



City Council Workshop & Meeting June 6, 2016 Agenda

5:30 P.M. Workshop

- A. Adaptive Re-use – Doug Greene (15 minutes)
- B. Northern Borders Regional Commission Grant Application- Doug Greene (20 minutes)
- C. Termination of the LA Public Health Committee – Howard Kroll (10 minutes)
- D. Executive Session to discuss a real estate matter pursuant to 1 M.R.S.A. Section 405(6)(C).
- E. Budget Discussion (if time allows)

7:00 P.M. City Council Meeting

Roll call votes will begin with Councilor Stone

Pledge of Allegiance

- I. **Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.
 - 1. **Order 36-06062016***
Appointing Wardens and Ward Clerks for the June 14, 2016 Election.
 - 2. **Order 37-06062016***
Approving the temporary sign placement request for the Great Falls Model Railroad Club.
- II. **Minutes**
 - May 16, 2016 Regular Council Meeting
 - May 31, 2016 Special Council Meeting
- III. **Communications, Presentations and Recognitions**
 - Proclamation – Immigrant Heritage Month
 - Communications – Liberty Festival Mass Gathering/Special Event Application
- 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

1. Order 33-05162016

Authorizing the Finance Director to execute issuance of general obligation bonds and a tax levy therefore. Public hearing and second reading. ***Passage requires an affirmative vote of 5 Councilors.***

2. Order 34-05162016

Authorizing the Finance Director to reallocate \$353,845 of unspent proceeds from various City General Obligation Bonds to a portion of the Capital Improvement Projects for FY 17. Second reading. ***Passage requires an affirmative vote of 5 Councilors.***

3. Resolve 06-05162016

Adopting the Appropriations Resolve for Fiscal Year 2017. Second reading.
Passage requires an affirmative vote of 4 Councilors.

VI. New Business

4. Order 38-06062016

Waiving the Flea Market licensing fee for Four Seasons Market from June through September of 2016.

5. Resolve 07-06062016

Supporting staffs pursuit of the Northern Borders Regional Commission Grant.

6. Order 39-06062016

Terminating the LA Public Health Committee Interlocal Agreement between Lewiston and Auburn.

VII. Executive Session

VIII. Reports

a. Mayor's Report

b. City Councilors' Reports

c. City Manager Report

d. Finance Director - Jill Eastman – April 2016 Monthly Finance Report

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

X. Adjournment

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in

executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

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



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: June 6, 2016

Author: Doug Greene, City Planner; AICP, RLA

Subject: Adaptive Re-Use Text Amendment

Information: Adaptive Re-Use means adapting an existing economically obsolete building for a new more productive use. The purpose of the Adaptive Re-Use Text Amendment is to preserve buildings that have significance to the community and are worthy of protecting. Frequently, these buildings, typically old schools, churches and institutional structures are limited in utilizing new, economically feasible uses because of zoning restrictions. Many places around the country are using Adaptive Re-Use regulations to save important buildings or districts for new uses, while protection adjacent and surrounding areas from undesirable consequences.

2 years ago, the Saint Louis Church in New Auburn was closed by the Diocese of Portland, in need of major repair and slated for demolition. The Saint Louis Church had been a center for New Auburn's historic, cultural and spiritual life for close to 100 years. Fortunately, a local group came forward and was able to purchase the church and save it from demolition. The new owners met with the Planning Staff to discuss potential new uses that could make the church building economically viable; however, the current residential zoning would not allow many of the new uses that the owners would like to do. The staff worked on developing a Planning Board process to allow certain uses not allowed by zoning while at the same time protecting surrounding neighborhoods from possible negative impacts. The text amendment was created not just for the St. Louis Church but other similar situations and places around Auburn such as old schools, churches or institutional buildings.

The Planning Board will review an Adaptive Re-Use application in 2 phases. The first phase (preliminary application) would require basic information and determine if the building or property is of community significance and is worthy of preservation. The second phase (final application) will require the applicant to go into much more detail describing what use(s) are proposed, an operational plan, and how the re-use will be compatible with the surrounding area.

Advantages: Re-using buildings of community significance will: 1.) Help preserve our community's historic and cultural identity 2.) Recycle older buildings, which can be more sustainable and efficient than demolition, 3.) Create opportunities for new uses that can bring vitality to the area, 4.) Bring properties back on the tax rolls.

Disadvantages: There is potential for adverse impacts on the surrounding neighborhood unless care is given to provide opportunities for neighbors to raise concerns and then adequately address or mitigate those concerns.

City Budgetary Impacts: None

Staff Recommended Action: Approval of text amendment.

Previous Meetings and History: The Planning Board reviewed the text amendment over the course of 8 months and 5 meetings and made its final recommendation of approval on February 9, 2016.

Attachments:

1. Planning Board Report on Adaptive Re-use Text Amendment- March 9, 2016
2. Final draft of "Adaptive Re-Use of Structures of Community Significance" text amendment



City of Auburn, Maine

Office of Planning & Development
www.auburnmaine.gov | 60 Court Street
Auburn, Maine 04210
207.333.6601

To: Mayor Jonathan LaBonte and Auburn City Council

From: Douglas M. Greene, AICP, RLA, City Planner

Date: March 9, 2016

RE: Adaptive Re-Use Text Amendment Planning Board Report to the City Council

The Planning Board voted unanimously on February 9th to send a favorable recommendation to the City Council for a text amendment entitled, an “Adaptive Re-Use of Structures of Community Significance”. The Board worked over the course of 8 months and 5 meetings to discuss and craft the text amendment finally leading to a public hearing and recommendation at their February 9, 2016 meeting.

HISTORY: Two years ago, the Saint Louis Church in New Auburn was in need of repairs and perilously close to being demolished. A small group of private investors came forward, purchased the church and are now considering ways to re-use the Saint Louis Church in a different, secular way. The current zoning of the property, Multi-Family Urban, prohibits a number of uses such as retail, office use, restaurants, entertainment and performing arts. Allowing these kinds of uses would provide options generate revenues that could help preserve the structure and keep it in the community where it played such an important part over the last 100 years.

PURPOSE: The purpose of the text amendment is to protect iconic, important buildings and to create a process where the owner of a property or structure could appeal to the Planning Board to allow uses that normally would be prohibited by the property’s zoning.

PROCESS: The Planning and Development Staff were approached by the new owners of the Saint Louis Church and discussed ways to save the building by allowing uses that are prohibited by the current zoning. The Staff agreed this was a worthy of pursuing and asked the Auburn Planning Board to initiate a text amendment to the Zoning Ordinance, which they did at its June 9, 2015 meeting. A first draft was presented to the Planning Board on July 14th meeting and subsequent drafts were presented, discussed and revised on August 11, September 15, 2015 and January 12, 2016. A public hearing and positive recommendation was made by the Planning Board at their February 9, 2016 meeting.

OVERVIEW OF THE TEXT AMENDMENT: The Planning Staff drafted the “Adaptive Re-Use of Structures of Community Significance” text amendment with more than the Saint Louis Church in mind. There are other buildings around the city that might benefit from the text amendment. An example is the old Edward Little High School and possibly other active schools

or institutional buildings. The Staff and Planning Board worked to create a process that provides flexibility in uses, allows the re-use of structures that have been important to neighborhoods or the city, and at the same time protects surrounding areas. The Planning Board also wanted to create a process that ensured that only qualified properties or structures would be eligible to apply.

ADAPTIVE RE-USE PROCESS: After much discussion, a two stage process was created . The first stage would be a Preliminary Adaptive Re-use application to the Planning Board. This would be relatively simple and require basic property information, a description of the surrounding neighborhood and a narrative that describes the building's social, economic and cultural significance to the community. Only approved Preliminary Adaptive Re-use applications would be eligible to move to the second stage, a Final Adaptive Re-Use application. This stage is more involved and would be reviewed by the Planning Board as a Special Exception, Site Plan Review and a Final Adaptive Re-use Review. In both stages, notification letters will be sent to properties within 500 feet to ensure that surrounding property owners know what is being proposed. The Final Adaptive Re-use Application must provide a higher level of information for the proposed uses and operation, describe any changes to the building or site, provide a parking plan and a mitigation plan that will minimize any adverse impacts.

RECOMMENDATION: The Planning Board is proud of this text amendment and strongly recommends the City Council adopt the "Adaptive Re-Use of Community Significant Structures". It will provide a balanced process to save building that played an important part of our city's historic and cultural heritage and ensure that surrounding area are protected from potential adverse impacts.

C: Howard Kroll, Auburn City Manager
 Eric Cousens, Deputy Director Planning and Development
 File

ARTICLE XIV. - HISTORIC ~~AND~~ ARCHAEOLOGICAL and COMMUNITY RESOURCES

DIVISION 1 - GENERAL

Sec. 60-1094. - Purpose.

The provisions set forth in this article are intended to protect the public health and safety, promote the general welfare of the community and conserve the environment by assuring that all projects requiring planning board review are designed and developed in a manner which ensures that adequate provisions are made for protection of historic and archaeological resources; minimizing the adverse impacts on adjacent properties; ~~and~~ fitting the project harmoniously into the fabric of the community and promoting economic viability of important historic properties.

(Ord. of 9-21-2009, § 5.8A)

Sec. 60-1095. - Submission requirements.

The location of historic and/or archaeological resources must be indicated on the plans if the area is located within identified historic or archaeological areas shown on the Maine Historic Preservation Commission Maps in the Planning and Development Office.

(Ord. of 9-21-2009, § 5.8B)

Sec. 60-1096. - Standards of approval.

The plan for the development will reflect the natural capabilities of the site to support development. Building lots and support facilities will be clustered in those portions of the site that have the most suitable conditions for development. The development shall include appropriate measures for protecting these resources including, but not limited to, modification of the proposed design of the site, time of construction, and limiting the extent of excavation.

(Ord. of 9-21-2009, § 5.81C)

DIVISION 2 - ADAPTIVE RE-USE OF STRUCTURES OF COMMUNITY SIGNIFICANCE

Sec. 60-1100. -Purpose.-

The purpose of this Section is to encourage the preservation and re-use of certain structures; that, due to ~~by~~ their past use and importance to the community, are worthy of special considerations and flexibility in order to preserve them and make them economically viable for preservation. In addition, the adaptive re-use must not be a detriment to the surrounding properties and neighborhood.

Section 60-1101- Definitions-

Adaptive Re-use. The process of redeveloping an old site or building for a purpose other than for which it was built for, or designed for, or for a use not allowed as a permitted use or a special exception in the zoning district in which the property is situated ~~in~~.

Structures of Community Significance. –A building that by virtue of its use in the community or its appearance has created a value deserving of preservation and continued use.

Section 60-1102. Application Process for Adaptive Re-use Consideration.

- A. Approval of an application for an Adaptive Re-Use of a Structure of Community Significance is a 2 stage process.
 - 1. Preliminary Adaptive Re-use ~~Plan~~-Application Stage
 - 2. Final Adaptive Re-use ~~Plan~~-Application Stage
- B. Both steps of the application process must be approved by the Planning Board.

Section 60-1103- Preliminary Adaptive Re-use Application

- A. Purpose -The purpose of the Preliminary Application Stage is to confer with the Planning Staff for an overview of the project eligibility and potential issues and to have the Planning Board determine if the project is eligible to apply for a Final Application for an Adaptive Re-use of a Structure of Community Significance.
- B. Process for the Preliminary Adaptive Re-use Process
 - 1. Mandatory Preliminary Staff Meeting- The applicant shall schedule a preliminary meeting with the Planning Staff to review the project's eligibility and other on-site and off-site issues. An on-site visit with staff is recommended. The staff will make a determination to the applicant in writing within 5 working days of the meeting of its determination of the staff's level of support for the project to proceed.
 - 2. The Applicant shall submit a Preliminary Application for an Adaptive Re-use of a Structure of Community Significance for consideration by the Planning Board. The applicant shall prepare and submit a Development Review Form and an Adaptive Re-Use Compliance Statement.
 - a. The Adaptive Re-use Compliance Statement shall contain a narrative that provides evidence of community significance for:
 - i. The existing structure and ;
 - ii. The site and/or property
 - iii. It's social contribution to the neighborhood, city, and/or the region;
 - iv. It's economic contribution to the neighborhood, city, and/or the region;
 - v. It's cultural contribution to the neighborhood, city, and/or the region.
 - b. A map showing the existing conditions within the entire property and the surrounding 500 feet of the property.

- c. Photos of the existing property and structure(s).
- 3. Planning Board criteria for Preliminary Plan approval
 - a. The Planning Board shall review the Preliminary Plan application and base their decision on the following criteria:
 - i. The application and compliance statement provides compelling evidence of the building and site's community significance to the satisfaction of the Planning Board;
 - ii. The existing building and/or site conditions have reasonable potential for Adaptive Re-use;
 - iii. Consideration of a Final Adaptive Re-use Plan will allow for a complete evaluation of potential impacts on the surrounding area.
- 4. Planning Board Decision-
 - a. The Planning Board shall make a recommendation of approval, disapproval or postponement of the Preliminary Adaptive Re-use Plan Application within 60 days of the application's initial consideration.
 - b. The applicant may submit a Final Adaptive Re-use Application only with a recommendation of approval of the Preliminary Adaptive Re-use Plan Application by the Planning Board.

Section 60-1104- Final Adaptive Re-use Plan Application

- A. Purpose -The purpose of the Final Plan Application Stage is to allow for the full consideration of an Adaptive Re-use project.
- B. Application Requirements- The applicant shall submit the following:
 - 1. A complete Development Review Application.
 - 2. A complete Special Exception (Sec. 60-1276-1313) and Site Plan Review (Sec. 60-1335-37) application. The applicant should explain how the project meets the conditions of the Special Exception and Site Plan Review Ordinance.
 - 3. Project Narrative Information that includes:
 - a. -Description of the surrounding area most likely to be impacted by the project including; historical, societal, physical, environmental and economic conditions.
 - b. Existing site/structural conditions including: any past, existing or potential environmental issues, parking, open space and historic information.
 - c. Proposed uses and associated activities including a description of hours of operation, signage and number of employees.
 - d. A Parking Plan that includes existing or relocated on-site parking and any proposed off-site parking such as leased, shared or municipal parking within 500 feet of the project.

- e. A Mitigation Plan that addresses negative impacts, if any, to the surrounding area.
 - f. Treatment of Building Facade- Photos of the existing structures and elevation drawings that show any proposed changes. Also to be included are any plans for any building additions, demolition or alterations.
 - g. Exterior Treatment- Provide a description of any alterations to the exterior grounds including landscaping, lighting, sidewalks, signage or other outdoor elements.
- C. Planning Board Action-
- 1. The Planning Board shall review applications for Adaptive Re-use following all the requirements, of Special Exceptions (Sec. 60-1276-1313) and Site Plan Review (Sec. 60-1335-37) and the Project Narrative.
 - 2. In addition to its review of the Special Exception and Site Plan Review requirements, the Planning Board shall also make its decision based on the application meeting Section 60-1100 –Purpose.
 - 3. The Planning Board may impose additional conditions as it deems necessary and include findings in support of them.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: June 6, 2016

Resolve: 07-06062016

Author: Douglas Greene, City Planner, AICP, RLA

Subject: Council Resolution to Support a Grant Application

Information: The Northern Borders Regional Commission, a federal economic development agency is offering a grant opportunity for infrastructure and economic projects. The maximum grant award is \$250,000 that would be matched 50% at the local level for \$250,000 for a maximum total of \$500,000 for a project, which could be funded through the FY 2016-17 CIP Comprehensive Plan Implementation fund. Phase 1 of the New Auburn Riverway and Greenway Redevelopment Plan would be a great fit. One of the major criteria for the award is job retention and/or creation, which this project would do.

A municipal resolution is a requirement of the grant, which is due on June 17, 2016 and awards would be notified in late fall. By that time, the construction plans will be completed and construction could begin in the spring of 2017.

Advantages: This grant holds the possibility of funding and implementing the first phase of the New Auburn Riverway and Greenway Redevelopment Plan. The City Council is considering allocating funds, which could provide the 50% grant match in the FY 16-17 budget. Constructing the first phase would create:

1. A larger, more unified public parking area behind the Firehouse Grill and the All About You Salon.
2. New developable building pad areas.
3. The beginning of the new Riverway Road.
4. The new developed phase 1 areas are taken out of the 100 year flood plain.
5. A positive impact on New Auburn, showing actual progress is being made after years of planning.
6. Other non-grant funded improvements to Broad Street new intersection improvements, better sidewalks, bike lanes and traffic calming measures.

Disadvantages: New construction would be a temporary inconvenience. The allocated city funds will limit other Comprehensive Plan Implementation projects.

City Budgetary Impacts: The maximum local match will be a maximum of \$250,000. This is a reimbursement grant and the project funding would need to be made available during the project's construction.

Staff Recommended Action: A positive motion in the workshop followed by a first reading approval during the regular City Council meeting on June 6.

Previous Meetings and History: This proposal was presented at the May 19, 2016 Economic and Community Development Committee meeting and forwarded with a 2-0 favorable motion.

Attachments:

1. Economic and Community Development Committee May 19, 2016 meeting information packet.
2. Grant Information Packet
3. Resolution of support



Northern Border Regional Commission

2016 Economic & Infrastructure Development Investment
Program



A Little Background

Established in 2008

Partnership between Federal Government and the State's of Maine , New Hampshire,
New York and Vermont

Modeled after other Federal Commissions
(ARC, Delta, Denali)

Economic & Infrastructure Development Investment Program is one program within
the Commission

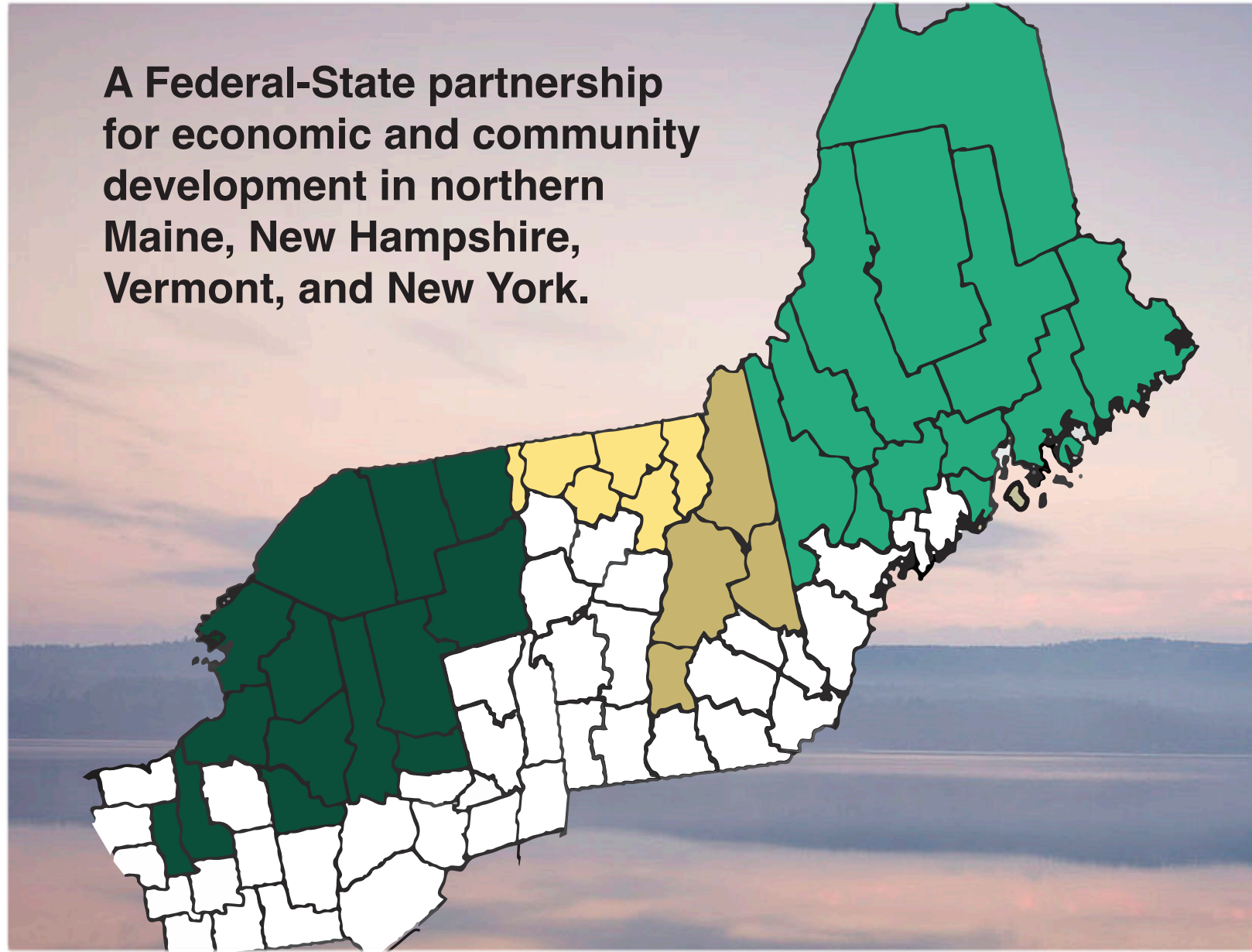
Applications are due 5pm, June 17, 2016

Maximum amount per application \$250,000

\$7.5 M to distribute within the four States in 2016



A Federal-State partnership
for economic and community
development in northern
Maine, New Hampshire,
Vermont, and New York.



Region

Maine - Androscoggin, Aroostook, Franklin, Hancock, Kennebec, Knox, Oxford, Penobscot, Piscataquis, Somerset, Waldo, and Washington

New Hampshire - Carroll, Coos, Grafton and Sullivan

New York - Cayuga, Clinton, Essex, Franklin, Fulton, Hamilton, Herkimer, Jefferson, Lewis, Madison, Oneida, Oswego, Seneca and St. Lawrence

Vermont - Caledonia, Essex, Franklin, Grand Isle, Lamoille and Orleans



Who's Eligible?

State Government Agencies

Local Governments - including: villages, towns, cities, counties.

Other Political subdivisions of the State - e.g. Regional Planning Commissions

Native American Tribes

Non-profit entities

Who's NOT Eligible?

For Profit Entities

LLCs or other entities that are not a 501 (c).

Any 'eligible' entity that is ineligible due to past history with administering federal grants

Are Past Recipients Eligible?

Yes, if both:

The entity has submitted reimbursement requests totaling at least 75% of the current project and, the entity has demonstrated that at least 75% of their match as been completed by August 30, 2016.



Eligible Uses



- *Transportation Infrastructure
- *Telecommunication Infrastructure
- *Basic Public Infrastructure
- *Business and Workforce Development
- *Basic Health Care
- *Resource Conservation, Tourism and Recreation
- *Renewable and Alternative Energy



Ineligible Uses



- *Pass thru funds to ineligible applicants
- *Projects that relocate businesses from one area of the region to another
- *To supplement existing Federal programs
- *Projects that promote unfair competition between businesses with the same service area



Eligible Costs

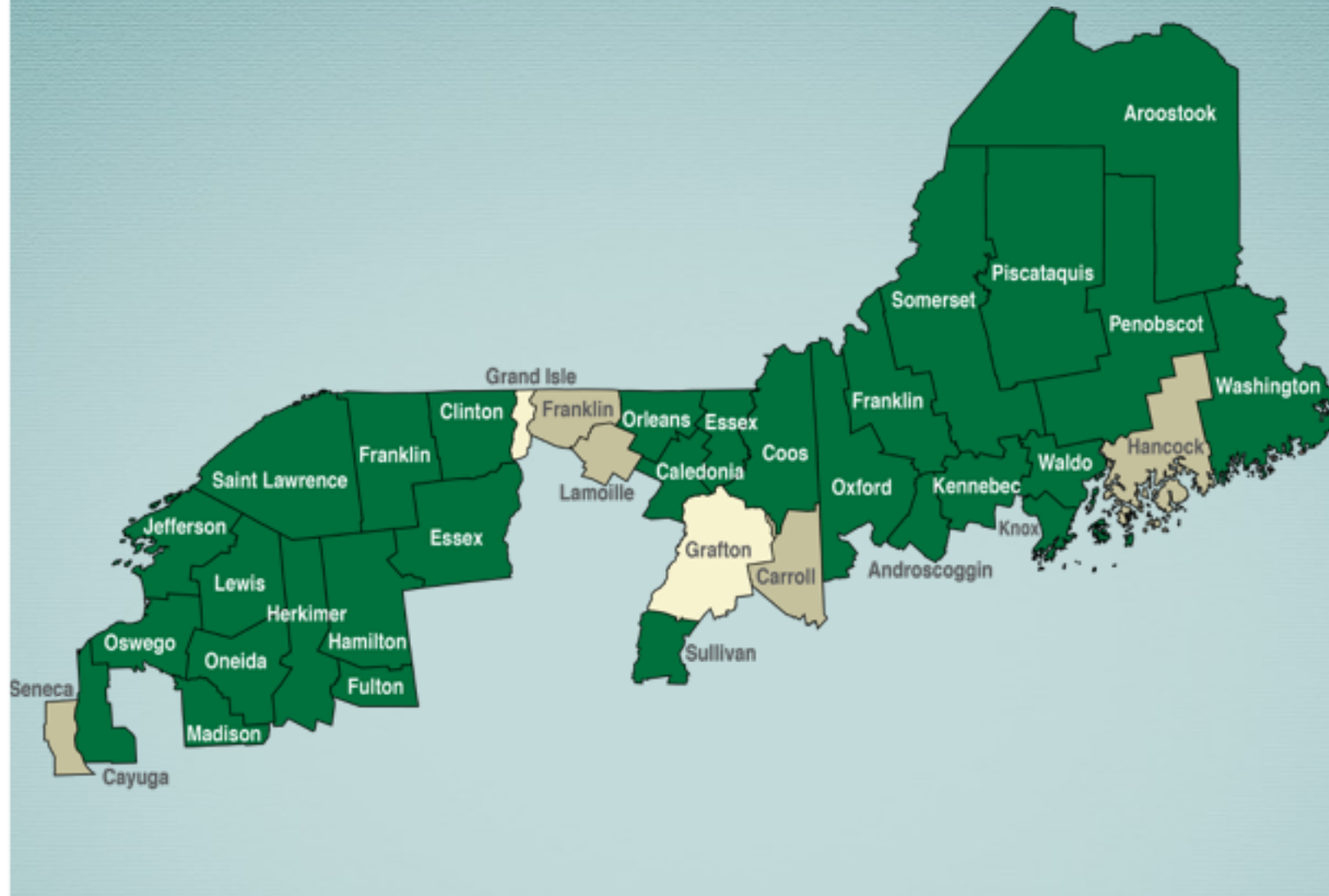
- *Reasonable fees associated with contractors to complete construction contracts
- *Construction, pre-construction such as engineering
- *Indirect Cost (where applicable)
- *Other applicable and allocable costs outlined in federal grant-making

Ineligible Costs

- *Food and beverage for meetings
 - *Alcohol
 - *Entertainment
 - *Appraisal costs
- *Allowance or payment of debt

Federal Ceiling

Yes, NBRC funding can be used to match other Federal programs -
HOWEVER, it can only be used to match up to 80% of the total project costs.



Eligibility Criteria

Distressed - 80% NBRC/20% Applicant Match
Transitional - 50% NBRC/50% Applicant Match
Attainment - ineligible *



*Exceptions to Attainment Counties

Isolated Areas of Distress

Communities that demonstrate at least one of the Primary Distress Criteria

Multi County

< 1/2 Distressed
> 1/2 Distressed



Significant Benefit

A waiver must be granted if neither an Isolated Area or a Multi County - The Federal Co-Chair and the Governors (representatives) may provide a waiver when the project is located within an Attainment County, but its outcomes clearly benefits populations in a Distressed or Transitional County.



Match

?



Review the Program Manual

- *Indirect Rate may be used
 - *Volunteer rate
- *Municipal force accounts
 - *In-kind
- *Program income
- *Land/easements



The Application

What has changed since last year?



Clearly State the Amount of NBRC Investment You Are Applying For

Total Project Cost = \$690,000

NBRC funds = \$250,000

Other Funding Sources = \$440,000

Less Narrative/More Narrative?

*Project Focus (50 words)

*Economic Benefit

*Outcomes

*Work Plan

*Sustainability

*Flexibility of Scope and Financial Need

*Project Start and End Dates

Additional Forms!

*Lobbying Disclosure

*Debarment

*Construction vs Non-Construction

Local Development Districts



Clarifications/Process Resolutions

- * No Project shall begin without first receiving a **Notice To Proceed**

- *A **Notice to Proceed** will not be issued prior to Match being secured

- *All Match must be secured by September 30, 2017

- *All Projects begin October 1, 2016 and end no later than September 30, 2019

- *Land transfers or other 'match' may **NOT** take place prior to the **Notice to Proceed** being issued



How to Apply

One PDF: sent via email:
upload.2016_EI.dvtbo6h9iy@u.box.com

or:

53 Pleasant Street, Suite 3602, Concord, NH 03301
ATTN: EID Application



>> **Application deadline is 5pm on June 17th, 2016** <<

TIMELINE OF INVESTMENT PROGRAM

03/14/16 - EID Investment Program Announcement, and application available on www.nbrc.gov

06/17/16 -ALL applications due

07/06/16 - States certify applications are complete. NBRC certifies eligibility of applications.

07/27/16 -States complete scoring of applications

08/02/16 08/05/16 -States' Alternates and Federal Co-Chair meet to approve applications. Following receipt of prioritized list, letters from Governors, notification of awarded and denied applications.

09/01/16 - Awardees must return signed award and materials to NBRC.

08/30/16 - Last day to receive SF207 Reimbursement request and demonstrate 75% match met for applicants that have outstanding projects prior to this round, or funds are awarded to other applicants. And last day to have demonstration of, awarded and/or committed.

09/30/17 - All Match must be in place (secured and documented)

09/30/19 - All projects must be completed



Contacts

www.nbrc.gov

Representing the Federal Government

Mark Scarano, Federal Co-Chair
(202) 590-6650 | mscarano@nbrc.gov

Representing the State of Maine

The Hon. Paul LePage, Governor
John Butera, Sr. Economic Advisor, Governor's Alternate to the NBRC
Andrea Smith, NBRC's Maine Program Manager
(207) 624-9813 | andrea.smith@maine.gov

Representing the State of New Hampshire

The Hon. Maggie Hassan, Governor
Jeff Rose, DRED Commissioner, Governor's Alternate to the NBRC
Christopher Way, NBRC's NH Program Manager
(603) 271-259 | christopher.way@dred.nh.gov

Representing the State of Vermont

The Hon. Peter Schumlin, Governor
Lucy Leriche, Dep. Secretary, Vt Agency of Commerce, Governor's Alternate to the NBRC
Jared Duval, NBRC's Vermont Program Manager
(802) 272-2461 | Jared.Duval@vermont.gov

Representing the State of New York

The Hon. Andrew Cuomo, Governor
Dierdre Scozzafava, Dep. Secretary of State, Governor's Alternate to the NBRC
Kyle Wilber, NBRC's New York Program Manager
(518) 473-3694 | kyle.wilber@dos.ny.gov

NBRC Staff

Christine Frost, Program Director
(202) 590-0807 or by email at cfrost@nbrc.gov
Northern Border Regional Commission
James Cleveland Federal Building, Suite 3602
53 Pleasant Street
Concord, New Hampshire 03301



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Fire Away



**Council Economic and Community Development Committee
Agenda**

St. Louis Church, 32 Dunn Street – First Floor – 5:30 PM May 19, 2016

1. Call to Order and Introductions

2. Minutes of previous meetings

- a. Approve April 21, 2016 meeting minutes.

3. Agenda items listed for review

- a. Northern Borders Regional Commission Grant Opportunity to fund phase 1 of the New Auburn Riverway Project (10 Minutes)
- b. Next meeting agenda setting (15 Minutes)
- c. 6:00 PM start of the New Auburn Riverway – Greenway Project Public Meeting to review draft plans and phasing strategy.



City of Auburn, Maine

Office of Planning & Development

www.auburnmaine.gov | 60 Court Street

Auburn, Maine 04210

207.333.6601

To: Community and Economic Development Committee Members

From: Douglas M. Greene, AICP, RLA; City Planner *DMG*

Date: May 15, 2016

RE: Request to City Council to Endorse an Economic Development Grant Application

The Community and Economic Development Department would like to request the City Council approve a resolution supporting a grant application to the Northern Borders Regional Commission 2016 Economic and Infrastructure Development Investment Program. The purpose of the grant would be to fund the construction of Phase 1 of the New Auburn Riverway and Greenway Redevelopment Plan, which is estimated to cost \$460,000. The maximum grant award is \$250,000 and requires a 50% match from the city. The deadline for the grant is June 17th.

The Staff will explain in greater detail the merits of implementing phase 1 of the New Auburn Riverway and Greenway grant at your committee meeting on Thursday, May 19th which is now scheduled to be at the St. Louis Church at 5:30 pm.

Attachments:

1. FAQ for Grant
2. Grant application
3. Phase 1 plan
4. Preliminary Cost Estimate

C: File



2016 Northern Border Regional Commission (NBRC) Investment Application

Frequently Asked Questions: Answers as of March 2016

I. GENERAL QUESTIONS

1. ***Q:** What is the maximum grant that can be made by the NBRC?*
A: Maximum is \$250,000.
2. ***Q:** Of the total federal allocation to NBRC, what amount of grant funds are committed to projects in each state for 2016?*
A: Approximately \$1.7
3. ***Q:** When will I be notified as to whether my application has been approved for NBRC funding?*
A: The first week of August, 2016.
4. ***Q:** If my project is approved by NBRC, can the investment agreement be signed before I have evidence of full funding (match) for the project?*
A: An agreement will be required to be returned by September 1, 2016, regardless of match funding being in place. However, recipients cannot begin work on the project prior to receiving a '**Notice to Proceed**'. A Notice to Proceed will not be issued until all match is secured and documented.
5. ***Q:** What happens if I am approved for NBRC funding but am unable to secure matching funds?*
A: If match is not secured and documented by September 30, 2017, unless there are extraordinary circumstances, the Federal Co-Chair will de-obligate the funds and award them to other projects.
6. ***Q:** If approved for an NBRC grant how will I receive the funds?*
A: After evidence of all matching funds has been provided and an investment agreement between the recipient and NBRC has been signed, NBRC funds are reimbursed on a reimbursement basis. Preferably monthly. Note that any matching funds or eligible project expenses cannot be spent prior to receiving a Notice to Proceed.
7. ***Q:** If I receive both NBRC and EDA funding, who would administer the investment?*
A: Excluding State entities, all awardees will be required to hire a designated Local Development District to administer their investment. The application and Program Manual will provide additional information on this.
8. ***Q:** If I have any questions about NBRC or the application process, who do I talk to?*
A: Christine Frost, Program Director, NBRC 202-590-0807 cfrost@nbrc.gov. Or the Program Manager for your state; their contact information can be found in the Program Manual found at www.nbrc.gov

9. **Q:** *If our community is listed as an “Isolated Area of Distress” but is also in an “Attainment County”, are we eligible to apply for funding?*
A: Yes, Make sure that you identify in the Application the Isolated Area of Distress that you are located in. For more information on Isolated Areas of Distress, see the NBRC website. www.nbrc.org.
10. **Q:** *Is there any other way that our community might be eligible to apply if we are in an “Attainment County” and we do not meet the criteria for an “Isolated Area of Distress”?*
A: There are two situations that could provide eligibility in municipalities that are not “Isolated Areas of Distress”:
1. If the application covers more than one county, and the “Attainment County” is part of an application that consists of one or more Counties that are not “Attainment Counties”.
 2. If the project is regional in nature and is intended to benefit areas and populations that are external to the “Attainment County”. In this case, you must first obtain a “Waiver” from the Federal Co-Chair. More information can be obtained in the Program Manual found on the 2016 Economic and Infrastructure Development Investment page at the website www.nbrc.gov.

II. ELIGIBILITY QUESTIONS

11. **Q:** *If I have previously received an NBRC investment am I eligible to apply again?*
A: If a grantee has an outstanding investment with NBRC, they cannot receive additional NBRC investments until their current project has: 1. Submitted reimbursement requests totaling 75% or more of the project by August 30, 2016, and 2. Demonstrated that 75% of the match has been completed by August 30, 2016. So, you may apply, but the award may go to another entity unless the above criteria is met.
12. **Q:** *Can NBRC funds be used as matching funds for other federal grant or loan programs, even programs they specifically stipulate that other sources of federal funds cannot be used as a source of match?*
A: Yes, the statutory provisions of the enabling legislation for NBRC allow NBRC funds to be treated as non-federal funding for match purposes. **However**, NBRC funds still maintain their Federal status and must be counted toward the 80% ceiling of federal funds being expended for any one project.
13. **Q:** *What is the maximum timeframe for an NBRC funded project?*
A: The investment period (time that the project shall be completed) shall be October 1, 2016, to September 30, 2019, unless a waiver has been granted to begin the project prior to October 1, 2016.
14. **Q:** *We already have funds obligated for the project that we are proposing. Can these funds be part of our match if we start and/or complete the work before a NBRC grant would be awarded?*
A: Generally, no. Eligible project expenses are only those incurred after execution of the investment agreement. There may be rare situations that would require information that cannot be elaborated on in a Q&A. Please contact the Program Director.
15. **Q:** *Can staff time be used as part of a match requirement?*

A: Yes, with the following exceptions: time that is used to match other programs cannot be used (counted twice, etc.); time must be recorded; cannot use federal employees time; are not included in any other federal grants; are part of the project budget.

16. **Q:** *If staff time is included in the cost of the project what is the rate that our organization can charge; can we charge our **Indirect Cost Rate**?*

A: Entities that have a Federal Cognizant Agent can submit with their application the letter from such entity demonstrating their Indirect Cost Rate, and budget their project accordingly. Those entities without an Indirect Cost Rate determination may use the regular pay of professionals plus 10% as their Indirect Cost Rate for purposes of budgeting for the project.

17. **Q:** *If volunteers are being used, and their time is being tracked for in-kind match for the project, what rate do we use to budget the project?*

A: Volunteer rate should be consistent with the national average

http://www.independentsector.org/volunteer_time which is currently \$23.07 per hour.

As with question 13, volunteers may not be: counted for the same activity in a different project (counted twice) or be federal employees. Additionally, their time must be recorded for reimbursements and you may not include any Indirect Cost Rate along with the \$23.07.

18. **Q:** *Does use of NBRC funds require compliance with Davis-Bacon re: prevailing wage rates?*

A: No, however if the project is also using funds from another federal agency that does require Davis-Bacon compliance, the entire project will be subject to these rates.

19. **Q:** *Can funds be used to purchase a conservation easement?*

A: Yes, however, a case must be made for how it is an economic development driver for the region. Each State may prioritize this differently, and it will be up to the States to determine how competitive this type of application is compared to applications that produce jobs. You are strongly encouraged to speak with your state Program Manager within your state. See www.nbrc.gov

20. **Q:** What is the CFDA #?

A: The Catalog of Federal Domestic Assistance number is 90.601. The Title is: Northern Border Regional Development

III. APPLICATION QUESTIONS

20. **Q:** *Where can I access all NBRC application forms?*

A: www.nbrc.gov is anticipated to be up and running by March 4, 2016. Any and all forms for the application will be available "go live," through this website beginning March 14, 2016.

21. **Q:** *On the Federal SF424 form, what should I enter as the Funding Opportunity and Title (Question 12)?*

A: Leave the Funding Opportunity # blank. The title should be "Economic and Infrastructure Development Investment Program"

22. **Q:** *On the Federal SF 424, for Question 17, what is the earliest start date I can enter for my proposed project?*
A: October 1, 2016, unless you have waiver from the Federal Co-Chair to begin earlier. The proposed project start date cannot be before NBRC funds can be committed/obligated at the federal level.
23. **Q:** *On the Federal SF424, for Question 19, is the application subject to Review by State Under Executive Order 12372 Process?*
A: No. The form that will be on the website will have box C already checked for you.
24. **Q:** *If I am including letters of support for my project proposal, who should they be addressed to?*
A: The Federal Co-Chair of the Northern Border Regional Commission, Mark Scarano, 53 Pleasant Street, Suite 3602, Concord, NH 03301 and cc: the appropriate State Program Manager found in the Program Manual on the website.
25. **Q:** *Do I submit the investment application online via Grant.gov?*
A: No, all applications will be sent to one location. At this time, that email address is still being determined, but the website and application materials will have all information available on March 14, 2016.

IV. MATCH QUESTIONS

26. **Q:** *If a Municipality/Applicant is being given land to use as match for a project, can the value of the land be used as match?*
A: *In most instances yes, when the following criteria are met. The land/property may not be transferred to the City/Applicant until the City/Applicant has received a "Notice to Proceed" by the Federal Co-Chair. The value of the property may not exceed an appraisal by a qualified Appraiser. You may not use a municipal assessment as the value.*

It is important to note that his Q&A will be updated as additional information is solidified. Please visit the website at www.nbrc.gov to ensure that you have the most up to date Q&A. (this document was last updated on March 21, 2016)

Phase 1 Area




Possible Funding Sources
Northern Border Reg. Commission
Land & Water Conservation Fund
MPI Intersection Improvements
BPI Intersection Improvements

New Auburn Village Center
Phasing Strategy 4 of 15



COPLON ASSOCIATES
Landscape Architecture and Planning
111 College Street, New Haven, Maine 04055
1-800-445-0000 FAX 207-536-4172

CONCEPTUAL COST ESTIMATE NEW AUBURN PHASE-I IMPROVEMENTS					DATE: 4/25/16 VHB PROJECT No: 52402.00			
No.	MAJOR ITEMS DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	COST	REMARKS		
1	CLEARING AND GRUBBING	AC	0.1	\$ 5,000.00	\$ 500.00	Minor tree removal required.		
2	COMMON EXCAVATION	CY	300	\$ 16.00	\$ 4,800.00	Removal of unsuitable soils (topsoil) and paved materials, etc.		
3	ORDINARY BORROW (FILL)	CY	2200	\$ 12.00	\$ 26,400.00	Clean fill to bring the site up to proposed roadway, sidewalk and parking lot subgrade elevations.		
4	DENSE GRADED CRUSHED STONE SUBBASE	CY	240	\$ 36.00	\$ 8,640.00	18" Under Roadway		
5	CRUSHED GRAVEL (BASE FOR SIDEWALKS, PARKING LOTS & DRIVES)	CY	680	\$ 30.00	\$ 20,400.00	12" Under parking Lots		
6	BITUMINOUS CONCRETE PAVEMENT - FULL DEPTH - RIVERYWAY	TON	110	\$ 120.00	\$ 13,200.00	Assume 4.0" thick (Per City Standards)		
7	BITUMINOUS CONCRETE PAVEMENT - FULL DEPTH - PARKING LOTS	TON	310	\$ 120.00	\$ 37,200.00	Assume 3.0" thick		
8	VERTICAL GRANITE CURB	LF	220	\$ 30.00	\$ 6,600.00	Only on new Riverway segment.		
9	BITUMINOUS CURB (TEMPORARY AT PARKING LOTS)	LF	800	\$ 8.00	\$ 6,400.00	Type 3		
10	CONCRETE SIDEWALK, 5 INCH, REINF. (PERMANENT ON RIVERWAY)	SY	120	\$ 50.00	\$ 6,000.00	5" Concrete over 12" Base		
11	BITUMINOUS SIDEWALK (TEMPORARY)	SY	80	\$ 20.00	\$ 1,600.00	2" Bituminous over 12" Base		
12	SEWER SYSTEM	LF	160	\$ 60.00	\$ 9,600.00	Assume new section of sewer main on Riverway for future extension as roadway gets built out.		
13	WATER SYSTEM	LF	160	\$ 50.00	\$ 8,000.00	Assume new main on Riverway portion to enable a loop to Pulsifer and Mill in the future.		
14	DRAINAGE SYSTEM MODIFICATIONS (CATCH BASINS / MANHOLES/PIPE)	LS	1	\$ 16,000.00	\$ 16,000.00	Assume two catch basins, two manholes and a segment of pipe.		
15	TRAFFIC SIGNS AND STRIPING	LS	1	\$ 1,000.00	\$ 1,000.00			
16	DETECTABLE WARNING SURFACES AT CROSSWALKS	SY	5	\$ 600.00	\$ 3,000.00			
17	LOAM AND TURF ESTABLISHMENT	SY	400	\$ 5.00	\$ 2,000.00			
18	STREET TREES INCLUDING TREE GRATES IN WALK AREAS	EA	4	\$ 1,200.00	\$ 4,800.00	Only permanent installations on Riverway		
19	DECORATIVE LED STREET LIGHTS INCLUDING POLES, BASES AND FIXTURES	EA	3	\$ 5,000.00	\$ 15,000.00	Permanent installations on Riverway only.		
20	LIGHTING SYSTEM CONDUIT & WIRING	LF	240	\$ 25.00	\$ 6,000.00			
21	EROSION AND SEDIMENT CONTROLS	LS	1	\$ 3,000.00	\$ 3,000.00			
22	MOBILIZATION / DEMOBILIZATION (5%)				\$ 9,832.00			
23	TRAFFIC CONTROL	LS	1	\$ 2,000.00	\$ 2,000.00	Minimal since most work will be out of traffic.		
					\$ -			
					\$ -			
			Construction Subtotal:		\$ 211,972.00			
MISCELLANEOUS ITEMS AND CONTINGENCIES (25%)					\$ 52,993.00			
BROAD STREET APARTMENT BUILDING ACQUISITION AND DEMOLITION					\$ 165,000.00			
MISC. FEES AND CONSTRUCTION ADMINISTRATION & INSPECTION		Est.			\$ 30,000.00			
			PROJECT TOTAL :		\$ 460,000.00			

Phase-I construction consists of building an approximately 140' long segment of the Riverway off of Broad Street. This requires acquisition and demolition of the apartment building at 23 Broad Street. The assumption is that the first segment of the Roiverway will be built to the final width and construction standards, and will include new water, sewer, drainage and lighting conduit lines that will eventually connect to Pulsifer Street when the Riverway is completed. Phase-I also includes filling portions of the site to build a temporary driveway type of connection to Second Street from the Riverway. Parking lots will also be built along the drive. Second Street will be closed off from Broad Street by installing curb and a small landscaped area. Permanent concrete sidewalks with street trees will be built on the Riverway, and temporary bituminous sidewalks will be built everywhere else. The Riverway will include vertical granite curbing, and the drive and parking lots will use bituminous curb.

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



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

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

RESOLVE 07-06062016

RESOLVED, that the City Council supports the application for a Economic and Infrastructure Development Investment grant by the Northern Borders Regional Commission and,

FURTHER RESOLVED, authorizes the Office of Community and Economic Development to prepare the grant application for a \$250,000, which will require a 50% match from the City and,

THEREFORE, the City Council authorizes the City Manager to sign the grant application.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: June 6, 2016

Order: 39-06062016

Author: Sue Clements-Dallaire, City Clerk

Subject: Terminating the LA Public Health Interlocal Agreement

Information:

In accordance with the Lewiston-Auburn Public Health Committee Interlocal Agreement approved by the City of Lewiston on 11/15/11 and the City of Auburn on 1/17/12, the City of Lewiston has provided formal notice to the City of Auburn that Council President Kristen Cloutier will introduce a Council Resolution on the Lewiston City Council June 7, 2016 agenda to terminate the Lewiston-Auburn Public Health Committee Interlocal Agreement.

Given the existence of public health organizations such as Healthy Androscoggin, that serve this function as part of the state's public health district network, Auburn will remain active with those organizations as needed rather than add additional committees requiring the City Council or staff time.

Advantages:

Disadvantages:

City Budgetary Impacts: N/A

Staff Recommended Action: Passage

Previous Meetings and History: Council received a notice of termination of the LA Public Health Interlocal agreement on May 25, 2016 from Assistant Administrator of Lewiston, Phil Nadeau.

This item will be placed on the Lewiston City Council agenda to terminate the LA Public Health Committee Interlocal Agreement on June 7, 2016.

Attachments:

Notification

Order

From: [Phil Nadeau](#)
To: [Susan Clements-Dallaire](#)
Cc: [2016 Elected Officials](#); [Howard Kroll](#); [Denis D'Auteuil](#); [Dot Perham-Whittier](#); [Janet Labbe](#)
Subject: Notice of Lewiston-Auburn Public Health Committee Interlocal Agreement Termination
Date: Wednesday, May 25, 2016 8:23:38 AM

Susan,

As the Acting Chair of the Lewiston-Auburn Public Health Committee, I forwarded a December 12, 2015 letter to your office on behalf of the Lewiston-Auburn Public Health Committee requesting that the City place a newly crafted set of LAPHC ByLaws on the Auburn City Council workshop schedule. On the same day, the same request was forwarded to the Lewiston City Clerk. The Lewiston City Council workshopped the item on February 2, 2016.

After not receiving any reply to our request and following a meeting with the City Manager on April 6, 2016, Mr. Kroll forwarded an email to the members of the Economic & Community Development Sub Committee requesting they consider placing the draft ByLaws on their agenda. Having again received no reply, I sent an email on 5/10/16 to the Sub Committee requesting the status of our request. In response to this request, Councilor Stone sent a 5/10/16 email to Councilor Burns asking what should be done with our Committee's request. Receiving no response, I once again emailed the Sub Committee on 5/19/16 requesting confirmation that the Sub Committee would act on our request. To date, I have received no email or other communications on this request. Given the absence of any response and the length of time the City of Lewiston has been awaiting any response from the City on what appeared to be a fairly simple and routine request, I discussed what next steps should be taken with LAPHC member Council President Kristen Cloutier.

In accordance with the Lewiston-Auburn Public Health Committee Interlocal Agreement approved by the City of Lewiston on 11/15/11 and the City of Auburn on 1/17/12, the City of Lewiston is providing formal notice to the City of Auburn that Council President Kristen Cloutier will introduce a Council Resolution on the Lewiston City Council June 7, 2016 agenda to terminate the Lewiston-Auburn Public Health Committee Interlocal Agreement. Council President Cloutier will also submit a resolution creating a new Lewiston Area Public Health Committee that will provide for the appointment of residents or business people in the Lewiston-Auburn area.

I would ask that this email be forwarded to the Mayor and Auburn City Council.

Sincerely,

Phil Nadeau, M.P.P.
Deputy City Administrator
Director, Labor-Risk Management Services
Freedom of Access Officer
27 Pine Street
Lewiston, ME 04240
Tel: 207-513-3121, X3201
Email: pnadeau@lewistonmaine.gov
Web: lewistonmaine.gov

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



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

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 39-06062016

ORDERED, that the City Council hereby terminates the LA Public Health Committee Interlocal Agreement between the cities of Lewiston and Auburn.



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: June 6, 2016

Subject: Executive Session

Information: Discussion regarding a real estate matter, pursuant to 1 M.R.S.A. Section 405(6)(C).

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

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

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

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

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

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

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

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

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

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

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



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: June 6, 2016

Order: 36-06062016

Author: Sue Clements-Dallaire, City Clerk

Subject: Appointing Wardens and Ward Clerks for the June 14, 2016 Election

Information: All but one of the Wardens and Ward Clerks that were appointed are unable to work the June 14, 2016 election. The City Clerk has nominated the following Wardens and Ward Clerks to fill those positions.

Mary Ellen Dow	Warden
Wanda Brown	Warden
David Foster	Warden
Rick Duchesneau	Warden
Donna Martin	Ward Clerk
Christine Sirois	Ward Clerk
Jeannine Pelletier	Ward Clerk
Irene Noyes	Ward Clerk
Levi Gervais	Ward Clerk

Sec. 5.2. Wardens and ward clerks.

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

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

Disadvantages: It is becoming more of a challenge to find qualified, committed candidates to fill all of these positions.

City Budgetary Impacts: N/A

Staff Recommended Action: Recommend passage.

Previous Meetings and History: Appointments were made 1/4/2016, however all but one person appointed is unable to work this election.

Attachments: Order 36-06062016

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



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

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 36-06062016

ORDERED, that the City Council hereby appoints the following individuals as Wardens and Ward Clerks for the June 14, 2016 Election.

Mary Ellen Dow	Warden
Wanda Brown	Warden
David Foster	Warden
Rick Duchesneau	Warden
Donna Martin	Ward Clerk
Christine Sirois	Ward Clerk
Jeannine Pelletier	Ward Clerk
Irene Noyes	Ward Clerk
Levi Gervais	Ward Clerk



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: June 6, 2016

Order: 37-06062016

Author: Sue Clements-Dallaire, City Clerk

Subject: Temporary Sign Request for the Great Falls Model Railroad Club

Information: The President of the Great Falls Model Railroad Club is requesting permission to place temporary signs for future events for 2016, 2017, and 2018 as outlined in the letter. Also included is a map of where the signs would be placed.

Advantages:

Disadvantages:

City Budgetary Impacts: N/A

Staff Recommended Action: Consider passage of the request

Previous Meetings and History: In May of 2013, Council approved a similar request that has since expired.

Attachments: Letter of request, map, Order 37-06062016



**THE GREAT FALLS MODEL
RAILROAD CLUB
144 MILL ST
Auburn, Maine 04210
greatfallsmodelrailroadclub@yahoo.com**

Auburn City Councilors
Auburn, Maine

May 24, 2017

To All,

This letter is being respectfully submitted with a highlighted map for your consideration for the permission to locate temporary signs at the indicated locations for The Great Falls Model Railroad Club (GFMRRRC).

The GFMRRRC has been in existence since 1987, has a membership of 139 people and is located at 144 Mill Street, in Auburn. The members bought the building April 5, 2007 and renovated it from the formally known Jake & Andy's Donut Shop into the home of our club. Our members all volunteer their time in many ways to make everything work at our events that we put on several times a year. The schedule of events is as follows.

Hobo Holiday – May 20, 2017, May 19, 2018.

Train Fest - Aug. 20 & 21, 2016, Aug. 19 & 20, 2017, Aug 18 & 19, 2018.

ExTRAINaganza- the weekend before and after Thanksgiving in November every year and the Friday after Thanksgiving.

We have two types of signs: The first one is the Ten Day Sign. This sign is used as advertisement for our previously mentioned events and will be taken down at the end of the day upon completion of the event.

The second type of sign is our One Day Sign. This sign is used as a directional sign on the day of the event.

Just for your information, we are in the process of planning an event at the Norway Savings Bank Arena for some time next June. We will send another letter asking permission for our signs when a date is confirmed,

Thank you for your time and consideration in this matter at hand.

Respectfully Submitted,

Jerry Johnston
President

Location of the Signs

TEN DAY SIGNS

These signs advertise the event ahead of the event's time

1. Mt Auburn Av. - before Center St. exit coming from Lewiston
2. Bill Hamilton's house at the corner of Lake & Court St. (in the Y of the road)
3. Next to Rolly's Diner in the City owned Park
4. On Court St across from the Auburn Middle School
5. At the exit/intersection of the Turnpike and Washington St. on Washington St.

ONE DAY SIGNS

These signs are directional signs, the day of the event to show the customer which way to go.

1. Along Center St.
2. Along Turner St.
3. Along Washington St.
4. Along Main St.
5. Along Mill St.
6. Along Court St.

GREAT FALLS MODEL RAILROAD CLUB

X - 10 DAY SIGNS

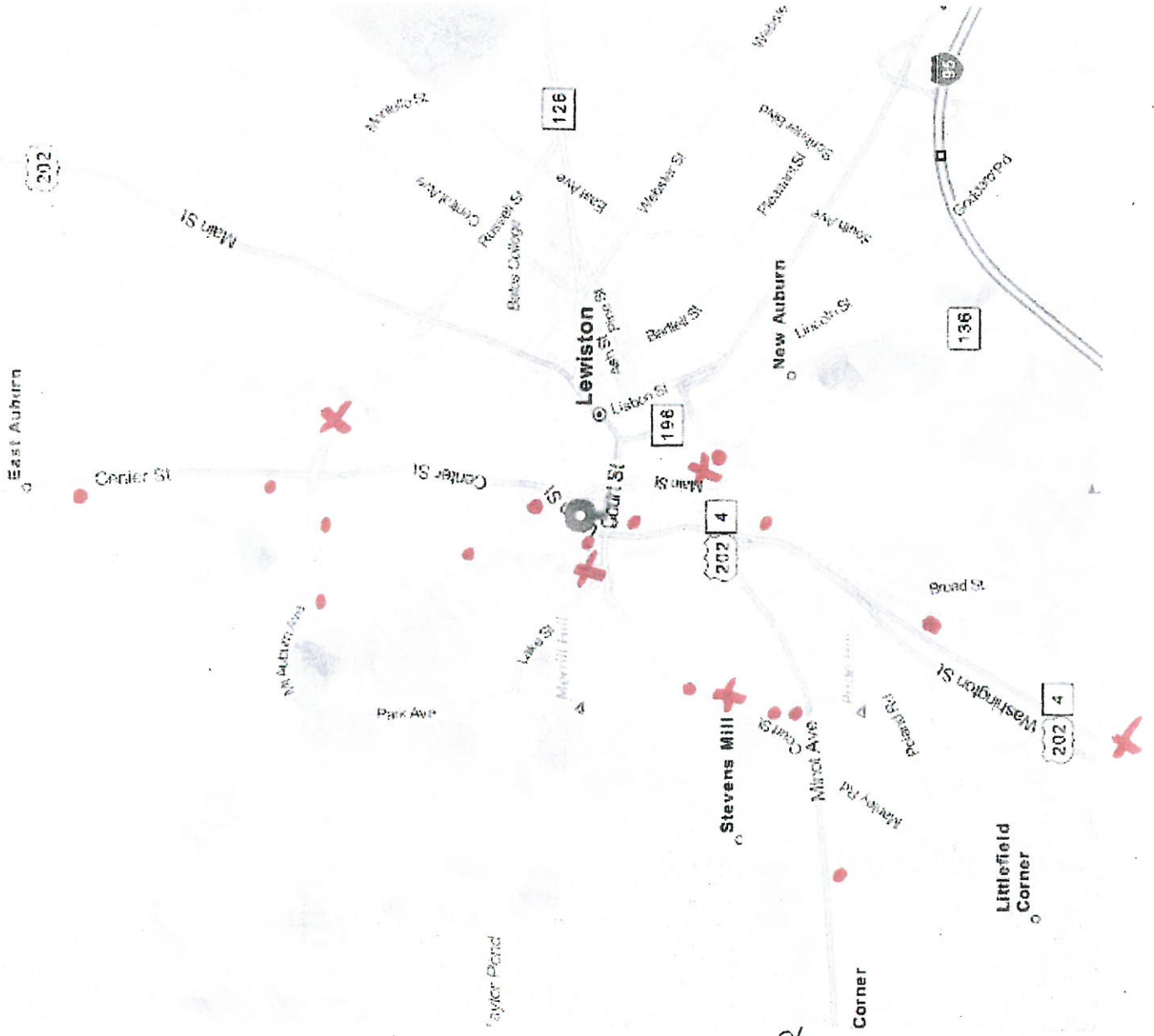
o - 1 DAY SIGNS

① HOBO HOLIDAY
ONE DAY
3RD SAT OF MAY

② TRAIN FEST
ONE DAY
SAT OF BALLOON FEST.
IN AUGUST

③ EX TRAWAGANZA
5 DAYS
SAT-SUN-MON BEFORE
THANKS GIVING &
FRI-SAT AFTER

④ AUBURN MIDDLE SCHOOL
ANNUAL ONE DAY SHOW
FIRST SAT OF NOVEMBER



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



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

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 37-06062016

ORDERED, that the City Council hereby approves the request to place temporary signs as noted in the letter of request as long as their placement does not affect sight distance for streets and adjacent driveways.

IN COUNCIL REGULAR MEETING MAY 16, 2016 VOL. 34 PAGE 242

Mayor LaBonté called the meeting to order at 7:09 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. All Councilors were present.

I. Consent Items

1. Order 28-05162016*

Amending Order 14-03072016 which was previously adopted at the 3/7/2016 City Council meeting to reflect the corrected term expiration dates for the appointment of Tizz Crowley (Auburn Water District) and Heidi McCarthy (Auburn Sewerage District) to 3/1/2020 (previously adopted as 3/1/2019 in error).

Motion was made by Councilor Walker and seconded by Councilor Burns amending Order 14-03072016 which was previously adopted at the 3/7/2016 City Council meeting to reflect the corrected term expiration dates for the appointment of Tizz Crowley (Auburn Water District) and Heidi McCarthy (Auburn Sewerage District) to 3/1/2020 (previously adopted as 3/1/2019 in error). Passage 7-0.

II. Minutes

- May 2, 2016 Regular Council Meeting

Motion was made by Councilor Burns and seconded by Councilor Walker to accept the minutes of the May 2, 2016 Regular Council Meeting as presented. Passage 7-0.

III. Communications, Presentations and Recognitions

- Proclamation – Maine Arbor Week
- Proclamation – Women’s Lung Health Week
- Proclamation – National Kids in the Park Day
- Proclamation – Lucia Cowles
- Edward Little Student Briefing on Recent Washington DC trip

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*.

Sue Patneau, President of the First Auburn Senior Citizens Group city of Auburn provided an overview of the history of that group and how they came to be. She said they would like Auburn to continue to be an aging friendly community providing social and recreational activities for them. She recommended that the City make a formal commitment to the aging population. She said they need a special place that belongs to them - a senior center, a place where seniors can go for programs and services that will become more and more necessary as our population ages.

Belinda Gerry, 143 Mill Street respectfully requested that the rules be suspended so that they could continue the discussion on the CIP and the \$90,000 funding for the Senior Center so the seniors could speak during open session or make a motion to take the

agenda items out of order because many of the seniors will not want to stay late while waiting until the CIP item comes up on the agenda.

Larry Pelletier, 129 Second Street gave praise to the high school students who were out doing community service in the City.

V. Unfinished Business

1. Ordinance 04-03072016

Adopting amendments for a Form Based Code and Zoning Map for portions of Downtown Auburn and New Auburn. The Form Based Code Text Amendment will replace Article IV, Division 14, Central Business District, Sec. 60-546, amend related sections of the Zoning Ordinance and create 5 new Form Based Code Districts (T-4.1, T-4.2, T-5.1, T-5.2 and T-6). Second reading.

Motion was made by Councilor Stone and seconded by Councilor Walker adopting amendments for a Form Based Code and Zoning Map for portions of Downtown Auburn and New Auburn. The Form Based Code Text Amendment will replace Article IV, Division 14, Central Business District, Sec. 60-546, amend related sections of the Zoning Ordinance and create 5 new Form Based Code Districts (T-4.1, T-4.2, T-5.1, T-5.2 and T-6).

Public comment – no one from the public spoke.

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

VI. New Business

2. Order 29-05162016

Appointing the Board and Committee Members as nominated by the Appointment Committee.

Motion was made by Councilor Titus and seconded by Councilor Gilbert to appoint the Board and Committee members as nominated by the Appointment Committee.

Passage 7-0.

3. Order 30-05162016

Authorizing the City Manager to enter into a Supplemental Lease Agreement for Cellular Micro-site locations on city poles or structures with Portland cellular Partnership, a Maine general partnership, d/b/a Verizon Wireless.

Motion was made by Councilor Titus and seconded by Councilor Walker authorizing the City Manager to enter into a Supplemental Lease Agreement for Cellular Micro-site locations on city poles or structures with Portland cellular Partnership, a Maine general partnership, d/b/a Verizon Wireless, Order 30-05162016 (B).

Public comment – no one from the public spoke. Passage 7-0.

4. Resolve 05-05162016

Clarifying that the resolve passed under the previous City Council (Resolve 04-06012015) does not authorize city employees to perform support activities for the Joint Charter Commission.

Motion was made by Councilor Stone and seconded by Councilor Pross.

Public comment:

Gene Geiger, Lewiston resident and Chair of the Joint Charter Commission, Dave Burke, 38 Harmons Corner Road, Bruce Rioux, 85 Mary Carroll Street, Charles Morrison, 46 Lake Street, Eliot Epstein, 8 Cushman Place, Mary LaFontaine, 113 Western Avenue, Leonard Kimble, 63 Olive Street, and Donna Steckino, Maple Hill Road all spoke in opposition of the resolve.

Ron Potvin, Auburn property owner and resident of Lewiston spoke in favor of the resolve.

Passage 4-3 (Councilors Burns, Titus, and Young opposed).

5. Order 31-05162016

Adopting the CDBG (Community Development Block Grant) Consolidated Plan and Budget.

Motion was made by Councilor Stone and seconded by Councilor Gilbert to adopt the CDBG consolidated plan and budget.

Motion was made by Councilor Stone and seconded by Councilor Titus to amend the order to ensure that the Hampshire Street reconstruction meets the needs of the neighborhood by re-allocating \$312,050 from the Sidewalk Project to the Hampshire Street Project.

Passage of amendment 7-0.

Motion was made by Councilor Stone and seconded by Councilor Walker to amend the order to establish the Storefront Traffic Accelerates Revitalization (STAR) Program using \$200,000 under Economic Development Programs out of the CDBG Budget which would be re-allocated to the STAR Program.

This CDBG Program would establish forgivable loans for up to \$50,000 based on several criteria:

1. Location in a storefront location within one of the three target areas
2. Loan must be matched dollar for dollar

IN COUNCIL REGULAR MEETING MAY 16, 2016 VOL. 34 PAGE 245

3. Loan terms would be established following those used in the Gardiner Growth Initiative

Passage of amendment 7-0.

Motion was made by Councilor Pross and seconded by Councilor Walker to amend the order by establishing the Neighborhood Challenge Grant Program under the Rehabilitation Loan Program designating \$25,000 out of the \$250,743 of the Rehab Loan Program to be earmarked for a Neighborhood Challenge Grant with staff to work out the program details which would then be presented to Council for approval.

Passage of amendment 7-0.

Motion was made by Councilor Pross and seconded by Councilor Stone to amend by establishing an Auburn Cooperative Housing Program by re-allocating \$225,000 from the proposed purchase of two single family dwellings under the HOME budget to provide purchase/rehab/technical support for cooperative housing in the Target Area.

Passage of amendment 7-0.

Public comment – no one from the public spoke.

Passage of Order 31-05162016 as amended 7-0.

6. Order 32-05162016

Adopting the School Budget for Fiscal Year 2017.

Motion was made by Councilor Titus and seconded by Councilor Stone to adopt the School Budget for FY17 as presented.

Public comment – no one from the public spoke. Passage 4-3 (Councilors Walker, Titus, and Gilbert opposed).

7. Order 33-05162016

Authorizing the Finance Director to execute issuance of general obligation bonds and a tax levy therefore. Public hearing and first reading.

Motion was made by Councilor Titus and seconded by Councilor Walker to authorize the Finance Director to execute issuance of general obligation bonds and a tax levy therefore.

Public comment - Belinda Gerry spoke in regards to the funding for the Senior Center stating that she does not support moving the Senior Center to the old St. Louis Church building which was discussed during the workshop.

IN COUNCIL REGULAR MEETING MAY 16, 2016 VOL. 34 PAGE 246

Motion was made by Councilor Burns and seconded by Councilor Pross to amend by increasing the reclamation and resurfacing line item from \$900,000 to \$3,000,000. Passage of the amendment 5-2 (Councilors Titus and Young opposed).

Passage of order 33-05162016 as amended 6-1 (Councilor Titus opposed). A roll vote was taken.

8. Order 34-05162016

Authorizing the Finance Director to reallocate \$353,845 of unspent proceeds from various City General Obligation Bonds to a portion of the Capital Improvement Projects for FY 17.

Motion was made by Councilor Stone and seconded by Councilor Burns authorizing the Finance Director to reallocate \$353,845 of unspent proceeds from various City General Obligation Bonds to a portion of the Capital Improvement Projects for FY 17.

Public comment-no one from the public spoke. Passage 7-0. A roll call vote was taken.

9. Resolve 06-05162016

Adopting the Appropriations Resolve for Fiscal Year 2017. Public Hearing and first reading.

Motion was made by Councilor Burns and seconded by Councilor Walker adopting the Appropriations Resolve for Fiscal Year 2017.

Public comment – John Holden, 19 Second Street and President of the Lewiston Auburn Economic Growth Council, spoke on the Growth Council and Economic Development noting that the LAEGC staff are committed and dedicated to their work for this Community – Lewiston and Auburn, and the work of the new Growth Council is just getting started.

John Turner, 46 Rubellite Lane spoke about the Growth Council and Economic Development in Lewiston and Auburn. He said he feels it would be a mistake for Auburn to withdraw from the Growth Council.

Gary Simard, Cook Street stated that the consequences of the cuts that are possibly being made in this budget are still unknown, specifically the Fire Department and Code Enforcement. He commented that with a city this size, specialized people should be dealing with specialized codes. He also commented on the proposal to merge the Planning and Economic Development Departments stating that he did not think it was a good idea to do that. He also added that he would like to hear more from the City Manager on City Programs.

Ron Potvin spoke about Consumer Price Index and what the intent was when the ordinance was adopted. He went on to note that he thought that a reasonable override

for this budget year would be appropriate given the circumstances and to restore some of the reductions that have been made.

Belinda Gerry had questions regarding how the proposed budget would impact the mil rate.

Charles Morrison spoke in support of the Growth Council stating that today's Growth Council is better it would be a disaster for this Community to lose them.

Passage 6-0 (Councilor Young was not present for the vote). A roll call vote was taken.

10. **Order 35-05162016**

Adopting the 5 year Capital Improvement Plan.

Motion was made by Councilor Titus and seconded by Councilor Burns to adopt the 5 year Capital Improvement Plan as presented.

Public comment – no one from the public spoke. Passage 6-0 (Councilor Young was not present for the vote). A roll call vote was taken.

VII. **Executive Session** - Discussion regarding a personnel matter, pursuant to 1 M.R.S.A. Section 405(6)(A).

Motion was made by Councilor Walker and seconded by Councilor Stone to enter into executive session pursuant to 1 M.R.S.A. Section 405(6)(A).

Due to the late hour, the Mayor asked if Council would forego reports tonight. Councilor Walker and Stone withdrew their motion to enter into executive session in order to take the last open session out of order, before entering into the executive session. All were in favor.

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*.

Larry Pelletier, Second Street talked about the upcoming School Budget Validation Referendum Election and what can be done to get voters out to vote. He encouraged Council to get the word out to voters in order to have a better turnout.

Executive Session

Motion was made by Councilor Pross and seconded by Councilor Walker to enter into executive session pursuant to 1 M.R.S.A. Section 405(6)(A). Passage 6-0 (Councilor Young was not present for the vote), time 10:30 P.M.

Council was declared out of executive session at 10:50 P.M.

IX. **Adjournment**

IN COUNCIL REGULAR MEETING MAY 16, 2016 VOL. 34 PAGE 248

The meeting adjourned at 10:50 PM.

A True Copy.

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

IN COUNCIL SPECIAL MEETING MAY 31, 2016 VOL. 34 PAGE 249

Mayor LaBonté called the meeting to order at 8:15 P.M. in the Council Chambers of Auburn Hall. Councilor Burns had an excused absence. All other Councilors were present.

I. Executive Session

To discuss real estate negotiations pursuant to 1 M.R.S.A. Sec. 405(6)(C) with possible action to follow.

Motion was made by Councilor Titus and seconded by Councilor Pross to enter into executive session to discuss real estate negotiations pursuant to 1 M.R.S.A. Sec. 405(6)(C). Passage 6-0, time 8:15 P.M.

The Mayor declared Council out of executive session at 8:50 P.M. and no action was taken.

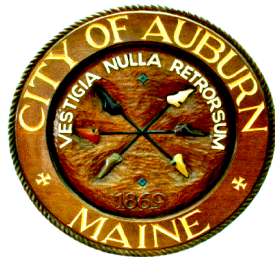
II. Adjournment

Motion was made by Councilor Walker and seconded by Councilor Gilbert to adjourn. All were in favor, the meeting adjourned at 8:50 PM.

A True Copy.

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

OFFICE OF THE MAYOR AND CITY COUNCIL
CITY OF AUBURN



PROCLAMATION
IMMIGRANT HERITAGE MONTH

Whereas generations of immigrants from every corner of the globe have built our country’s economy and created the unique character of our nation;

Whereas the peak of economic and community growth in Auburn coincided with the influx of immigrants from many countries to build mills, to build hydroelectric dams and to open shops;

Whereas immigrants continue to grow businesses, innovate, strengthen our economy, and create jobs alongside multi-generation Americans in Auburn, Maine;

Whereas immigrants have provided the United States with unique social and cultural influence, fundamentally enriching the exceptional character of our nation in ways few other nations of the world have;

Whereas immigrants have been tireless leaders not only in securing their own rights and access to equal opportunity, but have also campaigned to create a fairer and more just society for all Americans; and

Whereas despite these countless contributions, the role of immigrants in building and enriching our nation has frequently been overlooked and undervalued throughout our history and continuing to the present day:

Now, therefore, be it resolved by the Auburn City Council, that June 2016 is designated as "Immigrant Heritage Month."

IN WITNESS WHEREOF, I have hereunto
Set my hand and caused the Seal of the
City of Auburn, Maine
to be fixed this 6th day of June 2016.

Mayor Jonathan P. LaBonté

Date received: _____

Date approved: _____



CITY OF AUBURN SPECIAL EVENT/MASS GATHERING APPLICATION

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

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

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

SPONSOR INFORMATION

Name of Sponsoring Organization: Liberty Festival / Independence Day Committee

Name of Contact Person for Event: Cathy McDonald

Title of Contact Person: President

Mailing Address: PO Box 97, Lewiston, ME 04240

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

Email Address: liberty.festival@aol.com

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

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

Non-Profit Number: 04-3358113

EVENT INFORMATION

Name of Event: Liberty Festival

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

Date of Event: July 2nd - 5th, 2016 Rain Date: July 3rd - 6th, 2016

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

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

Estimated Attendance: 3,000

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

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

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

Yes ☐ No ☒ Pending ☐ Date submitted to the Recreation Department: _____

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

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

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

EVENT LIABILITY INSURANCE COVERAGE FOR EVENT

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

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

We will begin with set-up on 7/2 for the festival. The festival will occur on 7/4th

(rain date July 5th) and include fireworks, vendors and a variety of entertainers.

Clean up will be completed on 7/5 (rain date 7/6).

Signature of Applicant:

Printed Name:

Date Submitted:

Cathy McDonald

Cathy McDonald

5/25/16

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

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

MAIL: City Clerk's Office
60 Court Street, Suite 150
Auburn, ME 04210
FAX: 207-333-6623
EMAIL: sdallaire@auburnmaine.gov
PHONE: 207-333-6600

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

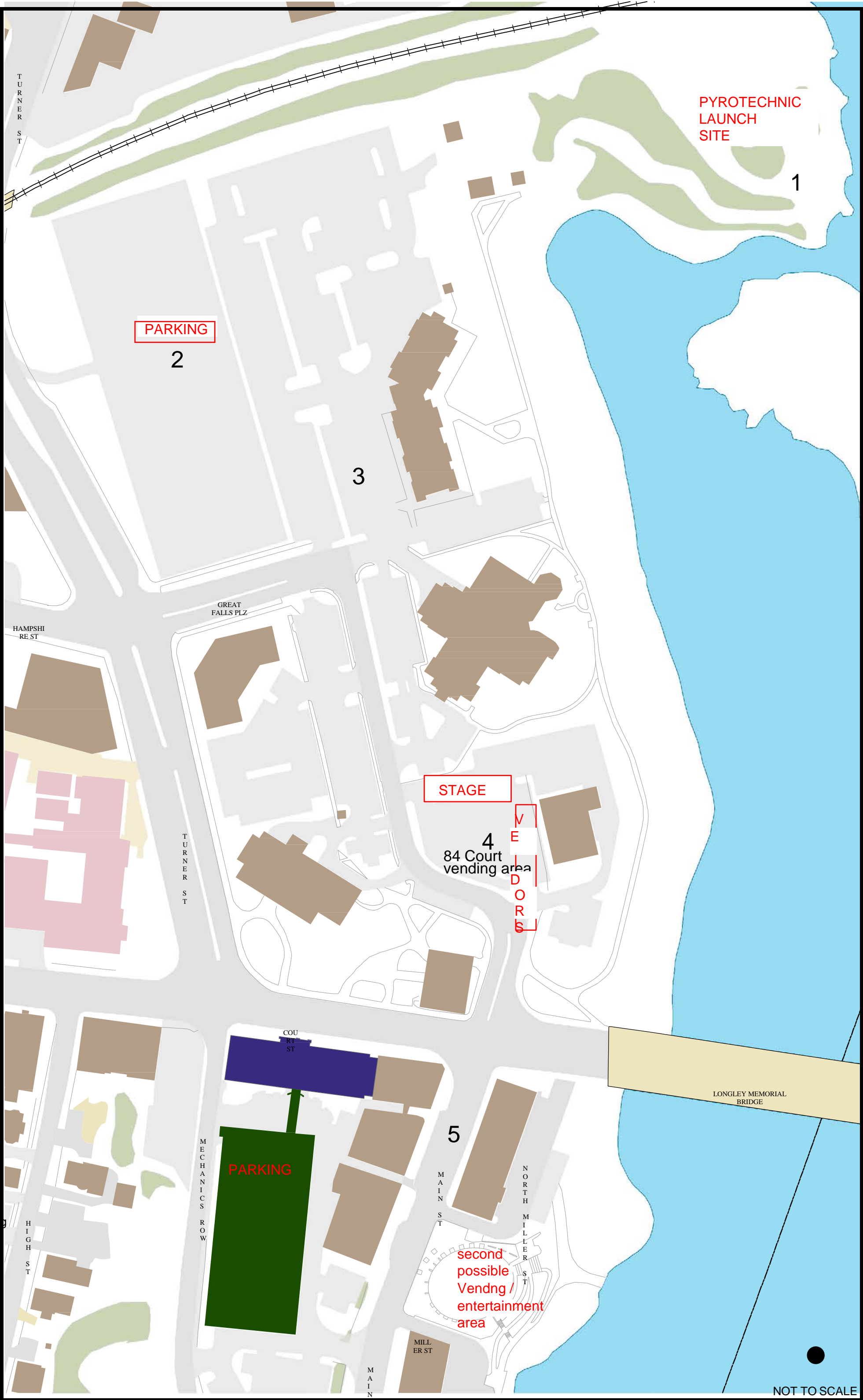
DEPARTMENT COMMENTS AND RECOMMENDATIONS:

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

COMMENTS/CONDITIONS from any of the above departments:

City Council Public Hearing date, if applicable: _____

License Approved/Denied: _____ Date applicant notified: _____



From: [Alison Pepin](#)
To: [Susan Clements-Dallaire](#)
Subject: FW: Liberty Festival
Date: Wednesday, June 01, 2016 9:57:32 AM
Attachments: [image002.png](#)
[image003.png](#)
[Mass Gathering Special Event.pdf](#)

Alison F. Pepin, CCM

Deputy City Clerk & License Specialist - City of Auburn
60 Court Street | Auburn, Maine 04210 | 207.333.6601 X1121



The City of Auburn is subject to statutes relating to public records. Email sent or received by City employees are subject to these laws. Senders and receivers of City email should presume that messages are subject to release.

From: Alison Pepin
Sent: Friday, May 27, 2016 10:40 AM
To: 'Liberty Festival / Cathy McDonald'
Cc: Tammy Thatcher; Cristy Bourget
Subject: Liberty Festival

Good morning, Cathy.

Thank you for submitting your application. The application will be presented to the City Council as a communication only, on Monday, June 6th. We are looking at putting it on the June 20th agenda for public hearing and action.

I noticed on the attached map, 84 Court Street is shown as a vendor. Will they be catering alcohol, food or both? Do you have any other confirmed vendors? We would like to get the list as soon as possible. I also noticed that you filled out the old version of the application. Attached is the updated version for you to use moving forward.

As you may recall, a public notice is required to be placed in the newspaper, serving the area where the mass gathering is proposed to be held, 30 days in advance of the gathering unless a lesser time is authorized by the City Council, at the applicants expense. Once we receive the proof and estimate from the Sun Journal, we will forward a copy to you for payment. Please make the check payable to the City of Auburn.

We will also need a certificate of liability insurance naming the City of Auburn as policy holder and listed as additional insured. I know this may take a couple of weeks to get completed.

Please let me know if you have any questions.

Thank you,

Alison F. Pepin, CCM

Deputy City Clerk & License Specialist - City of Auburn

60 Court Street | Auburn, Maine 04210 | 207.333.6601 X1121



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**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: 06/06/2016 **Order:** 33-05162016

Author: Jill M. Eastman, Finance Director

Subject: Order – Authorizing Issuance of General Obligation Bonds and Tax Levy Therefor

Information: This is the order authorizing the sale of \$7,500,000 in General Obligation Bonds (amended from \$5,400,000 at the meeting on May 16, 2016) to finance the FY 16-17 Capital Improvement Projects. (list attached)

Advantages: These 7.5 million dollar bonds will provide funding for the FY 16-17 Capital Improvement projects and also help to begin reducing the total outstanding debt of the City, by issuing less debt than we are retiring in.

Disadvantages: The total requests for Capital Improvements were over \$20 million (including the School Department), and by not funding a larger portion of the requests, infrastructure, facilities and equipment continue to deteriorate.

City Budgetary Impacts:

Staff Recommended Action: Staff recommends holding a second public hearing on the General Obligation Bond Order and passage of 2nd reading.

Previous Meetings and History: Joint Council and School Committee workshop on 3/14/16, public hearing and passage of first reading as amended on 5/16/2016.

Attachments:

Bond Order(Amended)
Public Hearing Notice

**CITY OF AUBURN
NOTICE OF PUBLIC HEARING**

Pursuant to Section 8.13 of the City Charter, notice is hereby given that the Auburn City Council will hold a public hearing on Monday, June 6, 2016, at 7:00 p.m. in the Council Chambers, Auburn Hall, 60 Court Street on a proposed order authorizing the City's general obligation bonds in the amount of \$7,500,000 to finance the City's FY17 Capital Improvement Program. The proposed order was amended as part of the first reading by the City Council at its May 16, 2016 meeting.

Following the public hearing, the City Council expects to conduct the second reading and take final action on the order, as amended, at the June 6, 2016 meeting.

The order, as amended, is available for inspection at the City Clerk's office during regular business hours.

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



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

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 33-05162016

TITLE: ORDER - AUTHORIZING ISSUANCE OF GENERAL OBLIGATION BONDS AND A TAX LEVY THEREFOR (AMENDED) (First Reading)

Be It Ordered by the Auburn City Council, following a public hearing duly called and held as required by Article 8, Section 8.13 of the Auburn City Charter, that there be and hereby is authorized the issuance and sale of the City's general obligation bonds and notes in anticipation thereof on either a taxable or a tax-exempt basis in the amount of ~~\$7,500,000~~ ~~\$5,400,000~~, the proceeds of which, including premium, if any, and investment earnings thereon, are hereby appropriated to finance the following capital equipment and capital improvements (including costs of issuance for the bonds), all constituting part of the City's FY17 Capital Improvement Program:

CITYWIDE		
CAPITAL IMPROVEMENT PLAN FY 17 BONDS		
	Description	Bonded General Fund
Facilities	Hasty Restroom Replacement - ADA Compliance	\$ 320,000
Facilities	Senior Center	\$ 95,000
Planning	Comp Plan Property Acquisition	\$ 150,000
Planning	Dangerous Building Demolition	\$ 100,000
Engineering	Reconstruction	\$ 1,000,000
Engineering	Reclamation/Resurfacing	\$ 900,000
Engineering	Additional Reclamation/Resurfacing (per Council amendment)	\$ 2,100,000
Engineering	Major Drainage	\$ 350,000
Engineering	MDOT Match	\$ 500,000
Public Works	7 Yard Plow Trucks	\$ 225,000
PW Facilities	Ash Landfill Sewer Main	\$ 250,000
School Department	School Department	\$ 1,500,000
Administration	Contingency	\$ 10,000
TOTAL CIP		\$ 7,500,000

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



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

Jonathan P. LaBonte, Mayor

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

THAT in order to finance temporarily the projects described above, the Finance Director is authorized to expend up to \$7,500,000 ~~\$5,400,000~~ either from available funds of the City or from the proceeds of bond anticipation notes which would be reimbursed or refinanced from bond proceeds.

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

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

THAT the City's Finance Director, Treasurer, Clerk, and other proper officials of the City be, and hereby are, authorized and empowered in its name and on its behalf to do or cause to be done all such acts and things, and to execute, deliver, file, approve, and record all financing documents, contracts, agreements, certificates, preliminary and final official statements, tax certificates and other documents as may be necessary or advisable, with the advice of counsel for the City, to carry out the provisions of this order, as may be necessary or desirable.

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

THAT the authority to issue the bonds or notes authorized hereunder shall automatically expire 2 years from the approval of this Order.

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



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

Jonathan P. LaBonte, Mayor

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

A Public Notice describing the general purpose of the borrowing and the terms thereof was published on or before May 2, 2016 and May 23, 2016, in the Lewiston Sun-Journal, a daily newspaper published in the City of Auburn and in Androscoggin County.

A public hearing was held on May 16, 2016 and on June 6, 2016.

Passage of first reading on 5/16/2016 6-1 (Councilors Titus opposed).



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: 06/06/2016 **Order:** 34-05162016

Author: Jill M. Eastman, Finance Director

Subject: Order – Reallocating Unspent Proceeds from the City's General Obligation Bonds.

Information: This is the order authorizing the reallocation of \$353,845 from previous General Obligation Bonds that were unspent to fund a portion of the City's FY 16-17 CIP. (list attached)

Advantages: These unused bond proceeds will provide funding for a portion of the FY 16-17 Capital Improvement projects.

Disadvantages: N/A

City Budgetary Impacts: N/A

Staff Recommended Action: Staff recommends passage of 2nd reading.

Previous Meetings and History: Joint Council and School Committee workshop on 3/14/16, and public hearing and passage of first reading on 5/16/2016.

Attachments:

Bond Order

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



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

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 34-05162016

TITLE: ORDER - Reallocating Unspent Proceeds from the City's General Obligation Bonds.

WHEREAS, the City of Auburn issued General Obligation Bonds in various amounts for various projects; and

WHEREAS, there remain unspent proceeds of the Bonds borrowed for multiple capital improvements, \$353,845 of which excess proceeds the City Council desires to reappropriate and reallocate to be used for the projects listed below;

CITYWIDE			
CAPITAL IMPROVEMENT PLAN FY 17 Unallocated			
	Description		Unallocated Bond Proceeds
Facilities	Engine 5 Roof Replacement		\$ 80,000
Facilities	Central Fire-Lighting Replacement		\$ 110,000
Facilities	Engine 5 Lighting Replacement		\$ 40,000
Library	Entrance Door Replacement		\$ 44,500
Police	Evidence Locker Replacement		\$ 50,000
Public Works	Leaf Vacuum		\$ 29,345
TOTAL CIP			\$ 353,845

NOW, THEREFORE, by the City Council of the City of Auburn, be it hereby ORDERED:

THAT the excess proceeds of the Bonds, in the amount of \$353,845 be and hereby are appropriated from the amount borrowed as part of various Bonds to finance the costs of the projects listed above.

THAT the City's Finance Director / Treasurer be, and hereby is, authorized and empowered in the name and on behalf of the City, to do or cause to be done all such acts and things, and to execute and deliver, all such financing documents, certificates, and other documents as may be necessary or advisable, with the advice of counsel for the City, to carry out the provisions of this Order, as may be necessary or desirable.

James Pross, Ward One
Robert Stone, Ward Two
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Jonathan P. LaBonte, Mayor

A Public Notice describing the repurposing of these Bond proceeds borrowed for Various Projects to the list above was published on or before May 2, 2016, in the Lewiston Sun-Journal, a daily newspaper published in the City of Auburn and in Androscoggin County.

A public hearing was held on May 16, 2016.

Passage of first reading on 5/16/2016 7-0.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: 06/06/2016

Resolve: 06-05162016

Author: Jill M Eastman, Finance Director

Subject: Resolve Adopting the 2016—2017 Annual Appropriation and Revenue Resolve (Second Reading)

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

The Council has been supplied with a resolve to adopt the annual appropriations for the City of Auburn, which includes final figures for revenue, total appropriation and municipal budget.

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

Two readings are required for passage of this resolve.

Advantages: By Charter the annual appropriation resolve must be passed before the end of the current fiscal year.

Disadvantages: None

City Budgetary Impacts:

Staff Recommended Action: Staff recommends passage of the resolve on second reading.

Previous Meetings and History: Budget presentation on April 11, 2016, various budget workshops in April and May. Public hearing and passage of first reading on 5/16/2016.

Attachments:

Resolve for the 2016-2017 Annual Appropriation and Revenue
Summary of Proposed Budget
Summary of Estimated Non Property Tax Revenue

CITY OF AUBURN
FY 2016 EXPENDITURES
COMPARISON FY15 AND FY16 BUDGETS

	COUNCIL ADOPTED BUDGET FY 15-16	DEPARTMENT PROPOSED BUDGET FY 16-17	MANAGER PROPOSED BUDGET FY 16-17	COUNCIL ADOPTED BUDGET FY 16-17	\$ Change	% Change
City Expenses						
Operating Expenses	25,769,972	26,985,875	26,403,677	0	633,705	2.46%
Debt Service/TIF	8,924,778	9,231,648	9,231,648	0	306,870	3.44%
Intergovernmental	3,795,634	3,847,833	3,581,253	0	(214,381)	-5.65%
Total City Expenses	38,490,384	40,065,356	39,216,578	0	726,194	1.89%
School Expenses						
Operating Expenses	36,220,126		37,864,537	0	1,644,411	4.54%
Debt Service	2,842,071		2,878,831	0	36,760	1.29%
Total School Expenses	39,062,197	0	40,743,368	0	1,681,171	4.30%
Total Expenses	77,552,581	40,065,356	79,959,946	0	2,407,365	3.10%
Less: Non-Tax Revenues						
City	12,558,137	13,098,759	13,098,759	0	540,622	4.30%
School	22,618,161	23,094,759	23,094,759	0	476,598	2.11%
Total Non-Tax Revenues	35,176,298		36,193,518	0	1,017,220	2.89%
Tax Levy						
City	23,789,979	24,798,886	23,950,108	0	160,129	0.67%
School	16,444,036	18,066,004	17,648,609	0	1,204,573	7.33%
County Overlay	2,142,268	2,167,711	2,167,711	0	25,443	1.19%
Total Tax Levy	42,376,283	45,032,601	43,766,428	0	1,390,145	3.28%
Total Assessed Value	1,994,564,443	1,985,770,148	1,989,647,711	1,989,647,711		
Tax Rate						
City	11.93	12.49	12.04	0.00	0.11	0.92%
School	8.24	9.10	8.87	0.00	0.63	7.59%
County	1.07	1.09	1.09	0.00	0.02	1.44%
Total	21.25	22.68	22.00	0.00	0.75	3.54%

CITY OF AUBURN
FY 2017 EXPENDITURES
COMPARISON FY16 AND FY17 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 15-16	DEPARTMENT PROPOSED BUDGET FY 16-17	MANAGER PROPOSED BUDGET FY 16-17	COUNCIL ADOPTED BUDGET FY 16-17	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>Administration</u>						
City Clerk	165,053	177,906	177,906		12,853	7.79%
City Manager	269,340	273,880	273,880		4,540	1.69%
Finance	619,855	622,359	637,754		17,899	2.89%
Human Resources	143,526	152,435	150,435		6,909	4.81%
IT	390,190	479,324	479,324		89,134	22.84%
Legal Services	65,000	65,650	65,650		650	1.00%
Mayor & Council	77,366	78,464	78,464		1,098	1.42%
Total Administration	1,730,330	1,850,018	1,863,413	0	133,083	7.69%
<u>Community Services</u>						
Health & Social Services						
Administration	75,722	73,696	73,696		(2,026)	-2.68%
Assistance	108,989	97,778	97,778		(11,211)	-10.29%
Economic and Community Development	1,267,711	1,851,302	1,851,302		583,591	46.04%
Recreation & Special Events	338,871	330,116	329,472		(9,399)	-2.77%
Public Library	979,516	983,616	933,616		(45,900)	-4.69%
Total Community Services	2,770,809	3,336,508	3,285,864	0	515,055	18.59%
<u>Fiscal Services</u>						
Debt Service	6,324,864	6,406,845	6,406,845		81,981	1.30%
Emergency Reserve	375,289	375,289	375,289		0	0.00%
Facilities	653,080	658,810	645,756		(7,324)	-1.12%
Transfer to TIF	2,599,914	2,824,803	2,824,803		224,889	8.65%
Fringe Benefits	5,171,309	5,310,906	5,247,710		76,401	1.48%
Workers' Compensation	496,536	522,088	522,088		25,552	5.15%
Total Fiscal Services	15,620,992	16,098,741	16,022,491	0	401,499	2.57%
<u>Public Safety</u>						
Fire	4,099,634	4,131,994	3,989,396		(110,238)	-2.69%
Fire EMS Transport	549,801	617,465	590,997		41,196	7.49%
Police	3,870,995	3,936,791	3,875,113		4,118	0.11%
Total Public Safety	8,520,430	8,686,250	8,455,506	0	(64,924)	-0.76%
<u>Public Services</u>						
Public Services	4,525,898	4,714,304	4,476,349		(49,549)	-1.09%
Solid Waste	927,278	932,689	932,689		5,411	0.58%
Water & Sewer	599,013	599,013	599,013		0	0.00%
Total Public Works	6,052,189	6,246,006	6,008,051	0	(44,138)	-0.73%

CITY OF AUBURN
FY 2017 EXPENDITURES
COMPARISON FY16 AND FY17 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 15-16	DEPARTMENT PROPOSED BUDGET FY 16-17	MANAGER PROPOSED BUDGET FY 16-17	COUNCIL ADOPTED BUDGET FY 16-17	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
Total Municipal	34,694,750	36,217,523	35,635,325	0	940,575	2.71%
<u>Intergovernmental Programs</u>						
County Taxes	2,142,268	2,167,711	2,167,711		25,443	1.19%
Tax Sharing	270,000	270,000	270,000		0	0.00%
Auburn-Lewiston Municipal Airport	105,000	106,000	106,000		1,000	0.95%
Lew-Aug Transit Committee	209,244	235,000	182,244		(27,000)	-12.90%
Lew-Aub 911 Communications Center	1,069,122	1,069,122	855,298		(213,824)	-20.00%
Total Intergovernmental Programs	3,795,634	3,847,833	3,581,253	0	(214,381)	-5.65%
Grand Total Municipal	38,490,384	40,065,356	39,216,578	0	726,194	1.89%
Education Operation	36,220,126	38,281,932	37,864,537		1,644,411	4.54%
Education Debt Service	2,842,071	2,878,831	2,878,831		36,760	1.29%
Total School	39,062,197	41,160,763	40,743,368	0	2,098,566	5.37%
Total Budget	77,552,581	81,226,119	79,959,946	0	2,407,365	3.10%

CITY OF AUBURN
FY 2017 EXPENDITURES
COMPARISON FY16 AND FY17 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 15-16	DEPARTMENT PROPOSED BUDGET FY 16-17	MANAGER PROPOSED BUDGET FY 16-17	COUNCIL ADOPTED BUDGET FY 16-17	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
Non-Property Tax Revenue						
Municipal	12,558,137	13,098,759	13,098,759	0	540,622	4.30%
Education	22,618,161	23,094,759	23,094,759	0	476,598	2.11%
Total	35,176,298	36,193,518	36,193,518	0	1,017,220	2.89%
Property Tax Dollars Needed						
Municipal	25,932,247	26,966,597	26,117,819	0	185,572	0.72%
Education	16,444,036	18,066,004	17,648,609	0	1,204,573	7.33%
Total	42,376,283	45,032,601	43,766,428	0	1,390,145	3.28%
Property Tax Rate Based on Assessed Values of :	21.25 1,994,564,443	22.68 1,985,770,148	22.00 1,989,647,711	0.00 1,989,647,711	0.75	3.54%
Property Tax Rate						
Municipal Tax Rate	\$13.00	\$13.58	\$13.13	\$0.00	0.13	0.96%
Education Tax Rate	\$8.24	\$9.10	\$8.87	\$0.00	0.63	7.59%
	<u>21.25</u>	<u>22.68</u>	<u>22.00</u>	<u>0.00</u>	<u>0.75</u>	<u>3.54%</u>

CITY OF AUBURN
FY 2016 REVENUES
COMPARISON FY15 AND FY16 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 15-16	MANAGER PROPOSED BUDGET FY 16-17	COUNCIL ADOPTED BUDGET FY 16-17	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>General Government</u>					
Homestead Exemption Reimbursement	505,000	750,000		245,000	48.51%
Personal Property Reimbursement	1,555,000	1,755,000		200,000	0.00%
Tree Growth Reimbursement	10,000	10,000		-	0.00%
Veterans Reimbursement	18,000	18,000		-	0.00%
CDBG Reimbursement	8,000			(8,000)	0.00%
In Lieu of Taxes	90,000	90,000		-	0.00%
Excise Tax-Vehicles	3,315,000	3,330,000		15,000	0.45%
Excise Tax-Boats	15,000	15,000		-	0.00%
Excise Tax-Aircraft	20,000	20,000		-	0.00%
State Revenue Sharing	1,477,641	1,468,313		(9,328)	-0.63%
Other State Aid	4,000	4,000		-	0.00%
Penalties & Interest	150,000	150,000		-	0.00%
Investment Income	5,000	10,000		5,000	100.00%
Interest from Bonds	2,000	-		(2,000)	-100.00%
Transfer in from TIF	545,000	950,000		405,000	74.31%
Transfer in from TIF Workforce Development		450,000		450,000	0.00%
Transfer in from Parking Program	-			-	0.00%
Transfer in from Police Drug Money	45,000			(45,000)	-100.00%
Transfer in from Recreation Special Revenue	42,718	42,718		-	0.00%
Rental Income (Intermodal)	18,000	18,000		-	0.00%
Sale of Property	20,000	20,000		-	0.00%
Tax Sharing Revenue	155,000	160,000		5,000	3.23%
Cable Television Franchise	126,000	140,000		14,000	11.11%
Cable Television Franchise - City of Lewiston	-	63,384		63,384	0.00%
MMWAC Host Fees	210,000	210,000		-	0.00%
Energy Efficiency	-			-	0.00%
Reimbursement-Other	10,000	-		(10,000)	-100.00%
Utility Reimbursement	27,500	27,500		-	0.00%
Unclassified	10,000	10,000		-	0.00%
Fund Balance Contribution	1,650,000	825,000		(825,000)	-50.00%
Total General Government	10,033,859	10,536,915	-	503,056	5.01%

CITY OF AUBURN
FY 2016 REVENUES
COMPARISON FY15 AND FY16 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 15-16	MANAGER PROPOSED BUDGET FY 16-17	COUNCIL ADOPTED BUDGET FY 16-17	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>City Clerk</u>					
Hunting/Fishing/Dogs	2,000	2,000		-	0.00%
Neutered Animals	3,000	3,000		-	0.00%
Voter Reg List	100	100		-	0.00%
Clerk/Sale of Copies	200	100		(100)	-50.00%
City Clerk Notary	1,800	1,500		(300)	-16.67%
Banner Hanging Fee	3,300	3,000		(300)	-9.09%
Garage Sale Permits	3,000	3,200		200	6.67%
Commercial License	40,000	40,000		-	0.00%
Taxi License	4,000	4,000		-	0.00%
Marriage License	5,000	5,000		-	0.00%
Birth/Death/Marriage Cert	25,000	25,000		-	0.00%
Permits - Burial	7,000	7,000		-	0.00%
Fines-Dog	3,000	3,000		-	0.00%
Total City Clerk	97,400	96,900	-	(500)	-0.51%
<u>Finance</u>					
Reg - Vehicles	60,000	60,000		-	0.00%
Total Finance	60,000	60,000	-	-	0.00%
<u>Community Services-ICT</u>					
GIS/Data & Maps	20	20		-	0.00%
Total Community Services-ICT	20	20	-	-	0.00%
<u>Assessing</u>					
Maps & Copies	20	20		-	0.00%
Total Assessing	20	20	-	-	0.00%
<u>Health & Social Services</u>					
GA Reimbursement	70,000	59,000		(11,000)	-15.71%
Total Health & Social Services	70,000	59,000	-	(11,000)	-15.71%

CITY OF AUBURN
FY 2016 REVENUES
COMPARISON FY15 AND FY16 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 15-16	MANAGER PROPOSED BUDGET FY 16-17	COUNCIL ADOPTED BUDGET FY 16-17	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>Planning & Permitting</u>					
Maps & Copies	500	500		-	0.00%
Departmental Reviews	16,000	16,000		-	0.00%
Planning/Codes & Ordinance	-			-	0.00%
Fire Alarm Inspections	29,000	29,000		-	0.00%
Citation Ordinance	2,000	2,000		-	0.00%
Advertising Costs	5,000	5,000		-	0.00%
Lisbon Reimbursement for Services	10,000	-		(10,000)	-100.00%
Permits - Building	110,000	100,000		(10,000)	-9.09%
CDBG Reimbursement for Services	50,000	254,127		204,127	408.25%
Permits - Electrical	18,000	18,000		-	0.00%
Permits - Plumbing	11,000	11,000		-	0.00%
Permits - Sign	5,000	5,000		-	0.00%
Total Planning & Permitting	256,500	440,627	-	184,127	71.78%
<u>Parks & Recreation</u>					
Arena	-	-	-	-	0.00%
Recreation Program	-	-	-	-	0.00%
Total Parks & Recreation	-	-	-	-	0.00%
<u>Community Services-Engineering</u>					
Fees - Eng-Misc	-	-	-	-	0.00%
Fees - Inspection	6,000	6,000		-	0.00%
Fees - Drive Opening	200	200		-	0.00%
Fees - Bid Documents	1,000	1,000		-	0.00%
Permits - Fill	1,000	1,000		-	0.00%
Permits - Street Opening	40,000	40,000		-	0.00%
Total Community Services-Engineering	48,200	48,200	-	-	0.00%
<u>Fire Department</u>					
Copies of Reports	200	200		-	0.00%
Inspections	-			-	0.00%
EMS Transport	1,250,000	1,250,000		-	0.00%
EMS Agreement	-			-	0.00%
Salvage Calls	100	100		-	0.00%
Permits - Oil Burner	800	800		-	0.00%
Total Fire Department	1,251,100	1,251,100	-	-	0.00%

CITY OF AUBURN
FY 2016 REVENUES
COMPARISON FY15 AND FY16 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 15-16	MANAGER PROPOSED BUDGET FY 16-17	COUNCIL ADOPTED BUDGET FY 16-17	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>Police Department</u>					
Accident & Police	13,000	12,000		(1,000)	-7.69%
Court	15,000	10,000		(5,000)	-33.33%
Photos & Tapes	2,000	3,500		1,500	75.00%
False Alarms	15,000	12,000		(3,000)	-20.00%
Animal Impound	1,000	1,000		-	0.00%
Veh Rel/Non Driver	2,000	2,000		-	0.00%
Veh Rel/Driver Licence	11,000	13,000		2,000	18.18%
ARRA Cops Grant	95,685	12,477		(83,208)	-86.96%
MDEA Reimbursement	61,000	71,000		10,000	16.39%
School Resource Officers	-	-		-	0.00%
Computer Crimes	21,353	-		(21,353)	-100.00%
Permits - Alarms	-			-	0.00%
Permits - Firearms	4,000	4,000		-	0.00%
Fines - Parking Violations	60,000	65,000		5,000	8.33%
Total Police Department	301,038	205,977	-	(95,061)	-31.58%
<u>Public Works</u>					
Community Cords	-	-	-	-	
State/Local Road Assistance	440,000	400,000		(40,000)	-9.09%
Total Public Works	440,000	400,000	-	(40,000)	-9.09%
Total Municipal	12,558,137	13,098,759	-	540,622	4.30%

CITY OF AUBURN
FY 2016 REVENUES
COMPARISON FY15 AND FY16 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 15-16	MANAGER PROPOSED BUDGET FY 16-17	COUNCIL ADOPTED BUDGET FY 16-17	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
School Department					
Reg Secondary Tuition	179,620	179,620		-	0.00%
SOS Tuition	107,576	107,576		-	0.00%
Adult Ed Tuition	93,300	93,300		-	0.00%
State Subsidy for Education	19,775,072	20,330,362		555,290	2.81%
Debt Service Reimbursement	1,079,600	1,042,975		(36,625)	-3.39%
PreK/CDS	40,000			(40,000)	-100.00%
Special Ed/Mainecare	125,000	135,000		10,000	8.00%
State Agency Clients	48,350	53,350		5,000	10.34%
State Aid for Adult Education	104,761	107,694		2,933	2.80%
Miscellaneous	108,000	88,000		(20,000)	-18.52%
Daycare Rent	50,000	50,000		-	0.00%
Fund Balance	906,882	906,882		-	0.00%
Total School	22,618,161	23,094,759	-	476,598	2.11%
Total Non-Property Tax Revenue - Municipal	12,558,137	13,098,759	-	(12,558,137)	-100.00%
Total Non-Property Tax Revenue - School	<u>22,618,161</u>	<u>23,094,759</u>	-	<u>(22,618,161)</u>	<u>-100.00%</u>
Total Non-Property Tax Revenue	35,176,298	36,193,518	-	(35,176,298)	-100.00%
Total Proposed Budget - Municipal	38,490,384	39,216,578	-	(38,490,384)	-100.00%
Total Proposed Budget - School	<u>39,062,197</u>	<u>40,743,368</u>	-	<u>(39,062,197)</u>	<u>-100.00%</u>
Total Proposed Budget	77,552,581	79,959,946	-	(77,552,581)	-100.00%
Total Property Tax Dollars Needed - Municipal	25,932,247	26,117,819	-	(25,932,247)	-100.00%
Total Property Tax Dollars Needed - School	<u>16,444,036</u>	<u>17,648,609</u>	-	<u>(16,444,036)</u>	<u>-100.00%</u>
Total Property Tax Dollars Needed	42,376,283	43,766,428	-	(42,376,283)	-100.00%

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



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

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

RESOLVE 06-05162016

RESOLVED, that the following be, and hereby is the Annual Appropriation and Revenue Resolve of the City of Auburn for the fiscal year 2016-2017, which includes the amounts appropriated herein and revenues from all sources beginning July 1, 2016 and ending June 30, 2017.

The estimated aggregate amount of non-property tax revenue is \$36,193,518 with a municipal revenue budget of \$13,098,759 and a School Department revenue budget of \$23,094,759.

The aggregate appropriation for the City of Auburn is \$79,959,946, with a municipal budget of \$37,048,867 County budget of \$2,167,711 and a School Department budget of \$40,743,368 which received School Committee approval on May 4, 2016, and school budget approved at the May 16, 2016 Council Meeting pursuant to the School Budget Validation vote on June 14, 2016, in accordance with Maine Revised Statutes, Title 20-A § 1486 and based on the budget submitted to the Auburn City Council on April 11, 2016, by the City Manager, and notification was posted on the City of Auburn website on May 12, 2016 that a public hearing would be held on May 16, 2016 at 7:00 p.m. and said hearing having been held on that date, and as amended by the City Council, the same is hereby appropriated for the fiscal year 2016-2017 beginning July 1, 2016 for the lawful expenditures of the City of Auburn and the County of Androscoggin taxes, and said amounts are declared not to be in excess of the estimated revenue from taxation and sources other than taxation for the fiscal year of 2016-2017.

SCHOOL BUDGET ARTICLES

1. That \$16,184,200.00 be authorized to be expended for Regular Instruction;
2. That \$8,843,629.00 be authorized to be expended for Special Education;
3. That \$-0- be authorized to be expended for Career and Technical Education;
4. That \$1,008,066.00 be authorized to be expended for Other Instruction;
5. That \$4,185,672.00 be authorized to be expended for Student and Staff Support;
6. That \$881,721.00 be authorized to be expended for System Administration;
7. That \$1,374,018.00 be authorized to be expended for School Administration;

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



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

Jonathan P. LaBonte, Mayor

8. That \$1,350,104.00 be authorized to be expended for Transportation and Buses;
9. That \$5,422,263.00 be authorized to be expended for Facilities Maintenance;
10. That \$1,064,084.00 be authorized to be expended for Debt Service and Other Commitments;
11. That \$429,611.00 be authorized to be expended for All Other Expenditures;
12. That \$40,313,307.00 be appropriated for the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and that \$17,320,901.00 be raised as the municipality's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688;

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

13. That \$1,814,747.00 be raised and appropriated for the annual payments on debt service previously approved by the city's legislative body for non-state-funded school construction projects, non-state-funded portions of school construction projects and minor capital projects in addition to the funds appropriated as the local share of the city's contribution to the total cost of funding public education from Pre-kindergarten to grade 12;

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

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

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

15. That the school committee be authorized to expend \$40,526,757.00 for the fiscal year beginning July 1, 2016 and ending June 30, 2017 from the city's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, fund balances, state subsidy and other receipts for the support of schools;
16. That the City of Auburn appropriate \$391,728.00 for adult education and raise \$189,080.00 as the local share, with authorization to expend any additional incidental or miscellaneous receipts in the interest for the well-being of the adult education program;
17. That the City of Auburn raise and appropriate \$37,883.00 for the services of Community Services-Crossing Guards.
18. That in addition to amount approved in the preceding articles, the school committee be authorized to expend such other sums as may be received from federal or state grants or programs or other sources during the fiscal year for school purposes, provided that such grants, programs or other sources do not require the expenditure of other funds not previously appropriated;
19. That the City of Auburn increase the amount of the total school budget and the amounts the school committee is authorized to expend under the previous article, to the extent of any unanticipated increase in the adjusted state contribution under the Essential Programs and Services funding model.

We the Council of the City of Auburn adopt and approve the following items to the

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RESOLVED, that the following be, and hereby is the Annual Budget and Revenue Estimate for the City of Auburn Enterprise Fund – Norway Savings Bank Arena for the fiscal year 2016 – 2017, which includes the amounts budgeted herein beginning July 1, 2016 and ending June 30, 2017.

The Enterprise Fund-Norway Savings Bank Arena estimated amount of non-property tax revenue is \$1,059,750.

The Enterprise Fund-Norway Savings Bank Arena budget is \$1,199,256.

If the Enterprise Fund-Norway Savings Bank Arena has a deficit at the end of the fiscal year, this deficit will be covered by the General Fund and will be considered a loan to the Arena to be paid back in subsequent years.

RESOLVED, that the following be, and hereby is the Annual Budget and Revenue Estimate for the City of Auburn Enterprise Fund – Ingersoll Turf Facility for the fiscal year 2016 – 2017, which includes the amounts budgeted herein beginning July 1, 2016 and ending June 30, 2017.

The Enterprise Fund-Ingersoll Turf Facility estimated amount of non-property tax revenue is \$214,940.

The Enterprise Fund- Ingersoll Turf Facility budget is \$178,102.

RESOLVED, The City is authorized to accept grants and forfeitures and to expend sums that may be received from grants and forfeitures for municipal purposes during the fiscal year beginning July 1, 2016 and ending June 30, 2017, provided that such grants and forfeitures do not require the expenditure of other funds not previously appropriated.

RESOLVED, that fifty percent (50%) of all real estate taxes assessed as in the annual commitment, committed to the Tax Collector, shall be due proportionately from each tax payer on September 15, 2016 and the remaining fifty percent (50%) shall be due on March 15, 2017.

Except as may be provided by resolve regarding payments in accordance with an installment payment plan, any real estate taxes remaining uncollected on September 16, 2016 and March 16, 2017 respectively shall bear interest at a rate of 7% per annum from and after such dates.

Personal property taxes shall be due and payable on or before September 15, 2016. Any personal property taxes remaining unpaid on September 16, 2016 shall bear an interest rate of 7% per annum from and after such date. Interest on all delinquent taxes shall be computed on

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a daily basis and shall be collected by the Tax Collector. The Tax Collector is authorized to accept tax prepayments.

BE IT FURTHER RESOLVED that the City Council deems it necessary to adopt a budget which exceeds the percent increase of the Consumer Price Index Urban as of December 31, 2015, and hereby waives the provisions of Section 2-485 of the City Code of Ordinances.

Passage of first reading on 5/16/2016 6-0 (Councilors Young was not present for the vote).



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: June 6, 2016

Order: 38-06062016

Author: Sue Clements-Dallaire, City Clerk

Subject: Request by the City Manager to waive the Flea Market licensing Fee for Four Season's Market to hold a Farmers Market/Flea Market from June through September of 2016

Information: The City Manager is requesting the Flea Market licensing fees be waived for Four Seasons Market, a for profit business, from June through September 30th of this year to hold Farmer's Markets/Flea Markets on the Riverwalk near Festival Plaza. The purpose is to allow Four Seasons Market the summer season to assess the feasibility of holding regular Farmer's Markets along the Riverwalk. In addition, he is recommending that staff review the fees associated with these types of markets and provide a recommended fee structure to the City Council for a formal ordinance amendment.

Sec. 14-31. Fees; waiver. The fees for business licenses shall be paid by the owner or his agent in accordance with the business fee schedule established by the City Council. The City Council is the only authority allowed to waive fees prescribed by ordinance. An application for waiver of any fees must be presented in writing to the city clerk to be brought to the City Council at its next available meeting.

Advantages: May attract visitors to the downtown area and may help to promote and support local farmers and businesses.

Disadvantages: Could potentially set a precedent for other for profit and not for profit businesses requesting waiver of fees and may be seen by other businesses, vendors, and event coordinators as giving preferential treatment to this specific business.

City Budgetary Impacts: The current Flea Market fee for a one day event is \$50 for up to 25 tables or \$100 for over 25 tables. The Flea Market fee for a three month event is \$50 per table, maximum of \$500 per location.

Staff Recommended Action: The City Manager recommends waiving the Flea Market fee (if applicable), however this does not exempt them from meeting all other licensing fees and requirements that may be applicable and all vendors participating in the farmers market/flea market that are required to hold a separate State or Municipal license must also meet those requirements.

Previous Meetings and History: N/A

Attachments:

- Email from the City Manager's office
- Title 7 Sec 415 (1) - Farmer's Market definition
- State of Maine Farmer's Market fact sheet
- Flea Market definition and current fee structure (Ordinance)
- City Ordinance - Sec. 14-49 (C) Exemption from license requirement or fees
- City Ordinance - Sec. 14-160 License required
- Order 38-06062016

From: [Denis D'Auteuil](#)
To: [Susan Clements-Dallaire](#)
Subject: Waiver of fee request
Date: Wednesday, June 01, 2016 3:24:28 PM
Attachments: [image002.png](#)
[image003.png](#)

Sue,

The City Manager is requesting a resolve be placed on the June 6th agenda to waive the fees for Four Seasons Market to hold Farmer's Markets/ Flee Markets on the Riverwalk near Festival Plaza from June 22nd to September 30th. The waiver is only requested from June 6th to September 30th of this year. The purpose of the waiver is to allow Four Seasons Market the summer season to assess the feasibility of the holding regular farmer's markets along the Riverwalk. Over the next 90 days staff will review the fees associated with these types of markets and provide a recommended fee structure to the City Council for a formal ordinance amendment.

Thank you,

Denis D'Auteuil

Assistant City Manager, City of Auburn
60 Court Street | Auburn, Maine 04210 | 207.333.6601 X1212



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Maine Revised Statutes
Title 7: AGRICULTURE AND ANIMALS
Chapter 101: GENERAL PROVISIONS

§415. FARMERS' MARKET

1. Definitions. As used in this section, unless the context otherwise indicates, the following terms have the following meanings.

A. "Farmers' market" means a building, structure or place used by 2 or more farmers for the direct sale of farm and food products to consumers, at which all sellers of farm and food products meet the requirements of subsection 2, paragraph B. [2009, c. 547, §1 (AMD).]

B. "Farm and food products" means any agricultural, horticultural, forest or other product of the soil or water, including, but not limited to, fruits, vegetables, eggs, dairy products, meat and meat products, poultry and poultry products, fish and fish products, grain and grain products, honey, nuts, maple products, apple cider, fruit juice, malt liquor, wine, ornamental or vegetable plants, nursery products, fiber or fiber products, firewood and Christmas trees. [2011, c. 280, §1 (AMD).]

[2011, c. 280, §1 (AMD) .]

2. Prohibitions. The following acts are prohibited.

A. A person may not use the term "farmers' market" to describe a market or other sales location that does not meet the terms of the definition set forth in subsection 1. [1993, c. 138, §1 (NEW).]

B. A person may not sell farm and food products at a market labeled "farmers' market" unless at least 75% of the products offered by that person were grown or processed by that person or under that person's direction. A product not grown or processed by that person or under that person's direction must have been grown or processed by and purchased directly from another farmer and the name and location of the farm must be identified on the product or on a sign in close proximity to the displayed product. [2009, c. 547, §2 (AMD).]

[2009, c. 547, §2 (AMD) .]

3. Penalty. A person who violates this section commits a civil violation for which a forfeiture of not less than \$100 nor more than \$200 may be adjudged.

[1993, c. 138, §1 (NEW) .]

4. Relationship to farmers' market rules. This section does not prohibit a market from imposing more stringent requirements on its sellers than those imposed by subsection 2, paragraph B.

[1993, c. 138, §1 (NEW) .]

5. Enforcement; prima facie evidence. The commissioner or an agent of the commissioner may request proof of the origin of a product for the purpose of enforcing this section. Failure to provide written documentation or other reasonable proof upon request as to the origin of the products offered for sale at a farmers' market is prima facie evidence that a person is in violation of this section.

[2005, c. 512, §6 (NEW) .]

SECTION HISTORY

1993, c. 138, §1 (NEW). 2005, c. 512, §§5,6 (AMD). 2009, c. 547, §§1, 2 (AMD). 2011, c. 280, §1 (AMD).

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--



John Elias Baldacci
GOVERNOR

STATE OF MAINE
MAINE DEPARTMENT OF AGRICULTURE, FOOD & RURAL RESOURCES
DIVISION OF QUALITY ASSURANCE AND REGULATIONS
28 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0028

Robert W. Spear
COMMISSIONER

David E. Gagnon
Director

Farmers Market Fact Sheet

The following information is intended as a guide for participants of farmers markets. Additional information on licensing or food safety may be obtained by contacting the Maine Department of Agriculture at 207-287-3841.

What types of foods can be sold at farmers markets?

There are no restrictions placed on what types of food may be sold, there are however requirements on where the foods come from. All processed food must come from persons who are licensed to manufacture food products and food must be handled, displayed, and stored safely.

Are there licensing requirements for selling food at farmers markets?

Yes. All participants who sell processed foods must be licensed with the Department of Agriculture, Division of Quality Assurance & Regulations.

*** Are there any exemptions from licensing requirements to sell food at farmers markets?**

Yes. Persons who sell only unprocessed fruit or produce.

Are there any special requirement's to sell refrigerated and frozen food products at farmer's markets?

Yes. All frozen and refrigerated food must be transported, stored and displayed in such a manner that the internal temperature of the food is maintained at 41 ° F or less for refrigerated and 0° F for frozen food. Participants must provide appropriate means to maintain these temperatures such as mechanical refrigeration or coolers with an abundance of ice.

Are there any requirements to sell meat and poultry at farmer's markets?

Yes. All meat and poultry sold at farmer's markets must be inspected and stamped by the Maine Red Meat and Poultry Inspection Program (MMPI) or USDA. Exemptions from Maine Red Meat and Poultry Inspection Program exist for poultry producers who raise and process their own birds, and who currently hold a grower/producer exemption with MMPI.

All meat and poultry must be identified with the following:

- 1.) Name and address of producer
- 2.) Stamped MAINE INSPECTED AND PASSED and Establishment number
Or
Stamped USDA INSPECTED AND PASSED and Establishment number
Or
Written or verbal guarantee of type of poultry exemption (producer/grower, small enterprise, retail store, retail dealer or religious exemption) (product under custom and personal exemptions are not for resale).
- 3.) Safe handling instructions, ie. KEEP REFRIGERATED, KEEP FROZEN, and safe cooking instructions.

For more information about the sale of red meat and poultry in the State of Maine, please contact the Division of Quality Assurance & Regulations, 287-3841

Are processed foods required to be labeled?

Yes. All processed food must be labeled with the common name of the product, ingredients in order of predominance, net weight or numerical count, and the name, address and zip code of the manufacturer or distributor.

Do state inspectors visit farmer's markets?

Yes. State inspectors routinely inspect participants at farmer's markets. They are looking for the above items and issues relating to food safety. All inspectors have appropriate identification and will leave inspection reports with participants documenting findings relating to State Law, rules and regulations.

Are there labeling requirements for the sale of apples, potatoes, eggs and maple syrup?

Yes. In accordance with the following guidelines:

COMMODITY LABELING OR BRANDING REQUIREMENTS

Apples

Bulk or in open Packages or Containers:

- (a) Variety
- (b) Grade

Closed Packages or Containers:

- (a) Name and address or owner or shipper at the time of packaging
- (b) Name of the variety
- (c) Class or grade of apples
- (d) Minimum size or the numerical count of the apples in the
- (e) Minimum volume of the apples in the container
- (f) If apples were grown in Maine, that the fact must be plainly stated

Potatoes

Bulk or in open Packages or Containers:

- (a) When price/lb. is quoted on displays, commodity name must be marked
- (b) Grade name is suggested

Closed Packages or Containers:

- (a) Name and address of person or persons responsible for packing
- (b) Name of the grade
- (c) Net weight
- (d) The word "potatoes"
- (e) All potatoes packed in the State must bear the name of the country where the potatoes were grown.

Eggs



Eggs offered for retail sale must be labeled with:

- (a) Name and address of person or persons responsible for packing
- (b) Grade
- (c) Size
- (d) Weight/Count
- (e) Safe Handling Instructions
- (f) Keep Refrigerated @ 45 degrees F or less

Maple Syrup

Maple Syrup offered for retail sale must be labeled with:

- (a) Grade and color
- (b) Volume
- (c) All containers of maple syrup sold or offered for sale for human consumption by any person, partnership, association, firm or corporation shall be labeled with the name and address of the producer or packer, together with the producer's or packer's seal in such form as approved by the commissioner on the cap of the container which must be so affixed that the container cannot be opened until such seal is broken.
- (d) Any marking which indicates pure Maine maple syrup shall be used exclusively upon pure maple syrup produced within the State of Maine and which has not been bleached or lightened in color by artificial means.
- (e) The words "Maine Maple" shall not be used alone or in combinations with other words on a label or container to designate the flavor of the contents unless all of the maple flavoring of the contents is a pure maple, produced in this State.

Maine.gov Agencies Online Services Help Page Tools <input type="button" value="GO"/>		
State Search: <input type="text"/> <input type="button" value="GO"/>		
 Market and Production Development		
Home Contact Us Site Map Search Agriculture Site: <input type="text"/> <input type="button" value="Go"/>		
MARKET AND PRODUCTION DEVELOPMENT DIVISION	MPD Home > MPD Home > Food and Farm Products Marketing	NEWS
Agricultural Business Development	Food and Farm Products Marketing	Maine Maple Sunday, Always the 4th Sunday in March
Agricultural Water Management	Visit our searchable listings for listings of producers to find apples, berries, specialty foods and other farm products, farmers markets, farm stands, Maine Maple Sunday and maple syrup information, community supported agriculture farms, recipes, and related marketing information links.	Fresh Local Produce for Low-Income Seniors—Maine Senior FarmShare Sign-up Begins
Events and Activities	All the get real. get maine! promotional activities encourage greater consumption of Maine agricultural products, and highlight the abundance, appeal and value of Maine's food and agricultural products and producers. A digital version of the logo can be downloaded at this site.	Have you any wool???
Foreign Trade Assistance	You can also download an order form (as a PDF file) for promotional items (including stickers, signage, hats, aprons and bumper stickers).	[More News...]
Farmland Protection	Ever wonder...	UPCOMING EVENTS
Food and Farm Products Marketing	...how much a bushel of tomatoes or corn weighs? Check out this website provided by the University of North Carolina at Chapel Hill. Remember that these units are for helping you plan for production and cannot be used for sales purposes.	[More Events...]
Logo Download	The website also provides tables and scales for other more esoteric measurements including drought severity, paper sheet sizes, wind chill chart, etc.	FEATURED LINKS
Producer Information	Here's another website that gives weights and measures for horticultural crops .	Farmers' Markets
Consumer Information		Fairs
Finding Maine Food and Farms		
Public Information		
Senior FarmShare Program		
Staff Contacts		
Maine.gov Agriculture Home Site Policies		
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NebGuide

UNIVERSITY OF
Nebraska
Lincoln

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Know how. Know now.

- Type Size

+ Type Size

G1640

Weights and Measures for Horticultural Crops

This NebGuide lists the most common units of sale used for selling vegetables and fruits through direct marketing outlets.

Dale T. Lindgren, Extension Horticulturist
Laurie Hodges, Extension Vegetable Specialist

Growers raising horticultural crops in Nebraska sell part of their crop through direct marketing outlets such as pick-your-own farms, roadside stands, and farmers' markets. Produce sold through these marketing outlets is usually sold by one of the following: 1) number or count (a single tomato or fruit or a dozen ears of sweet corn); 2) weight (one pound of snap beans); or 3) volume (bushel, lug, carton, crate, or quart).

The following table has been developed to assist in selling horticultural crops for direct marketing to consumers. It lists the most common units of retail sales and the weight of these units where applicable. Only the basic units are listed because many different sizes of containers are available for retail selling. Thus, these are only guidelines. Because of the variation in produce and containers, some of the unit weights are average and all are *approximations only*. State regulations regarding the sale of products by weight and scale inspections are available through the Division of Weights and Measures, Nebraska Department of Agriculture, P.O. Box 94757, 301 Centennial Mall South, Lincoln, NE 68509-4757.

Commercial growers, selling vegetables and fruits wholesale, should consult one of the following sources for weights and measures: <http://www.bae.ncsu.edu/programs/extension/publicat/postharv/ag-414-8/index.html> or <http://www.oznet.ksu.edu/library/hort2/mf979.pdf>.

Crop	Common Units of Sale	Approximate Weight (pounds)	Yield*
VEGETABLES			
Artichoke, Jerusalem	(sold by the pound) bushel		48
Asparagus	(sold in bunches, weighing 1/2 to 2 pounds) bushel 3-quart basket crate	45 10 32	1 to 1 1/2 lb = 1 pt. frozen 3 to 4 lb. = 1 qt. canned
Beans, snap, green, wax	bushel	28 to 30	1 bu. = 30 to 45 pt. frozen 1 1/2 to 2 1/2 lb. = 1 qt. canned
Beans, dry edible	bushel	60	
Beans, lima dry	bushel	56	
Beans, lima pod	bushel	32	1 bu. = 12 to 16 pt. frozen 3 to 5 lb. = 1 qt. canned
Beets, (without tops)	(sold in 2 lb. bunches with leaves) bushel	50 to 56	1 bu. = 35 to 42 pt. frozen 2 to 3 1/2 lb. = 1 qt. canned
Broccoli	(sold by head or bunch) crate or bushel	23 to 25	1 lb. = 1 pt. frozen 1 bu. = 10 to 12 qt. canned
Brussel sprouts	quart	1 1/2	1 qt. = 1 1/2 pt. frozen
Cabbage	(often sold by the head)	50	3 lb. = 1 qt. canned sauerkraut

	crate		1 lb. = 4 cups shredded
Carrot (without tops)	(sold in 1 lb. bunches with tops) bushel	50	1 bu. = 32 to 40 pt. frozen 2 to 3 lb. = 1 qt. canned
Cauliflower	(sold as a head) bushel, topped	50	1 head = 1 1/2 pt. frozen or 3/4 qt. canned
Celery	(sold as a bunch) crate	60	
Chard, swiss	(sold as a bunch)		
Cucumbers	(slicers sold by count) bushel	48 to 50	1 bu. = 24 qt. of dill pickles
Eggplant	(sold by count) bushel	33 to 35	1 qt. canned or 2 pt. frozen
Garlic	(sold by bunch or pound)		
Gourds	(sold by count)		
Horseradish	(sold by bag, 2 to 4 lb.) bushel	50	
Kale	(sold in 1 to 1 1/2 lb. bunches) bushel	18	
Kohlrabi	(sold by count)		
Lettuce	(sold as bunch or head) carton, 2 dozen		
Muskmelon	(sold by count) bushel	48	
Okra	bushel	26 to 30	1 bu. = 34 to 40 pt. frozen, 17 qt. canned
Onions	(often sold by count) bushel sack	57 50	
Onions, green bunching	bunch	1/3 to 1/2 lb.	
Parsnips	bushel	48	
Peanuts	bushel	22	
Peas, edible pods	peck	8 to 10	
Peas, unshelled green	bushel	28 to 30	1 bu. = 12 to 15 pt. frozen 3 to 6 lb. = 1 qt. canned
Pepper, sweet bell	(sold by count) bushel	25 to 30	
Pepper, hot	(sold as a bag)	1/2 to 5 lbs.	
Popcorn, ear	bushel	70	
Popcorn, shelled	(sold in 2 to 5 lb. bags) bushel	56	
Potatoes	(sold in 5 to 10 lb. bags) bushel	50	
Radish	(sold in 1/2 to 3/4 lb. bunches or by count) bushel	56	
Rhubarb	bunch	2 to 2 1/2	
Rutabaga	bushel	55	
Shallot	bushel bushel, 5 dozen bunches bunch, 1 dozen	25	
Spinach	(sold in 1 to 1 1/2 lb. bunches) bushel	18	
Squash	(sold by count) small, each medium, each large, each	1 to 4 6 to 12 15 to 40	
Sweet, corn, husk	(sold by dozen) bushel crate, 5 dozen	35 to 40	1 dozen = 2 1/2 to 4 pt. frozen 1 dozen = 1 to 1 1/2 qt. canned
Sweet potatoes	bushel	48 to 50	2/3 lb. = 1 pt. frozen 2 to 3 lb. = 1 qt. canned
Tomatoes	(sold by count) bushel	53	1 bu. = 15 to 20 qt. canned
Turnips	bushel	55	1 lb. = 2 1/2 to 3 cups diced
Watermelon	crate	70 to 90	

FRUITS			
Apples	(volume containers of various sizes) bushel	42 to 48	1 bu. = 15 to 18 qt. canned applesauce
Apricots	bushel	50	1 bu. = 48 to 54 pt. frozen
Blackberries	quart	1 1/2 to 1 1/2	1 1/2 to 3 lb. = 1 qt. canned
Cherries	quart bushel lug	1 1/2 to 1 3/4 56 15 to 16	2 to 2 1/2 lb. = 1 qt. canned, unpitted
Currants	quart	3	
Gooseberries	quart	1 3/4 to 2	
Grapes, with stems	bushel lug 12-quart basket	44 to 50 24 to 28 16	1 bu. = 16 qt. of juice
Peaches	bushel	48 to 50	1 bu. = 18 to 24 qt. canned
Pears	bushel	50	1 bu. = 20 to 25 qt. canned
Plums	bushel	50 to 56	1 bu. = 24 to 30 qt. canned
Raspberries	quart	1 1/2	
Strawberries	quart crate	1 1/2 46	1 lb. = 1 pt. frozen 24-quart
*Yield as used here indicates canning and/or freezing yield per unit.			

This publication replaces G83-663, *Weights and Measures for Horticulture Crops*.

Visit the University of Nebraska–Lincoln Extension Publications Web site for more publications.

Index: Horticulture

Miscellaneous

1983, Revised September 2006



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FARM STANDS & FARMER'S **MARKETS**

TYPES OF FOODS ALLOWED

- * No restrictions on any types of foods
 - However, there are requirements for the sources of those foods

RETAIL FOOD REQUIREMENTS

- * Foods from approved source
 - All processed foods must be from an approved (licensed) source

WHO NEEDS A LICENSE

- * Food Manufacturers/ Processors
- * Retailers

WHO IS EXEMPT?

- * Anyone selling only whole, unprocessed, fresh fruits & vegetables is exempt
 - Fruit or produce that is processed requires a license.
 - * Processing includes peeling, slicing, husking etc.

LICENSE REQUIREMENTS

- * Retail sales
 - Sale of food at Farmer's Markets requires a Mobile Vendor License
 - Retail sale of meat and poultry products requires an additional retail meat sales license

HAND WASHING

- * Handling or preparation of unpackaged food requires the availability of hand washing facility

FOOD PROTECTION

- * Ready to eat foods offered for sale at open air markets must be covered and protected from outside contamination
 - Certain packaged foods or whole fruits & vegetables are exempt

LABELING REQUIREMENTS

- * All packaged food must bear a label on the principal display panel containing
 - Common name of the product
 - Ingredients, in order of predominance
 - Net weight, net volume or count
 - Name, address and zip code of the responsible party
 - In the case of Potentially Hazardous Foods, Safe Handling Instructions
 - In the case of Potentially Hazardous Foods, license number as it appears on current ME Food License

LABELING PRODUCE

- * Produce not grown in the USA must declare the country of origin
- * Any fresh produce that has received a post harvest treatment must declare that treatment
- * Special requirements for Apples, Potatoes, Eggs and Maple Syrup

APPLES

- * Bulk or in open packages or containers
 - Variety
 - Grade
- * Closed packages or containers
 - Name and address of owner or shipper at time of packaging
 - Variety
 - Class or grade
 - Minimum size or numerical count of the apples in the container
 - Minimum volume of the apples in the container
 - If the apples were grown in Maine, that fact must be clearly stated

POTATOES

- * Bulk or in open packages or containers
 - When price/lb. is quoted on displays, commodity name must be marked
 - Grade (suggested)
- * Closed packages or containers
 - Name & address of person responsible for packing
 - Grade
 - Net weight
 - The word "Potatoes"

EGGS

- * Eggs offered for retail sale must be labeled with
 - Name & address of packer
 - Grade and Size
 - Weight or count
 - Safe handling instructions
 - "Keep refrigerated @ $\leq 41^{\circ}$ F"
- * Grade
 - Must meet a minimum grade of "B"
- * Packing in used cartons
 - Obliterate any USDA shield, high grade declarations, and replace with "B"
 - Affix your label

SALES FROM BULK

- * Definition: sale of a commodity when the quantity is determined at the time of sale
- * Products sold from bulk, by weight, must be weighed using a "Legal for Trade" scale
- * Weight must be "NET WEIGHT"
 - "NET WEIGHT" means the weight of a commodity excluding the weight of any material, substance or item not a part of the commodity
 - * Containers
 - * Bags
 - * Wrappers
 - * Labels

POSITION OF SCALES

- * Scales used at "Point of Sale" must be positioned so the weight readout can be seen from a reasonable customer location

LEGAL FOR TRADE SCALES

- * Labeled as accuracy class III
- * NTEP certification
- * Designed to meet commercial specifications
- * Smaller division size
- * Operate at a higher level of accuracy than a non-legal for trade device

NON-LEGAL FOR TRADE SCALES

- * Used for estimating purposes only
- * May be found in produce sections of grocery stores
- * Found marked accuracy class IIII
- * Not designed to operate at commercial tolerance levels
- * No NTEP certification



PAUL R. LEPAGE
GOVERNOR

STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
DIVISION OF QUALITY ASSURANCE & REGULATIONS
28 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0028

WALTER E. WHITCOMB
COMMISSIONER

RONALD E. DYER
DIRECTOR

Home Food License Requirements

- 1) Your facility must have a two bay sink or a dish washer. Dishwasher must be capable of reaching (180) degrees for proper sanitizing or you must perform a sanitizing step after the equipment and utensils are used for processing. (*see note)
- 2) All processing tables, equipment, and utensils must be of a non- corrosive material, easily cleanable. Floors and walls must be painted or sealed.
- 3) A temperature measuring device shall be located in your refrigerator for monitoring proper temperature. Refrigeration must maintain 41 degrees or less.
- 4) Storage of food items must be 6" off the floor and in covered containers to protect against contamination.
- 5) A home food license will allow the baking of non-potential hazardous food to be sold from the home or at retail stores. The process of any foods that require refrigeration to control microbial pathogens is not allowed with a home food license. This would require a commercial processing license. Prior to licensing the processing of acidified foods, such as pickles, relishes, BBQ sauces, etc... must undergo a process review with a food processing authority. For more information you may contact University of Maine, Orono at 207-581-3202.
- 6) A Mobile Vendor license is required if you plan to sell your product at farmers markets or other off premises events.
- 7) Label requirements: 1-Name of product; 2-List of ingredients in order of predominance; 3-Net quantity such as weight, volume or count; 4-Name, address and zip code of the processor.
- 8) Animals are allowed in the processing area during non- production time. Prior to processing all pets must be removed and excluded from the processing area, after which all surfaces and utensils shall be washed, rinsed, and sanitized for food safety.

*Sanitizing shall be performed by using an approved sanitizer, such as germicidal bleach and water, and shall be applied following manufacturer's mixing and application directions for use of the product.

PHONE: (207) 287-3841

90 BLOSSOM LANE, DEERING BUILDING
www.maine.gov/acf

FAX: (207) 287-5576



PAUL R. LEPAGE
GOVERNOR

STATE OF MAINE
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28 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0028

Walter E. Whitcomb
COMMISSIONER OF
DEPARTMENT OF AGRICULTURE

Ronald E. Dyer
DIRECTOR OF QUALITY
ASSURANCE & REGULATIONS

Frequently Asked Questions

Q) Which license is needed to make baked goods, jams, jellies or pickles at home to sell from home or in retail stores?

A) A home food license will allow the baking of non-potential hazardous food to be sold from the home or in retail stores. A process review from an accredited food processing authority is needed in order to process acidified foods, such as salsas, sauces, pickles etc.

Q) What is a Potentially Hazardous Food (PHF)?

A) A Potentially Hazardous Food is any food that promotes the rapid and progressive growth of pathogens with a water activity value of 0.85 or higher and a pH of 4.6 or less, 4.3 is best.

Q) Why can't I process PHF with a home food license?

A) PHF must be processed under a commercial processing license. This requires a separate kitchen dedicated to processing only. It is not to be used or shared with family members as there is a higher risk of contamination with the potential growth of pathogens along with temperature abuse.

Q) May I bake products in my house if I have pets?

A) Yes, except prior to processing all pets must be removed and excluded from the processing area, after which all surfaces and utensils must be washed, rinsed and sanitized prior to processing for food safety.

Q) What are the sink requirements for a license?

A) A home food license requires a two bay sink. A commercial license requires a two bay sink along with a separate hand wash sink. A retail food license requires a two bay sink and a separate hand wash sink. All hand wash sinks must be conveniently located in the processing area and used for hand washing only.

Q) What is required for product labeling?

A) Label shall have 1) name of the product, 2) list of ingredients, 3) weight or count in grams, 4) address and zip code of processor.

Q) How long is the process before I receive my license?

A) The first step is to fill out a license application and send it into the Department of Agriculture, Conservation & Forestry office. Once the application has been received and reviewed for completeness, including your signature, process reviews if necessary, water test for coliform and nitrates done by a state approved lab within 30 days of the license application date, copy of your septic approval, opening date, contact phone, and contact person, it will be entered into our database and sent to the inspector. Water test and septic approval are not necessary if supplied by municipality. An inspector will contact you within 30 days of receiving your application to schedule a convenient date for inspection.



PAUL R. LEPAGE
GOVERNOR

STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
QUALITY ASSURANCE AND REGULATIONS
28 STATE HOUSE STATION
AUGUSTA, MAINE 04333

WALTER E. WHITCOMB
COMMISSIONER

POLICY
FOOD SAMPLING AT FARMERS' MARKETS
APRIL 13, 2016

This policy amends, updates and supersedes the previous policy "Sampling of Food Products at Farmers Markets" dated March 18, 2010.

The intent of this policy is to address the desire of food vendors to offer free samples of their product to potential customers at Farmers Markets. Although the Maine Department of Agriculture, Conservation and Forestry does not license and regulate mobile food vendors selling ready-to-eat food, this policy is meant to address a non-commercial transaction while still offering some minimum sanitation practices that need to be followed. Food samples are limited to those food items approved for manufacturing and processing under a current DACF Home Food or Commercial Food Processing license.

Free samples of food items may be prepared and offered provided samples are prepared in a sanitary manner and the following conditions met:

1. The vendor must provide potable water, detergent and some sort of sanitizer for washing, rinsing and sanitizing of all utensils and food prep surfaces (water and liquid detergent and a mixture of water and germicidal bleach at a solution of 200ppm). Alternatively, a vendor may bring extra utensils to have available in the event a utensil may become contaminated. Work surfaces can be wiped down with a 200ppm chlorine solution for markets not exceeding 4 hours.
2. The vendor must provide potable water, soap and disposable hand towels for proper hand washing.
3. Prepared samples must be displayed under some form of protective cover to prevent contamination; glass cake domes or covered trays.
4. Single service disposable items for food handling must be provided to customers for self-service of samples; tooth picks, deli papers or disposable sample cups.
5. Hot and cold holding of temperature controlled food samples must be controlled by time or temperature. Cold foods must be held at 41°F or less and hot foods must be held at 135°F or more. Temperature controlled food samples not held under these conditions must be discarded after 4 hours.

RONALD E DYER, DIRECTOR
3841
QUALITY ASSURANCE & REGULATIONS
5576
90 BLOSSOM LANE, DEERING BUILDING



PHONE: (207) 287-

FAX: (207) 287-

Markets wishing to allow non-vendor food preparation for demonstration purposes as a means to promote the use of food products available at the market may do so. Foods prepared by the non-vendor may not be offered for sale, but samples may be provided. The market is encouraged to see that the food is prepared in a sanitary manner.

The Maine Department of Agriculture does not have the authority to license vendors for ready-to-eat food service of any kind. Vendors wishing to prepare ready-to-eat food should contact DHHS, Health Inspection Program (HIP) at 287-5671 to inquire about licensing.



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
QUALITY ASSURANCE AND REGULATIONS
28 STATE HOUSE STATION
AUGUSTA, MAINE 04333

PAUL R. LePAGE
GOVERNOR

WALTER E. WHITCOMB
COMMISSIONER

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Sec. 14-2. - Definitions

Flea market means the selling or offering for sale, to the public, of any services, goods, wares and merchandise or personal property by three or more individuals, groups or organizations from or at one fixed location. Also known as a craft fair, swap meet, bazaar.

Appendix A - FEES AND CHARGES^[1]

Flea market, craft fairs, swap meets, and bazaars:

One day event:

Up to 25 tables50.00

Over 25 tables100.00

Three months:

Per table50.00

Maximum per location500.00

Sec. 14-49. - Exemptions from license requirement or fees.

- (a) Persons acting pursuant to an order or process of a court of competent jurisdiction and persons acting in accordance with their powers and duties as public officers, such as sheriffs and marshals, shall not be required to secure a local license.
- (b) Orphanages and public and private hospitals, as defined in the laws of the State, shall not be required to secure a local business license to operate a children's home or day care facility.
- (c) Persons selling, exclusively, farm, dairy, orchard or fish products of their own production shall not be required to obtain a local license.
- (d) No charge shall be made for the issuance of a solicitor's license, blasting permit or chimney cleaner permit; however, persons traveling by foot, wagon, automotive vehicle or any other type of conveyance, from place to place, from house to house or from street to street selling magazines or other merchandise by sample, list or catalogue for future delivery shall be required to obtain a local itinerant vendor/peddler's license.
- (e) Persons licensed in accordance with state law to maintain an automobile graveyard or junkyard shall not be required to obtain a local license to also operate as a junk collector.
- (f) Persons who use their own homes to provide foster care to children shall not be required to obtain a local license.
- (g) Public or private school cafeterias and nursing homes shall not be required to obtain a local food service establishment license.

(Ord. No. 38-02072011-05, att. § 24-48, 2-7-2011)

Sec. 14-160. - License required.

No person shall engage in, operate or conduct the business of the manufacture, preparation, sale or service of food in the city unless such person has first acquired a license in accordance with Articles I and II of this chapter.

(Ord. No. 38-02072011-05, att. § 24-147, 2-7-2011)

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



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

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 38-06062016

ORDERED, that the City Council hereby authorizes the City Clerk to waive Flea Market fees, if applicable, for the Four Season's Market from June 7 through September 30, 2016 for events held on the Riverwalk near Festival Plaza. However, this does not exempt them from meeting all other licensing fees and requirements that may be applicable and all vendors participating that are required to hold a separate State or Municipal license must also meet those fees and requirements.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: June 6, 2016

Resolve: 07-06062016

Author: Douglas Greene, City Planner, AICP, RLA

Subject: Council Resolution to Support a Grant Application

Information: The Northern Borders Regional Commission, a federal economic development agency is offering a grant opportunity for infrastructure and economic projects. The maximum grant award is \$250,000 that would be matched 50% at the local level for \$250,000 for a maximum total of \$500,000 for a project, which could be funded through the FY 2016-17 CIP Comprehensive Plan Implementation fund. Phase 1 of the New Auburn Riverway and Greenway Redevelopment Plan would be a great fit. One of the major criteria for the award is job retention and/or creation, which this project would do.

A municipal resolution is a requirement of the grant, which is due on June 17, 2016 and awards would be notified in late fall. By that time, the construction plans will be completed and construction could begin in the spring of 2017.

Advantages: This grant holds the possibility of funding and implementing the first phase of the New Auburn Riverway and Greenway Redevelopment Plan. The City Council is considering allocating funds, which could provide the 50% grant match in the FY 16-17 budget. Constructing the first phase would create:

1. A larger, more unified public parking area behind the Firehouse Grill and the All About You Salon.
2. New developable building pad areas.
3. The beginning of the new Riverway Road.
4. The new developed phase 1 areas are taken out of the 100 year flood plain.
5. A positive impact on New Auburn, showing actual progress is being made after years of planning.
6. Other non-grant funded improvements to Broad Street new intersection improvements, better sidewalks, bike lanes and traffic calming measures.

Disadvantages: New construction would be a temporary inconvenience. The allocated city funds will limit other Comprehensive Plan Implementation projects.

City Budgetary Impacts: The maximum local match will be a maximum of \$250,000. This is a reimbursement grant and the project funding would need to be made available during the project's construction.

Staff Recommended Action: A positive motion in the workshop followed by a first reading approval during the regular City Council meeting on June 6.

Previous Meetings and History: This proposal was presented at the May 19, 2016 Economic and Community Development Committee meeting and forwarded with a 2-0 favorable motion.

Attachments:

1. Economic and Community Development Committee May 19, 2016 meeting information packet.
2. Grant Information Packet
3. Resolution of support

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



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

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

RESOLVE 07-06062016

RESOLVED, that the City Council supports the application for a Economic and Infrastructure Development Investment grant by the Northern Borders Regional Commission and,

FURTHER RESOLVED, authorizes the Office of Community and Economic Development to prepare the grant application for a \$250,000, which will require a 50% match from the City and,

THEREFORE, the City Council authorizes the City Manager to sign the grant application.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: June 6, 2016

Order: 39-06062016

Author: Sue Clements-Dallaire, City Clerk

Subject: Terminating the LA Public Health Interlocal Agreement

Information:

In accordance with the Lewiston-Auburn Public Health Committee Interlocal Agreement approved by the City of Lewiston on 11/15/11 and the City of Auburn on 1/17/12, the City of Lewiston has provided formal notice to the City of Auburn that Council President Kristen Cloutier will introduce a Council Resolution on the Lewiston City Council June 7, 2016 agenda to terminate the Lewiston-Auburn Public Health Committee Interlocal Agreement.

Given the existence of public health organizations such as Healthy Androscoggin, that serve this function as part of the state's public health district network, Auburn will remain active with those organizations as needed rather than add additional committees requiring the City Council or staff time.

Advantages:

Disadvantages:

City Budgetary Impacts: N/A

Staff Recommended Action: Passage

Previous Meetings and History: Council received a notice of termination of the LA Public Health Interlocal agreement on May 25, 2016 from Assistant Administrator of Lewiston, Phil Nadeau.

This item will be placed on the Lewiston City Council agenda to terminate the LA Public Health Committee Interlocal Agreement on June 7, 2016.

Attachments:

Notification

Order

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



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

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 39-06062016

ORDERED, that the City Council hereby terminates the LA Public Health Committee Interlocal Agreement between the cities of Lewiston and Auburn.

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services



TO: Howard Kroll, City Manager
FROM: Jill Eastman, Finance Director
REF: April 2016 Financial Report
DATE: May 10, 2016

The following is a discussion regarding the significant variances found in the City's April 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 tenth month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 83.3% 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 April 30th including the school department were \$66,486,800, or 85.73%, of the budget. The municipal revenues including property taxes were \$51,261,374, or 93.32% of the budget which dollar wise is more than the same period last year by \$2,059,525. The accounts listed below are noteworthy.

- A. March 15th the second installment for real estate taxes were due. The current year tax revenue is at 96.01% as compared to 96.22% last year. Courtesy notices were sent out in April for those taxpayers that hadn't paid their taxes. The lien process will begin mid May.
- B. Excise tax for the month of April is at 92.47%. This is a \$144,774 increase from FY 15. Our excise revenues for FY16 are 9.1% above projections as of April 30, 2016. I believe that we will exceed our estimate by the end of the fiscal year.

- C. State Revenue Sharing for the month of April is 80.37% or \$1,187,553. This is a 11.9% increase over FY 15.

Expenditures

City expenditures through April 2016 were \$33,066,778 or 85.91%, of the budget. Noteworthy variances are:

- A. Legal Services are currently over budget by \$20,844.
- B. Fire Department: The Fire Department is currently at 89.44% of the budget. We will continue to closely monitor expenditures through the remainder of the fiscal year.
- C. The Worker's Compensation transfer was made in April this year and last year it was made in June. The total of this transfer was \$496,536

Investments

This section contains an investment schedule as of April 30th. Currently the City's funds are earning an average interest rate of .473%.

Special Revenue Funds

I have included a report of all of the City's special revenue funds as requested at the April meeting.

Respectfully submitted,

A handwritten signature in black ink, reading "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 April 2016, March 2016, and June 2015

	UNAUDITED April 30 2016	UNAUDITED March 31 2016	Increase (Decrease)	AUDITED JUNE 30 2015
ASSETS				
CASH	\$ 19,730,465	\$ 20,630,915	\$ (900,451)	\$ 11,951,131
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	2,226,311	2,250,103	(23,792)	2,429,419
TAXES RECEIVABLE-CURRENT	1,755,788	2,916,533	(1,160,745)	37,898
DELINQUENT TAXES	614,953	614,992	(39)	571,005
TAX LIENS	540,325	582,816	(42,492)	1,721,395
NET DUE TO/FROM OTHER FUNDS	(20,851)	(1,052,964)	1,032,113	266,370
TOTAL ASSETS	\$ 24,846,990	\$ 25,942,396	\$ (1,095,406)	\$ 16,977,218
LIABILITIES & FUND BALANCES				
ACCOUNTS PAYABLE	\$ (297,051)	\$ (101,293)	\$ (195,758)	\$ (1,935,471)
PAYROLL LIABILITIES	(523,213)	(318,148)	(205,064)	-
ACCRUED PAYROLL	36,805	36,805	-	(2,329,832)
STATE FEES PAYABLE	(87,981)	(33,865)	(54,116)	-
ESCROWED AMOUNTS	(14,155)	(13,182)	(974)	(6,039)
DEFERRED REVENUE	(2,889,328)	(4,092,500)	1,203,172	(1,860,686)
TOTAL LIABILITIES	\$ (3,774,923)	\$ (4,522,184)	\$ 747,260	\$ (6,132,028)
FUND BALANCE - UNASSIGNED	\$ (19,981,114)	\$ (20,329,260)	\$ 348,146	\$ (8,018,394)
FUND BALANCE - RESTRICTED FOR WORKERS COMP & UNEMPLOYMENT	776,017	776,017	-	
FUND BALANCE - RESTRICTED	(1,866,970)	(1,866,970)	-	(2,826,796)
TOTAL FUND BALANCE	\$ (21,072,067)	\$ (21,420,213)	\$ 348,146	\$ (10,845,190)
TOTAL LIABILITIES AND FUND BALANCE	\$ (24,846,990)	\$ (25,942,396)	\$ 1,095,406	\$ (16,977,218)

CITY OF AUBURN, MAINE
REVENUES - GENERAL FUND COMPARATIVE
THROUGH April 30, 2016 VS April 30, 2015

REVENUE SOURCE	FY 2016 BUDGET	ACTUAL REVENUES THRU APR 2016	% OF BUDGET	FY 2015 BUDGET	ACTUAL REVENUES THRU APR 2015	% OF BUDGET	VARIANCE
TAXES							
PROPERTY TAX REVENUE-	\$ 44,021,283	\$ 42,264,083	96.01%	\$ 43,055,996	\$ 41,429,476	96.22%	\$ 834,607
PRIOR YEAR TAX REVENUE	\$ -	\$ 952,333		\$ -	\$ 898,199		\$ 54,134
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 505,000	\$ 258,527	51.19%	\$ 495,000	\$ 383,752	77.53%	\$ (125,225)
ALLOWANCE FOR ABATEMENT	\$ -	\$ -		\$ -	\$ -		\$ -
ALLOWANCE FOR UNCOLLECTIBLE TAXES	\$ -	\$ -		\$ -	\$ -		\$ -
EXCISE	\$ 3,350,000	\$ 3,097,707	92.47%	\$ 3,185,000	\$ 2,952,933	92.71%	\$ 144,774
PENALTIES & INTEREST	\$ 150,000	\$ 104,522	69.68%	\$ 145,000	\$ 113,265	78.11%	\$ (8,744)
TOTAL TAXES	\$ 48,026,283	\$ 46,677,172	97.19%	\$ 46,880,996	\$ 45,777,625	97.65%	\$ 899,547
LICENSES AND PERMITS							
BUSINESS	\$ 48,300	\$ 54,436	112.70%	\$ 48,300	\$ 50,438	104.43%	\$ 3,998
NON-BUSINESS	\$ 356,800	\$ 271,370	76.06%	\$ 339,300	\$ 289,906	85.44%	\$ (18,536)
TOTAL LICENSES	\$ 405,100	\$ 325,806	80.43%	\$ 387,600	\$ 340,344	87.81%	\$ (14,538)
INTERGOVERNMENTAL ASSISTANCE							
STATE-LOCAL ROAD ASSISTANCE	\$ 440,000	\$ 401,596	91.27%	\$ 440,000	\$ 397,504	90.34%	\$ 4,092
STATE REVENUE SHARING	\$ 1,477,641	\$ 1,187,553	80.37%	\$ 1,649,470	\$ 1,129,735	68.49%	\$ 57,818
WELFARE REIMBURSEMENT	\$ 70,000	\$ 41,638	59.48%	\$ 70,000	\$ 36,897	52.71%	\$ 4,741
OTHER STATE AID	\$ 22,000	\$ 3,555	16.16%	\$ 22,000	\$ 3,356	15.25%	\$ 199
CITY OF LEWISTON	\$ 155,000	\$ 5,040	3.25%	\$ 155,000	\$ -	0.00%	\$ 5,040
TOTAL INTERGOVERNMENTAL ASSISTANCE	\$ 2,164,641	\$ 1,639,382	75.73%	\$ 2,336,470	\$ 1,567,492	67.09%	\$ 71,890
CHARGE FOR SERVICES							
GENERAL GOVERNMENT	\$ 133,040	\$ 107,778	81.01%	\$ 132,040	\$ 119,413	90.44%	\$ (11,635)
PUBLIC SAFETY	\$ 239,138	\$ 72,139	30.17%	\$ 485,703	\$ 322,331	66.36%	\$ (250,192)
EMS TRANSPORT	\$ 1,250,000	\$ 841,753	67.34%	\$ 987,551	\$ 443,509	44.91%	\$ 398,244
TOTAL CHARGE FOR SERVICES	\$ 1,622,178	\$ 1,021,670	62.98%	\$ 1,605,294	\$ 885,253	55.15%	\$ 136,417
FINES							
PARKING TICKETS & MISC FINES	\$ 60,000	\$ 54,640	91.07%	\$ 26,000	\$ 56,692	218.05%	\$ (2,052)
MISCELLANEOUS							
INVESTMENT INCOME	\$ 5,000	\$ 41,370	827.40%	\$ 10,000	\$ 2,514	25.14%	\$ 38,856
INTEREST-BOND PROCEEDS	\$ 2,000	\$ -	0.00%	\$ 2,000	\$ -	0.00%	\$ -
RENTS	\$ 18,000	\$ 160,402	891.12%	\$ 122,000	\$ -	0.00%	\$ 160,402
UNCLASSIFIED	\$ 20,000	\$ 37,200	186.00%	\$ 20,000	\$ 12,510	62.55%	\$ 24,690
SALE OF RECYCLABLES	\$ -	\$ -		\$ -	\$ -		\$ -
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 45,075		\$ -	\$ 41,532		\$ 3,543
SALE OF PROPERTY	\$ 20,000	\$ 503,063	2515.31%	\$ 20,000	\$ 2,333	11.67%	\$ 500,730
RECREATION PROGRAMS/ARENA	\$ -	\$ -		\$ -	\$ -		\$ -
MMWAC HOST FEES	\$ 210,000	\$ 175,546	83.59%	\$ 206,000	\$ 174,383	84.65%	\$ 1,163
9-1-1 DEBT SERVICE REIMBURSEMENT	\$ -	\$ -		\$ -	\$ -	0.00%	\$ -
TRANSFER IN: TIF	\$ 545,000	\$ 545,000	100.00%	\$ 500,000	\$ -	0.00%	\$ 545,000
TRANSFER IN: POLICE	\$ 45,000	\$ -	0.00%	\$ 20,000	\$ -	0.00%	\$ -
TRANSFER IN: PARKING PROGRAM	\$ -	\$ -		\$ 55,000	\$ -	0.00%	\$ -
TRANSFER IN: PD DRUG MONEY	\$ -	\$ -		\$ 45,000	\$ -	0.00%	\$ -
TRANSFER IN: REC SPEC REVENUE	\$ 42,718	\$ -	0.00%	\$ 41,720	\$ -	0.00%	\$ -
TRANSFER IN: SPECIAL REVENUE	\$ -	\$ -		\$ 290,000	\$ 304,999	105.17%	\$ (304,999)
ENERGY EFFICIENCY	\$ -	\$ 3,600		\$ -	\$ -		\$ 3,600
CDBG	\$ 58,000	\$ 18,524	31.94%	\$ 58,000	\$ 18,585	32.04%	\$ (61)
UTILITY REIMBURSEMENT	\$ 37,500	\$ 12,925	34.47%	\$ 37,500	\$ 17,587	46.90%	\$ (4,662)
CITY FUND BALANCE CONTRIBUTION	\$ 1,650,000	\$ -	0.00%	\$ 1,350,000	\$ -	0.00%	\$ -
TOTAL MISCELLANEOUS	\$ 2,653,218	\$ 1,542,704	58.14%	\$ 2,777,220	\$ 574,443	20.68%	\$ 968,261
TOTAL GENERAL FUND REVENUES	\$ 54,931,420	\$ 51,261,374	93.32%	\$ 54,013,580	\$ 49,201,849	91.09%	\$ 2,059,525
SCHOOL REVENUES							
EDUCATION SUBSIDY	\$ 20,854,672	\$ 14,701,854	70.50%	\$ 20,411,239	\$ 15,547,424	76.17%	\$ (845,570)
EDUCATION	\$ 856,607	\$ 523,572	61.12%	\$ 774,572	\$ 443,762	57.29%	\$ 79,810
SCHOOL FUND BALANCE CONTRIBUTION	\$ 906,882	\$ -	0.00%	\$ 906,882	\$ -	0.00%	\$ -
TOTAL SCHOOL	\$ 22,618,161	\$ 15,225,426	67.32%	\$ 22,092,693	\$ 15,991,186	72.38%	\$ (765,760)
GRAND TOTAL REVENUES	\$ 77,549,581	\$ 66,486,800	85.73%	\$ 76,106,273	\$ 65,193,035	85.66%	\$ 1,293,765

CITY OF AUBURN, MAINE
EXPENDITURES - GENERAL FUND COMPARATIVE
THROUGH April 30, 2016 VS April 30, 2015

DEPARTMENT	FY 2016 BUDGET	Unaudited EXP THRU APR 2016	% OF BUDGET	FY 2015 BUDGET	Unaudited EXP THRU APR 2015	% OF BUDGET	VARIANCE
ADMINISTRATION							
MAYOR AND COUNCIL	\$ 77,366	\$ 72,855	94.17%	\$ 78,532	\$ 72,791	92.69%	\$ 64
CITY MANAGER	\$ 269,340	\$ 232,865	86.46%	\$ 280,750	\$ 200,913	71.56%	\$ 31,952
ECONOMIC DEVELOPMENT	\$ 361,080	\$ 290,968	80.58%	\$ 359,500	\$ 266,039	74.00%	\$ 24,929
CITY CLERK	\$ 165,053	\$ 137,812	83.50%	\$ 164,593	\$ 139,012	84.46%	\$ (1,200)
FINANCIAL SERVICES	\$ 619,855	\$ 517,181	83.44%	\$ 605,135	\$ 475,610	78.60%	\$ 41,571
HUMAN RESOURCES	\$ 143,526	\$ 120,967	84.28%	\$ 139,578	\$ 110,812	79.39%	\$ 10,155
INFORMATION TECHNOLOGY	\$ 390,190	\$ 327,221	83.86%	\$ 413,829	\$ 323,404	78.15%	\$ 3,817
LEGAL SERVICES	\$ 65,000	\$ 85,844	132.07%	\$ 65,000	\$ 56,761	87.32%	\$ 29,083
TOTAL ADMINISTRATION	\$ 2,091,410	\$ 1,785,713	85.38%	\$ 2,106,917	\$ 1,645,342	78.09%	\$ 140,371
COMMUNITY SERVICES							
PLANNING & PERMITTING	\$ 906,631	\$ 784,673	86.55%	\$ 902,494	\$ 692,423	76.72%	\$ 92,250
HEALTH & SOCIAL SERVICES	\$ 184,711	\$ 120,812	65.41%	\$ 192,954	\$ 143,278	74.26%	\$ (22,466)
RECREATION & SPECIAL EVENTS*	\$ 338,871	\$ 239,728	70.74%	\$ -	\$ -		\$ 239,728
PUBLIC LIBRARY	\$ 979,516	\$ 800,013	81.67%	\$ 960,692	\$ 866,362	90.18%	\$ (66,349)
TOTAL COMMUNITY SERVICES	\$ 2,409,729	\$ 1,945,226	80.72%	\$ 2,056,140	\$ 1,702,063	82.78%	\$ 243,163
FISCAL SERVICES							
DEBT SERVICE	\$ 6,324,864	\$ 6,178,784	97.69%	\$ 6,263,936	\$ 6,274,784	100.17%	\$ (96,000)
FACILITIES	\$ 653,080	\$ 514,608	78.80%	\$ 698,335	\$ 363,120	52.00%	\$ 151,488
WORKERS COMPENSATION	\$ 496,536	\$ 496,536	100.00%	\$ 468,081	\$ -	0.00%	\$ 496,536
WAGES & BENEFITS	\$ 5,171,309	\$ 4,158,397	80.41%	\$ 4,737,117	\$ 3,947,616	83.33%	\$ 210,781
EMERGENCY RESERVE (10108062-670000)	\$ 375,289	\$ -	0.00%	\$ 375,289	\$ -	0.00%	\$ -
TOTAL FISCAL SERVICES	\$ 13,021,078	\$ 11,348,325	87.15%	\$ 12,542,758	\$ 10,585,520	84.40%	\$ 762,805
PUBLIC SAFETY							
FIRE DEPARTMENT	\$ 4,099,634	\$ 3,666,671	89.44%	\$ 4,057,633	\$ 3,658,990	90.18%	\$ 7,681
FIRE EMS	\$ 549,801	\$ 310,602	56.49%	\$ 635,468	\$ 265,944	41.85%	\$ 44,658
POLICE DEPARTMENT	\$ 3,870,995	\$ 3,146,350	81.28%	\$ 3,738,108	\$ 3,097,096	82.85%	\$ 49,254
TOTAL PUBLIC SAFETY	\$ 8,520,430	\$ 7,123,623	83.61%	\$ 8,431,209	\$ 7,022,030	83.29%	\$ 101,593
PUBLIC WORKS							
PUBLIC SERVICES DEPARTMENT	\$ 4,525,898	\$ 3,476,746	76.82%	\$ 5,806,379	\$ 4,797,661	82.63%	\$ (1,320,915)
SOLID WASTE DISPOSAL*	\$ 927,278	\$ 656,255	70.77%	\$ -	\$ -		\$ 656,255
WATER AND SEWER	\$ 599,013	\$ 599,013	100.00%	\$ 599,013	\$ 599,013	100.00%	\$ -
TOTAL PUBLIC WORKS	\$ 6,052,189	\$ 4,732,014	78.19%	\$ 6,405,392	\$ 5,396,674	84.25%	\$ (664,660)
INTERGOVERNMENTAL PROGRAMS							
AUBURN-LEWISTON AIRPORT	\$ 105,000	\$ 105,000	100.00%	\$ 105,000	\$ 105,000	100.00%	\$ -
E911 COMMUNICATION CENTER	\$ 1,069,122	\$ 805,392	75.33%	\$ 1,067,249	\$ 787,020	73.74%	\$ 18,372
LATC-PUBLIC TRANSIT	\$ 209,244	\$ 233,349	111.52%	\$ 235,373	\$ 211,378	89.81%	\$ 21,971
LA ARTS	\$ -	\$ -		\$ 17,000	\$ 8,000	47.06%	\$ (8,000)
TAX SHARING	\$ 270,000	\$ 21,066	7.80%	\$ 270,000	\$ 29,040	10.76%	\$ (7,974)
TOTAL INTERGOVERNMENTAL	\$ 1,653,366	\$ 1,164,807	70.45%	\$ 1,694,622	\$ 1,140,438	67.30%	\$ 24,369
COUNTY TAX	\$ 2,142,268	\$ 2,142,268	100.00%	\$ 2,046,880	\$ 2,046,879	100.00%	\$ 95,389
TIF (10108058-580000)	\$ 2,599,914	\$ 2,824,802	108.65%	\$ 2,584,032	\$ 2,599,913	100.61%	\$ 224,889
OVERLAY	\$ -	\$ -		\$ -	\$ -	0.00%	\$ -
TOTAL CITY DEPARTMENTS	\$ 38,490,384	\$ 33,066,778	85.91%	\$ 37,867,950	\$ 32,138,859	84.87%	\$ 927,919
EDUCATION DEPARTMENT	\$ 39,062,197	\$ 21,803,817	55.82%	\$ 38,241,323	\$ 23,459,437	61.35%	\$ (1,655,620)
TOTAL GENERAL FUND EXPENDITURES	\$ 77,552,581	\$ 54,870,595	70.75%	\$ 76,109,273	\$ 55,598,296	73.05%	\$ (727,701)

**CITY OF AUBURN, MAINE
INVESTMENT SCHEDULE
AS OF April 30, 2016**

INVESTMENT		FUND	BALANCE April 30, 2016	BALANCE March 31, 2016	INTEREST RATE
ANDROSCOGGIN BANK	449	CAPITAL PROJECTS	\$ 4,262,791.29	\$ 4,261,390.19	0.40%
ANDROSCOGGIN BANK	502	SR-TIF	\$ 1,002,659.38	\$ 1,002,659.38	0.40%
ANDROSCOGGIN BANK	836	GENERAL FUND	\$ 7,045,122.93	\$ 3,052,926.48	0.40%
ANDROSCOGGIN BANK	801	WORKERS COMP	\$ 50,106.05	\$ 50,089.59	0.40%
ANDROSCOGGIN BANK	748	UNEMPLOYMENT	\$ 50,106.05	\$ 50,089.60	0.40%
ANDROSCOGGIN BANK	684	EMS CAPITAL RESERVE	\$ 130,276.01	\$ 130,233.20	0.40%
NORTHERN CAPITAL	02155	CAPITAL PROJECTS	\$ 750,000.00	\$ 750,000.00	0.45%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	0.50%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	0.85%
GRAND TOTAL			\$ 14,291,061.71	\$ 10,297,388.44	0.47%

EMS BILLING
BREAKDOWN -TOTAL CHARGES
July 1, 2015 - June 30, 2016
Report as of April 30, 2016

	July 2015	August 2015	Sept 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	Adjustment	Totals	% of Total
No Insurance Information				\$ 9,878.80	\$ 9,378.20	\$ 7,920.00	\$ 15,706.00	\$ 10,867.40	\$ 16,949.20	\$ 4,292.20	\$ (67,328.80)	\$ 7,663.00	0.41%
Bluecross	\$ 4,447.40	\$ 9,313.20	\$ 16,358.80	\$ 7,914.80	\$ 8,336.80	\$ 9,136.40	\$ 5,167.40	\$ 9,445.60	\$ 8,658.40	\$ 3,327.40	\$ 18,603.60	\$ 100,709.80	5.43%
Intercept	\$ 200.00	\$ 400.00	\$ 500.00	\$ 400.00	\$ 300.00	\$ 200.00	\$ 100.00	\$ 400.00	\$ 500.00	\$ 200.00	\$ 100.00	\$ 3,300.00	0.18%
Medicare	\$ 76,994.00	\$ 81,754.00	\$ 95,440.20	\$ 83,724.40	\$ 75,419.20	\$ 105,424.20	\$ 85,563.40	\$ 75,211.60	\$ 91,344.40	\$ 96,559.00	\$ 18,524.00	\$ 885,958.40	47.76%
Medicaid	\$ 32,852.00	\$ 29,305.00	\$ 39,741.60	\$ 26,231.20	\$ 23,081.80	\$ 27,212.00	\$ 26,440.00	\$ 33,075.20	\$ 22,219.60	\$ 26,973.60	\$ 15,665.20	\$ 302,797.20	16.32%
Other/Commercial	\$ 36,705.40	\$ 31,800.40	\$ 41,227.00	\$ 33,338.80	\$ 25,727.60	\$ 24,983.40	\$ 33,851.80	\$ 32,748.60	\$ 49,548.80	\$ 42,544.20	\$ 70,480.00	\$ 422,956.00	22.80%
Patient	\$ 30,593.00	\$ 32,031.80	\$ 16,754.40	\$ 26,109.20	\$ 14,667.80	\$ 21,797.80	\$ 8,812.00	\$ 12,714.80	\$ 7,445.00	\$ 16,868.20	\$ (59,925.00)	\$ 127,869.00	6.89%
Worker's Comp											\$ 3,881.00	\$ 3,881.00	0.21%
TOTAL	\$ 181,791.80	\$ 184,604.40	\$ 210,022.00	\$ 187,597.20	\$ 156,911.40	\$ 196,673.80	\$ 175,640.60	\$ 174,463.20	\$ 196,665.40	\$ 190,764.60	\$ -	\$ 1,855,134.40	100.00%

EMS BILLING
BREAKDOWN -TOTAL COUNT
July 1, 2015 - June 30, 2016
Report as of April 30, 2016

	July 2015	August 2015	Sept 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	Adjustment	Totals	% of Total
No Insurance Information				12	12	10	19	13	20	5		91	3.90%
Bluecross	5	11	20	9	10	11	6	11	10	4		97	4.16%
Intercept	2	4	5	4	3	2	1	4	5	2		32	1.37%
Medicare	91	98	122	109	96	131	108	91	109	117		1072	45.93%
Medicaid	40	35	52	34	29	37	33	43	27	35		365	15.64%
Other/Commercial	44	39	55	42	31	33	40	45	61	54		444	19.02%
Patient	37	39	21	32	20	29	11	15	9	20		233	9.98%
Worker's Comp												0	0.00%
TOTAL	219	226	275	242	201	253	218	222	241	237	0	2334	100.00%

TOTAL REVENUE COLLECTED AS OF 4/30/16 \$841,753

TOTAL EXPENDITURES AS OF 4/30/16 \$310,602

**EMS BILLING
AGING REPORT
July 1, 2015 to June 30, 2016
Report as of April 30, 2016**

	Current		31-60		61-90		91-120		121+ days		Totals							
Bluecross	\$	4,818.47	57%	\$	1,854.23	22%	\$	885.00	10%	\$	-	0%	\$	897.49	11%	\$	8,455.19	1.40%
Intercept	\$	400.00	80%	\$	100.00	20%	\$	-		\$	-		\$	-		\$	500.00	0.08%
Medicare	\$	64,258.20	97%	\$	-	0%	\$	-	0%	\$	-	0%	\$	1,997.25	3%	\$	66,255.45	10.96%
Medicaid	\$	21,212.62	77%	\$	3,236.90	12%	\$	(882.20)	-3%	\$	-	0%	\$	3,893.75	14%	\$	27,461.07	4.54%
Other/Commercial	\$	42,161.79	57%	\$	15,658.87	21%	\$	4,196.21	6%	\$	-	0%	\$	12,321.84	17%	\$	74,338.71	12.29%
Patient	\$	50,109.13	12%	\$	20,178.15	5%	\$	30,505.50	7%	\$	22,389.74	5%	\$	304,519.68	71%	\$	427,702.20	70.73%
Worker's Comp	\$	-		\$	-		\$	-		\$	-		\$	-		\$	-	0.00%
TOTAL	\$	182,960.21		\$	41,028.15		\$	34,704.51		\$	22,389.74		\$	323,630.01		\$	604,712.62	
		30%			7%			6%			4%			54%			100%	100.00%

CITY OF AUBURN
SPECIAL REVENUE FUNDS
As of April 30, 2016

	1902		1905		1909		1910		1911		1913		1914		1915		1917		1922		1924		1926		1927		1928					
	Riverwatch		Winter Festival		Kittyhawk Park		Community Service		Fire Prevention Trailer		Police Fitness Equipment		Oak Hill Cemeteries		Fire Training Building		Wellness Grant		Walmart Risk/Homeless		Lucy Hood		Healthy Androscoggin		Insurance Reimbursement		Vending					
Fund Balance 7/1/15	\$	1,045,007.67	\$	3,723.50	\$	29,875.00	\$	3,049.08	\$	(730.10)	\$	5,960.03	\$	25,536.45	\$	3,297.79	\$	5,466.48	\$	7,015.51	\$	861.04	\$	729.55	\$	(17,898.42)	\$	469.03				
Revenues FY16	\$	64,427.08	\$	3,250.00			\$	758.00					\$	1,300.00	\$	250.00	\$	6,422.13	\$	120.49			\$	3,525.00	\$	58,201.94	\$	1,022.85				
Expenditures FY16	\$	118,704.85	\$	3,468.70			\$	48.49			\$	27.50			\$	36.56	\$	7,840.05	\$	1,131.47			\$	1,818.00	\$	74,048.24	\$	1,258.85				
Fund Balance 4/30/16	\$	990,729.90	\$	3,504.80	\$	29,875.00	\$	3,758.59	\$	(730.10)	\$	5,932.53	\$	26,836.45	\$	3,511.23	\$	4,048.56	\$	6,004.53	\$	861.04	\$	2,436.55	\$	(33,744.72)	\$	233.03				
	1929		1930		1931		1932		2003		2005		2006		2007		2008		2009		2010		2013		2014		2015					
	Fire Prevention		211 Fairview		Donations		PW Surplus		Byrne JAG		MDOT		PEACE		Seatbelt Grant		Homeland Security		Thermal Imaging Camera		State Drug Money		OUI Grant		Speed Grant		Juvenile Firesetter					
Fund Balance 7/1/15	\$	5,634.22	\$	(566,303.71)	\$	2,757.60	\$	1,849.08	\$	5,640.06	\$	(399,095.95)	\$	2,097.66	\$	2,174.00	\$	11,480.56	\$	1,706.94	\$	46,251.47	\$	14,141.54	\$	5,678.00	\$	2,192.94				
Revenues FY16	\$	250.00							\$	16,645.23	\$	2,322,882.87	\$	1,713.32							\$	7,161.48	\$	15,700.00	\$	13,064.00						
Expenditures FY16	\$	1,059.65							\$	16,683.98	\$	2,485,863.61	\$	3,466.27			\$	91,383.03			\$	33,295.87	\$	15,144.57	\$	9,672.00						
Fund Balance 4/30/16	\$	4,824.57	\$	(566,303.71)	\$	2,757.60	\$	1,849.08	\$	5,601.31	\$	(562,076.69)	\$	344.71	\$	2,174.00	\$	(79,902.47)	\$	1,706.94	\$	20,117.08	\$	14,696.97	\$	9,070.00	\$	2,192.94				
	2017		2018		2019		2020		2025		2030		2032		2033		2034		2037		2038		2040		2041		2042					
	Drug Free Commuities		Substance Abuse Prevention		Law Enforcement Training		CDBG		Community Cords		Parking		HEAPP		Safe School/Health (COPS)		Enforcement Underage Drinking		Bulletproof Vests		Community Action Team		Great Falls TV		Blanche Stevens		High Visibility					
Fund Balance 7/1/15	\$	3,181.82	\$	10,523.67	\$	1,270.05	\$	4,579,390.54	\$	20,671.30	\$	(16,361.51)	\$	(4,154.50)	\$	3,295.10	\$	(4,443.88)	\$	19,730.19	\$	7,206.21	\$	42,556.97	\$	47,019.80	\$	3,528.71				
Revenues FY16					\$	28,770.41	\$	726,597.53	\$	6,131.79	\$	131,901.78			\$	74,838.56			\$	-			\$	122,369.55	\$	3,780.00						
Expenditures FY16					\$	32,554.00	\$	923,844.97	\$	789.73	\$	130,333.53			\$	73,129.02							\$	131,780.60	\$	3,624.54						
Fund Balance 4/30/16	\$	3,181.82	\$	10,523.67	\$	(2,513.54)	\$	4,382,143.10	\$	26,013.36	\$	(14,793.26)	\$	(4,154.50)	\$	5,004.64	\$	(4,443.88)	\$	19,730.19	\$	7,206.21	\$	33,145.92	\$	47,175.26	\$	3,528.71				
	2044		2045		2046		2047		2050		2052		2053		2054		2055		2056		2057		2201		2500		2501					
	Federal Drug Money		Forest Management		Joint Land Use Study		American FireFighters		Project Lifesaver		Nature Conservancy		St Louis Bells		EMS Transport Capital Reserve		Work4ME-PAL		Lake Auburn Neighborhood		ASPCA Grant		EDI Grant		Parks & Recreation		Recreation Donation					
Fund Balance 7/1/15	\$	82,212.55	\$	4,661.52	\$	0.57	\$	(1,004.80)	\$	50.00	\$	18,000.00	\$	-	\$	130,000.00	\$	-	\$	-	\$	-	\$	(1,047,638.74)	\$	293,092.09	\$	1,757.00				
Revenues FY16	\$	28,200.34									\$	8,500.00	\$	2,357.75					\$	450.00	\$	800.00			\$	167,496.58						
Expenditures FY16	\$	34,781.42									\$	25,524.95					\$	6,299.92	\$	-			\$	700,533.27	\$	198,925.95						
Fund Balance 4/30/16	\$	75,631.47	\$	4,661.52	\$	0.57	\$	(1,004.80)	\$	50.00	\$	975.05	\$	2,357.75	\$	130,000.00	\$	(6,299.92)	\$	450.00	\$	800.00	\$	(1,748,172.01)	\$	261,662.72	\$	1,757.00				
	2600		2600		2600		2600		2600		2600		2600		2600		2600		2600		2600		2600		2600		2600		Total			
	Tambrands TIF 4		J Enterprises TIF 5		Tambrands II TIF 6		J & A Properties TIF 7		Formed Fiber TIF 8		Mall TIF 9		Downtown TIF 10		Safe Handling TIF 11		Auburn Industrial TIF 12		Auburn Plaza TIF 13		Auburn Plaza II TIF 14		Webster School TIF 16		Bedard Pharm TIF 17		Slapshot LLC TIF 18		Hartt Transport TIF 19		Special Revenues	
Fund Balance 7/1/15	\$	(127,347.94)	\$	14,500.44	\$	(471,230.13)	\$	2,558.27	\$	134,175.13	\$	179,704.58	\$	1,224,027.14	\$	50,183.60	\$	(340,574.43)	\$	435,207.03	\$	(307,092.37)	\$	360.47	\$	389.15	\$	(158,541.22)	\$	-	\$	5,079,431.40
Revenues FY16	\$	346,567.00			\$	67,163.00			\$	76,401.00	\$	358,938.00	\$	813,711.00			\$	143,550.00	\$	323,593.00	\$	504,599.00	\$	27,849.00	\$	29,453.00	\$	127,574.00	\$	5,404.00	\$	6,643,690.68
Expenditures FY16	\$	346,566.68			\$	67,162.75			\$	76,401.40	\$	340,000.00	\$	1,121,135.22			\$	176,262.51	\$	201,914.01	\$	391,748.09	\$	27,848.56	\$	29,453.35	\$	80,405.75	\$	5,409.40	\$	7,991,381.31
Fund Balance 4/30/16	\$	(127,347.62)	\$	14,500.44	\$	(471,229.88)	\$	2,558.27	\$	134,174.73	\$	198,642.58	\$	916,602.92	\$	50,183.60	\$	(373,286.94)	\$	556,886.02	\$	(194,241.46)	\$	360.91	\$	388.80	\$	(111,372.97)	\$	(5.40)	\$	3,731,740.77

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

To: Howard Kroll, City Manager
From: Jill Eastman, Finance Director
Re: Arena Financial Reports for April 30, 2016



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 April 30, 2016.

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, March 31, 2016.

Current Assets:

As of the end of April 2016 the total current assets of Norway Savings Bank Arena were (\$209,541). These consisted of cash and cash equivalents of \$91,249, accounts receivable of \$42,429 and an interfund payable of \$343,219, which means that Norway owes the General Fund \$343,219 at the end of April.

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 April 30, 2016 was \$215,947.

Liabilities:

Norway Arena had accounts payable of \$87,440 as of April 30, 2016.

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 April 2016 are \$886,963. 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 April 2016 were \$1,033,176. These expenses include personnel costs, supplies, utilities, repairs, rent, capital purchases and maintenance.

As of April 2016 Norway Arena has an operating loss of \$146,213 compared to the April 2015 operating loss of \$209,365 a decrease in the operating loss for the fiscal year of \$63,152.

As of April 30, 2016 Norway Arena has a decrease in net assets of \$146,213.

The budget to actual reports for revenue and expenditures, with comparison to the same period last year show that revenue for FY16 is \$62,921 more than in FY15 and expenditures in FY16 are \$231 less than last year in April.

CITY OF AUBURN, MAINE
Statement of Net Assets
Norway Savings Bank Arena
April 30, 2016
Business-type Activities - Enterprise Fund

	April 30, 2016	March 31, 2016	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 91,249	\$ 91,253	\$ (4)
Interfund receivables/payables	(343,219)	(316,497)	(26,722)
Prepaid Rent	-	-	-
Accounts receivable	42,429	74,382	(31,953)
Total current assets	(209,541)	(150,862)	(58,679)
Noncurrent assets:			
Capital assets:			
Buildings	38,905	38,905	-
Equipment	285,813	285,813	-
Land improvements	-	-	-
Less accumulated depreciation	(108,771)	(108,771)	-
Total noncurrent assets	215,947	215,947	-
Total assets	6,406	65,085	(58,679)
LIABILITIES			
Accounts payable	\$ 87,440	\$ 88,065	\$ (625)
Total liabilities	87,440	88,065	(625)
NET ASSETS			
Invested in capital assets	\$ 215,947	\$ 215,947	\$ -
Unrestricted	\$ (296,981)	\$ (238,927)	\$ (58,054)
Total net assets	\$ (81,034)	\$ (22,980)	\$ (58,054)

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
April 30, 2016

	Norway Savings Arena
Operating revenues:	
Charges for services	\$ 886,963
Operating expenses:	
Personnel	292,959
Supplies	28,699
Utilities	183,405
Repairs and maintenance	14,382
Rent	464,277
Depreciation	-
Capital expenses	1,600
Other expenses	47,854
Total operating expenses	1,033,176
Operating gain (loss)	(146,213)
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
Total nonoperating expense	-
Gain (Loss) before transfer	(146,213)
Transfers out	-
Change in net assets	(146,213)
Total net assets, July 1	65,179
Total net assets, April 30, 2016	\$ (81,034)

CITY OF AUBURN, MAINE
REVENUES - NORWAY SAVINGS BANK ARENA
Through April 30, 2016 compared to April 30, 2015

REVENUE SOURCE	FY 2016 BUDGET	ACTUAL REVENUES THRU APR 2016	% OF BUDGET	FY 2015 BUDGET	ACTUAL REVENUES THRU APR 2015	% OF BUDGET	VARIANCE
CHARGE FOR SERVICES							
Concussions	\$ 30,000	\$ 8,563	28.54%	\$ 30,000	\$ 9,343	31.14%	\$ (780)
Sign Advertisements	\$ 230,000	\$ 164,247	71.41%	\$ 233,225	\$ 162,008	69.46%	\$ 2,239
Pro Shop	\$ 8,500	\$ 6,394	75.22%	\$ 8,500	\$ 6,362	74.85%	\$ 32
Programs	\$ 280,000	\$ 300,688	107.39%	\$ 172,450	\$ 242,093	140.38%	\$ 58,595
Rental Income	\$ 398,500	\$ 375,535	94.24%	\$ 753,260	\$ 359,350	47.71%	\$ 16,185
Tournaments	\$ 50,000	\$ 31,536	63.07%	\$ 24,500	\$ 44,886	183.21%	\$ (13,350)
TOTAL CHARGE FOR SERVICES	\$ 997,000	\$ 886,963	88.96%	\$ 1,221,935	\$ 824,042	67.44%	\$ 62,921
INTEREST ON INVESTMENTS	\$ -			\$ -			
GRAND TOTAL REVENUES	\$ 997,000	\$ 886,963	88.96%	\$ 1,221,935	\$ 824,042	67.44%	\$ 62,921

CITY OF AUBURN, MAINE
EXPENDITURES - NORWAY SAVINGS BANK ARENA
Through April 30, 2016 compared to April 30, 2015

DESCRIPTION	ACTUAL			ACTUAL			VARIANCE
	FY 2016 BUDGET	EXPENDITURES THRU APR 2016	% OF BUDGET	FY 2015 BUDGET	EXPENDITURES THRU APR 2015	% OF BUDGET	
Salaries & Benefits	\$ 311,000	\$ 292,959	94.20%	\$ 318,446	\$ 267,764	84.08%	\$ 25,195
Purchased Services	\$ 96,150	\$ 62,236	64.73%	\$ 67,800	\$ 91,108	134.38%	\$ (28,872)
Supplies	\$ 17,500	\$ 28,699	163.99%	\$ 9,000	\$ 44,828	498.09%	\$ (16,129)
Utilities	\$ 200,200	\$ 183,405	91.61%	\$ 204,846	\$ 161,396	78.79%	\$ 22,009
Capital Outlay	\$ 57,000	\$ 1,600	2.81%	\$ 80,000	\$ 4,034	5.04%	\$ (2,434)
Rent	\$ 507,000	\$ 464,277	91.57%	\$ 528,408	\$ 464,277	87.86%	\$ -
	\$ 1,188,850	\$ 1,033,176	86.91%	\$ 1,208,500	\$ 1,033,407	85.51%	\$ (231)
GRAND TOTAL EXPENDITURES	\$ 1,188,850	\$ 1,033,176	86.91%	\$ 1,208,500	\$ 1,033,407	85.51%	\$ (231)

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

To: Howard Kroll, City Manager
From: Jill Eastman, Finance Director
Re: Financial Reports for April, 2016

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 April 31, 2016. Ingersoll opened in October 2015 and I have not given you any reports to date. After 7 months of operation Ingersoll is operating in the black as you will see from the attached report and narrative below.

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, 2016.

Current Assets:

As of the end of March 2016 the total current assets of Ingersoll Turf Facility were \$53,122. These consisted of an interfund receivable of \$53,122, which means that the General Fund owes Ingersoll \$53,122 at the end of April.

Noncurrent Assets:

Ingersoll'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 April 30, 2016 was \$20,915.

Liabilities:

Ingersoll had accounts payable of \$120 as of April 30, 2016.

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 April 2016 are \$138,017. This revenue comes from the sponsorships, programs, rental income and batting cages.

The operating expenses for Ingersoll Turf Facility through April 2016 were \$64,100. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of April 2016 Ingersoll has an operating gain of \$73,917.

As of April 30, 2016 Norway Arena has an increase in net assets of \$73,917.

The budget to actual reports for revenue and expenditures, show that the revenue for FY16 , after 7 months is 64.21% of the budget and expenditures are at 35.88% of budget.

Statement of Net Assets
Ingersoll Turf Facility
April 30, 2016
Business-type Activities - Enterprise Fund

	April 30 2016	March 31 2016	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents	\$ -	\$ -	\$ -
Interfund receivables/payables	53,122	42,167	10,955
Accounts receivable		-	-
Total current assets	53,122	42,167	10,955
Noncurrent assets:			
Capital assets:			
Buildings	-	-	-
Equipment	20,915	20,915	-
Land improvements	-	-	-
Less accumulated depreciation	-	-	-
Total noncurrent assets	20,915	20,915	-
Total assets	74,037	63,082	10,955
LIABILITIES			
Accounts payable	\$ 120	\$ 211	\$ (91)
Total liabilities	120	211	(91)
NET ASSETS			
Invested in capital assets	\$ 20,915	\$ 20,915	\$ -
Unrestricted	\$ 53,002	\$ 41,956	\$ 11,046
Total net assets	\$ 73,917	\$ 62,871	\$ 11,046

CITY OF AUBURN, MAINE
Statement of Revenues, Expenses and Changes in Net Assets
Ingersoll Turf Facility
Business-type Activities - Enterprise Funds
Statement of Activities
April 30, 2016

	Ingersoll Turf Facility
Operating revenues:	
Charges for services	\$ 138,017
Operating expenses:	
Personnel	41,891
Supplies	1,086
Utilities	12,416
Repairs and maintenance	-
Rent	-
Depreciation	-
Capital expenses	-
Other expenses	8,707
Total operating expenses	64,100
Operating gain (loss)	73,917
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
Total nonoperating expense	-
Gain (Loss) before transfer	73,917
Transfers out	-
Change in net assets	73,917
Total net assets, July 1	-
Total net assets, April 30, 2016	\$ 73,917

CITY OF AUBURN, MAINE
REVENUES - INGERSOLL TURF FACILITY
Through April 30, 2016

REVENUE SOURCE	FY 2016 BUDGET	ACTUAL REVENUES THRU APR 2016	% OF BUDGET
CHARGE FOR SERVICES			
Sponsorship	\$ 15,000	\$ 7,135	47.57%
Batting Cages	\$ -	\$ 9,430	
Programs	\$ 8,640	\$ 45,085	521.82%
Rental Income	\$ 191,300	\$ 76,367	39.92%
TOTAL CHARGE FOR SERVICES	\$ 214,940	\$ 138,017	64.21%
INTEREST ON INVESTMENTS			
	\$ -		
GRAND TOTAL REVENUES	\$ 214,940	\$ 138,017	64.21%

CITY OF AUBURN, MAINE
EXPENDITURES - INGERSOLL TURF FACILITY
Through April 30, 2016

DESCRIPTION	ACTUAL		
	FY 2016 BUDGET	EXPENDITURES THRU APR 2016	% OF BUDGET
Salaries & Benefits	\$ 102,719	\$ 41,891	40.78%
Purchased Services	\$ 20,250	\$ 3,315	16.37%
Programs	\$ -	\$ 5,392	
Supplies	\$ 6,750	\$ 1,086	16.09%
Utilities	\$ 44,320	\$ 12,416	28.01%
Insurance Premiums	\$ 4,600	\$ -	0.00%
Capital Outlay	\$ -	\$ -	
	\$ 178,639	\$ 64,100	35.88%
GRAND TOTAL EXPENDITURES	\$ 178,639	\$ 64,100	35.88%