

City of Auburn, Maine

"Maine's City of Opportunity"

Parks & Recreation Department



Parks & Recreation Advisory Board
Hasty Community Center
June 12, 2013
6:30 PM

- **Minutes**

No minutes from last month, no quorum.

- **New Members**

Sue Patneau
Thomas Nadeau

- **Resignations**

- **Meeting Venue, Date & Time**

- **Lewiston-Auburn Public Health Committee – Tobacco-Free Ordinance**

1. Review proposed ordinance
2. Forward recommendations

- **Parks & Recreation Advisory Board – Ordinance Review**

1. Current Ordinance
2. Proposed Ordinance Amendments
3. Forward recommendations

- **Parks Operations**

- **Double Surface Arena**

1. Construction update

- **Municipal Beach**

1. Review Operating Plan
2. Forward recommendations for use

- **Ingersoll Arena**

1. Financials

- **Electing Officers**

1. Discussion

- **Future Agenda Items**

1. Pulsifer Field agreement
2. Tribou Field agreement

- **Open**

- **Adjourn**

“Lewiston Auburn Public Health Committee Recommendations”

AN ORDINANCE PERTAINING TO PARKS AND RECREATION

THE CITY OF AUBURN HEREBY ORDAINS:

Chapter 34 of the Code of Ordinances of the City of Auburn, Maine are hereby amended as follows:

CHAPTER 34

Parks, Recreation, and Cultural Affairs

34 – XX. Tobacco.

(a) No person shall use tobacco on city-owned athletic fields, city-owned parks, city-owned playgrounds, city-owned trails, city-owned beaches; including but not limited to Festival Plaza, Auburn Riverwalk, and Mount Apatite.

- i. The City of Auburn specifically restricts the use of any tobacco product, including, but not limited to: cigarettes, cigars, and all smokeless tobacco products and electronic nicotine delivery devices. (see Appendix A)

(b) Tobacco use on all school grounds is prohibited by state law at all times.

(c) Tobacco use at city-owned indoor facilities and outside exterior at least 20 feet from entryways, windows, vents and doorways, and not in any location that allows smoke to circulate back into the building is prohibited by state law at all times.

Notifications:

The park and recreation staff or their representatives will have the authority to notify offenders about the policy and have the authority to ask persons to leave if uncooperative. Notifications will follow the norms and procedures of other ordinances. The park and recreation department shall place signs at the beginning and end point of any city trail as well as in such other locations that the parks and recreation department deems necessary to notify the public of this ordinance. There will be three months of educational period before the ordinance is put into effect.

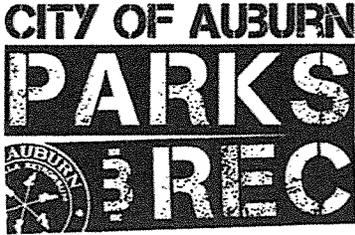
Enforcement/Penalties:

Person who violates any provision of this article shall be guilty of an infraction, punishable by the following fine schedule and said fines shall be recovered for use by the City:

1. A fine of \$50.00 for a first violation
2. A fine of \$100.00 for a second violation of this article within one year.
3. A fine of \$150.00 for each additional violation of this article within one year.

ORDERED, that smoking shall be prohibited in the following parks and public grounds as described in Section XX-XX of the Auburn City Code :
 Appendix A

50 Waterfront	56 Parkland	60 Parking Lots	61 City Ops	62 Education	66 Cemetery
No River Road	Great Falls Plaza 112 Main St Great Falls Plaza 85 Dennison ST 31 Chestnut St 94 Fish Hatchery Rd 114 Fish Hatchery Rd 94 Ninth St Cleveland Ave So Main St 74 Miller St 284 Main St Miller St 57 High St	15 Academy St 131 Main St 76 Court St 133 Pleasant St 51 Broad St Troy St	30 Great Falls Plaza Parks & Rec Bids Library 49 Spring St (elec bid) 1 Minot Ave (police Bid) 30 So Main St (Aub Water Dist) 268 Court St Aub Water office 60 Court St Auburn Hall & garage 296 Gracelwan (PW) 651 Center St (AFD) 1276 Turner (watershed treatment Plant) 740 W Auburn Rd (schoolhouse) 1208 Turner (Auburn Water Dist) 80 Airport Dr (landstrip café) Airport Hangers 110 Goldwaite Rd (MWAC) 550 Minot Ave (AFD) 180 So Main St (AFD) 106 Small Rd (Clubhouse)	277 Main St 161 Park Ave 24 Chestnut St 35 Lake Auburn Ave 15 Andrew Dr 32 Sherwood Dr 435 Minot Ave 92 Mary Carroll St 38 Falcon St 80 Lake Ave 23 High St 77 Harris St	269 Skillings Corner Rd 95 Johnson Rd 2865 Turner Rd 1095 Northriver Rd 1698 Jordan School Rd 2335 Riverside Dr 65 Old Hotel Rd Riverside Dr 155 Pownal Rd 355 Old Danville Rd 232 Fletcher Rd 653 Riverside Dr



DIVISION 4. – PARKS AND RECREATION ADVISORY BOARD

Sec. 2-454. – Established; membership.

Sec. 2-455. – Term of members.

Sec. 2-456. – Officer; rules of procedure; vacancies.

Sec. 2-457. – Duties.

Secs. 2-458-2.482. – Reserved

Sec. 2-454. – Established; membership.

- (a) There shall be a parks and recreation advisory board, which shall be composed of ~~eight~~ eleven members. All except the two ex-officio members of the board shall be appointed by the city council.
- (b) Of the ~~seven~~ nine appointed members, there shall be no more than two members from the same ward. A member shall forfeit his membership if he becomes a resident of a ward in which two members of the board already reside. The nine appointed members shall consist of five members, one representing each ward, two at-large, one school committee member and one city councilor.
- (c) Serving as ex officio members shall be the director of parks and recreation and the school department athletic director or his designee. ~~who shall also serve as secretary to the board.~~ The parks and recreation director shall also serve as secretary of the board.
- (d) Nothing in this article shall preclude the creation of standing subcommittees.

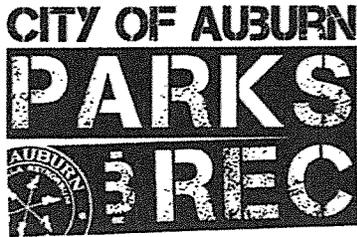
(Code 1967, §18-3.1)

Sec. 2-455. – Term of members.

All appointed members of the parks and recreation advisory board shall serve staggered two year terms from the date of their appointment and thereafter until their successors are appointed beginning with the effective date of this Code. Members of the board may be appointed to succeed themselves.

(Code 1967, §18-3.3)

Sec. 2-456. – Officers; rules of procedure; vacancies.



Parks & Recreation Advisory Board – Ordinance Amendments

The parks and recreation advisory board shall elect a chair, a vice-chair and such other officers as it may require. The board shall develop such rules to govern its meetings and operations as it deems advisable. Upon the death, incapacity or removal from the city of any members, or if any members shall be absent without excuse for three consecutive meetings, the secretary of the board shall advise the city council that a vacancy exists and request the appointment of a replacement.

(Code 1967, §18-3.4)

Sec. 2-457. – Duties.

The purpose of the parks and recreation board shall be:

- (1) The review of existing programs of the parks and recreation department and the planning of revised, supplementary or new programs to meet the present and future needs of the city with a primary responsibility to advise on the recreation master plan for development and implementation.
- ~~(2) The coordination of existing programs of the recreations department with those of volunteer and charitable organizations and those of other governmental units.~~
- ~~(3)~~(2) Review annually, a conditions and safety report of all parks and recreation facilities as prepared by staff. This report will be submitted by the parks and recreation director to the city manager by December 1st.
- (3) Improving communication regarding the recreational needs of the city between the people and the recreation department, the city council, and other city departments.
- ~~(4) Developing recommendations for more efficient use of present facilities and personnel.~~
- (4) The investigation of federal, state and private programs for financial assistance and the development of recommendations regarding participation in such programs by the city. The board shall also research and advise the parks and recreation director on other potential grant opportunities to apply for.
- ~~(5) The investigation of federal, state and private programs for financial assistance and the development of recommendations regarding participation in such programs by the city.~~

(Code 1967, §18-3.2)

Secs. 2-458-2-482. – Reserved.

Auburn, Maine, Code of Ordinances >> **PART II - CODE OF ORDINANCES >> Chapter 2 - ADMINISTRATION >> ARTICLE V. - BOARDS, COMMISSIONS AND COMMITTEES >> DIVISION 4. - PARKS AND RECREATION ADVISORY BOARD >>**

DIVISION 4. - PARKS AND RECREATION ADVISORY BOARD

Sec. 2-454. - Established; membership.

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Sec. 2-456. - Officers; rules of procedure; vacancies.

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Sec. 2-454. - Established; membership.

- (a) There shall be a parks and recreation advisory board, which shall be composed of eight members. All except the ex officio member of the board shall be appointed by the city council.
- (b) Of the seven appointed members, there shall be no more than two members from the same ward. A member shall forfeit his membership if he becomes a resident of a ward in which two members of the board already reside.
- (c) Serving as the ex officio member shall be the director of parks and recreation, who shall also serve as secretary to the board.
- (d) Nothing in this article shall preclude the creation of standing subcommittees.

(Code 1967, § 18-3.1)

Sec. 2-455. - Term of members.

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(Code 1967, § 18-3.4)

Sec. 2-457. - Duties.

The purpose of the parks and recreation advisory board shall be:

- (1) The review of existing programs of the parks and recreation department and the planning of revised, supplementary or new programs to meet the present and future needs of the city.
- (2) The coordination of existing programs and facilities of the recreation department with those of volunteer and charitable organizations and those of other governmental units.
- (3) Developing recommendations for more efficient use of present facilities and personnel.
- (4) Improving communication regarding the recreational needs of the city between the people and the recreation department, the city council, and other city departments.
- (5) The investigation of federal, state and private programs for financial assistance and the development of recommendations regarding participation in such programs by the city.

(Code 1967, § 18-3.2)

Secs. 2-458—2-482. - Reserved.

City of Auburn, Maine

"Maine's City of Opportunity"

Parks & Recreation Department



The purpose of this document is to outline the 2013 Municipal Beach operating procedures, beginning June 15th, 2013 through September 2nd 2013.

- Opening day of the beach will be Tuesday, July 2nd.
- The primary purpose for the delayed opening is wildlife services recommends keeping the outlet beach park closed to the public in 2013, until after the geese molt and are captured. This action will greatly increase the success of a goose roundup and help to ensure that money isn't wasted in mobilizing staff and resources on a day that the geese aren't present.
- The beach will close Tuesday, September 3rd.
- The beach will be closed to the public on all Mondays, except for Labor Day.
- Hours of operation will be Tuesday through Sunday, 10:00 a.m. – 6:00 p.m.
- Beach entry will be free of charge.
- There will be no lifeguard on duty; swimming is strictly at the users' own risk.
- Water testing will begin on Saturday, June 15th, in preparation for opening day. Tests performed by the Auburn Water District are at a rate of \$32 per test.
- Water testing will be done daily, and water quality reporting will be available 24 hours after the sample is taken.
- Two bacteria types will be tested for, Enterococci and E. coli. Maximum threshold limits for presence of these bacteria will be: Enterococci – 60 cfu/100ml, E. coli – 190 cfu/100ml. These standards have been adopted from the 2012 EPA Recreational Water Quality Criteria recommendations.
- Should the maximum thresholds limits be exceeded for either bacterium, the beach will have a mandatory 48 hour closure. Notification of beach closure will be made through the City website only.

- One capital project will be performed utilizing CDBG funds before opening day; installation of beach volleyball courts.
- The concession stand will be bid out through the formal RFP process.
- The Lessee of the concession stand will be responsible for the concessions area, collecting water samples, transporting water samples to the testing lab and other miscellaneous duties.

CITY OF AUBURN



YTD

FOR 2013 13

ACCOUNTS FOR:	ORIGINAL	REVISED	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
6000 ICE ARENA	APPROP	BUDGET				BUDGET	USED
0000 UNASSIGNED							
6000-0060-0000-00020-420026-	-40,000	CONCESSION STAND	-40,000.00			-4,188.91	89.5%*
6000-0060-0000-00020-420049-	-15,000	SIGN ADVERTISEMENT	-15,000.00			-13,750.00	8.3%*
6000-0060-0000-00020-420900-	0	ICE - SPECIAL PROGRAMS	.00			.00	.0%*
6000-0060-0000-00020-420901-	-8,000	PROSHOP	-8,000.00			-1,616.46	79.8%*
6000-0060-0000-00020-420902-	0	ICE - YOUTH PROGRAMS	.00			1,375.42	100.0%*
6000-0060-0000-00020-420903-	-15,000	PROGRAMS	-15,000.00			-15,000.00	.0%*
6000-0060-0000-00020-420904-	-15,000	RI - SHINNY HOCKEY	-15,000.00			-4,395.00	70.7%*
6000-0060-0000-00020-420905-	-15,000	RI - PUBLIC SKATING	-15,000.00			-4,954.00	67.0%*
6000-0060-0000-00020-420906-	-14,000	RI - SKATING INSTRUCTION	-14,000.00			-5,901.80	57.8%*
6000-0060-0000-00020-429010-	-368,000	RENTAL INCOME	-368,000.00			-9,265.10	97.5%*
6000-0060-0000-00022-422000-	0	INVESTMENT INCOME	.00			410.15	100.0%*
6000-0060-0000-00029-429000-	0	MISCELLANEOUS REVENUE	.00			.00	.0%*
6000-0060-0000-00029-580001-	0	TRANSFER IN	.00			.00	.0%*
6000-0060-0000-00061-611000-	100,160	SALARIES	100,160.00	74,258.57		25,901.43	74.1%*
6000-0060-0000-00061-612000-	26,112	PART - TIME	26,112.00	9,965.00		16,147.00	38.2%*
6000-0060-0000-00061-612001-	3,200	TEMPORARY ASSISTANCE	3,200.00	1,417.50		1,782.50	44.3%*
6000-0060-0000-00061-613000-	1,500	OT - REGULAR	1,500.00	626.10		873.90	41.7%*
6000-0060-0000-00061-615000-	1,050	UNIFORM ALLOWANCE	1,050.00	495.94		554.06	47.2%*
6000-0060-0000-00061-617000-	23,704	HEALTH INSURANCE	23,704.00	24,408.40		-704.40	103.0%*
6000-0060-0000-00061-617001-	10,000	FICA/MEDICARE	10,000.00	6,699.93		3,300.07	67.0%*

CITY OF AUBURN



YTD

FOR 2013 13

ACCOUNTS FOR:	ORIGINAL	REVISED	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
6000 ICE ARENA	BUDGET	BUDGET				BUDGET	USED
6000-0060-0000-00061-617005-	3,000	ICMA RETIREMENT	1,034.59	.00	.00	1,965.41	34.5%
6000-0060-0000-00061-617008-	2,850	CAFETERIA PLAN	2,850.00	.00	.00	.00	100.0%
6000-0060-0000-00062-620000-	2,400	Advertising	.00	.00	.00	2,400.00	.0%
6000-0060-0000-00062-628000-	3,000	PROFESSIONAL SERVICES	1,244.00	.00	.00	1,756.00	41.5%
6000-0060-0000-00062-628019-	10,000	Repairs - Buildings	12,526.51	.00	.00	-2,526.51	125.3%*
6000-0060-0000-00062-628020-	0	Repairs - Vehicles	687.39	.00	.00	-687.39	100.0%*
6000-0060-0000-00062-628021-	6,000	Repairs - Equipment	10,329.37	.00	.00	-4,329.37	172.2%*
6000-0060-0000-00062-628026-	622	Repairs - Maintenance Contract	425.50	.00	.00	196.50	68.4%
6000-0060-0000-00062-629000-	1,000	Training & Tuition	.00	.00	.00	1,000.00	.0%
6000-0060-0000-00062-629001-	300	Travel - Mileage Reimbursement	.00	.00	.00	300.00	.0%
6000-0060-0000-00062-629002-	0	Travel - Seminar Costs	.00	.00	.00	.00	.0%
6000-0060-0000-00062-632000-	150	Dues & Subscriptions	125.00	.00	.00	25.00	83.3%
6000-0060-0000-00062-645000-	3,958	Insurance Premiums	3,958.00	.00	.00	.00	100.0%
6000-0060-0000-00063-633000-	300	OFFICE SUPPLIES	5.14	.00	.00	294.86	1.7%
6000-0060-0000-00063-633001-	5,000	Other Sup - Operating	4,077.55	.00	.00	922.45	81.6%
6000-0060-0000-00063-633002-	16,000	OthSup - Concessions	14,065.07	.00	.00	1,934.93	87.9%
6000-0060-0000-00063-633003-	1,000	Other Sup - Pro-shop	358.96	.00	.00	641.04	35.9%
6000-0060-0000-00063-633021-	300	Other Sup - Safety Equipment	70.05	.00	.00	229.95	23.4%
6000-0060-0000-00063-633022-	5,000	Other Supplies--Programs	.00	.00	.00	5,000.00	.0%
6000-0060-0000-00063-642000-	0	Comm - Postage	.00	.00	.00	.00	.0%
6000-0060-0000-00064-640000-	1,200	Comm - Telephone	2,377.60	.00	.00	-1,177.60	198.1%*
6000-0060-0000-00064-640000-	4,000	Utilities - Water/Sewer	3,720.42	.00	.00	279.58	93.0%

CITY OF AUBURN



YTD

FOR 2013 13

ACCOUNTS FOR:	ORIGINAL	REVISED	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
6000 ICE ARENA	BUDGET	BUDGET				BUDGET	USED
6000-0060-0000-00064-641002-	100,000	Utilities - Electricity		.00	.00	15,731.73	84.3%
6000-0060-0000-00064-641003-	22,000	Utilities - Bottled Gas	84,268.27	.00	.00	6,229.58	71.7%
6000-0060-0000-00064-641005-	0	Utilities - Diesel	22,000.00	.00	.00	.00	.0%
6000-0060-0000-00065-650000-	0	CIP-General	.00	.00	.00	.00	.0%
6000-0060-0000-00065-651000-	0	CIP-Big. Improv	4,075.00	.00	122,050.00	-126,125.00	100.0%*
6000-0060-0000-00065-656100-	0	MACHINERY & EQUIP	.00	.00	.00	.00	.0%
6000-0060-0000-00065-659000-	0	Depreciation Expense	.00	.00	.00	.00	.0%
6000-0060-0000-00066-661000-	94,760	Debt Service - Interest	92,339.38	.00	.00	2,420.62	97.4%
6000-0060-0000-00088-900001-	0	TRANSFER OUT	94,760.00	.00	.00	.00	.0%
TOTAL UNASSIGNED	-41,434		-41,434.00	.00	122,050.00	-102,949.36	-148.5%
TOTAL REVENUES	-490,000		-490,000.00	.00	.00	-57,285.70	
TOTAL EXPENSES	448,566		448,566.00	.00	122,050.00	-45,663.66	

CITY OF AUBURN



YTD

FOR 2013 13

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-41,434	-41,434.00	-60,534.64	.00	122,050.00	-102,949.36	-148.5%
** END OF REPORT - Generated by Ravi Sharma **							