

City of Auburn, Maine

"Maine's City of Opportunity"

Office of the City Clerk



Council Meeting Agenda Packet

November 16, 2009

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City Council Meeting and Workshop November 16, 2009

Agenda

5:30 p.m. Workshop

- A. Discussion: Abatement request – 2207 Pownal Road (Karen Scammon) (15 min)
- B. Discussion: Consolidated Annual Performance & Evaluation Report (Reine Mynahan) (20 min)
- C. Discussion: Interlocal Agreement – EnerGov (Glenn Aho & Laurie Smith) (15 min) (See Item #5)
- D. Update: Merrill Hill and Land Lab (Glenn Aho & Laurie Smith) (10 min)
- E. Discussion – Ambassador program

7:00 p.m. City Council Meeting

Pledge of Allegiance will be led by Boy Scout Troop 137

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.

* Minutes of November 2, 2009

II. Minutes

III. Reports

Mayor

City Councilors

- **Michael Farrell:** L/A Jt. City Council Planning, Audit and Procurement, Neighborhood Stabilization Program Advisory Committee, LAWPC
- **Bob Hayes:** Railroad, Library, Audit and Procurement
- **Dan Herrick:** MMWAC, Auburn Housing
- **David Young:** A-L Airport, L/A Joint City Council Planning, Cable TV Adv Board
- **Ray Berube:** LAEGC, Planning Bd, L/A Joint City/School, ABDC, AVCOG, 9-1-1, Water District
- **Bob Mennealy:** Sewer District, University of Maine L-A,
- **Ron Potvin:** School Committee, LATC, L/A Joint City/School

City Manager

Finance Report – Month of October

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.

VI. Unfinished Business

111609-01 Ordinance – Amendment to Chapter 31 – Adoption of the Updated General Assistance Maximums (Second Reading)

VII. New Business

111609-02 Public Hearing and action on Liquor License and Special Amusement Permit Applications for Gourmet Sauces Unlimited, LLC, d/b/a O’Shea’s Irish Restaurant & Salsa Cantina, 34 Court Street

111609-03 Public Hearing and action on Liquor License and Special Amusement Permit Applications for JN Enterprises, Inc., d/b/a Martindale Country Club, 527 Beech Hill Road

111609-04 Resolve – Acceptance of the Two (2) Wood Frame Buildings Known as “The Knight House” and the “Downing Shoe Shop” from Auburn Heritage Inc.

111609-05 Resolve – Adoption of Interlocal Agreement Establishing the Joint Purchase and Operation of EnerGov Software

111609-06 Resolve – Appointment of Two (2) Acting Assessors

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

IX. Future Agenda/Workshop Items

X. ADJOURNMENT

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

**CITY OF AUBURN
NOVEMBER 2, 2009
CITY COUNCIL MEETING**

PRESENT

Mayor John T. Jenkins, Councilors Michael J. Farrell, Robert P. Hayes, Daniel R. Herrick, David C. Young, Raymond C. Berube, Ronald W. Potvin, and Robert C. Mennealy, City Manager Glenn Aho, Assistant City Manager Laurie Smith, Finance Director Tracy Roy and City Clerk Mary Lou Magno. There were 17 people in the audience.

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

CONSENT AGENDA

Councilor Berube moved to accept, approve and place on file the items marked with an asterisk. Seconded by Councilor Potvin. Vote: 7 Yeas.

***MINUTES OF OCTOBER 19, 2009**

Approved under consent agenda.

REPORTS OF THE MAYOR

Mayor Jenkins presented "Compassionate Corporate Awards" to WalMart and Mechanics Savings Bank; and "Compassionate Citizens Awards" to Ed and Sheila Desgrosseilliers, Virginia and Conrad Levasseur, and Dan and Marie Herrick.

Mayor Jenkins recognized the City of Auburn Wellness Team for the recent recognition by the American Heart Association.

REPORTS OF CITY COUNCILORS

Councilors reported on their Council Committee Assignments

REPORTS OF THE CITY MANAGER

None

ADD TO THE AGENDA

Councilor Potvin moved that a discussion regarding "Community Ambassador Program" be added to the agenda under New Business. Seconded by Councilor Berube. Vote: 7 Yeas.

COMMUNICATIONS, PRESENTATIONS, AND RECOGNITIONS

OPEN SESSION

David & Deb Pontbriand, Ninth Street; Larry Morrissette, PO Box 3037; Larry Pelletier, 129 Second Street; and Jonathan Labonte, 41 Third Street.

CLOSED OPEN SESSION

UNFINISHED BUSINESS

1. ORDINANCE – AMENDMENT TO CHAPTER 26, ARTICLE 9, SECTION 3 – MILLER ALLEY – ONE WAY (SECOND READING)

Councilor Farrell moved for acceptance of second reading and final passage. Seconded by Councilor Hayes.

Eric Labelle, Director of Community Services, answered Councilors questions.

Vote: 7 Yeas.

NEW BUSINESS

2. ORDINANCE – AMENDMENT TO CHAPTER 31 – ADOPTION OF THE UPDATED GENERAL ASSISTANCE MAXIMUMS (FIRST READING)

Councilor Farrell moved for acceptance of first reading. Seconded by Councilor Potvin. Vote: 7 Yeas.

3. RESOLVE – ACCEPTANCE OF 10 YEAR PLAN L/A HOMELESSNESS NEEDS ASSESSMENT REPORT

Councilor Farrell moved for passage of the resolve. Seconded by Councilor Berube. Vote: 6 Yeas, No Nays with Councilor Mennealy out of the room.

4. RESOLVE – STATE OF MAINE RAILROAD INVESTMENT PLAN

Councilor Farrell moved for passage of the resolve. Seconded by Councilor Young.

Jonathan Labonte, 41 Third Street, made comments regarding the above resolve.

Vote: 7 Yeas.

COMMUNITY AMBASSADOR PROGRAM

Councilors discussed a “Community Ambassador Program”.

OPEN SESSION

Larry Morrissette, PO Box 3037;

CLOSED OPEN SESSION

FUTURE WORKSHOP/AGENDA ITEMS

ICE Committee

ADJOURNMENT

Councilor Berube moved to adjourn. Seconded by Councilor Young. Vote: 6 Yeas, No Nays, with Councilor Mennealy out of the room.

A TRUE RECORD

ATTEST: _____ CITY CLERK

City of Auburn, Maine

FINANCIAL MANAGEMENT REPORT OCTOBER 2009



PREPARED BY THE FINANCE DEPARTMENT
TRACY ROY, FINANCE DIRECTOR

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services



TO: Glenn E. Aho, City Manager
FROM: Tracy Roy, Finance Director
REF: October 2009 Financials
DATE: November 9, 2009

Attached please find the financial report for the month of October 2009. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 33.3% of the annual budget. However, not all costs and revenues are distributed evenly throughout the year; individual line items can vary based upon cyclical activity.

Revenues

Revenues collected through October 31st were \$30,333,872, or 44.25%, of the budget. The accounts listed below are noteworthy.

- A. Excise tax collected for the month of October is \$272,752. Excise tax collected through October is at 35.01%. This is a \$102,680 decrease from last October and a \$152,912 decrease from fiscal year 2007.
- B. State Revenue Sharing for the month of October is \$321,643 which is 119% higher than October 2008. The total percent of budget is 10.24% less than last fiscal year at the end of October.
- C. Penalties & Interest are above anticipation due to collection prior year's real estate and personal property taxes.
- D. Charges for Services for Education is above budgeted due to the State reimbursement for Debt received in October which is 77.16% of what the school budgeted. Education receives quarterly payments from the State for reimbursable debt.

CITY OF AUBURN
FINANCIALS -OCTOBER 2009

- E. Sale of Recyclables is above budget due to receiving Lewiston's payment on October 30th in the amount of \$5,900. Last year's October payment from Lewiston was \$22,652.

Expenditures

Expenditures through October 31st were \$23,262,478, or 35.53%, of the budget. Noteworthy variances are:

- A. Mayor and Council: The third payment to the auditors for the fiscal year 2009 audit was paid in October. The total audit cost for city, CDBG and school is \$40,750.
- B. Community Programs: The second quarter payments were made to New Auburn Seniors and First Auburn Seniors on October 20th.
- C. Debt Service: Principal and interest payments on bonds made October 25th.
- D. Water and Sewer: Second quarter payment for hydrant charges and once a year catch basin maintenance fee paid.

Investments

This section contains an investment schedule as of October 31st, as well as a comparison of the investments between October 31st and the prior month. Currently the City's funds are earning an average interest rate of .37%, compared to approximately 1.63% last year at this time.

Respectfully submitted,

Tracy Roy
Finance Director

CITY OF AUBURN, MAINE
BALANCE SHEET - GENERAL FUND
October 31, 2009

<u>ASSETS</u>	October 31 2009 Unaudited	September 30 2009 Unaudited	Increase (Decrease)
CASH	25,808,789	29,913,772	(4,104,983)
RECEIVABLES			-
ACCOUNTS RECEIVABLES	780,857	616,849	164,008
TAXES RECEIVABLE-CURRENT	17,895,116	18,465,834	(570,718)
DELINQUENT TAXES	430,289	435,873	(5,584)
TAX LIENS	1,030,399	1,136,180	(105,781)
NET DUE TO/FROM OTHER FUNDS	(7,642,360)	(8,087,539)	445,179
TOTAL ASSETS	38,303,089	42,480,969	(4,177,879)
			-
			-
			-
<u>LIABILITIES & FUND BALANCES</u>			
ACCOUNTS PAYABLE	423,890	69,137	354,753
WAGES & TAXES PAYABLE	(139,342)	(146,433)	7,091
ACCRUED PAYROLL	1,330,374	870,528	459,846
STATE FEES PAYABLE	14,947	25,873	(10,926)
PREPAID TAXES			-
IN LIEU OF BONDS	61,205	62,697	(1,492)
DEFERRED REVENUE	18,833,670	19,939,618	(1,105,948)
TOTAL LIABILITIES	20,524,744	20,821,420	(296,676)
			-
FUND BALANCE - NOT DESIGNATED	9,690,426	9,895,651	(205,225)
FUND BALANCE - DESIGNATED FOR WORKERS COMP & UNEMPLOYMENT			-
FUND BALANCE - DESIGNATED	1,134,224	1,134,224	-
NET CHANGE IN FUND BALANCE	6,953,696	10,629,673	(3,675,978)
TOTAL FUND BALANCES	17,778,345	21,659,548	(3,881,203)
			-
TOTAL LIABILITIES AND FUND BALANCES	38,303,089	42,480,969	(4,177,879)

CITY OF AUBURN, MAINE
REVENUES - GENERAL FUND COMPARATIVE
AS OF October 31, 2009 vs. October 31, 2008

REVENUE SOURCE	FY 2010 BUDGET	ACTUAL REVENUES THROUGH OCTOBER 3	% OF TOTAL BUDGET	FY 2009 BUDGET	ACTUAL REVENUES THROUGH OCTOBER 3	% OF TOTAL BUDGET
TAXES						
PROPERTY TAX REVENUE- PRIOR YEAR REVENUE	\$ 38,616,214	\$ 20,008,163	51.81%	\$ 38,606,328	\$ 20,459,961	53.00%
HOMESTEAD EXEMPTION REIMBURSEMENT ALLOWANCE FOR ABATEMENT	\$ 648,980	\$ 505,861	77.95%	\$ 648,980	\$ 526,666	81.15%
ALLOWANCE FOR UNCOLLECTIBLE TAXES	\$ -	\$ -		\$ -	\$ -	
EXCISE	\$ 3,100,000	\$ 1,085,415	35.01%	\$ 3,200,000	\$ 1,188,095	37.13%
PENALTIES & INTEREST	\$ 180,000	\$ 68,544	38.08%	\$ 125,000	\$ 53,495	42.80%
TOTAL TAXES	\$ 42,545,194	\$ 22,288,002	52.39%	\$ 42,580,308	\$ 22,566,047	53.00%
LICENSES AND PERMITS						
BUSINESS	\$ 49,600	\$ 10,860	21.90%	\$ 49,900	\$ 14,950	29.96%
NON-BUSINESS	\$ 297,600	\$ 80,662	27.10%	\$ 309,200	\$ 136,294	44.08%
TOTAL LICENSES	\$ 347,200	\$ 91,522	26.36%	\$ 359,100	\$ 151,244	42.12%
INTERGOVERNMENTAL ASSISTANCE						
STATE-LOCAL ROAD ASSISTANCE	\$ 446,000	\$ -	0.00%	\$ 450,000	\$ 117,671	26.15%
STATE REVENUE SHARING	\$ 3,510,000	\$ 1,101,971	31.40%	\$ 3,775,000	\$ 1,571,988	41.64%
WELFARE REIMBURSEMENT	\$ 42,000	\$ 15,104	35.96%	\$ 22,500	\$ 16,035	71.27%
OTHER STATE AID	\$ 25,000	\$ 18,993	75.97%	\$ 30,000	\$ 11,470	38.23%
FEMA REIMBURSEMENT	\$ -	\$ -		\$ -	\$ -	
CITY OF LEWISTON	\$ 154,000	\$ -	0.00%	\$ 154,000	\$ -	0.00%
EDUCATION SUBSIDY	\$ 16,331,017	\$ 5,218,608	31.96%	\$ 16,418,792	\$ 5,492,036	33.45%
TOTAL INTERGOVERNMENTAL ASSISTANCE	\$ 20,508,017	\$ 6,354,676	30.99%	\$ 20,850,292	\$ 7,209,200	34.58%
CHARGE FOR SERVICES						
GENERAL GOVERNMENT	\$ 132,675	\$ 39,034	29.42%	\$ 145,525	\$ 82,911	56.97%
PUBLIC SAFETY	\$ 103,400	\$ 19,633	18.99%	\$ 80,000	\$ 40,143	50.18%
EMS TRANSPORT	\$ -	\$ 2,499		\$ 310,000	\$ 2,135	0.69%
EMS AGREEMENT & EMS SPECIAL REVENUE	\$ 70,000	\$ -	0.00%	\$ -	\$ -	
EDUCATION	\$ 2,294,836	\$ 1,255,844	54.72%	\$ 2,212,514	\$ 1,419,527	64.16%
TOTAL CHARGE FOR SERVICES	\$ 2,600,911	\$ 1,317,011	50.64%	\$ 2,748,039	\$ 1,544,716	56.21%
FINES						
PARKING TICKETS & MISC FINES	\$ 75,000	\$ 5,165	6.89%	\$ 65,000	\$ 8,189	12.60%
MISCELLANEOUS						
INVESTMENT INCOME	\$ 300,000	\$ 35,010	11.67%	\$ 400,000	\$ 109,719	27.43%
INTEREST-BOND PROCEEDS	\$ 125,000	\$ -	0.00%	\$ 125,000	\$ -	0.00%
RENTS	\$ 129,000	\$ 123,052	95.39%	\$ 132,500	\$ 123,327	93.08%
UNCLASSIFIED	\$ 40,500	\$ (5,704)	-14.08%	\$ 40,000	\$ 18,084	45.21%
SALE OF RECYCLABLES	\$ 21,000	\$ 12,244	58.31%	\$ 85,000	\$ 45,374	53.38%
COMMERCIAL SOLID WASTE FEES	\$ 49,600	\$ 24,892	50.19%	\$ 57,500	\$ 24,108	41.93%
SALE OF PROPERTY	\$ 30,000	\$ 726	2.42%	\$ 490,000	\$ 3,100	0.63%
RECREATION PROGRAMS/ARENA	\$ 33,102	\$ -	0.00%	\$ 20,000	\$ -	0.00%
MMWAC HOST FEES	\$ 190,000	\$ 65,832	34.65%	\$ 190,400	\$ 65,836	34.58%
9-1-1 DEBT SERVICE REIMBURSEMENT	\$ -	\$ -		\$ -	\$ -	0.00%
TRANSFER IN: TIF	\$ 258,241	\$ -	0.00%	\$ -	\$ -	
TRANSFER OUT: TIF	\$ -	\$ -		\$ (2,500,000)	\$ -	0.00%
ENERGY EFFICIENCY	\$ 7,000	\$ 1,044	14.91%	\$ -	\$ -	
CDBG	\$ 8,000	\$ 2,001	25.01%	\$ -	\$ -	
UTILITY REIMBURSEMENT	\$ 60,000	\$ 18,399	30.67%	\$ -	\$ -	
CITY FUND BALANCE CONTRIBUTION	\$ 600,000	\$ -	0.00%	\$ 575,534	\$ -	0.00%
SCHOOL FUND BALANCE CONTRIBUTION	\$ 631,000	\$ -	0.00%	\$ -	\$ -	
TOTAL MISCELLANEOUS	\$ 2,482,443	\$ 277,496	11.18%	\$ (384,066)	\$ 389,548	-101.43%
TOTAL GENERAL FUND REVENUES	\$ 68,558,765	\$ 30,333,872	44.25%	\$ 66,218,673	\$ 31,868,944	48.13%

CITY OF AUBURN, MAINE
EXPENDITURES - GENERAL FUND COMPARATIVE
AS OF October 31, 2010 vs. October 31, 2009

DEPARTMENT	ACTUAL			ACTUAL		
	FY 2010 BUDGET	EXPENDITURES THROUGH OCTOBER 31	% OF TOTAL BUDGET	FY 2009 BUDGET	EXPENDITURES THROUGH OCTOBER 31	% OF TOTAL BUDGET
ADMINISTRATION						
MAYOR AND COUNCIL	\$ 98,763	\$ 51,440	52.08%	\$ 103,500	\$ 47,385	45.78%
LEGAL SERVICES	\$ 64,200	\$ 19,034	29.65%	\$ 55,000	\$ 28,034	50.97%
CITY CLERK	\$ 147,306	\$ 47,812	32.46%	\$ 140,367	\$ 55,138	39.28%
CITY MANAGER	\$ 365,536	\$ 78,928	21.59%	\$ 227,703	\$ 79,112	34.74%
HUMAN RESOURCES	\$ 137,800	\$ 38,640	28.04%	\$ 125,797	\$ 44,333	35.24%
ASSESSING SERVICES	\$ 187,118	\$ 58,497	31.26%	\$ 270,103	\$ 81,126	30.04%
FINANCIAL SERVICES	\$ 412,589	\$ 140,422	34.03%	\$ 374,058	\$ 117,840	31.50%
CUSTOMER SERVICE	\$ 7,500	\$ 456	6.08%	\$ 16,000	\$ 2,974	18.59%
TOTAL ADMINISTRATION	\$ 1,420,812	\$ 435,229	30.63%	\$ 1,312,528	\$ 455,944	34.74%
COMMUNITY SERVICES						
HEALTH & SOCIAL SERVICES						
ADMINISTRATION	\$ 61,766	\$ 19,448	31.49%	\$ 49,240	\$ 16,000	32.49%
ASSISTANCE	\$ 85,835	\$ 24,598	28.66%	\$ 48,450	\$ 32,184	66.43%
INFORMATION SYSTEMS						
ICT	\$ 293,862	\$ 49,439	16.82%	\$ 258,809	\$ 138,275	53.43%
ENGINEERING	\$ 347,145	\$ 104,269	30.04%	\$ 435,626	\$ 113,835	26.13%
PLANNING & PERMITTING	\$ 782,426	\$ 245,422	31.37%	\$ 829,982	\$ 258,759	31.18%
PARKS AND RECREATION	\$ 585,295	\$ 174,995	29.90%	\$ 613,361	\$ 212,792	34.69%
PUBLIC LIBRARY	\$ 919,407	\$ 306,469	33.33%	\$ 919,407	\$ 306,469	33.33%
COMMUNITY PROGRAMS	\$ 13,650	\$ 10,150	74.36%	\$ 13,650	\$ 11,150	81.68%
TOTAL COMMUNITY SERVICES	\$ 3,089,386	\$ 934,792	30.26%	\$ 3,168,525	\$ 1,089,466	34.38%
FISCAL SERVICES						
DEBT SERVICE	\$ 6,780,939	\$ 6,141,384	90.57%	\$ 7,026,199	\$ 6,734,080	95.84%
PROPERTY	\$ 629,749	\$ 282,612	44.88%	\$ 553,307	\$ 207,339	37.47%
WORKERS COMPENSATION	\$ 200,000	\$ -	0.00%	\$ 200,000	\$ 200,000	100.00%
WAGES & BENEFITS	\$ 4,133,953	\$ 1,383,249	33.46%	\$ 4,120,408	\$ 1,427,133	34.64%
EMERGENCY RESERVE	\$ -	\$ -	-	\$ 329,500	\$ -	0.00%
TOTAL FISCAL SERVICES	\$ 11,744,641	\$ 7,807,244	66.47%	\$ 12,229,414	\$ 8,568,553	70.07%
PUBLIC SAFETY						
EMERGENCY MGMT AGENCY	\$ 6,352	\$ 4,058	63.88%	\$ 7,120	\$ 5,941	83.44%
FIRE DEPARTMENT	\$ 3,541,533	\$ 1,152,110	32.53%	\$ 3,642,524	\$ 1,159,778	31.84%
POLICE DEPARTMENT	\$ 2,953,587	\$ 994,054	33.66%	\$ 2,995,571	\$ 967,999	32.31%
TOTAL PUBLIC SAFETY	\$ 6,501,472	\$ 2,150,222	33.07%	\$ 6,645,215	\$ 2,133,717	32.11%
PUBLIC WORKS						
PUBLIC WORKS DEPARTMENT	\$ 4,632,101	\$ 1,201,583	25.94%	\$ 4,548,651	\$ 1,304,010	28.67%
WATER AND SEWER	\$ 504,700	\$ 258,313	51.18%	\$ 504,700	\$ 258,313	51.18%
TOTAL PUBLIC WORKS	\$ 5,136,801	\$ 1,459,895	28.42%	\$ 5,053,351	\$ 1,562,322	30.92%
INTERGOVERNMENTAL PROGRAMS						
AUBURN-LEWISTON AIRPORT	\$ 106,750	\$ 53,375	50.00%	\$ 96,750	\$ 48,375	50.00%
E911 COMMUNICATION CENTER	\$ 937,589	\$ 468,795	50.00%	\$ 950,589	\$ 475,295	50.00%
LATC-PUBLIC TRANSIT	\$ 130,000	\$ -	0.00%	\$ 130,000	\$ -	0.00%
LAEGC-ECONOMIC COUNCIL	\$ 96,429	\$ -	0.00%	\$ 106,429	\$ 26,607	25.00%
L-A ARTS	\$ 24,267	\$ 12,134	50.00%	\$ 24,267	\$ 12,134	50.00%
COUNTY TAX	\$ 1,804,820	\$ 1,804,820	100.00%	\$ 1,969,765	\$ 1,969,765	100.00%
TAX SHARING	\$ 290,027	\$ 45,124	15.56%	\$ 325,000	\$ 47,174	14.52%
TOTAL INTERGOVERNMENTAL	\$ 3,389,882	\$ 2,384,247	70.33%	\$ 3,602,800	\$ 2,579,349	71.59%
EDUCATION DEPARTMENT	\$ 34,197,536	\$ 8,090,848	23.66%	\$ 34,206,840	\$ 10,470,742	30.61%
TOTAL GENERAL FUND EXPENDITURES	\$ 65,480,530	\$ 23,262,478	35.53%	\$ 66,218,673	\$ 26,860,093	40.56%

**CITY OF AUBURN, MAINE
INVESTMENT SCHEDULE
AS OF SEPTEMBER 30, 2009**

INVESTMENT	FUND	ACCOUNT BALANCE	INTEREST RATE	VALUE		WEIGHTED AVG YIELD
				BOOK	MARKET	
BANKNORTH MNY MKT	GENERAL FUND	5,024,783.96	0.35%	5,024,783.96	5,024,783.96	17,586.74
BANKNORTH MNY MKT	GF-WORKERS COMP	49,058.38	0.10%	49,058.38	49,058.38	49.06
BANKNORTH MNY MKT	GF-UNEMPLOYMENT	66,237.45	0.35%	66,237.45	66,237.45	231.83
BANKNORTH CD	GF-UNEMPLOYMENT	101,501.63	2.64%	101,501.63	101,501.63	2,679.64
BANKNORTH MNY MKT	SPECIAL REVENUE	1,747,043.70	0.35%	1,747,043.70	1,747,043.70	6,114.65
BANKNORTH MNY MKT	SR-PERMIT PARKING	196,027.43	0.35%	196,027.43	196,027.43	686.10
BANKNORTH MNY MKT	SR-TIF	2,799,246.95	0.35%	2,799,246.95	2,799,246.95	9,797.36
BANKNORTH MNY MKT	CAPITAL PROJECTS	11,516,009.76	0.35%	11,516,009.76	11,516,009.76	40,306.03
BANKNORTH MNY MKT	CAPITAL PROJECTS	271,640.55	0.35%	271,640.55	271,640.55	950.74
BANKNORTH CD	CAPITAL PROJECTS	32,763.59	2.96%	32,763.59	32,763.59	969.80
BANKNORTH MNY MKT	ICE ARENA	46,980.66	0.10%	46,980.66	46,980.66	46.98
GRAND TOTAL		21,851,294.06		21,851,294.06	21,851,294.06	0.36%

**CITY OF AUBURN, MAINE
INVESTMENT SCHEDULE
COMPARISON OF SEPTEMBER 30, 2009
AND OCTOBER 31, 2009**

INVESTMENT	FUND	SEPTEMBER 30, 2009		OCTOBER 31, 2009		INCREASE (DECREASE)	
		VALUE		VALUE		VALUE	
		BOOK	MARKET	BOOK	MARKET	BOOK	MARKET
BANKNORTH MNY MARKET	GENERAL FUND	5,024,767.68	5,024,767.68	5,024,783.96	5,024,783.96	16.28	16.28
BANKNORTH MNY MARKET	WORKERS COMP	49,054.21	49,054.21	49,058.38	49,058.38	4.17	4.17
BANKNORTH MNY MARKET	UNEMPLOYMENT	66,217.77	66,217.77	66,237.45	66,237.45	19.68	19.68
MBIA CLASS ACCOUNT	UNEMPLOYMENT	101,347.55	101,347.55	101,501.63	101,501.63	154.08	154.08
BANKNORTH MNY MARKET	SPECIAL REVENUE	1,747,028.23	1,747,028.23	1,747,043.70	1,747,043.70	15.47	15.47
BANKNORTH MNY MARKET	PERMIT PARKING	195,969.18	195,969.18	196,027.43	196,027.43	58.25	58.25
BANKNORTH MNY MARKET	TIF	2,799,230.83	2,799,230.83	2,799,246.95	2,799,246.95	16.12	16.12
BANKNORTH MNY MARKET	CAPITAL PROJECTS	6,009,988.33	6,009,988.33	11,516,009.76	11,516,009.76	5,506,021.43	5,506,021.43
BANKNORTH MNY MARKET	CAPITAL PROJECTS	271,559.83	271,559.83	271,640.55	271,640.55	80.72	80.72
BANK OF AMERICA	CAPITAL PROJECTS	32,720.24	32,720.24	32,763.59	32,763.59	43.35	43.35
BANKNORTH MNY MARKET	ICE ARENA	46,976.67	46,976.67	46,980.66	46,980.66	3.99	3.99
GRAND TOTAL		16,344,860.52	16,344,860.52	21,851,294.06	21,851,294.06	\$5,506,433.54	\$5,506,433.54

City Council

Agenda Information Sheet

Council Meeting Date: 11/16/2009 Agenda Item No. 1

SUBJECT:

**ORDINANCE – AMENDMENT TO CHAPTER 31 – ADOPTION OF THE
UPDATED GENERAL ASSISTNCE MAXIMUMS (SECOND
READING)**

INFORMATION:

By State law, municipalities are required to administer a General Assistance program which is intended to assist low income people with basic necessities such as food, fuel, and rent. Municipalities are required to regularly update the amount of assistance that people who are eligible for General Assistance receive. The proposed levels of assistance take into consideration federal and state cost guidelines and the local market costs for these goods.

Workshop and acceptance of first reading: November 2nd

STAFF COMMENTS/RECOMMENDATION:

The City Manager recommends approval second reading and final passage.

REQUESTED ACTION

Motion for acceptance of second reading and final passage.

VOTE:

CITY OF AUBURN

CITY COUNCIL, AUBURN, MAINE

DATE: November 2, 2009

**TITLE: ORDINANCE – AMENDMENT TO CHAPTER 31 – ADOPTION OF
THE UPDATED GENERAL ASSISTANCE
MAXIMUMS (First Reading)**

Be It Ordained by the Auburn City Council, That Chapter 31, General Assistance Ordinance, be amended by adopting Appendixes A, B, and C as explained in the attached agenda information form. A copy of the appendixes are attached to this ordinance.

Motion for acceptance of first reading: Michael Farrell Seconded by: Ronald Potvin

Vote: 7 Yeas

Motion for acceptance of second reading and final passage:

Seconded by:

Vote:

Action by Council:

Date:

ATTEST:

CITY CLERK

City Council

Agenda Information Sheet

Council Meeting Date: 11/16/2009 Agenda Item No. 2

SUBJECT:

**PUBLIC HEARING – LIQUOR LICENSE AND SPECIAL AMUSEMENT PERMIT
APPLICATIONS FOR GOURMET SAUCES UNLIMITED. LLC, D/B/A
O’SHEA’S IRISH RESTAURANT & SALSA CANTINA, 34 COURT
STREET**

INFORMATION:

O’Shea’s Irish Restaurant and Salsa Cantina, 34 Court Street, will soon be a new occupant in the Goff Block at space formerly occupied by Lavish. The new occupants are still completing work necessary in order to open for business. For this reason Fire and Planning & Permit Departments have not yet completed final inspections.

STAFF COMMENTS/RECOMMENDATION:

The City Manager recommends approval contingent upon the Fire and Planning & Permitting Departments giving their approval.

REQUESTED ACTION:

Motion to approve both applications contingent upon the Fire and Planning & Permitting Departments giving their approval.

VOTE:

City Council

Agenda Information Sheet

Council Meeting Date: 11/16/2009 Agenda Item No. 3

SUBJECT:

**PUBLIC HEARING – LIQUOR LICENSE AND SPECIAL AMUSEMENT PERMIT
APPLICATIONS FOR JN ENTERPRISES, INC., D/B/A MARTINDALE
COUNTRY CLUB, 527 BEECH HILL ROAD**

INFORMATION:

Martindale Country Club, 527 Beech Hill Road, is now owned by JN Enterprises, Inc., (James Day and Nick Glicos). All appropriate departments have given approval to these two applications.

STAFF COMMENTS/RECOMMENDATION:

The City Manager recommends approval of these applications.

REQUESTED ACTION:

Motion to approve License License and Special Amusement Permit applications.

VOTE:

City Council

Agenda Information Sheet

Council Meeting Date: 11/16/2009 Agenda Item No. 4

SUBJECT:

**RESOLVE – ACCEPTANCE OF THE TWO (2) WOOD FRAME BUILDINGS
KNOWN AS “THE KNIGHT HOUSE” AND THE “DOWNING SHOE
SHOP” FROM AUBURN HERITAGE INC.**

INFORMATION:

During the past budget cycle when it became apparent that the needs of the Knight House building were surpassing the fiscal abilities of Auburn Heritage, Councilor Berube suggested that the City and board discuss a transfer of ownership. These discussions lead both city staff and the Auburn Heritage board to the following conclusions:

1. The City of Auburn has additional resources available to maintain the structures.
2. Auburn Heritage, Inc. is better prepared to deal with the collection, promotion and tours of the facility.
3. City of Auburn annual contributions could be more fully utilized internally than by giving it to a third party (i.e. insurance costs.)

Staff recommends that the City Council accept the donation of the two buildings (Knight House and Downing Shoe Shop) from the Auburn Heritage Inc. and use the budgetary allocation to repair the buildings. Auburn Heritage, Inc. can still maintain a vibrant existence, focusing on their specialties – the collection, promotion, and historical significance of the artifacts.

Workshop November 2, 2009

STAFF COMMENTS/RECOMMENDATION:

City Manager recommends approval of this resolve.

REQUESTED ACTION:

Motion for passage of the resolve.

VOTE:

City of Auburn

City Council, Auburn, Maine

Date: November 16, 2009

TITLE: RESOLVE – ACCEPTANCE OF THE TWO (2) WOOD FRAME BUILDINGS KNOWN AS “THE KNIGHT HOUSE” AND THE “DOWNING SHOE SHOP” FROM AUBURN HERITAGE, INC.

Be It Resolved that the Auburn City Council accepts the two (2) wood frame buildings known as “the Knight House” and the “Downing Shoe Shop” from Auburn Heritage, Inc. A copy of the bill of sale is attached to and hereby made a part of this resolve.

Motion for acceptance: Michael Farrell

Seconded by: Raymond Berube

Vote: 6 Yeas, No Nays

Action by the City Council: Passed

Date: September 21, 2009

Attest:

City Clerk

1796
The KNIGHT HOUSE



“DEDICATED TO HISTORIC PRESERVATION”

On November 9, 2009 a poll was taken of the members of the Auburn Heritage, Inc. It was unanimously voted to accept the Bill of Sale drafted by Attorney Richard Trafton to transfer ownership of the Knight House and Downing Shoe Shop from the Auburn Heritage, Inc. to the City of Auburn.

Marilyn R. Wilkinson
Marilyn R. Wilkinson, President

Dorothy A. Bowyer
Dorothy A. Bowyer,
Secretary/Treasurer

Members of Auburn Heritage, Inc.

Marilyn R. Wilkinson
Barbara Randall
Robert Purrington
Edwina Pontbriand
Michael Lord
Gordon Windle
Dorothy A. Bowyer

BILL OF SALE
Personal Property

KNOW ALL MEN BY THESE PRESENTS, that **AUBURN HERITAGE, INC.**, a Maine nonprofit corporation with a principal place of business in Auburn, Maine, in consideration of One Dollars (\$1.00) and other valuable consideration paid by the **CITY OF AUBURN**, a Maine municipal corporation, the receipt whereof is hereby acknowledged, does hereby **grant, sell, transfer and deliver** to the said **CITY OF AUBURN** the following goods and chattels, namely:

Two (2) wood frame buildings currently situated in the northeast corner of Great Falls Plaza in the City of Auburn, County of Androscoggin, State of Maine, which buildings are known as and referred to as "The Knight House" and "The Downing Shoe Shop".

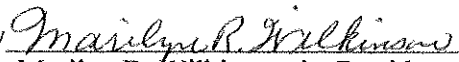
To have and to hold, all and singular the said goods and chattels to the said **CITY OF AUBURN**, its successors and assigns, to its own use forever.

And **AUBURN HERITAGE, INC.**, does hereby covenant with the said **CITY OF AUBURN** that it is the lawful owner of said goods and chattels; that they are free from all encumbrances and that it has good right to transfer the same as aforesaid; and that it will warrant and defend the same to the said **CITY OF AUBURN**, its successors or assigns against the lawful claims and demands of all persons.

IN WITNESS WHEREOF, **AUBURN HERITAGE, INC.** has caused this instrument to be sealed with its corporate seal and signed in its corporate name by Marilyn R. Wilkinson, its President, thereunto duly authorized, as of this ____ day of November, 2009.



Witness

AUBURN HERITAGE, INC.
By 

Marilyn R. Wilkinson, its President

City of Auburn, Maine

"Maine's City of Opportunity"

Office of the City Manager



Memorandum

To: Glenn E. Aho, City Manager
Fr: Laurie Smith, Assistant City Manager
Re: Knight House Proposal
Dt: October 29, 2009

On October 14th, 1968 the Auburn Heritage, Inc. was organized as a corporation for the purposes of owning, leasing, purchasing, taking-down, assembling, deeding or gifting buildings, structures and real-estate of historic value or interest. The organization was also entrusted to promote the educational, cultural, economic and general welfare through the preservation and maintenance of historic structures. It was noted that one of the special purposes of this association was the purchase and preservation and repair and restoration of the Knight House – so called - it being the oldest frame house in the Goff's corner section of the City in connection with the Centenary of the incorporation of the City of Auburn.

Although Auburn Heritage, Inc was created as a separate legal entity, there were close ties to the City of Auburn from the beginning. The articles of corporation specifically note:



1. "...request the assistance, cooperation and experience of the officials and members of the planning Boards and City Officials of Auburn, City Manager..."
2. In the event of the dissolution of the association or corporation, then all the assets and property, contracts and agreements and papers pertaining hereto shall be transferred, to the City of Auburn, Maine..." and

3. "The annual meeting of the Corporation shall be the third Monday of January of each year at the office of the City Manager, City Building, Auburn, Maine. "

Maintaining this joint relationship the Auburn City Council voted on November 16, 1970 to cover the expenses of light, heat and routine maintenance incurred by Auburn Heritage in preserving and maintain the Knight House up to a total of \$500. Over the past several decades the City of Auburn has continued to fund a portion of the Knight House and Downing Shoe Shop budget usually dedicating between \$500 and \$1000 per year. In addition to the city funds, Auburn Heritage, Inc. has collected donations to continue the maintenance and promotion of the building and its historic collection.

During the past budget cycle when it became apparent that the needs of the building were surpassing the fiscal abilities of Auburn Heritage, Councilor Berube suggested that the City and board discuss a transfer of ownership. These discussions lead both city staff and the Auburn Heritage board to the following conclusions:

1. The City of Auburn has additional resources available to maintain the two structures.
2. Auburn Heritage, Inc. is better prepared to deal with the collection, promotion and tours of the facility.
3. City of Auburn annual contributions could be more fully utilized internally than by giving it to a third party (i.e. insurance costs.)

For these reasons it is my recommendation that the City of Auburn accept the donation of the two buildings from the Auburn Heritage Inc. and use the budgetary allocation to repair the buildings. Auburn Heritage, Inc. can still maintain a vibrant existence, focusing on their specialties – the collection, promotion, and historical significance of the artifacts. In order for both entities to bring conclusion to this matter it would require that Auburn Heritage transfer ownership of the buildings to the City of Auburn. Auburn Heritage has agreed to sign a bill of sale to the City, the question is whether the City Council would like to accept responsibility for the two structures.

City Council

Agenda Information Sheet

Council Meeting Date: 11/16/2009 Agenda Item No. 5

SUBJECT:

**RESOLVE – ADOPTION OF INTERLOCAL AGREEMENT ESTABLISHING
THE JOINT PURCHASE AND OPERATION OF ENERGOV SOFTWARE**

INFORMATION:

In October the City Councils of Auburn and Lewiston have authorized the purchase and operation of joint EnerGov software. In order to establish commitments and a base understanding of process and procedures both cities need to enter into an interlocal agreement. Once the interlocal agreements have been authorized and signed by both parties the cities will develop contracts with EnerGov and begin the implementation process.

This item was discussed at a City Council Workshop on November 2nd.

STAFF COMMENTS/RECOMMENDATION:

City Manager recommends approval of this resolve.

REQUESTED ACTION:

Motion for passage of the resolve.

VOTE:

City of Auburn

City Council, Auburn, Maine

Date: November 16, 2009

TITLE: RESOLVE – ADOPTION OF INTERLOCAL AGREEMENT
ESTABLISHING THE JOINT PURCHASE AND OPERATION
OF ENERGOV SOFTWARE

Be It Resolved that the Auburn City Council adopts the attached Interlocal Agreement and authorizes the City Manager to sign said agreement. A copy of the Interlocal Agreement is attached to and hereby made a part of this resolve.

Motion for acceptance:

Seconded by:

Vote:

Action by the City Council:

Date:

Attest:

City Clerk



**Interlocal Agreement
Establishing the
Joint Purchase and Operation
Of EnerGov Software**



This Agreement is made and entered into as of this ____th day of November, 2009 by and between the Cities of Lewiston and Auburn, both political subdivisions of the State of Maine, in accordance with Chapter 115 of Title 30-A of the Maine Revised Statutes.

WHEREAS the Mayors of the Cities of Lewiston and Auburn established the L-A Commission on Joint Services in October of 2004 for the purpose of identifying the areas of municipal service delivery where new or enhanced cooperative or collaborative efforts will enable the Cities to provide enhanced and/or more efficient services to the citizens of both Cities; and

WHEREAS the L-A Commission on Joint Services contracted Berry, Dunn, McNeil and Parker to produce a Technology Applications Consolidation Report in 2008 and noted that the benefits of such consolidation were improved IT standardization which will lead to increased efficiencies, improved service, improved access to data due to higher integration of systems; improved access to data to allow for increased focus of performance metrics and process improvements; improved customer service through automated workflow and online capabilities in applications such as permitting and inspections; and common infrastructure -- reducing the number of overall city servers to simplify the technical architecture; and

WHEREAS the report recommended that the cities issue a Request for Proposals for new permitting and inspections software in order to create increased collaboration and cooperative efforts to provide enhanced and/or more efficient services to their citizens; and

WHEREAS the staff and administration of Lewiston and Auburn have unanimously recommended a joint EnerGov software project to increase automation, record management, GIS integration and efficiencies in both cities;

NOW, THEREFORE, the Cities of Lewiston and Auburn agree to join together in pursuit of a joint software project as described within Appendices A, B and C, attached hereto, that serves to align the development fees, codes, and ordinances in both cities in such a way as to allow for greater flexibility with staff, increase automated processes to achieve efficiencies with valuable human resource dollars, and to improve documentation and document management as

Interlocal Agreement - Lewiston & Auburn EnerGov Project

well as the exchange of information, improving the quality and effectiveness of the services provided to the citizens of Lewiston and Auburn, while at the same time increasing the productivity of municipal government and reducing the cost to the taxpayers.

Glenn E. Aho
City Manager
City of Auburn

Witness

Phil Nadeau
Interim City Administrator
City of Lewiston

Witness

Interlocal Agreement - Lewiston & Auburn EnerGov Project

Appendix A--PROJECT OVERVIEW

The joint software project will include the following initial modules:

Project and Plan Management – tracks, monitors and reviews all activities, submittals and approvals associated with plans and development across multiple users and departments. The system also automates and expedites many routine processes from the initial point of application through the eventual approval and issuance of permits.

Permit and Inspections Manager – provides departments with the ability to efficiently and comprehensively manage all aspects of the permit and inspections lifecycle from initial application through the required inspection, completion and eventual issuance of a certificate of occupancy. It automates fee calculations and re-inspection fee assignments as well as alerting end-users to mission critical activities such as: conditions of approval, zoning requirements, permit expirations, compliance deadlines, and inspection requests.

License and Inspections Manager – provides departments with the ability to manage and issue a wide variety of licenses including alcohol, taxis, victualers, boarding homes, oil burner permits, alarm permits – the list is endless. The application also supports “parent-child” business relationships allowing for licensing of individuals under businesses or groups of licenses by separate business names, but linked to one owner.

Online Citizen Access – adds a new dimension to the applications by extending their flexibility and functionality across the internet, giving contractors and citizens the ability to perform a variety of online tasks from the convenience of their homes and offices, including: permit application and plan status inquiry, inspection scheduling requests, and general property search and inquiry.

EnerGov GIS – adds a unique and powerful facet to the EnerGov suite of products described in the preceding narratives. This application allows permits, plans, code cases, and licenses to be linked to parcels directly. The use of advanced GIS server technology will allow for a new public GIS portal viewer, an inspection routing application to increase efficiency in route planning, and the creation of all inspections, complaints and permits from a geographical plan.

Mobile Gov - is the optimal field inspection application allowing the user to deploy all necessary features of EnerGov in the field enabling inspections to complete jobs on the site. Information can be entered in the field and stored locally until back in the office, or, using wireless connections, synchronized immediately.

Interlocal Agreement - Lewiston & Auburn EnerGov Project

Appendix B--SOFTWARE AND HARDWARE COSTS

The initial investment costs are outlined below and shall be shared equally:

Auburn / Lewiston Technology Consolidation

	Cost
Software – Project Management, Plan Management, Permit Management, Inspections Management, Code Enforcement Management, Business License Management, Citizen Request Management, EnerGov GIS, Mobile Gov, and Citizen access. Development, data importation and Implementation	\$ 208,737
Training on-site and go live support	\$ 101,480
Travel Expenses	\$ 23,760
Enterprise Package Discount	\$ 16,000
	<u>-\$ 34,997</u>
EnerGov Subtotal:	\$ 314,980
Server	\$ 10,000
SQL License	\$ 4,000
ESRI Advanced GIS Server License	\$ 19,000
Six laptops for field operations	\$ 6,000
Project Total:	<u>\$ 353,980</u>

Interlocal Agreement - Lewiston & Auburn EnerGov Project

Appendix C: FUTURE AND FISCAL CONSIDERATIONS

The Cities of Lewiston and Auburn hereby agree to the following:

- 1. Project Funding:** Each city shall share equally in funding the initial cost for the investment in hardware and software up to a total cost of \$356,000.
- 2. Future Funding of Licensing and Upgrades:** Notwithstanding clause four or clause five below, in preparation of ensuing budget years, each city shall appropriate the necessary funding in equal shares for maintaining, insuring, licensing, and upgrading the EnerGov software, the server used to operate the software, as well as any accessories necessary (battery backup) for the safe operation of said server, excluding personnel costs, electricity, and climate control instruments. Current and future costs associated with the purchase, repair, maintenance, insuring, or replacement of accessory computer equipment used solely by either city shall be borne by that respective city. Mutually agreed upon and future hardware or software purchases deemed necessary for the continued or enhancement of operation of the EnerGov project for the mutual benefit of both cities shall be recommended to both city councils by administrative committee consisting of staff members from both cities and funded by each city in equal shares. Each city shall maintain the option of investing in additional modules that they deem are in their best interest, however the cost shall be borne by the single city.
- 3. Hardware, Software, Data Ownership and Distribution:** Property purchased in equal shares shall have dual ownership between the two cities, whereby the city hosting said software and hardware equipment shall secure from the general public and properly insure said property and equipment to levels both cities determine to be sufficient for replacement in the event of damage, theft, neglect, loss, tampering, negligence, etc. The City of Auburn will host the server equipment and will be the steward of the data in its possession, though the ownership of the data respective to each city remains the property of the city that contributed the data to the repository. As steward, the City of Auburn will make all reasonable efforts to protect the equipment and data, in accordance with industry "best practices", but will not be responsible for damages to equipment or data caused by corrupt files, viruses, deleted files or information or damaged data resulting from acts of nature.

All title, ownership, and intellectual property rights that may exist or be created with the data shall remain with the respective and participating city. Computer server use, maintenance, and backup shall be monitored by the host city and be guided by a mutually agreed upon computer server policy that serves to protect and safeguard both software and hardware; and limits the use of the server to only those software applications and data files relating to the use, functioning, and safeguarding the EnerGov software and computer server.

- 4. Term:** Notwithstanding Clause 5 below, the term of this agreement will be for ten years from the date of signing.

Interlocal Agreement - Lewiston & Auburn EnerGov Project

5. Termination; Modification: This Agreement may be terminated upon notification by either city by December 31st of each year. The agreement may be modified at any time by duly enacted resolutions of the City Council of Lewiston and the City Council of Auburn authorizing the modification of this Agreement.

City Council

Agenda Information Sheet

Council Meeting Date: 11/16/2009 Agenda Item No. 6

SUBJECT:

RESOLVE – APPOINTMENT OF TWO (2) ACTING ASSESSORS

INFORMATION:

In accordance with Title 36 Section 703 M.R.S.A., in order to fulfill necessary functions of the Assessing Department, it is recommended that the City Council appoint Renee Lachapelle and Karen Scammon as Acting Assessors. Both Ms. Lachapelle and Ms. Scammon are “Certified Maine Assessors”.

STAFF COMMENTS/RECOMMENDATION:

The City Manager recommends passage of the resolve.

REQUESTED ACTION:

Motion for passage of the resolve.

VOTE:

City of Auburn

City Council, Auburn, Maine

Date: November 16, 2009

TITLE: RESOLVE – APPOINTMENT OF TWO (2) ACTING ASSESSORS

Be It Resolved by the Auburn City Council that Renee Lachapelle and Karen Scammon both be appointed Acting Assessors.

Motion for acceptance:

Seconded by:

Vote:

Action by the City Council:

Date:

Attest:

City Clerk