



City Council Workshop

March 11, 2013

Agenda

5:30 P.M.

- A. Executive Session – Labor Contract Negotiations, pursuant to 1 M.R.S.A. §405(6)(D).
- B. Potential Executive Session-Economic Development negotiations, pursuant to 1 M.R.S.A. §405(6)(C).

6:00 P.M. Workshop

- C. External Economic Development Structure Presentation – Mayor LaBonté and Clint Deschene
- D. Internal Economic Development Structure – Clint Deschene

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



City Council Information Sheet

City of Auburn

Council Meeting Date: March 11, 2013

Item B

Subject: Executive Session

Information: Executive Session on Economic Development negotiations, pursuant to 1 M.R.S.A. §405(6)(C).

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



City Council Information Sheet

City of Auburn

Council Meeting Date: March 11, 2013

Item B

Subject: Executive Session

Information: Executive Session on Economic Development negotiations, pursuant to 1 M.R.S.A. §405(6)(C).

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



City Council Workshop Information Sheet

City of Auburn

Council Workshop Date: 11 March 2013

Item C

Author: Clinton Deschene, City Manager

Subject: External Economic Development Structure Discussion

Information: Mayor and City Manager have discussed ways to improve our delivery of Economic Development efforts in coordination with LAEGC. After researching the current model and identifying ways to improve communication and areas of need that require attention we have concluded that to meet our goals and objective we need the following:

- Clear directives with 2 defined areas of mutual interests for Lewiston-Auburn.
- Operational structure that coordinates all activities and focused advisory boards with private sector leadership.
- Improved and streamlined lines of communication.
- Governance structure designed to adapt and grow for other joint services. All Joint Agencies could be added to governance structure with ease.
- Engaged elected officials, engaged business leaders, leading to an engaged community.
- Works within existing funding mechanisms. No new costs.
- No staff turnover and all boards maintained.
- Efficient structure for the two cities to align Economic Development resources and staff.
- Sustains independent Economic Development partnerships that allow for more confidential negotiations.
- Opens doors to funding such as a Port Authority and solidifies our seat at the statewide policy table for international trade.
- Creates an avenue to review funding models to consider enhanced tax structures such as tax districts.

Financial: None

Action Requested at this Meeting: None

Previous Meetings and History: None

Attachments:

Presentation to include material @ workshop.



City Council Workshop Information Sheet

City of Auburn

Council Workshop Date: 11 March 2013

Item D

Author: Clinton Deschene, City Manager

Subject: Implement Community Planning and Development Department structure

Information: City Manager and staff have discussed ways to improve operations and communications Economic Development Department efforts. One method that we have seen successful in similar sized municipalities is having one Director overseeing Economic Development, Community Development, Assessing, Planning and Code Enforcement Departments. These departments tend to work in coordination on various projects and endeavors. Under my proposed structure the Economic Development Director would serve as the Department Head for the new Community Planning and Development Department responsible for overseeing the day to day operations and long range planning efforts for each division.

Financial: None

Action Requested at this Meeting: Required per City of Auburn Codes of Ordinances, Part I, Article VII, Section 7.1.A

“Creation of departments. The city council may establish city departments, offices, or agencies in addition to those created by this Charter and may prescribe the functions of all departments, offices, and agencies. no function assigned by this Charter to a particular department, office, or agency may be discontinued or, unless this Charter specifically so provides, assigned to any other.”

Previous Meetings and History: None

Attachments:

- (1) **DRAFT** Organizational framework indicating chain of command and direct report functions.
- (2) No impact on the budget. The proposed structure would allow for improved cooperation on various items such as permitting, project management and oversight and delivery of services.
- (3) Shared resources. Each department has outstanding staff. They would also serve as support in other departments under this model.
- (4) Streamline technical review process- Department Director would have the ability to make the permitting and project approval process easy for applicants to move forward on their project. Each department and or enforcement body would coordinate efforts in a uniformed manner.

Department of Community Planning and Development

