City Council Meeting and Workshop
January 4, 2016
Agenda

5:30 P.M. Workshop

A. Emergency Management Service (EMS) update – Frank Roma (45 minutes)
B. Fire Department Grants – Frank Roma (45 minutes)
   a) Assistance to Firefighters Grant (AFG)
   b) Maine Fire Service Institute (MFSI) 2016 Facilities Grant

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

Pledge of Allegiance

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

1. Order 01-01042016*
Appointing Warden's and Ward Clerk's for 2016-2017.

II. Minutes
- December 21, 2015 Regular Council Meeting

II. Communications, Presentations and Recognitions
- Proclamation – Human Trafficking Awareness Month

III. 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.*

IV. Unfinished Business - None

V. New Business

1. Order 02-01042016
Authorizing Issuance of General Obligation Refunding Bonds and a Tax Levy Therefor.

2. Resolve 01-01042016
Supporting staffs pursuit of the Maine Fire Service Institute (MFSI) 2016 Facilities Grant.

3. Resolve 02-01042016
Supporting staffs pursuit of the Assistance to Firefighters Grant (AFG).

4. Ordinance 01-01042016

Adopting the proposed amendment to Part II, Code of Ordinance, Chapter 2, Administration, Article Article II, Mayor and City Council, Division 2, Rules of Procedure, Section 2-58, Time and place of regular meetings. Public hearing and first reading.

The requirement of a reading on two separate days may be dispensed by unanimous vote of the councilors present and voting.

VI. Executive Session

VII. Reports

Mayors Report

City Councilors' Reports

City Manager's Report

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

IX. Adjournment

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

A. Discussion 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
Information Sheet

City of Auburn

Council Workshop or Meeting Date: January 4, 2016 **Order**

Author: Fire Chief Frank Roma

Subject: Year One EMS Update

Information: A review of the first year of EMS transport operations by the Auburn Fire Department

Advantages: N/A

Disadvantages: N/A

City Budgetary Impacts: N/A

Staff Recommended Action: Review and discussion

Previous Meetings and History: N/A

Attachments: Reference information and data.

Auburn Fire & Rescue

Year One EMS Update

Statistical Review

October 2013-2014

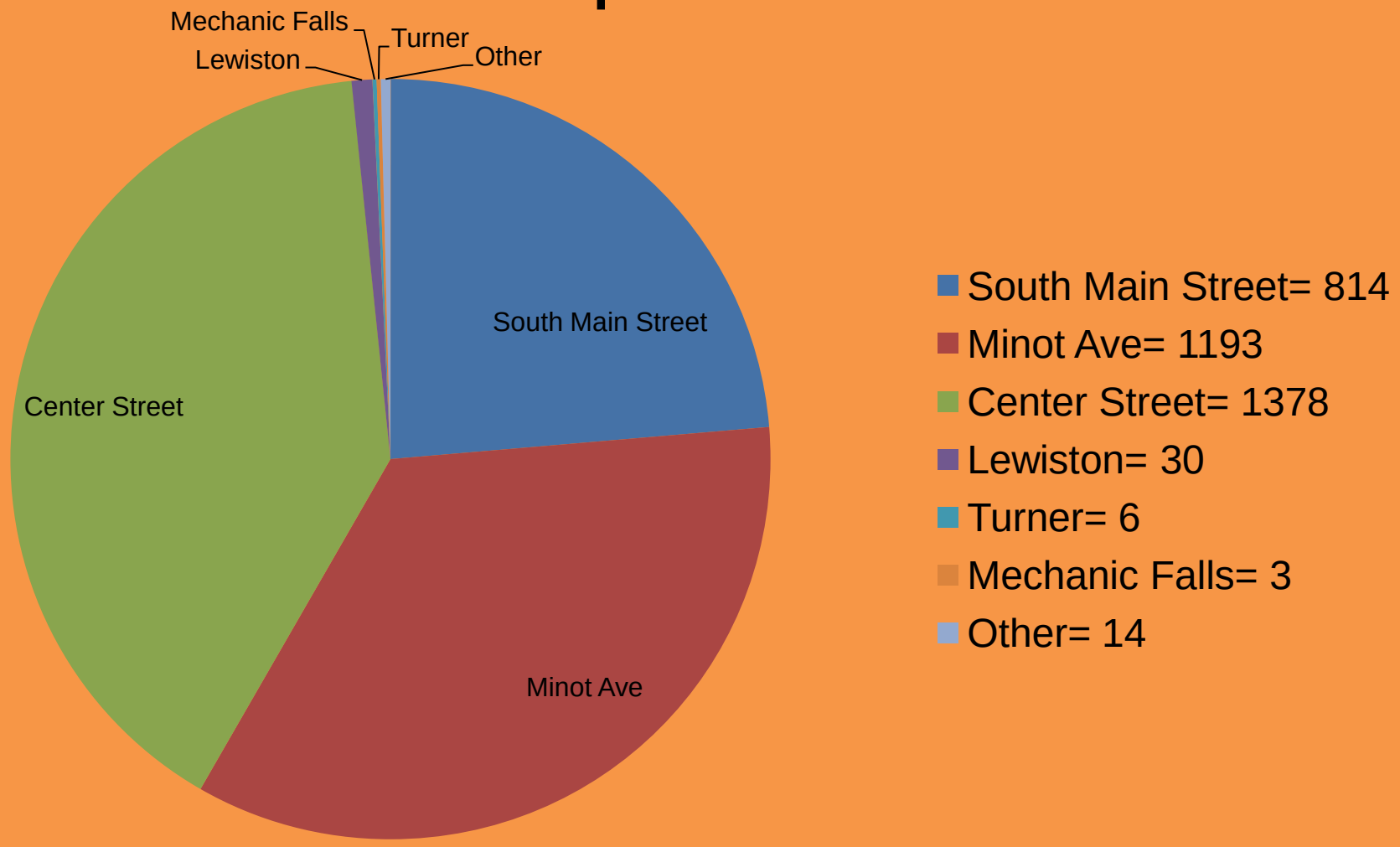
- 2313 Requests for service were EMS related
- Paramedic intercept was provided twice
- 64% of all calls were EMS related

October 2014-2015

- 3438 Requests for service were EMS related
- Paramedic intercept was provided 50 times
- Averaging 8 transports a day
- Provided EMS mutual aid 30 times
- Received EMS mutual aid 69 times
- 76% of all calls were EMS related

Structural apparatus made 877 fewer responses during that 12 month period

Breakdown of EMS Service Requests



Capital Assets

- 3 Ambulances
- 6 Cardiac Monitor Defibrillators
- 3 Power Cots
- 2 IV medication pumps

$778,860.00 in Capital Assets

Budget Drivers

- Supplies- $136,997.00
  - Soft goods, oxygen, fluids and medications
- Overtime - $44,573.00
  - Covers sick, vacation, and training leave
- Training- $9,880.000
  - Course tuition and other sundries

SWOT Analysis

- Strengths
  - Staff
  - Equipment
  - Reliability of the supply chain
  - Availability of continuing education
  - Relationships with mutual aid partners

SWOT Analysis

- Weaknesses
  - No strategic planning
  - Lack of a formalized training plan
  - Staffing
  - Language barriers
  - Poor data collection abilities

SWOT Analysis

- Opportunities
  - New areas of service delivery
  - Alternate funding streams
  - Multi agency training
  - Inter-local agreements
  - Public education

SWOT Analysis

- Threats
  - Unfunded state mandates
  - Affordable Care ACT
  - Increased call volume
  - Technology
  - Budget stability

Questions?

City Council
Information Sheet

City of Auburn

Council Workshop or Meeting Date: January 04, 2016 **Resolve 02-01042016**

Author: Fire Chief, Frank Roma

Subject: FEMA ASSISTANCE TO FIREFIGTHERS GRANT (AFG)

Information:

The Auburn Fire Department is requesting funding through FEMA and the Department of Homeland Security AFG Program

We are seeking grant funding to purchase an all wheel drive all terrain vehicle with wildland firefighting capabilities and with the additional capacity to be utilized to remove injured patients from difficult access areas. The basic specifications for the unit we are seeking are as follows:

- 4 or 6 wheel drive side by side two passengers all terrain vehicle with open rear platform. Unit to have enclosed cab for operations in all environments.
- Skid mount or bolt on wildland firefighting unit, consisting of water storage tank, Class A firefighting foam reservoir, fire pump with external power supply, hose reel (self rewinding) with ability to flow high pressure flows, Class A foam proportioner, hose and tool storage area, and capability to carry a stokes basket, or ambulance gurney. See attached images
- Track mounts for operation of the unit during winter months and on soft ground. These units are inter changeable with the tire units supplied on the ATV and can be changed out by staff.
- An aluminum flatbed tandem trainer with ramp for transporting the ATV to emergency sites.
- A ½ or ¾ ton 4 wheel drive pickup truck to haul this unit. This truck will also be used to haul the department's rescue boat, when the ATV is not needed. Would replace 1991 Ford F-150 with over 80,000 miles.

Advantages: Currently the AFD has no ability to access off road fire and or rescue incidents other than on foot. The addition of this ATV with wildland firefighting capability will greatly enhance our ability to fight fires in the Auburn Wildland/Urban interface as well as provide for the ability to more effectively treat and transport sick and injured patients from areas not accessible to traditional ambulances.

Disadvantages: None

City Budgetary Impacts:

Estimated prices are as follows:

• ATV with Wildland/Rescue setup.	$35,000.00
• Winter track kit	$6,000.00
• Flatbed trailer	$6,000.00
• ½ ton 4X4 pickup with emerg. Lights	$30,000.00
• **Total requested for grant**	**$77,000.00**
• **City Contribution is %10**	**$7,700.00**

Staff Recommended Action: Approve and endorse the pursuit of the grant by staff.

Previous Meetings and History:

Attachments: Images of sample proposed vehicle type

TOGUS VA FIRE DEPARTMENT

City Council
Information Sheet

City of Auburn

Council Workshop or Meeting Date: January 4, 2015 **Resolve 01-01042016**

Author: Fire Chief, Frank Roma

Subject: Maine Fire Service Institute (MFSI) 2016 Facilities Grant

---

Information:
MFSI has announced a fire training facilities grant for eligible fire departments to utilize in the maintenance and upkeep of existing training facilities. Auburn, along with Bangor, Caribou, Ellsworth, Hollis, Wiscasset and Yarmouth are eligible to apply for funds through this grant. The AFD training facility was built in 1989 and is a shared regional resource. It is in need of repair and modifications. The last time this grant was made available was in 2009.

Advantages:
Funds from this grant will allow for much needed repairs, modification and overhaul of much of the facility extending its life and value into the future for years to come.

Disadvantages: None

City Budgetary Impacts:
This grant provides for 100% reimbursement to the city for the approved amount of the award should we be successful in being awarded a grant. We anticipate approximately $30,000.00 in expenditures would be needed to update the facility.

Staff Recommended Action: Approve and endorse the pursuit of the grant by staff.

Previous Meetings and History:

Attachments: Images of facility

City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: 1-4-2016 **Order** 01-01042016

Author: Sue Clements-Dallaire, City Clerk

Subject: Appointment of Wardens and Ward Clerks

Information: The City Clerk nominates Wardens and Ward Clerks to be appointed by the City Council. One Warden and one Ward Clerk are to be appointed for each polling place.

Ariel Gill	Warden
Connie Bilodeau	Warden
Lynn Bulmer	Warden
Whitney Blondeau	Warden
VACANT	Warden
Beverly Ouellette	Ward Clerk
Robert Gardner	Ward Clerk
VACANT	Ward Clerk
VACANT	Ward Clerk
VACANT	Ward Clerk

Sec. 5.2. Wardens and ward clerks.

The city clerk shall nominate wardens and ward clerks who shall be confirmed by the city council. Wardens and ward clerks shall be residents of the city and shall hold office for two years from the first Monday in December following the regular municipal election or until a replacement has been confirmed. Wardens and ward clerks shall swear their faithful performance of duties to the city clerk or deputy city clerk.

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

Disadvantages: It seems to be getting more and more difficult to find qualified, committed candidates to fill these positions.

City Budgetary Impacts: N/A

Staff Recommended Action: Recommend passage.

Previous Meetings and History: N/A

Attachments: Order 01-01042016

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

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

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 01-01042016

ORDERED, that the City Council hereby appoints the following individuals as Wardens and Ward Clerks for December 2015 through December 2017;

Ariel Gill	Warden
Connie Bilodeau	Warden
Lynn Bulmer	Warden
Whitney Blondeau	Warden
TBD	Warden
Beverly Ouellette	Ward Clerk
Robert Gardner	Ward Clerk
TBD	Ward Clerk
TBD	Ward Clerk
TBD	Ward Clerk

City Manager Howard Kroll called the meeting to order at 7:05 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. Mayor LaBonté had an excused absence. All Councilors were present.

Motion was made by Councilor Pross and seconded by Councilor Walker to elect Councilor Young to serve as Mayor Pro Tempore in the absence of Mayor LaBonté. Passage 6-0-1 (Councilor Young abstained).

I. Consent Items

1. Order 95-12212015*

Confirming Mayor LaBonte's recommendations and appointments for Boards, Committees and Commissions.

Motion was made by Councilor Titus and seconded by Councilor Stone to move item to new business. Passage 5-1 (Pross against) (Mayor Pro Tempore Young did not vote)

2. Order 94-12212015*

Confirming Chief Crowells appointment and re-appointment of Constables without firearms for the Auburn Police Department.

Motion was made by Councilor Walker and seconded by Councilor Titus to accept Chief Crowells appointment and re-appointment of Constables without firearms for the Auburn Police Department. Passage 6-0 (Mayor Pro Tempore Young did not vote)

II. Minutes

- November 16, 2015 Regular Council Meeting

Motion was made by Councilor Stone and seconded by Councilor Walker accepting the minutes of the November 16, 2015 Council meeting. Passage 6-0 (Mayor Pro Tempore Young did not vote)

III. Communications, Presentations and Recognitions

- Bond Refunding – Jill Eastman

Motion was made by Councilor Pross and seconded by Councilor Stone to accept the Bond Refunding report. Passage 6-0 (Mayor Pro Tempore Young did not vote)

IV. Open Session – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda.* No one from the public spoke.

V. Unfinished Business – None

VI. New Business

1. **Order 96-12212015**
   Approving the Liquor License and Special Amusement Permit for Lost Valley. Public Hearing.

   No one from the public spoke.

   Motion was made by Councilor Grady and seconded by Councilor Titus approving the Liquor License and Special Amusement Permit for Lost Valley. Passage 7-0

2. **Order 97-12212015**
   Authorizing the City Manager to accept title to the Oak Hill Cemetary property and properly record that document at the Registry of Deeds.

   Motion was made by Councilor Titus and Seconded by Councilor Walker to accept title to the Oak Hill Cemetary property and properly record that document at the Registry of Deeds. Passage 7-0

3. **Order 95-12212015** (Moved from consent agenda)
   Confirming Mayor LaBonte's recommendations and appointments for Boards, Committees and Commissions.

   Motion was made by Councilor Titus and seconded by Councilor Walker to confirm Mayor LaBonte's recommendations and appointments for Boards, Committees and Commissions. Passage 7-0

VII. Executive Session - none

VIII. Reports

Councilor Pross - There is a meeting on January 06 at 6:00 PM at the West Auburn Congregational Church to address the Summer Street Extension.

Councilor Titus - Wanted to thank everyone for help with the transition and to encourage constituents to contact him.

Councilor Young - Great Falls TV is slowly moving along with writing bylaws and once complete will present to Council. The transition with the moving of the stations is going well.

Councilor Gilbert – Attended a transportation committee meeting.

Councilor Walker – Wanted to remind people about the New Auburn meeting at Rolly's Diner on January 28th; on January 7th there will be a meeting to discuss the master plan for the village area at the Boy's and Girl's Club at 6PM. Doug Greene will be speaking.

Councilor Burns – Wanted to thank to staff for shepherding the Council Inauguration.

City Manager – Denis D'Auteuil, invited Sid Hazelton, Auburn Water District to come in to explain the upcoming rate increase and to outline what his communication will look like during the process. There will be a public hearing at the Auburn Public Library on January 19th at 5:30 PM. The City Manager wished everyone Happy Holidays; recognized Local 797 firefighters who collected gifts to distribute to kids in the community; police department hosted a Christmas party at the Pal Center; Auburn Hall will be closing at noon on Christmas Eve and will be closed on New Year's Day and on December 30th the University of Maine Baseball team will be at Ingersoll Arena holding a free baseball clinic.

Finance Director, Jill Eastman – November 2015 Monthly Finance Report

Motion was made by Councilor Walker and seconded by Councilor Stone to accept and place on file the November 2015 monthly finance report. Passage 7-0.

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.*

Larry Pelletier, 129 Second Street, welcomed and congratulated new councilors. He also said there was a problem with water in the Barker Arms parking lot and asked if anything would be done.

X. Adjournment

Motion was made by Councilor Stone and seconded by Councilor Walker to adjourn. All were in favor, the meeting adjourned at 8:09 PM.

A True Copy.

ATTEST Alison F. Pepin

Alison F. Pepin, Deputy City Clerk

PROCLAMATION

CITY OF AUBURN DECLARES JANUARY 2016 AS HUMAN TRAFFICKING AWARENESS MONTH

WHEREAS, human trafficking is a form of modern day slavery that violates basic human rights and denies victims personal freedom; and

WHEREAS, human trafficking refers to the crime of recruiting, harboring, transporting, providing, or obtaining a person for compelled labor or commercial sexual exploitation through the use of force, fraud, or coercion including but not limited to involuntary servitude, sex trafficking, debt bondage, domestic servitude, forced child labor, and can, but does not necessarily, include the physical transportation of a victim from one location to another; and

WHEREAS, human trafficking is recognized as the fastest growing criminal enterprise in the world, with the International Labour Organization (ILO) estimating annual profits of $150 billion USD from forced labor internationally; and

WHEREAS, the underground nature of the crime of human trafficking makes precise data collection difficult. However, of the 20.9 million victims the ILO estimated in 2012, 26% were children, and the National Center for Missing and Exploited Children estimated in 2014 that 1 out of every 6 endangered runaways reported to them were likely child sex trafficking victims; and

WHEREAS, human traffickers target impoverished and marginalized men, women, and children, with a disproportionate number of victims being women and girls; and

WHEREAS, victims of human trafficking suffer severe emotional, psychological, and physical abuse leading to complex PTSD, disassociation, increased rates of disease, drug addiction, and other lifelong effects of trauma; and

WHEREAS, human trafficking cases have been confirmed in our great City of Auburn, and many state, federal, and local agencies and organizations are working hard to prevent trafficking, intervene when trafficking is discovered, and provide restorative care to victims; and

WHEREAS, The City of Auburn recognizes human trafficking can not be ended by one agency or organization alone, but will take a *community wide* effort focused on primary prevention, intervention, education and awareness, protection of vulnerable populations, and the provision of trauma informed services for victims, through strong partnerships between local, state, and federal law enforcement agencies; the District Attorney's Office, and leaders in the nonprofit sector, in the business sector, in education, in social services, in health care, and in the faith community;

THEREFORE, I, Jonathan P. LaBonté, Mayor of the City of Auburn, with the support of members of the Auburn City Council, and the Auburn Police Department, do hereby declare January 2016 as Human Trafficking Awareness and Prevention Month. I call upon both citizens and leaders in our community, as well as our state and federal partners, to recognize the important role each of us can play in ending human trafficking and exploitation in all forms; and I encourage a community wide collaborative response to protect the vulnerable and care for the victimized.

Signed and sealed this 4th day of January, 2016 by:

_____

Jonathan P. LaBonté
Mayor
City of Auburn, Maine

City Council
Information Sheet

City of Auburn

Council Workshop or Meeting Date: 1/04/16 **Order 02-01042016**

Author: Jill M. Eastman

Subject: Order-Authorizing Issuance of General Obligation Refunding Bonds

Information: A portion of the General Obligation bonds issued in 2006 are eligible to be refinanced. These bond proceeds were used for infrastructure work at the Industrial Park and infrastructure work done in the Mall area and the debt service is paid through TIF funds. The interest rate on the original bond issue was 3.98%.

Advantages: By doing the refunding issue the City will save approximately $350,000 in interest payments over the next 10 years.

Disadvantages: The cost of issuance. (However this will be covered by the refinancing)

City Budgetary Impacts: Reduction in the debt service interest for the next 10 years.

Staff Recommended Action: Staff recommends passage.

Previous Meetings and History: Presentation at December 21, 2015, Council Meeting

Attachments:
Copy of Order
Copy of Public Hearing Notice
Order 02-01042016

CITY OF AUBURN
PUBLIC HEARING

The Auburn City Council will hold a public hearing on Monday, January 4, 2016 at 7:00 PM in the Council Chambers, Auburn Hall, 60 Court Street on a proposed order authorizing the City's general obligation refunding bonds in the amount of $4,405,000 to refinance previously issued bonds of the City in order to reduce debt service. The proposed bond order is available for inspection at the City Clerk's office. This public hearing is in compliance with the provision of Section 8.13 of the City Charter;

Following the public hearing, the City Council expects to conduct a second reading and to take final action on the proposed order at its January 19, 2016 meeting.

Public hearing to be published 12/18/2015

{W5248248.1}

James F. Pross, Ward One
Robert D. Stone, Ward Two
Andrew D. Titus, Ward Three
Ernestine M. Gilbert, Ward Four

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

Jonathan P. LaBonté, Mayor

Order # 02-01042016

TITLE: ORDER - AUTHORIZING ISSUANCE OF GENERAL OBLIGATION REFUNDING BONDS AND A TAX LEVY THEREFOR

WHEREAS: the City of Auburn has previously issued the following series of its general obligation bonds in furtherance of various municipal purposes (the "Prior Bonds"):

- $13,000,000 2006 General Obligation Bonds dated November 1, 2006;

WHEREAS: due to the drop in available interest rates, the City desires to refund and refinance the $4,405,000 callable portions of the Prior Bonds through issuance of its general obligation refunding bonds;

Now therefore, be It Ordered by the Auburn City Council, following a public hearing duly called and held as required by Article 8, Section 8.13 of the Auburn City Charter:

THAT there be and hereby is authorized the issuance and sale of the City's general obligation bonds in the amount of $4,405,000, the proceeds of which, including premium, if any, and investment earnings thereon, are hereby appropriated for the following purpose (including costs of issuance, redemption premium interest to the redemption date, and any other costs related or ancillary thereto):

Amount	Category
$4,405,000	**Advance Refund the Prior Bonds described above**

THAT the bonds shall be issued as authorized hereunder and shall be signed by the City's Finance Director and its Treasurer, attested by the City Clerk under the seal of the City. A tax levy is hereby provided for each fiscal year that the bonds authorized hereunder remain outstanding to meet the annual installments of principal and interest as may accrue in each respective year. The bonds may be issued at one time or from time to time, either singly or in series, and the authority and discretion to fix method of sale, issue date, maturities, denominations, interest rate, place of payment, form and other details of said bonds and notes, and to take all other actions and to sign and deliver all other documents, certificates and agreements in order to provide for the sale thereof is hereby delegated to the City's Finance Director.

THAT the bonds authorized hereunder may be made subject to call for redemption, either with or without premium, on such terms as may be determined by the Finance Director.

THAT the authority and discretion to designate the bond or notes, or a portion thereof, as qualified tax-exempt obligations under Section 265 of the Internal Revenue Code of 1986, as amended, is hereby delegated to the Finance Director.

THAT the City's Finance Director, Treasurer, Clerk, and other proper officials of the City be, and hereby are, authorized and empowered in its name and on its behalf to do or cause to be done all such acts and things, and to execute, deliver, file, approve, and record all such financing documents, refunding escrow agreements, contracts, agreements, certificates, and other documents as may be necessary or advisable, with the advice of counsel for the City, to carry out the provisions of the resolutions heretofore adopted at this meeting in connection with the refunding of the Prior Bonds, as may be necessary or desirable.

THAT if the Finance Director, Treasurer, or Clerk are for any reason unavailable to approve and execute the bonds or any related financing documents, the person or persons then acting in any such capacity, whether as an assistant, a deputy, or otherwise, is authorized to act for such official with the same force and effect as if such official had himself or herself performed such act.

THAT the authority to issue the bonds authorized hereunder shall automatically expire 2 years from the date of adoption of this Order.

THAT this order is a declaration of official intent pursuant to Treas. Reg. § 1.150-2 and shall be kept available for public inspection during reasonable business hours at the office of the City Clerk.

A Public Notice describing the general purpose of the borrowing and the terms thereof was published on or before December 21, 2015, in the Lewiston Sun-Journal, a daily newspaper published in the City of Auburn and in Androscoggin County.

A public hearing was held on January 4, 2016.

City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: January 4, 2015 **Resolve 01-01042016**

Author: Fire Chief, Frank Roma

Subject: Maine Fire Service Institute (MFSI) 2016 Facilities Grant

---

Information:
MFSI has announced a fire training facilities grant for eligible fire departments to utilize in the maintenance and upkeep of existing training facilities. Auburn, along with Bangor, Caribou, Ellsworth, Hollis, Wiscasset and Yarmouth are eligible to apply for funds through this grant. The AFD training facility was built in 1989 and is a shared regional resource. It is in need of repair and modifications. The last time this grant was made available was in 2009.

Advantages:
Funds from this grant will allow for much needed repairs, modification and overhaul of much of the facility extending its life and value into the future for years to come.

Disadvantages: None

City Budgetary Impacts:
This grant provides for 100% reimbursement to the city for the approved amount of the award should we be successful in being awarded a grant. We anticipate approximately $30,000.00 in expenditures would be needed to update the facility.

Staff Recommended Action: Approve and endorse the pursuit of the grant by staff.

Previous Meetings and History:

Attachments:
Images of facility
Resolve 01-01042016

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

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

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

RESOLVE 01-01042016

RESOLVED, that the City Council hereby supports and approves the Auburn Fire Department to apply for a facilities improvement grant administered through the Maine Fire Service Institute for improvements, maintenance and upkeep of the existing training facility located at 550 Minot Avenue, Auburn Central Fire Station.

The anticipated amount of grant funding to be requested is approximately $30,000.00 dollars. There is no match for approved funding of this grant and 100% of allocated funding would be reimbursed to the city upon completion of the project. Project must be completed by the end of August, 2016.

City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: January 04, 2016 **Resolve 02-01042016**

Author: Fire Chief, Frank Roma

Subject: FEMA ASSISTANCE TO FIREFIGTHERS GRANT (AFG)

Information:

The Auburn Fire Department is requesting funding through FEMA and the Department of Homeland Security AFG Program

We are seeking grant funding to purchase an all wheel drive all terrain vehicle with wildland firefighting capabilities and with the additional capacity to be utilized to remove injured patients from difficult access areas. The basic specifications for the unit we are seeking are as follows:

- 4 or 6 wheel drive side by side two passengers all terrain vehicle with open rear platform. Unit to have enclosed cab for operations in all environments.
- Skid mount or bolt on wildland firefighting unit, consisting of water storage tank, Class A firefighting foam reservoir, fire pump with external power supply, hose reel (self rewinding) with ability to flow high pressure flows, Class A foam proportioner, hose and tool storage area, and capability to carry a stokes basket, or ambulance gurney. See attached images
- Track mounts for operation of the unit during winter months and on soft ground. These units are inter changeable with the tire units supplied on the ATV and can be changed out by staff.
- An aluminum flatbed tandem trainer with ramp for transporting the ATV to emergency sites.
- A ½ or ¾ ton 4 wheel drive pickup truck to haul this unit. This truck will also be used to haul the department's rescue boat, when the ATV is not needed. Would replace 1991 Ford F-150 with over 80,000 miles.

Advantages: Currently the AFD has no ability to access off road fire and or rescue incidents other than on foot. The addition of this ATV with wildland firefighting capability will greatly enhance our ability to fight fires in the Auburn Wildland/Urban interface as well as provide for the ability to more effectively treat and transport sick and injured patients from areas not accessible to traditional ambulances.

Disadvantages: None

City Budgetary Impacts:

Estimated prices are as follows:

• ATV with Wildland/Rescue setup.	$35,000.00
• Winter track kit	$6,000.00
• Flatbed trailer	$6,000.00
• ½ ton 4X4 pickup with emerg. Lights	$30,000.00
• **Total requested for grant**	**$77,000.00**
• **City Contribution is %10**	**$7,700.00**

Staff Recommended Action: Approve and endorse the pursuit of the grant by staff.

Previous Meetings and History:

Attachments:
Images of sample proposed vehicle type
Resolve 02-01042016

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

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

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

RESOLVE 02-01042016

RESOLVED, that the City Council hereby supports and approves the Auburn Fire Department to apply for a FEMA Assistance to Firefighters Grant for funding to purchase an all wheel drive all terrain vehicle with wild land firefighting capability and EMS transport module. Additionally, the grant request will include a 4 wheel drive pickup truck and trailer to serve as the prime mover.

Total requested funding for the all wheel drive all terrain vehicle, trailer and the 4 wheel drive pickup truck/prime mover is estimated at $77,000.00. This grant requires a 10% contribution from the city in the amount of $7,700.00.

City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: 1/4/2016 **Ordinance 01-01042016**

Author: Sue Clements-Dallaire

Subject: Proposed ordinance amendment to Sec. 2-58 Time and place of regular meetings

Information: Under our current ordinance, if a regular meeting night falls on a legal holiday or the night before a legal holiday, then the stated meeting shall be held on the following Tuesday. There has been discussion about amending the ordinance so those meetings are held on the following Monday instead.

Sec. 2-58. - Time and place of regular meetings.

The dates and time of the regular meetings of the city council shall be the first and third Mondays of each calendar month at 7:00 p.m. If a regular meeting night falls on a legal holiday or the night before a legal holiday, then the stated meeting shall be held on the following Tuesday at the same time and place unless the city council shall, at the meeting held next prior to the meeting falling on the holiday or the night before the holiday, fix a different alternate meeting date. The place of such meetings shall be the city council chamber in the city building, hereby designated to be the regular meeting place, unless the council designates another meeting place. All meetings of the city council shall be open to the public, and may be continued to another location. (Code 1967, § 1-3.7; Ord. of 1-12-1998)

No ordinance, order for the issue of bonds or notes, or appropriation resolve shall be passed until it has been read on two separate days, except when the requirement of a reading on two separate days has been dispensed by unanimous vote of the councilors present and voting. Every ordinance shall be published in full within five days after its final passage, by posting a copy of the same at the city clerk's office, as well as electronically on the city's website, if available, and shall take effect and be in force five days after the date of passage unless otherwise specifically provided in the ordinance.

Except as otherwise required by this Charter, **action by the city council shall require at least four affirmative votes. Five affirmative votes shall be required to adopt ordinances to take effect immediately upon enactment.**

Advantages: Consistency – regularly scheduled meetings will always fall on a Monday unless Council votes to move to another night as outlined in the ordinance.

Disadvantages: With the quick turnaround time between meetings, it may be challenging for staff to set the agenda, provide the necessary documents, complete minutes, and post the agenda packet for the following meeting (within 3 days of the previous meeting).

City Budgetary Impacts: N/A

Staff Recommended Action: Consider the proposed ordinance amendment.

Previous Meetings and History: Was briefly discussed at the 12/21/2015 Council Workshop.

Attachments:
2016 Council Schedule which include the proposed changes
City Charter - Section 2.6 Process
Ordinance 01-01042016

Council Meeting Date	Agenda Setting Date	Date Materials Due	Deadline to Post Agenda
January 4, 2016	December 23, 2015	December 29, 2014	December 30, 2015
January 19, 2016* **1/25/16**	January 7, 2016	January 12, 2016 January 19, 2016	January 14, 2016 January 21, 2016
February 1, 2016	January 21, 2016 January 26, 2016	January 26, 2016 January 27, 2016	January 28, 2016
February 16, 2016* **2/22/2016**	February 4, 2016	February 9, 2016 February 16, 2016	February 11, 2016 February 18, 2016
March 7, 2016	February 18, 2016 February 23, 2016	February 23, 2016 February 24, 2016	March 3, 2016
March 21, 2016	March 10, 2016	March 15, 2016	March 17, 2016
April 4, 2016	March 24, 2016	March 29, 2016	March 31, 2016
April 19, 2016* **4/25/2016**	April 7, 2016	April 12, 2016 April 19, 2016	April 14, 2016 April 21, 2016
May 2, 2016	April 21, 2016 April 26, 2016	April 26, 2016 April 27, 2016	April 28, 2016
May 16, 2016	May 5, 2016	May 10, 2016	May 12, 2016
June 6, 2016	May 19, 2016	May 31, 2016	June 2, 2016
June 20, 2016	June 9, 2016	June 15, 2016	June 16, 2016
July 5, 2016* **7/11/2016**	June 23, 2016	June 28, 2016 July 5, 2016	June 30, 2016 July 7, 2016
July 18, 2016	July 7, 2016 July 12, 2016	July 12, 2016 July 13, 2016	July 14, 2016
August 1, 2016	July 21, 2016	July 26, 2016	July 28, 2016
August 15, 2016	August 4, 2016	August 9, 2016	August 11, 2016
September 6, 2016* **9/12/2016**	August 18, 2016	August 30, 2016 September 6, 2016	September 1, 2016 September 8, 2016
September 19, 2016	September 08, 2016 September 13, 2016	September 13, 2016 September 14, 2016	September 15, 2016
October 3, 2016	September 22, 2016	September 27, 2016	September 29, 2016
October 17, 2016	October 6, 2016	October 11, 2016	October 13, 2016
November 7, 2016	October 20, 2016	November 1, 2016	November 3, 2016
November 21, 2016	November 10, 2016	November 15, 2016	November 17, 2016
December 5, 2016	November 23, 2016	November 29, 2016	December 1, 2016
December 19, 2016	December 8, 2016	December 13, 2016	December 15, 2016

***Indicates meetings that are held on Tuesday due to a Monday holiday.**

Sec. 2.6. - Process.

A. Record. The city council shall keep a record of its own proceedings which, except for "executive sessions," shall be available to the public.

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

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

D. Voting. A roll call vote shall be taken upon both first and second reading of all ordinances and entered on the record of the proceedings of the city council by the city clerk. An ordinance may be read by title only if, in the judgment of the mayor, or in the mayor's absence the presiding officer, it would be unduly burdensome or repetitive to read the full text. A roll call vote shall be taken on the passage of any order or resolve when requested by any councilor. Except as otherwise required by this Charter, action by the city council shall require at least four affirmative votes. Five affirmative votes shall be required to adopt ordinances to take effect immediately upon enactment.

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

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

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDINANCE 01-01042016

Be it ordained by the Auburn City Council, that Part II, Code of Ordinance, Chapter 2, Administration, Article Article II, Mayor and City Council, Division 2, Rules of Procedure, Section 2-58, Time and place of regular meetings be amended as follows:

Sec. 2-58. - Time and place of regular meetings.

The dates and time of the regular meetings of the city council shall be the first and third Mondays of each calendar month at 7:00 p.m. If a regular meeting night falls on a legal holiday or the night before a legal holiday, then the stated meeting shall be held on the following ~~Tuesday~~ Monday at the same time and place unless the city council shall, at the meeting held next prior to the meeting falling on the holiday or the night before the holiday, fix a different alternate meeting date. The place of such meetings shall be the city council chamber in the city building, hereby designated to be the regular meeting place, unless the council designates another meeting place. All meetings of the city council shall be open to the public, and may be continued to another location.