



City Council Meeting and Workshop

June 16, 2014

Agenda

5:30 P.M. Workshop

- A. Funding the purchase of an airport hanger – Clint Deschene (20 minutes)
- B. Athletic Fields Assessment-Phase I Review – Denis D’Auteuil (70 minutes)
 - i. Ingersoll Arena

7:00 P.M. City Council Meeting

Roll call votes will begin with Councilor Hayes

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 45-06162014***
Accepting the transfer of Forfeiture Asset (Darnell Robinson).
 - 2. **Order 46-06162014***
Accepting the transfer of Forfeiture Asset (Paul Robinson).
 - 1. **Order 47-06162014***
Setting the date for the Special Municipal Election to fill the vacant Ward 4 School Committee seat for November 4, 2014.
 - 3. **Order 48-06162014***
Appointment of Karen Scammon as the interim City Assessor.
- II. **Minutes** – June 2, 2014 Regular Council Meeting
- III. **Reports**
 - Mayor’s Report
 - City Councilors’ Reports
 - City Manager Report
 - Finance Director, Jill Eastman - May 2014 Monthly Finance Report
- IV. **Communications, Presentations and Recognitions**
 - o **The Junior Youth of the Year**
 - o **Youth of the Year from the Boys and Girls Club**
- 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.

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VI. Unfinished Business

1. Resolve 06-05052014

Adopting the Appropriations Resolve for Fiscal Year 2015. Second reading

2. Ordinance 04-06022014

Approving the Spring Street zoning amendment. Public hearing and second reading.

VII. New Business

3. Order 49-06162014

Approving the Mass Gathering permit for the 2014 Liberty Festival. Public hearing.

4. Order 50-06162014

Adopting the FY2015 Capital Improvement Plan (CIP).

5. Resolve 08-06162014

Supporting the Green and Healthy Homes Initiative.

6. Order 51-06162014

Approving the Joint Development Agreement with Hartt Transportation.

7. Order 52-06162014

Approving the two year Memo of Understanding with Lewiston Auburn Economic Growth Council (LAEGC) and the City of Lewiston.

VIII. Executive Session – Economic Development (Industrial Park TIFS), pursuant to 1 M.R.S.A. Section 405(C).

IX. 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*.

X. 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 or 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

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June 16, 2014

- 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 Workshop Information Sheet

City of Auburn

Council workshop Date: June 16, 2014

Item A

Author: Clinton Deschene, City Manager

Item(s) checked below represent the subject matter related to this workshop item.

Comprehensive Plan Work Plan Budget Ordinance/Charter Other Business* Council Goals**

**If Council Goals please specify type: Safety Economic Development Citizen Engagement

Subject: Airport Loan to Purchase Hangar

Information: The Airport Board is requesting funding to purchase the Hangar currently leased to Lufthansa. This was mentioned during the CIP process and after meetings with the Airport Board in follow up and discussions between the 2 cities it is being recommended to loan the money to the airport at 2.58% interest for 13 years.

Per the attached financials it is a savings to the Airport.

The recommendation is to use fund balance for the loan. The only item that is needed to be resolved is property taxes. For FY 2015 the taxes will be assessed as usual. However, a determination will need to be made by Auburn assessors if the property is taxable after the airport purchases. If the property is deemed tax exempt, it is agreed that a Payment in-lieu of taxes (PILOT) agreement will be developed and executed.

Financial: Loan of Fund Balance

Action Requested at this Meeting: Discussion

Previous Meetings and History:

Attachments:

Airport Hanger Amortization
Airport Loan for Hanger
Hanger Buyout Info
Airport Draft Resolve

*Agenda items are not limited to these categories.

**Auburn-Lewiston Airport
Proposed Joint Agency Loan**

Principal 2,200,000
Rate 2.58%
Term 13 years

Year	Annual Payment	Interest Payment	Principal Payment	Outstanding Balance	Interest to each City	Principal to each City	Airport Operational Savings
0				2,200,000.00			
1	201,348.00	56,760.00	144,588.00	2,055,412.00	28,380.00	72,294.00	48,402.00
2	201,348.00	53,029.63	148,318.37	1,907,093.63	26,514.81	74,159.19	48,402.00
3	201,348.00	49,203.02	152,144.98	1,754,948.65	24,601.51	76,072.49	48,402.00
4	201,348.00	45,277.68	156,070.32	1,598,878.32	22,638.84	78,035.16	48,402.00
5	201,348.00	41,251.06	160,096.94	1,438,781.38	20,625.53	80,048.47	48,402.00
6	201,348.00	37,120.56	164,227.44	1,274,553.94	18,560.28	82,113.72	48,402.00
7	201,348.00	32,883.49	168,464.51	1,106,089.43	16,441.75	84,232.25	48,402.00
8	201,348.00	28,537.11	172,810.89	933,278.54	14,268.55	86,405.45	48,402.00
9	201,348.00	24,078.59	177,269.41	756,009.13	12,039.29	88,634.71	48,402.00
10	201,348.00	19,505.04	181,842.96	574,166.16	9,752.52	90,921.48	48,402.00
11	201,348.00	14,813.49	186,534.51	387,631.65	7,406.74	93,267.26	48,402.00
12	201,348.00	10,000.90	191,347.10	196,284.54	5,000.45	95,673.55	48,402.00
13	201,348.69	5,064.14	196,284.55	(0.00)	2,532.07	98,142.27	48,401.31
	2,617,524.69	417,524.69	2,200,000.00		208,762.34	1,100,000.00	629,225.31



Finance Department



Heather Hunter
Director of Finance/Treasurer
hhunter@lewistonmaine.gov

TO: Mayor Robert E. Macdonald
And Members of the City Council

FROM: Heather Hunter, Finance Director

SUBJECT: **Auburn-Lewiston Airport Hanger Loan**

DATE: June 10, 2014

During the FY2015 Lewiston Capital Improvement Program (LCIP) presentation, the Airport Manager provided information on the cost savings benefit of paying off the hanger lease vs. the continuation of lease payments. The referenced LCIP material accompanies this memo. Under current conditions, the airport will pay \$249,750 annually until 2028 to lease the Nobility hanger. At which point, the airport has a \$2 million purchase option.

The airport board was approached by the hanger owner to buyout the lease for approximately \$2.2 million (exact terms are still under negotiation), producing a present value savings of just under \$2.83 million. While it makes economic sense to accept the offer, the board itself lacks the funds available to do so, and the experience to cost-effectively issue debt on its own. Additionally, airport debt would need the Cities of Lewiston and Auburn's to essentially "co-sign" the loan or bond.

Given the lack of economic growth in the A-L community and tight fiscal budgets, both municipalities expressed reluctance to issue debt for their share of the hanger buyout (\$1.1 million) in spite of its operating subsidy savings. However, given the miniscule return on investments experienced by both Cities, the funds could be loaned to the airport through current municipal cash flows to effectuate the airport savings and reap a higher rate of return for each City. Both Cities used a similar arrangement with the 911 Committee's telephone line conversion, albeit for a significantly less principal amount and shorter term.

My recommendation is for both Cities to loan the airport \$1.1 million for 13 years at a rate of 2.58%. The annual amortization of this loan would be \$201,348 producing an annual savings of \$48,402 from the \$249,750 annual required lease payment. As a frame of reference, the rate of return is the same rate the City of Lewiston received on their most recent bond sale. Further, one, two, and five year certificates of deposits are averaging .55%, .6% and 1.8% respectively from today's investment purchase quote.

The Airport Manager is ready to move forward with final buyout negotiations as the proposed operating savings was included and footnoted as such in his FY2015 budget. He has provided additional background information in the attached memo.

I would be happy to address any questions or concerns you may have about this request.



**City of Lewiston Maine
City Council Order
June 17, 2014**

RESOLVE, Authorizing a 2.58 percent interest rate, thirteen year loan of \$1,100,000 from the City's General Fund to the Auburn-Lewiston Airport for the purchase of the Nobility hanger.

WHEREAS, the Auburn-Lewiston Airport is a joint agency between the Cities of Lewiston and Auburn; and

WHEREAS, the Airport Board recommended the buyout option to reduce operating costs; and

WHEREAS, the operational savings resulting from the lease buyout is estimated to be \$2.83 million; and

WHEREAS, operational savings will directly benefit the Cities of Lewiston and Auburn with their annual budget appropriation;

NOW, THEREFORE, BE IT RESOLVED by the CITY COUNCIL of the CITY of LEWISTON,

That a 2.58 percent interest rate, thirteen year loan of \$1,100,000 from the City's General Fund be made to the Auburn-Lewiston Airport for the purchase of the Nobility hanger. The loan will be repaid in thirteen annual payments of \$201,348, beginning the effective day of the purchase in fiscal year 2015 and annually thereafter.

FY 2015 Lewiston Capital Improvement Program

Project Description Form

Project Title: Aircraft Hangar

Operational Funding Division: Joint Agency **Project Name:** Hangar Purchase

Est. Total Cost FY 2015:	2,200,000	Est. Total Cost FY 2015-19:	2,200,000
City Share FY 2015:	1,100,000	City Share FY 2015-2019:	1,100,000

Project Description:
Purchase existing hangar as a cost savings measure.

Consistency with the Comprehensive or Strategic Plans or other related planning documents:
This project is part of the 1995 Airport Master Plan. Development of this type is consistent with Federal Grant Assurances.

Justification for project implementation/construction and segments, if applicable:
This investment in the airport's infrastructure will provide revenue producing assets for the airport to help reduce the dependency on municipal subsidies.

Future maintenance costs if known, including contracts and special service requirements:
Annual fire apparatus testing - \$3,000, insurance - \$6,400, and boiler inspection and maintenance - \$1,000.

How were cost estimates obtained and expenditure commitment:
Based upon current discussions.

FUNDING SOURCES

Source	Amount			Yes	No
City Operating Budget					
City Bond Issue	1,100,000				
Federal/State Funding		Agency:	Approval Received?		
Other Agency/Municipality	1,100,000	Agency:	Approval Received?	Yes	No
Total Project Costs	2,200,000	<u>City of Auburn</u>		Yes	No

IMPLEMENTATION SCHEDULE (Fiscal Years)

	2015	2016	2017	2018	2019	Future
Total Project Cost	2,200,000					
Non-City Share	1,100,000					
City Share	1,100,000	0	0	0	0	0

Attach on separate page(s)/sheet additional information (if needed)

Auburn - Lewiston Airport Lease vs Purchase Analysis

For
Hangar #5 at 78 Airport Drive

Year	Costs under Current Lease Terms					Cost under Current Selling Price				
	Monthly Rent Collected Through Sublease	Rent collected through sublease	Rent collected through ground lease	Cost of Lease for hangar	Monthly Lease Rent Paid for Hangar	Graduated purchase price	Purchase Cost	Monthly debt service	Savings Over Lease	Annual Savings Over Lease
2008	642,500.00	642,500.00	70,000.00	249,750.00	20,812.50	2,795,000.00	2,200,000.00	17,012.82	3,799.68	45,596.16
2009	5,833.33	70,000.00	1.00	249,750.00	20,812.50	2,795,000.00		17,012.82	3,799.68	45,596.16
2010	5,833.33	70,000.00	1.00	249,750.00	20,812.50	2,795,000.00		17,012.82	3,237.18	38,846.16
2011	21,937.50	263,250.00	1.00	249,750.00	20,812.50	2,795,000.00		17,012.82	3,237.18	38,846.16
2012	22,500.00	254,250.00	1.00	249,750.00	20,812.50	2,795,000.00		17,012.82	3,237.18	38,846.16
2013	20,250.00	243,000.00	1.00	249,750.00	20,812.50	2,795,000.00		17,012.82	3,237.18	38,846.16
2014	20,250.00	243,000.00	1.00	249,750.00	20,812.50	2,795,000.00		17,012.82	3,237.18	38,846.16
2015	20,250.00	101,250.00	1.00	249,750.00	20,812.50	2,595,000.00		17,012.82	3,799.68	45,596.16
2016	20,250.00	243,000.00	1.00	249,750.00	20,812.50	2,595,000.00		17,012.82	3,237.18	38,846.16
2017	20,250.00	243,000.00	1.00	249,750.00	20,812.50	2,595,000.00		17,012.82	3,237.18	38,846.16
2018	20,250.00	243,000.00	1.00	249,750.00	20,812.50	2,595,000.00		17,012.82	3,237.18	38,846.16
2019	20,250.00	243,000.00	1.00	249,750.00	20,812.50	2,395,000.00		17,012.82	3,237.18	38,846.16
2020	20,250.00	243,000.00	1.00	249,750.00	20,812.50	2,395,000.00		17,012.82	3,237.18	38,846.16
2021	20,250.00	243,000.00	1.00	249,750.00	20,812.50	2,395,000.00		17,012.82	3,237.18	38,846.16
2022	20,250.00	243,000.00	1.00	249,750.00	20,812.50	2,395,000.00		17,012.82	3,237.18	38,846.16
2023	20,250.00	243,000.00	1.00	249,750.00	20,812.50	2,395,000.00	17,012.82	3,237.18	38,846.16	
2024	20,250.00	243,000.00	1.00	249,750.00	20,812.50	2,195,000.00	17,012.82	3,237.18	38,846.16	
2025	20,250.00	243,000.00	1.00	249,750.00	20,812.50	2,195,000.00	17,012.82	3,237.18	38,846.16	
2026	20,250.00	243,000.00	1.00	249,750.00	20,812.50	2,195,000.00	17,012.82	3,237.18	38,846.16	
2027	20,250.00	243,000.00	1.00	249,750.00	20,812.50	2,195,000.00	17,012.82	3,237.18	38,846.16	
2028	20,250.00	243,000.00	1.00	249,750.00	20,812.50	2,195,000.00	17,012.82	3,237.18	38,846.16	
					Total Rent Paid	Purchase Price				
					21.00	5,244,750.00				
					Option for three more 10-year lease periods at the same lease rent.					

Current Sub-Lease for Hangar runs out in May 2015
 Rent equals \$9 per sq ft (Market) for 27,000 sq ft per year in 12 equal payments of \$20250

Bond Issue of \$2.3 million at 4% over 15 years

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Cost/Benefit analysis of hangar purchase

The 16 April meeting on the Airport Hangar Purchase that is part of the budget process this year produced the question of what exactly were the options concerning the property and the hangar leases. The following is the result of consultation with the lawyer that wrote the leases and a quick reading of Maine Commercial Lease Law.

The Sponsors have three basic options in the current leases. They are:

1. Return the hangar to Nobility LLC and "walk away" from the current lease.
2. Continue to rent the hangar in accordance with the current lease
3. Purchase the hangar out right.

Basic Facts

Before discussing the options available, a description of the underlying situation may provide some clarity. This enquiry centers on the hangar built in 2008 by Nobility, LLC on property that is inside the boundaries of the airport's area of aeronautical activity. The airport leased 2.14 acres of land to Nobility LLC for one dollar (\$1) per year for 20 years. Simultaneously, the airport entered into a 20-year lease for a to-be-constructed hangar that was to be built by Nobility, LLC. The rent for the hangar is \$249,750.00 per year, paid annually on the anniversary of the lease signing. Ultimately, the airport leased the hangar to Lufthansa Technik North America Holdings Corporation for a period of five years. There has been an extension to the original lease and there is a good possibility of at least one more. The lease between the airport and Lufthansa Technik was the original goal of these transactions as Lufthansa Technik desired a location to refurbish a Lockheed Constellation that was already on the airport.

The three-party lease construction was due mostly to Lufthansa Technik's request (requirement) that they not lease from a private party. The preference was to rent from the airport, mostly to avoid paying the property tax that building and owning a building would require of them. They also did not think imagine the project would take more than five years. For the FY 14 assessment, the hangar was assessed at \$ 1,772,800 producing \$36,218 in tax revenue.

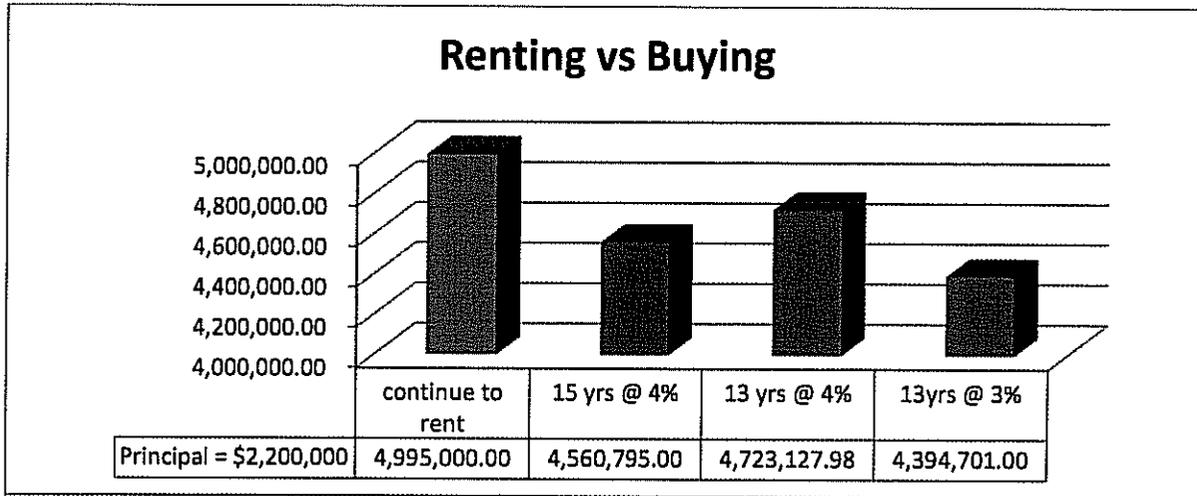
Discussion of Options

Option 1 – Terminate lease with Nobility LLC for hangar

This is not really an option under the terms of the lease with Nobility, LLC. However, if the Airport simply surrendered possession of the hangar to Nobility and stopped paying rent under the Sublease, the Airport would be in default of its obligations under the Sublease, which would give rise to Nobility's right to terminate the Sublease. This option has the benefit of reducing the cost to the airport of \$249,750 per year. If this were the only change to the airport's finances, it would make the airport self-sufficient for operational expenses, changing the relationship to one of only capital investment by the sponsors. A situation to which Federal Grant Assurances require all grant recipients aspire.

The first of many problems with this option is that terminating the lease with Nobility, LLC would also cause the cessation of rent payments by Lufthansa Technik, concomitantly reducing the airport's income \$243,000 per year. This option would also open the airport and the sponsors to litigation for damages. Speculation on the payment amount for these damages suggests that Nobility, LLC would receive \$3.5 million, approximately the amount of the remaining lease and

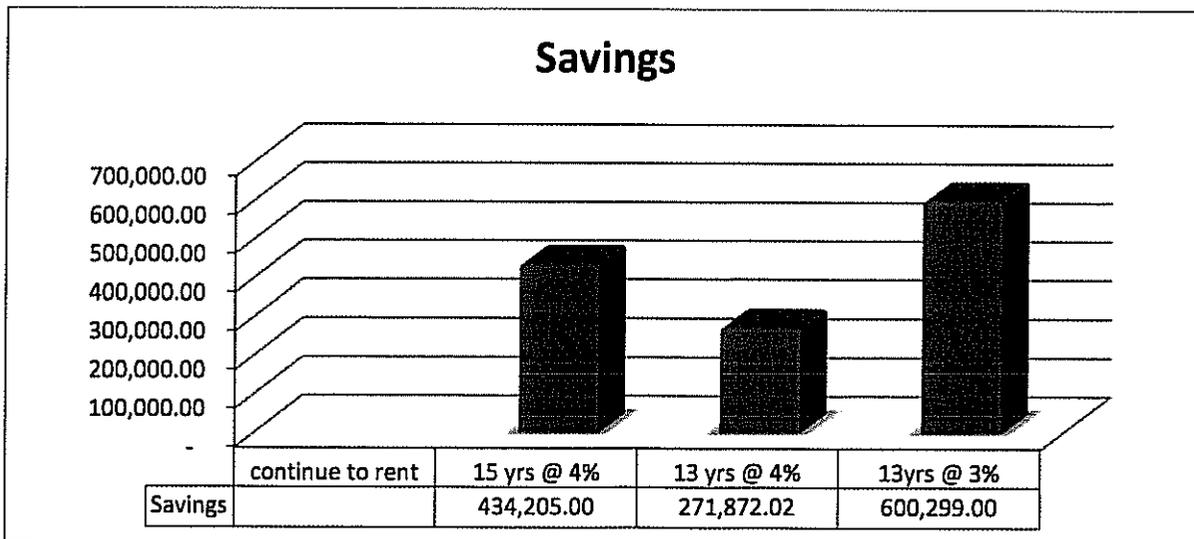
Lufthansa Technik, LLC would at least recover the cost of relocating the project if they continue to maintain the requirement that they not lease from a private party. Lastly, lease termination by the airport may require relocation of the fence if Nobility, LLC cannot replace the current tenant with another aeronautical user of the building. This action would require "Release from Aeronautical Use" determination by FAA, while this is possible it is doubtful given the design of the building and its proximity to the other airport infrastructure.



Option 2 - Continue to Rent the Hangar

This option has some merit. The lease is currently in its sixth year and for the FY15 budget 13 years remain on the current lease with Nobility, LLC. At the end of the lease period, Nobility LLC has the option to surrender the hangar to the airport or to take the building down and return the site to its original state. The ground lease to Nobility, LLC also allows Nobility to not surrender the hangar to the airport and adjust the ground lease rent to market value.

The cost to continue to rent the hangar is \$249,750 per annum. If the airport continues to rent, the total amount paid to Nobility, LLC for the hangar will be \$4,995,000.00.

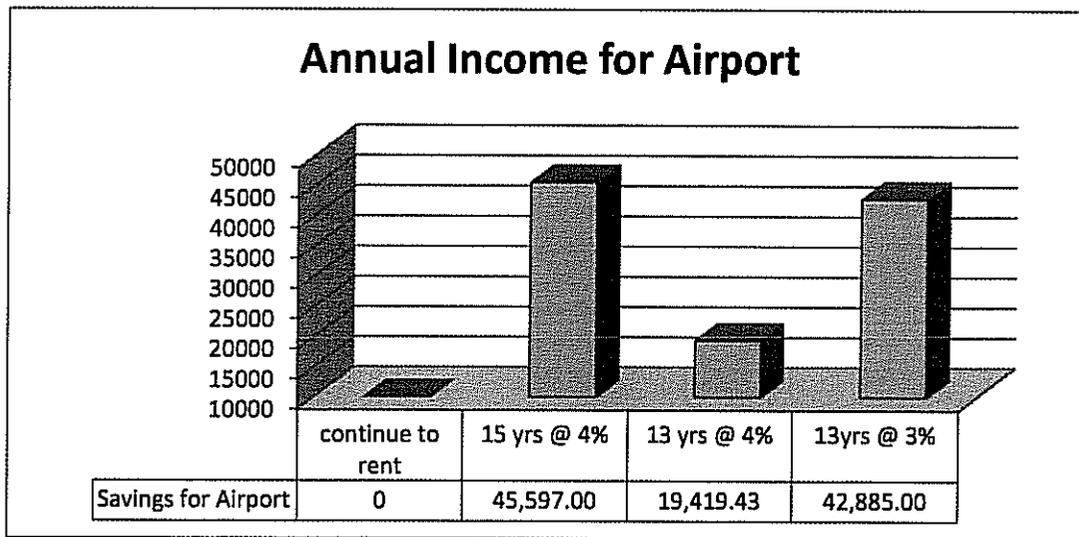


Option 3 – Purchase the Hangar

Purchasing the hangar has several benefits. Most importantly, there is a cost savings in purchasing the hangar as shown in the chart on the bottom of the previous page. The terms of the financing dictate the overall savings but even at higher rates, there is \$271,872 that can be saved over continuing to rent.

The cost savings would be compounded with the increase of income to the airport through the rent collection. This increase would be also driven by the financing package but as the chart below shows even the least favorable arrangement produces income for the airport that the concomitantly reduces subsidy requests. If the hangar was already financed with favorable terms this year's budget request could have been reduced by \$22,786.00 for each city. What's more, once the hangar is paid off, the entire amount of rent will be revenue for the airport.

There are risks involved with purchasing the hangar that revolve around keeping the hangar rented for the duration of the financing period. These risks are inherent in all projects of this type and are normally overcome with good relationships with tenants and good property management. It is possible for the current situation to last for the duration of the financing period and beyond, but it will be rented out until mid-2018 at least.



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

DRAFT RESOLVE

RESOLVE, Authorizing a 2.58 percent interest rate, thirteen year loan of \$1,100,000 from the City's General Fund to the Auburn-Lewiston Airport for the purchase of the Nobility hanger.

WHEREAS, the Auburn-Lewiston Airport is a joint agency between the Cities of Lewiston and Auburn; and

WHEREAS, the Airport Board recommended the buyout option to reduce operating costs; and

WHEREAS, the operational savings resulting from the lease buyout is estimated to be \$2.83 million; and

WHEREAS, operational savings will directly benefit the Cities of Lewiston and Auburn with their annual budget appropriation;

NOW, THEREFORE, BE IT RESOLVED by the **CITY COUNCIL** of the **CITY** of **AUBURN**,

That a 2.58 percent interest rate, thirteen year loan of \$1,100,000 from the City's General Fund be made to the Auburn-Lewiston Airport for the purchase of the Nobility hanger. The loan will be repaid in thirteen annual payments of \$201,348, beginning the effective day of the purchase in fiscal year 2015 and annually thereafter.



City Council Workshop Information Sheet

City of Auburn

Council Workshop Date: 6-16-2014

Item B

Author: Ravi Sharma

Item(s) checked below represent the subject matter related to this workshop item.

Comprehensive Plan Work Plan Budget Ordinance/Charter Other Business* Council Goals**

**If Council Goals please specify type: Safety Economic Development Citizen Engagement

Subject: Ingersoll Repurposing Report & Athletic Fields Needs Assessment Report

Information: Wright Pierce has completed a Phase I assessment on all outdoor athletic fields, as well as, outdoor basketball courts and gymnasiums within the City of Auburn. The needs assessment report analyzes demographics, national benchmarks, service areas, stakeholder data and input, program assessment, Maine community benchmarks and presents a summary of findings. Also included are several service area maps.

Additionally, 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 are basic layouts for varied recreational uses.

The Recreation Advisory Board has had various discussions on both reports over the course of their last five meetings. The Board has been examining information presented in both reports and working within subcommittees to analyze in greater detail and obtain additional information. Presently, discussion on both reports is ongoing.

Financial:

Action Requested at this Meeting: Discussion

Previous Meetings and History: 12/17/2012 & 5/6/2013 (Athletic Fields Needs Assessment)

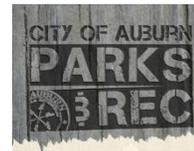
Attachments:

Ingersoll Repurposing Report

Athletic Fields Needs Assessment Report

Memo – Recreation Advisory Board Process

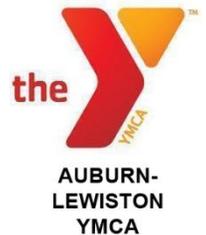
**Agenda items are not limited to these categories.*



NEW AUBURN
LITTLE LEAGUE



EAST
AUBURN
COMMUNITY
UNIT



Central Maine
COMMUNITY COLLEGE

Auburn, ME

PHASE I - FINAL DRAFT

Athletic Facilities Needs Assessment

Date: April, 2014
WP # 12678A



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1 Executive Summary

The City of Auburn has identified the need to comprehensively examine the community’s traditional athletic programs and facilities. Development of an Athletic Facilities Needs Assessment is intended to assist the City going forward as it weighs the ability for municipal and privately administered programs to continue to maintain current service levels, while considering opportunities to improve current service levels and anticipate future athletic user needs, whether by means of consolidation, relocation or expansion of their athletic programs and facilities. The City sought out consultant services to perform the Assessment with a directed focus on the following athletic programs:



Baseball



Basketball (Indoor and Outdoor)



Football



Soccer



Softball



Tennis



Track and Field (Indoor and Outdoor)

The Assessment is recognized by the City as a targeted study, within an overall community recreational health and wellness system. Past local planning efforts have identified community interest and support for a greater variety of recreational activities, and pedestrian and bicycle transportation systems, some of which are concurrently being examined by other consultant led planning initiatives such as the feasibility study for *Redevelopment/Relocation of Edward Little High School* and the *Mt Apatite Joint Land Use Study*. These and other future planning initiatives may be of value to the community in terms of developing a comprehensive active living plan that understands Auburn’s community-wide social and physical, health and fitness needs.

Guidance and plan development assistance came from City of Auburn Staff including:



Clint Deschene, City Manager

Denis D’Auteuil, Director of Public Services



Ravi Sharma, Parks and Recreation Department Director
Eric Cousens, City Planner

Additional support provided from athletic program/facility Stakeholders included:



Auburn School Department
Katherine Grondin, Superintendent
Jim Miller III, Edward Little High School Principal
Dan Deshaies, Athletic Director
Billy Hunter, Support Services Director
Jude Cyr, Business Manager



East Auburn Community Unit
Bill Saucier



New Auburn Little League
Dori-Anne Tarr



Saint Dominic Academy
Lee Hixon, (Former Administrative Director)



Boys & Girls Club
Andie Hannon, Director



Auburn Suburban Little League
Jeff Benson, President



Auburn/Lewiston YMCA
Brian DuBois, (Former Director)
Jim Lawler, Director



Central Maine Community College
Dave Gonyea, Athletic Director



Lewiston Auburn Youth Soccer Association
Dave Staszak

2 Background

The Auburn community provides a range of opportunities for youth and adults to participate in traditional sports athletic programs at a variety of facilities located throughout the City. The facilities are owned by a variety of public and private organizations, and many of the facilities are also hosts programs for multiple organizations which do not own facility capacity to host their own events. The varying condition of the facilities, their locations spread throughout the community, and inefficiencies in schedule demand for multiply program interests has led to several debates regarding consolidation, expansion and relocation of many of the athletic facilities in recent years. Regardless of the discussions and suggested solutions, the message has remained clear that these athletic programs are of great value to the community and Auburn should continue to investigate ways to improve the level of service offered to the public.

The most recent publicly supported document addressing athletic facilities in Auburn was the 2010 Update to the Auburn Comprehensive Plan, which considered a broad range of recreational opportunities throughout the community. This comprehensive planning effort identified the need to continue to support and provide physical recreational opportunities, find efficiencies in terms of consolidation of existing facilities to develop higher quality athletic opportunities, and continue to find strategic means to partner with neighboring communities.

The following list includes locations of all such facilities where athletic programs evaluated in this study are taking place, whether privately or public owned and operated. Many of these facilities are shared between multiple organizations administering athletic programs in Auburn. Many of these locations also offer practice level facilities for the Athletic Study programs in addition to full service fields and gymnasiums. Indoor track and field is the only athletic program and supporting facility that is part of this study which the community does not currently offer. This program is commonly hosted at Bates College in Lewiston, Bowdoin College in Brunswick, Colby College in Waterville, the University of Maine in Orono and the University of Southern Maine in Portland. (*See Town-Wide Athletic Facilities - Location Map – Figure F-2*).

There are also host of additional public and private facilities providing athletic and passive recreational uses throughout the community such as swimming, field hockey, ice hockey, hiking, lacrosse and boating. (*See Town-Wide Parks Inventory – Location Map – Figure F-1*). These sites were not evaluated in detail as part of the programs this Athletic Facilities Needs Assessment study examined. They were acknowledged however, as they are likely to continue to support overall community recreational needs and may provide opportunities to adapt and or expand capacity for a wide variety of recreational uses in the future.

Facility Type	Owner	Title	Public	Private	Notes
 Youth Baseball	ME Army National Guard / US DOD City of Auburn City of Auburn	Garfield Road Complex Pulsifer Fields Sherwood Heights Elementary School	X X X		(2) Fields - Operated by ASLL (2) Fields - Operated by NALL (1) Field - Operated by NALL Totals: (5)
 Adult Baseball	ME Army National Guard / US DOD City of Auburn Saint Dominic Academy	Garfield Road Complex Pettengill Park Saint Dominic Academy	X X	X	(1) Field - Operated by ASLL (1) Field (1) Field - Shared Use Totals: (3)
 Youth Softball	ME Army National Guard / US DOD	Garfield Road Complex	X		(1) Field - Operated by ASLL Totals: (1)
 Adult Softball	ME Army National Guard / US DOD City of Auburn City of Auburn Saint Dominic Academy East Auburn Community Unit	Garfield Road Complex Pettengill Park Lakeview Fields Saint Dominic Academy Tribou Field	X X X	X X	(1) Field - Operated by ASLL (1) Field (2) Fields*** (1) Field (1) Field Totals: (6)
 Youth Soccer	Auburn School Department LAYSA	East Auburn Community School LAYSA	X	X	(1) Field*** (2) Fields Totals: (3)
 Adult Soccer	Auburn School Department Auburn School Department Central Maine Community College LAYSA Saint Dominic Academy Saint Dominic Academy	Auburn Middle School Edward Little High School Central Maine Community College LAYSA Saint Dominic Academy Saint Dominic Academy	X X	X X X X	(1) Field*** (1) Field*** (1) Field (2) Fields (1) Field - Shared Use (1) Field Totals: (7)
 Tennis Court (Outdoor)	Auburn School Department Auburn School Department Saint Dominic Academy	East Auburn Community School Edward Little High School Saint Dominic Academy	X X	X	(2) Courts*** (6) Courts*** (4) Courts Totals: (12)

***Denotes Joint Use Land and Water Conservation Fund (LWCF) Sites for four facilities serving athletic needs as evaluated in this study. These agreements are intended for shared use between the City and at least one other entity.

(See Figures F-3 through F-10 for facility locations)

Facility Type	Owner	Title	Public	Private	Notes
Youth / Practice Football Field 	Auburn School Department	Edward Little High School	X		(1) Field
	City of Auburn	Chestnut Street Park	X		(1) Field
	City of Auburn	Cleveland Park	X		(1) Field
	ME Army National Guard / US DOD	Garfield Road Complex	X		(1) Football Field - Shared Use - Operated by City of Auburn
				X	
Adult Football Field 	Auburn School Department	Walton Elementary School	X		(1) Field Totals: (1)
Track & Field (Outdoor) 	Auburn School Department	Edward Little High School	X		(1) Track & Field Facility*** Totals: (1)
Basketball Court (Indoor) 	Central Maine Community College	Central Maine Community College		X	(1) Basketball Court
	Auburn School Department	Edward Little High School	X		(1) Basketball Court
	Saint Dominic Academy	Saint Dominic Academy		X	(1) Basketball Court
	Auburn School Department	Auburn Middle School	X		(1) Basketball Court
	Auburn/Lewiston YMCA	Auburn/Lewiston YMCA		X	(1) Basketball Court
	Boys & Girls Club	Boys & Girls Club		X	(1) Basketball Court
	Auburn School Department	Fairview Elementary School	X		(1) Basketball Court
	City of Auburn	Hasty Community Center	X		(1) Basketball Court Totals: (8)
Basketball Court (Outdoor) 	Auburn School Department	Auburn Middle School	X		(3) Hoops in Parking Lots
	Auburn School Department	East Auburn Community School	X		(2) Hoops in Playground
	Auburn School Department	Fairview Elementary School	X		(1) Court
	Auburn School Department	Sherwood Heights Elementary School	X		(1) Court
	City of Auburn	Union Street Gully	X		(3) Courts***
	Auburn School Department	Walton Elementary School	X		(1) Court

***Denotes Joint Use Land and Water Conservation Fund (LWCF) Sites for four facilities serving athletic needs as evaluated in this study. These agreements are intended for shared use between the City and at least one other entity.

(See Figures F-3 through F-10 for facility locations)

3 Assessment Approach

The Phase I Athletic Facilities Needs Assessment seeks to:

- Establish a baseline understanding of the current athletic programs offered within the community of Auburn.
- Provide key findings to validate the current program capacity requirements and identify the need for additional program capacity.
- Provide recommendations regarding opportunities to improve the athletic program capacity and efficiency of operations to create a more enjoyable user experience.

The approach to the Phase I Assessment is organized in accordance with a sequential methodology that begins with a summary review of relevant, readily available data. Recreational sports industry planning standards and comparisons to other similar Maine community facilities are factor into the benchmark data and inform the service area analysis. Existing athletic program data is examined in terms of scheduling capacity. Finally, community stakeholder input and an understanding of the unique athletic user needs of the Auburn community are incorporated with the data analysis to support findings and recommendations for the City to consider in terms of near term (5-10 year) and long term (10-25 year) changes to its athletic programs. The order of task process performed by the Wright-Pierce team to prepare the Phase I Needs Assessment is as follows:

- Demographics Analysis
- Benchmark Analysis
- Stakeholder Input
- Service Area Analysis
- Athletic Programs Assessment
- Findings and Recommendations

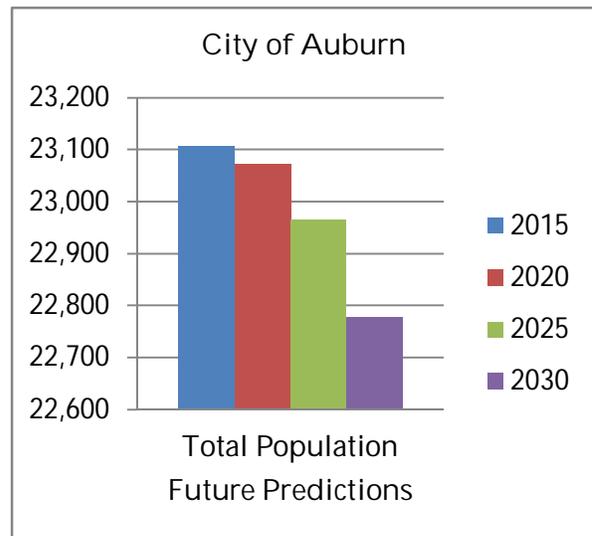
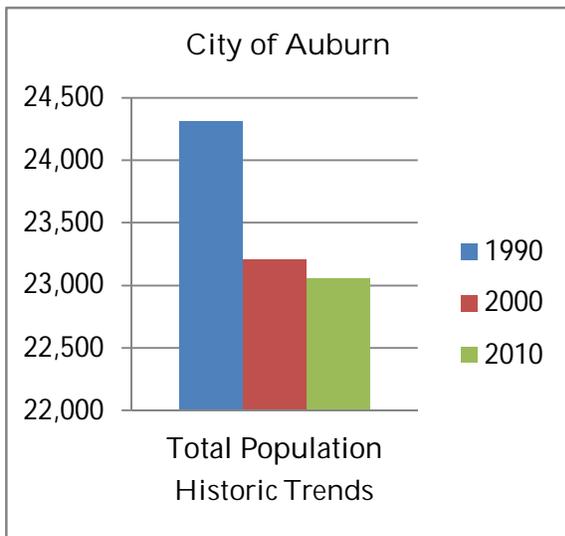
The Phase II Athletic Facilities Needs Assessment scope includes:

- On-Site evaluation of existing facility conditions and operations of all athletic facilities during periods of athletic program use throughout the spring, summer and early fall periods with support from athletic each facility's maintenance staff.
- Recommendations for each facility and related program in terms of repair, replacement, expansion, consolidation, acquisition needs, expansion of hours of operations (outdoor lighting) and co-use of facilities between more than one stakeholder group.
- Provision of planning level cost estimates for each of these recommendations.
- Updates to the Phase I Service Area Analysis and Athletic Program Assessment.
- Provision of final project recommendations to the City, considering both the athletic program user needs and ability of the community to support those needs in the near-term (1-5 year) and long-term (25 year) horizons.

4 Demographic Analysis

Demographic analysis provides a means of understanding the potential athletic program user base within the City of Auburn. The Assessment first examines population data from the U.S. Census Bureau and the Maine Office of Policy and Management in terms of historic population trends and future population predictions for the State of Maine, Androscoggin County and the City of Auburn.

Auburn’s population peaked at 24,449 in 1960 and has experienced a slow and steady decline over the decades since. The State of Maine and Androscoggin County have experienced low to moderate growth over that same period.

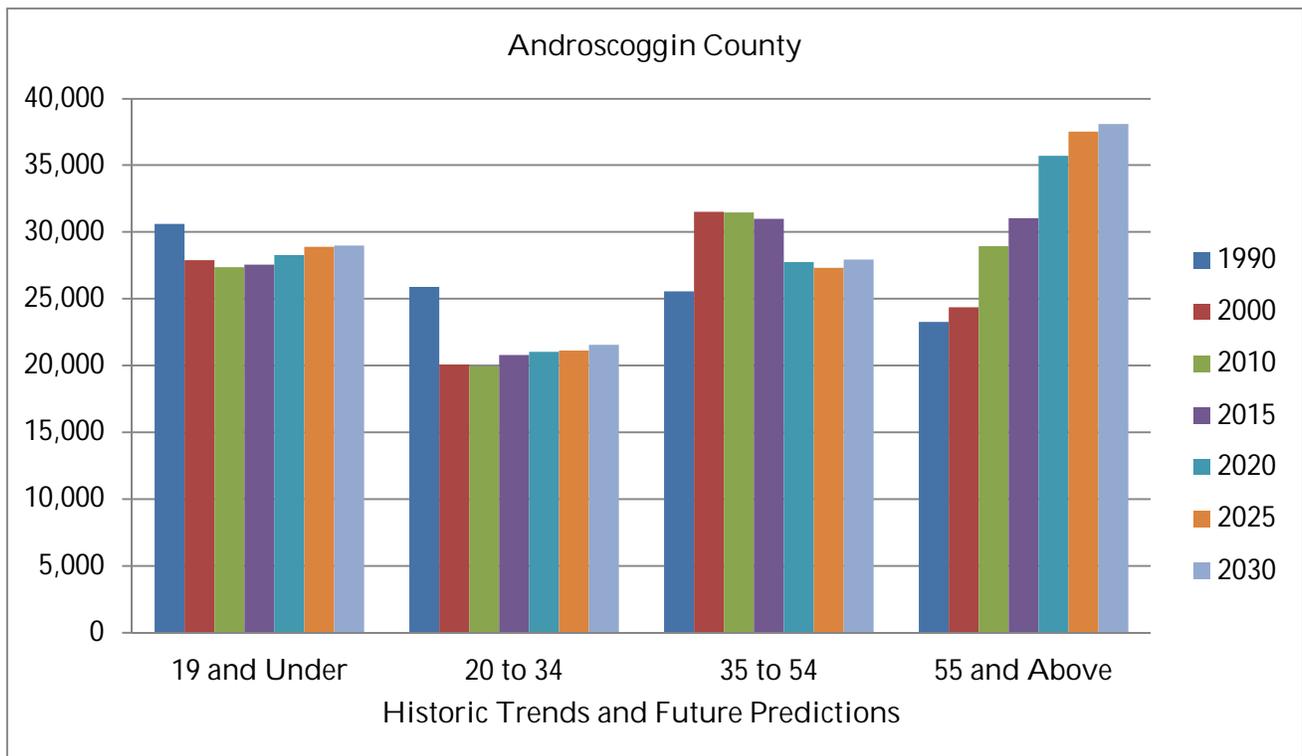
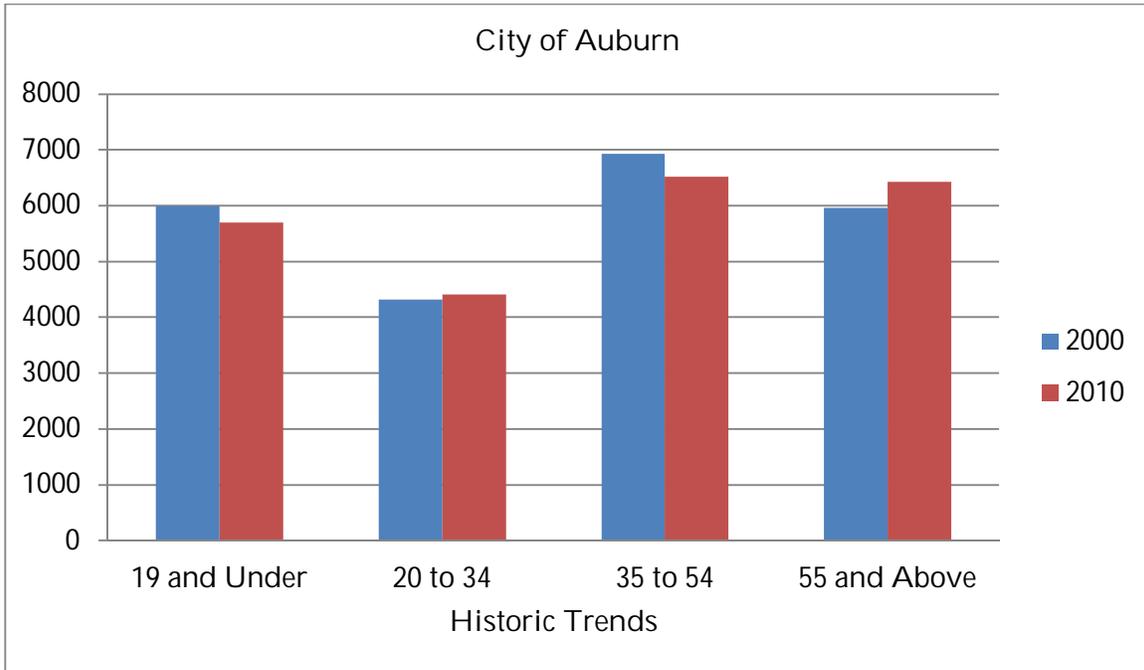


The Maine Office of Policy and Management has published population change predictions through 2030 for the State of Maine, Androscoggin County and the City of Auburn as well. Their predictions indicate a continuum of past recent historic population trends, with the City continuing to experience a slight decline in population. Androscoggin County and the State are projected to continue to grow slightly. *(An explanation of their demographic projects can be found here)*

<http://maine.gov/economist/projections/index.shtml>

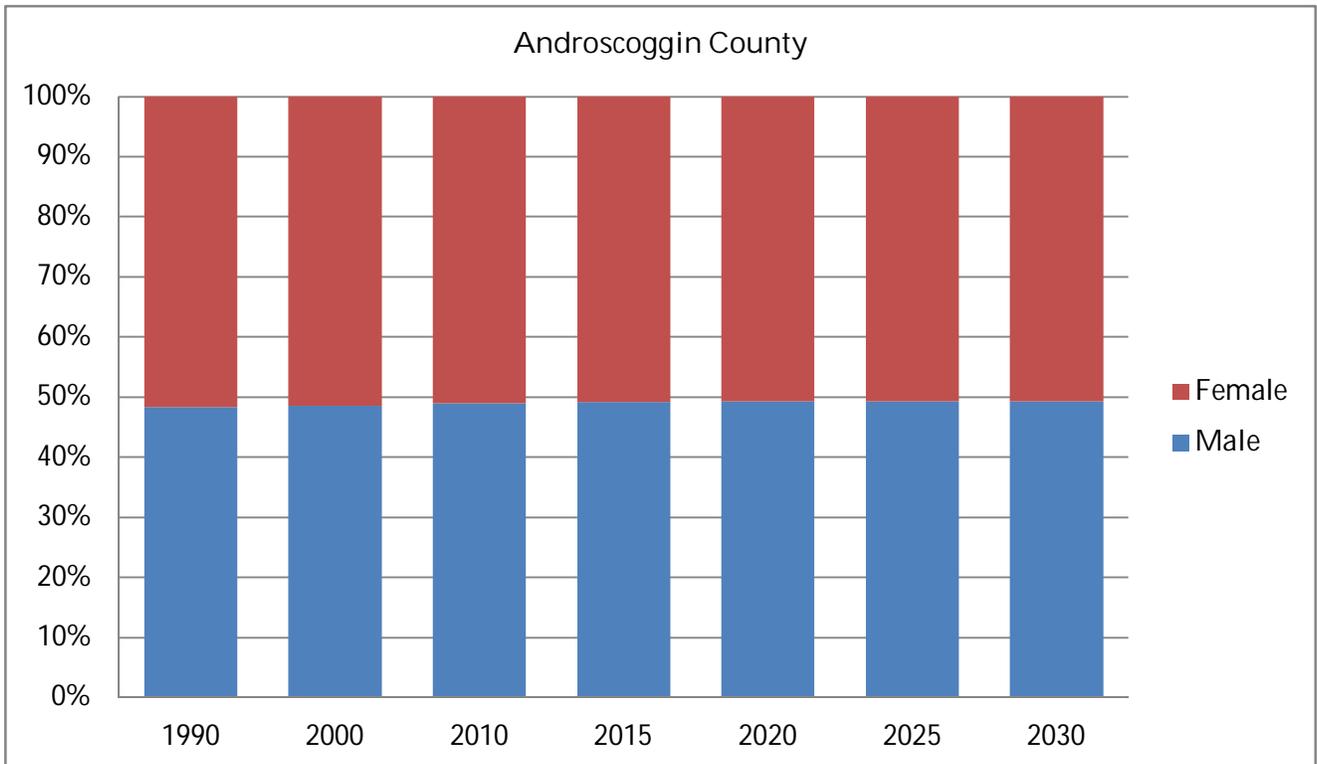
Another factor considered when examining historic Census data and future predictions is how the four primary age group segments - 19 and under, 20 to 34, 35 to 54 and 55 and above - are trending. At a national level, young families with children are migrating towards the southwest region of the county, and an increasingly aged population base is remaining in the northeast. This is also the case for the City of Auburn. This level of detailed Census data for the City from 2000 to 2010 is readily available for review. Androscoggin County and the State of Maine have more readily available historic data as well as future predictions over a longer duration, which also presents similar

distribution patterns to Auburn’s more limited data range, indicating that youth populations are declining in the near term and elderly populations continue to rise. Furthermore, the 2010 Census for Auburn indicates that the average house hold size is 2.26, which suggests that many households may be two-income dwellers with no children.



In addition to a slight decline in the most active team oriented athletic program participation age segment of 19 and under, and the expected increase in the Baby Boomer generation, 55 and above age segment (an age group that participates more actively in other recreational opportunities beside traditional team sports), the City should make note of the decrease in the 20 to 34 age segment. This age group is primarily responsible for regeneration of the population, and a decline in this segment may result in a long term decrease in the 19 and under population segment.

The last Census data analysis consideration focused on the balance of the male and female populations. As with the previous data sets, this level of detailed Census data is readily available for the City from 2000 to 2010. Androscoggin County and the State of Maine have more readily available historic data as well as future predictions over a longer duration, which also represent similar distribution patterns to Auburn’s limited data set. Gender populations are important for the City to consider as men and women participate at varying levels and in different athletic activities. According to recreational industry research trends developed over the past couple of decades, approximately 60% of women participate at least once per year in a sport or recreational activity while men participate at a rate closer to 70%. While male participation rates have remained steady over the years, female rates have increased significantly with increased program opportunities.



Women’s participation in team oriented activities tends to decline after organized youth programs, while men are more likely to continue to participate in team oriented athletic activities beyond grade school. In addition to the differences in participation rates, women tend to prefer the following recreational activities:

General exercise / Walking / Jogging / Aerobics / Biking / Swimming / Tennis / Golf/ Basketball

Men tend to prefer:

Jogging / Biking / Golf / Weight Lifting / Basketball / Football / Hiking / Fishing / Hunting

Additional local data as provided by stakeholders including school enrollments and athletic program enrollments was also examined as available. The data is expanded on in *Section 7 Service Area Analysis* and *Section 8 Athletic Programs Assessment* of this study. These data sets, while generally limited in availability to the past decade from several of the private stakeholder run programs in particular, also reflect a slow decline in youth population over the past decade.

5 Benchmark Analysis

In comparison to other municipalities in Maine, Auburn is somewhat at the forefront in terms of planning for comprehensive athletic facility needs on a community-wide basis. Recently Cumberland, Freeport and South Portland have had public supported debate and moved forward with varying levels of larger athletic field complex developments, however each of these municipal projects were a result of largely unanticipated opportunities that presented themselves under varying circumstances to each community (e.g. donation of land) rather than as a result of strategic planning initiatives.

Portland completed a needs assessment survey in 2007 and Saco completed a parks and recreations needs assessment in 2003, and while not solely focused on athletic facilities only, they appear to be the only municipalities in Maine to produce recent and comparable recreational facility study efforts involving athletic facilities as a component of the studies at the municipal level.

For Auburn's Athletic Facilities Needs Assessment, Wright-Pierce has performed a cursory review of the athletic facilities located in Augusta, Bangor, Lewiston and Portland for inclusion in this assessment as requested by City Staff. Each of these municipalities is either comparable to or larger in population size than Auburn, and serves as a geographic hub of regional interest.

In addition to the compilation of relevant local, Maine-based benchmark data, national benchmarking guidelines from the National Parks and Recreation Association (NRPA) and the American Planners Association (APA) provide another recreational industry standard planning tool for assessing the community's athletic program and facility needs. NRPA 2013 Parks and Recreation Operating Ratio and Geographic Information System (PRORAGIS) and APA planning standards, provide benchmark data from comparable municipalities in terms of population size, ethnic diversity, income level and youth demographics from throughout the United States. These national standards are weighed in relation to local and regional climate conditions and user trends in the greater Auburn/Lewiston region, throughout Maine and New England. *(See Section 9 Findings & Recommendations for further discussion of local, regional and national athletic facility trends)*

Benchmark data is particularly relevant in *Section 7 Service Area Analysis* of the study. Benchmark data provides the "big picture" view of the athletic program needs in comparison to demographic data and ability of the City to operation and maintain a satisfactory level of program service. Utilizing the 2010 Census total population of approximately 23,000 people, Auburn's current athletic facilities can be compared to athletic facility needs based on the established benchmark population service levels. Ultimately, this data serves as a basis for discussion and the community should carefully weigh these planning standards with the unique user needs of Auburn and the surrounding region that utilizes its athletic programs and facilities.

The following facility's required to provide for Auburn's Assessment athletic programs are stated in terms of population per 1,000 people in comparison to national benchmark datum. Establishing these baseline standards allows development of a service area analysis, and the ability to illustrate service areas and potential gaps in the community. (See Service Areas Map Figures F-3 through F-10)

Facility Type	Benchmark Service Pop.	Facility Need	Existing Facilities	Public	Private
Youth Baseball	1 Per 6,000	4	5	5	
Adult Baseball	1 Per 6,000	4	3	2	1
Youth Softball	1 Per 6,000	4	1	1	
Adult Softball	1 Per 4,000	6	6	4	2
Youth Soccer	1 Per 7,500	3	3	1	2
Adult Soccer	1 Per 4,000	6	7	2	5
Tennis Court (Outdoor)	1 Per 2,000	12	12	8	4
Youth / Practice Football	1 Per 10,000	2	4	4	
Adult Football	1 Per 15,000	2	1	1	
Track & Field (Outdoor)	1 Per 15,000	2	1	1	
Basketball Court (Indoor)	1 Per 3,000	8	8	4	4
Basketball Court (Outdoor)	1 Per 3,500	7	11	11	

ATHLETIC PROGRAM FACILITY BENCHMARKS

Phase I Needs Assessment benchmark data listed above is inclusive of practice level facilities, regulation facilities and non-regulation facilities under the respective athletic program user types. During the Phase II Facilities Assessment, it is anticipated that these numbers will be refined based on the physical conditions assessment of the facilities and a determination of site capacity potential to upgrade any substandard sized facilities to satisfy the communities service area requirements where they may be currently lacking or underutilized.

OTHER RECREATIONAL FACILITY BENCHMARKING DATA

Given the lack of comparable municipal data in Maine, State-wide assessment data is available from the State of Maine under the "2009-2014 Maine State Comprehensive Outdoor Recreation Plan (SCORP)". This study concurs with the general trend towards an aging population in Maine, with most recreational interests leaning towards more passive outdoor recreational interests, however it confirms that the primary athletic interests of the youth population is still focused on traditional, organized sports such as baseball, basketball, soccer and softball. One of the most significant findings of this report is that there is a general trend in population across the state to participate in more passive recreational opportunities versus traditional athletic programs.

The plan document is available for review at:

<http://www.maine.gov/doc/parks/programs/SCORP/index.html>

Stakeholder Input

Continued support for provision of athletic programs and facilities, as identified by the general public as recently as 2010 in the City’s *Comprehensive Plan Update*, was a key factor in initiating the Athletic Facilities Needs Assessment. In addition to the community-wide support, focused stakeholder input was vetted out from all interested parties operating within Auburn that provide athletic facilities and or programs germane to the Assessment. This included the City, non-profit and for profit entities. The intent of this local input component of the Assessment is to identify:

- Operational structure of the existing stakeholder athletic programs
- Each group’s additional athletic program service needs
- Gauge stakeholder interest for participation in a community-wide planning initiative intended to make athletic program and facility improvement recommendations to meet the athletic user needs of the City of Auburn.

Each Stakeholder group was initially contacted via phone conversation to gauge their interests in participating in the process. All current stakeholders indicated interest in participating in the Assessment and they were provided with a baseline survey from Wright-Pierce, serving as an effort to gather consistent athletic program data as available from each of the groups. The level of detailed information received as a result of this survey varied for each stakeholder. In addition to written responses to the survey from most of the Stakeholders, input was also provided during follow-up phone conversations and personal interviews between the Stakeholders and Wright-Pierce. City Staff then assisted in a subsequent follow-up effort, gathering additional program data from several of the stakeholders as the plan has developed over the course of more than a year and some programs and facilities have changed from when the Assessment first was initiated. Program enrollment, scheduling and population data was gathered as a result of these stakeholder surveys and the information was factored into *Section 7 Service Area Analysis* and *Section 8 Athletic Program Assessment* of this study report. A summary table of the stakeholder data received is as follows:

Organization	ID Programs	10 Yr Enrollment	ID Facility	Described Condition	Hrs	Sched	*Notes:
Auburn Parks & Rec Dept	Y	N	Y	N*	Y	Y	All facilities stated to be in fair condition during person-to-person interviews.
Auburn Schools	Y	Y	Y*	Y*	Y*	Y*	Did not provide information for elementary school facilities.
ASLL	Y	Y	Y	Y	Y	Y	
Auburn/Lewiston YMCA	Y	N	Y	Y	Y	N*	Wright-Pierce obtained schedule data from the Boys & Girls Club's website.
Boys & Girls Club	Y	N	Y	Y	Y	Y	Wright-Pierce obtained schedule data from the YMCA's website.
CMCC	Y	Y*	Y	Y	N	Y*	Provided enrollment data for past two years. Detailed schedule data games only.
East Auburn Comm Unit	Y	Y	Y	Y	Y	Y*	No daily schedule provided. Stated seasonal duration.
LAYSA	Y	Y*	Y	Y	Y	Y*	Provided enrollment data for past four years. No detailed daily schedule.
NALL	Y	Y	Y	Y	Y	Y	
Saint Dominic Academy	Y	N	Y	Y	Y	Y	No enrollment data provided.

All input was useful to the Assessment at varying levels. Of note, Both Little League Organizations providing complete sets of data. Auburn Schools, Auburn Parks and Recreation Department, and Saint Dom's had most of the complete data sets and provided detailed schedules of all events and activities at their facilities. General schedule seasonal ranges and standard hours of operation were provided by the rest of the stakeholders or was readily available from the respective websites and assumptions by Wright-Pierce due to lack of detailed schedule data were made for their facilities in *Section 8 Athletic Program Assessment* of this study report.

Below is a brief summary of input provided from each stakeholder group. The Phase II Assessment will consider overall program administrative costs in combination the operations and maintenance costs of each facility and Wright-Pierce may solicit follow-up questions regarding the initial input data in light of the on-site observations and understanding of O&M processes:

Auburn Parks and Recreation Department

The Parks and Recreation Department is a City operated public organization, providing athletic programs for a wide variety of interests. Their programs offered are primarily focused on younger participant, from ages 5 through 13. Their facilities are located throughout the community and are available for participants of all ages. The current Auburn Parks and Recreation Department athletic programs specific to the Athletic Facilities Needs Assessment Study include:

- Tee-Ball (Ages 5-7)
- Pre-K/Kindergarten Instructional Basketball
- Youth Basketball (Grades 1-12)
- Men's Basketball League (Ages 18+)
- Women's Basketball League (Ages 18+)
- Flag Football (Grades 1-2)
- Football (Grade 3-4)
- Football (Grades 5-6)
- Football Camp (Grades 1-8)
- Middle School Level Football
- Pee Wee Level Soccer
- Soccer Camp (Ages 7-12)
- Youth Indoor Soccer (Ages 4-7)
- Co-Rec League Softball (Ages 18+)
- Men's League Softball (Ages 18+)
- Softball Pitching (Ages 7-12)
- Tennis (Ages 5-12)
- Youth Outdoor Track and Field (Ages 6-14)

Their athletic facilities operate seasonally, depending on the athletic program(s) offered and are subject to change. The City has an annual operations and maintenance budget to continue to provide a similar level of service for the foreseeable future.

The Auburn Parks and Recreation Department athletic programs are supported by public funding and program participant fees. They have both paid and volunteer staff, and an operation and maintenance budget for their own facilities. They do not have a capital improvements budget. Athletic program staffing is currently considered to be understaffed and the Department is continually looking for volunteer coaches for most of their youth programs in particular.

In addition to Athletic Needs Assessment programs administered by the Department, their facilities are used for a variety of additional recreational programs and they are also rented by other private organizations including regularly scheduled Sunday games hosted by the Auburn White Sox (Men's Baseball Team in the Pine Tree Baseball League), as well as tournament events hosted by the Maine Amateur Softball Association and the United States Specialty Sports Association. The Auburn Park and Recreation Department indicated that their facilities are booked for interested groups and activities outside of their administered program needs during the winter sports season in particular. They could accommodate additional events during the Spring, Summer and Fall sports season.

The Auburn Parks and Recreation Department either owns and operates or has lease agreements with the Auburn School Department for the facilities where the majority of their programs take place. Additionally they provide maintenance services for other private organizations fields, mostly in terms of lining the fields. They also are responsible for maintain a wide variety of municipal facility grounds throughout the community, other than those focused on in this Study.

Auburn Schools

The Auburn School Department is a public school system for grades Pre-K through High School located throughout the community at ten school facilities. The School Department provides competitive athletic programs for their Middle School and High School students, along with gymnasiums for athletic programs as part of their school education curriculums at several of the elementary school, gymnasiums, in addition to the gymnasiums at the Middle School and High School. The Auburn School Department's athletic programs under the Needs Assessment Study include:

- Middle School and High School level Baseball
- Middle School and High School level Boys and Girls Basketball
- High School Level Football
- Middle School and High School level Boys and Girls Soccer
- High School level Boys and Girls Tennis
- High School level Coed Indoor Track and Field
- High School level Coed Outdoor Track and Field

Their facilities operate seasonally, Monday through Saturday between 7:30am and 10pm depending on the athletic program. Fall athletic programs run from mid-August through the first week of November. Winter athletic programs run from late November through the first week of March. Spring athletic programs run from mid-March through mid-June. A detailed schedule is included in the appendices of this report.

The Auburn School Department provides on-site athletic facilities for several of these activities, as well as at City Parks and Recreation Department facilities and college facilities throughout the greater community and the state. The age and condition of the School Department's facilities are generally considered to be in fair condition. Currently Edward Little High Schools overall building campus is being evaluated under a concurrent consultant led study by Fay Spofford and Thorndike in terms of opportunities to make improvements to the existing campus versus relocation and new site development pending availability of capital and suitable sites elsewhere in the community. Most of the Middle School and High School Athletic teams are currently bused to other facilities across the community. The desire for new High School facility as a whole including education and athletics remains a significant priority for this stakeholder group and they continue to be interested in way's to collaborate and address their needs within the context of the overall community needs.

The Auburn School Department athletic programs are supported by public funding. They have both paid and volunteer staff, an operation and maintenance budget for their own facilities and a capital expenditure budget for those facilities that they rent from other organizations. High School athletic program staffing is currently considered adequate and Middle School athletic programming is considered to be understaffed.

They host the Lewiston/Auburn Hall of Fame Basketball Tournament every other year. In addition to regular use of their facilities by their athletic programs, the Auburn School Department hosts band concerts in their gymnasium and allows use of their facilities for other groups and events with the costs for utilities and custodial costs covered by each entity renting their facilities. They indicated that their facilities are booked for interested groups and activities outside of the School Departments athletic program needs during the winter sports season and cannot accommodate additional events beyond the routine requests they receive.

Auburn Suburban Little League (ASLL)

Auburn Suburban Little League offers Baseball and Softball administered under the national Little League Baseball and Softball, and Babe Ruth League programs. Their programs operate between 4pm to 8pm Monday through Friday, and from 8am to 4pm Saturday and Sunday on a seasonal basis between April and August.

Their current facilities are located at the Garfield Road Complex on five fields leased from the City of Auburn on land owned by the U.S. Department of Defense. They have one Little League level baseball field, one Minor level baseball field, one Minor level softball field, one Major level softball

field and one Babe Ruth level baseball field. The facilities were built between 1991 to 1993 and are considered to be in very good condition. Their fields are also used by the Auburn Parks and Recreation Department for baseball and youth football activities, the Auburn School Department for Middle School and High School baseball and softball activities, and by Central Maine Community College for baseball and softball activities.

ASLL's programs are privately organized and funded through an annual operations and maintenance budget supported by donations and player fees. They are currently providing enough programs to meet local interests, including the northerly half of the City of Auburn's geographic area, as well as for the neighboring communities of Poland and Minot. ASLL has no plans for expansion of their facilities. They have both paid and volunteer staff.

They do host special tournaments for baseball and softball. They do not host regularly scheduled events other than athletic programs, however they indicated that they would be willing to do so. For other organizations outside of their Little League and Babe Ruth programs, they allow use of their facilities for similar athletic events with fees per group per each field. These fee rates vary depending on whether or not the field lighting system is used.

Auburn/Lewiston YMCA

The YMCA offers youth level Basketball program for kids ages 4 through 6th grade, typically on a periodic and seasonal basis during the winter months depending on membership enrollment. In addition to youth baseball, they offer baseball and softball hitting clinics during the late winter and early spring. Their facilities are open to their membership Monday through Friday from 4:30am to 9:00pm. The YMCA indicated that their facilities, as they feel is the case with most others throughout the community of Auburn, are heavily utilized during traditional athletic program seasons and are in low demand outside of these seasons.

The YMCA has a gymnasium as part of its building facility that is frequently used throughout the year for a variety of indoor activities including indoor basketball as a program evaluated by the Athletic Needs Assessment study. The gymnasium is considered to be in fair and adequate conditions. The basketball court is too small and not regulation size but it serves their program needs. Erected in 1922, the aged condition of the building causes a level of operational and financial strain on the Auburn/Lewiston YMCA. The YMCA utilizes other existing outdoor facilities throughout the community for all other Needs Assessment Study athletic activities. They are in the midst of an 8 phase capital development planning process to erect a new YMCA facility at a recently purchased site and they intend to partner with the community of Auburn to provide the best possible complex/campus to promote healthy lifestyles and a stronger sense of community.

The Auburn/Lewiston YMCA's athletic programs are supported as part of their overall organizational budget with funding membership fees. They haven an annual operations and maintenance budget to maintain these programs and their facilities. The YMCA also has both paid and volunteer staff to run their programs.

They are interested in holding additional athletic and social events but cannot currently do so because of limitations of their facilities. With that said, frequent use of their facilities for interests and organizations outside of their membership is not desirable given the membership utilization rates of their facilities.

Boys and Girls Club

The Boys and Girls Club, a member of the regional Boys and Girls Clubs of Southern Maine, offers indoor basketball within their downtown building facility. The basketball program primarily serves school age boys and girls during after school hours between 2pm and 8pm on week days on a year-round basis. The Boys and Girls Club also supports a variety of intermural and club level athletic events throughout the year on a periodic basis.

The Boys and Girls Club gymnasium is undersized and is considered to be in fair to poor condition. The Boys and Girls Club supports youth basketball teams for kids who are not concurrently participating in Auburn School basketball programs, and shares use of their facilities with the City's Parks and Recreation youth basketball program. For period athletic events such as a football, baseball or practice scrimmage within their youth membership, they provide transportation from their building facility to the Auburn Schools and City Parks and Recreation Department outdoor athletic facilities. In the short term the Boys and Girls Club is seeking funds to improve the gymnasium flooring.

The Boys and Girls Club's athletic programs are supported as part of their overall organizational budget with funding from an endowment, public donations, membership fees and interest from investments. They have both paid and volunteer staff to run their programs.

When the Boys and Girl's Club's gymnasium is not used for basketball, the facility is occupied for other non-athletic programs that they offer to their membership. The gymnasium is also available for rent by other individuals and organizations.

Central Maine Community College (CMMC)

CMMC offers collegiate level athletic programs, participating in the United States Collegiate Athletic Association and the Yankee Small College Conference. Their collegiate level team programs offered under the Needs Assessment Study include Men's Baseball, Women's Softball, Men's and Women's Basketball and Men's and Women's Softball. In addition to these collegiate team programs, they also collegiate club team level Men's JV Basketball, and High School level summer sports camps and clinics. The college does not have standard hours of operations for their facilities, as their programs are evolving on a seasonal and yearly basis.

The CMMC campus provides on-site athletic facilities for soccer and indoor basketball (Kirk Hall Gymnasium). Both facilities are considered to be in good condition. Baseball and Softball are played off-site on fields managed by other Auburn area organizations. CMMC does not have short or long term plans for expansion of these programs or facilities.

CMMC's sports programs are supported by student tuition and other state and federal funding sources and they do not have a dedicated athletic account for annual operations and maintenance costs. They indicated that they do not have any dedicated paid or volunteer staff either.

They periodically host collegiate and high school level tournaments in their gym. CMMC's gymnasium is available for rent depending on the group type and size, and while the specific guidelines for the use of the gymnasium are not specified, they are willing to discuss use of the facilities with interest groups outside of the Study's traditional athletic programs.

East Auburn Community Unit

East Auburn Community Unit operates a regulation size softball field (Tribou Field) and sponsors three Little League level girls and boys teams. They also sponsor a youth boys Basketball team within the City of Auburn's recreational basketball league. They have been maintaining their field and sponsoring youth baseball, softball and basketball teams for over 25 years.

Tribou Field is 35 years old and considered to be in good condition. They rent the field on a daily basis. The facility is generally open Monday through Sunday from 8am to dark throughout the summer.

They do not have any plans for short or long term expansion of their programs or facilities. Their programs and facility are maintained through volunteer efforts and they do not have an annual budget for operations and maintenance.

Tribou field hosts several softball tournaments throughout the summer. East Auburn Community Unit that while they have not hosted events and activities at their facility other than for softball, it would be possible to do so.

Lewiston Auburn Youth Soccer Association (LAYSA)

LAYSA offers spring and fall youth soccer leagues. They also offer summer youth soccer camps. Their program operates Monday through Friday from 4:00pm to 7:00 pm and Saturday and Sunday from 7:30am to 5:00pm On a seasonal basis from April 1 through October 30.

They have three privately owned soccer fields with storage, concessions and parking facilities. They consider their facilities to be in good condition and have an annual estimated budget for maintaining these facilities in "usable" condition. LAYSA has short term plans to expand their parking facilities They have long term plans for conversion of one of their fields from grass to turf, as well as to add lighting to one of their fields.

LAYSA's program is privately organized and was formed in 1979. They are a non-profit funded by donations and player fees. They have all volunteer staff. They are currently planning to expand their user capacity by adding a 4-5 year old soccer program.

Occasionally LAYSA hosts regional soccer playoffs and tournaments. Their organization and funding support is solely focused on soccer athletic programs and they not regularly host events or

activities on their fields other than for soccer purposes. If they were to host activities and events besides soccer, they would have to develop a fee schedule to cover operations and maintenance costs due to wear and tear on their facilities, and would require that other interest groups be insured. Allowing for these activities would likely vary from year to year and season to season depending on their fluctuating annual enrollments.

LAYSA is one of the only stakeholders participating in the Needs Assessment Study that consistently provides athletic programs in a coordinated fashion between both municipalities of Lewiston and Auburn.

New Auburn Little League (NALL)

New Auburn Little League offers Little League offers Baseball administered under the national Little League Baseball and Softball program for youth ages 4 through 12. Their facilities are primarily focused on their league's needs. Their program operates between 5pm to 8:30pm Monday through Friday, and from 7:30am to 5:30pm Saturday on a seasonal basis between April and July. After their 8-week regular season, NALL has two all-start teams practicing on their fields.

NALL operates and maintains their own fields on lands leased from the City. They have one Major level baseball field, one Minor level baseball field, and one T-Ball level baseball. Their facilities are considered to be in excellent condition. NALL's Major level field has an underground irrigation system with sprinklers. They may build a new dugout on the 3rd base side of one of their fields.

NALL's program is privately organized and funded by donations and player fees. They offer scholarships to approximately 25 kids due to family hardships. They are currently providing enough programs to meet local interests, including the southerly half of the City of Auburn's geographic area, as well as for the neighboring communities of New Gloucester, Danville, Mechanic Falls and Durham. NALL is considering adding a 6-year old coach pitch division. They have all volunteer staff.

They do host special tournaments for baseball during July and then have a "Family Fun Day" event in July for the whole league, including an awards ceremony. They do not host regularly scheduled events other than for their little league programs, due to maintenance and operation concerns for their facilities which they consider dedicated for youth baseball activities only.

Saint Dominic Academy (St. Dom's)

Saint Dom's is a private school for grades Pre-K through High School. Their Auburn campus was constructed in 2002 and is for grades 7 through 12. Younger students attend school at their Lewiston campus. St. Dom's Auburn school age athletic team programs under the Needs Assessment Study include:

- Junior High School and High School level Baseball
- Junior High School and High School level Boys and Girls Basketball

- Junior High School and High School level Boys and Girls Soccer
- Junior High School level Coed Tennis
- High School level Boys and Girls Tennis
- Junior High School and High School level Coed Indoor Track and Field
- Junior High School and High School level Coed Outdoor Track and Field

Their facilities operate seasonally depending on the athletic program priorities for primary field use versus secondary (Overlay) field use.

The Saint Dom's Auburn campus provides on-site athletic facilities for baseball, indoor basketball, soccer and softball. They consider these facilities to be in excellent condition and feel that the grass fields are some of the best in the area. They also coordinate with CMMC, Bates College and the City of Lewiston for additional athletic program events held off-site. They would like to see a domed facility for the communities of Auburn and Lewiston, for year round support of athletic programs such as soccer, baseball and softball which are limited in length by Maine's outdoor climate.

Saint Dom's athletic programs are supported by private funding.

They periodically host Junior High School and High School level conference tournaments at their facilities. St Dom's does allow use of their facilities for other groups and events other than to meet their athletic program needs however, they only allow use of their facilities by Non-Profit organizations. They have found that fees and insurance premiums to cover use of their facilities by others are too expensive to attract interest. They also require that these user groups and events meet their goals of separation of church and state law.

Mt Apatite Joint Land Use Study for Area Maine Army National Guard Training Facility and Mount Apatite Park

The City is conducting a Joint Land Use Study in coordination with the U.S. Department of Defense and the Maine Army National Guard at the Mt Apatite park site. The purpose of this study (As referenced from the study report) is to:

- Identify and evaluate incompatible land use activities associated with the existing Maine Army National Guard Training Site, and Mount Apatite Recreation Area, including the Auburn Suburban Little League ball fields.
- Assess the effectiveness of the City's current comprehensive plan and zoning ordinance to determine their effect on both facilities from future land development.
- Consider the operational needs and training utility of the Auburn National Guard training site and plan for its maintenance at a minimum and its improvement as an optimum.
- Develop policies, plans and strategies to address the existing and avoid or minimize potential future incompatibility.

- Ensure better future coordination between City community development interests and Maine Army National Guard operational needs.

The Athletic Facilities Needs Assessment planning effort is closely following this concurrent study as Garfield Road Complex athletic program fields, currently owned by the U.S. Department of Defense and currently operated by Auburn Suburban Little League, are of direct interest to the Assessment. This study is being performed with consultant assistance from Kat Beaudoin and Beth DellaValle.

Edward Little High School Relocation Study (No formal name has been given for this current study)

Auburn Schools is currently evaluating options for relocation and redevelopment of Edward Little High School, searching for potential sites throughout the community. This study is reportedly on hold as Auburn Schools awaits further clarification from the State of Maine as to near term availability of state funding to support such an initiative. It is anticipated that further clarification of this issue will be available during 2015. This study is being performed with consultant assistance from Fay Spofford and Thorndike.

7 Service Area Analysis

The initial value of service area analysis for each athletic program facility is to determine the relationship between facility locations within the community and the potential to service the surrounding population base. The City may also choose to use this data in relation projected demographic population data in relation to current zoning ordinances and their potential to allow for future population growth in the community, in terms of planning for additional facilities, expansion and or contraction.

Service area analysis starts with calculation of service area radii around each existing facility, in consideration of current demographic data (2010 Census data). Each facility type and service area is mapped separately as an attachment to this report. (See Figures F-3 through F-10) These service area maps demonstrate potential areas either lacking, adequately served, or over-served. While the service areas shown are a good starting point in examining the appropriateness of the existing facility locations, and as a means to to identify areas for relocation and or expansion of athletic facilities, there are additional levels of higher analysis that should be taken into account.

For example, gymnasiums providing indoor basketball facilities as shown on *Figure F-3* give a sense of the service areas that these facilities can cover throughout the varying Census tract population densities, however, they do not take into account potential athletic user population factors such as for public facilities primarily serving local Auburn residents versus private facilities which may serve athletic users from much greater distances beyond Auburn's municipal boundaries. These service areas do give the community a sense of overall distribution the facilities and in many case the potential to serve the needs of the local community if private facilities can be shared with Auburn residents. Planning factors in relation to service area data need to be judged in consideration of the City's ability to collaborate with privately owned and operated facilities, serving a percentage estimate of the full publicly accessible program needs. (See *Section 8 Program Assessment of this report for a clearer understanding of availability of all current public and private facilities*)

In combination with the Phase II Assessment of these facilities physical conditions and on-site factors also effective service levels such as parking capacity, the City will be able to better determine how equitable athletic service distribution is delivered across the community and make capital improvement decisions looking at the entire athletic facilities asset management picture.

Attached to this report are a series of Service Area maps and notes regarding the basis calculations of the area for each athletic facility type. Additionally, written descriptions of the unique attributes of each service area per facility type are also provided to give the community a greater understanding of athletic user context.



BASEBALL

While some neighborhood scale baseball activities may take place on occasion, and equipment levels are low enough that commuting to the fields by bicycle and or walking is feasible, most baseball users commute by car, from service areas well beyond local neighborhood areas. Most fields are traditionally located either near schools, accommodating the local student needs, as well as those of visiting schools, or the fields are located by factor's involving developability of available lands, serving the needs of private and or non-profit organizations with an athletic user base that often reaches populations community-wide and beyond. For example, Auburn has two little league baseball organizations that have teams of Auburn residents participating, as well as teams from Lewiston and other surrounding communities.

In either case noted above, the facilities are also typically located in areas where parking infrastructure and restroom facilities are available given the duration of the games. Other desirable infrastructure includes water for field irrigation and electricity for field lighting and nighttime use, which factor into field locations as well.



SOFTBALL

Softball is very similar to baseball in terms of service area needs. Again, some neighborhood scale softball activities may take place, and equipment levels are low enough that commuting to the fields by bicycle and or walking is feasible, however, most softball users commute by car, from service areas well beyond local neighborhood areas. Most fields are traditionally located either near schools, accommodating the local student needs, as well as those of visiting schools, or the fields are located by factor's involving developability of available lands, serving the needs of private and or non-profit organizations with an athletic user base that often reaches populations community-wide and beyond.

More unique to softball is the larger demographic user base of adult male and co-ed players and leagues than is common for baseball. Based on this factor, a greater number of softball fields are often found at sites other than local schools. The duration of softball games and field use needs also support location of the facilities near public water and sewer, as well as areas with electrical service distribution.



Soccer has many similarities to baseball and softball, and even less individual equipment needed allowing for the potential for commuting to the facilities from pedestrians and cyclists, however most users tend to drive to these facilities, largely given the team sizes required to play, which supports a larger service area to attract enough user interest with a given population area. Similar length of soccer games and field composition supports the same utility service needs as mentioned above.



Outdoor tennis, like outdoor basketball described below, is one of the athletic facilities that is most supportive of neighborhood interests from a service area perspective. The equipment is minimal, allowing for commute to the facilities by vehicle, pedestrian and bicyclist, and the duration of the games can be shorter in duration, reducing the demand for public restroom facilities. Lighting is desirable however for nighttime use from the user perspective, however lighting in denser neighborhoods can often be perceived as a negative to the abutting residences. The size of an individual tennis court is also relatively small and the typical paved court surface (grass and clay courts are an option but are not regularly constructed using those materials in Maine's climate), which allows for greater opportunities to site these facilities in denser population areas. Tennis is typically played by two to four people at a time, further supporting local, neighborhood activity versus larger team athletics. Lastly, interests by male and female participants, as well as the age demographic of tennis players ranging youths to senior citizens, supports a greater likelihood that a focused neighborhood service area will meet the local population need.



Football requires a significant number of team participants, has more equipment requirements than most other athletic facilities and involves a larger field complex with supporting utility and parking infrastructure. Due to these unique factors and the significant construction, maintenance and operations costs of these facilities, most communities in Maine have one to two of these fields and they are typically located within a public and or private school campus. This facility type lends itself to access by vehicular means primarily and is heavily dependent on other supporting infrastructure including water, sewer and electrical services.



OUTDOOR TRACK & FIELD

Outdoor track and field facilities are very similar in terms of frequency and siting criteria within a given community. They involve a large variety of specialty athletic events (hurdles, javelin, high jump, etc...) and equally diverse equipment requirements than most other athletic facilities and involve a larger field complex and supporting utility and parking infrastructure. Due to these unique factors and the significant construction, maintenance and operations costs of these facilities, most communities in Maine have one to two of these fields and they are typically located within a public and or private school campus. This facility type lends itself to access by vehicular means primarily and is heavily dependent on other supporting infrastructure including water, sewer and electrical services. The infield area of track and field facilities are also often used to support soccer and or football in addition to the track and field events.



INDOOR BASKETBALL

These facilities often support a population based from a large area of a given community, and from regional schools and rec league user as well. There are very few private and or non-profit owned and operated indoor basketball facilities in Maine (Auburn is somewhat unique with two – YMCA and Boys and Girls Club). Most of the facilities are located at either public or private school sites as part of a larger built campus of buildings. During the basketball season (typically October through March) the courts are primarily used for basketball purposes. During the “off” season, these facilities periodically host general public assemble events other than athletics. While the equipment needed for indoor basketball is low and essentially the same as to play outdoor basketball, the predominant location of these facilities at school sites means that these facilities are mostly accessed by vehicular traffic.



OUTDOOR BASKETBALL

Outdoor Basketball is very similar to outdoor tennis as noted above and is supportive of neighborhood interests from a service area perspective. The equipment is minimal, allowing for commute to the facilities by vehicles, pedestrians and bicyclists. The duration of the games are relatively short in duration, reducing the demand for public restrooms. Lighting is desirable however for nighttime use, however lighting in denser neighborhoods can often be perceived as a negative to the abutting residences. The size of a basketball court is also relatively small which allows for greater opportunities to site these facilities in denser population areas. Outdoor basketball games are typically less organized from a programming structure, and games are often played by between two to ten people at a time, further supporting local, neighborhood activity.

8 Athletic Programs Assessment

The Phase I assessment review of the athletic programs offered within the community of Auburn is focused on the scheduling capacity of the facilities, supported by a variety of athletic program schedule and enrollment data as provided by the individual stakeholder organizations with vested athletic interests and operations in Auburn. The overall amount of facilities located within Auburn and the nature of their ownership and administration by private and public stakeholders is found to be generally in line with other comparable Maine communities and national level benchmark standards, and in combination with this scheduling data, can give the community a general sense of where the programs may be adequately served and where they may be deficient.

Each facility is defined in further detail below per regularly scheduled sporting use event. Where facility and program scheduling/user rate data was not readily available, assumptions have been made by Wright-Pierce and the basis for these assumptions is stated.

City staff desired to compare facilities in this light as follows:

- Indoor basketball from 2:30 pm to 9:00 pm during week days (Monday through Friday)
- Indoor basketball from 6 am to midnight on weekends (Saturday and Sunday)
- Outdoor facilities all week long from dusk to dawn (Facilities with no site lighting)
- Outdoor facilities all week long from 7am to 10pm (Facilities with site lighting).

Each facilities capacity is described in terms of percentage utilization on a monthly basis. For example, a non-lit baseball field utilized 5 days for the full daily duration listed below for a one month period would be utilized at 70% (rounded to the nearest 5%) of full capacity. If a field was estimated to be utilized for 10 out 12 hours on a given day within a monthly timeframe, then that day would count as 0.83 days to determine partial utilization on a daily basis. Should a facility have reoccurring schedule gaps (say openings every Wednesday for example) they are highlighted as notations for general reference.

The City offered that there are currently no local ordinances regarding hours of operation for lit outdoor facilities, however this may be something that the community desires addressing, should outcomes of the Assessment lead the City to invest in additional outdoor lit facilities.

The following athletic facility utilization estimates are based on National Parks and Rec Facilities planning standards where indicated on the following facility charts including:

- 5% usage demand for maintenance needs

- % usage for facility practice and games where not stakeholder data was available

The facility use calculations will be updated by Wright-Pierce after the facilities are evaluated to more accurately represent their use capacity based on each facilities current conditions and local maintenance and operational needs.

Where private stakeholder data was not available, the facilities were estimated to be at similar use capacities as for public facilities. These estimates do not reflect the private ownership access nature of these programs and facilities and will require further cooperation between public and private interests to best determine when these facilities might be available, if at all, for use other than by the private memberships.

The Phase II assessment will focus on the physical condition of the athletic facilities supporting site infrastructure factors such as public utility and parking capacities, allowing for greater definition of the service level and usage capacity of each facility, allowing the City to make informed decisions regarding capital expenses and local policies to maintain, expand, partner with private interest groups or contract various athletic facilities to satisfy the communities athletic user needs. The challenge of coordinating with public and private entities, versus an athletic facilities and programs system that is run by a single entity such as the City's Parks and Recreation Department, should be the key point of focus once the report is concluded and the community has a clear picture of the overall facility and program conditions and recommendations for improvements with associated cost implications.

Section 2 Background of this report provides a comprehensive table of all of the athletic facilities in Auburn and their Public or Private ownership. While some facilities on the following table(s) were noted as publicly-owned, that ownership represents the land parcel and for the purposes of this section of the report, the operating entity is the designating factor in terms of private or public program definition.

Private Youth Baseball (Non-Lit)		Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes:
Garfield Road Complex	Little League Field		0%	0%	0%	90%	95%	85%	50%	35%	5%	0%	0%	0%	Estimates for Practice / Maintenance by W-P
Garfield Road Complex	Minor Field		0%	0%	0%	90%	95%	85%	50%	35%	5%	0%	0%	0%	Estimates for Practice / Maintenance by W-P
Pulsifer Field	T-Ball Field		0%	0%	0%	90%	95%	85%	50%	35%	5%	0%	0%	0%	Estimates for Practice / Maintenance by W-P
Pulsifer Field	Little League Field		0%	0%	0%	90%	95%	85%	50%	35%	5%	0%	0%	0%	Estimates for Practice / Maintenance by W-P
Sherwood Heights	Little League Field		0%	0%	0%	90%	95%	85%	50%	35%	5%	0%	0%	0%	Estimates for Practice / Maintenance by W-P

Private Adult Baseball (Non-Lit)		Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes:
Saint Dominic Academy	High School Field		0%	0%	0%	55%	80%	10%	5%	5%	5%	0%	0%	0%	Estimates for Practice / Maintenance by W-P

Public Adult Baseball (Non-Lit)		Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes:
Pettengill Park	Adult Field		0%	0%	0%	20%	40%	15%	45%	40%	5%	0%	0%	0%	Estimates for Maintenance by W-P

Private Adult Baseball (Lit)		Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes:
Garfield Road Complex	Babe Ruth Field		0%	0%	0%	70%	70%	70%	60%	55%	40%	0%	0%	0%	Estimates for Practice / Maintenance by W-P

Private Youth Softball (Non-Lit)		Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes:
Garfield Road Complex	Minor Field		0%	0%	0%	70%	70%	70%	60%	65%	50%	30%	0%	0%	Estimates for Practice / Maintenance by W-P

Private Adult Softball (Non-Lit)		Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes:
Garfield Road Complex	Major Field		0%	0%	0%	70%	75%	45%	55%	60%	40%	0%	0%	0%	Estimates for Practice / Maintenance by W-P
Saint Dominic Academy	High School		0%	0%	0%	45%	85%	15%	50%	5%	5%	0%	0%	0%	Estimates for Practice / Maintenance by W-P
Tribou Field	Major Field		0%	0%	0%	25%	45%	45%	50%	40%	15%	0%	0%	0%	Estimates for Practice / Maintenance by W-P

Public Adult Softball (Non-Lit)		Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes:
Lakeview Fields	Adult Field 1		0%	0%	0%	20%	45%	55%	50%	30%	15%	0%	0%	0%	Estimates for Practice / Maintenance by W-P
Lakeview Fields	Adult Field 2		0%	0%	0%	20%	45%	55%	50%	30%	15%	0%	0%	0%	Estimates for Practice / Maintenance by W-P

Note that some these facilities are run by private organizations and represent approximate scheduled capacity data as provided from each stakeholder on a limited basis, with Wright-Pierce estimates where no data was available, based on comparable recreational facilities industry standards. No other users are currently allowed to use these facilities during vacant capacity time slots without permission from the respective organizations.

Public Adult Softball (Lit)		Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes:
Pettengill Park		Adult Field	0%	0%	0%	30%	50%	50%	40%	25%	20%	0%	0%	0%	Estimates for Maintenance by W-P

Private Youth Soccer (Non-Lit)		Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes:
LAYSA		Youth Field	0%	0%	0%	20%	80%	80%	55%	30%	80%	70%	10%	0%	Estimates for Maintenance by W-P
LAYSA		Youth Field	0%	0%	0%	10%	40%	40%	25%	15%	40%	35%	5%	0%	1 Shared use Youth / Adult Field

Public Youth Soccer (Non-Lit)		Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes:
East Auburn Community School		Youth Field	0%	0%	0%	20%	30%	30%	10%	5%	25%	25%	0%	0%	Estimates for Maintenance by W-P

Private Adult Soccer (Non-Lit)		Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes:
Central Maine Community College		Adult Field	0%	0%	0%	0%	5%	5%	5%	25%	35%	40%	0%	0%	Estimates for Maintenance by W-P
LAYSA		Adult Field	0%	0%	0%	20%	80%	80%	55%	30%	80%	70%	10%	0%	Estimates for Maintenance by W-P
LAYSA		Adult Field	0%	0%	0%	10%	40%	40%	25%	15%	40%	35%	5%	0%	1 Shared use Youth / Adult Field
Saint Dominic Academy		High School Field	0%	0%	0%	0%	5%	5%	5%	35%	80%	55%	0%	0%	Estimates for Maintenance by W-P
Saint Dominic Academy		High School Field	0%	0%	0%	0%	5%	5%	5%	15%	40%	25%	0%	0%	1 Shared use Baseball Field

Public Adult Soccer (Non-Lit)		Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes:
Auburn Middle School		Adult Field	0%	0%	0%	10%	10%	25%	25%	40%	80%	80%	15%	0%	Estimates for Maintenance by W-P
Auburn High School		Adult Field	0%	0%	0%	10%	10%	25%	25%	40%	80%	80%	15%	0%	Estimates for Maintenance by W-P

Private Tennis Court (Non-Lit)		Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes:
Saint Dominic Academy		(4) Courts	0%	0%	0%	20%	60%	45%	10%	5%	15%	10%	5%	0%	No Scheduling Priorities Per Specific Court

Public Tennis Court (Non-Lit)		Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes:
East Auburn Community School		(2) Courts	0%	0%	0%	10%	45%	40%	25%	25%	25%	25%	10%	0%	No Scheduling Priorities Per Specific Court
Auburn High School		(6) Courts	0%	0%	0%	10%	45%	40%	25%	25%	25%	25%	10%	0%	No Scheduling Priorities Per Specific Court

Youth/Practice Football (Non-Lit)		Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes:
Auburn High School		Youth Field	0%	0%	0%	35%	45%	40%	15%	50%	55%	65%	10%	0%	Estimates for Practice / Maintenance by W-P
Chestnut Street Park		Youth Field	0%	0%	0%	20%	10%	5%	5%	25%	10%	5%	0%	0%	Estimates for Maintenance by W-P
Cleveland Park		Youth Field	0%	0%	0%	0%	5%	5%	5%	15%	25%	25%	5%	0%	Estimates for Maintenance by W-P
Garfield Road Complex		Youth Field	0%	0%	0%	5%	5%	5%	5%	10%	15%	15%	5%	0%	Shared ASLL Softball Field

Public Adult Football (Lit)	Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes:
Walton Elementary School	High School Field	0%	0%	0%	0%	5%	5%	5%	15%	40%	30%	5%	0%	Estimates for Maintenance by W-P

Outdoor Track & Field (Non-Lit)	Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes:
Auburn High School		0%	0%	0%	15%	50%	55%	40%	30%	45%	40%	5%	0%	Estimates for Maintenance by W-P

Private Indoor Basketball Court	Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes:
Auburn/Lewiston YMCA		75%	75%	75%	75%	75%	75%	75%	75%	75%	75%	75%	75%	Estimates for Practice / Maintenance by W-P
Boys & Girls Club		75%	75%	75%	75%	75%	75%	75%	75%	75%	75%	75%	75%	Estimates for Practice / Maintenance by W-P
Central Maine Community College		90%	90%	90%	90%	90%	90%	90%	90%	90%	90%	90%	90%	Estimates for Practice / Maintenance by W-P
Saint Dominic Academy		75%	60%	15%	10%	10%	10%	5%	5%	5%	15%	50%	75%	Estimates for Practice / Maintenance by W-P

Public Indoor Basketball Court	Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes:
Auburn High School		90%	90%	90%	75%	40%	25%	15%	10%	25%	75%	90%	90%	Estimates for Practice / Maintenance by W-P
Auburn Middle School		90%	90%	90%	75%	40%	25%	15%	10%	25%	75%	90%	90%	Estimates for Practice / Maintenance by W-P
Fairview Elementary School		90%	90%	90%	75%	40%	25%	15%	10%	25%	75%	90%	90%	Estimates for Practice / Maintenance by W-P
Hasty Community Center		90%	90%	90%	75%	40%	25%	15%	10%	25%	75%	90%	90%	Estimates for Practice / Maintenance by W-P

Public Outdoor Basketball Court (Non-Lit)	Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes:
Auburn Middle School	(3) Hoops	0%	0%	0%	10%	20%	25%	20%	25%	30%	25%	10%	0%	No Scheduling Priorities Per Specific Court
East Auburn Community School	(2) Hoops	0%	0%	0%	10%	20%	25%	20%	25%	30%	25%	10%	0%	No Scheduling Priorities Per Specific Court
Fairview Elementary School	(1) Court	0%	0%	0%	10%	20%	25%	20%	25%	30%	25%	10%	0%	No Scheduling Priorities Per Specific Court
Sherwood Heights Elementary School	(1) Court	0%	0%	0%	10%	20%	25%	20%	25%	30%	25%	10%	0%	No Scheduling Priorities Per Specific Court
Union Street Gully	(3) Courts	0%	0%	0%	10%	20%	25%	20%	25%	30%	25%	10%	0%	No Scheduling Priorities Per Specific Court
Walton Elementary School	(1) Court	0%	0%	0%	10%	20%	25%	20%	25%	30%	25%	10%	0%	No Scheduling Priorities Per Specific Court

Percentages of indoor basketball court facilities represent estimated time usage for basketball program activities. While all stakeholders with these facility types indicated that they hosted periodic activities other than for basketball program purposes at their facilities, it is not clearly know what percentage of capacity these non-basketball activities represent as part of each facility's overall occupancy schedule.

Findings & Recommendations

Summary of Phase I Assessment

A brief description of the initial Athletic Facilities Needs Assessment is as follows:

Benchmark Data

- A review of the community athletic programs provided and input from stakeholders managing these programs and facilities suggests that the athletic needs of the community are being met in terms of program capacity and scheduling, however the quality of the existing facilities are general considered to be poor and in need of physical and operational improvements.
- Demographics and benchmark standards for athletic facilities at the national, state and local levels indicate that Auburn currently provides enough capacity for the Athletic Facilities Needs Assessment study programs. Higher level observations of this data support a general trend over the last one and a half to two decades of decreasing overall population, decreasing population of the 0-17 age group and an overall aging population in the northeastern United States, Maine, Androscoggin County and Auburn. Stakeholder enrollment data for the past decade in each of the athletic programs studied also supports these trends as most program enrollments have remained constant or saw minor decreases. Another key indicator of need for these programs should be considered in light of the Maine Statewide Comprehensive Outdoor Recreation Plan (SCORP) 2009-2014 report. This report notes that an increased diversity of outdoor recreational opportunities alternative and increased pedestrian and bicycle transportation activities across the state of Maine. Data gathered by this study also indicates supporting interest in these recreational programs and fitness opportunities outside of traditional athletic programs. This information should be considered in terms of the potential to see a further lessening in the demand on the athletic programs studied as part of this Needs Assessment.
- Beyond national and state recreational data benchmarks for athletic facilities, there is limited data for similar community planning initiatives in Maine. However, whether the sample data is large and regional or limited and local, Auburn should carefully way all of this benchmark data in consideration of what the local community interests and goals are for athletic facility needs

Stakeholders

- The Auburn Parks and Recreation Department, Auburn Schools and the YMCA oversee the majority of the athletic programs located at multiple sites throughout the community and the Parks and Recreation Department manages most of the facilities that host these programs. Coordination of all of these facilities presents challenges in terms of scheduling of events, maintenance and in terms of increased vehicular trip generation and parking demands.
- Of the three stakeholders listed above, the YMCA and the Auburn School department have been investigating opportunities to develop new athletic facilities and the YMCA has purchased a new parcel of land within the community to potentially replace and improve existing facilities within the community or to expand upon them.
- The private athletic programs including Little League Baseball / Softball and LAYSA are operating at a self-sufficient effort and don't have any near term plans for expansion of their operations.
- All stakeholders appreciated being included in the Needs Assessment efforts and indicated support for a comprehensive approach to better manage and provide for the athletic program needs of the community.

General

- The Phase I Assessment process represents a compilation of data that is readily available and serves as a means to assess the current capacity of the athletic facilities in Auburn in terms of scheduling and comparison to local and national benchmarks. Upon completion of the Phase II Assessment of each facilities condition, the community will have a more comprehensive understanding of the condition and ability of each facility to adequately serve the needs of the current athletic user base, as well as to serve as a guiding tool to make future decisions in terms of expansion, consolidation or maintenance of the current athletic facilities in Auburn.

Appendix A

Maine Community Benchmark Data

A-1 Maine Community Benchmark Data

Given that only a handful of Maine communities have performed comparable recreational facilities/activities studies, and none of these focused primarily on the specific athletic programs Auburn is studying, it was determined early on in the Assessment process that more comparable local data was needed, putting national-level recreation industry planning and design standards into greater perspective. Wright-Pierce and the City determined that the most efficient means of providing this data was to identify:

- Communities in Maine with comparable population size to Auburn's.
- Municipalities that provided athletic services to surrounding communities.
- Comparable geographic settings where a community served as, or had the potential to serve as, a central hub for athletic facility regional tournaments, camps and other periodic large scale athletic gatherings.

The City of Auburn selected Augusta, Bangor Lewiston and Portland for benchmark comparison, in terms of current estimated number of public and or private athletic facilities in each municipality in relation to the respective populations of each town or city.

Wright-Pierce has also compiled similar data from two other Maine communities within close proximity to, yet just outside of the regional population draw surrounding the Auburn/Lewiston area. Brunswick was chosen given its regional hub characteristics (midcoast region) and for comparable population size (20,000) plus a local college. Freeport was chosen because it serves the surrounding communities of Durham and Pownal for youth sports such as little league baseball, and for school supported athletics (similar to Auburn and its surrounding smaller communities). Also, while Freeport represents a Maine community with a significantly smaller population than Auburn's, it highlights that the scale of a small community still follows most of the same benchmark trends as the larger communities.

All of this Maine community benchmark data was collected by Wright-Pierce utilizing internet research, aerial photography (dated September 2013) to identify outdoor facilities, and by means of direct correspondence with municipal parks and recreation staff. Given this cursory level of review, the municipal data represents information that has not been verified on-site by Wright-Pierce and the total facility counts are estimated.

A few common trends of note are as follows:

- Maine communities tend to have one public adult football field and/or outdoor track & field facility at most, regardless of population size (with the exception of Portland). In cases where

public or private colleges or large high schools (Cheverus High School in Portland for example) are located the communities may have additional larger facilities in correlation with the number of these school types. Given these small quantities of these larger facilities within each community, their respective benchmarks per population for each facility varies widely.

- Most youth outdoor baseball, softball and soccer facilities are either owned and operated, or leased and operated by private / non-profit groups.
- Indoor basketball facilities are primarily represented, operated and maintained by public school systems.
- Other than for the larger and generally more expensive adult football and outdoor track and field facilities, the majority of the other athletic facilities were found in each community in comparable benchmark ranges. There were some exceptions like youth soccer facilities in Lewiston, however further investigation reveals that the deviation is due to unique factors such as shared programs located in nearby communities (LAYSA fields in Auburn).

A summary table of each of these community's athletic facilities in relationship to their respective populations is provided on the following pages.

Augusta - 2010 Census Population - Approximately 19,000

Facility Type		Total Facilities	Public	Private	Facility per 1,000 Pop.
Youth Baseball		7	1	6	2,800
Adult Baseball		3	1	2	6,400
Youth Softball		1		1	19,000
Adult Softball		8	5	3	2,400
Youth Soccer		2	1	1	9,500
Adult Soccer		6	3	3	3,200
Tennis Court (Outdoor)		14	14		1,400
Youth / Practice Football		1	1		19,000
Adult Football		2	2		9,500
Track & Field (Outdoor)		1	1		19,000
Basketball Court (Outdoor)		8	6	2	2,400
Basketball Court (Indoor)		11	9	2	1,800

Bangor - 2010 Census Population - Approximately 33,000

Facility Type		Total Facilities	Public	Private	Facility per 1,000 Pop.
Youth Baseball		5	1	4	6,600
Adult Baseball		6	5	1	5,500
Youth Softball		7	5	2	4,800
Adult Softball		6	5	1	5,500
Youth Soccer		5	4	1	6,600
Adult Soccer		10	6	4	3,300
Tennis Court (Outdoor)		12	6	6	2,800
Youth / Practice Football		2	2		16,500
Adult Football		1	1		33,000
Track & Field (Outdoor)		1	1		33,000
Basketball Court (Outdoor)		7	5	2	4,800
Basketball Court (Indoor)		10	6	4	3,300

Lewiston - 2010 Census Population - Approximately 36,000

Facility Type		Total Facilities	Public	Private	Facility per 1,000 Pop.
Youth Baseball		3	2	1	12,000
Adult Baseball		4	2	2	9,000
Youth Softball		3	1	2	12,000
Adult Softball		8	6	2	4,500
Youth Soccer		2	2		18,000
Adult Soccer		7	6	1	5,200
Tennis Court (Outdoor)		16	8	8	2,300
Youth / Practice Football		3	2	1	12,000
Adult Football		2	1	1	18,000
Track & Field (Outdoor)		3	2	1	12,000
Basketball Court (Outdoor)		13	9	4	2,800
Basketball Court (Indoor)		10	8	2	3,600

Portland - 2010 Census Population - Approximately 66,000

Facility Type		Total Facilities	Public	Private	Facility per 1,000 Pop.
Youth Baseball		11	9	2	6,000
Adult Baseball		10	6	4	6,600
Youth Softball		2	2		33,000
Adult Softball		15	10	5	4,400
Youth Soccer		7	5	2	9,500
Adult Soccer		14	8	6	4,800
Tennis Court (Outdoor)		37	26	11	1,800
Youth / Practice Football		3	3		22,000
Adult Football		4	2	2	16,500
Track & Field (Outdoor)		2	1	1	33,000
Basketball Court (Outdoor)		15	12	3	4,400
Basketball Court (Indoor)		20	12	8	3,300

Brunswick - 2010 Census Population - Approximately 20,000

Facility Type	Total Facilities	Public	Private	Facility per 1,000 Pop.
Youth Baseball 	3		3	6,700
Adult Baseball 	3	2	1	6,700
Youth Softball 	1	1		20,000
Adult Softball 	7	6	1	2,900
Youth Soccer 	2	2		10,000
Adult Soccer 	11	7	4	1,900
Tennis Court (Outdoor) 	12	5	7	1,700
Youth / Practice Football 	2	1	1	10,000
Adult Football 	3	2	1	6,700
Track & Field (Outdoor) 	2	1	1	10,000
Basketball Court (Outdoor) 	4	4		5,000
Basketball Court (Indoor) 	7	6	1	2,900

Freeport / Durham / Pownal - 2010 Census Population - Approximately 15,500

Facility Type	Total Facilities	Public	Private	Facility per 1,000 Pop.
Youth Baseball 	5	4	1	3,100
Adult Baseball 	3	3		5,200
Youth Softball 	2	2		7,800
Adult Softball 	3	3		5,200
Youth Soccer 	4	3	1	3,900
Adult Soccer 	7	6	1	2,300
Tennis Court (Outdoor) 	3	3		5,200
Youth / Practice Football 	1	1		15,500
Adult Football 	2	1	1	7,800
Track & Field (Outdoor) 	0			0
Basketball Court (Outdoor) 	10	8	2	1,600
Basketball Court (Indoor) 	9	6	3	1,800

Figures

F-1 Town-Wide Parks Inventory – Location Map

F-2 Town-Wide Athletic Facilities – Location Map

F-3 Indoor Basketball Courts – Service Areas Map

F-4 Baseball Fields – Service Areas Map

F-5 Softball Fields – Service Areas Map

F-6 Soccer Fields – Service Areas Map

F-7 Football Fields – Service Areas Map

F-8 Outdoor Basketball Courts – Service Areas Map

F-9 Outdoor Tennis Courts – Service Areas Map

F-10 Outdoor Track & Field – Service Areas Map



Land Use
Planning and
Design

Aerial Photography from Bing Maps.
 Parks data from the City of Auburn.
 Map produced by Wight-Pierce,
 May 2013

Hebron

Turner

Greene

Minot

TOT LOT

LAKE AUBURN
 BOAT LAUNCH
 GULLET
 BEACH

LAKEVIEW
 FIELDS

FETTINGILL
 PARK

NORTH RIVER
 ROAD BOAT
 LAUNCH

CHESTNUT
 STREET PARK

WEST PITCH
 PARK

UNION
 STREET
 GULLY

GREAT
 FALLS
 PARK

FESTIVAL
 PLAZA

DRUMMOND
 STREET PARK

RIVERWALK

MOLTON
 PARK

BONNEY
 PARK

Auburn

CLEVELAND
 FIELD

PULSFER
 FIELD

RAYMOND
 PARK

Lewiston

Poland

Lisbon

New
 Gloucester

Durham

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NAME	Acres
BONNEY PARK	2.25
CHESTNUT STREET PARK	7.03
CLEVELAND FIELD	3.03
DRUMMOND STREET PARK	0.15
FESTIVAL PLAZA	1.33
GARFIELD ROAD PARK	82.91
GREAT FALLS PARK	8.25
LAKE AUBURN BOAT LAUNCH	11.38
LAKEVIEW FIELDS	18.01
MOLTON PARK	6.56
MOUNT APATITE PARK	325.33
NORTH RIVER ROAD BOAT LAUNCH	0.78
OUTLET BEACH	4.09
FETTINGILL PARK	45.04
PULSFER FIELD	1.55
RAYMOND PARK	0.32
RIVERWALK	1.28
TOT LOT	9.72
UNION STREET GULLY	2.8
WEST PITCH PARK	3.3
Total: Approx. 535 ac.	



TOWN-WIDE PARKS INVENTORY MAP

PROJ NO: 12678A DATE: 03/31/2014

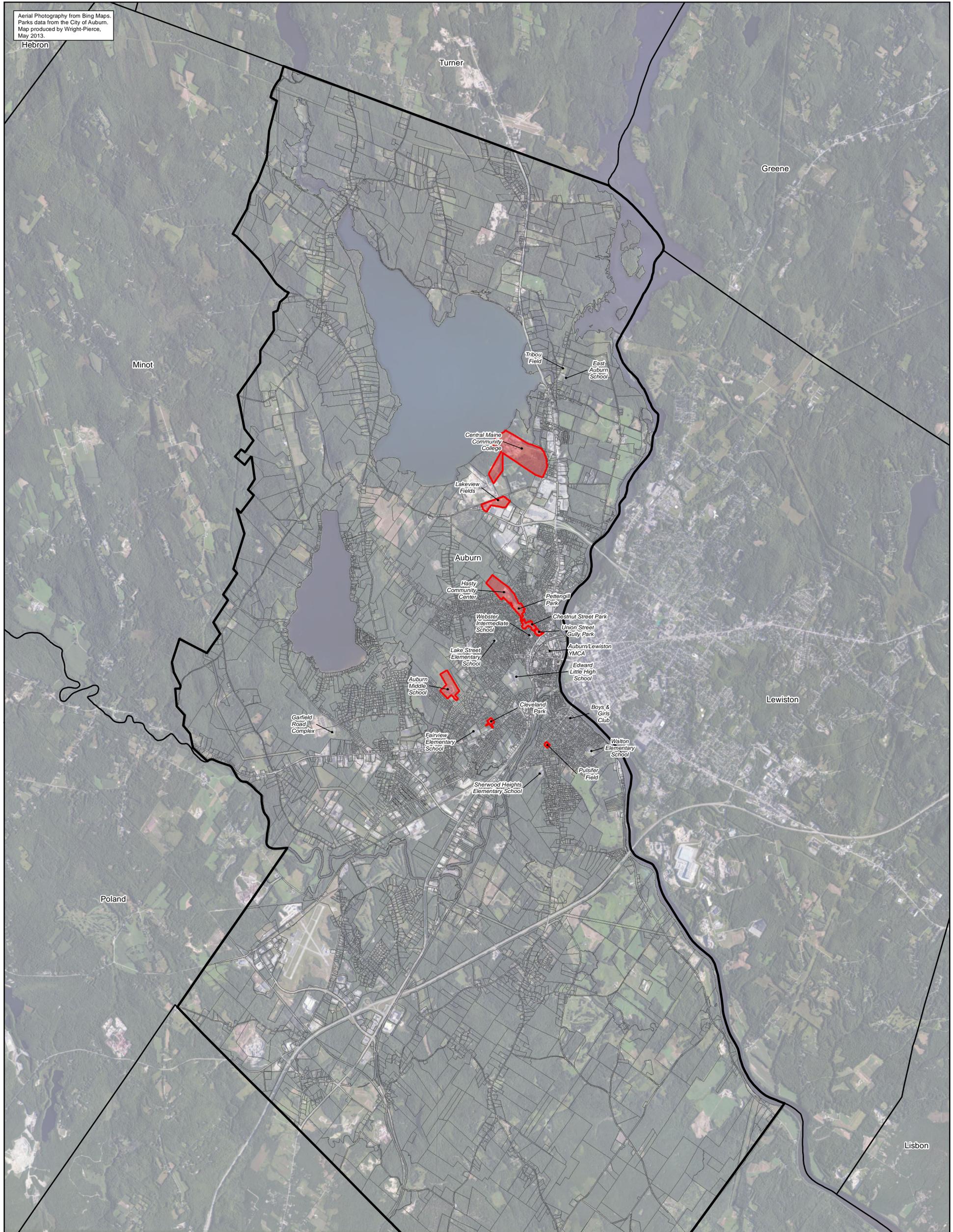
FIGURE:



1

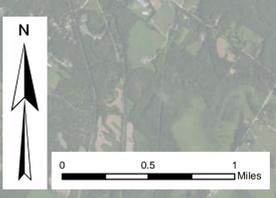
Source: Esri, DigitalGlobe, GeoEye, AeroMap, USDA, US

Aerial Photography from Bing Maps.
 Parks data from the City of Auburn.
 Map produced by Wright-Pierce,
 May 2013.



- Facility**
- Auburn Middle School
 - Auburn/Lewiston YMCA
 - Boys & Girls Club
 - Central Maine Community College
 - Chestnut Street Park
 - Cleveland Park
 - East Auburn School
 - Edward Little High School
 - Fairview Elementary School
 - Garfield Road Complex
 - Hasty Community Center
 - Lake Street Elementary School
 - Lakeview Fields
 - Park Avenue Elementary School
 - Pettengill Park
 - Pulsifer Field
 - Saint Dominic Academy
 - Sherwood Heights Elementary School
 - Tribou Field
 - Union Street Gully Park

- Baseball Field
- Softball Field
- Football Field
- Soccer Field
- Outdoor Tennis Court
- Outdoor Basketball Court
- Outdoor Track
- Gymnasium



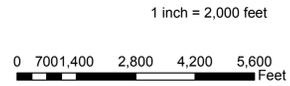
TOWN-WIDE ATHLETIC FACILITIES MAP

PROJ NO: 12678A	DATE: 03/31/2014	FIGURE: 2

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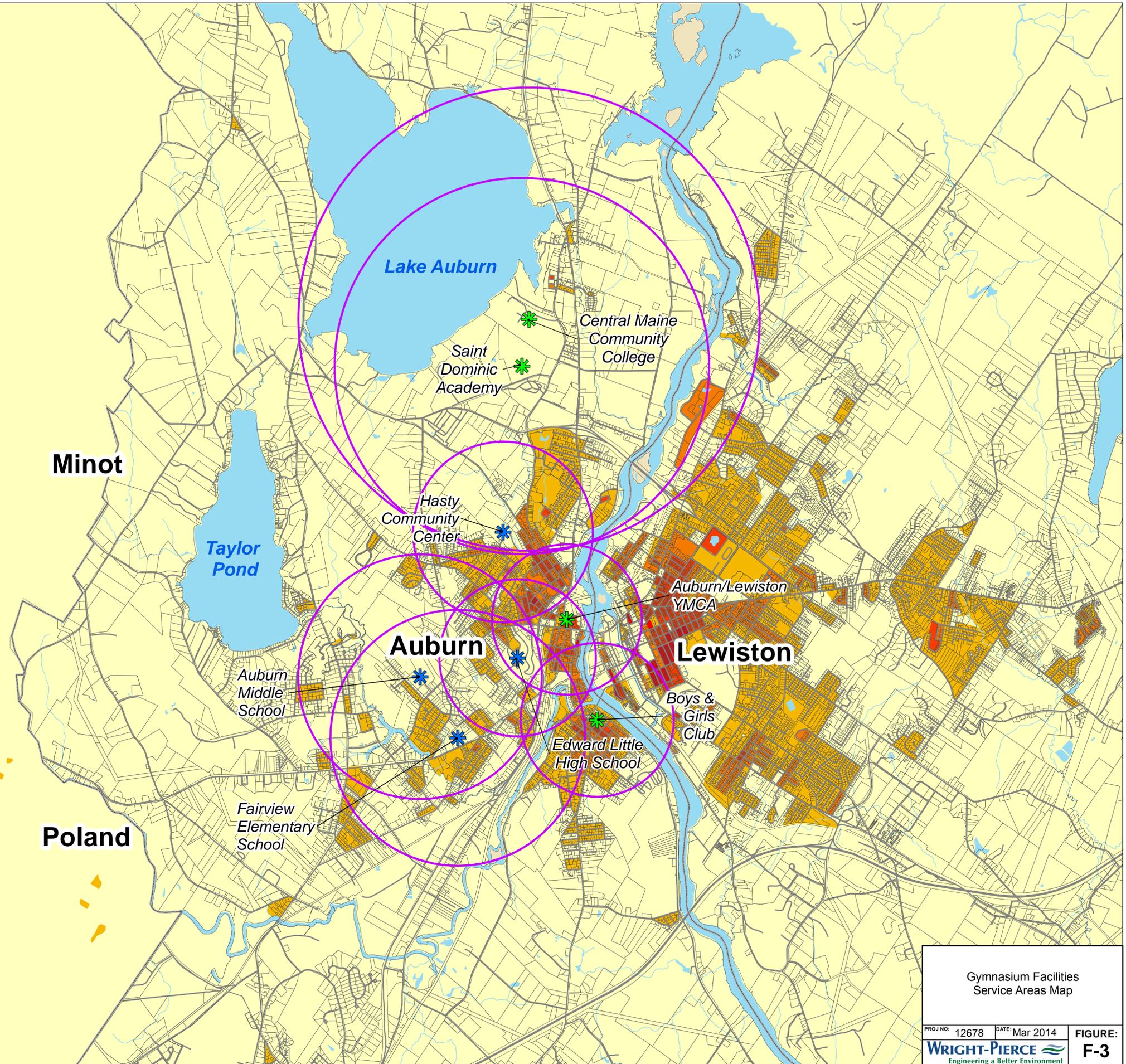
Legend

-  Private Facility
 -  Public Facility
 -  Indoor Basketball Court (1 Per 3,000)
 -  Road
 -  Parcel
 -  Lake/River
- Population Density**
-  Less Dense
 - 
 - 
 - 
 -  More Dense



Sources:

Assessor's parcels from the City of Auburn GIS Department and the City of Lewiston GIS Department;
 Population density generated by 2010 U.S. Census Data from the Maine Office of GIS;
 Roads and Town Boundaries from the Maine Office of GIS;
 Athletic Facilities data received from the City of Auburn and Private Stakeholders.
 Please refer to table in Background Section for facility details.
 Service areas are representative of planning-level benchmark standards and do not represent actual user attendance.
 Population density shown as units of census block with parcel data shown as reference only.

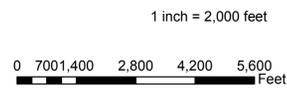


Gymnasium Facilities Service Areas Map

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Legend

-  Private Facility
 -  Public Facility
 -  Adult Baseball Field (1 Per 6,000 People)
 -  Youth Baseball Field (1 Per 6,000 People)
 -  Road
 -  Parcel
 -  Lake/River
- Population Density**
-  Less Dense
 - 
 - 
 - 
 -  More Dense



Sources:

Assessor's parcels from the City of Auburn GIS Department and the City of Lewiston GIS Department;

Population density generated by 2010 U.S. Census Data from the Maine Office of GIS;

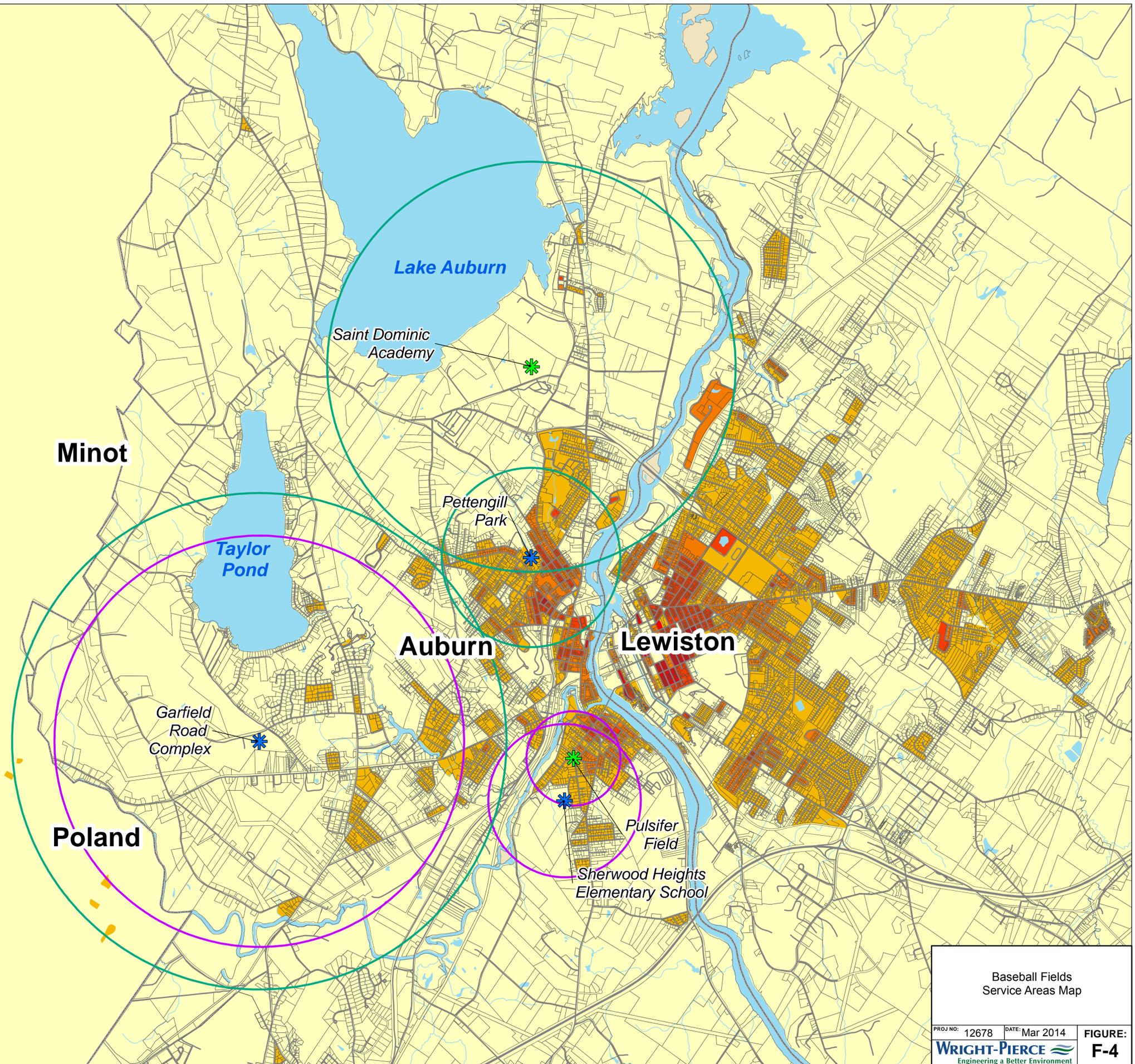
Roads and Town Boundaries from the Maine Office of GIS;

Athletic Facilities data received from the City of Auburn and Private Stakeholders.

Please refer to table in Background Section for facility details.

Service areas are representative of planning-level benchmark standards and do not represent actual user attendance.

Population density shown as units of census block with parcel data shown as reference only.



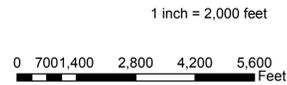
Baseball Fields
Service Areas Map

PROJ NO: 12678	DATE: Mar 2014	FIGURE:
WRIGHT-PIERCE		F-4
Engineering a Better Environment		

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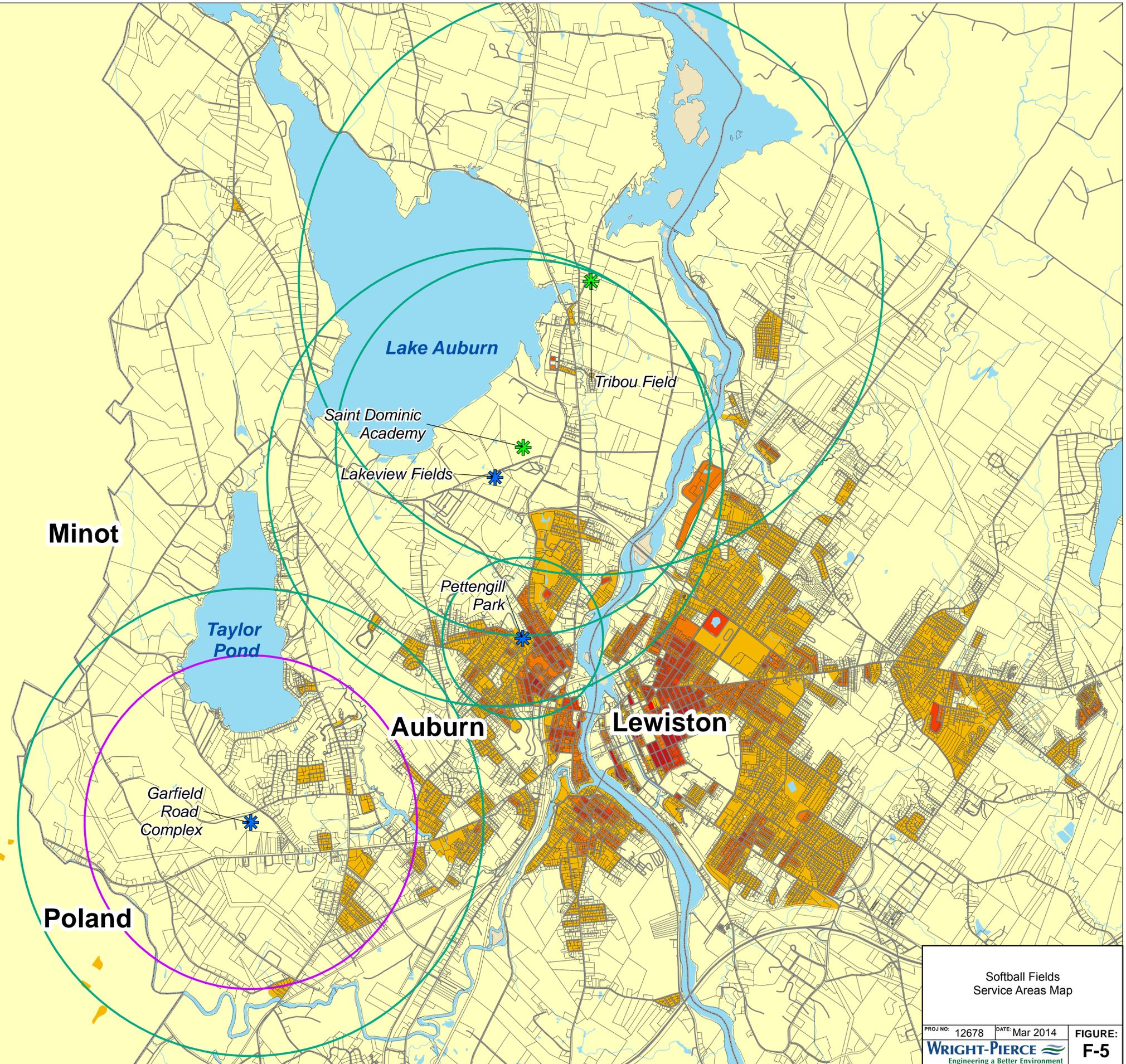
Legend

-  Private Facility
 -  Public Facility
 -  Adult Softball Field (1 Per 4,000 People)
 -  Youth Softball Field (1 Per 6,000 People)
 -  Road
 -  Parcel
 -  Lake/River
- Population Density**
-  Less Dense
 - 
 - 
 - 
 -  More Dense



Sources:

Assessor's parcels from the City of Auburn GIS Department and the City of Lewiston GIS Department;
 Population density generated by 2010 U.S. Census Data from the Maine Office of GIS;
 Roads and Town Boundaries from the Maine Office of GIS;
 Athletic Facilities data received from the City of Auburn and Private Stakeholders.
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 Population density shown as units of census block with parcel data shown as reference only.



Softball Fields Service Areas Map		
PROJ NO: 12678	DATE: Mar 2014	FIGURE: F-5
 WRIGHT-PIERCE Engineering a Better Environment		

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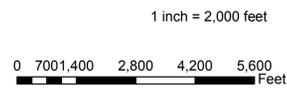
Legend

-  Private Facility
-  Public Facility
-  Adult Soccer Field (1 Per 4,000 People)
-  Youth Soccer Field (1 Per 7,500 People)

-  Road
-  Parcel
-  Lake/River

Population Density

-  Less Dense
- 
- 
- 
-  More Dense



Sources:

Assessor's parcels from the City of Auburn GIS Department and the City of Lewiston GIS Department;

Population density generated by 2010 U.S. Census Data from the Maine Office of GIS;

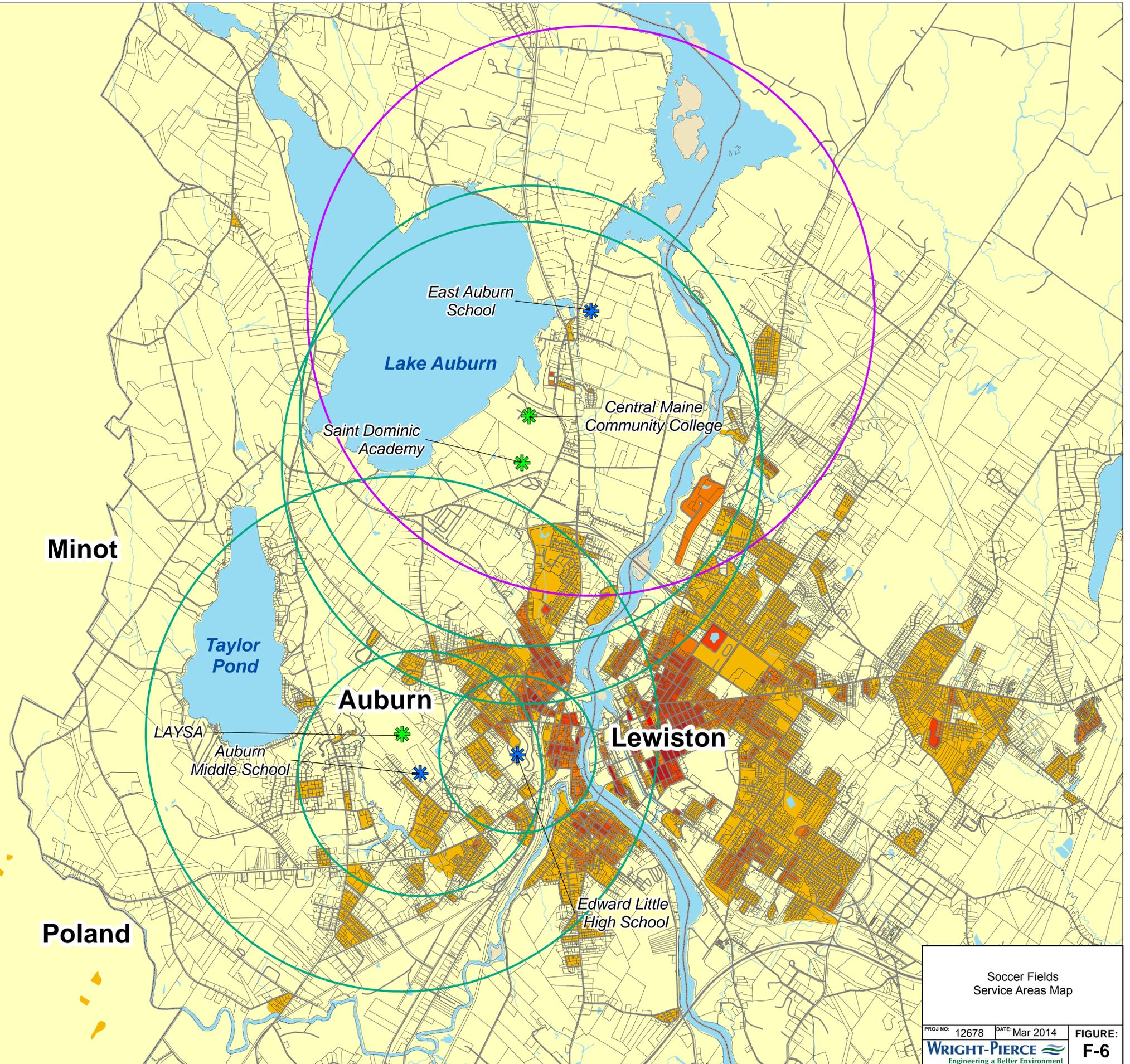
Roads and Town Boundaries from the Maine Office of GIS;

Athletic Facilities data received from the City of Auburn and Private Stakeholders.

Please refer to table in Background Section for facility details.

Service areas are representative of planning-level benchmark standards and do not represent actual user attendance.

Population density shown as units of census block with parcel data shown as reference only.



Minot

Taylor Pond

Auburn

Lewiston

Poland

Soccer Fields
Service Areas Map

PROJ NO: 12678	DATE: Mar 2014	FIGURE:
		F-6

Engineering a Better Environment

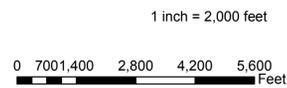
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Legend

-  Public Facility
-  Adult Football Field (1 Per 15,000 People)
-  Youth/Practice Field (1 Per 10,000 People)
-  Road
-  Parcel
-  Lake/River

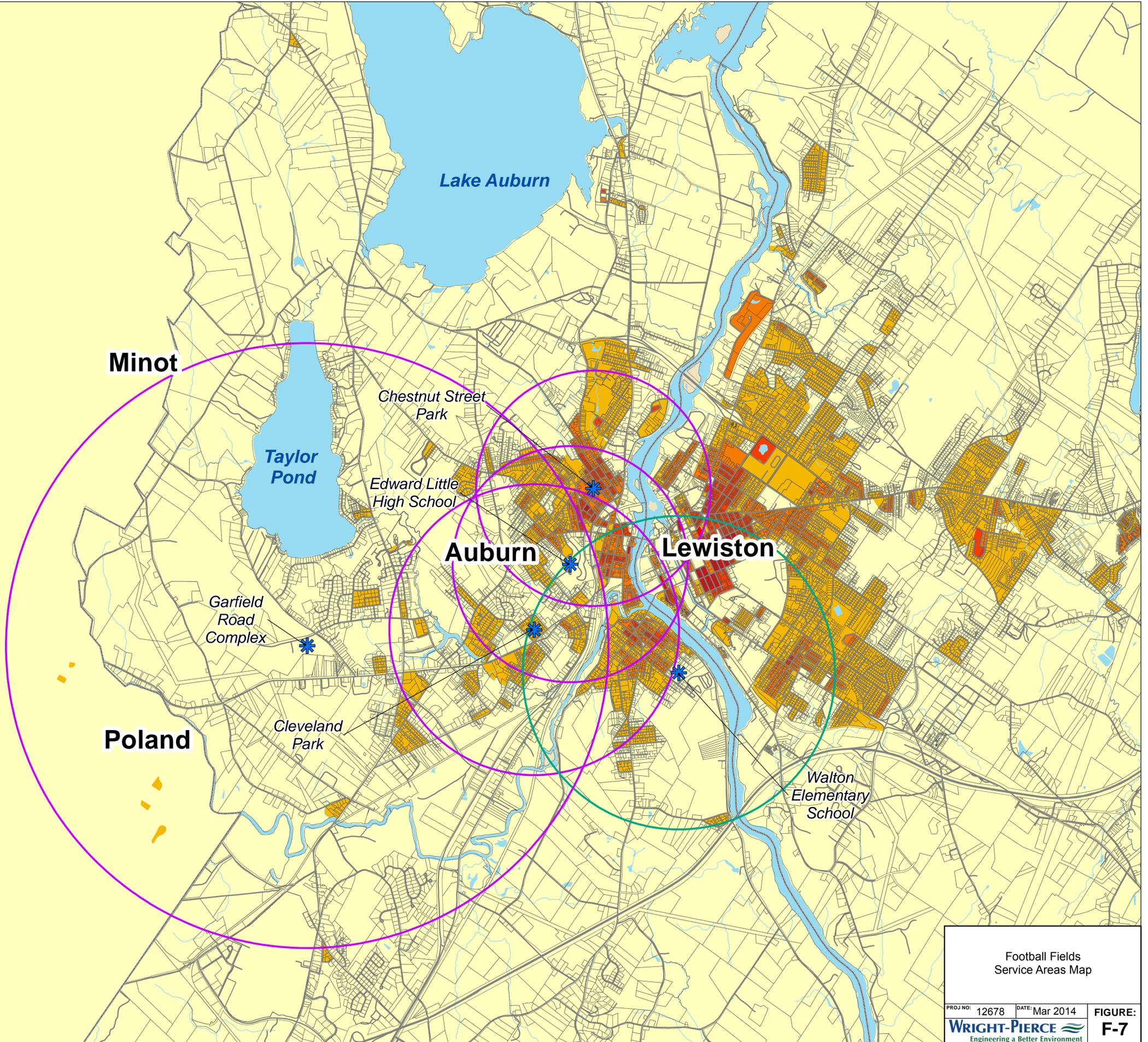
Population Density

-  Less Dense
- 
- 
- 
-  More Dense



Sources:

Assessor's parcels from the City of Auburn GIS Department and the City of Lewiston GIS Department;
 Population density generated by 2010 U.S. Census Data from the Maine Office of GIS;
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 Population density shown as units of census block with parcel data shown as reference only.



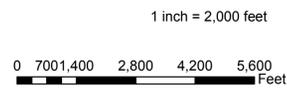
Football Fields
Service Areas Map

PROJ NO: 12678	DATE: Mar 2014	FIGURE:
WRIGHT-PIERCE <small>Engineering a Better Environment</small>		F-7

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Legend

-  Public Facility
 -  Outdoor Basketball Court (1 Per 3,500 People)
 -  Road
 -  Parcel
 -  Lake/River
- Population Density**
-  Less Dense
 - 
 - 
 - 
 -  More Dense



Sources:

Assessor's parcels from the City of Auburn GIS Department and the City of Lewiston GIS Department;

Population density generated by 2010 U.S. Census Data from the Maine Office of GIS;

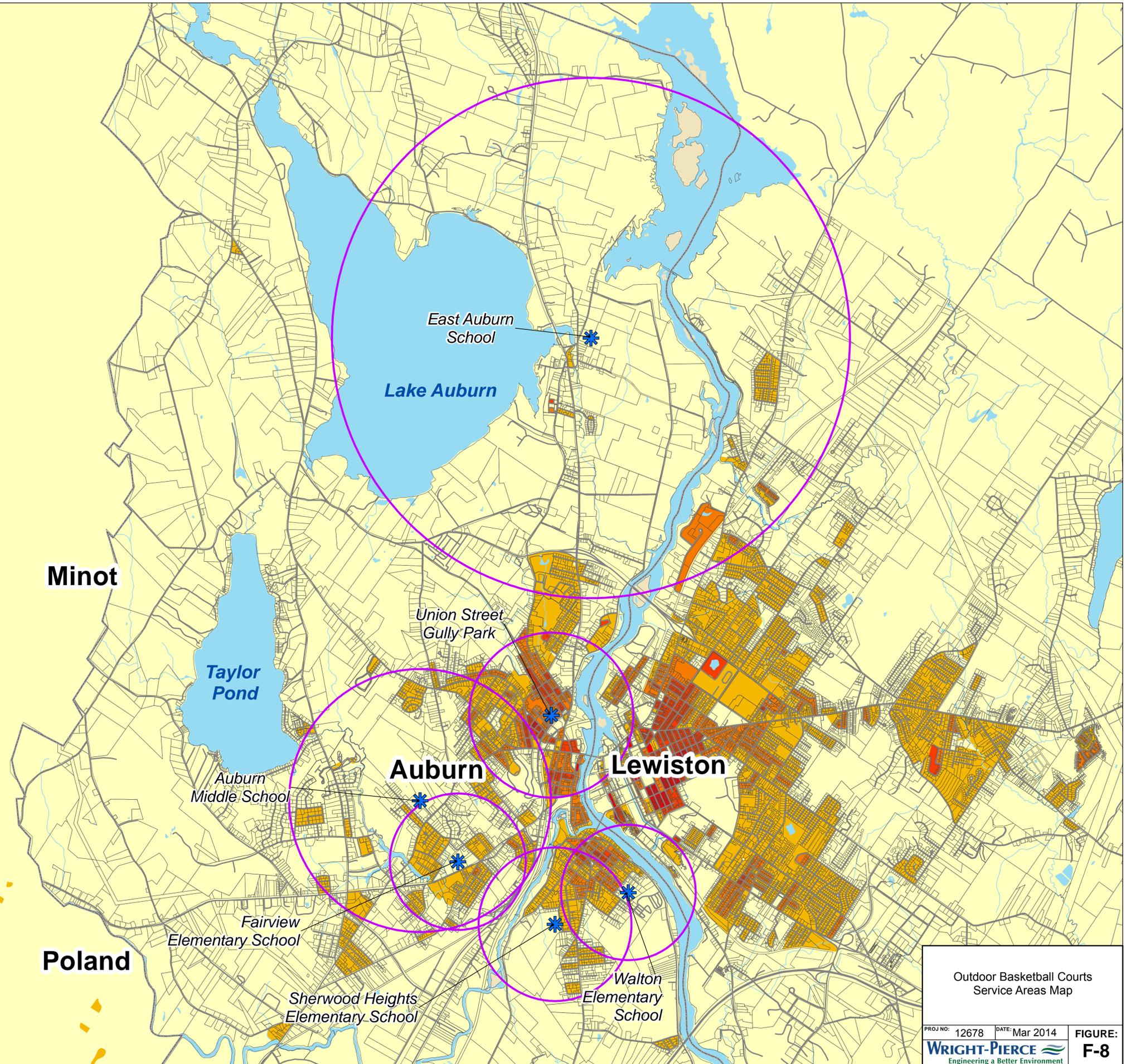
Roads and Town Boundaries from the Maine Office of GIS;

Athletic Facilities data received from the City of Auburn and Private Stakeholders.

Please refer to table in Background Section for facility details.

Service areas are representative of planning-level benchmark standards and do not represent actual user attendance.

Population density shown as units of census block with parcel data shown as reference only.



Outdoor Basketball Courts Service Areas Map

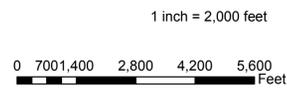
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Legend

-  Private Facility
-  Public Facility
-  Outdoor Tennis Court (1 Per 2,000 People)
-  Road
-  Parcel
-  Lake/River

Population Density

-  Less Dense
- 
- 
-  More Dense



Sources:

Assessor's parcels from the City of Auburn GIS Department and the City of Lewiston GIS Department;

Population density generated by 2010 U.S. Census Data from the Maine Office of GIS;

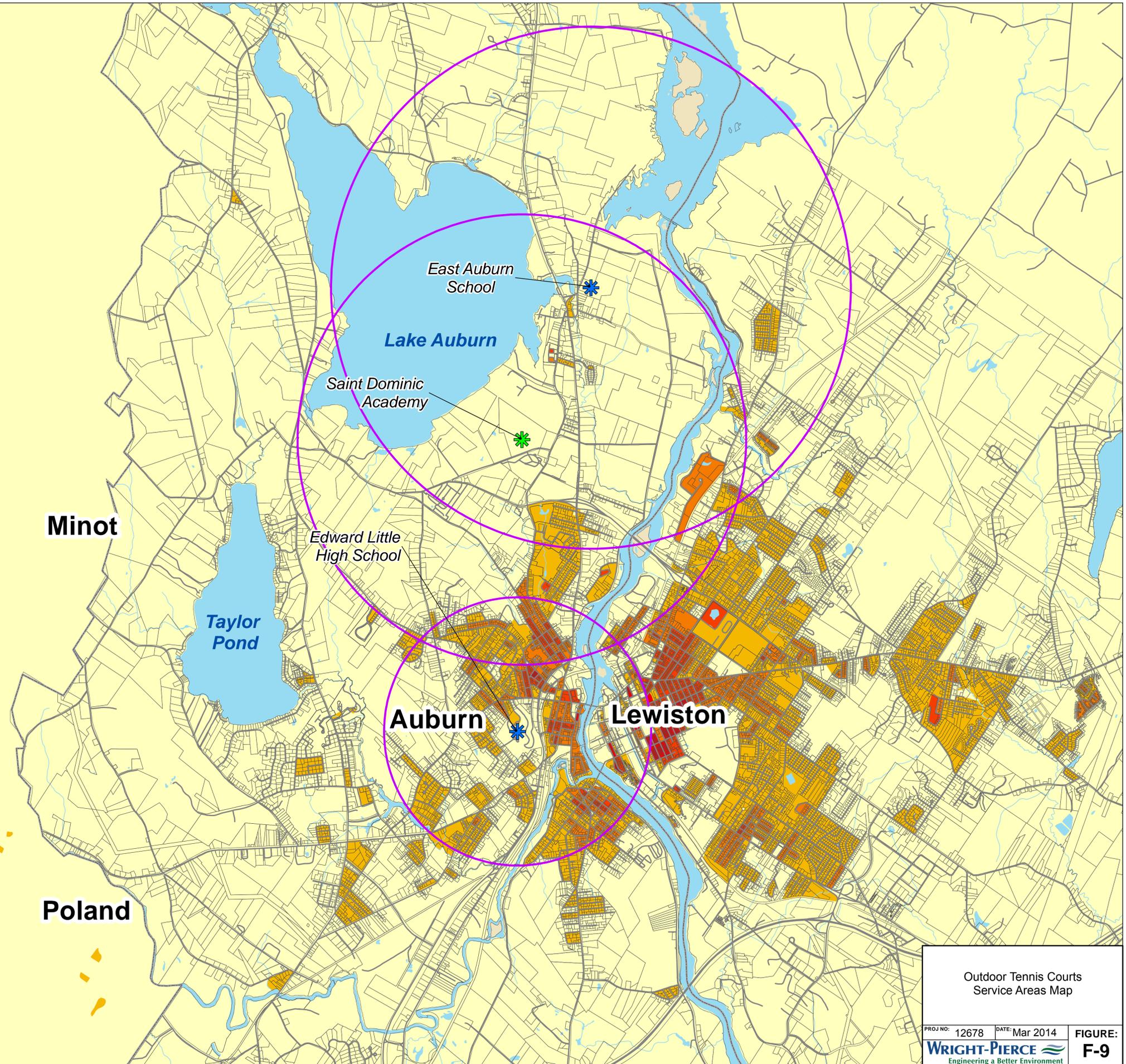
Roads and Town Boundaries from the Maine Office of GIS;

Athletic Facilities data received from the City of Auburn and Private Stakeholders.

Please refer to table in Background Section for facility details.

Service areas are representative of planning-level benchmark standards and do not represent actual user attendance.

Population density shown as units of census block with parcel data shown as reference only.

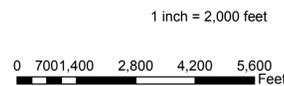


Outdoor Tennis Courts Service Areas Map

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Legend

-  Public Facility
 -  Outdoor Track & Field (1 Per 15,000 People)
 -  Road
 -  Parcel
 -  Lake/River
- Population Density**
-  Less Dense
 - 
 - 
 - 
 -  More Dense



Sources:

Assessor's parcels from the City of Auburn GIS Department and the City of Lewiston GIS Department;

Population density generated by 2010 U.S. Census Data from the Maine Office of GIS;

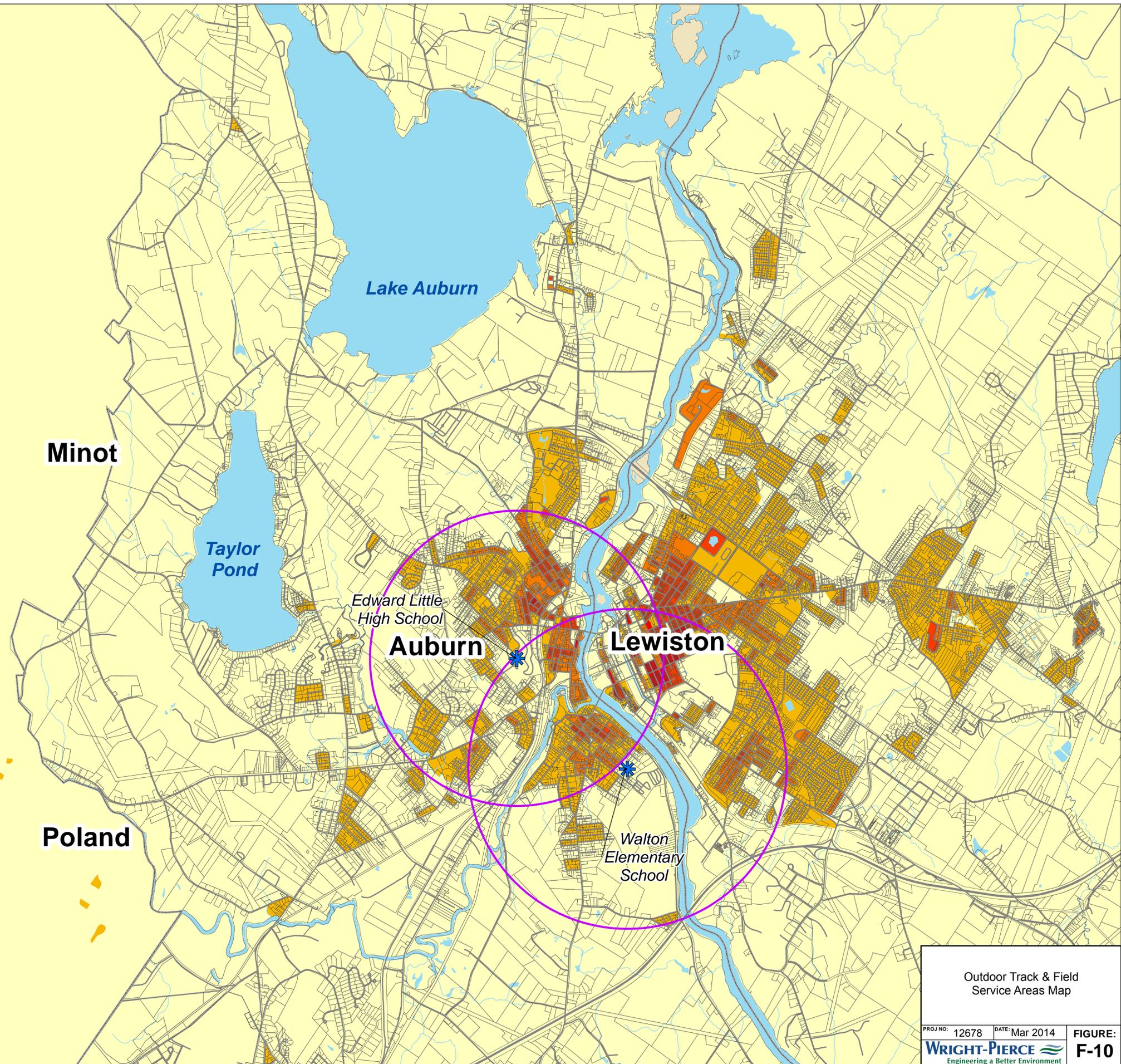
Roads and Town Boundaries from the Maine Office of GIS;

Athletic Facilities data received from the City of Auburn and Private Stakeholders.

Please refer to table in Background Section for facility details.

Service areas are representative of planning-level benchmark standards and do not represent actual user attendance.

Population density shown as units of census block with parcel data shown as reference only.



Outdoor Track & Field
Service Areas Map

PROJ NO: 12678	DATE: Mar 2014	FIGURE:
WRIGHT-PIERCE		F-10
Engineering a Better Environment		

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**City of
Auburn, ME**

Repurposing Study Ingersoll Arena Pettingill Park, Auburn, Maine



February 26, 2014

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CERTIFICATION

The City of Auburn (“City or Owner”) retained Cordjia Capital Projects Group, LLC (“Cordjia”) to perform a Repurposing Study in connection with the Ingersoll Arena located at 48 Pettingill Park in Auburn, Maine.

The conclusions and recommendations presented in this report are based on the review of plans and documents made available, interviews and meetings with City personnel, as well as Cordjia’s experience with similar buildings.

Although walk-through observations were performed, not all areas were observed. There may be defects in the building, which were in areas not observed or readily accessible or may not have been visible. This report has been prepared on behalf of and exclusively for the use of the City for the purpose stated within the Project Scope section of this report. The report, or any excerpt thereof, shall not be used by any party other than the City or for any other purpose than specifically stated in our agreement or within the Project Scope section of this report without the express written consent of Cordjia.

Any reuse or distribution of this report without such consent shall be at the City’s and the recipient’s sole risk, without liability to Cordjia.

Prepared by:

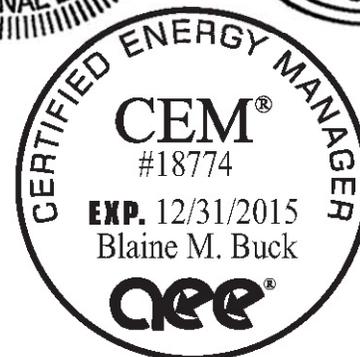
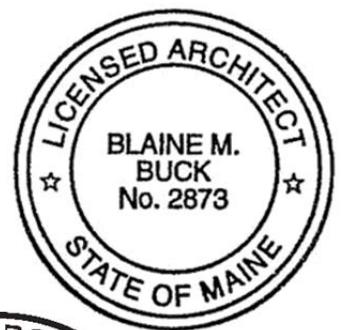
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1. PROJECT BACKGROUND

The City of Auburn (“City or Owner”) was interested in determining the the highest and best use with associated opinions of probable cost in connection with repurposing the existing Ingersoll Arena (“Arena”). As a result, Cordjia Capital Projects Group, LLC (“Cordjia”) was retained to perform a Repurposing Study.

The Ingersoll Arena was constructed in 1994 by the City of Auburn in partnership with local business, civic organizations, individual contributions and volunteer labor. It has been funded through a City enterprise account and all proceeds are used to run the facility. The arena was used for public skating, skating instruction, and hockey each season (early October to mid-March).

The building is a pre-engineered steel building with a low pitch standing seam roof over “Z” purlins supported by steel trusses at 25 feet on center, however the end bays are 22.5 feet adding up to the overall length of 220 feet. The trusses are spanning 120 feet. The eave height of the building is 24 feet and the ridge is 29 feet. The bottom of the trusses are approximately 20 feet above the floor. The floor is a concrete slab and the interior finish is primarily a white or silver moisture barrier over fiberglass insulation. The long wall opposite the entrance has a concrete wall approximately 4 feet high poured between the steel columns. Lighting is high bay High Intensity Dischareg (“HID”) fixtures, and the building has a dry sprinkler system. A complete building heating system was not provided in the building since the original purpose was an ice skating arena. The interior changing rooms and toilets are the only areas with heat.

Along one side of the arena are located toilets and changing rooms as well as a pro shop and snack bar. Most of this area projects 13 feet into the interior space leaving a 107 x 218 foot open field of space. There are 10 exterior exit doors which will support an occupant load of approximately 1,700 people. There are 3 doors at the main entrance. Parking is available adjacent to the building.

Pettengill Park, a centrally located 40 acre urban park which contains the Ingersoll Arena also has the Hasty Community Center, a converted armory, which features a wood floor basketball court, recreational rooms and locker rooms. Outdoor facilities include a baseball field, a lighted softball field, trails, 2 playgrounds and Gully Brook pond.

With the recent opening of the Norway Savings Bank Arena dual hockey rink facility; the Ingersoll Arena has been deactivated and repurposing of the building is being studied.

2. PROJECT SCOPE

Cordjia’s project scope consisted of the following:

- Conduct a program development meeting with the City to refine the program and project scope
- Perform a high-level analysis to determine the highest and best use of the building considering the current needs of the surrounding community
- Review existing building and infrastructure to determine what improvements will be necessary

- Conduct a life safety and building code review of the facility to determine if there are areas that would require further improvements to achieve current code compliance
- Prepare a conceptual layout plan to verify that the desired amenities of the highest and best use fit within the existing space
- Develop opinions of probable cost for construction and renovation options

3. EVALUATION TEAM

An onsite inspection and several meetings were performed by Blaine Buck, Mitch Daigle, and other Cordjia team members in December 2013 and January 2014. The City of Auburn was represented by Derek Boulanger, Facilities Manager/Purchasing Agent; Dennis D'Auteuil, Director of Public Services; Ravi Sharma, Recreation Operations Manager; Jeremy Gatcomb, Recreation Department Coordinator, and; Joe Crocker, Recreation Specialist

4. LAND USE

4.1. COMPREHENSIVE PLAN

Within the Future Land Use Plan section of the Auburn 2010 Comprehensive Plan, Pettengill Park would come under the Community Use District (CU) which recognizes areas which are used for community facilities, including schools and educational institutions, parks, playgrounds and similar public and community facilities. The intent of this designation is to establish a policy that these types of properties should be recognized as important resources and that any significant change in use should be considered a significant policy decision.

Allowed uses within the Community Use District should be limited to municipal and governmental facilities, educational facilities, recreational facilities and uses, and community services.

Development standards should focus on providing flexibility for appropriate municipal, community, and governmental uses while reflecting the existing pattern of development in adjacent areas and assuring that the use of the property does not result in any undue adverse impact on the surrounding neighborhood.

Clearly under the goals of the 2010 Comprehensive Plan, the conversion of the Ingersoll Arena to an indoor recreational facility would be an appropriate use.

4.2. ZONING

The Zoning Map indicates that the Pettengill Park is located in the Urban Residence District. The permitted uses in the zone include detached one and two family dwellings, attached single family dwellings, accessory structures, farming and Municipal uses and buildings.

If the Ingersoll Arena remains as a recreation facility there will be no change of use which means no required Planning Board Review.

A review of the dimensional Standards of the Urban Residence District indicates the building is compliant.

Special exception uses may be approved by the planning board to include; Professional offices within a single family residence, care homes, lodging houses and boardinghouses, child day care centers, community based residential facilities limited to 8 persons, Kennels, Training Schools, Adult day centers, Nurseries, Schools, Churches Libraries and Museums.

The adjacently located Hasty Community Center could provide more overlapping use of the two facilities and possible sharing of common facilities and programs. Consideration should be given to a future connector of some sort between the two buildings, whether it is strictly a roofed connector or a fully enclosed connector.

5. DEMOGRAPHICS

According to the Auburn Comprehensive Plan Update done in 2010, the overall population of the city residents is getting older. In a ten-year study between 1990 and 2000, the percentage of Auburn residents under age twenty-five decreased from 35 percent to 31 percent. During the same time period, the communities working population increased from 49 percent to 52 percent, while the senior population (65 and older) continues to escalate, with an increase from 15 percent to 17 percent.

Although this overview is similar to state and national trends, the Town of Auburn recognizes the need to prepare and accommodate for the growing needs of the aging population, while also attracting and retaining middle aged and younger families into the community.

5.1. POPULATION SEGMENTS

Student Enrollment

As noted in the Auburn Comprehensive Plan Update done in 2010, Auburn enrollment declined about 24 percent in the years from 1983 through 2005. Though enrollment projections were forecasted to decline through 2011, it was noted that enrollment numbers were higher than projected. There are trends that suggest slight increases in enrollment in the near term.

Adult population

Auburn’s trends indicate an older population is gaining in numbers. With the statistic that 60 percent of the population is the age group from 20 to 65, and the median age at 39.9 as compared to 38.3 in 2000, the growth of a more mature population seems apparent. Along with this, when looking at projections from the Comprehensive Plan Update, the population of 65 and older could reach about 25 percent by 2020.

Population Trends

The population trend in Auburn is projected to remain stable for the next 15 years for the age group of 45 to 64 (Comprehensive Plan Update). Despite a slight increase in school enrollment, this would seem to suggest that decreasing enrollment is a distinct possibility, and even discussed in decommissioning some school facilities. As in many Maine communities, the concern for attracting residents age 18 to 35 is an important issue. This also leads many community planners to plan for services and recreation for the current population base, and to attract those younger for quality of life.

5.2. ACTIVITIES

The City of Auburn provides its school age population with a great array of recreational activities and a complex scheduling of organized sporting events, instruction, and practice opportunities. As evidenced in the information below, municipal dedication is strong at the population segment below 20 years of age, and this information is readily available for all in the area to see, and also for those wishing to continue to be a part of the community, or those with younger families considering being be a part of the community.

Also of note, there are seasonal festivals and events (listed below) that do include families and older population segments. This list is notably lacking in adult recreational activities that are now trending in Maine. In reviewing the complex scheduling for youth recreational programs, Auburn faces challenges that many Maine communities do in balancing needs and requests.

Parks & Recreation Program Brochure	
Youth	
Indoor Soccer (Ages 4-5, 6-7)	Instructional Skating Lessons (Ages 4+)
Pre-K/K Instructional Basketball	Recess Warriors
Spring Celebration (Ages 10 and under)	Youth Fishing Derby (Ages 3-15)
Pillow Hockey (Ages 4-7)	Fright Fest (Grades Pre-K – 4)
Tee-Ball (Ages 5-7)	Pee Wee Soccer (Ages 4-7)
Spring Soccer (Ages 3-12)	Youth Lacrosse (Grades 1-8)
Basketball League (Grades 1-12)	Softball Pitching Clinics (Ages 7-12)
Spring Running Club (Ages 8-14)	Vacation Week Soccer Campes (Ages 7-12)
Day Camps (Ages K-8)	You Track & Field (Ages 6-`4)

Youth, Middle School, Flag Football (Grades 1-8)	Box Care Drive- In Movie (All Ages)
Auburn Community Concert Bank (All Ages)	Golf Lessons (Ages 8-16)
Maine Premier Soccer Camp (Ages 7-12)	Indoor Youth Batting Cages
Seasonal Indoor Programs: Softball, Baseball, Tennis, Lacrosse	
Adult	
Basketball League (Ages 20+)	Women's Basketball League (Ages 18+)
Field and Facilities Available for Rent: Upper Pettingill Softball Field, Lower Pettingill Baseball Field, Pettengill Park Pond Building, Hasty Community Center, Tot Lot, Festival Plaza	
High School Sports (Fall)	
Cheering – Football – Varsity & JV	Cross Country – Varsity – Boys and Girls
Field Hockey	Football – Freshmen
Football – Varsity	Golf – Varsity
Lady Eddy Soccer	Soccer – Varsity Boys
High School Sports (Spring)	
Boys Lacrosse	Outdoor Track – Boys and Girls
Freshmen Baseball	Girls Lacrosse
Tennise	Varsity Baseball/Softball
High School Sports (Winter)	
Basketball – Freshmen – Girls and Boys	Basketball – Varsity – Boys
Basketball – Varsity – Girls	Cheering
Indoor Track and Field – Boys and Girls	Red Eddies Hockey
Red Hornets Hockey	Skiing
Swimming	Wrestling
Annual Festivals	
L/A Film Festival (Spring)	Spring Celebration (Spring)
Great Falls Balloon Festival (Summer)	Liberty Festival (Summer)
The Dempsey Challenge (Fall)	Fright Fest (Fall)
Parade of Lights (Winter)	Winter Festival (Winter)

5.3. TRENDING

In reviewing information available for the Lewiston-Auburn area relative to adult recreational trends, it is apparent that adult volleyball, men's, women's and coed, are very active running from October through mid-March. Tennis is popular also with adult leagues in mixed doubles, women's

and men’s mixed doubles, and singles. For the most part, these activities seem to be scheduled in the Lewiston area.

Additional growth is with indoor youth and adult batting cages, encouraging off season workouts supporting softball, baseball, tennis, and lacrosse. It is appropriate to note here that lacrosse is fast spreading statewide as a youth and adult activity, and there is recent talk of a start-up American Professional Lacrosse team coming into the Cumberland County Civic Center, raising the sports awareness and enthusiasm throughout the state.

Statewide trending involving adult activities are Cross-fit, Zumba, Yoga, Boot Camps, Silver Sneakers, Spinning, and Cardio Step to name a few. These are all activities adults crave on a year ‘round basis with strong participation and willingness to participate with for a fee from the working population, and older active adults.

Lewiston-Auburn Adult Activities	
Volleyball: Men’s, women’s, and coed volleyball runs from October through mid-March	
Tennis: Adult mixed doubles. There will be A, B, and C leagues.	
Tennis: Double League. Women’s and men’s doubles league with A, B, and C teams.	
Tennis: Single’s League. Men’s and women’s A, B, and C leagues.	
Additional Adult Programs: Field hockey, dodgeball, and softball.	

Statewide Trending		
Crossfit	Zumba	Yoga
Dodgeball	Climbing Walls	Boot Camps
Silver Sneakers	Spinning	Cardio Step

5.4. MUNICIPAL AND PRIVATE FACILITIES

Including the City of Auburn, organized recreational opportunities exist in large part for the school aged population under 20. For these activities, there are many that occur seasonally outside, and many inside needs as well in educational facilities and grounds. Currently there is no indoor facility for recreation in the area. In searching for recreational locations for inside opportunities, there are five of note, with the closest being in excess of 50 miles:

- Gorham Sports Center, Gorham
- Portland Sports Complex, Portland
- All Pro Sports Complex, Waterville
- XL Sports World, Saco
- The Pitch, Warren (under construction)

These facilities are now hosting a variety of activities ranging from indoor soccer, basketball, field hockey, lacrosse, tag football, and ultimate frisbee. They are also marketing their facilities to school teams, AAU, premier leagues, adult fitness, one day/weekend trade shows, and party rentals.

6. MARKET REVIEW

The purpose of this section of the report is not to lead to a valuation or selling of the Ingersoll Arena, however, it would seem appropriate to discuss market availability of larger similarly sized structures and sales activity in the area counties that will reflect buyer/investor interest and ability to buy within the current economy. The current commercial market does not support private investment at this time, nor do market indicators lead to this happening in the near to mid-term. In the current business climate, there is some increasing interest in the idea of public/private partnerships. The take home in this section is the availability of empty structures and slim market activity that has investors on the sidelines. It is also worth noting, that in a down market, investors gravitate to existing structures, the idea that cost of acquisition and renovating versus the process of building are more cost effective.

This report also is a review of any structure larger than 3,000 square feet in size. Averages are less than 10,000 square feet, and many do not have ceiling height that mirrors the subject of this report. Current market conditions indicate through review of similar structures that a potential sale value would fall short of the estimated building value making disposal not financially practical in our opinion.

Relative to leasing options, due to the nature of the Future Land Use Plan of the Auburn Comprehensive Plan Update, leasing would seem to be outside planned uses. This option was not considered as any business plan for this type of use and would seem to be in conflict with Auburn's Comprehensive Plan goals.

Additionally, the location of the current structure, adjacent to the Hasty Community Center, limits the use that one would invest in from the private sector. This in of itself will dictate in large part the highest and best use of the Ingersoll Arena as a municipal and recreational facility with the possibilities of exploring the options of attaching the two facilities one day as one multi-use athletic complex.

7. POLITICAL

Survey: “Residents Say It”: Repurposing Ingersoll Arena

In reviewing citizen input, the community strongly supports retaining the facility for community use, with an overwhelming response for the repurposing for recreational options: basketball, tennis and multi-use indoor turf.

Though Auburn has a reputation of fiscal conservatism, the existing political landscape seems to support recreational opportunities such as this for the citizen’s benefit.

Additionally, with the YMCA purchasing a location to develop out of the downtown, having an in-town option would seem prudent, filling a real need if the plan is cost effective. Auburn seems to have active booster clubs, council support for a sound plan, and positive community dialog.

Considering demographics, the Council outlook for the next 15 to 20 years is sound. The participation in the Norway Savings Bank Arena is a testament to the political will to better the community. These efforts lead to positive recognition and publicity that enhances community reputation and appeal.

8. EXISTING BUILDING SYSTEMS

8.1. MECHANICAL SYSTEM

There are two existing Teledyne boilers serving the interior rooms and dehumidification, one for heating and one for domestic hot water; one Modine heating unit serving the Arena; and two dehumidification units with DX cooling and heating coils also serving the Arena. The existing heating units are approximately 20 years old and have been recently converted to natural gas as a fuel source. Because the existing Ingersoll Arena use consisted of keeping the spaces relatively cold for supporting ice operations, the existing heating equipment is inadequate to support the new use which will require higher average temperatures during the winter months.

Based upon heating system design criteria for natural gas indirect-fired air turnover units; it was determined that the Ingersoll Arena will require a heating unit with approximately 1,000 MBH output to serve the open area. In each of the options listed below the fans would be utilized during the summer months to provide air rotation to alleviate stagnant air and to create a cooling effect for the occupants. Additionally each of the options could be purchased with air filtration, if desired, at an additional cost. The existing dehumidification units could be retained and considered for use as supplemental mechanical cooling during the summer months.

The heating systems for the interior rooms should be considered for replacement as part of the interior renovations due to the age and condition of the equipment. While there are several

options for a heating system to serve the heating needs of the interior rooms and to provide domestic hot water, we have not provided options on these different systems. For the purposes of this report we have included a budget of \$26,000 for the installation of an adequate natural gas fired heating and hot water system for the interior rooms.

The cost, quality, and comfort options considered for the open arena area are as follows:

Low Cost Option

This option would consist of installing a single air rotation heating unit at the middle of either side of the arena along the 120 or 220 foot dimension. The unit is wall or ceiling mounted which will require an additional floor mounted support frame (included in cost) or other structural considerations for wall or ceiling mounting.

The estimated complete install budget for the unit is approximately \$40,000.

Pros: Lowest cost, faster heating response, smaller footprint, and better destratification of the air.

Cons: Lower air turnover rate, non-modulating burner, and during the winter a 3-4 degree lower temperature at the far end of the building could be possible.

Medium Cost Option

This option would consist of installing two single air rotation heating units on each corner of the 220 foot length of the building. These units are wall or ceiling mounted which will require an additional floor mounted support frame (included in cost) or other structural considerations for wall or ceiling mounting.

The estimated complete install budget for these units are approximately \$47,000.

Pros: Fastest heating response, smallest footprint with potential to be wall mounted, good destratification of the air, and more uniform heating throughout the building.

Cons: Lower air turnover rate, non-modulating burners, and higher material and labor cost than the single unit due to piping natural gas to the opposite corner of the building.

High Cost Option

This option would consist of installing a single air rotation heating unit at the middle of the south end of the arena along the 120 foot dimension. This unit is floor mounted with a footprint of 100 x 55 inches and a height of 18 feet.

The estimated complete install budget for the unit is approximately \$56,000.

Pros: Highest air turnover rate, good destratification of the air, quick heat recovery, modulating burner, reliable and efficient, and simplified maintenance.

Cons: Highest cost, largest footprint, largest volume air stream, and during the winter a 2-3 degree lower temperature at the far end of the building could be possible.

We have vetted several options and it is recommended that the low cost option be selected which consists of the installation of a single Reznor natural gas indirect-fired air turnover unit for the arena; and the installation of a new natural gas fired boiler system for the heating and domestic hot water needs of the interior rooms. The total budgeted costs for the replacement mechanical systems are approximately \$66,000.

8.2. FIRE SUPPRESSION SYSTEM

There is an existing dry fire suppression system within the Ingersoll Arena that was installed in circa 1994 and can be expected to have a useful service life of 20 to 30 years before major maintenance and/or replacement would need to be considered. The system was designed by Eastern Fire Protection of Auburn, Maine pursuant to NFPA 13 for an Open Recreational occupancy type/use. The existing fire suppression system currently meets the latest code requirements for this occupancy use. If this use was to be changed the current system layout would have to be redesigned. The existing system has been serviced by Eastern Fire Protection for several years and dating back to 2009 it has been noted that the existing piping is experiencing corrosion and many patch repairs have been made and some piping has had to be replaced.

The current fire suppression system is functioning, but due to the pipe corrosion, there is a risk of system failure in which the pipe may not hold together if the system activates during a fire. The initial discharge of air and charge of water will put stress on the pipe and pipe joints possibly leading to failure. If the initial water charge doesn't cause a problem the pipe may not survive when the fire department connects to the fire department connection and boosts the pressure to 150 psi. Paragraph 13.4.4.2.9 of NFPA 25 requires all leaks to be addressed if the system loses more than 3 psi over 2 hours with a starting air pressure of 40 psi. The temporary patches on the pipe would not be considered a proper addressing of the leaks because they are not rated for 175 psi working pressure as required by NFPA 13.

Existing costs associated with the current fire suppression system consist of an annual inspection cost of \$375. Cordjia understands that patch repairs from January 2009 to January 2014 have cost \$2,300 or approximately \$460 annually. This cost would have been approximately 2-3 times higher if pipe replacement had been done in lieu of patching.

It is our opinion that the fire suppression system piping should be replaced as part of this potential project to address the requirements of NFPA 25 and NFPA 13. At the time of the replacement the existing dry system should be converted to a wet system which consists of reusing the existing backflow preventer, control valves, and fire department connection. The dry valve and compressor would be removed and a new flow switch would be installed. The expected useful service life of a wet fire suppression system is beyond 50 years with proper maintenance. Budgeted costs associated with the replacement would be as follows:

Pipe replacement and conversion to a wet system is approximately \$27,000 with a reduced annual inspection cost of \$300.

8.3. ELECTRICAL SYSTEM

The existing electrical systems were not evaluated whereas it is outside of this scope of services, however the existing chiller system which is on an independent electrical service would be eliminated. Additionally, the conversion from HID lighting to LED lighting is expected to reduce the building's overall electrical demand.

8.4. STRUCTURAL SYSTEM

The building's structural systems were not evaluated whereas it is outside of this scope of services, however we reviewed the email from Rob Belz – Engineering to Mike Berube dated March 3, 2011 in connection with the roof system (See Attachment F) and it appears that Mr. Belz provided several points for Mr. Berube to consider. It is recommended that a structural building evaluation be completed as the original metal building structure was never intended to be insulated.

8.5. PLUMBING SYSTEM

According to City of Auburn documentation, the sanitary sewer manhole is located at an elevation which would permit relocation of the toilets to most areas of the building if desired.

9. HIGHEST AND BEST USE

In response to a review of the Auburn Comprehensive Plan Update, community polling and personal site visits, it is clear that the demographics point to missing infrastructure for the active adult population and the ongoing need to address the congestion and limitations with existing indoor multi-use turf facilities. Active adults increasingly value and demand facilities for organized recreation to improve their quality of life. The increasing trend of adult activities becomes clear in areas that support the community with organized events, flexible scheduling, and appropriate facilities.

Additionally, indoor activities and practice facilities are in short supply and increasingly adding a burden on community resources; not just in Auburn, but in most communities in Maine. With no facilities within 50 miles of Auburn, the population base of Auburn and nearby communities would seem ready to embrace an indoor multi-use turf facility. It is clear that today's trending sports (lacrosse, field-hockey, baseball, etc.), and the desirability for indoor activities require turf environments.

Further to this point, and in consideration of a projected increase in the 65 and older population to as much as 25% of Auburn's mix, generations can and do co-exist well. There is an opportunity with proximity to the Hasty Community Center and fields of the Pettengill Park. Connectivity of the two

buildings could enhance the Ingersoll Arena appeal, experience, and functionality. Within the perimeter of the Ingersoll Arena, a walking track would appeal to many adults. Centers having this in addition to other multi-use activities see significant traffic and use even with turf activities on-going.

Additionally, a multipurpose turf practice facility would be used by organized groups for practice schedules such as Soccer, Rugby, Lacrosse, Football and other sports normally conducted on turf. Similar use facilities in Massachusetts have been constructed from 25,000 square feet to nearly 150,000 square feet. These facilities contain areas subdivided by suspended nets to create practice areas between 15,000 and 20,000 square feet each. The Massachusetts facilities also contain some administrative space, toilet and or locker facilities, a lounge seating area, and vending machines or a snack bar.

Currently a similar facility of 70,000 square feet is under construction in Warren, ME and is scheduled to be operational in the spring of 2014. Known as "The Pitch", the turf field will be approximately 200 feet by 300 feet and will have netting to allow dividing into 4 practice fields, each approximately 100 by 150 feet.

Auburn's visionary approach regarding recreation would benefit the existing gap for the changing and growing active adult population. With a geographic gap of availability of turf facilities, it seems apparent that a turf facility would quickly gain popularity and present scheduling challenges for Auburn's Recreation Department. Creation of a turf facility would within the Ingersoll Arena would truly be highest and best use.

10. RECREATIONAL USES

Surveys of Auburn residents have suggested the Ingersoll Arena should be retained as a recreational facility. Although there are some who suggested the Ice Arena should remain, the Norway Savings Bank Arena has effectively ended the use of the Ingersoll Arena as an ice rink.

A multipurpose turf field has been the most noted alternative use for the building. The other considerations most discussed are indoor tennis courts or basketball.

10.1. TENNIS

Tennis will work in the Ingersoll Arena although the roof trusses do not provide the vertical clearances and the toilet and locker rooms limit the overrun space for a regulation United States Tennis Association court or courts. Tennis recommends a vertical clearance of 30 feet which is 10 feet more than the existing bottom of the roof trusses. The recommended depth of the court including overrun space is 120 ft. Without relocation of the toilets and locker rooms the available space is 106 ft. The number of tennis courts would be limited to four, due to the location of the

roof trusses which impact the height of the courts. The location of the existing toilets and locker rooms will limit the size of the overrun space of the courts.

10.2. BASKETBALL

Four basketball courts could be housed in the building without having to relocate the toilet rooms. The major cost would be the installation of a suitable sports flooring over the existing concrete slab. The recommended vertical clearance for basketball is 27 feet which is 7 feet more than the existing bottom of the roof trusses. The trusses will limit the viability of Basketball Courts.

10.3. MULTIPURPOSE TURF

A multipurpose turf practice field will not be a regulation field because of the size of the building, however, most larger indoor practice fields are subdivided into spaces similar in size to the Ingersoll Arena. Overhead clearance for soccer is recommended to be 24 feet which is closer to the existing 20 feet clear to the trusses than either tennis or basketball.

Indoor arena soccer on a field 200 feet by 85 feet in regulation sized ice rinks is played in the United States, Mexico, and Canada. Lacrosse is also played on the same field. The Federación Internacional de Futbol Rapido ("FIFRA"), based in California, is the international governing body for indoor arena soccer. A new Indoor Soccer World Cup tournament is scheduled to be held in San Diego, California in 2015. This means that the Ingersoll Arena can be used as a practice field and also could be a regulation sized field that is compliant with FIFRA.

10.4. COSTS

The site work and building shell including the sprinkler system and mechanical/electrical systems represent about 75% of the total cost, and that is essentially already in place with noted deficiencies. There will be renovations needed to provide upgraded toilets and to provide egress through additional doors which will be required by the State Fire Marshal's Office. The recent interpretations of the numbers of people in this type of a building by the Office of the Fire Marshal would suggest that the building have exit capacity for 3,363 people. The final determination will be reviewed by the Office of the Fire Marshal and will be the basis for added exit doors. Preliminary discussions with the Fire Marshal suggest the need to add 3 or 4 new exit doors.

The turf is the major additional cost in the multipurpose turf option. There are turf systems which are intended for installation on a concrete slab rather than on compacted granular fill. The installed cost depending on the choice of turf will range from \$4.00 per square foot to \$6.50 per square foot.

The interior lighting should be upgraded with more efficient LED fixtures which will cost between \$3.00 and \$3.50 per square foot.

The existing mechanical systems are not adequate to provide the required heating and air movement for uses other than an ice skating arena. The total cost of the new mechanical systems is estimated to be \$66,000.

The dry type fire suppression system has had corrosion issues and patches are in place to prevent air leaks. It has been recommended that the pipes be replaced and the system be converted to a wet system. The estimated cost is approximately \$27,000 for this work.

Renovations to the toilet/locker rooms and other miscellaneous areas are estimated to be \$80,000 to \$100,000. The installation of new exterior exit doors is estimated to be \$8,000 to \$10,000. New interior painting in the open area is estimated to be \$20,000 to \$30,000.

11. COST SUMMARY

Note: Total costs shown are averages rounded to the nearest \$1,000.

<u>Use</u>	<u>Description</u>	<u>Square Feet</u>	<u>Cost/Sq. Ft.</u>	<u>Total</u>
Multipurpose Turf Facility				
	Turf and Protective Netting	22,500	\$5.25	\$118,000
	Lighting, LED Fixtures	22,500	\$3.25	\$73,000
	Renovations			\$90,000
	Exterior Exit Doors			\$9,000
	Interior Painting			\$25,000
	Mechanical			\$66,000
	Fire Suppression			\$27,000
			Sub-Total	\$408,000
	Contingency & fees – 20%			\$82,000
				\$490,000

Expected range of Costs - \$465,000 to \$514,000

Tennis Courts (4)

	Sports Coating and Nets, \$25,000/court			\$100,000
	Protective Netting			\$20,000
	Lighting, LED Fixtures	22,500	\$3.25	\$73,000
	Renovations			\$90,000
	Exterior Exit Doors			\$9,000
	Interior Painting			\$25,000
	Mechanical			\$66,000
	Fire Suppression			\$27,000
			Sub-Total	\$410,000
	Contingency & fees – 20%			\$82,000
				\$492,000

Expected range of Costs - \$468,000 to \$517,000

Basketball Courts (4)

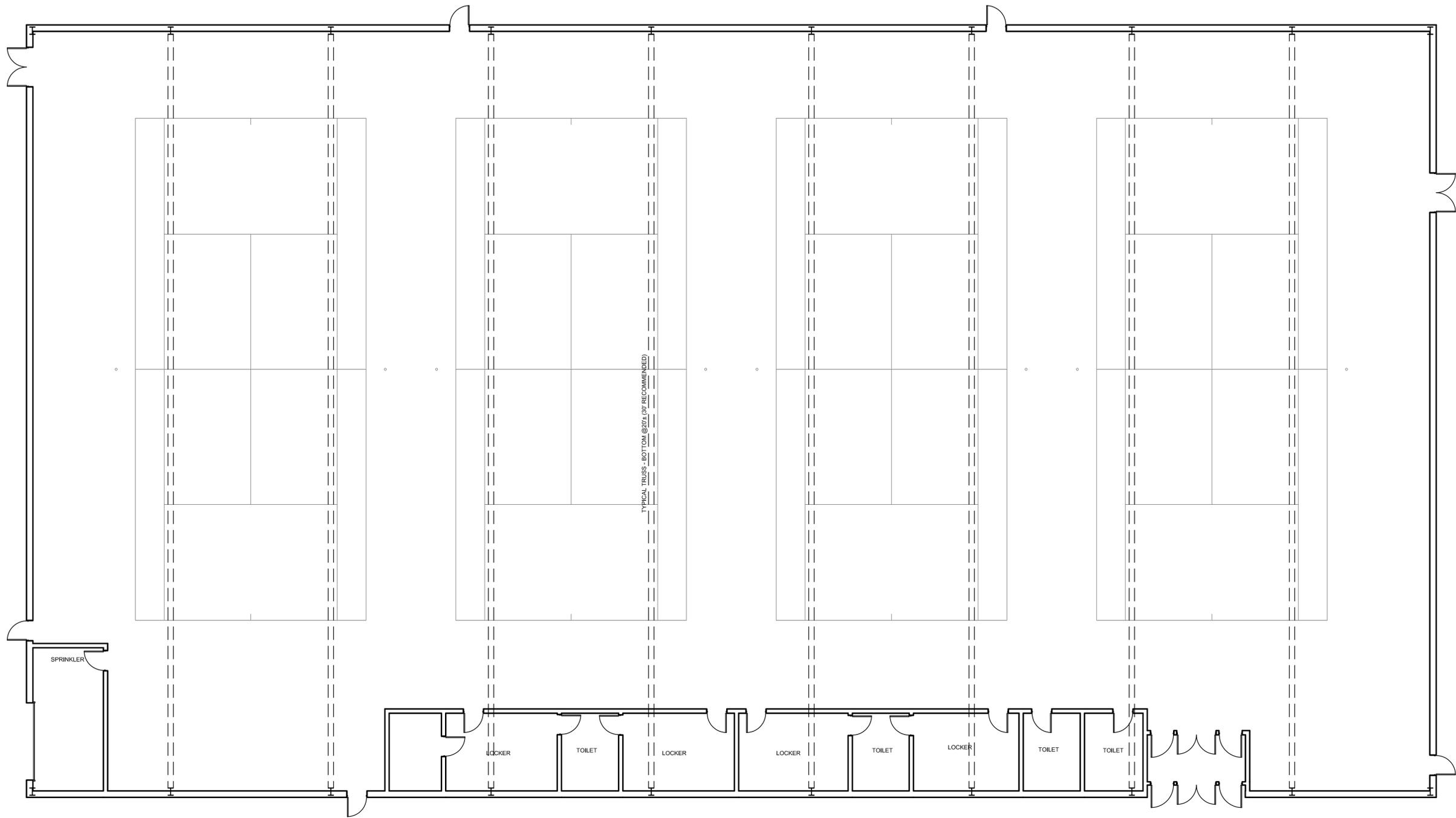
	Rubber Floor	22,500	\$5.00	\$113,000
	Backboards & Protective Netting			\$54,000
	Lighting, LED Fixtures	22,500	\$3.25	\$73,000
	Renovations			\$90,000
	Exterior Exit Doors			\$9,000
	Interior Painting			\$25,000
	Mechanical			\$66,000
	Fire Suppression			\$27,000
			Sub-Total	\$457,000
	Contingency & fees – 20%			\$91,000
				\$548,000

Expected range of Costs - \$520,000 to \$575,000

13. ATTACHMENTS

Attachment A:	Ingersoll Tennis Layout
Attachment B:	Ingersoll Basketball Layout
Attachment C:	Ingersoll Multi Purpose Layout
Attachment D:	Market Activity
Attachment E:	Low Cost Mechanical Cutsheet - Reznor LDAP
Attachment F:	Roof Structural Email

ATTACHMENT A
INGERSOLL TENNIS LAYOUT



TYPICAL TRUSS - BOTTOM @20'-0" (NOT RECOMMENDED)

SPRINKLER

LOCKER

TOILET

LOCKER

LOCKER

TOILET

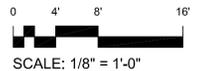
LOCKER

TOILET

TOILET

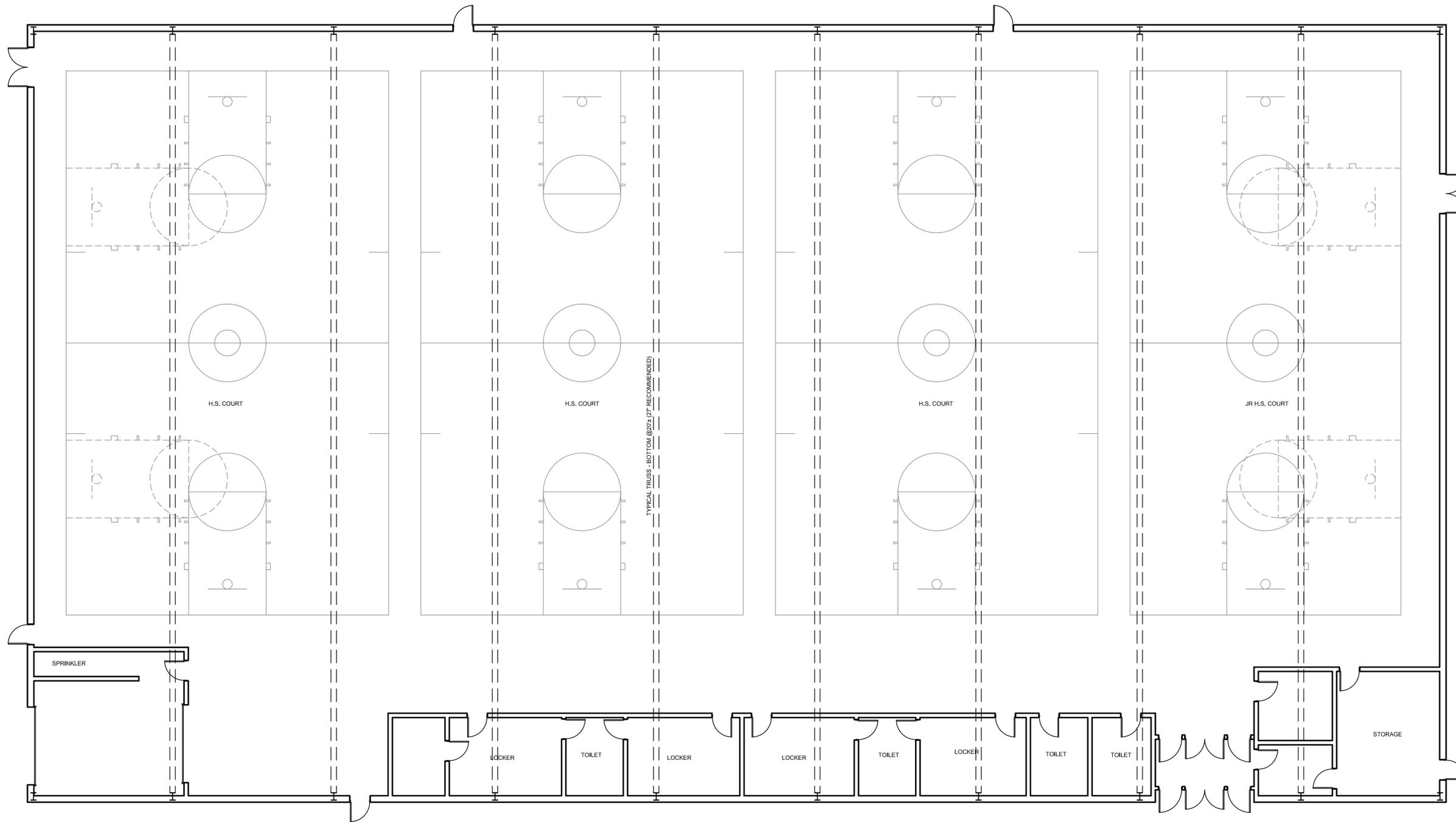
INGERSOLL FLOOR PLAN - TENNIS

FEBRUARY 19, 2014



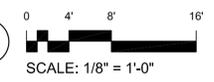
SCALE: 1/8" = 1'-0"

ATTACHMENT B
INGERSOLL BASKETBALL LAYOUT

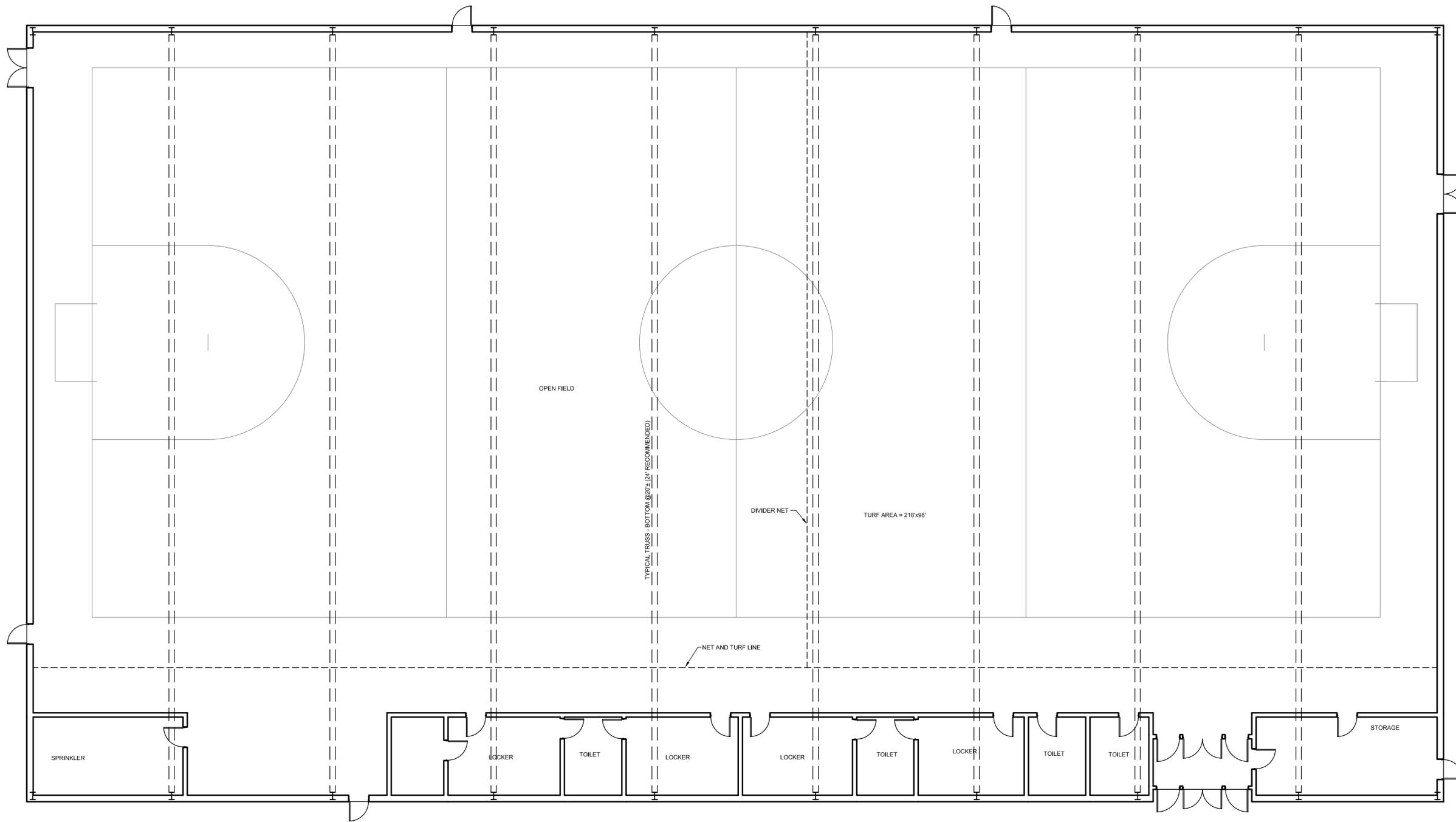


INGERSOLL FLOOR PLAN - BASKETBALL

FEBRUARY 19, 2014

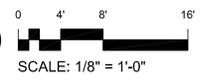


ATTACHMENT C
INGERSOLL MULTIPURPOSE TURF LAYOUT



INGERSOLL FLOOR PLAN - MULTI PURPOSE FIELD

FEBRUARY 19, 2014



ATTACHMENT D
MARKET ACTIVITY

Overall Commercial Market Activity - Criteria Below

Statistics: 167 Listings

87 Current Listings										
	Beds	Baths	SqFt	LP	LP/SqFt	SP				
High			26,572	\$1,000,000	\$259.07		Average list price			2,327
Low			3,000	\$200,000	\$18.56					21
Average			7,451	\$458,913	\$76.63					359
Median			6,000	\$399,000	\$67.19					215
6 Pending Listings										
	Beds	Baths	SqFt	LP	LP/SqFt	SP	SP/SqFt	SP/LP	DOM	
High			23,328	\$790,000	\$193.20				695	
Low			4,089	\$240,000	\$10.47				110	
Average			12,984	\$462,316	\$68.62				294	
Median			11,003	\$424,499	\$44.05				174	
74 Sold Listings										
	Beds	Baths	SqFt	LP	LP/SqFt	SP	SP/SqFt	SP/LP	DOM	
High			92,961	\$980,000	\$188.68	\$915,000	\$174.17	104%	1,481	
Low			3,000	\$200,000	\$5.38	\$125,000	\$3.87	48%	0	
Average			9,414	\$434,660	\$74.40	\$374,730	\$64.56	85%	237	
Median			5,542	\$392,450	\$71.73	\$317,500	\$60.60	88%	142	
167 Total Listings										
	Beds	Baths	SqFt	LP	LP/SqFt	SP	SP/SqFt	SP/LP	DOM	
High			92,961	\$1,000,000	\$259.07	\$915,000	\$174.17	104%	2,327	
Low			3,000	\$200,000	\$5.38	\$125,000	\$3.87	48%	0	
Average			8,520	\$448,289	\$75.35	\$374,730	\$64.56	85%	302	
Median			5,697	\$395,000	\$67.78	\$317,500	\$60.60	88%	167	

Search Criteria	
Status	C , P , S
List Price	between 200,000 - 1,000,000
County	CUM , AND , OXF , SAG , KEN
Sold Date	between 12/9/2009 -
SqFt Finished Total	between 3,000 -

Average list price of sold properties

Average sold price

Average days on market

Selected Market Activity

Search Criteria

Search Name: COM Simple Search
Date: 9-Dec-2013 8:38:31 PM

Search Criteria Field	Operator	Criteria
Status	Equals	C , P , S
List Price	Between	200,000 - 1,000,000
County	Equals	CUM , AND , OXF , SAG , KEN
Sold Date	Between	12/9/2009 -
SqFt Finished Total	Between	3,000 -

Search Statistics: 13 Listings

6 Current Listings

	Beds	Baths	Sq Ft	LP	LP/Sq Ft	SP	Average list price	DOM
High			17,608	\$500,000	\$98.38			1,393
Low			3,456	\$200,000	\$22.66			37
Average			8,840	\$331,500	\$45.98			413
Median			6,738	\$332,500	\$37.91			228

7 Sold Listings

	Beds	Baths	Sq Ft	LP	LP/Sq Ft	SP	SP/Sq Ft	SP/LP	DOM
High			10,550	\$675,000	\$104.07	\$490,000	\$81.45	98%	393
Low			4,652	\$225,000	\$24.91	\$195,000	\$21.59	73%	13
Average			7,609	\$447,000	\$62.74	\$367,857	\$52.20	84%	146
Median			8,407	\$465,000	\$63.41	\$405,000	\$55.68	86%	70

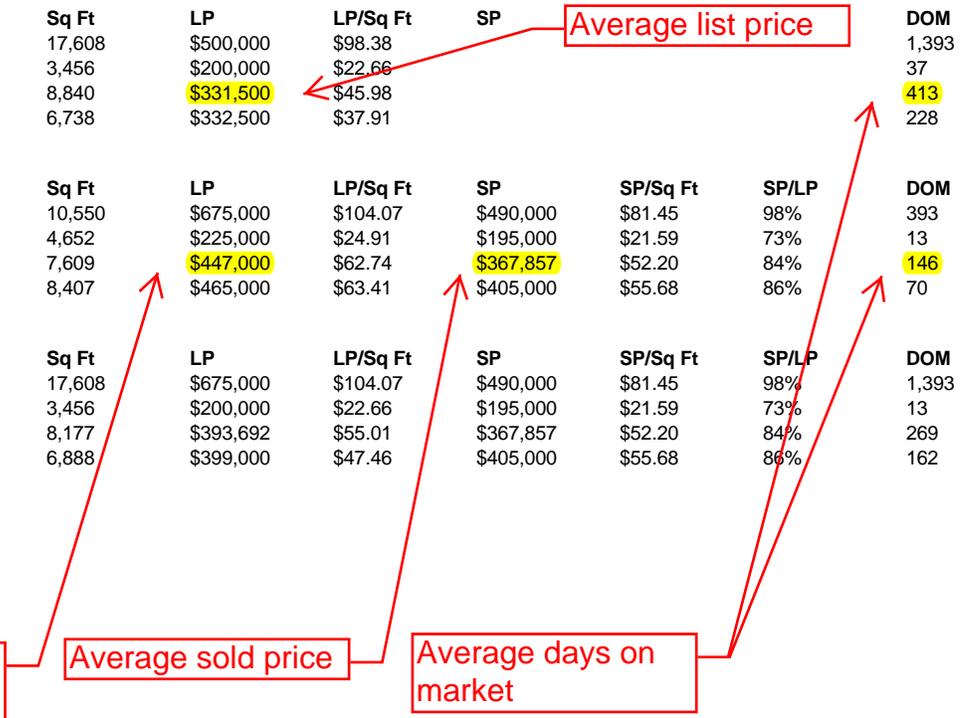
13 Total Listings

	Beds	Baths	Sq Ft	LP	LP/Sq Ft	SP	SP/Sq Ft	SP/LP	DOM
High			17,608	\$675,000	\$104.07	\$490,000	\$81.45	98%	1,393
Low			3,456	\$200,000	\$22.66	\$195,000	\$21.59	73%	13
Average			8,177	\$393,692	\$55.01	\$367,857	\$52.20	84%	269
Median			6,888	\$399,000	\$47.46	\$405,000	\$55.68	86%	162

Average list price of sold properties

Average sold price

Average days on market



Some Properties For Your Consideration . . .

Presented by:



Martin Cates
 Cates Real Estate
martin@catesre.com
 Office Phone: 207-701-5600
 Agent Phone: 207-701-5600

Current



11 Technology Drive

Current



9 BROWN Street

Current



40 Coles Crossing Drive

MLS #
 Town
 County

1115080
 Gardiner
 Kennebec County

963377
 Mexico
 Oxford County

1057440
 Sidney
 Kennebec County

Zoning

Commercial

NONE

Unk

Year Built

2010

1959

2008

Units
 # Floors

2

Retail SqFt +/-
 Office SqFt +/-
 Manufacture SqFt +/-
 Warehouse SqFt +/-

1,500

5,000

Exterior
 Roof

Vinyl Siding
 Shingle

Clapboard
 Composition

Metal Clad
 Metal

Site
 Lot Sz Acres +/-
 Rd Frtg +/-
 Roads
 Transportation

Level, Open
 12.300
 Paved, Public
 Major Road Access

Level, Open
 3.100
 929
 Paved, Public

Level, Open
 2.390
 340
 Paved, Public
 Major Road Access

Traffic Count +/-
 Vehicle Storage
 Water Frontage

Off Street Parking
 No

1 Car, Detached
 No

No Vehicle Storage
 No

Heat System
 Fuel
 Cooling
 Water
 Waste Water Disposal
 Electric
 Gas

Multi-Zones, Radiant
 Electric
 Central Air, Other Cooling
 Public
 Public
 Circuit Breakers
 No Gas

Hot Water, Multi-Zones
 Oil
 No Cooling
 Public
 Public
 Circuit Breakers
 Bottled

Blowers, Forced
 Propane
 Central Air
 Private, Well Existing On Site
 Private, Septic Existing On Site
 Circuit Breakers, On Site
 Other Gas

List Price
 Sold Price
 Full Tax Amount
List Office

\$ 340,000
 \$ 5,668.00
 Coldwell Banker Rizzo Mattson

\$ 399,000
 \$ 0.00
 Riverside Realty

\$ 325,000
 \$ 3,482.00
 Prudential Northeast Properties

Some Properties For Your Consideration . . .

Presented by:



Martin Cates
 Cates Real Estate
martin@catesre.com
 Office Phone: 207-701-5600
 Agent Phone: 207-701-5600

Current



786 Howes Corner Road

Current



11 Conant Street

Current



295 Leeds Junction Road

MLS #
 Town
 County

1088583
 Turner
 Androscoggin County

1090835
 Turner
 Androscoggin County

1115507
 Wales
 Androscoggin County

Zoning

Commercial

Commercial 2

Unk

Year Built

1960

1993

2003

Units
 # Floors

Retail SqFt +/-
 Office SqFt +/-
 Manufacture SqFt +/-
 Warehouse SqFt +/-

1,000
 5,888

Exterior
 Roof

Metal Clad
 Metal, Pitched

Vinyl Siding
 Other Roof

Metal Clad
 Metal, Pitched

Site
 Lot Sz Acres +/-
 Rd Frtg +/-
 Roads
 Transportation

Level, Open
 1.000
 200
 Paved, Public
 Major Road Access

Level, Open
 2.000
 204
 Paved, Public
 Major Road Access

Agriculture, Level
 3.230
 200
 Paved, Public
 Major Road Access

Traffic Count +/-
 Vehicle Storage
 Water Frontage

4+ Cars
 No

No Vehicle Storage
 No

Other Vehicle Storage
 No

Heat System
 Fuel
 Cooling
 Water
 Waste Water Disposal
 Electric
 Gas

Blowers, Hot Water
 Oil, Wood
 Central Air
 Private, Well Existing On Site
 Private, Septic Existing On Site
 Circuit Breakers, On Site
 No Gas

Forced, Hot Water
 Oil
 No Cooling
 Private, Well Existing On Site
 Private, Septic Existing On Site
 Circuit Breakers, On Site
 No Gas

Forced, Hot Water
 Oil
 No Cooling
 Private
 Private
 Circuit Breakers
 No Gas

List Price
 Sold Price
 Full Tax Amount
List Office

\$ 200,000

 \$ 3,037.00
 Prudential Northeast Properties

\$ 225,000

 \$ 3,614.00
 Prudential Northeast Properties

\$ 500,000

 \$ 0.00
 Prudential Northeast Properties

Some Properties For Your Consideration . . .

Presented by:



Martin Cates
 Cates Real Estate
martin@catesre.com
 Office Phone: 207-701-5600
 Agent Phone: 207-701-5600

Sold



306 Rodman Road

Sold



12 Winterbrook Road

Sold



18 Ashmont Street

MLS #
 Town
 County

936569
 Auburn
 Androscoggin County

1041461
 Mechanic Falls
 Androscoggin County

1071317
 Portland
 Cumberland County

Zoning

GB

Gen Industrial

B2B

Year Built

1972

1985

1940

Units
 # Floors

1

Retail SqFt +/-
 Office SqFt +/-
 Manufacture SqFt +/-
 Warehouse SqFt +/-

4,500
 6,000

664
 8,136

Exterior
 Roof

Metal Clad
 Metal, Pitched

Metal Clad
 Metal

Vinyl Siding
 Shingle

Site
 Lot Sz Acres +/-
 Rd Frtg +/-
 Roads
 Transportation

Level
 3.790
 Paved, Public

Corner Lot, Level
 6.790
 800
 Paved, Public
 Major Road Access

Level
 0.330
 25
 Paved, Public

Traffic Count +/-
 Vehicle Storage
 Water Frontage

Off Street Parking
 No

No Vehicle Storage
 No

14,000
 2 Car, Heated
 No

Heat System
 Fuel
 Cooling
 Water
 Waste Water Disposal
 Electric
 Gas

Hot Water
 Oil
 Central Air
 Public
 Public
 Circuit Breakers
 No Gas

Blowers, Hot Air
 Electric, Propane
 A/C Units
 Public
 Private, Septic Existing On Site
 Circuit Breakers, On Site
 Bottled

Blowers, Hot Water
 Oil
 A/C Units
 Public
 Public
 Circuit Breakers
 Natural-At Street

List Price
 Sold Price
 Full Tax Amount
List Office

\$ 465,000
 \$ 405,000
 \$ 7,817.00
 Coldwell Banker Millett Realty

\$ 675,000
 \$ 490,000
 \$ 6,818.00
 Prudential Northeast Properties

\$ 295,000
 \$ 290,000
 \$ 7,176.00
 RE/MAX By The Bay

Some Properties For Your Consideration . . .

Presented by:



Martin Cates
 Cates Real Estate
martin@catesre.com
 Office Phone: 207-701-5600
 Agent Phone: 207-701-5600

Sold



336 Warren Avenue

Sold



3-5 Seavey Street

Sold



232 College Avenue

MLS #
 Town
 County

966931
 Portland
 Cumberland County

985830
 Waterville
 Kennebec County

992011
 Waterville
 Kennebec County

Zoning

Industrial

CC

CC

Year Built

1960

1933

1974

Units

1

1

1

Floors

1

2

1

Retail SqFt +/-

Office SqFt +/-

Manufacture SqFt +/-

Warehouse SqFt +/-

4,656

2,040

6,367

Exterior

Brick, Block

Clapboard, Wood Siding

Metal Clad

Roof

Flat, Pitched

Fiberglass, Membrane

Metal

Site

Level, Sidewalks

Open, Rolling/Sloping

Level, Open

Lot Sz Acres +/-

0.796

0.840

1.070

Rd Frtg +/-

199

137

Roads

Public

Paved, Public

Paved, Public

Transportation

Major Road Access

Major Road Access

Traffic Count +/-

Vehicle Storage

Water Frontage

3 Car, Heated

4+ Cars, Detached

Garage, Heated

No

No

No

Heat System

Blowers, Hot Air

Blowers, Heat Pump

Forced, Hot Air

Fuel

Oil

Oil

Oil

Cooling

No Cooling

Central Air

Central Air

Water

Public

Public

Public

Waste Water Disposal

Public

Public

Public

Electric

Circuit Breakers

Circuit Breakers

Circuit Breakers

Gas

Natural-At Street

No Gas

No Gas

List Price

\$ 575,000

\$ 225,000

\$ 399,000

Sold Price

\$ 450,000

\$ 195,000

\$ 310,000

Full Tax Amount

\$ 6,204.00

\$ 7,356.00

\$ 5,600.00

List Office

Fishman Realty Group, Inc.

Coldwell Banker Plourde Real Estate

Coldwell Banker Plourde Real Estate

Some Properties For Your Consideration . . .

Presented by:



Martin Cates
 Cates Real Estate
martin@catesre.com
 Office Phone: 207-701-5600
 Agent Phone: 207-701-5600

Sold



48 Verti Drive

MLS #	1068294
Town	Winslow
County	Kennebec County
<hr/>	
Zoning	Industrial
Year Built	1984
# Units	1
# Floors	
Retail SqFt +/-	
Office SqFt +/-	1,215
Manufacture SqFt +/-	
Warehouse SqFt +/-	
<hr/>	
Exterior	Metal Clad
Roof	Metal
<hr/>	
Site	Level, Open
Lot Sz Acres +/-	4.380
Rd Frtg +/-	551
Roads	Paved, Public
Transportation	
Traffic Count +/-	
Vehicle Storage	Off Street Parking
Water Frontage	No
<hr/>	
Heat System	Hot Air
Fuel	Electric, Oil
Cooling	No Cooling
Water	Public
Waste Water Disposal	Public
Electric	Circuit Breakers, On Site
Gas	No Gas
<hr/>	
List Price	\$ 495,000
Sold Price	\$ 435,000
Full Tax Amount	\$ 4,511.00
List Office	Coldwell Banker Rizzo Mattson

ATTACHMENT E
LOW COST MECHANICAL CUTSHEET - REZNOR LDAP

REZNOR®



High Bay Heater
Provides
FREE HEAT

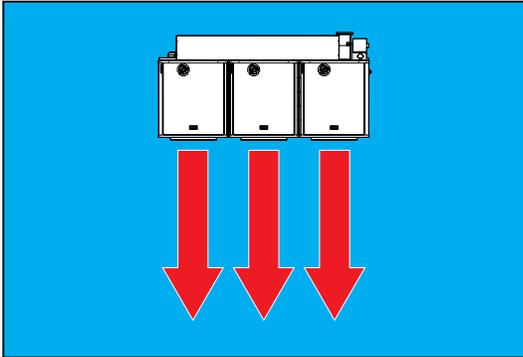
The Energy Edge



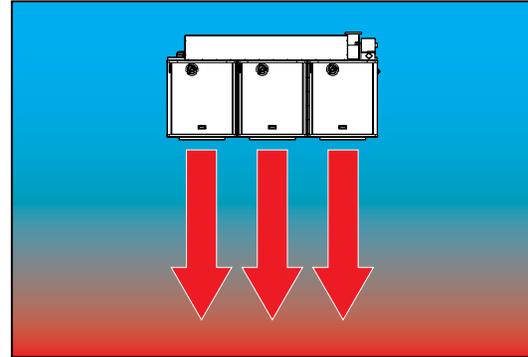
What is the Reznor Edge?

The Reznor Edge: Model LDAP, High Bay Unit Heater can save energy usage by recirculating heated air, effectively providing FREE heat where it is needed.

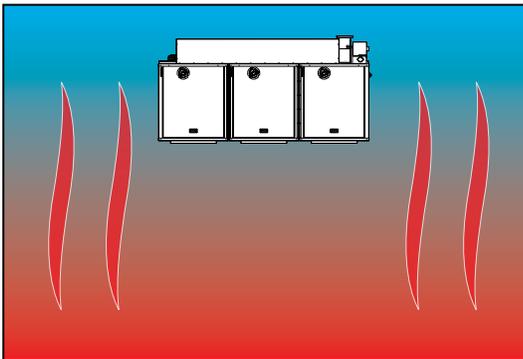
Here's how it works:



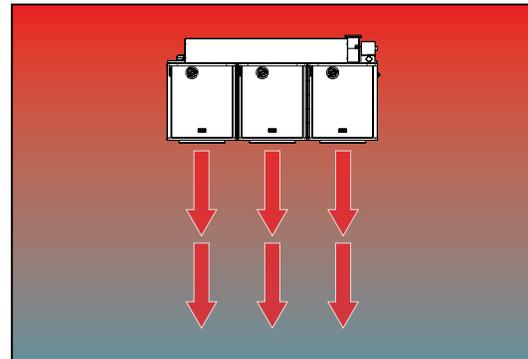
Step 1: The thermostat calls for heat. Gas begins to flow to the burners as the heat exchanger warms up. Fans start-up, blowing heat to the floor.



Step 2: Gas continues to flow, and fans continue to blow heated air to the floor until the thermostat is satisfied.



Step 3: Once the thermostat setting is reached, the heater shuts down. In general, heated air is lighter than cool air, so the warm air near the floor tends to rise causing the air temperature of the indoor space to stratify.



Step 4: Instead of heat remaining at the ceiling or escaping through the roof, a monitor (separate from the wall mounted thermostat) on Model LDAP senses the buildup of heat at the ceiling. This monitor triggers the fans at a slower speed to destratify the air and send FREE heat back to the floor.

Summertime Benefit:

Using the fan(s) in the summer can improve working conditions by alleviating stagnant air and creating a cooling effect for the occupants.

For complete catalog information including submittals, energy calculations, dimension drawings, and more go to www.RezSpec.com or call 800-695-1901.

High Capacity, High Bay Heater

Downflow air discharge, high velocity heater for high bay applications

Model LDAP can provide more heat than a standard unit heater, up to 1,200,000 BTUH. This is the same amount of heat as a typical packaged heater or direct fired unit.

Model LDAP is less expensive to install than a direct or indirect fired, packaged heating system.

By destratifying you lower the air temperature at the ceiling, and reduce the heat loss in your building.

- **Saves Money**
 - » 83% Thermal efficiency
 - » Destratification adjustable fan control (air economizer)
 - » Single point connections for gas, electricity and vent
- **Sturdy** - Patented^B T_{CORE}² single burner combustion system
- **Dependable** - Titanium stabilized heat exchanger(s)
- **Quiet** - Vibration/noise isolated fan and venter motors
- **Versatile**
 - » Natural gas or propane
 - » Wall or ceiling mounting
 - » Run the fans without the heat in summer to improve working conditions by alleviating stagnant air to create a cooling affect
 - » Directional nozzles and louvers aim the heated air right where you need it (see photo below)



Model LDAP

Model LDAP is arranged for vertical (downflow) air delivery. As George Reznor once said, "We live on the floor, not on the ceiling."



TECHNICAL DATA

Model LDAP	400	800	1200
Input Heating Capacity (BTUH)	400,000	800,000	1,200,000
Thermal Efficiency (%)	83	83	83
Air Volume (CFM)	5,589	11,178	16,768
Air Volume (CFM) - Destratification @ Medium Speed	4,650	9,300	13,950
Air Volume (CFM) - Destratification @ Low Speed	3,250	6,500	9,750



^B U.S. Patent No. 6,889,686

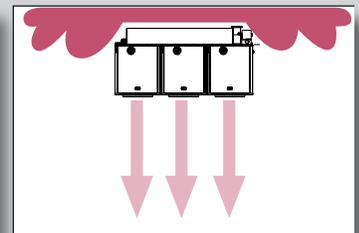
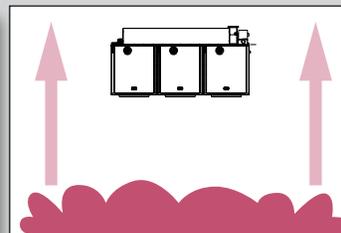
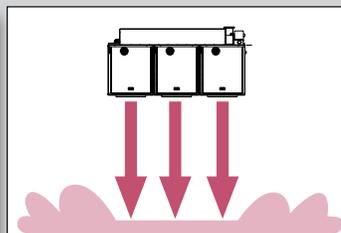
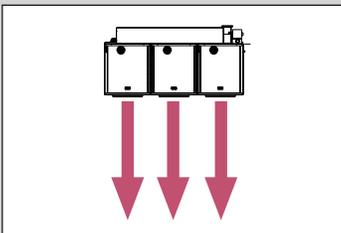
Provide Recycled Heat to the Work Area

Step 1: Wall mounted thermostat calls for heat.

Step 2: Burners and high speed fans direct heating to the floor.

Step 3: Thermostat setting is reached, shutting off heater. Heated air naturally rises.

Step 4: Unit mounted sensor triggers the low speed fans to return heat to the floor.



ATTACHMENT F
ROOF STRUCTURAL EMAIL

Ravi Sharma

From: Robert Belz - Engineering
Sent: Thursday, March 03, 2011 2:36 PM
To: Mike Berube
Cc: Mark Stambach; Ravi Sharma; Glenn Aho
Subject: FW: Evaluation, Roof Collapse Dangers
Attachments: Roof Collapse Points Final-1.docx

Hi Mike,

I will check with Mark Stambach first and then call you with more detail. A few points to get you started:

- Your roof was likely designed for a 60 pound live loading (60 lbs/sf)
- Saturated snow can weigh over 60 lbs/cubic foot; Accordingly, over one foot of snow on a flat roof could become a problem
- Your roof, having a pitch, is unlikely to become saturated; so you can withstand more than a foot of snow. Beyond that point it becomes a conditions based estimate. i.e. coefficient of friction of the roofing material, slope, depth of snow, is it stratified? intensity of the rain fall and temperature which impacts the point at which the snow will liquefy and slide off.

Please review Ray's information which I have attached.

My best estimate, for this time of year, is that anything over a 18 inches should be removed.

Questions?

Bob

From: Ray Lussier
Sent: Monday, February 07, 2011 2:50 PM
To: All Staff
Subject: Roof Collapse Dangers

The Fire Dept received this informative memo regarding roof collapses. I would like to forward it as a safety FYI. Thanks.

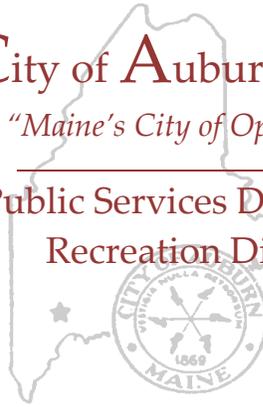
Ray Lussier
City Safety & NIMS Coordinator
City of Auburn
60 Court St.
Auburn, Maine 04210
207-333-6600 ext. 1413
207-890-6626 cell
rlussier@ci.auburn.me.us

City of Auburn, Maine

"Maine's City of Opportunity"

Public Services Department

Recreation Division



TO: Clint Deschene, City Manager
Denis D'Auteuil, Public Services Director
FROM: Ravi Sharma, Recreation Operations Manager
Dave Gonyea, Chair, Recreation & Special Events Advisory Board
DATE: 4/15/14
SUBJECT: Ingersoll & Athletic Fields Needs Assessment Process

This memo is intended to serve as documentation of the Recreation & Special Events Advisory Board's process and progress with respect to Ingersoll repurposing and the Athletic Fields Needs Assessment.

January 15, 2014

On this date, the Board convened for their first meeting as a group. Part of discussion was an explanation from staff of two reports that would be presented to them for review. The first being a repurposing report on Ingersoll Arena, and the other being a city-wide Athletic Fields Needs Assessment. The purpose and scope of each report was explained to the Board and that the information could be used to form a recommendation for Council. At the conclusion of this meeting, Board Members toured Ingersoll Arena.

February 12, 2014

On this date, the Board convened for their second meeting of the calendar year. The Board was updated on the status of the Ingersoll repurposing report and given expanded detail on the scope and inclusions of the report. Discussion occurred on the decommissioned chiller, and potential ideas should Ingersoll be repurposed. A turf field was discussed along with some general details about care and maintenance. It was explained to the Board that the repurposing report would include budgetary figures for repurposing only, and would be ready for their next meeting in March.

March 19, 2014

This meeting was rescheduled from its original date of March 12, due to inclement weather. At this meeting, the Board was provided with the draft Ingersoll Repurposing report prepared by Cordjia Capital Projects. The repurposing options presented in the report included: basketball courts, a turf field and tennis courts. Discussion occurred on the old chiller at Ingersoll as well as, the information presented in the report. The Board made a recommendation to create a subcommittee to further investigate repurposing options.

Additional discussion included two motions and votes relating to Ingersoll. The first motion was made to recommend that Ingersoll no longer be utilized as an ice arena. All votes were in favor. The second

motion made was that whatever the building be used for, that it be a revenue-producing option. All votes were all in favor. After the motions and votes, more conversation took place on the options presented in the report.

April 3, 2014

Members of the Advisory Board subcommittee on Ingersoll met to discuss repurposing options. Two options were discussed which included a turf field and a rubberized floor.

April 9, 2014

The Ingersoll subcommittee gave a report on their discussion about repurposing options. Two options were looked at which included: turf field and rubberized flooring. Budgetary figures were discussed along with potential user groups and staffing needs for each surface. Conversation also occurred on performing more research into the two options, and potential revenue sources. Other discussion included the sale of decommissioned chiller at Ingersoll, and methods of financing a repurposing project. It was determined that facility visitations would aid in the discussion. The Ingersoll subcommittee was tasked with performing facility visits to places similar to the potential repurposing options.

May 6, 2014

Members of the Ingersoll subcommittee met and visited two facilities which included the Riverside Athletic Complex and the Portland Sports Complex. Members spoke with management of each facility to gain insight on operations, specifications, user groups, etc.

May 14, 2014

Members of the Advisory Board received the draft Athletic Fields Needs Assessment as part of their agenda materials for this meeting. During the meeting, discussion primarily focused on Ingersoll repurposing and steps towards reaching a recommendation. The Ingersoll subcommittee agreed that they would convene again to develop a recommended option for repurposing. The subcommittee's recommendation will then be brought back to the full group for discussion and action.

Discussion also occurred on the Athletic Fields Needs Assessment report. Members inquired about what phase II of the report would entail. It was explained that phase II would include a conditions assessment along with recommendations for the facilities in terms of expansion, relocation, repair, renovation, budgetary figures, etc. Members requested to see the initial draft (June 2013) for comparison purposes. Members also inquired about the costs of the report. It was suggested to the Board that a recommendation for action could be as simple as whether or not to proceed with phase II of the assessment.

During conversation, the Chair proposed to organize a supplemental meeting to work on recommendations for both Ingersoll repurposing and the Athletic Fields Needs Assessment. It was also suggested that any recommendations be made prior to the completion of the FY15 budget process. The supplemental meeting would include a day-long period of time dedicated to the reports. The Board agreed to hold this special meeting and will work on scheduling a date.



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: June 16, 2014

Order 45-06162014*

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

Item(s) checked below represent the subject matter related to this workshop item.

Comprehensive Plan Work Plan Budget Ordinance/Charter Other Business* Council Goals**

**If Council Goals please specify type: Safety Economic Development Citizen Engagement

Subject: Transfer of Forfeiture Asset – Darnell Robinson.

Information: In November 2013, Maine Drug Enforcement and the Auburn Police Department executed a search warrant at a downtown residence in Auburn, which is located within a “safe zone”. During the search, officers located and seized 11.3 grams of heroin (street value \$1,500.00); 64 Oxycodone 30mg pills (street value \$2,240.00); usable amount of marijuana and assorted drug paraphernalia associated with drug trafficking.

Officers also seized \$3,639.00 in U.S. Currency. The Auburn Police Department’s share in the asset forfeiture of the seized \$3,639.00 is \$909.75.

A female suspect was arrested in connection with the search warrant and charged with Aggravated Trafficking in Schedule W Drugs (heroin); Class A and Aggravated Trafficking in Schedule W Drugs (Oxycodone); Class A. A male suspect that resides out of state is being sought on the same charges.

Financial: The State of Maine, Office of the Attorney General, seeks to transfer \$909.75 U.S. Currency, to the Auburn Police Department.

Action Requested at this Meeting: Vote to accept transfer of \$909.75 in U.S. Currency.

Previous Meetings and History: N/A

Attachments:

- *Memo to City Manager*
- *Order 45-06162014*

*Agenda items are not limited to these categories.



Auburn Police Department



Memorandum

Phillip L. Crowell
Chief of Police

Jason D. Moen
Deputy Chief

Rita P. Beaudry
Executive Assistant

To: Clinton Deschene, City Manager
From: Phillip L. Crowell, Jr., Chief of Police
Date: June 4, 2014
Re: Criminal Forfeiture Funds – **Darnell Robinson**

The Auburn Police Department seeks to accept the following Criminal forfeited assets:

- **Superior Court Criminal Docket No. CR-13-1363 – Darnell Robinson \$909.75**

In November 2013, Maine Drug Enforcement and the Auburn Police Department executed a search warrant at a downtown residence in Auburn, which is located within a "safe zone". During the search, officers located and seized 11.3 grams of heroin (street value \$1,500.00); 64 Oxycodone 30mg pills (street value \$2,240.00); usable amount of marijuana and assorted drug paraphernalia associated with drug trafficking.

Officers also seized \$3,639.00 in U.S. Currency. The Auburn Police Department's share in the asset forfeiture of the seized \$3,639.00 is \$909.75.

A female suspect was arrested in connection with the search warrant and charged with Aggravated Trafficking in Schedule W Drugs (heroin); Class A and Aggravated Trafficking in Schedule W Drugs (Oxycodone); Class A. A male suspect that resides out of state is being sought on the same charges.

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 45-06162014

ORDERED, that the municipality of Auburn, Maine, by and through its municipal officers, and does hereby grant approval pursuant to 15 M.R.S.A. §5824(3) & §5826(6) to the transfer of the Defendant (Darnell Robinson) in Rem (\$909.75 U.S. Currency) on the grounds that the Auburn Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the municipality of Auburn, Maine does hereby approve of the transfer of the Defendant (Darnell Robinson) in Rem (\$909.75 U.S. Currency) pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) by vote of the Auburn municipal legislative body on or about June 16, 2014.



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: June 16, 2014

Order 46-06162014*

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

Item(s) checked below represent the subject matter related to this workshop item.

Comprehensive Plan Work Plan Budget Ordinance/Charter Other Business* Council Goals**

**If Council Goals please specify type: Safety Economic Development Citizen Engagement

Subject: Transfer of Forfeiture Asset – Paul Robinson.

Information: In September 2013, Maine Drug Enforcement and the Auburn Police Department executed a search warrant at a downtown residence in Auburn, which is located within a “safe zone”. During the search, officers located and seized 7.3 grams of crack cocaine; 6 EBT cards (none belonging to the suspect); and assorted drug paraphernalia associated with drug trafficking.

Officers also seized \$2,425.00 in U.S. Currency. The Auburn Police Department’s share in the asset forfeiture of the seized \$2,425.00 is \$606.25.

As a result of the search warrant, a female and male suspect were arrested. The female was charged with Aggravated Trafficking in Schedule W Drugs (Cocaine Base); Class A and Misuse of Public Benefits Instrument (EBT Card); Class D. The male suspect was charged with Aggravated Trafficking in Schedule W Drugs (Cocaine Base); Class A; the Misuse of Public Benefits Instrument (EB Card); Class D and Refusing to Submit to Arrest or Detention; Class E.

Financial: The State of Maine, Office of the Attorney General, seeks to transfer \$606.25 U.S. Currency, to the Auburn Police Department.

Action Requested at this Meeting: Vote to accept transfer of \$606.25 in U.S. Currency.

Previous Meetings and History: N/A

Attachments:

- *Memo to City Manager*
- *Order 46-06162014*

*Agenda items are not limited to these categories.



Auburn Police Department



Memorandum

Phillip L. Crowell
Chief of Police

Jason D. Moen
Deputy Chief

Rita P. Beaudry
Executive Assistant

To: Clinton Deschene, City Manager
From: Phillip L. Crowell, Jr., Chief of Police
Date: June 4, 2014
Re: Criminal Forfeiture Funds – Paul Robinson

The Auburn Police Department seeks to accept the following Criminal forfeited assets:

- **Superior Court Criminal Docket No. CR-13-1047 – Paul Robinson \$606.25**

In September 2013, Maine Drug Enforcement and the Auburn Police Department executed a search warrant at a downtown residence in Auburn, which is located within a “safe zone”. During the search, officers located and seized 7.3 grams of crack cocaine; 6 EBT cards (none belonging to the suspect); and assorted drug paraphernalia associated with drug trafficking.

Officers also seized \$2,425.00 in U.S. Currency. The Auburn Police Department’s share in the asset forfeiture of the seized \$2,425.00 is \$606.25.

As a result of the search warrant, a female and male suspect were arrested. The female was charged with Aggravated Trafficking in Schedule W Drugs (Cocaine Base); Class A and Misuse of Public Benefits Instrument (EBT Card); Class D. The male suspect was charged with Aggravated Trafficking in Schedule W Drugs (Cocaine Base); Class A; the Misuse of Public Benefits Instrument (EB Card); Class D and Refusing to Submit to Arrest or Detention; Class E.



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: June 16, 2014

Order 47-06162014*

Author: Sue Clements-Dallaire, City Clerk

Item(s) checked below represent the subject matter related to this workshop item.

Comprehensive Plan Work Plan Budget Ordinance/Charter Other Business* Council Goals**

**If Council Goals please specify type: Safety Economic Development Citizen Engagement

Subject: Setting the date for the Special Municipal Election to fill the Ward 4 School Committee seat

Information: We received the resignation of Ward 4, School Committee Chair, Tracey Levesque in May. When a vacancy of a School Committee member occurs more than six months prior to the next regular election, an unexpired term shall be filled by a special election, either citywide or in the ward in which the vacancy occurs. If the vacancy is within 6 months prior to the next municipal election, the School Committee shall appoint a qualified representative to serve. The charter does not permit the School Committee to appoint someone to fill the vacancy in this current situation. A special election is the only option for filling this Ward 4 vacancy.

The normal process (in accordance with our Charter) for filling this vacancy would be;

- ✓ The City Council sets the date for the election (allowing at least 120 days prior to that date to allow time for nomination papers to be taken out per our City Charter).
- ✓ Nomination papers are due back in the City Clerk's office 75 days before the election.
- ✓ At least 65 days prior to the election the City Clerk certifies and makes available to the public the names and residences of candidates who have filed nomination petitions.
- ✓ Absentee ballots are available 30-45 days prior to the election.

Below is the recommended timeline:

- ✓ Council sets the date for the Special Election at the June 16, 2014 Council meeting for the election to be held on November 4, 2014 during the General Election (only Ward 4 would be eligible to participate in this local election).
- ✓ July 7, 2014 nomination papers are available in the City Clerk's office.
- ✓ All nomination papers must be filed with the Clerk no later than August 21, 2014.
- ✓ August 29, 2014 the City Clerk must certify and make available to the public the names and residences of candidates who have filed nomination petitions.
- ✓ October 3, 2014 absentee ballots are available
- ✓ November 4, 2014 Election

Financial: N/A

Action Requested at this Meeting: Recommend passage of Order 47-06162014 setting the date for the Special Municipal Election to fill the Ward 4 School Committee seat for November 4, 2014.

Previous Meetings and History: N/A

Attachments: Order 47-06162014

*Agenda items are not limited to these categories.

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 47-06162014

ORDERED, that the City Council hereby sets the date for the Special Municipal Election for the Ward 4 School Committee seat to be held on Tuesday, November 4, 2014 in conjunction with the State General Election.



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: June 16, 2014

Order 48-06162014*

Author: Clint Deschene, City Manager

Subject: Appointment of Interim Tax Assessor

Information: Approval of this order will confirm the City Manager's appointment of Karen Scammon as Interim Tax Assessor for a period June 16, 2014 to January 31, 2015.

Financial:

Action Requested at this Meeting: Motion for passage of this order

Previous Meetings and History: The Assessor position is currently vacant following the voluntary resignation of Renee Lachapelle. Under State law and City Charter, the City of Auburn must have a Tax Assessor in order to do the annual property tax commitment.

Attachments: Order 48-06162014

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 48-06162014

ORDERED, that Karen Scammon be and hereby is appointed as Interim Tax Assessor for the period of June 16, 2014 to January 31, 2015.

IN COUNCIL REGULAR MEETING JUNE 2, 2014 VOL. 34 PAGE 36

Mayor LaBonté called the meeting to order at 7:00 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. Councilor Crowley had an excused absence. All other Councilors were present.

I. Consent Items*

Item number one was moved from the consent agenda and placed under new business. A motion was made by Councilor LaFontaine and seconded by Councilor Walker to accept consent item #2 as presented. Passage 6-0.

1. Order 42-06022014*

Nominating Jonathan LaBonté and appointing City Manager Clint Deschene as the MMA LPC (Maine Municipal Association's Legislative Policy Committee) members for the 2014-2016 term.

2. Order 43-06022014*

Accepting the transfer of Forfeiture Asset (William Tardif).

II. Minutes

May 19, 2014 Regular Council Meeting.

Motion was made by Councilor LaFontaine and seconded by Councilor Walker to accept the minutes of May 19, 2014 as presented. Passage 6-0.

III. Reports

Mayor's Report – reported on Blackstone start up weekend in the Lewiston-Auburn area.

City Manager's Report

- Edward Little Statue Update
- FY15 Budget Impact Update
- Future of Downtown Auburn, (form based code)-Alan Manoian

City Committee Reports – Councilor LaFontaine reported (Library), Councilor Hayes reported (Railroad), Councilor Gerry reported (LATC, and the ELHS plant sale), and Councilor Young reported (Great Falls TV).

IV. Communications, Presentations and Recognitions

- Communication – The Liberty Festival Mass Gathering application – this item will be placed on the June 16, 2014 agenda for a public hearing and action.

V. Open Session

- Melissa Dunn, tenant organizer for the Neighborhood Housing League in Lewiston, Howa Abdil, resident of Auburn delivered a message from a tenant in Auburn regarding living conditions.

IN COUNCIL REGULAR MEETING JUNE 2, 2014 VOL. 34 PAGE 37

- Peter Rubins and Jarrod Lussier of Grow LA and Androscoggin River task force on upgrading the use of the Androscoggin River for recreational and aesthetic purposes.
- Jim Tierney, Drummond Street on crossing at walkways, pedestrian right of ways, and wanted to encourage planting fruit and nut trees, Whitewater Park that Westbrook is establishing.

VI. Unfinished Business

1. Ordinance 03-05192014

Approving the zoning text amendment to the Agricultural and Resource Protection Zone (ZOMA 1180-2013). Public hearing and second reading.

Motion was made by Councilor Lee and second by Councilor LaFontaine on approving the zoning text amendment to the Agricultural and Resource Protection Zone (ZOMA 1180-2013).

Public hearing - no one from the public spoke, the motion failed 0-6 with all Councilors present opposed. A roll call vote was taken.

2. Resolve 06-05052014

Adopting the Appropriations Resolve for Fiscal Year 2015, second reading.

Motion was made by Councilor LaFontaine and seconded by Councilor Lee who clarified that the motion was made without the two enterprise accounts that were included in the packet.

Motion was made by Councilor LaFontaine and seconded by Councilor Lee to amend by adding the two enterprise accounts included in packet (Norway Arena, and Ingersoll Arena as provided in the agenda packet). Passage 6-0.

Motion by Councilor Gerry and seconded by Councilor Walker to reduce the FY15 LATC budget by \$23,996 and use the \$23,996 funds saved toward other transport improvements in Auburn. Passage 5-1 (Councilor Hayes opposed).

Motion was made by Councilor Gerry and seconded by Councilor LaFontaine to amend FY15 Municipal budget to fund the 3 snowmobile clubs who operate in Auburn (Snow Gypsies, Andy Valley, and New Auburn Snowmobile Clubs) by reducing the other State aid line by \$3,000 and to create a new budget line in the amount of \$3,000 for snowmobile grant clubs to be used solely on projects in Auburn. Motion failed 3-4 (there was a tie vote 3-3 with Councilors LaFontaine, Hayes, and Lee opposed, and in accordance the City Charter, Article III, Section 3.3 the Mayor voted to break the tie vote, he voted in opposition).

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes to amend the appropriations resolve to endorse the creation of the Deputy Chief

IN COUNCIL REGULAR MEETING JUNE 2, 2014 VOL. 34 PAGE 38

position without the fiscal note. Passage 4-1-1 (Councilor Gerry opposed, and Councilor Lee abstained).

Motion was made by Councilor Walker and seconded by Councilor Gerry to amend the FY15 budget to allocate \$10,000 in FY15 to begin a four year effort to mark and have flags placed for all veteran graves in all public and private cemeteries in Auburn. Passage 6-0.

Public comment – Joe Gray Sopers Mill Road, on marking the veteran graves, the reduction of Animal Control and Auburn’s investment on the Animal Control Officers truck, the CPIU formula put in to curb expenses, and the snowmobile clubs; Larry Pelletier, 129 Second Street, student work at the cemeteries.

Motion was made by Councilor Lee and seconded by Councilor Gerry to postpone action on the second reading of the Appropriations resolve until the June 16, 2014 City Council meeting. Passage 6-0.

VII. New Business

Consent item 42-06022014 that was moved under New Business

Motion was made by Councilor LaFontaine and seconded by Councilor Lee to amend the order and appoint City Manager Clint Deschene as the MMA LPC (Maine Municipal Association’s Legislative Policy Committee) members for the 2014-2016 term (excluding the nomination of Jonathan LaBonte). Passage 5-0 (Councilor Walker was out of the room during the vote).

3. Order 44-06022014

Approving the liquor license for The Penalty Box. Public hearing.

Motion was made by Councilor Hayes and seconded by Councilor LaFontaine to approve the liquor license for The Penalty Box.

Public hearing - Kevin Pratt, owner responded to questions asked by Council.
Passage 6-0.

4. Ordinance 04-06022014

Approving the Spring Street zoning amendment. Public hearing and first reading.

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes to approve the Spring Street zoning amendment as presented.

Public hearing - no one from the public spoke.
Passage of the first reading 6-0. A roll call vote was taken.

5. Resolve 07-05052014

IN COUNCIL REGULAR MEETING JUNE 2, 2014 VOL. 34 PAGE 39

Supporting the Community Fundraising Campaign to acquire the historic 1915 Bells of St. Louis Church.

Motion was made by Councilor LaFontaine and seconded by Councilor Walker to support the Community fundraising campaign to acquire the historic 1915 bells of St. Louis Church.

Public comment - no one from the public spoke. Passage 6-0.

VIII. Executive Session

- Discussion regarding economic development (TIF), pursuant to 1 M.R.S.A. 405(6)(C).
This was not needed and was removed from the agenda.

IX. Open Session – Joe Gray, Sopers Mill Road in regards to comments made during the earlier open session on fruit and nut trees, pedestrian walk ways, and support for the Library.

X. Adjournment

Motion was made by Councilor LaFontaine and seconded by Councilor Walker to adjourn. There were no objections. Time 8:50 P.M.

A True Copy.

ATTEST *Susan Clements Dallaire*
Susan Clements-Dallaire, City Clerk

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services



TO: Clinton Deschene, City Manager

FROM: Jill Eastman, Finance Director

REF: May 2014 Financial Report

DATE: June 10, 2014

The following is a discussion regarding the significant variances found in the City's May 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 eleventh month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 91.7% 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 May 31st, including the school department were \$66,992,231, or 92.53%, of the budget. The municipal revenues including property taxes were \$49,595,891, or 94.93% of the budget which is more than the same period last year by 1.67%. The accounts listed below are noteworthy.

- A. March 15th the second installment for real estate taxes were due. The current year tax revenue is at 95.9% as compared to 93.45% last year. The 30 day notice of liens were sent out in May. Tax liens will be filed in the middle of June on any properties that have unpaid taxes.
- B. Excise tax for the month of May is at 101.89%. This is a \$197,041 increase from FY 13. Our excise revenues for FY14 are 10.22% above projections as of May 31, 2014. As of May 31st we are \$57,998 over the anticipated revenue of \$3,068,500.
- C. State Revenue Sharing for the month of May is 87.62% or \$1,445,234.

D. State-Local Road Assistance is at 120.65% of budget, or over projections by \$78,045.

Expenditures

City expenditures through May 2013 were \$33,317,264 or 92.19%, of the budget. This is 2.73% higher than last year at this time.

Noteworthy variances are:

- A. Health and Social services continues to exceed expectations and is at 107.9% of the total budget at the end of May. The Administration portion of the budget is at 89.4% of the total budget, where the Assistance portion is at 122.5% of its \$105,982 budget, or over budget by \$23,832.

Investments

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

Respectfully submitted,



Jill M. Eastman
Finance Director

CITY OF AUBURN, MAINE
BALANCE SHEET - CITY GENERAL FUND, WC AND UNEMPLOYMENT FUND
AS of May 2014, April 2014, and June 2013 (audited)

	UNAUDITED May 31 2014	UNAUDITED April 30 2014	Increase (Decrease)	AUDITED JUNE 30 2013
ASSETS				
CASH	\$ 16,200,546	\$ 17,619,286	\$ (1,418,740)	\$ 11,268,551
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	730,891	700,339	30,553	1,178,345
TAXES RECEIVABLE-CURRENT	1,396,697	1,761,104	(364,407)	89,723
DELINQUENT TAXES	533,691	538,972	(5,281)	543,772
TAX LIENS	483,891	503,972	(20,081)	1,267,670
NET DUE TO/FROM OTHER FUNDS	7,777,860	7,477,661	300,199	1,602,354
TOTAL ASSETS	\$ 27,123,576	\$ 28,601,334	\$ (1,477,758)	\$ 15,950,415
LIABILITIES & FUND BALANCES				
ACCOUNTS PAYABLE	\$ (10,745)	\$ (17,978)	\$ 7,234	\$ (536,867)
PAYROLL LIABILITIES	(169,109)	(195,511)	26,403	(93,082)
ACCRUED PAYROLL	(4,655)	(4,655)	-	(1,066,178)
STATE FEES PAYABLE	(89,473)	(67,383)	(22,090)	-
ESCROWED AMOUNTS	(41,865)	(41,865)	-	(41,865)
DEFERRED REVENUE	(2,364,313)	(2,677,801)	313,487	(1,832,681)
TOTAL LIABILITIES	\$ (2,680,160)	\$ (3,005,194)	\$ 325,034	\$ (3,570,673)
FUND BALANCE - UNASSIGNED	\$ (23,577,584)	\$ (24,730,308)	\$ 1,152,724	\$ (8,775,150)
FUND BALANCE - RESTRICTED FOR WORKERS COMP & UNEMPLOYMENT	1,001,137	1,001,137	-	(2,450,020)
FUND BALANCE - ASSIGNED	(1,866,970)	(1,866,970)	-	(1,154,572)
TOTAL FUND BALANCE	\$ (24,443,417)	\$ (25,596,140)	\$ 1,152,724	\$ (12,379,742)
TOTAL LIABILITIES AND FUND BALANCE	\$ (27,123,576)	\$ (28,601,334)	\$ 1,477,758	\$ (15,950,415)

CITY OF AUBURN, MAINE
REVENUES - GENERAL FUND COMPARATIVE
THROUGH May 31, 2014 VS May 31, 2013

REVENUE SOURCE	FY 2014 BUDGET	ACTUAL REVENUES THRU MAY 2014	% OF BUDGET	FY 2013 BUDGET	ACTUAL REVENUES THRU MAY 2013	% OF BUDGET	VARIANCE
TAXES							
PROPERTY TAX REVENUE-	\$ 42,844,641	\$ 41,086,486	95.90%	\$ 42,121,141	\$ 39,362,615	93.45%	\$ 1,723,871
PRIOR YEAR REVENUE	\$ -	\$ 854,170		\$ -	\$ 982,282		\$ (128,112)
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 482,575	\$ 371,573	77.00%	\$ 514,584	\$ 377,311	73.32%	\$ (5,738)
ALLOWANCE FOR ABATEMENT	\$ -	\$ -		\$ -	\$ -		\$ -
ALLOWANCE FOR UNCOLLECTIBLE TAXES	\$ -	\$ -		\$ -	\$ -		\$ -
EXCISE	\$ 3,068,500	\$ 3,126,498	101.89%	\$ 3,018,500	\$ 2,929,457	97.05%	\$ 197,041
PENALTIES & INTEREST	\$ 140,000	\$ 113,705	81.22%	\$ 140,000	\$ 151,772	108.41%	\$ (38,067)
TOTAL TAXES	\$ 46,535,716	\$ 45,552,432	97.89%	\$ 45,794,225	\$ 43,803,437	95.65%	\$ 1,748,995
LICENSES AND PERMITS							
BUSINESS	\$ 47,300	\$ 58,909	124.54%	\$ 39,900	\$ 75,471	189.15%	\$ (16,562)
NON-BUSINESS	\$ 338,300	\$ 304,533	90.02%	\$ 260,700	\$ 318,541	122.19%	\$ (14,008)
TOTAL LICENSES	\$ 385,600	\$ 363,442	94.25%	\$ 300,600	\$ 394,012	131.08%	\$ (30,570)
INTERGOVERNMENTAL ASSISTANCE							
STATE-LOCAL ROAD ASSISTANCE	\$ 440,000	\$ 473,451	107.60%	\$ 378,000	\$ 456,045	120.65%	\$ 17,406
STATE REVENUE SHARING	\$ 1,649,470	\$ 1,445,234	87.62%	\$ 2,400,000	\$ 2,211,131	92.13%	\$ (765,897)
WELFARE REIMBURSEMENT	\$ 53,000	\$ 59,186	111.67%	\$ 53,083	\$ 64,877	122.22%	\$ (5,691)
OTHER STATE AID	\$ 22,000	\$ 3,025	13.75%	\$ 21,000	\$ 20,742	98.77%	\$ (17,717)
CITY OF LEWISTON	\$ 155,000	\$ -	0.00%	\$ 158,362	\$ 155,225	98.02%	\$ (155,225)
TOTAL INTERGOVERNMENTAL ASSISTANCE	\$ 2,319,470	\$ 2,052,134	88.47%	\$ 3,010,445	\$ 2,908,020	96.60%	\$ (855,886)
CHARGE FOR SERVICES							
GENERAL GOVERNMENT	\$ 140,240	\$ 113,745	81.11%	\$ 130,955	\$ 121,726	92.95%	\$ (7,981)
PUBLIC SAFETY	\$ 366,152	\$ 302,540	82.63%	\$ 263,102	\$ 124,898	47.47%	\$ 177,642
EMS AGREEMENT	\$ 100,000	\$ 91,667	91.67%	\$ 100,000	\$ 91,667	91.67%	\$ (0)
TOTAL CHARGE FOR SERVICES	\$ 606,392	\$ 507,951	83.77%	\$ 494,057	\$ 338,291	68.47%	\$ 169,660
FINES							
PARKING TICKETS & MISC FINES	\$ 40,000	\$ 25,184	62.96%	\$ 45,000	\$ 27,850	61.89%	\$ (2,666)
MISCELLANEOUS							
INVESTMENT INCOME	\$ 20,000	\$ 1,490	7.45%	\$ 30,000	\$ 13,965	46.55%	\$ (12,475)
INTEREST-BOND PROCEEDS	\$ 2,000	\$ -	0.00%	\$ 2,000	\$ -	0.00%	\$ -
RENTS	\$ 122,000	\$ 121,827	99.86%	\$ 122,000	\$ 122,027	100.02%	\$ (200)
UNCLASSIFIED	\$ 17,500	\$ 109,514	625.79%	\$ 5,150	\$ 84,563	1642.00%	\$ 24,951
SALE OF RECYCLABLES	\$ 4,800	\$ -	0.00%	\$ -	\$ -		\$ -
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 41,523		\$ -	\$ 42,622		\$ (1,099)
SALE OF PROPERTY	\$ 20,000	\$ 69,728	348.64%	\$ 20,000	\$ 16,674	83.37%	\$ 53,054
RECREATION PROGRAMS/ARENA	\$ -	\$ -		\$ 43,275	\$ -	0.00%	\$ -
MMWAC HOST FEES	\$ 204,000	\$ 188,644	92.47%	\$ 197,400	\$ 185,081	93.76%	\$ 3,563
9-1-1 DEBT SERVICE REIMBURSEMENT	\$ -	\$ -		\$ -	\$ -	0.00%	\$ -
TRANSFER IN: TIF	\$ 520,000	\$ 520,000	100.00%	\$ 324,212	\$ 324,212	100.00%	\$ 195,788
ENERGY EFFICIENCY	\$ 2,000	\$ 279	13.96%	\$ 2,000	\$ 1,514	75.70%	\$ (1,235)
CDBG	\$ 58,000	\$ 20,443	35.25%	\$ 8,000	\$ 1,334	16.68%	\$ 19,109
UTILITY REIMBURSEMENT	\$ 37,500	\$ 21,299	56.80%	\$ 37,500	\$ 30,760	82.03%	\$ (9,461)
CITY FUND BALANCE CONTRIBUTION	\$ 1,350,000	\$ -	0.00%	\$ 1,350,000	\$ -	0.00%	\$ -
TOTAL MISCELLANEOUS	\$ 2,357,800	\$ 1,094,748	46.43%	\$ 2,141,537	\$ 822,752	38.42%	\$ 271,996
TOTAL GENERAL FUND REVENUES	\$ 52,244,978	\$ 49,595,891	94.93%	\$ 51,785,864	\$ 48,294,362	93.26%	\$ 1,301,529
SCHOOL REVENUES							
EDUCATION SUBSIDY	\$ 17,942,071	\$ 16,889,074	94.13%	\$ 17,942,071	\$ 15,685,453	87.42%	\$ 1,203,621
EDUCATION	\$ 1,358,724	\$ 507,266	37.33%	\$ 1,358,724	\$ 606,456	44.63%	\$ (99,190)
SCHOOL FUND BALANCE CONTRIBUTION	\$ 855,251	\$ -	0.00%	\$ 855,251	\$ -	0.00%	\$ -
TOTAL SCHOOL	\$ 20,156,046	\$ 17,396,340	86.31%	\$ 20,156,046	\$ 16,291,909	80.83%	\$ 1,104,431
GRAND TOTAL REVENUES	\$ 72,401,024	\$ 66,992,231	92.53%	\$ 71,941,910	\$ 64,586,271	89.78%	\$ 2,405,960

CITY OF AUBURN, MAINE
EXPENDITURES - GENERAL FUND COMPARATIVE
THROUGH May 31, 2014 VS May 31, 2013

DEPARTMENT	FY 2014 BUDGET	Unaudited EXP THRU MAY 2014	% OF BUDGET	FY 2013 BUDGET	Unaudited EXP THRU MAY 2013	% OF BUDGET	VARIANCE
ADMINISTRATION							
MAYOR AND COUNCIL	\$ 71,079	\$ 65,968	92.81%	\$ 99,690	\$ 86,673	86.94%	\$ (20,705)
CITY MANAGER	\$ 238,903	\$ 224,449	93.95%	\$ 343,296	\$ 275,442	80.23%	\$ (50,993)
ECONOMIC DEVELOPMENT	\$ 318,933	\$ 268,718	84.26%	\$ -	\$ -		\$ 268,718
ASSESSING SERVICES	\$ 172,277	\$ 158,233	91.85%	\$ 183,801	\$ 156,405	85.09%	\$ 1,828
CITY CLERK	\$ 162,045	\$ 154,775	95.51%	\$ 150,676	\$ 119,817	79.52%	\$ 34,958
FINANCIAL SERVICES	\$ 405,976	\$ 362,598	89.32%	\$ 419,539	\$ 364,201	86.81%	\$ (1,603)
HUMAN RESOURCES	\$ 139,566	\$ 119,238	85.43%	\$ 137,836	\$ 117,984	85.60%	\$ 1,254
INFORMATION COMMUNICATION TECHNOLOGY	\$ 395,350	\$ 354,698	89.72%	\$ 386,632	\$ 308,824	79.88%	\$ 45,874
LEGAL SERVICES	\$ 100,000	\$ 53,788	53.79%	\$ 85,000	\$ 31,880	37.51%	\$ 21,908
TOTAL ADMINISTRATION	\$ 2,004,129	\$ 1,762,465	87.94%	\$ 1,806,470	\$ 1,461,226	80.89%	\$ 301,239
COMMUNITY SERVICES							
ENGINEERING	\$ 280,188	\$ 228,589	81.58%	\$ 320,370	\$ 274,143	85.57%	\$ (45,554)
COMMUNITY PROGRAMS	\$ -	\$ -		\$ 14,050	\$ 12,650	90.04%	\$ (12,650)
PLANNING & PERMITTING	\$ 775,230	\$ 713,240	92.00%	\$ 776,532	\$ 641,014	82.55%	\$ 72,226
PARKS AND RECREATION	\$ 567,334	\$ 460,012	81.08%	\$ 602,191	\$ 499,190	82.90%	\$ (39,178)
HEALTH & SOCIAL SERVICES	\$ 189,539	\$ 204,515	107.90%	\$ 176,567	\$ 206,239	116.80%	\$ (1,724)
PUBLIC LIBRARY	\$ 946,737	\$ 862,643	91.12%	\$ 968,292	\$ 880,873	90.97%	\$ (18,230)
TOTAL COMMUNITY SERVICES	\$ 2,759,028	\$ 2,468,999	89.49%	\$ 2,858,002	\$ 2,514,109	87.97%	\$ (45,110)
FISCAL SERVICES							
DEBT SERVICE	\$ 6,321,584	\$ 6,243,213	98.76%	\$ 6,682,797	\$ 6,517,389	97.52%	\$ (274,176)
PROPERTY	\$ 715,667	\$ 515,797	72.07%	\$ 699,114	\$ 579,712	82.92%	\$ (63,915)
WORKERS COMPENSATION	\$ 431,446	\$ 431,446	100.00%	\$ 415,000	\$ -	0.00%	\$ 431,446
WAGES & BENEFITS	\$ 4,397,585	\$ 4,045,794	92.00%	\$ 4,602,545	\$ 3,875,969	84.21%	\$ 169,825
EMERGENCY RESERVE (10108062-670000)	\$ 375,289	\$ -	0.00%	\$ 333,818	\$ -	0.00%	\$ -
TOTAL FISCAL SERVICES	\$ 12,241,571	\$ 11,236,250	91.79%	\$ 12,733,274	\$ 10,973,070	86.18%	\$ 263,180
PUBLIC SAFETY							
FIRE DEPARTMENT	\$ 4,024,789	\$ 3,720,366	92.44%	\$ 3,904,344	\$ 3,621,762	92.76%	\$ 98,604
POLICE DEPARTMENT	\$ 3,589,583	\$ 3,218,127	89.65%	\$ 3,439,583	\$ 3,020,400	87.81%	\$ 197,727
TOTAL PUBLIC SAFETY	\$ 7,614,372	\$ 6,938,493	91.12%	\$ 7,343,927	\$ 6,642,162	90.44%	\$ 296,331
PUBLIC WORKS							
PUBLIC WORKS DEPARTMENT	\$ 4,730,432	\$ 4,240,956	89.65%	\$ 4,617,744	\$ 4,082,753	88.41%	\$ 158,203
WATER AND SEWER	\$ 558,835	\$ 576,219	103.11%	\$ 558,835	\$ 553,446	99.04%	\$ 22,773
TOTAL PUBLIC WORKS	\$ 5,289,267	\$ 4,817,175	91.07%	\$ 5,176,579	\$ 4,636,199	89.56%	\$ 180,976
INTERGOVERNMENTAL PROGRAMS							
AUBURN-LEWISTON AIRPORT	\$ 105,000	\$ 105,000	100.00%	\$ 105,000	\$ 105,000	100.00%	\$ -
E911 COMMUNICATION CENTER	\$ 1,036,409	\$ 1,030,802	99.46%	\$ 1,035,381	\$ 1,035,595	100.02%	\$ (4,793)
LATC-PUBLIC TRANSIT	\$ 235,496	\$ 235,373	99.95%	\$ 235,548	\$ 176,635	74.99%	\$ 58,738
LAEGC-ECONOMIC COUNCIL	\$ -	\$ -		\$ 160,687	\$ 120,515	75.00%	\$ (120,515)
COMMUNITY LITTLE THEATER	\$ -	\$ -		\$ 20,160	\$ 12,904	64.01%	\$ (12,904)
TAX SHARING	\$ 270,000	\$ 41,793	15.48%	\$ 289,000	\$ 280,041	96.90%	\$ (238,248)
TOTAL INTERGOVERNMENTAL	\$ 1,646,905	\$ 1,412,968	85.80%	\$ 1,845,776	\$ 1,730,690	93.76%	\$ (317,722)
COUNTY TAX							
TIF (10108058-580000)	\$ 2,029,513	\$ 2,029,512	100.00%	\$ 2,006,244	\$ 2,006,244	100.00%	\$ 23,268
OVERLAY/Abatements	\$ 2,555,723	\$ 2,584,032	101.11%	\$ 2,619,142	\$ 2,590,947	98.92%	\$ (6,915)
	\$ -	\$ 67,370		\$ -	\$ -	0.00%	\$ 67,370
							\$ -
TOTAL CITY DEPARTMENTS	\$ 36,140,508	\$ 33,317,264	92.19%	\$ 36,389,414	\$ 32,554,647	89.46%	\$ 762,617
EDUCATION DEPARTMENT	\$ 37,128,028	\$ 26,984,045	72.68%	\$ 34,705,246	\$ 25,606,522	73.78%	\$ 1,377,523
TOTAL GENERAL FUND EXPENDITURES	\$ 73,268,536	\$ 60,301,309	82.30%	\$ 71,094,660	\$ 58,161,169	81.81%	\$ 2,140,140

**CITY OF AUBURN, MAINE
INVESTMENT SCHEDULE
AS Of May 31, 2014**

INVESTMENT	FUND	BALANCE May 31, 2014	BALANCE April 30, 2014	INTEREST RATE	WEIGHTED AVG YIELD
BANKNORTH MNY MKT	24-1242924 GENERAL FUND	\$ 55,404.18	\$ 55,390.29	0.15%	
BANKNORTH MNY MKT	24-1745910 GF-WORKERS COMP	\$ 49,277.63	\$ 49,271.04	0.08%	
BANKNORTH MNY MKT	24-1745944 GF-UNEMPLOYMENT	\$ 66,987.32	\$ 66,970.53	0.15%	
BANKNORTH CD	7033 GF-UNEMPLOYMENT	\$ 95,195.16	\$ 95,171.30	0.15%	
BANKNORTH MNY MKT	24-1809302 SPECIAL REVENUE	\$ 52,625.09	\$ 52,611.90	0.15%	
BANKNORTH MNY MKT	24-1745902 SR-PERMIT PARKING	\$ 198,246.73	\$ 198,197.04	0.15%	
BANKNORTH MNY MKT	24-1745895 SR-TIF	\$ 1,119,258.74	\$ 1,118,978.21	0.15%	
BANKNORTH MNY MKT	24-1746819 CAPITAL PROJECTS	\$ 11,773,228.92	\$ 11,770,278.10	0.20%	
BANKNORTH MNY MKT	24-1745928 ICE ARENA	\$ 249,614.03	\$ 249,551.46	0.15%	
GRAND TOTAL		\$ 13,659,837.80	\$ 13,656,419.87		0.19%

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

To: Clinton Deschene, City Manager
From: Jill Eastman, Finance Director
Re: Arena Financial Reports for May 31, 2014



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 May 31, 2014.

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 May 2014 the total current assets of Ingersoll were \$164,184. These consisted of cash and cash equivalents of \$249,582, and an interfund payable of \$85,398, which means that Ingersoll owes the General Fund \$85,398, so net cash available to Ingersoll is \$164,184 at the end of May.

Noncurrent Assets:

Ingersoll's noncurrent assets are the building, equipment and any building and land improvements, less depreciation. There will be an adjustment to the equipment, since some of this has been transferred to Norway Savings Bank Arena. The total value of the noncurrent assets as of May 31, 2014 were \$631,402.

Liabilities:

Ingersoll had no liabilities as of May 31, 2014.

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 Ingersoll Arena through May 2014, are \$54,609. This revenue comes from the concessions, sign advertisements, pro shop lease, youth programming, shinny hockey, public skating and ice rentals.

The operating expenses for Ingersoll Arena through May 2014, were \$167,856. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of May 2014 Ingersoll Arena has an operating losses of \$113,247.

Non-operating revenue and expenses consist of interest income and debt service payments. The interest income to date is \$849 and debt service expense to date is \$89,864.

As of May 31, 2014 Ingersoll Arena has a decrease in net assets of \$202,262.

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 May 2014 the total current assets of Norway Savings Bank Arena were \$132,965. These consisted of cash and cash equivalents of \$225, accounts receivable of \$430 and an interfund receivable of \$132,310, which means that the General Fund owes Norway \$132,310 at the end of May.

Noncurrent Assets:

Norway's noncurrent assets are equipment that was purchased, less depreciation (depreciation is posted at year end). There will be an adjustment to the equipment to account for the equipment that was transferred from Ingersoll Arena. The total value of the noncurrent assets as of May 31, 2014 were \$234,395.

Liabilities:

Norway Arena had accounts payable of \$2 as of May 31, 2014.

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 May 2014 are \$815,251. 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 May 2014 were \$447,893. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of May 2014 Norway Arena has an operating gain of \$367,358.

As of May 31, 2014 Norway Arena has a increase in net assets of \$367,358.

CITY OF AUBURN, MAINE
Statement of Net Assets
Proprietary Funds
May 31, 2014

Business-type Activities - Enterprise Funds

	Ingersoll	Norway Savings	Combined
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 249,582	\$ 225	\$ 249,807
Interfund receivables	\$ (85,398)	\$ 132,310	46,912
Accounts receivable	-	430	430
Total current assets	164,184	132,965	297,149
Noncurrent assets:			
Capital assets:			
Buildings	18,584		18,584
Equipment	672,279	234,395	906,674
Land improvements	826,911		826,911
Less accumulated depreciation	(887,372)		(887,372)
Total noncurrent assets	630,402	234,395	864,797
Total assets	794,586	367,360	1,161,946
LIABILITIES			
Accounts payable		\$ 2	2
Total liabilities	-	2	2
NET ASSETS			
Invested in capital assets	\$ 630,402	\$ 234,395	864,797
Unrestricted	\$ 164,184	\$ 132,963	297,147
Total net assets	\$ 794,586	\$ 367,358	\$ 1,161,944

CITY OF AUBURN, MAINE
Statement of Revenues, Expenses and Changes in Net Assets
Proprietary Funds
Business-type Activities - Enterprise Funds
Statement of Activities
May 31, 2014

	Ingersoll Ice Arena	Norway Savings Arena	Total
Operating revenues:			
Charges for services	\$ 54,609	\$ 815,251	\$ 869,860
Operating expenses:			
Personnel	70,873	160,179	231,052
Supplies	6,799	80,793	87,592
Utilities	59,069	84,363	143,432
Repairs and maintenance	27,398	2,307	29,705
Depreciation	-	-	-
Capital expenses		4,500	4,500
Other expenses	3,717	115,751	119,468
Total operating expenses	167,856	447,893	615,749
Operating gain (loss)	(113,247)	367,358	254,111
Nonoperating revenue (expense):			
Interest income	849	-	849
Interest expense (debt service)	(89,864)	-	(89,864)
Total nonoperating expense	(89,015)	-	(89,015)
Gain before transfer	(202,262)	367,358	165,096
Transfers out	-	-	-
Change in net assets	(202,262)	367,358	165,096
Total net assets, July 1	996,848	-	996,848
Total net assets, May 31, 2014	\$ 794,586	\$ 367,358	\$ 1,161,944



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: June 16, 2014

Resolve

06-05052014

Author: Jill M. Eastman, Finance Director

Subject: Resolve adopting the 2014-2015 Annual Appropriation and Revenue Resolve (Second Reading)

Information: In accordance with the City Charter, Article 8, Section 8.6, prior to the fiscal year the City Council shall adopt an annual appropriation resolve making appropriations by department, fund, services, strategy or other organizational unit and authorizing an allocation for each program or activity.

The Council has been supplied with an updated resolve that includes all amendments made, to adopt the annual appropriations for the City of Auburn, which includes final figures for revenue, total appropriation and municipal budget.

The school appropriation resolve has been incorporated into this annual appropriation resolve for the City of Auburn.

This is the second and final reading.

Financial: n/a

Action Requested at this Meeting: Yes-Approve the resolve adopting Annual Appropriation Resolve FY 2014-2015 (second reading)

Why? It is necessary to adopt the annual appropriation resolve, this is the second reading

Previous Meetings and History: Annual

Attachments: *(in order of appearance in packet)*

- Updated Resolve for the 2014-2015 Annual Appropriation and Revenue

CITY OF AUBURN
FY 2015 EXPENDITURES
COMPARISON FY14 AND FY15 BUDGETS

	AS OF 05/19/14			\$ Change	% Change
	COUNCIL ADOPTED BUDGET FY 13-14	MANAGER PROPOSED BUDGET FY 14-15	COUNCIL AMENDED BUDGET FY 14-15		
City Expenses					
Operating Expenses	23,586,783	25,293,343	25,293,343	1,706,560	7.24%
Debt Service/TIF	8,877,307	8,847,968	8,847,968	(29,339)	-0.33%
Intergovernmental	3,676,418	3,723,639	3,723,639	47,221	1.28%
Total City Expenses	36,140,508	37,885,467	37,864,950	1,724,442	4.77%
School Expenses					
Operating Expenses	34,456,042	35,882,953	35,534,192	1,078,150	3.13%
Debt Service	2,671,986	2,707,131	2,707,131	35,145	1.32%
Total School Expenses	37,128,028	38,590,084	38,241,323	1,113,295	3.00%
Total Expenses	73,268,536	76,475,551	76,106,273	2,837,737	3.87%
Less: Non-Tax Revenues					
City	10,710,337	11,256,313	12,390,584	1,680,247	15.69%
School	21,766,728	22,140,765	22,092,693	325,965	1.50%
Total Non-Tax Revenues	32,477,065	33,397,078	34,483,277	2,006,212	6.18%
Tax Levy					
City	23,419,158	24,582,274	23,427,486	8,328	0.04%
School	15,361,300	16,449,319	16,148,630	787,330	5.13%
County	2,029,513	2,046,880	2,046,880	17,367	0.86%
Overlay	166,917				
Total Tax Levy	40,809,971	43,078,473	41,622,996	813,025	1.99%
Total Assessed Value	2,005,721,383	2,005,721,383	2,005,721,383		
Tax Rate					
City	11.76	12.26	11.68	(0.08)	-0.67%
School	7.66	8.20	8.05	0.39	5.13%
County	1.01	1.02	1.02	0.01	0.86%
Total	20.43	21.48	20.75	0.32	1.58%

CITY OF AUBURN
FY 2015 EXPENDITURES
COMPARISON FY14 AND FY15 BUDGETS

CLASSIFICATION	COUNCIL	PROJECTED	DEPARTMENT	MANAGER	AS OF 05/19/14	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
	ADOPTED BUDGET FY 13-14		PROPOSED BUDGET FY 14-15	PROPOSED BUDGET FY 14-15	PROPOSED BUDGET FY 14-15		
<u>Administration</u>							
Assessing	172,277	173,245	191,970	177,320	177,320	5,043	2.93%
City Clerk	162,045	171,080	194,214	170,243	164,593	2,548	1.57%
City Manager	238,903	237,313	319,505	270,750	280,750	41,847	17.52%
Economic Development	318,933	119,705	385,755	359,500	359,500	40,567	12.72%
Finance	405,976	409,215	418,675	428,315	427,815	21,839	5.38%
Human Resources	139,566	137,778	139,578	139,578	139,578	12	0.01%
ICT	395,350	374,853	422,979	418,329	413,829	18,479	4.67%
Legal Services	100,000	80,000	85,000	65,000	65,000	(35,000)	-35.00%
Mayor & Council	71,079	72,065	78,532	78,532	78,532	7,453	10.49%
Total Administration	2,004,129	1,775,254	2,236,208	2,107,567	2,106,917	102,788	5.13%
<u>Community Services</u>							
Health & Social Services							
Administration	83,557	83,557	86,972	86,972	86,972	3,415	4.09%
Assistance	105,982	161,684	144,381	144,381	105,982	0	0.00%
Planning & Permitting	775,230	795,030	915,544	804,494	804,494	29,264	3.77%
Public Library	927,237	927,237	942,407	941,192	941,192	13,955	1.51%
Total Community Services	1,892,006	1,967,508	2,089,304	1,977,039	1,938,640	46,634	2.46%
<u>Fiscal Services</u>							
Debt Service	6,321,584	6,301,531	6,263,936	6,263,936	6,263,936	(57,648)	-0.91%
Emergency Reserve	375,289	0	375,289	375,289	375,289	0	0.00%
Facilities	715,667	678,552	729,870	698,335	698,335	(17,332)	-2.42%
Transfer to TIF	2,555,723	2,584,032	2,584,032	2,584,032	2,584,032	28,309	1.11%
Fringe Benefits	4,397,585	4,500,000	4,945,117	4,945,117	4,915,117	517,532	11.77%
Workers' Compensation	431,446	415,000	468,081	468,081	468,081	36,635	8.49%
Total Fiscal Services	14,797,294	14,479,115	15,366,325	15,334,790	15,304,790	507,496	3.43%
<u>Public Safety</u>							
Fire	4,024,789	4,113,156	4,300,126	4,120,633	4,047,633	22,844	0.57%
Fire EMS Transport	0	0	0	0	635,468	635,468	0.00%
Police	3,589,583	3,324,191	3,958,119	3,884,183	3,738,108	148,525	4.14%
Total Public Safety	7,614,372	7,437,347	8,258,245	8,004,816	8,421,209	806,837	10.60%
<u>Public Services</u>							
Public Services	5,577,954	5,521,226	5,890,448	5,780,179	5,782,879	204,925	3.67%
Water & Sewer	558,835	558,835	599,013	599,013	599,013	40,178	7.19%
Total Public Works	6,136,789	6,080,061	6,489,461	6,379,192	6,381,892	245,103	3.99%
<u>Capital Improvement Projects</u>							
City Clerk (see Clerk Budget)	18,500		0	0	0	(18,500)	-100.00%
Engineering-Paving			100,000	0	0	0	0.00%

CITY OF AUBURN
FY 2015 EXPENDITURES
COMPARISON FY14 AND FY15 BUDGETS

CLASSIFICATION	COUNCIL	PROJECTED	DEPARTMENT	MANAGER	AS OF 05/19/14	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
	ADOPTED BUDGET FY 13-14		PROPOSED BUDGET FY 14-15	PROPOSED BUDGET FY 14-15	PROPOSED BUDGET FY 14-15		
Fire	0		83,000	83,000	10,000	10,000	0.00%
LA 911			17,863	0	17,863	17,863	0.00%
Planning			98,000	98,000	98,000	98,000	0.00%
PW			63,700	63,700	0	0	0.00%
Recreation			20,500	20,500	20,500	20,500	0.00%
Airport			25,000	25,000	0	0	0.00%
Library	19,500	0	45,227	45,227	19,500	0	0.00%
Total CIP	38,000	0	453,290	335,427	165,863	127,863	336.48%
Salary Reductions	0	0	0	0	(178,000)	(178,000)	0.00%
Total Municipal	32,482,590	31,739,285	34,892,833	34,138,831	34,141,311	1,836,721	5.65%
Intergovernmental Programs							
County Taxes	2,029,513	2,006,244	2,046,880	2,046,880	2,046,880	17,367	0.86%
Tax Sharing	270,000	288,593	270,000	270,000	270,000	0	0.00%
Auburn-Lewiston Municipal Airport	105,000	105,000	113,750	113,750	105,000	0	0.00%
Community Little Theater	0	20,160		0	0	0	0.00%
LA Arts	0	0	17,064	17,064	17,000	17,000	0.00%
Museum LA	0	0	37,500	0	0	0	0.00%
Lew-Aub Economic Growth Council (see EconDev)	0	160,687	0	0	0	0	0.00%
Lew-Aug Transit Committee	235,496	235,548	237,021	237,021	211,377	(24,119)	-10.24%
Auburn Only Transportation					23,996		
Lew-Aub 911 Communications Center	1,036,409	1,035,381	1,093,533	1,061,921	1,049,386	12,977	1.25%
Total Intergovernmental Programs	3,676,418	3,851,613	3,815,748	3,746,636	3,723,639	47,221	1.28%
Grand Total Municipal	36,159,008	35,590,898	38,708,581	37,885,467	37,864,950	1,705,942	4.72%
Education Operation	34,456,042	33,419,500	36,337,263	35,882,953	35,534,192	1,078,150	3.13%
Education Debt Service	2,671,986	2,483,582	2,707,131	2,707,131	2,707,131	35,145	1.32%
Total School	37,128,028	35,903,082	39,044,394	38,590,084	38,241,323	1,113,295	3.00%
Total Budget	73,287,036	71,493,980	77,752,975	76,475,551	76,106,273	2,819,237	3.85%

**CITY OF AUBURN
FY 2015 EXPENDITURES
COMPARISON FY14 AND FY15 BUDGETS**

CLASSIFICATION	COUNCIL	PROJECTED	DEPARTMENT	MANAGER	AS OF 05/19/14	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
	ADOPTED BUDGET FY 13-14		PROPOSED BUDGET FY 14-15	PROPOSED BUDGET FY 14-15	COUNCIL AMENDED BUDGET FY 14-15		
Non-Property Tax Revenue							
Municipal	10,710,337		11,256,313	11,256,313	12,390,584	1,680,247	15.69%
Education	21,766,728		22,140,765	22,140,765	22,092,693	325,965	1.50%
Total	32,477,065		33,397,078	33,397,078	34,483,277	2,006,212	6.18%
Property Tax Dollars Needed							
Municipal	25,448,671		27,452,268	26,629,154	25,474,366	25,695	0.10%
Education	15,361,300		16,903,629	16,449,319	16,148,630	787,330	5.13%
Total	40,809,971		44,355,897	43,078,473	41,622,996	813,025	1.99%
Property Tax Rate Based on Assessed Values of :	20.43		22.11	21.48	20.75	0.32	1.58%
	2,005,721,383		2,005,721,383	2,005,721,383	2,005,721,383		
Property Tax Rate							
Municipal Tax Rate	12.77		\$13.69	\$13.28	\$12.70	(0.07)	-0.54%
Education Tax Rate	7.66		\$8.43	\$8.20	\$8.05	0.39	5.11%
	<u>20.43</u>		<u>22.11</u>	<u>21.48</u>	<u>20.75</u>	<u>0.32</u>	<u>1.58%</u>

CITY OF AUBURN
FY 2015 REVENUES
COMPARISON FY14 AND FY15 BUDGETS

CLASSIFICATION	AS OF 05/19/14			Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
	COUNCIL ADOPTED BUDGET FY 13-14	MANAGER PROPOSED BUDGET FY 14-15	COUNCIL AMENDED BUDGET FY 14-15		
<u>General Government</u>					
Homestead Exemption Reimbursement	482,575	495,000	495,000	12,425	2.57%
Personal Property Reimbursement	1,230,000	1,350,000	1,350,000	120,000	0.00%
Tree Growth Reimbursement	10,000	10,000	10,000	-	0.00%
Veterans Reimbursement	18,000	18,000	18,000	-	0.00%
CDBG Reimbursement	8,000	8,000	8,000	-	0.00%
In Lieu of Taxes	80,000	80,000	80,000	-	0.00%
Excise Tax-Vehicles	3,050,000	3,160,000	3,160,000	110,000	3.61%
Excise Tax-Boats	15,000	15,000	15,000	-	0.00%
Excise Tax-Aircraft	3,500	10,000	10,000	6,500	185.71%
State Revenue Sharing	1,649,470	1,649,470	1,649,470	-	0.00%
Other State Aid	4,000	4,000	4,000	-	0.00%
Penalties & Interest	140,000	140,000	145,000	5,000	3.57%
Investment Income	20,000	10,000	10,000	(10,000)	-50.00%
Interest from Bonds	2,000	2,000	2,000	-	0.00%
Transfer in from TIF	500,000	500,000	500,000	-	0.00%
Transfer in from Special Revenue Funds	20,000	310,000	310,000	290,000	1450.00%
Transfer in from Parking Program	-	-	55,000	55,000	0.00%
Transfer in from Police Drug Money	-	-	45,000	45,000	0.00%
Transfer in from Recreation Special Revenue	-	-	41,720	41,720	0.00%
Rental Income (Intermodal)	122,000	122,000	122,000	-	0.00%
Sale of Property	20,000	20,000	20,000	-	0.00%
Tax Sharing Revenue	155,000	155,000	155,000	-	0.00%
Cable Television Franchise	126,000	126,000	126,000	-	0.00%
MMWAC Host Fees	204,000	206,000	206,000	2,000	0.98%
Energy Efficiency	2,000	-	-	(2,000)	-100.00%
Reimbursement-Other	10,000	10,000	10,000	-	0.00%
Utility Reimbursement	27,500	27,500	27,500	-	0.00%
Unclassified	7,500	10,000	10,000	2,500	33.33%
Fund Balance Contribution	1,350,000	1,350,000	1,350,000	-	0.00%
Total General Government	9,256,545	9,787,970	9,934,690	678,145	7.33%

CITY OF AUBURN
FY 2015 REVENUES
COMPARISON FY14 AND FY15 BUDGETS

CLASSIFICATION	AS OF 05/19/14			Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
	COUNCIL ADOPTED BUDGET FY 13-14	MANAGER PROPOSED BUDGET FY 14-15	COUNCIL AMENDED BUDGET FY 14-15		
<u>City Clerk</u>					
Hunting/Fishing/Dogs	2,000	2,000	2,000	-	0.00%
Neutered Animals	3,000	3,000	3,000	-	0.00%
Voter Reg List	100	100	100	-	0.00%
Clerk/Sale of Copies	200	200	200	-	0.00%
City Clerk Notary	1,800	1,800	1,800	-	0.00%
Banner Hanging Fee	3,300	3,300	3,300	-	0.00%
Garage Sale Permits	-	3,000	3,000	3,000	0.00%
Commercial License	40,000	40,000	40,000	-	0.00%
Taxi License	3,000	4,000	4,000	1,000	33.33%
Marriage License	5,000	5,000	5,000	-	0.00%
Birth/Death/Marriage Cert	25,000	25,000	25,000	-	0.00%
Permits - Burial	7,000	7,000	7,000	-	0.00%
Fines-Dog	3,000	3,000	3,000	-	0.00%
Total City Clerk	93,400	97,400	97,400	4,000	4.28%
<u>Finance</u>					
Reg - Vehicles	60,000	60,000	60,000	-	0.00%
Total Finance	60,000	60,000	60,000	-	0.00%
<u>Community Services-ICT</u>					
GIS/Data & Maps	20	20	20	-	0.00%
Total Community Services-ICT	20	20	20	-	0.00%
<u>Assessing</u>					
Maps & Copies	20	20	20	-	0.00%
Total Assessing	20	20	20	-	0.00%
<u>Health & Social Services</u>					
GA Reimbursement	53,000	70,000	70,000	17,000	32.08%
Total Health & Social Services	53,000	70,000	70,000	17,000	32.08%

CITY OF AUBURN
FY 2015 REVENUES
COMPARISON FY14 AND FY15 BUDGETS

CLASSIFICATION	AS OF 05/19/14			Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
	COUNCIL ADOPTED BUDGET FY 13-14	MANAGER PROPOSED BUDGET FY 14-15	COUNCIL AMENDED BUDGET FY 14-15		
<u>Planning & Permitting</u>					
Maps & Copies	500	500	500	-	0.00%
Departmental Reviews	16,000	16,000	16,000	-	0.00%
Planning/Codes & Ordinance	3,000	-	-	(3,000)	-100.00%
Fire Alarm Inspections	29,000	29,000	29,000	-	0.00%
Citation Ordinance	2,000	2,000	2,000	-	0.00%
Advertising Costs	5,000	5,000	5,000	-	0.00%
Lisbon Reimbursement for Services	10,000	10,000	10,000	-	0.00%
Permits - Building	110,000	110,000	110,000	-	0.00%
CDBG Reimbursement for Services	50,000	50,000	50,000	-	0.00%
Permits - Electrical	16,000	16,000	16,000	-	0.00%
Permits - Plumbing	10,500	10,500	10,500	-	0.00%
Permits - Sign	5,000	5,000	5,000	-	0.00%
Total Planning & Permitting	257,000	254,000	254,000	(3,000)	-1.17%
<u>Parks & Recreation</u>					
Arena	-	-	-	-	0.00%
Recreation Program	-	-	-	-	0.00%
Total Parks & Recreation	-	-	-	-	0.00%
<u>Community Services-Engineering</u>					
Fees - Eng-Misc	200	-	-	(200)	-100.00%
Fees - Inspection	10,000	5,000	5,000	(5,000)	-50.00%
Fees - Drive Opening	200	200	200	-	0.00%
Fees - Bid Documents	1,000	1,000	1,000	-	0.00%
Permits - Fill	1,000	1,000	1,000	-	0.00%
Permits - Street Opening	25,000	25,000	25,000	-	0.00%
Total Community Services-Engineering	37,400	32,200	32,200	(5,200)	-13.90%
<u>Fire Department</u>					
Copies of Reports	200	200	200	-	0.00%
Inspections	10,000	-	-	(10,000)	-100.00%
EMS Transport	-	-	987,551	987,551	0.00%
EMS Agreement	100,000	-	-	(100,000)	-100.00%
Salvage Calls	100	100	100	-	0.00%
Permits - Oil Burner	800	800	800	-	0.00%
Total Fire Department	111,100	1,100	988,651	877,551	789.87%

CITY OF AUBURN
FY 2015 REVENUES
COMPARISON FY14 AND FY15 BUDGETS

CLASSIFICATION	AS OF 05/19/14			Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
	COUNCIL ADOPTED BUDGET FY 13-14	MANAGER PROPOSED BUDGET FY 14-15	COUNCIL AMENDED BUDGET FY 14-15		
<u>Police Department</u>					
Accident & Police	13,000	13,000	13,000	-	0.00%
Court	15,000	15,000	15,000	-	0.00%
Photos & Tapes	500	2,000	2,000	1,500	300.00%
False Alarms	10,000	15,000	15,000	5,000	50.00%
Animal Impound	300	1,000	1,000	700	233.33%
Veh Rel/Non Driver	6,000	2,000	2,000	(4,000)	-66.67%
Veh Rel/Driver Licence	15,000	11,000	11,000	(4,000)	-26.67%
ARRA Cops Grant	-	119,351	119,351	119,351	0.00%
MDEA Reimbursement	60,102	60,102	60,102	-	0.00%
School Resource Officers	173,150	173,150	173,150	-	0.00%
Computer Crimes	56,000	72,000	72,000	16,000	28.57%
Permits - Alarms	5,000	-	-	(5,000)	-100.00%
Permits - Firearms	3,000	4,000	4,000	1,000	33.33%
Fines - Parking Violations	40,000	26,000	26,000	(14,000)	-35.00%
Total Police Department	397,052	513,603	513,603	116,551	29.35%
<u>Public Works</u>					
Community Cords	4,800	-	-	(4,800)	
State/Local Road Assistance	440,000	440,000	440,000	-	0.00%
Total Public Works	444,800	440,000	440,000	(4,800)	-1.08%
Total Municipal	10,710,337	11,256,313	12,390,584	1,680,247	15.69%

CITY OF AUBURN
FY 2015 REVENUES
COMPARISON FY14 AND FY15 BUDGETS

CLASSIFICATION	AS OF 05/19/14			Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
	COUNCIL ADOPTED BUDGET FY 13-14	MANAGER PROPOSED BUDGET FY 14-15	COUNCIL AMENDED BUDGET FY 14-15		
School Department					
Reg Secondary Tuition	134,266	134,266	134,266	-	0.00%
SOS Tuition	90,000	90,000	90,000	-	0.00%
Adult Ed Tuition	93,800	93,300	93,300	(500)	-0.53%
State Subsidy for Education	18,976,018	19,339,405	19,291,333	315,315	1.66%
Debt Service Reimbursement	1,161,010	1,119,906	1,119,906	(41,104)	-3.54%
PreK/CDS	55,000	55,000	55,000	-	0.00%
Special Ed/Mainecare	125,000	125,000	125,000	-	0.00%
State Agency Clients	30,000	30,000	30,000	-	0.00%
State Aid for Adult Education	96,246	98,500	98,500	2,254	2.34%
Miscellaneous	98,506	98,506	98,506	-	0.00%
Daycare Rent	50,000	50,000	50,000	-	0.00%
Fund Balance	856,882	906,882	906,882	50,000	0.00%
Total School	21,766,728	22,140,765	22,092,693	325,965	1.50%
Total Non-Property Tax Revenue - Municipal					
Total Non-Property Tax Revenue - Municipal	10,710,337	11,256,313	12,390,584	1,680,247	15.69%
Total Non-Property Tax Revenue - School	<u>21,766,728</u>	<u>22,140,765</u>	<u>22,092,693</u>	<u>325,965</u>	<u>1.50%</u>
Total Non-Property Tax Revenue	32,477,065	33,397,078	34,483,277	2,006,212	6.18%
Total Proposed Budget - Municipal					
Total Proposed Budget - Municipal	36,140,508	37,885,467	37,864,950	1,724,442	4.77%
Total Proposed Budget - School	<u>37,128,028</u>	<u>38,590,084</u>	<u>38,241,323</u>	<u>1,113,295</u>	<u>3.00%</u>
Total Proposed Budget	73,268,536	76,475,551	76,106,273	2,837,737	3.87%
Total Property Tax Dollars Needed - Municipal					
Total Property Tax Dollars Needed - Municipal	25,430,171	26,629,154	25,474,366	44,195	0.17%
Total Property Tax Dollars Needed - School	<u>15,361,300</u>	<u>16,449,319</u>	<u>16,148,630</u>	<u>787,330</u>	<u>5.13%</u>
Total Property Tax Dollars Needed	40,791,471	43,078,473	41,622,996	831,525	2.04%

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 LaBonte, Mayor

IN CITY COUNCIL

RESOLVE 06-05052014

RESOLVED, that the following be, and hereby is the Annual Appropriation and Revenue Resolve of the City of Auburn for the fiscal year 2014-2015, which includes the amounts appropriated herein and revenues from all sources beginning July 1, 2014 and ending June 30, 2015.

The estimated aggregate amount of non-property tax revenue is \$33,349,006 with a municipal revenue budget of \$11,256,313 and a School Department revenue budget of \$22,092,693.

The aggregate appropriation for the City of Auburn is \$76,126,790, with a municipal budget of \$35,838,587 County budget of \$2,046,880 and a School Department budget of \$38,241,323 which received School Committee approval on April 30, 2014, and school budget approved at the May 19, 2014 Council Meeting pursuant to the School Budget Validation vote on June 10, 2014, in accordance with Maine Revised Statutes, Title 20-A § 1486 and based on the budget submitted to the Auburn City Council on April 7, 2014, by the City Manager, and notification was posted on the City of Auburn website on May 2, 2014 that a public hearing would be held on May 5, 2014 at 7:00 p.m. and said hearing having been held on that date, and as amended by the City Council, the same is hereby appropriated for the fiscal year 2014-2015 beginning July 1, 2014 for the lawful expenditures of the City of Auburn and the County of Androscoggin taxes, and said amounts are declared not to be in excess of the estimated revenue from taxation and sources other than taxation for the fiscal year of 2014-2015.

COUNCIL AMENDMENTS

On May 19, 2014, the Council passed the following amendments to the Annual Appropriation and Revenue Resolve:

Amendment 1 - We the Council of the City of Auburn adopt and approve the following items to the City Budget:

Amend the Department of Fire to expand into the program of EMS transport by increasing expenditures by \$635,468 to implement EMS transport and increase revenue by \$987,551 for EMS transport.

Amendment 2 - We the Council of the City of Auburn adopt and approve the following items to the City Budget:

Amend the Department of Fire by decreasing expenditures by \$73,000 to fire operations;

Amend the Parking Program of the City and Police Budget to initiate greater use of revenues by \$55,000 and institute a non-sworn model for parking enforcement;

Amend Police Department Budget to eliminate the shared funding with Lewiston for Animal Control decreasing expenses by \$15,142;

Amend the Vehicle Purchases for the Police department to only one new cruiser purchased in this budget, decreasing expenses by \$94,000;

Amend the Police Department to delay purchases of special equipment (radar) decreasing expenses by \$49,500;

Amend Police Department revenues to utilize \$45,000 of federal drug seizure money;

Amendment 3 - We the Council of the City of Auburn adopt and approve the following items to the City Budget:

Amend the Department of Finance, Administration Program to reduce training by \$500;

Amend the Revenues of the City of Auburn, Department of Finance, to increase revenues by \$5,000 for new required fees for lien fillings at Androscoggin County registry of deeds;

Amend the Department of City clerk to decrease expenditures by \$5,650 to reduce training, mileage reimbursement, office supplies, and records restoration;

Amend Health and Social Services to last year's funding level a decrease of expenditures of \$38,399 (this does intentionally under budget but per statute overages are allowed);

Amend Fringe Benefits for Medical consulting to decrease expenditures by \$30,000; this sustains investing in a medical consultant at a reduced rate that will yield long-term health savings;

Amend the ICT budget to decrease expenditures by \$4,500 to eliminate Council laptop initiative;

Amend Public Services Budget to reduce operating expenditures by \$99,300, leaving money in the budget for spring clean up, herbicide program and mowing at Oak Hill Cemetery;

Amend the Revenues from Recreation Program Fund to increase by \$41,720 to fund the cost of the recreation program leader from program income;

Amendment 4 - We the Council of the City of Auburn adopt and approve the following items to the City Budget:

Amend the following intergovernmental departments as follows: reduce Airport by \$8,750, reduce LATC by \$1,648 and reduce LA911 by \$12,535;

Amendment 5 - We the Council of the City of Auburn adopt and approve the following items to the City Budget:

Amend all City Departments decreasing expenditures by \$178,000 for staff reductions, attrition, or retirements to be implemented by the City Manager;

Amendment 6 - We the Council of the City of Auburn adopt and approve the following items to the City Budget:

Amend the Department of Public Services, Environmental Program to increase expenditures by \$102,000 to sustain and expand curbside recycling;

Be it further amended to state that it is the policy of the City of Auburn to implement a curbside recycling and solid waste program with a City Ordinance of solid waste and recycling no later than June 30th, 2015.

Amendment 7 - We the Council of the City of Auburn adopt and approve the following items to the City Budget:

Amend the operational CIP requested items to decrease expenditures by \$187,427, leaving a total of \$165,863.

CITY OF AUBURN					
CAPITAL IMPROVEMENT PLAN					
CITY MANAGER RECOMMENDATION					
FY 15 OPERATING CAPITAL					
				Council	
Description				Recommended	Amended
Airport		Vehicle Replacement	\$ 15,000	\$ -	
Airport		Terminal Aircraft Parking Apron	\$ 10,000	\$ -	
Fire		Generator for South Main Street Station	\$ 25,000	\$ -	
Fire		Vehicle Replacement, FPO Vehicle (replacement)	\$ 24,000	\$ -	
Fire		Replace expired SCBA cylinders	\$ 10,000	\$ 10,000	
LA911		Recorder replacement project		\$ 14,113	
LA911		Reverse 911 upgrade		\$ 3,750	
Library		Skylight Replacement	\$ 5,944	\$ 5,944	
Library		Replace Water Heater	\$ 12,500	\$ 12,500	
Planning		Inspection Vehicle-Replacement	\$ 20,000	\$ 20,000	
Recreation		Remove underground storage tank-Hasty (mandatory)	\$ 15,000	\$ 15,000	
Recreation		Renovate Kitchen-Hasty (delayed from FY14)	\$ 5,500	\$ 5,500	
Fire		Vehicle Replacement, DC Vehicle (new)	\$ 24,000	\$ -	
Planning		Traffic Signal Upgrade -Loop-Park/Court	\$ 11,000	\$ 11,000	
Planning		Traffic Signal Upgrade -Auburn Plaza	\$ 6,000	\$ 6,000	
Planning		Preemption-All Signal Locations	\$ 11,000	\$ 11,000	
Library		Carpet Replacement	\$ 26,783	\$ 1,056	
Public Works		Purchase message sign board	\$ 25,000	\$ -	
Public Works		Side Dump Body/Hydraulic Pump	\$ 38,700	\$ -	
Planning		Roadway Lighting Main St	\$ 30,000	\$ 30,000	
Planning		Roadway Lighting Auburn Mall Area	\$ 20,000	\$ 20,000	
TOTAL CIP			\$ 335,427	\$ 165,863	

Amendment 8 - We the Council of the City of Auburn adopt and approve the following items to the Appropriation Resolve:

Amend the FY 2015 Appropriation Resolve to include the following statements: the FY15 budget implements up to a 2% COLA for employees.

The City Manager is authorized to update the 2007 Pay Scales for the City of Auburn by the CPI-U for each year through 2014.

Amendment 9 - We the Council of the City of Auburn adopt and approve the following item to the Appropriation Resolve:

Amend LA Arts to be Arts and Culture Auburn and reduce the request by \$64 to \$17,000 to be reserved for Arts and Cultural activities/projects specifically in Auburn.

Amendment 10 - We the Council of the City of Auburn adopt and approve the following items to the Appropriation Resolve:

RESOLVED, that the following be, and hereby is the Annual Budget and Revenue Estimate for the City of Auburn Enterprise Fund – Norway Savings Bank Arena for the fiscal year 2014-2015, which includes the amounts budgeted herein and revenues from all sources beginning July 1, 2014 and ending June 30, 2015.

The Enterprise Fund-Norway Savings Bank Arena estimated amount of non-property tax revenue is \$1,221,935.

The Enterprise Fund-Norway Savings Bank Arena budget is \$1,208,500.

RESOLVED, that the following be, and hereby is the Annual Budget and Revenue Estimate for the City of Auburn Enterprise Fund – Ingersoll Arena for the fiscal year 2014-2015, which includes the amounts budgeted herein beginning July 1, 2014 and ending June 30, 2015.

The Enterprise Fund-Ingersoll Arena budget is \$13,000 for utilities and repairs pending Council action to repurpose the facility. Upon Council Action to repurpose, the Council must pass a supplemental budget.

Amendment 11 - We the Council of the City of Auburn adopt and approve the following items to the Appropriation Resolve:

Amend LATC (Lewiston Auburn Transit Committee) to decrease budget by \$23,996, and that the \$23,996 be put into an account for Auburn Only Transportation Items.

Amendment 12 - We the Council of the City of Auburn adopt and approve the following item to the Appropriation Resolve:

Increase the City Managers budget by \$10,000 to be set up in an account to purchase Veteran's markers and flags for the cemeteries.

AMENDED RESOLVE WITH ALL AMENDMENTS INCORPORATED

The estimated aggregate amount of non-property tax revenue is \$34,483,277 with a municipal revenue budget of \$12,390,584 and a School Department revenue budget of \$22,092,693.

The aggregate appropriation for the City of Auburn is \$76,106,273, with a municipal budget of \$35,818,070 County budget of \$2,046,880 and a School Department budget of \$38,241,323 which received School Committee approval on April 30, 2014, and school budget approved at the May 19, 2014 Council Meeting pursuant to the School Budget Validation vote on June 10, 2014, in accordance with Maine Revised Statutes, Title 20-A § 1486 and based on the budget submitted to the Auburn City Council on April 7, 2014, by the City Manager, and notification was posted on the City of Auburn website on May 2, 2014 that a public hearing would be held on May 5, 2014 at 7:00 p.m. and said hearing having been held on that date, and as amended by the City Council, the same is hereby appropriated for the fiscal year 2014-2015 beginning July 1, 2014 for the lawful expenditures of the City of Auburn and the County of Androscoggin taxes, and said amounts are declared not to be in excess of the estimated revenue from taxation and sources other than taxation for the fiscal year of 2014-2015.

SCHOOL BUDGET ARTICLES

1. That \$15,246,432.00 be authorized to be expended for Regular Instruction;
2. That \$7,962,668.00 be authorized to be expended for Special Education;
3. That \$-0- be authorized to be expended for Career and Technical Education;
4. That \$752,692.00 be authorized to be expended for Other Instruction;
5. That \$4,402,306.00 be authorized to be expended for Student and Staff Support;
6. That \$842,216.00 be authorized to be expended for System Administration;
7. That \$1,284,149.00 be authorized to be expended for School Administration;
8. That \$1,108,321.00 be authorized to be expended for Transportation and Buses;
9. That \$3,512,020.00 be authorized to be expended for Facilities Maintenance;
10. That \$2,707,131.00 be authorized to be expended for Debt Service and Other Commitments;
11. That \$423,388 be authorized to be expended for All Other Expenditures;
12. That \$37,817,935.00 be appropriated for the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and that \$14,329,818.00 be raised as the municipality's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688;

Statutory Recommendation	<u>\$15,935,333</u>
City Council Adopted	<u>\$14,329,818</u>

Explanation: The city's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the

amount of money determined by state law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars.

13. That \$1,587,224.00 be raised and appropriated for the annual payments on debt service previously approved by the city's legislative body for non-state-funded school construction projects, non-state-funded portions of school construction projects and minor capital projects in addition to the funds appropriated as the local share of the city's contribution to the total cost of funding public education from Pre-kindergarten to grade 12;

***Explanation:** Non-state-funded debt service is the amount of money needed for the annual payments on the city's long-term debt for major capital school construction projects and minor capital renovation projects that are not approved for state subsidy. The bonding of this long-term debt was previously approved by the voters or other legislative body.*

14. That \$0.00 be raised and appropriated in additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690;

***Explanation:** The additional local funds are those locally raised funds over and above the municipality's local contributions to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state-funded debt service that will help achieve the school department budget for education programs.*

15. That the school committee be authorized to expend \$37,817,935.00 for the fiscal year beginning July 1, 2013 and ending June 30, 2014 from the city's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, fund balances, state subsidy and other receipts for the support of schools;
16. That the City of Auburn appropriate \$380,880.00 for adult education and raise \$189,080.00 as the local share, with authorization to expend any additional incidental or miscellaneous receipts in the interest for the well-being of the adult education program;
17. That the City of Auburn raise and appropriate \$42,508.00 for the services of Community Services-Crossing Guards.
18. That in addition to amount approved in the preceding articles, the school committee be authorized to expend such other sums as may be received from federal or state grants or programs or other sources during the fiscal year for school purposes, provided that such grants, programs or other sources do not require the expenditure of other funds not previously appropriated;

BE IT FURTHER RESOLVED that the City Council deems it necessary to adopt a budget which exceeds the percent increase of the Consumer Price Index Urban as of December 31, 2013, and hereby waives the provisions of Section 2-485 of the City Code of Ordinances.



City Council Agenda Information Sheet

City of Auburn

Council Workshop Date: June 16, 2014

Ordinance 04-06022014

Author: Eric Cousens, Director of Planning and Permitting

Item(s) checked below represent the subject matter related to this item.

Comprehensive Plan **Work Plan** **Budget** **Ordinance/Charter** **Other Business*** **Council Goals****

**If Council Goals please specify type: *Safety* *Economic Development* *Citizen Engagement*

Subject: Zoning map amendment in the Spring Street area to make the Central Business II District Zoning Boundaries consistent with the Traditional Downtown Business (DTB) District boundaries identified in the Future Land Use Map from the Comprehensive Plan Auburn Tomorrow.

Information: The comprehensive Plan recommends that the Spring Street area zoning be changed from General Business Zoning, a highway and vehicle oriented zoning district, to Central Business II (CBII), a more traditional downtown business district to allow for a development pattern that is consistent with the historic downtown. Currently, the General Business designation requires substantial setbacks and residential density is restricted to a very low suburban type density. The proposed CBII District would reduce setback requirements, allow for increased residential density and mixed use structures. The current zoning designation is inconsistent with the existing development patterns and the recommendations of the Comprehensive Plan.

At the April 8, 2014 Planning Board hearing the Board recommended the change and further recommended that the change be expanded to continue along Spring Street (between Spring and the RR Tracks) to Elm Street. A map showing the proposal is attached.

On April 22, 2014 the Council seemed generally supportive of the change and asked that we consider changes in a larger area of the downtown over the summer. That discussion has started with the Planning Board and will move forward in the coming months.

Financial: Allow for additional development and the associated growth in downtown valuation.

Action Requested at this Meeting:

Previous Meetings and History: Planning Board 4/8/14, CC Workshop April 22, 2014, public hearing and passage of first reading was on June 2, 2014.

Attachments: Planning Board Staff Report for Downtown Traditional Business District, Spring Street Area Future Land Use Map, Spring Street Existing Zoning Map, Spring Street Area Planning Board Recommended Zoning.

**Agenda items are not limited to these categories.*

City of Auburn, Maine

"Maine's City of Opportunity"

Office of Planning & Permitting

Planning Board Report

To: Auburn Planning Board

From: Eric J. Cousens, Director of Planning and Permitting

Re: Zoning map amendment in the Spring Street area to make the Central Business II District Zoning Boundaries consistent with the Traditional Downtown Business (DTB) District boundaries identified in the Future Land Use Map from the Comprehensive Plan Auburn Tomorrow. The zoning change includes the properties located at 178 Court St. (240-264), 184 Court St. (240-265), 62 Spring St. (240-257), 71 Spring St. (240-263), 88 Spring St. (240-258), 95 Spring St. (240-262), 75 Pleasant St. (240-253) and 83 Pleasant St. (240-252).

Date: April 1, 2014

I. PROPOSAL

The comprehensive Plan recommends that the Spring Street area zoning be changed from General Business Zoning, a highway and vehicle oriented zoning district, to Central Business II (CBII), a more traditional downtown business district to allow for a development pattern that is consistent with the historic downtown. Currently, the General Business designation requires setbacks of 25 feet at the front and sides of a parcel and 35 feet at the rear of the lot. Residential density is restricted to a very low suburban density, for example, a four unit building would currently require a 16,000 square foot lot. The proposed CBII District would reduce setback requirements, allow for increased residential density and mixed use structures. The current zoning designation is inconsistent with the existing development patterns and the recommendations of the Comprehensive Plan.

In the surrounding downtown area a majority of our traditional downtown is located within the CB district. The Central Business district is consistent with the Comprehensive Plan DTB designation and allows for higher density of residential uses, use of shared and public parking for new development and reduced building setbacks. The comprehensive plan recommends that we not only allow buildings to be located close to the street to be consistent with existing development patterns in this area, but suggests that we require it. At this time, staff recommends that we adjust the zoning boundaries to include the Spring Street area which will allow for development to conform to existing development patterns. A more in depth process, with extensive public outreach and participation that considers changing the name and some of the standards of the CB district will follow this summer. This change is a step towards consistency with the plan. Below is the excerpt for the Comprehensive plan describing the Traditional Downtown Business District.

Traditional Downtown Business District (DTB)

Objective – Maintain the character and overall development pattern of the historic downtown area while allowing for the creative use, reuse and redevelopment of property within the district (see Figures 2.3 and 2.4).

Allowed Uses – The following general types of uses should be allowed within the Traditional Downtown Business District:

- small to moderate size retail uses
- personal and business services
- restaurants and cafes
- office uses including business and professional offices
- hotel, motels, inns, and bed & breakfast establishments
- fully enclosed light manufacturing
- community services and facilities
- recreational facilities
- a wide range of residential uses including housing on the upper floors of mixed-use buildings and senior housing

Development Standards – The development standards in the Traditional Downtown Business District should require that alterations to existing buildings and new buildings maintain the established pattern of development, including the placement of the building on the lot. Where there is an established pattern with respect to the front setback of buildings, a new or altered building should be required to conform to the established pattern. Any area between the front of the building and the street should be required to be used for pedestrian purposes, including outdoor spaces; vehicle use should be prohibited. Parking should be required to be located at the side or rear of the building, but the minimum parking requirement should be reduced, and new or redeveloped properties should be allowed to count the use of shared or public parking to meet the standard.

Residential development and redevelopment should be allowed at a maximum density of 18-24 units per acre, with a provision that small units or units for the elderly be treated as a fraction of a unit based on the size of the unit or the number of bedrooms in the unit. The reuse/reconfiguration of the space within existing buildings for residential purposes should be allowed without consideration of the density/lot size requirements, provided that the building will be renovated, be compatible with the neighborhood, and meet the City's requirements for residential units including the provision of appropriate parking and green space. Buildings with both residential and nonresidential uses should be allowed to consider shared parking to meet their parking requirements.

Below is a list of the parcels affected by the proposed change. All of the developed parcels are nonconforming with respect to one or more dimensional standard including minimum lot size, residential density and setback requirements of the General Business zone and would become conforming , or at least more conforming, with the proposed map amendment.

Location	Owner Name	Owner City	State	Land Use
178 COURT ST	FIRST STATES INVESTORS 5200 LL	FORT WORTH	TX	Pers/Prof Service
71 SPRING ST	HERITAGE COURT INC	LEWISTON	ME	Multi-Family (43)
95 SPRING ST	ANALYTICAL SERVICES INC	PORTLAND	ME	Retail Food

184 COURT ST	FIRST STATES INVESTORS 5200 LL	FORT WORTH	TX	Commercial Parking/ATM
75 PLEASANT ST	VERRILL BERYL RAE	AUBURN	ME	Multi-Family (8)
83 PLEASANT ST	83 REALTY LLC	AUBURN	ME	Office
88 SPRING ST	ANALYTICAL SERVICES INC	PORTLAND	ME	Commercial Parking
62 SPRING ST	LYNCH BROTHERS INC	AUBURN	ME	Mixed Use

It should be noted that property and development value in this neighborhood is higher than average for the City and increased development that would be allowed pursuant to the change would help increase that value further. Services can easily be provided efficiently to the urban core of the City and development here should be encouraged as the Comprehensive Plan recommends. Above is a chart showing average existing development value per acre including assessed building value for the affected properties. These are current assessed values and as noted above, the change would allow for more intensive and pedestrian friendly development that would likely increase values over time as we have seen in the existing Central Business District.

Location	Total Value	Total Acres	Avg Value Per Acre
178 COURT ST	952000	0.54	\$ 1,762,963
71 SPRING ST	1962300	0.5	\$ 3,924,600
95 SPRING ST	2996800	3.47	\$ 863,631
184 COURT ST	114900	0.33	\$ 348,182
75 PLEASANT ST	233600	0.15	\$ 1,557,333
83 PLEASANT ST	444300	0.42	\$ 1,057,857
88 SPRING ST	120700	0.41	\$ 294,390
62 SPRING ST	495100	0.81	\$ 611,235

II. PLANNING FINDINGS / CONSIDERATIONS:

Staff evaluated the proposed rezoning and suggests the following findings:

- A. The City’s Future Land Use Map shows the area as “Traditional Downtown Business District”. The Central Business District II zoning designation is consistent with the future land use map DTB district and existing zoning along Court Street.
- B. The proposed amendment to the zoning map is consistent with the Comprehensive Plan.

III. RECOMMENDATION:

Staff recommends that the Planning Board forward a favorable recommendation to the City Council on the proposed zoning map amendment from General Business Zoning District to Central Business District for properties located at 178 Court St. (240-264), 184 Court St. (240-265), 62 Spring St. (240-257), 71 Spring St. (240-263), 88 Spring St. (240-258), 95 Spring St. (240-262), 75 Pleasant St. (240-253) and 83 Pleasant St. (240-252), based on the above findings.

Eric Cousens
 Director of Planning and Permitting

High Density Neighborhood Conservation

Great Falls Development District

Limited Business Development District

Downtown Business District

Community Use

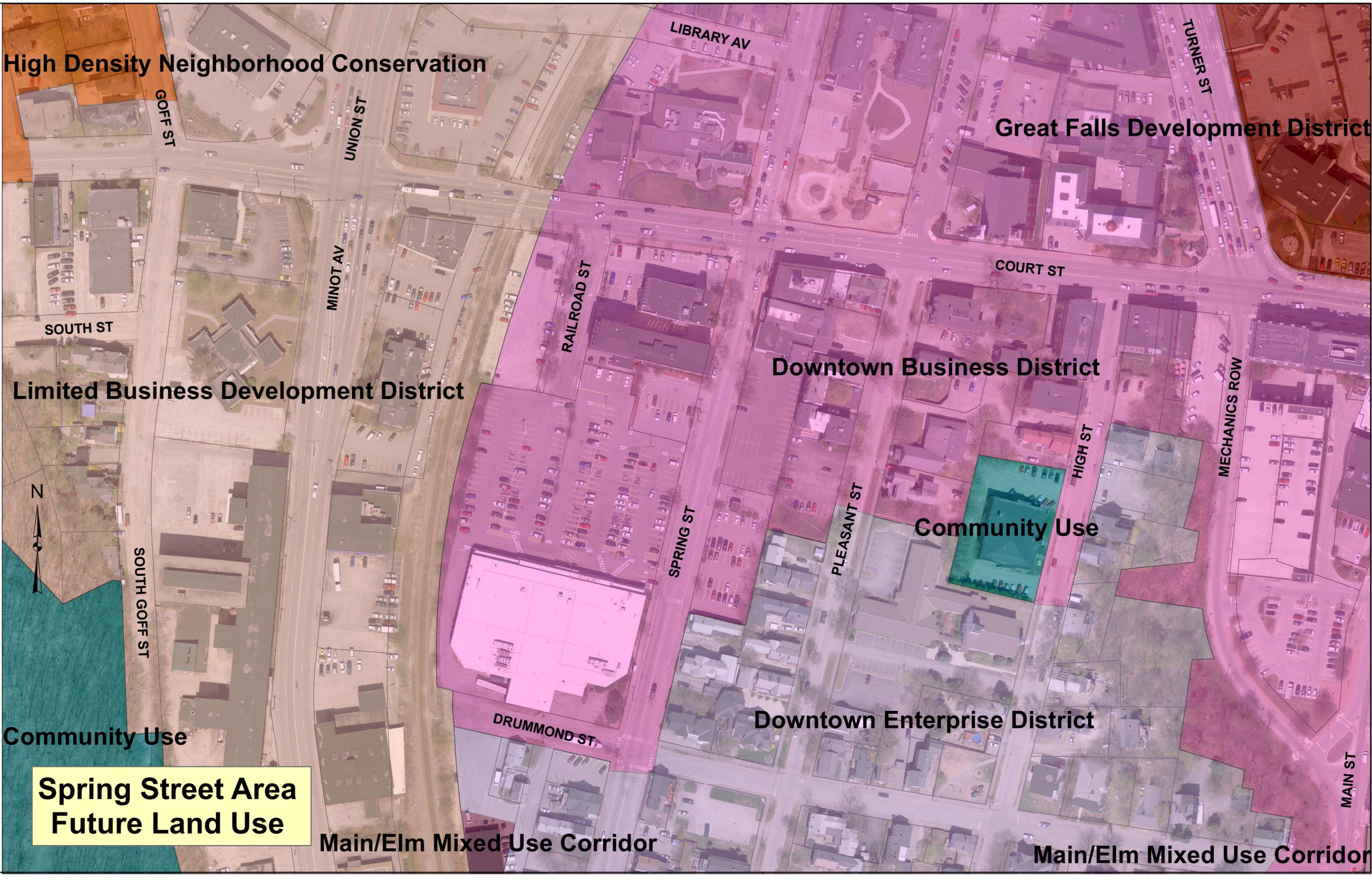
Community Use

Downtown Enterprise District

**Spring Street Area
Future Land Use**

Main/Elm Mixed Use Corridor

Main/Elm Mixed Use Corridor



MULTI-FAMILY URBAN

CENTRAL BUSINESS I

CENTRAL BUSINESS II

GENERAL BUSINESS

CENTRAL BUSINESS III

DOWNTOWN ENTERPRISE

URBAN RESIDENTIAL

Spring Street Area Zoning

GOFF ST

UNION ST

LIBRARY AV

TURNER ST

SOUTH ST

SOUTH GOFF ST

MINOT AV

RAILROAD ST

COURT ST

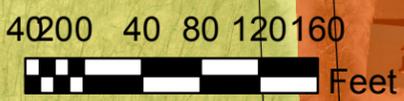
SPRING ST

PLEASANT ST

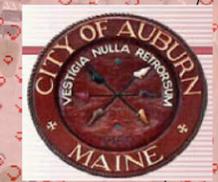
HIGH ST

MECHANICS ROW

DRUMMOND ST

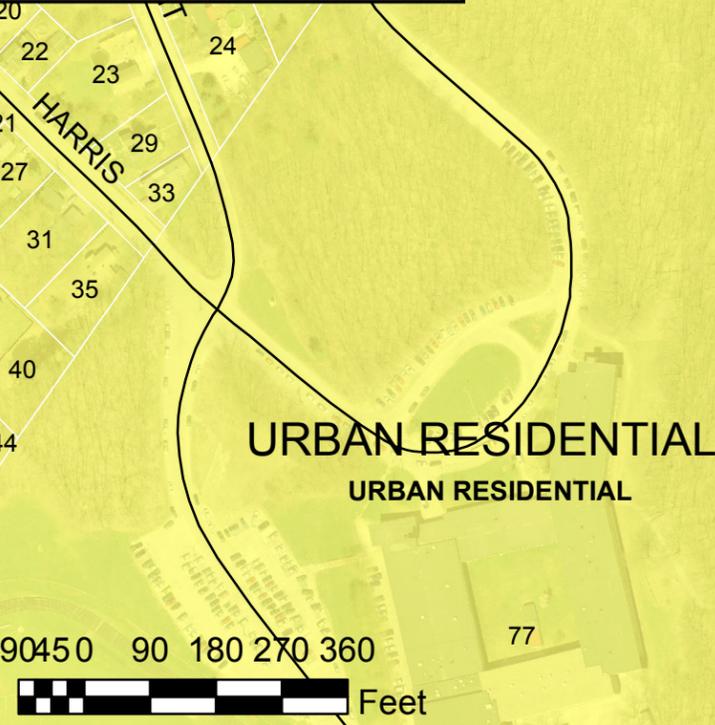
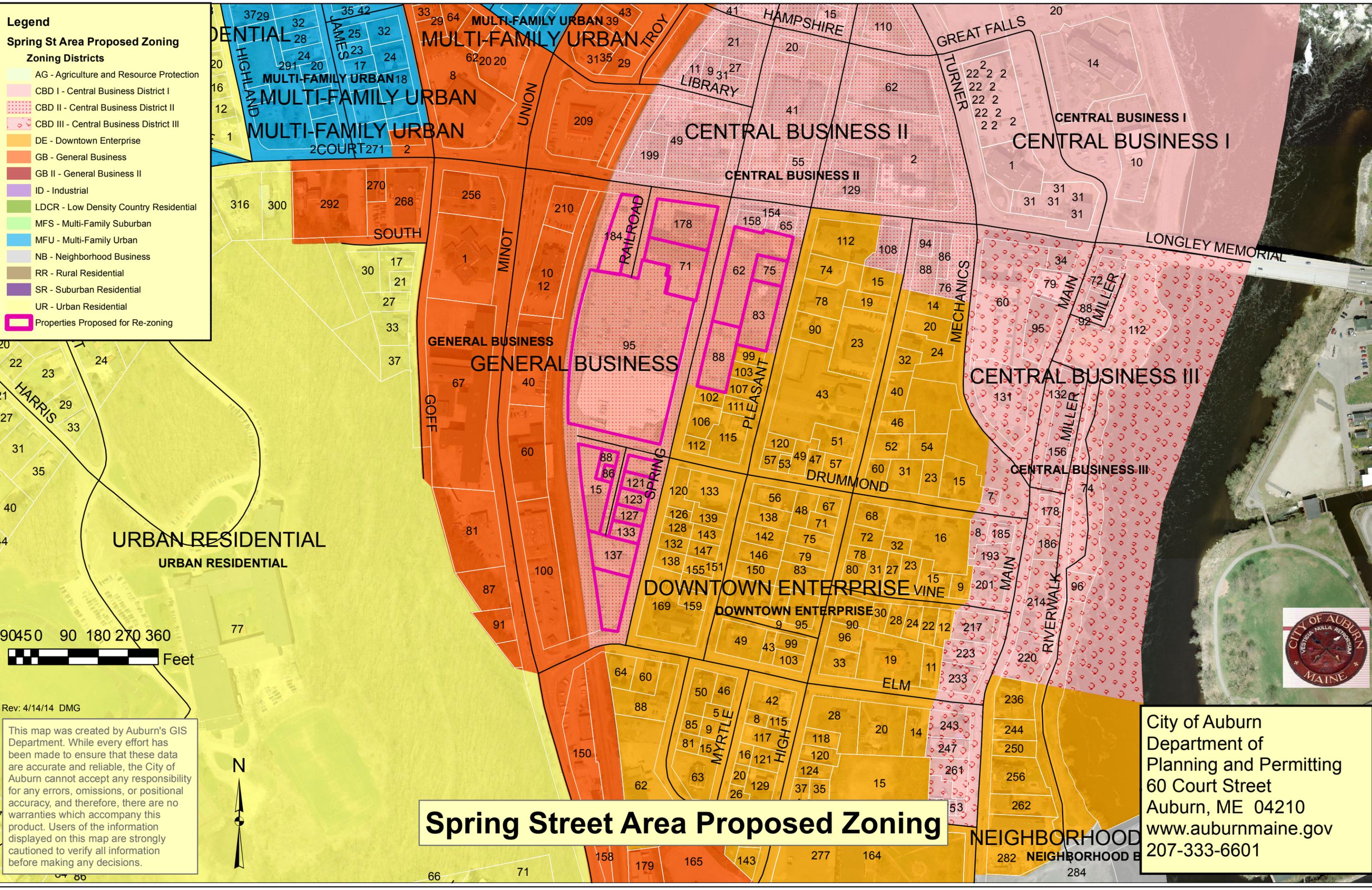


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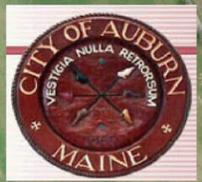
City of Auburn
Department of
Planning and Permitting
60 Court Street
Auburn, ME 04210
www.auburnmaine.gov
207-333-6601

- Legend**
- Spring St Area Proposed Zoning**
- Zoning Districts**
- AG - Agriculture and Resource Protection
 - CBD I - Central Business District I
 - CBD II - Central Business District II
 - CBD III - Central Business District III
 - DE - Downtown Enterprise
 - GB - General Business
 - GB II - General Business II
 - ID - Industrial
 - LDCR - Low Density Country Residential
 - MFS - Multi-Family Suburban
 - MFU - Multi-Family Urban
 - NB - Neighborhood Business
 - RR - Rural Residential
 - SR - Suburban Residential
 - UR - Urban Residential
 - Properties Proposed for Re-zoning



Rev: 4/14/14 DMG

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Spring Street Area Proposed Zoning

City of Auburn
 Department of
 Planning and Permitting
 60 Court Street
 Auburn, ME 04210
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 207-333-6601

LEGAL NOTICE

City of Auburn

The Auburn City Council will hold a Public Hearing on Monday, June 2, 2014 at 7:00 PM in the City Council Chambers of Auburn Hall, 60 Court Street, Auburn, Maine. The following proposals will be heard:

A proposed Zoning Map Amendment from General Business Zoning District to Central Business District for properties located at 178 Court St. (240-264), 184 Court St. (240-265), 62 Spring St. (240-257), 71 Spring St. (240-263), 88 Spring St. (240-258), 95 Spring St. (240-262), 75 Pleasant St. (240-253) and 83 Pleasant St. (240-252).

A proposed Zoning Ordinance Text Amendment (ZOMA-1180-2013) to allow the transfer of residential development rights for properties contained in the Low Density County Residential and Low Density Rural Residential Zoning Districts, to an Agricultural and Resource Protection Zoning District within the same parcel as a Special Exception and Site Plan Review.

For more information contact Douglas Greene @ 333-6601 ext. 1156 or dgreene@auburnmaine.gov.

To be placed in the Lewiston Sun Journal on Friday, May 23, 2014 and Monday, May 26, 2014.

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

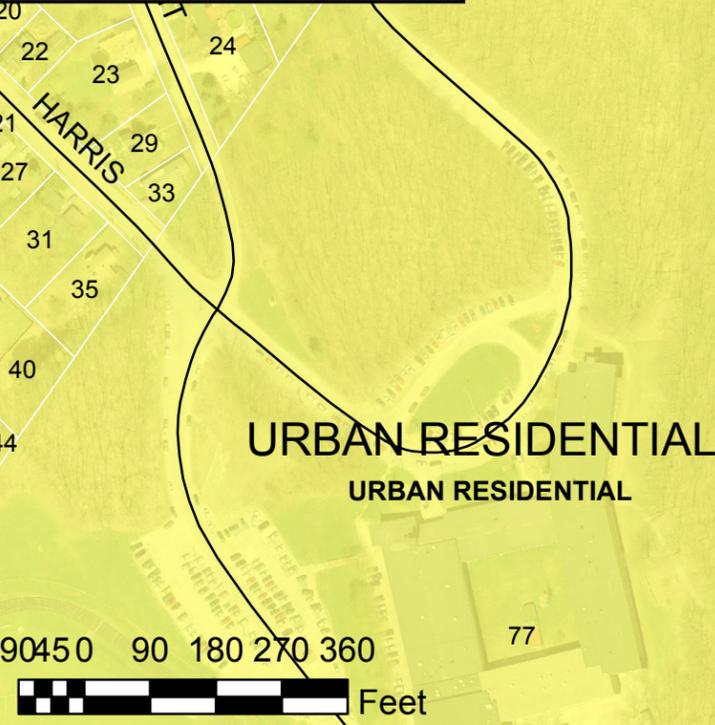
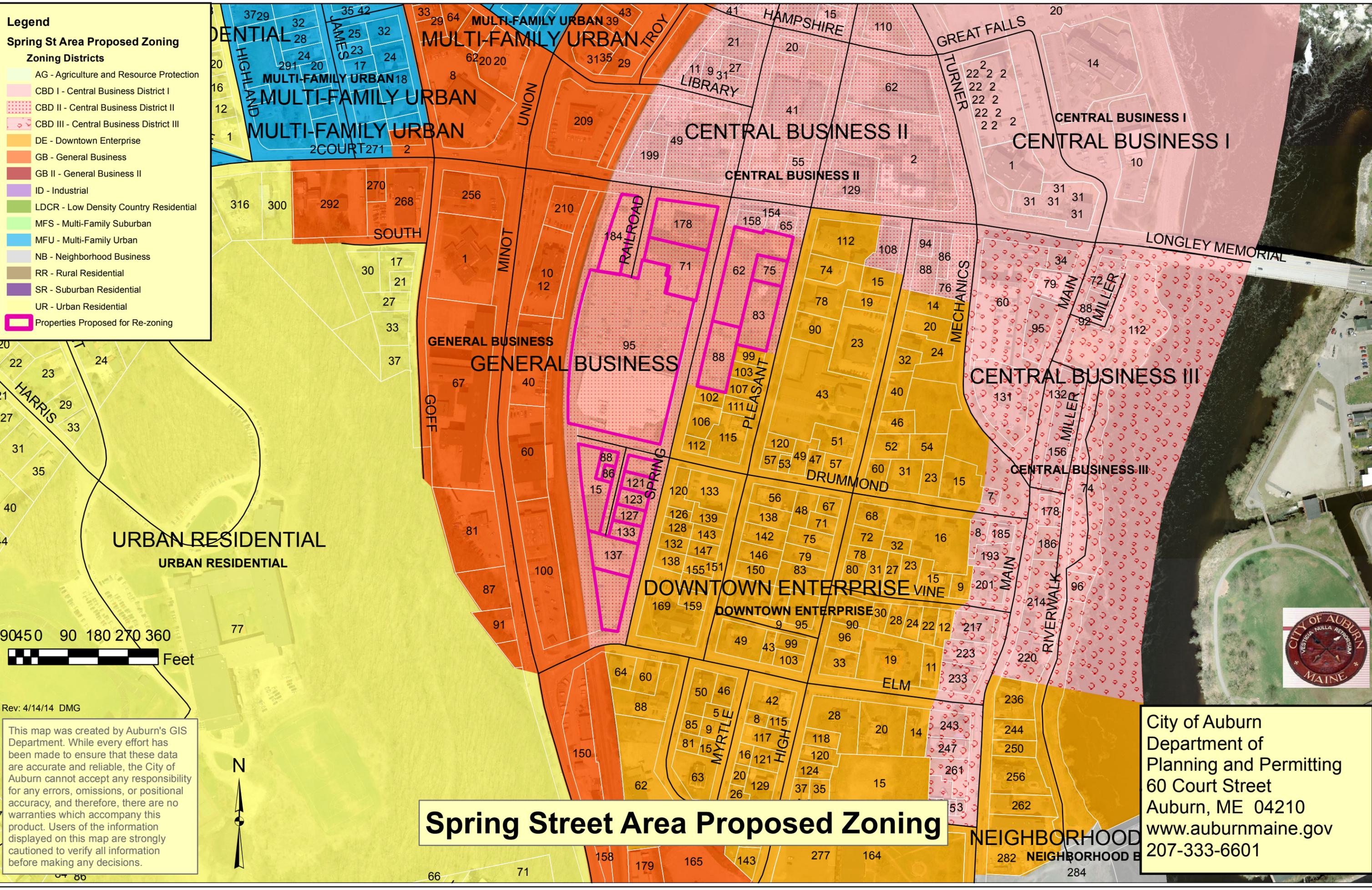
Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDINANCE 04-06022014

ORDERED, that the City of Auburn zoning map in the area shown on the attached map including the parcels outlined in pink be amended from the General Business Zoning District to be included in the Central Business II Zoning District. The change includes Parcels at 184 Court (PID # 240-267), 178 Court (PID #240-264), 62 Spring Street (PID #240-257), 75 Pleasant Street (PID #240-253), 83 Pleasant Street (PID #240-252), 71 Spring Street (PID #240-263), 99 Pleasant Street (PID #240-251), 95 Spring Street (PID #240-262), 88 Spring Street (PID #240-258), 15 Drummond Court (PID #230-069), 88 Drummond Street (PID #230-075-001), 86 Drummond Street (PID # 230-075), Parcel # 230-074, 121 Spring Street (PID #230-073), 123 Spring Street (PID #230-072), 127 Spring Street (PID # 230-071), 133 Spring Street (PID #230-070), 137 Spring Street (PID #233-069-001), and Parcel # 230-068 and where the parcel abuts a street or Railroad it shall extend to the centerline of the right-of-way.

- Legend**
- Spring St Area Proposed Zoning**
- Zoning Districts**
- AG - Agriculture and Resource Protection
 - CBD I - Central Business District I
 - CBD II - Central Business District II
 - CBD III - Central Business District III
 - DE - Downtown Enterprise
 - GB - General Business
 - GB II - General Business II
 - ID - Industrial
 - LDCR - Low Density Country Residential
 - MFS - Multi-Family Suburban
 - MFU - Multi-Family Urban
 - NB - Neighborhood Business
 - RR - Rural Residential
 - SR - Suburban Residential
 - UR - Urban Residential
 - Properties Proposed for Re-zoning

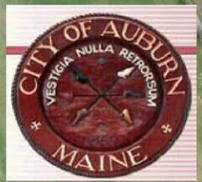


Rev: 4/14/14 DMG

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Spring Street Area Proposed Zoning



City of Auburn
 Department of
 Planning and Permitting
 60 Court Street
 Auburn, ME 04210
www.auburnmaine.gov
 207-333-6601



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: June 16, 2014

Order 49-06162014

Author: Sue Clements-Dallaire, City Clerk

Item(s) checked below represent the subject matter related to this workshop item.

Comprehensive Plan Work Plan Budget Ordinance/Charter Other Business* Council Goals**

**If Council Goals please specify type: Safety Economic Development Citizen Engagement

Subject: Application for Special Event/Mass Gathering – Liberty Festival

Information: The Liberty Festival/Independence Day Committee applied for a Special Event/Mass Gathering permit. The festival is scheduled to take place July 3rd – 7th at Great Falls, Festival Plaza and surrounding areas.

This is a 4th of July celebration which will include fireworks, vendors and a variety of entertainment venues in Lewiston and Auburn.

Financial: \$10,000 funded in the budget

Action Requested at this Meeting: Public hearing and recommend approval.

Previous Meetings and History: This is a yearly event. The request was presented to Council at the June 2, 2014 City Council meeting.

Attachments:

- Special Event/Mass Gathering application
- Copy of public hearing notice
- Order 49-06162014

*Agenda items are not limited to these categories.

Date received: _____
Date approved: _____



CITY OF AUBURN SPECIAL EVENT/MASS GATHERING APPLICATION

For any Special Event on City property that will attract up to 1,000 people, or any outdoor event with continued attendance of 1,000 or more persons for 2 or more hours.

Applications must be submitted to the Clerk at least 45 days prior to the event if the gathering is expected to attract up to 5,000 people.

Application must be submitted at least 90 days prior to the event if the gathering is expected to attract more than 5,000 people.

SPONSOR INFORMATION

Name of Sponsoring Organization: Liberty Festival / Independence Day Committee

Name of Contact Person for Event: Cathy McDonald

Title of Contact Person: President

Mailing Address: POBox 97, Lewiston, ME 04240

Daytime Telephone: 786-3088 Cell Phone: 212-8227

Email Address: liberty.festival@aol.com

Contact Name and Cell Phone Number DURING the Event: Cathy McDonald - 212-8227

Is your organization incorporated as a non-profit organization? Yes No

Non-Profit Number: 04-3358113

EVENT INFORMATION

Name of Event: Liberty Festival

Type of Event (walk, festival, concert, etc.): festival

Date of Event: July 3rd - 7th, 2014 Rain Date: July 3rd - 7th, 2014

Times of Event: Start Time including set-up: 7am Ending time including clean up: 1am

Actual Event Start Time: 4pm Actual Event End Time: 11pm

Estimated Attendance: 15,000

Location of Event: Great Falls, Festival Plaza and surrounding areas

Have you held an event at this location within the last 12 months? Yes X No

If the location is a city park, have you applied for use of the property with the Parks & Recreation Department and has your request been approved?

Yes No X Pending Date submitted to the Recreation Department:

TYPES OF PERMITS/PERMISSIONS NEEDED – PROVIDE AN ANSWER FOR EACH LINE:

Permit Fee	Permission/Permit Type	YES	NO	NOT SURE
Separate fee & application, conditions & restrictions may apply	Banner across Court Street Non-profit groups only, \$100 fee per week, 2 week maximum. First come first serve basis, proof of insurance required.			X
Separate fee and permit possible	FOOD – Will food or beverages be sold? If yes, list what types of food or beverages: various vendor foods and beverages Note - A food service license may be required and must be submitted 14 days prior to the event.	X		
Separate fee and permit possible	NON-FOOD ITEMS – Will products be sold or given away (such as t-shirts, crafts, souvenirs, etc.)? If yes, list what items: t-shirts and novelties Note - A peddler permit may be required and must be submitted 14 days prior to the event.	X		
N/A	LIVE MUSIC – Will there be any outdoor musical performances? If yes, please describe: musical entertainers in Great Falls plaza area	X		
N/A	SOUND AMPLIFICATION – Will there be a microphone or speaker system to project sound?	X		
N/A	ALCOHOLIC BEVERAGES ARE NOT ALLOWED			
Separate fee and permit required	CARNIVAL – Will carnival rides be offered? If yes, attach a copy of the state permit. A city permit is required as well.			X
Separate fee and permit required	FIREWORKS – Will there be a fireworks display? If yes, a permit from the Fire Department is required.	X		
N/A	PARADE – Will there be a parade? If yes, describe route: Note – A permit from the Police Department is required.			X
N/A	RUN/WALK/CYCLE – Will event involve participants doing a walk-a-thon, road race, etc? If yes, describe route:			X
Separate permit required	BURN PERMIT – Will there be any open flame such as a bon fire? If yes, describe activity: Possible organized flag disposal ceremony Note - A permit from the Fire Department is required.			X

N/A	TENT/CANOPY – Will you be setting up a tent or canopy? If yes, list number and sizes: Small pop-up canopy tents around vendors and staging areas. Possible larger tent over stage area.	x		
Separate fee and permit required	ELECTRICAL POWER/EQUIPMENT – Will electrically powered equipment be utilized, if so, provide a brief description of the equipment and the entity responsible for the installation of the electrical equipment? vending booths, musical equipment and stage lighting.	x		
N/A	ROAD/INTERSECTION CLOSURE – Will any roads need to be closed to accommodate your event? If yes, please list: Main Street, Court Street, Longley Bridge and Great Falls Plaza.	x		
N/A	MAP/DIAGRAM – Is a map or diagram attached detailing this event and depicting the placement of such items as tables, tents, port-a-potties, stage, parking, food service areas, etc.? This is a mandatory requirement for this application and must be included.			
N/A	PARKING ACCOMODATIONS – What will be the anticipated need for parking and what is your parking plan? Great Falls plaza lots, Auburn City Hall parking garage. We will be manning donation requested lots.	x		
N/A	TOILETS – Please list amount at event and/or nearest location: 10 regular units and 2 handicap units between Lew & Auburn	x		
N/A	WASTE DISPOSAL – Please list process and location: City provided trash cans and liners	x		
N/A	HAND WASHING FACILITIES – Please list amount at event and/or nearest location: 1 at port-a-potties and 1 portable at each vending station.	x		
N/A	POTABLE WATER – Please list amount at event and location: 1 hook up from TD Bank	x		
N/A	FIRST AID FACILITIES – Please list location at event: United Ambulance and Auburn Fire at Great Falls Plaza	x		
\$	TOTAL FEE AMOUNT INCLUDED – Checks payable to the City of Auburn	0		

EVENT LIABILITY INSURANCE COVERAGE FOR EVENT

For an event such as a walk-a-thon, race, festival, concert, etc. the City requires insurance coverage – general liability. The City of Auburn is to be named as additionally insured in regards to the event activities on that date. Once the event is approved, the Certificate of Insurance will need to be received at least 30 days before the event and before permits can be issued. Please have the **City of Auburn** listed as additional insured on the Certificate of Insurance (minimum coverage \$1,000,000 Bodily Injury or Death, per occurrence, and \$300,000 Property Damage, per occurrence). It should contain a clause providing that the policy may not be cancelled by either party except upon not less than 30 days written notice to the City. Please have your insurance company fax a copy to: City Clerk 207-333-6623.

DESCRIPTION OF EVENT – Please describe what will occur during your event

We will begin with set-up on 7/3 for the festival. The festival will occur on 7/4th
(rain date July 5th) and include fireworks, vendors and a variety of entertainers.
Clean up will be completed on 7/5 (rain date 7/6).

Signature of Applicant:

Printed Name:

Date Submitted:

Cathy McDonald

Cathy McDonald

5/27/14

Please note that you will be contacted by City Staff if you require additional permitting.

Please return this completed application with diagram and any applicable fee to:

MAIL: City Clerk's Office
60 Court Street, Suite 150
Auburn, ME 04210

FAX: 207-333-6623

EMAIL: sdallaire@auburnmaine.gov

PHONE: 207-333-6600

******FOR STAFF USE******

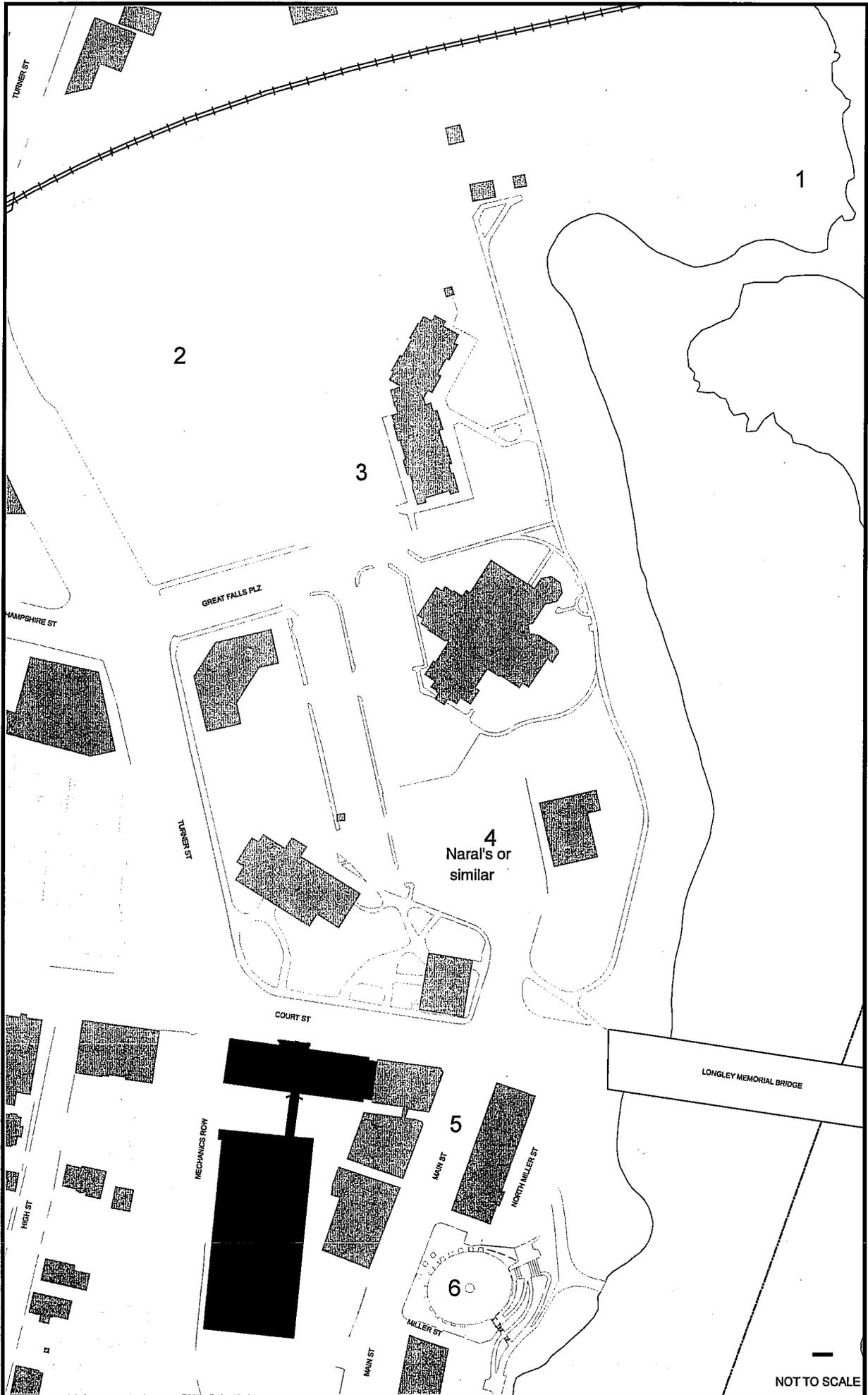
DEPARTMENT COMMENTS AND RECOMMENDATIONS:

DEPARTMENT	APPROVE	DENY	DATE	INITIALS
Sanitarian/Health Inspector				
Code Officer/Land Use & Zoning				
Fire Department				
Police Department				
Public Works Department				
Recreation Department				

COMMENTS/CONDITIONS from any of the above departments:

City Council Public Hearing date, if applicable: _____

License Approved/Denied: _____ Date applicant notified: _____



NOT TO SCALE

**CITY OF AUBURN
PUBLIC NOTICE**

A public hearing will be held by the Auburn City Council on June 16, 2014 at 7:00 p.m. or as soon as possible thereafter, in the Council Chambers of Auburn Hall, 60 Court Street, to consider the Liberty Festival/Independence Day Committee application for:

The Liberty Festival to be held at Great Falls, Festival Plaza and surrounding areas

All interested persons may appear and will be given the opportunity to be heard before final action is taken.

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 49-06162014

ORDERED, that the Auburn City Council hereby approves the Special Event/Mass Gathering application for Liberty Festival to be held on July 3, 2014 through July 7, 2014 at Great Falls, Festival Plaza, and surrounding areas.



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: June 16, 2014

Order 50-06162014

Author: Jill M. Eastman, Finance Director

Item(s) checked below represent the subject matter related to this workshop item.

Comprehensive Plan Work Plan Budget Ordinance/Charter Other Business* Council Goals**

**If Council Goals please specify type: Safety Economic Development Citizen Engagement

Subject: Discussion on the proposed Municipal/Education Capital Improvement Plan for FY2014-2015.

Information: In accordance with the City Charter, Section 8.9, a public hearing on the CIP was held on March 20, 2014 during the Council Meeting. In accordance with the City Charter, Section 8.9 B the Council needs to adopt the capital program on or before the last day of the last month of the current fiscal year.

Financial: This is a presentation on the Capital Improvement Plan for FY 14 -15 that has been amended since originally presented. The changes are as follows: MDOT Match has been increased \$550,000 for an MPI in New Auburn to dovetail with New Auburn Trans. Plan that is requested for funding at ATRC for \$1,100,000; a message sign board \$25,000 and side dump body \$38,700, for Public Works and a Generator for South Main Street Fire Station \$25,000, have been added because they were not funded through the operational budget; \$475,000 for replacement of the Tower Truck has been removed since the EMS Transport budget will be able to fund the Lease Purchase of a Quint (the first lease payment will not be due until 2016); Festival Plaza canopies \$60,000 and the repurposing of Ingersoll Arena \$490,000.

When you accept this plan you are not approving any expenditures at that time. The amount that will be funded from the plan will be discussed and approved at a future Council meeting.

Action Requested at this Meeting: Workshop discussion.

Previous Meetings and History: 2/10/2014 workshop

Attachments:

CIP Order 50-06162014

Amended CIP List

School Prioritized List

*Agenda items are not limited to these categories.

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 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:

Department	FY15 Projects Only (See CIP for full description)	Proposed Financing	CIP	FY 2015 CIP Bond
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
TOTALS				\$8,200,000

**CITY OF AUBURN
CAPITAL IMPROVEMENT PLAN
CITY MANAGER RECOMMENDATION
FY 15 Bonds**

Description		Bonded General Fund	Operating Not Funded In Budget	Recommended Bonded Total
Engineering	Reconstruction	\$ 1,100,000		\$ 1,100,000
Engineering	Reclamation/Resurfacing	\$ 1,000,000		\$ 1,000,000
Engineering	Major Drainage	\$ 100,000		\$ 100,000
Engineering	MDOT Match	\$ 1,100,000		\$ 1,100,000
Engineering	Retaining Walls	\$ 75,000		\$ 75,000
Engineering	Sidewalks	\$ 150,000		\$ 150,000
Engineering	Bridge Maintenance	\$ 75,000		\$ 75,000
PW-Facilities	Heating Oil Tank Conversion	\$ 25,000		\$ 25,000
PW-Facilities	Energy Efficiency Upgrades (Lighting)	\$ 120,000		\$ 120,000
Public Works	Replace Street Sweeper (sand and debris removal from roadways)	\$ 236,250		\$ 236,250
Public Works	Replace 7 yard plow trucks (plowing/sanding and roadway maintenance)	\$ 180,000		\$ 180,000
Public Works	Replace 12 yard plow trucks (plowing/sanding and roadway maintenance)	\$ 235,000		\$ 235,000
Public Works	Replace front end loader (loading materials and snow removal)	\$ 255,000		\$ 255,000
Public Works	Purchase message sign board	\$ -	\$ 25,000	\$ 25,000
Public Works	Side Dump Body/Hydraulic Pump	\$ -	\$ 38,700	\$ 38,700
Airport	Aircraft Hangar Purchase	\$ -		\$ -
Economic Development	Mechanics Savings Bank-Minot Ave Project	\$ -		\$ -
Economic Development	South Goff Extension to Elm St	\$ -		\$ -
Economic Development	Minot Ave Corridor Analysis and Design	\$ -		\$ -
Planning	Dangerous Building Demolition	\$ 150,000		\$ 150,000
Fire	Generator for South Main Street Station		\$ 25,000	\$ 25,000
Fire	Vehicle Replacement, FPO Vehicle (replacement)		\$ 24,000	\$ -
Fire	Vehicle Replacement, DC Vehicle (new)		\$ 24,000	\$ -
Fire	Tower One Replacement (1/2 of Cost, balance to be bonded in FY16)	\$ 475,000		\$ -
PW-Facilities	Replace Generator Transfer Switch	\$ 25,000		\$ 25,000
Planning	Comprehensive Plan Property Acquisition Program	\$ 400,000		\$ 400,000
Parks	Replace Playground-Pettengill Park	\$ -		\$ -
Parks	Purchase Infield groomer	\$ -		\$ -
Library	Masonry Repair	\$ 47,167		\$ 47,167
Library	Carpet Replacement		\$ 26,783	\$ -
Recreation	Renovate Softball Fields	\$ 72,000		\$ 72,000
Planning	New Auburn Riverfront Park-Bridge to Bridge	\$ -		\$ -
Parks	Replace Festival Plaza Canopies	\$ 60,000		\$ 60,000
Recreation	Repurpose Ingersoll Arena	\$ 490,000		\$ 490,000
PW-Facilities	Mechanic's Pit Conversion	\$ -		\$ -
Contingency	Contingency	\$ 34,518		\$ 34,518
School Department	School Department	\$ 2,181,365		\$ 2,181,365
TOTAL CIP		\$ 8,586,300	\$ 163,483	\$ 8,200,000

	FY15	
LOCATION		Prioritized Listing
AMS	CIP Projects	
Classroom Furniture Replacement	\$ 216,500	4
Classroom [27] & 2 Hallways-Carpet Replacements with VCT	\$ 161,126	1
Replacement of Freezers-refrigerant motors for Kitchen	\$ 22,560	2&3
East Auburn		
Parking Lot Repaving	\$ 130,800	2
ELHS		
Bathroom Refurbishing- 3 boys-3girls	\$ 353,000	2
Asbestos Removal 7 Classrooms and Hallway A&B Wing, Main Office, Guidance Area	\$ 317,000	1
PC Computer Lab upgrades (41units)	\$ 40,000	4
Exterior Security Lighting- LED	\$ 27,160	3
Security/Surveillance Equipment upgrade/enhancement	\$ 37,000	1
Fairview		
Student Bathrooms ADA - B & G	\$ 21,600	2
Stage Curtains Replacement	\$ 25,200	2
Franklin School		
Exterior Security Lighting	\$ 25,000	1
Sherwood Heights		
Exterior Security lighting - Phase II	\$ 45,520	1
Stage Curtains Replacement	\$ 25,200	2
Support Services Building		
One Ton P/U (replace 2002 1/2 ton) for Sanding	\$ 40,000	2
Upgrade fire Alarm System	\$ 46,120	1
Floor Finishers/Strippers/Buffers/Vaccums	\$ 56,000	5
District Lunch Walk-in Freezers & Refrigerator-Motors Replacement	\$ 27,760	2&3
Technology		
Elementary Teachers/MacBooks	\$ 100,000	4
Walton Elementary		
New Walk-in refrigerator/Replacement	\$ 19,034	2&3
Fire Alarm Upgrades-1934&67 Sections	\$ 261,000	1
RETC/SOS		
Exterior Parking Lot/Security Lighting	\$ 47,785	1
Parking Lot Expansion/resurfacing	\$136,000	2
GRAND TOTAL CIP	\$ 2,181,365	
LEGEND		
Priority 1 - Live Safety Issues	\$ 940,551	
Priority 2- FacilityEquipment Renewal	\$ 801,154	
Priority 3- Energy Renewal	\$ 27,160	
Priority 4- Instructional Equipment Renewal	\$ 356,500	
Priority 5- Other	\$ 56,000	
	\$ 2,181,365	



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: June 16, 2014

Resolve 08-06162014

Author: Clinton Deschene

Item(s) checked below represent the subject matter related to this workshop item.

Comprehensive Plan Work Plan Budget Ordinance/Charter Other Business* Council Goals**

**If Council Goals please specify type: Safety Economic Development Citizen Engagement

Subject: Green and Healthy Homes Initiative

Information: The Council met and requested two clarifications before action.

1. Can CDBG funds be utilized for assessments? The answer is yes. The only requirement is to be eligible as blight the building must also be rehabbed.
2. Can a program be developed that is absent income requirements? Yes. Although this would not generate income for a TIF district, if a budget were adopted based upon demand TIF proceeds could fund a component that didn't consider income.

Financial: None

Action Requested at this Meeting: Approve Compact

Previous Meetings and History: 06/04/2014

Attachments: Resolve 08-06162014

**Agenda items are not limited to these categories.*

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

RESOLVE 08-06162014

ORDERED, that the City Council hereby authorizes the City Manager to sign the Green and Healthy Homes Initiative Compact as recommended by the Community Development staff.



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: June 16, 2014

Order 51-06162014

Author: Roland G. Miller

Item(s) checked below represent the subject matter related to this workshop item.

Comprehensive Plan **Work Plan** **Budget** **Ordinance/Charter** **Other Business*** **Council Goals****

**If Council Goals please specify type: *Safety* *Economic Development* *Citizen Engagement*

Subject: Development Agreement – City of Auburn & Hartt Transportation Systems, Inc. and/or BBW & R Properties, LLC.

Information: Hartt has purchased land, created an industrial subdivision and environmentally permitted all the lots. They now wish to build a new trucking transportation terminal and complete the extension of all utilities and build the roadway for the rest of the subdivision. Hartt has designed and bid the improvements and will finance all of the improvements. The City of Auburn will assist Hartt in the recovery of up to \$1.2 million of public infrastructure costs, over time (not more than 20 years), by creating a tax increment finance (TIF) district and sharing the new tax revenue generated by new assessed value within the subdivision.

Financial: Taxes derived from the current assessed value continues to go to the general fund and 100% of revenue from new assessed value would be divided with 40% going back to Hartt (the recovery limited to not more than \$1.2 million) and 60% to the City of Auburn to be used for the projects noted in the TIF development plan.

Action Requested at this Meeting: Authorize the City Manager to sign the attached development agreement and have prepared, for City Council action, documents referenced therein.

Previous Meetings and History:

Attachments:

Development Agreement
Order 51-06162014

*Agenda items are not limited to these categories.

**Hartt Transportation Industrial Park
Development Agreement**

This development agreement is made and entered into this ____ day of June, 2014, by and between the City of Auburn, a municipal body, corporate and politic and political subdivision of the State of Maine having a mailing address of Auburn Hall, 60 Court St., Auburn, Maine 04210 (hereinafter called the "City") and Hartt Transportation Systems, Inc., a Maine Corporation, having a mailing address of 262 Bomarc Road, Bangor, Maine 04401 and/or BBW & R Properties, LLC, a Maine limited liability company having a mailing address of 262 Bomarc Road, Bangor, Maine 04401 (hereinafter collectively called the "Developer").

Witnesseth:

WHEREAS, the City has adopted a comprehensive land-use plan for the development of the area around Turnpike Interchange #75; and

WHEREAS, that plan recommends concentrated commercial and industrial development to be located in this area; and

WHEREAS, the City is desirous of attracting new investment in the form of commercial and industrial projects; and

WHEREAS, the Developer has acquired a strategically located parcel of land for the purpose of accommodating mixed-use industrial and commercial development projects; and

WHEREAS, the Developer has subdivided the land and is ready to make a significant investment to complete the utility extensions, modify Kitty Hawk Ave. and construct a new transportation terminal on the property; and

WHEREAS, the City and the Developer have agreed to enter into a cooperative effort to bring the project to fruition; and

WHEREAS, the City and the Developer have, in this document, set forth the business terms and responsibilities of the respective parties in implementing these projects.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, it is hereby agreed as follows:

1. Location

The parcels of land, subject to this agreement, are located on the south side of Kitty Hawk Ave., Auburn, Maine, between the Maine Turnpike and Hotel Road as shown on the attached map. The property tax identification numbers are as follows: 120-020, 120-015-001, 120-015-002, 120-015-003, 120-015-004, 120-015-005, 120-015-006, 120-015-007 and 120-015-009 as depicted on the Auburn, Maine tax maps. Additional land, shown on the subdivision plan as dedicated space for public utilities and public road, is also subject to this agreement.

2. **Off-site Infrastructure Impacts**

As major projects are developed within the subdivision, capacity of the surrounding transportation network is absorbed. Traffic study data, that was a part of the original subdivision review, has documented the need to create a protected left turn for West bound traffic on Kitty Hawk Ave. This improvement is needed because the volume of traffic on Kitty Hawk Ave. continues to increase.

3. **Development Program**

In an effort to induce the Developer to incur the costs enumerated below the parties agree as follows:

Developer –

A. Agrees to produce the final engineered designs (for both the on-site and off-site improvements necessary to service development projects), secure the necessary financing to construct improvements, obtain all required permits and manage the project (estimated cost \$1.2 million), subject to any deadlines set out in the TIF or the CEA.

B. Agrees to finance, construct and equip a 30,000 ft. sq. ft. trucking terminal office and garage (estimated cost \$3.8 million), subject to any deadlines set out in the TIF plan or the CEA, and also subject to Planning Staff approval.

City –

A. Agrees to execute a Tax Increment Financing (TIF) plan and credit enhancement agreement (CEA) that will provide for the recovery of a portion of the costs noted above. The recovery of cost will include only those costs associated with providing public infrastructure and off-site improvements. The amount to be recovered will be done by providing a tax payment reimbursement on all the new real estate investment that occurs within the subdivision as determined by the City. Payment under the CEA shall be 40% of the tax revenues generated by new development (real estate only). The term of this agreement will be 20 years or a recovery threshold not to exceed \$1.2 million, which ever comes first.

All obligations of the City are conditioned on the Parties entering into a CEA and Developer performing all of its obligations under the TIF, CEA, and this Agreement.

4. **Design Review Consultation**

The Developer will review and consult with the City concerning the design of the off-site and on-site public infrastructure improvements, which shall be subject to Auburn Planning Staff approval.

5. **Regulatory Compliance**

The Developer will construct the public improvements in conformance with all federal, state and local regulatory requirements.

6. **Miscellaneous**

a. This Agreement and any documents or exhibits which may be described herein or attached hereto set forth the entire Agreement and understanding of the parties in respect to the transactions contemplated hereby and supersedes all prior agreements, arrangements, and understandings related to the subject matter hereof.

b. This Agreement shall be governed by and construed in accordance of the laws of the State of Maine applicable to agreements made and to be performed therein. Except to the extent the parties may mutually agree to the contrary, all disputes arising on this Agreement shall be brought in the state or federal courts of the State of Maine and each party to this Agreement hereby submits to the jurisdiction of the state and federal courts of the State of Maine, and agrees that service of process may be made upon each party by certified mail, return receipt requested, to the current addresses of the parties, or to such address as may be changed from time to time. The prevailing party in any such dispute shall be entitled to recover, in addition to the claim for damages, indemnification or expense, all costs and expenses of proceeding with such claim, including reasonable attorney's fees.

c. Any amendment to this Agreement shall be in writing, signed by all parties.

d. Any waiver of a term or condition of this Agreement shall be a waiver of that term or condition only and shall not be deemed a waiver of any other term or condition.

IN WITNESS WHEREOF, the City and the Developer have executed this Development Agreement the ___ day of June, 2014.

Witness

City of AUBURN

By: _____
Its City Manager

Witness

Hartt Transportation Systems, Inc.

By: _____
Its President

Witness

BBW & R Properties, LLC

By: _____
Its Member

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 51-06162014

ORDERED, that the City Manager is hereby authorized to sign the attached Development Agreement with Hartt Transportation Systems, Inc. and/or BBW & R Properties, LLC and have prepared, for City Council action, documents referenced therein.



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: June 16, 2014

Order 52-06162014

Author: Clinton Deschene

Item(s) checked below represent the subject matter related to this workshop item.

Comprehensive Plan Work Plan Budget Ordinance/Charter Other Business* Council Goals**

**If Council Goals please specify type: Safety Economic Development Citizen Engagement

Subject: Lewiston-Auburn Economic Growth Council (LAEGC) MOU

Information: The scope of services has been reviewed by Council in workshop. Attached is a 2 year MOU for services with LAEGC.

Financial: Budget

Action Requested at this Meeting: Authorize City Manager to execute MOU.

Previous Meetings and History:

Attachments: Final report, MOU, Order 52-06162014

*Agenda items are not limited to these categories.

ECONOMIC DEVELOPMENT SERVICES PLAN FOR LEWISTON-AUBURN ECONOMIC GROWTH COUNCIL

FINAL REPORT – May 19, 2014

INTRODUCTION

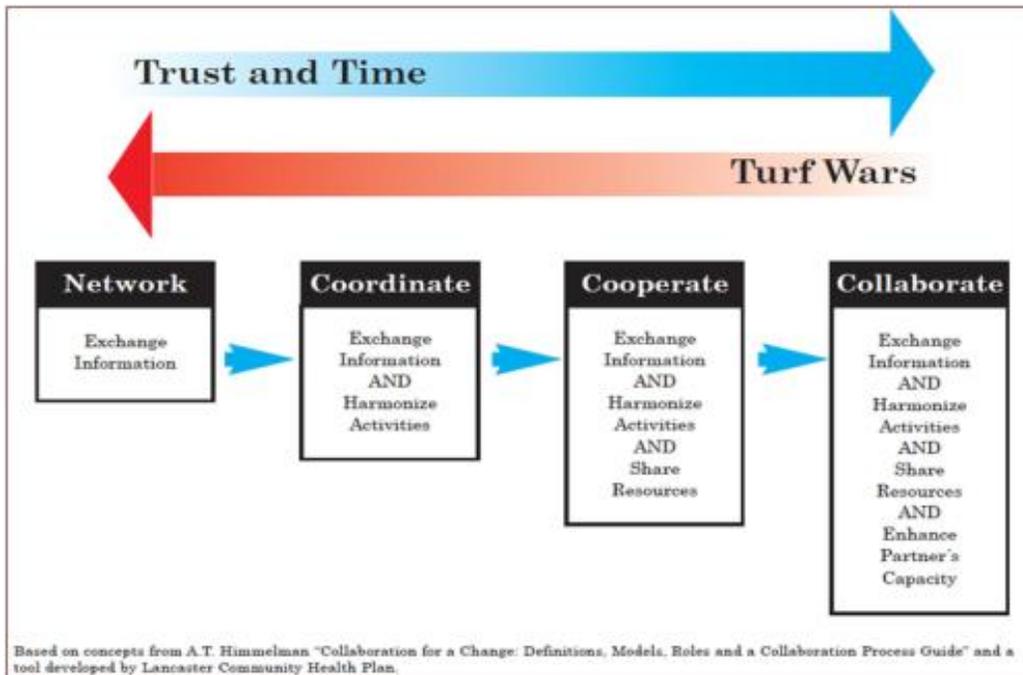
The cities of Lewiston and Auburn have worked with the Lewiston-Auburn Economic Growth Council (LAEGC) to develop a scope of services for the continuation of joint economic development services. Camoin Associates was hired by the two cities and the LAEGC to work with the parties involved, along with an Advisory Committee to develop a scope of services for LAEGC that could be adopted and funded by the two cities as well as provide recommendations for the economic development service delivery going forward. The Joint Economic Development Services Advisory Committee met four times as part of this process and developed this final draft which includes a recommended scope of services to help guide the work of LAEGC and recommendations on how the Cities and LAEGC should approach economic development going forward.

GUIDING PRINCIPLES AND APPROACH

The following principles provide guidance for a scope of services and economic development system going forward:

- Historically L/A has been a model for collaborative economic development and has had past success – **Collaboration must continue!** It will lead to greater impact and efficiencies compared to the two cities going it alone. The bottom line is that the Cities cannot fiscally afford going it alone in providing the resources to support modern day economic development functions and services.
- Economic development and the economy has become complex – more issues, more stakeholders, global economy, greater expectations, a demand for openness and transparency, and a demand for measurement, etc... **the LAEGC and the Cities must become more adaptive to rapid change and working within an environment of constant unknowns and limited predictability.**
- **Transformation and change takes time and commitment.** There is no overnight silver bullet. Success requires patience and commitment to on-going capacity building and learning.
- The Cities and LAEGC may have to do less in some areas than in the past to allow for adaption to new models and services – thus creating “space” for adapting to change, working on the process of collaboration and networks with new stakeholders and interests, and updating operational processes and procedure. Through all of this and into the future *there must be adequate, consistent, capacity (dollars, staffing, and resources) to run a high-performing organization.*

Throughout the process of developing a scope of services much discussion focused on collaboration. The Advisory Group felt it important to understand what is meant by collaboration. Through the LAEGC the Cities seek to approach and deliver economic development collaboratively, though networking, coordination, and cooperation are all needed to build and implement a collaborative approach. This following graphic helps demonstrate the model:



Source: <http://21stcenturylibrary.com/2010/09/>

Current Economic Development Staffing/Capacity in the Cities

The two cities have very little staff/resources for carrying-out economic development functions. Current staffing is as follows:

- Auburn: 2 full-time staff: 1 focused on all economic development but also oversees planning, code enforcement, assessing, and CBDG; 1 that spends 75%-80% on downtown issues
- Lewiston: 1 full-time economic development director

LAEGC increases this capacity while at the same time providing services collaboratively that are of mutual benefit. The overall potential is to have a greater impact than if the Cities were to go it alone. Additionally, LAEGC is able to utilize non property tax sources through its loan pool and other financing/grant programs to do more than what would be possible through property tax appropriations from the Cities alone.

Organization and Leadership

The scope of services focuses on the specific program and services that are to be provided by LAEGC to the two Cities. Each service area is like a piece of the puzzle that when put together determines “what” will be offered. This process of refining and negotiating a scope of services does not address “how responsive and effective” these services will be over the long-term and the changing nature of economic development. The Cities and the LAEGC should work to define and agree on what constitutes success in the delivery of economic development services and the value (return on investment) expectation of these services. Regardless of the final agreed to scope of services there are several factors that need to be addressed in the short-term and worked on in the long-term to impact responsiveness and effectiveness. They are:

- Trust – internally and externally amongst the Economic Development partners (Auburn, Lewiston, LAEGC)
- Process and procedures – these help build trust
 - Internal work plan for LAEGC
 - Annual review by LAEGC of organization, board, and president
 - Evaluation of services, metrics
- Leadership qualities – within the organization including among the board. These include: adaptability, leading in periods of chaos or uncertainty
- Engagement – among the board, committees, and among the many stakeholders and networks
- Open and active communications amongst the partners
- Ability and respond and adapt to changes in the external environment

It is highly recommended that these issues not be ignored. The period of transition to a new president and another service year is a good opportunity to begin to regularly discuss, assess, and address each of these issues. In hiring a new president LAEGC should put strong emphasis on qualities of leadership, adaptability, board and stakeholder communication and engagement, networking, and ability to adopt and adhere to the latest policies, procedures, and best practices. A top priority of the new president should be the development of an organizational plan that addresses these issues and provides details for staffing, management, board composition, roles and responsibilities, communications and financing. No amount of rearranging the service pieces can insure an effective, high performing organization over the long-term. Working together to address these issues can result in a new culture to make this a high performing economic development organization for years to come.

Funding for LAEGC

Beyond this transitional year, funding for LAEGC from the Cities should be multi-year – at least 3-year commitment will create a stable environment for implementation of policies and actions. This should include annually reporting on performance and strategic focus.

LAEGC is currently exploring expanding loans and its loan pool programs to generate additional revenues and reduce reliance on property taxes. LAEGC should continue to identify and pursue alternative funding sources and mechanisms for both loan programs and for the organization as a whole.

With a renewed trust between the Cities and LAEGC, the completion of an Economic Development Strategy and an Organizational Plan, the LAEGC should then develop a three year operating budget and financing plan that includes increases in non-property tax revenues by considering:

- Operations campaign (appeal to private sector)
- Increases in revenues from loan management and financial programs
- Increased use of TIF revenues including a joint TIF
- Fees for services

Economic Development Corporations

Currently there are two-separate development corporations, one for each City. Both are separate legal entities from their respective cities. They are asset-based private, non-profit corporations that purchase and own properties for development including individual properties purchased or obtained through foreclosure. Each corporation has a board with representation on the LAEGC and each has City representatives on its boards. Each contracts with LAEGC for administrative services. There has been some discussion of the merits of merging the two organizations but since these are separate entities from the Cities and LAEGC the advisory committee is not offering a recommendation in this area as part of the process.

Downtown Development

A previous draft of the scope of services included a section that tasked LAEGC with actively, through staff resources, supporting downtown development of the two Cities and becoming more active in joint downtown planning and economic development. Auburn requested these services be removed from the scope. Auburn hired a staff person with downtown expertise and felt the LAEGC services were unnecessary. Lewiston is still in need of additional downtown services. It is recommended that Downtown strategies be considered within the Economic Development Strategy. With this as a starting point a discussion can emerge on how best to carry-out those strategies. The following is a summary of issues that emerged in this process.

Common areas of interest:

- Improving quality of life through healthy downtowns
- Maine Street Program – currently there is none in either City

Functions of common interest include:

- Event coordination
- Walkability
- Trails
- Housing
- Store fronts
- Arts and culture
- Investment and business attraction

There are only a few organizations involved in Downtown issues in L/A.

- United New Auburn – neighborhood group in Auburn
- LA Arts
- AVCOG

It is unclear to some as to who has roles/oversight of downtown issues.

Downtown efforts must involve downtown business and property owners taking ownership of process and improvements.

Community Transformation and Future of Economic Development

As presented in the Joint workshop on economic development in March 2014, our economic system is in a period of rapid transformation and economic development services delivery must adapt. The following are offered as issues which should be addressed for transforming the economic development system in Lewiston and Auburn:

- Building capacity for functioning within a system composed of many networks and building leadership capacity for economic and community development among organizations and networks
- Building capacity and resources for business intelligence, working smarter – data, research, digital technologies and information resources
- Incorporating new funding models – and reducing reliance on government entities
- Building capacity for understanding emerging trends and adapting accordingly
- Greater focus on workforce
- Greater focus on place based economic development and including worker and resident recruitment and retention strategies

It is recommended that the Cities, LAEGC, and stakeholders develop a process for scanning, assessing, and addressing these and other issues related to transformation and change in the economy and economic development systems over time. This could be coordinated as part of the L/A Future Forum effort.

Priorities

The work and recommendations presented cannot all be completed at once. There is simply not enough collective time and resources. To help with implementation the following prioritization of key activities/initiatives is offered.

Level I

- Hire new president
- Economic Development Strategy (EDS)
- Organization Plan including staffing, management, financing, and communications

Level II

- Hiring of additional staff to carry out work and organizational plan
- Marketing plan
- Business visitation program
- 3-year operating budget FY 2016, 2017, 2018

Additionally LAEGC and the Cities should work with economic development stakeholders including the L/A Future Forum and Benchmark L/A as part of cooperative process to assess future changes and transformation in the economy and economic development and work to build capacity to adapt to those changes over time.

ATTACHMENT A - LAEGC SCOPE OF SERVICES BY SERVICE AREA

The following is a scope of services designed to guide the operations of LAEGC over the next several years beginning in 2015.

1. ECONOMIC DEVELOPMENT STRATEGY

Recommended Scope of Services Language

Description: The Cities are interested in developing and adopting an Economic Development Strategy (EDS). The EDS should be L/A focused and not focused on the whole region/county. The EDS will reflect the economic development vision, goals, and strategies of the Cities as a whole and identify and prioritize initiatives and projects for achieving them. The EDS should not focus on detailed operational and organizational plans of the Cities, the LAEGC, or related economic development entities.

Several plans related to economic and community development were completed in the past five to ten years. Findings from these plans should be incorporated by reference rather than seeking to redo their efforts. The EDS should focus on economic development (growth in employment, income, and investment) but take into account the findings related to economic development in the existing plans for community development and other related areas such as transportation, housing, workforce development, education and environment. Previous efforts have incorporated considerable public engagement processes so the EDS should focus specifically on engaging economic development stakeholders to develop of a focused, coordinated strategy.

The EDS should be the top priority for the LAEGC in 2014-15. Completing such a plan will typically require a 4-6 month effort. Once adopted the EDS will need to be implemented and annually reviewed/updated to reflect progress, changing priorities, goals and economic conditions. The LAEGC will contract for an experienced consultant to assist in the development of the EDS.

FUNCTIONS/SERVICES:

- ❖ Collaborate with the Cities, economic development stakeholders, and partner organizations
- ❖ Monitor economic trends (local, state and national) to assess opportunities and priorities
- ❖ Coordinate the development of the joint Economic Development Strategy (EDS) (note a suggested outline is included in Attachment B)
- ❖ Integrate with and clarify roles of L/A Future Forum and Benchmark L/A with regard to the EDS
- ❖ Track and measure progress of strategic goals and initiatives and communicate progress with the Cities, stakeholders, and public
- ❖ Periodically coordinate a review of the EDS

Anticipated Activities:

1. Annual EDS implementation
2. Annual EDS progress/results report to Cities
3. Annual review of EDS goals, priorities and initiatives

Tasks/Projects:

1. Development of a joint Lewiston-Auburn Economic Development Strategy
 - A. Establish, in consultation with the LAEGC Board, and EDS Steering Committee
 - B. Solicit and contract, in consultation with the Steering Committee, an independent, qualified economic development strategy consultant to provide research, analysis, and development support of the EDS
 - C. Identify and engage stakeholders
 - D. LAEGC to assist EDS process with administrative, coordination and committee support services
 - E. Develop Draft EDS
 - F. Review/adopt EDS by LAEGC Board, and City Councils

Expected Outcome(s):

- Adoption of Joint Economic Development Strategy for Lewiston and Auburn

Note: Funding for Economic Development Strategy Consultant will be separately identified and budgeted within LAEGC contracted services and will require additional funds than what is currently provided.

2. JOINT ECONOMIC DEVELOPMENT COORDINATION

Recommended Scope of Services Language

Description: LAEGC shall facilitate and promote the joint approach, appearance and implementation of the “public sector side” of economic development in the cities. LAEGC will work to coordinate efforts on projects, interests and/or issues that are deemed to be of a joint nature. LAEGC will act as steward of and monitor the application of the Joint Economic Development Protocol.

FUNCTIONS/SERVICES:

- ❖ Lead and support cities in joint economic development activities
- ❖ Establish a protocol and process for efficiently handling business inquiries. This should foster a “no wrong door” procedure for handling business and investor inquiries that recognizes that inquiries will come in from many sources/directions but need to be effectively referred to the persons(s) best in a position to address.
- ❖ Administer, Facilitate and Maintain the Joint Economic Development Protocol and TIF Policies

Anticipated Activities:

- 1) Facilitate periodic review of Joint Economic Development Protocol and TIF Policy
- 2) Lead implementation of Joint Economic Development Protocol
- 3) Track client contacts and results
- 4) Recommendation to Cities of issues, projects, processes or policies that would enhance joint economic development

Tasks/Projects:

- A. Review of Joint Economic Development Protocol and TIF Policy
- B. Work with Cities’ economic development staff to develop clear, efficient process for business referrals

Expected Outcome(s):

- Revised Joint Economic Development Protocol and TIF Policy including process for handling business inquiries

3. MARKETING and PROMOTION

Recommended Scope of Services Language

Description: LAEGC shall be responsible for marketing and promoting of Lewiston and Auburn for economic development including business retention, expansion and attraction. Many entities and individuals play a part in marketing the Cities. Much of this is out of the direct control of any one entity including the Cities, the Chamber, and the LAEGC. Therefore it is essential that the LAEGC play a convening role in coordinating multiple efforts and helping to present a series of messages that complement each other. The LAEGC will act as a clearinghouse for other community marketing efforts seeking to support, coordinate and reduce duplication in the collective efforts. LAEGC shall be vested with maintaining the branding of the Cities for economic development and work collaboratively to establish and promote the “brand” with stakeholders.

Businesses, site locators, investors, and citizens are all using digital and social media in personal and business information gathering, engagement and transactions. In its marketing and promotion activities the LAEGC shall employ traditional media as appropriate but move toward increasing use of digital mediums. The LAEGC will promote and represent the communities locally, regionally, statewide, and beyond. The LAEGC will also work to recognize and celebrate the economic achievements of the cities, businesses and citizens.

FUNCTIONS/SERVICES:

- ❖ Marketing and promoting the communities and their assets
 - Develop marketing and collateral materials which promote the cities and their economic growth – with emphasis on web, digital, and social media
 - Coordinate with and support Visitor/Tourism promotion efforts within and outside of the community.
 - Assist in the marketing and promotion of the cities industrial/commercial parks, Auburn-Lewiston Municipal Airport, and key properties for redevelopment
 - Assist/support marketing and promotion activities of the Cities’ downtowns
- ❖ Share information that recognizes and celebrates the Cities’ economic progress
- ❖ Maintain of Economic Development/Community Promotion website and social media sites
- ❖ Actively lead/coordinate community branding “image” efforts
- ❖ Collaborate/Participate with other community promotion efforts
- ❖ Create an Advisory Group for Economic Development Marketing and Promotion and engage stakeholders, interested business representatives and marketing professionals to provide advice and guidance in marketing/promotion efforts

- ❖ Better utilize Great Falls TV for economic development communications, marketing, and promotion

Anticipated Activities:

- 1) Develop an annual marketing and promotion plan
- 2) Maintenance and publication of joint marketing materials
- 3) Creation and maintenance of websites and social media sites
- 4) Development of and attendance at marketing and promotion events
- 5) Facilitate/organize the annual business to business trade show, Annual Dinner, and Business Forum
- 6) Preparation and issuance of media releases/events
- 7) Creation and staff support for an economic development marketing advisory group

Tasks/Projects:

- A. Cities will discuss and consider consolidating the services and resources of Great Falls TV (GFTV) under the LAEGC to provide for additional marketing, business and community promotion.

Expected Outcome(s):

- Annual Marketing and Promotion plan with results tracked and reported annually

Note: LAEGC currently budgets approximately \$15,000 for Marketing and Promotion beyond staff costs. This level of funding is insufficient to fully implement the activities specified above.

4. BUSINESS DEVELOPMENT - RETENTION, EXPANSION, AND ATTRACTION

Recommended Scope of Services Language

Description: LAEGC shall be responsible for leading, coordinating and supporting public sector and private sector efforts to grow, improve, retain, and attract businesses in Lewiston-Auburn. LAEGC will focus on helping to create a positive business and community friendly environment which encourages the growth and location of business in the cities. LAEGC will monitor, track and assess economic development trends, issues, and resources to guide the Cities in overall economic development efforts. LAEGC will actively perform services to retain, grow, and attract businesses, employment and investment in the Cities.

FUNCTIONS/SERVICES:

- ❖ Assist existing business with retention and/or expansion
- ❖ Lead the development, coordination, and support of a business visitation program to identify existing businesses needs and concerns – This should be a formalized business visitation process/program that focuses on obtaining strategic information, utilizing that information for business assistance and support services, and improving the planning and delivery of economic development including revising the economic plan as needed. This effort should be done collaboratively with the Cities’ economic development staff and Chamber of Commerce. (Note: *a list of process components to include in a business visitation program is included in Attachment C. It should also be noted that since a formal program currently does not exist, the first year should focus on developing a framework and testing the implementation and identification of revenues for full implementation. Revenues beyond those in the current operating budget will likely be required to implement an affective business visitation program*)
- ❖ Lead the provision and coordination of services and activities to support business attraction to the Cities including:
 - In coordination and cooperation with commercial brokers, private landowners and the Cities, maintain database of potential development sites and real estate properties and make it available electronically through the LAEGC’s website. It should be stressed that this should be a coordinated and cooperative approach with the commercial real estate community and the Cities. Some of the brokers may choose not to list their properties though such a system, but LAEGC can proceed and work with those willing to cooperate.
 - Assist clients in conducting site searches and facilitate tours of the community
 - Serve as agent/administrator of the commercial/industrial parks controlled by local development corporations
 - Provide and maintain up-to-date data and information on the LAEGC website that assists business in making location decisions including data related to workforce; taxes and fees; development review, approval, permitting, and licensing; infrastructure, utility and

transportation availability and costs; demographic and market data; incentive and support programs; and community amenities.

- Conduct activities to support business attraction in targeted industries and opportunities that emerge for the Economic Development Strategy
- ❖ Work with workforce development partners (education, workforce, labor, and training stakeholders) to develop, support, and implement programs, policies, and services to meet the workforce needs to grow the economy in the two Cities
- ❖ Work with local, state, and regional partners/stakeholders for support of entrepreneurs and business start-ups
- ❖ Encourage the involvement of the private and non-governmental sectors in economic development efforts

Anticipated Activities:

- 1) Seek and support new business development. Track #'s of businesses assisted, outcomes, common trends and noted community needs/issues
- 2) Jointly maintain and update inventory of developable properties (land and buildings) in the industrial, commercial and downtown sectors of the cities and make information available through the LAEGC website
- 3) Lead the development, coordination, and support of a Business Visitation Program
- 4) Provide an Annual Report of Business Development
- 5) Lead the provision and coordination of services, activities, and information to support business attraction to the Cities
- 6) Provide information and links to resources on the LAEGC website to support workforce, entrepreneurial, and business start-up development

Tasks/Projects:

- A. Business Visitation Program (see Attachment C)
- B. Business Attraction Strategy linked to EDS
- C. Update to website to support business expansion, retention, and attraction

Expected Outcome(s):

- Annual Report of Business Development

5. TARGETED GROWTH OPPORTUNITIES

Recommended Scope of Services Language

Description: The Cities of Lewiston and Auburn have numerous economic, geographic, and social strengths in the pursuit of economic development. In order to maximize economic growth potential the cities seek to target specific growth opportunities. LAEGC will work jointly with the Cities, business community and stakeholders to lead, promote and support the growth efforts of targeted economic opportunities. Targeted opportunities shall be identified in the Economic Development Strategy and/or as determined to be in the best interests of the communities. LAEGC's efforts will include employing industry/sector specific marketing plans and methods, and identification and pursuit of specific businesses and/or business growth. Efforts to increase targeted growth areas will include a mix of expansion of existing businesses and new business.

FUNCTIONS/SERVICES:

- ❖ Include a targeted industry and opportunity analysis as part of Economic Development Strategy (EDS) that identifies, assesses, and develops strategies for targeted industry sectors and economic growth opportunities. This should include assessing:
 - Industrial, Trade, Logistics and Transportation (ITLT) – including consideration of port related opportunities and the need to coordinate strategies and services with regional and state port related resources including the Maine Port Authority and Maine International Trade Center.
 - The Downtowns as a targeted opportunity
 - Healthcare
 - Manufacturing
 - Call centers/back-end operations
 - Business, professional, and technical services
 - Others as evident from the data analysis
- ❖ Based on the Targeted Industry and Opportunity Analysis develop strategies in core economic develop service areas to support their growth and development including:
 - Business expansion
 - Business attraction
 - Workforce development
 - Entrepreneurship/business Start-ups

Anticipated Activities:

- 1) Create advisory committee(s) to oversee the EDS for targeted opportunities
- 2) Selection of and working with professional consultant as part of the EDS

Task/Projects:

A. EDS Strategy including strategies for targeted industries and opportunities (See Attachment B)

Expected Outcome(s):

- Targeted industry analysis included as part of Economic Development Strategy
- Retention, expansion, and attraction and Marketing plan for other targeted opportunities

6. PROJECT FINANCING AND PORTFOLIO MANAGEMENT

Recommended Scope of Services Language

Description: The LAEGC shall develop and manage financing resources and programs designed to provide “gap” and other financing for businesses locating or expanding in Lewiston-Auburn. The LAEGC shall act as a clearinghouse for entrepreneurs and businesses seeking business financing. The LAEGC shall coordinate/collaborate with public and private lending organizations and programs to provide assistance and guidance to clients. The LAEGC shall administer and manage the Cities’ business lending/grant programs, as assigned. The LAEGC will endeavor to identify, develop and expand the amount and availability of business support resources in the community.

FUNCTIONS/SERVICES:

- ❖ Act as a business financing clearinghouse for the Cities
- ❖ Serve as a navigator to businesses seeking financial resources in support of growth or development
- ❖ Seek and advocate for additional community resources, including private and/or grant funding, targeted for economic development financing and projects
- ❖ Manage assigned loan/grant programs from the Cities, development corporations, State/Federal agencies or private institutions
- ❖ Staff support of LAEGC Loan Committee/Business Financing Advisory group

Anticipated Activities:

- 1) Staff and support LAEGC Loan Committee/Business Financing Advisory group
- 2) Loan program and portfolio management and administration
- 3) Monitor other ‘public’ financing programs and coordinate services delivery to minimize duplication

Tasks/Projects:

- A. Expansion of the LAEGC Loan Committee to a Business Financing Advisory group which will not only providing loan review but also business financing assistance and advice to businesses and the LAEGC.

Expected Outcome(s):

- Annual Report of loan program(s) activity and results

- Review and recommendation (as appropriate) to Cities of Loan Program Guidelines

7. ADMINISTRATION, ADVOCACY and GOVERNANCE

Recommended Scope of Services Language

Description: LAEGC shall provide staff support and administration to the overall economic development (in addition to and in support of the services described above) program of the Cities and the community as a whole. Additionally, it is recognized that LAEGC has certain administrative responsibilities associated with the management, operation and governance of the organization. Similarly, the LAEGC serves as the administrative support for other development related agencies serving Lewiston-Auburn including, but not limited to, the Auburn Business Development Corporation (ABDC), Lewiston Development Corporation (LDC), and the Lewiston and Auburn Railroad Company (LARR). LAEGC provides support services to these entities as requested and upon mutually agreed terms and conditions. This area of service is meant to encompass these administrative functions and responsibilities, as well as unanticipated and miscellaneous services, needs and projects which may arise from time to time.

FUNCTIONS/SERVICES:

- ❖ Provide logistical support (meetings/agendas/minutes/accounting, etc.) to the LAEGC and development corporations
 - Auburn Business Development Corporation, Lewiston Development Corporation, Lewiston and Auburn Railroad Company
 - Staff and support numerous (currently 10) standing committees of the LAEGC and Development Corporations
- ❖ Provide technical assistance/support to city staff and airport manager in negotiating incentives/lease terms relating to economic development projects
- ❖ Administer the Foreign-Trade Zone (F-TZ)
- ❖ Serve as Liaison for economic development to the Auburn-Lewiston Municipal Airport Committee
- ❖ Support and coordinate the goals and efforts of L/A Future Forum and Benchmark L/A
- ❖ Support other economic/community development-related issues, initiatives and projects that arise and as requested by the Cities
- ❖ Monitor regional and state policies and inform Cities of issues that may impact economic development

Anticipated Activities:

- 1) Coordinated and efficient administration of the Cities' joint economic development programs, development corporations and activities
- 2) Conduct annual briefing to Cities and stakeholders on regional, state, and federal issues and policies that may impact economic development in the Cities

Expected Outcome(s):

- Annual reporting to the Cities on LAEGC operations, use of funds, and outcomes

ATTACHMENT B - OUTLINE OF ECONOMIC DEVELOPMENT STRATEGY

Identification and assessment of opportunities, related strategies, and priority projects/actions around:

- Overview from existing plans and identification of gaps
- Vision, goals/objectives
- Identification, assessment, and strategy development of targeted industry sectors and opportunities
- Entrepreneurship/innovation/small business ecosystem
- Workforce development
- Business retention, expansion, attraction
- Key development sites
- Other key factors impacting investment and economic growth
 - Housing
 - Transportation
 - Land use/zoning/planning/permitting/approval process
 - Energy/utilities/telecommunications
 - Education
 - Quality of place
- Marketing and communications
- Implementation:
 - Strategy/action
 - Timeframe
 - Roles/responsibilities
 - Costs/needed resources
 - Evaluation/measurement

ATTACHMENT C- COMPONENTS OF A BUSINESS VISITATION PROGRAM

This process should include written strategy regarding:

- Persons conducting visitation
- Training for conducting visitation
- Questionnaire for businesses being visited
- Selection of businesses
- Follow-up to specific business if warranted
- Tabulation and assessment of findings
- Use of information including tying into strategic planning
- On-going data management

**AN AGREEMENT TO ESTABLISH AN ECONOMIC DEVELOPMENT SERVICES PLAN
BETWEEN THE CITY OF AUBURN, CITY OF LEWISTON, and the LEWISTON_AUBURN
ECONOMIC GROWTH COUNCIL (LAEGC)**

This Agreement is made and entered into this ____ day of _____, 2014 between the City of Auburn, City of Lewiston (collectively the Cities) and the Lewiston Auburn Economic Growth Council (LAEGC) for the purpose of establishing an Economic Development Services Plan (the "Plan") for the continuation of joint economic development services. The Plan inclusive of the will help guide the work of LAEGC and provide a framework for the approach to cooperative economic development that the Cities and LAEGC will employ for the next 2 years.

WHEREAS, the Cities and the LAEGC have historically been the model for successful collaborative economic development; and

WHEREAS, to continue that success, the Cities and the LAEGC must become more adaptive to rapid change; and

WHEREAS, competing globally in an environment of unknowns and limited predictability will require identifying and implementing new models and services; and

WHEREAS, numerous ideas and concepts were vetted over the last year by the parties and various stakeholder groups regarding the appropriate scope of services to guide the operations of LAEGC for future years; and

WHEREAS, those services include

- (1) Developing and Adopting an Economic Development Strategy,
- (2) Facilitating and promoting the Coordination of a Joint Economic Development Approach,
- (3) Developing a Marketing and Promotion Campaign in Collaboration with the Cities and other stakeholders,
- (4) Creating a Business Development Plan that Emphasizes Retention, Expansion and Attraction,
- (5) Helping the Cities identify Targeted Growth Opportunities,
- (6) Operating a Project Financing and Portfolio Management Program, and
- (7) Providing Staff support for the Administration, Advocacy and Governance of the Overall Economic Development Program of the Cities and Local Development Corporations;

WHEREAS, authority to approve collaborative efforts for the Cities must be established in order to fully complete the Plan;

Now, **THEREFORE**, the Cities and the LAEGC agree as follows:

CONDITIONS OF AGREEMENT

ARTICLE 1 - PREAMBLE

As outlined in this Agreement, the sole purpose of the Plan shall be to implement and guide the delivery of the Plan's scope of services and recommendations as prepared by the Joint Economic Services Committee and endorsed by the LAEGC Board of Directors. (SEE ATTACHED)

The Cities of Auburn and Lewiston desire to enter into a memorandum of understanding with LAEGC (Lewiston Auburn Economic Growth Council) for continuation of joint economic development services, and LAEGC agrees to provide those services. This agreement establishes the terms and conditions for the provision of joint services as outlined in the Plan.

The Cities together may, in writing and with the written consent of LAEGC, engage the LAEGC to perform other functions or services. In the event LAEGC is requested to perform additional services by one or both of the Cities, the requesting City or Cities and LAEGC shall agree on reasonable compensation, if required, to LAEGC for such additional services. The Cities each recognize that LAEGC's services performed for Lewiston and Auburn are not exclusive; LAEGC does and may perform other functions on its own behalf and on behalf of others.

Now, therefore in recognition of the foregoing and in consideration of the mutual intent and covenants hereinafter set forth, the parties agree as follows:

Section 1.1 Duties

The Cities hereby enter into this memorandum of understanding with the LAEGC for the continuation of joint economic development services in accordance with and as outlined in the **Economic Development Services Plan for Lewiston-Auburn Economic Growth Council Final Report May 19, 2014**. The LAEGC agrees to well and faithfully serve the Cities in said capacity and, to the best of its ability, to devote its time, attention and energies to the performance of the duties outlined therein.

Section 1.2 Term

The term of this agreement shall be for two (2) years commencing on July 1, 2014 and continuing until June 30, 2016. This term may only be extended by the written agreement of all parties.

LAEGC will assume its duties effective July 1, 2014.

Section 1.3 Compensation

LAEGC will be compensated annually at a rate determined by each City Council. Compensation for FY15 (July 1, 2014 – June 30, 2015) shall be \$160,610 from each City. Compensation for FY16 shall be subject to approval by both Cities. An LAEGC Board approved budget shall be presented to both Cities by 3/15/2015.

Section 1.4 3 Year Budget, Workplan and Contract

The LAEGC Board will present to the Auburn and Lewiston City Councils, no later than March 15, 2016, a strategic 3 year budget, work plan and renewal contract accompanied by a review of the services provided in accordance with this Agreement which identifies positive and negative outcomes and provides recommendations to both City Councils on actions that can be taken to identify and implement new models and services.

Section 1.5 Progress Reports

The Auburn City Manager and Lewiston City Administrator shall conduct a review of the efforts of LAEGC to implement the Plan within thirty (30) days of the first six (6) month anniversary of this agreement and an annual review at the first and second year anniversaries, thereafter. Prior to providing each progress report to the respective City Councils, the reports shall be reviewed with the Board Chair and President of LAEGC who shall be given an opportunity to comment prior to finalizing the reports. The Auburn City Manager and Lewiston City Administrator may, by joint agreement, elect to hold other periodic assessments of progress. The intent of these efforts is to assist in assuring that information on the status of LAEGC's efforts is made available to the Councils on a regular basis.

Section 1.6 Termination and Severance

LAEGC may terminate this agreement upon providing the City of Auburn and City of Lewiston with 30 days written notice, such notice to be provided to the respective City Manager and City Administrator. The City of Auburn and/or the City of Lewiston may terminate this agreement by providing 60 days written notice to LAEGC and the other City, such notice to be provided to the LAEGC President and the City Manager/Administrator. In the event of termination, the amount due to LAEGC from the terminating party or parties shall be prorated based on the percentage of the budget year completed as of the termination date.

Section 1.7 General Provisions

- A. The text herein shall constitute the entire agreement between the parties.
- B. The parties acknowledge and agree that this Agreement was freely negotiated and entered into, and that, in the event of a conflict between the provisions hereof and the provisions of any law or ordinance, the provisions of law or ordinance shall prevail.

C. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall not be affected and shall remain in full force and effect.

ARTICLE 2- AMENDMENTS

The LAEGC President, Auburn City Manager and Lewiston City Administrator may periodically discuss and propose, individually or in concert, amendments to this agreement. To take effect, such amendments must be approved, in writing, by both City Councils and the Board of the LAEGC.

In witness whereof the parties hereto have caused this Agreement to be executed by their duly authorized representatives this ____day of _____, 2014.

CITY OF AUBURN

Witness

By: Clinton Deschene
Its City Manager

CITY OF LEWISTON

Witness

By: Ed Barrett
Its City Administrator

LAEGC

Witness

By: Mark Adams
Its Board Chair

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 52-06162014

ORDERED, that the City Council hereby authorizes the City Manager to execute the Memo of Understanding with the Lewiston Auburn Economic Growth Council.



City Council Information Sheet

City of Auburn

Council Meeting Date: June 16, 2014

Subject: Executive Session

Information: Economic development (Industrial Park TIFS), pursuant to 1 M.R.S.A. §405(6)(C)

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.

