



**City Council Workshop & Meeting  
May 16, 2016  
Agenda**

**5:30 P.M. Workshop**

- A. CIP 5 Year Plan Review
- B. Budget Discussion – Remaining Departments
  - Mayor and Council
  - Police
  - Public Services
  - Recreation
  - Water and Sewer
  - Workers Comp
  - Norway Arena
  - Parking

**7:00 P.M. City Council Meeting**

**Roll call votes will begin with Councilor Pross**

**Pledge of Allegiance**

- I. **Consent Items** – All items listed with an asterisk (\*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.
  - 1. **Order 28-05162016\***

Amending Order 14-03072016 which was previously adopted at the 3/7/2016 City Council meeting to reflect the corrected term expiration dates for the appointment of Tizz Crowley (Auburn Water District) and Heidi McCarthy (Auburn Sewerage District) to 3/1/2020 (previously adopted as 3/1/2019 in error).
  - II. **Minutes**
    - May 2, 2016 Regular Council Meeting
  - III. **Communications, Presentations and Recognitions**
    - Proclamation – Maine Arbor Week
    - Proclamation – Women’s Lung Health Week
    - Proclamation – National Kids in the Park Day
    - Proclamation – Lucia Cowles
    - Edward Little Student Briefing on Recent Washington DC trip

- 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**
1. **Ordinance 04-03072016**  
Adopting amendments for a Form Based Code and Zoning Map for portions of Downtown Auburn and New Auburn. The Form Based Code Text Amendment will replace Article IV, Division 14, Central Business District, Sec. 60-546, amend related sections of the Zoning Ordinance and create 5 new Form Based Code Districts (T-4.1, T-4.2, T-5.1, T-5.2 and T-6). Second reading.
- VI. New Business**
2. **Order 29-05162016**  
Appointing the Board and Committee Members as nominated by the Appointment Committee.  
  
*Council may enter into executive session pursuant to 1 M.R.S.A. §405 (6)(A).*
3. **Order 30-05162016**  
Authorizing the City Manager to enter into a Supplemental Lease Agreement for Cellular Micro-site locations on city poles or structures with Portland cellular Partnership, a Maine general partnership, d/b/a Verizon Wireless.
4. **Resolve 05-05162016**  
Clarifying that the resolve passed under the previous City Council (Resolve 04-06012015) does not authorize city employees to perform support activities for the Joint Charter Commission.
5. **Order 31-05162016**  
Adopting the CDBG (Community Development Block Grant) Consolidated Plan and Budget.  
*Passage requires 4 affirmative votes.*
6. **Order 32-05162016**  
Adopting the School Budget for Fiscal Year 2017. *Passage requires 4 affirmative votes.*
7. **Order 33-05162016**  
Authorizing the Finance Director to execute issuance of general obligation bonds and a tax levy therefore. Public hearing and first reading. *Passage requires an affirmative vote of 5 Councilors.*
8. **Order 34-05162016**  
Authorizing the Finance Director to reallocate \$353,845 of unspent proceeds from various City General Obligation Bonds to a portion of the Capital Improvement Projects for FY 17. *Passage requires an affirmative vote of 5 Councilors.*
9. **Resolve 06-05162016**  
Adopting the Appropriations Resolve for Fiscal Year 2017. Public Hearing and first reading.  
*Passage requires an affirmative vote of 4 Councilors.*
10. **Order 35-05162016**  
Adopting the 5 year Capital Improvement Plan. *Passage requires an affirmative vote of 4 Councilors.*

**VII. Executive Session** - Discussion regarding a personnel matter, pursuant to 1 M.R.S.A. Section 405(6)(A).

**VIII. Reports**

**a. Mayor's Report**

**b. City Councilors' Reports**

**c. City Manager Report**

**d. Finance Director, Jill Eastman – April 2016 Monthly Finance Report**

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

**X. Adjournment**

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

- 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 disclosures of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** 05/16/16

**Order:** 35-05162016

**Author:** Jill M. Eastman

**Subject:** 5 Year Capital Improvement Plan

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**Information:** The City Manager and School Superintendent presented a 5 year Capital Improvement Plan. By Charter, the City Council has to adopt the capital plan before the end of the current fiscal year.

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**Advantages:** N/A

**Disadvantages:** N/A

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**City Budgetary Impacts:** This action is just adopting the plan.

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**Staff Recommended Action:** Adoption of the 5 yr Capital Improvement Plan

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**Previous Meetings and History:** Joint Workshop with City Council and School Committee on March 14, 2016

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**Attachments:**

Summary of 5 year CIP

**CITY OF AUBURN**  
**CITYWIDE FIVE YEAR**  
**CAPITAL IMPROVEMENT PLAN**  
**FY 17-FY 21**

Description	FY17	FY18	FY19	FY20	FY21
<b><u>AUBURN-LEWISTON AIRPORT</u></b>					
Landside Parking Lot	\$ 350,000				
Wildlife Control Equipment/Snow Removal Equipment	\$ 150,000				
Taxiway B Crack Repair (FAA/MDOT 95% eligible)	\$ 4,750				
Taxiway A Maintenance(Rejuvenation) (FAA/MDOT 95% eligible)	\$ 2,050				
Replace Aircraft Tug (Funded through Fund Balance)	\$ 17,500				
Hangar Construction (Corporate) (Funded through Private Debt)	\$ 500,000				
Runway Instrument Landing System Relocation (FAA/MDOT 95% eligible)		\$ 10,000			
Hangar Construction (T-Hangar) (Funded through Private Debt)		\$ 300,000			
Runway Maintenance - Clear TERPS Obstructions		\$ 4,500			
Runway Reconstruction - Runway 04/22 (FAA/MDOT 95% eligible)			\$ 150,000		
Hangar Construction (Corporate) (Funded through Private Debt)			\$ 500,000		
Construct New Fuel Farm (FAA/MDOT 95% eligible)				\$ 18,750	
Reconstruct FBO Ramp after UST Removal				\$ 300,000	
Runway Maintenance -Runway 17/35 (FAA/MDOT 95% eligible)					\$ 25,000
<b>TOTAL AUBURN-LEWISTON AIRPORT</b>	<b>\$ 1,024,300</b>	<b>\$ 314,500</b>	<b>\$ 650,000</b>	<b>\$ 318,750</b>	<b>\$ 25,000</b>
<b><u>ECONOMIC DEVELOPMENT</u></b>					
Minot Ave Improvements and South Goff St Extension	\$ 5,000,000				
<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>\$ 5,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>FACILITIES</u></b>					
Engine 5 Roof Replacement	\$ 80,000				
Hasty Restroom Replacement-ADA Compliance	\$ 320,000				
Central Fire-Lighting Replacement	\$ 110,000				
Engine 5-Completing Lighting Replacement	\$ 40,000				
Auburn Hall	\$ 18,000	\$ 25,000	\$ 33,000	\$ 40,000	\$ 80,000
Engine 2-Insulation, Lighting and Unit Heater Upgrade* Operating	\$ 24,000				
Senior Center	\$ 95,000				
<b>TOTAL FACILITIES</b>	<b>\$ 687,000</b>	<b>\$ 25,000</b>	<b>\$ 33,000</b>	<b>\$ 40,000</b>	<b>\$ 80,000</b>
<b><u>FIRE</u></b>					
Vehicle Replacement	\$ 185,000	\$ 300,000			
Replace expired SCBA cylinders	\$ 10,000	\$ 10,000	\$ 10,000		
Fire Apparatus Replacement					\$ 800,000
Ambulance replacement				\$ 150,000	\$ 150,000
Engineering Study	\$ 20,000				
Underground tank removal	\$ 20,000				

**CITY OF AUBURN**  
**CITYWIDE FIVE YEAR**  
**CAPITAL IMPROVEMENT PLAN**  
**FY 17-FY 21**

Description	FY17	FY18	FY19	FY20	FY21
Building Improvements	\$ 80,000	\$ 1,000,000			
Reclaim & Repave entire yard at Central	\$ 186,000				
Engine 5 Generator Replacement	\$ 32,000				
Replace the breathing air cascade system			\$ 95,000		
Replace rescue boat				\$ 25,000	
Renovation of training facility					
<b>TOTAL FIRE</b>	<b>\$ 533,000</b>	<b>\$ 1,310,000</b>	<b>\$ 105,000</b>	<b>\$ 175,000</b>	<b>\$ 950,000</b>
<b>LATC (Auburn's share)</b>					
Bus Replacement	\$ 40,000	\$ 40,000	\$ 40,000	\$ 45,000	\$ 45,000
<b>TOTAL LATC</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>
<b>LA911 (Auburn's share)</b>					
Radio Replacement Project	\$ 500,000	\$ 1,000,000	\$ 1,000,000		
<b>TOTAL LA911</b>	<b>\$ 500,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>LIBRARY</b>					
Carpet Replacement	\$ 25,000	\$ 25,000	\$ 25,000		
Entrance Door Replacement	\$ 44,450				
Property Condition Assessment & Capital Planning	\$ 14,500				
<b>TOTAL LIBRARY</b>	<b>\$ 83,950</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NORWAY SAVINGS BANK ARENA</b>					
Zambonie-New	\$ 100,000				
Ice Edger	\$ 6,000				
<b>TOTAL NSB ARENA</b>	<b>\$ 106,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>PLANNING &amp; DEVELOPMENT</b>					
Traffic Signal Upgrades/Replacements:					
Lake Auburn/Center	\$ 33,000				
Minot/Manley	\$ 15,000				
Turner/Hampshire	\$ 20,000				
Loop-Walmart		\$ 12,000			
To be determined		\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Greenway Signage	\$ 25,000				
Electrical Vehicle-Replacement		\$ 25,000			
Comprehensive Plan Property Acquisition Program	\$ 500,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
Agricultural District Study and Update	\$ 40,000				
Main Street Underground Electrical Replacement	\$ 40,000				

**CITY OF AUBURN**  
**CITYWIDE FIVE YEAR**  
**CAPITAL IMPROVEMENT PLAN**  
**FY 17-FY 21**

Description	FY17	FY18	FY19	FY20	FY21
Dangerous Building Demolition	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
Street Lights:					
Upgrade existing to LED and take over ownership of leased lights	\$ 811,000	\$ 50,000	\$ 50,000	\$ 10,000	\$ 10,000
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>	<b>\$ 1,684,000</b>	<b>\$ 762,000</b>	<b>\$ 725,000</b>	<b>\$ 685,000</b>	<b>\$ 685,000</b>
<b>POLICE</b>					
Vehicle Replacement	\$ 233,700	\$ 155,500	\$ 127,000	\$ 139,500	\$ 155,000
Mobile Camera System Replacement		\$ 90,000			
Mobile Data Terminal Replacement		\$ 89,000			
Portable Radio Replacement		\$ 30,000	\$ 30,000	\$ 30,000	
Police Headquarters:					
Renovation and Improvements (Auburn Hall)	\$ 200,000				
Downtown Cameras	\$ 20,000				
Message Sign Trailer	\$ 23,000				
Evidence Locker Replacement	\$ 50,000				
<b>TOTAL POLICE</b>	<b>\$ 526,700</b>	<b>\$ 364,500</b>	<b>\$ 157,000</b>	<b>\$ 169,500</b>	<b>\$ 155,000</b>
<b>PUBLIC SERVICES</b>					
<b>Engineering</b>					
Reconstruction	\$ 2,500,000	\$ 1,000,000	\$ 3,000,000	\$ 3,000,000	\$ 2,000,000
Reclamation/Resurfacing	\$ 3,000,000	\$ 2,500,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Major Drainage	\$ 500,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
MDOT Match	\$ 500,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Retaining Walls	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Sidewalks	\$ 250,000	\$ 200,000	\$ 200,000	\$ 100,000	\$ 100,000
Bridge Maintenance	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
<b>Total Engineering</b>	<b>\$ 6,750,000</b>	<b>\$ 5,100,000</b>	<b>\$ 6,700,000</b>	<b>\$ 6,500,000</b>	<b>\$ 5,600,000</b>
<b>Parks</b>					
Replace Playground & Street Furniture		TBD	TBD	TBD	
Renovate Moulton Park			TBD		
Replace Artwork-Main St Art Wall				TBD	
Riverwalk Fence Replacment	\$ 45,000				
<b>Total Parks</b>	<b>\$ 45,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Public Works</b>					
Replace 7 yard plow trucks (plowing/sanding and roadway maintenance)	\$ 807,000		\$ 360,000		
Replace 12 yard plow trucks (plowing/sanding and roadway maintenance)		\$ 235,000			\$ 470,000
Replace front end loader (loading materials and snow removal)		\$ 255,000			\$ 255,000

**CITY OF AUBURN**  
**CITYWIDE FIVE YEAR**  
**CAPITAL IMPROVEMENT PLAN**  
**FY 17-FY 21**

Description	FY17	FY18	FY19	FY20	FY21
Replace Street Sweeper (sand and debris removal from roadways)	\$ 225,000	\$ 236,000			
Purchase Leaf Vacuum	\$ 29,345				
Purchase Vehicle Lifts	\$ 63,000				
Purchase Paint Machine	\$ 15,000				
Replace One Ton Trucks (parks and roadway maintenance)	\$ 260,000	\$ 62,000	\$ 62,000	\$ 124,000	
Replace Pickups (parks and roadway maintenance)	\$ 105,000	\$ 67,000	\$ 32,000	\$ 67,000	
Replace backhoe bucket loader (drainage and roadway maintenance)	\$ 130,000				
Purchase All-terrain Utility Vehicle	\$ 12,000				
Pipe Camera	\$ 152,165				
Replace tracked excavator (drainage/roadway maintenance)	\$ 225,000				
Replace multi-use tractor (sidewalk maintenance and mowing)					\$ 175,000
Replace road grader (roadway maintenance and snow plowing)		\$ 300,000			
Replace Snowblower		\$ 115,000			
Replace lift truck (moving equipment and materials at PW facility)		\$ 30,000			\$ 30,000
Replace vehicle (engineering inspections)			\$ 25,000		
Replace catch basin cleaning/storm drain flushing truck			\$ 375,000		
Replace trailer mounted sign	\$ 27,000				
Replace wood chipper (disposal of brush from tree/brush cutting)					\$ 45,000
<b>Total Public Works</b>	<b>\$ 2,050,510</b>	<b>\$ 1,300,000</b>	<b>\$ 854,000</b>	<b>\$ 191,000</b>	<b>\$ 975,000</b>
<b>PW Facilities</b>					
Vehicle Washing Addition	\$ 400,000				
Storage Facility	\$ 400,000				
Ash Landfill Forced Sewer Main	\$ 250,000				
<b>Total PW Facilities</b>	<b>\$ 1,050,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL PUBLIC SERVICES</b>	<b>\$ 9,895,510</b>	<b>\$ 6,400,000</b>	<b>\$ 7,554,000</b>	<b>\$ 6,691,000</b>	<b>\$ 6,575,000</b>
<b>RECREATION</b>					
Replace 15 Passenger Van				\$ 40,000	
Basketball Backboards		\$ 14,000			
<b>TOTAL RECREATION</b>	<b>\$ -</b>	<b>\$ 14,000</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ -</b>
<b>EDUCATION (See attached list)</b>	<b>\$ 4,235,057</b>	<b>\$ 21,398,513</b>	<b>\$ 57,818,572</b>	<b>\$ 8,007,506</b>	<b>\$ 2,117,469</b>
<b>TOTAL CIP</b>	<b>\$ 24,209,517</b>	<b>\$ 31,653,513</b>	<b>\$ 68,107,572</b>	<b>\$ 16,171,756</b>	<b>\$ 10,632,469</b>

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



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

Jonathan P. LaBonte, Mayor

## **IN CITY COUNCIL**

### **ORDER 35-05162016**

ORDERED, that the City Council hereby adopts the 5 year Capital Improvement Plan, presented to the City Council and School Committee by the City Manager and School Superintendent on March 14, 2016.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** May 16, 2016

**Author:** Sue Clements-Dallaire, City Clerk

**Subject:** Budget Discussion – Questions and Answers

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**Information:** This is an opportunity for the City Council to ask questions regarding the proposed City Manager Budget and for staff to answer questions they may have.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** May 16, 2016

**Order:** 28-05162016

**Author:** Sue Clements-Dallaire, City Clerk

**Subject:** Amending order 14-03072016 that was previously adopted at the 3/7/2016 Council Meeting

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**Information:** Order 14-03072016 Appointing Board & Committee members was adopted by Council at the 3/7/2016 meeting. It was brought to my attention after that the term expiration dates for Tizz E.H. Crowley (Auburn Water District) was incorrectly noted as 3/1/2019 but should be 3/1/2020, a four year term and Heidi McCarthy (Auburn Sewerage District) was incorrectly noted as 3/1/2019 but should be 3/1/2020, also a four year term. Order 28-05162016 would amend order 14-03072016 to reflect the correct term expiration dates.

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**Advantages:** Passage of order 28-05162016 would amend order 14-03072016 to reflect the correct term expiration dates.

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**Disadvantages:** None

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Passage of order 28-05162016 would amend order 14-03072016 to reflect the correct term expiration date.

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**Previous Meetings and History:** 3/7/2016 Council meeting

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**Attachments:**

Order 14-03072016 that was adopted at the 3/7/2016 Council meeting  
Order 28-05162016 amending Order 14-03072016.

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



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

Jonathan P. LaBonte, Mayor

**IN CITY COUNCIL**

**ORDER 28-05162016**

ORDERED, that the City Council hereby amends Order 14-03072016 which was previously adopted at the 3/7/2016 City Council meeting to reflect the corrected term expiration dates for the following appointments;

Tizz E.H. Crowley (Auburn Water District) to 3/1/2020 (previously adopted as 3/1/2019 in error).

Heidi McCarthy (Auburn Sewerage District) to 3/1/2020 (previously adopted as 3/1/2019 in error).

<b>Board or Committee</b>	<b>Term Expiration Date</b>	<b>Name of Person Appointed or Reappointed</b>
Auburn Water District	3/1/ <del>2019</del> 2020	Tizz E.H. Crowley (new appointment)
Auburn Sewerage District	3/1/ <del>2019</del> 2020	Heidi McCarthy (re-appointment)

## IN COUNCIL REGULAR MEETING MAY 2, 2016 VOL. 34 PAGE 239

Mayor LaBonté called the meeting to order at 7:03 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. Councilor Burns had an excused absence. All other Councilors were present.

### I. Consent Items - None

### II. Minutes

- April 11, 2016 Special Council Meeting
- April 25, 2016 Regular Council Meeting

Motion was made by Councilor Titus and seconded by Councilor Walker to accept the minutes of the April 11, 2016 meeting as presented. Passage 5-0 (Councilor Pross was not in the room for this vote).

Motion was made by Councilor Walker and seconded by Councilor Titus to accept the minutes of the April 25, 2016 meeting as presented. Passage 5-0 (Councilor Pross was not in the room for this vote).

### III. Communications, Presentations and Recognitions

- Presentation - Auburn's Odyssey of the Mind Team

### 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*.

No one from the public spoke.

### V. Unfinished Business

#### 1. Ordinance 04-03072016

Adopting amendments for a Form Based Code and Zoning Map for portions of Downtown Auburn and New Auburn. The Form Based Code Text Amendment will replace Article IV, Division 14, Central Business District, Sec. 60-546, amend related sections of the Zoning Ordinance and create 5 new Form Based Code Districts (T-4.1, T-4.2, T-5.1, T-5.2 and T-6). Public hearing and first reading.

Motion was made by Councilor Pross and seconded by Councilor Walker to adopt amendments for a Form Based Code and Zoning Map for portions of Downtown Auburn and New Auburn. The Form Based Code Text Amendment will replace Article IV, Division 14, Central Business District, Sec. 60-546, amend related sections of the Zoning Ordinance and create 5 new Form Based Code Districts (T-4.1, T-4.2, T-5.1, T-5.2 and T-6).

Public hearing – Chris Branch with Sebago Technics who was there on behalf of the Hilton Garden Inn stating that they are very supportive of this recommendation and gave thanks to the Planning Board for their work on this.

Passage 6-0. A roll call vote was taken.

**VI. New Business**

**2. Public Hearing on the Community Development Block Grant Budget**

Talia Chamberlin, Executive Director of Literacy Volunteers of Androscoggin County and a student of the program, Theresa Winslow spoke in support of the program.

**3. Order 26-05022016**

Approving the request to waive the business licensing fee for the New Auburn Little League, a non-profit organization (Sherwood Heights and Pulsifer Park) for the 2016 season.

Motion was made by Councilor Titus and seconded by Councilor Walker to approve the request to waive the business licensing fee for the New Auburn Little League, a non-profit organization (Sherwood Heights and Pulsifer Park) for the 2016 season.

Motion was made by Councilor Pross and seconded by Councilor Walker to postpone until we negotiate and formalize a Memorandum of Understanding or a lease with the New Auburn Little League. Motion failed 2-4 (Councilors Young, Stone, Titus, and Gilbert opposed).

Passage of original motion 6-0.

**4. Order 27-05022016**

Approving the request to waive the business licensing fee for Kiddo's, LLC , a for-profit organization.

Motion was made by Councilor Titus and seconded by Councilor Young to approve the request to waive the business licensing fee for Kiddo's, LLC, a for-profit organization. Motion failed 0-6.

There was consensus from the Council to refer this to the Community & Economic Development Council Committee to add this to a future agenda to review the ordinance (Sec. 14-31) and business licensing fees.

**5. Resolve 04-05022016**

Authorizing the Mayor to send a letter on behalf of the City Council to FERC requesting that KEI provide at least 60 days notice to the City for recreational flow studies related to the relicensing of the Barker Mill Dam.

Motion was made by Councilor Titus and seconded by Councilor Walker authorizing the Mayor to send a letter on behalf of the City Council to FERC requesting that KEI provide at least 60 days notice to the City for recreational flow studies related to the relicensing of the Barker Mill Dam. Passage 6-0.

**VII. Executive Session**

Discussion on a real estate/economic development matter, pursuant to 1 M.R.S.A §405 (6)(C).

Motion was made by Councilor Pross and seconded by Councilor Walker to enter into executive session pursuant to 1 M.R.S.A §405 (6)(C). Passage 6-0, time 7:51 PM.

The Mayor declared Council out of executive session at 8:03 PM.

**VIII. Reports**

**Mayor's Report** – The Mayor provided Council with a Power Point Presentation “Breaking Down the Culture of Low Expectations – Rebooting Auburn’s Growth Plan”.

**Councilor Young** – reported on a few date changes with upcoming meetings.

**Councilor Gilbert** – reported that the biggest complaint she is getting from people is how to find information on our website as to when meetings are scheduled. Assistant City Manager, Denis D’Auteuil explained how to get to the event calendar on the city’s website.

**City Manager** – No report.

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

No one from the public was present to speak.

**X. Adjournment**

Motion was made by Councilor Stone and seconded by Councilor Walker to adjourn. All were in favor, the meeting adjourned at 9:00 PM.

A True Copy.

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

# OFFICE OF THE MAYOR

## CITY OF AUBURN



### PROCLAMATION– MAINE ARBOR WEEK

**Whereas;** In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and this holiday called Arbor Day was first observed with the planting of a million trees in Nebraska; and

**Whereas,** The third full week in May is Maine Arbor Week; and

**Whereas,** Trees can reduce the erosion of our precious topsoil, cut heating and cooling cost, moderate the temperature, clean the air, provide life-giving oxygen and provide habitat for wildlife; and

**Whereas,** Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and beautify our community; and

**Whereas,** Trees, wherever they are planted, are a source of joy and spiritual renewal.

**Now, therefore,** I, Jonathan P. LaBonté, Mayor of the City of Auburn, by virtue of the authority vested in me, do hereby proclaim the third full week of May as the celebration of Maine Arbor Week in the City of Auburn, and I urge all citizens to celebrate Maine Arbor Week and support efforts to protect our trees and woodlands.

**Further,** I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

**IN WITNESS WHEREOF,** I have hereunto set my hand and caused the Seal of the City of Auburn, Maine to be fixed this 16th day of May, 2016.

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Jonathan P. LaBonté, Mayor of Auburn

CITY OF AUBURN  
OFFICE OF THE MAYOR  
AND  
CITY COUNCIL



PROCLAMATION  
WOMEN'S LUNG HEALTH WEEK

**WHEREAS**, every eight minutes, one woman in the U.S. loses her battle with lung cancer; and

**WHEREAS**, lung cancer is the #1 killer of women and men in the U.S.; and

**WHEREAS**, the number of women dying from lung cancer has nearly doubled over the past 30 years; and

**WHEREAS**, advocacy and increased awareness will result in more and better treatments and early detection for people with lung cancer that will ultimately save lives; and

**WHEREAS**, LUNG FORCE is a fast-growing initiative led by the American Lung Association with the mission of making lung cancer history-uniting the nation in the fight against lung cancer.

**BE IT RESOLVED**, that the City of Auburn, Maine hereby designates the second full week in May as Women's Lung Health Week throughout the City of Auburn, Maine, and encourages all residents of the City of Auburn, Maine to learn more about the detection and treatment of lung cancer.

In testimony whereof, I have hereunto set my hand and caused to be affixed the Seal of the City of Auburn, this 9<sup>th</sup> day of May, 2016.

**Jonathan P. LaBonté, Mayor**

# OFFICE OF THE MAYOR

## CITY OF AUBURN



### PROCLAMATION– Kids to Parks Day

**WHEREAS**, May 21<sup>st</sup>, 2016 is the sixth Kids to Parks Day organized and launched by the National Park Trust; and

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

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

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

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

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

**WHEREAS**, Auburn has long invested in stewarding and growing our parks and its residents are urged to join in celebrating them by visiting with friends and family; and

**Now, therefore**, I, Jonathan P. LaBonté, Mayor of the City of Auburn, by virtue of the authority vested in me, do hereby proclaim to participate in Kids to Parks Day. I urge residents of Auburn to make time May 21<sup>st</sup>, 2016 to take the children in their lives to a neighborhood, state or national park.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Auburn, Maine to be fixed this 16th day of May, 2016.

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Jonathan P. LaBonté, Mayor of Auburn

**OFFICE OF THE MAYOR  
CITY OF AUBURN**



**PROCLAMATION**

**Declaring May 22<sup>nd</sup>, 2016 as Lucia “Lucy” Cowles Day in the City of Auburn in honor of her 100<sup>th</sup> birthday and a lifetime of community involvement**

*WHEREAS*, on May 22, 1916, Lucy was born in Lewiston, Maine at the home of her parents, Paul and Anna (Grimmel) Yurkston, both Lithuanian immigrants; and

*WHEREAS*, Lucy quit school in the 9<sup>th</sup> grade to care for her baby half-brother Jackie so that her mother could return to work; and

*WHEREAS*, Lucy joined the local Independent Order of Rebekah Assemblies Lodge in 1935 when she was only 18 years old, holding a variety of offices, including Noble Grand, and is currently the longest still-active member in Maine (81 years); and

*WHEREAS*, Lucy worked in the Auburn shoe industry as a young adult where she met her future husband, George Mitchell “Mike” Cowles, who married on September 3, 1941 in Auburn, Maine, moved into their first home on Sterling Road in Auburn in 1954 (where Lucy still lives to this day) and were married for 50 years when Mike passed away in 1992; and

*WHEREAS*, Lucy was a homemaker until her daughter, Paula, could fend for herself after school, at which time she returned to work, working as a retail clerk at Peck’s Department Store, and as a nurses aid at a nursing home on Summer Street in Auburn; and

*WHEREAS*, Lucy and Mike were members of the United Commercial Travelers for many years and Lucy was also a member of Young at Heart; and

*WHEREAS*, Lucy and Mike both joined the senior citizens clubs in the 1980’s where Lucy is still an active member of both the First Auburn Senior Citizens Club and the Robin Dow Senior Citizens Club; and

*WHEREAS*, Lucy has traveled extensively with the seniors groups and has been an active participant in every club function, including dressing up for Halloween and Easter, cooking for bake sales, crafting for fund raisers, making table decorations and corsages for special events, and conducting officer installations and memorial services; she has held many offices in each club, including Membership Chairperson, Treasurer, and President on several occasions; and

*NOW, THEREFORE*, I, Jonathan P. LaBonte, on behalf of the Citizens of the City of Auburn hereby recognize and commend Lucia “Lucy” Cowles for her years of community involvement and participation and declare her 100<sup>th</sup> birthday as Lucia Cowles Day in Auburn

IN WITNESS WHEREOF, I have hereunto

Set my hand and caused the Seal of the

City of Auburn, Maine

to be fixed this 16<sup>th</sup> day of May 2016.

Mayor Jonathan P. LaBonté





**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** 5/16/2016

**Ordinance:** 04-03072016

**Author:** Doug Greene, AICP, RLA City Planner

**Subject:** Form Based Code Text and Map Amendments

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**Information:** Certain areas in Downtown Auburn and New Auburn are being proposed for re-zoning to a new system of development regulation called Form Based Code. If adopted by the City Council, the Form Based Code will replace the traditional zoning currently used in these areas. On December 8<sup>th</sup>, the Auburn Planning Board held a public hearing at City Hall to have staff present and explain the changes and to hear public input. The Planning Board voted unanimously in recommending a favorable motion to the City Council for a Form Based Code Zoning Map Amendment and Zoning Text Amendment for the Form Based Code.

The Comprehensive Plan recommends that development regulations in the proposed areas (Great Falls Area, the Downtown Traditional Business area and the New Auburn Village Center area) should “encourage new development or modifications to existing buildings to occur in a manner that reflects key elements of the traditional downtown development pattern.”<sup>1</sup> Form Based Code was chosen as the best way to achieve this goal. Form Based Codes are being used across the country to help bring back traditional development patterns by providing a focus on building placement, safe walkable streets, greater flexibility of land uses and a simplified development review process for projects that meet the code and project size requirements.

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**Advantages:** The proposed Form Based Code is simpler to understand, more flexible in the uses allowed, provides an expedited development review process, and affords a predictable development environment.

**Disadvantages:** The Form Based Code is new and the public and development community will need to be educated by staff on how it works.

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**City Budgetary Impacts:** No financial impact on the administration of the Form Based Code. There will be some printing costs to update the Zoning Ordinance.

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**Staff Recommended Action:** The Staff recommends approval of both the Form Based Code text amendment and the associated Zoning Map amendment.

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**Previous Meetings and History:** Over the last 2 years, the City of Auburn’s Planning Board worked with staff in developing the Form Based Code based on recommendations from the 2010 Comprehensive Plan and the review of successful Form Based Codes. The Planning Board held public meetings in November and December of 2015. The Planning and Development Staff presented the Form Based Code to the City Council at a February 8, 2016 workshop and a March 7, 2016 City Council meeting. A public hearing and passage of the first reading was on 5/2/2016.

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**Attachments:**

1. Memo to City Council
  2. Complete Form Based Code Draft
  3. Form Based Code Map
  4. Form Based Code Appendixes
-



## City of Auburn, Maine

Office of Planning & Development  
[www.auburnmaine.gov](http://www.auburnmaine.gov) | 60 Court Street  
Auburn, Maine 04210  
207.333.6601

To: Mayor Jonathan P. LaBonte and the Auburn City Council

From: Douglas M. Greene, AICP, RLA; City Planner

Date: May 2, 2016

RE: Public Hearing and 1<sup>st</sup> Reading on Form Based Code Map and Text Amendment

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The Auburn Planning Board held a public hearing on April 12, 2016 to consider a motion for a Form Based Code map and text amendment. Notification letters were sent out to all affected property owners and to all abutters within 500 feet.

During the meeting, staff presented the proposal to the Planning Board along with 2 changes:

1. Modifying the side yard set-back for T-5.1, T-5.2 and T-6 from a minimum of five (5) feet, down to a new minimum of zero (0) feet. The Planning Board agreed to amend the Form Based Code to include the proposal.
2. A request to expand the T-6, Great Metropolitan District to include properties along the Androscoggin River and Court Street. The Planning Board discussed and deliberated the proposal and agreed to expand the T-6 District to include properties along the Androscoggin River but not properties along Court Street.

The Planning Board unanimously voted to recommend the City Council approve the Form Based Code map and text amendment, with the changes listed in this memo.

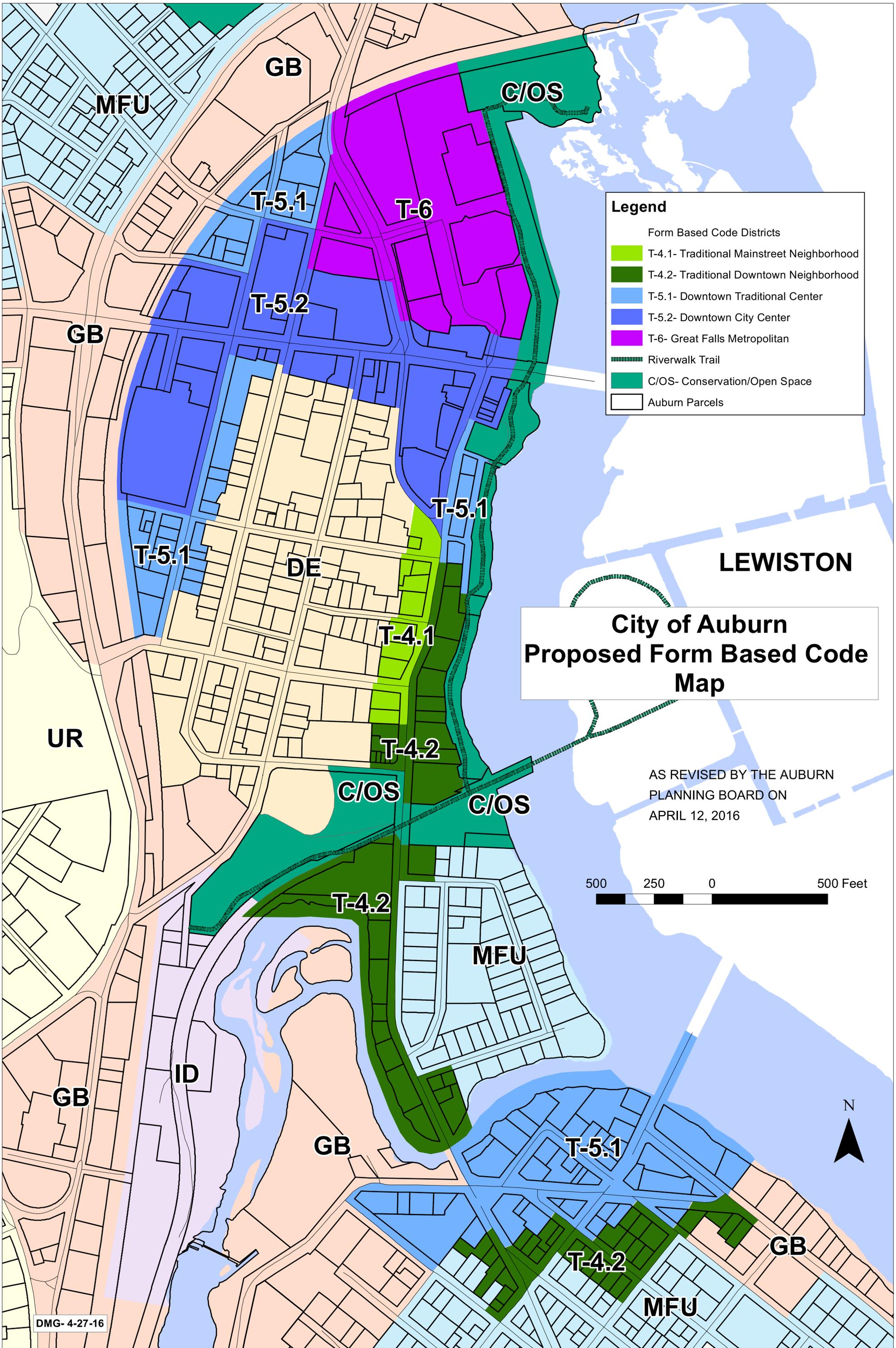
#### Enclosures:

1. Example of side yard reduction (page 2)
2. Maps of proposed changes to T-6 District (pages 3 and 4)

Cc: File







**Legend**

- Form Based Code Districts
- T-4.1- Traditional Mainstreet Neighborhood
- T-4.2- Traditional Downtown Neighborhood
- T-5.1- Downtown Traditional Center
- T-5.2- Downtown City Center
- T-6- Great Falls Metropolitan
- Riverwalk Trail
- C/OS- Conservation/Open Space
- Auburn Parcels

**City of Auburn  
Proposed Form Based Code  
Map**

AS REVISED BY THE AUBURN  
PLANNING BOARD ON  
APRIL 12, 2016

500 250 0 500 Feet



Chapter 60 - ZONING <sup>[1]</sup>

Footnotes: --- (1) ---

**State Law reference**— Municipal planning and land use regulation generally, 30-A M.R.S.A. § 4301 et seq.; land use regulation, 30-A M.R.S.A. § 4351 et seq.; zoning ordinances, 30-A M.R.S.A. § 4352; regulation of manufactured housing, 30-A M.R.S.A. § 4358; enforcement of land use regulations generally, 30-A M.R.S.A. § 4451 et seq.; subdivisions, 30-A M.R.S.A. § 4401 et seq.; fences and fence viewers generally, 30-A M.R.S.A. § 2951 et seq.; local growth management programs, 30-A M.R.S.A. § 4321 et seq.; Airport Zoning Act, 6 M.R.S.A. § 241 et seq.

ARTICLE I. - IN GENERAL

Sec. 60-1. - Terms.

For the purpose of this chapter, certain terms or words used herein shall be interpreted as follows:

Lot. The term "lot" includes the words plot or parcel.

Person. The term "person" includes a firm, association, organization, partnership, trust, company or corporation, as well as an individual.

Shall/may. The term "shall" is mandatory, the term "may" is permissive.

Tense. The present tense includes the future tense, the singular number includes the plural, and the plural number includes the singular.

Used or occupied. The term "used" or "occupied" includes the words intended, designed, or arranged, to be used or occupied.

(Ord. of 9-21-2009, § 2.1)

Sec. 60-2. - Definitions.

For the purposes of this chapter, the following words and terms as used herein shall have the meanings or limitations of meaning hereby defined, explained or assigned:

*Accessory Structure or Building* means an uninhabited building, at least five feet in distance from the principal building, used for a purpose which is customarily subordinate and incidental to that of the principal building or to the principal use of the land and which is located on the same lot as the principal building use. The term "accessory buildings," in residential districts, includes tool sheds, wood sheds, detached garages and swimming pools. No accessory building shall house a home occupation or professional office or be used as a sales outlet in a residential district.

*Accessory Use* means a subordinate use of land or building which is customarily incidental and subordinate to the principal building or to the principal use of the land and which is located on the same lot with the principal building or use.

*Adult Day Center* means a supervised facility providing a program of education, crafts or recreation for adults over the age of 55 years.

*Animal Unit* means one living animal of any species.

*Antique Shop* means a building, or portion of building, where artifacts from generally recognized previous eras are sold or traded as the primary commercial activity.

*Apartment.* See the term Dwelling unit.

*Architectural Features* means exterior building elements intended to provide ornamentation to the building massing, including but not limited to, eaves, cornices, bay windows, window and door surrounds, light fixtures, canopies, and balconies.

*Art Galleries* means a building or place where works of art or other objects of value are kept, displayed, produced and offered for sale to the general public.

*Artist Studio, Residential* means a dwelling where up to 50 percent of the total floor space can be used for the production of art and/or craft products. The term "residential artist studio" shall not include galleries or studios open to the public for display or sales. All artist studios shall be designed to meet all residential safety and occupancy requirements and shall be considered to be accessory to the residential use. (relocated 2/9/16)

*Automobile* means a passenger vehicle propelled by a self-contained motor. The term "automobile" also includes motorcycles, all-terrain vehicles, trucks and recreation vehicles (RVs).

*Automobile and Marine Paint and Body Shops* means a building in which the business of automobile and marine paint and bodywork is conducted. Such use may also include as an accessory use a facility for the orderly display and sale of vehicles which have undergone substantial body repair on the premises. No such facility shall display, outdoors or indoors, or offer for sale more than ten vehicles at any one time.

*Automobile and Marine Repair and Service Station* means a building, lot or both in or upon which the business of general motor repair and vehicle service is conducted, but excluding junk and/or wrecking businesses.

*Automobile, Commercial,* means a vehicle the primary use of which is commercial in character.

*Automobile Filling station* means a building or lot having pumps and storage tanks at which fuel, oil or accessories for the use of motor vehicles are dispensed, sold or offered for sale at retail, where repair service is incidental and no vehicle storage or parking space is offered for rent.

*Automobile Garage, Private,* means an accessory building or portion of a main building designed, arranged or used for housing of private motor vehicles, only one of which may be a commercial vehicle. Not more than 50 percent of the space in such a garage shall be used for housing vehicles other than those owned by occupants of the premises.

*Automobile Parking Lot, Private,* means a parcel of land, lot or portion thereof required, in accordance with these regulations, for off-street automobile parking.

*Automobile Repair and Service Station* means a building, lot or both in or upon which the business of general motor vehicle repair and service is conducted, but excluding junk and/or wrecking business.

*Automobile Sales Lot* means a lot arranged, designed or used for the storage and display of motor vehicles or any unoccupied trailer for sale.

*Automobile Scrap Yard* means any land or building used for the dismantling, storage and salvaging for reuse of automobiles or other vehicles not in running condition.

*Automotive Towing and Storage* means a business engaged in/or offering the services of a tow truck or towing service whereby motor vehicles are towed or otherwise removed from one place to another by the use of a motor vehicle specifically designed for that purpose. Storage of towed vehicles is considered to be the keeping of vehicles in a secured yard for not more than 120 days until claimed or disposed of in accordance with the laws of the state.

*Basement* means that portion of a building below the first floor joists having at least one-half of its clear ceiling height above the main level of the adjacent ground.

*Bed and Breakfast Home* means an accessory use to a single-family dwelling involving the renting of four or fewer guestrooms to transient guests who are staying for a limited duration (seven consecutive

days and/or 60 accumulated days in a calendar year) and the serving of breakfast only to house guests. Such establishment shall be owned and operated by the resident of the dwelling. The term "bed and breakfast home" also includes a tourist home.

*Bed and Breakfast Inn* means a dwelling involving the renting of more than four but fewer than ten guestrooms to transient guests who are staying for a limited duration (seven consecutive days and/or 60 accumulated days in a calendar year) and the serving of breakfast to house guests only. Such use may provide a restaurant, function rooms and places of public assembly.

*Boardinghouse or Lodginghouse* means a dwelling, which, for compensation, lodging, or lodging and meals are provided to more than four persons and where a proprietor or owner resides in the building. No provisions for cooking in individual rooms other than a main kitchen is allowed.

*Building* means a structure having one or more stories and a roof, designed primarily for the shelter, support or enclosure of persons, animals or property of any kind. (See the term Structure.)

*Building Envelope means the ground area on a lot and the space above it on which a building may be constructed. (added on 10/15/15)*

*Building Form means the overall shape and dimensions of a building.*

*Building Height* means the vertical distance from the grade of the top of the highest roof beams of a flat roof, or to the mean level of the highest gable or slope of a hip roof. When a building faces on more than one street, the height shall be measured from the averages of the grades at the center of each street front.

*Building Inspector* means the building inspector of the City of Auburn, Maine, or their ~~his~~ duly authorized agent.

*Building Line* means a line beyond which the foundation wall and/or any enclosed porch, vestibule of other enclosed portion of a building shall not project. ~~Also called "Build-to-Line" in Form Based Code.~~

*Building, Principal,* means a building in which is conducted the principal use of the lot on which it is situated.

*Care Home* means a rest, nursing, or convalescent home established to render domiciliary nursing care and board for chronically ill or convalescent patients, or persons who are infirm because of mental or physical conditions, but excluding a child care home or one for the care of mentally retarded patients, alcoholics, psychotics or drug addicts.

*Cellar* means that portion of a building below the first floor joists having at least one-half of its clear ceiling height below the mean level of the adjacent ground. A cellar shall not be used for habitation.

*Cemetery* means a place used for the permanent interment of dead bodies or cremated remains thereof. A cemetery may be a burial park of earth interments, a mausoleum for vault or crypt interments, a columbarium for cinerary interments, or a combination of one or more thereof.

*Child Care Home* means a child boarding home, summer camp, foster family home or other place providing domiciliary arrangements for compensation, of three or more children, unrelated to the operator by blood, marriage or adoption, under 18 years of age. A facility providing child day care less than 24 hours per day, per child, to more than five children shall not be considered a child care home. The term "child care home" includes any family-type facility which provides child care to children placed by order of any court of competent jurisdiction, or by any public welfare department, or other governmental agency having responsibility for placing children for care, or placed by child-placing agency licensed under state law.

*Child day Care Center* means a facility conducted or maintained by anyone who provides, for consideration, care and protection for more than 12 children under 16 years of age, unrelated to the day care center operator, who are unattended by parents or guardians, for any part of the day. Any facility, the chief purpose of which is to provide education, shall not be considered to be a day care center, but is classified as a nursery school.

*Child Day Care Home* means an accessory use of a residence by a person residing on a premises to provide on a regular basis, and for consideration, care and protection for up to 12 children under 16 years of age, unrelated to the day care home operator, who are unattended by parents or guardians, for any part of the day. Any facility, the chief purpose of which is to provide education, shall not be considered to be a day care home, but is classified as a nursery school. A child day care home shall not be located closer to another child day care home than 500 feet measured along the street frontage. Child day care homes shall be reviewed under the city's home occupation regulations (article IX of this chapter) and shall meet the following:

- (1) All outdoor play areas, used in conjunction with the day care operation, shall be fully enclosed by a fence, a minimum of four feet in height.
- (2) If the property utilizes a private sewerage disposal/septic system a written verification from a site evaluator, stating that the current system can handle the change of use to include the children in the proposed day care, shall be submitted.

*Church* means a building, together with its accessory buildings and uses, where persons regularly assemble for religious worship, and which buildings, accessory buildings and uses are maintained and controlled by a religious body organized to sustain public worship.

*Clinic* means an establishment where patients are accepted for treatment by a group of physicians practicing medicine together, but shall not offer domiciliary arrangements; medical and dental.

*Club, Private*, means any building or rooms, which serve as a meeting place for an incorporated or unincorporated association for civic, social, cultural, religious, literary, political, recreational or like activities, operated for the benefit of its members and not open to the general public.

*Community Based Residential Facilities (CRF)* means dwelling units providing communal domiciliary arrangements for a group of unrelated persons under supervision of the state government human service agencies, for the transition of formerly institutionalized persons back into the mainstream community living and participation, a halfway house, or a group home.

*Comprehensive Plan* means the master development plan of the City of Auburn, Maine, any amendments or additions thereto, part or portion thereof adopted by the city council upon recommendations of the planning board of Auburn, Maine, pursuant to 30-A M.R.S.A. § 4323.

*Convenience Store* means a business establishment having an interior selling space of less than 3,000 square feet where general food supplies for the table, other articles of household use and gasoline pump service is offered for sale. Such a use may include the sale of food vended in disposable containers for consumption on or off the premises.

*Court* means an open, unoccupied space, other than a yard, on the same lot with a building or group of buildings which is bounded on two or more sides by such building or buildings and every part of which is clear and unobstructed from its lowest point to the sky.

*Dental Clinic* means an establishment where patients are accepted for treatment by a group of dentists practicing dentistry together.

*Development Standard(s)* means building standards that establish basic parameters governing building form, including the envelope for building placement in three dimensions and certain permitted and required building elements such as storefronts, balconies, street walls, etc. The Development Standards establish both boundaries within which development may take place and what requirements apply.

*Director or PACE director* means the PACE-dDirector of Planning and any successor or other official designated from time to time by the city council to enforce the provisions of this chapter.

*District or Zone* means an area within which certain uses of land and buildings are permitted or denied pursuant to municipal review, and certain others are prohibited.

*District, Overlay*, means a special district or zone which addresses special land use circumstances and environmental safeguards and is superimposed over the underlying existing zoning districts. Permitted uses in the underlying zoning district shall continue subject to compliance with the regulations of the overlay zone or district.

*Dormitory* means a building or portion thereof used for sleeping purposes in connection with a school, college or other educational institution.

*Driveway* means private ways intended for internal vehicular circulation on a lot or within an automobile parking lot.

*Dump* means any premises used primarily for disposal by abandonment, discarding, dumping, reduction, burial, incineration or any other means and for whatever purpose of garbage, trash, refuse, dead animals, waste materials of any kind, junk; but not untreated sewage, animal waste, discarded machinery, or vehicles or parts thereof. The establishment of any dump shall be approved by the city council of the City of Auburn.

*Dwelling or Dwelling Unit* means a building or portion thereof arranged or designed to provide living facilities for one or more families.

*Dwelling, Multifamily*, means a residence designed for or occupied by three or more families with separate housekeeping and cooking facilities for each.

*Dwelling, One-Family Detached*, means a dwelling unit singly and apart from any other building and intended and designed to be occupied and used exclusively for residential purposes by one family only, excluding those forms of temporary housing permitted by section 60-666. Each one-family detached dwelling shall contain not less than 700 square feet of net floor area of habitable space.

*Dwelling, Seasonal*, means a dwelling occupied for not more than six months of any year.

*Dwelling, Two-Family*, means a freestanding building intended and designed to be occupied and used exclusively for residential purposes by two families only, with separate housekeeping and cooking facilities for each.

*Dwelling Unit* means a room or group of rooms located within a building and forming a single habitable unit, physically separated from any other rooms or dwelling units which may be in the same structure, with facilities which are used for or intended to be used for independent living, sleeping, cooking and eating purposes. Dwelling units available for rental or occupancy for periods of less than one week shall be considered boarding/lodging units.

*Eave* means the edge of a roof which projects beyond the exterior wall.

*Encroachment* means any architectural feature, structure or structural element, such as a gallery, fence, garden wall, porch, stoop, balcony, bay window, terrace, or deck that breaks the plane of a vertical or horizontal regulatory limit exceeding into a setback, beyond the Building, into the public frontage, or above a height limit.

*Erected* includes the terms "built," "constructed," "reconstructed," "enlarged" and/or "retained on."

*Facade* means the vertical surface of a building.

*Family* means one or more persons occupying a single housekeeping unit and using common cooking facilities, provided that unless all members are related by blood or marriage, no such family shall contain over four persons.

*Farm* means any parcel of land containing more than ten acres which is used in the raising of agricultural products, livestock or poultry, or for dairying. The term "farm," under the Agricultural and Resource Protection District, shall be further defined as meeting the following criteria:

- (1) At least 50 percent of the total annual income of the farm occupant and his spouse living in the farm residence will be derived from such uses; and

- (2) At least ten acres of the farm will be devoted to the production by the occupant of field crops or to the grazing of the occupant's livestock. For purposes of this definition, the term "poultry" means no fewer than 100 fowl and the term "livestock" means no fewer than 20 cattle or other animals being raised for commercial purposes.

*Farm, animal,* means any parcel of land that contains at least the following land area used for the keeping of horses, mules, cows, goats, sheep, hogs and similar sized animals for the domestic use of the residents of the lot, provided that adequate land area is provided for each animal unit ~~contains at least the following~~, excluding water bodies of one-quarter acre surface area or larger:

- (1) Cattle: One bovine animal unit per acre of cleared hay-pasture land.
- (2) Horse: 1.5 animal units per acre of cleared hay/pasture land.
- (3) Sheep: Three animal units per acre of cleared hay/pasture land.
- (4) Swine: Two animal units per acre of cleared land.
- (5) Other animal farms: The required lot size shall be determined by municipal officer charged with enforcement and shall conform to the lot size for similar sized animals.

*Floodplain overlay* means those areas of the city which are directly affected by flooding as shown on the flood insurance rate maps (FIRM) as established by the Federal Emergency Management Agency and that shall comply with the pertinent regulations found in division 2 of article XII of this chapter pertaining to the Floodplain Overlay District.

*Floor area of building* means the total number of square feet of floor area of all stories in a building, excluding cellars, uncovered steps and uncovered porches. All horizontal measurements shall be made between exterior faces of walls.

*Frontage* means the length of a lot extending between the side lot lines of a lot which borders an accepted portion of a street. Maine Turnpike frontage does not apply to this definition.

*Form Based Code* means a land development regulation that fosters predictable built results and a high-quality public realm by using physical form (rather than separation of uses) as the organizing principle for the code. (Added 10/16/15)

*Form Based Code Zoning District* means one of the five areas on the Regulating Plan, including Transect 4.1 (T-4.1), Transect 4.2 (T-4.2), Transect 5.1 (T-5.1), Transect 5.2 (T-5.2), and Transect 6 (T-6).

*Frontage Line* means the lot line(s) of a lot fronting a street or other public way.

~~*Frontage, Private* means the area between the building façade and the shared lot line between the public right-of-way and the lot.~~

~~*Frontage, Public* means the area between the curb of the vehicular lanes and the edge of the right-of-way.~~

*Greenhouse* means an enclosed structure where trees, shrubs, vines and plants are propagated, grown or maintained. Activities associated with a greenhouse include:

- (1) The sale of greenhouse products and related supplies; and
- (2) The storage of material used in the maintenance of plants and growing items sold.

*Grocery Store* means a small retail establishment having an interior selling space of less than 3,000 square feet where general food supplies for the table and other articles of household use are offered for sale. Such a use may include the sale of food vended in disposable containers for consumption on or off the premises; a corner market, a mom and pop store.

*Ground Area of Building* means the total number of square feet of horizontal surface covered by a building, including covered porches and accessory buildings. All measurements shall be made between exterior faces of walls, foundation, piers or other means of support.

*Group Home* See the term Community Based Residential Facilities.

*Guesthouse* means a detached dwelling that is intended, arranged or designed for occupancy by transient, nonpaying visitors.

*Habitable Space* means that area within a dwelling which has headroom of not less than seven feet when measured vertically upward from the finished floor, provided that any such area next below the roof of a dwelling shall be counted only if it is connected with the story next below by a permanent inside stairway. The floor area of any porch, cellar room, garage or shed attached to such dwelling shall not be counted in any measure of habitable space.

*Half-Story* means a story directly under a sloping roof in which the points of intersection of the bottom of the rafters with the interior faces of the walls are less than three feet above the floor level.

*Historic Site* means a parcel of land, a particular building, or a group of buildings that have played a significant role in the history of the community, and identified as such by the state historic preservation committee.

*Historic or Archaeological Resources* means areas identified by a governmental agency such as the state historic preservation commission as having significant value as historic or archaeological resources and any areas identified in the municipality's comprehensive plan.

*Hog Farm* means any land or building used for the purpose of keeping, feeding or raising 20 or more swine per piggery. Establishment of this use requires approval from the city health department.

*Home Occupation* means the accessory use of a dwelling unit for a business or commercial venture engaged in, by the person residing in the dwelling unit, and which allows up to one person who does not reside on the premises to be employed by that home occupation.

*Hospital* means any institution receiving inpatients and rendering medical, surgical and/or obstetrical care. The term "hospital" includes general hospitals and institutions in which service is limited to special fields such as cardiac, eye, nose and throat, pediatric, orthopedic, skin, cancer, mental health, tuberculosis, chronic disease and obstetrics. The term "hospital" also includes sanitariums, including those wherein mentally retarded and mental patients, epileptics, alcoholics, senile psychotics or drug addicts are cared for or treated.

*Hotel* means a building in which the primary use is transient lodging accommodations offered to the public on a daily rate of compensation and where ingress and egress to the sleeping rooms is primarily through an inside lobby or office, supervised by a person in charge at all hours. Such facilities may include accessory uses such as restaurants, bars, nightclubs, function rooms, places of public assembly and/or recreational facilities.

*Household pet* means any animal kept as a pet and normally housed at night within the owner's dwelling or an accessory building on the same lot, including laying hens, but not including any animal normally raised as livestock or poultry or any animal raised for commercial gain. No household pet shall be kept that creates a public nuisance by reason of:

- (1) Objectionable effects perceptible outside the owner's property, such as excessive or untimely noise or offensive odors; or
- (2) Being a hazard to the health, safety and welfare of neighbors, invited guests or public servants visiting the property in the pursuit of their normal duties.

*Illustrative Plan* means a plan or map that depicts (i.e. illustrates but does not regulate) the streets, lots, buildings and general landscaping of the proposed Downtown Auburn/New Auburn Form-Based Code District.

*Industrial use, heavy*, means the use of real estate, building or structure, or any portion thereof, for assembling, fabricating, manufacturing, packaging or processing operations.

*Industrial use, light*, means the use of real estate, building or structure, or any portion thereof, the main processes of which involve the assembly of prefabricated parts and which will not create a nuisance by noise, smoke, vibration, odor or appearance.

*Institution* means any building or open area used only by an educational, religious, medical, charitable, philanthropic, or nonprofit organization, either public or private.

*Institution, philanthropic*, means a private, nonprofit organization that is not organized or operated for the purpose of carrying on a trade or business, no part of the net earnings of which inures to the benefit of any member of said organization and which either:

- (1) Provides volunteer aid to the sick and wounded of the armed forces in time of war and relief services to victims of natural or manmade calamities; or
- (2) Provides all or any of the following: religious, social, physical, recreational and benevolent service.

*Institution, private educational*, means any private school or educational institution, however designated, which offers an academic curriculum of college, professional, preparatory, high school, middle school, elementary, kindergarten or nursery school instruction, or any combination thereof; but not a training program of trade, craft, technical or artistic instruction operated by a governmental entity. No private educational institution shall be deemed a home occupation. (See the terms Training school and School.)

*Institution, research*, means an agency for scientific research of technical development including offices, libraries, laboratories, testing facilities and equipment incidental to such research and development.

*Junkyard or automobile graveyard* means any land or building used for the abandonment, storage, keeping, collecting or bailing of paper, rags, scrap metal, other scrap or discarded material, or for the abandonment, demolition, dismantling, storage or salvaging of automobiles or other vehicles not in running condition, machinery or parts thereof. Establishment and operation of this use requires annual approval from the City Council of Auburn, Maine.

*Kennel* means any building and/or land used, designed or arranged for the boarding, breeding or care of dogs, cats, pets, fowl or domestic animals, kept for purposes of show, hunting or as pets, except horses.

*Land Use Permit* means a permit required for the use of property that is legally permitted under the provisions of this chapter.

*Landscape Services* means the actual planting, bed preparation, installation of landscape materials and maintenance of the landscape, planting and materials. Activities associated with landscaping include: the storage of materials and equipment related to the performance of landscaping, the temporary storage of trees, shrubs and plants pending installation in an existing landscape plan and the application and storage of pesticides and fertilizers by a licensed person.

*Lawn Maintenance service* means the care and upkeep of the landscape after its installation and consists of such activities as mowing of the lawn, pruning of trees and shrubs, application by hand of fertilizer and weed control, insect and disease control, planting and care of flower beds, replacement of dead plants, incidental repairing of walls and paved surfaces, cleaning of fountains and pool basins, irrigation of lawns, cultivation of soil around trees and shrubs, rolling and reseeding of lawns, raking of leaves, winterization of trees and shrubs and snow removal.

*Library* means a place containing books and other material for reading, study or reference, provided that no such material is offered for sale.

*Livestock* means domestic animals kept, used or raised on a farm for the production of income.

*Lodge, private*. See the term Club, private.

*Lot* means for zoning purposes, as covered by this chapter, a lot is a parcel of land under one ownership or joint ownership of at least sufficient size to meet minimum zoning requirements for use, coverage and area, and to provide such yards and other open spaces as are herein required. Such lot shall have frontage on an accepted public street and may consist of:

- (1) A single lot of record;
- (2) A portion of a lot of record;
- (3) A combination of complete lots of record;
- (4) A parcel of land described by metes and bounds; provided that in no case of division or combination shall any residential lot or parcel be created which does not meet the requirements of this chapter;
- (5) Lots shown on a plan approved by the planning board of the City of Auburn.

*Lot frontage/width* means the front of a lot shall be construed to be the portion nearest the street. For the purpose of determining yard requirements or corner lots and through lots, all sides of a lot adjacent to streets shall be considered frontage, and yards shall be provided as indicated under the definition of yards in this section.

*Lot line, rear,* means the lot line generally opposite or parallel to the front lot line, except in a through lot. If the rear lot line is less than ten feet long or the lot comes to a point at the rear, said rear lot line is assumed to be a line not less than 20 feet long, lying wholly within the lot, parallel to the front lot line, or in the case of a curved front lot line, parallel to the chord of the arc of said front lot line.

*Lot measurements* means the following measurements:

- (1) The depth of a lot shall be considered to be the uninterrupted distance between the midpoints of ~~lot frontage straight lines connecting the foremost points of the side lot lines in front and the midpoint of the rearmost points of the side lot lines in the rear unless a rear lot line unless the lot~~ meets the exception provided for by section 60-39.
- (2) The width of a lot shall be considered to be the distance between straight lines connecting front and rear lot lines at each side of the lot, measured across the rear of the required front yard, provided, however, that the width between the side lot lines at their foremost points (where they intersect the street line) shall not be less than 80 percent of the required lot width except in the case of a lot on the turning circle of a cul-de-sac, where the 80 percent requirement shall not apply.

*Lot of Record* means a lawfully laid out lot which is part of a subdivision recorded in the proper office of the registry of deeds, or a lawfully laid out lot or parcel described by metes and bounds, the description of which has been so recorded.

*Lot Types* means the diagram which follows illustrates terminology used in this chapter with reference to corner lots, interior lots, reversed frontage lots and through lots. In the diagram above, the lots designated by letters are defined as follows:

- (1) Corner lot, defined as a lot located at the intersection of two or more streets. A lot abutting on a curved street or streets shall be considered a corner lot if straight lines drawn from the foremost points of the side lot lines to the foremost points of the side lot lines to the foremost point of the lot meet at an interior angle of less than 135 degrees. (See lots marked A(1) in diagram)
- (2) Interior lot, defined as a lot other than a corner lot with only one frontage on a street other than an alley.
- (3) Through lot, defined as a lot other than a corner lot with frontage on more than one street other than an alley. Through lots with frontage on two streets may be referred to as double frontage lots.
- (4) Reversed frontage lot, defined as a lot in which the frontage is at right angles or approximately right angles to the general pattern in the area involved. A reversed frontage lot may also be a corner lot or an interior lot. (See A-D and B-D in diagram.)

*Lot, Undersized*, means for zoning purposes, as covered by this chapter, an undersized lot is a parcel of land of insufficient size to meet minimum zoning requirements for area or width or depth.

*Major or Principal Arterial Highway* means the highway that:

- (1) Serves the major traffic movements within urbanized areas such as between central business districts and outlying residential areas, between major intercity communities, or between major suburban centers;
- (2) Serves a major portion of the trips entering and leaving the urban area, as well as the majority of the through traffic desiring to bypass the central city;
- (3) Provides continuity for all rural arterials which intercept the urban area. The term "major or principal arterial highways" includes Washington Street (State Routes 4 and 100, U.S. 202), Minot Avenue (State Routes 11 and 121), Union Street/Center Street/Turner Road (State Route 4), Veterans Memorial Bridge and approaches (State Routes 11 and 100, U.S. Route 202), North Bridge/Court Street to in town Minot Avenue Intersection (Turner Street), Court to Center Street (State Route 4).

*Major Retail Development* means a single building in excess of 100,000 square feet of new ground floor retail space.

*Manufactured Housing* means a structural unit designed for occupancy, and constructed in a manufacturing facility and then transported by the use of its own chassis, or placed on an independent chassis, to a building site. The term "manufactured housing" includes any type of building which is constructed at a manufacturing facility and then transported to a building site where it is utilized for housing and may be purchased or sold by a dealer in the interim. The term "manufactured housing" includes newer mobile homes and modular homes.

*Mining, Quarrying*, or earth removing means the excavation of any earth materials.

*Minor Arterial Highway* means the highway that:

- (1) Serves trips of moderate length at a somewhat lower level of travel mobility than principal arterials;
- (2) Provides access to geographic areas smaller than those served by the major arterial highway system; and
- (3) Provides intra-community continuity but does not penetrate identifiable neighborhoods. Examples are Riverside Drive, Mill Street, South Bridge (Broad Street to Mill Street), Main Street, Mechanics Row, High Street (Minot Avenue to Academy Street), Academy Street (High Street to Main Street), Elm Street, Spring Street (Minot Avenue to Court Street), Turner Street (Union Street to Turner Road), Mount Auburn Avenue (Center Street to Turner Street), Lake Street, Court Street (Union Street to in town Minot Avenue Intersection), Hotel Road (Manley Road to Poland Spring Road).

*Mobile Home Development*, intended to be generic, includes mobile home parks, mobile home subdivisions, and mobile home condominiums.

*Mobile Home Park* means a parcel of land under single ownership in rural residence and suburban residence districts which has been planned and improved for the placement of not less than three mobile homes for non-transient use.

*Mobile Homes, newer*, means those units constructed after June 15, 1976, commonly called "newer mobile homes," which the manufacture certifies are constructed in compliance with the United States Department of Housing and Urban Development standards, meaning structures, transportable in one or more sections, which, in the traveling mode, are 14 body feet or more in width and are 700 or more square feet, and which are built on a permanent chassis and designed to be used as dwellings on foundations when connected to the required utilities, including the plumbing, heating, air conditioning and electrical system contained therein; except that the term "newer mobile homes" includes any structure which meets all the requirements of this definition, except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the Secretary of the United States Department

of Housing and Urban development and complies with the standard established under the National Manufactured Housing Construction and Safety Standards Act of 1974, United States Code, 42 USC 5401 et seq.

*Mobile homes, older*, means any factory-built home which fails to meet the definition of manufactured housing and more specifically, the term "older mobile homes" means any mobile home constructed prior to June 15, 1976. These units shall be restricted to approved mobile home parks.

*Modular homes* means those units which the manufacturer certifies are constructed in compliance with the state's Manufactured Housing Act and regulations, meaning structures, transportable in one or more sections, which are not constructed on a permanent chassis and are designed to be used as dwellings on foundations when connected to required utilities, including the plumbing, heating, air conditioning or electrical systems contained therein.

*Motel* means a building or group of detached buildings intended primarily to provide sleeping accommodations to the public on a daily rate of compensation and having a parking space generally located adjacent to a sleeping room. Such facilities may include a main kitchen or snack bar for the use of motel guests only.

*Municipal sanitary landfill* means a disposal site for household, commercial and industrial wastes, sludge or incinerator ash operated or controlled for operation by the city in a controlled manner involving the covering of deposited wastes with layers of earth so as to reduce health hazards and public nuisances from vermin, insects, odors and wind-borne debris. The location and design of sanitary landfills also require precautions against ground and surface water contamination through clay lining, water impoundment, aquifer avoidance and similar techniques.

*Municipal uses* means any lawful use of a building or of land carried on by the city sanitary landfill shall not be deemed a municipal use.

*Museum* means a building or place where works of art or other objects of permanent value are kept and displayed, provided such objects are not offered for sale.

*Nonconforming building* means a building lawfully existing at the time this or any previous zoning ordinance became effective and which does not conform to the dimensional regulations of the district in which it is located.

*Nonconforming lot* means a lot lawfully existing at the time this or any previous zoning ordinance became effective and which does not conform to the dimensional regulations of the district in which it is located.

*Nonconforming use* means a use of a building or of land lawfully existing at the time this or any previous zoning ordinance became effective and which does not conform with the use regulations of the district in which it is located.

*Nursery* means an outdoor place where live trees, shrubs, vines and plants are propagated, grown or maintained before permanent planting. Activities associated with nursery a business include: the sale of nursery products and related gardening supplies, the storage of material used in the maintenance of plants and growing items sold and the use of power-motorized equipment required by the nursery.

*Nursery, child*, means a facility providing a program less than 24 hours per day per child for the care of infants up to the age of 2½ years.

*Nursery, wholesale*, means a nursery where plants, trees, shrubs and vines are propagated and/or grown and sold only at wholesale to industry related buyers such as retail nurseries, greenhouses and landscape contractors. A wholesale nursery may also provide landscape services accessory to the nursery use provided.

- (1) 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; and
- (2) 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.

*Office* means a building, or portion of a building wherein services are preformed involving predominantly administrative, professional or clerical operations.

*Office trailer* means a movable vehicle or structure designed for year-round or temporary occupancy for purposed of supervising construction; for business actually engaged in the business of selling manufactured housing, mobile homes and trailers; and as temporary office space for a business during the period in which permanent office space is being constructed.

*Outpatient Addiction treatment clinic* means a program or facility operated for the purpose of and specializing in the care, treatment and/or rehabilitation of persons suffering with addictions, including but not limited to gambling addition, alcohol or controlled substance addictions. The term "outpatient addiction treatment clinic" includes, but is not limited to, substance abuse treatment programs licensed by the State of Maine Department of Behavioral and Developmental Services Office of Substance Abuse. An outpatient addiction treatment clinic shall not be located within 2,000 feet of any property that is occupied by a church, school, family day care home, small day care facility, day care center, or public park or playground on the date of application for a license for such a facility. The term "outpatient addiction treatment clinic" does not include an inpatient or residential addiction treatment program, or a program consisting solely of support group activities without treatment by licensed health practitioners, such as Alcoholics Anonymous, Narcotics Anonymous, and similar programs.

~~PACE means the city's planning, accessing, code, and economic development department.~~

~~Parapet means a low wall along the edge of a roof or the other portion of a wall that extends above the roof line.~~

*Parking Space, off-street*, means a rectangular area, not less than nine feet by 18 feet, forming a parking stall within or without a structure, not located in any public right-of-way.

*Performing Arts Center* means a public or private space used to create and present various performing and visual arts. For the purposes of this definition, the term "performing arts center" also includes educational and training uses associated with the various performing and visual arts.

~~Personal Services the furnishing of labor, time and effort by a person as an independent contractor not involving the delivery of a specific end product. (added 2/9/16)~~

~~Place of Worship see definition of Church. (added 2/9/16)~~

*Planning Board* means the planning board of the City of Auburn, Maine.

~~Planning director means the director of the city department of community development and planning.~~

~~Primary Entrance means a section of building elevation which contains the street level principal entrance of the business, including the businesses on upper floors or in a basement.~~

*Principal Use* means the principal use for which a lot or main building thereon is designed, arranged or intended and for which it is or may be used, occupied or maintained.

*Professional Office* means rooms and/or buildings used for office purposes as the principal use by members of any recognized profession, including doctors, dentists, lawyers, accountants, engineers, architects, veterinarians, etc.

~~Realm, Private means the physical and social domain that is considered private by their physical location and visual association being away from public view. This is considered areas behind the front building facade along with side and rear yard areas.~~

~~Realm, Public means the physical and social domain of the public that is held in common either by their physical presence or visual association. This includes but is not limited to sidewalks, plazas, squares, parks, streets, front yards, civic buildings and civic spaces.~~

*Recreational Uses of Land* means permanent uses of outdoor space which are intended or designed for public use and include but are not limited to ski areas, golf courses (both public and private), driving

ranges, horse boarding and riding facilities, miniature golf, paintball, horse and dog racing, snowmobile races and facilities for mass gatherings when used for two or more events during a calendar year.

Regulating Plan means the adopted map that shows the Form Based Code zoning districts, which correspond to the special requirements of the Form Based Code.

*Restaurant* means an eating place in which food is prepared and vended for immediate consumption on the premises without further preparation by the customer. The takeout of food on an infrequent basis is not prohibited.

*Restaurant, Carry-Out*, means an eating place in which all food is vended in disposable containers for consumption on or off premises at the customer's choice; a fast-food restaurant.

*Restaurant, Drive-in*, means an eating place in which the business transacted is conducted by a customer from within his automobile or in which consumption of goods sold normally takes place within the customer's automobile on the establishment's premises.

*Retail* means a principal use encompassing the sale of commodities or goods in small quantities directly to the consumer. The term "retail" sales does not include sales of professional, financial and governmental services and personal services, including but not limited to a hotel and its accessory uses (restaurants, salons, gift shops, recreational facilities, convention space, etc.).

*Retail Space* means the areas of a building, within a climate controlled environment, devoted to the display of commodities or goods for sale directly to the consumer and including customer sales transaction areas and areas associated with customer access.

*Rifle, Pistol, Skeet or Trap Shooting Range* means a rifle, pistol, skeet or trap shooting range operated by an individual or club. Such a range may be opened to the general public or developed for the exclusive use of the individual, or club and invited guests.

*Road* means any public or private traveled way or any portion thereof.

*Roof* means the covering for a building which is an integral part of the structure for the purpose primarily of protecting the interior of the building or covering a porch or other similar permanent portion thereof, excluding awnings, stoop coverings, or similar additions which are removable without substantially impairing the original structure.

*Sawmill* means a unit designed to saw logs into lumber, firewood or other processed wood products.

*School* means an educational institution offering an academic curriculum; not the teaching of the crafts or a training school offering a program of trade, technical instruction or physical education. (See the term Training school.)

*Shared Housing* means housing consisting of two or more families occupying a single dwelling and using common cooking facilities. Shared housing shall permit the same number of families at the same density as allowed in the zoning district where the property is located subject to all applicable codes relating to building, housing, life safety, health and zoning as would be applied to independent living units located in the same structure. Approval for shared housing shall be secured from the department of community development and planning subject to the codes and ordinances indicated in this definition, prior to establishing a shared housing arrangement in any building.

*Shelter for Abused Persons* means dwelling facilities complying with the laws administered by the state government human services agencies, providing temporary domiciliary arrangements for children and adults unable to protect their own interest and welfare because of critical family circumstances.

*Shopping Center* or office mall means a planned integrated complex of three or more retail stores and/or offices sharing a common structure and developed according to a unified plan. Such uses may include a common pedestrian circulation system and off-street automobile parking facilities.

*Sign* means any device, display surface, structure or object in public intended for visual communications.

*Sign, Mobile Mounted*, means a temporary sign which is mounted or for mounting on wheels or a mobile platform or which is portable.

*Sign, Official Business Directional*, means any off-premise sign permitted to be erected pursuant to article II of chapter 42.

*Sign, On-Premises*, means any sign that advertises, calls attention to, or indicates the person occupying the premises on which the sign is erected or maintained or the business transacted thereon, or advertises the property itself or any part thereof as for sale or rent, and which contains no other matter.

*Sign, Standing*, means any sign that is not attached to a building.

*Sign, Temporary*, means any movable sign, including its supporting structure, intended to be maintained for not more than 90 days in any calendar year.

*Site-Built Home* means a building constructed on-site which is designed to be used as a dwelling on foundations, when connected to the required utilities.

*Slaughterhouse* (abattoir, dressing plant) means any building, place or establishment in which is conducted the slaughtering of livestock and/or poultry for commercial purposes.

*Special Exception* means a use that would not be appropriate generally or without restriction throughout the district, but which, if controlled as to number, area, location or relation to the neighborhood, would promote the public health, safety, welfare, order, comfort, convenience, appearance, prosperity, or general welfare. Such a use may be permitted in such district as a special exception, if specific provision for such special exception is made in this zoning chapter and reasonable restrictions imposed by the planning board are complied with.

*Specialty Shop* means a retail business offering products of a similar kind and nature designed for a particular use, purpose or occasion and distinguished from a store offering the same type of product together with other products of a non-homogeneous quality.

*Stable, Riding*, means any building or structure used or designed for boarding, breeding or care of horses, other than horses used for farming or agricultural purposes.

*Standing* means a person who holds title, right or interest in a property which may include a written option, contract to purchase the property or a leasehold interest or may be a person who can show how his actual use or enjoyment of property will be adversely affected by the proposed decision as an abutter as defined in section 60-1473.

*Story* means that portion of a building between the surface of any floor and the surface of the other floor or roof next above it, but not including the lowest portion so contained if more than one-half of such portion vertically is below the mean finished grade of the ground adjoining such building unless such space is used for business or as habitable space, in which case it shall count as a story.

*Story, Half*, means a story under the gable, hip or gambrel roof, the plates of which on at least two opposite exterior walls are more than two feet above the floor of such story.

*Street* means the following:

- (1) A public way laid out and established by the state, county commissioners of the County of Androscoggin;
- (2) A way accepted by the municipal officers of the city;
- (3) A way as to which a petition for improvements has been allowed under the provisions of this chapter for which the cost of the improvements has been provided for by the developer in either a cash amount or as provided for in this chapter; or
- (4) A way on a plan of a subdivision duly approved by the planning board.

*Street frontage*. See the term Frontage.

*Street Line* means a line defining the edge of a street right-of-way separating the street from abutting property or lots.

Street, Secondary means the street that is considered to be less intense to the other on a corner or double sided lot.

Primary Street means the street that is considered to be more intensely used than the other on a corner or double sided lot.

*Structure or Building* means a combination of materials to form a construction that is safe and stable including, among other things: stadia, reviewing stands, platforms, automobile parking garages, stagings, windmills, observation towers, trestles, sheds, coal bins, shelters and display signs, but not fences of any kind.

*Subdivision* means a division of land as defined in 30-A M.R.S.A. § 4401.

*Summer Camps* means seasonal dwelling units intended for and actually used for single-family dwellings only during the months of May, June, July, August, September and October or weekends or other periods of vacations not exceeding 30 days.

*Supermarket* means a retail establishment having an interior selling space of 3,000 square feet or more where general food supplies for the table and other articles of household use are offered for sale.

*Swimming Pool* means any manmade receptacle or excavation housing a surface area of 250 square feet, or more, designed to hold water to a depth of at least 24 inches, primarily for swimming or bathing whether in the ground or above the ground.

*Theater, Indoor,* means a building designed and/or used primarily for the commercial exhibition of motion pictures or plays to the general public.

*Theater, Outdoor,* includes only those areas, buildings or structures designed and used for the commercial outdoor exhibition of motion pictures to passengers in parked motor vehicles.

*Tourist Home.* See the term Bed and breakfast home.

*Townhouse* means a single-family dwelling unit that is one of two or more residential buildings having a common or party wall separating the units.

*Trailer or RV* means any vehicle or structure, except a device exclusively used upon stationary rails or tracks, mounted on wheels for use on highways and streets; propelled or drawn by its own or other motor power; and designed and constructed to provide living and/or sleeping quarters for one or more persons or for the conduct of a business, profession, trade or occupation for use as a selling or advertising device. If the wheels of a trailer are removed, except for repairs, it is deemed a building subject to all the regulations thereof. A trailer shall not be considered an accessory building.

*Trailer Home* means a travel trailer, camping trailer or other similar vehicle capable of being hauled by a passenger automobile or light truck and designed primarily for temporary occupancy for recreational purposes or other seasonal use. A trailer home shall not be considered an accessory building.

*Training School* means a public or private school or training institution which offers a training program of trade, technical instruction, or physical education. A training school shall not be deemed a home occupation.

*Transect (Rural-to-Urban)* means a cross-section of the environment showing a range of different building development zones. The Rural-to-Urban Transect of the human environment is divided into multiple transect zones that describe the physical form and character of a place according to the intensity of its land use and building development pattern.

*Transmission Towers* means a structure that has the sole purpose of transmitting radio, television, cellular telephone or telephone waves from one location to another.

*Useable Open Space* means open or green space that is accessible for the use and enjoyment of residents, shall not be steep sloped (over 10% slope), shall not include wetlands, parking or required buffer areas, and may include any required yard area or open areas for play.

*Variance* means a relaxation of the terms of the zoning ordinance where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of the ordinance would result in unnecessary and undue hardship. The term "variance" is authorized for only dimensional and supplemental regulations. Establishment of a use otherwise prohibited shall not be allowed by variance, nor shall a variance be granted because of the presence of nonconformities in the district or adjoining districts.

*Wayside Stand* means a structure designed, arranged or used for the display and sale of agricultural products primarily grown or produced on the premises upon which such stand is located. A wayside stand may be located on premises that the products are not grown upon provided such premises is owned by the grower.

*Wholesale* means sales chiefly to retailers, other merchants, industrial and/or commercial users mainly for resale or business use.

*Yard* means a required open space on a lot unoccupied and unobstructed by any principal structure or portion of a principal structure.

*Yard, Front*, means the open space extending across the full width of lot between the front lot line and nearest line of the principal building or any enclosed portion thereof. The depth of such yard shall be the shortest horizontal distance between the front lot line and the nearest point of the building or any enclosed portion thereof.

*Yard, Rear*, means the open space extending across the full width of lot between the rear line of the lot and the nearest line of the building or any enclosed portion thereof. The depth of such yard is the shortest horizontal distance between the rear lot line and the nearest point of the building. When the rear lot line is less than ten feet long or if the lot comes to a point at the rear, the depth of the rear yard is measured to an assumed rear lot line as follows, the lot line generally opposite or parallel to the front lot line, except in a through lot. If the rear lot line is less than ten feet long or the lot comes to a point at the rear, said rear lot line is assumed to be a line not less than 20 feet long, lying wholly within the lot, parallel to the front lot line, or in the case of a curved front lot line, parallel to the chord of the arc of said lot line.

*Yard, Side*, means the open space between the side lot line, the side street line, or the proposed side street line and the principal buildings, or any portion thereof, extending from the front yard to the rear yard, or, in the absence of either of such yards, to the front lot line and/or rear lot line. The width of a side yard shall be the shortest distance between the side lot line and the nearest point of the principal building or any portion thereof.

*Zone*. See the term District.

NOTE: Cross outs are based on comments by the Auburn Planning Board at their October 13, 2015 workshop.

Sec. 60-4. - Zoning districts.

- (a) For the purposes in section 60-3, the use, construction and alteration of buildings and structures and the use and alteration of land in the city are hereby restricted and regulated according to the provisions of this chapter.
- (b) The city is hereby divided into zoning districts designated as follows and more fully described on the official zoning map:

District title	Classification	Short title
Agriculture and Resource Protection	Resource	AG
Low Density Country Residential	Resource/Residential	LDCR
Rural Residence	Residential	RR
Suburban Residence	Residential	SR
Urban Residence	Residential	UR
Multifamily Suburban	Residential	MFS
Multifamily Urban	Residential	MFU
Planned Unit Development	Residential/Commercial	PUD
Downtown Enterprise Zone	Residential/Commercial	DEZ
General Business	Commercial	GB
Neighborhood Business	Commercial	NB
<del>Central Business Form Based Code Regulating Plan</del>	<del>Commercial</del>	<del>GB</del>
<del>Traditional Main Street Neighborhood (Transect 4.1)</del>	<del>Residential/Commercial</del>	<del>T-4.1</del>
<del>Traditional Downtown Neighborhood (Transect 4.2)</del>	<del>Residential/Commercial</del>	<del>T-4.2</del>
<del>Downtown Traditional Center (Transect 5.1)</del>	<del>Residential/Commercial</del>	<del>T-5.1</del>
<del>Downtown City Center (Transect 5.2)</del>	<del>Residential/Commercial</del>	<del>T-5.2</del>
<del>Great Falls Metropolitan (Transect 6)</del>	<del>Residential/Commercial</del>	<del>T-6</del>

Industrial	Industrial	ID
Floodplain Overlay District	Environmental	FPO
Taylor Pond Overlay District	Environmental	TPO
Lake Auburn Watershed Overlay District	Environmental	LAO
Shoreland Overlay District	Environmental	SLO
Manufacturing Housing Overlay District	Residential	MHO

(Ord. of 9-21-2009, § 1.2)

Sec. 60-5. - Zoning map.

- (a) The location and boundaries of the zoning districts and Form Based Code Regulating Plan in section 60-4 are as shown on the map entitled City of Auburn, Maine, Zoning Map, dated ~~March 2004~~, \_\_\_\_\_ revised through its current date and revisions, is hereby adopted by reference and declared to be a part of this chapter.
- (b) As zoning district and form based code boundaries are amended from time to time in accordance with article XVII of this chapter, such changes shall be entered on the official zoning map promptly after final approval of the amendment and the date following "revised through" appearing on the map shall be changed to match the effective date of the latest amendment. All previous editions of the zoning map shall thereupon become obsolete, null and void.
- (c) The official zoning map, revised according to the most recent amendment, shall be located in the office of the department of community development and planning and shall be the final authority on current zoning district and form based code locations and boundaries. It shall be the responsibility of the city planning director to see that the official map is kept current and accurate.

(Ord. of 9-21-2009, § 2.2; Ord. No. 13-09062011-05, 9-6-11; Ord. 12-09062011-04, 9-19-2011)

Sec. 60-6. - Zone boundaries.

In the interpretation of the exact boundaries of zoning districts and form based code as shown on the official zoning map, the following rules shall apply:

- (1) Boundaries indicated as approximately following the centerlines of streets, highways or alleys shall be construed to follow such centerlines;
- (2) Boundaries indicated as approximately following platted lot lines shall be construed as following such lot lines;
- (3) Boundaries indicated as approximately following city or county limits shall be construed as following city or county limits;
- (4) Boundaries indicated as following railroad lines shall be construed to be midway between the main tracks;
- (5) Boundaries indicated as approximately following the centerlines of streams, lakes or other bodies of water shall be construed to follow such centerlines;

- (6) Boundaries indicated as parallel to or extensions of features indicated in subsections (1) through (5) of this section indicated on the official zoning map shall be determined by the measurements using the scale of the map;
- (7) Where physical or cultural features existing on the ground are at variance with those shown on the official zoning map, or in other circumstances not covered by subsections (1) through (6) of this section, the planning board shall interpret the zone boundaries.

(Ord. of 9-21-2009, § 1.4)

DRAFT

Sec. 60-35. - Conversion of one-family dwellings.

In all residential, general business and ~~central-business-form based code~~ districts, one-family dwellings erected prior to January 1, 1958, may be converted to two-family dwellings provided that:

- (1) Any floor space created by additions to the existing structure after January 1, 1958, shall not be converted to a second dwelling.
- (2) There will not be less than one accessible off-street parking place of 200 square feet in area, exclusive of driveways, per dwelling unit resulting from such conversion.
- (3) Stairways leading to any floor above the first floor will be enclosed within the exterior walls of the dwelling and any fire escapes required will be on the rear or one side of the dwelling and not on any wall facing a street.
- (4) After such conversion, the building converted will retain substantially the appearance and character of a one-family dwelling.

(Ord. of 9-21-2009, § 3.1C)

DRAFT

Sec. 60-40 - Reduction in dimensional regulations.

No lot (except as allowed by the planning board at the time of final approval of a subdivision or development plan) shall be reduced, subdivided, conveyed, divided or otherwise transferred that violates, or creates a lot that violates, any minimum or maximum dimensional regulation of this chapter. No building permit or other municipal permit or license shall be issued to any of the land so transferred or to the land retained until all of such land or lots are in conformance with all dimensional regulations. If a serious health or safety issue with the property should arise, the director of planning and permitting services shall determine if a permit should be issued to correct the problem. This provision shall not allow further nonconformity to occur in order to achieve the corrective action necessary. Any land taken by eminent domain or conveyed for a public purpose shall not be deemed in violation of this provision. Any setback or lot that is reduced below the minimum or extended beyond the dimensional requirements as a result of land taken by eminent domain or conveyed for a public purpose shall not be deemed nonconforming. Setbacks for the enlargement of any existing building located on such a lot shall be referenced to the property line as it was located prior to the eminent domain action or the conveyance for a public purpose.

(Ord. of 9-21-2009, § 3.1H)

DRAFT

Sec. 60-47. - Corner lots.

There shall be a front yard along the street line as provided for under yard requirements, front in the district where located. all other yards shall be considered as side yards and measured as provided for under yard requirements, side in the district where located. On corner lots within the Form Based Code Districts, there shall be a Primary Street front yard and a Secondary Street front yard with minimum and maximum building setback requirements. The yard opposite from the Primary Street shall be considered the rear yard while the yard opposite the Secondary Street shall be considered the side yard.

(Ord. of 9-21-2009, § 3.10)

DRAFT

DIVISION 14. - ~~CENTRAL BUSINESS DISTRICT~~<sup>1</sup>- FORM BASED CODE

Sec. 60-546. – PURPOSE:

The purpose of the Form Based Code is to

- a) Provide a building development pattern that is based upon the built environment’s physical form and its relationship to the Public Realm and the Private Realm.
- b) Allow for a diversity of uses appropriate and compatible to the designated district area
- c) Provide a more accelerated building design, review, approval and construction process.
- d) Deliver a more predictable building development outcome that is consistent with the traditional pedestrian-oriented street-building development pattern. .

Sec. 60-547. – TRANSECTS- -Form Based Code uses transects as a way to describe the areas under the Regulating Plan. A Transect is a system of ordering human habitats in a range from the most natural to the most urban. Auburn’s transects are organized using 5 Form Based Code Districts, (Transect 4.1, Transect 4.2, Transect 5.1, Transect 5.2 and Transect 6), which describe the physical character of a place at a certain scale, according to the density and intensity of land use and urbanism.

<sup>1</sup> NOTE: All text from the Central Business District has been deleted and replaced with the new Form Based Code



**Illustrative View of T- 4.1 (Main Street)**

**Intent and Purpose:**

**Traditional Main Street Neighborhood (T- 4.1)**

The Main Street Neighborhood district is designed to continue the existing pattern of large houses set along Main Street. This area is characterized by front porches, residential front yards and front doors facing the street. T- 4.1 promotes a lower-density and less concentrated pattern of buildings along the street, while maintaining a pleasing, connective and compact multi-modal environment.

## Sec. 60-548 TRADITIONAL MAIN STREET NEIGHBORHOOD T-4.1



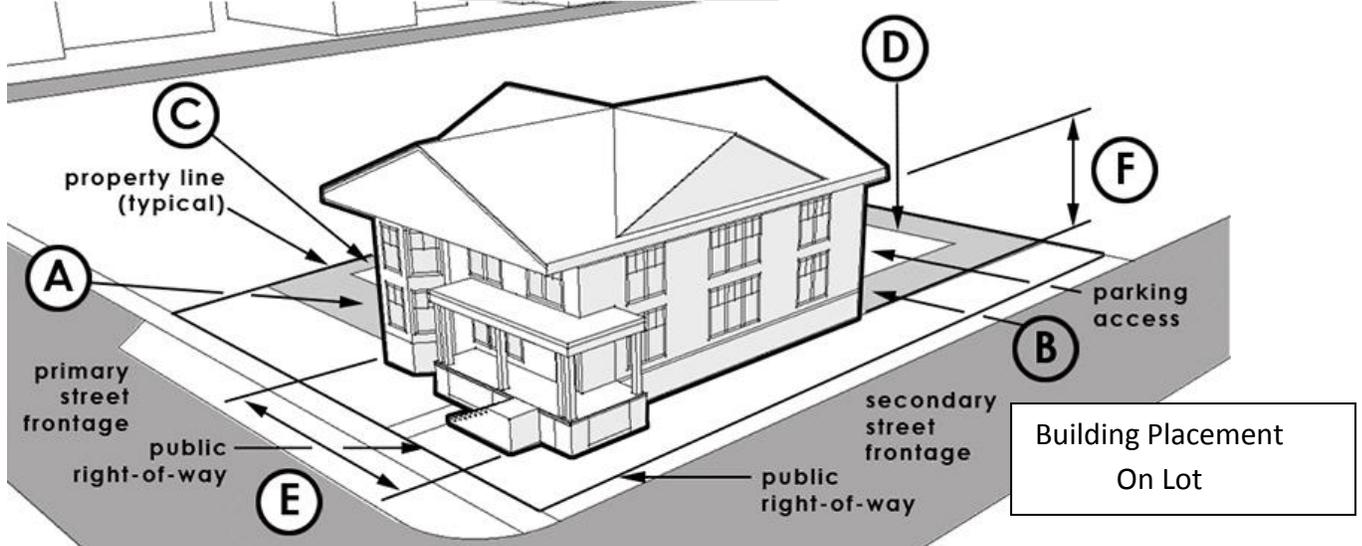
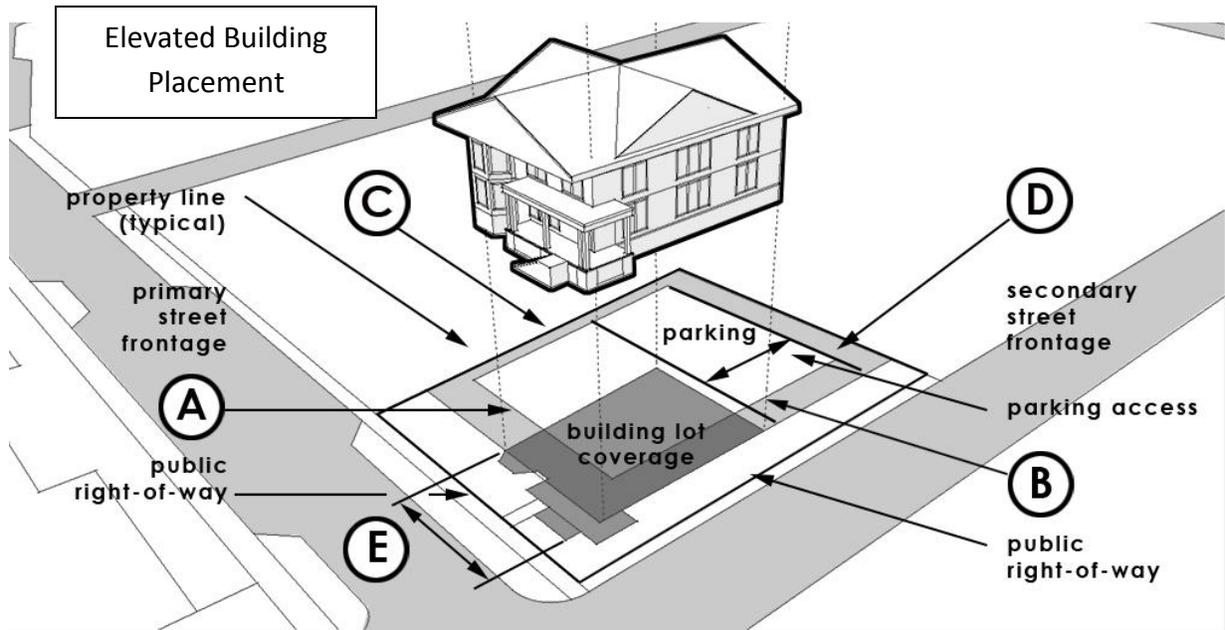
### Characteristic Features

- Front lawns
- Front facade detailing
- Frontage fences
- Porches
- Bay windows
- Foundation planting and yard landscaping
- Street Trees
- Lower Density



Examples of Main Street Neighborhood - T- 4.1

# Sec. 60-548.1 BUILDING PLACEMENT & CONFIGURATION T- 4.1

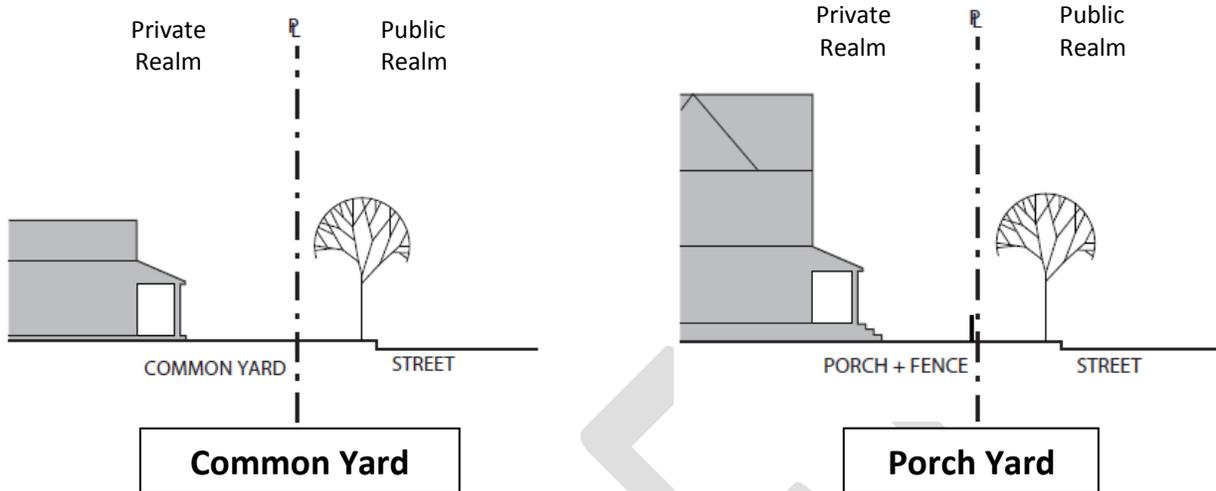


**PRINCIPAL BUILDING PLACEMENT:**

Front Setback, Principal:	15 ft Min, 25 ft Max	(A)
(Corner Lot) Front Setback, Secondary:	15 ft Min, 25 ft Max	(B)
Side Setback:	5 ft Min	(C)
Rear Setback:	10 ft Min	(D)
Building Lot Coverage:	60% Max	
Useable Open Space:	20% Min	
Frontage Build-Out:	40% Min (along Front Setback, Primary)	
Lot Width:	24 ft Min, 120 ft Max	

**PRINCIPAL BUILDING CONFIGURATION:**

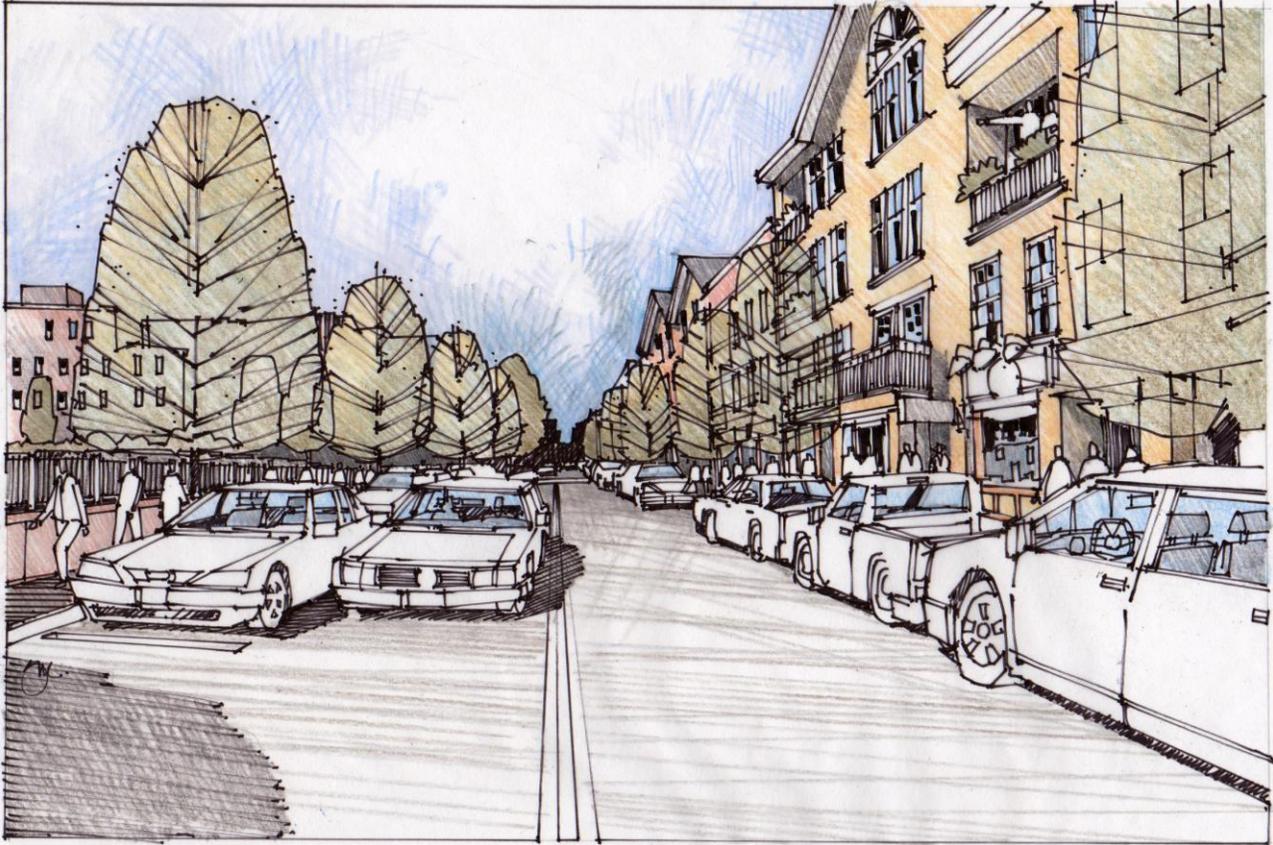
Building Width:	14 ft Min, 64 ft Max	(E)
Building Height Minimum:	2 Story Min	(F)
Building Height Maximum:	2 Story Max	(F)
	(excluding attic story)	



<b>BUILDING FRONTAGE TYPES:</b> .....	Common Yard; Porch Yard
<b>BUILDING ENTRIES:</b> .....	Primary entry door is encouraged along ground story facade facing a primary street.
<b>BUILDING ENVELOPE ARTICULATION:</b>	
Ground Story Building Frontage Facade:	Windows and doors shall comprise a minimum of 25% and maximum 60% coverage of the total ground story facade frontage.
Upper Story Building Frontage Facades:	Windows and doors shall comprise a minimum of 20% and maximum 40% coverage of the total upper story facade frontage.
Ground Story Finished Floor Elevation:	The ground story shall be a minimum of 2 feet and 6 feet maximum above the front yard elevation (average grade).
Frontage Facade Wall:	Blank lengths of wall exceeding 10 linear feet are prohibited.

Front Yard Fence:	A front yard fence a minimum of 2 feet and a maximum of 4 feet in height is encouraged to maintain spatial edge of street. Chain link, vinyl, split rail, or barbed wire is not allowed.
Front Yard Fence/Wall Opening:	A vehicle entry way, as part of a front fence/wall, shall be a maximum width of 20 feet; a pedestrian entry way shall be a maximum width of 6 feet.
Building Projections:	No part of any building, except overhanging eaves, awnings, balconies, bay windows, stoops and other architectural features shall encroach beyond the minimum or maximum front setback line.
Porch & Stoop Encroachments:	Porches & Stoops may encroach upon the minimum front setback line by the following distances: Front Setback, Principal Frontage 10 ft. maximum. Front Setback, Secondary Frontage 10 ft. maximum.
Garages:	Detached garages shall be located a minimum of 20 feet from any street right of way.
Driveways:	Driveways are encouraged to be on the secondary street frontage. Driveways shall be paved and a minimum of 8 feet wide and a maximum of 20 feet wide.
Parking:	<u>Residential</u> -Vehicle parking areas shall be located only on driveways or designated parking areas and shall not extend into the street right of way or sidewalk. <u>Commercial</u> - Parking shall be located to rear of the property to the greatest extent possible. Parking on a side yard is limited to no more than 60 feet wide or 40% of the lot width. Screening and/or street wall is required for parking areas along a street.
Accessory Structures:	Accessory structures shall be located a minimum of 20 feet from any street right of way and 5 feet from either side or rear property line.
Landscaping:	Landscaping is encouraged but shall not extend into any sidewalk or travel way. Street trees are encouraged.
Foundation Planting:	Foundation plantings are encouraged but should be pruned and maintained with enough clearance from the building facade to encourage air circulation.

Illustrative View of T- 4.2 (Spring Street)



**Intent and Purpose:**

**Traditional Downtown Neighborhood (T- 4.2)**

The Traditional Downtown Neighborhood district is characterized by a small to medium sized buildings with smaller front yards and stoops in a more compact urban environment, and includes and traditional neighborhood sized storefronts. The smaller minimum and maximum building set-backs form a moderately dense street-wall pattern, diverse architectural styles and pedestrian friendly streets and sidewalks.

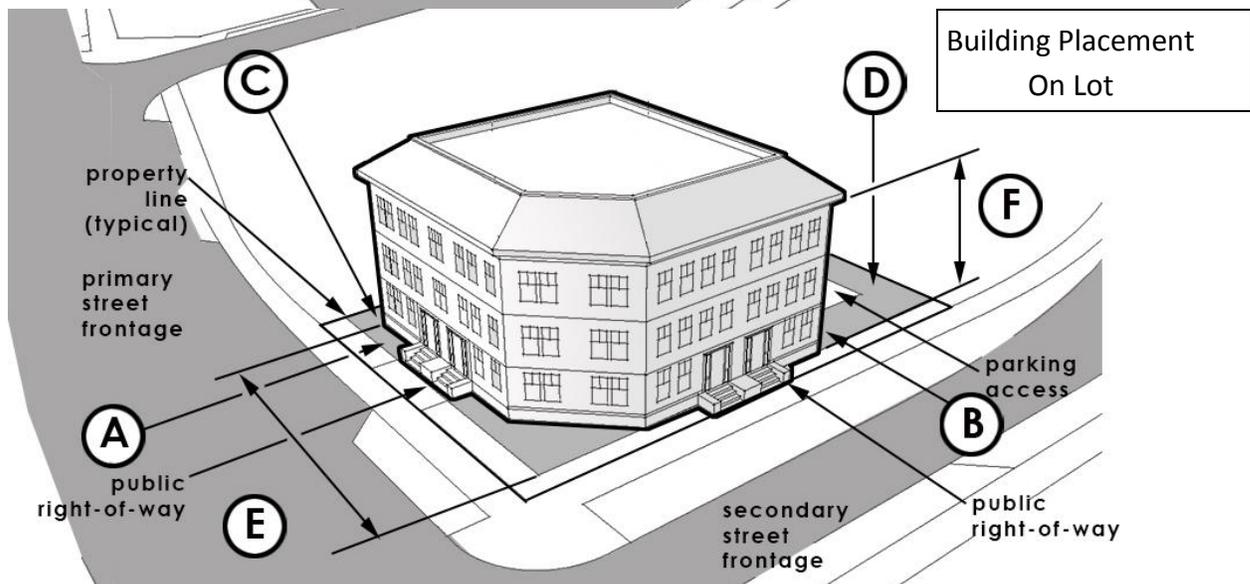
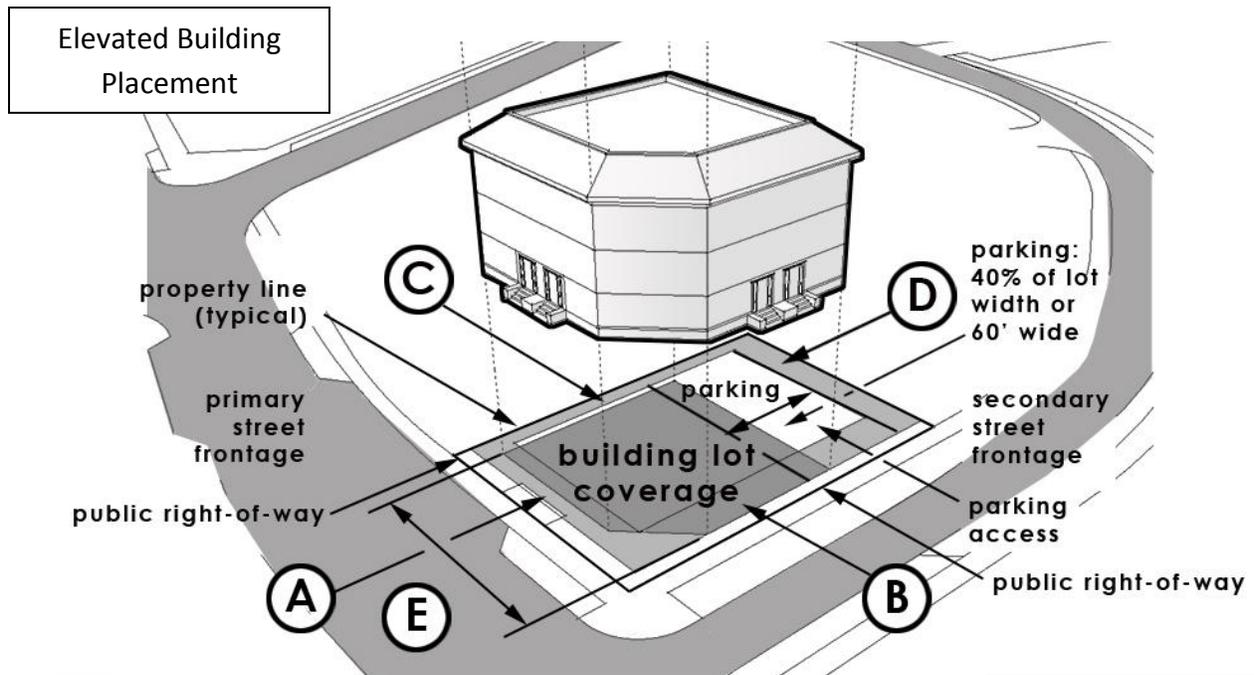
## Sec. 60.549 TRADITIONAL DOWNTOWN NEIGHBORHOOD T- 4.2



### Characteristic Features

- More public and private realm interaction
- Front facade detailing
- Small front yards
- Bay windows
- Neighborhood scaled storefronts with large windows
- Frontage Fences
- Street Trees
- Moderate densities

# Sec. 60-549.1 BUILDING PLACEMENT & CONFIGURATION T-4.2

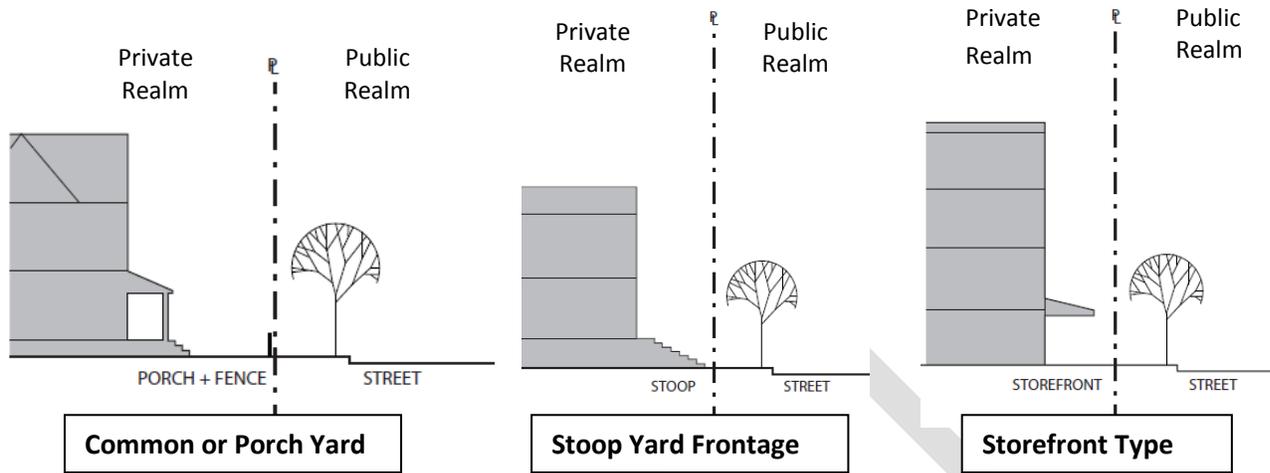


**PRINCIPAL BUILDING PLACEMENT:**

Front Setback, Principal:	5 ft Min, 15 ft Max	(A)
(Corner Lot) Front Setback, Secondary:	5 ft Min, 15 ft Max	(B)
Side Setback:	5 ft Min	(C)
Rear Setback:	10 ft Min	(D)
Building Lot Coverage:	70% Max	
Useable Open Space:	10% Min	
Frontage Build-Out:	60% Min (along Front Setback, Primary)	
Lot Width:	24 ft Min, 120 ft Max	

**PRINCIPAL BUILDING CONFIGURATION:**

Building Width:	14 ft Min, 110 ft Max	(E)
Building Height Minimum:	1 Story Min	(F)
Building Height Maximum:	3 Story Max	(F) (excluding attic story)



<b>BUILDING FRONTAGE TYPES:</b> .....	Common Yard; Porch Yard, Stoop and Storefront
<b>BUILDING ENTRIES:</b> .....	Primary entry door is encouraged along ground story facade facing a primary street.
<b>BUILDING ENVELOPE ARTICULATION:</b>	
Ground Story Building Frontage Facade:	<u>Residential</u> - Windows and doors shall comprise a minimum of 25% and maximum 60% coverage of the total ground story frontage facade. <u>Commercial</u> - Windows and doors shall comprise a minimum of 40% and maximum of 90% coverage of the total ground story frontage facade.
Upper Story Building Frontage Facade:	Windows and doors shall comprise a minimum of 20% and maximum 40% coverage of the total upper story building frontage facade.
Ground Story Finished Floor Elevation:	<u>Residential</u> - The ground story elevation must be a minimum of 2 feet minimum and 6 feet maximum above the front yard elevation (average grade). <u>Commercial</u> - The ground story elevation must be at a minimum of sidewalk grade to maximum of 2 feet.
Frontage Facade Wall:	Blank lengths of wall exceeding 10 linear feet are prohibited.

<p>Front Yard Fence:</p>	<p><u>Residential</u>- A front yard fence a minimum of 2 feet and a maximum of 4 feet in height is encouraged to maintain spatial edge of street. No chain link, vinyl, split rail, or barbed wire is allowed</p>
<p>Front Yard Fence/Wall Opening:</p>	<p>A vehicle entry way, as part of a front fence/wall, shall be a maximum width of 20 feet; a pedestrian entry way shall be a maximum width of 6 feet.</p>
<p>Building Projections:</p>	<p>No part of any building, except overhanging eaves, awnings, balconies, bay windows, stoops and other architectural features shall encroach beyond the minimum front setback line.</p>
<p>Porch &amp; Stoop Encroachments:</p>	<p>Porches &amp; Stoops may encroach upon the minimum front setback line by the following distances:                  Front Setback, Principal Frontage 5 ft maximum.                  Front Setback, Secondary Frontage 5 ft maximum.</p>
<p>Garages:</p>	<p>Detached garages shall be located a minimum of 20 feet from any street right of way.</p>
<p>Driveways:</p>	<p>Driveways are encouraged to be on the secondary street frontage. Driveways shall be paved and a minimum of 8 feet wide and a maximum of 20 feet wide.</p>
<p>Parking:</p>	<p><u>Residential</u>-Vehicle parking areas shall be located only on driveways or designated parking areas and shall not extend into the street right of way or sidewalk.  <u>Commercial</u>- Parking shall be located to rear of the property to the greatest extent possible. Parking on a side yard is limited to no more than 60 feet wide or 40% of the lot width. Screening and/or street wall is required for parking areas along a street.</p>
<p>Accessory Structures:</p>	<p>Accessory structures shall be located a minimum of 20 feet from any street right of way and 5 feet from either side or rear property line.</p>
<p>Landscaping:</p>	<p>Landscaping is encouraged but shall not extend into any street right of way or sidewalk. Street trees are encouraged.</p>
<p>Foundation Planting:</p>	<p>Foundation plantings are encouraged but should be pruned and maintained with enough clearance from the building facade to encourage air circulation.</p>



**Illustrative View of T- 5.1 (Future Great Falls Plaza)**

**Intent and Purpose:**

**Downtown Traditional Center (T- 5.1)**

The Downtown Traditional Center zone is characterized by medium to larger sized buildings in a compact urban environment that generates an active street life. There is interplay between the Public Realm of the busy street and sidewalk, and the Private Realm of the residential stoops, commercial storefronts and gallery building fronts. The increased building widths form a more solid and compact street wall pattern, generating an energized traditional downtown feel.

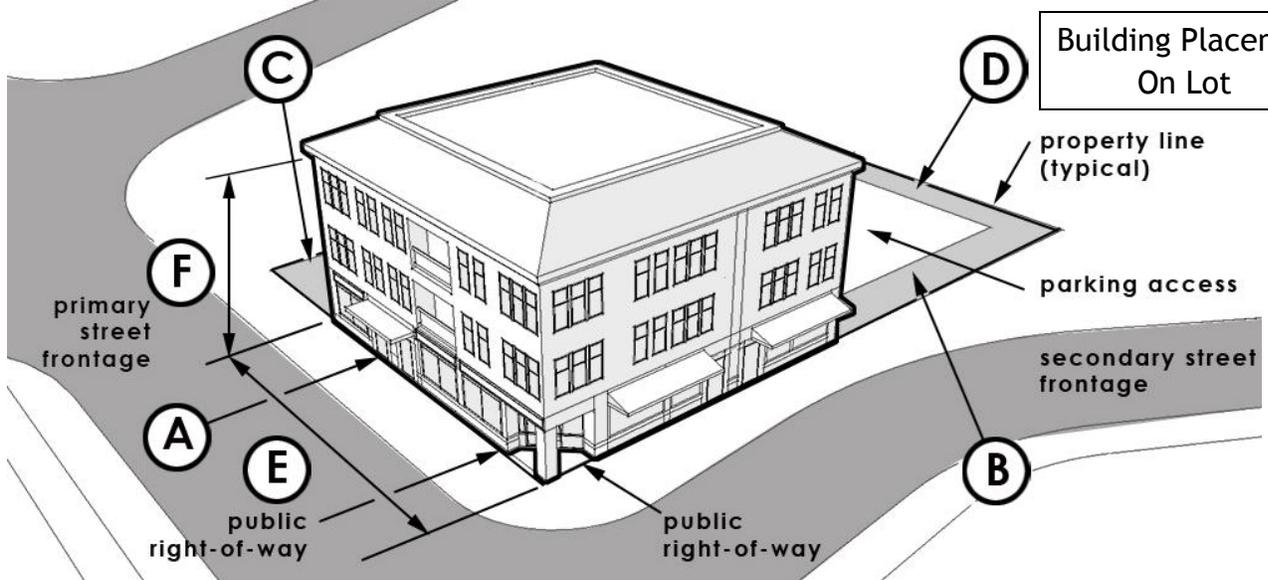
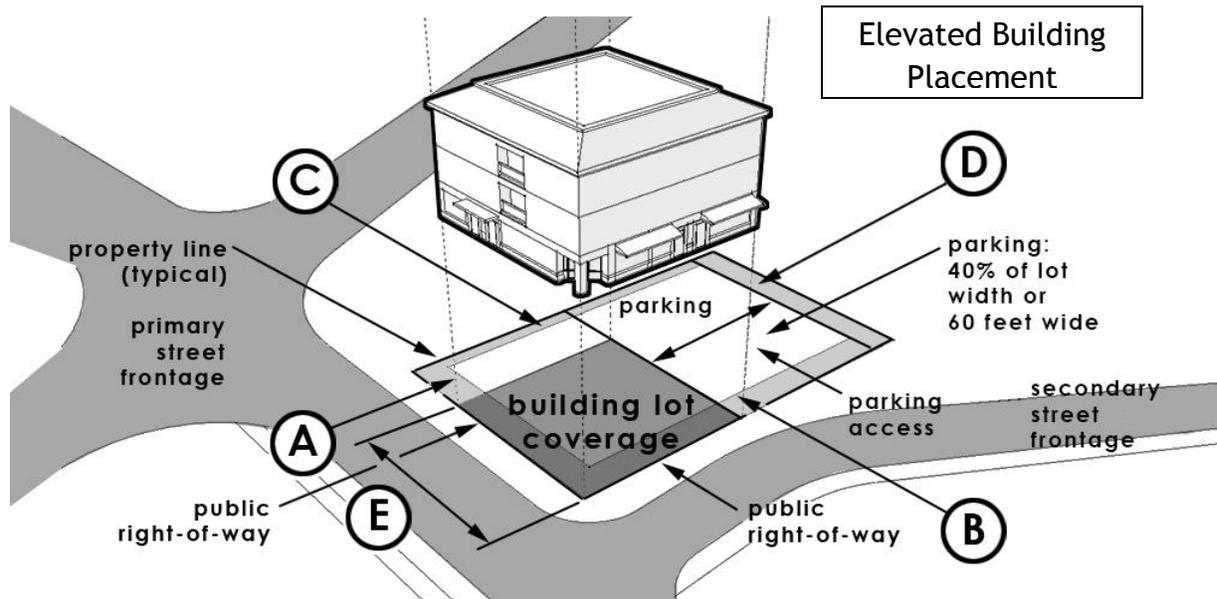


- Key Features**
- Vibrant and active interaction between public and private realms
  - Larger buildings
  - Front facade detailing
  - Bay windows
  - Balconies
  - Street trees
  - More urban density



**Examples of Downtown Traditional Center – T- 5.1**

# Sec. 60-550.1 BUILDING PLACEMENT & CONFIGURATION T-5.1

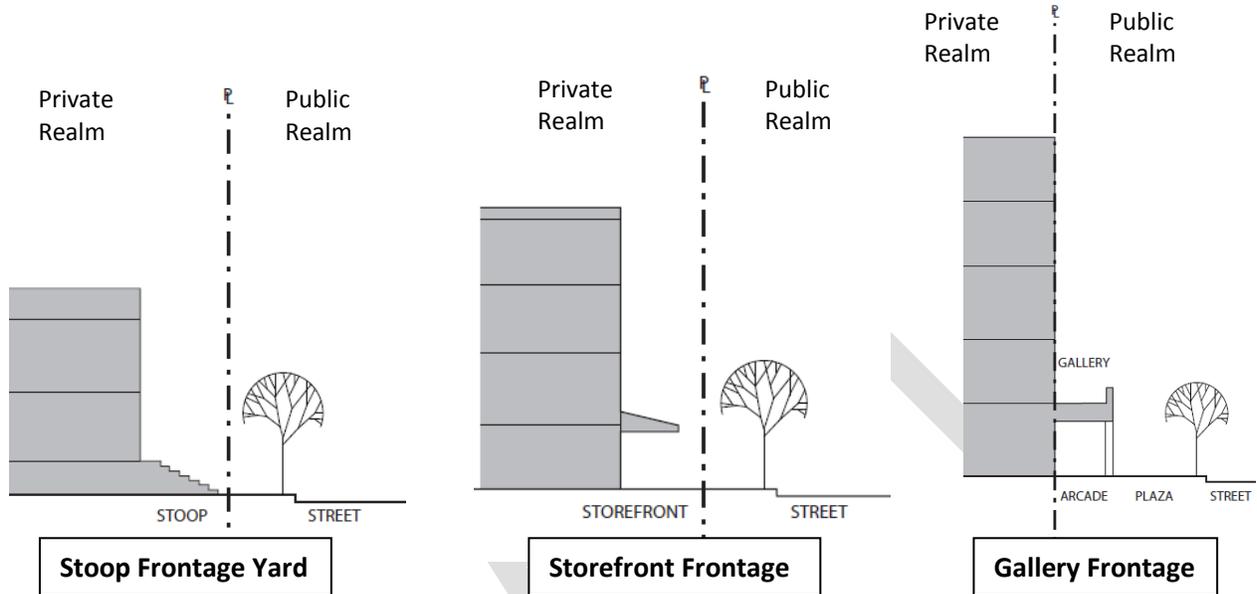


**PRINCIPAL BUILDING PLACEMENT:**

Front Setback, Principal:	0 ft Min, 10 ft Max	(A)
(Corner Lot) Front Setback, Secondary:	0 ft Min, 10 ft Max	(B)
Side Setback:	0*-5 ft Min	(C)
	<u>*Subject to Building Permit Approval</u>	
Rear Setback:	10 ft Min	(D)
Building Lot Coverage:	75% Max	
Useable Open Space:	5% Min	
Frontage Build-Out:	75% Min (along Front Setback, Primary)	
Lot Width:	24 ft Min, 160 ft Max	

**PRINCIPAL BUILDING CONFIGURATION:**

Building Width:	14 ft Min, 150 ft Max	(E)
Building Height Minimum:	2 Story Min	(F)
Building Height Maximum:	4 Story Max	(F)
	(excluding attic story)	



<b>BUILDING FRONTAGE TYPES:</b> .....	Stoop, Storefront and Gallery
<b>BUILDING ENTRIES:</b> .....	Primary entry door is encouraged along ground story facade facing a primary street.
<b>BUILDING ENVELOPE ARTICULATION:</b>	
Ground Story Building Frontage Facade:	Windows and doors shall comprise a minimum of 25% and maximum 60% coverage of the total ground story facade frontage.
Upper Story Building Frontage Facade:	Windows and doors shall comprise a minimum of 20% and maximum 40% coverage of the total upper story facade frontage.
Ground Story Finished Floor Elevation:	The ground story must be a minimum of 2 feet minimum and 6 feet maximum above the front yard elevation (average grade).
Front Facade Wall:	Blank lengths of wall exceeding 10 linear feet are prohibited.

Front Yard Fence: (Residential)	<u>Residential</u> - A front yard fence a minimum of 2 feet and a maximum of 4 feet in height is encouraged to maintain spatial edge of street. No chain link, vinyl, split rail, or barbed wire is allowed.
Street Wall/Wall Opening:	A vehicle entry way, as part of a street wall, shall be a maximum width of 20 feet (residential) and 24 feet (commercial); a pedestrian entry way shall be a maximum width of 6 feet.
Building Projections:	No part of any building, except overhanging eaves, awnings, balconies, bay windows, stoops and other architectural features shall encroach beyond the minimum front setback line.
Stoop Encroachments:	Stoops may encroach upon the front setback line by the following distances but not encroach in the street right of way.
Garages:	Detached garages shall be located a minimum of 20 feet from any street right of way.
Driveways:	Driveways are encouraged to be on the secondary street frontage. Driveways shall be paved and a minimum of 8 feet wide and a maximum of 20 feet wide.
Parking:	<u>Residential</u> -Vehicle parking areas shall be located only on driveways or designated parking areas and shall not extend into the street right of way or sidewalk. <u>Commercial</u> - Parking shall be located to rear of the property to the greatest extent possible. Parking on a side yard is limited to no more than 60 feet wide or 40% of the lot width. Screening and/or street wall is required for parking areas along a street.
Accessory Structures:	Accessory structures shall be located a minimum of 20 feet from any street right of way and 5 feet from either side or rear property line.
Landscaping:	Landscaping is encouraged but shall not extend into any street sidewalk or travel way. Street trees are encouraged.
Foundation Planting:	Foundation plantings are encouraged but should be pruned and maintained with enough clearance from the building facade to encourage air circulation.



**Illustrative View of T- 5.2 (Court Street)**

**Intent and Purpose:  
Downtown City Center (T- 5.2)**

The Downtown City Center district is characterized by medium to large sized buildings in a compact urban environment. This setting will generate social and cultural activity and events, economic stimulation and human interaction. The streets will be important transportation corridors with large sidewalks. The large residential and commercial building widths, frontages and building heights form a solid, compact street wall pattern. The Downtown Center will generate regional economic development activity along with energized social and lifestyle options.

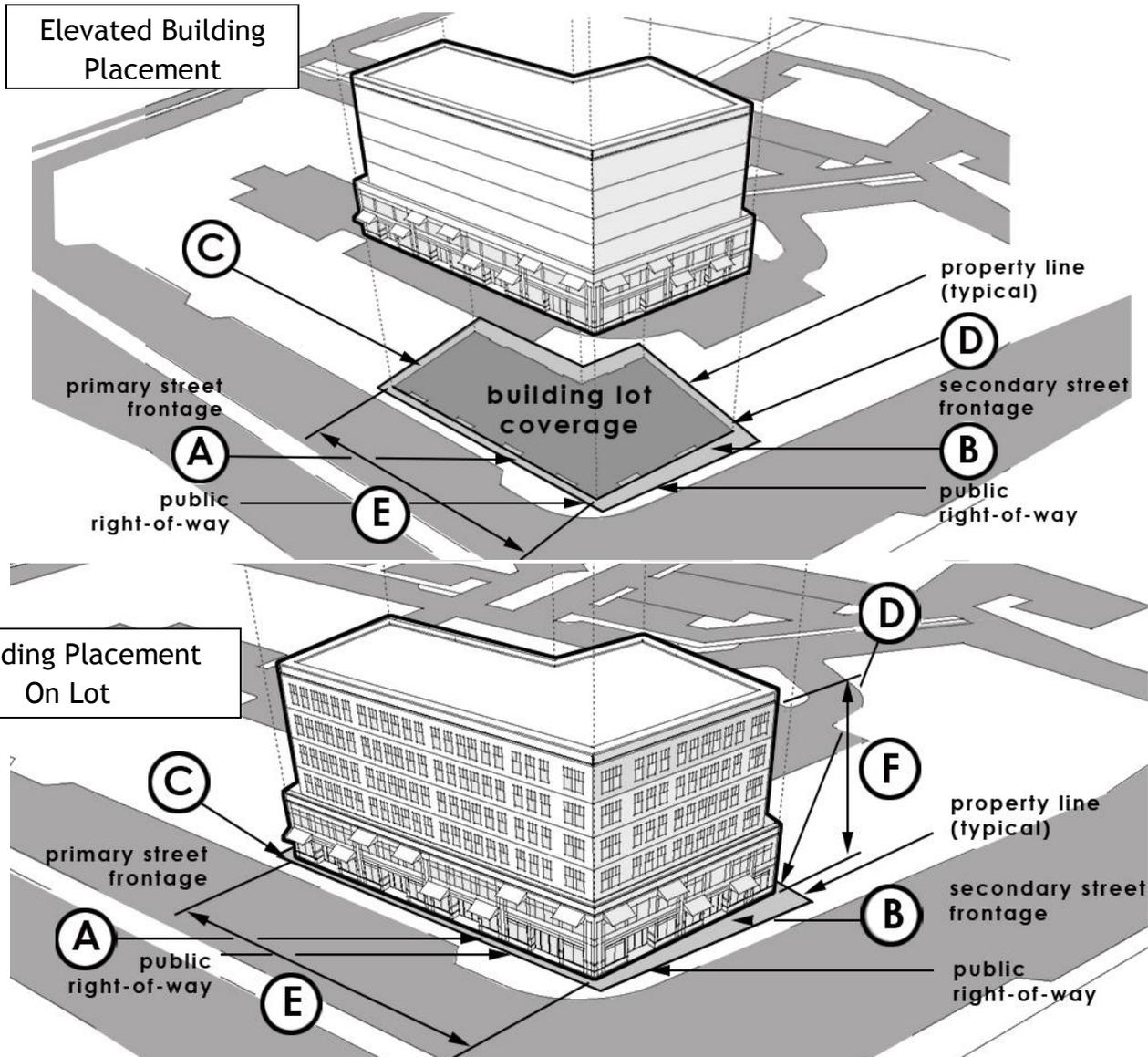


**Key Features**

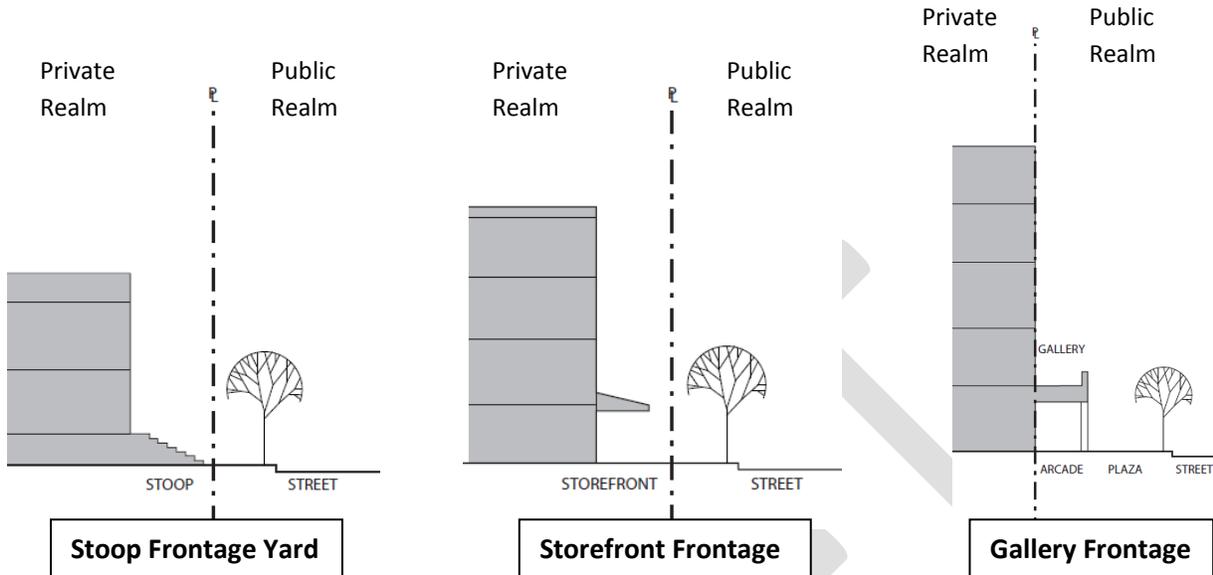
- Vibrant street life
- Front facade detailing
- Articulated storefront entrance
- Awnings for storefronts
- Balconies
- Wide sidewalks
- Street Trees
- Compact Urban Environment



**Examples of Downtown City Center- T- 5.2**



<b>PRINCIPAL BUILDING PLACEMENT:</b>		
Front Setback, Principal:	0 ft Min, 10 ft Max	(A)
(Corner Lot) Front Setback, Secondary:	0 ft Min, 10 ft Max	(B)
Side Setback:	0*-5 ft Min	(C)
	<i>*Subject to Building Permit Approval</i>	
Rear Setback:	10 ft Min	(D)
Building Lot Coverage:	80% Max	
Useable Open Space:	5% Min	
Frontage Build-Out:	85% Min (along Front Setback, Primary)	
Lot Width:	24 ft Min, 240 ft Max	
<b>PRINCIPAL BUILDING CONFIGURATION:</b>		
Building Width:	12 ft Min, 230 ft Max	(E)
Building Height Minimum:	2 Story Min	(F)
Building Height Maximum:	6 Story Max	(F)
	(excluding attic story)	



<b>BUILDING FRONTAGE TYPES:.....</b>	Stoop, Storefront and Gallery
<b>BUILDING ENTRIES:.....</b>	Primary entry door is encouraged along ground story facade facing a primary street.
<b>BUILDING ENVELOPE ARTICULATION:</b>	
Ground Story Building Frontage Facade:	<u>Residential</u> : Windows and doors shall comprise a minimum of 25% and maximum 60% coverage of the total ground story facade frontage. <u>Storefront</u> : Windows and doors shall comprise a minimum 60% and maximum 90% coverage of the total ground story facade frontage.
Upper Story Building Frontage Facade:	Windows and doors shall comprise a minimum of 20% and maximum 40% coverage of the total upper story facade frontage.
Ground Story Finished Floor Elevation:	<u>Residential</u> : Ground story must be a minimum of 2 feet or 6 feet maximum above the average front yard elevation. <u>Storefront</u> : Ground story must be a minimum of at the average sidewalk elevation or a maximum of 2 feet above the front yard elevation.
Front Facade Wall:	Blank lengths of wall exceeding 15 linear feet are prohibited.

<p>Front Yard Fence: (Residential)</p>	<p>A front yard fence a minimum of 3 feet and a maximum of 4 feet in height is encouraged to maintain spatial edge of street.</p>
<p>Front Yard Fence/Wall Opening:</p>	<p>A vehicle entry way, as part of a front fence/wall, shall be a maximum width of 20 feet; a pedestrian entry way shall be a maximum width of 6 feet.</p>
<p>Required Street Wall Height:</p>	<p>A street wall a minimum of 4 feet and maximum of 6 feet shall be required along the building line frontage that is not otherwise occupied by the principal building on the lot. The height of the street wall shall be measured from the adjacent public sidewalk or from the adjacent ground elevation once construction is complete.</p>
<p>Building Projections:</p>	<p>No part of any building, except overhanging eaves, awnings, balconies, bay windows, and other architectural features shall encroach beyond the minimum front setback line.</p>
<p>Stoop Encroachments:</p>	<p>Stoops may encroach upon the front setback line by the following distances but not encroach in the street right of way.</p>
<p>Parking:</p>	<p><u>Residential</u>-Vehicle parking areas shall be located only on driveways or designated parking areas and shall not extend into the street right of way or sidewalk. <u>Commercial</u>- Parking shall be located to rear of the property to the greatest extent possible. Parking on a side yard is limited to no more than 60 feet wide or 40% of the lot width. Screening and/or street wall is required for parking areas along a street.</p>
<p>Landscaping:</p>	<p>Landscaping is encouraged but shall not extend into any street sidewalk or travel way. Street trees are encouraged.</p>



**Illustrative View of T-6 (Turner Street)**

**Intent and Purpose:**

**Great Fall Metropolitan (T-6)**

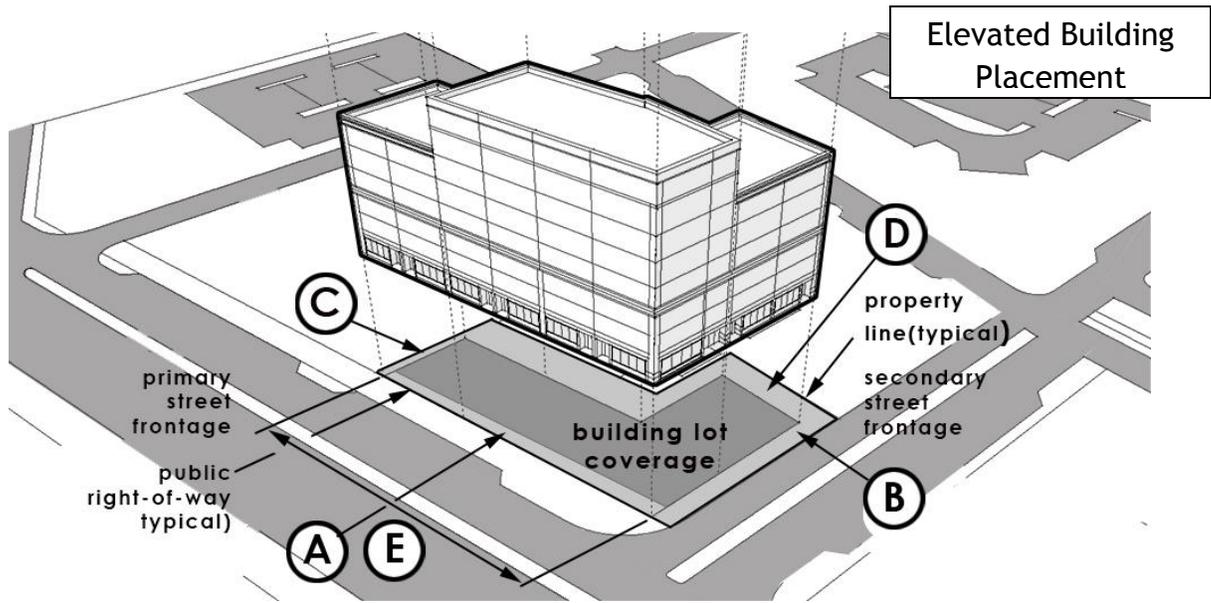
The Great Falls Metropolitan zone is characterized by large buildings up to 8 stories tall that will define the City of Auburn's emerging downtown. A new central square, "Great Falls Square" will provide a downtown focal point and center for professional enterprise and commerce. The Great Falls Metropolitan urban form will generate strong regional socio-economic gravitational pull, attract corporate investment and become a regional destination for visitors, events, entertainment, shopping and social gatherings.

**Key Features**

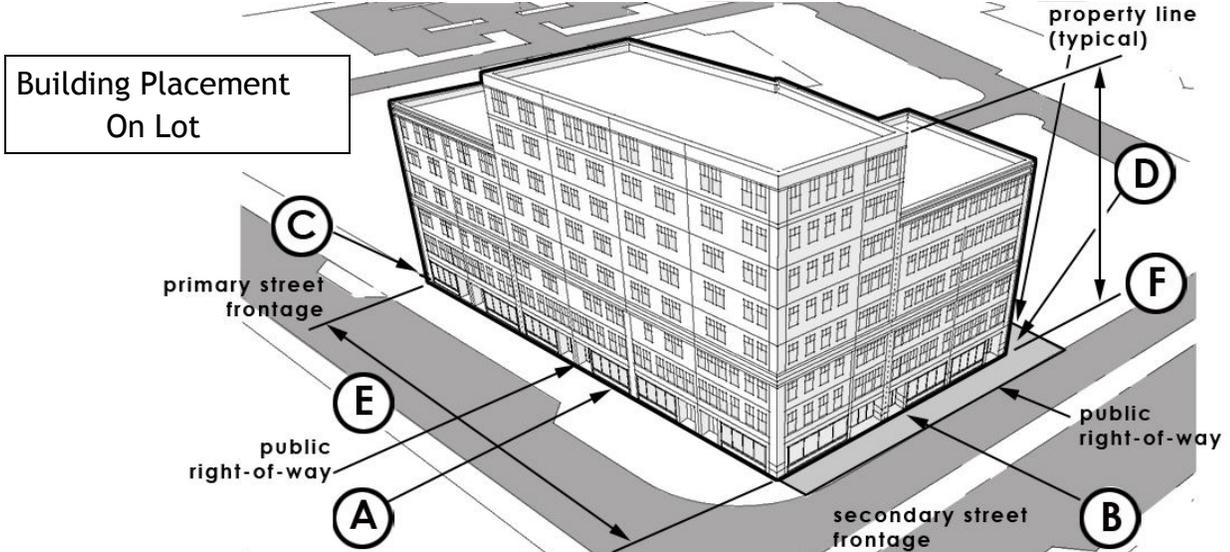
- High energy downtown center
- Balconies
- Articulated storefront entrances
- Awnings for storefronts
- Wide sidewalks
- Street trees
- Streetscape elements (benches, planters)
- Transportation hub
- High density



Examples of Great Falls Metropolitan T-6

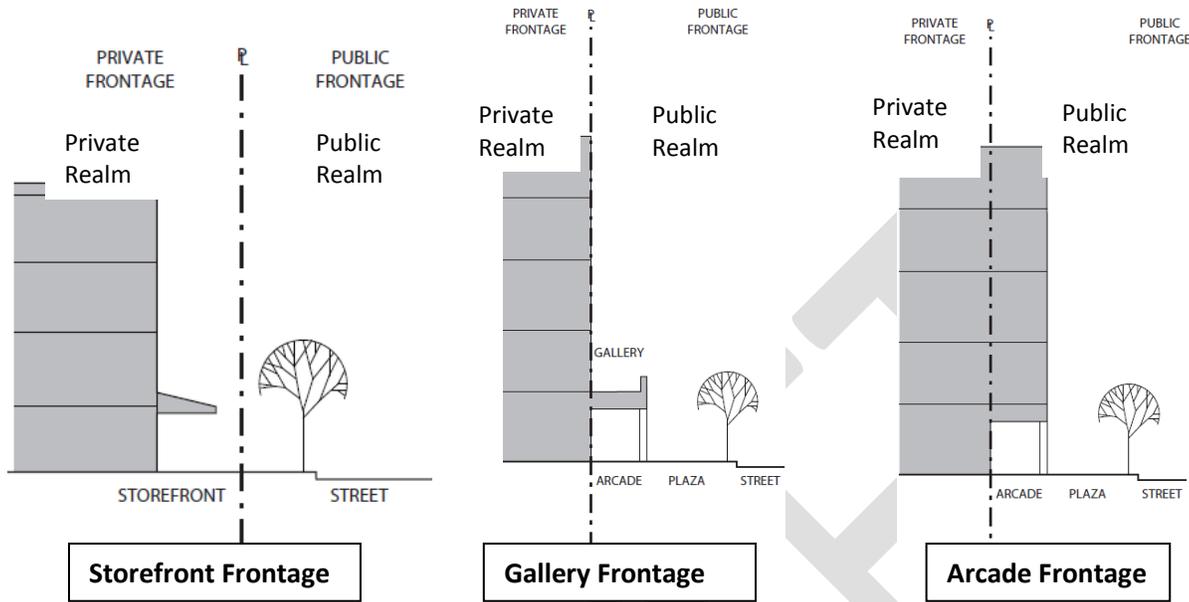


Elevated Building Placement



Building Placement On Lot

<b>PRINCIPAL BUILDING PLACEMENT:</b>		
Front Setback, Principal:	0 ft Min, 10 ft Max	(A)
(Corner Lot) Front Setback, Secondary:	0 ft Min, 10 ft Max	(B)
Side Setback:	0*-5 ft Min	(C)
	<i>*Subject to Building Permit Approval</i>	
Rear Setback:	10 ft Min	(D)
Building Lot Coverage:	90% Max	
Useable Open Space:	5% Min	
Frontage Build-Out:	90% Min (along Front Setback, Primary)	
Lot Width:	24 ft Min, 240 ft Max	
<b>PRINCIPAL BUILDING CONFIGURATION:</b>		
Building Width:	14 ft Min, 230 ft Max	(E)
Building Height Minimum:	4 Story Min	(F)
Building Height Maximum:	8 Story Max	(F)
	(excluding attic story)	



<b>BUILDING FRONTAGE TYPES:</b> .....	Storefront, Gallery and Arcade
<b>BUILDING ENTRIES:</b> .....	Primary entry door is encouraged along ground story facade facing a primary street.
<b>BUILDING ENVELOPE ARTICULATION:</b>	
Ground Story Building Frontage Façade:	Windows and doors shall comprise a minimum 60% and maximum 90% coverage of the total ground story facade frontage.
Upper Story Building Frontage Façade:	Windows and doors shall comprise a minimum of 20% and maximum 40% coverage of the total upper story facade frontage.
Ground Story Finished Floor Elevation	Must be a minimum of the average sidewalk elevation and maximum of 2 feet.
Front Façade Wall:	Blank lengths of wall exceeding 15 linear feet are prohibited. Architectural jogs of up to 18 inches in depth are permitted.

<p>Street Wall Opening:</p>	<p>A vehicle entry way, as part of a front fence/wall, shall be a maximum width of 18 feet; a pedestrian entry way shall be a maximum width of 6 feet.</p>
<p>Required Street Wall Height:</p>	<p>A street wall a minimum of 4 feet and maximum of 6 feet shall be required along the building line frontage that is not otherwise occupied by the principal building on the lot. The height of the street wall shall be measured from the adjacent public sidewalk or from the adjacent ground elevation once construction is complete.</p>
<p>Building Projections:</p>	<p>No part of any building, except overhanging eaves, awnings, balconies, bay windows, and other architectural features shall encroach beyond the minimum front setback line.</p>
<p>Stoop Encroachments:</p>	<p>Stoops may encroach upon the front setback line by the following distances but not encroach in the street right of way.</p>
<p>Parking:</p>	<p><u>Residential</u>-Vehicle parking areas shall be located only on driveways or designated parking areas and shall not extend into the street right of way or sidewalk.  <u>Commercial</u>- Parking shall be located to rear of the property to the greatest extent possible. Parking on a side yard is limited to no more than 60 feet wide or 40% of the lot width. Screening and/or street wall is required for parking areas along a street.</p>
<p>Landscaping:</p>	<p>Landscaping is encouraged but shall not extend into any street sidewalk or travel way. Street trees are encouraged.</p>

# Sec. 60-554 FORM BASED CODE USE and PARKING MATRIX

\* \* \*

USE (1)	T-4.1	T-4.2	T 5.1	T-5.2	T-6	PARKING REQUIREMENTS (2)
<b>Residential Type Use</b>						
Single Family	P	P	P			1 sp/DU
Duplex	P	P	P	P	P	1 sp/DU
Townhouse	P	P	P	P	P	1 sp/DU
Multi-Family	P	P	P	P	P	1 sp/DU plus 1 guest space/4 DU
Bed & Breakfast < 4 Rooms	S	P	P	P	P	1 sp/employee plus 1 sp/guest
Bed & Breakfast > 4 Rooms	S	S	P	P	P	1 sp/employee plus 1 sp/guest
Hotel	X	X	S	S	P	1/2 sp /employee plus 1 sp /room
Elderly/Child Care Facility	S	S	S	S	P	1/2 sp /employee plus 1 sp/ 8 users
Home Occupation	P	P	P	P	P	Based on Use Type <a href="#">(Sec. 60-673-10)</a>
<a href="#">Community Based Residential Facilities</a>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<a href="#">1 sp/employee plus 1 sp/client</a>
<a href="#">Boarding House/Lodginghouse</a>	<u>P</u>	<u>P</u>	<u>P</u>	<u>S</u>	<u>X</u>	<a href="#">1 sp/guestroom plus 1 sp/employee</a>
<b>Office/Service Type Use</b>						
<a href="#">Financial/Professional Offices</a>	S	S	P	P	P	1 sp/400 sf
Medical and Dental Clinics	S	S	P	P	P	1 sp./400 sf
Personal Services	S		P	P	P	1 sp./400 sf
<b>Retail Type Use</b>						
General Retail	S	S	P	P	P	1 sp/400 sf
Age Restricted Retail (3)	S	S	S	S	S	1 sp/400 sf
Specialty Shops	S	P	P	P	P	1 sp/400 sf
Restaurant up to 30 seats w/16 outdoor	X	S	P	P	P	1 sp/4 seats
Restaurant over 30 seats w/16 outdoor		S	S	P	P	1 sp/4 seats
Halls, Private Clubs, Indoor Amusement	S	S	S	P	P	1 sp/400 sf
Artist Studios, Performing Art Center	S	S	P	P	P	1 sp/400 sf
<b>Civic</b>						
<a href="#">Church or</a> Places of Worship	S	S	P	P	P	1 sp/5 seats
Government Offices	X	X	P	P	P	1 sp/400 sf
Art Galleries	S	P	P	P	P	1 sp/400 sf
Transportation Facilities	X	X	S	S	S	1 sp/400 sf

**Notes:**

- (1) Uses not listed are considered prohibited unless deemed similar by the Director of Planning or by the Planning Board through a special exception approval.
- (2) \* Parking requirements in T-5.1, T- 5.2 and T-6 may be provided by the municipality or private parking resources within 1,000 feet of the principal building, subject to Planning Board approval.
- (3) Where more than 50% of floor space is devoted to Age Restricted Goods

**S** = Special Exception  
**sp** = parking space

**P** = Permitted  
**sf** = square foot of gross floor space

**X**-Prohibited  
**DU** = Dwelling Unit

## Sec. 60-555-558 FORM BASED CODE ADMINISTRATION

### Sec. 60-555. Form Based Code Administration-

#### A. Form Based Code Relation to Zoning Ordinance

1. The Form Based Code shall regulate areas designated as Form Based Code Districts.
2. All buildings and land uses located within a Form Based Code District shall comply with Sec. 60-33 (General Provisions unless specifically stated otherwise in Sec. 60-546 to 60-558 of the Form Based Code.
3. Site Plan/Special Exception- Any project located within a Form Based Code District that requires special exception or site plan review shall comply with Sec. 60-45.

### Sec. 60-556. Form Based Code Plan Types-

#### A. Administrative Types-

1. By Right- No Permits are required for projects such as normal maintenance or for new structures under 200 sq. ft.
2. Minor Administrative- Projects that require permits and comply with all Form Based Code or Zoning regulations, may be approved and permitted by the appropriate City Departmental Staff and will not require multiple departmental or Planning Board approval. These projects can be applied for at any time.
3. Major Administrative- Projects that do not qualify as a Subdivision, Special Exception or Site Plan Review type plans and comply with all Form Based Code or Zoning regulations, but due to multiple issues, will require review by the multiple City Departmental Staff.

#### B. Discretionary Type Plans- The following plan types shall require review and action by the Planning Board.

1. Subdivisions of 3 or more lots over a 5 year period or a project creating more than 3 dwelling units. (Subdivision Review)
2. Any project listed as Special Exception or "S" in Section 60-554, Use and Parking Matrix Chart. (Special Exception and Site Plan Review)
3. Any project within the Form Based Code District proposing a total of 12,000 square feet of new construction, all floors included. (Special Exception and Site Plan Review)
4. Any amendment to an existing discretionary plan that increases existing square footage more than 25%
5. Any project located within the Form Based Code District area that seeks a waiver from the adopted Form Based Code Regulating development standards shall submit

## Sec. 60-555-558 FORM BASED CODE ADMINISTRATION

a complete Special Exception and Site Plan Review application for Planning Board review and action.

### Sec. 60-557 – Applicability-

1. Any Minor, Major Administrative Type Plan and/or Discretionary Plan, as defined in Section 60-556, located within a Form Based Code district, shall be required to submit a Development Review Application prior to any issuance of building permits or development activity.
2. Any development activity on or within property located with the Form Based Code District shall be reviewed for compliance with applicable Form Based Code or Zoning Ordinance regulations.

### Sec. 60-558 – Form Based Code Development Application Procedure

#### A. Administrative Type Plan Application Process-

1. Applicant identifies the subject property's zoning/transect district and determines what plan type the project is.
2. Applicant reviews the project's compliance for Form Based Code Development Standards Chapters 60-548 through 551; including all sections on Purpose, Building Placement & Configuration, Building Frontages, External Elements, Lot Layout, the Parking & Use Matrix Chart and Administration; along with any other applicable Zoning Ordinance Regulations.
3. Pre-Development Consultation- All Administrative Type Plan applicants are encouraged to contact the Auburn Planning Office for a pre-development consultation to confirm the property's Form Based Code or Zoning District and discuss the Form Based Code requirements and related Zoning and/or other regulatory items. Failure to consult with the Planning Office may result in the delay of acceptance, review and approval of the application.
4. Any Minor or Major Administrative Plan or Discretionary Plan applicant in a Form Based Code district shall complete and submit a cover letter describing the project, a Development Review Application, a Form Based Code Development Checklist and the appropriate application fee and number of applications to the Planning Office.
5. All Form Based Code applications will be reviewed by the Planning Staff for completeness and applicant will be notified within 5 working days if the plan is deemed complete and whether the plan is Administrative or Discretionary. The

applicant is responsible for working with the Planning Staff to correct any deficiencies needed to be accepted for further review.

6. Type 2 and 3 Administrative Plans will be reviewed by the appropriate City Departmental Staff or other relevant agencies who will recommend approving, disapproving or postponing to allow for time to correct the application. The Director of Planning will notify the applicant of the decision in writing within 15 calendar days of its receipt of a completed application.
7. The Director of Planning shall have the authority to require an Administrative Plan to be considered by the Planning Board and notify the applicant the justifications for doing so.

B. Discretionary Project Application Process-

1. Applicant Identifies Subject Property's Zoning/Transect and determines what plan type the project is.
2. Applicant reviews the project's compliance for the applicable Form Based Code Development Standards Chapters 60-548 through 551; including all sections on Purpose, Building Placement & Configuration, Building Frontages, External Elements, Lot Layout, the Parking & Use Matrix Chart and Administration; along with any other applicable Zoning Ordinance Regulations.
3. Pre-Development Consultation- All potential development and project applicants are encouraged to contact the Auburn Planning Office for a pre-development consultation to confirm the Form Based Code or Zoning regulations and discuss the form based code requirements and related zoning and/or other regulatory items. Failure to consult with the Planning Office may result in the delay of acceptance, review and approval of the application.
4. Discretionary Plan applicants will submit; a Development Review Application, a Form Based Code Development Checklist the appropriate application fee and number of applications to the Planning Office for review and consideration by the Planning Board according to their normal submission deadline and meeting schedule.
5. Applications not meeting all the requirements of the Form Based Code may include waiver as per Sec. 60-1312 or variance requests as part of their application.

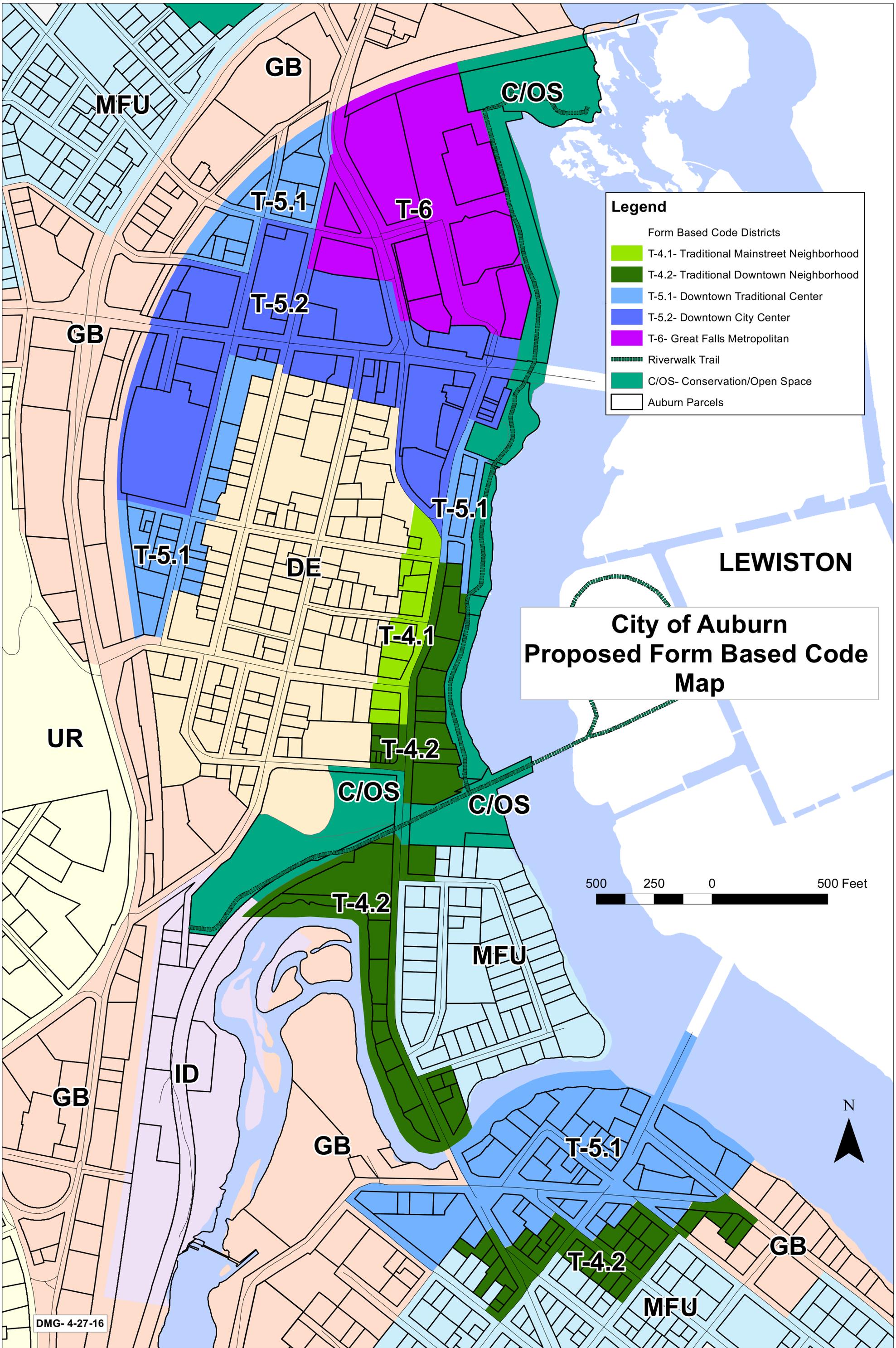
C. Waiver Requests-

1. Any waiver request of Form Based Code standards and requirements must identify what is regulation is being requested for the waiver and include a narrative

explaining how the waiver, if approved, will allow the project to meet the purpose of the Form Based Code and the objective of Sec 60-1277, Site Plan Law.

D. Planning Board Approval-

1. The Planning Board shall approve, approve with conditions, disapprove or postpone based on its review of the application meeting all existing requirements, conditions, criteria and provisions of Special Exception, Site Plan Review, Subdivision Law and any other relevant procedural requirement of Chapter 60, Zoning, as part of its consideration of a Form Based Code application.
2. The Planning Board shall provide findings for approval or disapproval based on the application's meeting the purpose of the Form Based Code.



**Legend**

- Form Based Code Districts
- T-4.1- Traditional Mainstreet Neighborhood
- T-4.2- Traditional Downtown Neighborhood
- T-5.1- Downtown Traditional Center
- T-5.2- Downtown City Center
- T-6- Great Falls Metropolitan
- Riverwalk Trail
- C/OS- Conservation/Open Space
- Auburn Parcels

**City of Auburn  
Proposed Form Based Code  
Map**

500 250 0 500 Feet





## City of Auburn, Maine

Office of Planning & Development  
[www.auburnmaine.gov](http://www.auburnmaine.gov) | 60 Court Street  
Auburn, Maine 04210  
207.333.6601

April 15, 2016

Dear Property Owner,

Certain areas in Downtown Auburn and New Auburn are being considered for re-zoning to a new system of development regulation called Form Based Code. If adopted by the City Council, the Form Based Code will replace the traditional zoning currently in place in these areas. On May 2, 2016, the Auburn City Council will hold a public hearing at City Hall at 7 pm to present the Form Based Code and to hear public input. This notification letter for the public hearing is being sent to affected property owners and abutters within 500 feet.

Over the last 2 years, the City of Auburn's Planning Board has been developing the Form Based Code based on recommendations from the 2010 Comprehensive Plan. The Comprehensive Plan recommends that development regulations in the Great Falls Area, the Downtown Traditional Business area and the New Auburn Village Center area should "encourage new development or modifications to existing buildings to occur in a manner that reflects key elements of the traditional downtown development pattern."<sup>1</sup> Form Based Code was chosen as the best way to achieve this goal. Form Based Codes are being used across the country to help communities bring back traditional style development by providing a focus on building placement, safe walkable streets, greater flexibility of land uses and a more simplified development review process.

Auburn's initial Form Based Code Districts will include 5 types:

1. T-4.1- Traditional Main Street Neighborhood
2. T-4.2- Traditional Downtown Neighborhood
3. T-5.1- Downtown Traditional Center
4. T-5.2- Downtown City Center
5. T-6- Great Falls Metropolitan

An interactive map is available at <http://www.auburnmaine.gov/pages/government/form-based-code-info> that will help you see where the Form Based Code District is being proposed.

### **How will this zone impact affected properties?**

These Form Based Code Districts are designed to reflect, protect and promote the existing traditional development patterns that evolved over many years. Here are some basic facts on what the Form Based Code does.

- More building area is allowed
- Smaller set-backs
- Reduced parking requirements

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<sup>1</sup> Auburn 2010 Comprehensive Plan, pg. 91.

- Greater flexibility how you can use your property
- New construction will have to follow the Form Based Code
- Additions of less than 25% to existing buildings are exempt from Form Based Code
- Most new development that follows all the Form Based Code requirements<sup>2</sup> can apply directly for a building permit

The Form Based Code is one key step in the City's goal of revitalizing the Downtown and New Auburn urban centers. Form Based Code can do this by making new development easier to permit, creating a more predictable development environment and to encouraging traditional type development that promotes safe, attractive and active streets for people.

We encourage you to look at a special webpage on the City's Web Site at: <http://www.auburnmaine.gov/pages/government/form-based-code-info> which, can help you:

- Find out what properties are proposed to be included in the Form Based Code District
- Review the specific Form Based Code regulations
- Review the complete draft of the Form Based Code
- Better understand why the city is making this change
- Review other Form Based Code information and related links

A hard copy of the Form Based Code is also available for review at the Auburn City Hall Planning Office located on the 1<sup>st</sup> floor for those without internet. You can also call the Planning Office at (207) 333-6601 or contact Doug Greene, City Planner by calling (207) 333-6601 ext. 1156 or email him at [dgreene@auburnmaine.gov](mailto:dgreene@auburnmaine.gov) for more information.

Sincerely,



Douglas M. Greene, AICP, RLA  
City Planner

C: Mayor Jonathan Labonte  
Members of the City Council  
City Manager Howard Kroll

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<sup>2</sup> Except projects over 12,000 s.f. or listed as a Special Exception in Use and Parking Matrix

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



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

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDINANCE 04-03072016

Be it ordained by the Auburn City Council, that the City of Auburn Zoning Ordinance, Article IV, Division 14, be amended by replacing the Central Business District with a Form Based Code and related text amendments, and by amending the official City of Auburn Zoning map as shown on the attached draft dated February 9, 2016.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** May 16, 2016

**Order:** 29-05162016

**Author:** Sue Clements-Dallaire, City Clerk

**Subject:** Board and Committee Appointments

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The Appointment Committee met on May 2, 2016 to review applications and make their nominations.

They following individuals have been nominated by the Committee.

<b>Board or Committee</b>	<b>Term Exp. Date</b>	<b>Name</b>
Planning Board	1/1/2017	Samuel Scogin (new appointment)
Cable TV Advisory Board	To be determined by the Chair of the Committee per inter-local agreement.	Robert Gardner (re-appointment)

The Appointment Committee postponed all other appointments until their next meeting. That date has yet to be determined.

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**Advantages:** Fills the vacant positions.

**Disadvantages:** No apparent disadvantages.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Recommend making appointments to fill the vacancies.

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**Previous Meetings and History:** Appointment Committee met on May 2, 2016

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**Attachments:**

List of vacancies

Applications

Order 29-05162016

1. Audit and Procurement Committee (1 vacancy with a term expiration of 12/1/2017)
2. Board of Assessment Review (3 vacancies - 1 full member position with a term expiration of 10/01/2020, and two alternate positions with term expirations of 10/1/2017, and 10/1/2020)
3. Cable TV Advisory Committee (3 vacancies with 1, 2, and 3 year term expiration)
4. CDBG (Community Development Block Grant) Loan Committee (1 vacancy, with a 10/1/2018 term expiration)
5. Finance Committee (1 vacancy, alternate member with a term expiration of 12/1/2017)
6. Forest Board (1 vacancy with a term expiration of 10/1/2017)
7. Planning Board (1 vacancy, term expiration 1/1/2017)
8. Parks & Recreation Advisory Board (7 vacancies, term expirations to be determined)



**CITY OF AUBURN  
BOARD & COMMITTEE  
APPOINTMENT APPLICATION**

APR 06 2016

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

Date: 4/1/2016  
Last name: Scogin First name: Samuel Middle initial: S  
Residence address: 45 Gamage Ave. Ward: 2  
City: Auburn State: Maine Zip code: 04210  
Home phone: (802) 377-0604 Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
Email address: sscogin@gmail.com  
Current occupation: High School Economics Teacher

Previous occupation (if retired or no longer working): \_\_\_\_\_

Educational and/or experience (or attach your resume): Master's in Edu / BA in History

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

- |  |   |
|--|---|
| <input type="checkbox"/> 9-1-1 Committee             | <input type="checkbox"/> Airport Board                                |
| <input type="checkbox"/> Auburn Housing Authority    | <input type="checkbox"/> Audit & Procurement Committee                |
| <input type="checkbox"/> Board of Assessment Review  | <input type="checkbox"/> Cable TV Advisory Board                      |
| <input type="checkbox"/> CDBG Loan Committee         | <input type="checkbox"/> Community Forest Board                       |
| <input type="checkbox"/> Conservation Commission     | <input type="checkbox"/> Ethics Panel                                 |
| <input type="checkbox"/> Finance Committee           | <input type="checkbox"/> L/A Transit Committee                        |
| <input checked="" type="checkbox"/> Planning Board   | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Recreation & Special Events | <input type="checkbox"/> Sewer District                               |

\_\_\_ Water District

\_\_\_ Zoning Board of Appeals

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

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

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

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known)? \_\_\_\_\_

Have you previously served on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known)? \_\_\_\_\_

How did you learn of this vacancy? Online

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

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

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

Signature: [Handwritten Signature] Date: 4/1/2016

Please submit your application to;

Susan Clements-Dallaire, City Clerk  
60 Court Street, Auburn, ME 04210  
[sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)  
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 4-6-16  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_

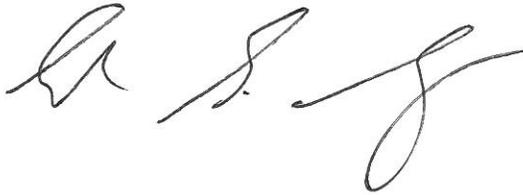
To the Members of the City Council of Auburn,

I would like to serve on the Auburn Planning Committee because I am committed to improving my community. I'm passionate about ensuring that Auburn is an inclusive community and economic development continues to happen in the Lewiston / Auburn area. I've recently moved to the area, I've become a homeowner, and my family is expanding--I see participation in the Planning Committee as my way to become more involved in Auburn and ensure the community prospers for everyone.

I have experience teaching public policy and finance. This, combined with my experience managing property and living in the area gives me insight to the complicated balance of serving the interests of the entire community in the pursuit of economic development. Most importantly, this is the place I call home and it is important to me that there is a robust and sustainable future for myself and my neighbors.

Thank you for your consideration,

-Sam Scogin

A handwritten signature in black ink, appearing to read 'S. Scogin', written in a cursive style.



# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 4/29/16

Last name: Gardner First name: Robert Middle initial: H

Residence address: 1041 Hotel Road Ward: 3

City: Auburn State: ME Zip code: 04210

Home phone: 207-786-0720 Work phone: Same Cell phone: ?

Email address: BobRobert@redrunner.com

Current occupation: Retired

Previous occupation (if retired or no longer working): Development Director - WCBB-TV

Educational and/or experience (or attach your resume): Journalism - Radio + Television

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

- |  |   |
|--|---|
| <input type="checkbox"/> 9-1-1 Committee                   | <input type="checkbox"/> Airport Board                                |
| <input type="checkbox"/> Auburn Housing Authority          | <input type="checkbox"/> Audit & Procurement Committee                |
| <input type="checkbox"/> Board of Assessment Review        | <input checked="" type="checkbox"/> Cable TV Advisory Board           |
| <input type="checkbox"/> CDBG Loan Committee               | <input type="checkbox"/> Community Forest Board                       |
| <input type="checkbox"/> Conservation Commission           | <input type="checkbox"/> Ethics Panel                                 |
| <input type="checkbox"/> Finance Committee                 | <input type="checkbox"/> L/A Transit Committee                        |
| <input type="checkbox"/> Parks & Recreation Advisory Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Planning Board                    | <input type="checkbox"/> Sewer District                               |
| <input type="checkbox"/> Water District                    | <input type="checkbox"/> Zoning Board of Appeals                      |

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

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

I believe our cable system with local access offers a opportunity to inform & educate & entertain the L-A Community

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

Collaborate with members of the Committee working toward the above goals

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known)? \_\_\_\_\_

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

Yes  
Cable Committee

Dates served (if known)? \_\_\_\_\_

How did you learn of this vacancy? Council member (Auburn)

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

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

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

Signature: [Signature] Date: 4/29/16

Please submit your application to;  
Susan Clements-Dallaire, City Clerk  
60 Court Street, Auburn, ME 04210  
207-333-6601, extension 1126 [sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)

**FOR OFFICE USE ONLY**

DATE APPLICATION RECEIVED: \_\_\_\_\_  
APPOINTMENT DATE: APR 29 2016  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_



## CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 4.6.2016

Last name: Lafean First name: Charles Middle initial: H

Residence address: 86 Orchard St Ward: 2

City: Auburn State: ME Zip code: 04210

Home phone: 207-712-1563 Work phone: 207-347-5000 Cell phone: 207-712-1563

Email address: clafean@gmail.com

Current occupation: Chief Operating Officer

Previous occupation (if retired or no longer working): \_\_\_\_\_

Educational and/or experience (or attach your resume): BS Communications

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

- |  |   |
|--|---|
| <input type="checkbox"/> 9-1-1 Committee             | <input type="checkbox"/> Airport Board                                |
| <input type="checkbox"/> Auburn Housing Authority    | <input type="checkbox"/> Audit & Procurement Committee                |
| <input type="checkbox"/> Board of Assessment Review  | <input type="checkbox"/> Cable TV Advisory Board                      |
| <input type="checkbox"/> CDBG Loan Committee         | <input type="checkbox"/> Community Forest Board                       |
| <input type="checkbox"/> Conservation Commission     | <input type="checkbox"/> Ethics Panel                                 |
| <input type="checkbox"/> Finance Committee           | <input type="checkbox"/> L/A Transit Committee                        |
| <input type="checkbox"/> Planning Board              | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Recreation & Special Events | <input type="checkbox"/> Sewer District                               |

Parks and Recreation Advisory Board

\_\_\_ Water District

\_\_\_ Zoning Board of Appeals

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). As a member of both the Conservation Commission and the Parks Sub-Committee, I have come to appreciate that though the physical spaces under city control have tremendous intrinsic value, the real value to the community is the recreation engaged upon at these spaces.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I hope to help create a vibrant recreation atmosphere in Auburn; one that draws people to both our facilities but also all recreational events. I believe this will benefit Auburn economically as well as support the health and well being of our residents.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? Conservation Commission, Community Forest Board, Park Sub-committe of the Conservation Commission

Dates served (if known)? Preset

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

Dates served (if known)? \_\_\_\_\_

How did you learn of this vacancy? Email

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

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

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

Signature: /s/ Charles Lafean Date: 4/6/2016

Please submit your application to;

Susan Clements-Dallaire, City Clerk  
60 Court Street, Auburn, ME 04210  
[sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)  
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 4-6-2016  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_



# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 4/13/16

Last name: KIRK First name: MARCUS Middle initial: M

Residence address: 365 LAKE STREET Ward: 2

City: Auburn State: ME Zip code: 04210

Home phone: 753-1285 Work phone: NA Cell phone: (804) 317-2499

Email address: MAXWELLBORG@MSN.COM

Current occupation: SEMI-RETIRED ARCHITECT

Previous occupation (if retired or no longer working): \_\_\_\_\_

Educational and/or experience (or attach your resume): BAKH OF ARCHITECTURE + 40+ YRS. IN ARCHITECT, PLANNING & WITH COMMUNITY DEVELOPMENT

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

- |   |   |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee                              | <input type="checkbox"/> Airport Board                                |
| <input type="checkbox"/> Auburn Housing Authority                     | <input type="checkbox"/> Audit & Procurement Committee                |
| <input type="checkbox"/> Board of Assessment Review                   | <input type="checkbox"/> Cable TV Advisory Board                      |
| <input type="checkbox"/> CDBG Loan Committee                          | <input type="checkbox"/> Community Forest Board                       |
| <input type="checkbox"/> Conservation Commission                      | <input type="checkbox"/> Ethics Panel                                 |
| <input type="checkbox"/> Finance Committee                            | <input type="checkbox"/> L/A Transit Committee                        |
| <input checked="" type="checkbox"/> Parks & Recreation Advisory Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Planning Board                               | <input type="checkbox"/> Sewer District                               |
| <input type="checkbox"/> Water District                               | <input type="checkbox"/> Zoning Board of Appeals                      |

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). *I enjoy sports and want to further opportunities for our youth. I'm also interested in developing more art or cultural opportunities for the community.*

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). *I have no developed agenda as yet but my interest & concerns are as listed above. I am concerned about our water and environmental quality.*

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known)? \_\_\_\_\_

Have you previously served on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known)? \_\_\_\_\_

How did you learn of this vacancy? *From a friend who is on another board*

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

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

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

Signature: Thomas M. Kuh Date: 4/12/16

Please submit your application to;  
Susan Clements-Dallaire, City Clerk  
60 Court Street, Auburn, ME 04210  
207-333-6601, extension 1126 [sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)

**FOR OFFICE USE ONLY**

DATE APPLICATION RECEIVED: 4-13-16  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_



## CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 11/5/15

Last name: Gongora First name: Dave Middle initial: JL

Residence address: 1250 Turner St Ward: 1

City: Auburn State: me Zip code: 04210

Home phone: 283-3616 Work phone: 755-5251 Cell phone: 671-1873

Email address: dgongora@cmcc.edu

Current occupation: Central Maine Community College

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

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

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

- |   |  |
|---|--|
| <input type="checkbox"/> 9-1-1 Committee                        | <input type="checkbox"/> Airport Board                 |
| <input type="checkbox"/> Auburn Housing Authority               | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review             | <input type="checkbox"/> Cable TV Advisory Board       |
| <input type="checkbox"/> CDBG Loan Committee                    | <input type="checkbox"/> Community Forest Board        |
| <input type="checkbox"/> Conservation Commission                | <input type="checkbox"/> Ethics Panel                  |
| <input type="checkbox"/> L/A Transit Committee                  | <input type="checkbox"/> Planning Board                |
| <input checked="" type="checkbox"/> Recreation & Special Events | <input type="checkbox"/> Sewer District                |
| <input type="checkbox"/> Water District                         | <input type="checkbox"/> Zoning Board of Appeals       |

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

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

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

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

Dates served (if known)? \_\_\_\_\_

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

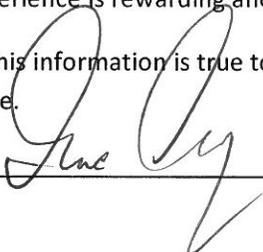
Dates served (if known)? \_\_\_\_\_

How did you learn of this vacancy? \_\_\_\_\_

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

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

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

Signature:  Date: 11/3/15

Please submit your application to;

Susan Clements-Dallaire, City Clerk  
60 Court Street, Auburn, ME 04210  
[sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)  
207-333-6601, extension 1126

FOR OFFICE USE ONLY	
DATE APPLICATION RECEIVED:	<u>12/7/15</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____



## CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: April 22, 2016

Last name: Crowley First name: Tizz Middle initial(s): E.H.

Residence address: 35 University Street Ward: 1

City: Auburn State: Maine Zip code: 04210 Work phone: None Cell phone: None

Home phone: (207) 783-1468 please limit calls to between 10am-10pm

Email address: tizzcrowley@yahoo.com

Current occupation: Retired- from healthcare

Previous occupation (if retired): Medical Group Practice Administrator and Consultant

Educational and/or experience (or attach your resume): See resume attached

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

- |   |   |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee                | <input type="checkbox"/> Airport Board                                |
| <input type="checkbox"/> Auburn Housing Authority       | <input type="checkbox"/> Audit & Procurement Committee                |
| <input type="checkbox"/> Board of Assessment Review     | <input type="checkbox"/> Cable TV Advisory Board                      |
| <input type="checkbox"/> CDBG Loan Committee            | <input type="checkbox"/> Community Forest Board                       |
| <input type="checkbox"/> Conservation Commission        | <input type="checkbox"/> Ethics Panel                                 |
| <input type="checkbox"/> Finance Committee              | <input type="checkbox"/> L/A Transit Committee                        |
| <input type="checkbox"/> Planning Board                 | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> XX Parks & Recreation Advisory | <input type="checkbox"/> Sewerage District                            |
| <input type="checkbox"/> Water District                 | <input type="checkbox"/> Zoning Board of Appeals                      |

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

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

**CROWLEY, TIZZ AUBURN Recreation Advisory Committee APPLICATION page 2**

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

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? City of Auburn Conservation Commission; Woman's Literary Union of Androscoggin County Executive Committee

Dates served (if known)? **I was appointed in 2015 by both organizations. My term at WLU ends July 1, 2016**

Have you previously served on a City or Community Board or Committee? If so, which one(s)? Auburn City Council 2011-2015; Auburn Water District 2011-2015 Mayor's Representative; Auburn Sewerage District 2011-2015 Mayor's Representative ; Audit Committee 2011-2012; Recreation & Special Events 2013-2015 as Councilor Representative \_Dates served? Noted\_

How did you learn of this vacancy? City of Auburn e-alert and I continue to communicate with the City regularly on recreation and cultural activities.

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

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

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

Signature: Tizz E. H. Crowley Date: April 22, 2016

Please submit your application to:

Susan Clements-Dallaire, City Clerk 60 Court Street, Auburn, ME 04210  
[sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov) 207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 4-25-16  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_

Tizz E. H. Crowley Parks & Recreation Advisory Board Application 2016.04.22 attachment:

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

The Parks & Recreation Advisory Board is one of the most important roles in Auburn. The Planning Board, one of the other citizens advisory group noted in the Charter, addresses land use while the Recreation Advisory Board addresses quality of life issues. I would like to be part of the “what makes Auburn-Auburn” experience. I would focus on Leisure and Lifestyle Services with attention on arts, culture and history. Our sports and athletic programs are strong and successful. We need a comprehensive approach that meets the needs of all residents

I enjoy and have experience planning and executing group activities and programs. I would like to give back to my hometown. Growing up I enjoyed all the City of Auburn had to offer- playground and recreation department activities, community events like the Littlest World’s Fair, parking lot dances at Food Town (now Hannaford’s), Halloween window painting, and Easter Egg Hunts at the old EL. It’s my turn to provide fun and community to others.

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

I would like to work with the Board, the department and the community to provide a comprehensive program of arts, culture, recreation, lifestyle and leisure serves for all ages; but to be sure we develop a full compliment for senior residents (age 50 and older). Currently the City only has a traditional Senior Citizen group for age 50 and older. Residents, age 50 and older have significant skills, interests and experiences- these are “Active Auburn”.

Our recreation seems to be limited to youth and athletics. “Community events” has not had a home for years and could be a great economic development tools while providing residents with fun and entertainment.

I have been watching other communities and follow great ideas for lifestyle and leisure. Many cost little to no money. Most engage residents and volunteers to plan and implement the activity. We could use “Lunches about Town”, walkers groups, a dog park, a cabin-fever reliever, and arts in the downtown as just some ideas.

### DIVISION 3. - PARKS AND RECREATION ADVISORY BOARD

Sec. 2-454. - Established; membership.

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

(Code 1967, § 18-3.1)

Sec. 2-455. - Term of members.

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

(Code 1967, § 18-3.3)

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

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

(Code 1967, § 18-3.4)

Sec. 2-457. - Duties.

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

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

(Code 1967, § 18-3.2)

Secs. 2-458—2-465. - Reserved.



# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 4/25/16

Last name: Staples First name: Dana Middle initial: N

Residence address: 32 Greenfield Drive Ward: 5

City: Auburn State: ME Zip code: 04210

Home phone: 207-240-1671 Work phone: 207-518-4580 Cell phone: 207-240-1671

Email address: dana.staples@gmail.com

Current occupation: Software Engineer

Previous occupation (if retired or no longer working): \_\_\_\_\_

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

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

- |   |   |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee                              | <input type="checkbox"/> Airport Board                                |
| <input type="checkbox"/> Auburn Housing Authority                     | <input type="checkbox"/> Audit & Procurement Committee                |
| <input type="checkbox"/> Board of Assessment Review                   | <input type="checkbox"/> Cable TV Advisory Board                      |
| <input type="checkbox"/> CDBG Loan Committee                          | <input type="checkbox"/> Community Forest Board                       |
| <input type="checkbox"/> Conservation Commission                      | <input type="checkbox"/> Ethics Panel                                 |
| <input type="checkbox"/> Finance Committee                            | <input type="checkbox"/> L/A Transit Committee                        |
| <input checked="" type="checkbox"/> Parks & Recreation Advisory Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Planning Board                               | <input type="checkbox"/> Sewer District                               |
| <input type="checkbox"/> Water District                               | <input type="checkbox"/> Zoning Board of Appeals                      |

Is this application for a \_\_\_ new appointment or \_\_\_ reappointment or \_\_\_ desire to move from an alternate/associate to full member? I'm not sure how to answer this. I'm currently on the Recreation and Special Events Advisory Board

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). \_\_\_\_\_I'd like to increase sports tourism in Auburn.

The current board members (Dave Gonyea and Dave Sterling) and I have a vision for the future of recreation in Auburn. I would like to remain a part of this planning.

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

We would like to make some more new fields to keep people coming to our great city. When it comes time to build a new school, I want to be a part of planning what the new school's recreation facilities look like.

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

I am a member of the Recreation and Special Events Advisory Board

Dates served (if known)? \_\_\_\_\_1/14-present\_\_\_\_\_

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

\_\_\_\_\_

Dates served (if known)? \_\_\_\_\_

How did you learn of this vacancy? \_\_\_\_\_email\_\_\_\_\_

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

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen! I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: \_\_\_\_\_Dana Staples (electronic signature) Date: \_4/25/16\_\_\_\_\_

Please submit your application to;  
Susan Clements-Dallaire, City Clerk  
60 Court Street, Auburn, ME 04210  
207-333-6601, extension 1126 [sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 4/25/16  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_

# Dana Staples

---

32 Greenfield Drive

Auburn, Maine 04210

Phone: (207) 518-4580

Email: dana.staples@tylertech.com

## EDUCATION

2004-2005 MS Computer Science, **University of Southern Maine**, Portland, ME

- Masters' project in object oriented software design
- Courses in Advanced Java Technology, Web Services, XML, Computer Algorithms, Object Oriented Software Design, Systems Programming, and Computer Networks.

1997-2001 BS Computer Science, **Rensselaer Polytechnic Institute**, Troy, NY Cum Laude

1993-1997 **Edward Little High School**, Auburn, ME graduated 5<sup>th</sup> out of 325 students

## EMPLOYMENT

2007- Software Engineer, Tyler Technologies

- Developed numerous software enhancements and bug fixes
- Integrated third party systems
- Refactored back end code to allow other Tyler divisions to use a complex system
- Rebranded products to comply with design guidelines
- Stabilized the deployment story for a large software project
- Troubleshoot client issues with support and dev ops
- Automated a Visual Studio nightly build

2005-2007 Programmer, Tyler Technologies

- Wrote programs for a rewrite of the Utility Billing module
- Created web services for all Utility Billing Self Service programs
- Rewrote Budget Transfer as part of the Mercury project
- Fixed bugs as reported by quality assurance and support

2001-2003 Software Engineer, **Fairchild Semiconductor**

- Created software to automate complex processes
- Maintained an Access database
- Created programs to assist CAD Engineers
- Provided guidance and advice for GUI design to a team of 3 other people

2000 Quality Assurance Summer Intern, **Compaq**

- Quality Assurance testing of the Tru64 UNIX operating system
- Worked in a team to test for reliability and stability of the software

## **SPECIAL PROJECTS**

2015- Team Lead, Maine App Challenge

- Managed a project with a team of 17 people
- Provided direction in marketing to every high school in Maine
- Appeared on WCSH6 morning news
- Spoke at Junior Achievement's Titan Challenge
- Demonstrated MIT App Inventor to webinar attendees
- Created documentation to define the Maine App Challenge

## **SKILLS**

C#, Visual Studio, ASP.NET, SharePoint, MVC, JavaScript, SQL, Java, REST, CSS, HTML



**CITY OF AUBURN  
BOARD & COMMITTEE  
APPOINTMENT APPLICATION**

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

Date: 04/25/16

Last name: Gerry First name: Belinda Middle initial: A.

Residence address: 143 Mill St., Apt. 100 Ward: 5

City: Auburn State: Maine Zip code: 04210

Home phone: 207-784-8458 Work phone: \_\_\_\_\_ Cell phone: 207-689-4316

Email address: PoliticsME@aol.com

Current occupation: retired, Notary Public

Previous occupation (if retired or no longer working): Certified Nursing Assistant, former Auburn State Representative and Auburn City Councilor, Political event planner/food prep (Volunteer)

Educational and/or experience (or attach your resume): I am a life long resident of Auburn. Educated in our Auburn school system and then earned my GED.

Most of my work experience has been learned on the job and I have taken a few non credit local classes when needed to fulfill my responsibilities.

I was also privileged to serve on various city committees and have had to work on and help prepare their budgets, keep up with all material we were given and complete individual assignments dealing with whatever necessary to keep us on tract and prepared for future needs.

I am also known for good committee attendance, to put in all the time needed and to work long hours to get the work done. I work well with fellow committee members and with the general public. I am adaptable when plans need to change, can work as part of a team or independently on projects when asked or they come up.

I have also taken part in various city activities or neighborhood events through out the years.

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

- |   |   |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee                              | <input type="checkbox"/> Airport Board                                |
| <input type="checkbox"/> Auburn Housing Authority                     | <input type="checkbox"/> Audit & Procurement Committee                |
| <input type="checkbox"/> Board of Assessment Review                   | <input type="checkbox"/> Cable TV Advisory Board                      |
| <input type="checkbox"/> CDBG Loan Committee                          | <input type="checkbox"/> Community Forest Board                       |
| <input type="checkbox"/> Conservation Commission                      | <input type="checkbox"/> Ethics Panel                                 |
| <input type="checkbox"/> Finance Committee                            | <input type="checkbox"/> L/A Transit Committee                        |
| <input checked="" type="checkbox"/> Parks & Recreation Advisory Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Planning Board                               | <input type="checkbox"/> Sewer District                               |
| <input type="checkbox"/> Water District                               | <input type="checkbox"/> Zoning Board of Appeals                      |

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

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

Even though I don't physically take part in most sporting events I enjoy them from the sidelines.

When my brother's 5 children participated in their school and Rec's sporting events - baseball, football, track, soccer, tennis and etc I enjoyed watching them play and even volunteered to sell refreshments at their food tables or booths.

I want to be on this committee because I recognize the fact that I can complement and fill in the gaps not filled by fellow committee members.

The Parks & Recreation Advisory Board should be made of a broad selection of people who can best represent the interests of all Auburn Residents from our youngest children to our oldest Senior Citizens as well as help develop activities geared toward the sports inclined to the not so like me. I feel I can help bridge this gap and develop and promote programs to fit the individual's needs.

I have the time necessary to devote to this committee as well as being an active member - willing to do whatever asked and am willing to volunteer where and when needed.

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

Things I would like to accomplish:

1. Getting back to having a firm schedule of regular monthly meetings (and other special ones as their need arises)..

I feel this committee needs to have consistent meetings to be kept current on the status of all our recreational programs and projects as well as to keep us on track with those we have planned or would like to plan for the future.

2. Making sure all of our buildings, and Rec properties are of good repair and develop a maintenance plan (if we don't already have one) to address current issues and plan for future needs and expansions.

(We have had studies and assessments done that are in hover pattern at least as far as the public knows.)

3. Making sure that the programs Rec. offers have what they need, to plan future programs/events that don't break the bank and that all Auburn residents can take part in when they choose regardless of age or physical limitations.
4. The support and encouragement/development of more Senior Programs.
5. I also want to help make sure the Rec. Dept. has a budget that addresses their needs or concerns and the committees while recognizing the fact that with the City's financial obligations we may not get everything we all want at once but within a reasonable time table according to future plans.

Auburn is rich with recreational opportunities and resources. Most of which we are allowing to slip away due to lack of regular meetings, the lost passion by several ( now past) committee members and no one keeping on top of current operations/programs and proposed future projects.

We have a good Recreation staff but they need our support and direction to make them even better and to give our Auburn residents the best experience we can achieve.

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

I am a member of the CDBG, Citizen Advisory Committee, Member of the Good Food Council of Lewiston and Auburn, and appointed by Lewiston's City Council to finish the soon to expired term of Lewiston's LATC member.

Dates served (if known)? I have served on these two committee for the past 6 years and am starting my 2<sup>rd</sup> year of five on the CAC committee and finishing the last few months left of my term on the Good Food Council of Lewiston Auburn. (They have term limits.)

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

I have served on LATC for 12 years (accumulative) as a city Councilor representative, The New Auburn Master Plan, resident (18 month).

Auburn Housing Authority Board, mayor appointed 12 years (until Nov. 2016)

Dates served (if known)?

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**How did you learn of this vacancy?**

City emails and on the city's website.

---

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

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

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

*Belinda Gerry*

Signature \_\_\_\_\_

Date: 04-25-16

Please submit your application to;  
Susan Clements-Dallaire, City Clerk  
60 Court Street, Auburn, ME 04210  
207-333-6601, extension 1126 [sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)

**FOR OFFICE USE ONLY**

DATE APPLICATION RECEIVED: 4-25-2016

APPOINTMENT DATE: \_\_\_\_\_

TERM EXPIRATION DATE: \_\_\_\_\_

OATH DATE: \_\_\_\_\_



## CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 4/21/16  
 Last name: Sterling First name: David Middle initial: U  
 Residence address: 094 Wyman Road Ward: 4  
 City: Auburn State: ME Zip code: 04210  
 Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: 207-604-2386  
 Email address: dster1120@aol.com  
 Current occupation: Engineer & ELHS Football Coach  
 Previous occupation (if retired or no longer working): \_\_\_\_\_  
 Educational and/or experience (or attach your resume): ELHS 1988 & Maine Maritime Academy BS Engineering 1992

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

- |   |   |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee                              | <input type="checkbox"/> Airport Board                                |
| <input type="checkbox"/> Auburn Housing Authority                     | <input type="checkbox"/> Audit & Procurement Committee                |
| <input type="checkbox"/> Board of Assessment Review                   | <input type="checkbox"/> Cable TV Advisory Board                      |
| <input type="checkbox"/> CDBG Loan Committee                          | <input type="checkbox"/> Community Forest Board                       |
| <input type="checkbox"/> Conservation Commission                      | <input type="checkbox"/> Ethics Panel                                 |
| <input type="checkbox"/> Finance Committee                            | <input type="checkbox"/> L/A Transit Committee                        |
| <input checked="" type="checkbox"/> Parks & Recreation Advisory Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Planning Board                               | <input type="checkbox"/> Sewer District                               |
| <input type="checkbox"/> Water District                               | <input type="checkbox"/> Zoning Board of Appeals                      |

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). Improve Auburn's Athletic facilities which are in significant need of assistance.

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

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

*Auburn Park & Rec. & Special Events Board*

Dates served (if known)? *2013-15*

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

*Auburn Parks & Rec. & Special Events Board*

Dates served (if known)? *2013-2015*

How did you learn of this vacancy? *Previous board being eliminated & asked by Dave Conye*

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

*to be apply*

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

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

Signature: *[Signature]* Date: *4/21/16*

Please submit your application to;  
Susan Clements-Dallaire, City Clerk  
60 Court Street, Auburn, ME 04210  
[sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)  
207-333-6601, extension 1126

APR 22 2016 FOR OFFICE USE ONLY  
DATE APPLICATION RECEIVED: \_\_\_\_\_  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_



# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 4-13-16

Last name: Edgecomb First name: Misty Middle initial: \_\_\_\_\_

Residence address: 26 Oakland St Ward: 1

City: Auburn State: ME Zip code: 04210

Home phone: 240-3910 Work phone: 240-6415 Cell phone: Same as home

Email address: mistyn02@gmail.com

Current occupation: massage therapist

Previous occupation (if retired or no longer working): \_\_\_\_\_

Educational and/or experience (or attach your resume): currently attending CMCC

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

- |   |   |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee                              | <input type="checkbox"/> Airport Board                                |
| <input type="checkbox"/> Auburn Housing Authority                     | <input type="checkbox"/> Audit & Procurement Committee                |
| <input type="checkbox"/> Board of Assessment Review                   | <input type="checkbox"/> Cable TV Advisory Board                      |
| <input type="checkbox"/> CDBG Loan Committee                          | <input type="checkbox"/> Community Forest Board                       |
| <input type="checkbox"/> Conservation Commission                      | <input type="checkbox"/> Ethics Panel                                 |
| <input type="checkbox"/> Finance Committee                            | <input type="checkbox"/> L/A Transit Committee                        |
| <input checked="" type="checkbox"/> Parks & Recreation Advisory Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Planning Board                               | <input type="checkbox"/> Sewer District                               |
| <input type="checkbox"/> Water District                               | <input type="checkbox"/> Zoning Board of Appeals                      |

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

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

*I live in this community and I have small children. I want to be a part of seeing the outdoor space be something I want to use with my family*

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

*I hope to accomplish elevating the outdoor space in the city of Auburn to a place where it will attract visitors and more residents*

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

*I serve on the Parks Sub-committee*

Dates served (if known)? *Presently serving*

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

*I currently serve on the Parks sub-committee*

Dates served (if known)? \_\_\_\_\_

How did you learn of this vacancy? *during a Parks subcommittee meeting*

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

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

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

Signature: *[Signature]* Date: *4-21-16*

Please submit your application to;  
Susan Clements-Dallaire, City Clerk  
60 Court Street, Auburn, ME 04210  
207-333-6601, extension 1126 [sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)

<b>FOR OFFICE USE ONLY</b>	
DATE APPLICATION RECEIVED:	<b>APR 21 2016</b>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____



CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION

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

Date: 4/21/2016

Last name: Sipe First name: ROBERT Middle initial: F

Residence address: 365 LAKE ST Ward: 2

City: AUBURN State: ME Zip code: 04210

Home phone: 207-753-6885 Work phone: 207-441-4136 Cell phone:

Email address: BOBSIPE@3@GMAIL.COM

Current occupation: SENIOR PROGRAMMER/ANALYST

Previous occupation (if retired or no longer working):

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

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

- 9-1-1 Committee
Auburn Housing Authority
Board of Assessment Review
CDBG Loan Committee
[X] Conservation Commission
Finance Committee
Parks & Recreation Advisory Board
Planning Board
Water District
Airport Board
Audit & Procurement Committee
Cable TV Advisory Board
Community Forest Board
Ethics Panel
L/A Transit Committee
Poland-Auburn Economic Development Committee
Sewer District
Zoning Board of Appeals

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). Our environment is facing many challenges. Working with the Conservation Commission is a chance to educate the public & make Auburn a better place.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). To help Auburn become a more ~~more~~ environmentally sustainable city.

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

Dates served (if known)? \_\_\_\_\_

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

CONSERVATION COMMISSION

Dates served (if known)? 7/15/15 to 6/1/16

How did you learn of this vacancy? Currently appointed

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

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

Signature: [Handwritten Signature] Date: 4/21/16

Please submit your application to;  
Susan Clements-Dallaire, City Clerk  
60 Court Street, Auburn, ME 04210  
207-333-6601, extension 1126 [sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)

FOR OFFICE USE ONLY  
DATE APPLICATION RECEIVED: 4-21-16  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_

**A. CREATION OF THE LEWISTON-AUBURN CABLE TV ADVISORY COMMITTEE**

- (1) **The Committee:** The eight (8) member Auburn-Lewiston Cable TV Advisory Committee is hereby created. All appointments shall be as follows:
- (2) **Terms and other conditions:**
- One (1) City Councilor or Mayor from each city shall be appointed by each city's Mayor to serve two (2) year terms (to correspond with Mayor/City Council elections), and may be reappointed to an unlimited number of consecutive terms; and
  - with the exception of the Lewiston City Administrator staff position, the inaugural terms of each of the following committee members shall be staggered as one (1), two (2) and three (3) year terms based on a blind draw conducted by the Chair of the committee at the first inaugural meeting of the Committee. Terms for all members thereafter shall be two year terms; and
  - in Auburn, three (3) Committee members shall be nominated by the Mayor, appointed by the City Council, and serve no more than three (3) two (2) year terms;
  - in Lewiston, the City Administrator shall appoint one (1) staff member who shall serve at the pleasure of the City Administrator, and the Mayor shall nominate two additional members who shall be appointed by the City Council and serve no more than three (3) two (2) year terms; and
  - all actions of the Auburn-Lewiston Cable TV Committee will require no less than five (5) affirmative votes

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



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

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 29-05162016

ORDERED, that the City Council hereby appoints the following board and committee members as nominated by the Appointment Committee on 5/2/2016;

<b>Board or Committee</b>	<b>Term Exp. Date</b>	<b>Name</b>
Planning Board	1/1/2017	Samuel Scogin (new appointment)
Cable TV Advisory Board	To be determined by the Chair of the Committee per inter-local agreement.	Robert Gardner (re-appointment)



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** May 16, 2016

**Order:** 30-05162016

**Author:** Eric J. Cousens, Deputy Director of Planning and Development

**Subject:** Lease Agreement for Cellular Micro-site Location at 650 Center Street

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**Information:**

In November of 2015 the Council authorized a Master Lease Agreement to locate micro cellular antennas on poles throughout the City, subject to approval of individual sites. Additional background information is available on the City website and Great Falls TV for November 16, 2015. During the last few months, the City of Auburn Economic & Community Development Department has been in communications with Verizon regarding site locations in the City of Auburn. Small cell sites, or micro-sites, are intended to remove cellular traffic from the larger towers also called macro-sites. As people use more data the macro-site capacity can be used up in areas with high population and usage; the goal of micro-sites is to relieve some of that pressure and not to expand service to areas that currently lack service. There is no rental income from the master lease but individual sites were represented to generate approximately \$200-\$250 per month, per site, in revenues based on discussions with the site locator.

The first site proposed is the intersection of Center Street and the entrance to the Auburndale Shopping Center at 650 Center Street for \$200.00 per month. The City Electrician has reviewed the proposal and has the following comments:

This e-mail is a follow up to your request for review of the location /design for the placement of Verizon's equipment. I have review the plan as submitted by Chip Fredette of Verizon. The location of the equipment has no impact on the city's existing traffic signal infrastructure at the requested location. I will coordinate with their contractor prior to the installation of the equipment for final placement. The physical design meets all necessary NEC and Utility codes and standards. I suggest the contract for construction be executed by council and management.

Staff recommends that the Council authorize the City Manager to enter into the Lease supplement for 650 Center Street for not less than \$250 per month. Initially, Staff asked the Council to authorize staff to approve individual sites at \$250 per month per site but the motion was not structured to allow that. Having a pre-approved rate at the high end of the potential range would offer an expedited review for maximum rent (for staff, council and the tenant) and discourage negotiations for lower lease rates on individual sites that would require individual Council actions. We have attached an order to approve this site and an order to authorize the Manager to enter into future agreements for individual sites at the high end of the range for Council consideration. Requiring Council approval for each site adds 1-3 hours of staff time and an extra 2-4 weeks wait for Verizon to the process for each site.

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**Advantages:** Revenue opportunity.

**Disadvantages:** Additional equipment on poles.

---

**City Budgetary Impacts:** Revenue of \$2400-\$3000 per year

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**Staff Recommended Action:** Approve an order to authorize the Manager to enter into an agreement for this site at \$250 per month and an order to authorize the Manager to enter into future agreements for individual sites at the high end of the range for Council consideration.

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**Previous Meetings and History:** November 16, 2015 and previous executive sessions.

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**Attachments:** Info Sheet from November 16, 2015, Lease Supplement, Plans, Order 30-05162016 (a) and Order 30-05162016 (b)

# 650 CENTER STREET, AUBURN, ME 04210

## AUBURN 2 ME SC04-4C

LEASE EXHIBIT



1600 OSGOOD STREET  
 BUILDING 20 NORTH, SUITE 3090 TEL: (978) 557-5553  
 N. ANDOVER, MA 01845 FAX: (978) 336-5586

CHECKED BY: JX

APPROVED BY: DPH

SUBMITTALS			
REV.	DATE	DESCRIPTION	BY
0	04/01/16	LEASE EXHIBIT	MC

SITE NAME:  
 AUBURN 2 ME  
 SC04-4C

SITE ADDRESS:  
 650 CENTER STREET  
 AUBURN, ME 04210

SHEET TITLE  
 KEY PLAN

SHEET NUMBER  
**L-1**



**KEY PLAN**  
 SCALE: N.T.S.

FIELD INSPECTIONS DATE: 03-30-2016

APPROXIMATE COORDINATES: LAT: N44° 7' 28.97" LONG: W70° 13' 30.21"

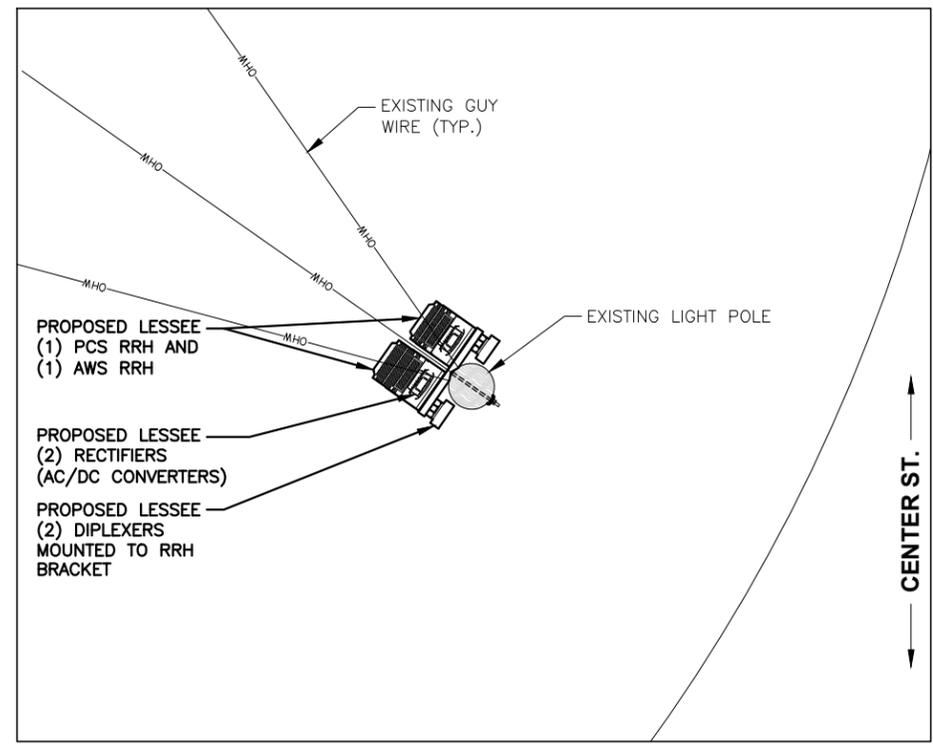




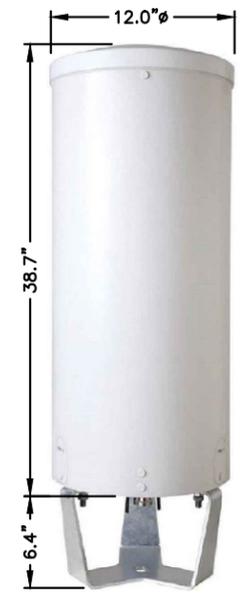
**Hudson Design Group, LLC**  
 1600 OSGOOD STREET  
 BUILDING 20 NORTH, SUITE 3090 TEL: (978) 557-5553  
 N. ANDOVER, MA 01845 FAX: (978) 336-5586

**STRUCTURAL NOTE:**  
 1. AN ANALYSIS OF THE CAPACITY OF THE EXISTING STRUCTURE TO SUPPORT THE PROPOSED LOADING HAS NOT BEEN COMPLETED BY HUDSON DESIGN GROUP, LLC. DRAWINGS ARE SUBJECT TO CHANGE PENDING OUTCOME OF A STRUCTURAL ANALYSIS.  
 2. SHOP DRAWINGS OF FINAL EXTENSION AND/OR ANTENNA MOUNT TO BE PROVIDED TO ENGINEER OF RECORD PRIOR TO CONSTRUCTION.

**LEASE EXHIBIT:**  
 THIS LEASE PLAN IS DIAGRAMMATIC IN NATURE AND IS INTENDED TO PROVIDE GENERAL INFORMATION REGARDING THE LOCATION AND SIZE OF THE PROPOSED WIRELESS COMMUNICATION FACILITY. THE SITE LAYOUT WILL BE FINALIZED UPON COMPLETION OF SITE SURVEY AND FACILITY DESIGN.

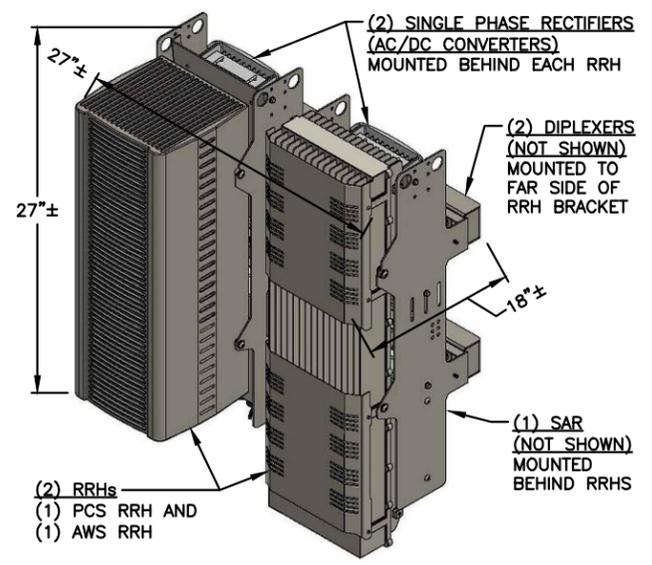


**RRH PLAN**  
 22x34 SCALE: 1/2"=1'-0"  
 11x17 SCALE: 1/4"=1'-0"



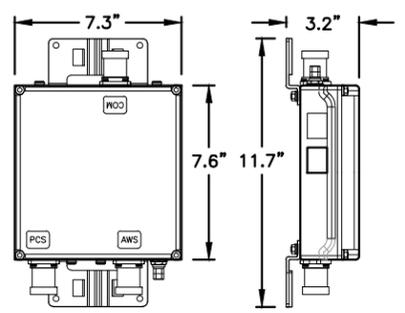
**SMALL CELL ANTENNA**  
 33.7 LBS

**ANTENNA DETAIL**  
 SCALE: N.T.S.



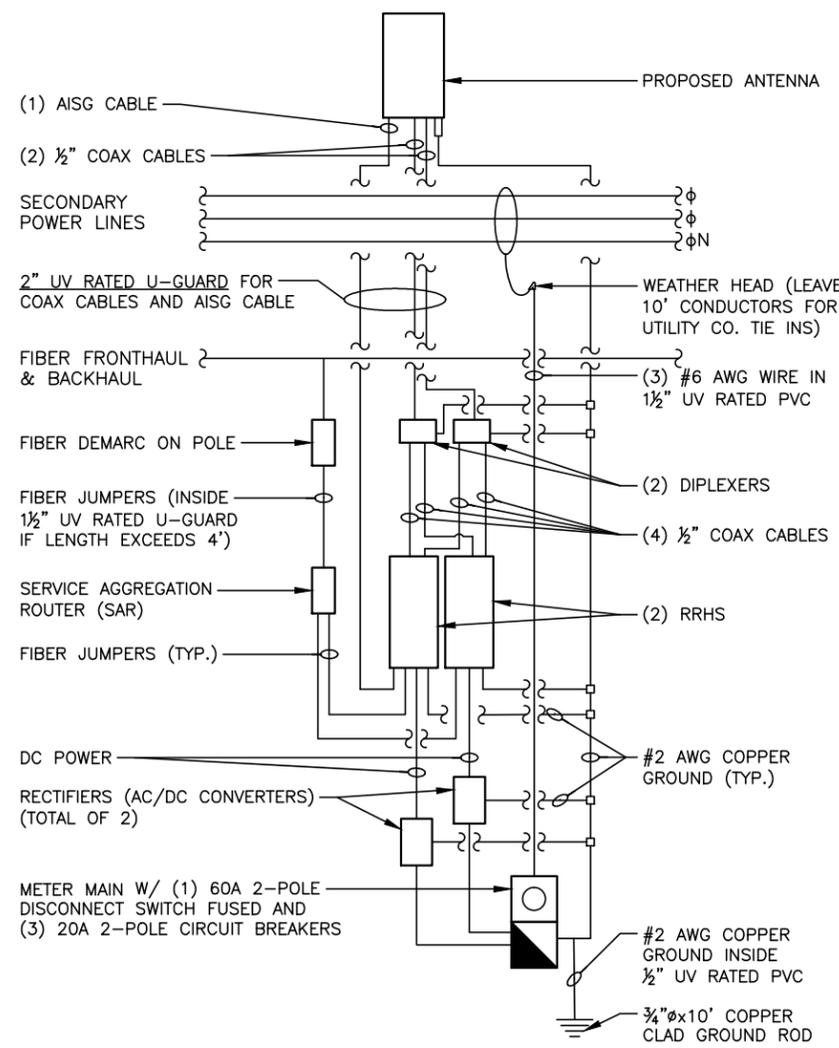
- (2) DUAL RRH BRACKET - 27"x3"x2" - 19 LBS
- (1) PCS RRH - 21.2"Hx12"Wx7.2"D - 53 LBS
- (1) AWS RRH - 25.8"Hx12"Wx7.3"D - 67 LBS
- (2) RECTIFIER - 14.1"Hx8.3"Wx3.5"D - 14.1 LBS
- (1) ROUTER - 2.6"Hx15"Wx10"D -
- (2) DIPLEXER - 7.6"Hx7.3"Wx2.6"D - 6.6 LBS

**DUAL RRH MOUNTING DETAIL**  
 SCALE: N.T.S.



**PCS/AWS DIPLEXER - 6.6 LBS**

**DIPLEXER DETAIL**  
 SCALE: N.T.S.



**GENERAL WIRING DIAGRAM**  
 SCALE: N.T.S.

CHECKED BY: JX

APPROVED BY: DPH

SUBMITTALS			
REV.	DATE	DESCRIPTION	BY
0	04/01/16	LEASE EXHIBIT	MC

SITE NAME:  
**AUBURN 2 ME**  
**SC04-4C**

SITE ADDRESS:  
 650 CENTER STREET  
 AUBURN, ME 04210

SHEET TITLE  
**EQUIPMENT DETAILS**

SHEET NUMBER  
**L-3**



# City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: November 16, 2015

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

Item

Subject: Master Lease Agreement for Cellular Micro-site Locations on City poles or Structures

Information: During the last few months, the City of Auburn Planning & Development Department has been in communications with a Verizon small cell site locator regarding site locations in the City of Auburn. Small cell sites, or micro-sites, are intended to remove cellular traffic from the larger towers also called macro-sites. As people use more data the macro-site capacity can be used up in areas with high population and usage; the goal of micro-sites is to relieve some of that pressure and not to expand service to areas that currently lack service. The process to lease micro-sites includes establishing a master lease agreement and then the site locator will confirm individual sites that would work for them and propose those to the City. There is no rental income from the master lease but individual sites determined later would generate approximately \$200-\$250 per month, per site, in revenues based on discussions with the site locator. We expect approximately 10 sites in the first year which could generate \$2500/month in revenues.

The City attorney has reviewed the master lease and it is acceptable if we are interested in the proposal.

The issue of leasing a shared pole or area to another company was raised as a potential concern with the possibility of partnering with others for wireless internet options and we asked the City attorney to specifically review that issue. We have confirmed that the City retains the right to do that. This is the applicable language in Section 13:

If LESSOR elects, during the Term of any Supplement to assign its rights under such Supplement or grant to a third party by easement or other legal instrument an interest in and to that portion of the Building and or Property occupied by LESSEE (i.e., the portion exclusively occupied by LESSEE), or a larger portion thereof, for the purpose of operating and maintaining or managing communications facilities which include the communications facility of LESSEE, LESSEE shall have the right of first refusal to meet any bona fide offer of transfer on the same terms and conditions of such offer. If LESSEE fails to meet such bona fide offer within thirty (30) days after written notice thereof from LESSOR, LESSOR may assign the Supplement and/or grant the easement or interest in the Property or portion thereof to such third person in accordance with the terms and conditions of such third party offer. LESSEE acknowledges that this paragraph does not apply to a lease or license by LESSOR to other users desiring to co-locate on the Building or Property in areas not exclusively occupied by LESSEE, and such leases and licenses for co-location shall not give rise to a right of first refusal in favor of LESSEE.

The right of first refusal ONLY applies to circumstances where the City is transferring or assigning its rights-including the lease with Verizon- to a third party. This is needed because there are aggregators that go around collecting and managing these kinds of leases. If it is another one-off assignment to a different wireless company on the same pole or the same building, there is no restriction.

Staff recommends that the Council authorize the City Manager to enter into the master lease agreement. Staff will bring individual sites back for lease addendums if the master lease is approved or the Council could

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

---

authorize staff to approve individual sites at \$250 per month per site. Having a pre-approved rate at the high end of the potential range would offer an expedited review for maximum rent (for staff, council and the tenant) and discourage negotiations for lower lease rates on individual sites that would require individual Council actions.

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**Pros:**  
Revenue opportunity.

**Cons:**  
Additional equipment visible on poles.

---

**Financial:** Revenue of \$200-\$250 per site.

---

**Action Requested at this Meeting:** Authorize City Manager to enter into master lease agreement and determine if the Council wants to review individual sites or authorize staff to approve them in areas where the City does not plan to place utilities underground and on poles that will remain in service after undergrounding utilities (street or light poles) in any area.

---

**Previous Meetings and History:** Executive session to make the council aware of the possibility and confirm that it was worth looking into on 11/2/15.

---

**Attachments:** Two draft resolves, draft master lease and photo example of utility pole with equipment.

---

**LEASE SUPPLEMENT**

This Lease Supplement (“Supplement”), is made this \_\_\_\_ day of \_\_\_\_\_, 2016 between City of Auburn, Maine, a body corporate and politic with its principal offices located at 60 Court St, Auburn, ME 04210 ("Lessor"), and Portland Cellular Partnership, a Maine general partnership d/b/a Verizon Wireless, whose principal place of business is One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920 ("Lessee").

1. **Master Lease Agreement.** This Supplement is a Supplement as referenced in that certain Master Lease Agreement between the City of Auburn, Maine and Portland Cellular Partnership d/b/a Verizon Wireless dated February 2, 2016, (the “Agreement”). All of the terms and conditions of the Agreement are incorporated herein by reference and made a part hereof without the necessity of repeating or attaching the Agreement. In the event of a contradiction, modification or inconsistency between the terms of the Agreement and this Supplement, the terms of this Supplement shall govern. Capitalized terms used in this Supplement shall have the same meaning described for them in the Agreement unless otherwise indicated herein.

2. **Premises.** Lessor hereby leases to Lessee certain space on Lessor's Property, as follows: space for Lessee’s telecommunications equipment on Lessor’s existing light pole located near the intersection of Center Street and the entrance to the Auburndale Shopping Center at 650 Center Street, Auburn, Maine (the “Premises”). The Premises and Lessee’s equipment are as shown on Exhibit “1” attached hereto and made a part hereof.

3. **Term.** The Commencement Date of this Supplement shall be September 1, 2016, and the Term of this Supplement shall be as set forth in the Agreement.

4. **Consideration.** Rent under this Supplement for the initial five year term shall be \$2,400.00 per year, payable to Lessor at the address set forth above. The annual rental during the initial term and all extension terms will be increased annually on the anniversary of the Commencement Date to 102% of the annual rate in effect for the prior year. Lessee’s electrical service shall be separately metered and paid for by Lessee.

5. **Site Specific Terms.** Lessee shall have the right to extend electrical and telecommunications service the Premises from the adjacent pole shown on Exhibit 1.

**IN WITNESS WHEREOF**, the Parties hereto have set their hands and affixed their respective seal the day and year first above written.

LESSOR:

CITY OF AUBURN

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Its: \_\_\_\_\_

LESSEE:

PORTLAND CELLULAR PARTNERSHIP  
d/b/a Verizon Wireless

By: Cellco Partnership  
Its: General Partner

By: \_\_\_\_\_  
Lynn Ramsey  
Its: Vice President Field Network  
Date:

EXHIBIT 1  
**SITE PLANS OF PREMISES**

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



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

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 30-05162016 (a)

ORDERED, that the City Council authorizes the City Manager to enter into a Supplemental Lease Agreement for Cellular Micro-site Locations on City poles or Structures at 650 Center Street with Portland Cellular Partnership, a Maine general partnership, d/b/a Verizon Wireless for a fee of \$250 per month.

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



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

Jonathan P. LaBonte, Mayor

## IN CITY COUNCIL

### ORDER 30-05162016 (b)

ORDERED, that the City Council authorizes the City Manager to enter into a Supplemental Lease Agreements for Cellular Micro-site Locations on City poles or Structures at 650 Center Street and other locations as proposed and approved at a staff level with Portland Cellular Partnership, a Maine general partnership, d/b/a Verizon Wireless.

This resolve authorizes that proposed site locations may be reviewed, acted upon and lease addendums signed by the City Manager, with input from staff as they are proposed individually or as a group, prior to installation, authorizing individual locations. This authorization shall only apply to proposed lease rates of \$250 per location per month or greater and adjusted annually by the CPI-Urban for future years beginning in 2016. Individual proposed locations shall be compared to the City's long range plans to confirm that they are either:

- 1) Not located in areas where the City intends to eliminate overhead utilities (Currently the New Auburn Village Center, possibly the Minot Avenue corridor between High and Court Streets); or
- 2) In areas where the City intends to eliminate overhead utilities the micro site locations shall only be allowed on poles or structures such as buildings, traffic signals and street light poles that will need to remain in place after the utility work.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** May 16, 2016

**Resolve:** 05-05162016

**Author:**

**Subject:** Clarifying that the Resolve 04-06012015 passed under the previous Council supporting the work of the Joint Charter Commission but does not authorize City Employees to perform support activities for the Joint Charter Commission as part of a work plan for FY17.

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**Information:** It has come to the City Council's attention that the Joint Charter Commission is seeking to create multiple committees to build the Departments it was to propose as a merger and are requesting staff involvement from Auburn in doing that work.

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**Advantages:** Due to current workloads for city initiatives and city committees, the Resolve helps staff to avoid the distraction of having to research, gather information, and participate in interviews of the Joint Charter Commission.

**Disadvantages:**

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:**

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**Previous Meetings and History:** 6/15/2015 passage of resolve 04-06012015 supporting the work of the Joint Charter Commission

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**Attachments:** Councilors agenda request form, Resolve 04-06012015, Resolve 05-05162016



# City Council Workshop Agenda Item Request Form

## City of Auburn

Requesting Councilor's Name: Robert Stone May 2, 2016  
 Second Councilor Name: James Pross, Leroy Walker May 5, 2016

**Policy:** Refrain from expenditure of Auburn staff time and/or resources for the Joint Charter Commission

**Summary of Issue:** On June 15, 2015, the Auburn Council by a split vote passed a resolve supporting the work of the Joint Charter Commission. This action was taken at the request of the Commission so that it might draw down \$50,000 in state taxpayer money to hire a consultant to do their work.

It has now come to the City Council's attention that the Commission is seeking to create multiple committees to build the Departments it wants to propose as a merger and are requesting staff involvement from Auburn in doing that work.

The employees of the City of Auburn are extremely busy with budgeting, planning and day to day operational management of the many activities of city government. City employees report to the Auburn City Manager who operates under the oversight of the Auburn City Council. The Joint Charter Commission is a separate entity, outside the scope and essential functions of Auburn municipal government which is already operating with staff reductions to meet the demands of the citizenry, and has consultants and a board that can complete this work. Staffing support of Joint Charter activities was not budgeted in the FY16 budget and has not been proposed in FY17.

**Recommended Action for Consideration:** Council resolution clarifying that the resolve passed under the previous City Council did not authorize Auburn city employees to perform support activities, including research, information gathering, report preparation and interview participation in support of Joint Charter Commission. And that this Council encourages the public to be engaged and informed, but does not authorize those activities as part of a workplan for FY17.

**Existing Policy References (Comp. Plan, etc):** Resolve 04-06012015

**Committees of Jurisdiction (if applicable):** Finance & Administration

*In order for a workshop item to be considered for an upcoming Auburn City Council Workshop agenda, please complete the above and present it at any time to the Mayor and City Manager. Our goal is to have items requested on a workshop agenda within 90 days of the date received.*

**DO NOT WRITE BELOW THIS LINE**

-----  
Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

(City Manager)

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

(City Clerk)

90 Day Date: \_\_\_\_\_

Staff Assigned: \_\_\_\_\_

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



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

Jonathan P. LaBonte, Mayor

## IN CITY COUNCIL

RESOLVE 04-06012015

**Resolve, Expressing the Support of the City Council of the City of Auburn for the Process Now Underway to develop a Plan and Charter for the Possible Consolidation of the cities of Lewiston and Auburn for Presentation to the voters in November 2016.**

- Whereas, the Cities of Lewiston and Auburn are recognized leaders in the State of Maine for intergovernmental cooperation, working together to cost effectively provide a wide range of services from water pollution control to public transportation; and
- Whereas, at a joint Lewiston Auburn City Council meeting held on May 1, 2013, the Councils discussed the concept of municipal consolidation as the next step in cooperation; and
- Whereas, following the discussion held at this joint meeting, residents of both Lewiston and Auburn organized successful petition campaigns for the purpose of creating a Joint Charter commission to explore and formalize a consolidation effort; and
- Whereas, members of a Joint Charter Commission were elected in June 2014 and have been working diligently since then; and
- Whereas, the Commission has tentatively selected the general election of November 2016 as the date where the communities will vote on a charter that would formally consolidate the two communities into a single local government; and
- Whereas, it is right and appropriate that the residents of Lewiston and Auburn have the opportunity to vote on whether to approve a joint charter and consolidate the two communities;

**Now, therefore, be it resolved by the City Council of the City of Auburn**  
that:

We support the process now underway to develop a plan and charter for a consolidated Lewiston Auburn that is tentatively scheduled to be presented to the voters of our community in November 2016. We urge all residents to become informed about and participate in this process in order to be prepared to vote on whether or not to adopt a joint charter and become one municipality.

Passage on 6/15/2015 4-2 (Councilors Walker and Gerry opposed).

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



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

Jonathan P. LaBonte, Mayor

## IN CITY COUNCIL

### RESOLVE 05-05162016

**RESOLVED**, that the City Council hereby directs the City Manager that Auburn city employees, while serving in their official capacity, shall not perform support activities, including research, information gathering, report preparation or interview participation in support of Joint Charter Commission through the end of FY17, unless the work is completed in response to a public records request following the standard procedure utilized by the City Manager or his designee.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** May 16, 2016

**Order:** 31-05162016

**Author:** Reine Mynahan, Community Development Director

**Subject:** 2016 Annual Action Plan of the Community Development Block Grant Program and HOME Investment Partnerships Program

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**Information:** The budget discussions occurred at the City Council workshops of April 4  
Final Budget (see attached sheets)  
Community Development Block Grant \$1,181,768  
HOME Investment Partnerships Program/Auburn grant \$816,134  
HOME Investment Partnerships Program/Lewiston grant \$760,585

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**Advantages:**

**Disadvantages:**

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

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**Staff Recommended Action:** Approval of Action Plan

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**Previous Meetings and History:** April 4 and public hearing of May 2.

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**Attachments:** Budget Sheets and 2016 Annual Action Plan



City of Auburn  
Community Development Block Grant Program  
Fiscal Year 2016

	<b>Proposed FY 2016 Budget</b>
<b>Planning and Administration</b>	
General Administration	\$130,000
Project Delivery Costs/Housing	\$93,000
Goods and Services	\$12,100
<b>Support Fair Housing and Increase Housing Choice</b>	
Fair Housing	\$2,000
<b>Sub Total</b>	<b>\$237,100</b>
<b>Promote Jobs and Development</b>	
Small Business/Commercial Loan Program	\$200,000
<b>Sub Total</b>	<b>\$200,000</b>
<b>Prevent Deterioration of Housing Stock</b>	
Rehabilitation Loan Program	\$250,743
Lead Testing/Clearance/Training	\$7,790
Community Concepts Weatherization	\$16,500
Code Enforcement	\$50,000
<b>Sub Total</b>	<b>\$325,033</b>
<b>Improve Parks and Establish Community Gardens</b>	
Community Garden	\$5,950
<b>Sub Total</b>	<b>\$5,950</b>
<b>Make Neighborhood Streets Safer and More Walkable</b>	
Sidewalk Project	\$312,050
<b>Sub Total</b>	<b>\$312,050</b>
<b>Support People in their Efforts to Transition Out of Poverty</b>	
Androscoggin Head Start/Family Advocacy	\$9,000
Auburn Recreation Department & Scholarships	\$15,000
Literacy Volunteers of Androscoggin County/Adult Literacy	\$8,635
Auburn Police Department/Work with ME	\$40,000
Community Concepts/Bridges out of Poverty	\$11,000
<b>Prevent Homelessness</b>	
Safe Voices / Social Services	\$11,000
Tedford Housing & Support Services for Homeless	\$7,000
<b>Sub Total</b>	<b>\$101,635</b>
<b>Total Budget</b>	<b>\$1,181,768</b>

**City of Auburn**  
**HOME Investment Partnerships Program**  
**Fiscal Year 2016**

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		<b>FY2016 Budget</b>
<b>PROGRAM ADMINISTRATION</b>		
General Administration	\$	24,000
Project Delivery Costs	\$	30,000
Goods and Services	\$	2,500
<b>Sub Total</b>	<b>\$</b>	<b>56,500</b>
	<b>\$</b>	<b>758,749</b>
<b>INCREASE OWNER OCCUPANCY</b>		
Homebuyer	\$	75,000
Special Project/132 Hampshire/62 Harvard Street		
Special Project/Purchase 2 single family dwellings	\$	225,000
<b>PREVENT DETERIORATION OF HOUSING STOCK</b>		
Homeowner Rehabilitation	\$	119,634
<b>PREVENT HOMELESSNESS</b>		
Security Deposits	\$	15,000
Staying Home Rental Assistance	\$	75,000
<b>SUPPORT CONSTRUCTION OF NEW AFFORDABLE HOUSING UNITS</b>		
62 Spring Street	\$	250,000
<b>Sub Total</b>	<b>\$</b>	<b>759,634</b>
<b>TOTAL BUDGET</b>		<b>\$ 816,134</b>

**City of Lewiston**  
**HOME Investment Partnerships Program**  
**Fiscal Year 2016**

PROGRAM ADMINISTRATION

**General Administration** \$ 14,634

Create more stable and diverse Mixed-Income Neighborhoods

**Homebuyer Assistance**

Homebuyer Assistance \$ 47,370

Special Projects

**Improve Safety and Energyefficiency of Housing Stock**

Homeowner Rehabilitation \$ 190,120

Rental Set-Aside \$ 493,590

**Prevent Homelessness**

Security Deposits \$ 14,871

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**TOTAL BUDGET \$ 760,585**

## Executive Summary

### AP-05 Executive Summary - 91.200(c), 91.220(b)

#### 1. Introduction

The 2016 Annual Action Plan is the second year of the 2015-2019 Consolidated Plan for the City of Auburn. The City of Lewiston is a consortium member through approval of the Mutual Cooperation Agreement. Through a new integrated process, Community Development Block Grant (CDBG) Programs and HOME Investment Partnerships (HOME) Programs of both cities are incorporated into this Annual Action Plan. The City of Auburn's plan includes the HOME Investment Partnerships Program for both Auburn and Lewiston, and Community Development Block Grant for Auburn. The City of Lewiston's Annual Action Plan includes the Community Development Block Grant Program for Lewiston. Each City oversees its own Community Development Program, and Auburn administers the HOME Program for both cities.

HOME Consortium combined programs are Homebuyer Assistance, Home Owner Rehab, and Security Deposit Programs with shared guidelines adopted by the City Council of the City of Auburn. Programs are administered by each City with some staff sharing from time to time. Projects and special activities are authorized by each City Council through the budget process. Loans are approved by each city through their respective loan committees and/or City Councils.

The City of Auburn will receive \$511,800 dollars from the Community Development Block Grant Program, \$240,223 in anticipated program income, and \$429,745 in carryover funds for a total of \$1,181,768. The City will also receive \$168,137 from the HOME Investment Partnerships Program, \$281,985 in anticipated program income, and \$366,012 in carryover funds for a total of \$816,134.

The City of Lewiston will receive \$155,204 from the HOME Investment Partnerships Program, \$89,551 in anticipated program income, and \$515,830 in carry over funds for a total availability of \$760,585.

The national purpose of the CDBG program is “... the development of viable urban communities, by providing decent housing and a suitable living environment, and expanding economic opportunities principally for persons of low and moderate income.” The national purpose of the HOME program is “to create affordable housing for low-income households.”

Community Development funds are spent in a “target area” in the community in which there is a high proportion of low and moderate income people. The uses of the funds are limited to housing improvements, infrastructure improvements, job creation, and social services. So long as the national test is met, there is considerable flexibility in the use of the funds, although social service spending has a cap of 15% of available program funds.

## **2. Summarize the objectives and outcomes identified in the Plan**

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The City of Auburn’s strategic plan has 8 high priority and 1 low priority goals.

1. The High Priority goals are to:
  - a. Support people in their efforts to transition out of poverty
  - b. Prevent deterioration of housing stock
  - c. Promote jobs and development
  - d. Make neighborhood streets safer and more walkable
  - e. Prevent homelessness
  - f. Increase owner occupancy
  - g. Improve parks and establish community gardens
  - h. Support construction of new affordable housing
2. The low priority goal is:
  - a. Support fair housing

The City of Lewiston is a recipient of HOME Investment Partnerships Program funds through the City of Auburn. The City of Lewiston has 4 high priority goals for its HOME funds:

1. Prevent homelessness
2. Improve the safety and energy efficiency of the housing stock
3. Reduce lead hazards in housing
4. Create more stable and diverse mixed-income neighborhoods

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Below is an assessment of the accomplishments against the goals identified in the City of Auburn 2015-2019 Consolidated Plan. Accomplishments at the end of the first year should be approximately 20% of the production goals.

**2015-19 Consolidated Plan Strategies and Outcomes**  
**Auburn**  
**9 Month Accomplishments**

<b>Activity:</b>	<b>5 Year Objectives</b>	<b>Year 1</b>	<b>Percentage of Goal Met</b>
Support People in their Efforts to Transition out of Poverty	1,000 persons	151	16%
Prevent Deterioration of Housing Stock	90 homeowner housing units	13	15%
Prevent Deterioration of Housing Stock	100 Homeowner and Rental Housing made Lead Safe	17	17%
Prevent Deterioration of Housing Stock	40 rental units visible exterior improvements	10	25%
Prevent Deterioration of Housing Stock	500 target area buildings inspected by Code Enforcement	49	10%
	125 health and safety violations corrected/private funds 45	12	10%
	corrected with public funds	0	0%
Promote Jobs and Development	20 businesses assisted	0	0%
Make Neighborhood Streets Safer and More Walk-able	3,000 linear feet of repaved sidewalks	0	0%
Prevent Homelessness	200 homeless assisted with case management	48	24%
Prevent Homelessness	125 homeless or at risk assisted with security deposits	28	23%
Increase Owner Occupancy	25 renters assisted to purchase a home	1	4%
Improve Parks	2 city parks/1 upgraded and 1 new	1	100%
		0	0%
Support Community Gardens	3 community gardens	1	33%
Support Construction of Affordable Housing Units	60 new affordable rental units	0	0%
Support Fair Housing	4 landlord	0	0%
	4 tenant workshops	0	0%
	4 poster fairs	1	25%

**2015-19 Consolidated Plan Strategies and Outcomes  
Lewiston  
9 Month Accomplishments**

<b>Activity:</b>	<b>5 Year Objectives</b>	<b>Year 1</b>	<b>Percentage of Goal Met</b>
Prevent Homelessness	125 homeless or near homeless assisted with security deposits	13	10%
Improve Safety and Energy Efficiency of Housing Stock	10 homeowner housing rehabilitated	0	0%
Improve Safety and Energy Efficiency of Housing Stock	50 affordable rental units constructed	0	0%
Create Stable and Diverse Mixed-Income Neighborhoods	17 renters to become owners	1	6%

**4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

A subcommittee of the Citizens Advisory Committee held several meetings to prepare for reviewing public service proposals. They met on December 14, 2015 to review the Request for Public Services Proposals format and made recommendations for changes to the document. Rating sheets and the submitted proposals were picked up by committee members on January 15, 2016. The Committee held agency interviews on February 9<sup>th</sup>, then made decisions about awards. A record of the meeting is summarized in Citizen Participation Comments under Attachments/AD-26 Administration, Meeting Record of Subcommittee for Public Services.

The Citizens Advisory met on March 30, 2016 where 11 of the 15 members were present. Staff provided an overview of the strategies and goals of the Consolidated Plan and the progress that was made in the first year of the plan. Two issues contributed to the lagging production, need to modify program guidelines, and the hold up of the sidewalk project where funding was being considered for a Neighborhood Reinvestment Unit proposal. The NRU proposal as presented was not supported by the City Council. This year's sidewalk budget has been increased to provide

greater funding to undertake a larger project. The record of the committee meeting is summarized in Citizen Participation Comments in Attachments/ AD-26 Administration, Meeting Record of Citizen Advisory Committee.

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Citizen Advisory Committee expressed concern that the funds for sidewalks/lighting will be reallocated to the New Auburn Park. There was concern about lighting in the area of the PAL Center. The committee would like to see a cost comparison of lighting options including solar lighting. The committee would like to see a master planning effort for Union Street Park. There was also concern about damage caused by plowing the sidewalks where curbs have been torn up. See Citizen Participation Comments in Appendix/ AD-26 Administration, Meeting Record of Citizen Advisory Committee.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

All views were accepted; however, the lighting project is not currently in the budget, nor is there funding for master planning of Union Street Park. These projects will need to be considered in another Action Plan.

## **7. Summary**

The Citizen Advisory Committee expressed concern about some projects not moving forward, but agreed to support the budget as presented.

In the development of the 2015-19 Consolidated Plan there was extensive participation by the Citizens Advisory Committee as well as extensive outreach in the community. Nine Bates College students circulated amongst the three target areas to survey residents. In all 75 people were surveyed. Results were delivered by students at an advisory committee meeting. Further two neighborhood meetings were held with good attendance. Information from these outreach efforts helped to inform the CAC on resident priorities and weighed heavily when CAC members set priorities. These priorities have guided the 2016 Annual Action Plan.

## PR-05 Lead & Responsible Agencies - 91.200(b)

### 1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	Auburn	City of Auburn, Economic and Community Development Department
HOME Administrator	Auburn	City of Auburn, Economic and Community Development Department

Table 1 – Responsible Agencies

### Narrative

#### Consolidated Plan Public Contact Information

Michael Chamblings, Economic and Community Development Director

City of Auburn, 60 Court Street, Auburn, ME 04210

(O) 207-333-6601 ext. 1218

(F) 207-333-6625

mchamblings@auburnmaine.gov

## **AP-10 Consultation - 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

**Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).**

The consultation with public service agencies was part of an extensive Consolidated Plan process that started in 2015. The Cities of Auburn and Lewiston surveyed local providers and agencies about the needs of the community as a whole and specifically the needs of youth, families, the elderly, and people transitioning to employment. Fifty agency representatives participated in the Social Service Consultation Survey. Survey results were presented at a joint meeting of the Lewiston and Auburn Citizens Advisory Committees. The surveys helped to inform CAC committee members about the needs of the community, and carried great weight in setting strategies and goals of the Consolidated Plan. This consultation process helped to direct two approaches selected by the Citizens Advisory Committee:

- Support people in their efforts to transition out of poverty by 1) helping young people to get the personal and educational skills needed to live a healthy and productive life, and expand programming for at-risk teenagers that helps them learn work skills and graduate from high school, and 2) support adults to successfully provide for themselves and their families through education and development of employment skills including mentoring, work readiness, and job training programs .
- Prevent homelessness by supporting homeless people with housing first, then with improved access to services.

All of the public service programs address these two high priorities.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The Maine State Housing Authority works with homeless service providers and other organizations towards a shared goal of preventing and eliminating homelessness in Maine. Collaborative efforts include the Continuum of Care (COC) a group of service providers serving a particular geographic area who work together to develop programs that address homelessness. Lewiston and Auburn are part of the Maine Balance of State Continuum of Care.

Locally, providers who address the continuum of homeless services for the area collaborate through the Lewiston-Auburn Alliance for Services to the Homeless (LAASH). LAASH works to improve access to services and housing for persons who are homeless or at risk, shares information and strengthens cooperation among local agencies and homeless providers, identifies gaps in services, increases public awareness about homeless issues, and seeks funding to service the homeless and at-risk. The group meets monthly to focus on local homeless issues and provide a forum for educating its members. Auburn and Lewiston Community Development staff participate in LAASH, and a consultation meeting with LAASH informed the needs and priorities of the Consolidated Plan.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction’s area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

**Not applicable**

**2. Agencies, groups, organizations and others who participated in the process and consultations**

Androscoggin Head Start & Child Care	Community Concepts, Inc.
Catholic Charities	Museum LA
American Red Cross (United Valley Chapter)	The Visible Community
Lewiston Adult Education	City of Lewiston – General Assistance
Tree Street Youth	Restorative Justice Institute of Maine
Healthy Androscoggin	USM Lewiston Auburn College
New Beginnings, Inc.	Maine People’s Alliance
City of Auburn Recreation Department	Lewiston Career Center
CMMC	Center for Women’s Wisdom
Tedford Housing	Tri-County Mental Health
Seniors Plus	Learning Works
Safe Voices	Western Maine Community Action
Horn of Africa Aid and Rehabilitation Action Network	Advocates for Children
YWCA of Central Maine	United Way of Androscoggin County
Sexual Assault Prevention and Response Services	Preble Street Veterans Housing Services
City of Auburn Social Services	

**Table 2 – Agencies, groups, organizations who participated**

**Identify any Agency Types not consulted and provide rationale for not consulting**

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Lewiston-Auburn 10-Year Plan to End Homelessness	City of Auburn and City of Lewiston	The strategic plan incorporates the goals articulated in the plan where appropriate and relevant
Analysis of Impediments to Fair Housing Choice	City of Auburn and City of Lewiston	The strategic plan incorporates the goals articulated in the plan where appropriate and relevant
New Auburn Master Plan	City of Auburn	The strategic plan incorporates the goals articulated in the plan where appropriate and relevant
Auburn Comprehensive Plan	City of Auburn	The strategic plan incorporates the goals articulated in the plan where appropriate and relevant

**Table 3 – Other local / regional / federal planning efforts**

**Narrative**

The Cities of Auburn and Lewiston formed a consortium to qualify for HOME Investment Partnerships Program funds. The 3-year HOME Consortium Plan includes a consultation process with Maine State Housing Authority.

Lewiston and Auburn Community Development Department staff both participate in the Lewiston-Auburn Alliance for Services to the Homeless (LAASH) which meets monthly.

As part of the process to develop the 2015-19 Consolidated Plan, the Auburn and Lewiston Citizens Advisory Committees held a joint meeting to discuss the results of the social service consultation survey and to consider common goals and opportunities to coordinate programs as appropriate. Auburn and Lewiston Community Development staff work closely on both the development and implementation of the plan.

## **AP-12 Participation - 91.401, 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

Outreach for the 2016 Annual Action Plan was through the issuance of a Request for Proposals for Public Services, participation by the Citizens Advisory Committee, and a Public Hearing held by the Auburn City Council on May 2, 2016. The Citizens Advisory Committee meeting was open to the public; notices were published on the City's website.

Notices were placed in the Lewiston Sun Journal announcing the availability of the Draft 2016 Annual Action Plan, the 30-day comment period, and the public hearing. Legal notices are attached in Grantee Unique Appendices of Attachments under AD-26 Administration.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Website Notice	Non-targeted/broad community of Auburn Citizens	Citizens Advisory Committee Meeting of March 30, 2016	No members of the public attended, only CAC members. Meeting Record attached.		
2	Newspaper Ad Public Hearing Notice and 30-day comment period	Non-targeted/broad community of Auburn Citizens	Many people were in the audience, including three from supported agencies, but only one spoke	Literacy Volunteers spoke of the value of providing tutoring services		
3	Newspaper Ad Public Notice	Published Draft 2016 Annual Action Plan	No comments	No comments		

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

#### Introduction

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Administration Economic Development Housing Rehab Public Improvements Public Services	511,800	240,223	429,745	1,181,768	2,256,000	Community Development funds will support 7 of the goals. High priority goals are support people in their efforts to transition out of poverty; prevent deterioration of housing stock; promote jobs and development; make neighborhood streets safer and more walk-able; prevent homelessness; improve parks and establish community gardens. The low priority goals is to support fair housing.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition/ Rehab Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab TBRA	323,341	371,536	881,842	1,576,719	1,650,000	HOME funds will support all 4 high priority goals: prevent deterioration of housing stock; prevent homelessness; increase owner occupancy, and support new housing construction for Auburn and Lewiston.

**Table 1 - Expected Resources – Priority Table**

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

Community Development funds that leverage additional resources are primarily the public service activities. A limited amount of resources will be leveraged through the Small Business and Commercial Rehab Programs where there is a 75% match. The weatherization program provides a 50% match from Department of Energy funds. The Lead Hazard Control Grant for which Auburn is a sub-recipient will provide a 85% grant to the City’s 15% CDBG match.

Terms for rehabilitation loan programs vary. Investor programs to improve the housing stock require a 25% match. Several programs that target low income populations are deferred payment loans and have no match requirements.

Federal HOME funds will leverage private resources primarily through homebuyer activities. Both Auburn and Lewiston have rental projects in the cue for the coming LIHTC competition; however, even if both are selected neither will produce match in FY2016. The Consortium does not anticipate substantial match in the coming year. The match will come primarily from projects funded under the Homebuyer Loan Program.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

115 Academy Street and 186 Main Street are available for construction of affordable rental housing. Both properties were acquired with CDBG funds.

### **Discussion**

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Anti-poverty/Auburn	2016	2017	Non-Housing Community Development	DOWNTOWN TARGET AREA NEW AUBURN TARGET AREA UNION STREET TARGET AREA	Anti-poverty/Auburn	CDBG: \$83,635	Public service activities other than Low/Moderate Income Housing Benefit: 210 Persons
2	Prevent Deterioration of Housing Stock/Auburn	2016	2017	Affordable Housing	DOWNTOWN TARGET AREA NEW AUBURN TARGET AREA UNION STREET TARGET AREA	Prevent Deterioration of Housing Stock/Auburn	CDBG: \$275,033  HOME: \$119,634  CDBG \$50,000	Rental units rehabilitated: 28  Homeowner Housing Rehabilitated: 16 Household  Housing Code Enforcement: 100 Units
3	Promote Jobs and Development/Auburn	2016	2017	Non-Housing Community Development	DOWNTOWN TARGET AREA NEW AUBURN TARGET AREA UNION STREET TARGET AREA	Promote Jobs and Development/Auburn	CDBG: \$200,000	Facade treatment/business building rehabilitation: Assist 4 Businesses Small Business Loans: Assist 4 Businesses

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Make Neighborhood Streets Safe and Walkable/Auburn	2016	2017	Non-Housing Community Development	DOWNTOWN TARGET AREA NEW AUBURN TARGET AREA UNION STREET TARGET AREA	Make Neighborhood Streets Safe and Walkable/Auburn	CDBG: \$312,050	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2000 Persons Assisted
5	Prevent Homelessness/Auburn	2016	2017	Homeless	DOWNTOWN TARGET AREA NEW AUBURN TARGET AREA UNION STREET TARGET AREA	Prevent Homelessness/Auburn	CDBG: \$18,000  HOME: \$90,000	Public service activities other than Low/Moderate Income Housing Benefit: 65 Persons Assisted  Emergency assistance to prevent evictions: 16 Households Assisted
6	Increase Owner Occupancy/Auburn	2016	2017	Affordable Housing	DOWNTOWN TARGET AREA NEW AUBURN TARGET AREA UNION STREET TARGET AREA	Increase Owner Occupancy/Auburn	HOME: \$75,000  HOME: \$225,000	Direct Financial Assistance to Homebuyers: 5 Households Assisted  Acquire, Rehabilitate and Resell to Income Qualified Households: 2 Buildings

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	Improve Parks and Community Gardens/Auburn	2016	2017	Non-Housing Community Development	DOWNTOWN TARGET AREA NEW AUBURN TARGET AREA UNION STREET TARGET AREA	Improve Parks and Community Gardens/Auburn	CDBG: \$5,950	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 24 Persons Assisted
8	Support Construction of New Affordable Housing/Auburn	2016	2018	Affordable Housing	DOWNTOWN TARGET AREA NEW AUBURN TARGET AREA UNION STREET TARGET AREA	Support Construction of New Affordable Housing/Auburn	HOME: \$250,000	Multi-Family Rental New Construction: 31 Units Created
9	Fair Housing/Aub	2016	2017	Fair Housing and Housing Choice	DOWNTOWN TARGET AREA NEW AUBURN TARGET AREA UNION STREET TARGET AREA	Support Fair Housing/Auburn	CDBG: \$2,000	Other: 2 Landlord and Tenant Trainings
10	Prevent Homelessness/Lewiston	2016	2017	Affordable Housing	Lewiston Target Areas	Prevent Homelessness/Lewiston	HOME: \$14,871	Housing for Homeless added: 21 Household Housing Unit
11	Improve Safety & Efficiency of Housing/Lewiston	2016	2017	Affordable Housing	Lewiston Target Areas	Improve the Safety & Energy Efficiency/Lewiston	HOME: \$190,120	Homeowner Housing Rehabilitated: 5 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
12	Create Mixed Income Neighborhoods/Lewiston	2015	2019	Affordable Housing	Lewiston Target Areas	Create Mixed-Income Neighborhoods/Lewiston	HOME: \$47,370  \$493,590	Direct Financial Assistance to Homebuyers: 2 Households Assisted  Multi-Family Rental New Construction: 19 Units Created

**Table 2 – Goals Summary**

### Goal Descriptions

<b>1</b>	<b>Goal Name</b>	Anti-poverty/Auburn
	<b>Goal Description</b>	<p>Support People in their Efforts to Transition Out of Poverty</p> <p>1. Focus on helping young people growing up in poverty to get the personal and educational skills needed to live a healthy and productive adult life.</p> <ul style="list-style-type: none"> <li>a) Expand programming for at-risk teenagers that helps them learn work skills, graduate from high school.</li> <li>b) Create youth apprenticeship opportunities with local businesses.</li> </ul> <p>2. Support low-income adults to successfully provide for themselves and their families through education and development of employment skills including mentoring, work readiness, and job training programs.</p>

2	<b>Goal Name</b>	Prevent Deterioration of Housing Stock/Auburn
	<b>Goal Description</b>	<p>Prevent deterioration of housing stock</p> <ol style="list-style-type: none"> <li>1. Provide grants, deferred loans, and low-interest loans for the rehabilitation of owner and rental housing that is occupied by low and moderate income households.</li> <li>2. Provide matching funds to implement the 3-year federal grant to reduce childhood lead poisoning.</li> <li>3. Provide Community Development staff support to the Lewiston-Auburn Lead Subcommittee to assist with implementation of the 5-year Strategic Action Plan for the Reduction of Childhood Lead Poisoning in the Cities of Auburn and Lewiston.</li> <li>4. Financially support code enforcement activities that result in improvements to the housing stock.</li> <li>5. Provide financial assistance to encourage exterior, as well as health and safety improvements.</li> </ol>
3	<b>Goal Name</b>	Promote Jobs and Development/Auburn
	<b>Goal Description</b>	<p>Promote Jobs and Development</p> <ol style="list-style-type: none"> <li>1. Assist small businesses to start up, succeed, and grow through: <ol style="list-style-type: none"> <li>a. Loans and grants to upgrade and adapt buildings in the target area</li> <li>b. Loans to support job creation for low-income people anywhere in the City</li> </ol> </li> </ol>
4	<b>Goal Name</b>	Make Neighborhood Streets Safe and Walkable/Auburn
	<b>Goal Description</b>	<p>Make Neighborhood Streets Safer and More Walkable</p> <p>Provide infrastructure funds on a 50% match of City capital improvements funds for lighting, sidewalks, landscaping improvements in target areas</p>

5	<b>Goal Name</b>	Prevent Homelessness/Auburn
	<b>Goal Description</b>	<p>Prevent homelessness</p> <ol style="list-style-type: none"> <li>1. Support homeless people first with housing, then with services to help them provide for themselves and their families through work readiness training and job skills development.</li> <li>2. Provide staff support to Lewiston-Auburn Alliance for Services to the Homeless (LAASH) to improve access to services for housing for persons who are homeless or at-risk.</li> <li>3. As a first step towards helping the homeless or at-risk households re-integrate into the community provide a City-sponsored Security Deposit Program as well as other "housing first" approaches.</li> </ol>
6	<b>Goal Name</b>	Increase Owner Occupancy/Auburn
	<b>Goal Description</b>	<p>Increase owner occupancy</p> <ol style="list-style-type: none"> <li>1. Make it easier for renters to become homeowners <ol style="list-style-type: none"> <li>a. Financial help for down payments and financial counseling for low and moderate income renter households seeking to purchase a first home in Auburn.</li> <li>b. Find alternative mortgage financing for New Americans and other residents to be able to move up to homeownership, and work with Auburn Housing Authority to identify potential owners.</li> </ol> </li> </ol>
7	<b>Goal Name</b>	Improve Parks and Community Gardens/Auburn
	<b>Goal Description</b>	<p>Improve Parks and Establish Community Gardens</p> <ol style="list-style-type: none"> <li>1. Enhance physical infrastructure of key in-town parks <ol style="list-style-type: none"> <li>a. Improve lighting at Union Street</li> <li>b. Extend the Riverwalk into New Auburn</li> <li>c. Improve walkways to and from park</li> </ol> </li> <li>2. Provide opportunities for growing fresh healthy foods by establishing community gardens in the Downtown, Union Street and New Auburn target areas.</li> </ol>

8	<b>Goal Name</b>	Support Construction of New Affordable Housing/Auburn
	<b>Goal Description</b>	Support Construction of New Affordable Housing Units Provide financial assistance to developers of high quality affordable mixed income housing in the target area of Auburn.
9	<b>Goal Name</b>	Fair Housing/Auburn
	<b>Goal Description</b>	Support Fair Housing and Increase Housing Choice Conduct workshops for both landlords and tenants about the right and responsibilities of each party, and the avenues for redress in the event of a problem; sponsor fair housing poster contest in schools.
10	<b>Goal Name</b>	Prevent Homelessness/Lewiston
	<b>Goal Description</b>	As a first step towards helping the homeless or at-risk households re-integrate into the community provide a City-sponsored Security Deposit Program as well as other "housing first" strategies.
11	<b>Goal Name</b>	Improve Safety & Efficiency of Housing/Lewiston
	<b>Goal Description</b>	Provide grants and low-interest loans for the rehabilitation of owner and rental housing that is occupied by low and moderate income households, including energy efficiency, weatherization and emergency repair for buildings. Focus on buildings with 1-4 units, and consider expanding to include larger multi-family buildings. Continue to work to combine multiple funding sources to make the most impact on individual buildings.
12	<b>Goal Name</b>	Create Mixed Income Neighborhoods/Lewiston
	<b>Goal Description</b>	Help renters become owners with income qualified down payment and closing cost assistance and continue to require first-time homeowner and landlord classes.

**Table 3 – Goal Descriptions**

## AP-35 Projects - 91.420, 91.220(d)

### Introduction

Projects/Programs were identified by the Citizens Advisory Committee through the planning process for the Consolidated Plan.

#	Project Name
1	Anti-poverty/Auburn
2	Prevent Deterioration of Housing Programs/Auburn
3	Promote Jobs and Development/Auburn
4	Safe and Walkable Streets/Auburn
5	Prevent Homelessness/Auburn
6	Increase Owner Occupancy/Auburn
7	Improve Parks and Support Community Gardens/Auburn
8	Construction of New Affordable Housing/Auburn
9	Fair Housing and Increase Housing Choice/Auburn
10	HOME Administration/Auburn
11	HOME Project Delivery Costs/Auburn
12	Administration of Community Development Program/Auburn
13	Prevent Homelessness/Lewiston
14	Improve Safety & Efficiency/Lewiston
15	Create Mixed Income Neighborhoods/Lewiston
16	HOME Administration/Lewiston

**Table 3 – Project Information**

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

## AP-38 Project Summary

### Project Summary Information

Table 4 – Project Summary

<b>1</b>	<b>Project Name</b>	Anti-poverty/Auburn
	<b>Target Area</b>	DOWNTOWN TARGET AREA NEW AUBURN TARGET AREA UNION STREET TARGET AREA
	<b>Goals Supported</b>	Anti-poverty/Auburn
	<b>Needs Addressed</b>	Anti-poverty/Auburn
	<b>Funding</b>	CDBG: \$83,635
	<b>Description</b>	1. Focus on helping young people growing up in poverty to get the personal and educational skills needed to live a healthy and productive adult life. a. Expand programming for at-risk teenagers that helps them learn work skills, graduate from high school. b. Create youth apprenticeship opportunities with local businesses.2. Support low-income adults to successfully provide for themselves and their families through education and development of employment skills including mentoring, work readiness, and job training programs.
	<b>Target Date</b>	6-30-2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	210 persons youth and adults with children
	<b>Location Description</b>	Downtown, Union Street and New Auburn Target areas and non-target areas

	<b>Planned Activities</b>	<p>The Community Development Department released an application for public service funding on December 2015. The RFP was revised to include the new anti-poverty strategy along with the scoring criteria. A subcommittee of the Citizens Advisory Committee ranked the applications and made their selections. Five applications were selected under the anti-poverty category. Budget \$83,635</p> <p>Androscoggin Head Start and Child Care: Provide social services for families enrolled in head start at Webster School. CDBG Budget \$9,000</p> <p>Literacy Volunteers of America/Androscoggin: Recruit, train and support volunteers to provide tutoring to illiterate adults and families. CDBG Budget \$8,635</p> <p>Auburn Police Department: Implement Work with ME Program. Work with Auburn School Department, Career Center, and local business owners/tradesmen to provide soft skills and job specific skills to at risk and homeless youth. CDBG Budget 40,000</p> <p>Community Concepts, Inc.: Implement Bridges out of Poverty Program. Introduce concepts by teaching "Getting Ahead in a Just Getting by World", provide 8 weeks of case management and support to ensure success, recruit and train community members to mentor the graduating individuals. CDBG Budget \$11,000</p> <p>Recreation Scholarships: Scholarships for children to participate in summer recreation programming. CDBG Budget \$15,000</p>
2	<b>Project Name</b>	Prevent Deterioration of Housing Programs/Auburn
	<b>Target Area</b>	DOWNTOWN TARGET AREA NEW AUBURN TARGET AREA UNION STREET TARGET AREA
	<b>Goals Supported</b>	Prevent Deterioration of Housing Stock/Auburn
	<b>Needs Addressed</b>	Prevent Deterioration of Housing Stock/Auburn

	<b>Funding</b>	CDBG: \$418,033 HOME: \$119,634
	<b>Description</b>	1) Provide grants, deferred loans, and low-interest loans for the rehabilitation of owner and rental housing that is occupied by low and moderate income households; 2) Provide matching funds to implement the 3-year federal grant to reduce childhood lead poisoning; 3) Financially support code enforcement activities that result in improvements to the housing stock; 4) Provide financial assistance to encourage exterior, as well as health and safety improvements; and 5) Provide Community Development staff support to the Lewiston-Auburn Lead Subcommittee to assist with implementation of the 5-year Strategic Action Plan for the Reduction of Childhood Lead Poisoning in the Cities of Auburn and Lewiston.
	<b>Target Date</b>	6-30-2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	28 renter households 16 owner households 100 code inspections
	<b>Location Description</b>	Primarily Downtown, Union Street and New Auburn Target areas
	<b>Planned Activities</b>	<p>Provide loans and grants to property owners.</p> <ul style="list-style-type: none"> <li>• CDBG Salary and fringe benefits for administration of housing programs, Budget \$93,000</li> <li>• CDBG Rehabilitation Program, Budget \$250,743</li> <li>• CDBG Weatherization improvements through sub-recipient Community Concepts, Inc., Budget \$16,500</li> <li>• CDBG Code Enforcement activities, Budget \$50,000</li> <li>• HOME Homeowner Rehabilitation, Budget \$119,634</li> <li>• CDBG Lead Testing, Budget \$7,790</li> </ul>
<b>3</b>	<b>Project Name</b>	Promote Jobs and Development/Auburn

	<b>Target Area</b>	DOWNTOWN TARGET AREA NEW AUBURN TARGET AREA UNION STREET TARGET AREA
	<b>Goals Supported</b>	Promote Jobs and Development/Auburn
	<b>Needs Addressed</b>	Promote Jobs and Development/Auburn
	<b>Funding</b>	CDBG: \$200,000
	<b>Description</b>	1. Assist small businesses to startup, succeed, and grow through: a) Loans and grants to upgrade and adapt buildings in the target areas; and b) loans and grants to support job creation for low-income people anywhere in the City.
	<b>Target Date</b>	6-30-2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	4 businesses
	<b>Location Description</b>	Primarily target areas
	<b>Planned Activities</b>	Economic development consists of two programs: Small Business and Commercial Rehabilitation Programs. The Commercial Rehabilitation Program helps to create jobs and eliminates blight in target areas by providing businesses with a source of low interest financing to encourage renovations and business development. The Small Business Program creates new employment opportunities for low income households by providing capital for business start-ups. Budget \$200,000.
<b>4</b>	<b>Project Name</b>	Safe and Walk-able Streets/Auburn
	<b>Target Area</b>	DOWNTOWN TARGET AREA NEW AUBURN TARGET AREA UNION STREET TARGET AREA
	<b>Goals Supported</b>	Make Neighborhood Streets Safe and Walk-able/Auburn

	<b>Needs Addressed</b>	Make Neighborhood Streets Safe and Walk-able/Auburn
	<b>Funding</b>	CDBG: \$312,050
	<b>Description</b>	1. Provide infrastructure funds on a 50% match of City capital improvement funds for lighting, sidewalks, landscaping improvements in target areas. Actual project has not yet been identified.
	<b>Target Date</b>	6-30-2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Census tract 105; 2,000 persons Census tract 103; 2,305 persons
	<b>Location Description</b>	New Auburn or Union Street Target Areas.
	<b>Planned Activities</b>	Sidewalk Improvements: Several locations were identified by the Citizens Advisory Committee; however, the actual location of the next project has not yet been identified. Community Development staff will work with the City's Engineering Department to conduct neighborhood meetings to determine where sidewalk improvement funds should be spent. This sidewalk reservation is combined with funding from FY2015 and FY2016 and will be matched by the City's bond funds. Budget \$312,050
<b>5</b>	<b>Project Name</b>	Prevent Homelessness/Auburn
	<b>Target Area</b>	DOWNTOWN TARGET AREA NEW AUBURN TARGET AREA UNION STREET TARGET AREA
	<b>Goals Supported</b>	Prevent Homelessness/Auburn
	<b>Needs Addressed</b>	Prevent Homelessness/Auburn
	<b>Funding</b>	CDBG: \$18,000 HOME: \$90,000

	<b>Description</b>	1) Support homeless people first with housing, then with services to help them provide for themselves and their families through work readiness training and job skill development; 2) Provide staff support to Lewiston-Auburn Alliance for Services to the Homeless (LAASH) to improve access to services and housing for persons who are homeless or at risk; and 3) As a first step towards helping the homeless or at-risk households re-integrate into the community provide a City-sponsored Security Deposit Program as well as other housing first approaches. In FY2016 the City will initiate a tenant-based rental subsidy program that will target families whose children are at risk of having to relocate schools because of evictions.
	<b>Target Date</b>	6-30-2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	41 households Singles and families
	<b>Location Description</b>	City of Auburn
	<b>Planned Activities</b>	The Community Development Department released an application for public service funding in December 2015. The RFP was revised to include the homeless strategy along with the scoring criteria. A subcommittee of the Citizens Advisory Committee ranked the applications and made their selections. Two applications were selected under the homeless category. Contracts will be effective July 1. CDBG Budget \$18,000.  Provide security deposit loans for people who are homeless or at risk of homelessness and rental assistance to at-risk of homelessness. HOME Budget \$90,000
<b>6</b>	<b>Project Name</b>	Increase Owner Occupancy/Auburn
	<b>Target Area</b>	DOWNTOWN TARGET AREA NEW AUBURN TARGET AREA UNION STREET TARGET AREA
	<b>Goals Supported</b>	Increase Owner Occupancy/Auburn

<b>Needs Addressed</b>	Increase Owner Occupancy/Auburn
<b>Funding</b>	HOME: \$300,000
<b>Description</b>	1. Make it easier for renters to become homeowners by providing financial help for down payments and financial counseling for low-moderate income renter households seeking to purchase a first home in Auburn b. Find alternative mortgage financing for New Americans and other residents to be able to move up to homeownership, and work with Auburn Housing Authority to identify potential owners. Purchase two homes, rehabilitate to meet Housing Standards, and resell to income qualified homebuyers.
<b>Target Date</b>	6-30-2017
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	7 owner households
<b>Location Description</b>	City of Auburn
<b>Planned Activities</b>	Home will be purchased in July 2016. Renovations on the property will commence in September. Once improvements are complete the building will be placed back on the market for sale to a qualified buyer. Expected completion date is March 2016. HOME Budget is \$225,000.  Provide assistance to persons to purchase a home. The Homebuyer Program makes homeownership affordable to low-income households, opens access to other homebuyer programs, and increases owner occupancy in target areas where properties are most affordable. The program is designed to help families purchase market rate homes. Assistance includes a HOME match of \$2/1 of dollars saved to pay for down payment and closing costs and a \$15,000 interest-free loan to assist with greater affordability, when necessary. Participants also receive credit counseling and homebuyer education to make good decisions. This program is generally coupled with the City's Homeowner Rehabilitation Program. HOME Budget \$75,000

<b>7</b>	<b>Project Name</b>	Improve Parks and Support Community Gardens/Auburn
	<b>Target Area</b>	DOWNTOWN TARGET AREA NEW AUBURN TARGET AREA UNION STREET TARGET AREA
	<b>Goals Supported</b>	Improve Parks and Community Gardens/Auburn
	<b>Needs Addressed</b>	Improve Parks and Community Gardens/Auburn
	<b>Funding</b>	CDBG: \$5,950
	<b>Description</b>	1. Enhance physical infrastructure of key in-town parks by installing playground equipment at Union Street; extend the Riverwalk into New Auburn; Improve walkways to and from parks; and provide opportunities for growing fresh healthy foods by establishing community gardens in the Union Street target area.
	<b>Target Date</b>	6-30-2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	24 households
	<b>Location Description</b>	61 Webster Street
<b>Planned Activities</b>	The Community Development Department is partnering with St. Mary's Nutrition Center in planning for this project. Community gardens provide an opportunity for people to come together to grow their own food and celebrate their community. This will encourage people to improve their health, stretch their food dollars, learn about growing vegetables, and have a place where neighbors can meet to engage in a positive way. A contract will be signed with St. Mary's Nutrition Center to provide oversight for the garden in the 2017 growing season. Budget \$5,950	
<b>8</b>	<b>Project Name</b>	Construction of New Affordable Housing/Auburn

	<b>Target Area</b>	DOWNTOWN TARGET AREA NEW AUBURN TARGET AREA UNION STREET TARGET AREA
	<b>Goals Supported</b>	Support Construction of New Affordable Housing/Auburn
	<b>Needs Addressed</b>	Support Construction of New Affordable Housing/Auburn
	<b>Funding</b>	HOME: \$250,000
	<b>Description</b>	Provide financial assistance to developers of high-quality affordable mixed income housing in the target areas of Auburn.
	<b>Target Date</b>	6-30-2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	31 renter households/elderly and families
	<b>Location Description</b>	62 Spring Street
	<b>Planned Activities</b>	MaineHousing's Qualified Allocation Plan will be released in the fall. The City of Auburn expects several applications for development of rental housing will be considered for Low Income Housing Tax Credits. The City has already provided a commitment to the project. Once tax credits are allocated, the City will undertake due diligence and finalize the commitment in IDIS.
9	<b>Project Name</b>	Fair Housing and Increase Housing Choice/Auburn
	<b>Target Area</b>	DOWNTOWN TARGET AREA NEW AUBURN TARGET AREA UNION STREET TARGET AREA
	<b>Goals Supported</b>	Fair Housing/Auburn
	<b>Needs Addressed</b>	Support Fair Housing/Auburn

	<b>Funding</b>	CDBG: \$2,000
	<b>Description</b>	Conduct workshops for both landlords and tenants about the right and responsibilities of each party, and the avenues for redress in the event of a problem; sponsor fair housing poster contest in schools.
	<b>Target Date</b>	6-30-2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1 landlord and tenant fair 1 fair housing poster contest
	<b>Location Description</b>	City of Auburn
	<b>Planned Activities</b>	The Cities of Auburn and Lewiston will be undertaking fair housing activities to raise awareness of fair housing laws. Based on the Analysis of Impediments to Fair Housing Choice Report completed in 2013 the Cities have identified the following activities to be undertaken on an annual basis: 1) a series of landlord and tenant workshops. This year's topic will focus on disability rights and policies; 2) school outreach - poster contest for 8th graders with winners being selected for a fair housing calendar; 3) distribution of basic information on tenant housing rights; 4) identify obstacles to Sharia lending and inform New Mainers of housing opportunities. All activities will be done in collaboration with the Cities of Auburn and Lewiston's Community Development Departments and the Auburn and Lewiston Housing Authorities.
<b>10</b>	<b>Project Name</b>	HOME Administration/Auburn
	<b>Target Area</b>	City of Auburn
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	HOME: \$24,000
	<b>Description</b>	Administration of HOME Program including sub-recipient monitoring.
	<b>Target Date</b>	6-30-2017

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Salary and fringe benefit costs to administer HOME Program, Budget \$24,000 Goods and services, Budget \$2,500
<b>11</b>	<b>Project Name</b>	HOME Project Delivery Costs/Auburn
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	HOME: \$30,000
	<b>Description</b>	Salary and fringe benefits to deliver housing projects. Costs will be charged to specific projects by address.
	<b>Target Date</b>	6-30-2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>12</b>	<b>Project Name</b>	Administration of Community Development Program/Auburn
	<b>Target Area</b>	
	<b>Goals Supported</b>	

	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$142,100
	<b>Description</b>	
	<b>Target Date</b>	6-30-2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Salary and fringe benefit costs for Economic Development Director, Program Manager, Coordinator and Administrative Assistant, Budget \$130,000 Goods and services, Budget \$12,100
<b>13</b>	<b>Project Name</b>	Prevent Homelessness/Lewiston
	<b>Target Area</b>	Lewiston Target Areas
	<b>Goals Supported</b>	Prevent Homelessness/Lewiston
	<b>Needs Addressed</b>	Prevent Homelessness/Lewiston
	<b>Funding</b>	HOME: \$14,871
	<b>Description</b>	As a first step towards helping the homeless or at-risk households re-integrate into the community provide a City-sponsored Security Deposit Program as well as other "housing first" strategies.
	<b>Target Date</b>	6-30-2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	21 households

	<b>Location Description</b>	City of Lewiston
	<b>Planned Activities</b>	Provide security deposits to homeless households
<b>14</b>	<b>Project Name</b>	Improve Safety & Efficiency/Lewiston
	<b>Target Area</b>	Lewiston Target Areas
	<b>Goals Supported</b>	Improve Safety & Efficiency of Housing/Lewiston
	<b>Needs Addressed</b>	Improve the Safety & Energy Efficiency/Lewiston
	<b>Funding</b>	HOME: \$190,120
	<b>Description</b>	Provide grants and low-interest loans for the rehabilitation of owner housing that is occupied by low and moderate income households, including energy efficiency, weatherization and emergency repair for buildings. Continue to work to combine multiple funding sources to make the most impact on individual buildings.
	<b>Target Date</b>	6-30-2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	5 households
	<b>Location Description</b>	City of Lewiston
	<b>Planned Activities</b>	Provide loans and grants to income qualified owners.
<b>15</b>	<b>Project Name</b>	Create Mixed Income Neighborhoods/Lewiston
	<b>Target Area</b>	Lewiston Target Areas
	<b>Goals Supported</b>	Create Mixed Income Neighborhoods/Lewiston
	<b>Needs Addressed</b>	Create Mixed-Income Neighborhoods/Lewiston
	<b>Funding</b>	HOME: \$440,959

	<b>Description</b>	<p>Help renters become owners with income qualified payment and closing cost assistance and continue to require first-time homeowner and landlord classes. HOME Budget \$47,369</p> <p>CHDO Capacity Building for Lewiston-Auburn Community Housing. Increase the capacity of the existing CHDO staff to create a pipeline of CHDO activities. It is anticipated the City will commit funding to CHDO project in 2016. HOME Budget \$15,000</p> <p>Rehabilitate a 9-unit property located at 141-143 Pierce Street into safe sustainable affordable rental housing. The property will house mixed income households of which 5 units will be HOME assisted. HOME Budget \$150,200</p> <p>Develop affordable rental housing. HOME Budget \$228,390</p>
	<b>Target Date</b>	6-30-2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	<p>2 households will become home owners</p> <p>5 renter households</p> <p>10 renter households</p>
	<b>Location Description</b>	City of Lewiston
	<b>Planned Activities</b>	Provide loans and grants to income qualified home buyers. Rehabilitate existing housing, and create new affordable housing units.
<b>16</b>	<b>Project Name</b>	HOME Administration/Lewiston
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	HOME: \$14,634
	<b>Description</b>	Salary and fringe benefit costs for administration of HOME Program.

<b>Target Date</b>	
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
<b>Location Description</b>	City of Lewiston
<b>Planned Activities</b>	

## **AP-50 Geographic Distribution - 91.420, 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

City of Auburn: In January 2010 the Auburn City Council adopted the Update to Urban Conditions Study of 1994. The study surveyed the conditions of buildings which indicated 75% of buildings in the target areas were in need of some repair. Blighted areas were established by neighborhoods in which the average score was less than 3.5. These are the locations where Auburn will invest the majority of its Community Development and HOME Investment Partnerships funds, especially for public improvements, housing rehabilitation, homebuyer and commercial assistance. These target areas are where there is the greatest need for public investment. This Action Plan includes a sidewalk improvement project (location is unknown at this time), and community garden in Union Street Target Area. A development of affordable rental housing is expected in the Downtown.

City of Lewiston: The target area encompasses the four Census Tracts listed above. It is a residentially dense area with poverty rates 3-4 times higher than those of the city, county and state rates. The unemployment rate is 17.7% as compared to the City's as a whole at 9.7%. The individual poverty rate is 41.4% as compared to the City's at 16% the County 16%, Maine's at 8.4% and the Nation at 15.1%. The Median Household Income in the target area is \$22,611, again, one-third as much as the City as a whole. The target area has almost double (45.2%) the city's rate of people receiving food stamps; 30% of households are single parent households; and 42% of children living in the target community are living in poverty. The high school graduates only 68% of students, with the state's highest dropout rate. All of the City's HOME Programs are available throughout the City.

There are no minority concentrations in either city.

## Geographic Distribution

Target Area	Percentage of Funds
DOWNTOWN TARGET AREA	50%
NEW AUBURN TARGET AREA	25%
UNION STREET TARGET AREA	25%

Table 5 - Geographic Distribution

### Rationale for the priorities for allocating investments geographically

Staff and Citizen’s Advisory Committee chose to focus on the three in-town neighborhoods. These neighborhoods have very high proportions of old and substandard housing and of poverty and social problems. They are also part of the historic core of Auburn, with significant employment, and their success is important to the City’s overall success in years ahead. For these reasons, the target area for Auburn’s CDBG program in the coming 2015-2019 period will be Downtown, New Auburn, and Union Street.

### Discussion

## Affordable Housing

### AP-55 Affordable Housing - 91.420, 91.220(g)

#### Introduction

The City of Auburn's 2015-19 Consolidated Plan identified preservation of housing as one of its goals along with the following objectives:

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

A number of programs make funds available to its residents for affordable housing. These include:

**Community Development:** Residential Rehabilitation, and Spot Rehabilitation. Weatherization improvements are available for low- and moderate income households through a partnership with Community Concepts, Inc. The City of Auburn is a sub-recipient to a Lead Hazard Control Grant where the focus is to eliminate lead hazards in rental housing.

**HOME Investment Partnerships Program:** Homebuyer, Homeowner Rehabilitation, Security Deposit, and Staying Home Rental Assistance.

The HOME Consortium members are the Cities of Auburn and Lewiston, with Auburn as the lead agency. The Cities last renewed its Mutual Cooperation Agreement in May 2013 to extend the consortium for another 3 years and is about to sign another Mutual Cooperation Agreement. The resources from HOME funds are shared between the two cities. Each community operates its own programs; however, program guidelines are approved by the Auburn City Council. The City of Auburn provides oversight and monitoring of projects once they are complete.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	62
Non-Homeless	
Special-Needs	0
Total	62

**Table 6 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	62
The Production of New Units	
Rehab of Existing Units	9
Acquisition of Existing Units	2
Total	73

**Table 7 - One Year Goals for Affordable Housing by Support Type**

## **Discussion**

### **Auburn**

Rental Assistance: 25 loans for security deposit assistance

16 households with rental subsidy for at-risk homeless families

Homeowner Rehabilitation: 4 loans for rehabilitation assistance

Acquisition of Existing Units: 2 loans for homebuyer assistance

### **Lewiston**

Rental Assistance: 21 security deposit assistance

Homeowner Rehabilitation: 5 loans rehabilitation assistance

## **AP-60 Public Housing - 91.420, 91.220(h)**

### **Introduction**

Auburn Housing Authority manages 523 public and multi-family housing units within 11 developments. The occupancy rate is currently over 98% in all developments. All PHA units are in good condition and continue to provide decent, safe, and affordable housing to low income individuals and families.

Auburn Housing Authority contributed both financially and embraced the efforts to complete the Analysis of Impediments to Fair Housing Choice. Further, Auburn Housing Authority has committed to supporting the plan by allowing staff to assist with the implementation of the plan.

### **Actions planned during the next year to address the needs to public housing**

Auburn Housing Authority currently has two resident commissioners who effectively represent the interests of all residents. Another commissioner is a former resident who is an immigrant, owns a home, and has earned a master's degree while working and raising a large family. In addition, Auburn Housing Authority consults regularly with tenant organizations and holds board meetings in different housing developments throughout the year. Auburn Housing's affiliate, Auburn Housing Development Corporation, has worked closely with the City of Auburn in a number of different endeavors to assist lower income households with their housing needs.

Some of the planned actions to address needs of Auburn's public housing inventory and its residents include:

- 1) waterproof basement at Lincoln School Apartments;
- 2) repair walkways at Lake Auburn Town House and Family Development;
- 3) replace electric meter enclosures at Family Development;
- 4) replace stoves and refrigerators at Lake Auburn Town House; and
- 5) procure security cameras/monitoring equipment/agency wide.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

Auburn Housing Authority continues to work closely with the City of Auburn to promote homeownership. Auburn Housing works with Community Development staff and a local non-profit in an effort to foster development and use of a viable loan product that will enable Muslim households to achieve homeownership. Auburn Housing Authority continues to offer a savings match to tenants and program participants for home purchase down payments. Auburn Housing Development Corporation, a

community housing development organization, has worked with the City for several years to promote homeownership by low income households, and high quality rental housing.

**If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

Auburn Housing Authority is designated a “high performer” in both Section 8 and public housing programs by HUD rating systems.

**Discussion**

**Public Housing:** As of April 2016 the waiting list for public housing was 472 families and individuals. The majority of need is for apartments with one and two bedrooms. Auburn Housing Authority receives approximately 50 new applications per month. During the last 12 months 40 public housing units were vacated and re-rented.

**Section 8 Housing Choice Voucher Program:** Auburn Housing Authority's Housing Choice Voucher program provided 590 vouchers; however, due to sequestration, that number dropped to 560 and has remained near that level for about five years.

Auburn Housing Authority has joined a consortium of local housing authorities operating a centralized waiting list which is more convenient for applicants and promotes better choice and mobility. There are 412 applicants meeting all of the preferences and many more applicants who do not.

**Resident Services:** All public and multi-family housing projects owned by Auburn Housing Authority receive resident services in an effort to help residents achieve stability and success in their lives.

## **AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)**

### **Introduction**

Two supportive housing resources are available for chronically homeless persons. The Cities of Auburn and Lewiston provided HOME funds to assist in creating 6 units for individuals in Auburn and 10 units for homeless families in Lewiston.

Auburn and Lewiston's homeless needs have been addressed through the Maine Balance of State Continuum of Care. Both Cities, however, participate and sponsor the Lewiston-Auburn Alliance for Services to the Homeless (LAASH), a group of local homeless providers who gather monthly to address the gaps in services to the area's homeless. In 2009, through a LAASH collaboration, the Cities paid for consulting services to develop a 10-Year Plan to Eliminate Homelessness.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The City of Auburn supports two agencies in its efforts to reducing and ending homelessness, support services for Tedford Housing and Safe Voices. Tedford Housing is permanent housing for chronically homeless individuals, and Safe Voices is a homeless shelter for victims of domestic violence.

The City of Auburn also assists homeless or at-risk of homelessness gain access to housing through security deposit assistance.

A new program will be provided for families to maintain their housing unit in lieu of facing eviction. The target population for this program is families whose children attend Auburn schools and who may have to re-establish in a new school system if the family is evicted.

Further, anyone who presents to the City who is at risk of homelessness or is actually homeless can apply for financial assistance through the City's Social Services office. The Director completes an income evaluation and determines if they are eligible. In a 12-month period, the City assisted 63 unduplicated households by paying for all or a portion of their rent, a total of \$86,682 expenditure. The average household rental assistance is \$1,376.

The homeless strategy is to support people first with housing, then with services to help them provide for themselves and their families through work readiness training and job skill development. This is a new effort targeting resources to reduce the incidence of homelessness in this area.

## **Addressing the emergency shelter and transitional housing needs of homeless persons**

The City assists Safe Voices by providing social service funding for shelter staff. The City does not provide resources for transitional housing.

In addition to assistance provided by the City's Social Service office, beds are available at the following shelters: Hope Haven Gospel Mission in Lewiston (families), St. Martin DesPorres in Lewiston (single persons), New Beginnings in Lewiston (youth), and Safe Voices in Auburn (victims of domestic violence). The City is supported by the balance of state's continuum of care.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The City funds a non-profit agency which provides social services to families with children who are victims of domestic violence.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The City has a security deposit program that assists households who are at risk of homelessness or are already homeless. The program is a joint effort with Auburn Housing Authority, the City's Social Services Department and Community Development. The City will also create a new program to provide subsidy for families with children who are at risk of homelessness due to eviction.

Auburn Housing Authority has established a preference on their Section 8 waiting list for victims of domestic violence.

Two programs in this Action Plan that will help families to avoid become homeless are the pilot project *Bridges out of Poverty* that will target adults, and *Work with Me* that will target youth. Both of these

programs are part of Auburn's Anti-poverty strategy to help provide personal and educational skills needed for people to live a healthy and productive life.

## **Discussion**

The 10-Year Plan to End Homelessness in Lewiston and Auburn has strategies designed to break the pattern of homelessness and prevent homelessness for those at risk due to unforeseen circumstances. It offers a path for the homeless themselves to accept responsibility and move forward. At the same time, it provides a path for the community to create the opportunities that the homeless need to succeed. It includes overall strategies addressing prevention, early intervention, crisis response, transition, and permanent affordable housing. Each strategy has specifications. Each action has a lead agency that is responsible for coordinating implementation, partners that will contribute to implementation, and benchmarks that describe specific steps necessary over time for successful implementation. The City's role will be to provide support for the development of permanent affordable housing.

<b>One year goals for the number of households to be provided housing through the use of HOPWA for:</b>
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

## **AP-75 Barriers to affordable housing - 91.420, 91.220(j)**

### **Introduction**

Poverty and the City's aged housing stock support the need for safe, affordable housing. The City's primary response to the need for safe affordable housing in the City is funding for preservation and rehabilitation of existing housing stock. The City dedicates both CDBG and HOME funds for housing preservation, namely the Residential Rehab, and Homeowner Rehabilitation. In 2010 the City re-evaluated the conditions which contribute to blight in the City. Every other property was surveyed in the existing target areas and the area expanded to include immediately adjacent blocks. New boundaries were established based on a scoring factor that was marked as the blight threshold. The following indicates the percentage of blight by target areas: New Auburn 63%; Union Street 81%; Downtown 88%; Sandy Beach 59%; and Hotel Road 70%.

A second initiative to promote affordable housing is to support affordable homeownership opportunities. The City provides pre- and post-homebuyer counseling for participants who want to purchase a home, and credit counseling to existing clients who experience credit problems.

Tenants who are at-risk of homelessness can obtain access to rental housing through our Security Deposit Program, rent payment through the City's Social Services Department, and support through the new Staying Home Rental Assistance Program.

For the past two years the City has supportive of new construction of rental housing with a rental housing set-aside. This past year the Auburn City Council formally committed \$250,000 of HOME funds to the development of 62 Spring Street.

The actions that will be taken to remove barriers to affordable housing include offering programs that increase home ownership opportunities, improve the quality of owner-occupied and rental housing, increase the supply of affordable rental housing, and providing access to rental housing by those at risk of homelessness.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

Several years ago, the City adopted a new Existing Buildings Code that makes it more feasible to renovate older buildings that would otherwise have to comply with new building standards. The

Community Development Department follows Housing Standards, a preservation standard for residential units, as well as the Existing Buildings Code.

The City of Auburn's Citizens Advisory Committee has recommended that the City Council consider creating a task force to review current codes and inspection practices with the goal of having more tools to require landlords to maintain their properties and manage their tenants' behavior.

The Citizens Advisory Committee has also recommended that the City of Auburn consider the code processes to make it easier to navigate for people who want to invest in and rehabilitate housing.

Last, The Citizens Advisory Committee recommended that the Lewiston-Auburn Economic Growth Council work with area banks to develop ready financing for investors seeking to purchase and/or upgrade small multi-family buildings in Auburn.

## **Discussion**

The actions that will be taken to remove barriers to affordable housing include offering programs that will increase homeownership opportunities, improve the quality of owner-occupied and rental housing, increase the supply of affordable rental housing, and provide access to rental housing by those at risk of homelessness.

Community Development staff also provides pre- and post-homebuyer counseling to people who want to participate in our Homebuyer Program, and credit counseling to program clients who have cash flow problems.

The City has adopted a plan to encourage fair housing through tenant and landlord education.

The Community Development Department is also working with a local non-profit agency to produce a loan product that is acceptable to the Muslim community. This will open doors to home ownership for a large number of households.

## **AP-85 Other Actions - 91.420, 91.220(k)**

### **Introduction**

The City of Auburn will continue to carry out its Community Development Program in partnership with the other management and delivery entities for housing and community development initiatives. These organizations include the City's Social Services Department, Auburn Housing Authority, and a network of individual non-profit and social service providers.

### **Actions planned to address obstacles to meeting underserved needs**

The City of Auburn's Community Development and HOME budgets address underserved needs of the City. The proposed funding projects will meet underserved needs such as food (Community Gardens), shelter (Safe Voices) home safety (housing rehabilitation) energy efficiency(home weatherization) support for families living in poverty (Androscoggin Head Start & Child Care, Literacy Volunteers, Auburn Police Department Work with ME, Recreation Scholarships, and Community Concepts Bridges out of Poverty);and support for the homeless (Tedford Housing, Safe Voices and Auburn Housing Authority).

### **Actions planned to foster and maintain affordable housing**

Actions will come primarily from efforts of the Community Development Department through administration of rehab, homebuyer, and security deposit programs. Rental development actions will be initiated by area developers. The City offers the Residential Rehab and Homeowner Rehab Program to undertake whole house improvements that will meet the City's Housing Standards. The City also offers deferred payment loans to low income homeowners who are facing a health and safety housing issue through its Spot Rehab Program--this program assists residents with severe housing issues such as leaking roofs, condemned heating systems, unsafe electrical, and malfunctioning sewerage disposal systems. An amendment to the Spot Rehab Program will be considered this year to offer assistance to owners of rental properties who have received a citation because of code violations, to make the Homeowner Rehab Program a better resource for extremely low and low income homeowners, and to provide an increased level of financial support for families at risk of evictions.

### **Actions planned to reduce lead-based paint hazards**

Actions will be through a joint 3-year Lead Hazard Control Grant and participation in implementing the 5-Year Strategic Action Plan for the Reduction of Childhood Lead Poisoning in the Cities of Auburn and Lewiston. The City also offers several programs that reduce the hazards of lead based paint. Both the Residential Rehab and Homeowner Rehab Programs are whole house improvements programs where lead paint problems are eliminated. A clearance is done at the conclusion of each covered project. The

City also provides brochures to tenants of buildings that are being improved on how to remain safe when there is lead paint in a building.

The City of Auburn has joined in an application from the City of Lewiston for Lead Hazard Control Funds to eliminate lead hazards in housing occupied by low-income families. This should result in improvements to 10+ units in FY2016.

### **Actions planned to reduce the number of poverty-level families**

The 2015-19 Consolidated Plan includes an Anti-Poverty Strategy to help people successfully provide for themselves and their families through education and development of employment skills. The City will carry this out by awarding social service grants with partners who will carry out initiatives.

### **Actions planned to develop institutional structure**

Community Development staff is committed to establishing and maintaining relationships with organizations and institutions in an attempt to broaden and strengthen the institutional structure. Auburn will continue to look for opportunities to collaborate with local government, non-profit organizations, and private sector including:

- private lenders, Coastal Enterprise, Inc. and Community Concepts, Inc. – to improve financing resources for home ownership, rehabilitation, and small businesses;
- Auburn Housing Development Corporation, a CHDO -- partner in Auburn's Homebuyer Program;
- private lenders, Androscoggin Valley Council of Governments and Lewiston-Auburn Economic Growth Council – to improve financing resources for commercial and industrial clients;
- non-profit developers and CHDO's – to provide and/or develop affordable housing and support services needed by Auburn residents;
- Auburn Housing Authority and Maine State Housing Authority – to address the housing needs of Auburn's low income renter households and to increase home ownership opportunities for low-income tenants;
- Lewiston-Auburn Alliance for Services to the Homeless and Maine State Housing Authority – for better coordination and advocacy for services needed by the homeless, and implementation of rental assistance to the homeless;
- Healthy Androscoggin, Department of Environmental Protection, Maine Childhood Lead Poisoning Prevention Program – to deliver a comprehensive lead awareness education and screening program; and

- Citizen’s Advisory Committee – to establish priorities and review progress on achieving Consolidated Plan goals.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The strength of the delivery system is a well-coordinated system. The Auburn Community Development Department, the Auburn Housing Authority, the Lewiston-Auburn Alliance for Services to the Homeless, the Lewiston Community Development Department, the Lewiston Housing Authority, Community Concepts, Healthy Androscoggin, and other city departments, and local and regional nonprofit organizations, coordinate closely in the planning and delivery of housing services. However, there are not enough resources amongst the partners to meet the identified needs. Waiting lists for services at the housing authorities are long.

The Community Development Department has been involved in a local Green and Healthy Homes initiative in order to better coordinate housing improvements and bring new resources to the community. That effort led to a successful application for a Lead Hazard Control Grant.

### **Discussion**

The 2015-19 Consolidated Plan identifies prevent deterioration of housing stock as a goal. To ensure there is an adequate supply to meet the needs of Auburn households, the City will focus primarily on maintaining and improving the existing housing stock as safe.

**5 Year Goals Auburn:** 90 owner units and 185 renter units rehabilitated; 500 units inspected; 60 new affordable housing units constructed

**FY2016 Goals Auburn:** 16 owner units and 16 renter units rehabilitated;

**5 Year Goals Lewiston:** 10 owner units rehabilitated; 17 buyers assisted to purchase a home; 50 new affordable rental housing units; 125 homeless or at-risk of homelessness assisted with security deposits

**FY2015 Annual Goals Lewiston:** 5 owner units rehabilitated; 2 buyers assisted to purchase a home; 21 homeless or at-risk of homelessness assisted with security deposits.

## Program Specific Requirements

### AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

#### Introduction

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	91.00%

**HOME Investment Partnership Program (HOME)  
Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

none

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

Homebuyer and Homeowner Rehabilitation projects will be subject to recapture provisions of the combined HOME assistance, the property must be occupied as a principal residence for the minimum periods of 5 years if HOME assistance is less than \$15,000, 10 years if HOME assistance is between \$15,000 and \$40,000, and 15 years if HOME assistance is over \$40,000.

The recapture period shall commence the day of the closing for homebuyer projects, or when a project completion certification has been issued for rehabilitation.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

Recapture provisions:

**Transfer of Title.** The City shall collect the net proceeds from the sale of the property up to the outstanding balance of the HOME assistance when the HOME Borrower relinquishes the property voluntarily or due to a foreclosure, bankruptcy, appointment of a receiver or liquidation, or assignment for the benefit of the HOME Borrower's creditors, or a financial hardship resulting in a short sale. In the event that the net proceeds are insufficient to repay the HOME loan(s), the City will then forgive part or all of the HOME loans(s). Prior to accepting net proceeds for a financial hardship the City shall assure that the owner has marketed the property for a sufficient period of time, a minimum of 6 months, and there has been no offer that is adequate to satisfy the debt. When there has been adequate effort to market the property and upon receiving an offer that is insufficient to cover the outstanding debt, the City shall accept whatever amount is remaining from the sale and forgive the remaining unpaid balance.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

none

## Discussion

The Consortium offers the Homebuyer Program to assist people with their home purchase. In the past this program had been used in tandem with the Homeowner Rehab Program to assure that the property purchased meets Auburn's Housing Standards. However, the Homebuyer Program is on standby until there has been clarification with respect to the 2013 HOME rule that a property must meet the property standard prior to the commitment of HOME funds.

All programs are available on a first-come first-served basis to applicants whose income is under 80% of area median income. The Homebuyer Program matches an applicant's savings two dollars for each dollar saved. Half of the match is given as a forgivable loan and the other half is an outright grant. Further, an additional \$15,000 interest-free loan is available, if needed to meet the debt-to-income ratios of the program. The Homeowner Rehab Program provides up to \$35,000 as an interest-free loan with no specific match required. Both loan maximum terms are 30 years unless affordability is not achieved, then the term can be 40 years. These loans are approved by the City's respective loan committees. There is a proposal to change these guidelines and make them more suitable low income families.

The Consortium also offers a Security Deposit Program to cover the security deposit cost for tenants. This program is administered in partnership with the Auburn and Lewiston Housing Authorities. Auburn Housing Authority will also sponsor the Staying Home Rental Subsidy Program.

Auburn's Action Plan calls for HOME funds to be used for special projects where there are no program guidelines. Each community will be responsible for funding projects that are in compliance with HOME requirements. The City of Auburn will undertake two homebuyer projects through building acquisitions and rehabilitation. Once acquired, the building will be renovated, then resold to a qualified low-income household. The City of Lewiston will be funding two rental projects that will be established as a housing co-op with a structure that more closely resembles a rental housing project. Both Cities have reserved funds for the development of rental housing that is dependent on support from Low Income Housing Tax Credits.

The Consortium requires that a HOME Agreement be signed by the borrower at the closing. The agreement describes the recapture provision for homebuyer, and homeowner rehab. Rental projects are deferred payment loans which require no payment unless there is a default during the affordability period or at some future date. The HOME Agreement also specifies other requirements such as affordability restrictions with respect to low-income requirements, rent calculations, specifies HOME units with high and low home rents, income determinations, resident protections, record keeping, monitoring, reporting, affirmative marketing, and outreach. The Agreement also specifies how it will be enforced.

The City of Lewiston will support a CHDO project in partnership with Lewiston-Auburn Community Housing, a non-profit housing developer to will undertake a co-operative homeownership housing project in Lewiston.

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



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

Jonathan P. LaBonte, Mayor

## **IN CITY COUNCIL**

### **ORDER 31-05162016**

**ORDERED**, that the City Council hereby approves the FY2016 Annual Action Plan as recommended by Community Development staff.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** May 16, 2016

**Order:** 32-05162016

**Author:** Katy Grondin, Auburn School Superintendent and Sue Clements-Dallaire, City Clerk

**Subject:** FY17 School Budget

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**Information:**

Title 20-A requires municipalities to conduct a school budget validation referendum election each year and it must be held on or before the 30<sup>th</sup> calendar day following the scheduled date that the City Council approves the school budget. The election date has been scheduled for June 14, 2016 and the soonest date Council can approve the school budget is May 16, 2016.

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**Advantages:** The budget was developed on the premise of NEEDS, moving the department's Vision 2020 forward and consideration to a strong return on investment. The budget maintains and addresses some programming and staffing needs to best meet the needs of Auburn's students. The School Budget was unanimously voted on May 4, 2016 by the School Committee.

**Disadvantages:** The budget does not address all the NEEDS of the district.

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**City Budgetary Impacts:** Based on current city evaluation, the tax increase to the mill rate is \$0.60.

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**Staff Recommended Action:** Consider adoption of the FY16-17 school Budget as presented and approved by the School Committee at the May 4, 2016 School Committee meeting.

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**Previous Meetings and History:** A first joint meeting was held on February 24, 2016 to begin the budget conversation. The second joint meeting was held on March 14, 2016 to discuss the Superintendent's Proposed Budget and School and City CIP (Capital Improvement Program). The School Committee Proposed FY17 School Budget was presented to Council during the April 4, 2016 City Council Workshop.

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**Attachments:**

Powerpoint  
Cost Center Summary  
Revenue Source  
Notice  
Order 32-05162016



# FY17 School Committee Budget

May 16, 2016

Cost Centers	Positions	Other
(1) Regular Instruction	219 Teachers, 6 Ed. Techs,	Classroom/Office Supplies, Instructional Materials, Substitute costs, ect...
(2) Special Education	44 Teachers, 76 Ed. Techs., 2 Administrators, 1.5 Admin. Assist.	Out of District Tuition, Tutors, Legal Fees, etc..
(4) Other Instruction	AD, 80 Athletic Stipends, 59 Co-Curr., .5 Admin. Assist.	Game Security, Timers, Uniforms, Transportation, etc...
(5) Student/Staff Support	2 Administrators, 5 Assist. Principals, 1 Dean of Students, 12 guid. counselors, 3 librarians, 7.5 Ed. Techs, 3 nurses, 4.5 LPN-health aides, 5 technology staff, 8 School Secretaries	Tech. Management Systems, 26 Team Leader Stipends, Tuition Reimbursement, etc...

Cost Centers	Positions	Other
(6) System Administration	2 Administrators, 3.5 Admin. Assist., 3 Business Office Staff	Workers' Comp, Legal fees, Mileage, Supplies, etc...
(7) School Administration	8 Building Principals, 10 Admin. Assist.	Dues/Fees, Postage, Staff Recognition, etc...
(8) Transportation	Northeast Charter contract, 2 buses, .5 Admin. Assist.	
(9) Facilities/Maintenance	1 administrator, 1 foreman, 4 utility workers, .5 Admin. Assist.	Utilities, Telephone, Repair/Maintenance, Custodial Supplies, etc...
(10) Debt Service/Other	State approved projects, CIP	
(11) Adult Ed/Xing	.5 Administrator, 3 Staff, 30-40 part-time instructors, 7 Crossing Guides	Supplies, Uniforms

# MDOE – Per Pupil Expenditures

District	Per Pupil Costs
Auburn	\$ 9,997
Sanford	\$ 10,749
Bangor	\$ 11,024
Lewiston	\$ 11,106
Augusta	\$ 11,386
Biddeford	\$ 12,822
Portland	\$ 12,841
Brunswick	\$ 13,584
So. Portland	\$ 13,662
STATE AVERAGE	\$ 12,056

Source: Maine Dept. of Education 2013-14  
Per Pupil Expenditures

# School Committee FY17 Budget

Budget based on maintaining current programming and services and addressing SOME district needs-

- \$40,743,368 increase of \$1,480,767 (3.8%)
  - \$21,481,031 State Subsidy increase of \$321,194 (0.8%)
  - \$17,648,609 Local Funds increase of \$1,204,573 (3.0%)
  - \$1,613,728 Other Revenues decrease of (-\$45,000)
  - Possible Tax increase of \$0.60 or \$90.59 annually to a home assessed at \$150,000.
  - **Major Budget Driver is salary increases: \$903,977 (60% of the total increase)**

# FY17 Budget Drivers

- Salary Increases (both negotiated and contingent): \$903,977
- District Needs: \$679,471
  - Increase Building Budgets
  - .5 PreK Teacher
  - ELL/Math or Science Teacher
  - Title I Teacher position moved to General Funds
  - ELL Educational Technician II
  - .5 Administrative Assistant Transportation
  - Board Certified Behavior Analyst
  - Summer School- Elementary
  - Transportation
  - Bus Purchase (reimbursed by the state FY18 ED 279)

# Consequences of Minimal Funding

- Student needs not met
- Higher class sizes
- Limited resources for students
- Limited pathways for learning
- Inadequate programming
- Inadequate professional development
- Low teacher morale
- Teacher mobility out of Auburn
- Difficulty attracting and retaining high quality staff
- Inadequate upkeep of facilities

# Auburn School Department

## Total Budget by Cost Center

Report # 145725

Statement Code: CC ALL

Account Number / Description	1 Year Prior Revised 7/1/2015 - 6/30/2016	Requests 7/1/2016 - 6/30/2017	Payroll 7/1/2016 - 6/30/2017	Non-Requests 7/1/2016 - 6/30/2017	Budget Total 7/1/2016 - 6/30/2017	Budget Difference 7/1/2016 - 6/30/2017	% Difference
<b>Total Regular Instruction</b>	<b>\$15,441,895.00</b>	<b>\$1,834,673.00</b>	<b>\$14,349,360.11</b>	<b>\$166.89</b>	<b>\$16,184,200.00</b>	<b>\$742,305.00</b>	<b>4.81%</b>
<b>Total Special Education</b>	<b>\$8,697,327.00</b>	<b>\$3,036,044.00</b>	<b>\$5,807,505.03</b>	<b>\$79.97</b>	<b>\$8,843,629.00</b>	<b>\$146,302.00</b>	<b>1.68%</b>
<b>Total Other Instruction</b>	<b>\$805,969.00</b>	<b>\$448,067.00</b>	<b>\$559,981.59</b>	<b>\$17.41</b>	<b>\$1,008,066.00</b>	<b>\$202,097.00</b>	<b>25.08%</b>
<b>Total Student &amp; Staff Support</b>	<b>\$4,227,086.00</b>	<b>\$1,017,383.61</b>	<b>\$3,168,200.88</b>	<b>\$87.51</b>	<b>\$4,185,672.00</b>	<b>\$(41,414.00)</b>	<b>(0.98)%</b>
<b>Total System Administration</b>	<b>\$861,384.00</b>	<b>\$190,038.75</b>	<b>\$691,671.33</b>	<b>\$10.92</b>	<b>\$881,721.00</b>	<b>\$20,337.00</b>	<b>2.36%</b>
<b>Total School Administration</b>	<b>\$1,367,775.00</b>	<b>\$71,010.64</b>	<b>\$1,310,831.07</b>	<b>\$(7,823.71)</b>	<b>\$1,374,018.00</b>	<b>\$6,243.00</b>	<b>0.46%</b>
<b>Total Transportation &amp; Buses</b>	<b>\$1,097,905.00</b>	<b>\$1,329,129.88</b>	<b>\$20,971.95</b>	<b>\$2.17</b>	<b>\$1,350,104.00</b>	<b>\$252,199.00</b>	<b>22.97%</b>
<b>Total Facilities Maintenance</b>	<b>\$5,214,197.00</b>	<b>\$4,438,578.00</b>	<b>\$983,656.46</b>	<b>\$28.54</b>	<b>\$5,422,263.00</b>	<b>\$208,066.00</b>	<b>3.99%</b>
<b>Total Debt Service &amp; Other Com</b>	<b>\$1,128,505.00</b>	<b>\$1,064,084.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,064,084.00</b>	<b>\$(64,421.00)</b>	<b>(5.71)%</b>
<b>Total Fund 1000 w/o AE &amp; Xing</b>	<b>\$38,842,043.00</b>	<b>\$13,429,008.88</b>	<b>\$26,892,178.42</b>	<b>\$(7,430.30)</b>	<b>\$40,313,757.00</b>	<b>\$1,471,714.00</b>	<b>3.79%</b>
<b>Total Crossing Guides</b>	<b>\$37,603.00</b>	<b>\$5,857.00</b>	<b>\$32,018.42</b>	<b>\$7.58</b>	<b>\$37,883.00</b>	<b>\$280.00</b>	<b>0.74%</b>
<b>Total Adult Education</b>	<b>\$382,955.00</b>	<b>\$128,227.00</b>	<b>\$263,492.06</b>	<b>\$8.94</b>	<b>\$391,728.00</b>	<b>\$8,773.00</b>	<b>2.29%</b>
<b>Total AE &amp; Xing Guides</b>	<b>\$420,558.00</b>	<b>\$134,084.00</b>	<b>\$295,510.48</b>	<b>\$16.52</b>	<b>\$429,611.00</b>	<b>\$9,053.00</b>	<b>2.15%</b>
<b>Total Fund 1000</b>	<b>\$39,262,601.00</b>	<b>\$13,563,092.88</b>	<b>\$27,187,688.90</b>	<b>\$(7,413.78)</b>	<b>\$40,743,368.00</b>	<b>\$1,480,767.00</b>	<b>3.77%</b>

Auburn School Department  
 FY2016-17 - Revenue Sources -  
 School Committee Approved Budget

REVENUE SOURCES	2010/2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Variance	Percentage
State/EPS Model	Approved	Approved	Approved	Approved	Approved	Approved	Preliminary		
Subsidy	\$16,213,174	\$16,676,009	\$17,638,249	\$18,976,018	\$19,291,333	\$19,975,476	\$20,330,362	\$354,886	
Debt Service-Approved	\$1,306,059	\$1,266,062	\$1,225,447	\$1,161,010	\$1,119,906	\$1,079,600	\$1,042,975	(\$36,625)	
Adult Services	\$95,400	\$96,665	\$96,246	\$96,246	\$98,500	\$104,761	\$107,694	\$2,933	
SFFS Jobs	\$1,002,690	\$632,130	\$0	\$0	\$0	\$0	\$0	\$0	
Sub Total	\$18,617,323	\$18,670,866	\$18,959,942	\$20,233,274	\$20,509,739	\$21,159,837	\$21,481,031	\$321,194	
<b>Total State</b>	<b>\$18,617,323</b>	<b>\$18,670,866</b>	<b>\$18,959,942</b>	<b>\$20,233,274</b>	<b>\$20,509,739</b>	<b>\$21,159,837</b>	<b>\$21,481,031</b>	<b>\$321,194</b>	<b>0.8%</b>
<b>Local</b>									
Gen. Appropriation Alloca	\$13,318,844	\$13,131,138	\$13,910,635	\$13,625,217	\$14,329,818	\$16,040,650	\$17,320,901	\$1,280,251	
Local Only Debt Service	\$1,196,235	\$1,214,061	\$1,258,135	\$1,510,976	\$1,587,224	\$176,703	\$99,421	(\$77,282)	
Additional Local	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Crossing Guides	\$36,604	\$39,328	\$41,796	\$41,796	\$42,508	\$37,603	\$37,883	\$280	
Adult Education	\$166,848	\$166,848	\$185,734	\$183,311	\$189,080	\$189,080	\$190,404	\$1,324	
<b>Total Local</b>	<b>\$14,718,531</b>	<b>\$14,551,375</b>	<b>\$15,396,300</b>	<b>\$15,361,300</b>	<b>\$16,148,630</b>	<b>\$16,444,036</b>	<b>\$17,648,609</b>	<b>\$1,204,573</b>	<b>3.0%</b>
<b>Other</b>									
TIF-Workforce Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
State Agency Client	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$53,350	\$53,350	\$0	
Spec. Ed. SOS Tuition	\$120,000	\$120,000	\$120,000	\$90,000	\$90,000	\$107,576	\$107,576	\$0	
Adult Education	\$115,067	\$106,308	\$93,800	\$93,800	\$93,300	\$93,300	\$93,300	\$0	
McCare Reimbursement	\$150,000	\$50,000	\$125,000	\$125,000	\$125,000	\$135,000	\$135,000	\$0	
Secondary Tuition	\$13,595	\$96,156	\$97,500	\$134,266	\$134,266	\$179,620	\$179,620	\$0	
* State Fy16 Subsidy Fund Balance						\$0	\$200,404	\$200,404	
Fund Balance 6-30-10	\$172,103	\$853,076	\$853,075	\$856,882	\$906,882	\$906,882	\$706,478	(\$200,404)	
Rental Properties	\$68,506	\$68,506	\$68,506	\$68,506	\$68,506	\$58,000	\$58,000	\$0	
DayCare	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$0	
CDS-Pre-K	\$70,200	\$70,200	\$70,200	\$55,000	\$55,000	\$45,000	\$0	(\$45,000)	
Miscellaneous	\$30,000	\$38,759	\$38,759	\$30,000	\$30,000	\$30,000	\$30,000	\$0	
<b>Total Other</b>	<b>\$819,471</b>	<b>\$1,483,005</b>	<b>\$1,546,840</b>	<b>\$1,533,454</b>	<b>\$1,582,954</b>	<b>\$1,658,728</b>	<b>\$1,613,728</b>	<b>(\$45,000)</b>	
<b>Total Revenue</b>	<b>\$34,155,325</b>	<b>\$34,705,246</b>	<b>\$35,903,082</b>	<b>\$37,128,028</b>	<b>\$38,241,323</b>	<b>\$39,262,601</b>	<b>\$40,743,368</b>	<b>\$1,480,767</b>	<b>3.8%</b>
<b>Mil Rate For Education</b>	2,068,785,120	2,058,584,278	2,010,510,334	2,005,721,383	1,984,917,378	1,994,564,463	1,994,564,463	-	0.00%
	5/3/16	7.11	7.07	7.66	7.66	8.14	8.24	8.85	7.33%
			150			0.11	0.60	\$90.6	

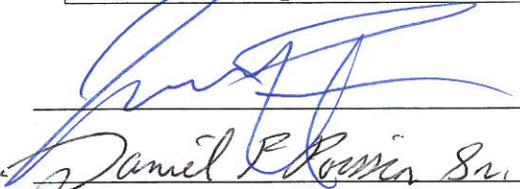
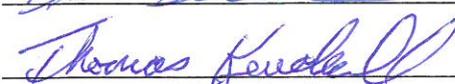
\* Note: FY16 State Subsidy CarryForward

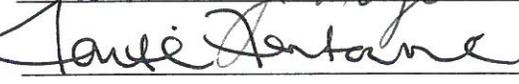
1 NOTICE OF AMOUNTS ADOPTED AT AUBURN CITY COUNCIL MEETING  
FOR VOTERS AT SCHOOL BUDGET  
VALIDATION REFERENDUM

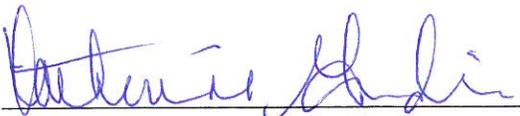
TO: Clerk of City of Auburn, State of Maine

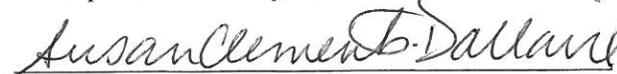
Pursuant to 20-A M.R.S.A. §§ 1486(2) and 2307 this Notice is to be displayed at all polling places for the school budget validation referendum to be held on June 14, 2016, to assist the voters in voting on whether to ratify the school budget as adopted by City Council.

<i>Cost Center Summary Budget Category</i>	<i>Amount Approved by School Committee May 4, 2016</i>	<i>Amount Approved and Adopted by City Council Meeting on May 16, 2016</i>
Regular Instruction	\$16,184,200	\$
Special Education	\$ 8,843,629	\$
Career and Technical Education	\$ -0-	\$ -0-
Other Instruction	\$ 1,008,066	
Student and Staff Support	\$ 4,185,672	\$
System Administration	\$ 881,721	\$
School Administration	\$ 1,374,018	\$
Transportation and Buses	\$ 1,350,104	\$
Facilities Maintenance	\$ 5,422,263	\$
Debt Service and Other Commitments	\$ 1,064,084	\$
All Other Expenditures	\$ 429,611	\$
<b>Summary of Total Authorized Expenditures</b>	<b>\$40,743,368</b>	<b>\$</b>

  
 Daniel P. Lewis Sr.  
  
 Brian B. B...  
  
 Thomas Keenan  
 A majority of the School Committee

  
 Dennis J. Hayes  
  
 Julie Fontaine  
  
 David Sackeyelle

Completed and countersigned by:  5/14/2016  
 Superintendent of Schools

A true copy of the Notice, attest:  Clerk  
 City of Auburn

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



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

Jonathan P. LaBonte, Mayor

**IN CITY COUNCIL**

**ORDER 32-05162016**

ORDERED that the Auburn City Council hereby adopts and approves the following School Budget articles for Fiscal Year 2016/17.

1. That \$16,184,200.00 be authorized to be expended for Regular Instruction;
2. That \$ 8,843,629.00 be authorized to be expended for Special Education;
3. That \$-0- be authorized to be expended for Career and Technical Education;
4. That \$ 1,008,066.00 be authorized to be expended for Other Instruction;
5. That \$ 4,185,672.00 be authorized to be expended for Student and Staff Support;
6. That \$ 881,721.00 be authorized to be expended for System Administration;
7. That \$ 1,374,018.00 be authorized to be expended for School Administration;
8. That \$ 1,350,104.00 be authorized to be expended for Transportation and Buses;
9. That \$ 5,422,263.00 be authorized to be expended for Facilities Maintenance;
10. That \$ 1,064,084.00 be authorized to be expended for Debt Service and Other Commitments;
11. That \$ 429,611.00- be authorized to be expended for All Other Expenditures;
12. That \$40,313,757.00 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 \$17,320,901.00 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 \$1,814,747.00 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

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



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

Jonathan P. LaBonte, Mayor

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;

**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.*

14. That \$0.00 be raised and appropriated in additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, §15690;

**Explanation:** *The additional local funds are those locally raised funds over and above the municipality's local 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 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, 2015 and ending June 30, 2016 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 \$391,728.00 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 \$37,883.00 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. That the City of Auburn increase the amount of the total school budget and the amounts the school committee is authorized to expend under the previous articles, to the extent of any unanticipated increase in the adjusted state contribution under the Essential Programs and Services funding model.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** 05/16/2016      **Order:** 33-05162016

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

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

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**Information:** This is the order authorizing the sale of \$5, 00,000 in General Obligation Bonds to finance the FY 16-17 Capital Improvement Projects. (list attached)

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**Advantages:** These 5.4 million dollar bonds will provide funding for the FY 16-17 Capital Improvement projects and also help to begin reducing the total outstanding debt of the City, by issuing less debt than we are retiring in.

**Disadvantages:** The total requests for Capital Improvements were over \$20 million (including the School Department), and by not funding a larger portion of the requests, infrastructure, facilities and equipment continue to deteriorate.

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**City Budgetary Impacts:**

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**Staff Recommended Action:** Staff recommends holding a public hearing on the General Obligation Bond Order and passage of 1<sup>st</sup> reading, the second reading will be scheduled June 6, 2016.

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**Previous Meetings and History:** Joint Council and School Committee workshop on 3/14/16

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**Attachments:**

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, May 16, 2016, 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 \$5,400,000 to finance the City's FY17 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 6, 2016 meeting.

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

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



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

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 33-05162016

TITLE: ORDER - AUTHORIZING ISSUANCE OF GENERAL OBLIGATION BONDS AND A TAX LEVY THEREFOR

**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 \$5,400,000, 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 FY17 Capital Improvement Program:

<b>CITYWIDE</b>		
<b>CAPITAL IMPROVEMENT PLAN FY 17 BONDS</b>		
	<b>Description</b>	<b>Bonded General Fund</b>
<b>Facilities</b>	<b>Hasty Restroom Replacement - ADA Compliance</b>	<b>\$ 320,000</b>
<b>Facilities</b>	<b>Senior Center</b>	<b>\$ 95,000</b>
<b>Planning</b>	<b>Comp Plan Property Acquisition</b>	<b>\$ 150,000</b>
<b>Planning</b>	<b>Dangerous Building Demolition</b>	<b>\$ 100,000</b>
<b>Engineering</b>	<b>Reconstruction</b>	<b>\$ 1,000,000</b>
<b>Engineering</b>	<b>Reclamation/Resurfacing</b>	<b>\$ 900,000</b>
<b>Engineering</b>	<b>Major Drainage</b>	<b>\$ 350,000</b>
<b>Engineering</b>	<b>MDOT Match</b>	<b>\$ 500,000</b>
<b>Public Works</b>	<b>7 Yard Plow Trucks</b>	<b>\$ 225,000</b>
<b>PW Facilities</b>	<b>Ash Landfill Sewer Main</b>	<b>\$ 250,000</b>
<b>School Department</b>	<b>School Department</b>	<b>\$ 1,500,000</b>
<b>Administration</b>	<b>Contingency</b>	<b>\$ 10,000</b>
<b>TOTAL CIP</b>		<b>\$ 5,400,000</b>

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

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



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

Jonathan P. LaBonte, Mayor

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 \$5,400,000 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.

James Pross, Ward One  
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Ernestine Gilbert, Ward Four



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David C. Young, At Large

Jonathan P. LaBonte, Mayor

A Public Notice describing the general purpose of the borrowing and the terms thereof was published on or before May 2, 2016, in the Lewiston Sun-Journal, a daily newspaper published in the City of Auburn and in Androscoggin County.

A public hearing was held on May 16, 2016.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** 05/16/2016      **Order:** 34-05162016

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

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

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**Information:** This is the order authorizing the reallocation of \$353,845 from previous General Obligation Bonds that were unspent to fund a portion of the City’s FY 16-17 CIP. (list attached)

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**Advantages:** These unused bond proceeds will provide funding for a portion of the FY 16-17 Capital Improvement projects.

**Disadvantages:** N/A

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** Staff recommends holding a public hearing on the Reallocation Order and passage of 1<sup>st</sup> reading, the second reading will be scheduled June 6, 2016.

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**Previous Meetings and History:** Joint Council and School Committee workshop on 3/14/16

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**Attachments:**

- 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, May 16, 2016, at 7:00 p.m. in the Council Chambers, Auburn Hall, 60 Court Street on a proposed order reallocating \$353,845 of unspent proceeds from various City General Obligation Bonds to a portion of the Capital Improvement Projects for FY 17.

Following the public hearing, the City Council expects to conduct the second reading and take final action on the order at the June 6, 2016, meeting.

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

James Pross, Ward One  
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Jonathan P. LaBonte, Mayor

**IN CITY COUNCIL**

**ORDER 34-05162016**

**TITLE:** ORDER - Reallocating Unspent Proceeds from the City's General Obligation Bonds.

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, \$353,845 of which excess proceeds the City Council desires to reappropriate and reallocate to be used for the projects listed below;

<b>CITYWIDE</b>			
<b>CAPITAL IMPROVEMENT PLAN FY 17 Unallocated</b>			
	<b>Description</b>		<b>Unallocated Bond Proceeds</b>
<b>Facilities</b>	Engine 5 Roof Replacement		\$ 80,000
<b>Facilities</b>	Central Fire-Lighting Replacement		\$ 110,000
<b>Facilities</b>	Engine 5 Lighting Replacement		\$ 40,000
<b>Library</b>	Entrance Door Replacement		\$ 44,500
<b>Police</b>	Evidence Locker Replacement		\$ 50,000
<b>Public Works</b>	Leaf Vacuum		\$ 29,345
<b>TOTAL CIP</b>			<b>\$ 353,845</b>

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 \$353,845 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.

James Pross, Ward One  
Robert Stone, Ward Two  
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Ernestine Gilbert, Ward Four



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David C. Young, At Large

Jonathan P. LaBonte, Mayor

A Public Notice describing the repurposing of these Bond proceeds borrowed for Various Projects to the list above was published on or before May 2, 2016, in the Lewiston Sun-Journal, a daily newspaper published in the City of Auburn and in Androscoggin County.

A public hearing was held on May 16, 2016.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** 05/16/2016

**Resolve:** 06-05162016

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

**Subject:** Resolve Adopting the 2016—2017 Annual Appropriation and Revenue Resolve (First Reading and Public Hearing)

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**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 20, 2016.

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**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 5 weeks, which would allow enough time to make amendments if necessary.

**Disadvantages:** None

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**City Budgetary Impacts:**

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

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**Previous Meetings and History:** Budget presentation on April 11, 2016, various budget workshops in April and May.

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**Attachments:**

Resolve for the 2016-2017 Annual Appropriation and Revenue

Summary of Proposed Budget

Summary of Estimated Non Property Tax Revenue

CITY OF AUBURN  
FY 2016 EXPENDITURES  
COMPARISON FY15 AND FY16 BUDGETS

	COUNCIL ADOPTED BUDGET FY 15-16	DEPARTMENT PROPOSED BUDGET FY 16-17	MANAGER PROPOSED BUDGET FY 16-17	COUNCIL ADOPTED BUDGET FY 16-17	\$ Change	% Change
<b>City Expenses</b>						
Operating Expenses	25,769,972	26,985,875	26,403,677	0	633,705	2.46%
Debt Service/TIF	8,924,778	9,231,648	9,231,648	0	306,870	3.44%
Intergovernmental	3,795,634	3,847,833	3,581,253	0	(214,381)	-5.65%
<b>Total City Expenses</b>	<b>38,490,384</b>	<b>40,065,356</b>	<b>39,216,578</b>	<b>0</b>	<b>726,194</b>	<b>1.89%</b>
<b>School Expenses</b>						
Operating Expenses	36,220,126		37,864,537	0	1,644,411	4.54%
Debt Service	2,842,071		2,878,831	0	36,760	1.29%
<b>Total School Expenses</b>	<b>39,062,197</b>	<b>0</b>	<b>40,743,368</b>	<b>0</b>	<b>1,681,171</b>	<b>4.30%</b>
<b>Total Expenses</b>	<b>77,552,581</b>	<b>40,065,356</b>	<b>79,959,946</b>	<b>0</b>	<b>2,407,365</b>	<b>3.10%</b>
<b>Less: Non-Tax Revenues</b>						
City	12,558,137	13,098,759	13,098,759	0	540,622	4.30%
School	22,618,161	23,094,759	23,094,759	0	476,598	2.11%
<b>Total Non-Tax Revenues</b>	<b>35,176,298</b>		<b>36,193,518</b>	<b>0</b>	<b>1,017,220</b>	<b>2.89%</b>
<b>Tax Levy</b>						
City	23,789,979	24,798,886	23,950,108	0	160,129	0.67%
School	16,444,036	18,066,004	17,648,609	0	1,204,573	7.33%
County	2,142,268	2,167,711	2,167,711	0	25,443	1.19%
Overlay						
<b>Total Tax Levy</b>	<b>42,376,283</b>	<b>45,032,601</b>	<b>43,766,428</b>	<b>0</b>	<b>1,390,145</b>	<b>3.28%</b>
Total Assessed Value	1,994,564,443	1,985,770,148	1,989,647,711	1,989,647,711		
Tax Rate						
City	11.93	12.49	12.04	0.00	0.11	0.92%
School	8.24	9.10	8.87	0.00	0.63	7.59%
County	1.07	1.09	1.09	0.00	0.02	1.44%
<b>Total</b>	<b>21.25</b>	<b>22.68</b>	<b>22.00</b>	<b>0.00</b>	<b>0.75</b>	<b>3.54%</b>

CITY OF AUBURN  
FY 2017 EXPENDITURES  
COMPARISON FY16 AND FY17 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 15-16	DEPARTMENT PROPOSED BUDGET FY 16-17	MANAGER PROPOSED BUDGET FY 16-17	COUNCIL ADOPTED BUDGET FY 16-17	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<b><u>Administration</u></b>						
City Clerk	165,053	177,906	177,906		12,853	7.79%
City Manager	269,340	273,880	273,880		4,540	1.69%
Finance	619,855	622,359	637,754		17,899	2.89%
Human Resources	143,526	152,435	150,435		6,909	4.81%
IT	390,190	479,324	479,324		89,134	22.84%
Legal Services	65,000	65,650	65,650		650	1.00%
Mayor & Council	77,366	78,464	78,464		1,098	1.42%
<b>Total Administration</b>	<b>1,730,330</b>	<b>1,850,018</b>	<b>1,863,413</b>	<b>0</b>	<b>133,083</b>	<b>7.69%</b>
<b><u>Community Services</u></b>						
Health & Social Services						
Administration	75,722	73,696	73,696		(2,026)	-2.68%
Assistance	108,989	97,778	97,778		(11,211)	-10.29%
Economic and Community Development	1,267,711	1,851,302	1,851,302		583,591	46.04%
Recreation & Special Events	338,871	330,116	329,472		(9,399)	-2.77%
Public Library	979,516	983,616	933,616		(45,900)	-4.69%
<b>Total Community Services</b>	<b>2,770,809</b>	<b>3,336,508</b>	<b>3,285,864</b>	<b>0</b>	<b>515,055</b>	<b>18.59%</b>
<b><u>Fiscal Services</u></b>						
Debt Service	6,324,864	6,406,845	6,406,845		81,981	1.30%
Emergency Reserve	375,289	375,289	375,289		0	0.00%
Facilities	653,080	658,810	645,756		(7,324)	-1.12%
Transfer to TIF	2,599,914	2,824,803	2,824,803		224,889	8.65%
Fringe Benefits	5,171,309	5,310,906	5,247,710		76,401	1.48%
Workers' Compensation	496,536	522,088	522,088		25,552	5.15%
<b>Total Fiscal Services</b>	<b>15,620,992</b>	<b>16,098,741</b>	<b>16,022,491</b>	<b>0</b>	<b>401,499</b>	<b>2.57%</b>
<b><u>Public Safety</u></b>						
Fire	4,099,634	4,131,994	3,989,396		(110,238)	-2.69%
Fire EMS Transport	549,801	617,465	590,997		41,196	7.49%
Police	3,870,995	3,936,791	3,875,113		4,118	0.11%
<b>Total Public Safety</b>	<b>8,520,430</b>	<b>8,686,250</b>	<b>8,455,506</b>	<b>0</b>	<b>(64,924)</b>	<b>-0.76%</b>
<b><u>Public Services</u></b>						
Public Services	4,525,898	4,714,304	4,476,349		(49,549)	-1.09%
Solid Waste	927,278	932,689	932,689		5,411	0.58%
Water & Sewer	599,013	599,013	599,013		0	0.00%
<b>Total Public Works</b>	<b>6,052,189</b>	<b>6,246,006</b>	<b>6,008,051</b>	<b>0</b>	<b>(44,138)</b>	<b>-0.73%</b>

CITY OF AUBURN  
FY 2017 EXPENDITURES  
COMPARISON FY16 AND FY17 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 15-16	DEPARTMENT PROPOSED BUDGET FY 16-17	MANAGER PROPOSED BUDGET FY 16-17	COUNCIL ADOPTED BUDGET FY 16-17	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<b>Total Municipal</b>	<b>34,694,750</b>	<b>36,217,523</b>	<b>35,635,325</b>	<b>0</b>	<b>940,575</b>	<b>2.71%</b>
<b><u>Intergovernmental Programs</u></b>						
County Taxes	2,142,268	2,167,711	2,167,711		25,443	1.19%
Tax Sharing	270,000	270,000	270,000		0	0.00%
Auburn-Lewiston Municipal Airport	105,000	106,000	106,000		1,000	0.95%
Lew-Aug Transit Committee	209,244	235,000	182,244		(27,000)	-12.90%
Lew-Aub 911 Communications Center	1,069,122	1,069,122	855,298		(213,824)	-20.00%
<b>Total Intergovernmental Programs</b>	<b>3,795,634</b>	<b>3,847,833</b>	<b>3,581,253</b>	<b>0</b>	<b>(214,381)</b>	<b>-5.65%</b>
<b>Grand Total Municipal</b>	<b>38,490,384</b>	<b>40,065,356</b>	<b>39,216,578</b>	<b>0</b>	<b>726,194</b>	<b>1.89%</b>
Education Operation	36,220,126	38,281,932	37,864,537		1,644,411	4.54%
Education Debt Service	2,842,071	2,878,831	2,878,831		36,760	1.29%
<b>Total School</b>	<b>39,062,197</b>	<b>41,160,763</b>	<b>40,743,368</b>	<b>0</b>	<b>2,098,566</b>	<b>5.37%</b>
<b>Total Budget</b>	<b>77,552,581</b>	<b>81,226,119</b>	<b>79,959,946</b>	<b>0</b>	<b>2,407,365</b>	<b>3.10%</b>

CITY OF AUBURN  
 FY 2017 EXPENDITURES  
 COMPARISON FY16 AND FY17 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 15-16	DEPARTMENT PROPOSED BUDGET FY 16-17	MANAGER PROPOSED BUDGET FY 16-17	COUNCIL ADOPTED BUDGET FY 16-17	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
Non-Property Tax Revenue						
Municipal	12,558,137	13,098,759	13,098,759	0	540,622	4.30%
Education	22,618,161	23,094,759	23,094,759	0	476,598	2.11%
<b>Total</b>	<b>35,176,298</b>	<b>36,193,518</b>	<b>36,193,518</b>	<b>0</b>	<b>1,017,220</b>	<b>2.89%</b>
Property Tax Dollars Needed						
Municipal	25,932,247	26,966,597	26,117,819	0	185,572	0.72%
Education	16,444,036	18,066,004	17,648,609	0	1,204,573	7.33%
<b>Total</b>	<b>42,376,283</b>	<b>45,032,601</b>	<b>43,766,428</b>	<b>0</b>	<b>1,390,145</b>	<b>3.28%</b>
<b>Property Tax Rate Based on Assessed Values of :</b>	<b>21.25</b>	<b>22.68</b>	<b>22.00</b>	<b>0.00</b>	<b>0.75</b>	<b>3.54%</b>
	<b>1,994,564,443</b>	<b>1,985,770,148</b>	<b>1,989,647,711</b>	<b>1,989,647,711</b>		
<b>Property Tax Rate</b>						
Municipal Tax Rate	<b>\$13.00</b>	<b>\$13.58</b>	<b>\$13.13</b>	<b>\$0.00</b>	<b>0.13</b>	<b>0.96%</b>
Education Tax Rate	<b>\$8.24</b>	<b>\$9.10</b>	<b>\$8.87</b>	<b>\$0.00</b>	<b>0.63</b>	<b>7.59%</b>
	<b>21.25</b>	<b>22.68</b>	<b>22.00</b>	<b>0.00</b>	<b>0.75</b>	<b>3.54%</b>

CITY OF AUBURN  
FY 2016 REVENUES  
COMPARISON FY15 AND FY16 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 15-16	MANAGER PROPOSED BUDGET FY 16-17	COUNCIL ADOPTED BUDGET FY 16-17	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<b><u>General Government</u></b>					
Homestead Exemption Reimbursement	505,000	750,000		245,000	48.51%
Personal Property Reimbursement	1,555,000	1,755,000		200,000	0.00%
Tree Growth Reimbursement	10,000	10,000		-	0.00%
Veterans Reimbursement	18,000	18,000		-	0.00%
CDBG Reimbursement	8,000			(8,000)	0.00%
In Lieu of Taxes	90,000	90,000		-	0.00%
Excise Tax-Vehicles	3,315,000	3,330,000		15,000	0.45%
Excise Tax-Boats	15,000	15,000		-	0.00%
Excise Tax-Aircraft	20,000	20,000		-	0.00%
State Revenue Sharing	1,477,641	1,468,313		(9,328)	-0.63%
Other State Aid	4,000	4,000		-	0.00%
Penalties & Interest	150,000	150,000		-	0.00%
Investment Income	5,000	10,000		5,000	100.00%
Interest from Bonds	2,000	-		(2,000)	-100.00%
Transfer in from TIF	545,000	950,000		405,000	74.31%
Transfer in from TIF Workforce Development		450,000		450,000	0.00%
Transfer in from Parking Program	-			-	0.00%
Transfer in from Police Drug Money	45,000			(45,000)	-100.00%
Transfer in from Recreation Special Revenue	42,718	42,718		-	0.00%
Rental Income (Intermodal)	18,000	18,000		-	0.00%
Sale of Property	20,000	20,000		-	0.00%
Tax Sharing Revenue	155,000	160,000		5,000	3.23%
Cable Television Franchise	126,000	140,000		14,000	11.11%
Cable Television Franchise - City of Lewiston	-	63,384		63,384	0.00%
MMWAC Host Fees	210,000	210,000		-	0.00%
Energy Efficiency	-			-	0.00%
Reimbursement-Other	10,000	-		(10,000)	-100.00%
Utility Reimbursement	27,500	27,500		-	0.00%
Unclassified	10,000	10,000		-	0.00%
Fund Balance Contribution	1,650,000	825,000		(825,000)	-50.00%
<b>Total General Government</b>	<b>10,033,859</b>	<b>10,536,915</b>	<b>-</b>	<b>503,056</b>	<b>5.01%</b>

CITY OF AUBURN  
FY 2016 REVENUES  
COMPARISON FY15 AND FY16 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 15-16	MANAGER PROPOSED BUDGET FY 16-17	COUNCIL ADOPTED BUDGET FY 16-17	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<b><u>City Clerk</u></b>					
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	200	100		(100)	-50.00%
City Clerk Notary	1,800	1,500		(300)	-16.67%
Banner Hanging Fee	3,300	3,000		(300)	-9.09%
Garage Sale Permits	3,000	3,200		200	6.67%
Commercial License	40,000	40,000		-	0.00%
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%
<b>Total City Clerk</b>	<b>97,400</b>	<b>96,900</b>	<b>-</b>	<b>(500)</b>	<b>-0.51%</b>
<b><u>Finance</u></b>					
Reg - Vehicles	60,000	60,000		-	0.00%
<b>Total Finance</b>	<b>60,000</b>	<b>60,000</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b><u>Community Services-ICT</u></b>					
GIS/Data & Maps	20	20		-	0.00%
<b>Total Community Services-ICT</b>	<b>20</b>	<b>20</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b><u>Assessing</u></b>					
Maps & Copies	20	20		-	0.00%
<b>Total Assessing</b>	<b>20</b>	<b>20</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b><u>Health &amp; Social Services</u></b>					
GA Reimbursement	70,000	59,000		(11,000)	-15.71%
<b>Total Health &amp; Social Services</b>	<b>70,000</b>	<b>59,000</b>	<b>-</b>	<b>(11,000)</b>	<b>-15.71%</b>

CITY OF AUBURN  
FY 2016 REVENUES  
COMPARISON FY15 AND FY16 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 15-16	MANAGER PROPOSED BUDGET FY 16-17	COUNCIL ADOPTED BUDGET FY 16-17	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<b><u>Planning &amp; Permitting</u></b>					
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	10,000	-		(10,000)	-100.00%
Permits - Building	110,000	100,000		(10,000)	-9.09%
CDBG Reimbursement for Services	50,000	254,127		204,127	408.25%
Permits - Electrical	18,000	18,000		-	0.00%
Permits - Plumbing	11,000	11,000		-	0.00%
Permits - Sign	5,000	5,000		-	0.00%
<b>Total Planning &amp; Permitting</b>	<b>256,500</b>	<b>440,627</b>	<b>-</b>	<b>184,127</b>	<b>71.78%</b>
<b><u>Parks &amp; Recreation</u></b>					
Arena	-	-	-	-	0.00%
Recreation Program	-	-	-	-	0.00%
<b>Total Parks &amp; Recreation</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b><u>Community Services-Engineering</u></b>					
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%
<b>Total Community Services-Engineering</b>	<b>48,200</b>	<b>48,200</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b><u>Fire Department</u></b>					
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%
<b>Total Fire Department</b>	<b>1,251,100</b>	<b>1,251,100</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>

CITY OF AUBURN  
 FY 2016 REVENUES  
 COMPARISON FY15 AND FY16 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 15-16	MANAGER PROPOSED BUDGET FY 16-17	COUNCIL ADOPTED BUDGET FY 16-17	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<b><u>Police Department</u></b>					
Accident & Police	13,000	12,000		(1,000)	-7.69%
Court	15,000	10,000		(5,000)	-33.33%
Photos & Tapes	2,000	3,500		1,500	75.00%
False Alarms	15,000	12,000		(3,000)	-20.00%
Animal Impound	1,000	1,000		-	0.00%
Veh Rel/Non Driver	2,000	2,000		-	0.00%
Veh Rel/Driver Licence	11,000	13,000		2,000	18.18%
ARRA Cops Grant	95,685	12,477		(83,208)	-86.96%
MDEA Reimbursement	61,000	71,000		10,000	16.39%
School Resource Officers	-	-		-	0.00%
Computer Crimes	21,353	-		(21,353)	-100.00%
Permits - Alarms	-	-		-	0.00%
Permits - Firearms	4,000	4,000		-	0.00%
Fines - Parking Violations	60,000	65,000		5,000	8.33%
<b>Total Police Department</b>	<b>301,038</b>	<b>205,977</b>	<b>-</b>	<b>(95,061)</b>	<b>-31.58%</b>
<b><u>Public Works</u></b>					
Community Cords	-	-	-	-	
State/Local Road Assistance	440,000	400,000		(40,000)	-9.09%
<b>Total Public Works</b>	<b>440,000</b>	<b>400,000</b>	<b>-</b>	<b>(40,000)</b>	<b>-9.09%</b>
<b>Total Municipal</b>	<b>12,558,137</b>	<b>13,098,759</b>	<b>-</b>	<b>540,622</b>	<b>4.30%</b>

CITY OF AUBURN  
FY 2016 REVENUES  
COMPARISON FY15 AND FY16 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 15-16	MANAGER PROPOSED BUDGET FY 16-17	COUNCIL ADOPTED BUDGET FY 16-17	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<b>School Department</b>					
Reg Secondary Tuition	179,620	179,620		-	0.00%
SOS Tuition	107,576	107,576		-	0.00%
Adult Ed Tuition	93,300	93,300		-	0.00%
State Subsidy for Education	19,775,072	20,330,362		555,290	2.81%
Debt Service Reimbursement	1,079,600	1,042,975		(36,625)	-3.39%
PreK/CDS	40,000			(40,000)	-100.00%
Special Ed/Mainecare	125,000	135,000		10,000	8.00%
State Agency Clients	48,350	53,350		5,000	10.34%
State Aid for Adult Education	104,761	107,694		2,933	2.80%
Miscellaneous	108,000	88,000		(20,000)	-18.52%
Daycare Rent	50,000	50,000		-	0.00%
Fund Balance	906,882	906,882		-	0.00%
<b>Total School</b>	<b>22,618,161</b>	<b>23,094,759</b>	<b>-</b>	<b>476,598</b>	<b>2.11%</b>
<b>Total Non-Property Tax Revenue - Municipal</b>					
Total Non-Property Tax Revenue - Municipal	12,558,137	13,098,759	-	(12,558,137)	-100.00%
Total Non-Property Tax Revenue - School	<u>22,618,161</u>	<u>23,094,759</u>	-	<u>(22,618,161)</u>	<u>-100.00%</u>
<b>Total Non-Property Tax Revenue</b>	<b>35,176,298</b>	<b>36,193,518</b>	<b>-</b>	<b>(35,176,298)</b>	<b>-100.00%</b>
<b>Total Proposed Budget - Municipal</b>					
Total Proposed Budget - Municipal	38,490,384	39,216,578	-	(38,490,384)	-100.00%
Total Proposed Budget - School	<u>39,062,197</u>	<u>40,743,368</u>	-	<u>(39,062,197)</u>	<u>-100.00%</u>
<b>Total Proposed Budget</b>	<b>77,552,581</b>	<b>79,959,946</b>	<b>-</b>	<b>(77,552,581)</b>	<b>-100.00%</b>
<b>Total Property Tax Dollars Needed - Municipal</b>					
Total Property Tax Dollars Needed - Municipal	25,932,247	26,117,819	-	(25,932,247)	-100.00%
Total Property Tax Dollars Needed - School	<u>16,444,036</u>	<u>17,648,609</u>	-	<u>(16,444,036)</u>	<u>-100.00%</u>
<b>Total Property Tax Dollars Needed</b>	<b>42,376,283</b>	<b>43,766,428</b>	<b>-</b>	<b>(42,376,283)</b>	<b>-100.00%</b>

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



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

Jonathan P. LaBonte, Mayor

## IN CITY COUNCIL

### RESOLVE 06-05162016

RESOLVED, that the following be, and hereby is the Annual Appropriation and Revenue Resolve of the City of Auburn for the fiscal year 2016-2017, which includes the amounts appropriated herein and revenues from all sources beginning July 1, 2016 and ending June 30, 2017.

The estimated aggregate amount of non-property tax revenue is \$36,193,518 with a municipal revenue budget of \$13,098,759 and a School Department revenue budget of \$23,094,759.

The aggregate appropriation for the City of Auburn is \$79,959,946, with a municipal budget of \$37,048,867 County budget of \$2,167,711 and a School Department budget of \$40,743,368 which received School Committee approval on May 4, 2016, and school budget approved at the May 16, 2016 Council Meeting pursuant to the School Budget Validation vote on June 14, 2016, in accordance with Maine Revised Statutes, Title 20-A § 1486 and based on the budget submitted to the Auburn City Council on April 11, 2016, by the City Manager, and notification was posted on the City of Auburn website on May 12, 2016 that a public hearing would be held on May 16, 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 2016-2017 beginning July 1, 2016 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 2016-2017.

#### SCHOOL BUDGET ARTICLES

1. That \$16,184,200.00 be authorized to be expended for Regular Instruction;
2. That \$8,843,629.00 be authorized to be expended for Special Education;
3. That \$-0- be authorized to be expended for Career and Technical Education;
4. That \$1,008,066.00 be authorized to be expended for Other Instruction;
5. That \$4,185,672.00 be authorized to be expended for Student and Staff Support;
6. That \$881,721.00 be authorized to be expended for System Administration;
7. That \$1,374,018.00 be authorized to be expended for School Administration;

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8. That \$1,350,104.00 be authorized to be expended for Transportation and Buses;
9. That \$5,422,263.00 be authorized to be expended for Facilities Maintenance;
10. That \$1,064,084.00 be authorized to be expended for Debt Service and Other Commitments;
11. That \$429,611.00 be authorized to be expended for All Other Expenditures;
12. That \$40,313,307.00 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 \$17,320,901.00 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 \$1,814,747.00 be raised and appropriated for the annual payments on debt service previously approved by the city's legislative body for non-state-funded school construction projects, non-state-funded portions of school construction projects and minor capital projects in addition to the funds appropriated as the local share of the city's contribution to the total cost of funding public education from Pre-kindergarten to grade 12;

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

14. That \$0.00 be raised and appropriated in additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690;

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

15. That the school committee be authorized to expend \$40,526,757.00 for the fiscal year beginning July 1, 2016 and ending June 30, 2017 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 \$391,728.00 for adult education and raise \$189,080.00 as the local share, with authorization to expend any additional incidental or miscellaneous receipts in the interest for the well-being of the adult education program;
17. That the City of Auburn raise and appropriate \$37,883.00 for the services of Community Services-Crossing Guards.
18. That in addition to amount approved in the preceding articles, the school committee be authorized to expend such other sums as may be received from federal or state grants or programs or other sources during the fiscal year for school purposes, provided that such grants, programs or other sources do not require the expenditure of other funds not previously appropriated;
19. That the City of Auburn increase the amount of the total school budget and the amounts the school committee is authorized to expend under the previous article, to the extent of any unanticipated increase in the adjusted state contribution under the Essential Programs and Services funding model.

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

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



Leroy Walker, Ward Five  
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Jonathan P. LaBonte, Mayor

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 2016 – 2017, which includes the amounts budgeted herein beginning July 1, 2016 and ending June 30, 2017.

The Enterprise Fund-Norway Savings Bank Arena estimated amount of non-property tax revenue is \$1,059,750.

The Enterprise Fund-Norway Savings Bank Arena budget is \$1,199,256.

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 2016 – 2017, which includes the amounts budgeted herein beginning July 1, 2016 and ending June 30, 2017.

The Enterprise Fund-Ingersoll Turf Facility estimated amount of non-property tax revenue is \$214,940.

The Enterprise Fund- Ingersoll Turf Facility budget is \$178,102.

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, 2016 and ending June 30, 2017, 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, 2016 and the remaining fifty percent (50%) shall be due on March 15, 2017.

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, 2016 and March 16, 2017 respectively shall bear interest at a rate of 7% per annum from and after such dates.

Personal property taxes shall be due and payable on or before September 15, 2016. Any personal property taxes remaining unpaid on September 16, 2016 shall bear an interest rate of 7% per annum from and after such date. Interest on all delinquent taxes shall be computed on

James Pross, Ward One  
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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, 2015, 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:** 05/16/16

**Order:** 35-05162016

**Author:** Jill M. Eastman

**Subject:** Public Hearing and Adoption of 5 Year Capital Improvement Plan

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**Information:** The City Manager and School Superintendent presented a 5 year Capital Improvement Plan. By Charter, the City Council has to adopt the capital plan before the end of the current fiscal year.

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**Advantages:** N/A

**Disadvantages:** N/A

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**City Budgetary Impacts:** This action is just adopting the plan.

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**Staff Recommended Action:** Adoption of the 5 yr Capital Improvement Plan

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**Previous Meetings and History:** Joint Workshop with City Council and School Committee on March 14, 2016

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**Attachments:**

Summary of 5 year CIP

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



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

Jonathan P. LaBonte, Mayor

## **IN CITY COUNCIL**

### **ORDER 35-05162016**

ORDERED, that the City Council hereby adopts the 5 year Capital Improvement Plan, presented to the City Council and School Committee by the City Manager and School Superintendent on March 14, 2016.



## City of Auburn City Council Information Sheet

**Council Workshop or Meeting Date:** May 16, 2016

**Subject:** Executive Session

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

**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.

**THE FOLLOWING  
INFORMATION IS  
PROVIDED BY  
COUNCILOR  
LEROY WALKER  
AUBURN WARD 5**

**Draft - Minutes of the April 5, 2016  
Executive Committee Meeting**

The Executive Committee of the Mid-Maine Waste Action Corp. met on Tuesday, April 5, 2016, at 9:00 AM, at MMWAC's offices in Auburn.

**1. Roll Call**

President Landry called the meeting to order. Members present were: Curtis Lunt, Bradley Plante, Eda Tripp and Leroy Walker, as well as staff Joseph Kazar, and John King.

**2. Minutes**

Ms. Tripp made a motion, seconded by Mr. Walker, and approved 5/0 to accept the minutes of the March 15 and 29<sup>th</sup> Executive Committee meeting.

**3. Personnel**

Mr. Lunt made a motion, seconded by Mr. Walker, and approved 5/0, to enter Executive Session at 9:09 AM to discuss personnel matters and contracts. President Landry declared the Committee in Public Session at 10:42 AM.

Ms. Tripp made a motion, seconded by Mr. Plante, and approved 5/0 to authorize the President to execute an employment agreement, with two attachments, as discussed in Executive Session with John King as Executive Director effective April 30, 2016.

Ms. Tripp made a motion, seconded by Mr. Walker, and approved 5/0 to retain Joseph Kazar for Management Transition Services on an as-needed basis, and as directed by the new Executive Director, at a rate of \$75/hr., effective April 30, 2016.

Mr. Lunt made a motion, seconded by Mr. Walker, and approved 5/0, to indicate the Committee's support for the Executive Director's appointment of Marc Vachon as Plant Manager effective April 30, 2016.

Mr. Walker made a motion, seconded by Mr. Lunt, and approved 5/0, to support the battery recycling element of LD1578 and be included in a Floor Sheet proponents have developed to support the bill.

There being no further business Ms. Tripp made a motion, seconded by Mr. Plante, and approved 5/0, to adjourn at 10:57 PM.

***Mid-Maine Waste Action Corporation***

*110 Goldthwaite Road  
P.O. Box 1750  
Auburn, Maine 04211-1750  
(207) 783-8805 x203  
Fax (207) 783-9831  
www.midmainewaste.com*

**MEMORANDUM**

To: MMWAC Board of Directors  
From: Joseph E. Kazar, Executive Director  
Subject: April 28, 2016 Board Meeting  
Date: April 22, 2016



Hello,

Attached are the minutes of the last Executive Committee Meeting.

Thank you,

Joe Kazar

cc: John King

Reference No.: 03716

*MEMBER COMMUNITIES:*

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

**Mid-Maine Waste Action Corporation**

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www.midmainewaste.com

**MEMORANDUM**

To: MMWAC Board of Directors  
From: Joseph E. Kazar, Executive Director   
Subject: Thursday, April 28, 2016 Board Meeting  
Date: April 20, 2016

Hello,

Attached please find agendas for next Thursday's Executive Committee, as well as Board of Directors meetings and minutes from the past meetings.

The Board meeting will be here at MMWAC's offices at 6 PM on Thursday, April 28. The Executive Committee will meet prior to the Board meeting, at 5 PM.

MMWAC's Bylaws and Interlocal Agreement require approval of the budget by an 85% vote, by population, therefore it is very important that we have official voting representation from all member municipalities at this meeting. If the regular Board appointee will not be available for the budget vote please have the governing body formally vote to appoint an alternate so that the budget can be adopted. Please note that the Bylaws allow each member municipality to name an alternate to the Board. If you have not done so, please consider making such an appointment and then send us confirmation and contact information on municipal letterhead.

Please let me know if you have questions or comments.

Best Regards,

Joe Kazar

Reference No.: 03715

MEMBER COMMUNITIES:

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

**MID-MAINE WASTE ACTION CORPORATION  
EXECUTIVE COMMITTEE MEETING**

**Thursday, April 28, 2016; 5:00 P.M.**

Mid-Maine Waste Action Corporation  
Conference Room  
110 Goldthwaite Rd., Auburn

**Agenda**

**1. Roll Call**

- There are five (5) members of the Committee and three (3) members constitute a quorum.

**2. Minutes**

- Consider approval of the April 5, 2016 minutes

**3. Monthly Activity reports**

- Consider accepting the March 2016 Activity Report

**4. Lewiston/MMWAC Ash-for-Trash Agreement**

- Consider recommending the extension of the agreement

**5. Updates**

- Legislation
- Real estate
- Marketing
- Bank resolutions
- Other

Portions of the agenda of the Executive Committee meeting may be conducted in Executive Session, when appropriate, and upon a vote of the Committee.

**MID-MAINE WASTE ACTION CORPORATION  
BOARD OF DIRECTORS MEETING**

**Thursday, April 28, 2016; 6:00 P.M.**

Mid-Maine Waste Action Corporation  
Conference Room  
110 Goldthwaite Rd., Auburn, ME

**Agenda**

- 1. Roll Call**
  - A minimum of six (6) Directors must be present to constitute a quorum.
- 2. Minutes – April 6, 2016 Meeting**
  - Review and consider approval of the minutes of the Board of Directors meeting
- 3. Monthly Activity Reports**
  - Discuss and consider acceptance of the March 2016 report
- 4. FY17 Budget**
  - Consider adoption of the FY17 Budget
- 5. Updates**
  - Lewiston/MMWAC Ash-for-Trash Agreement Extension
  - Legislation
  - Other

Portions of the agenda of the Board of Directors meeting may be conducted in Executive Session, where appropriate, and upon a vote of the Board.

**DRAFT - Minutes of the Board of Directors Meeting  
Wednesday, April 6, 2016**

The Board of Directors of the Mid-Maine Waste Action Corporation met on Wednesday, April 6, 2016, at MMWAC's offices in Auburn.

**1. Roll Call**

President Landry called the meeting to order at 6:17 PM. The following Board members were present: Bradley Plante, Paul First, Mary Ann Haxton, Roy Letourneau, Bruce Taylor, Eda Tripp, Leroy Walker and Don Willard. Also present were MMWAC staff Michael Daily, Joseph Kazar, John King, and Marc Vachon.

**2. Minutes of the June 25, 2015 Board Meeting**

Mr. Walker made a motion which was seconded by Mr. Letourneau and approved 9/0 to adopt the minutes.

**3. Monthly Activity Reports**

Ms. Haxton made a motion, seconded by Mr. Walker and approved 9/0 to accept the June 2015 through February 2016 Activity Reports.

**4. Personnel**

President Landry related that the Executive Committee has been working on a succession plan to find MMWAC's next Executive Director. Executive Director Kazar had announced at last June's Annual Meeting that he planned to retire by May of 2016. The Executive Committee retained STM Associates of Brunswick to assist in the selection process, and to assess candidates in terms of their fit for the job and the Board's expectations. A national search was conducted and many candidates were evaluated. Three finalists went through extensive assessments and a third interview. The Committee was unanimous in its recommendation that John King be retained as MMWAC's Executive Director and CEO effective April 30. Mr. King, who has 29 years of waste-to-energy experience, the last 3 with MMWAC and is a Maine Maritime Academy graduate, talked about his background and goals if appointed Executive Director. Following a discussion with Mr. King, a motion was made by Mr. Letourneau, seconded by Mr. Willard, and approved 9/0 to enter into an employment agreement with Mr. King as Executive Director.

Mr. Kazar reported that he will be appointing Mark Vachon, most recently MMWAC's Co-Plant Manager, as Plant Manager, also effective April 30. Mr. Vachon will be succeeding Dan LaBrecque, MMWAC's first Plant Manager, who

retired last month after 25 years leading MMWAC's operations and maintenance activities. Mr. LaBrecque is credited with solving the plant's very serious operating problems in its early years, leading to high performance that continues to the present.

## 5. Updates

- Marketing: Mr. Kazar reported that the Town of Winthrop, which has utilized the PERC facility in Orrington for over 20 years has elected to contract with MMWAC in April of 2018 when their current contract expires.
- Legislative Actions: MMWAC and Ecomaine have been promoting two bills. LD273 would provide for WTE facilities to receive more equitable renewable Energy Credits (payments for creating renewable energy). Currently WTE only receives \$0.25/MWhr compared to landfills which generate electricity from methane produced when trash decomposes and can receive \$23/MWhr. The bill provides for up to \$10/MWhr, which would begin to move this a little closer to the intention of the State's Solid waste Hierarchy. Mr. Kazar will send information on the bill to the Board members and to the legislators who represent MMWAC communities.

The second bill is LD1578, and a companion measure LD313, are omnibus solid waste bills. Our chief concern deals with landfill fees (State imposed taxes), and again the issue is that the fee structure does not conform to the hierarchy. Currently landfill ash is taxed at \$1/ton, but very little MSW is subject to a landfill fee.

- Staff is meeting with Lewiston over a possible extension of the Ash-for-Trash Agreement.
- The Board is scheduled to meet on Thursday, April 28, at 6 PM to consider the FY17 Budget. The Executive Committee will meet at 5 PM that evening.
- The Annual Meeting is scheduled for Thursday, June 30, at 6 PM, at Fish Bones Restaurant in Lewiston.

There being no further business the meeting adjourned at 7:08 PM on a motion by Mr. Letourneau, seconded by Mr. Plante and approved 9/0.

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services



**TO: Howard Kroll, City Manager**  
**FROM: Jill Eastman, Finance Director**  
**REF: April 2016 Financial Report**  
**DATE: May 10, 2016**

The following is a discussion regarding the significant variances found in the City's April financial report. Please note that although the monthly financial report contains amounts reported by the School Department, this discussion is limited to the City's financial results and does not attempt to explain any variances for the School Department.

The City has completed its tenth month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 83.3% of the annual budget. However, not all costs and revenues are distributed evenly throughout the year; individual line items can vary based upon cyclical activity.

### **Revenues**

Revenues collected through April 30th including the school department were \$66,486,800, or 85.73%, of the budget. The municipal revenues including property taxes were \$51,261,374, or 93.32% of the budget which dollar wise is more than the same period last year by \$2,059,525. The accounts listed below are noteworthy.

- A. March 15<sup>th</sup> the second installment for real estate taxes were due. The current year tax revenue is at 96.01% as compared to 96.22% last year. Courtesy notices were sent out in April for those taxpayers that hadn't paid their taxes. The lien process will begin mid May.
- B. Excise tax for the month of April is at 92.47%. This is a \$144,774 increase from FY 15. Our excise revenues for FY16 are 9.1% above projections as of April 30, 2016. I believe that we will exceed our estimate by the end of the fiscal year.

C. State Revenue Sharing for the month of April is 80.37% or \$1,187,553. This is a 11.9% increase over FY 15.

**Expenditures**

City expenditures through April 2016 were \$33,066,778 or 85.91%, of the budget. Noteworthy variances are:

- A. Legal Services are currently over budget by \$20,844.
- B. Fire Department: The Fire Department is currently at 89.44% of the budget. We will continue to closely monitor expenditures through the remainder of the fiscal year.
- C. The Worker’s Compensation transfer was made in April this year and last year it was made in June. The total of this transfer was \$496,536

**Investments**

This section contains an investment schedule as of April 30th. Currently the City’s funds are earning an average interest rate of .473%.

**Special Revenue Funds**

I have included a report of all of the City’s special revenue funds as requested at the April meeting.

Respectfully submitted,



Jill M. Eastman  
Finance Director

**CITY OF AUBURN, MAINE**  
**BALANCE SHEET - CITY GENERAL FUND, WC AND UNEMPLOYMENT FUND**  
**AS of April 2016, March 2016, and June 2015**

<b>ASSETS</b>	<b>UNAUDITED April 30 2016</b>	<b>UNAUDITED March 31 2016</b>	<b>Increase (Decrease)</b>	<b>AUDITED JUNE 30 2015</b>
CASH	\$ 19,730,465	\$ 20,630,915	\$ (900,451)	\$ 11,951,131
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	2,226,311	2,250,103	(23,792)	2,429,419
TAXES RECEIVABLE-CURRENT	1,755,788	2,916,533	(1,160,745)	37,898
DELINQUENT TAXES	614,953	614,992	(39)	571,005
TAX LIENS	540,325	582,816	(42,492)	1,721,395
NET DUE TO/FROM OTHER FUNDS	(20,851)	(1,052,964)	1,032,113	266,370
<b>TOTAL ASSETS</b>	<b>\$ 24,846,990</b>	<b>\$ 25,942,396</b>	<b>\$ (1,095,406)</b>	<b>\$ 16,977,218</b>
 <b>LIABILITIES &amp; FUND BALANCES</b>				
ACCOUNTS PAYABLE	\$ (297,051)	\$ (101,293)	\$ (195,758)	\$ (1,935,471)
PAYROLL LIABILITIES	(523,213)	(318,148)	(205,064)	-
ACCRUED PAYROLL	36,805	36,805	-	(2,329,832)
STATE FEES PAYABLE	(87,981)	(33,865)	(54,116)	-
ESCROWED AMOUNTS	(14,155)	(13,182)	(974)	(6,039)
DEFERRED REVENUE	(2,889,328)	(4,092,500)	1,203,172	(1,860,686)
<b>TOTAL LIABILITIES</b>	<b>\$ (3,774,923)</b>	<b>\$ (4,522,184)</b>	<b>\$ 747,260</b>	<b>\$ (6,132,028)</b>
FUND BALANCE - UNASSIGNED	\$ (19,981,114)	\$ (20,329,260)	\$ 348,146	\$ (8,018,394)
FUND BALANCE - RESTRICTED FOR WORKERS COMP & UNEMPLOYMENT	776,017	776,017	-	
FUND BALANCE - RESTRICTED	(1,866,970)	(1,866,970)	-	(2,826,796)
<b>TOTAL FUND BALANCE</b>	<b>\$ (21,072,067)</b>	<b>\$ (21,420,213)</b>	<b>\$ 348,146</b>	<b>\$ (10,845,190)</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ (24,846,990)</b>	<b>\$ (25,942,396)</b>	<b>\$ 1,095,406</b>	<b>\$ (16,977,218)</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - GENERAL FUND COMPARATIVE**  
**THROUGH April 30, 2016 VS April 30, 2015**

REVENUE SOURCE	FY 2016 BUDGET	ACTUAL REVENUES THRU APR 2016	% OF BUDGET	FY 2015 BUDGET	ACTUAL REVENUES THRU APR 2015	% OF BUDGET	VARIANCE
<b>TAXES</b>							
PROPERTY TAX REVENUE-	\$ 44,021,283	\$ 42,264,083	96.01%	\$ 43,055,996	\$ 41,429,476	96.22%	\$ 834,607
PRIOR YEAR TAX REVENUE	\$ -	\$ 952,333		\$ -	\$ 898,199		\$ 54,134
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 505,000	\$ 258,527	51.19%	\$ 495,000	\$ 383,752	77.53%	\$ (125,225)
ALLOWANCE FOR ABATEMENT	\$ -	\$ -		\$ -	\$ -		\$ -
ALLOWANCE FOR UNCOLLECTIBLE TAXES	\$ -	\$ -		\$ -	\$ -		\$ -
EXCISE	\$ 3,350,000	\$ 3,097,707	92.47%	\$ 3,185,000	\$ 2,952,933	92.71%	\$ 144,774
PENALTIES & INTEREST	\$ 150,000	\$ 104,522	69.68%	\$ 145,000	\$ 113,265	78.11%	\$ (8,744)
<b>TOTAL TAXES</b>	<b>\$ 48,026,283</b>	<b>\$ 46,677,172</b>	<b>97.19%</b>	<b>\$ 46,880,996</b>	<b>\$ 45,777,625</b>	<b>97.65%</b>	<b>\$ 899,547</b>
<b>LICENSES AND PERMITS</b>							
BUSINESS	\$ 48,300	\$ 54,436	112.70%	\$ 48,300	\$ 50,438	104.43%	\$ 3,998
NON-BUSINESS	\$ 356,800	\$ 271,370	76.06%	\$ 339,300	\$ 289,906	85.44%	\$ (18,536)
<b>TOTAL LICENSES</b>	<b>\$ 405,100</b>	<b>\$ 325,806</b>	<b>80.43%</b>	<b>\$ 387,600</b>	<b>\$ 340,344</b>	<b>87.81%</b>	<b>\$ (14,538)</b>
<b>INTERGOVERNMENTAL ASSISTANCE</b>							
STATE-LOCAL ROAD ASSISTANCE	\$ 440,000	\$ 401,596	91.27%	\$ 440,000	\$ 397,504	90.34%	\$ 4,092
STATE REVENUE SHARING	\$ 1,477,641	\$ 1,187,553	80.37%	\$ 1,649,470	\$ 1,129,735	68.49%	\$ 57,818
WELFARE REIMBURSEMENT	\$ 70,000	\$ 41,638	59.48%	\$ 70,000	\$ 36,897	52.71%	\$ 4,741
OTHER STATE AID	\$ 22,000	\$ 3,555	16.16%	\$ 22,000	\$ 3,356	15.25%	\$ 199
CITY OF LEWISTON	\$ 155,000	\$ 5,040	3.25%	\$ 155,000	\$ -	0.00%	\$ 5,040
<b>TOTAL INTERGOVERNMENTAL ASSISTANCE</b>	<b>\$ 2,164,641</b>	<b>\$ 1,639,382</b>	<b>75.73%</b>	<b>\$ 2,336,470</b>	<b>\$ 1,567,492</b>	<b>67.09%</b>	<b>\$ 71,890</b>
<b>CHARGE FOR SERVICES</b>							
GENERAL GOVERNMENT	\$ 133,040	\$ 107,778	81.01%	\$ 132,040	\$ 119,413	90.44%	\$ (11,635)
PUBLIC SAFETY	\$ 239,138	\$ 72,139	30.17%	\$ 485,703	\$ 322,331	66.36%	\$ (250,192)
EMS TRANSPORT	\$ 1,250,000	\$ 841,753	67.34%	\$ 987,551	\$ 443,509	44.91%	\$ 398,244
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 1,622,178</b>	<b>\$ 1,021,670</b>	<b>62.98%</b>	<b>\$ 1,605,294</b>	<b>\$ 885,253</b>	<b>55.15%</b>	<b>\$ 136,417</b>
<b>FINES</b>							
PARKING TICKETS & MISC FINES	\$ 60,000	\$ 54,640	91.07%	\$ 26,000	\$ 56,692	218.05%	\$ (2,052)
<b>MISCELLANEOUS</b>							
INVESTMENT INCOME	\$ 5,000	\$ 41,370	827.40%	\$ 10,000	\$ 2,514	25.14%	\$ 38,856
INTEREST-BOND PROCEEDS	\$ 2,000	\$ -	0.00%	\$ 2,000	\$ -	0.00%	\$ -
RENTS	\$ 18,000	\$ 160,402	891.12%	\$ 122,000	\$ -	0.00%	\$ 160,402
UNCLASSIFIED	\$ 20,000	\$ 37,200	186.00%	\$ 20,000	\$ 12,510	62.55%	\$ 24,690
SALE OF RECYCLABLES	\$ -	\$ -		\$ -	\$ -		\$ -
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 45,075		\$ -	\$ 41,532		\$ 3,543
SALE OF PROPERTY	\$ 20,000	\$ 503,063	2515.31%	\$ 20,000	\$ 2,333	11.67%	\$ 500,730
RECREATION PROGRAMS/ARENA	\$ -	\$ -		\$ -	\$ -		\$ -
MMWAC HOST FEES	\$ 210,000	\$ 175,546	83.59%	\$ 206,000	\$ 174,383	84.65%	\$ 1,163
9-1-1 DEBT SERVICE REIMBURSEMENT	\$ -	\$ -		\$ -	\$ -	0.00%	\$ -
TRANSFER IN: TIF	\$ 545,000	\$ 545,000	100.00%	\$ 500,000	\$ -	0.00%	\$ 545,000
TRANSFER IN: POLICE	\$ 45,000	\$ -	0.00%	\$ 20,000	\$ -	0.00%	\$ -
TRANSFER IN: PARKING PROGRAM	\$ -	\$ -		\$ 55,000	\$ -	0.00%	\$ -
TRANSFER IN: PD DRUG MONEY	\$ -	\$ -		\$ 45,000	\$ -	0.00%	\$ -
TRANSFER IN: REC SPEC REVENUE	\$ 42,718	\$ -	0.00%	\$ 41,720	\$ -	0.00%	\$ -
TRANSFER IN: SPECIAL REVENUE	\$ -	\$ -		\$ 290,000	\$ 304,999	105.17%	\$ (304,999)
ENERGY EFFICIENCY	\$ -	\$ 3,600		\$ -	\$ -		\$ 3,600
CDBG	\$ 58,000	\$ 18,524	31.94%	\$ 58,000	\$ 18,585	32.04%	\$ (61)
UTILITY REIMBURSEMENT	\$ 37,500	\$ 12,925	34.47%	\$ 37,500	\$ 17,587	46.90%	\$ (4,662)
CITY FUND BALANCE CONTRIBUTION	\$ 1,650,000	\$ -	0.00%	\$ 1,350,000	\$ -	0.00%	\$ -
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 2,653,218</b>	<b>\$ 1,542,704</b>	<b>58.14%</b>	<b>\$ 2,777,220</b>	<b>\$ 574,443</b>	<b>20.68%</b>	<b>\$ 968,261</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 54,931,420</b>	<b>\$ 51,261,374</b>	<b>93.32%</b>	<b>\$ 54,013,580</b>	<b>\$ 49,201,849</b>	<b>91.09%</b>	<b>\$ 2,059,525</b>
<b>SCHOOL REVENUES</b>							
EDUCATION SUBSIDY	\$ 20,854,672	\$ 14,701,854	70.50%	\$ 20,411,239	\$ 15,547,424	76.17%	\$ (845,570)
EDUCATION	\$ 856,607	\$ 523,572	61.12%	\$ 774,572	\$ 443,762	57.29%	\$ 79,810
SCHOOL FUND BALANCE CONTRIBUTION	\$ 906,882	\$ -	0.00%	\$ 906,882	\$ -	0.00%	\$ -
<b>TOTAL SCHOOL</b>	<b>\$ 22,618,161</b>	<b>\$ 15,225,426</b>	<b>67.32%</b>	<b>\$ 22,092,693</b>	<b>\$ 15,991,186</b>	<b>72.38%</b>	<b>\$ (765,760)</b>
<b>GRAND TOTAL REVENUES</b>	<b>\$ 77,549,581</b>	<b>\$ 66,486,800</b>	<b>85.73%</b>	<b>\$ 76,106,273</b>	<b>\$ 65,193,035</b>	<b>85.66%</b>	<b>\$ 1,293,765</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - GENERAL FUND COMPARATIVE**  
**THROUGH April 30, 2016 VS April 30, 2015**

DEPARTMENT	FY 2016	Unaudited	% OF	FY 2015	Unaudited	% OF	VARIANCE
	BUDGET	EXP THRU APR 2016	BUDGET	BUDGET	EXP THRU APR 2015	BUDGET	
<b>ADMINISTRATION</b>							
MAYOR AND COUNCIL	\$ 77,366	\$ 72,855	94.17%	\$ 78,532	\$ 72,791	92.69%	\$ 64
CITY MANAGER	\$ 269,340	\$ 232,865	86.46%	\$ 280,750	\$ 200,913	71.56%	\$ 31,952
ECONOMIC DEVELOPMENT	\$ 361,080	\$ 290,968	80.58%	\$ 359,500	\$ 266,039	74.00%	\$ 24,929
CITY CLERK	\$ 165,053	\$ 137,812	83.50%	\$ 164,593	\$ 139,012	84.46%	\$ (1,200)
FINANCIAL SERVICES	\$ 619,855	\$ 517,181	83.44%	\$ 605,135	\$ 475,610	78.60%	\$ 41,571
HUMAN RESOURCES	\$ 143,526	\$ 120,967	84.28%	\$ 139,578	\$ 110,812	79.39%	\$ 10,155
INFORMATION TECHNOLOGY	\$ 390,190	\$ 327,221	83.86%	\$ 413,829	\$ 323,404	78.15%	\$ 3,817
LEGAL SERVICES	\$ 65,000	\$ 85,844	132.07%	\$ 65,000	\$ 56,761	87.32%	\$ 29,083
<b>TOTAL ADMINISTRATION</b>	<b>\$ 2,091,410</b>	<b>\$ 1,785,713</b>	<b>85.38%</b>	<b>\$ 2,106,917</b>	<b>\$ 1,645,342</b>	<b>78.09%</b>	<b>\$ 140,371</b>
<b>COMMUNITY SERVICES</b>							
PLANNING & PERMITTING	\$ 906,631	\$ 784,673	86.55%	\$ 902,494	\$ 692,423	76.72%	\$ 92,250
HEALTH & SOCIAL SERVICES	\$ 184,711	\$ 120,812	65.41%	\$ 192,954	\$ 143,278	74.26%	\$ (22,466)
RECREATION & SPECIAL EVENTS*	\$ 338,871	\$ 239,728	70.74%	\$ -	\$ -		\$ 239,728
PUBLIC LIBRARY	\$ 979,516	\$ 800,013	81.67%	\$ 960,692	\$ 866,362	90.18%	\$ (66,349)
<b>TOTAL COMMUNITY SERVICES</b>	<b>\$ 2,409,729</b>	<b>\$ 1,945,226</b>	<b>80.72%</b>	<b>\$ 2,056,140</b>	<b>\$ 1,702,063</b>	<b>82.78%</b>	<b>\$ 243,163</b>
<b>FISCAL SERVICES</b>							
DEBT SERVICE	\$ 6,324,864	\$ 6,178,784	97.69%	\$ 6,263,936	\$ 6,274,784	100.17%	\$ (96,000)
FACILITIES	\$ 653,080	\$ 514,608	78.80%	\$ 698,335	\$ 363,120	52.00%	\$ 151,488
WORKERS COMPENSATION	\$ 496,536	\$ 496,536	100.00%	\$ 468,081	\$ -	0.00%	\$ 496,536
WAGES & BENEFITS	\$ 5,171,309	\$ 4,158,397	80.41%	\$ 4,737,117	\$ 3,947,616	83.33%	\$ 210,781
EMERGENCY RESERVE (10108062-670000)	\$ 375,289	\$ -	0.00%	\$ 375,289	\$ -	0.00%	\$ -
<b>TOTAL FISCAL SERVICES</b>	<b>\$ 13,021,078</b>	<b>\$ 11,348,325</b>	<b>87.15%</b>	<b>\$ 12,542,758</b>	<b>\$ 10,585,520</b>	<b>84.40%</b>	<b>\$ 762,805</b>
<b>PUBLIC SAFETY</b>							
FIRE DEPARTMENT	\$ 4,099,634	\$ 3,666,671	89.44%	\$ 4,057,633	\$ 3,658,990	90.18%	\$ 7,681
FIRE EMS	\$ 549,801	\$ 310,602	56.49%	\$ 635,468	\$ 265,944	41.85%	\$ 44,658
POLICE DEPARTMENT	\$ 3,870,995	\$ 3,146,350	81.28%	\$ 3,738,108	\$ 3,097,096	82.85%	\$ 49,254
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 8,520,430</b>	<b>\$ 7,123,623</b>	<b>83.61%</b>	<b>\$ 8,431,209</b>	<b>\$ 7,022,030</b>	<b>83.29%</b>	<b>\$ 101,593</b>
<b>PUBLIC WORKS</b>							
PUBLIC SERVICES DEPARTMENT	\$ 4,525,898	\$ 3,476,746	76.82%	\$ 5,806,379	\$ 4,797,661	82.63%	\$ (1,320,915)
SOLID WASTE DISPOSAL*	\$ 927,278	\$ 656,255	70.77%	\$ -	\$ -		\$ 656,255
WATER AND SEWER	\$ 599,013	\$ 599,013	100.00%	\$ 599,013	\$ 599,013	100.00%	\$ -
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 6,052,189</b>	<b>\$ 4,732,014</b>	<b>78.19%</b>	<b>\$ 6,405,392</b>	<b>\$ 5,396,674</b>	<b>84.25%</b>	<b>\$ (664,660)</b>
<b>INTERGOVERNMENTAL PROGRAMS</b>							
AUBURN-LEWISTON AIRPORT	\$ 105,000	\$ 105,000	100.00%	\$ 105,000	\$ 105,000	100.00%	\$ -
E911 COMMUNICATION CENTER	\$ 1,069,122	\$ 805,392	75.33%	\$ 1,067,249	\$ 787,020	73.74%	\$ 18,372
LATC-PUBLIC TRANSIT	\$ 209,244	\$ 233,349	111.52%	\$ 235,373	\$ 211,378	89.81%	\$ 21,971
LA ARTS	\$ -	\$ -		\$ 17,000	\$ 8,000	47.06%	\$ (8,000)
TAX SHARING	\$ 270,000	\$ 21,066	7.80%	\$ 270,000	\$ 29,040	10.76%	\$ (7,974)
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 1,653,366</b>	<b>\$ 1,164,807</b>	<b>70.45%</b>	<b>\$ 1,694,622</b>	<b>\$ 1,140,438</b>	<b>67.30%</b>	<b>\$ 24,369</b>
<b>COUNTY TAX</b>							
TIF (10108058-580000)	\$ 2,142,268	\$ 2,142,268	100.00%	\$ 2,046,880	\$ 2,046,879	100.00%	\$ 95,389
OVERLAY	\$ 2,599,914	\$ 2,824,802	108.65%	\$ 2,584,032	\$ 2,599,913	100.61%	\$ 224,889
	\$ -	\$ -		\$ -	\$ -	0.00%	\$ -
<b>TOTAL CITY DEPARTMENTS</b>	<b>\$ 38,490,384</b>	<b>\$ 33,066,778</b>	<b>85.91%</b>	<b>\$ 37,867,950</b>	<b>\$ 32,138,859</b>	<b>84.87%</b>	<b>\$ 927,919</b>
<b>EDUCATION DEPARTMENT</b>							
	\$ 39,062,197	\$ 21,803,817	55.82%	\$ 38,241,323	\$ 23,459,437	61.35%	\$ (1,655,620)
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 77,552,581</b>	<b>\$ 54,870,595</b>	<b>70.75%</b>	<b>\$ 76,109,273</b>	<b>\$ 55,598,296</b>	<b>73.05%</b>	<b>\$ (727,701)</b>

**CITY OF AUBURN, MAINE  
INVESTMENT SCHEDULE  
AS OF April 30, 2016**

<b>INVESTMENT</b>		<b>FUND</b>	<b>BALANCE April 30, 2016</b>	<b>BALANCE March 31, 2016</b>	<b>INTEREST RATE</b>
ANDROSCOGGIN BANK	449	CAPITAL PROJECTS	\$ 4,262,791.29	\$ 4,261,390.19	<b>0.40%</b>
ANDROSCOGGIN BANK	502	SR-TIF	\$ 1,002,659.38	\$ 1,002,659.38	<b>0.40%</b>
ANDROSCOGGIN BANK	836	GENERAL FUND	\$ 7,045,122.93	\$ 3,052,926.48	<b>0.40%</b>
ANDROSCOGGIN BANK	801	WORKERS COMP	\$ 50,106.05	\$ 50,089.59	<b>0.40%</b>
ANDROSCOGGIN BANK	748	UNEMPLOYMENT	\$ 50,106.05	\$ 50,089.60	<b>0.40%</b>
ANDROSCOGGIN BANK	684	EMS CAPITAL RESERVE	\$ 130,276.01	\$ 130,233.20	<b>0.40%</b>
NORTHERN CAPITAL	02155	CAPITAL PROJECTS	\$ 750,000.00	\$ 750,000.00	<b>0.45%</b>
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	<b>0.50%</b>
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	<b>0.85%</b>
<b>GRAND TOTAL</b>			<b>\$ 14,291,061.71</b>	<b>\$ 10,297,388.44</b>	<b>0.47%</b>

**EMS BILLING**  
**BREAKDOWN -TOTAL CHARGES**  
**July 1, 2015 - June 30, 2016**  
**Report as of April 30, 2016**

	July 2015	August 2015	Sept 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	Adjustment	Totals	% of Total
No Insurance Information				\$ 9,878.80	\$ 9,378.20	\$ 7,920.00	\$ 15,706.00	\$ 10,867.40	\$ 16,949.20	\$ 4,292.20	\$ (67,328.80)	\$ 7,663.00	0.41%
Bluecross	\$ 4,447.40	\$ 9,313.20	\$ 16,358.80	\$ 7,914.80	\$ 8,336.80	\$ 9,136.40	\$ 5,167.40	\$ 9,445.60	\$ 8,658.40	\$ 3,327.40	\$ 18,603.60	\$ 100,709.80	5.43%
Intercept	\$ 200.00	\$ 400.00	\$ 500.00	\$ 400.00	\$ 300.00	\$ 200.00	\$ 100.00	\$ 400.00	\$ 500.00	\$ 200.00	\$ 100.00	\$ 3,300.00	0.18%
Medicare	\$ 76,994.00	\$ 81,754.00	\$ 95,440.20	\$ 83,724.40	\$ 75,419.20	\$ 105,424.20	\$ 85,563.40	\$ 75,211.60	\$ 91,344.40	\$ 96,559.00	\$ 18,524.00	\$ 885,958.40	47.76%
Medicaid	\$ 32,852.00	\$ 29,305.00	\$ 39,741.60	\$ 26,231.20	\$ 23,081.80	\$ 27,212.00	\$ 26,440.00	\$ 33,075.20	\$ 22,219.60	\$ 26,973.60	\$ 15,665.20	\$ 302,797.20	16.32%
Other/Commercial	\$ 36,705.40	\$ 31,800.40	\$ 41,227.00	\$ 33,338.80	\$ 25,727.60	\$ 24,983.40	\$ 33,851.80	\$ 32,748.60	\$ 49,548.80	\$ 42,544.20	\$ 70,480.00	\$ 422,956.00	22.80%
Patient	\$ 30,593.00	\$ 32,031.80	\$ 16,754.40	\$ 26,109.20	\$ 14,667.80	\$ 21,797.80	\$ 8,812.00	\$ 12,714.80	\$ 7,445.00	\$ 16,868.20	\$ (59,925.00)	\$ 127,869.00	6.89%
Worker's Comp											\$ 3,881.00	\$ 3,881.00	0.21%
<b>TOTAL</b>	<b>\$ 181,791.80</b>	<b>\$ 184,604.40</b>	<b>\$ 210,022.00</b>	<b>\$ 187,597.20</b>	<b>\$ 156,911.40</b>	<b>\$ 196,673.80</b>	<b>\$ 175,640.60</b>	<b>\$ 174,463.20</b>	<b>\$ 196,665.40</b>	<b>\$ 190,764.60</b>	<b>\$ -</b>	<b>\$ 1,855,134.40</b>	<b>100.00%</b>

**EMS BILLING**  
**BREAKDOWN -TOTAL COUNT**  
**July 1, 2015 - June 30, 2016**  
**Report as of April 30, 2016**

	July 2015	August 2015	Sept 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	Adjustment	Totals	% of Total
No Insurance Information				12	12	10	19	13	20	5		91	3.90%
Bluecross	5	11	20	9	10	11	6	11	10	4		97	4.16%
Intercept	2	4	5	4	3	2	1	4	5	2		32	1.37%
Medicare	91	98	122	109	96	131	108	91	109	117		1072	45.93%
Medicaid	40	35	52	34	29	37	33	43	27	35		365	15.64%
Other/Commercial	44	39	55	42	31	33	40	45	61	54		444	19.02%
Patient	37	39	21	32	20	29	11	15	9	20		233	9.98%
Worker's Comp												0	0.00%
<b>TOTAL</b>	<b>219</b>	<b>226</b>	<b>275</b>	<b>242</b>	<b>201</b>	<b>253</b>	<b>218</b>	<b>222</b>	<b>241</b>	<b>237</b>	<b>0</b>	<b>2334</b>	<b>100.00%</b>

**TOTAL REVENUE COLLECTED AS OF 4/30/16 \$841,753**

**TOTAL EXPENDITURES AS OF 4/30/16 \$310,602**

**EMS BILLING  
AGING REPORT  
July 1, 2015 to June 30, 2016  
Report as of April 30, 2016**

	<b>Current</b>		<b>31-60</b>		<b>61-90</b>		<b>91-120</b>		<b>121+ days</b>		<b>Totals</b>	
<b>Bluecross</b>	\$ 4,818.47	57%	\$ 1,854.23	22%	\$ 885.00	10%	\$ -	0%	\$ 897.49	11%	\$ 8,455.19	1.40%
<b>Intercept</b>	\$ 400.00	80%	\$ 100.00	20%	\$ -		\$ -		\$ -		\$ 500.00	0.08%
<b>Medicare</b>	\$ 64,258.20	97%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 1,997.25	3%	\$ 66,255.45	10.96%
<b>Medicaid</b>	\$ 21,212.62	77%	\$ 3,236.90	12%	\$ (882.20)	-3%	\$ -	0%	\$ 3,893.75	14%	\$ 27,461.07	4.54%
<b>Other/Commercial</b>	\$ 42,161.79	57%	\$ 15,658.87	21%	\$ 4,196.21	6%	\$ -	0%	\$ 12,321.84	17%	\$ 74,338.71	12.29%
<b>Patient</b>	\$ 50,109.13	12%	\$ 20,178.15	5%	\$ 30,505.50	7%	\$ 22,389.74	5%	\$ 304,519.68	71%	\$ 427,702.20	70.73%
<b>Worker's Comp</b>	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.00%
<b>TOTAL</b>	\$ 182,960.21		\$ 41,028.15		\$ 34,704.51		\$ 22,389.74		\$ 323,630.01		\$ 604,712.62	
	30%		7%		6%		4%		54%		100%	100.00%

CITY OF AUBURN  
SPECIAL REVENUE FUNDS  
As of April 30, 2016

	1902	1905	1909	1910	1911	1913	1914	1915	1917	1922	1924	1926	1927	1928
	Riverwatch	Winter Festival	Kittyhawk Park	Community Service	Fire Prevention Trailer	Police Fitness Equipment	Oak Hill Cemeteries	Fire Training Building	Wellness Grant	Walmart Risk/Homeless	Lucy Hood	Healthy Androscoggin	Insurance Reimbursement	Vending
Fund Balance 7/1/15	\$ 1,045,007.67	\$ 3,723.50	\$ 29,875.00	\$ 3,049.08	\$ (730.10)	\$ 5,960.03	\$ 25,536.45	\$ 3,297.79	\$ 5,466.48	\$ 7,015.51	\$ 861.04	\$ 729.55	\$ (17,898.42)	\$ 469.03
Revenues FY16	\$ 64,427.08	\$ 3,250.00		\$ 758.00			\$ 1,300.00	\$ 250.00	\$ 6,422.13	\$ 120.49		\$ 3,525.00	\$ 58,201.94	\$ 1,022.85
Expenditures FY16	\$ 118,704.85	\$ 3,468.70		\$ 48.49		\$ 27.50		\$ 36.56	\$ 7,840.05	\$ 1,131.47		\$ 1,818.00	\$ 74,048.24	\$ 1,258.85
<b>Fund Balance 4/30/16</b>	<b>\$ 990,729.90</b>	<b>\$ 3,504.80</b>	<b>\$ 29,875.00</b>	<b>\$ 3,758.59</b>	<b>\$ (730.10)</b>	<b>\$ 5,932.53</b>	<b>\$ 26,836.45</b>	<b>\$ 3,511.23</b>	<b>\$ 4,048.56</b>	<b>\$ 6,004.53</b>	<b>\$ 861.04</b>	<b>\$ 2,436.55</b>	<b>\$ (33,744.72)</b>	<b>\$ 233.03</b>

	1929	1930	1931	1932	2003	2005	2006	2007	2008	2009	2010	2013	2014	2015
	Fire Prevention	211 Fairview	Donations	PW Surplus	Byrne JAG	MDOT	PEACE	Seatbelt Grant	Homeland Security	Thermal Imaging Camera	State Drug Money	OUI Grant	Speed Grant	Juvenile Firesetter
Fund Balance 7/1/15	\$ 5,634.22	\$ (566,303.71)	\$ 2,757.60	\$ 1,849.08	\$ 5,640.06	\$ (399,095.95)	\$ 2,097.66	\$ 2,174.00	\$ 11,480.56	\$ 1,706.94	\$ 46,251.47	\$ 14,141.54	\$ 5,678.00	\$ 2,192.94
Revenues FY16	\$ 250.00				\$ 16,645.23	\$ 2,322,882.87	\$ 1,713.32				\$ 7,161.48	\$ 15,700.00	\$ 13,064.00	
Expenditures FY16	\$ 1,059.65				\$ 16,683.98	\$ 2,485,863.61	\$ 3,466.27		\$ 91,383.03		\$ 33,295.87	\$ 15,144.57	\$ 9,672.00	
<b>Fund Balance 4/30/16</b>	<b>\$ 4,824.57</b>	<b>\$ (566,303.71)</b>	<b>\$ 2,757.60</b>	<b>\$ 1,849.08</b>	<b>\$ 5,601.31</b>	<b>\$ (562,076.69)</b>	<b>\$ 344.71</b>	<b>\$ 2,174.00</b>	<b>\$ (79,902.47)</b>	<b>\$ 1,706.94</b>	<b>\$ 20,117.08</b>	<b>\$ 14,696.97</b>	<b>\$ 9,070.00</b>	<b>\$ 2,192.94</b>

	2017	2018	2019	2020	2025	2030	2032	2033	2034	2037	2038	2040	2041	2042
	Drug Free Commuities	Substance Abuse Prevention	Law Enforcement Training	CDBG	Community Cords	Parking	HEAPP	Safe School/Health (COPS)	Enforcement Underage Drinking	Bulletproof Vests	Community Action Team	Great Falls TV	Blanche Stevens	High Visibility
Fund Balance 7/1/15	\$ 3,181.82	\$ 10,523.67	\$ 1,270.05	\$ 4,579,390.54	\$ 20,671.30	\$ (16,361.51)	\$ (4,154.50)	\$ 3,295.10	\$ (4,443.88)	\$ 19,730.19	\$ 7,206.21	\$ 42,556.97	\$ 47,019.80	\$ 3,528.71
Revenues FY16			\$ 28,770.41	\$ 726,597.53	\$ 6,131.79	\$ 131,901.78		\$ 74,838.56		\$ -		\$ 122,369.55	\$ 3,780.00	
Expenditures FY16			\$ 32,554.00	\$ 923,844.97	\$ 789.73	\$ 130,333.53		\$ 73,129.02				\$ 131,780.60	\$ 3,624.54	
<b>Fund Balance 4/30/16</b>	<b>\$ 3,181.82</b>	<b>\$ 10,523.67</b>	<b>\$ (2,513.54)</b>	<b>\$ 4,382,143.10</b>	<b>\$ 26,013.36</b>	<b>\$ (14,793.26)</b>	<b>\$ (4,154.50)</b>	<b>\$ 5,004.64</b>	<b>\$ (4,443.88)</b>	<b>\$ 19,730.19</b>	<b>\$ 7,206.21</b>	<b>\$ 33,145.92</b>	<b>\$ 47,175.26</b>	<b>\$ 3,528.71</b>

	2044	2045	2046	2047	2050	2052	2053	2054	2055	2056	2057	2201	2500	2501
	Federal Drug Money	Forest Management	Joint Land Use Study	American FireFighters	Project Lifesaver	Nature Conservancy	St Louis Bells	EMS Transport Capital Reserve	Work4ME-PAL	Lake Auburn Neighborhood	ASPCA Grant	EDI Grant	Parks & Recreation	Recreation Donation
Fund Balance 7/1/15	\$ 82,212.55	\$ 4,661.52	\$ 0.57	\$ (1,004.80)	\$ 50.00	\$ 18,000.00	\$ -	\$ 130,000.00	\$ -	\$ -	\$ -	\$ (1,047,638.74)	\$ 293,092.09	\$ 1,757.00
Revenues FY16	\$ 28,200.34					\$ 8,500.00	\$ 2,357.75			\$ 450.00	\$ 800.00		\$ 167,496.58	
Expenditures FY16	\$ 34,781.42					\$ 25,524.95			\$ 6,299.92	\$ -		\$ 700,533.27	\$ 198,925.95	
<b>Fund Balance 4/30/16</b>	<b>\$ 75,631.47</b>	<b>\$ 4,661.52</b>	<b>\$ 0.57</b>	<b>\$ (1,004.80)</b>	<b>\$ 50.00</b>	<b>\$ 975.05</b>	<b>\$ 2,357.75</b>	<b>\$ 130,000.00</b>	<b>\$ (6,299.92)</b>	<b>\$ 450.00</b>	<b>\$ 800.00</b>	<b>\$ (1,748,172.01)</b>	<b>\$ 261,662.72</b>	<b>\$ 1,757.00</b>

	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	Total Special Revenues
	Tambrands TIF 4	J Enterprises TIF 5	Tambrands II TIF 6	J & A Properties TIF 7	Formed Fiber TIF 8	Mall TIF 9	Downtown TIF 10	Safe Handling TIF 11	Auburn Industrial TIF 12	Auburn Plaza TIF 13	Auburn Plaza II TIF 14	Webster School TIF 16	Bedard Pharm TIF 17	Slapshot LLC TIF 18	Hartt Transport TIF 19		
Fund Balance 7/1/15	\$ (127,347.94)	\$ 14,500.44	\$ (471,230.13)	\$ 2,558.27	\$ 134,175.13	\$ 179,704.58	\$ 1,224,027.14	\$ 50,183.60	\$ (340,574.43)	\$ 435,207.03	\$ (307,092.37)	\$ 360.47	\$ 389.15	\$ (158,541.22)	\$ -	\$ 5,079,431.40	
Revenues FY16	\$ 346,567.00		\$ 67,163.00		\$ 76,401.00	\$ 358,938.00	\$ 813,711.00		\$ 143,550.00	\$ 323,593.00	\$ 504,599.00	\$ 27,849.00	\$ 29,453.00	\$ 127,574.00	\$ 5,404.00	\$ 6,643,690.68	
Expenditures FY16	\$ 346,566.68		\$ 67,162.75		\$ 76,401.40	\$ 340,000.00	\$ 1,121,135.22		\$ 176,262.51	\$ 201,914.01	\$ 391,748.09	\$ 27,848.56	\$ 29,453.35	\$ 80,405.75	\$ 5,409.40	\$ 7,991,381.31	
<b>Fund Balance 4/30/16</b>	<b>\$ (127,347.62)</b>	<b>\$ 14,500.44</b>	<b>\$ (471,229.88)</b>	<b>\$ 2,558.27</b>	<b>\$ 134,174.73</b>	<b>\$ 198,642.58</b>	<b>\$ 916,602.92</b>	<b>\$ 50,183.60</b>	<b>\$ (373,286.94)</b>	<b>\$ 556,886.02</b>	<b>\$ (194,241.46)</b>	<b>\$ 360.91</b>	<b>\$ 388.80</b>	<b>\$ (111,372.97)</b>	<b>\$ (5.40)</b>	<b>\$ 3,731,740.77</b>	

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services

To: Howard Kroll, City Manager  
From: Jill Eastman, Finance Director  
Re: Arena Financial Reports for April 30, 2016



Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Norway Savings Bank Arena for revenue and expenditures as of April 30, 2016.

### **NORWAY SAVINGS BANK ARENA**

#### **Statement of Net Assets:**

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets and shows a comparison to the previous month, in this case, March 31, 2016.

#### **Current Assets:**

As of the end of April 2016 the total current assets of Norway Savings Bank Arena were (\$209,541). These consisted of cash and cash equivalents of \$91,249, accounts receivable of \$42,429 and an interfund payable of \$343,219, which means that Norway owes the General Fund \$343,219 at the end of April.

#### **Noncurrent Assets:**

Norway's noncurrent assets are equipment that was purchased, less depreciation (depreciation is posted at year end). The total value of the noncurrent assets as of April 30, 2016 was \$215,947.

#### **Liabilities:**

Norway Arena had accounts payable of \$87,440 as of April 30, 2016.

#### **Statement of Activities:**

The statement of activities shows the current operating revenue collected for the fiscal year and the operating expenses as well as any nonoperating revenue and expenses.

The operating revenues for Norway Arena through April 2016 are \$886,963. This revenue comes from the concessions, sign advertisements, pro shop lease, youth programming, shinny hockey, public skating and ice rentals.

The operating expenses for Norway Arena through April 2016 were \$1,033,176. These expenses include personnel costs, supplies, utilities, repairs, rent, capital purchases and maintenance.

As of April 2016 Norway Arena has an operating loss of \$146,213 compared to the April 2015 operating loss of \$209,365 a decrease in the operating loss for the fiscal year of \$63,152.

As of April 30, 2016 Norway Arena has a decrease in net assets of \$146,213.

The budget to actual reports for revenue and expenditures, with comparison to the same period last year show that revenue for FY16 is \$62,921 more than in FY15 and expenditures in FY16 are \$231 less than last year in April.

**CITY OF AUBURN, MAINE**  
**Statement of Net Assets**  
**Norway Savings Bank Arena**  
**April 30, 2016**  
**Business-type Activities - Enterprise Fund**

	April 30, 2016	March 31, 2016	Increase/ (Decrease)
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 91,249	\$ 91,253	\$ (4)
Interfund receivables/payables	(343,219)	(316,497)	(26,722)
Prepaid Rent	-	-	-
Accounts receivable	42,429	74,382	(31,953)
Total current assets	(209,541)	(150,862)	(58,679)
Noncurrent assets:			
Capital assets:			
Buildings	38,905	38,905	-
Equipment	285,813	285,813	-
Land improvements	-	-	-
Less accumulated depreciation	(108,771)	(108,771)	-
Total noncurrent assets	215,947	215,947	-
Total assets	6,406	65,085	(58,679)
<b>LIABILITIES</b>			
Accounts payable	\$ 87,440	\$ 88,065	\$ (625)
Total liabilities	87,440	88,065	(625)
<b>NET ASSETS</b>			
Invested in capital assets	\$ 215,947	\$ 215,947	\$ -
Unrestricted	\$ (296,981)	\$ (238,927)	\$ (58,054)
Total net assets	\$ (81,034)	\$ (22,980)	\$ (58,054)

**CITY OF AUBURN, MAINE**  
**Statement of Revenues, Expenses and Changes in Net Assets**  
**Norway Savings Bank Arena**  
**Business-type Activities - Enterprise Funds**  
**Statement of Activities**  
**April 30, 2016**

	<b>Norway Savings Arena</b>
Operating revenues:	
Charges for services	\$ 886,963
Operating expenses:	
Personnel	292,959
Supplies	28,699
Utilities	183,405
Repairs and maintenance	14,382
Rent	464,277
Depreciation	-
Capital expenses	1,600
Other expenses	47,854
<b>Total operating expenses</b>	<b>1,033,176</b>
<b>Operating gain (loss)</b>	<b>(146,213)</b>
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
<b>Total nonoperating expense</b>	<b>-</b>
<b>Gain (Loss) before transfer</b>	<b>(146,213)</b>
<b>Transfers out</b>	<b>-</b>
<b>Change in net assets</b>	<b>(146,213)</b>
<b>Total net assets, July 1</b>	<b>65,179</b>
<b>Total net assets, April 30, 2016</b>	<b>\$ (81,034)</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - NORWAY SAVINGS BANK ARENA**  
Through April 30, 2016 compared to April 30, 2015

REVENUE SOURCE	FY 2016 BUDGET	ACTUAL REVENUES THRU APR 2016	% OF BUDGET	FY 2015 BUDGET	ACTUAL REVENUES THRU APR 2015	% OF BUDGET	VARIANCE
<b>CHARGE FOR SERVICES</b>							
Concissions	\$ 30,000	\$ 8,563	28.54%	\$ 30,000	\$ 9,343	31.14%	\$ (780)
Sign Advertisements	\$ 230,000	\$ 164,247	71.41%	\$ 233,225	\$ 162,008	69.46%	\$ 2,239
Pro Shop	\$ 8,500	\$ 6,394	75.22%	\$ 8,500	\$ 6,362	74.85%	\$ 32
Programs	\$ 280,000	\$ 300,688	107.39%	\$ 172,450	\$ 242,093	140.38%	\$ 58,595
Rental Income	\$ 398,500	\$ 375,535	94.24%	\$ 753,260	\$ 359,350	47.71%	\$ 16,185
Tournaments	\$ 50,000	\$ 31,536	63.07%	\$ 24,500	\$ 44,886	183.21%	\$ (13,350)
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 997,000</b>	<b>\$ 886,963</b>	<b>88.96%</b>	<b>\$ 1,221,935</b>	<b>\$ 824,042</b>	<b>67.44%</b>	<b>\$ 62,921</b>
<b>INTEREST ON INVESTMENTS</b>	<b>\$ -</b>			<b>\$ -</b>			
<b>GRAND TOTAL REVENUES</b>	<b>\$ 997,000</b>	<b>\$ 886,963</b>	<b>88.96%</b>	<b>\$ 1,221,935</b>	<b>\$ 824,042</b>	<b>67.44%</b>	<b>\$ 62,921</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - NORWAY SAVINGS BANK ARENA**  
**Through April 30, 2016 compared to April 30, 2015**

DESCRIPTION	ACTUAL			ACTUAL			VARIANCE
	FY 2016 BUDGET	EXPENDITURES THRU APR 2016	% OF BUDGET	FY 2015 BUDGET	EXPENDITURES THRU APR 2015	% OF BUDGET	
Salaries & Benefits	\$ 311,000	\$ 292,959	94.20%	\$ 318,446	\$ 267,764	84.08%	\$ 25,195
Purchased Services	\$ 96,150	\$ 62,236	64.73%	\$ 67,800	\$ 91,108	134.38%	\$ (28,872)
Supplies	\$ 17,500	\$ 28,699	163.99%	\$ 9,000	\$ 44,828	498.09%	\$ (16,129)
Utilities	\$ 200,200	\$ 183,405	91.61%	\$ 204,846	\$ 161,396	78.79%	\$ 22,009
Capital Outlay	\$ 57,000	\$ 1,600	2.81%	\$ 80,000	\$ 4,034	5.04%	\$ (2,434)
Rent	\$ 507,000	\$ 464,277	91.57%	\$ 528,408	\$ 464,277	87.86%	\$ -
	<b>\$ 1,188,850</b>	<b>\$ 1,033,176</b>	<b>86.91%</b>	<b>\$ 1,208,500</b>	<b>\$ 1,033,407</b>	<b>85.51%</b>	<b>\$ (231)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 1,188,850</b>	<b>\$ 1,033,176</b>	<b>86.91%</b>	<b>\$ 1,208,500</b>	<b>\$ 1,033,407</b>	<b>85.51%</b>	<b>\$ (231)</b>

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services

To: Howard Kroll, City Manager  
From: Jill Eastman, Finance Director  
Re: Financial Reports for April, 2016



Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Ingersoll Turf Facility for revenue and expenditures as of April 31, 2016. Ingersoll opened in October 2015 and I have not given you any reports to date. After 7 months of operation Ingersoll is operating in the black as you will see from the attached report and narrative below.

### **INGERSOLL TURF FACILITY**

#### **Statement of Net Assets:**

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets as of March 31, 2016.

#### **Current Assets:**

As of the end of March 2016 the total current assets of Ingersoll Turf Facility were \$53,122. These consisted of an interfund receivable of \$53,122, which means that the General Fund owes Ingersoll \$53,122 at the end of April.

#### **Noncurrent Assets:**

Ingersoll's noncurrent assets are equipment that was purchased, less depreciation (depreciation is posted at year end). The total value of the noncurrent assets as of April 30, 2016 was \$20,915.

#### **Liabilities:**

Ingersoll had accounts payable of \$120 as of April 30, 2016.

#### **Statement of Activities:**

The statement of activities shows the current operating revenue collected for the fiscal year and the operating expenses as well as any nonoperating revenue and expenses.

The operating revenues for Ingersoll Turf Facility through April 2016 are \$138,017. This revenue comes from the sponsorships, programs, rental income and batting cages.

The operating expenses for Ingersoll Turf Facility through April 2016 were \$64,100. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of April 2016 Ingersoll has an operating gain of \$73,917.

As of April 30, 2016 Norway Arena has an increase in net assets of \$73,917.

The budget to actual reports for revenue and expenditures, show that the revenue for FY16 , after 7 months is 64.21% of the budget and expenditures are at 35.88% of budget.

**Statement of Net Assets**  
**Ingersoll Turf Facility**  
**April 30, 2016**  
**Business-type Activities - Enterprise Fund**

	April 30 2016	March 31 2016	Increase/ (Decrease)
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ -	\$ -	\$ -
Interfund receivables/payables	53,122	42,167	10,955
Accounts receivable		-	-
Total current assets	53,122	42,167	10,955
Noncurrent assets:			
Capital assets:			
Buildings	-	-	-
Equipment	20,915	20,915	-
Land improvements	-	-	-
Less accumulated depreciation	-	-	-
Total noncurrent assets	20,915	20,915	-
Total assets	74,037	63,082	10,955
<b>LIABILITIES</b>			
Accounts payable	\$ 120	\$ 211	\$ (91)
Total liabilities	120	211	(91)
<b>NET ASSETS</b>			
Invested in capital assets	\$ 20,915	\$ 20,915	\$ -
Unrestricted	\$ 53,002	\$ 41,956	\$ 11,046
Total net assets	\$ 73,917	\$ 62,871	\$ 11,046

**CITY OF AUBURN, MAINE**  
**Statement of Revenues, Expenses and Changes in Net Assets**  
**Ingersoll Turf Facility**  
**Business-type Activities - Enterprise Funds**  
**Statement of Activities**  
**April 30, 2016**

	<b>Ingersoll Turf Facility</b>
Operating revenues:	
Charges for services	\$ 138,017
Operating expenses:	
Personnel	41,891
Supplies	1,086
Utilities	12,416
Repairs and maintenance	-
Rent	-
Depreciation	-
Capital expenses	-
Other expenses	8,707
<b>Total operating expenses</b>	<b>64,100</b>
<b>Operating gain (loss)</b>	<b>73,917</b>
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
<b>Total nonoperating expense</b>	<b>-</b>
Gain (Loss) before transfer	73,917
Transfers out	-
Change in net assets	73,917
Total net assets, July 1	-
<b>Total net assets, April 30, 2016</b>	<b>\$ 73,917</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - INGERSOLL TURF FACILITY**  
**Through April 30, 2016**

REVENUE SOURCE	FY 2016 BUDGET	ACTUAL REVENUES THRU APR 2016	% OF BUDGET
<b>CHARGE FOR SERVICES</b>			
Sponsorship	\$ 15,000	\$ 7,135	47.57%
Batting Cages	\$ -	\$ 9,430	
Programs	\$ 8,640	\$ 45,085	521.82%
Rental Income	\$ 191,300	\$ 76,367	39.92%
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 214,940</b>	<b>\$ 138,017</b>	<b>64.21%</b>
<b>INTEREST ON INVESTMENTS</b>			
	\$ -		
<b>GRAND TOTAL REVENUES</b>	<b>\$ 214,940</b>	<b>\$ 138,017</b>	<b>64.21%</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - INGERSOLL TURF FACILITY**  
**Through April 30, 2016**

DESCRIPTION	FY 2016 BUDGET	ACTUAL EXPENDITURES THRU APR 2016	% OF BUDGET
Salaries & Benefits	\$ 102,719	\$ 41,891	40.78%
Purchased Services	\$ 20,250	\$ 3,315	16.37%
Programs	\$ -	\$ 5,392	
Supplies	\$ 6,750	\$ 1,086	16.09%
Utilities	\$ 44,320	\$ 12,416	28.01%
Insurance Premiums	\$ 4,600	\$ -	0.00%
Capital Outlay	\$ -	\$ -	
	<b>\$ 178,639</b>	<b>\$ 64,100</b>	<b>35.88%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 178,639</b>	<b>\$ 64,100</b>	<b>35.88%</b>