



# City Council Meeting and Workshop

## November 19, 2012

### Agenda

#### 5:30 P.M. Workshop

- A. Committee Structure – Clint Deschene
- B. Council procedure for Board and Committee appointments – Clint Deschene
- C. Consent calendar – Clint Deschene
- D. Option agreement discussion on One Minot Avenue with an Executive Session pursuant to 1 M.R.S.A. §405(6)(C).
- E. Downtown Transit Station Funding discussion with an Executive Session pursuant to 1 M.R.S.A. §405(6)(C).

#### 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.
  1. **Order 91-11192012\***  
Designating Tribou Field, Sullivan Park, and Little Andy Park as “Safe Zones”.
  2. **Order 92-11192012\***  
Approving the property tax abatement located on Portland Way (Tax Map 79 Lot 70).
- II. **Minutes**
  - November 5, 2012
- III. **Reports**
  - Mayor’s Report**
  - City Councilors’ Reports**
  - City Manager’s Report**
  - Finance Director, Jill Eastman**
    - October 20 12 Monthly Report
    - Parking enforcement analysis
- IV. **Communications, Presentations and Recognitions**
- 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.

# Auburn City Council Meeting & Workshop

November 19, 2012

---

## VI. Unfinished Business

## VII. New Business

### 1. Order 93-11192012

Approving the property exchange on Lehoullier Drive.

### 2. Order 94-11192012

Approving the option agreement for 1 Minot Avenue.

### 3. Order 95-11192012

Authorizing the City Manager to allocate up to \$250,000 of additional funding to complete the Downtown Transit Station project.

## 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

## 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:** November 19, 2012

**Item** A

**Author:** Clinton Deschene, City Manager

**Subject:** Council Committees

**Information:** A goal of the Council on the manager's six month work plan included reviews of committee structure. Originally it was the intent to handle this at the annual goal-setting meeting, but during review it is clear that Council input would be helpful at this point.

During this process and observing Council meetings I feel there is "inefficiency" in Council Meetings, particularly workshops. Although there are many contributing factors, I think the area I would like the Council to concentrate on is the productivity of a 90 minute workshop before the actual Council meeting? In 90 minutes I find it a challenge to concentrate on policies while the Council is starting to get ready for a Council Meeting, and then moves away from policy and begins to just conduct business.

A solution to this could be removing the workshop process from the days of Council meetings. However, this would require additional meetings, with a benefit that Council meeting nights (1<sup>st</sup> & 3<sup>rd</sup> Mondays) would be shorter and start at 7:00.

The other option I am outlining in attached documents is a process where workshops would be more of a committee structure. The benefit in this approach is that most other municipalities or cities our size follow this approach. The reason is it allows more refined/concentrated conversation and removes the development process from regular meeting nights. I also feel it will lead to better more specific agenda packets because the committee would review in more detail.

This and supporting materials address the Council goal and my initial review.

**Financial:** none

**Action Requested at this Meeting:** Discuss with manager, share points, and select a direction to allow staff to prepare necessary procedures.

**Previous Meetings and History:** None

**Attachments:**

- Duties and Procedures
- Structure

# COMMITTEE DUTIES AND PROCEDURES

---

1. 5 Committees or Teams (These relate to Council and Community Level, Staff still cooperates more that structure “implies”.)
  - a. Health and Public Safety
  - b. Administration and Audit
  - c. Infrastructure and Facilities
  - d. Planning and Development
  - e. Transportation
2. Committees are to concentrate on policy review. Other duties may arise such as appointments to the external boards and committees, but the committees are not to direct staff. Committees are to review and research issues in relation to developing better policies.
3. Three Councilors Per Committee, appointments by Mayor
4. Each Committee names representative to the various external committees (i.e. Planning and Development would name a representative to LAEGC)
5. Action or review of action from external committees would be reviewed at committee level and reported back to full City Council for action requested.
6. New agenda items would be referred to committee by the Council prior to workshop or action. (i.e. The request to name Sullivan Square would have been referred to Infrastructure and Facilities and then an agenda form with recommended action would be work shopped by the full council.)
7. All items sent to Committee must come back to Council, even if no action recommended.
8. Budgets are not part of committee structure and would primarily be at the Council level.
9. Committee action is limited to items sent to them by external committees, referred by a majority vote of the Council, or directly related to Council / City Goals that are part of the City Manager Work Plan.
  - a. If a Committee feels that an item needs to be considered outside these three categories the majority of the Council must agree.
10. Staff members will be assigned to various committees for assistance. Committees must not direct staff but work policies and items for Council consideration.
11. The Committees will meet a minimum of once a month, schedule to be determined.
12. Committees will not discuss personnel matters or labor matters.
13. Meetings will have structure and policy. Aspects will include the requirement to post the meeting in advance, set a date, time, and location, and also the structure of minutes.
14. If a Council vote is not needed to conduct business then there is no need to send to a committee.
15. The City Manager may direct business directly to a committee when it is necessary for the business of the City. Further “time sensitivity” must be taken into account, this will create the need from time to time to not use the committee processes.
16. Some items may be referred to multiple committees.
17. The mayor may also set up ad-hoc committees for temporary issues.
18. Committee appointments would be created every two years in conjunction with elections.

## ITEMS THE COMMITTEE STRUCTURE CAN ADDRESS

1. The “outside” committees need a defined structure. By designating “outside” groups to the various Council subcommittees it is clear where they need to report information.

2. It is more efficient to get information at a subcommittee level due to time constraints of full Council Meeting.
3. Board Appointments can be more efficient and knowledgeable at a committee level. Full decision still rests with the City Council.
4. As agenda items come to the Council they can be directed to committees to help in prioritization.
5. Policy setting needs review and understanding. A committee will allow better review and clearer information to the full Council.

**SUMMARY**

The use of a committee structure is normal with Councils. Many cities use this concept. The use is more to promote efficient use of time.

# City of Auburn

## COUNCIL COMMITTEES

### COUNCIL COMMITTEE STRUCTURE

HEALTH & PUBLIC SAFETY    ADMINISTRATION    FACILITIES    PLANNING & DEVELOPMENT    TRANSPORTATION

#### DEPARTMENTS:

911	Assessing	Parks & Recreation	CDBG	Economic Development
Fire	City Clerk	Public Works - Engineering	Economic Development	Engineering -Public Works
Health & Social Services	Finance/Tax	Planning, Permitting & Code	Planning, Permitting & Code	Planning, Permitting & Code

Police  
Human Resources

Safety  
ICT

Library

#### BOARDS & COMMITTEES:

911	Audit	Community Forest	ABDC	Airport
Discharge	Board of Assessment	Energy	Auburn Housing	ATRC
LA Public Health	Cable TV	LAW/PCA	CDBG Advisory & Loan	Bike Ped
	Ethics	MMWAC	Comp Plan Implementation	LATC
	Investment	Recreation	LAEGC	Railroad
	Library Trustees	Recycling	Planning Board	
	School	Sewer Trustees	Zoning Board of Appeals	
		Water Trustees		



## City Council Workshop Information Sheet

City of Auburn

**Council Workshop Date:** November 19, 2012

**Item** B

**Author:** Clinton Deschene, City Manager

**Subject:** Appointment Procedure

---

### Information:

The City Council has attempted a new appointment process since I became manager. After 3-4 months using this unwritten policy I feel it was not operating well.

The need to make appointments is crucial to the function of various portions of the City. Not making these appointments can leave the City underrepresented, unable to meet quorum, or not having enough variety of opinion to allow good discussion. Additionally staff has recognized the ability to set expiration of term with uniformity. Meaning rather than every board having a different month, the City could direct all committees to have terms expire in the same month.

Since a new Council Committee structure is being proposed it seemed logical to present this procedure and coordinate appointments with the Council Committees. If the Council delays the larger committee structure the short term solution is to have the mayor adopt an appointment committee that will review the appointments for a recommendation to the full Council.

Key points also addressed in the new procedure include:

1. The definition of alternate member.
2. A new application form.
3. Vacancy guidelines.
4. Conflict of interest guidelines.
5. Removal procedures.

---

**Financial:** None

---

**Action Requested at this Meeting:** Authorize implementation for January 1<sup>st</sup>, 2013.

---

**Previous Meetings and History:** N/A

---

### Attachments:

- Application
- Appointment process

Thank you for volunteering to serve our community! The giving of your time is commendable and very much appreciated. Without people like you coming forward our community would not be as strong, vibrant, or as great as it is. Please complete this form and return it to the City Clerk's office. On behalf of all of us at the City of Auburn, thank you for being an outstanding citizen!

This is an application for:    New Appointment    Reappointment

Name: \_\_\_\_\_ Ward: \_\_\_\_\_ Years as an Auburn Resident: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1. Which board or committee would you like to serve on *(one per application please)*

\_\_\_\_\_

2. Please describe your education and/or experience or attach a resume:

\_\_\_\_\_

3. Why do you want to serve (please limit to 150 words or less. Please attach separately).

4. What do you hope to accomplish (please limit to 150 words or less. Please attach separately).

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. When serving on the Planning Board you may not serve on any other boards or committees.

For a list of our current Boards and Committees, please go to [www.auburnmaine.org](http://www.auburnmaine.org).

**CITY OF AUBURN**  
**PROPOSED BOARD AND COMMITTEE APPOINTMENT PROCESS**

The Committees of The City Council shall review all applications to boards or committees assigned per attachment "A" the Committees may interview applicants, including incumbents, for vacancies on all City boards, commissions and committees.

Committees may review term expirations and propose appointments as frequently as necessary. The Clerk shall notify the Committees, the Mayor, and the City Council members of the upcoming expirations and any current vacancies periodically, but no less than once per year.

Incumbents will receive a letter from the Clerk notifying them of the expiration of their term and letting them know they need to reapply. Additionally the Clerk shall post on the City website a notice of vacancy for at least 30 days. However, if a term becomes vacant due to a resignation, death, residency, disqualification, or other sudden vacancy, the committee may shorten or eliminate the 30 day posting. The Clerk will also notify all alternate members so that they may apply for full membership, if interested.

A notice shall be placed on the City's website. The Clerk may create an email group of neighborhood group contacts, Chamber contacts and other interested individuals to which the advertisement may be sent.

Resumes shall only be accepted during the posted period and must be postmarked no later than the deadline. Incumbents must reapply each time. All applicants are required to send a completed application form and it is highly recommended that they also send a resume and a cover letter to apply.

The Clerk shall notify the staff person to the committee in question, so that he/she can also have a conversation with any incumbents to let them know their term is expiring.

All committees will be provided with a brief description of that board's duties and the qualifications for appointment will be in the header, notebooks containing the ordinances/by-laws pertaining to each board or committee, and a list of the incumbents on all boards.

The Committee may vote by hand or by consensus on the nominee for each vacancy. If the Appointments Committee does not agree on a nominee, a vacancy may be re-advertised.

The day after the nominations are completed, the Clerk shall notify the employees who staff the committees, to let them know who is being nominated or that a position is being re-advertised. Also on that day, letters shall be sent to those applicants who are being nominated and to those who are not. Nominees shall be told when their appointment is going to the full Council agenda as a Consent Calendar item, and asked to attend the meeting.

Except for legal retention purposes, resumes will not be kept for future vacancies, once interviews have been held. The process shall start fresh each time, ensuring that resumes are current and received from applicants qualified to fill the positions.

The Clerk shall prepare the order for the Council meeting, noting the names, board to which members are being appointed and the term expiration date. At the meeting, the Mayor shall ask the new board members to stand and introduce themselves, once the order has passed.

The next day, after the Council appointments are passed, the Clerk shall send a letter to each new member, congratulating them, advising them of the expiration date of their term, telling them who the staff person is and letting them know they must be sworn in before their first meeting. A copy of this letter shall be sent to the staff person for that committee along with the new member's resume.

The website shall provide a complete list of all the board and committee members currently serving.

### **Alternate Member**

An alternate member shall participate in all meetings with the same rights as a full member, except they shall not have the right to vote. The right to vote shall only be conferred by a vote of full members present to fill an absence, temporarily vacated seat, or to replace a member who has removed themselves due a conflict of interest. The purpose of alternate members is to sustain a full voting board and to educate new interested persons before becoming a full member. It is the intent but not mandate of the Council to promote Alternate Members to full membership before accepting new members to a board or committee.

### **Reports and Vacancies**

A vacancy on any appointive board or commission of the city shall exist upon the occurrence of any of the following events:

- (a) Death of a member.
- (b) Resignation of a member.
- (c) Moving by a member of the member's place of residence from the City of Auburn. When a member moves from the City of Auburn, the vacancy shall occur immediately and the member shall not serve at any further meetings.
- (d) Failure of a member to attend more than three (3) consecutive meetings or absence from five (5) meetings during the preceding twelve-month period.

## **Reporting actions and vacancies.**

The chairman of each board or commission of the city shall certify or cause the secretary of the board or commission to certify to the city council each month the actions of said board or commission, together with the record of absences of members. In such report, the chairman or secretary of each such board or commission shall notify the city council of any vacancy occurring on such board or commission. In the event that a vacancy occurs, the board or commission may, by majority vote of its membership, exclusive of the member affected, recommend to the city council that the attendance provision be waived for cause, in which case no vacancy shall exist until the city council disapproves the recommendation.

## **Conflict of Interest - Appointment**

No relative of a City Councilor shall be appointed to any position appointed by the City Council so long as the Councilor continues to serve on the City Council. If the relative was serving in such position at the time of the Councilor's election, the relative may continue to serve until his/her term expires. As used in this policy, the term "relative" means parent, step-parent, spouse, sibling, step-sibling, child, step-child, grandparent, mother-in-law, father-in-law, son-in-law or daughter-in-law.

## **Removal from Office**

An official or officials who are alleged to have caused grounds for removal from office are subject to the "Policy for Removal of Officials Appointed to Boards, Commissions and Committees" approved as part of this policy.

### **PROPOSED POLICY FOR REMOVAL OF OFFICIALS APPOINTED TO BOARDS, COMMISSIONS AND COMMITTEES**

1. Purpose. The purpose of this policy is to have in place a process for the removal of officials appointed to boards, commissions and committees
2. Authority. The City Council exercises its authority to remove officials under Title 30-A, section 2601 which allows the removal for cause after notice and hearing.
3. Cause. All grounds constituting cause cannot be detailed. However, the following are examples of conduct which may result in removal for cause:
  - A. More than three consecutive absences or five absences within a calendar year, unexcused by the Board, Commission or Committee by majority vote. This subsection may not be used unless the records of the Board, Commission or Committee reflect the facts constituting grounds. Nothing in this subsection shall be interpreted to prevent an official from requesting a leave of absence from the Council for unusual circumstances. Unusual circumstances could include, but not be limited to, illness of the official or an immediate family member; temporary relocation for employment, military duty or educational reasons; and increased

temporary child care responsibilities. In making the decision whether or not to grant a leave of absence, the Council shall balance the needs of the City and the Board, Commission or Committee with the needs of the official.

- B. Inappropriate public conduct or conduct to other officials related to the office held. Examples include but are not limited to verbal abuse to other officials or members of the public, or obstruction of meetings of the Board, Commission or Committee.
- C. Impairment by alcoholic beverages or drugs at Board, Commission or Committee functions.
- D. Indictment or conviction (1) for a Class C or higher Crime, or (2) for a Class D or lower crime or a civil violation, directly or indirectly affecting the office held. Examples of Class D or lower crimes or civil violations affecting the office held would be shoplifting a compact disk where the office involved the handling of money; or violations of a protected resource where the Board, Commission or Committee deals with that resource. These provisions apply even when the conduct leading to the indictment or conviction has taken place outside the City of Auburn or State of Maine.
- E. Other reasons related to the good of the Committee, the City or the office held.

1. Removal procedure.

- A. Separation of roles. While a City Councilor sitting in a removal proceeding may be aware of the facts and circumstances leading to the proceeding, the City Council recognizes that no individual Councilor may prejudge the proceedings. Therefore, in a proceeding to remove an appointed official, the facts and circumstances shall be investigated by the City Manager or the City Manager's designee (hereinafter "the City Manager"), rather than an individual Councilor. Should allegations be brought to an individual Councilor, which the individual Councilor believes may be cause for removal, the individual Councilor shall turn the facts and circumstances over to the City Manager, and refer further inquiries to the City Manager. Inquiries to other Councilors shall be turned over to the City Manager. No Councilor shall participate in any removal hearing if that Councilor has an interest, a conflict, or is disqualified, under the Rules of Order and Procedure for Auburn City Council.
- B. Investigation. The City Manager shall investigate the allegations as soon as reasonably possible. If the City Manager determines the allegations create probable grounds for removal, the City Manager shall notify the official in writing that the City Manager is contemplating a recommendation to the City Council that the official

be removed, outlining the City Manager's reasons. The City Manager shall provide the official a reasonable amount of time to provide the official's position on the allegations, before the City Manager finalizes the recommendation to the City Council.

- C. **Hearing.** If the City Manager recommends removal, the City Council shall schedule a hearing on the official's removal. The hearing shall be scheduled at a time which will allow the City Manager and the official an adequate opportunity to prepare their presentations to the City Council. At the hearing, the City Manager shall present the City's case with the official's case following. The presentations may include witnesses and exhibits, including documents. The City Manager and the officials shall provide each other a list of witnesses and exhibits at least seven days before the hearing date unless another time is agreed upon. Each party shall be allowed to ask questions of the other party's witnesses. Evidence will be admissible if it is evidence which would be relied upon by persons in the conduct of serious affairs. This means, for example, that hearsay evidence will not be excluded, and that the procedure will be conducted according to the principles of fair play rather than of strict rules of evidence.
  
- D. **Confidentiality.** The hearing shall be conducted in open session unless the Council determines public discussion could reasonably be expected to cause damage to the official's reputation or the official's right to privacy would be violated. If the Council makes that determination, all related materials will be confidential until a final, non-appealable decision. Regardless of the Council's decision on public discussion, the official may request in writing that the hearing be conducted in open session, and that all related materials be public.

Even if the hearing is conducted in open session, it is not a public hearing. Stated differently, the only persons presenting testimony or evidence will be those persons selected by the City Manager or official. The general public will not be invited to testify at the hearing.

- E. **Decision.** After the City Council hears the evidence, it shall issue a written decision of those present and voting. The written decision shall state the facts and conclusions upon which the City Council relies in making its decision. If the written decision removes the official from office, the written decision shall become public as soon as it is a final, non-appealable, decision. The vote on the written decision shall be by majority vote.

5. Resignation.

If the official elects to resign at any stage of this process, the process shall terminate, and any pending investigation or hearing under this process shall cease.



# City Council Workshop Information Sheet

City of Auburn

**Council Workshop Date:** November 19, 2012

**Item** C

**Author:** Susan Clements-Dallaire, City Clerk

**Subject:** Consent Items

**Information:** The City Manager will review the consent items.

**Financial:** N/A

**Action Requested at this Meeting:** None

**Previous Meetings and History:** N/A

**Attachments:**



## City Council Workshop Information Sheet

City of Auburn

**Council Workshop Date:** November 19, 2012

**Item** D

**Author:** Roland G. Miller, Economic Development Director

**Subject:** Redevelopment of One Minot Avenue

---

**Information:** Building Solutions, holder of the option, will give a progress report to the City Council (executive session pursuant to 1 M.R.S.A. §405 (6)(C)) on the development of the project. The original option was issued on February 21, 2012, and contained an extension provision that was exercised. The new expiration date for the option is November 23, 2012. Building Solutions wishes to extend site control on One Minot Avenue to continue the process of assembling land to effectuate a significant redevelopment project along the Minot Avenue corridor.

---

**Financial:** To date Building Solutions has paid the City of Auburn \$10,000 non-refundable but applicable to the purchase price through option fees. They are ready to pay an additional \$5,000, non-refundable but applicable to the purchase price, for a 12 month extension to the current agreement.

---

**Action Requested at this Meeting:** Either of two actions will continue this project: 1) Extend the current agreement for 12 months for \$5,000 or 2) Grant a 30 day extension to the current agreement at no cost with the expectation of preparing a 12 month extension for action in December 2012.

---

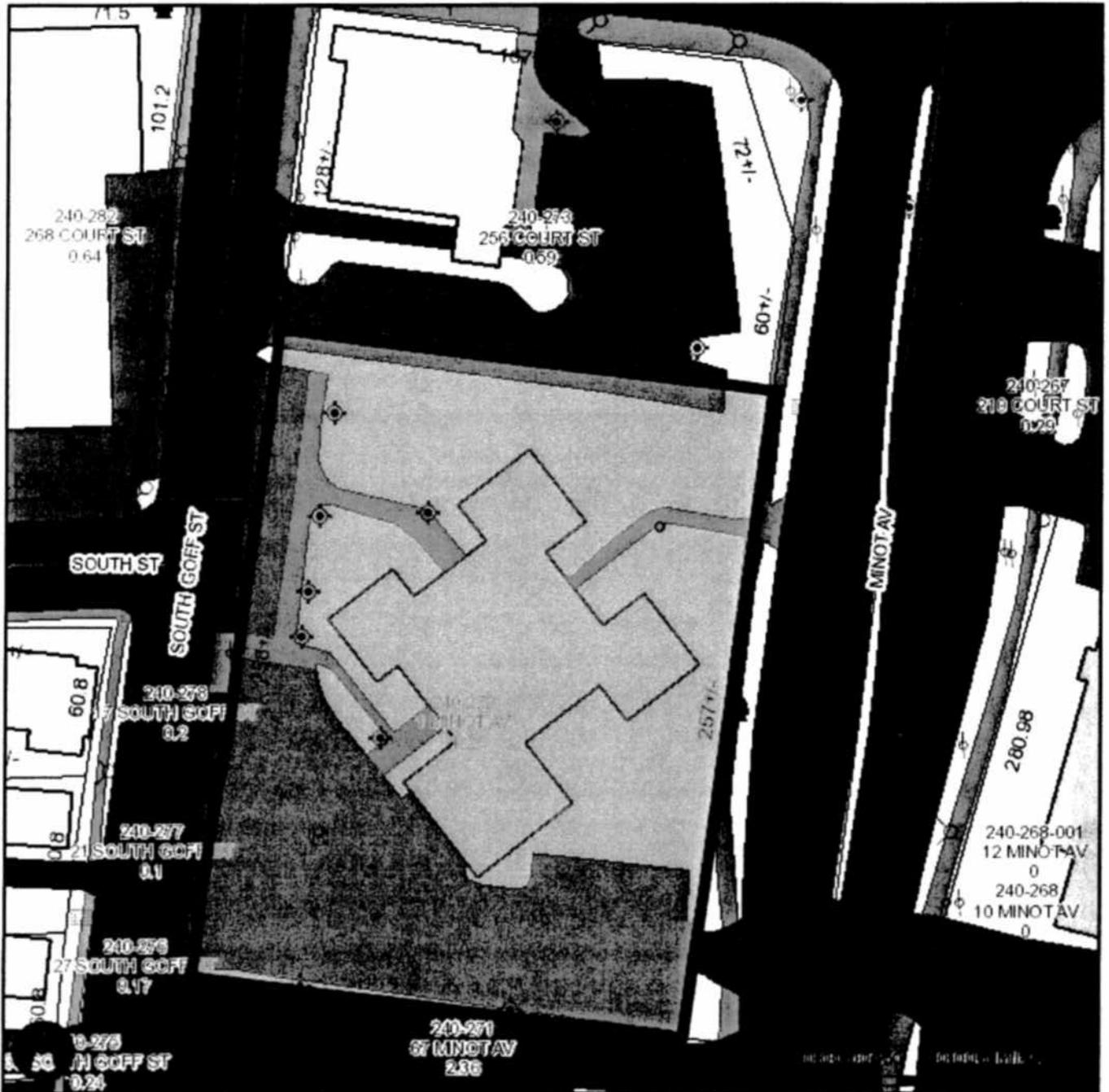
**Previous Meetings and History:** This has been before the City Council for action twice this year which resulted in the options being approved as noted above.

---

**Attachments:**

- Map of 1 Minot Avenue

# Exhibit A





## City Council Workshop Information Sheet

City of Auburn

---

**Council Workshop Date:** November 19, 2012

**Item** E

**Author:** Roland G. Miller, Director of Community & Economic Development

**Subject:** Downtown Transit Station Funding

---

**Information:** The Lewiston/Auburn Transit Committee secured \$250,000 of funding from the Federal Transit Authority to construct a Transit Station in Auburn. A plan will be presented to the City Council (executive session due to negotiations with private property owner) that can not be built for the allotted funding. Therefore, supplemental funding will be necessary. The purpose of this action is to indicate Auburn's commitment to the project

---

**Financial:** Authorize the City Manager to allocate up to \$250,000 of additional funding to complete the project

---

**Action Requested at this Meeting:** That the Auburn City Council approves the construction of a Transit Station in Downtown Auburn and authorizes the City Manager to allocate up to \$250,000 of supplemental funding to complete the project.

---

**Previous Meetings and History:**

---

**Attachments:**



# City Council Agenda Information Sheet

## City of Auburn

**Council Meeting Date:** November 19, 2012

**Order** 91-11192012\*

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

**Subject:** Designating Tribou Field, Sullivan Park and Little Andy Park as “Safe Zones”.

**Information:** The Maine Legislature passed “An Act to Protect Children Using Maine’s Athletic Fields and Parks from Drug Dealers” which allows municipalities to designate athletic fields, parks, playgrounds or recreational facilities as a “safe zone”. Safe zones are treated similar to schools: drug dealing within 1000 feet of them subjects the dealer to a more severe penalty. In order for a municipality to designate an area a “safe zone”, it must be an area frequented by minors and it must have a sign using wording provided by the Commissioner of Public Safety.

The Auburn Police Department is requesting that the Auburn City Council adopt Tribou Field, Sullivan Park and Little Andy Park as “Safe Zones”.

**Financial:** n/a

**Action Requested at this Meeting:** Order designating Tribou Field, Sullivan Park and Little Andy Park as “Safe Zones”.

**Previous Meetings and History:** March 6, 2006 – Order designating certain areas as “Safe Zones”.

The existing list of designated “safe zones”, as adopted on March 6, 2006, includes:

Festival Plaza	Bonney Park	Municipal Beach
Raymond Park	Union Street Gully	Mount Apatite Park
West Pitch Park	Riverwalk	Garfield Road Park
Moulton Park	Boys & Girls Club	Drummond Street Park
Cleveland Field	Pulsifer Field	YMCA Teen Center
Tot Lot	Auburn Land Lab	Crescent Beach
Tabers	Roy’s Golf Center	Lake View Fields
Lost Valley	Pettengill Park	Drummond Street Park
YMCA Teen Center	Chestnut Street Park	

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

- City of Auburn Order March 6, 2006
- Memo from Chief Crowell
- GIS Map of Tribou Field area
- GIS Map of Sullivan Park and Little Andy Park areas

# City of Auburn

---

CITY COUNCIL, AUBURN MAINE

Date: March 6, 2006

**TITLE: ORDER – DESIGNATING CERTAIN AREAS AS “SAFE ZONES”**

**WHEREAS**, The 122<sup>nd</sup> Maine Legislature passed Chapter 415 – L.D. 670 An Act to Protect Children Using Maine’s Athletic Fields and Parks from Drug Dealers (Maine Revised Statutes, Title 30-A, section 3253; and

**WHEREAS**, This law allows a municipality to designate athletic fields, parks, playgrounds or recreational facilities as a “safe zone” for the protection of our children against the influence of drug dealers; and

**WHEREAS**, The Safe Zone law is intended to treat athletic fields, parks, and similar areas which attract children similar to schools in order to make drug dealing within 1000 feet of a school or safe zone area subject to more severe penalties; and

**WHEREAS**, In order for a municipality to designate an area a safe zone, it must be designated by the Municipal Officer, and posted with a sign that contain wording specified by the Commissioner of Public Safety.

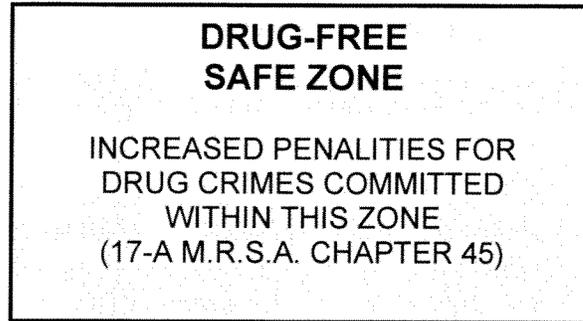
Now Therefore Be It Ordered by the Auburn City Council, that based on recommendations of the Auburn Chief of Police that the following locations be designated as “safe zones”:

Festival Plaza  
Raymond Park  
West Pitch Park  
Moulton Park  
Cleveland Field  
Tot Lot  
Tabers  
Lost Valley  
YMCA Teen Center

Bonney Park  
Union Street Gully  
Riverwalk  
Boy’s & Girls Club  
Pulsifer Field  
Auburn Land Lab  
Roy’s Golf Center  
Pettengill Park  
Chestnut Street Park

Municipal Beach  
Mount Apatite Park  
Garfield Road Park  
Drummond Street Park  
YMCA Teen Center  
Crescent Beach  
Lake View Fields  
Drummond Street Park

And be it further Ordered that the Public Works Department post signs in these areas with the required wording:



**Motion for passage of the Order**

**Seconded by:**

**Vote:**

**ACTION BY COUNCIL**

**DATE**

**ATTEST:**

**CITY CLERK**



# Auburn Police Department



## Memorandum

Phillip L. Crowell  
Chief of Police

Jason D. Moen  
Deputy Chief

Rita P. Beaudry  
Office Manager

**To:** Clint Deschene, City Manager  
**From:** Phillip L. Crowell, Jr., Chief of Police  
**Date:** October 10, 2012  
**Re:** Designate Tribou Field, Sullivan Park and Little Andy Park as "Safe Zones"

---

On March 6, 2006, the Auburn City Council voted to designate many locations as "Safe Zones" in accordance with Chapter 415 - L.D. 670 An Act to Protect Children Using Maine's Athletic Fields and Parks from Drug Dealers (Maine Revised Statutes, Title 30-A, Section 3253).

The increased use of Tribou Field, located at 45 Andrew Drive and near East Auburn School, by school athletic teams and children from East Auburn School necessitates the addition of this location to our existing list of adopted locations.

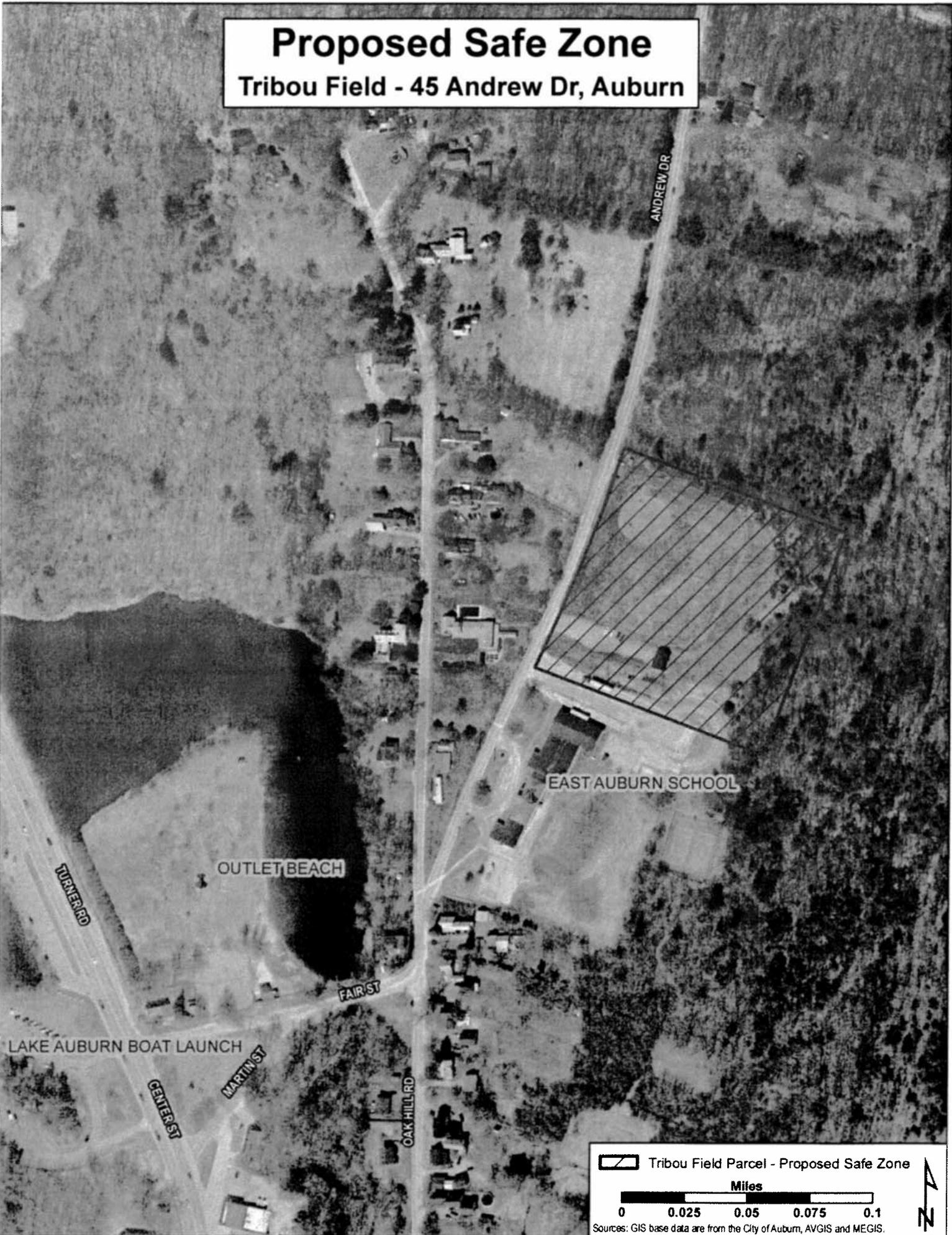
As such, the newly named Sullivan Park located at 8 South Main Street and Little Andy Park located at 8 Second Street should also be designated as "Safe Zones".

I have attached the March 6, 2006 Order as well as GIS maps of the Tribou Field, Sullivan Park and Little Andy Park areas.

I recommend that the Auburn City Council designate Tribou Field, Sullivan Park and Little Andy Park as "Safe Zones".

# Proposed Safe Zone

Tribou Field - 45 Andrew Dr, Auburn



DISCLAIMER: Icons representing incident locations on this map are approximations only. Multiple incidents occurring at the same location may be represented by a single icon. Data displayed on this map reflect incidents reported to law enforcement.

# Proposed Safe Zones

A: Sullivan Square - 8 South Main St, Auburn

B: Little Andy Park - 8 Second St, Auburn



DISCLAIMER: Icons representing incident locations on this map are approximations only. Multiple incidents occurring at the same location may be represented by a single icon. Data displayed on this map reflect incidents reported to law enforcement.

Tizz 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 91-11192012

**ORDERED**, Designating Tribou Field, Sullivan Park and Little Andy Park as “Safe Zones”

**WHEREAS**, The 122<sup>nd</sup> Maine Legislature passed Chapter 415 – L.D. 670 An Act to Protect children Using Maine’s Athletic Fields and Parks from Drug Dealers (Maine Revised Statutes, Title 30-A, section 3253; and

**WHEREAS**, This law allows a municipality to designate athletic fields, parks, playgrounds or recreational facilities as a “safe zone” for the protection of our children against the influence of drug dealers; and

**WHEREAS**, The Safe Zone law is intended to treat athletic fields, parks, and similar areas which attract children similar to schools in order to make drug dealing within 1000 feet of a school or safe zone area subject to more severe penalties; and

**WHEREAS**, In order for a municipality to designate an area a safe zone, it must be designated by the Municipal Officer, and posted with a sign that contains wording specified by the Commissioner of Public Safety.

**WHEREAS**, the existing list of designated “safe zones”, as adopted on March 6, 2006, includes:

Festival Plaza	Bonney Park	Municipal Beach
Raymond Park	Union Street Gully	Mount Apatite Park
West Pitch Park	Riverwalk	Garfield Road Park
Moulton Park	Boys & Girls Club	Drummond Street Park
Cleveland Field	Pulsifer Field	YMCA Teen Center
Tot Lot	Auburn Land Lab	Crescent Beach
Tabers	Roy’s Golf Center	Lake View Fields
Lost Valley	Pettengill Park	Drummond Street Park
YMCA Teen Center	Chestnut Street Park	

**Now Therefore Be It Ordered** by the Auburn City Council, that based on recommendations of the Auburn Chief of Police that the following locations be added to the existing list of adopted locations (May 6, 2006).  
Tribou Field, Sullivan Park and Little Andy Park.

Festival Plaza	Bonney Park	Municipal Beach
Raymond Park	Union Street Gully	Mount Apatite Park
West Pitch Park	Riverwalk	Garfield Road Park
Moulton Park	Boys & Girls Club	Drummond Street Park
Cleveland Field	Pulsifer Field	YMCA Teen Center
Tot Lot	Auburn Land Lab	Crescent Beach

Tabers  
Lost Valley  
YMCA Teen Center  
Sullivan Park

Roy's Golf Center  
Pettengill Park  
Chestnut Street Park  
Little Andy Park

Lake View Fields  
Drummond Street Park  
Tribou Field

And be it further Ordered that the Public Works Department post signs in this area with the required wording:

**DRUG-FREE  
SAFE ZONE**

INCREASED PENALTIES FOR  
DRUG CRIMES COMMITTED  
WITHIN THIS ZONE  
(17-A M.R.S.A. CHAPTER 45)



## City Council Agenda Information Sheet

City of Auburn

**Council Meeting Date:** November 19, 2012

**Order** 92-11192012\*

**Author:** Renée Lachapelle, Assessor

**Subject:** Property Tax Abatement for tax year 2011  
Tax Map 79 Lot 70, Portland Way, Auburn, ME  
Owner: MSH LLC, William Turner

**Information:** Title 36 Section 841 states that the assessor may grant an abatement up to one year from the date of the commitment of taxes. State Statute allows abatements to be granted up to a three year period and any abatement beyond the one year has to be granted by the city council. The assessor is unable to process the 2011 abatement without council approval. The property was assessed as a 14.98 acre site and as individual subdivision lots rendering duplicate assessments for tax year 2011. The abatement will eliminate the \$64,100 assessment or \$1,242.90 in taxes.

**Financial:** N/A

**Action Requested at this Meeting: Yes**

**If yes why:** Council approval is required in order to process an abatement that is over 1 year from the date of commitment. The abatement will eliminate one of the duplicate assessments on the same property.

**Previous Meetings and History:** February 21, 2012, 280 Trapp Road abatement.

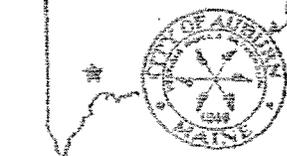
**Attachments:** *(in order of appearance in packet)*

- Copy of the abatement request letter
- Copy of the abatement request application
- Copy of the subdivision map
- Copy of the assessment card

City of Auburn, Maine  
"Maine's City of Opportunity"

RENEE LACHAPPELLE, SRA  
ASSESSOR, CMA  
STATE CERTIFIED GENERAL  
APPRAISER CG# 116

Office of the Assessor



KAREN SCAMMON, CMA  
APPRAISER

BRIAN SLOAN  
APPRAISER

October 23, 2012

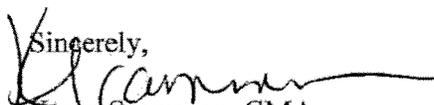
Re: Abatement Request for Portland Way

Dear Mr. Turner,

Per your inquiry on the assessment of map ~~70~~ lot 70, I have reviewed the commitment book for the 2011 assessed values and it appears the land located on map 79 lot 70 on Portland Way was assessed in error. I have enclosed an abatement application to be filled out and filed with the Assessor.

Title 36 of the Maine statutes allows the Assessor to make abatements within one year of the date of commitment in which the abatement is requested. Beyond that the abatement must be granted by the City Council. The date of the 2011 commitment is beyond the one year time frame, therefore, when we receive your application for abatement we will put together the necessary paperwork to be presented to the Council.

Should you have any questions, please feel free to call me at 333-6601 ext 1118.

Sincerely,  
  
Karen Scammon, CMA  
Auburn Assessing



# Application for Abatement of Property Tax

# City of Auburn

This form must be completed, signed, and filed with the Assessor  
A separate application must be filed for each separately assessed

the municipal assessor  
**RECEIVED**  
OCT 29 2012

For Office Use  
Map/Lot 79-70  
Account #

Date 10-24-12

Name of applicant WILLIAM TURNER BY: LS

Legal owner of property MSH LLC

Address of Property for which Abatement is Requested MAP 79 LOT 70

Owner's mailing address 314 CENTER ST AUBURN ME 04210

Telephone number 207 333 0001

Name, address and telephone of attorney or authorized agent

SHAWN BELL 810 LISBON ST PO BOX 1770 LEN AUBURN ME 04211-1770

Tax year for which abatement is requested 2011 (207) 370 3330

### For Real Estate Abatement Requests:

Assessed Value: Land 64,100 Building \_\_\_\_\_ Total \_\_\_\_\_

Owners' Opinion of Value \_\_\_\_\_

Requested Amount to be Abated 64,100

### For Personal Property Abatement Requests:

Assessed Valuation of Personal Property \_\_\_\_\_

Requested Amount to be Abated \_\_\_\_\_

Maine State Statutes provide that a property owner who believes his local property valuation is excessive may seek relief through a written request to the Assessor within **185 days** of the date of commitment. **High taxes are not a legitimate reason to file for an abatement.** By law, the property owner has the burden of proving the assessed value is manifestly wrong. In order to do so three things must be proven;

- 1) The judgment of the Assessor was irrational or unreasonable in the light of the circumstances or that the property is substantially overvalued and an injustice results;
- 2) There was unjust discrimination or;
- 3) The assessment was fraudulent, dishonest or illegal.

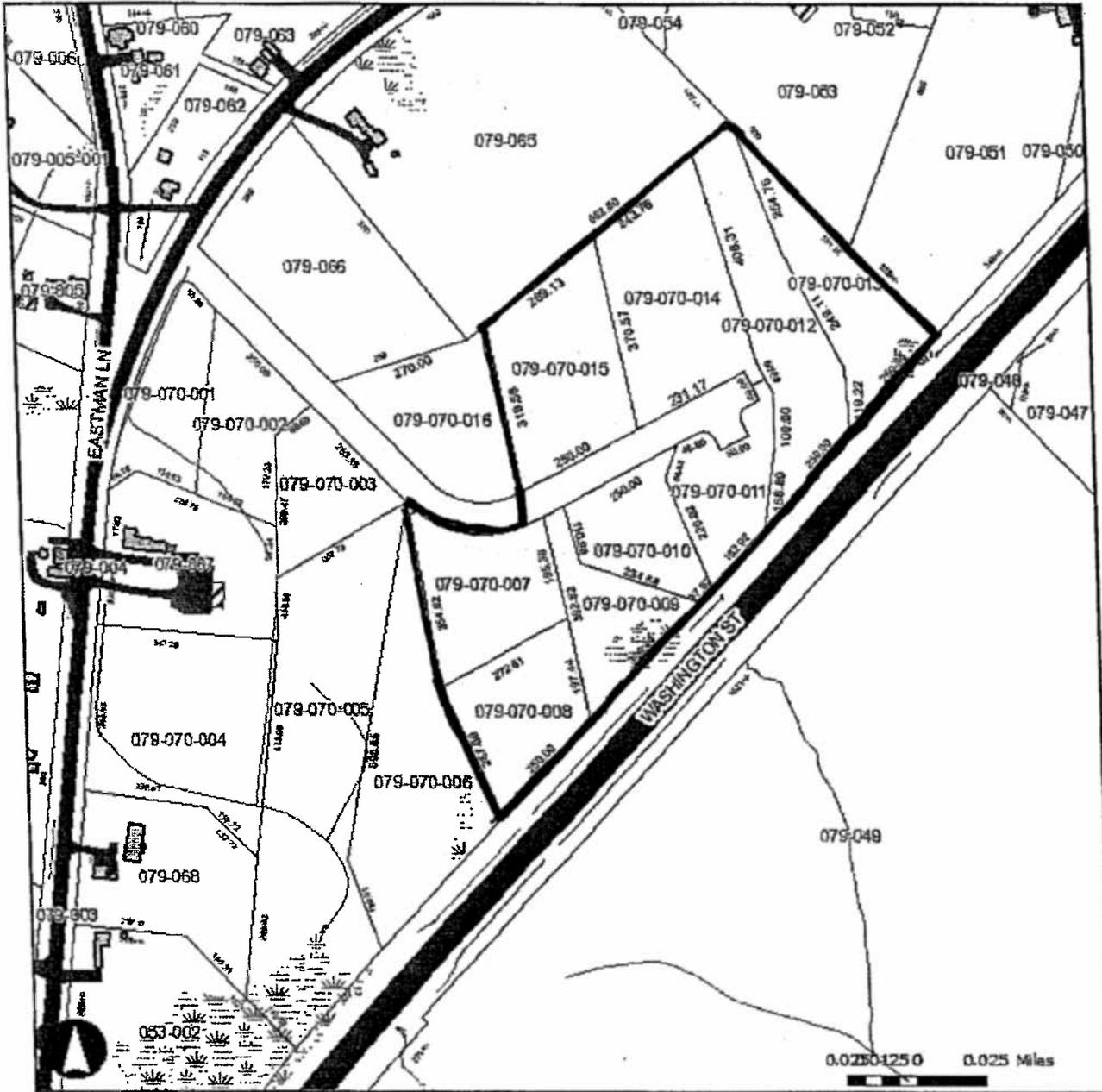
Please state the specific reason(s) for requesting abatement attaching additional pages as necessary.  
WITHOUT REALIZING IT WE PAID PARALLEL TAX ON THE SAME PARCEL TWICE. THE ASSESSOR STARTED BILLING INDIVIDUAL LOTS AND CONTINUED TO BILL US THE WHOLE PARCEL. WE JUST REALIZED IT WITH NEW BILL.

In accordance with the provisions of Title 36 M.R.S., Section 841, I hereby make application for abatement of property taxes to the assessing authority of the City of Auburn as noted above. The above statements are correct to the best of my knowledge and belief.

Print name William Turner Signature [Signature]

Mail Completed Application to: Assessing Department, 60 Court Street Suite 104, Auburn, ME 04210

# Map





**Auburn, ME**

IN PROCESS APPRAISAL SUMMARY			
Use Code	Building Value	Land Value	Total Value
52	14,980	64,100	64,100
Legal Description: COMBINED LOTS 79-67-1, 79-67-2, 79-67-3 INTO ONE 28.12 ACRE PARCEL FOR ROYAL RIVER ESTATE SUBDIVISION PLAN BOOK 47P397 MASTER CARD			
Total Card		64,100	64,100
Total Parcels		64,100	64,100
Source: Market Adj Cost		Total Value per SQ Unit / Card: N/A	Parcel: N/A

PROPERTY LOCATION	
All No	Direction/Street/City
	PORTLAND WAY, AUBURN

OWNERSHIP	
Owner 1	Own Occ
MSH LLC	
Owner 2:	
Owner 3:	

PREVIOUS OWNER	
Owner 1	City
MSH - LLC	
Owner 2:	

PREVIOUS ASSESSMENT			
Tax Yr	Use	Car	Assn Value
2011	52	EX	64,100
2010	52	EX	59,500
2010	52	FV	64,100

SALES INFORMATION			
Grantor	Legal Ref	Type	Date
JOHNSON, PATIEN	7696-200	W	5/6/2009

MARRIAGE DESCRIPTION	
Street 1	City
394 HARDCRABBLE RD	

OTHER ASSESSMENTS	
Code	Description

TAX DISTRICT			
Parcel ID	Assessed Value	Year	Notes
079-070	64,100	2011	Year End Roll
	59,500	2010	Year End Roll
	64,100	2010	Year End

BUILDING PERMITS	
Date	Description
4/21/2010	Other

PROPERTY FACTORS	
Item Code	Description
Z	
C	
T	
F	
D	
S	
T	

ACTIVITY INFORMATION			
Date	Result	By	Name
4/21/2010	KS		KAREN S
2/11/2010	KS		KAREN S
8/17/2009	CD		CHERYL
8/14/2009	CD		CHERYL

LAND SECTION (First 7 lines only)	
Use Code	Description
52	RURAL HSLT

VERIFICATION OF VISIT HOT DATA									
Sign	Spec	Land	Code	Fact	Use Value	Notes			
	64,127				64,100				
Total					64,127	64,100			

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 92-11192012**

ORDERED that the City Council hereby approves the abatement of the 2011 tax year for Map 79 Lot 70, located on Portland Way, owned by MSH, LLC, Bill Turner, in the amount of \$64,100 or \$1,242.910 in taxes due to a duplicate assessment error.

## **IN COUNCIL REGULAR MEETING NOVEMBER 5, 2012 VOL. 33 PAGE 75**

Mayor LaBonte called the meeting to order at 7:00 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. All Councilors were present.

### **I. Consent Items\***

1. **Order 84-11052012\*** Appointing Donna Albert as Warden in Ward 3 for the November 6, 2012 General Election.
2. **Order 85-11052012\*** Appointing Tracey Steuber as Ward Clerk in Ward 5 for the November 6, 2012 General Election.
3. **Order 86-11052012\*** Approving a temporary sign request for the Auburn Ski Association's Annual Ski Swap.
4. **Order 87-11052012\*** Approving a temporary sign request for the St. Dominic Academy for their annual holiday fair.

Motion was made by Councilor Hayes and seconded by Councilor Crowley for passage of the consent items. Passage 7-0.

### **II. Minutes**

Motion was made by Councilor Crowley and seconded by Councilor Gerry to approve the minutes of the October 15, 2012. Passage 7-0.

### **III. Reports**

**Mayor's Report** – Mayor LaBonté reported.

#### **Committee Reports**

- Transportation
  - Androscoggin Transportation Resource Center – Mayor LaBonté reported.
  - Lewiston Auburn Transit – Councilor Gerry reported.
  - Airport, Railroad – Councilor Hayes reported.
  - Bike-Ped Committee – Councilor Shea no reported.
- Housing
  - Community Development Block Grant, Neighborhood Stabilization Program, Auburn Housing Authority – Councilor Gerry reported.
- Economic Development
  - L-A Economic Growth Council, Auburn Business Development Corp. – The City Manager, Clint Deschene reported on LA Economic Growth Council and Mayor LaBonté reported on the Auburn Business Development Corp.

## IN COUNCIL REGULAR MEETING NOVEMBER 5, 2012 VOL. 33 PAGE 76

- Education
  - Auburn School Committee – Councilor Young reported, and Councilor LaFontaine provided an update on the High School Committee.
  - Auburn Public Library – Councilor LaFontaine, no report.
  - Great Falls TV – Councilor Young and Councilor Shea, no report.
- Environmental Services
  - Auburn Water District, Auburn Sewerage District – Councilor Crowley reported.
  - Mid-Maine Waste Action Corp. – Councilor Walker reported.
- Recreation
  - Recreation Advisory Board – Councilor Walker, no report.
- Public Safety
  - LA 911 – Councilor Walker reported.

**City Councilors' Reports** – Councilors Crowley, Gerry, LaFontaine, and Walker reported.

**City Manager's Report** – City Manager Deschene submitted a written report and reported on additional items.

### IV. **Communications, Presentations and Recognitions** - none

### V. **Open Session**

Andy Titus, 17 Lamplighter Circle, Auburn

### VI. **Unfinished Business** - none

### VII. **New Business**

1. **Order 88-11052012** Supporting a federal grant opportunity for the New Auburn Greenway.

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

Passage 7-0.

2. **Order 89-11052012** Approving the General Assistance maximums (appendices C) for FY 12-13.

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

Public comment – none

**IN COUNCIL REGULAR MEETING NOVEMBER 5, 2012 VOL. 33 PAGE 77**

Passage 7-0.

- 3. Order 90-11052012** Authorizing the City Manager to execute the Collective Bargaining Agreement with I.A.F.F. (International Association of Firefighters) Local 797 for January 1, 2012 through December 31, 2012.

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

Public comment - none

Passage 7-0

**VIII. Open Session**

**IX. Executive Session**

Discussion of personnel issues, pursuant to 1 M.R.S.A. §405(6)(A).

Motion was made by Councilor LaFontaine and seconded by Councilor Walker to enter into Executive Session. Passage 7-0, 8:15 P.M.

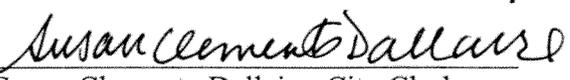
The Mayor declared Council out of executive session at 9:20 P.M.

**X. Future Agenda/Workshop Items**

**XI. Adjournment**

Motion was made by Councilor Lafontaine and seconded by Councilor Crowley to adjourn. Passage 6-0 (Councilor Gerry was absent during the vote), 9:21 P.M.

A True Copy.

ATTEST   
Susan Clements-Dallaire, City Clerk

# MANAGER'S REPORT

---

*November 19, 2012*

## **Route 4**

The intent after the public meeting on Route 4 traffic concerns was to host a second meeting. Staff is still working on the information to present and when that is prepared we will be setting a date.

## **Twin Rink Ice Arena**

The process continues at the staff level and meetings are held weekly on planning, construction, and transitioning. During the most recently Council meeting I was asked to give reports at every Council meeting. That was and is my intent. This is the second report in my manager's report and I intend to supply highlights each Council meeting.

A different request during the last meeting was to update the budget projections. At this juncture the website holds information on the last budget based upon written commitments of renters for the new twin surface. The budget for the new arena will be formally updated throughout construction, as even more concrete numbers are obtained. It is the plan of staff to present an update during the budget process on Ingersoll enterprise account and at the same time present an updated budget for the new arena.

Construction has not started officially on the site; however they are beginning to remove some material in preparation. The City is setting up a meeting with the general contractor and design firm to begin construction planning within the next two weeks.

## **Council Schedule**

Attached is an **updated tentative** schedule with dates through the end of March. Key points include the transition of the goal setting to January 5<sup>th</sup>, 2013, budget schedule through the end of March, and a more intensive December 10<sup>th</sup> agenda due to the cancellation of November 13<sup>th</sup>. This should give a better understanding of the amount of work that lies ahead.

## **Budget**

The staff has been presented with budget processes that need to begin the work. The first step in the budget will be the completion of a capital plan that is presented to the Council in January or early February. The staff is then breaking into department areas and will present to the Council on the off

Mondays in February and March. This will allow early presentations of departmental budgets and allow feedback prior to the submission of the Manager's budget. The Council can then use the month of April to review and make changes. It is the goal of the entire staff to work with the Council to adopt a budget by the date of the School Budget Vote.

#### **Grant Application: New Auburn Greenway**

Staff completed a grant application through Land and Water Conservation. The award from the grant is approved would be funded just under \$200,000 with an at least 50% match from the City. In summary the grant would expand Little Andy Park, improve access, create fishing and access points to the river, expand trails, and incorporate the park into the use and design of surrounding areas.

#### **Assistant City Manager**

Howard Kroll starts today, November 19<sup>th</sup>, 2012. We are going to be working on bringing him up to speed on current issues with all city staff over the next 2 weeks. He will be leaving the first 2 weeks of December but will come back to end the calendar year and begin working on goal setting and the budget.

#### **Open Items from Public**

The only item related to the Ice Arena updates and that is mentioned in the update above.

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services



**TO:** Clint Deschene, City Manager  
**FROM:** Jill Eastman, Finance Director  
**RE:** October 2012 Financials  
**DATE:** November 13, 2012

The following is a discussion regarding the significant variances found in the City's October 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 fourth month of the fiscal year 2013. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 33.30% of the annual budget. Please note that many revenues and expenditures tend to be cyclical therefore the distribution throughout the year will not be even.

### **Balance Sheet**

Significant change to cash is due to less revenue coming in for the month of October than the expenditures that were made.

The change in taxes receivable (\$842,577) and deferred revenue (\$457,140) are the result of property tax collections in October.

### **Revenues**

Revenues collected through October 31<sup>st</sup> were \$29,341,790 or 40.79% of budget. This is less than revenues from the same period last year.

60 Court Street • Suite 411 • Auburn, ME 04210  
(207) 333-6600 Voice • (207) 333-6601 Automated • (207) 333-6620 Fax  
[www.auburnmaine.org](http://www.auburnmaine.org)

**CITY OF AUBURN**  
September 2012 Financials

Notable revenues include:

- A. Property tax collections of \$20.4 million – similar to last year.
- B. \$1,095,460 was collected in excise tax – up \$46,881 from October 2011.
- C. The City received \$18,054 in “Tree Growth and Veterans” exemption reimbursements from the State.
- D. State Revenue Sharing was \$817,095 – an 8.2% drop from the same period last year. State Revenue Sharing has been on the decrease for the fourth year in a row.

**Expenditures**

Expenditures for the City were \$16.2 million through October 31st or 44.55% of the budget. This was \$292,130 more than last year primarily due to debt service payments, county taxes and the Public Works department being higher than last year at this time.

**Investments**

Investments as of October 31st totaled \$12,770,276 and earned interest of approximately \$2,100. The average interest rate was .22% compared to .23% for the same period last year.

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 October and September 2012, and June 2012**

	UNAUDITED Oct 31 2012	UNAUDITED Sept 30 2012	Increase (Decrease)	UNAUDITED JUNE 30 2012
<b>ASSETS</b>				
CASH	\$ 26,895,924	\$ 30,566,918	\$ (3,670,994)	\$ 13,294,906
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	511,393	562,438	(51,045)	1,059,806
TAXES RECEIVABLE-CURRENT	18,963,531	19,806,108	(842,577)	114,898
DELINQUENT TAXES	533,286	534,215	(929)	440,748
TAX LIENS	1,079,797	1,168,000	(88,203)	1,264,200
NET DUE TO/FROM OTHER FUNDS	8,612,236	6,090,809	2,521,427	1,508,634
	<hr/>			
<b>TOTAL ASSETS</b>	<b>\$ 56,596,166</b>	<b>\$ 58,728,488</b>	<b>\$ (2,132,322)</b>	<b>\$ 17,683,192</b>
 <b>LIABILITIES &amp; FUND BALANCES</b>				
ACCOUNTS PAYABLE	\$ (745,238)	\$ (850,299)	\$ 105,061	\$ (1,314,860)
PAYROLL LIABILITIES	(96,338)	8,071	(104,409)	1,365
ACCRUED PAYROLL	9,914	9,914	0	(166,818)
STATE FEES PAYABLE	(53,654)	(20,700)	(32,954)	11,446
ESCROWED AMOUNTS	(39,365)	(43,865)	4,500	(64,250)
DEFERRED REVENUE	(20,425,957)	(19,968,817)	(457,140)	(1,598,154)
	<hr/>			
<b>TOTAL LIABILITIES</b>	<b>\$ (21,350,639)</b>	<b>\$ (20,865,696)</b>	<b>\$ (484,943)</b>	<b>\$ (3,131,271)</b>
FUND BALANCE - UNASSIGNED	\$ (34,459,820)	\$ (37,504,584)	\$ 3,044,764	\$ (14,102,463)
FUND BALANCE - RESTRICTED FOR WORKERS COMP & UNEMPLOYMENT	776,017	776,017	-	684,766
FUND BALANCE - RESTRICTED	(1,561,724)	(1,134,224)	(427,500.00)	(1,134,224)
	<hr/>			
<b>TOTAL FUND BALANCE</b>	<b>\$ (35,245,527)</b>	<b>\$ (37,862,791)</b>	<b>\$ 2,617,264</b>	<b>\$ (14,551,921)</b>
	<hr/>			
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ (56,596,166)</b>	<b>\$ (58,728,487)</b>	<b>\$ 2,132,321</b>	<b>\$ (17,683,192)</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - GENERAL FUND COMPARATIVE**  
**THROUGH October 31, 2012 VS October 31, 2011**

REVENUE SOURCE	FY 2013 BUDGET	ACTUAL REVENUES THRU OCT 2012	% OF BUDGET	FY 2012 BUDGET	ACTUAL REVENUES THRU OCT 2011	% OF BUDGET	VARIANCE
<b>TAXES</b>							
PROPERTY TAX REVENUE-	\$ 42,121,141	\$ 20,464,003	48.58%	\$ 41,053,952	\$ 20,784,402	50.63%	\$ (320,399)
PRIOR YEAR REVENUE	\$ -	\$ 347,677		\$ -	\$ 467,111		\$ (119,434)
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 514,584	\$ 377,161	73.29%	\$ 488,573	\$ 369,692	75.67%	\$ 7,469
ALLOWANCE FOR ABATEMENT	\$ -	\$ -		\$ -	\$ -		\$ -
ALLOWANCE FOR UNCOLLECTIBLE TAXES	\$ -	\$ -		\$ -	\$ -		\$ -
EXCISE	\$ 3,018,500	\$ 1,095,460	36.29%	\$ 2,719,000	\$ 1,048,579	38.56%	\$ 46,881
PENALTIES & INTEREST	\$ 140,000	\$ 30,426	21.73%	\$ 140,000	\$ 36,023	25.73%	\$ (5,598)
<b>TOTAL TAXES</b>	<b>\$ 45,794,225</b>	<b>\$ 22,314,726</b>	<b>48.73%</b>	<b>\$ 44,401,525</b>	<b>\$ 22,705,807</b>	<b>51.14%</b>	<b>\$ (391,081)</b>
<b>LICENSES AND PERMITS</b>							
BUSINESS	\$ 39,900	\$ 24,973	62.59%	\$ 30,000	\$ 20,130	67.10%	\$ 4,843
NON-BUSINESS	\$ 260,700	\$ 154,045	59.09%	\$ 268,400	\$ 105,845	39.44%	\$ 48,200
<b>TOTAL LICENSES</b>	<b>\$ 300,600</b>	<b>\$ 179,018</b>	<b>59.55%</b>	<b>\$ 298,400</b>	<b>\$ 125,975</b>	<b>42.22%</b>	<b>\$ 53,043</b>
<b>INTERGOVERNMENTAL ASSISTANCE</b>							
STATE-LOCAL ROAD ASSISTANCE	\$ 378,000	\$ 114,011	30.16%	\$ 378,000	\$ 115,349	30.52%	\$ (1,338)
STATE REVENUE SHARING	\$ 2,400,000	\$ 817,095	34.05%	\$ 2,400,000	\$ 889,663	37.07%	\$ (72,568)
WELFARE REIMBURSEMENT	\$ 53,083	\$ 17,143	32.29%	\$ 44,955	\$ 16,279	36.21%	\$ 864
OTHER STATE AID	\$ 21,000	\$ 18,054	85.97%	\$ 20,000	\$ 18,451	92.26%	\$ (397)
FEMA REIMBURSEMENT	\$ -	\$ -		\$ -	\$ -		\$ -
CITY OF LEWISTON	\$ 158,362	\$ -	0.00%	\$ 158,362	\$ (3,698)	-2.34%	\$ 3,698
<b>TOTAL INTERGOVERNMENTAL ASSISTANCE</b>	<b>\$ 3,010,445</b>	<b>\$ 966,303</b>	<b>32.10%</b>	<b>\$ 3,001,317</b>	<b>\$ 1,036,044</b>	<b>34.52%</b>	<b>\$ (69,741)</b>
<b>CHARGE FOR SERVICES</b>							
GENERAL GOVERNMENT	\$ 130,955	\$ 44,480	33.97%	\$ 135,090	\$ 39,974	29.59%	\$ 4,506
PUBLIC SAFETY	\$ 263,102	\$ 39,309	14.94%	\$ 206,545	\$ 29,784	14.42%	\$ 9,525
EMS TRANSPORT	\$ -	\$ -		\$ -	\$ -		\$ -
EMS AGREEMENT	\$ 100,000	\$ 25,000	25.00%	\$ 100,000	\$ 20,400	20.40%	\$ 4,600
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 494,057</b>	<b>\$ 108,789</b>	<b>22.02%</b>	<b>\$ 441,635</b>	<b>\$ 90,158</b>	<b>20.41%</b>	<b>\$ 18,631</b>
<b>FINES</b>							
PARKING TICKETS & MISC FINES	\$ 45,000	\$ 6,952	15.45%	\$ 55,000	\$ 9,368	17.03%	\$ (2,416)
<b>MISCELLANEOUS</b>							
INVESTMENT INCOME	\$ 30,000	\$ 13,605	45.35%	\$ 60,000	\$ 15,183	25.31%	\$ (1,578)
INTEREST-BOND PROCEEDS	\$ 2,000	\$ -	0.00%	\$ 2,000	\$ -	0.00%	\$ -
RENTS	\$ 122,000	\$ 121,827	99.86%	\$ 122,000	\$ 121,827	99.86%	\$ 0
UNCLASSIFIED	\$ 5,150	\$ 19,666	381.87%	\$ 7,340	\$ 10,102	137.63%	\$ 9,564
SALE OF RECYCLABLES	\$ -	\$ -		\$ -	\$ 15,097		\$ (15,097)
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 21,511		\$ -	\$ 21,879		\$ (368)
SALE OF PROPERTY	\$ 20,000	\$ 15,394	76.97%	\$ 20,000	\$ 620	3.10%	\$ 14,774
RECREATION PROGRAMS/ARENA	\$ 43,275	\$ -	0.00%	\$ 33,275	\$ 393	1.18%	\$ (393)
MMWAC HOST FEES	\$ 197,400	\$ 67,302	34.09%	\$ 197,400	\$ 66,736	33.81%	\$ 566
9-1-1 DEBT SERVICE REIMBURSEMENT	\$ -	\$ (20)		\$ 98,318	\$ -	0.00%	\$ (20)
TRANSFER IN: TIF	\$ 324,212	\$ 324,212	100.00%	\$ 324,212	\$ -	0.00%	\$ 324,212
ENERGY EFFICIENCY	\$ 2,000	\$ 437	21.84%	\$ 2,600	\$ -	0.00%	\$ 437
CDBG	\$ 8,000	\$ 1,334	16.68%	\$ 8,000	\$ 2,668	33.35%	\$ (1,334)
UTILITY REIMBURSEMENT	\$ 37,500	\$ 7,889	21.04%	\$ 37,500	\$ 6,059	16.16%	\$ 1,830
CITY FUND BALANCE CONTRIBUTION	\$ 1,350,000	\$ -	0.00%	\$ 1,050,000	\$ -	0.00%	\$ -
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 2,141,537</b>	<b>\$ 593,157</b>	<b>27.70%</b>	<b>\$ 1,962,645</b>	<b>\$ 260,564</b>	<b>13.28%</b>	<b>\$ 332,593</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 51,785,864</b>	<b>\$ 24,168,945</b>	<b>46.67%</b>	<b>\$ 50,160,522</b>	<b>\$ 24,227,916</b>	<b>48.30%</b>	<b>\$ (58,971)</b>
<b>SCHOOL REVENUES</b>							
EDUCATION SUBSIDY	\$ 17,942,071	\$ 5,031,079	28.04%	\$ 17,942,071	\$ 5,552,661	30.95%	\$ (521,582)
EDUCATION	\$ 1,358,724	\$ 141,767	10.43%	\$ 1,358,724	\$ 1,177,569	86.67%	\$ (1,035,802)
SCHOOL FUND BALANCE CONTRIBUTION	\$ 855,251	\$ -	0.00%	\$ 855,251	\$ -	0.00%	\$ -
<b>TOTAL SCHOOL</b>	<b>\$ 20,156,046</b>	<b>\$ 5,172,846</b>	<b>25.66%</b>	<b>\$ 20,156,046</b>	<b>\$ 6,730,230</b>	<b>33.39%</b>	<b>\$ (1,557,384)</b>
<b>GRAND TOTAL REVENUES</b>	<b>\$ 71,941,910</b>	<b>\$ 29,341,790</b>	<b>40.79%</b>	<b>\$ 70,316,568</b>	<b>\$ 30,958,146</b>	<b>44.03%</b>	<b>\$ (1,616,358)</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - GENERAL FUND COMPARATIVE**  
**THROUGH October 31, 2012 VS October 31, 2011**

DEPARTMENT	FY 2013 REVISED BUDGET	Unaudited EXP THRU OCT 2012	% OF BUDGET	FY 2012 BUDGET	Unaudited EXP THRU OCT 2011	% OF BUDGET	VARIANCE
<b>ADMINISTRATION</b>							
MAYOR AND COUNCIL	\$ 99,690	\$ 50,241	50.40%	\$ 99,690	\$ 53,950	54.12%	\$ (3,709)
CITY MANAGER	\$ 343,296	\$ 82,523	24.04%	\$ 280,915	\$ 86,598	30.83%	\$ (4,073)
ASSESSING SERVICES	\$ 183,801	\$ 51,134	27.82%	\$ 188,906	\$ 51,966	27.51%	\$ (832)
CITY CLERK	\$ 150,676	\$ 38,198	25.35%	\$ 137,422	\$ 38,806	28.24%	\$ (608)
FINANCIAL SERVICES	\$ 419,539	\$ 119,042	28.37%	\$ 365,023	\$ 143,914	39.43%	\$ (24,872)
HUMAN RESOURCES	\$ 137,836	\$ 40,637	29.48%	\$ 137,363	\$ 41,199	29.99%	\$ (562)
INFORMATION COMMUNICATION TECHNOLOGY	\$ 386,632	\$ 164,719	42.60%	\$ 361,058	\$ 189,708	52.54%	\$ (24,989)
LEGAL SERVICES	\$ 85,000	\$ 8,819	10.38%	\$ 84,284	\$ 40,875	48.50%	\$ (32,056)
CUSTOMER SERVICE	\$ -	\$ -		\$ 2,428	\$ 921	37.93%	\$ (921)
<b>TOTAL ADMINISTRATION</b>	<b>\$ 1,806,470</b>	<b>\$ 555,313</b>	<b>30.74%</b>	<b>\$ 1,657,089</b>	<b>\$ 647,935</b>	<b>39.10%</b>	<b>\$ (92,622)</b>
<b>COMMUNITY SERVICES</b>							
ENGINEERING	\$ 320,370	\$ 92,793	28.96%	\$ 293,612	\$ 89,637	30.53%	\$ 3,156
COMMUNITY PROGRAMS	\$ 14,050	\$ 10,150	72.24%	\$ 12,650	\$ 10,150	80.24%	\$ -
PLANNING & PERMITTING	\$ 776,532	\$ 220,039	28.34%	\$ 727,756	\$ 210,413	28.91%	\$ 9,626
PARKS AND RECREATION	\$ 602,191	\$ 176,635	29.33%	\$ 615,858	\$ 164,238	26.67%	\$ 12,397
HEALTH & SOCIAL SERVICES	\$ 176,567	\$ 69,874	39.57%	\$ 153,811	\$ 49,413	32.13%	\$ 20,461
PUBLIC LIBRARY	\$ 968,292	\$ 324,896	33.55%	\$ 929,407	\$ 309,802	33.33%	\$ 15,094
<b>TOTAL COMMUNITY SERVICES</b>	<b>\$ 2,858,002</b>	<b>\$ 894,387</b>	<b>31.29%</b>	<b>\$ 2,733,094</b>	<b>\$ 833,653</b>	<b>30.50%</b>	<b>\$ 60,734</b>
<b>FISCAL SERVICES</b>							
DEBT SERVICE	\$ 6,682,797	\$ 4,330,942	64.81%	\$ 6,810,550	\$ 3,998,812	58.71%	\$ 332,130
PROPERTY	\$ 699,114	\$ 243,717	34.86%	\$ 680,137	\$ 243,108	35.74%	\$ 609
WORKERS COMPENSATION	\$ 415,000	\$ -	0.00%	\$ 451,890	\$ 90,515	20.03%	\$ (90,515)
WAGES & BENEFITS	\$ 4,602,545	\$ 1,410,787	30.65%	\$ 4,209,929	\$ 1,440,434	34.22%	\$ (29,647)
EMERGENCY RESERVE (10108062-670000)	\$ 333,818	\$ -	0.00%	\$ 328,608	\$ -	0.00%	\$ -
<b>TOTAL FISCAL SERVICES</b>	<b>\$ 12,733,274</b>	<b>\$ 5,985,446</b>	<b>47.01%</b>	<b>\$ 12,481,114</b>	<b>\$ 5,772,869</b>	<b>46.25%</b>	<b>\$ 212,577</b>
<b>PUBLIC SAFETY</b>							
EMERGENCY MGMT AGENCY	\$ -	\$ -		\$ 2,903	\$ -	0.00%	\$ -
FIRE DEPARTMENT	\$ 3,904,344	\$ 1,170,825	29.99%	\$ 3,716,161	\$ 1,129,994	30.41%	\$ 40,831
POLICE DEPARTMENT	\$ 3,439,583	\$ 1,009,566	29.35%	\$ 3,315,380	\$ 1,002,439	30.24%	\$ 7,127
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 7,343,927</b>	<b>\$ 2,180,391</b>	<b>29.69%</b>	<b>\$ 7,034,444</b>	<b>\$ 2,132,433</b>	<b>30.31%</b>	<b>\$ 47,958</b>
<b>PUBLIC WORKS</b>							
PUBLIC WORKS DEPARTMENT	\$ 4,617,744	\$ 1,210,243	26.21%	\$ 4,682,884	\$ 1,077,931	23.02%	\$ 132,312
WATER AND SEWER	\$ 558,835	\$ 135,251	24.20%	\$ 558,835	\$ 282,963	50.63%	\$ (147,712)
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 5,176,579</b>	<b>\$ 1,345,494</b>	<b>25.99%</b>	<b>\$ 5,241,719</b>	<b>\$ 1,360,894</b>	<b>25.96%</b>	<b>\$ (15,400)</b>
<b>INTERGOVERNMENTAL PROGRAMS</b>							
AUBURN-LEWISTON AIRPORT	\$ 105,000	\$ 52,500	50.00%	\$ 106,750	\$ 53,375	50.00%	\$ (875)
E911 COMMUNICATION CENTER	\$ 1,035,381	\$ 517,522	49.98%	\$ 968,347	\$ 484,174	50.00%	\$ 33,348
LATC-PUBLIC TRANSIT	\$ 235,548	\$ -	0.00%	\$ 207,779	\$ -	0.00%	\$ -
LAEGC-ECONOMIC COUNCIL	\$ 160,687	\$ 40,172	25.00%	\$ 160,687	\$ 40,172	25.00%	\$ -
COMMUNITY LITTLE THEATER	\$ 20,160	\$ -	0.00%	\$ 20,160	\$ 10,080	50.00%	\$ (10,080)
TAX SHARING	\$ 289,000	\$ 43,602	15.09%	\$ 288,593	\$ 39,601	13.72%	\$ 4,001
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 1,845,776</b>	<b>\$ 653,796</b>	<b>35.42%</b>	<b>\$ 1,752,316</b>	<b>\$ 627,402</b>	<b>35.80%</b>	<b>\$ 26,394</b>
<b>COUNTY TAX</b>	<b>\$ 2,006,244</b>	<b>\$ 2,006,244</b>	<b>100.00%</b>	<b>\$ 1,925,561</b>	<b>\$ 1,925,560</b>	<b>100.00%</b>	<b>\$ 80,684</b>
TIF (10108058-580000)	\$ 2,619,142	\$ 2,590,947	98.92%	\$ 2,619,142	\$ 2,619,142	100.00%	\$ (28,195)
OVERLAY	\$ -	\$ -		\$ 301,604	\$ -	0.00%	\$ -
<b>TOTAL CITY DEPARTMENTS</b>	<b>\$ 36,389,414</b>	<b>\$ 16,212,018</b>	<b>44.55%</b>	<b>\$ 35,746,083</b>	<b>\$ 15,919,888</b>	<b>44.54%</b>	<b>\$ 292,130</b>
<b>EDUCATION DEPARTMENT</b>	<b>\$ 34,705,246</b>	<b>\$ 5,743,832</b>	<b>16.55%</b>	<b>\$ 34,705,246</b>	<b>\$ 9,872,140</b>	<b>28.45%</b>	<b>\$ (4,128,308)</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 71,094,660</b>	<b>\$ 21,955,850</b>	<b>30.88%</b>	<b>\$ 70,451,329</b>	<b>\$ 25,792,028</b>	<b>36.61%</b>	<b>\$ (3,836,178)</b>

CITY OF AUBURN, MAINE  
 INVESTMENT SCHEDULE  
 AS OF October 31, 2012

INVESTMENT	FUND	BALANCE	BALANCE October 31, 2012	INTEREST RATE	WEIGHTED AVG YIELD
BANKNORTH MNY MKT	24-1242924 GENERAL FUND	\$ 55,245.08	\$ 55,245.08	0.20%	
BANKNORTH MNY MKT	24-1745910 GF-WORKERS COMP	\$ 49,205.39	\$ 49,205.39	0.10%	
BANKNORTH MNY MKT	24-1745944 GF-UNEMPLOYMENT	\$ 66,794.97	\$ 66,794.97	0.20%	
BANKNORTH CD	7033 GF-UNEMPLOYMENT	\$ 102,404.84	\$ 102,404.84	2.64%	
BANKNORTH MNY MKT	24-1809302 SPECIAL REVENUE	\$ 52,473.98	\$ 52,473.98	0.20%	
BANKNORTH MNY MKT	24-1745902 SR-PERMIT PARKING	\$ 197,677.47	\$ 197,677.47	0.20%	
BANKNORTH MNY MKT	24-1745895 SR-TIF	\$ 1,116,044.84	\$ 1,116,044.84	0.20%	
BANKNORTH MNY MKT	24-1746819 CAPITAL PROJECTS	\$ 10,881,531.91	\$ 10,881,531.91	0.20%	
BANKNORTH MNY MKT	24-1745928 ICE ARENA	\$ 248,897.04	\$ 248,897.04	0.10%	
<b>GRAND TOTAL</b>		<b>\$ 12,770,275.52</b>	<b>\$ 12,770,275.52</b>		<b>0.22%</b>

# Auburn Parking Management Report

The purpose of parking management is to support the development of a vibrant, accessible city serving commercial, retail, recreational, and residential uses as well as customers, visitors, employees and residents for those uses.

The city controls approximately 450 short-term parking spaces and 550 permit parking spaces in the downtown area as well as spaces along the 250 miles of road within the city and private lots. The city manages numerous public parking lots, a parking garage, multiple winter relief lots, on-street parking through signs, and various parking permits.

The City of Auburn Parking Enforcement Officer patrols assigned areas, such as city owned parking lots, downtown on-street and off-street parking, and special permit parking within the downtown area. The PEO also enforces fire lane and handicap parking violations in private lots that have partnered with the City of Auburn for enforcement. The officer issues tickets to violators of any provision of the parking ordinance, to include; but not be limited to:

- Overtime parking (time limited zones, i.e. 2-hour parking)
- No parking zones
- Vehicles parked within 15' of a fire hydrant
- Vehicles parked blocking a driveway
- Vehicles parked within 25' of a street corner
- Vehicles that are double parked (parking over the lines of an individual stall or not within the lines)
- Vehicles parked headed the wrong direction
- Vehicles parked on or within 20' of a crosswalk
- Vehicles parked on or across a sidewalk, or in such a manner as to obstruct the route of passage between such sidewalks
- Vehicles parked in a permit zone with no permit
- Vehicles parked in a fire lane
- Vehicles parked in a handicap stall or adjacent access aisle without valid permission

The annual average for the past three years of revenues (fines and permits) and costs (enforcement and billing/collection):

- Revenue - \$153,000 (Permits - \$121,000 and Fines - \$32,000)
- Costs - \$63,000 (Enforcement - \$43,700 and Collections/Billing - \$19,300)

Parking controls are necessary to assure that the on-street parking supply is used in a manner consistent with the need for downtown businesses and the need to maintain permit parking. For example, business areas typically have many customers visiting for short periods of time. This means that the curbside parking near businesses should not be occupied by all day parkers; "turnover" of these parking spaces is vital to provide parking for numerous users throughout the day. Permit parking provides the alternative for the all day user.



## City Council Agenda Information Sheet

City of Auburn

**Council Meeting Date:** November 19, 2012

**Order** 93-11192012

**Author:** Gary Johnson, Assistant City Engineer

**Subject:** Property Exchange – Lehouillier Drive

**Information:** In 1983, through tax liens, the City acquired interest in the land over which proposed streets were laid out on a 1923 subdivision plan entitled “Taylor Pond Park Addition.” A retaining wall constructed several years ago encroached into one of these proposed streets. Its location restricted the use of the proposed street and the construction of a driveway to an abutting property. The abutting property owner was preparing to remove the retaining wall and the wall owner was preparing to take legal action to prevent its removal.

To avoid having the City be involved in any impending litigation, or being seen as favoring one property owner’s interests over the other, City staff has facilitated an agreement between property owners. Through the exchange of small parcels of land with the City, the proposed street will be relocated allowing the retaining wall to remain and the driveway to be constructed. In order to maintain a uniform twenty foot width to the right of way, a third property owner needed to be part of the agreement. The attached survey plan shows the required property exchanges.

All of the costs in surveying of the properties and preparation of the legal descriptions have been paid for by the property owners. Once the exchanges have been approved and the deeds signed, the plan and deeds will be recorded in the registry.

**Financial:** None

**Action Requested at this Meeting:** Authorize the City Manager to sign the required documents on behalf of the City.

**Previous Meetings and History:** November 5, 2012 City Council Workshop to discuss issue.

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

- Sketch showing location and PIDs
- Survey Plan showing parcels to be exchanged. To be recorded at registry.
- Deed Descriptions for required exchanges.
  - City of Auburn to Duane Little
  - Duane Little to City of Auburn
  - Duane Little to Jennifer Vyr
  - Jennifer Vyr to City of Auburn
- Order 93-11192012

# Lehouillier Drive - Property Exchange

1" = 80'





**SCHEDULE OF PARCEL EXCHANGE**

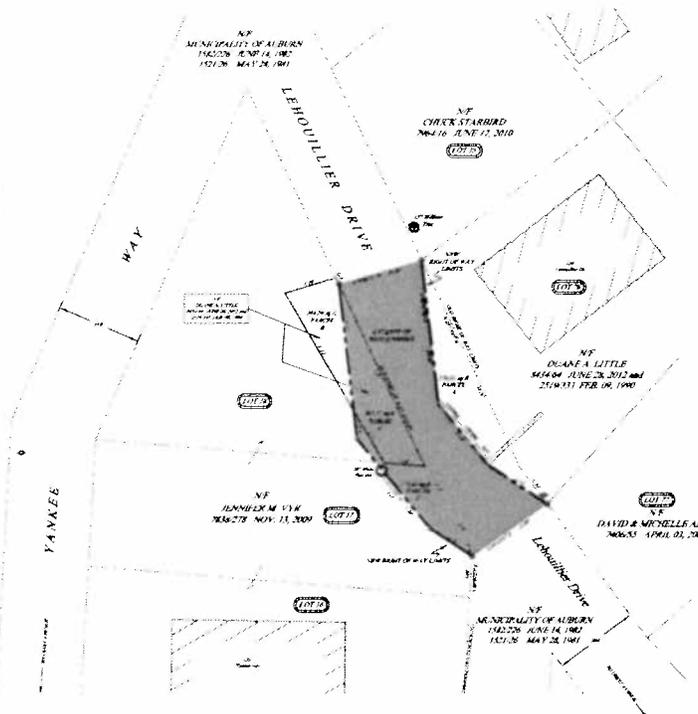
PARCEL A: LAND TO BE EXCHANGED TO OBTAIN A LITTLE FROM THE CITY OF AUBURN, MAINE, PARCEL 11.

PARCEL B: LAND TO BE EXCHANGED TO OBTAIN A LITTLE FROM THE CITY OF AUBURN, MAINE, PARCEL 11.

PARCEL C: LAND TO BE EXCHANGED TO THE CITY OF AUBURN, MAINE, PARCEL 11.

PARCEL D: LAND TO BE EXCHANGED TO THE CITY OF AUBURN, MAINE, PARCEL 11.

PARCEL E: LAND TO BE EXCHANGED TO THE CITY OF AUBURN, MAINE, PARCEL 11.



**LINE TABLE**

LINE	BEARING	DISTANCE
1-2	N 75° 00' 00" W	12.00
2-3	S 75° 00' 00" E	12.00
3-4	N 75° 00' 00" W	12.00
4-5	S 75° 00' 00" E	12.00
5-6	N 75° 00' 00" W	12.00
6-7	S 75° 00' 00" E	12.00
7-8	N 75° 00' 00" W	12.00
8-9	S 75° 00' 00" E	12.00
9-10	N 75° 00' 00" W	12.00
10-11	S 75° 00' 00" E	12.00
11-12	N 75° 00' 00" W	12.00
12-13	S 75° 00' 00" E	12.00
13-14	N 75° 00' 00" W	12.00
14-15	S 75° 00' 00" E	12.00
15-16	N 75° 00' 00" W	12.00
16-17	S 75° 00' 00" E	12.00
17-18	N 75° 00' 00" W	12.00
18-19	S 75° 00' 00" E	12.00
19-20	N 75° 00' 00" W	12.00
20-21	S 75° 00' 00" E	12.00
21-22	N 75° 00' 00" W	12.00
22-23	S 75° 00' 00" E	12.00
23-24	N 75° 00' 00" W	12.00
24-25	S 75° 00' 00" E	12.00
25-26	N 75° 00' 00" W	12.00
26-27	S 75° 00' 00" E	12.00
27-28	N 75° 00' 00" W	12.00
28-29	S 75° 00' 00" E	12.00
29-30	N 75° 00' 00" W	12.00
30-31	S 75° 00' 00" E	12.00
31-32	N 75° 00' 00" W	12.00
32-33	S 75° 00' 00" E	12.00
33-34	N 75° 00' 00" W	12.00
34-35	S 75° 00' 00" E	12.00
35-36	N 75° 00' 00" W	12.00
36-37	S 75° 00' 00" E	12.00
37-38	N 75° 00' 00" W	12.00
38-39	S 75° 00' 00" E	12.00
39-40	N 75° 00' 00" W	12.00
40-41	S 75° 00' 00" E	12.00
41-42	N 75° 00' 00" W	12.00
42-43	S 75° 00' 00" E	12.00
43-44	N 75° 00' 00" W	12.00
44-45	S 75° 00' 00" E	12.00
45-46	N 75° 00' 00" W	12.00
46-47	S 75° 00' 00" E	12.00
47-48	N 75° 00' 00" W	12.00
48-49	S 75° 00' 00" E	12.00
49-50	N 75° 00' 00" W	12.00
50-51	S 75° 00' 00" E	12.00
51-52	N 75° 00' 00" W	12.00
52-53	S 75° 00' 00" E	12.00
53-54	N 75° 00' 00" W	12.00
54-55	S 75° 00' 00" E	12.00
55-56	N 75° 00' 00" W	12.00
56-57	S 75° 00' 00" E	12.00
57-58	N 75° 00' 00" W	12.00
58-59	S 75° 00' 00" E	12.00
59-60	N 75° 00' 00" W	12.00
60-61	S 75° 00' 00" E	12.00
61-62	N 75° 00' 00" W	12.00
62-63	S 75° 00' 00" E	12.00
63-64	N 75° 00' 00" W	12.00
64-65	S 75° 00' 00" E	12.00
65-66	N 75° 00' 00" W	12.00
66-67	S 75° 00' 00" E	12.00
67-68	N 75° 00' 00" W	12.00
68-69	S 75° 00' 00" E	12.00
69-70	N 75° 00' 00" W	12.00
70-71	S 75° 00' 00" E	12.00
71-72	N 75° 00' 00" W	12.00
72-73	S 75° 00' 00" E	12.00
73-74	N 75° 00' 00" W	12.00
74-75	S 75° 00' 00" E	12.00
75-76	N 75° 00' 00" W	12.00
76-77	S 75° 00' 00" E	12.00
77-78	N 75° 00' 00" W	12.00
78-79	S 75° 00' 00" E	12.00
79-80	N 75° 00' 00" W	12.00
80-81	S 75° 00' 00" E	12.00
81-82	N 75° 00' 00" W	12.00
82-83	S 75° 00' 00" E	12.00
83-84	N 75° 00' 00" W	12.00
84-85	S 75° 00' 00" E	12.00
85-86	N 75° 00' 00" W	12.00
86-87	S 75° 00' 00" E	12.00
87-88	N 75° 00' 00" W	12.00
88-89	S 75° 00' 00" E	12.00
89-90	N 75° 00' 00" W	12.00
90-91	S 75° 00' 00" E	12.00
91-92	N 75° 00' 00" W	12.00
92-93	S 75° 00' 00" E	12.00
93-94	N 75° 00' 00" W	12.00
94-95	S 75° 00' 00" E	12.00
95-96	N 75° 00' 00" W	12.00
96-97	S 75° 00' 00" E	12.00
97-98	N 75° 00' 00" W	12.00
98-99	S 75° 00' 00" E	12.00
99-100	N 75° 00' 00" W	12.00

**LEGEND:**

- ROADWAY (SEE PLAN FOR LOCATION AND WIDTH)
- UTILITY (SEE PLAN FOR LOCATION AND DEPTH)
- PROPERTY LINE
- LOT AREA
- LOT NUMBER (SEE PLAN)
- AREA OF 1/2 ACRES
- AREA OF 1/4 ACRES
- AREA OF 1/8 ACRES
- AREA OF 1/16 ACRES

**NOTES:**

1. THIS PLAN IS A PRELIMINARY PLAN AND IS NOT TO BE USED FOR ANY OTHER PURPOSE.

2. ALL DIMENSIONS ARE IN FEET AND INCHES.

3. THE AREA OF THIS PARCEL IS 1.00 ACRES.

4. THE AREA OF THIS PARCEL IS 1.00 ACRES.

5. THE AREA OF THIS PARCEL IS 1.00 ACRES.

6. THE AREA OF THIS PARCEL IS 1.00 ACRES.

7. THE AREA OF THIS PARCEL IS 1.00 ACRES.

8. THE AREA OF THIS PARCEL IS 1.00 ACRES.

9. THE AREA OF THIS PARCEL IS 1.00 ACRES.

10. THE AREA OF THIS PARCEL IS 1.00 ACRES.

**REFERENCES:**

1. THE PLAN OF THIS PARCEL IS 1.00 ACRES.

2. THE PLAN OF THIS PARCEL IS 1.00 ACRES.

3. THE PLAN OF THIS PARCEL IS 1.00 ACRES.

4. THE PLAN OF THIS PARCEL IS 1.00 ACRES.

5. THE PLAN OF THIS PARCEL IS 1.00 ACRES.

6. THE PLAN OF THIS PARCEL IS 1.00 ACRES.

7. THE PLAN OF THIS PARCEL IS 1.00 ACRES.

8. THE PLAN OF THIS PARCEL IS 1.00 ACRES.

9. THE PLAN OF THIS PARCEL IS 1.00 ACRES.

10. THE PLAN OF THIS PARCEL IS 1.00 ACRES.

**OWNER'S OF RECORD:**

1. THE PLAN OF THIS PARCEL IS 1.00 ACRES.

2. THE PLAN OF THIS PARCEL IS 1.00 ACRES.

3. THE PLAN OF THIS PARCEL IS 1.00 ACRES.

4. THE PLAN OF THIS PARCEL IS 1.00 ACRES.

5. THE PLAN OF THIS PARCEL IS 1.00 ACRES.

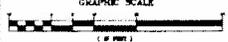
6. THE PLAN OF THIS PARCEL IS 1.00 ACRES.

7. THE PLAN OF THIS PARCEL IS 1.00 ACRES.

8. THE PLAN OF THIS PARCEL IS 1.00 ACRES.

9. THE PLAN OF THIS PARCEL IS 1.00 ACRES.

10. THE PLAN OF THIS PARCEL IS 1.00 ACRES.



**CERTIFICATION:**

I, the undersigned, being a duly qualified and licensed Professional Surveyor, do hereby certify that the foregoing is a true and correct copy of the original plan as filed in my office.

DATE: \_\_\_\_\_

PROFESSIONAL SURVEYOR

**RECORDING INFORMATION:**

RECORDED IN \_\_\_\_\_

DATE \_\_\_\_\_

BY \_\_\_\_\_



**LEHOULLIER DRIVE**  
AUBURN, MAINE

**JAN LAMB SURVEYORS**

1000 BROADWAY, SUITE 200  
AUBURN, MAINE 04210  
PHONE: 603-552-1111  
FAX: 603-552-1112  
WWW.JANLAMB.COM

**PROPOSED DESCRIPTION OF LAND ON THE NORTHEAST SIDE OF  
LEHOULLIER DRIVE IN THE CITY OF AUBURN, MAINE**

**City of Auburn, Maine to Little  
376.01 square feet**

EXHIBIT A

A certain lot or parcel of land situated on the northeast side of a twenty foot (20') right of way known as Lehouillier Drive in the City of Auburn, County of Androscoggin, State of Maine and being more particularly described as follows:

**BEGINNING** at 5/8" capped rebar in the northeast sideline of said twenty foot (20') right of way known as Lehouillier Drive and being the northwest corner of land now or formerly of David and Michelle Arel as described in Parcel Four in a deed dated April 03, 2008 and recorded in said Registry in Book 7406, Page 55;

- 1) Thence, N 56° 25' 31" W a distance of sixteen and 64/100 feet (16.64') to the southwest corner of an existing retaining wall;
- 2) Thence, N 39° 12' 20" W by the southwest face of said retaining wall, a distance of eighteen and 51/100 feet (18.51') to the approximate northwest terminus of said retaining wall;
- 3) Thence, N 06° 43' 46" W a distance of thirty-four and 36/100 feet (34.36') to a 5/8" capped rebar at the southwest corner of Lot 75 as shown on a plan of Taylor Pond Park Addition dated July 1922 and recorded in said Registry in Plan Book 7, Page 369 and being land now or formerly of Chuck Starbird as described in a deed dated June 17, 2010 and recorded in said Registry in Book 7964, Page 16;
- 4) Thence, S 25° 15' 47"E by the northeast sideline of said twenty foot (20') right of way known as Lehouillier Drive, a distance of fifty-four and 28/100 feet (54.28') to a point for an angle;
- 5) Thence, S 36° 49' 23" E by the northeast sideline of said twenty foot (20') right of way known as Lehouillier Drive, a distance of ten and 72/100 feet (10.72') to the **POINT OF BEGINNING**.

The above-described parcel contains 376.01 square feet. The bearings above referred to are referenced to magnetic north as observed August 2012. This description is pursuant to an agreement between the City of Auburn, Duane A. Little, Jr. and Jennifer M. Vyr, parties of interest, to exchange certain parcels of land and to establish the new location of a portion of said twenty foot (20') right of way known as Lehouillier Drive. Reference is made to a plan entitled Street Realignment Survey – Lehouillier Drive – Auburn, Maine dated September 12, 2012 by JKL Land Surveying – Mechanic Falls, Maine and to be recorded in the Androscoggin County Registry of Deeds. All 5/8" rebar are identified by an orange plastic cap inscribed JKL Survey – PLS 2216.

Meaning and intending to describe only a portion of land as described in a Municipal Tax Lien dated June 14, 1982 against Muriel Jean Mulligan heirs and recorded in the Androscoggin County Registry of Deeds in Book 1582, Page 226 and Municipal Tax Lien dated May 28, 1981 against Muriel Jean Mulligan recorded in said Registry in Book 1521, Page 26.

**PROPOSED DESCRIPTION OF LAND ON THE SOUTHWEST SIDE OF  
LEHOULLIER DRIVE IN THE CITY OF AUBURN, MAINE**

**Little to the City of Auburn, Maine  
285.32 square feet**

**EXHIBIT A**

A certain lot or parcel of land situated on the southwest side of a twenty foot (20') right of way known as Lehouillier Drive in the City of Auburn, County of Androscoggin, State of Maine and being more particularly described as follows:

**BEGINNING** at 5/8" capped rebar on the southwesterly sideline of said twenty foot (20') right of way and being on the northeasterly sideline of land now or formerly of Duane A. Little as described in Parcel Two of a deed dated February 09, 1990 and recorded in the Androscoggin County Registry of Deeds in Book 2519, Page 333. Said rebar also being S 25° 15' 47" E a distance of one and 54/100 feet (1.54') from the northeast corner of said Parcel Two in Book 2519, Page 333. Said rebar is further located as being S 74° 00' 13" W a distance of twenty and 26/100 feet (20.26') from a 5/8" capped rebar at the southwest corner Lot 75 as shown on a plan of Taylor Pond Park Addition dated July 1922 and recorded in said Registry in Plan Book 7, Page 369 and being land now or formerly of Chuck Starbird as described in a deed dated July 17, 2010 and recorded in said Registry in Book 7964, Page 16;

- 1) Thence, S 06° 43' 46" E a distance of thirty and 18/100 feet (30.18') to a point on the southwest sideline of Parcel Two of said Little;
- 2) Thence, S 30° 24' 11" E by southwest sideline of said Little, a distance of fourteen and 40/100 feet (14.40') to a point;
- 3) Thence, S 85° 25' 11" E by the south sideline of said Little, a distance of nine and 57/100 feet (9.57') to a point on the southwest sideline of said twenty foot right of way known as Lehouillier Drive;
- 4) Thence, N 25° 15' 47" W by the southwest sideline of said twenty foot right of way known as Lehouillier Drive, a distance of forty-seven and 72/100 feet (47.72') to the **POINT OF BEGINNING**.

The above-described parcel contains 285.32 square feet. The bearings above referred to are referenced to magnetic north as observed August 2012. This description is pursuant to an agreement between the City of Auburn, Duane A. Little, Jr. and Jennifer M. Vyr, parties of interest, to exchange certain parcels of land and to establish the new location of a portion of said twenty foot (20') right of way known as Lehouillier Drive. Reference is made to a plan entitled Street Realignment Survey – Lehouillier Drive – Auburn, Maine dated September 12, 2012 by JKL Land Surveying – Mechanic Falls, Maine and to be recorded in the Androscoggin County Registry of Deeds. All 5/8" rebar are identified by an orange plastic cap inscribed JKL Survey – PLS 2216.

Meaning and intending to describe only a portion of land as described in a deed dated February 09, 1990 from John F. and Denise P. Winter to Duane A. and Elaine C. Little and recorded in the Androscoggin County Registry of Deeds in Book 2519, Page 333. Reference is made to a court judgment dated June 28, 2012 and recorded in said Registry in Book 8434, Page 64.

**PROPOSED DESCRIPTION OF LAND ON THE SOUTHWEST SIDE OF  
LEHOULLIER DRIVE IN THE CITY OF AUBURN, MAINE**

**Little to Vyr  
204.29 square feet**

**EXHIBIT A**

A certain lot or parcel of land situated on the southwest side of a twenty foot (20') right of way known as Lehouillier Drive in the City of Auburn, County of Androscoggin, State of Maine and being more particularly described as follows:

**BEGINNING** at 5/8" capped rebar on the southwest sideline of said twenty foot (20') right of way and being on the northeast sideline of land now or formerly of Duane A. Little as described in Parcel Two of a deed dated February 09, 1990 and recorded in the Androscoggin County Registry of Deeds in Book 2519, Page 333. Said rebar is further located as being S 74° 00' 13" W a distance of twenty and 26/100 feet (20.26') from a 5/8" capped rebar at the southwest corner of Lot 75 as shown on a plan of Taylor Pond Park Addition dated July 1922 and recorded in said Registry in Plan Book 7, Page 369 and being land now or formerly of Chuck Starbird as described in a deed dated June 06, 2010 and recorded in said Registry in Book 7964, Page 16;

- 1) Thence, N 25° 15' 47" W by the southwest sideline of said twenty foot (20') right of way a distance of one and 54/100 feet (1.54') to a point at the northeast corner of said Little and being a corner of land now or formerly of Jennifer M. Vyr as described in a deed dated November 13, 2009 and recorded in said Registry in Book 7838, Page 278;
- 2) Thence, S 74° 00' 29" W by said Vyr, a distance of twelve and 20/100 feet (12.20') to a point;
- 3) Thence, S 30° 24' 11" E by said Vyr, a distance of thirty-two and 14/100 feet (32.14') to a point;
- 4) Thence, N 06° 43' 46"W a distance of thirty and 18/100 feet (30.18') to the **POINT OF BEGINNING**.

The above-described parcel contains 204.29 square feet. The bearings above referred to are referenced to magnetic north as observed August 2012. This description is pursuant to an agreement between the City of Auburn, Duane A. Little, Jr. and Jennifer M. Vyr, parties of interest, to exchange certain parcels of land and to establish the new location of a portion of said twenty foot (20') right of way known as Lehouillier Drive. Reference is made to a plan entitled Street Realignment Survey – Lehouillier Drive – Auburn, Maine dated September 12, 2012 by JKL Land Surveying – Mechanic Falls, Maine and to be recorded in the Androscoggin County Registry of Deeds. All 5/8" rebar are identified by an orange plastic cap inscribed JKL Survey – PLS 2216.

Meaning and intending to describe only a portion of land as described in a deed dated February 09, 1990 from John F. and Denise P. Winter to Duane A. and Elaine C. Little and recorded in the Androscoggin County Registry of Deeds in Book 2519, Page 333. Reference is made to a court judgment dated June 28, 2012 and recorded in said Registry in Book 8434, Page 64.

**PROPOSED DESCRIPTION OF LAND ON THE SOUTHWEST SIDE OF  
LEHOULLIER DRIVE IN THE CITY OF AUBURN, MAINE**

**Vyr to the City of Auburn, Maine  
178.85 square feet**

EXHIBIT A

A certain lot or parcel of land situated on the southwest side of a twenty foot (20') right of way known as Lehouillier Drive in the City of Auburn, County of Androscoggin, State of Maine and being more particularly described as follows:

**BEGINNING** at 5/8" capped rebar in the southwest sideline of said twenty foot (20') right of way known as Lehouillier Drive and being on the northeasterly sideline of land now or formerly of Jennifer M. Vyr as described in a deed dated November 13, 2009 and recorded in the Androscoggin County Registry of Deeds in Book 7838, Page 278. Said rebar also being N 03° 07' 22" E a distance of nine and 68/100 feet (9.68') from the northeast corner of Lot 16 as shown on a plan of Taylor Pond Park Addition dated July 1922 and recorded in said Registry in Plan Book 7, Page 369. Said rebar is further located as being S 54° 55' 31" W a distance of twenty-one and 49/100 feet (21.49') from the northwest corner of land now or formerly of David and Michelle Arel as described in a deed dated April 03, 2008 and recorded in said Registry in Book 7406, Page 55;

- 1) Thence, N 56° 25' 31" W a distance of eleven and 84/100 feet (11.84') to a 5/8" rebar for an angle;
- 2) Thence, N 39° 12' 20" W a distance of twenty-seven and 36/100 feet (27.36') to a 5/8" rebar for an angle;
- 3) Thence, N 06° 43' 46" W a distance of six and 75/100 feet (6.75') to a point in the southwest sideline of land now or formerly of Duane A Little, Jr. as described in Parcel Two of a deed dated February 09, 1990 and recorded in the Androscoggin County Registry of Deeds in Book 2519, Page 333. Reference is also made to a court judgment dated June 28, 2012 and recorded in said Registry in Book 8434, Page 64;
- 4) Thence, S 30° 24' 11" E by southwest sideline of said Little, a distance of fourteen and 40/100 feet (14.40') to a point;
- 5) Thence, S 85° 25' 11" E by the south sideline of said Little, a distance of nine and 57/100 feet (9.57') to a point on the southwest sideline of said twenty foot (20') right of way known as Lehouillier Drive;
- 6) Thence, S 25° 15' 47" E by the southwest sideline of said twenty foot (20') right of way known as Lehouillier Drive, a distance of eleven and 84/100 feet (11.84') to a point for an angle;
- 7) Thence, S 36° 49' 23" E by the southwest sideline of said twenty foot (20') right of way known as Lehouillier Drive, a distance of ten and 33/100 feet (10.33') to a point for an angle;
- 8) Thence, S 03° 07' 22" W by the southwest sideline of said twenty foot (20') right of way known as Lehouillier Drive, a distance of two and 30/100 feet (2.30') to the **POINT OF BEGINNING**.

The above-described parcel contains 178.85 square feet. The bearings above referred to are referenced to magnetic north as observed August 2012. This description is pursuant to an agreement between the City of Auburn, Duane A. Little, Jr. and Jennifer M. Vyr, parties of interest, to exchange certain parcels of land and to establish the new location of a portion of said twenty foot right of way known as Lehouillier Drive. Reference is made to a plan entitled Street Realignment Survey – Lehouillier Drive – Auburn, Maine dated September 12, 2012 by JKL Land Surveying – Mechanic Falls, Maine and to be recorded in the Androscoggin County Registry of Deeds. All 5/8" rebar are identified by an orange plastic cap inscribed JKL Survey – PLS 2216.

Meaning and intending to describe only a portion of land as described in a deed dated November 13, 2009 from Timothy F. Ronan to Jennifer M. Vyr and recorded in the Androscoggin County Registry of Deeds in Book 7838, Page 278.

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 93-11192012**

ORDERED that the City Manager is hereby authorized to sign the required documents for the Lehouillier Drive property exchange.



## City Council Agenda Information Sheet

City of Auburn

---

**Council Meeting Date:** November 19, 2012

**Order**

94-11192012

**Author:** Roland G. Miller, Director Community & Economic Development

**Subject:** Authorize the City Manager to execute a 30 day option extension for City of Auburn owned property at One Minot Avenue to Building Solutions, LLC (including its assignees: Joseph J. Casalino and/or One Minot Avenue LLC).

---

**Information:** Building Solutions, holder of the option, will give a progress report to the City Council (executive session) on the development of the project. The original option was issued on February 21, 2012, and contained an extension provision that was exercised. The new expiration date for the option is November 23, 2012. Building Solutions wishes to extend site control on One Minot Avenue to continue the process of assembling land to effectuate a significant redevelopment project along the Minot Avenue corridor.

---

**Financial:** None

---

**Action Requested at this Meeting:** Authorize the City Manager to execute a 30 extension to the option for One Minot Avenue

---

**Previous Meetings and History:** This has been before the City Council for action twice this year which resulted in the options being approved as noted above.

---

**Attachments:**

- Order 94-11192012

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



Jonathan LaBonte, Mayor

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

**IN CITY COUNCIL**

**ORDER 94-11192012**

ORDERED that the City Council hereby authorizes the City Manager to execute a thirty (30) day extension to the option agreement for One Minot Avenue.



## City Council Agenda Information Sheet

City of Auburn

---

**Council Meeting Date:** November 19, 2012

**Order**

95-11192012

**Author:** Roland G. Miller, Director of Community & Economic Development

**Subject:** Funding for a Transit Station in Auburn

---

**Information:** Funding (\$250,000) has been secured for the construction of a transit station in Auburn. In order for a station, containing public bathrooms and driver service area, to be constructed supplemental funds will be required. Downtown district TIF funds are available for this purpose. Based on the outcome of negotiations with the private property owner a final budget will be prepared. It is expected that this project will not need more than an additional \$250,000.

---

**Financial:** Obligate an amount not to exceed \$250,000 of Downtown TIF district funds for this project.

---

**Action Requested at this Meeting:** Authorize the City Manager to assign the required amount of funding, not to exceed \$250,000, to complete the construction of a Transit Station in Auburn.

---

**Previous Meetings and History:**

---

**Attachments:**

- Order 95-11192012

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 95-11192012**

ORDERED that the City Council approves the construction of a Transit Station in Downtown Auburn and authorizes the City Manager to allocate up to \$250,000 to complete the project.