



City Council Meeting and Workshop

June 2, 2014

Agenda

5:30 P.M. Workshop

- A. Lewiston Auburn Economic Growth Council (LAEGC) proposal – Clint Deschene (30 minutes)
- B. Green and Healthy Homes initiative – Shanna Rogers (20 minutes)
- C. Capital Improvement Program (CIP) – Clint Deschene (30 minutes)

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

Pledge of Allegiance

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

1. Order 42-06022014*

Nominating Jonathan LaBonté and appointing City Manager Clint Deschene as the MMA LPC (Maine Municipal Association's Legislative Policy Committee) members for the 2014-2016 term.

2. Order 43-06022014*

Accepting the transfer of Forfeiture Asset (William Tardif).

II. Minutes

- May 19, 2014 Regular Council Meeting.

III. Reports

Mayor's Report

City Manager's Report

- Edward Little Statue Update
- FY15 Budget Impact Update

Committee Reports

- **Transportation**
 - Androscoggin Transportation Resource Center – Mayor LaBonte
 - Lewiston Auburn Transit – Councilor Gerry
 - Airport, Railroad – Councilor Hayes
 - Bike-Ped Committee – Councilor Lee
- **Housing**
 - Community Development Block Grant, Neighborhood Stabilization Program, Auburn Housing Authority – Councilor Gerry
- **Economic Development**
 - L-A Economic Growth Council, Auburn Business Development Corporation
- **Education**
 - Auburn School Committee – Councilor LaFontaine

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- Auburn Public Library – Councilor LaFontaine
- Great Falls TV – Councilor Young
- Environmental Services
 - Auburn Water District, Auburn Sewerage District – Councilor Crowley
 - Mid-Maine Waste Action Corp. – Councilor Walker
- Recreation
 - Recreation and Special Events Advisory Board – Councilor Crowley
- Public Safety
 - LA 911 – Councilor Walker

City Councilors' Reports

IV. Communications, Presentations and Recognitions

- Communication – The Liberty Festival Mass Gathering application

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

VI. Unfinished Business

1. Ordinance 03-05192014

Approving the zoning text amendment to the Agricultural and Resource Protection Zone (ZOMA 1180-2013). Public hearing and second reading.

2. Resolve 06-05052014

Adopting the Appropriations Resolve for Fiscal Year 2015, second reading.

VII. New Business

3. Order 44-06022014

Approving the liquor license for The Penalty Box. Public hearing.

4. Ordinance 04-06022014

Approving the Spring Street zoning amendment. Public hearing and first reading.

5. Resolve 07-05052014

Supporting the Community Fundraising Campaign to acquire the historic 1915 Bells of St. Louis Church.

VIII. Executive Session

- Discussion regarding economic development (TIF), pursuant to 1 M.R.S.A. §405(6)(C).

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

X. Adjournment

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential

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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 Council Workshop Information Sheet

City of Auburn

Council Workshop Date: June 2, 2014

Item A

Author: Clinton Deschene

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

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

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

Subject: Lewiston-Auburn Economic Growth Council (LAEGC) proposal

Information: The process to review a new strategy is completed by the Consultant. A copy of this is attached.

BUDGET Component: The allocation in the budget recommended by the City Manager is \$160,410. It has been recommended, but not acted on it yet to reduce it by \$15,792 to new amount of \$144,618. Jim Damici the consultant does express a concern that funding levels are low.

The City Manager continues to request and urge support from Lewiston and the Growth Council. Many budgets are being drastically impacted on both cities. Auburn has worked in cooperation with Lewiston on Intergovernmental agencies. However, the only item the City Manager is recommending is for one year during the new implementation of the new scope of services in this reduction. At this point no reductions are being proposed by the LAEGC board, LAEGC staff, or the City of Lewiston.

Although, staff vacancies appear to allow a reduced budget to be manageable, a common concern is appropriately funding during a transitional period.

It is also recommended that the final approval and execution occur at a joint meeting of both cities.

Financial: Budget

Action Requested at this Meeting: Discussion

Previous Meetings and History: N/A

Attachments: New Scope per consultant process.

*Agenda items are not limited to these categories.

ECONOMIC DEVELOPMENT SERVICES PLAN FOR LEWISTON-AUBURN ECONOMIC GROWTH COUNCIL

FINAL REPORT – May 19, 2014

INTRODUCTION

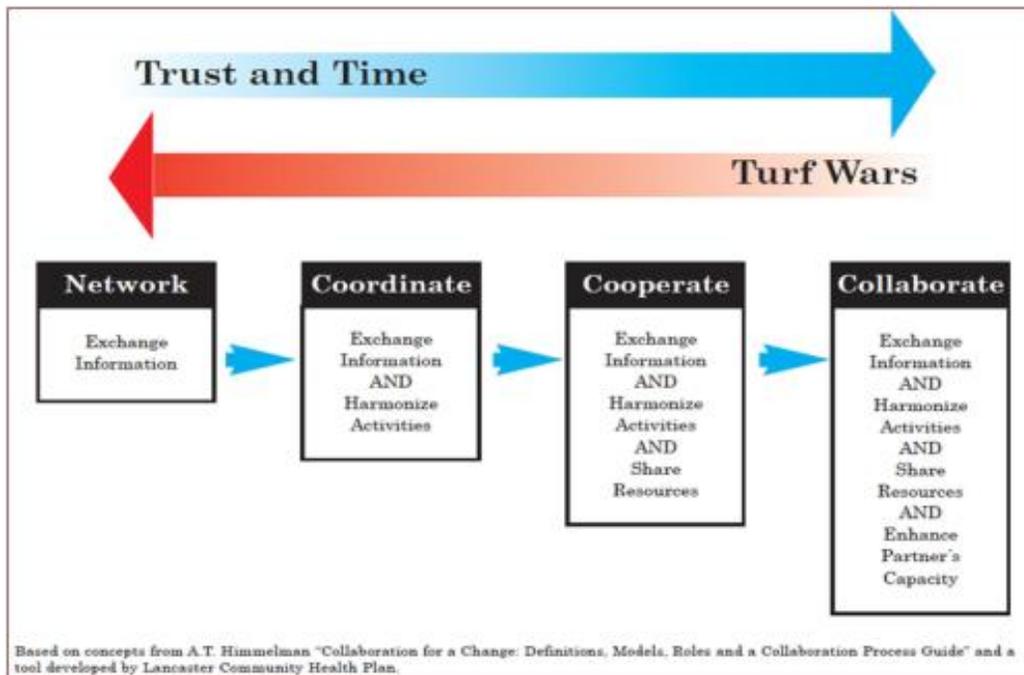
The cities of Lewiston and Auburn have worked with the Lewiston-Auburn Economic Growth Council (LAEGC) to develop a scope of services for the continuation of joint economic development services. Camoin Associates was hired by the two cities and the LAEGC to work with the parties involved, along with an Advisory Committee to develop a scope of services for LAEGC that could be adopted and funded by the two cities as well as provide recommendations for the economic development service delivery going forward. The Joint Economic Development Services Advisory Committee met four times as part of this process and developed this final draft which includes a recommended scope of services to help guide the work of LAEGC and recommendations on how the Cities and LAEGC should approach economic development going forward.

GUIDING PRINCIPLES AND APPROACH

The following principles provide guidance for a scope of services and economic development system going forward:

- Historically L/A has been a model for collaborative economic development and has had past success – **Collaboration must continue!** It will lead to greater impact and efficiencies compared to the two cities going it alone. The bottom line is that the Cities cannot fiscally afford going it alone in providing the resources to support modern day economic development functions and services.
- Economic development and the economy has become complex – more issues, more stakeholders, global economy, greater expectations, a demand for openness and transparency, and a demand for measurement, etc... **the LAEGC and the Cities must become more adaptive to rapid change and working within an environment of constant unknowns and limited predictability.**
- **Transformation and change takes time and commitment.** There is no overnight silver bullet. Success requires patience and commitment to on-going capacity building and learning.
- The Cities and LAEGC may have to do less in some areas than in the past to allow for adaption to new models and services – thus creating “space” for adapting to change, working on the process of collaboration and networks with new stakeholders and interests, and updating operational processes and procedure. Through all of this and into the future *there must be adequate, consistent, capacity (dollars, staffing, and resources) to run a high-performing organization.*

Throughout the process of developing a scope of services much discussion focused on collaboration. The Advisory Group felt it important to understand what is meant by collaboration. Through the LAEGC the Cities seek to approach and deliver economic development collaboratively, though networking, coordination, and cooperation are all needed to build and implement a collaborative approach. This following graphic helps demonstrate the model:



Source: <http://21stcenturylibrary.com/2010/09/>

Current Economic Development Staffing/Capacity in the Cities

The two cities have very little staff/resources for carrying-out economic development functions. Current staffing is as follows:

- Auburn: 2 full-time staff: 1 focused on all economic development but also oversees planning, code enforcement, assessing, and CBDG; 1 that spends 75%-80% on downtown issues
- Lewiston: 1 full-time economic development director

LAEGC increases this capacity while at the same time providing services collaboratively that are of mutual benefit. The overall potential is to have a greater impact than if the Cities were to go it alone. Additionally, LAEGC is able to utilize non property tax sources through its loan pool and other financing/grant programs to do more than what would be possible through property tax appropriations from the Cities alone.

Organization and Leadership

The scope of services focuses on the specific program and services that are to be provided by LAEGC to the two Cities. Each service area is like a piece of the puzzle that when put together determines “what” will be offered. This process of refining and negotiating a scope of services does not address “how responsive and effective” these services will be over the long-term and the changing nature of economic development. The Cities and the LAEGC should work to define and agree on what constitutes success in the delivery of economic development services and the value (return on investment) expectation of these services. Regardless of the final agreed to scope of services there are several factors that need to be addressed in the short-term and worked on in the long-term to impact responsiveness and effectiveness. They are:

- Trust – internally and externally amongst the Economic Development partners (Auburn, Lewiston, LAEGC)
- Process and procedures – these help build trust
 - Internal work plan for LAEGC
 - Annual review by LAEGC of organization, board, and president
 - Evaluation of services, metrics
- Leadership qualities – within the organization including among the board. These include: adaptability, leading in periods of chaos or uncertainty
- Engagement – among the board, committees, and among the many stakeholders and networks
- Open and active communications amongst the partners
- Ability and respond and adapt to changes in the external environment

It is highly recommended that these issues not be ignored. The period of transition to a new president and another service year is a good opportunity to begin to regularly discuss, assess, and address each of these issues. In hiring a new president LAEGC should put strong emphasis on qualities of leadership, adaptability, board and stakeholder communication and engagement, networking, and ability to adopt and adhere to the latest policies, procedures, and best practices. A top priority of the new president should be the development of an organizational plan that addresses these issues and provides details for staffing, management, board composition, roles and responsibilities, communications and financing. No amount of rearranging the service pieces can insure an effective, high performing organization over the long-term. Working together to address these issues can result in a new culture to make this a high performing economic development organization for years to come.

Funding for LAEGC

Beyond this transitional year, funding for LAEGC from the Cities should be multi-year – at least 3-year commitment will create a stable environment for implementation of policies and actions. This should include annually reporting on performance and strategic focus.

LAEGC is currently exploring expanding loans and its loan pool programs to generate additional revenues and reduce reliance on property taxes. LAEGC should continue to identify and pursue alternative funding sources and mechanisms for both loan programs and for the organization as a whole.

With a renewed trust between the Cities and LAEGC, the completion of an Economic Development Strategy and an Organizational Plan, the LAEGC should then develop a three year operating budget and financing plan that includes increases in non-property tax revenues by considering:

- Operations campaign (appeal to private sector)
- Increases in revenues from loan management and financial programs
- Increased use of TIF revenues including a joint TIF
- Fees for services

Economic Development Corporations

Currently there are two-separate development corporations, one for each City. Both are separate legal entities from their respective cities. They are asset-based private, non-profit corporations that purchase and own properties for development including individual properties purchased or obtained through foreclosure. Each corporation has a board with representation on the LAEGC and each has City representatives on its boards. Each contracts with LAEGC for administrative services. There has been some discussion of the merits of merging the two organizations but since these are separate entities from the Cities and LAEGC the advisory committee is not offering a recommendation in this area as part of the process.

Downtown Development

A previous draft of the scope of services included a section that tasked LAEGC with actively, through staff resources, supporting downtown development of the two Cities and becoming more active in joint downtown planning and economic development. Auburn requested these services be removed from the scope. Auburn hired a staff person with downtown expertise and felt the LAEGC services were unnecessary. Lewiston is still in need of additional downtown services. It is recommended that Downtown strategies be considered within the Economic Development Strategy. With this as a starting point a discussion can emerge on how best to carry-out those strategies. The following is a summary of issues that emerged in this process.

Common areas of interest:

- Improving quality of life through healthy downtowns
- Maine Street Program – currently there is none in either City

Functions of common interest include:

- Event coordination
- Walkability
- Trails
- Housing
- Store fronts
- Arts and culture
- Investment and business attraction

There are only a few organizations involved in Downtown issues in L/A.

- United New Auburn – neighborhood group in Auburn
- LA Arts
- AVCOG

It is unclear to some as to who has roles/oversight of downtown issues.

Downtown efforts must involve downtown business and property owners taking ownership of process and improvements.

Community Transformation and Future of Economic Development

As presented in the Joint workshop on economic development in March 2014, our economic system is in a period of rapid transformation and economic development services delivery must adapt. The following are offered as issues which should be addressed for transforming the economic development system in Lewiston and Auburn:

- Building capacity for functioning within a system composed of many networks and building leadership capacity for economic and community development among organizations and networks
- Building capacity and resources for business intelligence, working smarter – data, research, digital technologies and information resources
- Incorporating new funding models – and reducing reliance on government entities
- Building capacity for understanding emerging trends and adapting accordingly
- Greater focus on workforce
- Greater focus on place based economic development and including worker and resident recruitment and retention strategies

It is recommended that the Cities, LAEGC, and stakeholders develop a process for scanning, assessing, and addressing these and other issues related to transformation and change in the economy and economic development systems over time. This could be coordinated as part of the L/A Future Forum effort.

Priorities

The work and recommendations presented cannot all be completed at once. There is simply not enough collective time and resources. To help with implementation the following prioritization of key activities/initiatives is offered.

Level I

- Hire new president
- Economic Development Strategy (EDS)
- Organization Plan including staffing, management, financing, and communications

Level II

- Hiring of additional staff to carry out work and organizational plan
- Marketing plan
- Business visitation program
- 3-year operating budget FY 2016, 2017, 2018

Additionally LAEGC and the Cities should work with economic development stakeholders including the L/A Future Forum and Benchmark L/A as part of cooperative process to assess future changes and transformation in the economy and economic development and work to build capacity to adapt to those changes over time.

ATTACHMENT A - LAEGC SCOPE OF SERVICES BY SERVICE AREA

The following is a scope of services designed to guide the operations of LAEGC over the next several years beginning in 2015.

1. ECONOMIC DEVELOPMENT STRATEGY

Recommended Scope of Services Language

Description: The Cities are interested in developing and adopting an Economic Development Strategy (EDS). The EDS should be L/A focused and not focused on the whole region/county. The EDS will reflect the economic development vision, goals, and strategies of the Cities as a whole and identify and prioritize initiatives and projects for achieving them. The EDS should not focus on detailed operational and organizational plans of the Cities, the LAEGC, or related economic development entities.

Several plans related to economic and community development were completed in the past five to ten years. Findings from these plans should be incorporated by reference rather than seeking to redo their efforts. The EDS should focus on economic development (growth in employment, income, and investment) but take into account the findings related to economic development in the existing plans for community development and other related areas such as transportation, housing, workforce development, education and environment. Previous efforts have incorporated considerable public engagement processes so the EDS should focus specifically on engaging economic development stakeholders to develop of a focused, coordinated strategy.

The EDS should be the top priority for the LAEGC in 2014-15. Completing such a plan will typically require a 4-6 month effort. Once adopted the EDS will need to be implemented and annually reviewed/updated to reflect progress, changing priorities, goals and economic conditions. The LAEGC will contract for an experienced consultant to assist in the development of the EDS.

FUNCTIONS/SERVICES:

- ❖ Collaborate with the Cities, economic development stakeholders, and partner organizations
- ❖ Monitor economic trends (local, state and national) to assess opportunities and priorities
- ❖ Coordinate the development of the joint Economic Development Strategy (EDS) (note a suggested outline is included in Attachment B)
- ❖ Integrate with and clarify roles of L/A Future Forum and Benchmark L/A with regard to the EDS
- ❖ Track and measure progress of strategic goals and initiatives and communicate progress with the Cities, stakeholders, and public
- ❖ Periodically coordinate a review of the EDS

Anticipated Activities:

1. Annual EDS implementation
2. Annual EDS progress/results report to Cities
3. Annual review of EDS goals, priorities and initiatives

Tasks/Projects:

1. Development of a joint Lewiston-Auburn Economic Development Strategy
 - A. Establish, in consultation with the LAEGC Board, and EDS Steering Committee
 - B. Solicit and contract, in consultation with the Steering Committee, an independent, qualified economic development strategy consultant to provide research, analysis, and development support of the EDS
 - C. Identify and engage stakeholders
 - D. LAEGC to assist EDS process with administrative, coordination and committee support services
 - E. Develop Draft EDS
 - F. Review/adopt EDS by LAEGC Board, and City Councils

Expected Outcome(s):

- Adoption of Joint Economic Development Strategy for Lewiston and Auburn

Note: Funding for Economic Development Strategy Consultant will be separately identified and budgeted within LAEGC contracted services and will require additional funds than what is currently provided.

2. JOINT ECONOMIC DEVELOPMENT COORDINATION

Recommended Scope of Services Language

Description: LAEGC shall facilitate and promote the joint approach, appearance and implementation of the “public sector side” of economic development in the cities. LAEGC will work to coordinate efforts on projects, interests and/or issues that are deemed to be of a joint nature. LAEGC will act as steward of and monitor the application of the Joint Economic Development Protocol.

FUNCTIONS/SERVICES:

- ❖ Lead and support cities in joint economic development activities
- ❖ Establish a protocol and process for efficiently handling business inquiries. This should foster a “no wrong door” procedure for handling business and investor inquiries that recognizes that inquiries will come in from many sources/directions but need to be effectively referred to the persons(s) best in a position to address.
- ❖ Administer, Facilitate and Maintain the Joint Economic Development Protocol and TIF Policies

Anticipated Activities:

- 1) Facilitate periodic review of Joint Economic Development Protocol and TIF Policy
- 2) Lead implementation of Joint Economic Development Protocol
- 3) Track client contacts and results
- 4) Recommendation to Cities of issues, projects, processes or policies that would enhance joint economic development

Tasks/Projects:

- A. Review of Joint Economic Development Protocol and TIF Policy
- B. Work with Cities’ economic development staff to develop clear, efficient process for business referrals

Expected Outcome(s):

- Revised Joint Economic Development Protocol and TIF Policy including process for handling business inquiries

3. MARKETING and PROMOTION

Recommended Scope of Services Language

Description: LAEGC shall be responsible for marketing and promoting of Lewiston and Auburn for economic development including business retention, expansion and attraction. Many entities and individuals play a part in marketing the Cities. Much of this is out of the direct control of any one entity including the Cities, the Chamber, and the LAEGC. Therefore it is essential that the LAEGC play a convening role in coordinating multiple efforts and helping to present a series of messages that complement each other. The LAEGC will act as a clearinghouse for other community marketing efforts seeking to support, coordinate and reduce duplication in the collective efforts. LAEGC shall be vested with maintaining the branding of the Cities for economic development and work collaboratively to establish and promote the “brand” with stakeholders.

Businesses, site locators, investors, and citizens are all using digital and social media in personal and business information gathering, engagement and transactions. In its marketing and promotion activities the LAEGC shall employ traditional media as appropriate but move toward increasing use of digital mediums. The LAEGC will promote and represent the communities locally, regionally, statewide, and beyond. The LAEGC will also work to recognize and celebrate the economic achievements of the cities, businesses and citizens.

FUNCTIONS/SERVICES:

- ❖ Marketing and promoting the communities and their assets
 - Develop marketing and collateral materials which promote the cities and their economic growth – with emphasis on web, digital, and social media
 - Coordinate with and support Visitor/Tourism promotion efforts within and outside of the community.
 - Assist in the marketing and promotion of the cities industrial/commercial parks, Auburn-Lewiston Municipal Airport, and key properties for redevelopment
 - Assist/support marketing and promotion activities of the Cities’ downtowns
- ❖ Share information that recognizes and celebrates the Cities’ economic progress
- ❖ Maintain of Economic Development/Community Promotion website and social media sites
- ❖ Actively lead/coordinate community branding “image” efforts
- ❖ Collaborate/Participate with other community promotion efforts
- ❖ Create an Advisory Group for Economic Development Marketing and Promotion and engage stakeholders, interested business representatives and marketing professionals to provide advice and guidance in marketing/promotion efforts

- ❖ Better utilize Great Falls TV for economic development communications, marketing, and promotion

Anticipated Activities:

- 1) Develop an annual marketing and promotion plan
- 2) Maintenance and publication of joint marketing materials
- 3) Creation and maintenance of websites and social media sites
- 4) Development of and attendance at marketing and promotion events
- 5) Facilitate/organize the annual business to business trade show, Annual Dinner, and Business Forum
- 6) Preparation and issuance of media releases/events
- 7) Creation and staff support for an economic development marketing advisory group

Tasks/Projects:

- A. Cities will discuss and consider consolidating the services and resources of Great Falls TV (GFTV) under the LAEGC to provide for additional marketing, business and community promotion.

Expected Outcome(s):

- Annual Marketing and Promotion plan with results tracked and reported annually

Note: LAEGC currently budgets approximately \$15,000 for Marketing and Promotion beyond staff costs. This level of funding is insufficient to fully implement the activities specified above.

4. BUSINESS DEVELOPMENT - RETENTION, EXPANSION, AND ATTRACTION

Recommended Scope of Services Language

Description: LAEGC shall be responsible for leading, coordinating and supporting public sector and private sector efforts to grow, improve, retain, and attract businesses in Lewiston-Auburn. LAEGC will focus on helping to create a positive business and community friendly environment which encourages the growth and location of business in the cities. LAEGC will monitor, track and assess economic development trends, issues, and resources to guide the Cities in overall economic development efforts. LAEGC will actively perform services to retain, grow, and attract businesses, employment and investment in the Cities.

FUNCTIONS/SERVICES:

- ❖ Assist existing business with retention and/or expansion
- ❖ Lead the development, coordination, and support of a business visitation program to identify existing businesses needs and concerns – This should be a formalized business visitation process/program that focuses on obtaining strategic information, utilizing that information for business assistance and support services, and improving the planning and delivery of economic development including revising the economic plan as needed. This effort should be done collaboratively with the Cities’ economic development staff and Chamber of Commerce. (Note: *a list of process components to include in a business visitation program is included in Attachment C. It should also be noted that since a formal program currently does not exist, the first year should focus on developing a framework and testing the implementation and identification of revenues for full implementation. Revenues beyond those in the current operating budget will likely be required to implement an affective business visitation program*)
- ❖ Lead the provision and coordination of services and activities to support business attraction to the Cities including:
 - In coordination and cooperation with commercial brokers, private landowners and the Cities, maintain database of potential development sites and real estate properties and make it available electronically through the LAEGC’s website. It should be stressed that this should be a coordinated and cooperative approach with the commercial real estate community and the Cities. Some of the brokers may choose not to list their properties though such a system, but LAEGC can proceed and work with those willing to cooperate.
 - Assist clients in conducting site searches and facilitate tours of the community
 - Serve as agent/administrator of the commercial/industrial parks controlled by local development corporations
 - Provide and maintain up-to-date data and information on the LAEGC website that assists business in making location decisions including data related to workforce; taxes and fees; development review, approval, permitting, and licensing; infrastructure, utility and transportation availability and costs; demographic and market data; incentive and support programs; and community amenities.

- Conduct activities to support business attraction in targeted industries and opportunities that emerge for the Economic Development Strategy
- ❖ Work with workforce development partners (education, workforce, labor, and training stakeholders) to develop, support, and implement programs, policies, and services to meet the workforce needs to grow the economy in the two Cities
- ❖ Work with local, state, and regional partners/stakeholders for support of entrepreneurs and business start-ups
- ❖ Encourage the involvement of the private and non-governmental sectors in economic development efforts

Anticipated Activities:

- 1) Seek and support new business development. Track #'s of businesses assisted, outcomes, common trends and noted community needs/issues
- 2) Jointly maintain and update inventory of developable properties (land and buildings) in the industrial, commercial and downtown sectors of the cities and make information available through the LAEGC website
- 3) Lead the development, coordination, and support of a Business Visitation Program
- 4) Provide an Annual Report of Business Development
- 5) Lead the provision and coordination of services, activities, and information to support business attraction to the Cities
- 6) Provide information and links to resources on the LAEGC website to support workforce, entrepreneurial, and business start-up development

Tasks/Projects:

- A. Business Visitation Program (see Attachment C)
- B. Business Attraction Strategy linked to EDS
- C. Update to website to support business expansion, retention, and attraction

Expected Outcome(s):

- Annual Report of Business Development

5. TARGETED GROWTH OPPORTUNITIES

Recommended Scope of Services Language

Description: The Cities of Lewiston and Auburn have numerous economic, geographic, and social strengths in the pursuit of economic development. In order to maximize economic growth potential the cities seek to target specific growth opportunities. LAEGC will work jointly with the Cities, business community and stakeholders to lead, promote and support the growth efforts of targeted economic opportunities. Targeted opportunities shall be identified in the Economic Development Strategy and/or as determined to be in the best interests of the communities. LAEGC's efforts will include employing industry/sector specific marketing plans and methods, and identification and pursuit of specific businesses and/or business growth. Efforts to increase targeted growth areas will include a mix of expansion of existing businesses and new business.

FUNCTIONS/SERVICES:

- ❖ Include a targeted industry and opportunity analysis as part of Economic Development Strategy (EDS) that identifies, assesses, and develops strategies for targeted industry sectors and economic growth opportunities. This should include assessing:
 - Industrial, Trade, Logistics and Transportation (ITLT) – including consideration of port related opportunities and the need to coordinate strategies and services with regional and state port related resources including the Maine Port Authority and Maine International Trade Center.
 - The Downtowns as a targeted opportunity
 - Healthcare
 - Manufacturing
 - Call centers/back-end operations
 - Business, professional, and technical services
 - Others as evident from the data analysis
- ❖ Based on the Targeted Industry and Opportunity Analysis develop strategies in core economic develop service areas to support their growth and development including:
 - Business expansion
 - Business attraction
 - Workforce development
 - Entrepreneurship/business Start-ups

Anticipated Activities:

- 1) Create advisory committee(s) to oversee the EDS for targeted opportunities
- 2) Selection of and working with professional consultant as part of the EDS

Task/Projects:

A. EDS Strategy including strategies for targeted industries and opportunities (See Attachment B)
Expected Outcome(s):

- Targeted industry analysis included as part of Economic Development Strategy
- Retention, expansion, and attraction and Marketing plan for other targeted opportunities

6. PROJECT FINANCING AND PORTFOLIO MANAGEMENT

Recommended Scope of Services Language

Description: The LAEGC shall develop and manage financing resources and programs designed to provide “gap” and other financing for businesses locating or expanding in Lewiston-Auburn. The LAEGC shall act as a clearinghouse for entrepreneurs and businesses seeking business financing. The LAEGC shall coordinate/collaborate with public and private lending organizations and programs to provide assistance and guidance to clients. The LAEGC shall administer and manage the Cities’ business lending/grant programs, as assigned. The LAEGC will endeavor to identify, develop and expand the amount and availability of business support resources in the community.

FUNCTIONS/SERVICES:

- ❖ Act as a business financing clearinghouse for the Cities
- ❖ Serve as a navigator to businesses seeking financial resources in support of growth or development
- ❖ Seek and advocate for additional community resources, including private and/or grant funding, targeted for economic development financing and projects
- ❖ Manage assigned loan/grant programs from the Cities, development corporations, State/Federal agencies or private institutions
- ❖ Staff support of LAEGC Loan Committee/Business Financing Advisory group

Anticipated Activities:

- 1) Staff and support LAEGC Loan Committee/Business Financing Advisory group
- 2) Loan program and portfolio management and administration
- 3) Monitor other ‘public’ financing programs and coordinate services delivery to minimize duplication

Tasks/Projects:

- A. Expansion of the LAEGC Loan Committee to a Business Financing Advisory group which will not only providing loan review but also business financing assistance and advice to businesses and the LAEGC.

Expected Outcome(s):

- Annual Report of loan program(s) activity and results
- Review and recommendation (as appropriate) to Cities of Loan Program Guidelines

7. ADMINISTRATION, ADVOCACY and GOVERNANCE

Recommended Scope of Services Language

Description: LAEGC shall provide staff support and administration to the overall economic development (in addition to and in support of the services described above) program of the Cities and the community as a whole. Additionally, it is recognized that LAEGC has certain administrative responsibilities associated with the management, operation and governance of the organization. Similarly, the LAEGC serves as the administrative support for other development related agencies serving Lewiston-Auburn including, but not limited to, the Auburn Business Development Corporation (ABDC), Lewiston Development Corporation (LDC), and the Lewiston and Auburn Railroad Company (LARR). LAEGC provides support services to these entities as requested and upon mutually agreed terms and conditions. This area of service is meant to encompass these administrative functions and responsibilities, as well as unanticipated and miscellaneous services, needs and projects which may arise from time to time.

FUNCTIONS/SERVICES:

- ❖ Provide logistical support (meetings/agendas/minutes/accounting, etc.) to the LAEGC and development corporations
 - Auburn Business Development Corporation, Lewiston Development Corporation, Lewiston and Auburn Railroad Company
 - Staff and support numerous (currently 10) standing committees of the LAEGC and Development Corporations
- ❖ Provide technical assistance/support to city staff and airport manager in negotiating incentives/lease terms relating to economic development projects
- ❖ Administer the Foreign-Trade Zone (F-TZ)
- ❖ Serve as Liaison for economic development to the Auburn-Lewiston Municipal Airport Committee
- ❖ Support and coordinate the goals and efforts of L/A Future Forum and Benchmark L/A
- ❖ Support other economic/community development-related issues, initiatives and projects that arise and as requested by the Cities
- ❖ Monitor regional and state policies and inform Cities of issues that may impact economic development

Anticipated Activities:

- 1) Coordinated and efficient administration of the Cities' joint economic development programs, development corporations and activities
- 2) Conduct annual briefing to Cities and stakeholders on regional, state, and federal issues and policies that may impact economic development in the Cities

Expected Outcome(s):

- Annual reporting to the Cities on LAEGC operations, use of funds, and outcomes

ATTACHMENT B - OUTLINE OF ECONOMIC DEVELOPMENT STRATEGY

Identification and assessment of opportunities, related strategies, and priority projects/actions around:

- Overview from existing plans and identification of gaps
- Vision, goals/objectives
- Identification, assessment, and strategy development of targeted industry sectors and opportunities
- Entrepreneurship/innovation/small business ecosystem
- Workforce development
- Business retention, expansion, attraction
- Key development sites
- Other key factors impacting investment and economic growth
 - Housing
 - Transportation
 - Land use/zoning/planning/permitting/approval process
 - Energy/utilities/telecommunications
 - Education
 - Quality of place
- Marketing and communications
- Implementation:
 - Strategy/action
 - Timeframe
 - Roles/responsibilities
 - Costs/needed resources
 - Evaluation/measurement

ATTACHMENT C- COMPONENTS OF A BUSINESS VISITATION PROGRAM

This process should include written strategy regarding:

- Persons conducting visitation
- Training for conducting visitation
- Questionnaire for businesses being visited
- Selection of businesses
- Follow-up to specific business if warranted
- Tabulation and assessment of findings
- Use of information including tying into strategic planning
- On-going data management

City Council
Workshop Information Sheet

City of Auburn

System, Central Maine Medical Center, Healthy Androscoggin, Community Concepts, Inc., Bates College, and the City of Lewiston as well as state agencies.

The Compact is attached. The Preamble of the document, page 2, established the vision for the initiative with a goal of making homes healthy, safe and sustainable. This is an opportunity to improve the lives of people living in Auburn.

Financial: None

Action Requested at this Meeting: Authorize City Manager to execute the Compact.

Previous Meetings and History: None

Attachments:

Green & Healthy Homes Initiative Compact for the Cities of Lewiston Auburn Maine 2014

Flyer, Seven Tips for Keeping a Home Healthy

Flyer, The health of our community Volune 1/Issue 1 of Green & healthy Homes Initiative, "Healthy Homes, Happy Families"

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



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

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

DRAFT ORDER

ORDERED, that the City Council that the City Manager be authorized to sign the Green and Healthy Homes Initiative Compact as recommended by the Community Development staff.



City Council Workshop Information Sheet

City of Auburn

Council Workshop Date: June 2, 2014

Item C

Author: Jill M. Eastman, Finance Director

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

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

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

Subject: Discussion on the proposed Municipal/Education Capital Improvement Plan for FY2014-2015.

Information: In accordance with the City Charter, Section 8.9, a public hearing on the CIP was held on March 20, 2014 during the Council Meeting. In accordance with the City Charter, Section 8.9 B the Council needs to adopt the capital program on or before the last day of the last month of the current fiscal year.

Financial: This is a presentation on the Capital Improvement Plan for FY 14 -15 that has been amended since originally presented. The changes are as follows: MDOT Match has been increased \$550,000 for an MPI in New Auburn to dovetail with New Auburn Trans. Plan that is requested for funding at ATRC for \$1,100,000; a message sign board \$25,000 and side dump body \$38,700, for Public Works and a Generator for South Main Street Fire Station \$25,000, have been added because they were not funded through the operational budget; \$475,000 for replacement of the Tower Truck has been removed since the EMS Transport budget will be able to fund the Lease Purchase of a Quint (the first lease payment will not be due until 2016); Festival Plaza canopies \$60,000 and the repurposing of Ingersoll Arena \$490,000.

When you accept this plan you are not approving any expenditures at that time. The amount that will be funded from the plan will be discussed and approved at a future Council meeting.

Action Requested at this Meeting: Workshop discussion.

Previous Meetings and History: 2/10/2014 workshop

Attachments:

Amended CIP List

*Agenda items are not limited to these categories.

**CITY OF AUBURN
CAPITAL IMPROVEMENT PLAN
CITY MANAGER RECOMMENDATION
FY 15 Bonds**

Description		Bonded General Fund	Operating Not Funded In Budget	Recommended Bonded Total
Engineering	Reconstruction	\$ 1,100,000		\$ 1,100,000
Engineering	Reclamation/Resurfacing	\$ 1,000,000		\$ 1,000,000
Engineering	Major Drainage	\$ 100,000		\$ 100,000
Engineering	MDOT Match	\$ 1,100,000		\$ 1,100,000
Engineering	Retaining Walls	\$ 75,000		\$ 75,000
Engineering	Sidewalks	\$ 150,000		\$ 150,000
Engineering	Bridge Maintenance	\$ 75,000		\$ 75,000
PW-Facilities	Heating Oil Tank Conversion	\$ 25,000		\$ 25,000
PW-Facilities	Energy Efficiency Upgrades (Lighting)	\$ 120,000		\$ 120,000
Public Works	Replace Street Sweeper (sand and debris removal from roadways)	\$ 236,250		\$ 236,250
Public Works	Replace 7 yard plow trucks (plowing/sanding and roadway maintenance)	\$ 180,000		\$ 180,000
Public Works	Replace 12 yard plow trucks (plowing/sanding and roadway maintenance)	\$ 235,000		\$ 235,000
Public Works	Replace front end loader (loading materials and snow removal)	\$ 255,000		\$ 255,000
Public Works	Purchase message sign board	\$ -	\$ 25,000	\$ 25,000
Public Works	Side Dump Body/Hydraulic Pump	\$ -	\$ 38,700	\$ 38,700
Airport	Aircraft Hangar Purchase	\$ -		\$ -
Economic Development	Mechanics Savings Bank-Minot Ave Project	\$ -		\$ -
Economic Development	South Goff Extension to Elm St	\$ -		\$ -
Economic Development	Minot Ave Corridor Analysis and Design	\$ -		\$ -
Planning	Dangerous Building Demolition	\$ 150,000		\$ 150,000
Fire	Generator for South Main Street Station		\$ 25,000	\$ 25,000
Fire	Vehicle Replacement, FPO Vehicle (replacement)		\$ 24,000	\$ -
Fire	Vehicle Replacement, DC Vehicle (new)		\$ 24,000	\$ -
Fire	Tower One Replacement (1/2 of Cost, balance to be bonded in FY16)	\$ 475,000		\$ -
PW-Facilities	Replace Generator Transfer Switch	\$ 25,000		\$ 25,000
Planning	Comprehensive Plan Property Acquisition Program	\$ 400,000		\$ 400,000
Parks	Replace Playground-Pettengill Park	\$ -		\$ -
Parks	Purchase Infield groomer	\$ -		\$ -
Library	Masonry Repair	\$ 47,167		\$ 47,167
Library	Carpet Replacement		\$ 26,783	\$ -
Recreation	Renovate Softball Fields	\$ 72,000		\$ 72,000
Planning	New Auburn Riverfront Park-Bridge to Bridge	\$ -		\$ -
Parks	Replace Festival Plaza Canopies	\$ 60,000		\$ 60,000
Recreation	Repurpose Ingersoll Arena	\$ 490,000		\$ 490,000
PW-Facilities	Mechanic's Pit Conversion	\$ -		\$ -
Contingency	Contingency	\$ 34,518		\$ 34,518
School Department	School Department	\$ 2,181,365		\$ 2,181,365
TOTAL CIP		\$ 8,586,300	\$ 163,483	\$ 8,200,000

CITY OF AUBURN

FY15 - FY19 Capital Improvement Program

Project Description Worksheet

Priority:
Fiscal Year: 2015

Project Title: FY 15 - 1 - CIP - Maine DOT Match

Department:

Project Description: This program provides for surface transportation improvements through the partnership of federal, state, and local planning organizations (MPO'S) under the guidelines of the Transportation Enhancement (TE) program. The program design provides for "a continuous, comprehensive and cooperative transportation plan" for the Lewiston-Auburn urbanized area. This match is to fund the City's portion of the project costs.

Project Location: Route 4 / Lake Auburn Avenue Intersection, Turner Street / Center Street Intersection Design, Traffic Signal Improvements City Wide, South Main Reconstruction Phase II, Park Avenue Reconstruction Phase II, Riverside Drive Reconstruction and intersection improvements at Mill/Main consistent with the New Auburn Transportation and Land Use Plan. In addition, funding will be used as a match to Municipal Partnership Projects through MDOT that will allow for additional construction work within New Auburn.

Project Justification: Local share funding for various projects.

Cost Estimate	Proposed Funding Source		Proposed Fiscal Year Schedule	
	Cost	Check One	Check One	Percent
Planning/Engineering:	\$ 150,000	Current Revenues		FY15
Acquisition:		G.O. Bond	x	FY15
Construction:	\$ 950,000	Reserve		FY15
Other:		Special		FY15
		Assessment/Fee		FY15
Total Estimated Cost:	\$ 1,100,000	Grant (identify)		FY15
Source of Estimate:		Other (identify)		FY15

Impact on Operating Costs: Street rehabilitation projects lessen maintenance costs.

Other related City Projects: Park Avenue Phase I as well as South Main Street Phase I have been completed. Work will be performed that is consistent with the New Auburn Transportation and Land Use Plan.

Alternatives/impacts if the project is not funded or completed: A failure to provide the city share will result in a loss of federal and state funds and lost opportunity for improvements.



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: June 2, 2014

Order 42-06022014*

Author: Clinton Deschene

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

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

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

Subject: Maine Municipal Association LPC (Legislative Policy Committee) Nomination

Information: Currently the City has 1 permanent appointment to the LPC which is held by City Manager Clint Deschene with Assistant City Manager Howard Kroll serving as the alternate.

The other seat that the City of Auburn can nominate for is comprised of communities in Senate District 20 (Auburn, Mechanic Falls, Minot, New Gloucester and Poland).

Mayor LaBonte has indicated that he would be willing to serve on this committee. **I strongly endorse his nomination and recommend that the City Council nominate him to serve in that capacity.**

Financial: NONE

Action Requested at this Meeting: Nomination and vote

Previous Meetings and History: N/A

Attachments:

Nomination form- WILL REQUIRE SIGNATURE OF THE NOMINATOR AND MAYOR LABONTE INDICATING HIS ACCEPTANCE OF THE NOMINATION.

Nomination overview

*Agenda items are not limited to these categories.

NOMINATION FORM

Maine Municipal Association's
Legislative Policy Committee
July 2014 to June 2016

Senate District 20 (Auburn appoints 1 LPC Member)

Auburn
Mechanic Falls
Minot

New Gloucester
Poland

The municipal officers of Auburn hereby nominate:
Print name of your municipality

Nominee: JONATHAN LABONTE
Print name of Nominee

Nominee's municipality: Auburn Position: MAYOR

Date: 2 June 2014

Signature of Nominator

Print name of Nominator

Consent

I agree to accept the nomination and to serve if elected to the MMA Legislative Policy Committee:

Date: _____

Signature of Nominee

Please return Nomination Form by 5:00 p.m. on June 19, 2014, to:

Laura Ellis - Maine Municipal Association
60 Community Drive, Augusta, ME 04330
FAX: 624-0129

Nominations Received After 5:00 p.m. on June 19, 2014, Will Not Be Counted



Maine Municipal Association

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

To: MMA's Key Municipal Officials
From: Peter Nielsen, President, Maine Municipal Association
Date: May 8, 2014
Re: Nominations to MMA's Legislative Policy Committee

We are beginning the process to elect 70 municipal leaders to the MMA Legislative Policy Committee. Given the importance of the LPC to MMA's overall mission, I urge you to help us identify nominees for service during the 2014-2016 biennium.

The LPC brings elected and appointed officials together from towns, cities, and regions across the state. Its purpose is "to define municipal interests and to maximize those interests through effective participation in the legislative process." Operating like a town meeting, usually on Thursday, the LPC sets MMA's public policy positions for representation in the State House.

The new LPC will prepare its desired directions for submission to the Legislature in January 2015. It will respond to the Governor's and legislators' initiatives. MMA staff follows through on the LPC's directions. I've served in different years since the early 1990's. My experience is that some of the best and most productive conversations occur in the LPC Subcommittee meetings on Thursday mornings. Participation produces results, often with eventual statewide effect.

A Nomination Form is enclosed. Two municipal officials are elected from each of Maine's 35 Senate Districts. What follows is background information on the process of election, and the suggested time commitment to serve.

I've found the LPC to be a powerful mixture of seasoned veterans who find continued service worthwhile, and new members with fresh concerns and insights. The results help make MMA an important player in the Maine legislative process. Think about giving it a try. Thanks.

Background Information. Any elected or appointed municipal official holding office in any MMA member community is eligible to serve on the Committee. There are two seats on the LPC for each State Senate District. Members serve two-year terms, representing their own community and the other municipalities in their Senate District.

LPC activities require a time commitment of approximately ten hours a month during legislative sessions (i.e., during the first 4 months of each calendar year) which includes attendance at the monthly meeting and contacts with other communities and legislators in the district as issues arise. The LPC is also engaged in the development of MMA's legislative agenda during the fall and early winter of each even-numbered year, which typically involves at least one additional meeting in Augusta. All mileage

(over)

expenses are reimbursed. MMA's strength as a municipal advocate depends on the active help of a dedicated LPC membership.

More information about MMA's Legislative Policy Committee and the Association's entire advocacy program can be found at the Legislative/Advocacy link at MMA's website <http://www.memun.org/LegislativeAdvocacy/TheLPCHandbook.aspx>. In particular, the *LPC Handbook* describes the Association's overall policy development process and procedures in more detail.

Nomination Process

Your municipality is entitled to nominate a representative to the LPC.

- The nominee may be either elected or appointed, but must be serving currently as a municipal official.
- You may nominate any municipal official from any member town or city within your Senate/LPC District; you do not have to nominate someone from your municipality.
- The names and brief bios of all municipal officials properly nominated will appear on the LPC ballot, which will be distributed on June 23rd.

Nominee Profile

Because the municipal officers may not be familiar with a nominee from another municipality, a brief description of each nominee who completes the enclosed **Nominee Profile Sheet** will be provided with the ballots that are distributed in late June. Please make sure that the person you nominate has a chance to complete the Nominee Profile Sheet and that it is returned to MMA with the Nomination Form.

Deadline for Submitting Nomination



The Chairman of your Board of Selectman, Council or Assessors (the "nominator") *and the nominee* must sign the nomination form for it to be valid.



The form must be returned to MMA by 5:00 p.m. on June 19, 2014, to be counted. Ballots will be mailed out immediately after the nomination process closes, so make sure the nomination form is received by MMA by that deadline. Please return the nomination form to **Laura Ellis** at MMA either by mail (60 Community Drive, Augusta, Maine, 04330), by FAX (624-0129) or by email (Lellis@memun.org).

If you have any questions, please call MMA's State and Federal Relations staff at 1-800-452-8786 or 623-8428.

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



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

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 42-06022014

ORDERED, that the City Council hereby nominates Jonathan LaBonté and appoints Clint Deschene as the Maine Municipal Association's Legislative Policy Committee members for the 2014-2016 term.



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: June 2, 2014

Order 43-06022014*

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

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

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

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

Subject: **Transfer of Forfeiture Asset – William Tardif.**

Information:

In March of 2014, Auburn Police officers conducted a bail search at a downtown residence of a known convicted drug trafficker. Subsequent to the search of the residence and the individual, evidence of drug manufacturing, use and sale was located.

Drugs seized consisted of small amount of marijuana and crack cocaine. In addition, \$660 in US currency was seized as suspected proceeds of the illegal sale of drugs.

The suspect was arrested on Unlawful Possession of Schedule Drugs; Class C and Violations of Conditions of Release; Class E.

Financial: The State of Maine, Office of the Attorney General, seeks to transfer \$660.00 U.S. Currency, to the Auburn Police Department.

Action Requested at this Meeting: Vote to accept transfer of \$660.00 in U.S. Currency.

Previous Meetings and History: N/A

Attachments:

- *Memo to City Manager*

*Agenda items are not limited to these categories.



Auburn Police Department



Memorandum

Phillip L. Crowell
Chief of Police

Jason D. Moen
Deputy Chief

Rita P. Beaudry
Executive Assistant

To: Clinton Deschene, City Manager
From: Phillip L. Crowell, Jr., Chief of Police
Date: May 28, 2014
Re: Criminal Forfeiture Funds – **William Tardif**

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

- **Superior Court Criminal Docket No. CR-14-273 – William Tardif \$660.00**

In March of 2014, Auburn Police officers conducted a bail search at a downtown residence of a known convicted drug trafficker. Subsequent to the search of the residence and the individual, evidence of drug manufacturing, use and sale was located.

Drugs seized consisted of small amount of marijuana and crack cocaine. In addition, \$660 in US currency was seized as suspected proceeds of the illegal sale of drugs.

The suspect was arrested on Unlawful Possession of Schedule Drugs; Class C and Violations of Conditions of Release; Class E.

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



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

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 43-06022014

ORDERED, that the municipality of Auburn, Maine, by and through its municipal officers, does hereby grant approval pursuant to 15 M.R.S.A. §5824(3) & §5826(6) to the transfer of Defendant (William Tardif) in Rem, or any portion thereof (\$660.00 U.S. Currency) on the grounds that the Auburn Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the municipality of Auburn, Maine does hereby approve of the transfer of the Defendant (William Tardif) in Rem, or any portion thereof (\$660.00 U.S. Currency), pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) by vote of the Auburn municipal legislative body on or about June 2, 2014.

IN COUNCIL REGULAR MEETING MAY 19, 2014 VOL. 34 PAGE 30

Mayor LaBonté 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.

I. Consent Items*

1. Order 41-05192014*

Setting the time to open the polls for the June 10, 2014 Election.

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes to approve the consent item as presented. Passage 7- 0.

II. Minutes

- May 5, 2014 Regular Council Meeting

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

III. Reports

Reports

Mayor's Report – Reported

City Councilors' Reports – Councilors Young, Crowley, Hayes, and Gerry reported.

City Manager Report

- New Auburn Little League
- Athletic Fields Assessment

Finance Director, Jill Eastman

- April 2014 Monthly Finance Report

Motion was made by Councilor Crowley and seconded by Councilor Gerry to accept and place on file the April 2014 monthly finance report as presented.
Passage 7-0.

IV. Communications, Presentations and Recognitions

- Proclamation – Maine Arbor Week May 18 – 24, 2014

V. Open Session – Katy Grondin, Superintendent of the Auburn School Department on Bring a Veteran to School Day and the plant sale at the Edward Little High School greenhouse; Bob Spencer, Auburn resident regarding possible land donation.

Motion was made by Councilor LaFontaine and seconded by Councilor Lee to take item number three under new business (Ordinance 03-05192014) out of order and placing it before unfinished business. Passage 5-2 (Councilors Crowley and Walker opposed).

1. Ordinance 03-05192014 (item #3 under new business that was taken out of order)

Approving the zoning text amendment to the Agricultural and Resource Protection Zone (ZOMA 1180-2013). First reading.

IN COUNCIL REGULAR MEETING MAY 19, 2014 VOL. 34 PAGE 31

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes.

Public comment-no one from the public spoke. Motion failed 2-5 (Councilors Hayes, LaFontaine, Lee, Young, and Crowley opposed). A roll call vote was taken.

VI. Unfinished Business

2. Order 38-05052014

Adopting the School Budget for Fiscal Year 2015.

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes.

Public Comment-no one from the public spoke. Passage 5-2 (Councilors Walker and Gerry opposed). A roll call vote was taken.

3. Resolve 06-05052014

Adopting the Appropriations Resolve for Fiscal Year 2015, First reading.

Motion was made by Councilor Lee and seconded by Councilor Hayes to take this item off the table (this item was postponed at the 5/5/2014 meeting). Passage 7-0.

Motion was made by Councilor LaFontaine and seconded by Councilor Lee to adopt the Resolve (06-05052014).

Motion was made by Councilor Crowley and seconded by Councilor Gerry to amend that no final vote on the budget be taken by the City Council until there is a single published document on each department's budget amount that be made available to the public. The Mayor ruled that out of order as it does not directly pertain to the budget document in front of Council. Councilor Gerry requested a vote. Mayor LaBonté called for a vote of the Council on whether or not to accept this as an appropriate amendment to the City budget. Failed 3-4 (LaFontaine, Hayes, Young, Lee in opposition).

Motion was made by Councilor Lee and seconded by Councilor LaFontaine to amend the resolve in respect to amendment number 2 in the packet to amend the Department of Fire by decreasing expenditures by \$73,000 to fire operations; Amend the Parking Program of the City and Police Budget to initiate greater use of revenues by \$55,000 and institute a non-sworn model for parking enforcement; Amend Police Department Budget to eliminate the shared funding with Lewiston for Animal Control decreasing expenses by \$15,142; Amend the Vehicle Purchases for the Police department to only one new cruiser purchased in this budget, decreasing expenses by \$94,000; Amend the Police Department to delay purchases of special equipment (radar) decreasing expenses by \$49,500; Amend Police Department revenues to utilize \$45,000 of federal drug seizure money.

Passage 6-1 (Councilor Walker opposed).

Motion was made by Councilor Crowley and seconded by Councilor Walker (Councilor Crowley's amendment document item #54) that FY2015 budget amount for the Fire

IN COUNCIL REGULAR MEETING MAY 19, 2014 VOL. 34 PAGE 32

Department not exceed \$4,010,133.00. Motion failed 3-4 (Councilors Hayes, LaFontaine, Lee, and Young opposed).

Motion was made by Councilor Lee and seconded by Councilor LaFontaine to amend the resolve in respect to amendment number 3 in the packet to amend the Department of Finance, Administration Program to reduce training by \$500; Amend the Revenues of the City of Auburn, Department of Finance, to increase revenues by \$5,000 for new required fees for lien fillings at Androscoggin County registry of deeds; Amend the Department of City Clerk to decrease expenditures by \$23,946 eliminating the switchboard information position; Amend the Department of City clerk to decrease expenditures by \$5,650 to reduce training, mileage reimbursement, office supplies, and records restoration; Amend Health and Social Services to last year's funding level a decrease of expenditures of \$38,399 (this does intentionally under budget but per statute overages are allowed); Amend Fringe Benefits for Medical consulting to decrease expenditures by \$30,000; this sustains investing in a medical consultant at a reduced rate that will yield long-term health savings; Amend the ICT budget to decrease expenditures by \$4,500 to eliminate Council laptop initiative; Amend the Library budget to reduce annual expenditures by \$12,846; Amend Public Services Budget to reduce operating expenditures by \$99,300, leaving money in the budget for spring clean up, herbicide program and mowing at Oak Hill Cemetery; Amend the Revenues from Recreation Program Fund to increase by \$41,720 to fund the cost of the recreation program leader from program income.

Motion was made by Councilor Lee and seconded by Councilor LaFontaine to amend the amendment by striking the reduction in the Library budget and the elimination of the Switchboard position. Passage 4-3 (Councilors Walker, Gerry, and Hayes opposed).

Motion was made by Councilor Gerry and seconded by Councilor Walker to strike the last line of the amendment that states "Amend the revenues from Recreation Program Fund to increase by \$41,720 to fund the cost of the recreation program leader from program income". Motion failed 2-5 (Councilors Hayes, LaFontaine, Lee, Young, and Crowley opposed).

Motion was made by Councilor Crowley to amend (Councilor Crowley's amendment document item #69) that the FY2014 budget be amended so the expenditures for Public Services be \$5,598,179 plus any monies added for a city wide recycling program. The Mayor called the motion out of order as it may conflict with the Public Services budget amendment that is already included in the amendment.

Passage of amendment #3 that was included in the packet, as amended, 5-2 (Councilors Gerry and Walker opposed).

Motion was made by Councilor Crowley (Councilor Crowley's amendment document item #69) that the budget be amended so the expenditures for Public Services be \$5,598,179 plus any monies added for a city wide recycling program. The Mayor called that motion out of order and asked for a specific final number to be referenced to add to the appropriation resolve.

IN COUNCIL REGULAR MEETING MAY 19, 2014 VOL. 34 PAGE 33

Motion was made by Councilor Crowley and seconded by Councilor Walker to set the bottom line of expenditures for Public Services to be \$5,700,179. Motion fails 3-4 (Councilors Young, Hayes, LaFontaine, and Lee opposed).

Motion was made by Councilor LaFontaine and seconded by Councilor Crowley to amend the resolve in respect to amendment number 1 to amend the Department of Fire to expand into the program of EMS transport by increasing expenditures by \$720,468 to implement EMS transport and increase revenue by \$987,551 for EMS transport collections.

Motion was made by Councilor Crowley and seconded by Councilor Gerry to amend the amendment by striking \$85,000 for funding the Deputy Chief position bringing the total increase of expenditures to \$635,468. Passage 4-2-1 (Councilors Walker and Hayes opposed, and Councilor Lee abstained).

Passage of amendment #1 in packet as amended, 6-0-1 (Councilor Lee abstained).

Motion was made by Councilor Lee and seconded by Councilor LaFontaine to amend the resolve in respect to amendment number 4 in the packet to amend the following intergovernmental departments as follows: reduce Airport by \$8,750, reduce LATC by \$1,648 and reduce LA911 by \$12,535. Passage 5-0-2 (Councilors Walker and Gerry abstained).

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes to amend the resolve in respect to amendment number 5 in the packet amending that all City Departments decreasing expenditures by \$335,000 for staff reductions, attrition, or retirements to be implemented by the City Manager. Motion failed 3-4 (Councilors LaFontaine, Lee, Walker, and Gerry opposed).

Motion was made by Councilor Lee and seconded by Councilor LaFontaine to amend that all City Departments decreasing expenditures by \$178,000 for staff reductions, attrition, or retirements to be implemented by the City Manager. Passage 5-2 (Councilors Walker and Gerry opposed).

Motion was made by Councilor Crowley to amend by decreasing all outside funding by the same percentage for personnel costs as done for City employees. The Mayor asked for a specific number at the second reading.

Motion was made by Councilor Lee and seconded by Councilor Hayes to amend the resolve in respect to amendment number 6 in the packet amending the Department of Public Services, Environmental Program to increase expenditures by \$102,000 to sustain and expand curbside recycling; and further amended to state that it is the policy of the City of Auburn to implement a curbside (striking the word "automated") recycling and solid waste program with a City Ordinance of solid waste and recycling no later than June 30th, 2015. Passage 5-2 (Councilors Gerry and Walker opposed)

Motion was made by Councilor Crowley and seconded by Councilor Gerry (Councilor Crowley's amendment document item #88) that the FY2015 budget amount for expenditures for the LAEGC be the FY2014 amount reduced by \$27,564 and that no

IN COUNCIL REGULAR MEETING MAY 19, 2014 VOL. 34 PAGE 34

funds be distributed until there is a signed contract for services with the City of Auburn; for each month, or part thereof, that the contract is delayed, the total contract amount due will be reduced by one-twelfth of the total contract amount. Motion failed 3-4 (Councilors Hayes, LaFontaine, Lee, and Young opposed).

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes to amend the resolve in respect to amendment number 7 in the packet to amend the operational CIP requested items to decrease expenditures by \$187,427, leaving a total of \$165,863. Passage 7-0.

Motion was made by Councilor Crowley (Councilor Crowley's amendment document item #94) that all city services used by the Norway Arena be charged out at the overtime rate for that person or machine. It is not reasonable to expect the municipal side to pay overtime when work is being done for the business. The Mayor called the motion out of order without a specific expenditure amount.

Motion was made by Councilor Crowley and seconded by Councilor Gerry (Councilor Crowley's amendment document item #82) that the FY2015 budget amount for County Taxes be \$2,046,880 and that at least \$800,000 of this amount not be distributed until the City of Auburn gets a satisfactory solution to the unfair cost allocation to Auburn for dispatch services. The Mayor said he will not recognize the motion as it would violate State law.

Motion was made by Councilor LaFontaine and seconded by Councilor Crowley to amend the resolve in respect to amendment number 8 in the packet to amend the FY 2015 Appropriation Resolve to include the following statements: the FY15 budget implements up to a 2% COLA for employees. The City Manager is authorized to update the 2007 Pay Scales for the City of Auburn by the CPI-U for each year through 2014. Passage 7-0.

Motion was made by Councilor Crowley and seconded by Councilor Walker (Councilor Crowley's amendment document item #86) that the reference to LA Arts in the budget be struck and replaced with Arts and Culture allowing those funds to be reserved for Arts and Culture projects in Auburn and not restricted to LA Arts. Passage 5-2 (Councilors Lee and LaFontaine opposed).

Public comment; Gary Simard, Cook Street, Auburn – Concerns with the Quint option for the Fire Department.

Passage of the appropriation resolve 06-05052014 as amended, 4-3 (Councilors Walker, Gerry, Crowley opposed). A roll call vote was taken.

VII. New Business - Ordinance 03-05192014 was taken out of order as the first item before unfinished business.

VIII. Open Session – the last open session was taken out of order and placed before the Executive Session. Gary Simard, Cook Street regarding what he considered inappropriate remarks made by a previous City Councilor at the last Council meeting about city staff.

IN COUNCIL REGULAR MEETING MAY 19, 2014 VOL. 34 PAGE 35

IX. Executive Session

- Discussion regarding economic development (TIF), pursuant to 1 M.R.S.A. §405(6)(C).

Motion was made by Councilor LaFontaine and seconded by Councilor Gerry to enter into Executive Session. Passage 6-1 (Councilor Crowley opposed). Time 9:08 P.M.

Council was declared out of Executive Session at 9:50 P.M.

- X. Adjournment** – Motion was made by Councilor Crowley and seconded by Councilor LaFontaine to adjourn, with all Councilors present in favor (Councilor Gerry was not in the room), time 9:50 P.M.

A True Copy.

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

AUBURN FIRE DEPARTMENT



550 Minot Avenue
Auburn ME 04210
(207)333-6633/Fax (207)784-3283

May 22, 2014

Mr. Clint Deschene, City manager
City of Auburn Maine
60 Court Street
Auburn, Maine 04210

Dear Clint,

In light of the recent council decision to not fund the Deputy Chief of EMS position as part of the proposed EMS transport program, please consider the following:

I am hard pressed to find a way to recommend moving forward with this program without the Deputy Chief of EMS. My concern is shared by those within the department most intimately involved in both the development of this program, and who also possess an extensive EMS program management background. We speak as one in recognizing the peril that not having this position places the success of the program in.

Please know that I am available to meet with and discuss the Deputy Chief of EMS responsibilities and duties with any council member who may wish to have additional information on this position. Given that even the smallest of dedicated EMS transport providers have a person or persons dedicated to the management of the program, and the increasingly complex world of EMS program and systems management, the City of Auburn cannot afford any less dedicated position.

The program as developed and presented to council was a "total package" and not designed nor able to sustain elements of the program going unfunded with the expectation of success. Our citizens expect and deserve that this program be delivered at the level we have promised, and not compromised.

Given the late hour of the budget process and removal of the Deputy Chief of EMS, we are left to try and find creative funding options in an already stripped to the bone budget. However, due to a very deliberate sharpening of the pencil and determined negotiations, we have been able to bring in the total cost for ambulances at a savings under predicted budget. We are also willing to utilize some of our reserve as well to in effect, fund the Deputy Chief of EMS position without impacting the current budget as approved by council.

Page 2
May 28, 2014

I remain available to discuss any further options that see us implement this program as designed and in the best interest of the citizens of Auburn.

Attached for your consideration is the DRAFT version of the Deputy Chief of EMS job description. Also included are projections on the tax rate with and without the EMS program.

Sincerely,

Frank Roma
Fire Chief, City of Auburn

EMS TRANSPORT IMPACT ON TAX RATE

	Mil Rate as of 05/19/14	\$ Change from FY 14
--	--	-------------------------------------

CURRENT WITH EMS TRANSPORT

Tax Rate		
City	\$ 11.68	\$ (0.08)
School	\$ 8.05	\$ 0.39
County	\$ 1.02	\$ 0.01
Total	\$ 20.75	\$ 0.32

WITH NO EMS TRANSPORT

Tax Rate		
City	\$ 11.85	\$ 0.09
School	\$ 8.05	\$ 0.39
County	\$ 1.02	\$ 0.01
Total	\$ 20.92	\$ 0.49

CHANGE

Tax Rate		
City	\$ 0.18	\$ 0.18
School	\$ -	\$ -
County	\$ -	\$ -
Total	\$ 0.18	\$ 0.18

\$0.18 Increase in property tax rate.

Job Title: Deputy Fire Chief (EMS) **Reports to: Fire Chief**
Grade: **Supervises: All Ranks Below**
Department: Fire **Revised: 05/14/2014**

This job description does not constitute an employment agreement between the employer and the employee, and it is subject to change by the employer as the needs of the employer and requirements of the job change. The essential functions listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

I. Job Summary

The person in this position must possess all of the necessary skills, abilities, licenses, and certifications to fulfill the responsibilities and obligations of the **Deputy Fire Chief of Emergency Medical Services (EMS)** function as it relates to all local, state, and federal guidelines. The work involves a variety of professional and technical duties relative to the management and administration of the department including working closely with the Fire Chief in carrying out the Fire Department's goals relating to the provision of emergency medical services, occupational health and safety, and compliance with local, state, and federal mandates.

The employee is expected to use management activities such as planning, organizing, and evaluating as these activities relate to the employee's scope of work. In addition, this position requires adaptable skills and abilities, the use of independent judgment, and a supportive organizational attitude. Finally, work outcomes need to be consistent and supportive of departmental mission statements, administrative goals and objectives, and the overall corporate culture.

II. Essential Functions

- Direct oversight of the Emergency Medical Services Division including the provision of pre-hospital care, maintenance of equipment, patient care reporting
- Conduct research, analysis, problem solving, and articulating findings as expected with scope of work
- Follows service plans for employees and customers in accord with administrative goals and objectives and overall corporate culture
- Follow all applicable administrative SOGs/SOPs
- Reviews division revenues and expenditures with the Fire Chief on a monthly basis. Identifies and communicates negative trends in spending
- Identifies and assists with the implementation of systems for record identification and record retention in accord with local, state, and federal regulations, including freedom of access regulations
- Follows the chain of command in accord with administrative rules, goals and, objectives
- Immediately reports to supervisor any activities witnessed, or made aware of, that violates city policies including, but not limited to, safety and health hazards, workplace violence, sexual harassment, as well as any waste, fraud or abuse of city property or equipment
- Shares information with department manager of relative local, state, and federal laws that may affect employees or other departments
- Possesses and/or develops the necessary skills and abilities to effectively and successfully administers management activities appropriate to the scope of work for the Deputy Fire Chief including, but not limited to, developing/directing, staffing/recruiting, coordinating, budgeting, capital planning, and facilities management, data and financial analysis, and professional reporting
- Performs other duties as assigned.

III.

DRAFT

IV. Duties and Responsibilities

- Assist in the development of standard operating procedures and policies of the EMS division;
- Assist in the development of the Fire Department annual budget and monitor division expenditures
- Assist in writing performance evaluations for EMS providers
- Serve as point of contact for records and PHI requests.
- Conduct daily reviews of run sheets and patient care reports.
- Serve as liaison between the department and the Medical Director.
- Responsible for the planning and execution of the duties assigned to him/her by the Chief and maintain necessary records
- Investigate alleged department violations relating to EMS delivery and prepare reports of findings for the Fire Chief
- Make recommendations to the Chief regarding personnel actions such as promotions, demotions, disciplinary actions
- Attempt to manage service delivery problems through the quality assurance/quality improvement process before disciplinary action must be taken
- Participate in officer's meetings
- Serve as a Department Safety Officer on emergency scenes
- Serve as Health and Safety Officer
- Support the Fire Prevention Officer
- Support Battalion Chiefs responsible for equipment, fleet and facilities maintenance
- Adheres to all safety regulations, trains staff in safety regulations, oversees Fire Department Bureau of Labor Standards compliance, and reports known safety violations to City Safety Coordinator
- Works effectively and productively with supervisors, co-workers, direct reports, mutual aid communities, City Council, business, industry and property owners in the community
- Perform other duties pertaining to the Fire Department as the Chief may prescribe or assign

V. Other Job Related Tasks

- Provide pre-hospital care to the sick or injured
- Conducts Quality assurance reviews and prescribes quality assurance plans
- Works with the service medical director to identify training needs, community illness/injury trends, manage departmental issues relating to the delivery of care
- Ensure that all service licenses, certifications are and other regulatory documents are in compliance
- Serves as a point of contact and system manager for the Maine EMS run reporting program
- Tracks and orders supplies
- Ensures that diagnostic equipment is serviced and certified in accordance to schedules established by the manufacturer
- Attends board or committee meeting conducted by local, regional, or state agencies or bodies
- Coordinates EMS training with the department training officer
- Ensure that cleaning, decontamination, and inspection requirements are adhered to
- Annually reviews BLS compliance documents
- Ensures that all employees have received annual compliance training
- Develops and reviews that departmental risk management program
- Investigates work place injuries and report's findings to the Chief
- Fill other command staff functions on emergency scenes
- Deliver community education on health and safety related topics

DRAFT

VI. Peripheral Duties

- During the absence or disability of the Chief, the Deputy Chief will assume all of the Chief's duties and powers.
- Serve on various boards and committees that are of relevance to the department
- Participate in research, planning or other functions as a stakeholder

VII. Additional Knowledge, Skills, and Abilities

Minimum Qualifications

- Licensed as a Paramedic (or Advanced EMT ability to obtain a Paramedic license within 2 years)
- Minimum of 5 years field experience as an advanced life support provider
- Minimum of 2 years supervisory experience (preferably within a career fire or EMS agency)
- Possess (or obtain within six months of hire) and remain current in ACLS, PALS or PEPP, PHTLS or BTLS any other certification programs required by the department
- Possess or obtain within one year of hire Incident Safety Officer and Department Health and safety Officer Safety training
- Experience with office suites or other types of office productivity computer programs
- A valid State of Maine Driver's license

Preferred qualifications

- Experience working within a fire based EMS system including NFPA certification as a firefighter
- Pro-Board/IFSAC Fire Officer II
- Pro-Board/IFSAC Instructor II
- EMS Instructor/Coordinator
- CPR, ACLS, PEPP or other certification program instructor
- An associate's degree or higher from an accredited institution of higher learning in a related field. Examples include but are not limited to Fire Science, Emergency Medical Services, Business Administration, or Public Administration

VIII. Working Conditions/ Physical Requirements

The work environment of this position includes:

- Extensive knowledge and experience in firefighting equipment, methods and techniques, hydraulics, and fire prevention methods. Thorough knowledge of the rules and regulations of the department and fire prevention codes and ordinances. Thorough knowledge of the street system and geography of the Town. Thorough knowledge of the water supply and hydrant system of the Town. Ability to effectively direct, with good judgment, the operations and activities of personnel and equipment under emergency conditions. Ability to effectively work with, and maintain good working relationships with, other municipal officials, State and federal authorities and the general public.
- Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, climbing and squatting in the performance of daily activities; also requires grasping, repetitive hand/finger movement, using keyboards and other office tools.
- Work may be performed under typical emergency conditions consisting primarily of operations at fires, accidents, potential explosions, and hazardous emergencies. Work may be performed under stressful conditions, poor weather and during nighttime. Work may involve considerable personal danger, including exposure to fire, toxic substances, and other hazards.

DRAFT

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

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

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

Date received: May 27, 2014
Date approved: _____



CITY OF AUBURN SPECIAL EVENT/MASS GATHERING APPLICATION

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

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

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

SPONSOR INFORMATION

Name of Sponsoring Organization: Liberty Festival / Independence Day Committee

Name of Contact Person for Event: Cathy McDonald

Title of Contact Person: President

Mailing Address: POBox 97, Lewiston, ME 04240

Daytime Telephone: 786-3088 Cell Phone: 212-8227

Email Address: liberty.festival@aol.com

Contact Name and Cell Phone Number DURING the Event: Cathy McDonald - 212-8227

Is your organization incorporated as a non-profit organization? Yes No

Non-Profit Number: 04-3358113

EVENT INFORMATION

Name of Event: Liberty Festival

Type of Event (walk, festival, concert, etc.): festival

Date of Event: July 3rd - 7th, 2014 Rain Date: July 3rd - 7th, 2014

Times of Event: Start Time including set-up: 7am Ending time including clean up: 1am

Actual Event Start Time: 4pm Actual Event End Time: 11pm

Estimated Attendance: 15,000

Location of Event: Great Falls, Festival Plaza and surrounding areas

Have you held an event at this location within the last 12 months? Yes No

If the location is a city park, have you applied for use of the property with the Parks & Recreation Department and has your request been approved?

Yes No Pending Date submitted to the Recreation Department: _____

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

Permit Fee	Permission/Permit Type	YES	NO	NOT SURE
Separate fee & application, conditions & restrictions may apply	Banner across Court Street Non-profit groups only, \$100 fee per week, 2 week maximum. First come first serve basis, proof of insurance required.			X
Separate fee and permit possible	FOOD – Will food or beverages be sold? If yes, list what types of food or beverages: various vendor foods and beverages Note - A food service license may be required and must be submitted 14 days prior to the event.	X		
Separate fee and permit possible	NON-FOOD ITEMS – Will products be sold or given away (such as t-shirts, crafts, souvenirs, etc.)? If yes, list what items: t-shirts and novelties Note - A peddler permit may be required and must be submitted 14 days prior to the event.	X		
N/A	LIVE MUSIC – Will there be any outdoor musical performances? If yes, please describe: musical entertainers in Great Falls plaza area	X		
N/A	SOUND AMPLIFICATION – Will there be a microphone or speaker system to project sound?	X		
N/A	ALCOHOLIC BEVERAGES ARE NOT ALLOWED			
Separate fee and permit required	CARNIVAL – Will carnival rides be offered? If yes, attach a copy of the state permit. A city permit is required as well.			X
Separate fee and permit required	FIREWORKS – Will there be a fireworks display? If yes, a permit from the Fire Department is required.	X		
N/A	PARADE – Will there be a parade? If yes, describe route: Note – A permit from the Police Department is required.			X
N/A	RUN/WALK/CYCLE – Will event involve participants doing a walk-a-thon, road race, etc? If yes, describe route:			X
Separate permit required	BURN PERMIT – Will there be any open flame such as a bon fire? If yes, describe activity: Possible organized flag disposal ceremony Note - A permit from the Fire Department is required.			X

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

EVENT LIABILITY INSURANCE COVERAGE FOR EVENT

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

DESCRIPTION OF EVENT – Please describe what will occur during your event

We will begin with set-up on 7/3 for the festival. The festival will occur on 7/4th
(rain date July 5th) and include fireworks, vendors and a variety of entertainers.
Clean up will be completed on 7/5 (rain date 7/6).

Signature of Applicant:

Printed Name:

Date Submitted:

Cathy McDonald

Cathy McDonald

5/27/14

Please note that you will be contacted by City Staff if you require additional permitting.

Please return this completed application with diagram and any applicable fee to:

MAIL: City Clerk's Office
60 Court Street, Suite 150
Auburn, ME 04210

FAX: 207-333-6623

EMAIL: sdallaire@auburnmaine.gov

PHONE: 207-333-6600

******FOR STAFF USE******

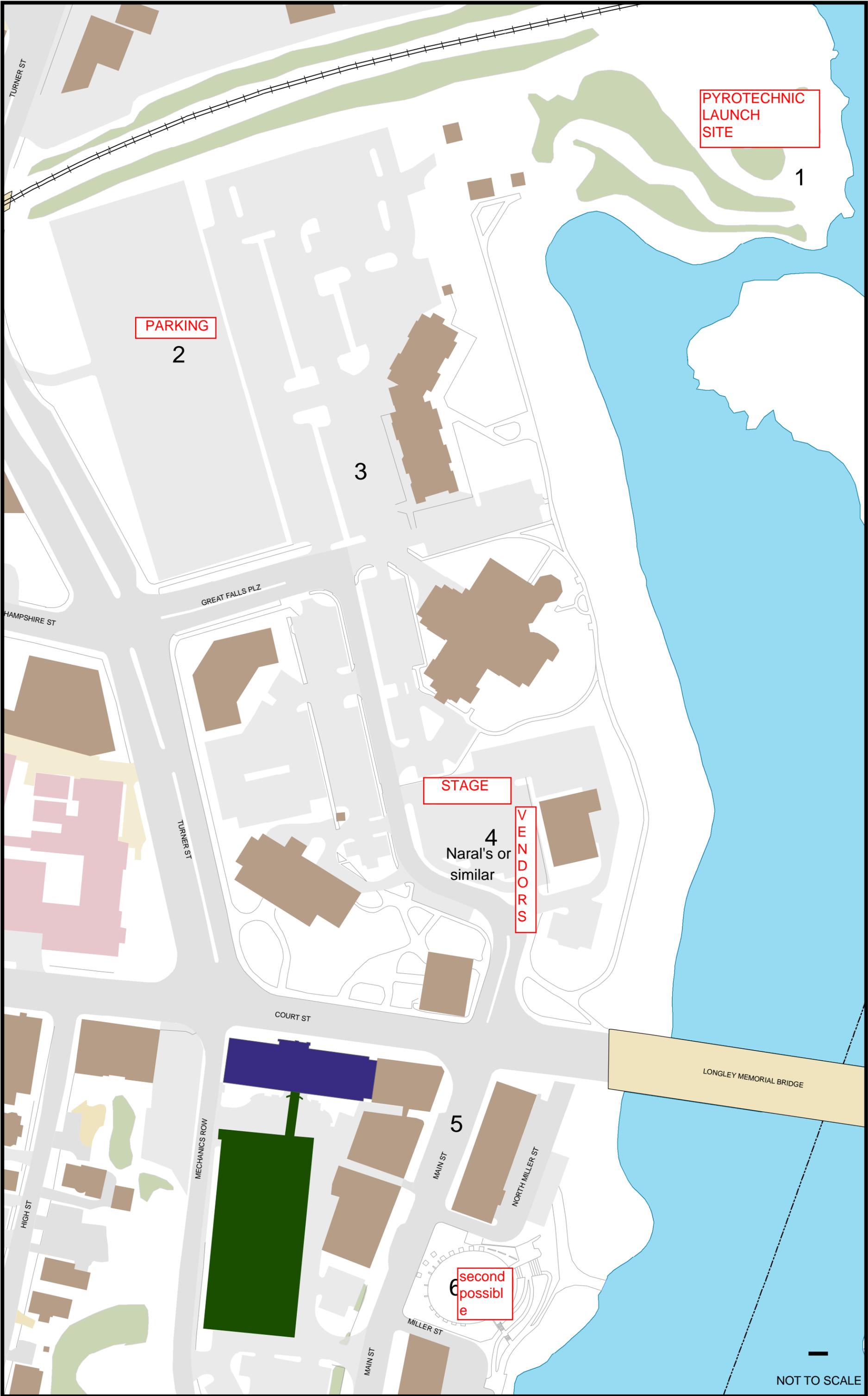
DEPARTMENT COMMENTS AND RECOMMENDATIONS:

DEPARTMENT	APPROVE	DENY	DATE	INITIALS
Sanitarian/Health Inspector				
Code Officer/Land Use & Zoning				
Fire Department				
Police Department				
Public Works Department				
Recreation Department				

COMMENTS/CONDITIONS from any of the above departments:

City Council Public Hearing date, if applicable: _____

License Approved/Denied: _____ Date applicant notified: _____



PYROTECHNIC
LAUNCH
SITE

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PARKING

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LONGLEY MEMORIAL BRIDGE

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NOT TO SCALE



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: June 2, 2014

Order 03- 05192014

Author: Douglas Greene; AICP, RLA; City Planner

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

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

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

Subject: Zoning Text amendment to the Agricultural and Resource Protection Zone (ZOMA 1180-2013)
Second Reading Revision

Information: The Planning Staff received a citizen petition from over 25 registered voters requesting to amend the City of Auburn’s zoning ordinance to allow for a residential unit to be transferred from a residentially zoned portion of a parcel to the Agricultural and Resource Protection portion of the property. The proposed change would apply to properties that contain either Low Density Country Residential District or Low Density Rural Residential District zoning along road frontage and Agricultural and Resource Protection District Zoning on the rear portion of the property. At its February 11, 2014 meeting, the Planning Board voted 4-2-1 to recommend approval of the Zoning Ordinance Text Amendment. The Board also voted to change the sponsorship of the Text Amendment from a citizen based petition to a Planning Board sponsored one.

Some Councilor’s have expressed concern addressing this issue apart from an overall review of the Agriculture and Resource Protection District. At the Council’s 1st reading on May 19th of the Ag Text Amendment, a motion to approve did not pass. In response to that action, this revised Agenda Information Sheet includes new findings for either approval or disapproval, (depending on the Council’s final decision); and a proposed comprehensive study of the Agricultural and Resource Protection Zone.

Financial: None

Action Requested at this Meeting: The Council can either approve or disapprove the Resolution. Findings for approval and disapproval are attached

Previous Meetings and History: The citizen initiated petition for the Text Amendment was heard by the Planning Board on December 10th (Public Hearing and Board Discussion), January 14th (Board Discussion and Citizen Input) and February 11th. (Board Discussion and Action). The Text Amendment then was forwarded to a City Council Workshop on March 3rd, where the item was tabled to a future date to be determined. The Council voted not to approve the Ag Text Amendment at it’s May 19th meeting (1st reading).

Attachments:

1. Findings that support either approval or disapproval.
2. A Proposal to conduct a comprehensive study of the Agricultural and Resource Protection Zone.

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

Ag Text Amendment-

Findings for Disapproval:

1. The proposed text amendment is not in agreement with the recommendations of the 2010 Comprehensive Plan. (pg. 108)

Agricultural/Rural District (AG)

Objective– Preserve and enhance the agricultural heritage of Auburn and protect the City’s natural resources and scenic open space while maintaining the economic value of the land (see Figure 2.3). The district is characterized by a rural, very low density development pattern that limits sprawl and minimizes the City’s service costs. The District maintains the current rural development pattern allowing for a broad range of agriculture and natural resource-related uses, while restricting residential development. Recreational development is encouraged both as a means of protecting open space, and as a means to provide reasonable public access to outdoor destinations such as Lake Auburn and the Androscoggin River. The Agriculture/Rural District is intended to serve as a land reserve, protecting valued community open space and rural landscapes, while maintaining the potential for appropriate future development.

2. The proposed text amendment, implemented as a Special Exception, has potential to cause conflicts with adjacent agricultural operations and the provision of emergency services.
3. The proposed text amendment is not in agreement with the purpose of the Agricultural and Resource Protection zone Article IV. District Regulations, Division 2 (Agricultural and Resource Protection District), Section 60-144 (Purpose).

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

4. The current depth of LDCR and LDRR Rural Residential Strips, which is 450 feet from a road, is an adequate area to locate a residence.

Findings for Approval:

1. The proposed text amendment is substantial agreement with the recommendations of the 2010 Comprehensive Plan. (pg. 109-110)

“Where a parcel that is located in the Agriculture/Rural District land also includes residentially zoned land, a residential unit should be allowed to be transferred from the residentially zoned portion of the parcel to the Agriculture/Rural portion as long as the relocation does not negatively impact natural resources or the agricultural potential of the land. As with other residential development in the Agriculture/Rural District, the development standards should encourage flexibility in the location and size of the lot, allow for a waiver of road frontage requirements, and allow access from a private driveway. When a transfer occurs, the land in the residential zone from which a residential unit is transferred must be permanently protected from development through a legally binding preservation measure, such as a conservation easement.”

2. The proposed text amendment, implemented as a Special Exception, will allow discretion by the Planning Board on the relocation of residences from the LDRR or LDCR zoning districts to the AG/RP zoning district subject the application meeting the conditions of approval as per Article XVI (Administration and Enforcement), Division 3 (Special Exception), Section 6-1336, a.

D R A F T

A Proposal for a Comprehensive Study of the Agricultural and Resource Protection Zone

Current Situation:

The Agriculture and Resource Protection Zone has been in place since the early 1960's and has done an impressive job of achieving its goals of limiting sprawl development, protecting Agricultural lands and environmentally sensitive areas and reserving land for future development. Recently, a petition was made amend the AG/RP zone to allow the transfer of residences from a rural residential strip zone to the rear agriculturally zoned portion of a property. While this particular idea was recommended in the Comprehensive Plan, it does not address issues lying at the core of the Agricultural zone. Rather than take a piecemeal approach; the City Council (and others) expressed an interest in a comprehensive review of the 2010 Comprehensive Plan's policy on agriculture and resource protection.

This study can have long term, far reaching impacts on the future of Auburn. It must be carefully planned and executed. It will chart the course for the City's future for Agriculture, Housing, Infrastructure and Land for Future Development to name a few.

Some Possible Issues, Topics and Questions:

- Land use, tax rates and land values.
- State of farming in Auburn, is it viable under current regulations?
- Statewide trends in agriculture and forestry.
- Should Agriculture be part of the City's economic development policy?
- What is the cost of services in the agricultural zone?
- Is the 50% income rule for new homes in the AG/RP a barrier to agriculture?
- What role should environmental protection play?
- Consider cluster development or transfer of development rights.
- Where should new homes be located? What should the minimum lot size be?

The Process:

Due to existing projects already underway or committed to by staff, the review of the Agriculture and Resource Protection Zone is proposed to take place in two phases.

Phase 1: Preliminary Ground Work (will take 6 months, June to November 2014)

- Staff will generate an inventory of Agricultural lands and compile all Agricultural goals, objectives and recommendations from the 2010 Comprehensive Plan.
- Work with and seek out outside Agricultural entities for technical assistance to evaluate Auburn's existing Ag conditions and help in developing the study.
- Assign the Planning Board regular work sessions to help in the phase 1 development of goals and an action plan for Phase 2.

Phase 2: The Study (will take 6 months, December 2014- May 2015)

- Planning Board hosts a series of workshops and public hearing to get public input and information from outside experts on the future of the Agricultural and Resource Protection zone.
- Develop a series of alternatives that address different aspects of the City's Agricultural policies, based on the public input and review by outside entities.
- The Study will create a final proposal possibly amending the Comprehensive Plan and or make any changes to the Zoning Ordinance.

LEGAL NOTICE

City of Auburn

The Auburn City Council will hold a Public Hearing on Monday, June 2, 2014 at 7:00 PM in the City Council Chambers of Auburn Hall, 60 Court Street, Auburn, Maine. The following proposals will be heard:

A proposed Zoning Map Amendment from General Business Zoning District to Central Business District for properties located at 178 Court St. (240-264), 184 Court St. (240-265), 62 Spring St. (240-257), 71 Spring St. (240-263), 88 Spring St. (240-258), 95 Spring St. (240-262), 75 Pleasant St. (240-253) and 83 Pleasant St. (240-252).

A proposed Zoning Ordinance Text Amendment (ZOMA-1180-2013) to allow the transfer of residential development rights for properties contained in the Low Density County Residential and Low Density Rural Residential Zoning Districts, to an Agricultural and Resource Protection Zoning District within the same parcel as a Special Exception and Site Plan Review.

For more information contact Douglas Greene @ 333-6601 ext. 1156 or dgreene@auburnmaine.gov.

To be placed in the Lewiston Sun Journal on Friday, May 23, 2014 and Monday, May 26, 2014.

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



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

Jonathan LaBonte, Mayor

IN CITY COUNCIL

ORDINANCE 03-05192014

ORDERED, that, whereas a petition (ZOMA-1180-2013) was filed with the Auburn Planning Board to allow the transfer of residential development rights for properties contained in the Low Density County Residential and Low Density Rural Residential Zone Districts, to an Agricultural and Resource Protection Zone District within the same parcel as a Special Exception and Site Plan Review.

And whereas the Auburn City Council reviewed the record of the Planning Board's recommendation to forward the text amendment with a positive vote of 4-2-1,

And whereas, the Auburn City Council finds that:

1. The proposed text amendment is in substantial agreement with the 2010 Comprehensive Plan and
2. The proposed text amendment, treated as a Special Exception and Site Plan Review will allow the Planning Board discretion in ensuring that the relocated residence will be compatible with and protect the Agricultural potential, Environmental resources and future land use recommendations of the 2010 Comprehensive Plan.

Therefore, the Auburn City Council approves the Zoning Ordinance Text Amendment (ZOMA- 1180-2014).



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: June 2, 2014

Resolve

06-05052014

Author: Jill M. Eastman, Finance Director

Subject: Resolve adopting the 2014-2015 Annual Appropriation and Revenue Resolve (Second Reading)

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

The Council has been supplied with an updated resolve that includes all amendments made during the first reading, to adopt the annual appropriations for the City of Auburn, which includes final figures for revenue, total appropriation and municipal budget.

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

This is the second and final reading.

Financial: n/a

Action Requested at this Meeting: Yes-Approve the resolve adopting Annual Appropriation Resolve FY 2014-2015 (second reading)

Why? It is necessary to adopt the annual appropriation resolve, this is the second reading

Previous Meetings and History: Annual

Attachments: *(in order of appearance in packet)*

- Updated Resolve for the 2014-2015 Annual Appropriation and Revenue

CITY OF AUBURN
FY 2015 EXPENDITURES
COMPARISON FY14 AND FY15 BUDGETS

	AS OF 05/19/14			\$ Change	% Change
	COUNCIL ADOPTED BUDGET FY 13-14	MANAGER PROPOSED BUDGET FY 14-15	COUNCIL AMENDED BUDGET FY 14-15		
City Expenses					
Operating Expenses	23,586,783	25,283,343	25,283,343	1,696,560	7.19%
Debt Service/TIF	8,877,307	8,847,968	8,847,968	(29,339)	-0.33%
Intergovernmental	3,676,418	3,723,639	3,723,639	47,221	1.28%
Total City Expenses	36,140,508	37,885,467	37,854,950	1,714,442	4.74%
School Expenses					
Operating Expenses	34,456,042	35,882,953	35,534,192	1,078,150	3.13%
Debt Service	2,671,986	2,707,131	2,707,131	35,145	1.32%
Total School Expenses	37,128,028	38,590,084	38,241,323	1,113,295	3.00%
Total Expenses	73,268,536	76,475,551	76,096,273	2,827,737	3.86%
Less: Non-Tax Revenues					
City	10,710,337	11,256,313	12,390,584	1,680,247	15.69%
School	21,766,728	22,140,765	22,092,693	325,965	1.50%
Total Non-Tax Revenues	32,477,065	33,397,078	34,483,277	2,006,212	6.18%
Tax Levy					
City	23,419,158	24,582,274	23,417,486	(1,672)	-0.01%
School	15,361,300	16,449,319	16,148,630	787,330	5.13%
County	2,029,513	2,046,880	2,046,880	17,367	0.86%
Overlay	166,917				
Total Tax Levy	40,809,971	43,078,473	41,612,996	803,025	1.97%
Total Assessed Value	2,005,721,383	2,005,721,383	2,005,721,383		
Tax Rate					
City	11.76	12.26	11.68	(0.08)	-0.71%
School	7.66	8.20	8.05	0.39	5.13%
County	1.01	1.02	1.02	0.01	0.86%
Total	20.43	21.48	20.75	0.32	1.55%

CITY OF AUBURN
FY 2015 EXPENDITURES
COMPARISON FY14 AND FY15 BUDGETS

CLASSIFICATION	COUNCIL	PROJECTED	DEPARTMENT	MANAGER	AS OF 05/19/14	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
	ADOPTED BUDGET FY 13-14		PROPOSED BUDGET FY 14-15	PROPOSED BUDGET FY 14-15	PROPOSED BUDGET FY 14-15		
<u>Administration</u>							
Assessing	172,277	173,245	191,970	177,320	177,320	5,043	2.93%
City Clerk	162,045	171,080	194,214	170,243	164,593	2,548	1.57%
City Manager	238,903	237,313	319,505	270,750	270,750	31,847	13.33%
Economic Development	318,933	119,705	385,755	359,500	359,500	40,567	12.72%
Finance	405,976	409,215	418,675	428,315	427,815	21,839	5.38%
Human Resources	139,566	137,778	139,578	139,578	139,578	12	0.01%
ICT	395,350	374,853	422,979	418,329	413,829	18,479	4.67%
Legal Services	100,000	80,000	85,000	65,000	65,000	(35,000)	-35.00%
Mayor & Council	71,079	72,065	78,532	78,532	78,532	7,453	10.49%
Total Administration	2,004,129	1,775,254	2,236,208	2,107,567	2,096,917	92,788	4.63%
<u>Community Services</u>							
Health & Social Services							
Administration	83,557	83,557	86,972	86,972	86,972	3,415	4.09%
Assistance	105,982	161,684	144,381	144,381	105,982	0	0.00%
Planning & Permitting	775,230	795,030	915,544	804,494	804,494	29,264	3.77%
Public Library	927,237	927,237	942,407	941,192	941,192	13,955	1.51%
Total Community Services	1,892,006	1,967,508	2,089,304	1,977,039	1,938,640	46,634	2.46%
<u>Fiscal Services</u>							
Debt Service	6,321,584	6,301,531	6,263,936	6,263,936	6,263,936	(57,648)	-0.91%
Emergency Reserve	375,289	0	375,289	375,289	375,289	0	0.00%
Facilities	715,667	678,552	729,870	698,335	698,335	(17,332)	-2.42%
Transfer to TIF	2,555,723	2,584,032	2,584,032	2,584,032	2,584,032	28,309	1.11%
Fringe Benefits	4,397,585	4,500,000	4,945,117	4,945,117	4,915,117	517,532	11.77%
Workers' Compensation	431,446	415,000	468,081	468,081	468,081	36,635	8.49%
Total Fiscal Services	14,797,294	14,479,115	15,366,325	15,334,790	15,304,790	507,496	3.43%
<u>Public Safety</u>							
Fire	4,024,789	4,113,156	4,300,126	4,120,633	4,047,633	22,844	0.57%
Fire EMS Transport	0	0	0	0	635,468	635,468	0.00%
Police	3,589,583	3,324,191	3,958,119	3,884,183	3,738,108	148,525	4.14%
Total Public Safety	7,614,372	7,437,347	8,258,245	8,004,816	8,421,209	806,837	10.60%
<u>Public Services</u>							
Public Services	5,577,954	5,521,226	5,890,448	5,780,179	5,782,879	204,925	3.67%
Water & Sewer	558,835	558,835	599,013	599,013	599,013	40,178	7.19%
Total Public Works	6,136,789	6,080,061	6,489,461	6,379,192	6,381,892	245,103	3.99%
<u>Capital Improvement Projects</u>							
City Clerk (see Clerk Budget)	18,500		0	0	0	(18,500)	-100.00%
Engineering-Paving			100,000	0	0	0	0.00%

CITY OF AUBURN
FY 2015 EXPENDITURES
COMPARISON FY14 AND FY15 BUDGETS

CLASSIFICATION	COUNCIL	PROJECTED	DEPARTMENT	MANAGER	AS OF 05/19/14	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
	ADOPTED BUDGET FY 13-14		PROPOSED BUDGET FY 14-15	PROPOSED BUDGET FY 14-15	PROPOSED BUDGET FY 14-15		
Fire	0		83,000	83,000	10,000	10,000	0.00%
LA 911			17,863	0	17,863	17,863	0.00%
Planning			98,000	98,000	98,000	98,000	0.00%
PW			63,700	63,700	0	0	0.00%
Recreation			20,500	20,500	20,500	20,500	0.00%
Airport			25,000	25,000	0	0	0.00%
Library	19,500	0	45,227	45,227	19,500	0	0.00%
Total CIP	38,000	0	453,290	335,427	165,863	127,863	336.48%
Salary Reductions	0	0	0	0	(178,000)	(178,000)	0.00%
Total Municipal	32,482,590	31,739,285	34,892,833	34,138,831	34,131,311	1,826,721	5.62%
Intergovernmental Programs							
County Taxes	2,029,513	2,006,244	2,046,880	2,046,880	2,046,880	17,367	0.86%
Tax Sharing	270,000	288,593	270,000	270,000	270,000	0	0.00%
Auburn-Lewiston Municipal Airport	105,000	105,000	113,750	113,750	105,000	0	0.00%
Community Little Theater	0	20,160	0	0	0	0	0.00%
LA Arts	0	0	17,064	17,064	17,000	17,000	0.00%
Museum LA	0	0	37,500	0	0	0	0.00%
Lew-Aub Economic Growth Council (see EconDev)	0	160,687	0	0	0	0	0.00%
Lew-Aug Transit Committee	235,496	235,548	237,021	237,021	235,373	(123)	-0.05%
Lew-Aub 911 Communications Center	1,036,409	1,035,381	1,093,533	1,061,921	1,049,386	12,977	1.25%
Total Intergovernmental Programs	3,676,418	3,851,613	3,815,748	3,746,636	3,723,639	47,221	1.28%
Grand Total Municipal	36,159,008	35,590,898	38,708,581	37,885,467	37,854,950	1,695,942	4.69%
Education Operation	34,456,042	33,419,500	36,337,263	35,882,953	35,534,192	1,078,150	3.13%
Education Debt Service	2,671,986	2,483,582	2,707,131	2,707,131	2,707,131	35,145	1.32%
Total School	37,128,028	35,903,082	39,044,394	38,590,084	38,241,323	1,113,295	3.00%
Total Budget	73,287,036	71,493,980	77,752,975	76,475,551	76,096,273	2,809,237	3.83%

CITY OF AUBURN
 FY 2015 EXPENDITURES
 COMPARISON FY14 AND FY15 BUDGETS

CLASSIFICATION	COUNCIL	PROJECTED	DEPARTMENT	MANAGER	AS OF 05/19/14	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
	ADOPTED BUDGET FY 13-14		PROPOSED BUDGET FY 14-15	PROPOSED BUDGET FY 14-15	PROPOSED BUDGET FY 14-15		
Non-Property Tax Revenue							
Municipal	10,710,337		11,256,313	11,256,313	12,390,584	1,680,247	15.69%
Education	21,766,728		22,140,765	22,140,765	22,092,693	325,965	1.50%
Total	32,477,065		33,397,078	33,397,078	34,483,277	2,006,212	6.18%
Property Tax Dollars Needed							
Municipal	25,448,671		27,452,268	26,629,154	25,464,366	15,695	0.06%
Education	15,361,300		16,903,629	16,449,319	16,148,630	787,330	5.13%
Total	40,809,971		44,355,897	43,078,473	41,612,996	803,025	1.97%
Property Tax Rate Based on Assessed Values of :	20.43		22.11	21.48	20.75	0.32	1.55%
	2,005,721,383		2,005,721,383	2,005,721,383	2,005,721,383		
Property Tax Rate							
Municipal Tax Rate	12.77		\$13.69	\$13.28	\$12.70	(0.07)	-0.58%
Education Tax Rate	7.66		\$8.43	\$8.20	\$8.05	0.39	5.11%
	<u>20.43</u>		<u>22.11</u>	<u>21.48</u>	<u>20.75</u>	<u>0.32</u>	<u>1.55%</u>

CITY OF AUBURN
FY 2015 REVENUES
COMPARISON FY14 AND FY15 BUDGETS

CLASSIFICATION	AS OF 05/19/14			Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
	COUNCIL ADOPTED BUDGET FY 13-14	MANAGER PROPOSED BUDGET FY 14-15	COUNCIL AMENDED BUDGET FY 14-15		
<u>General Government</u>					
Homestead Exemption Reimbursement	482,575	495,000	495,000	12,425	2.57%
Personal Property Reimbursement	1,230,000	1,350,000	1,350,000	120,000	0.00%
Tree Growth Reimbursement	10,000	10,000	10,000	-	0.00%
Veterans Reimbursement	18,000	18,000	18,000	-	0.00%
CDBG Reimbursement	8,000	8,000	8,000	-	0.00%
In Lieu of Taxes	80,000	80,000	80,000	-	0.00%
Excise Tax-Vehicles	3,050,000	3,160,000	3,160,000	110,000	3.61%
Excise Tax-Boats	15,000	15,000	15,000	-	0.00%
Excise Tax-Aircraft	3,500	10,000	10,000	6,500	185.71%
State Revenue Sharing	1,649,470	1,649,470	1,649,470	-	0.00%
Other State Aid	4,000	4,000	4,000	-	0.00%
Penalties & Interest	140,000	140,000	145,000	5,000	3.57%
Investment Income	20,000	10,000	10,000	(10,000)	-50.00%
Interest from Bonds	2,000	2,000	2,000	-	0.00%
Transfer in from TIF	500,000	500,000	500,000	-	0.00%
Transfer in from Special Revenue Funds	20,000	310,000	310,000	290,000	1450.00%
Transfer in from Parking Program	-	-	55,000	55,000	0.00%
Transfer in from Police Drug Money	-	-	45,000	45,000	0.00%
Transfer in from Recreation Special Revenue	-	-	41,720	41,720	0.00%
Rental Income (Intermodal)	122,000	122,000	122,000	-	0.00%
Sale of Property	20,000	20,000	20,000	-	0.00%
Tax Sharing Revenue	155,000	155,000	155,000	-	0.00%
Cable Television Franchise	126,000	126,000	126,000	-	0.00%
MMWAC Host Fees	204,000	206,000	206,000	2,000	0.98%
Energy Efficiency	2,000	-	-	(2,000)	-100.00%
Reimbursement-Other	10,000	10,000	10,000	-	0.00%
Utility Reimbursement	27,500	27,500	27,500	-	0.00%
Unclassified	7,500	10,000	10,000	2,500	33.33%
Fund Balance Contribution	1,350,000	1,350,000	1,350,000	-	0.00%
Total General Government	9,256,545	9,787,970	9,934,690	678,145	7.33%

CITY OF AUBURN
FY 2015 REVENUES
COMPARISON FY14 AND FY15 BUDGETS

CLASSIFICATION	AS OF 05/19/14			Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
	COUNCIL ADOPTED BUDGET FY 13-14	MANAGER PROPOSED BUDGET FY 14-15	COUNCIL AMENDED BUDGET FY 14-15		
<u>City Clerk</u>					
Hunting/Fishing/Dogs	2,000	2,000	2,000	-	0.00%
Neutered Animals	3,000	3,000	3,000	-	0.00%
Voter Reg List	100	100	100	-	0.00%
Clerk/Sale of Copies	200	200	200	-	0.00%
City Clerk Notary	1,800	1,800	1,800	-	0.00%
Banner Hanging Fee	3,300	3,300	3,300	-	0.00%
Garage Sale Permits	-	3,000	3,000	3,000	0.00%
Commercial License	40,000	40,000	40,000	-	0.00%
Taxi License	3,000	4,000	4,000	1,000	33.33%
Marriage License	5,000	5,000	5,000	-	0.00%
Birth/Death/Marriage Cert	25,000	25,000	25,000	-	0.00%
Permits - Burial	7,000	7,000	7,000	-	0.00%
Fines-Dog	3,000	3,000	3,000	-	0.00%
Total City Clerk	93,400	97,400	97,400	4,000	4.28%
<u>Finance</u>					
Reg - Vehicles	60,000	60,000	60,000	-	0.00%
Total Finance	60,000	60,000	60,000	-	0.00%
<u>Community Services-ICT</u>					
GIS/Data & Maps	20	20	20	-	0.00%
Total Community Services-ICT	20	20	20	-	0.00%
<u>Assessing</u>					
Maps & Copies	20	20	20	-	0.00%
Total Assessing	20	20	20	-	0.00%
<u>Health & Social Services</u>					
GA Reimbursement	53,000	70,000	70,000	17,000	32.08%
Total Health & Social Services	53,000	70,000	70,000	17,000	32.08%

CITY OF AUBURN
FY 2015 REVENUES
COMPARISON FY14 AND FY15 BUDGETS

CLASSIFICATION	AS OF 05/19/14			Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
	COUNCIL ADOPTED BUDGET FY 13-14	MANAGER PROPOSED BUDGET FY 14-15	COUNCIL AMENDED BUDGET FY 14-15		
<u>Planning & Permitting</u>					
Maps & Copies	500	500	500	-	0.00%
Departmental Reviews	16,000	16,000	16,000	-	0.00%
Planning/Codes & Ordinance	3,000	-	-	(3,000)	-100.00%
Fire Alarm Inspections	29,000	29,000	29,000	-	0.00%
Citation Ordinance	2,000	2,000	2,000	-	0.00%
Advertising Costs	5,000	5,000	5,000	-	0.00%
Lisbon Reimbursement for Services	10,000	10,000	10,000	-	0.00%
Permits - Building	110,000	110,000	110,000	-	0.00%
CDBG Reimbursement for Services	50,000	50,000	50,000	-	0.00%
Permits - Electrical	16,000	16,000	16,000	-	0.00%
Permits - Plumbing	10,500	10,500	10,500	-	0.00%
Permits - Sign	5,000	5,000	5,000	-	0.00%
Total Planning & Permitting	257,000	254,000	254,000	(3,000)	-1.17%
<u>Parks & Recreation</u>					
Arena	-	-	-	-	0.00%
Recreation Program	-	-	-	-	0.00%
Total Parks & Recreation	-	-	-	-	0.00%
<u>Community Services-Engineering</u>					
Fees - Eng-Misc	200	-	-	(200)	-100.00%
Fees - Inspection	10,000	5,000	5,000	(5,000)	-50.00%
Fees - Drive Opening	200	200	200	-	0.00%
Fees - Bid Documents	1,000	1,000	1,000	-	0.00%
Permits - Fill	1,000	1,000	1,000	-	0.00%
Permits - Street Opening	25,000	25,000	25,000	-	0.00%
Total Community Services-Engineering	37,400	32,200	32,200	(5,200)	-13.90%
<u>Fire Department</u>					
Copies of Reports	200	200	200	-	0.00%
Inspections	10,000	-	-	(10,000)	-100.00%
EMS Transport	-	-	987,551	987,551	0.00%
EMS Agreement	100,000	-	-	(100,000)	-100.00%
Salvage Calls	100	100	100	-	0.00%
Permits - Oil Burner	800	800	800	-	0.00%
Total Fire Department	111,100	1,100	988,651	877,551	789.87%

CITY OF AUBURN
FY 2015 REVENUES
COMPARISON FY14 AND FY15 BUDGETS

CLASSIFICATION	AS OF 05/19/14			Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
	COUNCIL ADOPTED BUDGET FY 13-14	MANAGER PROPOSED BUDGET FY 14-15	COUNCIL AMENDED BUDGET FY 14-15		
<u>Police Department</u>					
Accident & Police	13,000	13,000	13,000	-	0.00%
Court	15,000	15,000	15,000	-	0.00%
Photos & Tapes	500	2,000	2,000	1,500	300.00%
False Alarms	10,000	15,000	15,000	5,000	50.00%
Animal Impound	300	1,000	1,000	700	233.33%
Veh Rel/Non Driver	6,000	2,000	2,000	(4,000)	-66.67%
Veh Rel/Driver Licence	15,000	11,000	11,000	(4,000)	-26.67%
ARRA Cops Grant	-	119,351	119,351	119,351	0.00%
MDEA Reimbursement	60,102	60,102	60,102	-	0.00%
School Resource Officers	173,150	173,150	173,150	-	0.00%
Computer Crimes	56,000	72,000	72,000	16,000	28.57%
Permits - Alarms	5,000	-	-	(5,000)	-100.00%
Permits - Firearms	3,000	4,000	4,000	1,000	33.33%
Fines - Parking Violations	40,000	26,000	26,000	(14,000)	-35.00%
Total Police Department	397,052	513,603	513,603	116,551	29.35%
<u>Public Works</u>					
Community Cords	4,800	-	-	(4,800)	
State/Local Road Assistance	440,000	440,000	440,000	-	0.00%
Total Public Works	444,800	440,000	440,000	(4,800)	-1.08%
Total Municipal	10,710,337	11,256,313	12,390,584	1,680,247	15.69%

CITY OF AUBURN
FY 2015 REVENUES
COMPARISON FY14 AND FY15 BUDGETS

CLASSIFICATION	AS OF 05/19/14			Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
	COUNCIL ADOPTED BUDGET FY 13-14	MANAGER PROPOSED BUDGET FY 14-15	COUNCIL AMENDED BUDGET FY 14-15		
School Department					
Reg Secondary Tuition	134,266	134,266	134,266	-	0.00%
SOS Tuition	90,000	90,000	90,000	-	0.00%
Adult Ed Tuition	93,800	93,300	93,300	(500)	-0.53%
State Subsidy for Education	18,976,018	19,339,405	19,291,333	315,315	1.66%
Debt Service Reimbursement	1,161,010	1,119,906	1,119,906	(41,104)	-3.54%
PreK/CDS	55,000	55,000	55,000	-	0.00%
Special Ed/Mainecare	125,000	125,000	125,000	-	0.00%
State Agency Clients	30,000	30,000	30,000	-	0.00%
State Aid for Adult Education	96,246	98,500	98,500	2,254	2.34%
Miscellaneous	98,506	98,506	98,506	-	0.00%
Daycare Rent	50,000	50,000	50,000	-	0.00%
Fund Balance	856,882	906,882	906,882	50,000	0.00%
Total School	21,766,728	22,140,765	22,092,693	325,965	1.50%
Total Non-Property Tax Revenue - Municipal					
Total Non-Property Tax Revenue - Municipal	10,710,337	11,256,313	12,390,584	1,680,247	15.69%
Total Non-Property Tax Revenue - School	<u>21,766,728</u>	<u>22,140,765</u>	<u>22,092,693</u>	<u>325,965</u>	<u>1.50%</u>
Total Non-Property Tax Revenue	32,477,065	33,397,078	34,483,277	2,006,212	6.18%
Total Proposed Budget - Municipal					
Total Proposed Budget - Municipal	36,140,508	37,885,467	37,854,950	1,714,442	4.74%
Total Proposed Budget - School	<u>37,128,028</u>	<u>38,590,084</u>	<u>38,241,323</u>	<u>1,113,295</u>	<u>3.00%</u>
Total Proposed Budget	73,268,536	76,475,551	76,096,273	2,827,737	3.86%
Total Property Tax Dollars Needed - Municipal					
Total Property Tax Dollars Needed - Municipal	25,430,171	26,629,154	25,464,366	34,195	0.13%
Total Property Tax Dollars Needed - School	<u>15,361,300</u>	<u>16,449,319</u>	<u>16,148,630</u>	<u>787,330</u>	<u>5.13%</u>
Total Property Tax Dollars Needed	40,791,471	43,078,473	41,612,996	821,525	2.01%

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



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

Jonathan LaBonte, Mayor

IN CITY COUNCIL

RESOLVE 06-05052014

RESOLVED, that the following be, and hereby is the Annual Appropriation and Revenue Resolve of the City of Auburn for the fiscal year 2014-2015, which includes the amounts appropriated herein and revenues from all sources beginning July 1, 2014 and ending June 30, 2015.

The estimated aggregate amount of non-property tax revenue is \$33,349,006 with a municipal revenue budget of \$11,256,313 and a School Department revenue budget of \$22,092,693.

The aggregate appropriation for the City of Auburn is \$76,126,790, with a municipal budget of \$35,838,587 County budget of \$2,046,880 and a School Department budget of \$38,241,323 which received School Committee approval on April 30, 2014, and school budget approved at the May 19, 2014 Council Meeting pursuant to the School Budget Validation vote on June 10, 2014, in accordance with Maine Revised Statutes, Title 20-A § 1486 and based on the budget submitted to the Auburn City Council on April 7, 2014, by the City Manager, and notification was posted on the City of Auburn website on May 2, 2014 that a public hearing would be held on May 5, 2014 at 7:00 p.m. and said hearing having been held on that date, and as amended by the City Council, the same is hereby appropriated for the fiscal year 2014-2015 beginning July 1, 2014 for the lawful expenditures of the City of Auburn and the County of Androscoggin taxes, and said amounts are declared not to be in excess of the estimated revenue from taxation and sources other than taxation for the fiscal year of 2014-2015.

COUNCIL AMENDMENTS

On May 19, 2014, the Council passed the following amendments to the Annual Appropriation and Revenue Resolve:

Amendment 1 - We the Council of the City of Auburn adopt and approve the following items to the City Budget:

Amend the Department of Fire to expand into the program of EMS transport by increasing expenditures by \$635,468 to implement EMS transport and increase revenue by \$987,551 for EMS transport.

Amendment 2 - We the Council of the City of Auburn adopt and approve the following items to the City Budget:

Amend the Department of Fire by decreasing expenditures by \$73,000 to fire operations;

Amend the Parking Program of the City and Police Budget to initiate greater use of revenues by \$55,000 and institute a non-sworn model for parking enforcement;

Amend Police Department Budget to eliminate the shared funding with Lewiston for Animal Control decreasing expenses by \$15,142;

Amend the Vehicle Purchases for the Police department to only one new cruiser purchased in this budget, decreasing expenses by \$94,000;

Amend the Police Department to delay purchases of special equipment (radar) decreasing expenses by \$49,500;

Amend Police Department revenues to utilize \$45,000 of federal drug seizure money;

Amendment 3 - We the Council of the City of Auburn adopt and approve the following items to the City Budget:

Amend the Department of Finance, Administration Program to reduce training by \$500;

Amend the Revenues of the City of Auburn, Department of Finance, to increase revenues by \$5,000 for new required fees for lien fillings at Androscoggin County registry of deeds;

Amend the Department of City clerk to decrease expenditures by \$5,650 to reduce training, mileage reimbursement, office supplies, and records restoration;

Amend Health and Social Services to last year's funding level a decrease of expenditures of \$38,399 (this does intentionally under budget but per statute overages are allowed);

Amend Fringe Benefits for Medical consulting to decrease expenditures by \$30,000; this sustains investing in a medical consultant at a reduced rate that will yield long-term health savings;

Amend the ICT budget to decrease expenditures by \$4,500 to eliminate Council laptop initiative;

Amend Public Services Budget to reduce operating expenditures by \$99,300, leaving money in the budget for spring clean up, herbicide program and mowing at Oak Hill Cemetery;

Amend the Revenues from Recreation Program Fund to increase by \$41,720 to fund the cost of the recreation program leader from program income;

Amendment 4 - We the Council of the City of Auburn adopt and approve the following items to the City Budget:

Amend the following intergovernmental departments as follows: reduce Airport by \$8,750, reduce LATC by \$1,648 and reduce LA911 by \$12,535;

Amendment 5 - We the Council of the City of Auburn adopt and approve the following items to the City Budget:

Amend all City Departments decreasing expenditures by \$178,000 for staff reductions, attrition, or retirements to be implemented by the City Manager;

Amendment 6 - We the Council of the City of Auburn adopt and approve the following items to the City Budget:

Amend the Department of Public Services, Environmental Program to increase expenditures by \$102,000 to sustain and expand curbside recycling;

Be it further amended to state that it is the policy of the City of Auburn to implement a curbside recycling and solid waste program with a City Ordinance of solid waste and recycling no later than June 30th, 2015.

Amendment 7 - We the Council of the City of Auburn adopt and approve the following items to the City Budget:

Amend the operational CIP requested items to decrease expenditures by \$187,427, leaving a total of \$165,863.

CITY OF AUBURN					
CAPITAL IMPROVEMENT PLAN					
CITY MANAGER RECOMMENDATION					
FY 15 OPERATING CAPITAL					
				Council	
Description				Recommended	Amended
Airport		Vehicle Replacement		\$ 15,000	\$ -
Airport		Terminal Aircraft Parking Apron		\$ 10,000	\$ -
Fire		Generator for South Main Street Station		\$ 25,000	\$ -
Fire		Vehicle Replacement, FPO Vehicle (replacement)		\$ 24,000	\$ -
Fire		Replace expired SCBA cylinders		\$ 10,000	\$ 10,000
LA911		Recorder replacement project			\$ 14,113
LA911		Reverse 911 upgrade			\$ 3,750
Library		Skylight Replacement		\$ 5,944	\$ 5,944
Library		Replace Water Heater		\$ 12,500	\$ 12,500
Planning		Inspection Vehicle-Replacement		\$ 20,000	\$ 20,000
Recreation		Remove underground storage tank-Hasty (mandatory)		\$ 15,000	\$ 15,000
Recreation		Renovate Kitchen-Hasty (delayed from FY14)		\$ 5,500	\$ 5,500
Fire		Vehicle Replacement, DC Vehicle (new)		\$ 24,000	\$ -
Planning		Traffic Signal Upgrade -Loop-Park/Court		\$ 11,000	\$ 11,000
Planning		Traffic Signal Upgrade -Auburn Plaza		\$ 6,000	\$ 6,000
Planning		Preemption-All Signal Locations		\$ 11,000	\$ 11,000
Library		Carpet Replacement		\$ 26,783	\$ 1,056
Public Works		Purchase message sign board		\$ 25,000	\$ -
Public Works		Side Dump Body/Hydraulic Pump		\$ 38,700	\$ -
Planning		Roadway Lighting Main St		\$ 30,000	\$ 30,000
Planning		Roadway Lighting Auburn Mall Area		\$ 20,000	\$ 20,000
TOTAL CIP				\$ 335,427	\$ 165,863

Amendment 8 - We the Council of the City of Auburn adopt and approve the following items to the Appropriation Resolve:

Amend the FY 2015 Appropriation Resolve to include the following statements: the FY15 budget implements up to a 2% COLA for employees.

The City Manager is authorized to update the 2007 Pay Scales for the City of Auburn by the CPI-U for each year through 2014.

Amendment 9 - We the Council of the City of Auburn adopt and approve the following item to the Appropriation Resolve:

Amend LA Arts to be Arts and Culture Auburn and reduce the request by \$64 to \$17,000 to be reserved for Arts and Cultural activities/projects specifically in Auburn.

AMENDED RESOLVE WITH ALL AMENDMENTS INCORPORATED

The estimated aggregate amount of non-property tax revenue is \$34,483,277 with a municipal revenue budget of \$12,390,584 and a School Department revenue budget of \$22,092,693.

The aggregate appropriation for the City of Auburn is \$76,096,273, with a municipal budget of \$35,808,070 County budget of \$2,046,880 and a School Department budget of \$38,241,323 which received School Committee approval on April 30, 2014, and school budget approved at the May 19, 2014 Council Meeting pursuant to the School Budget Validation vote on June 10, 2014, in accordance with Maine Revised Statutes, Title 20-A § 1486 and based on the budget submitted to the Auburn City Council on April 7, 2014, by the City Manager, and notification was posted on the City of Auburn website on May 2, 2014 that a public hearing would be held on May 5, 2014 at 7:00 p.m. and said hearing having been held on that date, and as amended by the City Council, the same is hereby appropriated for the fiscal year 2014-2015 beginning July 1, 2014 for the lawful expenditures of the City of Auburn and the County of Androscoggin taxes, and said amounts are declared not to be in excess of the estimated revenue from taxation and sources other than taxation for the fiscal year of 2014-2015.

SCHOOL BUDGET ARTICLES

1. That \$15,246,432.00 be authorized to be expended for Regular Instruction;
2. That \$7,962,668.00 be authorized to be expended for Special Education;
3. That \$-0- be authorized to be expended for Career and Technical Education;
4. That \$752,692.00 be authorized to be expended for Other Instruction;
5. That \$4,402,306.00 be authorized to be expended for Student and Staff Support;
6. That \$842,216.00 be authorized to be expended for System Administration;
7. That \$1,284,149.00 be authorized to be expended for School Administration;
8. That \$1,108,321.00 be authorized to be expended for Transportation and Buses;
9. That \$3,512,020.00 be authorized to be expended for Facilities Maintenance;

10. That \$2,707,131.00 be authorized to be expended for Debt Service and Other Commitments;
11. That \$423,388 be authorized to be expended for All Other Expenditures;
12. That \$37,817,935.00 be appropriated for the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and that \$14,329,818.00 be raised as the municipality's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688;

Statutory Recommendation	<u>\$15,935,333</u>
City Council Adopted	<u>\$14,329,818</u>

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

13. That \$1,587,224.00 be raised and appropriated for the annual payments on debt service previously approved by the city's legislative body for non-state-funded school construction projects, non-state-funded portions of school construction projects and minor capital projects in addition to the funds appropriated as the local share of the city's contribution to the total cost of funding public education from Pre-kindergarten to grade 12;

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

14. That \$0.00 be raised and appropriated in additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690;

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

15. That the school committee be authorized to expend \$37,817,935.00 for the fiscal year beginning July 1, 2013 and ending June 30, 2014 from the city's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, fund balances, state subsidy and other receipts for the support of schools;

16. That the City of Auburn appropriate \$380,880.00 for adult education and raise \$189,080.00 as the local share, with authorization to expend any additional incidental or miscellaneous receipts in the interest for the well-being of the adult education program;
17. That the City of Auburn raise and appropriate \$42,508.00 for the services of Community Services-Crossing Guards.
18. That in addition to amount approved in the preceding articles, the school committee be authorized to expend such other sums as may be received from federal or state grants or programs or other sources during the fiscal year for school purposes, provided that such grants, programs or other sources do not require the expenditure of other funds not previously appropriated;

RESOLVED, that the following be, and hereby is the Annual Budget and Revenue Estimate for the City of Auburn Enterprise Fund – Norway Savings Bank Arena for the fiscal year 2014-2015, which includes the amounts budgeted herein and revenues from all sources beginning July 1, 2014 and ending June 30, 2015.

The Enterprise Fund-Norway Savings Bank Arena estimated amount of non-property tax revenue is \$1,221,935.

The Enterprise Fund-Norway Savings Bank Arena budget is \$1,208,500.

RESOLVED, that the following be, and hereby is the Annual Budget and Revenue Estimate for the City of Auburn Enterprise Fund – Ingersoll Arena for the fiscal year 2014-2015, which includes the amounts budgeted herein beginning July 1, 2014 and ending June 30, 2015.

The Enterprise Fund-Ingersoll Arena budget is \$13,000 for utilities and repairs pending Council action to repurpose the facility. Upon Council Action to repurpose, the Council must pass a supplemental budget.

BE IT FURTHER RESOLVED that the City Council deems it necessary to adopt a budget which exceeds the percent increase of the Consumer Price Index Urban as of December 31, 2013, and hereby waives the provisions of Section 2-485 of the City Code of Ordinances.



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: 06/02/2014

Order: 44-06022014

Author: Sue Clements-Dallaire, City Clerk

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

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

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

Subject: New Business – The Penalty Box, Inc., 985 Turner Street (Norway Savings Bank Arena) – application for a Liquor License

Information: The Penalty Box, Inc., (Kevin Pratt) located at 985 Turner Street (Norway Savings Bank Arena) applied for a Liquor License (Food Service Class I – Spirituous, Vinous, Malt). Police, Fire and Code have completed inspections and approvals have been granted.

Financial: N/A

Action Requested at this Meeting: Recommend approval.

Previous Meetings and History: N/A

Attachments:

- Liquor License application
- FSE/Class I application
- Criminal Background Check
- Copy of Public Hearing
- Order 44-06022014

*Agenda items are not limited to these categories.

**Department of Public Safety
Division**



Liquor Licensing & Inspection

Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded. To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

<u>BUREAU USE ONLY</u>	
License No. Assigned:	
Class:	
Deposit Date:	
Amt. Deposited:	

PRESENT LICENSE EXPIRES _____

INDICATE TYPE OF PRIVILEGE: MALT SPIRITUOUS VINOUS

INDICATE TYPE OF LICENSE:

- | | |
|--|--|
| <input type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI) |
| <input type="checkbox"/> HOTEL-OPTIONAL FOOD (Class I-A) | <input type="checkbox"/> HOTEL (Class I,II,III,IV) |
| <input type="checkbox"/> CLASS A LOUNGE (Class X) | <input type="checkbox"/> CLUB-ON PREMISE CATERING (Class I) |
| <input type="checkbox"/> CLUB (Class V) | <input type="checkbox"/> GOLF CLUB (Class I,II,III,IV) |
| <input type="checkbox"/> TAVERN (Class IV) | <input checked="" type="checkbox"/> OTHER: <u>class I \$900.00</u> |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

1. APPLICANT(S) - (Sole Proprietor, Corporation, Limited Liability Co., etc.) <u>Kevin Pratt</u> DOB: <u>6-19-66</u>			2. Business Name (D/B/A) <u>The Penalty BOX Inc.</u>		
DOB:			Location (Street Address) <u>985 Turner St.</u>		
DOB:			City/Town <u>Auburn</u> State <u>Maine</u> Zip Code <u>04210</u>		
Address <u>66 Hersey Hill Rd.</u>			Mailing Address <u>P.O. BOX 260</u>		
City/Town <u>Minot</u> State <u>ME</u> Zip Code <u>04258</u>			City/Town <u>Auburn</u> State <u>Maine</u> Zip Code <u>04212</u>		
Telephone Number <u>(207) 964-3263</u> Fax Number			Business Telephone Number <u>(207) 240-9573</u> Fax Number		
Federal I.D. # <u>32-0432639</u>			Seller Certificate #		

3. If premises are a hotel, indicate number of rooms available for transient guests: _____
4. State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ _____ LIQUOR \$ _____
5. Is applicant a corporation, limited liability company or limited partnership? YES NO

complete Supplementary Questionnaire, If YES

6. Do you permit dancing or entertainment on the licensed premises? YES NO
7. If manager is to be employed, give name: _____
8. If business is NEW or under new ownership, indicate starting date: 3/14
Requested inspection date: 3/14 Business hours: 12:00 pm - 12:00 AM
9. Business records are located at: 66 Hersey Hill Rd - Minot ME 04258
10. Is/are applicants(s) citizens of the United States? YES NO

11. Is/are applicant(s) residents of the State of Maine? YES NO
12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
Kevin Pratt	6-19-66	Lewiston, ME

Residence address on all of the above for previous 5 years (Limit answer to city & state)
minot, maine

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES NO
- Name: _____ Date of Conviction: _____
 Offense: _____ Location: _____
 Disposition: _____

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?
 Yes No If Yes, give name: _____

15. Has/have applicant(s) formerly held a Maine liquor license? YES NO

16. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: _____
George Schott

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) RM # 203, # 205
2nd FLOOR mezzanine, Norway Savings Bank ARENA.

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?
 YES NO Applied for: _____

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 1/2 mile Which of the above is nearest? school/saint Demis

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO
- If YES, give details: _____

The Division of Liquor Licensing & Inspection is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: _____ on _____, 20____
Town/City, State Date

Kevin Pratt
 Signature of Applicant or Corporate Officer(s)

Please sign in blue ink

 Signature of Applicant or Corporate Officer(s)

Print Name

Print Name

NOTICE – SPECIAL ATTENTION

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval of their application for liquor licenses prior to submitting them to the bureau.

THIS APPROVAL EXPIRES IN 60 DAYS.

FEE SCHEDULE

Class I	Spirituos, Vinous and Malt	\$ 900.00
	CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
Class I-A	Spirituos, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
	CLASS I-A: Hotels only that do not serve three meals a day.	
Class II	Spirituos Only	\$ 550.00
	CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
Class III	Vinous Only	\$ 220.00
	CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class IV	Malt Liquor Only	\$ 220.00
	CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
Class V	Spirituos, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
	CLASS V: Clubs without catering privileges.	
Class X	Spirituos, Vinous and Malt – Class A Lounge	\$2,200.00
	CLASS X: Class A Lounge	
Class XI	Spirituos, Vinous and Malt – Restaurant Lounge	\$1,500.00
	CLASS XI: Restaurant/Lounge; and OTB.	
FILING FEE	\$ 10.00

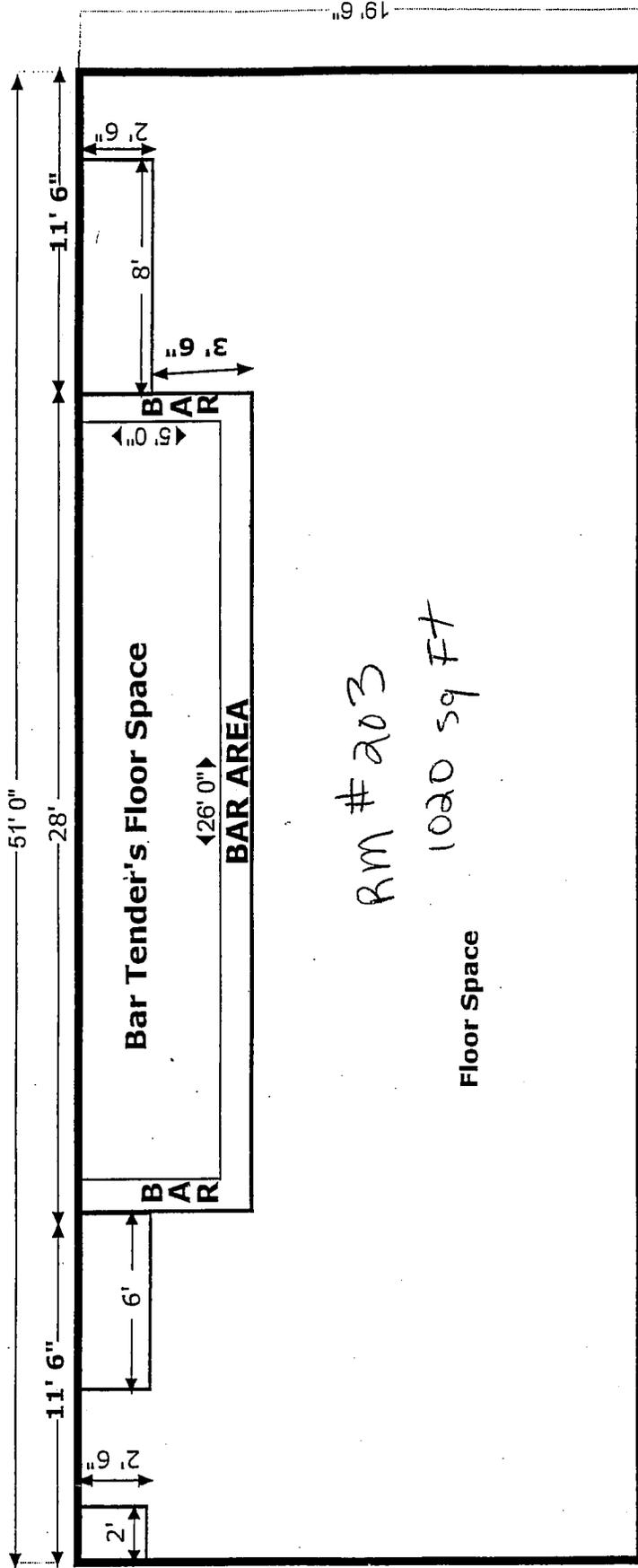
UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All fees must accompany application, made payable to: **TREASURER, STATE OF MAINE. – DEPARTMENT OF PUBLIC SAFETY, LIQUOR LICENSING AND INSPECTION DIVISION, 164 STATE HOUSE STATION, AUGUSTA ME 04333-0164.** Payments by check subject to penalty provided by Sec. 3, Title 28A, MRS.

NORWAY SAVINGS BANK ARENA

BAR

985 Turner Street
Auburn, Maine 04210



RM # 203

1020 sq Ft

Floor Space

mezzanine / AM # 205

5,300 sq Ft

DRAWING

SCALE 1" : 6'

January 6, 2014

Handwritten signature

STATE OF MAINE

Dated at: _____, Maine _____ SS
City/Town (County)

On: _____
Date

The undersigned being: _____ Municipal Officers _____ County Commissioners of the
_____ City _____ Town _____ Plantation _____ Unincorporated Place of: _____, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and herby approve said application.

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§ 653. Hearings; bureau review; appeal

1. **Hearing.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, shall hold a public hearing for the consideration of applications for new on-premise licenses and applications for transfer of location of existing on-premise licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.
 - A. The bureau shall prepare and supply application forms. [1993, c.730, §27(amd).]
 - B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant’s prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c.140, §4 (amd).]
 - C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premise license, for transfer of the location of an existing on-premise license or for renewal of an on-premise license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premise license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premise license that has been extended pending renewal with 120 days of the filing of the application. [1999, c589, §1 (amd).]
 2. **Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:
 - A. Conviction of the applicant of any Class A, Class B or Class c crime: [1987, c45, Pt.A§4 (new).]
 - B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c.45, Pt.A§4(new).]
 - C. Conditions of record such as waste disposal violations, health or safety violation or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c.730, §27 (amd).]
 - D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c.592, §3 (amd).]
 - E. A violation of any provision of this Title; and [1989, c.592, §3 (amd).]
 - F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601. [1989, c.592, §4 (new).]
- [1993, c730, §27 (amd).]
3. **Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.
 - A. [1993, c.730, §27 (rp).]
 4. **No license to person who moved to obtain a license. (REPEALED)**
 5. **(TEXT EFFECTIVE 3/15/01) Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receUpon resolution of the appeal, if an applicant’s license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

STATE OF MAINE
Liquor Licensing & Inspection Unit
164 State House Station
Augusta, Maine 04333-0164
Tel: (207) 624-7220 Fax: (207) 287-3424

SUPPLEMENTARY QUESTIONNAIRE FOR CORPORATE APPLICANTS, LIMITED LIABILITY COMPANIES AND LIMITED PARTNERSHIPS

1. Exact Corporate Name: The Penalty Box Inc.

Business D/B/A Name: _____

2. Date of Incorporation: 2-3-14

3. State in which you are incorporated: Maine

4. If not a Maine Corporation, date corporation was authorized to transact business within the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list percent of stock owned:

Name	Address Previous 5 Years	Birth Date	% of Stock	Title
Kevin Pratt	100 Minot, Maine	6-19-66	100	owner

6. What is the amount of authorized stock? 100 Outstanding Stock? 0

7. Is any principal officer of the corporation a law enforcement official? () YES (X) NO

8. Has applicant(s) or manager ever been convicted of any violation of the law, other than a minor traffic violation(s), of the United States? () YES (X) NO.

9. If yes, please complete the following: Name: _____

Date of Conviction: _____ Offense: _____

Location: _____ Disposition: _____

Dated at: _____ On: _____
City/Town Date

Signature of Duly Authorized Officer Date: _____

Print Name of Duly Authorized Officer

STATE OF MAINE
Liquor Licensing & Inspection Unit
164 State House Station
Augusta, Maine 04333-0164
Tel: (207) 624-7220 Fax: (207) 287-3424

SUPPLEMENTARY QUESTIONNAIRE FOR CLUB APPLICANTS

1. Exact Club Name: The Penalty Box Inc.

2. Title, name, birth date and telephone number of each principal officer of the club:

Title	Name	Birth Date	Telephone #
owner	Kevin Pratt	6-19-66	966-3263

3. Date Club was incorporated: 2-3-14

4. Purpose of Club: Social () Recreational () Patriotic () Fraternal

5. Date regular meetings are held: 2-3-14

6. Date of election of Club Officers: 2-3-14

7. Date elected officers are installed: 2-3-14

8. Total Membership: _____ Annual Dues: _____ Payable When: _____

9. Does the Club cater to the public or to groups of non-members on the premises? YES () NO

10. Excluding salaries, will any person other than the Club, receive any of the financial profits from the sale of liquor?

() YES NO

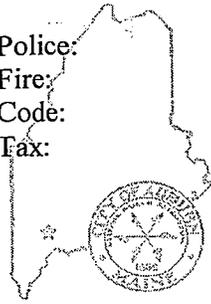
11. If a manager or steward is employed, complete the following:

Name: Allie Pratt Date of Birth: 3-19-63

Kevin Pratt owner
Signature and Title of Club Officer

Kevin Pratt owner
Print Name and Title of Club Officer

Police:
Fire:
Code:
Tax:



CITY OF AUBURN FOOD LICENSE APPLICATION

FEB 13 2014

New Renewal _____ Change _____

Application date _____ Opening date End of March Expiration date _____

License applied for _____ Food Service Establishment (FSE) – Class I

List changes from last license _____

Business Hours of operation 12:00pm -> 11:30pm Sq Footage ~~6350~~ 8175

Fee \$ 700.00 (Based on square footage and type of service)

- Fee \$500.00 (1-2999 square feet)
- Fee \$600.00 (3000-5999 square feet)
- Fee \$700.00 (6000-up)

Please attach a copy of the following: Floor Plan/facility diagram, menu or draft menu, certified food handler certificate with date of certification, and a copy of all state licenses applicable to this application or date of application.

ALL QUESTIONS MUST BE ANSWERED IN FULL
(Use back of application if necessary)

BUSINESS

APPLICANT

Business name The Penalty Box Inc. Owner's name Kevin Pratt

Business address P.O. Way Savings Bank Area Maiden name/ A/K/A _____

City Auburn State ME Zip 04210 Date of birth 6-19-66

Mailing address P.O. Box 260 Home address 66 Hersey Hill Rd.

City Auburn State ME Zip 04212 City Minot State ME Zip 04258

Business phone _____ Mailing address same

Email KPratt@megalink.net City _____ State _____ Zip _____

Please indicate address to mail license: Business / Applicant Home phone 966-3263

Is applicant a corporation in the State of Maine? Yes No _____
(If answer is "Yes", complete Supplementary Questionnaire for Corporate Applicants)

List all residences, including all places of business, within the last 5 years:

Address 66 Hersey Hill Rd City Minot State ME How long 11 yrs
Address 1780 Auburn Rd. City TURNER State ME How long 8 yrs
Address _____ City _____ State _____ How long _____

Has applicant(s) ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States, within the past 5 years? Yes _____ No (If yes, complete the following)

Name _____ Date of conviction _____
Offense _____ Location _____
Disposition _____

If manager is to be employed, complete the following:

Name _____ Home address _____ Phone _____ Date of birth _____

Has manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States, within the past 5 year? Yes _____ No (If yes, complete the following)

Name _____ Date of conviction _____
Disposition _____ Location _____

Does applicant(s) own the premises? Yes _____ No (If "No", give name and address of owner)

Name George schott Address Green, Maine
Phone Number _____ Email _____

Food Service Establishment, Seating 150 Occupancy load 100

Criminal record and/or revocation of driver's license (include driving violations) during the last 5 years:

<u>Date</u>	<u>Charge</u>	<u>Court</u>	<u>Disposition</u>

THE OMISSION OF FACTS OR ANY MISREPRESENTATION OF ANY OF THE INFORMATION ON THIS APPLICATION SHALL BE SUFFICIENT GROUNDS FOR THE REFUSAL OF SUCH LICENSE.

**CITY OF AUBURN
PUBLIC NOTICE**

A public hearing will be held by the Auburn City Council on Monday, June 02, 2014 at 7:00 p.m. or as soon as possible thereafter, in the Council Chambers of Auburn Hall, 60 Court Street, to consider the Liquor License application for:

**The Penalty Box, Inc.
985 Turner Street, Auburn, Maine**

All interested persons may appear and will be given the opportunity to be heard before final action is taken.

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



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

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 44-06022014

ORDERED, that the Auburn City Council hereby approves the liquor license application for The Penalty Box, Inc., located at 985 Turner Street.



City Council Agenda Information Sheet

City of Auburn

Council Workshop Date: June 2, 2014

Ordinance 04-06022014

Author: Eric Cousens, Director of Planning and Permitting

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

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

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

Subject: Zoning map amendment in the Spring Street area to make the Central Business II District Zoning Boundaries consistent with the Traditional Downtown Business (DTB) District boundaries identified in the Future Land Use Map from the Comprehensive Plan Auburn Tomorrow.

Information: The comprehensive Plan recommends that the Spring Street area zoning be changed from General Business Zoning, a highway and vehicle oriented zoning district, to Central Business II (CBII), a more traditional downtown business district to allow for a development pattern that is consistent with the historic downtown. Currently, the General Business designation requires substantial setbacks and residential density is restricted to a very low suburban type density. The proposed CBII District would reduce setback requirements, allow for increased residential density and mixed use structures. The current zoning designation is inconsistent with the existing development patterns and the recommendations of the Comprehensive Plan.

At the April 8, 2014 Planning Board hearing the Board recommended the change and further recommended that the change be expanded to continue along Spring Street (between Spring and the RR Tracks) to Elm Street. A map showing the proposal is attached.

On April 22, 2014 the Council seemed generally supportive of the change and asked that we consider changes in a larger area of the downtown over the summer. That discussion has started with the Planning Board and will move forward in the coming months.

Financial: Allow for additional development and the associated growth in downtown valuation.

Action Requested at this Meeting: Vote to approve first reading and hold a Public Hearing.

Previous Meetings and History: Planning Board 4/8/14, CC Workshop April 22, 2014.

Attachments: Planning Board Staff Report for Downtown Traditional Business District, Spring Street Area Future Land Use Map, Spring Street Existing Zoning Map, Spring Street Area Planning Board Recommended Zoning.

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

City of Auburn, Maine

"Maine's City of Opportunity"

Office of Planning & Permitting

Planning Board Report

To: Auburn Planning Board

From: Eric J. Cousens, Director of Planning and Permitting

Re: Zoning map amendment in the Spring Street area to make the Central Business II District Zoning Boundaries consistent with the Traditional Downtown Business (DTB) District boundaries identified in the Future Land Use Map from the Comprehensive Plan Auburn Tomorrow. The zoning change includes the properties located at 178 Court St. (240-264), 184 Court St. (240-265), 62 Spring St. (240-257), 71 Spring St. (240-263), 88 Spring St. (240-258), 95 Spring St. (240-262), 75 Pleasant St. (240-253) and 83 Pleasant St. (240-252).

Date: April 1, 2014

I. PROPOSAL

The comprehensive Plan recommends that the Spring Street area zoning be changed from General Business Zoning, a highway and vehicle oriented zoning district, to Central Business II (CBII), a more traditional downtown business district to allow for a development pattern that is consistent with the historic downtown. Currently, the General Business designation requires setbacks of 25 feet at the front and sides of a parcel and 35 feet at the rear of the lot. Residential density is restricted to a very low suburban density, for example, a four unit building would currently require a 16,000 square foot lot. The proposed CBII District would reduce setback requirements, allow for increased residential density and mixed use structures. The current zoning designation is inconsistent with the existing development patterns and the recommendations of the Comprehensive Plan.

In the surrounding downtown area a majority of our traditional downtown is located within the CB district. The Central Business district is consistent with the Comprehensive Plan DTB designation and allows for higher density of residential uses, use of shared and public parking for new development and reduced building setbacks. The comprehensive plan recommends that we not only allow buildings to be located close to the street to be consistent with existing development patterns in this area, but suggests that we require it. At this time, staff recommends that we adjust the zoning boundaries to include the Spring Street area which will allow for development to conform to existing development patterns. A more in depth process, with extensive public outreach and participation that considers changing the name and some of the standards of the CB district will follow this summer. This change is a step towards consistency with the plan. Below is the excerpt for the Comprehensive plan describing the Traditional Downtown Business District.

Traditional Downtown Business District (DTB)

Objective – Maintain the character and overall development pattern of the historic downtown area while allowing for the creative use, reuse and redevelopment of property within the district (see Figures 2.3 and 2.4).

Allowed Uses – The following general types of uses should be allowed within the Traditional Downtown Business District:

- small to moderate size retail uses
- personal and business services
- restaurants and cafes
- office uses including business and professional offices
- hotel, motels, inns, and bed & breakfast establishments
- fully enclosed light manufacturing
- community services and facilities
- recreational facilities
- a wide range of residential uses including housing on the upper floors of mixed-use buildings and senior housing

Development Standards – The development standards in the Traditional Downtown Business District should require that alterations to existing buildings and new buildings maintain the established pattern of development, including the placement of the building on the lot. Where there is an established pattern with respect to the front setback of buildings, a new or altered building should be required to conform to the established pattern. Any area between the front of the building and the street should be required to be used for pedestrian purposes, including outdoor spaces; vehicle use should be prohibited. Parking should be required to be located at the side or rear of the building, but the minimum parking requirement should be reduced, and new or redeveloped properties should be allowed to count the use of shared or public parking to meet the standard.

Residential development and redevelopment should be allowed at a maximum density of 18-24 units per acre, with a provision that small units or units for the elderly be treated as a fraction of a unit based on the size of the unit or the number of bedrooms in the unit. The reuse/reconfiguration of the space within existing buildings for residential purposes should be allowed without consideration of the density/lot size requirements, provided that the building will be renovated, be compatible with the neighborhood, and meet the City's requirements for residential units including the provision of appropriate parking and green space. Buildings with both residential and nonresidential uses should be allowed to consider shared parking to meet their parking requirements.

Below is a list of the parcels affected by the proposed change. All of the developed parcels are nonconforming with respect to one or more dimensional standard including minimum lot size, residential density and setback requirements of the General Business zone and would become conforming , or at least more conforming, with the proposed map amendment.

Location	Owner Name	Owner City	State	Land Use
178 COURT ST	FIRST STATES INVESTORS 5200 LL	FORT WORTH	TX	Pers/Prof Service
71 SPRING ST	HERITAGE COURT INC	LEWISTON	ME	Multi-Family (43)
95 SPRING ST	ANALYTICAL SERVICES INC	PORTLAND	ME	Retail Food

184 COURT ST	FIRST STATES INVESTORS 5200 LL	FORT WORTH	TX	Commercial Parking/ATM
75 PLEASANT ST	VERRILL BERYL RAE	AUBURN	ME	Multi-Family (8)
83 PLEASANT ST	83 REALTY LLC	AUBURN	ME	Office
88 SPRING ST	ANALYTICAL SERVICES INC	PORTLAND	ME	Commercial Parking
62 SPRING ST	LYNCH BROTHERS INC	AUBURN	ME	Mixed Use

It should be noted that property and development value in this neighborhood is higher than average for the City and increased development that would be allowed pursuant to the change would help increase that value further. Services can easily be provided efficiently to the urban core of the City and development here should be encouraged as the Comprehensive Plan recommends. Above is a chart showing average existing development value per acre including assessed building value for the affected properties. These are current assessed values and as noted above, the change would allow for more intensive and pedestrian friendly development that would likely increase values over time as we have seen in the existing Central Business District.

Location	Total Value	Total Acres	Avg Value Per Acre
178 COURT ST	952000	0.54	\$ 1,762,963
71 SPRING ST	1962300	0.5	\$ 3,924,600
95 SPRING ST	2996800	3.47	\$ 863,631
184 COURT ST	114900	0.33	\$ 348,182
75 PLEASANT ST	233600	0.15	\$ 1,557,333
83 PLEASANT ST	444300	0.42	\$ 1,057,857
88 SPRING ST	120700	0.41	\$ 294,390
62 SPRING ST	495100	0.81	\$ 611,235

II. PLANNING FINDINGS / CONSIDERATIONS:

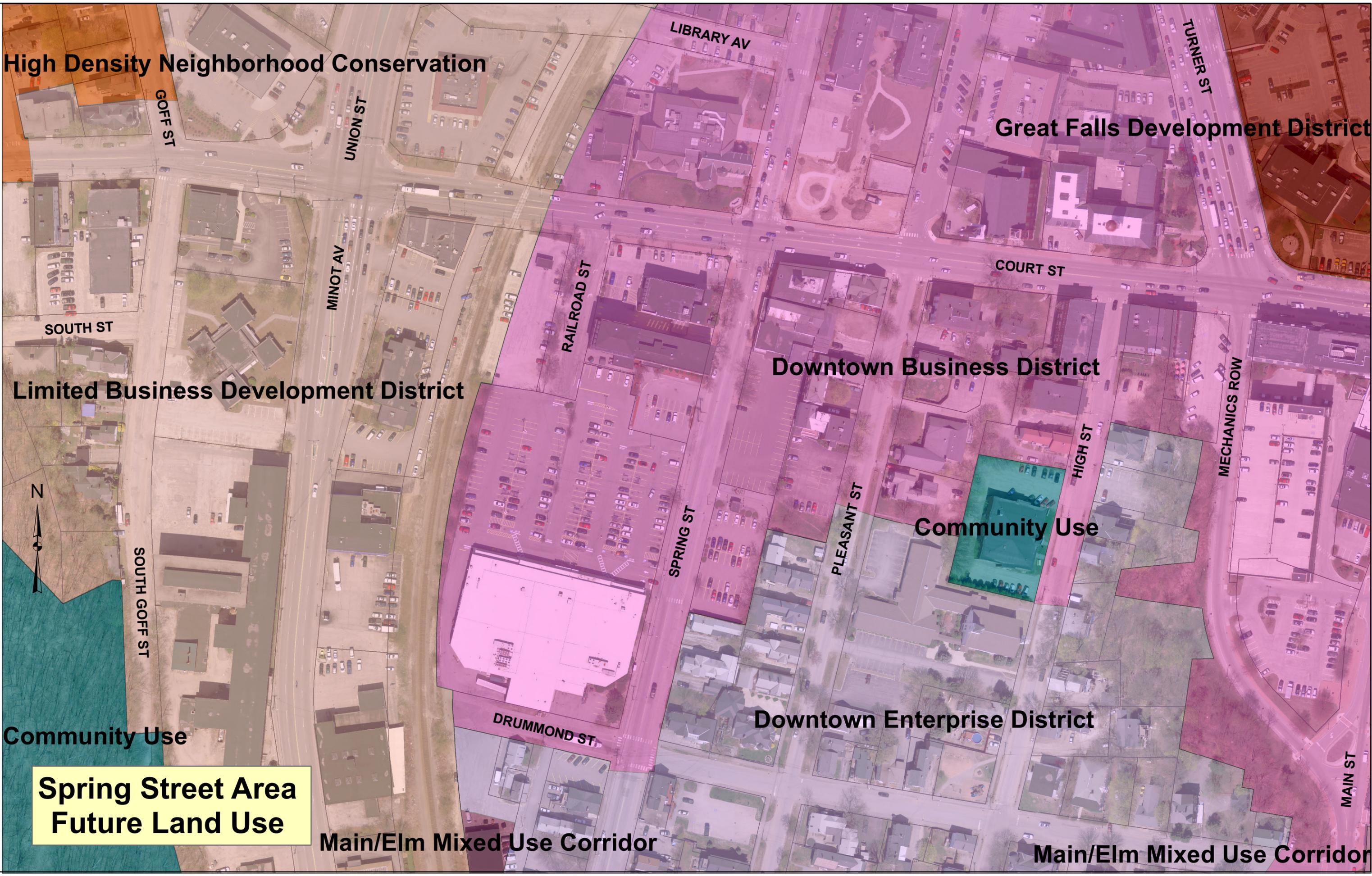
Staff evaluated the proposed rezoning and suggests the following findings:

- A. The City’s Future Land Use Map shows the area as “Traditional Downtown Business District”. The Central Business District II zoning designation is consistent with the future land use map DTB district and existing zoning along Court Street.
- B. The proposed amendment to the zoning map is consistent with the Comprehensive Plan.

III. RECOMMENDATION:

Staff recommends that the Planning Board forward a favorable recommendation to the City Council on the proposed zoning map amendment from General Business Zoning District to Central Business District for properties located at 178 Court St. (240-264), 184 Court St. (240-265), 62 Spring St. (240-257), 71 Spring St. (240-263), 88 Spring St. (240-258), 95 Spring St. (240-262), 75 Pleasant St. (240-253) and 83 Pleasant St. (240-252), based on the above findings.

Eric Cousens
 Director of Planning and Permitting



High Density Neighborhood Conservation

Great Falls Development District

Limited Business Development District

Downtown Business District

Community Use

Community Use

**Spring Street Area
Future Land Use**

Downtown Enterprise District

Main/Elm Mixed Use Corridor

Main/Elm Mixed Use Corridor



GOFF ST

UNION ST

LIBRARY AV

TURNER ST

SOUTH ST

MINOT AV

RAILROAD ST

COURT ST

SOUTH GOFF ST

SPRING ST

PLEASANT ST

HIGH ST

MECHANICS ROW

DRUMMOND ST

MAIN ST

MULTI-FAMILY URBAN

CENTRAL BUSINESS I

CENTRAL BUSINESS II

GENERAL BUSINESS

CENTRAL BUSINESS III

DOWNTOWN ENTERPRISE

URBAN RESIDENTIAL

Spring Street Area Zoning

GOFF ST

UNION ST

LIBRARY AV

TURNER ST

SOUTH ST

SOUTH GOFF ST

MINOT AV

RAILROAD ST

COURT ST

SPRING ST

PLEASANT ST

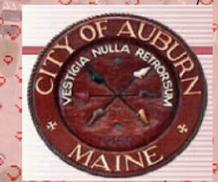
HIGH ST

MECHANICS ROW

DRUMMOND ST

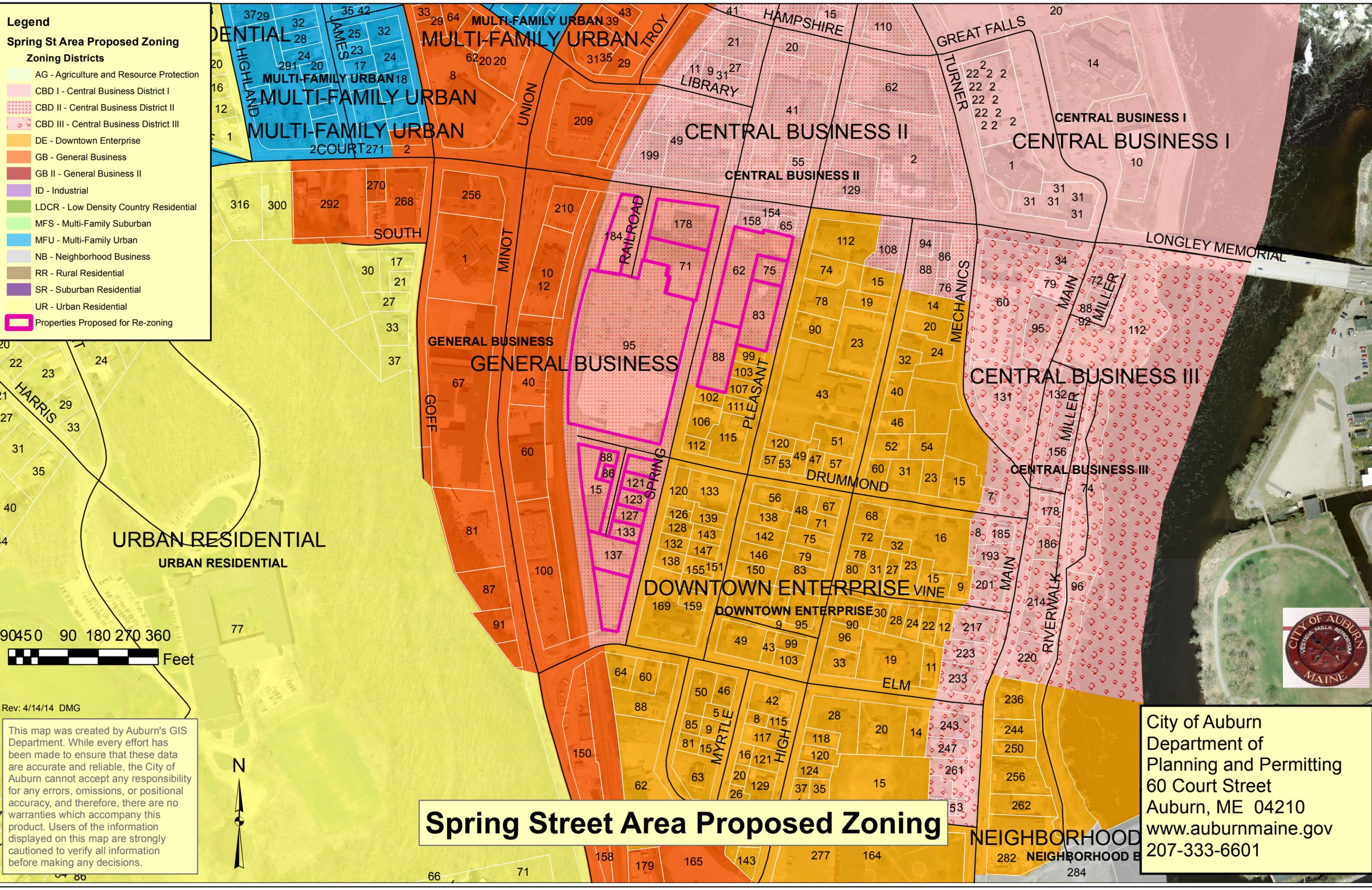


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City of Auburn
Department of
Planning and Permitting
60 Court Street
Auburn, ME 04210
www.auburnmaine.gov
207-333-6601

- Legend**
- Spring St Area Proposed Zoning**
- Zoning Districts**
- AG - Agriculture and Resource Protection
 - CBD I - Central Business District I
 - CBD II - Central Business District II
 - CBD III - Central Business District III
 - DE - Downtown Enterprise
 - GB - General Business
 - GB II - General Business II
 - ID - Industrial
 - LDCR - Low Density Country Residential
 - MFS - Multi-Family Suburban
 - MFU - Multi-Family Urban
 - NB - Neighborhood Business
 - RR - Rural Residential
 - SR - Suburban Residential
 - UR - Urban Residential
 - Properties Proposed for Re-zoning



URBAN RESIDENTIAL
URBAN RESIDENTIAL

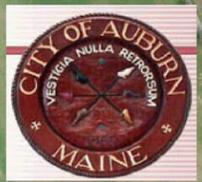
90 450 90 180 270 360
Feet

Rev: 4/14/14 DMG

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Spring Street Area Proposed Zoning



City of Auburn
Department of
Planning and Permitting
60 Court Street
Auburn, ME 04210
www.auburnmaine.gov
207-333-6601

LEGAL NOTICE

City of Auburn

The Auburn City Council will hold a Public Hearing on Monday, June 2, 2014 at 7:00 PM in the City Council Chambers of Auburn Hall, 60 Court Street, Auburn, Maine. The following proposals will be heard:

A proposed Zoning Map Amendment from General Business Zoning District to Central Business District for properties located at 178 Court St. (240-264), 184 Court St. (240-265), 62 Spring St. (240-257), 71 Spring St. (240-263), 88 Spring St. (240-258), 95 Spring St. (240-262), 75 Pleasant St. (240-253) and 83 Pleasant St. (240-252).

A proposed Zoning Ordinance Text Amendment (ZOMA-1180-2013) to allow the transfer of residential development rights for properties contained in the Low Density County Residential and Low Density Rural Residential Zoning Districts, to an Agricultural and Resource Protection Zoning District within the same parcel as a Special Exception and Site Plan Review.

For more information contact Douglas Greene @ 333-6601 ext. 1156 or dgreene@auburnmaine.gov.

To be placed in the Lewiston Sun Journal on Friday, May 23, 2014 and Monday, May 26, 2014.

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



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

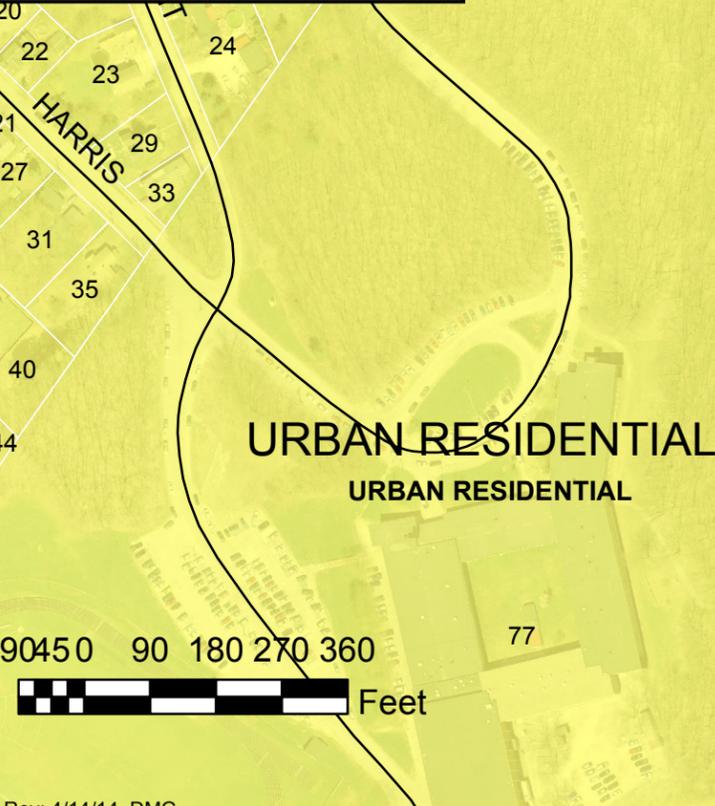
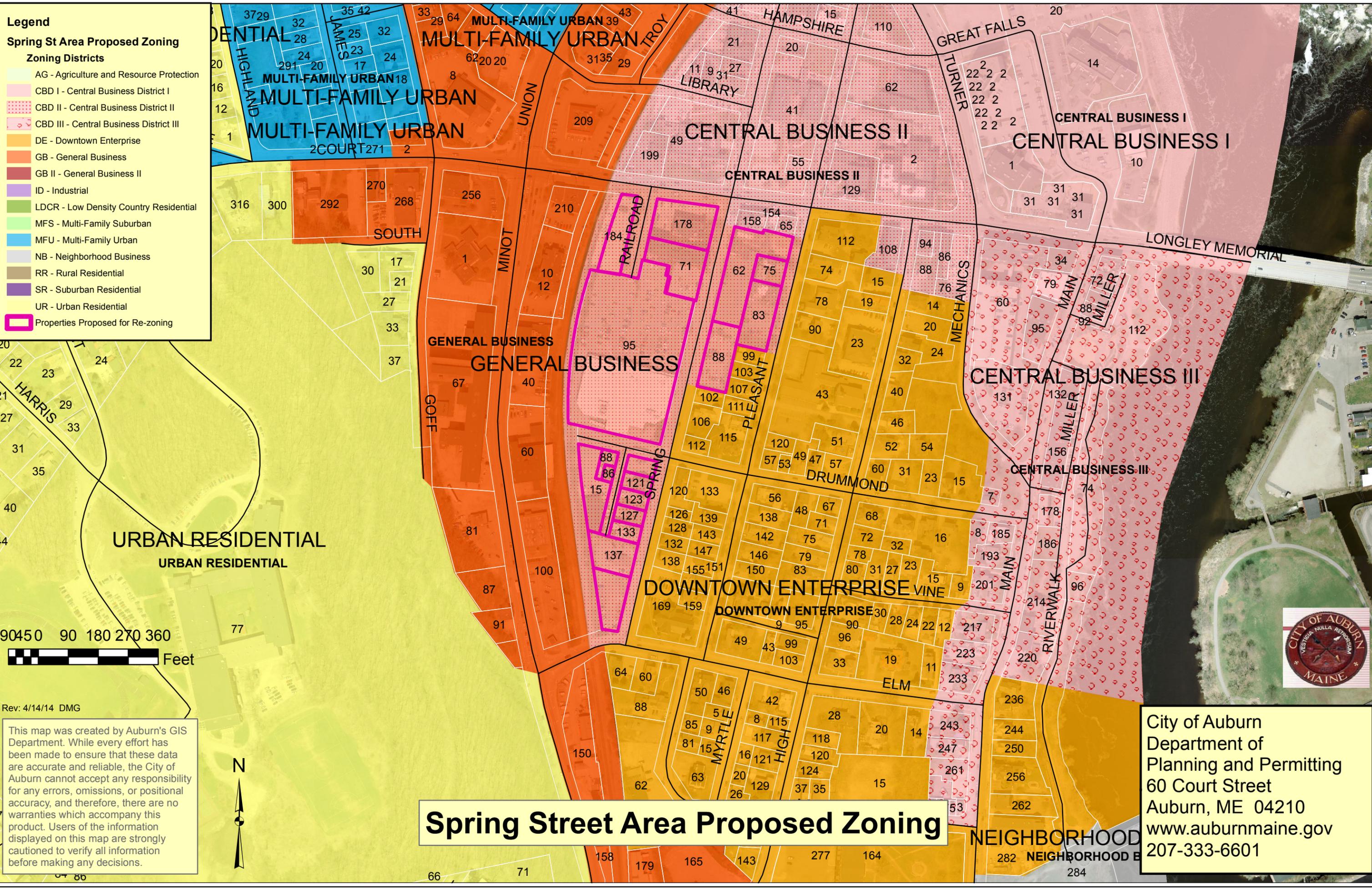
Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDINANCE 04-06022014

ORDERED, that the City of Auburn zoning map in the area shown on the attached map including the parcels outlined in pink be amended from the General Business Zoning District to be included in the Central Business II Zoning District. The change includes Parcels at 184 Court (PID # 240-267), 178 Court (PID #240-264), 62 Spring Street (PID #240-257), 75 Pleasant Street (PID #240-253), 83 Pleasant Street (PID #240-252), 71 Spring Street (PID #240-263), 99 Pleasant Street (PID #240-251), 95 Spring Street (PID #240-262), 88 Spring Street (PID #240-258), 15 Drummond Court (PID #230-069), 88 Drummond Street (PID #230-075-001), 86 Drummond Street (PID # 230-075), Parcel # 230-074, 121 Spring Street (PID #230-073), 123 Spring Street (PID #230-072), 127 Spring Street (PID # 230-071), 133 Spring Street (PID #230-070), 137 Spring Street (PID #233-069-001), and Parcel # 230-068 and where the parcel abuts a street or Railroad it shall extend to the centerline of the right-of-way.

- Legend**
- Spring St Area Proposed Zoning**
- Zoning Districts**
- AG - Agriculture and Resource Protection
 - CBD I - Central Business District I
 - CBD II - Central Business District II
 - CBD III - Central Business District III
 - DE - Downtown Enterprise
 - GB - General Business
 - GB II - General Business II
 - ID - Industrial
 - LDCR - Low Density Country Residential
 - MFS - Multi-Family Suburban
 - MFU - Multi-Family Urban
 - NB - Neighborhood Business
 - RR - Rural Residential
 - SR - Suburban Residential
 - UR - Urban Residential
 - Properties Proposed for Re-zoning



Rev: 4/14/14 DMG

This map was created by Auburn's GIS Department. While every effort has been made to ensure that these data are accurate and reliable, the City of Auburn cannot accept any responsibility for any errors, omissions, or positional accuracy, and therefore, there are no warranties which accompany this product. Users of the information displayed on this map are strongly cautioned to verify all information before making any decisions.

Spring Street Area Proposed Zoning



City of Auburn
 Department of
 Planning and Permitting
 60 Court Street
 Auburn, ME 04210
www.auburnmaine.gov
 207-333-6601



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: June 2, 2014

Resolve 07-06022014

Author: Alan Manoian, Economic Development Assistant

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

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

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

Subject: City Council vote in support of a Community Fundraising Campaign to acquire the historic 1915 Bells of St. Louis Church.

Information: The Community Fundraising Campaign will be administered by the City of Auburn's Economic Development Dept. with a goal of raising \$12,000.

Financial: Municipal financial impact is in staff administrative time involved with the Community Fundraising Campaign.

Action Requested at this Meeting: Recommend passage

Previous Meetings and History: N/A

*Agenda items are not limited to these categories.



Attachments:

Resolve 07-06022014

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



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

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

RESOLVE 07-06022014

RESOLVED, that the Auburn City Council, votes in support of the Community Fundraising Campaign to acquire the historic 1915 Bells of St. Louis Church.



City Council Information Sheet

City of Auburn

Council Meeting Date: June 2, 2014

Subject: Executive Session

Information: Discussion regarding economic development, pursuant to 1 M.R.S.A. §405(6)(C)

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

A. Discussion 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.