

**City Council Workshop & Meeting
August 16, 2021
Agenda**

5:30 P.M. City Council Workshop

- A. Public Safety Building Workgroup – Phil Crowell (20 minutes)
- B. ARPA Fund Expenditure Categories – Phil Crowell (15 minutes)
- C. Final Workshop for Charter Changes – Phil Crowell (20 minutes)
- D. Comprehensive Plan Amendments (Transportation, Local Food, & Agriculture) – Eric Cousens (10 minutes)
- E. Executive Session – Economic Development, pursuant to 1 M.R.S.A. 405(6)(C) – Jay Brenchick (20 minutes)

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

Pledge of Allegiance

- I. **Consent Items** - All items with an asterisk (*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member or a citizen so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.
 1. **Order 90-08162021***
Changing the date of the first regular meeting of September from 9/13/2021 to 9/7/2021.
 2. **Order 91-08162021***
Cancelling the first meeting of October (October 4, 2021).
 3. **Order 92-08162021***
Appointing a representative (the Mayor) and designating an alternate representative (the City Manager) to vote on behalf of the City of Auburn at the Maine Service Centers Coalition business meetings.
- II. **Minutes** – August 2, 2021 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
 - Rail Corridor Advisory Council
 - Council Communications (about and to the community)

- IV. **Open Session** – *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda.*

- V. **Unfinished Business**
 - 1. **Ordinance 34-08022021**
Amending the setback requirements in Chapter 14 – Business Licenses and Permits, Article XVIII-Adult Use and Medical Marijuana Businesses Section 14-659 (a)(4). Public hearing and second reading.

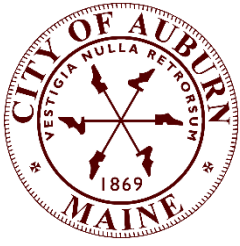
- VI. **New Business - None**

- VII. **Open Session** - *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda*

- VIII. **Reports (from sub-committees to Council)**
 - a. Mayor’s Report
 - b. City Councilors’ Reports
 - c. City Manager Report
 - d. Jill Eastman, Finance Director – Final July 2021 Financial Report

- IX. **Executive Session** – Legal consultation, pursuant to 1 M.R.S.A. Sec. 405(6)(E).

- X. **Adjournment**



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: August 16, 2021

Author: Jason Moen, Police Chief

Subject: Ad-Hoc Public Safety Buildings Committee

Information: Resolve to form an Ad-Hoc Public Safety Buildings Committee to work with staff and qualified consultants in an effort to advise the City Manager and City Council on the preferred site, design and probable cost estimates for a new Engine 2 Fire Station, design and probable cost estimates for a combined Police and Fire Public Safety Building and building upgrades at Engine 5 Fire Station.

City Budgetary Impacts: \$200,000 budgeted in FY22 Capital Improvement Program to engage competent consulting professionals to finalize designs of a new Public Safety Building, New Engine 2 station and renovations to Engine 5 station.

Staff Recommended Action: Review resolve for passage.

Previous Meetings and History: Council Workshop August 2, 2021, Public Safety Presentation
City Council Meeting May 17, 202, Authorized bonds to finance city's FY22 Capital Improvement Program

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments:

Ad-Hoc Public Safety Buildings Committee Resolve



RESOLVE

City Council Resolve

IN CITY COUNCIL

RESOLVED, by the Council of the City of Auburn, Maine, in City Council assembled, that,

WHEREAS, a new Public Safety Building, combining Police and the Central Fire Station, has been identified as a priority in the Strategic Plan; and,

WHEREAS, the City previously considered the feasibility of such a facility in 2020 and approved \$200,000 as part of the Fiscal Year 2022 Capital Improvement Plan for Architecture, Engineering, Design, Analysis and Testing for infrastructure improvements at Public Safety Facilities; and,

WHEREAS, the City Council has authorized the City Manager to execute a purchase and sale agreement for the property located at 526 Minot Avenue (adjacent to Central Fire Station) for the creation of a combined Public Safety Building; and,

WHEREAS, the Police and Fire Departments have historically shared an unprecedented level of collaboration, and this cooperation can be strengthened and encouraged through the construction of a modern combined Public Safety Building; and,

WHEREAS, the existing facilities continue to fail to meet the needs of Police and Fire and the operational and maintenance costs continue to increase; and,

WHEREAS, previous evaluations of Fire Sub-stations show they do not meet current design, safety, space, and operational needs, and recommend replacement of Engine 2 Fire Station and Renovations at Engine 5 Station: and,

WHEREAS, in an effort to advance this important project, the City Council wishes to draw upon the resources of the community and qualified consultants to prepare a plan with sufficient detail to seek voter approval.

NOW, THEREFORE, BE IT RESOLVED, by the Auburn City Council in City Council assembled, that there is hereby an Ad Hoc Public Safety Buildings Committee created, and the membership, terms, offices, and duties shall be as follows:

1. **Purpose.** The purpose of the Building Committee is to work with staff and qualified consultants in an effort to advise the City Manager and City Council on the preferred site, design and probable cost estimates for a new Engine 2 Fire Station. Design and probable cost estimates for a combined Police and Fire Public Safety Building and building upgrades at Engine 5 Fire Station. Such recommendations shall be sufficient to serve the purpose of preparing to seek voter approval for the projects. The following is a general overview of the discussion points, expectations and deliverables the Committee should consider in arriving at its recommendations:
 - **Review of Prior Work** -The Committee shall familiarize itself with the prior work accomplished for the project. In particular, the Committee should review the Auburn Public Safety Facilities Assessment by Woodard & Curran, Simons Architects and Colby Company Engineering in 2020.

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



RESOLVE

City Council Resolve

- **Deliverables** - The Committees work and final recommendations should include the following elements:
 1. Site Selection - The Committee shall conduct a complete site selection process that considers all reasonable options for locating the Engine 2 Fire Station, including public and private property;
 2. Space Needs Analysis Review - A complete review of the evaluation of space needs for Police and Fire that considers existing needs as well as some accommodation for future growth;
 3. Schematic Design - Prepare a design, including lot layout and building elevations, that will provide significant detail to describe the facility;
 4. Probable Cost Statement - Prepare a probable cost estimate of the proposed facility with sufficient detail to forward to the voters for consideration.
- **Consideration of Other City Facility Needs** - Review the Strategic Plan to determine if other identified City needs may be able to be addressed in the facility. Combined use is encouraged to maximize value and overall cost savings.
- **Energy Efficiency-Life-Cycle Costs Considered** - Evaluate the expected lifecycle costs of proposed systems and consider energy efficiency with an evaluation of return on investment.
- **Public Involvement** - The Committee shall incorporate public input into the process, which will culminate in a public presentation of its findings and recommendations to the City Council.
- **Best Practices** - Research and review other similar projects to determine best practices that may be incorporated into the project. Tours of similar facilities is encouraged.

The Committee's powers and duties shall not exceed those prescribed, herein or otherwise restricted by City Council Rules, Policies and Charter.

2. **Membership.** The membership intends to provide fair representation of key stakeholders and unique expertise in the construction or development field. The Committee will be appointed by the City Council and shall be comprised of twenty-one (21) members as follows:

- Fire Chief (or designee)
- Police Chief (or designee)
- Two (2) Members of the City Council
- 911 Director (or designee)
- City Manager (or designee)
- Three (3) Members of the Fire Dept.
- Three (3) Members of the Police Dept.
- Seven (7) Residents-at-Large
- Two (2) City Staff

Although official membership is limited to twenty-one (21) members, the Committee is encouraged to draw upon other resources and invite other key stakeholders to participate in their proceeding as they feel appropriate.

3. **Timeframe.** The Committee shall recommend and report, including the deliverables noted above, to the City Council by February 1, 2022, at which time the Committee shall cease to exist unless otherwise extended by the City Council.

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

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RESOLVE

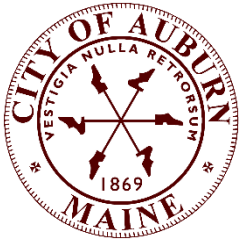
City Council Resolve

4. **Staff Resources Available.** The City Manager will serve as support to this Committee and all City Departments will be made available as may be necessary for the Committee to complete its task.
5. **Financial Support –** It is understood that the Committee will require the services of qualified design professionals to conduct its work. As an initial authorization, the City Council has approved an amount not to exceed \$200,000 from the Fiscal Year 2022 Capital Improvement Plan to engage competent consulting professionals. These monies will be under the control of the City Manager who will be responsible for consultant payment for services rendered.
6. **Vacancies and Removal.** Any vacancies shall be filled by the City Council. The City Council may remove any member of the Committee by vote of a majority of its members for misconduct or non-performance of duty.
7. **Officers.** The Committee shall elect a Chair from among its members. The Chair shall be counted to determine a quorum and shall have the same rights as other members of the Committee, including the right to vote.
8. **Quorum and Voting.** A quorum shall consist of eleven (11) members. The concurrence of a majority of the members present and voting shall be necessary to decide any question before the Committee.
9. **Meeting and Records.** The Committee shall meet often enough to complete its responsibilities within the deadline set and shall strive to meet bi-weekly on a date and time specified by a vote of the majority of the Committee at its first organization meeting. Other meetings may be called by the Chair, provided that the Chair shall call a meeting of the Committee upon the request of at least three (3) members. The Committee/contracted consultant shall keep minutes of its meetings and submit them to the City Clerk's Office.

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Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: August 16, 2021

Author: Rita Beaudry, Grant Manager

Subject: Coronavirus: ARPA (American Rescue Plan Act) Focus Areas – Expenditure Categories

Information: The City of Auburn has been allocated \$13,545,799.00 from the State and Local Fiscal Coronavirus ARPA (American Rescue Plan Act) funds. The U.S. Department of the Treasury has issued Compliance and Reporting Guidance directives for the use of these funds. Reporting requirements include that each project/initiative align with seven (7) Expenditure Categories, namely: Public Health, Negative Economic Impacts, Services to Disproportionately Impacted Communities, Premium Pay, Infrastructure, Revenue Replacement and Administrative.

As City Council reviews the proposed projects/initiatives, and subsequently issues an order to move forward with a project/initiative, it will be necessary to align it with one of the seven Expenditure Categories.

City Budgetary Impacts: None.

Staff Recommended Action: Review the Expenditure Categories.

Previous Meetings and History: None.

City Manager Comments:

I concur with the recommendation. Signature:

Attachments:

- U.S. Department of the Treasury, Coronavirus State and Local Fiscal Recovery Funds – Appendix 1: Expenditure Categories



Appendix 1: Expenditure Categories

The Expenditure Categories (EC) listed below must be used to categorize each project as noted in Part 2 above. The term "Expenditure Category" refers to the detailed level (e.g., 1.1 COVID-10 Vaccination). When referred to as a category (e.g., EC 1) it includes all Expenditure Categories within that level.

1: Public Health	
1.1	COVID-19 Vaccination ^
1.2	COVID-19 Testing ^
1.3	COVID-19 Contact Tracing
1.4	Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)*
1.5	Personal Protective Equipment
1.6	Medical Expenses (including Alternative Care Facilities)
1.7	Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency
1.8	Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)
1.9	Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19
1.10	Mental Health Services*
1.11	Substance Use Services*
1.12	Other Public Health Services
2: Negative Economic Impacts	
2.1	Household Assistance: Food Programs* ^
2.2	Household Assistance: Rent, Mortgage, and Utility Aid* ^
2.3	Household Assistance: Cash Transfers* ^
2.4	Household Assistance: Internet Access Programs* ^
2.5	Household Assistance: Eviction Prevention* ^
2.6	Unemployment Benefits or Cash Assistance to Unemployed Workers*
2.7	Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)* ^
2.8	Contributions to UI Trust Funds
2.9	Small Business Economic Assistance (General)* ^
2.10	Aid to Nonprofit Organizations*
2.11	Aid to Tourism, Travel, or Hospitality
2.12	Aid to Other Impacted Industries
2.13	Other Economic Support* ^
2.14	Rehiring Public Sector Staff
3: Services to Disproportionately Impacted Communities	
3.1	Education Assistance: Early Learning* ^
3.2	Education Assistance: Aid to High-Poverty Districts ^
3.3	Education Assistance: Academic Services* ^
3.4	Education Assistance: Social, Emotional, and Mental Health Services* ^
3.5	Education Assistance: Other* ^
3.6	Healthy Childhood Environments: Child Care* ^
3.7	Healthy Childhood Environments: Home Visiting* ^
3.8	Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System* ^



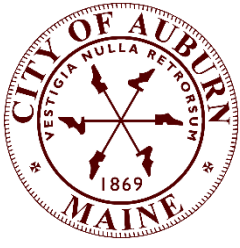
3.9	Healthy Childhood Environments: Other* ^
3.10	Housing Support: Affordable Housing* ^
3.11	Housing Support: Services for Unhoused Persons* ^
3.12	Housing Support: Other Housing Assistance* ^
3.13	Social Determinants of Health: Other* ^
3.14	Social Determinants of Health: Community Health Workers or Benefits Navigators* ^
3.15	Social Determinants of Health: Lead Remediation ^
3.16	Social Determinants of Health: Community Violence Interventions* ^
4: Premium Pay	
4.1	Public Sector Employees
4.2	Private Sector: Grants to Other Employers
5: Infrastructure²⁷	
5.1	Clean Water: Centralized Wastewater Treatment
5.2	Clean Water: Centralized Wastewater Collection and Conveyance
5.3	Clean Water: Decentralized Wastewater
5.4	Clean Water: Combined Sewer Overflows
5.5	Clean Water: Other Sewer Infrastructure
5.6	Clean Water: Stormwater
5.7	Clean Water: Energy Conservation
5.8	Clean Water: Water Conservation
5.9	Clean Water: Nonpoint Source
5.10	Drinking water: Treatment
5.11	Drinking water: Transmission & Distribution
5.12	Drinking water: Transmission & Distribution: Lead Remediation
5.13	Drinking water: Source
5.14	Drinking water: Storage
5.15	Drinking water: Other water infrastructure
5.16	Broadband: "Last Mile" projects
5.17	Broadband: Other projects
6: Revenue Replacement	
6.1	Provision of Government Services
7: Administrative	
7.1	Administrative Expenses
7.2	Evaluation and Data Analysis
7.3	Transfers to Other Units of Government
7.4	Transfers to Non-entitlement Units (States and territories only)

*Denotes areas where recipients must identify the amount of the total funds that are allocated to evidence-based interventions (see Use of Evidence section above for details)

^Denotes areas where recipients must report on whether projects are primarily serving disadvantaged communities (see Project Demographic Distribution section above for details)

²⁷ Definitions for water and sewer Expenditure Categories can be found in the EPA's handbooks. For "clean water" expenditure category definitions, please see:

<https://www.epa.gov/sites/production/files/2018-03/documents/cwdefinitions.pdf>. For "drinking water" expenditure category definitions, please see: <https://www.epa.gov/dwsrf/drinking-water-state-revolving-fund-national-information-management-system-reports>.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: August 16, 2021

Author: Sue Clements-Dallaire, City Clerk

Subject: Proposed Charter Amendments

Information:

After discussion with legal counsel, the City Council decided to perform a charter review as outlined in the Auburn Charter sec. 2.8 which states "the city council shall provide for the review of the city's charter and ordinances in their entirety at least once every 15 years". The council determined that establishing a charter commission was not necessary at that point.

The city council reviewed the charter during special council meetings that were scheduled and voted on any proposed amendments. Any proposed amendments voted on were forwarded to our attorney for legal review.

What is being presented tonight are the proposed changes which will come before the Council as an order at a regularly scheduled council meeting and will be presented to the public at a public hearing as outlined in M.R.S.A. Title 30-A §2104.

City Budgetary Impacts: None

Staff Recommended Action:

Previous Meetings and History: October 26, 2020, November 9, 2020, November 30, 2020

City Manager Comments:

I concur with the recommendation. Signature:

Attachments:

CITY OF AUBURN CHARTER

as adopted by the voters of the City of Auburn

November 8, 2005

Minor revisions approved by city council

September XX, 2021

CHARTER COMMISSION

John Cleveland, Chair
Charles Morrison, Vice Chair
Richard Trafton, Secretary
Edward Desgrosseilliers
Ellen Peters
Gerard Dennison
Julia Orne
Susan Martin
Robert Thorpe

David Adams, deceased
Harry Woodard, Jr., retired

**Auburn Hall
60 Court Street
Auburn, ME 04210**

PREAMBLE

We the people of the City of Auburn, under the constitution and laws of the State of Maine, in order to secure the benefits of local self-government and to provide an open and accountable council-manager government, do adopt this Charter, conferring on the City certain powers, subject to certain restrictions and following certain procedures. By this action we secure the benefits of home rule and affirm the values of representative democracy, professional management, strong political leadership, citizen participation, and intergovernmental cooperation.

Article 1 - Grant of Powers

Sec. 1.1 Corporate existence.

The City of Auburn ("City") is a municipal corporation under the name of "City of Auburn" and shall have all the rights, immunities, powers, and privileges, and shall be subject to all the duties, liabilities, and obligations provided in this Charter, of a municipal corporation and may enact ordinances, orders, resolves, and regulations not inconsistent with the State of Maine Constitution and laws.

Sec. 1.2 Construction.

The City's powers under this Charter shall be construed liberally in favor of the City, and the specific mention of particular powers in this Charter shall not be construed as limiting in any way the general power granted in this Article.

Sec. 1.3 Intergovernmental relations.

The City may participate by contract or otherwise with any governmental entity of this State or any other state or states in the United States in the performance of any activity which one or more of such entities has the authority to undertake.

Article 2 - City Council

Sec. 2.1 Powers and duties.

All powers granted to the City by this Charter and State law, except as otherwise specified by this Charter, are vested in the City Council. The City Council shall be the municipal officers of the City for all purposes required by statute or ordinance.

Sec. 2.2 Composition and compensation.

The City Council shall be comprised of the Mayor and seven (7) City Councilors. Five (5) Councilors shall be elected one (1) from each ward by and from the ward's registered voters. Two (2) Councilors shall be elected at-large by and

from the registered voters of the City. The Councilors shall hold office for a term of two (2) years or until their successors are elected and qualified. A write-in candidate for City Council must receive at least twenty-five (25) valid write-in votes in order to qualify for election to that position. The City Council may appoint by rule non-voting student representatives to serve with the City Council.

The City Council shall, not later than June 30, 2006, determine the annual salary of the Councilors by ordinance, but no ordinance increasing such salary shall become effective until the date of commencement of the terms of Councilors elected at the next regular election. The Councilors shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties of office.

Sec. 2.3 Vacancies; forfeiture of office.

In case of the death, resignation, or removal from office more than six (6) months prior to the next regular election, an unexpired term of Councilor shall be filled by a special election, either citywide or in the ward in which the vacancy occurs, as the case may be, the warrants for which shall be issued by the City Council. Whenever the office of Councilor becomes vacant within six (6) months prior to the next municipal election, the City Council shall appoint a qualified representative at-large or from the ward in which the vacancy occurs, as the case may be, to serve until the person elected to fill the vacancy takes office.

A Mayor or Councilor shall forfeit office if that person:

- a. Lacks at any time during the term of office any qualifications for the office prescribed by this Charter or by law, including residency of the ward from which elected;
- b. Violates any express prohibition of this Charter;
- c. Is convicted of a crime involving moral turpitude; or
- d. Fails to attend three (3) consecutive regular meetings of the City Council, or of any board or authority to which appointed by the Mayor under Article 3, Section 3, without being excused by the City Council.

Sec. 2.4 Meetings.

The City Council shall, at the call of the City Clerk or Deputy City Clerk, first meet at Auburn Hall or such other public location within the City within forty-five (45) days after the regular municipal election to be sworn to the faithful discharge of their duties by the City Clerk or Deputy City Clerk. The City Council shall meet

for subsequent meetings at such time and place as set by ordinance or resolution except that it shall meet regularly twice each month. All meetings of the City Council, other than “executive sessions,” shall be open to the public as required by State statute, and the City Council shall promote effective public participation in and public notice of its meetings in the contemporary means of information sharing. Agendas and supporting information for meetings shall be available to the public at the City Clerk’s office at least two (2) business days prior to the meeting, as well as electronically through the City’s website, if available. Special meetings may be called by the Mayor, or shall be called by the Mayor or City Manager on the written request of a majority of the voting members of the City Council addressed to the Mayor or the City Manager.

Sec. 2.5 Quorum.

A majority of the voting members of the City Council shall constitute a quorum for the transaction of business, but a smaller number may adjourn or compel attendance of absent members.

Sec. 2.6 Process.

A. Record. The City Council shall keep a record of its own proceedings which, except for “executive sessions” shall be available to the public.

B. Qualification. The City Council shall be judge of the qualification and election of its members and shall determine and enforce this Charter as well as its rules relating to procedure, misconduct, and forfeiture of office.

C. Action. The City Council shall act only by oral motion or written ordinance, order, or resolve, except that all acts by which the City Council appropriates or expends funds shall be by written ordinance, order, or resolve. All ordinances, orders, and resolves, except resolves making appropriations, shall be confined to one subject clearly expressed in its title. Appropriation resolves shall be confined to the subject of appropriations. No ordinance, order for the issue of bonds or notes, or appropriation resolve shall be passed until it has been read on two (2) separate days, except when the requirement of a reading on two (2) separate days has been dispensed by unanimous vote of the Councilors present and voting. Every ordinance shall be published in full within five (5) days after its final passage, by posting a copy of the same at the City Clerk’s office, as well as electronically on the City’s website, if available, and shall take effect and be in force five (5) days after the date of passage unless otherwise specifically provided in the ordinance.

D. Voting. A roll call vote shall be taken upon both first and second

reading of all ordinances and entered on the record of the proceedings of the City Council by the City Clerk. An ordinance may be read by title only if, in the judgment of the Mayor, or in the Mayor's absence the presiding officer, it would be unduly burdensome or repetitive to read the full text. A roll call vote shall be taken on the passage of any order or resolve when requested by any Councilor. Except as otherwise required by this Charter, action by the City Council shall require at least four (4) affirmative votes. Five (5) affirmative votes shall be required to adopt ordinances to take effect immediately upon enactment.

Sec. 2.7 Standard codes.

The City Council may adopt any standard code of technical regulations by reference in an adopting ordinance, provided that such ordinance shall state the title, date of issuance, and issuing authority of the standard code or amendment which is adopted.

Sec. 2.8 Review of Charter and ordinances.

The City Council shall provide for the review of the City's Charter and ordinances in their entirety at least once every fifteen (15) years.

Sec. 2.9 Offices incompatible.

Except where authorized by law, no Councilor shall hold any other elected public office during the term for which the Councilor was elected. No Councilor shall hold any other City office or employment during the term for which the Councilor was elected. Nothing in this section shall be construed to prohibit the City Council from selecting any Councilor to represent the City on the governing board of any regional or other intergovernmental agency.

No former Councilor shall hold any compensated appointive City office or City employment until at least one (1) year after expiration of that Councilor's elective term.

Article 3 - Mayor

Sec. 3.1 Eligibility, election, and tenure of office. The Mayor shall be elected by and from the registered voters of the City. The Mayor's term of office shall be two (2) years or until a successor is elected and qualified, except when elected to fill a vacancy, he or she shall hold office only for the unexpired term or until a successor is elected and qualified. Any write-in candidate for Mayor whose name does not appear on the printed ballot must receive at least one hundred (100) valid write-in votes in order to qualify for election.

The City Council shall, not later than June 30, 2006, determine by ordinance the annual salary of the Mayor, but no ordinance increasing such salary shall become effective until the date of the commencement of the term of the Mayor

elected at the next regular election. The Mayor shall receive reimbursement for actual and necessary expenses incurred in the performance of mayoral duties.

Sec. 3.2 Vacancy.

In case of the death, resignation, or removal from office more than six (6) months prior to the next regular election, the unexpired term of Mayor shall be filled by a special election, the warrants for which shall be issued by the City Council. Whenever the office of Mayor becomes vacant within six (6) months prior to the next municipal election, or whenever the Mayor, for any reason, is unable to attend to the duties of his or her office, the City Council shall appoint one of its members as presiding officer to perform the duties of Mayor.

Sec. 3.3 Powers and duties.

The Mayor shall preside at all meetings of the City Council, but shall have no veto and no vote except in the case of a tie. The Mayor shall communicate to the City Council such information and recommend such measures as the business and interests of the City require. The Mayor shall be the official head of the City for ceremonial purposes and all purposes of martial law. The Mayor shall perform such other duties as the City Council may request or as conferred by the State law not inconsistent with the office or this Charter. The Mayor may create committees and appoint persons to serve on such committees. The Mayor shall coordinate the actions of such boards, committees, and commissions as they may exist to promote the effective administration of the City's interests. Except as otherwise directed by State statute, this Charter, City ordinance, or interlocal agreement, the Mayor may appoint Councilors to serve, either in his or her stead or independently, on all boards, committees, commissions, and quasi-municipal corporations when required.

Sec. 3.4 Offices incompatible.

Except where authorized by law, no Mayor shall hold any other elected public office during the term for which the Mayor was elected. No Mayor shall hold any other City office or employment during the term for which the Mayor was elected. Nothing in this section shall be construed to prohibit the Mayor to represent the City on the governing board of any regional or other intergovernmental agency.

No former Mayor shall hold any compensated appointive City office or City employment until at least one (1) year after expiration of the Mayor's elective term.

Article 4 - School Committee

Sec. 4.1 Powers and duties. The School Committee shall have all powers and shall perform all duties necessary for care and management of the City's public schools pursuant to State law, which grants these powers and responsibilities to the School Committee, except as otherwise provided in this Charter. The School Committee shall accomplish its duties within the financial limitations established by the City Council in its annual appropriation resolve and such supplemental appropriations voted by the City Council, together with such other revenues it may receive from the Federal or State governments, as well as gifts, grants, and payments from other sources. The School Committee shall be the judge of the qualification and election of its members, except as otherwise provided by State law, and shall determine and enforce this Charter as well as its rules relating to procedure, misconduct, and forfeiture of office.

Sec. 4.2 Composition and compensation. The School Committee shall consist of the Mayor, or a City Councilor selected by the Mayor, and seven (7) other members. Five (5) members shall be elected, one (1) from each ward by and from its registered voters. Two (2) members shall be elected at-large by and from the City's registered voters. Members shall hold office for a term of two (2) years or until their successors are elected and qualified except that any candidate whose name does not appear on the printed ballot must receive at least twenty-five (25) valid write-in votes in order to qualify for election to that position. The School Committee may appoint by rule non-voting student representatives to serve with the School Committee. Student members will be secondary students and will serve a one (1) year term.

Upon recommendation from the School Committee, the City Council shall, not later than June 30, 2006, determine the annual salary of the School Committee members by ordinance, but no ordinance increasing such salary shall become effective until the date of commencement of the terms of the School Committee members elected at the next regular election. The School Committee members shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties.

Sec. 4.3 Vacancies; forfeitures of office.

In case of the death, resignation, or removal from office more than six (6) months prior to the next regular election, an unexpired term of member shall be filled by a special election, either citywide or in the ward in which the vacancy occurs, as the case may be, the warrants for which shall be issued by the City Council. Whenever the office of member becomes vacant within six (6) months prior to the next municipal election, the School Committee shall appoint a qualified representative at-large or from the ward in which the vacancy occurs, as the case may be, to serve until the person elected to fill the vacancy takes office.

A member shall forfeit office if that member:

- a. Lacks at any time during term of office any qualification for that office prescribed by this Charter or law, including residency of the ward from which elected;
- b. Violates any express prohibition of this Charter;
- c. Is convicted of a crime involving moral turpitude; or
- d. Fails to attend three (3) consecutive regular meetings of the School Committee without having been excused by the School Committee.

Sec. 4.4 Meetings.

The School Committee shall, at the call of the City Clerk or Deputy City Clerk, first meet at Auburn Hall or such other public location within the City within forty-five (45) days after the regular municipal election to be sworn by the City Clerk or Deputy City Clerk to the faithful discharge of their duties, and to elect a chairperson who shall be a voting member. The School Committee shall meet for subsequent meetings at such time and place as it determines by rule.

Meetings of the School Committee other than “executive sessions” shall be open to the public as required by State statute, and the School Committee shall promote public participation in and public notice of its meetings in the contemporary means of information sharing. Agendas and supporting information for meetings shall be available to the public at the Superintendent of Schools’ office at least two (2) business days prior to the meeting as well as electronically through the City’s website, if available.

Sec. 4.5 Quorum.

A majority of the voting members of the School Committee shall constitute a quorum for the transaction of business, but a smaller number may adjourn or compel attendance of absent members. ~~School Committee recommends that this language be tightened up.~~

Sec. 4.6 Record.

The School Committee shall keep a record of its own proceedings which, except for “executive sessions,” shall be available to the public.

Sec. 4.7 Voting.

A roll call vote shall be taken on the passage of any order or resolve when requested by any member. Any action by the School Committee shall require at least four (4) affirmative votes; however, in the event of a tie the measure fails.

~~**Five (5) affirmative votes shall be required to hire or fire the Superintendent of Schools.**~~

Sec. 4.8 Offices incompatible.

Except where authorized by law, no member shall hold any other elected public office during the term for which the member was elected. No member shall hold any other City office or employment during the term for which the member was elected. Nothing in this section shall be construed to prohibit a member from representing the City on the governing board of any regional or other intergovernmental agency.

No former member shall hold any compensated appointive City office or City employment until at least one (1) year after expiration of the member's elective term.

Sec. 4.9 Superintendent of Schools.

~~The School Committee shall choose a Superintendent of Schools in accordance with MRS Title 20-A §1051. The School Committee shall choose a Superintendent of Schools solely on the basis of executive and administrative qualifications.~~ The Superintendent of Schools need not be a resident of the City at the time of appointment, but shall be a resident of the City during tenure of office unless otherwise approved by the School Committee.

~~Five (5) affirmative votes shall be required to hire or fire the Superintendent of Schools.~~

~~The School Committee may discharge the superintendent before the expiration of the contract term in accordance with MRS Title 20-A §1052.~~

Article 5 - Nominations and Elections

Sec. 5.1 Date of elections and procedures.

On the Tuesday following the first Monday in November in odd-numbered years, registered voters of each ward shall ballot for a Mayor, a Councilor, and a School Committee member from that ward as well as two (2) Councilors and two (2) School Committee members at-large. The terms of all Councilors and School Committee members shall begin and end simultaneously. All votes cast for the several officers shall be counted, declared, and recorded in public ward meetings, by causing the names of the persons voted for and the number of votes given for each to be written on the ward record. The City Clerk shall, as soon as convenient, examine the copies of the records of the several wards and notify in writing the persons who have been elected Mayor, Councilor, and School Committee members. If no person has been elected to an office, or if the person elected refuses to accept the office, the City Clerk shall issue warrants for

another election. The City Clerk shall declare the person receiving the highest number of votes for an office elected to such office.

Sec. 5.2 Wardens and ward clerks.

The City Clerk shall nominate wardens and ward clerks who shall be confirmed by the City Council. Wardens and ward clerks shall be residents of the City and shall hold office for two (2) years from the first Monday in December following the regular municipal election or until a replacement has been confirmed. Wardens and ward clerks shall swear their faithful performance of duties to the City Clerk or Deputy City Clerk.

Sec. 5.3 Nominations for elective offices.

Nomination of each candidate for elective office shall be by petition, available from the City Clerk at least one hundred twenty (120) days prior to the election. Petitions for Mayor shall be signed by not less than one hundred (100) registered voters. Petitions for Councilor and School Committee shall be signed by at least twenty-five (25) registered voters of the candidate's ward, except that at-large candidates' petitions may have signatures from registered voters from any ward.

Sec. 5.4 Nomination petition.

Nomination petitions shall be provided by the City Clerk with whom they shall be filed not later than seventy-five (75) days prior to the election.

Sec. 5.5 List of candidates.

The City Clerk shall, at least sixty-five (65) days prior to the election, certify and make available to the public, in print and electronically, the names and residences of candidates who have filed nomination petitions.

Sec. 5.6 Ballots.

The City Clerk shall provide specimen ballots and official ballots for use in all City elections. Specimen ballots shall be marked "Specimen" and shall be on a paper of a color different from the official ballots. The City Clerk shall make specimen ballots available to the public in print and electronically. No ballot shall show party designation.

Article 6 - City Manager

Sec. 6.1 Appointment.

The City Council shall appoint a City Manager by an affirmative vote of at least five (5) Councilors. The City Manager shall appoint an Assistant City Manager who shall be confirmed by a majority vote of the City Council.

Sec. 6.2 Salary.

The City Council shall set by order the salary of the City Manager.

Sec. 6.3 Qualification.

The City Council shall choose a City Manager solely on the basis of executive and administrative qualifications. The City Manager need not be a resident of the City at the time of appointment, but shall be a resident of the City during tenure of office unless otherwise approved by the City Council.

Sec. 6.4 Powers and duties.

The City Manager shall be administrative head of the City government and shall be responsible to the City Council for the administration of all departments other than the ~~Department of Education~~School Department. Powers and duties of the City Manager shall be as follows:

- a. Appoint and suspend or remove all City employees and appointive administrative officers provided for by or under this Charter except as otherwise provided by law, this Charter, or personnel rules adopted pursuant to this Charter. The City Manager may authorize any administrative officer, subject to the City Manager's direction and supervision, to exercise these powers with respect to subordinates in that officer's department, office, or agency;
- b. Direct and supervise the administration of all departments, offices, and agencies of the City except as otherwise provided by this Charter, ordinance or law;
- c. Attend City Council meetings. The City Manager shall have the right to take part in discussion but shall not vote.
- d. See that all laws, provisions of this Charter, and acts of the City Council subject to enforcement by the City Manager or by officers subject to the City Manager's direction and supervision are faithfully executed;
- e. Prepare and submit the annual budget and capital program to the City Council, and implement the final budget approved by the City Council to achieve the goals of the City;

- f. Submit to the City Council and make available to the public a complete report on the finances and administrative activities of the City as of the end of each fiscal year;
- g. Make such other reports as the City Council may require concerning operations;
- h. Keep the City Council fully advised as to the financial condition and future needs of the City;
- i. Make recommendations to the City Council concerning the affairs of the City and facilitate the work of the City Council in developing policy;
- j. Provide staff support services for the Mayor and Councilors;
- k. Assist the City Council to develop long-term goals for the City and strategies to implement these goals;
- l. Encourage and provide staff support for regional and intergovernmental cooperation;
- m. Promote partnerships among the City Council, staff, and citizens in developing public policy and building a sense of community; and
- n. Perform such other duties as are specified in this Charter or may be required by the City Council.

Sec. 6.5 Removal.

The City Council may remove the City Manager from office only as follows:

- a. The City Council shall adopt by affirmative vote of at least five (5) members a preliminary resolution which must state the particular reasons for removal and which may suspend the City Manager from duty for a period not to exceed forty-five (45) days. The Mayor or presiding officer shall promptly deliver a copy of the resolution to the City Manager. If the City Manager is not available to personally receive a copy, the Mayor or presiding officer shall mail a copy to the City Manager by certified mail, return receipt requested, restricted delivery.
- b. Within five (5) days after a copy of the resolution is delivered, unclaimed, or refused, the City Manager may file with the City Council a written request for a public hearing, which shall be held at a City Council meeting not earlier than fifteen (15) days, nor later than thirty (30) days, after the request is filed. The City Manager may file with the City Council a written statement not later than five (5) days before the hearing.

c. After the hearing, if requested by the City Manager, the City Council may adopt, by affirmative vote of at least five (5) Councilors, a final resolution of removal, which may be effective immediately. If no hearing is requested, the City Council may adopt, by affirmative vote of at least five (5) Councilors, a final resolution of removal at any time after five (5) days from the date when a copy of the preliminary resolution was delivered to or unclaimed or refused by the City Manager.

The City Manager shall continue to receive his/her salary until the effective date of the final resolution of removal.

Sec. 6.6 Vacancy.

During a vacancy in the City Manager's office or during the absence or disability of the City Manager, the Assistant City Manager shall perform the duties of City Manager unless otherwise directed by majority vote of the City Council.

Article 7 - Departments, Offices, and Agencies

Sec 7.1 General provisions.

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.

B. Direction by City Manager. All departments, offices, and agencies under the direction and supervision of the City Manager shall be administered by an officer appointed by and subject to the direction and supervision of the City Manager. The Mayor and Councilors shall direct administrative functions of the City solely through the City Manager.

Sec 7.2 Personnel system.

A. Merit principle. All appointments and promotions of City officers and employees shall be made solely on the basis of merit and fitness demonstrated by a valid and reliable examination or other evidence of competence.

B. Merit system. Consistent with all federal and state laws, the City Council shall provide by ordinance for the establishment, regulation, and maintenance of a merit system governing personnel policies necessary to effective administration of the employees of the City's departments, offices, and agencies.

Article 8 - Financial Management

Sec. 8.1 Fiscal year.

The fiscal year of the City shall begin on the first day of July and end on the last day of June.

Sec. 8.2 Submission of budget and budget message.

On or before the first day of May of each year, the City Manager shall submit to the City Council a budget for the ensuing fiscal year and an accompanying message.

Sec. 8.3 Budget message.

The City Manager's message shall explain the budget both in fiscal terms and in terms of work programs, linking those programs to organizational goals and community priorities. It shall outline the proposed financial policies of the City for the ensuing fiscal year and the impact of those policies on future years. It shall describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures, and revenues together with the reasons for such changes, summarize the City's debt position, including factors affecting the ability to raise resources through debt issues, and include such other material as the City Manager deems desirable.

Sec. 8.4 Budget.

The budget shall provide a complete financial plan of all City funds and activities for the ensuing fiscal year and, except as required by law or this Charter, shall be in such form as the City Manager deems desirable or the City Council may require for effective management and an understanding of the relationship between the budget and the City's strategic goals. The budget shall begin with a clear general summary of its contents; shall show in detail all estimated income, indicating the proposed property tax levy, and all proposed expenditures, including debt service, for the ensuing fiscal year; and shall be so arranged as to show comparative figures for actual and estimated income and expenditures of the current fiscal year and actual income and expenditures of the preceding fiscal year. It shall indicate in separate sections:

- a. The proposed goals and expenditures for current operations during the ensuing fiscal year, detailed for each fund by department or by other organization unit, and program, purpose, or activity, method

of financing such expenditures, and methods to measure outcomes and performance related to the goals;

- b. Proposed longer-term goals and capital expenditures during the ensuing fiscal year, detailed for each fund by department or by other organization unit when practicable, the proposed method of financing each such capital expenditure, and methods to measure outcomes and performance related to the goals; and
- c. The proposed goals, anticipated income and expense, profit and loss for the ensuing year for each utility or other enterprise fund or internal service fund operated by the City, and methods to measure outcomes and performance related to the goals. For any fund, the total of proposed expenditures shall not exceed the total of estimated income plus carried forward fund balance exclusive of reserves.

Sec. 8.5 City Council action on budget.

A. Notice and hearing. The City Council shall provide public notice of the budget process in the contemporary means of information sharing, including the City's website, if any, for:

1. The times and places where copies of the message and budget are available for inspection by the public, and
2. The time and place of the public hearing, not less than two (2) weeks after the City Manager submits the budget to the City Council.

B. Amendment before adoption. After the public hearing, the City Council may adopt the budget with or without amendment. In amending the budget, it may add or increase programs or amounts and may delete or decrease any programs or amounts except expenditures required by law or for debt service or for an estimated cash deficit, provided that no amendment to the budget shall increase the authorized expenditures to an amount greater than total estimated income.

C. Adoption. The City Council shall, after at least one (1) public hearing held at the time the City Council considers its "first reading" of the annual appropriation resolve, adopt the budget on or before the last day of the last month of the fiscal year currently ending. If it fails to adopt the budget by this date, the budget proposed by the City Manager shall go into effect.

Sec. 8.6. Appropriation and revenue resolve.

Prior to the beginning of the fiscal year the City Council shall adopt an annual appropriation resolve making appropriations by department, fund, service,

strategy, or other organizational unit and authorizing an allocation for each program or activity.

Before any new revenues may be collected to fund the budget, including taxes and changes in existing fees, the City Council shall authorize such revenues by an annual revenue resolve.

Sec. 8.7 Amendments after adoption.

A. Supplemental appropriations. If during or before the fiscal year the City Manager certifies that there are available for appropriation municipal revenues, including those of the ~~Department of Education~~ School Department in excess of those estimated in the budget, the City Council by resolve may make supplemental appropriations for the year up to the amount of such excess.

B. Emergency appropriations. To address a public emergency affecting life, health, property, or the public peace, the City Council may make emergency appropriations. To the extent that there are no available unappropriated revenues or a sufficient fund balance to meet such appropriations, the City Council may by such emergency resolve authorize the issuance of emergency notes, which may be renewed from time to time, but the emergency notes and renewals of any fiscal year shall be paid or refinanced as long-term debt not later than the last day of the fiscal year next succeeding that in which the emergency appropriation was made.

C. Reduction of appropriations. If at any time during the fiscal year it appears probable to the City Manager that the revenues or fund balances available will be insufficient to finance the expenditures for which appropriations have been authorized, the City Manager shall report to the City Council without delay, indicating the estimated amount of the deficit, any remedial action taken by the City Manager, and recommendations as to any other steps to be taken. The City Council shall then take such further action as it deems necessary to prevent or reduce any deficit, and for that purpose it may by resolve reduce or eliminate one or more appropriations.

D. Transfer of appropriations. At any time during or before the fiscal year, the City Council may by resolution transfer part or all of the unencumbered appropriation balance from one department, fund, service, strategy, or organizational unit to the appropriation for other departments or organizational units or for a new appropriation. The City Manager may transfer funds among programs within a department, fund, service, strategy, or organizational unit and shall report such transfers to the City Council in writing in a timely manner.

E. Limitation; effective date. No appropriation for debt service may be reduced or transferred, except to the extent that the debt is refinanced and less debt service is required, and no appropriation may be reduced below any amount

required by law to be appropriated or by more than the amount of the unencumbered balance thereof. The supplemental and emergency appropriations and reduction or transfer of appropriations authorized by this section may be made effective immediately upon adoption.

Sec. 8.8 Administration and fiduciary oversight of the budget.

The City Council shall provide by ordinance, order, or resolve the procedures for administration and fiduciary oversight of the budget.

Sec. 8.9 Capital program.

A. Submission. The City Manager and Superintendent of Schools shall jointly prepare and submit to a joint meeting of the City Council and School Committee a multi-year capital program no later than one (1) month before the final date for submission of the budget.

B. Contents. The capital program shall include:

1. A clear general summary of its contents;
2. Identification of the long-term goals of the community;
3. A list of all capital improvements and other capital expenditures which are proposed to be undertaken during the fiscal years next ensuing, with appropriate supporting information as to the necessity for each;
4. Cost estimates and recommended time schedules for each improvement or other capital expenditure;
5. Method of financing upon which each capital expenditure is to be reliant;
6. The estimated annual cost of operating and maintaining the facilities to be constructed or acquired;
7. A commentary on how the plan addresses the sustainability of the community and the region of which it is a part; and
8. Methods to measure outcomes and performance of the capital plan related to the long-term goals of the community.

The above shall be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

Sec. 8.10 Action on capital program.

A. Notice and hearing. The City Council and School Committee shall publish the general summary of the capital program and a notice stating:

1. The times and places where copies of the capital program are available for inspection by the public; and

2. The time and place, not less than two (2) weeks after such publication, for joint public hearing(s) on the capital program.

B. Adoption. The City Council by resolution shall adopt the capital program with or without amendment after the public hearing and on or before the last day of the last month of the current fiscal year.

Sec. 8.11 Independent audit.

The City Council shall provide for an independent annual audit of all City accounts and may provide for more frequent audits as it deems necessary. An independent certified public accountant or firm of such accountants shall make such audits. Such audits shall be performed in accordance with Generally Accepted Auditing Standards (GAAS) and Generally Accepted Governmental Auditing Standards (GAGAS).

The City Council and School Committee shall designate, respectively, two (2) Councilors and two (2) School Committee members who shall mutually select a fifth person to serve as an Audit Committee. This Committee shall:

- a. Lead the process of selecting an independent auditor, pursuant to Section 8.16 of this Charter;
- b. Direct the work of the independent auditor as to the scope of the annual audit and any matters of concern with respect to internal controls;
- c. Receive the report of the independent auditor and present that report to a joint meeting of the City Council and School Committee with any recommendations from the Committee; and
- d. Review the implementation of the procurement policy and report to the City Council and School Committee as to the strengths and weaknesses of the policy.

Upon recommendation of the Audit Committee, the City Council shall designate such accountant or firm annually, or for a period not exceeding three (3) years, but the designation for any particular fiscal year shall be made no later than one hundred eighty (180) days after the beginning of such fiscal year. The standard for independence is that the auditor must be capable of exercising objective and impartial judgment on all issues encompassed within the audit engagement.

Sec. 8.12 Emergency reserve fund.

The City Council shall provide in the appropriation resolve for an emergency reserve fund from which transfers may be made by vote of the City Council to meet emergencies and other unforeseen events. At the end of each fiscal year, remaining monies in the emergency reserve fund which have not been committed shall pass to the undesignated general fund balance.

The emergency reserve fund shall be annually funded in an amount equal to at least one-half of one percent (0.5%) of the total amount to be appropriated for all purposes of the current fiscal year.

Sec. 8.13 Bonds issued.

The City may issue bonds pledging the credit of the City in the manner prescribed by and subject to the provisions of State law. Prior to any vote to issue bonds, the City Council shall provide public notice, in the contemporary means of information sharing, of the general summary of the proposal for such bond issue, stating:

- a. The times and places where copies of the bond proposal are available for inspection by the public; and
- b. The time and place, not less than two (2) weeks after such notice, for a public hearing on the bond proposal.

A. Roads, utilities and vehicles. After public notice and hearing the City Council, by an affirmative vote of five (5) Councilors, may approve issuance of bonds for roads, sidewalks, sewers, water service, vehicles and emergencies.

B. Refinanced bonds. After public notice and hearing the City Council, by an affirmative vote of five (5) Councilors, may approve issuance of bonds to refinance existing City bonds.

C. Buildings and structures.

1. Except for the bond proposals described in Sections A and B, above, the City Council, after public notice and hearing, may approve, by an affirmative vote of five (5) Councilors, issuance of bonds when the cost of any one (1) project is less than nine percent (9%) of the annual appropriation resolve most recently voted by the City Council.

2. When the cost of any one (1) such project exceeds nine percent (9%) of said annual appropriation resolve, the City Council by a majority vote may place such bond proposal on the ballot for citywide election. Such bond proposal must be approved by a majority of those voters who vote in that citywide election.

Every order for the issue of bonds shall provide for a tax levy, or other means of repayment, for each year to meet the annual installment of principal and such interest as may accrue in each respective year.

Sec. 8.14 Temporary loans.

The City may borrow money in anticipation of receipts from taxes during any fiscal year, but the aggregate amount of such loans shall not at any time exceed eighty percent (80%) of the revenue from taxes received during the preceding fiscal year.

Sec. 8.15 Bonds required.

The City Council shall require bonds, with sufficient sureties, from all persons entrusted with the collection, custody, or disbursements of public funds.

Sec. 8.16 Procurement.

The City Council shall by rule adopt, within one (1) year from the adoption of this Charter, a procurement policy for the City's purchase of materials and services for all the City's departments, including the School Department. ~~Department of Education~~ This procurement process shall assure an understandable, comprehensive, fair process for such purchases based on state statute, state rules and regulations, and the City's experience and expertise in this area.

The City Council and School Committee shall designate, respectively, two (2) Councilors and two (2) School Committee members, who shall mutually select a fifth person, to serve as a Procurement Policy Committee. This Committee shall:

- a. Lead the process to develop a City procurement policy; and
- b. Report to a joint meeting of the City Council and School Committee with a recommendation from the Committee for a rule to implement the goals stated in this section.

Article 9 - Initiative, Referendum, and Recall

Sec. 9.1 General authority.

A. Initiative. The registered voters of the City shall have the power to propose ordinances, orders, and resolves to the City Council and, if the

City Council fails to adopt the matter proposed without any change in substance, to adopt or reject it at a City election, provided that such power shall not extend to the budget or capital program or any ordinance, order, or resolve relating to appropriation of money, levy of taxes, or salaries of City officers or employees. An initiative which fails to win a majority vote in a citywide election may not be the subject of another initiative for at least six (6) months after the citywide election in which it failed.

B. Referendum. The registered voters of the City shall have power to require reconsideration by the City Council of any adopted ordinance, order, or resolve and, if the City Council fails to repeal the matter so reconsidered, to approve or reject it at a City election, provided that such power shall not extend to the budget or capital program or any emergency ordinance or ordinance, order, or resolve relating to appropriation of money or levy of taxes. A referendum which fails to win a majority vote in a citywide election may not be the subject of another referendum for at least six (6) months after the citywide election in which it failed.

C. Recall. The registered voters of the City shall have the power to recall any elected official, but no recall petition shall be filed against any official within six (6) months after the official takes office, nor, in the case of an official subjected to a recall election and not removed, until at least six (6) months after the recall election.

Sec. 9.2 Commencement of proceedings.

Any five (5) registered voters may commence initiative, referendum, or recall proceedings by filing with the City Clerk an affidavit stating they will constitute a petitioners' committee and be responsible for circulating the petition, filing it in proper form, stating their names and addresses, and specifying the address to which all notices to the committee are to be sent, as well as setting out in full the proposed initiative ordinance, order, or resolve or citing the ordinance, or other matter sought to be reconsidered, or the elected official proposed to be recalled, together with a statement not to exceed two hundred (200) words, of the reasons for the recall. Grounds for the recall should relate to and affect the administration of the official's office and be of a substantial nature directly affecting the rights and interest of the public. Promptly after receipt of a recall petition, the City Clerk shall serve, personally or by certified mail, return receipt requested, restricted delivery, a copy of the affidavit on the elected official sought to be recalled. Within ten (10) days of the copy's delivery, refusal, or being unclaimed, the elected official sought to be recalled may file a statement with the City Clerk not to exceed two hundred (200) words in response.

Promptly after the affidavit of the petitioners' committee is filed, the City Clerk shall issue appropriate petition blanks to the petitioners' committee

Sec. 9.3 Petitions.

A. Number of signatures. Initiative and referendum petitions must be signed by registered voters of the City equal in number to at least ten percent (10%) of the number of registered voters as of the date on which the petitioners' committee filed its affidavit. Recall petitions must be signed by at least fifteen percent (15%) of the number of registered voters as of the date on which the petitioners' committee filed its affidavit.

B. Form and content. All papers of a petition shall be uniform in size and style and shall be assembled as one instrument for filing. Each signature shall be executed in ink or indelible pencil and shall be followed by the address of the person signing. Petitions shall contain or have attached during their circulation the full text of the ordinance, order, or resolve proposed or sought to be reconsidered or the name of the elected official proposed to be recalled and the reasons for that action. Petitions for recall shall be limited to the recall of one individual and shall contain the statement of grounds for the recall and the response of the official sought to be recalled, if any. If no response was filed, the petition shall state that fact.

C. Affidavit of circulator. Each paper of a petition shall have attached to it when filed an affidavit signed by the circulator stating the number of signatures as well as that the circulator: (a.) is a resident of the City; (b.) personally circulated the paper; (c.) had all the signatures signed in the circulator's presence; (d.) believes the signatures are the genuine signature of the persons; and (e.) that each signer had an opportunity before signing to read the full text of the ordinance proposed or to be reconsidered or the name of the elected official proposed to be recalled and the statements of both the official and the petitioners' committee.

D. Time for filing. Referendum affidavits must be filed within thirty (30) days after adoption by the City Council of the ordinance, order, or resolve sought to be reconsidered. Petitions for initiative, referendum and recall must be filed with the City Clerk within ninety (90) days of the City Clerk's issuance of petitions, otherwise the petitions expire.

Sec. 9.4 Procedure after filing.

A. Certificate of City Clerk; amendment. Within twenty (20) days after the petition is filed, the City Clerk shall complete a certificate as to its sufficiency, specifying, if it is insufficient, the particulars wherein it is defective and shall promptly send a copy of the certificate to the

petitioners' committee by certified mail, return receipt requested, restricted delivery. A petition certified insufficient for lack of the required number of valid signatures may be amended once, if the petitioners' committee files a notice of intention to amend it with the City Clerk within five (5) days after receiving the copy of the certificate and files a supplementary petition upon additional papers within ten (10) days after receiving the copy of such certificate. Such supplementary petition shall comply with the requirements of subsections B and C of Section 3 above. Within five (5) days after the supplementary petition is filed, the City Clerk shall complete a certificate as to the sufficiency of the petition as amended and promptly send a copy of such certificate to the petitioners' committee by certified mail, return receipt requested, restricted delivery, as in the case of an original petition. If a petition or amended petition is certified sufficient, or if a petition or amended petition is certified insufficient and the petitioners' committee does not elect to amend or request City Council review under subsection B of this Section within the time required, the City Clerk shall promptly present the certificate to the City Council and the certificate shall then be a final determination as to the sufficiency of the petition.

B. City Council review. If a petition has been certified insufficient and the petitioners' committee does not file notice of intention to amend it, or if an amended petition has been certified insufficient, the committee may, within two (2) days after receiving the copy of such certificate, file a request for review by the City Council. The City Council shall review the certificate at its next meeting following the filing of such request and approve or disapprove it. The City Council's determination shall be a final determination as to the sufficiency of the petition. The official proposed to be recalled shall not participate in any proceedings regarding the petition or the election.

C. Court review; new petition. A final determination as to the sufficiency of a petition shall be subject to court review. A final determination of insufficiency, even if sustained upon court review, shall not prejudice the filing of a new petition for the same purpose.

Sec. 9.5 Referendum petitions; suspension of effect.

When a referendum petition is filed with the City Clerk, the ordinance, order, or resolve sought to be reconsidered shall be suspended from taking effect. Such suspension shall terminate when:

- a. There is a final determination of insufficiency of the petition; or
- b. The petitioners' committee withdraws the petition; or
- c. The City Council repeals the ordinance, order, or resolve; or

d. Thirty (30) days have elapsed after a vote of the City on the ordinance, order, or resolve.

Sec. 9.6 Action on petitions.

A. Action by City Council. When an initiative or referendum petition has been fully determined sufficient, the City Council shall promptly consider the proposed initiative ordinance, order, or resolve in the manner provided in Article 2 or reconsider the referred ordinance, order, or resolve by voting its repeal. If the City Council fails to adopt a proposed initiative ordinance, order, or resolve without any change in substance within sixty (60) days or fails to repeal the referred ordinance, order, or resolve within thirty (30) days after the date the petition was finally determined sufficient, it shall submit the proposed or referred matter to the voters of the City.

B. Submission to voters. The vote of the City on a proposed or referred ordinance, order, or resolve shall be held not less than one hundred twenty (120) days and not later than six (6) months from the date of the final City Council vote thereon. In the case of a recall petition, the election shall be held not later than six (6) months after the petition is finally determined to be sufficient. If no regular City election is to be held within the period prescribed in this subsection, the City Council shall provide for a special election; otherwise, the vote shall be held at the same time as such regular election except that the City Council may, in its discretion, provide for a special election at an earlier date within the prescribed period. Copies of the proposed or referred matter shall be available for view at the polls.

C. Withdrawal of petition. An initiative, referendum, or recall petition may be withdrawn at any time prior to the fifteenth (15th) day preceding the day scheduled for a vote of the City, by filing with the City Clerk a request for withdrawal signed by at least four (4) members of the petitioners' committee. Upon the filing of such request, the petition shall have no further force or effect and all proceedings thereon shall be terminated.

Sec. 9.7 Results of election.

A. Initiative. If a majority of the registered voters voting on a proposed initiative ordinance, order, or resolve vote in its favor, it shall be considered adopted upon certification of the election results and shall be treated in all respects in the same manner as ordinances, orders, or resolves of the same kind adopted by the City Council. If conflicting

ordinances, orders, or resolves are approved at the same election, the one receiving the greatest number of affirmative votes shall prevail to the extent of such conflict.

B. Referendum. If a majority of the registered voters voting on a referred ordinance, order, or resolve vote for repeal, it shall be considered repealed upon certification of the election results.

C. Recall. If a majority of the registered voters voting on a recall petition vote in favor of the petition, the office of the recalled official shall become vacant upon certification of the election results. If the election results or procedure is legally challenged by the recalled official, that person's right to serve in that office shall be suspended and the City shall not compensate that official pending the resolution of the legal proceeding.

Article 10 - Transition and Severability

Section 10.1 Officers and employees.

A. Rights and privileges preserved. Nothing in this Charter except as otherwise specifically provided shall affect or impair the rights or privileges of persons who are City officers or employees at the time of its adoption.

B. Continuance of office or employment. Except as specifically provided by this Charter, if at the time this Charter takes full effect, a City administrative officer or employee holds any office or position which is or can be abolished by or under this Charter, he or she shall continue in such office or position until the taking effect of some specific provision under this Charter directing that he or she vacate the office or position. Specifically, until the City Council approves by ordinance the compensation for Mayor, Councilors and School Committee members, the annual compensation for Mayor shall be four thousand dollars (\$4,000.00), for Councilor, one thousand eight hundred dollars (\$1,800.00) and School Committee member six hundred dollars (\$600.00).

C. Personnel system. An employee holding a City position at the time this Charter takes full effect who was serving in that same or a comparable position at the time of its adoption shall not be subject to competitive tests as a condition of continuance in the same position but in all other respects shall be subject to the City's personnel system.

D. City election of 2006. For the reason that Article 5 of this Charter provides for elections in odd numbered years, a citywide election of 2006 will be a transition year election when the terms for Mayor, City Councilors, and School Committee members shall be one (1) year in

length terminating in 2007 after the municipal elections of that year as provided in this Charter.

Section 10.2 Pending matters.

All rights, claims, actions, orders, contracts, and legal administrative proceedings shall continue except as modified pursuant to the provisions of this Charter and in each case shall be maintained, carried on, or dealt with by the City department, office, or agency appropriate under this Charter.

Section 10.3 Severability.

If any provision of this Charter is held invalid, the other provisions of the Charter shall not be affected. If the application of the Charter or any of its provisions to any person or circumstance is held invalid, the application of the Charter and its provisions to other persons or circumstances shall not be affected.

Section 10.4 Definition of terms.

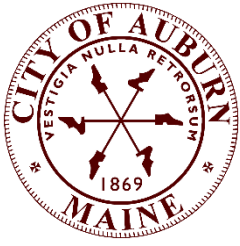
As used in this Charter, terms shall be defined and construed by their meaning established by State statute, if any; otherwise, terms shall be defined and construed by their customary usage or plain dictionary meaning. In all cases, the term “days” shall refer to calendar days, not business days.

Section 10.5 Conflicts of interest; ethics.

The City’s policy is that the proper operation of government requires that public officials be independent, impartial, and responsible to the citizens; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. The City Council shall maintain a comprehensive “Conflicts of Interest” or “Ethics” ordinance to further the policy set forth in this section and to promote the objective of protecting the integrity of City government against actual or reasonably perceived conflicts of interest without creating unnecessary barriers to public service.

Section 10.6 Source.

The City has referred to a “Model City Charter” [8th edition] published by the National Civic League, as source material for this Charter.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: August 16, 2021

Author: Eric J Cousens, Director of Planning and Permitting

Subject: Comprehensive Plan Update - Transportation, Local Food and Agriculture Economy Sections

Information: At the June 16, 2021 meeting of the Comprehensive Plan Workgroup, the group voted unanimously to move the Transportation Chapter, Future Land Use Plan (Chapter 2) and the accompanying map (link: <https://experience.arcgis.com/experience/dde78bd6cd23476e9c9ec53744b9f6ab>) and a new chapter Food Access/Growing the Agriculture Economy forward to the City Council and Planning Board.

The Council workshopped the chapters on June 22nd and the Planning Board held a Public Hearing on August 10, 2021 for the Transportation, Local Food and Agriculture Economy Sections. The Planning Board forwarded a favorable recommendation on both chapters with some edits recommended to the Promoting Food Access and Production and Growing the Agriculture Economy Policies.

Staff did not have time to draft the edits for the packet for this meeting, however, we would like to share the directive with Council and if the Council agrees then we will draft the text for the final Council Public Hearing in September. The proposed changes include:

- Clarify that the goal of removing barriers to agriculture applies in all zones, residential, commercial and Ag.
- Strategy K.1.4.b. should be amended to clarify that access to foods includes ordinance provisions that allow for food outlets in neighborhoods including stores, small restaurants, markets, etc. in residential zones/neighborhoods.
- Add a provision that aims to establish funding for the implementation of this chapter's strategies.

The Planning Board also held a workshop on the proposed Future Land Use Chapter on August 10, 2021 and will hold a Public Hearing at their September meeting.

City Budgetary Impacts: N/A

Staff Recommended Action: We recommend the City Council discuss the PB recommended changes. If they are agreeable staff will draft the text for the public hearing.

Previous Meetings and History: May 20, 2021 – Comprehensive Plan Workgroup, June 7, 2021 – City Council Meeting, June 8, 2021 – Planning Board Meeting, June 16, 2021 – Comprehensive Plan Workgroup, June 22, 2021 Workshop, August 10, 2021 Planning Board Hearing.

City Manager Comments:



I concur with the recommendation. Signature:

Attachments: Comprehensive Plan Transportation Chapter and Food Access/Growing the Agriculture Economy Chapter.

K. Promoting Food Access and Production and Growing the Agriculture Economy Policies

PURPOSE

The purpose of the Food Access and Production/Growing the Agriculture Economy section is to consider how greater equity in accessing healthy food can be established in Auburn, and to identify tools and strategies for ensuring the continuing existence and growth of the farming and agriculture economy as a way of life in our city, which in turn sustains our population with locally produced and healthy foods. We know that food insecurity is unfortunately a challenge faced by Auburn residents. Income is the greatest indicator of one's health, and US Census data from 2012-2016 indicates on average that 32% of Auburn's population -- nearly 1 of every 3 people -- lives in a household earning less than 185% of the Federal Poverty Level, which is typically the highest threshold for receiving household income-based support such as food assistance and medical coverage (Source: Auburn Economic Data Book, Crossroads Resource Center, 2018). Auburn can work to ensure healthy food is available and accessible to all its residents while also building an economy, including the agricultural sector, which provides households with the adequate wages they need to purchase healthy food.

Goal K.1: Ensure that fresh, local food is equitably accessible to everyone regardless of income or geography.

VISION

Local planning and zoning policies can reduce or reinforce structural barriers that prevent our food supply from being as healthy, equitable, affordable, and resilient as we would like it to be. Policy change that promotes greater access to healthy foods can significantly reduce these barriers. Planning and Economic Development staff, boards and committees, and elected/appointed officials can make and implement long-term decisions for the design of the City and the surrounding region to improve healthy food access, food skills of community members, and the surrounding region's food infrastructure. Systematic assessments that identify barriers and track progress over time are essential for informing all of the goals and strategies below. By including food, equity, and health-related policy and systems changes in planning documents and zoning codes, Auburn can establish:

** Support for food and farm enterprises of all sizes*

- * *Zoning that supports a healthy food infrastructure*
 - * *Access to and preservation of land for food production*
 - * *Development of community food assets (such as community gardens, farmers' markets, food hubs, and pollinator-friendly habitats)*
 - * *Affordable, safe and reliable transportation to food sources*
 - * *Support for growth of local markets that are critical for farm businesses to succeed*
-

POLICIES

K.1 FOOD IS EQUITABLY ACCESSIBLE

Goal K.1: Ensure that fresh, local food is equitably accessible to all, regardless of income or geography.

Objective K.1.1:

Work with organizational partners to gather baseline data about Auburn's food access picture that will help inform future planning.

Strategies to achieve this objective:

Strategy K.1.1.a: Compile data from existing resources and if needed, conduct new research on Auburn's food security indicators (refer to inventories).

Objective K.1.2:

Continue to expand the customer base, accessibility, and affordability of the Auburn Farmers' Market

Strategies to achieve this objective:

Strategy K.1.2.a: Establish programs for low-income customers, vendor recruitment, marketing/promotion investments, and permanent year round indoor/outdoor locations.

Objective K.1.3:

Support practices that facilitate access to healthy food in residential settings:

Strategies to achieve this objective:

Strategy K.1.3.a: Build and encourage partnerships that work to expand residential access to healthy food.

Strategy K.1.3.b: Use a food system lens when planning housing developments to inform site layout, landscape design, residential amenities, and access to retail food sources.

Strategy K.1.3.c: Ensure that future land use designations provide flexibility for sufficient open space for community gardens and private residential gardening plots.

Objective K.1.4:

Review and simplify or remove regulation of food- and farm-related land uses in order to improve the variety and availability of healthy food outlets.

Strategies to achieve this objective:

Strategy K.1.4.a: Support updating local ordinances governing food processing businesses—such as commercial kitchens, flash freezing businesses, small scale home kitchen businesses, and meat processing/butchering enterprises—to increase business growth.

Strategy K.1.4.b: Support updating local ordinances concerning food outlets, such as grocery stores, small food stores, farmers’ markets, seasonal food stands, and farm/food trucks to support growth in the types and number of food outlets throughout the City and their hours and locations.

Strategy K.1.4.c: Support a buy local food campaign that includes a directory of local food producers, where to purchase goods and highlights the value of buying local for economic benefits. Information and advertising about the campaign should be widely distributed to the public using avenues such as social media/websites, public transportation, city buildings and paper handouts.

Strategy K.1.4.d: Support a local food pledge to increase local purchasing by institutions.

Strategy K.1.4.e: Work with producers to determine if a “Grown in Auburn” label/logo for their products would be valuable.

Strategy K.1.4.f: Collaborate with the Auburn School Department to coordinate and increase local food sourcing, utilizing the following programs created to support this work:

- Maine Harvest of the Month
- Local Produce Fund (matching fund for schools to leverage)
- Maine Farm to School Network

Strategy K.1.4.g: Promote Auburn as a regional center for agriculture.

Strategy K.1.4.h: Reliable markets are critical to any business. The City’s Economic & Community Development Department should assist in developing local markets for agricultural products. This could include discussions with grocery store chains, discussions with restaurants and efforts to use more locally produced products in Auburn’s school lunch program.

Objective K.1.5:

Improve access to healthy foods by enhancing transportation systems and infrastructure for transit riders, pedestrians, bicyclists, and motorists.

Strategies to achieve this objective:

Strategy K.1.5.a: Undertake a systematic assessment of the bicycle and pedestrian routes that connect consumers to healthy food sources, including priorities for snow removal during the winter (because some pedestrian routes disappear altogether after a storm), and address deficiencies through physical improvements to bicycle and pedestrian networks.

Strategy K.1.5.b: Assess transportation needs and whether current public transit provides adequate service to stores selling healthy food, and/or farmers markets. Support transit service improvements to connect people at peak times to healthy food sources.

Strategy K.1.5.c: Adopt site design standards for food stores that provide safe and convenient pedestrian access to the front door and bicycle parking.

Strategy K.1.5.d: Collaborate with regional economic development agencies, such as AVCOG, the LA Metro Chamber, and others, on efforts to improve food distribution infrastructure.

Strategy K.1.5.e: Support innovative practices such as mobile food markets and mobile food pantries/food shelves that can bring food closer to under-resourced customers.

K.2 FARMING CAPACITY

GOAL K.2 Strengthen and grow Auburn's existing subsistence, community, and commercial gardening and farming capacity.

Objective K.2.1:

Support the development of ordinance and zoning changes that decrease barriers to food production in all areas of the City.

Strategies to achieve this objective:

Strategy K.2.1.a: As part of this initiative particular emphasis should be placed on permitting season-extension structures (e.g. hoopouses), supporting edible and pollinator-friendly landscaping, allowing on-site sale of goods, and allowances for livestock/fowl (e.g. for chickens, ducks, goats, bees, etc.), and any accessory structure they require, that do not conflict with existing residential land uses

Objective K.2.2:

Grow the productive capacity of commercial farms.

Strategies to achieve this objective:

Strategy K.2.2.a: Inventory existing commercial farms to identify productive capacity, current needs, and anticipated succession plans to support continuity of production.

Strategy K.2.2.b: Work with producers, buyers, and food sector service providers to strengthen existing and develop new local and regional markets, including direct sales, wholesale, and institutional buyers.

Strategy K.2.2.c: Establish economic programs that support the viability of existing and new farms such as:

- Establish a low- or no-interest revolving loan fund to assist new and beginning farmers with getting stable access to land and with equipment startup capital by partnering with businesses, government, farming, banking, land trusts and other organizations;
- Establish a voluntary municipal support program to allow for tax incentives and increased investments;
- Adopt policies and economic incentives needed to attract commercial infrastructure such as storage, refrigeration, processing, or any other type of food infrastructure.

Objective K.2.3:

Continue to support the establishment and maintenance of community gardens throughout the city to provide residents with easy access to healthy food.

Strategies to achieve this objective:

Strategy K.2.3.a: Establish clear policy support for community gardens, while determining the appropriate balance between community gardens and land redevelopment.

Strategy K.2.3.b: Ensure permanent sites and a “no net loss” policy for community gardening space in underserved areas if relocation is necessary.

Strategy K.2.3.c: Where relocation is necessary, strive to relocate in off-seasons, provide clear and early disclosure, and help gardens get established in new locations.

Strategy K.2.3.d: Support a process to add community gardens as a permitted use in all residential areas, with clear site and operational standards.

Strategy K.2.3.e: Continue to utilize organizational partnerships to proactively support community gardens through soil testing, water provision, and continue leasing publicly owned property to community gardens.

Strategy K.2.3.f: Incentivize the integration of community gardens into housing developments and create incentives through density bonuses for community gardens in housing developments.

Strategy K.2.3.g: Encourage single-family subdivisions and multi-family development models that incorporate community gardens.

Objective K.2.4:

Create a land use map that inventories Auburn’s existing and potential food production and processing capacity, which identifies existing food production,

processing and sales locations, and determines good locations for future development of food systems activities.

Strategies to achieve this objective:

Strategy K.2.4.a: This map would include the following information:

- Prime and statewide significant soils
- Existing farmlands and active farms
- Existing community gardens
- Existing food retail/market/farm stand locations
- Designated areas that are being held for future commercial and industrial development (for more information, refer to Comprehensive Plan Section I.2.3.b)
- Open spaces currently owned by the public, land trusts, or other organizations where farming could take place.
- Possible locations for food processing and other “in demand” agricultural services, based on factors such as available resources needed like utilities, transportation access, and land appropriate for development.

Strategy K.2.4.b: Utilize the above map for future land use planning and for identifying priority development locations. This can be used by the City to encourage in-demand food systems development in beneficial areas, and to identify areas where more food production and access can be provided.

K.3 DEVELOPMENT OF PROCESSORS OF ALL SIZES

Goal K.3: Facilitate and support the development of processors of all sizes of healthy food, with special focus on developing those that provide a service which is not adequately available within the region (e.g. involves significant transportation distances or time delays).

Objective K.3.1:

Support the development of local food-processing businesses.

Strategies to achieve this objective:

Strategy K.3.1.a: Develop or expand business grant and loan programs to help with start-up and capital costs .

Strategy K.3.1.b: Support efforts and work to clarify and streamline business-licensing processes for food-processing businesses.

Strategy K.3.1.c: Review local land use restrictions on food-processing businesses to determine whether additional locational flexibility can be provided under appropriate conditions.

K.4 FOOD RELATED ECONOMIC DEVELOPMENT

Goal K.4 Support food-related businesses and initiatives that equitably advance the development of local and regional economies.

Objective K.4.1:

Seek the establishment of more essential service-providing small scale commercial development in the downtown (such as those that offer a variety of healthy, locally-sourced foods).

Objective K.4.2:

Allow production of food on open land, e.g. green spaces, and within/on structures to increase the opportunity for urban farm businesses.

Objective K.4.3:

Pursue activities that both improve healthy food access and advance economic development to include value added venues to existing and new farms.

Strategies to achieve this objective:

Strategy K.4.3.a: Support agritourism efforts as a means of enhancing income streams for small farmers and producers.

Strategy K.4.3.b: Purchase healthy foods from local food businesses when catering events, meetings, and other gatherings.

Strategy K.4.3.c: Review local ordinances to ensure that they do not unduly restrict sidewalk and rooftop dining.

Strategy K.4.3.d: Highlight the region's food culture as a community branding strategy.

Strategy K.4.3.e: Partner with neighboring communities to pursue a regional food marketing strategy.

Strategy K.4.3.f: Support the development of jobs that pay adequate wages ensuring community members can afford to purchase healthy food and support local businesses.

Objective K.4.4:

Take steps to identify and reduce barriers to business creation by other historically marginalized communities (e.g. people of color, low-income, Veterans).

G. TRANSPORTATION POLICIES

PURPOSE

The Transportation section establishes objectives and strategies for the implementation of a safe, equitable, and sustainable multi-modal transportation network that supports the needs of all users and the goals of the City land use plan.

BACKGROUND

The heaviest demand on the transportation system has traditionally been generated by commuters to work. Much of that demand occurs in peak travel hours in the morning and evening. Over the years the locations of employment centers in and around Auburn have changed. Jobs are no longer only located in the downtown core in mills, shops, offices, and retail stores.

Instead, employment has been dispersed to the north around the north Auburn retail district, to the south in industrial parks near the Turnpike interchange, as well as some staying downtown. Many Auburn residents work in Lewiston, where the largest employers in the region are located, or greater Portland, due to Auburn's housing affordability attracting households north. Many people employed in Auburn and Lewiston live in growing nearby suburban towns. Auburn is unavoidably part of a regional transportation network.

The transportation network is affected by the presence of two natural barriers, the Androscoggin River and Little Androscoggin River. The Androscoggin River separates the two largest employment centers, Lewiston and Auburn. Vehicular traffic between the two communities is channeled to four bridges that cross the River. The Little Androscoggin River creates significant gaps in access to land in New Auburn, with Washington Street (U.S. Route 202/Maine Route 4) running north and south to its west.

Transportation Goals:

Goal G.1: Auburn supports real-estate growth patterns that fully utilize the utility of all road networks in the city, making necessary additional connections between road networks to advance this goal. Transportation network expansions are supported by land use changes that result in economically sustainable outcomes.

Goal G.2: Auburn has a well-designed—and functioning road network that safely and equitably moves all manner of users (cars, buses, bikes, and pedestrians) into and through the community while expanding traditional residential neighborhood growth patterns in Danville and New Auburn. Expansions in neighborhood growth are in keeping with traditional transportation network patterns, such as interconnected streets that provide multiple travel patterns, avoiding a rigid hierarchy of streets.

Goal G.3: Auburn remains a multi-modal hub providing access to rail, air, truck, and transit amenities, and seeks to continually improve these connections with economically sustainable expansions where feasible.

Connections to other cities in Maine and New England are limited. Access to the one nearby section of the regional expressway system, the Maine Turnpike, is five miles from downtown Auburn and seven miles from the commercial area north of downtown. With the exception of those employers located in the industrial parks near the Turnpike interchange, connections from the Turnpike to the employment and business centers of both cities are limited and can benefit from a number of changes. Given the open-barrier nature of the Turnpike between Exit 75 Auburn and Exit 86 Sabattus, the lack of access to this transportation capacity limits potential land-use opportunities.

The goals set forth in the City's 2010 Comprehensive Plan, as well as previous planning efforts completed regionally and at a state level call for more direct connections to both Washington Street and the Maine Turnpike, which, in turn, would help leverage the goals of creating gateways along Washington Street (Route 202/100) and Riverside Drive (Route 136).

The ultimate vision would be an extension of Rodman Road through Washington Street northbound, Broad Street, South Main Street, possibly to Vickery Road or nearby, directly tied to a new Exit 77. Neighborhoods with bicycle and pedestrian provision would link to these connector roadways as well as an extension and integration into existing and future off-road and trail networks.

Much of the travel demand in the region takes place in automobiles and light trucks, often with only one occupant. One way to reduce congestion is to reduce the reliance on travel by single occupant vehicles.

One of the recurring themes in the Comprehensive Plan is the interaction between land use and transportation. This Plan seeks to maximize use of the existing transportation capacity in the road network that traverses Auburn and expand as needed to provide access in a way that mitigates unnecessary vehicle trips through residential neighborhoods, where complete streets give equal priority to pedestrians and cyclists. This is achieved in part by protecting the role of control of access highways that move east to west and north to south in Auburn, and through land use policies that prioritize development form.

VISION

Auburn's transportation network of roads, sidewalks, and bike lanes along with rail, air, and mass transit systems provide all users with safe and equitable movement throughout the community and beyond. **Better integration of the interstate system into Auburn's existing road network shall be sought to enhance smart growth infill development.**

The road network is safe and efficient and accommodates drivers, pedestrians, and cyclists. A variety of street connections ensures that traffic moves through the community on various routes, providing appropriate access and suitable traffic flow. It also protects the integrity of established residential neighborhoods and gives

priority to pedestrians, cyclists, and transit (bus, rail, etc.) in the densely built-up areas of the City, such as New Auburn and Downtown Auburn. Major roads provide access through the community to significant local and regional destinations. Collector roads provide links within Auburn that serve the needs of additional traffic created by community and regional growth areas. Local roads provide safe and attractive neighborhood access for all users – drivers, pedestrians, and cyclists.

The community supports long-range transportation planning that is linked to sustainable land use outcomes that mitigate the potential for unsafe routes and to provide for greater regional access. Such planning seeks to push through-traffic out of established neighborhoods and downtowns to make walking and biking and increased commercial activity more inviting. Such planning also involves the Maine Department of Transportation, the Maine Turnpike Authority, the Maine Port Authority, the Northern New England Passenger Rail Authority, the Lewiston/Auburn Complete Streets Committee and other local and regional transportation agencies. It seeks to ensure appropriate turnpike development, ready access, and road infrastructure redevelopment projects that meet the needs of the community and the region.

Auburn prides itself on its role as a regional intermodal hub that includes the potential for high- volume rail and airfreight service. Auburn seeks to implement regional passenger/commuter hub options to expand rail and air travel opportunities that connect Greater Lewiston-Auburn first to Portland and Boston and later to destinations such as Montreal, PQ.

POLICIES

G.1 TRANSPORTATION DEMAND MANAGEMENT

Goal G.1: Auburn supports real-estate growth patterns that fully utilize the utility of all road networks in the city, making necessary additional connections between road networks to advance this goal. Transportation network expansions are supported by land use changes that result in economically sustainable outcomes.

An important mechanism for mitigating potential traffic congestion is integrating land-use objectives complimentary transportation needs and utilizing “transportation demand management,” a strategy to reduce traffic during peak travel hours. Without linking transportation capacity with future growth plans, transportation networks in Auburn may have periods of significant congestion during the AM and PM peak hour periods. The efficiency of the road network can be improved by making strategic new connections, shifting vehicle trips from peak to off-peak periods, and by increasing car- and van-pooling and public transit, including intra and intercity commuter options (bus and rail).

Objective G.1.1:

Manage the share of new vehicle trips during the AM and PM peak hours generated by new nonresidential development.

Strategies to achieve this objective:

Strategy G.1.1.a:

Require that applicants for site plan review incorporate transportation demand management strategies into their traffic study, including the consideration of car- and van-pooling and transit use. Utilize these approaches to manage peak hour trips when possible.

Strategy G.1.1.b:

Require that new nonresidential developments which add a large number of employees include facilities that encourage transportation demand management, such as preferential parking for car and van pools, and transit stops where feasible.

Objective G.1.2:

Reduce the number of vehicle trips during the AM and PM peak hours generated by existing major employers (more than 50 employees).

Strategies to achieve this objective:

Strategy G.1.2.a:

Develop a program to work with major employers to explore the feasibility of implementing transportation demand measures such as car- and van pools, and/or shift of work hours.

Objective G.1.3:

Ensure that expansions in the transportation network are justified by economically viable and sustainable land use changes.

Strategy G.1.3.a:

Expansions of land use and associated transportation outcomes include a 25-year calculation of no net new cost to the overall City tax base, i.e. the community impact of the properties and the additional burden on utilities will be net zero due to increased assessments and utility fees.

G.2 ROAD NETWORK

Goal G.2: Auburn has a well-designed—and functioning road network that safely and equitably moves all manner of users (cars, buses, bikes, and pedestrians) into and through the community while expanding traditional residential neighborhood growth patterns in Danville and New Auburn. Expansions in neighborhood growth are in keeping with traditional transportation network patterns, such as interconnected streets that provide multiple travel patterns, avoiding a rigid hierarchy of streets.

The road network in Auburn serves a variety of users including local residents, commuters, and visitors traveling to destinations in and around the City, and to communities to the north, south, east, and west. The network includes a series of *major arterial roads* that move traffic through the community and link people to the Turnpike, the Downtown, the North Auburn Retail District, as well as outlying communities. A *network of collector roads* connect local roads with arterials, and help to address the changing traffic pattern, particularly around the North Auburn Retail District area, that has developed since the year 2000. A series of *local public and private roads* connect neighborhoods to business, recreation, and educational destinations through automobile, pedestrian, and bicycle links. These categories can shift and blur for the typical Auburn traveler, being part of an interconnected urban network.

MAJOR ROAD NETWORK

Major roads serve traffic moving in and out of Auburn, as well as traffic moving around the City. They provide clear linkages between neighborhood, business, and community destinations; and the major employment centers near the Turnpike and Airport. Major roads include Route 4 (Center Street/Union Street), Minot Avenue, Washington Street, and Riverside Drive.



Objective G.2.1:

Ensure that the Route 4 corridor (Union Street/Center Street/Turner Road) allows for the effective movement of traffic, while continuing to provide safe access to area businesses and neighborhoods.

Strategies to achieve this objective:

Strategy G.2.1.a:

Address volume and congestion along Center Street/Turner Road.

- i. Conduct a study of lane configuration and utilization to determine if a road diet is a viable solution to enable better access to non-vehicular access of Center Street.
- ii. Support the short-term goal of the *2008 Center Street Traffic Management Study* to implement a signal coordination plan.
- iii. Support the continued review and appropriate implementation of the *2008 Center Street Traffic Management Study* to address on-going traffic management and safety issues, including those for cyclists and pedestrians.
- iv. Study the possibility of new road reconfiguration and/or signalization changes to alleviate congestion due to turning traffic at the intersection of Turner Street/Center Street by refining and further moving along the design from the *2008 Center Street Traffic Management Study* and aligning these improvements to downtown gateway land use plans.

Strategy G.2.1.b:

Review and revise access management measures to limit the number of curb cuts along Center Street and Turner Road (Route 4) and promote the development of interconnected lots and shared parking areas using the *2008 Center Street Traffic Management Study* as a reference.

Strategy G.2.1.c:

Improve pedestrian and bicycle access along the Route 4 Corridor.

- i. Develop safe pedestrian crossings through the installation of relief medians and raised crosswalks at major intersections and the establishment of longer pedestrian crossing signals.
- ii. Require, as part of any road redevelopment project, that sidewalks, signaled crosswalks, and dedicated bike lanes be included and/or upgraded as needed.
- iii. Assess the feasibility of establishing a midblock pedestrian crossing to connect Pettengill Park and its surrounding neighborhoods to the downtown.

Strategy G.2.1.d:

Establish streetscape and site design criteria that promote the creation of an attractive gateway along the Route 4 Corridor. (See Chapter 2. Future Land Use Plan)

- i. Require, as part of any road redevelopment project, landscaped esplanades separating sidewalks from travel lanes, when feasible.
- ii. Establish site design standards that support appropriate access to new developments including:
 - Shared parking lots located at the side and rear of buildings.
 - Buffers separating commercial uses from residential areas to ensure that lighting, noise, and traffic do not negatively impact neighborhoods.

- Well-landscaped pedestrian access amenities (sidewalks, lighting, and medians) within and between parking lots, buildings, and the street.
- Adequate bicycle parking facilities.

Objective G.2.2:

Encourage the use of Minot Avenue as a primary east-west travel corridor through the community.

Strategies to achieve this objective:

Strategy G.2.2.a:

Address volume and safety along Minot Avenue and adjoining streets.

- i. Examine the potential for reducing traffic lanes in each direction with a turning lane on Minot Avenue from the Minot town line to Academy Street as discussed in the *Route 4/Route 11 Feasibility Study dated October of 2011*.
- ii. Address access concerns at the intersection of Poland Road and Minot Avenue to improve function and safety.
- iii. Utilize a variety of design strategies to discourage excessive vehicular travel speeds on Court Street and Park Avenue to keep through traffic on Minot Avenue.

Strategy G.2.2.b:

Review and revise access management measures to limit the number of curb cuts along Minot Avenue and to promote the development of interconnected lots and shared parking areas.

Strategy G.2.2.c:

Support initiatives to reconfigure the Minot Avenue Rotary with the purpose of simplifying the connection from Minot Avenue to the downtown to increase safety. This should occur in coordination with the strategy to shift Washington Street North (in-bound) to two-way traffic and South (out-bound) to a two-way controlled access highway. (See also G.2.3.b.i and G.2.3.c.i)

Strategy G.2.2.d:

Establish streetscape and site design criteria that promote the creation of an attractive gateway along Minot Avenue (see Chapter 2. Future Land Use Plan).

- i. Require, as part of any road redevelopment project, that sidewalks, signaled crosswalks, and dedicated bike lanes are included and/or upgraded as needed.
- ii. Establish site design standards that support appropriate development along the corridor including:
 - Shared parking lots located at the side and rear of buildings.
 - Buffers separating commercial uses from residential areas ensuring that lighting, noise, and traffic do not negatively impact neighborhoods.
 - Well-landscaped pedestrian access amenities (sidewalks, lighting, and medians) among parking lots, buildings, and the street.

- Adequate bicycle parking facilities and dedicated bike lanes throughout Minot Avenue.

Objective G.2.3:**Establish Washington Street as the gateway to Auburn.**

Strategies to achieve this objective:

Strategy G.2.3.a:

Work with MaineDOT and other agencies/entities to modify Washington Street southbound to accommodate controlled access through traffic in both directions in support of regional mobility, including a new intersection/interchange with Rodman Road. Reconstruct the existing Washington Street northbound to serve local land uses, accompanied by new zoning guidance. Implement recommended changes as appropriate and feasible.

Strategy G.2.3b:

Establish streetscape and site design criteria to promote attractive mixed-use development along Washington Street-northbound:

- Require, as part of any road redevelopment project, paved shoulders dedicated for pedestrian and bicycle travel.
- Provide appropriate form-based code to support multi-modal development outcomes, resulting in street that is more local in use and accommodation.

Strategy G.2.3.c:

Review and revise access management measures to limit the number of curb cuts along Washington Street-Northbound and Outer Washington Street (from Beech Hill Road to the New Gloucester Town Line), and to promote the development of interconnected lots and shared parking areas.

Objective G.2.4:**Establish Riverside Drive as the southern gateway to Auburn.**

Strategies to achieve this objective:

Strategy G.2.4.a:

Promote appropriate development along Riverside Drive that meets current needs while allowing for changes in the development pattern consistent with the possible future development of additional turnpike access. (See *Chapter 2. Future Land Use Plan* and the *New Auburn Master Plan*)

- Require paved shoulders dedicated for pedestrian and bicycle travel as part of any road redevelopment project south of the turnpike bridge.
- Require, as part of any road redevelopment project north of the turnpike bridge, that sidewalks, crosswalks, and dedicated bike lanes are included and/or upgraded in all

- situations to ensure connectivity.
- iii. Establish site design standards that support appropriate development along the corridor including:
 - Shared parking lots located at the side and rear of buildings.
 - Landscaped buffers between existing parking lots and the right-of-way

Strategy G.2.4.b:

Review and revise access management measures to limit the number of curb cuts along Riverside Drive and maintain significant frontage requirements, encourage shared access, and limit curb cut development.

Objective G.2.5:

Support long-term regional transportation and land use/zoning efforts to provide additional access to areas of the community that envision sustainable growth, such as Danville and New Auburn, north and west of the Maine Turnpike.

Strategies to achieve this objective:

Strategy G.2.5.a:

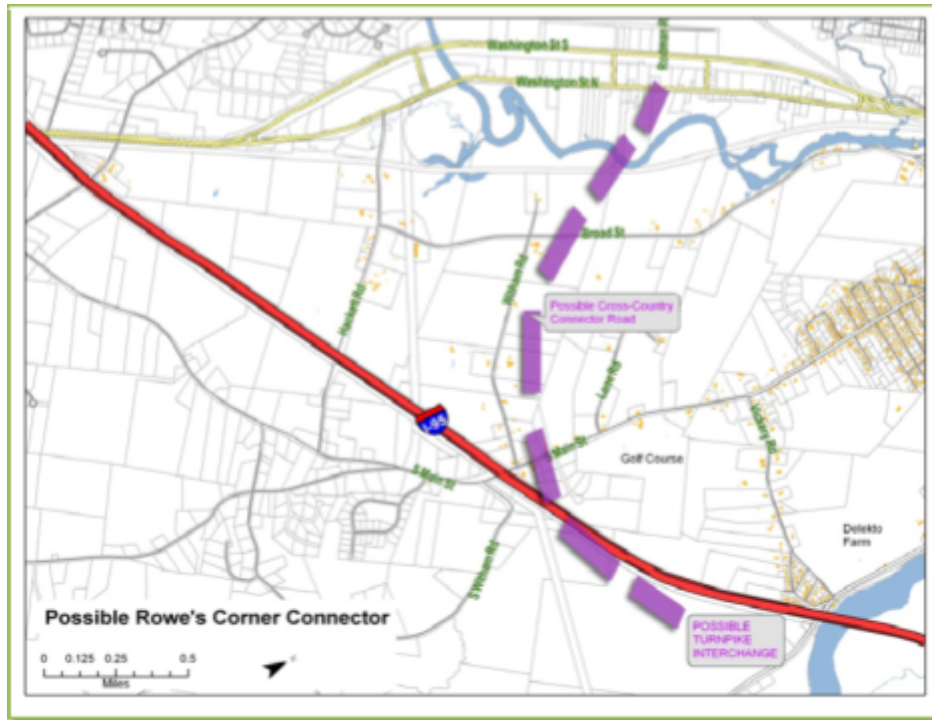
Continue to engage in dialogue with the Maine Department of Transportation, Maine Turnpike Authority (MTA), and regional transportation agencies to pursue the construction of a new turnpike interchange between South Main Street and Riverside Drive (State Route 136).

Strategy G.2.5.b:

Study the feasibility of creating a connector road between the new turnpike interchange and Washington Street-northbound/Rodman Road that would efficiently connect to a controlled access Washington Street-southbound. This would increase access to the proposed Rowe's Corner business/ industrial development area, and connect the Washington Street corridor to Riverside Drive.

Strategy G.2.5.c:

Define the need for new connectivity from a perspective of supporting enhanced access to sustainable land use changes, as identified in Goal G.2., as opposed to resolving existing transportation deficiencies.



CONNECTOR ROAD NETWORK

To accommodate growth in traffic, a designated connector road network should be established. Two areas of particular concern are the North Auburn Retail District, and traffic flowing east and west to and from Oxford County. The increase in the North Auburn Retail District traffic has led to congestion in the Route 4 corridor. This has caused motorists to seek alternative routes to and from the North Auburn Retail District, the Veteran's Bridge, and the I-95 interchange. This *Plan* proposes the use of Mt Auburn Avenue and Hotel Road as a means of connecting the two areas. Increased development in outlying towns, including Turner and Minot, has also led to additional traffic pressures and the establishment of two emerging connector routes – Turner Street and the Young's Corner/Mt Auburn crossing to the west. This *Plan* seeks to address traffic in these areas by establishing road and land use standards that support appropriate traffic flow along the designated connector road network.

In addition to outlying connector roads, the *Plan* also considers the reconfiguration of in-town traffic as a means of providing safe and efficient movement into and out of the downtown. To this end, proposed below are a realignment of traffic along Elm Street and High Street, and the reconfiguration of downtown New Auburn's road network.

Objective G.2.6:

Ensure that Turner Street, adjoining the Route 4 Corridor, is well maintained and provides for appropriate access to neighborhoods and businesses.

Strategies to achieve this objective:

Strategy G.2.6.a:

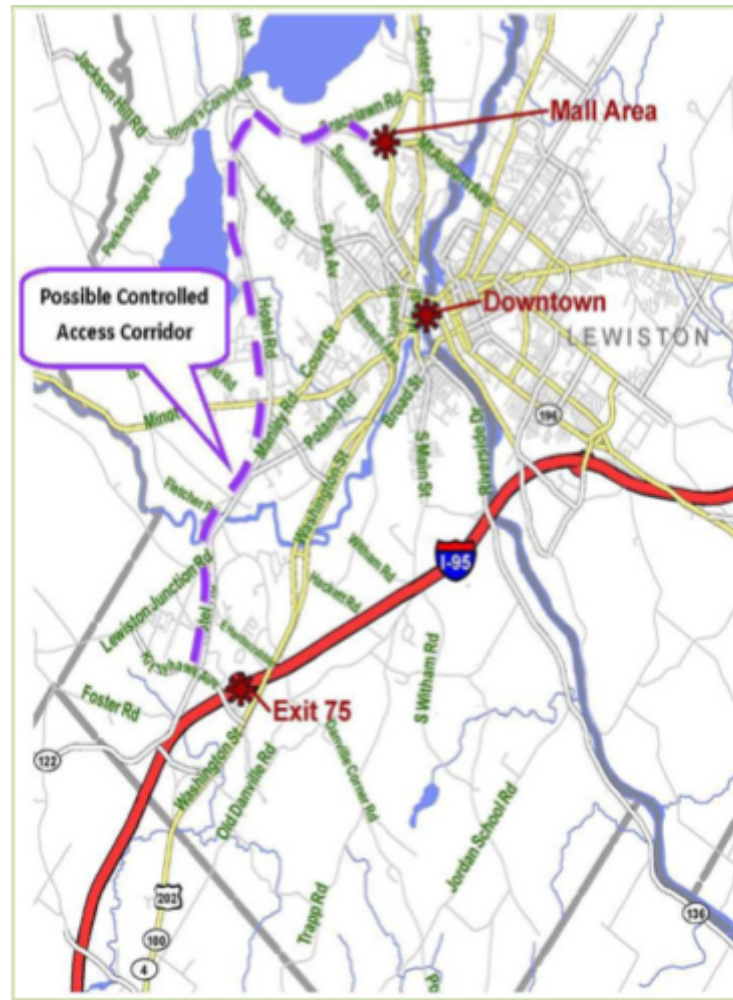
Establish Turner Street, between Mt. Auburn Avenue and Center Street, as an “access management corridor” that promotes efficient movement of local traffic and provides bicycle, pedestrian, and transit access to the Community College and Lake Auburn.

- i. As part of any road redevelopment project, require that sidewalks, crosswalks, dedicated bike lanes, and landscaped esplanades (separating sidewalks from travel lanes), be included and/or upgraded where feasible.

Strategy G.2.6.b:

Establish Turner Street, between Union Street and Mt. Auburn Ave, as a local corridor providing local vehicle, bicycle, pedestrian, and transit access to the downtown and the North Auburn Retail District area.

- i. Develop a comprehensive plan for upgrading the Turner Street corridor to make it a more livable, “complete” street including complete connections of sidewalks.
- ii. Identify appropriate improvements at the intersection of Dennison Street and Turner Street to slow traffic and discourage the use of Dennison as an alternative to the Union Street Bypass.
- iii. Consider moving the left turn movement to access Turner Street at the intersection of Turner, Union, and Center from Turner Street to Union Street, in order to discourage the use of Dennison Street, as discussed in the 2008 Center Street TSM Study.
- iv. Establish additional appropriately designed connections from Broadview Avenue to Turner Street as a means of diverting residential traffic from Center Street to Turner Street, while discouraging “cut-through” commuter and truck traffic.
- v. Require, as part of any road redevelopment project, sidewalks, crosswalks, and dedicated bike lanes to be included and/or upgraded where feasible.



Strategy G.2.7.b:

Study the impacts of increased traffic from western communities along Jackson Hill Road, Holbrook Road, Marston Hill Road, Hatfield Road, Hersey Hill Road and at the Young's Corner/ Mt Auburn/ Summer Street crossing, and implement appropriate traffic control and intersection configuration to maintain and improve function of the roads.

Objective G.2.8:

Work to ensure that through traffic primarily uses designated travel routes.

Strategies to achieve this objective:

Strategy G.2.8.a:

Install signage to direct traffic to appropriate through travel routes, including to and from the turnpike and the North Auburn Retail District via either Washington Street/Route 4 or Hotel Road/Mt Auburn Avenue.

Strategy G.2.8.b:

Enforce City truck routes to ensure that truck traffic remains on roads designated to accommodate it.

Strategy G.2.8.c:

Enable a road diet on Court Street from Minot Avenue to Lewiston, encouraging commuter traffic to utilize Route 4 and the Veteran's Bridge.

Objective G.2.9:

Encourage a safe, vibrant downtown road network that accommodates all users.

Strategies to achieve this objective:

Strategy G.2.9.a:

Establish Elm Street as a primary route from Main Street and the downtown neighborhoods to Minot Ave, developing an attractive, well-designed streetscape:

- i. Streetscape improvements should include landscaped esplanade, designated on-street parking, bike lanes, and well-maintained sidewalks and crosswalks.
- ii. Consider eliminating the ability to make left turns onto or from High Street, and removing the signal at the intersection of High Street and Minot Avenue, in order to encourage traffic to use Elm Street.
- iii. Consider eliminating the Academy Street connection between High Street and Main Street if necessary for the Great Falls School site redevelopment.

Strategy G.2.9.b:

Extend the Main Street streetscape improvements along all of Main Street and, continuing along Mill Street, into New Auburn.

- i. Support the establishment of a green gateway along underdeveloped portions of Main Street to re-establish views of the Little Androscoggin River.

Strategy G.2.9.c:

Redesign the Pleasant Street/Turner Street connection to discourage high speed through traffic bound for Center Street.

- i. Limit Pleasant Street to one way heading south.
- ii. Provide on-street parking and landscaping to narrow the roadway.

Strategy G.2.9.d:

Provide creative parking solutions to meet the needs of downtown neighborhoods and businesses.

- i. Eliminate parking minimums for all commercial properties, including multifamily developments.
- ii. Encourage on-street parking, install meters to increase turnover in highly desirable locations. Use some revenue from the meters to fund enforcement of on street parking time limits.
- iii. Strategically allow off-street parking in the rear of new buildings, where it makes sense to do so.
- iv. Allow for tandem parking spaces where feasible.
- v. Allow for the development of communal off-street lots within a reasonable distance of new residential and nonresidential developments.
- vi. Encourage the landscaping and lighting of parking lots; and provide pedestrian access from parking lots to traditional downtown businesses, the riverfront, and the street.
- vii. Consider the development of satellite parking areas connected to the downtown by shuttles or other transit services to alleviate the need for parking downtown, and free up space for more valuable commercial development. Work with other communities to establish ideal locations for park and ride.
- viii. Examine the potential for increased on-street parking along Main Street between Elm and Academy streets, supported by lane use and signalization changes.

Strategy G.2.9.e:

Develop a greenbelt bicycle/pedestrian connection between Pettengill Park and West Pitch Park that includes a safe, feasible pedestrian railroad crossing.

Strategy G.2.9.f:

Develop a greenbelt bicycle/pedestrian connection from West Pitch Park into Moulton Field and New Auburn via the Little Androscoggin River/Barker Mill Trail.

Strategy G.2.9.g: Look at possible elimination of infrequently used turning lanes for conversion of downtown Court to on-street parking.

LOCAL STREET NETWORK

Local streets primarily serve residential areas, and connect neighborhoods to the larger road network. Local streets should not be used for through traffic or as short-cuts. The plan recommends that all streets be built to City standards and provide appropriate pedestrian and bicycle connections.

Objective G.2.10:

Encourage appropriate local road development that minimizes the impact of such development on City services.

Strategies to achieve this objective:

Strategy G.2.10.a:

Require all new and renovated private roads to meet appropriate City standards for roads.

Strategy G.2.10.b:

Explore revising road standards to require that new rural and suburban style developments establish and maintain private roads, while also prohibiting the conversion of private roads to public roads.

- i. Notify homebuyers of the legal and monetary ramifications of purchasing property on a private road.
- ii. Ensure that deeds preclude the conversion of private roads to public roads, clearly define ownership and maintenance responsibilities for private road ownership, and provide legal remedies for property owners who do not contribute to private road upkeep.

Strategy G.2.10.c:

Limit the need for new roads by encouraging infill development within the identified growth areas. (See Chapter 2. Future Land Use Plan). Where new roads are needed for in-fill associated with the Future Land Use Plan, ordinances should be established to ensure a grid system is planned and built for the efficient delivery of public services.

Objective G.2.11:

Provide a network of safe, interconnected pedestrian and bicycle amenities.

Strategies to achieve this objective:

Strategy G.2.11.a:

Undertake a comprehensive review of pedestrian and bicycle access within Auburn addressing location, need, and maintenance. (*Also see M.3.4 in Public Facilities*)

- i. Develop a cost-effective and appropriate pedestrian and bicycle plan to meet the

- needs of urban and rural residents.
- ii. Ensure that the local plan is compatible with the long-term goal of the *2008 ATRC Regional Bicycle and Pedestrian Plan* to create a regional network of sidewalks, bike lanes, and trails.
 - iii. Share information on bicycle and pedestrian facilities, and desired improvements, with the Maine Department of Transportation, L/A Trails, and the Bicycle Coalition of Maine. This will assure that planning and funding are done on a comprehensive basis.

Strategy G.2.11.b:

Require, where appropriate within designated residential and mixed use growth areas, that all local roads include at least a 6-foot wide sidewalk.

- i. Encourage, where right-of-way widths allow, the establishment of landscaped esplanades between travel lanes and the sidewalk and commit to the planting of street trees to ensure equitable access to nature as reconstruction projects occur.

Strategy G.2.11.c:

Establish neighborhood bicycle routes to link riders to major destinations via safe streets.

Strategy G.2.11.d:

Outside of the designated growth areas, require all local roads to include a paved shoulder of at least 4-feet in width. This will provide pedestrian and bicycle connections to local and connector roads, to community destinations, and to existing/proposed trails.

Objective G.2.12:

Design local streets to encourage the slowing of traffic passing through neighborhoods.

Strategies to achieve this objective:

Strategy G.2.12.a:

When residential streets are improved or reconstructed, incorporate design elements that slow traffic and benefit local cyclists and pedestrians, particularly the elderly and children.

Strategy G.2.12.b:

Implement a sign program to provide a sense of neighborhood, signaling to through traffic that motorists are not on a major arterial or some other higher-speed roadway.

Strategy G.2.12.c:

Make enforcement of speed limits on local streets a priority when other measures prove unsuccessful.

G.3 TRANSPORTATION NETWORK

Goal G.3: Auburn remains a multi-modal hub providing access to rail, air, truck, and transit amenities, and seeks to continually improve these connections with economically sustainable expansions where feasible.

As a transportation service center, the City plays an important role in regional and state efforts to expand and improve rail, air, and truck services. The *Comprehensive Plan* supports continued City, regional, and state efforts to expand and enhance freight and passenger intermodal facilities. This includes continued support for existing rail and air facilities, and the promotion of passenger service. The *Plan* also acknowledges the City's strong ties to the turnpike, and seeks to ensure that Auburn is well positioned to benefit from local and regional turnpike development projects.

Auburn plays an integral role in regional traffic and transit services that goes beyond the services of its intermodal facility. The *Plan* encourages the City to work closely with Androscoggin Transportation Resource Center (ATRC) to promote regional and long-range traffic studies, ensure that Auburn streets can continue to adequately support local and commuter traffic, and provide feasible options for regional mass transit (including bus and rideshare programs).

Objective G.3.1:

Support the development of additional transportation infrastructure to promote continued growth in and around the Auburn freight intermodal facility, and support the construction of a passenger intermodal facility at the Auburn/Lewiston Airport.

Strategies to achieve this objective:

Strategy G.3.1.a:

Support the efforts of private railroads serving Auburn to enhance business development activities and expanded rail access, and coordinate with the Lewiston and Auburn Railroad Company (LARC) in their efforts to grow freight movement along the LARC mainline, the Rangeley Branch and into the Auburn-owned Intermodal Facility.

- I. Consider policies to reinvest lease proceeds from the Intermodal Facility in business development and infrastructure to grow Auburn as a freight hub in the northeast United States.

Pursue recognition of Auburn as an in-land port for the State of Maine in state policy and in the operation of the state-funded Maine Port Authority.

Strategy G.3.1.c:

Discuss full acquisition of the Auburn/Lewiston Airport by the City of Auburn to maximize the economic benefits of the land and operations to Auburn and the region.

- I. In review of acquisition of airport assets, consider a near-term action to acquire the land at the access to the Intermodal Facility to avoid the costs

incurred with paying the airport to access this city asset. If acquisition is not possible, consider developing alternative access points to eliminate airport management from a role in Auburn's rail freight facility.

Strategy G.3.1.d:

Support the implementation of the 2006 Airport Master Plan Update as it relates to development of airline freight services.

Objective G.3.2:

Promote appropriate local and regional mass transit opportunities.

Strategies to achieve this objective:

Strategy G.3.2.a:

Continue to study the establishment of passenger rail and air service at a passenger intermodal facility at the airport, paying particular attention to determining the market need for such a facility, and how such a facility would be accessed.

- i. If passenger service is viable at this location, ensure that the development of a passenger facility includes adequate parking to meet projected demand and that the facility provides adequate public transit connections to the downtown and other significant community destinations.

Strategy G.3.2.b:

Work with regional and state agencies to assess the potential for the expansion of passenger rail service from Portland to Auburn, and at some future time from Brunswick to Auburn via Lewiston. Also, encourage the state to work with SLA to upgrade rail lines and expand the current high-speed line designation from Auburn to Canada, as a step towards establishing passenger rail service from Auburn to western Maine and into New Hampshire and the Canadian provinces.

Strategy G.3.2.c:

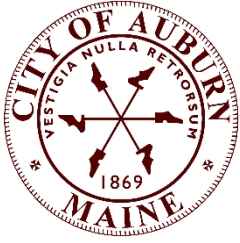
Expand, as necessary, the local fixed-route bus service.

- i. Encourage the expansion of night and weekend bus service to provide residents and visitors with increased mobility and access to community destinations.
- ii. Encourage efficient routes that link residents to major employment centers in and around Auburn, such as the industrial parks.
- iii. Work with ATRC, as well as Lewiston and surrounding communities, to support the Lewiston Auburn Transit Committee (LATC) in its efforts to establish public/private partnerships and other creative financing mechanisms to fund additional bus service.
- iv. Plan for the interconnection of rail service in downtown Lewiston-Auburn and at Exit 75/Airport with the local bus system to provide a seamless transit system that reduces reliance on single-occupancy vehicles to access major residential and commercial areas in Auburn.

Strategy G.3.2.d:

Continue to participate in regional commuter transit programs.

- i. Support commuter transit programs.
- ii. Promote participation in GOMaine and other regional commuter service programs by maintaining adequate park and ride facilities, and by educating the residents on ride share services and programs.



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: August 16, 2021

Subject: Executive Session

Information: Economic development, pursuant to 1 M.R.S.A. Section 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 or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

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

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

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

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

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

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

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

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

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



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: August 16, 2021

Order: 90-08162021

Author: Sue Clements-Dallaire, City Clerk

Subject: Proposed date change for the first Regular City Council meeting of September 2021

Information: Recommend changing the first Regular City Council meeting date from Monday, September 13, 2021, to Tuesday, September 7, 2021. The first Monday of September falls on a holiday and rather than pushing the meeting out another week, we are recommending that the meeting be held the Tuesday after the holiday instead.

City Budgetary Impacts: None.

Staff Recommended Action: Approve

Previous Meetings and History: In past years, we have held meetings that would have fallen on a holiday on the Tuesday immediately following that date.

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments:



ORDER 90-08162021

City Council Order

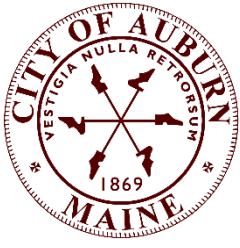
IN CITY COUNCIL

ORDERED, that the City Council hereby authorizes changing the first regular meeting of the City Council from Monday, September 13, 2021 to Tuesday, September 7, 2021.

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: August 16, 2021

Order: 91-08162021

Author: Sue Clements-Dallaire, City Clerk

Subject: Approve the cancellation of the 1st Regular City Council meeting of October (October 4, 2021)

Information: We are recommending that the first regular City Council meeting of October be cancelled. The City Manager and Assistant City Manager will both be away on that date. This was mentioned at the 8/2/2021 City Council meeting.

City Budgetary Impacts: None.

Staff Recommended Action: Approve the cancellation of the October 4, 2021 City Council meeting.

Previous Meetings and History: This was mentioned during the 8/2/2021 City Council meeting

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments:



ORDER 91-08162021

City Council Order

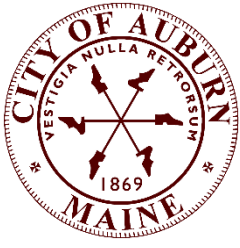
IN CITY COUNCIL

ORDERED, that the City Council hereby authorizes the cancellation of the October 4, 2021 Regular City Council meeting.

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: August 16, 2021

Order: 92-08162021

Author: Phillip L. Crowell, Jr.

Subject: MMA - Maine Service Center Coalition Membership and Appointment of Voting Delegate Representative and Alternate

Information: The City of Auburn will be renewing its membership with the Maine Service Centers Coalition. The Maine Service Centers Coalition makes available professional lobbying staff support in providing cities access to policy makers, sound policy advice and effective advocacy services. As part of our renewal, City Council will need to appoint a Representative and designate an Alternate to vote at the Maine Service Centers Coalition business meetings.

City Budgetary Impacts: Annual membership fee: \$2,754.96

Staff Recommended Action: Resolve to appoint a Representative (Mayor) and designate an Alternate (City Manager) to vote at the Maine service Centers Coalition business meetings.

Previous Meetings and History: N/A

City Manager Comments:



I concur with the recommendation. Signature:

Attachments:



Order 92-08162021

City Council Resolve

IN CITY COUNCIL

ORDERED, that the City Council appoint a Representative (Mayor) and designate an Alternate (City Manager) to vote on behalf of the City of Auburn at the Maine Service Centers Coalition business meetings.

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager

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

Pledge of Allegiance

- I. Consent Items** - All items with an asterisk (*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member or a citizen so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.
- 1. Order 77-08022021***
Instructing the Planning Board to hold a second public hearing on Residential Strips with abutter's notification.
- 2. Order 78-08022021***
Authorizing the City Clerk to waive the \$100 business license fee for Saint Dominic Academy's Annual Holiday festival.
- 3. Order 79-08022021***
Approving the CDBG & HOME Action Plan and Budget.
- 4. Order 80-08022021***
Authorizing the City Manager to cast the ballot for the MMA Annual Election.
- 5. Order 81-08022021***
Re-appointing Kathy Shaw to the Ag Committee with a term expiration of 4/1/2024.
- 6. Order 82-08022021***
Appointing Stanwood Gray to the Complete Streets Committee with a term expiration of 1/1/2024.
- 7. Order 83-08022021***
Appointing Kryston Chapman to the Conservation Commission with a term expiration of 6/1/2022.
- 8. Order 84-08022021***
Appointing David Griswold to the Conservation Commission with a term expiration of 6/1/2022.
- 9. Order 85-08022021***
Appointing Larissa Martin to the Citizen's Advisory Committee with a term expiration of 6/30/2022.
- 10. Order 86-08022021***
Initiating a formal request to send the proposed amendments to the Future Land Use Chapter to the Planning Board for a public hearing and recommendation at their September 2021 meeting.

Councilor MacLeod requested that Order 78-08022021 be removed from the Consent Agenda and placed under New Business.

Councilor Gerry requested that Order 86-08022021 be removed from the Consent Agenda and placed under New Business.

Motion was made by Councilor MacLeod and seconded by Councilor Lasagna for passage of the 8 remaining consent items.

Passage 7-0.

II. Minutes – July 19, 2021 Regular Council Meeting

Motion was made by Councilor Boss and seconded by Councilor Walker to approve the minutes of the July 19, 2021 Regular Council meeting.

Passage 7-0.

III. Communications, Presentations and Recognitions

- Auburn Community Concert Band – 40 Years Update – Milt Simon presented
- Spirit of America Presentation – Milt Simon and Councilor Leroy Walker were both presented with a Spirit of America Award.
- Tax Commitment Year 2021/2022 – Karen Scammon and Joe St. Peter presented
- Council Communications (about and to the community)

Councilor Lasagna noted that the ELHS Building Committee will hold their meeting tomorrow at 6:00 pm.

Councilor Walker reported that there will be a movie showing tomorrow at 10:00 am at the Senior Community Center.

Councilor Gerry reminded everyone that tomorrow is National Night Out beginning at 5:30 pm at Festival Plaza and Main Street.

Mayor Levesque provided an update on some upcoming events - the Maine State Bicentennial Parade which is scheduled for August 21st, the Blues and Brews Festival is scheduled for September 25th at Anniversary Park, and New Year's Eve Auburn is scheduled for December 31st.

IV. Open Session – Lance Pierce, owns property on Perkins Ridge Road had questions regarding the Residential Strips item.

V. Unfinished Business

1. Ordinance 32-07192021

Amending the zoning of the property located at 41 Steven's Mill Road (PID 208-043) from Suburban Residential to General Business II. Second reading.

Motion was made by Councilor Carrier and seconded by Councilor MacLeod for passage.

Public comment – no one from the public spoke.

Passage 7-0. A roll call vote was taken.

2. Ordinance 33-07192021

Amending Chapter 60, Article XII, Division 5, Section 60-992 (b) of the Auburn Code of Ordinance and Shoreland Zoning Map to allow as a Special Condition Overlay in identified areas of the Shoreland Zone, the height of all principal or accessory structures to exceed the 35-foot height limit to maximum of 50-feet. Second reading.

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

Public comment – no one from the public spoke.

Passage 7-0. A roll call vote was taken.

VI. New Business

Items removed from the Consent Agenda:

Order 78-08162021

Authorizing the City Clerk to waive the \$100 business license fee for Saint Dominic Academy's Annual Holiday festival.

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

Passage 7-0.

Order 86-08162021

Initiating a formal request to send the proposed amendments to the Future Land Use Chapter to the Planning Board for a public hearing and recommendation at their September 2021 meeting.

Motion was made by Councilor MacLeod and seconded by Councilor Carrier for passage.

Councilor Gerry asked for a roll call vote.

Passage 6-1 (Councilor Gerry opposed). A roll call vote was taken.

1. Order 87-08022021

Approving the formation of a new department, Capital Infrastructure and Purchasing.

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

Public comment – no one from the public spoke.

Passage 7-0. A roll call vote was taken.

2. Order 88-08022021

Approving the allocation of \$175,000.00 from the American Rescue Plan Act (ARPA) to execute the approved organizational realignment.

Motion was made by Councilor MacLeod and seconded by Councilor Boss for passage.

Public comment – no one from the public spoke.

Passage 7-0. A roll call vote was taken.

3. Ordinance 34-08022021

Amending the setback requirements in Chapter 14 – Business Licenses and Permits, Article XVIII-Adult Use and Medical Marijuana Businesses Section 14-659 (a)(4). First reading.

Motion was made by Councilor MacLeod and seconded by Councilor Boss for passage.

Public comment – no one from the public spoke.

Passage 7-0. A roll call vote was taken.

4. Order 89-08022021

Approving the Mass Gathering for the Bicentennial Parade to be held on August 21, 2021. Public hearing.

Motion was made by Councilor Gerry and seconded by Councilor Milks for passage.

Public hearing – no one from the public spoke.

Passage 7-0. A roll call vote was taken.

VII. Open Session - No one from the public spoke.

VIII. Reports (from sub-committees to Council)

Councilor MacLeod – reported that the LATC Bus service will not be running on August 21st, the day of the parade.

Mayor Levesque – announced the October 4th meeting will be cancelled because the City Manager and Assistant City Manager will both be out of the State.

Councilor Carrier – reported that the Airport Board would be meeting on Thursday at 5:30 pm, the School Committee will be meeting on Wednesday at 6:00 pm, and last, he wanted to recognize his wife Candace for 38 years of marriage today on their wedding anniversary.

City Manager Crowell – announced that Brian Wood and his wife Simone were celebrating the birth of their new baby boy, Max adding that mom and baby are both doing well. He also notified the City Council of a business license denial, a lodging house license at 63 academy street.

- IX. Executive Session** – Personnel matter (City Manager Review), pursuant to 1 M.R.S.A. Sec. 405 (6)(A).

Motion was made by Councilor MacLeod and seconded by Councilor Milks to enter into executive session.

Passage 7-0, time in 8:06 pm.

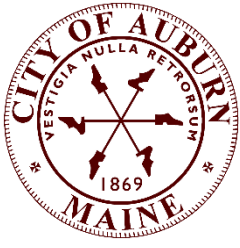
Council was declared out of executive session at 8:21 pm.

- X. Adjournment** – the meeting adjourned following the executive session at 8:21 pm.

A TRUE COPY

ATTEST 

Susan Clements-Dallaire, City Clerk



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: August 16, 2021

Ordinance: 34-08022021

Author: Eric J. Cousens, Director of Planning and Permitting and Barry Schmieks, Lieutenant APD

Subject: Marijuana Licensing Ordinance Updates - Retail Store Buffers to 2,000 feet

Information: Council recently completed a workshop on proposed marijuana ordinance changes. Council had consensus on increasing the buffer requirement for retail stores.

Ordinance Section: Chapter 14 – Business Licenses and Permits, Article XVIII- Adult Use and Medical Marijuana Businesses Section 14-659, Standards for license.

Currently ordinance prevents marijuana businesses from being located within 1000 feet of a property line of a parcel containing one or more marijuana businesses. Current proposal would change that for medical, dispensary and adult use retail stores to 2000 feet.

City Budgetary Impacts: None

Staff Recommended Action: Public hearing and vote to approve the second reading of proposed changes.

Previous Meetings and History:

Ordinance review discussions, June 21, 2021 Council Workshop, passage of first reading on 8/2/2021.

City Manager Comments:

I concur with the recommendation. Signature:

Attachments: Ordinance 34-08022021



City Council Ordinance

IN CITY COUNCIL

Be it ordained, that the Auburn City Council amend Chapter 14, Section 14-659 as follows:

Sec. 14-659. Standards for license.

(a) *General.*

- (1) All marijuana businesses shall comply with applicable state and local laws and regulations.
- (2) Marijuana businesses shall only be located within the zoning districts permitted in the Auburn Zoning Ordinance.
- (3) Marijuana businesses may not be located on property within 750 feet of the property line of a preexisting public or private school (K-12). For the purposes of this ordinance, "school" includes a public school, private school, or public preschool program as defined in 20-A M.R.S.A. § 1, or any other educational facility that serves children from prekindergarten to grade 12.

Required setbacks shall be measured as the most direct, level, shortest, without regard to the intervening structures or objects, straight-line distance between the school property line and the property line of the parcel of land on which the marijuana business is located. If the marijuana business is located within a commercial subdivision, the required setback shall be measured from the front door of the marijuana business to the property line of the school. Presence of a town, city, county, or other political subdivision boundary shall be irrelevant for purposes of calculating and applying the distance requirements of this Section.

- (4) Marijuana businesses may not be located on property within 1,000 feet of the property line of a parcel containing one or more marijuana businesses. [Adult use marijuana stores, dispensary retail stores and registered caregiver retail stores may not be located on property within 2,000 feet of the property line of a parcel containing one or more marijuana businesses.](#) Required setbacks shall be measured as the most direct, level, shortest, without regard to the intervening structures or objects, straight-line distance between the property lines of the parcels of land on which the marijuana businesses are located. If the marijuana business is located within a commercial subdivision, the required setback shall be measured from the front door of each of the marijuana businesses. Presence of a town, city, county, or other political subdivision boundary shall be irrelevant for purposes of calculating and applying the distance requirements of this section.

Notwithstanding the foregoing, more than one marijuana businesses may be located on the same parcel, provided all state and local requirements are met.

Adult use and medical marijuana cultivation facilities and adult use and medical marijuana manufacturing facilities operating within the industrial zoning district are exempt from this setback requirement.

This setback requirement does not apply to properties with more than one marijuana business that are subdivided, as long as the marijuana business(es) located on the property were operating with city approval prior to December 13, 2018.

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



City of Auburn, Maine

Finance Department

www.auburnmaine.gov | 60 Court Street

Auburn, Maine 04210

207.333.6601

TO: Phillip Crowell, City Manager

FROM: Jill Eastman, Finance Director

REF: July 2021 Financial Report

DATE: August 16, 2021

The following is a discussion regarding the significant variances found in the City's July 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 first month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 8.33% 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 July 31st were \$1,641,399, or 2.52%, of the budget, which is higher than last year at this time by 0.30%. The accounts listed below are noteworthy.

- A. Excise taxes of \$422,028 down \$131,890 from last year. Last year due to COVID-19 excise came in late which increased July's revenue.
- B. State Revenue Sharing for the month of July is 17.28% or \$544,221. This is up from last year by \$222,293.
- C. \$331,830 was collected in July to pay current year property tax. This is \$7,787 less than the same period last year. Tax bills for 21-22 were mailed out the second week in August.



City of Auburn, Maine

Finance Department

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

Expenditures

City expenditures through July 31st were \$2,267,834, or 4.81%, of the budget as compared to last year at \$2,560,660, or 5.57%. The majority of the departments are below last year at this time. Most of the activity in July is related to June, therefore it is posted to the prior fiscal year. You will see a leveling out of expenditures as the year progresses.

Investments

This section contains an investment schedule as of July 31st with a comparison to June 30th. Currently the City's funds are earning an average interest rate of 0.35%, which is lower than last July.

Respectfully submitted,

A handwritten signature in black ink that reads "Jill M. Eastman".

Jill M. Eastman
Finance Director

60 Court Street • Suite 411 • Auburn, ME 04210
(207) 333-6600 Voice • (207) 333-6601 Automated •
(207) 333-6620 Fax

CITY OF AUBURN, MAINE
BALANCE SHEET - CITY GENERAL FUND AND WORKERS COMP FUND
AS of July 2021, June 2021, and June 2020

	UNAUDITED July 31 2021	UNAUDITED June 30 2021	Increase (Decrease)	AUDITED JUNE 30 2020
ASSETS				
CASH	\$ 19,414,434	\$ 23,686,573	\$ (4,272,139)	\$ 14,712,549
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	1,249,052	1,895,710	(646,658)	1,845,860
TAXES RECEIVABLE-CURRENT	46,687,769	55,238	46,632,531	73,187
DELINQUENT TAXES	892,447	809,349	83,098	600,530
TAX LIENS	965,818	1,091,138	(125,320)	1,746,106
NET DUE TO/FROM OTHER FUNDS	969,534	-	969,534	3,329,035
	<hr/>			
TOTAL ASSETS	\$ 70,179,055	\$ 27,538,008	\$ 42,641,047	\$ 22,307,267
 LIABILITIES & FUND BALANCES				
ACCOUNTS PAYABLE	\$ (1,406)	\$ (985,754)	\$ 984,347	\$ (936,432)
PAYROLL LIABILITIES	(1,430,521)	(858,084)	(572,437)	(1,140,965)
ACCRUED PAYROLL	(1,728,746)	(3,963,795)	2,235,049	(3,597,596)
STATE FEES PAYABLE	(47,355)	-	(47,355)	-
ESCROWED AMOUNTS	(27,653)	(27,653)	0	(258,316)
DEFERRED REVENUE	(48,506,383)	(1,916,073)	(39,425,359)	(2,060,409)
DUE TO OTHER FUNDS	-	(3,460,216)	3,460,216	
	<hr/>			
TOTAL LIABILITIES	\$ (51,742,064)	\$ (11,211,574)	\$ (40,530,489)	\$ (7,993,718)
FUND BALANCE - UNASSIGNED/ASSIGNED	\$ (15,639,355)	\$ (13,291,007)	\$ (2,348,348)	\$ (11,515,913)
FUND BALANCE - RESTRICTED	(1,364,114)	(2,273,457)		(1,364,114)
FUND BALANCE - NON SPENDABLE	(1,433,522)	(761,970)	(671,552.00)	(1,433,522)
	<hr/>			
TOTAL FUND BALANCE	\$ (18,436,991)	\$ (16,326,434)	\$ (2,110,557)	\$ (14,313,549)
	<hr/>			
TOTAL LIABILITIES AND FUND BALANCE	\$ (70,179,055)	\$ (27,538,008)	\$ (42,641,046)	\$ (22,307,267)

CITY OF AUBURN, MAINE
REVENUES - GENERAL FUND COMPARATIVE
THROUGH July 31, 2021 VS July 31, 2020

REVENUE SOURCE	FY 2022 BUDGET	ACTUAL REVENUES THRU JULY 2021	% OF BUDGET	FY 2021 BUDGET	ACTUAL REVENUES THRU JULY 2020	% OF BUDGET	VARIANCE
TAXES							
PROPERTY TAX REVENUE-	\$ 50,042,450	\$ 331,830	0.66%	\$ 49,655,498	\$ 339,617	0.68%	\$ (7,787)
PRIOR YEAR TAX REVENUE	\$ -	\$ 93,211		\$ -	\$ 148		\$ 93,063
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 1,650,000	\$ -	0.00%	\$ 1,420,000	\$ -	0.00%	\$ -
EXCISE	\$ 4,425,000	\$ 422,028	9.54%	\$ 4,112,861	\$ 553,918	13.47%	\$ (131,890)
PENALTIES & INTEREST	\$ 120,000	\$ 5,108	4.26%	\$ 150,000	\$ 5,985	3.99%	\$ (877)
TOTAL TAXES	\$ 56,237,450	\$ 852,176	1.52%	\$ 55,338,359	\$ 899,668	1.63%	\$ (47,492)
LICENSES AND PERMITS							
BUSINESS	\$ 166,000	\$ 29,279	17.64%	\$ 166,000	\$ 11,977	7.21%	\$ 17,303
NON-BUSINESS	\$ 300,200	\$ 9,976	3.32%	\$ 392,400	\$ 14,553	3.71%	\$ (4,577)
TOTAL LICENSES	\$ 466,200	\$ 39,255	8.42%	\$ 558,400	\$ 26,530	4.75%	\$ 12,726
INTERGOVERNMENTAL ASSISTANCE							
STATE-LOCAL ROAD ASSISTANCE	\$ 390,000	\$ -	0.00%	\$ 400,000	\$ -	0.00%	\$ -
STATE REVENUE SHARING	\$ 3,150,000	\$ 544,221	17.28%	\$ 2,708,312	\$ 321,928	11.89%	\$ 222,293
WELFARE REIMBURSEMENT	\$ 90,656	\$ -	0.00%	\$ 90,656	\$ -	0.00%	\$ -
OTHER STATE AID	\$ 32,000	\$ -	0.00%	\$ 32,000	\$ -	0.00%	\$ -
CITY OF LEWISTON	\$ 228,384	\$ -	0.00%	\$ 228,384	\$ -	0.00%	\$ -
TOTAL INTERGOVERNMENTAL ASSISTANCE	\$ 3,891,040	\$ 544,221	13.99%	\$ 3,459,352	\$ 321,928	9.31%	\$ 222,293
CHARGE FOR SERVICES							
GENERAL GOVERNMENT	\$ 184,400	\$ 11,006	5.97%	\$ 198,440	\$ 8,854	4.46%	\$ 2,153
PUBLIC SAFETY	\$ 176,600	\$ 1,990	1.13%	\$ 181,600	\$ 630	0.35%	\$ 1,360
EMS TRANSPORT	\$ 1,250,000	\$ 140,423	11.23%	\$ 1,200,000	\$ 127,625	10.64%	\$ 12,798
TOTAL CHARGE FOR SERVICES	\$ 1,611,000	\$ 153,420	9.52%	\$ 1,580,040	\$ 137,109	8.68%	\$ 16,311
FINES							
PARKING TICKETS & MISC FINES	\$ 41,500	\$ 2,165	5.22%	\$ 55,000	\$ 1,277	2.32%	\$ 888
MISCELLANEOUS							
INVESTMENT INCOME	\$ 40,000	\$ -	0.00%	\$ 80,000	\$ -	0.00%	\$ -
RENTS	\$ 125,000	\$ 2,158	1.73%	\$ 35,000	\$ 2,159	6.17%	\$ (1)
UNCLASSIFIED	\$ 20,000	\$ 15,921	79.60%	\$ 10,000	\$ 17,004	170.04%	\$ (1,083)
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 12,740		\$ -	\$ 12,446		\$ 294
SALE OF PROPERTY	\$ 120,000	\$ -	0.00%	\$ 25,000	\$ 303	1.21%	\$ (303)
RECREATION PROGRAMS/ARENA	\$ -	\$ -		\$ -	\$ -		\$ -
MMWAC HOST FEES	\$ 234,000	\$ 19,343	8.27%	\$ 230,000	\$ -	0.00%	\$ 19,343
TRANSFER IN: TIF	\$ 1,140,000	\$ -	0.00%	\$ 1,117,818	\$ -	0.00%	\$ -
TRANSFER IN: Other Funds	\$ 473,925	\$ -	0.00%	\$ 578,925	\$ -	0.00%	\$ -
ENERGY EFFICIENCY	\$ -	\$ -		\$ -	\$ -		\$ -
CDBG	\$ 252,799	\$ -	0.00%	\$ 214,430	\$ -	0.00%	\$ -
UTILITY REIMBURSEMENT	\$ 20,000	\$ -	0.00%	\$ 20,000	\$ -	0.00%	\$ -
CITY FUND BALANCE CONTRIBUTION	\$ 475,000	\$ -	0.00%	\$ 527,500	\$ -	0.00%	\$ -
TOTAL MISCELLANEOUS	\$ 2,900,724	\$ 50,161	1.73%	\$ 2,838,673	\$ 31,912	1.12%	\$ 18,249
TOTAL GENERAL FUND REVENUES	\$ 65,147,914	\$ 1,641,399	2.52%	\$ 63,829,824	\$ 1,418,423	2.22%	\$ 222,975
SCHOOL REVENUES							
EDUCATION SUBSIDY	\$ 28,900,061	\$ 2,320,043	8.03%	\$ 26,217,074	\$ 2,115,512	8.07%	\$ 204,530
EDUCATION	\$ 518,821	\$ 5,388	1.04%	\$ 717,415	\$ 4,927	0.69%	\$ 461
SCHOOL FUND BALANCE CONTRIBUTION	\$ 879,404	\$ -	0.00%	\$ 970,862	\$ -	0.00%	\$ -
TOTAL SCHOOL	\$ 30,298,286	\$ 2,325,431	7.68%	\$ 27,905,351	\$ 2,120,439	7.60%	\$ 204,991
GRAND TOTAL REVENUES	\$ 95,446,200	\$ 3,966,829	4.16%	\$ 91,735,175	\$ 3,538,863	3.86%	\$ 427,967

CITY OF AUBURN, MAINE
EXPENDITURES - GENERAL FUND COMPARATIVE
THROUGH July 31, 2020 VS July 31, 2019

DEPARTMENT	FY 2022 BUDGET	Unaudited EXP THRU JULY 2021	% OF BUDGET	FY 2021 BUDGET	Unaudited EXP THRU JULY 2020	% OF BUDGET	VARIANCE
ADMINISTRATION							
MAYOR AND COUNCIL	\$ 104,850	\$ 1,050	1.00%	\$ 99,000	\$ 1,050	1.06%	\$ -
CITY MANAGER	\$ 447,401	\$ 41,038	9.17%	\$ 776,095	\$ 52,733	6.79%	\$ (11,695)
COMMUNICATIONS & TECHNOLOGY	\$ 911,637	\$ 97,092	10.65%	\$ 609,260	\$ 239,929	39.38%	\$ (142,837)
CITY CLERK	\$ 237,474	\$ 15,306	6.45%	\$ 216,946	\$ 23,054	10.63%	\$ (7,748)
FINANCIAL SERVICES	\$ 810,303	\$ 47,693	5.89%	\$ 751,849	\$ 54,751	7.28%	\$ (7,058)
HUMAN RESOURCES	\$ 220,250	\$ 12,578	5.71%	\$ 157,057	\$ 10,006	6.37%	\$ 2,572
TOTAL ADMINISTRATION	\$ 2,731,915	\$ 214,757	7.86%	\$ 2,610,207	\$ 381,523	14.62%	\$ (166,766)
COMMUNITY SERVICES							
PLANNING & PERMITTING	\$ 900,583	\$ 52,262	5.80%	\$ 1,339,047	\$ 58,113	4.34%	\$ (5,851)
ECONOMIC DEVELOPMENT	\$ 108,469	\$ 7,792	7.18%				\$ 7,792
BUSINESS & COMMUNITY DEVELOPMENT	\$ 512,260	\$ 18,135	3.54%				\$ 18,135
HEALTH & SOCIAL SERVICES	\$ 119,875	\$ 3,603	3.01%	\$ 199,282	\$ 9,279	4.66%	\$ (5,676)
RECREATION & SPORTS TOURISM	\$ 584,056	\$ 30,663	5.25%	\$ 520,474	\$ 46,805	8.99%	\$ (16,142)
PUBLIC LIBRARY	\$ 1,052,163	\$ -	0.00%	\$ 1,031,533	\$ 92,347	8.95%	\$ (92,347)
TOTAL COMMUNITY SERVICES	\$ 3,277,406	\$ 112,455	3.43%	\$ 3,090,336	\$ 206,544	6.68%	\$ (94,089)
FISCAL SERVICES							
DEBT SERVICE	\$ 7,734,169	\$ -	0.00%	\$ 7,577,735	\$ -	0.00%	\$ -
FACILITIES	\$ 677,872	\$ 168,869	24.91%	\$ 667,494	\$ 154,023	23.07%	\$ 14,846
WORKERS COMPENSATION	\$ 642,400	\$ -	0.00%	\$ 641,910	\$ -	0.00%	\$ -
WAGES & BENEFITS	\$ 7,334,932	\$ 541,048	7.38%	\$ 6,840,635	\$ 564,007	8.24%	\$ (22,959)
EMERGENCY RESERVE (10108062-670000)	\$ 461,230	\$ -	0.00%	\$ 461,230	\$ (2,500)	-0.54%	\$ 2,500
TOTAL FISCAL SERVICES	\$ 16,850,603	\$ 709,917	4.21%	\$ 16,189,004	\$ 715,530	4.42%	\$ (5,613)
PUBLIC SAFETY							
FIRE & EMS DEPARTMENT	\$ 5,446,588	\$ 331,247	6.08%	\$ 5,302,131	\$ 353,754	6.67%	\$ (22,507)
FIRE EMS		\$ -			\$ -		\$ -
POLICE DEPARTMENT	\$ 4,343,924	\$ 288,742	6.65%	\$ 4,332,339	\$ 273,023	6.30%	\$ 15,719
TOTAL PUBLIC SAFETY	\$ 9,790,512	\$ 619,989	6.33%	\$ 9,634,470	\$ 626,777	6.51%	\$ (6,788)
PUBLIC WORKS							
PUBLIC WORKS DEPARTMENT	\$ 5,077,370	\$ 239,275	4.71%	\$ 4,979,329	\$ 255,881	5.14%	\$ (16,606)
SOLID WASTE DISPOSAL*	\$ 1,089,950	\$ 25	0.00%	\$ 1,051,318	\$ 1,994	0.19%	\$ (1,969)
WATER AND SEWER	\$ 792,716	\$ 195,301	24.64%	\$ 792,716	\$ 195,301	24.64%	\$ -
TOTAL PUBLIC WORKS	\$ 6,960,036	\$ 434,601	6.24%	\$ 6,823,363	\$ 453,176	6.64%	\$ (18,575)
INTERGOVERNMENTAL PROGRAMS							
AUBURN-LEWISTON AIRPORT	\$ 177,000	\$ 176,115	99.50%	\$ 170,000	\$ 167,110	98.30%	\$ 9,005
E911 COMMUNICATION CENTER	\$ 1,161,479	\$ -	0.00%	\$ 1,134,304	\$ -	0.00%	\$ -
LATC-PUBLIC TRANSIT	\$ 225,000	\$ -	0.00%	\$ 331,138	\$ -	0.00%	\$ -
ARTS & CULTURE AUBURN	\$ 10,000	\$ -		\$ 10,000	\$ 10,000		
TAX SHARING	\$ 260,000	\$ -	0.00%	\$ 260,000	\$ -	0.00%	\$ -
TOTAL INTERGOVERNMENTAL	\$ 1,833,479	\$ 176,115	9.61%	\$ 1,905,442	\$ 177,110	9.29%	\$ (995)
COUNTY TAX							
TIF (10108058-580000)	\$ 2,611,080	\$ -	0.00%	\$ 2,629,938	\$ -	0.00%	\$ -
OVERLAY	\$ 3,049,803	\$ -	0.00%	\$ 3,049,803	\$ -	0.00%	\$ -
	\$ -	\$ -		\$ -	\$ -		\$ -
TOTAL CITY DEPARTMENTS	\$ 47,104,834	\$ 2,267,834	4.81%	\$ 45,932,563	\$ 2,560,660	5.57%	\$ (292,826)
EDUCATION DEPARTMENT	\$ 48,341,366	\$ 1,018,180	2.11%	\$ 45,802,612	\$ 1,116,228	2.44%	\$ (98,048)
TOTAL GENERAL FUND EXPENDITURES	\$ 95,446,200	\$ 3,286,014	3.44%	\$ 91,735,175	\$ 3,676,888	4.01%	\$ (390,874)

**CITY OF AUBURN, MAINE
INVESTMENT SCHEDULE
AS OF July 31, 2021**

INVESTMENT		FUND	BALANCE July 31, 2020	BALANCE June 30, 2020	INTEREST RATE
ANDROSCOGGIN BANK	449	CAPITAL PROJECTS	\$ 6,338,184.75	\$ 3,835,365.56	0.35%
ANDROSCOGGIN BANK	502	SR-TIF	\$ 1,049,982.99	\$ 1,049,369.08	0.35%
ANDROSCOGGIN BANK	836	GENERAL FUND	\$ 7,642,187.21	\$ 6,028,133.52	0.35%
ANDROSCOGGIN BANK	801	WORKERS COMP	\$ 52,875.12	\$ 52,422.61	0.35%
ANDROSCOGGIN BANK	684	EMS CAPITAL RESERVE	\$ 339,144.94	\$ 338,946.66	0.35%
ANDROSCOGGIN BANK	414	INGERSOLL TURF FACILITY	\$ 226,449.27	\$ 226,316.92	0.35%
ANDROSCOGGIN BANK	0888	ELHS FUNDRAISING	\$ 62,559.49	\$ 62,023.06	0.35%
ANDROSCOGGIN BANK		ELHS CONSTRUCTION	\$ 114,496.86	\$ 1,719,034.01	0.35%
ANDROSCOGGIN BANK	0627	ST LOUIS BELLS FUNDRAISING	\$ 15,347.78	\$ 15,338.85	0.35%
GRAND TOTAL			\$ 15,841,228.41	\$ 13,326,950.27	0.35%

EMS BILLING
SUMMARY OF ACTIVITY
July 1, 2021 - June 30, 2022
Report as of July 31, 2021

	Beginning	July 2021					Ending
	Balance 7/1/2021	New Charges	Payments	Refunds	Adjustments	Write-Offs	Balance 6/31/2021
Bluecross	\$ 18,089.01	\$ 4,664.60	\$ (6,325.53)		\$ 1,527.87		\$ 17,955.95
Intercept	\$ 100.00				\$ 100.00		\$ 200.00
Medicare	\$ 118,079.29	\$ 125,563.40	\$ (52,153.29)		\$ (106,806.05)		\$ 84,683.35
Medicaid	\$ 44,271.14	\$ 37,848.00	\$ (42,310.51)		\$ (11,339.52)		\$ 28,469.11
Other/Commercial	\$ 62,417.21	\$ 21,179.80	\$ (21,733.78)	\$ 232.21	\$ (7,977.19)		\$ 54,118.25
Patient	\$ 142,676.98	\$ 15,601.00	\$ (9,422.05)		\$ (21,926.64)	\$ (25,756.71)	\$ 101,172.58
Worker's Comp		\$ 915.20	\$ (1,133.20)		\$ 218.00		\$ -
TOTAL	\$ 385,633.63	\$ 205,772.00	\$ (133,078.36)	\$ 232.21	\$ (146,203.53)	\$ (25,756.71)	\$ 286,599.24

EMS BILLING
BREAKDOWN -TOTAL CHARGES
July 1, 2021 - June 30, 2022
Report as of July 31, 2021

	July 2021	Totals	% of Total
Bluecross	\$ 4,664.60	\$ 4,664.60	2.27%
Intercept		\$ -	0.00%
Medicare	\$ 125,563.40	\$ 125,563.40	61.02%
Medicaid	\$ 37,848.00	\$ 37,848.00	18.39%
Other/Commercial	\$ 21,179.80	\$ 21,179.80	10.29%
Patient	\$ 15,601.00	\$ 15,601.00	7.58%
Worker's Comp	\$ 915.20	\$ 915.20	0.44%
TOTAL	\$ 205,772.00	\$ 205,772.00	100.00%

EMS BILLING
BREAKDOWN -TOTAL COUNT
July 1, 2021 - June 30, 2022
Report as of July 31, 2021

	July 2021	Totals	% of Total
Bluecross	5	5	2.30%
Intercept	0	0	0.00%
Medicare	131	131	60.37%
Medicaid	41	41	18.89%
Other/Commercial	23	23	10.60%
Patient	16	16	7.37%
Worker's Comp	1	1	0.46%
TOTAL	217	217	100.00%

**EMS BILLING
AGING REPORT
July 1, 2021 to June 30, 2022
Report as of July 31, 2021**

	Current		31-60		61-90		91-120		121+ days		Totals	
Bluecross	\$ 4,327.54	24%	\$ 8,965.40	50%	\$ 1,140.08	6%	\$ 1,259.25	7%	\$ 2,263.68	13%	\$ 17,955.95	6.27%
Intercept	\$ 100.00		\$ 100.00								\$ 200.00	0.07%
Medicare	\$ 49,332.34	58%	\$ 26,923.01	32%	\$ 2,536.80	3%	\$ 1,159.37	1%	\$ 4,731.83	6%	\$ 84,683.35	29.55%
Medicaid	\$ 19,777.75	69%	\$ 6,125.28	22%	\$ 250.00	1%	\$ 33.88	0%	\$ 2,282.20	8%	\$ 28,469.11	9.93%
Other/Commercial	\$ 21,877.75	40%	\$ 15,540.89	29%	\$ 8,694.46	16%	\$ 1,230.24	2%	\$ 6,774.91	13%	\$ 54,118.25	18.88%
Patient	\$ 29,572.09	29%	\$ 29,218.80	29%	\$ 17,618.81	17%	\$ 15,061.18	15%	\$ 9,701.70	10%	\$ 101,172.58	35.30%
Worker's Comp			\$ -		\$ -		\$ -		\$ -		\$ -	0.00%
TOTAL	\$ 124,987.47		\$ 86,873.38		\$ 30,240.15		\$ 18,743.92		\$ 25,754.32		\$ 286,599.24	
	44%		30%		11%		7%		9%		100%	100.00%

CITY OF AUBURN
SPECIAL REVENUE FUNDS REVENUE AND EXPENDITURES
As of July 31, 2021

	1902 Riverwatch	1910 Community Service	1914 Oak Hill Cemeteries	1915 Fire Training Building	1917 Wellness Grant	1928 Vending	1929 Fire Prevention	1930 211 Fairview	1931 Donations	2003 Byrne JAG	2005 MDOT	2008 Homeland Security	2010 State Drug Money	2013 OUI Grant	2014 Speed Grant	2019 Law Enforcement Training
Fund Balance 7/1/21	\$ 599,205.19	\$ 6,536.96	\$ 34,366.35	\$ 1,221.68	\$ 5,131.38	\$ -	\$ 4,796.03	\$ (566,303.71)	\$ 293.40	\$ 2,808.57	\$ (214,592.58)	\$ (112,745.48)	\$ 6,975.14	\$ 4,318.98	\$ 2,820.93	\$ (8,505.29)
Revenues FY22	\$ 22,859.78	\$ 3.00				\$ 191.00							\$ 100.00			
Expenditures FY22														\$ 273.34	\$ 1,190.44	
Fund Balance 07/31/2022	\$ 622,064.97	\$ 6,539.96	\$ 34,366.35	\$ 1,221.68	\$ 5,131.38	\$ 191.00	\$ 4,796.03	\$ (566,303.71)	\$ 293.40	\$ 2,808.57	\$ (214,592.58)	\$ (112,745.48)	\$ 7,075.14	\$ 4,045.64	\$ 1,630.49	\$ (8,505.29)

	2020 CDBG	2025 Community Cords	2030 Parking	2034 EDUL Underage Drink	2037 Bulletproof Vests	2040 Great Falls TV	2041 Blanche Stevens	2043 DOJ Covid 19 Preventative	2044 Federal Drug Money	2047 American Firefighter Grant	2050 Project Lifesaver	2051 Project Canopy	2053 St Louis Bells	2054 EMS Transport Capital Reserve	2055 Work4ME- PAL
Fund Balance 7/1/21	\$ 1,677,098.02	\$ 30,570.32	\$ 12,839.34	\$ (40.00)	\$ 2,729.15	\$ 20,536.23	\$ 26,247.04	\$ (9,419.74)	\$ 87,504.44	\$ (51,104.79)	\$ 189.35	\$ (9,522.60)	\$ 28,489.54	\$ 225,094.82	\$ 6,215.80
Revenues FY22	\$ 1,412.24	\$ 288.72	\$ 2,385.00												
Expenditures FY22	\$ 84,997.28		\$ 233.71				\$ 700.00			\$ 780.00				\$ 185,326.00	\$ 472.82
Fund Balance 07/31/2022	\$ 1,593,512.98	\$ 30,859.04	\$ 14,990.63	\$ (40.00)	\$ 2,729.15	\$ 20,536.23	\$ 25,547.04	\$ (9,419.74)	\$ 87,504.44	\$ (51,884.79)	\$ 189.35	\$ (9,522.60)	\$ 28,489.54	\$ 39,768.82	\$ 5,742.98

	2064 MDOT Sopers Mill Culvert	2065 State Bi- Centenial Parade	2067 Hometown Herors Banners	2068 Northern Borders Grant	2070 Leadercast	2075 Keeps Maine Healthy	2076 Keeps Maine Healthy II	2077 CTCI Grant	2080 Futsol Court Project	2201 EDI Grant	2300 ARPA Grant	2500 Parks & Recreation
Fund Balance 7/1/21	\$ (46,370.03)	\$ (1,610.17)	\$ 209.00	\$ 201,371.71	\$ (3,500.00)	\$ 182,189.53	\$ (15,556.55)	\$ 29,816.71	\$ -	\$ (1,484,407.18)	\$ 6,772,899.50	\$ 225,757.94
Revenues FY22								\$ (3,111.14)				\$ 27,094.71
Expenditures FY22				\$ 16,400.00				\$ 12,452.78				\$ 83,875.63
Fund Balance 07/31/2022	\$ (46,370.03)	\$ (1,610.17)	\$ 209.00	\$ 184,971.71	\$ (3,500.00)	\$ 182,189.53	\$ (15,556.55)	\$ 14,252.79	\$ -	\$ (1,484,407.18)	\$ 6,772,899.50	\$ 168,977.02

	2600 Tambrands II TIF 6	2600 Mall TIF 9	2600 Downtown TIF 10	2600 Auburn Industrial TIF 12	2600 Auburn Plaza TIF 13	2600 Auburn Plaza II TIF 14	2600 Webster School TIF 16	2600 Hartt Transport TIF 19	2600 62 Spring St TIF 20	2600 Minot Ave TIF 21	2600 48 Hampshire St TIF 22	2600 Auburn Memory Care Facility TIF 23	2600 Millbran TIF 24	2600 Futurguard TIF 25	Total Special Revenues
Fund Balance 7/1/21	\$ (41,023.43)	\$ 348,613.20	\$ (269,889.73)	\$ (454,099.79)	\$ 281,097.17	\$ (752,490.87)	\$ (0.02)	\$ (2,663.69)	\$ 1,120.90	\$ 24,998.06	\$ 41,968.63	\$ 97,738.81	\$ 11,128.45	\$ (83,459.35)	\$ 6,886,098.56
Revenues FY22															\$ 51,223.31
Expenditures FY22															\$ 386,702.00
Fund Balance 07/31/2022	\$ (41,023.43)	\$ 348,613.20	\$ (269,889.73)	\$ (454,099.79)	\$ 281,097.17	\$ (752,490.87)	\$ (0.02)	\$ (2,663.69)	\$ 1,120.90	\$ 24,998.06	\$ 41,968.63	\$ 97,738.81	\$ 11,128.45	\$ (83,459.35)	\$ 6,550,619.87

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

To: Phillip Crowell, City Manager
From: Jill Eastman, Finance Director
Re: Financial Reports for July 31, 2021



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 July 31, 2021.

INGERSOLL TURF FACILITY

Statement of Net Assets:

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets as of July 31, 2021.

Current Assets:

As of the end of July 2021 the total current assets of Ingersoll Turf Facility were \$226,382. This consisted of cash and cash equivalents of \$226,382.

Noncurrent Assets:

Ingersoll's noncurrent assets are the building and equipment that was purchased, less depreciation. The total value of the noncurrent assets as of July 31, 2021, was \$89,514.

Liabilities:

Ingersoll had no accounts payable and an interfund payable of \$53,783 as of July 31, 2021.

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 July 2021 are \$5,275. This revenue comes from the sponsorships, programs, rental income and batting cages.

The operating expenses for Ingersoll Turf Facility through July 2021 were \$8,153. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of July 31, 2021, Ingersoll has an operating loss of \$2,878.

As of July 31, 2021, Ingersoll has a decrease in net assets of \$2,878.

The budget to actual reports for revenue and expenditures, show the revenue for FY22 compared to FY21.

Statement of Net Assets
Ingersoll Turf Facility
July 31, 2021
Business-type Activities - Enterprise Fund

	July 31, 2021	June 30, 2021	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 226,382	\$ 226,382	\$ -
Interfund receivables/payables		\$ -	-
Accounts receivable	-	-	-
Total current assets	226,382	226,382	-
Noncurrent assets:			
Capital assets:			
Buildings	672,279	672,279	-
Equipment	119,673	119,673	-
Land improvements	18,584	18,584	-
Less accumulated depreciation	(721,022)	(721,022)	-
Total noncurrent assets	89,514	89,514	-
Total assets	315,896	315,896	-
LIABILITIES			
Accounts payable	\$ -	\$ 553	(553)
Interfund payable	\$ 53,783	\$ 50,352	3,431
Total liabilities	53,783	50,905	2,878
NET ASSETS			
Invested in capital assets	\$ 89,514	\$ 89,514	\$ -
Unrestricted	\$ 172,599	\$ 175,477	\$ (2,878)
Total net assets	\$ 262,113	\$ 264,991	\$ (2,878)

CITY OF AUBURN, MAINE
Statement of Revenues, Expenses and Changes in Net Assets
Ingersoll Turf Facility
Business-type Activities - Enterprise Funds
Statement of Activities
July 31, 2021

	Ingersoll Turf Facility
Operating revenues:	
Charges for services	\$ 5,275
Operating expenses:	
Personnel	7,620
Supplies	
Utilities	533
Repairs and maintenance	
Rent	-
Depreciation	-
Capital expenses	-
Other expenses	-
Total operating expenses	8,153
Operating gain (loss)	(2,878)
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
Total nonoperating expense	-
Gain (Loss) before transfer	(2,878)
Transfers out	-
Change in net assets	(2,878)
Total net assets, July 1	264,991
Total net assets, July 31, 2021	\$ 262,113

CITY OF AUBURN, MAINE
REVENUES - INGERSOLL TURF FACILITY
Through July 31, 2021 compared to July 31, 2020

REVENUE SOURCE	FY 2022 BUDGET	ACTUAL REVENUES THRU JULY 2021	% OF BUDGET	FY 2021 BUDGET	ACTUAL REVENUES THRU JULY 2020	% OF BUDGET
CHARGE FOR SERVICES						
Sponsorship	\$ 25,000	\$ -	0.00%	\$ 25,000	\$ 1,800	7.20%
Batting Cages	\$ 16,000	\$ -	0.00%	\$ 13,000	\$ -	0.00%
Programs	\$ 94,000	\$ 145	0.15%	\$ 90,000	\$ 250	0.28%
Rental Income	\$ 138,000	\$ 5,130	3.72%	\$ 102,000	\$ -	0.00%
TOTAL CHARGE FOR SERVICES	\$ 273,000	\$ 5,275	1.93%	\$ 230,000	\$ 2,050	0.89%
INTEREST ON INVESTMENTS	\$ -	\$ -		\$ -	\$ -	
GRAND TOTAL REVENUES	\$ 273,000	\$ 5,275	1.93%	\$ 230,000	\$ 2,050	0.89%

CITY OF AUBURN, MAINE
EXPENDITURES - INGERSOLL TURF FACILITY
Through July 31, 2021 compared to July 31, 2020

DESCRIPTION	ACTUAL			ACTUAL			Difference
	FY 2022 BUDGET	EXPENDITURES THRU JULY 2021	% OF BUDGET	FY 2021 BUDGET	EXPENDITURES THRU JULY 2020	% OF BUDGET	
Salaries & Benefits	\$ 133,041	\$ 7,620	5.73%	\$ 187,546	\$ 6,676	3.56%	\$ 944
Purchased Services	\$ 15,750	\$ -	0.00%	\$ 14,450	\$ 1,470	10.17%	\$ (1,470)
Programs	\$ 16,300	\$ -	0.00%	\$ 18,500	\$ -	0.00%	\$ -
Supplies	\$ 2,500	\$ -	0.00%	\$ 4,000	\$ -	0.00%	\$ -
Utilities	\$ 24,150	\$ 533	2.21%	\$ 25,650	\$ 384	1.50%	\$ 149
Insurance Premiums	\$ -	\$ -		\$ -	\$ -		\$ -
Capital Outlay	\$ -	\$ -		\$ -	\$ -		\$ -
	\$ 191,741	\$ 8,153	4.25%	\$ 250,146	\$ 8,530	3.41%	\$ (377)
GRAND TOTAL EXPENDITURES	\$ 191,741	\$ 8,153	4.25%	\$ 250,146	\$ 8,530	3.41%	\$ (377)

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

To: Phillip Crowell, City Manager
From: Jill Eastman, Finance Director
Re: Arena Financial Reports for July 31, 2021



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 July 31, 2021.

The Norway Savings Bank Arena report now includes a budget to actual comparison with last fiscal year for both revenues and expenditures.

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, June 30, 2021.

Current Assets:

As of the end of July 2021 the total current assets of Norway Savings Bank Arena were (\$1,392,950). These consisted of cash and cash equivalents of \$262,231, accounts receivable of \$59,693, and an interfund payable of \$1,714,874, which means that Norway owes the General Fund \$1,714,874 at the end of July.

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 July 31, 2021 were \$195,258.

Liabilities:

Norway Arena had no accounts payable as of July 31, 2021.

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 July 2021 are \$75,177. 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 July 2021 were \$26,194. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of July 2021 Norway Arena has an operating gain of \$48,983, compared to the July 2020 operating gain of \$8,484.

As of July 31, 2021, Norway Arena has a increase in net assets of \$48,983.

The budget to actual reports for revenue and expenditures, with comparison to the same period last year show that revenue for FY22 is \$30,044 more than in FY21 and expenditures in FY21 are \$10,455 less than last year in July.

CITY OF AUBURN, MAINE
Statement of Net Assets
Norway Savings Bank Arena
July 31, 2021
Business-type Activities - Enterprise Fund

	July 31, 2021	June 30, 2021	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 262,231	\$ 253,226	\$ 9,005
Interfund receivables	\$ (1,714,874)	\$ (1,755,231)	\$ 40,357
Prepaid Rent			\$ -
Accounts receivable	59,693	97,149	\$ (37,456)
Total current assets	(1,392,950)	(1,404,856)	11,906
Noncurrent assets:			
Capital assets:			
Buildings	58,223	58,223	-
Equipment	514,999	514,999	-
Land improvements	-	-	-
Less accumulated depreciation	(377,964)	(328,896)	(49,068)
Total noncurrent assets	195,258	244,326	(49,068)
Total assets	(1,197,692)	(1,160,530)	(37,162)
LIABILITIES			
Accounts payable	\$ -	\$ 1,969	\$ (1,969)
Net OPEB liability	\$ 44,026	\$ 44,026	\$ -
Net pension liability	60,901	60,901	-
Total liabilities	104,927	106,896	(1,969)
NET ASSETS			
Invested in capital assets	\$ 195,258	\$ 244,326	\$ (49,068)
Unrestricted	\$ (1,497,877)	\$ (1,595,928)	\$ 98,051
Total net assets	\$ (1,302,619)	\$ (1,351,602)	\$ 48,983

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
July 31, 2021

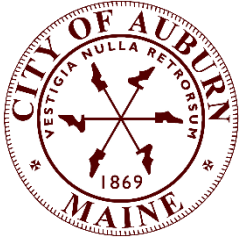
	Norway Savings Arena
Operating revenues:	
Charges for services	\$ 75,177
Operating expenses:	
Personnel	14,352
Supplies	8,208
Utilities	786
Repairs and maintenance	2,848
Insurance Premium	
Depreciation	
Capital expenses	
Other expenses	
Total operating expenses	26,194
Operating gain (loss)	48,983
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	
Total nonoperating expense	-
Gain (Loss) before transfer	48,983
Transfers out	-
Change in net assets	48,983
Total net assets, July 1	(1,351,602)
Total net assets, July 31, 2021	\$ (1,302,619)

CITY OF AUBURN, MAINE
REVENUES - NORWAY SAVINGS BANK ARENA
Through July 31, 2021 compared to July 31, 2020

REVENUE SOURCE	FY 2022 BUDGET	ACTUAL REVENUES THRU JULY 2021	% OF BUDGET	FY 2021 BUDGET	ACTUAL REVENUES THRU JULY 2020	% OF BUDGET	VARIANCE
CHARGE FOR SERVICES							
Concussions	\$ 16,500	\$ 1,000	6.06%	\$ 16,500		0.00%	\$ 1,000
Skate Rentals	\$ 6,000	\$ 320	5.33%	\$ 7,500		0.00%	\$ 320
Pepsi Vending Machines	\$ 2,000	\$ 320	16.00%	\$ 3,000		0.00%	\$ 320
Games Vending Machines	\$ 3,000	\$ -	0.00%	\$ 3,000		0.00%	\$ -
Vending Food	\$ 2,000		0.00%	\$ 3,000		0.00%	\$ -
Sponsorships	\$ 185,000	\$ 56,617	30.60%	\$ 230,000	\$ 20,000	8.70%	\$ 36,617
Pro Shop	\$ 7,000	\$ 585	8.36%	\$ 7,000	\$ 468	6.69%	\$ 117
Programs	\$ 20,000		0.00%	\$ 20,000	\$ 485	2.43%	\$ (485)
Rental Income	\$ 683,500	\$ 9,475	1.39%	\$ 727,850	\$ 22,180	3.05%	\$ (12,705)
Camps/Clinics	\$ 50,000	\$ 6,860	13.72%	\$ 50,000	\$ 2,000	4.00%	\$ 4,860
Tournaments	\$ 50,000		0.00%	\$ 55,000		0.00%	\$ -
TOTAL CHARGE FOR SERVICES	\$ 1,025,000	\$ 75,177	7.33%	\$ 1,122,850	\$ 45,133	4.02%	\$ 30,044

CITY OF AUBURN, MAINE
EXPENDITURES - NORWAY SAVINGS BANK ARENA
Through July 31, 2021 compared to July 31, 2020

DESCRIPTION	ACTUAL			ACTUAL			VARIANCE
	FY 2022 BUDGET	EXPENDITURES THRU JULY 2021	% OF BUDGET	FY 2021 BUDGET	EXPENDITURES THRU JULY 2020	% OF BUDGET	
Salaries & Benefits	\$ 339,437	\$ 14,352	4.23%	\$ 328,913	\$ 16,331	4.97%	\$ (1,979)
Purchased Services	\$ 123,928	\$ 2,848	2.30%	\$ 120,000	\$ 1,008	0.84%	\$ 1,840
Supplies	\$ 79,000	\$ 8,208	10.39%	\$ 83,000	\$ 6,137	7.39%	\$ 2,071
Utilities	\$ 250,350	\$ 786	0.31%	\$ 244,650	\$ 13,173	5.38%	\$ (12,387)
Capital Outlay	\$ 42,500	\$ -	0.00%	\$ 50,000	\$ -	0.00%	\$ -
Rent	\$ -	\$ -		\$ -	\$ -		\$ -
	\$ 835,215	\$ 26,194	3.14%	\$ 826,563	\$ 36,649	4.43%	\$ (10,455)
GRAND TOTAL EXPENDITURES	\$ 835,215	\$ 26,194	3.14%	\$ 826,563	\$ 36,649	4.43%	\$ (10,455)



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: August 16, 2021

Subject: Executive Session

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

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

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

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

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

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

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

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

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

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

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

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