



City Council Meeting and Workshop

August 4, 2014

Agenda

5:30 P.M. Workshop

- A. Executive Session–Discussion regarding a legal matter, pursuant to 1 M.R.S.A. Section 405 (6) (E). Attorney Dan Nuzzi (20 minutes).
- B. Community Development Block Grant Program Guidelines–Alan Manoian & Roland Miller (20 minutes).
- C. FY2014-2015 Tax Commitment–Jill Eastman and Howard Kroll (20 minutes)
- D. Adoption of the 2014 National Electrical Code–Charlie DeAngelis (15 minutes).
- E. Board and Committee Appointment Policy–Sue Clements-Dallaire (15 minutes).

7:00 P.M. City Council Meeting - Roll call votes will begin with Councilor Gerry

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 66-08042014*

Accepting the transfer of Forfeiture Asset (Kenneth Gardner).

2. Order 67-08042014*

Approve changing the September regular City Council meeting dates from September 2 and September 15, 2014 to September 8 and September 22, 2014.

II. Minutes

- July 21, 2014 Regular Council Meeting.
- July 23, 2014 Special Joint Meeting (City Council and School Department)

III. Reports

Mayor's Report

City Manager's Report

- Proposed land donation a new High School
- Priority workshop for August 25, 2014

Committee Reports

- **Transportation**
 - **Lewiston Auburn Transit – Councilor Gerry**
 - **Airport, Railroad – Councilor Hayes**
 - **Bike-Ped Committee – Councilor Lee**
- **Housing**
 - **Community Development Block Grant, Neighborhood Stabilization Program, Auburn Housing Authority – Councilor Gerry**

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- **Economic Development**
 - L-A Economic Growth Council, Auburn Business Development Corporation – Councilor Lee
- **Education**
 - Auburn School Committee – Councilor LaFontaine
 - Auburn Public Library – Councilor LaFontaine
 - Great Falls TV – Councilor Young
- **Environmental Services**
 - Auburn Water District, Auburn Sewerage District – Councilor Crowley
 - Mid-Maine Waste Action Corp. – Councilor Walker
- **Recreation**
 - Recreation and Special Events Advisory Board – Councilor Crowley
- **Public Safety**
 - LA 911 – Councilor Walker

City Councilors' Reports

IV. Communications, Presentations and Recognitions

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

VI. Unfinished Business

1. Order 57-07072014

Adopting the Community Development Block Grant Program Guidelines.

2. Order 61-07072014

Authorizing issuance of General Obligation Bonds and a tax levy therefore. Public hearing and first reading. *Passage requires an affirmative vote of 5 Councilors.*

VII. New Business

3. Ordinance 05-08042014

Adopting the new General Assistance Maximums. First reading.

VIII. Executive Session

- IX. **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*.

X. Adjournment

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into 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:

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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.



City Council Information Sheet

City of Auburn

Council Meeting Date: August 4, 2014

Subject: Executive Session

Information: Discussion regarding a legal matter, pursuant to 1 M.R.S.A. Section 405(6)(E).

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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.

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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.



City Council Workshop Information Sheet

City of Auburn

Council Workshop Date: August 4, 2014

Item B

Author: Reine Mynahan, Community Development Director

Subject: Residential and Commercial Rehabilitation Program Guidelines

Information: The attached revised guideline changes are in response to comments provided by the City Council at their July 21, 2014 workshop. The changes are:

- Both the Residential and Commercial Rehabilitation Programs now make reference to the Historic Property Exterior Restoration Policy to be adopted by the Auburn City Council. This policy provides guidance to the Community Development Department with respect to the replacement of building elements in historically significant buildings.
- I have considered the additional cost that this new policy will place on the rehabilitation of residential buildings and thus am proposing that the grant amount for the Residential Rehabilitation Program remain at the current \$10,000 level.
- The interest rate of the Commercial Program has changed from prime plus ½% to prime minus ½% (from the current rate of 3.75% to 2.75%).
- Last, the grant for low income households under the Residential Rehabilitation Program has been restored to \$2,500 with a match of 25%.

Pro's & Con's: These changes will stimulate greater investment with the City contributing a substantial share at the expense of program sustainability in future years. The new policy direction will be an excellent preservation tool for historic properties, but the higher cost will most likely result in less noticeable curb appeal improvements.

Financial: More assistance to fewer applicants.

Action Requested at this Meeting: Approve program guidelines.

Previous Meetings and History: July 7 and July 21, 2014. City Council made several recommendations at their July 21st meeting, all of which have been incorporated into these guidelines.

Attachments:

Historic Property Exterior Restoration Policy
Residential Rehabilitation Program Guideline
Commercial Rehabilitation Program Guideline

City of Auburn

Historic Property Exterior Restoration Policy

I. Applicability: This policy shall affect any historically significant property that is within the Downtown, New Auburn and Union Street Target Areas when the owner is requesting funding under the Residential or Commercial Programs.

II. Historic Neighborhoods Architectural Survey and Visual Property Guide

The Economic Development Specialist will undertake a study of the three target areas to:

- a. Review all properties for heritage and architectural significance;
- b. Determine noteworthy traditional architectural features, building materials, and regional design characteristics of properties;
- c. Identify which properties within the Historic Neighborhoods are deemed historically significant. Historically significant properties will be subject to the Historic Property Exterior Restoration Policy.

III. Historically Significant Buildings

a. Original Building Elements Exists

1. If all or most of the original historic building elements still exists, the Rehabilitation Coordinator will:
 - a) inspect and determine the condition of existing original exterior building elements;
 - b) Prepare a report on the possible/probable causes of exterior material deterioration, dilapidation, damage to the original exterior building elements;
 - c) Produce a cost estimate for the restoration of original building materials;
 - d) Deteriorated building elements shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities (follow prescribed process contained in the National Park Service, US Dept. of the Interior, Technical Preservation Services, “**Preservation Brief #8: Aluminum and Vinyl Siding on Historic Buildings, The Appropriateness of Substitute Materials for Resurfacing Historic Wood Buildings**”, <http://www.nps.gov/tps/how-to-preserve/briefs/8-aluminum-vinyl-siding.htm>;

2. If the Rehabilitation Coordinator determines that the restoration of original building elements is not financially feasible, then the project may proceed with approved alternative materials that most closely replicate the original material.
 - a) Alternative siding installation is serving as a temporary visual/maintenance cover with the intent that the original historic siding material shall be preserved for historically appropriate restoration work in future years;
 - b) Alternative siding material will be installed in a manner that minimizes damage to the original historic material underneath;
 - c) Alternative siding material must be installed so as not to cover-over or visually compromise any architectural trim/window casing elements including but not limited to brackets, pilasters, capitals, quoins, casings, lintels, etc.

b. Original Building Elements Material Does Not Exist

1. If all or most of the original historic building elements no longer exists, the Rehabilitation Coordinator will:
 - a) Determine the architecturally appropriate building materials for the historic period of the house-type;
 - b) Produce cost estimate for the restoration of original building materials;
 - c) If determined by Rehabilitation Coordinator that the restoration of original building material is not financially feasible, then proceed with selecting alternative materials that most closely replicate the original material;
 - d) Since original siding material no longer exists, alternative materials may be affixed into the wall material without concern of permanently damaging original historic siding material; however, alternative building materials must be professionally installed so as not to cover-over, visually compromise, or remove any architectural trim/window casing elements including but not limited to brackets, pilasters, capitals, quoins, casings, lintels, etc.

II. RESIDENTIAL REHABILITATION PROGRAM

A. PROGRAM GOAL

The goal of the Residential Rehabilitation Program is to improve the quality of housing by eliminating substandard housing conditions, upgrading the property to meet Auburn's Housing Standards. The Residential Rehabilitation Program is funded by the Community Development Block Grant Program and is subject to all of the Community Development Program rules.

B. ELIGIBILITY CRITERIA

1. The applicant must own or have a written agreement to purchase the property to be improved.
2. The property may be an owner-occupied, investor-owned, or owned by a non-profit agency. The property must be year-round residential structure or be converting to a year-round status according to the requirements of the City of Auburn's duly adopted construction codes and zoning ordinance.
3. After completion, the property must comply with Housing Standards of the Community Development Program. Community Development Department staff will determine the requirements for building improvements.

C. ASSISTANCE CATEGORIES AND TERMS

1. Target Areas

- a. Property must be located within one of Auburn's target areas.

b. Exterior Repairs

- 1) Maximum grant is ~~\$7,500-\$10,000~~ per property;
- 2) Only one grant will be awarded per property;
- 3) The applicant shall provide a private match of 25% of the grant amount;
- 4) A loan will be available for projects that exceed the grant/match amount with the same terms and conditions as described in section c. General Improvements; and

c. General Improvements

- 1) Maximum loan amounts are:
 - a) \$25,000 for the first unit (a unit that receives funding under the Homeowner Rehab Program will be considered the first unit);
 - b) \$20,000 for each additional unit;
 - c) Interest rate is 2%; and
 - d) The City's loan shall be leveraged with a minimum of 25% in private funds. The leveraged requirement may be waived by the Community

Development Loan Committee based on cash flow or inability to obtain private financing

e) Loan term shall be established by Community Development Loan Committee based on financial capacity of the applicant or inability to obtain financing. The maximum term is 25 years.

2. Low Income Households

a. General Criteria

- 1) Property may be anywhere in the City of Auburn.
- 2) Property must be owner-occupied.
- 3) Applicant's household income is less than 80% of area median income.
- 4) There is no match except for the grant match.
- 5) Buildings outside the target areas must meet the low-income occupancy requirement (50% for a 2-unit building and 51% for 3 or more units)

~~b. Exterior Repairs~~

- ~~1) Maximum grant is \$2,500 per property.~~
- ~~2) Only one grant will be awarded per property.~~
- ~~3) A loan will be available for projects that exceed the grant amount with the same terms and conditions as described in section c General Improvements.~~

b. Exterior Repairs

- 1) Maximum grant is \$2,500 per property.
- 2) Only one grant will be awarded per property.
- 3) the match is 25% of the grant.
- 4) A loan will be available for projects that exceed the grant amount with the same terms and conditions as described in this section c-General Improvements.

ce. General Improvements

- 1) Maximum loan amounts are:
 - a) \$25,000 for the first unit (a unit that receives funding under the Homeowner Rehab Program will be considered the first unit);
 - b) \$20,000 for each additional unit;
- 2) Interest rate is 0%
- 3) Loan term shall be established by Community Development Loan Committee based on financial capacity of the applicant. The maximum term is 25 years.

D. ELIGIBLE IMPROVEMENTS

1. Curb Appeal Grant Priorities

- a. Goal under this section are intended to enhance the visual quality of the neighborhood. Improvements must address the conditions that contribute to blight in the neighborhood. Blight is defined as the characteristics of the built and

natural environment that have deteriorated to the point that they constitute a threat to public health, safety, and welfare; contribute to the physical and economic deterioration of neighborhoods, or result in the degradation of the quality of life in the City of Auburn.

- b. The Rehabilitation Coordinator will be responsible to document blighting influences by assessing the physical condition and visual impact of the exterior building elements and recording observable deficiencies.
- c. In order to assure that the proposed improvements produce a positive impact, severe conditions will be remedied first. If funds remain after severe conditions are remedied, then other conditions may be addressed.
- d. Curb Appeal Improvements
 1. Architectural and engineering services relative to exterior improvements undertaken;
 2. prime and paint exterior surfaces;
 3. repair or replacement of exterior surfaces ~~including~~ according to the City's Historic Property Exterior Restoration Policy, siding, including siding. porches, steps, railings, decking, fire escapes, window and door trim, soffits and eaves, and gutters;
 4. lighting;
 5. foundation repair;
 6. re-pointing or reconstruction of walls and chimneys;
 7. retaining walls and fences;
 8. replacement of windows and doors;
 9. repair to garages, barns, and accessory buildings; and
 10. exterior repairs to assure the exterior of the building meets Housing Quality Standards.

e. General Rehabilitation Loan Priorities

Improvements include rehabilitation of a permanent nature which may include

1. Architectural and engineering services relative to project~~y~~ improvements undertaken;
2. structural repairs;
3. energy improvements;
4. eliminatgion of lead paint hazards;
5. weatherization;
6. weather protection;
7. accessibility for disabled persons;
8. repair or replacement of major housing systems;
9. repair of code violations;
10. general property improvements of a non-luxury nature;
11. repair of retaining walls;

12. utility connections;
13. finishing of unfinished space to add space to an existing dwelling unit to make it properly sized for the occupants;
14. engineering and architect costs;
15. driveway and yard repair
16. earthwork limited to correction of a significant drainage or landscape problem;
17. demolition, structural repairs or weather protection of garages, barns and accessory buildings;
18. fencing when required to correct a hazardous condition; and
19. any improvements that accomplish the goal of this program.

f. Ineligible Improvements

Improvements which are ineligible include

1. new construction;
2. creation of additional unit(s);
3. paving;
4. costs of equipment, furnishings or other personal property not an integral structural fixture such as appliances;
5. labor costs for property owners to rehabilitate their own property; and
6. improvements attributable to the non-residential portion of a mixed-use property.

E. NATIONAL OBJECTIVES

Projects will be eligible under only one of two national objectives: low-income benefit based on occupancy or slums/blight. The allocation of loan pool funds each year will be a minimum 75% for low-income projects. Projects will be processed under the low-income criteria whenever possible and under the Slums/Blight criteria as a last resort.

1. Low-Income Criteria

Applicants will be required to provide source income if they are the occupant or tenant certifications of income. Applicants will be required to sign a Rent Regulatory Agreement to assure one-year occupancy after project completion by a low-income tenant.

2. Slums/Blight Criteria

The project must address the conditions which contribute to blight as defined in section d. Curb Appeal Grant Priorities.

III. APPROVAL PROCESS

A. COMMUNITY DEVELOPMENT STAFF

The Community Development Department has responsibility for administration of the Rehabilitation Program. Community Development performs the underwriting and presents the loan request to the Community Development Loan Committee.

B. PRIVATE FUNDS

Private Funds: When matching funds are required, the applicant will have the option of using cash or borrowed funds. Match funds will be deposited into a segregated City account and will be subject to disbursement of funds procedures defined in this guideline.

C. COMMUNITY DEVELOPMENT LOAN COMMITTEE

1. Loans and grants will be reviewed by the Community Development Loan Committee who will be responsible for making a decision to approve or deny loan requests and to establish loan and grant conditions.
2. Appeal Procedure: The reason(s) for rejection shall be given to the applicant. Applications that have been denied may be appealed to the Community Development Loan Committee for a period of thirty days after the date of rejection. The applicant will be allowed to present his/her case to the Community Development Loan Committee. The Community Development Loan Committee may reconsider their prior vote to denying the application after the appeal review has been completed.
3. Waiver of Loan Amount and Term: The City Council may authorize a different interest rate, repayment term or loan amount than what is specified in this program guide.

D. LOAN CONSIDERATIONS

In approving or denying loan requests, the Community Development Loan Committee shall be guided by the following loan considerations:

1) Underwriting

- a) Cash flow -- ability to repay the debt;
- b) Credit – good credit history and reputation;
- c) Payment of taxes or acceptable arrangements;
- d) Collateral – Collateral coverage must be adequate as determined by the Community Development Loan Committee;
- e) Security – other assets; and
- f) Commitment of matching funds.

2) Assessment Private/Public Benefit

The Community Development Loan Committee will also consider the broader implications of private and public benefits.

I. COMMERCIAL REHABILITATION PROGRAM

A. PROGRAM GOAL

The goal of the Commercial Rehab Program is to encourage commercial development through building rehabilitation and to improve the visual quality of the building. The Commercial Rehabilitation Program is funded by the Community Development Block Grant Program and is subject to all of the Community Development Program rules.

B. APPLICANT

1. The applicant must own or have a written agreement to purchase the property to be improved. The applicant may be a lessee if there is acceptable collateral.
2. The applicant may be an individual, limited liability company, corporation, partnership or non-profit entity.

C. PROPERTY

1. All taxes due on the property must be paid in full or acceptable arrangements made with the Treasurer of the City of Auburn.
2. The intended use for the building must be for commercial purposes. No residential development will be financed with this program.
3. All property improvements must meet the City's building codes.
4. The property must be located within one of the three Community Development identified target areas, Downtown, New Auburn, or Union Street.

D. ASSISTANCE CATEGORIES AND TERMS

1. Exterior Repair

- a) Maximum grant is ~~\$7,500- 25% of the eligible rehabilitation project cost not to exceed \$25,000~~ per property;
- b) Only one grant will be awarded per property; and
- c) ~~The applicant shall provide a private match equal to the grant amount; and~~
- d) A loan will be available for projects that exceed the grant/match amount with the same terms and conditions as described in section 2 for General Improvements.

2. General Improvements

- a) The maximum loan amount is \$50,000 per property;
- b) Interest rate is prime ~~plus-minus~~ one-half (1/2) percent;
- c) The City's loan shall be leveraged with a minimum of 25% in private funds. The leveraged requirement may be waived by the Community Development Loan Committee based on cash flow or inability to obtain financing; and

d) Loan term shall be established by the Community Development Loan Committee based on financial capacity of the applicant. The maximum term is 25 years.

3. **Private Match Funds**

The applicant will have the option of using cash or borrowed funds. Match funds will be deposited into a segregated City account and will be subject to disbursement of funds procedures defined in this guideline.

E. ELIGIBLE IMPROVEMENTS

1. Curb Appeal Grant Priorities

- a) Grants under this section are intended to enhance the visual quality of the neighborhood. Improvements under this program must address the conditions that contribute to blight in the neighborhood. Blight is defined as the characteristics of the built and natural environment that have deteriorated to the point that they constitute a threat to public health, safety, and welfare; contribute to the physical and economic deterioration of neighborhoods, or result in the degradation of the quality of life in the City of Auburn.
- b) The Rehabilitation Coordinator will be responsible to document blighting influences by assessing the physical condition and visual impact of the exterior building elements and recording observable deficiencies.
- c) In order to assure that the proposed improvements produce a positive impact, severe conditions will be remedied first. If funds remain after severe conditions are remedied, then other conditions may be addressed.

2. Curb Appeal Exterior Improvements

- a) architectural and engineering services relative to exterior improvements;
- b) prime and paint exterior surfaces;
- c) repair or replacement of exterior surfaces including siding according to the City's Historic Property Exterior Restoration Policy, including siding, porches, steps, railings, — — — decking, fire escapes, window and door trim, soffits and eaves, and gutters;
- d) lighting;
- e) foundation repair;
- f) re-pointing or reconstruction of walls and chimneys;
- g) retaining walls and fences;
- h) replacement of windows and doors; and
- i) exterior repair to garages, barns, and accessory buildings.

3. General Rehabilitation Improvements

- a) architectural and engineering services relative to project improvements;

- b) structural repairs;
- c) energy improvements;
- d) elimination of lead paint hazards;
- e) weatherization;
- f) accessibility for disabled persons;
- g) weather protection;
- h) repair or replacement of major building systems;
- i) repair of code deficiencies
- j) repair of retaining walls;
- k) utility connections;
- l) paving;
- m) fencing when required to correct a hazardous condition;
- n) improvements which would generally increase the economic viability of the property; and
- o) any improvements that accomplish the goal of this program.

4. **Ineligible Improvements**

- a) new construction;
- b) costs of equipment, furnishings or other personal property not an integral structural fixture;
- c) labor costs for property owners to rehabilitate their own property; and
- d) improvements attributable to the residential portion of a mixed-use property.

E. **NATIONAL OBJECTIVES**

Projects will be eligible under only one of two national objectives: low-income benefit through creation of jobs or slums/blight. The allocation of loan pool funds each year will be a minimum 75% for job creation projects. Projects will be processed under the low-income criteria whenever possible and under the Slums/Blight criteria as a last resort.

1. **Low-Income Criteria**

Applicants will be required to directly create 1 full-time equivalent permanent job per \$25,000 of Commercial Loan Program funds within a one-year period after loan closing, 51% of which will be taken by persons of low and moderate income according to income limits established by the U. S. Department of Housing and Urban Development for Lewiston-Auburn MSA. Turnover jobs, jobs that were previously taken by an employee and are now open are not eligible to be counted as new jobs. During the application process, jobs will be evaluated to determine if there is potential to satisfy the 51% low-mod requirement. The applicant will be required to sign a Job Agreement as a condition of the loan and comply with all required reporting.

2. **Slums/Blight Criteria**

Eligible activities for the Slums/Blight objective are limited to exterior of the building and interior improvements to correct building code violations. Code violations include improvements necessary to satisfy Life Safety Code, Maine State Plumbing Code, National Electrical Code, and the BOCA Building Code. Projects under this criteria shall be processed only if when the City is able to meet its income targeting prescribed by HUD, at least 70% of funds must assist low- and moderate-income persons.

III. APPROVAL PROCESS

A. COMMUNITY DEVELOPMENT STAFF

The Community Development Department has responsibility for administration of the Rehabilitation Program. Community Development performs the underwriting and presents the loan request to the Community Development Loan Committee.

B. COMMUNITY DEVELOPMENT LOAN COMMITTEE

1. Loans and grants will be reviewed by the Community Development Loan Committee who will be responsible for making a decision to approve or deny loan requests and to establish loan and grant conditions.
2. Appeal Procedure: The reason(s) for rejection shall be given to the applicant. Applications that have been denied may be appealed to the Community Development Loan Committee for a period of thirty days after the date of rejection. The applicant will be allowed to present his/her case to the Community Development Loan Committee. The Community Development Loan Committee may reconsider their prior vote to denying the application after the appeal review has been completed.
3. Waiver of Loan Amount and Term: The City Council may authorize a different interest rate, repayment term or loan amount than what is specified in this program guideline.

4. Loan Considerations

In approving or denying loan requests, the Community Development Loan Committee shall be guided by the following loan considerations:

a. Underwriting

Projects under the Commercial Loan Program will be analyzed to determine risk according to typical lending considerations.

1) **Required for All Loans:**

a) **Cash Flow:** Ability to repay the debt will be the most important consideration with a minimum debt coverage ratio of 1.1 to 1.

b) **Collateral Coverage- minimum of 100%**

- Real Estate: 100% of market value
- Business Equipment: 90% of market value

- Inventory: 60% of market value
- Accounts Receivable: 90% of market value
- Furniture & Fixtures: 80% of market value
- Vehicles: 90% of retail value
- Marketable Securities: 100% of market value
- Personal Assets: (same as above)

c) Owner Equity: minimum 10%

d) Character: Good credit history and reputable, no bankruptcies in past 5 years.

e) Additional Considerations: The following shall be evaluated by the Committee before making a decision.

- **Security - Assignment of Leases and Other Assets**
- **Commitment to the project is strongly encouraged**
May include: Personal guarantees from owners with 25% or greater ownership; deferral of development fee; lease commitments; owner equity or cash contribution
- **Management experience in running the business**
- **Business Plan**
- **Market Analysis**
- **Experience in development team**

2) Project is Financially Appropriate

- a) Project costs are reasonable
- b) All sources of financing are committed \
- c) To the extent practicable:
CDBG funds not substituted for non-federal financial support
Project is financially feasible
The return on the owner's equity investment is not unreasonably high

3) Terms of the Bank Loan

(as defined in the commitment letter)

b. Assessment of Public Benefit

The Community Development Loan Committee will also consider the broader implications of public benefits in making a decision to approve or deny the loan and will make a necessary and appropriate determination that the amount of assistance is reasonable in relation to the public benefit to be achieved. The Community Development Loan Committee will consider the following factors in assessing public benefits:

- Number and type of jobs
- Increase in needed services

Increase in tax base including real estate and personal property
Development which is likely to be stimulated in the area by the activity
Other public benefits

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
Adam Lee, Ward Four



Leroy Walker, Ward Five
Belinda Gerry, At Large
David Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 57-07072014

ORDERED, that the Auburn City Council hereby adopts the Residential Rehabilitation Program and Commercial Rehabilitation Program guidelines as recommended by Community Development staff.



City Council Workshop Information Sheet

City of Auburn

Council Workshop Date: August 4, 2014

Item C

Author: Jill M. Eastman, Finance Director

Item(s) checked below represent the subject matter related to this workshop item.

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

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

Subject: Order establishing the property tax payment due dates and to establish the property tax delinquency and overpayment interest rates for Fiscal Year 2013-2014.

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

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

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

Financial: n/a

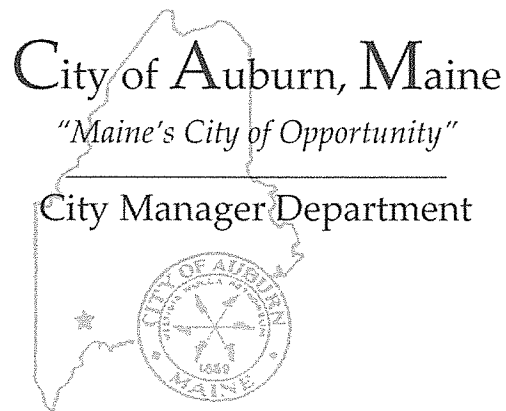
Action Requested at this Meeting: Discussion with action to follow on August 18, 2014

Previous Meetings and History:

Attachments:

Draft Order

*Agenda items are not limited to these categories.



Date: 28 July 2014

To: Clinton Deschene, City Manager

From: Howard Kroll, Assistant City Manager

RE: Emergency Reserve Use, Municipal Revenue Sharing & Mil Rate

Clint:

After reviewing the **DRAFT** commitment documentation with Acting City Assessor, Karen Scammon, John O'Donnell, O'Donnell and Associates, and you it was evident that we have some concerns in the way we budget the use of overlay, excise tax and project our mil rate. Below are some suggestions:

OVERLAY:

During the preparation of the FY2015 annual budget we did not fund the overlay account. In previous years we had amount budgeted that was consistent with the Charter and accepted governmental accounting practices.

In order to address for this fiscal year:

I recommend we use funds from our Emergency Reserve Account to fund the overlay.

For future years:

I encourage the City to use the Emergency Reserve Account as the overlay account for ALL future budgets. I advise that we use the Charter as our guide.

REVENUE SHARING:

We estimated that the City would receive \$1,647,000 for Revenue Sharing as we did in FY2014. According to the latest FY2015 projections Auburn is slated to receive \$1,435,761.

Revenue Sharing projections are off by \$211,239.

To offset this shortfall I recommend we increase our fund balance contribution by \$211,239 for a total of \$1,561,239.

This is in addition to the \$1,350,000 that was approved during the budget process.

This is a one time option.

If the use of fund balance is not your preference we could consider using a one time vehicle excise tax contribution to offset the property tax rate by an additional \$100,000 and use \$111,239 from the Emergency Reserve Account to make up the difference for a total of \$211,239.

This will reduce the estimated mil rate to 20.85 which is still higher than the projected 20.75 and lower than the estimated 21.05 that did not take into account the reduction in State Revenue Sharing OR the nearly \$20,000,000 loss in personal property tax value.

MIL RATE SETTING:

Past budget documents indicated that tax levy calculations were used in the preparation of those budgets.

It was clear in what our expenses were for City and School, as well as our non-property tax revenues used to calculate our tax levy.

I strongly suggest we implement the use of this format for ALL future budgets.

The format would look similar to this:

BUDGET CALCULATION SUMMARY

<u>Municipal Gross Budget</u>	\$\$\$
<u>(Minus) Revenues</u>	(\$\$\$)
	<u>Total \$\$\$</u>

<u>School Gross Budget</u>	\$\$\$
<u>(Minus) Revenues</u>	(\$\$\$)
	<u>Total \$\$\$</u>

Tax Levy Calculation

City Net Budget	\$\$\$
PLUS School Net Budget	\$\$\$
PLUS Overlay	\$\$\$
PLUS TIF Expenditures	\$\$\$
PLUS County Tax	\$\$\$
	<u>Total \$\$\$</u>

Furthermore there has to be, starting immediately, at a minimum, the Assessor, Finance Director and City Manager and his or her designee to meet **monthly** to discuss, (**weekly during budget season**) briefly, the previous weeks' status reports from both the Assessor and Finance Director on:

- (1) Valuation status (Assessor)
 - a. Up or down, why?
- (2) Revenue status (Finance Director)
 - a. Up/down,
 - b. Timing of funds, etc

We need to perfect this process and becoming a more cohesive team. It will pay dividends for budget preparation, audit and commitment.

Any questions please let me know.

Sincerely,



Howard Kroll
Assistant City Manager

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



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

Jonathan LaBonte, Mayor

IN CITY COUNCIL

ORDER XX-XXXX2014

ORDERED, that fifty percent (50%) of all real estate taxes assessed as in the annual commitment, committed to the Tax Collector, shall be due proportionately from each tax payer on September 15, 2014 and the remaining fifty percent (50%) shall be due on March 16, 2015.

Except as may be provided by resolve regarding payments in accordance with an installment payment plan, any real estate taxes remaining uncollected on September 16, 2014 and March 17, 2015 respectively shall bear interest at a rate of 7% per annum from and after such dates.

Personal property taxes shall be due and payable on or before September 15, 2014. Any personal property taxes remaining unpaid on September 16, 2014 shall bear an interest rate of 7% per annum from and after such date. Interest on all delinquent taxes shall be computed on a daily basis and shall be collected by the Tax Collector. The Tax Collector is authorized to accept tax prepayments.



City Council Workshop Information Sheet

City of Auburn

Council Workshop Date: August 4, 2014

Item D

Author: Charlie DeAngelis, City Electrician

Item(s) checked below represent the subject matter related to this workshop item.

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

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

Subject: Adoption of the most current edition of the National Electrical Code NFPA 70-2014.

Information: The National Electrical Code (NEC) provides practical safeguarding of persons and property from hazards arising from the use of electricity. The NEC is updated every 3 years and considered to be the foundation of electrical safety. The new edition must be officially adopted prior to being implemented as the current edition in the City. The National Electrical Code (NFPA 70) is part of a set of codes and standards set forth by the National Fire Protection Association. It is comprised of a set of rules that when properly applied are intended to provide safe installation of electrical wiring and equipment. This standard governs the use of electrical wire, cable, fixtures, and communication cable installed in buildings throughout the United States and worldwide.

Financial:

Action Requested at this Meeting: First reading * (Aug 18, 2014) to adopt the most recent edition (2014-NFPA 70) The National Electrical Code.

Previous Meetings and History:

Attachments:

Adoption of the 2014 National Electrical Code

Top twelve changes for the 2014 NEC

Adoption of the 2014 NEC

The importance of adopting the latest edition of the National Electrical Code

Electrical inspections are a vital public safety function

*Agenda items are not limited to these categories.

Adoption of the 2014 NEC NFPA 70

The National Fire Protection Association (NFPA) has been the developer and publisher of [NFPA 70®](#), [National Electrical Code®](#) (NEC®) since 1911. The *NEC* is widely used throughout the world for the built environment, establishing the standard for safe electrical installations. The *NEC* is adopted by various levels of government in all 50 U.S. states and is adopted state-wide in many.

Adopting the latest edition of the NEC

By adopting the current edition of the *NEC*, you provide your constituents with:

- an electrical code that has kept pace and with changes and updates in electrical safety technology, methods, and products.
- an electrical code that has responded a timely manner to industry and societal needs, i.e., ensuring minimum safety requirements are in place for wind and solar energies and making certain that expanding electric vehicle charging infrastructure will meet the demands of the industry and public safety.
- an electrical code that coordinates with other NFPA codes and standards as well as model codes and standards developed by other organizations.
- an electrical code that facilitates the implementation of a document that is up to date with current industry technology and methods.
- an electrical code that provides state and local licensing authorities with the ability to implement current and relevant requirements into licensing examinations and continuing education requirements.
- an electrical code that allows consumers to derive the benefit of electrical installations incorporating equipment and methods that provide the latest advancements in electrical safety.
- an electrical code that does not pose a barrier to implementation of new technologies.
- an electrical code that recognizes the latest electrical products and does not create a barrier for equipment manufacturers

-

Top 12 Noteworthy Changes for the 2014 National Electrical Code (NEC)

According to the National Fire Protection Association (NFPA), there were 3745 proposals submitted to NFPA recommending changes for the 2014 *NEC*. In addition to these proposals, there were 1625 comments submitted concerning the NEC Code-Making Panels' responses to these proposals. Below are some of the more noteworthy changes that occurred in the 2014 edition of the *NEC*.

1. Revision: 600 Volts to 1000 Volts Threshold
2. New Articles
 - Article 393 Low Voltage Suspended Ceiling Power Distribution
 - Article 646 Modular Data Centers
 - Article 728 Fire Resistive Cable Systems
 - Article 750 Energy Management Systems
3. Definition:
Readily Accessible
Capable of being reached quickly for operation, renewal or inspection without requiring those concerned to use a tool, to climb over, remove obstacle or other.
4. 210.8 GFCI Protection for Dwelling Unit Laundry Areas and Commercial Garages
 - Dwelling unit laundry areas will now require GFCI protection for all 125-volt, single-phase, 15- and 20 amp receptacles in laundry rooms.
 - GFCI protection required for all 125 volt single phase 15 and 20 ampere receptacles installed in all commercial, non dwelling unit garages, service bays and similar areas.
 - Not only garages where electrical diagnostic equipment electrical hand tools, or portable lighting equipment are to be used.
5. 210.8(D) GFCI for Kitchen Dishwasher Branch Circuit.
GFCI protection shall be provided for outlets that supply dishwashers installed in dwelling units. This includes receptacles and hardwired (All GFCI's must be readily accessible).
6. 210.12 AFCI Protection for Dwelling Units now required in kitchen, laundry and dormitories. Receptacle AFCI's can be used under certain conditions.
7. 300.38 Raceways in Wet Locations Above Grade.

A new section was added to Part II (over 1000 volts, nominal) of Article 300 to indicate that the interior of raceways installed in wet locations above grade are now

considered to be a wet location. This will bring aboveground installation requirements for over 1000 volts consistent with the requirements in 300.9 for 1000 volts and under.

8. 310.15(B)(3)(c), Exception and Table 310.15(B)(3)(c) Raceways and Cables Exposed to Sunlight on Rooftops.

A new exception was also added that will allow the employment of Type XHHW-2 conductors, which is a thermoset insulated conductor, to be installed in raceways or cables on rooftops without having to apply an ambient temperature adjustment correction factor for these conductors.

9. Revision: 406.9(B)(1) Extra-Duty Covers at 15- and 20-Ampere Receptacles at Wet Locations.
10. Revision/New: 445.11 Marking at Generators to indicate if the neutral is bonded to the frame.
11. 517.18(B); 517.19(B); and 517.19(C) Health Care Facilities – Number of Receptacles.
12. New: 690.12 Rapid Shutdown of PV Systems on Buildings.

These are just a few of the changes that have been incorporated into the new 2014 *NEC*.

The Importance of Adopting the Latest Edition Of the National Electrical Code®

The undersigned members of the Electrical Code Coalition support direct adoption of the latest edition of the *National Electrical Code*. Direct adoption means that it is not adopted through a building code or other standard, but is directly adopted through direct legislative or administrative action. Direct action ensures that the requirements are not dependent on a code that is unrelated or only peripherally related.

The latest edition represents the latest technological advances. The NEC is revised every three years. Each edition goes through an extensive public vetting process to ensure that it meets technical and societal needs for minimum electrical safety.

Building inspection departments are evaluated by the Insurance Services Office (ISO) based on use of up to-date Codes and Standards. Adoption of the latest edition of the NEC can result in lower insurance premiums for property owners in a jurisdiction.

The National Electrical Code is responsive. The Code is revised every three years to ensure that the requirements take into account the latest in technology and safety. This ANSI-based consensus process includes expertise from installers, inspectors, electric utilities, testing laboratories, manufacturers and others.

Industry training programs and industry magazines and other resources support the current edition. When the new edition is released, all of the industry resources switch their focus to the new edition. All of the trade magazines and industry web sites want to provide up-to-date information.

Electricians and electrical inspectors trained and working to the current edition have increased opportunities. Uniform adoption of the latest edition NEC across jurisdictions will help open up opportunities for electricians, contractors, and inspectors to work in various jurisdictions since they will all have been trained to the same technologically current, safety oriented code.

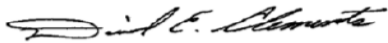
The Electrical Code Coalition: An Industry Coalition Supporting Qualified Electrical Inspectors



Thomas R. Kuhn, President
Edison Electric Institute



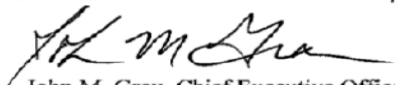
Larry Mullins, Executive Vice President and CEO
Independent Electrical Contractors



David E. Clements, CEO and Executive Director
International Association of Electrical Inspectors



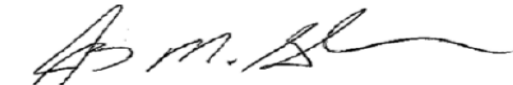
Edwin D. Hill, International President
International Brotherhood of Electrical
Workers



John M. Grau, Chief Executive Officer
National Electrical Contractors Association



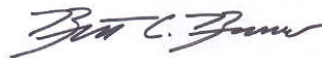
Evan R. Gaddis, President and CEO
National Electrical Manufacturer's Association



James M. Shannon, President and CEO
National Fire Protection Association®



Keith Williams, President and CEO
Underwriters Laboratories Inc.



Brett Brenner, President
Electrical Safety Foundation Intl. (ESFI)

Electrical Inspections Are A Vital Public Safety Function

Inspections Can Save Lives and Property: Inspections by qualified electrical inspectors reduce the potential for fire and shock hazards due to incorrectly installed electrical products and systems covered by the National Electrical Code®, save lives, and reduce property damage that may result from unsafe electrical installations.

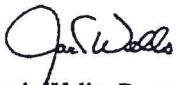
Inspections Mean Compliance with Laws: Most states and localities require electrical installations to comply with the National Electrical Code®, to protect public safety. Electrical inspections help confirm that electrical wiring and systems are installed “according to Code.”

Inspections Check for Safe Products: Most states and localities require electrical products to be “listed” by recognized product safety certification organizations. Electrical inspections help confirm that properly certified products meeting U.S. safety standards are installed.

Inspections Confirm that Qualified Installers are on the Job: Electrical inspections protect against untrained or careless installers. Too often, unqualified installers perform unsafe electrical installations, and may also use products that don’t meet national safety requirements or local laws and codes.

Inspections Can Help Lower Insurance Premiums: Property insurance premiums are generally lower in areas with strong building codes enforced by professional inspectors. That’s because qualified electrical inspections help protect lives and property.

The Inspection Initiative: An Industry Coalition Supporting Qualified Electrical Inspections



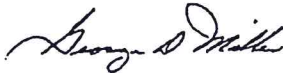
Jack Wells, Pass & Seymour/Legrand
Chairman, The Inspection Initiative



G. Thomas Castino, President and CEO
Underwriters Laboratories Inc.



Philip H. Cox, Executive Director
International Association of Electrical Inspectors



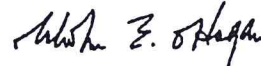
George D. Miller, President
National Fire Protection Association



John M. Grau, Executive Vice President
National Electrical Contractors Association



Jack Barry, International President
International Brotherhood of Electrical Workers



Malcolm O'Hagan, President
National Electrical Manufacturers Association



Thomas R. Kuhn, President
Edison Electric Institute

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
Adam Lee, Ward Four



Leroy Walker, Ward Five
Belinda Gerry, At Large
David Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDINANCE XX-XXXXXXXX

ORDERED, that the Code of Ordinances, section 12-96 hereby be amended as follows;

Sec. 12-96. National Electrical Code adopted

The city hereby adopts a certain electrical code known as the National Electrical Code recommended by the National Fire Protection Association and being particularly the ~~2008-2014~~ edition.



City Council Workshop Information Sheet

City of Auburn

Council Workshop Date: August 4, 2014

Item E

Author: Sue Clements-Dallaire

Subject: Board and Committee Appointment Process

Information: The current Board and Committee Appointment Process was adopted in December of 2012. It has been recommended that this be brought forward to Council to revisit the process. The process and application have been revised to reflect the recommended changes.

Pro's & Con's:

Financial: N/A

Action Requested at this Meeting: Discussion

Previous Meetings and History: The Appointment process was adopted by Council in December of 2012.

Attachments:

Process with proposed changes based on feedback provided

Revised application

Old application

New Board and Committee Application with some of the recommended changes

CITY OF AUBURN BOARD AND COMMITTEE APPOINTMENT PROCESS

The Mayor shall appoint a three member committee hereinafter called the “Appointment Committee”. The Appointment Committee shall review all applications to boards or committees assigned per attachment “Committees of the City of Auburn”; the Committees may interview applicants, including incumbents, for vacancies on all City boards, commissions and committees.

The Appointment Committee may review term expirations and propose appointments as frequently as necessary. The Clerk shall notify the various boards, commissions, and committees, the Mayor, the City Manager and the City Council members of the upcoming expirations and any current vacancies periodically, but not less than once per year.

Incumbents will receive a letter from the Clerk notifying them of the expiration of their term and letting them know they need to reapply. Additionally the Clerk shall post on the City website a notice of vacancy for at least 30 days. However, if a term becomes vacant due to a resignation, death, residency, disqualification, or other sudden vacancy, the committee may shorten or eliminate the 30 day posting. The Clerk will also notify all alternate members so that they may apply for full membership, if interested.

A notice shall be placed on the City’s website. The Clerk may create an email group of neighborhood group contacts, Chamber, contacts and other interested individuals to which the advertisement may be sent.

Applications shall only be accepted during the posted period and must be postmarked no later than the deadline. Emails are acceptable and must be time stamped in advance of the deadline. Incumbents must reapply each time. All applicants are required to send a completed application form and it is recommended that they also send a resume and a cover letter to apply.

The Clerk shall notify the staff person to the board, commission, or committee in question, so that he/she can also have a conversation with any incumbents to let them know their term is expiring.

All boards, commissions, and committees will be provided with a brief description of that board’s duties and the qualifications for appointment will be in the header, notebooks containing the ordinances/by-laws pertaining to each board, commission, or committee, and a list of the incumbents on all boards.

The Appointment Committee meetings are considered a Public Meeting. The date and time of the meeting will be posted on the City website at least 2 days prior to the meeting. All City Councilors will receive copies of the applications to review prior to the Appointment Committee meeting.

The Appointment Committee may vote by hand or by consensus on the nominee for each vacancy. If the Appointment Committee does not agree on a nominee, a vacancy may be re-advertised or presented to the City Council.

The day after the nominations are completed, the Clerk shall notify the employees who staff the boards, commission, or committees, to let them know who is being nominated or that a position is being re-advertised. Also on that day, letters shall be sent to those applicants who are being nominated, ~~and to those who are not.~~ Nominees shall be told when their appointment is going to the full Council agenda. Appointments will appear under New Business with possible Executive Session as a Consent Calendar item. ~~Nominees will be~~ asked to attend the meeting.

Except for legal retention purposes, resumes will not be kept for future vacancies, once interviews have been held. The process shall start fresh each time, ensuring that resumes are current and received from applicants qualified to fill the positions.

The Clerk shall prepare the order for the Council meeting, noting the names, board to which members are being appointed and the term expiration date. At the meeting, the Mayor shall ask the new board members to stand and introduce themselves, once the order has passed.

The next day, after the Council appointments are passed, the Clerk shall send a letter to each new member, congratulating them, advising them of the expiration date of their term, telling them who the staff person is and letting them know they must be sworn in before their first meeting. A copy of this letter shall be sent to the staff person for that committee along with the new member's resume.

The website shall provide a complete list of all the board and committee members currently serving, date of end of term, and date of original appointment.

All appointments in this policy are those subject to the approval of the City Council. Appointments of the Mayor as conferred in Charter are subject to this process or processes.

Alternate Member

An alternate member shall participate in all meetings with the same rights as a full member, except they shall not have the right to vote. The right to vote shall only be conferred by a vote of full members present to fill an absence, temporarily vacated seat, or to replace a member who has removed themselves due a conflict of interest. Alternate members shall be appointed to voting rights on a rotating basis, so as to preserve fairness. The purpose of alternate members is to sustain a full voting board and to educate new interested persons before becoming a full member. It is the intent but not mandate of the Council to promote Alternate Members to full membership before accepting new members to a board or committee.

Reports and Vacancies

A vacancy on any appointive board, commission, or committee of the city shall exist upon the occurrence of any of the following events:

- (a) Death of a member.
- (b) Resignation of a member.
- (c) Moving by a member of the member's place of residence from the City of Auburn. When a member moves from the City of Auburn, the vacancy shall occur immediately and the member shall not serve at any further meetings.
- (d) Failure of a member to attend more than three (3) consecutive meetings or absence from five (5) meetings during the preceding twelve-month period.

Reporting actions and vacancies.

The chairman of each board or commission of the city shall certify or cause the secretary of the board or commission to certify to the city council each month the actions of said board or commission, together with the record of absences of members. In such report, the chairman or secretary of each such board or commission shall notify the city council of any vacancy occurring on such board or commission. In the event that a vacancy occurs, the board or commission may, by majority vote of its membership, exclusive of the member affected, recommend to the city council that the attendance provision be waived for cause, in which case no vacancy shall exist until the city council disapproves the recommendation.

Removal from Office

An official or officials who are alleged to have caused grounds for removal from office are subject to the "Policy for Removal of Officials Appointed to Boards, Commissions and Committees" approved as part of this policy.

**POLICY FOR REMOVAL OF OFFICIALS APPOINTED TO BOARDS,
COMMISSIONS AND COMMITTEES**

1. Purpose. The purpose of this policy is to have in place a process for the removal of officials appointed to boards, commissions and committees
 2. Authority. The City Council exercises its authority to remove officials under Title 30-A, section 2601 which allows the removal for cause after notice and hearing.
 3. Cause. All grounds constituting cause cannot be detailed. However, the following are examples of conduct which may result in removal for cause:
 - A. More than three consecutive absences or five absences within a calendar year, unexcused by the Board, Commission or Committee by majority vote. This subsection may not be used unless the records of the Board, Commission or Committee reflect the facts constituting grounds. Nothing in this subsection shall be interpreted to prevent an official from requesting a leave of absence from the Council for unusual circumstances. Unusual circumstances could include, but not be limited to, illness of the official or an immediate family member; temporary relocation for employment, military duty or educational reasons; and increased temporary child care responsibilities. In making the decision whether or not to grant a leave of absence, the Council shall balance the needs of the City and the Board, Commission or Committee with the needs of the official.
 - B. Inappropriate public conduct or conduct to other officials related to the office held. Examples include but are not limited to verbal abuse to other officials or members of the public, or obstruction of meetings of the Board, Commission or Committee.
 - C. Impairment by alcoholic beverages or drugs at Board, Commission or Committee functions.
 - D. Indictment or conviction (1) for a Class C or higher Crime, or (2) for a Class D or lower crime or a civil violation, directly or indirectly affecting the office held. Examples of Class D or lower crimes or civil violations affecting the office held would be shoplifting a compact disk where the office involved the handling of money; or violations of a protected resource where the Board, Commission or Committee deals with that resource. These provisions apply even when the conduct leading to the indictment or conviction has taken place outside the City of Auburn or State of Maine.
 - E. Other reasons related to the good of the Committee, the City or the office held.
1. Removal procedure.

- A. Separation of roles. While a City Councilor sitting in a removal proceeding may be aware of the facts and circumstances leading to the proceeding, the City Council recognizes that no individual Councilor may prejudge the proceedings. Therefore, in a proceeding to remove an appointed official, the facts and circumstances shall be investigated by the City Manager or the City Manager's designee (hereinafter "the City Manager"), rather than an individual Councilor. Should allegations be brought to an individual Councilor, which the individual Councilor believes may be cause for removal, the individual Councilor shall turn the facts and circumstances over to the City Manager, and refer further inquiries to the City Manager. Inquiries to other Councilors shall be turned over to the City Manager. No Councilor shall participate in any removal hearing if that Councilor has an interest, a conflict, or is disqualified, under the Rules of Order and Procedure for Auburn City Council.
- B. Investigation. The City Manager shall investigate the allegations as soon as reasonably possible. If the City Manager determines the allegations create probable grounds for removal, the City Manager shall notify the official in writing that the City Manager is contemplating a recommendation to the City Council that the official be removed, outlining the City Manager's reasons. The City Manager shall provide the official a reasonable amount of time to provide the official's position on the allegations, before the City Manager finalizes the recommendation to the City Council.
- C. Hearing. If the City Manager recommends removal, the City Council shall schedule a hearing on the official's removal. The hearing shall be scheduled at a time which will allow the City Manager and the official an adequate opportunity to prepare their presentations to the City Council. At the hearing, the City Manager shall present the City's case with the official's case following. The presentations may include witnesses and exhibits, including documents. The City Manager and the officials shall provide each other a list of witnesses and exhibits at least seven days before the hearing date unless another time is agreed upon. Each party shall be allowed to ask questions of the other party's witnesses. Evidence will be admissible if it is evidence which would be relied upon by persons in the conduct of serious affairs. This means, for example, that hearsay evidence will not be excluded, and that the procedure will be conducted according to the principles of fair play rather than of strict rules of evidence.
- D. Confidentiality. The hearing shall be conducted in open session unless the Council determines public discussion could reasonably be expected to cause damage to the official's reputation or the official's

right to privacy would be violated. If the Council makes that determination, all related materials will be confidential until a final, non-appealable decision. Regardless of the Council's decision on public discussion, the official may request in writing that the hearing be conducted in open session, and that all related materials be public.

Even if the hearing is conducted in open session, it is not a public hearing. Stated differently, the only persons presenting testimony or evidence will be those persons selected by the City Manager or official. The general public will not be invited to testify at the hearing.

- E. Decision. After the City Council hears the evidence, it shall issue a written decision of those present and voting. The written decision shall state the facts and conclusions upon which the City Council relies in making its decision. If the written decision removes the official from office, the written decision shall become public as soon as it is a final, non-appealable, decision. The vote on the written decision shall be by majority vote.

- 5. Resignation. If the official elects to resign at any stage of this process, the process shall terminate, and any pending investigation or hearing under this process shall cease.

COMMITTEES & BOARDS OF THE CITY OF AUBURN

Board Name

911

ABDC

*** Airport - see notes**

ATRC

Audit and Procurement

***Board of Assessment Review**

***Cable TV Advisory**

CDBG Community Advisory

***CDBG Loan**

Discharge

Energy

Ethics Advisory

Forestry

***Auburn Housing**

Investment Advisory

LA Public Health

LAEGC

***LATC**

LAWPC

Library

MMWAC

Neighborhood Stabilization

New Auburn Master Plan Implementation

***Planning Board**

Railroad

***Recreation Advisory**

Recycling

School

***Sewerage District**

USM

***Water District**

***Zoning Board of Appeals**

*Council appointed

The Auburn-Lewiston Airport Board, one Auburn resident seat is Council appointed



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: _____

Last name: _____ First name: _____ Middle initial: _____

Residence address: _____ Ward: _____

City: _____ State: _____ Zip code: _____

Home phone: _____ Work phone: _____ Cell phone: _____

Email address: _____

Current occupation: _____

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): _____

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

___ 9-1-1 Committee

___ Airport Board

___ Auburn Housing Authority

___ Audit & Procurement Committee

___ Board of Assessment Review

___ Cable TV Advisory Board

___ CDBG Loan Committee

___ Community Forest Board

___ Ethics Panel

___ L/A Transit Committee

___ Planning Board

___ Recreation and Special Events Advisory Board

___ Sewer District

___ Water District

___ Zoning Board of Appeals

Is this application for a ____ new appointment or ____ reappointment or ____ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). _____

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). _____

Are you presently serving on a City Board or Committee? If so, which one(s)? _____

Dates served (if known)? _____

Have you previously served on a City Board or Committee? If so, which one(s)? _____

Dates served (if known)? _____

How did you learn of this vacancy? _____

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: _____ Date: _____

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: _____
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

We're so happy that you've decided to volunteer for our community! The giving of your time is commendable and very much appreciated. Without people like you coming forward our community would not be as strong, as vibrant, or as great as it is – thank you so much! Please complete the form below and return it to the City Clerk's office. Again, on behalf of all of us at the City of Auburn, I hope your volunteer experience is rewarding, and thank you for being an outstanding citizen!

Application for: New Appointment Reappointment (Initial Date Appointed: _____)

Name: _____ Ward: _____ Years as an Auburn Resident: _____

Mailing Address: _____

Physical Address: _____

Phone: _____ Email: _____

Describe your education and/or experience or attach a resume:

Which board or committee would you like to serve on? *(One per application)*

Why do you want to serve (please limit to 150 words or less. Please attach).

What do you hope to accomplish (please limit to 150 words or less. Please attach).

The following are the current committees and boards in Auburn:

- 911 Committee
- Airport Board
- Assessment Review Board
- Auburn Housing Authority
- Auburn Water District
- Auburn Sewer District
- Community Development Loan Committee
- Ethics Panel
- L/A Cable TV Advisory Board
- L/A Community Forest Board
- L/A Transit Committee
- Planning Board*
- Recreation & Special Events Advisory Board
- Zoning Board of Appeals

Incomplete applications and those which list more than one committee will not be considered. Applications are valid for a period of six months. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants.

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: _____ Date: _____

*The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve.

*The City Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Susan Clements-Dallaire, City Clerk	sdallaire@ci.auburn.me.us	333-6600
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City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: August 4, 2014

Order 66-08042014*

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

Item(s) checked below represent the subject matter related to this workshop item.

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

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

Subject: Transfer of Forfeiture Asset – Kenneth Gardner.

Information: In May 2014, Maine Drug Enforcement agents conducted a consensual search of a single family residence in Auburn regarding information that had been received pertaining to an illegal indoor marijuana growing operation. The suspect did possess a medical marijuana card allowing him/her to possess marijuana.

Subsequent to the search, eighteen marijuana plants were located, which is twelve over the legal amount allowed. Twelve of the eighteen plants were seized. Also seized was 1.7 pounds of processed marijuana. A medical marijuana card holder is only allowed to possess 2.5 ounces of processed marijuana. A jar containing nineteen individually wrapped and equally weighed baggies of marijuana were seized, suspected of being packaged for sale and distribution. Agents also seized \$4,421.00 in U.S. Currency as suspected proceeds from the illegal sale of marijuana. The suspect admitted that he was not gainfully employed.

Agents charged the suspect with Aggravated Trafficking in Schedule Z Drugs, Class C.

Financial: The State of Maine, Office of the Attorney General, seeks to transfer \$2,210.50 U.S. Currency, to the Auburn Police Department.

Action Requested at this Meeting: Vote to accept transfer of \$2,210.50 in U.S. Currency.

Previous Meetings and History: N/A

Attachments:

- *Memo to City Manager*
- *Order 66-08042014*

*Agenda items are not limited to these categories.



Auburn Police Department



Memorandum

Phillip L. Crowell
Chief of Police

Jason D. Moen
Deputy Chief

Rita P. Beaudry
Executive Assistant

To: Clinton Deschene, City Manager
From: Phillip L. Crowell, Jr., Chief of Police
Date: July 21, 2014
Re: Criminal Forfeiture Funds – **Kenneth Gardner**

The Auburn Police Department seeks to accept the following Criminal forfeited assets:

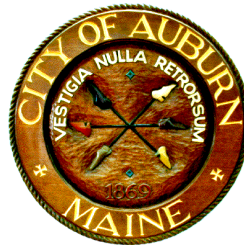
- **Superior Court Criminal Docket No. CR-14-701 – Kenneth Gardner \$4,421.00**

In May 2014, Maine Drug Enforcement agents conducted a consensual search of a single family residence in Auburn regarding information that had been received pertaining to an illegal indoor marijuana growing operation. The suspect did possess a medical marijuana card allowing him/her to possess marijuana.

Subsequent to the search, eighteen marijuana plants were located, which is twelve over the legal amount allowed. Twelve of the eighteen plants were seized. Also seized was 1.7 pounds of processed marijuana. A medical marijuana card holder is only allowed to possess 2.5 ounces of processed marijuana. A jar containing nineteen individually wrapped and equally weighed baggies of marijuana were seized, suspected of being packaged for sale and distribution. Agents also seized \$4,421.00 in U.S. Currency as suspected proceeds from the illegal sale of marijuana. The suspect admitted that he was not gainfully employed.

Agents charged the suspect with Aggravated Trafficking in Schedule Z Drugs, Class C.

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
Adam Lee, Ward Four



Leroy Walker, Ward Five
Belinda Gerry, At Large
David Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 66-08042014

ORDERED, that the municipality of Auburn, Maine, by and through its municipal officers, and does hereby grant approval pursuant to 15 M.R.S.A. §5824(3) & §5826(6) to the transfer of the Defendant (Kenneth Gardner) in Rem (\$2,210.50 U.S. Currency) or any portion thereof, on the grounds that the Auburn Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the municipality of Auburn, Maine does hereby approve of the transfer of the Defendant (Kenneth Gardner) in Rem (\$2,210.50), or any portion thereof, pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) by vote of the Auburn municipal legislative body on or about August 4, 2014.



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: August 4, 2014

Order 67-08042014*

Author: Sue Clements-Dallaire

Subject: Proposed changes to September 2014 Regular City Council meeting dates

Information: The City Manager is recommending we change the Regular City Council meeting dates in September from the first and third Mondays to the second and fourth Mondays of the month. The first Monday in September is the Labor Day Holiday (September 1, 2014). Rather than schedule the meeting on the Tuesday following, he is recommending it be scheduled for Monday, September 8, 2014. The City Manager is also recommending moving the 2nd meeting in September from September 15, 2014 to the following Monday, September 22, 2014. This keeps the meetings every 2 weeks and the City Manager is not available for the 15th.

Pro's & Con's: Changes the schedule for the month is the only con.

Financial:N/A

Action Requested at this Meeting: Passage of order

Previous Meetings and History: N/A

Attachments: Order 67-08042014

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

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
Adam Lee, Ward Four



Leroy Walker, Ward Five
Belinda Gerry, At Large
David Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 67-08042014

ORDERED, that the City Council hereby authorizes changes the September 2014 Regular meeting dates from the first and third Mondays in September to the second and fourth Mondays in September. The Regular City Council dates in September will be as follows;

Change from Monday, September 1, 2014 (Labor Day Holiday) to Monday, September 8, 2014 and;
Change from Monday, September 15, 2014 to Monday, September 22, 2014.

IN COUNCIL REGULAR MEETING JULY 21, 2014 VOL. 34 PAGE 47

Mayor LaBonté called the meeting to order at 7:13 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. Councilors Crowley and Young had excused absences. All other Councilors were present.

I. Consent Items*

1. Order 62-07212014*

Accepting the conveyance of 7 acres of green space.

2. Order 63-07212014*

Setting the time to open the polls for the August 12, 2014 Special Municipal Election for the Ward 1 School Committee seat that is to be held at Washburn School for 7:00 A.M..

3. Order 64-07212014*

Casting votes for the Maine Municipal Association's Vice President and Executive Committee Members

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes to approve the consent item as presented. Passage 5-0.

II. Minutes

- July 7, 2014 Regular Council Meeting

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes to approve the minutes of July 7, 2014 as presented. Passage 5-0.

III. Reports

Reports

Mayor's Report – Reported that the LA Veterans Council will be updating and rededicating the memorial plaque on the Veterans Memorial Bridge.

City Councilors' Reports – Councilor LaFontaine reported on upcoming events at the Auburn Public Library.

City Manager Report – Proposing changes to the September Meeting Dates; Bike-Ped Committee Expansion; Update on Route 4; Memorial Day report

Finance Director, Jill Eastman

- June 2014 Monthly Finance Report

Motion was made by Councilor LaFontaine and seconded by Councilor Walker to accept and place on file the June 2014 monthly finance report as presented.
Passage 5-0.

IV. Communications, Presentations and Recognitions

IN COUNCIL REGULAR MEETING JULY 21, 2014 VOL. 34 PAGE 48

- o National Night Out Proclamation
- o Recognition – Citizens Fire Academy

V. Open Session – Larry Pelletier, 129 Second Street on complete Streets and restriping. He also thanked the Director of Public Services on working on cleaning streets, and addressing the graffiti issue; Joe Gray, Sopers Mill Road on complete streets and the comment on closing Academy Street.

VI. Unfinished Business

1. Order 57-07072014

Adopting the Community Development Block Grant Program Guidelines.

Motion was made by Councilor Gerry and seconded by Councilor Lee to postpone this item to the meeting of 8/04/2014. Passage 4-1 (Councilor Walker opposed).

2. Order 61-07072014

Authorizing issuance of General Obligation Bonds and a tax levy therefore. First reading. *Passage requires an affirmative vote of 5 Councilors.*

Motion was made by Councilor LaFontaine and seconded by Councilor Gerry to postpone this item to the meeting of 8/04/2014. Passage 4-1 (Councilor Walker opposed).

VII. New Business

4. Order 65-07212014

Approving the funding of the Airport Hanger.

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes to approve the funding of the Airport Hanger.

Motion was made by Councilor Walker and seconded by Councilor Gerry to postpone action on this item until the final reading of the general obligation bonds. Motion to postpone failed 2-3 (Councilors LaFontaine, Hayes, and Lee opposed).

Public comment - no one from the public spoke.

The motion for Order 65-07212014 approving the funding of the Airport Hanger failed 3-2 (Councilors Walker and Gerry opposed). Four affirmative votes were needed for passage of the order. A roll call vote was taken.

VIII. Open Session

The last open session was taken out of order and placed before the Executive Session.

Glenn Dyer, Hatch Road, on the sale of City owned property.

IN COUNCIL REGULAR MEETING JULY 21, 2014 VOL. 34 PAGE 49

IX. Executive Session

- Discussion regarding labor negotiations (Public Services), pursuant to 1 M.R.S.A. Section 405(6)(D).

Motion was made by Councilor LaFontaine and seconded by Councilor Walker to enter into executive session. Passage 5-0. Time 7:54 P.M.

Council was declared out of executive session at 8:23 P.M.

- 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 in which premature disclosure of the information would prejudice the competitive or bargaining position of the body or agency, pursuant to 1 M.R.S.A. Section 405(6)(C).

Motion was made by Councilor LaFontaine and seconded by Councilor Walker to enter into executive session. Passage 4-0 (Councilor Gerry was not in the room during the vote). Time 8:24 P.M.

Council was declared out of executive session at 9:17 P.M.

- X. Adjournment** – The meeting adjourned at 9:17 P.M.

A True Copy.

ATTEST *Susan Clements Dallaire*
Susan Clements-Dallaire, City Clerk

SPECIAL JOINT MEETING OF THE CITY COUNCIL AND SCHOOL DEPARTMENT JULY 23, 2014 VOL. 34 PAGE 50

City Manager, Clint Deschene and School Superintendent Katy Grondin 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. School Committee members Tom Kendall, Larry Pelletier, Bonnie Hayes, Ron Potvin, and Laurie Tannenbaum were present. Councilors Tizz Crowley, Adam Lee, Mary LaFontaine, Bob Hayes, Leroy Walker, and Belinda Gerry were also present. Councilor Young and Mayor LaBonté had excused absences.

I. Communications, Presentations, and Recognitions

Katy Grondin gave an update on options and risk associated with securing property in advance of purchase.

II. Open Session – no one from the public spoke

III. Executive Session

Motion was made by Councilor Gerry and seconded by School Committee member Larry Pelletier to enter into executive session. Passage 10-1 (Councilor Crowley opposed). Time 7:13 P.M.

City Council and School Committee members were declared out of executive session at 9:00 P.M.

II. Adjournment – 9:00 P.M.

A True Copy.

ATTEST Susan Clements-Dallaire
Susan Clements-Dallaire, City Clerk



City Council Agenda Information Sheet

City of Auburn

Council meeting Date: August 4, 2014

Order 57-07072014

Author: Reine Mynahan, Community Development Director

Subject: Residential and Commercial Rehabilitation Program Guidelines

Information: The attached revised guideline changes are in response to comments provided by the City Council at their July 21, 2014 workshop. The changes are:

- Both the Residential and Commercial Rehabilitation Programs now make reference to the Historic Property Exterior Restoration Policy to be adopted by the Auburn City Council. This policy provides guidance to the Community Development Department with respect to the replacement of building elements in historically significant buildings.
- I have considered the additional cost that this new policy will place on the rehabilitation of residential buildings and thus am proposing that the grant amount for the Residential Rehabilitation Program remain at the current \$10,000 level.
- The interest rate of the Commercial Program has changed from prime plus ½% to prime minus ½% (from the current rate of 3.75% to 2.75%).
- Last, the grant for low income households under the Residential Rehabilitation Program has been restored to \$2,500 with a match of 25%.

Pro's & Con's: These changes will stimulate greater investment with the City contributing a substantial share at the expense of program sustainability in future years. The new policy direction will be an excellent preservation tool for historic properties, but the higher cost will most likely result in less noticeable curb appeal improvements.

Financial: More assistance to fewer applicants.

Action Requested at this Meeting: Approve program guidelines.

Previous Meetings and History: July 7 and July 21, 2014. City Council made several recommendations at their July 21st meeting, all of which have been incorporated into these guidelines.

Attachments:

Historic Property Exterior Restoration Policy
Residential Rehabilitation Program Guideline
Commercial Rehabilitation Program Guideline

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
Adam Lee, Ward Four



Leroy Walker, Ward Five
Belinda Gerry, At Large
David Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 57-07072014

ORDERED, that the Auburn City Council hereby adopts the Residential Rehabilitation Program and Commercial Rehabilitation Program guidelines as recommended by Community Development staff.



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: August 4, 2014

Order 61-07072014

Author: Jill M. Eastman, Finance Director

Subject: Order authorizing the issuance of General Obligation Bonds and tax levy therefore

Information: This is the order authorizing the sale of \$8,200,000 in General Obligation Bonds to finance the FY 14-15 Capital Improvement Projects passed by Council during the budget process. (list attached)

Pro's & Con's: n/a

Financial: n/a

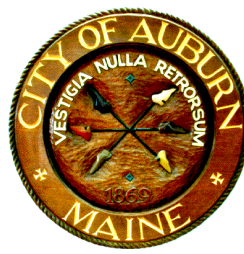
Action Requested at this Meeting: 1st reading and public hearing on the General Obligation Bond Order, Second reading will be scheduled August 18, 2014.

Previous Meetings and History: 7/7/2014 Agenda, postponed to 7/21/2014 workshop and meeting, postponed to 8/4/2014 meeting.

Attachments:

- Order
- Approved CIP Detail
- Notice of Public Hearing

Tizz E. H. Crowley, Ward One
 Robert Hayes, Ward Two
 Mary Lafontaine, Ward Three
 Adam Lee, Ward Four



Jonathan LaBonte, Mayor

Leroy Walker, Ward Five
 Belinda Gerry, At Large
 David Young, At Large

IN CITY COUNCIL

ORDER 61-07072014

Ordered by the Auburn City Council, following a public hearing duly called and held as required by Article 8, Section 8.13 of the Auburn City Charter, that there be and hereby is authorized the issuance and sale of the City's general obligation bonds on either a taxable or a tax-exempt basis in the amount of \$8,200,000, the proceeds of which, including premium, if any, and investment earnings thereon, are hereby appropriated to finance the following capital equipment and capital improvements (including costs of issuance for the bonds), all constituting part of the City's FY14 Capital Improvement Program:

	Description	Bonded General Fund
Engineering	Reconstruction	\$ 1,100,000
Engineering	Reclamation/Resurfacing	\$ 1,000,000
Engineering	Major Drainage	\$ 100,000
Engineering	MDOT Match	\$ 1,100,000
Engineering	Retaining Walls	\$ 75,000
Engineering	Sidewalks	\$ 150,000
Engineering	Bridge Maintenance	\$ 75,000
PW-Facilities	Heating Oil Tank Conversion	\$ 25,000
PW-Facilities	Energy Efficiency Upgrades (Lighting)	\$ 120,000
Public Works	Replace Street Sweeper	\$ 236,250
Public Works	Replace 7 yard plow trucks	\$ 180,000
Public Works	Replace 12 yard plow truck	\$ 235,000
Public Works	Replace front end loader	\$ 255,000
Public Works	Purchase message sign board	\$ 25,000
Public Works	Side Dump Body/Hydraulic Pump	\$ 38,700
Planning	Dangerous Building Demolition	\$ 150,000
Fire	Generator for South Main Street Station	\$ 25,000
PW-Facilities	Replace Generator Transfer Switch	\$ 25,000
Planning	Comprehensive Plan Property Acquisiton Program	\$ 400,000
Library	Masonry Repair	\$ 47,167
Recreation	Renovate Softball Fields	\$ 72,000
Parks	Replace Festival Plaza Canopies	\$ 60,000
Recreation	Repurpose Ingersoll Arena	\$ 490,000
Contingency	Contingency	\$ 34,518
School Department	School Department	\$ 2,181,365
TOTAL CIP		\$ 8,200,000

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
Adam Lee, Ward Four



Leroy Walker, Ward Five
Belinda Gerry, At Large
David Young, At Large

Jonathan LaBonte, Mayor

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

THAT in order to finance temporarily the projects described above, the Finance Director is authorized to expend up to \$8,200,000 either from available funds of the City or from the proceeds of BAN's which would be reimbursed or refinanced from bond proceeds.

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

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

THAT the City's Finance Director, Treasurer, Clerk, and other proper officials of the City be, and hereby are, authorized and empowered in its name and on its behalf to do or cause to be done all such acts and things, and to execute, deliver, file, approve, and record all financing documents, contracts, agreements, certificates, preliminary and final official statements, tax certificates and other documents as may be necessary or advisable, with the advice of counsel for the City, to carry out the provisions of this order, as may be necessary or desirable.

THAT if the Finance Director, Treasurer, or Clerk are for any reason are unavailable to approve and execute the bonds or any related financing documents, the person or persons then acting in any such capacity, whether as an assistant, a deputy, or otherwise, is authorized to act for such official with the same force and effect as if such official had himself or herself performed such act.

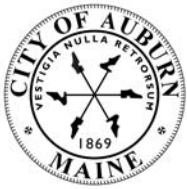
THAT this order is a declaration of official intent pursuant to Treas. Reg. § 1.150-2 and shall be kept available for public inspection during reasonable business hours at the office of the City Clerk.

A Public Notice describing the general purpose of the borrowing and the terms thereof was published on or before June 28, 2014, in the Lewiston Sun-Journal, a daily newspaper published in the City of Auburn and in Androscoggin County.

A public hearing was held on July 7, 2014.

CIP DETAIL

Project	Match	Description
Reconstruction	0.00%	\$2.2 mil requested, \$1.1 mil approved, by priority order, if on budget Davis Ave #1
Reclaim	0.00%	\$2.25 mil requested, \$1.0 mil approved, Val View if on budget, if not Summer and Howe
Major Drainage	0.00%	NPDES Compliance City Wide
MDOT Match	see list	plus MPI-Broad St 50/50 match
Retaining Walls	0.00%	Engineering City retaining walls, see attached
Sidewalks	0.00%	Lake Street
Bridge Maint	State	Project dependent State match, as of CIP - to be determined
Message Sign Board	0.00%	Staff researching non bonding option
Dangerous Building Demo	0.00%	To be determined, most likely downtown (exec session). Possible TIF funding source
Comp Plan Property Acquisition Program	0.00%	To be determined, most likely downtown (exec session). Possible TIF funding source
Replace Generator Switch	0.00%	Staff researching non bonding option
Repurpose Ingersoll	0.00%	Recreation Committee recommendation
School Department	0.00%	See prioritized list



City of Auburn, Maine FY15 - FY25 Capital Improvement Program Project Description Worksheet

FiscalYear: 2015

Priority: Very High

Project Title: Reconstruction

Project Purpose: Street Improvement

Department: Public Services-Engineering

Project Description: This program involves the full depth reconstruction of both rural and urban roadways. The preconstruction steps include: roadway survey and design, procure easements and permits, compile construction bid documents and award of construction contract. The construction work includes: installation of drainage system, excavation of existing roadway materials, placement of new road base, paving, curbing, sidewalks, matching existing properties to new roadways and final surface restoration. Each streets level of reconstruction varies based upon condition and usage. Location is to be determined based upon the results of the Pavement Condition Reporting Software and engineering judgment.

Location: See Map

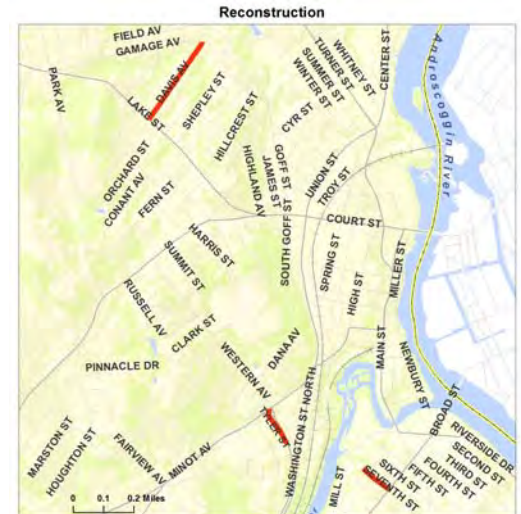
Justification: Streets designated are those that have deteriorated beyond resurfacing and whose sub base materials are not adequate for reclaiming (generally due to an abundant amount of utility trenches or poor initial construction) or require horizontal/vertical alignment changes to provide a safe and maintainable roadway based on current standards. Reconstruction is the most costly of all the street improvement programs and is therefore usually targeted at those streets that are in the worst condition. However, this program provides the longest life expectancy with the least amount of future maintenance costs of all other street improvement programs. The identified streets have undergone separation by the Sewer District and will complete work in the neighborhood.

Useful Life: 20 Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$2,200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,200,000

Cost breakdown and funding source(s)

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Planning/Engineering		2015	2.30%	\$50,000	G.O. Bond





City of Auburn, Maine
FY15 - FY25 Capital Improvement Program
Project Description Worksheet

Construction

2015

97.70%

\$2,150,000

G.O. Bond

City of Auburn, Maine

"Maine's City of Opportunity"

Community Services Department

Engineering Division

The City underwent an assessment of all City streets in the summer of 2013. From that assessment a Pavement Condition Index (PCI) was generated. A PCI is a numerical index which is used to indicate the general condition of a pavement. The method of determining roadways PCI is based on a visual survey of the number and types of distresses in the roadway pavement. The result of the analysis is a numerical value between 0 and 100, with 100 representing the best possible condition and 0 representing the worst possible condition. Pavement distress types for asphalt pavements include: alligator cracking, bumps and sags, depressions, edge cracking, joint reflection, longitudinal and transverse cracking, potholes, rutting, etc. These indices were used to help determine which streets were in the most disrepair. This was then used in conjunction with the surrounding areas pavement condition (when overlays are completed better prices are gained by having streets adjacent to one another), trying to complete the construction over a ten year period, trouble spots for maintenance and traffic volumes. I have included two pages of the PCI report starting with the worst roads. Any remaining funds will be used if the City is success with acquiring another MPI Grant from Maine DOT.

FY 2015 CIP Reconstruction



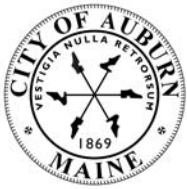
Davis Avenue (6600 lf) from Gamage to Lake – The roadway has a PCI rating of 47.08. Sewer separation work occurred in 1996 and the sidewalks have been rebuilt since then but the ramps would need to be upgraded to be ADA compliant. The existing granite curbing for large portions of the roadway have sunken out of site. The estimate for the reconstruction is \$1.25 million.



Tyler Street (1225 lf) from Minot to Jefferson – The roadway has a PCI rating of 24.58. The surrounding neighborhood streets have all been reconstructed leaving this as the last segment in the area. The existing granite curbing for the roadway is irregular and the sidewalk would require reconstruction. The estimate for the reconstruction is \$250,000.



Seventh Street (1350 lf) from Broad to dead end – The roadway has a PCI rating of 42.58. The surrounding neighborhood streets were all rebuilt from 1998-2002. Seventh was skipped and remains the only segment left in the area. The estimate for the reconstruction is \$300,000.



City of Auburn, Maine

FY15 - FY25 Capital Improvement Program

Project Description Worksheet

Fiscal Year: 2015

Priority: Very High

Project Title: Reclaim/Resurface

Project Purpose: Street Improvement

Department: Public Services-Engineering

Project Description: This program includes reclaiming (grinding) the existing pavement structure and underlying gravel base material, drainage improvements, and regarding the roadway to a proper profile. Reclaiming results in a substantially lower cost compared to full depth reconstruction. Gravel may be added to the roadway and drainage improvements are made. Locations will be dependent on the Pavement Condition Report Program and other factors such as traffic volumes and safety concerns.

Location: See Map

Justification: The reclamation process provides an alternative to conventional reconstruction at generally half the cost. It provides a stronger roadway base by utilizing the existing distressed pavement layer as an aggregate for the new gravel base layer.

Useful Life: 15 Yrs



Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000

Cost breakdown and funding source(s)

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Planning/Engineering		2015	2.50%	\$50,000	G.O. Bond
Construction		2015	97.50%	\$1,950,000	G.O. Bond

FY 2015 CIP Reclamation



Valview Drive (7500 lf) from Garfield to dead end – The roadway has a PCI rating of 41.08. The estimate for the reconstruction is \$1.25 million.



Summer Street (3000 lf) from Park to Mount Auburn – The roadway has a PCI rating of 37.58. The roadway will be converted to a one way in-bound with a turn-around outbound after the last driveway. The estimate for the reconstruction is \$400,000.



Howe Street (4800 lf) from Park to Mount Auburn – The roadway has a PCI rating of 39.58 for 2000 lf and 51.58 for 2800 lf. A portion will undergo reclamation and a portion reconstruction. The estimate for the construction is \$600,000.



City of Auburn, Maine
 FY15 - FY25 Capital Improvement Program
 Project Description Worksheet

FiscalYear: 2015

Priority: Very High

Project Title: Major Drainage

Project Purpose: Federal Mandate

Department: Public Services-Engineering

Project Description: Implementation of a 5-year plan as per EPA Phase II National Pollution Discharge Elimination System (NPDES) stormwater regulations. Provide funding for the upgrade of the City's existing drainage infrastructure. Various Locations-Urbanized Area-NPDES Stormwater Phase II five-year plan implementation. In addition, this would be used to fund year one of a comprehensive study to determine immediate needs and long range forecasting of stormwater infrastructure condition and needs.

Location: Various

Justification: Necessary to comply with Federal NPDES mandates and provide adequate drainage systems throughout the City.

Useful Life: Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000

Cost breakdown and funding source(s)

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Planning/Engineering		2015	100.00%	\$300,000	G.O. Bond



City of Auburn, Maine
 FY15 - FY25 Capital Improvement Program
 Project Description Worksheet

FiscalYear: 2015

Priority: High

Project Title: Maine DOT Match

Project Purpose: Street Improvement

Department: Public Services-Engineering

Project Description: This program provides for surface transportation improvements through the partnership of federal, state and local planning organizations (MPO's) under the guidelines of the Transportation Enhancement (TE) program. The program design provides for "a continuous, comprehensive and cooperative transportation plan" for Lewiston-Auburn urbanized area. This match is to fund the City's portion of the project costs. Following are a list of projects. Route 4 / Lake Shore Dr Intersection, Turner Street/Center Street Intersection Design, Traffic Signal Improvements City Wide, South Main Reconstruction Phase II, Park Ave Reconstruction Phase ii, and Riverside Drive Reconstruction.

Location: Various

Justification: Local share funding for various projects.

Useful Life: 20 Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$550,000	\$0	\$0	\$0	\$0	\$0	\$0	\$550,000

Cost breakdown and funding source(s)

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Planning/Engineering		2015	27.00%	\$150,000	
Construction		2015	73.00%	\$400,000	

Turner St. Sidewalks - Intersection Ramp Improvements	90% Federal & State, 10% Local	July 2014 thru October 2014
South Main St. - Outer Cook St. to Bolster St.	85% Federal & State, 15% Local	July 2014 thru October 2014
Park Ave. - Park Ave. Elementary to Lake St.	90% Federal & State, 10% Local	July 2014 thru October 2014
Mt. Auburn Ave. - Intersection of Park Ave.	90% Federal & State, 10% Local	May 2014 thru July 2014
Riverside Drive - Vickery to Dunn St	90% Federal & State, 10% Local	July 2014 thru July 2015
Route 122- Route 202 to Town Line	100% State	April 2014 thru October 2014
Oakdale Bridge (Route 202 Northbound over Little Androscoggin)	100% Federal & State	July 2014 thru June 2015
Intersection Improvements - Kittyhawk and Rte 202, Turnpike Exit and Rte 202	90% Federal & State, 10% Local	April 2014 thru October 2014
Lake St. - Colonial Way to Park Ave.	50% State, 50% Local	May 2014 thru August 2014
Hotel Road. - Minot Ave to Stevens Mill	50% State, 50% Local	May 2014 thru August 2014
Whitney St. - Union to French's Lane	100% Local	May 2014 thru August 2014
Mill St. - 9th to Broad St	100% Local	May 2014 thru August 2014
Manley St. - Minot to Rodman Rd	100% Local	May 2014
Holbrook Rd. - N. Auburn Rd to Town Line	100% Local	May 2014 thru September 2014



City of Auburn, Maine

FY15 - FY25 Capital Improvement Program

Project Description Worksheet

FiscalYear: 2015

Priority: High

Project Title: Retaining Walls

Project Purpose: Deteriorated Structure

Department: Public Services-Engineering

Project Description: This program involves the reconstruction of existing retaining walls that currently are in disrepair but are supporting various urban roadways. The preconstruction steps include: survey and design, procure easements and permits, compile construction bid documents and award of construction contract. The construction work includes: dismantling of existing retaining walls, installation of new retaining wall superstructure, installation of drainage systems, excavation of existing roadway materials, placement of new road base, paving, curbing, sidewalks, matching existing properties to new roadway and final surface restoration. Each projects level of reconstruction varies based on condition and usage. Locations are determined based upon visual inspections of various retaining walls, historic repair needs compiled by Public Services and recommendations from Engineering and Public Services staff. The retaining wall on Beacon Ave has been identified as being in disrepair requiring growing maintenance by Public Services. This wall was constructed by the City sometime after May 6, 1912, after approval of a petition to the City for a ban wall on the east side of Beacon Ave from Western Ave to the angle in the street.

Location: Beacon Ave

Justification: Reconstruction of retaining walls will provide the longest life expectancy with the least amount of future maintenance costs. Any additional utility work that may be required in the vicinity of the retaining wall will be incorporated into the project to avoid the need to revisit the area with construction in the future.

Useful Life: 30+ Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$750,000	\$0	\$0	\$0	\$0	\$0	\$0	\$750,000

Cost breakdown and funding source(s)

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Planning/Engineering		2015	7.00%	\$50,000	G.O. Bond



City of Auburn, Maine
FY15 - FY25 Capital Improvement Program
Project Description Worksheet

Construction

2015

93.00%

\$700,000

G.O. Bond

City of Auburn, Maine

"Maine's City of Opportunity"

Community Services Department
Engineering Division

CITY RETAINING WALLS



Court Street between Pleasant and High – The City, in 1895, in order to construct a sidewalk partially on property of the abutting land owner, agreed to construct and maintain the wall.



370 Court Street near Harris St – The City reconstructed Court Street in this area in 1957. An existing wall at this location was replaced as part of the project. The bricks have completely fallen out of the wall.



North Side of Atwood Street at 18 Poland Road – Keystone Block wall constructed by the City in 1995.



*Opposite 32 Beacon Ave – This wall was constructed by the City sometime after May 6, 1912 after approval of a petition to the City for a bank wall on the east side of Beacon St from Western Av to the angle in the street. ***In FY15 CIP**



Center Street, West side between Grove and Vernon – Concrete wall constructed by the City in 1957.



Charles Street, West side – Stone wall construction date unknown.



Dunn Street, both sides between Riverside and Second – Block wall constructed in front of pre-existing concrete wall in 2010.



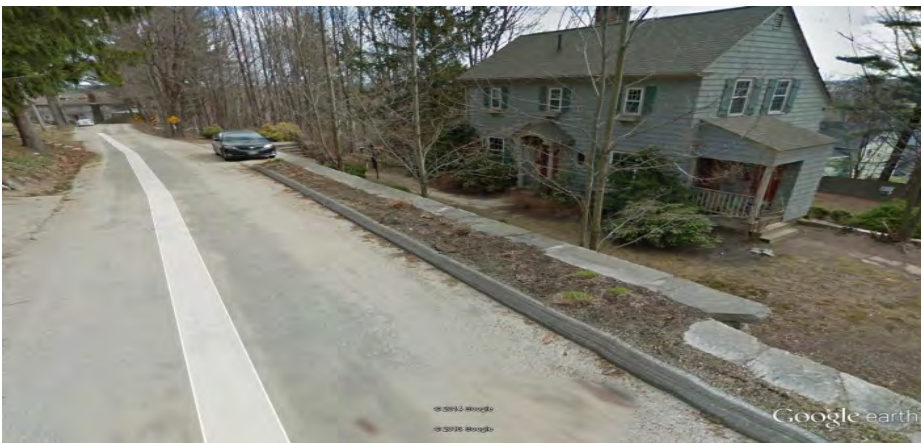
East Hardscrabble Road, across from David Drive – Sheet pile and block wall constructed in 1999.



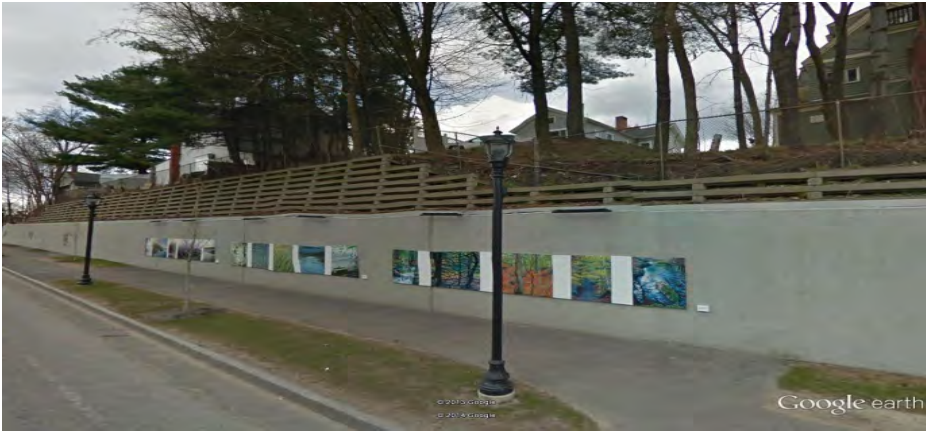
Forest Avenue at 7 Prospect St – Reinforced concrete wall was constructed to replace a stone retaining wall in 1995. The wall partially supports a garage.



77 Highland Avenue – Reinforced concrete wall was constructed to replace a stone retaining wall in 2006.



72 Hillcrest Street – Stone wall constructed in 1994.



Main Street, Newbury to Laurel – Concrete and bin wall constructed in 1957.



Mill Street, Sixth to Seventh – Keystone Block wall constructed in 1998.



Minot Avenue Rotary – Metal bin wall constructed in 1957. A Maine DOT and City project will be replacing the bin wall in 2014.



Mount Auburn Avenue along BJ's parking lot – Keystone Block wall constructed in 2001.



21 to 33 South Main Street – Concrete wall constructed in 1955.



South Main Street, Broad Street Intersection – Redi-rock wall constructed in 2008.



South Main Street, downstream side of Main Street bridge over the Little Androscoggin – Replaced a stone wall and was constructed in 1996.



42 Taft Avenue – Keystone Block wall constructed in 1995.



Washington Avenue, between Minot Ave. and Jefferston St. – Concrete wall constructed in 1957.



21 to 25 Western Prom – The original construction is uncertain. In 1969-70, the City reconstructed the wall as part of installing underdrain under the sidewalk on the northwesterly side of the street.



18 Western Prom – Stone wall constructed in 1887. The City added a fence to the top of the wall in 2013.

PRIVATE RETAINING WALLS



24 Gamage Avenue –



42 Hillcrest along Gamage Avenue –



48 Gamage Avenue –



50 Gamage Avenue –



Vickery Road, starting at Riverside Drive – Dry stack stone wall repaired in 2004.



City of Auburn, Maine
 FY15 - FY25 Capital Improvement Program
 Project Description Worksheet

FiscalYear: 2015

Priority: Medium

Project Title: Sidewalks

Project Purpose: Street Improvement

Department: Public Services-Engineering

Project Description: This program identifies the community's need for new sidewalks and the rehabilitation and maintenance of existing sidewalks.

Location: Lake St neighborhood

Justification: The City has approximately 56 miles of sidewalks that are meant to provide safe pedestrian accessibility. As with the City's road infrastructure, a combination of resurfacing, rehabilitation and reconstruction must be used to continually improve and maintain sidewalks. Recent emphasis on walking as alternative transportation and wellness requires an increased commitment to improving and maintaining pedestrian mobility as an overall betterment to the community.

Useful Life: 20 Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000

Cost breakdown and funding source(s)

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Construction		2015	100.00%	\$200,000	G.O. Bond



City of Auburn, Maine
 FY15 - FY25 Capital Improvement Program
 Project Description Worksheet

FiscalYear: 2015

Priority: High

Project Title: Bridges

Project Purpose: Bridge Rehabilitation

Department: Public Services-Engineering

Project Description: This program involves the rehabilitation of existing City owned bridges. Locations are to be determined based upon inspections completed by the Maine DOT. In addition, City staff will complete inspections to help identify potential needs and areas of concern. The City is waiting for the latest inspection reports from MDOT to determine location.

Location: Various

Justification: Bridges desingated to undergo rehabilitation work are those that have deteriorated and have mounting maintenance needs. Rehabilitation of these structures will provide the longest life expectancy with the least amount of future maintenance costs

Useful Life: 30 Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000

Cost breakdown and funding source(s)

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Planning/Engineering		2015	15.00%	\$15,000	G.O. Bond
Construction		2015	85.00%	\$85,000	G.O. Bond



City of Auburn, Maine
 FY15 - FY25 Capital Improvement Program
 Project Description Worksheet

FiscalYear: 2015

Priority: Very High

Project Title: Heating Oil Tank Conversion

Project Purpose: New Operation

Department: Public Services-Facilities

Project Description: Conversion of the heating oil tank at PW to allow it to be used for gasoline storage.

Location: Woodbury Brackett Municipal Building

Justification: Conversion of the heating oil tank (installed 2010, 30yr warranty) at PW, due to conversion to natural gas in FY14. This will allow City fleet to fuel with gasoline, as the existing tank is at the former Police Station (installed 1995).

Useful Life: 25 Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000

Cost breakdown and funding source(s)

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Other		2015	100.00%	\$25,000	G.O. Bond



City of Auburn, Maine
 FY15 - FY25 Capital Improvement Program
 Project Description Worksheet

FiscalYear: 2015

Priority: Medium

Project Title: Buildings and Grounds

Project Purpose: Improve efficiency

Department: Public Services-Facilities

Project Description: Upgrade/Update the heating and lighting at the PW facility

Location: Woodbury Brackett Municipal Building

Justification: Continued facility improvements to heating system and building infrastructure. Retro-commissioning study recommended steps including, but not limited to, completion of deferred maintenance, lighting upgrades, HVAC system fixes/corrections. We will be eligible for an incentive from Efficiency Maine of approximately \$15,000.

Useful Life: 10 Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$120,000

Cost breakdown and funding source(s)

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Construction		2015	100.00%	\$120,000	G.O. Bond



City of Auburn, Maine

FY15 - FY25 Capital Improvement Program

Project Description Worksheet

FiscalYear: 2015

Priority: Very High

Project Title: Heavy Equipment

Project Purpose: Scheduled replacement

Department: Public Services-Public Works

Project Description: Replacement of 1998 Elgin Sweeper #62

Location: Woodbury Brackett Municipal Building

Justification: This is a replacement of our number 1 front line sweeping machine used for sand and debris removal from roadways. Maintenance and down time costs are a problem.

Useful Life: 15 Yrs



Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$236,250	\$0	\$0	\$0	\$0	\$0	\$0	\$236,250

Cost breakdown and funding source(s)

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Acquisition		2015	100.00%	\$236,250	G.O. Bond



City of Auburn, Maine
FY15 - FY25 Capital Improvement Program
Project Description Worksheet

FiscalYear: 2015

Priority:

Project Title: Equipment

Project Purpose: Vehicle Replacement

Department: Public Services-Public Works

Project Description: Replacement of 2000 International 7 Yard Dump Truck #28

Location: Woodbury Brackett Municipal Building

Justification: This truck works around the airport area. Systematic replacement of PW plow equipment reduces yearly maintenance costs.

Useful Life: 10 Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$180,000	\$0	\$0	\$0	\$0	\$0	\$0	\$180,000

Cost breakdown and funding source(s)

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Acquisition		2015	100.00%	\$180,000	G.O. Bond



City of Auburn, Maine
 FY15 - FY25 Capital Improvement Program
 Project Description Worksheet

Fiscal Year: 2015

Priority:

Project Title: Equipment

Project Purpose: Vehicle Replacement

Department: Public Services-Public Works

Project Description: Replacement of 2000 International 12 Yard Dump Truck #35

Location: Woodbury Brackett Municipal Building

Justification: This unit required extensive work to get it ready for winter, it is tasked with the largest plow route in the city and is also the farthest away from the shop. it requires a wheeler to do the job and should be brought up to date with the rest of our frontline salt trucks . Systematic replacement of PW plow equipment reduces yearly maintenance costs.

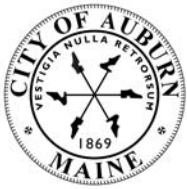


Useful Life: 10 Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$235,000	\$0	\$0	\$0	\$0	\$0	\$0	\$235,000

Cost breakdown and funding source(s)

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Acquisition		2015	100.00%	\$235,000	G.O. Bond



City of Auburn, Maine
 FY15 - FY25 Capital Improvement Program
 Project Description Worksheet

FiscalYear: 2015

Priority: High

Project Title: Heavy Equipment

Project Purpose: Equipment Replacement

Department: Public Services-Public Works

Project Description: Replacement of 1991 John Deere Loader #44

Location: Woodbury Brackett Municipal Building

Justification: This unit is used all year, it works in the pit in the summer and is used in conjunction with the large blower to remove snow in the winter. Replacement of this piece of equipment will ensure that we are working efficiently.



Useful Life: 15 Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$255,000	\$0	\$0	\$0	\$0	\$0	\$0	\$255,000

Cost breakdown and funding source(s)

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Acquisition		2015	100.00%	\$255,000	G.O. Bond



City of Auburn, Maine
 FY15 - FY25 Capital Improvement Program
 Project Description Worksheet

FiscalYear: 2015

Priority:

Project Title: Equipment

Project Purpose: New Equipment

Department: Public Services-Public Works

Project Description: Message/Sign Board

Location: Woodbury Brackett Municipal Building

Justification: Increase productivity and safety by reducing number of personnel on traffic control at construction sites while utilizing modern traffic control practices (stop lights via remote control).

Useful Life: 10 Yrs



Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000

Cost breakdown and funding source(s)

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
		2015	100.00%	\$25,000	G.O. Bond



City of Auburn, Maine
 FY15 - FY25 Capital Improvement Program
 Project Description Worksheet

Fiscal Year: 2015

Priority:

Project Title: Equipment

Project Purpose: Equipment Replacement

Department: Public Services-Public Works

Project Description: Side Dump Body/Hydraulic Pump, Wheeler

Location: Woodbury Brackett Municipal Building

Justification: This is to replace a dump body and hyd pump only, plow gear, cab, and chaise are ok. It will allow us to be able to plow and sand a route. Presently the truck can only plow and another truck has to go around after him and sand his plow route after they are done their route.



Useful Life: 10 Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$38,700	\$0	\$0	\$0	\$0	\$0	\$0	\$38,700

Cost breakdown and funding source(s)

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Acquisition		2015	100.00%	\$38,700	G.O. Bond



City of Auburn, Maine

FY15 - FY25 Capital Improvement Program

Project Description Worksheet

FiscalYear: 2015

Priority:

Project Title: Dangerous Buildings Demolition

Project Purpose: Increased Safety

Department: Planning, Permitting & Code

Project Description: The City has seen the number of vacant buildings increase drastically over the past couple of years. Our vacant building tracking list has expanded from approximately 80 structures to over 130 in the past 12 months. We have never budgeted specifically for dangerous buildings and have handled it out of the Code Enforcement budget. This request would provide for demolition of deteriorated structures that are condemned by the City Council when an owner fails to remedy the problem. We have had at least two fires and numerous copper thefts from structures on the vacant property list. The requested amount is an attempt to remedy the "worst of the worst" problems and fire damaged structures, but staff recognizes that the City has limited resources and this would allow for up to 5 demolitions per year. The property owners or bank could then reimburse the City for costs or the City could take ownership of the land and resell the parcels.

Location:

Justification: Vacant buildings increase risk of other crimes and fire if they are not maintained or secured properly.

Useful Life: Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$300,000

Cost breakdown and funding source(s)

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Other		2015	100.00%	\$150,000	G.O. Bond
Other		2016	100.00%	\$150,000	G.O. Bond



City of Auburn, Maine
 FY15 - FY25 Capital Improvement Program
 Project Description Worksheet

Fiscal Year: 2015

Priority: Medium

Project Title: Generator-South Main Street Station

Project Purpose: Increased Safety

Department: Fire

Project Description: Install a hardwired power generating system.

Location: South Main St Fire Station

Justification: When power is lost, the South Main Street Station has no heat, hot water or installed emergency lighting. In addition to being the local fire house, it is also a likely collection point for casualties or evacuees in the event of a disaster. The station could also serve as a command post or resource collection point for a major incident or event. When evaluating existing critical infrastructure and planning for maintenance, the presence of auxiliary power units are considered both a desired standard and industry best practice.

Useful Life: 20 Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000

Cost breakdown and funding source(s)

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Acquisition		2015	100.00%	\$25,000	Current Revenues



City of Auburn, Maine
 FY15 - FY25 Capital Improvement Program
 Project Description Worksheet

FiscalYear: 2015

Priority: High

Project Title: Buildings and Grounds

Project Purpose: Present Equipment obsolete

Department: Public Services-Facilities

Project Description: Replacement of Automatic Transfer Switch for Generator

Location: Woodbury Brackett Municipal Building

Justification: The existing facility was built in 1971 and is in need of systematic renovations over the next several years to improve functionality, decrease costs and expand operational capabilities

Useful Life: 10 Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000

Cost breakdown and funding source(s)

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Acquisition		2015	100.00%	\$25,000	G.O. Bond



City of Auburn, Maine
 FY15 - FY25 Capital Improvement Program
 Project Description Worksheet

FiscalYear: 2015

Priority:

Project Title: Comprehensive Plan Property Acquisition, Demolition and Improvements

Project Purpose: Implementation of Comp Plan

Department: Planning, Permitting & Code

Project Description: Property acquisition, building demolition and beautification in Gateway Transition, Riverfront Transition and other Districts as properties become available. Council to be presented individual opportunities as they arise for quick decisions with funding allocated in advance.

Location:

Justification: Comprehensive plan identifies need. Funding is the only way to make it happen.

Useful Life: Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000

Cost breakdown and funding source(s)

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Acquisition		2015	50.00%	\$200,000	
Construction		2015	25.00%	\$100,000	
Other:Demolition		2015	25.00%	\$100,000	



City of Auburn, Maine
 FY15 - FY25 Capital Improvement Program
 Project Description Worksheet

FiscalYear: 2015

Priority: Very High

Project Title: Masonry Repair-Year 2 of 5 Year Plan

Project Purpose: Deteriorated Structure

Department: Auburn Public Library

Project Description: Repair masonry on old section of building by replacing mortar joints.

Location: Auburn Public Library

Justification: The old section of the library needs to have all the mortar joints replaced. Durability should be approximately 50 years if the building is subsequently kept in good repair - no water filtration of any kind. Cost of approximately \$230,000 can be spread over a 5 year period, with work being done one wall at a time. Year Two:(in priority order and includes waterproofing) North elevation (by Spring Street main entrance). Year one Completed.

Useful Life: 30+ Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$42,167	\$0	\$0	\$0	\$0	\$0	\$0	\$42,167

Cost breakdown and funding source(s)

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Construction		2015	100.00%	\$42,167	G.O. Bond



City of Auburn, Maine
 FY15 - FY25 Capital Improvement Program
 Project Description Worksheet

FiscalYear: 2015

Priority: Medium

Project Title: Masonry Repair (New Building)

Project Purpose: Deteriorated Structure

Department: Auburn Public Library

Project Description: Repair mortar at Spring St gable end and column bases at Spring St entrance.

Location: Auburn Public Library

Justification: At Spring St gable end under left end of window sill-where there is no control joint designed into the façade, expansion and contraction are being relieved at the window edge. There is spauled mortar and cracked bricks that need to be repaired. There is also spauled mortar and chipped precast at Spring St column bases, apparently from being hit by snow shovels.

Useful Life: 10 Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000

Cost breakdown and funding source(s)

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Construction		2015	100.00%	\$5,000	Current Revenues



City of Auburn, Maine
 FY15 - FY25 Capital Improvement Program
 Project Description Worksheet

FiscalYear: 2015

Priority: High

Project Title: Renovate Softball Field-Pettengill

Project Purpose: Deteriorated Structure

Department: Recreation

Project Description: Renovate Pettengill Softball Field

Location: Pettengill Park

Justification: The condition of the softball field warrants replacing the perimeter fencing and improving the infield diamond pattern. Also, replacing bleachers

Useful Life: 15 Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$72,000	\$0	\$0	\$0	\$0	\$0	\$0	\$72,000

Cost breakdown and funding source(s)

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Acquisition		2015	100.00%	\$72,000	Special



City of Auburn, Maine
 FY15 - FY25 Capital Improvement Program
 Project Description Worksheet

FiscalYear: 2015

Priority: Very High

Project Title: Festival Plaza Canopy Replacements

Project Purpose: Equipment Replacement

Department: Public Services-Parks

Project Description: Replace Festival Plaza Canopies (6)

Location: Festival Plaza

Justification: The original canopies are no longer usable due to deterioration. They also do not meet current safety standards.

Useful Life: 10 Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$120,000

Cost breakdown and funding source(s)

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Acquisition		2015	100.00%	\$120,000	G.O. Bond



City of Auburn, Maine
FY15 - FY25 Capital Improvement Program
Project Description Worksheet

Fiscal Year: 2016

Priority:

Project Title: Repurpose Ingersoll

Project Purpose:

Department: Recreation

**Project
Description:**

Location:

Justification:

Useful Life: Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Cost breakdown and funding source(s)

	FY15	
LOCATION		Prioritized Listing
AMS	CIP Projects	
Classroom Furniture Replacement	\$ 216,500	4
Classroom [27] & 2 Hallways-Carpet Replacements with VCT	\$ 161,126	1
Replacement of Freezers-refrigerant motors for Kitchen	\$ 22,560	2&3
East Auburn		
Parking Lot Repaving	\$ 130,800	2
ELHS		
Bathroom Refurbishing- 3 boys-3girls	\$ 353,000	2
Asbestos Removal 7 Classrooms and Hallway A&B Wing, Main Office, Guidance Area	\$ 317,000	1
PC Computer Lab upgrades (41units)	\$ 40,000	4
Exterior Security Lighting- LED	\$ 27,160	3
Security/Surveillance Equipment upgrade/enhancement	\$ 37,000	1
Fairview		
Student Bathrooms ADA - B & G	\$ 21,600	2
Stage Curtains Replacement	\$ 25,200	2
Franklin School		
Exterior Security Lighting	\$ 25,000	1
Sherwood Heights		
Exterior Security lighting - Phase II	\$ 45,520	1
Stage Curtains Replacement	\$ 25,200	2
Support Services Building		
One Ton P/U (replace 2002 1/2 ton) for Sanding	\$ 40,000	2
Upgrade fire Alarm System	\$ 46,120	1
Floor Finishers/Strippers/Buffers/Vaccums	\$ 56,000	5
District Lunch Walk-in Freezers & Refrigerator-Motors Replacement	\$ 27,760	2&3
Technology		
Elementary Teachers/MacBooks	\$ 100,000	4
Walton Elementary		
New Walk-in refrigerator/Replacement	\$ 19,034	2&3
Fire Alarm Upgrades-1934&67 Sections	\$ 261,000	1
RETC/SOS		
Exterior Parking Lot/Security Lighting	\$ 47,785	1
Parking Lot Expansion/resurfacing	\$136,000	2
GRAND TOTAL CIP	\$ 2,181,365	
LEGEND		
Priority 1 - Live Safety Issues	\$ 940,551	
Priority 2- FacilityEquipment Renewal	\$ 801,154	
Priority 3- Energy Renewal	\$ 27,160	
Priority 4- Instructional Equipment Renewal	\$ 356,500	
Priority 5- Other	\$ 56,000	
	\$ 2,181,365	

**CITY OF AUBURN
NOTICE OF PUBLIC HEARING**

Pursuant to Section 8.13 of the City Charter, notice is hereby given that the Auburn City Council will hold a public hearing on Monday, July 7, 2014, at 7:00 p.m. in the Council Chambers, Auburn Hall, 60 Court Street on a proposed order authorizing the City's general obligation bonds in the amount of \$8,200,000 to finance the City's FY15 Capital Improvement Program.

Following the public hearing, the City Council expects to conduct the second reading and take final action on the order at the same July 21, 2014 meeting.

The order is available for inspection at the City Clerk's office during regular business hours.



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: August 4, 2014

Ordinance 05-08042014

Author: Dorothy Meagher

Subject: General Assistance Overall Maximum adjustment for FY 14-15

Information: I'm seeking the approval of the new overall maximums for FY 14-15 (appendices A) to be approved by council effective July 1, 2014. The municipal officers must approve / adopt the new maximums. Once the maximums are adopted they will replace the FY 13-14 maximums, the maximum levels are established as a matter of state law based on certain federal values. The overall maximum was changed by legislation at the last session to effect this fiscal year.

Pro's & Con's: Pro's by adopting the new overall maximums the program will be in compliance for reimbursement from the State.

Con's by not approving the overall maximums the program can be penalized and lose the 50% reimbursement.

Financial: The new Appendix overall maximum assistance is an increase of 1% for FY 14-15, the effective date for this appendix is July 1, 2014.

Action Requested at this Meeting: Approval of the increase to the General Assistance Appendices as required by state statute.

Previous Meetings and History: This is a yearly approval needed by council.

Attachments:

Appendix A GA overall Maximum
Ordinance 05-08042014

GA Overall Maximums

Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	603	725	874	1,096	1,261
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	585	585	699	942	1,089
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	537	635	829	1,044	1,107
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	762	901	1,163	1,463	1,565
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	950	952	1,138	1,656	1,801
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	633	742	954	1,260	1,501

Appendix A

Effective: 07/01/14-06/30/15

COUNTY	1	2	3	4	5*
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	753	751	899	1,131	1,551
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	689	714	903	1,206	1,248

*Note: Add \$69 for each additional person.

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	514	547	653	851	941
Franklin County	564	593	720	867	1,232
Hancock County	603	693	854	1,130	1,161
Kennebec County	517	598	764	964	1,027
Knox County	709	719	877	1,124	1,275
Lincoln County	660	727	916	1,140	1,223
Oxford County	551	610	735	992	1,284
Piscataquis County	573	651	802	1,016	1,086
Somerset County	582	608	724	985	1,001
Waldo County	643	687	826	1,027	1,091
Washington County	552	593	707	874	1,058

* Please Note: Add \$69 for each additional person.

GENERAL ASSISTANCE ORDINANCE

APPENDICES A

2014-2015

The Municipality of Auburn, Maine adopts the MMA Model Ordinance GA Appendices A for the period of July 1, 2014 — June 30, 2015. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the _____ (day) of _____ (month) _____ (year)
by the municipal officers:

Councilor Tizz Crowley

(Signature)

Councilor Mary LaFontaine

(Signature)

Councilor Leroy Walker

(Signature)

Councilor Adam Lee

(Signature)

Councilor Robert Hayes

(Signature)

Councilor David Young

(Signature)

Councilor Belinda Gerry

(Signature)

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
Adam Lee, Ward Four



Leroy Walker, Ward Five
Belinda Gerry, At Large
David Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDINANCE 05-08042014

ORDERED, that the General Assistance Ordinance be amended to incorporate the following maximum levels of assistance to be effective on and after July 1, 2014 as follows:

Persons in Household

COUNTY	1	2	3	4	5*
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	537	635	829	1,044	1,107