



# Special Joint Meeting City Council and School Committee May 13, 2013 Agenda

## 6:00 P.M. Workshop

- A. School and City Budgets
  - a. Edward Little High School Update

## 7:00 P.M. Meeting

### 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. **Resolve 03-05132013\***  
Opposing provisions included in the State budget.

### II. New Business

- 1. **Public Hearing** - School and City Capital Improvement Project's (CIP's).
- 2. **Order 35-05132013**  
Adopting the 2013-2014 Capital Improvement Program (CIP) Bond Projects.
- 3. **Order 36-05132013**  
Adopting the 2013-2014 Capital Improvement Program (CIP2) Other Funding Projects.

### III. Adjournment



# City Council Workshop Information Sheet

City of Auburn

**Council Workshop Date:** May 13, 2013

**Item** A

**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:** City and School Budgets and Edward Little High School Update.

**Information:**

**Financial:** Budget

**Action Requested at this Meeting:** Discussion

**Previous Meetings and History:** The 5 year Capital Improvement Program was presented during the 1/22/2013 workshop. On 4/1/2013 the City Manager presented the FY14 Municipal Budget. Department budgets were presented on 4/8/13, 4/16/13, 4/22/13, 4/29/13.

**Attachments:**

Edward Little High School Memo and proposed timeline  
Auburn School Department FY2014 Capital Improvement

\*Agenda items are not limited to these categories.



## MEMORANDUM

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To  
Katy Grondin

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From  
Jeff Larimer

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Date  
April 30, 2013

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Project  
Edward Little High School  
Project No. 08512

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Subject  
Proposed Timeline

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Summary of tasks and dates for the proposed timeline.

- |   |          |
|---|----------|
| 1. City Council approval of School Committee recommendation | 05/13/13 |
| 2. Start development of Concept Design & Options            | 05/14/13 |
| 3. Selection/Approval of Concept Design Option              | 07/29/13 |
| 4. Complete Final Concept Design & Budget                   | 10/11/13 |
| 5. Approval of Final Concept Design                         | 10/14/13 |
| 6. City Council approval of Referendum Bond                 | 01/20/14 |
| 7. Referendum   | 02/25/14 |
| 8. Complete Design Development                              | 06/16/14 |
| 9. Complete Construction Documents                          | 12/05/14 |
| 10. Issue for Bid   | 12/08/14 |
| 11. Bid Opening   | 01/20/15 |
| 12. Award Contract  | 02/03/15 |
| 13. Start Construction                                      | 02/09/15 |
| 14. Start Demolition of Existing Building                   | 06/19/17 |
| 15. Substantial Completion                                  | 07/28/17 |
| 16. School Opens  | 08/30/17 |

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## **2014 CAPITAL IMPROVEMENT Auburn School Department**

### **Introduction**

The Capital Improvement Plan for the Auburn School Department ("CIP") for fiscal year 2014 and future years is enclosed. The documents include a five-year spreadsheet that accounts for the needs at each school department site. Other documents are the projects for FY 14 organized by site and includes the intended source of funds. In addition, there is a section devoted to the need for a new high school.

### **Long-term Goals**

The Auburn School Department has many capital needs in its future. The data supplied represents the department's needs over the next five years. The needs attempt to address the department's three long-term goals:

1. To maintain school facilities in accordance with health and safety regulations and structural upgrades within the limits of available funds.
  - The school department was approved for its FY13 budget to spend \$3,479,410 in Facilities Maintenance. These funds meet basic needs such as repairs and maintenance, supplies and equipment and utilities costs.
  - All school buildings except Auburn Middle School and Edward Little High School now have HVAC system. Sherwood Heights and Franklin will have their HVAC completed summer of 2013. HVAC systems improve indoor air quality and improve the quality of the learning environments.
  - The department is committed to removing asbestos and upgrading bathroom facilities.
  - Due to increase in enrollment at Park Avenue, which was built for 325 and is now at 390. There is a need for the additional two classrooms that were framed in the original project design.
  - The discussion of closing an elementary school was noted in the last Master Facilities plan (2008) and during recent budget discussions due to possible budget reductions. The CIP plan identifies a possible addition at Washburn School and/or East Auburn School.
  - In addition to elementary needs, the department has discussed the desire to move the sixth grade to Auburn Middle School, which would require a wing to be added to the middle school in the future.
2. To increase energy efficiencies to reduce annual costs.
  - The school department signed a Performance Contract with Siemens in 2007. The contract guaranteed cost savings that would pay for the contract with Siemens. Some areas addressed in the Siemens' contract were lighting retrofits, lighting sensors, boiler replacements, and building envelopes.
  - All buildings except East Auburn School and Support Services have been converted to Natural gas, which has provided a savings in the department's energy costs. Due to these conversions, the department is required to remove underground tanks as described by the EOP.

3. To replace and/or renovate the Edward Little High School facility to address the deficiencies outlined in the 2009 New England Association of Schools and Colleges (NEASC) Accreditation report and the FVA Capital Assessment Management Report.
- In the 2008 Master Facilities report Edward Little High School was identified as the highest facility need in the school department.
  - Currently, Edward Little High School is sixteenth on the State Funded Construction list. There are five high schools ahead of Edward Little H.S. and only five projects may be approved for funding by State Board of Education.
  - The School Committee reinstated the contract with Harriman Associates that had been signed prior to the submission for state funding in 2008. A New High School Steering Committee started in October of 2012 with the charge to explore options and recommend an option to the school committee. The New High School Steering Committee made a recommendation to build new on the existing site and the School Committee approved the recommendation, on April 3, 2013. The committee is now working towards a referendum and has created sub-committees to address various components of the building project needs.
  - Edward Little High School has been placed on academic probation by the New England Association of Schools and Colleges (NEASC), mostly due to the condition of the facilities. It had been in a "warning" status since 2006 and on actual probation since April 16th, 2009. NEASC is a commonly accepted accreditation institution that sets standards for school districts to align educational outcomes for graduates that are preparing for post-secondary attendance or for the job market. Not being accredited could affect EL students' being accepted into some colleges.
  - Accreditation looks at the overall condition of the facility to determine how it enhances learning in terms of comfort, safety, and an appropriate educational learning and living environment. It also looks at the programs that are offered. There are 41 major facility related deficiencies in the NEASC report (2009). Many of them are related to the facility's size. It simply is not large enough to properly serve the student population. Due to classrooms being overcrowded, classes and materials are offered in inappropriate places. Some programs simply cannot be offered due to lack of suitable space. Then there are identified infrastructure issues such as an outdated heating distribution system, poor indoor air quality, recurring mold issues, a severely undersized cafeteria, small locker rooms, and outdated library and media resources, to name a few.
  - Edward Little has made some progress in addressing accreditation but remains on probation today. Even if Edward Little were able to address the relatively minor curriculum related deficiencies, it cannot address the significant ones as they are building infrastructure related and requires the renovation of the entire facility and the addition of 66,000 new square feet.

These are a representation of the needs that are further explained in the materials provided in the CIP school booklet:

### **Cost and Schedule**

The cost and schedule of projects is outlined on the five-year CIP. Each year, the school department prioritizes the projects identified for a specific year based on the City Council approved CIP bonds and school allocation. When projects are not funded those items remain on the chart and the chart is revised each year. The school department also seeks other funding sources such as Qualified Zone Academy Bonds (QZAB), Qualified School Construction Bonds (QSCB) and State Revolving Renovation Funds (SRRF) programs to leverage federal funds, which allow districts to implement repairs and improvements with interest free loans

### **Maintenance on Operations**

The Auburn School Department has a strong maintenance department even though often there is more work to do than hours in the day. There are five workers that daily address the needs of the departments 11 facility sites. The buildings complete daily work orders are processed via School Dude software, that are tracked to ensure requests are addressed. The Support Service Director oversees the facilities work to make sure that health and safety issues are quickly addressed. The director monitors the work of the maintenance staff, custodial staff, contracted services and facility projects. If the current budget is accepted by the City Council and moved to the voters and approved, funds will be used to increase maintenance staff and upgrade equipment such as the flooring and cleaning equipment.

### **Outcomes and Performance**

1. To maintain school facilities in accordance with health and safety regulations and structural upgrades within the limits of available funds.
  - The department's VFA software program identifies the needs of each facility. This information informs the CIP plan. The school department will be working to create a chart showing the completion of projects, cost of project and date of completion.
2. To increase energy efficiencies to reduce annual costs.
  - The Siemens' yearly "Measurement and Verification" executive reports detail the department's savings. The information is provided in the CIP booklet.
  - Included in the CIP booklet is the Natural Gas Conversion Avoided Cost.
3. To replace and/or renovate the Edward Little High School facility to address the deficiencies outlined in the 2009 New England Association of Schools and Colleges (NEASC) Accreditation report and the FVA Capital Assessment Management Report.
  - The successful passing of the New High School referendum, allocating local funding to start the building of the New High School.
  - Meeting the timeline adopted by the School Committee on May 1, 2013.
  - Edward Little H.S. is fully accreditation and not on probation.

### **Sustainability**

The Auburn School Department will continue to rely on City Bonds, QZAB, QSCB and SRRF funds to support its facility needs due to the department being underfunded. Currently, Fy13 Fiscal Year, Auburn School Department is 2.2 million dollars below Essential Program and Services.

When the local tax expectation is met, the school department will have an opportunity to move toward reducing its bonded debt reliance and move to an operational capital plan. Both the school department and the city will need to identify a bond plan to off set the impact of the cost of a new high school on the local taxpayer. It will need to be a collaborative effort.



# City Council Agenda Information Sheet

## City of Auburn

**Council Meeting Date:** May 13, 2013

**Resolve** 03-05132013

**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:** State of Maine Budget

**Information:** A resolve expressing the opposition to provisions included in the recently proposed state budget that would shift the burden of funding state government to the property tax and property taxpayer has been drafted and copies will be provided to members of the Legislature representing the City of Auburn, members of the Appropriations and Taxation Committees, the Governor, the Speaker of the House, the President of the Senate and the Legislative leadership.

**Financial:** Financial burden to the property tax and property taxpayers.

**Action Requested at this Meeting:** Recommend passage of the resolve.

**Previous Meetings and History:** April 16, 2013 workshop

**Attachments:** Resolve 03-05132013

\*Agenda items are not limited to these categories.

Tizz E. H. Crowley, Ward One  
Robert Hayes, Ward Two  
Mary Lafontaine, Ward Three  
David Young, Ward Four



Leroy Walker, Ward Five  
Belinda Gerry, At Large  
Joshua Shea, At Large

Jonathan LaBonte, Mayor

## IN CITY COUNCIL

RESOLVE 03-05132013

***Expressing the Opposition of the City Council of the City of Auburn to Proposals to Shift the Burden off Funding State Government to the Property Tax and Property Tax Payer.***

**WHEREAS**, the State Administration has submitted a proposed budget for the coming biennium that will shift the funding state government to the property tax by eliminating or significantly modifying longstanding revenue sharing and property tax relief programs; and

**WHEREAS**, the proposal to suspend municipal revenue sharing would result in a \$2.4 million revenue loss to the City of Auburn and, representing 6.4% of the City's general fund operating budget and \$1.19 on the property tax rate; and

**WHEREAS**, the proposal to redirect the excise tax on tractor trailers, despite the presence of Maine's largest dry goods port within our City limits, is estimated to reduce City revenue available for road construction by an additional \$300,000 or \$0.14 cents on the tax rate; and

**WHEREAS**, eliminating the homestead exemption in FY 15 for those under 65 will increase taxes for no longer qualifying residents by \$196 on the net median home value in that year if the City's tax rate remains unchanged, representing a tax increase of over 6.67% for most of those losing the exemption; and

**WHEREAS**, low and moderate income residents under the age of 65 who now qualify for the state property tax circuit breaker program will no longer qualify for it in the coming budget year; and

**WHEREAS**, starting in the second year of the biennium, the business equipment tax reimbursement program (BETR), under which businesses are fully reimbursed for property taxes paid on certain business equipment, will be eliminated with most qualifying property transferred to the business equipment tax exemption program (BETE). Under this program, the City will be reimbursed by the State for 60% of the taxes due; and

**WHEREAS**, the elimination of the business equipment tax reimbursement (BETR) and the modification to the business equipment tax exemption (BETE) will have a significant impact on the City's commercial taxpayers, many of whom make-up the economic engine for the State of Maine, providing jobs and good paying salaries and benefits. The elimination of the BETR program will adversely impact the retail sector, a sector who will not qualify under the BETE program. Additionally, all businesses within the BETR program will experience an 18 month void in State reimbursement until those businesses qualify for BETE program funds; and

**WHEREAS**, further staffing and expenditure reductions of the magnitude to remove or mitigate these losses, without financial support to implement shared service or consolidation efforts, would undermine the City's ability to provide local public services;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUBURN**, that the City Council hereby expresses its strong opposition to provisions included in the recently proposed state

budget that would shift the burden of funding state government to the property tax and property taxpayer. These proposals, even if consolidation efforts were pursued, would lead to an increase in property taxes in Auburn, taxes which often are unrelated to the ability of property owners to pay, or require further service reductions. And while consolidation efforts, even if fully implemented at the start of the new fiscal year, would not be sufficient to replace revenue sharing, the City Council does stand ready to discuss how state incentives could advance those opportunities;

**BE IT FURTHER RESOLVED**, that the City Clerk is directed to provide copies of this RESOLVE to the members of the Legislature representing the City of Auburn, members of the Appropriations and Taxation Committees, the Governor, the Speaker of the House, the President of the Senate and the Legislative leadership.



# City Council Agenda Information Sheet

## City of Auburn

**Council Meeting Date:** May 13, 2013

**Order** 35-05132013

**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:** Public Hearing and Adoption of the proposed Municipal/Education Capital Improvement Program FY2013-2014.

**Information:** In accordance with the City Charter, Section 8.9, a public hearing has been scheduled for tonight, May 13, 2013 at 7:00 P.M. or as soon as possible thereafter.

**Financial:** The bond proposal suggests bonding \$6.5 million dollars, \$5.0 million for the City and \$1.5 million for the School

**Action Requested at this Meeting:** Public hearing and adoption of the FY14 Capital Improvement Program.

**Previous Meetings and History:** 1/22/2013 workshop, 3/25/2013 workshop

**Attachments:**

Public Hearing advertisement

Order 35-05132013 Capital Improvement Program

\*Agenda items are not limited to these categories.

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## **CITY OF AUBURN PUBLIC HEARING**

Public notice is hereby given in accordance with the Auburn City Charter on the proposed Municipal and Education Capital Improvement Program for Fiscal Year 2013-2014.

DATE: May 13, 2013

TIME: 7:00 P.M.

PLACE: Council Chambers, Auburn Hall,  
60 Court Street

The Public is invited to attend and provide the City Council with written and/or oral comments and ask questions concerning the City's proposed capital improvement program. Auburn Hall is accessible for individuals with disabilities.

A copy of the proposed CIP is available on the City's website **[www.auburnmaine.org](http://www.auburnmaine.org)**

Tizz E. H. Crowley, Ward One  
 Robert Hayes, Ward Two  
 Mary Lafontaine, Ward Three  
 David Young, Ward Four



Leroy Walker, Ward Five  
 Belinda Gerry, At Large  
 Joshua Shea, At Large

Jonathan LaBonte, Mayor

IN CITY COUNCIL

ORDER 35-05132013

**ORDERED**, that Capital Purchases (CIP) Bond Projects for FY 2014 in the amount of \$6,500,000 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 FY14 Capital Improvement Program:

<b>Department</b>	<b>FY14 Projects Only (See CIP for full description)</b>	<b>Proposed Financing</b>	<b>CIP</b>	<b>FY 2014 CIP Bond</b>
School	Building and Equipment Improvements	Bond	CIP	\$1,500,000
Engineering	Major Drainage	Bond	CIP	\$60,000
Engineering	MDOT Match	Bond	CIP	\$500,000
Engineering	Reclaim/Resurface	Bond	CIP	\$1,240,000
Engineering	Reconstruction	Bond	CIP	\$1,000,000
Engineering	Retaining Wall (Engineering & Design)	Bond	CIP	\$150,000
Engineering	Bridge Repairs	Bond	CIP	\$125,000
ICT	Call Recording	Bond	CIP	\$20,000
ICT	Network Security	Bond	CIP	\$40,000
Parking Facilities	Mechanics Row Garage	Bond	CIP	\$75,000
Parks & Recreation	Tractor w/Attachments	Bond	CIP	\$53,000
Parks & Recreation	Holder Tractor	Bond	CIP	\$165,000
Parks & Recreation	Underground Tank Removal	Bond	CIP	\$14,000
Planning & Code	Municipal Street Light Purchase	Bond	CIP	\$750,000
Planning & Code	Traffic Signal Pole Replacement	Bond	CIP	\$10,736
Planning & Code	Street Light Pole Replacement	Bond	CIP	\$25,000
Planning & Code	Traffic Signal Controller Upgrades	Bond	CIP	\$55,460
Planning & Code	Replace Existing HPS Fixtures and Poles	Bond	CIP	\$26,000
Library	Building Improvements	Bond	CIP	\$24,136
Public Works	Heavy Equipment-Dump Trucks	Bond	CIP	\$320,000
Public Works	Heavy Equipment-Street Sweeper	Bond	CIP	\$215,000
Public Works	Vehicles	Bond	CIP	\$38,000
Public Works	Floor Sweeper/Scrubber	Bond	CIP	\$22,500
Contingency	Retained earnings for bid variances			\$71,168
<b>TOTALS</b>				<b>\$6,500,000</b>



# City Council Agenda Information Sheet

City of Auburn

**Council Meeting Date:** May 13, 2013

**Order** 36-05132013

**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:** Public Hearing and Adoption of the proposed Municipal/Education Capital Improvement Program FY2013-2014.

**Information:** In accordance with the City Charter, Section 8.9, a public hearing has been scheduled for tonight, May 13, 2013 at 7:00 P.M. or as soon as possible thereafter.

**Financial:** These projects amount to \$891,772 and are funded through unallocated bond proceeds and other funds.

**Action Requested at this Meeting:** Public hearing and adoption of the FY14 Capital Improvement Program.

**Previous Meetings and History:** 1/22/2013 workshop, 3/25/2013 workshop

**Attachments:**

Public Hearing advertisement

Order 36-05132013 Capital Improvement Program

\*Agenda items are not limited to these categories.

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## **CITY OF AUBURN PUBLIC HEARING**

Public notice is hereby given in accordance with the Auburn City Charter on the proposed Municipal and Education Capital Improvement Program for Fiscal Year 2013-2014.

DATE: May 13, 2013

TIME: 7:00 P.M.

PLACE: Council Chambers, Auburn Hall,  
60 Court Street

The Public is invited to attend and provide the City Council with written and/or oral comments and ask questions concerning the City's proposed capital improvement program. Auburn Hall is accessible for individuals with disabilities.

A copy of the proposed CIP is available on the City's website **[www.auburnmaine.org](http://www.auburnmaine.org)**

Tizz E. H. Crowley, Ward One  
 Robert Hayes, Ward Two  
 Mary Lafontaine, Ward Three  
 David Young, Ward Four



Leroy Walker, Ward Five  
 Belinda Gerry, At Large  
 Joshua Shea, At Large

Jonathan LaBonte, Mayor

IN CITY COUNCIL

ORDER 36-05132013

ORDERED, that Capital Purchases (CIP2) Other Funding for FY 2014 in the amount of \$891,772 are hereby approved as listed:

<b>Department</b>	<b>FY14 Projects Only (See CIP for full description)</b>	<b>Proposed Financing</b>	<b>CIP 2</b>	<b>FY 2014 CIP Bond</b>
ICT	Web Site-Second Phase	Unallocated Bonds	CIP 2	\$20,000
LA911	Server Upgrade/Virtualization Project-Phase III	Unallocated Bonds	CIP 2	\$49,772
LATC	Bus Replacement	Unallocated Bonds	CIP 2	\$40,000
Parks & Rec	Turf Machine	Special Revenue Funds	CIP 2	\$23,000
Parks & Rec	Replace Pettengill Playground	Unallocated Bonds	CIP 2	\$38,000
Planning	Comprehensive Plan Property Acquisition Program	Downtown TIF	CIP 2	\$500,000
Planning	Androscoggin Greenway Signage and Wayfinding Pilot Program	Downtown TIF	CIP 2	\$75,000
Police	Mobile Radio Replacement-Phase 1	Unallocated Bonds	CIP 2	\$45,000
Public Works	Trench Box	Unallocated Bonds	CIP 2	\$17,000
Public Works	Festival Plaza Canopies	Downtown TIF	CIP 2	\$60,000
Public Works	Oak Hill Cemetery Building Improvements	Unallocated Bonds	CIP 2	<u>\$24,000</u>
<b>TOTALS</b>				<b>\$891,772</b>