the resignation of the previous Assessor in June of 2014. At the time of this interim appointment, there were two vacancies in an office that was staffed by three full-time employees. The interim appointment allowed me time to review potential models for delivering high quality, customer service-oriented tax assessment services and to determine if an alternative is a good fit for the City of Auburn. Delivery models reviewed included:

- providing all of the services through in-house staff;
- providing services with a combination of in-house staff and contracted appraisal services;
- fully contracting out the full services; and
- consolidating assessing services with the City of Lewiston.

These various models have advantages and disadvantages which have been previously presented to the City Council. In summary, the alternate service delivery models do not provide significant cost savings, compromise customer service and/or the timeline for implementation will not address immediate staffing needs.

At this time I am proposing an internal reorganization that will combine the tax assessment functions with the Financial Services Department. I see a number of advantages to this reorganization. First of all, the taxation functions from assessment to tax commitment to tax collections to the lien process will be fully integrated within one department. Secondly, the current Financial Services personnel can perform a number of administrative and customer service tasks that will allow the Tax Assessor and Appraiser to concentrate on field work and other functions that require their specialized expertise. Thirdly, the proposed reorganization will provide a full work week of 42.5 hours of assistance to walk-in customers and telephone coverage for routine tax assessment questions. Currently, during the busiest times of the year, the Tax Assessor's Office is unable to return phone calls and answer e-mails on a daily basis.

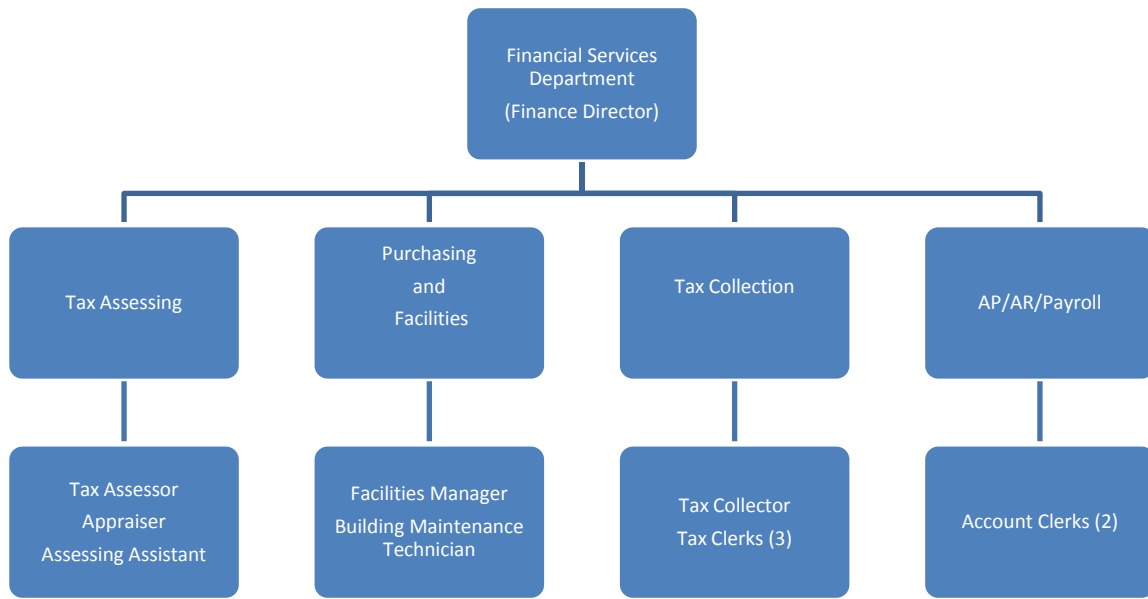
Under this proposal, the Financial Services Director will oversee four functions: assessing, AP/AR/Payroll, Tax Collection, and Purchasing/Facilities. An organization chart is attached. The

Tax Assessor, Appraiser and Assessing Assistant will continue to work out of their current location with the Community and Economic Development Department and the Tax Clerks out of their current location in the Financial Services Department. Every effort will be made to direct routine questions and data updates to the Tax Clerks.

The number of full time employees in the Tax Assessor's Office has declined since a high of 7 in 2004 to the current 3 positions. The Tax Assessing Office is part of the Economic and Community Development Department and receives administrative support from the Information Assistant and assistance from Code Enforcement with on-sight inspections and sharing of permit information. The Information Assistant for the Economic and Community Development Department has been transferred on a temporary basis to the Assessing Office to provide administrative support until the Office may become fully staffed or some other model implemented. The vacancy created by this temporary transfer has been backfilled through a temporary staffing agency.

**Budgetary Impacts:** It is difficult to estimate the impact on the budget however; the reorganization is expected to reduce the reliance on subcontracting services. Staff is working on a combined budget. Also, I will be evaluating the impact the new tasks will have on the Tax Clerks, and if warranted, adjust the pay scale. During the preparation of the FY 16 budget, the Tax Assessing budget will be moved from the Economic and Community Development budget to the Financial Services budget. The Tax Clerks will be cross-trained in data entry, and handling customer service inquiries.

If you approve this reorganization in concept, I will be submitting an amendment to the City Ordinances reflecting the change.



Tizz E. H. Crowley, Ward One  
Robert Hayes, Ward Two  
Mary Lafontaine, Ward Three  
Adam R. Lee, Ward Four



Leroy Walker, Ward Five  
Belinda Gerry, At Large  
David Young, At Large

Jonathan P. LaBonte, Mayor

## IN CITY COUNCIL

### ORDINANCE 08-02022015

Be it ordained by the Auburn City Council, that the Code of Ordinance (Chapter 2, Article III, Division 7- Tax Assessor, Sec. 2-256 (a)) be amended as follows;

#### DIVISION 7. - TAX ASSESSOR

Sec. 2-256. - Powers and duties.

(a)

The tax assessor shall be the administrative head of the assessing operations in the Finance department and shall, with the approval of the city manager, have power to appoint such assistants as he may require and as shall from time to time be authorized by the city council. The Tax Assessor will be a direct report to the Finance Director.



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 02-17-2015

**Ordinance** 09-02022015

**Author:** Howard Kroll, Acting City Manager

**Subject:** Ordinance Amendment

**Information:** Staff has recommended that the Tax Assessor and Assessing Department be merged into the Finance Department. Implementation would require amending the ordinance.

**Advantages:**

- (1) Improve efficiencies for customers who seek assessing information concerning their property. Merging Assessing into Finance will provide that.
- (2) Commitment of taxes will be more organized and structured versus one department seeking information from another.

**Disadvantages:**

- (1) none

**City Budgetary Impacts:** Merging the two departments into one will stabilize the cost of doing assessing services. There will be less need to contract out for services that otherwise would need to be done by a contractor such as quarterly reviews.

**Staff Recommended Action:** Recommend passage

**Previous Meetings and History:** 1/20/2015 Council workshop, 2/9/2015 public hearing and passage of first reading

**Attachments:**

Ordinance 09-02022015 (Division 3- FINANCE Section 2-359- Established)

Tizz E. H. Crowley, Ward One  
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David Young, At Large

Jonathan P. LaBonte, Mayor

## IN CITY COUNCIL

### ORDINANCE 09-02022015

Be it ordained by the Auburn City Council, that the Code of Ordinance (Chapter 2, Article IV, Departments, Division 3 Finance, Sec. 2-359) be amended as follows;

**Sec. 2-359. - Established.**

The finance department responsibilities shall consist of accounting, assessing, collections and purchasing.



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 2/17/2015

**Order** 12-02172015

**Author:** Reine Mynahan, Community Development Director

**Subject:** Lead Loan Program Guidelines

**Information:** Last year the City of Auburn joined in an application with the City of Lewiston for a Lead Hazard Control Grant. A \$3.4 million grant was awarded in September, 2014. Lead funds will be available in Census Tracts 101,102, 103, 104, and 105. This is an expansion of the eligible areas from the previous grant. Further, the program has been restructured to assist more single family homeowners. The partners in this grant are now accepting applications for projects.

One of the commitments made by the City when joining in this grant was to commit funding from the Community Development Program for the required match. We will need a program guideline to establish the parameters of the program. The attached Lead Program guide provides for an interest-free loan of up to \$5,000, as described in the Lead Grant application to HUD. The amortization period will be determined by the Community Development Loan Committee based on the building's cash flow.

**Advantages:** The lead program provides significant dollars for housing upgrades that will help with preservation of the housing stock. The grant will also result in a significant increase in working hours for employees of the abatement companies. Most importantly, the children who live in the improved units will benefit from a healthier place to live. In addition to making homes lead safe, each unit will be considered for a healthy homes intervention.

**Disadvantages:** None

**City Budgetary Impacts:** 3 years of dedicated funding towards this effort from the Community Development Program, approximately \$36,750 per year.

**Staff Recommended Action:** Approve

**Previous Meetings and History:** Workshops of January 22, 2013, June 17, 2013, and February 9, 2015.

**Attachments:** Lead Program guideline  
Order 12-02172015



# **LEAD PROGRAM**

## **A. PROGRAM GOAL**

The goal of the Lead Program is to make housing lead safe. The Lead Program is funded by the Community Development Block Grant Program, and is intended as match funds to the Lead Hazard Control Grant. The program is subject to all of the Community Development Program rules.

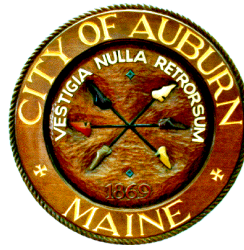
## **B. ELIGIBILITY CRITERIA**

1. The applicant must own the property to be improved or will own at the time of the closing.
2. The property to be improved may be an owner-occupied or investor-owned year-round residential structure
3. The occupant of the unit to be improved must have income that is less than 80% of area median income.
4. The property must be located in either Census Tracts 101, 102, 103, 104 or 105. Loan funds will be available in all areas of the City when there is a Department of Health and Human Services order for abatement because of a lead-poisoned child.
5. Improvements shall be to eliminate lead hazards in the residential unit, common area serving that unit, exterior painted surfaces, and the bare soil of the building perimeter and play areas.

## **C. LOAN CATEGORIES AND TERMS**

1. The maximum loan amount \$5,000 per unit.
2. The interest rate shall be 0%.
3. Loan term shall be established by Community Development staff with approval of the Community Development Loan Committee based on financial capacity of the applicant. The maximum loan term is 20 years.

Tizz E. H. Crowley, Ward One  
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David Young, At Large

Jonathan P. LaBonte, Mayor

## **IN CITY COUNCIL**

### **ORDER 12-02172015**

ORDERED, that the Auburn City Council hereby adopts the Lead Loan guidelines as recommended by Community Development staff.



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 2/17/15

**Order** 13-02172015

**Author:** Eric Cousens, Deputy Director, Planning and Permitting

**Subject:** Resolution to Adopt the New Auburn Village Center Plan as an Amendment to the 2010 Comprehensive Plan

**Information:** Completed in August 2014, the “New Auburn Village Center Plan” (NAVCP) was created over a two year period through the funding and efforts of the Androscoggin Transportation Resource Center, a Citizen Steering Committee, Staff and Consultants TY Linn and MRLD. The plan makes recommendations to accomplish the goals of the New Auburn Master Plan (2010) that will redevelop and transform New Auburn into a thriving Village Center that draws new residents, businesses and visitors. The NAVCP proposes a new “Riverway” Road and Greenway along the Little Androscoggin River, new mixed use business and parking areas and various intersection and roadway improvements. The plan needs to be formally adopted by the City Council in order to make it part of and an amendment to the 2010 Comprehensive Plan.

**Advantages:** Once formally adopted, the NAVCP will help to guide policy, land use decisions, direct the implementation strategy of the plan’s recommendations and act as a source document for grants and other funding resources. Adopting the NAVCP will be the final step in a long public planning process and will now provide the residents of New Auburn and the members of the Steering Committee the satisfaction of seeing their hard work become reality through the plan’s implementation. The implementation of the NAVCP will create greater land value over time.

**Disadvantages:** Adopting the plan and its subsequent implementation will require perseverance, patience, and challenging funding and planning decisions.

**City Budgetary Impacts:** Adopting the NAVCP will have no budgetary impacts. The estimated costs of recommended projects are contained in the plan.

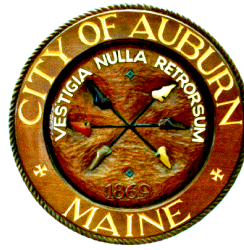
**Staff Recommended Action:** Approve the resolution to adopt.

**Previous Meetings and History:** The draft NAVCP was endorsed by the NAVCP Committee on February 6, 2014 and the final draft was submitted by the consultant on July 25, 2014. The final draft plan was presented at a special joint meeting with the Auburn Planning Board and City Council on July 28, 2014. The initial request for adoption was made at the City Council work session on February 9, 2015.

**Attachments:**

1. Final Draft of New Auburn Village Center Plan- (Available on City web site at: <http://www.auburnmaine.gov/pages/government/new-auburn-village-center-study-auburn-maine> )
2. Order 13-02172015

Tizz E. H. Crowley, Ward One  
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Mary Lafontaine, Ward Three  
Adam Lee, Ward Four



Jonathan P. LaBonte, Mayor

Leroy Walker, Ward Five  
Belinda Gerry, At Large  
David Young, At Large

## IN CITY COUNCIL

Order 13-02172015

Ordered, that the Auburn City Council hereby adopts the 2014 New Auburn Village Center Plan as an amendment to the 2010 Comprehensive Plan.



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 2/17/15

**Order** 14-02172015

**Author:** Eric Cousens, Deputy Director Planning and Permitting

**Subject:** Resolution to Direct 2014-15 CIP funds towards New Auburn Road Design

**Information:** The completed and soon to be adopted New Auburn Village Center Plan (NAVCP) includes a number of recommendations that will lead to the redevelopment and revitalization of New Auburn. One of key directives and priorities of the plan is the design and construction of a new street (the "Riverway) and a Greenway on the adjacent land along the Little Androscoggin River. (Attachment 1) CBDG funding has already been dedicated for the design of the New Auburn Greenway and coordinating the design of the two closely related projects is very important. The City's 2014-15 CIP budget includes \$400,000 for Comprehensive Plan Property Acquisition and Implementation. \$250,000 is being requested for the design of the proposed Riverway Road. A combined RFP will be created for both the Greenway and road design.

**Advantages:** The development of the New Auburn Greenway and Riverway will create both a recreational and social amenity (the Greenway) and prime development opportunity for new construction of mixed use and internal parking (the Riverway). These combined areas will generate interest and momentum for additional redevelopment in the New Auburn Village Center area and greatly increase the property values in the area. The development of the Riverway will also create more developable land by removing areas currently in the 100 year flood plain

**Disadvantages:** The funding for design of the Riverway will utilize funds that might be used for other Comprehensive Plan implementation projects. The construction of the Greenway and Riverway will cause temporary disruptions in the affected area.

**City Budgetary Impacts:** The funds requested are already contained in the approved City's FY 2015 Budget.

**Staff Recommended Action:** Staff recommends approval of the resolution to direct funding for the design of the Riverway.

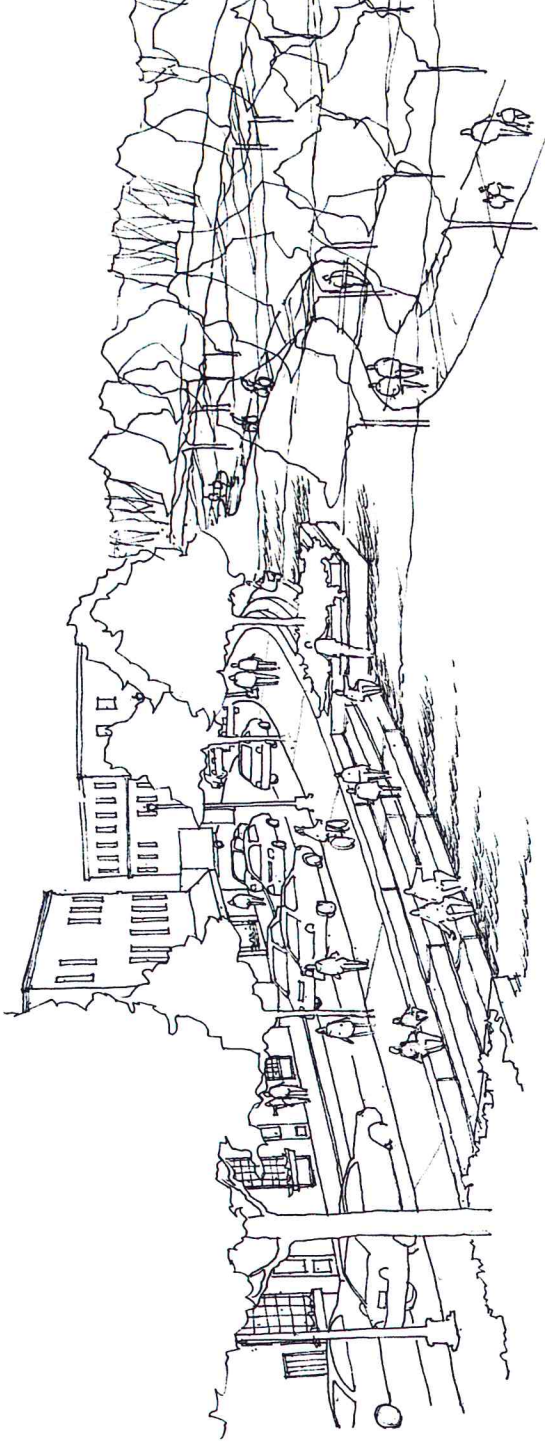
**Previous Meetings and History:** This proposal was presented to the City Council at a February 9, 2014 work session.

**Attachments:**

1. Excerpts from the 2014 New Auburn Village Center Plan (Cover, pages 6-8 and pages 31-33)
2. Council Order 50-06162014- Adopted CIP Budget for FY 2015 and description page.
3. Order 14-02172015

# New Auburn Village Center Study

Auburn | Maine



15 August 2014



Androscoggin Transportation Resource Center

*planning for the movement of goods and people in our community*

**TYLIN**INTERNATIONAL

**MRLD**

Landscape Architecture + Urbanism

## 1.1 Overview of the 2014 Master Plan

The 2014 Master Plan focus area is approximately 18 acres. The 2014 Master Plan maximizes the potential of the area, creating a blue print for an urban neighborhood that is highly livable and can be phased in over a number of years through strategic transportation, infrastructure and open space improvements in order to leverage private sector investment. The 2014 Master Plan looks to the success that other communities have had with embracing riverfronts as well as how the design of streets and parking facilities is often critical in the function of public / private revitalization initiatives. In summary, the 2014 Master Plan balances the need to design a place of a specific character with the realities of traffic planning – however the emphasis is not on designing a downtown that is a conduit for vehicles, but more a place for people. Key aspects of the 2014 Master Plan include:

- Accepting a lower level of service for intersection functions – focusing on local placemaking and the pedestrian environment versus accommodating pass through traffic at the expense of the character and economy of New Auburn Village Center;
- Relocating the Lown Peace bridge to the Mill Street / Riverside Drive intersection. This routes traffic to Mill Street – creating a “Main Street” – and allows for the new “Riverway” and “Androscoggin” blocks to evolve as quiet, dense neighborhoods that take advantage of views and access to the Little Androscoggin and Androscoggin Rivers;
- Closing Riverside Drive between Mill and Broad to create an internal shared parking allowing for perimeter development;
- Closing Second Street between Broad and Mill (and creating the Riverway) to create an internal shared parking allowing for perimeter development;
- Closing Third between Broad and Mill creating infill development opportunities as well as internal shared parking;
- Maximizing on-street parking and minimizing curb cuts;
- Constructing an esplanade along the Riverway overlooking the Little Andy Park. This esplanade and steps will be on fill that will create a defined edge to the flood plain, creating new redevelopment opportunities above the 100-year flood plain elevation;
- Continuing the Little Andy Park to a “Broad Street Plaza” – a new civic space and overlook at the location of the existing bridge;
- Locating a Riverwalk between the Androscoggin Block buildings and the Androscoggin River to allow for public access as well as economic development opportunities;

- Placing buildings close to the sidewalk and street in a traditional manner;
- Creating vibrant and safe streetscapes with wide sidewalks, street trees, pedestrian-scaled lighting, bike racks and other amenities;
- Designing all streets to comply with Auburn’s Complete Street policy, and;
- Raising new development blocks above the 100-year flood plain to streamline permitting and reduce construction and insurance costs





**NEW AUBURN VILLAGE CENTER STUDY**  
 WRLD / TY LIN

- PROPOSED THREE STORY BUILDINGS
- EXISTING BUILDINGS



**Figure 2: 2014 New Auburn Village Center Master Plan**

## 1.4 Transportation Phasing and Implementation

This section of the Study covers project phasing and implementation and what transportation system components can be constructed as standalone projects or are a function of other activities. **Figure 13** illustrates how the overall 2014 Master Plan improvements can occur in a systematic and realistic fashion given the timing of area-wide infrastructure activities, most notably reconstruction of the Lown Peace Bridge. It should be noted that many of the improvements detailed will be implemented as re-development activities occurs and thus there may be additional phases not specified in this section. The section is intended to discuss larger phasing issues and concludes that major components of the Plan can proceed without waiting.

- Phase 1 of the Implementation Plan consists of the construction of the Riverway Area (bounded by Mill Street and Broad Street) and is estimated to cost \$2.7M. This area of improvements can occur without the relocation of the Lown Peace Bridge. If fully developed and improved, a temporary traffic signal may be required at the intersection of the Riverway and Broad Street. This intersection will serve as a key access point for the Riverway area and heavy traffic volumes to and from Lewiston will continue with no changes to the Lown Peace Bridge, and thus high-level traffic control is required. Key reasons why construction of the Riverway is suggested to proceed first include:
  - As noted above the Riverway can proceed independent of a relocated Lown Peace Bridge.
  - The City controls land in this area, including the Little Andy Park and the Second Street ROW. This land can be leveraged for open space, shared parking, and infill development.
  - The Riverway Block will establish the desired character for the area, helping jump start economic development.
- Phase 2 of the project generally consists of the area of the triangle bounded by Mill Street, Main Street, and Broad Street. This area of improvement can occur at any time. Closure of 3<sup>rd</sup> Street does not require any special action to the area transportation system. The cost of this phase is estimated to be \$5.7M.
- Phase 3 of the Implementation Plan is estimated to cost \$4.2M and generally includes the intersection area of South Main Street/Broad Street/4<sup>th</sup> Street. The plan notes suggested changes to the street network layout in the residential neighborhood that attempts to create a street grid system. This suggested change will introduce traffic impacts to some streets and a robust public process is suggested. Accordingly, the suggested recommendations in the plan should not proceed until a separate specific public process is performed.

- Phase 4 of the Implementation Plan generally consists of the triangle bounded by Mill Street, Broad Street, and Riverside Drive. The cost of this phase is estimated to be \$5.25M. A significant portion, if not all, of this area cannot be constructed until the Lown Peace Bridge is relocated opposite Mill Street. Heavy traffic volumes to and from Lewiston cannot be accommodated through the Mill Street/Broad Street intersection given intersection alignment geometry. Broad Street between Mill Street and the Peace Bridge cannot be improved until the bridge is relocated. The Mill Street/Broad Street can't be fully improved until the Peace Bridge is relocated. The eastbound Mill Street and northbound Broad Street approaches can be improved prior to the bridge relocation.



**Figure 13: 2014 Master Plan Transportation Phasing**

Tizz E. H. Crowley, Ward One  
 Robert Hayes, Ward Two  
 Mary Lafontaine, Ward Three  
 Adam Lee, Ward Four



Leroy Walker, Ward Five  
 Belinda Gerry, At Large  
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Jonathan LaBonte, Mayor

IN CITY COUNCIL

ORDER 50-06162014

**ORDERED**, that Capital Purchases (CIP) Bond Projects for FY 2015 in the amount of \$8,200,000 Acquisition of the following capital equipment and the design, construction, renovation, and rehabilitation of the following capital improvements, all constituting part of the City's FY15 Capital Improvement Program:

<b>Department</b>	<b>FY15 Projects Only (See CIP for full description)</b>	<b>Proposed Financing</b>	<b>CIP</b>	<b>FY 2015 CIP Bond</b>
School	Building and Equipment Improvements	Bond	CIP	\$2,181,365
Engineering	Reconstruction	Bond	CIP	\$1,100,000
Engineering	Reclamation/Resurfacing	Bond	CIP	\$1,000,000
Engineering	Major Drainage	Bond	CIP	\$100,000
Engineering	MDOT Match	Bond	CIP	\$1,100,000
Engineering	Retaining Wall (Engineering & Design)	Bond	CIP	\$75,000
Engineering	Sidewalks	Bond	CIP	\$150,000
Engineering	Bridge Maintenance	Bond	CIP	\$75,000
Fire	Generator For South Main St Station	Bond	CIP	\$25,000
PW-Facilities	Heating Oil Tank Conversion	Bond	CIP	\$25,000
PW-Facilities	Energy Efficiency Upgrades (Lighting, etc)	Bond	CIP	\$120,000
Public Works	Replace Street Sweeper	Bond	CIP	\$236,250
Public Works	Replace 7 Yd Plow Truck	Bond	CIP	\$180,000
Public Works	Replace 12 Yd Plow Truck	Bond	CIP	\$235,000
Public Works	Replace Front End Loader	Bond	CIP	\$255,000
Public Works	Message Sign Board	Bond	CIP	\$25,000
Public Works	Side Dump Body/Hydraulic Pump	Bond	CIP	\$38,700
Planning	Dangerous Building Demolition	Bond	CIP	\$150,000
PW-Facilities	Replace Generator Transfer Switch	Bond	CIP	\$25,000
Planning	Comp Plan Property Acquisition Program	Bond	CIP	\$400,000
Library	Masonry Repairs	Bond	CIP	\$47,167
Recreation	Renovate Softball Fields	Bond	CIP	\$72,000
Parks	Festival Plaza Canopies	Bond	CIP	\$60,000
Recreation	Repurpose Ingersoll Arena	Bond	CIP	\$490,000
Contingency	Retained earnings for bid variances			\$34,518
<b>TOTALS</b>				<b>\$8,200,000</b>



City of Auburn, Maine  
FY15 - FY25 Capital Improvement Program  
Project Description Worksheet

Fiscal Year: 2015

Priority:

**Project Title:** Comprehensive Plan Property Acquisition, Demolition and Improvements

**Project Purpose:** Implementation of Comp Plan

**Department:** Planning, Permitting & Code

**Project:**

Property acquisition, building demolition and beautification in Gateway Transition, Riverfront

**Description:** Transition and other Districts as properties become available. Council to be presented individual opportunities as they arise for quick decisions with funding allocated in advance.

**Location:**

**Justification:** Comprehensive plan identifies need. Funding is the only way to make it happen.

**Useful Life:**

Yrs

Cost FY 2015: \$400,000    Cost FY 2016: \$0    Cost FY 2017: \$0    Cost FY 2018: \$0    Cost FY 2019: \$0    Cost FY 2020: \$0    Cost after 6 years: \$0    **Total Cost: \$400,000**

**Cost breakdown and funding source(s)**

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Acquisition		2015	50.00%	\$200,000	
Construction		2015	25.00%	\$100,000	
Other:Demolition		2015	25.00%	\$100,000	

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Jonathan P. LaBonte, Mayor

## IN CITY COUNCIL

### ORDER 14-02172015

ORDERED, that the Auburn City Council hereby allocates \$250,000 of the \$400,000 CIP Comprehensive Plan Property Acquisition Program to be used for the design of the "Riverway" as recommended in the New Auburn Village Center Plan.



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 2/17/2015

**Order** 15-02172015

**Author:** Sue Clements-Dallaire

**Subject:** Funding LA Arts \$12,691

**Information:** Order to approve funding LA Arts in the amount of \$12,691 for work accomplished from July 1<sup>st</sup> through December 31<sup>st</sup> of 2014 (\$5,846) and for the additional work planned for the remainder of the fiscal year (\$6,845).

**Advantages:**

**Disadvantages:**

**City Budgetary Impacts:**

**Staff Recommended Action:** Recommend passage

**Previous Meetings and History:** 2/9/2015 presentation and discussion with Josh Vink.

**Attachments:** Order 15-02172015





## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 17 Feb 15

**Order** 15-02172015

**Author:** Howard Kroll, Acting CM

**Subject:** LA Arts Funding Request

### Information:

L/A Arts seeks \$12,691 from the City of Auburn for work already accomplished from July 1st through December 31st of 2014 (\$5,846) and an additional work planned for the second half of the fiscal year (\$6,845). During the first half of the fiscal year, L/A Arts worked closely with City staff to develop several initiatives within the scope of the original proposal and to develop several new initiatives. This supplement to our original proposal outlines the progress made on these projects and details planned steps for the second half of fiscal year 2015.

### I. General Administration

Over the past year, L/A Arts has interacted and corresponded with multiple levels of City staff to increase the depth of planning and our overall partnership with the City of Auburn on arts and cultural projects. This work has included both L/A Arts and City staff led projects. In order to build a strong relationship with the City of Auburn, we have maintained a presence and have materially participated in the major arts and cultural initiatives coming out of the City.

To further our relationship in the future, we propose to present semi-annual initiative updates to the City Council. Auburn's funding helps to compensate L/A Arts for general operating salary costs associated with planning and project implementation, as well as direct costs associated with materials, IT, and promotion.

### Advantages:

- (1) Create a new relationship with L/A Arts that will allow the CITY COUNCIL to DIRECT L/A Arts on their preferred Arts program throughout AUBURN;
- (2) Allows the City Council to review L/A Arts Work Plan and make changes as the Council deems necessary; and
- (3) Allows L/A Arts the opportunity to submit a proposal that will meet the City Council's Budget Resolve.

### Disadvantages:

- (1) None- City Council can approve or disapprove the request and or make recommendations to resubmit if it is not what the Council wants.

**City Budgetary Impacts:** Arts and Culture line item was budgeted for \$17,000 in FY15. If approved it would reduce the amount available to \$4,309.

**Staff Recommended Action:** Review the application, confirm the work plan and if it is meets Council expectations approve.

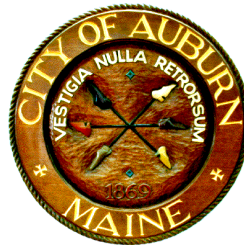
### Previous Meetings and History:

2/9/15 City Council Meeting- Communications with attachments.

**Attachments:** Draft budget

City Manager or Assistant City Manager signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tizz E. H. Crowley, Ward One  
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Adam R. Lee, Ward Four



Leroy Walker, Ward Five  
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David Young, At Large

Jonathan P. LaBonte, Mayor

## **IN CITY COUNCIL**

### **ORDER 15-02172015**

ORDERED, that the City Council hereby authorizes funding LA Arts in the amount of \$12,691 for work accomplished from July 1<sup>st</sup> through December 31<sup>st</sup> of 2014 (\$5,846) and for the additional work planned for the remainder of the fiscal year (\$6,845) from the \$17,000 appropriated in the FY 16 budget for Arts and Culture in Auburn.



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 2/17/2015

**Ordinance** 10-02172015

**Author:** Sue Clements-Dallaire

**Subject:** Proposed amendment to the Mass Gathering ordinance (section 2-251)

**Information:** The Mass Gathering ordinances section 14-275 alcoholic beverages was amended (public hearing and passage of the first reading on 1/26/2015 and passage of the second and final reading was on 2/9/2015). Additional amendments to the Mass Gathering ordinance were recommended by Councilor Lee under section 2-251. Permit required; application. A new public hearing and two separate readings are required in order to amend this section of the Mass Gathering ordinance.

**Advantages:** It holds organizers of the Mass Gathering accountable.

**Disadvantages:** I do not see any apparent disadvantages from a City standpoint however, it is an extra step in the process for the organizer who may find it burdensome.

**City Budgetary Impacts:** None

**Staff Recommended Action:** Recommend passage

**Previous Meetings and History:** 1/26/2015 and 2/9/2015

**Attachments:** Ordinance 10-02172015

Sec. 14-251(e) The following shall be included with the application for permit:

(1)

The name, address, and phone number of the operator and the owner of the property. If the operator is not a resident of Maine, the operator must list the name of a designated agent in Maine who will receive all notices in connection with the issuance of revocation of the permit or the filing of any claim against the security bond or public costs escrow.

(2)

A description of the proposed mass gathering. The operator shall include information, including the dates and locations, number of persons who attended and the names of the sponsoring organization and promoter, if any, regarding the three most recent mass gatherings which he sponsored and, when a performance of some type is to be presented, the operator shall include information regarding the three most recent performances, if any, of the same person or persons.

(3)

An outline map of the area to be used showing the location of all proposed toilets to be used, lavatory and bathing facilities, water supply sources, areas of assemblage, camping areas, food service areas, ingress and egress of pedestrian and vehicular traffic, egress roads, refuse disposal and collection facilities, first aid buildings or area, telephones, sources of potable water, seating areas, stages, refuse containers, electrical connections, lighting, parking areas and spaces, all water bodies, streams, brooks, and wetlands within 250 feet of the mass gathering area or that may be affected by the activities at the mass gathering, fire hydrants, and, if permitted, the location of areas where fires are permitted.

(4)

Detailed drawings of toilet facilities, sewage disposal system, lavatory and bathing facilities, and water supply system.

(5)

Size of area to be used.

(6)

An anticipated attendance figure and dates and hours which mass gathering will be held.

(7)

Details of provisions for preventing people in excess of maximum permissible number from gaining access to mass gathering area.

(8)

Detailed description of the water supply to be used including, but not necessarily limited to:

(9)

The source and its treatment and protection from pollution.

(10)

For water distributed under pressure, the operating pressures to all fixtures and the rate of delivery in gallons per person per day.

(11)

Where water is not available under pressure, and non-water carriage toilets are used, the gallons of water per person per day to be provided for drinking and washing purposes.

(12)

Source of transported water.

(13)

Manner of storage and dispensing of transported water.

(14)

Detailed description of excreta and liquid waste disposal facilities, including but not necessarily limited to:

a.

Facilities to be provided.

b.

Maintenance.

c.

If public sewer system available, whether all plumbing fixtures and building sewers shall be connected thereto.

d.

Name and address of the company which will be providing and servicing the toilets.

(15)

Detailed description of refuse disposal including, but not necessarily limited to:

a.

Measures to prevent odor, insect, rodent, and other nuisance conditions.

b.

The number and size of refuse containers to be provided.

c.

Accessibility of refuse containers.

d.

Frequency of collection of refuse. Location of disposal of refuse.

e.

Plans for cleaning area of refuse following mass gathering.

f.

For area where cars and recreational vehicles to be parked, number of rubbish disposal facilities per car or recreational vehicle.

g.

Detailed description of vermin and vector control.

(16)

Detailed description of grounds including, but not necessarily limited to:

a.

Illumination - location and light level intensities.

b.

Size of areas for assemblage, camping and parking.

c.

Width of service roads.

d.

Number of parking spaces per person and density per vehicle.

(17)

Detailed description of sanitary facilities including, but not necessarily limited to:

a.

Number of toilets or urinals per person.

b.

Construction materials of buildings housing plumbing fixtures.

c.

Provisions for maintenance and cleaning of fixtures.

d.

Measures to provide privacy of toilets.

e.

Identification of water points or drinking fountains.

f.

Drinking facilities.

g.

Drainage of waste water.

(18)

Detailed description of medical facilities and services including, but not necessarily limited to:

a.

Names, positions, and qualifications of medical personnel to be available and a statement whether such personnel will be on site or on call.

b.

On site facilities and supplies.

c.

On site first aid vehicles.

d.

Communication systems available

e.

Statement whether area hospitals have been advised of gathering.

(19)

Detailed description of food service activities including, but not necessarily limited to:

a.

Facilities to be provided.

b.

Statement whether eating places servicing mass gathering are licensed.

(20)

Detailed description of safety precautions including, but not necessarily limited to:

a.

Electrical system and equipment.

b.

On site fire prevention equipment.

c.

Internal and external security control.



d.

A statement that the respective police and sheriff's departments have been notified.

(21)

Detailed description of noise control including, but not necessarily limited to:

a.

Proximity of closest inhabitant.

b.

Expected noise level in decibels at perimeters of mass gathering area.

[\(22\) For those applicants seeking approval for the sale and consumption of alcoholic beverages at their mass gathering, a detailed statement providing all information required by Section 14-275 and a signed written affirmation of intent to comply with all provisions of Section 14-275.](#)

Tizz E. H. Crowley, Ward One  
Robert Hayes, Ward Two  
Mary Lafontaine, Ward Three  
Adam R. Lee, Ward Four



Leroy Walker, Ward Five  
Belinda Gerry, At Large  
David Young, At Large

Jonathan P. LaBonte, Mayor

## IN CITY COUNCIL

### ORDINANCE 10-02172015

Be it ordained by the Auburn City Council, that the Code of Ordinances Chapter 14, Article IX - Mass Gatherings, section 14-251 (e) be amended to include the following language:

***(22) For those applicants seeking approval for the sale and for the sale and consumption of alcoholic beverages at their mass gathering, a detailed statement providing all information required by Section 14-275 and a signed written affirmation of intent to comply with all provisions of Section 14-275.***



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:**

**Order** 16-02172015

**Author:** Dan Goyette

**Subject:** Request for Emergency Funds

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### Information:

Due to the frequency and magnitude of the snowstorms this season, the Department of Public Services has exhausted its' snow related budgetary line items. We are requesting emergency funding in the amount of \$150,000. This funding will provide for additional funding in order to:

Supplement the salt budget. Currently there is funding for 5 storms (as of 2/11/15). This would allow for an additional 2 storms worth of salt.

Supplement the overtime budget. Currently we are overextended. This would provide funding for approximately 6-7 more events.

Supplement the snow removal budget. Currently we are overextended. This would provide funding for additional snow removal in order to run snow removal operations 3-4 more times.

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**Advantages:** This would provide the funding in order to continue to provide the safest roads possible during and following winter storms. The funds would be spent on an as needed basis. Any remaining funds will be returned.

### Disadvantages:

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**City Budgetary Impacts:** There is \$380,000 currently in the Emergency Reserve Account. This request would reduce that number by \$150,000.

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**Staff Recommended Action:** Approval of Emergency Funding

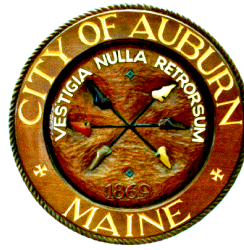
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**Previous Meetings and History:** This item was discussed with the Council at the February 9<sup>th</sup> meeting.

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**Attachments:** Order 16-02172015

Tizz E. H. Crowley, Ward One  
Robert Hayes, Ward Two  
Mary Lafontaine, Ward Three  
Adam R. Lee, Ward Four



Leroy Walker, Ward Five  
Belinda Gerry, At Large  
David Young, At Large

Jonathan P. LaBonte, Mayor

## **IN CITY COUNCIL**

### **ORDER 16-02172015**

ORDERED, that the City Council hereby authorizes the City Manager to provide additional funding in the amount of \$150,000 to the Public Services Department to fund snow removal operations. The funding will be from the emergency reserve account.

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services



**TO: Howard Kroll, Interim City Manager**

**FROM: Jill Eastman, Finance Director**

**REF: January 2015 Financial Report**

**DATE: February 10, 2015**

The following is a discussion regarding the significant variances found in the City's January financial report. Please note that although the monthly financial report contains amounts reported by the School Department, this discussion is limited to the City's financial results and does not attempt to explain any variances for the School Department.

The City has completed its seventh month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 58.3% of the annual budget. However, not all costs and revenues are distributed evenly throughout the year; individual line items can vary based upon cyclical activity.

### **Revenues**

Revenues collected through January 31st, including the school department were \$39,574,377 or 52.0%, of the budget. The municipal revenues including property taxes were \$28,495,577, or 52.76% of the budget which is less than the same period last year by 3.22%. The accounts listed below are noteworthy.

- A. The current year tax revenue is at 53.03% , less than last year by 2.95%.
- B. Excise tax for the month of January is at 62.71%. This is a \$76,889 increase from FY 14. Our excise revenues for FY15 are 4.4% above projections as of January 31, 2015.
- C. State Revenue Sharing at the end of January is 48.73% or \$803,826. This is 8.95% decrease this year from last January.
- D. Licenses and Permits are ahead of last year at this time by 3.08% or \$13,177.

## **Expenditures**

City expenditures through January 2015 were \$25,098,208 or 66.28%, of the budget. This is 4.59% more than the same period last year. Noteworthy variances are:

- A. The operating departments are all in line with where they should be at this time. Several line items are paid quarterly, semi-annually or annually thus creating the appearance of being over budget. I have and will continue to monitor each department's expenditures throughout the fiscal year.
- B. The TIF transfer has been made yet this year which is the major variance compared to last year at this time.

## **Investments**

This section contains an investment schedule as of January 31st. Currently the City's funds are earning an average interest rate of .19%.

Respectfully submitted,

A handwritten signature in black ink that reads "Jill M. Eastman". The signature is written in a cursive, flowing style.

Jill M. Eastman  
Finance Director

**CITY OF AUBURN, MAINE**  
**BALANCE SHEET - CITY GENERAL FUND, WC AND UNEMPLOYMENT FUND**  
AS of January 2015, December 2014, and June 2014

<b>ASSETS</b>	<b>UNAUDITED January 31 2015</b>	<b>UNAUDITED December 31 2014</b>	<b>Increase (Decrease)</b>	<b>AUDITED JUNE 30 2014</b>
CASH	\$ 8,537,364	\$ 10,838,948	\$ (2,301,584)	\$ 5,319,835
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	1,727,397	1,973,913	(246,517)	1,447,551
TAXES RECEIVABLE-CURRENT	18,733,961	19,050,331	(316,370)	140,913
DELINQUENT TAXES	618,996	620,771	(1,775)	533,344
TAX LIENS	667,828	703,499	(35,671)	1,390,006
NET DUE TO/FROM OTHER FUNDS	(1,544,098)	(2,154,861)	610,764	8,116,581
<b>TOTAL ASSETS</b>	<b>\$ 28,741,448</b>	<b>\$ 31,032,601</b>	<b>\$ (2,291,153)</b>	<b>\$ 16,948,230</b>
 <b>LIABILITIES &amp; FUND BALANCES</b>				
ACCOUNTS PAYABLE	\$ (143,369)	\$ (273,607)	\$ 130,238	\$ (568,395)
PAYROLL LIABILITIES	(86,481)	(102,577)	16,096	-
ACCRUED PAYROLL	(505)	(2,875)	2,370	(2,480,654)
STATE FEES PAYABLE	(29,225)	(41,799)	12,574	-
ESCROWED AMOUNTS	(53,717)	(53,107)	(610)	(43,526)
DEFERRED REVENUE	(19,708,334)	(20,062,150)	353,816	(1,792,296)
<b>TOTAL LIABILITIES</b>	<b>\$ (20,021,630)</b>	<b>\$ (20,536,115)</b>	<b>\$ 514,484</b>	<b>\$ (4,884,871)</b>
FUND BALANCE - UNASSIGNED	\$ (7,628,865)	\$ (9,405,534)	\$ 1,776,669	\$ (9,895,359)
FUND BALANCE - RESTRICTED FOR WORKERS COMP & UNEMPLOYMENT	776,017	776,017	-	-
FUND BALANCE - RESTRICTED	(1,866,970)	(1,866,970)	-	(2,168,000)
<b>TOTAL FUND BALANCE</b>	<b>\$ (8,719,817)</b>	<b>\$ (10,496,486)</b>	<b>\$ 1,776,669</b>	<b>\$ (12,063,359)</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ (28,741,448)</b>	<b>\$ (31,032,601)</b>	<b>\$ 2,291,153</b>	<b>\$ (16,948,230)</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - GENERAL FUND COMPARATIVE**  
**THROUGH January 31, 2015 VS January 31, 2014**

REVENUE SOURCE	FY 2015 BUDGET	ACTUAL REVENUES THRU JAN 2015	% OF BUDGET	FY 2014 BUDGET	ACTUAL REVENUES THRU JAN 2014	% OF BUDGET	VARIANCE
<b>TAXES</b>							
PROPERTY TAX REVENUE- PRIOR YEAR REVENUE	\$ 43,055,996	\$ 22,832,618	53.03%	\$ 42,844,641	\$ 23,972,057	55.95%	\$ (1,139,439)
HOMESTEAD EXEMPTION REIMBURSEMENT ALLOWANCE FOR ABATEMENT	\$ 495,000	\$ 383,752	77.53%	\$ 482,575	\$ 371,573	77.00%	\$ 12,179
ALLOWANCE FOR UNCOLLECTIBLE TAXES	\$ -	\$ -		\$ -	\$ -		\$ -
EXCISE	\$ 3,185,000	\$ 1,997,439	62.71%	\$ 3,068,500	\$ 1,920,550	62.59%	\$ 76,889
PENALTIES & INTEREST	\$ 145,000	\$ 73,809	50.90%	\$ 140,000	\$ 72,023	51.45%	\$ 1,786
<b>TOTAL TAXES</b>	<b>\$ 46,880,996</b>	<b>\$ 26,050,936</b>	<b>55.57%</b>	<b>\$ 46,535,716</b>	<b>\$ 27,054,068</b>	<b>58.14%</b>	<b>\$ (1,003,132)</b>
<b>LICENSES AND PERMITS</b>							
BUSINESS	\$ 48,300	\$ 37,058	76.72%	\$ 47,300	\$ 32,939	69.64%	\$ 4,119
NON-BUSINESS	\$ 339,300	\$ 207,925	61.28%	\$ 338,300	\$ 198,866	58.78%	\$ 9,059
<b>TOTAL LICENSES</b>	<b>\$ 387,600</b>	<b>\$ 244,982</b>	<b>63.20%</b>	<b>\$ 385,600</b>	<b>\$ 231,805</b>	<b>60.12%</b>	<b>\$ 13,177</b>
<b>INTERGOVERNMENTAL ASSISTANCE</b>							
STATE-LOCAL ROAD ASSISTANCE	\$ 440,000	\$ 397,504	90.34%	\$ 440,000	\$ 473,451	107.60%	\$ (75,947)
STATE REVENUE SHARING	\$ 1,649,470	\$ 803,826	48.73%	\$ 1,649,470	\$ 951,460	57.68%	\$ (147,634)
WELFARE REIMBURSEMENT	\$ 70,000	\$ 25,686	36.69%	\$ 53,000	\$ 29,234	55.16%	\$ (3,548)
OTHER STATE AID	\$ 22,000	\$ 3,356	15.26%	\$ 22,000	\$ 3,025	13.75%	\$ 331
CITY OF LEWISTON	\$ 155,000	\$ -	0.00%	\$ 155,000	\$ -	0.00%	\$ -
<b>TOTAL INTERGOVERNMENTAL ASSISTANCE</b>	<b>\$ 2,336,470</b>	<b>\$ 1,230,372</b>	<b>52.66%</b>	<b>\$ 2,319,470</b>	<b>\$ 1,457,170</b>	<b>62.82%</b>	<b>\$ (226,798)</b>
<b>CHARGE FOR SERVICES</b>							
GENERAL GOVERNMENT	\$ 132,040	\$ 94,471	71.55%	\$ 140,240	\$ 81,426	58.06%	\$ 13,045
PUBLIC SAFETY	\$ 485,703	\$ 219,148	45.12%	\$ 366,152	\$ 164,930	45.04%	\$ 54,218
EMS AGREEMENT(FY14)/TRANSPORT(FY15)	\$ 987,551	\$ 143,362	14.52%	\$ 100,000	\$ 58,333	58.33%	\$ 85,029
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 1,605,294</b>	<b>\$ 456,982</b>	<b>28.47%</b>	<b>\$ 606,392</b>	<b>\$ 304,689</b>	<b>50.25%</b>	<b>\$ 152,293</b>
<b>FINES</b>							
PARKING TICKETS & MISC FINES	\$ 26,000	\$ 29,984	115.32%	\$ 40,000	\$ 14,875	37.19%	\$ 15,109
<b>MISCELLANEOUS</b>							
INVESTMENT INCOME	\$ 10,000	\$ 2,005	20.05%	\$ 20,000	\$ 289	1.45%	\$ 1,716
INTEREST-BOND PROCEEDS	\$ 2,000	\$ -	0.00%	\$ 2,000	\$ -	0.00%	\$ -
RENTS	\$ 122,000	\$ -	0.00%	\$ 122,000	\$ -	0.00%	\$ -
UNCLASSIFIED	\$ 20,000	\$ 8,752	43.76%	\$ 17,500	\$ 47,794	273.11%	\$ (39,042)
SALE OF RECYCLABLES	\$ -	\$ -		\$ 4,800	\$ -	0.00%	\$ -
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 30,948		\$ -	\$ 30,935		\$ 13
SALE OF PROPERTY	\$ 20,000	\$ 2,333	11.67%	\$ 20,000	\$ 60,164	300.82%	\$ (57,831)
RECREATION PROGRAMS/ARENA	\$ -	\$ -		\$ -	\$ -		\$ -
MMWAC HOST FEES	\$ 206,000	\$ 122,468	59.45%	\$ 204,000	\$ 120,046	58.85%	\$ 2,422
9-1-1 DEBT SERVICE REIMBURSEMENT	\$ -	\$ -		\$ -	\$ -	0.00%	\$ -
TRANSFER IN: TIF	\$ 500,000	\$ -	0.00%	\$ 520,000	\$ -	0.00%	\$ -
TRANSFER IN: POLICE	\$ 20,000	\$ -	0.00%	\$ -	\$ -		\$ -
TRANSFER IN: PARKING PROGRAM	\$ 55,000	\$ -	0.00%	\$ -	\$ -		\$ -
TRANSFER IN: PD DRUG MONEY	\$ 45,000	\$ -	0.00%	\$ -	\$ -		\$ -
TRANSFER IN: REC SPEC REVENUE	\$ 41,720	\$ -	0.00%	\$ -	\$ -		\$ -
TRANSFER IN: SPECIAL REVENUE	\$ 290,000	\$ 304,999	105.17%	\$ -	\$ -		\$ 304,999
ENERGY EFFICIENCY	\$ -	\$ -		\$ 2,000	\$ 279	13.95%	\$ (279)
CDBG	\$ 58,000	\$ -	0.00%	\$ 58,000	\$ 20,443	35.25%	\$ (20,443)
UTILITY REIMBURSEMENT	\$ 37,500	\$ 10,816	28.84%	\$ 37,500	\$ 13,332	35.55%	\$ (2,516)
CITY FUND BALANCE CONTRIBUTION	\$ 1,350,000	\$ -	0.00%	\$ 1,350,000	\$ -	0.00%	\$ -
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 2,777,220</b>	<b>\$ 482,320</b>	<b>17.37%</b>	<b>\$ 2,357,800</b>	<b>\$ 293,282</b>	<b>12.44%</b>	<b>\$ 189,038</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 54,013,580</b>	<b>\$ 28,495,577</b>	<b>52.76%</b>	<b>\$ 52,244,978</b>	<b>\$ 29,355,889</b>	<b>56.19%</b>	<b>\$ (860,312)</b>
<b>SCHOOL REVENUES</b>							
EDUCATION SUBSIDY	\$ 20,411,239	\$ 10,651,040	52.18%	\$ 17,942,071	\$ 10,343,942	57.65%	\$ 307,098
EDUCATION	\$ 774,572	\$ 427,761	55.23%	\$ 1,358,724	\$ 280,650	20.66%	\$ 147,111
SCHOOL FUND BALANCE CONTRIBUTION	\$ 906,882	\$ -	0.00%	\$ 855,251	\$ -	0.00%	\$ -
<b>TOTAL SCHOOL</b>	<b>\$ 22,092,693</b>	<b>\$ 11,078,801</b>	<b>50.15%</b>	<b>\$ 20,156,046</b>	<b>\$ 10,624,592</b>	<b>52.71%</b>	<b>\$ 454,209</b>
<b>GRAND TOTAL REVENUES</b>	<b>\$ 76,106,273</b>	<b>\$ 39,574,377</b>	<b>52.00%</b>	<b>\$ 72,401,024</b>	<b>\$ 39,980,481</b>	<b>55.22%</b>	<b>\$ (406,104)</b>



**CITY OF AUBURN, MAINE**  
**EXPENDITURES - GENERAL FUND COMPARATIVE**  
**THROUGH January 31, 2015 VS January 31, 2014**

DEPARTMENT	FY 2015 BUDGET	Unaudited EXP THRU JAN 2015	% OF BUDGET	FY 2014 BUDGET	Unaudited EXP THRU JAN 2014	% OF BUDGET	VARIANCE
<b>ADMINISTRATION</b>							
MAYOR AND COUNCIL	\$ 78,532	\$ 56,565	72.03%	\$ 71,079	\$ 38,663	54.39%	\$ 17,902
CITY MANAGER	\$ 280,750	\$ 145,104	51.68%	\$ 238,903	\$ 143,517	60.07%	\$ 1,587
ECONOMIC DEVELOPMENT	\$ 359,500	\$ 229,541	63.85%	\$ 318,933	\$ 143,928	45.13%	\$ 85,613
ASSESSING SERVICES	\$ 177,320	\$ 94,329	53.20%	\$ 172,277	\$ 101,852	59.12%	\$ (7,523)
CITY CLERK	\$ 164,593	\$ 104,988	63.79%	\$ 162,045	\$ 95,536	58.96%	\$ 9,452
FINANCIAL SERVICES	\$ 427,815	\$ 243,302	56.87%	\$ 405,976	\$ 233,602	57.54%	\$ 9,700
HUMAN RESOURCES	\$ 139,578	\$ 77,174	55.29%	\$ 139,566	\$ 74,997	53.74%	\$ 2,177
INFORMATION COMMUNICATION TECHNOLOGY	\$ 413,829	\$ 273,953	66.20%	\$ 395,350	\$ 278,356	70.41%	\$ (4,403)
LEGAL SERVICES	\$ 65,000	\$ 42,151	64.85%	\$ 100,000	\$ 29,291	29.29%	\$ 12,860
<b>TOTAL ADMINISTRATION</b>	<b>\$ 2,106,917</b>	<b>\$ 1,267,107</b>	<b>60.14%</b>	<b>\$ 2,004,129</b>	<b>\$ 1,139,742</b>	<b>56.87%</b>	<b>\$ 127,365</b>
<b>COMMUNITY SERVICES</b>							
PLANNING & PERMITTING	\$ 902,494	\$ 465,053	51.53%	\$ 775,230	\$ 450,547	58.12%	\$ 14,506
HEALTH & SOCIAL SERVICES	\$ 192,954	\$ 98,432	51.01%	\$ 189,539	\$ 133,131	70.24%	\$ (34,699)
PUBLIC LIBRARY	\$ 960,692	\$ 549,029	57.15%	\$ 946,737	\$ 619,158	65.40%	\$ (70,129)
<b>TOTAL COMMUNITY SERVICES</b>	<b>\$ 2,056,140</b>	<b>\$ 1,112,514</b>	<b>54.11%</b>	<b>\$ 1,911,506</b>	<b>\$ 1,202,836</b>	<b>62.93%</b>	<b>\$ (90,322)</b>
<b>FISCAL SERVICES</b>							
DEBT SERVICE	\$ 6,263,936	\$ 5,774,574	92.19%	\$ 6,321,584	\$ 5,801,562	91.77%	\$ (26,988)
FACILITIES	\$ 698,335	\$ 417,683	59.81%	\$ 715,667	\$ 421,951	58.96%	\$ (4,268)
WORKERS COMPENSATION	\$ 468,081	\$ -	0.00%	\$ 431,446	\$ -	0.00%	\$ -
WAGES & BENEFITS	\$ 4,737,117	\$ 2,766,823	58.41%	\$ 4,397,585	\$ 2,624,795	59.69%	\$ 142,028
EMERGENCY RESERVE (10108062-670000)	\$ 375,289	\$ -	0.00%	\$ 375,289	\$ -	0.00%	\$ -
<b>TOTAL FISCAL SERVICES</b>	<b>\$ 12,542,758</b>	<b>\$ 8,959,080</b>	<b>71.43%</b>	<b>\$ 12,241,571</b>	<b>\$ 8,848,308</b>	<b>72.28%</b>	<b>\$ 110,772</b>
<b>PUBLIC SAFETY</b>							
FIRE DEPARTMENT	\$ 4,057,633	\$ 2,554,021	62.94%	\$ 4,024,789	\$ 2,395,670	59.52%	\$ 158,351
FIRE EMS	\$ 635,468	\$ 232,014	36.51%	\$ -	\$ -	-	\$ 232,014
POLICE DEPARTMENT	\$ 3,738,108	\$ 2,145,346	57.39%	\$ 3,589,583	\$ 2,030,925	56.58%	\$ 114,421
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 8,431,209</b>	<b>\$ 4,931,381</b>	<b>58.49%</b>	<b>\$ 7,614,372</b>	<b>\$ 4,426,595</b>	<b>58.13%</b>	<b>\$ 504,786</b>
<b>PUBLIC WORKS</b>							
PUBLIC SERVICES DEPARTMENT	\$ 5,806,379	\$ 3,214,865	55.37%	\$ 5,577,954	\$ 3,058,376	54.83%	\$ 156,489
WATER AND SEWER	\$ 599,013	\$ 305,756	51.04%	\$ 558,835	\$ 429,591	76.87%	\$ (123,835)
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 6,405,392</b>	<b>\$ 3,520,621</b>	<b>54.96%</b>	<b>\$ 6,136,789</b>	<b>\$ 3,487,967</b>	<b>56.84%</b>	<b>\$ 32,654</b>
<b>INTERGOVERNMENTAL PROGRAMS</b>							
AUBURN-LEWISTON AIRPORT	\$ 105,000	\$ 78,750	75.00%	\$ 105,000	\$ 105,000	100.00%	\$ (26,250)
E911 COMMUNICATION CENTER	\$ 1,067,249	\$ 524,673	49.16%	\$ 1,036,409	\$ 777,638	75.03%	\$ (252,965)
LATC-PUBLIC TRANSIT	\$ 235,373	\$ 52,844	22.45%	\$ 235,496	\$ 235,373	99.95%	\$ (182,529)
LA ARTS	\$ 17,000	\$ -	0.00%	\$ -	\$ -	-	\$ -
TAX SHARING	\$ 270,000	\$ 4,446	1.65%	\$ 270,000	\$ 41,793	15.48%	\$ (37,347)
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 1,694,622</b>	<b>\$ 660,713</b>	<b>38.99%</b>	<b>\$ 1,646,905</b>	<b>\$ 1,159,804</b>	<b>70.42%</b>	<b>\$ (499,091)</b>
<b>COUNTY TAX</b>							
TIF (10108058-580000)	\$ 2,046,880	\$ 2,046,879	100.00%	\$ 2,029,513	\$ 2,029,512	100.00%	\$ 17,367
OVERLAY	\$ 2,584,032	\$ 2,599,913	100.61%	\$ 2,555,723	\$ -	0.00%	\$ 2,599,913
	\$ -	\$ -	-	\$ -	\$ -	0.00%	\$ -
	\$ -	\$ -	-	\$ -	\$ -	-	\$ -
<b>TOTAL CITY DEPARTMENTS</b>	<b>\$ 37,867,950</b>	<b>\$ 25,098,208</b>	<b>66.28%</b>	<b>\$ 36,140,508</b>	<b>\$ 22,294,764</b>	<b>61.69%</b>	<b>\$ 2,803,444</b>
<b>EDUCATION DEPARTMENT</b>							
	\$ 38,241,323	\$ 16,489,109	43.12%	\$ 37,128,028	\$ 16,227,761	43.71%	\$ 261,348
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 76,109,273</b>	<b>\$ 41,587,317</b>	<b>54.64%</b>	<b>\$ 73,268,536</b>	<b>\$ 38,522,525</b>	<b>52.58%</b>	<b>\$ 3,064,792</b>

**CITY OF AUBURN, MAINE  
INVESTMENT SCHEDULE  
AS OF January 31, 2015**

INVESTMENT	FUND	BALANCE January 31, 2015	BALANCE December 31, 2014	INTEREST RATE	WEIGHTED AVG YIELD
BANKNORTH MNY MKT	24-1242924 GENERAL FUND	\$ 55,451.55	\$ 55,444.72	0.15%	
BANKNORTH MNY MKT	24-1745910 GF-WORKERS COMP	\$ 49,308.23	\$ 49,302.15	0.08%	
BANKNORTH MNY MKT	24-1745944 GF-UNEMPLOYMENT	\$ 67,044.61	\$ 67,036.35	0.15%	
BANKNORTH CD	7033 GF-UNEMPLOYMENT	\$ 102,404.84	\$ 102,404.84	0.15%	
BANKNORTH MNY MKT	24-1809302 SPECIAL REVENUE	\$ 52,670.10	\$ 52,663.61	0.15%	
BANKNORTH MNY MKT	24-1745902 SR-PERMIT PARKING	\$ 198,416.25	\$ 198,391.79	0.15%	
BANKNORTH MNY MKT	24-1745895 SR-TIF	\$ 1,120,215.85	\$ 1,120,077.75	0.15%	
BANKNORTH MNY MKT	24-1746819 CAPITAL PROJECTS	\$ 4,779,340.60	\$ 4,778,731.80	0.20%	
BANKNORTH MNY MKT	24-1745928 ICE ARENA	\$ 249,827.48	\$ 249,796.68	0.15%	
<b>GRAND TOTAL</b>		<b>\$ 6,674,679.51</b>	<b>\$ 6,673,849.69</b>		<b>0.19%</b>

**EMS BILLING**  
**BREAKDOWN -TOTAL CHARGES**  
**OCT 2014 - JUNE 2015**  
**Report as of January 31, 2015**

	<b>Oct 2014</b>	<b>Nov 2014</b>	<b>Dec 2014</b>	<b>Jan 2015</b>	<b>Adjustment</b>	<b>Totals</b>	<b>% of Total</b>
<b>No Insurance Information</b>	\$ 7,064.80	\$ 1,771.40	\$ -		\$ (8,836.20)	\$ -	0.00%
<b>Bluecross</b>	\$ 2,996.20	\$ 5,285.00	\$ 10,962.40	\$ 5,184.20	\$ 2,169.20	\$ 26,597.00	4.03%
<b>Intercept</b>	\$ -	\$ -	\$ 100.00			\$ 100.00	0.02%
<b>Medicare</b>	\$ 37,107.80	\$ 68,806.60	\$ 91,866.80	\$ 111,685.20	\$ 13,487.00	\$ 322,953.40	48.93%
<b>Medicaid</b>	\$ 17,440.20	\$ 32,266.60	\$ 26,854.00	\$ 34,451.40	\$ (3,172.20)	\$ 107,840.00	16.34%
<b>Other/Commercial</b>	\$ 12,208.20	\$ 29,330.80	\$ 38,157.40	\$ 50,053.60	\$ 4,690.40	\$ 134,440.40	20.37%
<b>Patient</b>	\$ 6,737.00	\$ 15,773.20	\$ 28,964.20	\$ 24,914.80	\$ (9,286.20)	\$ 67,103.00	10.17%
<b>Worker's Comp</b>	\$ -	\$ -			\$ 948.00	\$ 948.00	0.14%
<b>TOTAL</b>	\$ 83,554.20	\$ 153,233.60	\$ 196,904.80	\$ 226,289.20	\$ -	\$ 659,981.80	100.00%

**EMS BILLING**  
**BREAKDOWN -TOTAL COUNT**  
**OCT 2014 - JUNE 2015**  
**Report as of January 31, 2015**

	<b>Oct 2014</b>	<b>Nov 2014</b>	<b>Dec 2014</b>	<b>Jan 2015</b>	<b>Adjustment</b>	<b>Totals</b>	<b>% of Total</b>
<b>No Insurance Information</b>	8	2	0		-10	0	0.00%
<b>Bluecross</b>	7	6	13	6	1	33	3.87%
<b>Intercept</b>	0	0	1	0		1	0.12%
<b>Medicare</b>	76	82	109	135	4	406	47.65%
<b>Medicaid</b>	37	38	33	41	2	151	17.72%
<b>Other/Commercial</b>	18	34	49	61	3	165	19.37%
<b>Patient</b>	12	19	34	31	-1	95	11.15%
<b>Worker's Comp</b>	0	0	0	0	1	1	0.12%
<b>TOTAL</b>	158	181	239	274	0	852	100.00%

**TOTAL REVENUE COLLECTED AS OF 01/31/15**                    \$ **143,362**  
**TOTAL EXPENDITURES AS OF 01/31/15**                    \$ **(232,014)**

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services

To: Howard Kroll, Interim City Manager  
From: Jill Eastman, Finance Director  
Re: Arena Financial Reports for January 31, 2015



Attached you will find a Statement of Net Assets and a Statement of Activities for the Ingersoll Arena and the Norway Savings Bank Arena as of January 31, 2015. I have also attached budget to actual reports for Norway Savings Bank Arena for revenue and expenditures.

### **INGERSOLL ARENA**

#### **Statement of Net Assets:**

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets.

#### **Current Assets:**

As of the end of January 2015 the total current assets were \$123,633. These consisted of cash and cash equivalents of \$249,827, and an interfund payable of \$126,194, which means that Ingersoll owes the General Fund \$126,194, so net cash available to Ingersoll is \$123,633 at the end of January.

#### **Noncurrent Assets:**

Noncurrent assets are the building, equipment and any building and land improvements, less depreciation. The total value of noncurrent assets as of January 31, 2015 were \$232,292. The equipment that was transferred to Norway Savings Bank Arena or sold have been removed from the Ingersoll balance sheet as well as the related accumulated depreciation.

#### **Liabilities:**

Ingersoll had no liabilities as of January 31, 2015

#### **Statement of Activities:**

The statement of activities shows the current operating revenue collected for the fiscal year and the operating expenses as well as any nonoperating revenue and expenses.

Ingersoll Arena had no operating revenues through January 2015.

The operating expenses for Ingersoll Arena through January 2015, were \$9,627. These expenses include supplies, utilities, and repairs and maintenance.

As of January 2015 Ingersoll has an operating loss of (\$9,627).

Non-operating revenue and expenses consist of interest income and debt service payments. The interest income to date is \$183 and debt service expense to date is \$81,563.

As of January 31, 2015 Ingersoll has a decrease in net assets of \$91,007.

## **NORWAY SAVINGS BANK ARENA**

### **Statement of Net Assets:**

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets.

### **Current Assets:**

As of the end of November 2015 the total current assets of Norway Savings Bank Arena were (\$22,950). These consisted of cash and cash equivalents of \$91,281, and an interfund payable of \$114,231, which means that Norway owes the General Fund \$114,231 at the end of January.

### **Noncurrent Assets:**

Norway's noncurrent assets are equipment that was purchased, less depreciation (depreciation is posted at year end). There was an adjustment to the equipment to account for equipment that was transferred from Ingersoll Arena. The total value of the noncurrent assets as of January 31, 2015 was \$242,332.

### **Liabilities:**

Norway Arena had accounts payable of \$2 as of January 31, 2015.

### **Statement of Activities:**

The statement of activities shows the current operating revenue collected for the fiscal year and the operating expenses as well as any nonoperating revenue and expenses.

The operating revenues for Norway Arena through January 2015 are \$610,205. This revenue comes from the concessions, sign advertisements, pro shop lease, youth programming, shinny hockey, public skating and ice rentals.

The operating expenses for Norway Arena through January 2015 were \$738,752. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of January 2015 Norway Arena has an operating loss of \$128,547 compared to the December 2014 operating loss of \$191,783.

As of January 31, 2015 Norway Arena has a decrease in net assets of \$128,547.

I have also attached budget to actual reports for revenue and expenditures.

**CITY OF AUBURN, MAINE**  
**Statement of Net Assets**  
**Proprietary Funds**  
**January 31, 2015**

**Business-type Activities - Enterprise Funds**

	Ingersoll	Norway Savings
<b>ASSETS</b>		
Current assets:		
Cash and cash equivalents	\$ 249,827	\$ 91,281
Interfund receivables	\$ (126,194)	\$ (114,231)
Accounts receivable	-	-
Total current assets	123,633	(22,950)
Noncurrent assets:		
Capital assets:		
Buildings	672,279	38,905
Equipment	66,415	285,813
Land improvements	18,584	
Less accumulated depreciation	(524,986)	(82,386)
Total noncurrent assets	232,292	242,332
Total assets	355,925	219,382
<b>LIABILITIES</b>		
Accounts payable	\$ -	\$ 2
Total liabilities	-	2
<b>NET ASSETS</b>		
Invested in capital assets	\$ 232,292	\$ 242,332
Unrestricted	\$ 123,633	\$ (22,952)
Total net assets	\$ 355,925	\$ 219,380

**CITY OF AUBURN, MAINE**  
**Statement of Revenues, Expenses and Changes in Net Assets**  
**Proprietary Funds**  
**Business-type Activities - Enterprise Funds**  
**Statement of Activities**  
**January 31, 2015**

	Ingersoll Ice Arena	Norway Savings Arena
Operating revenues:		
Charges for services	\$ -	\$ 610,205
Operating expenses:		
Personnel	-	183,667
Supplies	150	31,415
Utilities	5,295	105,733
Repairs and maintenance	2,999	13,013
Rent		337,656
Depreciation	-	-
Capital expenses		-
Other expenses	1,183	67,268
<b>Total operating expenses</b>	<b>9,627</b>	<b>738,752</b>
<b>Operating gain (loss)</b>	<b>(9,627)</b>	<b>(128,547)</b>
Nonoperating revenue (expense):		
Interest income	183	-
Interest expense (debt service)	(81,563)	-
<b>Total nonoperating expense</b>	<b>(81,380)</b>	<b>-</b>
Gain (Loss) before transfer	(91,007)	(128,547)
Transfers out	-	-
Change in net assets	(91,007)	(128,547)
Total net assets, July 1	446,932	347,927
<b>Total net assets, January 31, 2015</b>	<b>\$ 355,925</b>	<b>\$ 219,380</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - NORWAY SAVINGS BANK ARENA**  
**Through January 31, 2015**

REVENUE SOURCE	FY 2015 BUDGET	ACTUAL REVENUES THRU JAN 2015	% OF BUDGET
<b>CHARGE FOR SERVICES</b>			
Concussions	\$ 30,000	\$ 3,387	11.29%
Sign Advertisements	\$ 233,225	\$ 127,108	54.50%
Pro Shop	\$ 8,500	\$ 4,209	49.52%
Programs	\$ 172,450	\$ 132,360	76.75%
Rental Income	\$ 753,260	\$ 324,496	43.08%
Tournaments	\$ 24,500	\$ 18,645	76.10%
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 1,221,935</b>	<b>\$ 610,205</b>	<b>49.94%</b>
<b>INTEREST ON INVESTMENTS</b>	<b>\$ -</b>		
<b>GRAND TOTAL REVENUES</b>	<b>\$ 1,221,935</b>	<b>\$ 610,205</b>	<b>49.94%</b>



**CITY OF AUBURN, MAINE**  
**EXPENDITURES - NORWAY SAVINGS BANK ARENA**  
**Through January 31, 2015**

<b>REVENUE SOURCE</b>	<b>FY 2015 BUDGET</b>	<b>ACTUAL EXPENDITURES THRU JAN 2015</b>	<b>% OF BUDGET</b>
Salaries & Benefits	\$ 318,446	\$ 183,667	57.68%
Purchased Services	\$ 67,800	\$ 78,471	115.74%
Supplies	\$ 9,000	\$ 31,415	349.06%
Utilities	\$ 204,846	\$ 105,733	51.62%
Capital Outlay	\$ 80,000	\$ 1,810	2.26%
Rent	\$ 528,408	\$ 337,656	63.90%
	<b>\$ 1,208,500</b>	<b>\$ 738,752</b>	<b>61.13%</b>
 <b>GRAND TOTAL EXPENDITURES</b>	 <b>\$ 1,208,500</b>	 <b>\$ 738,752</b>	 <b>61.13%</b>



## City Council Information Sheet

City of Auburn

**Council Meeting Date:** 2/17/2015

**Subject:** Executive Session

**Information:** Discussion regarding labor negotiations (Fire), pursuant to 1 M.R.S.A. Section 405(6)(D).

**Executive Session:** On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

- (1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;
- (2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;
- (3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and
- (4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

- (1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.