



**City Council Workshop & Meeting
April 23, 2018
Agenda**

5:30 P.M. Workshop

- A. Senior Center Parking – Michael Chammings (15 minutes)
- B. Citizens Advisory Committee – Yvette Bouttenot (30 minutes)
- C. Fire Department Overtime and EMS Working Group Report – Bob Chase (30 minutes)

7:00 P.M. City Council Meeting

Roll call votes will begin with Councilor Walker

Pledge of Allegiance

I. Consent Items

- 1. Order 36-04232018***
Appointing Election Clerks for May 1, 2018 to May 1, 2020.

II. Minutes

- April 2, 2018 Regular Council Meeting
- April 10, 2018 Special Council Meeting

III. Communications, Presentations and Recognitions

- Introduction of Auburn's new Fire Chief, Robert Chase

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

V. Unfinished Business - None

VI. New Business

- 1. Public Hearing** – 2018 CDBG Action Plan

- 2. Order 37-04232018**
Appointing Jason Sirois as a full member to the Board of Assessment Review with a term expiration of 10/01/2019 (new appointment).

3. **Order 38-04232018**
Appointing Tim Griffin to the Citizens Advisory Committee with a term expiration of 6/30/2019 (new appointment).
4. **Order 39-04232018**
Re-appointing Tizz E.H. Crowley and Rhyanna D. Larose to the Conservation Commission with term expirations of 6/1/2021.
5. **Order 40-04232018**
Appointing Rick M. Martel to the Parks & Recreation Advisory Board with a term expiration of 10/01/2018 (new appointment).
6. **Order 41-04232018**
Appointing Stephen Martelli as an associate member to the Planning Board with a term expiration of 1/1/2020 (new appointment).
- VII. **Reports**
 - a. **Mayor's Report**
 - b. **City Councilors' Reports**
 - c. **City Manager Report**
 - d. **Finance Director, Jill Eastman – March 2018 Monthly Finance 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. **Executive Session**
 - Economic Development (Schooner Estates TIF) pursuant to 1 M.R.S.A. Sec. 405 (6) (C).
- X. **Adjournment**



**City of Auburn
City Council Information Sheet**

City Council Workshop Date: April 23rd, 2018

Author: Michael Chammings, Director of Economic and Community Development

Subject: Senior Center Parking

Information: This project would add approximately eight new parking spots and a handicap accessible walkway to the Senior Center and the Hasty Building. The green space would be reconfigured, and the dying trees would be removed; new trees could be planted.

City Budgetary Impacts: None; this would be a Federally funded project.

Staff Recommended Action: Staff supports this parking/walkway project.

Previous Meetings and History:

The parking was discussed during the 2016 CIP funding of the Senior Center.

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink, appearing to read "Peter J. Coakley".

Attachment(s):

Photograph of proposed project site

Conceptual drawings and estimated costs will be available Monday night.



AUBURN
PARKS & RECREATION
DEPARTMENT



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 23, 2018

Author: Yvette Bouttenot

Subject: FFY2018 Draft Annual Action Plan – Community Development Block Grant and HOME Budget
Discussion with Citizens Advisory Committee (CAC)

Information: The Mayor and the City Council have invited the members of the CAC to this workshop to discuss the proposed 2018-2019 CDBG and HOME budgets.

HUD has not yet announced the allocations for the 2018-2019 budget therefore what is presented is a budget using the HUD allocation from FFY2017. Congress has approved an increase to both CDBG and HOME funding, so it is expected that we will see an increase in our allocation for 2018. The CAC agreed to increase public service agency funding up to the cap and staff proposes to increase funding to the Neighborhood Challenge Grant if additional funds are received. This budget will implement the fourth year of strategies and outcomes of the 2015-2019 Consolidated Plan.

The proposed budget is \$1,143,561 for Community Development Block Grant and \$873,956 for HOME Investment Partnerships Program funds (Lewiston's HOME budget is projected to be \$531,456). These amounts include the allocation based on 2017 levels, projected 2018 program income and previous year carry over funds. The CAC has met on two occasions – January 31 and February 28 to discuss and make a recommendation on the 2018-2019 budget based on the goals and objectives outlined in the 5 Year Consolidated Plan. This budget was presented to the City Council at the workshop of March 19. The next steps include holding two public hearings, the first of which will be this evening during the City Council regular meeting. The second will be held on May 7 after which the Council will be asked to adopt the budget and Action Plan. Any changes that may be proposed to this draft budget must be done in a manner which allows for public comment prior to Council adoption. The City must submit the Action Plan/Budget to HUD for approval.

City Budgetary Impacts: Budget supports portions of Code Enforcement and Economic Development Deputy Director salaries formerly covered by the general fund.

Staff Recommended Action: City Council comments on the draft 2018-2019

Previous Meetings and History: March 19th Workshop

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink, appearing to read "Peter J. Carleton".

Attachments: FFY2018 CDBG and HOME Draft Budget and Action Plan



City of Auburn
Community Development Block Grant
Federal Fiscal Year 2018

	Final FFY 2017 Budget	Staff & CAC Recommended FFY 2018 Budget
Planning and Administration		
General Administration	\$130,000	\$130,000
Goods and Services	\$12,100	\$12,100
Support Fair Housing and Increase Housing Choice		
Fair Housing	\$2,000	\$4,000
Sub Total	\$144,100	\$146,100
Promote Jobs and Development		
STAR Business Loan Program	\$356,909	\$150,000
Sub Total	\$356,909	\$150,000
Prevent Deterioration of Housing Stock		
Project Delivery Costs/Housing	\$93,000	\$93,000
Rehabilitation Loan Program:	\$102,710	\$148,629
Lead Testing/Clearance/Training	\$5,000	\$5,000
Community Concepts Weatherization	\$53,950	\$53,950
Code Enforcement	\$50,000	\$50,000
Sub Total	\$304,660	\$350,579
Improve Parks and Establish Community Gardens		
Relocation Expense	\$9,500	\$0
Community Garden (2017 allocation)	\$27,950	\$7,000
Sub Total	\$37,450	\$7,000
Make Neighborhood Streets Safer and More Walkable		
Hampshire Street Reconstruction	\$312,050	\$55,177
Chestnut Street Closing	\$0	\$135,000
Library Avenue Reconstruction	\$0	\$135,000
Neighborhood Challenge Grant	\$50,000	\$40,000
Sub Total	\$362,050	\$365,177
Support People in their Efforts to Transition Out of Poverty		
St. Mary's Nutrition Center/Community Gardens	\$0	\$8,220
Androscoggin Head Start/Family Advocacy	\$9,461	\$10,000
Auburn Recreation Department & Scholarships	\$15,461	\$15,000
Literacy Volunteers of Androscoggin County/Adult Literacy	\$9,096	\$8,895
Auburn Police Department/Work with ME	\$48,826	\$47,090
Pine Tree Society/Career Development Services	\$0	\$5,000
Community Concepts, Inc./CPPC	\$0	\$12,500
Prevent Homelessness		
Safe Voices / Social Services	\$12,461	\$11,000
Tedford Housing & Support Services for Homeless	\$7,461	\$7,000
Sub Total	\$102,766	\$124,705
Total Budget	\$1,307,935	\$1,143,561

City of Auburn
HOME Investment Partnerships Program
Federal Fiscal Year 2018

AUBURN BUDGET		Staff & CAC Remmended
	FFY2017 Budget	FFY2018 Budget
<u>PROGRAM ADMINISTRATION</u>		
General Administration	\$24,000	\$24,000
Project Delivery Costs	\$30,000	\$30,000
Goods and Services	\$2,500	\$2,500
Sub Total	\$56,500	\$56,500
<u>INCREASE OWNER OCCUPANCY</u>		
Homebuyer Assistance	\$53,758	\$20,000
Special Project/Purchase of 68 W. Dartmouth	\$12,060	\$0
Special Project/Co-Op Housing	\$110,000	\$0
Special CHDO Project	\$0	\$105,912
Subtotal	\$175,818	\$125,912
<u>PREVENT DETERIORATION OF HOUSING STOCK</u>		
Homeowner Rehabilitation	\$98,762	\$129,929
<u>PREVENT HOMELESSNESS</u>		
Security Deposits	\$20,000	\$20,000
Staying Home Rental Assistance (new program)	\$75,000	\$71,615
Subtotal	\$95,000	\$91,615
<u>SUPPORT CONSTRUCTION OF NEW AFFORDABLE HOUSING UNITS</u>		
62 Spring Street Rental Set-Aside/Budget	\$250,000	\$250,000
477 Minot Avenue	\$0	\$110,000
48 Hampshire Street/Troy Street	\$0	\$110,000
Sub Total	\$250,000	\$470,000
TOTAL BUDGET	\$676,080	\$873,956

LEWISTON BUDGET		Staff & CAC Remmended
	FFY2017 Budget	FFY2018 Budget
<u>PROGRAM ADMINISTRATION</u>		
General Administration	\$15,374	\$12,184
Sub Total	\$15,374	\$12,184
<u>HOUSING PROGRAMS</u>		
Homebuyer Assistance	\$41,675	\$40,000
Homeowner Rehabilitation	\$106,037	\$97,214
Housing Co-Op	\$20,312	\$0
Subtotal	\$168,024	\$137,214
<u>PREVENT HOMELESSNESS</u>		
Security Deposits	\$24,880	\$20,000
Staying Home Rental Assistance (new program)	\$0	\$115,000
Subtotal	\$24,880	\$135,000
<u>SUPPORT CONSTRUCTION OF NEW AFFORDABLE HOUSING UNITS</u>		
Rental Housing - Hartley Block	\$350,000	\$247,058
Sub Total	\$350,000	\$247,058
TOTAL BUDGET	\$558,278	\$531,456

**FEDERAL FISCAL YEAR (FFY) 2018
DRAFT ACTION PLAN and BUDGET
COMMUNITY DEVELOPMENT BLOCK GRANT/HOME PROGRAM**

Community Development Block Grant Funds: The proposed budget for FFY2018 is \$1,143,561 from the following sources of Community Development funds:

<i>Proposed</i> Community Development Grant	\$516,369
Anticipated Program Income	195,015
Carry Over Funds	432,177

Auburn HOME Funds: The proposed budget for FFY2018 is \$873,956 from the following sources of HOME funds:

<i>Proposed</i> HOME Grant	\$167,849
Anticipated Program Income	53,357
Carry Over Funds	652,750

Full descriptions of the budgets are in the text following this introduction.

**TENTATIVE SCHEDULE FOR ADOPTION
2018 ACTION PLAN/BUDGET**

Citizens Advisory Committee Review	February 28
City Manager Budget Review	March 9
City Council Budget Review	March 19
30-day Comment Period	March 22 – April 21
1 st Public Hearing/City Council Meeting	April 23
Final Public Hearing/Adoption of 2018 Action Plan	May 7
<i>Deadline Submission to HUD</i>	<i>May 12</i>

AUBURN COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Source of Funds: U. S. Department of Housing and Urban Development

Program Objective: Development of Viable Urban Communities

- Provide decent housing
- Suitable living environment
- Expand economic opportunities

Eligible Activities

- Acquisition
- Relocation
- Demolition
- Public improvements
- Rehabilitation—commercial and residential
- Public services
- Homeownership assistance
- Lead-based paint reduction
- Fair housing activities
- Planning

70% of expenditures must benefit low-income households

FFY2018 COMMUNITY DEVELOPMENT BUDGET DESCRIPTIONS

STRATEGY: SUPPORT FAIR HOUSING AND INCREASE HOUSING CHOICE

Build a Fair Housing Website Page to disseminate information to landlords and tenants about the rights and responsibilities of each party and the means for assistance in the event of a problem.

1. Fair Housing **Proposed Budget: \$4,000**

Description: Update the Analysis of Impediments to Fair Housing (AI) and implementation of identified Fair Housing strategies identified in the report.

The Cities of Auburn and Lewiston will be undertaking fair housing activities to raise awareness of Fair Housing Laws. The Analysis of Impediments to Fair Housing Choice Report (AI) completed in 2013 identified activities to be undertaken in first four years. In 2018 the Cities were to begin work on the Fair Housing Assessment Planning Tool (FHP) however HUD has delayed this requirement until 2020. The Cities need to be pro-active and in lieu of the more extensive FHP updating the current AI is advised. The cost can be shared by both Auburn and Lewiston Community Development and the Housing Authorities.

Anticipated Outputs: Update to the 2013 Impediments to Fair Housing Plan and identify Fair Housing Activities to be undertaken in the next 4 years.

STRATEGY: PROMOTE JOBS AND DEVELOPMENT

Assist small businesses to start up, succeed and grow through

- *Loans to upgrade and adapt buildings in target areas; and*
- *Loans to support job creation for low-income people anywhere in the City.*

2. Economic Development Programs **Proposed Budget: \$150,000**

STAR Program (Storefront Traffic Accelerates Revitalization)

Description: Funds will be used to provide loans to businesses and property owners for building renovations in the Union Street, Downtown, and New Auburn Target Areas. This program helps to create jobs and will encourage the redevelopment of vacant storefront properties. Funds will be used to provide forgivable loans to expanding businesses or to business start-ups. Funds can be used for working capital, equipment or inventory purchase, or building improvements. The program will help to create jobs in the community, primarily benefiting low- and moderate-income persons.

Anticipated Outputs: 3 Business Loans

STRATEGY: PREVENT DETERIORATION OF HOUSING STOCK

- *Provide grants, deferred loans, and low-interest loans for the rehabilitation of owner and rental housing that is occupied by low and moderate-income households;*
- *Provide matching funds to the 3-year federal grant to reduce childhood lead poisoning;*
- *Provide Community Development staff support to the Lewiston-Auburn Lead Subcommittee to assist with implementation of the 5-Year Strategic Action Plan for the Reduction of Childhood Lead Poisoning in the Cities of Auburn and Lewiston.*
- *Financially support code enforcement activities that result in improvements to the housing stock*
- *Provide financial assistance to encourage exterior as well as health and safety improvements.*

3. Rehabilitation Loan Program **Proposed Budget: \$148,629** **Project Delivery Costs: \$93,000**

Description: Funds will be used to provide loans under the Rehabilitation Loan Program to upgrade residential buildings, increase curb appeal, address code violations, weatherize homes, and to provide a loan match to the Lead Hazard Reduction Grant. The Rehabilitation Program helps to maintain and upgrade the quality of housing, particularly in targeted areas and assists low-income property owners and investors to address housing problems. The program also helps to increase or stabilize the tax base, provides an economic stimulus for contractors and suppliers, eliminates lead hazards, and prevents properties from becoming blighting influences in the more densely populated neighborhoods.

The Project delivery costs covers staff salaries, benefits, supplies and equipment to implement the program. This does not count against the Administrative Cap.

Anticipated Outputs: 4 units: health and safety repairs
3 units: with whole house/curb appeal improvements
2 units: with lead paint problems eliminated
4 units: repairs of code enforcement violations

4. Lead Testing and Clearance **Proposed Budget: \$5,000**

Description: Funds will be used to cover the cost of performing lead clearances in buildings that have been rehabilitated with federal funds. These funds will be used only for projects where there are no Lead Grant funds involved. All rehabilitation projects must now comply with strict lead requirements to reduce the hazards caused by lead-based paint. One of the requirements imposed by Title X is that a property that is rehabilitated with federal funds must be lead safe that is documented through a clearance

test. These funds pay for the contractor to take samples and have the sample analyzed by a certified lab.

Anticipated Outputs: 15 lead tests

5. Community Concepts, Inc. Weatherization
Proposed Budget: \$53,950

Description: Funds will be used to weatherize homes and pay for a portion of the program salary expense. This weatherization program includes wall, ceiling and basement insulation, caulking windows and doors, etc. An assessment is done to determine payback and only improvements which have a reasonable payback are undertaken. This program leverages an amount that is greater than our CDBG investment through a Department of Energy grant. These funds would not come to our community without the CDBG match.

Anticipated Outputs: 13 units weatherized

6. Code Enforcement
Proposed Budget: \$50,000

Description: Funds will be used to cover salary costs for a Code Enforcement officer of the City of Auburn. Code enforcement efforts will be directed in three target areas, Downtown, New Auburn and Union Street. The focus of the code enforcement effort is to control vacant and dangerous buildings, nuisance complaints, and to expand code enforcement efforts to improve the overall condition of the housing stock. This will include coordinating building improvements, some of which will come through the City's Rehabilitation Program.

Anticipated Outputs: 100 buildings inspected
25 buildings with health/safety violations repaired/private funds
3 buildings with health and safety violations repaired/public funds

STRATEGY: IMPROVE PARKS AND ESTABLISH COMMUNITY GARDENS

- *Enhance physical infrastructure of key in-town parks;*
- *Improve lighting at Union Street;*
- *Extend the Riverwalk into New Auburn;*
- *Improve walkways to and from parks;*
- *Provide opportunities for growing fresh healthy foods by establishing community gardens in the Downtown, Union Street and New Auburn target areas.*

7. Community Gardens
Proposed Budget: \$8,220 (2019 growing season)
\$7,000 (2018 growing season)

Description: Funds will be used to support a garden coordinator and a neighborhood garden champion for the Webster Street and the Newbury Street gardens for the season beginning in April 2019. Community gardens encourage people to improve their health, stretch their food dollars, learn about growing vegetables, and provide a place where neighbors can meet to engage in a positive way. The garden coordinator will be supervised by St. Mary's Nutrition Center which will be considered an in-kind match. This allocation will count towards the Public Service Cap in the 2019 budget.

Anticipated Output: Support for Webster Street and Newbury Street Gardens

STRATEGY: MAKE NEIGHBORHOODS STREETS SAFER AND MORE WALKABLE

Provide grants to Neighborhood Organizations and groups for projects that will enhance a neighborhood. The funds will be used for public infrastructure projects. This activity may also meet the previous strategy to improve parks and greenspaces.

8. Neighborhood Challenge Grants Proposed Budget: \$40,000

Description: Funds will be used in increments of \$1,000 up to \$10,000 to provide funding for projects that will enhance neighborhoods. Increased safety, beautification and improved parks are the goals. The budget amount of \$25,000 will be awarded to applicants for projects of \$1,000 or more. One \$10,000 grant may be awarded. City staff will assist the applicants with the development of the projects.

Anticipated Output: dependent on the applications received
Up to 4 - \$10,000 grant
Up to 8 grants of \$1,000 - \$5,000

9. Chestnut Street Closing Proposed Budget: \$135,000

Description: Chestnut Street is the home to the Auburn Pal Center, the athletic fields directly behind the center and the basketball courts/playground area across the Street known as the gully. It is a pass through for vehicular traffic between Webster and Winter Street. Given the pedestrian/child traffic at the PAL Center and the increased speeding motorists the safety of the pedestrians and children are a great concern. The funds will be used to close the street creating a safer green space in front of the PAL Center and a pedestrian friendly access to the "gully". It will also provide additional parking. Timeline for the project is the summer of 2018.

Anticipated Output: 1 improved greenspace/park

10. Library Avenue Reconstruction/Downtown Walkability Project
Proposed Budget: \$135,000

Description: Reconstruction of Library Avenue to include new curbing, sidewalks, crosswalks and street lights. The goal is to provide safe, comfortable, attractive and convenient access and travel for pedestrians, bicyclists, motorists and transit users of all ages, abilities and preferences in the downtown area. This project will be leveraged with TIF Funds and Public Services Budget.

Anticipated Output: 570 ft. of street reconstruction
800 ft. new sidewalks and curbing
4 new streetlights
13 parking spaces on Library Avenue

**STRATEGY: SUPPORT PEOPLE IN THEIR EFFORTS TO TRANSITION
OUT OF POVERTY**

Focus on helping young people growing up in poverty to get the personal and educational skills needed to live a healthy and productive adult life.

- *Expand programming for at-risk teenagers that helps them learn work skills, graduate from high school*
- *Create youth apprenticeship opportunities with local businesses*

Support low-income adults to successfully provide for themselves and their families through education and development of employment skills including mentoring, work readiness, and job training.

11. Androscoggin Head Start and Child Care
Promise Early Education Extended Care Program
Request: \$10,000
Proposed Budget: \$10,000

Project Description: Funds would provide social services for families enrolled in head start at Webster School and other sites. Services are available to economically disadvantaged children whose parents are working or in job training. These services assist families in meeting their basic needs, provide parent training, provide information and referrals, develop a strategy to maintain or attain economic independence, and provide crisis intervention. These services facilitate families' efforts to maintain or obtain financial independence from assistance and help children achieve school readiness.

Anticipated Output: 19 Auburn families

12. **Literacy Volunteers of America/Androscoggin
Literacy Services for Adults & Families**
Request: \$8,895
Proposed Budget: \$8,895

Project Description: Funds will be used to help recruit, train and support volunteers to provide tutoring to illiterate adults and families. The Adult Literacy Program provides one-on-one tutoring for reading, writing, and basic math for adults and families in Androscoggin County who are at the lowest two literacy levels. They also offer one-on-one tutoring for English speakers of other languages. The focus is to help adults with low literacy skills and immigrants gain critical reading, writing, and math skills that will help with employability. 90% of their students' primary goal is to obtain a job, pass a job-related test, or participate in career training.

Anticipated Output: 90 Auburn residents

13. **Auburn Police Department
Work with Me**
Request: \$87,466
Proposed Budget: \$47,090

additional funds may be allocated with an increase in CDBG funding.

Description: Auburn Police Department will work collaboratively with Auburn School Department, Central Maine Community College, and Community Concepts, Inc. Bridges Out of Poverty initiatives to provide case management for at-risk youth ages 15-19. Funds will be used to cover the program coordinator's salary, student intern and PAL summer intern stipends, and College Mentor Stipends.

Anticipated Output: 40 Auburn youth

14. **Auburn Recreation Department
Recreation Scholarships**
Request: \$15,500
Proposed Budget: \$15,000

Description: Support families who are involved in education or working by providing summer day care for their children. Families will be required to enroll in an education or training program for their children to qualify. Funds will pay for grants to 30 children. Funds will pay for scholarships, approximately \$500 per child.

Anticipated Output: 25 households (40 children)

15. **Pine Tree Society**
Title Career Development Services

Request: \$10,000

Proposed Budget: \$5,000

Description: The goal of this program is to assist people with disabilities gain employment skills, secure and retain meaningful employment and be more economically independent and engaged in the community. Pine Tree Society will provide individualized Career Development Services to individuals aged 16 and up. The services will include career planning, temporary work experiences, skill development, job placement, job coaching and job retention.

Anticipated Output: 25 people

16. **Community Concepts, Inc.**
Community Partnership for Protecting Children (CPPC)

Request: \$15,000

Proposed Budget: \$12,500

Description: CPPC is a network of partners that strives to reduce child abuse and neglect by developing tangible and sustainable strategies to strengthen families, neighborhoods and the child welfare system. It is designed to increase safety and well-being of individuals living and working in our most at-risk neighborhoods, to engage the entire community to strengthen relationships, change policies, and generally make it easier to give and receive support. CDBG funds will be used to support the CPPC Community Builder positions and incorporate the Bridges Out of Poverty Getting Ahead workshops.

Proposed Output: 50 people

PREVENT HOMELESSNESS

Support homeless people first with housing, then with services to help them provide for themselves and their families through work readiness training and job skill development.

- *Provide staff support to Lewiston-Auburn Alliance for Services to the Homeless (LAASH) to improve access to services and housing for persons who are homeless or at risk.*
- *As a first step towards helping the homeless or at-risk households re-integrate into the community provide a City-sponsored Security Deposit Program as well as other "housing first" approaches.*

17. **Safe Voices**
Request: \$12,000
Proposed Budget: \$11,000

Project Description: Funds will be used to pay the shelter worker salaries to provide services to families experiencing domestic violence and homelessness to develop skills

for self-sufficiency. The shelter serves women and children who are victims of domestic violence. The shelter is open 24 hours, 365 days each year with day and evening staff. Their clients are usually forced to leave behind most of their possessions and many lose their jobs when they come to the shelter. The ongoing case management services and connections to community resources help them to increase their income and non-cash benefits for overall housing stability which helps to prevent the reoccurrence of homelessness. The shelter advocate will assist the family by developing self-sufficiency skills, connect them with resources such as work ready training and job skills.

Anticipated Output: 70 Auburn residents

18. Tedford Housing
Request: \$7,000
Proposed Budget: \$7,000

Description: Funds will be used to pay for case management services for a supportive housing project in Auburn. Tedford Housing operates a permanent supportive housing for formerly homeless single adults. Services will help these individuals to improve quality of life and remain living independently. Without these services, many formerly homeless families fail to maintain housing. Tenants tend to have been homeless two or more times for an extended period. They typically have a disability and have frequent physical health challenges. Each person will be evaluated and have a plan of care. Additionally, the plan will identify opportunities to move towards a volunteering activity, academic courses or training.

Anticipated Output: 7 formerly chronically homeless persons

HOME INVESTMENT PARTNERSHIPS PROGRAM

Source of Funds: U. S. Department of Housing and Urban Development

Objective: Housing

- Expand supply of decent, safe, sanitary and affordable housing
- Strengthen public-private partnerships
- Development of rental housing

Eligible Activities

- Rehabilitation of owner-occupied housing
- Rental housing development
- Homebuyer assistance
- Tenant-based rental assistance

**100% of these funds must be spent on housing activities
that benefit low-income households**

FFY2018 BUDGET DESCRIPTIONS

STRATEGY: INCREASE OWNER OCCUPANCY

- *Make it easier for renters to become homeowners;*
- *Financial help for down payments and financial counseling for low-moderate income renter households seeking to purchase a first home in Auburn;*
- *Find alternative mortgage financing for New Americans and other residents to be able to move up to homeownership, and work with Auburn Housing Authority to identify potential owners.*

1. Homebuyer Assistance

Proposed Budget: \$20,000

Project Description: Funds will be used to provide a 5 to 1 grant for down payment assistance and an interest-free amortized loan to make home purchase affordable for income eligible applicants.

Anticipated Output: 4 households assisted to purchase a home

2. Community Housing Development Organization (CHDO) Project

Proposed Budget: \$105911.87

Project Description: HOME requirements are to set-aside 15% of allocation for a CHDO project. A CHDO project is sponsored by an organization that meets HUD

definition of a CHDO. In the past several years Auburn Housing Authority has partnered with Auburn in this capacity. The goal is to increase homeownership or affordable rental opportunities. No specific project has been identified. Staff proposes utilizing these funds to increase homeownership opportunities by purchasing a vacant property, renovation of the property and resale to an income qualified household(s).

Anticipated Output: 1 homewoner assisted

STRATEGY: PREVENT DETERIORATION OF HOUSING STOCK

- *Provide grants, deferred loans, and low-interest loans for the rehabilitation of owner and rental housing that is occupied by low and moderate income households;*
- *Provide matching funds to implement the 3-year federal grant to reduce childhood lead poisoning;*
- *Provide Community Development staff support to the Lewiston-Auburn Lead Subcommittee to assist with implementation of the 5-Year Strategic Action Plan for the Reduction of Childhood Lead Poisoning in the Cities of Auburn and Lewiston.*
- *Financially support code enforcement activities that result in improvements to the housing stock*
- *Provide financial assistance to encourage exterior as well as health and safety improvements.*

3. Homeowner Rehabilitation

PROPOSED BUDGET: \$129,929

PROJECT DESCRIPTION: Funds will be used to provide interest-free amortized loans and forgivable loans for housing improvements of owner-occupied income-eligible households.

Anticipated outcome: 4 households assisted with whole house/curb appeal improvements

STRATEGY: PREVENT HOMELESSNESS

- *Support homeless people first with housing, then with services to help them provide for themselves and their families through work readiness training and job skill development.*
- *Provide staff support to Lewiston-Auburn Alliance for Services to the Homeless (LAASH) to improve access to services and housing for persons who are homeless or at risk.*
- *As a first step towards helping the homeless or at-risk households re-integrate into the community provide a City-sponsored Security Deposit Program as well as other “housing first” approaches.*

4. **Tenant Based Rental Assistance/Security Deposit Program**

Proposed Budget: \$20,000

Project Description: Funds will be used to provide interest-free loans to pay the security deposit for income eligible households who are homeless or at risk of homeless and will receive a housing voucher from Auburn Housing Authority.

Anticipated Outcome: 33 households

5. **Tenant Based Rental Assistance/Staying Home Rental Assistance Program**

Proposed Budget: \$71,615

Project Description: Funds will be used to provide rental subsidies to income qualified renters who have been identified by the Auburn School Department at risk of homelessness due to housing affordability issues. Tenants will contribute a fixed percent of their income towards the rent. The subsidy payment will not exceed 12 months. Participants will be encouraged to apply for the Section 8 Voucher Program and participate in the Bridges Out of Poverty Program.

Anticipated Outcome: 8 households

STRATEGY: SUPPORT NEW HOUSING CONSTRUCTION

Provide financial assistance to developers of high-quality affordable mixed income housing in the target areas of Auburn.

6. **Development of Rental Housing**

Proposed Budget: \$220,000

Project Description: \$110,000 of HOME funds has been committed to the development of the 477 Minot Avenue workforce housing project. 2 units which will remain subject to HOME restrictions for 30 years. The \$6.3 million project will produce a total of 36 low income housing units.

\$110,000 of HOME Funds has been committed to the 41 Hampshire Street/Troy Street workforce development housing project. 2 units which will remain subject to HOME restrictions for 30 years. The \$9.6 million project will produce a total of 53 residential of which 42 will be low income housing units and 11 market rate units.

Anticipated Outcome: 4 HOME units



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 23, 2018

Author: Deputy Fire Chief Robert Chase

Subject: Overtime and EMS Working Group

Information:

The Overtime and EMS Review Working Group was established to review overtime expenditures in the Auburn Fire Department, gain an understanding of why overtime exists, and determine why it continually exceeds allocated funds authorized in the annual budget appropriation.

The group gained an understanding of departmental staffing and structure as well as analyzing overtime drivers and triggers.

Additionally, the group reviewed EMS expenses. Information on the expenses contained within the EMS budget and an analysis of the revenue generated by EMS transport was presented.

The findings of the group will be presented for discussion.

City Budgetary Impacts:

Any budget adjustments will be presented by the City Manager through the budget process.

Staff Recommended Action:

Ongoing collaborative effort with a comprehensive approach to controlling overtime.

Previous Meetings and History:

Working Group Meetings: March 14th, 21st, 28th

City Manager Comments:

I concur with the recommendation.

Signature:

A handwritten signature in blue ink, appearing to read "Peter J. Coakley".

Attachments: Summary

Fire and EMS Working Group Summary

The Overtime and EMS Review Working Group was established to review overtime expenditures in the Auburn Fire Department, gain an understanding of why overtime exists, and determine why it continually exceeds allocated funds authorized in the annual budget appropriation.

The initial group meeting of March 14th focused on a presentation made by Chief Low, to educate the group on the Fire Department structure, staffing, and level of service. A detailed breakdown of each category of overtime expenses was presented which included an explanation of the drivers and triggers for each overtime category.

In general, 90% of overtime is generated by contractual benefits or requirements, such as vacation, sick leave, mandatory training, and minimum staffing requirements. The data showed that the Fire Chief has discretionary control over less than 10% of the overtime expenses.

The Auburn Fire Chief often finds himself in a quandary. If one were to strictly adhere to the funding allowed in the budget, then, under the current model, the Chief would either need to deliberately violate the CBA or close a station at least part time. In this scenario, either option sets up the fire staff, City, and the Fire Chief for potential litigation and what may be an unacceptable level of risk.

Because these risks and potential outcomes are considered unacceptable and directly contradictory to other guiding documents and directives, the preceding course of action is not taken. As a result, the integrity and ability of the agency and, in particular, that of the Fire Chief, to self govern - are called into question.

Two of the largest drivers for overtime were found to be filling staff positions for Firefighters on vacation and on sick leave. The most recent hiring of three firefighters in the fall of 2017 has had a significantly positive impact on overtime for vacation coverage. We will continue to monitor this savings and explore opportunities to broaden the approach to further reduce overtime.

The conclusion reached from this analysis of overtime was that a collective and coordinated effort should be ongoing to work to address overtime concerns through the collective bargaining process and long-term organization changes. Additionally, internal control policies should be reviewed. A new data collection software is forthcoming which should provide the department with better information on overtime expenses and benefit usage. In the future, this data should support a review of internal control policies and allow management to find trends in overtime costs and benefit usage.

The committee also explored answers to the following question:

“With the existing requirements on the organization and a history of actual expenditures far in excess of budgeted amounts, isn’t this, at least in part, a budgeting issue?” In addition to implementing the measures noted above, the city manager will be making recommendations on adjusting some overtime budget items to bring the budget more in line with actual expenditures. This will be done over the next two to three budget cycles.

At the initial meeting, there were also questions generated regarding the department's schedule and the schedule's effects on overtime. At the March 21st meeting, multiple scheduling systems were presented for discussion- each of which has its unique benefits and disadvantages. Because the department schedule is contractually defined, these options should be explored further during the collective bargaining process.

EMS:

The working group was also charged with specifically reviewing ambulance services to identify lingering questions regarding EMS services and EMS-related expenditures. When the EMS transport system was established in 2014, the devised budget was created to include only expenses that were to be incurred because of the new mission of EMS transport. This was done to quantify the impacts of EMS transport expenses against the revenue generated. It was also done to clearly show that, if EMS transport was discontinued, only those expenses associated with it would go away along with the revenue. The Finance Director confirmed that, throughout the existence of EMS transport, the revenues have and continue to exceed expenses. In FY 18, EMS transport is projected to generate \$500,000 in net revenue after expenses. The working group determined that Auburn Fire is providing a superior service and with the revenue stream it produces, it should continue. The working group recommends that the council consider a joint Fire/EMS budget in the future.

Conclusion:

Overtime has been a long-standing concern. Guiding documents, such as the Collective Bargaining, along with the level of service expectations, make it difficult to identify an immediate action that will make an impact on overtime expenses. The working group has provided recommendations for ongoing data collection and internal controls. Most importantly, the group has identified that further opportunities to address overtime expenses must be made through the collective efforts of management, the Firefighters Union (Local 797) and the council.

OVERTIME AND EMS REVIEW WORKING GROUP

Purpose and Scope

The Overtime and EMS Review Working Group has been established to review overtime expenditures in the Auburn Fire Department, gain an understanding of why overtime exists, and determine why it continually exceeds allocated funds authorized in the annual budget appropriation.

OVERTIME AND EMS REVIEW WORKING GROUP

Purpose and Scope

Additionally, the working group is charged with specifically reviewing ambulance services to identify lingering questions regarding EMS services and EMS-related expenditures.

OVERTIME AND EMS WORKING GROUP

Robert Hayes

Andy Titus

Robert Stone

Peter Crichton

Jill Eastman

Mike Scott

Eric Poland

Geoff Low

Robert Chase

City Councilor

City Councilor

Citizen

City Manager

City Finance Director

President Local 797

Vice President Local 797

Fire Chief

Deputy Fire Chief

Meeting March 14, 2018

Presentation by Chief Low:

- Review of Department Structure and Staffing
- Review of historical Overtime expenses
- Review of “Triggers & Drivers” for each Overtime Sub-category

Meeting March 14, 2018

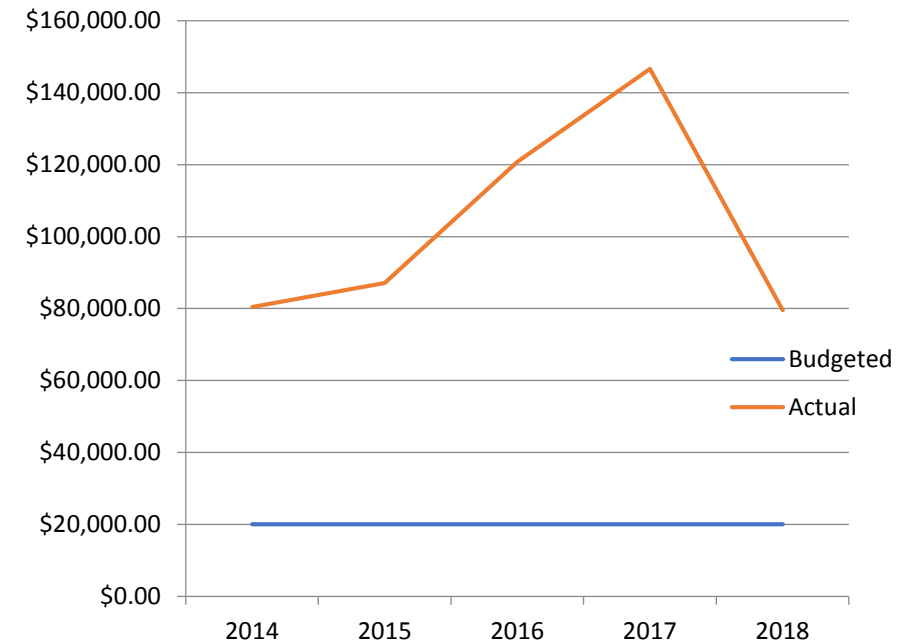
- “Why have we continued to budget \$20k when we consistently spend \$80K. Isn’t this, at least in part, a budgeting issue”
- What is the cost of Fire Department overtime without EMS?
- Want to feel comfortable that everything that is “EMS Transport” related is accounted for as an EMS expense.
- Largest overtime expenses are Vacation replacement and Short Term Sick Leave. What is being done to control these cost?
- Group would like to have an understanding of other fire department schedules and the impact of costs.

HISTORICAL OVERTIME DATA

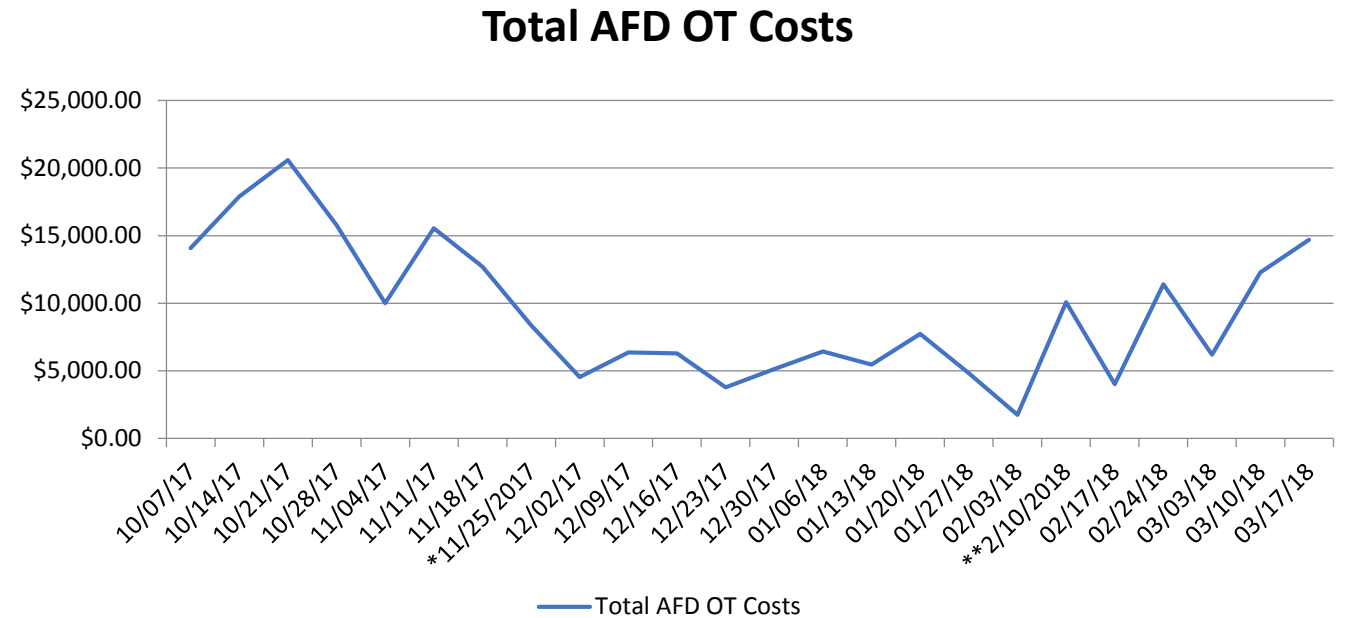
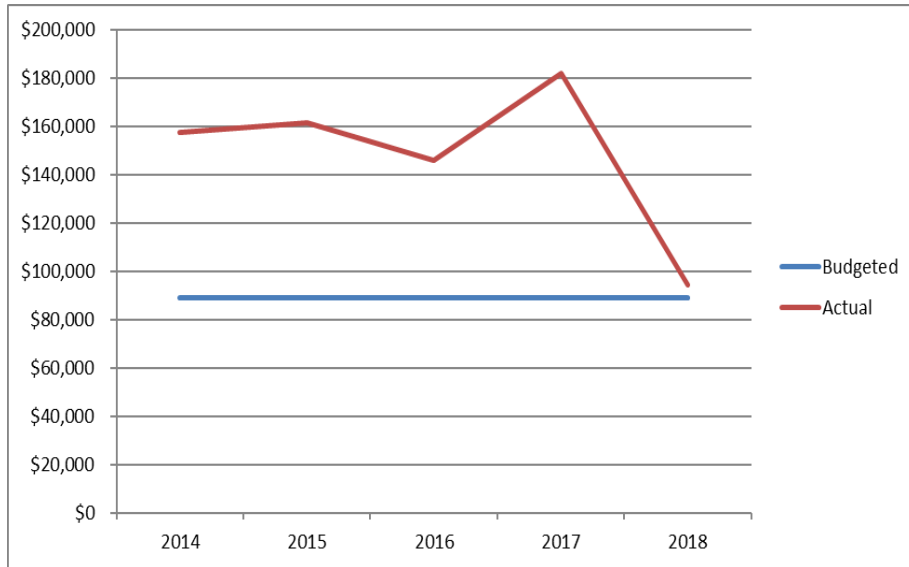
OT BUDGET ITEM	BUDGET (AVG) FY14-FY17	SPENT (AVG) FY14-FY17	OVER BUDGET (AVG)
Vacation	\$20,000	\$108,684	\$88,684
LT Sick	\$20,000	\$78,024	\$58,024
ST Sick	\$89,000	\$160,602	\$71,602
OTHER	\$73,827	\$180,449	\$106,622
TOTAL	\$202,827	\$527,759	\$324,932

VACATION REPLACEMENT OVERTIME

Vacation Replacement					
Description: Overtime wages paid to cover firefighters who are on vacation. Staffing must fall below 14 firefighters before funds in this line are used.					
Drivers: 1. CBA Article X – Vacations, Section 2 – Vacation Selection 2. CBA Article XV – Recall to work, Section 1 – Off Duty (paragraph 1)					
Triggers: Use of vacation by Firefighters					
5 Year Trend	2014	2015	2016	2017	2018 (YTD)
Budgeted	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Actual	\$80,145	\$87,129	\$120,844	\$146,616	\$79,547



THE EFFECT OF THE MOST RECENT HIRING (4 FFs) ON OT EXPENSES



Average Before:

\$15,232.49

***Average After:**

\$5,515.36

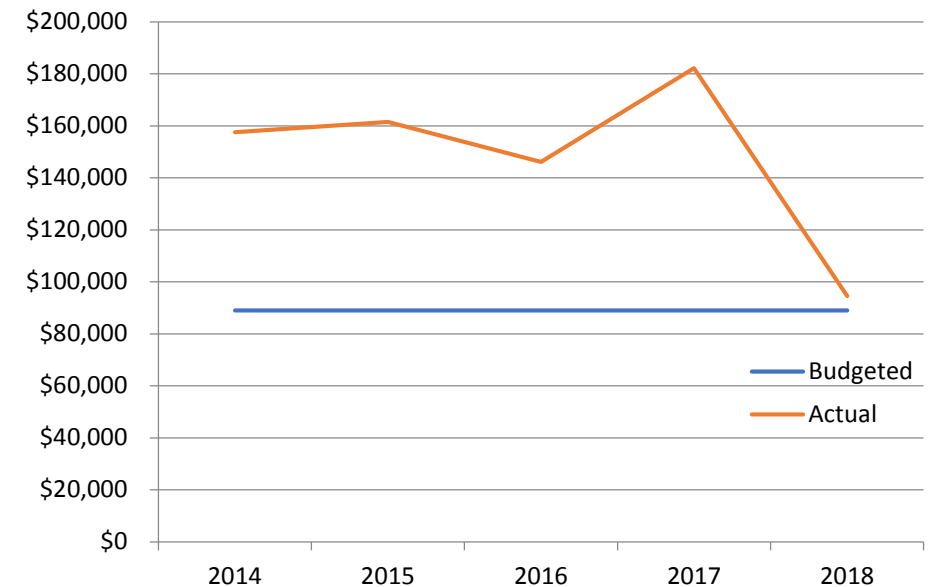
****Average with Long Term Sick EEs:**

\$9,781.86

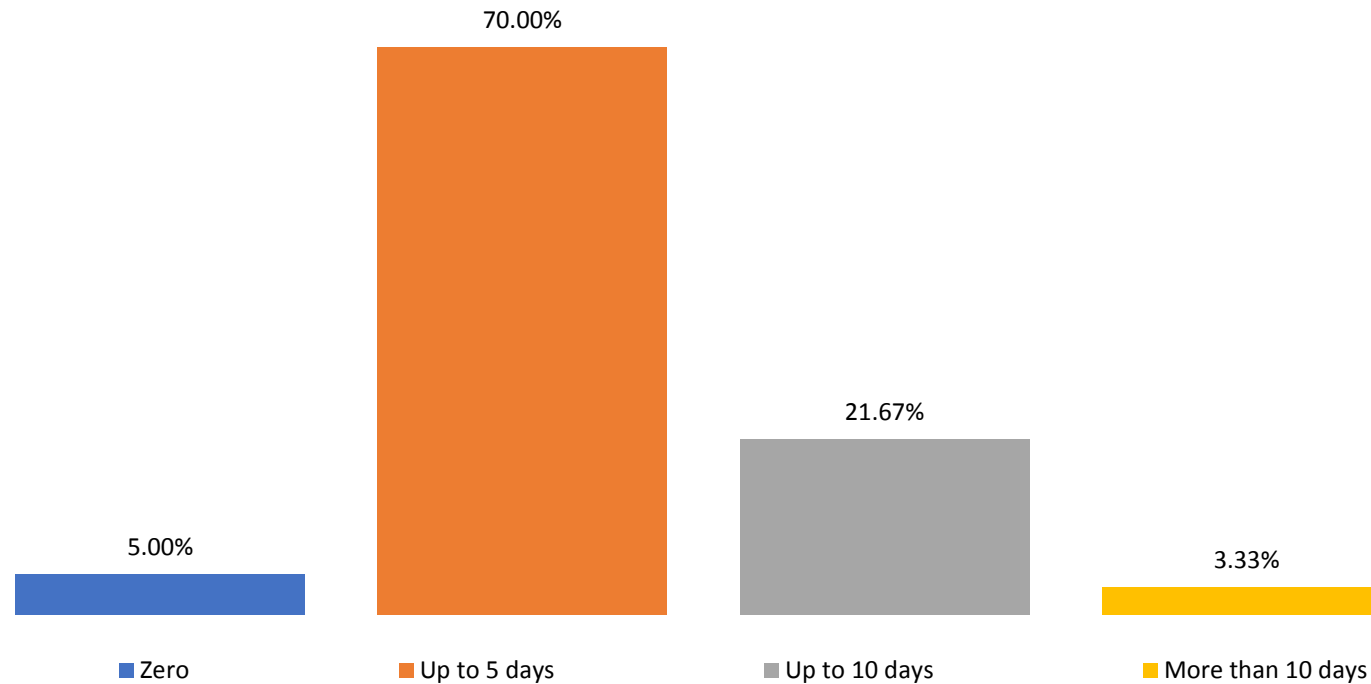
- 11/25/17 - Saving seen when new employee began
- 2/10/18 -OT cost went back up (partially) due to 3 employees out on LT illness

(ST) SICK REPLACEMENT OVERTIME

Sick Replacement - ST					
Description:					
Overtime wages paid to cover firefighters who use 72 hours or less of sick leave - for one occurrence. Staffing must fall below 14 firefighters before funds in this line are used.					
Drivers:					
1. CBA Article XI – Sick Leave, Section 1 – Use of Sick Leave					
2. CBA Article XV – Recall to work, Section 1 – Off Duty (paragraph 1)					
Triggers:					
Use of sick leave (long term) by firefighters					
5 Year Trend	2014	2015	2016	2017	2018 (YTD)
Budgeted	\$89,000	\$89,000	\$89,000	\$89,000	\$89,000
Actual	\$157,578	\$161,537	\$141,154	\$182,139	\$94,489



AUBURN FIRE DEPARTMENT SHORT TERM 2017 SICK LEAVE USAGE



AFD sick time usage follows national public sector trends

We can continue to improve sick time management

- Collective bargaining process
- Data collection software

Meeting March 21, 2018

- Presentation of various Fire Department work schedules
- Review of EMS budget

EMERGENCY SERVICES SCHEDULING

24 X 7 COVERAGE REQUIRES 168 HOURS/WEEK

TYPICALLY 3 OR 4 PLATTON SYSTEMS

- 4 PLATOONS = $168/4 = 42$ HOURS/WEEK
- 3 PLATOONS = $168/3 = 56$ HOURS/WEEK

- Fair Labor Standards Act (FLSA) requires overtime to be paid when hours worked exceeds 212 hours in 28 days (average of 53 hours/week)

42 HOUR SCHEDULE X 4 PLATOONS

FEBRUARY						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3
MARCH						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
APRIL						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

48hrs + 48 hrs+24 hrs + 48 hrs = 42 hr average week

- Paid for 42 hours every week
- O.T. only if additional shift are worked

56 HOUR SCHEDULE X 3 PLATOONS

FEBRUARY						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3
MARCH						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
APRIL						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

72hrs + 48 hrs + 48 hrs = 56 hr Average week

•Paid for 56 hours every week

•Per FLSA:

•53 hrs Straight Time

•3 hrs Overtime

Scheduling Summary

- Schedule changes could be explored in the collective bargaining process.
- Options should be considered based on Total Payroll Expense, not just Overtime.
- Overtime in any scheduling system will occur when there is insufficient staffing to cover reasonable anticipated absences.

EMS BUDGET REVIEW

- THERE HAVE ALWAYS BEEN EMS EXPENSES INCURRED BY THE DEPARTMENT.
- UPON STARTING EMS TRANSPORTING, THE BUDGET WAS ESTABLISHED TO QUANTIFY ADDITIONAL COSTS INCURRED FOR TRANSPORTING.
- THE GROUP FOUND THAT THE EMS BUDGET IS INCLUSIVE OF EMS TRANSPORT EXPENSES.
- THE GROUP FOUND THAT EMS TRANSPORT RESULTS IN A NET REVENUE OF \$500,000 TO \$600,000 ANNUALLY BASED ON CURRENT MINIMUM STAFFING.
- IF EMS TRANSPORT WAS DISCONTINUED, TAXES WOULD HAVE TO INCREASE TO OFFSET THE LOSS OF REVENUE.

Meeting March 28, 2018

- Consensus that EMS transport results in a positive cash flow for the City based on contractual requirements.
- Developed Recommendations

RECOMMENDATIONS

ONGOING COLLABORATIVE EFFORTS TO ADDRESS OVERTIME EXPENSES

- Collective Bargaining Process
- Internal Procedure Review
- Data Collection

RECOMMENDATIONS

Incremental (3 to 5 year) budget adjustments to align overtime budget with actual expenditures.

OT BUDGET ITEM	BUDGET (AVG) FY14-FY17	SPENT (AVG) FY14-FY17	2019 PRELIMINARY DRAFT BUDGET
Vacation	\$20,000	\$108,684	\$20,000
LT Sick	\$20,000	\$78,024	\$50,000
ST Sick	\$89,000	\$160,602	\$130,000

RECOMMENDATIONS

Explore combining Fire and EMS budget into a single department budget.



Overtime and EMS Workgroup

Document Prepared by Geoffrey Low, Fire Chief

3/13/2018

OVERTIME AND EMS WORKGROUP CITY OF AUBURN, MAINE

Purpose and Scope

The Overtime and EMS Workgroup has been established to review overtime expenditures in the Auburn Fire Department, gain an understanding of why overtime exists, and determine why it continually exceeds allocated funds authorized in the annual budget appropriation.

Additionally, the Workgroup is charged with specifically reviewing ambulance services to identify lingering questions regarding EMS services and EMS-related expenditures.

At the conclusion of the work period, the Workgroup will report their findings to the Council for potential action.

Workgroup Make Up

The Overtime and EMS Workgroup is comprised of the following members:

Robert Hayes	City Councilor
Andy Titus	City Councilor
Robert Stone	Citizen
Peter Chrition	City Manager
Jill Eastman	City Finance Director
Mike Scott	Union Representative, Auburn Firefighters Local 797
Geoff Low	Fire Chief

Accountability

The Overtime and EMS Review Workgroup is accountable to the Auburn City Council and the City of Auburn Mayor.

Introduction

Expenses associated with Auburn Fire Department overtime have been the focus of much discussion for more than two decades. Despite concerns and ire voiced about these expenditures, there has been little in the way of productive conversation or exploration as to why the situation continues unchecked. While attempts have been made to control overtime expenditures, to date, none have been truly successful.

This document is a reference for the workgroup being established to examine overtime. Its purpose is to serve as a starting point for exploration of overtime use in the Auburn Fire Department.

To a lesser degree the document also discusses ambulance services provided by Auburn Fire Department. This discussion is intended to help identify ongoing concerns and questions about the topic.

Definitions

Collective Bargaining Agreement (CBA) – A deal or bargain between the Auburn Fire Fighters Local 797 and City Management, which is approved by the City Council, that addresses a wide range of concerns in the workplace. Examples of some of the many topics covered in CBAs include: employee wages, hours, benefits, time off, raises, promotions, and disciplinary issues.

Engine (also known as a pumper) – A fire truck that carries its own supply of hose, water, and ground ladders.

Ladder Truck – A fire truck that carries a large complement of ground ladders, salvage equipment, and other service tools. This truck typically has a large, top-mounted ladder of 75' feet in length (or greater) to reach elevations not accessible by ground ladder.

Long Term Sick Leave – Long term sick leave is defined by the Family Medical Leave Act as an absence of more than three shifts. Because firefighters work 24-hour periods, the use of sick leave that exceeds 72 hours (for one occurrence) by a firefighter that is considered long-term.

Military Leave – This is federally-required leave that must be approved for members serving in the active or reserve elements of the United States' Armed Forces.

Overtime Drivers – An activity or provision that is the root cause of why overtime costs occur.

Overtime Triggers – An event that results in the Fire Department not meeting minimum standards established by a guiding document or other established standard.

Q-Unit- Combination Engine/Ladder Truck.

Rescue (also known as an ambulance) – A vehicle that is used to transport sick and injured individuals to the hospital.

Short -Term Sick Leave – Defined as the use of sick leave that is 72 hours or less in duration for one occurrence.

Staffing – The required number of firefighters on duty at any given time. Minimum staffing for the Auburn Fire Department, based on directives and guiding documents, is 14.

Suppression Units – A general term for fire engines, quints, ladders, and rescues.

Background

The Auburn Fire Department provides 24-hour response for various types of emergencies, including fire suppression, medical services, ambulance transportation, hazardous materials incidents, and specialized rescues. In addition to providing these emergency services, the Fire Department also participates in code enforcement, public education, fire prevention, and fire investigation. It is the mission of the Auburn Fire Department “to provide the community with the highest standards of service through prevention, training, education, suppression, and emergency medical services”.

Administratively, the Fire Department is structured into five divisions that facilitate the department’s daily operations. The figure below outlines these five divisions and the responsibilities assigned to each.

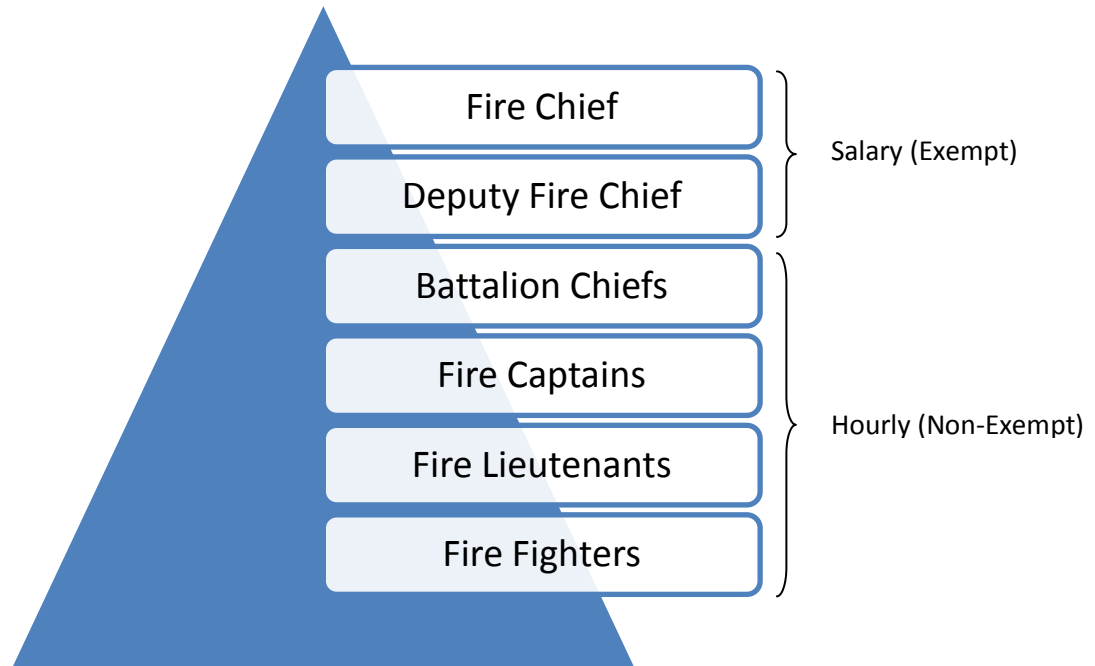
Administration	Provides direction and administrative oversight for the department
Operations	Utilizes an all-hazards approach to address risk and actual emergencies in the city
Fire Prevention	Responsible for inspections, public education, response and risk data
Emergency Medical Services	Provides direction and administrative oversight for EMS
Emergency Management	Responsible for ensuring compliance with NIMS related activities

As of February 15, 2018, the Auburn Fire Department operates out of three stations in the following configuration:

Station	Location	Full Time Staffing
Central Station	550 Minot Ave	1 Engine – 3 or 4 firefighters 1 Rescue – 2 firefighters 1 Battalion Chief This station also serves as administrative headquarters. The office of the Fire Chief, Deputy Fire Chief, EMS Director, and Fire Prevention Officer are located here.
Center Street Station	651 Center Street	1 Qunit – 3 or 4 firefighters 1 Rescue – 2 firefighters
South Main Street Station	180 South Main Street	1 Engine – 3 firefighters

Staffing Model

The Auburn Fire Department uses a top-to-bottom structure to manage its operations. This structure is broken out below:



Two positions that are not included on the chart above are the EMS Director and the Fire Prevention Officer. While these positions have divisional authority, they do not have traditional direct reports. The EMS Director is a salaried (exempt) position that is considered part of the leadership team. The Fire Prevention Officer is an hourly (non-exempt) position that is part of the Auburn Firefighters Local 797 bargaining unit.

The Fire Department staffs all suppression units (including rescues) on a 'constant' basis. This means that, if a position is vacant for that shift (e.g., someone calls in sick or is on vacation), then another employee is called in to work overtime to fill that vacant shift. On days when the department is critically short-staffed and there are not enough employees available to fill vacant positions (even on voluntary overtime), the department has the option to compel (force) employees to work. When the situation arises that forcing employees to work is also not an option - some suppression units may be reduced to two-person staffing.

While there is some variation, the Fire Prevention Officer and Fire and EMS Support Specialist work 37.5 hours a week. Individuals working these shifts may incur some overtime; however, these types of shifts do not routinely provide emergency services and are, therefore, *not* filled on a 'constant' basis. If one of these employees is out for the day (e.g., on vacation or using sick leave), their shift goes unfilled and other administrative staff assumes their duties. As a result, these positions tend to generate significantly less overtime than the suppression positions.

Firefighters work a 24-hour shift, followed by three days off. Firefighters are not permitted to work more than 48 continuous hours - limiting them to only be able to accept one shift immediately after a regular work period.

Overtime

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and employment standards affecting employees in the private sector and in Federal, State, and Local governments. Generally, employers are required to pay an overtime rate of not less than one and one-half times the regular rate after 40 hours of work in a workweek. However, special rules apply to State and Local government employment involving fire protection. Public agency fire departments may establish a work period ranging from 7 to 28 days, in which overtime need only be paid after a specified number of hours in each work period.

Section 7(k) of the FLSA specifies that an employee engaging in fire protection activities may work up to 212 hours in a 28-day work period before receiving overtime pay. If the work period is fewer than 28 days, then the same ratio of hours-to-days must still apply. The City of Auburn has established a work period of 28 days for Fire Department suppression personnel. Based on the Fire Department's one day on, three days off (24/72) work schedule, suppression personnel are regularly scheduled to work fewer than the FLSA-allowed maximum of 212 non-overtime hours in a 28 day cycle.

In accordance with the Collective Bargaining Agreement between the City of Auburn and the Auburn Firefighters Local 797, overtime is paid out for any work performed outside of the normal work schedule for firefighters. This means that, in addition to full or partial shifts, any additional training, committee work, or special detail work is paid at the overtime rate.

Fire Chief's Perspective on the Operational/Funding Mismatch

A common misconception is that the Fire Chief has the ability to control all overtime and, that when funds run low, overtime spending should stop. While there are some occasions when the actions of the Fire Chief can directly cause overtime, that figure only accounts for roughly 10% of the total overtime expense. This "discretionary" overtime is typically used for up-staffing during storms, ensuring adequate coverage during fires or other long term incidents, leadership team meetings, and other occasions where off-duty staff must be utilized to ensure adequate management of fire department operations.

Below are examples of organizational mandates, local and state, that govern the expectation and duties of the fire department and, in turn, drive staffing requirements.

City Ordinance

Sec. 20-22. - Chief.

The chief of the fire department shall be the executive officer and shall be solely responsible for the supervision and maintenance of the department. He shall make such rules and regulations and issue such orders as are not inconsistent with statute laws, the Charter and city ordinances as may from time to time be necessary for the best interest of the department.

Sec. 20-29. - Interpretation of regulations.

When there is doubt as to the meaning of any fire department rule or regulation, application shall be made to the chief for an interpretation of the rule or regulation.

Sec. 20-31. - Emergency medical services.

The fire department or its designee shall be responsible for providing emergency medical services.

Maine State Statute

Title 30-A: MUNICIPALITIES AND COUNTIES

Chapter 153: MUNICIPAL FIRE PROTECTION

§3153. FIRE CHIEFS.

2. Duties. The fire chief shall:

- A. Direct and control all municipal and volunteer firefighters in the performance of firefighting operations within the municipality, except as provided in Titles 12 and 25;
- B. Provide a training program for firefighters within the municipality in cooperation with appropriate governmental agencies;
- C. Provide for the maintenance of all fire equipment owned by the municipality and buildings used by the municipal fire department.

3. Powers. The fire chief may:

- B. With the approval of the municipal officers, adopt administrative regulations relating to municipal fire protection, consistent with this chapter and municipal ordinances.

Title 26: LABOR AND INDUSTRY

Chapter 28: MINIMUM SAFETY STANDARDS FOR FIREFIGHTERS

§2102. FIREFIGHTER TRAINING AND EDUCATION.

1. Training and education requirements. Each fire department shall provide a training and education program that meets the fire department's needs and includes the following:

- A. Training and education in accordance with Title 30-A, section 3154, subsection 2;
- B. Training and education in the use of protective equipment required by this chapter;
- C. Training and education by the fire chief or the fire chief's designee in accordance with National Fire Protection Association standards;
- D. Training and education to prevent occupational accidents, deaths, injuries and illnesses;

- E. Training and education for all firefighters commensurate with the duties that they are expected to perform prior to performing those duties;
- H. Training and education in the safe handling and use of hazardous substances for firefighters required to handle the substances. Training and education must include the potential hazards involved and the required personal hygiene and protective measures; and
- I. Training and education in the care, use, inspection, maintenance and limitations of the protective equipment assigned to firefighters for their use.

Title 26: LABOR AND INDUSTRY

Chapter 6: OCCUPATIONAL SAFETY RULES AND REGULATIONS BOARD

§561-A. GENERAL DUTIES.

1. Employer duties. An employer has the following duties:

- A. An employer shall furnish to each employee, employment and a place of employment that are free from recognized hazards that are causing or are likely to cause death or serious physical harm to the employee.

Comprehensive Plan

Contained in Chapter 1, Section H, *Community Development Policies*, of the Comprehensive Plan, the City Manager is charged with “assuring that City services are provided equitably” (p.125). This charge is addressed in Objective H.1.2: *Maintain and enhance the quality of life in Auburn’s neighborhoods*. The Strategy to achieve this objective is Strategy *H.1.2.a: Assure that city services such as police, fire, and public works are provided to neighborhoods on an equitable basis, and that problems impacting individual neighborhoods are addressed*.

Collective Bargaining Agreement

There are several elements of the collective bargaining agreement that dictate when overtime must be used to meet contractual requirements:

ARTICLE VII - Hours of Work and Overtime

Section 1 - Hours of Work

Firefighters' regular workweek shall consist of an average of forty-two (42) hours per week. For the duration of this contract, the regular tour of duty (on-duty shift) shall consist of a twenty-four-hour continuous time period commencing at 7:00 a.m. and ending at 7:00 a.m. the following day. Firefighters shall remain in active status performing work assignments between the hours of 7:00 a.m. and 10:00 p.m.; and from 6:00 a.m. to 6:59 a.m. - during on-duty shifts, except for ‘free time’ periods. The department will be organized under a four (4) battalion system.

A work cycle, for the duration of this contract, is defined as one twenty-four-hour tour of on-duty time (on-duty shift) followed by three consecutive twenty-four-hour time periods off beginning at 7:00 a.m. following the on-duty shift.

ARTICLE X – Vacations

Section 1 - Vacation Accrual

For the purposes of this article, it is understood that years of service will mean continuous years of service. Probationary firefighters (members with fewer than twelve (12) months of service) will accumulate vacation hours at the rate of eight (8) hours per calendar month. Probationary firefighters may not take vacation leave during their first twelve (12) months of service unless there are special circumstances which would warrant the Chief, or in his absence, the Deputy Fire Chief, authorizing a waiver of the restriction on vacation leave. Requests for waivers and the administrative decision regarding the request shall be in written form.

Section 2 - Vacation Selection

Vacations shall be chosen by firefighters on the basis of total years of service in the department without regard for time served in a specific rank. A maximum of two firefighters per battalion can be on vacation at the same time.

Section 5 - Floating Holidays

Each firefighter is entitled to choose and take off one floating holiday per calendar year. From 07:00 hours on the Friday after vacation selection through 11/20, firefighters shall either pick or pass on selecting their floating holidays.

If selecting a holiday after 11/20, no firefighter may choose a holiday on a day on which his/her battalion would thereby be reduced below the apparatus staffing level (because of prior scheduled vacations, existing extended sick leave, on-the-job injuries, or other cause known at the time notice is given).

ARTICLE XI - Sick Leave

Section 1 - Use of Sick Leave

It is the expectation of the City of Auburn and I.A.F.F., Local 797 that firefighters will be available for duty. However it is recognized that, from time to time, a firefighter will be absent due to illness. Firefighters, therefore, shall accrue sick leave at a rate of thirteen (13) hours for each calendar month of service to be used for the firefighter's personal illness or for a member of the firefighter's "immediate family". For purposes of this article, "immediate family" is defined as a spouse, significant other, child, or parent.

ARTICLE XIII – Leaves

The Auburn Fire Department and the City of Auburn have a proprietary interest in ensuring the safety and security of its staff, citizens, and visitors. To that end, it is the goal of both stakeholders to limit the

amount of time that firefighters are away from their apparatus or stations. Evidence has proven that the earlier a sufficient number of trained responders arrive to manage an incident, regardless of nature, the faster the incident will be controlled - increasing the chances of a positive outcome.

Section 1 - Funeral Leave

Leave of absence without loss of pay and without loss of sick leave shall be granted to any firefighter for five (5) consecutive calendar days because of death of a spouse or child and three (3) consecutive calendar days because of a death in the immediate family, plus any actual travel time reasonably required to return from out-of-state. Immediate family shall be defined to include mother, stepmother, father, stepfather, brother, stepbrother, sister, stepsister, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandparents, spouse's grandparents, grandchildren and any other person living in the firefighter's household.

ARTICLE XIV - Exchange of Shifts and Transfers

Section 2 - Transfers, Permanent Positions, Bidding, EMT Assignments

5. EMT Assignment Procedures:

- (a) The rescue crew shall consist of a State of Maine licensed paramedic and at least a State of Maine licensed EMS provider.
- (c) Paramedics will be distributed as equally as possible between the battalion.

6. Paramedic Roster:

The Fire Department shall have a minimum Paramedic roster level of sixteen (16). Current Paramedics will be included as part of the roster. The increase to 16 paramedics will be accomplished as new firefighters are hired. Paramedics shall be required to maintain their EMS license while part of the minimum paramedic roster level. The most senior Paramedic will be removed from the Paramedic roster when his/her replacement has attained their Paramedic license. On a case-by-case basis, a firefighter may request a temporary reduction in their EMS License due to personal reasons. Any reduction will first be discussed by the Labor Management Committee.

Paramedic Roster Rules:

- Employees hired after January 1, 2015, shall obtain and continue to retain a paramedic license while part of the minimum Paramedic roster. This includes complying with state-mandated, continuing-education requirements. Maintenance of such licensure level required by this article shall constitute a condition of employment and failure to maintain such required license shall be considered just cause for dismissal.
- Employees hired before January 1, 2015, shall continue to retain a Paramedic license while part of the minimum Paramedic roster. This includes complying with state-mandated, continuing-education requirements. Any employee whose EMS license has lapsed or has been downgraded for failure to comply with continuing education requirements will forfeit their EMS pay and be reduced an amount equal to two (2) anniversary steps. If and when the employee's license is reinstated, the employee will return to full pay and status.
- Paramedics may request to downgrade licensure under the following conditions:

- There are sufficient number of Paramedics with less seniority which will allow the reduction to occur without negatively impacting minimum, Paramedic-staffing levels;
- The Paramedic has experienced a catastrophic event, not of his own doing, that would prohibit him/her from continuing to perform as a Paramedic safely, for example: an incident that results in post traumatic stress.
- Either incident will require an administrative review followed by discussion with the Labor/Management Group.

Actions against the Provider's License:

- Any employee whose EMS license is being investigated by MEMS shall notify the Chief or his designee immediately.
- The employee shall maintain full pay and status pending the results of the MEMS investigation unless the State, Regional, and/or Department's Medical Director prohibits the employee from working in EMS or limits the capacity in which an employee can provide EMS.
- In cases where the employee is prohibited from working in EMS, or has limits on their capacity in which he/she can provide EMS as a result of an internal action, the employee will be paid in accordance with their ability to perform EMS.
- Providers hired after January 1, 2015 that are on the Paramedic Roster who are downgraded as an action of MEMS from an investigation, regardless of duration, may be subject to termination.

ARTICLE XV - Recall to Work

Section 1 - Off-Duty

Off-duty firefighters may be recalled to duty in the case of multiple alarms, major emergencies, or when staffing per apparatus is below the required level. The required minimum staffing level for each structural engine company is three (3); for the aerial company is three (3) and one Battalion Chief. The parties agree that, in no event, will the City be required to assign more than three firefighters per apparatus as set forth above, plus the Battalion Chief. The Chief may increase the staffing requirements when conditions reasonably warrant his/her doing so.

Staffing for other apparatus not listed above will be at the discretion of the Fire Chief or designee.

Section 2 - Replacement Coverage Turns

When staffing falls below requirements as set forth in Article XV, Section 1, replacements shall be obtained from the extra work list.

Depicting Drivers versus Allocated Resources

Translating the aforementioned 'drivers' into actual numbers that highlight the mismatch between expectations and resources allocated to meet those expectations, can be conceptually difficult. In order to provide statistics and visual aids to help with this, the following pages contain overtime data laid out

in a chart format. Each overtime account has its own chart identifying what the account is used for, drivers for the account, triggers that cause money to be spent from that account, a five-year financial comparison based on publically available data, and a line chart that depicts trends in account activity over five years.

Table 1 shows a five-year trend of overtime spending to cover vacation use and provides a comparison between *that* spending trend and funding authorized through the budget process.

Table 1.

Vacation Replacement					
Description: Overtime wages paid to cover firefighters who are on vacation. Staffing must fall below 14 firefighters before funds in this line are used.					
Drivers: <ol style="list-style-type: none"> 1. CBA Article X – Vacations, Section 2 – Vacation Selection 2. CBA Article XV – Recall to work, Section 1 – Off Duty (paragraph 1) 					
Triggers: Use of vacation by Firefighters					
5 Year Trend	2014	2015	2016	2017	2018 (YTD)
Budgeted	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Actual	\$80,145	\$87,129	\$120,844	\$146,616	\$79,547

Year	Actual Spending
2014	\$80,145
2015	\$87,129
2016	\$120,844
2017	\$146,616
2018	\$79,547

Table 2 shows a five-year trend of overtime spending to cover long-term sick leave use and provides a comparison between *that* spending trend and funding authorized through the budget process.

Table 2.

Sick Replacement - LT					
Description: Overtime wages paid to cover firefighters who use more than 72 hours of sick leave for one occurrence. Long term sick leave is defined by the Family Medical Leave Act as an absence of more than three shifts. Staffing must fall below 14 firefighters before funds in this line are used.					
Drivers: <ol style="list-style-type: none"> 1. CBA Article XI – Sick Leave, Section 1 – Use of Sick Leave 2. CBA Article XV – Recall to work, Section 1 – Off Duty (paragraph 1) 					
Triggers: Use of sick leave (short term) by firefighters					
5 Year Trend	2014	2015	2016	2017	2018 (YTD)
Budgeted	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Actual	\$94,064	\$82,600	\$75,588	\$59,842	\$37,794

Year	Actual Spending
2014	\$94,064
2015	\$82,600
2016	\$75,588
2017	\$59,842
2018	\$37,794

Table 3 shows a five-year trend of overtime spending to cover short term sick leave use and provides a comparison between *that* spending trend and funding authorized through the budget process.

Table 3.

Sick Replacement - ST					
Description: Overtime wages paid to cover firefighters who use 72 hours or less of sick leave - for one occurrence. Staffing must fall below 14 firefighters before funds in this line are used.					
Drivers: 1. CBA Article XI – Sick Leave, Section 1 – Use of Sick Leave 2. CBA Article XV – Recall to work, Section 1 – Off Duty (paragraph 1)					
Triggers: Use of sick leave (long term) by firefighters					
5 Year Trend	2014	2015	2016	2017	2018 (YTD)
Budgeted	\$89,000	\$89,000	\$89,000	\$89,000	\$89,000
Actual	\$157,578	\$161,537	\$141,154	\$182,139	\$94,489

Year	Actual Spending (\$)
2014	157,578
2015	161,537
2016	141,154
2017	182,139
2018	94,489

Table 4 shows a five-year trend of overtime spending to cover mandatory training and provides a comparison between *that* spending trend and funding authorized through the budget process.

Table 4.

Mandatory Training					
Description: This line is used to cover firefighters who are off-duty and are required to attend training or provide mandatory training for on-duty staff.					
Drivers: <ol style="list-style-type: none"> 1. City Ordinance Section 20-20. – Chief 2. Title 30-A, Chapter 153: Municipal Fire Protection § 3153. Fire Chiefs 3. Title 26, Chapter 6: § 561–A General Duties 4. Title 26, Chapter 28: Minimum Safety Standards § 2102. Firefighter Training and Education 					
Triggers: <ol style="list-style-type: none"> 1. Required annual Bureau of Labor basic safety training 2. Firefighting refreshers 3. Refreshers on confined space, rope, water, and other forms of special rescue 4. Probationary Firefighter training 					
5 Year Trend	2014	2015	2016	2017	2018 (YTD)
Budgeted	\$12,952	\$18,463	\$18,464	\$18,768	\$18,768
Actual	\$12,185	\$48,986	\$10,924	\$37,008	\$24,336

Year	Budgeted	Actual
2014	\$12,952	\$12,185
2015	\$18,463	\$48,986
2016	\$18,464	\$10,924
2017	\$18,768	\$37,008
2018	\$18,768	\$24,336

Table 5 has only been inserted into this document because it is still listed on our annual appropriation request and final budget documents.

Table 5.

Outside Jobs					
Description: This is currently no expense budget associated with this line Outside jobs are those that are considered special functions and performed by off duty firefighters. Expenses associated with staffing for these jobs in borne by the organizer and result in revenue for the city. Outside jobs are infrequent.					
Drivers: N/A					
Triggers: N/A					
5 Year Trend	2014	2015	2016	2017	2018
Budgeted	0	0	0	0	0
Actual	0	0	0	0	0

Table 6 shows a five-year trend of overtime spending to cover extra assignments and provides a comparison between *that* spending trend and funding authorized through the budget process.

Table 6.

Extra Assignments					
Description: This line is used to fund a sundry of overtime expenses. These include, but are not limited to military leave, storm coverage, community events, equipment repair, court attendance, completing documentation for late calls, and others.					
Drivers: <ol style="list-style-type: none"> 1. CBA Article XV – Recall to work, Section 1 – Off Duty (paragraph 1) 2. City Ordinance Section 20-20. – Chief 3. Federal regulations covering the use of military leave 					
Triggers: <ol style="list-style-type: none"> 1. Military leave 2. Administrative leave 3. State required EMS report completion 4. Maintenance and repair of equipment including delivery of vehicles to out of town repair facilities 					
5 Year Trend	2014	2015	2016	2017	2018
Budgeted	0	\$15,990	\$15,990	\$16,083	\$16,083
Actual	\$67,953	\$64,943	\$43,571	\$79,172	\$62,336

Year	Actual Spending (\$)
2014	67,953
2015	64,943
2016	43,571
2017	79,172
2018	62,336

Table 7 shows a five year trend of overtime spending to cover vacancies that result from firefighters retiring or leaving the job. This table also provides a comparison between *that* spending trend and funding authorized through the budget process.

Table 7.

Vacancies/Retirement					
Description: This line covers expenses associated with unexpected vacancies or retirements. Staffing must fall below 14 firefighters on-duty before funds in this line are used.					
Drivers: 1. CBA Article X – Vacations, Section 2 – Vacation Selection 2. CBA Article XV – Recall to work, Section 1 – Off Duty (paragraph 1)					
Triggers: Daily staffing shortages that result from vacancies or retirements					
5 Year Trend	2014	2015	2016	2017	2018
Budgeted	\$11,000	\$12,844	\$12,844	\$12,844	\$12,844
Actual	\$37,562	\$60,272	\$5,728	0	0

Year	Budgeted	Actual
2014	\$11,000	\$37,562
2015	\$12,844	\$60,272
2016	\$12,844	\$5,728
2017	\$12,844	\$0
2018	\$12,844	\$0

Table 8 shows a five-year trend of overtime spending to cover firefighters who are absent due to a work-related injury. This table also provides a comparison between *that* spending trend and funding authorized through the budget process.

Table 8.

Work Related Injuries					
Description: This line funds wages used to replace firefighters who are out of work due to work related injuries. Staffing must fall below 14 firefighters before funds in this line are used.					
Drivers: <ol style="list-style-type: none"> 1. CBA Article X – Vacations, Section 2 – Vacation Selection 2. CBA Article XV – Recall to work, Section 1 – Off Duty (paragraph 1) 					
Triggers: Daily staffing shortages that result from work related injuries					
5 Year Trend	2014	2015	2016	2017	2018
Budgeted	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Actual	\$24,299	\$65,964	\$18,440	\$30,819	\$1,559

Year	Actual Spending (\$)
2014	24,299
2015	65,964
2016	18,440
2017	30,819
2018	1,559

Table 9 shows a five-year trend of overtime spending to cover firefighters who attend meetings within the department or serve as a representative of the department at meetings held off site. This table also provides a comparison between *that* spending trend and funding authorized through the budget process.

Table 9.

Meetings					
Description: This line is used to cover overtime wages associated with monthly senior leadership meetings, to reimburse firefighters who attend meetings off duty, and for occasional professional standards meetings to address matters such as health and safety, quality assurance, and other policy related topics.					
Drivers: 1. City Ordinance Section 20-20. – Chief					
Triggers: 1. Senior leadership meetings 2. Attendance at board and committee meetings 3. Attendance at City planning meetings (typically for incident or event planning)					
5 Year Trend	2014	2015	2016	2017	2018
Budgeted	\$5,000	\$6,425	\$6,425	\$6,509	\$6,509
Actual	\$11,264	\$13,308	\$14,081	\$15,517	\$9,427

Year	Budgeted (\$)	Actual (\$)
2014	5,000	11,264
2015	6,425	13,308
2016	6,425	14,081
2017	6,509	15,517
2018	6,509	9,427

Table 10 shows a five-year trend of overtime spending to cover firefighters who are absent due to a family related death. This table also provides a comparison between *that* spending trend and funding authorized through the budget process.

Table 10.

Funeral Leave					
Description: These funds are used to cover firefighters who are out due to a death in the family. Staffing must fall below 14 firefighters before funds in this line are used.					
Drivers: 1. CBA Article X – Vacations, Section 2 – Vacation Selection 2. CBA Article XV – Recall to work, Section 1 – Off Duty (paragraph 1)					
Triggers: Daily staffing shortages that result from firefighters using sick leave					
5 Year Trend	2014	2015	2016	2017	2018
Budgeted	\$2,500	\$5,000	\$5,000	\$5,000	\$5,000
Actual	\$6,208	\$7,480	\$5,645	\$7,629	\$1,526

Year	Actual Spending
2014	\$6,208
2015	\$7,480
2016	\$5,645
2017	\$7,629
2018	\$1,526

Table 11 shows a five-year trend of overtime spending to cover firefighters who report back to work for fires or other major incidents. This table also provides a comparison between *that* spending trend and funding authorized through the budget process.

Table 11.

Multiple Alarms					
Description: This line is used to fund overtime wages associated with the recalling of off duty firefighters for large fires or other significant emergencies.					
Drivers: 1. City Ordinance Section 20-20. – Chief					
Triggers: Large fires or other emergencies that require additional staff					
5 Year Trend	2014	2015	2016	2017	2018
Budgeted	\$9,208	\$6,000	\$6,000	\$6,000	\$6,000
Actual	\$6,209	0	\$19,126	\$7,508	\$2,568

Year	Actual Spending (\$)
2014	6,209
2015	0
2016	19,126
2017	7,508
2018	2,568

Emergency Medical Services – Ambulance Transportation

Clearly, there is continued confusion about the delivery of ambulance services by the Auburn Fire Department. In addition to reviewing overtime expenses, the work group has been charged with identifying what the ongoing concerns and questions are relating to the provision of ambulance services. Once those concerns have been identified, they will be addressed at a later time, if this group cannot answer them.

Background

Assumption of ambulance services by the City of Auburn was not a decision that was made rashly. Prior to seeking Council approval for this endeavor, several attempts had been made, over the course of roughly a year, to form an enhanced public-private partnership (PPP) with the private vendor who was providing ambulance services at the time. These efforts were rejected and the existing PPP, which created \$100K in revenue for the City, was to be canceled over legal concerns voiced by the hospitals.

While the potential for revenue generation may have taken the forefront in later conversations on the topic, it was hardly the initial motivating factor. Increasing system demands, decreased availability of the private vendor to provide service, and an inability to adequately manage and track the performance measures of the PPP all caused concern among the leadership at the fire department. After several calls where Auburn resources were tied up, on scene - for longer than should be necessary – along with the private vendor's reliance on other communities to provide service to Auburn, it was decided that action needed to be taken.

On 05/05/2014, the Auburn City Council ordered the Fire Department to establish ambulance transportation as one of its core functions (Attachment 1). In doing so, the Council agreed to alter the existing level of services provided by the Fire Department and commit to ensuring that the program would be properly maintained and managed.

Contract Language

As part of the implementation of ambulance service, the City Manager at the time negotiated a Collective Bargaining Agreement with the Auburn Firefighters Local 797 that was later ratified by both the Auburn City Council and the Local 797 body. Elements of that agreement, which are still in effect, are noted below:

ARTICLE VI - Wages and Compensation

Section 2 – Ambulance Assignment Incentive

Effective April 14, 2015, a stipend of \$1.00 per hour shall be paid to each firefighter working on the Rescue/Ambulances.

Section 4 – EMS Licenses

Any state, region or department-mandated EMS license upgrade or training, for EMT and above, shall either be provided by the department while on duty or be fully compensated by the City to include overtime, tuition, and books.

The City shall provide an adequate training program to assure that all current EMS providers are able to achieve the Maine EMS-required, continuing-education hours in order to renew their license.

Paramedic hiring is preferred

New Hires, after January 1, 2015, are required to be a Paramedic within three (3) years.

Support for new hires and current employees that volunteer to attend Paramedic training:

- Approved costs, fees, overtime and/or shift coverage needed for the firefighter to attend the Paramedic course or to maintain licensure shall be borne by the City.
- Except as otherwise identified, “Approved costs or fees” shall mean the costs of textbooks, registration, lab, testing, tolls, and parking.
- A department vehicle and fuel shall be provided for travel or mileage. Use of a personal vehicle shall be reimbursed at the prevailing City rate (\$.38 per mile for 2016), but not less than 60% of the IRS standard mileage rate, from point of departure or duty station if training occurs on a scheduled duty day.

Closing

With regard to overtime, an Auburn Fire Chief often finds himself in a quandary. If one were to strictly adhere to the funding allowed in the budget, then, under the current model, the Chief would either need to deliberately violate the CBA or close a station at least part time. In this scenario, either option sets up the fire staff, City, and the Fire Chief for potential litigation and what may be an unacceptable level of risk.

Because these risks and potential outcomes are considered unacceptable and directly contradictory to other guiding documents and directives, the preceding course of action is not taken. As a result, the integrity and ability of the agency, and, in particular, that of the Fire Chief, to self govern - are called into question.

With regard to ambulance service, our goal is simple. That goal is to gain a better understanding of what the questions, concerns, and beliefs are concerning the service. Once we have obtained that awareness, we will be better able to provide more complete and specific answers for questions about the service.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 23, 2018 **Order:** 36-04232018

Author: Sue Clements-Dallaire, City Clerk

Subject: Appointing Election Clerks for the period of May 1, 2018 through April 30, 2020.

Information: Title 21-A §503 states that the municipal officers of each municipality shall appoint election clerks no later than May 1st of each general election year to serve at each voting place during the time the polls are open.

City Budgetary Impacts: N/A

Staff Recommended Action: Recommend passage appointing Election Clerks.

Previous Meetings and History: 2 year appointments are made by May 1st of each General Election year.

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink, appearing to read "Peter J. Coakley".

Attachments:

- Title 21-A §503
- List of nominated Election Clerks submitted by the Democratic Party (the Republican Party did not provide a list of names)
- Order

Maine Revised Statutes
Title 21-A: ELECTIONS
Chapter 7: ELECTION OFFICIALS

§503. ELECTION CLERKS

Election clerks are governed by the following provisions. [1995, c. 459, §33 (RPR).]

1. Qualifications; appointment; compensation. Election clerks must be at least 18 years of age, registered to vote and residents of the municipality, except that, if the municipal officers, after providing timely notice to state and local chairs of political parties of the lack of available election clerks, are unable to appoint a sufficient number of election clerks who are residents of the municipality, the municipal clerk may appoint election clerks who are not residents of the municipality but who are residents of the county and are otherwise qualified to fill the vacancies. The municipal officers of each municipality shall appoint election clerks no later than May 1st of each general election year to serve at each voting place during the time the polls are open and as counters after the polls close. A list of the election clerks appointed under this subsection must be posted at each voting place. Election clerks are entitled to a reasonable compensation as determined by the municipal officers.

[2007, c. 422, §1 (AMD) .]

1-A. Student election clerks.

[1995, c. 459, §33 (RP) .]

2. Representation of parties. The municipal officers shall consider the following for appointment as election clerks.

A. The municipal officers shall consider persons nominated by the municipal, county or state committees of the major parties to serve as election clerks. The municipal officers shall appoint at least one election clerk from each of the major parties to serve at each voting place during the time the polls are open. The municipal officers shall also appoint a sufficient number of election clerks to serve as counters after the polls close. The election clerks must be selected so that the number of election clerks from one major party does not exceed the number of election clerks from another major party by more than one. [2007, c. 422, §2 (AMD).]

B. The municipal officers shall appoint at least one election clerk nominated by the municipal committee of a qualified minor party represented on the last general election ballot for each voting place at the committee's request. [1995, c. 459, §33 (RPR).]

C. Notwithstanding subsection 1, the municipal officers may also consider persons who are 17 years of age to serve as student election clerks for a specific election. A student election clerk may perform all the functions of an election clerk as prescribed by this Title. [2003, c. 584, §4 (AMD).]

All nominations for election clerks must be submitted to the municipal officers no later than April 1st of each general election year. If a municipal committee of a major party fails to submit a list of nominees to serve as election clerks, the municipal officers may appoint registered voters enrolled in that party to serve as election clerks.

If the municipal officers are unable to appoint a sufficient number of election clerks as set forth in paragraphs A, B and C, they may appoint any other registered voter, as long as the balance between major political parties is maintained.

[2013, c. 131, §14 (AMD) .]

3. Number appointed to serve each voting place. The municipal officers shall appoint at least 2 election clerks as provided by subsection 2, paragraph A to serve at each voting place during the time the polls are open. If required to do so by subsection 2, paragraph B, they shall also appoint one election clerk to serve at each voting place during the time the polls are open. Additional election clerks may be appointed as needed. In the event of a vacancy in the election clerks appointed under this subsection, the municipal officers shall appoint alternate election clerks who may be called into service.

[1995, c. 459, §33 (RPR) .]

4. Number appointed to serve as counters. The municipal officers shall appoint election clerks in the same manner as in subsection 3 to serve as counters after the polls close.

[1995, c. 459, §33 (RPR) .]

5. Vacancies. If a sufficient number of election clerks is not available to serve on election day, the municipal clerk or the warden may appoint the necessary number of election clerks to fill the vacancies. When filling a vacancy, the municipal clerk or the warden shall first draw from the list of alternates appointed under subsection 3 and make every attempt to appoint a person with the same enrollment status as the person who vacated the position.

[1995, c. 459, §33 (RPR) .]

6. Oath of office. Before assuming the duties of office, election clerks are sworn by the municipal clerk or the warden and the oath is recorded.

[1995, c. 459, §33 (RPR) .]

7. Term of office. An election clerk holds office for 2 years from the date of appointment and until a successor is appointed and qualified, except that an election clerk who is appointed to represent a qualified minor party represented on the last general election ballot holds office only for 2 years from the date of appointment.

[1995, c. 459, §33 (RPR) .]

8. Duties. Election clerks shall attend the voting places for which they are appointed at each election during the time the polls are open or during the counting of the ballots after the polls close, as required by the terms of their appointment. They are under the direction of the warden and shall assist the warden as requested.

[1995, c. 459, §33 (RPR) .]

9. Application of city charter. This section does not affect a city charter that provides for the election of 2 persons to assist the warden in receiving, sorting and counting ballots. The persons elected under the authority of the charter are considered to be election clerks and each must represent a different major party.

[1995, c. 459, §33 (NEW) .]

10. Training.

[2001, c. 415, §5 (AFF); 2001, c. 415, §2 (RP) .]

SECTION HISTORY

1985, c. 161, §6 (NEW). 1985, c. 314, (AMD). 1991, c. 399, §2 (AMD). 1991, c. 466, §18 (AMD). 1993, c. 473, §10 (AMD). 1993, c. 473, §46 (AFF). 1995, c. 459, §33 (RPR). 1999, c. 450, §14 (AMD). 2001, c. 310, §28 (AMD). 2001, c. 415, §2 (AMD). 2001, c. 415, §5 (AFF). 2003, c. 584, §4 (AMD). 2007, c. 422, §§1, 2 (AMD). 2013, c. 131, §14 (AMD).

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2018 DEMOCRATIC CAUCUSES

PO Box 5258 Augusta ME 04332

Susan M Clements-Dallaire
60 Court St
Auburn ME 04210

This is to notify you that on March 4, 2018 the **Democratic Municipal Committee of Auburn** has officially nominated the following persons to serve as Election Clerks to work at the polls on Election Day for the next two years. State law provides that you should select from this list when you choose Democrats to serve as Election Clerks. In the event that any of those persons listed cannot serve, please notify the Auburn Municipal Chair and another name will be submitted.

Please consider this an official notice in compliance with state election law.

Caucus State File ID	Name Address	Email Phone
Auburn 1-1 009302726	Stephen Walbridge 296 N Auburn Rd Auburn ME 04210	Sailing.walbridges@gmail.com (207) 312-5222 Home (207) 409-0092 Mobile
Auburn 2-1 048702838	Robert Cavanagh 127 Field Ave Auburn ME 04210	railtrailbiker@gmail.com (207) 783-1032 Home
Auburn 2-1 048708046	Mara King 50 Davis Ave Auburn ME 04210	mararh430@aol.com (207) 689-4404 Mobile
Auburn 2-1 048710355	Joseph Mailey 82 Webster St Auburn ME 04210	JMa5365902@aol.com (207) 212-4226 Mobile
Auburn 3-1 048806824	Patricia Dube 199 Sunderland Dr Auburn ME 04210	patdube30@gmail.com (207) 713-4683 Mobile
Auburn 3-1 048708745	Anne Kinney 2 Lepidolite Ct Auburn ME 04210	akinneyuu@gmail.com (207) 782-7497 Home

Caucus State File ID	Name Address	Email Phone
Auburn 3-1 048712177	Marjorie Oxman 48 Weatherly Pl Auburn ME 04210	margieoxman@gmail.com (207) 782-0036 Home (207) 576-3247 Mobile
Auburn 3-1 100173924	Matthew Pettengill 40 Millbrook Ln Auburn ME 04210	mpettengill2009@hotmail.com (207) 577-2511 Mobile
Auburn 3-1 048713754	Bonnie Ross 88 Hillside Ave Auburn ME 04210	bonnieross482@gmail.com (207) 782-0198 Home
Auburn 4-1 050700184	Sharon Benoit 9 Clubhouse Ln Auburn ME 04210	sharonbenoit@gmail.com (207) 241-8852 Home (207) 740-0278 Mobile
Auburn 4-1 048702741	Brian Carrier 32 Constellation Dr Auburn ME 04210	(207) 795-6953 Home (207) 576-0692 Mobile
Auburn 4-1 048714283	Robert Shaw 1091 Old Danville Rd Auburn ME 04210	marileeshaw@aol.com (207) 402-5075 Mobile
Auburn 5-1 048702079	Martha Brodeur 83 Sixth St Auburn ME 04210	msim@myfairpoint.net (207) 784-3907 Home
Auburn 5-1	Alana Mallar 34 Second Street, #3r Auburn ME 04210	(207) 520-0796 Mobile

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 36-04232018

ORDERED, that the following individuals be and hereby are appointed as Election Clerks for the period of May 1, 2018 through April 30, 2020.

PARTY	LAST NAME	FIRST NAME
R	Amero	Claire
R	Bachand	Claire
R	Brown	Wanda
R	Galway	Bonnie
R	Hayes	Priscilla
R	Lee	Linda
R	Martel	Gerald
R	O'Neil	Lorraine
R	Pulsifer	Bobbi
R	White	Carmen
D	Bate	Jacqueline
D	Benoit	Sharon B.
D	Bilodeau	Normand
D	Brodeur	Martha E.S.
D	Cavanaugh	Robert
D	Cox	Margaret
D	Desgrosseilliers	Edward
D	Dow	Mary Ellen
D	Doyon	Stella
D	Dube	Patricia A.
D	Dufresne	Carmen
D	Gill	Ariel
D	Herrick	Eleanor
D	King	Mara
D	Kinney	Anne
D	Langelier	Pauline
D	Mahon	Joan
D	Mailey	Joseph
D	Mallar	Alana
D	Martin	Donna

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four



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

Jason J. Levesque, Mayor

D	Miller	Priscilla
D	Oxman	Marjorie
D	Noyes	Irene
D	Pettengill	Matthew D.
D	Ross	Bonnie L.
D	Shaw	Robert C.
D	Walbridge	Linda L.
D	Walbridge	Stephen R.
U	Allen	Rhonda
U	Gray	Margaret
U	Martel	Claudette

IN COUNCIL REGULAR MEETING APRIL 2, 2018 VOL. 35 PAGE 128

Mayor Levesque called the meeting to order at 7:03 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag, and a moment of silence to remember Mr. Phil Isaacson who recently passed. All Councilors were present.

I. Consent Items

1. Order 32-04022018*

Setting the date for the School Budget Validation Referendum Election for June 12, 2018.

2. Order 33-04022018*

Approving the time to open the polls at 7:00 A.M. for the June 12, 2018 Election.

3. Order 34-04022018*

Approving the temporary sign request for Park Avenue Elementary School's Annual Spring Fest.

Motion was made by Councilor Fournier and seconded by Councilor Walker for passage. Passage 7-0.

II. Minutes – March 19, 2018 Regular Council Meeting

Motion was made by Councilor Walker and seconded by Councilor Fournier to accept the minutes of the March 19, 2018 Regular Council Meeting. Passage 7-0.

III. Communications, Presentations and Recognitions

- **Proclamation** – The Mayor read the proclamation and declared April as Fair Housing Month in Auburn

IV. Open Session – Larry Pelletier, 129 Second Street commented on the condition of our streets and sidewalks.

V. Unfinished Business - None

VI. New Business - None

VII. Reports

Mayor Levesque – reported on the Joint Workshop that was held with the School Committee and a joint resolve he is working on with the School Committee Chair to encourage and set forth ideas to consolidate services and support between the City and School Department that could save taxpayer dollars. He reported on a recent visit to the Auburn Lewiston Airport and had the opportunity to meet with the Royal Canadian Air Force visitors. He also commented on the Auburn Connections newsletter which can be

found on the City's website. He encouraged the Council to reach out to their constituents letting them know about the newsletter.

Councilor Young – reported on the ELHS has a track meet at Farmington on Friday the 13th of April.

Councilor Lasagna – reported that she attended the School Committee meeting last week where they presented the school budget.

Councilor Hayes – reported that the Airport Board will be meeting on Thursday at 5:30 P.M. and next Wednesday, April 11th is the AVCOG General Assembly meeting.

Councilor Titus – reported that the Auburn Sewer and Water District meetings were held last week. Topics were the road construction that will be taking place on Minot Avenue beginning on the Court Street side, the demolition of the 17 S. Goff Street building, the sub-committee that is looking at employee benefits and health insurance, and the Taylor Pond engineering study regarding the feasibility of getting year-round water at Taylor Pond. He also reported that the Peace Bridge construction should be starting soon, the EMS/Fire Department meetings regarding overtime have wrapped up and a report on the results should be coming soon. He noted that he is on sub-committee regarding adult use marijuana. They will be meeting tomorrow. The Sunderland Drive Neighborhood Watch meeting will also be held tomorrow at Sam's off Court Street, and last, the next Water and Sewer District meetings are scheduled for the 17th and 18th of April.

Councilor Fournier – reported on the School Committee meeting and the concerns regarding Proficiency Based Learning.

Councilor Walker – reported that the Peace Bridge work started today. He encouraged drivers to be careful, drive slow and pay attention when driving in that area.

Councilor Gerry – reported that she attended the School Committee's budget meeting. She encouraged parents to contact their school committee member with any budget concerns. Tomorrow there will be an Age Friendly Community meeting at the Hasty Community Center at 5:00 PM, and the First Auburn Seniors are meeting this Wednesday at the usual time and after the meeting a Beano game will be held.

City Manager Report - The City Manager presented his FY19 Preliminary Draft Budget to the City Council and public.

VIII. Open Session – no one from the public spoke.

IX. Executive Session

A. Economic Development pursuant to 1 M.R.S.A § 405 (6)(C).

IN COUNCIL REGULAR MEETING APRIL 2, 2018 VOL. 35 PAGE 130

Motion was made by Councilor Walker and seconded by Councilor Fournier to enter into executive session. Passage 7-0, time in 7:42 PM.

Council was declared out of executive session at 8:12 PM.

B. Economic Development pursuant to (1 M.R.S.A § 405 (6)(C).

Motion was made by Councilor Fournier and seconded by Councilor Walker to enter into executive session. Passage 7-0, time in 8:13 PM.

Council was declared out of executive session at 8:39 PM.

X. Adjournment - Motion was made by Councilor Walker and seconded by Councilor Fournier to adjourn. Passage 7-0. The meeting adjourned at 8:40 PM.

A True Copy.

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

IN COUNCIL SPECIAL MEETING APRIL 10, 2018 VOL. 35 PAGE 131

Mayor Levesque called the meeting to order at 5:30 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. Councilor Young had an excused absence. All other Councilors were present.

I. New Business

A. Order 35-04102018

Approving a Special Municipal Referendum Election to be held on June 12, 2018 and to approve the ballot language as recommended by the Auburn School Department.

Motion was made by Councilor Hayes and seconded by Councilor Lasagna for passage.

Public comment – no one from the public spoke. Superintendent Katy Grondin provided information and answered Council questions.

Passage 6-0.

B. Resolve 06-04102018

Supporting a collaborative effort to achieve cost savings and (or) improved services.

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

Public comment – no one from the public spoke.

Passage 6-0.

II. Adjournment - Motion was made by Councilor Fournier and seconded by Councilor Lasagna to adjourn. Passage 6-0. The meeting adjourned at 5:45 PM.

A True Copy.

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



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 23, 2018

Author: Yvette Bouttenot

Subject: FFY2018 Draft Annual Action Plan – Community Development Block Grant and HOME Budget
1st Public Hearing

Information:

The process for the adoption of the FFY2018 Budget and Action Plan continues with a Public Hearing before the City Council. The Citizen Participation Plan requires two Public Hearings to be held during the City Council meetings. The 2nd will be held on May 7, 2018. The proposed budget is as follows:

Community Development Block Grant \$1,143,561
HOME Investment Partnerships Program/Auburn grant \$873,956
HOME Investment Partnerships Program/Lewiston grant \$531,456

City Budgetary Impacts: CDBG Budget supports portions of Code Enforcement and Economic Development Deputy Director salaries formerly covered by the general fund.

Staff Recommended Action: Public Hearing

Previous Meetings and History: March 19th and April 23rd Workshop

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink, appearing to read "Peter J. Coughlin".

Attachments: FFY2018 CDBG and HOME Draft Budget and Action Plan

City of Auburn
Community Development Block Grant
Federal Fiscal Year 2018

	Final FFY 2017 Budget	Staff & CAC Recommended FFY 2018 Budget
Planning and Administration		
General Administration	\$130,000	\$130,000
Goods and Services	\$12,100	\$12,100
Support Fair Housing and Increase Housing Choice		
Fair Housing	\$2,000	\$4,000
Sub Total	\$144,100	\$146,100
Promote Jobs and Development		
STAR Business Loan Program	\$356,909	\$150,000
Sub Total	\$356,909	\$150,000
Prevent Deterioration of Housing Stock		
Project Delivery Costs/Housing	\$93,000	\$93,000
Rehabilitation Loan Program:	\$102,710	\$148,629
Lead Testing/Clearance/Training	\$5,000	\$5,000
Community Concepts Weatherization	\$53,950	\$53,950
Code Enforcement	\$50,000	\$50,000
Sub Total	\$304,660	\$350,579
Improve Parks and Establish Community Gardens		
Relocation Expense	\$9,500	\$0
Community Garden (2017 allocation)	\$27,950	\$7,000
Sub Total	\$37,450	\$7,000
Make Neighborhood Streets Safer and More Walkable		
Hampshire Street Reconstruction	\$312,050	\$55,177
Chestnut Street Closing	\$0	\$135,000
Library Avenue Reconstruction	\$0	\$135,000
Neighborhood Challenge Grant	\$50,000	\$40,000
Sub Total	\$362,050	\$365,177
Support People in their Efforts to Transition Out of Poverty		
St. Mary's Nutrition Center/Community Gardens	\$0	\$8,220
Androscoggin Head Start/Family Advocacy	\$9,461	\$10,000
Auburn Recreation Department & Scholarships	\$15,461	\$15,000
Literacy Volunteers of Androscoggin County/Adult Literacy	\$9,096	\$8,895
Auburn Police Department/Work with ME	\$48,826	\$47,090
Pine Tree Society/Career Development Services	\$0	\$5,000
Community Concepts, Inc./CPPC	\$0	\$12,500
Prevent Homelessness		
Safe Voices / Social Services	\$12,461	\$11,000
Tedford Housing & Support Services for Homeless	\$7,461	\$7,000
Sub Total	\$102,766	\$124,705
Total Budget	\$1,307,935	\$1,143,561

City of Auburn
HOME Investment Partnerships Program
Federal Fiscal Year 2018

AUBURN BUDGET		Staff & CAC Remmended
	FFY2017 Budget	FFY2018 Budget
<u>PROGRAM ADMINISTRATION</u>		
General Administration	\$24,000	\$24,000
Project Delivery Costs	\$30,000	\$30,000
Goods and Services	\$2,500	\$2,500
Sub Total	\$56,500	\$56,500
<u>INCREASE OWNER OCCUPANCY</u>		
Homebuyer Assistance	\$53,758	\$20,000
Special Project/Purchase of 68 W. Dartmouth	\$12,060	\$0
Special Project/Co-Op Housing	\$110,000	\$0
Special CHDO Project	\$0	\$105,912
Subtotal	\$175,818	\$125,912
<u>PREVENT DETERIORATION OF HOUSING STOCK</u>		
Homeowner Rehabilitation	\$98,762	\$129,929
<u>PREVENT HOMELESSNESS</u>		
Security Deposits	\$20,000	\$20,000
Staying Home Rental Assistance (new program)	\$75,000	\$71,615
Subtotal	\$95,000	\$91,615
<u>SUPPORT CONSTRUCTION OF NEW AFFORDABLE HOUSING UNITS</u>		
62 Spring Street Rental Set-Aside/Budget	\$250,000	\$250,000
477 Minot Avenue	\$0	\$110,000
48 Hampshire Street/Troy Street	\$0	\$110,000
Sub Total	\$250,000	\$470,000
TOTAL BUDGET	\$676,080	\$873,956

LEWISTON BUDGET		Staff & CAC Remmended
	FFY2017 Budget	FFY2018 Budget
<u>PROGRAM ADMINISTRATION</u>		
General Administration	\$15,374	\$12,184
Sub Total	\$15,374	\$12,184
<u>HOUSING PROGRAMS</u>		
Homebuyer Assistance	\$41,675	\$40,000
Homeowner Rehabilitation	\$106,037	\$97,214
Housing Co-Op	\$20,312	\$0
Subtotal	\$168,024	\$137,214
<u>PREVENT HOMELESSNESS</u>		
Security Deposits	\$24,880	\$20,000
Staying Home Rental Assistance (new program)	\$0	\$115,000
Subtotal	\$24,880	\$135,000
<u>SUPPORT CONSTRUCTION OF NEW AFFORDABLE HOUSING UNITS</u>		
Rental Housing - Hartley Block	\$350,000	\$247,058
Sub Total	\$350,000	\$247,058
TOTAL BUDGET	\$558,278	\$531,456

**FEDERAL FISCAL YEAR (FFY) 2018
DRAFT ACTION PLAN and BUDGET
COMMUNITY DEVELOPMENT BLOCK GRANT/HOME PROGRAM**

Community Development Block Grant Funds: The proposed budget for FFY2018 is \$1,143,561 from the following sources of Community Development funds:

<i>Proposed</i> Community Development Grant	\$516,369
Anticipated Program Income	195,015
Carry Over Funds	432,177

Auburn HOME Funds: The proposed budget for FFY2018 is \$873,956 from the following sources of HOME funds:

<i>Proposed</i> HOME Grant	\$167,849
Anticipated Program Income	53,357
Carry Over Funds	652,750

Full descriptions of the budgets are in the text following this introduction.

**TENTATIVE SCHEDULE FOR ADOPTION
2018 ACTION PLAN/BUDGET**

Citizens Advisory Committee Review	February 28
City Manager Budget Review	March 9
City Council Budget Review	March 19
30-day Comment Period	March 22 – April 21
1 st Public Hearing/City Council Meeting	April 23
Final Public Hearing/Adoption of 2018 Action Plan	May 7
<i>Deadline Submission to HUD</i>	<i>May 12</i>

AUBURN COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Source of Funds: U. S. Department of Housing and Urban Development

Program Objective: Development of Viable Urban Communities

- Provide decent housing
- Suitable living environment
- Expand economic opportunities

Eligible Activities

- Acquisition
- Relocation
- Demolition
- Public improvements
- Rehabilitation—commercial and residential
- Public services
- Homeownership assistance
- Lead-based paint reduction
- Fair housing activities
- Planning

70% of expenditures must benefit low-income households

FFY2018 COMMUNITY DEVELOPMENT BUDGET DESCRIPTIONS

STRATEGY: SUPPORT FAIR HOUSING AND INCREASE HOUSING CHOICE

Build a Fair Housing Website Page to disseminate information to landlords and tenants about the rights and responsibilities of each party and the means for assistance in the event of a problem.

1. Fair Housing **Proposed Budget: \$4,000**

Description: Update the Analysis of Impediments to Fair Housing (AI) and implementation of identified Fair Housing strategies identified in the report.

The Cities of Auburn and Lewiston will be undertaking fair housing activities to raise awareness of Fair Housing Laws. The Analysis of Impediments to Fair Housing Choice Report (AI) completed in 2013 identified activities to be undertaken in first four years. In 2018 the Cities were to begin work on the Fair Housing Assessment Planning Tool (FHP) however HUD has delayed this requirement until 2020. The Cities need to be pro-active and in lieu of the more extensive FHP updating the current AI is advised. The cost can be shared by both Auburn and Lewiston Community Development and the Housing Authorities.

Anticipated Outputs: Update to the 2013 Impediments to Fair Housing Plan and identify Fair Housing Activities to be undertaken in the next 4 years.

STRATEGY: PROMOTE JOBS AND DEVELOPMENT

Assist small businesses to start up, succeed and grow through

- *Loans to upgrade and adapt buildings in target areas; and*
- *Loans to support job creation for low-income people anywhere in the City.*

2. Economic Development Programs **Proposed Budget: \$150,000**

STAR Program (Storefront Traffic Accelerates Revitalization)

Description: Funds will be used to provide loans to businesses and property owners for building renovations in the Union Street, Downtown, and New Auburn Target Areas. This program helps to create jobs and will encourage the redevelopment of vacant storefront properties. Funds will be used to provide forgivable loans to expanding businesses or to business start-ups. Funds can be used for working capital, equipment or inventory purchase, or building improvements. The program will help to create jobs in the community, primarily benefiting low- and moderate-income persons.

Anticipated Outputs: 3 Business Loans

STRATEGY: PREVENT DETERIORATION OF HOUSING STOCK

- *Provide grants, deferred loans, and low-interest loans for the rehabilitation of owner and rental housing that is occupied by low and moderate-income households;*
- *Provide matching funds to the 3-year federal grant to reduce childhood lead poisoning;*
- *Provide Community Development staff support to the Lewiston-Auburn Lead Subcommittee to assist with implementation of the 5-Year Strategic Action Plan for the Reduction of Childhood Lead Poisoning in the Cities of Auburn and Lewiston.*
- *Financially support code enforcement activities that result in improvements to the housing stock*
- *Provide financial assistance to encourage exterior as well as health and safety improvements.*

3. Rehabilitation Loan Program **Proposed Budget: \$148,629** **Project Delivery Costs: \$93,000**

Description: Funds will be used to provide loans under the Rehabilitation Loan Program to upgrade residential buildings, increase curb appeal, address code violations, weatherize homes, and to provide a loan match to the Lead Hazard Reduction Grant. The Rehabilitation Program helps to maintain and upgrade the quality of housing, particularly in targeted areas and assists low-income property owners and investors to address housing problems. The program also helps to increase or stabilize the tax base, provides an economic stimulus for contractors and suppliers, eliminates lead hazards, and prevents properties from becoming blighting influences in the more densely populated neighborhoods.

The Project delivery costs covers staff salaries, benefits, supplies and equipment to implement the program. This does not count against the Administrative Cap.

Anticipated Outputs: 4 units: health and safety repairs
3 units: with whole house/curb appeal improvements
2 units: with lead paint problems eliminated
4 units: repairs of code enforcement violations

4. Lead Testing and Clearance **Proposed Budget: \$5,000**

Description: Funds will be used to cover the cost of performing lead clearances in buildings that have been rehabilitated with federal funds. These funds will be used only for projects where there are no Lead Grant funds involved. All rehabilitation projects must now comply with strict lead requirements to reduce the hazards caused by lead-based paint. One of the requirements imposed by Title X is that a property that is rehabilitated with federal funds must be lead safe that is documented through a clearance

test. These funds pay for the contractor to take samples and have the sample analyzed by a certified lab.

Anticipated Outputs: 15 lead tests

5. Community Concepts, Inc. Weatherization
Proposed Budget: \$53,950

Description: Funds will be used to weatherize homes and pay for a portion of the program salary expense. This weatherization program includes wall, ceiling and basement insulation, caulking windows and doors, etc. An assessment is done to determine payback and only improvements which have a reasonable payback are undertaken. This program leverages an amount that is greater than our CDBG investment through a Department of Energy grant. These funds would not come to our community without the CDBG match.

Anticipated Outputs: 13 units weatherized

6. Code Enforcement
Proposed Budget: \$50,000

Description: Funds will be used to cover salary costs for a Code Enforcement officer of the City of Auburn. Code enforcement efforts will be directed in three target areas, Downtown, New Auburn and Union Street. The focus of the code enforcement effort is to control vacant and dangerous buildings, nuisance complaints, and to expand code enforcement efforts to improve the overall condition of the housing stock. This will include coordinating building improvements, some of which will come through the City's Rehabilitation Program.

Anticipated Outputs: 100 buildings inspected
25 buildings with health/safety violations repaired/private funds
3 buildings with health and safety violations repaired/public funds

STRATEGY: IMPROVE PARKS AND ESTABLISH COMMUNITY GARDENS

- *Enhance physical infrastructure of key in-town parks;*
- *Improve lighting at Union Street;*
- *Extend the Riverwalk into New Auburn;*
- *Improve walkways to and from parks;*
- *Provide opportunities for growing fresh healthy foods by establishing community gardens in the Downtown, Union Street and New Auburn target areas.*

7. Community Gardens
Proposed Budget: \$8,220 (2019 growing season)
\$7,000 (2018 growing season)

Description: Funds will be used to support a garden coordinator and a neighborhood garden champion for the Webster Street and the Newbury Street gardens for the season beginning in April 2019. Community gardens encourage people to improve their health, stretch their food dollars, learn about growing vegetables, and provide a place where neighbors can meet to engage in a positive way. The garden coordinator will be supervised by St. Mary's Nutrition Center which will be considered an in-kind match. This allocation will count towards the Public Service Cap in the 2019 budget.

Anticipated Output: Support for Webster Street and Newbury Street Gardens

STRATEGY: MAKE NEIGHBORHOODS STREETS SAFER AND MORE WALKABLE

Provide grants to Neighborhood Organizations and groups for projects that will enhance a neighborhood. The funds will be used for public infrastructure projects. This activity may also meet the previous strategy to improve parks and greenspaces.

8. Neighborhood Challenge Grants Proposed Budget: \$40,000

Description: Funds will be used in increments of \$1,000 up to \$10,000 to provide funding for projects that will enhance neighborhoods. Increased safety, beautification and improved parks are the goals. The budget amount of \$25,000 will be awarded to applicants for projects of \$1,000 or more. One \$10,000 grant may be awarded. City staff will assist the applicants with the development of the projects.

Anticipated Output: dependent on the applications received
Up to 4 - \$10,000 grant
Up to 8 grants of \$1,000 - \$5,000

9. Chestnut Street Closing Proposed Budget: \$135,000

Description: Chestnut Street is the home to the Auburn Pal Center, the athletic fields directly behind the center and the basketball courts/playground area across the Street known as the gully. It is a pass through for vehicular traffic between Webster and Winter Street. Given the pedestrian/child traffic at the PAL Center and the increased speeding motorists the safety of the pedestrians and children are a great concern. The funds will be used to close the street creating a safer green space in front of the PAL Center and a pedestrian friendly access to the "gully". It will also provide additional parking. Timeline for the project is the summer of 2018.

Anticipated Output: 1 improved greenspace/park

10. Library Avenue Reconstruction/Downtown Walkability Project
Proposed Budget: \$135,000

Description: Reconstruction of Library Avenue to include new curbing, sidewalks, crosswalks and street lights. The goal is to provide safe, comfortable, attractive and convenient access and travel for pedestrians, bicyclists, motorists and transit users of all ages, abilities and preferences in the downtown area. This project will be leveraged with TIF Funds and Public Services Budget.

Anticipated Output: 570 ft. of street reconstruction
800 ft. new sidewalks and curbing
4 new streetlights
13 parking spaces on Library Avenue

**STRATEGY: SUPPORT PEOPLE IN THEIR EFFORTS TO TRANSITION
OUT OF POVERTY**

Focus on helping young people growing up in poverty to get the personal and educational skills needed to live a healthy and productive adult life.

- *Expand programming for at-risk teenagers that helps them learn work skills, graduate from high school*
- *Create youth apprenticeship opportunities with local businesses*

Support low-income adults to successfully provide for themselves and their families through education and development of employment skills including mentoring, work readiness, and job training.

11. Androscoggin Head Start and Child Care
Promise Early Education Extended Care Program
Request: \$10,000
Proposed Budget: \$10,000

Project Description: Funds would provide social services for families enrolled in head start at Webster School and other sites. Services are available to economically disadvantaged children whose parents are working or in job training. These services assist families in meeting their basic needs, provide parent training, provide information and referrals, develop a strategy to maintain or attain economic independence, and provide crisis intervention. These services facilitate families' efforts to maintain or obtain financial independence from assistance and help children achieve school readiness.

Anticipated Output: 19 Auburn families

12. **Literacy Volunteers of America/Androscoggin
Literacy Services for Adults & Families**
Request: \$8,895
Proposed Budget: \$8,895

Project Description: Funds will be used to help recruit, train and support volunteers to provide tutoring to illiterate adults and families. The Adult Literacy Program provides one-on-one tutoring for reading, writing, and basic math for adults and families in Androscoggin County who are at the lowest two literacy levels. They also offer one-on-one tutoring for English speakers of other languages. The focus is to help adults with low literacy skills and immigrants gain critical reading, writing, and math skills that will help with employability. 90% of their students' primary goal is to obtain a job, pass a job-related test, or participate in career training.

Anticipated Output: 90 Auburn residents

13. **Auburn Police Department
Work with Me**
Request: \$87,466
Proposed Budget: \$47,090

additional funds may be allocated with an increase in CDBG funding.

Description: Auburn Police Department will work collaboratively with Auburn School Department, Central Maine Community College, and Community Concepts, Inc. Bridges Out of Poverty initiatives to provide case management for at-risk youth ages 15-19. Funds will be used to cover the program coordinator's salary, student intern and PAL summer intern stipends, and College Mentor Stipends.

Anticipated Output: 40 Auburn youth

14. **Auburn Recreation Department
Recreation Scholarships**
Request: \$15,500
Proposed Budget: \$15,000

Description: Support families who are involved in education or working by providing summer day care for their children. Families will be required to enroll in an education or training program for their children to qualify. Funds will pay for grants to 30 children. Funds will pay for scholarships, approximately \$500 per child.

Anticipated Output: 25 households (40 children)

15. **Pine Tree Society**
Title Career Development Services

Request: \$10,000

Proposed Budget: \$5,000

Description: The goal of this program is to assist people with disabilities gain employment skills, secure and retain meaningful employment and be more economically independent and engaged in the community. Pine Tree Society will provide individualized Career Development Services to individuals aged 16 and up. The services will include career planning, temporary work experiences, skill development, job placement, job coaching and job retention.

Anticipated Output: 25 people

16. **Community Concepts, Inc.**
Community Partnership for Protecting Children (CPPC)

Request: \$15,000

Proposed Budget: \$12,500

Description: CPPC is a network of partners that strives to reduce child abuse and neglect by developing tangible and sustainable strategies to strengthen families, neighborhoods and the child welfare system. It is designed to increase safety and well-being of individuals living and working in our most at-risk neighborhoods, to engage the entire community to strengthen relationships, change policies, and generally make it easier to give and receive support. CDBG funds will be used to support the CPPC Community Builder positions and incorporate the Bridges Out of Poverty Getting Ahead workshops.

Proposed Output: 50 people

PREVENT HOMELESSNESS

Support homeless people first with housing, then with services to help them provide for themselves and their families through work readiness training and job skill development.

- *Provide staff support to Lewiston-Auburn Alliance for Services to the Homeless (LAASH) to improve access to services and housing for persons who are homeless or at risk.*
- *As a first step towards helping the homeless or at-risk households re-integrate into the community provide a City-sponsored Security Deposit Program as well as other "housing first" approaches.*

17. **Safe Voices**
Request: \$12,000
Proposed Budget: \$11,000

Project Description: Funds will be used to pay the shelter worker salaries to provide services to families experiencing domestic violence and homelessness to develop skills

for self-sufficiency. The shelter serves women and children who are victims of domestic violence. The shelter is open 24 hours, 365 days each year with day and evening staff. Their clients are usually forced to leave behind most of their possessions and many lose their jobs when they come to the shelter. The ongoing case management services and connections to community resources help them to increase their income and non-cash benefits for overall housing stability which helps to prevent the reoccurrence of homelessness. The shelter advocate will assist the family by developing self-sufficiency skills, connect them with resources such as work ready training and job skills.

Anticipated Output: 70 Auburn residents

18. Tedford Housing

Request: \$7,000

Proposed Budget: \$7,000

Description: Funds will be used to pay for case management services for a supportive housing project in Auburn. Tedford Housing operates a permanent supportive housing for formerly homeless single adults. Services will help these individuals to improve quality of life and remain living independently. Without these services, many formerly homeless families fail to maintain housing. Tenants tend to have been homeless two or more times for an extended period. They typically have a disability and have frequent physical health challenges. Each person will be evaluated and have a plan of care. Additionally, the plan will identify opportunities to move towards a volunteering activity, academic courses or training.

Anticipated Output: 7 formerly chronically homeless persons

HOME INVESTMENT PARTNERSHIPS PROGRAM

Source of Funds: U. S. Department of Housing and Urban Development

Objective: Housing

- Expand supply of decent, safe, sanitary and affordable housing
- Strengthen public-private partnerships
- Development of rental housing

Eligible Activities

- Rehabilitation of owner-occupied housing
- Rental housing development
- Homebuyer assistance
- Tenant-based rental assistance

**100% of these funds must be spent on housing activities
that benefit low-income households**

FFY2018 BUDGET DESCRIPTIONS

STRATEGY: INCREASE OWNER OCCUPANCY

- *Make it easier for renters to become homeowners;*
- *Financial help for down payments and financial counseling for low-moderate income renter households seeking to purchase a first home in Auburn;*
- *Find alternative mortgage financing for New Americans and other residents to be able to move up to homeownership, and work with Auburn Housing Authority to identify potential owners.*

1. Homebuyer Assistance

Proposed Budget: \$20,000

Project Description: Funds will be used to provide a 5 to 1 grant for down payment assistance and an interest-free amortized loan to make home purchase affordable for income eligible applicants.

Anticipated Output: 4 households assisted to purchase a home

2. Community Housing Development Organization (CHDO) Project

Proposed Budget: \$105911.87

Project Description: HOME requirements are to set-aside 15% of allocation for a CHDO project. A CHDO project is sponsored by an organization that meets HUD

definition of a CHDO. In the past several years Auburn Housing Authority has partnered with Auburn in this capacity. The goal is to increase homeownership or affordable rental opportunities. No specific project has been identified. Staff proposes utilizing these funds to increase homeownership opportunities by purchasing a vacant property, renovation of the property and resale to an income qualified household(s).

Anticipated Output: 1 homewoner assisted

STRATEGY: PREVENT DETERIORATION OF HOUSING STOCK

- *Provide grants, deferred loans, and low-interest loans for the rehabilitation of owner and rental housing that is occupied by low and moderate income households;*
- *Provide matching funds to implement the 3-year federal grant to reduce childhood lead poisoning;*
- *Provide Community Development staff support to the Lewiston-Auburn Lead Subcommittee to assist with implementation of the 5-Year Strategic Action Plan for the Reduction of Childhood Lead Poisoning in the Cities of Auburn and Lewiston.*
- *Financially support code enforcement activities that result in improvements to the housing stock*
- *Provide financial assistance to encourage exterior as well as health and safety improvements.*

3. Homeowner Rehabilitation

PROPOSED BUDGET: \$129,929

PROJECT DESCRIPTION: Funds will be used to provide interest-free amortized loans and forgivable loans for housing improvements of owner-occupied income-eligible households.

Anticipated outcome: 4 households assisted with whole house/curb appeal improvements

STRATEGY: PREVENT HOMELESSNESS

- *Support homeless people first with housing, then with services to help them provide for themselves and their families through work readiness training and job skill development.*
- *Provide staff support to Lewiston-Auburn Alliance for Services to the Homeless (LAASH) to improve access to services and housing for persons who are homeless or at risk.*
- *As a first step towards helping the homeless or at-risk households re-integrate into the community provide a City-sponsored Security Deposit Program as well as other “housing first” approaches.*

4. **Tenant Based Rental Assistance/Security Deposit Program**

Proposed Budget: \$20,000

Project Description: Funds will be used to provide interest-free loans to pay the security deposit for income eligible households who are homeless or at risk of homeless and will receive a housing voucher from Auburn Housing Authority.

Anticipated Outcome: 33 households

5. **Tenant Based Rental Assistance/Staying Home Rental Assistance Program**

Proposed Budget: \$71,615

Project Description: Funds will be used to provide rental subsidies to income qualified renters who have been identified by the Auburn School Department at risk of homelessness due to housing affordability issues. Tenants will contribute a fixed percent of their income towards the rent. The subsidy payment will not exceed 12 months. Participants will be encouraged to apply for the Section 8 Voucher Program and participate in the Bridges Out of Poverty Program.

Anticipated Outcome: 8 households

STRATEGY: SUPPORT NEW HOUSING CONSTRUCTION

Provide financial assistance to developers of high-quality affordable mixed income housing in the target areas of Auburn.

6. **Development of Rental Housing**

Proposed Budget: \$220,000

Project Description: \$110,000 of HOME funds has been committed to the development of the 477 Minot Avenue workforce housing project. 2 units which will remain subject to HOME restrictions for 30 years. The \$6.3 million project will produce a total of 36 low income housing units.

\$110,000 of HOME Funds has been committed to the 41 Hampshire Street/Troy Street workforce development housing project. 2 units which will remain subject to HOME restrictions for 30 years. The \$9.6 million project will produce a total of 53 residential of which 42 will be low income housing units and 11 market rate units.

Anticipated Outcome: 4 HOME units



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 23, 2018

Author: Sue Clements-Dallaire, City Clerk

Subject: Board and Committee Appointments

The Appointment Committee met on April 18, 2018 to review applications and make their nominations for boards and committees of the City as follows:

Stephen Martelli – Planning Board (associate member, new appointment) with a term expiration of 1/1/2020.

Jason L. Sirois – Board of Assessment Review (full member, new appointment) with a term expiration of 10/01/2019.

Tim Griffin – Citizens Advisory Committee (new appointment) with a term expiration of 6/30/2019.

Rick M. Martel – Parks and Recreation Advisory Board (new appointment) with a term expiration of 10/01/2018.

Tizz E.H. Crowley and Rhyanna D. Larose – Conservation Commission (re-appointments) with term expirations of 06/01/2021.

Council may enter into executive session pursuant to 1 MRSA Sec. 406(6)(A) to review applications or for further discussion before making appointments.

City Budgetary Impacts: None

Staff Recommended Action: Consider appointing members as recommended by the Appointment Committee.

Previous Meetings and History: The Appointment Committee met on April 18, 2018 to make their recommendations.

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink, appearing to read "Peter J. Cusack".

Attachments:

List of applicants
List of vacancies
Applications
Orders

Board Committee Applications
April 18, 2018

Board or Committee	Ward	Last Name	First Name	Address	Preference
Board of Assessment	3	Sirois	Jason L.	29 Fairmount Ave.	
Citizens Advisory Committee	2	Griffin	Tim	30 Dexter Ave.	
Conservation Commission	3	Martel	Rick M.	22 Cedarwood Road	2nd choice
	4	*Larose	Rhyanna D.	164 Bennett Avenue	
	1	*Crowley	Tizz E.H.	35 University Street	
	5	Martelli	Stephen	41 Broad Street	
Parks & Recreation Advisory	3	Martel	Rick M.	22 Cedarwood Road	1st choice
Planning Board	3	Martel	Rick M.	22 Cedarwood Road	3rd choice
	5	Martelli	Stephen	41 Broad Street	

* Indicates this applicant is seeking re-appointment

** Indicates this person is an associate/alternate member seeking full member status

VACANCIES

Audit Committee - 1 vacancy with a term expiration of 12/1/2019

Board of Assessment Review - 4 vacancies - 1 full member position, with a term expiration of 10/01/2019, and three alternate positions. One with a term expiration of 10/1/2020, and two with term expirations of 10/1/2022

Cable TV Advisory Committee – 2 vacancies - one with a term expiration of 6/1/2019, one with a term expiration of 6/1/2020

Citizens Advisory Committee - 1-4 vacancies, all with 6/30/2019 term expirations

Conservation Commission - 2 vacancies, both with term expirations of 6/1/2021

Parks and Recreation Advisory Board - 3 vacancies from either WARDS 2, 3, 4, or 5 - one with a term expiration of 10/01/2018, and two with term expirations of 10/01/2019

Planning Board - 2 vacancies, both associate positions with term expirations of 1/1/2020

Zoning Board of Appeals - 1 vacancy- 1 associate member position with a 10/01/2020 term expiration



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 2/26/2018

Last name: Sirois First name: Jason Middle initial: L

Residence address: 29 Fairmount Ave Ward: _____

City: Auburn State: Maine Zip code: 04210

Home phone: 207-514-4159 Work phone: 207-575-4146 Cell phone: 207-514-4159

Email address: jsirois38@gmail.com

Current occupation: AVP Project Manager TD Bank

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

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

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

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

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I would like to take a more active role in the community, I believe this would enable me to do so. I have always taken part in our local community from instructing skiing at Lost Valley, coaching my childrens sport teams to being and active and supporting member of United Way.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I hope to bring a motivated and energetic mindset and share new ideas with the group. I have always been a big supporter of change and helping support change, assisting individuals to embrace change, I will be able to bring this skillset to this group.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? ____
Not serving currently.

Dates served (if known)? _____

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

Never served to this point.

Dates served (if known)? _____

How did you learn of this vacancy? A local friend and fellow employee at Lost Valley in Auburn.

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

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

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

Signature: Jason L Sirois Date: 2/26/2018

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 2/26/18
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Jason L. Sirois

29 Fairmount Ave., Auburn, ME 04210 | Cell: (207)514-4159 Work: (207)755-4146 |
jsirois38@gmail.com

Professional Summary

Self-starting, organized and detail-oriented, able to strategize and prioritize effectively in a fast-paced multitasking environment. I am flexible and analytical with an eye for detail and able to adapt to changing priorities with a positive attitude. I am looking for a position which necessitates project management, research, analytics, and innovation, where I can effectively utilize and enhance my expertise in information technology, human relations, project management and employee development to maximize company productivity.

Employment History

TD Bank, March 2016 - Present

Assistant Vice President – Project Manager, October 2017 – Present

- Responsible for delivering support, leadership, process improvement and high quality results utilizing PDLC and Agile methodologies for Retail Consumer Deposits, Payments, Products (CDPP), Retail Money Out, Retail Distribution Stores and Operations (RDSO), US Bank Card, Strategic Card, Retail Card Services, Digital, Phone Channel, ATM, Payments, Wealth and Marketing.

Business Analyst II, March 2016 – October 2017

Within this position I was accountable for the following:

- Providing assistance to team members and assuming a lead role within projects.
- Identifying, developing, and maintaining key linkages with business partners including the retail product management, retail distribution, commercial banking, support services and North American business partners such as TD Wealth Management, TD Ameritrade and TD Insurance.
- Resolving issues and problems by conferring with staff, management, other internal departments, outside contacts as necessary.
- Working cross-functionally to drive strategic initiatives and improve processes.
- Adding financial value to company by analyzing company data to identify and recommend initiatives that positively and materially impact the financial results of the company.
- Ensuring that strategic initiatives and directives are carried out effectively with comprehensive change management strategies.
- Ensuring processes, policies and procedures are designed in compliance with TD Risk Appetite.
- Ensuring ongoing compliance with internal / external audit and regulatory requirements. Provide prompt and comprehensive response to all external audit, regulator and compliance requests and findings. Maintain appropriate records of action plans.

Some of my accomplishments thus far during my time with TD are:

- Manage a multimillion dollar investment platform update for TD Wealth Management.
- Planned, Created and Implemented a new fully functional intake process utilizing Rightfax which negates the use of paper faxes and better automates our physical mail and email intake functionality.
- Continuing work to outsource our insurance tracking processes.
- Origination System replacement team member.
- Mainstream Financial Project Lead.
- Re-wrote the Project Plan grid, ACM Log, Audit log and Procedure log for ease of use - These new grids were created to ensure ease of use by projects leaders.
- Annual Secure Transmission to Corelogic – This project necessitated creating a data stream for a secure file transfer annually.
- Cost of Servicing Project – requested by senior management to find cost of each process and ways to improve and/or cut back cost moving forward.
- Developed and implemented plan for Functional Re-alignment.
- United Way Senior Ambassador for annual giving campaign.

Confidential

Unum Life Insurance Compliance Consultant**Business Operations & Compliance (BOC). Portland, ME February 2004 – February 2016**

Accountable for the development, implementation and support and maintenance of contracts and all related forms. Develop and file state regulatory submissions comprised of forms and related rates for compliance with state, federal and, if applicable, foreign laws and regulations. This includes the analysis, development and filing of non-standard provisions for single cases (non-standard contract request) and the associated systems when applicable. Researched and submitted filings when required for new legislation.

During my time with BOC I have accomplished the following:

- Team Lead for the Long Term Care Rate Initiative encompassing 6 different product series.
- Directed and implemented the new BOC Case Tracking System using AGILE methodology.
- Participated in AGILE 101 to enhance my understanding of this new philosophy and to help infuse it within the BOC culture.
- Developed and Implemented the "Connection and Collaboration Project," this project is enabling BOC to build relationships and improve processes with Group Customer Service.
- Provide constant technical support for BOC systems and Microsoft applications.
- Provided support and have been a member of the Life, Disability and Long Term Care teams within BOC.
- Created the training materials as well as conducted the training for the BOC Imaging System and Electronic Rate and Form Filing System (SERFF).
- Submit Legislative and Contract filings to State Insurance Department.
- Obtained approval as well as implemented and provided training for the Electronics Funds Transfer option. for filing fees.
- Attended numerous offsite industry meetings.
- Created an extensive LTC Advertising Filing Requirements Grid.
- Team Leader for the O: Drive reconstruction project.

UNUM, Senior Customer Contact Center Representative**Contact Center, Portland, ME June 2002 – February 2004**

Received incoming calls from Policyholders, insureds and Brokers. Provided policy specific information, benefit information, broker compensation information, specific claim information, as well as provided billing information to customers.

During my time with the Customer contact Center I accomplished the following:

- Constant partnership and collaboration with STD, LTD, LTC and Life Claims.
- Developed a Time Management Tool for my team.
- Received numerous Voice of the customer Awards.
- Supported the Life, Disability, ILTC and GLTC product lines.
- Supported calls on the escalated call line.

United States Army, Data Accuracy Team Manager/ NCOI (Non-Commissioned Officer in Charge)**Heidelberg, Germany June 1999 – May 2002**

Responsible for the analysis, troubleshooting, error resolution and the transfer of SIDPERS Super server input between the Total Army Personnel Database and USAREAR Theater Database, which supports 63,000 soldiers. Provide Theater level assistance and training to system users. Responsible for the accountability and training of 17 office personnel.

During my time in this position I accomplished the following:

- Oversaw the transition from previous military data base to UNIX based system for the entire US Army Military throughout the European Theater.
- The training of 600 Army personal on the SIDPERS UNIX Super server throughout the United States

Army Europe.

- Became very proficient with writing SQL's with the UNIX Server.
- Maintained 100% accuracy of the USAREUR Database.
- Completion of the Primary Leadership Development Course.
- Obtained advanced programming and computer skills.
- Was awarded the Meritorious Service Medal, 2 Army Achievement Medals and 2 Good Conduct Medals.

**United States Army, Personal Information Specialist/ Communications Specialist
Heidelberg, Germany August 1996 – May 1999**

Responsible for tracking and placing incoming and outgoing soldiers throughout the United States Army Europe. During this time I maintained 100% accountability for all of the incoming and outgoing personnel on our database.

Responsible for receiving incoming and outgoing Secret & Top-Secret messages from the field within our communications center, analyzing the information and passing it on to our command units within the United States Army Europe.

Received promotion from the Rank of Private (E-1) to Specialist (E-4) in 18 months which is extremely accelerated.

Education

- Lean Six Sigma Yellow Belt, Completion June 21, 2017
- Kaplan University, BS in Legal Studies, 2010 – Present
- Toastmasters, 2016 - 2017
- Westlaw Proficient
- LexusNexus Proficient
- AGILE Project Certification, Unum, 2015
- Critical Conversations Course, Unum, 2011
- LILI Leadership Course (Leadership in Life Institute), Wellesley, MA 2008 - 2009
- Business Process Improvement Leadership Training, Portland, ME 2008
- Business Writing & Grammar Skills (Skillpath), Portland, ME 2008
- Advanced Microsoft Excel, Portland, ME 2007
- Intermediate Microsoft Excel, Portland, ME 2005
- Introduction to Microsoft Excel, Portland, ME 2003
- Primary Leadership Development Course, Vilsec, Germany 2000
- PeopleSoft Certification, Hanover, Germany 2000
- UNIX Certification, Darmstadt, Germany 1999
- Advanced Microsoft Word, Mannheim, Germany 1999
- Advanced Microsoft Access, Vilsec, Germany 1998
- Introduction to Microsoft Access, Heidelberg, Germany 1998
- Personal Information Systems Management Course, Fort Jackson, South Carolina 1997
- Certificate in Electronics (Lewiston Regional Technical Center), Lewiston, ME 1995 - 1996
- Oak Hill High School Graduate, Litchfield, ME 1996



Skills

- In depth Research and Analysis
- Communication
- Information Technology
- Employee Development
- Change Management
- Process Improvement

Relevant Experience

- RLOS
- New Loan Boarding
- Originations
- Mainstream Financial
- Underwriting Rules
- Contract Analysis and Update
- Insurance Tracking (Flood and Hazard)
 - Vendor Management
 - System Updates
 - Procedure Creation
 - Contract negotiation
- Intake Process Creation
 - Rightfax implementation
 - Task Tracking Database

Work History

- TD Bank
- Unum
- United States Army

Internal

Jason Sirois is a Project Manager for TD Bank's Strategic Portfolio Delivery group.

In this role, Jason is responsible for delivering support, leadership, process improvement and high quality results utilizing the PDLC methodology for Retail Consumer Deposits, Payments, Products (CDPP), Retail Money Out, Retail Distribution Stores and Operations (RDSO), US Bank Card, Strategic Card, Retail Card Services, Digital, Phone Channel, ATM, Payments, Wealth and Marketing.

Jason has been with TD since 2016, starting as a Business Analyst within Loan Servicing and Collections Escrow department. Jason has had leadership and supporting roles on a variety of key initiatives, including Insurance Tracking vendor outsourcing for all flood and hazard processes within Escrow, creation and implementation of a completely revamped intake process for all customer related request, MSRA (Mortgage Servicing Rules) updates, RLOS (Originations systems replacement). He most recently has been managing updates to our Commercial Loan platform (Shaw) in order to integrate Flood Data fields that previously have not existed. This will enable the much needed archiving of a database.

Known for his communication and process improvement skills, Jason's strengths are Change Management as well as establishing and maintaining successful business relationships. He has almost 16 years of experience in process improvement, research & analysis and people management and development.

Jason lives in Auburn, ME with his wife and three sons. In his free time, he enjoys spending time with family and friends, he is an avid outdoorsman and his passion is skiing, it's a true thrill when that first snowstorm arrives. Jason is a Veteran of the United States Army and served during many conflicts from 1996 through 2002. Throughout his life he has served as a ski instructor throughout Europe and locally here in Maine.

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 37-04232018

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 04/18/2018;

Board or Committee	Term Exp. Date	Name
Board of Assessment Review (Full member)	10/01/2019	Jason Sirois (new appointment)



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: April 17, 2018

Last name: GRIFFIN First name: Tim Middle initial: J

Residence address: 30 Dexter Avenue Ward: 2

City: Auburn State: Maine Zip code: 04210

Home phone: 783-2978 Work phone: — Cell phone: 689-6409

Email address: WAYFARER9@MYFAIRPOINT.NET

Current occupation: Retired

Previous occupation (if retired or no longer working): Program Manager, Maine Dept of Labor

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

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

- ☐ 9-1-1 Committee
- ☐ Auburn Housing Authority
- ☐ Board of Assessment Review
- ☐ CDBG Loan Committee
- ☐ Complete Streets Committee
- ☒ Ethics Panel
- ☐ L/A Transit Committee
- ☐ Planning Board
- ☐ St. Louis Bells Committee
- ☐ Zoning Board of Appeals

- ☐ Airport Board
- ☒ Audit & Procurement Committee
- ☐ Cable TV Advisory Board
- ☐ Community Forest Board
- ☐ Conservation Commission
- ☒ Finance Committee
- ☐ Parks & Recreation Advisory Board
- ☐ Sewer District
- ☐ Water District
- ☒ Citizen Advisory Committee

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). Now that I am retired, work on these committees would be an opportunity to serve the Auburn community as service is important to me.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Good works and service to the community

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

Dates served (if known)? —

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

Dates served (if known)? —

How did you learn of this vacancy? From Website

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

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

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

Signature: Tim Gaffin Date: April 17, 2018

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: _____
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Timothy J. Griffin

30 Dexter Avenue

Auburn, Maine 04210

207-783-2978

Wayfarer9@MyFairpoint.net

Objective: *I am seeking a position on an Auburn committee or board.*

EDUCATION:

BA, Psychology, University of Maine, Orono, Maine

WORK EXPERIENCE**Employment and Training Program Manager 2014–December 2017(upon retirement)**

Bureau of Employment Services, Augusta, Maine

- Coordinates implementation and maintenance of management information systems
- Provides technical assistance to and trains Local Workforce Board staff, CareerCenter staff, and BES administration staff on reporting, validation, & eligibility, data entry issues
- Monitors Local Workforce Boards, service providers, and CareerCenters, for compliance to federal and state program & administrative requirements
- Produces reports in response to federal, state, and management requirements
- Oversees data validation and quality control activities to ensure that federal reporting are accurate and complete

Management Analyst II**1985–2014**

Bureau of Employment Services, Augusta, Maine

- Coordinates implementation and maintenance of management information systems
- Provides technical assistance and training to Local Workforce Board staff, CareerCenter staff, and BES administration staff on reporting, validation, eligibility, & data entry issues
- Monitors, Service Providers, and CareerCenters for compliance with federal and state law, regulations, and policy
- Participates in negotiations with Local Workforce Boards and ETA Regional Office on annual performance standards
- Designs, produces, & submits reports in response to federal, state, and management requirements
- Oversees data validation and quality control activities to ensure that federal reporting is accurate, complete and conforms to federal and state law, regulations, and policies.

VOLUNTEER EXPERIENCE -- Service to the community is my aspiration, my mission

Through the years, I have volunteered for activities such as:

- **Boy Scout Troop 111**
- **Literacy Volunteers**
- **Trinity Jubilee Center – helped served meals**
- **Served in many capacities for the Baha’i Faith**
 - **Junior Youth activities**
 - **Study Circle tutor**
 - **Served on Spiritual Assembly of the Baha’is of Auburn**
- **Androscoggin Home Health and Hospice**
- **Good Shepherd Food Bank**
- **Restorative Justice Institute**

HONOR/AWARDS

- **Maine Management Institute, April-May 1989**
- **DOL Employee of the Month, Augusta Region, December 2002**
- **Certified Continuous Improvement Practitioner - Bronze, January 2011**

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 38-04232018

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 04/18/2018;

Board or Committee	Term Exp. Date	Name
Citizens Advisory Committee	06/30/2019	Tim Griffin (new appointment)



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

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

Date: 3/5/18
Last name: Larose First name: Rhyanna Middle initial: D
Residence address: 164 Bennett Ave Ward: 4
City: Auburn State: ME Zip code: 04210
Home phone: 783-2862 Work phone: 755-2329 Cell phone: 689-5513
Email address: rlarose@geiger.com
Current occupation: Occupational Health + Safety Nurse
Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): Current member of Conservation Commission and Forest Board
Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

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

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). Continue serving on Conservation Commission, assist with on-going projects such as Dam Licensing, Littlefield Dam, Ag Study, project Canopy, educating public etc.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Continue to help strengthen community involvement in Auburn to preserve and revitalize conservation of Land, woodlands, rivers, streams, lakes, wildlife, trees, trails, green space, parks

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

Dates served (if known)? Since June 2017

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

See above

Dates served (if known)? _____

How did you learn of this vacancy? asked to continue serving on boards

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

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

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

Signature: [Signature] Date: 3/5/18

Please submit your application to:
Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210

207-333-6601, extension 1126 sdallaire@auburnmaine.gov

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 3/5/18
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

4/2/18

Application**City of Auburn**

We're so happy that you've decided to volunteer for our community! The giving of your time is commendable and very much appreciated. Without people like you coming forward our community would not be as strong, as vibrant, or as great as it is – thank you so much! Please complete the form below and return it to the City Clerk's office. Again, on behalf of all of us at the City of Auburn, I hope your volunteer experience is rewarding, and thank you for being an outstanding citizen!

This is an application for: ☒ **XX New Appointment** ☐ **Reappointment**

Name: **Tizz E. H Crowley** Ward: **1** Years as an Auburn Resident: **25+yrs**

Mailing Address: **35 University Street Auburn, Maine 04210**

Physical Address: **same as above**

Phone: **(207) 783-1468** Email: **tizzcrowley@yahoo.com**

Describe your education and/or experience or attach a resume:

see attached resume- I have a great deal of expertise with Federal and State regulations. As an administrator I had the responsibility for compliance with natural resource issues. Our main office was located on a stream and we had a great deal of wildlife in our complex. Parks are of particular interest to me as Auburn has abundance that need to be maintained and promoted for local use. Parks were a priority in the community conversations held in the fall 2013. I've worked on the Conservation Commission's Parks Committee since its inception. We have sponsored contests, participated in portable park, and just completed a Walk in the Park Day event with two sessions. I also hope we can begin work with a focus on Auburn's Cemeteries.

Which board or committee would you like to serve on? (One per application)

Auburn Conservation Commission

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

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

Incomplete applications and those which list more than one committee will not be considered. Applications are valid for a period of six months. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants.

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

Signature: _____ **Tizz E. H. Crowley** _____ Date: **April 1, 2018** _

*The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve.

Susan Clements-Dallaire, City Clerk sdallaire@ci.auburn.me.us

333-6600

Why do you want to serve?

I'd like to serve on the new Auburn Conservation Commission because of the Committee's comprehensive scope of work. Quality of Life in Auburn is a priority for me personally. The Commission should promote good land use planning through a variety of programs, policies, and initiatives. I believe I have the skills and experience to contribute to planning and implementation especially where there are complementary tasks with Recreation Advisory Committee, Water and Sewer Districts needs. I wish to be reappointed to continue several of the projects started. I bring a great deal of the history of the Commission that newer members appreciate and find helpful. Attending Forest Board meetings, LAWPC sessions and other gatherings I know the importance of implementing highest standards of sustainable forest management for all land in Auburn. I've been part of the Parks subcommittee since its beginning and believe we've done some important community projects in just the two years we've existed. Our Veterans' groups have been handling placement of flags in our cemeteries, and it's actual a fun job. We need more in our Cemeteries. Many communities of "Friends of _____ Cemetery groups. I think Auburn has a need for such and would greatly benefit from more community engagement and care regarding cemeteries.

What do you hope to accomplish?

Besides representing the residents of Auburn and making sure their interests and needs are heard, I would work to increase the public's awareness and appreciation of the Auburn's natural, cultural and historical resources; and foster a sense of stewardship among residents and visitors.

One of the contributions I can make is to be the conduit for communication and work between the Conservation Commission, the City, the Auburn Water District and the Lake Auburn Watershed Protection Commission. I have been re-elected to the LAWPC by the AWD Board of Trustees. I enjoy and make consistent effort to bring information both directions.

Conservation Commission has some duties in the Comprehensive Plan. It would have management responsibilities that include prescribed burning, invasive species control, wildlife inventory, and habitat improvements for endangered and threatened species of plants and animals. Most of these are mentioned in the Comp Plan. I am very familiar with the Comp Plan and know it needs to be updated.

Although I no longer serve on the Parks & Recreation Advisory Board. I believe the Recreation Department and the Conservation Commission might work together so Auburn could offer boating, bicycling, canoeing, cultural happenings, festivals, hiking, nature study, picnic shelters, and more. Jointly we could promote leaving life's daily pressures behind and reconnect with nature and your own family at a nearby Auburn Park or open space.

This says it all: Community Value... A Sense of Pride

Well-maintained parks promote community engagement and civic pride. Neighbourhood parks attract and connect individuals of all ages and ethnic backgrounds who share a vision for the betterment of their surroundings. Neglected public spaces can become vital community assets when residents, civic groups, and city leaders come together. Whether transforming vacant lots to community gardens, planning for a future park, or beautifying existing public green spaces; parks provide opportunities for people to take ownership of their community, which improves quality of life.

Parks control urban sprawl and reduce crime, creating safer communities. Research shows that there is less crime in residential areas close to parks, in part because these green spaces are frequent gathering places for community members. The result is stronger community connections that empower residents to look out for one another.

Source: City Parks Alliance

I hope I get to continue the work we've started. Thank you for your consideration.

TIZZ E.H. CROWLEY, CMPE
35 University Street Auburn, Maine 04210
(207) 783-1468

EMAIL: TizzCrowley@yahoo.com

Work Experience:

Held the highest non-physician executive position in a single specialty organization. Duties and responsibilities included:

- develop and monitor practice policy working as a voting member of the Board of Directors
- serve as liaison between the practice and physicians, staff members, businesses, and community
- initiate and maintain relationships with managed care organizations, referring physicians, and ancillary providers
- develop and direct all managed care activities for the practice including contract negotiations and claims administration
- broad responsibilities for all administrative functions including daily operations of multiple sites, finance, managed care contracting, development of fee schedules, physician compensation and recruitment, analysis of reimbursement rates, oversee coding activities, human resources, medical and business information systems, assessment of provider performance; facilities management including building maintenance and housekeeping, business services, patient accounting
- develop financial policies and oversees their implementation.
- monitor a variety of financial activities, including budgeting, analysis, accounting, billing, payer contracting, and collections
- obtain funds for capital development including construction, renovations, and equipment acquisitions
- responsible for the overall operation of the practice as well as activities that relate to the future growth of the practice (strategic planning and marketing).
- develop, implement, and coordinate policies relating to all aspects of personnel administration including recruitment, salary and benefits administration, labor law compliance and employee relations.
- interpretation of state and federal regulations that relate to health care industry or the practice.
- responsible for adhering to all regulatory, credentialing, and licensing requirements, monitoring compliance activities.

Worked in an integrated delivery system for a single specialty provider based practice.

Duties and responsibilities included:

- the profitability, productivity, and efficiency of the practice. In the last completed fiscal year, our practice contributed 14.99% above the budgeted contribution to margin. We were understaffed by at least one FTE provider for the entire year.
- participated in the team of managers for the 160+ provider multi-specialty practice
- represented the largest provider group in the Women=s Health Service Line
- designed and implemented three open house events for the community during the annual Women=s Health fairs. We provided education information, massage, facial services, and henna hand painting, as well as, a AMothers and Children of the World@ art display.
- developed, directed, implemented, and participated in National Midwives Week celebrations where there were daily activities promoting midwifery services and the midwife providers. These were the first ever held in the institution.

Enjoyed my work as a physician coder for a small, hospital-based physician practice. Duties and

- coding medical and surgical services for family practice, obstetrics/gynecology, hospitalists, pulmonary, oncology, internal medicine, and pediatrics
- chart audits for coding and documentation compliance
- special projects including “lost charges” searches, pricing and reimbursement concerns

Very successful in uncovering missing revenue generated by unbilled services

- education and training for providers regarding billing, documentation and compliance
- trained other staff in charge entry and basic coding for family practice and pediatrics
- designing charge forms for capture of services
- assisted billing staff with patient and insurance questions.

I received a ‘Citation for Excellence’ for work with patient statements generation.

Degree Earned: Baccalaureate University of Maine at Portland-Gorham Political Science major

American College of Medical Practice Executives: Life Certified Member National Board certification

1985-present	St. Joseph Hospital Auxiliary: Life Member
1986-present	Kennebec Girl Scouts Council: Life Member
2011-2015	Auburn City Councilor Ward 1
2011-2015	Auburn Sewerage District Board of Trustees
2011-2015 and	
2016-present	Auburn Water District Board of Trustees – Treasurer 2015 to present
2015-present	Auburn Conservation Commission
2018-present	Association of Living History, Family, and Agricultural Museum – member
2015-present	Washburn-Norlands Living History Center- member & volunteer

References Available Upon Request

Updated: 2018.04.01 Tizz E. H. Crowley resume



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 4/4/2018

Last name: Martel First name: Rick Middle initial: M

Residence address: 22 Cedarwood Rd. Ward: 3

City: Auburn State: ME Zip code: 04210

Home phone: _____ Work phone: 207-856-2501 Cell phone: 207.576.4053

Email address: rmartel@roadrunner.com

Current occupation: Operations Manager

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

Educational and/or experience (or attach your resume): BA - Business Administration

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

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

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). To begin some involvement and assistance in government of the community that I live in. This is currently a learning experience to help determine where/how my involvement can be most useful.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Assist with improvement of city government, the community as a whole, and its involvement and collaboration with surrounding communities.

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

Dates served (if known)? _____

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

Dates served (if known)? _____

How did you learn of this vacancy? Reading newsletters, and visiting the city website.

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

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

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

Signature: _____ Date: _____

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 4-4-18
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Susan Clements-Dallaire

From: Martel, Rick <rick.martel@Montalvo.com>
Sent: Thursday, April 05, 2018 8:04 PM
To: Susan Clements-Dallaire
Subject: RE: Committees Application

Thank you for the info.

In that case, please note these as my preferences in this order:

1. Parks and Recreation
2. Conservation Commission
3. Planning Board

And please remove the CAC from consideration.

Thanks,

Rick Martel

Supply Chain Manager
The Montalvo Corporation
207.856.2501 x111
rick.martel@Montalvo.com



Web Tension Control Experts... Since 1947

From: Susan Clements-Dallaire <sdallaire@auburnmaine.gov>
Sent: Thursday, April 5, 2018 11:08 AM
To: Martel, Rick <rick.martel@Montalvo.com>
Subject: FW: Committees Application

Hi, Rick,

I just heard from Yvette Bouttenot regarding the Citizen's Advisory Committee. When they meet, they normally meet at 5:00 or 5:30 PM.

Sue

From: Susan Clements-Dallaire
Sent: Thursday, April 05, 2018 9:50 AM
To: 'Martel, Rick' <rick.martel@Montalvo.com>
Subject: RE: Committees Application

Hello,

Yes, feel free to note your first, second, third choices.

The Planning Board meets the 2nd Tuesday of the month at 6PM

The Parks & Recreation Board meets the 2nd Wednesday of the month at 6:30 PM

The Conservation Commission meets the 3rd Tuesday of the month at 6PM
The Citizen's Advisory Committee does not meet often and when they do, I am not sure of the time. I've reached out to the staff liaison to that commit and will let you know once I hear from her.
I hope that helps.
Sue

From: Martel, Rick <rick.martel@Montalvo.com>
Sent: Thursday, April 05, 2018 8:28 AM
To: Susan Clements-Dallaire <sdallaire@auburnmaine.gov>
Subject: RE: Committees Application

Sue,

Please advise because I am really not sure how it works....
As you can see, I checked off several committees on my application because I know there are openings on several.
But can I have a 1st choice, 2nd choice, etc., or would I be randomly assigned to one if my application is accepted?
How does that work?

I also may have concerns with timing depending on when those committees meet. I work in Gorham till 5pm (normally) so would prefer a committee that meets no earlier than 6pm if possible.

Thanks,

Rick Martel
Supply Chain Manager
The Montalvo Corporation
207.856.2501 x111
rick.martel@Montalvo.com



Web Tension Control Experts... Since 1947

From: Susan Clements-Dallaire <sdallaire@auburnmaine.gov>
Sent: Thursday, April 5, 2018 8:21 AM
To: Martel, Rick <rick.martel@Montalvo.com>
Subject: RE: Committees Application

Thank you!
Sue

From: Martel, Rick <rick.martel@Montalvo.com>
Sent: Wednesday, April 04, 2018 8:45 PM
To: Susan Clements-Dallaire <sdallaire@auburnmaine.gov>
Subject: Committees Application

Susan,

Please find my application attached to volunteer for an Auburn City Government committee.

Please let me know if any questions or issues with the application and please keep me updated if there is any activity regarding the acceptance process.

Thank you,

Rick Martel

Supply Chain Manager

The Montalvo Corporation

Mobile: 207.576.4053

rick.martel@Montalvo.com



Web Tension Control Experts... Since 1947

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 39-04232018

ORDERED, that the City Council hereby appoints the following board and committee members as nominated by the Appointment Committee on 04/18/2018;

Board or Committee	Term Exp. Date	Name
Conservation Commission	06/01/2021 06/01/2021	Tizz E.H. Crowley (re-appointment) Rhyanna D. Larose (re-appointment)



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 4/4/2018

Last name: Martel First name: Rick Middle initial: M

Residence address: 22 Cedarwood Rd. Ward: 3

City: Auburn State: ME Zip code: 04210

Home phone: _____ Work phone: 207-856-2501 Cell phone: 207.576.4053

Email address: rmartel@roadrunner.com

Current occupation: Operations Manager

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

Educational and/or experience (or attach your resume): BA - Business Administration

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

☐ 9-1-1 Committee

☐ Auburn Housing Authority

☐ Board of Assessment Review

☐ CDBG Loan Committee

☒ Citizens Advisory Committee

☒ Conservation Commission

☐ Finance Committee

☒ Parks & Recreation Advisory Board

☒ Planning Board

☐ Water District

☐ Airport Board

☐ Audit & Procurement Committee

☐ Cable TV Advisory Board

☐ Community Forest Board

☐ Ethics Panel

☐ L/A Transit Committee

☐ Poland-Auburn Economic Development Committee

☐ Sewer District

☐ Zoning Board of Appeals

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). _To begin some involvement and assistance in government of the community that I live in. This is currently a learning experience to help determine where/how my involvement can be most useful.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). ____ Assist with improvement of city government, the community as a whole, and its involvement and collaboration with surrounding communities.

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

Dates served (if known)? _____

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

How did you learn of this vacancy? ____ Reading newsletters, and visiting the city website.

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

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FOR OFFICE USE ONLY

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To: Susan Clements-Dallaire
Subject: RE: Committees Application

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1. Parks and Recreation
2. Conservation Commission
3. Planning Board

And please remove the CAC from consideration.

Thanks,

Rick Martel

Supply Chain Manager
The Montalvo Corporation
207.856.2501 x111
rick.martel@Montalvo.com



Web Tension Control Experts... Since 1947

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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 40-04232018

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 04/18/2018;

Board or Committee	Term Exp. Date	Name
Parks & Recreation Advisory Board	10/01/2018	Rick M. Martel (new appointment)



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| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
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| <input type="checkbox"/> Water District | |

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And please remove the CAC from consideration.

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Sue,

Please advise because I am really not sure how it works....

As you can see, I checked off several committees on my application because I know there are openings on several.

But can I have a 1st choice, 2nd choice, etc., or would I be randomly assigned to one if my application is accepted?

How does that work?

I also may have concerns with timing depending on when those committees meet. I work in Gorham till 5pm (normally) so would prefer a committee that meets no earlier than 6pm if possible.

Thanks,

Rick Martel

Supply Chain Manager

The Montalvo Corporation

207.856.2501 x111

rick.martel@Montalvo.com



Web Tension Control Experts... Since 1947

From: Susan Clements-Dallaire <sdallaire@auburnmaine.gov>

Sent: Thursday, April 5, 2018 8:21 AM

To: Martel, Rick <rick.martel@Montalvo.com>

Subject: RE: Committees Application

Thank you!

Sue

From: Martel, Rick <rick.martel@Montalvo.com>

Sent: Wednesday, April 04, 2018 8:45 PM

To: Susan Clements-Dallaire <sdallaire@auburnmaine.gov>

Subject: Committees Application

Susan,

Please find my application attached to volunteer for an Auburn City Government committee.

Please let me know if any questions or issues with the application and please keep me updated if there is any activity regarding the acceptance process.

Thank you,

Rick Martel

Supply Chain Manager
The Montalvo Corporation
Mobile: 207.576.4053
rick.martel@Montalvo.com



Web Tension Control Experts... Since 1947

APR 17 2018



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 4.18.18

Last name: MARTELLI First name: STEPHEN Middle initial: J

Residence address: 41 BROAD ST #2 Ward: 5

City: AUBURN State: ME Zip code: 04210

Home phone: _____ Work phone: _____ Cell phone: 207.440.7883

Email address: SJMARTELLI2186@GMAIL.COM

Current occupation: RETIRED - WELDING INSPECTOR & EDUCATOR

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

Educational and/or experience (or attach your resume): HS GRAD, WELDING Voc. Sch.
BUSINESS OWNER - STEVE'S WELDING SERV., WELD INSP.

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

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

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). INTERESTED IN SERVING THE CITY FOR FUTURE BUILDING PROJECTS.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). TO HELP PLAN CITY PROJECTS WITH MY CONSTRUCTION BACKGROUND TO FALL BACK ON.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? ~~YES~~ YES AGING FRIENDLY AUCOG-CITILINK BUS ROUTE PLANNING.
Dates served (if known)? 2-18-PRESENT (JUST STARTED)

Have you previously served on a City or Community Board or Committee? If so, which one(s)?
YES NEW AUBURN MASTER PLAN-(9-08-2-10)

Dates served (if known)? _____

How did you learn of this vacancy? ERIC COUSINS RECOMMENDED - IF APPROVED, I WOULD RESIGN FROM OTHERS COMM.

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

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

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

Signature: D J Martelli Date: 4-18-18

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

APR 18 2018	
FOR OFFICE USE ONLY	
DATE APPLICATION RECEIVED:	_____
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 41-04232018

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 04/18/2018;

Board or Committee	Term Exp. Date	Name
Planning Board – Associate Member	01/01/2020	Stephen Martelli (new appointment)

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services



TO: Peter Crichton, City Manager
FROM: Jill Eastman, Finance Director
REF: March 2018 Financial Report
DATE: April 18, 2018

The following is a discussion regarding the significant variances found in the City's March financial report. Please note that although the monthly financial report contains amounts reported by the School Department, this discussion is limited to the City's financial results and does not attempt to explain any variances for the School Department.

The City has completed its ninth month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 75.0% of the annual budget. However, not all costs and revenues are distributed evenly throughout the year; individual line items can vary based upon cyclical activity.

Revenues

Revenues collected through March 31st, including the school department were \$69,489,219, or 83.24%, of the budget. The municipal revenues including property taxes were \$52,198,979, or 87.41% of the budget which is more than the same period last year by \$3,112,456. The accounts listed below are noteworthy.

- A. March 15th the second installment for real estate taxes were due. The City collected \$13,780,717 in the month of March.
- B. Excise tax for the month of March is at 76.32%. This is a \$52,619 increase from FY 17.
- C. State Revenue Sharing for the month of March is 72.46% or \$1,093,529. This is a 0.65% increase from last March to this March.

Expenditures

City expenditures through March 2018 are \$32,905,422 or 78.87%, of the budget. Noteworthy variances are:

- A. Transfer to TIF: Last fiscal year the transfer from the General Fund to the TIF Funds was done in April, this transfer was made in March this year.
- B. The transfer to Worker's Compensation was made in March this year and last year it was done in April.

Investments

This section contains an investment schedule as of March 31st. Currently the City's funds are earning an average interest rate of .92%.

Respectfully submitted,

A handwritten signature in black ink that reads "Jill M Eastman". The signature is written in a cursive, flowing style.

Jill M. Eastman
Finance Director

CITY OF AUBURN, MAINE
BALANCE SHEET - CITY GENERAL FUND, WC AND UNEMPLOYMENT FUND
AS of March 2018, February 2018, and June 2017

	UNAUDITED March 31 2018	UNAUDITED February 28 2018	Increase (Decrease)	AUDITED JUNE 30 2017
ASSETS				
CASH	\$ 26,451,123	\$ 20,012,410	\$ 6,438,713	\$ 11,272,850
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	2,019,327	1,964,668	54,659	2,532,611
TAXES RECEIVABLE-CURRENT	3,985,177	17,799,565	(13,814,388)	1,051,346
DELINQUENT TAXES	666,570	667,730	(1,160)	612,972
TAX LIENS	746,251	824,113	(77,862)	562,272
NET DUE TO/FROM OTHER FUNDS	(1,268,852)	3,137,858	(4,406,710)	3,021,419
TOTAL ASSETS	\$ 32,599,596	\$ 44,406,344	\$ (11,806,749)	\$ 19,053,470
LIABILITIES & FUND BALANCES				
ACCOUNTS PAYABLE	\$ (91,591)	\$ (30,342)	\$ (61,249)	\$ (851,716)
PAYROLL LIABILITIES	(1,434,096)	(403,561)	(1,030,535)	-
ACCRUED PAYROLL	-	-	-	(4,075,304)
STATE FEES PAYABLE	(54,852)	(47,085)	(7,767)	-
ESCROWED AMOUNTS	(9,140)	(9,140)	-	(2,826)
DEFERRED REVENUE	(5,248,466)	(19,141,877)	13,893,411	(2,057,984)
TOTAL LIABILITIES	\$ (6,838,144)	\$ (19,632,005)	\$ 12,793,860	\$ (6,987,830)
FUND BALANCE - UNASSIGNED	\$ (24,670,499)	\$ (23,683,387)	\$ (987,112)	\$ (8,863,571)
FUND BALANCE - RESTRICTED FOR WORKERS COMP & UNEMPLOYMENT	776,017	776,017	-	(2,023,296)
FUND BALANCE - RESTRICTED	(1,866,970)	(1,866,970)	-	(1,178,773)
TOTAL FUND BALANCE	\$ (25,761,452)	\$ (24,774,340)	\$ (987,112)	\$ (12,065,640)
TOTAL LIABILITIES AND FUND BALANCE	\$ (32,599,596)	\$ (44,406,344)	\$ 11,806,749	\$ (19,053,470)

CITY OF AUBURN, MAINE
REVENUES - GENERAL FUND COMPARATIVE
THROUGH March 31, 2018 VS March 31, 2017

REVENUE SOURCE	FY 2018 BUDGET	ACTUAL REVENUES THRU MAR 2018	% OF BUDGET	FY 2017 BUDGET	ACTUAL REVENUES THRU MAR 2017	% OF BUDGET	VARIANCE
TAXES							
PROPERTY TAX REVENUE-	\$ 48,061,530	\$ 44,194,815	91.95%	\$ 46,032,435	\$ 41,420,641	89.98%	\$ 2,774,174
PRIOR YEAR TAX REVENUE	\$ -	\$ 830,051		\$ -	\$ 741,375		\$ 88,676
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 1,015,000	\$ 821,845	80.97%	\$ 750,000	\$ 569,088	75.88%	\$ 252,757
EXCISE	\$ 3,810,000	\$ 2,907,750	76.32%	\$ 3,365,000	\$ 2,855,131	84.85%	\$ 52,619
PENALTIES & INTEREST	\$ 150,000	\$ 88,435	58.96%	\$ 150,000	\$ 104,662	69.77%	\$ (16,227)
TOTAL TAXES	\$ 53,036,530	\$ 48,842,896	92.09%	\$ 50,297,435	\$ 45,690,897	90.84%	\$ 3,151,999
LICENSES AND PERMITS							
BUSINESS	\$ 62,000	\$ 50,502	81.46%	\$ 48,000	\$ 43,229	90.06%	\$ 7,273
NON-BUSINESS	\$ 345,000	\$ 347,981	100.86%	\$ 427,384	\$ 374,049	87.52%	\$ (26,068)
TOTAL LICENSES	\$ 407,000	\$ 398,483	97.91%	\$ 475,384	\$ 417,278	87.78%	\$ (18,795)
INTERGOVERNMENTAL ASSISTANCE							
STATE-LOCAL ROAD ASSISTANCE	\$ 400,000	\$ 406,860	101.72%	\$ 400,000	\$ 399,292	99.82%	\$ 7,568
STATE REVENUE SHARING	\$ 1,509,117	\$ 1,093,529	72.46%	\$ 1,468,313	\$ 1,054,377	71.81%	\$ 39,152
WELFARE REIMBURSEMENT	\$ 95,000	\$ 127,842	134.57%	\$ 59,000	\$ 36,663	62.14%	\$ 91,179
OTHER STATE AID	\$ 32,000	\$ 14,943	46.70%	\$ 22,000	\$ 2,681	12.19%	\$ 12,262
CITY OF LEWISTON	\$ 228,384	\$ -	0.00%	\$ 160,000	\$ -	0.00%	\$ -
TOTAL INTERGOVERNMENTAL ASSISTANCE	\$ 2,264,501	\$ 1,643,175	72.56%	\$ 2,109,313	\$ 1,493,013	70.78%	\$ 150,162
CHARGE FOR SERVICES							
GENERAL GOVERNMENT	\$ 144,440	\$ 90,767	62.84%	\$ 132,640	\$ 73,034	55.06%	\$ 17,733
PUBLIC SAFETY	\$ 236,277	\$ 109,234	46.23%	\$ 139,077	\$ 87,496	62.91%	\$ 21,738
EMS TRANSPORT	\$ 1,250,000	\$ 712,592	57.01%	\$ 1,250,000	\$ 769,985	61.60%	\$ (57,393)
TOTAL CHARGE FOR SERVICES	\$ 1,630,717	\$ 912,593	55.96%	\$ 1,521,717	\$ 930,515	61.15%	\$ (17,922)
FINES							
PARKING TICKETS & MISC FINES	\$ 70,000	\$ 40,770	58.24%	\$ 65,000	\$ 44,871	69.03%	\$ (4,101)
MISCELLANEOUS							
INVESTMENT INCOME	\$ 32,000	\$ 36,617	114.43%	\$ 10,000	\$ 45,880	458.80%	\$ (9,263)
RENTS	\$ 35,000	\$ 27,922	79.78%	\$ 18,000	\$ 21,040	116.89%	\$ 6,882
UNCLASSIFIED	\$ 10,000	\$ 57,465	574.65%	\$ 10,000	\$ 3,135	31.35%	\$ 54,330
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 45,117		\$ -	\$ 33,845		\$ 11,272
SALE OF PROPERTY	\$ 20,000	\$ 14,611	73.05%	\$ 20,000	\$ 11,344	56.72%	\$ 3,267
RECREATION PROGRAMS/ARENA				\$ -	\$ -		\$ -
MMWAC HOST FEES	\$ 215,000	\$ 163,789	76.18%	\$ 210,000	\$ 266,650	126.98%	\$ (102,861)
TRANSFER IN: TIF	\$ 1,287,818	\$ -	0.00%	\$ 1,537,818	\$ -	0.00%	\$ -
TRANSFER IN: REC SPEC REVENUE	\$ 54,718	\$ -	0.00%	\$ 54,718	\$ -	0.00%	\$ -
ENERGY EFFICIENCY				\$ -	\$ 1,625		\$ (1,625)
CDBG	\$ 214,430	\$ 15,541	7.25%	\$ 254,127	\$ 120,592	47.45%	\$ (105,051)
UTILITY REIMBURSEMENT	\$ 27,500	\$ -	0.00%	\$ 27,500	\$ 5,838	21.23%	\$ (5,838)
CITY FUND BALANCE CONTRIBUTION	\$ 412,500	\$ -	0.00%	\$ 825,000	\$ -	0.00%	\$ -
TOTAL MISCELLANEOUS	\$ 2,308,966	\$ 361,061	15.64%	\$ 2,967,163	\$ 509,949	17.19%	\$ (148,888)
TOTAL GENERAL FUND REVENUES	\$ 59,717,714	\$ 52,198,979	87.41%	\$ 57,436,012	\$ 49,086,523	85.46%	\$ 3,112,456
SCHOOL REVENUES							
EDUCATION SUBSIDY	\$ 22,039,568	\$ 16,786,691	76.17%	\$ 21,373,337	\$ 14,715,798	68.85%	\$ 2,070,893
EDUCATION	\$ 811,744	\$ 503,549	62.03%	\$ 814,540	\$ 524,258	64.36%	\$ (20,709)
SCHOOL FUND BALANCE CONTRIBUTION	\$ 906,882	\$ -	0.00%	\$ 906,882	\$ -	0.00%	\$ -
TOTAL SCHOOL	\$ 23,758,194	\$ 17,290,240	72.78%	\$ 23,094,759	\$ 15,240,056	65.99%	\$ 2,050,184
GRAND TOTAL REVENUES	\$ 83,475,908	\$ 69,489,219	83.24%	\$ 80,530,771	\$ 64,326,579	79.88%	\$ 5,162,640

CITY OF AUBURN, MAINE
EXPENDITURES - GENERAL FUND COMPARATIVE
THROUGH March 31, 2018 VS March 31, 2017

DEPARTMENT	FY 2018 BUDGET	Unaudited EXP THRU MAR 2018	% OF BUDGET	FY 2017 BUDGET	Unaudited EXP THRU MAR 2017	% OF BUDGET	VARIANCE
ADMINISTRATION							
MAYOR AND COUNCIL	\$ 80,300	\$ 63,354	78.90%	\$ 78,464	\$ 67,047	85.45%	\$ (3,693)
CITY MANAGER	\$ 581,170	\$ 378,465	65.12%	\$ 378,880	\$ 181,481	47.90%	\$ 196,984
CITY CLERK	\$ 181,332	\$ 132,649	73.15%	\$ 177,906	\$ 127,374	71.60%	\$ 5,275
FINANCIAL SERVICES	\$ 675,239	\$ 474,343	70.25%	\$ 637,754	\$ 471,083	73.87%	\$ 3,260
HUMAN RESOURCES	\$ 156,887	\$ 108,037	68.86%	\$ 150,435	\$ 60,358	40.12%	\$ 47,679
INFORMATION TECHNOLOGY	\$ 531,551	\$ 410,012	77.14%	\$ 479,324	\$ 389,919	81.35%	\$ 20,093
LEGAL SERVICES	\$ -	\$ -		\$ 45,650	\$ 87,253	191.13%	\$ (87,253)
TOTAL ADMINISTRATION	\$ 2,206,479	\$ 1,566,860	71.01%	\$ 1,948,413	\$ 1,384,515	71.06%	\$ 182,345
COMMUNITY SERVICES							
ECONOMIC & COMMUNITY DEVELOPMENT	\$ 1,717,028	\$ 801,960	46.71%	\$ 1,938,437	\$ 962,991	49.68%	\$ (161,031)
HEALTH & SOCIAL SERVICES	\$ 220,870	\$ 174,502	79.01%	\$ 171,474	\$ 161,556	94.22%	\$ 12,946
RECREATION & SPECIAL EVENTS*	\$ 388,581	\$ 254,675	65.54%	\$ 341,772	\$ 207,449	60.70%	\$ 47,226
PUBLIC LIBRARY	\$ 998,189	\$ 748,642	75.00%	\$ 979,516	\$ 726,837	74.20%	\$ 21,805
TOTAL COMMUNITY SERVICES	\$ 3,324,668	\$ 1,979,779	59.55%	\$ 3,431,199	\$ 2,058,833	60.00%	\$ (79,054)
FISCAL SERVICES							
DEBT SERVICE	\$ 6,366,533	\$ 6,298,375	98.93%	\$ 6,406,845	\$ 6,260,543	97.72%	\$ 37,832
FACILITIES	\$ 640,201	\$ 438,877	68.55%	\$ 645,756	\$ 393,244	60.90%	\$ 45,633
WORKERS COMPENSATION	\$ 555,164	\$ 555,164	100.00%	\$ 522,088	\$ -	0.00%	\$ 555,164
WAGES & BENEFITS	\$ 5,960,970	\$ 4,468,500	74.96%	\$ 5,274,528	\$ 3,875,714	73.48%	\$ 592,786
EMERGENCY RESERVE (10108062-670000)	\$ 415,454	\$ -	0.00%	\$ 375,289	\$ -	0.00%	\$ -
TOTAL FISCAL SERVICES	\$ 13,938,322	\$ 11,760,916	84.38%	\$ 13,224,506	\$ 10,529,501	79.62%	\$ 1,231,415
PUBLIC SAFETY							
FIRE DEPARTMENT	\$ 4,227,575	\$ 3,328,267	78.73%	\$ 4,049,396	\$ 3,203,234	79.10%	\$ 125,033
FIRE EMS	\$ 708,828	\$ 360,490	50.86%	\$ 590,997	\$ 327,888	55.48%	\$ 32,602
POLICE DEPARTMENT	\$ 4,043,998	\$ 3,012,487	74.49%	\$ 3,875,113	\$ 2,833,232	73.11%	\$ 179,255
TOTAL PUBLIC SAFETY	\$ 8,980,401	\$ 6,701,244	74.62%	\$ 8,515,506	\$ 6,364,354	74.74%	\$ 336,890
PUBLIC WORKS							
PUBLIC SERVICES DEPARTMENT	\$ 4,611,116	\$ 3,408,765	73.92%	\$ 4,496,349	\$ 3,371,385	74.98%	\$ 37,380
SOLID WASTE DISPOSAL	\$ 964,118	\$ 640,107	66.39%	\$ 932,689	\$ 589,197	63.17%	\$ 50,910
WATER AND SEWER	\$ 632,716	\$ 328,858	51.98%	\$ 599,013	\$ 452,380	75.52%	\$ (123,522)
TOTAL PUBLIC WORKS	\$ 6,207,950	\$ 4,377,730	70.52%	\$ 6,028,051	\$ 4,412,962	73.21%	\$ (35,232)
INTERGOVERNMENTAL PROGRAMS							
AUBURN-LEWISTON AIRPORT	\$ 167,800	\$ 164,267	97.89%	\$ 106,000	\$ 79,730	75.22%	\$ 84,537
E911 COMMUNICATION CENTER	\$ 1,088,857	\$ 801,841	73.64%	\$ 1,088,857	\$ 805,310	73.96%	\$ (3,469)
LATC-PUBLIC TRANSIT	\$ 189,949	\$ 189,949	100.00%	\$ 182,244	\$ 182,244	100.00%	\$ 7,705
LA ARTS	\$ -	\$ -		\$ -	\$ -		\$ -
TAX SHARING	\$ 270,000	\$ 16,809	6.23%	\$ 270,000	\$ 18,015	6.67%	\$ (1,206)
TOTAL INTERGOVERNMENTAL	\$ 1,716,606	\$ 1,172,866	68.32%	\$ 1,647,101	\$ 1,085,299	65.89%	\$ 87,567
COUNTY TAX	\$ 2,296,224	\$ 2,296,224	100.00%	\$ 2,167,824	\$ 2,167,824	100.00%	\$ 128,400
TIF (10108058-580000)	\$ 3,049,803	\$ 3,049,803	100.00%	\$ 2,824,803	\$ -	0.00%	\$ 3,049,803
OVERLAY	\$ -	\$ -		\$ -	\$ 56,978	0.00%	\$ (56,978)
TOTAL CITY DEPARTMENTS	\$ 41,720,453	\$ 32,905,422	78.87%	\$ 39,787,403	\$ 28,060,266	70.53%	\$ 4,845,156
EDUCATION DEPARTMENT	\$ 41,755,455	\$ 27,437,699	65.71%	\$ 40,743,368	\$ 22,960,435	56.35%	\$ 4,477,264
TOTAL GENERAL FUND EXPENDITURES	\$ 83,475,908	\$ 60,343,121	72.29%	\$ 80,530,771	\$ 51,020,701	63.36%	\$ 9,322,420

**CITY OF AUBURN, MAINE
INVESTMENT SCHEDULE
AS OF March 31, 2018**

INVESTMENT		FUND	BALANCE March 31, 2018	BALANCE February 28, 2018	INTEREST RATE
ANDROSCOGGIN BANK	449	CAPITAL PROJECTS	\$ 5,203,939.28	\$ 5,200,846.57	0.45%
ANDROSCOGGIN BANK	502	SR-TIF	\$ 1,013,567.38	\$ 1,012,965.06	0.45%
ANDROSCOGGIN BANK	836	GENERAL FUND	\$ 3,143,711.86	\$ 3,141,861.96	0.45%
ANDROSCOGGIN BANK	801	WORKERS COMP	\$ 50,634.31	\$ 50,604.22	0.45%
ANDROSCOGGIN BANK	684	EMS CAPITAL RESERVE	\$ 232,778.34	\$ 232,640.00	0.45%
NORTHERN CAPITAL	02155	CAPITAL PROJECTS	\$ 750,000.00	\$ 750,000.00	1.15%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	1.00%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	1.15%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	1.25%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	1.30%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 750,000.00	\$ 750,000.00	1.40%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	1.50%
GRAND TOTAL			\$ 13,144,631.17	\$ 13,138,917.81	0.92%

EMS BILLING
SUMMARY OF ACTIVITY
July 1, 2017 - June 30, 2018
Report as of March 31, 2018

	Beginning Balance 03/01/18	March 2018					Ending Balance 3/31/2018
		New Charges	Payments	Refunds	Adjustments	Write-Offs	
Bluecross	\$ 10,321.28	\$ 8,757.80	\$ (4,590.72)		\$ (4,343.19)		\$ 10,145.17
Intercept	\$ 100.00	\$ 300.00	\$ (100.00)				\$ 300.00
Medicare	\$ 138,306.90	\$ 148,832.40	\$ (37,213.60)		\$ (54,786.20)		\$ 195,139.50
Medicaid	\$ (9,900.64)	\$ 38,035.60	\$ (15,796.54)		\$ (21,747.85)		\$ (9,409.43)
Other/Commercial	\$ 128,483.23	\$ 26,316.20	\$ (12,708.08)		\$ (1,179.86)		\$ 140,911.49
Patient	\$ 156,437.80	\$ 14,056.60	\$ (10,836.65)	\$ 85.00	\$ (5,395.00)	\$ (77,726.76)	\$ 76,620.99
Worker's Comp	\$ (2,365.91)	\$ 1,619.00	\$ (1,785.40)	\$ 807.30	.		\$ (1,725.01)
TOTAL	\$ 421,382.66	\$ 237,917.60	\$ (83,030.99)	\$ 892.30	\$ (87,452.10)	\$ (77,726.76)	\$ 411,982.71

EMS BILLING
BREAKDOWN -TOTAL CHARGES
July 1, 2017 - June 30, 2018
Report as of March 31, 2018

	July 2017	August 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Adjustment	Totals	% of Total
No Insurance Information								\$ 2,428.40	\$ 2,420.00	\$ (2,428.40)	\$ 2,420.00	0.15%
Bluecross	\$ 7,616.80	\$ 5,319.60	\$ 8,771.40	\$ 10,276.00	\$ 6,772.40	\$ 8,671.00	\$ 8,500.40	\$ 7,433.60	\$ 8,757.80	\$ 2,270.60	\$ 74,389.60	4.47%
Intercept	\$ 200.00		\$ 400.00	\$ 200.00	\$ -	\$ 100.00	\$ 200.00	\$ 200.00	\$ 300.00		\$ 1,600.00	0.10%
Medicare	\$ 93,981.80	\$ 121,672.00	\$ 73,260.80	\$ 126,451.20	\$ 96,014.80	\$ 96,588.20	\$ 106,479.80	\$ 103,205.40	\$ 148,832.40	\$ 28,563.20	\$ 995,049.60	59.82%
Medicaid	\$ 29,998.80	\$ 33,361.80	\$ 27,171.80	\$ 34,032.80	\$ 27,524.20	\$ 22,068.00	\$ 27,243.60	\$ 27,893.60	\$ 35,615.60	\$ 8,525.20	\$ 273,435.40	16.44%
Other/Commercial	\$ 26,335.20	\$ 31,967.40	\$ 28,178.40	\$ 20,213.20	\$ 20,077.80	\$ 24,490.40	\$ 24,483.40	\$ 19,517.80	\$ 26,316.20	\$ (26,451.60)	\$ 195,128.20	11.73%
Patient	\$ 15,784.20	\$ 20,029.80	\$ 11,348.00	\$ 10,776.00	\$ 10,916.20	\$ 15,110.60	\$ 17,456.00	\$ 11,613.80	\$ 14,056.60	\$ (13,718.40)	\$ 113,372.80	6.82%
Worker's Comp	\$ 872.40	\$ 685.00					\$ 1,614.80		\$ 1,619.00	\$ 3,239.40	\$ 8,030.60	0.48%
TOTAL	\$174,789.20	\$213,035.60	\$149,130.40	\$201,949.20	\$161,305.40	\$167,028.20	\$ 185,978.00	\$172,292.60	\$237,917.60	\$ 0.00	\$ 1,663,426.20	100.00%

EMS BILLING
BREAKDOWN -TOTAL COUNT
July 1, 2017 - June 30, 2018
Report as of March 31, 2018

	July 2017	August 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Adjustment	Totals	% of Total
No Insurance Information								3	3		6	0.29%
Bluecross	9	7	11	12	8	10	10	9	10		86	4.09%
Intercept	2		4	2	0	1	2	2	3		16	0.76%
Medicare	117	151	98	154	121	119	133	126	183		1202	57.21%
Medicaid	39	44	36	44	36	28	35	35	46		343	16.33%
Other/Commercial	36	41	36	25	26	31	33	23	34		285	13.56%
Patient	20	25	14	14	13	18	22	14	17		157	7.47%
Worker's Comp	1	1			0		2	0	2		6	0.29%
TOTAL	224	269	199	251	204	207	237	212	298	0	2101	100.00%

TOTAL REVENUE COLLECTED AS OF 3/31/18 \$712,592.40
TOTAL EXPENDITURES AS OF 3/31/18 \$360,490.37

**EMS BILLING
AGING REPORT
July 1, 2017 to June 30, 2018
Report as of March 31, 2018**

	Current		31-60		61-90		91-120		121+ days		Totals	
Bluecross	\$ 6,166.20	104%	\$ 878.00	15%	\$ -	0%	\$ -	0%	\$ (1,104.32)	-19%	\$ 5,939.88	1.44%
Intercept	\$ 300.00		\$ -		\$ -		\$ -		\$ -		\$ 300.00	0.07%
Medicare	\$ 57,835.00	99%	\$ 666.80	1%	\$ 801.90	1%	\$ -	0%	\$ (1,112.96)	-2%	\$ 58,190.74	14.12%
Medicaid	\$ 22,003.66	87%	\$ 675.20	3%	\$ -	0%	\$ -	0%	\$ 2,626.44	10%	\$ 25,305.30	6.14%
Other/Commercial	\$ 57,832.17	78%	\$ 8,987.40	12%	\$ 742.40	1%	\$ 118.65	0%	\$ 6,425.54	9%	\$ 74,106.16	17.99%
Patient	\$ 43,084.58	17%	\$ 22,598.17	9%	\$ 27,154.44	11%	\$ 20,419.83	8%	\$ 134,883.61	54%	\$ 248,140.63	60.23%
Worker's Comp	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.00%
TOTAL	\$ 187,221.61		\$ 33,805.57		\$ 28,698.74		\$ 20,538.48		\$ 141,718.31		\$ 411,982.71	
	45%		8%		7%		5%		34%		100%	100.00%

CITY OF AUBURN
SPECIAL REVENUE FUNDS
As of March 31, 2018

	1902	1905	1910	1913	1914	1915	1917	1922	1926	1927	1928	1929	1930	1931		
	Riverwatch	Winter Festival	Community Service	Police Fitness Equipment	Oak Hill Cemeteries	Fire Training Building	Wellness Grant	Walmart Risk/Homeless	Healthy Androscoggin	Insurance Reimbursement	Vending	Fire Prevention	Fairview	Donations		
Fund Balance 7/1/17	\$ 972,422.92	\$ (1,530.30)	\$ 4,380.34	\$ 5,932.53	\$ 27,343.39	\$ (1,488.84)	\$ 4,582.27	\$ 6,378.18	\$ 1,784.05	\$ 925.21	\$ (83.88)	\$ 4,791.12	\$ (566,303.71)	\$ 2,069.13		
Revenues FY18	\$ 66,224.66	\$ 5,691.00	\$ 754.40		\$ 1,600.00		\$ 6,087.00	\$ 960.94	\$ 5,820.00		\$ 672.00					
Expenditures FY18	\$ 116,089.04	\$ 7,266.00	\$ 262.22	\$ 820.00			\$ 5,005.75	\$ 60.94	\$ 2,604.00		\$ 1,024.36			\$ 984.44		
Fund Balance 3/31/18	\$ 922,558.54	\$ (3,105.30)	\$ 4,872.52	\$ 5,112.53	\$ 28,943.39	\$ (1,488.84)	\$ 5,663.52	\$ 7,278.18	\$ 5,000.05	\$ 925.21	\$ (436.24)	\$ 4,791.12	\$ (566,303.71)	\$ 1,084.69		
	2003 Byrne JAG	2005 MDOT	2006 PEACE	2007 Seatbelt Grant	2008 Homeland Security	2010 State Drug Money	2013 OUI Grant	2014 Speed Grant	2019 Law Enforcement Training	2020 CDBG	2025 Community Cords	2030 Parking	2032 HEAPP	2033 Safe School/ Health (COPS)		
Fund Balance 7/1/17	\$ 2,808.57	\$ (300,767.41)	\$ 4,155.42	\$ 2,197.62	\$ (73,633.75)	\$ 14,432.07	\$ 6,210.37	\$ 8,831.00	\$ (5,669.72)	\$ 4,323,336.57	\$ 29,316.61	\$ 11,690.86	\$ (4,994.50)	\$ (15,906.07)		
Revenues FY18	\$ -	\$ 14,466.95	\$ 1,956.17			\$ 4,967.00	\$ 7,916.00	\$ 6,643.42	\$ 11,547.78	\$ 673,650.85	\$ 1,752.66	\$ 115,756.00				
Expenditures FY18		\$ 66,191.84	\$ 2,368.39		\$ 5,000.00	\$ 14,550.59	\$ 7,410.00	\$ 7,159.42	\$ 8,796.78	\$ 975,618.61	\$ 804.70	\$ 138,669.16				
Fund Balance 3/31/18	\$ 2,808.57	\$ (352,492.30)	\$ 3,743.20	\$ 2,197.62	\$ (78,633.75)	\$ 4,848.48	\$ 6,716.37	\$ 8,315.00	\$ (2,918.72)	\$ 4,021,368.81	\$ 30,264.57	\$ (11,222.30)	\$ (4,994.50)	\$ (15,906.07)		
	2037 Bulletproof Vests	2038 Community Action Team	2040 Great Falls TV	2041 Blanche Stevens	2044 Federal Drug Money	2045 Forest Management	2046 Joint Land Use Study	2048 TD Tree Days Grant	2050 Project Lifesaver	2051 Project Canopy	2052 Nature Conservancy	2053 St Louis Bells	2054 EMS Transport Capital Reserve	2055 Work4ME-PAL		
Fund Balance 7/1/17	\$ 8,478.66	\$ 7,206.21	\$ 45,319.88	\$ 47,037.73	\$ 16,988.54	\$ 4,436.52	\$ 0.57	\$ -	\$ 150.00	\$ -	\$ 975.05	\$ 2,357.75	\$ 331,362.88	\$ (13,692.41)		
Revenues FY18	\$ 4,531.24			\$ 3,940.00	\$ 15,493.67				\$ 65.91				\$ 1,277.12			
Expenditures FY18			\$ 24,783.65	\$ 2,489.41						\$ 420.71			\$ 361,060.69	\$ 10,558.45		
Fund Balance 3/31/18	\$ 13,009.90	\$ 7,206.21	\$ 20,536.23	\$ 48,488.32	\$ 32,482.21	\$ 4,436.52	\$ 0.57	\$ -	\$ 215.91	\$ (420.71)	\$ 975.05	\$ 2,357.75	\$ (28,420.69)	\$ (24,250.86)		
	2056 Lake Auburn Neighborhood	2057 ASPCA Grant	2058 Barker Mills Greenway	2059 Distracted Driving	2060 My Life My Choice JJAG	2201 EDI Grant	2500 Parks & Recreation									
Fund Balance 7/1/17	\$ 125.00	\$ 800.00	\$ (2,597.43)	\$ 301.00	\$ -	\$ (1,484,407.18)	\$ 191,966.40									
Revenues FY18				\$ 8,680.83	\$ 5,361.50		\$ 171,256.95									
Expenditures FY18				\$ 13,516.83	\$ 5,361.50		\$ 247,428.45									
Fund Balance 3/31/18	\$ 125.00	\$ 800.00	\$ (2,597.43)	\$ (4,535.00)	\$ -	\$ (1,484,407.18)	\$ 115,794.90									
	2600 Tambrands TIF 4	2600 J Enterprises TIF 5	2600 Tambrands II TIF 6	2600 J & A Properties TIF 7	2600 Formed Fiber TIF 8	2600 Mall TIF 9	2600 Downtown TIF 10	2600 Safe Handling TIF 11	2600 Auburn Industrial TIF 12	2600 Auburn Plaza TIF 13	2600 Auburn Plaza II TIF 14	2600 Webster School TIF 16	2600 Bedard Pharm TIF 17	2600 Slapshot LLC TIF 18	2600 Hartt Transport TIF 19	Total Special Revenues
Fund Balance 7/1/17	\$ (8,073.02)	\$ 14,500.44	\$ (365,270.76)	\$ 2,558.27	\$ 30,486.17	\$ 149,591.94	\$ (4,529.96)	\$ 183.21	\$ (350,651.92)	\$ (37,076.39)	\$ 9,722.38	\$ 360.91	\$ 31,366.79	\$ 47,165.25	\$ (5.40)	\$ 3,140,347.13
Revenues FY18	\$ 523,280.00		\$ 124,379.00			\$ 383,288.00	\$ 815,987.00		\$ 193,476.00	\$ 349,638.00	\$ 460,889.00	\$ 30,116.00		\$ 137,960.00	\$ 30,790.00	\$ 4,186,877.05
Expenditures FY18	\$ 4,029.83					\$ 460,795.95	\$ 350,950.58		\$ 180,874.00	\$ 82,200.78	\$ 183,843.12	\$ 15,064.43		\$ 138,021.12		\$ 3,442,085.74
Fund Balance 3/31/18	\$ 511,177.15	\$ 14,500.44	\$ (240,891.76)	\$ 2,558.27	\$ 30,486.17	\$ 72,083.99	\$ 460,506.46	\$ 183.21	\$ (338,049.92)	\$ 230,360.83	\$ 286,768.26	\$ 15,412.48	\$ 31,366.79	\$ 47,104.13	\$ 30,784.60	\$ 3,885,138.44

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

To: Peter Crichton, City Manager
From: Jill Eastman, Finance Director
Re: Financial Reports for March, 2018

Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Ingersoll Turf Facility for revenue and expenditures as of March 31, 2018.

INGERSOLL TURF FACILITY

Statement of Net Assets:

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets as of March 31, 2018.

Current Assets:

As of the end of March 2018 the total current assets of Ingersoll Turf Facility were 60,752. This consisted of an interfund receivable of \$60,752 an increase from February of \$11,498.

Noncurrent Assets:

Ingersoll's noncurrent assets are the building and equipment that was purchased, less depreciation. The total value of the noncurrent assets as of March 31, 2018 was \$167,406.

Liabilities:

Ingersoll had accounts payable of \$191 as of March 31, 2018.

Statement of Activities:

The statement of activities shows the current operating revenue collected for the fiscal year and the operating expenses as well as any nonoperating revenue and expenses.

The operating revenues for Ingersoll Turf Facility through March 2018 are \$147,759. This revenue comes from the sponsorships, programs, rental income and batting cages.

The operating expenses for Ingersoll Turf Facility through March 2018 were \$134,955. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of March 2018, Ingersoll has an operating gain of \$11,804 compared to February's of \$497.

As of March 31, 2018, Ingersoll has an increase in net assets of \$11,804.

The budget to actual reports for revenue and expenditures, show that the revenue for FY18 compared to FY 17.

Statement of Net Assets
Ingersoll Turf Facility
March 31, 2018
Business-type Activities - Enterprise Fund

	Mar 31 2018	Feb 28, 2018	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents		\$ -	\$ -
Interfund receivables/payables	\$ 60,752	\$ 49,254	11,498
Accounts receivable	-	-	-
Total current assets	60,752	49,254	11,498
Noncurrent assets:			
Capital assets:			
Buildings	672,279	672,279	-
Equipment	86,625	86,625	-
Land improvements	18,584	18,584	-
Less accumulated depreciation	(610,082)	(610,082)	-
Total noncurrent assets	167,406	167,406	-
Total assets	228,158	216,660	11,498
LIABILITIES			
Accounts payable	\$ 191	\$ -	\$ 191
Total liabilities	191	-	191
NET ASSETS			
Invested in capital assets	\$ 167,406	\$ 167,406	\$ -
Unrestricted	\$ 60,561	\$ 49,254	\$ 11,307
Total net assets	\$ 227,967	\$ 216,660	\$ 11,307

CITY OF AUBURN, MAINE
Statement of Revenues, Expenses and Changes in Net Assets
Ingersoll Turf Facility
Business-type Activities - Enterprise Funds
Statement of Activities
March 31, 2018

	Ingersoll Turf Facility
Operating revenues:	
Charges for services	\$ 146,759
Operating expenses:	
Personnel	70,053
Supplies	12,953
Utilities	10,311
Repairs and maintenance	3,939
Rent	-
Depreciation	-
Capital expenses	33,048
Other expenses	4,651
Total operating expenses	134,955
Operating gain (loss)	11,804
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
Total nonoperating expense	-
Gain (Loss) before transfer	11,804
Transfers out	-
Change in net assets	11,804
Total net assets, July 1	216,163
Total net assets, March 31, 2018	\$ 227,967

CITY OF AUBURN, MAINE
REVENUES - INGERSOLL TURF FACILITY
Through March 31, 2018 compared to March 31, 2017

REVENUE SOURCE	FY 2018 BUDGET	ACTUAL REVENUES THRU MAR 2018	% OF BUDGET	FY 2017 BUDGET	ACTUAL REVENUES THRU MAR 2017	% OF BUDGET
CHARGE FOR SERVICES						
Sponsorship	\$ 17,000	\$ 14,250	83.82%	\$ 15,000	\$ 11,600	77.33%
Batting Cages	\$ 11,520	\$ 12,221	106.09%	\$ 9,940	\$ 9,625	96.83%
Programs	\$ 80,000	\$ 62,604	78.26%	\$ 90,000	\$ 42,602	47.34%
Rental Income	\$ 103,650	\$ 57,684	55.65%	\$ 100,000	\$ 73,705	73.71%
TOTAL CHARGE FOR SERVICES	\$ 212,170	\$ 146,759	69.17%	\$ 214,940	\$ 137,532	63.99%
INTEREST ON INVESTMENTS	\$ -			\$ -		
GRAND TOTAL REVENUES	\$ 212,170	\$ 146,759	69.17%	\$ 214,940	\$ 137,532	63.99%

CITY OF AUBURN, MAINE
EXPENDITURES - INGERSOLL TURF FACILITY
Through March 31, 2018 compared to March 31, 2017

DESCRIPTION	ACTUAL				ACTUAL			
	FY 2018 BUDGET	EXPENDITURES THRU MAR 2018	% OF BUDGET	FY 2017 BUDGET	EXPENDITURES THRU MAR 2017	% OF BUDGET	Difference	
Salaries & Benefits	\$ 106,624	\$ 70,053	65.70%	\$ 101,899	\$ 69,789	68.49%	\$	264
Purchased Services	\$ 21,110	\$ 8,590	40.69%	\$ 20,750	\$ 5,437	26.20%	\$	3,153
Programs	\$ 7,000	\$ 4,047	57.81%	\$ 5,000	\$ 5,968	119.36%	\$	(1,921)
Supplies	\$ 5,000	\$ 8,906	178.12%	\$ 6,750	\$ 638	9.45%	\$	8,268
Utilities	\$ 39,720	\$ 10,311	25.96%	\$ 41,320	\$ 13,368	32.35%	\$	(3,057)
Insurance Premiums	\$ 2,431	\$ -	0.00%	\$ 2,383	\$ -	0.00%	\$	-
Capital Outlay	\$ 42,490	\$ 33,048	77.78%	\$ -	\$ -		\$	33,048
	\$ 224,375	\$ 134,955	60.15%	\$ 178,102	\$ 95,200	53.45%	\$	39,755
GRAND TOTAL EXPENDITURES	\$ 224,375	\$ 134,955	60.15%	\$ 178,102	\$ 95,200	53.45%	\$	39,755

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

To: Peter Crichton, City Manager
From: Jill Eastman, Finance Director
Re: Arena Financial Reports for March 31, 2018

Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Norway Savings Bank Arena for revenue and expenditures as of March 31, 2018.

NORWAY SAVINGS BANK ARENA

Statement of Net Assets:

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets and shows a comparison to the previous month, in this case, February 28, 2018.

Current Assets:

As of the end of March 2018 the total current assets of Norway Savings Bank Arena were (\$619,608). These consisted of cash and cash equivalents of \$95,134, accounts receivable of \$80,560, and an interfund payable of \$795,302.

Noncurrent Assets:

Norway's noncurrent assets are equipment that was purchased, less depreciation (depreciation is posted at year end). The total value of the noncurrent assets as of March 31, 2018 was \$394,783.

Liabilities:

Norway Arena had accounts payable of \$14,711 as of March 31, 2018.

Statement of Activities:

The statement of activities shows the current operating revenue collected for the fiscal year and the operating expenses as well as any nonoperating revenue and expenses.

The operating revenues for Norway Arena through March 2018 are \$813,877. This revenue comes from the concessions, sign advertisements, pro shop lease, youth programming, shinny hockey, public skating and ice rentals.

The operating expenses for Norway Arena through March 2018 were \$558,509. These expenses include personnel costs, supplies, utilities, repairs, rent, capital purchases and maintenance.

At the end of March 2018, there was an operating gain of \$255,368.

As of March 2018, Norway Arena has a overall loss of \$124,495, after the debt service (rent) was deducted from the operating gain, compared to the February 2018 operating loss of \$81,665 an increase in the net loss for the fiscal year of \$42,830.

As of March 31, 2018, Norway Arena has a decrease in net assets of \$124,495.

CITY OF AUBURN, MAINE
Statement of Net Assets
Norway Savings Bank Arena
March 31, 2018
Business-type Activities - Enterprise Fund

	March 31, 2018	February 28, 2018	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 95,134	\$ 95,175	\$ (41)
Interfund receivables	\$ (795,302)	\$ (845,646)	\$ 50,344
Prepaid Rent	\$ -	\$ -	\$ -
Accounts receivable	80,560	159,029	(78,469)
Total current assets	(619,608)	(591,442)	(28,166)
Noncurrent assets:			
Capital assets:			
Buildings	58,223	58,223	-
Equipment	514,999	514,999	-
Land improvements	-	-	-
Less accumulated depreciation	(178,439)	(178,439)	-
Total noncurrent assets	394,783	394,783	-
Total assets	(224,825)	(196,659)	(28,166)
LIABILITIES			
Accounts payable	\$ 14,711	\$ 47	\$ 14,664
Net pension liability	100,398	100,398	-
Total liabilities	115,109	100,445	14,664
NET ASSETS			
Invested in capital assets	\$ 394,783	\$ 394,783	\$ -
Unrestricted	\$ (734,717)	\$ (691,887)	\$ (42,830)
Total net assets	\$ (339,934)	\$ (297,104)	\$ (42,830)

CITY OF AUBURN, MAINE
Statement of Revenues, Expenses and Changes in Net Assets
Norway Savings Bank Arena
Business-type Activities - Enterprise Funds
Statement of Activities
March 31, 2018

	Norway Savings Arena
Operating revenues:	
Charges for services	\$ 813,877
Operating expenses:	
Personnel	286,962
Supplies	50,788
Utilities	156,278
Repairs and maintenance	25,467
Depreciation	-
Capital expenses	12,585
Other expenses	26,429
Total operating expenses	558,509
Operating gain (loss)	255,368
Nonoperating revenue (expense):	
Interest income	-
Debt Service (Rent)	(379,863)
Interest expense (debt service)	-
Total nonoperating expense	(379,863)
Gain (Loss) before transfer	(124,495)
Transfers out	-
Change in net assets	(124,495)
Total net assets, July 1	(215,439)
Total net assets, March 31, 2018	\$ (339,934)

CITY OF AUBURN, MAINE
REVENUES - NORWAY SAVINGS BANK ARENA
Through March 31, 2018 compared to March 31, 2017

REVENUE SOURCE	FY 2018 BUDGET	ACTUAL REVENUES THRU MAR 2018	% OF BUDGET	FY 2017 BUDGET	ACTUAL REVENUES THRU MAR 2017	% OF BUDGET	VARIANCE
CHARGE FOR SERVICES							
Concussions	\$ 18,000	\$ 6,485	36.03%	\$ 18,000	\$ 4,870	27.06%	\$ 1,615
Vending Machines	\$ -	\$ 8,253					\$ 8,253
Skate Rentals	\$ -	\$ 5,328					\$ 5,328
Sponsorships	\$ 275,000	\$ 159,818	58.12%	\$ 230,000	\$ 211,299	91.87%	\$ (51,481)
Pro Shop	\$ 8,500	\$ 3,517	41.38%	\$ 8,500	\$ 5,429	63.87%	\$ (1,912)
Programs	\$ 31,000	\$ 18,212	58.75%	\$ 31,000		0.00%	\$ 18,212
Rental Income	\$ 705,250	\$ 544,873	77.26%	\$ 672,250	\$ 618,038	91.94%	\$ (73,165)
Camps/Clinics	\$ 50,000	\$ 27,838	55.68%	\$ 50,000	\$ 42,185		\$ (14,347)
Tournaments	\$ 50,000	\$ 39,553	79.11%	\$ 50,000	\$ 36,577	73.15%	\$ 2,976
TOTAL CHARGE FOR SERVICES	\$ 1,137,750	\$ 813,877	71.53%	\$ 1,059,750	\$ 918,398	86.66%	\$ (104,521)

CITY OF AUBURN, MAINE
EXPENDITURES - NORWAY SAVINGS BANK ARENA
Through March 31, 2018 compared to March 31, 2017

DESCRIPTION	ACTUAL			ACTUAL			VARIANCE
	FY 2017 BUDGET	EXPENDITURES THRU MAR 2018	% OF BUDGET	FY 2016 BUDGET	EXPENDITURES THRU MAR 2017	% OF BUDGET	
Salaries & Benefits	\$ 344,000	\$ 286,962	83.42%	\$ 311,000	\$ 268,748	86.41%	\$ 18,214
Purchased Services	\$ 71,656	\$ 51,896	72.42%	\$ 87,306	\$ 32,819	37.59%	\$ 19,077
Supplies	\$ 37,100	\$ 50,788	136.89%	\$ 37,150	\$ 63,896	171.99%	\$ (13,108)
Utilities	\$ 225,150	\$ 156,278	69.41%	\$ 199,800	\$ 188,681	94.43%	\$ (32,403)
Capital Outlay	\$ 103,500	\$ 12,585	12.16%	\$ 57,000	\$ 20,368	35.73%	\$ (7,783)
Rent	\$ 507,000	\$ 379,863	74.92%	\$ 507,000	\$ 379,863	74.92%	\$ -
	\$ 1,288,406	\$ 938,372	72.83%	\$ 1,199,256	\$ 954,375	79.58%	\$ (16,003)
GRAND TOTAL EXPENDITURES	\$ 1,288,406	\$ 938,372	72.83%	\$ 1,199,256	\$ 954,375	79.58%	\$ (16,003)



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: April 23, 2018

Subject: Executive Session

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

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

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

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

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

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

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

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

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

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

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

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