



**City Council Workshop & Meeting
May 7, 2018
Agenda**

5:30 P.M. Workshop

- A. Budget Review
 - a. Police
 - b. Fire
 - c. Public Services
- B. Proposed Zone Change (33 Dunn Street Twin City Times) – Zach Mosher (10 minutes)

If needed, workshop discussions will resume after the Council Meeting has adjourned.

7:00 P.M. City Council Meeting

Roll call votes will begin with Councilor Walker

Pledge of Allegiance

- I. **Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.
 - 1. **Order 42-05072018***
Accepting the transfer of \$1,933.48 forfeiture assets in Rem in U.S. Currency to the Auburn Police Department (Unified Criminal Court Docket No. CR-18-338 Alicia Whittemore).
- II. **Minutes** – April 23, 2018 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
 - **Proclamation** – Kids to Parks Day
 - **Proclamation** – Curtis Ouellette, Eagle Scout
 - **Proclamation** – Youth Week
- IV. **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*.

V. Unfinished Business - None

VI. New Business

1. **Public hearing** – this is the second public hearing on the FFY2018 CDBG Action Plan.
2. **Order 43-05072018**
Adopting the FFY2018 CDBG Action Plan.
3. **Order 44-05072018**
Approving the request to waive the business licensing fees for the Auburn Suburban Baseball and Softball, a non-profit organization for the 2018 season.

VII. Reports

- A. **Mayor's Report**
- B. **City Councilors' Reports**
- C. **City Manager Report**

VIII. 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. Executive Session – Legal consultation pursuant to 1 M.R.S.A. Sec. 405(6)(E).

X. Adjournment



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: May 7, 2018

Author: Police Chief Phillip Crowell, Jr.

Subject: Police Department Budget Presentation

Information:

The presentation includes a review of the department's operations, service demands, and CIP.

City Budgetary Impacts:

This is the annual budget (operation and CIP) requests for FY19

Staff Recommended Action:

Review and discussion of proposed budget

Previous Meetings and History:

City Manager Comments:

I concur with the recommendation.

Signature:

A handwritten signature in blue ink, appearing to read "Peter J. Crowell".

Attachments:

POLICE

MISSION

To prevent crime & protect our community

VISION

To be community focused in all we do

VALUES

Honor, Excellence, Loyalty & Professionalism

MOTTO

Expect Excellence

POLICE

CIP FY19 Presentation

CIP PROJECTS

- Fleet Replacement – four vehicles (\$172,000)
- Auburn Hall Improvements – (\$100,000)
- Mobile Data Terminals – 15 replacements (\$90,000)
- 50 conference room chairs for all meeting spaces (\$13,800)
- Replace interview rooms recording equipment (\$11,500)

VEHICLES TO BE TRADED (2)

- 2014 Ford SUV 125,000 miles (replace w/new)
- 2016 Ford SUV 102,000 miles (replace w/new)

VEHICLES TO BE REASSIGNED (2)

- 2016 Ford SUV 94,000 miles (replace w/new)
- 2016 Ford SUV 76,000 miles (replace w/new)

MOBILE DATA TERMINALS

- 15 Mobile Data Terminals (MDTS) will be replaced
- MDT's are \$6,000 each, including mounting hardware and installation.



POLICE

FY19 Budget Presentation

BUDGET JUSTIFICATIONS

SALARIES/OVERTIME Contractual increases, extended medical vacancies, emergency holdovers, and mandatory training

OPERATING Consistent with actual expenses

TRAINING Ammunition cost increase, academy tuition for new recruits, and officer development

FUEL Increase in cost covering 300,000+ miles

FLEET REPAIRS Replacement schedule is still behind, causing added miles and more repairs

COMMUNITY INVESTMENT

CITIZEN ENGAGEMENT Improve or expand dialogue and interaction with citizens

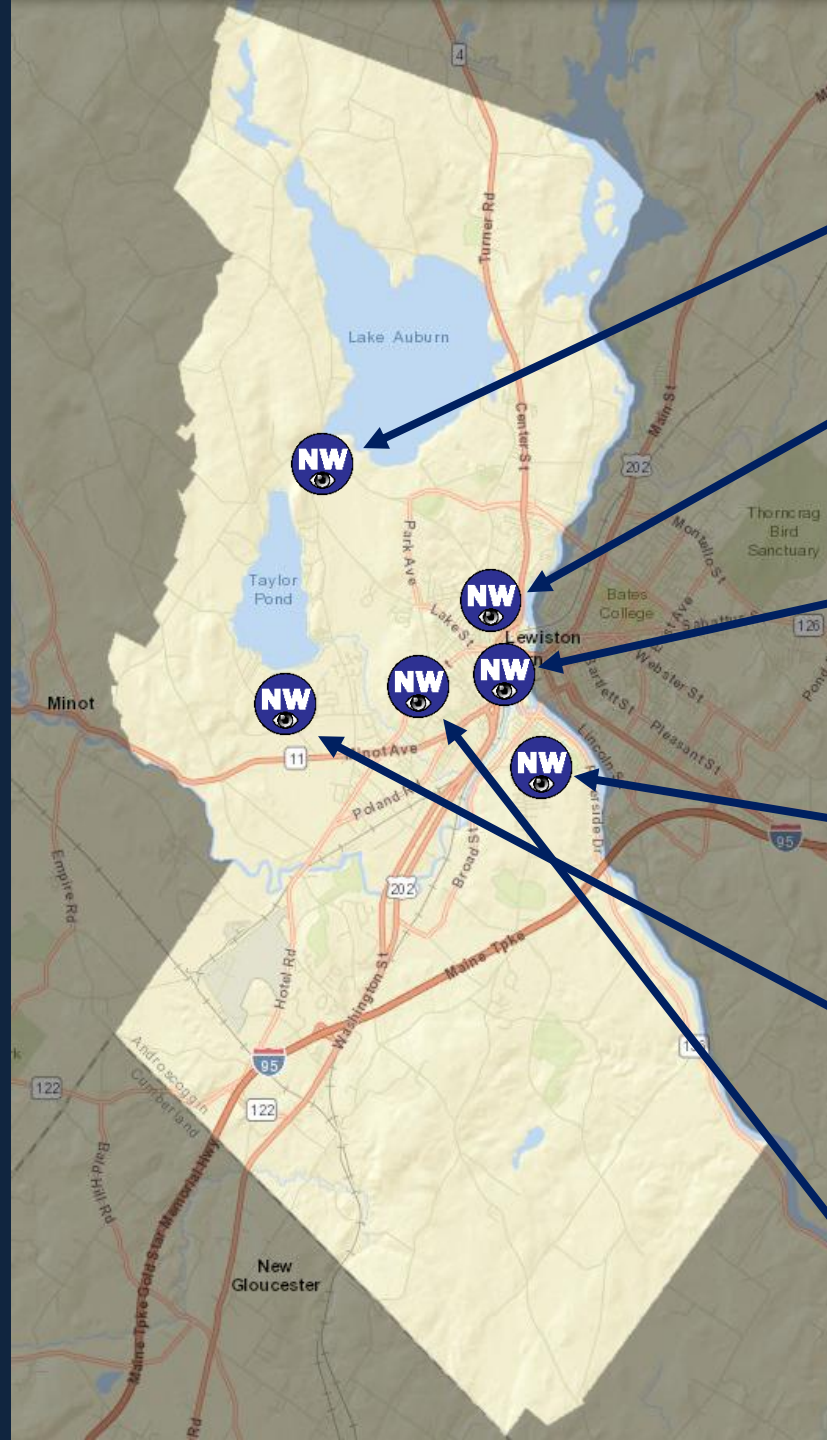
RETURN ON INVESTMENT

NEIGHBORHOOD MOBILIZATION

- **Neighborhood Watch Groups/Coffee with a Cop** - safety concerns
- **Citizens Police Academies** - provides citizen knowledge
- **Citizen Survey** - 90% of responders (188) believe their neighborhood is a good place to live and raise children; 70% plan to live in their neighborhood for at least five years – 25% had more than five community interactions with police in a year

SIX Current Neighborhood Watch Groups

Two newest
NW groups:
Pleasant Street
& PAL Area



LAKE AUBURN NW

PAL AREA NW

**PLEASANT/HIGH/
SPRING NW**

NEW AUBURN NW

**SUNDERLAND DRIVE
NW**

**WESTERN AVENUE
NW**

COMMUNITY INVESTMENT

ENHANCED TRAFFIC SAFETY

- Address motor vehicle and pedestrian safety in Auburn

RETURN ON INVESTMENT

DATA-DRIVEN STRATEGIES

- **Traffic Enforcement Unit:** traffic enforcement/calming initiatives
- Applied for Bureau of Highway Safety **Grants** \$82,885 for distracted driving, speed, OUI, and seatbelt overtime
- Deployed traffic calming signs and speed bumps in neighborhoods
- Stopped 6,319 motor vehicles in 2017 – a **7% increase** from 2016

FY18 Update - SPEED SIGNS



Seven have been displayed on Broad Street, West Auburn Road, Park Avenue, Mill Street, Perkins Ridge Road, Lake Street, Stevens Mill Road, and Central Maine Community College.

The units collect data and can be redeployed. Provides traffic calming efforts and responsiveness to citizen complaints.

CIP FY 18: purchased 10 units

COMMUNITY INVESTMENT

COMMUNITY SAFETY Address safety of Auburn from all perspectives (residents, schools, businesses & visitors)

RETURN ON INVESTMENT

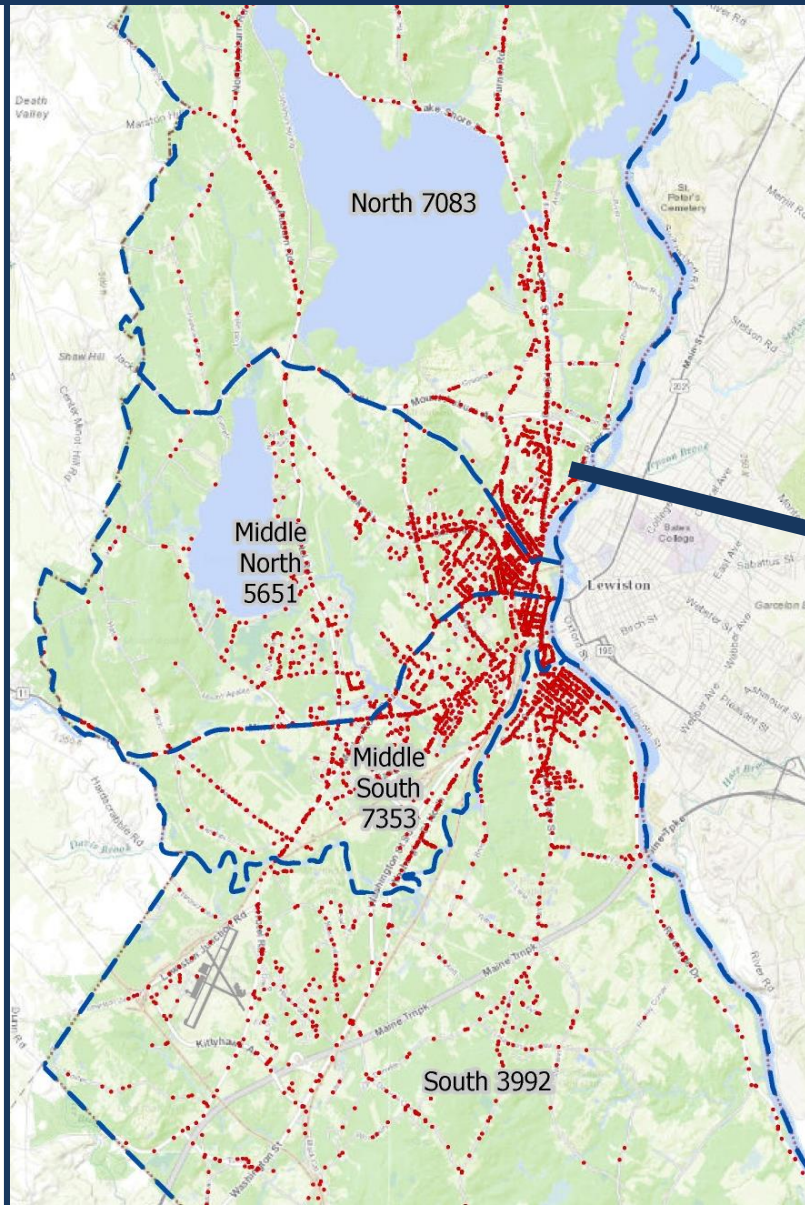
PATROL/INVESTIGATION/SCHOOL DEPLOYMENT

- Largest investment – 47 staff members handling over **24,000** calls for service
- 96% of our crime rate is property related/only 4% are crimes against people
- Auburn's solved crime rate is 49% (higher than state average)

DRUG ENFORCEMENT

- Allocated three agents regionally to disrupt the supply of drugs in Auburn
- Promoted community conversations in collaboration with treatment providers
- Educated the community on drug issues and local resources

BEATS/CALLS FOR SERVICE

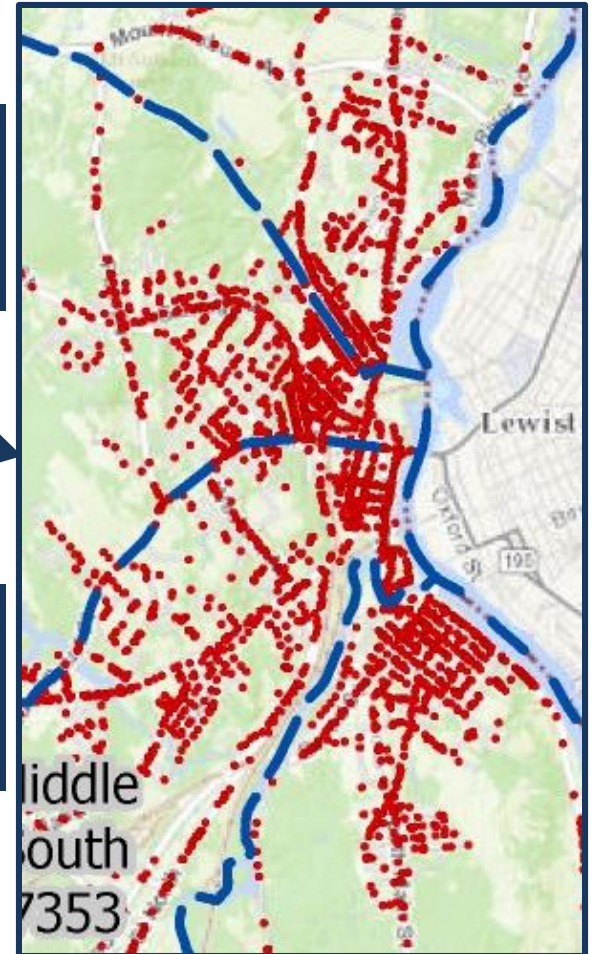


APD Calls

PoliceBeats

Calls for Service
24,340

Total Miles for 2017
334,577



DRUG OVERDOSE/DEATHS

2013 – 2017

- 5 overdoses in 2013 resulting in 2 deaths
- 11 overdoses in 2014 resulting in 3 deaths
- 25 overdoses in 2015 resulting in 2 deaths
- **36 overdoses in 2016 resulting in 5 deaths**
- 29 overdoses in 2017 resulting in 4 deaths

ACTION STEPS

- All officers have been issued **NARCAN** and are trained to administer it
- APD has launched a **follow-up program** with the Auburn Fire Department; overdose patients are contacted within 48 hours
- The department has joined **CommUNITY Recovery**, a collaboration to expand patient-centered addiction care: *“To create a community response and safe pathway to recovery that provides full access, reduces stigma and encourages the possibility of successful overall well-being and participation.”*

COMPARATIVE COSTS: OPERATING

	Population	Sworn Officers	Non-sworn Staff	Budget
AUBURN	22,948	55	7	4,043,998
Augusta	18,494	45	17	5,062,288
Biddeford	21,362	43	5	4,426,195
Brunswick	20,645	34	4	4,938,124
Scarborough	20,023	40	7	5,616,472
South Portland	25,577	54	8	4,543,307

Agency Comparisons: Lewiston, Portland & Bangor are excluded (more total staff & higher populations)

COMPARATIVE COST: PER RESIDENT

		Per Employee	Per Resident
	2007 National Average	\$88,200	\$260
1	Brunswick	\$129,951	\$240
2	Scarborough	\$119,499	\$181
3	Biddeford	\$92,213	\$208
4	Augusta	\$81,650	\$274
5	South Portland	\$73,280	\$178
6	AUBURN	\$65,226	\$176

2017 GRANT FUNDING

		Federal	State	Other
	TOTAL	\$30,640	\$82,885	\$53,226
1	Byrne JAG	\$0		
2	Bulletproof Vests	\$3,640		
3	Homeland Security	\$27,000		
4	BHS - Speed		\$12,838	
5	BHS - OUI		\$12,391	
6	BHS – Distracted Driving		\$44,443	
7	BHS - Seatbelt		\$13,213	
8	CDBG – Work With ME			\$48,826
9	Healthy Andro - Alcohol			\$4,400



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: May 7, 2018

Author: Deputy Fire Chief Robert Chase

Subject: Fire Department Budget Presentation

Information:

The presentation includes a review of the department's structure, facilities and equipment.

The CIP request includes the required removal of the Under-Ground Storage Tank for heating oil which has been abandoned at Center Street Station for almost two years. After tank removal, the driveway must then be paved which will also repair an area dug up this winter to repair a broken water main. There is also a CIP request of a response vehicle for the EMS Director.

The operating budget review includes information on the requested increase in the overtime budget for short and long term sick leave. This request is the start of a three to five-year process of trying to control overtime while adjusting the budget to align more closely with realistic expenditures. This comes following a recommendation from the Fire Department Overtime Working Group which will continue to work on controlling overtime expenses.

Detail will also be provided on a requested increase to the Vehicle Repairs budget, which has been overbudget for several years and continues to challenge our ability to keep vehicles response ready.

City Budgetary Impacts:

This is the annual budget request for FY19

Staff Recommended Action:

Review and discussion of proposed budget

Previous Meetings and History:

City Manager Comments:

I concur with the recommendation.

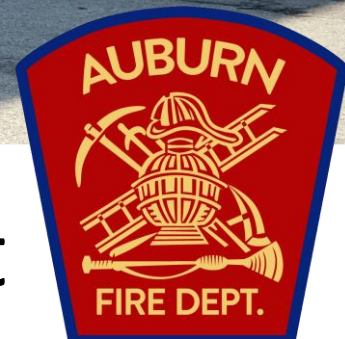
Signature:

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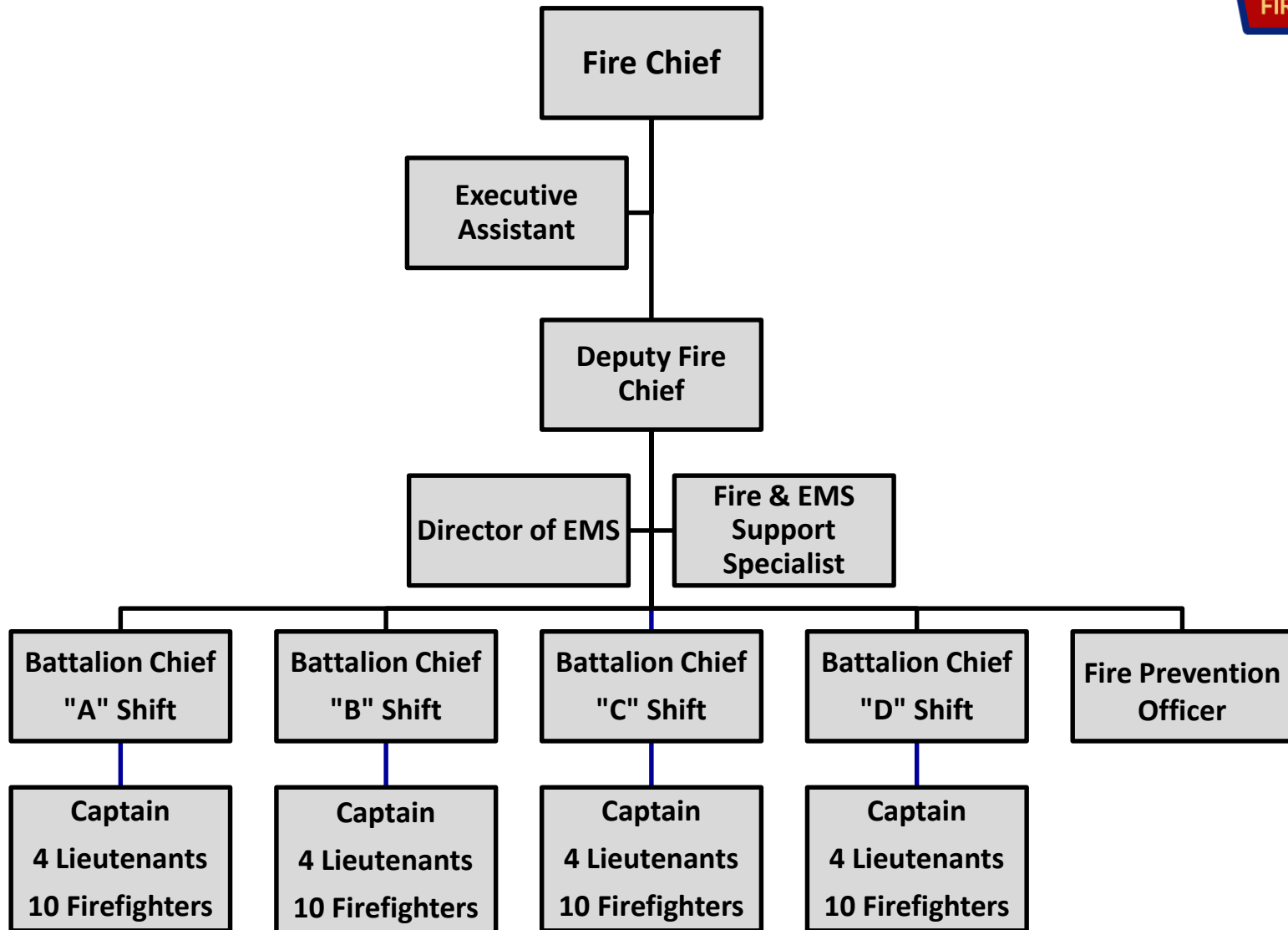
Attachments:



Auburn Fire – FY19 Proposed Budget



Organizational Chart



Statistical Snapshot



	2016	2017
Calls for Service	4809	4685
Fires in a Building	52	46
Other Fires		65
Emergency Medical Calls	3426	3120
Motor Vehicle Crashes	338	398
Hazardous Conditions	155	245
Alarm Activation	270	247
Other Incidents	568	564
Arson Fires	3	0
Inspections Performed	450	350
Investigations Performed	10	15
Complaints Answered	9	7

Department Initiatives



- Continued retooling of the Elementary School Fire Prevention Program (Year 1 program validation)
- New data collection efforts, system-wide software
- Increased inspection compliance and efficiency
- Self-inspection program for selected occupancies
- Taylor Pond outreach and risk reduction
- Improved business license processing

Management Software



Emergency Reporting System - NFIRS 5.1 Compliant

Home

- Incidents
- Message Center
- Hydrants
- Maintenance
- Occupancy
- Training 3.0
- Reports
- Library
- Shifts
- Calendar
- Events
- Inventory
- Daily Roster
- Payroll
- Demographics
- My Profile
- Analytics
- Administration

System Updates (Posted: 2018-05-01)

VTh - Truck Checks...LIVE Encore Presentation (Posted: 2018-04-30)

Welcome Robert Chase

Thursday, May 3, 2018

Last Login: 05/02/2018 13:27:06

Account ID: 5901

Department Name: Auburn Fire Department

Station: 3 - Central

Shift: Administration

[Change Password](#)

[Change Station/Shift](#)

Daybook

System Notifications: [Change My Notifications](#)

Calendar Items:
There are currently no miscellaneous calendar items to display.

Messages:
There are no new messages to display.

Incidents:
You have 1 **incomplete incident** assigned to you.
You have 0 incidents waiting to be **reviewed**.

Certifications:
☐ There are currently no certifications expiring in the next 30 day(s)

Expired Certifications:
There are currently no certifications that have expired in the past 30 day(s)

Hydrants: **Out of Service Hydrants:** 0

Maintenance:
There are 21 **pending equipment work orders**
There are 32 **pending apparatus work orders**

Daily Log [Show for Current Station](#) [Back](#) Date: 05/03/2018 [Next](#) [Add to Log](#)

Start	End	Log Details	Personnel
(No Items)			

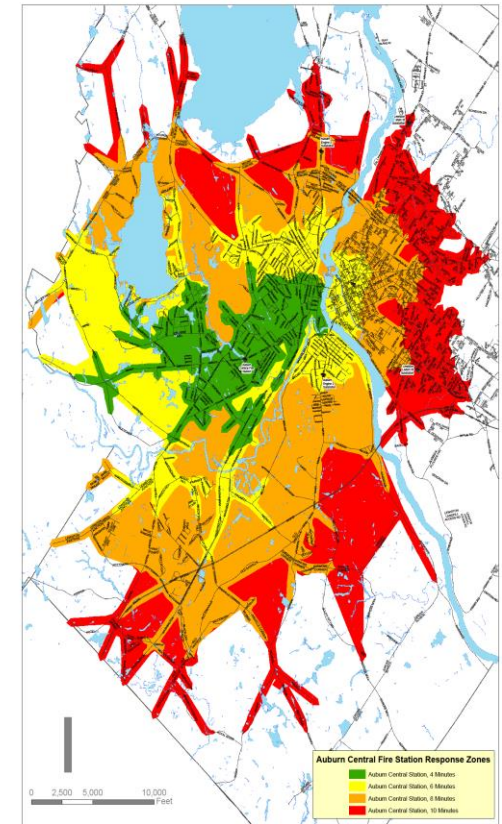
Service Delivery Standards



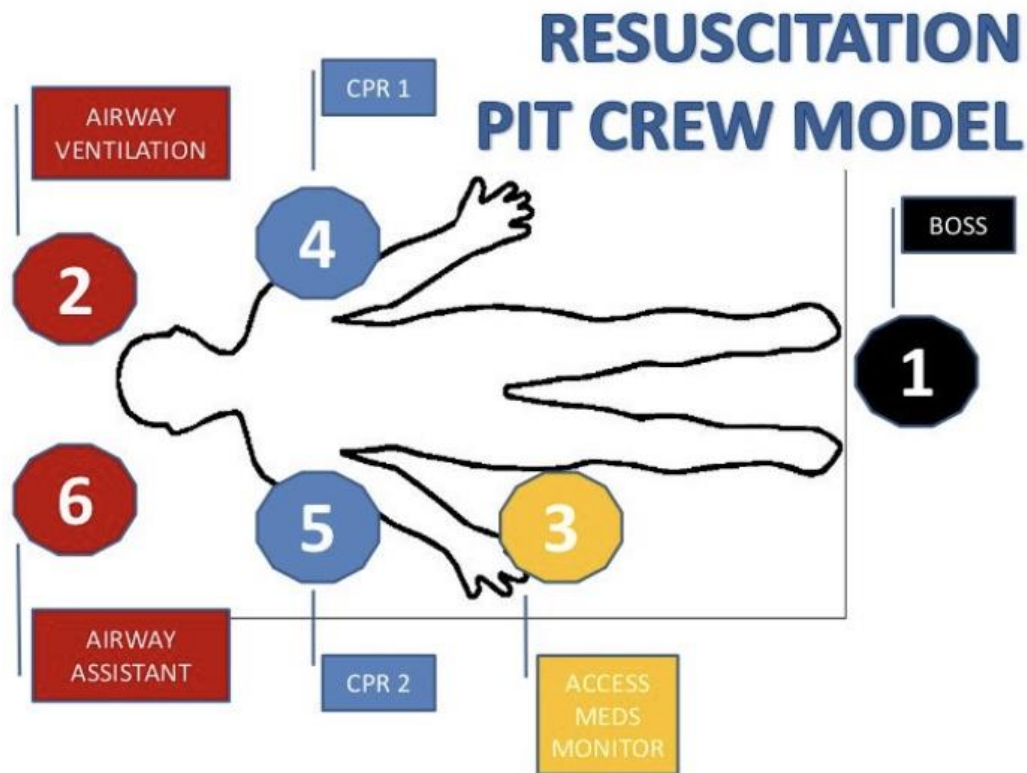
NFPA 1710: Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments

Resources for Initial Full Assignments (single family residence)

■ Establish Incident Command	1
■ Engine Operator(s)	2
■ Staff two attack lines (2 FF each)	4
■ Support Firefighter for each line	2
■ Search and Rescue Company	2
■ Ladder Deployment Company	2
■ Aerial Operator	1
■ <u>Initial Rapid Intervention Crew (Lewiston)</u>	<u>2</u>
	16
■ EMS Standby Crew (when risk exists)	2



Service Delivery Standards



Capital Assets



VEHICLES

- 4 Pumper Trucks (2 in reserve)
- 1 Quint (Combination pumper-ladder)
- 3 Ambulances (1 in reserve)
- 1 Medium-duty Rescue Truck
- 1 Rescue Boat
- 2 Pickups
- 1 Command Vehicle
- 1 Fire Prevention Vehicle
- 1 Chief's Vehicle
- 1 Antique Vehicle (1934 Fox)

Capital Assets



BUILDINGS

- **South Main Station**
 - Protects Ward 5 and part of Ward 4
- **Central Station**
 - Protects Ward 3 and most of Wards 2 and 4
- **Center Street Station**
 - Protects Ward 1 and part of Wards 2, 3, and 4
- **Training Building**
 - Located at Central Station, the Training Building is one of the few in the state
 - This building is used by multiple agencies across multiple disciplines

CIP Request



CENTER STREET STATION

- Removal of Underground Storage Tank
- Tank removal is required by law within 2 years of abandonment
- Paving of driveway to repair from tank removal and broken water main
- REQUEST: \$118,888



CIP Request



CENTRAL STATION

- Driveway repair
- REQUEST: \$30,000



CIP Request



EMS DIRECTOR RESPONSE VEHICLE

- Director's position is responsible for response and field supervision of EMS crews
- REQUEST: \$32,000 – EMS Capital Reserve

Fire - Budget Drivers



- Overtime
- Fleet Maintenance
- Dues and Subscriptions

Overtime Savings



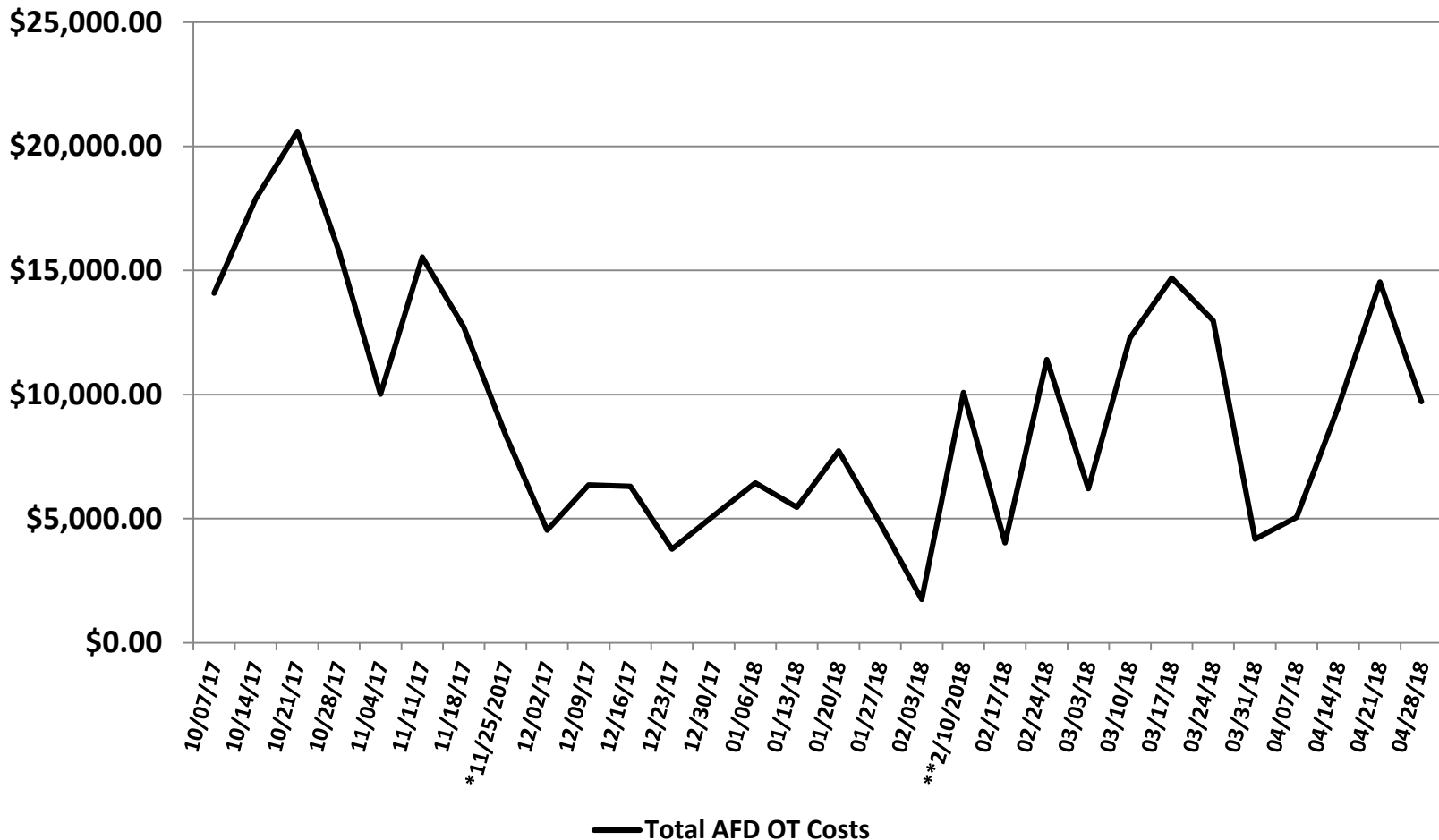
From New Hires...

- November 26 to April 28, 2018
 - Benefit/Savings:
 - The new hires worked 129 shifts that otherwise would have been covered by OT
 - 129 Shifts X 24 hours X \$35.10 (Avg. OT)= **\$108,670**
 - Payroll expenses for 4 firefighters
 - \$2,883.00/week (Avg. Pay) X 22 weeks = **\$63,426**
 - Overall savings = **\$45,244** (December thru April)
 - Vacation Replacement OT should drop from \$146,616 in FY17 to approximately \$90,000 in FY18, and to \$20,000 in FY19

Overtime Savings



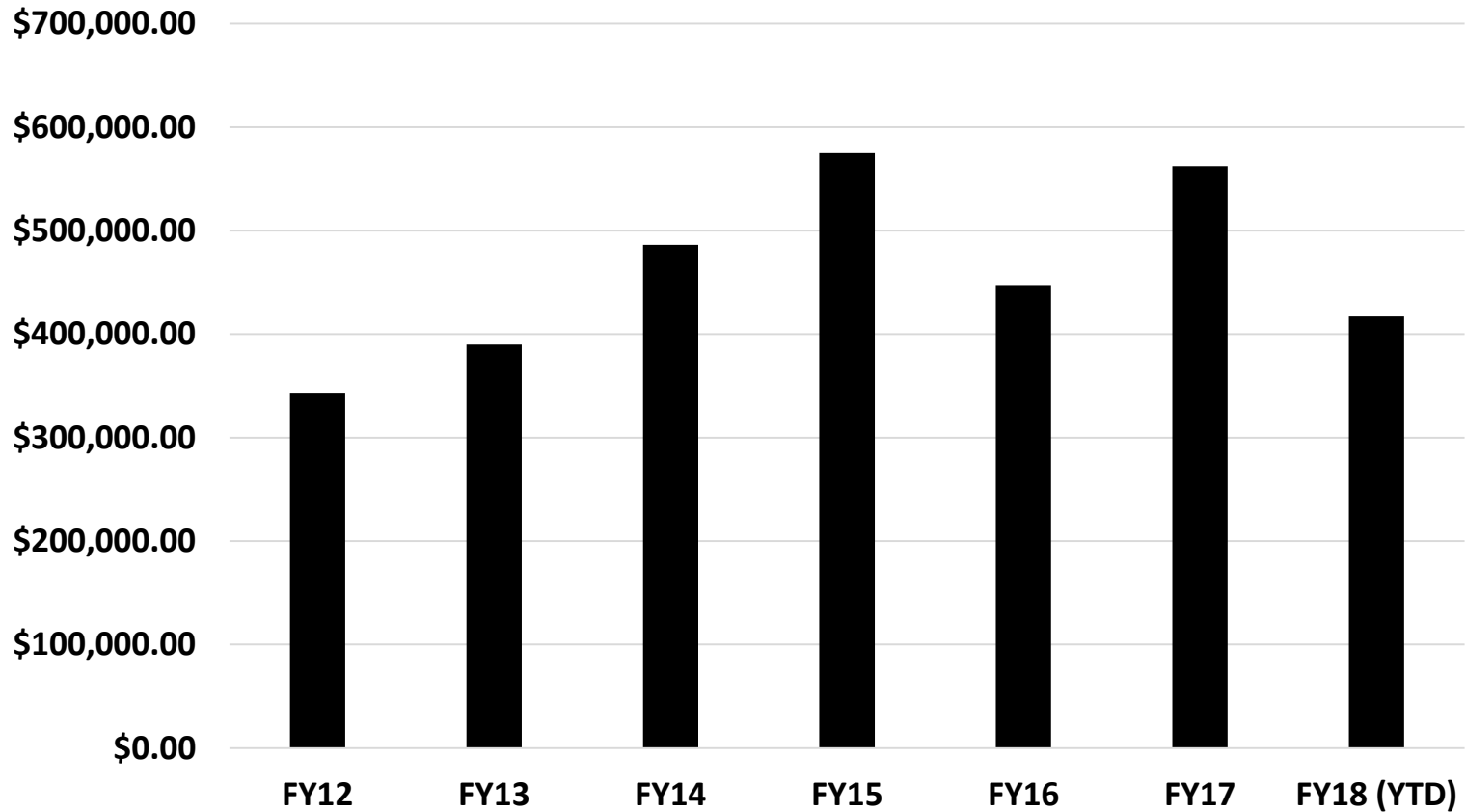
Total AFD OT Costs



Overtime Expenditure by FY



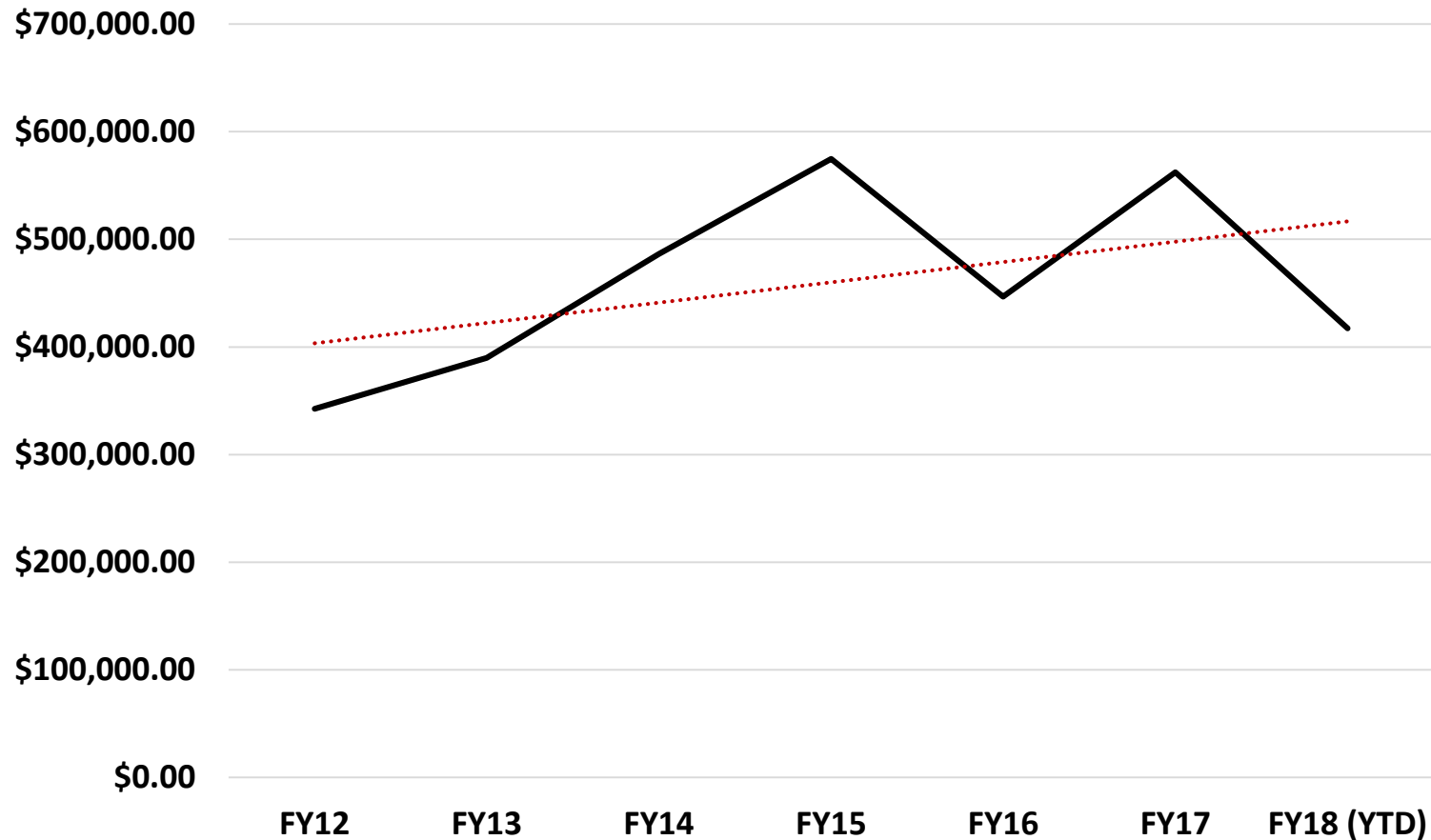
Overtime Expenditure by Fiscal Year



Overtime Comparison



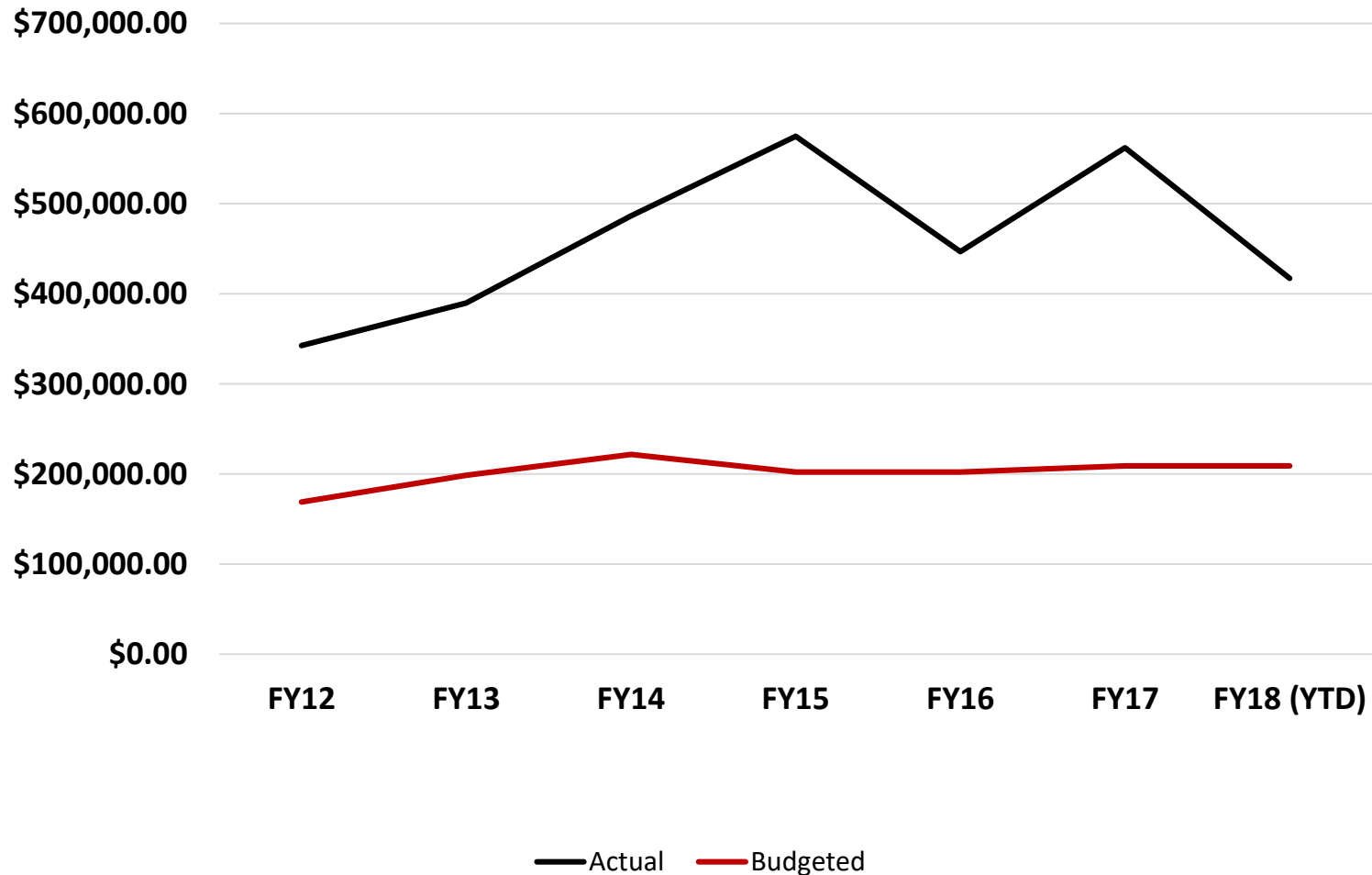
Seven Year Overtime Trend



Overtime Comparison



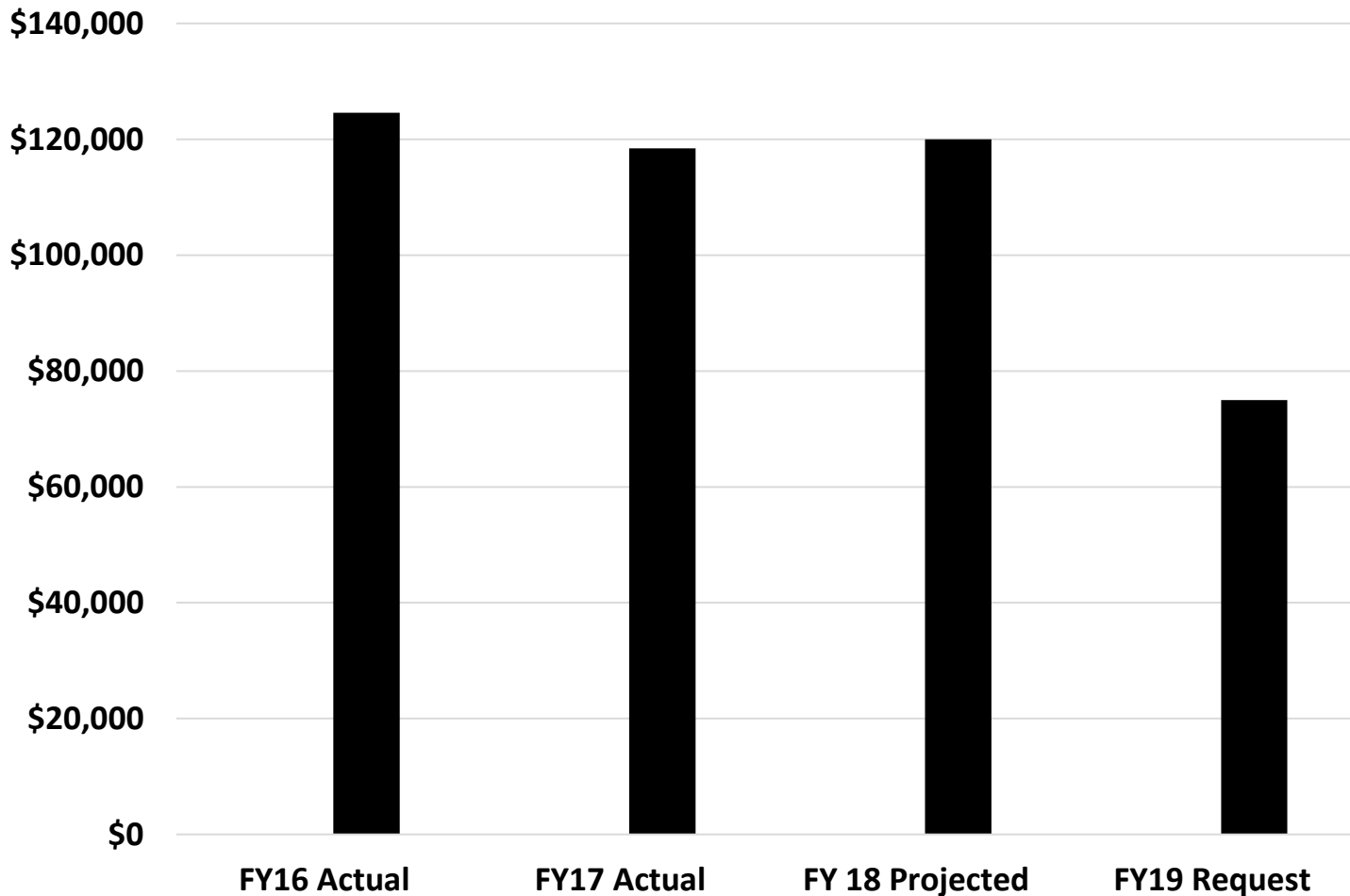
Actual vs. Budgeted OT



Vehicle Repair Budget



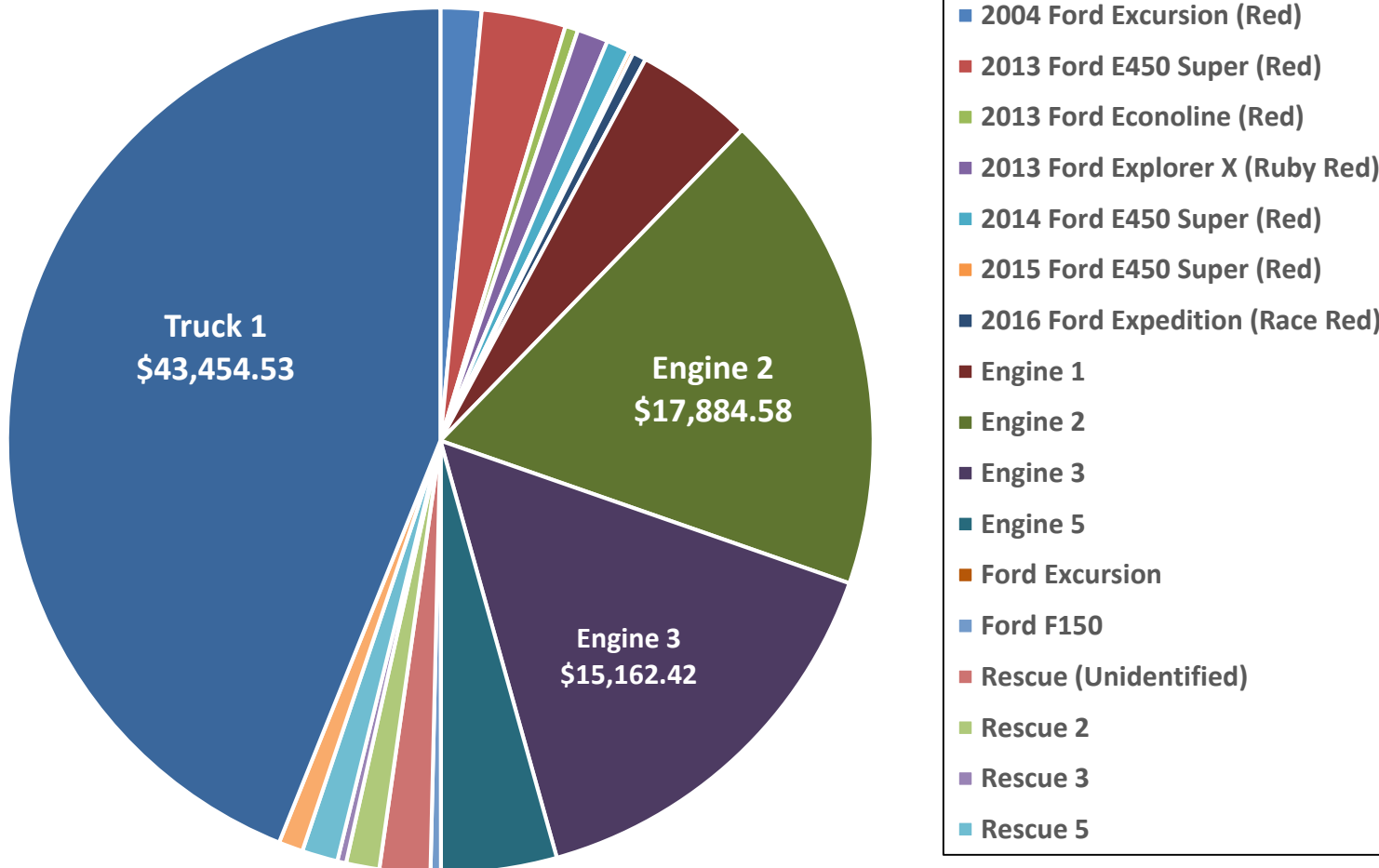
Repairs - Vehicles



Vehicle Repair Budget



FY18 Dollars Spent (YTD)



Dues & Subscriptions Budget



- Emergency Reporting
 - Software License and Support
 - Management initiative to closely monitor overtime and maintenance costs to identify savings opportunities.
- NFPA annual membership
- Membership to professional organizations
 - Maine Fire Chiefs Association
 - Maine Building Officials and Inspectors Association

EMS - Budget Drivers



- 0% increase on requested budget
- Increase in salary line and capital reserve line offset by reductions throughout the budget

Conclusion

Questions?





**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: May 7, 2018

Author: Dan Goyette, Public Services Director

Subject: Public Services Department Budget Presentation

Information:

The presentation includes a review of the department's operations and equipment.

The operating budget review will include additional information on the requested increases shown within the budget worksheets.

The CIP requests which the City Manager has recommended for funding will also be reviewed in more detail.

City Budgetary Impacts:

This is the annual budget request for FY19

Staff Recommended Action:

Review and discussion of proposed budget

Previous Meetings and History:

City Manager Comments:

I concur with the recommendation.

Signature:

A handwritten signature in blue ink, appearing to read "Peter J. Cusick".

Attachments:

Public Services



Fiscal Year 19



- 68 Sq. miles
- Over 600 Streets & Roads
- 237 Centerline Miles
- 537 Lane Miles
- 60 Miles of Sidewalks
- 17 Parks and Cemeteries

Municipal Comparisons

	Population	State Highway Miles	State-aid Highway Miles	Town-Way Miles	Total ft. of Road/Res.
Auburn	23,052	26	43	166	53.8
Brunswick	20,278	15	22	111	38.5
Lewiston	36,592	27	26	131	26.6
Portland	66,194	39	25	166	18.3

Source: Maine Rural Initiative Program

Customer Service Computerized Work Order System

- System began in 2009
- All PW work being entered into System
- Ability to track/record costs
- System Usage:
 - 2015 – 4,059
 - 2016 – 4,969
 - 2017 – 4,168
- Fleet Preventative Maintenance Program within System



Auburn Public Works Department Work Order Number: 12-03-669 3/29/2012 3:01 PM

Category: Signs Digitals ID: _____
 Problem: Emergency Road Closure/Debris Crew Leader: _____
 Main Task: Place Barricades/Signs Supervisor: _____
 Assigned Date: _____ Status: New Work Order
 Start Date: _____ End Date: _____

Customer Information
 Name: _____ Phone #: _____ Address: _____ Home Phone #: _____ Work Phone #: _____
 City: _____ Center 784-7331 1334 MINOT AVE 784-7331

Work Order Locations General Location
 Address
 MAIN ST

Comments from Request

Employee Name	Hours Worked		Equipment ID	Hours Worked	
	Reg	OT		Reg	OT
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Material Type	Material Description	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Supervisor Comments

R#	Date	Time	Comment

Comments

Page: 1

Budget Drivers

Budget up 4.59% = \$211,806 (\$46,145 per 1%)

Salaries up 3.9%

- Contractual increases \$99,547 (represents 47% of increase)

MV Sup – Gas & Oil up 29%

- Fuel prices cause an increase \$53,265 (reps 25% of increase)

PS Centerline Striping up 10%

- Increase in bid prices \$14,408 (represents 7% of increase)

Crack Sealing up 100%

- Double dollar amount, up \$10,000 (reps 5% of increase)

Road Salt up 8%

- Increase in bid prices up \$7,325 (represents 3% of increase)

Budget Drivers cont.

Leachate Hauling down 53%

- Force Main installation complete down \$22,606

Public Services

Presented by: Dan Goyette, Director

CIP – Fiscal Year 18

One-Ton Truck

- 2001
- 9077 hours
- 116,879 miles
- Cab/Doors rusting thru
- Motor sluggish
- Rack Body rebuilt last year and will be used on the replacement



One-Ton Truck



7 Yard Plow Truck

- 2002
- 9086 hours
- 124,815 miles
- Separation between frame rails
- Front cab supports rotten
- Fuel tank rusting out
- Several oil leaks



7 Yard Plow Truck



12 Yard Plow Truck

- 2007
- 11,282 hours
- 132,782 miles
- Body is rotten, needs complete rebuild
- Several oil leaks and air leaks



12 Yard Plow Truck



Skid Steer Replacement

- 1996
- 3224 hours
- No windows
- Starting to see engine/machine issues



Skid Steer Replacement



Cold Storage Replacement

- Bought for a dollar and moved to PW in 1969
- At the time was at least 20 yrs old



Cold Storage Replacement



- Reconstruction – \$900,000

5th Street

- Reclamation - \$1,000,000

North River Road from Center St to Bradman St

- MDOT Match - \$750,000

Poland Road MPI and Hotel Rd local share

- Major Drainage - \$300,000

Funds City's MS4 Program and storm water system repairs

- Sidewalks - \$50,000

Questions?



City of Auburn City Council Information Sheet

Council Workshop Date: 5-7-2018

Author: Zach Mosher, City Planner

Subject: Future Land Use and Zoning Map Amendments at 33 Dunn St.

Information: Clarice and Jeff Hinckley, owners of 33 Dunn St (PID #: 221-195), the site of the former Twin City Times, requested to have the zoning changed at this property from Multi-Family Urban (MFU) to Neighborhood Business (NB). They are interested in providing office space on the bottom floor and a coffee and doughnut/muffin shop on the top floor. The Assessing Department classifies the property as "personal/professional services" and therefore the office use, although not permitted in the MFU district, is grandfathered and allowed to continue at this location, but any kind of retail, including food retail is not allowed in the MFU district. The zone change proposal from MFU to NB would allow a neighborhood scale commercial use.

At the request of the property owners, the Planning Board initiated a Zoning Map Amendment at their February 13, 2018 meeting. The zone change was then presented to the Planning Board at a public hearing on March 27, 2018. The Staff recommended that the Planning Board consider both an amendment to the Comprehensive Plan's Future Land Use Plan for both 33 Dunn St from New Auburn Village Center (NAVC) to Neighborhood Business (NB) and a Zoning Map Amendment from Multi-Family Urban (MFU) zoning to Neighborhood Business (NB) zoning. The Staff felt the Zoning Map Amendment would be better supported by changing the Future Land Use designation to one that would be in compliance with the Comprehensive Plan. One resident spoke during the public hearing and voiced concern over the other uses the Neighborhood Business district might allow as this specific use and owners will not be present forever. Any kind of commercial (retail, service, or office) use in the NB district would either need a signoff from the Planning Director or special exception approval by the Planning Board.

City Budgetary Impacts: None

Staff Recommended Action: Staff recommends the City Council move to 1st reading and Public Hearing.

Previous Meetings and History: On February 13, 2018 staff asked the Planning Board to initiate a zone change. A public hearing was held at the March 27, 2018 meeting and the Planning Board voted 7-0 to forward a positive recommendation to the City Council. All Planning Board materials and maps are attached.

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink, appearing to read "Peter J. Coakley", is written over a horizontal line.

Attachments:

1. Planning Board report to the City Council.
2. Staff Report for the Planning Board's March 27, 2018 meeting with map and attachments.



City of Auburn, Maine

Office of Economic & Community Development
www.auburnmaine.gov | 60 Court Street
Auburn, Maine 04210
207.333.6601

PLANNING BOARD REPORT to the CITY COUNCIL

To: Mayor Levesque and Honorable Members of the Auburn City Council

From: Zach Mosher, City Planner

Re: Comprehensive Plan Future Land Use Plan Zoning Map Amendment – 33 Dunn Street

Date: May 7, 2018

SUMMARY – On March 27, 2018 the Auburn Planning Board held a public hearing and took action on a Comprehensive Plan Future Land Use Plan Amendment and a Zoning Map Amendment for 33 Dunn St. The meeting consisted of a staff presentation and comments from an area resident residing at 59 Fourth street during the public hearing. After a discussion, the Planning Board voted unanimously 7-0 to send recommendations of **APPROVAL** for both amendments on to the City Council for final action.

PROPOSAL - Based on a request by staff the Planning Board initiated a Zoning Map Amendment (zone change) at its February 13, 2018 meeting for the Planning Board to amend the zoning at 33 Dunn St from its current zoning of Multi-Family Urban (MFU) to Neighborhood Business (NB). The party who has purchased the property is interested in providing office space on the bottom floor and a coffee and doughnut/muffin shop on the top floor. Our assessing office classifies the property as “personal/professional services with an office style building” and therefore the office use, although not permitted in the MFU district, is allowed to continue at this location, but any kind of retail, including food retail is not allowed in the MFU district. The owner is requesting to have the zoning changed to Neighborhood Business to allow a neighborhood scale commercial use which could be a desirable amenity in this part of New Auburn.

The 2010 Comprehensive Plan Future Land Use Plan recommends New Auburn Village Center (NAVC) for the general area including 33 Dunn St. The Staff recommended that the Planning Board first amend the 2010 Comprehensive Plan's Future Land Use map for 33 Dunn St from New Auburn Village Center (NAVC) to Neighborhood Business (NB) prior to considering the

proposed zone change. The second step would be a Zoning Map Amendment for 33 Dunn St from Multi-Family Urban (MFU) to Neighborhood Business (NB).

THE SITE – The property is approximately .23 ac. (10,000 s.f.) in size and is the site of the former Twin City Times newspaper. The structure was permitted and constructed around 1965 as a credit union and later occupied by Twin City Times and contains approx. 12 parking spaces at the rear of the building. There are two floors in the building with the bottom floor being a “walk-out.” The whole building is approx. 3,400 s.f. in size, but only approx. 600 s.f. would be devoted to food retail under the owner’s specific proposal.

At the February 13, 2018 Planning Board meeting, staff conducted a short presentation asking the Planning Board to initiate the zone change. Staff provided the following reasons as to why considering a zone change made sense at this property:

1. The property is across the street from a Neighborhood Business zoned property with a similar history of commercial use.
2. The structure was permitted and constructed around 1965 as a credit union and later occupied by Twin City Times.
3. The structure is not well suited for conversion to a residential use.
4. A small retail store, café or bakery could be a desirable amenity in the neighborhood.

Final action was taken the Planning Board on March 27, 2018 when the board voted unanimously to forward a recommendation of approval to the City Council.

PLANNING BOARD ACTION - The Planning Board was asked to make two recommendations to the City Council: (1) amend the Future Land Use Map for 33 Dunn St from New Auburn Village Center (NAVC) to Neighborhood Business (NB) and 2) for a Zoning Map Amendment for 33 Dunn St from Multi-Family Urban (MFU) zone to Neighborhood Business (NB) zone.

1. The March 27th Staff Report presented references from the 2010 Comprehensive Plan relating to Neighborhood Business, which were incorporated into the findings for recommending approval to amend the Future Land Use for 33 Dunn St Street from the New Auburn Village Center designation to Neighborhood Business. (See Attachment 2, Section III, A, pages 3 and 4)

The second part of Planning Board consideration was for a zoning map amendment from Multi-Family Urban (MFU) to Neighborhood Business (NB). The Staff suggested that if the Planning Board/City Council amended the Future Land Use for 33 Dunn St from New Auburn Village Center (NAVC) to Neighborhood Business (NB), that change would make the Zoning Map Amendment request for said property to Neighborhood Business in compliance with the Comprehensive Plan's Future Land Use Plan. The staff also presented findings that the zone change request was reasonable would allow small-scale general commercial uses (retail, service, and office) that do not negatively affect the character of the surrounding neighborhood. It would also allow the



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proposed continuance of the office use to become a conforming use, in addition to allowing small scale retail and service uses.

IV. PLANNING BOARD PUBLIC HEARING, DELIBERATION AND RECOMMENDATIONS- During the public hearing portion of the item at the March 27, 2018 meeting, Kevin Lynch, a resident of 59 Fourth St expressed concern about the use regulations in the Neighborhood Business district as this property will at some point change hands and doesn't want the character of the neighborhood to change by allowing a wide range of commercial uses. Board member Scogin responded by listing the use regulations of Neighborhood Business district and by reading Use Regulation 5 which reads:

Commercial uses (offices, retail and services) in the Neighborhood Business (NB) district are a permitted use and must be authorized by the planning director while meeting the following two criteria:

- a. The external activity levels and impacts are limited as to be compatible with and not adversely affect the character of the surrounding neighborhood.*
- b. The proposed use will not create excessive noise, excessive traffic, nuisances (vibration, smoke, odor, appearance, etc.), fire hazard and other negative impacts of business activities being conducted in the residential neighborhood.*

The resident was happy with the answer and said that he lauds the owners of 33 Dunn St for trying to accommodate a small retail use at this location. The public hearing was then closed.

A motion was made to forward a recommendation of Approval to the City Council to amend the Future Land Plan for 33 Dunn St from New Auburn Village Center (NAVC) to Neighborhood Business (NB) and to amend the Zoning Map for said property from Multi-Family Urban (MFU) to Neighborhood Business (NB) with the following findings on the Future Land Use Amendment:

1. Amending the Future Land Use Plan from New Auburn Village Center (NAVC) to Neighborhood Business (NB) for 33 Dunn St will meet the goal of the Comprehensive Plan by "support(ing) the retention and improvement of these businesses since they offer a valuable service to the City's residents" and "The standards also allow for replacing an existing use with a new non-residential use as long as it is appropriate for the neighborhood."

2. The proposed uses at 33 Dunn St meets the Objectives, Allowed Uses and Development Standards for Neighborhood Business (NB) as stated in the 2010 Comprehensive Plan (Chapter 2 Future Land Use Plan).
3. Amending the Future Land Use Plan from New Auburn Village Center (NAVC) to Neighborhood Business (NB) for 33 Dunn St will create a future land use designation for the Comprehensive Plan and be compatible and in compliance for the proposed zoning map amendment, which if approved, would allow the proposed uses of office and retail.
4. The proposed use of 33 Dunn St will be compatible and appropriate for the surrounding neighborhood.

The findings continued for the Planning Board to send a recommendation of **APPROVAL** to the City Council for the Zoning Map Amendment for 33 Dunn St from Multi-Family Urban (MFU) to Neighborhood Business (NB) with the following findings:

1. The Zoning Map Amendment for 33 Dunn St from Multi-Family Urban (MFU) to Neighborhood Business (NB) will be in compliance with the Future Land Use Plan's designation as Neighborhood Business. (Subject to City Council approval of the Future Land Use Amendment)
2. Amending the Zoning Map for 33 Dunn St from Multi-Family Urban (MFU) to Neighborhood Business (NB) will allow a small-scale office and retail location to exist in a walkable neighborhood.
3. Changing 33 Dunn St to Neighborhood Business (NB) will meet the Neighborhood Business district goal of the 2010 Comprehensive Plan by "support(ing) the retention and improvement of these businesses since they offer a valuable service to the City's residents."

The motion was approved with a unanimous vote of 7-0 (motion by Scogin, seconded by Hamlyn).

PLANNING BOARD STAFF REPORT

To: Auburn Planning Board

From: Zach Mosher, City Planner

Re: Future Land Use Map and Zoning Map Amendment for 33 Dunn St

Date: March 27, 2018

- I. **PROPOSAL** – The Auburn Planning Board initiated a Zoning Map Amendment (zone change) at their February 13, 2018 meeting for the property located at 33 Dunn St (PID # 221-195). This property was occupied by the Twin City Times as recently as January 2018 and is currently zoned Multi-Family Urban (MFU) and is being proposed to be rezoned to Neighborhood Business (NB). At this meeting, the Planning Board is being asked to make a two-step recommendation to the City Council:
- 1) Amend the Future Land Use Map and 2) Amend the Zoning Map.

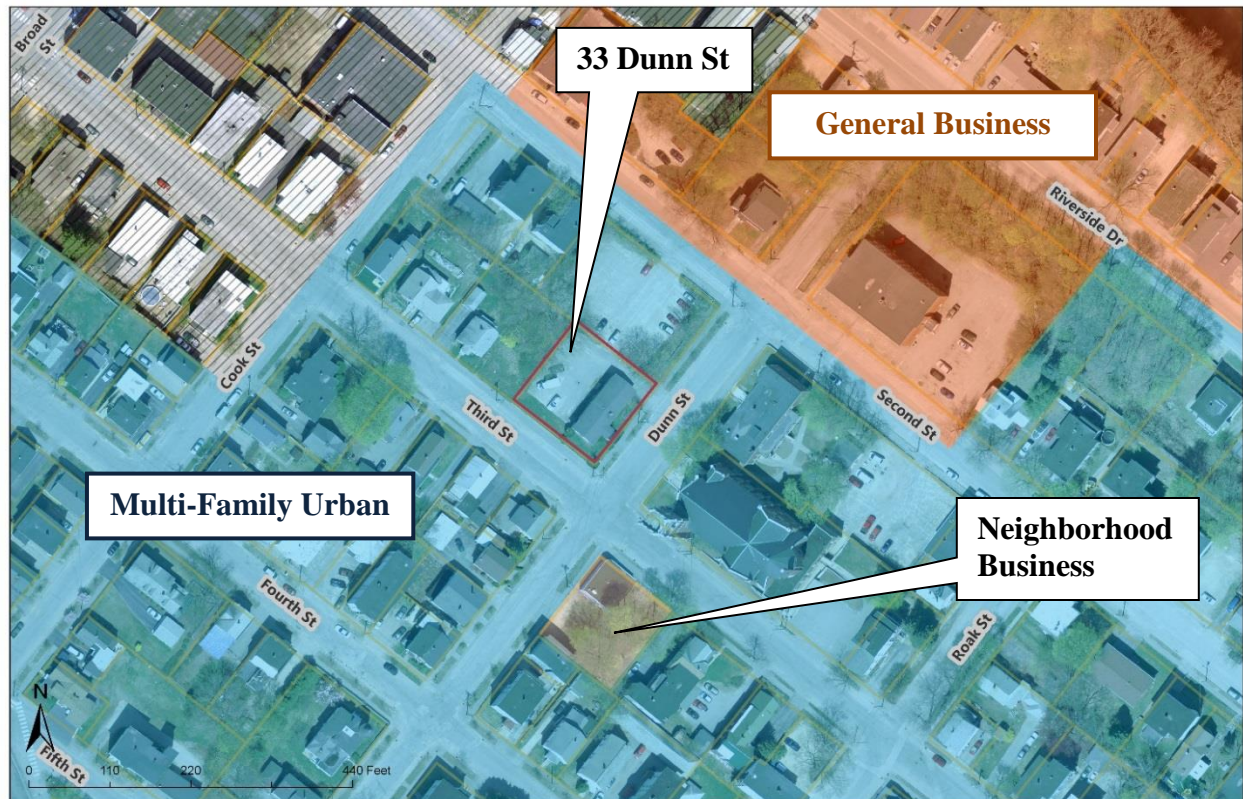
Existing Future Land Use Map:



Proposed Future Land Use Map:



Existing Zoning:



Proposed Zoning:



BACKGROUND and STAFF COMMENTS – The party who has purchased the property is interested in providing office space on the bottom floor and a coffee and doughnut/muffin shop on the top floor. They are proposing offices on the 1st floor in addition to a small retail coffee/doughnut shop on the top floor. Our assessing office classifies the property as “personal/professional services with an office style building” and therefore the office use, although not permitted in the MFU district, is allowed to continue at this location, but any kind of retail, including food retail is not allowed in the MFU district. The owner is requesting to have the zoning changed to Neighborhood Business to allow a neighborhood scale commercial use which could be a desirable amenity in this part of New Auburn.

THE SITE – The property is approximately .23 ac. (10,000 s.f.) in size and is the site of the former Twin City Times newspaper. The structure was permitted and constructed

around 1965 as a credit union and later occupied by Twin City Times and contains approx. 12 parking spaces at the rear of the building. There are two floors in the building with the bottom floor being a “walk-out.” Each floor is approx. 1,450 sq ft in size.

At the February 13, 2018 Planning Board meeting, staff conducted a short presentation asking the Planning Board to initiate the zone change. Staff provided the following reasons as to why considering a zone change made sense at this property:

1. The property is across the street from a Neighborhood Business zoned property with a similar history of commercial use.
2. The structure was permitted and constructed around 1965 as a credit union and later occupied by Twin City Times.
3. The structure is not well suited for conversion to a residential use.
4. A small retail store, café or bakery could be a desirable amenity in the neighborhood.

After review, the Planning Board voted to initiate a zone change at this location and staff is now requesting the Planning Board vote to make a recommendation to the City Council on amending both the Future Land Use map and the Zoning Map.

II. **DEPARTMENT REVIEW** - The proposed zoned change was reviewed at the October 18, 2017 Plan Review Committee.

- a. Police - No Comments
- b. Auburn Water and Sewer - No Comments
- c. Fire Department - No Comments
- d. Engineering – No Comments
- e. Public Services – No Comments
- f. Economic and Community Development – Staff presented the zone change request to the Plan Review Committee.

III. **PLANNING BOARD ACTION**- The Planning Board is being asked to make a two-step recommendation to the City Council:

- 1) Amend the Future Land Use Map
- 2) Amend the Zoning Map

The Planning Board is being asked to amend the Future Land Use for 33 Dunn St from New Auburn Village Center (NAVC) District to Neighborhood Business (NB), and for a Zoning Map Amendment for 33 Dunn Street from Multi-Family Urban (MFU) district to Neighborhood Business (NB) district.



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A. FUTURE LAND USE PLAN AMENDMENT-

The 2010 Comprehensive Plan's Future Land Use Map for the 33 Dunn St property is New Auburn Village Center. This designation is appropriate for the general area.

The 2010 Comprehensive Plan speaks to Neighborhood Business as follows:

(From Goals, Policies and Strategies, Chapter 1)

4. Neighborhood Business Districts

*The City has a number of neighborhood businesses that are located within residential neighborhoods. **It is the City's policy to support the retention and improvement of these businesses since they offer a valuable service to the City's residents.** It is also the City's policy to encourage the owners of these properties to reinvest in maintaining and improving these buildings. To accomplish these objectives, the Future Land Use Plan (see Chapter 2) designates these properties as Neighborhood Business Districts. The standards for these districts allow the existing nonresidential use to be maintained and improved, as long as it is compatible with the surrounding neighborhood. The standards also allow for replacing an existing use with a new nonresidential use (other than service stations and auto service facilities), as long as it is appropriate for the neighborhood. **The primary objective in creating these districts is to encourage the retention of these neighborhood businesses.** As long as the property includes nonresidential space, whether occupied or not, the property should remain in the Neighborhood Business District to allow re-occupancy by an appropriate nonresidential use. However, if a property is converted to a residential use, it is the City's policy that the City should rezone the property to eliminate the Neighborhood Business District. (pages 71 and 72, 2010 Comprehensive Plan- Chapter 1: Goals, Policies and Strategies)*

(From Future Land Use Plan, Chapter 2)

Neighborhood Business District (NB)

Objective – *The objective of the Neighborhood Business District is to allow for the maintenance, improvement, and continued commercial use of properties within residential neighborhoods that have been traditionally used for nonresidential purposes, provided that they are good neighbors, and that changes in the property or the use do not increase the adverse impacts on the neighborhood (see Figure 2.3).* Properties that are zoned Neighborhood Business should continue to be zoned for commercial use as long as they continue to be used for appropriate nonresidential

purposes. If the property is converted to a residential use, it should be rezoned to remove it from the neighborhood business district.

Allowed Uses – *The following types of uses should be allowed in the Neighborhood Business District provided they do not result in an increase in the adverse impacts on the surrounding neighborhood:*

- *residential uses of the type allowed in the surrounding neighborhood*
- *personal services*
- *small retail uses*
- *existing service stations and auto service facilities*
- *community services and government uses*

Development Standards – *The development standards should reflect the existing pattern of development with respect to setbacks.* *The standards should allow for the expansion of the building as long as the overall layout and functioning of the site is improved, and there is no increase in adverse impacts. (pages 105 and 106; 2010 Comprehensive Plan- Future Land Use Plan Chapter 2)*

STAFF COMMENTS- It is clear that the 2010 Comprehensive Plan's Goals and Future Land Use Plan supports preserving and maintaining neighborhood businesses. As the site of a credit union for 40 years and then the location of the Twin City Times this property has provided a valuable service to the neighborhood over the years. With the plan being to continue the office use while also offering small scale food retail, it is the owner's desire to continue a valuable service to the neighborhood. Amending 33 Dunn St from New Auburn Village Center (NAVC) to Neighborhood Business (NB) meets the goals and intent of the 2010 Comprehensive Plan for Neighborhood Business and will allow the associated Zoning Map Amendment to be approved by being in agreement with the Comprehensive Plan Land Use Map.

B. ZONING MAP AMENDMENT- The proposed Zoning Map Amendment for 33 Dunn St from Multi-Family Urban (MFU) to Neighborhood Business (NB) is supported by the 2010 Comprehensive Plan's Goals, Policies and Strategies and Land Use Plan as referenced previously. Should the Future Land Use Plan be amended for 33 Dunn St to Neighborhood Business, the proposed zone change for 33 Dunn St to Neighborhood Business would then be in agreement with the Future Land Use Plan. The proposed zone change would allow general commercial uses (retail, service, and office) that do not negatively affect the character of the surrounding neighborhood. It would also allow the office use to become a conforming use, in addition to allowing small scale retail and service uses.



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STAFF COMMENTS- Amending the Future Land Use for 33 Dunn Street to from New Auburn Village Center (NAVC) to Neighborhood Business (NB) will make the Zoning Map Amendment request for 33 Dunn St to Neighborhood Business compatible and in compliance with the Comprehensive Plan's Future Land Use Plan. The zone change request will allow the office use to become conforming as well as allowing general commercial, retail, and service uses without being detrimental to the surrounding area.

IV. STAFF RECOMMENDATIONS-

A FUTURE LAND USE PLAN AMENDMENT-

The Staff recommends the Planning Board send a recommendation of **APPROVAL** to the City Council to amend the Future Land Plan for 33 Dunn St from New Auburn Village Center (NAVC) to Neighborhood Business (NB) with the following findings:

1. Amending the Future Land Use Plan from New Auburn Village Center (NAVC) to Neighborhood Business (NB) for 33 Dunn St will meet the goal of the Comprehensive Plan by "support(ing) the retention and improvement of these businesses since they offer a valuable service to the City's residents" and "The standards also allow for replacing an existing use with a new non-residential use as long as it is appropriate for the neighborhood."
2. The proposed uses at 33 Dunn St meets the Objectives, Allowed Uses and Development Standards for Neighborhood Business (NB) as stated in the 2010 Comprehensive Plan (Chapter 2 Future Land Use Plan).
3. Amending the Future Land Use Plan from New Auburn Village Center (NAVC) to Neighborhood Business (NB) for 33 Dunn St will create a future land use designation for the Comprehensive Plan and be compatible and in compliance for the proposed zoning map amendment, which if approved, would allow the proposed uses of office and retail.
4. The proposed use of 33 Dunn St will be compatible and appropriate for the surrounding neighborhood.

B. ZONING MAP AMENDMENT-

The Staff recommends the Planning Board send a recommendation of **APPROVAL** to the City Council for the Zoning Map Amendment for 33 Dunn St from Multi-Family Urban (MFU) to Neighborhood Business (NB) with the following findings:

1. The Zoning Map Amendment for 33 Dunn St from Multi-Family Urban (MFU) to Neighborhood Business (NB) will be in compliance with the Future Land Use

Plan's designation as Neighborhood Business. (Subject to City Council approval of the Future Land Use Amendment)

2. Amending the Zoning Map for 33 Dunn St from Multi-Family Urban (MFU) to Neighborhood Business (NB) will allow a small-scale office and retail location to exist in a walkable neighborhood.
3. Changing 33 Dunn St to Neighborhood Business (NB) will meet the Neighborhood Business district goal of the 2010 Comprehensive Plan by "support(ing) the retention and improvement of these businesses since they offer a valuable service to the City's residents."

Zach Mosher

Zach Mosher
City Planner

Auburn, ME

Property Record Card

Parcel Data

Parcel: 221-195	Owner1: HINCKLEY PROPERTIES LLC	Sale Date: 02/22/2018	Account: 4305
CollectorID: 221195000	Owner2:	Sale Price: 160,000	Card#: 1
Location: 33 DUNN ST	Mailing: 17 OAK HILL DRIVE	Book/Page: 9789-215	Total Land: 0.23
Alt Location:	Mailing2:	Cert Number:	Neighbhd: GB8
Land Use: 15 PERS/PROF SV	City: NEW GLOUCESTER	St: ME	Subdv Par: 221-195-000-000
Assessor Map:	Zip: 04260	Verified By:	Subdv Type: Correction
		Grantor: TWIN CITY PUBLISHING INC	Subdv FY: 2003

Inspect Date:	By:	Reason:	Result:	Notes:
10/18/2012		NC: NO CHANGE	QTR1: 1-4 Rev 2012	ADD REAR CANOPY
11/06/2008			1-4: 1 - 4 REVIEW	

Previous Assessment Information

In Process: 173,300	Current FY: 2018	Assessed: 173,300	Prior FY: 2017
Residential Exempt:		Prior Res Exempt:	

Condo Parking

Condo Park Type:	Condo Garage Spaces:	Condo Covered Spaces:	Condo Open Spaces:
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Building Description/Condo Unit Information

Use Code:	Bsmt Garage Cap:	Num Elevators:
Type:	Attached Garage Area:	Condo Kitchen Type:
Stories:	Heat Fuel:	Condo Building Number:
Occupancy:	Heat Type:	Condo CDU:
Foundation:	Percent Air Cond:	Condo Pct Interest:
Ext Wall:	Full Baths:	Condo Base Floor:
Roof Type:	Full Bath Qual:	Rooms:
Roof Cover:	Half Baths:	Bedrooms:
Year Built:	Half Bath Qual:	First Floor Area:
Grade:	Kitchen Qual:	Upper Floor Area:
Overall Cond:	Extra Kitchens:	Basement Area:
Interior Cond:	Fireplaces:	Basement Finished:
Exterior Cond:	Stacks:	Basement Grade:

Image



Development Standards – The basic density requirement should be up to 6-8 units per acre for single family and two-family homes and up to 10-12 units per acre for townhouse style and multifamily units. The reuse/reconfiguration of the space within existing buildings for residential purposes should be allowed without consideration of the density/lot size requirements provided that the building will be renovated, be compatible with the neighborhood, and meet the City’s requirements for residential units including the provision of appropriate parking and green space. The minimum lot size for single family house lots should be 5,000 to 6,500 SF with 50 feet of lot width or frontage. The other development standards should be established to reflect the existing pattern of development.

Moderate Density Neighborhood Conservation District (MoDNC)

Objective – Stabilize and promote continued investment in the City’s moderate density single and two-family neighborhoods to assure that they remain safe, attractive areas in which residents want to live (see Figures 2.3, 2.5, 2.6, and 2.7). To this end, the district should allow property owners to upgrade their properties and for infill development to occur on vacant lots as long as it is compatible with the character of the neighborhood.

Allowed Uses – The allowed uses in the Moderate Density Neighborhood Conservation District should be limited to the following types of uses:

- single and two-family homes
- townhouse style attached single family units
- home occupations
- community services and municipal use and facilities
- agriculture

Development Standards – The basic density requirement should be up to 4-6 units per acre for single family and two-family homes and up to 6-8 units per acre for townhouse style units. The minimum lot size for single family house lots should be 7,500 to 10,000 SF, with 75 to 100 feet of lot width or frontage. The other development standards should be similar to the standards for existing Urban Residential District. The development standards should include provisions to allow infill development on existing lots of record, regardless of their size, if they meet stringent design and environmental standards that ensure compatibility with the surrounding neighborhood.

DESIGNATIONS: NONRESIDENTIAL AND MIXED USE

Neighborhood Business District (NB)

Objective – The objective of the Neighborhood Business District is to allow for the maintenance, improvement, and continued commercial use of properties within residential neighborhoods that have been traditionally used for nonresidential purposes, provided that they are good neighbors, and that changes in the property or the use do not increase the adverse impacts on

the neighborhood (see Figure 2.3). Properties that are zoned Neighborhood Business should continue to be zoned for commercial use as long as they continue to be used for appropriate nonresidential purposes. If the property is converted to a residential use, it should be rezoned to remove it from the neighborhood business district.

Allowed Uses – The following types of uses should be allowed in the Neighborhood Business District provided they do not result in an increase in the adverse impacts on the surrounding neighborhood:

- residential uses of the type allowed in the surrounding neighborhood
- personal services
- small retail uses
- existing service stations and auto service facilities
- community services and government uses

Service stations and auto service facilities existing as of 2009 should continue to be allowed uses and should be allowed to modernize, but the establishment of a new service station or auto service facility in the Neighborhood Business district should not be permitted. Before an existing nonresidential use is replaced by a new nonresidential use, it should be required to demonstrate that it will not increase the adverse impact on the surrounding neighborhood.

Development Standards – The development standards should reflect the existing pattern of development with respect to setbacks. The standards should allow for the expansion of the building as long as the overall layout and functioning of the site is improved, and there is no increase in adverse impacts.

Community Use District (CU)

Objective – The objective of the Community Use District is to recognize those areas that are used for community facilities, including schools and educational institutions, parks, playgrounds, and similar public and community facilities (see Figure 2.3). The intent of this designation is to establish a policy that these types of properties should be recognized as important resources, and that any significant change in use should be considered a significant policy decision.

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

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

DIVISION 11. - NEIGHBORHOOD BUSINESS DISTRICT

Sec. 60-470. - Purpose.

This district is intended to provide for the daily convenience shopping and business needs of nearby residents and contains those retail, service and office uses which serve primarily a neighborhood population. It is intended that this district be located on lots in areas zoned for residential use.

(Ord. of 9-21-2009, § 3.61A)

Sec. 60-471. - Use regulations.

- (a) *Permitted uses.* The following uses are permitted, provided that the business use be limited to the ground floor and/or basement and that the gross building area devoted to business use, excluding storage, does not exceed 3,000 square feet:
- (1) Residential dwellings at the same density as permitted in any abutting residential district.
 - (2) Beauty parlors, barbershops and self-service laundries.
 - (3) Public transportation passenger stations.
 - (4) Grocery stores.
 - (5) General commercial uses (retail, service and office uses), not necessarily associated with the surrounding neighborhood, may be authorized by the planning director upon written application adhering to the following procedure and criteria:
 - a. The external activity levels and impacts are limited as to be compatible with and not adversely affect the character of the surrounding neighborhood.
 - b. The proposed use will not create excessive noise, excessive traffic, nuisances (vibration, smoke, odor, appearance, etc.), fire hazard and other negative impacts of business activities being conducted in the residential neighborhood.
- (b) *Special exception uses.* The following uses are permitted as special exceptions after approval by the planning board in accordance with division 3 of article XVI of this chapter.
- (1) Automobile parking lots and garages, commercial and public, provided that they shall be at least ten feet from any lot in a residential district and that the setback area be landscaped.
 - (2) Public utility uses, such as electric substations and office, excluding repair facilities and the storage of material and trucks.
 - (3) Convenience stores, drug stores, variety stores and retail bakeries shops provided that goods baked on the premises shall be sold only on the premises.
 - (4) Automobile filling stations.
 - (5) Halls, private clubs and lodges.
 - (6) Shoe repair shops, pickup laundries and dry cleaners.
 - (7) Adaptive reuse of structures of community significance.

(Ord. of 9-21-2009, § 3.61B; Ord. No. 05-04032017, § 2, 4-24-2017)

Sec. 60-472. - Dimensional regulations.

All structures in this district, except as noted, shall be subject to the following dimensional regulations:

- (1) *Minimum lot area, width and depth.* No minimum shall be applied to buildings in this district.
- (2) *Density.* The maximum lot coverage by all building shall be 40 percent.
- (3) *Yard requirements.*
 - a. *Rear.* There shall be behind every principal building a rear yard having a minimum depth of 35 feet or 25 percent of the average depth of the lot, whichever is less.
 - b. *Side.* There shall be a distance of five feet between any principal building and the side property line, plus the side yard setback shall be increased one foot for every four feet or part thereof increase in street frontage over 49 feet to a maximum of 25 feet for side yard setback.
 - c. *Front.* There shall be in front of every principal building a front yard having a minimum depth of 25 feet or 25 percent of the average depth of the lot, whichever is less.
 - d. *Open and unbuilt spaces.* Any yard space or area required to be kept open and unbuilt on may be used, if otherwise lawful, for off-street automobile parking, except that a green strip not less than ten feet wide shall be maintained open and green, not built on, paved, or parked on, all or parked on, all along each property line that abuts land residentially.
- (4) *Height.* No permitted structure shall exceed two stories or 35 feet in height. A public building, church or temple, or accessory building or structure may have a maximum height of 65 feet from grade, provided that the front yard, rear yard and each of the side yards shall be increased by one foot for each foot in height in excess of 35 feet.
- (5) *Off-street parking and loading.* Provisions for off-street parking shall not be required in the NB district, except for dwellings and for any parking and loading area required as a condition of special exception approval.

(Ord. of 9-21-2009, § 3.61C)

Secs. 60-473—60-497. - Reserved.

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER

ORDERED, that the City Council hereby amends the City of Auburn 2010 Comprehensive Plan Future Land Use Map for the property located at 33 Dunn St (PID # 221-195) from New Auburn Village Center (NAVC) to Neighborhood Business (NB) and,

FURTHER ORDERED, that the City Council hereby amend the City of Auburn Zoning Map for the property located at 33 Dunn St (PID # 221-195) from Multi-Family Urban (MFU) to Neighborhood Business (NB).

DRAFT

DRAFT



**City of Auburn
City Council Information Sheet**

Council Meeting Date: May 14, 2018

Order: 42-05072018

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

Subject: Transfer of Forfeiture Assets – Alicia Whittemore

Information:

In January 2018, Auburn Police officers responded to an address on Turner St. for a drug overdose. While officers were assessing the situation and attempting to determine what the subject overdosed on, they located various drugs and drug paraphernalia but nothing the subject could have overdosed on. A female by the name of Alicia Whittemore was present at the time. A small black bag, which belonged to Ms. Whittemore was located in her purse. Ms. Whittemore refused consent to search.

Due to officers not locating the illicit drug responsible for the subject's overdose, it was probable that it was located in Ms. Whittemore's black bag. The bag was seized pending a search warrant. Ms. Whittemore was currently on bail conditions stemming from a felony drug trafficking charge. She was arrested for Possession of Schedule Z Drugs and Violation of Conditions of Release. Officers applied for and received a search warrant for Ms. Whittemore's black bag. Inside the black bag, officers located crack pipes, plastic bag Dominican Ties commonly used to package illegal drugs, a \$100.00 bill rolled up in a tubular fashion for ingesting illegal substances. Two of the Dominican Ties tested positive for cocaine base while the other bags tested were inclusive. It is believed they contained Fentanyl as the subject was treated with Narcan which had a positive result.

Due to the results of the search warrant, officers returned to Androscoggin County Jail and seized \$1,833.48, which Ms. Whittemore had on her person. In addition to the rolled up \$100.00 bill, the total amount seized from Ms. Whittemore is \$1,933.48. Due to the subject's overdose, drugs, drug paraphernalia, cash in Ms. Whittemore's possession as well as her criminal history, it is believed the money seized from Ms. Whittemore are proceeds from the illegal sale and distribution of drugs.

City Budgetary Impacts: The State of Maine, Office of the Attorney General, seeks to transfer \$1,933.48 U.S. Currency to the Auburn Police Department. The received funds will be used for K9 expenses and drug testing for active investigations.

Staff Recommended Action: Vote to accept the transfer of \$1,933.48.



Previous Meetings and History: None

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink, which appears to read "Peter J. Caulton".

Attachments:

- Memo to City Manager



Auburn Police Department

Phillip L. Crowell, Jr. | Chief of Police

Jason D. Moen | Deputy Chief of Police

www.AuburnPD.com | 207.333.6650

60 Court Street | Auburn, Maine 04210

MEMORANDUM

Date: April 23, 2018
To: Peter Crichton, City Manager
From: Phillip L. Crowell, Jr., Chief of Police

RE: FORFEITURE ASSETS – ALICIA WHITTEMORE

In January 2018, Auburn Police officers responded to an address on Turner St. for a drug overdose. While officers were assessing the situation and attempting to determine what the subject overdosed on, they located various drugs and drug paraphernalia but nothing the subject could have overdosed on. A female by the name of Alicia Whittemore was present at the time. A small black bag, which belonged to Ms. Whittemore was located in her purse. Ms. Whittemore refused consent to search.

Due to officers not locating the illicit drug responsible for the subject's overdose, it was probable that it was located in Ms. Whittemore's black bag. The bag was seized pending a search warrant. Ms. Whittemore was currently on bail conditions stemming from a felony drug trafficking charge. She was arrested for Possession of Schedule Z Drugs and Violation of Conditions of Release. Officers applied for and received a search warrant for Ms. Whittemore's black bag. Inside the black bag, officers located crack pipes, plastic bag Dominican Ties commonly used to package illegal drugs, a \$100.00 bill rolled up in a tubular fashion for ingesting illegal substances. Two of the Dominican Ties tested positive for cocaine base while the other bags tested were inclusive. It is believed they contained Fentanyl as the subject was treated with Narcan which had a positive result.

Due to the results of the search warrant, officers returned to Androscoggin County Jail and seized \$1,833.48, which Ms. Whittemore had on her person. In addition to the rolled up \$100.00 bill, the total amount seized from Ms. Whittemore is \$1,933.48. Due to the subject's overdose, drugs, drug paraphernalia, cash in Ms. Whittemore's possession as well as her criminal history, it is believed the money seized from Ms. Whittemore are proceeds from the illegal sale and distribution of drugs.

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IN CITY COUNCIL

ORDER 42-05072018

ORDERED, that the City Council hereby accepts the transfer of \$1,933.48 forfeiture assets in Rem in U.S. Currency to the Auburn Police Department (Unified Criminal Court Docket No. CR-18-338 Alicia Whittemore).

IN COUNCIL REGULAR MEETING APRIL 23, 2018 VOL. 35 PAGE 132

Mayor Levesque called the meeting to order at 7:00 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. Councilors Hayes and Titus had excused absences. All other Councilors were present.

I. Consent Items

1. Order 36-04232018*

Appointing Election Clerks for May 1, 2018 to May 1, 2020.

Motion was made by Councilor Lasagna and seconded by Councilor Walker for passage. Passage 5-0.

II. Minutes

- April 2, 2018 Regular Council Meeting
- April 10, 2018 Special Council Meeting

Motion was made by Councilor Walker and seconded by Councilor Fournier to approve the minutes of the April 2, 2018 Regular Council Meeting. Passage 5-0.

Motion was made by Councilor Walker and seconded by Councilor Fournier to approve the minutes of the April 10, 2018 Special Council Meeting. Passage 4-0-1 (Councilor Young abstained as he was not present at that meeting).

III. Communications, Presentations and Recognitions

- Introduction of Auburn's new Fire Chief, Robert Chase

IV. Open Session

Larry Pelletier, 129 Second Street said he would like to see Parks separated from the Public Services Department and back to the Parks and Recreation Department as it was several years ago.

Joe Gray, Sopers Mill Road commented on the Fire Department Overtime and EMS workshop discussion, on the April 9, 2018 Council Retreat, and on spring clean-up.

Dan Herrick, 470 Hatch Road commented on fire trucks being out of their home stations, spring clean-up, and a phone call he has been expecting from the Mayor.

V. Unfinished Business - None

VI. New Business

1. Public Hearing – 2018 CDBG Action Plan

Charis Heisey, Davis Avenue, thanked Council for supporting the Community Gardens and provided an update on the progress of the gardens.

Victoria Stanton, 13 Brentwood Avenue, Lewiston works with Safe Voices (the domestic violence resource center for Androscoggin, Oxford, and Franklin Counties). They are recipients of Community Development Block Grant funds. She thanked the Council for supporting the organization.

Chief of Police Phil Crowell, thanked the City Council and the Citizens Advisory Committee for supporting the Work With Me program and he provided them with an update on the program.

Sabrina Best, Recreation Director expressed gratitude for Council's support of the Summer Camp Scholarship Program and provided an update on the program.

2. Order 37-04232018

Appointing Jason Sirois as a full member to the Board of Assessment Review with a term expiration of 10/01/2019 (new appointment).

3. Order 38-04232018

Appointing Tim Griffin to the Citizens Advisory Committee with a term expiration of 6/30/2019 (new appointment).

4. Order 39-04232018

Re-appointing Tizz E.H. Crowley and Rhyanna D. Larose to the Conservation Commission with term expirations of 6/1/2021.

5. Order 40-04232018

Appointing Rick M. Martel to the Parks & Recreation Advisory Board with a term expiration of 10/01/2018 (new appointment).

6. Order 41-04232018

Appointing Stephen Martelli as an associate member to the Planning Board with a term expiration of 1/1/2020 (new appointment).

Motion was made by Councilor Gerry and seconded by Councilor Young for passage of orders 37-04232018, 38-04232018, 39-04232018, 40-04232018, and 41-04232018.

Public comment – no one from the public spoke. Passage 5-0.

VII. Reports

Mayor Levesque – reported on his vacation in Eastern France. He met with the Mayor of Bitche and found that there are a lot of similarities between the two cities and he would like to discuss with the Council, staff, and community members about potentially forming a “Sister City” relationship with their City. He noted that a lot of meetings and tours are coming up including the Airport, 911 Center, Awards celebration, Auburn Business Association banquet, graduations, and a Sesquicentennial Committee meeting.

Councilor Young – no report

Councilor Lasagna – reported that tomorrow is the School Building Committee meeting at 6:30 PM and Thursday is the Auburn staff appreciation event.

Councilor Fournier – reported on the Library Board of trustees meeting and a discussion that was held on parking concerns at the Library. In regards to the School Committee, she said that she already reported on the April 3rd meeting. They will be discussing Proficiency Based Learning and the concerns raised by the public on Wednesday the 25th and she encouraged councilors to attend if they are able. They will also continue school budget discussions. She also reported that Edward Little High School's Social Studies teacher, Jen Heidrich, has spent the semester studying Anthropological Cultural studies on ELHS. On May 25, 2018 the students will be presenting their findings and conclusions. The event will be held at the ELHS Library and will be broken down into two sessions. One is from 8:15 AM to 8:45 AM, and the second is from 11:30 AM to 12:30 PM. She invited the Councilors to attend.

Councilor Walker – reported that the United New Auburn Association is meeting on this Tuesday at Rolly's at 6:00 PM, the Neighborhood Watch Group is meeting on this Thursday at 6:30 PM at the Sixth Street Congregational Church. He noted that the Age Friendly Community Committee meets twice a month and they will be seeking applicants to serve on the committee. These will be Mayor appointments. He thanked Larry Pelletier for coming forward with his comments regarding the Parks Department. Last, he responded to comments made by Mr. Herrick regarding trash on Riverside Drive adding that Washington Street also has to be cleaned up.

Councilor Gerry – reported that usually the LATC meetings are held on the second Wednesday of the month at AVCOG at 12:30 PM and the public is invited to attend. The Recreation Advisory Committee meets on the 2nd Wednesday of the month at 6:30 PM and the public is encouraged to attend. She stated that there are a lot of different activities that residents can apply for (boards and committees) and residents are encouraged to apply. Last, she noted that the next Age Friendly Community meeting is scheduled for Tuesday, May 1st.

City Manager Report – reported on the FY19 budget process, the upcoming employee recognition event which will be held on Thursday, and the upcoming School Building Committee meeting. He commented on the Council Retreat that was held on April 9th noting that it was an open meeting that was held at Martindale Golf Course in which someone anonymously contributed to the cost of the retreat. They had a good discussion and if the notes of the retreat will be posted on the website.

Denise Clavette, Assistant City Manager thanked Council for supporting the Sports Tourism initiative. A suggestion was made to come up with a Sports Tourism Committee. She provided an update on their recent meeting. They are Collaborating with Chamber, Maine Office of Tourism, Bates College, CMCC, and Lewiston and Auburn Schools and Cities.

Finance Director, Jill Eastman – March 2018 Monthly Finance Report

Motion was made by Councilor Walker and seconded by Councilor Young to accept and place on file the March 2018 Monthly finance report. Passage 5-0.

VIII. Open Session – Larry Pelletier, 129 Second Street commented on and read aloud a city pamphlet that is now available on picking up dog waste.

IX. Executive Session - Discussion regarding Economic Development, pursuant to (1 M.R.S.A § 405 (6)(C).

Motion was made by Councilor Lasagna and seconded by Councilor Walker to enter into executive session to discuss an economic development matter. Passage 5-0. Time in 8:18 PM.

Council was declared out of executive session at 8:45 PM.

X. Adjournment

Motion was made by Councilor Walker and seconded by Councilor Fournier to adjourn. Passage 5-0. The meeting adjourned at 8:45 PM.

A TRUE COPY

ATTEST

Susan Clements-Dallaire

Susan Clements-Dallaire, City Clerk

**OFFICE OF THE MAYOR
CITY OF AUBURN**



PROCLAMATION

KIDS TO PARKS DAY

WHEREAS, May 19th, 2018 is the eighth Kids to Parks Day organized and launched by the National Park Trust; and

WHEREAS, Kids to Parks Day empowers kids and encourages families to get outdoors and visit America's parks; and

WHEREAS, it is important to introduce a new generation to our nation's parks because of the decline in Park attendance over the last decades; and

WHEREAS, we should encourage children to lead a more active lifestyle to combat the issues of childhood obesity, diabetes mellitus, hypertension and hypercholesterolemia; and

WHEREAS, Kids to Parks Day is open to all children and adults across the country to encourage a large and diverse group of participants; and

WHEREAS, Kids to Parks Day will broaden children's appreciation for nature and outdoors; and

NOW THEREFORE, I, Jason J. Levesque, Mayor of Auburn, do hereby proclaim to participate in Kids to Parks Day. I urge residents of Auburn to make time May 19th, 2018 to take the children in their lives to a neighborhood, state or national park.



IN WITNESS WHEREOF, I have hereunto

Set my hand and caused the Seal of the

City of Auburn, Maine

to be fixed this 7th day of May, 2018

Mayor Jason J. Levesque

OFFICE OF THE MAYOR
CITY OF AUBURN



PROCLAMATION

WHEREAS, on April 29th, 2018, Boy Scout Curtis Ouellette from Troop 111, will be recognized by the Boy Scouts of America for successfully completing all requirements for Scouting's highest rank; and,

WHEREAS, we are gathered here on this occasion, as friends, family and neighbors of Curtis Ouellette to support him on his attainment of the rank of Eagle Scout and to recognize the faithful and steady path taken within the scouting organization; and

WHEREAS, scouting, for the youth, has been an integral part of our community as well as a positive influence for many years; and

WHEREAS, we commend Curtis on his Eagle project, he collaborated with Catholic Charities who identified a list of recipients, he met with each, raised funds and installed twenty-five insulated window frames. Curtis raised the money through the St. Phillips Church and donated the remaining funds to Catholic Charities.

NOW THEREFORE, I, Jason Levesque, Mayor Of The City Of Auburn, Androscoggin County, Maine, do hereby recognize and congratulate:

Curtis A. Ouellette, Eagle Scout

For this outstanding accomplishment and extending to him our deepest appreciation for all of his dedicated work and wishing him the best in all of his future endeavors.

IN WITNESS WHEREOF, I have
hereunto Set my hand and caused
the Seal of the City of Auburn, Maine
to be fixed this 7th day of May, 2018.

Mayor Jason Levesque

OFFICE OF THE MAYOR
CITY OF AUBURN



PROCLAMATION

Youth Week Proclamation

WHEREAS, the Benevolent and Protective Order of Elks has designated May 1-7, 2018, as Youth Week to honor America's Junior Citizens for their accomplishments, and to give fitting recognition of their services to Community, State and Nation; and,

WHEREAS, Lewiston Elks Lodge #371 will sponsor an observance during that week in tribute to the Junior Citizens of this Community; and,

WHEREAS, our Youth need the guidance, inspiration, and encouragement which we alone can give in order to help develop those qualities of character essential for future leadership; and go forth to serve America; and,

WHEREAS, to achieve this worthy objective we should demonstrate our partnership with Youth, our understanding of their hopes and aspirations and a sincere willingness to help prepare them in every way for the responsibilities and opportunities of citizenship:

NOW THEREFORE, I Jason Levesque, Mayor of the City of Auburn, do hereby proclaim the first week in May as Youth Week, and urge all departments of government, civic, fraternal, and patriotic groups, and our citizens, to participate wholeheartedly in its observance.



IN WITNESS WHEREOF, I have
hereunto Set my hand and caused
the Seal of the City of Auburn,
Maine to be fixed this 3rd day of
May, 2018.

A handwritten signature in black ink, appearing to read "Jason Levesque".

Mayor Jason Levesque



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: May 7, 2018 **Order:** 43-05072018

Author: Yvette Bouttenot

Subject: 2nd Public Hearing and Adoption
FFY2018 Community Development Block Grant (CDBG) and HOME Budget

Information:

The process for the adoption of the FFY2018 Budget and Action Plan continues with a Public Hearing before the City Council. This is the 2nd and final Public Hearing as required by the Citizen Participation Plan.

Community Development Block Grant \$1,143,561
HOME Investment Partnerships Program/Auburn grant \$873,956
HOME Investment Partnerships Program/Lewiston grant \$531,456

City Budgetary Impacts: CDBG Budget supports portions of Code Enforcement and Economic Development Deputy Director salaries formerly covered by the general fund.

Staff Recommended Action: Public Hearing

Previous Meetings and History: March 19th and April 23rd Workshop and Regular Meeting

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink, appearing to read "Peter J. Coakley".

Attachments: FFY2018 CDBG and HOME Draft Budget and Action Plan

City of Auburn
Community Development Block Grant
Federal Fiscal Year 2018

	Final FFY 2017 Budget	Staff & CAC Recommended FFY 2018 Budget
Planning and Administration		
General Administration	\$130,000	\$130,000
Goods and Services	\$12,100	\$12,100
Support Fair Housing and Increase Housing Choice		
Fair Housing	\$2,000	\$4,000
Sub Total	\$144,100	\$146,100
Promote Jobs and Development		
STAR Business Loan Program	\$356,909	\$150,000
Sub Total	\$356,909	\$150,000
Prevent Deterioration of Housing Stock		
Project Delivery Costs/Housing	\$93,000	\$93,000
Rehabilitation Loan Program:	\$102,710	\$148,629
Lead Testing/Clearance/Training	\$5,000	\$5,000
Community Concepts Weatherization	\$53,950	\$53,950
Code Enforcement	\$50,000	\$50,000
Sub Total	\$304,660	\$350,579
Improve Parks and Establish Community Gardens		
Relocation Expense	\$9,500	\$0
Community Garden (2017 allocation)	\$27,950	\$7,000
Sub Total	\$37,450	\$7,000
Make Neighborhood Streets Safer and More Walkable		
Hampshire Street Reconstruction	\$312,050	\$55,177
Chestnut Street Closing	\$0	\$135,000
Library Avenue Reconstruction	\$0	\$135,000
Neighborhood Challenge Grant	\$50,000	\$40,000
Sub Total	\$362,050	\$365,177
Support People in their Efforts to Transition Out of Poverty		
St. Mary's Nutrition Center/Community Gardens	\$0	\$8,220
Androscoggin Head Start/Family Advocacy	\$9,461	\$10,000
Auburn Recreation Department & Scholarships	\$15,461	\$15,000
Literacy Volunteers of Androscoggin County/Adult Literacy	\$9,096	\$8,895
Auburn Police Department/Work with ME	\$48,826	\$47,090
Pine Tree Society/Career Development Services	\$0	\$5,000
Community Concepts, Inc./CPPC	\$0	\$12,500
Prevent Homelessness		
Safe Voices / Social Services	\$12,461	\$11,000
Tedford Housing & Support Services for Homeless	\$7,461	\$7,000
Sub Total	\$102,766	\$124,705
Total Budget	\$1,307,935	\$1,143,561

City of Auburn
HOME Investment Partnerships Program
Federal Fiscal Year 2018

AUBURN BUDGET		Staff & CAC Remmended	
	FFY2017 Budget	FFY2018 Budget	
<u>PROGRAM ADMINISTRATION</u>			
General Administration	\$24,000	\$24,000	
Project Delivery Costs	\$30,000	\$30,000	
Goods and Services	\$2,500	\$2,500	
Sub Total	\$56,500	\$56,500	
<u>INCREASE OWNER OCCUPANCY</u>			
Homebuyer Assistance	\$53,758	\$20,000	
Special Project/Purchase of 68 W. Dartmouth	\$12,060	\$0	
Special Project/Co-Op Housing	\$110,000	\$0	
Special CHDO Project	\$0	\$105,912	
Subtotal	\$175,818	\$125,912	
<u>PREVENT DETERIORATION OF HOUSING STOCK</u>			
Homeowner Rehabilitation	\$98,762	\$129,929	
<u>PREVENT HOMELESSNESS</u>			
Security Deposits	\$20,000	\$20,000	
Staying Home Rental Assistance (new program)	\$75,000	\$71,615	
Subtotal	\$95,000	\$91,615	
<u>SUPPORT CONSTRUCTION OF NEW AFFORDABLE HOUSING UNITS</u>			
62 Spring Street Rental Set-Aside/Budget	\$250,000	\$250,000	
477 Minot Avenue	\$0	\$110,000	
48 Hampshire Street/Troy Street	\$0	\$110,000	
Sub Total	\$250,000	\$470,000	
TOTAL BUDGET	\$676,080	\$873,956	

LEWISTON BUDGET		Staff & CAC Remmended	
	FFY2017 Budget	FFY2018 Budget	
<u>PROGRAM ADMINISTRATION</u>			
General Administration	\$15,374	\$12,184	
Sub Total	\$15,374	\$12,184	
<u>HOUSING PROGRAMS</u>			
Homebuyer Assistance	\$41,675	\$40,000	
Homeowner Rehabilitation	\$106,037	\$97,214	
Housing Co-Op	\$20,312	\$0	
Subtotal	\$168,024	\$137,214	
<u>PREVENT HOMELESSNESS</u>			
Security Deposits	\$24,880	\$20,000	
Staying Home Rental Assistance (new program)	\$0	\$115,000	
Subtotal	\$24,880	\$135,000	
<u>SUPPORT CONSTRUCTION OF NEW AFFORDABLE HOUSING UNITS</u>			
Rental Housing - Hartley Block	\$350,000	\$247,058	
Sub Total	\$350,000	\$247,058	
TOTAL BUDGET	\$558,278	\$531,456	

FFY 2018
DRAFT ACTION PLAN and BUDGET
COMMUNITY DEVELOPMENT BLOCK GRANT/HOME PROGRAM

The City of Auburn is preparing to submit its 2018 Action Plan with request of funding to the U. S. Department of Housing and Urban Development (HUD). The Action Plan describes the fourth-year budget and proposed activities for the Community Development Block Grant and HOME Investment Partnerships Programs to carry out the goals and objectives of the Consolidated Plan.

This Draft 2018 Action Plan process provides for a 30-day comment period. All comments received by the public will be included in the package that is submitted to the City Council. Oral or written comments may be submitted to Yvette Bouttenot, Community Development, 60 Court Street, Auburn, ME 04210, tel. 333-6601 ext. 1336, e-mail ybouttenot@auburnmaine.gov. Comments may also be made during the public hearing to be held on April 23 during the City Council meeting. A second public hearing is to be held on May 7, 2018. Both meetings will be at 7 pm at Auburn Hall.

2015-2019 CONSOLIDATED PLAN

In 2015 the City of Auburn adopted the 2015-2019 Consolidated Plan. The Consolidated Plan identifies many of the community's issues, establishes priorities, and describes how Community Development resources will address these needs. This Consolidated Plan sets forth goals, objectives, and performance benchmarks for measuring progress, and establishes a framework for assessing the programs and projects Auburn will make available for revitalization.

GOALS OF THE 2015 TO 2019 CONSOLIDATED PLAN

These are what the Auburn Community Development program intends to work towards and the measurable outcomes that will be accomplished in this five-year period:

Goal 1: Promote Jobs and Development

Assist 20 businesses

Goal 2: Prevent Deterioration of Housing Stock

90 home owner units rehabilitated

100 owner and rental housing made lead safe

40 rental units rehabilitated with exterior improvements

500 target area buildings inspected with 170 units improved

Goal 3: Improve Parks and Establish Community Gardens

1 park upgraded and 1 newly constructed

3 community gardens

Goal 4: Make Neighborhood Streets Safer and More Walkable

3,000 linear feet of repaved sidewalks

Goal 5: Support People in their Efforts to Transition out of Poverty

1,000 persons assisted

Goal 6: Prevent Homelessness

- 200 homeless persons assisted with case management
- 125 at-risk persons assisted with security deposits
- Goal 7: Increase Owner Occupancy
 - 25 renters assisted to purchase a home
- Goal 8: Support Housing Construction of Affordable Units
 - 60 new affordable rental units
- Goal 9: Support Fair Housing and Increase Housing Choice
 - 4 landlord and tenant fairs
 - 4 Fair Housing poster contests

2018 FUNDING

This plan is built on a budget based on previous year funding levels until allocations are announced by HUD. Funding for the Community Development Program is primarily from two sources, Community Development Block Grant and HOME Investment Partnerships Program funds. These are entitlement grants which means the City will receive these each year.

The following is a summary of anticipated resources for the period July 1, 2018 to June 30, 2019. *Congress has approved the FFY2018 Appropriations Bill and HUD anticipates that the Grantee allocations will be announced on or before May 23. HUD advises grantees not to submit the Annual Action Plan until after FFY2018 allocations are announced. An affected grantee may delay submission of its action plan to HUD by up to 60 days after the date allocations are announced. In order not to delay the beginning of its 2018-2019 program year any more than necessary the City of Auburn is following this plan:

- Adhere to normal schedule through May 15, 2018;
- Build the plan on flat funding from previous year allocation. An increase to funding is anticipated and the Citizen Advisory Committee voted to add additional funding for Public Service Agencies up to the CAP; Administration of CDBG Program up to the CAP. Additional funds will be used to proportional increase funding for Housing Rehab and Challenge Grant Programs. Additional funding for HOME Program will be shared with Lewiston and all programs will be proportionally increased.

Community Development Block Grant Funds: The proposed budget for FFY2018 is \$1,143,561 from the following sources of Community Development funds:

<i>Proposed</i> Community Development Grant	\$516,369
Anticipated Program Income	195,015
Carry Over Funds	432,177

Auburn HOME Funds: The proposed budget for FFY2018 is \$873,956 from the following sources of HOME funds:

<i>Proposed</i> HOME Grant	\$167,849
Anticipated Program Income	53,357
Carry Over Funds	652,750

**TENTATIVE SCHEDULE FOR ADOPTION
2018 ACTION PLAN/BUDGET**

Citizens Advisory Committee Review	February 28
City Manager Budget Review	March 9
City Council Budget Review	March 19
30-day Comment Period	March 22 – April 21
1 st Public Hearing/City Council Meeting	April 23
Final Public Hearing/Adoption of 2018 Action Plan	May 7
<i>Deadline Submission to HUD</i>	<i>May 12</i>

AUBURN COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Source of Funds: U. S. Department of Housing and Urban Development

Program Objective: Development of Viable Urban Communities

- Provide decent housing
- Suitable living environment
- Expand economic opportunities

Eligible Activities

- Acquisition
- Relocation
- Demolition
- Public improvements
- Rehabilitation—commercial and residential
- Public services
- Homeownership assistance
- Lead-based paint reduction
- Fair housing activities
- Planning

70% of expenditures must benefit low-income households

FFY2018 COMMUNITY DEVELOPMENT BUDGET DESCRIPTIONS

STRATEGY: SUPPORT FAIR HOUSING AND INCREASE HOUSING CHOICE

Build a Fair Housing Website Page to disseminate information to landlords and tenants about the rights and responsibilities of each party and the means for assistance in the event of a problem.

1. Fair Housing Proposed Budget: \$4,000

Description: Update the Analysis of Impediments to Fair Housing (AI) and implementation of identified Fair Housing strategies identified in the report.

The Cities of Auburn and Lewiston will be undertaking fair housing activities to raise awareness of Fair Housing Laws. The Analysis of Impediments to Fair Housing Choice Report (AI) completed in 2013 identified activities to be undertaken in first four years. In 2018 the Cities were to begin work on the Fair Housing Assessment Planning Tool (FHP) however HUD has delayed this requirement until 2020. The Cities need to be pro-active and in lieu of the more extensive FHP updating the current AI is advised. The cost can be shared by both Auburn and Lewiston Community Development and the Housing Authorities.

Anticipated Outputs: Update to the 2013 Impediments to Fair Housing Plan and identify Fair Housing Activities to be undertaken in the next 4 years.

STRATEGY: PROMOTE JOBS AND DEVELOPMENT

Assist small businesses to start up, succeed and grow through

- *Loans to upgrade and adapt buildings in target areas; and*
- *Loans to support job creation for low-income people anywhere in the City.*

2. Economic Development Programs Proposed Budget: \$150,000

STAR Program (Storefront Traffic Accelerates Revitalization)

Description: Funds will be used to provide loans to businesses and property owners for building renovations in the Union Street, Downtown, and New Auburn Target Areas. This program helps to create jobs and will encourage the redevelopment of vacant storefront properties. Funds will be used to provide forgivable loans to expanding businesses or to business start-ups. Funds can be used for working capital, equipment or inventory purchase, or building improvements. The program will help to create jobs in the community, primarily benefiting low- and moderate-income persons.

Anticipated Outputs: 3 Business Loans

STRATEGY: PREVENT DETERIORATION OF HOUSING STOCK

- *Provide grants, deferred loans, and low-interest loans for the rehabilitation of owner and rental housing that is occupied by low and moderate-income households;*
- *Provide matching funds to the 3-year federal grant to reduce childhood lead poisoning;*
- *Provide Community Development staff support to the Lewiston-Auburn Lead Subcommittee to assist with implementation of the 5-Year Strategic Action Plan for the Reduction of Childhood Lead Poisoning in the Cities of Auburn and Lewiston.*
- *Financially support code enforcement activities that result in improvements to the housing stock*
- *Provide financial assistance to encourage exterior as well as health and safety improvements.*

3. Rehabilitation Loan Program **Proposed Budget: \$148,629** **Project Delivery Costs: \$93,000**

Description: Funds will be used to provide loans under the Rehabilitation Loan Program to upgrade residential buildings, increase curb appeal, address code violations, weatherize homes, and to provide a loan match to the Lead Hazard Reduction Grant. The Rehabilitation Program helps to maintain and upgrade the quality of housing, particularly in targeted areas and assists low-income property owners and investors to address housing problems. The program also helps to increase or stabilize the tax base, provides an economic stimulus for contractors and suppliers, eliminates lead hazards, and prevents properties from becoming blighting influences in the more densely populated neighborhoods.

The Project delivery costs covers staff salaries, benefits, supplies and equipment to implement the program. This does not count against the Administrative Cap.

Anticipated Outputs: 4 units: health and safety repairs
3 units: with whole house/curb appeal improvements
2 units: with lead paint problems eliminated
4 units: repairs of code enforcement violations

4. Lead Testing and Clearance **Proposed Budget: \$5,000**

Description: Funds will be used to cover the cost of performing lead clearances in buildings that have been rehabilitated with federal funds. These funds will be used only for projects where there are no Lead Grant funds involved. All rehabilitation projects must now comply with strict lead requirements to reduce the hazards caused by lead-based paint. One of the requirements imposed by Title X is that a property that is rehabilitated with federal funds must be lead safe that is documented through a clearance

test. These funds pay for the contractor to take samples and have the sample analyzed by a certified lab.

Anticipated Outputs: 15 lead tests

5. Community Concepts, Inc. Weatherization
Proposed Budget: \$53,950

Description: Funds will be used to weatherize homes and pay for a portion of the program salary expense. This weatherization program includes wall, ceiling and basement insulation, caulking windows and doors, etc. An assessment is done to determine payback and only improvements which have a reasonable payback are undertaken. This program leverages an amount that is greater than our CDBG investment through a Department of Energy grant. These funds would not come to our community without the CDBG match.

Anticipated Outputs: 13 units weatherized

6. Code Enforcement
Proposed Budget: \$50,000

Description: Funds will be used to cover salary costs for a Code Enforcement officer of the City of Auburn. Code enforcement efforts will be directed in three target areas, Downtown, New Auburn and Union Street. The focus of the code enforcement effort is to control vacant and dangerous buildings, nuisance complaints, and to expand code enforcement efforts to improve the overall condition of the housing stock. This will include coordinating building improvements, some of which will come through the City's Rehabilitation Program.

Anticipated Outputs: 100 buildings inspected
25 buildings with health/safety violations repaired/private funds
3 buildings with health and safety violations repaired/public funds

STRATEGY: IMPROVE PARKS AND ESTABLISH COMMUNITY GARDENS

- *Enhance physical infrastructure of key in-town parks;*
- *Improve lighting at Union Street;*
- *Extend the Riverwalk into New Auburn;*
- *Improve walkways to and from parks;*
- *Provide opportunities for growing fresh healthy foods by establishing community gardens in the Downtown, Union Street and New Auburn target areas.*

7. Community Gardens
Proposed Budget: \$8,220 (2019 growing season)
\$7,000 (2018 growing season)

Description: Funds will be used to support a garden coordinator and a neighborhood garden champion for the Webster Street and the Newbury Street gardens for the season beginning in April 2019. Community gardens encourage people to improve their health, stretch their food dollars, learn about growing vegetables, and provide a place where neighbors can meet to engage in a positive way. The garden coordinator will be supervised by St. Mary's Nutrition Center which will be considered an in-kind match. This allocation will count towards the Public Service Cap in the 2019 budget.

Anticipated Output: Support for Webster Street and Newbury Street Gardens

STRATEGY: MAKE NEIGHBORHOODS STREETS SAFER AND MORE WALKABLE

Provide grants to Neighborhood Organizations and groups for projects that will enhance a neighborhood. The funds will be used for public infrastructure projects. This activity may also meet the previous strategy to improve parks and greenspaces.

8. Neighborhood Challenge Grants Proposed Budget: \$40,000

Description: Funds will be used in increments of \$1,000 up to \$10,000 to provide funding for projects that will enhance neighborhoods. Increased safety, beautification and improved parks are the goals. The budget amount of \$25,000 will be awarded to applicants for projects of \$1,000 or more. One \$10,000 grant may be awarded. City staff will assist the applicants with the development of the projects.

Anticipated Output: dependent on the applications received
Up to 4 - \$10,000 grant
Up to 8 grants of \$1,000 - \$5,000

9. Chestnut Street Closing Proposed Budget: \$135,000

Description: Chestnut Street is the home to the Auburn Pal Center, the athletic fields directly behind the center and the basketball courts/playground area across the Street known as the gully. It is a pass through for vehicular traffic between Webster and Winter Street. Given the pedestrian/child traffic at the PAL Center and the increased speeding motorists the safety of the pedestrians and children are a great concern. The funds will be used to close the street creating a safer green space in front of the PAL Center and a pedestrian friendly access to the "gully". It will also provide additional parking. Timeline for the project is the summer of 2018.

Anticipated Output: 1 improved greenspace/park

10. Library Avenue Reconstruction/Downtown Walkability Project
Proposed Budget: \$135,000

Description: Reconstruction of Library Avenue to include new curbing, sidewalks, crosswalks and street lights. The goal is to provide safe, comfortable, attractive and convenient access and travel for pedestrians, bicyclists, motorists and transit users of all ages, abilities and preferences in the downtown area. This project will be leveraged with TIF Funds and Public Services Budget.

Anticipated Output: 570 ft. of street reconstruction
800 ft. new sidewalks and curbing
4 new streetlights
13 parking spaces on Library Avenue

STRATEGY: SUPPORT PEOPLE IN THEIR EFFORTS TO TRANSITION OUT OF POVERTY

Focus on helping young people growing up in poverty to get the personal and educational skills needed to live a healthy and productive adult life.

- *Expand programming for at-risk teenagers that helps them learn work skills, graduate from high school*
- *Create youth apprenticeship opportunities with local businesses*

Support low-income adults to successfully provide for themselves and their families through education and development of employment skills including mentoring, work readiness, and job training.

11. Androscoggin Head Start and Child Care
Promise Early Education Extended Care Program
Request: \$10,000
Proposed Budget: \$10,000

Project Description: Funds would provide social services for families enrolled in head start at Webster School and other sites. Services are available to economically disadvantaged children whose parents are working or in job training. These services assist families in meeting their basic needs, provide parent training, provide information and referrals, develop a strategy to maintain or attain economic independence, and provide crisis intervention. These services facilitate families' efforts to maintain or obtain financial independence from assistance and help children achieve school readiness.

Anticipated Output: 19 Auburn families

- 12. Literacy Volunteers of America/Androscoggin
Literacy Services for Adults & Families
Request: \$8,895
Proposed Budget: \$8,895**

Project Description: Funds will be used to help recruit, train and support volunteers to provide tutoring to illiterate adults and families. The Adult Literacy Program provides one-on-one tutoring for reading, writing, and basic math for adults and families in Androscoggin County who are at the lowest two literacy levels. They also offer one-on-one tutoring for English speakers of other languages. The focus is to help adults with low literacy skills and immigrants gain critical reading, writing, and math skills that will help with employability. 90% of their students' primary goal is to obtain a job, pass a job-related test, or participate in career training.

Anticipated Output: 90 Auburn residents

- 13. Auburn Police Department
Work with Me
Request: \$87,466
Proposed Budget: \$47,090**

additional funds may be allocated with an increase in CDBG funding.

Description: Auburn Police Department will work collaboratively with Auburn School Department, Central Maine Community College, and Community Concepts, Inc. Bridges Out of Poverty initiatives to provide case management for at-risk youth ages 15-19. Funds will be used to cover the program coordinator's salary, student intern and PAL summer intern stipends, and College Mentor Stipends.

Anticipated Output: 40 Auburn youth

- 14. Auburn Recreation Department
Recreation Scholarships
Request: \$15,500
Proposed Budget: \$15,000**

Description: Support families who are involved in education or working by providing summer day care for their children. Families will be required to enroll in an education or training program for their children to qualify. Funds will pay for grants to 30 children. Funds will pay for scholarships, approximately \$500 per child.

Anticipated Output: 25 households (40 children)

15. **Pine Tree Society**
Title Career Development Services

Request: \$10,000
Proposed Budget: \$5,000

Description: The goal of this program is to assist people with disabilities gain employment skills, secure and retain meaningful employment and be more economically independent and engaged in the community. Pine Tree Society will provide individualized Career Development Services to individuals aged 16 and up. The services will include career planning, temporary work experiences, skill development, job placement, job coaching and job retention.

Anticipated Output: 25 people

16. **Community Concepts, Inc.**
Community Partnership for Protecting Children (CPPC)
Request: \$15,000
Proposed Budget: \$12,500

Description: CPPC is a network of partners that strives to reduce child abuse and neglect by developing tangible and sustainable strategies to strengthen families, neighborhoods and the child welfare system. It is designed to increase safety and well-being of individuals living and working in our most at-risk neighborhoods, to engage the entire community to strengthen relationships, change policies, and generally make it easier to give and receive support. CDBG funds will be used to support the CPPC Community Builder positions and incorporate the Bridges Out of Poverty Getting Ahead workshops.

Proposed Output: 50 people

PREVENT HOMELESSNESS

Support homeless people first with housing, then with services to help them provide for themselves and their families through work readiness training and job skill development.

- Provide staff support to Lewiston-Auburn Alliance for Services to the Homeless (LAASH) to improve access to services and housing for persons who are homeless or at risk.*
- As a first step towards helping the homeless or at-risk households re-integrate into the community provide a City-sponsored Security Deposit Program as well as other "housing first" approaches.*

17. **Safe Voices**
Request: \$12,000
Proposed Budget: \$11,000

Project Description: Funds will be used to pay the shelter worker salaries to provide services to families experiencing domestic violence and homelessness to develop skills

for self-sufficiency. The shelter serves women and children who are victims of domestic violence. The shelter is open 24 hours, 365 days each year with day and evening staff. Their clients are usually forced to leave behind most of their possessions and many lose their jobs when they come to the shelter. The ongoing case management services and connections to community resources help them to increase their income and non-cash benefits for overall housing stability which helps to prevent the reoccurrence of homelessness. The shelter advocate will assist the family by developing self-sufficiency skills, connect them with resources such as work ready training and job skills.

Anticipated Output: 70 Auburn residents

18. Tedford Housing

Request: \$7,000

Proposed Budget: \$7,000

Description: Funds will be used to pay for case management services for a supportive housing project in Auburn. Tedford Housing operates a permanent supportive housing for formerly homeless single adults. Services will help these individuals to improve quality of life and remain living independently. Without these services, many formerly homeless families fail to maintain housing. Tenants tend to have been homeless two or more times for an extended period. They typically have a disability and have frequent physical health challenges. Each person will be evaluated and have a plan of care. Additionally, the plan will identify opportunities to move towards a volunteering activity, academic courses or training.

Anticipated Output: 7 formerly chronically homeless persons

HOME INVESTMENT PARTNERSHIPS PROGRAM

Source of Funds: U. S. Department of Housing and Urban Development

Objective: Housing

- Expand supply of decent, safe, sanitary and affordable housing
- Strengthen public-private partnerships
- Development of rental housing

Eligible Activities

- Rehabilitation of owner-occupied housing
- Rental housing development
- Homebuyer assistance
- Tenant-based rental assistance

**100% of these funds must be spent on housing activities
that benefit low-income households**

FFY2018 BUDGET DESCRIPTIONS

STRATEGY: INCREASE OWNER OCCUPANCY

- *Make it easier for renters to become homeowners;*
- *Financial help for down payments and financial counseling for low-moderate income renter households seeking to purchase a first home in Auburn;*
- *Find alternative mortgage financing for New Americans and other residents to be able to move up to homeownership, and work with Auburn Housing Authority to identify potential owners.*

1. Homebuyer Assistance

Proposed Budget: \$20,000

Project Description: Funds will be used to provide a 5 to 1 grant for down payment assistance and an interest-free amortized loan to make home purchase affordable for income eligible applicants.

Anticipated Output: 4 households assisted to purchase a home

2. Community Housing Development Organization (CHDO) Project

Proposed Budget: \$105911.87

Project Description: HOME requirements are to set-aside 15% of allocation for a CHDO project. A CHDO project is sponsored by an organization that meets HUD

definition of a CHDO. In the past several years Auburn Housing Authority has partnered with Auburn in this capacity. The goal is to increase homeownership or affordable rental opportunities. No specific project has been identified. Staff proposes utilizing these funds to increase homeownership opportunities by purchasing a vacant property, renovation of the property and resale to an income qualified household(s).

Anticipated Output: 1 homewoner assisted

STRATEGY: PREVENT DETERIORATION OF HOUSING STOCK

- *Provide grants, deferred loans, and low-interest loans for the rehabilitation of owner and rental housing that is occupied by low and moderate income households;*
- *Provide matching funds to implement the 3-year federal grant to reduce childhood lead poisoning;*
- *Provide Community Development staff support to the Lewiston-Auburn Lead Subcommittee to assist with implementation of the 5-Year Strategic Action Plan for the Reduction of Childhood Lead Poisoning in the Cities of Auburn and Lewiston.*
- *Financially support code enforcement activities that result in improvements to the housing stock*
- *Provide financial assistance to encourage exterior as well as health and safety improvements.*

3. Homeowner Rehabilitation

PROPOSED BUDGET: **\$129,929**

PROJECT DESCRIPTION: Funds will be used to provide interest-free amortized loans and forgivable loans for housing improvements of owner-occupied income-eligible households.

Anticipated outcome: 4 households assisted with whole house/curb appeal improvements

STRATEGY: PREVENT HOMELESSNESS

- *Support homeless people first with housing, then with services to help them provide for themselves and their families through work readiness training and job skill development.*
- *Provide staff support to Lewiston-Auburn Alliance for Services to the Homeless (LAASH) to improve access to services and housing for persons who are homeless or at risk.*
- *As a first step towards helping the homeless or at-risk households re-integrate into the community provide a City-sponsored Security Deposit Program as well as other “housing first” approaches.*

4. Tenant Based Rental Assistance/Security Deposit Program

Proposed Budget: \$20,000

Project Description: Funds will be used to provide interest-free loans to pay the security deposit for income eligible households who are homeless or at risk of homeless and will receive a housing voucher from Auburn Housing Authority.

Anticipated Outcome: 33 households

5. Tenant Based Rental Assistance/Staying Home Rental Assistance Program

Proposed Budget: \$71,615

Project Description: Funds will be used to provide rental subsidies to income qualified renters who have been identified by the Auburn School Department at risk of homelessness due to housing affordability issues. Tenants will contribute a fixed percent of their income towards the rent. The subsidy payment will not exceed 12 months. Participants will be encouraged to apply for the Section 8 Voucher Program and participate in the Bridges Out of Poverty Program.

Anticipated Outcome: 8 households

STRATEGY: SUPPORT NEW HOUSING CONSTRUCTION

Provide financial assistance to developers of high-quality affordable mixed income housing in the target areas of Auburn.

6. Development of Rental Housing

Proposed Budget: \$220,000

Project Description: \$110,000 of HOME funds has been committed to the development of the 477 Minot Avenue workforce housing project. 2 units which will remain subject to HOME restrictions for 30 years. The \$6.3 million project will produce a total of 36 low income housing units.

\$110,000 of HOME Funds has been committed to the 41 Hampshire Street/Troy Street workforce development housing project. 2 units which will remain subject to HOME restrictions for 30 years. The \$9.6 million project will produce a total of 53 residential of which 42 will be low income housing units and 11 market rate units.

Anticipated Outcome: 4 HOME units

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 43-05072018

ORDERED, that the City Council hereby approves the FFY2018 CDBG and HOME Action Plan and Budget as recommended by the City Manager, the Citizen Advisory Committee and the staff of the Economic and Community Development Department.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: May 7, 2018 **Order:** 44-05072018

Author: Kelsey Earle, License Specialist

Subject: Fee Waiver Request by Auburn Suburban Baseball & Softball

Information: The Auburn Suburban Baseball & Softball, a non-profit group (previously known as New Auburn Little League and Suburban Little League) providing athletic programs for children between the ages of 6 and 15, living in the City of Auburn, is requesting the food service fee of \$300.00 be waived for the concession stands located at 94 Ninth Street and 4 Mount Apatite Road for the 2018 season.

Sec. 14-31. Fees; waiver. The fees for business licenses shall be paid by the owner or his agent in accordance with the business fee schedule established by the City Council. The City Council is the only authority allowed to waive fees prescribed by ordinance. An application for waiver of any fees must be presented in writing to the city clerk to be brought to the City Council at its next available meeting.

City Budgetary Impacts: \$300.00 (\$150 for each concession stand).

Staff Recommended Action: Consider waiving the fee.

Previous Meetings and History: Fees have been waived in the past.

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink, appearing to read "Peter J. Caulton".

Attachments:

- Letters from Auburn Suburban Baseball & Softball
- Order 44-05072018

Auburn Suburban Baseball & Softball
PO Box 1615
Auburn, Me 04211-1615

April 20, 2018

Auburn Mayor & City Council
60 Court Street
Auburn, Me 04210

Dear Mayor Levesque and members of the Council,

On behalf of Auburn Suburban Baseball & Softball I would like to respectfully request a waiver of the \$150.00 Business License Application fee being submitted for operation of a Snack Shack located at **94 Ninth Street, Auburn, Maine 04210.**

Auburn Suburban Baseball & Softball is a volunteer-run, non-profit organization dedicated to offering an organized league play to over 550 children between the ages of 6 and 15 with various levels of play allowing for early learning as well as competitive play at higher age levels. Auburn Suburban is inclusive to all children who want to play and current offers unlimited scholarships to those who are unable to afford the registration fees.

Thank you for your consideration.



Kelly Aho

Auburn Suburban Baseball & Softball
(207) 577-1844

Auburn Suburban Baseball & Softball
PO Box 1615
Auburn, Me 04211-1615

April 20, 2018

Auburn Mayor & City Council
60 Court Street
Auburn, Me 04210

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On behalf of Auburn Suburban Baseball & Softball I would like to respectfully request a waiver of the \$150.00 Business License Application fee being submitted for operation of a Snack Shack located at **4 Mount Apatite Rd, Auburn, Maine 04210**.

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Thank you for your consideration.

A handwritten signature in dark ink, appearing to read 'Kelly Aho', with a stylized, cursive script.

Kelly Aho

Auburn Suburban Baseball & Softball
(207) 577-1844

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 44-05072018

ORDERED, that the City Council hereby approves the request by Auburn Suburban Baseball & Softball to waive the Food Service Establishment/On or Off Premise license fee of \$300.00 for concession stands located at 94 Ninth Street and 4 Mount Apatite Road for the 2018 season.

Mid-Maine Waste Action Corporation

110 Goldthwaite Road

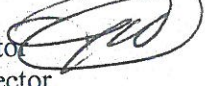
Auburn, Maine 04210

(207) 783-8805

Fax (207) 783-9831

www.midmainewaste.com

MEMORANDUM

To: Board of Directors
From: John King, Executive Director 
Michael Daily, Finance Director
Subject: March Financial/Activity Report - Unaudited
Date: April 10, 2018

Enclosed please find the unaudited March Activity Report covering the period from March 1 through March 31, 2018.

General Summary Start

Plant throughput for the month was 5,696 tons processed, or about 184 tons per day and running time throughput was 208 tons per day. Operating Revenues were below Expenses resulting in March having an operating loss of \$38,202 (These figures do not reflect balance sheet expenses). Year-to-date operating gain is \$16,200 compared to projected budget loss of \$3,396 and a \$62,068 operating gain in FY17. Cash and investments totaled \$5,910,985. Cash and investments are down \$89,833 from the start of FY18. The reserve goal established by the Board for FY18 is \$5,900,000 and is now at 100.2% of goal. The balance sheet shows current assets less liabilities at \$6,391,227, which is down \$2,865 from the beginning of the fiscal year.

Waste Deliveries/Operations

A total of 6,498 tons were delivered to the pit for an average of 210 tons per day. 7,514 tons were received from all sources for the month. Details on deliveries are presented in the following table:

Waste Type	Year-To-Date Tons		Variance	
	FY18 Actual	FY17 Actual	Tons	%
MSW Member	12,523	12,095	428	3.5%
Comm Member	9,833	10,540	(707)	-6.7%
Municipal Non-Member	15,887	16,089	(202)	-1.3%
Gate/Hauler	13,173	12,643	530	4.2%
OBW/Res TS	7,741	6,569	1,172	17.8%
Other	11,219	9,174	2,045	22.3%
Total	70,376	67,110	3,266	4.9%

MEMBER COMMUNITIES:

AUBURN • BOWDOIN • BUCKFIELD • LOVELL • MINOT • MONMOUTH • NEW GLOUCESTER • POLAND • RAYMOND • SUMNER • SWEDEN • WALES

Waste flows to the plant and transfer station are running 4.9% above last year. Waste processed in the plant during the month was recorded at 5,696 tons, or an average of 184 tons per day. The monthly running time thruput was 208 tons. Year-to-date tons processed in the plant are equal to 200 tons per day. Running time year-to-date throughput equaled 213 tons per day. The transfer station processed 816 tons during the month from all sources and averaging 33.3 tons per day for the month, (5.5 day receiving week) and 12,571 tons year-to-date. Recyclables totaled 199 tons for the month and 2,304 tons year-to-date. Prior year and budget comparisons of processing records as follows:

	Prior Year Comparison YTD				Budget Comparison YTD			
	FY18	FY17	Variance		FY18	FY18	Variance	
	Actual	Actual	Tons	%	Actual	Budget	Tons	%
Waste-To-Energy	54,742	51,951	2,791	5.4%	54,742	52,586	2,156	4.1%
Transfer Station	12,571	13,342	(771)	-5.8%	12,571	13,524	(953)	-7.0%
Recycling	2,304	1,970	334	17.0%	2,304	1,796	508	28.3%
Total	69,617	67,263	2,354	3.5%	69,617	67,906	1,711	2.5%

Cash Available to Operations

Cash balances in checking and investments total \$5,910,985 up \$114,481 from the prior month. The following is the status of the reserve goal:

Reserve Status		
	FY 18 Goal	As of 3/31/18
Operating	2,006,000	2,009,735
Capital Improvement	944,000	945,758
20-Year Plan	1,711,000	1,714,186
Rate Stabilization	1,239,000	1,241,307
Total	5,900,000	5,910,986

Total Cash	5,910,985
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Surplus or (Deficit)	10,986
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Revenue

Revenue for the month totaled \$556,465. Major categories of revenue by month include: tipping fees, \$468,660; power contract, \$59,835; recycling, \$20,476; interest, \$6,563; other, \$931. Revenue for the month was \$9,229 above budget projections and \$9,259 above FY17. Year-to-date revenue is \$5,241,471, which is \$262,245 above budget and \$360,363 above FY17.

The table that follows shows detail relative to electrical sales:

	Price per MWHr			Electrical Output MWHr			Electrical Revenue		
	FY17	FY18		FY17	FY18		FY17	FY18	
Month	Actual	Budget	Actual	Actual	Budget	Actual	Actual	Budget	Actual
Jul	\$31	\$29	\$30	1,244	1,350	1,288	\$38,052	\$38,873	\$38,560
Aug	\$41	\$27	\$29	1,288	1,350	1,259	\$52,439	\$37,118	\$36,364
Sep	\$30	\$23	\$24	1,322	1,325	1,291	\$39,196	\$30,727	\$31,372
Oct	\$27	\$23	\$36	1,254	1,225	1,033	\$33,585	\$28,343	\$37,670
Nov	\$26	\$32	\$30	1,424	1,425	1,357	\$36,466	\$45,262	\$41,335
Dec	\$39	\$46	\$48	1,392	1,400	1,452	\$54,817	\$64,237	\$69,776
Jan	\$62	\$66	\$70	1,567	1,503	1,391	\$96,786	\$99,817	\$97,374
Feb	\$60	\$66	\$70	1,313	1,375	1,412	\$78,668	\$90,762	\$98,164
Mar	\$37	\$41	\$45	1,494	1,500	1,337	\$55,016	\$62,137	\$59,835
YTD	\$39	\$40	\$43	12,297	12,453	11,820	\$485,025	\$497,276	\$510,449

Total gross kWh for the latest period was 1,909,790 of which 1,336,892 were sold to the grid. Net kWh per ton equaled 235, as compared to 225 for the comparable period in FY17.

Expenditures

Operating expenses in all categories total \$594,667 for the month, which is \$149,848 above budget projections, and \$168,288 above last year. Year-to-date expenses are \$5,225,271 which is \$242,649 above budget and \$406,232 above FY17.

Investments Status

As of March 31, MMWAC's investments totaled \$5,910,985. Table 8 details all of our investments.

Capital Expenditures:

For the month \$1,583 was expended for the demolition at 81 Goldthwaite Road (Grain mill).

cc: Member Municipalities
Reference No.: 03896

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, March 15, 2018
Time: 0800
Location: Lewiston Auburn 911 Conference Room

Roll Call:

Present- Finance Director Heater Hunter, Chief Brian O'Malley, Chief Phil Crowell, Deputy Chief Robert Chase (in for Chief Low), Chief Stockdale, Councilor Leroy Walker, Councilor Michel Lajoie, Citizen-at-Large Paul Robinson

Staff- Director Paul LeClair, IT Director Drew McKinley

Secretary- Katie Gallant

Guest(s)- Denis D'Auteuil, Brian Martin

Meeting called to order by Lewiston Auburn 911 Director, Paul LeClair at 08:00.

Introductions to our guests.

Executive Session

- Councilor Leroy Walker moves to enter into executive session, seconded by Councilor Michel Lajoie.
- All in favor. Executive session commences at 08:01.
- Denis D'Auteuil will assist Director Paul LeClair with contract negotiations for 2018.
- Executive session ends at 08:10.

Approval of Minutes: February 15, 2018, meeting minutes.

- Motion to accept minutes made by Councilor Walker, seconded by Councilor Lajoie.
- All in favor. Motion passes.

Financial Report:

FY18

- Director LeClair presents the FY18 year to date report, noting that the insurance line has increased due to increased General Liability exposure.

- Councilor Lajoie moves to accept the FY18 report, seconded by Finance Director Heather Hunter.
- All in favor. Motion passes.

FY19

- Director LeClair presented the updated proposed budget for FY19. He noted that the initial 8% increase has been reduced to 6.22% after changes were made as a result of the joint meeting with Auburn and Lewiston City Managers, Assistant City Managers, and Finance Directors.
- There was some discussion regarding the possibility of additional reductions and/or cuts if absolutely necessary.
- Director LeClair will present the current draft of the FY19 budget to the City Councils during the Budget Presentation.

Director's Report:

Radio Systems Project

- Director LeClair and IT Director Drew McKinley presented the Radio System Project to the joint City Council meeting on February 22, 2018.
- Both City Managers relayed the need for a decision from the councils before moving forward so there are no duplicate purchases nor wasted dollars.
- Director Hunter advised that the Lewiston CIP has been accepted, but the funding has not yet been authorized.

Verizon Proposal

- Director LeClair has been working with the attorney on the Verizon proposal and will update at the next committee meeting.

Personnel Update

- The two offers of employment that were extended to two candidates in February have since been rescinded due to the results of the background checks.

IT Director's Report

Microwave Link

- Auburn Police Department Link has been up and running for over a month. We have experienced no issues with connectivity since the microwave implementation.

- The Lewiston Microwave Link will be operational as soon as the Goff Hill Tower is online.
- Towers and buildings for Goff Hill and Webber are scheduled to deliver on March 23, 2018.

Operations Manager's Report – presented by IT Director McKinley

Code Red

- IT Director McKinley designed and ordered cards to be distributed by the area agencies.
- As of three weeks ago, a few hundred people had already enrolled in Code Red for the Lewiston/Auburn area.

Next meeting:

- Thursday, April 19, 2018, at 08:00.

Public Comment:

- No public comment.

Adjournment:

- Councilor Walker moves to adjourn the meeting, seconded by Councilor Lajoie.
- Meeting adjourned at 08:35.

GUE

LEWISTON-AUBURN 911 COMMITTEE

AGENDA

Date: Thursday, April 19, 2018
Time: 8:00 A.M.
Location: Lewiston Auburn 911 Conference Room

1. Roll Call
2. Election of Officers
 - Chair Person (Chief Low has accepted the Fire Chief Position in Orono Maine)
3. Approval of Minutes
 - March 15, 2018
4. Financial Report
 - FY18 Budget Update
 - Domestic Partner Health Coverage
5. Director's Report
 - FY19 Budget proposal:
Director to Update Committee regarding 04-10-18 meeting with Lewiston City Council.
 - Verizon Proposal regarding Gracelawn Tower.
Director to update Committee on Verizon's interest in mounting Cell Phone Equipment on the Gracelawn Tower.
 - Personnel Update:
Director to update Committee on vacancies and hiring efforts.
6. IT Director's Report

- Update on Capital Projects

7. Operation Manager's Report

- N/A

8. Executive Session

- N/A

9. Schedule next meeting: May 18, 2018

10. Public Comment

11. Adjournment

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- Meeting adjourned at 08:35.

" This is the Lewiston-Auburn 9-1-1 Communications Center with an important message for all residents and businesses located in **Lewiston, Auburn, and Poland**
We have licensed the CodeRED Community Notification System to help disseminate important or critical information.

We encourage all residents and businesses to go to the **www.auburnmaine.gov** website, click on the CodeRED logo located **within the 9-1-1 section of the website** and enter their contact information, including additional phone numbers, and text and email addresses, to ensure all of the data in our system is accurate and current.

If you know of anyone who did not receive this call who lives in Lewiston, Auburn or Poland please encourage them to visit the **City of Auburn** website and enter their information.

If you do not have Internet access, please contact a friend or family member to help add your contact information to the emergency database. You can also call the **Lewiston/Auburn 9-1-1 Center** directly at 207-784-6421 for assistance. That is 207-784-6421.

Thank you. "



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: May 7, 2018

Subject: Executive Session

Information: Legal consultation, pursuant to 1 M.R.S.A. Section 405(6) (E).

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

- (1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;
 - (2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;
 - (3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and
 - (4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.
- This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

- (1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.