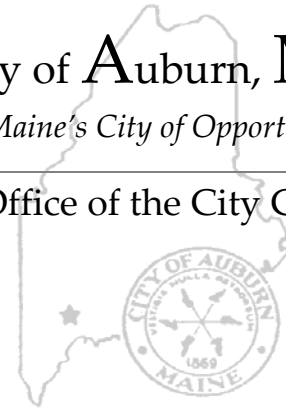


# City of Auburn, Maine

*"Maine's City of Opportunity"*

Office of the City Clerk



## Council Meeting Agenda Packet

January 23, 2006

This packet contains the City Council Agenda and supporting documents. The items in this packet are bookmarked in Adobe Acrobat .pdf format. You may need to click on the Bookmark tab on the left to open the Bookmark window. If you do not see a Bookmark tab on the left, you may need to select the Show/Hide Navigation Pane button in your icon toolbar above or update your version of the Adobe Reader. You can download the free Adobe Reader application at [www.adobe.com](http://www.adobe.com).



# City Council Meeting January 23, 2006 7:00 P.M.

## Agenda

### 5:30 p.m. Workshop

- Joint Meeting with School Committee

*Adjourn*

*Note: Time permitting, the Council will discuss additional workshop topics after the Joint Workshop, or will continue with the workshop after the City Council meeting. The workshop agenda topics are (listed at the end of the Council agenda on page 2)*

### 7:00 p.m. Council Meeting

**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.

### Minutes

\*012306-00 Minutes of January 9, 2006 Council Meeting

### Reports

- **Mayor**
- **City Councilors**
- **City Manager**
  - Finance Report – Month of December
  - General Assistance Quarterly Report

### Communications and Recognitions

\*012306-00 Communication from Police Chief Small Re: Constable

**Open Session** - Members of the public are invited to speak to the Council about any issue which does *not* appear on the agenda

### Old Business

### New Business

012306-01 Order – Appointment of the City Finance Director

012306-02 Order – Appointment of the City Treasurer

- over-

- 012306-03 Resolve – Amendment to Citizens Participation Plan (Public Hearing and action thereon)
- 012306-04 Resolve – Amendment to the Consolidated Plan and 2005 Annual Action Plan (Public Hearing and action thereon)
- 012306-05 Order – Authorizing the City Manager to Sign Public Utility Easement Agreements

## ADJOURNMENT

### **Council Workshop** *continues if necessary:*

- Budget workshop: Social Service Agency Funding
- Appointments (Executive Session)

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**Executives Sessions:** 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. Those applicable to municipal government are:

1. Discussion of personnel issues
2. Discussion or consideration of the condition, acquisition, or the use of real or personal property or economic development if premature disclosure of the information would prejudice the competitive or bargaining position of the body or agency.
3. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators.
4. Consultations between a body or agency and its attorney
5. Discussion 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.
6. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes
7. Consultations between municipal officers and a code enforcement officer relating to an enforcement matter pending in District Court.

**CITY OF AUBURN  
JANUARY 9, 2006  
CITY COUNCIL MEETING**

**PRESENT**

Mayor Normand W. Guay, Councilors Bethel B. Shields, Robert P. Hayes, Eric G. Samson, Donna L. Rowell, Belinda A. Gerry, Robert C. Mennealy, and M. Kelly Matzen, City Manager Pat Finnigan, Assistant City Manager Laurie Smith and City Clerk Mary Lou Magno. There were 18 people in the audience.

Mayor Guay called the meeting to order at 7:00 p.m. in the Council Chambers of Auburn Hall with a salute to the flag.

**CONSENT AGENDA**

Councilor Gerry moved to accept, approve and place on file the following items listed with an asterisk. Seconded by Councilor Mennealy. Vote: 7 Yeas.

**\*MINUTES OF DECEMBER 19, 2005**

Approved under consent agenda.

**REPORTS OF THE MAYOR**

Mayor Guay noted that he and Councilor Samson recently attended the inaugural for the Lewiston Mayor and City Councilors; he said that on February 13<sup>th</sup> there will be a joint meeting with the City of Lewiston to receive a report from the Mayors' Commission for Joint Services; he noted that the School Committee continues to work on the Master Plan.

**REPORTS OF CITY COUNCILORS**

None

**REPORTS OF THE CITY MANAGER**

**COMPREHENSIVE ANNUAL FINANCE REPORT**

Councilor Matzen moved to accept and place on file the Comprehensive Annual Finance Report. Seconded by Councilor Shields. Vote: 7 Yeas.

Pat Finnigan noted that there will be a draft schedule of meetings and workshops for January, February and March posted on the city's website.

**COMMUNICATIONS AND RECOGNITIONS**

**\*COMMUNICATION FROM MAINE DEPARTMENT OF TRANSPORTATION  
RE: JACKSON HILL ROAD**

Approved under consent agenda.

**\*COMMUNICATION FROM AUBURN PAWN RE: RENEWAL OF PAWN  
LICENSE**

Approved under consent agenda.

**\*COMMUNICATION FROM REID'S GUNS & CIGARS RE: RENEWAL OF PAWN LICENSE**

Approved under consent agenda.

**\*COMMUNICATION FROM POLICE CHIEF SMALL RE: CONSTABLES**

Approved under consent agenda.

**OPEN SESSION**

The following people made comments during the Open Session: Leo Camire, 9 Eastman Lane; Michael Dixon, 126 Everett Road; Ed Desgrosseilliers, 121 Hatch Road; Sheila Desgrosseilliers, 121 Hatch Road; and Mike Adler, 20 Paul Street.

**OPEN SESSION CLOSED**

**OLD BUSINESS**

None

**NEW BUSINESS**

**1. PUBLIC HEARING AND ACTION ON SPECIAL AMUSEMENT PERMIT APPLICATIONS FOR: BLACK WATCH RESTAURANT AND PUB; MARTINDALE COUNTRY CLUB; VETERANS OF FOREIGN WARS POST #1603; AMERICAN LEGION POST #153; AMERICAN LEGION POST #31; NEW AUBURN SOCIAL CLUB; AND LOST VALLEY**

Mayor Guay opened and closed the public hearing with no public comment.

Councilor Matzen moved that the above-named permits be approved. Seconded by Councilor Samson. Vote: 7 Yeas

**2. SET DATE FOR SECOND MEETING IN JANUARY**

Councilor Shields moved that the second meeting for this month be held on January 23<sup>rd</sup>. Seconded by Councilor Matzen. Vote: 7 Yeas.

**EXECUTIVE SESSION – 7:55 P.M.**

Councilor Hayes moved to go into Executive Session to discuss Personnel. Seconded by Councilor Mennealy. Vote: 7 Yeas

**ADJOURNMENT –**

Councilor Hayes moved to adjourn. Seconded by Councilor Mennealy. Vote: 7 Yeas.

**A TRUE RECORD**

**ATTEST:** \_\_\_\_\_  
City Clerk

# *City of Auburn, Maine*

## FINANCIAL MANAGEMENT REPORT FOR DECEMBER 2005



PREPARED BY THE FINANCE DEPARTMENT  
LAURIE A. SMITH, ACTING FINANCE DIRECTOR

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services

January 18, 2006

Honorable Mayor and  
Members of the City Council

Attached please find the financial report for the month of December 2005. At December 31, the City had completed six months of the current fiscal year. A number of non-recurring expenditures have been paid, and all personal property taxes and the first half of real estate taxes were due by September 15. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 50% of the annual budget. However, not all expenditures and revenues are distributed evenly throughout the year; individual line items will vary based upon cyclical activity.

### **Revenues**

Revenues recorded through December 31 were \$36,690,359 or 59.73%, of the annual budget. The accounts listed below are noteworthy.

- A. Personal property taxes were due by August 29. The first half of real estate taxes was due September 15, with the remainder being due March 15. The City had collected approximately \$24.7 million in property tax revenue for the period ending December 31, of a total budget of \$39 million. Our collection rate is higher this year than last year. At December 31, the City had collected approximately 63% of the total annual taxes due, compared to approximately 59% at the same time last year.
- B. Excise taxes are coming in slightly better than budget, primarily due to conservative budgeting.
- C. Business licenses and permits are higher this time of year due to the timing of annual permits.
- D. State-Local Road Assistance is higher than budget due to an extra payment for local transit services.
- E. General Assistance reimbursements are higher due to higher expenditures resulting from more applicants and a greater need. The State of Maine reimburses municipalities 50% of eligible expenditures.

- F. Investment Income is higher than budget reflecting the improved interest rate environment and the higher interest rate we are being offered by TD Banknorth for our investments
- G. Rent revenue is higher than expected compared to budget due to the annual invoicing to Maine Intermodal Transportation, Inc. for lease payments for the intermodal facility.

### **Expenditures**

Expenditures through December 31 were \$32,314,735, or 52.61%, of the annual budget. Noteworthy variances are discussed below.

- A. *Mayor & Council*: Progress payments for the fiscal year 2005 audit were paid during October and November.
- B. *Legal Services*: A number of legal services invoices were paid during October and November, for assistance with personnel issues and economic development activities.
- C. *Health & Social Services*: Public assistance costs are slightly higher than expected at this time, compared to budget.
- D. *Community Programs*: Includes full payment of the annual appropriations for the Liberty Festival and Saint Peter's School.
- E. *Debt Service*: The annual principal payments for the City's bonds were paid by November 30. Additionally, the first of the semiannual interest payments had been paid by November 30.
- F. *Property*: One-half the annual premium for various insurance coverages was paid to MMA in August.
- G. *Intergovernmental Programs*: The City funds the intergovernmental agencies quarterly, in the first month of each quarter, upon receipt of their invoices. The county tax payment was paid in August.



**Investments**

This section contains an investment schedule as of December 31, as well as a comparison of the investments between December 31 and prior month. Interest rates have risen in recent months and TD Banknorth is offering the City a much higher interest rate on money market accounts than Bank of America did when they provided our banking services. All of this provides benefits for the City's investment income stream. Currently the City's funds are earning an average interest rate of 4.28%, compared to approximately 2.40 % last year at this time.

Respectfully Submitted,

Patricia A. Finnigan  
City Manager

Laurie Smith  
Acting Finance Director

**CITY OF AUBURN, MAINE  
BALANCE SHEET - GENERAL FUND  
DECEMBER 31, 2005**

	<b>November 30, 2005</b>	<b>December 31, 2005</b>
<b><u>ASSETS</u></b>		
CASH	14,828,458	\$7,076,459
RECEIVABLES		
ACCOUNTS RECEIVABLES	849,082	\$462,982
TAXES RECEIVABLE-CURRENT	16,910,940	\$16,017,589
DELINQUENT TAXES	158,566	\$216,704
TAX LIENS	428,540	\$277,257
NET DUE TO/FROM OTHER FUNDS	646,016	\$3,132,354
	<b>33,821,602</b>	<b>27,183,345</b>
<b><u>LIABILITIES &amp; FUND BALANCES</u></b>		
ACCOUNTS PAYABLE	117,916	\$244,828
WAGES & TAXES PAYABLE	(45,555)	(\$49,621)
ACCRUED PAYROLL	818,522	\$778,069
STATE FEES PAYABLE	16,974	\$39,772
PREPAID TAXES	1,184	\$6,162
IN LIEU OF BONDS	63,705	\$61,205
DEFERRED REVENUE	17,798,613	\$17,115,155
	<b>18,771,359</b>	<b>18,195,570</b>
<b>TOTAL LIABILITIES</b>	<b>18,771,359</b>	<b>18,195,570</b>
FUND BALANCE - NOT DESIGNATED	2,215,528	3,587,198
FUND BALANCE - DESIGNATED FOR		
WORKERS COMP & UNEMPLOYMENT	455,767	\$924,599
FUND BALANCE - DESIGNATED	102,845	\$100,353
UNAUDITED FY05 EXCESS REVENUE	2,146,748	\$0
NET CHANGE IN FUND BALANCE	10,129,355	4,375,624
	<b>15,050,243</b>	<b>8,987,775</b>
<b>TOTAL FUND BALANCES</b>	<b>15,050,243</b>	<b>8,987,775</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>33,821,602</b>	<b>27,183,345</b>

**CITY OF AUBURN, MAINE  
REVENUES - GENERAL FUND  
AS OF DECEMBER 31, 2005**

REVENUE SOURCE	FY 2006 BUDGET	ACTUAL REVENUES THROUGH DEC 31	% OF TOTAL BUDGET
<b><u>TAXES</u></b>			
PROPERTY TAX REVENUE-	\$ 38,255,419	\$ 23,799,244	62.21%
PRIOR YEAR REVENUE	\$ -	\$ 345,586	
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 700,872	\$ 526,613	75.14%
ALLOWANCE FOR ABATEMENT	\$ (100,000)	\$ (65,986)	65.99%
ALLOWANCE FOR UNCOLLECTIBLE TAXES	\$ (15,000)	\$ -	0.00%
EXCISE	\$ 3,100,000	\$ 1,613,286	52.04%
PENALTIES & INTEREST	\$ 130,000	\$ 44,040	33.88%
<b>TOTAL TAXES</b>	<b>\$ 42,071,291</b>	<b>\$ 26,262,784</b>	<b>62.42%</b>
<b><u>LICENSES AND PERMITS</u></b>			
BUSINESS	\$ 29,700	\$ 21,376	71.97%
NON-BUSINESS	\$ 317,500	\$ 150,174	47.30%
<b>TOTAL LICENSES</b>	<b>\$ 347,200</b>	<b>\$ 171,550</b>	<b>49.41%</b>
<b><u>INTERGOVERNMENTAL ASSISTANCE</u></b>			
STATE-LOCAL ROAD ASSISTANCE	\$ 356,000	\$ 285,702	80.25%
STATE REVENUE SHARING	\$ 2,900,000	\$ 1,507,399	51.98%
WELFARE REIMBURSEMENT	\$ 16,250	\$ 9,403	57.86%
OTHER STATE AID	\$ 30,000	\$ -	0.00%
FEMA REIMBURSEMENT	\$ -	\$ 2,211	
CITY OF LEWISTON	\$ 180,000	\$ -	0.00%
EDUCATION SUBSIDY	\$ 14,471,377	\$ 6,917,705	47.80%
<b>TOTAL INTERGOVERNMENTAL ASSISTANCE</b>	<b>\$ 17,953,627</b>	<b>\$ 8,722,420</b>	<b>48.58%</b>
<b><u>CHARGE FOR SERVICES</u></b>			
GENERAL GOVERNMENT	\$ 241,600	\$ 101,584	42.05%
PUBLIC SAFETY	\$ 136,620	\$ 59,860	43.81%
EMS TRANSPORT	\$ 25,000	\$ 5,945	23.78%
EDUCATION	\$ 1,394,435	\$ 852,740	61.15%
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 1,797,655</b>	<b>\$ 1,020,129</b>	<b>56.75%</b>
<b><u>FINES</u></b>			
PARKING TICKETS & MISC FINES	\$ 80,000	\$ 29,975	37.47%
<b><u>MISCELLANEOUS</u></b>			
INVESTMENT INCOME	\$ 200,000	\$ 176,493	88.25%
INTEREST-BOND PROCEEDS	\$ 100,000	\$ -	0.00%
RENTS	\$ 130,000	\$ 121,158	93.20%
UNCLASSIFIED	\$ 103,600	\$ 48,791	47.10%
SALE OF RECYCLABLES	\$ 50,000	\$ 13,677	27.35%
COMMERCIAL SOLID WASTE FEES	\$ 53,500	\$ 33,419	62.46%
SALE OF PROPERTY	\$ 150,000	\$ 964	0.64%
RECREATION PROGRAMS	\$ 50,000	\$ -	0.00%
MMWAC HOST FEES	\$ 171,000	\$ 89,000	52.05%
9-1-1 DEBT SERVICE REIMBURSEMENT	\$ 70,000	\$ -	0.00%
TRANSFER IN: TIF	\$ 60,000	\$ -	0.00%
TRANSFER OUT: TIF	\$ (1,960,000)	\$ -	0.00%
<b>TOTAL MISCELLANEOUS</b>	<b>\$ (821,900)</b>	<b>\$ 483,501</b>	<b>-58.83%</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 61,427,873</b>	<b>\$ 36,690,359</b>	<b>59.73%</b>

**CITY OF AUBURN, MAINE  
EXPENDITURES - GENERAL FUND  
AS OF DECEMBER 31, 2005**

<b>DEPARTMENT</b>	<b>FY 2006 BUDGET</b>	<b>ACTUAL EXPENDITURES THROUGH DEC 31</b>	<b>% OF TOTAL BUDGET</b>
<b><u>ADMINISTRATION</u></b>			
MAYOR AND COUNCIL	\$ 98,610	\$ 53,672	54.43%
LEGAL SERVICES	\$ 65,000	\$ 45,910	70.63%
CITY CLERK	\$ 119,582	\$ 55,382	46.31%
CITY MANAGER	\$ 220,946	\$ 90,503	40.96%
PERSONNEL SERVICES	\$ 101,212	\$ 46,874	46.31%
INFORMATION SYSTEMS	\$ 186,507	\$ 87,633	46.99%
ASSESSING SERVICES	\$ 243,207	\$ 119,527	49.15%
FINANCIAL SERVICES	\$ 336,794	\$ 166,739	49.51%
CUSTOMER SERVICE	\$ 16,000	\$ 6,007	37.54%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 1,387,858</b>	<b>\$ 672,246</b>	<b>48.44%</b>
<b><u>COMMUNITY SERVICES</u></b>			
HEALTH & SOCIAL SERVICES			
ADMINISTRATION	\$ 44,879	\$ 21,756	48.48%
ASSISTANCE	\$ 30,900	\$ 19,473	63.02%
PLANNING & PERMITTING	\$ 698,254	\$ 326,726	46.79%
PARKS AND RECREATION	\$ 552,328	\$ 263,338	47.68%
PUBLIC LIBRARY	\$ 837,957	\$ 419,161	50.02%
COMMUNITY PROGRAMS	\$ 23,050	\$ 13,000	56.40%
<b>TOTAL COMMUNITY SERVICES</b>	<b>\$ 2,187,368</b>	<b>\$ 1,063,454</b>	<b>48.62%</b>
<b><u>FISCAL SERVICES</u></b>			
DEBT SERVICE	\$ 7,411,314	\$ 6,614,809	89.25%
PROPERTY	\$ 520,694	\$ 351,312	67.47%
WORKERS COMPENSATION	\$ 150,000	\$ -	0.00%
WAGES & BENEFITS	\$ 3,935,023	\$ 1,744,857	44.34%
EMERGENCY RESERVE	\$ 600,000	\$ -	0.00%
<b>TOTAL FISCAL SERVICES</b>	<b>\$ 12,617,031</b>	<b>\$ 8,710,977</b>	<b>69.04%</b>
<b><u>PUBLIC SAFETY</u></b>			
EMERGENCY MGMT AGENCY	\$ 6,500	\$ 4,881	75.09%
FIRE DEPARTMENT	\$ 3,132,528	\$ 1,537,936	49.10%
POLICE DEPARTMENT	\$ 2,585,792	\$ 1,214,620	46.97%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 5,724,820</b>	<b>\$ 2,757,437</b>	<b>48.17%</b>
<b><u>PUBLIC WORKS</u></b>			
PUBLIC WORKS DEPARTMENT	\$ 4,322,005	\$ 1,776,234	41.10%
WATER AND SEWER	\$ 457,500	\$ 238,220	52.07%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 4,779,505</b>	<b>\$ 2,014,454</b>	<b>42.15%</b>
<b><u>INTERGOVERNMENTAL PROGRAMS</u></b>			
AUBURN-LEWISTON AIRPORT	\$ 136,269	\$ 101,951	74.82%
E911 COMMUNICATION CENTER	\$ 874,118	\$ 437,051	50.00%
LATC-PUBLIC TRANSIT	\$ 117,994	\$ 58,998	50.00%
LAEGC-ECONOMIC COUNCIL	\$ 90,000	\$ 45,000	50.00%
L-A ARTS	\$ 21,000	\$ 10,500	50.00%
COUNTY TAX	\$ 1,745,129	\$ 1,745,129	100.00%
TAX SHARING	\$ 345,000	\$ 33,984	9.85%
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 3,329,510</b>	<b>\$ 2,432,613</b>	<b>73.06%</b>
<b><u>EDUCATION DEPARTMENT</u></b>			
	\$ 31,401,781	\$ 14,663,554	46.70%
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 61,427,873</b>	<b>\$ 32,314,735</b>	<b>52.61%</b>

**CITY OF AUBURN, MAINE  
INVESTMENT SCHEDULE  
AS OF DECEMBER 31, 2005**

INVESTMENT	FUND	ACCOUNT BALANCE	INTEREST RATE	VALUE		WEIGHTED AVG YIELD
				BOOK	MARKET	
BANKNORTH MNY MKT	GENERAL FUND	6,802,116.15	4.28%	6,802,116.15	6,802,116.15	
MBIA CLASS ACCOUNT	GENERAL FUND	588.86	3.92%	588.86	588.86	
BANKNORTH MNY MKT	GF-WORKERS COMP	45,689.86	4.26%	45,689.86	45,689.86	
MBIA CLASS ACCOUNT	GF-WORKERS COMP	53.44	3.92%	53.44	53.44	
BANKNORTH MNY MKT	GF-UNEMPLOYMENT	72,025.67	4.28%	72,025.67	72,025.67	
MBIA CLASS ACCOUNT	GF-UNEMPLOYMENT	1,025.36	3.92%	1,025.36	1,025.36	
BANKNORTH MNY MKT	SPECIAL REVENUE	908,612.85	4.28%	908,612.85	908,612.85	
MBIA CLASS ACCOUNT	SPECIAL REVENUE	2,272.58	3.92%	2,272.58	2,272.58	
BANKNORTH MNY MKT	SR-PERMIT PARKING	104,288.67	4.28%	104,288.67	104,288.67	
MBIA CLASS ACCOUNT	SR-PERMIT PARKING	339.94	3.92%	339.94	339.94	
BANKNORTH MNY MKT	SR-TIF	58,600.45	4.28%	58,600.45	58,600.45	
MBIA CLASS ACCOUNT	SR-TIF	727.68	3.92%	727.68	727.68	
BANKNORTH MNY MKT	CAPITAL PROJECTS	7,800,616.24	4.28%	7,800,616.24	7,800,616.24	
MBIA CLASS ACCOUNT	CAPITAL PROJECTS	831.88	3.92%	831.88	831.88	
BANKNORTH MNY MKT	ICE ARENA	80,278.04	4.28%	80,278.04	80,278.04	
MBIA CLASS ACCOUNT	ICE ARENA	184.61	3.92%	184.61	184.61	
<b>GRAND TOTAL</b>		<b>15,878,252.28</b>		<b>15,878,252.28</b>	<b>15,878,252.28</b>	<b>4.28%</b>

**CITY OF AUBURN, MAINE  
INVESTMENT SCHEDULE  
COMPARISON OF DECEMBER 31, 2005  
AND NOVEMBER 30, 2005**

INVESTMENT	FUND	NOVEMBER 30, 2005		DECEMBER 31, 2005		INCREASE (DECREASE)	
		VALUE		VALUE		VALUE	
		BOOK	MARKET	BOOK	MARKET	BOOK	MARKET
BANKNORTH MNY MARKET	GENERAL FUND	8,974,533.02	8,974,533.02	6,802,116.15	6,802,116.15	(2,172,416.87)	(2,172,416.87)
MBIA CLASS ACCOUNT	GENERAL FUND	586.96	586.96	588.86	588.86	1.90	1.90
BANKNORTH MNY MARKET	WORKERS COMP	45,444.97	45,444.97	45,689.86	45,689.86	244.89	244.89
MBIA CLASS ACCOUNT	WORKERS COMP	53.13	53.13	53.44	53.44	0.31	0.31
BANKNORTH MNY MARKET	UNEMPLOYMENT	71,769.66	71,769.66	72,025.67	72,025.67	256.01	256.01
MBIA CLASS ACCOUNT	UNEMPLOYMENT	1,022.01	1,022.01	1,025.36	1,025.36	3.35	3.35
BANKNORTH MNY MARKET	SPECIAL REVENUE	905,383.24	905,383.24	908,612.85	908,612.85	3,229.61	3,229.61
MBIA CLASS ACCOUNT	SPECIAL REVENUE	2,265.03	2,265.03	2,272.58	2,272.58	7.55	7.55
BANKNORTH MNY MARKET	PERMIT PARKING	103,917.98	103,917.98	104,288.67	104,288.67	370.69	370.69
MBIA CLASS ACCOUNT	PERMIT PARKING	338.78	338.78	339.94	339.94	1.16	1.16
BANKNORTH MNY MARKET	TIF	58,392.16	58,392.16	58,600.45	58,600.45	208.29	208.29
MBIA CLASS ACCOUNT	TIF	725.28	725.28	727.68	727.68	2.40	2.40
BANKNORTH MNY MARKET	CAPITAL PROJECTS	8,571,146.56	8,571,146.56	7,800,616.24	7,800,616.24	(770,530.32)	(770,530.32)
MBIA CLASS ACCOUNT	CAPITAL PROJECTS	829.14	829.14	831.88	831.88	2.74	2.74
BANKNORTH MNY MARKET	ICE ARENA	79,992.70	79,992.70	80,278.04	80,278.04	285.34	285.34
MBIA CLASS ACCOUNT	ICE ARENA	183.99	183.99	184.61	184.61	0.62	0.62
<b>GRAND TOTAL</b>		<b>18,816,584.61</b>	<b>18,816,584.61</b>	<b>15,878,252.28</b>	<b>15,878,252.28</b>	<b>-2,938,332.33</b>	<b>-2,938,332.33</b>

# Auburn Health & Social Services Department

## General Assistance Summary Report

### Fiscal Year 2005-2006

#### Second Quarter October to December 2005

During this past quarter of Fiscal Year 2005-2006, the General Assistance program encountered 174 households of whom 144 requested General Assistance from this office. The applicants, requesting a total of \$56,605.00, were actually assisted with \$14,816.00 or 26%. The amount assisted is based on criteria such as an applicant's need, state maximums, whether the status of the situation is an emergency or non-emergency, and other criteria.

Emergency situations such as loss of housing may not be considered an emergency if a repeat applicant had income that could have been used to prevent all or part of an emergency but they spent that income on items that are not basic necessities, which include shelter, heating costs, electric, food, and non-prescription drugs up to the ordinance maximums. This office saw significant increases in some expenditure.

In this quarter, the General Assistance program expended:

- 65% on Housing
- 11% on Electric
- 6% on Food
- 3% on Miscellaneous Items
- 6% on Medical
- 4% on Fuel
- 5% on Burial

Of the applicants requesting General Assistance this last quarter 44% were first-time applicants to any GA office. Of all applicants, 52% were granted assistance. Of the remaining applicants:

- 58% did not qualify primarily as a result of lack of information and
- 35% were not income eligible
- 7% were denied for other reasons

To continue significant cost-saving measures, this office refers applicants to other agencies for services and resources to supplement their needs.

**Of the households that applied for General Assistance,**

- **49% are involved in extended medical situations**
- **16% are employed but do not make enough to meet their basic necessities**
- **12% are unemployed**
- **19% are receiving State assistance and**
- **4% are "others" who may have just been released from jail or are living on other income such as child support**

Respectfully Submitted,

Dorothy Meagher

# General Assistance Quarterly Report

TOTAL ENCOUNTERS THIS QUARTER  
 TOTAL APPLICATIONS FOR THIS QUARTER  
 TOTAL CASES THIS QUARTER

CASES ASSISTED THIS QUARTER

*From GA monthly rpt.*

PERSONS ASSISTED THIS QUARTER

*From financial report*

ADULTS  
 CHILDREN  
 TOTALS

CASES DENIED THIS QUARTER

*From GA monthly rpt.*

REFERRALS THIS QUARTER

*From GA monthly rpt.*

---

## FISCAL YEAR

**2005-2006**

Assistance  
 Paid  
 CURRENT  
 QUARTER

	BUDGETTED	
ELECTRIC	\$2,900.00	\$1,625.21
MEDICAL	\$600.00	\$0.00
PRESCRIPTION		\$798.45
BURIAL	\$600.00	\$785.00
FUEL	\$1,000.00	\$537.24
NON HEAT		
PROVISIONS	\$1,800.00	\$840.93
RENT	\$23,000.00	\$9,244.00
OTHER	\$1,000.00	\$478.43
<b>TOTALS</b>	<b>\$30,900.00</b>	<b>\$14,309.26</b>

TOTAL ASSISTANCE REQUESTED

\$56,605.00

TOTAL ASSISTANCE AUTHORIZED

\$14,816.74

---

## REIMBURSEMENT:

CLIENT	\$0.00	FYTD	\$0.00
SSI	\$3,788.04	FYTD	\$4,496.45
STATE	\$7,154.64	FYTD	\$12,574.34
<b>TOTAL</b>	<b>\$10,942.68</b>	<b>TOTAL</b>	<b>\$17,070.79</b>

---

PAID FROM TRUST FUND:



CASES	5
AMOUNT	\$1,362.52

TOTAL FYTD:  
TOTAL FYTD:

---

***Authorized expenses and caseload for the previous quarters.***

MONTH	YEAR	EXPENSES	REIMBURSEMENT
Jan to Mar	2003	\$ 5,833.26	\$ 2,722.92
Apr to Jun	2003	\$ 8,260.36	\$ 4,417.74
Jul to Sept	2003	\$ 8,584.68	\$ 4,292.34
Oct to Dec	2003	\$ 9,154.95	\$ 9,412.11
Jan to Mar	2004	\$ 7,314.66	\$ 3,657.77
Apr to Jun	2004	\$ 7,874.59	\$ 9,012.43
Jul to Sept	2004	\$ 8,994.44	\$ 5,302.50
Oct to Dec	2004	\$ 9,430.53	\$ 6,250.87
Jan to Mar	2005	\$ 10,250.91	\$ 5,198.36
Apr to Jun	2005	\$ 3,300.76	\$ 4,471.86
Jul to Sept	2005	\$ 9,430.37	\$ 6,128.11

Oct-Dec 05

174	FYTD
144	FYTD
122	FYTD
66	FYTD
72	FYTD
26	FYTD
98	FYTD
67	FYTD
27	FYTD

FYTD	EXPENDED FYTD
\$3,121.51	(\$221.51)
\$9.99	(\$232.29)
\$822.30	
\$785.00	(\$185.00)
\$537.24	\$462.76
\$1,627.42	\$172.58
\$17,149.66	\$5,850.34
\$1,095.52	(\$95.52)
\$25,148.64	\$5,751.36

FYTD  
FYTD

\$113,521.00
\$27,587.41

16
\$3,547.35

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**CASES**

40
41
41
46
57
49
49
45
45
20
50

**PERSONS**

55
69
81
61
54
69
61
66
55
20
78

MEMORANDUM

TO: Honorable Mayor Normand W. Guay and Members of the City Council  
FROM: Chief Richard W. Small, Jr., Auburn Police Department  
DATE: January 11, 2006  
SUBJECT: CONSTABLE

---

We request that the following person be named a Constable for the Auburn Police Department.

James P. Phillips

FULL-TIME OFFICER

WITH FIREARM

# City Council

## Agenda Information Sheet

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**Council Meeting Date:** Jan. 23, 2006

**Agenda Item No. 1**

---

**SUBJECT:**

**Resolve:** Appointment of Christopher R. Trenholm as Finance Director

---

**INFORMATION:** The City Manager is pleased to announce the appointment of Christopher Trenholm as the City Finance Director. Mr. Trenholm has nearly 20 years experience in financial management and accounting in the public and private sectors. For nearly the past decade, he has served as the Business Manager in Maine School Districts: SAD 52 (Turner Green and Leeds) and School Union 52 in Winslow. Prior to that he was an accountant for CMP and the paper industry. Mr. Trenholm holds a B.S. in Business Administration from the University of Maine at Machias which he attained summa cum laude.

---

**STAFF COMMENTS /RECOMMENDATION:**

The City Manager recommends Council confirmation of Christopher Trenholm as the City Finance Director.

---

**REQUESTED ACTION:**

Passage of the Resolve

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**VOTE:**

# City of Auburn

City Council, Auburn, Maine  
Date: January 23, 2006

**TITLE:** ORDER – Appointment of the City Finance Director

Be It Ordered that pursuant to the Auburn City Charter (Article VI, Section 1.2) that the City Manager's appointment of Christopher R. Trenholm be and is hereby confirmed.

Motion for passage

By: \_\_\_\_\_

Seconded by \_\_\_\_\_

Vote:

Action by the City Council:

Date:

Attest:

City Clerk

# City Council

## Agenda Information Sheet

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**Council Meeting Date:** January 23, 2006    **Agenda Item No. 2**

---

**SUBJECT:** ORDER – Appointment of City Treasurer

---

**INFORMATION:**

Each municipality is required by State law to have a Treasurer who is responsible for receipt, safe-keeping, and disbursement of public funds 30-A §2601. By City Charter, the City Council confirms the appointment of the Treasurer.

---

**STAFF COMMENTS /RECOMMENDATION:**

The City Manager recommends that the Council appoint the Finance Director as the City Treasurer.

---

**REQUESTED ACTION:**

Motion for passage of the Order.

---

**VOTE:**

# City of Auburn

City Council, Auburn, Maine  
Date: January 23, 2006

**TITLE:** ORDER – Appointment of City Treasurer

**Be It Ordered** that the City's Finance Director shall serve as City Treasurer and perform all the duties required by City Charter and State law 30-A §2601.

Motion for passage

By: \_\_\_\_\_

Seconded by \_\_\_\_\_

Vote:

Action by the City Council:

Date:

Attest:

City Clerk



# City Council

## Agenda Information Sheet

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**Council Meeting Date 1/23/2006**

**Agenda Item No. 3**

---

**SUBJECT:** Amendment of the Citizen Participation Plan of the Community Development Program

---

**INFORMATION:** The comment period in the Citizen Participation Plan will be changed from 7 days to 30 days in order to comply with federal regulations (as described in staff memo).

---

**STAFF COMMENTS/RECOMMENDATION:**

Staff recommends approval and passage of the resolve.

---

**REQUESTED ACTION:** Motion for passage of the resolve.

---

**VOTE:**

**CITY OF AUBURN**

**CITY COUNCIL, AUBURN, MAINE**

**DATE January 23, 2006**

**TITLE: Amendment of the Citizen Participation Plan**

Be It Resolved by the Auburn City Council, That the Citizen Participation Plan be amended as recommended by Community Development staff.

Motion for acceptance of 1st reading:  
Vote:

Seconded by:

Motion to waive provisions of the Charter calling for first and second readings on two separate dates:  
Vote:

Seconded by:

Motion to dispense with further reading, for acceptance of 2nd reading and for final passage:  
Vote:

Seconded by:

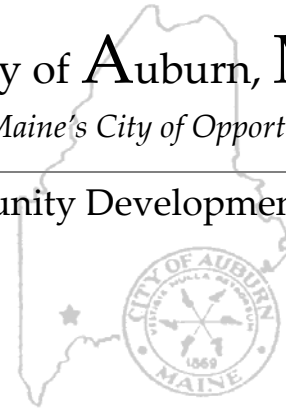
**Action by Council:**

**DATE**

**ATTEST:**

**CITY CLERK**

City of Auburn, Maine  
*"Maine's City of Opportunity"*  
Community Development Program



TO: Patricia Finnigan, City Manager

FROM: Roland Miller, Director of Economic and Community Development  
Reine Mynahan, Community Development Administrator

RE: Amendment to the Citizen Participation Plan

DATE: January 4, 2006

Submitted with this memo is the Citizen Participation Plan for the Community Development Program. This document was adopted in preparation for the development of a new 5-year Consolidated Plan. We are proposing to change the public notice requirement from 7 days to 30 days. After our Consolidated Plan was submitted to the U. S. Department of Housing and Urban Development last spring, we were notified that a portion of our Citizen Participation Plan did not meet the federally prescribed comment period. This change is necessary to comply with the federal regulations.

The only changes in the Citizen Participation Plan are on pages 2 and 7 where I have changed the public notice requirement from 7 days to 30 days. The text to be deleted is in red and has a strikethrough. The new text is green and is underlined.

**Public Hearing**

Prior to adoption, the City Council should hold a public hearing to allow for citizen input.

# CITIZEN PARTICIPATION PLAN

## 2005-2010

### **1. INTRODUCTION**

The City of Auburn received an “entitlement” designation for Community Development Block Grant funds in 1974. These funds are used for a number of loan programs to promote housing and economic development. Funds are also used for public facilities and infrastructure, and for social services. In 2001, Auburn and Lewiston formed a consortium with Auburn as the lead agency to receive HOME Investment Partnerships Program funds. The consortium was formed to meet the funding threshold for HOME funds.

The Department of Housing and Urban Development (HUD) requires recipients of its grant funds to prepare formal plans as a condition of receiving federal funds. These plans are intended to encourage communities to allocate federal resources to address local needs and market conditions.

In the next few months the City will be developing a Consolidated Plan (ConPlan). The ConPlan is a fact-based analysis of local housing needs that reflects the incidence and severity of housing problems among different segments of the population. The ConPlan articulates priorities for addressing the needs that have been documented and defines strategies and activities linked to these priorities. Community representatives and housing practitioners will have opportunities to help shape the development of priorities and strategies. The process is intended to assist with coordination among relevant agencies in both planning and implementation. The City works closely with Auburn Housing Authority (AHA) on housing matters.

Section 104(a) of the Housing and Community Development Act of 1974 requires that the City of Auburn follow a Citizen Participation Plan. In order to comply with HUD regulations, the Community Development Department has prepared the following plan which outlines the process through which citizens will be informed of and involved in the Community Development Program. The Community Development Program involves funding of both the Community Development Block Grant and HOME Investment Partnerships (HOME) Program.

The Citizen’s Participation Plan is an effort to create a collaborative process whereby citizens assist in developing a vision for community development housing actions. The City Council will consider both public comments and recommendations of the Citizen’s Advisory Committee (CAC) in making decisions to allocate Community Development and HOME resources.

To affirmatively encourage citizen participation, the following plan elements shall be implemented in the execution of the Community Development Program.

### **2. GOAL**

The goal of the Citizen Participation Plan is to provide Auburn citizens with an opportunity to participate in various processes of the Community Development Program. Citizen participation shall be conducted in an open manner with appropriate and timely dissemination of information pertinent to all plans and programs. The emphasis of this Citizen Participation Plan is to involve persons who are most likely to be affected by and utilize the Community Development Program, especially persons of low income, persons with special needs, and persons living in target areas.

### **3. OBJECTIVES**

The objectives of the Citizen Participation Plan are to:

- Encourage citizen participation with particular emphasis on participation by persons who are of low income, special needs, and persons who live in or own property in a target area;
- Provide citizens with reasonable and timely access to local meetings, information, and records relating to the City's proposed and actual use of funds;
- Provide technical assistance to groups or representative of persons of low income that request such assistance in developing proposals with the level and type of assistance to be determined by the City;
- Obtain citizen views and answer questions at all stages of the Community Development process including development of needs, review of proposed activities and review of program performance;
- Provide for a timely written answer to complaints and grievances; and
- Provide for meeting the needs of non-English speaking residents and persons with special needs for accessibility or communication assistance at public meetings where a significant number of people are expected to participate.

### **4. PUBLIC PARTICIPATION**

#### **A. NOTICES OF PUBLIC MEETINGS**

Public meetings are held to obtain views of citizens and public agencies with respect to the Community Development Program. Meeting notices will be published in the local newspaper at least ~~7~~ 30 days prior to meetings. This period provides adequate time for Auburn citizens to make arrangements to attend public hearings and public meetings.

At least 30 days before adoption by the City Council, a summary of the proposed Consolidated Plan will be published in the newspaper to give citizens an opportunity to review

and comment on the plan. A summary will describe the general contents of the Consolidated Plan. The public notice will indicate the location where copies can be examined.

A public notice will be placed in a local newspaper announcing the availability of the Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER provides a review of program progress and performance of the Community Development Block Grant Program.

## **B. AVAILABILITY OF PUBLIC DOCUMENTS**

Documents will be available at the Community Development Department for perusal in an effort to provide readily accessible information to citizens. Historical records will be available for the previous five-year period. Documents that will be available are:

- Residential Anti-displacement and Relocation Assistance Plan and Affordable Rent Policy;
- Blight Study and Urban Conditions Study;
- Citizen Participation Plan;
- Community Development Block Grant Regulations;
- Environmental Review Records;
- Consolidated Annual Performance and Evaluation Report;
- Guidelines of Economic Stimulus Loan, Rehabilitation, Commercial, Tree Planting, Demolition, Down Payment Assistance, and Lease/Buy Programs; and
- Consolidated Plan and Consolidated Annual Action Plans.

## **C. CITIZENS ADVISORY COMMITTEE**

A Citizen's Advisory Committee will be created to assist in developing the Consolidated Plan. The committee will remain a standing committee for 5 years. Community Development staff shall solicit members and will attempt to achieve the following representation: one person who lives in the each of the target areas Union Street Target Area, Downtown Target Area, and the New Auburn Target Area; a home owner who has participated in the Lease/Buy Program; two persons who are low income renters (preferably tenants living in public housing or in Section 8 subsidized housing); a representative of persons who have special needs; a representative from the Community Development Loan Committee; a City Councilor; a representative from Lewiston-Auburn Alliance for Services to the Homeless; a representative of Auburn Housing Authority; a realtor; a non-profit or for-profit housing developer, and an Auburn landlord. At the first meeting, CAC members shall elect a chairperson amongst them to serve as facilitator of meetings, to serve as spokesperson, and to act as liaison with Community Development staff.

### **1) CAC Meetings:**

- a) Consolidated Plan

In year 2005, the CAC will be involved in assisting with development of the 5-year Consolidated Plan by considering needs and resources, and prioritizing goals and objectives.

b) Consolidated Annual Action Plan

In the subsequent four years, the CAC will review the annual Consolidated Annual Action Plan for conformance with the Consolidated Plan.

c) Consolidated Annual Performance and Evaluation Report (CAPER)

At the end of each program year, a performance report will be prepared. The CAC will meet after completion of the CAPER to consider progress in meeting the stated goals and objectives of the Consolidated Plan. The CAC will also review program performance, effectiveness, and evaluation.

**2) Consolidated Plan Considerations:**

During the study process, the CAC will consider data on housing needs to establish priorities. The CAC will consider the needs of extremely low-income, low-income, moderate-income, and middle income families; renters and owners; persons who are elderly, disabled, persons with HIV/AIDS and their families; single persons, large families, public housing residents, families on the public housing or section 8 tenant-based waiting list, and homeless; consider specific problems such as cost-burden, severe cost-burden, substandard housing and overcrowding.

**D. COMMUNITY DEVELOPMENT LOAN COMMITTEE**

Review of loans by the Community Development Loan Committee shall be another means of obtaining citizen participation, particularly by persons who are low income and persons who live in target areas. There shall be four persons residing in Auburn appointed by the City Council to the Community Development Loan Committee, two of which are low-income persons and two who own property in target areas. Names of persons wishing to serve may be submitted to the City Council by soliciting involvement from a) clients who have participated in one of the Community Development Programs, b) persons living in federally subsidized housing, or c) persons who live in one of the target areas.

**E. OTHER PUBLIC PARTICIPATION**

Community Development staff shall solicit input from citizens who may be affected by Community Development projects to give them an opportunity to express their views concerning problems, suggestions and alternatives to the proposed projects. Public meetings will be held where there is an elevator to accommodate handicapped or elderly persons and will be held at a time that is convenient to most people.

Information to be presented to citizens may include:

- amount of Community Development Block Grant funding to be received;
- eligible activities;
- general program requirements;
- previous years' use of funds;
- projected use of funds;
- time schedule for submitting the Consolidated Plan;
- amount of funds that will benefit very low, low, and low-moderate income persons; and plans to minimize displacement of persons and to assist persons.

## **F. PUBLIC HEARINGS**

Public hearings shall be held by the City Council and shall serve as additional forums for citizens to convey their views on community development and housing needs, and to respond to proposed budget. Public hearing shall be held as follows:

**1) Consolidated Plan** - A public hearing will be held prior to adoption of the Consolidated Plan.

**2) Consolidated Annual Action Plan** - A public hearing will be held prior to adoption of each Consolidated Annual Action Plan.

**3) Amendments** - A public hearing will be held prior to adoption of any substantial amendments to the Consolidated Plan and Consolidated Annual Action Plans.

## **G. CONSIDERATION OF COMMENTS**

A summary of comments will be attached to the appropriate document and submitted to the City Council before an action is taken. The City Council shall consider comments of the CAC or others prior to final adoption of the Consolidated Plan or Consolidated Annual Action Plan.

## **H. RESPONSE TO PROPOSALS/COMMENTS**

A staff member of the Community Development Department will respond to citizen comments or proposals. For every written proposal or comment, there will be a written response with reasons stated for whatever action the City has taken on the proposal. Oral proposals will receive oral responses, though they may be in writing.

## **5. SPECIAL CONSIDERATIONS**

### **A. ACCOMMODATIONS**



Where French is the primary language of a significant number of persons living in Auburn, a French-speaking person will be available at the City Building who will provide assistance to translate basic program information. If it is expected that non-English speaking persons will attend a meeting, arrangements will be made to have a translator present.

Persons with special needs for mobility, hearing and visual impairments will be required to contact the Community Development Department in advance so that arrangements can be made to provide adequate communication assistance.

## **B. TECHNICAL ASSISTANCE**

Staff will provide direct assistance to low-income persons or their representative when forming proposals for Community Development activities. The level and type of assistance will be determined by Community Development staff and may not necessarily include the provision of funds to any person, group, or agency.

Staff will provide direct assistance to low income persons in their effort to progress through the various program processes. For the Rehabilitation Program, assistance will include preparing a loan application, submitting financial information, providing advice for soliciting bids, or upon request securing bids for a property owner, comparing and evaluating bids for conformance to required work, assisting to schedule rehabilitation work, managing the escrow account, performing inspections to ensure quality work, acting as liaison between the contractor and property owner for complaints and resolving a variety of other problems. For the Lease/Buy and Down Payment Assistance, assistance will include preparing a loan application, submitting financial information, providing pre-qualification for housing affordability, credit counseling, and guiding the home purchase.

Staff will provide counseling to tenants who are in jeopardy of being displaced because of a federally funded project and provide relocation assistance to those who are being displaced. Tenants will be assisted when required to file relocation claim forms and to secure comparable housing that is decent, safe and sanitary.

Staff will make a credit counseling referral to low-income households to assist them become homeowners.

## **6. COMPLAINTS AND GRIEVANCES**

Citizens who have objections or complaints about the Community Development or HOME Programs may submit a written complaint to:

Community Development Block Grant Program  
City of Auburn  
60 Court Street, Suite 344  
Auburn, ME 04210  
Attention: Community Development Administrator

The complaint should include the date, name, address, telephone number of the complainant, convenient hour to reach that person by telephone, nature of the complaint and location. The complaint may also be given orally. The person initiating the complaint will schedule a meeting with the Community Development Administrator and a formal complaint will be formulated from the interview that will be signed by the complainant.

There will be a written response, within 15 days of receipt, to the complainant. The response will indicate the ultimate disposition of the complaint.

## **7. AMENDMENTS TO CONSOLIDATED PLAN**

Auburn will amend its Consolidated Plan whenever it makes one of the following decisions

- to change a goal, priority, or activity of the Consolidated Plan;
- to carry out an activity using funds from any program covered by the Consolidated Plan (including program income) not previously covered in the Consolidated Annual Action Plan; or
- to change the purpose, scope, location, or beneficiaries of an activity included in the Consolidated Annual Action Plan.

### **a) Minor Amendment**

A minor amendment may be authorized by the City Manager upon advance written notice to the City Council and then submitted to the U. S. Department of Housing and Urban Development. ~~A public notice of the change will be published 7 days prior to implementation.~~

### **b) Substantial Amendment**

A substantial amendment must be authorized by the City Council and submitted to the U. S. Department of Housing and Urban Development. A substantial amendment is defined as a change that exceeds 10% of the amount of annual Community Development or HOME Program ~~fund~~ budget (which includes the annual allocation, reprogrammed funds and program income) for the year in which the amendment is being considered. A public notice of the change will be published ~~7~~ 30 days before adoption of an amendment by the City Council. An additional public hearing for a program amendment will be held in advance of a City Council vote.

# City Council

## Agenda Information Sheet

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**Council Meeting Date 1/23/2006**

**Agenda Item No. 4**

---

**SUBJECT:** Amendment of the 2005-09 Consolidated Plan and 2005 Action Plan of the Community Development Program

---

**INFORMATION:** The Consolidated Plan and Action Plan must be amended to change housing goals and transfer funds for a new activity, the Stevens Mills Condominium project (as described in staff memo).

---

**STAFF COMMENTS/RECOMMENDATION:**

Staff recommends approval and passage of the resolve.

---

**REQUESTED ACTION:** Motion for passage of the resolve.

---

**VOTE:**

---

**CITY OF AUBURN**

**CITY COUNCIL, AUBURN, MAINE**

**DATE January 23, 2006**

**TITLE: Amendment of the 2005-09 Consolidated Plan and 2005 Action Plan**

Be It Resolved by the Auburn City Council, That the 2005-09 Consolidated Plan and 2005 Action Plan be amended as recommended by Community Development staff.

Motion for acceptance of 1st reading:  
Vote:

Seconded by:

Motion to waive provisions of the Charter calling for first and second readings on two separate dates:  
Vote:

Seconded by:

Motion to dispense with further reading, for acceptance of 2nd reading and for final passage:  
Vote:

Seconded by:

**Action by Council:**

**DATE**

**ATTEST:**

**CITY CLERK**

City of Auburn, Maine  
"Maine's City of Opportunity"  
Community Development Program



TO: Patricia Finnigan, City Manager

FROM: Roland Miller, Director of Economic Development  
Reine Mynahan, Community Development Administrator

RE: Amendment to 2005-09 Consolidated Plan and  
2005 Action Plan

DATE: January 4, 2006

We are proposing an amendment to both the 2005-09 Consolidated Plan and the 2005 Action Plan to redirect funds to a new activity, homebuyer rehabilitation. The amendment is scheduled for consideration at the January 23 City Council meeting.

In May 2005 the City Council adopted the Consolidated Plan and Action Plan.

- The Consolidated Plan involves researching the conditions that affect the living environment of Auburn's low income residents, particularly housing and market conditions, and establishing a strategic plan which identifies goals, specific objectives, and benchmarks for measuring progress. **Attachment A** describes the goals and estimated dollars that were allocated for a particular activity during the 5-year period.
- The Action Plan contains goals for 2005 and a budget for the Community Development Block Grant and HOME Investment Partnerships (HOME) Programs. **Attachment B** describes the goals and dollars that were allocated from the HOME Program for particular activities in 2005.

The City of Auburn receives an annual allocation of HOME funds from the U. S. Department of Housing and Urban Development. The objectives of the program are to provide decent affordable housing to lower-income households, expand the capacity of nonprofit housing providers, strengthen the ability of state and local governments to provide housing, and leverage private-sector participation. There are four types of activities that can be undertaken with these funds: homebuyer rehabilitation, homebuyer assistance, rental housing, and tenant-based rental assistance.

We propose the following changes to the 2005-09 Consolidated Plan and 2005 Action Plan to undertake a new project:

HOME Goals: Decrease homebuyer assistance by 10 units and increase homebuyer rehabilitation by 10 units.

HOME Funding: Decrease homebuyer assistance by \$200,000 and rental development by \$50,000, and increase homebuyer rehabilitation by \$250,000.

The Community Development office has worked with a developer to assist in the rehabilitation of a housing complex on 64 Stevens Mills Road. The project involves converting 20 rental units into condominiums. Stevens Mills Apartments is a complex of three buildings built in 1972. The rehabilitation involves \$750,000 of improvements to install a new layer of asphalt, replace exterior doors, siding, interior finishes (floors, sheetrock, painting, and ceilings), upgrade cabinets, appliances, and bathroom fixtures, install egress windows, and install firewalls between each segment. Construction will start in February and units will be ready for sale in May.

The HOME assistance is a \$250,000 loan to the development company Stevens Mill Road Properties, LLC, a company wholly owned by Travis Soule and Vincent Lobo. The developer will invest \$275,000 in the project and has a bank commitment for the remaining funds. The total project cost is \$1.875 million.

The HOME commitment involves the developer selling ten of the condominiums to low-income households. A portion of the HOME financing will be assumed by each low-income household as a non-interest bearing loan amortized over 30 years. The financial assistance will help to make these homes affordable to low-income households. The Community Development office will determine eligibility of each low-income homebuyer. The sale prices are from \$120,000-\$135,000 for two-, three- and four-bedroom condominiums.

Attachment C provides you with a GIS map and condominium site plan of the property.

## **RECOMMENDATION**

The Community Development Department recommends the adoption of the Amendment to the 2005-09 Consolidated Plan and 2005 Action Plan.

## **PUBLIC HEARING**

To comply with the Citizen Participation Plan requirements of the Community Development Program, the Mayor and City Council should hold a public hearing prior to amending the Consolidated Plan.

# ATTACHMENT A

## HOUSING STRATEGIES

In the next five years Auburn expects to allocate \$1,800,000 from Community Development funds for housing activities, \$1,200,000 of new HOME funds and has approximately \$550,000 in carry over funds from prior years. Five-year housing goals are as follows:

ACTIVITY	Funding Source	Proposed Funding Five Years	Approximate Per Unit Subsidy	Expected # of Units Assisted 5 Years
Existing Housing/Rehabilitation including Lead Based Paint Hazards (Deferred and Payable Loans)	Community Development	\$1,800,000	\$9,000	200
Homebuyer Assistance Individual Development Accounts (Grants)	Community Development	\$60,000	\$2,000	30
Existing Housing/Single Family Rehabilitation (Deferred and Payable Loans)	HOME	\$400,000	\$9,600	41
Rental Housing Development— Family and Non-Elderly (Deferred Loans)	HOME	\$575,000	\$15,000 to \$20,000	32
Homebuyer Assistance --Lease-Buy Program and New Construction Housing Development (Deferred Loans)	HOME	\$615,000	\$12,000 to \$16,000	43
Tenant-Based Rental Assistance Chronically Homeless (Grants)	HOME	\$60,000	\$6,000	10
Rental Housing Development for Homeless (Deferred Loans)	HOME	\$100,000	\$7,143	14
<b>TOTAL</b>		<b>\$3,160,000</b>		

The reasons that support this housing strategy and programs are as follows:

**Rehabilitation**--The rehabilitation of existing housing including removal of lead-based paint hazards and single-family housing rehabilitation in residential housing target areas for low-income renters and homeowners.

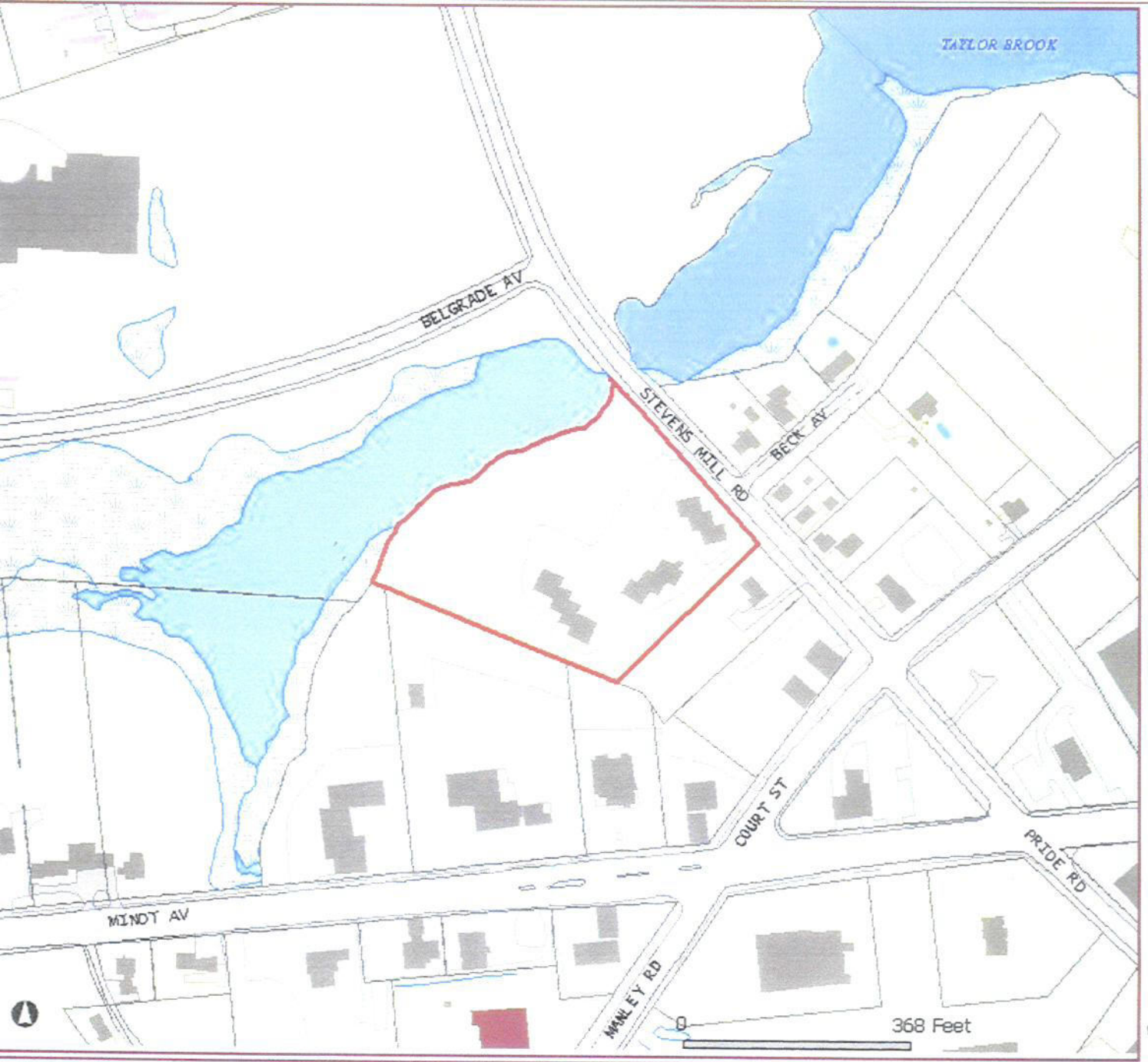
- High need (2,518 owners and renters reported housing problems)
- High demand (average 85 units per year that are currently being rehabilitated)
- Existing program/high level of staff expertise and highly productive program
- Creates safe housing for owners and renters
- Important for maintaining and upgrading an old housing stock
- Reduces and prevents the further deterioration of residential housing

# ATTACHMENT B

## 2005-06 Annual HOME Budget

	<b>AUBURN 2004-05 Prior Year and Reprogram- med Funds</b>	<b>AUBURN 2005-06 HOME Allocation</b>	<b>AUBURN 2005-06 Program Income</b>	<b>LEWISTON 2004-05 Prior year Reprogram- med Funds</b>	<b>LEWISTON 2005-06 HOME Allocation</b>	<b>Leveraged Funds Both Cities</b>	<b>2005-06 Budget Total</b>
<b>ADMINISTRATION</b>							
Program Administration		\$29,500			\$18,000	0	\$47,500
Housing Projects Administration		28,500				0	28,500
Goods & Services		13,300				0	13,300
<b>AFFORDABLE HOUSING</b>							
Relocation		\$10,000				0	10,000
Homebuyer Assistance Lease/Buy Program	\$164,933		\$8,000			691,732	864,665
Homebuyer Assistance Set Aside Single Family and Condominium	100,000	100,000				unknown	200,000
New Construction Rental Housing Development Set-Aside	100,000	80,000		285,322		unknown	465,322
Single Family Rehabilitation	89,000	45,226				0	134,226
Heritage House Homeless Housing	100,000			100,000		1,900,000	2,100,000
CCI Elderly Rental Housing					264,024	4,500,000	4,764,024
Tenant-Based Rental Assistance		12,000			12,000	0	24,000
Maple Street New Construction Homeownership				225,000		2,000,000	2,225,000
<b>TOTAL EXPENDITURES</b>	<b>\$553,933</b>	<b>\$318,526</b>	<b>\$8,000</b>	<b>\$610,322</b>	<b>\$294,024</b>	<b>\$9,091,732</b>	<b>\$10,876,537</b>





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Auburn  
therec

## ATTACHMENT C

Notes :

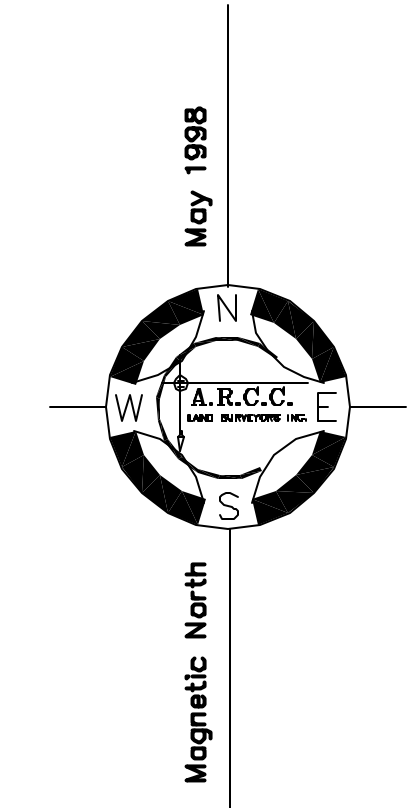
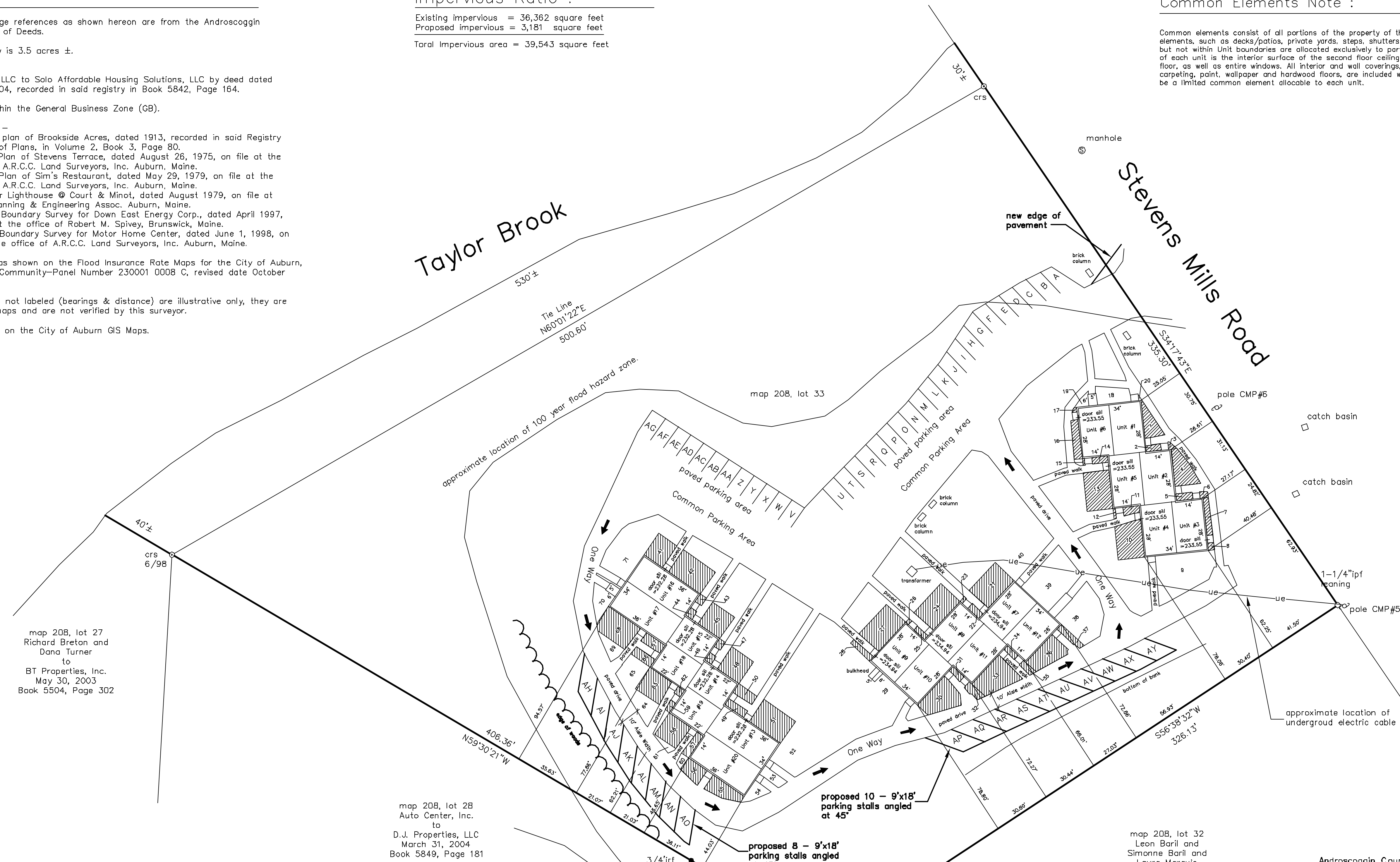
- All Book and Page references as shown hereon are from the Androscoggin County Registry of Deeds.
- Area of property is 3.5 acres ±.
- Source deed –  
ATL Holdings LLC to Solo Affordable Housing Solutions, LLC by deed dated March 18, 2004, recorded in said registry in Book 5842, Page 164.
- Property lies within the General Business Zone (GB).
- Reference plans –
  - Recorded plan of Brookside Acres, dated 1913, recorded in said Registry in Book of Plans, in Volume 2, Book 3, Page 80.
  - As Built Plan of Stevens Terrace, dated August 26, 1975, on file at the office of A.R.C.C. Land Surveyors, Inc. Auburn, Maine.
  - Property Plan of Sim's Restaurant, dated May 29, 1979, on file at the office of A.R.C.C. Land Surveyors, Inc. Auburn, Maine.
  - Survey for Lighthouse @ Court & Minot, dated August 1979, on file at Maine Planning & Engineering Assoc. Auburn, Maine.
  - Standard Boundary Survey for Down East Energy Corp., dated April 1997, on file at the office of Robert M. Spivey, Brunswick, Maine.
  - Standard Boundary Survey for Motor Home Center, dated June 1, 1998, on file at the office of A.R.C.C. Land Surveyors, Inc. Auburn, Maine.
- Flood elevation as shown on the Flood Insurance Rate Maps for the City of Auburn, panel 8 of 16, Community-Panel Number 230001 0008 C, revised date October 18, 1995.
- Lines shown and not labeled (bearings & distance) are illustrative only, they are based on tax maps and are not verified by this surveyor.
- Elevations based on the City of Auburn GIS Maps.

Impervious Ratio :

Existing impervious = 36,362 square feet  
 Proposed impervious = 3,181 square feet  
 Total Impervious area = 39,543 square feet

Common Elements Note :

Common elements consist of all portions of the property of the property other than the Units. Limited common elements, such as decks/patios, private yards, steps, shutters, window boxes and any other fixtures located near but not within Unit boundaries are allocated exclusively to particular Units and are so indicated. The Unit boundary of each unit is the interior surface of the second floor ceiling and outside wall surfaces of concrete basement floor, as well as entire windows. All interior floors, are included within the boundaries of the unit. Attic space shall be a limited common element allocable to each unit.



map 208, lot 27  
Richard Breton and  
Dana Turner  
to  
BT Properties, Inc.  
May 30, 2003  
Book 5504, Page 302

map 208, lot 28  
Auto Center, Inc.  
to  
D.J. Properties, LLC  
March 31, 2004  
Book 5849, Page 181

map 208, lot 32  
Leon Baril and  
Simonne Baril and  
Laura Marquis  
to  
Normand L. Bilodeau and  
Doris J. Bilodeau  
April 22, 1960  
Book 825, Page 282

map 208, lot 29  
Sim's Restaurant, Inc.  
to  
Yueh Ming Wu and  
Lin Hsiu Nei Wu  
May 23, 1998  
Book 4080, Page 152

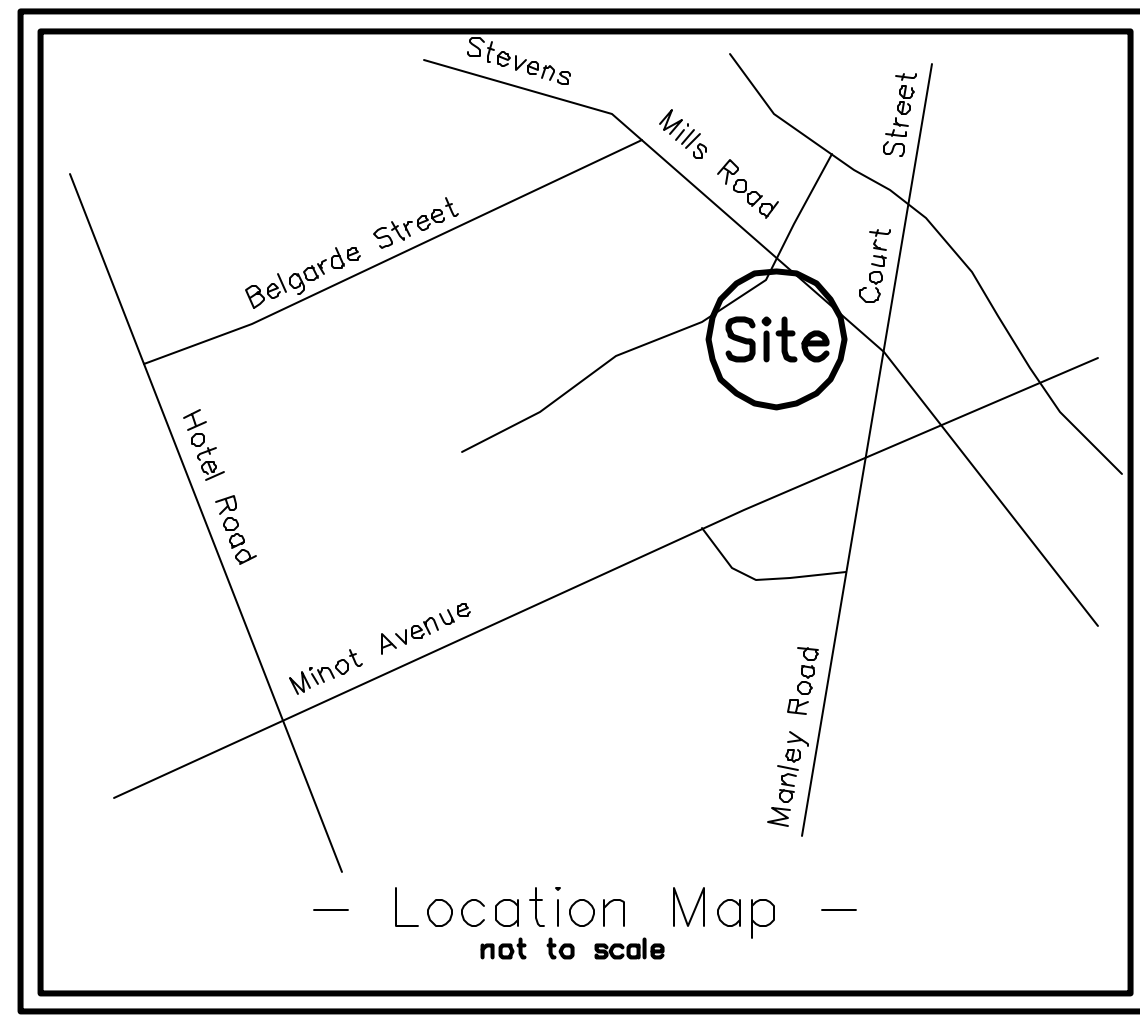
Androscoggin County Registry of Deeds  
 Received \_\_\_\_\_ at \_\_\_\_\_ H \_\_\_\_\_ M \_\_\_\_\_  
 and Recorded in Book \_\_\_\_\_ Page \_\_\_\_\_  
 Attest \_\_\_\_\_ Registrar

This plan was prepared under the responsibility of  
 Arthur W. Montana PLS 492, P.O. Box 294  
 Auburn, Maine.

Certification :

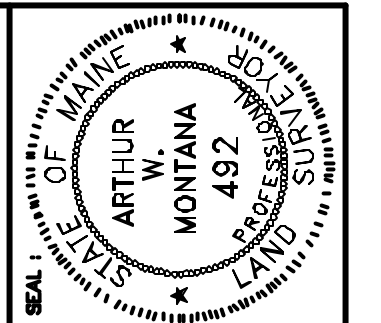
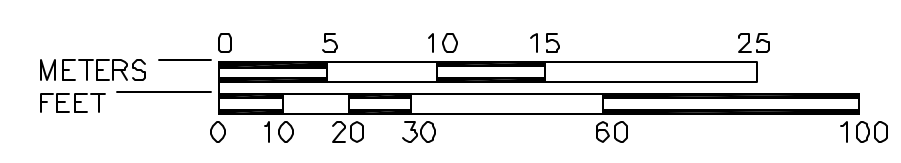
To the best of my knowledge and beliefs this survey conforms to  
 the Maine Board of Registration for Land Surveyors.

Arthur W. Montana PLS 492  
 for A.R.C.C. Land Surveyors Inc. \_\_\_\_\_ Date \_\_\_\_\_



Legend :

- crs 6/98 capped 3/4 inch rebar set 9/98 I.D. #492
- irf iron rod found
- ipf iron pipe found
- crs capped 3/4 inch rebar set I.D. #492
- map 208, lot 33 map / lot per the City of Auburn tax maps.
- LCE limited common element



NO.	REVISIONS	DATE

**A.R.C.C.**  
 LAND SURVEYORS INC.  
 P.O. BOX 294  
 AUBURN, MAINE 04212-0294  
 ARTHUR W. MONTANA PLS 492  
 ROBERT W. CARSON JR. PLS # 7177  
 PHONE: TEL: 781-866-1000 FAX: 781-866-2022

**Stevens Mill Road  
 Properties, LLC**  
 64 Stevens Mills Road  
 Auburn, Maine 04210  
 Androscoggin County  
 DATE: November 14, 2005  
 SCALE: 1"=30'  
 DRAWN BY: R.W.C. CHECKED BY: A.W.M.

DRAWING TITLE :  
 Condominium Site Plan

DRAWING NO.  
**One**  
 JOB NO. 05-080

# City Council

## Agenda Information Sheet

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**Council Meeting Date:** January 23, 2005      **Agenda Item No.** 5

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**SUBJECT:**

**ORDER** – Authorizing the City Manager to Enter Into Easement Agreements with Public Utility Companies

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**INFORMATION:**

Before installing utilities such as telephone, electrical, and natural gas services, which need to cross through City-owned land, the utility company needs to receive the City's permission to do so. The purpose of this Order is to provide assurance to the utility companies that the City Manager is the designated individual to sign such agreements.

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**STAFF COMMENTS /RECOMMENDATION:**

Staff recommends passage of the Order.

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**REQUESTED ACTION:**

Motion for passage of the Order

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**VOTE:**

# City of Auburn

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CITY COUNCIL, AUBURN MAINE  
Date: January 23, 2006

**TITLE: ORDER – Authorizing the City Manager to Enter Into Easement Agreements with Public Utility Companies**

Be It Ordered by the Auburn City Council, that the City Manager is authorized to sign easement agreements with public utility companies which are installing services including telephone, electrical, and natural gas.

**Motion for passage of the Order**

**Seconded by:**

**Vote:**

**ACTION BY COUNCIL**

**DATE**

**ATTEST:**

**CITY CLERK**