



# City Council Meeting and Workshop

## June 18, 2012

### Agenda

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

A. Ice Arena – Ravi Sharma, Denis D’Auteuil

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

#### II. Minutes

- June 4, 2012 City Council Meeting Minutes

#### III. Reports

##### Mayor’s Report

##### Committee Reports

- **Transportation**
  - Androscoggin Transportation Resource Center – Mayor LaBonte
  - Lewiston Auburn Transit – Councilor Gerry
  - Airport, Railroad – Councilor Hayes
- **Housing**
  - Community Development Block Grant, Neighborhood Stabilization Program, Auburn Housing Authority – Councilor Gerry
- **Economic Development**
  - L-A Economic Growth Council, Auburn Business Development Corp. – Councilor Shea
- **Education**
  - Auburn School Committee – Councilor Young
  - Auburn Public Library – Councilor LaFontaine
  - Great Falls TV – Councilor Young and Councilor Shea
- **Environmental Services**
  - Auburn Water District, Auburn Sewerage District – Councilor Crowley
  - Mid-Maine Waste Action Corp. – Councilor Walker
- **Recreation**
  - Recreation Advisory Board – Councilor Walker
- **Public Safety**
  - LA 911 – Councilor Walker

##### City Councilors’ Reports

##### City Manager’s Report

Finance Director, Jill Eastman – May 2012 Monthly Report

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## IV. Communications, Presentations and Recognitions

- Presentation of Mayor Portraits – Mayor LaBonté
- Recognition of City Employee – Mayor LaBonté

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

## VI. Unfinished Business

### 1. Resolve 05-06042012

Adopting the Municipal Budget (Annual Appropriation Resolve), second and final reading.

## VII. New Business

### 1. Order 39-06182012

Adopting the 2012-2013 Capital Improvement Program (CIP) Bond Projects.

### 2. Order 40-06182012

Adopting the 2012-2013 Capital Improvement Program (CIP2) Other Funding Projects.

### 3. Order 41-06182012

Authorizing the issuance and sale of the City's general obligation bonds in the amount of \$5,600,000. Public hearing and first reading.

### 4. Order 42-06182012

Establishing the property tax payment due dates and to establish the property tax delinquency and overpayment interest rates for Fiscal Year 2012-2013.

### 5. Order 43-06182012

Designating the city-owned parcel at 8 S. Main Street (PID: 221-074) as a Public Easement (as defined by 23 M.R.S.A. § 3021); and that the City Manager is authorized to execute any documents necessary to complete this designation.

III. **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*.

## IX. Future Agenda/Workshop Items

## 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

# Auburn City Council Meeting & Workshop

June 18, 2012

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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
- 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: 6/18/2012

Item A

Author: Ravi Sharma

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### Subject: Double Surface Ice Arena Proposal

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**Information:** The Public Service Team will present information to Council and members of the public about a double surface ice arena. Items include: Double Surface Ice Arena Business Plan, Project Synopsis and the 5 Year Forecasted Financial Statement.

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**Financial:** See Business Plan and Forecasted Financial Statement (Attachments)

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**Action Requested at this Meeting:** Discussion Only

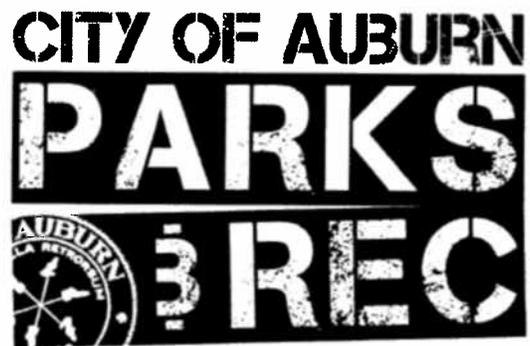
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**Previous Meetings and History:** March 31<sup>st</sup>, April 4<sup>th</sup> and May 5<sup>th</sup>

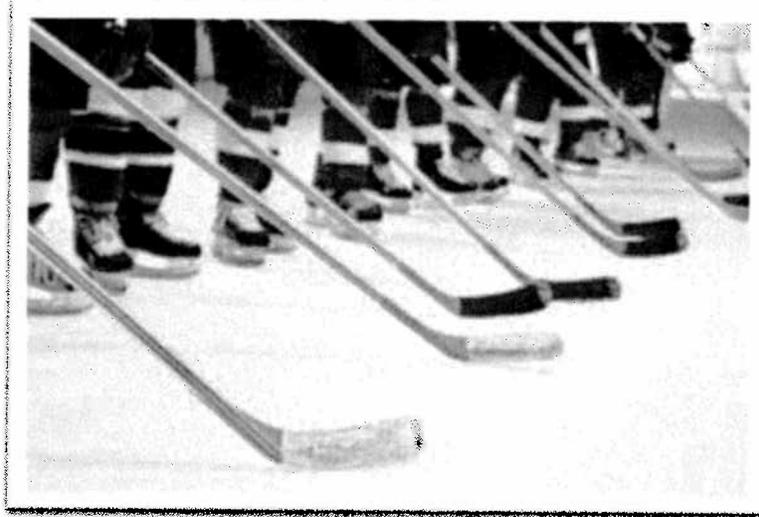
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### Attachments:

- Double Surface Ice Arena Business Plan
- Project Synopsis
- 5 Year Forecasted Financial Statement



**BUSINESS PLAN**  
**DOUBLE SURFACE ICE ARENA**



Presented by:

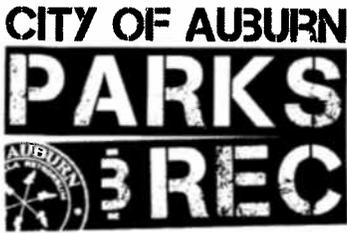
**City of Auburn**

**Parks & Recreation Department**

**48 Pettengill Park Rd.**

**Auburn, Maine 04210**

**[www.teamsideline.com/auburnme](http://www.teamsideline.com/auburnme)**



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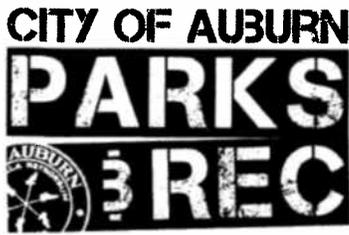
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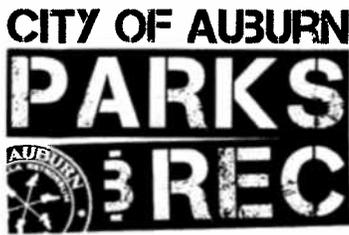
## **Executive Summary**

The following business plan proposes the construction of a double surface ice arena for the Auburn community. The Auburn Community and surrounding areas have benefited from the bold vision of innovative people who have recognized the area's unique needs and opportunities. Their efforts have made our community an outstanding place to live and visit. A double surface ice arena, with its associated ice sports programs and dry floor uses is another in a long, successful line of innovative projects that will enhance life in the Auburn community. We intend that this document be used as a means of generating philosophical and financial support for constructing the facility as well as a tool for evaluating the success of the arena.

While we naturally aspire to build outstanding opportunities for hockey and ice sports programming, we also desire to have a broader positive impact on the community. This proposal outlines the physical fitness, recreational and economic benefits that the Auburn community will enjoy by adding a double surface ice arena to the area.

Consider the highlights of the enterprise fund history to see why we are confident that a double surface ice arena is feasible, practical and beneficial. The current Ingersoll Arena has been in existence since 1993. In 2008, it was renovated to include a permanent steel structure enclosing the sheet of ice and the necessary mechanical equipment to effectively produce a rink that could operate year round. In the preceding years, the rink worked with local organizations to build programs which have provided our area's children the opportunity to learn ice skating skills and to play the game of hockey, both of which are healthy, fun and safe winter sports alternatives. Our largest client, The L/A Titans, has approximately 200 volunteers from board members to coaches as part of their organization. The recent merger of the two entities has increased the league to over 800 youth participants. This organization has a long standing tradition of providing children with the opportunity to participate in programming which improves their skill, self esteem, fitness, social development and most of all, their lives.

In order to realize continued and broader success in achieving our mission, we must provide a facility that is capable of offering the necessary time and amenities the community needs. The time to do that is now.



The proposed facility would be built for approximately \$8.5 M. This amount includes the building structure, all necessary parking, a double surface ice rink with related equipment, lobby, locker rooms, concessions, pro shop, storage spaces, training area, office spaces, meeting/classroom spaces, warm observation area and seating.

This project is being pursued on the basis of being designed, permitted and built by a private party and leased to the City of Auburn with options for a municipal purchase every five years for the remaining principal balance on the 30 year amortization schedule. Terms of the financing would be structured for 8.5M at 5.576% interest over 30 years.

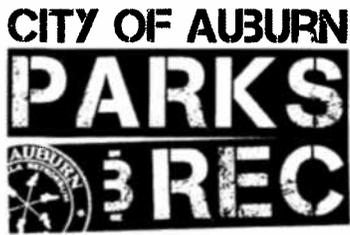
This business plan includes the following major points:

- A history of the success of hockey in the Lewiston-Auburn area.
- A detailed view of the benefits of a double surface ice arena to the residents and businesses of the Lewiston-Auburn community and surrounding areas.
- A discussion of the feasibility of a double surface indoor ice arena, program goals and a proposed design.
- Ice utilization analysis
- Major revenue sources
- Marketing philosophy
- Management/Organizational elements
- Construction costs
- Letters of support

We invite you to join us as we seek to build the first of its kind in Maine: A double surface ice arena in Auburn.

### **History of Ice Rinks in the Auburn Area**

In the early 1970's one of the first rinks to be built by the City was located at the Sacred Heart play ground area. This space allowed the community to play youth hockey games and have public skating during the winter months. This rink was utilized for a few years. The rink's water supply was maintained with hoses connected to a fire hydrant and the ice was cleaned with snow blowers and shovels. During that time period, another rink with full boards was built across from St Louis Church, which had its own water supply for watering the rink surface. This rink was also cleaned with snow blowers and shovels. This rink was utilized for youth hockey games,

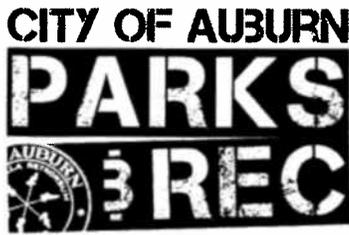


public skating and Winter Carnival events. During the mid 70's, another rink was built at Cleveland Field taking the place of the rink that was at Sacred Heart School. In the late 70's this rink migrated to Edward Little High School. The rink was utilized for a few years then was moved to Upper Pettengill Park in the softball field. After several years of use, the rink was moved to Walton School.

In the early 80's the rink was moved for the final time from Walton School back to Pettengill Park where it operates today. During that final transition, the first artificial ice rink was purchased by the City of Auburn in **1982** as a used unit from Wilmington, Vermont. The rink was purchased for the sum of \$25,000. The system that was purchased consisted of boards, player's benches and a cooling system. The system was installed in **1983** with a chain link fence around the top of the boards and a small roof top structure was built to cover the compressor units. Locker rooms were provided inside the Hasty Armory, next to the rink. A pull-behind tractor Zamboni was purchased that same year to clean the ice. After snow storms, the ice was cleaned off with snow blowers and shovels. This rink prospered and was operated for a period of approximately ten years.

In the early 90's due to the growth experienced in youth hockey, private organizations, and the use by citizens, talks began discussing putting up a steel structure around the rink. Because of the hard work and dedication of AYH board members, citizens, private businesses and the Parks & Recreation Director, Norris Ingersoll, a steel structure was erected in **1993**. The cost of the project was \$450,000.00. Because of the leadership and dedication to the rink project the building was named after the Parks & Recreation Director, Norris Ingersoll. During the first year of operation the ice continued to be cleaned by the old tow-behind tractor Zamboni. In 1994, the city purchased a used but more modern Zamboni for approximately \$10,000. This unit was utilized for approximately six years.

In the year **2000**, a new Olympia ice resurfacer was purchased for the amount of \$35,000. The arena programs continued to grow and the demand for ice time dramatically increased. Recognizing that fact, the City decided to make Ingersoll Arena a year- round facility and replace the used cooling system with new compressor units, boards, glass and a concrete floor. This renovation took place in **2008** with an investment cost of \$700,000. Since then, the arena has become a year-round facility and ice rentals, youth hockey programs, public skating and special events have continued to grow. Due to the increase in revenues and the growth of existing programs, the arena was in need of another renovation to offer the needed amenities. In **2011**, the request for \$450,000.00 was made and granted to expand the arena and add new locker



rooms, a warm room and meeting rooms for the comfort and convenience of our customers.. This renovation would allow the arena to expand programs which would create the opportunity to increase revenue, while providing our customers with a superior service at an affordable cost. In **2012**, the City of Auburn was presented with an opportunity that would allow the possibility for the creation of the first double rink facility in the state of Maine. This opportunity was prompted by the merger of two youth hockey organizations, AYH and LAYHL.

### **Benefits to the Community**

A double surface ice arena will enhance the Auburn community by providing a safe way for people of all ages to achieve and maintain an active lifestyle throughout the year, and by providing a boost to the local economy.

### **Sports Based Youth Development**

Participation in team and individual sports presents the opportunity to pursue life skills in teamwork, self-confidence, commitment, determination and discipline. These are skills that benefit children throughout their entire lives. Ice sports are unique in that the very act of learning to skate develops many of these skills.

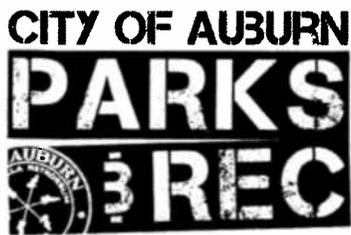
Ice sports help to enhance the overall quality of the community by providing youth and adults with an exceptional way to compete, have fun and increase fitness levels. Medical experts representing the President's Council on Physical Fitness and Sports, rank ice skating third among twelve forms of exercise. The council based its ranking on the sport's contribution to stamina, flexibility, muscle definition and digestion.

- **Hockey**

Hockey's fitness benefits are outstanding. Because it is played on skates, it helps to develop different muscle groups than other sports. Because it is played with a stick, it also develops highly refined hand-eye coordination. Playing a sport on ice also provides a great change of pace from other "on-foot" sports. Hockey is a game that most youth never outgrow as evidenced by the popularity of adult leagues across the country.

- **Figure Skating**

Figure skating is a sport of elegance and beauty. Its graceful moves provide an opportunity for creativity and artistic expression, but its beauty does not diminish its



athletic value. Skating across a sheet of ice and performing moves such as jumps, spins and turns requires considerable strength, coordination and discipline. In addition to free-style performance, figure skating is a chance to pursue achievement at an individual pace.

- **Recreational Skating**

Recreational skating is a wonderful family, leisure activity with clear fitness advantages, as well as the intangible benefits families reap by engaging in play time together.

Tracking usage is difficult, but it is notable that during every public skating event, we see children, adults and families enjoying time on the ice and renting skates from our pro shop.

### **A Financially Accessible Program**

An important aspect of any community sports program is financial accessibility. One of the missions of the hockey organizations within the community is to keep registration costs to a minimum and provide financial assistance when necessary. The same philosophy applies to the learn-to-skate and instructional skating programs. Registrations costs are kept to a minimum (and in some cases free) and financial assistance is available for those who qualify. These offers have made ice sports programming an affordable activity for a wide range of families. An updated facility will help to maintain financial accessibility through effective and efficient design.

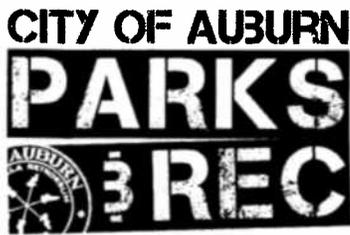
### **Quality of Life Contribution**

Recreation and leisure activities continue to grow in importance for families across the nation. The availability of such opportunities is one of the quality-of-life factors that impact both existing residents and families considering relocation to our community. A double surface ice arena will uniquely contribute to the overall appeal of our community. Quality of life is a major component of the City's comprehensive plan, and a project of this nature will contribute to this component many times over.

### **A Multi-Purpose Facility**

While youth hockey is historically the biggest consumer of ice at our current facility, we expect to host a variety of activities in addition to hockey:

- Public skating opportunities for all ages



- Learn to skate programs
- Instructional skate programming
- Figure skating programming

## **Economic Impact**

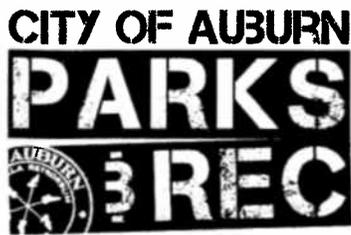
The tourism industry is becoming a major source of our community's economic vitality. The facility proposed in this business plan will help to enliven the local economy throughout the year. This facility will have the capability of hosting youth hockey tournaments, figure skating competitions, and league play. Because of the geographic location of the facility, and the fact that this proposal would give Auburn a double surface ice arena, a significant advantage will be gained over other ice rinks in attracting tournaments. Events such as these can draw people to our community for anywhere from 1 to 3 days. While here, families will spend money in our community on lodging, meals and retail shopping. With our ample lodging and restaurant options, our community is in an exceptional position to host these tournaments and the addition of such events would only add to the positive economic impact of the facility.

## **Feasibility of a New Facility**

### **Program Goals**

**Youth Hockey** – Based on the recent merger of Lewiston and Auburn youth hockey programs, it is reasonable to expect the demand for ice time to increase by at least 1200 hours. The goal of the combined youth hockey programs is to have a broad participation base by focusing on development in their “house” league. A house league is one in which players are split into smaller teams and compete against one another. The organization also has the Gladiator travel-level teams which compete all around the state. Now that the individual Lewiston and Auburn entities have merged into one organization, they represent one of the largest youth hockey programs in the state with over 800 youth participating in the program. This combined organization has stated they would be willing to enter into a long term rental agreement for their ice time needs.

**High School Level Hockey** – Youth hockey is not necessarily finished when players reach high school age. As players “age out” of the youth program they have the option of competing at the high school level. Our current arena serves 4 high school teams including Edward Little, Leavitt,



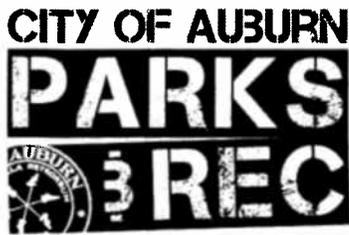
Poland/Grey-New Gloucester and the combined Edward Little/Leavitt girls team, the Red Hornets. It is logical to presume that by creating more available ice time that other local area schools would have interest in utilizing the facility. The current High School level clientele has also expressed interest in entering into long term agreements for their ice time needs.

**Adult Hockey** – L/A Seniors Hockey operates a weekly, organized pickup league. As youth hockey players become adults and former hockey players move to our community, we expect to see these numbers grow. Discussions are ongoing for a merger with L/A Seniors Hockey and Lewiston Adult Hockey which would add another 6 teams to the league. This group is also interested in entering into long term agreements for their ice time needs.

**Figure Skating** – We expect that with superior facilities, a figure skating league will emerge. A double surface arena will provide enough available ice time to support a figure skating organization. Other area arenas have figure skating leagues or programs, which demonstrate a viable opportunity to provide this service.

**Recreational Skating** – It is our intent to continue to offer and expand upon a variety of recreational uses which include: private ice rentals, meeting room rentals, birthday parties, corporate events, shinny hockey (youth & adult) and public skating. These opportunities will serve the entire Auburn community and surrounding region.

**Instructional Skating** - The Ingersoll Arena has been committed to the development of skating sports. The arena currently offers an instructional skating program designed to introduce participants to the basic skills of skating which include: forward and backward skating, turns, edging and balance. As skaters improve, more advanced elements of skating are introduced. Currently, the program offers beginner level and advanced level instruction. We envision this program expanding in numbers and scope with a double surface ice arena.



**Committed Usage**

<b>ICE UTILIZATION – DOUBLE SURFACE ARENA</b>			
<b>Type of Hours</b>	<b>Hours Available</b>	<b>Hours Committed</b>	<b>% of Utilization</b>
Prime Hours Available (Mon-Fri, 2-10p.m. Sat-Sun, 7a.m.-10p.m.)	6,440	5,700	89%
Non-Prime Hrs. Available (Mon-Fri, 7a.m.-2p.m.)	3,220		
<b>Totals</b>	<b>9,660</b>	<b>5,700*</b>	<b>59%</b>

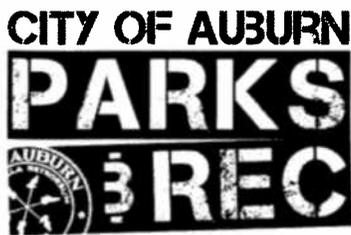
\*4232 hours committed to ice rentals, all other hours committed to internal programming.

The chart above illustrates the number of hours available for rental at the facility. The first column states the category of hours; prime hours and non-prime hours. The second column in the chart depicts the amount of hours available for both categories. The third column represents the amount of hours committed to by our current and new clientele. The fourth column denotes the percentage of utilization. Currently, 89% percent of the prime hours have been committed to, which equates to a total of 59% of all available hours.

The goal of staff will be to rent non-prime hours to various organizations that include upper level tournaments & clinics (In-house, local, regional, national), day care trips, summer camp trips, disabled skating program, senior citizen skate events, birthday parties, corporate skate events, special event skates (New Year’s Eve, Valentine’s, etc.), themed skate events (disco skate, rock skate, 60’s skate, 70’s skate, 80’s skate) and curling. Additionally, the second sheet of ice can be made available for other events consisting of dry-use during certain portions of the year. Seminars, home shows, boat shows, flower shows and pool & spa shows are examples of events which could take place.

**Major Revenue Sources**

In addition to revenue sources such as concessions, pro shop and public skating, the major source of revenue will be generated from ice rentals. A listing of our major clientele is provided below:



- L/A Titans (formerly AYH & LAYHL)
- Edward Little High School
- Leavitt High School
- Poland/Gray-New Gloucester High School (Combined Men's Team)
- Red Hornets (Combined Women's Team, ELHS & Leavitt)
- L/A Seniors Hockey League
- L/A Edge
- Maine Hockey Development
- Boston Kremes
- Power Play
- Rousseau's Clinics

These clients have expressed interest in executing long term rental contracts (20+ years) to secure their ice time, which equates to a guarantee of ice time for their organizations and revenue stability for the arena.

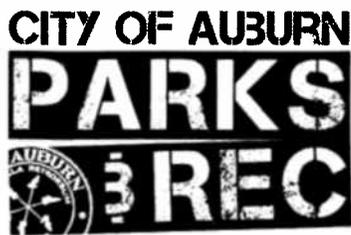
Another major source of revenue will be produced from sponsorships of the facility. Discussions have been ongoing with several corporate entities and locally operated businesses who have expressed their desire to become involved in this facility.

**Facility Naming Rights Sponsorship** -We intend to offer this sponsorship opportunity to corporations with local interests as well as to individual donors of our community. Their leadership will be instrumental in generating community interest, thus generating fundraising momentum and will demonstrate to grant benefactors/sponsors that our community supports and will benefit from this project.

**Rink Name Sponsorships** – This opportunity will carry the name/brand symbol of the sponsor who demonstrates this level of support. Permanent signage as well as all identity materials will recognize this supporter.

**Lobby Sponsorship** – As each visitor enters the facility to take part in various programming; they will note the permanent signage that recognizes the sponsor who donates at this level.

**Mezzanine Sponsorship** - This opportunity will feature branding of the sponsor who demonstrates this level of support. Permanent signage as well as all identity materials will recognize this supporter.



**Locker Room Sponsorships** – Each of the proposed locker rooms will carry permanent recognition of the sponsors who donate at this level.

**Olympia/Zamboni Sponsorships** – This mobile statement of support will attract significant attention. The sponsors at this level will receive the advertising of their choice on the ice resurfacing equipment.

**Conference Room Sponsorships** - Each of the proposed conference rooms will carry permanent recognition of the sponsors who donate at this level.

**Scoreboard Sponsorships** – Every time a fan, coach or player checks the score, this sponsor’s support will be noted. The sponsor at this level will receive the advertising of their choice on the electronic scoreboard.

**Time of Day Clock Sponsorship** – Every time a fan, coach or player checks the time of day, this sponsor’s support will be noted. The sponsor at this level will receive the advertising of their choice on the electronic scoreboard.

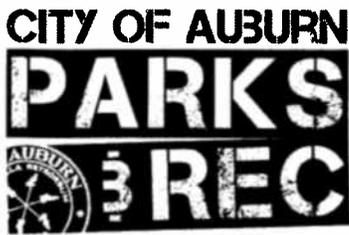
**On-Ice Logo Sponsorship** – Sponsors of an on-ice logo will have their choice of design placed on the ice. This opportunity will be based on a yearly contractual agreement.

**Dasher Board Sponsorships** – Sponsors of a dasher board will have their choice of advertising placed inside the boards where the action takes place. This opportunity will be based on a yearly contractual agreement.

**Wall Mount Sponsorships** – Sponsors will have an opportunity to have their advertising placed around the interior walls of the rink. This method of sponsorship will be based on a yearly contractual agreement.

**TV Monitor Sponsorships** – Sponsors will have an opportunity to place advertising on TV monitors throughout the facility. The method of sponsorship will be based on a yearly contractual agreement.

**Patrons Recognition Wall** – Sponsors at this level have the opportunity to have their name/business located on the Patrons Recognition wall.



## **Marketing Approach**

The goal of our marketing approach and integrated marketing communications will be to make our facility a destination point and create value for our customers. We will seek to satisfy our clientele's personal value equation by building and maintaining relationships that are founded on confidence, loyalty, customer service and above all, value. Positioning our "brand" will also be important, as we seek out creative ways for customers to engage in ice-related activities. Analyzing and making changes to our supply chain is another area we will explore to create more value for our customers. Utilizing channel partners both "upstream" and "downstream" will be an additional method for our communications.

## **Market Segmentation**

Demographic data points to youth-based activities being a primary generator of revenue for the facility. Additionally, secondary users such as parents and grandparents often engage in ice-related recreation with their families. Segmenting our marketing messages to defined age groups will help to ensure our messages reach our intended audiences over a broad spectrum. An example of age segmentation can include: ages 3-5, 5-18, 18-35 & 35 and over.

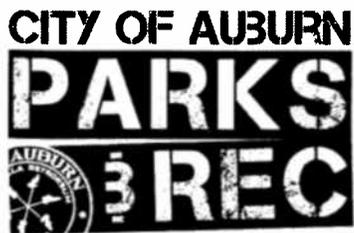
Target markets are important as a basis for focusing the marketing message. We will seek to target our messages to youth hockey programs, travel hockey programs, high school hockey programs, grade school-aged children, day care centers and summer camps. These target markets will have a more focused message which will demonstrate safety, fun and value.

Tournaments and clinics are another opportunity for market segmentation. We will seek to target local, regional and national tournaments that can expand our area of influence and make our facility a destination point.

Sponsorships and business advertising is another prospect for marketing efforts. We will focus primarily on creating a value in our sponsorship offerings and presenting information on how a corporation, business or private individual can take advantage of the advertising potential our facility offers.

## **Promotion Mix and Advertising Mediums**

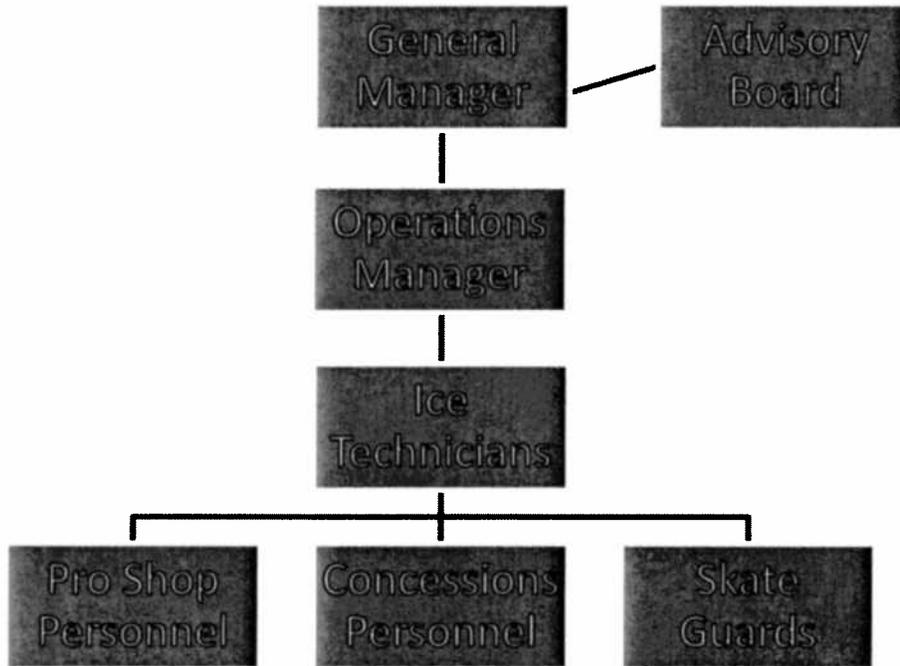
The strategy of the facilities promotion mix will be to employ advertising, personal selling and public relations. Some advertising mediums which can be utilized that are purposeful and especially effective include:



- New media
  1. Social Media
    - a) Facebook
    - b) Twitter
    - c) Google Plus
    - d) Mobile marketing
- Traditional Media
  1. Newspapers
  2. Flyers
  3. Television
  4. Radio

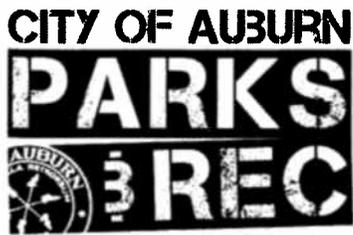
In addition to the outlined strategies, the facility will work with marketing professionals to further segment the market, develop more marketing strategies and determine the most effective means to communicate our message.

**Proposed Management Plan & Organizational Chart**



**Management and Operations**

Management and operations plans are in the development phase and will be created with Arena Staff and Terry MacLaughlin of MMD Ice Skating & Sports Facility Consultants. MMD provides consulting to universities, private schools, architects, non-profit organizations, municipalities, and private investment groups that are planning, designing, building, renovating and/or operating both indoor and outdoor ice rinks. Mr. MacLaughlin will assist staff in producing a plan for management and operational strategies which are imperative to economically sustain the arena. Mr. MacLaughlin will also assist staff in producing approaches designed to maximize revenues and control operating expenses. Other services which are available include: training ice rink personnel, safety engineering, developing and implementing rink management software and preparation of marketing programs.

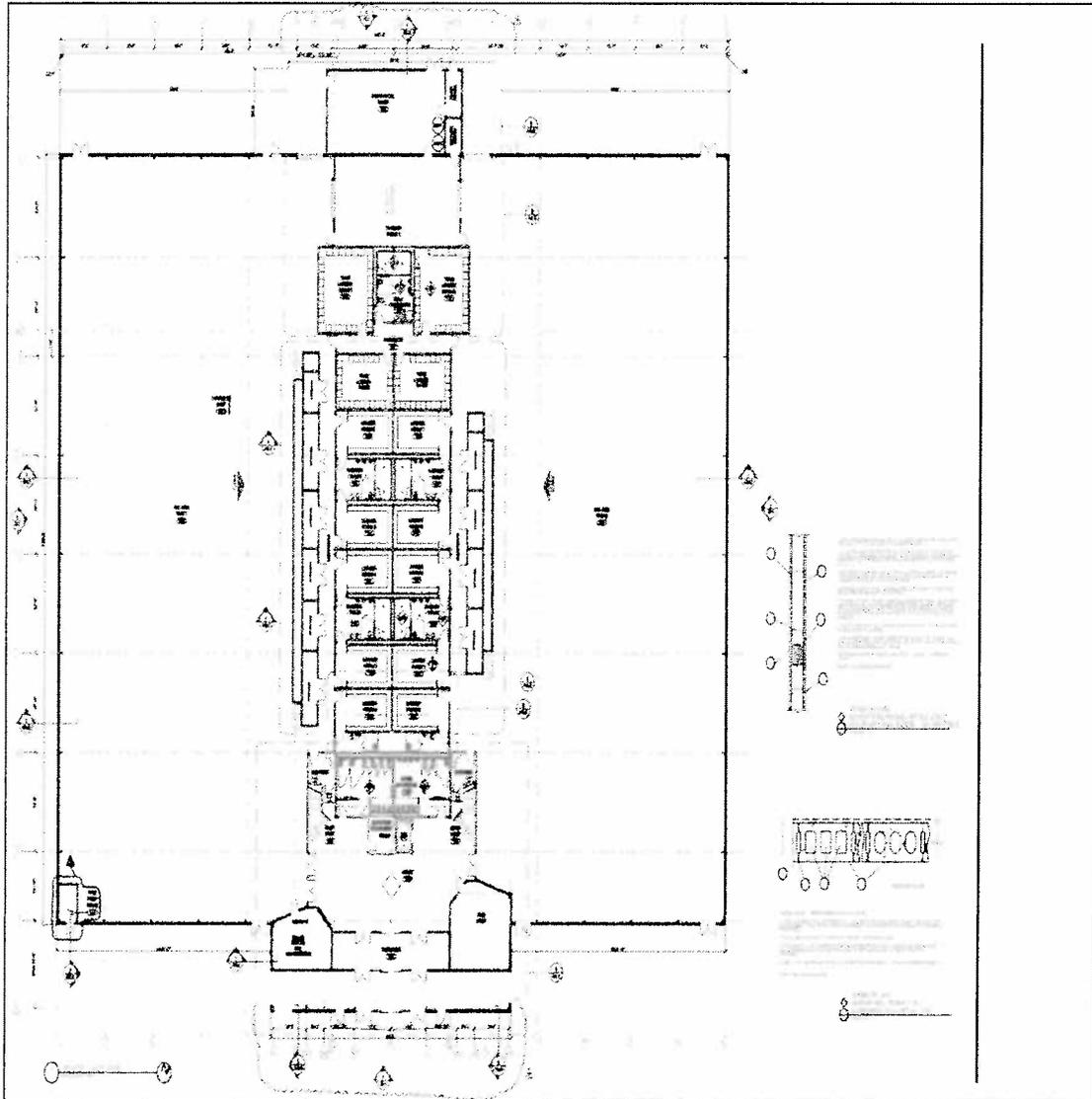


## Construction Costs

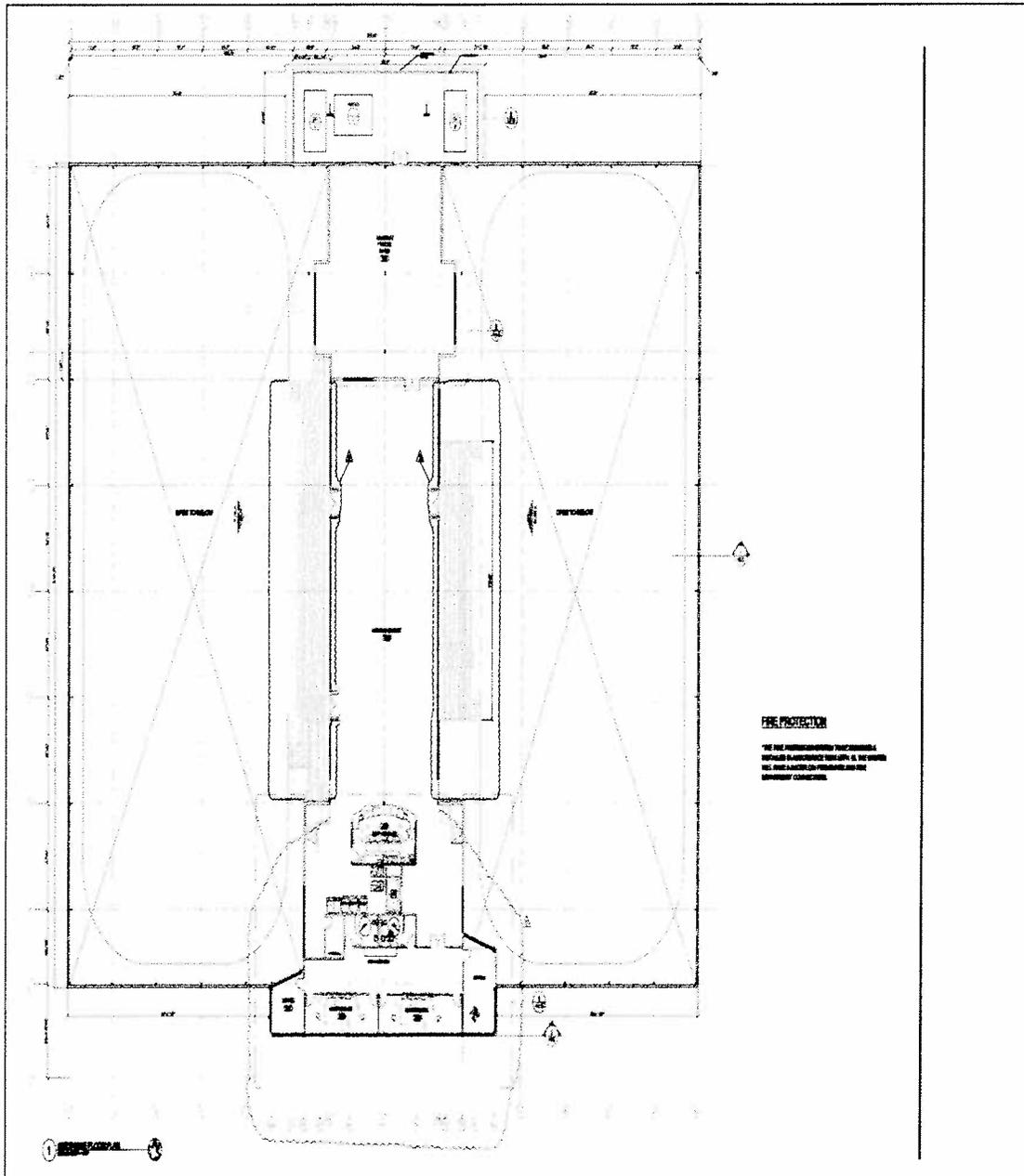
### Capital Required - Summary

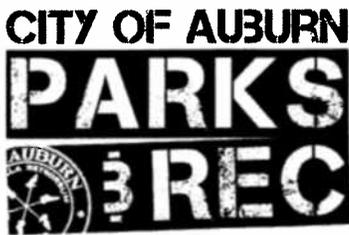
<b>I. Building Site</b> – 8.5 acres in major retail district surrounding Auburn Mall area	<b>Donation</b>
<b>II. Building Construction</b> – Property development; pre-fabricated steel panel building structure with exterior masonry, insulation, lighting, electrical, plumbing	
<b>III. Ice Rink Equipment</b> – Refrigeration system, concrete subfloor, dasher boards, scoreboard, Zamboni, all maintenance equipment, office space	
<b>IV. Interior Construction</b> – Locker rooms, lobby, seating, concessions, restrooms, pro shop, heated viewing area, meeting room, training room, office space	
<b>V. Building Exterior</b> – Parking lot, signage, lighting, landscaping	
<b>VI. Construction Contingency Fund</b>	
<b>Total</b>	<b>Approximately 8,500,000</b>

**First Floor Plan**



**Second Floor Plan**





## Appendix A – Letters of Support

**Date:** April 10<sup>th</sup>, 2012

**To:** Auburn City Council

**From:** Craig Latuscha – (207) 212-2782

**RE:** Edward Little High School Boy's Hockey Program



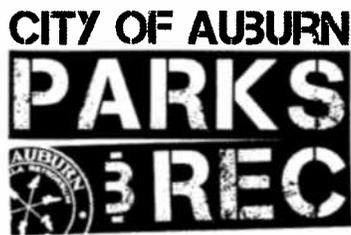
Dear City Council,

We hope that you are enjoying the spring weather! However, winter will soon be here and the twin cities greatest sport will soon be upon us again, ice hockey. As the coaching staff of the ELHS Varsity Boy's Ice Hockey program, we want to take a moment to again thank the city council, for their continued support of our student athletes over the years. Your generous support over the past couple of years has helped us to continue developing the young and old who truly cherish the game of hockey through the major renovations that have been truly recognized by those who know the game.

Recently, the City of Auburn appropriated \$450,000 + to pay for an addition to Ingersoll Arena in Auburn. This, of course, is where ELHS hockey plays all of its home games and it is also where we practice. The addition will provide the arena with four new locker rooms, a warming area, meeting rooms, a new concession stand, and an expanded pro shop. As you may or may not be aware, these larger locker rooms are well overdue. Existing locker rooms are much too small for any high school hockey team, but we have been making them work for years. Now, ELHS will have its very own large locker room, including a coach's room and showers.

The Auburn Recreation Department is allowing the ELHS boy's hockey coaching staff and parents to personalize the new locker room. We intend to install shelving, build stick racks, construct custom benches, a sound system, and hope to paint and decal the locker room with our school colors. The boys are very excited to have their own personalized locker room. This is something that so many other teams in the league have like Lewiston, Falmouth, Bangor, and St. Dom's (just to name a few). This is an exciting time for ELHS hockey as we look to elicit more student participation and continue to build the program. An expanded arena and a great new locker room will help us accomplish these goals.

The community is also excited about the possibility of adding another sheet of ice. Adding another sheet of ice will provide all local teams with the necessary ice time needed to be successful and to grow as young hockey players. As you know we are now have combined our youth hockey league with Lewiston and have created a very large youth hockey program that will be in need of ice time. With the expanded youth hockey league, boys high school league, girls high school hockey league, adult leagues, and youth development leagues currently purchasing ice from the Ingersoll, essential ice time will be cut from all of these programs to meet the needs of all. Several hours of ice time will be purchased elsewhere and hockey tournaments will be held in other towns or cities if we do



not find a way to accommodate the needs of all. Remember just a year ago... the city council wondered if they should take a risk and give the rink the money needed to expand. Statistics have shown once again that Ingersoll is able to make money and has been able to pay back what it has borrowed. It is our hope that the City Council will seriously consider adding another sheet of ice to accommodate the need of the local hockey community. Again, thank you for your continued and generous support. Please feel free to contact us anytime. The coaching staff would also be willing to meet with you anytime and discuss plans that others may have in more detail.

Sincerely,

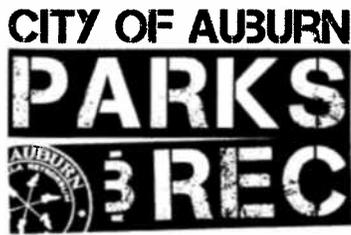
Craig Latuscha  
Head Coach  
Edward Little Boy's Ice Hockey

Dear Councilors,

The local community has a rich hockey tradition that is a significant part of our culture. Our organization has proudly provided opportunities for local youths to play our great game since the City of Auburn built the Ingersoll Ice area approximately 20 years ago. Prior to that time our members played in leagues that were hosted at the Colisee in Lewiston. As the governing body for amateur hockey within the state of Maine, MeAHA sets the rules that impact how organizations participate. It was recently voted to do away with the geographic districts in favor of "Open League" participation. For the last 20 years AYH and LAYHL have coexisted in our area based on the premise that our players were drawn from geographic divisions within MeAHA and both organizations had enough ice to meet their needs.

The recent actions of the Colisee and the Portland Junior Pirates have left approximately 500 local hockey players with no place to call their home rink. In order to continue our mission of providing local players with affordable opportunities AYH and LAYHL have agreed to merge their operations to form a larger stronger organization. This merger will ultimately provide enhanced opportunities to all the local players and the local hockey community is very supportive and excited by the possibilities of this new program. It is my belief that we presently have the loyalty of our current memberships as both organizations have been very successful and are trusted commodities. The big question is where we will get ice as we will require approximately 800 +/- hour of ice annually from October through March.

We now have the largest youth hockey organization in the State without adequate facilities. This will become our first priority as we move forward with the merger of our new program. We expect our



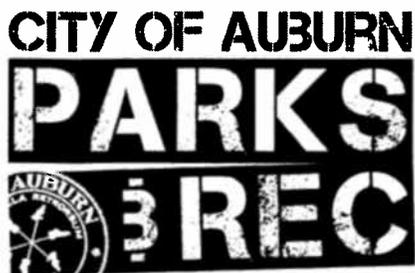
members to be loyal for at least one year but we recognize that they will require a long term solution. The prospects of an enhanced facility with training rooms, warm areas and modern conveniences would allow us to continue to grow the game and our program. It would also provide significant advantages in drawing tournaments, clinics and other amateur hockey events to the local area. The benefit to local businesses community would also be significant as Auburn would become a youth hockey destination for people from across the entire New England region.

I would like to make it abundantly clear that we are strong supporters of the proposed construction of a twin ice facility in our community. Our vision is of a partnership with the facility and the organization that would benefit both. We would also suggest that we would be more than willing to commit to a long term relationship to insure that the rink is occupied. We believe that this does provides a fair amount of insurance in knowing that the ice will be occupied and rented. The timing is right for this project and as an Auburn resident and taxpayer I support project for the economic reason alone but I also believe that this project would have significant impact on our image as a community that cares about opportunities for our youths.

Sincerely,

Denis Berube President

Auburn Youth Hockey



## Description of Duties & Responsibilities – Project Synopsis

The following is a breakdown of duties and responsibilities of the partners involved in the construction, operation and maintenance of a double ice sheet arena in Auburn, Maine. The purpose of producing this description is so that the parties involved in this process, and the general public, understand the approach being taken to successfully complete this project. This project is being pursued on the basis of being designed, permitted and built by a private party and leased to the City of Auburn with options for a municipal purchase every five years for the remaining principal balance on the 30 year amortization schedule. The lease will be triple net (taxes, insurance and utilities) with the city being responsible for these cost items.

### **Site Investigation and Selection**

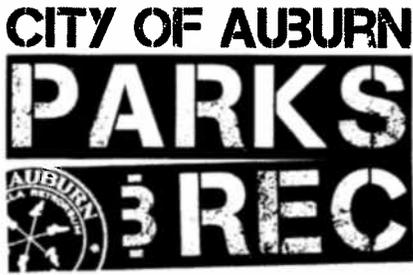
In order to come to a final determination on the site that will accommodate the arena, it is necessary to generate information that will determine the feasibility of the site for the project. All costs associated with this investigation will be the responsibility of the property owner. Studies to be conducted include survey, geotechnical investigation, environmental conditions that may have to be mitigated and deed research for the purpose of determining if there are any easements potentially affecting this project.

### **Planning Board**

In order for this project to be produced within an acceptable time frame (the facility must be online to accommodate play for the 2013-2014 season) it is necessary to immediately launch the investigations prerequisite to the submission of a planning board package for consideration. City of Auburn has determined it is necessary to have this project ready for review by the Planning Board at their meeting of August 14, 2012. The private owner has the responsibility for producing all of these reports (traffic, storm water management etc.). Costs associated with this process are substantial.

### **Building Design**

The private owner of the facility will be responsible for contracting for professional services to design the arena. Because the City of Auburn will lease and ultimately own the facility the private owners architect and engineers will consult with the designated individual representing the City of Auburn's interest and agreed on final design decisions. The City of Auburn will hire a qualified individual to represent its interest in value engineering the facility.



## Description of Duties & Responsibilities – Project Synopsis

### Construction

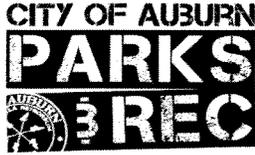
The private owner will be responsible for financing the construction of the facility. The private owner also will contract for all services needed to construct the facility. The private owner will cooperatively collaborate with the designated individual representing the city of Auburn's interest on the selection of a general contractor and proposed budgets for construction components.

### Land

The private owner will donate the land upon which the double sheet ice arena will be built. The donation of the land will occur prior to the execution of a construction contract.

### Operation/Maintenance

The City of Auburn will be responsible for all costs associated with the operation and maintenance of the facility. The City of Auburn will have the right to subcontract individual operational components within the facility.



# City of Auburn - Double Surface Ice Arena

## Forecasted Income Statement

### 5 Year Pro-Forma

## DRAFT

ENTERPRISE FUND	FORECASTED				
REVENUE	2014	2015 2% increase	2016 2% increase	2017 1% increase	2018 1% increase
Concession stand	100,000	102,000	104,040	105,080	106,131
Sign advertisement	28,000	28,560	29,131	29,423	29,717
Proshop	17,500	17,850	18,207	18,389	18,573
Tournament Revenues	44,000	44,880	45,778	46,235	46,698
RI-Public skating	22,500	22,950	23,409	23,643	23,880
RI-Skating instruction	22,500	22,950	23,409	23,643	23,880
Rental income - 4232 hrs. X \$225	952,200	971,244	990,669	1,000,576	1,010,581
Facility Rentals	64,200	65,484	66,794	67,462	68,136
	<b>1,250,900</b>	<b>1,275,918</b>	<b>1,301,436</b>	<b>1,314,451</b>	<b>1,327,595</b>
<b>EXPENDITURES</b>					
Salaries	183,000	186,660	190,393	194,201	198,085
Part time compensation	6,425	6,425	6,425	6,425	6,425
Temporary assistance	17,801	17,801	17,801	17,801	17,801
OT-Regular	1,979	1,979	1,979	1,979	1,979
Uniforms	1,400	1,400	1,400	1,400	1,400
Health Insurance	28,205	28,769	29,344	29,931	30,530
FICA/Medicare	9,694	9,888	10,085	10,287	10,493
ICMA retirement	2,417	2,466	2,515	2,565	2,617
Cafeteria plan	2,850	2,850	2,850	2,850	2,850
Advertising	7,500	7,500	7,500	7,500	7,500
Professional services	8,390	8,390	8,390	8,390	8,390
Repairs - building	8,464	8,464	8,634	8,806	8,982
Repairs - equipment	22,256	22,256	22,701	23,155	23,618
Repairs - maintenance contracts	2,824	2,824	2,824	2,824	2,824
Training and tuition	1,000	1,000	1,000	1,000	1,000
Travel - mileage reimbursement	750	750	750	750	750
Travel - seminar costs	750	750	750	750	750
Dues and subscriptions	150	150	150	150	150
Insurance premiums	7,500	7,500	7,500	7,500	7,500
Office supplies	600	600	600	600	600
Other supplies - operating	7,500	7,650	7,803	7,959	8,118
Other supplies - concessions	30,000	30,600	31,212	31,836	32,473
Other supplies - safety eqt.	450	450	450	450	450
Communication - telephone	1,666	1,666	1,666	1,666	1,666
Utilities - water & sewer	5,082	5,183	5,287	5,393	5,501
Utilities - electricity	129,650	132,243	134,888	137,586	140,337
Utilities - bottled gas	27,127	27,669	28,223	28,787	29,363
<b>DEBT SERVICE 8.5M @ 5.576% - 30 Yrs</b>					
	589,783	589,783	589,783	589,783	589,783
<b>PROPERTY TAXES</b>					
	140,000	142,800	145,656	148,569	151,541
	<b>1,245,213</b>	<b>1,256,467</b>	<b>1,268,560</b>	<b>1,280,895</b>	<b>1,293,476</b>
<b>REVENUE IN EXCESS OF EXPENDITURES</b>					
(BEFORE DEPRECIATION)	<b>5,687</b>	<b>19,451</b>	<b>32,877</b>	<b>33,556</b>	<b>34,119</b>

## IN COUNCIL REGULAR MEETING JUNE 4, 2012 VOL. 33 PAGE 36

Interim City Manager, Don Gerrish called the meeting to order in the Council Chambers of Auburn Hall. He asked for a motion to select a Mayor Pro Tempore in the excused absence of Mayor Jonathan LaBonté.

Motion was made by Councilor Hayes and seconded by Councilor Walker to nominate Councilor Shea as Mayor Pro Tempore. Passage 6-0.

Councilor Shea led the assembly in the salute to the flag. Councilor LaFontaine had an excused absence.

### I. Consent Items

None

### II. Minutes of May 21, 2012 City Council Meeting.

Motion was made by Councilor Crowley and seconded by Councilor Gerry to approve the revised May 21, 2012 Council Meeting Minutes. Passage 5-0 (Councilor Shea abstaining).

### III. Reports

**Mayor's Report** – absent

Councilor Shea announced that tonight was the Interim City Manager's last Council Meeting and he thanked him for being a great mentor.

Interim City Manager, Don Gerrish reported on behalf of the Mayor

- June 8 ELHS Adult Education graduation
- Maine Turnpike Authority would be meeting at Auburn Hall on June 19<sup>th</sup> at 6:30 P.M. to discuss increase in tolls.

#### Committee Reports

- Transportation
  - Androscoggin Transportation Resource Center – Mayor LaBonte, absent
  - Lewiston Auburn Transit – Councilor Gerry, no report
  - Airport, Railroad – Councilor Hayes reported
- Housing
  - Community Development Block Grant, Neighborhood Stabilization Program, Auburn Housing Authority – Councilor Gerry reported
- Economic Development
  - L-A Economic Growth Council, Auburn Business Development Corp. – Councilor Shea reported
- Education
  - Auburn School Committee – Councilor Young reported
  - Auburn Public Library – Councilor LaFontaine, absent

- Great Falls TV – Councilor Young and Councilor Shea, Councilor Young reported.
- Environmental Services
  - Auburn Water District, Auburn Sewerage District – Councilor Crowley reported
  - Mid-Maine Waste Action Corp. – Councilor Walker, no report
- Recreation
  - Recreation Advisory Board – Councilor Walker, no report.
- Public Safety
  - LA 911 – Councilor Walker, no report.

**Councilor Reports**

- Tizz Crowley reported
- Belinda Gerry reported
- Leroy Walker reported

**Interim City Manager, Don Gerrish - reported**

**IV. Communications, Presentations and Recognitions**

**V. Open Session**

Larry Pelletier, 129 Second Street  
Ron Potvin, 82 Northern Avenue  
Tim Doughty, 75 Cherry Vale Circle

**VI. Unfinished Business**

**VII. Public Hearing on City and School CIP - No public comments.**

**VIII. New Business**

1. Resolve 05-06042012 – Adopting the Municipal Budget (Annual Appropriation Resolve). Public hearing and first reading.

Tim Doughty, 75 Cherry Vale Circle  
Dan Herrick, 470 Hatch Road  
Ron Potvin, 82 Northern Avenue  
Joe Gray, Sopers Mill Road

Motion was made by Councilor Young and seconded by Councilor Hayes for passage of the first reading. Passage 4-2 (Councilor's Gerry and Crowell).

2. Order 36-06042012 – Reducing the match requirement, under the Residential Rehabilitation Program, From 25% to 12.5% to provide a \$21,875 loan, as approved by the Community Development Loan committee, for the property located at 90 Whitney Street.

**IN COUNCIL REGULAR MEETING JUNE 4, 2012 VOL. 33 PAGE 38**

Motion was made by Councilor Crowley and seconded by Councilor Gerry for passage. Passage 4-1 (Councilor Walker opposed; Councilor Shea abstaining).

3. Order 37-06042012 – Authorizing the City Manager to sign the proposed Land Swap Agreement and other documents necessary to complete the land exchange with R & K Properties, LLC., for property at 8 South Main Street (parcel 221-074) and property at 87 Mill Street (parcel 221-076).

Motion was made by Councilor Gerry and seconded by Councilor Walker for passage. Passage 5-0 (Councilor Shea abstaining).

4. Order 38-06042012 – Opening a period for nominations of names for a City owned parcel of land located besides 87 Mill Street, (also known as 8 South Main Street).

Motion was made by Councilor Gerry and seconded by Councilor Walker for passage. Passage 5-0 (Councilor Shea abstaining).

- VIII. Open Session** – The Mayor invited the public to speak during Open Session prior to entering into Executive Session.

Denis D'Auteuil, Deputy Director of Public Works, City of Auburn  
Dan Herrick, Hatch Road  
Joe Gray, Sopers Mill Road  
Tim Doughty, 75 Cherry Vale Circle

- IX. Future Agenda Items** - None

**X Adjournment**

Motion was made by Councilor Crowley and seconded by Councilor Walker to adjourn. Passage 5-0, (Councilor Shea abstaining), 9:22 P.M.

A TRUE COPY.

ATTEST   
Susan Clements-Dallaire, Acting City Clerk

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services



**TO: Donald Gerrish, Interim City Manager**  
**FROM: Jill Eastman, Finance Director**  
**REF: May 2012 Financials**  
**DATE: June 12, 2012**

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 31<sup>st</sup> were \$63,644,117, or 90.54%, of the budget, which is less than the same period last year by 4.94%. The accounts listed below are noteworthy.

- A. Property Tax collections are 1.4% behind the same time last year, due primarily to the timing of the 30 day lien notices being sent out a week later than they were last year.
- B. Excise tax for the month of May is at 101.93%. This is a \$29,376 increase from last May.
- C. State Revenue Sharing for the month of May is 92.89% or \$2,229,400. The city received \$284,828 this month compared to \$284,195 FY11, \$314,197 FY10, \$365,673 FY09, \$566,463 FY08 and \$538,197 FY07. This is slight increase from this May to last May.
- D. Sale of Property is less than last year by \$518,635. Last year the City sold 6 properties including Webster School and this year only surplus property (old equipment) has been sold.
- E. State and Local Assistance for the fourth quarter was received on May 27<sup>th</sup> in the amount of \$115,349.

**Expenditures**

Expenditures through May 31<sup>st</sup> were \$58,408,913, or 82.91%, of the budget. Noteworthy variances are:

- A. Emergency Reserve and Emergency Management Agency: Budgets remain at 0%. Emergency Reserve is only used if an emergency arises during the fiscal year. As of May 31<sup>st</sup> it hasn't been needed.
- B. Public Works budget is at 79.13% at the end of May, primarily due to the mild winter that the City had.

**Investments**

This section contains an investment schedule as of May 31<sup>st</sup> as well as a comparison of the investments between May and the prior month. Currently, the City's funds are earning an average interest rate of .22%, which is .04% lower than May 2011.

Respectfully submitted,



Jill M Eastman  
Finance Director

**CITY OF AUBURN, MAINE**  
**BALANCE SHEET - CITY GENERAL FUND, WC AND UNEMPLOYMENT FUND (NOT INCLUDING SCHOOL)**  
**AS OF May, April 2012, and June 2011**

<b>ASSETS</b>	<b>UNAUDITED May 31 2012</b>	<b>UNAUDITED April 30 2012</b>	<b>Increase (Decrease)</b>	<b>AUDITED JUNE 30 2011</b>
CASH	\$ 14,190,763	\$ 16,621,258	\$ (2,430,495)	\$ 13,294,906
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	141,628	130,100	11,528	1,059,806
TAXES RECEIVABLE-CURRENT	1,468,725	2,150,961	(682,236)	114,898
DELINQUENT TAXES	489,762	501,385	(11,623)	440,748
TAX LIENS	427,540	452,161	(24,621)	1,264,200
NET DUE TO/FROM OTHER FUNDS	14,785,356	12,747,302	2,038,054	1,508,634
<b>TOTAL ASSETS</b>	<b>\$ 31,503,773</b>	<b>\$ 32,603,167</b>	<b>\$ (1,099,394)</b>	<b>\$ 17,683,192</b>
 <b>LIABILITIES &amp; FUND BALANCES</b>				
ACCOUNTS PAYABLE	\$ (989,710)	\$ (1,189,883)	200,173	\$ (1,314,860)
PAYROLL LIABILITIES	84,164	74,561	9,603	1,365
ACCRUED PAYROLL	10,214	10,214	0	(166,818)
STATE FEES PAYABLE	(128,341)	(61,707)	(66,634)	11,446
ESCROWED AMOUNTS	(71,250)	(69,250)	(2,000)	(64,250)
DEFERRED REVENUE	(2,165,009)	(2,883,241)	718,232	(1,598,154)
<b>TOTAL LIABILITIES</b>	<b>\$ (3,259,932)</b>	<b>\$ (4,119,306)</b>	<b>\$ 859,374</b>	<b>\$ (3,131,271)</b>
FUND BALANCE - UNASSIGNED	\$ (27,885,634)	\$ (28,125,654)	240,020	\$ (14,102,463)
FUND BALANCE - RESTRICTED FOR WORKERS COMP & UNEMPLOYMENT	776,017	776,017	-	684,766
FUND BALANCE - RESTRICTED	(1,134,224)	(1,134,224)	-	(1,134,224)
<b>TOTAL FUND BALANCE</b>	<b>\$ (28,243,841)</b>	<b>\$ (28,483,861)</b>	<b>\$ 240,020</b>	<b>\$ (14,551,921)</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ (31,503,773)</b>	<b>\$ (32,603,167)</b>	<b>\$ 1,099,394</b>	<b>\$ (17,683,192)</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - GENERAL FUND COMPARATIVE**  
**THROUGH May 31, 2012 VS May 31, 2011**

REVENUE SOURCE	FY 2012 BUDGET	ACTUAL REVENUES THRU MAY 2012	% OF BUDGET	FY 2011 BUDGET	ACTUAL REVENUES THRU MAY 2011	% OF BUDGET	VARIANCE
<b>TAXES</b>							
PROPERTY TAX REVENUE-	\$ 41,053,952	\$ 39,495,576	96.20%	\$ 40,447,313	\$ 39,478,441	97.60%	\$ 17,135
PRIOR YEAR REVENUE	\$ -	\$ 887,937		\$ -	\$ 713,648		\$ 174,289
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 488,573	\$ 369,692	75.67%	\$ 480,000	\$ 379,509	79.06%	\$ (9,817)
ALLOWANCE FOR ABATEMENT	\$ -	\$ -		\$ -	\$ -		\$ -
ALLOWANCE FOR UNCOLLECTIBLE TAXES	\$ -	\$ -		\$ -	\$ -		\$ -
EXCISE	\$ 2,719,000	\$ 2,771,447	101.93%	\$ 2,806,000	\$ 2,742,071	97.72%	\$ 29,376
PENALTIES & INTEREST	\$ 140,000	\$ 138,325	98.80%	\$ 220,000	\$ 135,728	61.69%	\$ 2,597
<b>TOTAL TAXES</b>	<b>\$ 44,401,525</b>	<b>\$ 43,662,977</b>	<b>98.34%</b>	<b>\$ 43,953,313</b>	<b>\$ 43,449,397</b>	<b>98.85%</b>	<b>\$ 213,580</b>
<b>LICENSES AND PERMITS</b>							
BUSINESS	\$ 30,000	\$ 54,529	181.76%	\$ 42,800	\$ 36,720	85.79%	\$ 17,809
NON-BUSINESS	\$ 268,400	\$ 266,257	99.20%	\$ 260,300	\$ 299,088	114.90%	\$ (32,831)
<b>TOTAL LICENSES</b>	<b>\$ 298,400</b>	<b>\$ 320,786</b>	<b>107.50%</b>	<b>\$ 303,100</b>	<b>\$ 335,808</b>	<b>110.79%</b>	<b>\$ (15,022)</b>
<b>INTERGOVERNMENTAL ASSISTANCE</b>							
STATE-LOCAL ROAD ASSISTANCE	\$ 378,000	\$ 461,397	122.06%	\$ 378,000	\$ 441,940	116.92%	\$ 19,457
STATE REVENUE SHARING	\$ 2,400,000	\$ 2,229,400	92.89%	\$ 2,421,593	\$ 2,323,559	95.95%	\$ (94,159)
WELFARE REIMBURSEMENT	\$ 44,955	\$ 52,657	117.13%	\$ 44,955	\$ 41,741	92.85%	\$ 10,916
OTHER STATE AID	\$ 20,000	\$ 22,615	113.07%	\$ 19,000	\$ 22,214	116.92%	\$ 401
FEMA REIMBURSEMENT	\$ -	\$ -		\$ -	\$ 19,473		\$ (19,473)
CITY OF LEWISTON	\$ 158,362	\$ (3,698)	-2.34%	\$ 160,235	\$ -	0.00%	\$ (3,698)
<b>TOTAL INTERGOVERNMENTAL ASSISTANCE</b>	<b>\$ 3,001,317</b>	<b>\$ 2,762,371</b>	<b>92.04%</b>	<b>\$ 3,023,783</b>	<b>\$ 2,848,927</b>	<b>94.22%</b>	<b>\$ (86,556)</b>
<b>CHARGE FOR SERVICES</b>							
GENERAL GOVERNMENT	\$ 135,090	\$ 118,077	87.41%	\$ 140,360	\$ 116,222	82.80%	\$ 1,855
PUBLIC SAFETY	\$ 206,545	\$ 78,495	38.00%	\$ 77,800	\$ 63,676	81.85%	\$ 14,819
EMS TRANSPORT	\$ -	\$ -		\$ 17,000	\$ -	0.00%	\$ -
EMS AGREEMENT	\$ 100,000	\$ 96,100	96.10%	\$ 100,000	\$ 112,000	112.00%	\$ (15,900)
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 441,635</b>	<b>\$ 292,672</b>	<b>66.27%</b>	<b>\$ 335,160</b>	<b>\$ 291,898</b>	<b>87.09%</b>	<b>\$ 774</b>
<b>FINES</b>							
PARKING TICKETS & MISC FINES	\$ 55,000	\$ 35,574	64.68%	\$ 55,000	\$ 39,503	71.82%	\$ (3,929)
<b>MISCELLANEOUS</b>							
INVESTMENT INCOME	\$ 60,000	\$ 56,198	93.66%	\$ 70,000	\$ 51,179	73.11%	\$ 5,019
INTEREST-BOND PROCEEDS	\$ 2,000	\$ -	0.00%	\$ 15,000	\$ 15,000	100.00%	\$ (15,000)
RENTS	\$ 122,000	\$ 121,827	99.86%	\$ 122,000	\$ 122,077	100.06%	\$ (250)
UNCLASSIFIED	\$ 7,340	\$ 15,629	212.93%	\$ 22,947	\$ 9,616	41.91%	\$ 6,013
SALE OF RECYCLABLES	\$ -	\$ 15,097		\$ -	\$ 63,170		\$ (48,073)
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 40,781		\$ 40,000	\$ 48,203	120.51%	\$ (7,422)
SALE OF PROPERTY	\$ 20,000	\$ 2,255	11.28%	\$ 50,000	\$ 520,890	1041.78%	\$ (518,635)
RECREATION PROGRAMS/ARENA	\$ 33,275	\$ 393	1.18%	\$ 38,489	\$ 323	0.84%	\$ 70
MMWAC HOST FEES	\$ 197,400	\$ 183,524	92.97%	\$ 197,500	\$ 180,638	91.46%	\$ 2,886
9-1-1 DEBT SERVICE REIMBURSEMENT	\$ 98,318	\$ -	0.00%	\$ 161,233	\$ -	0.00%	\$ -
TRANSFER IN: TIF	\$ 324,212	\$ -	0.00%	\$ 407,374	\$ -	0.00%	\$ -
ENERGY EFFICIENCY	\$ 2,600	\$ 1,685	64.82%	\$ 4,000	\$ 2,414	60.35%	\$ (729)
CDBG	\$ 8,000	\$ 7,337	91.71%	\$ 8,000	\$ 7,337	91.71%	\$ -
UTILITY REIMBURSEMENT	\$ 37,500	\$ 28,644	76.38%	\$ 28,642	\$ 33,803	118.02%	\$ (5,159)
CITY FUND BALANCE CONTRIBUTION	\$ 1,050,000	\$ -	0.00%	\$ 700,000	\$ -	0.00%	\$ -
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 1,962,645</b>	<b>\$ 473,370</b>	<b>24.12%</b>	<b>\$ 1,865,185</b>	<b>\$ 1,054,650</b>	<b>56.54%</b>	<b>\$ (581,280)</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 50,160,522</b>	<b>\$ 47,547,751</b>	<b>94.79%</b>	<b>\$ 49,535,541</b>	<b>\$ 48,020,183</b>	<b>96.94%</b>	<b>\$ (472,432)</b>
<b>SCHOOL REVENUES</b>							
EDUCATION SUBSIDY	\$ 17,942,071	\$ 15,102,876	84.18%	\$ 16,213,174	\$ 14,870,621	91.72%	\$ 232,255
EDUCATION	\$ 1,358,724	\$ 1,013,490	74.59%	\$ 3,051,517	\$ 2,962,640	97.09%	\$ (1,949,150)
SCHOOL FUND BALANCE CONTRIBUTION	\$ 855,251	\$ -	0.00%	\$ 172,103	\$ -	0.00%	\$ -
<b>TOTAL SCHOOL</b>	<b>\$ 20,156,046</b>	<b>\$ 16,116,367</b>	<b>79.96%</b>	<b>\$ 19,436,794</b>	<b>\$ 17,833,261</b>	<b>91.75%</b>	<b>\$ (1,716,894)</b>
<b>GRAND TOTAL REVENUES</b>	<b>\$ 70,316,568</b>	<b>\$ 63,664,117</b>	<b>90.54%</b>	<b>\$ 68,972,335</b>	<b>\$ 65,853,444</b>	<b>95.48%</b>	<b>\$ (2,189,327)</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - GENERAL FUND COMPARATIVE**  
**THROUGH May 31, 2012 VS May 31, 2011**

DEPARTMENT	FY 2012	ACTUAL	% OF	FY 2011	ACTUAL	% OF	VARIANCE
	REVISED BUDGET	EXP THRU MAY 2012	BUDGET	BUDGET	EXP THRU MAY 2011	BUDGET	
<b>ADMINISTRATION</b>							
MAYOR AND COUNCIL	\$ 93,340	\$ 101,381	108.61%	\$ 103,340	\$ 92,563	89.57%	\$ 8,818
CITY MANAGER	\$ 280,915	\$ 318,653	113.43%	\$ 377,931	\$ 305,193	80.75%	\$ 13,460
ASSESSING SERVICES	\$ 188,906	\$ 157,978	83.63%	\$ 200,113	\$ 145,530	72.72%	\$ 12,448
CITY CLERK	\$ 137,422	\$ 130,480	94.95%	\$ 117,812	\$ 94,002	79.79%	\$ 36,478
FINANCIAL SERVICES	\$ 365,023	\$ 356,499	97.66%	\$ 368,730	\$ 309,199	83.86%	\$ 47,300
HUMAN RESOURCES	\$ 137,363	\$ 117,885	85.82%	\$ 138,602	\$ 115,326	83.21%	\$ 2,559
INFORMATION COMMUNICATION TECHNOLOGY	\$ 361,058	\$ 328,871	91.09%	\$ 330,216	\$ 255,047	77.24%	\$ 73,824
LEGAL SERVICES	\$ 84,284	\$ 62,947	74.68%	\$ 73,000	\$ 30,617	41.94%	\$ 32,330
CUSTOMER SERVICE	\$ 2,428	\$ 1,501	61.82%	\$ 2,000	\$ -	0.00%	\$ 1,501
<b>TOTAL ADMINISTRATION</b>	<b>\$ 1,650,739</b>	<b>\$ 1,576,195</b>	<b>95.48%</b>	<b>\$ 1,711,744</b>	<b>\$ 1,347,477</b>	<b>78.72%</b>	<b>\$ 228,718</b>
<b>COMMUNITY SERVICES</b>							
ENGINEERING	\$ 293,612	\$ 263,535	89.76%	\$ 383,196	\$ 226,650	59.15%	\$ 36,885
COMMUNITY PROGRAMS	\$ 12,650	\$ 12,649	99.99%	\$ 12,650	\$ 12,645	99.96%	\$ 4
PLANNING & PERMITTING	\$ 727,756	\$ 631,351	86.75%	\$ 709,023	\$ 610,206	86.06%	\$ 21,145
PARKS AND RECREATION	\$ 615,858	\$ 460,692	74.80%	\$ 606,333	\$ 452,310	74.60%	\$ 8,382
HEALTH & SOCIAL SERVICES	\$ 153,811	\$ 148,494	96.54%	\$ 152,252	\$ 141,309	92.81%	\$ 7,185
PUBLIC LIBRARY	\$ 929,407	\$ 774,506	83.33%	\$ 919,407	\$ 842,790	91.67%	\$ (68,284)
<b>TOTAL COMMUNITY SERVICES</b>	<b>\$ 2,733,094</b>	<b>\$ 2,291,227</b>	<b>83.83%</b>	<b>\$ 2,782,861</b>	<b>\$ 2,285,910</b>	<b>82.14%</b>	<b>\$ 5,317</b>
<b>FISCAL SERVICES</b>							
DEBT SERVICE	\$ 6,810,550	\$ 6,783,663	99.61%	\$ 6,816,314	\$ 6,773,011	99.36%	\$ 10,652
PROPERTY	\$ 680,137	\$ 545,794	80.25%	\$ 649,206	\$ 549,152	84.59%	\$ (3,358)
WORKERS COMPENSATION	\$ 451,890	\$ 219,256	48.52%	\$ 200,000	\$ 200,000	100.00%	\$ 19,256
WAGES & BENEFITS	\$ 4,209,929	\$ 3,663,183	87.01%	\$ 4,397,054	\$ 3,674,786	83.57%	\$ (11,603)
EMERGENCY RESERVE (10108062-670000)	\$ 328,608	\$ -	0.00%	\$ 336,336	\$ -	0.00%	\$ -
<b>TOTAL FISCAL SERVICES</b>	<b>\$ 12,481,114</b>	<b>\$ 11,211,896</b>	<b>89.83%</b>	<b>\$ 12,398,910</b>	<b>\$ 11,196,949</b>	<b>90.31%</b>	<b>\$ 14,947</b>
<b>PUBLIC SAFETY</b>							
EMERGENCY MGMT AGENCY	\$ 2,903	\$ -	0.00%	\$ 6,760	\$ -	0.00%	\$ -
FIRE DEPARTMENT	\$ 3,716,161	\$ 3,334,195	89.72%	\$ 3,549,341	\$ 3,162,686	89.11%	\$ 171,509
POLICE DEPARTMENT	\$ 3,315,380	\$ 2,919,937	88.07%	\$ 3,253,880	\$ 2,768,186	85.07%	\$ 151,751
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 7,034,444</b>	<b>\$ 6,254,132</b>	<b>88.91%</b>	<b>\$ 6,809,981</b>	<b>\$ 5,930,872</b>	<b>87.09%</b>	<b>\$ 323,260</b>
<b>PUBLIC WORKS</b>							
PUBLIC WORKS DEPARTMENT	\$ 4,682,884	\$ 3,705,420	79.13%	\$ 4,458,060	\$ 3,595,245	80.65%	\$ 110,175
WATER AND SEWER	\$ 558,835	\$ 553,426	99.03%	\$ 526,252	\$ 528,775	100.48%	\$ 24,651
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 5,241,719</b>	<b>\$ 4,258,846</b>	<b>81.25%</b>	<b>\$ 4,984,312</b>	<b>\$ 4,124,020</b>	<b>82.74%</b>	<b>\$ 134,826</b>
<b>INTERGOVERNMENTAL PROGRAMS</b>							
AUBURN-LEWISTON AIRPORT	\$ 106,750	\$ 106,750	100.00%	\$ 139,250	\$ 111,750	80.25%	\$ (5,000)
E911 COMMUNICATION CENTER	\$ 968,347	\$ 968,347	100.00%	\$ 927,500	\$ 927,500	100.00%	\$ 40,847
LATC-PUBLIC TRANSIT	\$ 207,779	\$ 207,779	100.00%	\$ 176,362	\$ 97,500	55.28%	\$ 110,279
LAEGC-ECONOMIC COUNCIL	\$ 160,687	\$ 120,515	75.00%	\$ 167,487	\$ 125,615	75.00%	\$ (5,100)
L-A ARTS	\$ 20,160	\$ 20,160	100.00%	\$ 20,161	\$ 20,160	100.00%	\$ -
TAX SHARING	\$ 288,593	\$ 284,985	98.75%	\$ 293,939	\$ 58,500	19.90%	\$ 226,485
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 1,752,316</b>	<b>\$ 1,708,536</b>	<b>97.50%</b>	<b>\$ 1,724,699</b>	<b>\$ 1,341,025</b>	<b>77.75%</b>	<b>\$ 367,511</b>
<b>COUNTY TAX</b>							
TIF (10108058-580000)	\$ 1,925,561	\$ 1,925,560	100.00%	\$ 1,892,352	\$ 1,892,352	100.00%	\$ 33,208
OVERLAY	\$ 2,619,142	\$ 2,619,142	100.00%	\$ 2,500,000	\$ -	0.00%	\$ 2,619,142
	\$ 301,604	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -
<b>TOTAL CITY DEPARTMENTS</b>	<b>\$ 35,739,733</b>	<b>\$ 31,845,534</b>	<b>89.10%</b>	<b>\$ 34,804,859</b>	<b>\$ 28,118,605</b>	<b>80.79%</b>	<b>\$ 3,726,929</b>
<b>EDUCATION DEPARTMENT</b>							
	\$ 34,705,246	\$ 26,563,379	76.54%	\$ 34,167,476	\$ 27,977,183	81.88%	\$ (1,413,804)
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 70,444,979</b>	<b>\$ 58,408,913</b>	<b>82.91%</b>	<b>\$ 68,972,335</b>	<b>\$ 56,095,788</b>	<b>81.33%</b>	<b>\$ 2,313,125</b>

**CITY OF AUBURN, MAINE  
INVESTMENT SCHEDULE  
AS OF May 31, 2012**

INVESTMENT	FUND	BALANCE	BALANCE May 31, 2012	INTEREST RATE	WEIGHTED AVG YIELD
BANKNORTH MNY MKT	24-1242924 GENERAL FUND	\$ 55,198.92	\$ 55,198.92	0.20%	
BANKNORTH MNY MKT	24-1745910 GF-WORKERS COMP	\$ 49,185.22	\$ 49,185.22	0.10%	
BANKNORTH MNY MKT	24-1745944 GF-UNEMPLOYMENT	\$ 66,739.73	\$ 66,739.73	0.20%	
BANKNORTH CD	7033 GF-UNEMPLOYMENT	\$ 102,404.84	\$ 102,404.84	2.64%	
BANKNORTH MNY MKT	24-1809302 SPECIAL REVENUE	\$ 52,430.13	\$ 52,430.13	0.20%	
BANKNORTH MNY MKT	24-1745902 SR-PERMIT PARKING	\$ 197,512.28	\$ 197,512.28	0.20%	
BANKNORTH MNY MKT	24-1745895 SR-TIF	\$ 54,657.86	\$ 54,657.86	0.20%	
BANKNORTH MNY MKT	24-1746819 CAPITAL PROJECTS	\$ 14,063,746.31	\$ 14,063,746.31	0.20%	
BANKNORTH CD	6895 SCHOOL CAPITAL PROJECTS	\$ 33,148.77	\$ 33,148.77	2.96%	
BANKNORTH MNY MKT	242-6181513 SCHOOL	\$ 985,277.00	\$ 985,277.00	0.20%	
BANKNORTH MNY MKT	24-1745928 ICE ARENA	\$ 47,102.13	\$ 47,102.13	0.10%	
<b>GRAND TOTAL</b>		<b>\$ 15,707,403.19</b>	<b>\$ 15,707,403.19</b>		<b>0.22%</b>



## City Council Agenda Information Sheet

City of Auburn

**Council Meeting Date:** June 4, 2012

**Resolve**

05-06042012

**Author:** Jill M. Eastman, Finance Director

**Subject: Resolve adopting the 2012-2013 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 a resolve 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.

Two readings are required for passage of this resolve. The first reading passed at the meeting of June 4, 2102 and the second reading is scheduled for this Council meeting on June 18, 2012.

**Financial:** n/a

**Action Requested at this Meeting: Yes-Approve the resolve adopting Annual Appropriation Resolve FY 2012-2013 (second reading)**

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

**Previous Meetings and History:** Public Hearing and passage of first reading was on June 4, 2012.

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

- Resolve for the 2012-2013 Annual Appropriation and Revenue
- Summary of Revenues and Appropriations

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 05-06042012

**RESOLVED**, that the following be, and hereby is the Annual Appropriation and Revenue Resolve of the City of Auburn for the fiscal year 2012-2013, which includes the amounts appropriated herein and revenues from all sources beginning July 1, 2012 and ending June 30, 2013.

The estimated aggregate amount of non-property tax revenue is \$31,451,022 with a municipal revenue budget of \$10,944,240 and a School Department revenue budget of \$20,506,782.

The aggregate appropriation for the City of Auburn is \$72,292,526, with a municipal budget of 34,383,200, County budget of \$2,006,244 and a School Department budget of \$35,903,082 which received School Committee approval on April 11, 2012, and school budget approved at the April 23, 2012 Special Council Meeting and based on the budget submitted to the Auburn City Council on March 19, 2012, by the Interim City Manager, and notification was posted on the City of Auburn website on May 3, 2012 that a public hearing would be held on May 7, 2012 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 2012-2013 beginning July 1, 2012 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 2012-2013.

### SCHOOL BUDGET ARTICLES

1. That \$13,980,372.00 be authorized to be expended for Regular Instruction;
2. That \$7,205,337.00 be authorized to be expended for Special Education;
3. That \$-0- be authorized to be expended for Career and Technical Education;
4. That \$730,839.00 be authorized to be expended for Other Instruction;
5. That \$4,169,008.00 be authorized to be expended for Student and Staff Support;
6. That \$818,349.00 be authorized to be expended for System Administration;
7. That \$1,206,097.00 be authorized to be expended for School Administration;
8. That \$1,414,714.00 be authorized to be expended for Transportation and Buses;
9. That \$3,479,410.00 be authorized to be expended for Facilities Maintenance;
10. That \$2,483,582.00 be authorized to be expended for Debt Service and Other Commitments;
11. That \$0 be authorized to be expended for All Other Expenditures;
12. That \$32,774,331.00 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 \$13,910,635.00 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;

***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 \$1,258,135.00 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 \$35,487,708.00 for the fiscal year beginning July 1, 2012 and ending June 30, 2013 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 \$373,578.00 for adult education and raise \$185,734.00 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 \$41,796.00 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;



## City Council Agenda Information Sheet

City of Auburn

**Council Meeting Date:** June 18, 2012

**Order**

39-06182012

**Author:** Jill M. Eastman, Finance Director

**Subject:** Order adopting the 2012-2013 Capital Improvement Program (CIP) Bond Projects.

**Information:** See Attached

**Financial:** This bond proposal suggests bonding \$5.6 million dollars, \$3.925 million for the City and \$1.675 million for the School.

**Action Requested at this Meeting:** Council adoption of the resolve will allow staff to begin the bonding process and proceed with public notice as required by the City Charter.

**Previous Meetings and History:** See Budget Schedule

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

- Order for the 2012-2013 Capital Improvement Program (CIP) Bond Projects.

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 39-06182012

**ORDERED**, that Capital Purchases (CIP) Bond Projects for FY 2013 in the amount of \$5,600,000 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 FY13 Capital Improvement Program:

<b>Department</b>	<b>FY13 Projects Only (See CIP for full description)</b>	<b>Proposed Financing</b>	<b>CIP</b>	<b>FY 2013 CIP Bond</b>
School	Building and Equipment Improvements	Bond	CIP	\$1,675,000
City Clerk	Fireproof Storage	Bond	CIP	\$44,000
Engineering	Major Drainage	Bond	CIP	\$60,000
Engineering	MDOT Match	Bond	CIP	\$125,000
Engineering	Reclaim/Resurface	Bond	CIP	\$1,500,000
Engineering	Reconstruction	Bond	CIP	\$1,000,000
Engineering	Sidewalk Program	Bond	CIP	\$100,000
LATC	Bus Replacement	Bond	CIP	\$40,000
Parking Facilities	Drainage Mechanics Row Garage	Bond	CIP	\$25,000
Planning	Main Street Electrical Service	Bond	CIP	\$36,000
Public Works	Boiler Conversion	Bond	CIP	\$200,000
Public Works	Building and Ground Improvements	Bond	CIP	\$200,000
Public Works	Heavy Equipment	Bond	CIP	\$550,000
Contingency	Retained earnings for bid variances			\$45,000
<b>TOTALS</b>				<b>\$5,600,000</b>



# City Council Agenda Information Sheet

City of Auburn

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**Council Meeting Date:** June 18, 2012

**Order** 40-06182012

**Author:** Jill M. Eastman, Finance Director

**Subject:** Order adopting the 2012-2013 Capital Improvement Program (CIP2) Other Funding Projects.

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**Information:** See Attached

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**Financial:** These projects amount to \$1,073,977.

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**Action Requested at this Meeting:**

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**Previous Meetings and History:** See Budget Schedule

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

- Order for the 2012-2013 Capital Improvement Program (CIP2) Other Funding Projects.

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 40-06182012

ORDERED, that Capital Purchases (CIP2) Other Funding for FY 2013 in the amount of \$1,063,977 are hereby approved as listed:

<b>Department</b>	<b>FY13 Projects Only (See CIP for full description)</b>	<b>Proposed Financing</b>	<b>CIP 2</b>	<b>FY 2013 CIP Bond</b>
Engineering	Vehicle Replacements	Unallocated Bonds	CIP 2	\$30,000
Engineering	Pavement Management Software Data Collection	Unallocated Bonds	CIP 2	\$67,500
Fire	Fire Hose	Unallocated Bonds	CIP 2	\$17,000
Fire	Building Improvements	Unallocated Bonds	CIP 2	\$80,000
Fire	South Main St Boiler Replacement	Unallocated Bonds	CIP 2	\$15,000
ICT	Aerial Photography updates for GIS	Unallocated Bonds	CIP 2	\$60,500
Parking Facilities	Parking Garage Maintenance	Unallocated Bonds	CIP 2	\$75,000
Parks & Rec	Mowers	Unallocated /Cemetery Fund	CIP 2	\$21,500
Parks & Rec	Hasty Heating System Repair and Conversion	Unallocated Bonds	CIP 2	\$30,000
Parks & Rec	Aerial Work Platform	Unallocated /Arena Fund	CIP 2	\$8,600
Police	Police Vehicles	Unallocated Bonds	CIP 2	\$146,500
Police	Payoff Current Lease of Prior Year Vehicles	Unallocated Bonds	CIP 2	\$79,180
Police	Mobile Data Terminal Replacements	Unallocated Bonds	CIP 2	\$75,000
Police	Mobile Camera System Replacements	Unallocated Bonds	CIP 2	\$103,000
Police	Heating System @ PAL Center	Unallocated Bonds	CIP 2	\$20,000
Property	City Hall Roof	Unallocated Bonds	CIP 2	\$61,100
Property	Copier for Police Department	Unallocated Bonds	CIP 2	\$13,000
Police	Foster Road Demolition	Unallocated Bonds	CIP 2	\$12,000
Public Library	Building Improvements	Unallocated Bonds	CIP 2	\$12,022
Public Library	Computer Replacements	Unallocated Bonds	CIP 2	\$22,075
Public Works	Vehicle Replacements	Unallocated Bonds	CIP 2	\$40,000
Public Works	Fleet GPS Tracking System	Unallocated Bonds	CIP 2	\$32,000
Public Works	Security Camera System	Unallocated Bonds	CIP 2	\$18,000
Public Works	Trackless Attachments	Unallocated Bonds	CIP 2	\$35,000
<b>TOTALS</b>				<b>\$1,073,977</b>



# City Council Agenda Information Sheet

City of Auburn

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**Council Meeting Date:** June 18, 2012

**Order**

41-06182012

**Author:** Sue Clements-Dallaire

**Subject:** Authorizing the issuance and sale of the City's general obligation bonds in the amount of \$5,600,000.

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**Information:** This is an order to allow the bonding of the Capital Improvement Plan for the year as discussed in previous workshops.

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**Financial:**

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**Action Requested at this Meeting:** Public hearing and recommend passage of first reading.

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**Previous Meetings and History:**

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**Attachments:** Order 41-06182012

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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 41-06182012

ORDERED, following a public hearing duly called and held as required by Article 8, Section 8.13 of the Auburn City Charter, that there be and hereby is authorized the issuance and sale of the City's general obligation bonds in the amount of \$5,600,000, the proceeds of which are hereby appropriated to fund the costs of the following Capital Improvements (including costs of issuance, capitalized interest, and any other costs related or ancillary thereto):

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 FY13 Capital Improvement Program:

<b>Department</b>	<b>FY13 Projects Only (See CIP for full description)</b>	<b>Proposed Financing</b>	<b>CIP</b>	<b>FY 2013 CIP Bond</b>
School	Building and Equipment Improvements	Bond	CIP	\$1,675,000
City Clerk	Fireproof Storage	Bond	CIP	\$44,000
Engineering	Major Drainage	Bond	CIP	\$60,000
Engineering	MDOT Match	Bond	CIP	\$125,000
Engineering	Reclaim/Resurface	Bond	CIP	\$1,500,000
Engineering	Reconstruction	Bond	CIP	\$1,000,000
Engineering	Sidewalk Program	Bond	CIP	\$100,000
LATC	Bus Replacement	Bond	CIP	\$40,000
Parking Facilities	Drainage Mechanics Row Garage	Bond	CIP	\$25,000
Planning	Main Street Electrical Service	Bond	CIP	\$36,000
Public Works	Boiler Conversion	Bond	CIP	\$200,000
Public Works	Building and Ground Improvements	Bond	CIP	\$200,000
Public Works	Heavy Equipment	Bond	CIP	\$550,000
Contingency	Retained earnings for bid variances			\$45,000
<b>TOTALS</b>				<b>\$5,600,000</b>

THAT the bonds, which term shall be deemed to include any Bond Anticipation Notes (BAN's) as described below, shall be issued as authorized hereunder and shall be signed by the Finance Director and City Treasurer, attested by the City Clerk under the seal of the City. A tax levy is hereby provided for each fiscal year that the bonds authorized hereunder remain outstanding to meet the annual installments of principal and interest as may accrue in each respective year. The bonds may be issued at one time or from time to time, either singly or in series, and the authority and discretion to fix method of sale, issue date, maturities, denominations, interest rate, place of payment, form and other details of said bonds and notes, and to take all other actions and to sign and deliver all other documents, certificates and agreements in order to provide for the sale thereof is hereby delegated to the Finance Director and City Treasurer.

THAT the bonds authorized hereunder may be made subject to call for redemption, either with or without premium, on such terms as may be determined by the Finance Director.

THAT in order to finance temporarily the projects described above, the Finance Director is authorized to expend up to \$5,600,000 either from available funds of the City or from the proceeds of BAN's which would be reimbursed or refinanced from bond proceeds.

THAT the authority and discretion to designate the bond or notes, or a portion thereof, as qualified tax-exempt obligations under section 265 of the Internal Revenue Code of 1986, as amended, is hereby delegated to the Finance Director.

THAT this order is a declaration of official intent pursuant to Treas. Reg. § 1.150-2 and shall be kept available for public inspection during reasonable business hours at the office of the City Clerk.

A Public Notice describing the general purpose of the borrowing and the terms thereof was published the same on June 4, 2012, in the Lewiston Sun-Journal, a daily newspaper published in Androscoggin County, and posted on the City's website.



## City Council Agenda Information Sheet

City of Auburn

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**Council Meeting Date:** June 18, 2012

**Order**

42-06182012

**Author:** Jill M. Eastman, Finance Director

**Subject: Order establishing the property tax payment due dates and to establish the property tax delinquency and overpayment interest rates for Fiscal Year 2012-2013.**

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**Information:** Pursuant to 36 M.S.R.A. § 505, this order establishes the real estate property tax and personal property tax due dates of the Fiscal Year 2012-2013/

Real Estate property tax will be due in two equal installments on September 15, 2012 and March 15, 2013. Personal property tax will be due, in its entirety, September 15, 2012.

Also, pursuant to 36 M.S.R.A. § 505, this order confirms the interest rate for over payment and delinquent taxes as determined by the Treasurer State of Maine. The maximum rate set by the State Treasurer is determined by prime rate as published by the Wall Street Journal on the first business day of the calendar year, rounded up to the next whole percent plus 3 percentage points.

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**Financial:** n/a

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**Action Requested at this Meeting:** Motion adopting the order

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**Previous Meetings and History:**

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**Attachments:** Order 42-06182012

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 42-06182012

ORDERED, that fifty percent (50%) of all real estate taxes assessed as in the annual commitment, committed to the Tax Collector, shall be due proportionately from each tax payer on September 15, 2012 and the remaining fifty percent (50%) shall be due on March 15, 2013.

Except as may be provided by resolve regarding payments in accordance with an installment payment plan, any real estate taxes remaining uncollected on September 16, 2012 and March 16, 2013 respectively shall bear interest at a rate of 7% per annum from and after such dates.

Personal property taxes shall be due and payable on or before September 15, 2012. Any personal property taxes remaining unpaid on September 16, 2012 shall bear an interest rate of 7% per annum from and after such date. Interest on all delinquent taxes shall be computed on a daily basis and shall be collected by the Tax Collector. The Tax Collector is authorized to accept tax prepayments.



## City Council Agenda Information Sheet

City of Auburn

**Council Meeting Date:** June 18, 2012

**Order** 43-06182012

**Author:** Keith McBride, Economic Development Asst.

**Subject: Designation of City-owned Parcel at 8 S. Main Street (PID: #221-074) as a Public Easement**

**Information:** A “Public Easement” designation attaches permanent public access rights to this lot, preserving it as open space. This is in accordance with the city’s Comprehensive Plan, which calls for the development of a riverfront green space in New Auburn, with the Council’s wishes to designate this land as an official city park, and with the Real Estate Exchange Agreement entered into between Auburn and the owner of Rolly’s Diner.

**Financial:** The designation of this property as a public easement imposes no expense on the city. Since the lot continues to be municipally-owned, it does not reduce the city’s taxable value.

**Action Requested at this Meeting: Designate the city-owned parcel at 8 S. Main Street (PID: 221-074) as a Public Easement (as defined by 17-A M.R.S.A. § 505(2)) and authorize the City Manager to execute any documents necessary to complete this designation.**

**Previous Meetings and History:** June 4, 2012

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

- 23 M.R.S.A. §3021
- Order 43-06182012

## 23 §3021. DEFINITIONS

### 23 §3021. DEFINITIONS

As used in this chapter, unless the context clearly indicates otherwise, the following words shall have the following meaning. [1975, c. 711, §8 (NEW) .]

**1. Highway purposes.** "Highway purposes" means use as a town way and those things incidental to the laying out, construction, improvement, maintenance, change of location, alignment and drainage of town ways, including the securing of materials therefor; provision for the health, welfare and safety of the public using town ways; provision for parking places, rest areas and preservation of scenic beauty along town ways.

[ 1975, c. 711, §8 (NEW) .]

**2. Public easement.** "Public easement" means an easement held by a municipality for purposes of public access to land or water not otherwise connected to a public way, and includes all rights enjoyed by the public with respect to private ways created by statute prior to the effective date of this Act. Private ways created pursuant to sections 3001 and 3004 prior to the effective date of this Act are public easements.

[ 1975, c. 711, §8 (NEW) .]

**3. Town way.** "Town way" means:

A. An area or strip of land designated and held by a municipality for the passage and use of the general public by motor vehicle; [1981, c. 702, Pt. Z, §2 (NEW) .]

B. All town or county ways not discontinued or abandoned before July 29, 1976; and [1981, c. 702, Pt. Z, §2 (NEW) .]

C. All state or state aid highways, or both, which shall be classified town ways as of July 1, 1982, or thereafter, pursuant to section 53. [1981, c. 702, Pt. Z, §2 (NEW); 1981, c. 702, Pt. Z, §2 (RPR) .]

#### SECTION HISTORY

1975, c. 711, §8 (NEW). 1981, c. 702, §Z2 (AMD) .

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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 43-06182012**

**Ordered** that the city-owned parcel at 8 S. Main Street (PID: 221-074) is designated as a Public Easement (as defined by 23 M.R.S.A. § 3021); and that the City Manager is authorized to execute any documents necessary to complete this designation.