

City Council Workshop & Meeting June 5, 2017 Agenda

5:30 P.M. Workshop

- A. Creative Crosswalks Doug Greene (30 minutes)
- B. Property Abatement Karen Scammon (15 minutes)
- C. AG Study RFP (Request for Proposal) results Doug Greene (10 minutes)
- D. 477 Minot Avenue TIF and HOME Funds Request Michael Chammings (15 minutes)
- E. Funding of the New Auburn Village Improvement Michael Chammings (10 minutes)

7:00 P.M. City Council Meeting

Roll call votes will begin with Councilor Pross

Pledge of Allegiance

- 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 41-06052017*

Appointing Wardens and Ward Clerks for the June 13, 2017 Election.

2. Order 42-06052017*

Approving the Omni Circle Property Sale.

3. Resolve 02-06052017*

Supporting staffs pursuit of the Northern Borders Regional Commission Grant.

4. Order 43-06052017*

Adopting the 911 Fund Balance Policy.

5. Order 44-06052017*

Approving the appointment of City Manager, Peter Crichton, as alternate to Councilor Titus on the AVCOG Executive Committee.

II. Minutes

May 15, 2017 Regular Council Meeting

III. Communications, Presentations and Recognitions

- Communications Liberty Festival Mass Gathering/Special Event Application
- **IV. Open Session** Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.
- V. Unfinished Business None
- VI. New Business

1. Order 45-06052017

Authorizing the Finance Director to execute the issuance of general obligation bonds and a tax levy therefore. Proposed budget review by the City Manager, public hearing and first reading. *Passage requires an affirmative vote of 5 Councilors at the second and final reading.*

2. Order 46-06052017

Reallocation of bonds. Public hearing and first reading. *Passage requires an affirmative vote of 5 Councilors at the second and final reading.*

3. Order 47-06052017

Authorizing the use of other funds for the CIP. Passage requires an affirmative vote of 4 Councilors.

4. Resolve 03-06052017

Adopting the Appropriations Resolve for Fiscal Year 2018. Public hearing and first reading. **Passage requires an affirmative vote of 4 Councilors at the second and final reading.**

5. Ordinance 06-06052017

Adopting the AG text amendment for sales, service complimentary to outdoor recreation. Public hearing and first reading. *Passage requires an affirmative vote of 4 Councilors at the second and final reading.*

VII. Reports

- a. Mayor's Report
- b. City Councilors' Reports
- c. City Manager Report

VIII. Open Session - Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.

IX. Executive Session

• Discussion regarding economic development (New Auburn Project), pursuant to 1 M.R.S.A. §405(6)(C) with possible action to follow.

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:

- A. Discussion of personnel issues
- B. Discussion or consideration by a school board of suspension of expulsion
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosure of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation
- F. Discussion 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. Consultation between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: 6-5-2017

Author: Eric J. Cousens, Deputy Director of Economic and Community Development

Subject: Creative Crosswalk Policy

Information: The Complete Streets Committee has recommended that the City adopt a policy regarding creative crosswalks. Creative crosswalks are used in downtown environments to create a unique sense of place, to express some local personality or highlight a local interest. Creating a unique sense of place for a given location is a component of revitalizing many successful downtowns. Creative crosswalks are unique and do not meet standard engineering designs which is the root of common opposition or reluctance to implement them. Many communities across the country have successfully installed creative crosswalks and they have been safely used. The proposed policy appears to be thoughtfully crafted and limits creative crosswalks to local streets which typically have less traffic and less risk for trying something unconventional. The policy also sets design standards that allow for creativity but still require standard elements to limit risk (see attached complete Streets Excerpt for High Visibility Crosswalks). If used on local streets they can still be visible from a higher traffic route and still help expose the sense of unique place that they intend to promote.

As noted in the policy, the review process includes consideration for increased maintenance costs to be paid for by the applicant or the crosswalks would be restriped conventionally the following year. The current Neighborhood Challenge Grant program could be used for infrastructure projects like this. Alternatively, if the Council wanted to fund a limited pilot for creative crosswalks, maintaining a reasonable creative crosswalk could be in the range of \$1,000 to \$3000 per year as opposed to a few hundred dollars for restriping a traditional crosswalk.

Advantages: Helps create a unique sense of place and allows citizens to express themselves.

Disadvantages: Potential Costs and limited risk of doing something that is not included in standard engineering design manuals.

City Budgetary Impacts: None, unless the Council chooses to fund a limited pilot project.

Staff Recommended Action: Discuss the policy and instruct staff to edit or schedule for adoption.

Previous Meetings and History: August 15, 2016 Mayors Report and Open Session Comments, Complete Streets Committee

Attachments: Draft Creative Crosswalk Guidelines (5/10/2017), Creative Crosswalk Memo from the Mayor (August 2016), Excerpt from Complete Streets BMPs: High Visibility Crosswalks, Images of creative crosswalks in other places.

Creative Crosswalk Guidelines

5/10/2017

Purpose and Goal

The Cities of Auburn and Lewiston support locally driven efforts to add beauty and creativity to our community. One of the ways to achieve this goal is through a process of thoughtfully located and appropriately designed creative crosswalks. The goal of this policy is to work with the community to install safe, cost effective and low maintenance creative crosswalks to enhance and enliven existing crosswalks.

Application Procedure and Guidelines

- 1. Requests for a creative crosswalk shall be considered on a case-by-case basis. Creative crosswalks must conform to the following criteria:
 - Crosswalk location must be across a local street
 - o Crosswalk must be controlled by a stop sign, traffic signal, or pedestrian signal
 - Crosswalk design must be applied with a stencil that can be held by the city
 - Crosswalk design should conform to high-visibility crosswalk guidelines provided in Complete Streets: A Guide to Best Management and Design Practice
 - Paint materials must meet appropriate standards for durability and slip-resistance
 - Crosswalk installation shall be paid for by the applicant
 - City will determine level of annual maintenance required to preserve the crosswalk
 - Crosswalks that require special maintenance costs will be covered by applicant
 - Crosswalks will return to standard design in the absence of funding for special maintenance
- 2. A written request for the creation of a creative crosswalk shall be submitted to the city's Community and Economic Development Department. The request should specify:
 - Applicant's Name, Contact Information, Organization Affiliation
 - Location for proposed crosswalk
 - Design for proposed crosswalk
 - Resources to implement the project, including design, production of stencil, and funding for materials and labor to create and maintain it
- 3. Community and Economic Development staff will share the proposal with the appropriate staff and committees, including the city engineer.
- 4. The city engineer shall review the proposal and respond to the applicant regarding the details of the request, including the projected cost to create and maintain crosswalk.
- 5. Upon the engineer's conclusion that the proposal meets the approved criteria for a creative high visibility crosswalk, the project may be implemented.
- 6. Proposals may be forwarded to the *Complete Streets Committee for input as needed.

^{*}Pending the final creation and appointment of the Complete Streets Committee, the LA Bicycle Pedestrian Committee will perform this role.



Office of the Mayor www.auburnmaine.gov | 60 Court Street Auburn, Maine 04210 207.333.6601 ext. 1216

August 15, 2016

RE: Creative Crosswalk Policy Concept

Members of the City Council:

My apologies for missing the last business meeting due to a planned vacation, however I wish to bring back to you the subject of implementing "creative crosswalks" in our city and a policy and process by which we can do that.

This concept first emerged earlier this year when several residents of New Auburn requested the right to paint dining utensils in New Auburn to recognize the growing food businesses there. After the City of Bangor painted a rainbow colored crosswalk, residents reached out to me to ask about implementing that in Auburn, and I sent that request along to city management.

Unfortunately, what I saw in the City Council packet following my vacation was very little research and no formal recommendation on the pros and cons of implementing what hundreds of cities and towns across this country and done. In fact, it was clear from news reports that staff were actively lobbying from doing anything. The lack of details in the City Council packet demonstrates that lack of interest. In our form of government, staff offer advice, but the decision rests with the City Council, but the Council still needs well-reasoned and researched advice, not copies of news articles and screenshots of website.

Included in this packet from me are a number of documents that help to inform the recommendation at the conclusion. These documents include:

- A copy of the April 25th, 2016 memo from Lewiston city staff to their City Council requesting authorization for a pilot program for creative crosswalks
- A copy of a June 15th memo from Bangor's Downtown Coordinator to their City Council Government Operations Committee requesting support for a creative crosswalk.
- A copy of the Austin, Texas "Creative Crosswalk Guidelines"
- A copy of the Santa Monica, California "Creative Crosswalk Pilot" call for designers, including guidelines for staying within regulatory parameters.
- A copy of the Lompoc, California City Council agenda item in support of creative crosswalks, including details for how staff recommended addressing safety concerns will advancing project.
- A copy of the Springfield, Illinois "Creative Crosswalks Call for Artists" for this current year as well as detailed design specifications.
- A copy of the Glenwood South Neighborhood Collaborative's announcement of a creative crosswalk project and guidelines established for a review committee and call for artists.



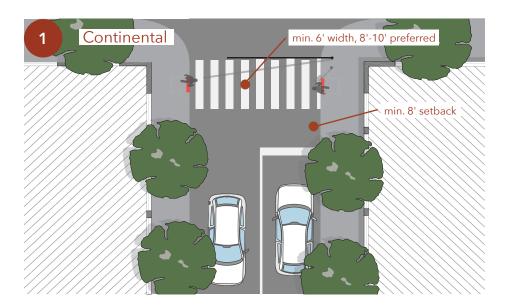
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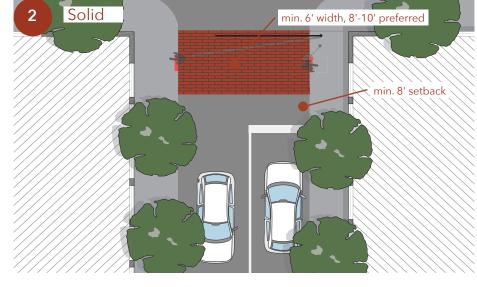
Mayor's Recommendation to proceed with Creative Crosswalks:

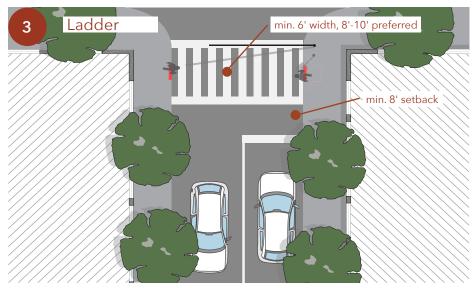
- Limit the types of streets in Auburn eligible for a creative crosswalk:
 - Street types include Principal Arterials (like Center Street or sections of Court Street),
 Minor Arterials (like Main Street), Collectors (like Hampshire Street or Broad Street),
 Local Roads (like Pleasant or Third).
 - Lower order streets like Collectors and Local Roads focus more on the multiple types
 of local users and local access to the community. Beginning with a pilot limited to
 these types of streets should alleviate concerns about driver distraction on higher
 speed and higher volume roads.
 - o This could include crosswalks parallel arterials, but not crossing an arterial.
- Limit where on a street a creative crosswalk could be installed:
 - Midblock crosswalks often lack appropriate signage and lighting for pedestrians, focusing at end of block crosswalks where stop signs and other pedestrian warning signage exists would also mitigate concerns about safety and distraction, and focus on areas of higher pedestrian use.
- Request that the Bike-Ped Committee review at its next meeting and send a recommendation
 to the Transportation and Environment Committee for guidelines for creative crosswalks,
 based on the best practices including in the documents I've attached. This will ensure our
 specialized committee on pedestrian matters has reviewed it, and that our City Council
 committee on transportation workshops it and sends a recommendation back to the full city
 council.
- Funding for a pilot program, if limited to the CDBG target areas and/or the Downtown TIF
 District, would not be an issue. My recommendation would be to allocate \$1,000 for
 materials for a creative crosswalk in each of the three target areas. We would then encourage
 applications from those neighborhoods for a creative crosswalk (similar to what New Auburn
 volunteers had already done). Labor would be no cost additional cost as the Council would
 direct this to be a priority with existing staffing.
 - If the Council wished to authorize additional crosswalks if materials were funded by a third party, we could consider a spring RFP and limit the number of crosswalks that would be authorized and seek to have a committee score proposals for implementation.
- While we have lost this year for implementing, a City Council directive to move this recommendation forward would ensure spring 2017 implementation and continuity annually moving forward.

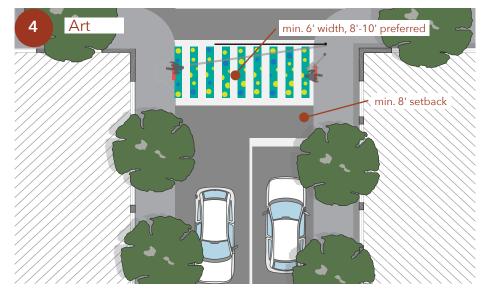
Walking

High-Visibility Crosswalk









Definition

High-visibility crosswalks use a variety of striping patterns, or contrasting pavement treatments, to significantly increase the visibility of a crosswalk to oncoming traffic. Conventional crosswalk markings consist of two parallel lines. However, an FHWA study found that continental (longitudinal stripes) markings were detected at about twice the distance upstream as the transverse markings during daytime conditions. In the study, this increased distance meant that drivers traveling at 30 mph had 8 additional seconds of awareness of crossing pedestrians. In some instances, "art crosswalks" include integrated colors, textures, and/or scoring patterns that may be instituted within existing, approved crosswalk markings.

Application

High-visibility crosswalks should be applied to controlled and select uncontrolled intersections with known conflicts between vehicular and pedestrian movements, areas with high volumes of foot traffic (like commercial business districts, college campuses, employment hubs), at mid-block crossings, and along and across high-volume roads.

Design Guidance

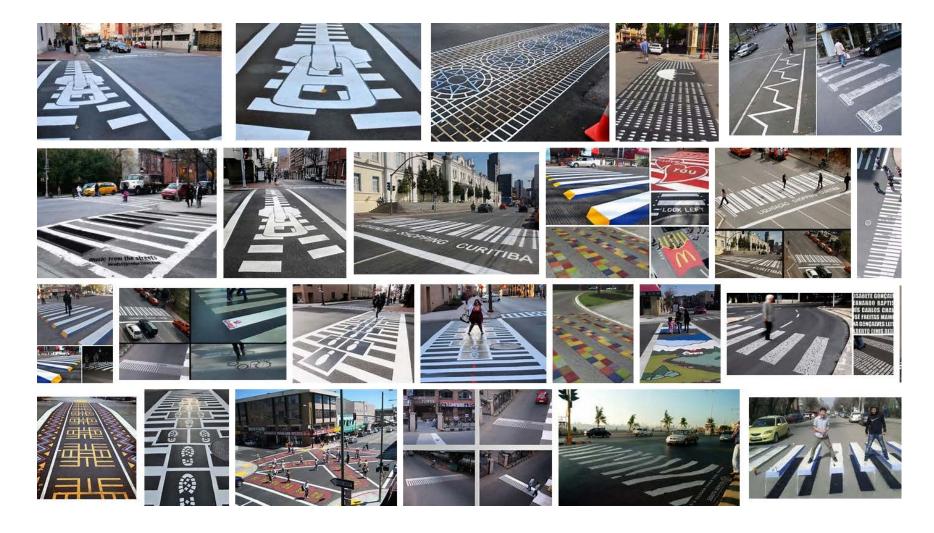
Many high-visibility crosswalk striping patterns exist, such as those depicted on the previous page. High-visibility crosswalks can also be implemented using different surface materials, like stamped asphalt or real brick to provide further contrast between the pedestrian crossing space and vehicular travel lanes. Brightly-colored "art" patterns may be applied to crosswalks so long as the pattern occurs between two standard transverse crosswalk markings.

Crosswalks should not be less than 6 feet wide, according to the MUTCD's basic standards. Longitudinal lines should be 12-24 inches wide, spaced 12 - 36 inches apart. All crosswalks should be brought into ADA compliance as they are upgraded or re-striped. Marked crosswalks generally should be designed to minimize crossing distances and should be straight and in-line with the sidewalk ramps to make crossing easier for children and adults with visual and/or physical impairments.

Maintenance

Longitudinal lines, like those of the ladder and continental pattern, are more costly to stripe than two simple transverse lines found in a conventional crosswalk. However, the increased visibility and safety of pedestrians in conjunction with longer-lasting, high-visibility crosswalk marking materials — like plastic or epoxy material embedded with reflective glass beads — are a better value over time, as they require less maintenance. Crosswalks that include alternative paving materials may require additional maintenance to ensure a high-quality, high-visibility walking experience is maintained. For communities in northern climates, like Lewiston-Auburn, recessed pavement markings combined with long-lasting treatments may stretch maintenance budgets further.

Creative Crosswalk Examples





City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: June 5, 2017

Author: Karen Scammon, CMA Assessor, City of Auburn

Subject: Abatement Request, Jeremy Bennett, 78/50 Beaver Road

Information: A property tax abatement is recommended by the Assessing Office for overvaluation due to an error in

title. The nature of abatement requires approval by the City Council.

Advantages: Corrects parcel assessment.

Disadvantages: None.

City Budgetary Impacts: Minor, overall recommended abatement less than \$700.

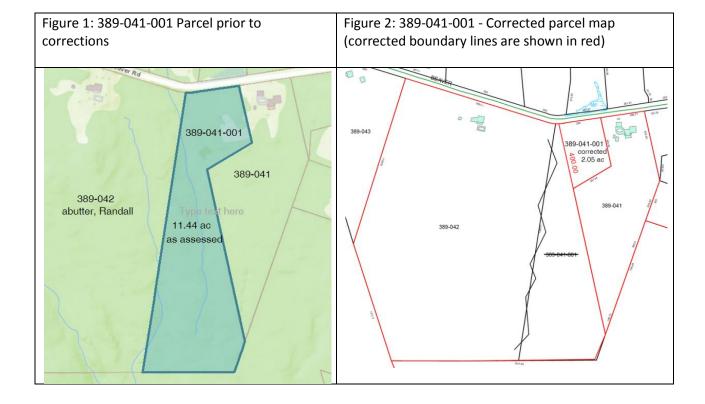
Staff Recommended Action: Grant abatements, see details in memo

Previous Meetings and History: None.

Attachments: 1) Outline memo, explains request history and details. 2) Parcel maps (corrected and "as assessed")

Bennett-78 Beaver Road

Mr. Jeremy Bennett owns the vacant parcel situated at 78 Beaver Road in Auburn identified on Auburn tax maps as 389-041-001. The parcel is the result of a split which occurred when Mr. Bennett sold his property at 50 Beaver Road, tax map 389 lot 041, in August 2013. Map 389 lot 041 was assessed as a 19.83 acre parcel improved with a single family dwelling. Mr. Bennett sold the house with 8.39 acres and believed he retained an 11.44 acre vacant parcel. In March of 2017 he provided the Assessing Department with a recent survey of the vacant parcel, map 389 lot 041-001. Upon being presented the survey and doing further research, it was determined Mr. Bennett owned a 2.05 acre parcel and his neighbor, located at 128 Beaver Road, owned the remaining 9.39 acres. As such revisions to the tax map and assessment are warranted. Below are parcel sketches showing the parcel as assessed and corrected (Fig 1-2).



2015 - Jeremy Bennett Abatement, 78 Beaver Road

The parcel was split from Map 389 lot 041 after April 1, 2014 and was assessed as a separate parcel as of April 1, 2015.

The following is the reconciled assessment for the 2015 (April 1, 2015) tax year:

Map 389		Land
Lot 041-001	Total Ac	Assessed
2015 assessment	11.44	58,100
Corrected		
assessment	2.05	47,600
Difference	9.39	10,500

2015 Tax Dollars \$223.13 based on 2015mil rate 21.25

2014 - Jeremy Bennett Abatement, 50 Beaver Road

Prior to the parcel split, the subject was part of the parent lot shown on the tax maps as parcel 389-041 with a street address of 50 Beaver Road. This parent lot was formerly owned by Mr. Bennett and included a single family dwelling. The land area was identified as a 19.82 acres parcel and was assessed at \$74,300 (land only).

According to the survey and subsequent research the parcel was determined to be 10.43 acres.

The following is the reconciled assessment for the 2014 (April 1, 2014) tax year:

		Land
Map 389 Lot 41	Total Ac	Assessed
2014 assessment	19.82	74,300
Corrected		
assessment	10.43	63,500
Difference	9.39	10,800

2014 Tax Dollars \$226.26 based on 2014 mil rate 20.95

Abatement Summary

In summary, we have concluded abatements for an error in title for the 9.39 acres assessed to Mr. Jeremy Bennet, actually owned by Janet and William Randall, are warranted and support the abatement requests made by Mr. Bennett in the following amounts;

- 2014 -\$226.26
- 2015 \$232.58



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: June 5, 2017

Author: Doug Greene, Urban Development Specialist, Economic and Community Development

Subject: Response to Council Directive to Release RFP for AGRP Study

Information: At the November 7, 2016 City Council meeting, a motion to fund \$40,000 towards a study of Auburn's Agricultural District failed to get a second. Consequently, a motion was made and passed 5-1 to direct Staff to release an RFP seeking proposals for the study but not to authorize funding. The Staff prepared and released an RFP and received 2 proposals, one from Small Fish Consultants for (\$39,067) and the other from Crossroads Resource Center (\$50,695). The Staff is ready to present the proposals to the City Council.

The Staff reviewed the 2 proposals and ranked them according to the scoring criteria contained in the RFP. Both proposers met the submission requirements of the RFP as well as the scope of work. Crossroads Resource Center was clearly the better proposal. The scoring was SmallFish – 75 and Crossroads Resource Center – 90. The Staff score sheet is attached.

Ken Meter and Megan Phillips Goldenberg, the consultants for Crossroads Research Center have assisted numerous local food systems in 126 regions in 39 states. They are currently working in Maine helping the Cumberland County/Portland area develop a food hub program. Just as important, is their understanding of the "five-decade success in protecting (Auburn's) farmland.....We are even more impressed that the City is reaching out for additional expertise to assist as it adapts to a new era in agriculture." In addition to their very strong body of work and deep understanding of the challenges of farming, they also "understand there have been concerns in the community regarding bringing in outside consultants for what is often perceived as a local matter....we find this situation ripe for a neutral party who can accept all viewpoints fairly." (page 1 of proposal)

Advantages: Crossroads Research Center has submitted a proposal that will meet the scope and goals of the Study to Enhance Auburn's Agricultural and Resource Sector. The Agriculture and Resource Protection District has tremendous potential to expand agricultural and resource production but needs to be evaluated to fully realize that potential.

Disadvantages: The timing of the outreach to land owners and farmers needs to better coincide with their traditional "down" time in late fall and winter.

City Budgetary Impacts: The proposal recommended by Staff would require \$40,695 in city funding that would be supplemented by the Environmental Funder's Network contribution of \$10,000.

Staff Recommended Action: Staff recommends accepting the Crossroad Research Center proposal and funding the proposal for a total cost of \$50,695.

Previous Meetings and History: The City Council directed Staff to develop a Study of the AGRP District back in 2015. The proposed study has been discussed periodically by the Council since then in 2016 and now in 2017.

Attachments: 1.) Council minutes from 11/7/16, 2.) RFP for a "Study to Enhance Auburn's Agricultural and Resource Sector", 3.) Proposal from SmallFish, 4.) Proposal from Crossroads Research Center, 5.) Staff scoring

XXXI. Minutes

October 17, 2016 Regular Council Meeting

Motion was made by Councilor Walker and seconded by Councilor Gilbert to accept the minutes of the October 17, 2016 meeting as presented. Passage 6-0.

III. Communications, Presentations and Recognitions

- Proclamation Extra Mile Day
- **IV. Open Session** Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.

Joe Gray, Sopers Mill Road, thanked staff for doing a great job with the follow up on an issue that was discussed at the last Council meeting.

Bob Spencer, commented on the public meeting that will be held in regards to the Agricultural Zone study. He would like the discussion to include people that are looking to buy property in the South Auburn area, he would also like there to be a time limit set on how long people can speak during the public comment period, and he would like to see someone other than the Mayor run that meeting.

Wayne Souza, Auburn resident – commented on the amount of exhaust caused from the number of vehicles that are driven in the Auburn area.

V. Unfinished Business

1. Ordinance 09-10172016

Amending the zoning map in the area of 1863 Pownal Road. First reading.

Motion was made by Councilor Pross and seconded by Councilor Stone to postpone this item again until the December 5, 2016 meeting. Passage 6-0.

41. Order 72-10172016

Authorizing the Finance Director to appropriate \$40,000 of unallocated bond proceeds for the purpose of funding the necessary technical assistance to complete a study and plan of Auburn's Agricultural and Resource Protection District.

IN COUNCIL REGULAR MEETING NOVEMBER 7, 2016 VOL. 34 PAGE 291

Motion was made by Councilor Pross. There was no second.

Motion was made by Councilor Pross and seconded by Councilor Walker authorizing City Staff to issue an RFP (Request for Proposal) for the purposes of soliciting proposals to complete a study of Auburn's Agricultural and Resource Protection District without the authorization of funding.

Public comment:

Dan Herrick, 470 Hatch Road, said that he wants no part of this study.

Kirsten Walter, St. Mary's Nutritional Center, said that she has spoken to farmers who are supportive of the study if it is looking at the broader picture rather than just looking at the ordinance.

Passage 5-1 (Councilor Stone opposed).

42. Ordinance 10-10172016

Amending Chapter 60, Article XVI, Division 2, Subdivision 1, Sec. 60-1301 (4) to update references to State Stormwater Standards to allow the City to maintain Delegated review Authority. Second reading.

Motion was made by Councilor Pross and seconded by Councilor Walker for passage of Ordinance 10-10172016.

Public comment-no one from the public spoke. Passage 6-0. A roll call vote was taken.

VI. New Business

43. Order 77-11072016

Waiving fees for the annual Sixth Street Congregational Church Fair and Bake Sale.

Motion was made by Councilor Stone and seconded by Councilor Walker for passage of Order 77-11072016.

Public comment-no one from the public spoke. Passage 6-0.

44. Order 78-11072016

Reimbursing St. Dom's Academy for the Flea Market/Craft Fair fees for their annual St. Dom's Holiday Festival held on 11/5/2016.

Motion was made by Councilor Titus and seconded by Councilor Walker for passage of Order 78-11072016.

Public comment-no one from the public spoke. Passage 6-0.

45. Order 79-11072016

Adopting the Program Guidelines for the Storefront Traffic Accelerates Revitalization (Star Program). Public hearing.

IN COUNCIL REGULAR MEETING NOVEMBER 7, 2016 VOL. 34 PAGE 292

Motion was made by Councilor Titus and seconded by Councilor Stone for passage of Order 79-11072016.

Public hearing – no one from the public spoke. Passage 6-0.

46. Order 80-11072016

Adopting the Neighborhood Challenge Grant Guidlines. Public hearing.

Motion was made by Councilor Titus and seconded by Councilor Walker for passage of Order 80-11072016.



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

March 15, 2017

To All Interested and Qualified Consultants,

The City of Auburn, a municipal corporation (hereinafter "the City") is accepting written proposals for consulting services and technical expertise to assist the City in developing a "Study to Support and Enhance Auburn's Agricultural and Resource Sector".

The selection of a consultant will be based on the proposal that best serves the interests of the City. The City reserves the right to accept any proposal, in whole or in part, to achieve the best outcome as determined by the City at its sole discretion. The City also reserves the right to reject any or all proposals, or to waive any irregularities. The City also reserves to itself the exclusive right to accept any proposals when it is deemed by the City to be in its best interest. The City is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. Consultants shall be current on all amounts due to the City prior to the City entering into a contract.

Six (6) copies of the qualifications and proposal package (including a digital copy) must be clearly marked: "Study to Support and Enhance Auburn's Agricultural and Resource Sector" Bid # 2017-027" and delivered to:

Eric Cousens, Project Lead
Deputy Director, Economic and Community Development
60 Court Street
Auburn, ME 04210
207-333-6601 ext. 1154 Email: ecousens@auburnmaine.gov

A mandatory pre-bid meeting will be held on <u>Wednesday</u>, <u>March 29, 2017</u> at 1:30 pm in the Community Room, 2nd floor, Auburn City Hall. Interested parties can arrange to participate in the pre-bid meeting via conference call if unable to attend. All questions shall be directed in writing to the above office and must be received by 4:00 p.m. local time on <u>Friday</u>, <u>March 31</u>, 2017. All questions will be answered by 4:00 p.m. local time on <u>Tuesday</u>, <u>April 4, 2017</u> and emailed to all interested parties. Any firm interested in submitting a qualification package for this work shall notify the Project Lead by 4:00 p.m. local time on <u>Friday</u>, <u>April 7, 2017</u> in order to assure that any changes can be properly disseminated to all interested parties. Completed packages must be delivered by 4:00 p.m. local time on <u>Friday</u>, <u>April 14, 2017</u>. Submittals delivered after the deadline will not be considered. The proposals will be opened on <u>Tuesday</u>, <u>April 18, 2 p.m.</u> in the Auburn City Hall Community Room (2nd Floor).

PROJECT TIMELINE:

1.	Distribution (target date)	Wednesday		3/15/17
2.	Pre-Bid meeting	Wednesday,	1:30 p.m.	3/29/17
3.	Questions in by	Friday,	4 p.m.	3/31/17
4.	Staff Answers by	Tuesday,	4 p.m.	4/4/17
5.	Last date to contact staff	Friday,	4 p.m.	4/7/17
6.	Deadline to qualify to submit	Friday	4 p.m.	4/14/17
7.	Proposal/Bid Opening	Tuesday	2 pm.	4/18/17
8.	Interviews	Week of Apr	il 24-28	

Selection Process-

The selection of a consultant will be based on the proposal that best serves the interests of the City. The City reserves the right to accept any proposal, in whole or in part, to achieve the best outcome as determined by the City at its sole discretion. The City also reserves the right to reject any or all proposals, or to waive any irregularities. The City also reserves to itself the exclusive right to accept any proposals when it is deemed by the City to be in its best interest. The City is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. Consultants shall be current on all amounts due to the City prior to the City entering into a contract.

Proposals will be opened on <u>Tuesday</u>, <u>April 18, 2017</u>, <u>2 p.m. in the Community Room</u>, <u>2nd Floor</u>, <u>Auburn City Hall</u>, then reviewed and ranked by a selection committee in accordance to the criteria listed below. Following the evaluation, the City may conduct interviews with the highest rated proposals to clearly understand qualifications and the submitted proposal prior to awarding a contract. If required, potential consultants will be called in for an interview on during the week of April 17 through 21.

Selection Criteria:

- A. Specific experience with similar projects (20 points)
- **B.** Background and experience of staff members who would be assigned to the job (20 points)
- C. References (10 points)
- **D.** Overall strength of the proposal as listed in Proposal Requirements "G" (30 points)
- E. Fee (20 points)

Sincerely,

Eric Cousens, Project Lead

Deputy Director, Economic and Community Development Department



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

CONDITIONS AND INSTRUCTIONS TO BIDDERS

- 1. Bidders shall use the enclosed bid form for quotations. Whenever, in bid forms, an article is defined by using a trade name or catalog number, the term "or approved equal", if not inserted, shall be implied.
- 2. Award will be made on a basis of each item addressed, or as a group, whichever is in the best interest of the City. Prices stated are to be "delivered to destination".
- 3. Bid proposals must be completed in full, in ink and must be signed by firm official. Bid proposal **must be notarized** prior to bid being sealed and will be disqualified if not notarized. Bids may be withdrawn prior to the time set for the official opening
- 4. Bids will be opened publicly on <u>Tuesday</u>, <u>April 18, 2 p.m.</u> in the Auburn City Hall Community Room (2nd Floor). Bidders or representatives may be present at bid opening.
- 5. Awards will be made to the lowest responsible bidder, considering the quality of the proposal, date of delivery, cost which meets the scope of work and is in the best interest to the City of Auburn.
- 6. All transportation charges, including expense for freight, transfer express, mail, etc. shall be prepaid and be at the expense of the vendor unless otherwise specified in the bid.
- 7. The terms and cash discounts shall be specified. Time, in connection with discount offered, will be computed from date of completion after final inspection and acceptance or from date of correct invoice, whichever is later.
- 8. The City is exempt from payment of Federal Excise Taxes on the articles not for resale, Federal Transportation Tax on all shipments and Maine Sales Tax and Use Taxes. Please quote less these taxes. Upon application, exemption certificate will be furnished with the Purchase Order when required.
- 9. No contract may be assigned without the written consent of the Purchasing Director or his designate. The contract shall not be considered valid until a purchase order has been issued to the successful bidder.
- 10. Please state "2017 "Study to Support and Enhance Auburn's Agricultural and Resource Sector".— Bid # 2017-027", on submitted, sealed envelope.
- 11. The City of Auburn reserves the right to waive any formality and technicality in bids whichever is deemed best for the interest of the City of Auburn.

GENERAL CONDITIONS

1. Equal Employment Opportunity

The City of Auburn is an Equal Opportunity Employer and shall not discriminate against an applicant for employment, and employee or a citizen because of race, color, sex, marital status, physical and/or mental handicap, religion, age, ancestry or natural origin, unless based upon a bona-fide occupation qualification. Vendors and contractor or their agents doing business with the City shall not violate the above clause or the Civil Rights Acts of 1964. Violations by vendors shall be reviewed on a case-by-case basis and may mean an automatic breach of contract or service to the City of Auburn.

2. Save Harmless

The Bidder agrees to protect and save harmless the owner from all costs, expenses or damages that may arise out of alleged infringement of patents of materials used.

3. Subcontracting

The Bidder shall not subcontract any part of the work or materials or assign any monies due it without first obtaining the written consent of the municipality. Neither party shall assign or transfer its interest in the contract without the written consent of the other party.

4. Warranty

The Bidder warrants that all work will be of good quality and free from faults and defects, and in conformance with the specifications. All work not so conforming to these standards may be considered defective. The Bidder agrees to be responsible for the acts and omissions of all of its employees and all subcontractors, their agents and employees, and all other persons performing any of the work under a contract with the Bidder.



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BID PROPOSAL FORM

Due: Friday, April 14, 2017 4:00 p.m. local time

To: Eric Cousens, Project Lead

Deputy Director, Economic and Community Development

60 Court Street Auburn, ME 04210

207-333-6601 ext. 1154 Email: ecousens@auburnmaine.gov

The undersigned individual/firm/business guarantees this price for Thirty days (30) from the bid due date. The undersigned submits this proposal without collusion with any other person, individual, or firm or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the City of Auburn, Maine. By signing this bid form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above.

Signature	Name (print)
Title	Company
Address	
Telephone No	
Email Address:	
STATE OF MAINE	
, SS.	Date:
Personally appeared and acknowle in his/her capacity and the free ac	edged the foregoing instrument to be his/her free act and deed and deed of said company.
	Notary Public
	Print Name
	Commission Expires

"Study to Support and Enhance Auburn's Agricultural and Resource Sector".

Current Setting- Rural Auburn has a unique Agricultural and Resource Protection (AGRP) zoning district, which has been in place since the early 1960's that contains over 40% of the city's land area, or over 20,000 acres. (See attached Map 1) The purpose and intent of the AGRP zoning regulations (See attachment 2) has been to manage development and to promote food, agricultural, timber and natural resource production and uses. The AGRP zoning regulations have significantly restricted development for the last 50 plus years. Today however, the nature and trends of farming and food production have drastically changed. : In response, Auburn desires to strengthen its natural resource-based economy (farming, timber, food businesses, etc) and better integrate this sector into community planning and City-wide priorities. In order to do so, the City requires a better understanding rural land owner needs and goals; the identification of opportunities for additional support and/or investment, and greater understanding of existing barriers and potential solutions and strategies.

Values Statement- The selected consultant is asked to use the following Values Statement as a foundation of its work; "The City of Auburn values its agricultural heritage, protects the natural beauty of its land, and promotes locally grown food, raising livestock, managing forests and natural resource-based businesses."

Scope of Services

- A. Staff Role- The staff will:
 - Oversee a selection process for the selection of consultants
 - Assist consultants in obtaining data from, city, county and state sources
 - Facilitate arrangements for and participate in public meetings
 - Oversee a city website dedicated to the Rural Land Capability Study
 - Provide project oversight
- B. Consultant Role- A selected consultant or consultant group will:
 - Facilitate stakeholder and public meetings
 - Conduct rural property owner interviews and surveys
 - Submit a preliminary report on the public meetings, interviews and surveys
 - Assist in gathering input from the Maine Department of Agriculture, Forestry and Conservation, the Maine Farmland Trust, St. Mary's Nutrition Center, and Cultivating Community on agricultural trends in the State of Maine
 - Conduct an assessment and report on Auburn's existing Agricultural and Resource Protection district regulations, other local, state or regional rural regulations, the impacts of those regulations whether intended or not, and rural economic and social conditions
 - Explore the economic and community development possibilities of Auburn's Rural Lands and its potential to complement downtown living and development
 - Prepare a preliminary report with alternatives for public consideration
 - Prepare a final report with recommendations and implementation plan to overcome obstacles to Auburn's rural economy
 - Provide an implementation plan for the long term management of Auburn's Rural Lands



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Goals of the Study

- A. Gain an understanding of how rural agricultural, forestry and natural resource producers and property owners are utilizing their land, what their future plans are and find out if there are barriers to successful operations through property owner interviews and surveys.
- B. Build a broad community and stakeholder consensus on the future of Auburn's Rural Lands through an open public forum and readily available study information.
- C. Determine the economic and community development potential for Auburn's Rural Lands, both at the local and regional level and implement policies and regulations that meet that potential and align with the Values Statement.

Deliverables of the Study

- A. Database of property owners and a summary report of interviews that includes identified barriers and opportunities for agriculture, food and natural resource business development.
- B. Demonstrated involvement of agriculture, food, and natural resource businesses and stakeholders. Public meetings are held; input is gathered and utilized in final report.
- C. Final report with recommendations and implementation strategy for Council action to maximize rural Auburn's community and economic development potential. The report will also identify additional areas of analysis/information needed.

Proposals Requirements-

Proposals must be submitted in accordance with the following instructions. Please mark sealed envelopes plainly: "Study to Support and Enhance Auburn's Agricultural and Resource Sector", Bid # 2017-027."

- A. Letter of Transmittal: Provide a brief letter summarizing qualification and project understanding.
- B. Title Page: Show the submittal subject, name of firm, local address, telephone number, name of contact person and date.
- C. Table of Contents: Include a clear identification of the materials by section and by page number.
- D. Company Profile: Provide an overview of the company including location, number of staff, and describe the services the firm provides.
- E. Project Team: Identify the project team members that will be assigned to the project and their capabilities.
- F. Relevant Experience/Qualifications: Provide information regarding the company's relevant experience related to the services required for the proposed project.
- G. A proposal summary or statement that articulates an understanding of the situation and potential approaches to the study along with any other information that would be useful to the City in evaluating your proposal.
- H. Project timeline
- I. Fee compensation broken into associated tasks; along with hourly fees with standard billing rates.
- J. Submission of a completed Bid Proposal Form.

The proposals are due on Friday, April 14 2017, 4 p.m. local time

Selection Process-

The selection of a consultant will be based on the proposal <u>that best serves the interests of the City</u>. The City reserves the right to accept any proposal, in whole or in part, to achieve the best outcome as determined by the City at its sole discretion. The City also reserves the right to reject any or all proposals, or to waive any irregularities. The City also reserves to itself the exclusive right to accept any proposals when it is deemed by the City to be in its best interest. The City is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. Consultants shall be current on all amounts due to the City prior to the City entering into a contract.

Proposals will be opened on <u>Tuesday</u>, <u>April 18, 2017</u>, <u>2 p.m. in the Community Room</u>, <u>2nd Floor</u>, <u>Auburn City Hall</u>, then reviewed and ranked by a selection committee in accordance to the criteria listed below. Following the evaluation, the City may conduct interviews with the highest rated proposals to clearly understand qualifications and the submitted proposal prior to awarding a contract. If required, potential consultants will be called in for an interview on during the week of

Selection Criteria:

- A. Specific experience with similar projects (20 points)
- B. Background and experience of staff members who would be assigned to the job (20 points)
- C. References (10 points)
- D. Overall strength of the proposal as listed in Proposal Requirements "G" (30 points)
- E. Fee (20 points)

Please be sure to specifically address the selection criteria noted above in your proposal.

Documents and reference materials can be obtained electronically on the City of Auburn's website http://www.auburnmaine.gov/Pages/Government/Bid-Notices Inquiries regarding this Request for Proposals should be directed to Eric Cousens, Deputy Director, Economic and Community Development Department for the City of Auburn, via email at ecousens@auburnmaine.gov or telephone (207) 333-6601, ext. 1154.

A mandatory pre-bid meeting will be held on <u>Wednesday</u>, <u>March 29</u>, <u>2017</u> at 1:30 pm in the Auburn City Hall Community Room, second floor. Interested parties can arrange to participate in the pre-bid meeting via conference call if unable to attend.

Six (6) copies of the proposal must be delivered on or before Friday, April 14, 2017 4 p.m. local time to:

Eric Cousens, Deputy Director, Economic and Community Development Department 60 Court Street Auburn, ME 04210 207-333-6601 ext.1154



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

No proposals will be accepted after the time and date listed above.

Proposals will be opened on <u>Tuesday</u>, <u>April 18, 2017</u> at 2 p.m. in the Community Room, 2nd Floor, Auburn City Hall.

Sincerely,

Eric Cousens, Project Lead

Deputy Director, Economic and Community Development Department

City of Auburn

SAMPLE AGREEMENT¹

THIS AGREEMENT is made this ### day of Month Year, by and between the CITY OF AUBURN, a municipal corporation existing under the laws of the State of Maine and located in the County of Androscoggin, State of Maine (hereinafter "CITY"), Company Name, Address, EIN, (hereinafter "CONTRACTOR"),

WITNESSETH:

In consideration of the mutual covenants and conditions contained herein, the CITY and the CONTRACTOR agree as follows:

SPECIFICATIONS:

1. The CONTRACTOR shall furnish all of the material and perform all of the work shown on the drawings and described in the specifications entitled: Bid # XXXXX Bid Title which are attached hereto and made a part hereof, and the CONTRACTOR covenants that it shall do everything required by this Agreement, the Special Provisions of the Agreement, the Invitation to Bid and the Specifications in return for payment as provided herein.

COMPLETION DATE:

2. The work to be performed under this Agreement shall be commenced by Month day, year and fully completed on or before Month day, year.

CONTRACT PRICE:

3. The CITY shall pay the CONTRACTOR for the performance of the Agreement the sum of \$XXX

PERFORMANCE BOND:

4. If required by the City, the CONTRACTOR shall furnish to the CITY at the time of the
execution of this Agreement a performance bond and a labor and material payment bond each in
the amount of \$Dollar amount or N/A (whichever applies) executed by a surety company
satisfactory to the CITY, guaranteeing the performance and payment by the CONTRACTOR.
Yes, Required (Initials:) No, Waived (Initials)

GUARANTEE:

5. The CONTRACTOR shall guarantee his work against any defects in workmanship and materials for a period of one year from the date of the CITY's written acceptance of the project.

¹ To be modified based on selected consultant and scope of work



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PERMITS AND LICENSES:

6. Permits and licenses necessary for the prosecution of the work shall be secured and paid by the CONTRACTOR.

CITY'S RIGHT TO TERMINATE CONTRACT:

7. If the CONTRACTOR should be adjudged a bankrupt, or if it should make a general assignment for the benefit of creditors, or if a receiver should be appointed on account of its insolvency, or if it should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to supply enough properly skilled workmen or proper materials, or if it should fail to make prompt payment to subcontractors or for material or labor, or persistently disregard laws, and ordinances, or otherwise be guilty of a substantial violation of any provision of the Agreement, then the CITY when sufficient cause exists to justify such action, may, without prejudice to any other right or remedy and after giving the CONTRACTOR, and his surety, seven (7) days written notice, terminate the employment of the CONTRACTOR and take possession of the premises and of all materials, tools and appliances thereon and finish the work by whatever method it may deem expedient. In such case the CONTRACTOR shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the Agreement price shall exceed the expense of the finishing the work, including compensation for additional architectural, managerial and administrative services, such excess shall be paid to the CONTRACTOR. If such expense shall exceed such unpaid balance, the CONTRACTOR shall pay the difference to the CITY.

CONTRACTOR'S LIABILITY INSURANCE:

8. The CONTRACTOR shall not commence work under this Agreement until he has obtained all insurance required under this paragraph and such insurance has been approved by the CITY, nor shall the CONTRACTOR allow any subcontractor to commence work on his subcontract until all similar insurance required of subcontractor has been so obtained and approved. It is a requirement that the CITY be named as an Additional Insured on the General Liability and Automobile Liability policies.

Commercial General Liability to include products and completed operations, and blanket contractual. The limits of liability shall be as follows:

Bodily Injury and Property Damage	\$1,000,000
Personal Injury and Advertising Injury	\$1,000,000
Per Project Aggregate	\$1,000,000
General Aggregate	\$2,000,000
Products and Completed Operations Aggregate	\$2,000,000
Medical Payments	\$10,000

(b) Business Automobile Liability

The CONTRACTOR shall maintain and cause all sub-contractors and lower tier contractors to maintain business automobile liability insurance covering all owned non-owned, leased, rented or hired automobiles (symbol 1). The limits of liability shall be as follows:

Bodily Injury and Property Damage

\$1,000,000

Automobile physical damage coverage shall be at the option of the CONTRACTOR, all sub-contractors and lower tier contractors. The CITY shall not be liable for physical loss or damage to any owned, non-owned, leased, rented or hired automobile.

Workers' Compensation Insurance

The CONTRACTOR shall maintain and cause all sub-contractors and lower tier contractor's to maintain Workers' Compensation and Employers Liability in accordance with the laws and regulations of the State of Maine. The limits of liability provided shall be as follows:

Coverage A:

Statutory

Coverage B:

\$100,000/\$500,000/\$100,000

Professional Liability

If the CONTRACTOR is an Architect, Engineer or Surveyor, they shall maintain a policy of insurance to pay on their behalf whatever amounts that may become legally required to pay on account of an error, omission or negligent act.

Limits of Liability shall be as follows:

\$1,000,000 per occurrence and in the aggregate site specific.

It is a requirement that this policy be maintained for a period of three (3) years following completion of the project.

Certificates of Insurance of the types and in the amounts required shall be delivered to the CITY prior to the commencement of any work by the CONTRACTOR, subcontractor or lower tier contractor or any person or entity working at the direction or under control of the CONTRACTOR. The CONTRACTOR shall assume the obligation and responsibility to confirm insurance coverage for all sub-contractors or lower tier contractors who will participate in the project.

The Certificate of Insurance and the policies of insurance shall include a sixty (60) day notice to the CITY of cancellation, non-renewal or material change in coverage or form.

The CONTRACTOR and his surety shall indemnify and save harmless the CITY, his officers and employees from all suits, actions or claims of any character brought because of any injuries



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or damage received or sustained by any person, persons or property on account of the operations of the said CONTRACTOR; or on account of or in consequence of any neglect in safeguarding

the work; or through use of unacceptable materials in construction of the work; or because of any act or omission, neglect, or misconduct of said CONTRACTOR; or because of any claims or amounts recovered from any infringements or patent trademark, or copyright; or from any claims or amounts arising or recovered under the "Workmen's Compensation Act" or of any other law, ordinance, order or decree; and so much of the money due to the said CONTRACTOR under and by virtue of his/her contract as shall be considered necessary by the CITY for such purpose, may be retained; or in case no money is due, his surety may be held until such suit or suits, action or actions, claim or claims, for injuries or damages as aforesaid shall have been settled and suitable evidence to that effect furnished to the CITY.

Waiver of Subrogation

Payment of any claim or suit including any expenses incurred in connection therewith by the CITY, or any insurance company on behalf of the CITY shall not constitute a waiver of subrogation against the CONTRACTOR, sub-contractors or any lower tier contractor in the event that such claim or suit was caused by or contributed to as a result of the negligent acts of the CONTRACTOR, any sub-contractors or lower tier contractors.

Construction Agreement

The CONTRACTOR shall and does hereby agree to indemnify, save harmless and defend the CITY from the payment of any sum or sums of money to any person whomsoever on account of claims or suits growing out of injuries to persons, including death, or damages to property, caused by the CONTRACTOR, his employees, agents or sub-contractors or in any way attributable to the performance and execution of the work herein contracted for, including (but without limiting the generality of the foregoing), all claims for service, labor performed, materials furnished, provisions and suppliers, injuries to persons or damage to property, liens, garnishments, attachments, claims, suits, costs, attorney's fees, costs of investigation and defense. It is the intention of this paragraph to hold the CONTRACTOR responsible for the payment of any and all claims, suits, or liens, of any nature character in any way attributable to or asserted against the CITY, or the CITY and the CONTRACTOR, which the City may be required to pay. In the event the liability of the CONTRACTOR shall arise by reason of the sole negligence of the CITY and/or the sole negligence of the CITY's agents, servants or employees, then and only then, the CONTRACTOR shall not be liable under the provisions of this paragraph.

DAMAGES:

9. The CONTRACTOR shall defend, indemnify and save harmless the CITY and all persons acting for or in behalf of it against all claims for injuries (including death), loss or damage, arising out of the performance out this contract.

LIENS:

10. Neither the final payment nor any part of the retained percentage shall become due until the CONTRACTOR, if required, shall deliver to the CITY a complete release of all liens arising out of the Agreement, or receipts in full in lieu thereof and, if required in either case, an affidavit that so far as it has knowledge or information the releases and receipts include all the labor and material for which a lien could be filed; but the CONTRACTOR may, if any SUB-CONTRACTOR refuses to furnish a release or receipt in full, furnish a bond satisfactory to the CITY to indemnify it against any lien. If any lien remains unsatisfied after all payment are made, the CONTRACTOR shall refund to the CITY all moneys that the latter may be compelled to pay in discharging such a lien, including all costs and a reasonable attorney's fee.

ASSIGNMENT:

11. Neither party to the Agreement shall assign the Agreement or sublet it as a whole without the written consent of the other, nor shall the CONTRACTOR assign any moneys due or to become due to it hereunder, without the previous written consent of the CITY.

SUBCONTRACTS:

12. The CONTRACTOR shall not sublet any part of this Agreement without the written permission of the CITY. The CONTRACTOR agrees that it is as fully responsible to the CITY for the acts and omissions of its SUB-CONTRACTORS and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by it.

USE OF PREMISES:

13. The CONTRACTOR shall confine its apparatus, the storage of materials and operations of its workers to limits indicated by law, ordinance and permits and shall not otherwise unreasonably encumber the premises with its materials. If any part of the project is completed and ready for use, the CITY may, by written and mutual consent, without prejudice to any of its rights or the rights of the CONTRACTOR, enter in and make use of such completed parts of the project. Such use or occupancy shall in no case be construed as an acceptance of any work or materials.

CLEANING UP:

14. The CONTRACTOR shall at all times keep the premises free from accumulation of waste materials or rubbish caused by its employees or work, and at the completion of the work it shall remove all its rubbish from and about the project, and all its tools, scaffolding and surplus materials and shall leave its work "broom-clean" or its equivalent, unless more exactly specified. In case of dispute, the CITY may remove the rubbish and charge the cost to the CONTRACTOR.



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PAYMENTS:

15. Unless otherwise agreed to, the CITY shall make payments on account of the Agreement as follows:

Within 30 days, as invoices are submitted for work completed to the satisfaction of the CITY.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

BY:		BY:	
	Witness		Finance Director
BY:		BY:	
	Witness		Contractor





Producing results that last and solutions that matter.

Eric Cousens, Project Lead
Deputy Director, Economic and Community Development
60 Court Street
Auburn, ME 04210

April 14, 2014

Dear Eric:

Thank you for the opportunity to submit the attached proposal for consulting services for the City of Auburn "Study to Support and Enhance Auburn's Agricultural and Resource Sector" Bid # 2017-027. As described in the RFP, the primary goal of this study is to work with the Auburn community and stakeholders in developing credible information that can inform policies, regulations and public investments that support the city's agricultural heritage, protect the natural beauty of its land and promote locally grown food, raising livestock, managing forests and natural resource-based businesses.

Our experience includes:

- Stakeholder Engagement Processes
- Focus Groups and Stakeholder Interviews
- Strategic Planning
- Survey Research
- Large and small group facilitation, including public forums
- Project Design & Management
- White Papers

The proposed Scope of Work and Services is based on our understanding of your organization's needs from the materials shared during this process. We welcome the opportunity to discuss how we can tailor these to meet your unique goals.

For further information, please contact me at (207) 592-4369 or tanya@smallfishcg.com.

Very sincerely,

Tanya Swain

City of Auburn Study to Support and Enhance Auburn's Agricultural and Resource Sector

Bid # 2017-027

PROPOSAL FOR SERVICES

SUBMITTED BY



SmallFish Consulting Group

PO Box 303, Farmington, ME 04938
Contact: Tanya Swain | (207) 592-4369 | tanya@smallfishcg.com

April 14, 2017

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COMPANY PROFILE

Tanya Swain & Tricia Cook have been colleagues for over 12 years. Together they managed Western Mountains Alliance, a nonprofit organization supporting economic and community development projects in four counties in western Maine. In 2014, they launched Small Fish Consulting Group, LLC to meet the needs of organizations, government agencies and businesses for organizational development and project support. The company's principals operate primarily from home office space in Farmington and Livermore Falls with access to meeting space on an as needed basis at 165 Front Street in Farmington.

SmallFish Consulting Group provides organizational development, strategic planning, project management and implementation support and its principals have experience conducting participatory planning processes, survey research and stakeholder interviews and analysis. While the company has worked with organizations ranging from waste management to faith-based groups, its principals have extensive experience working with agricultural and natural-resourced based businesses and organizations. With two decades shared experience working in numerous communities, the company's principals appreciate from a practitioner's vantage point that every project and challenge has its own unique nuances specific to culture and place.

The company's business mailing address is PO Box 303, Farmington, ME 04938 and more information can be found on the organization at www.smallfishcg.com.

PROJECT TEAM

Tanya Swain has spent over 15 years working in the nonprofit sector and brings extensive experience with project design, management and implementation. In addition to her work with SmallFish Consulting Group, she currently serves as project director for the Maine Food Strategy, a grassroots food systems initiative that recently published the *Maine Food Strategy Framework: A Tool for Advancing Maine's Food System*. Tanya's previous experience includes serving as the executive director of the Western Mountains Alliance where she coordinated a regional public forum series, facilitated a county agricultural task force and, with colleague, Tricia Cook, developed a program that helped launch some of the state's first virtual markets for farm products. She resides in Farmington and holds a Masters in Public Policy and Management from the University of Southern Maine.

Tricia Cook came to community and economic development through her work in family literacy and adult education. Her experience includes citizen-based economic revitalization efforts, farm work and coordination of a mobile farmers' market (The Good Food Bus). Before launching SmallFish Consulting Group, she was a program coordinator at the Western Mountains Alliance where she administered and created training materials for Get Fresh Net, a soup to nuts training program that helped groups of consumers and farmers build online farm markets and buying clubs and develop related governance systems to manage these markets over time. She holds a B.A. in Women Studies and a B.S. in Public Administration.

EXPERIENCE & QUALIFICATIONS

- Stakeholder Engagement Processes
- Focus Groups and Stakeholder Interviews
- Strategic Planning
- Survey Research
- Large and small group facilitation, including public forums
- Project Design & Management
- White Papers

PROJECT STATEMENT OF PURPOSE

As described in the Request for Proposals for the *Study to Support and Enhance Auburn's Agricultural* and *Resource Sector*, the primary goal of this study is to work with the Auburn community and stakeholders in developing credible information that can inform policies, regulations and public investments that support the city's agricultural heritage, protect the natural beauty of its land and promote locally grown food, raising livestock, managing forests and natural resource-based businesses.

As part of Maine's second largest metro region, the City of Auburn's Agricultural and Resource Protection District is unique in the proportion of Auburn's land base it dedicates to natural resourced based activities. When the district was created, over 105,900 acres were in farmland in Androscoggin County and the district's land base would have conserved a portion of land equal in size to nearly 20 percent of all farmland in the county. Today, the county has about 56% less land in farms, with the average farm size at 128 acres, down from nearly 169 in 1964. Reflecting national trends, the county has seen growth in very small and very large farms. When the AGRP District was formed, Androscoggin County reported no farms over 1,000 acres; in the last Ag Census, there were 8.

For more than a decade, consumer interest in sustainably produced, regional and local foods has been growing and presents both opportunities and challenges for communities such as Auburn. We understand that the Agricultural & Resource Protection District (AGRP) was created to advance a set of objectives:

- o preserving and enhancing the agricultural heritage of Auburn
- o protecting the City's natural resources and scenic open space
- o maintaining the economic value of the land
- o maintaining the potential for appropriate future development

Activities outlined in the proposed Scope of Work below are focused on assisting the City of Auburn in answering several key questions related to these values:

- 1. At this point in time, how well does the Agricultural / Rural District meet its stated objectives?
- 2. How has the current zoning affected the growth and viability of agricultural and natural-resource based operations?
- 3. What trends and opportunities are natural resource-based businesses seeing on the horizon?

4. Are there changes to policies, regulations or public investment opportunities that could further support and enhance farms, agricultural and natural resourced businesses in Auburn?

Our statement of purpose for this study assumes that the City of Auburn remains committed to the original objectives of the AGRP. In addition to providing this information, the Scope of Work also proposes methods for stakeholder engagement that are designed to produce a transparent and credible process that generates broad support for any subsequent decisions that may affect the AGRP or other municipal policies.

SCOPE OF WORK

Deliverables as listed in the Request for Proposals are:

- 1. A database of property owners in the AGRP.
- 2. A summary report of property owner interviews which includes identified barriers and opportunities for agriculture, food and natural resource business development.
- 3. Implementation of a stakeholder engagement process that involves agriculture, food and natural resource businesses and stakeholders and public meetings.
- 4. A final report with recommendations and an implementation strategy for Council action to maximize rural Auburn's community and economic development potential and to include areas where additional analysis / information is needed.

The proposed activities below were designed to produce these deliverables based on our current understanding of the City of Auburn's needs and to provide a framework for how SmallFish Consulting Group expects to approach this project.

Proposed Activities

1. Research to Develop Property Owner Database

Consultants would work with City staff to determine information to be included in the database and preferred software to be used for the project and would be responsible for research related to this deliverable.

2. Coordinate Study with Input from Community Advisory Group

We would recommend that the City consider creating a 9 to 11 member Community Advisory Group with representation from the planning board, conservation commission, landowners of different scales in the AGRP District, ag-related businesses operating in the ARD or the city at large, nonprofit and industry group such as the Androscoggin Chapter of Farm Bureau, and the Good Food Council of Lewiston-Auburn. The role of this group is described in detail in the Proposed Activities below.

Schedule of Meetings – Community Advisory Group

June/July 2017	June/July 2017 Review project timeline and scope of work.		
August	Participate in public meeting on the study.		
August	Review & finalize indicators and survey.		
	Review survey report and identify next steps.		
January 2018	Participate in public meeting to present survey findings and provide overview of next steps.		
March	Review input from stakeholder interviews and identify additional research needs on alternative zoning options or other information TBD.		
April	April Review final report.		
May	Participate in public meeting to present final report and recommendations		

3. Develop indicators to assess the current AGRP District and focus research on these areas. Indicators are data points or trends that can be used to illuminate movements towards or away from a desired outcome. The consultants would work with the Community Advisory Group to develop indicators for each AGRP objective. These indicators will reflect information on how well the district is accomplishing or supporting the objectives it was created for, and will help illuminate areas where changes or revisions to existing policies may provide more effective options for advancing the community's priorities.

Quantitative Indicators for the AGRP might include:

- Percent change in land in active agriculture or natural resource based business in and out of the district over a given period of time;
- Quality and suitability for farming of soils in the district;
- Percent change in other special exception uses over a given time period;
- Percent change in land value;
- Number of businesses in the district that report expanding production or sales over a given time period;
- Changes in where products produced in the AGRP are sold (retail, wholesale, distributor, within Auburn);
- Percent change in ag support businesses and services in Androscoggin County over a given period of time (for example, equipment dealers, seed and soil implement dealers).

Qualitative indicators might include:

- How well elements of the current ordinance align with best practices for agricultural conservation zoning and other similar zoning in Maine and New England;
- Businesses that report barriers to growth related to the ordinance, by size, type and years in operation.

4. AGRP Landowner Survey: Design & Administration

The development and administration of the landowner survey would include the following components:

- a. Input from the Community Advisory Group on survey questions;
- b. Focus on expanding on the data collected by the City's earlier survey, the recorded public meeting, and on information that can inform indicators;
- c. An option for respondents to use either a hard copy paper or online version of the survey;
- d. An option for respondents to participate in a follow up interview.

The online survey would likely be administered using SurveyMonkey or similar software. Consultants would be responsible for administering the survey and analyzing results.

5. Stakeholder Interviews

Stakeholder analysis involves systematically gathering and analyzing qualitative information to determine whose interests should be taken into account when developing or evaluating a policy or program. Using data from the survey, the consultants would work with the Community Advisory Group to develop interview questions that probe information generated in the survey such as suggestions for specific changes, or unexpected data. Community Advisory Group members would also assist in identifying key stakeholders.

In addition to providing information on land use and the interests of property owners in the AGRP, interviews would be analyzed to look at what positions different types of stakeholders have on specific components in the ordinance and the pros and cons of existing policies. Interviewees would be selected from survey respondents that expressed interest in an interview and other stakeholders identified by the Community Advisory Group based on their expertise or experience in areas of interest that emerge from the initial survey results.

6. Public Outreach

The consultants would work with City of Auburn staff to develop information for the city website dedicated to the study. Information would include the study timeline, meeting dates, information on indicators, and may include survey results and other information that develops over the course of the project. Additionally, notes from public meetings would be posted on the website and depending on the capacity of city staff and the technology, the site might also offer a moderated discussion forum.

Schedule of Public Meetings

August 2017	Public meeting to introduce the study and timeline.
January	Public meeting to present survey findings, invite public discussion and provide an
2018	overview of next steps.
May	Public meeting to present the final draft report and invite public discussion.
2018	

7. Reports

The consultants will prepare the following reports in conjunction with the study:

- Survey results, findings and analysis.
- Summary of input from stakeholder interviews and how this input relates to the survey results and/or raises additional questions or information needs.
- Final report including:
 - o Relevant data from survey results and stakeholder interviews;
 - Overview of the study process and methodology;
 - An assessment of the current AGRP based on indicators developed in conjunction with an advisory committee;
 - Overall findings and recommendations including information relevant to the findings on alternative zoning and ordinance models.

Project Timeline

Develop Database of Property Owners in the AGRP District
Work with City staff to clarify process for identifying / inviting participants on
Community Advisory Group
Convene Advisory Group to review project timeline and scope of work
Develop draft indicators
Public meeting on the study
Preliminary Draft of Survey Instrument
Meeting with Advisory Group and staff to review & finalize indicators and survey
Collect secondary data on other indicators to be determined
Administer Survey
Consultants prepare survey results, other indicator data and potential next steps.
Report forwarded to Advisory Group and staff for review.
Meeting with Advisory Group to review report and identify next steps.
Public meeting to present survey findings and provide overview of next steps.
Stakeholders identified for interviews
Interviews conducted
Input from interviews analyzed and presented to Community Advisory Group and
staff.
Additional research on alternative zoning options conducted as needed.
Final report presented to Advisory Group and staff.
Public meeting to present final draft report and recommendations.

TERMS

This proposal is our best attempt to address the project goals described in the request for proposals. We estimate the project costs to be \$39,067 or less.

This estimate is based on a blended hourly rate of \$92.64 for approximately 395 hours of work. We expect our actual time expended on this project to be within 5% of what we have estimated. If our actual time is more than 5% under this estimate, we will adjust our billing accordingly. Actual costs for proposed work will be affected by the following:

- number of properties that need to be included in the database of AGRP district landowners;
- number of respondents to the survey (anticipated response rate = 50% of approximately 400 properties)
- number of stakeholder interviews conducted (estimated # = 25)
- whether an advisory group is formed for the project and how many individuals participate

If awarded a contract, SmallFish Consulting Group requests payment of 20% total consultant fees paid at the start of the contract. Remaining expenses would be billed quarterly with the final payment due upon 30 days of submission of the project's final report. All expenses requests are billed at cost with accompanying receipts.

Fees and Expenses

Public Meetings 3, 2-hour meetings, prep, notetaking, facilitation and follow up	\$ 4,325
Community Advisory Group Meetings 4, 2-hour meetings, prep, notetaking, facilitation and follow up	\$ 6,825
Property owner database research	\$ 1,650
Indicator Development (research and meeting materials for facilitated work with Advisory Group)	\$ 675
Survey Design, Administration and Report	\$ 4,400
Stakeholder Research Design, Implementation & Report	\$ 7,850
Research on zoning options (may include some interviews)	\$ 1,200
Final Report	\$ 4,450
General Project Administration (including additional meetings with staff, final project process design and work plan, and development of the Advisory Group)	\$ 5,175

Total Consulting Fees		\$36,550	
Travel Expenses (8 meetings billed at \$50 / hour)	\$:	1,000	
Materials & Supplies			
Survey Monkey Subscription (2 months)	\$	52	
Printing			
survey (400 copies, 15 pp each including)	\$	633	
survey report (20 pp., spiral bound, 50 copies)	\$	610	
stakeholder interview report (for advisory group & staff) (20 pp)	\$	35	
Postage (surveys - 400 @ \$.465 / letter, first-class metered mail)	\$	186	
Total Materials & Supplies		1,517	
TOTAL PROJECT COST	\$3	9,067	

References

Deborah Burd, Grants Manager, St. Mary's Health System, Lewiston, ME 207.755.3359 / dburd@stmarysmaine.com

Melinda Lando, Pediatric Nurse Practitioner, Bronx-Lebanon Hospital Center, Bronx, NY 718.579.7337 / melindalando@msn.com

Rosie Vanadestine, Executive Director, Kennebec Valley Council of Governments, Fairfield, ME 207.453.4258 x213 / rvanadestine@kvcog.org

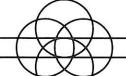
FOR MORE INFORMATION ON THIS PROPOSAL:

TANYA SWAIN TRICIA COOK

Email: tanya@smallfishcg.com Email: tricia@smallfishcg.com

Phone: 207.592.4369 Phone: 207.500.2461

SmallFish Consulting Group LLC, PO Box 303, Farmington, ME 04938 www.smallfishcg.com



Crossroads Resource Center

7415 Humboldt Ave S / Minneapolis, Minnesota 55423 / 612.869.8664 kmeter@crcworks.org www.crcworks.org

Tools for Community Self-determination

April 12, 2017

Eric Cousens, Deputy Director
City of Auburn — Economic and Community Development Department
60 Court Street
Auburn, Maine 04210
(207) 333-6601 ext. 1154

Dear Mr. Cousens:

Along with my colleague Megan Phillips Goldenberg, I am very pleased to submit our proposal responding to the City of Auburn's RFP for Bid #2017-027, "Study to Support and Enhance Auburn's Agricultural and Resource Sector."

We are both inspired by Auburn's five-decade success in protecting farmland – something many cities never had the courage to do. We are even more impressed that the City is reaching out for additional expertise to assist as it adapts these protections to a new era in agriculture.

We understand there has been some concern in the community regarding bringing in outside consultants for what is often perceived as a local matter. We are able to respond to that challenge effectively. While there are certainly times when local expertise is best, we find this situation ripe for a neutral party who can accept all viewpoints fairly. We listen closely to all stakeholders without playing local favorites. We helped Colorado property owners see what they could gain by protecting farmland, and have long made the economic development case for integrating farms and towns. We tend to be more knowledgeable about agriculture than most consultants with economic expertise. Both of us have rural roots, and approach farmers as equals. We bring considerable experience in Maine, including in Auburn itself, and hold the highest level of national expertise. We bring seasoned insights from other communities, while understanding, appreciating, and building upon the unique assets of the Auburn community.

The attached proposal outlines our strategy for compiling information to help Auburn act to refine its protection of farmland. We consider this an action plan, not simply a study. Our proposal follows the City's requested activities, and we are ready to adjust our plan as needed as the Rural Lands discussion evolves. Results of our research will be digested into a concise form — a compelling written report that, we hope, will serve as a pragmatic document for Auburn for years to come.

Megan and I look forward to working with the City of Auburn on this important redefinition of agricultural land protection, helping renew the district's connection to the economy of the Auburn region.

Sincerely,

Kenneth A. Meter, MPA

President



Cultivating Community Farm near Lisbon

Study to Support and Enhance Auburn's Agricultural and Resource Sector

Auburn, Maine — **Bid # 2017-027** April 13, 2017

From:

Ken Meter, President Crossroads Resource Center, Inc. 7415 Humboldt Ave. S. Minneapolis, Minnesota 55423 (612) 869-8664

and

Megan Phillips Goldenberg, Principal New Growth Associates, LLC 9770 Macon Road Saline, Michigan 48176 (906) 869-0372

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Company Profiles

Ken Meter, of Crossroads Resource Center, and Megan Phillips Goldenberg, of New Growth Associates, work in close partnership and will be the only firms working on this study, if the contract is awarded to them. Crossroads Resource Center will be the primary vendor and New Growth Associates will sub-contract with Crossroads Resource Center. Both firms have one principal, and each can bring in additional research and design advisers to support this study.

Crossroads Resource Center

CRC is an entrepreneurial nonprofit that has fostered local food system development in 126 regions in 39 states. Our primary focus has been to make the economic case for local foods by creating concise overviews of regional farm and food economies. By illustrating the financial conditions of the prevailing farm and food sectors, connecting this to health and social data, and focusing attention on farmers and others who are often marginalized, Crossroads Resource Center has created potent summaries that have sparked successful long-term approaches. Crossroads Resource Center also follows up solid research with consulting on practical, specially tailored implementation strategies that make use of our data, and help build community assets. Crossroads Resource Center also has a wealth of knowledge about community-level food activities across the U.S. Very likely no one has as much first-hand experience with local foods initiatives in diverse community settings.

Simply put, we are the most qualified food system analysts in the U.S., and have won national and international recognition for our efforts. More information about our activities, and a wealth of reports, can be found at our web site: http://www.crcworks.org. We are not aware of any other consultant or organization that has completed seven in-depth statewide food system assessments (Minnesota, Ohio, Indiana, South Carolina, Mississippi, Alaska, and Hawai'i), as Crossroads Resource Center has. New Growth Associates was a key partner in the four most recent studies, as well as many others.

New Growth Associates

Founded in 2010, New Growth Associates is a woman-owned company that brings together a small group of professionals in order to support evidence-based decision making for community and economic development projects, as well as to provide professional project management expertise and business consulting services. With particular interests in creating and supporting economic development opportunities for family farmers and increasing equitable healthy food access across communities, New Growth Associates is dedicated to providing sound analysis and professional project management to support informed decision making at all tiers of the food system in order to ensure long-term success. From enterprise analysis at the farm level to strategic policy planning and investment development at the state level, we leverage the expertise needed to grow new initiatives.

In partnership with Crossroads Resource Center, New Growth Associates brings seasoned experience producing feasibility studies in Colorado, Michigan, South Carolina, and Alaska with extensive background in survey development, economic impact analysis, academic research, quantitative methods, interviews, and food-based business and organization consulting.

Project Team

Kenneth A. Meter, MPA, President of Crossroads Resource Center, is one of the most experienced food system analysts in the US, integrating market analysis, business development, systems thinking, and social concerns. Meter holds 46 years of experience in inner-city and rural community capacity building, and has worked with several tribal organizations. His local economic analyses have promoted local food networks in 126 regions in 39 states and Manitoba. With Goldenberg, he developed a \$9.85-million plan for local food investment for the state of South Carolina, and has completed similar studies for Hawai'i, Alaska, Mississippi, Indiana, Ohio, and Minnesota. He has developed strategic regional food plans for regions near Bridgton, Maine, Shreveport, Lafayette, Monroe, Fort Wayne, Denver, and in rural North Dakota, Virginia, and Washington State. Meter consulted with the USDA Agricultural Marketing Service and Colorado State University as part of a fourteen-person team of the best national experts that wrote a toolkit for measuring economic impacts of local food development. As coordinator of public process for the City of Minneapolis Sustainability Initiative, he guided over 85 residents in creating a 50-year vision for the city including sustainability measures. He served as an advisor for the USDA Community Food Projects including managing the proposal review panel. Meter taught microeconomics at the Harvard Kennedy School, the economic history of US agriculture at the University of Minnesota, and food policy at Metropolitan State University.

See Appendix A for Meter's résumé.

Megan Phillips Goldenberg, MS, principal at New Growth Associates and Associate of Crossroads Resource Center, brings seasoned experience producing feasibility studies, economic analysis, and policy recommendations in Colorado, South Carolina, Alaska, Mississippi, Hawai'i, Kansas, Maine, and Michigan, with extensive background in project management, survey development, economic impact analysis, academic research, quantitative methods, interviews, and food-based business and organization consulting. Megan is most interested in the intersections of public policy, food systems, and community development. She endeavors to work in an outreach and community building capacity in order to create and maintain a sense of place through better science and informed decision-making.

Goldenberg holds a Master's degree in Agricultural and Natural Resource Economics from Colorado State University. Her coursework emphasized Public Policy and Community Economic Development. Through her graduate research, Goldenberg worked with Be Local Northern Colorado, the Northern Colorado Regional Food System Assessment, Boulder County's Building Farmers Market Track program, and the Building Farmers in the West Beginning Farmer and Rancher Development Program. Prior to joining Crossroads as an Associate, Goldenberg worked for WPM Consulting in Boulder, Colorado as a Food Systems and Policy Associate. She consulted with the USDA Agricultural Marketing Service and Colorado State University to help write a toolkit for measuring economic impacts of local food development.

See Appendix B for Goldenberg's résumé.

Relevant Experience/Qualifications/References

Lakes Region, Maine (2016)

Meter and Goldenberg completed a local foods implementation plan for the Lakes Region of Maine in 2016. This study recommended that to grow community food production, it would be essential to connect growers to community buyers such as social groups and churches that sponsor community meals and would be loyal to local producers. Meter interviewed farmers and other stakeholders; Goldenberg performed a respected survey of second-home owners.

Meter, Ken & Goldenberg, Megan Phillips (2016). "Building Support for Community-Based Foods in the Lakes Region of Maine." Prepared for Cumberland County, Maine and the Town of Bridgton, Maine.

www.crcworks.org/melakes16.pdf

Lewiston-Auburn Food Hub (2015)

Meter participated in a previous study of the feasibility of developing a regional food hub in Lewiston and Auburn. Meter's unique contributions were: (a) to ensure that farmers at Cultivating Community made a strong presence in the study; and (b) to serve as the lead voice cautioning that the amount of food produced locally would not be sufficient to support a food hub at that time.

Karp, Karen & Meter, Ken *et al* (2015). "Lewiston-Auburn Regional Food Hub Feasibility Study." Produced in partnership with Karp Resources and Grow L+A. www.crcworks.org/melewaub15.pdf

Suburban Denver Farmland Protection (2016)

Meter and Goldenberg collaborated on market analysis that informed county and city officials in a suburb of Denver, showing that the only buyers for farmland that would protect it for farms were the city and county themselves. This led to the decision to purchase land at its development value and make it available to farmers at the agricultural value. We helped bring stakeholders who initially disagreed with each other into a more collaborative discussion.

Meter, Ken (2016). "Market Study for Adams County — Special Ag District." Submitted to District Plan Process of Adams County and the City of Brighton. Produced in partnership with Logan Simpson Design Firm, Two Forks Collective, City of Brighton & County of Adams. www.crcworks.org/coadamsPublicDraft160219.pdf

Nashville Food System Coordination (2017)

Meter and Goldenberg produced an implementation plan for the metropolitan government of Nashville that recommended hiring a community foods coordinator, building strong coordination across food system leaders, and increasing food production in low-income neighborhoods. Our work plan is now in the Mayor's budget process.

Meter, Ken & Goldenberg, Megan Phillips (2017). "Metro Nashville Food System Assessment." Produced for Metro Nashville (combined City and County government). www.crcworks.org/nashville17.pdf

Northeast Indiana Local Food Network (2016)

Meter collaborated with a Chicago economic development firm to create an implementation plan for the Northeast Indiana Local Food Network, commissioned by 11 local economic development organizations and their regional umbrella, the Northeast Indiana Regional Partnership. This called for strengthening an existing network of farm and food businesses. Impact was to convince economic development officials to work more closely with farms (which had been viewed as separate from businesses) and low-income residents.

Meter, Ken (2016). "Northeast Indiana Local Food Network." Produced in partnership with the Northeast Indiana Regional Partnership and Manheim Solutions, Inc. www.crcworks.org/innetworks16.pdf

Making Small Farms into Big Business (2013)

Meter and Goldenberg produced an implementation plan for the State of South Carolina commissioned by that state's Department of Agriculture and Department of Commerce. The plan called for a \$9.85-million investment in farm-level and regional infrastructure. One state legislator told the annual meeting of the Farm Bureau, "We finally have a road map for the future of agriculture in South Carolina."

Meter, Ken & Goldenberg, Megan Phillips (2013). South Carolina: Making Small Farms Big Business. Published in collaboration with the South Carolina Department of Commerce, the South Carolina Department of Agriculture, the Palmetto Agribusiness Council, South Carolina Farm Bureau, Coastal Conservation League, Carolina Farm Stewardship Association, and the Bank of South Carolina. More than 200,000 hits on the following link: www.crcworks.org/scfood.pdf

References

Tasha Kennard, Director Metro Nashville Farmers' Market 901 Rosa Parks Boulevard Nashville, Tennessee Tasha.Kennard@Nashville.gov (615) 880-2001 ext. 26

Kennard supervised the Nashville study

Jack Shuler, Executive Director Palmetto Agribusiness Council 602 Meeting St # B West Columbia, SC 29169 jshuler3@sc.rr.com (803) 429-3462

Shuler supervised the South Carolina study

Rachel Bair, Director Food Innovation Center Kalamazoo Valley Community College rbair@kvcc.edu (734) 717-0050

Bair supervised a feasibility assessment performed by Goldenberg for a food hub in Kalamazoo

Proposal Summary

Background:

Rural Auburn has a unique Agricultural and Resource Protection (AGRP) zoning district, which has been in place since the early 1960s. It contains over 40% of the City's land area, or over 20,000 acres. The purpose and intent of the AGRP zoning regulations have been to manage development and to promote food, agricultural, timber, and natural resource production and uses. The AGRP zoning regulations have significantly restricted development for the past 50 years. Today, however, the nature and trends of farming and food production have drastically changed.

Values Statement:

Consultant's work will be guided by The City of Auburn Values Statement: The City of Auburn values its agricultural heritage, protects the natural beauty of its land, and promotes locally grown food, raising livestock, managing forests, and natural resource-based businesses.

Purpose:

The City of Auburn desires to strengthen its natural resource-based economy (farming, timber, food businesses, etc.) and to better integrate this sector into community planning and City-wide priorities.

Goals:

- 1. Gain an understanding of how rural agricultural, forestry, and natural resource producers and property owners are utilizing their land, what their future plans are, and find out if there are barriers to successful operations, through property owner interviews and surveys.
- 2. Build a broad community and stakeholder consensus on the future of Auburn's Rural Lands through an open public forum, and readily available study information.
- 3. Determine the economic and community development potential for Auburn's Rural Land, both at the local and regional level and implement policies and regulations that meet that potential and align with the Values Statement.

Geographic Scope:

City of Auburn, Maine, with surrounding communities and markets.

Activities:

- 1. Attend initial meetings with City of Auburn officials to set up study processes.
 - Establish agreements on roles and responsibilities
 - Set timeline for project
 - Begin to plan public meetings
 - Meet with Mayor
 - Meet with Planning Staff to review history of Rural Lands and this project
 - Meet with City legal staff to ascertain their view on the impacts of AGRP, legal constraints that would affect any future plans, and related issues

- Meet with GIS mapping specialists
- · Identify relevant studies to be reviewed
- Identify specific experts to be consulted
- Establish survey and interview processes and timeline (especially to ensure farmers will not be surveyed during busy work seasons)
- Compile lists of people to interview and survey
- 2. Interview experts and stakeholders to gain background information on agricultural trends in the State of Maine and local farm and food initiatives.
 - Maine Department of Agriculture, Forestry, and Conservation
 - Maine Farmland Trust
 - St. Mary's Nutrition Center
 - Cultivating Community
 - Somali Bantu Community Initiative
 - Cooperative Development Institute
 - · Others as mutually agreed
- 3. Conduct an assessment and report on Auburn's existing Agricultural and Resource Protection district regulations, other local, state, or regional regulations, the impacts of these regulations whether intended or not, and rural economic and social conditions.
 - · Study Agricultural and Resource Protection regulations in depth
 - Interview legal experts, farmers, and others regarding the efficacy and impacts of AGRP
 - Compile current data on farm and food economy for Androscoggin County and surrounding region
 - Compile health, demographic, and social data for Androscoggin County and surrounding region
 - Interview state officials by telephone:
 - Maine Attorney General's office
 - o Maine Department of Community and Economic Development
 - State Planning Office
 - Office of Policy and Management
 - Key farmers and food practitioners including those listed above
 - Others as mutually agreed
 - Summarize findings into a concise document
- 4. Interview (one-on-one) at least 30 farmers, potential farmers, timber firms, food businesses, natural resource producers, property owners, and key stakeholders in or near the Rural Lands district. Ensure that divergent views are included.
 - Ascertain each person's history related to Rural Lands site
 - Ascertain each person's goals for the future related to Rural Lands site
 - Ascertain each person's sense of foreseen and unforeseen impacts of the AGRP
 - Ascertain each person's understanding of potential opportunities for the AGRP
 - Ascertain each person's understanding of obstacles to strengthening agricultural protection
- 5. Survey property owners and farmers.
 - Create solid focus for each survey (farmers, property owners)

- Draft survey questions, review with City Planning staff
- Refine survey questions, post on an internet-based survey platform
- Work with City Planning staff to develop cover letter for Mayor to sign, inviting respondents to fill out survey, and write follow-up reminders
- Work with City Planning staff to publicize the survey to all recipients
- City will send invitation letter
- Consultants will administer survey
- · City will send reminders
- Once survey is closed, Consultants will compile results and summarize key findings into a concise and readable report

6. Facilitate stakeholder and public meetings.

- Based on interview lists compiled and timeline established above, work with City staff who will schedule stakeholder meetings.
- Plan and lead 3 focus group meetings (farmers, property owners, timber firms, broader community members)
- Plan a public meeting to review initial findings of research and invite comment on proposed recommendations
- · Lead this public meeting

7. Submit a preliminary report on the public meetings, interviews, and surveys.

- Write concise summary report outlining key findings from interviews, surveys, and public meetings
- Outline proposed recommendations

8. Explore the economic development possibilities of Auburn's Rural Lands and its potential to complement downtown living and development.

- Work with city staff to identify key community leaders, economic developers, other experts who should be interviewed regarding the potential for the Rural Lands district
- Interview these sources
- Review relevant studies from Auburn and other locations
- Draw economic development recommendations from these interviews and data compiled above
- Drawing upon quantitative and qualitative data compiled above, prepare draft of potential economic development plan for Rural Lands district

9. Prepare a preliminary report with alternatives for public consideration.

- Write concise preliminary report outlining key findings above with draft economic development recommendations
- · Submit to City staff for review

10. Prepare a report with recommendations and implementation plan to overcome obstacles to Auburn's rural economy.

- Write concise report outlining key recommendations and implementation plan that overcomes obstacles to Auburn's rural economy
- Submit to City
- Post on City, Crossroads Resource Center, and New Growth Associates web sites

11. Provide an implementation plan for the long-term management of Auburn's Rural Lands.

- Write concise report outlining implementation plan for long-term management of Auburns' Rural Lands
- Submit to City
- Post on City, Crossroads Resource Center, and New Growth Associates web sites

City Staff will make the following contributions, as specified in RFP:

- Provide Project Oversight
- · Assist consultants in obtaining data from city, county, and state officials
- Facilitate arrangements for and participate in public meetings
- Oversee a City website dedicated to the Rural Land Capability Study
- Indentify stakeholders for interviews
- Lead outreach for surveys including initial invitation to edit and follow up reminders.

Project Timeline

Note: It may be best to delay survey process and public meetings until Winter 2017/2018 to ensure farmer participation. The following timeline is a compromise to establish some momentum after the project is funded by City.

The basic assumption of our approach is that private meetings with landowners and farmers will be held before public meetings, in order to (a) assure all parties that their voices are heard; (b) foster a sense of collaboration rather than confrontation; and (c) for consultants to become familiar with the nuances of the issues prior to public meetings.

Since the City has not yet allocated funds for this project, all dates are contingent on that approval, in addition to professional commitments our team makes prior to that approval. This should be viewed as a sample timeline until we know when work can actually commence.

April 18, 2017

City of Auburn Opens Sealed Bids for #2017-027

April - May, 2017

City of Auburn considers whether to fund this project

June, 2017

Assuming City funds are approved, agreement is signed and work commences

Task 1: Initial meetings with City staff

Task 1: Prior studies reviewed

Task 4a: Initial property owner interviews held (15 interviews)

July, 2017

Tasks 1-2: Data compiled from public sources

Task 2: Telephone interviews with key stakeholders

Task 3: AGRP assessment completed

August, 2017

Task 5: Survey designed

Task 8: Research economic development opportunities

September, 2017

Task 5: Survey disseminated

October, 2017

Task 5: Survey results compiled

December, 2017

Task 4b: Farmer interviews held (15 interviews)

Task 6: Focus groups held

January, 2018

Task 6: Public Meeting held to review initial findings

Task 7: Write preliminary findings

February, 2018

Task 7: Complete preliminary report with research findings

March, 2018

Task 7: Staff reviews preliminary report

April, 2018

Task 9: Complete preliminary report overcoming obstacles

Task 10: Complete report on overcoming obstacles

May, 2018

Tasks 10-11: Complete final report with recommendations

Professional Fees & Budget

Meter and Phillips Goldenberg both bill at \$100 per hour.

Proposed Budget

Task 1 8.000

Attend initial meetings with City of Auburn officials to set up study processes; begin property owner interviews.

Task 2 4,000

Interview experts and stakeholders to gain background information on agricultural trends in the State of Maine and local farm and food initiatives.

Task 3 1,500

Conduct an assessment and report on Auburn's existing Agricultural and Resource Protection district regulations, other local, state, or regional regulations, the impacts of these regulations whether intended or not, and rural economic and social conditions.

Task 4 4,000

Interview (one-on-one) at least 30 farmers, potential farmers, property owners, and key stakeholders in or near the Rural Lands district. Ensure that divergent views are included.

Task 5 3,000

Survey property owners and farmers.

Task 6 7,000

Facilitate stakeholder and public meetings.

Task 7 1,600

Submit a preliminary report on the public meetings, interviews, and surveys.

Task 8 1.400

Explore the economic development possibilities of Auburn's Rural Lands and its potential to complement downtown living and development.

Task 9 1,000

Prepare a preliminary report with alternatives for public consideration.

Task 10 6,450

Prepare a report with recommendations and implementation plan to overcome obstacles to Auburn's rural economy.

Task 11 1,000

Provide an implementation plan for the long-term management of Auburn's Rural Lands.

Proposal to City of Auburn — Bid #2017-027 — Meter & Goldenberg

Travel time 1,500

Travel costs 10,245

\$6,000+ of this will be spent in Auburn

Total

\$50,695

We have prepared our estimate based on the work plan developed by the City for the RFP. There may be ways to reduce costs, for example, by reducing the number of preliminary drafts to one, or by interviewing fewer people. Should the City wish to bring the budget down to a lower level for these or other reasons, we are fully prepared to reduce the Scope of Work accordingly.

Kenneth A. Meter, M.P.A.

7415 Humboldt Ave. S. Minneapolis, Minnesota 55423 (612) 869-8664 kmeter@crcworks.org

CROSSROADS RESOURCE CENTER

Minneapolis, MN

Since 1995 President (Principal executive officer)

• Managed entrepreneurial nonprofit with international impact.

Key accomplishments

- Recognized as the most experienced food-system analyst in the U.S., integrating market analysis, systems thinking, quantitative time-series data, and first-hand interviews.
- First proponent of local foods as an economic development strategy, since 1974.
- This analysis and consulting fostered 110 strong farm and food networks in 40 states across the U.S. and for Manitoba; serves as critical tool for local food system planning & investment.
 Published by Food First, University of Arizona, Northern Arizona University, University of Minnesota. Cited in New York Times, Mother Jones.
- National panel review manager, & advisor, USDA Community Food Projects (2003-09; 2017).
- Co-author of USDA-AMS Toolkit on economic impact analysis for local foods (2015).
- Critical review of economic impact methodologies, for Centers for Disease Control and Illinois Public Health Institute (2015).
- Consultant to Pennsylvania Association for Sustainable Agriculture (PASA) "Real Deal" project devising measures that protect integrity of marketing of "local" food (2014).
- Developed tracking methods for farm-to-school purchasing in South Carolina (2015).
- Made 500 presentations since January, 2007, including keynote covering U.S. farm economy at international conference on Agriculture in an Urbanizing Society at University of Wageningen, the Netherlands (2012); presentation on regional investment at Slow Food's Terra Madre in Torino, Italy (2006), sessions on sustainability planning and local foods at American Planning Association annual meeting (2011, 2016), International Economic Development Council (2013, 2014, 2015, 2017), and regular appearances at major national food conferences in U.S. (See www.crcworks.org/presentations.pdf for full list).
- Wrote six statewide assessments of food industries that deepened local implementation activities:
 \$9.85 million local foods investment plan for South Carolina; also Alaska, Mississippi, Indiana, Ohio, & Minnesota. Often hired by state governments.
- Strategic consultant to food nodes, food hubs and food business clusters in 40 states.
- Served as consultant to private development firms, U.S. Department of Agriculture, Centers for
 Disease Control and Prevention, Environmental Protection Agency, American Planning
 Association, Indiana State Department of Health, Provincial Health Services of British Columbia,
 Blue Cross Blue Shield Minnesota Center for Prevention, Minnesota Pollution Control Agency,
 Leopold Center for Sustainable Agriculture, Stanford University, Ecotrust, Bioneers, J.W.
 McConnell Foundation, W.K. Kellogg Foundation, Northwest Area Foundation, etc.
- Served as global leader in planning and evaluation for systems initiatives. Published by American Evaluation Association, and Berghahn Press (UK).
- Facilitated business development in inner-city neighborhoods, including Latino Mercado.
- Created groundbreaking "Neighborhood Income Statement and Balance Sheet" studies.
- Holds international experience in 13 nations.
- Highly trusted in work with low-income, rural, ethnic and international communities.
- Served as contributing editor to Journal of Agriculture, Food Systems and Community Development, 2011-2015. Wrote regular column, "Metrics in the Field."
- Source for HBO, New York Times, Wall Street Journal.

Experience

UNIVERSITY OF MINNESOTA

St. Paul, MN

2003 - 2004 Visiting Faculty in Applied Economics

Taught Economic History of U.S. Agriculture to undergraduate students.

HARVARD UNIVERSITY

Cambridge, MA

2002 Economics Instructor

 Taught Principles of Microeconomics to mid-career professionals in the graduate program in Public Administration, Kennedy School of Government.

INDEPENDENT JOURNALIST

Minneapolis, MN

2001-present Reporter covering urban poverty, regional and international agribusiness, 1979-1995 corporate financial news

- Investigative journalism, editing, photography, creative writing, book reviews, business management, fundraising, consulting, project administration and related work.
- Published by Reuters, Pacific News Service, St. Paul Pioneer Press, Minneapolis Star Tribune, Chicago Tribune, Des Moines Register, Anchorage Daily News, Madison Capital Times, Ag-Week, Successful Farming, Catholic Rural Life, The Farmer, Corporate Report, Neighborhood Works, American Land Forum, many others.
- Filed first-hand reports from Cuba, Japan, Philippines, Hungary, Czechoslovakia, Germany, France, Netherlands, Italy, Belgium, Portugal, Nicaragua.
- Taught European politics & society, local community studies at Metro State University.
- Taught reporting at University of Minnesota, 1991-1992.

Awards

- Public Service Fellow, Kennedy School of Government, Harvard University (1999).
- Finalist, Bush Foundation Leadership Fellowship (1999) four-state competition.
- National Short-list Artist, "Artists & Communities: America Creates for the Millennium," Mid-Atlantic Arts Foundation (1999).
- Twin Cities Neighborhood and Community Press Association awards (1992, 1990) for "Best Feature," "Best Series," and "Best Investigative Report" for coverage of poverty.

Boards & Other Leadership

- Member, International Economic Development Council
- Member, American Evaluation Assoc. Systems Technical Interest Group (2005 2011).
- City of Richfield (Minnesota) Planning Commission, (1998-1999).
- President, Twin Cities Research Group (1997-1999).

Education

- MPA Harvard Kennedy School, public administration.
- MA Boston University, history.
- BA Swarthmore College, chemistry.

Other Skills & Activities

- Fluent German; moderate French; basic Spanish & Portuguese.
- Seven of my poems were set to music by Minneapolis composer R.F. Palmer.
- Choral singer including chamber choir, Oratorio Society of Minnesota. Wrote concert program notes, theatrical narrations, translated German poetry (1991 to 2016).

Megan Phillips Goldenberg, M.S.

goldenbergme@gmail.com

EDUCATION

M.S., Agricultural and Natural Resource Economics, Colorado State University 2011

Emphasis: Community and Regional Economic Development, Public Policy

Cost Effective Promotion for Local Foods and Direct Markets with Dr. Dawn Thilmany

Applications and Impacts of Regional Import Substitution Ideals with Dr. Harvey Cutler

Food Access Issues on the Suburban/Urban Interface with Dr. Dawn Thilmany

B.A., Chemistry with Honors, Northern Michigan University, Marquette, Michigan 2007

Minors: Biology, Mathematics

PROFESSIONAL EXPERIENCES

Food Systems Consultant, New Growth Associates, Saline, Michigan 2010-Present

Own and manage food systems based program management and business development consulting firm

Develop financial projections and feasibility studies for entrepreneurs

Provide training and technical assistance for small business owners

Facilitate strategic planning and coalition development

Identify relevant grants and funding opportunities for grant seekers

Evaluate and review food and agriculture related projects for grantors

Food Systems Research Associate, Crossroads Resource Center, Minneapolis, Minnesota 2013-Present

Provide economic development content knowledge and research support

Develop, execute, and analyze community-based surveys

Conduct stakeholder interviews and facilitate community engagement

Write and review background statements and summary reports

Advise on financial analysis and proposal feasibility

Local Initiatives Specialist, Pittsfield Charter Township, Ann Arbor, Michigan 2014

Advised on agricultural preservation and viability initiatives

Managed all aspects of a second year, Michigan producer only, 42-booth farmers market

Solicited financial and in-kind donations to support community initiatives

Wrote and reviewed grants to develop new community initiatives

Agroecology Research Assistant, University of Michigan, Ann Arbor, Michigan 2014

Developed 10 research field sites on organic and alternative vegetable farms

Piloted and refined conventional agroecology laboratory techniques for alternative agriculture

Hired, trained, and supervised 2 new undergraduate students

Managed laboratory supply inventories and purchasing for an entirely new lab

Food Systems and Policy Associate, WPM Consulting, LLC, Boulder, Colorado 2010-2013

Designed and developed community-based research projects, including data collection, analysis and reporting for rural, suburban, and urban communities including metro Denver

Provided content knowledge, research support, and communication management for a 13-

member, governor-appointed state food policy council and its three subcommittees

Facilitated partnerships with state departments, state and regional associations, city governments, businesses, universities, and national organizations

Planned and executed public and private events for 10-100 attendees

Managed project contracts, timelines, and budgets during CEO's maternity leave

Supervised 5 policy interns and their projects

Co-Director and Co-Founder, The Growing Project, Fort Collins, Colorado 2008-2012

Supervised 3 project leaders, several interns, and 150 volunteers for a small, food-based nonprofit

Arranged agricultural education opportunities and workshops

Managed strategic, financial, and business planning

Facilitated stakeholder engagement and donor relationships

Graduate Assistant for Dr. Dawn Thilmany, Colorado State University, Fort Collins, Colorado 2008-2010

Evaluated effectiveness of outreach efforts and provided economic impact assessment for a "buy local" campaign

Contributed to the development of a web-based small farmers production and budget forecasting tool

Designed and managed direct market price reporting project with Colorado Farmers' Market Association and Colorado State University-Extension

Proposed business development curricula for small-scale agricultural producers under a threeyear NIFA-funded Beginning Farmer Rancher Development Program Grant

Researched and investigated cost-effective marketing strategies targeted towards small agribusinesses and agritourism operations

Assisted with research-oriented grant writing efforts

VOLUNTEER EXPERIENCES

Local Food Summit Steering Committee, Slow Food Huron Valley

2014-present

Strategic Planning and Organizational Development, New Connecticut Farmers Alliance 2013

Policy Representative, Northeast Organic Farming Association of Rhode Island 2013

Network Development Team, Connecticut Food Systems Alliance

Representative, Fort Collins Built Environment Working Group

2011-2012

Food Systems and Nutrition Chair, Colorado Built Environment Strategic Collaborative 2011-2012

Grants Evaluator, LiveWell Colorado

2011

Garden Manager, La Hesperia Biological Station, Esperie, Ecuador 2007

Teacher, Bruce Peru, Lima, Peru 2006

PUBLICATIONS

Refereed Journal Articles

Thilmany, D., M. Sullins, **M. Phillips**, and A. Gunter. 2011. Cost Effective Promotion for Local Foods and Direct Markets: Evaluation of Colorado's Technical Assistance for Local Food Supply Chains. Journal of Agribusiness. Spring 2011. 29: 23-40.

Phillips, M., D. Thilmany-McFadden, and M. Sullins. 2010. How Effective is Social Networking for Direct Marketers? Journal of Food Distribution Research. 41(1).

Client Publications

Thilmany McFadden, D., A. Bauman, R. Hill, B. Jablonski, S. Deller, A. Morales, K. Meter, **M.P. Goldenberg**, D. Swenson, D. Tropp, T. Schmit, D. Conner, and D. Hughes. 2015. *Economic Impacts of Local and Regional Food Systems*. USDA Agricultural Marketing Service: Washtington D.C. Preprint.

Lynch, J., K. Meter, G. Robles-Schrader, **M.P. Goldenberg**, E. Bassler, S. Chusid, and C. Jansen Austin. 2015. *Exploring Economic and Health Impacts of Local Food Procurement*. Illinois Public Health Institute: Chicago, IL.

Goldenberg, M.P. and V. Zilke. 2015. Ypsilanti Farmers MarketHub: Planning for Micro-Distribution of Local Food to Increase Food Access. Growing Hope: Ypsilanti, MI.

Snyder, B., L. Smith, K. Meter, **M.P. Goldenberg**, S. Miller, and R. Amsterdam. 2014. *The Real Deal: How Do We Define Local in a Meaningful and Measurable Way?* Pennsylvia Association for Sustainable Agriculture: Millheim, PA.

Meter, K. and **M.P. Goldenberg.** 2014. *Finding Food in Alaska*. Alaska Food Policy Council. Crossroads Resource Center: Minneapolis, MN.

Meter, K. and **M.P. Goldenberg**. 2013. An Overview of Mississippi's Farm and Food Economy. Mississippi Food Policy Council and Winrock International. Crossroads Resource Center: Minneapolis, MN.

Meter, K. and **M.P. Goldenberg**. 2013. *Making Small Farms into Big Business*. South Carolina Departments of Agriculture and Commerce. Crossroads Resource Center: Minneapolis, MN.

Moschetti, W.P. and M. Phillips. 2013. Montezuma County's Food System Assessment: Consumers' Perspectives. Montezuma County's Food System Assessment. WPM Consulting, LLC: Boulder, CO.

Moschetti, W.P. and **M. Phillips**. 2013. Understanding the Food Environment, Policies, and Programs that Affect Healthy Food Access. Northwest Colorado Community Food Assessment. WPM Consulting, LLC: Boulder, CO.

Moschetti, W.P. and M. Phillips. 2012. Finding Money for Food and Agriculture Projects and Leaders in Colorado: A Feasibility Study. Rocky Mountain Farmers' Union. WPM Consulting, LLC: Boulder, CO.

Moschetti, W.P. and **M. Phillips**. 2012. *Understanding Access to Healthy Foods for Food Insecure Populations in Chaffee County*. Chaffee County Food Assessment. WPM Consulting, LLC: Boulder, CO.

Proposal to City of Auburn — Bid #2017-027 — Meter & Goldenberg

Sullins, M., M. Sloan, **M. Phillips**, and D. Thilmany. 2010. Food Security and Access in Northern Colorado. Northern Colorado Food Assessment. Colorado State University: Fort Collins, CO.

Powell, S., M. Phillips, and D. Thilmany. 2010. A Closer Look at Farm Operators. Northern Colorado Food Assessment. Colorado State University: Fort Collins, CO.

Web Publications

Phillips, M., D. Thilmany-McFadden. 2010. *Selling Local-Campaigns to Encourage Local Consumerism*. Economic Development Report 10-02, Colorado State University Extension, Department of Agricultural and Resource Economics, Fort Collins, CO.

Phillips, M., D. Thilmany-McFadden, and M. Sullins. 2010. *Possible Roles For Social Networking in Agritourism Development*. Agricultural Marketing Report 10-01, Colorado State University Extension, Department of Agricultural and Resource Economics, Fort Collins, CO.

Phillips, M., D. Thilmany McFadden, and M. Sullins. 2009. *Social Networking and Marketing for Colorado's Agricultural Producers*. Agricultural Marketing Report 09-05, Colorado State University Extension, Department of Agricultural and Resource Economics, Fort Collins, CO.

PRESENTATIONS

Invited Presentations

Phillips, M., W.P. Moschetti, and D. Thilmany-McFadden. Food Environments and Access Issues in Colorado: A Case for Rethinking Food Deserts and How to Address Them. Colorado Department of Health and Environment. Denver, CO, December 12th, 2011.

Phillips, M., D. Thilmany-McFadden, and M. Sullins. Effectiveness of Social Networking for Direct Marketers. Strategic Marketing Conference. Cornell University. Hyde Park, NY, November 1st, 2010.

Additional Presentations

Goldenberg, M.P. and V. Zilke. Charming Consumers with the Perfect Message. Local Food Summit. Ann Arbor, MI, February 15, 2015.

Goldenberg, M.P., K. Meter, and E. Kahler. Systemic investments in local food systems at the state level. Agriculture, Food, and Human Values Association Conference. Burlington, VT, June 20, 2014.

Phillips, M., W.P. Moschetti, M.T. Houghton, G. Nurse, and D. Thimany-McFadden. *Community Food Assessments and Healthy Food Access Beyond Urban Centers*. Community Food Security Coalition Conference. Oakland, CA, November 7th, 2011.

Phillips, M.E., W.P. Moschetti, M.T. Houghton, G. Nurse, and D. Thimany-McFadden. Food Access Issues on the Suburban/Urban Interface- A Case for Rethinking Food Deserts and How to Address Them. Public Health in the Rockies. Steamboat, CO, September 23rd, 2011.

Thilmany, D., M. Sullins, **M. Phillips**, and A. Gunter. Cost Effective Promotion for Local Foods and Direct Markets: Evaluation of Colorado's Technical Assistance for Local Food Supply Chains. Western Education and Research Activities Conference Presentation. LasVegas, NV, June, 2011.

Phillips, M., D. Thilmany McFadden, and H. Cutler. *Applications and Impacts of Regional Import Substitution Ideals*. North American Regional Science Conference. Denver, CO, November 13th, 2010.

Thilmany McFadden, D. *Public Health and Food Security in the Northern Colorado Region.* Poster session at the Northern Colorado Food System Assessment Open House. September, 2010. (with Livewell Colorado personnel, Martha Sullins, **Megan Phillips**, Sarah Powell and Melinda Sloan).

Thilmany McFadden, D. Farm Production and Farmer Demographics in the Northern Colorado Region. Poster session at the Northern Colorado Food System Assessment Open House. August 2010. (with Sarah Powell, **Megan Phillips** and Linda Hoffman).

Phillips, M. and D. Moxon. Locavore Demand: A Consumer Choice Model for Local Beers. Graduate Research Symposium. Colorado State University. Fort Collins, CO, February 5th, 2010.

Phillips, M., Thilmany, D., and M. Sullins. *How Effective is Social Networking for Direct Marketers?* Food Distribution Research Conference. Broomfield, CO. November 3rd, 2009.

Thilmany McFadden, D., M. Sullins, and M. Phillips. Mitigating Risk in Agritourism Enterprises. Risk Management Education Conference. Reno, NV. April, 2009.

Thilmany McFadden, D., M. Sullins and **M. Phillips**. *Cost Effective Marketing Plans and Resources*. Colorado Department of Agriculture Marketing your Food Product Workshop. Aurora, CO. April, 2009.

Proposal to City of Auburn — Bid #2017-027 — Meter & Goldenberg

Thilmany McFadden, D., M. Phillips, and M. Sullins. Branding Your Product & Strategic Positioning: Creating an Image for Your Operation. Cortez Agritourism Workshop. Cortez, CO. January, 2009.

Thilmany McFadden, D., M. Phillips, and M. Sullins. Branding Your Product & Strategic Positioning: Creating an Image for Your Operation. Byers Agritourism Conference. January, 2009.

Staff Score Sheet for 2 Proposals

PROJECT TIMELINE:

1.	Distribution (target date)	Wednesday		3/15/17
	Pre-Bid meeting	Wednesday,	1:30 p.m.	3/29/17
	Questions in by	Friday,	4 p.m.	3/31/17
4.	Staff Answers by	Tuesday,	4 p.m.	4/4/17
5.	Last date to contact staff	Friday,	4 p.m.	4/7/17
6.	Deadline to qualify to submit	Friday	4 p.m.	4/14/17
7.	Proposal/Bid Opening	Tuesday	2 pm.	4/18/17
8.	Interviews	Week of Apr	il 24-28	

Selection Process-

The selection of a consultant will be based on the proposal that best serves the interests of the City. The City reserves the right to accept any proposal, in whole or in part, to achieve the best outcome as determined by the City at its sole discretion. The City also reserves the right to reject any or all proposals, or to waive any irregularities. The City also reserves to itself the exclusive right to accept any proposals when it is deemed by the City to be in its best interest. The City is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. Consultants shall be current on all amounts due to the City prior to the City entering into a contract.

Proposals will be opened on <u>Tuesday</u>, <u>April 18, 2017</u>, <u>2 p.m. in the Community Room</u>, <u>2nd</u> <u>Floor</u>, <u>Auburn City Hall</u>, then reviewed and ranked by a selection committee in accordance to the criteria listed below. Following the evaluation, the City may conduct interviews with the highest rated proposals to clearly understand qualifications and the submitted proposal prior to awarding a contract. If required, potential consultants will be called in for an interview on during the week of April 17 through 21.

Select	ion Criteria:	SmallFish	Crossroads
A.	Specific experience with similar projects (20 points)	15	20
	Background and experience of staff members who		
	would be assigned to the job (20 points)	15	20
C.	References (10 points)		10
	Overall strength of the proposal as listed in Proposal		
	Requirements "G" (30 points)	15	25
E.	Fee (20 points)		15
	Final Score	75	90

Sincerely,

Eric Cousens, Project Lead

Deputy Director, Economic and Community Development Department



City of Auburn City Council Information Sheet

Council Workshop Date: June 5th, 2017

Author: Michael Chammings, Director of Economic and Community Development

Subject: 477 Minot Avenue TIF and Home Funds Request

Information: The developers anticipate approximately 35 workforce housing units in a townhouse style configuration.

The developers are requesting a 50% credit enhancement for 30 years and \$110,000 in HOME funds.

Advantages: The project would create approximately 35workforce housing units and according to the developer's projected assessed values, even after this TIF reimbursement, the City would net a significant increase in real estate taxes than are currently received from the property.

Disadvantages: The Council approved a budget that included a component for co-op housing, this would push any co-op housing project funding into fiscal year 2019.

City Budgetary Impacts: Minimal, Federal funds are already approved for moderate or low income housing assistance and the tax shift/general fund loss would be minimal.

Staff Recommended Action: Consent to staff starting the public hearing process.

Previous Meetings and History: Council Executive Session May 15th, 2017.

Attachments: Letter from DC Predevelopment LLC and supporting documents.

April 28, 2017

Michael Chammings, Economic & Community Development Director City of Auburn 60 Court St Auburn, ME 04210

Re: 477 Minot Ave. TIF and HOME funds request

Dear Michael:

I am writing this letter in documentation and support of our recent TIF request to the City of Auburn for property located at 477 Minot Avenue in Auburn. As you are aware, Developers Collaborative, in partnership with Joe Hogan and Continuum Health Care LLC has the property under agreement and is pursuing an affordable housing tax credit project this fall/winter with MaineHousing. We anticipate approximately 35 workforce housing units in a townhouse style configuration. We have designed the project to be responsive to the current scoring system contained with MSHA's QAP and are confident that it will be successful. To ensure the project scores the maximum available number of points, we are requesting a 50% credit enhancement for 30 years and \$110,000 in HOME funds.

Given current and projected assessed values, we are projecting that even after this TIF reimbursement, the City will net significantly more in real estate taxes than are currently received from the property. To achieve this, we would suggest that the City shelter 100% of the increment and dedicate 50% to the project and 50% to offset costs to local schools, which is permissible under the statute governing the Affordable Housing TIF program. According to our projections, 47% of all new unsheltered tax revenue in Auburn is lost to fiscal impacts of the county and state, so the credit enhancement we are requesting is essentially dollars which would be lost to the City regardless.

However, this project will not occur without a TIF – there would be no additional tax dollars to split. It is critical for two reasons – scoring and financial underwriting.

First, scoring. As you know the QAP is highly competitive and the program is typically 3x oversubscribed. It is possible for very worthwhile projects to sit on the waitlist for several years or even not get funded at all. Nearly all successful projects in recent years have had the benefit of a municipality working alongside the developer by contributing such a TIF. The TIF we propose will score 5 points, one less than the maximum of 6. We are not asking for a 6 point TIF because that would be a 75% CEA - and we would no longer be able to say that essentially the City is not losing any money even if you made the (false) assumption that the project could move forward without a TIF. Again, a 50% TIF is reasonable as it is essentially asking the municipality to assign money to the project that would have otherwise gone to the county and state. 5 points is still a very good number and will give us an advantage over many applications and hold us even with most or all others. Typically the difference between the winners and losers is only a point or two.

Second, financial underwriting. As we have discussed, Auburn assesses its tax credit projects at a very high ratio relative to many other communities around the state. This is perfectly defensible, and we take no issue with it whatsoever, but it creates a hardship for the project operating budget since rents ca never be raised past 50% and 60% AMI regardless of the assessment. That, coupled with the basic fact of high taxes which affects all service centers statewide, means that the credit enhancement is actually pretty critical to the basic underwriting of the project. Today the market for sale of credits is very competitive, but it is still unclear that the project could meet basic underwriting standards of both investor and MSHA if a TIF is absent.

For these reasons, we will likely not proceed with the project if we are not able to negotiate a mutually beneficial TIF arrangement. The TIF would need to be approved and sent to the state by the first council meeting in September.

Finally, we are also requesting \$110,000 in HOME funds that will allow us to score 1 more point in our application, which seems to be a relatively low amount of commitment for adding at least 35 new units to Auburn's workforce housing stock.

While we intend to pursue a Planning Board application as soon as this year's scoring system is published, we do still have some time as we are informed it may be a month or two later than usual when the applications are due to MaineHousing.

I hope this letter has provided some baseline information as you evaluate this request and I will be happy to provide any other information you may require. I am hopeful that we will be able to appear before your Council on May 15 for workshop on our requests with a public hearing and final vote on the first meeting in June or July. This schedule will allow for all materials to be submitted to MaineHousing in time for the fall/winter application.

Thank you,

Kevin Bunker

DC Predevelopment LLC





City of Auburn City Council Information Sheet

Council Meeting Date: June 5th, 2017

Author: Michael Chammings, Director of Economic and Community Development

Subject: Funding of the New Auburn Village Improvement

The current year's purchased services account budgeted for a workforce development program out of TIF funds. This program was not implemented (partially due to a roadblock at the State and staff turnover).

These funds could be transferred into the New Auburn Village Improvement account.

Advantages: This would expedite the completion of the New Auburn Village Improvement project.

Disadvantages: None known

City Budgetary Impacts: None, TIF funds are dedicated to specific programs and projects; the New Auburn Village Improvement is a TIF approved project.

Staff Recommended Action: Transfer the current years TIF funded Workforce Development funds into the New Auburn Village Improvement account.

Previous Meetings and History: Council



City of Auburn, Maine

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

To: Mayor LaBonte and Auburn City Council Members

From: Doug Greene, AICP, RLA Urban Development Specialist

Date: June 5, 2017

RE: Funding of the New Auburn Village Improvements

The Staff would like to report on the New Auburn Village Center Plan broken down into annual construction activity and budgets and evaluate the potential impacts of re-allocating Workforce Development Funding to further the progress of the New Auburn Village Center project.

2017 (Phase 1) Construction -

- Acquisition and demolition of Broad St. property
- Construction of the initial 250' of the Riverway Road
- Construction a 40 space public parking lot including necessary utilities and infrastructure
- Construction of 10 parking lot for 15 Broad St. as per 2013 Land Swap agreement between owners and the City

2017 (Phase 1) Budget -

- Phase 1 has a budget of \$544,800
- Northern Borders Regional Commission Grant award of \$246,186
- Local match commitment of \$250,000
- \$150,000 Comp Plan Implementation FY 16-17
- \$25,000 carry over from FY 15-16 New Auburn project budget
- Phase 1 budget has a shortfall of \$123,614

2018 (Phase 2) Construction - Phase 2 currently is programmed to do the following:

- The acquisition of 1 key property in Greenway area
- Basic grading and filling of the Greenway trail area
- Partial grading and filling of the Riverway Road
- All utilities installed during grading and filling work
- Construction of the "Spine Trail" in the Greenway

2018 (Phase 2) Budget -

- The current Phase 2 budget is \$595,915
- FY 18 funding request of \$600,000 (\$300,000 in bonding and \$300.000 in TIF)
- Possible Northern Borders Regional Commission grant of \$250,000
- Grant award would increase available budget to \$850,000

2019 (Phase 3) Construction -

- Completed Greenway with accessory trails, handicapped water access, event plazas, landscaping, lighting, site amenities, a small amphitheater, playground and bell towers.
- Completed Riverway Road with curbing, storm drainage, all infrastructure completed
- New first floor commercial and upper floor space will be available for development

2019 (Phase 3) Budget-

- The Phase 3 budget is \$1,845,280.
- The FY 19 CIP request is \$1,845,280.

Project Funding Needs met using Workforce Development funds-

- Re-allocation of Workforce Development funds of \$450,000 would remove the \$123,614 shortfall and leave \$326,386 remaining
- If Northern Border Grant is successful, the local match of \$250,000 leaves \$76,386 remaining
- The additional funding above the current Phase 2 budget of \$600,000 could be used for additional greenway work in 2018

C: File



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: June 5, 2017 Order: 41-06052017

Author: Sue Clements-Dallaire, City Clerk

Subject: Appointing Wardens and Ward Clerks for the June 13, 2017 Election

Information:

Warden and Ward Clerk Appointments are made every two years. Appointments were made in January of 2016 for the 2016-2017 term, however there were several positions that were either not filled or vacated. The City Clerk has nominated the following Wardens and Ward Clerks to fill those vacant positions for the June 13, 2017 election.

David Foster – Warden Levi Gervais – Warden Wanda Brown – Warden Audrey Murphy - Warden

Lorraine Boilard - Ward Clerk Christine Sirois - Ward Clerk Norman Simard - Ward Clerk Alice Dill - Ward Clerk Robert Hayes – Ward Clerk

Advantages: Passage of the order fills these positions and ensures that we are in compliance with State Election Law and City Ordinance.

Disadvantages: It is becoming more of a challenge to find and retain qualified, committed candidates to fill all of these positions.

City Budgetary Impacts: N/A

Staff Recommended Action: Recommend passage.

Previous Meetings and History: Two year appointments were made 1/4/2016, however not all positions were filled and some are unable to work this election.

Attachments: Order

James Pross, Ward One Robert Stone, Ward Two Andy Titus, Ward Three Vacant, Ward Four



Leroy Walker, Ward Five Grady R. Burns, At Large David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 41-06052017

ORDERED, that the City Council hereby appoints the following individuals as Wardens and Ward Clerks for the June 13, 2017 Election.

David Foster – Warden Levi Gervais – Warden Wanda Brown – Warden Audrey Murphy - Warden

Lorraine Boilard - Ward Clerk Christine Sirois - Ward Clerk Norman Simard - Ward Clerk Alice Dill - Ward Clerk Robert Hayes – Ward Clerk



City of Auburn City Council Information Sheet

Council Meeting Date: June 5th, 2017 Order: 42-06052017

Author: Michael Chammings, Director of Economic and Community Development

Subject: Approving the Omni Circle Property Sale

Information: In 2016 the Auburn Economic and Community Development staff was asked to provide possible options for expansion of a business on Omni Circle; three options were presented and the business owner selected the one being considered as their preferred option. The Economic and Community Development Staff was then asked to assist the Airport in amending the Subdivision Plan to include the following:

- a. Note 7 from the 11/25/81 Subdivision plan be changed to read "Required Lot Area is 20,000 sq. ft.".
- b. A note added that eliminates the required landscaping of Parcel PID # 143-013.
- c. A note added to the plan designating a lot identification for Parcel PID # 143-013 be provided on the plan.
- d. A note added to the plan stating that Parcel PID # 143-013 is a developable lot.

The Airport applied to the Auburn Planning Board for an Amended Subdivision Plan to the Auburn-Lewiston Airpark Subdivision; after the public hearing process, the Amended Subdivision Plan was approved by the Planning Board.

The Airport would now like to market the new lot. In order for the Airport to market the lot, they must comply with the Interlocal Agreement that states:

"When the Directors determine that any of the Airport Board's real or personal property or interests therein are no longer necessary to the accomplishment of the purposes of the Airport, it may dispose of the same, subject to any restrictions which may be imposed by the Federal Government or its regulatory agencies having administrative jurisdiction over the Airport Board's operation, upon such terms as it considers advisable. Any proposed disposal of real estate or personal property having a value in excess of One Thousand Dollars (\$1000.00) shall be first approved by the Lewiston and Auburn City Councils".

Advantages: The sale of the property would have the potential of adding up to four new good paying jobs and it would add to our tax base.

Disadvantages: None known

City Budgetary Impacts: None

Staff Recommended Action: Approve the disposal of the new lot.

Previous Meetings and History: Planning Board approval May 8th, 2017.

Attachments: Document labeled Attachment 2 and Order



James Pross, Ward One Robert Stone, Ward Two Andy Titus, Ward Three Vacant, Ward Four



Leroy Walker, Ward Five Grady R. Burns, At Large David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 42-06052017

ORDERED, that the City Council hereby orders parcel # 143-013, located on Omni Circle, to be eligible for sale by the Lewiston-Auburn Airport Board as a developable lot as approved by the Auburn Planning Board at their May 9, 2017 meeting.



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: June 5, 2017 Resolve: 02-06052017

Author: Douglas Greene, Urban Development Specialist and Grant Administrator, AICP, RLA

Subject: Council Resolution to Support a Grant Application

Information: The Northern Borders Regional Commission (NBRC), a federal economic development agency, is offering another round of grant funding for infrastructure and economic development projects. The City of Auburn was awarded an NBRC grant last year and the staff wants to apply again. The Staff is requesting the City Council approve a resolution to authorize the City Manager to sign the application, which has been prepared by Staff. The maximum federal grant award is \$250,000 that would need to be matched with \$250,000 from the City, for a total award of \$500,000 for Phase 2 of the New Auburn Village Center.

This year's Phase 2 grant is being written with the intent of being combined with Phase 1 funding. If successful, this would allow much more construction to be completed in 2018. The work would include:

- 1. A new 40 space public parking area behind the Firehouse Grill and the All About You Salon.
- 2. Creation of new developable building pad areas.
- 3. The construction of the initial 250 feet of the Riverway Road.
- 4. Grading, filling and construction of the Village Center Greenway Trail.
- 5. Grading, filling of the Riverway Road (To be completed in 2019).

Advantages: This grant can provide funding for implementation of a significant part of the New Auburn Village Center Plan.

Disadvantages: The construction would be a temporary inconvenience.

City Budgetary Impacts: The local match will be a maximum of \$250,000. This is a reimbursement grant, and the project funding would need to be made available during the project's construction.

Staff Recommended Action: Approval of the resolution

Previous Meetings and History: A resolution for Phase 1 was approved by the City Council in June of 2016.

Attachments:

- 1. NBRC Grant Information Sheet
- 2. Resolution of support



The NBRC is...

A Federal-State partnership for economic and community development that was created by Congress in 2008 and has been Federally funded since 2010. The NBRC partnership supports projects in northern Maine, New Hampshire, Vermont, and New York.

About the NBRC's 2017 Economic & Infrastructure Development Grant Program

- Depending on appropriations, \$1.5-\$1.8 million for projects in each State;
- Up to a \$500,000 maximum award to eligible infrastructure projects, up to a \$250,000 maximum award for all other types of eligible projects;
- NBRC awards require a 50% match for projects located in Hancock and Knox counties and a 20% match for projects located within the rest of NBRC's eligible counties in Maine (see below).
- NBRC funds can be used as match for leveraging other Federal grant funds, up to 80% of the total project;
- All funds are in the form of reimbursement for previously paid and eligible expenses after a grant agreement has been signed and a notice to proceed has been issued.
- Applications will be available in March 2017 at the NBRC's website (www.nbrc.gov) and due by mid-June. Decision for funding will be made in August, 2017.

Supports eligible projects...

In Androscoggin, Aroostook, Franklin, Hancock, Kennebec, Knox, Oxford, Penobscot, Piscataquis, Somerset, Waldo, and Washington counties.

Eligible grant projects include...

- Revitalize and modernize essential infrastructure in Northern Border region communities.
- Increase access, affordability, and use of high speed telecommunications by Northern Border residents and businesses.
- Stabilize and reduce electric and thermal energy costs.
- Retain, expand and diversify business enterprise that capitalizes on the region's natural, cultural, and economic assets.
- Position the Northern Border region as an attractive and supportive place for creative and entrepreneurial people.
- Support and expand a highly productive workforce with skills suited to existing and future business needs.
- Foster entrepreneurial leadership and capacity for community economic development.
- Inform and align local, state, and regional economic development decision making with regional data and perspectives.

Eligible applicants are...

Public bodies, IRS recognized 501(c) organizations, Native American tribes, and the four NBRC State governments.

Decision making process is...

Consensus between the four State Governors and the Federal Co-Chair based on applications being prioritized by the States. State economic development plans influence decision-making as does the NBRC's Five Year Strategic Plan.

PROJECTS THAT DIRECTLY OR INDIRECTLY RESULT IN JOB CREATION AND/OR PRIVATE SECTOR INVESTMENT ARE ENCOURAGED.

More information on the Northern Border Regional Commission can be found on its website at

www.nbrc.gov

James Pross, Ward One Robert Stone, Ward Two Andy Titus, Ward Three Vacant, Ward Four



Leroy Walker, Ward Five Grady R. Burns, At Large David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

RESOLVE 02-06052017

RESOLVED, that the City Council supports the application for a Economic and Infrastructure Development Investment grant by the Northern Borders Regional Commission and,

FURTHER RESOLVED, authorizes the Office of Community and Economic Development to prepare the grant application for a \$250,000, which will require a 50% match from the City and,

THEREFORE, the City Council authorizes the City Manager to sign the grant application.



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: June 5, 2017 Order: 43-06052017

Author: Jill Eastman, Finance Director

Subject: LA 911 Fund Balance Policy

Information: The board of directors for LA 911 has prepared and is recommending the adoption of a Fund

Balance Policy for LA 911.

Advantages: Clear direction on the use of the LA 911 Fund Balance and the bench mark for the amount of

Fund Balance that LA 911 should have.

Disadvantages:

City Budgetary Impacts: None

Staff Recommended Action: Passage of the Fund Balance Policy for LA 911

Previous Meetings and History: Budget workshop May 15, 2017

Attachments:

LA 911 Committee-Fund Balance Policy

James Pross, Ward One Robert Stone, Ward Two Andy Titus, Ward Three VACANT, Ward Four



Leroy Walker, Ward Five Grady R. Burns, At Large David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 43-06052017

ORDERED, that the City Council hereby adopts the attached 911 fund balance policy.

Lewiston-Auburn 911 Committee General Fund - Fund Balance Policy

Policy Purpose

The purpose of this policy is to establish a target level of fund balance for the 911 Committee's (The Committee) general fund and to establish a process and criteria for the continued evaluation of that target level as conditions warrant. This policy shall also establish a process for reaching and or maintaining the targeted level of fund balance and the priority for the use of resources in excess of the target. Finally, this policy shall provide a mechanism for monitoring and reporting the Committee's general fund balance. This policy applies only to the general fund.

Definitions and Classifications

Fund Balance is a term used to describe the net assets of governmental funds. It is calculated as the difference between the assets and liabilities reported in a governmental fund.

Governmental fund balance is reported in five classifications that comprise a hierarchy based primarily on the extent to which the Committee is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The five classifications of fund balance applicable to the general fund are defined as follows.

Restricted Fund Balance Components:

- Non-spendable resources which cannot be spent because they are either a) not in spendable form; or b) legally or contractually required to be maintained intact.
- Restricted resources with constraints placed on the use of resources which are either a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or b) imposed by law through constitutional provisions or enabling legislation.

Unrestricted Fund Balance Components:

- Committed resources which are subject to limitations the Committee imposes upon itself at its highest level of decision making (City Councils of Lewiston and Auburn) and that remain binding unless removed in the same manner.
- Assigned resources neither restricted nor committed for which the Committee has a stated intended use as
 established by the 911 Committee Board or official (management) to which the Committee has delegated the
 authority to assign amounts for specific purposes.
- Unassigned resources which cannot be properly classified in one of the other four categories. The General Fund should be the only fund that reports a positive unassigned fund balance amount.

Background and Considerations

Fund balance is intended to serve as a measure of financial resources in a governmental fund. The Committee's management, credit rating agencies, and others monitor the levels of fund balance in the general fund as an important indicator of the Committee's economic condition. While credit agencies have always analyzed fund balance as part of their evaluation of credit-worthiness, increased attention has been focused on determining sufficient levels because of recent events in the credit markets.

Adopted: 00-00-000

In establishing an appropriate level of fund balance the Committee has considered the following factors:

- Property Tax Base
- Non-property Tax Revenues
- Debt Profile
- Liquidity
- Budget Management
- Future Uses
- Capital Replacement
- Emergency Response

Fund Balance Policy

It is the policy of the Lewiston-Auburn 911 Committee to maintain a minimum unassigned fund balance in the general fund of 6% of general fund expenditures measured on a General Accepted Accounting Principles (GAAP) basis. In the event that the unassigned fund balance drops below this minimum level, the Committee will develop a plan, implemented through the annual budgetary process, to bring the balance back to the target level over a period of no more than three (3) fiscal years. A super majority vote of five (5) affirmative votes will be required for the Committee to take action on an item that temporarily reduces fund balance below this minimum target level. In no instance shall the unassigned fund balance in the general fund fall below 3% of general fund expenditures for greater than a continuous two (2) fiscal year period.

Amounts in excess of the targeted maximum of 10% of general fund expenditures measured on a GAAP basis shall be used for capital improvements or other one-time expenditures as identified by the City Councils.

Amounts falling between the 6% floor and the 10% ceiling shall be used to fund one-time expenditures including capital items as specifically identified by the Committee in the next budgetary cycle or to meet an emergency replacement need.

If one or both of the City Councils take action, through appropriation resolve, to reduce the Committee's unassigned fund balance level to below 6%, Committee understands that the City Councils will take the necessary steps to incorporate a contingency at the city-level to provide for emergency funding needs, which may include but not be limited to unanticipated legal costs, emergency and/or unusual overtime expenses, and replacement of failed equipment.

The Treasurer shall report fund balance in the appropriate classifications and make the appropriate disclosures in the Committee's financial statements. Unless already classified as restricted or committed, the following balances shall be classified as assigned, as per GAAP or as a matter of policy. Additional amounts may be assigned by the Committee.

Encumbrances – Amounts encumbered at year-end by contract, including purchase order, or encumbered by some other means shall be classified as assigned.

Budget Appropriation – Amounts appropriated in the annual budget resolve, or in any supplemental budget resolves, for expenditures in an ensuing fiscal year shall be classified as assigned.

Self-insurance Balances – Accumulated reserves for future unemployment and workers compensation claims.

Compensated Absences – Actual accumulated employees' vacation and/or vested sick balances at the end of each fiscal year.

Committee action must be taken to establish the types of assignments prior to the fiscal year end for other items not listed above.

Policy Administration

Annually during the independent audit financial report presentation, the Treasurer shall report the Committee's fund balance and the classification of the various components in accordance with GAAP and this policy.

LA 911 shall annually provide a report to the Councils detailing its fund balance as of June 30th of the preceeding year and detailing any commitment or use of fund balance after that date.

Should the Committee fall below the minimum target level without City Council action referenced above, the 911 Director shall prepare a plan to restore the unassigned fund balance to the minimum target level prior to the ensuing fiscal year's budget adoption.

Should the Committee exceed the maximum target level, the 911 Director shall prepare a recommendation to utilize excess funds for capital improvements or other one-time expenditures and presented the plan in conjunction with the ensuing fiscal year's budget presentation to both the Committee and the City Councils.

Adopted: 00-00-000



Attachments:

Order

City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: June 5, 2017	Order: 44-06052017
Author: Sue Clements-Dallaire, City Clerk	
Subject: Appointing City Manager, Peter Crichton, as alter (Androscoggin Valley Council of Governments) Executive C	
Information : Councilor Titus serves on the AVCOG Execut Manager, Peter Crichton, as an alternate member.	ive Committee. This would be to appoint City
Advantages: Helps to ensure Auburn representation.	
Disadvantages: None	
City Budgetary Impacts: N/A	
Staff Recommended Action: Recommend passage.	
Previous Meetings and History: N/A	

James Pross, Ward One Robert Stone, Ward Two Andy Titus, Ward Three VACANT, Ward Four



Leroy Walker, Ward Five Grady R. Burns, At Large David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 44-06052017

ORDERED, that the City Council hereby approves the appointment of City Manager, Peter Crichton, as alternate member of the AVCOG (Androscoggin Valley Council of Governments) Executive Committee.

IN COUNCIL REGULAR MEETING MAY 15, 2017 VOL. 35 PAGE 37

City Manager Peter Crichton called the meeting to order at 7:12 P.M. in the Council Chambers of Auburn Hall. Mayor LaBonté had an excused absence. All Councilors were present.

Motion was made by Councilor Stone and seconded by Councilor Burns to nominate Councilor Young to serve as Mayor Pro Temporé in the absence of Mayor LaBonté. There were no other nominations. Passage 5-0-1 (Councilor Young abstained).

Mayor Pro Temporé Young led the assembly in the salute to the flag.

I. Consent Items – None

II. Minutes - May 1, 2017 Regular Council Meeting

Motion was made by Councilor Burns and seconded by Councilor Walker to approve and place on file the minutes of the May 1, 2017 Council Meeting. Passage 6-0.

III. Communications, Presentations and Recognitions

- Recognition to the Finance Department on their 23rd Consecutive "Certificate of Achievement for Excellence in Financial Reporting"
- Proclamation Kids to Parks Day
- Proclamation Maine Arbor Week (May 21, 2017 May 27, 2017)

IV. Open Session

Joan Macri would like to see funding in the Capital Improvement plan to provide year round water on Taylor Pond.

Mary Davis spoke on behalf of herself and Sheri and Joel Olsein. She read a letter written by Sheri Olstein which has been placed on file regarding getting year round water on Taylor Pond (on the East Shore neighborhood including Shore Path, Waterview Drive, and Taywood Road).

Daniel Lindahl, Shore Path Road would also like to see permanent, year round water on Taylor Pond.

Belinda Gerry, 143 Mill Street asked for Council support to fully fund LATC (Lewiston Auburn Transit Committee).

Mamie Anthoine Ney, Auburn Library Director, reported on the gem case that sits outside council chambers. The gems are now properly labeled.

Michelle Fifield, Auburn Mall rider commented on the bus service.

V. Unfinished Business - None

VI. New Business

IN COUNCIL REGULAR MEETING MAY 15, 2017 VOL. 35 PAGE 38

1. Order 37-05152017

Approving the liquor license for Jenny Zhao, Inc., DBA China Wok located at 730 Center Street. Public hearing.

Motion was made by Councilor Burns and seconded by Councilor Walker for passage.

Public hearing – no one from the public spoke.

Passage 6-0.

2. Order 38-05152017

Adopting the five year Capital Improvement Plan.

Motion was made by Councilor Burns and seconded by Councilor Titus for passage.

Public comment – no one from the public spoke.

Passage 5-1 (Councilor Pross was opposed).

3. Order 39-05152017

Adopting the Community Development Block Grant (CDBG)/HOME Budget.

Motion was made by Councilor Burns and seconded by Councilor Walker for passage.

Public comment – no one from the public spoke.

Passage 6-0.

4. Order 40-05152017

Adopting the Auburn School Budget for Fiscal Year 2018.

Motion was made by Councilor Burns and seconded by Councilor Pross for passage.

Public comment – no one from the public spoke.

Passage 4-2 (Councilors Walker and Titus opposed).

VII. Reports

a. City Councilors' Reports

Councilor Burns - no report

Councilor Titus - no report

IN COUNCIL REGULAR MEETING MAY 15, 2017 VOL. 35 PAGE 39

Councilor Walker - no report

Councilor Stone – Commented on the Taylor Pond water issue, adding that he feels that the Council needs to move this forward on this and fund an engineering study.

Councilor Pross – reported on the School Committee workshop discussion regarding early dismissal for grades 7-12.

Councilor Young – reported on the ELHS girls and boys track teams.

- **b.** City Manager Report reported that there will be an item on the AG Study Proposals during the June 5th workshop, the flow study event will take place on Sunday depending on the weather between 11AM and 3PM, and there is a pedestrian safety forum taking place on June 7th from 5-7PM.
- c. Finance Director, Jill Eastman April 2017 Monthly Finance Report Motion was made by Councilor Stone and seconded by Councilor Walker to accept and place on file the April 2017 monthly finance report. Passage 6-0.
- VIII. Open Session No one from the public spoke.

IX. Executive Session

• Discussion regarding an Economic Development matter, pursuant to 1 M.R.S.A. §405(6)(C).

Motion was made by Councilor Pross and seconded by Councilor Burns to enter into executive session. Passage 6-0, time in 8:13 PM.

Council was declared out of executive session at 8:51 PM.

X. Adjournment

Motion was made by Councilor Burns and seconded by Councilor Pross to adjourn. Passage 6-0, time 8:51PM.

A True Copy.

ATTEST Susan Clements-Dallaire, City Clerk

Date received:	MAY	23	2017
Date approved: _	J. 201		



CITY OF AUBURN SPECIAL EVENT/MASS GATHERING APPLICATION

For any Special Event on City property that will attract up to 1,000 people, or any outdoor event with continued attendance of 1,000 or more persons for 2 or more hours.

Applications must be submitted to the Clerk at least 45 days prior to the event if the gathering is expected to attract up to 5,000 people.

Application must be submitted at least 90 days prior to the event if the gathering is expected to attract more than 5,000 people.

SPONSOR INFORMATION

Name of Sponsoring Organization: Liberty Festival / Independence Day Committee
Name of Contact Person for Event: Cathy McDonald
Title of Contact Person: President
Mailing Address: PO Box 97, Lewiston, ME 04240
Daytime Telephone: 786-3088 Cell Phone: 212-8227
Email Address: liberty.festival@aol.com
Contact Name and Cell Phone Number DURING the Event: Cathy McDonald - 212-8227
Is your organization incorporated as a non-profit organization? Yes XNo
Non-Profit Number: 04-3358113
EVENT INFORMATION
Name of Event: Liberty Festival
Type of Event (walk, festival, concert, etc.): festival
Date of Event: July 4 th , 2017 Rain Date: July 5 th , 2017
Times of Event: Start Time including set-up: 7am Ending time including clean up: 1am

Actual Event Start Time: 4pm Actual Event End Time: 11pm
Estimated Attendance:
Location of Event: Great Falls, Festival Plaza and surrounding areas
Have you held an event at this location within the last 12 months? Yes X_No
If the location is a city park, have you applied for use of the property with the Parks & Recreation Department and has your request been approved?
YesNo x PendingDate submitted to the Recreation Department:

TYPES OF PERMITS/PERMISSIONS NEEDED – PROVIDE AN ANSWER FOR EACH LINE:

Permit Fee	Permit Fee Permission/Permit Type								
Separate fee & application, conditions & restrictions may		Х	SURE						
apply	Non-profit groups only, \$100 fee per week, 2 week maximum. First come first serve basis, proof of insurance required.								
Separate fee	FOOD – Will food or beverages be sold? If yes, list what types of food or								
and permit possible	beverages: various vendor foods and beverages								
TO 1	Note - A food service license may be required and must be submitted 14 days prior to the event.								
Separate fee	NON-FOOD ITEMS – Will products be sold or given away (such as t-shirts,								
and permit possible	crafts, souvenirs, etc.)? If yes, list what items: t-shirts and novelties	x							
NT/A	Note - A peddler permit may be required and must be submitted 14 days prior to the event.								
N/A	LIVE MUSIC – Will there be any outdoor musical performances? If yes, please describe: DJ in Great Falls plaza area	x							
N/A	SOUND AMPLIFICATION – Will there be a microphone or speaker system to project sound?								
N/A	ALCOHOLIC BEVERAGES ARE NOT ALLOWED	Х	Х						
Separate fee and permit required	CARNIVAL – Will carnival rides be offered? If yes, attach a copy of the state permit. A city permit is required as well.		X						
Separate fee and permit required	FIREWORKS – Will there be a fireworks display? If yes, a permit from the Fire Department is required.	х							
N/A	PARADE — Will there be a parade? If yes, describe route: Note — A permit from the Police Department is required.		Х						
N/A	RUN/WALK/CYCLE – Will event involve participants doing a walk-a-thon, road race, etc? If yes, describe route:		х						
Separat e permit required	BURN PERMIT – Will there be any open flame such as a bon fire? If yes, describe activity: Possible organized flag disposal ceremony			х					
	Note - A permit from the Fire Department is required.								

N/A	TENT/CANOPY – Will you be setting up a tent or canopy? If yes, list number and sizes: Small pop-up canopy tents around vendors and staging arous. Possible larger tent ever stage area.	x				
Separate fee and permit	staging areas. Possible larger tent over stage area. ELECTRICAL POWER/EQUIPMENT – Will electrically powered equipment be utilized, if so, provide a brief description of the equipment					
required	and the entity responsible for the installation of the electrical equipment? vending booths, musical equipment and stage lighting.					
N/A	ROAD/INTERSECTION CLOSURE – Will any roads need to be closed to accommodate your event? If yes, please list: Main Street, Court Street, Longley Bridge and Great Falls Plaza.	x				
N/A	MAP/DIAGRAM — Is a map or diagram attached detailing this event and depicting the placement of such items as tables, tents, port-a-potties, stage, parking, food service areas, etc.? This is a mandatory requirement for this application and must be included.					
N/A	PARKING ACCOMODATIONS – What will be the anticipated need for parking and what is your parking plan? Great Falls plaza lots, Auburn City Hall parking garage. We will be manning donation requested lots.	х				
N/A	TOILETS – Please list amount at event and/or nearest location: 10 regular units and 2 handicap units between Lew & Auburn	х				
N/A	WASTE DISPOSAL – Please list process and location: City provided trash cans and liners	x				
N/A	HAND WASHING FACILITIES – Please list amount at event and/or nearest location: 1 at port-a-potties and 1 portable at each vending station.	х				
N/A	POTABLE WATER – Please list amount at event and location: 1 hook up from TD Bank	х				
N/A	FIRST AID FACILITIES – Please list location at event: United Ambulance and Auburn Fire at Great Falls Plaza	х				
\$	TOTAL FEE AMOUNT INCLUDED – Checks payable to the City of Auburn	0				

EVENT LIABILITY INSURANCE COVERAGE FOR EVENT

For an event such as a walk-a-thon, race, festival, concert, etc. the City requires insurance coverage – general liability. The City of Auburn is to be named as additionally insured in regards to the event activities on that date. Once the event is approved, the Certificate of Insurance will need to be received at least 30 days before the event and before permits can be issued. Please have the <u>City of Auburn</u> listed as additional insured on the Certificate of Insurance (minimum coverage \$1,000,000 Bodily Injury or Death, per occurrence, and \$300,000 Property Damage, per occurrence). It should contain a clause providing that the policy may not be cancelled by either party except upon not less than 30 days written notice to the City. Please have your insurance company fax a copy to: City Clerk 207-333-6623.

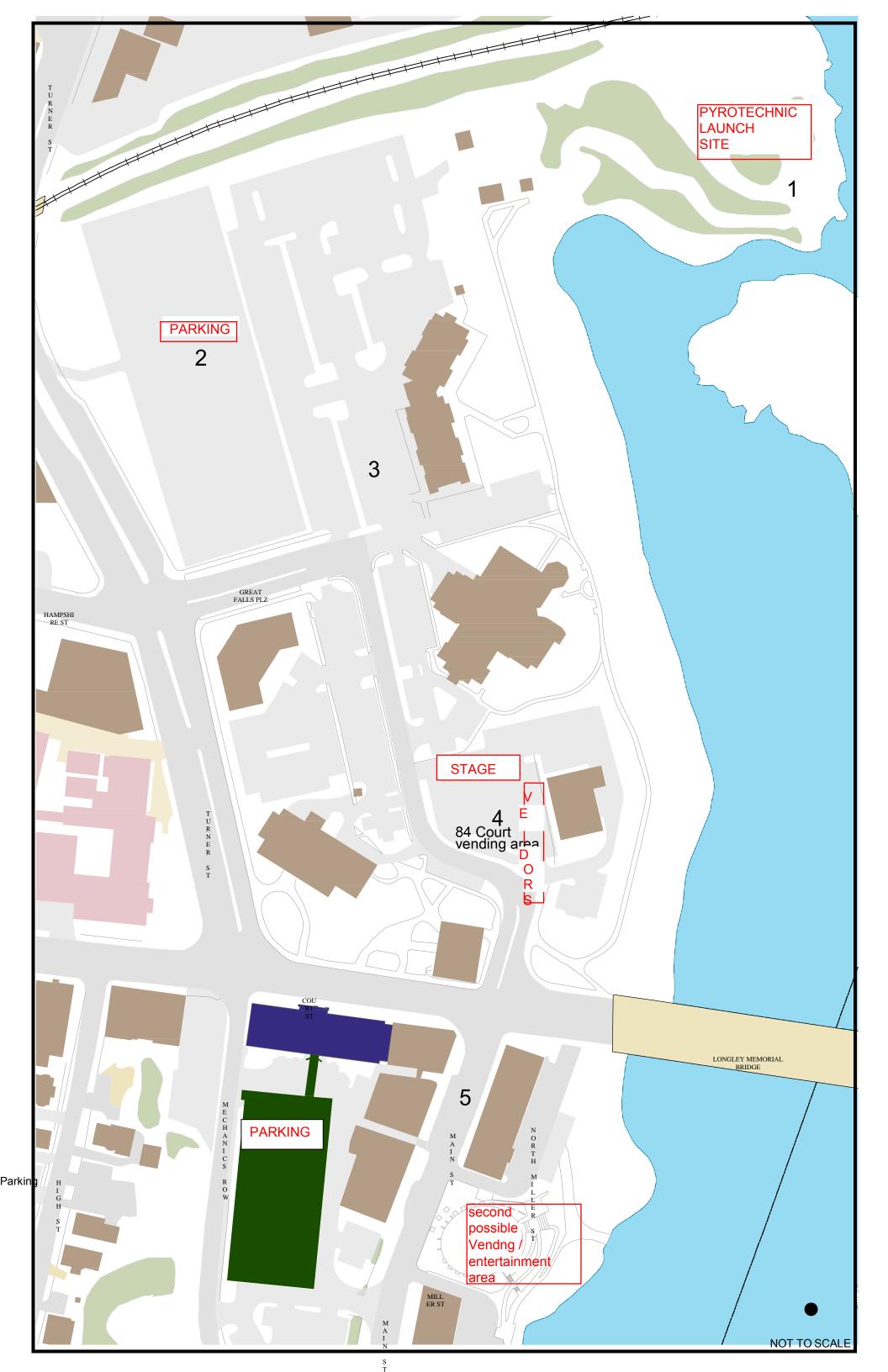
DESCRIPTION OF EVENT – Please describe what will occur during your event	
We will begin with set-up on 7/3for the festival. The festival will occur on 7/4th	
(rain date July 5th) and include fireworks, vendors and a variety of entertainers.	
Clean up will be completed on 7/5 (rain date 7/6).	
	50

Printed Name: Cathy McDo I by City Staff if you with diagram and an	u require a	dditional pe	te Submitted: 5/23/16 ermitting.
I by City Staff if you with diagram and an sign of the staff if you are st	u require a	dditional pe	
n with diagram and an			ermitting.
50 gov	ny applicab	le fee to:	
gov			
OD CITATE VICE			
OR STAFF USE	****		
RECOMMENDAT	TIONS:		
APPROVE	DENY	DATE	INITIALS

of the above departi	ments:		
	A HEAT WE	70.00	
,	APPROVE	of the above departments:	APPROVE DENY DATE

Date applicant notified:

License Approved/Denied:



Sec. 14-252. - Clerk's notification to council.

As soon as the city clerk or designee receives an application to hold a mass gathering, the clerk shall give public notice by notifying the city council. Such notification shall appear as a formal communication on the agenda of the next regularly scheduled council meeting.

(Ord. No. 38-02072011-05, att. § 24-200, 2-7-2011)



Summary of Proposed Budget

As of June 5, 2017

Fiscal Year 18

Tax Levy Increase

	Council Adopted Budget FY16-17	Original Manager Proposed Budget FY 17-18	Current Manager Proposed Budget FY 17-18	Council Adopted Budget FY 17-18	\$ Change	% Change
Tax Levy						
City	\$24,845,276	\$25,782,880	\$25,677,880	0	\$832,604	3.35%
School	\$17,648,609	\$19,188,990	\$19,090,947	0	\$1,442,338	8.17%
County	\$2,167,824	\$2,296,224	\$2,296,224	0	\$128,400	5.92%
Overlay						
Total Tax Levy	\$44,661,709	\$47,170,051	\$47,065,051	0	\$2,403,342	5.38%

Tax Levy

	ORIGINAL	AMENDED	\$ CHANGE	% CHANGE
City	\$25,782,880	\$25,677,880	\$(105,000)	-0.42%
School	\$19,090,947	\$19,090,947	\$0	0.00%
County	\$2,296,224	\$2,296,224	\$0	0.00%
Overlay				
Total Tax Levy	\$47,170,051	\$47,065,051	\$(105,000)	-0.24%

Homeowner Impact

		Manager				Manager	
	EV 47	Proposed			EV 47	Proposed	
	FY 17	FY 18			FY 17	FY 18	
	Tax Rate	Tax Rate	Increase		Tax Rate	Tax Rate	Increase
e':	12.44	12.85	0.41		12.44	12.85	0.41
City Budget	4	4	4	City Budget	40	40 00	400.00
\$150,000 Home	\$1,866.00	\$1,927.50	\$61.50	\$200,000 Home	\$2,488.00	\$2,570.00	\$82.00
		Proposed				Proposed	
	FY 17	FY 18			FY 17	FY 18	
	Tax Rate	Tax Rate	Increase		Tax Rate	Tax Rate	Increase
	1.08	1.15	0.07		1.08	1.15	0.07
County Taxes			0.07	County Taxes			0.07
\$150,000 Home	\$162.00	\$172.50	\$10.50	\$200,000 Home	\$216.00	\$230.00	\$14.00
		Dunnand				Dunmand	
	FY 17	Proposed			FV 47	Proposed	
		FY 18	Incorpora		FY 17	FY 18	Incurre
	Tax Rate	Tax Rate	Increase		Tax Rate	Tax Rate	Increase
Cohool Dudoot	8.83	9.55	0.72	Cabaal Budaat	8.83	9.55	0.72
School Budget	Ć1 224 FO	ć1 422 FO	¢100.00	School Budget	¢1.700.00	ć1 010 00	¢144.00
\$150,000 Home	\$1,324.50	\$1,432.50	\$108.00	\$200,000 Home	\$1,766.00	\$1,910.00	\$144.00
		Proposed				Proposed	
	FY 17	FY 18			FY 17	FY 18	
	Tax Rate	Tax Rate	Increase		Tax Rate	Tax Rate	Increase
	22.35	23.55	1.20		22.35	23.55	1.20
Combined Budget				Combined Budget			
\$150,000 Home	\$3,352.50	\$3,532.50	\$189.00	\$200,000 Home	\$4,470.00	\$4,722.00	\$252.00

City Manager

Regular Salaries:

City Solicitor

\$ (100,000)

\$ 125,000

Purchased Services-General:

*Legal Services

Compensation Study \$ 40,000

Fire Safety Study \$40,000

*Deleted Legal Services as a Department

Fire

Salaries:

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*Regular Salaries $ 170,000
OT-Vacation Replacement $ (80,000)
OT-Sick Replacement LT $ (5,000)
OT-Sick Replacement ST $ (20,000)
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^{*}Additional three positions w/ benefits

Fire Overtime Analysis

	FY 12			FY 13			FY 14			FY 15				FY 16					
Description		Budget	Actual		Budget		Actual		Budget		Actual	ا	Budget		Actual		Budget		Actual
OT-Vacation Replacement	\$	20,798 \$	19,264	\$	20,798	\$	66,056	\$	30,000	\$	80,415	\$	20,000	\$	87,129	\$	20,000	\$	120,844
OT-Sick Replacement Long Term	\$	20,000 \$	26,225	\$	20,000	\$	50,941	\$	20,000	\$	94,064	\$	20,000	\$	82,600	\$	20,000	\$	75,173
OT-Sick Replacement Short Term	\$	69,000 \$	101,284	\$	89,000	\$	121,749	\$	89,000	\$	157,578	\$	89,000	\$	161,537	\$	89,000	\$	146,154
OT-Mandatory Training	\$	8,480 \$	22,583	\$	15,000	\$	11,720	\$	16,868	\$	12,185	\$	18,463	\$	48,986	\$	18,464	\$	10,924
OT-Extra Assignments	\$	12,069 \$	19,504	\$	15,133	\$	33,652	\$	27,063	\$	67,953	\$	15,990	\$	64,943	\$	15,990	\$	44,665
OT-Vacancies/Retirements	\$	11,885 \$	144,164	\$	12,196	\$	70,692	\$	12,196	\$	37,562	\$	12,844	\$	60,272	\$	12,844	\$	5,728
OT-Work Related Injuries	\$	15,000 \$	631	\$	15,000	\$	15,533	\$	15,000	\$	24,229	\$	15,000	\$	65,964	\$	15,000	\$	18,440
OT-Meetings	\$	2,525 \$	2,278	\$	2,525	\$	8,782	\$	5,000	\$	11,264	\$	6,425	\$	13,308	\$	6,425	\$	14,081
OT-Funeral Leave	\$	2,500 \$	5,114	\$	2,500	\$	5,758	\$	2,500	\$	6,208	\$	5,000	\$	7,480	\$	5,000	\$	5,645
OT-Multiple Alarms	\$	9,208 \$	3,780	\$	9,208	\$	13,785	\$	9,208	\$	6,259	\$	6,000	\$	(4,126)	\$	6,000	\$	19,126
TOTALS	\$	171,465 \$	344,827	\$	201,360	\$	398,668	\$	226,835	\$	497,717	\$	208,722	\$	588,093	\$	208,723	\$	460,780
Budget Overage		\$	173,362			\$	197,308			\$	270,882			\$	379,371			\$	252,057

FY 18 Expenditures w/ and w/o EMS

	Manager Proposed Budget WITH EMS FY 17-18	Council Adopted Budget WITHOUT EMS FY 17-18	\$ Change	% Change
City Expenses				
Operating Expenses	\$28,291,287	\$27,701,083	\$(590,204)	-2.21%
Debt Service/TIF	\$9,416,336	\$9,416,336	0	0.00%
Intergovernmental	\$4,012,830	\$4,012,830	0	0.00%
Total City Expenses	\$41,720,453	\$41,130,249	\$(590,204)	-1.48%
Less: Non-Tax Revenues				
City	\$13,746,184	\$12,496,184	\$(125,000)	-9.43%
Tax Levy				
City	\$27,974,269	\$28,634,065	\$659,796	2.66%
Total Assessed Value	\$1,998,286,739	\$1,998,286,769		
Tax Rate				
City (Including County Tax	\$14.00	\$14.33	\$0.33	2.66%

EMS Comparison

Comparison of FY 18 Proposed Budget with and without EMS



Budget History of EMS Transport

	EMS Expenditures	EMS Revenue	Transfer to Capital Reserve	Net to General Fund
FY15 (Actual)				
Operating	\$(379,638)	\$807,421		\$297,783
Capital	\$(130,000)		\$130,000	
FY16 (Actual)				
Operating	\$(366,303)	\$1,335,716		\$869,413
Capital	\$(100,000)		\$100,000	
FY17 (Actual)				
Operating	\$(490,997)	\$1,250,000		\$659,003
Capital	\$(100,000)		\$100,000	
FY18 (Proposed)				
Operating	\$(538,828)	\$1,250,000		\$651,172
Capital	\$(60,000)		\$60,000	
Available for Ambulance Purchase			\$390,000	

Budget Resources

- Our FY2018 Preliminary Municipal Budget can be found online: www.auburnmaine.gov
- Questions may be addressed to: pcrichton@auburnmaine.gov or by calling, (207) 333.6601 ext. 1221



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: 06/05/2017 Order: 45-06052017

Author: Jill M. Eastman, Finance Director

Subject: Order - Authorizing Issuance of General Obligation Bonds and Tax Levy Therefor

Information: This is the order authorizing the sale of \$7,400,000 in General Obligation Bonds to finance the FY 17-18 Capital Improvement Projects. (list attached)

Advantages: These 7.4 million dollar bonds will provide funding for the FY 17-18 Capital Improvement projects and also help to begin reducing the total outstanding debt of the City, by issuing less debt than we are retiring.

Disadvantages: The total requests for Capital Improvements were over \$18 million (including the School Department), and by not funding a larger portion of the requests, infrastructure, facilities and equipment continue to deteriorate.

City Budgetary Impacts:

Staff Recommended Action: Staff recommends holding a public hearing on the General Obligation Bond Order and passage of 1st reading.

Previous Meetings and History: Joint Council and School Committee workshop on 3/06/17, various budget workshops through April and May 2017.

Attachments:

List of projects Bond Order Public Hearing Notice

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, June 5, 2017, 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 \$7,400,000 to finance the City's FY18 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 June 19, 2017 meeting.

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

CITYWIDE
CAPITAL IMPROVEMENT PLAN FY 18 BONDS

	Description	
Airport	Landside Parking Lot	\$ 325,000
Econ Dev & Planning	New Auburn Village Revitalization	\$ 300,000
Econ Dev & Planning	Dangerous Building Demolition	\$ 75,000
Econ Dev & Planning	Minot Ave/South Goff St-Engineering	\$ 125,000
Econ Dev & Planning	AG Economy Study	\$ 40,000
Electrical	Main St Underground Electrical Replacement	\$ 60,000
Electrical	Upgrade Street Lights-LED	\$ 155,000
Electrical	Traffic Signal Upgrades/Replacement	\$ 35,000
Facilities	Auburn Hall Chiller Replacement	\$ 214,000
Facilities	Hasty Kitchen Hood & Suppression System	\$ 20,000
Facilities	Public Works Roof Replacement	\$ 100,000
Facilities	Code Compliance Surveys-PW Garage, Central Fire	\$ 80,000
Fire	Engine 5 Generator	\$ 32,000
IT	Upgrade Operating Systems	\$ 200,000
IT	GIS Flyover	\$ 40,000
LA911	Radio Replacement Project	\$ 535,000
Police	Vehicle Replacement	\$ 250,000
Engineering	Reconstruction	\$ 800,000
Engineering	Reclamation/Resurfacing	\$ 1,000,000
Engineering	Major Drainage	\$ 300,000
Engineering	MDOT Match	\$ 500,000
Engineering	Sidewalks	\$ 100,000
Public Works	7 Yard Plow Trucks	\$ 386,000
Public Works	One Ton Trucks	\$ 130,000
Public Works	Pickups	\$ 120,000
Public Works	Multi Use Tractor	\$ 150,000
School Department	School Department	\$ 1,300,000
Administration	Contingency	\$ 28,000
	TOTAL CIP	\$ 7,400,000



Leroy Walker, Ward Five Grady R. Burns, At Large David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 45-06052017

ORDER - AUTHORIZING ISSUANCE OF GENERAL OBLIGATION BONDS AND A TAX LEVY THEREFOR (First Reading)

Be It 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 and notes in anticipation thereof on either a taxable or a tax-exempt basis in the amount of \$7,400,000, 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 FY18 Capital Improvement Program:

	Description	
Airport	Landside Parking Lot	\$ 325,000
Econ Dev & Planning	New Auburn Village Revitalization	\$ 300,000
Econ Dev & Planning	Dangerous Building Demolition	\$ 75,000
Econ Dev & Planning	Minot Ave/South Goff St-Engineering	\$ 125,000
Econ Dev & Planning	AG Economy Study	\$ 40,000
Electrical	Main St Underground Electrical Replacement	\$ 60,000
Electrical	Upgrade Street Lights-LED	\$ 155,000
Electrical	Traffic Signal Upgrades/Replacement	\$ 35,000
Facilities	Auburn Hall Chiller Replacement	\$ 214,000
Facilities	Hasty Kitchen Hood & Suppression System	\$ 20,000
Facilities	Public Works Roof Replacement	\$ 100,000
Facilities	Code Compliance Surveys-PW Garage, Central Fire	\$ 80,000
Fire	Engine 5 Generator	\$ 32,000
IT	Upgrade Operating Systems	\$ 200,000
IT	GIS Flyover	\$ 40,000
LA911	Radio Replacement Project	\$ 535,000
Police	Vehicle Replacement	\$ 250,000
Engineering	Reconstruction	\$ 800,000
Engineering	Reclamation/Resurfacing	\$ 1,000,000
Engineering	Major Drainage	\$ 300,000
Engineering	MDOT Match	\$ 500,000
Engineering	Sidewalks	\$ 100,000
Public Works	7 Yard Plow Trucks	\$ 386,000
Public Works	One Ton Trucks	\$ 130,000
Public Works	Pickups	\$ 120,000
Public Works	Multi Use Tractor	\$ 150,000
School Department	School Department	\$ 1,300,000
Administration	Contingency	\$ 28,000
	TOTAL CIP	\$ 7,400,000



Leroy Walker, Ward Five Grady R. Burns, At Large David C. Young, At Large

Jonathan P. LaBonte, Mayor

THAT the bonds and notes authorized hereunder 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 and notes 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 \$7,500,000 either from available funds of the City or from the proceeds of bond anticipation notes which would be reimbursed or refinanced from bond proceeds.

THAT the bonds and notes 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 authorized hereunder, 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 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 the authority to issue the bonds or notes authorized hereunder shall automatically expire 2 years from the approval of this Order.

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 May 22, 2017, in the Lewiston Sun-Journal, a daily newspaper published in the City of Auburn and in Androscoggin County.

A public hearing was held on June 5, 2017.



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: 06/05/2017 Order: 46-06052017

Author: Jill M. Eastman, Finance Director

Subject: Order – Reallocating Unspent Proceeds from the City's General Obligation Bonds.

Information: This is the order authorizing the reallocation of \$337,100 from previous General Obligation

Bonds that were unspent to fund a portion of the City's FY 17-18 CIP. (list attached)

Advantages: These unused bond proceeds will provide funding for a portion of the FY 17-18 Capital Improvement projects.

improvement projects.

Disadvantages: N/A

City Budgetary Impacts: N/A

Staff Recommended Action: Staff recommends holding a public hearing on the Reallocation Order and passage of 1^{st} reading, the second reading will be scheduled June 19, 2017.

Previous Meetings and History: Joint Council and School Committee workshop on 3/06/17, various budget workshops through April and May 2017.

Attachments:

List of Projects Bond Order Public Hearing Notice

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, June 5, 2017, at 7:00 p.m. in the Council Chambers, Auburn Hall, 60 Court Street on a proposed order reallocating \$337,100 of unspent proceeds from various City General Obligation Bonds to a portion of the Capital Improvement Projects for FY 18.

Following the public hearing, the City Council expects to conduct the second reading and take final action on the order at the June 19, 2017, meeting.

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

CITYWIDE
CAPITAL IMPROVEMENT PLAN FY 18 Unallocated

			nallocated
	Description	Bor	d Proceeds
Fire	Replace 4 Wheel Drive Pi ck Up	\$	36,000
Fire	Engine 2 Generator	\$	20,000
LATC	Bus Replacement	\$	40,000
NSB Arena	Heating System for Rink #2	\$	72,000
Police	TASERs	\$	59,000
Police	Speed Signs	\$	33,600
Parks	Utility Vehicle	\$	10,000
Public Works	Tilt Trailer Replacements	\$	11,500
Public Works	14' Dump Body Reaplacement	\$	31,000
Recreation	Basketball Backboards	\$	24,000
	TOTAL CIP	\$	337,100



Leroy Walker, Ward Five Grady R. Burns, At Large David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 46-06052017

ORDER - Reallocating Unspent Proceeds from the City's General Obligation Bonds (First Reading).

WHEREAS, the City of Auburn issued General Obligation Bonds in various amounts for various projects; and

WHEREAS, there remain unspent proceeds of the Bonds borrowed for multiple capital improvements, \$337,100 of which excess proceeds the City Council desires to reappropriate and reallocate to be used for the projects listed below;

CITYWIDE						
CAP	CAPITAL IMPROVEMENT PLAN FY 18 Unallocated					
			Unallocated			
	Description	В	ond Proceeds			
Fire	Replace 4 Wheel Drive Pi ck Up		36,000			
Fire	Engine 2 Generator	9	20,000			
LATC	Bus Replacement	5	40,000			
NSB Arena	Heating System for Rink #2	Ş	72,000			
Police	TASERs	5	59,000			
Police	Speed Signs	Ş	33,600			
Parks	Utility Vehicle	Ş	10,000			
Public Works	Tilt Trailer Replacements	Ş	11,500			
Public Works	14' Dump Body Reaplacement	Ş	31,000			
Recreation	Basketball Backboards	Ş	24,000			
	TOTAL CIP \$ 337,100					

NOW, THEREFORE, by the City Council of the City of Auburn, be it hereby ORDERED:

THAT the excess proceeds of the Bonds, in the amount of \$337,100 be and hereby are appropriated from the amount borrowed as part of various Bonds to finance the costs of the projects listed above.

THAT the City's Finance Director / Treasurer be, and hereby is, authorized and empowered in the name and on behalf of the City, to do or cause to be done all such acts and things, and to execute and deliver, all such financing documents, 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.

A Public Notice describing the repurposing of these Bond proceeds borrowed for Various Projects to the list above was published on or before May 22, 2017, in the Lewiston Sun-Journal, a daily newspaper published in the City of Auburn and in Androscoggin County.

A public hearing was held on June 5, 2017.



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date:	06/05/2017	Order: 47-06052017
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Author: Jill M. Eastman, Finance Director

Subject: Order – Authorizing Use of Other Funds to fund a portion of the FY 17-18 CIP.

Information: This is the order authorizing the use of \$816,500 from Other Funds to fund a portion of the City's FY 17-18 CIP. The breakdown of these other funds are as follows: \$385,000-TIF Funds, \$360,000-EMS

Capital Reserve Fund and \$71,500-LA911 Fund Balance (list attached)

Advantages: These funds are available to fund these projects without having to use General Obligation Bonds.

Disadvantages: N/A

City Budgetary Impacts: N/A

Staff Recommended Action: Staff recommends passage of this order.

Previous Meetings and History: Joint Council and School Committee workshop on 3/06/17, various budget workshops through April and May 2017.

Attachments:

List of Projects

Order

CITYWIDE
CAPITAL IMPROVEMENT PLAN FY 18 Other Funds

	Description	Funds	
Economic Development	New Auburn Village Center Revitalization	TIF	\$ 300,000
Sports Tourism	Huddle Up Program	TIF	\$ 40,000
Fire-EMS	Ambulance Replacement	EMS Capital Reserve	\$ 360,000
LA 911	Virtulization Hardware Refresh	LA911 Fund Balance	\$ 71,500
Parks	Riverwalk Fence Replacement	TIF	\$ 45,000
	TOTAL CIP		\$ 816,500



Leroy Walker, Ward Five Grady R. Burns, At Large David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 47-06052017

ORDERED, that the Auburn City Council hereby authorizes the use of funds in the amount of \$816,500, from the funds listed below to be used to fund the Capital Improvements listed below:

	CITYWIDE					
CAPITAL IMPROVEMENT PLAN FY 18 Other Funds						
	Description	Funds				
Economic Development	New Auburn Village Center Revitalization	TIF	\$	300,000		
Sports Tourism	Huddle Up Program	TIF	\$	40,000		
Fire-EMS	Ambulance Replacement	EMS Capital Reserve	\$	360,000		
LA 911	Virtulization Hardware Refresh	LA911 Fund Balance	\$	71,500		
Parks	Riverwalk Fence Replacement	TIF	\$	45,000		
	TOTAL CIP		\$	816,500		

A public hearing was held on June 5, 2017.



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: 06/05/2017 Resolve: 03-06052017

Author: Jill M Eastman, Finance Director

Subject: Resolve Adopting the 2017—2018 Annual Appropriation and Revenue Resolve (First Reading and

Public Hearing)

Information: In accordance with the city Charter, Article 8, Section 8.6, prior to the fiscal year the City Council shall adopt an annual appropriation resolve making appropriations by department, fund, services, strategy or other organizational unit and authorizing an allocation for each program or activity.

The Council has been supplied with a resolve to adopt the annual appropriations for the City of Auburn, which includes final figures for revenue, total appropriation and municipal budget.

The school appropriation resolve has been incorporated into this annual appropriation resolve for the City of Auburn.

Two readings are required for passage of this resolve. The second reading will be scheduled for the Council meeting on June 19, 2017.

Advantages: By Charter the annual appropriation resolve must be passed before the end of the current fiscal year. The public hearing allows public comment and the second reading will not take place for 2 weeks, which would allow enough time to make amendments if necessary.

Disadvantages: None

City Budgetary Impacts:

Staff Recommended Action: Staff recommends passage of the resolve on first reading.

Previous Meetings and History: Budget presentation on April 24, 2017, various budget workshops in April and May.

Attachments:

Resolve for the 2017-2018 Annual Appropriation and Revenue Summary of Proposed Budget Summary of Estimated Non Property Tax Revenue

	COUNCIL	DEPARTMENT	MANAGER	COUNCIL		
	ADOPTED	PROPOSED	PROPOSED	ADOPTED		
	BUDGET	BUDGET	BUDGET	BUDGET		
	FY 16-17	FY 17-18	FY 17-18	FY 17-18	\$ Change	% Change
City Expenses						
Operating Expenses	26,740,830	28,387,349	28,291,287	0	1,550,457	5.80%
Debt Service/TIF	9,231,648	9,151,336	9,416,336	0	184,688	2.00%
Intergovernmental	3,814,925	4,026,280	4,012,830	0	197,905	5.19%
Total City Expenses	39,787,403	41,564,965	41,720,453	0	1,933,050	4.86%
School Expenses	39,707,403	41,304,303	41,720,433	U	1,933,030	4.00 /6
Operating Expenses	37,864,537	39,528,124	39,430,081	0	1,565,544	4.13%
Debt Service	2,878,831	2,325,374	2,325,374	0	(553,457)	-19.23%
Total School Expenses	40,743,368	41,853,498	41,755,455	0	1,012,087	2.48%
Total Expenses	80,530,771	83,418,463	83,475,908	0	2,945,137	2.46% 3.66%
Less: Non-Tax Revenues	80,330,771	03,410,403	03,473,900	U	2,343,131	3.00 /6
City	13,248,577	13,746,184	13,746,184	0	497,607	3.76%
School	23,094,759	22,664,508	22,664,508	0	(430,251)	-1.86%
Total Non-Tax Revenues	36,343,336	36,410,692	36,410,692	0	67,356	0.19%
Tax Levy	30,343,330	30,410,092	30,410,092	U	07,330	0.19%
City	24,845,276	25,522,557	25,678,045	0	832,769	3.35%
School	17,648,609	19,188,990	19,090,947	0	1,442,338	3.33 <i>%</i> 8.17%
County	2,167,824	2,296,224	2,296,224	0	128,400	5.92%
Overlay	2,107,024	2,290,224	2,290,224	U	120,400	5.92%
Total Tax Levy	44,661,709	47,007,771	47,065,216	0	2,403,507	5.38%
Total Assessed Value	1,998,286,739	1,998,286,739	1,998,286,739	1,998,286,769	2, 100,007	0.0070
Tax Rate	1,000,200,100	.,000,=00,.00	.,000,200,.00	.,000,200,.00		
City	12.44	12.77	12.85	0.00	0.41	3.34%
School	8.83	9.60	9.55	0.00	0.72	8.20%
County	1.08	1.15	1.15	0.00	0.06	5.92%
Overlay		0	0	0.00	0.00	0.00%
Total	22.35	23.52	23.55	0.00	1.20	5.38%
		=3.02	_5.50	3.30		5.55,0

		COUNCIL	DEPARTMENT	MANAGER	COUNCIL	Increase	
		ADOPTED	PROPOSED	PROPOSED	ADOPTED	(Decrease)	Percentage of
		BUDGET	BUDGET	BUDGET	BUDGET	from Prior	Increase
CLASSIFICATION		FY 16-17	FY 17-18	FY 17-18	FY 17-18	Year Budget	(Decrease)
Administration							
City Clerk		177,906	181,332	181,332		3,426	1.93%
City Manager		378,880	472,670	581,170		202,290	53.39%
Finance		637,754	675,239	675,239		37,485	5.88%
Human Resources		150,435	159,435	156,887		6,452	4.29%
IT Legal Services		479,324 45,650	652,551 50,000	531,551 0		52,227 (45,650)	10.90% -100.00%
Mayor & Council		78,464	80,300	80,300		1,836	2.34%
Mayor & Courier	Total Administration	1,948,413	2,271,527	2,206,479	0	258,066	13.24%
	Total Administration	1,040,410	2,211,021	2,200,413	•	200,000	10.2470
Community Services							
Health & Social Services							
Administration		73,696	77,400	77,400		3,704	5.03%
Assistance		97,778	143,470	143,470		45,692	46.73%
Economic and Community		1,938,437	1,717,028	1,717,028		(221,409)	-11.42%
Recreation & Special Even	ts	341,772	390,581	388,581		46,809	13.70%
Public Library	0	979,516	998,189	998,189	•	18,673	1.91%
lotai	Community Services	3,431,199	3,326,668	3,324,668	0	(106,531)	-3.10%
Fiscal Services							
Debt Service		6,406,845	6,326,533	6,366,533		(40,312)	-0.63%
Emergency Reserve		375,289	415,454	415,454		40,165	10.70%
Facilities		645,756	654,411	640,201		(5,555)	-0.86%
Transfer to TIF		2,824,803	2,824,803	3,049,803		225,000	7.97%
Fringe Benefits		5,274,528	5,980,970	5,960,970		686,442	13.01%
Workers' Compensation		522,088	555,164	555,164		33,076	6.34%
	Total Fiscal Services	16,049,309	16,757,335	16,988,125	0	938,816	5.85%
Dublic Cofet							
<u>Public Safety</u> Fire		4.040.206	4 246 400	4 207 E7E		240 470	8.60%
Fire EMS Transport		4,049,396 590,997	4,346,199 578,828	4,397,575 538,828		348,179 (52,169)	-8.83%
Police		3,875,113	4,043,998	4,043,998		168,885	4.36%
1 Olice	Total Public Safety	8,515,506	8,969,025	8,980,401	0	464,895	5.46%
	Total I abile Galety	0,010,000	0,000,020	0,000,701		707,030	J. 70 /0
Public Services							
Public Services		4,496,349	4,617,296	4,611,116		114,767	2.55%
Solid Waste		932,689	964,118	964,118		31,429	3.37%
Water & Sewer		599,013	632,716	632,716		33,703	5.63%
	Total Public Works	6,028,051	6,214,130	6,207,950	0	179,899	2.98%

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 16-17	DEPARTMENT PROPOSED BUDGET FY 17-18	MANAGER PROPOSED BUDGET FY 17-18	COUNCIL ADOPTED BUDGET FY 17-18	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
Total Municipal	35,972,478	37,538,685	37,707,623	0	1,735,145	4.82%
Intergovernmental Programs						
County Taxes Tax Sharing Auburn-Lewiston Municipal Airport Lew-Aub Transit Committee Lew-Aub 911 Communications Center	2,167,824 270,000 106,000 182,244 1,088,857	2,296,224 270,000 181,250 189,949 1,088,857	2,296,224 270,000 167,800 189,949 1,088,857		128,400 0 61,800 7,705 0	5.92% 0.00% 58.30% 4.23% 0.00%
Total Intergovernmental Programs	3,814,925	4,026,280	4,012,830	0	197,905	5.19%
Grand Total Municipal	39,787,403	41,564,965	41,720,453	0	1,933,050	4.86%
Education Operation Education Debt Service Total School	37,864,537 2,878,831 40,743,368	39,528,124 2,325,374 41,853,498	39,430,081 2,325,374 41,755,455	0	1,565,544 (553,457) 1,012,087	4.13% -19.23% 2.48%
Total Budget	80,530,771	83,418,463	83,475,908	0	2,945,137	3.66%

Property Tax Rate Municipal Tax Rate Education Tax Rate	\$13.52 \$8.83 22.35	\$13.92 \$9.60 23.52	\$14.00 \$9.55 23.55	\$0.00 \$0.00 0.00	0.48 0.72 1.20	3.54% 8.20% 5.38%
Property Tax Rate Based on Assessed Values of :	22.35 1,998,286,739	23.52 1,998,286,739	23.55 1,998,286,739	0.00 1,998,286,739	1.20	5.38%
Property Tax Dollars Needed Municipal Education Total	27,013,100 17,648,609 44,661,709	27,818,781 19,188,990 47,007,771	27,974,269 19,090,947 47,065,216	0 0 0	961,169 1,442,338 2,403,507	3.56% 8.17% 5.38%
Non-Property Tax Revenue Municipal Education Total	13,248,577 23,094,759 36,343,336	13,746,184 22,664,508 36,410,692	13,746,184 22,664,508 36,410,692	0 0 0	497,607 (430,251) 67,356	3.76% -1.86% 0.19%
CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 16-17	DEPARTMENT PROPOSED BUDGET FY 17-18	MANAGER PROPOSED BUDGET FY 17-18	COUNCIL ADOPTED BUDGET FY 17-18	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 16-17	MANAGER PROPOSED BUDGET FY 17-18	COUNCIL ADOPTED BUDGET FY 17-18	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
General Government					
Homestead Exemption Reimbursement	750,000	1,015,000		265,000	35.33%
Personal Property Reimbursement	1,755,000	2,000,000		245,000	0.00%
Tree Growth Reimbursement	10,000	10,000		-	0.00%
Veterans Reimbursement	18,000	18,000		-	0.00%
CDBG Reimbursement				-	0.00%
In Lieu of Taxes	90,000	90,000		-	0.00%
Excise Tax-Vehicles	3,330,000	3,775,000		445,000	13.36%
Excise Tax-Boats	15,000	15,000		-	0.00%
Excise Tax-Aircraft	20,000	20,000		-	0.00%
State Revenue Sharing	1,468,313	1,509,117		40,804	2.78%
Other State Aid	4,000	4,000		-	0.00%
Penalties & Interest	150,000	150,000		-	0.00%
Investment Income	10,000	32,000		22,000	220.00%
Interest from Bonds	-	-		-	#DIV/0!
Transfer in from TIF	1,087,818	1,087,818		-	0.00%
Transfer in from TIF Workforce Development	450,000	200,000		(250,000)	-55.56%
Transfer in from Parking Program				-	0.00%
Transfer in from Police Drug Money				-	0.00%
Transfer in from Recreation Special Revenue	54,718	54,718		-	0.00%
Rental Income (Intermodal)	18,000	35,000		17,000	94.44%
Sale of Property	20,000	20,000		-	0.00%
Tax Sharing Revenue	160,000	165,000		5,000	3.13%
Cable Television Franchise	140,000	150,000		10,000	7.14%
Cable Television Franchise - City of Lewiston	63,384	63,384		-	0.00%
MMWAC Host Fees	210,000	215,000		5,000	2.38%
				-	0.00%
Reimbursement-Other	-	-		-	#DIV/0!
Utility Reimbursement	27,500	27,500		-	0.00%
Unclassified	10,000	10,000		-	0.00%
Fund Balance Contribution	825,000	412,500		(412,500)	-50.00%
Total General Government	10,686,733	11,079,037	-	392,304	3.67%

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 16-17	MANAGER PROPOSED BUDGET FY 17-18	COUNCIL ADOPTED BUDGET FY 17-18	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
City Clerk					
Hunting/Fishing/Dogs	2,000	2,000		-	0.00%
Neutered Animals	3,000	3,000		-	0.00%
Voter Reg List	100	100		-	0.00%
Clerk/Sale of Copies	100	100		-	0.00%
City Clerk Notary	1,500	1,500		-	0.00%
Banner Hanging Fee	3,000	3,000		-	0.00%
Garage Sale Permits	3,200	3,200		-	0.00%
Commercial License	40,000	50,000		10,000	25.00%
Taxi License	4,000	4,000		-	0.00%
Marriage License	5,000	5,000		-	0.00%
Birth/Death/Marriage Cert	25,000	25,000		-	0.00%
Permits - Burial	7,000	7,000		-	0.00%
Fines-Dog	3,000	3,000		-	0.00%
Total City Clerk	96,900	106,900	-	10,000	10.32%
Finance					
Finance	00.000	00.000			0.000/
Reg - Vehicles Total Finance	60,000 60,000	60,000 60,000		-	0.00% 0.00%
Total Finance	60,000	60,000	-	-	0.00%
Community Services-ICT					
GIS/Data & Maps	20	20		_	0.00%
Total Community Services-ICT	20	20	-	-	0.00%
Total Community Convictor 101	20	20			0.0070
Assessing					
Maps & Copies	20	20		_	0.00%
Total Assessing	20	20	-	-	0.00%
3					
Health & Social Services					
GA Reimbursement	59,000	95,000		36,000	61.02%
Total Health & Social Services	59,000	95,000	-	36,000	61.02%

	COUNCIL ADOPTED BUDGET	MANAGER PROPOSED BUDGET	COUNCIL ADOPTED BUDGET	Increase (Decrease) from Prior	Percentage of Increase
CLASSIFICATION	FY 16-17	FY 17-18	FY 17-18	Year Budget	(Decrease)
Planning & Permitting					
Maps & Copies	500	500		-	0.00%
Departmental Reviews	16,000	16,000		-	0.00%
Planning/Codes & Ordinance				-	0.00%
Fire Alarm Inspections	29,000	29,000		-	0.00%
Citation Ordinance	2,000	2,000		-	0.00%
Advertising Costs	5,000	5,000		-	0.00%
Lisbon Reimbursement for Services	-	-		-	0.00%
Permits - Building	100,000	100,000		-	0.00%
CDBG Reimbursement for Services	254,127	214,430		(39,697)	-15.62%
Permits - Electrical	18,000	18,000		-	0.00%
Permits - Plumbing	11,000	11,000		-	0.00%
Permits - Sign	5,000	5,000		-	0.00%
Total Planning & Permitting	440,627	400,930	-	(39,697)	-9.01%
Parks & Recreation					
Arena	-	-	-	-	0.00%
Recreation Program	-	-	-	-	0.00%
Total Parks & Recreation	-	-	-	-	0.00%
Community Services-Engineering					
Fees - Eng-Misc	-	-	-	-	0.00%
Fees - Inspection	6,000	6,000		-	0.00%
Fees - Drive Opening	200	200		-	0.00%
Fees - Bid Documents	1,000	1,000		-	0.00%
Permits - Fill	1,000	1,000		-	0.00%
Permits - Street Opening	40,000	40,000		-	0.00%
Total Community Services-Engineering	48,200	48,200	-	-	0.00%
Fire Department					
Copies of Reports	200	200		-	0.00%
Inspections	-			-	0.00%
EMS Transport	1,250,000	1,250,000		-	0.00%
EMS Agreement	-			-	0.00%
Salvage Calls	100	100		-	0.00%
Permits - Oil Burner	800	800		-	0.00%
Total Fire Department	1,251,100	1,251,100	-	-	0.00%

	COUNCIL ADOPTED	MANAGER PROPOSED	COUNCIL ADOPTED	Increase (Decrease)	Percentage of
	BUDGET	BUDGET	BUDGET	from Prior	Increase
CLASSIFICATION	FY 16-17	FY 17-18	FY 17-18	Year Budget	(Decrease)
Police Department					
Accident & Police	12,000	12,000		-	0.00%
Court	10,000	10,000		-	0.00%
Photos & Tapes	3,500	3,500		-	0.00%
False Alarms	12,000	12,000		-	0.00%
Animal Impound	1,000	1,000		-	0.00%
Veh Rel/Non Driver	2,000	2,000		-	0.00%
Veh Rel/Driver Licence	13,000	13,000		-	0.00%
ARRA Cops Grant	12,477	12,477		-	0.00%
MDEA Reimbursement	71,000	170,000		99,000	139.44%
School Resource Officers	-	-		-	0.00%
Computer Crimes	-	-		-	0.00%
Permits - Alarms				-	0.00%
Permits - Firearms	4,000	4,000		-	0.00%
Fines - Parking Violations	65,000	65,000		-	0.00%
Total Police Department	205,977	304,977	-	99,000	48.06%
Public Works					
Community Cords	-	-	-	-	
State/Local Road Assistance	400,000	400,000		-	0.00%
Total Public Works	400,000	400,000	_	-	0.00%
Total Municipal	13,248,577	13,746,184	-	497,607	3.76%

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 16-17	MANAGER PROPOSED BUDGET FY 17-18	COUNCIL ADOPTED BUDGET FY 17-18	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
School Department					
Reg Secondary Tuition	179,620	160,174		(19,446)	-10.83%
SOS Tuition	107,576	107,576		-	0.00%
Adult Ed Tuition	93,300	93,300		-	0.00%
State Subsidy for Education	20,330,362	20,304,092		(26,270)	-0.13%
Debt Service Reimbursement	1,042,975	641,790		(401,185)	-38.47%
PreK/CDS				-	#DIV/0!
Special Ed/Mainecare	135,000	135,000		-	0.00%
State Agency Clients	53,350	70,000		16,650	31.21%
State Aid for Adult Education	107,694	107,694		-	0.00%
Miscellaneous	88,000	88,000		-	0.00%
Daycare Rent	50,000	50,000		-	0.00%
Fund Balance	906,882	906,882		-	0.00%
Total School	23,094,759	22,664,508	-	(430,251)	-1.86%
Total Nam December Total December - Marchaire	40.040.577	40.740.404		(40.040.577)	400.000/
Total Non-Property Tax Revenue - Municipal	13,248,577	13,746,184	-	(13,248,577)	-100.00%
Total Non-Property Tax Revenue - School	23,094,759	22,664,508		(23,094,759)	<u>-100.00%</u>
Total Non-Property Tax Revenue	36,343,336	36,410,692	-	(36,343,336)	-100.00%
Total Proposed Budget - Municipal	39,787,403	41,720,453	-	(39,787,403)	-100.00%
Total Proposed Budget - School	40,743,368	41,755,455		(40,743,368)	<u>-100.00%</u>
Total Proposed Budget	80,530,771	83,475,908	-	(80,530,771)	-100.00%
Total Property Tax Dollars Needed - Municipal	26,538,826	27,974,269	_	(26,538,826)	-100.00%
Total Property Tax Dollars Needed - School	17,648,609	19,090,947	_	(17,648,609)	-100.00%
Total Property Tax Dollars Needed	44,187,435	47,065,216	-	(44,187,435)	-100.00%



Leroy Walker, Ward Five Grady R. Burns, At Large David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

RESOLVE 03-06052017

RESOLVED, that the following be, and hereby is the Annual Appropriation and Revenue Resolve of the City of Auburn for the fiscal year 2017-2018, which includes the amounts appropriated herein and revenues from all sources beginning July 1, 2017 and ending June 30, 2018.

The estimated aggregate amount of non-property tax revenue is \$36,370,692 with a municipal revenue budget of \$13,706,184 and a School Department revenue budget of \$22,664,508.

The aggregate appropriation for the City of Auburn is \$83,435,743, with a municipal budget of \$39,384,064 County budget of \$2,296,224 and a School Department budget of \$41,755,455 which received School Committee approval on May 3, 2017, and school budget approved at the May 15, 2017 Council Meeting pursuant to the School Budget Validation vote on June 13, 2017, in accordance with Maine Revised Statues, Title 20-A § 1486 and based on the budget submitted to the Auburn City Council on April 24, 2017, by the City Manager, and notification was posted on the City of Auburn website on May 25, 2016 that a public hearing would be held on June 5, 2016 at 7:00 p.m. and said hearing having been held on that date, and as amended by the City Council, the same is hereby appropriated for the fiscal year 2017-2018 beginning July 1, 2017 for the lawful expenditures of the City of Auburn and the County of Androscoggin taxes, and said amounts are declared not to be in excess of the estimated revenue from taxation and sources other than taxation for the fiscal year of 2017-2018.

SCHOOL BUDGET ARTICLES

- 1. That \$16,591,502.00 be authorized to be expended for Regular Instruction;
- 2. That \$ 9,384,055.00 be authorized to be expended for Special Education;
- 3. That $\frac{$-0$}{}$ be authorized to be expended for Career and Technical Education;
- 4. That \$ 1,006,460.00 be authorized to be expended for Other Instruction;
- 5. That \$ 4,368,718.00 be authorized to be expended for Student and Staff Support;



Leroy Walker, Ward Five Grady R. Burns, At Large David C. Young, At Large

Jonathan P. LaBonte, Mayor

- 6. That \$ 889,000.00 be authorized to be expended for System Administration;
- 7. That \$ 1,448,614.00 be authorized to be expended for School Administration;
- 8. That \$ 1,543,961.00 be authorized to be expended for Transportation and Buses;
- 9. That \$5,448,310.00 be authorized to be expended for Facilities Maintenance;
- 10. That \$ 641,791.00 be authorized to be expended for Debt Service and Other commitments;
- 11. That \$ 433,044.00- be authorized to be expended for All Other Expenditures;
- 12. That \$\frac{\\$41,322,411.00}{\}\$ be appropriated for the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and that \$\frac{\\$16,165,086.00}{\}\$ be raised as the municipality's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688;

Explanation: The city's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars.

13. That \$1,798,436.00 be raised and appropriated for the annual payments on debt service previously approved by the city's legislative body for non-state-funded school construction projects or non-state-funded portions of school construction projects, in addition to the funds appropriated as the local share of the city's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with Maine Revised Statues, Title 20-a, secito 15690 (2);

Explanation: Non-state-funded debt service is the amount of money needed for the annual payments on the city's long-term debt for major capital school construction projects that are not approved for state subsidy. The bonding of this long-term debt was previously approved by the voters or other legislative body.



Leroy Walker, Ward Five Grady R. Burns, At Large David C. Young, At Large

Jonathan P. LaBonte, Mayor

14. That \$898,691.00 be raised and appropriated in additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, §15690 (3);

Explanation: The additional local funds are those locally raised funds over and above the city's local contribution to the total cost of funding public education from Prekindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state-funded debt service that will help achieve the school department budget for education programs.

- 15. That the school committee be authorized to expend \$40,313,757.00 for the fiscal year beginning July 1, 2017 and ending June 30, 2018 from the city's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, fund balances, state subsidy and other receipts for the support of schools;
- 16. That the City of Auburn appropriate \$394,714.00 for adult education and raise \$190,404.00 as the local share, with authorization to expend any additional incidental or miscellaneous receipts in the interest and for the well-being of the adult education program;
- 17. That the City of Auburn raise and appropriate \$38,330.00 for the services of Community Services-Crossing Guards.
- 18. That in addition to amounts approved in the preceding articles, the school committee be authorized to expend such other sums as may be received from federal or state grants or programs or other sources during the fiscal year for school purposes, provided that such grants, programs or other sources do not require the expenditure of other funds not previously appropriated;
- 19. In the event that Auburn School Department receives more state education subsidy than the amount included in its budget, the School Committee shall be authorized to use the additional state education subsidy to decrease the local cost share expectation, as defined in Title 20A, section 15671A(1)(B), for local property taxpayers for funding public education as approved by city.

Recommended: Tax relief 100%



Leroy Walker, Ward Five Grady R. Burns, At Large David C. Young, At Large

Jonathan P. LaBonte, Mayor

We the Council of the City of Auburn adopt and approve the following items

RESOLVED, that the following be, and hereby is the Annual Budget and Revenue Estimate for the City of Auburn Enterprise Fund – Norway Savings Bank Arena for the fiscal year 2017 – 2018, which includes the amounts budgeted herein beginning July 1, 2017 and ending June 30, 2018.

The Enterprise Fund-Norway Savings Bank Arena estimated amount of non-property tax revenue is \$1,137,750.

The Enterprise Fund-Norway Savings Bank Arena operating budget is \$1,234,906 and capital budget is \$53,500.

If the Enterprise Fund-Norway Savings Bank Arena has a deficit at the end of the fiscal year, this deficit will be covered by the General Fund and will be considered a loan to the Arena to be paid back in subsequent years.

RESOLVED, that the following be, and hereby is the Annual Budget and Revenue Estimate for the City of Auburn Enterprise Fund – Ingersoll Turf Facility for the fiscal year 2017 – 2018, which includes the amounts budgeted herein beginning July 1, 2017 and ending June 30, 2018.

The Enterprise Fund-Ingersoll Turf Facility estimated amount of non-property tax revenue is \$212,170.

The Enterprise Fund- Ingersoll Turf Facility operating budget is \$191,385 and capital budget of \$42,490.

RESOLVED, The City is authorized to accept grants and forfeitures and to expend sums that may be received from grants and forfeitures for municipal purposes during the fiscal year beginning July 1, 2017 and ending June 30, 2018, provided that such grants and forfeitures do not require the expenditure of other funds not previously appropriated.

RESOLVED, 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, 2017 and the remaining fifty percent (50%) shall be due on March 15, 2018.

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, 2017 and March 16, 2018 respectively shall bear interest at a rate of 7% per annum from and after such dates.



Leroy Walker, Ward Five Grady R. Burns, At Large David C. Young, At Large

Jonathan P. LaBonte, Mayor

Personal property taxes shall be due and payable on or before September 15, 2017. Any personal property taxes remaining unpaid on September 16, 2017 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.

BE IT FURTHER RESOLVED that the City Council deems it necessary to adopt a budget which exceeds the percent increase of the Consumer Price Index Urban as of December 31, 2016, and hereby waives the provisions of Section 2-485 of the City Code of Ordinances.



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: June 5, 2017 Ordinance: 06-06052017

Author: Douglas Greene, Urban Development Specialist, Economic and Community Development

Subject: Text Amendment to allow training, sales and service of equipment related to outdoor recreation in the Agricultural and Resource Protection District

Information: The City Council reviewed a text amendment that would allow training, sales and service of equipment related to outdoor recreation in the Agricultural and Resource Protection (AGRP) district at a workshop at its May 15, 2017 meeting. A snow grooming equipment company would like to construct a large building, parking and sales area at Lost Valley and showcase their snow grooming equipment. The snow grooming equipment would be used for grooming the ski slopes and provide an opportunity for training, and displaying the equipment. Currently, training, sales and servicing of machinery and equipment related to agriculture is allowed as permitted uses in the Agricultural and Resource Protection (AGRP) District, however, this type of use does not apply to outdoor recreation and, hence, is the impetus for the text amendment.

During the May 15, 2017 workshop, the Council asked the staff to remove a condition that restricted the proposed use to properties over 100 acres.

Advantages: The text amendment would allow uses that are complementary to and that would enhance existing outdoor agricultural or recreational uses, but would limit the new use(s) to properties that are tied to an agricultural or recreational use that has been in existence for at least 5 years.

Disadvantages: The Planning Board will have to protect surrounding properties thorough its special exception and site plan review process.

City Budgetary Impacts: If approved the text amendment would create additional land and property value.

Staff Recommended Action: Approval and move to a second reading.

Previous Meetings and History: City Council initiation on 4/3/17 and PB recommendation on 5/9/17. The City Council discussed the text amendment at the 5/15/17 workshop.

Attachments: 1.) Planning Board report from 5/9/11 PB meeting and associated background documents 2.) Revised draft text amendment based on City Council comments at the 5/15/17 workshop.



City of Auburn, Maine

Office Economic and Community Development

www.auburnmaine.gov | 60 Court Street Auburn, Maine 04210 207.333.6601

PLANNING BOARD REPORT to the CITY COUNCIL

To: Mayor Jonathan LaBonte and City Council Members

From: Douglas M. Greene; AICP, RLA

Urban Development Specialist

Re: Text Amendment to allow training, sales and service of equipment related to

outdoor recreation in the Agricultural and Resource Protection and Low

Density County Residential districts

Date: June 5, 2017

PROPOSAL-

The City Council initiated a text amendment at its April 3, 2017 meeting that would allow training, sales and service of equipment related to outdoor recreation in the Agricultural and Resource Protection (AGRP) district. The request for the text amendment came as a result of a project that would be part of the Lost Valley Ski Resort. The project is a large building, parking and sales area for a snow grooming company that would like to locate at the Lost Valley Ski Resort and use the ski area for training, grooming and displaying the equipment.

Currently, the sales and servicing of machinery and equipment related to agriculture are allowed as permitted uses in the Agricultural and Resource Protection (AGRP) District. This type of use does not apply to outdoor recreation and, hence, is the impetus for the text amendment.

II. PLANNING BOARD ACTION – The Planning Board held a public hearing and took action at its May 9, 2017 meeting. They reviewed a draft of the text amendment that presented an "option A" and "option B". Option "A" was a permissive approach that would make the training, sales and servicing of both agricultural and outdoor recreation related equipment a permitted use. Option B would make the training, sales and servicing of both agricultural and outdoor recreation related equipment a special exception, which would require public notice and Planning Board approval. The Board also considered limiting the new use to properties over 100 acres, and that had been used for agriculture or outdoor recreation for over 5 years.

The Planning Board voted unanimously to send a recommendation of APPROVAL to the City Council for a text amendment making the training, service and sales of equipment for agricultural and outdoor recreation special exceptions in the Agricultural and Resource Protection district as shown in Option B of the staff report and with the following conditions.

(15) Assembly, sale, research and development, distribution, instruction, training, demonstration or maintenance of recreational or agricultural equipment, including buildings as accessory structures used in the assembly, sale, distribution, instruction, training, demonstration, or maintenance of recreational or agricultural equipment, subject to the following conditions:

- a. <u>The proposed use is accessory, complementary, or otherwise related to a recreational or agricultural use;</u>
- b. <u>The recreational or agricultural use has been in existence for at least 5 years</u> prior to the date of the application for the special exception; and
- c. The recreational or agricultural use is located on a parcel of at least 100 acres and is either the property for which the special exception is requested or is adjacent to the property for which the special exception is requested.

Douglas M. Greene, A.I.C.P., R.L.A.
Urban Development Specialist



City of Auburn, Maine

Office Economic and Community Development

www.auburnmaine.gov 60 Court Street Auburn, Maine 04210 207.333.6601

PLANNING BOARD STAFF REPORT

To:

Auburn Planning Board

From:

Douglas M. Greene; AICP, RLA Urban Development Specialist

Re:

Text Amendment to allow training, sales and service of equipment related to outdoor recreation in the Agricultural and Resource Protection and Low

Density County Residential districts

Date:

May 9, 2017

I. PROPOSAL-

The City Council initiated a text amendment at its April 3, 2017 meeting. The text amendment would allow training, sales and service of equipment related to outdoor recreation in the Agricultural and Resource Protection (AGRP) district. If approved, these uses would also be allowed in the Low Density Country Residential (LDCR) district.

The request for the text amendment came as a result of a project that would be part of the Lost Valley Ski Resort. The project is a large building, parking and sales area for a snow grooming company that would like to locate at the Lost Valley Ski Resort and use the ski area for training, grooming and displaying the equipment.

Currently, the sales and servicing of machinery and equipment related to agriculture are allowed as permitted uses in the Agricultural and Resource Protection (AGRP) District. This type of use does not apply to outdoor recreation and, hence, is the impetus for the text amendment.

- II. DEPARTMENT REVIEW- The Plan Review Committee met and reviewed this proposal at its April 19, 2017 meeting. The group discussed the general impact of the text amendment and had little concerns about the text amendment itself. There was some discussion about the sketch plan for the Lost Valley project. It was acknowledged that the sketch plan was not an active application for development.
 - a. Police No comments.

- b. Auburn Water and Sewer No comments
- c. Fire Department No Comments
- d. Engineering No Comments.
- e. Public Services No comments.
- f. Economic and Community Development- No comments.
- III. PLANNING BOARD ACTION A draft of the text amendment is presented to the Planning Board with an "option A" and "option B". Option A is a permissive approach that would make the training, sales and servicing of both agricultural and outdoor recreation related equipment a permitted use. Option B relegates those uses as a special exception and would require Planning Board approval. The intent of the text amendment is to have it included in the Low Density Country Residential district as well.
- IV. STAFF RECOMMENDATION The staff considered the impact of allowing training, sales and servicing of equipment for outdoor recreation uses and came to the conclusion that there are limited outdoor recreational uses such as golf courses or park uses where those uses could apply. The golf courses could have golf cart sales or golf training schools for example.

With regards to Option A or Option B, the staff supports Option B in order to ensure that these new uses will be reviewed as a special exception, which would include public notice and Planning Board consideration

The Staff recommends the Planning Board send a recommendation of APPROVAL to the City Council for a text amendment making the training, service and sales of equipment for agricultural and outdoor recreation special exceptions in the Agricultural and Resource Protection district as shown in Option B of the staff report.

Douglas M. Greene, A.I.C.P., R.L.A.

Urban Development Specialist



City of Auburn City Council Information Sheet

Council Meeting Date: April 3, 2017 Order: 31-04032017

Author: Michael Chammings, Director of Economic and Community Development

Subject: Agriculture and Resource Protection/Low Density Rural Residence Ordinance review for schools and equipment sales accessory to a recreational use.

Information: We have a unique opportunity to site a recreational equipment sales, assembly, service, testing and training facility adjacent to a recreational use in Auburn that would benefit an important community recreational asset.

Advantages: This would benefit an important community recreational asset, create taxable value, create "livable wage" jobs and attract international visitors to the city.

Disadvantages: None.

City Budgetary Impacts: None.

Staff Recommended Action: Approve the order.

Previous Meetings and History: March 20, 2017 Council Meeting Executive Session.

Attachments: Memo from Eric J. Cousens, Deputy Director of Economic and Community Development dated 03/29/17 and Order.



City of Auburn, Maine

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

To:

Michael Chammings, Director of Economic and Community Development

From:

Eric J. Cousens, Deputy Director of Economic and Community Development

Re:

Options for the Agriculture and Resource Protection/Low Density Rural Residence Ordinance to allow for schools and equipment sales associated

with and complimentary to a recreational use

Date:

March 29, 2017

A question has been raised regarding the following use group listed as a Special exception in the Agriculture and Resource Protection District:

(3) Handling, storage and sale of agricultural services, equipment, and supplies accessory to the farming use.

We allow handling, storage and sale of agricultural services, equipment, and supplies accessory to a farming use with Planning Board review. We also allow recreational uses of land intended or designed for public use subject to Planning Board review and some conditions. The question raised is: Could we allow handling, storage and sale of agricultural services, equipment, and supplies accessory to or associated with a recreational use?

As written the allowance is very specific to farming uses, although the impacts of allowing the use accessory to farming or recreational uses in the Agriculture and Resource Protection District are likely identical. Special exception uses require individual proposals to be reviewed through a public process with the Planning Board to ensure that impacts are avoided.

The term "accessory" includes a determination that the use is subordinate to or under the control of another within a larger organization. That may be too restrictive to allow an associated business that is in separate ownership from the recreational use but still mutually beneficial to locate adjacent to a recreational use. We have an exciting opportunity to site a recreational equipment sales, assembly, service, testing and training facility adjacent to a recreational use in Auburn that would benefit an important community recreational asset and attract international investment and visitors to the city.

We have discussed this opportunity with a couple of Councilors and they have initiated the item for discussion. We are hopeful that the Council will direct staff to draft an amendment to the ordinance and to host a public review process with the Planning Board to recommend a change for Council consideration.



Leroy Walker, Ward Five Grady R. Burns, At Large David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 31-04032017

ORDERED, that the City Council hereby directs City Staff to consult with the Planning Board and develop recommendations to increase the flexibility of the uses allowed in the Agricultural and Resource Protection District, which would allow existing large recreational users to undertake complimentary uses such as the sale of services, equipment, and supplies related to existing recreational uses, and to develop recommendations from the Planning Board for Council consideration.

OPTION A

DIVISION 2. - AGRICULTURE AND RESOURCE PROTECTION DISTRICT

Sec. 60-144. - Purpose.

The purposes of this district are to allow for conservation of natural resources and open space land, to retain vibrant recreational facilities within the City, and to encourage agricultural, forestry, and certain types of recreational uses as well as commercial uses that are reasonably related to agriculture or recreation. It is declared to be in the public interest that these areas should be protected and conserved because of their natural, aesthetic, historic, and scenic value, the need to retain and preserve open space lands, their economic contribution to the city,—and primarily because these areas are so remote from existing centers of development that any added uncontrolled growth could result in an economic burden on the city and its inhabitants. This section shall be construed so as to effectuate the purposes outlined here and to prevent any attempt to establish uses which are inconsistent with these purposes or any attempt to evade the provisions of this division.

(Ord. of 9-21-2009, § 3.31A)

- (a) Permitted uses. The following uses are permitted:
 - (1) One-family detached dwellings, including manufactured housing subject to all the design standards, except the siting requirements of section 60-173, as set forth in article XII of this chapter, accessory to farming operations subject to the following restrictions:
 - a. No certificate of occupancy shall be issued for any such farm residence until the barns, livestock pens, silos, or other such buildings or structures which are to be erected in connection with the proposed agricultural use as shown on the plans and specifications presented to the municipal officer charged with enforcement are substantially completed.
 - b. In no case shall any farm residence constructed under the provisions of this section after the effective date of the amended ordinance from which this section is derived continue to be occupied as a residence if the principal agricultural use has been abandoned or reduced in scope below the minimum requirements as shown on the plans and specifications presented to the municipal officer charged with enforcement.
 - c. Any residence constructed under this article shall not be converted to nonfarm residential use except by permission of the planning board based upon a finding that the abandonment or reduction in such use resulted from causes beyond the control of the applicant and not from any intention to circumvent the requirements of this article.
 - (2) Buildings, equipment and machinery accessory to the principal use including, but not limited to: barns, silos, storage buildings and farm automobile garages.
 - (3) Forest products raised for harvest.
 - (4) Field crop farms.
 - (5) Row crop farms.
 - (6) Orchard farms.
 - (7) Truck gardens.
 - (8) Plant and tree nurseries.
 - (9) Greenhouses.

- (10) Handling, storage and sale of agriculture produce and processed agricultural products derived from produce grown on the premises.
- (11) Livestock operations including poultry farms, cattle farms, dairy farms, stud farms, hog farms, sheep ranches, other animal farms, including farms for raising fur-bearing animals.
- (12) Wayside stands.
- (13) Two-family dwellings which are created from the conversion of a one-family dwelling structure which was constructed prior to 1900.
- (14) Assembly, sale, research and development, distribution, instruction, training, demonstration or maintenance of recreational or agricultural equipment, including buildings and accessory structures used in the assembly, sale, distribution, instruction, training, demonstration, or maintenance of recreational or agricultural equipment.
- (b) Special exception uses. The following uses are permitted by special exception after approval by the planning board in accordance with the provisions of division 3 of article XVII of this chapter:
 - (1) Sawmills and their customary accessory land uses and buildings incidental to the harvesting of forest products, subject to the following conditions:
 - a. Sawmill and accessory activity shall not be detrimental to the neighborhood or the city by reason of special danger of fire or explosion, pollution of rivers or perennial streams or accumulation of refuse.
 - b. Wood processing operation shall be located no closer than 75 feet from any river or perennial stream, 250 feet from any zoning district boundary or residential dwelling and shall be limited to four persons employed.
 - c. Where natural vegetation is removed, it shall be replaced within six months with other vegetation which will be equally effective in retarding erosion and will preserve natural beauty.
 - (2) Veterinary hospitals, where operated by licensed veterinarians, including offices and facilities for temporarily boarding animals.
 - (3) Handling, storage and sale of agricultural services, equipment, and supplies accessory to the farming use.
 - (34) Bona fide residences required for farm labor. Any residence constructed for farm labor shall not be converted to nonfarm residential use except by permission of the planning board based upon a finding that the abandonment or reduction in such use resulted from causes beyond the control of the applicant and not from any intention to circumvent the requirements of this division. The findings and the conditions upon which such altered use may be continued shall be made a part of the permanent records.
 - (54) Recreational uses of land intended or designed for public use subject to the following conditions:
 - a. No such recreational use shall be expanded or extended so as to occupy additional land area greater than 20 percent of the original area or one acre, whichever is less; or by the construction of a structure or an addition to an existing structure by more than 900 square feet of additional floor space unless the owner or occupant first obtains approval of the planning board in the manner and upon the same terms as approvals of initial recreational uses.
 - b. Any proposed new or expanded recreational use shall be completed on or before the estimated completion date except that the planning board may grant reasonable extension of time where good cause for the failure to complete is shown.
 - (65) Any legally nonconforming summer camp or cottage may be rebuilt if destroyed by fire or other casualty, subject to the following conditions:

- a. Such reconstruction shall comply with all ordinances applicable to new construction. Such reconstruction need not, however, comply with zoning provisions which would otherwise be applicable except for the provisions of article XII of this chapter.
- b. In cases where no minimum setback is established by division 5 of article XII of this chapter an open yard space of at least ten feet between the building as reconstructed and each of the property lines shall be maintained.
- (76) Rifle, pistol, skeet or trap shooting ranges, public or private.
- (87) Cemeteries, subject to the following conditions:
 - a. At least 20 acres in area.
 - b. Not located in any environmental overlay district or over any known aquifer.
- (89) Municipal sanitary landfills, subject to the following conditions:
 - a. Not located in any environmental overlay district or over any known aquifer.
 - b. Provisions shall be made to avoid surface water and groundwater pollution.
 - c. Provisions shall be made for frequent covering of deposited wastes with earth to counteract vermin, insects, odors, and windblown debris.
- (910) Radio, radar, television and radio telephone transmitting or broadcasting towers, but not studios or offices for such transmitting or broadcasting, provided that:
 - a. Every such tower shall be installed in a location and manner that ensures its safe operation and the safety of the surrounding residents, building occupants, land uses and properties.
 - b. In no case shall such tower be located less than one and one-half times its height from the nearest property line.
- (104) Wholesale nurseries, subject to the following conditions:
 - a. At least one-half of the area of the lot (up to a maximum of three acres) is in active nursery production in a husband type manner.
 - b. The plants and trees propagated, grown and nurtured in the nursery are used as the primary products by the owner/operator of the landscape service.
- (112) Processing and storage of compost and bulking agents from the municipal wastewater sewerage sludge facilities provided that:
 - a. All compost and amendments are to be stored undercover or screened from the public way and abutting property as determined by the planning board.
 - b. All federal, state and local ordinances and laws relating to the processing and storage of waste are complied with.
 - c. An end-use plan must be filed as part of the planning board process.
- (132) Licensed hospice care facility provided that it shall be licensed by the state as a Medicare certificate hospice.
- (143) Slaughterhouse, stockyard, abattoir, dressing plant in compliance with state and federal regulations subject to the following conditions:
 - a. The facility shall not be located within the Lake Auburn Watershed Overlay District, the Watershed of Taylor Pond, the Shoreland Overlay District or the Floodplain Overlay District.
 - b. The proposed use shall not occupy more than 10,000 square feet of building area.
 - c. The number of employees shall be limited to not more than 15.

- d. Accessory retail sales shall be limited to 10 percent of building area or 1,000 square feet, whichever is smaller.
- e. Hours of operation shall limited to between 6 a.m. and 8 p.m.
- (1<u>4</u>5) Compost operations, excluding municipal and industrial waste, to process products such as manure, bedding, animal mortalities, waste feed, produce, forestry by-products, leaves and yard trimmings in compliance with state and federal regulations, subject to the following conditions:
 - a. All compost sites shall be evaluated for suitability by a properly qualified professional, including benchmark water testing prior to approval.
 - b. Provisions shall be made to avoid surface and groundwater pollution.
 - c. Provisions shall be made to counteract vermin, insects and odors.
 - d. Must comply with all applicable state department of environmental protection and state department of agriculture rules and regulations and best management practices.
 - e. Shall not be located within the Lake Auburn Watershed Overlay District.

(Ord. of 9-21-2009, § 3.31B; Ord. No. 32-02072011-07, 2-7-2011; Ord. No. 06-08012011-07, 8-1-2011)

Sec. 60-146. - Dimensional regulations.

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

- (1) Minimum lot area, width and depth. No lot shall be created and/or no building shall be erected on a lot containing less than ten acres, exclusive of any bodies of water having a surface area of one-fourth of an acre or more, and measuring not less than 250 feet in width at the street frontage, and 200 feet in depth.
 - a. A building may be erected on a lot containing not less than 50,000 square feet and possessing the required minimum frontage width provided it is contiguous with other lots or parcels of land in the same ownership containing an aggregate of not less than ten acres; notwithstanding the separation of the said other lots or parcels of land by a road, stream, private right-of-way or other natural boundary from the lot on which the building is to be constructed. This section shall not be construed to prevent the construction of nonresidential accessory farm buildings on any such lot.
 - b. On legally nonconforming undersized lots, the keeping of horses, mules, cows, goats, sheep, hogs, and similar sized animals for domestic use of the residents of the lot is permitted provided that the land area required per animal unit conforms to the definition of animal farm contained in section 60-2.
- (2) Density. The density of yearround dwelling units shall not exceed an average of one dwelling per ten acres.
- (3) Yard requirements.
 - a. Rear. There shall be behind every building a rear yard having a minimum depth of 25 feet.
 - b. Side. There shall be a minimum distance of 15 feet between any building and the side property line.
 - c. *Front.* There shall be in front of every building a front yard having a minimum depth of 25 feet or 25 percent of the average depth of the lot whichever is less.

- (4) Height. The height of all dwelling structures shall be limited to two and one-half stories of 35 feet in height. Accessory buildings and structures may have a maximum height of 65 feet from grade, provided that the front yard, rear yard and each of the side yards shall be increased by one foot for each foot in height in excess of 35 feet.
- (5) Off-street parking. Off-street parking spaces shall be provided in accordance with the requirements for specific uses as set forth in articles V through XI of this chapter.

Secs. 60-147-60-199. - Reserved.

OPTION B

DIVISION 2. - AGRICULTURE AND RESOURCE PROTECTION DISTRICT

Sec. 60-144. - Purpose.

The purposes of this district are to allow for conservation of natural resources and open space land, to retain vibrant recreational facilities within the City, and to encourage agricultural, forestry, and certain types of recreational uses as well as commercial uses that are reasonably related to agriculture or recreation. It is declared to be in the public interest that these areas should be protected and conserved because of their natural, aesthetic, historic, and scenic value, the need to retain and preserve open space lands, their economic contribution to the city,—and primarily because these areas are so remote from existing centers of development that any added uncontrolled growth could result in an economic burden on the city and its inhabitants. This section shall be construed so as to effectuate the purposes outlined here and to prevent any attempt to establish uses which are inconsistent with these purposes or any attempt to evade the provisions of this division.

(Ord. of 9-21-2009, § 3.31A)

- (a) Permitted uses. The following uses are permitted:
 - (1) One-family detached dwellings, including manufactured housing subject to all the design standards, except the siting requirements of section 60-173, as set forth in article XII of this chapter, accessory to farming operations subject to the following restrictions:
 - a. No certificate of occupancy shall be issued for any such farm residence until the barns, livestock pens, silos, or other such buildings or structures which are to be erected in connection with the proposed agricultural use as shown on the plans and specifications presented to the municipal officer charged with enforcement are substantially completed.
 - b. In no case shall any farm residence constructed under the provisions of this section after the effective date of the amended ordinance from which this section is derived continue to be occupied as a residence if the principal agricultural use has been abandoned or

- reduced in scope below the minimum requirements as shown on the plans and specifications presented to the municipal officer charged with enforcement.
- c. Any residence constructed under this article shall not be converted to nonfarm residential use except by permission of the planning board based upon a finding that the abandonment or reduction in such use resulted from causes beyond the control of the applicant and not from any intention to circumvent the requirements of this article.
- (2) Buildings, equipment, and machinery accessory to the principal use including, but not limited to: barns, silos, storage buildings and farm automobile garages.
- (3) Forest products raised for harvest.
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- (8) Plant and tree nurseries.
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- (10) Handling, storage and sale of agriculture produce and processed agricultural products derived from produce grown on the premises.
- (11) Livestock operations including poultry farms, cattle farms, dairy farms, stud farms, hog farms, sheep ranches, other animal farms, including farms for raising fur-bearing animals.
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 - b. Wood processing operation shall be located no closer than 75 feet from any river or perennial stream, 250 feet from any zoning district boundary or residential dwelling and shall be limited to four persons employed.
 - c. Where natural vegetation is removed, it shall be replaced within six months with other vegetation which will be equally effective in retarding erosion and will preserve natural beauty.
 - (2) Veterinary hospitals, where operated by licensed veterinarians, including offices and facilities for temporarily boarding animals.
 - (3) Handling, storage and sale of agricultural services, equipment, and supplies accessory to the farming use. [MM1]

- (34) Bona fide residences required for farm labor. Any residence constructed for farm labor shall not be converted to nonfarm residential use except by permission of the planning board based upon a finding that the abandonment or reduction in such use resulted from causes beyond the control of the applicant and not from any intention to circumvent the requirements of this division. The findings and the conditions upon which such altered use may be continued shall be made a part of the permanent records.
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 - b. Provisions shall be made to avoid surface water and groundwater pollution.
 - c. Provisions shall be made for frequent covering of deposited wastes with earth to counteract vermin, insects, odors, and windblown debris.
- (<u>910</u>) Radio, radar, television and radio telephone transmitting or broadcasting towers, but not studios or offices for such transmitting or broadcasting, provided that:
 - a. Every such tower shall be installed in a location and manner that ensures its safe operation and the safety of the surrounding residents, building occupants, land uses and properties.
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 - b. The proposed use shall not occupy more than 10,000 square feet of building area.
 - c. The number of employees shall be limited to not more than 15.
 - d. Accessory retail sales shall be limited to 10 percent of building area or 1,000 square feet, whichever is smaller.
 - e. Hours of operation shall limited to between 6 a.m. and 8 p.m.
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 - a. All compost sites shall be evaluated for suitability by a properly qualified professional, including benchmark water testing prior to approval.
 - b. Provisions shall be made to avoid surface and groundwater pollution.
 - c. Provisions shall be made to counteract vermin, insects and odors.
 - d. Must comply with all applicable state department of environmental protection and state department of agriculture rules and regulations and best management practices.
 - e. Shall not be located within the Lake Auburn Watershed Overlay District.

(16) Assembly, sale, research and development, distribution, instruction, training, demonstration or maintenance of recreational or agricultural equipment, including buildings and accessory structures used in the assembly, sale, distribution, instruction, training, demonstration, or maintenance of recreational or agricultural equipment.

(Ord. of 9-21-2009, § 3.31B; Ord. No. 32-02072011-07, 2-7-2011; Ord. No. 06-08012011-07, 8-1-2011)

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- a. A building may be erected on a lot containing not less than 50,000 square feet and possessing the required minimum frontage width provided it is contiguous with other lots or parcels of land in the same ownership containing an aggregate of not less than ten acres; notwithstanding the separation of the said other lots or parcels of land by a road, stream, private right-of-way or other natural boundary from the lot on which the building is to be constructed. This section shall not be construed to prevent the construction of nonresidential accessory farm buildings on any such lot.
- b. On legally nonconforming undersized lots, the keeping of horses, mules, cows, goats, sheep, hogs, and similar sized animals for domestic use of the residents of the lot is permitted provided that the land area required per animal unit conforms to the definition of animal farm contained in section 60-2.
- (2) Density. The density of year round dwelling units shall not exceed an average of one dwelling per ten acres.
- (3) Yard requirements.
 - Rear. There shall be behind every building a rear yard having a minimum depth of 25 feet.
 - b. Side. There shall be a minimum distance of 15 feet between any building and the side property line.
 - c. Front. There shall be in front of every building a front yard having a minimum depth of 25 feet or 25 percent of the average depth of the lot whichever is less.
- (4) Height. The height of all dwelling structures shall be limited to two and one-half stories of 35 feet in height. Accessory buildings and structures may have a maximum height of 65 feet from grade, provided that the front yard, rear yard and each of the side yards shall be increased by one foot for each foot in height in excess of 35 feet.
- (5) Off-street parking. Off-street parking spaces shall be provided in accordance with the requirements for specific uses as set forth in articles V through XI of this chapter.

Secs. 60-147-60-199. - Reserved.

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 - a. No certificate of occupancy shall be issued for any such farm residence until the barns, livestock pens, silos, or other such buildings or structures which are to be erected in connection with the proposed agricultural use as shown on the plans and specifications presented to the municipal officer charged with enforcement are substantially completed.
 - b. In no case shall any farm residence constructed under the provisions of this section after the effective date of the amended ordinance from which this section is derived continue to be occupied as a residence if the principal agricultural use has been abandoned or reduced in scope below the minimum requirements as shown on the plans and specifications presented to the municipal officer charged with enforcement.
 - c. Any residence constructed under this article shall not be converted to nonfarm residential use except by permission of the planning board based upon a finding that the abandonment or reduction in such use resulted from causes beyond the control of the applicant and not from any intention to circumvent the requirements of this article.
 - (2) Buildings, equipment and machinery accessory to the principal use including, but not limited to: barns silos, storage buildings and farm automobile garages.
 - (3) Forest products raised for harvest.
 - (4) Field crop farms.
 - (5) Row crop farms.
 - (6) Orchard farms.
 - (7) Truck gardens.
 - (8) Plant and tree nurseries.
 - (9) Greenhouses.
 - (10) Handling, storage and sale of agriculture produce and processed agricultural products derived from produce grown on the premises.

- (11) Livestock operations including poultry farms, cattle farms, dairy farms, stud farms, hog farms, sheep ranches, other animal farms, including farms for raising fur-bearing animals.
- (12) Wayside stands.
- (13) Two-family dwellings which are created from the conversion of a one-family dwelling structure which was constructed prior to 1900.
- (b) Special exception uses. The following uses are permitted by special exception after approval by the planning board in accordance with the provisions of division 3 of article XVII of this chapter:
 - (1) Sawmills and their customary accessory land uses and buildings incidental to the harvesting of forest products, subject to the following conditions:
 - a. Sawmill and accessory activity shall not be detrimental to the neighborhood or the city by reason of special danger of fire or explosion, pollution of rivers or perennial streams or accumulation of refuse.
 - b. Wood processing operation shall be located no closer than 75 feet from any river or perennial stream, 250 feet from any zoning district boundary or residential dwelling and shall be limited to four persons employed.
 - c. Where natural vegetation is removed, it shall be replaced within six months with other vegetation which will be equally effective in retarding erosion and will preserve natural beauty.
 - (2) Veterinary hospitals, where operated by licensed veterinarians, including offices and facilities for temporarily boarding animals.
 - (3) Handling, storage and sale of agricultural services, equipment, and supplies accessory to the farming use.
 - (4) Bona fide residences required for farm labor. Any residence constructed for farm labor shall not be converted to nonfarm residential use except by permission of the planning board based upon a finding that the abandonment or reduction in such use resulted from causes beyond the control of the applicant and not from any intention to circumvent the requirements of this division. The findings and the conditions upon which such altered use may be continued shall be made a part of the permanent records.
 - (5) Recreational uses of land intended or designed for public use subject to the following conditions:
 - a. No such recreational use shall be expanded or extended so as to occupy additional land area greater than 20 percent of the original area or one acre, whichever is less; or by the construction of a structure or an addition to an existing structure by more than 900 square feet of additional floor space unless the owner or occupant first obtains approval of the planning board in the manner and upon the same terms as approvals of initial recreational uses
 - b. Any proposed new or expanded recreational use shall be completed on or before the estimated completion date except that the planning board may grant reasonable extension of time where good cause for the failure to complete is shown.
 - (6) Any legally nonconforming summer camp or cottage may be rebuilt if destroyed by fire or other casualty, subject to the following conditions:
 - a. Such reconstruction shall comply with all ordinances applicable to new construction. Such reconstruction need not, however, comply with zoning provisions which would otherwise be applicable except for the provisions of article XII of this chapter.
 - b. In cases where no minimum setback is established by division 5 of article XII of this chapter an open yard space of at least ten feet between the building as reconstructed and each of the property lines shall be maintained.

- (7) Rifle, pistol, skeet or trap shooting ranges, public or private.
- (8) Cemeteries, subject to the following conditions:
 - a. At least 20 acres in area.
 - b. Not located in any environmental overlay district or over any known aquifer.
- (9) Municipal sanitary landfills, subject to the following conditions:
 - a. Not located in any environmental overlay district or over any known aquifer.
 - b. Provisions shall be made to avoid surface water and groundwater pollution.
 - Provisions shall be made for frequent covering of deposited wastes with earth to counteract vermin, insects, odors, and windblown debris.
- (10) Radio, radar, television and radio telephone transmitting or broadcasting towers, but not studios or offices for such transmitting or broadcasting, provided that:
 - a. Every such tower shall be installed in a location and manner that ensures its safe operation and the safety of the surrounding residents, building occupants, land uses and properties.
 - b. In no case shall such tower be located less than one and one-half times its height from the nearest property line.
- (11) Wholesale nurseries, subject to the following conditions:
 - a. At least one-half of the area of the lot (up to a maximum of three acres) is in active nursery production in a husband type manner.
 - b. The plants and trees propagated, grown and nurtured in the nursery are used as the primary products by the owner/operator of the landscape service.
- (12) Processing and storage of compost and bulking agents from the municipal wastewater sewerage sludge facilities provided that:
 - a. All compost and amendments are to be stored undercover or screened from the public way and abutting property as determined by the planning board.
 - b. All federal, state and local ordinances and laws relating to the processing and storage of waste are complied with.
 - c. An end-use plan must be filed as part of the planning board process.
- (13) Licensed hospice care facility provided that it shall be licensed by the state as a Medicare certificate hospice.
- (14) Slaughterhouse, stockyard, abattoir, dressing plant in compliance with state and federal regulations subject to the following conditions:
 - a. The facility shall not be located within the Lake Auburn Watershed Overlay District, the Watershed of Taylor Pond, the Shoreland Overlay District or the Floodplain Overlay District.
 - b. The proposed use shall not occupy more than 10,000 square feet of building area.
 - c. The number of employees shall be limited to not more than 15.
 - Accessory retail sales shall be limited to 10 percent of building area or 1,000 square feet, whichever is smaller.
 - e. Hours of operation shall limited to between 6 a.m. and 8 p.m.
- (15) Compost operations, excluding municipal and industrial waste, to process products such as manure, bedding, animal mortalities, waste feed, produce, forestry by-products, leaves and yard trimmings in compliance with state and federal regulations, subject to the following conditions:

- a. All compost sites shall be evaluated for suitability by a properly qualified professional, including benchmark water testing prior to approval.
- b. Provisions shall be made to avoid surface and groundwater pollution.
- c. Provisions shall be made to counteract vermin, insects and odors.
- d. Must comply with all applicable state department of environmental protection and state department of agriculture rules and regulations and best management practices.
- e. Shall not be located within the Lake Auburn Watershed Overlay District.
- (16) Assembly, sale, research and development, distribution, instruction, training, demonstration or maintenance of recreational or agricultural equipment, including buildings as accessory structures used in the assembly, sale, distribution, instruction, training, demonstration, or maintenance of recreational or agricultural equipment, subject to the following conditions:
 - a. The proposed use is accessory, complementary, or otherwise related to a recreational or agricultural use;
 - b. The recreational or agricultural use has been in existence for at least 5 years prior to the date of the application for the special exception; and
 - c. The recreational or agricultural use is located on the parcel for which the special exception is requested or is adjacent to the property for which the special exception is requested.

(Ord. of 9-21-2009, § 3.31B; Ord. No. 32-02072011-07, 2-7-2011; Ord. No. 06-08012011-07, 8-1-2011)

Sec. 60-146. - Dimensional regulations.

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

- (1) Minimum lot area, width and depth. No lot shall be created and/or no building shall be erected on a lot containing less than ten acres, exclusive of any bodies of water having a surface area of one-fourth of an acre or more, and measuring not less than 250 feet in width at the street frontage, and 200 feet in depth.
 - a. A building may be erected on a lot containing not less than 50,000 square feet and possessing the required minimum frontage width provided it is contiguous with other lots or parcels of land in the same ownership containing an aggregate of not less than ten acres; notwithstanding the separation of the said other lots or parcels of land by a road, stream, private right-of-way or other natural boundary from the lot on which the building is to be constructed. This section shall not be construed to prevent the construction of nonresidential accessory farm buildings on any such lot.
 - b. On legally nonconforming undersized lots, the keeping of horses, mules, cows, goats, sheep, hogs, and similar sized animals for domestic use of the residents of the lot is permitted provided that the land area required per animal unit conforms to the definition of animal farm contained in section 60-2.
- (2) Density. The density of yearround dwelling units shall not exceed an average of one dwelling per ten acres.
- (3) Yard requirements.
 - Rear. There shall be behind every building a rear yard having a minimum depth of 25 feet.
 - b. Side. There shall be a minimum distance of 15 feet between any building and the side property line.

- c. *Front.* There shall be in front of every building a front yard having a minimum depth of 25 feet or 25 percent of the average depth of the lot whichever is less.
- (4) Height. The height of all dwelling structures shall be limited to two and one-half stories of 35 feet in height. Accessory buildings and structures may have a maximum height of 65 feet from grade, provided that the front yard, rear yard and each of the side yards shall be increased by one foot for each foot in height in excess of 35 feet.
- (5) Off-street parking. Off-street parking spaces shall be provided in accordance with the requirements for specific uses as set forth in articles V through XI of this chapter.

Secs. 60-147—60-199. - Reserved.

Sec. 60-144. - Purpose.

The purposes of this district are to allow for conservation of natural resources and open space land, and to encourage agricultural, forestry, and certain types of recreational uses. It is declared to be in the public interest that these areas should be protected and conserved because of their natural, aesthetic and scenic value, the need to retain and preserve open space lands, their economic contribution to the city, and primarily because these areas are so remote from existing centers of development that any added uncontrolled growth could result in an economic burden on the city and its inhabitants. This section shall be construed so as to effectuate the purposes outline here and to prevent any attempt to establish uses which are inconsistent with these purposes or any attempt to evade the provisions of this division.

(Ord. of 9-21-2009, § 3.31A)

- (a) Permitted uses. The following uses are permitted:
 - (1) One-family detached dwellings, including manufactured housing subject to all the design standards, except the siting requirements of section 60-173, as set forth in article XII of this chapter, accessory to farming operations subject to the following restrictions:
 - a. No certificate of occupancy shall be issued for any such farm residence until the barns, livestock pens, silos, or other such buildings or structures which are to be erected in connection with the proposed agricultural use as shown on the plans and specifications presented to the municipal officer charged with enforcement are substantially completed.
 - b. In no case shall any farm residence constructed under the provisions of this section after the effective date of the amended ordinance from which this section is derived continue to be occupied as a residence if the principal agricultural use has been abandoned or reduced in scope below the minimum requirements as shown on the plans and specifications presented to the municipal officer charged with enforcement.
 - c. Any residence constructed under this article shall not be converted to nonfarm residential use except by permission of the planning board based upon a finding that the abandonment or reduction in such use resulted from causes beyond the control of the applicant and not from any intention to circumvent the requirements of this article.
 - (2) Buildings, equipment and machinery accessory to the principal use including, but not limited to: barns silos, storage buildings and farm automobile garages.
 - (3) Forest products raised for harvest.
 - (4) Field crop farms.
 - (5) Row crop farms.
 - (6) Orchard farms.
 - (7) Truck gardens.
 - (8) Plant and tree nurseries.
 - (9) Greenhouses.
 - (10) Handling, storage and sale of agriculture produce and processed agricultural products derived from produce grown on the premises.

- (11) Livestock operations including poultry farms, cattle farms, dairy farms, stud farms, hog farms, sheep ranches, other animal farms, including farms for raising fur-bearing animals.
- (12) Wayside stands.
- (13) Two-family dwellings which are created from the conversion of a one-family dwelling structure which was constructed prior to 1900.
- (b) Special exception uses. The following uses are permitted by special exception after approval by the planning board in accordance with the provisions of division 3 of article XVII of this chapter:
 - (1) Sawmills and their customary accessory land uses and buildings incidental to the harvesting of forest products, subject to the following conditions:
 - a. Sawmill and accessory activity shall not be detrimental to the neighborhood or the city by reason of special danger of fire or explosion, pollution of rivers or perennial streams or accumulation of refuse.
 - b. Wood processing operation shall be located no closer than 75 feet from any river or perennial stream, 250 feet from any zoning district boundary or residential dwelling and shall be limited to four persons employed.
 - c. Where natural vegetation is removed, it shall be replaced within six months with other vegetation which will be equally effective in retarding erosion and will preserve natural beauty.
 - (2) Veterinary hospitals, where operated by licensed veterinarians, including offices and facilities for temporarily boarding animals.
 - (3) Handling, storage and sale of agricultural services, equipment, and supplies accessory to the farming use.
 - (4) Bona fide residences required for farm labor. Any residence constructed for farm labor shall not be converted to nonfarm residential use except by permission of the planning board based upon a finding that the abandonment or reduction in such use resulted from causes beyond the control of the applicant and not from any intention to circumvent the requirements of this division. The findings and the conditions upon which such altered use may be continued shall be made a part of the permanent records.
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 - a. No such recreational use shall be expanded or extended so as to occupy additional land area greater than 20 percent of the original area or one acre, whichever is less; or by the construction of a structure or an addition to an existing structure by more than 900 square feet of additional floor space unless the owner or occupant first obtains approval of the planning board in the manner and upon the same terms as approvals of initial recreational uses.
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- e. Shall not be located within the Lake Auburn Watershed Overlay District.
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 - a. A building may be erected on a lot containing not less than 50,000 square feet and possessing the required minimum frontage width provided it is contiguous with other lots or parcels of land in the same ownership containing an aggregate of not less than ten acres; notwithstanding the separation of the said other lots or parcels of land by a road, stream, private right-of-way or other natural boundary from the lot on which the building is to be constructed. This section shall not be construed to prevent the construction of nonresidential accessory farm buildings on any such lot.
 - b. On legally nonconforming undersized lots, the keeping of horses, mules, cows, goats, sheep, hogs, and similar sized animals for domestic use of the residents of the lot is permitted provided that the land area required per animal unit conforms to the definition of animal farm contained in section 60-2.
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- (3) Yard requirements.
 - a. Rear. There shall be behind every building a rear yard having a minimum depth of 25 feet.
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- (4) Height. The height of all dwelling structures shall be limited to two and one-half stories of 35 feet in height. Accessory buildings and structures may have a maximum height of 65 feet from grade, provided that the front yard, rear yard and each of the side yards shall be increased by one foot for each foot in height in excess of 35 feet.
- (5) Off-street parking. Off-street parking spaces shall be provided in accordance with the requirements for specific uses as set forth in articles V through XI of this chapter.

Secs. 60-147—60-199. - Reserved.

James Pross, Ward One Robert Stone, Ward Two Andy Titus, Ward Three Vacant, Ward Four



Leroy Walker, Ward Five Grady R. Burns, At Large David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDINANCE 06-06052017

BE IT ORDAINED, that the City Council, that Chapter 60, Zoning be amended as follows:

ARTICLE IV, DISTRICT REGULATIONS, DIVISION 2 AGRICULTURE AND RESOURCE PROTECTION DISTRICT, Section 145, Use Regulations, (b) Special Exception Uses,

- (16) Assembly, sale, research and development, distribution, instruction, training, demonstration or maintenance of recreational or agricultural equipment, including buildings as accessory structures used in the assembly, sale, distribution, instruction, training, demonstration, or maintenance of recreational or agricultural equipment, subject to the following conditions:
 - a. The proposed use is accessory, complementary, or otherwise related to a recreational or agricultural use;
 - b. The recreational or agricultural use has been in existence for at least 5 years prior to the date of the application for the special exception; and
 - c. The recreational or agricultural use is located on the parcel for which the special exception is requested or is adjacent to the property for which the special exception is requested.



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: June 5, 2017

Subject: Executive Session

Information: Discussion regarding economic development (New Auburn Project), pursuant to 1 M.R.S.A. Section 405(6) (C) with possible action to follow.

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

- A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:
- (1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;
 - (2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;
- (3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and
 - (4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present. This paragraph does not apply to discussion of a budget or budget proposal;
- B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:
- (1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;
- D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;
- E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.