



# **Special Joint Workshop City Council & School Committee March 25, 2013 Agenda**

## **6:00 P.M. Workshop**

- A. Capital Improvement Program (CIP) per the City of Auburn Municipal Charter, Article 8.9 and 8.10
  - a. High School Discussion (60 – 90 minutes)
- B. Council and School Budget Objectives (30 minutes)



## City Council Workshop Information Sheet

City of Auburn

Council Workshop Date: March 25, 2013

Item A

Author: Clinton Deschene, City Manager & Katy Grondin, Superintendent

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: : Draft FY2014 Capital Improvement Program (CIP)

Information: Per the City of Auburn Municipal Charter, Article 8.9 and 8.10, "The City Manager and Superintendent of Schools shall jointly prepare and submit to a joint meeting of the City Council and School Committee a multi-year capital program no later than one (1) month before the final date for submission of the budget."

City Manager and Department Directors have reviewed Municipal Departmental needs and the Superintendent of Schools and School Staff have reviewed School Departmental needs that shall include:

1. A clear general summary of its contents;
2. Identification of the long-term goals of the community;
3. A list of all capital improvements and other capital expenditures which are proposed to be undertaken during the fiscal years next ensuing, with appropriate supporting information as to the necessity for each;
4. Cost estimates and recommended time schedules for each improvement or other capital expenditure;
5. Method of financing upon which each capital expenditure is to be reliant;
6. The estimated annual cost of operating and maintaining the facilities to be constructed or acquired;
7. A commentary on how the plan addresses the sustainability of the community and the region of which it is a part; and
8. Methods to measure outcomes and performance of the capital plan related to the long-term goals of the community.

The School Department will be prepared to discuss the Edward Little High School project and what it will mean to the City.

Financial: FY2014 budget and future bonding

Action Requested at this Meeting: none

Previous Meetings and History: none

Attachments:

- CIP Memo
- CIP spending FY9-13
- CIP information will be provided on 3/25/2013

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

## 2014 CAPITAL IMPROVEMENT

### *Introduction*

The Capital Improvement Plan for Auburn ("CIP") for fiscal year 2014 and future years is enclosed. The document includes a spreadsheet for FY 2014 of each expenditure by department and intended source of funds. Additionally each department had 5 years work of projected needs on individual pages. These sections are by department.

### *Long-term Goals*

The City of Auburn has many capital needs in its future. The data supplied represents a good understanding of the next five years, but some items deserve noting as well as the City foresees some expenses beyond the next five years.

1. The School Department needs to begin address or formulating a plan for building maintenance. A recent report identifies that annual spending may be less than adequate to meet those needs.
2. The School Department is reviewing methods to repair or replace the High School. This cost may occur within the next 5 years and if locally funded will impact debt capacity for the City for the next 30 years.
3. Retaining walls throughout the City are beginning to deteriorate. The City needs to evaluate these structures to determine a schedule to repair or replace and the cost. Depending on the cost this could be significant.
4. The reuse of Ingersoll Arena may be a cost to the City depending on use. Within the next year the City will need to determine a direction to begin planning of its reuse.
5. Many City buildings are beginning to show wear. They include Fire Station #2, Central Fire Station, Pettengill, Public Works, and a decision on the location of Police in City Hall. All of these needs to be better defined and understood.
6. The Ladder Truck for the City is facing the need of replacement within the next year.
7. The cost to convert our street lights to City owned will create a savings, but this needs to be negotiated before true costs and savings are precisely determined. However, in order to have good faith negotiation the City must have funds or funding in place for the purchase of the lights in advance of negotiations.
8. The Greenway project for New Auburn in the Downtown will need a city contribution.

These are to represent a sample of the needs, depending on future Councils and their policies these could change or have more added. Also this list is in no priority order.

### *Cost and Schedule*

Each item had a projected cost. In addition it is the Cities goal to complete all of the 2014 items in this fiscal year. Some items are already bid and waiting funding and others will be bid after the beginning of the fiscal year. As a staff, we all want to become more efficient in beginning projects promptly on July 1, unless other considerations are changing the timeline. We all feel with 2 years that bond funds and CIP projects will commence and complete much more quickly as we move forward.

## *Maintenance on Operation*

The CIP from the City for 2014 is predominantly maintenance or replacement of existing equipment/facilities. As such, the cost to maintain or operate is already included in operating budgets. A good example is replacing a cruiser or dump truck has not additional maintenance or operation beyond what is already in the budget.

Some items may have impacts and they are as follows:

1. South Goff St. Extension: This project would increase the total City road miles. And may lead to an enhanced traffic signal. The total road added would be less than a quarter of a mile. Future costs to maintain and pave could be expected in the range of \$20,000 to \$25,000 per mile, so a quarter of a mile is \$5,000 to \$6,250.
2. Fire Department Security System: With a total cost of \$37,000 the annual costs would be maintenance agreements that would not exceed \$3,000 per year but would fluctuate between vendors.
3. Mechanics Row Parking Garage Maintenance: Zero future cost but is a great example of information that should be provided in a CIP when projects of this nature are built.
4. Municipal Street Light Purchase: Removing this rental cost will actually save the City money but savings will not be determined until a negotiated contract with utility.
5. Comprehensive Plan Property Acquisition Program: These funds supplement CDBG programs in the Downtown TIF are for properties that are not eligible for CDBG. Not only could this lead to purchase, demo, or improvements, but could be used for match in grants or projects in the area they come up and meet the goal of improving the Downtown/New Auburn area.
6. Wayfinding Pilot Program: Maintenance for mowing and cleaning could be funded with existing resources. However, longer-term there will be needs for repair and replacement. An estimate prior to knowing actual sign costs would be \$7,500 per year, 10 percent.
7. Oak Hill Cemetery Building Removal/Replacement: If removed this will remove the cost of future maintenance. A savings of \$40,000, the difference between replacing \$66,000 and removing \$26,000.

## *Outcomes and Performance*

The City could have been doing a better job of measuring performance and outcomes. The process the City will use moving forward is an annual financial statement of each project, percent spent, date completed or to be completed. These can be reviewed to show that budgets were met, how long it took to complete, and how remaining funds were allocated.

CIP - Fund 3000  
FY 12-13

Description	Dept	Original Budget	Transfer	Revised Budget	FY 13 To Date 2/27/2013	Total Exp	Encumbered	Unexpended (Over exp)	Available to Reallocate	Notes
<b>2012 GO BONDS (FY 12-13)</b>										
PW-Boiler Conversion	PW	200,000.00		200,000.00	9,310.00	9,310.00	490.00	190,200.00		
PW-Building & Grounds	PW	200,000.00		200,000.00		-	185,500.00	14,500.00		In process
Major Drainage	Eng	60,000.00		60,000.00	15,484.36	15,484.36		44,515.64		
Drainage Mechanics Row	Property	25,000.00		25,000.00		-		25,000.00		
Reclamation	Eng	1,500,000.00		1,500,000.00	577,609.09	577,609.09	922,390.91	-		
Road Reconstruction	Eng	1,000,000.00		1,000,000.00	248,141.02	248,141.02	741,560.36	10,298.62		
Sidewalks	Eng	100,000.00		100,000.00		-		100,000.00		
MDOT Match	Eng	125,000.00		125,000.00	695.32	695.32		124,304.68		
Main St Electrical	Electrical	36,000.00		36,000.00		-		36,000.00		
Clerk-Fireproof Storage	Clerk	44,000.00		44,000.00	10,725.00	10,725.00	3,575.00	29,700.00		In process
PW Heavy Equipment	PW	550,000.00		550,000.00		-		550,000.00		
LATC-Bus Replacement	LATC	40,000.00		40,000.00		-		40,000.00		To be held in reserve
School	School	1,675,000.00		1,675,000.00	38,408.75	38,408.75		1,636,591.25		
Contingency	Admin	45,000.00		45,000.00		-		45,000.00		
Bond Issuance Costs	Admin		58,752.26	58,752.26	53,736.87	53,736.87		5,015.39	5,015.39	
<b>Subtotal 2012 Bonds</b>		<b>5,600,000.00</b>	<b>58,752.26</b>	<b>5,658,752.26</b>	<b>954,110.41</b>	<b>954,110.41</b>	<b>1,853,516.27</b>	<b>2,851,125.58</b>	<b>5,015.39</b>	
<b>2012 Reallocated Bond Funds (FY12-13)</b>										
Auburn Hall Roof			61,100.00	61,100.00		-		61,100.00		
Foster Road Demolition			12,000.00	12,000.00		-		12,000.00	12,000.00	Property sold
PAL Center-Heating			20,000.00	20,000.00	26,714.18	26,714.18		(6,714.18)		
Hasty Boiler Repair			30,000.00	30,000.00		-		30,000.00		
Library Building Improvements			12,022.00	12,022.00		-		12,022.00		Will be done in the Spring
Fire Building Improvements			80,000.00	80,000.00		-		80,000.00		
Fire S Main-Boiler Conversion			15,000.00	15,000.00		-		15,000.00		
Pavement Management Software			67,500.00	67,500.00	8,515.84	8,515.84	60,922.80	(1,938.64)		
PD-Mobile Data Terminal Replacement			75,000.00	75,000.00	2,800.00	2,800.00	74,303.00	(2,103.00)		
PD-Mobile Cameras			103,000.00	103,000.00	81,624.32	81,624.32	15,622.00	5,753.68		
PW-Fleet GPS System			32,000.00	32,000.00		-		32,000.00		
PW-Security Cameras			18,000.00	18,000.00		-		18,000.00		
Library Computer Replacements			22,075.00	22,075.00		-		22,075.00		Sent PO Request 02/27/13
Aerial Photo Update			60,500.00	60,500.00	43,630.00	43,630.00		16,870.00		Balance to be expended in the summer
Police Copier			13,000.00	13,000.00	12,245.67	12,245.67		754.33	754.33	Complete
Fire Hose Replacement			17,000.00	17,000.00		-		17,000.00		
Parks-Mowers			7,500.00	7,500.00	7,500.00	7,500.00		-		Complete
Aerial Platform			4,300.00	4,300.00	4,075.00	4,075.00		225.00	225.00	Complete
PW-Trackless Attachments			35,000.00	35,000.00	35,000.98	35,000.98		(0.98)	(0.98)	Complete
Engineering Vehicles			30,000.00	30,000.00	30,001.33	30,001.33		(1.33)	(1.33)	Complete
Police Vehicles			225,680.00	225,680.00	193,687.18	193,687.18	6,719.35	25,273.47		
PW-Vehicles & Equipment			40,000.00	40,000.00		-		40,000.00		
Parking Garage			75,000.00	75,000.00		-		75,000.00		RFP in process
<b>Subtotal Reallocated Bond Funds</b>		<b>-</b>	<b>1,055,677.00</b>	<b>1,055,677.00</b>	<b>445,794.50</b>	<b>445,794.50</b>	<b>157,567.15</b>	<b>452,315.35</b>	<b>12,977.02</b>	



## City Council Workshop Information Sheet

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Council Workshop Date: March 25, 2013

Item B

Author: Clint Deschene, City Manager

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

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

Subject: Council and School Budget Objectives

### Information:

Pursuant to City Ordinance;

Sec. 2-485. - Council action on budget increase.

(a) Budget expenditure cap. Beginning with the fiscal year 2008 budget, the city council will not approve any increase in the budget which exceeds the consumer price index (urban) as compiled for the 12-month period ending as of December 31 prior the start of the succeeding fiscal year.

(b) Exception. When deemed necessary by the city council, this provision may be waived by a majority vote of the city council.

Council should discuss approach and directives to staff for developing FY2014 budget. CPIU for December 31, 2012 was 1.7%.

Financial: Budget impacts are to be determined

Action Requested at this Meeting: Advise

Previous Meetings and History: None

Attachments: None

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