



City Council Meeting and Workshop

June 17, 2013

Agenda

5:30 P.M. Workshop

- A. Great Falls Balloon Festival Application – Clint Deschene (5 minutes)
- B. Special Amusement Permit Application for Eddy's Drive-in Diner, dba The Village Inn – Clint Deschene (5 minutes)
- C. Lead Grant – Reine Mynahan (10 minutes)
- D. CDBG Budget – Reine Mynahan (10 minutes)
- E. Ingersoll Enterprise Fund – Clint Deschene (10 minutes)
- F. State Revenue Update – Clint Deschene (10 minutes)
- G. School Budget Validation update – Clint Deschene (5 minutes)
- H. Northern Border Grant – Clint Deschene (5 Minutes)
- I. Community Planning & Development department Organization Chart – Clint Deschene (10 minutes)
- J. Executive Session - Discussion on Labor Negotiations (proposed MSEA contract) , pursuant to 1 M.R.S.A. §405(6)(D)

7:00 P.M. City Council Meeting

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.

II. Minutes

- May 23, 2013 Special Council Meeting

III. Reports

Mayor's Report

City Councilors' Reports

City Manager's Report

Finance Director, Jill Eastman

- May 2013 Monthly Finance Report

IV. Communications, Presentations and Recognitions

- First Citizens Fire Academy
- Letter from Dara Reimers, Owner of The Bread Shack, LLC
- Petition to Consolidate the City of Auburn with the City of Lewiston

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

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VI. Unfinished Business

1. Ordinance 05-06032013

Approving the newly proposed Flea Market license fee schedule (first reading).

2. Ordinance 06-06032013

Approving the newly proposed Peddlers license fee schedule (first reading).

3. Resolve 04-06032013

Supporting the Emergency Medical Services.

4. Ordinance 07-06032013

Approving the proposed ordinance amendment on alcoholic beverages at Mass Gatherings (first, second, and final readings).

5. Ordinance 08-06032013

Approving the proposed Forestry Board Ordinance (first reading).

6. Resolve 03-05202013

Adopting the City Budget for Fiscal Year 2014 (second and final reading).

VII. New Business

7. Order 45-06172013

Approving the Post Issuance Compliance and Monitoring Policy for Tax Exempt Obligations.

8. Ordinance 09-06172013

Approving the Flood Ordinance and Map Updates for 2013 National Flood Insurance Program (NFIP) Requirements (public hearing and first reading).

9. Order 46-06172013

Authorizing the City Manager to initiate a new 2 year agreement and to sign all necessary documents with Lewiston-Auburn Canoe and Kayaks and to reevaluate for a possible proposal process.

10. Order 47-06172013

Approving the Special Amusement Permit for Eddy's Drive-in Diner, dba The Village Inn.

VIII. Executive Session

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. Future Agenda/Workshop Items

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XI. 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 Council Workshop Information Sheet

City of Auburn

Council Workshop Date: June 17, 2013

Item A

Author: Sue Clements-Dallaire, City Clerk

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

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

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

Subject: 2013 Great Falls Balloon Festival

Information: This marks the 21st year for the Great Falls Balloon Festival. It is a 3 day community festival to be held August 16, 17, and 18. The event will include hot air balloons, and a variety of vendors and family entertainment in Lewiston and Auburn.

Financial: \$10,000 funded in the budget 9772

Action Requested at this Meeting: Discussion with recommendation from the City Manager to approve this request when this item is brought forth at the June 3rd City Council meeting.

Previous Meetings and History: Yearly event.

Attachments:

Application
2012 Event Cost Report

*Agenda items are not limited to these categories.



CITY OF AUBURN Special Event Application

(Outdoor events 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.

Application Date 3/31/13

SPONSOR INFORMATION

Name of Sponsoring Organization: Great Falls Balloon Festival

Name of Contact Person for Event: Mell Hamlyn

Title of Contact Person: Treasurer

Mailing Address: PO Box 304 Auburn, ME 04211

Daytime Telephone: 240.5931 Cell Phone: 240.5931

Email Address: Hamlyn3@aol.com

Contact Name and Cell Phone Number DURING the Event: Mell Hamlyn 240.5931

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

Non-Profit Number: 01.0480485

EVENT INFORMATION

Name of Event: Great Falls Balloon Festival

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

Date of Event: 8/16, 17, 18 Rain Date: none

Times of Event: Start Time including set-up: 8/16 Ending time including clean up: 8/19

Actual Event Start Time: 5 pm. 8/16 Actual Event End Time: 8 pm. 8/18

Estimated Attendance: 100,000 +

Location of Event: Festival Plaza / Simard Payne Park

Have you held an event at this location within the last 12 months? Yes X 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 X Date submitted to the Recreation Department: 3/31

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.	✓		
Separate fee and permit possible	FOOD – Will food or beverages be sold? If yes, list what types of food or beverages: <u>Menu TBD</u> Note - A food service license may be required and must be submitted 14 days prior to the event.	✓		
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>Souvenirs</u> Note - A peddler permit may be required and must be submitted 14 days prior to the event.	✓		
N/A	LIVE MUSIC – Will there be any outdoor musical performances? If yes, please describe: <u>performers on stage at Festival Plaza</u>	✓		
N/A	SOUND AMPLIFICATION – Will there be a microphone or speaker system to project sound?	✓		
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. <u>Planned location is Leaviston at this time</u>		✓	
Separate fee and permit required	FIREWORKS – Will there be a fireworks display? If yes, a permit from the Fire Department is required.		✓	
N/A	PARADE – Will there be a parade? If yes, describe route: <u>Spring St (line-up area) down Court St to Longley Bridge</u> Note - A permit from the Police Department is required.	✓		
N/A	RUN/WALK/CYCLE – Will event involve participants doing a walk-a-thon, road race, etc? If yes, describe route:		✓	
Separate permit required	BURN PERMIT – Will there be any open flame such as a bon fire? If yes, describe activity: Note - A permit from the Fire Department is required.		✓	

N/A	TENT/CANOPY – Will you be setting up a tent or canopy? If yes, list number and sizes: 20 x 10 for food vendors on Main St.	✓		
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? Equipment is powered off electrical panel provided by the city - installed by licensed electrician	✓		
N/A	ROAD/INTERSECTION CLOSURE – Will any roads need to be closed to accommodate your event? If yes, please list: Court St. for Parade - Main St Friday @ noon to Sunday @ 8pm	✓		
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 <u>mandatory</u> requirement for this application and must be included. Ex. C	✓		
N/A	PARKING ACCOMODATIONS – What will be the anticipated need for parking and what is your parking plan? Parking Garages in Lewiston	✓		
N/A	TOILETS – Please list amount at event and/or nearest location: Festival Plaza - 5 porta potties	✓		
N/A	WASTE DISPOSAL – Please list process and location: Lewiston provides dumpster -	✓		
N/A	HAND WASHING FACILITIES – Please list amount at event and/or nearest location: 2 Hand washing facilities	✓		
N/A	POTABLE WATER – Please list amount at event and location: Hauled in as needed.	✓		
N/A	FIRST AID FACILITIES – Please list location at event: In Camper	✓		
\$	TOTAL FEE AMOUNT INCLUDED – Checks payable to the <u>City of Auburn</u>			

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

Hot Air Balloons - craft & trade vendors -
 Non profit orgs selling food - music & entertainment.

Signature of Applicant:

Printed Name:

Date Submitted:

Mell Hamlyn

Mell Hamlyn

3/31/13

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: _____

CITY OF AUBURN
CHARITABLE FUNDING APPLICATION
APPLICATION DEADLINE: MARCH 1

To discuss what is needed in this form, contact the City Clerk, 207-333-6601

Date of Application: 4/1/13

LICENSEE: Great Falls Balloon Festival Telephone: 207-240-5931
(Person or Organization Name)

Address: PO Box 304 City: Auburn State: ME

Email: Hamlyn3@aol.com

If organization: name, address, telephone number of authorized representative.

Is your organization incorporated as a nonprofit organization? YES NO

Nonprofit number: 01-0480485

Description of Event 3 day festival for the community
highlighting hot air balloons, family entertainment,
Craft & trade tables

Purpose of Event? (i.e. fundraising, profit-making)
Fundraising for 30+ local non-profit organizations
& community enrichment.

Event location: Festival Plaza - Aub. Event dates: 8/16, 17 + 18, 2013
Simard Payne Park - Lew.

Anticipated Attendance (estimate) 100,000+

Admission Fee/Donation? Yes No If Yes, specify amount \$ _____

Describe the economic benefit provided to the City? Area businesses receive an
increase in business / City of Auburn is highlighted.

Are you requesting a cash donation? If yes, How much? No
 Include itemized cost of your event and provide explanation below.

CATEGORY	DESCRIPTION/COST	TOTAL
Personnel (rate, # of hours)		
Supplies (list supply items)	See Attached Financials for	
Equipment (list equipment)	Detail - Ex A.	
Other		
Totals		

Other non-city contributions made to this event, please itemize below:

See Attached Financials - Ex A

Does your application require any in-kind support from the City relative to city properties, resources, assets or departments? If yes, please have your application reviewed by the applicable City staff to ensure the value of the City's in-kind support.

If you are seeking in-kind services from the city, you must contact each department to verify that the department will or will not be required to service the event. Please provide details as to level of service and cost of each department's in-kind services . (Use separate sheet, if necessary.)

DEPARTMENTS	CITY IN-KIND REQUEST	AMOUNT	TOTAL
City Clerk – (207)333-6601 ext. 1126	none needed	-0-	-0-
Sanitarian CEO – (207)333-6601 ext. 1162	Personnel	\$ 100	\$ 100
Fire- Inspector (207)333-6601 ext. 2088	none needed	-0-	-0-
Police – Support (207)333- 6601 ext. 2057	Personnel, Equipment	\$ 4,500	\$ 4,500

Public Works – (207)333-6601 ext. 2155	Personnel, Supplies, Equip	* 5,012	* 5,012
Recreation – (207)333-6601 ext. 2108	Personnel	* 160	* 160
Other			
TOTAL		* 9,772	* 9,772

Other non-city contributions, please itemize below:

See Attached financials - Ex A.

Other information pertinent to your application: 2013 will be the 21st Festival.

IN ADDITION, PLEASE BE SURE TO INCLUDE THE FOLLOWING INFORMATION WITH YOUR APPLICATION IN ORDER TO HAVE YOUR GRANT REQUEST CONSIDERED:

- Financial statements from the previous event or fiscal year.
- A budget for the upcoming fiscal year or event.
- Attach information pertaining to evaluation criteria.
- If this event occurred last year, was the event a financial success? If not, why not? (You must attach financial statements to this application.)
- If this event occurred last year, describe how the event met your projections and expectations?

DECLARATION

We, the undersigned, declare that we have been authorized to file this report and that to the best of our knowledge, all answers provided in the report, as well as all the information contained in the documents and materials attached to it, are true and complete.

Signature: Mell Hamlyn Print name: Mell Hamlyn
Title: Treasurer Date: 3/31/13
Phone #: 240.5931 Email: Hamlyn3@aol.com

PLEASE ATTACH COPIES OF MARKETING/ADVERTISING/PROMOTIONAL MATERIALS ACKNOWLEDGING THE SUPPORT OF THE MUNICIPALITY FOR THE EVENT, SERVICE, ACTIVITY FOR WHICH FUNDING WAS RECEIVED FROM THE CITY.

TO BE RECEIVED BY THE CITY CLERK NO LATER THAN MARCH 1st

Mail or deliver to clerk's office:

City Clerk
Non-Profit Funding Application
Auburn Hall
60 Court Street
Auburn, Maine 04210

Or email as a pdf file to: sdallaire@auburnmaine.gov

Great Falls Balloon Festival, Inc
Profit & Loss
 January through December 2012

	<u>Jan - Dec 12</u>
Ordinary Income/Expense	
Income	
Sponsors - Balloon & Festival	
Fan of the Festival	1,150.00
Corporate Sponsors	14,975.00
Balloon Sponsors	5,850.00
Underwriters	12,300.00
Total Sponsors - Balloon & Festival	<u>34,275.00</u>
Activities	
Carnival	9,815.00
Children's Area	796.67
Climbing Wall	1,300.00
Rotary Duck Race	1,153.20
Balloon Envelope	175.00
Total Activities	<u>13,239.87</u>
Ballooning	
Corporate Balloons	0.00
Balloon Rides	
Balloon Ride Refunds	-1,600.00
Balloon Rides - Other	33,140.00
Total Balloon Rides	<u>31,540.00</u>
Tethered/Walk Thr	310.00
Free Flight	3,675.00
Total Ballooning	<u>35,525.00</u>
Food Vendors	
7.5% Fee	12,992.73
Fixed Fee	9,715.00
Food Vendor %	0.00
Total Food Vendors	<u>22,707.73</u>
Tent Income	17,505.00
Souvenirs	8,148.00
Parking	8,013.66
Interest Income	2.47
Total Income	<u>140,416.73</u>
Expense	
Parade	448.77
Business After Hours	1,250.00
Miscellaneous Expense	1,288.99
Activities Expense	
Family Fun Day	860.00
Children's Area	475.00
Photo Contest Expense	400.00
Total Activities Expense	<u>1,735.00</u>
Advertising	650.00
Ballooning - Special Shapes	10,450.00
Bank and Credit Card Fees	1,282.48
Clothing	
Pins	
Souvenir	689.55
Total Pins	<u>689.55</u>
T-Shirts and Sweatshirts	
Board	1,218.68
Souvenir	3,623.49
Committee & Volunteers	1,270.75
Total T-Shirts and Sweatshirts	<u>6,112.92</u>
Total Clothing	<u>6,802.47</u>

12/31/12 P+L

1:20 AM
 03/01/13
 Accrual Basis

Great Falls Balloon Festival, Inc
Profit & Loss
 January through December 2012

	<u>Jan - Dec 12</u>
Dues & Licenses	661.48
Electrical	
Electrical Supplies	845.91
Total Electrical	845.91
Entertainers	15,925.00
Flights	
Underwriter flights	3,325.00
Sponsor Flights	7,350.00
Passenger Rides	28,875.00
Media Flights	2,975.00
Flights - Other	175.00
Total Flights	42,700.00
Hotels	6,297.70
Insurance	6,036.00
Legal & Accounting	60.00
Meals	
Funny Money	924.00
Set Up Crew	705.90
Total Meals	1,629.90
Parking Expenses	500.00
Pilot Expenses	
Pilot Brunch	711.20
Pilot Packs	1,346.70
Total Pilot Expenses	2,057.90
Printing & Postage	181.41
Propane	9,022.18
Rentals	
Scaffolding	176.00
Generator Rental	2,003.25
Light Towers	2,177.22
Auto Rental	110.00
Total Rentals	4,466.47
Sales Tax	366.75
Sanitation	4,655.00
Security	4,032.00
Signs	976.50
Sponsorships	
Marketing	793.36
Postage	116.00
Total Sponsorships	909.36
Sound System	4,400.00
Supplies	983.22
Technical Production Services	8,700.00
Telephone	673.34
Tent	1,660.32
Transportation	38.87
Trash	1,375.00
Website	650.00
Total Expense	143,712.02
Net Ordinary Income	-3,295.29
Net Income	-3,295.29

12/31/12 P&L

A-2/1

Great Falls Balloon Festival, Inc
Profit & Loss by Class
January through December 2012

Ordinary Income/Expenses	Activities	Ballooning	Entertainment	Family Fun Day	General	Logistics	Non-profit Vendors	Parade	Souvenirs	Sponsorship	Tent/Trade and Craft	TOTAL
Income												
Sponsors - Balloon & Festival												
Fan of the Festival	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	0.00	1,200.00
Corporate Sponsors	0.00	0.00	1,875.00	0.00	0.00	0.00	0.00	0.00	0.00	13,900.00	0.00	14,875.00
Balloon Sponsors	0.00	1,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,800.00	0.00	5,900.00
Underwriters	0.00	650.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,650.00	0.00	12,300.00
Total Sponsors - Balloon & Festival	0.00	1,850.00	1,875.00	0.00	0.00	0.00	0.00	0.00	0.00	30,450.00	0.00	34,275.00
Activities												
Carnival	3,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,800.00
Children's Area	0.00	0.00	0.00	0.00	0.00	0.00	800.00	0.00	0.00	0.00	0.00	800.00
Climbing Hill	1,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,300.00
Rotary Duck Race	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Balloon Envelope	0.00	175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00
Total Activities	12,300.00	175.00	0.00	0.00	0.00	0.00	800.00	0.00	0.00	0.00	0.00	13,275.00
Ballooning												
Balloon Rides - Other	0.00	33,000.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	33,002.00
Total Balloon Rides	0.00	32,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,000.00
Entertainment												
Tahereh/Malk Th	0.00	\$10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
Comped Flight	0.00	3,875.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,875.00
Total Entertainment	0.00	35,995.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,995.00
Family Fun Day												
7.5% Fee	0.00	0.00	0.00	0.00	0.00	0.00	13,000.00	0.00	0.00	0.00	0.00	13,000.00
Fixed Fee	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00
Food Vendor %	0.00	0.00	0.00	0.00	0.00	0.00	23,000.00	0.00	0.00	0.00	0.00	23,000.00
Total Family Fun Day	0.00	0.00	0.00	0.00	0.00	0.00	46,000.00	0.00	0.00	0.00	0.00	46,000.00
General												
Tent/Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,000.00	18,000.00
Souvenirs	0.00	0.00	0.00	0.00	0.00	0.00	8,200.00	0.00	0.00	0.00	0.00	8,200.00
Parking	0.00	0.00	0.00	0.00	0.00	0.00	9,600.00	0.00	0.00	0.00	0.00	9,600.00
Interest/Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total General	0.00	0.00	0.00	0.00	0.00	0.00	17,800.00	0.00	0.00	0.00	0.00	17,800.00
Logistics												
Total Logistics	0.00	30,110.00	1,875.00	0.00	3.00	0.00	33,400.00	0.00	0.00	30,450.00	18,000.00	142,338.00
Parade												
Parade	0.00	0.00	0.00	0.00	0.00	0.00	450.00	0.00	0.00	0.00	0.00	450.00
Business After Hours	0.00	0.00	0.00	0.00	1,250.00	0.00	0.00	0.00	0.00	0.00	0.00	1,250.00
Miscellaneous Expense	0.00	0.00	1,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,300.00
Souvenirs												
Activities Expense	320.00	0.00	0.00	660.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,180.00
Family Fun Day	475.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	475.00
Children's Area	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
Photo Contest Expense	1,195.00	0.00	0.00	860.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,055.00
Sponsorship												
Advertising	0.00	0.00	0.00	0.00	650.00	0.00	0.00	0.00	0.00	0.00	0.00	650.00
Ballooning - Special Shoppers	0.00	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00
Bank and Credit Card Fees	0.00	0.00	0.00	0.00	1,300.00	0.00	0.00	0.00	0.00	0.00	0.00	1,300.00
Tent/Trade and Craft												
Pins	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00	0.00	350.00
Souvenir	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00	0.00	350.00
Activities												
T-Shirts and Sweatshirts	0.00	0.00	0.00	0.00	150.00	0.00	0.00	0.00	0.00	30.00	0.00	180.00
Bead	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	470.00	0.00	470.00
Souvenir	0.00	1,000.00	0.00	0.00	75.00	150.00	0.00	0.00	4,000.00	0.00	0.00	3,725.00
Communie & Volunteers	0.00	1,000.00	0.00	0.00	875.00	150.00	0.00	0.00	3,720.00	0.00	0.00	2,275.00
Total T-Shirts and Sweatshirts	0.00	1,000.00	0.00	0.00	875.00	150.00	0.00	0.00	3,720.00	420.00	0.00	6,175.00
General												
Total Clothing	0.00	1,000.00	0.00	0.00	875.00	150.00	0.00	0.00	4,090.00	780.00	0.00	6,865.00

B-1/2

Great Falls Balloon Festival, Inc
Profit & Loss by Class
January through December 2012


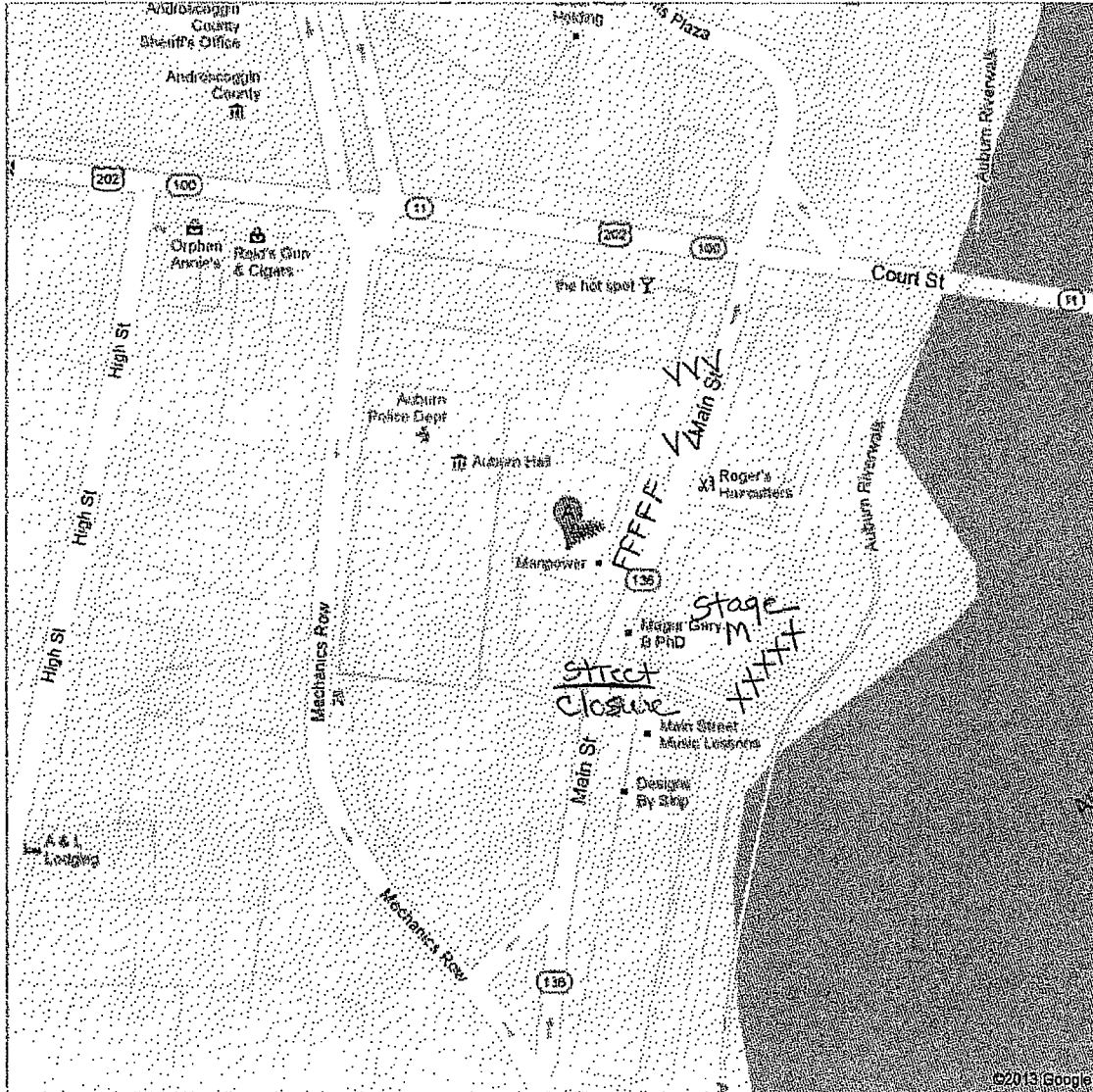
	Activities	Ballooning	Entertainment	Family Fun Day	General	Lapatics	Non-profit Vendors	Parade	Souvenirs	Sponsorship	Tent, Trade and Craft	TOTAL
Dues & Licenses	0.00	0.00	525.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	655.00
Electrical	0.00	0.00	0.00	0.00	0.00	650.00	0.00	0.00	0.00	0.00	0.00	650.00
Electrical Supplies	0.00	0.00	0.00	0.00	0.00	650.00	0.00	0.00	0.00	0.00	0.00	650.00
Total Electrical	0.00	0.00	0.00	0.00	0.00	650.00	0.00	0.00	0.00	0.00	0.00	650.00
Entertainers	0.00	0.00	18,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,000.00
Flights	0.00	3,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,400.00
Underwater flights	0.00	7,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,400.00
Sponsor Flights	0.00	28,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,000.00
Passenger Rides	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
Media Flights	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Flights - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Flights	0.00	41,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41,800.00
Hotels	0.00	6,400.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,500.00
Insurance	0.00	0.00	0.00	0.00	6,200.00	0.00	0.00	0.00	0.00	0.00	0.00	6,200.00
Legal & Accounting	0.00	0.00	0.00	0.00	80.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
Meals	0.00	0.00	220.00	0.00	250.00	450.00	0.00	0.00	0.00	0.00	0.00	920.00
Fanny Money	0.00	0.00	0.00	0.00	0.00	725.00	0.00	0.00	0.00	0.00	0.00	725.00
Set Up Crew	0.00	0.00	0.00	0.00	230.00	1,175.00	0.00	0.00	0.00	0.00	0.00	1,680.00
Total Meals	0.00	0.00	220.00	0.00	230.00	1,175.00	0.00	0.00	0.00	0.00	0.00	1,680.00
Parking Expenses	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	500.00
Pilot Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pilot Bonush	0.00	725.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	725.00
Pilot Packs	0.00	1,350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,350.00
Total Pilot Expenses	0.00	2,075.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,075.00
Printing & Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	200.00
Propene	0.00	4,200.00	0.00	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	9,200.00
Rentals	0.00	0.00	175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00
Scaffolding	0.00	0.00	0.00	0.00	0.00	2,025.00	0.00	0.00	0.00	0.00	0.00	2,025.00
Generator Rental	0.00	0.00	0.00	0.00	0.00	2,400.00	0.00	0.00	0.00	0.00	0.00	2,400.00
Light Towers	0.00	110.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.00
Auto Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Rentals	0.00	110.00	0.00	0.00	0.00	4,425.00	0.00	0.00	0.00	0.00	0.00	4,710.00
Rates Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	375.00	0.00	0.00	375.00
Sanitation	0.00	0.00	0.00	0.00	0.00	4,700.00	0.00	0.00	0.00	0.00	0.00	4,700.00
Security	0.00	0.00	0.00	0.00	0.00	2,650.00	0.00	0.00	0.00	0.00	1,500.00	4,150.00
Signs	0.00	0.00	0.00	0.00	0.00	0.00	800.00	0.00	0.00	475.00	0.00	1,075.00
Sponsorships	0.00	0.00	0.00	0.00	225.00	0.00	0.00	0.00	0.00	600.00	0.00	825.00
Marketing	0.00	0.00	0.00	0.00	125.00	0.00	0.00	0.00	0.00	0.00	0.00	125.00
Package	0.00	0.00	0.00	0.00	350.00	0.00	0.00	0.00	0.00	600.00	0.00	950.00
Total Sponsorships	0.00	0.00	0.00	0.00	350.00	0.00	0.00	0.00	0.00	600.00	0.00	950.00
Sound System	0.00	0.00	4,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,400.00
Supplies	0.00	0.00	100.00	0.00	0.00	925.00	0.00	0.00	0.00	0.00	0.00	1,025.00
Technical Production Services	0.00	0.00	0.00	0.00	0.00	6,700.00	0.00	0.00	0.00	0.00	0.00	6,700.00
Telephone	0.00	0.00	0.00	0.00	880.00	0.00	0.00	0.00	0.00	0.00	0.00	880.00
Tent	0.00	0.00	0.00	0.00	0.00	1,750.00	0.00	0.00	0.00	0.00	0.00	1,750.00
Transportation	0.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	50.00
Trash	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
Vehicle	0.00	0.00	0.00	0.00	850.00	0.00	0.00	0.00	0.00	0.00	0.00	850.00
Total Expense	0.00	0.00	22,620.00	890.00	12,570.00	24,825.00	8,235.00	450.00	4,455.00	2,035.00	1,500.00	142,320.00
Net Ordinary Income	11,105.00	-25,473.00	-20,945.00	-890.00	-12,597.00	-24,825.00	25,175.00	-450.00	3,745.00	28,415.00	-18,500.00	-18.00

B-2/2



Address 95 Main St
Auburn, ME 04210

Get Google Maps on your phone
Text the word "GMAPS" to 466453

- X = porta potties
- F = food booth (10x20)
- M = music + entertainment
- V = Craft + trade vendors

C-1

EVENT	City Clerk		Public Works		Fire		Code		Electrical		Police		Parks & Rec		City Mgr		ITC		TOTAL	
Personnel (staffing - inspections)			2.5	\$ 52.00							6	\$ 212.40							8.5	\$ 264.40
Supplies (printing, posters, signs)			67	\$ 1,005.00							0								67	\$ 1,005.00
Equipment (vehicles, cones, recepticals)			1.5	\$ 32.00							86	\$ 1,290.00							87.5	\$ 1,322.00
Admin (meetings, planning, website, alerts)											4	\$ 141.60							4	\$ 141.60
TOTAL	0	\$ -	71	\$ 1,089.00	0	\$ -	0	\$ -	0	\$ -	96	\$ 1,644.00	0	\$ -	0	\$ -	0	\$ -	167	\$ 2,733.00
NATIONAL NIGHT OUT	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Personnel (staffing - inspections)			16	\$ 380.00					2	\$ 93.36									18	\$ 473.36
Supplies (printing, posters, signs)			63	\$ 945.00															63	\$ 945.00
Equipment (vehicles, cones, recepticals)			5.5	\$ 118.00									4	\$ 60.00					9.5	\$ 178.00
Admin (meetings, planning, website, alerts)													1	\$ 20.86					1	\$ 20.86
TOTAL	0	\$ -	84.5	\$ 1,443.00	0	\$ -	0	\$ -	2	\$ 93.36	0	\$ -	5	\$ 80.86	0	\$ -	0	\$ -	91.5	\$ 1,617.22
BALLOON FESTIVAL	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Personnel (staffing - inspections)			63	\$ 1,419.00			6	\$ 167.88	4	\$ 124.48	148	\$ 5,239.20							221	\$ 6,950.56
Supplies (printing, posters, signs)			82	\$ 1,230.00															82	\$ 1,230.00
Equipment (vehicles, cones, recepticals)			63	\$ 2,363.00							30	\$ 450.00	8	\$ 120.00					101	\$ 2,933.00
Admin (meetings, planning, website, alerts)							2	\$ 55.96	2	\$ 62.24	5	\$ 177.00	2	\$ 41.72					11	\$ 336.92
TOTAL	0	\$ -	208	\$ 5,012.00	0	\$ -	8	\$ 223.84	6	\$ 186.72	183	\$ 5,866.20	10	\$ 161.72	0	\$ -	0	\$ -	415	\$ 11,450.48
TRIPLE CROWN - 5K BRIDGE RUN	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Personnel (staffing - inspections)			1.5	\$ 53.28							6	\$ 212.40							7.5	\$ 265.68
Supplies (printing, posters, signs)			75	\$ 1,125.00															75	\$ 1,125.00
Equipment (vehicles, cones, recepticals)			1.5	\$ 24.75							81	\$ 1,215.00	2	\$ 30.00					84.5	\$ 1,269.75
Admin (meetings, planning, website, alerts)											10	\$ 354.00							10	\$ 354.00
TOTAL	0	\$ -	78	\$ 1,203.03	0	\$ -	0	\$ -	0	\$ -	97	\$ 1,781.40	2	\$ 30.00	0	\$ -	0	\$ -	177	\$ 3,014.43
DEMPSEY CHALLENGE	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Personnel (staffing - inspections)			13.5	\$ 337.00							90	\$ 3,186.00							103.5	\$ 3,523.00
Supplies (printing, posters, signs)			220	\$ 3,300.00															220	\$ 3,300.00
Equipment (vehicles, cones, recepticals)			8	\$ 200.00							90	\$ 1,350.00							98	\$ 1,550.00
Admin (meetings, planning, website, alerts)											15	\$ 531.00	2	\$ 41.72					17	\$ 572.72
TOTAL	0	\$ -	241.5	\$ 3,837.00	0	\$ -	0	\$ -	0	\$ -	195	\$ 5,067.00	2	\$ 41.72	0	\$ -	0	\$ -	438.5	\$ 8,945.72
HALLOWEEN - NEW AUBURN	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Personnel (staffing - inspections)			2	\$ 50.00							5	\$ 177.00							7	\$ 227.00
Supplies (printing, posters, signs)			45	\$ 675.00															45	\$ 675.00
Equipment (vehicles, cones, recepticals)			2	\$ 50.00							25	\$ 375.00							27	\$ 425.00
Admin (meetings, planning, website, alerts)																			0	\$ -
TOTAL	0	\$ -	49	\$ 775.00	0	\$ -	0	\$ -	0	\$ -	30	\$ 552.00	0	\$ -	0	\$ -	0	\$ -	79	\$ 1,327.00
VETERAN'S DAY PARADE	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Personnel (staffing - inspections)																			0	\$ -
Supplies (printing, posters, signs)																			0	\$ -
Equipment (vehicles, cones, recepticals)																			0	\$ -
Admin (meetings, planning, website, alerts)																			0	\$ -
TOTAL	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
FESTIVAL OF LIGHTS	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Personnel (staffing - inspections)			18.5	\$ 380.00					3	\$ 140.04	12	\$ 424.80							33.5	\$ 944.84
Supplies (printing, posters, signs)			80	\$ 1,200.00															80	\$ 1,200.00
Equipment (vehicles, cones, recepticals)			3	\$ 75.00							12	\$ 180.00	8	\$ 120.00					23	\$ 375.00
Admin (meetings, planning, website, alerts)									2	\$ 62.24	11	\$ 389.40							13	\$ 451.64
TOTAL	0	\$ -	101.5	\$ 1,655.00	0	\$ -	0	\$ -	5	\$ 202.28	35	\$ 994.20	8	\$ 120.00	0	\$ -	0	\$ -	149.5	\$ 2,971.48
HOLIDAY EVENT - NEW AUBURN	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Personnel (staffing - inspections)											2	\$ 70.80							2	\$ 70.80
Supplies (printing, posters, signs)																			0	\$ -
Equipment (vehicles, cones, recepticals)											1	\$ 15.00	2	\$ 30.00					3	\$ 45.00
Admin (meetings, planning, website, alerts)											2	\$ 70.80							2	\$ 70.80
TOTAL	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	5	\$ 156.60	2	\$ 30.00	0	\$ -	0	\$ -	7	\$ 186.60
Banner Installation - Multiple Events	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Personnel (staffing - inspections)			44	\$ 912.00															44	\$ 912.00

EVENT	City Clerk		Public Works		Fire		Code		Electrical		Police		Parks & Rec		City Mgr		ITC		TOTAL	
Supplies (printing, posters, signs)			0	\$ -															0	\$ -
Equipment (vehicles, cones, recepticals)			23	\$ 1,243.00															23	\$ 1,243.00
Admin (meetings, planning, website, alerts)			4	\$ 200.00															4	\$ 200.00
TOTAL	0	\$ -	71	\$ 2,355.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	71	\$ 2,355.00
Voting	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Personnel (staffing - inspections)			139.5	\$ 2,732.00							20	\$ 708.00							159.5	\$ 3,440.00
Supplies (printing, posters, signs)			6	\$ 240.00															6	\$ 240.00
Equipment (vehicles, cones, recepticals)			18	\$ 297.00							16	\$ 240.00							34	\$ 537.00
Admin (meetings, planning, website, alerts)																			0	\$ -
TOTAL	0	\$ -	163.5	\$ 3,269.00	0	\$ -	0	\$ -	0	\$ -	36	\$ 948.00	0	\$ -	0	\$ -	0	\$ -	199.5	\$ 4,217.00
Teen Traffic Safety EVENT	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Personnel (staffing - inspections)			1	\$ 28.00							8	\$ 283.20							9	\$ 311.20
Supplies (printing, posters, signs)			30	\$ 450.00															30	\$ 450.00
Equipment (vehicles, cones, recepticals)			1	\$ 16.50							8	\$ 120.00							9	\$ 136.50
Admin (meetings, planning, website, alerts)																			0	\$ -
TOTAL	0	\$ -	32	\$ 494.50	0	\$ -	0	\$ -	0	\$ -	16	\$ 403.20	0	\$ -	0	\$ -	0	\$ -	48	\$ 897.70
AWPA Week EVENT -	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Personnel (staffing - inspections)			12	\$ 224.00															12	\$ 224.00
Supplies (printing, posters, signs)																			0	\$ -
Equipment (vehicles, cones, recepticals)			14	\$ 669.00															14	\$ 669.00
Admin (meetings, planning, website, alerts)																			0	\$ -
TOTAL	0	\$ -	26	\$ 893.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	26	\$ 893.00
PD Bike Safety EVENT -	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Personnel (staffing - inspections)			1.5	\$ 26.91							10	\$ 354.00							11.5	\$ 380.91
Supplies (printing, posters, signs)			63	\$ 945.00								\$ 500.00							63	\$ 1,445.00
Equipment (vehicles, cones, recepticals)			0.75	\$ 12.38							2	\$ 30.00							2.75	\$ 42.38
Admin (meetings, planning, website, alerts)																			0	\$ -
TOTAL	0	\$ -	65.25	\$ 984.29	0	\$ -	0	\$ -	0	\$ -	12	\$ 884.00	0	\$ -	0	\$ -	0	\$ -	77.25	\$ 1,868.29
New Auburn American Legion -	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Personnel (staffing - inspections)			4	\$ 66.00															4	\$ 66.00
Supplies (printing, posters, signs)			35	\$ 525.00															35	\$ 525.00
Equipment (vehicles, cones, recepticals)			2	\$ 44.00															2	\$ 44.00
Admin (meetings, planning, website, alerts)																			0	\$ -
TOTAL	0	\$ -	41	\$ 635.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	41	\$ 635.00
Municipal Beach Yard sale-	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Personnel (staffing - inspections)			2	\$ 50.00															2	\$ 50.00
Supplies (printing, posters, signs)			45	\$ 675.00															45	\$ 675.00
Equipment (vehicles, cones, recepticals)			1	\$ 25.00															1	\$ 25.00
Admin (meetings, planning, website, alerts)																			0	\$ -
TOTAL	0	\$ -	48	\$ 750.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	48	\$ 750.00
Great Falls Carnival	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Personnel (staffing - inspections)			6	\$ 146.00							10	\$ 354.00							16	\$ 500.00
Supplies (printing, posters, signs)																			0	\$ -
Equipment (vehicles, cones, recepticals)			5	\$ 158.00															5	\$ 158.00
Admin (meetings, planning, website, alerts)											10	\$ 354.00							10	\$ 354.00
TOTAL	0	\$ -	11	\$ 304.00	0	\$ -	0	\$ -	0	\$ -	20	\$ 708.00	0	\$ -	0	\$ -	0	\$ -	31	\$ 1,012.00
River CleanUP Per Mayor	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Personnel (staffing - inspections)			4	\$ 80.00															4	\$ 80.00
Supplies (printing, posters, signs)																			0	\$ -
Equipment (vehicles, cones, recepticals)			4	\$ 132.00															4	\$ 132.00
Admin (meetings, planning, website, alerts)																			0	\$ -
TOTAL	0	\$ -	8	\$ 212.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	8	\$ 212.00
ELHS Football Games -	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Personnel (staffing - inspections)			4	\$ 100.00															4	\$ 100.00
Supplies (printing, posters, signs)			30	\$ 450.00															30	\$ 450.00

EVENT	City Clerk		Public Works		Fire		Code		Electrical		Police		Parks & Rec		City Mgr		ITC		TOTAL	
Equipment (vehicles, cones, recepticals)			2	\$ 50.00															2	\$ 50.00
Admin (meetings, planning, website, alerts)											10	\$ 354.00							10	\$ 354.00
TOTAL	0	\$ -	36	\$ 600.00	0	\$ -	0	\$ -	0	\$ -	10	\$ 354.00	0	\$ -	0	\$ -	0	\$ -	46	\$ 954.00
Strut Your Mutt EVENT -	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Personnel (staffing - inspections)			2	\$ 50.00															2	\$ 50.00
Supplies (printing, posters, signs)			30	\$ 450.00															30	\$ 450.00
Equipment (vehicles, cones, recepticals)			2	\$ 50.00															2	\$ 50.00
Admin (meetings, planning, website, alerts)																			0	\$ -
TOTAL	0	\$ -	34	\$ 550.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	34	\$ 550.00
911 Ceremony	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Personnel (staffing - inspections)			17.5	\$ 684.00															17.5	\$ 684.00
Supplies (printing, posters, signs)			1	\$ 445.00															1	\$ 445.00
Equipment (vehicles, cones, recepticals)			13.5	\$ 636.00															13.5	\$ 636.00
Admin (meetings, planning, website, alerts)																			0	\$ -
TOTAL	0	\$ -	32	\$ 1,765.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	32	\$ 1,765.00
Rollys Cruise Nite	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Personnel (staffing - inspections)			4	\$ 100.00							2	\$ 70.80							6	\$ 170.80
Supplies (printing, posters, signs)			2	\$ 60.00															2	\$ 60.00
Equipment (vehicles, cones, recepticals)			4	\$ 100.00							2	\$ 30.00							6	\$ 130.00
Admin (meetings, planning, website, alerts)																			0	\$ -
TOTAL	0	\$ -	10	\$ 260.00	0	\$ -	0	\$ -	0	\$ -	4	\$ 100.80	0	\$ -	0	\$ -	0	\$ -	14	\$ 360.80
AVCOG Med collection Night	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Personnel (staffing - inspections)			3.5	\$ 87.50							30	\$ 1,062.00							33.5	\$ 1,149.50
Supplies (printing, posters, signs)			38	\$ 570.00															38	\$ 570.00
Equipment (vehicles, cones, recepticals)			2	\$ 50.00															2	\$ 50.00
Admin (meetings, planning, website, alerts)											40	\$ 1,416.00							40	\$ 1,416.00
TOTAL	0	\$ -	43.5	\$ 707.50	0	\$ -	0	\$ -	0	\$ -	70	\$ 2,478.00	0	\$ -	0	\$ -	0	\$ -	113.5	\$ 3,185.50
ST Doms walking EVENT	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Personnel (staffing - inspections)			1.5	\$ 38.00							1	\$ 35.40							2.5	\$ 73.40
Supplies (printing, posters, signs)			77	\$ 1,155.00															77	\$ 1,155.00
Equipment (vehicles, cones, recepticals)			1.5	\$ 38.00							1	\$ 15.00							2.5	\$ 53.00
Admin (meetings, planning, website, alerts)																			0	\$ -
TOTAL	0	\$ -	80	\$ 1,231.00	0	\$ -	0	\$ -	0	\$ -	2	\$ 50.40	0	\$ -	0	\$ -	0	\$ -	82	\$ 1,281.40
ST Doms	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Personnel (staffing - inspections)																			0	\$ -
Supplies (printing, posters, signs)																			0	\$ -
Equipment (vehicles, cones, recepticals)																			0	\$ -
Admin (meetings, planning, website, alerts)																			0	\$ -
TOTAL	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
EVENT	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Personnel (staffing - inspections)			2	\$ 50.00															2	\$ 50.00
Supplies (printing, posters, signs)			15	\$ 225.00															15	\$ 225.00
Equipment (vehicles, cones, recepticals)			2	\$ 50.00															2	\$ 50.00
Admin (meetings, planning, website, alerts)																			0	\$ -
TOTAL	0	\$ -	19	\$ 325.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	19	\$ 325.00
GRAND TOTAL	0	\$ -	2908.75	\$ 62,293.32	0	\$ -	12.5	\$ 349.75	19	\$ 715.76	1140	\$ 29,350.40	37	\$ 602.02	0	\$ -	0	\$ -	4117.25	\$ 93,311.25



City Council Workshop Information Sheet

City of Auburn

Council Workshop Date: June 17, 2013

Item B

Author: Sue Clements-Dallaire, City Clerk

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

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

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

Subject: Special Amusement Permit – Eddy’s Drive-in Diner, DBA The Village Inn

Information: The Village Inn is requested a Special Amusement Permit. They would like to hold a Lobster Bake Event to kick off a summer long celebration of the family’s 50th year in business at their current location. They would like to provide entertainment (live bands) during the event and will be required to have a Special Amusement Permit in order to do so. This requires a public hearing and Council approval.

Financial: N/A

Action Requested at this Meeting: Discussion with public hear and staff recommends approval.

Previous Meetings and History: N/A

Attachments: Application

*Agenda items are not limited to these categories.



The Village Inn Restaurant

& Captain Don's Loft

165 High Street ~ Auburn, ME 04210

207 - 782 - 7796



June 3, 2013

City of AUBURN

We are kindly requesting an extension of our liquor privileges to extend our current 20' X 40' outside eating and consumption area which accommodates approximately 60 people seating at tables. We respectfully request the area be expanded to 40' X 80' for a special Lobster Bake Event that we are proposing 175 seated at tables. This Event is to kick-off a summer long Celebration of our family's 50th year in business @ our current location. The event will take place from 12 Noon till Midnight on Saturday June 22, 2013. We will be cooking the food inside and serving the food & alcoholic/non-alcoholic beverages in the outdoor area.

Please refer to the attached diagram for the current & proposed extended outside area.

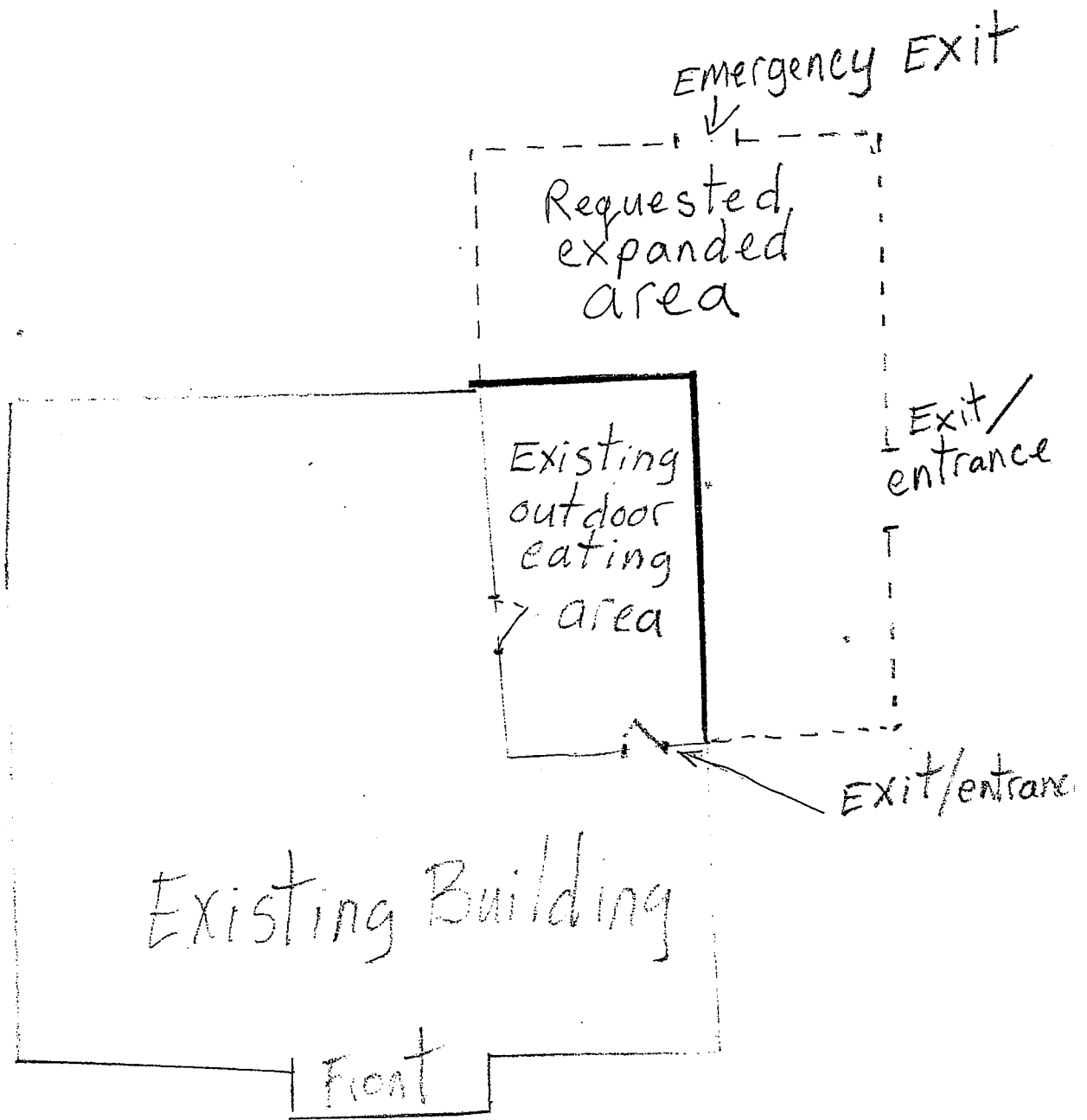
Thank you

Michael R. & Belinda J. Vallee



Check us out on facebook or explore our website: www.villageinnmaine.com

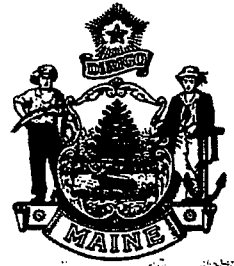
Parking Area



Enter/Exit | sign | Exit | Enter



State of Maine



DEPARTMENT OF PUBLIC SAFETY
Bureau of Liquor Licensing

License Number
7201

Date of Issue
03/12/2013

Date of Expiration
03/11/2014

THIS CERTIFICATE IS VALID ONLY BETWEEN THE DATE ISSUED AND EXPIRATION DATE APPEARING HEREIN. IT MAY BE USED ONLY FOR THE NAMED HOLDER AT THE LOCATION FOR WHICH ISSUED.

THE PERSON NAMED HEREIN IS AUTHORIZED TO SELL OR DISPENSE ALCOHOLIC BEVERAGES WITH ALCOHOLIC CONTENT PERMITTED BY LAW FOR THE PERMITS DESIGNATED BELOW.

THIS CERTIFICATE AND/OR EACH TYPE OF PERMIT REPRESENTED IS SUBJECT TO SUSPENSION, REVOCATION OR CANCELLATION AS AUTHORIZED BY TITLE 28-A OF THE REVISED STATUTES.

Owner(s): EDDY'S DRIVE-IN DINER, INC.
Business: VILLAGE INN, THE
165 HIGH STREET
AUBURN, ME

CODE	PERMIT TYPE/DESCRIPTION	FEE
1101	CLASS I - SPIRIT, VINOUS, AND MALT - CLASS "A" RESTAURANT	\$900.00
2630	FILING FEE	10.00

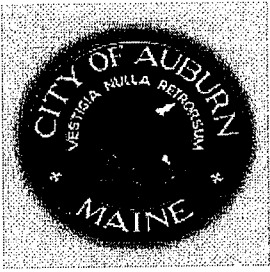
Total Fees: **\$ 910.00**

Every license shall be displayed on the licensed premises in a conspicuous location in that part of the premises where liquor is served or sold, where it can easily be seen.

Bureau of
Liquor Licensing
John E Morris
Commissioner

License fee is non-refundable

EDDY'S DRIVE-IN DINER, INC.
165 HIGH STREET
AUBURN, ME 04210



City of Auburn Special Amusement Permit Application & Re-Application

LICENSE / APPLICATION FEE: \$125.00

DATE OF APPLICATION: June 3, 2013

CLASS A – RESTAURANTS WITH ENTERTAINMENT, WHICH DOES NOT HAVE DANCING.

CLASS B – LOUNGES / BARS WITH ENTERTAINMENT, WHICH DOES NOT HAVE DANCING.

CLASS C – EITHER RESTAURANTS OR LOUNGES / BARS WITH ENTERTAINMENT, INCLUDING DANCING.

CLASS D – FUNCTION HALLS WITH ENTERTAINMENT, INCLUDING DANCING.

RENEWAL APPLICANTS: HAS ANY OR ALL OWNERSHIP CHANGED SINCE YOUR LAST APPLICATION? YES NO

BUSINESS NAME: Eddy's Drive In Diner dba The Village Inn

PHYSICAL ADDRESS: 165 High Street - Auburn

(IF A NEW BUSINESS, WHAT WAS FORMERLY IN THIS LOCATION: _____)

MAILING ADDRESS: 165 High Sr. Auburn ME 04210

BUSINESS TELEPHONE NUMBER: (207) 782-7796

OWNER(S): MUST LIST EVERY PERSON OR CORPORATION WHO HAS A FINANCIAL INTEREST IN THE BUSINESS. USE ADDITIONAL PAPER IF NECESSARY.

1. OWNER: Normand J. Vallee
DATE OF BIRTH: 12-20-31
ADDRESS: 6 Hillview Lane Lewiston ME 04240
PRIMARY TELEPHONE NUMBER: (207) 783-0929
SECONDARY TELEPHONE NUMBER (207) 576-4174
2. OWNER: Constance P. Vallee
DATE OF BIRTH: 1- -
ADDRESS: 6 Hillview Lane Lewiston ME 04240
PRIMARY TELEPHONE NUMBER: (207) 783-0929
SECONDARY TELEPHONE NUMBER (207) 576-7626
3. OWNER: Michael R. Vallee
DATE OF BIRTH: 8-11-61
ADDRESS: 21 Houghton St. Auburn, ME 04210
PRIMARY TELEPHONE NUMBER: (207) 576-0527
SECONDARY TELEPHONE NUMBER (207) 783-0299

HAS THE APPLICANT / PARTNERS AND OR CORPORATION OFFICERS EVER BEEN **ARRESTED, INDICTED OR CONVICTED** OF ANY VIOLATION OF

LAW? yes minor violations (traffic driving)

IF YES, LIST WHO, THE DATE, THE LOCATION AND THE OFFENSE(S) CHARGED. ? speeding?

DOES THE ISSUANCE OF THIS LICENSE DIRECTLY OR INDIRECTLY BENEFIT ANY CITY EMPLOYEE(S)? YES NO

IF YES, LIST THE NAME(S) OF EMPLOYEE(S) AND DEPARTMENT(S): _____

HAVE ANY OF THE APPLICANTS, INCLUDING THE CORPORATION IF APPLICABLE, EVER HELD A BUSINESS LICENSE WITH THE CITY OF AUBURN? YES NO

IF YES, PLEASE LIST THE BUSINESS NAME(S) AND LOCATION(S) Eddy's Diner In Diner Inc dba
The Village Inn Restaurant

DESCRIBE IN DETAIL THE KIND AND NATURE OF BUSINESS AND PROPOSED ENTERTAINMENT AND / OR DANCING.

Special 50th Anniversary Lobster Bake
Outdoor event w/ live entertainment

We are currently a full service restaurant
licensed class "A" / class 1 liquor (see attached)
Would like to offer entertainment for special
functions (anniversary/birthdays, retirement etc.); promotional
events to boost business.

PLEASE CHECK OFF THE DAYS THAT YOU WILL BE OPEN AND FILL IN THE HOURS OF OPERATION.

SUNDAY	<input checked="" type="checkbox"/>	HOURS:	<u>11-8</u>
MONDAY	<input type="checkbox"/>	HOURS:	<u>closed</u>
TUESDAY	<input checked="" type="checkbox"/>	HOURS:	<u>11-9</u>
WEDNESDAY	<input checked="" type="checkbox"/>	HOURS:	<u>11-9</u>
THURSDAY	<input checked="" type="checkbox"/>	HOURS:	<u>11-9 (-> up to 11)</u>
FRIDAY	<input checked="" type="checkbox"/>	HOURS:	<u>11-9 (-> up to 12)</u>
SATURDAY	<input checked="" type="checkbox"/>	HOURS:	<u>11-9 (-> up to 12)</u>

↑
current

DESCRIBE IN DETAIL THE ROOM(S) TO BE USED UNDER THE PERMIT.

out door seating area for special events. upstairs function room: lounge area.

(Cigar room / loft / lounge / skylight room) outside area for special events / water permitting

ATTACH A DIAGRAM OR FLOOR PLAN OF YOUR BUSINESS. ON THE DIAGRAM PLEASE LIST THE FOLLOWING:

1. MAIN ENTRANCE
2. SECONDARY ENTRANCES
3. FIRE ESCAPES
4. FIRE EXTINGUISHERS
5. DESIGNATED SMOKING AREAS
6. LOCATION OF STATIONARY SECURITY PERSONNEL
7. FOOD SERVING OR PREPARATION AREAS
8. THE DIRECTION OF ANY SPEAKERS
9. THE DANCING AREA
10. LOCATIONS WHERE ALCOHOL WILL BE SOLD

ATTACH A TYPED LIST OF ALL EMPLOYEES INCLUDING THE FOLLOWING INFORMATION:

- NAME (TO INCLUDE ALL PREVIOUS NAMES USED)
- DATE OF BIRTH
- ADDRESS
- IF THEY HAVE EVER BEEN EVER BEEN ARRESTED, INDICTED OR CONVICTED OF ANY VIOLATION OF

LAW? None known / servers / bartender signed off. etc

IF YES, LIST THE DATE, THE LOCATION AND THE OFFENSE(S) CHARGED. _____

HAS THE HAS THE APPLICANT / PARTNERS AND OR CORPORATION OFFICERS EVER HAD A SPECIAL AMUSEMENT LICENSE DENIED OR REVOKED? NO

IF YES, LIST THE DATE, THE LOCATION AND DESCRIBE THE CIRCUMSTANCES. _____

**PLEASE BE ADVISED THAT THE APPLICANT OR RE-APPLICANT
MAY BE REQUIRED TO COMPLY WITH THE FOLLOWING
CONDITIONS:**

1. APPLICANT AND OR RE-APPLICANT AGREES TO HAVE TWO COUNTERS OR CLICKERS AT EACH ENTRANCE. ONE WILL BE USED TO DOCUMENT THE PATRONS THAT HAVE ENTERED THE ESTABLISHMENT. THE SECOND WILL BE USED TO DOCUMENT THE PATRONS THAT HAVE EXITED THE ESTABLISHMENT. THIS WILL GIVE THE STAFF AND PUBLIC SAFETY PERSONNEL AN ACCURATE COUNT OF PATRONS IN THE ESTABLISHMENT.
2. APPLICANT AND OR RE-APPLICANT AGREES TO HAVE THE MAXIMUM SEATING AND OR OCCUPANCY CAPACITY CLEARLY LISTED IN EACH ROOM THAT IS OPEN TO THE PUBLIC.

3. **APPLICANT AND OR RE-APPLICANT AGREES TO HAVE SECURITY AND OR STAFF STATIONED AT ALL TIMES AT ALL ENTRANCES AND EXISTS USED BY THE PUBLIC.**

4. **APPLICANT AND OR RE-APPLICANT AGREES TO KEEP THE DESIGNATED SMOKING AREA CLEAN AND HAVE APPROPRIATE RECEPTACLES AVAILABLE FOR THEIR PATRONS.**

5. **APPLICANT AND OR RE-APPLICANT AGREES TO, IF SO ORDERED BY THE CHIEF OF POLICE, TO HIRE SWORN MEMBERS OF THE AUBURN POLICE DEPARTMENT FOR SECURITY. THE RATE WILL BE AT THE CURRENT CITY OF AUBURN DETAIL RATE. THESE OFFICERS WILL SUPPLEMENT THE EXISTING STAFF OR SECURITY. THE BELOW CHART WILL BE USED AS A GUIDE IN DETERMINING THE NUMBER OF OFFICERS REQUIRED.**

Number of Attendees	Number of Police
1--200	2
201--400	4
401--600	6
601+	One supervisor, and one additional officer for each 200 attendees or portion thereof in excess of 601

SPECIAL AMUSEMENT PERMITS SHALL EXPIRE AT THE SAME TIME AS A STATE ISSUED LIQUOR LICENSE.

I / WE HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THE APPLICATION ARE TRUE. I / WE AGREE AND UNDERSTAND THAT ANY MISSTATEMENTS OR OMISSIONS OF MATERIAL FACT HEREIN WILL RESULT IN REFUSAL OF LICENSE OR REVOCATION OF LICENSE IF ONE HAS ALREADY BEEN ISSUED.

IT IS UNDERSTOOD THAT THIS AND ANY APPLICATION(S) SHALL BECOME PUBLIC RECORD AND THE APPLICANT(S) HEREBY WAIVE(S) ANY RIGHTS TO PRIVACY WITH RESPECT THERETO.

I / WE HEREBY AUTHORIZE THE RELEASE OF ANY CRIMINAL HISTORY RECORD TO THE CITY OF AUBURN. I / WE WAIVE ANY RIGHTS TO PRIVACY WITH RESPECT THERETO.

I / WE AGREE TO NOT IMPLEMENT ANY CHANGES OR MODIFICATIONS AFTER RECEIVING APPROVAL OF THE SPECIAL AMUSEMENT PERMIT. (SOME EXAMPLES ARE HOURS OF OPERATION, DAYS OF OPERATION AND THE BUILDING LAYOUT)

ALL REQUESTS FOR MODIFICATION(S) OF THE APPROVED SPECIAL AMUSEMENT PERMIT MUST BE SUBMITTED IN WRITING TO THE CITY OF AUBURN. ANY CHANGES MADE WITHOUT APPROVAL FROM THE CITY OF AUBURN MAY RESULT IN AN IMMEDIATE SUSPENSION OF THE SPECIAL AMUSEMENT PERMIT.

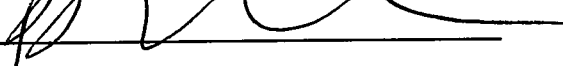
PENALTY: (CITY OF AUBURN ORDINANCE, CHAPTER 24, SECTION 2.23, (8)-(h))

VIOLATION OF ANY PROVISION OF SECTION 2.23. SHALL BE PUNISHED BY A CIVIL PENALTY OF FIVE HUNDRED DOLLARS (\$500.00). EACH ACT OF VIOLATION AND EVERY DAY UPON

WHICH ANY SUCH VIOLATION SHALL OCCUR SHALL CONSTITUTE A SEPARATE OFFENSE. IN ADDITION TO SUCH PENALTY, THE CITY MAY ENJOIN OR ABATE ANY VIOLATION OF SECTION 2.23 BY APPROPRIATE ACTION. IN THE EVENT THAT THE CITY SHALL PREVAIL IN ANY ACTION TO ENFORCE SECTION 2.23, THE CITY SHALL RECOVER ITS COSTS OF SUIT, INCLUDING REASONABLE ATTORNEY FEES.

IT IS UNDERSTOOD THAT I / WE WILL SUBMIT ANY ADDITIONS OR SUBTRACTIONS OF ANY FULL TIME, PART TIME OR VOLUNTEER STAFF MEMBERS WITHIN (7) SEVEN BUSINESS DAYS TO THE CITY OF AUBURN. I / WE AGREE TO SUPPLY THE REQUIRED INFORMATION ON ALL NEW EMPLOYEES. (INFORMATION REQUIRED IS FOUND ON PAGE (4) FOUR IN THIS APPLICATION.)

NAME (PRINTED) Belinda Vallee

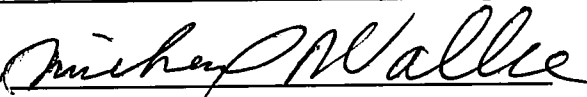
SIGNATURE OF INDIVIDUAL 

IF PARTNERSHIP, BY MEMBERS OF THE PARTNERSHIP.

NAME (PRINTED) Normand J. Vallee

SIGNATURE OF INDIVIDUAL _____

NAME (PRINTED) Michael R. Vallee

SIGNATURE OF INDIVIDUAL 

NAME (PRINTED) Constance P. Vallee

SIGNATURE OF INDIVIDUAL _____

NAME (PRINTED) _____

SIGNATURE OF INDIVIDUAL _____

NAME (PRINTED) _____

5. APPLICANT AND OR RE-APPLICANT AGREES TO, IF SO ORDERED BY THE CHIEF OF POLICE, TO HIRE SWORN MEMBERS OF THE AUBURN POLICE DEPARTMENT FOR SECURITY. THE RATE WILL BE AT THE CURRENT CITY OF AUBURN DETAIL RATE. THESE OFFICERS WILL SUPPLEMENT THE EXISTING STAFF OR SECURITY. THE BELOW CHART WILL BE USED AS A GUIDE IN DETERMINING THE NUMBER OF OFFICERS REQUIRED.

Number of Attendees	Number of Police
1--200	2
201--400	4
401--600	6
601+	One supervisor, and one additional officer for each 200 attendees or portion thereof in excess of 601



State of Maine



DEPARTMENT OF PUBLIC SAFETY
Bureau of Liquor Licensing

License Number
7201

Date of Issue
03/12/2013

Date of Expiration
03/11/2014

THIS CERTIFICATE IS VALID ONLY BETWEEN THE DATE ISSUED AND EXPIRATION DATE APPEARING HEREIN. IT MAY BE USED ONLY FOR THE NAMED HOLDER AT THE LOCATION FOR WHICH ISSUED.

THE PERSON NAMED HEREIN IS AUTHORIZED TO SELL OR DISPENSE ALCOHOLIC BEVERAGES WITH ALCOHOLIC CONTENT PERMITTED BY LAW FOR THE PERMITS DESIGNATED BELOW.

THIS CERTIFICATE AND/OR EACH TYPE OF PERMIT REPRESENTED IS SUBJECT TO SUSPENSION, REVOCATION OR CANCELLATION AS AUTHORIZED BY TITLE 28-A OF THE REVISED STATUTES.

Owner(s): EDDY'S DRIVE-IN DINER, INC.
Business: VILLAGE INN, THE
165 HIGH STREET
AUBURN, ME

CODE	PERMIT TYPE/DESCRIPTION	FEE
1101	CLASS I - SPIRIT, VINOUS, AND MALT - CLASS "A" RESTAURANT	\$900.00
2630	FILING FEE	10.00

Total Fees: **\$ 910.00**

Every license shall be displayed on the licensed premises in a conspicuous location in that part of the premises where liquor is served or sold; where it can easily be seen.

*Bureau of
Liquor Licensing*
John E Morris
Commissioner

License fee is non-refundable

EDDY'S DRIVE-IN DINER, INC.
165 HIGH STREET
AUBURN, ME 04210

*** VILLAGE INN EMPLOYEES ***

Employees	DOB
Executives	
Vallee, Belinda	3/2/1961
Vallee, Michael	8/11/1961

DINING ROOM STAFF		KITCHEN STAFF	
Albee, Christie*	4/30/1980	Bartshe, Zachary	5/17/1995
Binette, Felicia	2/29/1992	Binette, Brandon	10/19/1995
Boda, Katherine*	8/13/1993	Carter, Maynard	6/17/1985
Chisholm, Benjamin	3/9/1996	Colbath, Eric	10/26/1992
Churchill, Tiffany*	9/17/1986	Fecteau, Caleb	3/6/1996
Clark, Alex*	12/21/1991	Goulet, Richard	1/4/1972
Collins, Kayla*	6/27/1989	Griffiths, Ron	10/10/1971
Cote, Amanda	6/13/1989	Hart, Tim	12/2/1964
Doane, John**	9/11/1977	Holbrook, Jonathan	7/13/1972
DuBois, Katelynn	2/24/1993	McInnis, Milford	2/20/1979
Foss, Sharlie*	9/7/1988	McQueeney, Robert	3/24/1986
Frost, Joli	7/28/1989	Rogers, Robert	7/20/1984
Hemond, Theresa**	8/3/1989	Vallee, Mitchell	5/20/1988
Hiotte, Chyla*	3/13/1992		
Kopka, Michael	5/20/1996		
Lapointe, Carole*	4/11/1987		
Lukeski, Kyle*	1/27/1975		
Manley, Candace	6/6/1981		
Mcinnis, Cyndi*	7/15/1980		
Moody, Jessie**	1/20/1981		
Patterson, Karen-Marie	3/20/1997		
Pope, Mary	10/2/1965		
Poulin, Rachel*	12/27/1984		
Tabb, Angie**	1/12/1948		
Vallee, Jocelyn**	6/17/1991		
Wilson, Shannon*	5/5/1969		
Younk, Kara*	2/17/1978		

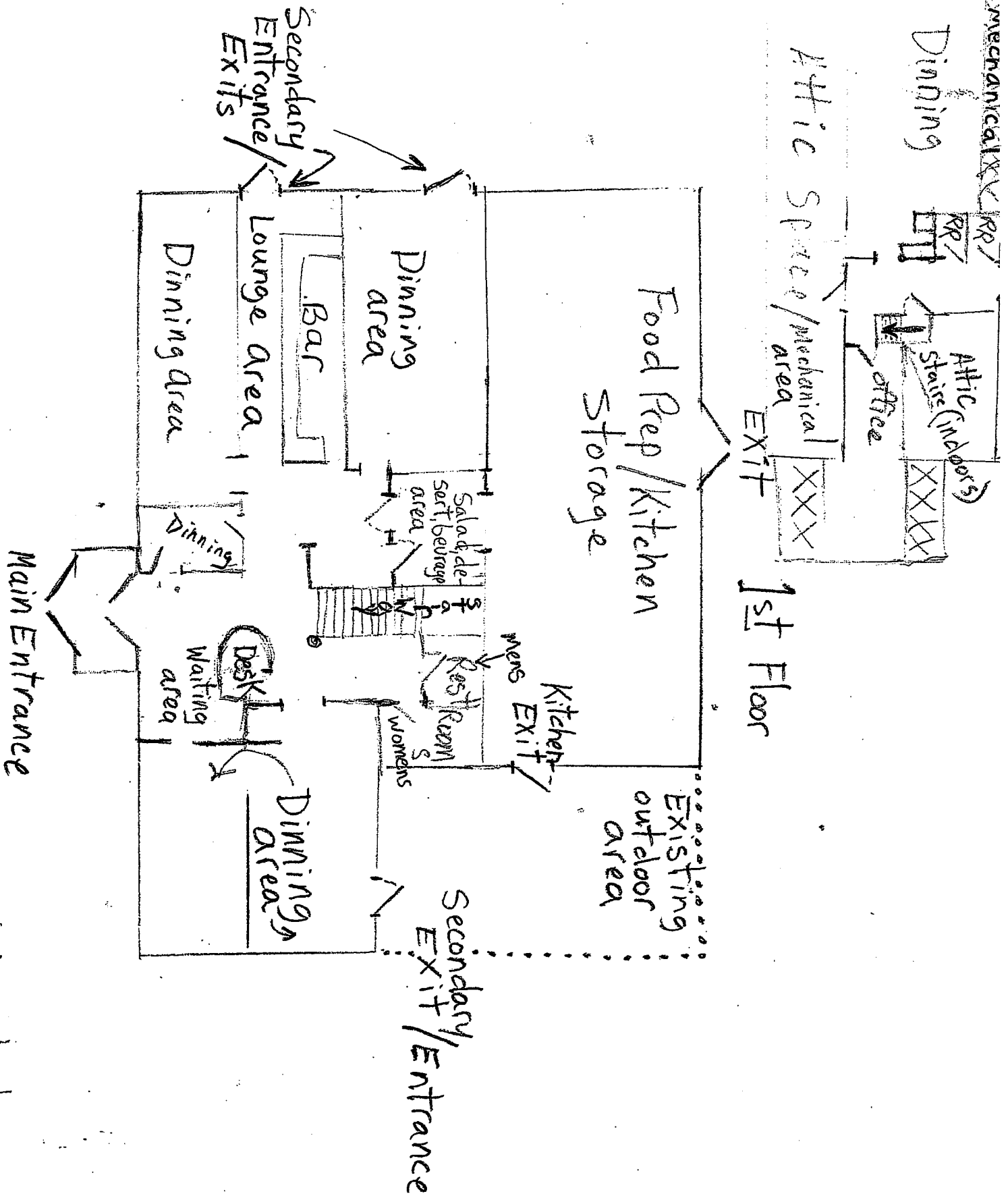
DINING ROOM STAFF

* Waits tables / serves Alcohol

**Bartends / serves Alcohol

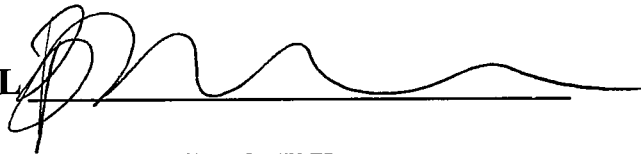
We require all our employees to be certified to serve alcohol who wait tables / bartend for us.

Along with proof of certification the the attached affidavit is also required



* Not to actual

SIGNATURE OF INDIVIDUAL

A handwritten signature in black ink, consisting of a large, stylized initial 'P' followed by a series of loops and a long horizontal stroke extending to the right.

ADMINISTRATIVE USE ONLY:

1. APPLICANT AND OR RE-APPLICANT **AGREES TO HAVE TWO COUNTERS OR CLICKERS AT EACH ENTRANCE. ONE WILL BE USED TO DOCUMENT THE PATRONS THAT HAVE ENTERED THE ESTABLISHMENT. THE SECOND WILL BE USED TO DOCUMENT THE PATRONS THAT HAVE EXITED THE ESTABLISHMENT. THIS WILL GIVE THE STAFF AND PUBLIC SAFETY PERSONNEL AN ACCURATE COUNT OF PATRONS IN THE ESTABLISHMENT.**

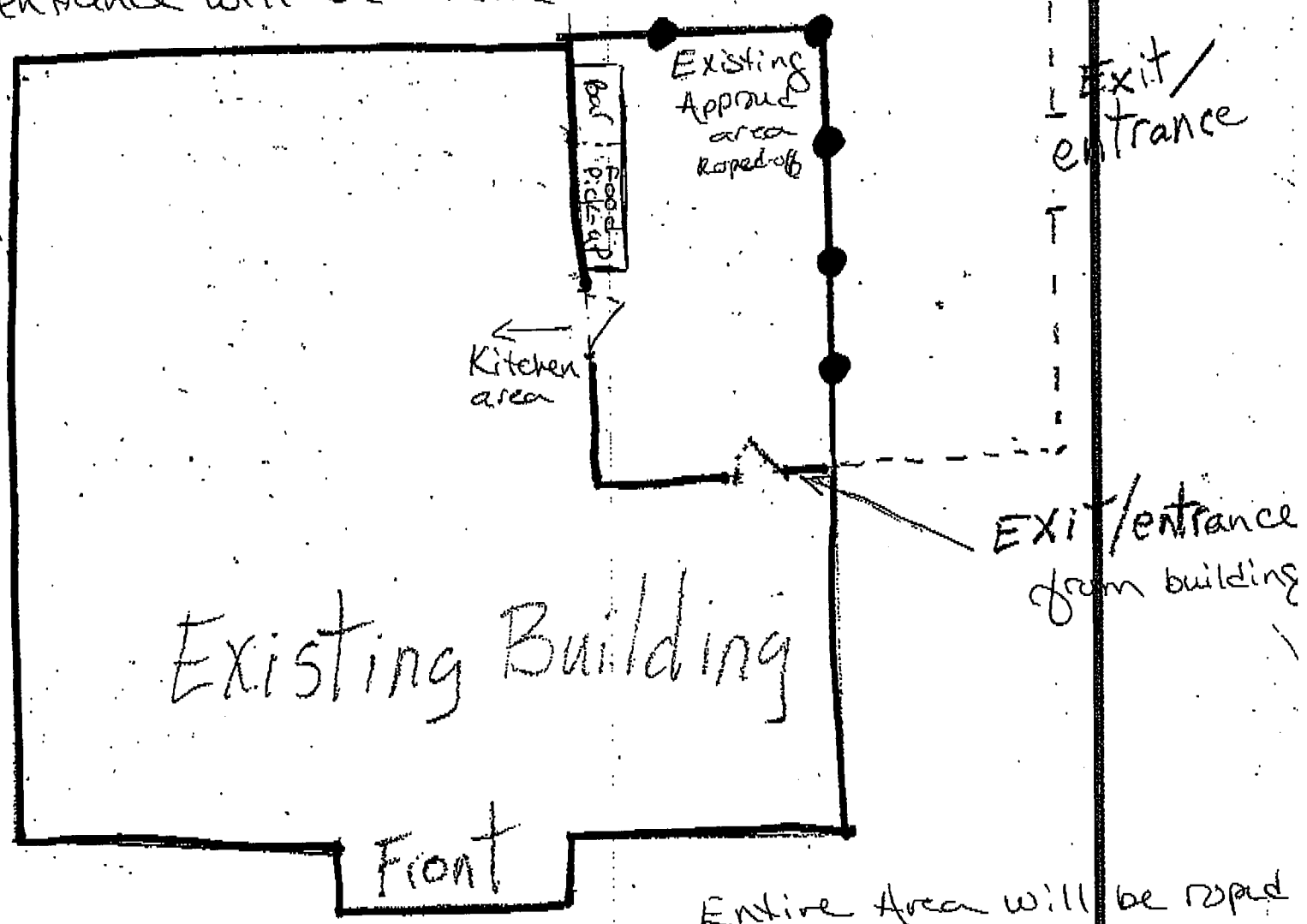
2. APPLICANT AND OR RE-APPLICANT AGREES TO HAVE THE **MAXIMUM SEATING AND OR OCCUPANCY CAPACITY CLEARLY LISTED IN EACH ROOM THAT IS OPEN TO THE PUBLIC.**

3. APPLICANT AND OR RE-APPLICANT AGREES TO HAVE **SECURITY AND OR STAFF STATIONED AT ALL TIMES AT ALL ENTRANCES AND EXISTS USED BY THE PUBLIC.**

4. APPLICANT AND OR RE-APPLICANT AGREES TO **KEEP THE DESIGNATED SMOKING AREA CLEAN AND HAVE APPROPRIATE RECEPTACLES AVAILABLE FOR THEIR PATRONS.**

Eating & drinking
will stay within
the designated areas
within either tent walls
or roped off. Each
entrance will be staffed

Expanded outside eating &
drinking area
EMERGENCY EXIT



Existing Building

Village Inn
165 High St.

Entire Area will be roped
off and staff will be used
to secure the area: NO
one will be allowed outside
the designated areas with
alcohol.



City Council Workshop Information Sheet

City of Auburn

Council Workshop Date: June 17, 2013 Item C
Author: Reine Mynahan, Community Development Director

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

Comprehensive Plan Work Plan Budget Ordinance/Charter Other Business* Council Goals**
**If Council Goals please specify type: Safety Economic Development Citizen Engagement

Subject: Pursue a Lead Grant for Rental Housing

Information: : Last spring, the Lead Subcommittee of the L/A Public Health Committee made a presentation to the City Council about the dangers and affects of lead paint for children living in our rental housing. The City of Lewiston was the lead agency in applying for a Lead Grant. The winter application was not successful. We understand there will be another Notice of Funding Availability forthcoming in the next few months.

You may recall the application requires a local match which comes from the Community Development Block Grant Program. If a grant were awarded, the FY2013 match would be minimal since we would not have a contract with the Department of Housing and Urban Development until next spring. Further, hiring staff would delay the start of the program.

The application without Auburn would be a very different one than one in which Auburn is included. I would like guidance, a yes or no direction from the City Council, on joining in this grant application.

Financial: A match from future Community Development Block Grant funds

Action Requested at this Meeting: City Council direction on this grant application

Previous Meetings and History: Meeting on January 22, 2013

Attachments: none

*Agenda items are not limited to these categories.



City Council Workshop Information Sheet

City of Auburn

Council Workshop Date: June 17, 2013 Item D
Author: Reine Mynahan, Community Development Director

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

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

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

Subject: FFY2013 Community Development program

Information: Final budget review

Financial: Community Development budget \$990,945
HOME Investment Partnerships Programm budget \$617,259

Action Requested at this Meeting: Finalize budget/activities

Previous Meetings and History: Meeting on February 25, April 1, and April 8, 2013

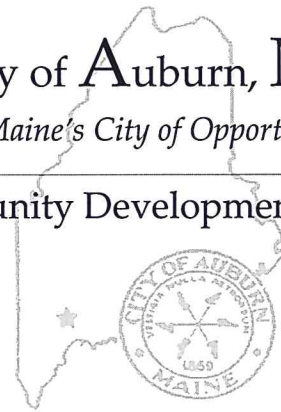
Attachments: Memo to City Manager and Budget sheets

*Agenda items are not limited to these categories.


City of Auburn, Maine

"Maine's City of Opportunity"

Community Development Program



TO: Clinton Deschene, City Manager

FROM: Reine Mynahan, Community Development Director 

RE: FFY2013 Community Development Budget

DATE: June 10, 2013

The U. S. Department of Housing Development released the 2013 allocations at the end of May. Nationally, there was a 4.4% increase in Community Development funds and a 5.1% decrease in HOME Investment Partnerships Program funds. The division of funds to local communities is done by formula, not percentage, with the allocation divided amongst eligible communities. The City of Auburn will receive a 7% increase in Community Development funds over the FFY2012 allocation, and a reduction of 3.5% in the HOME Program.

Earlier I presented budgets for these two programs with a projected 10% reduction in funding. I am pleased to report there will be an increase of \$83,495 in Community Development funds, and an increase of \$12,917 in HOME funds.

In anticipation of this increase a meeting was held with the Citizen's Advisory Committee on May 16, 2013. This meeting was to discuss how the extra resources should be allocated. Attached is a copy of the minutes of that meeting. The Committee was not in agreement about where the funds should be allocate, but then a compromise was reached to place 25% in social services and 75% in the rehab account for code enforcement efforts.

Since our last discussion with the City Council about code enforcement, I have clarified what will be required to utilize staff for code enforcement efforts. The original concept presented to the City Council was to undertake a neighborhood assessment to determine the condition of the exterior of buildings in target areas. There would then have been follow-up on identified health, safety and trash/debris violations. The work to inventory the target areas does not comply with the HUD requirements to undertake code violation. What will be required is a targeted enforcement of codes that will result in an arrest of the area's decline. Within the next few months, the Planning Department will develop a code enforcement program that responds to the HUD requirements.

I am attaching a spreadsheet with three columns. The first column is the last budget presented to the City Council meeting on April 8th. The middle column is the budget recommended by the Citizen's Advisory Committee. The third column of numbers is the staff recommendation.

Several things have changed in the last few weeks.

Community Development:

- I received the results of the hazardous materials survey for the demolition projects. The asbestos and special waste at 61 Webster Street will be significantly more costly than anticipated. I propose increasing this budget by \$10,000.
- The fire at 6 Second Street resulted in a loss of value to the property owner and savings to the City. I propose keeping the funding at the same level. If there are funds remaining after the demolition they can be used to undertake a planning effort to design the park.
- A HUD requirement of undertaking code enforcement is not only to identify violations but also to correct them. Enforcement actions will be more successful when there is a mechanism available to provide help. The Spot Rehab Program is available to investors only when there are no other resources available—ie, the owner does not have access to credit. However, there is not enough money in the Rehab Program to offer this assistance to investors. I propose allocating \$33,995 in additional resources for the Rehab Program to assist with code enforcement problems.
- The Curb Appeal Committee accepted 13 applications. One of the conditions of the assistance is the applicant must address all conditions which contribute to blight. For many applicants, the cost will be higher than their request. The committee, however, awarded all of the funds. Additional resources are needed to cover project overruns. I propose a budget increase of \$40,000 (see Curb Appeal Program memo for more information)

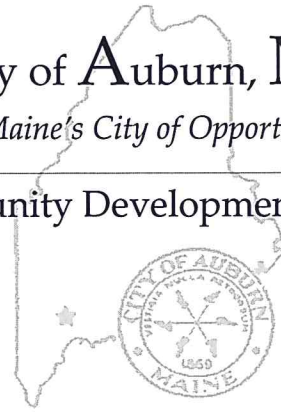
HOME Investment Partnerships Program

- There is a \$6,000 increase in the Youthbuild project to rehabilitate 43 Paul Street. The building has been vacant for another year and there is a greater level of deterioration that has occurred.

City of Auburn, Maine

"Maine's City of Opportunity"

Community Development Program



TO: Mayor Labonte and Members of the City Council

FROM: Reine Mynahan, Community Development Director

A handwritten signature in blue ink, appearing to read "Reine", is written over the "FROM:" line.

RE: Curb Appeal Program

DATE: June 10, 2013

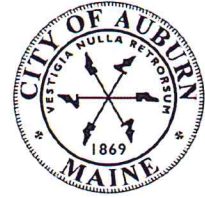
The Curb Appeal Committee approved 13 requests for Community Development funds. The 13th project is approved subject to the availability of funds. Attached is a map which identifies the locations of projects.

The Curb Appeal Committee met on May 31st to review the 21 proposals. Below is a summary of the types of improvements that were requested. Some proposals were for multiple improvements:

Activity	Number of Requests
Roofing	3
Partial Roofing	2
Vinyl Siding	7
Partial Siding	4
Masonry	2
Painting	3
Windows	4
Porches/Egress	5

I will schedule another Curb Appeal Committee meeting in early fall to complete an evaluation of the process—what worked well and what didn't. We expect to meet with the City Council shortly thereafter to talk about making changes, if any.

Curb Appeal Requests 2013



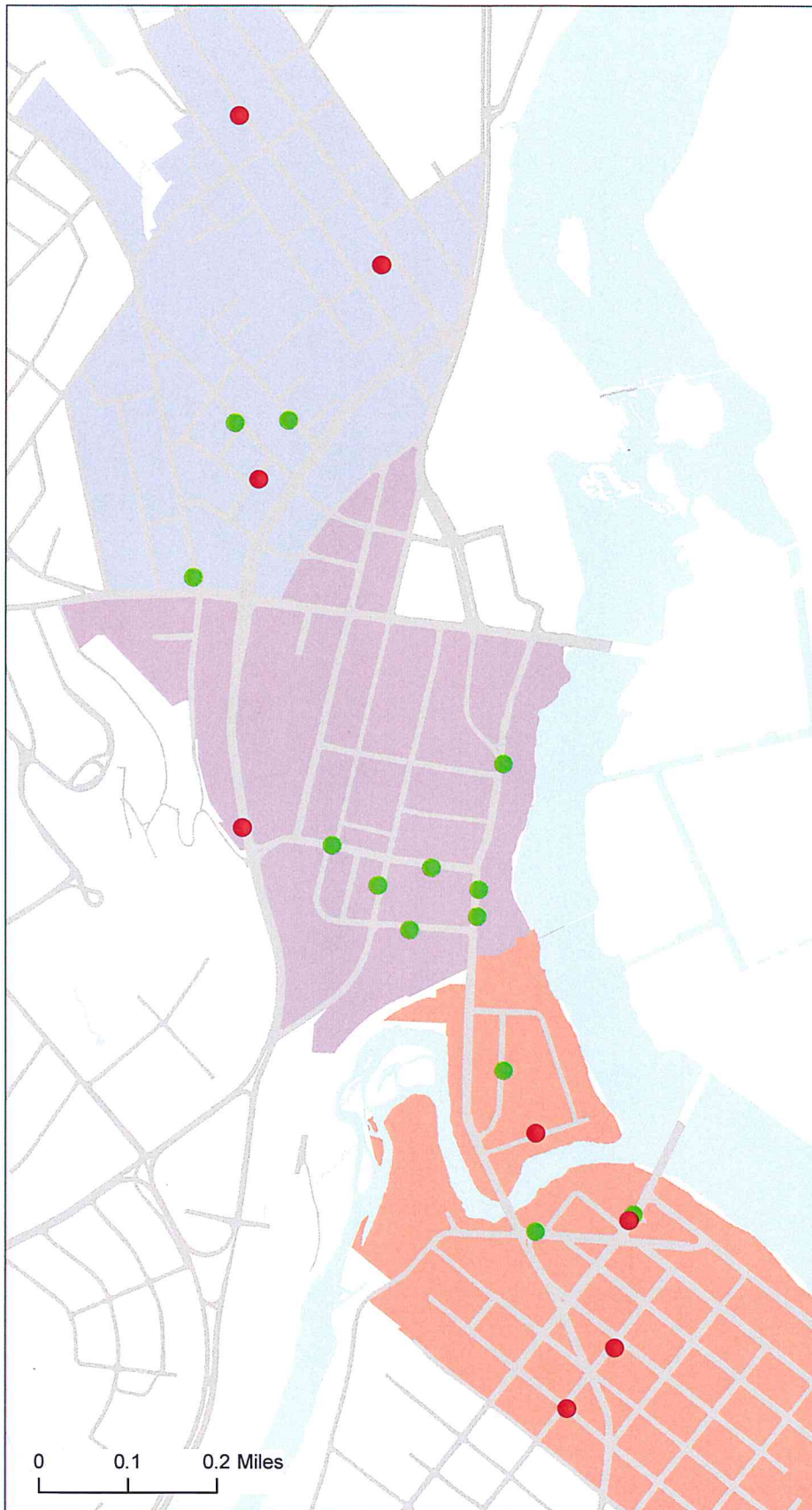
City of Auburn

60 Court Street
Auburn, Maine 04120

PHONE: (207) 333-6600

FAX: (207) 333-6623

www.auburnmaine.gov

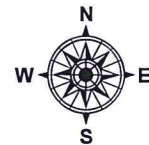


2013 Request Status

- Approved
- Not Approved

CDBG Target Areas

- Downtown
- New Auburn
- Union Street



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

Citizen Advisory Committee (CAC)
Community Room, 2nd Floor Auburn Hall
Minutes of May 16, 2013

Present: Belinda Gerry, Larry Pelletier, Sharon Philbrook-Bergeron, Linda Snyder, and Diane Whiting
Staff: Reine Mynahan and Jennifer Banker

I. Welcome

II. Budget Revision

Reine explained that since the last CAC meeting there were many changes. First, the city will not receive a lead grant. Second, there were administrative changes to the budget— starting this summer the Rehab Coordinator will be spending some of his time doing code enforcement for the City. It was necessary for a portion of the additional funds to get wrapped back into the budget for salaries. The net amount of additional funds to be allocated to activities is about \$42,000. Reine indicated the rehab program would be a good place for these additional funds to support code enforcement efforts.

Reine asked that committee member to identify their priorities for spending the additional funds. Three members felt funds should go towards social services, and two felt funds should be added to the rehab program funds to support code enforcement. Through discussion and compromise the committee agreed they would recommend to the City Council that 25% of the additional funds go towards social services and 75% for code enforcement. In order to avoid any conflict by sitting members who are associated with non-profits, it would be best to leave the decision of where it should be placed to staff. Due to the amount of work caused by small grants, Reine recommended allocating it to the agencies who were already in the budget that were not fully funded.

Reine notified the committee that the Council will be adopting the new budget on June 17th.

Respectfully submitted,



Jennifer Banker
Community Development Assistant



City of Auburn
Community Development Block Grant
Fiscal Year 2013

	Presented 4/8/2013 FFY 2013	Citizen's Advisory Committee Recommendation	Staff Recommendation
PLANNING AND ADMINISTRATION			
General Administration	\$105,000	\$105,000	\$105,000
Project Delivery Costs/Housing	\$69,000	\$69,000	\$69,000
Goods and Services	\$28,200	\$28,200	\$28,200
Sub Total	\$202,200	\$202,200	\$202,200
ECONOMIC DEVELOPMENT			
Small Business Loan Program	\$30,000	\$30,000	\$30,000
Sub Total	\$30,000	\$30,000	\$30,000
AFFORDABLE HOUSING			
Code Enforcement Program	\$30,000	\$30,000	\$30,000
Rehabilitation Loan Program	\$160,000	\$222,621	\$193,995
Lead Testing/Clearance/Training	\$5,000	\$5,000	\$5,000
Community Concepts Weatherization	\$62,250	\$62,250	\$62,250
Rebuilding Together			
Curb Appeal Program	\$100,000	\$100,000	\$140,000
Odd Fellows Home of Maine			
Lead Match			
Sub Total	\$357,250	\$419,871	\$431,245
PUBLIC IMPROVEMENTS			
Sidewalks			
Municipal Beach	\$62,500	\$62,500	\$62,500
Washburn School Playground			
Boys & Girls Club Masonry Improvements			
Walton School Discovery Places			
Edward Little Park	\$15,000	\$15,000	\$15,000
Sub Total	\$77,500	\$77,500	\$77,500
ACQUISITION & DEMOLITION			
Demolition of Deteriorated Buildings	\$55,500	\$55,500	\$65,000
New Auburn River Trail Acquisition/Demolition	\$110,000	\$110,000	\$110,000
Sub Total	\$165,500	\$165,500	\$175,000
PUBLIC SERVICES			
Androscoggin Head Start/Family Advocacy	\$7,000	\$10,300	\$7,000
Auburn Recreation Department & Scholarships	\$25,000	\$25,000	\$25,000
Literacy Volunteers of Androscoggin County/Adult Literacy	\$8,000	\$8,635	\$8,000
Safe Voices / Social Services	\$3,000	\$6,300	\$3,000
Heating Assistance Loan Program	\$20,000	\$23,839	\$20,000
Tedford Housing & Support Services for Homeless	\$5,000	\$8,300	\$5,000
Good Neighbor Start-up	\$1,000	\$4,000	\$1,000
Catholic Charities/Search	\$2,500	\$2,500	\$2,500
Catholic Charities/Residential Substance Abuse	\$0	\$0	\$0
Seniors Plus/Meals	\$3,500	\$7,000	\$3,500
Lewiston-Auburn Neighborhood Network	\$0	\$0	\$0
Community Concepts/Homebuyer	\$0	\$0	\$0
Pathways/Employment Specialist	\$0	\$0	\$0
American Red Cross	\$0	\$0	\$0
Big Brothers Big Sisters	\$0	\$0	\$0
Sub Total	\$75,000	\$95,874	\$75,000
TOTAL BUDGET	\$907,450	\$990,945	\$990,945

City of Auburn
HOME Investment Partnerships Program
Fiscal Year 2013

	Presented 4/8/2013 FFY 2013	Citizen's Advisory Committee Recommendation	Staff Recommendation
PROGRAM ADMINISTRATION			
General Administration	25500	25,500	25,500
Project Delivery Costs	41000	41,000	41,000
Analysis to Impediments to Fair Housing	0	0	0
Goods and Services	2500	2,500	2,500
Sub Total	69000 \$	69,000 \$	69,000
AFFORDABLE HOUSING			
Homebuyer Assistance	110000	110,000	110,000
Homebuyer/Youthbuild	44000	50,000	50,000
Homeowner Rehabilitation	369831	376,748	376,748
Tenant Rental Assistance/Security Depos	11511	11,511	11,511
Sub Total	535342 \$	548,259 \$	548,259
TOTAL BUDGET	\$ 604,342 \$	617,259 \$	617,259

City of Auburn
Other Grants
Fiscal Year 2013

PLANNING AND ADMINISTRATION	<u>Activity</u>	FFY2013 <u>Budget</u>
Lead Hazard Control Grant	Salaries	3500
NSP-1	Salaries	2500
NSP-3	Salaries	3,500
	Sub Total	\$ 9,500



City Council Workshop Information Sheet

City of Auburn

Council Workshop Date: 6/17/2013

Item E

Author: Ravi Sharma, Parks & Recreation Director

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

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

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

Subject: Ingersoll & Auburn Ice Arena Transition/Merger Year Budget

Information: FY 14 - Ingersoll & Auburn Ice Arena Transition/Merger Year Budget

Financial: Budget

Action Requested at this Meeting: Review

Previous Meetings and History:

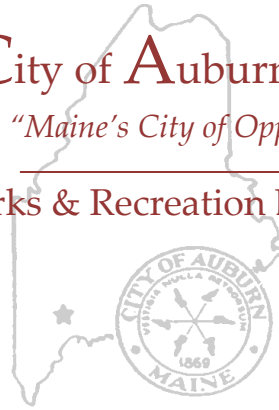
Attachments: FY 14 - Ingersoll & Auburn Ice Arena Transition/Merger Year Budget Spreadsheet, Memo

*Agenda items are not limited to these categories.

City of Auburn, Maine

"Maine's City of Opportunity"

Parks & Recreation Department



TO: Jill Eastman, Finance Director
FROM: Ravi Sharma, Parks & Recreation Director
DATE: 5/29/13
SUBJECT: Arena Merger Year Budget 2013-2014

Jill,

The draft arena budget presented covers the time period of July 1, 2013 through June 30, 2014, which is the merger, or transition year. The assumption made is that Ingersoll Arena will continue to operate until December 31, 2013, at which time operation at Ingersoll will cease and the Auburn Ice Arena will be in full operation. This budget covers the final 6 months for Ingersoll Arena and the first 6 months of operation for the Auburn Ice Arena.

Due to the extreme amount of variables in the transition year which include, but are not limited to: construction schedule, ice rental contracts and advertising contracts, the draft budget is the best estimation of revenues and expenses at this time. When a manager is hired for the Auburn Ice Arena, a priority of this position will be review and revision of the draft budget figures on an ongoing, monthly basis.

Auburn Ice Arena Transition Year Budget					
FISCAL YEAR ENDING June 30, 2014					
Draft: June 2013					
INCOME:			Ingersoll	A/L Dual Surface	TOTAL
Ice Time		Hours	\$ 144,480.00	\$ 302,400.00	446,880.00
	Twin City Titans	1,050			
	Gladiators	600			
	Maine Develop.	294			
	L/A Seniors	300			
	Rouesseau's	100			
	Power Play	80			
	Boston Kremes	100			
	Tuesday Night Mens	52			
	Monday Night Co-ed	52			
	Mike Berube	36			
	Bolts	40			
	Fons Group	30			
	Greg Gilbert	26			
	L/A Edge	-			
	Townsend Clinic	50			
	Gardiner Area Youth				
	Central Maine Area Youth				
	Tribal Men's League				
	Midcoast Youth				
	Maine Amateur				
High Schools					
	ELHS Practice	41	\$ 9,225.00	\$ 9,225.00	
	Leavitt Practice	41	\$ 9,225.00	\$ 9,225.00	
	Poland/GNG Practice	35	\$ 7,875.00	\$ 7,875.00	
	Red Hornets Practice	35	\$ 7,875.00	\$ 7,875.00	
	ELHS Games	9	\$ 2,025.00	\$ 2,025.00	
	Leavitt Games	9	\$ 2,025.00	\$ 2,025.00	
	Poland /GNG Games	9	\$ 2,025.00	\$ 2,025.00	
	Red Hornets Games	8	\$ 1,800.00	\$ 1,800.00	
Growth In Year One for rentals		St. Doms	\$ 65,000.00	\$ 65,000.00	
Concession Stand			\$ 7,500.00	\$ 35,000.00	42,500.00
Proshop/Sharpening			\$ 2,500.00	\$ 5,000.00	7,500.00
Sign Advertisement			\$ -	\$ 32,000.00	32,000.00
Tournament Revenues			\$ -	\$ 16,480.00	16,480.00
Miscellaneous			\$ -	\$ 2,500.00	2,500.00
Public Skating			\$ -	\$ 10,500.00	10,500.00
Skating Instruction			\$ -	\$ 13,800.00	13,800.00
Room Rentals			\$ -	\$ 4,800.00	4,800.00
Birthday Parties			\$ -	\$ 6,000.00	6,000.00
Special Events			\$ -	\$ 1,200.00	1,200.00
Shinny Hockey			\$ -	\$ 12,498.00	12,498.00
In-house Clinics			\$ -	\$ 10,000.00	10,000.00
Naming			\$ -	\$ 50,000.00	50,000.00
TOTAL INCOME			\$ 154,480.00	\$ 609,253.00	\$ 763,733.00
EXPENSES:					
Lease			\$ -	\$ -	0.00
Taxes			\$ -	\$ -	0.00
Payroll	Director / Marketing		\$ -	\$ 65,000.00	65,000.00
	Operations and Facilities			\$ 54,112.00	54,112.00
	Admin. Assist			\$ 31,200.00	31,200.00
	Maintenance Supervisor			\$ -	0.00
	Ice Attendant (2)			\$ 45,600.00	45,600.00
	Part-time Ice (2)		\$ -	\$ 10,900.00	10,900.00
	Overtime		\$ -	\$ 1,979.00	1,979.00
Uniforms			\$ -	\$ 1,400.00	1,400.00
Health Insurance			\$ -	\$ 74,440.00	74,440.00
Fica/Med			\$ -	\$ 15,972.51	15,972.51
Retirement			\$ -	\$ 12,527.46	12,527.46
Cafeteria Plan			\$ -	\$ 4,750.00	4,750.00
Marketing Consultant			\$ -	\$ -	0.00
CPA services			\$ -	\$ 2,100.00	2,100.00
Advertising			\$ -	\$ 20,000.00	20,000.00

Equipment Inspection				\$ 2,095.00	2,095.00			
Repairs-Building			\$ -	\$ 8,464.00	8,464.00			
Repairs-Equip.			\$ -	\$ 22,256.00	22,256.00			
Repairs-Maintenance Contract			\$ -	\$ 2,824.00	2,824.00			
Training and Tuition			\$ -	\$ 1,000.00	1,000.00			
Travel			\$ -	\$ 1,500.00	1,500.00			
Dues			\$ -	\$ 150.00	150.00			
Insurance			\$ 1,200.00	\$ 7,500.00	8,700.00			
Supplies-			\$ -	\$ 25,000.00	25,000.00			
Postage			\$ -	\$ -	-			
Phone and Internet			\$ -	\$ 2,500.00	2,500.00			
Water and Sewer			\$ 1,531.19	\$ 5,082.00	6,613.19			
Electricity			\$ 25,500.00	\$ 65,000.00	90,500.00			
Gas			\$ -	\$ 27,127.00	27,127.00			
CIP			\$ -	\$ -	0.00			
Debt Service Ingersoll			\$ 94,759.38	\$ -	\$ 94,759.38			
Contingency Expenses								
TOTAL PROGRAM EXPENSES			\$ 122,990.57	\$ 510,478.97	\$ 633,469.54			
NET INCOME			\$ 31,489.43	\$ 98,774.03	\$ 130,263.46			



City Council Workshop Information Sheet

City of Auburn

Council Workshop Date: June 17, 2013

Item F

Author: Clint Deschene, City Manager

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

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

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

Subject: State Revenue Update

Information: The City of Auburn was informed on Friday, 7 June 2013 that we will be losing \$860,530 in FY14 and \$991,980 in FY15 for a grand total of \$1,852,510 over 2 years. We are the 4th hardest hit community in the State trailing only Portland, Bangor and Lewiston.

Financial: A major impact to our budget and revenue stream. We are exploring all options to come up with cuts to offset this loss of revenue.

Action Requested at this Meeting: Informal

Previous Meetings and History: None

Attachments:

The Revenue Sharing database for entire State of Maine.

NOTE- Auburn is the 4th hardest hit community in the state.

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

FY 14 - FY 15 Biennial Revenue Sharing

		A	B	C	F	G	J
		Status Quo	FY 14	FY 15	FY 14	FY 15	Biennial
		\$97.7 Million	\$65 Million	\$60 Million	Loss	Loss	Loss
AUBURN	ANDR	2,569,378	1,708,848	1,577,398	(860,530)	(991,980)	(1,852,510)
DURHAM	ANDR	224,842	149,539	138,036	(75,304)	(86,807)	(162,110)
GREENE	ANDR	243,856	162,184	149,708	(81,672)	(94,147)	(175,819)
LEEDS	ANDR	118,716	78,956	72,882	(39,760)	(45,834)	(85,594)
LEWISTON	ANDR	4,258,223	2,832,069	2,614,217	(1,426,154)	(1,644,005)	(3,070,159)
LISBON	ANDR	853,834	567,870	524,188	(285,964)	(329,647)	(615,611)
LIVERMORE	ANDR	142,291	94,635	87,355	(47,656)	(54,935)	(102,591)
LIVERMORE FALLS	ANDR	364,905	242,692	224,023	(122,213)	(140,882)	(263,095)
MECHANIC FALLS	ANDR	266,606	177,315	163,675	(89,291)	(102,930)	(192,221)
MINOT	ANDR	185,587	123,430	113,936	(62,156)	(71,651)	(133,807)
POLAND	ANDR	346,418	230,397	212,674	(116,022)	(133,744)	(249,766)
SABATTUS	ANDR	351,562	233,818	215,832	(117,744)	(135,730)	(253,475)
TURNER	ANDR	260,530	173,274	159,945	(87,256)	(100,585)	(187,841)
WALES	ANDR	52,225	34,734	32,062	(17,491)	(20,163)	(37,654)
ALLAGASH	AROO	12,110	8,054	7,435	(4,056)	(4,676)	(8,731)
AMITY	AROO	17,944	11,934	11,016	(6,010)	(6,928)	(12,937)
ASHLAND	AROO	181,323	120,595	111,318	(60,728)	(70,005)	(130,733)
BANCROFT	AROO	7,911	5,262	4,857	(2,650)	(3,054)	(5,704)
BLAINE	AROO	68,604	45,627	42,117	(22,977)	(26,486)	(49,463)
BRIDGEWATER	AROO	36,998	24,607	22,714	(12,391)	(14,284)	(26,675)
CARIBOU	AROO	872,744	580,447	535,797	(292,297)	(336,947)	(629,244)
CARY PLT	AROO	15,050	10,010	9,240	(5,041)	(5,811)	(10,851)
CASTLE HILL	AROO	22,175	14,748	13,614	(7,427)	(8,561)	(15,988)
CASWELL	AROO	21,674	14,415	13,306	(7,259)	(8,368)	(15,627)
CHAPMAN	AROO	25,696	17,090	15,775	(8,606)	(9,921)	(18,527)
CRYSTAL	AROO	22,542	14,992	13,839	(7,550)	(8,703)	(16,252)
CYR PLT	AROO	5,032	3,346	3,089	(1,685)	(1,943)	(3,628)
DYER BROOK	AROO	10,305	6,854	6,327	(3,451)	(3,979)	(7,430)
EAGLE LAKE	AROO	68,666	45,668	42,155	(22,997)	(26,510)	(49,508)
EASTON	AROO	58,247	38,739	35,759	(19,508)	(22,488)	(41,996)
FORT FAIRFIELD	AROO	364,607	242,494	223,840	(122,113)	(140,767)	(262,880)
FORT KENT	AROO	339,321	225,677	208,317	(113,645)	(131,004)	(244,649)
FRENCHVILLE	AROO	90,136	59,948	55,337	(30,188)	(34,800)	(64,988)
GARFIELD PLT	AROO	305	203	187	(102)	(118)	(220)
GLENWOOD PLT	AROO	133	89	82	(45)	(52)	(96)
GRAND ISLE	AROO	56,025	37,261	34,395	(18,764)	(21,630)	(40,394)
HAMLIN	AROO	6,900	4,589	4,236	(2,311)	(2,664)	(4,975)
HAMMOND	AROO	8,219	5,466	5,046	(2,753)	(3,173)	(5,926)
HAYNESVILLE	AROO	12,914	8,589	7,928	(4,325)	(4,986)	(9,311)
HERSEY	AROO	5,338	3,550	3,277	(1,788)	(2,061)	(3,849)
HODGDON	AROO	73,087	48,609	44,870	(24,478)	(28,217)	(52,695)
HOULTON	AROO	575,057	382,460	353,040	(192,597)	(222,017)	(414,613)
ISLAND FALLS	AROO	84,609	56,272	51,943	(28,337)	(32,666)	(61,002)
LIMESTONE	AROO	253,794	168,794	155,810	(85,000)	(97,984)	(182,985)
LINNEUS	AROO	55,120	36,659	33,839	(18,461)	(21,280)	(39,741)
LITTLETON	AROO	53,384	35,505	32,774	(17,879)	(20,610)	(38,490)
LUDLOW	AROO	31,566	20,994	19,379	(10,572)	(12,187)	(22,759)
MACWAHOC PLT	AROO	3,327	2,213	2,042	(1,114)	(1,284)	(2,399)
MADAWASKA	AROO	360,551	239,796	221,350	(120,755)	(139,201)	(259,956)
MAPLETON	AROO	109,388	72,752	67,156	(36,636)	(42,232)	(78,868)

FY 14 - FY 15 Biennial Revenue Sharing

		A	B	C	F	G	J
		Status Quo	FY 14	FY 15	FY 14	FY 15	Biennial
		\$97.7 Million	\$65 Million	\$60 Million	Loss	Loss	Loss
MARS HILL	AROO	109,942	73,120	67,496	(36,821)	(42,446)	(79,268)
MASARDIS	AROO	21,502	14,301	13,201	(7,202)	(8,302)	(15,503)
MERRILL	AROO	28,863	19,196	17,720	(9,667)	(11,143)	(20,810)
MONTICELLO	AROO	63,081	41,954	38,727	(21,127)	(24,354)	(45,481)
MORO	AROO	1,171	779	719	(392)	(452)	(845)
NASHVILLE PLT	AROO	844	562	518	(283)	(326)	(609)
NEW CANADA	AROO	15,017	9,987	9,219	(5,029)	(5,798)	(10,827)
NEW LIMERICK	AROO	7,505	4,992	4,608	(2,514)	(2,898)	(5,411)
NEW SWEDEN	AROO	37,824	25,156	23,221	(12,668)	(14,603)	(27,271)
OAKFIELD	AROO	60,580	40,291	37,192	(20,289)	(23,389)	(43,678)
ORIENT	AROO	3,551	2,361	2,180	(1,189)	(1,371)	(2,560)
OXBOW PLT	AROO	5,771	3,839	3,543	(1,933)	(2,228)	(4,161)
PERHAM	AROO	34,630	23,032	21,260	(11,598)	(13,370)	(24,968)
PORTAGE LAKE	AROO	11,882	7,903	7,295	(3,980)	(4,588)	(8,567)
PRESQUE ISLE	AROO	1,177,785	783,324	723,069	(394,461)	(454,717)	(849,178)
REED PLT	AROO	11,525	7,665	7,075	(3,860)	(4,450)	(8,309)
SAINT AGATHA	AROO	50,611	33,661	31,072	(16,951)	(19,540)	(36,491)
SAINT FRANCIS	AROO	26,298	17,490	16,145	(8,808)	(10,153)	(18,961)
SAINT JOHN PLT	AROO	10,928	7,268	6,709	(3,660)	(4,219)	(7,879)
SHERMAN	AROO	76,789	51,071	47,143	(25,718)	(29,647)	(55,365)
SMYRNA	AROO	36,926	24,559	22,669	(12,367)	(14,256)	(26,623)
STOCKHOLM	AROO	21,546	14,330	13,227	(7,216)	(8,318)	(15,534)
VAN BUREN	AROO	250,546	166,633	153,815	(83,912)	(96,730)	(180,642)
WADE	AROO	25,261	16,800	15,508	(8,460)	(9,753)	(18,213)
WALLAGRASS	AROO	35,515	23,621	21,804	(11,895)	(13,712)	(25,606)
WASHBURN	AROO	195,355	129,927	119,933	(65,428)	(75,422)	(140,850)
WESTFIELD	AROO	51,601	34,319	31,679	(17,282)	(19,922)	(37,204)
WESTMANLAND	AROO	2,625	1,746	1,612	(879)	(1,013)	(1,893)
WESTON	AROO	9,972	6,632	6,122	(3,340)	(3,850)	(7,190)
WINTERVILLE PLT	AROO	12,155	8,084	7,462	(4,071)	(4,693)	(8,764)
WOODLAND	AROO	78,605	52,279	48,257	(26,326)	(30,347)	(56,674)
BALDWIN	CUMB	83,407	55,472	51,205	(27,934)	(32,201)	(60,136)
BRIDGTON	CUMB	298,094	198,257	183,007	(99,837)	(115,088)	(214,925)
BRUNSWICK	CUMB	1,520,079	1,010,978	933,210	(509,101)	(586,869)	(1,095,970)
CAPE ELIZABETH	CUMB	667,740	444,102	409,940	(223,638)	(257,799)	(481,437)
CASCO	CUMB	195,971	130,337	120,311	(65,634)	(75,660)	(141,294)
CHEBEAGUE ISLAND	CUMB	17,714	11,781	10,875	(5,933)	(6,839)	(12,772)
CUMBERLAND	CUMB	623,405	414,616	382,722	(208,790)	(240,683)	(449,473)
FALMOUTH	CUMB	691,258	459,744	424,379	(231,515)	(266,879)	(498,394)
FREEPORT	CUMB	543,137	361,231	333,444	(181,906)	(209,693)	(391,599)
FRYE ISLAND	CUMB	389	259	239	(130)	(150)	(281)
GORHAM	CUMB	1,131,599	752,607	694,714	(378,993)	(436,885)	(815,878)
GRAY	CUMB	443,751	295,131	272,429	(148,620)	(171,322)	(319,943)
HARPSWELL	CUMB	110,612	73,566	67,907	(37,046)	(42,705)	(79,751)
HARRISON	CUMB	121,494	80,804	74,588	(40,691)	(46,906)	(87,597)
LONG ISLAND	CUMB	6,879	4,575	4,223	(2,304)	(2,656)	(4,959)
NAPLES	CUMB	196,382	130,610	120,563	(65,772)	(75,819)	(141,591)
NEW GLOUCESTER	CUMB	327,366	217,726	200,977	(109,641)	(126,389)	(236,030)
NORTH YARMOUTH	CUMB	246,533	163,965	151,352	(82,568)	(95,181)	(177,749)
PORTLAND	CUMB	6,421,360	4,270,733	3,942,216	(2,150,627)	(2,479,145)	(4,629,772)

FY 14 - FY 15 Biennial Revenue Sharing

		A	B	C	F	G	J
		Status Quo	FY 14	FY 15	FY 14	FY 15	Biennial
		\$97.7 Million	\$65 Million	\$60 Million	Loss	Loss	Loss
POWNAI	CUMB	94,556	62,887	58,050	(31,668)	(36,506)	(68,174)
RAYMOND	CUMB	200,747	133,513	123,243	(67,234)	(77,504)	(144,738)
SCARBOROUGH	CUMB	1,156,999	769,499	710,307	(387,499)	(446,692)	(834,191)
SEBAGO	CUMB	100,843	67,069	61,910	(33,774)	(38,933)	(72,708)
SOUTH PORTLAND	CUMB	1,945,508	1,293,923	1,194,390	(651,585)	(751,117)	(1,402,702)
STANDISH	CUMB	418,506	278,341	256,930	(140,165)	(161,576)	(301,741)
WESTBROOK	CUMB	1,551,405	1,031,812	952,442	(519,593)	(598,963)	(1,118,556)
WINDHAM	CUMB	1,060,779	705,506	651,236	(355,274)	(409,543)	(764,817)
YARMOUTH	CUMB	792,760	527,251	486,693	(265,509)	(306,067)	(571,577)
AVON	FRAN	26,059	17,332	15,998	(8,728)	(10,061)	(18,789)
CARRABASSETT VALLEY	FRAN	18,712	12,445	11,487	(6,267)	(7,224)	(13,491)
CARTHAGE	FRAN	38,063	25,315	23,368	(12,748)	(14,695)	(27,443)
CHESTERVILLE	FRAN	68,948	45,856	42,328	(23,092)	(26,619)	(49,711)
COPLIN PLT	FRAN	7,050	4,689	4,328	(2,361)	(2,722)	(5,083)
DALLAS PLT	FRAN	11,938	7,940	7,329	(3,998)	(4,609)	(8,607)
EUSTIS	FRAN	26,304	17,494	16,149	(8,810)	(10,155)	(18,965)
FARMINGTON	FRAN	568,215	377,910	348,840	(190,305)	(219,375)	(409,681)
INDUSTRY	FRAN	49,352	32,823	30,299	(16,529)	(19,054)	(35,583)
JAY	FRAN	288,943	192,171	177,388	(96,772)	(111,554)	(208,327)
KINGFIELD	FRAN	34,829	23,164	21,382	(11,665)	(13,447)	(25,112)
NEW SHARON	FRAN	84,085	55,923	51,622	(28,162)	(32,463)	(60,625)
NEW VINEYARD	FRAN	31,596	21,014	19,397	(10,582)	(12,198)	(22,780)
PHILLIPS	FRAN	103,795	69,032	63,722	(34,763)	(40,073)	(74,836)
RANGELEY	FRAN	46,442	30,888	28,512	(15,554)	(17,930)	(33,484)
RANGELEY PLT	FRAN	4,503	2,995	2,764	(1,508)	(1,738)	(3,247)
SANDY RIVER PLT	FRAN	2,065	1,373	1,267	(691)	(797)	(1,489)
STRONG	FRAN	60,935	40,527	37,409	(20,408)	(23,526)	(43,934)
TEMPLE	FRAN	34,808	23,150	21,369	(11,658)	(13,439)	(25,096)
WELD	FRAN	12,816	8,524	7,868	(4,292)	(4,948)	(9,241)
WILTON	FRAN	258,500	171,924	158,699	(86,576)	(99,801)	(186,378)
AMHERST	HANC	13,201	8,780	8,104	(4,421)	(5,097)	(9,518)
AURORA	HANC	5,545	3,688	3,404	(1,857)	(2,141)	(3,998)
BAR HARBOR	HANC	212,256	141,168	130,309	(71,088)	(81,947)	(153,036)
BLUE HILL	HANC	73,768	49,062	45,288	(24,706)	(28,480)	(53,186)
BROOKLIN	HANC	21,628	14,384	13,278	(7,244)	(8,350)	(15,594)
BROOKSVILLE	HANC	20,463	13,610	12,563	(6,853)	(7,900)	(14,754)
BUCKSPORT	HANC	279,883	186,145	171,826	(93,738)	(108,057)	(201,794)
CASTINE	HANC	40,879	27,188	25,097	(13,691)	(15,782)	(29,474)
CRANBERRY ISLES	HANC	3,876	2,578	2,379	(1,298)	(1,496)	(2,794)
DEDHAM	HANC	92,314	61,396	56,673	(30,917)	(35,640)	(66,558)
DEER ISLE	HANC	68,235	45,382	41,891	(22,853)	(26,344)	(49,197)
EASTBROOK	HANC	26,792	17,819	16,448	(8,973)	(10,344)	(19,317)
ELLSWORTH	HANC	533,698	354,953	327,649	(178,745)	(206,049)	(384,794)
FRANKLIN	HANC	58,072	38,623	35,652	(19,449)	(22,420)	(41,870)
FRENCHBORO	HANC	3,989	2,653	2,449	(1,336)	(1,540)	(2,876)
GOULDSBORO	HANC	56,932	37,864	34,952	(19,067)	(21,980)	(41,048)
GREAT POND	HANC	1,209	804	742	(405)	(467)	(872)
HANCOCK	HANC	88,020	58,541	54,038	(29,480)	(33,983)	(63,462)
LAMOINE	HANC	59,885	39,828	36,765	(20,057)	(23,120)	(43,177)
MARIAVILLE	HANC	22,945	15,260	14,086	(7,685)	(8,858)	(16,543)

FY 14 - FY 15 Biennial Revenue Sharing

		A	B	C	F	G	J
		Status Quo	FY 14	FY 15	FY 14	FY 15	Biennial
		\$97.7 Million	\$65 Million	\$60 Million	Loss	Loss	Loss
MOUNT DESERT	HANC	50,855	33,823	31,221	(17,032)	(19,634)	(36,666)
ORLAND	HANC	138,384	92,037	84,957	(46,347)	(53,427)	(99,775)
OSBORN	HANC	2,606	1,733	1,600	(873)	(1,006)	(1,879)
OTIS	HANC	19,690	13,095	12,088	(6,594)	(7,602)	(14,196)
PENOBSCOT	HANC	42,521	28,280	26,105	(14,241)	(16,416)	(30,658)
SEDGWICK	HANC	46,241	30,754	28,388	(15,487)	(17,853)	(33,340)
SORRENTO	HANC	6,575	4,373	4,036	(2,202)	(2,538)	(4,740)
SOUTHWEST HARBOR	HANC	82,119	54,616	50,415	(27,503)	(31,704)	(59,207)
STONINGTON	HANC	38,319	25,485	23,525	(12,834)	(14,794)	(27,628)
SULLIVAN	HANC	50,284	33,443	30,870	(16,841)	(19,413)	(36,254)
SURRY	HANC	46,286	30,784	28,416	(15,502)	(17,870)	(33,372)
SWANS ISLAND	HANC	12,421	8,261	7,625	(4,160)	(4,795)	(8,955)
TREMONT	HANC	50,939	33,878	31,272	(17,060)	(19,666)	(36,727)
TRENTON	HANC	80,588	53,598	49,475	(26,990)	(31,113)	(58,103)
VERONA	HANC	27,065	18,001	16,616	(9,065)	(10,449)	(19,514)
WALTHAM	HANC	19,949	13,268	12,247	(6,681)	(7,702)	(14,383)
WINTER HARBOR	HANC	11,636	7,739	7,144	(3,897)	(4,493)	(8,390)
ALBION	KENN	118,533	78,835	72,770	(39,699)	(45,763)	(85,462)
AUGUSTA	KENN	1,754,227	1,166,705	1,076,959	(587,521)	(677,268)	(1,264,789)
BELGRADE	KENN	134,128	89,206	82,344	(44,922)	(51,784)	(96,705)
BENTON	KENN	107,744	71,659	66,146	(36,085)	(41,598)	(77,683)
CHELSEA	KENN	203,513	135,353	124,941	(68,160)	(78,572)	(146,732)
CHINA	KENN	249,030	165,625	152,885	(83,404)	(96,145)	(179,549)
CLINTON	KENN	202,980	134,998	124,614	(67,982)	(78,366)	(146,348)
FARMINGDALE	KENN	145,734	96,925	89,469	(48,809)	(56,265)	(105,073)
FAYETTE	KENN	67,736	45,050	41,584	(22,686)	(26,151)	(48,837)
GARDINER	KENN	622,409	413,953	382,111	(208,456)	(240,298)	(448,754)
HALLOWELL	KENN	190,205	126,502	116,771	(63,703)	(73,434)	(137,137)
LITCHFIELD	KENN	192,477	128,013	118,166	(64,464)	(74,311)	(138,775)
MANCHESTER	KENN	159,651	106,181	98,013	(53,470)	(61,638)	(115,108)
MONMOUTH	KENN	256,905	170,863	157,720	(86,042)	(99,185)	(185,228)
MOUNT VERNON	KENN	88,518	58,872	54,343	(29,646)	(34,175)	(63,821)
OAKLAND	KENN	358,056	238,136	219,818	(119,919)	(138,237)	(258,156)
PITTSTON	KENN	120,222	79,957	73,807	(40,264)	(46,415)	(86,679)
RANDOLPH	KENN	114,070	75,866	70,030	(38,204)	(44,040)	(82,244)
READFIELD	KENN	190,220	126,512	116,780	(63,708)	(73,440)	(137,148)
ROME	KENN	31,110	20,691	19,099	(10,419)	(12,011)	(22,430)
SIDNEY	KENN	160,175	106,529	98,335	(53,645)	(61,840)	(115,485)
VASSALBORO	KENN	193,085	128,417	118,539	(64,667)	(74,546)	(139,213)
VIENNA	KENN	38,451	25,573	23,606	(12,878)	(14,845)	(27,723)
WATERVILLE	KENN	1,636,462	1,088,382	1,004,660	(548,080)	(631,802)	(1,179,882)
WAYNE	KENN	72,891	48,479	44,749	(24,413)	(28,142)	(52,554)
WEST GARDINER	KENN	141,776	94,293	87,040	(47,483)	(54,737)	(102,220)
WINDSOR	KENN	154,995	103,084	95,155	(51,910)	(59,840)	(111,750)
WINSLOW	KENN	623,396	414,610	382,717	(208,786)	(240,679)	(449,466)
WINTHROP	KENN	406,239	270,183	249,399	(136,057)	(156,840)	(292,897)
APPLETON	KNOX	85,986	57,188	52,789	(28,798)	(33,197)	(61,996)
CAMDEN	KNOX	285,544	189,910	175,302	(95,634)	(110,242)	(205,876)
CUSHING	KNOX	90,492	60,185	55,555	(30,307)	(34,937)	(65,244)
FRIENDSHIP	KNOX	41,205	27,404	25,296	(13,800)	(15,908)	(29,708)

FY 14 - FY 15 Biennial Revenue Sharing

		A	B	C	F	G	J
		Status Quo	FY 14	FY 15	FY 14	FY 15	Biennial
		\$97.7 Million	\$65 Million	\$60 Million	Loss	Loss	Loss
HOPE	KNOX	92,379	61,439	56,713	(30,939)	(35,665)	(66,605)
ISLE AU HAUT	KNOX	1,877	1,249	1,153	(629)	(725)	(1,354)
MATINICUS ISLE PLT	KNOX	2,093	1,392	1,285	(701)	(808)	(1,509)
NORTH HAVEN	KNOX	10,661	7,090	6,545	(3,571)	(4,116)	(7,687)
OWLS HEAD	KNOX	63,235	42,056	38,821	(21,178)	(24,413)	(45,592)
ROCKLAND	KNOX	741,254	492,995	455,073	(248,259)	(286,182)	(534,441)
ROCKPORT	KNOX	180,620	120,127	110,887	(60,493)	(69,733)	(130,226)
SAINT GEORGE	KNOX	83,265	55,378	51,118	(27,887)	(32,147)	(60,034)
SOUTH THOMASTON	KNOX	68,758	45,730	42,212	(23,028)	(26,546)	(49,574)
THOMASTON	KNOX	239,071	159,002	146,771	(80,069)	(92,300)	(172,369)
UNION	KNOX	138,704	92,250	85,153	(46,454)	(53,551)	(100,005)
VINALHAVEN	KNOX	38,749	25,771	23,789	(12,978)	(14,960)	(27,938)
WARREN	KNOX	295,071	196,247	181,151	(98,825)	(113,920)	(212,745)
WASHINGTON	KNOX	71,880	47,806	44,129	(24,074)	(27,751)	(51,825)
ALNA	LINC	60,410	40,177	37,087	(20,232)	(23,323)	(43,555)
BOOTHBAY	LINC	99,093	65,905	60,836	(33,188)	(38,258)	(71,446)
BOOTHBAY HARBOR	LINC	80,038	53,232	49,137	(26,806)	(30,901)	(57,707)
BREMEN	LINC	32,022	21,297	19,659	(10,725)	(12,363)	(23,088)
BRISTOL	LINC	63,086	41,958	38,730	(21,129)	(24,356)	(45,485)
DAMARISCOTTA	LINC	149,478	99,415	91,768	(50,063)	(57,710)	(107,773)
DRESDEN	LINC	89,619	59,604	55,019	(30,015)	(34,600)	(64,615)
EDGECOMB	LINC	60,897	40,501	37,386	(20,395)	(23,511)	(43,906)
JEFFERSON	LINC	117,359	78,054	72,049	(39,306)	(45,310)	(84,615)
MONHEGAN PLT	LINC	1,251	832	768	(419)	(483)	(902)
NEWCASTLE	LINC	105,252	70,001	64,616	(35,251)	(40,635)	(75,886)
NOBLEBORO	LINC	73,000	48,551	44,816	(24,449)	(28,184)	(52,632)
SOMERVILLE	LINC	35,285	23,467	21,662	(11,817)	(13,623)	(25,440)
SOUTH BRISTOL	LINC	14,488	9,636	8,895	(4,852)	(5,594)	(10,446)
SOUTHPORT	LINC	9,831	6,538	6,035	(3,292)	(3,795)	(7,088)
WALDOBORO	LINC	306,366	203,759	188,085	(102,607)	(118,281)	(220,888)
WESTPORT ISLAND	LINC	22,198	14,763	13,628	(7,434)	(8,570)	(16,004)
WHITEFIELD	LINC	133,212	88,597	81,782	(44,615)	(51,430)	(96,045)
WISCASSET	LINC	296,950	197,496	182,304	(99,454)	(114,646)	(214,100)
ANDOVER	OXFO	28,774	19,137	17,665	(9,637)	(11,109)	(20,746)
BETHEL	OXFO	121,489	80,800	74,585	(40,689)	(46,904)	(87,593)
BROWNFIELD	OXFO	94,828	63,068	58,217	(31,759)	(36,611)	(68,370)
BUCKFIELD	OXFO	162,555	108,112	99,796	(54,442)	(62,759)	(117,201)
BYRON	OXFO	7,518	5,000	4,615	(2,518)	(2,902)	(5,420)
CANTON	OXFO	79,491	52,868	48,801	(26,623)	(30,690)	(57,312)
DENMARK	OXFO	60,467	40,215	37,122	(20,251)	(23,345)	(43,596)
DIXFIELD	OXFO	250,180	166,391	153,591	(83,790)	(96,589)	(180,379)
FRYEBURG	OXFO	249,985	166,261	153,471	(83,724)	(96,514)	(180,238)
GILEAD	OXFO	17,472	11,620	10,727	(5,852)	(6,746)	(12,597)
GREENWOOD	OXFO	43,429	28,884	26,662	(14,545)	(16,767)	(31,312)
HANOVER	OXFO	8,032	5,342	4,931	(2,690)	(3,101)	(5,791)
HARTFORD	OXFO	73,828	49,101	45,324	(24,726)	(28,503)	(53,229)
HEBRON	OXFO	84,256	56,037	51,726	(28,219)	(32,529)	(60,748)
HIRAM	OXFO	94,964	63,159	58,300	(31,805)	(36,663)	(68,469)
LINCOLN PLT	OXFO	708	471	434	(237)	(273)	(510)
LOVELL	OXFO	34,662	23,053	21,280	(11,609)	(13,382)	(24,991)

FY 14 - FY 15 Biennial Revenue Sharing

		A	B	C	F	G	J
		Status Quo	FY 14	FY 15	FY 14	FY 15	Biennial
		\$97.7 Million	\$65 Million	\$60 Million	Loss	Loss	Loss
MAGALLOWAY PLT	OXFO	1,266	842	777	(424)	(489)	(913)
MEXICO	OXFO	402,826	267,913	247,304	(134,914)	(155,522)	(290,436)
NEWRY	OXFO	10,468	6,962	6,426	(3,506)	(4,041)	(7,547)
NORWAY	OXFO	320,354	213,062	196,673	(107,292)	(123,682)	(230,974)
OTISFIELD	OXFO	74,185	49,339	45,544	(24,846)	(28,641)	(53,487)
OXFORD	OXFO	234,376	155,879	143,888	(78,497)	(90,487)	(168,984)
PARIS	OXFO	321,972	214,138	197,666	(107,834)	(124,306)	(232,140)
PERU	OXFO	117,102	77,882	71,891	(39,219)	(45,210)	(84,430)
PORTER	OXFO	94,835	63,073	58,221	(31,762)	(36,614)	(68,376)
ROXBURY	OXFO	26,026	17,309	15,978	(8,716)	(10,048)	(18,764)
RUMFORD	OXFO	662,872	440,864	406,952	(222,008)	(255,920)	(477,928)
STONEHAM	OXFO	6,552	4,358	4,023	(2,194)	(2,530)	(4,724)
STOW	OXFO	19,005	12,640	11,668	(6,365)	(7,337)	(13,703)
SUMNER	OXFO	78,100	51,943	47,947	(26,157)	(30,153)	(56,310)
SWEDEN	OXFO	22,780	15,151	13,985	(7,630)	(8,795)	(16,425)
UPTON	OXFO	2,737	1,820	1,680	(917)	(1,057)	(1,974)
WATERFORD	OXFO	64,890	43,158	39,838	(21,733)	(25,053)	(46,786)
WEST PARIS	OXFO	117,784	78,336	72,310	(39,448)	(45,474)	(84,922)
WOODSTOCK	OXFO	57,249	38,076	35,147	(19,174)	(22,103)	(41,277)
ALTON	PENO	38,983	25,927	23,932	(13,056)	(15,050)	(28,106)
BANGOR	PENO	3,562,109	2,369,096	2,186,858	(1,193,013)	(1,375,251)	(2,568,265)
BRADFORD	PENO	89,485	59,515	54,937	(29,970)	(34,548)	(64,518)
BRADLEY	PENO	85,362	56,772	52,405	(28,589)	(32,956)	(61,545)
BREWER	PENO	934,647	621,617	573,800	(313,030)	(360,846)	(673,876)
BURLINGTON	PENO	29,401	19,554	18,050	(9,847)	(11,351)	(21,198)
CARMEL	PENO	170,755	113,566	104,830	(57,189)	(65,925)	(123,114)
CARROLL PLT	PENO	8,898	5,918	5,463	(2,980)	(3,435)	(6,415)
CHARLESTON	PENO	86,128	57,282	52,876	(28,846)	(33,252)	(62,098)
CHESTER	PENO	19,804	13,171	12,158	(6,633)	(7,646)	(14,279)
CLIFTON	PENO	45,980	30,581	28,228	(15,400)	(17,752)	(33,152)
CORINNA	PENO	174,081	115,778	106,872	(58,303)	(67,209)	(125,512)
CORINTH	PENO	121,547	80,839	74,620	(40,708)	(46,927)	(87,635)
DEXTER	PENO	310,471	206,489	190,605	(103,982)	(119,866)	(223,848)
DIXMONT	PENO	49,200	32,722	30,205	(16,478)	(18,995)	(35,473)
DREW PLT	PENO	3,024	2,011	1,856	(1,013)	(1,167)	(2,180)
EAST MILLINOCKET	PENO	437,479	290,959	268,578	(146,519)	(168,901)	(315,420)
EDDINGTON	PENO	117,149	77,913	71,920	(39,235)	(45,228)	(84,464)
EDINBURG	PENO	10,127	6,735	6,217	(3,392)	(3,910)	(7,301)
ENFIELD	PENO	129,536	86,152	79,525	(43,384)	(50,011)	(93,395)
ETNA	PENO	93,467	62,163	57,382	(31,304)	(36,086)	(67,390)
EXETER	PENO	70,490	46,881	43,275	(23,608)	(27,214)	(50,823)
GARLAND	PENO	54,569	36,293	33,501	(18,276)	(21,068)	(39,344)
GLENBURN	PENO	390,859	259,953	239,957	(130,906)	(150,902)	(281,808)
GREENBUSH	PENO	153,488	102,082	94,230	(51,406)	(59,258)	(110,664)
HAMPDEN	PENO	577,710	384,225	354,669	(193,485)	(223,041)	(416,526)
HERMON	PENO	266,894	177,506	163,852	(89,387)	(103,042)	(192,429)
HOLDEN	PENO	216,846	144,220	133,126	(72,625)	(83,719)	(156,345)
HOWLAND	PENO	126,809	84,338	77,851	(42,471)	(48,958)	(91,429)
HUDSON	PENO	68,847	45,789	42,267	(23,058)	(26,580)	(49,638)
KENDUSKEAG	PENO	65,542	43,591	40,237	(21,951)	(25,304)	(47,255)

FY 14 - FY 15 Biennial Revenue Sharing

		A	B	C	F	G	J
		Status Quo	FY 14	FY 15	FY 14	FY 15	Biennial
		\$97.7 Million	\$65 Million	\$60 Million	Loss	Loss	Loss
LAGRANGE	PENO	29,179	19,406	17,913	(9,772)	(11,265)	(21,038)
LAKEVILLE	PENO	1,686	1,121	1,035	(565)	(651)	(1,215)
LEE	PENO	80,005	53,210	49,117	(26,795)	(30,888)	(57,683)
LEVANT	PENO	134,272	89,302	82,433	(44,970)	(51,840)	(96,810)
LINCOLN	PENO	535,895	356,414	328,998	(179,481)	(206,897)	(386,378)
LOWELL	PENO	19,659	13,075	12,069	(6,584)	(7,590)	(14,174)
MATTAWAMKEAG	PENO	67,309	44,766	41,322	(22,543)	(25,986)	(48,529)
MAXFIELD	PENO	8,203	5,456	5,036	(2,747)	(3,167)	(5,915)
MEDWAY	PENO	177,902	118,319	109,218	(59,582)	(68,684)	(128,266)
MILFORD	PENO	268,058	178,280	164,567	(89,777)	(103,491)	(193,268)
MILLINOCKET	PENO	910,406	605,495	558,919	(304,911)	(351,488)	(656,399)
MOUNT CHASE	PENO	12,378	8,233	7,599	(4,146)	(4,779)	(8,925)
NEWBURGH	PENO	110,331	73,379	67,735	(36,952)	(42,597)	(79,548)
NEWPORT	PENO	247,225	164,425	151,777	(82,800)	(95,448)	(178,248)
OLD TOWN	PENO	788,372	524,332	483,999	(264,040)	(304,373)	(568,412)
ORONO	PENO	1,236,994	822,703	759,418	(414,291)	(477,576)	(891,867)
ORRINGTON	PENO	243,293	161,810	149,363	(81,483)	(93,930)	(175,413)
PASSADUMKEAG	PENO	27,248	18,122	16,728	(9,126)	(10,520)	(19,646)
PATTEN	PENO	104,053	69,204	63,881	(34,849)	(40,173)	(75,022)
PLYMOUTH	PENO	55,468	36,891	34,053	(18,577)	(21,415)	(39,992)
SEBOEIS PLT	PENO	1,079	717	662	(361)	(416)	(778)
SPRINGFIELD	PENO	39,948	26,569	24,525	(13,379)	(15,423)	(28,803)
STACYVILLE	PENO	54,290	36,108	33,330	(18,183)	(20,960)	(39,143)
STETSON	PENO	66,917	44,505	41,082	(22,412)	(25,835)	(48,247)
VEAZIE	PENO	196,575	130,739	120,682	(65,837)	(75,893)	(141,730)
WEBSTER PLT	PENO	7,149	4,755	4,389	(2,394)	(2,760)	(5,155)
WINN	PENO	36,853	24,510	22,625	(12,343)	(14,228)	(26,571)
WOODVILLE	PENO	18,539	12,330	11,381	(6,209)	(7,157)	(13,366)
ABBOT	PISC	29,041	19,315	17,829	(9,726)	(11,212)	(20,939)
ATKINSON	PISC	21,830	14,518	13,402	(7,311)	(8,428)	(15,739)
BEAVER COVE	PISC	3,499	2,327	2,148	(1,172)	(1,351)	(2,523)
BOWERBANK	PISC	1,896	1,261	1,164	(635)	(732)	(1,367)
BROWNVILLE	PISC	114,690	76,278	70,410	(38,412)	(44,279)	(82,691)
DOVER-FOXCROFT	PISC	345,240	229,613	211,951	(115,627)	(133,290)	(248,917)
GREENVILLE	PISC	90,934	60,478	55,826	(30,455)	(35,108)	(65,563)
GUILFORD	PISC	101,580	67,559	62,362	(34,021)	(39,218)	(73,239)
KINGSBURY PLT	PISC	746	496	458	(250)	(288)	(538)
LAKE VIEW PLT	PISC	324	215	199	(108)	(125)	(233)
MEDFORD	PISC	24,152	16,063	14,828	(8,089)	(9,325)	(17,414)
MILO	PISC	299,898	199,457	184,114	(100,441)	(115,784)	(216,225)
MONSON	PISC	38,062	25,314	23,367	(12,748)	(14,695)	(27,443)
PARKMAN	PISC	45,367	30,173	27,852	(15,194)	(17,515)	(32,709)
SANGERVILLE	PISC	103,675	68,952	63,648	(34,722)	(40,026)	(74,749)
SEBEC	PISC	30,157	20,057	18,514	(10,100)	(11,643)	(21,743)
SHIRLEY	PISC	11,310	7,522	6,943	(3,788)	(4,366)	(8,154)
WELLINGTON	PISC	15,143	10,071	9,297	(5,072)	(5,846)	(10,918)
WILLIMANTIC	PISC	4,031	2,681	2,475	(1,350)	(1,556)	(2,906)
ARROWSIC	SAGA	15,021	9,990	9,222	(5,031)	(5,799)	(10,830)
BATH	SAGA	821,742	546,526	504,486	(275,216)	(317,256)	(592,472)
BOWDOIN	SAGA	154,240	102,582	94,691	(51,658)	(59,549)	(111,206)

FY 14 - FY 15 Biennial Revenue Sharing

		A	B	C	F	G	J
		Status Quo	FY 14	FY 15	FY 14	FY 15	Biennial
		\$97.7 Million	\$65 Million	\$60 Million	Loss	Loss	Loss
BOWDOINHAM	SAGA	196,488	130,681	120,628	(65,807)	(75,860)	(141,667)
GEORGETOWN	SAGA	26,640	17,718	16,355	(8,922)	(10,285)	(19,207)
PHIPPSBURG	SAGA	70,144	46,651	43,063	(23,492)	(27,081)	(50,573)
RICHMOND	SAGA	255,660	170,035	156,955	(85,625)	(98,705)	(184,330)
TOPSHAM	SAGA	752,326	500,359	461,870	(251,967)	(290,456)	(542,424)
WEST BATH	SAGA	80,805	53,742	49,608	(27,063)	(31,197)	(58,260)
WOOLWICH	SAGA	148,075	98,482	90,906	(49,593)	(57,168)	(106,761)
ANSON	SOME	235,042	156,323	144,298	(78,720)	(90,745)	(169,465)
ATHENS	SOME	53,396	35,513	32,781	(17,883)	(20,615)	(38,498)
BINGHAM	SOME	88,919	59,139	54,589	(29,781)	(34,330)	(64,110)
BRIGHTON PLT	SOME	5,621	3,738	3,451	(1,883)	(2,170)	(4,053)
CAMBRIDGE	SOME	31,286	20,808	19,207	(10,478)	(12,079)	(22,557)
CANAAN	SOME	162,040	107,770	99,480	(54,270)	(62,560)	(116,830)
CARATUNK	SOME	2,147	1,428	1,318	(719)	(829)	(1,548)
CORNVILLE	SOME	80,834	53,761	49,626	(27,073)	(31,208)	(58,281)
DENNISTOWN PLT	SOME	1,110	738	681	(372)	(429)	(800)
DETROIT	SOME	57,527	38,260	35,317	(19,267)	(22,210)	(41,477)
EMBDEN	SOME	56,741	37,737	34,835	(19,004)	(21,906)	(40,910)
FAIRFIELD	SOME	726,274	483,032	445,876	(243,242)	(280,398)	(523,640)
HARMONY	SOME	42,864	28,508	26,315	(14,356)	(16,549)	(30,905)
HARTLAND	SOME	181,964	121,021	111,712	(60,943)	(70,252)	(131,195)
HIGHLAND PLT	SOME	5,834	3,880	3,581	(1,954)	(2,252)	(4,206)
JACKMAN	SOME	61,853	41,137	37,973	(20,716)	(23,880)	(44,596)
MADISON	SOME	382,302	254,263	234,704	(128,040)	(147,599)	(275,638)
MERCER	SOME	49,644	33,017	30,477	(16,627)	(19,166)	(35,793)
MOOSE RIVER	SOME	15,168	10,088	9,312	(5,080)	(5,856)	(10,936)
MOSCOW	SOME	32,931	21,902	20,217	(11,029)	(12,714)	(23,743)
NEW PORTLAND	SOME	56,860	37,817	34,908	(19,043)	(21,952)	(40,996)
NORRIDGEWOCK	SOME	276,646	183,992	169,839	(92,653)	(106,807)	(199,460)
PALMYRA	SOME	110,473	73,473	67,822	(36,999)	(42,651)	(79,650)
PITTSFIELD	SOME	387,781	257,906	238,067	(129,875)	(149,714)	(279,588)
PLEASANT RIDGE PLT	SOME	3,322	2,209	2,039	(1,112)	(1,282)	(2,395)
RIPLEY	SOME	33,709	22,419	20,695	(11,290)	(13,014)	(24,304)
SAINT ALBANS	SOME	130,733	86,948	80,260	(43,785)	(50,473)	(94,258)
SKOWHEGAN	SOME	666,539	443,303	409,203	(223,236)	(257,336)	(480,572)
SMITHFIELD	SOME	72,406	48,156	44,452	(24,250)	(27,954)	(52,204)
OLON	SOME	66,488	44,220	40,818	(22,268)	(25,669)	(47,937)
STARKS	SOME	65,433	43,518	40,171	(21,915)	(25,262)	(47,177)
THE FORKS PLT	SOME	1,089	724	669	(365)	(420)	(785)
WEST FORKS PLT	SOME	1,862	1,239	1,143	(624)	(719)	(1,343)
BELFAST	WALD	503,160	334,643	308,901	(168,517)	(194,259)	(362,776)
BELMONT	WALD	35,478	23,596	21,781	(11,882)	(13,697)	(25,579)
BROOKS	WALD	81,875	54,453	50,265	(27,421)	(31,610)	(59,031)
BURNHAM	WALD	73,071	48,598	44,860	(24,473)	(28,211)	(52,684)
FRANKFORT	WALD	67,248	44,725	41,285	(22,523)	(25,963)	(48,485)
FREEDOM	WALD	49,208	32,727	30,210	(16,480)	(18,998)	(35,478)
ISLESBORO	WALD	17,843	11,867	10,954	(5,976)	(6,889)	(12,865)
JACKSON	WALD	48,136	32,015	29,552	(16,122)	(18,584)	(34,706)
KNOX	WALD	46,567	30,971	28,588	(15,596)	(17,978)	(33,574)
LIBERTY	WALD	48,727	32,407	29,915	(16,319)	(18,812)	(35,132)

FY 14 - FY 15 Biennial Revenue Sharing

		A	B	C	F	G	J
		Status Quo	FY 14	FY 15	FY 14	FY 15	Biennial
		\$97.7 Million	\$65 Million	\$60 Million	Loss	Loss	Loss
LINCOLNVILLE	WALD	131,522	87,473	80,744	(44,049)	(50,778)	(94,827)
MONROE	WALD	73,676	49,001	45,231	(24,675)	(28,445)	(53,120)
MONTVILLE	WALD	76,208	50,685	46,786	(25,523)	(29,422)	(54,946)
MORRILL	WALD	49,545	32,952	30,417	(16,594)	(19,128)	(35,722)
NORTHPORT	WALD	68,136	45,316	41,830	(22,820)	(26,306)	(49,126)
PALERMO	WALD	87,913	58,469	53,971	(29,443)	(33,941)	(63,385)
PROSPECT	WALD	55,027	36,598	33,782	(18,430)	(21,245)	(39,674)
SEARSMONT	WALD	75,434	50,170	46,311	(25,264)	(29,124)	(54,388)
SEARSPORT	WALD	200,599	133,415	123,152	(67,184)	(77,447)	(144,631)
STOCKTON SPRINGS	WALD	113,837	75,711	69,887	(38,126)	(43,950)	(82,076)
SWANVILLE	WALD	78,701	52,343	48,316	(26,358)	(30,385)	(56,743)
THORNDIKE	WALD	36,900	24,541	22,653	(12,358)	(14,246)	(26,604)
TROY	WALD	62,150	41,335	38,155	(20,815)	(23,995)	(44,810)
UNITY	WALD	111,592	74,218	68,509	(37,374)	(43,083)	(80,457)
WALDO	WALD	37,733	25,096	23,165	(12,637)	(14,568)	(27,205)
WINTERPORT	WALD	200,933	133,637	123,357	(67,296)	(77,576)	(144,872)
ADDISON	WASH	67,345	44,790	41,345	(22,555)	(26,000)	(48,555)
ALEXANDER	WASH	28,174	18,738	17,297	(9,436)	(10,877)	(20,314)
BAILEYVILLE	WASH	153,504	102,093	94,239	(51,411)	(59,264)	(110,676)
BARING	WASH	17,538	11,664	10,767	(5,874)	(6,771)	(12,645)
BEALS	WASH	43,831	29,151	26,909	(14,680)	(16,922)	(31,602)
BEDDINGTON	WASH	1,044	694	641	(350)	(403)	(753)
CALAIS	WASH	343,098	228,188	210,636	(114,910)	(132,463)	(247,372)
CHARLOTTE	WASH	38,227	25,424	23,468	(12,803)	(14,759)	(27,561)
CHERRYFIELD	WASH	76,438	50,837	46,927	(25,600)	(29,511)	(55,111)
CODYVILLE PLT	WASH	-	-	-	-	-	-
COLUMBIA	WASH	40,598	27,001	24,924	(13,597)	(15,674)	(29,271)
COLUMBIA FALLS	WASH	40,682	27,057	24,976	(13,625)	(15,706)	(29,331)
COOPER	WASH	9,537	6,343	5,855	(3,194)	(3,682)	(6,876)
CRAWFORD	WASH	5,223	3,474	3,206	(1,749)	(2,016)	(3,766)
CUTLER	WASH	24,748	16,459	15,193	(8,288)	(9,555)	(17,843)
DANFORTH	WASH	38,342	25,500	23,539	(12,841)	(14,803)	(27,644)
DEBLOIS	WASH	1,073	714	659	(359)	(414)	(774)
DENNYVILLE	WASH	15,195	10,106	9,329	(5,089)	(5,866)	(10,956)
EAST MACHIAS	WASH	86,131	57,284	52,878	(28,847)	(33,253)	(62,100)
EASTPORT	WASH	164,520	109,419	101,002	(55,101)	(63,517)	(118,618)
GRAND LAKE STREAM PLT	WASH	3,422	2,276	2,101	(1,146)	(1,321)	(2,468)
HARRINGTON	WASH	62,318	41,447	38,259	(20,872)	(24,060)	(44,931)
JONESBORO	WASH	29,888	19,878	18,349	(10,010)	(11,539)	(21,549)
JONESPORT	WASH	80,858	53,777	49,640	(27,081)	(31,217)	(58,298)
LUBEC	WASH	108,882	72,416	66,845	(36,467)	(42,037)	(78,503)
MACHIAS	WASH	282,873	188,134	173,662	(94,739)	(109,211)	(203,950)
MACHIASPORT	WASH	76,266	50,723	46,821	(25,543)	(29,445)	(54,987)
MARSHFIELD	WASH	37,099	24,674	22,776	(12,425)	(14,323)	(26,748)
MEDDYBEMPS	WASH	7,132	4,744	4,379	(2,389)	(2,754)	(5,142)
MILBRIDGE	WASH	88,902	59,127	54,579	(29,775)	(34,323)	(64,098)
NORTHFIELD	WASH	3,927	2,612	2,411	(1,315)	(1,516)	(2,832)
PEMBROKE	WASH	53,776	35,765	33,014	(18,010)	(20,762)	(38,772)
PERRY	WASH	52,523	34,932	32,245	(17,591)	(20,278)	(37,869)
PRINCETON	WASH	51,856	34,489	31,836	(17,368)	(20,021)	(37,388)

FY 14 - FY 15 Biennial Revenue Sharing

		A	B	C	F	G	J
		Status Quo	FY 14	FY 15	FY 14	FY 15	Biennial
		\$97.7 Million	Final	Final	Loss	Loss	Loss
			\$65 Million	\$60 Million			
ROBBINSTON	WASH	27,725	18,439	17,021	(9,286)	(10,704)	(19,990)
ROQUE BLUFFS	WASH	10,342	6,878	6,349	(3,464)	(3,993)	(7,457)
STEUBEN	WASH	72,809	48,424	44,699	(24,385)	(28,110)	(52,495)
TALMADGE	WASH	3,337	2,220	2,049	(1,118)	(1,288)	(2,406)
TOPSFIELD	WASH	17,937	11,929	11,012	(6,007)	(6,925)	(12,932)
VANCEBORO	WASH	15,976	10,625	9,808	(5,351)	(6,168)	(11,519)
WAITE	WASH	5,556	3,695	3,411	(1,861)	(2,145)	(4,006)
WESLEY	WASH	5,639	3,750	3,462	(1,889)	(2,177)	(4,066)
WHITING	WASH	19,929	13,255	12,235	(6,675)	(7,694)	(14,369)
WHITNEYVILLE	WASH	13,003	8,648	7,983	(4,355)	(5,020)	(9,375)
ACTON	YORK	114,677	76,270	70,403	(38,407)	(44,274)	(82,682)
ALFRED	YORK	168,918	112,344	103,702	(56,574)	(65,215)	(121,789)
ARUNDEL	YORK	231,769	154,145	142,288	(77,623)	(89,481)	(167,104)
BERWICK	YORK	492,571	327,600	302,400	(164,971)	(190,171)	(355,141)
BIDDEFORD	YORK	1,650,996	1,098,049	1,013,583	(552,948)	(637,413)	(1,190,361)
BUXTON	YORK	386,356	256,958	237,192	(129,397)	(149,163)	(278,561)
CORNISH	YORK	82,383	54,792	50,577	(27,592)	(31,806)	(59,398)
DAYTON	YORK	125,645	83,564	77,136	(42,081)	(48,509)	(90,589)
ELIOT	YORK	369,061	245,456	226,575	(123,605)	(142,486)	(266,091)
HOLLIS	YORK	171,278	113,914	105,152	(57,364)	(66,127)	(123,491)
KENNEBUNK	YORK	677,844	450,822	416,144	(227,022)	(261,701)	(488,723)
KENNEBUNKPORT	YORK	93,973	62,500	57,692	(31,473)	(36,281)	(67,754)
KITTERY	YORK	612,036	407,054	375,742	(204,982)	(236,293)	(441,275)
LEBANON	YORK	331,439	220,434	203,478	(111,005)	(127,961)	(238,966)
LIMERICK	YORK	173,984	115,714	106,813	(58,270)	(67,171)	(125,442)
LIMINGTON	YORK	151,712	100,901	93,139	(50,811)	(58,572)	(109,383)
LYMAN	YORK	205,324	136,558	126,053	(68,767)	(79,271)	(148,038)
NEWFIELD	YORK	56,291	37,438	34,558	(18,853)	(21,733)	(40,585)
NORTH BERWICK	YORK	215,162	143,101	132,093	(72,062)	(83,069)	(155,131)
OGUNQUIT	YORK	26,143	17,387	16,050	(8,756)	(10,093)	(18,849)
OLD ORCHARD BEACH	YORK	582,362	387,319	357,525	(195,043)	(224,837)	(419,881)
PARSONSFIELD	YORK	114,250	75,985	70,140	(38,264)	(44,109)	(82,373)
SACO	YORK	1,342,863	893,115	824,414	(449,749)	(518,450)	(968,198)
SANFORD	YORK	1,848,058	1,229,111	1,134,564	(618,947)	(713,494)	(1,332,442)
SHAPLEIGH	YORK	100,714	66,983	61,830	(33,731)	(38,883)	(72,614)
SOUTH BERWICK	YORK	551,880	367,046	338,812	(184,834)	(213,069)	(397,903)
WATERBORO	YORK	456,700	303,743	280,378	(152,957)	(176,322)	(329,279)
WELLS	YORK	362,202	240,894	222,364	(121,308)	(139,838)	(261,146)
YORK	YORK	471,793	313,781	289,644	(158,012)	(182,149)	(340,161)
TOTALS		97,732,258	65,000,000	60,000,000	(32,732,259)	(37,732,259)	(70,464,518)



City Council Workshop Information Sheet

City of Auburn

Council Workshop Date: June 17, 2013

Item G

Author: Sue Clements-Dallaire, City Clerk

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

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

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

Subject: School Budget Validation Update

Information: Because the School Budget did not pass, the School Committee has to meet again to present another budget to the City Council. Once approved, it must then be submitted to the voters with another Referendum Election.

Financial: Budget

Action Requested at this Meeting: Discussion of tentative timeline

Previous Meetings and History: On June 11, 2013, the School Budget Validation Referendum Election was held. The proposed budget was rejected by the voters.

Attachments: N/A

*Agenda items are not limited to these categories.



City Council Workshop Information Sheet

City of Auburn

Council Workshop Date: June 17, 2013

Item H

Author: Sue Clements-Dallaire, City Clerk

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

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

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

Subject: Grant from the Northern Border Regional Commission

Information: The Northern Border Regional Commission is now accepting applications for grants that will award \$1.2 million for eligible projects aimed at improving the economies within a thirty-six county region in Maine, New Hampshire, Vermont, and New York. Androscoggin County is an area that is eligible for the grant. Lewiston and Auburn, in conjunction with the Androscoggin Land Trust have developed a plan for the installation of wayfinding and heritage signage throughout each community designed to provide directions and information for area visitors and to enhance the tourism and arts and culture based industries in our area.

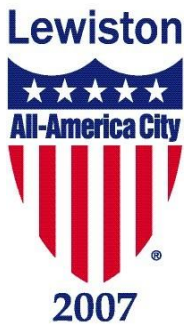
Financial:

Action Requested at this Meeting: Discussion

Previous Meetings and History: N/A

Attachments: Lewiston draft resolve

*Agenda items are not limited to these categories.



**City of Lewiston Maine
City Council Resolve
June 18, 2013**



Resolve, Authorizing Application for and Acceptance of a Grant from the Northern Border Regional Commission

Whereas, the Northern Border Regional Commission is now accepting applications for grants that will award \$1.2 million for eligible projects aimed at improving the economies within a thirty-six county region in Maine, New Hampshire, Vermont, and New York; and

Whereas, Androscoggin County is an area eligible for such grants; and

Whereas, Lewiston and Auburn, in conjunction with the Androscoggin Land Trust, have developed a plan for the installation of wayfinding and heritage signage throughout each community designed to provide directions and information for area visitors and to enhance the tourism and arts and culture based industries in our area; and

Whereas, this plan includes detailed plans indicating potential locations for such signage and plans for its construction and installation; and

Whereas, as a result, this project is shovel ready and can be quickly implemented;

Now, therefore, be It Resolved by the City Council of the City of Lewiston that

Application for an acceptance of a grant for wayfaring and heritage signage from the Northern Border Regional Commission is hereby authorized, such grant to be in conjunction with the City of Auburn and the Androscoggin Land Trust.



City Council Workshop Information Sheet

City of Auburn

Council Workshop Date: June 17, 2013

Item I

Author:

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

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

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

Subject: Community Planning and Development Organization Chart

Information: City Manager and staff have discussed ways to improve operations and communications Economic Development Department efforts. One method that we have seen successful in similar sized municipalities is having one Director overseeing Economic Development, Community Development, Assessing, Planning and Code Enforcement Departments. These departments tend to work in coordination on various projects and endeavors. Under my proposed structure the Economic Development Director would serve as the Department Head for the new Community Planning and Development Department responsible for overseeing the day to day operations and long range planning efforts for each division.

Financial:

Action Requested at this Meeting: Discussion

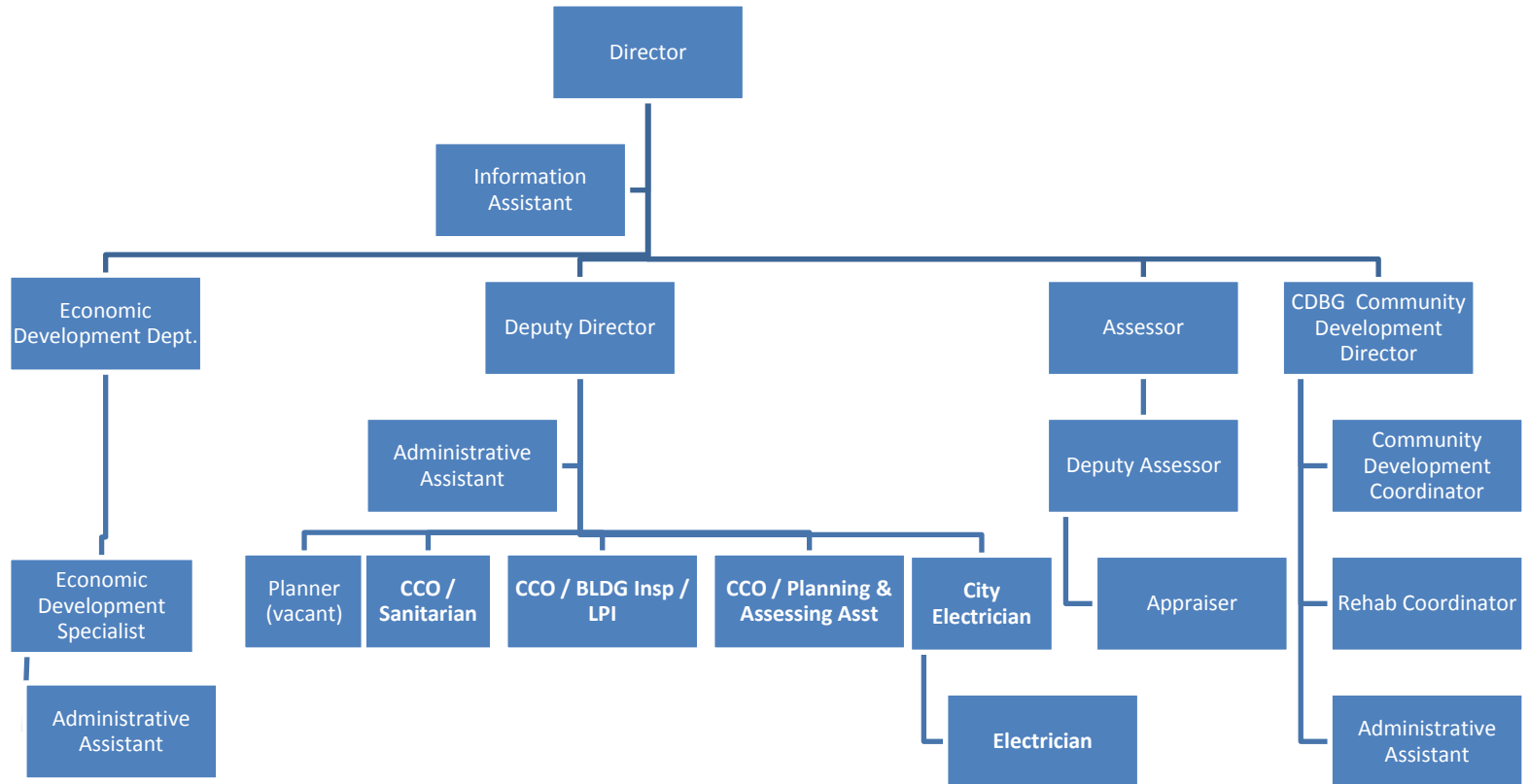
Previous Meetings and History: 3/11/2013

Attachments:

Organization Chart
Job Descriptions

*Agenda items are not limited to these categories.

Community Planning and Development (proposed)



CITY OF AUBURN



JOB TITLE: Director of Community and Economic Development
GRADE: 9
DEPARTMENT: Community and Economic Development
REPORTS TO: City Manager or Assistant City Manager
SUPERVISES: Director of Planning and Permitting
Tax Assessor
Community Development Director
Economic Development Specialist
FLSA STATUS: Exempt

Job Summary

The Director of Community and Economic Development has overall coordination, project management, policy direction, support and budget preparation for the primary functional areas for Tax Assessing, Planning and Permitting, Economic Development and the CDBG Programs. This position is responsible for cultivating positive relationships with local and regional business and industry and seeks new business development for the City of Auburn. The position requires initiative and independent judgment as well as an understanding of the economic and political environment. This position must be customer-service oriented and proactive in maintaining and developing business and community relations. The Director of Community and Economic Development works a flexible workweek including early morning and evening meetings and workweek often exceeds 40 hours.

Essential Duties and Responsibilities

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

In relation to oversight role for Planning and Permitting, Assessing, CDBG and Economic Development:

- Compiles the budgets from the Departments of Assessing, Planning and Permitting, CDBG Program and Economic Development; checks for accuracy and completeness and forwards final requests to Finance Department and City Manager;
- Oversees the coordination of projects that overlap the functional areas within the Community and Economic Development Department;
- Ensures that policies of the functional areas are consistent and aligned with the City manager's Office and with Council goals and objectives;
- Ensures that the functional areas are responsive to community initiatives;
- Holds regular department director level meetings to ensure that coordination of projects is successfully carried out;
- Ensures that staffing is appropriately allocated to meet all service level needs within the functional areas.

In relation to Economic Development Functions:

- Coordinates the business visitation program;
- Prepares marketing materials for the City to advance the economic opportunities within the City, including information on financial assistance services such as grants, loans, interest rebates and tax credits;
- Attends trade shows and community events to network with the business and community representatives;
- Assists departments in finding resources for various projects;
- Promotes partnerships among community members, City staff, government agencies, and private industry;
- Prepares and/or oversees preparation of legal documents that implement programs or projects of the Department;
- Develops media opportunity to showcase business successes, City growth, community events and provides logistical support for media events;
- Researches information and analyses data for recommendations on various timely community projects or issues;
- Makes presentations to City Council, and other community and business groups;
- Develops inventory of available property with characteristics such as zoning, utilities, roads and infrastructure;
- Establishes and maintains a joint database with the City of Lewiston of vacant land and/or buildings;

- Attends meetings with clients and takes clients to on-site visits of potential properties;
- Prepares and/or edits newsletters, press releases, correspondence, reports, speeches, multi-media, and presentations for the City Manager, Mayor, and members of the City Council relative to economic development and community events;
- Prepares and submits award nominations such as employee recognition, Auburn Business Development Achievers Award, LEAGC, and Chamber of Commerce;
- Works cooperatively and productively with co-workers, direct reports, City Manager, Mayor, City Council, business and industry representatives and representatives of local, regional, state and federal government
- Works in a safe manner, observes all safety rules, reports and observed safety hazards to the safety coordinator;
- Other duties as required.

Additional Knowledge, Skills and Abilities

Recommended Minimum Qualifications:

- Bachelor's degree from an accredited 4-year university; Master's Degree preferred;
- At least 5 years experience in the field of Economic Development, Public Administration; Business Finance, City Planning, Marketing and/or Commercial Real Estate;
- Experience in commercial/industrial financing packaging;
- Understanding of Tax Increment Financing arrangements and state regulations;
- Excellent computer skills including excel spreadsheets;
- Excellent interpersonal, problem solving, and team building skills; and
- Must have a valid Maine's Driver's license or ability to obtain a Maine Driver's license and have a good driving record.

Physical Demands

The position requires walking, standing, recurring bending, crouching, stooping, stretching, reaching, crawling under office furniture and similar activities; recurring lifting of moderately heavy equipment such as monitors. Extensive use of keyboards and computer mouse.

Work Environment

Normal office environment which involves everyday risks or discomforts which require normal safety precautions typical of such places as offices and meeting rooms, e.g. use of safe work practices with office equipment, avoidance of trips and falls, assistance with lifting heavy objects. The work area is well lighted, heated and ventilated. Work environment may include business and industrial sites, construction sites at various levels of development, vacant lots, woods, wetlands and similar outdoors properties.

This job description does not constitute an employment agreement between the employer and the employee, and it is subject to change by the employer, as the needs of the employer and requirements of the job change.

CITY OF AUBURN



JOB TITLE: Deputy Director of Community and Economic Development
GRADE: 9
DEPARTMENT: Community and Economic Development
REPORTS TO: City Manager and
Director of Community and Economic Development
SUPERVISES: Planning and Permitting Staff (City Planner, Codes Officers,
Electrical Division employees, Administrative Assistant and
Information Assistant)
FLSA STATUS: Exempt

Job Summary

Assists the Director of Community and Economic Development with the coordination, project management, policy direction, support and budget preparation for the primary functional areas of Tax Assessing, Planning and Permitting, Economic Development, and CDBG Program. Acts as the Director of Community and Economic Development in the absence of the Director. Is primarily responsible for the oversight and management of the Planning and Permitting Department. This position has a high level of responsibility for the planning and enforcement of local ordinances with respect to land use and zoning and implementation of the Comprehensive Plan. Represents the City before the Planning Board and Zoning Board of Review. This position must be customer service oriented and proactive in maintaining and developing business and community relations. The Deputy Director of Community and Economic Development works a flexible schedule including evening meetings and workweek often exceeds 40 hours.

Essential Duties and Responsibilities

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

In relation to Deputy Director to the Community and Economic Development Director:

- Assists the Director in compiling the budgets from departments of Assessing, Planning and Permitting, CDBG and Economic Development;
- Assists the Director in the oversight of coordination of projects that overlap functional areas within the Department of Community and Economic Development;
- Assists the Director in ensuring that the policies of the functional areas are consistent and aligned with the City Manager's Office and Council goals and objectives;
- Assists the Director in ensuring that the functional areas are responsive to community initiatives;
- Assists the Director in ensuring that staffing is appropriately allocated to meet all service level needs within the functional areas;
- At the Direction of the City Manager and/or Director handles personnel related matters such as performance issues, personnel evaluations; union grievances, etc.;
- Acts as the Director of Community and Economic Development in the absence of the Director; and
- Other duties as directed by the Director of Community and Economic Development.

In relation to Planning and Permitting Department Duties:

- Coordinates the efforts of the City Planner and Codes Officers in ensuring suitable and sound development through the enforcement of City ordinances in the areas of development, zoning, building, electrical, plumbing and health codes and other City ordinances;
- Supervises and directs daily activities of planning and permitting staff through delegation of responsibilities, reviewing completed work; and assisting the staff in the implementation of policy;
- Reviews major development plans for compliance with State and City codes relating to development and planning including land use, zoning ordinances, subdivision regulations, and specific developments in the CDBG program;
- Develops City policies in relation to the Comprehensive Plan;
- Facilitates the updating of the City plan and oversees the implementation of the changes resulting from the updates of the Comp Plan;
- Attends Planning Board and Zoning Board meetings, presents reports and provides technical assistance to the board members; is liaison between the Planning and Zoning Board and the City Council;
- Represents the City at various meetings and community events;
- Provides accurate information to citizens, other departments, businesses, developers and other parties concerning planning matters, code enforcement and development laws and ordinances in the City;

- Prepares the Planning and Permitting budget, including projections for personnel costs and revenue;
- Periodically reviews land use ordinances and makes recommendations for changes; and
- Other duties as required.

Additional Knowledge, Skills and Abilities

Recommended Minimum Qualifications

- Bachelor's Degree in Planning, Public Management, Engineering or related field with five years experience in planning and management;
- AICP Certification;
- Knowledge of laws and codes related to planning, codes and enforcement;
- Ability to interpret laws and statutes;
- Ability to read and interpret blueprints, designs and plans.
- Excellent problem solving and customer service skills;
- Excellent organizational, managerial and administrative skills.

Physical Demands

The position requires walking, standing, recurring bending, crouching, stooping, stretching, reaching, crawling under office furniture and similar activities; recurring lifting of moderately heavy equipment such as monitors. Extensive use of keyboards and computer mouse.

Work Environment

Normal office environment which involves everyday risks or discomforts which require normal safety precautions typical of such places as offices and meeting rooms, e.g. use of safe work practices with office equipment, avoidance of trips and falls, assistance with lifting heavy objects. The work area is well lighted, heated and ventilated. Work environment may include residential, business and industrial sites, construction sites at various levels of development, vacant lots, woods, wetlands and similar outdoors properties.

This job description does not constitute an employment agreement between the employer and the employee, and it is subject to change by the employer, as the needs of the employer and requirements of the job change.

CITY OF AUBURN



JOB TITLE: Community Development Director
GRADE: 8
DEPARTMENT: Community and Economic Development Department
REPORTS TO: City Manager and
Director of Community and Economic Development
SUPERVISES: CDBG Staff (Program Coordinators, Administrative Assistant)
FLSA STATUS: Exempt

Job Summary

Coordinates, implements and supervises activities evolving from the Community Development Block Grant Program, HOME Investment Partnership Program, and other grants programs. This position requires initiative and independent judgment as well as thorough understanding of requirements of the grants program, community housing needs and other community projects. The position must be proactive in maintaining and developing community relations, especially as it relates to groups and individuals in the target areas identified in the grants. The Community Development Director works a flexible workweek including evening meetings and the workweek may exceed 40 hours.

Essential Duties and Responsibilities

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Facilitates citizen participation process and works with advisory group efforts and produces the Consolidated Plan Document;
- Develops Community Development Block Grant and Home Investment Partnerships Program budget; determines project eligibility; submits proposals to Citizen's Advisory Committee and City Council, and submits the Annual Action Plan to the Department of Housing and Urban Development for funding;

- Complies and submits the Consolidated Annual Performance and Evaluation Report and other federal reports;
- Acts as City's liaison with funder, Department of Housing and Urban Development;
- Organizes collaborative efforts with local organizations to encourage public/private partnerships to address local issues;
- Monitors program performance and project files to ensure compliance with federal and local requirements including environmental review, Fair Housing regulations, and compliance with Davis-Bacon standards and Section 3 requirements;
- Leads the Auburn Consortium efforts for HOME funds;
- Implements public improvement projects;
- Issues request for proposals for public services and oversees social service activities;
- Conducts HOME monitoring;
- Reviews program guidelines for appropriateness and efficiency;
- Reviews financial reports, controls expenditures, and request funds from Department of Housing and Urban Development;
- Manages the loan portfolio including the collection of loan payments, collateral coverage, and addresses defaults;
- Assists with the hiring, schedules work, provides guidance and employee development and conducts performance appraisals;
- Provides support to the Deputy Director of Community and Economic Development in the area of representing management in union grievances and other union matters;
- Other duties as required.

Additional Knowledge, Skills and Abilities

Recommended Minimum Qualifications

- Bachelors Degree in Business, Public Management or related field and at least five years in Community Development;
- Knowledge of Community Development Block Grant and HOME Investment Partnership program regulations;
- Knowledge of accounting and accuracy with numbers;
- Knowledge of construction industry and housing market;
- Strong problem resolution skills, customer service skills and interpersonal skills;
- Strong organizational skills, detail oriented, and good writing skills;
- Ability to make oral presentations;
- Ability to work with citizens groups and with persons from a diverse background.

Physical Demands

The position requires walking, standing, recurring bending, crouching, stooping, stretching, reaching, crawling under office furniture and similar activities; recurring lifting of moderately heavy equipment such as monitors. Extensive use of keyboards and computer mouse.

Work Environment

Normal office environment which involves everyday risks or discomforts which require normal safety precautions typical of such places as offices and meeting rooms, e.g. use of safe work practices with office equipment, avoidance of trips and falls, assistance with lifting heavy objects. The work area is well lighted, heated and ventilated. Work environment may include residential, business and industrial sites, construction sites at various levels of development, vacant lots, woods, wetlands and similar outdoors properties.

This job description does not constitute an employment agreement between the employer and the employee, and it is subject to change by the employer, as the needs of the employer and requirements of the job change.

CITY OF AUBURN



JOB TITLE: Economic Development Specialist
GRADE: 6
DEPARTMENT: Community and Economic Development
REPORTS TO: Community and Economic Development Director
SUPERVISES: None
FLSA STATUS: Exempt

Job Summary

Under the direction of the Community and Economic Development Director, the Economic Development Specialist organizes, coordinates and implements a variety of services and supportive activities for city businesses and community organizations. The Economic Development Specialist cultivates positive relationships with local and regional business and industry; provides counseling and consultative services to current and potential groups in the community and seeks new business development within the City. Performs research, planning, analysis, training and communications tasks necessary to develop and administer the City's community and economic development programs. This individual serves as program/project manager within the Community and Economic Development Department and must possess a strong customer service orientation. The individual needs to be self-directed and proactive in community involvement. The Economic Development Specialist must be flexible and be prepared to take on tasks that are outside the job description when required by the City.

Supervisory Responsibilities

None

Essential Duties and Responsibilities

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Coordinates the business visitation program.

- Prepares marketing material for the City to advance the economic opportunities within the City, including information on financial assistance services such as grants, loans, interest rebates, and tax credits;
- Attends trade shows and community events to network with the business and overall community;
- Assists departments in finding or developing necessary resources;
- Acts as a liaison between community groups, business and City Staff, connecting resources with individuals;
- Provides education opportunities on Federal, State and local economic programs;
- Participates in conferences, training sessions and meetings relating to areas of community or economic development;
- Promotes partnerships among community members, city staff, government agencies, and private industry;
- Prepares and/or oversees preparation of legal documents that implement programs of projects of the department;
- Coordinates and/or develops support resources needed by local business;
- Develops media opportunities that highlight business successes, City growth, community events and provides the logistical support needed for media events;
- Researches information and analyzes data for recommendations on various timely community projects or issues;
- Makes presentations to community groups and programs;
- Develops inventory of available property with characteristics such as zoning, utilities, roads, and infrastructure;
- Establishes and maintains a joint database with the City of Lewiston of vacant land and/or buildings;
- Attends all meetings with clients and takes clients to on-site visits of potential properties;
- Prepares and/or edits newsletters, press releases, correspondence, reports, speeches, multi-media, and presentations for the Community and Economic Development Director, City Manager, Mayor and members of the City Council relative to economic development and community events;
- Prepares and submits award nominations such as employee recognition, Auburn Business Economic Development Achievers Award, LEAGC and Chamber of Commerce awards.
- Participates on City Teams as needed;
- Works cooperatively and productively with co-workers, supervisors, representatives of the business community and the general public.
- Works in a safe manner, observes all safety rules, reports any observes safety hazards to the supervisor or Safety Coordinator.
- Other duties as required.

Recommended Minimum Qualifications

Training and Experience

- Bachelor's Degree in public administration, economics, communications or business-related field preferred; Masters desired.
- Minimum of 3 to 5 years of government experience, or any combination of education and related work experience.
- Experience in writing, preparing, administering, auditing and closing out grant applications and awards.
- Maine Drivers License and good driving record.

Knowledge, Ability and Skill

Knowledge

- Principles, methods, trends involved with the administration of public information, real estate transactions, economic development and community relations programs.
- Knowledge of TIF's.
-

Ability

- Communicate effectively with City staff, elected officials, the public and the media, including preparing/presenting press releases, informational materials, training programs, speeches and correspondence.
- Research, assist, and advise in a full range of community relations activities, including the use of cable television and computer systems.
- Design and implement marketing campaigns to promote City services, programs, and special events, including the targeting of special population groups.
- Collect and analyze complex and sensitive information and to draw valid conclusions.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Manage interpersonal dynamics.
- Mediate; manage conflicts and issues; handle emotionally charged situations.

Skill

- Excellent oral and written communication skills
- Computer skills including Word, Excel, Power Point and Outlook
- Customer service skills.

Job Environment/Working Conditions/Physical Requirements

Standard office environment; outdoor environment to include visiting potential or partially developed property sites. Position requires sitting, standing, walking (sometimes on uneven or rocky ground), reaching, twisting, turning, bending, squatting, climbing stairs in the performance of daily activities; also requires grasping, repetitive hand movement, using computer keyboard, calculator and other office equipment. Position requires driving, good vision, hearing and speech. Work environment may include business and industrial sites, construction sites at various levels of development, vacant lots, woodlands, wetlands and similar outdoors properties.

This job description does not constitute an employment agreement between the employer and the employee, and it is subject to change by the employer, as the needs of the employer and requirements of the job change.

CITY OF AUBURN



JOB TITLE: Tax Assessor
GRADE: 9
DEPARTMENT: Community and Economic Development
REPORTS TO: City Manager and
Community and Economic Development Director
SUPERVISES: Appraisal Staff

Job Summary

This position has a high level of responsibility for the planning and supervision of the appraisal of real and personal property for assessment purposes. The Tax Assessor uses initiative and independent judgment in carrying out the responsibilities and tasks of the position. The Tax Assessor works a flexible workweek including evening meetings. The workweek often exceeds 40 hours.

Supervisory Responsibilities

The Tax Assessor is responsible for the administration of the City-wide Appraisal/Assessing system and supervision of appraisers.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Supervises the maintenance of all records pertaining to the assessment of real and personal property in the City;
- Supervises activities of appraisers;
- Develops construction cost standards and instruct Appraisers in their use;
- Researches latest appraisal procedures, market trends and construction costs to keep informed of changes;
- Stays knowledgeable of new legislation affecting property tax administration;
- Reviews Appraisers' reports and inspects any questionable issues;
- Assists and advises appraisers on unusual or complicated jobs;

- Supervises the appraisal of property to obtain the true market value, make allowances for depreciation and obsolescence, appraise industrial, commercial, apartment properties and other large developments;
- Supervises the revaluation of real and personal property;
- Supervises transfers of properties and perform the most difficult ones;
- Answers all complaints of over-assessment and defends assessments as necessary before the Board of Assessment Review;
- Provides Property Tax Administration reports to various business groups as part of a public awareness program;
- Maintains a 70% ratio of the community with a quality rating not to exceed 20 for the taxable year 1979 and thereafter as per Maine Statutes; in addition each parcel in a community must be visited once in every four years, to this end annual sales ratios are necessary and the interpretation of them;
- Makes recommendations to Community and Economic Development Director for Assessing budgetary requirements;
- Under the direction of the Director and Deputy Director of Community and Economic Development Director, coordinates projects that overlap with the other functional areas of the Department;
- Works with the Director and Deputy Director to ensure that staffing is allocated to meet all service needs of the Department;
- Provides support to the Deputy Director of Community and Economic Development in the area of representing management in union grievances and other union matters;
- Prepare and forwards to Finance Director and City Manager estimates of City-side valuations for use by City Council for budget appropriations;
- Prepare necessary federal, state and local reports; reviews calculations with the Finance Director;
- Meets on a regular basis with the Finance Director and other staff to provide updates on assessment trends and abatement that may impact the revenues and the budget;
- Prepare municipal return and other reports for the Bureau of Taxation;
- Maintain a list of all exempt properties;
- Communicate with the City's other departments when necessary to provide information, seek information, respond to inquiries, explain or interpret;
- Collects codes information in the field for code enforcement staff;
- Reports land use violations to code enforcement staff in the Development Office;
- Cross trains code enforcement in basic appraisal procedures;
- Details, verbally and in writing, the job duties as part of the department employee orientation process;
- Provides a safe working environment for staff and citizens, adheres to all safety regulations, trains staff in safety regulations as required, reports all known safety violations to supervisor and City Safety Coordinator;

- Works effectively and productively with supervisors, co-workers, and direct reports;
- Drives personal and/or City vehicle to various properties; and
- Performs other duties as assigned.

Additional Knowledge, skills and abilities

Recommended Minimum Qualifications

- Bachelor’s Degree in Business or Public Administration supplemented with courses in appraising and/or real estate;
- Certified Maine Assessor’s License;
- Minimum of 3 – 5 years assessing/appraisal experience; or any equivalent combination of education and related work experience;
- Modern real property appraisal principles, practices, regulations and laws;
- Building construction practices;
- Maine statutes, specifically Title 36 (property tax laws) policies and procedures, zoning ordinances;
- Ability to understand deeds and conduct deed research.
- Excellent customer service skills, interpersonal skills and problem solving skills;
- Excellent organizational skills and time management skills;
- Ability to read construction specifications, building plans and court records;
- Perform physical requirements of the job which may include climbing stairs, walking over or around uneven work sites;
- Obtain and maintain a State of Maine Drivers license, have a good driving record;
- Excellent computer skills, including Word processing, Excel spreadsheets, database management, GIS and specialized software packages for assessing.

Working Conditions/Requirements

Standard office environment; outdoor environment to include citizens’ properties, construction sites at various levels of development, lots and acreage, wetlands and/or contaminated land. Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, climbing and squatting in the performance of daily activities; also requires grasping, repetitive hand movement, using a computer keyboard and other Assessing/Appraisal tools.

Job Environment

Standard office environment; outdoor environment to include citizens’ properties, construction sites at various levels of development, lots and acreage, wetlands and/or contaminated land.

This job description does not constitute an employment agreement between the employer and the employee, and it is subject to change by the employer, as the needs of the employer and requirements of the job change



City Council Information Sheet

City of Auburn

Council Meeting Date: June 17, 2013

Subject: Executive Session

Information: Discussion on Labor Negotiations (proposed MSEA contract), pursuant to 1 M.R.S.A. §405(6)(D)

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.
-

IN COUNCIL REGULAR MEETING MAY 23, 2013 VOL. 33 PAGE 131

Councilor Deschene called the meeting to order at 5:00 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. Mayor LaBonté and Councilor Crowley had excused absences. All other Councilors were present.

A motion was made by Councilor Hayes and seconded by Councilor LaFontaine to nominate Councilor Shea as Mayor Pro Tempore. There were no other nominations.

I. New Business

1. Order 42-05232013

Granting an access easement across public land (15 Broad Street).

Motion was made by Councilor LaFontaine and seconded by Councilor Young. Passage 6-0 (Councilor Crowley absent).

III. Adjournment

Motion by Councilor LaFontaine and seconded by Councilor Young. Passage 6-0 (Councilor Crowley absent), 5:20 P.M.

A True Copy.

ATTEST Susan Clements Dallaire
Susan Clements-Dallaire, City Clerk

Auburn Ward 1 Report for Meeting Monday 2013.06.17

Prepared: Wednesday 2013.06.12
TO: Residents of Auburn and the Auburn City Council
FROM: Tizz E. H. Crowley- Auburn City Council Ward 1

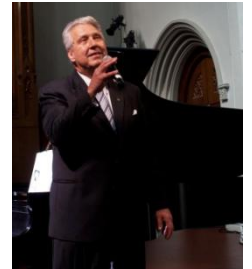
“Thank you”- to K&K Construction for the generous donation of materials to repair the Lakeview Ball fields. Your support of recreation in Auburn is appreciated.



Kudos- To the Auburn Fire Department and all who made such a special event at the dedication of the new fire truck. As I've told many, it was one of the nicest services I've attended since elected to the Council. The traditions and history of fire service was quite impressive and so nice to share with the community. Everyone in attendance will be telling the story many times. Thank you for your service.

Dates to watch-

Friday, June 14th- all community members are invited to participate in a Flag Day celebration at 6pm in Mt. Auburn Cemetery. Bring your flags, your colors guard and join those paying tribute. We hope groups with flags will arrive at 5:45pm so we can station the groups. We are most fortunate to have local singer Mr. Larry Gowell provide music and song. Our Assistant City Manager Howard Kroll will be taking a very active part and, of course, Mayor LaBonte will be giving the primary address. Parking is available on the Summer Street side of the cemetery and lawn chairs are welcome, so you do not have to stand for the entire service.



Sunday, June 16th- Happy Father's Day to all Dads and to the many wonderful people who share their love, experience and direction to our children. I encourage all to go out and enjoy a local ice cream treat this Sunday. Considerate it your patriotic duty... (Hint you'll see why later in my report).

Monday, June 17th- Live Performance by the **Youth Orchestra of Lewiston-Auburn** from 4:30 PM - 6:00 PM at the Auburn Public Library. The library wide summer reading spectacular kick-off features a live performance by the Youth Orchestra of Lewiston-Auburn in the Grand Reading Room starting at 4:30. Of course, a party couldn't be complete without cake and light refreshments. Come support these local youth and enjoy the show. Also don't forget to pick up the first and exclusive Auburn Library BINGO game board for your chance at some prizes.

Wednesday, June 19th – Rain or Shine, come to the first concert of the season for the **Auburn Community Band**. Festival Plaza is the regular location, with the Hilton Garden Inn for rain dates.

Sunday, June 23rd - Bands on the Run Half Marathon & 5K, The Half Marathon (13.1 mile) run will be along the mighty Androscoggin River. Participants will have wonderful views of Great Falls from West Pitch, experience the farmlands of North Auburn and run through the residential and urban streets of Lewiston/Auburn. Participants will also encounter a variety of terrain to include city streets, country roads, park paths and unpaved trails, with some flat sections mixed with an occasional rolling hill. To top this course off there will be live music every couple of miles so it sure to be exciting from start to finish! The 5K course is an interesting downtown loop that crosses a railroad pedestrian bridge, the Longley Bridge along with a couple of Canals. Participants will run through and around many parks and experience a challenging hill in Moulton Park! Participants will be treated to several bands of different genres which is sure to make this course exhilarating! Both courses can be seen on bandsoutherunhalf.com, 8:00 AM, SimardPayne Park, 212-3722, bandsoutherunhalf@mail.com.

Tuesday June 25th - Lincoln by Steven Spielberg will be playing at the Auburn Public Library from 2:00 PM - 4:30 PM. This is a biographical film of the President who kept America together. Capturing the danger and excitement of political intrigue, Steven Spielberg's Lincoln chronicles the final four months in the life of the man regarded as America's greatest President. Starring Daniel Day-Lewis in the title role, the untold story focuses on a defining moment in Abraham Lincoln's life - as commander-in-chief of a country in chaos; as a husband and father afraid of losing his own son to the war; and as a man guided by his conscience to end slavery.

Visiting Hours- Regular office hours are Thursday, June 27th from 5-7pm and Tuesday July 9th from 2-4pm at the Auburn Public Library. Please come by, say hello, and let me know what's on your mind regarding our community.

Celebrate America's Birthday!

Every July for the past eight years, Auburn Public Library volunteer Pat Masonheimer has organized an "America's Birthday Party" at the Auburn Public Library to teach children all about the importance of July 4th and the American Revolution. This grand celebration includes: songs, games, crafts and, of course, a giant birthday cake. Now, we are adding something very special.

This year, library staff wants to make a big splash by covering the Court Street lawn of the Auburn Public Library with a sea of American flags.



Everyone driving along Court Street will be awed by a spectacular show of the colors June 30th through July 6th. Folks can purchase a flag for only \$5 - which will support all of the activities and programs available at the Auburn Public Library.

The flags can be named in honor of someone special - a parent, sibling or friend, who served our country. Those honored are listed on the Auburn Public Library's website at:

www.auburnpubliclibrary.org/development/flags.html

Purchase flags at the main circulation desk in the APL (49 Spring St., Auburn) or by visiting the library website at www.auburnpubliclibrary.org

Join the fun of creating a spectacular sea of flags in front of the Auburn Public Library for America's Birthday Party! For more information, contact: Jim Wilkins at jwilkins@auburnpubliclibrary.org or 333-6640, ext. 2023

Information provided to residents this period: As a Councilor I get calls and questions from Auburn residents. Helping to find the answers is one of my favorite parts of serving on the Council. Since our last meeting we've looked at several things including:

There is lots of talk about a potential merger of Auburn and Lewiston. I'm sure we will see strong opinions expressed. Most important will be getting accurate information to voters. Regardless of the merger activity, both Auburn and Lewiston should look at ways to consolidate services and save taxpayer money. On behalf of residents who've asked me the question, I have requested information from the City Manager. All studies and reports that discuss savings mention the need to consolidate the larger departments. Hopefully, the City Manager will report the costs savings and implementation challenges relating to the consolidation of Public Works, Fire, Police, and Schools as a place to start. Auburn -Lewiston has already done a good job of consolidation for dispatch services with our 911 Center.

Safety Reminder- Extinguishing Your Campfire. When you're ready to put out your fire and call it a night, follow these guidelines:

1. Allow the wood to burn completely to ash, if possible
2. Pour lots of water on the fire, drown ALL embers, not just the red ones
3. Pour until hissing sound stops
4. Stir the campfire ashes and embers with a shovel
5. Scrape the sticks and logs to remove any embers
6. Stir and make sure everything is wet and they are cold to the touch
7. If you do not have water, use dirt. Mix enough dirt or sand with the embers. Continue adding and stirring until all material is cool. Remember: do NOT bury the fire as the fire will continue to smolder and could catch roots on fire that will eventually get to the surface and start a wildfire.

REMEMBER: If it's too hot to touch, it's too hot to leave!



July is National Ice Cream Month- In 1984; **President Ronald Reagan designated July as National Ice Cream Month** and the third Sunday of the month as National Ice Cream Day. He recognized ice cream as a fun and nutritious food that is enjoyed by a full 90 percent of the nation's population. In the proclamation, President Reagan called for all people of the United States to observe these events with "appropriate ceremonies and activities."

Vanilla continues to be America's flavor of choice in ice cream and novelties, in both supermarket and foodservice sales. This flavor is the most versatile, mixing well with toppings, drinks and bakery desserts. America's top five favorite individual flavors are vanilla, chocolate, cookie 'n cream, strawberry and chocolate chip mint.

Just how many ice cream locations can you name in Auburn? When did you visit it last? Send me your answers and I'll put the businesses in my next ward report. Let me get you start, but know this is not a complete list- Taber's, Sundae's Ice Cream Shoppe, Guifford's, the Dairy Joy, and Dairy Queen.

In closing, I wish everyone a safe and enjoyable Independence Day. Hope you'll join me on Wednesday evening July 3th for an evening of patriotic music with the Auburn Community Band. The music starts at 7pm, come early and please bring your picnic supper to share some treats with me.

City of Auburn

To: Mayor LaBonté and the Auburn City Council
From: Clinton Deschene, City Manager
Subject: May Monthly Reporting – *Assessing, Auburn Public Library, CDBG, City Clerk, City Manager, Economic Development, Engineering, Finance, Fire, Health & Social Services, Human Resources, ICT, Parks & Rec, Planning, Permitting & Code, Police, and Public Works*
Date: June 11, 2013

Assessing

- 706 Business Personal Property Filings and BETE Business Returns – The entire staff worked on completing the processing of the 706 and Bete Business filings for personal property. In order to complete this project we had the assistance of a shared person from the code department, Zach Lenhart, for 5 weeks and a contracted person from John O'Donnell & Associates for 11 days at a cost of \$5,000. In addition, it took staff 2 months to process the 1,105 business accounts. Due to staff reductions we had to reduce our customer service during this period in order to complete the project for preparation of the tax commitment. We are now operating at full customer service.
- Patriot CAMA System – WEBPRO – I recently received a report from Patriot Properties in regards to the use of our online property data. The data provided covered the period from 8/12/2010 to 5/22/13. It appears the public sector is heavily reliant upon the data we provide through our online services. Other than hits to the main page and search tabs, the most requested page is the summary page. The most requested file types are the photos and sketches.

Total Visitors during Period	119,969
Average Visitors Per Day	118
Total Hits During Period	5,339,798
Average Hits Per Day	5,260
2013 Daily Length of Visit	5 minutes
2013 Peak Hour Usage	9-11 AM
Most Popular Days	Monday-Thursday
- Abatements 2012 – To date we have processed a total of 78 abatements. The abatement deadline was February 7, 2013. Below is a year comparison chart on abatements processed.

ABATEMENTS						
YEAR	PERSONAL ABATEMENTS			VALUE	TAXES	
	RESIDENTIAL	COMMERCIAL	PROPERTY			TOTAL
2008	38	27	39	104	\$6,897,888	\$126,990
2009	85	29	21	135	\$11,763,000	\$215,415
2010	73	26	13	112	\$9,682,800	\$186,878
2011	97	13	24	134	\$6,135,100	\$118,960
2012	39	16	23	78	\$7,218,100	\$141,403

Auburn Public Library

- **New Director:** On Wednesday, May 22 the Library Board of Trustees voted to hire Mary Margaret (Mamie) Ney as the next Library Director. Mamie, who grew up in Lewiston, is currently a resident of Kennebunk where she served as Assistant Director of the Kennebunk Public Library from 2006 to 2008. Subsequently, she has been Director of the South Berwick Public Library and, since January of last year, has served as the Southern Maine Library District Consultant for the Maine State Library. Mamie is also an attorney with a part time tax preparation practice. The Board has every confidence that she will lead the Library with distinction.



- **Joint APL/LPL Board Meeting:** On May 15 the Boards of the Auburn and Lewiston Libraries held their annual joint meeting. The two groups discussed continuing alignment of policies and procedures and then widened the discussion to include expanded collaboration between APL and LPL and the possibility of ultimately combining the two libraries into one system. They agreed to increase the number of joint meetings beginning with a special meeting on October 3 at which Maine State Library consultant Stephanie Zurinski will lead a discussion focused on topics such as clarifying the difference between collaborating and combining; identifying potential benefits; combined goal setting; and ensuring that both boards have the same vision.
- **Library Programs**
 - **Small Business Incubator:** Board President Dick Trafton has approved cobbling together leftover grant funds to construct the SBI on the Library's second floor. Custodian Rick Duchesneau has agreed to manage the construction as part of his job duties. Currently, we are recruiting members for the team that will select the participating business and oversee its progress. They include Mayor

LaBonte, Chip Morrison, Al Manoian and representatives from SCORE and AVCOG's SBDC. We hope to finish construction by fall.

- Seed Library: After participating in a webinar on the topic, Adult Services Manager Marty Gagnon has taken the first steps toward starting an APL Seed Bank. The program, like those being offered in a number of libraries across the country, will make donated seeds available free to Library customers. While a library may seem like an odd location for a project like this, it is motivated by the belief that seeds and plants should be available to everyone. That makes a public library the perfect home for a seed collection. Marty has started collecting donated seeds from various businesses and is planning several programs. The project is a nice complement to our very popular Farmer's Market and our prospective tool lending library.



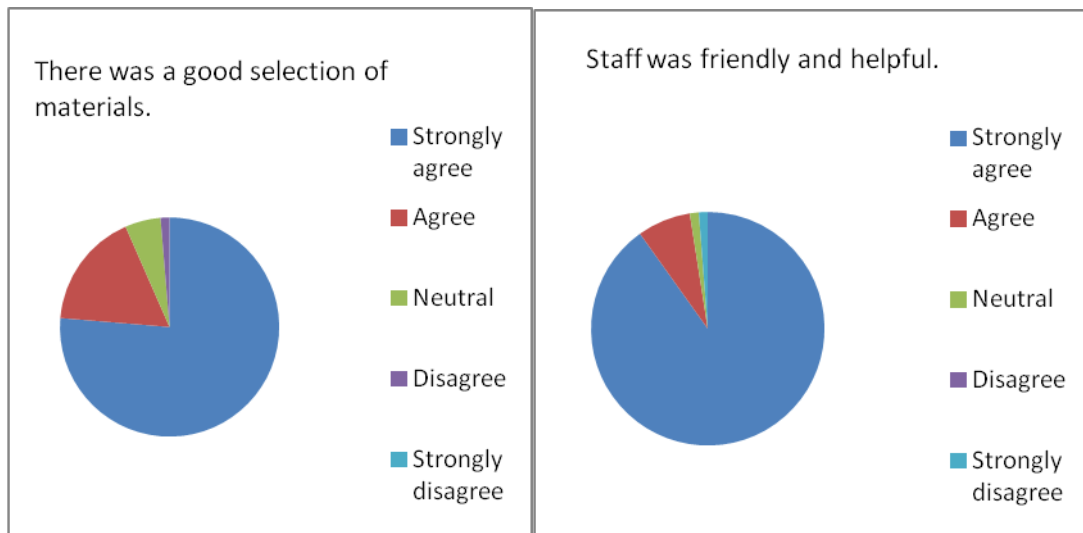
- Best-Buy Partnership: We were recently approached by Best Buy asking if we would be interested in having their volunteers present programs for the public on how to use new technologies. Naturally, we said yes! The initial programs will invite the public to bring in any technology with which they'd like help. Later programs will be based on areas of demonstrated demand.
- Literacy for ME: The local Literacy for ME coalition has identified two library services as key components in the effort to promote early childhood education in the L/A area. Other organizations in the group will help to market BookReach, the joint LPL/APL program that sends trained volunteer readers and materials into childcare centers, and APL will host a website that brings together early childhood resources in the community.
- Fundraising: The Library is hoping to decorate the Court St. lawn with a sea of flags in time for the 4th of July. The flags may be purchased in the name of someone you wish to honor for \$5 at the Library's Lending Desk. The Library will post the names of everyone who is honored on a special web page at:
www.auburnpubliclibrary.org/development/flags.html

MAY MONTHLY REPORTING

6.11.13

All net proceeds will support the Auburn Public Library. Flags may be purchased online at: https://www.paypal.com/us/cgi-bin/webscr?cmd=_flow&SESSION=lfmQ776q-YNG6vILkzKIL5vqz21-1AiCgRUuHNQc6C70fsAcqyl50QAww_y&dispatch=50a222a57771920b6a3d7b606239e4d529b525e0b7e69bf0224adecfb0124e9b61f737ba21b081987dfed5c1e68334a2df49896030ab926d

- Customer Surveys: The Library's second customer service survey which focused on materials was distributed at the end of April.



Unsurprisingly, customers were even more positive about staff than about materials, although both received high marks. We are fortunate to have great staff that excels at both customer service and materials selection.

CDBG

The Community Development Loan Committee held three meetings in the months of April and May. They considered 8 applications, 6 for rehabilitation loans and 2 for home ownership. One application was tabled and later approved, and all other applications were approved. Listed below is a summary of the funds approved:

1. Commercial (CDBG) \$11,811
 2. Residential (CDBG) \$18,444
 3. Small Business (CDBG) \$15,000
 4. HOME Rehab (HOME) \$34,704
 5. Homebuyer/Approved sale of 43 James Street and 69 Bradman Street (NSP)
- The first loan under the Small Business Loan Program was approved in May. The business will be locating at the far end of the Roak Block. The project involves three public lenders, the City of Auburn, Lewiston-Auburn Economic Growth Council and Community Concepts. Community Concepts shared their financial analysis and assisted with the presentation to the Community Development Loan Committee which made for a better coordinated financing package.

MAY MONTHLY REPORTING

6.11.13

- A significant amount of HOME funds has accumulated since Coastal Enterprises withdrew its request for funding for the Riverpark project. This, coupled with low demand for home improvements, is placing the program at risk of not meeting the HOME funds commitment requirement. In an effort to get some of these funds committed by the September deadline Community Development Department has increased its efforts to market the Homeowner Rehabilitation program. Letters have been sent to owner-occupied properties in the Union Street target area with information about the program. To date, this has resulted in only one application submission.
- The properties at 9 and a portion of 15 Broad Street were purchased to make way for the New Auburn River Trail project. The tenant living at 9 Broad Street has been relocated to another area.
- The closing for 6 Second Street has been postponed due to a fire. The second floor tenants had already been relocated to another unit, and we were just a few days away from relocating the first floor tenant when the fire occurred. The damage to the first floor unit was substantial. It will now be necessary to re-assess the building's value.
- The City purchased the property at 325 Turner Street with NSP funds. This building is slated for demolition to make way for a neighborhood parking lot,
- A contract was awarded to Bates Environmental to conduct a survey of hazardous materials at 9 Broad Street, 6 Second Street, and 61 Webster Street. The assessments are now complete. The results show there is substantial hazardous and special waste at 61 Webster Street, an amount that will create a shortfall in the demolition budget.
- As lead agency, the City of Auburn has monitoring responsibilities for all HOME projects. Monitoring of rental and homebuyer projects is required every two years. Community Development staff conducted monitoring of 5 Lewiston rental projects. Reine Mynahan monitored tenant occupancy and rents, Yvette Bouttenot monitored fair housing issues, and Hal Barter monitored rental unit condition. Jen Banker is monitoring homebuyer projects for both cities.
- Two deferred loans were converted to amortized loans. Reine met with borrowers evaluate their expenses to establish an affordable payment. Reine processed modifications to two loans that were in arrears.
- Hal Barter has been working with the Finance and Fire Departments on renovations to the Central, Center Street and South Main Street fire stations. The South Main Street fire station work is complete.
- Yvette Bouttenot has been aggressively marketing our homebuyer program. The marketing efforts resulted in 7 inquiries about the City's program, signing of a Purchase & Sale for 69 Bradman Street, and registering one new participant to our HOME Savings Account Program. Yvette regularly attends homebuyer classes to help inform prospective buyers about our homeownership program.
- After a two year effort to sell 43 James Street, the property is now in the hands of a home owner. We still have 2 NSP properties for sale, 69 Bradman Street and 26 Cook Street.

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- Five loan applications were approved for \$2,639 in Security Deposit loan assistance. □
- All four staff members attended the Excel spreadsheet class taught by Rosemary Mosher. Jennifer Banker attended MMA's Customer Service Excellence training. Reine Mynahan attended the NCDA conference to learn about changes in the CDBG/HOME regulations.
- Yvette Bouttenot participated in a webinar about marketing and disposing of NSP properties. Reine Mynahan participated in a webinar about using CDBG funds for code enforcement.
- Reine Mynahan held two public meetings at Auburn Hall to explain the Curb Appeal Program. Reine also attended the Landlord Conference held at the Ramada Inn to talk about the Curb Appeal Program. These efforts resulted in five funding requests.
- The Community Development Department received 21 Curb Appeal requests for 24 buildings asking for a total of \$219,071. Hal Barter conducted exterior inspections of each building to document for the blight objective. Several of the buildings were not in a deteriorated state. The Curb Appeal Committee met to score applications. They selected 13 for funding with the last conditioned on funding availability.
- Reine Mynahan coordinated a meeting with Department of Housing and Urban Development, officials of the City of Lewiston and Auburn. The meeting was an opportunity to share information.
- Reine Mynahan provided an orientation to the new Community Development Loan Committee members.
- The Auburn Consortium Agreement along with required documentation was submitted to the Department of Housing and Urban Development thereby continuing the consortium for another 3 years. Through the consortium nearly \$400,000 is made available each year for the communities to undertake affordable housing projects.

City Clerk

- On May 2nd Alison and I attended Vital Records training
- Election workers were lined up for the election on May 12th
- Absentee ballots were available to issue on May 21st. I also tested the tabulating machines
- May 23rd Terri attended Excel training at the Library
- On May 30th Residential and Nursing Care facilities were notified about absentee voting
- During the month of May we issued the following:
 - 39 birth certificates
 - 181 death certificates
 - 23 marriage certificates

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- 14 marriage licenses
- 48 burial permits
- 63 garage sale permits
- 50 business license applications (renewals) came in
- 9 sole proprietor filings

City Manager

Ice Arena Status

- Staff was able to secure advertisement from LA Harley Davidson for \$10,000 for the advertising on our full scoreboard (\$7,500) and half on the small scoreboard (\$2,500).
- Staff was also able to secure advertisement from Acadia Contractors for \$2,500. Their advertisement will be on a dasher board.
- Sound system proposals from Vectorsonics and Deblois Electric have been reviewed and have been forwarded to Mike Hebert for review.
- A PO for \$122,050.00 has been issued from the City to LSK Enterprises for purchase of a 2013 Olympia Millenium ice resurfacing machine. City Purchasing Policy was followed during this process.
- A meeting was held with Jeff Gosselin and Ray Teixeira of Mechanics Saving Bank on May 21. Advertising and sponsorship opportunities were discussed along with the organizations level of interest. They will respond back to us after consulting with their board of directors on the level of advertisement/sponsorship interest.
- Staff has been developing a miscellaneous list of products and equipment that will be needed for the new facility. These items will be reviewed at the next construction meeting.
- Staff is developing a list of potential organizations to pursue for naming rights of the new facility.
- An RFP for the pro shop is being drafted for review.
- A meeting was held With Gladiators & Titans representative Dan D'Auteuil on May 21 regarding contractual ice agreements and fundraising. A formal contract is being developed for their review.
- A meeting was held on May 23 with Ravi, Roland, Mike, Terry MacLaughlin and Mike Hebert. Discussed during this meeting were minor floor plan changes which include expanding the lounge room and providing space for skate rentals in the same room, moving a concession wall and office next to concession, removing janitor's closet on lower level to allow for an extra coaches room and eliminating public access to locker

MAY MONTHLY REPORTING

6.11.13

room area. Also discussed was steel delivery and construction timelines. Revised plans are due to be sent next week along with a final rendering of the building.

Route 4 Projects

ATRC (Androscoggin Transportation Research Center) Policy Committee has recommended funding the following Auburn projects:

- \$500,000 for Route 4, south of Lake Shore Dr to north of Blanchard Rd: overlay and restriping to 5 lanes;
- \$150,000 for Route 4 at Fair/Martin/boat launch: PE for future roundabout
- \$150,000 for Route 4 at Lake Shore: PE for future roundabout
- \$195,000 transfer to PIN 11599.20, Minot Ave bin wall: funding shortfall based on latest MaineDOT estimate
- \$400,000 transfer to PIN 14787.10 (South Main St, Vickery Road to Cook St) funding shortfall based on latest Maine DOT estimate

As you can see a significant amount of funding has come our way to deal with safety issues on Route 4 and funding shortfalls on a few MDOT projects. There is a public comment period between now and June 27, 2013.

Posted on: May 30, 2013

ATRC TIP Amendment

AMENDMENTS TO THE ATRC FY 2012-2015 TRANSPORTATION IMPROVEMENT PROGRAM

The Androscoggin Transportation Resource Center (ATRC), being the designated Metropolitan Planning Organization (MPO) for Lewiston, Auburn, Lisbon and Sabattus, is amending the ATRC Transportation Improvement Program (TIP) for the years 2012-2015 as follows:

Take the following funds out of PIN 14272.00, and create these new projects:

- \$500,000 for Auburn, Route 4, south of Lake Shore Dr to north of Blanchard Rd: overlay and restriping to 5 lanes;
- \$150,000 for Auburn, Route 4 at Fair/Martin/boat launch: Preliminary engineering for future roundabout;
- \$150,000 for Auburn, Route 4 at Lake Shore: Preliminary engineering for future roundabout;
 - \$1,500,000 for Lewiston, Bartlett St, East to College: resurfacing;
 - \$195,000 transfer to PIN 11599.20, Minot Ave, Auburn, bin wall repairs;
 - \$400,000 transfer to PIN 14787.10, Auburn, South Main St, Vickery Rd to Cook St: reconstruction funding shortfall;
 - \$1,000,000 for traffic signal upgrades: Lewiston and Auburn;
 - TOTAL: \$3,895,000

ATRC is now requesting public input and/or comments on these projects. Please forward your comments by Wednesday, June 26, 2013, to AVCOG/ATRC at 125 Manley Road, Auburn, Maine 04210. For further information, please contact Jennifer Williams at the above address or (207) 783-9186 or e-mail at jwilliams@avcog.org.

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Festival Plaza

I directed City Staff to inspect Festival Plaza during start up and its current status and here are a number of issues they have found with the overall condition of the facility:

- General – The general appearance of the park shows need of maintenance from the shrubs (paper debris, dead pigeon, bottles, and other litter). Bark placement and mulch is uneven, worn looking and needs care. Lawn has dead spots.
- Hand railings need paint and are scratched from being used as a skate board park.
- Some of the concrete is cracked.
- Water hose hook-up at top level hit by a plow years ago and damage never got repaired.
- Lower fence hit by plow and damage was never repaired.
- Water level valve in the holding tank needs attention, sometimes it sticks.
- Pool at base of falls has settled and now water is leaking from seam at base where it meets the retaining step. This creates a constant drain on the water level.
- Some shoes in waterfalls don't work. Don't know if valves are plugged or if the piping underneath the cobble stone has been compromised, broken or leaking.
- Gauges on main pump inoperative. Suction and PSI gauges may need glycerin filled ones.
- Main waterfalls sheet bars are damaged at the ends. Leafs and water supply hoses are leaking.
- Filter Skid inoperative. They have not been used for a few years now. Sand filter and pump was leaking.
- Fogger pump inoperative. Needs nozzles for all three water bars.
- Plaza lighting needs to be checked to see if all the lighting is operative as well as the colored lighting technology.
- More problems may be revealed once a contractor commences work if it gets to that point:

In closing, staff feels this park needs scheduled routine maintenance at start up and then daily upkeep. Last week for instance staff spent what we thought was going to be a 2 hour pump turn on and cleaning that lasted for two days with a helper and trainee. Unfortunately a mechanics time is more valuable turning wrenches on rolling stock and equipment rather than tending to this park.

Daily, this park should get a visit from a crew (we are aware that we do not have the staff at PW or Parks and Recreation for this suggestion) that can keep up with the above mentioned so that

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it does not get back logged. The repairs needed have gone on for some time without being brought to the attention of the proper authorities and repairs affected resulting in the general decline of this so called maintenance free park to the point of it needing some major attention.

Streetsweeping Operation Status

We currently have 3 streetsweepers for over 500 miles of roads. One is out of operation and will require \$24,587.28 just for parts. This is more than an annual debt payment for its future replacement.

The streetsweeper in question is Streetsweeper #62. A 15 year old Elgin model. Recently we obtained a quote to get the piece of equipment into a condition it could operate sufficiently. C.N. Wood quoted the City **\$30,734** minus a courtesy discount of **\$6,146.82** (20%) for a grand total of **\$24,587.28**. This does not include the costs of addressing the engine oil leak, body work and the amount of man hours to make this happen.

I recommend we look more closely at this piece of equipment. It is a vital piece of equipment to maintaining our streets, parking lots and garages.

School Budget Schedule

Basic Information

- State Law requires the School Committee to wait 10 days before submitting a new budget. If 14 days for absentee is added this means the earliest a vote could occur is July 8th.
- The School Committee must present a new budget within 45 days. The Council has 30 days to call a vote, so the longest is 75 days. This would be August 26th.
- Commitment and tax due date. Usually the 15th of September is the due date. This means August 15th is the date we need to send out bills and with one week lead time that is August 8th. Practically speaking the City could force a short process that has a validation vote on August 21st. This would require extra effort to publicize.
- Voting Machines are switching June 30th. Which means the City will most likely have to hand count. The State is controlling the new machines and we will be trained by August 14th but the State doesn't expect us to use until November.

Potential Timeline

- | | |
|--|---------------------------|
| 1. School starts discussions with Committee on:
(Wednesday) | June 12, 2013 |
| 2. City Council Reviews <u>City</u> Budget on:
(Monday) | June 17, 2013 |
| 3. School Committee adopts revised budget on: | June 26, 2013 (Wednesday) |
| 4. City Council approves voting date and revised budget: | July 1-8, 2013 (Monday) |
| 5. Absentee begins: | July 2-9, 2013 (Tuesday) |
| 6. Validation vote: | July 23, 2013 (Tuesday) |
| <hr/> | |
| 7. Third Try School starts discussions with Committee on: | July 24, 2013 (Wednesday) |
| 8. School Committee adopts revised budget on: | July 31, 2013 (Wednesday) |
| 9. City Council approves voting date and revised budget: | August 2, 2013 (Monday) |
| 10. Absentee begins: | August 3, 2013 (Tuesday) |

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11. Validation vote:

August 20, 2013 (Tuesday)

12. Commitment:
(Wednesday)

August 21, 2013

Economic Development

Administration of \$3.4 million Cascades Drive Auburn Industrial Park road construction & subdivision project.

- Re-engaged grant administration & industrial park road construction project process and communications with Christopher Christian (Senior Project Engineer), EDA Philadelphia Region Office.
- Target Deadline Date of (July 10, 2013) to execute contract with satisfactory construction company through public bidding process, subject to federal EDA regulations and requirements.
- Secured EDA Office approval & authorization to contract with Sebago Technics, Inc. to provide professional “Construction Contract Bidding” package services to the City of Auburn & ABDC.
- Sebago Technics, Inc. proposal submitted (document dated 5/9/2013, received at City Hall via email on 6/4/2013), reviewed by staff; submitted to City Manager and executed 6/5/2013.
- Requested & received “Construction Inspection Services” proposal from Sebago Technics, Inc.; price proposal deemed excessive by staff; determination to immediately initiate public bidding process for the provision of “Construction Inspection Services” to secure a more competitive, less costly, and qualified firm.
- Met with ABDC Board of Directors, provided project update & descriptive; reviewed 1st draft Promotional Brochure for new Industrial Park Lots produced by LAEGC/ABDC staff.

Auburn Ice Arena

- Engaged in multiple meetings with construction and management representatives for the finalization of plans; also engaged in discussions and meetings with Neo-Craft Signs with regard to prospective marketing/advertising sponsorship opportunities.

Auburn Transportation Center

- Engaged in multiple meetings between municipal officials, staff, and representatives from the Lewiston Auburn Transportation Committee (LATC) and Western Maine Transportation Services (WMTS) to advance the construction and operation of the new

Auburn Transportation Center on Spring St.; engaged in ongoing discussions regarding leasing terms and conditions between City of Auburn, Hannaford's and the LATC.

Auburn Manufacturing Co. Plant Expansion

- Attended the official ceremony of the announcement of the 20,000 sq ft expansion of the Auburn Manufacturing Co.; engaged in beneficial information exchange, knowledge sharing, and relationship building with various attending state officials, business/banking leaders, and regional professionals.

Met-Craft: Expansion, Training, Reinvestment Assistance & Relationship-Building

- In cooperation with Brian Doyle, Governor's Account Executive, Maine DECD, Economic Dev Dir & Economic Dev Specialist conducted a business visitation and meeting with Mr. Charlie Hu, owner of Met-Craft, 205 Washington St., Auburn.
- Mr. Hu recently acquired Met-Craft from long-time owners and has initiated a substantial upgrade of and reinvestment in the precision machining firm, in terms of state-of-the-art CNC machines and advanced applications & software; Mr. Hu currently leases the property.
- Mr. Hu requests assistance with upgrading the technical & educational skills of his current workforce in order to maximize prospective production and to expand his client base; thereby potentially doubling the number of well-paying professional manufacturing positions in the course of the upcoming year in the City of Auburn.
- Mr. Hu also inquired as to availability of larger commercial buildings or developable commercial land for prospective future growth and expansion in Auburn; municipal staff will foster regular communications and information exchange with Mr. Hu regarding his future plans in Auburn.
- A subsequent meeting (and tour of the "shop floor") was conducted at Met-Craft with representatives from Central Maine Community College including Dean Diane Dostie, Mary LaFontaine of the Maine Dept. of Labor, Brian Doyle DECD, and Auburn Economic Dev Dir. & Economic Development Specialist.
- A 3rd meeting was conducted at the Central Maine Community College campus including Mr. Hu, Brian Doyle, Devin Watson (MCM Dept. Chair Precision Machining Technology), representatives from the Maine Dept. of Labor, and Auburn (EDS); this tour and meeting focused on ways & means whereby a skills-upgrade training program could be arranged for Met-Craft's employees without adversely impacting Met-Craft's production schedule and platform. Options for training in both the MCM campus as well as at Met-Craft were discussed, as were prospective cost issues.
- Mr. Hu is currently weighing his options and considering the opportunity for public-private partnership in terms of skill-training and expansion; the Auburn Office of

Economic Development will stay in close communication with all parties involved as we proceed; especially with Mr. Hu.

St. Lawrence & Atlantic Railroad

- Economic Dev Dir & Economic Dev Specialist met with Blake Jones, General Manager of the St. L & A, to discuss ongoing and prospective railroad operations and development plans.

The Redevelopment of the Engine House & Downtown Auburn

- Economic Dev Specialist initiated contact with both Peter Bishop (owner of the Engine House), and Robert Baldacci, Principal of the Baldacci Group with regard to the state and prospect of the Engine House at the corner of Court St. & Spring St.
- A site walk & meeting was subsequently scheduled and conducted at the Engine House on (5/21); including Economic Dev Specialist, Mr. Bishop & Mr. Baldacci.
- Owner & real estate broker agree that available 1st level (sidewalk level) space should be rehabbed for retail and/or restaurant use to create sidewalk vibrancy and enhanced market potential. They are willing to work with Economic Dev Specialist to identify “prospective” retail and/or restaurant tenants.
- Owner & broker also support the movement to develop a “young professional” residential lifestyle district within Downtown Auburn; they declared that they would both be most willing to provide input, contacts, advice, and service with this ongoing effort.
- Economic Development Specialist is currently cultivating and identifying prospective retail and restaurant tenants who seek to prosper in a traditional, human-scaled, downtown district.

Hong Kong Trade Opportunities & Chamber of Commerce

- In partnership with the Androscoggin County Chamber of Commerce met with and attended presentation by Donald C K Tong, USA Commissioner of the Hong Kong Economic & Trade Office of Washington DC; also present were Anita Chan, Director and Paul Cheung, Deputy Director of the Hong Kong Economic & Trade Office of New York at the Chamber of Commerce Offices. Presentation and dialogue was provided to State of Maine economic development agency officials, Congressional staff, Lewiston-Auburn municipal officials, and business leaders.

Television Appearance on Railroads

- Economic Dev Director appeared on “Answers from Augusta” with Sen. Margaret Craven for an hour-long discussion on Railroads in our region.

P&G Industry Cluster Attraction Meeting

- In cooperation with Brian Doyle of Maine DECD, Auburn Economic Dev Dir & Economic Dev Specialist met with officials of P&G, and with officials of an associated out-of-state manufacturing firm at the P&G plant site to discuss the attraction/expansion of the prospective company to Auburn in order to be located in close proximity to P&G with associated freight railroad infrastructure. Process is ongoing.

LAEGC Annual Diner – Auburn Economic & Community Development Achiever Awards Content & Video Production

- Economic Dev Specialist (EDS) contacted and subsequently visited each of the Auburn Award recipients.
- (EDS) requested by LAEGC to research and compose Award Recipient (company story) content for the production of the Annual Diner official program booklet.
- (EDS) requested by LAEGC to compose and produce content for official Video Production of Auburn Award Recipients.
- (EDS) visited and scheduled (with company owners) subsequent on site video production shoots.
- (EDS) managed the production of the official Award Recipient plaques from American Engraving of Auburn.
- (EDS) provided review and editing recommendations for final video product.

Androscoggin Transportation Resource Center

- Participated in process that resulted in the reallocation of unexpended construction funds for Auburn projects including Rt. 4 & South Main Street improvements.

Various Additional Activities:

- Economic Dev. Specialist attended New Auburn Center Study community meetings; Infrastructure Meeting at Rolly's and Steering Committee Meeting at Auburn City Hall.
- Participated in site visit and inspection of 1915 St. Louis Church in New Auburn; also conducted extensive historic research of church building and architect.
- Engaged in various meetings with Joseph Casalinova of Building Solutions regarding Minot Ave. redevelopment project.

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- Participated in (investigatory) meetings with representatives of the proposed “Golden Eagle Railroad”; a privately-funded passenger/commuter railroad company.
- Attended LAEGC Loan Committee Meetings; approved subordination agreements with two new Auburn-based small businesses.
- Economic Dev Dir. Met with Lewiston-Auburn Railroad Board of Directors.
- Completed the package for Council approval for the transfer of property along the Little Androscoggin River for the expansion of Rolly’s Diner.
- Participated in the allocation of 1st round funding for the “Curb Appeal” Program.

Engineering

- Hotel Road: The drainage installation and base course paving have been completed. The contractor is completing shoulder work before surface paving will be completed.
- West Bates and Dartmouth: The drainage installation, box cut and base course paving have been completed. The contractor is currently working on curb installation.
- Turner Street: The road has been reclaimed and the shoulders box cut. The contractor is currently adding gravel in preparation for base course paving.
- Edward Little Park: Providing construction assistance to Public Works.
- Trapp Road: The contractor replaced sections of pavement of concern for the City and is currently placing the surface course pavement.
- Winter, Summer and Dennison Streets: All the surface pavement has been completed and the contractor has hydroseeded the lawn areas. The contractor is currently working on a few remaining punch list items.
- Turner Street Slip Lane: Base course paving and the brick sidewalk have been completed. The island construction and the light pole installations remain.
- The construction contract for the South Main Street project was put out to bid and awarded to Pratt and Sons. Construction will begin in mid-June.
- The construction project for the road work adjacent to the new ice arena was prepared and is currently out to bid.
- Staff is also working with ATRC’s Bike-Ped Advisory Committee on a 5 year update to long range facilities plan Bridging the Gaps.
- Dig safe location requests have continued to keep staff busy.
- A public meeting was held to talk about proposed safety improvements for Route 4 and the Park Avenue/Mt. Auburn Avenue Intersection.

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- The Helm Bridge replacement project design and construction documents have been completed and we are awaiting authorization from the State to go out to bid.
- A monthly utility meeting was hosted by staff with all the utility companies within the City to coordinate this summers' upcoming work.
- The City wide Pavement Condition Analysis Project field work has been completed and the results are being compiled.
- Staff completed ongoing updates for changes to the tax map parcels.
- Staff continued to work on street addressing issues

Finance

- The Finance Director worked with the City Manager and Council on the FY14 budget and prepared any documentation necessary to answer questions raised at the Council workshops.
- The Finance Director has attended all budget workshops.
- The Tax prepared and mailed the 30 day notice of lien to all delinquent tax payers. There were 580 notices mailed.
- The Facilities Mgr/Purchasing Agent had various bids go out and bid openings for Public Works dump truck, centerline striping, crosswalk painting, gps for public works vehicles, asphalt materials and South Main Street construction for the Engineering division. The Public Works siding project was finished in May. The bid for an Ice Resurfer for the new arena was also sent out. The maintenance work on the Mechanics Row parking garage began on May 18th and will be ongoing for approximately 30 days.

Fire

- This past month has been both busy and productive for the Auburn Fire department. We responded to a total of 341 calls for service. These include, but are not limited to, 228 emergency medical calls, 6 structure fires, 1 vehicle fire, 6 hazardous materials calls and a variety of other calls. We responded to four calls for mutual aid and received mutual aid three times. . Of the calls we responded to, sadly a fire at # 6 Second Street, Apartment # 1 in New Auburn claimed the life of an 82 year old female. The apartment she was living in had NO OPERATING SMOKE ALARMS. Currently, the fire code does not allow for us to inspect apartment buildings with three or less rental units. This is a change I would highly suggest we evaluate. However, to effectively make such a change would require additional staff in the fire prevention office to make such inspections effective.

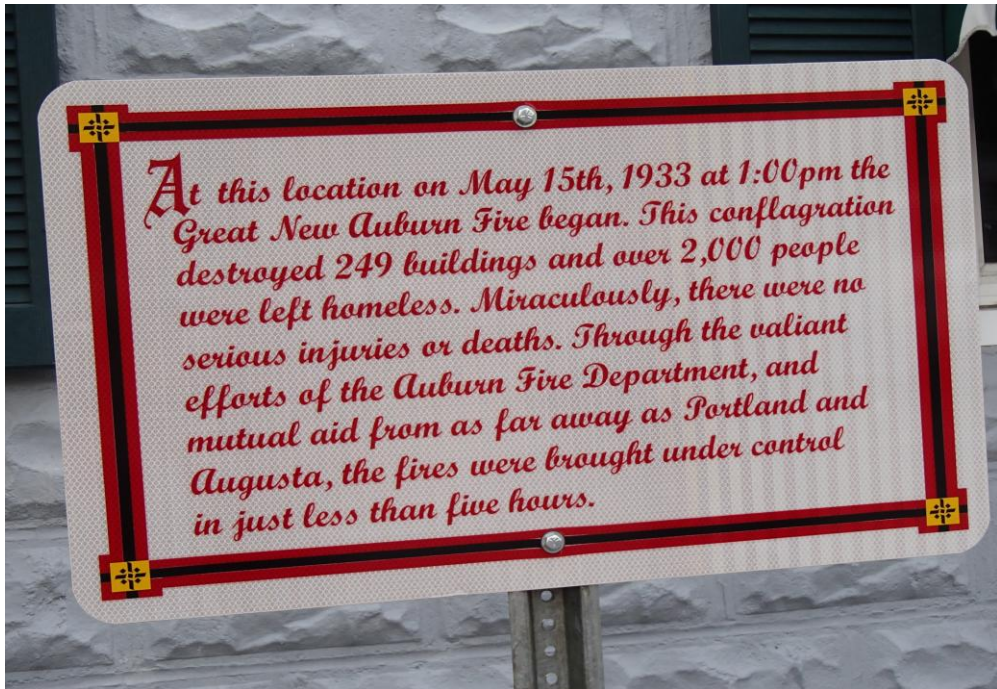
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- We conducted 50 life safety inspections in 42 business concerns and 8 apartment buildings. Of those inspections, 36/42 business occupancies and 7/8 apartments were found not to be in compliance with the fire code. Company level life – safety inspections continue to be a positive value added service of the Auburn Fire Department in proactively working to keep our community safe.
- We remembered the 80th anniversary of the Great New Auburn Fire with the dedication of a marker for permanent display in the area where the fire started as well as a kick off of an initiative to begin the process of developing a permanent memorial to those Auburn Firefighters who have lost their lives while serving their community. (see attached pictures)
- We provided assistance to the city of Lewiston during the rash of serious fires that they experienced. Fortunately, there were no serious injuries to either civilians or firefighters during the three major incidents that displaced nearly 200 occupants from their homes. It should be noted that Auburn Tower – 1 was again out of service during these fires and its presence would have contributed greatly to the efforts of fighting these fires. This unit continues to be excessively costly to maintain and operate. The Auburn and Lewiston Fire Departments are working on a joint Post incident Analysis of these fires in the interest of improving future joint operations.
- The first Auburn Citizens Fire Academy came to a successful conclusion! (see attached pictures) This program, the first in Auburn, and also believed to be the first of its kind in the state is a unique citizen involvement program that gives participants an insider view of the operations of the fire department. Many members volunteered their time to teach and instruct in this program and it is the members who are responsible for its success. A few of the final evaluation comments of the participants were;
 - *“I gained more from this experience than I could have imagined!”*
 - *“Please make sure this class happens every year!”*
 - *“The firefighters do much more than putting out fires.”*
 - *“Very impressed with each and every firefighters involvement and dedication to what they do.”*
 - *“Above and beyond my wildest expectations! I did not expect to be offered these incredible opportunities.”*
 - *“WOW!! I am beyond impressed!! THANK YOU AFD!!”*
- The New Engine -2 arrived and was housed and dedicated during a community celebration at Fire Station # 2. (see attached pictures) The bell on the engine was dedicated to the late Captain Willis F. Millett who lost his life while rescuing a 6 year old girl at a fire in New Auburn in 1953.
- The Auburn Fire department hosted an advanced vehicle extrication seminar that was attended by not only member of the AFD, but several surrounding departments as well.









Health & Social Services

- General Assistance paid in welfare assistance a total of \$9,094.89 the past month, compared to \$ 14,763.63 in the same month in 2012. Thirty-four families were assisted in May for an average of \$267.50 each.

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- We took in 91 applications in May giving us a total of 1,230 applications for this fiscal year to date.
- No active TANF households were assisted in May. However we did assist 9 TANF timed out families for a total of \$3,138.42, an average of \$348.72 each.
- In May, workfare was assigned to 12 households, and completed by 8 individuals for a total of 124 hours, and a value of \$365.50. Individuals who fail to do the assigned workfare without just cause are disqualified from receiving general assistance for 120 days.
- The Auburn & Lewiston general assistance offices collaborated with Mary LaFontaine of the Career Center to create the Job Journey workshops for our clients. Since January, 2013 we have been working with the Career Center and have had 15 individuals complete the Job Journey classes put on at the Auburn Library. Individuals who fail to attend the class are disqualified from receiving general assistance until they comply with the program. As a result of the classes, we have had 5 clients find jobs and are now off our roles.

Human Resources

- May and June are open enrollment months for the Cafeteria Benefit Plan, which includes the Medical Spending Account. Chris Mumau, HR Assistant and I met with the Public Works employees and the Non-union employees to assist them with their annual designations of their benefits. We will be working with Police, Fire and the new MSEA unit as soon as the contracts effective 7/1/13 are settled.
- Negotiations are on-going with Police Command, Police Patrol, and Fire. The MSEA Unit covering general government employees is settled and will be coming before the City Council for approval on June 17th.
- Raymond Lussier, Safety Coordinator completed the Crowd Management Plan and Standard Operating Procedures for the new ice arena.
- Ray Lussier provided Bureau of Labor Standards (BLS) refresher training to Police Department employees, confined space entry training for Public Works employees and started floor by floor emergency preparedness drills at Auburn Hall.
- Chris Mumau and I attended the Maine Human Resources Convention. This Convention draws over 600 attendees from New England. Chris and I attended a number of workshops including social media policies, Maine health options under the Federal Healthcare Reform Act, conducting effective meetings, mastering the art of difficult conversations, gay marriage and the Maine workforce, workplace bullying, risk factors in employment law cases and a number of keynote presentations from speakers across the country.
- Chris Mumau and I attended a comprehensive presentation on the Federal Healthcare Reform Act. We have started collecting data and reviewing payroll procedures in order to be in compliance with provisions of the legislation that will go into effect at the end of this calendar year.

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- Ray Lussier continued planning and development on two major exercises involving the Airport Intermodal Facility and the Gulf Island Dam. Both exercises will involve a number of local, state and federal officials.
- I participated on the interview panel for the Double Surface Ice Arena Manager, along with Clint Deschene, Howard Kroll and Ravi Sharma.
- The ICT Department provided excellent training session on Excel spreadsheets that I attended.

ICT

- Upgraded all PCs in APD Patrol
- Conducted Microsoft Excel training for city staff – approximately 35 people trained
- Network configurations set-up and tested at PAL center
- Began the process of facility security drills to identify issues/problems with procedures
- Created Mount Apatite trail map for public distribution

Parks & Recreation

- During the month of May, spring recreation programming continued and parks maintenance was in full swing. First and second grade instructional lacrosse began on May 9th, spring running began on may 15th and two fishing derbies were held at Pettengill Park for 9-15 year olds and 3-8 year olds on May 4th and May 11th, respectively. Additionally, Summer program planning continued throughout the month which included: Wednesday's in the park performances, golf lessons and youth football. Registrations also continued for summer day camp and track & field.
- Parks department maintenance activities took place which included a wide variety of tasks: sweeping, litter removal, raking, pruning, mulching, playground repair, park bench repair, picnic table repair, fence repair, ball field maintenance (dragging & lining), athletic field maintenance (striping), equipment maintenance, and City gateway maintenance. As stated in prior reports, we have collaborated together with Public Works to ensure that the City receives the needed attention particularly around holiday dates and special events. Of particular note, members of the parks crew participated in a training session on May 16th, facilitated by the Maine Old Cemeteries Association (MOCA) which focused on care and maintenance of headstones and grave markers. Additionally, members of the parks crew also participated in work zone traffic control training on May 13th.
- The month of May (May 17th through May 24th) included this year's first installment of the Androscoggin County Sheriff's Department alternative sentencing program. This program assists the parks department with early season maintenance tasks and larger-scale projects. A variety of tasks were performed during the program which included: parking garage maintenance, downtown sidewalk maintenance, planting and weeding of

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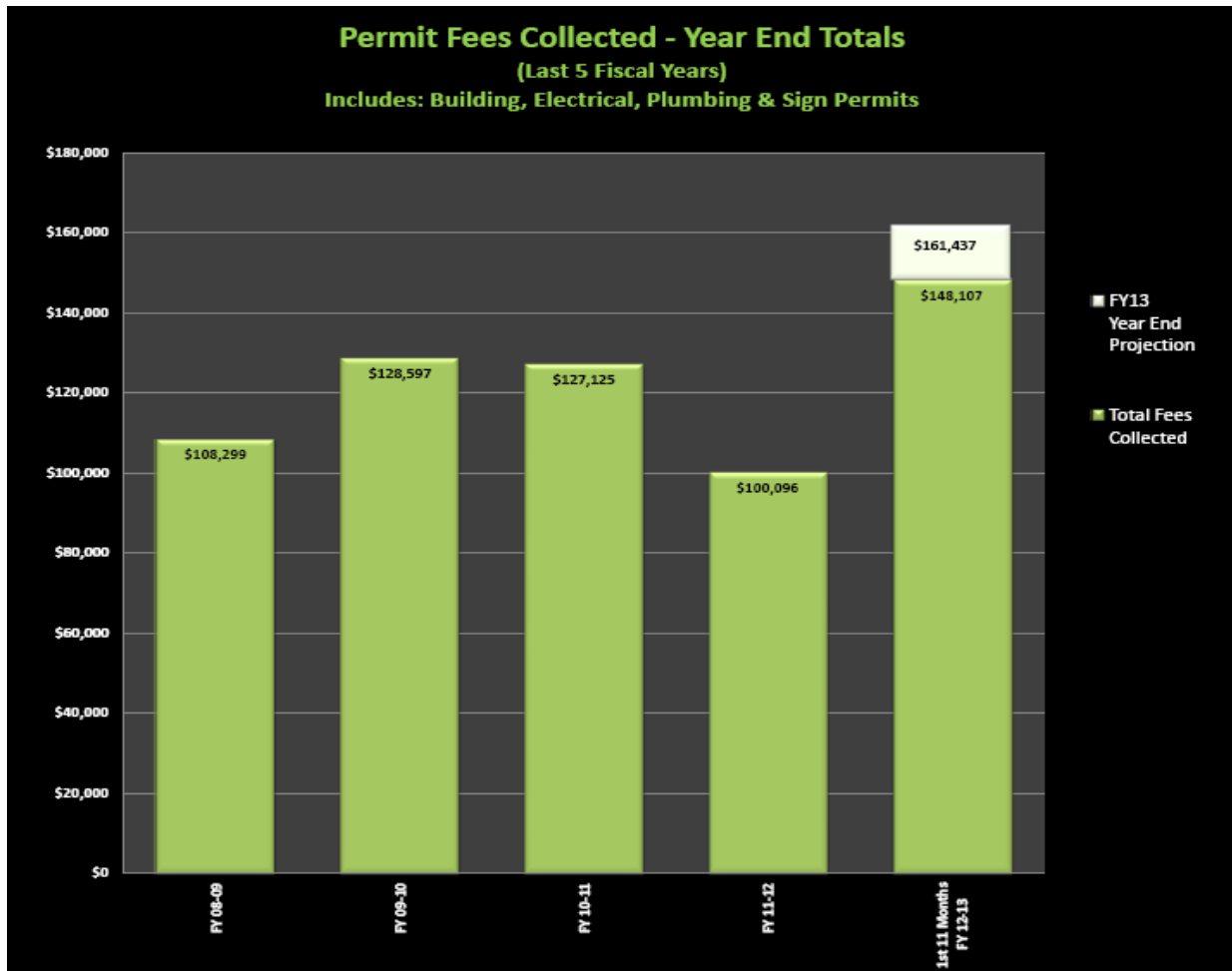
flower beds, mulching of flower beds, Riverwalk and Festival Plaza cleanup and cemetery maintenance. A total of 800 labor hours were logged by the group in completion of these activities.

- Planning continued for a large volunteer event scheduled to take place on June 19th from 1PM – 4PM. Proctor and Gamble (Tambrands) has contacted the Androscoggin Land Trust to present an opportunity to bring 100+ employees of the company to the riverfront area to perform a variety of maintenance projects. Coordination between ALT, the City and the volunteer group will continue and a plan is being developed to make the most of this valuable opportunity.
- Work on the Auburn ice arena continued throughout the month. Meetings focused on final construction details, ice rental agreements and sponsorship/advertising agreements. Construction also continued throughout the month with plumbing, electrical, mechanical and concrete work. First and second round interviews were completed for the Arena Manager position. Staff has also been developing an RFP and lease agreement for the pro shop.

Planning, Permitting and Code

Below are some highlights from the Planning and Permitting Department during the month of May:

- During the month of May the Department processed 88 building, electrical, sign and plumbing permits. The permits resulted in the collection of \$7,982 in fees for work with an estimated construction cost of \$1,072,690. We are still on track for the best year, for both of the above figures, in the last five years and we have already exceeded last years' totals for FY 12. Below is a chart comparing permit revenues for each of the last five years, including projections for the rest of this year.



- As of June 7th we are about 92% through FY 13. Our expenses are at 83% but billing is usually a couple of weeks behind so some expenses have yet not been accounted for during that period. Part of the savings has been from the vacant Planner position, however, that comes with a cost of not meeting some service objectives at the levels that we could with that position filled. Revenues are at approximately 115% with most of that from building permit revenues which were at 152% of the projected annual total. Things are really picking up for the summer months on both the planning and code portions of our operations.
- 9 Gamage Avenue Update. The Council Hearing on June 5th concluded with the approval of the condemnation of 9 Gamage Avenue. The property owner has been notified and has 30 days to demolish the building and clean the site. If the owner fails to comply then the City can demolish the building and the owner then has 30 days to reimburse costs or the City will apply a special tax to the property in the amount of costs. To date there has been no response from the owner.
- We recently reviewed the plans for a landscaping project at the Chapman House on the property at 151 Court Street. As part of the review it was noted that they did not plan to close the curb cuts along Court Street or the side streets as part of the project. We recently met the landscaping contractor on site and a Chapman House will review their

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quote soon and respond to the City request for compliance with curbing and sidewalk repair standards.

- During the past month the Planning Department and JLUS Policy Committee made additional progress on the joint land use study (JLUS) in collaboration with the Maine Army National Guard for the area surrounding that entity's Auburn training facility. There was an open house on May 29th, here at Auburn Hall to share the issues identified by the committee and to seek input from the public as the committee determines what recommendations will be made to the Planning Board and City Council. The open house was well attended and the booth format instead of a traditional presentation allowed for some great discussion and a wide range of public input. The draft report is being updated and will be presented to the Planning Board on June 25th. We hope members of the Council and Recreation Board will attend and provide additional input at the meeting.
- During the last four weeks we tracked 49 new property specific Code Requests resulting in 5 written enforcement actions. We resolved and closed 31 cases during the month. The increase in code requests is due in part from increased efforts to monitor known vacant buildings and there seems to be an increase in evictions, which unfortunately increases tenant complaints about their housing. I want to thank the Auburn Fire Department and the Auburn Police Department, especially the Volunteers in Police Service (VIPS), for their help in monitoring vacant buildings. We are working on a system to track those inspections and quantify the assistance and increased efforts but there are at least 30 additional inspections (not included in the above numbers) over the past month from the AFD and APD at little cost to the City because the staff involved was already on duty and the other exterior inspections were conducted by volunteers. Anyone interested in becoming a part of the VIPS program, please contact Liz Allen at lallen@auburnmaine.gov.
- During the last 30 days Cristy Bourget conducted 24 sanitation inspections including lodging, mobile vendors, restaurant and takeout facilities, massage establishments and second hand dealers, 2 of which were complaint driven, in the City of Auburn. Cristy also conducted 8 sanitation inspections including lodging, mobile vendors, restaurant and takeout facilities in the town of Lisbon.

Police

Operations

- The Department responded to 2338 calls for service in May.
- Officers made 89 physical arrests, issued 92 criminal summonses and processed 371 offense reports, of which 48 were felonies.
- Officers issued 138 traffic citations totaling \$21,695 in fines and 393 warnings for various traffic offenses.
- Damon Smith was arrested for failing to register as a sex offender. He was living on James St. and has two criminal convictions in Massachusetts for raping a child as well as multiple convictions for failing to register.

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- Officers charged a father and son for aggravated drug trafficking after disrupting a rather large mushroom growing operation. Officers confiscated approximately ½ pound of Psilocybin Mushrooms which were ready for sale.
- Detective McCormick is investigating an Auburn couple who befriended an elderly woman and stole/swindled \$65,000 from her.

Training

- Officer Krista Lee graduated from the Maine Criminal Justice Academy's Basic Law and has begun Field Training.
- All officers were certified in LIDAR (Laser Radar). The Department has two laser units received from federal grants. These units will be more effective in high traffic areas such as Route 4 and Minot Avenue.
- SRO Carl taught three Rape Aggression Defense classes to faculty, parents and students of ELHS. This is a national program designed to teach women self defense so they can better defend themselves against rape and abduction.
- Officer Bernie Westleigh completed annual TASER Instructor Recertification.

Community Outreach

- SRO Cousins and SRO McCamish coordinated the annual Bike Rodeo at Washburn School. Partnering with the Auburn Optimist Club, over 100 children were taught the importance of bicycle safety. Approximately 30 bicycles and helmets were given away. The bicycles were provided by members of the Optimist Club and the helmets were provided by the Auburn Police Benevolent Association.
- As part of the department's ongoing traffic calming efforts, the portable speed bumps were placed on University St. Aron Dr. and Chestnut St. Traffic has slowed considerably in these areas with the deployment of the speed bumps.
- Support Services followed up on a noise complaint from a local business owner on Main St. citing commercial trucks using their engine brakes. The decibel meter was deployed on two different days and no significant readings were found.

Public Works

Productivity- In May APW processed 445 Work Orders and closed out 324 work orders with a balance of 101 work orders still open (and new). Of the 445 Work Orders 149 were processed by our Fleet Services Team closing out 131 leaving 18 on-going repairs/pending repairs.

Special Events/Projects/Coordination-

- Public Works and Parks and Rec crews worked all throughout the month of May performing clean up and maintenance work around the City prior to the Memorial Day Holiday weekend. Oak Hill Cemetery received greatly needed attention; roads were fixed, trees trimmed, lawns mowed, drainage issues corrected, trash/litter picked up, and signs replaced/added. The cemetery looks great and many residents have expressed their thanks for the hard work.
- The Riverwalk area was also attended to for the removal of bamboo and dead trees that were choking the riverbank as well as obstructing the view.

MAY MONTHLY REPORTING

6.11.13

- Repair of Lakeview ball field. This project was started in an effort to alleviate hazardous playing conditions on this field. Over the past years this field has seen numerous areas wear the terrain is uneven causing tripping hazards. Public Works corrected these issues and the field will be ready for play once the grass has had the appropriate time to grow in.
- In conjunction with the Engineering Department, Planning Permitting department; PW has built a turn around and sewer/storm water extension on East Dartmouth street.
- Flag placements around the City in honor of Memorial Day, Flag Day and the upcoming Fourth of July. Flags and brackets were donated to the City so PW could install along Main Street. This was done and has received many 'thank you's'. This is something PW hopes to do every year if resources allow.

Citizen Engagement-

- In recognition of National Public Works Week (May 20-24) the Public Works department in collaboration with Lewiston Public Works organized a Public Works Day on May 17th. Both City's departments displayed equipment and had crews available to talk with the general public about Public Works. This event was held at the Auburn Mall.
- PW Carpenter built ball field benches for Tribeau softball fields so the people playing at that field had a place to sit.
- Special request from Fire Department to make commemorative sign detailing historic New Auburn Fire. Sign was displayed by Fire Dept at special event.
- CMCC was asked to replicate City of Auburn Key for the Mayor so he could present this to Citizen of the Year. This was done and done well by CMCC faculty/students. This is the third time CMCC has worked with PW to create/make a metal component at lower cost than what PW could buy elsewhere. This saves the City money and provides for needed real life work for the students at CMCC.

Facilities-

- APW siding project is complete with only the exit doors left to replace. Some lawn planting and basic landscaping is still needed.
- Preparations for Gas conversion have begun.

Trainings-

- PW trained per requirement of Bureau of Labor and PW Program portions of the crew on Chain Saw operation and safety.
- PW trained per requirement of Bureau of Labor and PW Program portions of the crew on Trench Box operation and safety.
- PW trained per requirement of Bureau of Labor and PW program portions of the crew on Confined Space Entries.
- PW sent some crew members to Local Roads classes on Work Zone Safety and Roadway Fundamentals.

MAY MONTHLY REPORTING

6.11.13

- PW Crew participated in Wellness Program training.

Other Spring Time Projects:

- Roadside Mowing has started and will run the remainder of summer.
- It is a banner season again; the arborist crew installs banners every Monday throughout the spring and summer.
- Installation of Festival Plaza canopies. These canopies are in need of replacement, vendor has stated that no more repairs can be made.
- Festival Plaza water operations are in jeopardy of not running this season do to need for parts replacement. No annual maintenance dollars budgeted for repairs/replacement parts for water fountains. Needs are great.
- Mailbox repair and lawn restoration from winter operational damage being done.
- Catch Basin cleaning has begun and will run all Spring/Summer/Fall. With over 3500 catch basins it takes a crew many months to do the mandated cleaning and inspection.
- Weeding and Planting of islands around the City have been done.
- Mowing of open spaces has begun and will continue all year long.
- Street Sweeping is in process of finishing up.

Recycling Operations- Recycling operations for the month of May picked up 52.83 tons of material, an decrease of (1.27) tons from last year.

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services



TO: Clinton Deschene, City Manager

FROM: Jill Eastman, Finance Director

REF: May 2013 Financial Report

DATE: June 10, 2013

The following is a discussion regarding the significant variances found in the City's May 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 eleventh month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 91.7% 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 May 31st, including the school department were \$64,586,270, or 89.78%, of the budget. The municipal revenues including property taxes were \$48,294,361, or 93.26% of the budget which is less than the same period last year by 1.53%. 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 93.45% as compared to 96.2% last year. The 30 day notice of liens were sent out in May. Tax liens will be filed in the middle of June on any properties that have unpaid taxes.
- B. Excise tax for the month of May is at 97.05%. This is a \$158,010 increase from FY 12. Our excise revenues for FY13 are 5.35% above projections as of May 31, 2013. As of today we are \$10,550.42 over the anticipated revenue of \$3,000,000.
- C. State Revenue Sharing for the month of May is 92.13% or \$2,211,131. The city received \$350,808.11 this month compared to \$284,828 FY12, \$284,195 FY11, \$314,197 FY10, and \$365,673 FY09. This is 23.2% increase from this May to last May.

- D. State-Local Road Assistance is at 120.65% of budget, or over projections by \$78,045.
- E. Business and Non-Business Licenses and Permits are at 131.8% of budget due to Commercial Licenses, Street Openings, Building and Electrical Permits coming in higher than anticipated.

Expenditures

City expenditures through May 2013 were \$32,554,648 or 89.46%, of the budget. If this trend continues the total municipal budget would be under by approximately \$800,000 at the end of June. Noteworthy variances are:

- A. Health and Social services continues to exceed expectations and is at 116.8% of the total budget at the end of Maqy. The Administration portion of the budget is at 88.2% of the total budget, where the Assistance portion is at 135.8% of its \$134,111 budget, or over budget by \$37,995.

Investments

This section contains an investment schedule as of May 30th. Currently the City's funds are earning an average interest rate of .22%.

Respectfully submitted,



Jill M. Eastman
Finance Director

CITY OF AUBURN, MAINE
BALANCE SHEET - CITY GENERAL FUND, WC AND UNEMPLOYMENT FUND (NOT INCLUDING SCHOOL)
AS of May 2013, April 2013, and June 2012

	UNAUDITED May 31 2013	UNAUDITED April 30 2013	Increase (Decrease)	AUDITED JUNE 30 2012
ASSETS				
CASH	\$ 19,437,999	\$ 19,920,427	\$ (482,429)	\$ 15,074,324
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	677,120	700,896	(23,776)	1,218,554
TAXES RECEIVABLE-CURRENT	1,303,257	2,089,343	(786,086)	107,929
DELINQUENT TAXES	540,678	543,863	(3,185)	486,160
TAX LIENS	443,956	524,747	(80,791)	1,415,461
NET DUE TO/FROM OTHER FUNDS	22,362,706	22,731,559	(368,853)	470,312
	<hr/>	<hr/>		
TOTAL ASSETS	\$ 44,765,716	\$ 46,510,836	\$ (1,745,120)	\$ 18,772,740
 LIABILITIES & FUND BALANCES				
ACCOUNTS PAYABLE	\$ (283,495)	\$ (719,706)	\$ 436,211	\$ (670,227)
PAYROLL LIABILITIES	223,822	(2,494)	226,316	(501)
ACCRUED PAYROLL	9,914	9,914	-	(2,274,075)
STATE FEES PAYABLE	(76,389)	(106,938)	30,549	-
ESCROWED AMOUNTS	(41,865)	(41,865)	-	(41,865)
DEFERRED REVENUE	(2,106,591)	(2,978,816)	872,225	(1,822,839)
	<hr/>	<hr/>		
TOTAL LIABILITIES	\$ (2,274,605)	\$ (3,839,905)	\$ 1,565,301	\$ (4,809,507)
FUND BALANCE - UNASSIGNED	\$ (41,705,405)	\$ (41,885,224)	\$ 179,819	\$ (12,378,441)
FUND BALANCE - RESTRICTED FOR WORKERS COMP & UNEMPLOYMENT	776,017	776,017	-	684,766
FUND BALANCE - RESTRICTED	(1,561,724)	(1,561,724)	-	(2,269,558)
	<hr/>	<hr/>		
TOTAL FUND BALANCE	\$ (42,491,112)	\$ (42,670,931)	\$ 179,819	\$ (13,963,233)
	<hr/>	<hr/>		
TOTAL LIABILITIES AND FUND BALANCE	\$ (44,765,716)	\$ (46,510,836)	\$ 1,745,120	\$ (18,772,740)

CITY OF AUBURN, MAINE
REVENUES - GENERAL FUND COMPARATIVE
THROUGH May 31, 2013 VS May 31, 2012

REVENUE SOURCE	FY 2013 BUDGET	ACTUAL REVENUES THRU MAY 2013	% OF BUDGET	FY 2012 BUDGET	ACTUAL REVENUES THRU MAY 2012	% OF BUDGET	VARIANCE
TAXES							
PROPERTY TAX REVENUE-	\$ 42,121,141	\$ 39,362,615	93.45%	\$ 41,053,952	\$ 39,495,576	96.20%	\$ (132,961)
PRIOR YEAR REVENUE	\$ -	\$ 982,282		\$ -	\$ 887,937		\$ 94,345
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 514,584	\$ 377,311	73.32%	\$ 488,573	\$ 369,692	75.67%	\$ 7,619
ALLOWANCE FOR ABATEMENT	\$ -	\$ -		\$ -	\$ -		\$ -
ALLOWANCE FOR UNCOLLECTIBLE TAXES	\$ -	\$ -		\$ -	\$ -		\$ -
EXCISE	\$ 3,018,500	\$ 2,929,457	97.05%	\$ 2,719,000	\$ 2,771,447	101.93%	\$ 158,010
PENALTIES & INTEREST	\$ 140,000	\$ 151,772	108.41%	\$ 140,000	\$ 138,325	98.80%	\$ 13,447
TOTAL TAXES	\$ 45,794,225	\$ 43,803,438	95.65%	\$ 44,401,525	\$ 43,662,977	98.34%	\$ 140,461
LICENSES AND PERMITS							
BUSINESS	\$ 39,900	\$ 75,471	189.15%	\$ 30,000	\$ 54,529	181.76%	\$ 20,942
NON-BUSINESS	\$ 260,700	\$ 318,541	122.19%	\$ 268,400	\$ 266,257	99.20%	\$ 52,284
TOTAL LICENSES	\$ 300,600	\$ 394,012	131.08%	\$ 298,400	\$ 320,786	107.50%	\$ 73,226
INTERGOVERNMENTAL ASSISTANCE							
STATE-LOCAL ROAD ASSISTANCE	\$ 378,000	\$ 456,045	120.65%	\$ 378,000	\$ 461,397	122.06%	\$ (5,352)
STATE REVENUE SHARING	\$ 2,400,000	\$ 2,211,131	92.13%	\$ 2,400,000	\$ 2,229,400	92.89%	\$ (18,269)
WELFARE REIMBURSEMENT	\$ 53,083	\$ 64,877	122.22%	\$ 44,955	\$ 52,657	117.13%	\$ 12,220
OTHER STATE AID	\$ 21,000	\$ 20,742	98.77%	\$ 20,000	\$ 22,615	113.08%	\$ (1,873)
CITY OF LEWISTON	\$ 158,362	\$ 155,225	98.02%	\$ 158,362	\$ (3,698)	-2.34%	\$ 158,923
TOTAL INTERGOVERNMENTAL ASSISTANCE	\$ 3,010,445	\$ 2,908,020	96.60%	\$ 3,001,317	\$ 2,762,371	92.04%	\$ 145,649
CHARGE FOR SERVICES							
GENERAL GOVERNMENT	\$ 130,955	\$ 121,726	92.95%	\$ 135,090	\$ 118,077	87.41%	\$ 3,649
PUBLIC SAFETY	\$ 263,102	\$ 124,898	47.47%	\$ 206,545	\$ 78,495	38.00%	\$ 46,403
EMS AGREEMENT	\$ 100,000	\$ 91,667	91.67%	\$ 100,000	\$ 96,100	96.10%	\$ (4,433)
TOTAL CHARGE FOR SERVICES	\$ 494,057	\$ 338,290	68.47%	\$ 441,635	\$ 292,672	66.27%	\$ 45,618
FINES							
PARKING TICKETS & MISC FINES	\$ 45,000	\$ 27,850	61.89%	\$ 55,000	\$ 35,574	64.68%	\$ (7,724)
MISCELLANEOUS							
INVESTMENT INCOME	\$ 30,000	\$ 13,965	46.55%	\$ 60,000	\$ 56,198	93.66%	\$ (42,233)
INTEREST-BOND PROCEEDS	\$ 2,000	\$ -	0.00%	\$ 2,000	\$ -	0.00%	\$ -
RENTS	\$ 122,000	\$ 122,027	100.02%	\$ 122,000	\$ 121,827	99.86%	\$ 200
UNCLASSIFIED	\$ 5,150	\$ 84,563	1642.00%	\$ 7,340	\$ 15,629	212.93%	\$ 68,934
SALE OF RECYCLABLES	\$ -	\$ -		\$ -	\$ 15,097		\$ (15,097)
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 42,622		\$ -	\$ 40,781		\$ 1,841
SALE OF PROPERTY	\$ 20,000	\$ 16,674	83.37%	\$ 20,000	\$ 2,255	11.28%	\$ 14,419
RECREATION PROGRAMS/ARENA	\$ 43,275	\$ -	0.00%	\$ 33,275	\$ 393	1.18%	\$ (393)
MMWAC HOST FEES	\$ 197,400	\$ 185,081	93.76%	\$ 197,400	\$ 183,524	92.97%	\$ 1,557
9-1-1 DEBT SERVICE REIMBURSEMENT	\$ -	\$ -		\$ 98,318	\$ -	0.00%	\$ -
TRANSFER IN: TIF	\$ 324,212	\$ 324,212	100.00%	\$ 324,212	\$ -	0.00%	\$ 324,212
ENERGY EFFICIENCY	\$ 2,000	\$ 1,514	75.71%	\$ 2,600	\$ 1,685	64.81%	\$ (171)
CDBG	\$ 8,000	\$ 1,334	16.68%	\$ 8,000	\$ 7,337	91.71%	\$ (6,003)
UTILITY REIMBURSEMENT	\$ 37,500	\$ 30,760	82.03%	\$ 37,500	\$ 28,644	76.38%	\$ 2,116
CITY FUND BALANCE CONTRIBUTION	\$ 1,350,000	\$ -	0.00%	\$ 1,050,000	\$ -	0.00%	\$ -
TOTAL MISCELLANEOUS	\$ 2,141,537	\$ 822,752	38.42%	\$ 1,962,645	\$ 473,370	24.12%	\$ 349,382
TOTAL GENERAL FUND REVENUES	\$ 51,785,864	\$ 48,294,361	93.26%	\$ 50,160,522	\$ 47,547,750	94.79%	\$ 746,611
SCHOOL REVENUES							
EDUCATION SUBSIDY	\$ 17,942,071	\$ 15,685,453	87.42%	\$ 17,942,071	\$ 15,102,876	84.18%	\$ 582,577
EDUCATION	\$ 1,358,724	\$ 606,456	44.63%	\$ 1,358,724	\$ 1,013,490	74.59%	\$ (407,034)
SCHOOL FUND BALANCE CONTRIBUTION	\$ 855,251	\$ -	0.00%	\$ 855,251	\$ -	0.00%	\$ -
TOTAL SCHOOL	\$ 20,156,046	\$ 16,291,909	80.83%	\$ 20,156,046	\$ 16,116,366	79.96%	\$ 175,543
GRAND TOTAL REVENUES	\$ 71,941,910	\$ 64,586,270	89.78%	\$ 70,316,568	\$ 63,664,116	90.54%	\$ 922,154

CITY OF AUBURN, MAINE
EXPENDITURES - GENERAL FUND COMPARATIVE
THROUGH May 31, 2013 VS May 31, 2012

DEPARTMENT	Unaudited			Unaudited			VARIANCE
	FY 2013 REVISED BUDGET	EXP THRU MAY 2013	% OF BUDGET	FY 2012 BUDGET	EXP THRU MAY 2012	% OF BUDGET	
ADMINISTRATION							
MAYOR AND COUNCIL	\$ 99,690	\$ 86,673	86.94%	\$ 99,690	\$ 101,381	101.70%	\$ (14,708)
CITY MANAGER	\$ 343,296	\$ 275,442	80.23%	\$ 280,915	\$ 318,653	113.43%	\$ (43,211)
ASSESSING SERVICES	\$ 183,801	\$ 156,405	85.09%	\$ 188,906	\$ 157,978	83.63%	\$ (1,573)
CITY CLERK	\$ 150,676	\$ 119,817	79.52%	\$ 137,422	\$ 130,480	94.95%	\$ (10,663)
FINANCIAL SERVICES	\$ 419,539	\$ 364,201	86.81%	\$ 365,023	\$ 356,499	97.66%	\$ 7,702
HUMAN RESOURCES	\$ 137,836	\$ 117,984	85.60%	\$ 137,363	\$ 117,885	85.82%	\$ 99
INFORMATION COMMUNICATION TECHNOLOGY	\$ 386,632	\$ 308,824	79.88%	\$ 361,058	\$ 328,871	91.09%	\$ (20,047)
LEGAL SERVICES	\$ 85,000	\$ 31,880	37.51%	\$ 84,284	\$ 62,947	74.68%	\$ (31,067)
CUSTOMER SERVICE	\$ -	\$ -		\$ 2,428	\$ 1,501	61.82%	\$ (1,501)
TOTAL ADMINISTRATION	\$ 1,806,470	\$ 1,461,227	80.89%	\$ 1,657,089	\$ 1,576,195	95.12%	\$ (114,968)
COMMUNITY SERVICES							
ENGINEERING	\$ 320,370	\$ 274,143	85.57%	\$ 293,612	\$ 263,535	89.76%	\$ 10,608
COMMUNITY PROGRAMS	\$ 14,050	\$ 12,650	90.04%	\$ 12,650	\$ 12,649	99.99%	\$ 1
PLANNING & PERMITTING	\$ 776,532	\$ 641,014	82.55%	\$ 727,756	\$ 631,351	86.75%	\$ 9,663
PARKS AND RECREATION	\$ 602,191	\$ 499,190	82.90%	\$ 615,858	\$ 460,692	74.80%	\$ 38,498
HEALTH & SOCIAL SERVICES	\$ 176,567	\$ 206,239	116.80%	\$ 153,811	\$ 148,494	96.54%	\$ 57,745
PUBLIC LIBRARY	\$ 968,292	\$ 880,873	90.97%	\$ 929,407	\$ 774,506	83.33%	\$ 106,367
TOTAL COMMUNITY SERVICES	\$ 2,858,002	\$ 2,514,109	87.97%	\$ 2,733,094	\$ 2,291,227	83.83%	\$ 222,882
FISCAL SERVICES							
DEBT SERVICE	\$ 6,682,797	\$ 6,517,389	97.52%	\$ 6,810,550	\$ 6,783,663	99.61%	\$ (266,274)
PROPERTY	\$ 699,114	\$ 579,712	82.92%	\$ 680,137	\$ 545,794	80.25%	\$ 33,918
WORKERS COMPENSATION	\$ 415,000	\$ -	0.00%	\$ 451,890	\$ 219,256	48.52%	\$ (219,256)
WAGES & BENEFITS	\$ 4,602,545	\$ 3,875,969	84.21%	\$ 4,209,929	\$ 3,663,183	87.01%	\$ 212,786
EMERGENCY RESERVE (10108062-670000)	\$ 333,818	\$ -	0.00%	\$ 328,608	\$ -	0.00%	\$ -
TOTAL FISCAL SERVICES	\$ 12,733,274	\$ 10,973,070	86.18%	\$ 12,481,114	\$ 11,211,896	89.83%	\$ (238,826)
PUBLIC SAFETY							
EMERGENCY MGMT AGENCY	\$ -	\$ -		\$ 2,903	\$ -	0.00%	\$ -
FIRE DEPARTMENT	\$ 3,904,344	\$ 3,621,762	92.76%	\$ 3,716,161	\$ 3,334,195	89.72%	\$ 287,567
POLICE DEPARTMENT	\$ 3,439,583	\$ 3,020,400	87.81%	\$ 3,315,380	\$ 2,919,937	88.07%	\$ 100,463
TOTAL PUBLIC SAFETY	\$ 7,343,927	\$ 6,642,162	90.44%	\$ 7,034,444	\$ 6,254,132	88.91%	\$ 388,030
PUBLIC WORKS							
PUBLIC WORKS DEPARTMENT	\$ 4,617,744	\$ 4,082,753	88.41%	\$ 4,682,884	\$ 3,705,420	79.13%	\$ 377,333
WATER AND SEWER	\$ 558,835	\$ 553,446	99.04%	\$ 558,835	\$ 553,426	99.03%	\$ 20
TOTAL PUBLIC WORKS	\$ 5,176,579	\$ 4,636,199	89.56%	\$ 5,241,719	\$ 4,258,846	81.25%	\$ 377,353
INTERGOVERNMENTAL PROGRAMS							
AUBURN-LEWISTON AIRPORT	\$ 105,000	\$ 105,000	100.00%	\$ 106,750	\$ 106,750	100.00%	\$ (1,750)
E911 COMMUNICATION CENTER	\$ 1,035,381	\$ 1,035,595	100.02%	\$ 968,347	\$ 968,347	100.00%	\$ 67,248
LATC-PUBLIC TRANSIT	\$ 235,548	\$ 176,635	74.99%	\$ 207,779	\$ 207,779	100.00%	\$ (31,144)
LAEGC-ECONOMIC COUNCIL	\$ 160,687	\$ 120,515	75.00%	\$ 160,687	\$ 160,687	100.00%	\$ (40,172)
COMMUNITY LITTLE THEATER	\$ 20,160	\$ 12,904	64.01%	\$ 20,160	\$ 20,160	100.00%	\$ (7,256)
TAX SHARING	\$ 289,000	\$ 280,041	96.90%	\$ 288,593	\$ 284,985	98.75%	\$ (4,944)
TOTAL INTERGOVERNMENTAL	\$ 1,845,776	\$ 1,730,690	93.76%	\$ 1,752,316	\$ 1,748,708	99.79%	\$ (18,018)
COUNTY TAX							
TIF (10108058-580000)	\$ 2,006,244	\$ 2,006,244	100.00%	\$ 1,925,561	\$ 1,925,560	100.00%	\$ 80,684
OVERLAY	\$ 2,619,142	\$ 2,590,947	98.92%	\$ 2,619,142	\$ 2,619,142	100.00%	\$ (28,195)
	\$ -	\$ -		\$ 301,604	\$ -	0.00%	\$ -
TOTAL CITY DEPARTMENTS	\$ 36,389,414	\$ 32,554,648	89.46%	\$ 35,746,083	\$ 31,885,706	89.20%	\$ 668,942
EDUCATION DEPARTMENT							
	\$ 34,705,246	\$ 25,606,522	73.78%	\$ 34,705,246	\$ 26,563,379	76.54%	\$ (956,857)
TOTAL GENERAL FUND EXPENDITURES	\$ 71,094,660	\$ 58,161,170	81.81%	\$ 70,451,329	\$ 58,449,085	82.96%	\$ (287,915)

**CITY OF AUBURN, MAINE
INVESTMENT SCHEDULE
AS OF May 31, 2013**

INVESTMENT	FUND	BALANCE	BALANCE May 31, 2013	INTEREST RATE	WEIGHTED AVG YIELD
BANKNORTH MNY MKT	24-1242924 GENERAL FUND	\$ 55,309.24	\$ 55,309.24	0.20%	
BANKNORTH MNY MKT	24-1745910 GF-WORKERS COMP	\$ 49,233.98	\$ 49,233.98	0.10%	
BANKNORTH MNY MKT	24-1745944 GF-UNEMPLOYMENT	\$ 66,872.54	\$ 66,872.54	0.20%	
BANKNORTH CD	7033 GF-UNEMPLOYMENT	\$ 102,404.84	\$ 102,404.84	2.64%	
BANKNORTH MNY MKT	24-1809302 SPECIAL REVENUE	\$ 52,534.91	\$ 52,534.91	0.20%	
BANKNORTH MNY MKT	24-1745902 SR-PERMIT PARKING	\$ 197,907.03	\$ 197,907.03	0.20%	
BANKNORTH MNY MKT	24-1745895 SR-TIF	\$ 1,117,340.91	\$ 1,117,340.91	0.20%	
BANKNORTH MNY MKT	24-1746819 CAPITAL PROJECTS	\$ 10,894,168.72	\$ 10,894,168.72	0.20%	
BANKNORTH MNY MKT	24-1745928 ICE ARENA	\$ 249,186.32	\$ 249,186.32	0.10%	
GRAND TOTAL		\$ 12,784,958.49	\$ 12,784,958.49		0.22%

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

To: Clinton Deschene, City Manager
From: Jill Eastman, Finance Director
Re: June 10, 2013



Attached you will find a Statement of Net Assets and a Statement of Activities for the Ingersoll Arena as of May 31, 2013.

Statement of Net Assets:

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets.

Current Assets:

As of the end of May 2013 the total current assets were \$397,023. These consisted of cash and cash equivalents of \$249,169, accounts receivable of \$55,900 and an interfund receivable is a \$91,954, which means that the General Fund owes the arena \$91,954, so net cash available to the arena is \$341,123 at the end of May.

The accounts receivable of \$55,900, consists of the following outstanding invoices for ice time that has been billed to various organizations. At the end of May the outstanding accounts were categorized as follows: \$19,515 that was billed at the end of April so these receivables are current, \$9,660 from March billing and \$26,725 that are over 120 days past due. The past due invoices are broken down as follows:

Auburn Youth Hockey: \$18,395 – the original balance was \$51,195, and the Youth Hockey Organization entered into a payment agreement and has paid a total of \$32,800 towards this outstanding balance to date.

B&B Catering: \$7,900 – B&B Catering used to lease the concession stand and this is unpaid lease fees the we have been unable to collect to date. This account was paid in full the first week of June.

Twin City Titans: \$430 – 2 hours of ice time from the fall of 2012.

Noncurrent Assets:

Noncurrent assets are the building, equipment and any building and land improvements, less depreciation. The total value of noncurrent assets as of May 31, 2013 was \$729,731.

Liabilities:

The arena liabilities as of May 31, 2013, consisted of \$724 of accounts payable, which is for invoices that we had received, but had not paid as of the end of the month.

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 through May 2013, are \$432,263. This revenue comes from the concessions, sign advertisements, pro shop lease, youth programming, shinny hockey, public skating and ice rentals.

The operating expenses through May 2013, are \$277,957. These expenses include personnel costs, supplies, utilities, repairs and maintenance.

As of May 2013 the arena has a operating gain of \$154,306.

Non-operating revenue and expenses consist of interest income and debt service payments. The interest income to date is \$410 and the debt service expense to date is \$92,339, for a net non-operating expense of \$91,929.

As of May 31, 2013 the arena has a increase in net assets of \$62,377.

CITY OF AUBURN, MAINE
Statement of Net Assets
Proprietary Funds
May 31, 2013

Business-type Activities - Enterprise Funds

**Ingersoll
Ice Arena**

ASSETS

Current assets:

Cash and cash equivalents	\$ 249,169
Interfund receivables	91,954
Accounts receivable	55,900

Total current assets	397,023
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Noncurrent assets:

Capital assets:

Buildings	672,279
Equipment	826,911
Land improvements	18,584
Less accumulated depreciation	(788,043)

Total noncurrent assets	729,731
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Total assets	1,126,754
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LIABILITIES

Accounts payable	724
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Total liabilities	724
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NET ASSETS

Invested in capital assets	829,060
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Unrestricted	296,970
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Total net assets	\$ 1,126,030
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CITY OF AUBURN, MAINE
Statement of Revenues, Expenses and Changes in Net Assets
Proprietary Funds
Business-type Activities - Enterprise Funds
Statement of Activities
May 31, 2013

	Ingersoll Ice Arena
Operating revenues:	
Charges for services	\$ 432,263
Operating expenses:	
Personnel	119,872
Supplies	18,577
Utilities	106,137
Repairs and maintenance	23,969
Depreciation	-
Other expenses	9,402
Total operating expenses	277,957
Operating gain (loss)	154,306
Nonoperating revenue (expense):	
Interest income	410
Interest expense (debt service)	(92,339)
Total nonoperating expense	(91,929)
Gain (Loss) before transfer	62,377
Transfers out	-
Change in net assets	62,377
Total net assets, July 1	1,063,653
Total net assets, May 31	\$ 1,126,030

RECOGNITION OF THE FIRST CLASS OF THE AUBURN FIRE DEPARTMENTS CITIZEN FIRE ACADEMY.

The first class of the Auburn Fire department Citizens Fire Academy (CFA) has successfully come to a conclusion!

Beginning on April 10th, 2013 and continuing each Wednesday evening, plus two full Saturdays, and concluding on May 29th, 2013, this group of citizens showed a great commitment to learning about the services provided by the Auburn Fire department.

The program, believed to be the first of its kind in the state as well as an Auburn first, emphasized a hands on approach and experiential interactions with members of the Auburn Fire Department who shared their expertise with the students.

Each class was taught by a member of the department who in many cases, volunteered their time to work with the class. The CFA members had the opportunity to wear turn out gear, wear self contained breathing apparatus, learn how to use fire extinguisher, drive a fire truck on a closed training course, rappel off a three story building and learn CPR just to name a few of the many experiences they had.

This citizen involvement program was free to those who participated, and will be offered next April. The members of the first CFA in Auburn deserve recognition for a job well done and for demonstrating a commitment to learning about their fire department!



*Artisan Breads
Pastries & Coffees*

www.thebreadshack.com



Mayor Jonathan LaBonté
Auburn City Council Members
City of Auburn
60 Court St
Auburn, ME 04210

3 June 2013

Dear Mayor LaBonté and City Council Members,

Thank you for recognizing my business with the Economic Development Achiever Award at the LAEGC Annual Dinner. It is an honor to receive this award. The Bread Shack has been so well received by the community and to be recognized as having an economic impact is heartwarming. It is a testament to what members of our community value and enjoy. Such an award helps me carry on with the demands of a specialty food business.

Your tribute, both visually and spoken, was deeply appreciated. I was moved by the presentation.

Thank you again. Warmly,

Dara Reimers



The Bread Shack, LLC
1056 Center Street
Auburn, Maine
04210 6409
508 887 376 8000

MEMO

TO: Clint Deschene, City Manager

FROM: Sue Clements-Dallaire, City Clerk

RE: Consolidation Effort

The petition was issued to Chip Morrison via email on June 3, 2013. Title 30-A M.R.S.A. sec. 2152, provides that the petition must be signed by at least 10% of the voters of that municipality, except that only 1,000 signatures are necessary in municipalities of 10,000 or more voters.

As far as timeline, after consulting with Attorney Dan Stockford, the consolidation petition does not qualify as an initiative, referendum or recall under Section 9.1 of the Charter so provisions of Article 9 do not apply. There is no specific time period in Maine law for validating consolidation petitions either. He said he believes that our only obligation is to validate the petitions within a reasonable time period after they are submitted. He felt that 20 days would be a reasonable amount of time (which is the amount of time we would allow for an initiative, referendum, or recall under our Charter.

30-A MRS section 2152(2) provides that if a petition is filed as required under the statute, the 3 members of a joint charter commission “shall be elected at the next special or regular election in the manner provided for the election of municipal officers.”



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: June 17, 2013

Ordinance 05-06032013

Author: Sue Clements-Dallaire, City Clerk

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

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

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

Subject: Business Licensing Fee (Flea Market)

Information: Our current business licensing fees were adopted by Council in May of 2011. Our Flea Market fees are out of line with Lewiston and other municipalities. It has been brought to our attention on a few different occasions from individuals wanting to obtain licenses however they have been discouraged from doing so because of our fees.

Financial:

Action Requested at this Meeting: Recommend passage of first reading.

Previous Meetings and History: 5/20/2013 Workshop discussion, and was postponed at the 6/3/2013 Council Meeting.

Attachments:

Flea Market fee comparison
Current and Proposed fees
Ordinance 05-06032013

*Agenda items are not limited to these categories.

Flea Market Comparison

Municipality	Population	Fee
Sanford	20,806	\$50.00/Year - No Additional Fee
Biddeford	20,942	\$200 up to 20 tables/Year- \$5 each additional table
S. Portland	23,324	\$75.00/Year - No Additional Fee
Bangor	33,011	\$107/Year Second Hand Permit plus \$5/per table fee
Portland	66,363	\$225/Year plus Individual Vendor Fee: \$20/year-transferable to other Flea Markets City wide
Lewiston	36,491	\$550/Year - No Additional Fee
Searsport	2,615	No Fee/Requires Site Plan Review at startup
Lisbon	9009	\$100/Year Mass Gathering - No Additional Fee
Auburn	23,203	\$50 per table up to \$500 (3months)/\$2000 yearly

License Type	Current Fee Auburn	Proposed Fee
Flea Market	\$50 per table, up to \$500 per location / 3mo	\$10 per table up to \$200 per event (up to 7 days) or \$500 for a year

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
David Young, Ward Four



Leroy Walker, Ward Five
Belinda Gerry, At Large
Joshua Shea, At Large

Jonathan LaBonte, Mayor

IN CITY COUNCIL

ORDINANCE 05-06032013

ORDERED, that the business licensing fee schedule in the Auburn Code of Ordinances be and hereby is amended as follows:

License Type	Current Fee Auburn	Newly Adopted Fee
Flea Market	\$50 per table, up to \$500 per location / 3mo	\$10 per table up to \$200 per event (up to 7 days) or \$500 for a year



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: June 17, 2013

Ordinance 06-06032013

Author: Sue Clements-Dallaire, City Clerk

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

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

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

Subject: Business Licensing Fee (Peddler Fee)

Information: Our current business licensing fees were adopted by Council in May of 2011. Our Peddler fees are out of line with Lewiston and other municipalities. It has been brought to our attention on a few different occasions from individuals wanting to obtain licenses however they have been discouraged from doing so because of our fees.

Financial:

Action Requested at this Meeting: Recommend passage (first reading).

Previous Meetings and History: 5/20/2013 workshop discussion, was also postponed at the 6/3/2013 meeting.

Attachments:

Peddler fee comparison
Current and Proposed fees
Ordinance 06-06032013

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

Peddler's License

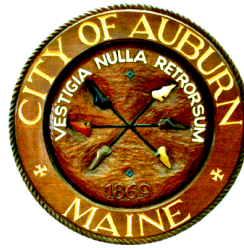
Municipality	Population	Fee
Sanford	20,806	\$100.00/Year
Biddeford	20,942	\$50/Year "Vendors on Public Places"
S. Portland	23,324	\$60/30 days or less \$85/More than 30 days but less than 90
Bangor	33,011	\$364/Year -Transient Sellers of Consumer Merchandise License
Portland	66,363	\$35/Day only during festivals or special events declared by City Council
Lewiston	36,491	\$53/Year In State \$105/Out of State \$37/Special Event License
Lisbon	9009	\$75/6 months(New) \$100/year(New) \$50/6 months (Renewal) \$75/year (Renewal)
Auburn	23,203	\$75/Per Event \$100/30 Days

License Type	Current Fee Auburn	Proposed Fee
Peddlers	\$ 75 Per event \$100 30 days	\$35 per event (up to 7 days)* \$ 75 3 months \$100 6 months \$150 1 year

Peddler *Chapter 24, section 24-321 Special Event License

- a. A special event peddler’s license can be issued to eligible applicants for a maximum of seven consecutive days, and will limit their sale area to be inside the designated mass gathering area, as per requirements of the mass gathering event organizers. Only one special event peddler’s license shall be needed for booths or sales tables operated by the same vendor. Excluding food vendors with separate food preparation areas for multiple booths or tables. Individuals working for the primary vendor at the booth shall not be required to obtain a separate license. The primary vendor shall be subject to a criminal background investigation regarding their peddler application for this section.
- b. The license shall be displayed the entire time the vendor is operating the booths or sales tables.

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
David Young, Ward Four



Leroy Walker, Ward Five
Belinda Gerry, At Large
Joshua Shea, At Large

Jonathan LaBonte, Mayor

IN CITY COUNCIL

ORDINANCE 06-06032013

ORDERED, that the business licensing fee schedule in the Auburn Code of Ordinances be and hereby is amended as follows:

License Type	Current Fee Auburn	Newly Adopted Fee
Peddlers	\$ 75 Per event \$100 30 days	\$35 per event (up to 7 days)* \$ 75 3 months \$100 6 months \$150 1 year



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: June 17, 2013

Resolve 04-06032013

Author: Chief Frank Roma

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

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

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

Subject: Emergency Medical Services Resolve

Information: A council resolve is requested to provide formal direction to the fire department in regards to Emergency Medical Services (EMS) delivery. This resolve will initiate additional research into the feasibility of the fire department providing transport services as an extension of the existing services provided. Additionally, it will cause formal planning to occur so that council members can make an informed decision regarding EMS at a later date.

Financial: N/A

Action Requested at this Meeting: Workshop discussion on 5/20/2013. This item was on the June 3, 2013 agenda but was postponed until this meeting.

Previous Meetings and History: N/A

Attachments: Draft Resolve

*Agenda items are not limited to these categories.

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
David Young, Ward Four



Leroy Walker, Ward Five
Belinda Gerry, At Large
Joshua Shea, At Large

Jonathan LaBonte, Mayor

IN CITY COUNCIL

RESOLVE 04-06032013

RESOLVED, that the Auburn City Council hereby recognize and support, in consideration of the health , safety, and well being of those who live, work, visit, or transit though the City of Auburn;

THAT it is in the best interest of the community for the Auburn Fire Department to develop an operational plan for the delivery of a full service Emergency Medical Services program that is supported by the City Council and in accordance with Section 20-31 of the Code of Ordinances for the City of Auburn;

THAT such a program will reflect best practices in the pre-hospital care field, be adequately staffed and equipped therefore increasing and enhancing service to the community with a goal of providing such service in a revenue neutral manner where possible;

THAT the Auburn Fire Department will utilize its existing facilities that are strategically located, and its personnel that are trained and equipped to provide Advanced Life Support emergency medical services within the community, and;

THAT such a plan will be prepared and presented before Council within 60 days of this RESOLVE for discussion and consideration.



City Council Agenda Information Sheet

City of Auburn

Council meeting Date: June 17, 2013

Ordinance 07-06032013

Author: Sue Clements-Dallaire, City Clerk

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

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

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

Subject: Amendment to the Mass Gathering Ordinance

Information: Under our current Mass Gathering ordinance it prohibits alcohol in the Mass Gathering area.

Sec. 24-217. Alcoholic Beverages

The sale or consumption of alcoholic beverages of any kind is prohibited within the mass gathering area during any event. The operator will exercise due diligence and exert his/her best efforts to prevent the consumption of alcoholic beverages within the mass gathering area and to prevent patrons from using, consuming, bringing in, or otherwise obtaining alcoholic beverages within the mass gathering areas. The operator shall post signs to that effect and, when possible, have this prohibition printed on any advertising or tickets to the mass gathering.

We are proposing changing the ordinance to allow the sale and consumption of alcoholic beverages under certain conditions (see attached).

Financial: N/A

Action Requested at this Meeting: Recommend waiving the provisions of the charter which calls for the first and second readings on two separate dates and holding the first and second readings today to implement this prior to the July 4th event.

Previous Meetings and History: Discussed at the 6/3/2013 Council Workshop and was postponed on the 6/3/2013 agenda until this meeting.

Attachments: Proposed amendment and Ordinance.

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

ALCOHOL IN PARKS – RESPONSES MAY/JUNE 2013

Mount Desert

Mount Desert does not. We recently had to deny a wine tasting event at our marina green area.

Lewiston

City of Lewiston permits alcohol consumption in one park which hosts the larger city events (Dempsey Challenge, etc.). All events require insurance coverage (regardless if they have alcohol or not). All permitting and security (on-site security must be approved by the city) is their responsibility. The no-alcohol policy for other parks may be waived by a vote of the city council but that has not occurred to date.

Winterport

I think you will find many towns and cities allow this for these types of gatherings. Bangors Folk Festival has a beer and wine tent. Here in Winterport we ran a music Festival for 7 years and had a beer and wine area also. As long as you have a caterer that has an off premise license (I know Sea Dog does as they did our Festival for 5 years) and follow all the State and Insurance protocol you should be fine. We never had any problems doing this.

Scarborough

We officially prohibit alcohol in public spaces, and have never (at least not in modern history) been asked to allow it for a special occasion. However, in other towns that I have worked, we have allowed it with restrictions.

Gardner

We allow, with Council approval of a special event permit, for one time events like our Oktoberfest. Our PD is involved in where it can be located, what safety precautions need to take place to prevent underage drinking, etc. Group who sets it up needs to insure it and take all the risk. Other than that, no alcohol allowed.

Stockton Springs

I would be interested in responses that you get to this. We do not allow it as per a former 1st Select Woman whose husband was in recovery. I'm not sure if it is state law, MMA Risk management required, or just "Sara's law". We had an event last summer in our Community Room at Town Hall. They had a "beer tent" just over the property line at the Community Library and that apparently was legal.

Wiscasset

I know in other communities I have served that alcohol could be served on town grounds as long as we licensed and catered properly.

Bridgton

We allow alcohol only at the old town hall during rentals and require the sponsor/vendor to have the necessary local license as well as provide the town with their full insurance policy that names the town as additionally insured and that it is properly checked off on that form. We have had no problems to date.

Ellsworth

Ellsworth is going through this also. We have never allowed alcohol consumption on City property but this year we are having our 250th birthday and a group of citizens are planning a week-long celebration. One aspect of this celebration is a dinner and dance under a tent in our community park.

Ellsworth does not have an ordinance that disallows drinking, we have always just followed state law and when someone asked to serve alcohol on public property, the Council refused to sign the off-site premise alcohol form. They are however, planning on allowing alcohol for this event.

St. Agatha

We allow it on a case by case basis. It usually only comes up during our SummerFest and that is a town sponsored event. We do require a BYOB permit or liquor license depending on what the set up is. We do not have an ordinance prohibiting the consumption.

Madison

The Madison BOS recently voted to allow the American Legion to have a beer tent to go along with a chili cook-off event at the Town's annual Madison / Anson Day's. anticipated it will last 1.5 to 2 hours and would be controlled by the Legion. Hope this helps.

Thomaston

Thomaston allows it through a request to the Board of selectpersons. The town requires the applicant to provide Insurance through M.M.A. TULIP program and comply with State Liquor Laws.

South Berwick

In South Berwick we do not have an ordinance prohibiting alcohol consumption on Town property. We have authorized events providing the organizers arrange for a caterer who obtains an offsite catering license for alcohol. We have not done a "beer garden" but we have hosted the Historical Society at Town Hall and their caterer has served beer and wine. The Senior Citizens Annual New

Year's Eve party uses the same model at our Community Center. Neither of these would rise to the level of a public festival, but we have not experienced any difficulties.

In a past life, I attended a concert or two with beer gardens, one at the OOB Ballpark. My only thought is they become very crowded, but the upside is no one is walking around with alcohol.

Brownville

Although we do not allow it here on Town Property, formally for events it remains open. The "Tulip Program" is available online. This allows for the sponsor of the event to take out a blanket insurance policy to cover the event.

Augusta

On occasion we allow it in parks for festivals provided there's a licensed vendor with cert. of insurance.

Kennebunk

Provided "Alcohol Policy – Municipal Facility" and "Town Streets"

Cape Elizabeth

Provided "Group Use Policy", which addressed in part – alcohol.

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
David Young, Ward Four



Leroy Walker, Ward Five
Belinda Gerry, At Large
Joshua Shea, At Large

Jonathan LaBonte, Mayor

IN CITY COUNCIL

ORDINANCE 07-06032013

ORDERED, that the Code of Ordinances be and hereby is amended as follows:

Sec. 24-217. Alcoholic Beverages

~~The sale or consumption of alcoholic beverages of any kind is prohibited within the mass gathering area during any event unless the operator obtains all necessary permits from the City. The operator will exercise due diligence and exert his/her best efforts to prevent the consumption of alcoholic beverages within the mass gathering area and to prevent patrons from using, consuming, bringing in, or otherwise obtaining alcoholic beverages within the mass gathering areas.~~

If the Operator intends to sell or permit the sale of alcoholic beverages within the mass gathering area during a mass gathering, the Operator shall restrict the time and location of such sale so that alcoholic beverages are sold only during the particular event and so that public safety and order will not be impaired. The Operator shall comply fully with the laws of the State of Maine regulating the sale and consumption of alcoholic beverages, as well as with the City's Special Amusement Ordinance. Alcoholic beverages may be sold and consumed only within a restricted area of the Facility, which does not include the parking lot. The Operator shall identify, in its Permit Application, the specific restricted areas where it proposes to sell alcoholic beverages, and the means by which it anticipates to limit the consumption of alcohol to such restricted portions of the mass gathering area. Additionally, the Operator shall exercise all due diligence, work with the Auburn Police Department on strict enforcement and exert its best efforts to control, limit and prevent the unauthorized consumption of alcoholic beverages on any part of the mass gathering area outside of the restricted areas, and to prevent patrons of the mass gathering area from using, consuming, bringing in, or otherwise obtaining alcoholic beverages in any manner not authorized by this Ordinance. Nothing in this Ordinance shall preclude the Operator from implementing more restrictive rules for the sale and consumption of alcoholic beverages.

No one under the age of 21 years of age will be allowed in this area.

The operator shall post signs to that effect and, when possible, have this prohibition printed on any advertising or tickets to the mass gathering.

Any person, partnership, corporation or other legal entity including the Operator, violating this Section shall be punished by a civil penalty of at least One Hundred (\$100.00) Dollars but not more than Five Hundred (\$500.00) Dollars. The failure to comply with conditions imposed upon the issuance of a mass gathering permit shall be a violation of this Section. Each violation shall be considered a separate offense, and each day a violation is allowed to exist shall be considered a separate offense. The civil penalty provided for in this Section shall be in addition to any other penalty or damages provisions provided within this Section, and shall be in addition to all other remedies to the City of Auburn at law and in equity. The provisions of this Section shall be enforced by the City Manager or such other municipal official or employee as the City Manager shall designate in writing. The City shall also be entitled to its reasonable attorney fees and costs for successfully prosecuting a violation of this Section.



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: June 17, 2013

Ordinance 08-06032013

Author: Denis D'Auteuil, Public Works Director

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

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

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

Subject: Lewiston-Auburn Community Forest Board Ordinance/ Community Cords/ Tree Maintenance Ordinance

Information: The Public Works Director and members of the Community Forest Board will update the City Council on staff's review of the proposed Community Forest Board Draft Ordinance and staff's recommendations for changes to the draft ordinance. Staff will also update the City Council on how this proposed ordinance affects the existing Tree Maintenance Ordinance. Lastly, an update will be given on the Community Cords program and requested changes to the revenue allocation.

Financial: N/A

Action Requested at this Meeting: Passage of first reading.

Previous Meetings and History: On December 3, 2012 the City Council was notified that staff was in receipt of the proposed ordinance and staff would bring back additional information once the review was complete. Workshop discussion on April 1, 2013. This item was on the 6-3-2013 agenda and was postponed until the 6-17-2013 meeting.

Attachments: Memo from the Director of Public Works with staff recommendations/ requests, Proposed Forest Board Ordinance with tracked changes, Community Cords resolve, Auburn's current tree maintenance ordinance, and an email from Attorney Dan Stockford with Auburn's current tree maintenance ordinance and recommended changes.

*Agenda items are not limited to these categories.

CITY OF AUBURN



**Auburn Public Works
296 Gracelawn Road**

To: Mayor and City Council
Cc: Clint Deschene, City Manager
From: Denis D'Auteuil, Public Works Director
Date: 3/25/2013

Re: City Council Workshop April 1, 2013

This memo is intended to provide the City Council with a summary of the changes and recommendations pertaining to the proposed ordinance from the Lewiston/Auburn Community Forest Board, Auburn's current tree maintenance ordinance, and the Community Cords Program.

Forest Board Ordinance: On December 3, 2012 I notified the City Council that I received the proposed ordinance and staff would begin reviewing the ordinance. In your agenda packet for the April 1, 2013 workshop you will find a copy of the proposed ordinance with tracked changes. The changes are recommendations based on Attorney Dan Stockford's and staff's review. If the City Council agrees with the recommended changes and has no other recommendations then staff supports the acceptance of the ordinance.

Existing Tree Maintenance Ordinance Ch. 56, Article II, section 56-19 & 20: In November 2012 Dan Stockford reviewed our existing Tree Maintenance ordinance and recommended language changes to Chapter 56, Article II, section 56-19. The recommended changes are attached. Part of staff's review involved comparing all existing tree maintenance ordinances to the newly proposed Forest Board Ordinance. Since the newly proposed ordinance covers all the existing ordinances with more up to date language staff's recommendation is to remove Chapter 56 sections 19 & 20 if the proposed Forest Board Ordinance is accepted by the City Council.

Community Cords Program: On October 5, 2009 the City Council passed the resolve on the Community Cords Program. Attached resolve outlines the purpose, funding, and procedures. Since 2009 this program has provided several members of our Auburn Community with heating funds to get them through the tough winter months. In 2011 Rick Hersom, Public Works Arborist Supervisor discovered there was an opportunity to increase the revenues for the Cords Program through other local vendors. With that information quotes from multiple vendors were gathered and we were able to turn our surplus wood chips into additional revenue, along with receiving an increase on revenue from all other wood processed. This resulted in a large increase in revenues from the previous 2 years of the program. We are requesting that 50% of the revenues produced be given to the Community Cords Program and 50% be used for additional tree plantings throughout the city. Below is a summary of the past four year's revenues and expenditures for the Cords program.



Auburn Public Works
296 Gracelawn Road

History of Community Cords 2010-2013

Fiscal Year	Revenues	Expenditures	Annual Balance	Cummulative Balance
2010	\$4,443.00	\$257.90	\$4,185.10	\$4,185.10
2011	\$1,087.60	\$2,462.94	\$(1,375.34)	\$2,809.76
2012	\$19,215.47	\$5,168.42	\$14,047.05	\$16,856.81
2013	\$10,264.59	\$8,656.24	\$1,608.35	\$18,465.16

Sec. 56-19. - Tree maintenance.

The public works director or persons acting under his direction and control may enter upon private property at reasonable times for the purpose of detecting the presence of tree disease and carrying out control measures. Whenever a tree is found upon private property infected with the disease, or whenever a tree is found upon private property that creates a hazard to the safety of persons or property, the public works director shall give notice in writing to the property owner advising him of the dangerous condition, demanding that the property owner have the tree removed within 30 days of receiving such notice, and notifying the property owner that if the requested action is not taken within the 30-day period the tree may be removed by the City at the expense of the property owner. If the requested action is not taken within the 30-day period, and if the public works director determines that immediate action is necessary to protect persons or property from the dangerous tree, he, or persons acting under his direction, may enter the premises and cause the dangerous tree or part thereof to be removed at the expense of the property owner. A property owner may appeal the public works director's notice to remove the tree within 30 days of receiving such notice to the Board of Appeals. An adverse decision of the Board of Appeals may be appealed to the Superior Court within 30 days of the decision.

Deleted: which

Deleted: and

Deleted: requesting

Deleted: him to

City of Auburn

City Council, Auburn, Maine

Date: October 5, 2009

TITLE: RESOLVE – COMMUNITY CORDS PROGRAM

Be It Resolved by the Auburn City Council that the Community Cords Program be approved as described below:

Name: Community Cords Program

Purpose: This program is established to provide available resources to the Health and Human Services Director to assist qualifying applicants with heating assistance. A qualifying applicant is one who, in the determination of the Human Services Director, who may not qualify for assistance under the City's General Assistance Ordinance, though has demonstrated a financial need.

Funding: The program will be funded from at least two sources: selling wood from city tree maintenance and also the harvesting of city forests. The City may take receipt of charitable contributions as well.

Procedure: The procedure for cutting city trees and distributing the wood will be in accordance with city ordinances, city policies, and applicable state statutes, including but not limited to Title 23 M.R.S.A § 2702 and Title 30-A, M.R.S.A § 3291.

Donations: Donations made to this fund will be used for heating fuel assistance for Auburn residents.

Approval: The Auburn City Council voted and approved of this program on October 5, 2009.

Motion for acceptance: Raymond Berube Seconded by: David Young

Vote: 6 Yeas, No Nays (Councilor Mennealy out of the room)

Action by the City Council: Passed

Date: October 5, 2009

Attest: 
City Clerk



**Auburn Public Works
296 Gracelawn Road**

ARTICLE II. - TREES AND SHRUBS

Sec. 56-19. - Tree maintenance.

Sec. 56-20. - Cutting, damaging or removing plants in public places.

Sec. 56-19. - Tree maintenance.

The public works director or persons acting under his direction and control may enter upon private property at reasonable times for the purpose of detecting the presence of tree disease and carrying out control measures. Whenever a tree is found upon private property infected with the disease or whenever a tree is found upon private property which creates a hazard to the safety of persons or property, the public works director shall give notice in writing to the property owner advising him of the dangerous condition and requesting him to have the tree removed within 30 days of receiving such notice. If the requested action is not taken within the 30-day period, and if the public works director determines that immediate action is necessary to protect persons or property from the dangerous tree, he or persons acting under his direction may enter the premises and cause the dangerous tree or part thereof to be removed at the expense of the property owner.

(Code 1967, § 13-1.3)

Sec. 56-20. - Cutting, damaging or removing plants in public places.

No person shall willfully cut, dig up, break, injure, damage, destroy or interfere with any tree, shrub, flower bush or other plant in any public place in the city. No person except the public works director or any person he may designate or persons he may give permission to shall cut or trim trees or parts thereof.

Susan Clements-Dallaire

From: Dan Stockford [DStockford@brannlaw.com]
Sent: Friday, November 16, 2012 4:39 PM
To: Denis D'Auteuil
Subject: Tree Maintenance Ordinance
Attachments: Tree Maintenance Ordinance revised.docx

Denis:

This is in response to your request that we review the City's Tree Maintenance Ordinance to determine whether the ordinance could be enforced as written to remove trees on private property that the City determines create a safety hazard to persons of property, and that we also advise regarding the risks of using City resources to remove trees from private property that the City has not determined are a danger to public health or safety.

The current Tree Maintenance Ordinance, Section 56-19, provides that when the public works director finds that a tree on private property "creates a hazard to the safety of persons or property," he can order that the tree be removed. If the property owner fails to remove it, the public works director may remove the tree at the property owner's expense. Using the analogy of the dangerous buildings statute, which has been repeatedly upheld by the courts, the concept of removing a hazardous tree from private property at the owner's expense likely is permissible. As the Ordinance is currently written, however, it would be subject challenge on due process grounds because it provides no opportunity for the property owner to be heard before taking his tree. One way to satisfy due process would be to require a hearing before any determination is made to remove a tree. Because the property taken is relatively minor (a dead tree as opposed to a building), it likely is sufficient to give the property owner a right to appeal before the tree is removed. We would recommend providing a right of appeal to the Board of Appeals and then to Superior Court, and have attached a draft revision to the ordinance language to address this.

As for removing a tree on private property at City expense when that tree has not been determined to be a hazard to the public, we recommend against it. Although liability issues for carrying on operations on private property could be reduced by requiring releases from the property owner, use of public resources to remove non-hazardous trees on private property would set a bad precedent. We understand that the City receives numerous complaints regarding trees on private property that are not determined to be hazardous. Removing trees for some private property owners and not others inevitably would create an appearance of conflict of interest and favoritism.

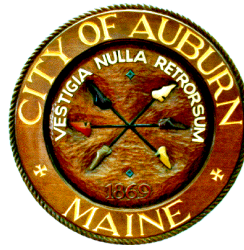
Please let me know if you have any questions.

Dan

Daniel C. Stockford | BRANN & ISAACSON

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184 Main Street | Box 3070 | Lewiston, ME 04243-3070
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Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
David Young, Ward Four



Leroy Walker, Ward Five
Belinda Gerry, At Large
Joshua Shea, At Large

Jonathan LaBonte, Mayor

IN CITY COUNCIL

ORDINANCE 08-06032013

ORDERED, that the Community Forest Ordinance be and hereby is amended as attached:

3/26/2013

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AUBURN COMMUNITY FOREST ORDINANCE

1. Findings

The City Council finds the community forest is important in advancing the economic and ecological health of the community and in protecting and enhancing its historic and esthetic characteristics. The City Council also finds that public trees beautify our streets and neighborhoods and also serve important environmental and economic purposes in that they release oxygen into the air, absorb carbon dioxide, reduce storm water runoff, and reduce energy costs by providing shade in warm weather and protection from cold winter winds.

2. Purpose

The purpose of this ordinance is to promote these values and to provide for the public health and safety by regulating the planting, maintenance, removal, and harvesting of trees and shrubs which are part of the community forest.

3. Authority

The City has authority to enact this ordinance under its home rule powers provided in 30-A M.R.S.A. §§ 2003 and 2004.

4. Definitions

- (a.) Board: The Lewiston-Auburn Community Forest Board as described in § 13 of this ordinance.
- (b.) Community forest: includes all trees growing on public property as well as all trees growing within the limits of any public way located within the Urban Compact Zone.
- (c.) Forest management plan: A written document, prepared by a Maine licensed professional forester, which, considering landowner objectives, establishes direction and goals for the management of a specific forest land area. A plan normally provides a description of the woodlot including maps, timber inventory data, wildlife habitat, recreation potential, historic features, and special attributes. It will specify silvicultural practices and activities necessary to harvest products, improve forest health, and minimize adverse environmental impacts. The forest management plan serves as the basis for specific harvest plans.
- (d.) Pruning: systematic trimming or cutting branches throughout a tree or plant to enhance its health.

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- (e.) Public tree: any tree or other woody vegetation which is located within the limits of any public way situated within the Urban Compact Zone.
- (f.) Shrub: any woody vegetation likely to grow to a mature height of fifteen (15) feet or less.
- (g.) Topping: the severe cutting back of tree limbs to stubs larger than three (3) inches in diameter within the tree's crown to such a degree as to reduce the height of the tree by removing or substantially diminishing the normal canopy and disfiguring the tree.
- (h.) Trimming: includes pruning

5. Management

The broad objectives stated in Section 1. "Findings and Purpose" will be achieved by the active management of the community forest, using best known practices and, within the guidelines of a forest management plan, to promote public safety, forest health, species diversity, and environmental benefit to the community. Harvesting trees may be part of the overall management objectives of this plan.

6. Harvest Revenues

If and when revenues generated from any timber harvests exceed the expense of conducting that harvest, the surplus revenues will be distributed as outlined below:

- (a.) 80% to municipal general fund
- (b.) 20% to a designated account established for the purpose of protecting and enhancing the community forest

The term "revenues from timber harvests" does not include revenues from cutting or trimming trees located within the limits of public ways such as those revenues which have previously been devoted to the "Community Cords" program.

7. Administration

The City Manager shall appoint the Municipal Arborist who shall administer the management plan in coordination with such other municipal agencies/departments as now or may in the future share in the responsibility of caring for and maintaining the community forest.

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8. Municipal Arborist

The Municipal Arborist shall have appropriate training and skill in performing urban forestry. The Municipal Arborist shall at all times during his or her employment hold a valid arborist's license issued by the State of Maine.

9. Duties of the Municipal Arborist

- (a.) The Municipal Arborist shall have responsibility for planting, maintaining, preserving, and removing trees and plants which are part of the community forest in order to promote public safety and to protect and preserve the symmetry, health, and beauty of the community forest and the places where public trees and shrubs are located. The Municipal Arborist shall maintain a list that includes trees and shrubs which are suitable for planting as well as those which are unsuitable in general or under specific circumstances. This list shall be made readily available to members of the public.
- (b.) The Municipal Arborist may order the trimming or removal of trees or shrubs which are located within the public right of way to lessen the danger to public travel or prevent the spread of disease or insects to public trees or shrubs or to public places as permitted by 30-A M.R.S.A. § 3283. The Arborist may also order the trimming or removal of trees or shrubs located on private property outside the right of way, when the Arborist determines that the trees or shrubs are infected with disease or create a hazard to the safety of persons or property, by notifying the owner of the property in writing of the required action. In the event that a property owner does not initiate the requested action within 10 business days of receiving notice to do so, the Municipal Arborist may cause such action to be taken at the city's expense. The property owner may appeal the decision of the Municipal Arborist in the manner provided by § 10(e). No action to carry out the order shall be taken pending the outcome of the appeal.
- (c.) The Municipal Arborist shall develop rules and regulations as well as standards of practice governing the planting, placement, maintenance, removal, fertilization, pruning, and bracing of trees in public rights of way and other public sites. These rules shall be reviewed by the Lewiston-Auburn Community Forest Board which may recommend changes and additions for the Arborist and the City Council to consider. Once adopted by the City Council, the rules and regulations shall have the force of law and violators of any such rules and regulations shall be subject to the penalties established by this ordinance. Copies of such rules and regulations shall be available from the City Clerk and from the Municipal Arborist and shall be posted on the city's website. The Municipal Arborist shall be responsible for initiating proceedings to enforce such rules and regulations.

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10. Requests to the Arborist: Written Permits Required: Appeals

- (a.) No person shall plant, prune, remove, or otherwise disturb, above or below ground, any public tree without first filing an application with and obtaining a

permit from the Municipal Arborist. Any permit granted shall contain a definite date of expiration and may contain conditions attached thereto by the Arborist. Any violation of this article or the terms of the permit shall be grounds for revocation of the permit, after notice and hearing. In emergency situations, such as storm damage to trees requiring immediate pruning or removal, the work may be performed without permits; however, the Arborist shall be notified as soon as possible.

- (b.) It is the intent of this article to preserve public trees. The Arborist may issue a permit to cut down, remove, or destroy a public tree under one or more of the following circumstances:
- (1) The tree is diseased, injured, in danger of falling too close to existing or proposed structures, interferes with existing utility services, creates unsafe vision clearance or other traffic hazard, or is otherwise dangerous to people or property.
 - (2) The tree is located in an area where a structure or other improvements will be placed in accordance with plans approved under the Land Use Ordinance.

(c.) Requests for Tree Removal, Pruning, or Trimming

Persons owning or occupying property abutting a public way or their representatives may request the Municipal Arborist to remove or top trees located within the limits of the public way or, alternatively, for a permit authorizing them to do the work on their own. If the Municipal Arborist concludes that the request is not urgent, he may decline to do the work and issue a written permit allowing the property owner or his or her representative to undertake the work on their own and at their own expense. The permit may specify conditions and shall establish an expiration date. Failure to comply with the conditions specified in the permit will subject the property owner and his or her representatives to the penalties established by this ordinance. In lieu of initiating enforcement proceedings when the conditions imposed by the permit are violated, the Municipal Arborist may cause any necessary corrective work to be done at the expense of the property owner or his or her representatives.

(d.) Requests to Plant Trees or Shrubs

Persons owning land abutting a public way or their representatives may request the Municipal Arborist to issue a written permit to plant trees or shrubs within the limits of the public way. The Municipal Arborist shall issue a permit if he or she determines that the proposed planting will not be harmful to public health or safety, will not damage or encroach upon existing public trees, shrubs, or utility lines, will not damage the public street, sidewalk, or public or private utilities located in the right of way, and that suitable arrangements have been made to

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provide for future maintenance of the proposed tree or shrub. The Municipal Arborist may specify reasonable conditions in the permit which the property owner or his or her representatives must follow in carrying out the work. Failure to comply with the conditions in the permit will subject the property owner to the penalties established by this ordinance. In lieu of initiating proceedings to enforce the conditions stated in the permit, the Municipal Arborist may cause any necessary corrective work to be done at the expense of the abutting owner.

(e.) Appeals

Any person who is denied permission by the Municipal Arborist to act under § 10 or who disagrees with an order to take action, a restriction or condition imposed on action to be taken, or a refusal to act by the Municipal Arborist may appeal the same to the City Council by filing a notice of appeal within ten (10) days from the date the action appealed from was taken. The City Council may delegate the responsibility for hearing appeals under this ordinance to another city administrative board or city staff member.

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11. Notice by Municipal Arborist of Proposed Tree Work: Appeals

Except in the case of an emergency, the Municipal Arborist shall notify any abutting property owner at least ten (10) days before removing, topping, or spraying any public tree. In the case of an abutting property owner who does not occupy the property, notice may be given to any occupant of suitable age and discretion. Notice may be given by mail, by telephone, by electronic transmission, by leaving written notice attached to the person's door, or in person. The notice shall describe the work to be done, when it is scheduled to begin, the process by which an appeal may be taken, and how to contact the Municipal Arborist. With respect to pruning and trimming public trees, no formal notice is required, but the Municipal Arborist shall make a good faith effort when feasible to advise abutting property owners of the work to be done and to provide them with an opportunity to express any objections they may have.

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12. Notice of Tree Work by Utilities

- (a) At least 30 days notice before initiating any trimming, cutting, or removal of public trees, a utility company must notify the Municipal Arborist who may request the City Council to hold a public hearing to discuss the request.
- (b) At least 30 days notice before initiating any trimming, cutting, or removal of public trees, utility company shall publish notice of its proposal on its website and in at least one newspaper which has daily circulation in the area in which the work is to be done. The notice shall describe the work which is proposed, the streets on which the work is scheduled to be carried out, and the dates on which the work is to be done. The notice shall be published in a display advertisement format that is easily readable and sufficiently prominent so it is likely to come to the attention of persons whose property will be affected by the proposed work. The published notice shall also advise members of the public of their right pursuant to state law to be added to a list of persons who must be consulted by the utility company before it trims, cuts, or removes in which they have a legal interest.

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12. Appeals From Proposed Actions by the Municipal Arborist

Within ten (10) days of the date when notice of the Municipal Arborist's intention to remove, top, or spray a tree is given, an abutting owner or his or her representative may give notice to the Municipal Arborist that he or she is appealing the decision to the City Council. Such notice of appeal may be given in person, by telephone, mail, or electronic communication. The proposed action shall be held in abeyance until the appeal has been heard and a decision rendered.

13. Lewiston-Auburn Community Forest Board

- (a) Statement of purpose The existence of the Lewiston-Auburn Community Forest Board is formally recognized. The Board shall develop and implement a community forest program which promotes the economic, environmental, and esthetic values of the community forest.
- (b) Members The Board shall consist of nine members appointed by the respective mayors.
- (c) Qualifications of members Members must be residents of Lewiston or Auburn or own property in either city and be interested in developing and preserving a healthy community forest. There shall be a minimum of four members from each city although five members shall constitute a quorum and may act regardless of whether there are vacant positions on the Board.
- (d) Ex officio members There shall be six (6) ex officio members of the Board consisting of the ~~Public Works Director~~ Public Works Director or his/her designee in Auburn and the Public Works Director in Lewiston, a member of each city's Planning Board or planning staff to be chosen by the respective Mayors, and the Municipal Arborist from each city. The Board may adopt a by-law regarding the election of associate members of the Board who may participate in the affairs of the Board except that they will not be eligible to vote unless one or more members of the Board is absent.
- (e) Members' terms of office Each member shall serve for a term of three (3) years and may be reappointed by their respective mayors. Members currently serving may complete their current terms of office and may be reappointed for additional three-year terms. Terms of office will continue to be staggered to provide for continuity in the Board's program and activities.
- (f) Vacancies When vacancies occur, the Board shall take appropriate steps to recruit applicants to fill the vacant positions. Members appointed to fill vacant positions on the Board shall serve out the terms of the persons they are replacing.
- (g) Compensation Members of the Board shall serve without compensation.
- (h) Duties and responsibilities The Board shall:
 - (1) Develop a plan for and provide advice to city staff and agencies regarding the management of the community forest including the anticipated impact of proposed development;
 - (2) Raise community awareness regarding the importance of the community forest;

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- (3) Raise funds to establish a community forest trust fund;
- (4) Adopt by-laws to govern the internal affairs of the Board; and
Perform such other functions as are permitted by this ordinance.
- (i) Administration The Board shall elect a Chair, Vice Chair, Secretary, and Treasurer. Except for the Chair, the officers shall serve for renewable one-year terms. The Chair shall be elected for a renewable two-year term. The Board may allow the duties of the Secretary and Treasurer to be performed by the same person.

14. Violations and Penalties

- (a.) Any violator of any provision of this article shall be subject to a civil penalty payable to the city. Each act of violation shall constitute a separate offense.
- (b.) Should any public tree be destroyed, the person causing the destruction shall also make restitution to the city in an amount equal to the cost to the city of removing the destroyed tree plus its replacement value.
- (c.) The court may also order the violator to reimburse the city for the cost of any action which was necessary to correct violations of the ordinance. If the city is the prevailing party in an enforcement action, it shall be awarded reasonable attorney's fees and costs.
- (d) Whenever the municipal official charged with enforcement determines there are reasonable grounds to believe there has been a violation of any provisions of this chapter, she shall initiate enforcement proceedings in accordance with the citation system established in article VIII of chapter 2.



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: June 17, 2013

Resolve 03-05202013

Author: Jill M. Eastman, Finance Director

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

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

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

Subject: Adoption of the proposed Municipal/Education Annual Appropriation and Revenue Resolve (First Reading) FY2013-2014.

Information: In accordance with the City Charter, Article 8, Section 8.5, a public hearing was held on May 20, 2013 at 7:00 P.M. 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 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.

Financial: n/a

Action Requested at this Meeting: Adoption of the Annual Appropriation Resolve FY2013-2014 (second reading).

Previous Meetings and History: Various budget workshops, public hearing and first reading was scheduled on May 20, 2013. The public hearing took place but this item was postponed until the June 3, 2013 meeting. Passage of first reading on June 3, 2013.

Attachments:

Resolve for the 2012-2013 Annual Appropriation and Revenue
Summary of Revenues and Appropriations
Arena Merger Year Budget Memo
Auburn Ice Arena Transition Year Budget

*Agenda items are not limited to these categories.

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
David Young, Ward Four



Leroy Walker, Ward Five
Belinda Gerry, At Large
Joshua Shea, At Large

Jonathan LaBonte, Mayor

IN CITY COUNCIL

RESOLVE 03-05202013

RESOLVED, that the following be, and hereby is the Annual Appropriation and Revenue Resolve of the City of Auburn for the fiscal year 2013-2014, which includes the amounts appropriated herein and revenues from all sources beginning July 1, 2013 and ending June 30, 2014.

The estimated aggregate amount of non-property tax revenue is \$32,358,910 with a municipal revenue budget of \$11,089,617 and a School Department revenue budget of \$21,269,293.

The aggregate appropriation for the City of Auburn is \$75,472,041, with a municipal budget of \$35,065,250 County budget of \$2,029,513 and a School Department budget of \$38,378,278 which received School Committee approval on May 1, 2013, and school budget approved at the May 20, 2013 Council Meeting pursuant to the School Budget Validation vote on June 11, 2013, in accordance with Maine Revised Statues, Title 20-A § 1486 and based on the budget submitted to the Auburn City Council on April 1, 2013, by the City Manager, and notification was posted on the City of Auburn website on May 14, 2013 that a public hearing would be held on May 20, 2013 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 2013-2014 beginning July 1, 2013 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 2013-2014.

SCHOOL BUDGET ARTICLES

1. That \$15,085,352.00 be authorized to be expended for Regular Instruction;
2. That \$7,578,977.00 be authorized to be expended for Special Education;
3. That \$-0- be authorized to be expended for Career and Technical Education;
4. That \$669,705.00 be authorized to be expended for Other Instruction;
5. That \$4,647,621.00 be authorized to be expended for Student and Staff Support;
6. That \$856,570.00 be authorized to be expended for System Administration;
7. That \$1,276,113.00 be authorized to be expended for School Administration;
8. That \$1,497,391.00 be authorized to be expended for Transportation and Buses;
9. That \$3,679,410.00 be authorized to be expended for Facilities Maintenance;
10. That \$2,671,986.00 be authorized to be expended for Debt Service and Other Commitments;
11. That \$0 be authorized to be expended for All Other Expenditures;

12. That \$35,016,307.00 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 \$15,372,907.00 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 \$1,510,971.00 be raised and appropriated for the annual payments on debt service previously approved by the city's legislative body for non-state-funded school construction projects, non-state-funded portions of school construction projects and minor capital projects in addition to the funds appropriated as the local share of the city's contribution to the total cost of funding public education from Pre-kindergarten to grade 12;

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

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

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

15. That the school committee be authorized to expend \$37,963,125.00 for the fiscal year beginning July 1, 2013 and ending June 30, 2014 from the city's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, fund balances, state subsidy and other receipts for the support of schools;

16. That the City of Auburn appropriate \$373,357.00 for adult education and raise \$183,311.00 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 \$41,796.00 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;

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, 2012, and hereby waives the provisions of Section 2-485 of the City Code of Ordinances.

BE IT FURTHER RESOLVED that this budget reflects anticipated intergovernmental revenues from the State of Maine in accordance with existing law; that the budget proposed by the Governor recommends elimination of municipal revenue sharing and the reduction of other municipal support programs; that this may result in a loss of up to \$4,000,000 in revenues; and that such loss would require significant reductions in municipal appropriations and unsustainable reductions in municipal services. In the event that the final adopted state budget affects municipal revenues, the total Fiscal Year 2014 tax commitment is hereby additionally increased in an amount equal to the reductions in such state revenues up to a maximum of \$4.0 million. Further, within sixty (60) days of the adoption of the state budget, the City Council shall determine the proportion of this additional tax commitment that shall be offset by reductions in the various General Fund expenditure accounts.

BE IT FURTHER RESOLVED to direct staff to align all work planning and policies of the city and partnering agencies (including LATC, AVCOG, and ATRC) to ensure that any plans for passenger rail involve locating in Auburn's downtown as a priority over any previous or alternative locations.

BE IT FURTHER RESOLVED that included in the Police Department budget are \$3,293 worth of expenditures for the PAL Center utilities, and that this will be the last year that expenditures for the PAL Center will be included in this budget.

BE IT FURTHER RESOLVED that the Municipal Beach will not open for swimming this year until there is one calendar month of clean water tests at the beach.

BE IT FURTHER RESOLVED that the City Manager shall propose and have established by the Auburn City Council a contract with LAEGC for services to be provided to the City of Auburn for economic development to occur within 5 months of the fiscal year with the consequence being the elimination of funding.

BE IT FURTHER RESOLVED that the City Manager is authorized to enter into contract negotiations with Pine Tree Waste for automated solid waste and recycling collection to begin July 1, 2014.

CITY OF AUBURN
 FY 2014 EXPENDITURES
 COMPARISON FY13 AND FY14 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 12-13	PROJECTED FY 12-13	DEPARTMENT PROPOSED BUDGET FY 13-14	MANAGER PROPOSED BUDGET FY 13-14	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>Administration</u>						
Assessing	183,801	172,680	194,802	183,202	(599)	-0.33%
City Clerk	150,676	145,438	173,095	145,750	(4,926)	-3.27%
City Manager	223,591	221,705	221,163	221,163	(2,428)	-1.09%
Economic Development	119,705	119,705	343,672	339,672	219,967	183.76%
Finance	419,539	408,290	405,976	405,976	(13,563)	-3.23%
Human Resources	137,836	136,594	140,566	140,566	2,730	1.98%
ICT	386,632	374,853	445,975	395,350	8,718	2.25%
Legal Services	85,000	35,200	85,000	80,000	(5,000)	-5.88%
Mayor & Council	99,690	99,509	75,079	75,079	(24,611)	-24.69%
Total Administration	1,806,470	1,713,974	2,085,328	1,986,758	180,288	9.98%
<u>Community Services</u>						
Health & Social Services						
Administration	70,401	67,932	83,557	83,557	13,156	18.69%
Assistance	106,166	161,684	153,388	105,982	(184)	-0.17%
Parks & Recreation	616,241	596,445	706,579	649,634	33,393	5.42%
Planning & Permitting	776,532	716,525	845,680	775,230	(1,302)	-0.17%
Public Library	968,292	968,292	961,069	961,069	(7,223)	-0.75%
Total Community Services	2,537,632	2,510,878	2,750,273	2,575,472	37,840	1.49%
<u>Fiscal Services</u>						
Debt Service	6,682,797	6,682,797	6,326,584	6,321,584	(361,213)	-5.41%
Emergency Reserve	333,818	0	375,289	375,289	41,471	12.42%
Property	699,114	680,137	722,067	715,667	16,553	2.37%
Transfer to TIF	2,619,142	2,619,142	2,619,142	2,619,142	0	0.00%
Wages & Benefits	4,602,545	4,500,000	4,952,625	4,802,585	200,040	4.35%
Workers' Compensation	415,000	415,000	431,446	431,446	16,446	3.96%
Total Fiscal Services	15,352,416	14,897,076	15,427,153	15,265,713	(86,703)	-0.56%
<u>Public Safety</u>						
Fire	3,904,344	3,731,806	4,428,795	4,067,224	162,880	4.17%
Police	3,439,583	3,234,191	3,656,119	3,584,558	144,975	4.21%
Total Public Safety	7,343,927	6,965,997	8,084,914	7,651,782	307,855	4.19%
<u>Public Works</u>						
Public Works	4,597,744	4,226,632	5,254,363	4,791,837	194,093	4.22%

CITY OF AUBURN
FY 2014 EXPENDITURES
COMPARISON FY13 AND FY14 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 12-13	PROJECTED FY 12-13	DEPARTMENT PROPOSED BUDGET FY 13-14	MANAGER PROPOSED BUDGET FY 13-14	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
Engineering	340,370	335,470	343,188	300,788	(39,582)	-11.63%
Water & Sewer	558,835	558,835	558,835	558,835	0	0.00%
Total Public Works	5,496,949	5,120,937	6,156,386	5,651,460	154,511	2.81%
Capital Improvement Projects						
CIP 1	0	0	1,361,841	223,000	223,000	
Total CIP	0	0	1,361,841	223,000	223,000	
Total Municipal	32,537,394	31,208,862	35,865,895	33,354,185	816,791	2.51%
Intergovernmental Programs						
County Taxes	2,006,244	2,006,244	2,029,513	2,029,513	23,269	1.16%
Tax Sharing	289,000	288,593	270,000	270,000	(19,000)	-6.57%
Auburn-Lewiston Municipal Airport	105,000	105,000	200,000	132,500	27,500	26.19%
Community Little Theater	20,160	20,160	20,160	20,160	0	0.00%
LA Arts	0	0	0	10,000	10,000	#DIV/0!
Lew-Aub Economic Growth Council (see EconDev)	160,687	160,687	160,687	0	(160,687)	-100.00%
Lew-Aug Transit Committee	235,548	235,548	235,496	235,496	(52)	-0.02%
Lew-Aub 911 Communications Center	1,035,381	1,035,381	1,042,909	1,042,909	7,528	0.73%
Total Intergovernmental Programs	3,852,020	3,851,613	3,958,765	3,740,578	(111,442)	-2.89%
Grand Total Municipal	36,389,414	35,060,475	39,824,660	37,094,763	705,349	1.94%
Education Operation	33,419,500	33,419,500	34,954,516	35,706,292	2,286,792	6.84%
Education Debt Service	2,483,582	2,483,582	2,671,986	2,671,986	188,404	7.59%
Total School	35,903,082	35,903,082	37,626,502	38,378,278	2,475,196	6.89%
Total Budget	72,292,496	70,963,557	77,451,162	75,473,041	3,180,545	4.40%

CITY OF AUBURN
 FY 2014 EXPENDITURES
 COMPARISON FY13 AND FY14 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 12-13	PROJECTED FY 12-13	DEPARTMENT PROPOSED BUDGET FY 13-14	MANAGER PROPOSED BUDGET FY 13-14	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
Non-Property Tax Revenue						
Municipal	10,947,240			11,089,617	142,377	1.30%
Education	20,506,782			21,269,293	762,511	3.72%
Total	31,454,022			32,358,910	904,888	2.88%
Property Tax Dollars Needed						
Municipal	25,442,174			26,005,146	562,972	2.21%
Education	15,396,300			17,108,985	1,712,685	11.12%
Total	40,838,474			43,114,131	2,275,657	5.57%
Property Tax Rate Based on Assessed Values of :	19.59 2,010,510,334			21.44 2,010,510,334	1.85	9.47%
Property Tax Rate						
Municipal Tax Rate	11.93			\$12.93	1.00	8.42%
Education Tax Rate	7.66			\$8.51	0.85	11.09%
	19.59			21.44	1.85	9.47%

CITY OF AUBURN
FY 2014 REVENUES
COMPARISON FY13 AND FY14 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 12-13	MANAGER PROPOSED BUDGET FY 13-14	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>General Government</u>				
Homestead Exemption Reimbursement	514,584	482,575 *	(32,009)	-6.22%
Personal Property Reimbursement	1,209,667	1,200,000 *	(9,667)	0.00%
Tree Growth Reimbursement	5,000	10,000	5,000	0.00%
Veterans Reimbursement	17,000	18,000	1,000	0.00%
CDBG Reimbursement	8,000	8,000	-	0.00%
In Lieu of Taxes	70,000	80,000	10,000	14.29%
Excise Tax-Vehicles	3,000,000	3,000,000 *	-	0.00%
Excise Tax-Boats	15,000	15,000	-	0.00%
Excise Tax-Aircraft	3,500	3,500	-	0.00%
State Revenue Sharing	2,400,000	2,400,000 *	-	0.00%
Other State Aid	4,000	4,000	-	0.00%
Penalties & Interest	140,000	140,000	-	0.00%
Investment Income	30,000	20,000	(10,000)	-33.33%
Interest from Bonds	2,000	2,000	-	0.00%
Transfer in from TIF	324,212	500,000	175,788	54.22%
Rental Income (Intermodal)	122,000	122,000	-	0.00%
Sale of Property	20,000	20,000	-	0.00%
Tax Sharing Revenue	158,362	155,000	(3,362)	-2.12%
Cable Television Franchise	96,000	96,000	-	0.00%
MMWAC Host Fees	197,400	204,000	6,600	3.34%
Energy Efficiency	2,000	2,000	-	0.00%
Reimbursement-Other	10,000	10,000	-	0.00%
Utility Reimbursement	27,500	27,500	-	0.00%
Unclassified	2,000	7,500	5,500	275.00%
Fund Balance Contribution	1,350,000	1,350,000	-	0.00%
Total General Government	9,728,225	9,877,075	148,850	1.53%

City Clerk

Hunting/Fishing/Dogs	2,000	2,000	-	0.00%
Neutered Animals	2,400	3,000	600	25.00%
Voter Reg List	100	100	-	0.00%
Clerk/Sale of Copies	100	100	-	0.00%
City Clerk Notary	800	800	-	0.00%
Banner Hanging Fee	1,300	1,300	-	0.00%
Commercial License	35,000	40,000	5,000	14.29%
Taxi License	2,600	3,000	400	15.38%
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	84,300	90,300	6,000	7.12%

Finance

Reg - Vehicles	60,000	60,000	-	0.00%
Total Finance	60,000	60,000	-	0.00%

Community Services-ICT

GIS/Data & Maps	20	20	-	0.00%
Total Community Services-ICT	20	20	-	0.00%

Assessing

Maps & Copies	20	20	-	0.00%
Total Assessing	20	20	-	0.00%

Health & Social Services

GA Reimbursement	53,083	53,000	(83)	-0.16%
Total Health & Social Services	53,083	53,000	(83)	-0.16%

Planning & Permitting

Maps & Copies	500	500	-	0.00%
Departmental Reviews	16,000	16,000	-	0.00%
Planning/Codes & Ordinance	3,000	3,000	-	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	3,000	10,000	7,000	233.33%
Permits - Building	70,000	95,000	25,000	35.71%
Permits - Electrical	16,000	16,000	-	0.00%

Permits - Plumbing	10,500	10,500	-	0.00%
Permits - Sign	4,000	5,000	1,000	25.00%
Total Planning & Permitting	159,000	192,000	33,000	20.75%

Parks & Recreation

Arena	13,275	-	(13,275)	-100.00%
Recreation Program	30,000	-	(30,000)	-100.00%
Total Parks & Recreation	43,275	-	(43,275)	-100.00%

Community Services-Engineering

Fees - Eng-Misc	15	200	185	1233.33%
Fees - Inspection	10,000	10,000	-	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	20,000	25,000	5,000	25.00%
Total Community Services-Engineering	32,215	37,400	5,185	16.09%

Fire Department

Copies of Reports	200	200	-	0.00%
Inspections	10,000	10,000	-	0.00%
EMS Agreement	100,000	100,000	-	0.00%
Salvage Calls	100	100	-	0.00%
Permits - Oil Burner	800	800	-	0.00%
Total Fire Department	111,100	111,100	-	0.00%

Police Department

Accident & Police	15,000	13,000	(2,000)	-13.33%
Court	15,000	15,000	-	0.00%
Photos & Tapes	2,000	500	(1,500)	-75.00%
False Alarms	20,000	10,000	(10,000)	-50.00%
Animal Impound	1,000	300	(700)	-70.00%
Veh Rel/Non Driver	2,000	6,000	4,000	200.00%
Veh Rel/Driver Licence	15,000	15,000	-	0.00%
ARRA Cops Grant	120,000	-	(120,000)	-100.00%
MDEA Reimbursement	60,102	60,102	-	0.00%
Computer Crimes		56,000	56,000	
Permits - Alarms	900	5,000	4,100	455.56%
Permits - Firearms	2,000	3,000	1,000	50.00%
Fines - Parking Violations	45,000	40,000	(5,000)	-11.11%
Total Police Department	298,002	223,902	(74,100)	-24.87%

Public Works

Community Cords	-	4,800	4,800	
State/Local Road Assistance	378,000	440,000	62,000	16.40%
Total Public Works	378,000	444,800	66,800	17.67%

Total Municipal	10,947,240	11,089,617	142,377	1.30%
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School Department

Reg Secondary Tuition	97,500	134,266	36,766	37.71%
SOS Tuition	120,000	90,000	(30,000)	-25.00%
Adult Ed Tuition	93,800	93,800	-	0.00%
State Subsidy for Education	17,633,827	18,482,390	848,563	4.81%
Debt Service Reimbursement	1,225,447	1,161,010	(64,437)	-5.26%
PreK/CDS	70,200	55,000	(15,200)	-21.65%
Special Ed/Mainecare	125,000	125,000	-	0.00%
State Agency Clients	30,000	30,000	-	0.00%
State Aid for Adult Education	96,246	96,246	-	0.00%
Miscellaneous	127,265	98,506	(28,759)	-22.60%
Daycare Rent	30,000	50,000	20,000	66.67%
Fund Balance	857,497	853,075	(4,422)	0.00%
Total School	20,506,782	21,269,293	762,511	3.72%

Total Non-Property Tax Revenue - Municipal	10,947,240	11,089,617	142,377	1.30%
Total Non-Property Tax Revenue - School	<u>20,506,782</u>	<u>21,269,293</u>	<u>762,511</u>	<u>3.72%</u>
Total Non-Property Tax Revenue	31,454,022	32,358,910	904,888	2.88%

Total Proposed Budget - Municipal	36,389,414	37,094,763	705,349	1.94%
Total Proposed Budget - School	<u>35,903,082</u>	<u>38,378,278</u>	<u>2,475,196</u>	<u>6.89%</u>
Total Proposed Budget	72,292,496	75,473,041	3,180,545	4.40%

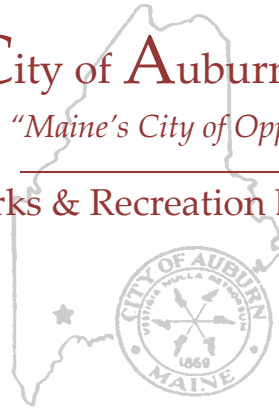
Total Property Tax Dollars Needed - Municipal	25,442,174	26,005,146	562,972	2.21%
Total Property Tax Dollars Needed - School	<u>15,396,300</u>	<u>17,108,985</u>	<u>1,712,685</u>	<u>11.12%</u>
Total Property Tax Dollars Needed	40,838,474	43,114,131	2,275,657	5.57%

* Revenues potentially effected by the Governor's Budget, could require supplemental appropriation.

City of Auburn, Maine

"Maine's City of Opportunity"

Parks & Recreation Department



TO: Jill Eastman, Finance Director
FROM: Ravi Sharma, Parks & Recreation Director
DATE: 5/29/13
SUBJECT: Arena Merger Year Budget 2013-2014

Jill,

The draft arena budget presented covers the time period of July 1, 2013 through June 30, 2014, which is the merger, or transition year. The assumption made is that Ingersoll Arena will continue to operate until December 31, 2013, at which time operation at Ingersoll will cease and the Auburn Ice Arena will be in full operation. This budget covers the final 6 months for Ingersoll Arena and the first 6 months of operation for the Auburn Ice Arena.

Due to the extreme amount of variables in the transition year which include, but are not limited to: construction schedule, ice rental contracts and advertising contracts, the draft budget is the best estimation of revenues and expenses at this time. When a manager is hired for the Auburn Ice Arena, a priority of this position will be review and revision of the draft budget figures on an ongoing, monthly basis.

Auburn Ice Arena Transition Year Budget					
FISCAL YEAR ENDING June 30, 2014					
Draft: June 2013					
INCOME:			Ingersoll	A/L Dual Surface	TOTAL
Ice Time		Hours	\$ 144,480.00	\$ 302,400.00	446,880.00
	Twin City Titans	1,050			
	Gladiators	600			
	Maine Develop.	294			
	L/A Seniors	300			
	Rouesseau's	100			
	Power Play	80			
	Boston Kremes	100			
	Tuesday Night Mens	52			
	Monday Night Co-ed	52			
	Mike Berube	36			
	Bolts	40			
	Fons Group	30			
	Greg Gilbert	26			
	L/A Edge	-			
	Townsend Clinic	50			
	Gardiner Area Youth				
	Central Maine Area Youth				
	Tribal Men's League				
	Midcoast Youth				
	Maine Amateur				
High Schools					
	ELHS Practice	41	\$ 9,225.00	\$ 9,225.00	
	Leavitt Practice	41	\$ 9,225.00	\$ 9,225.00	
	Poland/GNG Practice	35	\$ 7,875.00	\$ 7,875.00	
	Red Hornets Practice	35	\$ 7,875.00	\$ 7,875.00	
	ELHS Games	9	\$ 2,025.00	\$ 2,025.00	
	Leavitt Games	9	\$ 2,025.00	\$ 2,025.00	
	Poland /GNG Games	9	\$ 2,025.00	\$ 2,025.00	
	Red Hornets Games	8	\$ 1,800.00	\$ 1,800.00	
Growth In Year One for rentals		St. Doms	\$ 65,000.00	\$ 65,000.00	
Concession Stand			\$ 7,500.00	\$ 35,000.00	42,500.00
Proshop/Sharpening			\$ 2,500.00	\$ 5,000.00	7,500.00
Sign Advertisement			\$ -	\$ 32,000.00	32,000.00
Tournament Revenues			\$ -	\$ 16,480.00	16,480.00
Miscellaneous			\$ -	\$ 2,500.00	2,500.00
Public Skating			\$ -	\$ 10,500.00	10,500.00
Skating Instruction			\$ -	\$ 13,800.00	13,800.00
Room Rentals			\$ -	\$ 4,800.00	4,800.00
Birthday Parties			\$ -	\$ 6,000.00	6,000.00
Special Events			\$ -	\$ 1,200.00	1,200.00
Shinny Hockey			\$ -	\$ 12,498.00	12,498.00
In-house Clinics			\$ -	\$ 10,000.00	10,000.00
Naming			\$ -	\$ 50,000.00	50,000.00
TOTAL INCOME			\$ 154,480.00	\$ 609,253.00	\$ 763,733.00
EXPENSES:					
Lease			\$ -	\$ -	0.00
Taxes			\$ -	\$ -	0.00
Payroll	Director / Marketing		\$ -	\$ 65,000.00	65,000.00
	Operations and Facilities			\$ 54,112.00	54,112.00
	Admin. Assist			\$ 31,200.00	31,200.00
	Maintenance Supervisor			\$ -	0.00
	Ice Attendant (2)			\$ 45,600.00	45,600.00
	Part-time Ice (2)		\$ -	\$ 10,900.00	10,900.00
	Overtime		\$ -	\$ 1,979.00	1,979.00
Uniforms			\$ -	\$ 1,400.00	1,400.00
Health Insurance			\$ -	\$ 74,440.00	74,440.00
Fica/Med			\$ -	\$ 15,972.51	15,972.51
Retirement			\$ -	\$ 12,527.46	12,527.46
Cafeteria Plan			\$ -	\$ 4,750.00	4,750.00
Marketing Consultant			\$ -	\$ -	0.00
CPA services			\$ -	\$ 2,100.00	2,100.00
Advertising			\$ -	\$ 20,000.00	20,000.00

Equipment Inspection				\$ 2,095.00	2,095.00			
Repairs-Building			\$ -	\$ 8,464.00	8,464.00			
Repairs-Equip.			\$ -	\$ 22,256.00	22,256.00			
Repairs-Maintenance Contract			\$ -	\$ 2,824.00	2,824.00			
Training and Tuition			\$ -	\$ 1,000.00	1,000.00			
Travel			\$ -	\$ 1,500.00	1,500.00			
Dues			\$ -	\$ 150.00	150.00			
Insurance			\$ 1,200.00	\$ 7,500.00	8,700.00			
Supplies-			\$ -	\$ 25,000.00	25,000.00			
Postage			\$ -	\$ -	-			
Phone and Internet			\$ -	\$ 2,500.00	2,500.00			
Water and Sewer			\$ 1,531.19	\$ 5,082.00	6,613.19			
Electricity			\$ 25,500.00	\$ 65,000.00	90,500.00			
Gas			\$ -	\$ 27,127.00	27,127.00			
CIP			\$ -	\$ -	0.00			
Debt Service Ingersoll			\$ 94,759.38	\$ -	\$ 94,759.38			
Contingency Expenses								
TOTAL PROGRAM EXPENSES			\$ 122,990.57	\$ 510,478.97	\$ 633,469.54			
NET INCOME			\$ 31,489.43	\$ 98,774.03	\$ 130,263.46			



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: June 17, 2013

Order 45-06172013

Author: Jill M. Eastman, Finance Director

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

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

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

Subject: Post-Issuance Compliance Policy for Tax-Exempt Obligations

Information: The management letter for the Fiscal Year 2012, included a comment in reference to Post-Issuance Debt Compliance. I have been working with the City's Bond Council to write a policy to address this comment. The Internal Revenue Service has increased its audits of compliance with tax-exempt bond issuance requirements. The policy establishes procedures and guidelines to be followed with respect to the City's outstanding Tax-exempt Obligations and Tax Credit Obligations.

Financial:

Action Requested at this Meeting: Adoption of the Post-Issuance Compliance Policy for Tax-Exempt Obligations

Previous Meetings and History: workshop

Attachments:

Post-Issuance Compliance Policy for Tax-Exempt Obligations

*Agenda items are not limited to these categories.

POST-ISSUANCE COMPLIANCE POLICY FOR
TAX-EXEMPT OBLIGATIONS

1. This post-issuance compliance policy establishes procedures and guidelines to be followed with respect to the City of Auburn’s outstanding Tax-exempt Obligations and Tax Credit Obligations.

“Tax-exempt Obligations” means all tax-exempt bonds, notes and lease-purchase contracts and other evidences of indebtedness the income on which is excludable from the gross income of the holders thereof under Section 103 of the Internal Revenue Code of 1986, as amended (the “Code”).

“Tax Credit Obligations” means all tax credit bonds and direct pay bonds that provides a tax credit to the holders thereof or a direct pay bond issued under the Code, including but not limited to Section 54, 54A, 54AA, 1394, 1400U-2, 1400U-3 and 6431 or other similar provision of the Code.

2. Compliance Officer; Consultation and Training: The Finance Director (the “Compliance Officer”) shall be responsible for monitoring post-issuance compliance with respect to the City’s Tax-exempt and Tax Credit Obligations.

- a. Unless a shorter time-frame is specified below, the Compliance Officer shall annually review each of the City’s Tax-exempt and Tax Credit Obligations then outstanding to monitor for compliance with this Policy.
- b. The Compliance Officer shall consult with the City’s bond counsel and/or its financial advisor and a rebate consultant as necessary to meet the requirements of this Policy.
- c. The Compliance Officer will be trained to implement this Policy.

3. Closing Transcripts; Form 8038-G; Form 8038-TC. The Compliance Officer shall maintain a copy of the transcript of proceedings for each Tax-exempt and Tax-credit Obligation issued by the City.

If not included in the closing transcript, the Compliance Officer shall also maintain records required to be maintained to qualify for the safe harbor for investment contracts or defeasance escrows and to identify any qualified hedge contract on the City’s books and records.

The Compliance Officer shall confirm the proper filing of an 8038-G, 8038-TC or other applicable Form 8038 return for each Tax-exempt and Tax Credit Obligation issued by the City.

4. Deposit and Use of Proceeds; Arbitrage Compliance. The Compliance Officer shall:

- a. create appropriate funds and accounts to track the deposit and use of the sale proceeds and investment proceeds of each Tax-exempt and Tax Credit Obligation issued by the City;
- b. maintain records of all investments and expenditures from such funds and accounts;
- c. make a final allocation of the proceeds of any Tax-exempt and Tax Credit Obligation to expenditures by no later than (i) 18 months after the later of the date the expenditure was

made or (ii) the date the project being finance was placed in service. Notwithstanding the forgoing, the final allocation shall be made not later than the earlier of five years after the particular Tax-Exempt or Tax Credit Obligations was issued or 60 days after the issue is retired.

- d. determine whether each Tax-exempt or Tax Credit Obligation meets the requirements of any applicable exception to arbitrage rebate, including the “small issuer” exception to arbitrage rebate or the semi-annual target dates for the 6-month, 18-month, or 24-month spending exception to arbitrage rebate;
- e. consult with Bond Counsel to identify and monitor any proceeds of a Tax-exempt or Tax Credit Obligation that must be invested in yield restricted investments following the expiration of any applicable temporary period or spending period;
- f. in the event the City fails to meet the requirements of the applicable temporary period, spending period or exception to rebate:
 - i. arrange for the timely calculation and payment of any rebate liability or yield reduction payment, if available and as applicable;
 - ii. ensure that if rebate is due, the first rebate installment is paid by the fifth anniversary of the issue date of the particular Tax-Exempt or Tax Credit Obligation plus 60 days and each fifth anniversary thereafter until the final maturity date plus 60 days.

5. Proper Use of Bond Financed Property. The Compliance Officer shall:

- a. maintain a record of all bond financed property and the proceeds of any Tax-exempt or Tax Credit Obligation spent on each such bond financed property;
- b. monitor all non-public use of any property financed with the proceeds of any Tax-exempt or Tax Credit Obligation and confer with Bond Counsel as appropriate. Such non-public use may arise out of some of the following arrangements: non-qualified management or research contracts (refer to Rev. Procs. 97-13 and 97-14), leases (including leases to the Federal Government), naming rights, or the sale, disposition or other change in use of such property;
- c. maintain copies of any non-public use arrangement; and
- d. in the event the City takes an action which causes the private activity bond tests to be met, contact bond counsel and take all actions necessary to ensure timely remedial action under the applicable IRS Regulation.

6. Continuing Disclosure. The Compliance Officer shall file the annual financial statements and other financial information and operating data and shall provide notice of any material events as required by any continuing disclosure certificate delivered by the City with respect to any Tax-exempt or Tax Credit Obligation.

7. Significant modification. The Compliance Officer shall evaluate all modifications to any of the City’s Tax-Exempt or Tax Credit Obligations to determine whether such modifications result in a reissuance and, if such modifications do result in a reissuance, to take all actions necessary to maintain the tax-exempt status of the Tax-Exempt Obligation or the tax advantaged status of the Tax Credit Obligation.

8. Retention of Records. The closing transcript for each Tax-Exempt and Tax Credit Obligation and other records to be retained pursuant to this Policy shall be maintained until three (3) years after said Tax-exempt or Tax Credit Obligation (or obligations issued to refund such Tax-exempt or Tax Credit Obligation) has been retired.

If records and materials to be maintained under this Policy are kept in electronic format, the record system shall comply with the requirements of Rev. Proc. 97-22, as such may be amended, modified, superseded or replaced.

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
David Young, Ward Four



Leroy Walker, Ward Five
Belinda Gerry, At Large
Joshua Shea, At Large

Jonathan LaBonte, Mayor

IN CITY COUNCIL

ORDER 45-06172013

ORDERED, that the City Council hereby adopts the attached Post-Issuance Compliance Policy For Tax-Exempt Obligations.

POST-ISSUANCE COMPLIANCE POLICY FOR TAX-EXEMPT OBLIGATIONS

1. This post-issuance compliance policy establishes procedures and guidelines to be followed with respect to the City of Auburn's outstanding Tax-exempt Obligations and Tax Credit Obligations.

"Tax-exempt Obligations" means all tax-exempt bonds, notes and lease-purchase contracts and other evidences of indebtedness the income on which is excludable from the gross income of the holders thereof under Section 103 of the Internal Revenue Code of 1986, as amended (the "Code").

"Tax Credit Obligations" means all tax credit bonds and direct pay bonds that provides a tax credit to the holders thereof or a direct pay bond issued under the Code, including but not limited to Section 54, 54A, 54AA, 1394, 1400U-2, 1400U-3 and 6431 or other similar provision of the Code.

2. Compliance Officer; Consultation and Training: The Finance Director (the "Compliance Officer") shall be responsible for monitoring post-issuance compliance with respect to the City's Tax-exempt and Tax Credit Obligations.

a. Unless a shorter time-frame is specified below, the Compliance Officer shall annually review each of the City's Tax-exempt and Tax Credit Obligations then outstanding to monitor for compliance with this Policy.

b. The Compliance Officer shall consult with the City's bond counsel and/or its financial advisor and a rebate consultant as necessary to meet the requirements of this Policy.

c. The Compliance Officer will be trained to implement this Policy.

3. Closing Transcripts; Form 8038-G; Form 8038-TC. The Compliance Officer shall maintain a copy of the transcript of proceedings for each Tax-exempt and Tax-credit Obligation issued by the City.

If not included in the closing transcript, the Compliance Officer shall also maintain records required to be maintained to qualify for the safe harbor for investment contracts or defeasance escrows and to identify any qualified hedge contract on the City's books and records.

The Compliance Officer shall confirm the proper filing of an 8038-G, 8038-TC or other applicable Form 8038 return for each Tax-exempt and Tax Credit Obligation issued by the City.

4. Deposit and Use of Proceeds; Arbitrage Compliance. The Compliance Officer shall:

a. create appropriate funds and accounts to track the deposit and use of the sale proceeds and investment proceeds of each Tax-exempt and Tax Credit Obligation issued by the City;

b. maintain records of all investments and expenditures from such funds and accounts;

c. make a final allocation of the proceeds of any Tax-exempt and Tax Credit Obligation to expenditures by no later than (i) 18 months after the later of the date the expenditure was made or (ii) the date the project being finance was

- placed in service. Notwithstanding the forgoing, the final allocation shall be made not later than the earlier of five years after the particular Tax-Exempt or Tax Credit Obligations was issued or 60 days after the issue is retired.
- d. determine whether each Tax-exempt or Tax Credit Obligation meets the requirements of any applicable exception to arbitrage rebate, including the “small issuer” exception to arbitrage rebate or the semi-annual target dates for the 6-month, 18-month, or 24-month spending exception to arbitrage rebate;
 - e. consult with Bond Counsel to identify and monitor any proceeds of a Tax-exempt or Tax Credit Obligation that must be invested in yield restricted investments following the expiration of any applicable temporary period or spending period;
 - f. in the event the City fails to meet the requirements of the applicable temporary period, spending period or exception to rebate:
 - i. arrange for the timely calculation and payment of any rebate liability or yield reduction payment, if available and as applicable;
 - ii. ensure that if rebate is due, the first rebate installment is paid by the fifth anniversary of the issue date of the particular Tax-Exempt or Tax Credit Obligation plus 60 days and each fifth anniversary thereafter until the final maturity date plus 60 days.

5. Proper Use of Bond Financed Property. The Compliance Officer shall:

- a. maintain a record of all bond financed property and the proceeds of any Tax-exempt or Tax Credit Obligation spent on each such bond financed property;
- b. monitor all non-public use of any property financed with the proceeds of any Tax-exempt or Tax Credit Obligation and confer with Bond Counsel as appropriate. Such non-public use may arise out of some of the following arrangements: non-qualified management or research contracts (refer to Rev. Procs. 97-13 and 97-14), leases (including leases to the Federal Government), naming rights, or the sale, disposition or other change in use of such property;
- c. maintain copies of any non-public use arrangement; and
- d. in the event the City takes an action which causes the private activity bond tests to be met, contact bond counsel and take all actions necessary to ensure timely remedial action under the applicable IRS Regulation.

6. Continuing Disclosure. The Compliance Officer shall file the annual financial statements and other financial information and operating data and shall provide notice of any material events as required by any continuing disclosure certificate delivered by the City with respect to any Tax-exempt or Tax Credit Obligation.

7. Significant modification. The Compliance Officer shall evaluate all modifications to any of the City’s Tax-Exempt or Tax Credit Obligations to determine whether such modifications result in a reissuance and, if such modifications do result in a reissuance, to take all actions necessary to maintain the tax-exempt status of the Tax-Exempt Obligation or the tax advantaged status of the Tax Credit Obligation.

8. Retention of Records. The closing transcript for each Tax-Exempt and Tax Credit Obligation and other records to be retained pursuant to this Policy shall be maintained until three (3) years after said Tax-exempt or Tax Credit Obligation (or obligations issued to refund such Tax-exempt or Tax Credit Obligation) has been retired.

If records and materials to be maintained under this Policy are kept in electronic format, the record system shall comply with the requirements of Rev. Proc. 97-22, as such may be amended, modified, superseded or replaced.



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: June 17, 2013

Ordinance 09-06172013

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

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

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

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

Subject: Flood Ordinance and Map Updates for 2013 NFIP Requirements

Information: The Federal Emergency Management Agency (FEMA) published revised floodplain maps for Androscoggin County in June of 2012. As a result, proposed floodplain designations for some properties in Auburn were reclassified on the draft maps. Some properties now fall within a more stringent floodplain zone, while others may have been removed from previously identified floodplain areas. One substantial change is an approximately 1 foot lower flood elevation around Taylor Pond. Last summer a notice was sent to property owners and was followed by a number of public meetings to provide local comments and information for FEMA to consider in revising the Flood Insurance Rate Maps (FIRMs). Those maps have been finalized by FEMA and will become effective on July 8, 2013. The next phase of this process is for local adoption of the flood maps by the City. If we wish to continue to participate in the National Flood Insurance Program (NFIP), the local adoption of the maps is mandatory. The attached letter was sent to over 1400 property owners and the City has undergone an extensive 12 month public information and engagement process on these maps in partnership with Lewiston Staff. Staff from Auburn was very pleased to be called a "poster child" for public outreach by both State Floodplain Management Program Staff and Carlene Tremblay of Senator Collins Office.

The two major changes include the updated maps and a reformatting of the ordinance to match the new State Model. The reformatting makes this review more difficult to follow, however, it will make future State mandated edits easier to follow and implement.

Financial: Some property owners will be required to have flood insurance and others will not. The adoption will allow access to the National Flood Insurance Program for public and private property owners.

Action Requested at this Meeting: Public hearing and first reading.

Previous Meetings and History: July 7, 2012 and May 2, 2013 Public Outreach Meetings, May 14, 2013 Planning Board Meeting and Public Hearing, and Council workshop discussion on June 3, 2013.

Attachments: May 14, 2013 Planning Board Report and Draft Minutes, Draft ordinance and Map links in PB Staff Report, State Notice for Map and Ordinance Adoption.

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

Auburn Planning Board Meeting Minutes

May 14, 2013

Roll Call

Full Members present: Robert Gagnon, Evan Cyr, Dan Bilodeau, Emily Mottram, Robert Bowyer Presiding, Marc Tardif and Dan Philbrick.

Associate Members present: Kenneth Bellefleur.

Associate Members absent: Mia Poliquin Pross

Also present: Director / City Planner Eric Cousens who represented City staff.

Minutes

A request to approve the April 9, 2013 meeting minutes was made by staff.

A motion was made by Robert Gagnon and seconded by Marc Tardif to approve the April 9, 2013 meeting minutes as presented. After a vote of 7-0-0, the motion carried.

Public Hearings:

Public hearing for a recommendation to the City Council on a proposal to amend the City Of Auburn Zoning Ordinance Chapter 60, Article XII, Division 2. Floodplain Overlay District, including the referenced Flood Map. The changes are mandated by FEMA if the City wishes to continue participating in the National Flood Insurance Program to allow property owners to access flood insurance.

Chairperson Bowyer explained the procedure that is used for Public Hearings.

Eric Cousens read the staff report.

Board members commented on the proposed draft stating it was a generic document because it referenced a tidal community and ship building in the language. There was additional conversation between the Planning Board members and Eric regarding the draft.

Open Public Hearing

A motion was made by Dan Bilodeau and seconded by Evan Cyr to close the public hearing. After a vote of 7-0-0, the motion carried.

A motion was made by Dan Bilodeau and seconded by Robert Gagnon to forward a positive recommendation to the City Council to adopt the standards and referenced maps and continue participating in the NFIP and that the effective date of the adopted ordinance coincide with the FEMA date of July 8, 2013.

After a vote of 7-0-0, the motion carried.

Chairperson Bowyer suggested that Eric append to the recommendation a reminder to the City Council of the extensive notification process and the effort that was made by the City to contact the property owners.

OLD BUSINESS: None at this time.

MISCELLANEOUS

Discussion about the Hickory Drive Zoning Change

Eric placed a map of the area in discussion on the projector screen for the Planning Board members to see. He explained the situation before them and said they did not have to take action at this time. A discussion ensued and it was decided that the Hickory Drive zoning change proposal was worthy of consideration.

Discussion about the Joint Land Use Study

Eric gave the Board members a status of the Joint Land Use Study. He spoke about the Open House that is scheduled for May 29, 2013 and mentioned that the committee would like to come before the Board and Council on June 25, 2013 to present their findings.

Status on Hiring New City Planner & Next Month's Meeting

Eric gave a brief update on the prospect of hiring a City Planner and informed the Board members about next month's Public Hearing.

ADJOURNMENT

A motion was made by Robert Gagnon and seconded by Emily Mottram to adjourn. After a vote of 7-0-0, the motion carried.



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY

93 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0093

WALTER E. WHITCOMB
COMMISSIONER

PAUL R. LEPAGE
GOVERNOR

January 10, 2013

Mr. Clinton Deschene, City Manager
City of Auburn
60 Court Street
Auburn, Maine 04210

COPY

[Certified Mail]

RE: Updated ordinance requirement for compliance with the National Flood Insurance Program (NFIP)

Dear Mr. Deschene

Your community should have recently received a Letter of Final Determination (LFD) from the Federal Emergency Management Agency (FEMA) which sets the effective date of the new digital flood maps for all of Androscoggin County for July 8, 2013. This letter marks the beginning of a six month time period for communities to update their Floodplain Management Ordinances to reflect any changes since the last ordinance was adopted and to incorporate the new map date. **Your community must adopt an updated Floodplain Management Ordinance which references the new map date on or before July 8, 2013 in order to avoid being immediately suspended from the NFIP.**

Enclosed is a copy of the most current state model Floodplain Management Ordinance that has been customized specifically for your community. Participation in the NFIP provides protection to those members of your community who may be affected by flooding. One of the most important benefits is your town's eligibility for disaster funding to repair roads damaged by flooding when your county is in a declared disaster area. In addition, flood insurance is available to those who have federally backed mortgages in the floodplain. This is all possible by way of your community's commitment to adopt, administer and enforce its floodplain ordinance and your commitment to regulate development within flood prone areas.

Adoption of the new maps prior to the final map date will assure uninterrupted and continued participation in the NFIP. The enclosed ordinance contains all the changes that have occurred at the federal and state level since your ordinance was last adopted. Also enclosed is an instruction sheet that explains the ordinance adoption process. Since FEMA has very specific requirements regarding ordinance language we encourage communities to adopt the ordinance without changes. However, if you would like to make any changes, you should discuss them with this office prior to local consideration. This is to ensure that the ordinance remains compliant.

Please make sure your community does not adopt any prior versions of the ordinance that we may have previously sent to your community.

We filled in the application fee (in Article III) using the ordinance that is in effect now for your community. The application fee is set by the municipality so if you would like to review other fee options or change it, just let us know.

PHONE: (207) 287-2801

17 ELKINS LANE, WILLIAMS PAVILION
www.maine.gov/acf

FAX: (207) 287-2353

Some communities have expressed concern about adopting maps that do not become effective until several months after they are adopted. Please note that is acceptable for the community to set the effective date of the ordinance to coincide with the day the new maps become effective.

Once your ordinance has been adopted, and certified by the Town Clerk, please send this office an electronic copy (if possible) and two (2) certified printed copies. We will forward one copy each to the FEMA regional office and the regional planning commission. An electronic copy will be filed here at the Maine Floodplain Management Program.

Please provide us with contact information for the person who will be responsible locally for coordinating the ordinance update process. We would also like to know the scheduled dates for your public hearing and town meeting as we must track this information for all of Androscoggin County. Please contact Janet Parker at 287-9981 or janet.parker@maine.gov as soon as this information is available.

Over the next few months we expect to host at least two outreach meetings in Androscoggin County. Usually one is scheduled for the afternoon and one in the early evening. These will be public informational sessions so that we can answer questions as to how folks will be affected by the new maps, particularly with regard to flood insurance. We hope you will have at least one local official in attendance and that you'll spread the word so that property owners have the opportunity to get their individual questions answered. Please feel free to contact me (287-8063 or sue.baker@maine.gov), Joe (287-8051 or joseph.young@maine.gov), or Janet (298-9981 or janet.parker@maine.gov) at any time throughout this process if you have questions or need additional assistance.

Best Regards,



Sue Baker, CFM
State NFIP Coordinator

Enclosures: Customized 2013 Model Ordinance
Adoption Instructions

Cc: Eric Cousens, City Planner

City of Auburn, Maine

"Maine's City of Opportunity"

Office of Planning & Permitting

April 23, 2013

Dear Property Owner,



The Federal Emergency Management Agency (FEMA) published revised floodplain maps for Androscoggin County in June of 2012. As a result, proposed floodplain designations for some properties in Auburn were reclassified on the draft maps. Some properties now fall within a more stringent floodplain zone, while others may have been removed from previously identified floodplain areas. One substantial change is an approximately 1 foot lower flood elevation around Taylor Pond. This letter is being sent to you because City records indicate that you own property that is currently mapped as being located within or proposed to be mapped within the 100-year flood zone. Last summer a notice was sent to property owners and was followed by a number of public meetings to provide local comments and information for FEMA to consider in revising the maps. Those maps have been finalized by FEMA and will become effective in July 2013. The next phase of this process is for local adoption of the flood maps by the City. If we wish to continue to participate in the National Flood Insurance Program (NFIP), the local adoption of the maps is mandatory. This letter is being sent to over 1400 property owners. Due to the large number of property owners we have created a web page to help you access the information you need to determine how the map changes affect your property (ies).

The proposed FEMA Flood Insurance Rate (FIRM) maps are posted for viewing on the City's website at <http://www.auburnmaine.gov/Pages/Government/Floodplain-Info->. The directions on that site will help you search for your property and compare the current flood map to the proposed flood map. There is also a spread sheet with the changes to each property estimated based on mapping information. We made every effort to provide an accurate analysis on that list, but property owners need to view the maps to be sure of the changes. The maps may also be accessed in the City's Planning and Permitting Department, located on the 1st floor of Auburn City Hall between 8am and 4:30pm, M-F. If the maps indicate that the floodplain is close to any structures on your property you are encouraged to view the official paper copies of the maps. Additional information and resources are also linked to the web page to help answer any questions.

FEMA published notices in the local newspaper as required by law, but City Council and staff wanted to mail an additional notice ensure awareness of the changes. FIRMs are used to determine if flood insurance is required for loans and to set insurance rates. The City of Auburn participates in the NFIP to ensure that property owners have access to the Federal Insurance Program. The City also participates in the Community Rating System program to allow for discounted insurance rates throughout the City by meeting Federal flood damage prevention and education requirements.

The process for the current and final phase of the map adoption process will be as follows. You are invited to participate in any of the public meetings or contact the Planning and Permitting Office or State Floodplain Management Program Office for information or questions.

Eric Cousens, Director of Planning and Permitting
Auburn, Maine 04210
(207) 333-6601, ext. 1154
ecousens@auburnmaine.gov

Sue Baker, CFM, Program Coordinator
207-287-8063
sue.baker@maine.gov

May 2, 2013 at 6PM

Community Room, 2nd Floor of Auburn City Hall, 60 Court Street Auburn, Maine 04210
Joint Auburn/Lewiston and surrounding communities of Androscoggin County Public Outreach Meeting hosted by State and FEMA Staff to cover the following topics and answer questions:

- Insurance availability and policy changes
- Community resilience and hazard mitigation
- Floodplain map availability
- Letters of Map amendment

May 14, 2013 6PM Auburn Planning Board Meeting

City Council Chambers at Auburn City Hall, 60 Court Street, Auburn Maine 04210
Public discussion and public hearing regarding proposed floodplain zoning map changes and forward a recommendation to the Auburn City Council.

June 3, 2013 5:30PM City Council Workshop

City Council Chambers at Auburn City Hall, 60 Court Street, Auburn Maine 04210
Workshop with Council to discuss the proposed maps and the Planning Board Recommendation. This is just an introduction to the subject and no action expected at this meeting. Workshops don't provide an opportunity for public input but the meeting following the workshop at 7pm will have an open session for anyone wishing to speak to the Council.

June 17, 2013 7pm City Council Meeting

City Council Chambers at Auburn City Hall, 60 Court Street, Auburn Maine 04210
The Council will discuss the proposed maps and the Planning Board Recommendation. This is a public reading and public input is requested from anyone wishing to speak to the Council about this subject to help the Council make a decision.

July 1, 2013 7pm City Council Meeting

City Council Chambers at Auburn City Hall, 60 Court Street, Auburn Maine 04210
The Council will discuss the proposed maps and the Planning Board Recommendation. This is a second and final public reading, public hearing and public input is requested from anyone wishing to speak to the Council about this subject to help the Council make a decision.

Please feel free to call or email Sue Baker or myself with any questions.

Sincerely,

Eric Cousens, City Planner / Director of Planning and Permitting

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
David Young, Ward Four



Leroy Walker, Ward Five
Belinda Gerry, At Large
Joshua Shea, At Large

Jonathan LaBonte, Mayor

IN CITY COUNCIL

ORDINANCE 09-06172013

BE IT ORDERED, that the City of Auburn Zoning Ordinance and Map is hereby amended pursuant to Chapter 60, Article XVII, Division 2 of the Ordinances of the City of Auburn. The amendment includes the adoption of the attached Chapter 60, Article XII, Division 2 – Floodplain Overlay District and the National Flood Insurance Rate Maps for the City of Auburn, Androscoggin County Effective July 8, 2013. The amendment is based on the finding that changes are consistent with The City's Comprehensive Plan and Future Land Use Map and are a State and Federal requirement if the City wishes to participate in the National Flood Insurance Program.

PART II - CODE OF ORDINANCES
Chapter 60 - ZONING
ARTICLE XII. - ENVIRONMENTAL REGULATIONS

DIVISION 2. - FLOODPLAIN OVERLAY DISTRICT

DIVISION 2. - FLOODPLAIN OVERLAY DISTRICT

- ~~Sec. 60-892. - Definitions.~~Purpose and Establishment.
- ~~Sec. 60-893. - Enforcement and penalties.~~ Permit required.
- ~~Sec. 60-894. - Establishment.~~ Application for permit.
- ~~Sec. 60-895. - Permit required.~~Application Fee and Expert's Fee.
- ~~Sec. 60-896. - Application for permit.~~Review Standards for Flood Hazard Development Permit Applications.
- ~~Sec. 60-897. - Review of flood hazard development permit applications.~~Development Standards.
- ~~Sec. 60-898. - Development standards.~~Certificate of Compliance.
- ~~Sec. 60-899. - Certificate of compliance.~~Review of Subdivisions and Development Proposals.
- ~~Sec. 60-900. - Review of subdivision and development proposals.~~Appeals and Variances.
- ~~Sec. 60-901. - Appeals and variances.~~Enforcement and Penalties.
- ~~Sec. 60-902. -~~ Validity and Severability.
- ~~Sec. 60-903. -~~ Conflict With Other Ordinances.
- ~~Sec. 60-904. -~~ Definitions.
- ~~Sec. 60-905. -~~ Abrogation.
- ~~Secs. 60-9026—60-920. -~~ Reserved.

Sec. 60-892. -- DefinitionsPurpose and Establishment.

~~Unless specifically defined in this section, words and phrases used in this division shall have the same meaning as they have at common law and to give this division its most reasonable application. Words used in the present tense include the future, the singular number includes the plural, and the plural number includes the singular. The term "may" is permissive; the term "shall" is mandatory and not discretionary.~~

~~100-year flood. See Base flood.~~

~~Adjacent grade means the natural elevation of the ground surface prior to construction next to the proposed walls of a structure.~~

~~Area of shallow flooding means a designated AO and AH zone on a community's flood insurance rate map (FRIM) with a one percent or greater annual chance of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.~~

~~Area of special flood hazard means the land in the floodplain having a one percent or greater chance of flooding in any given year, as specifically identified in the flood insurance study cited in section 60-894.~~

~~Base flood means the flood having a one percent chance of being equaled or exceeded in any given year, commonly called the 100-year flood.~~

PART II - CODE OF ORDINANCES
Chapter 60 - ZONING
ARTICLE XII. - ENVIRONMENTAL REGULATIONS
DIVISION 2. - FLOODPLAIN OVERLAY DISTRICT

~~*Basement* means any area of the building having its floor subgrade (below ground level) on all sides.~~

~~*Breakaway wall* means a wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces, without causing damage to the elevated portion of the building or supporting foundation system.~~

~~*Building*. See *Structure*.~~

~~*Certificate of compliance* means a document signed by the code enforcement officer stating that a structure is in compliance with all of the provisions of this division.~~

~~*Code enforcement officer* means any person or board responsible for performing the inspection, licensing, and enforcement duties required by a particular statute or ordinance.~~

~~*Development* means any change caused by individuals or entities to improved or unimproved real estate, including but not limited to the construction of buildings or other structures; the construction of additions or substantial improvements to buildings or other structures; mining, dredging, filling, grading, paving, excavation, drilling operations or storage of equipment or materials; and the storage, deposition, or extraction of materials, public or private sewage disposal systems or water supply facilities.~~

~~*Elevated building* means a nonbasement building:~~

~~(1) Built, in the case of a building in zones A1-30, AE, A, A99, AO or AH, to have the top of the elevated floor, elevated above the ground level by means of pilings, columns, posts, piers, or stilts; and~~

~~(2) Adequately anchored so as not to impair the structural integrity of the building during a flood of up to one foot above the magnitude of the base flood.~~

~~In the case of zones A1-30, AE, A, A99, AO or AH, the term "elevated building" also includes a building elevated by means of fill or solid foundation perimeter walls less than three feet in height with openings sufficient to facilitate the unimpeded movement of floodwaters.~~

~~*Elevation certificate* means an official form (FEMA form 81-31, 05/93, as amended) that:~~

~~(1) Is used to verify compliance with the floodplain management regulations of the National Flood Insurance Program; and~~

~~(2) Is required for repurchasing flood insurance.~~

~~*Flood or flooding* means:~~

~~(1) A general and temporary condition of partial or complete inundation of normally dry land areas from:~~

~~a. The overflow of inland or tidal waters.~~

~~b. The unusual and rapid accumulation or runoff of surface waters from any source.~~

~~(2) The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in subsection (1) of this definition.~~

~~*Flood elevation study* means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations.~~

PART II - CODE OF ORDINANCES
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ARTICLE XII. - ENVIRONMENTAL REGULATIONS
DIVISION 2. - FLOODPLAIN OVERLAY DISTRICT

~~*Flood insurance rate map (FIRM)* means an official map of a community, on which the administrator of the Federal Insurance Administration has delineated both the special hazard areas and the risk premium zones applicable to the community.~~

~~*Flood insurance study.* See *Flood elevation study.*~~

~~*Floodplain or floodprone area* means any land area susceptible to being inundated by water from any source. (See *Flooding.*)~~

~~*Floodplain management* means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.~~

~~*Floodplain management regulations* means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance, and erosion control ordinance) and other applications of police power. The term "floodplain management regulations" describes such state or local regulations, in any combination thereof, which provide standards for the purpose of flood damage prevention and reduction.~~

~~*Floodproofing* means any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and contents.~~

~~*Floodway.* See *Regulatory floodway.*~~

~~*Floodway encroachment lines* means the lines marking the limits of floodways on federal, state, and local floodplain maps.~~

~~*Freeboard* means a factor of safety, usually expressed in feet, above a flood level for purposes of floodplain management. Freeboard tends to compensate for the many unknown factors, such as wave action, bridge openings, and the hydrological effect of urbanization of the watershed that could contribute to flood heights greater than the height calculated for a selected size flood and flood conditions.~~

~~*Functionally dependent use* means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term "functionally dependent use" includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and shipbuilding and ship repair facilities, but does not include long-term storage or related manufacturing facilities.~~

~~*Historic structure* means any structure that is:~~

- ~~(1) Listed individually in the National Register of Historic Places (a listing maintained by the Department of the Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;~~
- ~~(2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary of the Interior to qualify as a registered historic district;~~
- ~~(3) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or~~
- ~~(4) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - ~~a. By an approved state program as determined by the Secretary of the Interior; or~~
 - ~~b. Directly by the Secretary of the Interior in states without approved programs.~~~~

PART II - CODE OF ORDINANCES
Chapter 60 - ZONING
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DIVISION 2. - FLOODPLAIN OVERLAY DISTRICT

~~*Locally established datum* means an elevation established for a specific site to which all other elevations at the site are referenced. This elevation is generally not referenced to the National Geodetic Vertical Datum (NGVD) or any other established datum and is used in areas where mean sea level data is too far from a specific site to be practically used.~~

~~*Lowest floor* means the lowest floor of the lowest enclosed area, including basement. An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable nonelevation design requirements described in section 60-898.~~

~~*Manufactured home* means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes the term "manufactured home" also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days.~~

~~*Manufactured home park or subdivision* means a parcel or contiguous parcels of land divided into two or more manufactured home lots for rent or sale.~~

~~*Mean sea level* means for purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929, or other datum, to which base flood elevations shown on a community's flood insurance rate map are referenced.~~

~~*Minor development* means all development that is not new construction or a substantial improvement, such as repairs, maintenance, or renovations, whose value is less than 50 percent of the market value of the structure. The term "minor development" includes but is not limited to: mining, dredging, filling, grading, paving, excavation, drilling operations, storage of equipment or materials, deposition or structures.~~

~~*New construction* means structures for which the start of construction commenced on or after the effective date of floodplain management regulations adopted by a community and includes any subsequent improvements to such structures.~~

~~*Recreational vehicle* means a vehicle which is:~~

- ~~(1) Built on a single chassis;~~
- ~~(2) 400 square feet or less when measured at the largest horizontal projection;~~
- ~~(3) Designed to be self-propelled or permanently towable by a light duty truck; and~~
- ~~(4) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.~~

~~*Regulatory floodway* means:~~

- ~~(1) The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulative increasing the water surface elevation more than one foot; and~~
- ~~(2) In riverine areas is considered to be the channel of a river or other watercourse and the adjacent land areas to a distance of one-half the width of the floodplain, as measured from the normal high-water mark to the upland limit of the floodplain.~~

~~*Riverine* means relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.~~

~~*Special flood hazard area. See Area of special flood hazard.*~~

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~~Start of construction means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, substantial improvement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of pipes, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.~~

~~Structure, for floodplain management purposes, means a walled and roofed building. A gas or liquid storage tank that is principally above ground is also a structure.~~

~~Substantial damage means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damage condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.~~

~~Substantial improvement means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. The term "substantial improvement" includes structures which have incurred substantial damage, regardless of the actual repair work performed. The term does not, however, induce either:~~

- ~~(1) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to ensure safe living conditions; or~~
- ~~(2) Any alteration of an historic structure, provided that the alteration will not preclude the structure's continued designation as an historic structure.~~

~~Variance means a grant of relief by a community from the terms of a floodplain management regulation.~~

~~Violation means the failure of a structure or development to comply with a community's floodplain management regulations.~~

~~(Ord. of 9-21-2009, § 5.1J)~~

Certain areas of the City of Auburn, Maine are subject to periodic flooding, causing serious damages to properties within these areas. Relief is available in the form of flood insurance as authorized by the National Flood Insurance Act of 1968.

Therefore, the City of Auburn, Maine has chosen to become a participating community in the National Flood Insurance Program, and agrees to comply with the requirements of the National Flood Insurance Act of 1968 (P.L. 90-488, as amended) as delineated in this Floodplain Management Ordinance.

It is the intent of the City of Auburn, Maine to require the recognition and evaluation of flood hazards in all official actions relating to land use in the floodplain areas having special flood hazards.

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The City of Auburn has the legal authority to adopt land use and control measures to reduce future flood losses pursuant to Title 30-A MRSA, Sections 3001-3007, 4352, 4401-4407, and Title 38 MRSA, Section 440.

The National Flood Insurance Program, established in the aforesaid Act, provides that areas of the City of Auburn having a special flood hazard be identified by the Federal Emergency Management Agency and that floodplain management measures be applied in such flood hazard areas. This Ordinance establishes a Flood Hazard Development Permit system and review procedure for development activities in the designated flood hazard areas of the City of Auburn, Maine.

The areas of special flood hazard, Zones A and AE for the City of Auburn, Androscoggin County, Maine, identified by the Federal Emergency Management Agency in a report entitled "Flood Insurance Study – Androscoggin County, Maine" dated July 8, 2013 with accompanying "Flood Insurance Rate Map" dated July 8, 2013 with panels: 183, 184, 191, 192, 193, 194, 203, 211, 212, 213, 214, 302, 304, 306, 307, 308, 309, 312, 316, 317, 320, 326, 327, 328, 329, 336, 337, 338, 339, 341, 343, 430, derived from the county wide digital Flood Insurance Rate Map entitled "Digital Flood Insurance Rate Map, Androscoggin County," are hereby adopted by reference and declared to be a part of this Ordinance.

Sec. 60-893. -~~Enforcement and penalties~~Permit Required.

- ~~(a) It shall be the duty of the code enforcement officer to enforce the provisions of this division pursuant to 30-A M.R.S.A. § 4452.~~
- ~~(b) The penalties contained in section 1-15 shall apply to any violation of this division.~~
- ~~(c) In addition to any other actions, the code enforcement officer, upon determination that a violation exists, shall submit a declaration to the administrator of the federal insurance administration requesting a denial of flood insurance. The valid declaration shall consist of:~~
- ~~(1) The name of the property owner and address or legal description of the property sufficient to confirm its identity or location;~~
 - ~~(2) A clear and unequivocal declaration that the property is in violation of a cited state or local law or ordinance;~~
 - ~~(3) A statement that the public body making the declaration has authority to do so and a citation to that authority;~~
 - ~~(4) Evidence that the property owner has been provided notice of the violation and the prospective denial of insurance; and~~
 - ~~(5) A clear statement that the declaration is being submitted pursuant to section 1316, as amended, of the National Flood Insurance Act of 1968, 42 USC 4001 et seq.~~
- ~~(Ord. of 9-21-2009, § 5.11)~~

Before any construction or other development (as defined in Section 60-904), including the placement of manufactured homes, begins within any areas of special flood hazard established in Section 60-892, a Flood Hazard Development Permit shall be obtained from the Planning and Development Department. This permit shall be in addition to any other permits which may be required pursuant to the codes and ordinances of the City of Auburn, Maine.

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Sec. 60-894. ~~Establishment~~Application for Permit.

- ~~(a) Certain areas of the city are subject to periodic flooding, causing serious damage to properties within these areas. Relief is available in the form of federally subsidized flood insurance as authorized by the National Flood Insurance Act of 1968.~~
- ~~(b) The city has chosen to become a participating community in the National Flood Insurance Program, and agrees to comply with the requirements of the National Flood Insurance Act of 1968, 42 USC 4001 et seq., as delineated in this article.~~
- ~~(c) It is the intent of the city to require the recognition and evaluation of flood hazards in all official actions relating to land use in the floodplain areas having special flood hazards. This body has the legal authority to adopt land use and control measures to reduce future flood losses pursuant to 30-A M.R.S.A. §§ 3001—3007, 4352 and 4401—4407.~~
- ~~(d) The National Flood Insurance Program, established in the aforesaid Act, provides that areas of the community having a special flood hazard be identified by the Federal Emergency Management Agency (FEMA) and that floodplain management measures be applied in such flood hazard areas. This division establishes a flood hazard development permit system and review procedure for development activities in the designated flood hazard areas.~~
- ~~(e) The areas of special flood hazard, zones A and AE, identified by FEMA in a report entitled "Flood Insurance Study—City of Auburn, Maine, Androscoggin County," dated October 18, 1995 with accompanying Flood Insurance Rate Map dated October 18, 1995, is hereby adopted by reference and declared to be a part of this division.~~

~~{Ord. of 9-21-2009, § 5.1A}~~

The application for a Flood Hazard Development Permit shall be submitted to the Planning and Development Department and shall include:

- A. The name, address and phone number of the applicant, owner, and contractor;
- B. An address and a map indicating the location of the construction site;
- C. A site plan showing location of existing and/or proposed development, including but not limited to structures, sewage disposal facilities, water supply facilities, areas to be cut and filled, and lot dimensions;
- D. A statement of the intended use of the structure and/or development;
- E. A statement of the cost of the development including all materials and labor;
- F. A statement as to the type of sewage system proposed;
- G. Specification of dimensions of the proposed structure and/or development;
- [Items H-K.2 apply only to new construction and substantial improvements.]
- H. The elevation in relation to the National Geodetic Vertical Datum (NGVD), North American Vertical Datum (NAVD) or to a locally established datum in Zone A only, of the:

- 1. base flood at the proposed site of all new or substantially improved structures, which is determined;

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- a. in Zones AE, from data contained in the “Flood Insurance Study – Androscoggin County, Maine” as described in Section 60-892; or,
- b. in Zone A:
 - (1) from any base flood elevation data from federal, state, or other technical sources (such as FEMA’s Quick-2 model, FEMA 265), including information obtained pursuant to Section 60-897.K. and 60-899.D.;
 - (2) from the contour elevation extrapolated from a best fit analysis of the floodplain boundary when overlaid onto a USGS Quadrangle Map or other topographic map prepared by a Professional Land Surveyor or registered professional engineer, if the floodplain boundary has a significant correlation to the elevation contour line(s); or, in the absence of all other data,
 - (3) to be the elevation of the ground at the intersection of the floodplain boundary and a line perpendicular to the shoreline which passes along the ground through the site of the proposed building.
- 2. highest and lowest grades at the site adjacent to the walls of the proposed building;
- 3. lowest floor, including basement; and whether or not such structures contain a basement; and,
- 4. level, in the case of non-residential structures only, to which the structure will be floodproofed;
- I. A description of an elevation reference point established on the site of all developments for which elevation standards apply as required in Section 60-897;
- J. A written certification by a Professional Land Surveyor, registered professional engineer or architect, that the base flood elevation and grade elevations shown on the application are accurate;
- K. The following certifications as required in Section 60-897 by a registered professional engineer or architect:
 - 1. a Floodproofing Certificate (FEMA Form 81-65), to verify that the floodproofing methods for any non-residential structures will meet the floodproofing criteria of Section 60-894.H.4.; Section 60-897.G.; and other applicable standards in Section 60-897;
 - 2. a Hydraulic Openings Certificate to verify that engineered hydraulic openings in foundation walls will meet the standards of Section 60-897.L.2.a.;
 - 3. a certified statement that bridges will meet the standards of Section 60-897.M.;
 - 4. a certified statement that containment walls will meet the standards of Section 60-897.N.;

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L. A description of the extent to which any water course will be altered or relocated as a result of the proposed development; and,

M. A statement of construction plans describing in detail how each applicable development standard in Section 60-897 will be met.

Sec. 60-895. - Permit required Application Fee and Expert's Fee.

~~Before any construction or other development as defined in section 60-898, including the placement of manufactured homes, begins within any areas of special flood hazard established in section 60-894, a flood hazard development permit shall be obtained from the community development office. This permit shall be in addition to any other building permits which may be required pursuant to the codes and ordinances.~~

~~(Ord. of 9-21-2009, § 5.1B)~~

A non-refundable application fee of \$50 for all minor development and \$100 for all new construction or substantial improvements shall be paid to the City.

An additional fee may be charged if the Planning and Development Department and/or Board of Appeals needs the assistance of a professional engineer or other expert. The expert's fee shall be paid in full by the applicant within 10 days after the town submits a bill to the applicant. Failure to pay the bill shall constitute a violation of the ordinance and be grounds for the issuance of a stop work order. An expert shall not be hired by the municipality at the expense of an applicant until the applicant has either consented to such hiring in writing or been given an opportunity to be heard on the subject. An applicant who is dissatisfied with a decision to hire expert assistance may appeal that decision to the Board of Appeals.

Sec. 60-896. - Application for permit Review Standards for Flood Hazard Development Permit.

~~The application for a flood hazard development permit shall be submitted to the community development office Planning and Development Department and shall include:~~

- ~~(1) The name and address of the applicant;~~
- ~~(2) An address and a map indicating the location of the construction site;~~
- ~~(3) A site plan showing location of existing and/or proposed structures, sewage disposal facilities, water supply facilities, areas to be cut and filled, and lot dimensions;~~
- ~~(4) A statement of the intended use of the structure;~~
- ~~(5) A statement as to the type of sewage system proposed;~~
- ~~(6) Specification of dimensions of the proposed structure;~~
- ~~(7) The elevation in relation to the National Geodetic Vertical Datum (NGVD) or to a locally established datum in zone A only, of the:~~

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- ~~a. Base flood at the proposed site of all new or substantially improved structures, which is determined:
 - ~~1. In zones A1-30, AE, AO and AH from data contained in the Flood Insurance Study— City of Auburn, Maine, as described in section 60-894; or~~
 - ~~2. In zone A, to be the elevation of the ground at the intersection of the floodplain boundary and a line perpendicular to the shoreline which passes along the ground through the site of the proposed building;~~~~
 - ~~b. Highest and lowest grades at the site adjacent to the walls of the proposed building;~~
 - ~~c. Lowest floor, including basement; and whether or not such structures contain a basement; and~~
 - ~~d. Level, in the case of nonresidential structures only, to which the structures will be floodproofed;~~
 - ~~(8) A description of a base flood elevation reference point established on the site of all new or substantially improved structures;~~
 - ~~(9) A written certification by a registered land surveyor that the elevations shown on the application are accurate;~~
 - ~~(10) Certification by a registered professional engineer or architect that floodproofing methods for any nonresidential structures will meet the floodproofing criteria of subsection (7)d of this section, section 60-898(7) and other applicable standards in section 60-898~~
 - ~~(11) A description of the extent to which any watercourse will be altered or relocated as a result of the proposed development;~~
 - ~~(12) A statement of construction plans describing in detail how each applicable development standards in section 60-898 will be met; and~~
 - ~~(13) A fee in the amount provided in the city fee schedule.~~
- ~~(Ord. of 9-21-2009, § 5.1C)~~

The Planning and Development Department shall:

- A. Review all applications for the Flood Hazard Development Permit to assure that proposed developments are reasonably safe from flooding and to determine that all pertinent requirements of Section 60-897 (Development Standards) have been, or will be met;
- B. Utilize, in the review of all Flood Hazard Development Permit applications:
 - 1. the base flood and floodway data contained in the “Flood Insurance Study – Androscoggin County, Maine” as described in Section 60-892;
 - 2. in special flood hazard areas where base flood elevation and floodway data are not provided, the Code Enforcement Officer shall obtain, review and reasonably utilize any base flood elevation and floodway data from federal, state, or other technical sources, including information obtained pursuant to Section 60-894.H.1.b.; Section 60-897.K.; and Section 60-899.D., in order to administer Section 60-897 of this Ordinance; and,

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3. when the community establishes a base flood elevation in a Zone A by methods outlined in Section 60-894.H.1.b., the community shall submit that data to the Maine Floodplain Management Program.
- C. Make interpretations of the location of boundaries of special flood hazard areas shown on the maps described in Section 60-892 of this Ordinance;
- D. In the review of Flood Hazard Development Permit applications, determine that all necessary permits have been obtained from those federal, state, and local government agencies from which prior approval is required by federal or state law, including but not limited to Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1344;
- E. Notify adjacent municipalities, the Department of Environmental Protection, and the Maine Floodplain Management Program prior to any alteration or relocation of a water course and submit copies of such notifications to the Federal Emergency Management Agency;
- F. If the application satisfies the requirements of this Ordinance, approve the issuance of one of the following Flood Hazard Development Permits based on the type of development:
 1. A two part Flood Hazard Development Permit for elevated structures. Part I shall authorize the applicant to build a structure to and including the first horizontal floor only above the base flood level. At that time the applicant shall provide the Code Enforcement Officer with an Elevation Certificate completed by a Professional Land Surveyor, registered professional engineer or architect based on the Part I permit construction, "as built", for verifying compliance with the elevation requirements of Section 60-897, paragraphs F, G, or H. Following review of the Elevation Certificate data, which shall take place within 72 hours of receipt of the application, the Code Enforcement Officer shall issue Part II of the Flood Hazard Development Permit. Part II shall authorize the applicant to complete the construction project; or,
 2. A Flood Hazard Development Permit for Floodproofing of Non-Residential Structures that are new construction or substantially improved non-residential structures that are not being elevated but that meet the floodproofing standards of Section 60-897.G.1.a., b., and c. The application for this permit shall include a Floodproofing Certificate signed by a registered professional engineer or architect; or,
 3. A Flood Hazard Development Permit for Minor Development for all development that is not new construction or a substantial improvement, such as repairs, maintenance, renovations, or additions, whose value is less than 50% of the market value of the structure. Minor development also includes, but is not limited to: accessory structures as provided for in Section 60-897.J., mining, dredging, filling, grading, paving, excavation, drilling operations, storage of equipment or materials, deposition or extraction of materials, public or private sewage disposal systems or water supply facilities that do not involve structures; and non-structural projects such as bridges, dams, towers, fencing, pipelines, wharves and piers.
- G. Maintain, as a permanent record, copies of all Flood Hazard Development Permit Applications, corresponding Permits issued, and data relevant thereto, including reports of the Board of Appeals on variances granted under the provisions of Section 60-900 of this Ordinance, and copies of Elevation Certificates, Floodproofing Certificates, Certificates of

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Compliance and certifications of design standards required under the provisions of Section 60-894, 60-897 and 60-898 of this Ordinance.

Sec. 60-897. - Review of flood hazard development permit applications
Development Standards.

~~The community development office shall:~~

- ~~(1) Review all applications for the flood hazard development permit to ensure that proposed building sites are reasonably safe from flooding and to determine that all pertinent requirements of section 60-898 have, or will be met;~~
- ~~(2) Utilize, in the review of all flood hazard development permit applications, the base flood data contained in the Flood Insurance Study—City of Auburn, Maine, as described in section 60-894. In special flood hazard areas where base flood elevation data are not provided, the CEO shall obtain, review and reasonably utilize any base flood elevation and floodway data from federal, state, or other sources, including information obtained pursuant to sections 60-896(7)a2, 60-898(1)a, and 60-900(4) in order to administer section 60-898~~
- ~~(3) Make interpretations of the location of boundaries of special flood hazard areas shown on the maps described in section 60-894~~
- ~~(4) In the review of flood hazard development permit applications, determine that all necessary permits have been obtained from those federal, state, and local government agencies from which prior approval is required by federal or state law, including but not limited to section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 USC 1334;~~
- ~~(5) Notify adjacent municipalities, the department of environmental protection, the state planning office (floodplain management program), and FEMA prior to any alteration or relocation of a watercourse;~~
- ~~(6) Issue a two part flood hazard development permit for elevated structures. Part I shall authorize the applicant to build a structure to and including the first horizontal floor only above the base flood level. At that time the applicant shall provide the community development office Planning and Development Department with an application for part II of the flood hazard development permit and shall include an elevation certificate completed by a registered state surveyor for compliance with the elevation requirements of section 60-898(6), (7), (8) and (10). Following review of the application, which review shall take place within 72 hours of receipt of the application, the community development office Planning and Development Department shall issue part II of the flood hazard development permit. Part II shall authorize the applicant to complete the construction project; and~~
- ~~(7) Maintain, as a permanent record, copies of all flood hazard development permits issued and data relevant thereto, including reports of the board of appeals on variances granted under the provisions of section 60-901, and copies of elevation certificates and certificates of compliance required under section 60-899~~

~~(Ord. of 9-21-2009, § 5.1D)~~

All developments in areas of special flood hazard shall meet the following applicable standards:

A. All Development - All development shall:

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1. be designed or modified and adequately anchored to prevent flotation (excluding piers and docks), collapse or lateral movement of the development resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
 2. use construction materials that are resistant to flood damage;
 3. use construction methods and practices that will minimize flood damage; and,
 4. use electrical, heating, ventilation, plumbing, and air conditioning equipment, and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during flooding conditions.
- B. Water Supply** - All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the systems.
- C. Sanitary Sewage Systems** - All new and replacement sanitary sewage systems shall be designed and located to minimize or eliminate infiltration of flood waters into the system and discharges from the system into flood waters.
- D. On Site Waste Disposal Systems** - On site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during floods.
- E. Watercourse Carrying Capacity** - All development associated with altered or relocated portions of a watercourse shall be constructed and maintained in such a manner that no reduction occurs in the flood carrying capacity of the watercourse.
- F. Residential** - New construction or substantial improvement of any residential structure located within:
1. Zones AE shall have the lowest floor (including basement) elevated to at least one foot above the base flood elevation.
 2. Zone A shall have the lowest floor (including basement) elevated to at least one foot above the base flood elevation utilizing information obtained pursuant to Section 60-894.H.1.b.; Section 60-896.B; or Section 60-899.D.
- G. Non Residential** - New construction or substantial improvement of any non-residential structure located within:
1. Zones AE shall have the lowest floor (including basement) elevated to at least one foot above the base flood elevation, or together with attendant utility and sanitary facilities shall:
 - a. be floodproofed to at least one foot above the base flood elevation so that below that elevation the structure is watertight with walls substantially impermeable to the passage of water;
 - b. have structural components capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy; and,

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c. be certified by a registered professional engineer or architect that the floodproofing design and methods of construction are in accordance with accepted standards of practice for meeting the provisions of this section. Such certification shall be provided with the application for a Flood Hazard Development Permit, as required by Section 60-894.K. and shall include a record of the elevation above mean sea level to which the structure is floodproofed.

2. Zone A shall have the lowest floor (including basement) elevated to at least one foot above the base flood elevation utilizing information obtained pursuant to Section 60-894.H.1.b.; Section 60-896.B; or Section 60-899.D., or

a. together with attendant utility and sanitary facilities meet the floodproofing standards of Section 60-897.G.1.

H. **Manufactured Homes** - New or substantially improved manufactured homes located within:

1. Zones AE shall:

a. be elevated such that the lowest floor (including basement) of the manufactured home is at least one foot above the base flood elevation;

b. be on a permanent foundation, which may be poured masonry slab or foundation walls, with hydraulic openings, or may be reinforced piers or block supports, any of which support the manufactured home so that no weight is supported by its wheels and axles; and,

c. be securely anchored to an adequately anchored foundation system to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to:

(1) over-the-top ties anchored to the ground at the four corners of the manufactured home, plus two additional ties per side at intermediate points (manufactured homes less than 50 feet long require one additional tie per side); or by,

(2) frame ties at each corner of the home, plus five additional ties along each side at intermediate points (manufactured homes less than 50 feet long require four additional ties per side).

(3) all components of the anchoring system described in Section 60-897.H.1.c.(1) & (2) shall be capable of carrying a force of 4800 pounds.

2. Zone A shall:

a. be elevated on a permanent foundation, as described in Section 60-897.H.1.b., such that the lowest floor (including basement) of the manufactured home is at least one foot above the base flood elevation utilizing information obtained pursuant to Section 60-894.H.1.b.; Section 60-896.B; or Section 60-899.D.; and

b. meet the anchoring requirements of Section 60-897.H.1.c.

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I. Recreational Vehicles - Recreational Vehicles located within:

1. Zones A and AE shall either:

- a. be on the site for fewer than 180 consecutive days,
- b. be fully licensed and ready for highway use. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or,
- c. be permitted in accordance with the elevation and anchoring requirements for "manufactured homes" in Section 60-897.H.1.

J. Accessory Structures - Accessory Structures, as defined in Section 60-904, located within Zones A and AE, shall be exempt from the elevation criteria required in Section 60-897.F. & G. above, if all other requirements of Section 60-897 and all the following requirements are met. Accessory Structures shall:

- 1. be 500 square feet or less and have a value less than \$3000;
- 2. have unfinished interiors and not be used for human habitation;
- 3. have hydraulic openings, as specified in Section 60-897.L.2., in at least two different walls of the accessory structure;
- 4. be located outside the floodway;
- 5. when possible be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters and be placed further from the source of flooding than is the primary structure; and,
- 6. have only ground fault interrupt electrical outlets. The electric service disconnect shall be located above the base flood elevation and when possible outside the Special Flood Hazard Area.

K. Floodways -

- 1. In Zone AE riverine areas, encroachments, including fill, new construction, substantial improvement, and other development shall not be permitted within a regulatory floodway which is designated on the community's Flood Insurance Rate Map, unless a technical evaluation certified by a registered professional engineer is provided demonstrating that such encroachments will not result in any increase in flood levels within the community during the occurrence of the base flood discharge.
- 2. In Zones A and AE riverine areas for which no regulatory floodway is designated, encroachments, including fill, new construction, substantial improvement, and other development shall not be permitted in the floodway as determined in Section 60-

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897.K.3. unless a technical evaluation certified by a registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing development and anticipated development:

a. will not increase the water surface elevation of the base flood more than one foot at any point within the community; and,

b. is consistent with the technical criteria contained in Chapter 5 entitled "Hydraulic Analyses," *Flood Insurance Study - Guidelines and Specifications for Study Contractors*, (FEMA 37).

3. In Zones A and AE riverine areas for which no regulatory floodway is designated, the regulatory floodway is determined to be the channel of the river or other water course and the adjacent land areas to a distance of one-half the width of the floodplain as measured from the normal high water mark to the upland limit of the floodplain.

L. Enclosed Areas Below the Lowest Floor - New construction or substantial improvement of any structure in Zones A and AE that meets the development standards of Section 60-897, including the elevation requirements of Section 60-897, paragraphs F, G, or H and is elevated on posts, columns, piers, piles, "stilts," or crawlspaces may be enclosed below the base flood elevation requirements provided all the following criteria are met or exceeded:

1. Enclosed areas are not "basements" as defined in Section 60-904;

2. Enclosed areas shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of flood water. Designs for meeting this requirement must either:

a. be engineered and certified by a registered professional engineer or architect; or,

b. meet or exceed the following minimum criteria:

(1) a minimum of two openings having a total net area of not less than one square inch for every square foot of the enclosed area;

(2) the bottom of all openings shall be below the base flood elevation and no higher than one foot above the lowest grade; and,

(3) openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the entry and exit of flood waters automatically without any external influence or control such as human intervention, including the use of electrical and other non-automatic mechanical means;

3. The enclosed area shall not be used for human habitation; and,

4. The enclosed areas are usable solely for building access, parking of vehicles, or storage.

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M. **Bridges** - New construction or substantial improvement of any bridge in Zones A and AE shall be designed such that:

1. when possible, the lowest horizontal member (excluding the pilings, or columns) is elevated to at least one foot above the base flood elevation; and
2. a registered professional engineer shall certify that:
 - a. the structural design and methods of construction shall meet the elevation requirements of this section and the floodway standards of Section 60-897.K.; and
 - b. the foundation and superstructure attached thereto are designed to resist flotation, collapse and lateral movement due to the effects of wind and water loads acting simultaneously on all structural components. Water loading values used shall be those associated with the base flood.

N. **Containment Walls** - New construction or substantial improvement of any containment wall located within:

1. Zones A and AE shall:
 - a. have the containment wall elevated to at least one foot above the base flood elevation;
 - b. have structural components capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy; and,
 - c. be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting the provisions of this section. Such certification shall be provided with the application for a Flood Hazard Development Permit, as required by Section 60-894.K.

O. **Wharves, Piers and Docks** - New construction or substantial improvement of wharves, piers, and docks are permitted in Zones A and AE, in and over water and seaward of mean high tide, if the following requirements are met:

1. wharves, piers, and docks shall comply with all applicable local, state, and federal regulations; and
2. for commercial wharves, piers, and docks, a registered professional engineer shall develop or review the structural design, specifications, and plans for the construction.

Sec. 60-898. - ~~Development standards~~Certificate of Compliance.

~~All development in areas of special flood hazard shall meet the following applicable standards:~~

- ~~(1) New construction or substantial improvement of any structure shall:~~

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- ~~a. Be designed or modified and adequately anchored to prevent flotation, collapse or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;~~
- ~~b. Use construction materials that are resistant to flood damage;~~
- ~~c. Use construction methods and practices that will minimize flood damage; and~~
- ~~d. Use electrical, heating, ventilation, plumbing, and air conditioning equipment, and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during flooding conditions.~~
- ~~(2) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems.~~
- ~~(3) All new and replacement sanitary sewage systems shall be designed and located to minimize or eliminate infiltration of floodwaters into the system and discharges from the system into floodwaters.~~
- ~~(4) On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during floods.~~
- ~~(5) All development shall be constructed and maintained in such a manner that no reduction occurs in the flood carrying capacity of any watercourse.~~
- ~~(6) New construction or substantial improvement of any residential structure located within:
 - ~~a. Zones A1-30, AE and AH shall have the lowest floor, including basement, elevated to at least one foot above the base flood elevation.~~
 - ~~b. Zones AO and AH shall have adequate drainage paths around structures on slopes, to guide floodwater away from the proposed structures.~~
 - ~~c. Zone AO shall have the lowest floor, including basement, elevated above the highest adjacent grade:
 - ~~1. At least one foot higher than the depth specified in feet on the community's flood insurance rate map; or~~
 - ~~2. At least three feet if no depth number is specified.~~~~
 - ~~d. Zone A shall have the lowest floor, including basement, elevated to at least one foot above the base flood elevation utilizing information obtained pursuant to sections 60-896(7)a2, 60-897(2), or 60-900(4).~~~~
- ~~(7) New construction or substantial improvement of any nonresidential structure located within:
 - ~~a. Zones A1-30, AE and AH shall have the lowest floor (including basement) elevated to at least one foot above the base flood elevation, or together with attendant utility and sanitary facilities shall:
 - ~~1. Be floodproofed to at least one foot above the base flood level so that below that elevation the structure is watertight with walls substantially impermeable to passage of water;~~
 - ~~2. Have structural components capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy; and~~
 - ~~3. Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for~~~~~~

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~~meeting the provisions of this section. Such certification shall be provided with the application for a flood hazard development permit, as required by section 60-896(10) and shall include a record of the elevation above mean sea level to which the structure is floodproofed.~~

- ~~b. Zones AO and AH shall have adequate drainage paths around structures on slopes, to guide floodwater away from them.~~
- ~~c. Zone AO shall have the lowest floor, including basement, elevated above adjacent grade:
 - ~~1. At least one foot higher than the depth specified in feet on the community's flood insurance rate map;~~
 - ~~2. At least three feet if no depth number is specified; or~~
 - ~~3. Together with attendant utility and sanitary facilities be floodproofed to meet the elevation requirements of this section and floodproofing standards of section 60-898(7)a.~~~~
- ~~d. Zone A shall have the lowest floor (including basement) elevated to at least one foot above the base flood elevation utilizing information obtained pursuant to sections 60-896(7)a2, 60-897(2), or 60-900(4).~~

~~(8) New or substantially improved manufactured homes located within:~~

- ~~a. Zones A1-30, AE or AH shall:
 - ~~1. Be elevated on a permanent foundation so that the lowest floor is at least one foot above the base flood elevation; and~~
 - ~~2. Be securely anchored to an adequately anchored foundation system to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to:
 - ~~(i) Over the top ties anchored to the ground at the four corners of the manufactured home, plus two additional ties per side at intermediate points (homes less than 50 feet long require one additional tie per side);~~
 - ~~(ii) Frame ties at each corner of the home, plus five additional ties along each side at intermediate points (homes less than 50 feet long require four additional ties per side); or~~
 - ~~(iii) All components of the anchoring system described in section 60-898(8)a shall be capable of carrying a force of 4,800 pounds.~~~~~~
- ~~b. Zones AO and AH shall have adequate drainage paths around structures on slopes, to guide floodwater away from them.~~
- ~~c. Zone AO shall have the lowest floor, including basement, elevated above the highest adjacent grade:
 - ~~1. At least one foot higher than the depth specified in feet on the community's flood insurance rate map; or~~
 - ~~2. At least three feet if no depth number is specified; and~~
 - ~~3. Meet the requirements of section 60-898(8)a1 and 2.~~~~

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- ~~d. Zone A shall have the lowest floor, including basement, elevated to at least one foot above the base flood elevation utilizing information obtained pursuant to sections 60-896(7)a2, 60-897(2), or 60-900(4).~~
- ~~e. Recreational vehicles located within zone AE shall either:
 - ~~1. Be on the site for fewer than 180 consecutive days;~~
 - ~~2. Be fully licensed and ready for highway use. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or~~
 - ~~3. Meet the permit requirements of elevation and anchoring requirements for "manufactured home" in division 6 of article XII of this chapter.~~~~

~~(9) Floodways.~~

- ~~a. In zones A1-30 and AE encroachments, including fill, new construction, substantial improvement, and other development shall not be permitted in riverine areas, for which a regulatory floodway is designated on the community's flood boundary and floodway map, unless a technical evaluation certified by a registered professional engineer is provided demonstrating that such encroachments will not result in any increase in flood levels within the community during the occurrence of the base flood discharge;~~
- ~~b. In zones A1-30 and AE riverine areas, for which no regulatory floodway is designated, encroachments, including fill, new construction, substantial improvement, and other development shall not be permitted unless a technical evaluation certified by a registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing development and anticipated development will not increase the water surface elevation of the base flood more than one foot at any point within the community; and~~
- ~~c. In zone A riverine areas, in which the regulatory floodway is determined to be the channel of the river or other watercourse and the adjacent land areas to a distance of one-half the width of the floodplain as measured from the normal high-water mark to the upland limit of the floodplain, encroachments, including fill, new construction, substantial improvement, and other development shall not be permitted unless a technical evaluation certified by a registered professional engineer is provided meeting the requirements of section 60-898(9)b.~~

~~(10) New construction or substantial improvement of any structure in zones A1-30, AE, AO, AH and A that meets the development standards of section 60-898, including the elevation requirements of section 60-898(6), (7) or (8) and is elevated on posts, columns, piers, piles, stilts, or crawl spaces less than three feet in height and may be enclosed below the elevation requirements provided all the following criteria are met or exceeded:~~

- ~~a. Walls, with the exception of crawl spaces less than three feet in height, shall not be part of the structural support of the building;~~
- ~~b. Enclosed areas are not "basements" as defined in section 60-892~~
- ~~c. Enclosed areas shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwater. Designs for meeting this requirement must either:
 - ~~1. Be certified by a registered professional engineer or architect; or~~~~

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~~2.—Meet or exceed the following minimum criteria:~~

- ~~(i)—A minimum of two openings having a total net area of not less than one square inch for every square foot of the enclosed area;~~
- ~~(ii)—The bottom of all openings shall be no higher than one foot above the lowest grade;~~
- ~~(iii)—Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the entry and exit of floodwaters automatically without any external influence of control such as human intervention, including the use of electrical and other nonautomatic mechanical means;~~

~~d.—The enclosed area shall not be used for human habitation; and~~

~~e.—The enclosed area may be used for building maintenance, access, parking vehicles, or storing of articles and equipment used for maintenance of the building.~~

~~(Ord. of 9-21-2009, § 5.1E)~~

No land in a special flood hazard area shall be occupied or used and no structure which is constructed or substantially improved shall be occupied until a Certificate of Compliance is issued by the Planning and Development Department subject to the following provisions:

A. For New Construction or Substantial Improvement of any elevated structure the applicant shall submit to the Planning and Development Department an Elevation Certificate completed by a Professional Land Surveyor, registered professional engineer, or architect, for compliance with Section 60-897, paragraphs F, G, or H.

B. The applicant shall submit written notification to the Planning and Development Department that the development is complete and complies with the provisions of this ordinance.

C. Within 10 working days, the Planning and Development Department shall:

- 1. review the Elevation Certificate and the applicant's written notification; and,
- 2. upon determination that the development conforms with the provisions of this ordinance, shall issue a Certificate of Compliance.

Sec. 60-899. - Certificate of compliance Review of Subdivisions and Development Proposals.

~~(a) No land in a special flood hazard area shall be occupied or used and no structure which is constructed or substantially improved shall be occupied until a certificate of compliance is issued by the community development office subject to the following provisions:~~

~~(1) The applicant shall submit an elevation certificate completed by:~~

~~a.—A registered state surveyor for compliance with section 60-898(6), (7), (8) or (9); and~~

~~b.—A registered professional engineer or architect, in case of floodproofed nonresidential structures, for compliance with section 60-898(7); and~~

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~~(2) The application for a certificate of compliance shall be submitted by the applicant in writing along with a completed elevation certificate to the community development office.~~

~~(b) The community development office shall review the application within ten working days of receipt of the application and shall issue a certificate of compliance, provided the building conforms to the provisions of this division.~~

~~(Ord. of 9-21-2009, § 5.1F)~~

The Planning Board shall, when reviewing subdivisions and other proposed developments that require review under other federal law, state law or local ordinances or regulations and all projects on 5 or more disturbed acres, or in the case of manufactured home parks divided into two or more lots, assure that:

A. All such proposals are consistent with the need to minimize flood damage.

B. All public utilities and facilities, such as sewer, gas, electrical and water systems are located and constructed to minimize or eliminate flood damages.

C. Adequate drainage is provided so as to reduce exposure to flood hazards.

D. All proposals include base flood elevations, flood boundaries, and, in a riverine floodplain, floodway data. These determinations shall be based on engineering practices recognized by the Federal Emergency Management Agency.

E. Any proposed development plan must include a condition of plan approval requiring that structures on any lot in the development having any portion of its land within a Special Flood Hazard Area, are to be constructed in accordance with Section 60-897 of this ordinance. Such requirement will be included in any deed, lease, purchase and sale agreement, or document transferring or expressing an intent to transfer any interest in real estate or structure, including but not limited to a time-share interest. The condition shall clearly articulate that the municipality may enforce any violation of the construction requirement and that fact shall also be included in the deed or any other document previously described. The construction requirement shall also be clearly stated on any map, plat, or plan to be signed by the Planning Board or local reviewing authority as part of the approval process.

Sec. 60-900. - Review of subdivision and development proposals Appeals and Variances.

~~The planning board shall, when reviewing subdivisions and other proposed developments that require review under other federal law, state law or local ordinances, ensure that:~~

~~(1) All such proposals are consistent with the need to minimize flood damage.~~

~~(2) All public utilities and facilities, such as sewer, gas, electrical and water systems are located and constructed to minimize or eliminate flood damages.~~

~~(3) Adequate drainage is provided so as to reduce exposure to flood hazards.~~

~~(4) All proposals include base flood elevation and, in a riverine floodplain, floodway data.~~

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~~(5) Any proposed development plan shall include a statement that the developer will require that structures on lots in the development be constructed in accordance with section 60-898 and that such requirement will be included in any deed, lease, or document transferring or expressing an intent to transfer any interest in real estate or structure. The statement shall clearly articulate that the municipality may enforce any violation of the construction requirement and that fact shall also be included in the deed or any other document previously described. The construction requirement shall also be stated on any map, plat, or plan to be signed by the planning board or local reviewing authority as part of the approval process.~~

~~(Ord. of 9-21-2009, § 5.1G)~~

The Board of Appeals of the City of Auburn may, upon written application of an aggrieved party, hear and decide appeals where it is alleged that there is an error in any order, requirement, decision, or determination made by, or failure to act by, the Code Enforcement Officer or Planning Board in the administration or enforcement of the provisions of this Ordinance.

The Board of Appeals may grant a variance from the requirements of this Ordinance consistent with state law and the following criteria:

A. Variances shall not be granted within any designated regulatory floodway if any increase in flood levels during the base flood discharge would result.

B. Variances shall be granted only upon:

1. a showing of good and sufficient cause; and,

2. a determination that should a flood comparable to the base flood occur, the granting of a variance will not result in increased flood heights, additional threats to public safety, public expense, or create nuisances, cause fraud or victimization of the public or conflict with existing local laws or ordinances; and,

3. a showing that the issuance of the variance will not conflict with other state, federal or local laws or ordinances; and,

4. a determination that failure to grant the variance would result in "undue hardship," which in this sub-section means:

a. that the land in question cannot yield a reasonable return unless a variance is granted; and,

b. that the need for a variance is due to the unique circumstances of the property and not to the general conditions in the neighborhood; and,

c. that the granting of a variance will not alter the essential character of the locality; and,

d. that the hardship is not the result of action taken by the applicant or a prior owner.

C. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief, and the Board of Appeals may impose such conditions to a variance as it deems necessary.

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D. Variances may be issued for new construction, substantial improvements, or other development for the conduct of a functionally dependent use provided that:

1. other criteria of Section 60-900 and Section 60-897.K. are met; and,
2. the structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.

E. Variances may be issued for the repair, reconstruction, rehabilitation, or restoration of Historic Structures upon the determination that:

1. the development meets the criteria of Section 60-900, paragraphs A. through D. above; and,
2. the proposed repair, reconstruction, rehabilitation, or restoration will not preclude the structure's continued designation as a Historic Structure and the variance is the minimum necessary to preserve the historic character and design of the structure.

F. Any applicant who meets the criteria of Section 60-900, paragraphs A. through E. shall be notified by the Board of Appeals in writing over the signature of the Chairman of the Board of Appeals that:

1. the issuance of a variance to construct a structure below the base flood level will result in greatly increased premium rates for flood insurance up to amounts as high as \$25 per \$100 of insurance coverage;
2. such construction below the base flood level increases risks to life and property; and,
3. the applicant agrees in writing that the applicant is fully aware of all the risks inherent in the use of land subject to flooding, assumes those risks and agrees to indemnify and defend the municipality against any claims filed against it that are related to the applicant's decision to use land located in a floodplain and that the applicant individually releases the municipality from any claims the applicant may have against the municipality that are related to the use of land located in a floodplain.

G. Appeal Procedure for Administrative and Variance Appeals

1. An administrative or variance appeal may be taken to the Board of Appeals by an aggrieved party within thirty days after receipt of a written decision of the Code Enforcement Officer or Planning Board.
2. Upon being notified of an appeal, the Code Enforcement Officer or Planning Board, as appropriate, shall transmit to the Board of Appeals all of the papers constituting the record of the decision appealed from.
3. The Board of Appeals shall hold a public hearing on the appeal within thirty-five days of its receipt of an appeal request.
4. The person filing the appeal shall have the burden of proof.

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- ~~5. The Board of Appeals shall decide all appeals within thirty-five days after the close of the hearing, and shall issue a written decision on all appeals.~~
- ~~6. The Board of Appeals shall submit to the Planning and Development Department and Code Enforcement Officer a report of all variance actions, including justification for the granting of the variance and an authorization for the Planning and Development Department to issue a Flood Hazard Development Permit, which includes any conditions to be attached to said permit.~~
- ~~7. Any aggrieved party who participated as a party during the proceedings before the Board of Appeals may take an appeal to Superior Court in accordance with State laws within forty-five days from the date of any decision of the Board of Appeals.~~

Sec. 60-901. -~~Appeals and variances~~Enforcement and Penalties.

- ~~(a) The board of appeals of the city may, upon written application of an aggrieved party, hear and decide appeals from determination of the code enforcement officer in the administration of the provisions of this division.~~
- ~~(b) The board of appeals may grant a variance from the requirements of this division consistent with state law and the following criteria:
 - ~~(1) Variances shall not be granted within any designated regulatory floodway if any increase in flood levels during the base flood discharge would result.~~
 - ~~(2) Variances shall be granted only upon:
 - ~~a. A showing of good and sufficient cause;~~
 - ~~b. A determination that should a flood comparable to the base flood occur, the granting of a variance will not result in increased flood heights, additional threats to public safety, public expense, or created nuisances, cause fraud or victimization of the public or conflict with existing local laws or ordinances;~~
 - ~~c. A showing that the existence of the variance will not conflict with other state, federal or local laws or ordinances; and~~
 - ~~d. A determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.~~~~
 - ~~(3) Variances may be issued by a community for new construction, substantial improvements, or other development for the conduct of a functionally dependent use provided that:
 - ~~a. Other criteria or section 60-901 and section 60-898(9) are met;~~
 - ~~b. The structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.~~~~
 - ~~(4) Variances may be issued for the repair, reconstruction, rehabilitation, or restoration of historic structure upon the determination that:
 - ~~a. The development meets the criteria of subsection (b)(1) through (3) of this section; and~~
 - ~~b. The proposed repair, reconstruction, rehabilitation, or restoration will not preclude the structure's continued designation as an historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.~~~~~~

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~~(5) Any applicant who meets the criteria of subsections (b)(1) through (4) of this section shall be notified by the board of appeals in writing over the signature of the Chairman of the board of appeals that:~~

~~a. The issuance of a variance to construct a structure below the base flood level will result in greatly increased premium rates for flood insurance up to amounts as high as \$25.00 per \$100.00 of insurance coverage;~~

~~b. Such construction below the base flood level increases risks to life and property; and~~

~~c. The applicant agrees in writing that the applicant is fully aware of all the risks inherent in the use of land subject to flooding, assumes those risks and agrees to indemnify and defend the municipality against any claims filed against it that are related to the applicant's decision to use land located in a floodplain and that the applicant individually releases the municipality from any claims the applicant may have against the municipality that are related to the use of land located in a floodplain.~~

~~(Ord. of 9-21-2009, § 5.1H)~~

~~A. It shall be the duty of the Code Enforcement Officer to enforce the provisions of this Ordinance pursuant to Title 30-A MRSA § 4452.~~

~~B. The penalties contained in Title 30-A MRSA § 4452 shall apply to any violation of this Ordinance.~~

~~C. In addition to any other actions, the Code Enforcement Officer, upon determination that a violation exists, may submit a declaration to the Administrator of the Federal Insurance Administration requesting a denial of flood insurance. The valid declaration shall consist of:~~

~~1. the name of the property owner and address or legal description of the property sufficient to confirm its identity or location;~~

~~2. a clear and unequivocal declaration that the property is in violation of a cited State or local law, regulation, or ordinance;~~

~~3. a clear statement that the public body making the declaration has authority to do so and a citation to that authority;~~

~~4. evidence that the property owner has been provided notice of the violation and the prospective denial of insurance; and,~~

~~5. a clear statement that the declaration is being submitted pursuant to Section 1316 of the National Flood Insurance Act of 1968, as amended.~~

Secs. 60-902 – Validity and Severability.

If any section or provision of this Ordinance is declared by the courts to be invalid, such decision shall not invalidate any other section or provision of this Ordinance.

Secs. 60-903 – Conflict With Other Ordinances.

This Ordinance shall not in any way impair or remove the necessity of compliance with any other applicable rule, ordinance, regulation, bylaw, permit, or provision of law. Where this

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Ordinance imposes a greater restriction upon the use of land, buildings, or structures, the provisions of this Ordinance shall control.

Secs. 60-904 – Definitions.

Unless specifically defined below, words and phrases used in this Ordinance shall have the same meaning as they have at common law and to give this Ordinance its most reasonable application. Words used in the present tense include the future, the singular number includes the plural, and the plural number includes the singular. The word "may" is permissive; "shall" is mandatory and not discretionary.

Accessory Structure - means a small detached structure that is incidental and subordinate to the principal structure.

Adjacent Grade - means the natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

Area of Special Flood Hazard - means the land in the floodplain having a one percent or greater chance of flooding in any given year, as specifically identified in the Flood Insurance Study cited in Section 60-892 of this Ordinance.

Base Flood - means the flood having a one percent chance of being equaled or exceeded in any given year, commonly called the 100-year flood.

Basement - means any area of the building having its floor subgrade (below ground level) on all sides.

Building - see **Structure**.

Certificate of Compliance - A document signed by the Code Enforcement Officer stating that a structure is in compliance with all of the provisions of this Ordinance.

Code Enforcement Officer - A person certified under Title 30-A MRSA, Section 4451 (including exceptions in subsection 4451, paragraph 1) and employed by a municipality to enforce all applicable comprehensive planning and land use laws and ordinances.

Development - means any man made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation, drilling operations or storage of equipment or materials.

Elevated Building - means a non-basement building

- a. built, in the case of a building in Zones A or AE, to have the top of the elevated floor elevated above the ground level by means of pilings, columns, post, piers, or "stilts;" and
- b. adequately anchored so as not to impair the structural integrity of the building during a flood of up to one foot above the magnitude of the base flood.

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In the case of Zones A or AE, **Elevated Building** also includes a building elevated by means of fill or solid foundation perimeter walls with hydraulic openings sufficient to facilitate the unimpeded movement of flood waters, as required in Section 60-897.L..

Elevation Certificate - An official form (FEMA Form 81-31) that:

- a. is used to verify compliance with the floodplain management regulations of the National Flood Insurance Program; and,
- b. is required for purchasing flood insurance.

Flood or Flooding - means:

- a. A general and temporary condition of partial or complete inundation of normally dry land areas from:
 - 1. The overflow of inland or tidal waters.
 - 2. The unusual and rapid accumulation or runoff of surface waters from any source.
- b. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph a.1. of this definition.

Flood Elevation Study - means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations.

Flood Insurance Rate Map (FIRM) - means an official map of a community, on which the Federal Insurance Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community.

Flood Insurance Study - see **Flood Elevation Study**.

Floodplain or Flood-prone Area - means any land area susceptible to being inundated by water from any source (see flooding).

Floodplain Management - means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.

Floodplain Management Regulations - means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance, and erosion control ordinance) and other applications of police power. The term describes such state or local regulations, in any combination thereof, which provide standards for the purpose of flood damage prevention and reduction.

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Floodproofing - means any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and contents.

Floodway - see **Regulatory Floodway**.

Floodway Encroachment Lines - mean the lines marking the limits of floodways on federal, state, and local floodplain maps.

Freeboard - means a factor of safety usually expressed in feet above a flood level for purposes of floodplain management. Freeboard tends to compensate for the many unknown factors, such as wave action, bridge openings, and the hydrological effect of urbanization of the watershed that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions.

Functionally Dependent Use - means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

Historic Structure - means any structure that is:

- a. Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- b. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary of the Interior to qualify as a registered historic district;
- c. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- d. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 1. By an approved state program as determined by the Secretary of the Interior, or
 2. Directly by the Secretary of the Interior in states without approved programs.

Locally Established Datum - means, for purposes of this ordinance, an elevation established for a specific site to which all other elevations at the site are referenced. This elevation is generally not referenced to the National Geodetic Vertical Datum (NGVD), North American Vertical Datum (NAVD) or any other established datum and is used in areas where Mean Sea Level data is too far from a specific site to be practically used.

Lowest Floor - means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor,

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provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements described in Section 60-897.L. of this ordinance.

Manufactured Home - means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes the term manufactured home also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days.

Manufactured Home Park or Subdivision - means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

Mean Sea Level - means, for purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929, North American Vertical Datum (NAVD) or other datum, to which base flood elevations shown on a community's Flood Insurance Rate Map are referenced.

Minor Development - means all development that is not new construction or a substantial improvement, such as repairs, maintenance, renovations, or additions, whose value is less than 50% of the market value of the structure. It also includes, but is not limited to: accessory structures as provided for in Section 60-897.J., mining, dredging, filling, grading, paving, excavation, drilling operations, storage of equipment or materials, deposition or extraction of materials, public or private sewage disposal systems or water supply facilities that do not involve structures; and non-structural projects such as bridges, dams, towers, fencing, pipelines, wharves, and piers.

National Geodetic Vertical Datum (NGVD) - means the national vertical datum, whose standard was established in 1929, which is used by the National Flood Insurance Program (NFIP). NGVD was based upon mean sea level in 1929 and also has been called "1929 Mean Sea Level (MSL)".

New Construction - means structures for which the "start of construction" commenced on or after the effective date of the initial floodplain management regulations adopted by a community and includes any subsequent improvements to such structures.

North American Vertical Datum (NAVD)- means the national datum whose standard was established in 1988, which is the new vertical datum used by the National Flood Insurance Program (NFIP) for all new Flood Insurance Rate Maps. NAVD is based upon vertical datum used by other North American countries such as Canada and Mexico and was established to replace NGVD because of constant movement of the earth's crust, glacial rebound, and subsidence and the increasing use of satellite technology.

100-year flood - see **Base Flood**.

Recreational Vehicle - means a vehicle which is:

- a. built on a single chassis;
- b. 400 square feet or less when measured at the largest horizontal projection, not including slideouts;

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- c. designed to be self-propelled or permanently towable by a motor vehicle; and
- d. designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Regulatory Floodway -

- a. means the channel of a river or other water course and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot, and
- b. when not designated on the community's Flood Insurance Rate Map, it is considered to be the channel of a river or other water course and the adjacent land areas to a distance of one-half the width of the floodplain, as measured from the normal high water mark to the upland limit of the floodplain.

Riverine - means relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

Special Flood Hazard Area - see **Area of Special Flood Hazard**.

Start of Construction - means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, substantial improvement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, or modification of any construction element, whether or not that alteration affects the external dimensions of the building.

Structure - means, for floodplain management purposes, a walled and roofed building. A gas or liquid storage tank that is principally above ground is also a structure.

Substantial Damage - means, damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damage condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Substantial Improvement - means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. This term includes structures which have incurred substantial damage, regardless of the actual repair work performed. The term does not, however, include either:

- a. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code

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enforcement official and which are the minimum necessary to assure safe living conditions;
or

b. Any alteration of a Historic Structure, provided that the alteration will not preclude the structure's continued designation as a historic structure, and a variance is obtained from the community's Board of Appeals.

Variance - means a grant of relief by a community from the terms of a floodplain management regulation.

Violation - means the failure of a structure or development to comply with a community's floodplain management regulations.

Secs. 60-905 – Abrogation.

This ordinance repeals and replaces any municipal ordinance previously enacted to comply with the National Flood Insurance Act of 1968 (P.L. 90-488, as amended).

Secs. 60-902~~6~~—60-920. - Reserved.



City Council Agenda Information Sheet

City of Auburn

Council Workshop Date: June 17, 2013

Order 46-06172013

Author: Clint Deschene, City Manager

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

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

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

Subject: Auburn Canoe and Kayak Rental

Information: Last year we had an agreement between the City Manager and Bethel Outdoor Adventures. It is the Managers interpretation of section 2-577 (Code of Ordinances) that an ongoing relationship requires council authorization. The uniqueness and quality of service of this venture last year were positive and it is the managers recommendation that he be authorized to sign documents to initiate a new agreement for 2 additional years and reevaluate for a possible proposal process.

Financial: Revenue sharing profit to the city \$100 +.

Action Requested at this Meeting: Consider approval

Previous Meetings and History: Workshop discussion on 6-3-2013

Attachments:

2012 Contract

Map

Letter from Jeffrey Parsons

*Agenda items are not limited to these categories.

LICENSE AGREEMENT

This Agreement made this _____ day of July, 2012, by and between the City of Auburn, a municipal corporation duly authorized under the laws of the State of Maine, (hereinafter the "City,") and Bethel Outdoor Adventure, a Maine corporation with a principle place of business in Bethel, Maine.

WHEREAS, the City is the owner of certain property located near the banks of the Androscoggin River in Auburn, Maine, which property is suitable for recreational purposes; and

WHEREAS Bethel Outdoor Adventure is a recreational business, which operates, among other things, canoe and kayak rentals to the general public; and

WHEREAS the City is desirous of encouraging recreational business development along the Androscoggin River Corridor; and

WHEREAS a recent local study proposed this type of recreational business for the Androscoggin River Corridor; and

WHEREAS, pursuant to Section 2-577 of the Auburn City Ordinances, the City Manager is authorized to allow the property to be used for private purposes, when in the City Manager's opinion the circumstances especially so warrant and the terms are specified.

Now, therefore, for consideration, and pursuant to the terms of this Agreement, the parties agree as follows:

1. The City hereby licenses the property, as described in the map attached hereto as Exhibit A ("Licensed Premises"), to Bethel Outdoor Adventure for the purposes of storing and renting canoes and kayaks to the general public for use on the Androscoggin River.
2. The term of this Agreement shall be from Thursday, July 16, 2012 through September 10, 2012, inclusive.
3. In consideration for this license, Bethel Outdoor Adventure agrees to pay to the City of Auburn ten percent (10%) of all sales revenue for canoe and kayak rentals in Auburn, but in no circumstances shall Bethel Outdoor Adventures' payment under this section exceed one hundred dollars (\$100.00).
4. The Licensed Premises shall be used solely for the purposes of storing the canoes, kayaks, and accessory equipment required for the use of the canoes and kayaks, and for the occupation by employees of Bethel Outdoor Adventure for the purposes of renting these canoes and kayaks to the general public. The license covers only the Licensed Premises, and do not include any specific parking areas or spaces contiguous to the Licensed Premises. All employees of Bethel Outdoor Adventure will have to find suitable public parking as required.

5. The hours of operation of the business pursuant to this License Agreement shall be 11:00 a.m. to 7 p.m. seven days per week. Bethel Outdoor Adventure may not operate its business at this location for any other hours without the express written consent of the City.
6. Bethel Outdoor Adventure shall be responsible to keep the Licensed Premises clean and clear of all litter, repair any damage caused by them to the Licensed Premises, and shall return the Licensed Premises, at the termination of this Agreement, to the condition it was in at the beginning of the term.
7. Through the term of this License Agreement Bethel Outdoor Adventure agrees to maintain in full force and effect a policy or policies of comprehensive general liability insurance, with contract liability coverage, with respect to all of Bethel Outdoor Adventure's operations and activities, on or about the Licensed Premises, affording minimum coverage of not less than \$1,000,000.00 combined single limit for injury or death to any one or more persons and for property damage. The City shall be named as an additional insured with respect to such policy or policies, and such policy or policies shall be non-cancellable with respect to the City except upon ten (10) days written notice to the City. A duplicate certificate thereof shall be delivered to the City. Bethel Outdoor Adventure agrees that the Licensed Premises shall not be occupied during the term of the license, or any extension there, for any purpose usually denominated extra-hazardous as to fire or other hazard by fire insurance companies. Bethel Outdoor Adventure will indemnify and save the City harmless from and against any and all claims, actions, damages, liability, and expense in connection with loss of life, personal injury and/or damage to property of others arising from or out of any occurrence in, upon or at the Licensed Premises or any part thereof, wholly or in part, by any act or omission of Bethel Outdoor Adventure, their agents, contractors, employees, or business invitees. In case that the City shall, without fault on its part, be made party to any litigation commenced by or against Bethel Outdoor Adventure, arising out of any fault or negligence of said Bethel Outdoor Adventure, its agents, contractors, employees, or business invitees, then Bethel Outdoor Adventure shall pay all costs and reasonable attorney's fees incurred by or against the City by or in connection with such litigation, and Bethel Outdoor Adventure shall and will also pay all costs and reasonable attorney's fees incurred by the City in enforcing the agreements, terms and provisions of this License Agreement.
8. Bethel Outdoor Adventure may not assign this license or sublicense any part of the Licensed Premises without the prior written consent of the City, which consent may be withheld for any reason at the sole discretion of the City.
9. Bethel Outdoor Adventure shall maintain in full force during the term of this License Agreement a worker's compensation insurance policy with a Maine insurer authorized to provide said insurance, and in amounts and forms consistent with Maine state law.
10. The City or Bethel Outdoor Adventure may terminate this Agreement, at any time, without cause, upon seven days written notice to the other party. The City may terminate this Agreement without notice, for cause, should Bethel Outdoor Adventure violate the

terms of this license or if the activities operated by Bethel Outdoor Adventure are, in the sole opinion of the City, dangerous or hazardous to any person or property.

11. This Agreement is meant only as a license agreement to permit Bethel Outdoor Adventure to use certain property owned by the City. Bethel Outdoor Adventure at all times is a separate and distinct business entity and is solely responsible for the provision of any services as described within this License Agreement. Nothing in this Agreement shall be deemed to create any partnership, joint venture, or other business relationship between the City and Bethel Outdoor Adventure, except as specifically described in this License Agreement.

12. All covenants, promises, and agreements herein contained shall be binding upon and shall inure to the benefit of the respective successors or assigns of the parties hereto with respect to the subject matter hereof and all agreements, if any, whether oral or written, heretofore made by the parties hereto relative to the subject matter hereof shall be superseded by the terms and provisions of this License Agreement. No modification or amplification, oral or written, with respect to the covenants, conditions and terms herein contained shall be binding upon either party until confirmed in writing. Modification or amplification or invalidity of any of the provisions hereof shall not affect any of the remaining provisions hereof. This Agreement shall be interpreted and construed under the laws of the State of Maine. Any waiver by either party in regards to the terms of this Agreement shall constitute a waiver only of that specific occurrence, and shall not be deemed a waiver of any other covenants, promises, or agreements contained herein.

IN WITNESS WHEREOF, the undersigned, representing that they are duly authorized to act, have caused this instrument to be duly executed this _____ day of July, 2012

WITNESS:

CITY OF AUBURN

By: Clinton Deschene, City Manager

WITNESS:

BETHEL OUTDOOR ADVENTURE

By: _____

Its _____

Licensed Area



Lewistin Auburn Canoe and Kayaks

Bethel Outdoor Adventures Inc.

121 Mayville Road

Bethel ME 04217

Clint Deschenes, City Manager and the City Council

City of Auburn

60 Court Street

Auburn Me 04210

May 15th. 2013

Ref: Formal Letter of Interest, Canoe and Kayak Rental Agreement

Dear Mr Deschenes and the Council,

In 2012, for the first time, Lewiston/Auburn had a canoe and kayak livery service in the middle of the cities! We provided those canoes and kayaks all season, set up on Festival Plaza, received a great deal of good press coverage, operated safely conscientiously and consistently, and received applause from businesses and public alike. We believe we added a healthy and viable recreation possibility to downtown L/A, and added to the growing sense of pride that the cities have in the river and its recreational possibilities.

I am pleased to say that we believe the business has enough promise that we would like to continue. Please take this letter of my formal request to once again enter into an agreement with the City of Auburn to have space on the waterfront at Festival Plaza, and to operate from there. I would ask that our time be expanded to mid June to mid October, but giving me the license to adapt our hours as weather and demand dictate.

I hope that the City shares the excitement that has been created by our presence. We have Councillors from both sides of the river as avid supporters: Mayor LaBonte an enthusiastic proponent: the Economic Development office of Auburn loudly in support: the Chamber of Commerce wanting to see more: businesses asking how they can become involved. We are excited to be part of this development, and proud to stand with the City of Auburn as it promotes the resource which the Androscoggin has become.

Equally important is that we take our responsibilities as a community business very seriously. We believe in supporting efforts to educate and develop resources and youth, so our plan in 2013 (as in previous years) is to provide canoes gratis for the River Cleanup Day in June, make boats available to the ALT in its after hours paddle experience, run a properly guided adventure for the Auburn Recreation Department with 20 or so youngsters, support the Balloon Festival with expanded hours, support the Worumbo Race, support the Auburn Fire Department with canoes/kayaks – and generally be available to help L/A in its quest to develop the area and its resources, particularly its waterfront. We believe that small craft on the river is an inevitable development in the Twin Cities, as it is in many other cities across

the nation, and we stand ready to work with the City to develop the resource in a safe and responsible way. Our staff and our business have many years experience which we will gladly make available to the City as we move forward.

I would repeat my offer of last year, that we might well take any of your staff, and the City Council for a paddle at our location. A two hour period one evening would demonstrate just how much fun is to be had on the river, and with luck we might even get Mayor LaBonté to paddle along as guide and historical commentator! Seeing the city from the viewpoint of the river gives it a very different appearance. It is an integral part of the Cities' history, and it is exciting to be part of its rebirth.

Lastly, there is an old property at the southern side of the confluence of the Little Androscoggin with its big brother. My understanding is that the building is likely to be destroyed, and a park of some kind developed. I would ask to be kept apprised of developments. One of these days, hopefully, our presence in Auburn will increase, and I would like to be far sighted enough to tag and keep track of likely locations. That place is assuredly one!

Thank you for your time.

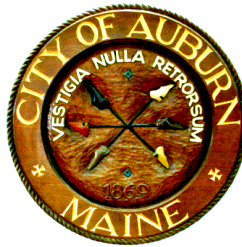
Yours sincerely,

Jeffrey Parsons

Lewiston Auburn Canoe and Kayak Rentals

A division of Bethel Outdoor Adventures Inc.

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
David Young, Ward Four



Leroy Walker, Ward Five
Belinda Gerry, At Large
Joshua Shea, At Large

Jonathan LaBonte, Mayor

IN CITY COUNCIL

ORDER 46-06172013

ORDERED, that the City Manager is hereby authorized to sign any and all documents needed to initiate a new agreement with Lewiston-Auburn Canoe and Kayaks, a division of Bethel Outdoor Adventures, Inc. for 2 additional years and to reevaluate for a possible proposal process.



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: June 17, 2013

Order 47-06172013

Author: Sue Clements-Dallaire, City Clerk

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

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

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

Subject: Special Amusement Permit – Eddy’s Drive-in Diner, DBA The Village Inn

Information: The Village Inn is requested a Special Amusement Permit. They would like to hold a Lobster Bake Event to kick off a summer long celebration of the family’s 50th year in business at their current location. They would like to provide entertainment (live bands) during the event and will be required to have a Special Amusement Permit in order to do so. This requires a public hearing and Council approval.

Financial: N/A

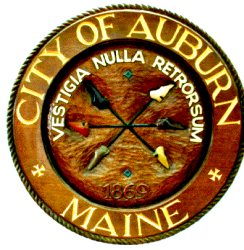
Action Requested at this Meeting: Public hear and staff recommends approval.

Previous Meetings and History: N/A

Attachments: Application

*Agenda items are not limited to these categories.

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
David Young, Ward Four



Leroy Walker, Ward Five
Belinda Gerry, At Large
Joshua Shea, At Large

Jonathan LaBonte, Mayor

IN CITY COUNCIL

ORDER 47-06172013

ORDERED, that the City Council hereby approves the request for a Special Amusement Permit for Eddy's Drive-in Diner, dba The Village Inn located at 165 High Street, Auburn, Maine.