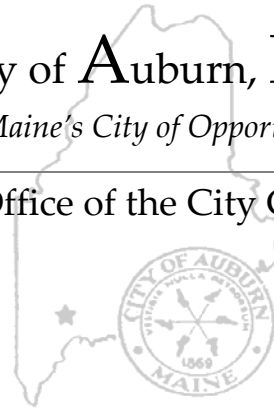


# City of Auburn, Maine

*"Maine's City of Opportunity"*

Office of the City Clerk



## Council Meeting Agenda Packet

October 19, 2009

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 and Workshop October 19, 2009

## Agenda

### 5:00 p.m. Workshop

- A. Tour: Councilors will meet at 5:00 pm at the Land Lab, 31 Holbrook Road, for a tour of the building and grounds; and then proceed to Merrill Hill, 16 Western Avenue for a tour
- B. Discussion: EnerGov Software Package (See also Agenda Item #6)

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

**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 October 5, 2009

\*Communication from Danville Junction Grange Re: Waive fee for Victualers License

### 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 September

### 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

101909-01 Ordinance – Amendment to Chapter 26, Section 4.4 – Parking Ban & Section 4.4a Placing Snow Upon Roads and Sidewalks (Second Reading)

## VII. New Business

101909-02 Public Hearing and action on the following Graveyard/Junkyard applications: M&P Auto, Inc., 227 Merrow Road; Buck's Auto, 249 Merrow Road; Morris Auto Parts, Inc., 940 Washington St.; Isadore T. Miler Co., Old Hotel Road; Maine Metal Recycling, 522 Washington St; and Randy's Auto Parts, Inc., 899 Broad Street.

101909-03 Public Hearing and action on Liquor License and Special Amusement Permit Applications for Rack M Up Billiards, 128B Center Street (Pending City Staff Approval)

101909-04 Resolve – Approval of Community Development Guideline Changes

101909-05 Ordinance – Amendment to Chapter 26, Article 9, Section 3 – Miller Alley – One Way (First Reading)

101909-06 Resolve – Authorize City Manager to Enter into a Contract to Purchase the EnerGov Software Package Along with Supporting Hardware and Software Components

**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

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**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  
OCTOBER 5, 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 27 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 Hayes. Vote: 7 Yeas.

**\*MINUTES OF SEPTEMBER 21, 2009**

Approved under consent agenda.

**REPORTS OF THE MAYOR**

Mayor Jenkins mentioned the following events: Winterizing L/A; Jerry Mathers (Leave it to Beaver) Prescription Assistance Program; Public Skating at Ingersoll Arena; and Open House at the Auburn Fire Department.

**REPORTS OF CITY COUNCILORS**

Councilors reported on their Council Committee Assignments

**REPORTS OF THE CITY MANAGER**

**COMMUNICATIONS, PRESENTATIONS, AND RECOGNITIONS**

**COMMUNICATION FROM EDWARD LITTLE HIGH SCHOOL GRANDSTAND CLUB RE:  
WAIVE FEE FOR VICTUALERS LICENSE**

Approved under consent agenda.

**COMMUNICATION FROM AUBURN SKI ASSOCIATION RE: TEMPORARY SIGNS**

Approved under consent agenda.

**1. PETITION REQUESTING DISCONTINUANCE OF A PORTION OF ELMWOOD ROAD**

Councilor Herrick moved to accept the petition and place it on file. Seconded by Councilor Berube. Vote: 7 Yeas.

**OPEN SESSION**

Brian Bolduc, 54 Riverside Drive; Dominique Casavant, 158 Valview Drive; Larry Morrissette, PO Box 3037; and Michael Scott, 549 South Witham Road.

**CLOSED OPEN SESSION**

**UNFINISHED BUSINESS**

**2. ORDINANCE – AMENDMENT TO ZONING ORDINANCE – LOT SIZE REQUIREMENTS FOR TWO-FAMILY IN URBAN RESIDENTIAL ZONE (SECOND READING)**

Councilor Berube moved for acceptance of second reading and final passage. Seconded by Councilor Young.

Councilor Hayes moved to table. Seconded by Councilor Potvin. Vote: 5 Nays with Councilors Hayes and Potvin voting Yea.

Larry Morrissette, PO Box 3037, made comments regarding the above ordinance.

Vote: 5 Yeas with Councilors Hayes and Potvin voting Nay.

**NEW BUSINESS**

**3. RESOLVE – AUTHORIZING THE CITY MANAGER TO EXECUTE AGREEMENT WITH UNITED AMBULANCE SERVICE**

Councilor Berube moved for passage of the resolve. Seconded by Councilor Hayes.

Fire Chief Wayne Werts and City Manager Glenn Aho explained the above resolve and answered Councilors questions.

Councilor Potvin moved to amend by adding language in the agreement to include a seven member advisory council that would oversee the operations of this service. Seconded by Councilor Mennealy.

Vote on the amendment: 5 Nays with Councilors Potvin and Mennealy voting Yea. NOT PASSED

Michael Scott, 549 South Witham Road, make comments regarding the above action.

Vote: 6 Yeas with Councilor Potvin voting Nay.

**4. ORDINANCE – AMENDMENT TO CHAPTER 26, SECTION 4.4 – PARKING BAN & SECTION 4.4a – PLACING SNOW UPON ROADS AND SIDEWALKS (FIRST READING)**

Councilor Farrell moved for acceptance of first reading. Seconded by Councilor Berube.

Eric Labelle, Director of Community Services and Police Chief Phil Crowell explained the above ordinance and answered Councilors questions.

Vote: 7 Yeas.

**5. RESOLVE – COMMUNITY CORDS PROGRAM**

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

Bob Belz, Public Works Director, answered Councilors questions.

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

**6. SIGN WARRANTS FOR NOVEMBER 3<sup>RD</sup> MUNICIPAL ELECTION**

Councilors signed the election warrants for the November 3<sup>rd</sup> Municipal Election.

**OPEN SESSION**

Larry Morrissette, PO Box 3037;

**CLOSED OPEN SESSION**

**FUTURE AGENDA/WORKSHOP ITEMS**

None

**ADJOURNMENT – 8:30 P.M.**

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

**A TRUE RECORD**

**ATTEST: \_\_\_\_\_ CITY CLERK**

# *City of Auburn, Maine*

## FINANCIAL MANAGEMENT REPORT SEPTEMBER 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:** September 2009 Financials  
**DATE:** October 13, 2009

Attached please find the financial report for the month of September 2009. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 25% 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 September 30<sup>th</sup> were \$25,159,771, or 39.62%, of the budget. The accounts listed below are noteworthy.

- A. Excise tax collected for the month of September is \$283,765. Excise tax collected through September is at 26.21%. This is a \$54,526 decrease from last September and a \$59,439 decrease from fiscal year 2007.
- B. Homestead exemption's first payment was paid on September 11<sup>th</sup>. The city receives two payments from the State. The second payment is in December.
- C. Real Estate taxes first installment was due on September 15<sup>th</sup>. As of September 30<sup>th</sup> the City has collected \$19,397,265 in Real Estate and Personal Property taxes.
- D. Commercial Solid Waste Fees: The City bills apartment owners with four to seven units semi-annual. The first invoice was mailed out on September 28<sup>th</sup>.



**Expenditures**

Expenditures through September 30<sup>th</sup> were \$16,436,073, or 25.10%, of the budget.

Noteworthy variances are:

- A. Emergency Management Agency: Payment to Lewiston was made on September 9<sup>th</sup>.
- B. Intergovernmental Programs: E911 second quarterly payment made on September 28<sup>th</sup>.

**Investments**

This section contains an investment schedule as of September 30<sup>th</sup>, as well as a comparison of the investments between September 30<sup>th</sup> and the prior month. Currently the City's funds are earning an average interest rate of .37%, compared to approximately 1.71% last year at this time.

Respectfully Submitted,

Tracy Roy  
Finance Director

**CITY OF AUBURN, MAINE**  
**BALANCE SHEET - GENERAL FUND**  
**September 30, 2009**

<u>ASSETS</u>	September 30 2009 Unaudited	August 31 2009 Unaudited	Increase (Decrease)
CASH	29,913,772	22,584,340	7,329,432
RECEIVABLES			-
ACCOUNTS RECEIVABLES	616,849	691,160	(74,311)
TAXES RECEIVABLE-CURRENT	18,465,834	33,444,338	(14,978,504)
DELINQUENT TAXES	435,873	433,488	2,384
TAX LIENS	1,136,180	1,267,473	(131,294)
NET DUE TO/FROM OTHER FUNDS	(8,087,539)	(9,777,839)	1,690,299
<b>TOTAL ASSETS</b>	<b>42,480,969</b>	<b>48,642,961</b>	<b>(6,161,993)</b>
			-
<u>LIABILITIES &amp; FUND BALANCES</u>			-
			-
ACCOUNTS PAYABLE	69,137	265,626	(196,489)
WAGES & TAXES PAYABLE	(146,433)	(49,306)	(97,127)
ACCRUED PAYROLL	870,528	870,528	-
STATE FEES PAYABLE	25,873	16,782	9,091
PREPAID TAXES			-
IN LIEU OF BONDS	62,697	62,697	-
DEFERRED REVENUE	19,939,618	34,991,629	(15,052,011)
<b>TOTAL LIABILITIES</b>	<b>20,821,420</b>	<b>36,157,955</b>	<b>(15,336,535)</b>
			-
FUND BALANCE - NOT DESIGNATED	9,895,651	9,895,651	-
FUND BALANCE - DESIGNATED FOR WORKERS COMP & UNEMPLOYMENT			-
FUND BALANCE - DESIGNATED	1,134,224	1,134,224	-
NET CHANGE IN FUND BALANCE	10,629,673	1,455,131	9,174,542
<b>TOTAL FUND BALANCES</b>	<b>21,659,548</b>	<b>12,485,006</b>	<b>9,174,542</b>
			-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>42,480,969</b>	<b>48,642,961</b>	<b>(6,161,993)</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - GENERAL FUND COMPARATIVE**  
**AS OF September 30, 2009 vs. September 30, 2008**

REVENUE SOURCE	FY 2010 BUDGET	ACTUAL REVENUES ROUGH SEPTEMBER	% OF TOTAL BUDGET	FY 2009 BUDGET	ACTUAL REVENUES ROUGH SEPTEMBER	% OF TOTAL BUDGET
<b>TAXES</b>						
PROPERTY TAX REVENUE- PRIOR YEAR REVENUE	\$ 38,616,214	\$ 19,397,265	50.23%	\$ 38,606,328	\$ 19,972,455	51.73%
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	\$ 812,662	26.21%	\$ 3,200,000	\$ 867,188	27.10%
PENALTIES & INTEREST	\$ 180,000	\$ 54,502	30.28%	\$ 125,000	\$ 42,688	34.15%
<b>TOTAL TAXES</b>	<b>\$ 42,545,194</b>	<b>\$ 21,280,856</b>	<b>50.02%</b>	<b>\$ 42,580,308</b>	<b>\$ 21,688,452</b>	<b>50.94%</b>
<b>LICENSES AND PERMITS</b>						
BUSINESS	\$ 49,600	\$ 9,130	18.41%	\$ 49,900	\$ 12,690	25.43%
NON-BUSINESS	\$ 297,600	\$ 65,659	22.06%	\$ 309,200	\$ 109,409	35.38%
<b>TOTAL LICENSES</b>	<b>\$ 347,200</b>	<b>\$ 74,789</b>	<b>21.54%</b>	<b>\$ 359,100</b>	<b>\$ 122,099</b>	<b>34.00%</b>
<b>INTERGOVERNMENTAL ASSISTANCE</b>						
STATE-LOCAL ROAD ASSISTANCE	\$ 446,000	\$ -	0.00%	\$ 450,000	\$ 117,671	26.15%
STATE REVENUE SHARING	\$ 3,510,000	\$ 780,328	22.23%	\$ 3,775,000	\$ 976,404	25.87%
WELFARE REIMBURSEMENT	\$ 42,000	\$ 7,525	17.92%	\$ 22,500	\$ 7,304	32.46%
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	\$ 269,193	174.80%
EDUCATION SUBSIDY	\$ 16,331,017	\$ 3,913,956	23.97%	\$ 16,418,792	\$ 4,119,027	25.09%
<b>TOTAL INTERGOVERNMENTAL ASSISTANCE</b>	<b>\$ 20,508,017</b>	<b>\$ 4,720,802</b>	<b>23.02%</b>	<b>\$ 20,850,292</b>	<b>\$ 5,501,069</b>	<b>26.38%</b>
<b>CHARGE FOR SERVICES</b>						
GENERAL GOVERNMENT	\$ 132,675	\$ 32,269	24.32%	\$ 145,525	\$ 75,755	52.06%
PUBLIC SAFETY	\$ 103,400	\$ 14,340	13.87%	\$ 80,000	\$ 30,315	37.89%
EMS TRANSPORT	\$ -	\$ 367		\$ 310,000	\$ 1,625	0.52%
EMS AGREEMENT & EMS SPECIAL REVENUE	\$ 70,000	\$ -	0.00%	\$ -	\$ -	
EDUCATION	\$ 2,294,836	\$ 770,155	33.56%	\$ 2,212,514	\$ 920,322	41.60%
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 2,600,911</b>	<b>\$ 817,132</b>	<b>31.42%</b>	<b>\$ 2,748,039</b>	<b>\$ 1,028,017</b>	<b>37.41%</b>
<b>FINES</b>						
PARKING TICKETS & MISC FINES	\$ 75,000	\$ 4,485	5.98%	\$ 65,000	\$ 6,314	9.71%
<b>MISCELLANEOUS</b>						
INVESTMENT INCOME	\$ 300,000	\$ 21,122	7.04%	\$ 400,000	\$ 52,559	13.14%
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	\$ 21,638	53.43%	\$ 40,000	\$ 15,905	39.76%
SALE OF RECYCLABLES	\$ 21,000	\$ 6,113	29.11%	\$ 85,000	\$ 23,356	27.48%
COMMERCIAL SOLID WASTE FEES	\$ 49,600	\$ 25,088	50.58%	\$ 57,500	\$ 24,108	41.93%
SALE OF PROPERTY	\$ 30,000	\$ 726	2.42%	\$ 490,000	\$ 600	0.12%
RECREATION PROGRAMS/ARENA	\$ 33,102	\$ -	0.00%	\$ 20,000	\$ -	0.00%
MMWAC HOST FEES	\$ 190,000	\$ 49,374	25.99%	\$ 190,400	\$ 49,378	25.93%
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	\$ 1,334	16.68%	\$ -	\$ -	
UTILITY REIMBURSEMENT	\$ 60,000	\$ 12,216	20.36%	\$ -	\$ -	
CITY FUND BALANCE CONTRIBUTION	\$ 600,000	\$ -	0.00%	\$ 575,534	\$ -	0.00%
SCHOOL FUND BALANCE CONTRIBUTION	\$ 631,000	\$ -	0.00%	\$ -	\$ -	
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 2,482,443</b>	<b>\$ 261,707</b>	<b>10.54%</b>	<b>\$ (384,066)</b>	<b>\$ 289,233</b>	<b>-75.31%</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 68,558,765</b>	<b>\$ 27,159,771</b>	<b>39.62%</b>	<b>\$ 66,218,673</b>	<b>\$ 28,635,185</b>	<b>43.24%</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - GENERAL FUND COMPARATIVE**  
**AS OF September 30, 2010 vs. September 30, 2009**

DEPARTMENT	ACTUAL			ACTUAL		
	FY 2010 BUDGET	EXPENDITURES THROUGH SEPTEMBER 30	% OF TOTAL BUDGET	FY 2009 BUDGET	EXPENDITURES THROUGH SEPTEMBER 30	% OF TOTAL BUDGET
<b>ADMINISTRATION</b>						
MAYOR AND COUNCIL	\$ 98,763	\$ 43,882	44.43%	\$ 103,500	\$ 42,466	41.03%
LEGAL SERVICES	\$ 64,200	\$ 8,591	13.38%	\$ 55,000	\$ 19,933	36.24%
CITY CLERK	\$ 147,306	\$ 29,153	19.79%	\$ 140,367	\$ 36,531	26.03%
CITY MANAGER	\$ 365,536	\$ 53,314	14.59%	\$ 227,703	\$ 55,607	24.42%
HUMAN RESOURCES	\$ 137,800	\$ 26,601	19.30%	\$ 125,797	\$ 32,173	25.58%
ASSESSING SERVICES	\$ 187,118	\$ 41,228	22.03%	\$ 270,103	\$ 56,811	21.03%
FINANCIAL SERVICES	\$ 412,589	\$ 98,989	23.99%	\$ 374,058	\$ 85,272	22.80%
CUSTOMER SERVICE	\$ 7,500	\$ 385	5.13%	\$ 16,000	\$ 351	2.19%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 1,420,812</b>	<b>\$ 302,143</b>	<b>21.27%</b>	<b>\$ 1,312,528</b>	<b>\$ 329,144</b>	<b>25.08%</b>
<b>COMMUNITY SERVICES</b>						
HEALTH & SOCIAL SERVICES						
ADMINISTRATION	\$ 61,766	\$ 13,214	21.39%	\$ 49,240	\$ 11,285	22.92%
ASSISTANCE	\$ 85,835	\$ 16,769	19.54%	\$ 48,450	\$ 21,810	45.02%
INFORMATION SYSTEMS						
ICT	\$ 293,862	\$ 36,517	12.43%	\$ 258,809	\$ 127,287	49.18%
ENGINEERING	\$ 347,145	\$ 71,590	20.62%	\$ 435,626	\$ 81,107	18.62%
PLANNING & PERMITTING	\$ 782,426	\$ 180,231	23.03%	\$ 829,982	\$ 184,907	22.28%
PARKS AND RECREATION	\$ 585,295	\$ 125,080	21.37%	\$ 613,361	\$ 158,015	25.76%
PUBLIC LIBRARY	\$ 919,407	\$ 229,852	25.00%	\$ 919,407	\$ 234,788	25.54%
COMMUNITY PROGRAMS	\$ 13,650	\$ 9,450	69.23%	\$ 13,650	\$ 10,450	76.56%
<b>TOTAL COMMUNITY SERVICES</b>	<b>\$ 3,089,386</b>	<b>\$ 682,702</b>	<b>22.10%</b>	<b>\$ 3,168,525</b>	<b>\$ 829,648</b>	<b>26.18%</b>
<b>FISCAL SERVICES</b>						
DEBT SERVICE	\$ 6,780,939	\$ 2,497,502	36.83%	\$ 7,026,199	\$ 2,193,588	31.22%
PROPERTY	\$ 629,749	\$ 247,506	39.30%	\$ 553,307	\$ 186,905	33.78%
WORKERS COMPENSATION	\$ 200,000	\$ -	0.00%	\$ 200,000	\$ -	0.00%
WAGES & BENEFITS	\$ 4,133,953	\$ 1,067,423	25.82%	\$ 4,120,408	\$ 1,124,159	27.28%
EMERGENCY RESERVE	\$ -	\$ -	-	\$ 329,500	\$ -	0.00%
<b>TOTAL FISCAL SERVICES</b>	<b>\$ 11,744,641</b>	<b>\$ 3,812,431</b>	<b>32.46%</b>	<b>\$ 12,229,414</b>	<b>\$ 3,504,652</b>	<b>28.66%</b>
<b>PUBLIC SAFETY</b>						
EMERGENCY MGMT AGENCY	\$ 6,352	\$ 4,058	63.88%	\$ 7,120	\$ 5,941	83.44%
FIRE DEPARTMENT	\$ 3,541,533	\$ 816,923	23.07%	\$ 3,642,524	\$ 834,303	22.90%
POLICE DEPARTMENT	\$ 2,953,587	\$ 694,305	23.51%	\$ 2,995,571	\$ 689,583	23.02%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 6,501,472</b>	<b>\$ 1,515,285</b>	<b>23.31%</b>	<b>\$ 6,645,215</b>	<b>\$ 1,529,827</b>	<b>23.02%</b>
<b>PUBLIC WORKS</b>						
PUBLIC WORKS DEPARTMENT	\$ 4,632,101	\$ 853,557	18.43%	\$ 4,548,651	\$ 875,299	19.24%
WATER AND SEWER	\$ 504,700	\$ 122,906	24.35%	\$ 504,700	\$ 122,906	24.35%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 5,136,801</b>	<b>\$ 976,463</b>	<b>19.01%</b>	<b>\$ 5,053,351</b>	<b>\$ 998,205</b>	<b>19.75%</b>
<b>INTERGOVERNMENTAL PROGRAMS</b>						
AUBURN-LEWISTON AIRPORT	\$ 106,750	\$ 26,688	25.00%	\$ 96,750	\$ 48,375	50.00%
E911 COMMUNICATION CENTER	\$ 937,589	\$ 468,795	50.00%	\$ 950,589	\$ 250,672	26.37%
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	\$ 6,067	25.00%	\$ 24,267	\$ 6,067	25.00%
COUNTY TAX	\$ 1,804,820	\$ 1,804,820	100.00%	\$ 1,969,765	\$ 1,969,765	100.00%
TAX SHARING	\$ 290,027	\$ -	0.00%	\$ 325,000	\$ 47,174	14.52%
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 3,389,882</b>	<b>\$ 2,306,369</b>	<b>68.04%</b>	<b>\$ 3,602,800</b>	<b>\$ 2,348,660</b>	<b>65.19%</b>
<b>EDUCATION DEPARTMENT</b>	<b>\$ 34,197,536</b>	<b>\$ 6,840,681</b>	<b>20.00%</b>	<b>\$ 34,206,840</b>	<b>\$ 3,038,748</b>	<b>8.88%</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 65,480,530</b>	<b>\$ 16,436,073</b>	<b>25.10%</b>	<b>\$ 66,218,673</b>	<b>\$ 12,578,884</b>	<b>19.00%</b>

**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	5,024,767.68	0.35%	5,024,767.68	5,024,767.68	17,586.69
BANKNORTH MNY MKT	GF-WORKERS COMP	49,054.21	0.10%	49,054.21	49,054.21	49.05
BANKNORTH MNY MKT	GF-UNEMPLOYMENT	66,217.77	0.35%	66,217.77	66,217.77	231.76
BANKNORTH CD	GF-UNEMPLOYMENT	101,347.55	2.64%	101,347.55	101,347.55	2,675.58
BANKNORTH MNY MKT	SPECIAL REVENUE	1,747,028.23	0.35%	1,747,028.23	1,747,028.23	6,114.60
BANKNORTH MNY MKT	SR-PERMIT PARKING	195,969.18	0.35%	195,969.18	195,969.18	685.89
BANKNORTH MNY MKT	SR-TIF	2,799,230.83	0.35%	2,799,230.83	2,799,230.83	9,797.31
BANKNORTH MNY MKT	CAPITAL PROJECTS	6,009,988.33	0.35%	6,009,988.33	6,009,988.33	21,034.96
BANKNORTH MNY MKT	CAPITAL PROJECTS	271,559.83	0.35%	271,559.83	271,559.83	950.46
BANKNORTH CD	CAPITAL PROJECTS	32,720.24	2.96%	32,720.24	32,720.24	968.52
BANKNORTH MNY MKT	ICE ARENA	46,976.67	0.10%	46,976.67	46,976.67	46.98
<b>GRAND TOTAL</b>		<b>16,344,860.52</b>		<b>16,344,860.52</b>	<b>16,344,860.52</b>	<b>0.37%</b>

**CITY OF AUBURN, MAINE  
INVESTMENT SCHEDULE  
COMPARISON OF JULY 31, 2009  
AND AUGUST 31, 2009**

INVESTMENT	FUND	AUGUST 31, 2009		SEPTEMBER 30, 2009		INCREASE (DECREASE)	
		VALUE		VALUE		VALUE	
		BOOK	MARKET	BOOK	MARKET	BOOK	MARKET
BANKNORTH MNY MARKET	GENERAL FUND	5,024,751.96	5,024,751.96	5,024,767.68	5,024,767.68	15.72	15.72
BANKNORTH MNY MARKET	WORKERS COMP	49,050.18	49,050.18	49,054.21	49,054.21	4.03	4.03
BANKNORTH MNY MARKET	UNEMPLOYMENT	66,197.73	66,197.73	66,217.77	66,217.77	20.04	20.04
MBIA CLASS ACCOUNT	UNEMPLOYMENT	101,198.66	101,198.66	101,347.55	101,347.55	148.89	148.89
BANKNORTH MNY MARKET	SPECIAL REVENUE	1,747,013.27	1,747,013.27	1,747,028.23	1,747,028.23	14.96	14.96
BANKNORTH MNY MARKET	PERMIT PARKING	195,912.82	195,912.82	195,969.18	195,969.18	56.36	56.36
BANKNORTH MNY MARKET	TIF	2,799,215.23	2,799,215.23	2,799,230.83	2,799,230.83	15.60	15.60
BANKNORTH MNY MARKET	CAPITAL PROJECTS	6,009,971.08	6,009,971.08	6,009,988.33	6,009,988.33	17.25	17.25
BANKNORTH MNY MARKET	CAPITAL PROJECTS	271,481.73	271,481.73	271,559.83	271,559.83	78.10	78.10
BANK OF AMERICA	CAPITAL PROJECTS	32,678.34	32,678.34	32,720.24	32,720.24	41.90	41.90
BANKNORTH MNY MARKET	ICE ARENA	46,972.81	46,972.81	46,976.67	46,976.67	3.86	3.86
<b>GRAND TOTAL</b>		<b>16,344,443.81</b>	<b>16,344,443.81</b>	<b>16,344,860.52</b>	<b>16,344,860.52</b>	<b>\$416.71</b>	<b>\$416.71</b>

Date: October 13, 2009

To: Mary Lou Magno  
Auburn City Clerk  
60 Court Street  
Auburn, ME. 04210

From: Maynard Chapman, Master  
Danville Jct. Grange #65  
15 Grange Street  
Danville, ME 04223  
(Phone) 998-5331

SUBJECT: Victual's License Application

Danville Jct. Grange #65 request that the fee for our annual Victual License be waived as it has been each year in the past. Sorry we are late in applying, but we changed officers this year and we sort of dropped the ball.

If you would process our renewal application as soon as possible, we would appreciate it.

Thanking you in advance for your help in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Maynard Chapman, Master". The signature is written in black ink and is positioned above the typed name.

Maynard Chapman, Master

# City Council

## Agenda Information Sheet

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**Council Meeting Date: 10/19/2009      Agenda Item No. 1**

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**SUBJECT:**

**ORDINANCE – CHAPTER 26, SECTION 4.4, PARKING BAN AND SECTION  
4.4a PLACING SNOW UPON ROADS AND SIDEWALKS  
(SECOND READING)**

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**INFORMATION:**

The City's existing winter parking ban prohibits parking from November 15<sup>th</sup> to April 15<sup>th</sup> between the times of 12:01 am to 7:00 am. Due to these restrictions, many property owners, primarily of multi units, have taken measures to accommodate their tenants. Many plow and/or pave the areas around their building. The current ordinance restricts parking for 150+ days, while we have an average of 15 to 25 yearly plowing events per winter. Therefore staff is proposing the language in Section 4.4 be amended and a new Section 4.4a be added with the attached language.

Workshop - September 21<sup>st</sup>

First Reading – October 5th

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**STAFF COMMENTS/RECOMMENDATION:**

City Manager recommends approval of second reading and final passage.

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**REQUESTED ACTION:**

Motion for acceptance of second reading and final passage.

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**VOTE:**



# City of Auburn

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City Council, Auburn, Maine

Date: October 5, 2009

## TITLE: ORDINANCE – CHAPTER 26, SECTION 4.4 PARKING BAN & SECTION 4.4a PLACING SKNOW UPON ROADS AND SIDEWALKS

Be It Ordained by the Auburn City Council that the Section 4.4 be amended to read as follows and that Section 4.4a be added as follows:

### Section 4.4 Winter Parking (Current Wording)

No vehicle shall stop or park upon any of the public streets and ways of the City for more than one hour each day from 12:01 a.m. to 7:00 a.m. during the period of time from November 15<sup>th</sup> of each year to April 15<sup>th</sup> of the following year.

### Section 4.4 Parking Ban (Proposed Wording)

The City of Auburn Police Chief or his designee shall be authorized to implement a City wide or partial City parking ban. During a parking ban, no person shall park any motor vehicle on any public right of way maintained by the City of Auburn at any time in such a manner as to impede snow plowing, snow removal, special event or road surface treatment operations.

Information regarding vehicles found impeding the operations by the City of Auburn or independent contractors engaged by the City of Auburn will be turned over to the Auburn Police Department for removal and impoundment.

Any vehicle parked in violation may be authorized to be towed and stored by the Chief of Police or his designee. Any vehicles towed and stored can be released to the owner upon payment of the towing fee (established by the towing firms), impoundment fees and any outstanding parking violation fines.

Any person violating the parking ban shall be subject to a penalty not to exceed \$50.00 for each offense in addition to any other costs associated with the removal of the vehicle.

Section 4.4a Placing snow upon roads and sidewalks **(Proposed wording)**

Any person who shall place or cause to be placed any snow or ice upon the surface of the City maintained road or sidewalk resulting in an obstruction to the vehicles travelling and parking or to pedestrians passing shall be subject to penalties. Exemption from this rules shall be provided and documented in writing by the Auburn Public Works Director or his designee.

Any person violating these by-laws shall be subject to a penalty not exceeding the following: (1) First offense – Written warning (2) Second offense - \$50 fine (3) Third offense and above - \$100 fine per offense.

Motion for acceptance of first reading: Michael Farrell    Seconded by: Raymond Berube

Vote: 7 Yeas

Motion for acceptance of second reading and final passage:

Seconded by:

Vote:

Action by the City Council:

Date:

Attest:

City Clerk

# City Council

## Agenda Information Sheet

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**Council Meeting Date:** 10/19/2009      **Agenda Item No.** 2

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**SUBJECT:**

**PUBLIC HEARING AND ACTION ON AUTOMOBILE GRAVEYARD/JUNKYARD APPLICATIONS FOR: M&P Auto Inc.; Buck's Auto; Morris Auto Parts, Inc.; Isadore T. Miller Co. ( a division of Schnitzer Steel Industries, Inc.); Maine Metal Recycling, Inc. (a division of Schnitzer Steel Industries, Inc.); and Randy's Auto Parts, Inc.**

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**INFORMATION:**

The above named businesses have received the approval of the Planning & Permitting and Fire Departments.

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**STAFF COMMENTS/RECOMMENDATION:**

The City Manager recommends approval of these permits.

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**REQUESTED ACTION:**

Motion to approve Graveyard/Junkyard permits as stated above.

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**VOTE:**

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# City Council

## Agenda Information Sheet

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**Council Meeting Date: 10/19/2009      Agenda Item No. 3**

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**SUBJECT:**

**PUBLIC HEARING – LIQUOR LICENSE AND SPECIAL AMUSEMENT  
PERMIT APPLICATIONS FOR RACK M UP BILLIARDS, 128B  
CENTER STREET**

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**INFORMATION:**

Rack M Up Billiards, 128B Center Street, is being sold to Dwight J. Jordan, 65 Snell Hill Road, Turner, ME. Mr. Jordan anticipates taking possession sometime in November. There are some outstanding violations found by the Fire Department and Mr. Jordan will address those issues when he takes possession of the premises.

---

**STAFF COMMENTS/RECOMMENDATION:**

The City Manager recommends approval contingent upon the approval of the Fire Department.

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**REQUESTED ACTION:**

Motion for approval contingent upon the approval of the Fire Department.

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**VOTE:**

# City Council

## Agenda Information Sheet

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**Council Meeting Date:** 10/19/09

**Agenda Item No.** 4

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**SUBJECT:**

**RESOLVE - APPROVAL OF COMMUNITY DEVELOPMENT BLOCK GRANT  
GUIDELINE CHANGES**

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**INFORMATION:**

The modifications to program guidelines are primarily to reduce the loan limits in an effort to stretch resources and provide assistance to more customers.

Workshop – October 5<sup>th</sup>

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**STAFF COMMENTS/RECOMMENDATION:**

City Manager recommends approval.

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**REQUESTED ACTION:**

Motion for passage of the resolve.

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**VOTE:**

# City of Auburn

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City Council, Auburn, Maine

Date: October 19, 2009

## TITLE: RESOLVE – APPROVAL OF COMMUNITY DEVELOPMENT BLOCK GRANT GUIDELINE CHANGES

Be It Resolved by the Auburn City Council, That the Guidelines of the Rehabilitation, Commercial, Down Payment Assistance, Heating Assistance and Good Neighbor Programs be amended as recommended by Community Development staff.

Motion for acceptance:

Seconded by:

Vote:

Action by the City Council:

Date:

Attest:

City Clerk

# MEMORANDUM

# CDBG



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**TO:** Glenn Aho, City Manager

**FROM:** Reine Mynahan, Community Development Administrator

**RE:** Amendment to Program Guidelines

**DATE:** October 9, 2009

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There are two changes to the guidelines from the package presented to the City Council at their October 5<sup>th</sup> workshop: 1) a deadline was added to the reservation of funds for elderly/handicap in the Heating Loan Program whereby the funds will be held for the months of November and December; and 2) I am proposing to stop reviewing income of deferred loan borrowers who have reached age 65 after the first two-year review. Many of our deferred loan borrowers must submit income documentation every two years to continue to qualify for a deferral of loan payments. Most are people who have retired, are now living on fixed income, and their income will not be changing dramatically each year. Eliminating the need for income review would be a time-saver for both our borrowers and staff.

Otherwise, the modifications to the Rehabilitation, Commercial, Down Payment Assistance, Heating Assistance, and Good Neighbor Programs remain as presented at the October 5<sup>th</sup> workshop. Attached to this memo are pages of the guidelines with proposed changes. The changes are in red. The text to be deleted is crossed out and the new text is underlined. The changes are primarily to decrease the maximum loan amounts. Listed below are changes to the loan limits:

<b>PROGRAM</b>	<b>CHANGE</b>
<b>Spot Rehab</b>	Loan limit reduction of \$5,000
<b>Spot Rehab</b>	Match requirement change in several categories
<b>Energy</b>	Loan limit reduction of \$5,000
<b>Energy</b>	Investors loan limit from \$10,000 to \$3,000/unit maximum \$15,000
<b>Residential</b>	Loan limit reduction of \$5,000 per unit
<b>Historic Preservation</b>	Loan limit reduction of \$5,000
<b>Lead</b>	Loan limit from \$20,000 to \$3,000 per unit/maximum \$10,000
<b>Commercial</b>	Loan limit reduction of \$75,000 per property
<b>Down Payment</b>	Loan limit changed to \$10,000
<b>Good Neighbor</b>	Loan limit reduction of \$500 (exceptions noted in guidelines)

The Community Development Department recommends approval of these changes.

## REHABILITATION LOAN PROGRAM

### I. SPOT REHABILITATION LOAN PROGRAM

#### A. PROGRAM GOAL

The goal of the Spot Rehabilitation Loan Program is to eliminate the specific condition(s) that is detrimental to public health and safety. The Spot Rehabilitation Loan Program is funded by the Community Development Block Grant Program and is subject to all of the Community Development Program rules.

#### B. ELIGIBILITY CRITERIA

1. The applicant must own and occupy the property as a primary residence.
2. The property to be improved must contain one to four housing units and be year-round or be converting to a year-round status according to the requirements of the City of Auburn's duly adopted construction codes and zoning ordinance.

#### C. LOAN CATEGORIES AND TERMS

##### 1. Deferred Loans

- a. A deferred loan is a non-installment loan bearing no interest and the principal payment is deferred. Deferred loans are subject to the following conditions:
  - 1) The deferred will be repaid in a single payment upon sale, conveyance, or transfer of the property, within one year of death of the applicant(s), or at the time the owner ceases to occupy the property.
  - 2) An applicant who has received a deferred loan will be required to submit documentation of annual income upon request of the Community Development Block Grant Office two years from the date of loan closing, and every two years thereafter. If, at the time of re-evaluation, the applicant's income is above 65% of the median income, the deferred loan will be converted to an installment loan with monthly payments subject to Direct Loan repayment terms. When a borrower(s) has reached age 65 and has been through at least one deferred loan review, no additional reviews will be required.

The maximum loan amount is \$10,000.

- d. Household income must be below 65% of median income.

##### 2. Direct Loan



- a. A direct loan is an installment loan with monthly payments.
- b. Maximum loan amount is ~~\$20,000~~ \$15,000 for applicants with household income between ~~0-80%~~ 65-80% of median income ~~and \$10,000 for all other income groups.~~
- c. Loan term shall be established by Community Development staff with approval of the Community Development Loan Committee based on financial capacity of the applicant. The maximum term is 20 years if income is between ~~0-80%~~ 65-80% of median, and 15 years for all other income groups.
- d. Income/Interest Rate Categories

<u>Income Range</u>	<u>Interest Rate</u>	<u>Match</u>
Between 0-80% of median income	0%	<u>0</u>
80% to 100% of median income	2%	<u>0</u>
100% to 120% of median income	4%	<u>10%</u>
120% to 140% of median income	6%	<u>20%</u>
Above 140% of median income to replace a malfunctioning sewerage disposal system or connecting to the public sewer system.	8%.	<u>30%</u>

**3. Grants**

- a. A grant requires no repayment.
- b. The grant amount shall be one-half of the cost of the assessment, or \$1,500, whichever is greater.
- c. Household income must be below 80% of median income.
- d. A grant can be used to cover the cost of a ~~sewer assessment~~ impact/connection fee charge only when the Auburn Sewer District offers no financing for the assessment.

**D. ELIGIBLE IMPROVEMENTS**

Eligible activities are those necessary to:

- 1. eliminate condition(s) detrimental to occupants of the residence or public health and safety; and
- 2. repair(s) of an emergency nature.

## II. ENERGY CONSERVATION LOAN PROGRAM

### A. PROGRAM GOAL

The goal of the Energy Conservation Program is to reduce the demand for energy resources. The Energy Conservation Loan Program is funded by the Community Development Block Grant Program and is subject to all of the Community Development Program rules.

### B. ELIGIBILITY CRITERIA

1. The applicant must own and occupy the property as a primary residence or may be an investor owner.
2. The property to be improved must be a residential property and be year-round or be converting to a year-round status according to the requirements of the City of Auburn's duly adopted construction codes and zoning ordinance.

### C. LOAN CATEGORY AND TERMS

#### 1. Deferred Loans

- a. A deferred loan is a non-installment loan bearing no interest and the principal payment is deferred. Deferred loans are subject to the following conditions:
  - 1) The deferred will be repaid in a single payment upon sale, conveyance, or transfer of the property, within one year of death of the applicant(s), or at the time the owner ceases to occupy the property.
  - 2) An applicant who has received a deferred loan will be required to submit documentation of annual income upon request of the Community Development Block Grant Office two years from the date of loan closing, and every two years thereafter. If, at the time of re-evaluation, the applicant's income is above 65% of the median income, the deferred loan will be converted to an installment loan with monthly payments subject to Direct Loan repayment terms. When a borrower(s) has reached age 65 and has been through at least one deferred loan review, no additional reviews will be required.
- b. The maximum loan amount is ~~\$10,000~~\$5,000.
- c. Applicant's household income must be below 65% of median income.
- d. Applicants must take advantage of Community Concepts weatherization program in lieu of this program, if funding is available. If funding is available, this program would not be offered to an applicant.

## 2. Direct Loan/Low Income Applicant

- a. A direct loan is an installment loan with monthly payments.
- b. Maximum loan amount is ~~\$10,000~~\$5,000.
- c. Loan term shall be established by Community Development staff with approval of the Community Development Loan Committee based on financial capacity of the applicant. The maximum term is 15 years.
- d. Interest rate is 0%
- e. Owner-Occupied Housing: the applicant's household income is between ~~0-80%~~65-80% of median income

~~f. Rental Properties: a majority of the tenants (minimum 51%) who occupy rental units must have income between 0-80% of median~~

## 3. Direct Loans/Non-Low Income Applicant: Financing is offered to owners of rental properties who themselves do not qualify as low-income, but the building has renters who meet the low-income occupancy requirements. When a majority of the tenants have income that is less than 80% of area median income (for a 2-unit building a minimum of 50% of building occupants, and for 3 or more units a minimum of 51% of the building occupants have income that is less than 80% of area median income) loans will be available for energy-type improvements.

1) Maximum loan amount is \$3,000 per unit with an aggregate limit of \$15,000 per building.

2) Interest rate is 2%.

3) Maximum loan term is 15 years.

### **III. RESIDENTIAL REHABILITATION LOAN PROGRAM**

#### **A. PROGRAM GOAL**

The goal of the Residential Rehabilitation Loan Program is to improve the quality of housing by eliminating substandard housing conditions, upgrading the property to meet code requirements for existing buildings, and making general home improvements. The Residential Rehabilitation Loan Program is funded by the Community Development Block Grant Program and is subject to all of the Community Development Program rules.

#### **B. ELIGIBILITY CRITERIA**

1. The applicant must own or have a written agreement to purchase the property to be improved.
2. The property may be an owner-occupied or investor-owned year-round residential structure or be converting to a year-round status according to the requirements of the City of Auburn's duly adopted construction codes and zoning ordinance.
3. After completion, the property must comply with HUD's Housing Quality Standards and applicable codes as determined by the Rehab Coordinator.

#### **C. LOAN CATEGORIES AND TERMS**

##### **1. Target Area**

- a. Property must be located within one of Auburn's target areas.
- b. The maximum loan amounts are:
  - 1) ~~\$20,000~~ \$15,000 for the first unit (a unit that receives funding under the Homeowner Rehab Program will be considered the first unit);
  - 2) ~~\$15,000~~ \$10,000 for each additional unit;
- c. The interest rate is 2%.
- d. Loan term shall be established by Community Development staff with approval of the Community Development Loan Committee based on financial capacity of the applicant. The maximum term is 20 years.
- e. The city's loan shall be leveraged with a minimum of ~~25%~~ 40% in private funds. The City's rehabilitation loan shall not exceed ~~75%~~ 60% of the rehabilitation cost.

## 2. Low-Income Households/City Wide and Target Area

- a. Applicant's household income is less than 80% of median income.
- b. Property may be located within any area of the city.
- c. Property must be owner-occupied.
- d. The maximum loan amounts are:
  - 1) ~~\$20,000~~ \$15,000 for the first unit (a unit that receives funding under the Homeowner Rehab Program will be considered the first unit); and
  - 2) ~~\$15,000~~ \$10,000 per unit for each additional unit.
- e. The interest rate is 0%.
- f. Loan term shall be established by Community Development staff with approval of the Community Development Loan Committee based on financial capacity of the applicant. The maximum term is 25 years.
- g. There is no match requirement.
- ~~g.~~h. Buildings outside the target areas must meet the low-income occupancy requirement (50% for a 2-unit building and 51% for 3 or more units).

## **IV. HISTORIC PRESERVATION PROGRAM**

### **A. PROGRAM GOAL**

The goal of the Historic Preservation Loan Program is to maintain Auburn's historic structures and to enhance the quality of these properties. The Historic Preservation Program is funded by the Community Development Block Grant Program and is subject to all of the Community Development Program rules.

### **B. ELIGIBILITY CRITERIA**

1. The property may be either commercial or residential, but must be used on a year-round basis.
2. The property must be identified in "Auburn's Historic Downtown Final Report", April 1997.
3. The applicant must own or have a written agreement to purchase the property to be improved.

### **C. LOAN CATEGORY AND TERMS**

1. The maximum loan amount is ~~\$15,000~~ \$10,000.
2. The interest rate is 2%
3. The loan term shall be established by Community Development Block Grant staff with approval of the Community Development Loan Committee based on financial capacity of the applicant. The maximum term is 10 years.

## V. LEAD PROGRAM

### A. PROGRAM GOAL

The goal of the Lead Program is to make housing lead safe. The Lead Program is funded by the Community Development Block Grant Program and is subject to all of the Community Development Program rules.

### B. ELIGIBILITY CRITERIA

1. The applicant must own or have a written agreement to purchase the property to be improved.
2. The property to be improved may be an owner-occupied or investor-owned year-round residential structure, or be converting to a year-round status according to the requirements of the City of Auburn's duly adopted construction codes and zoning ordinance.
- 3.4. A property inspection performed by a certified risk assessor or lead inspector has identified lead hazards.
- 4.5. Improvements shall consist of eliminating lead hazards in the residential unit, common area servicing that unit, exterior painted surfaces, and the bare soil of the building perimeter and play areas.

### C. LOAN CATEGORIES AND TERMS

- ~~a.~~ ~~The property must be a residential unit in which a member of the household has lead poisoning or where a poisoned child spends a significant amount of time.~~  
The property to be improved must be residential units.
- b. Property may be located within any area of the city.
- c. The maximum loan amount ~~\$20,000~~ \$3,000 per unit.
- d. The interest rate shall be ~~2%~~ 0%.
- ~~d.e.~~ If the property requires more than \$3,000 per unit, an additional loan to a maximum of \$15,000 per building will be provided at a rate of 4% .
- ~~e.~~ Loan term shall be established by Community Development staff with approval of the Community Development Loan Committee based on financial capacity of the applicant. The maximum loan term is 20 years. ~~.~~
- f. There is no match requirement.

## COMMERCIAL PROGRAM

### A. PROGRAM OBJECTIVE

The Commercial Program is designed to create or retain jobs and eliminate blighting influences in certain areas of Auburn by providing businesses with a source of low interest financing to encourage commercial development.

### B. APPLICANT

1. The applicant must own or have a written agreement to purchase the property to be improved.
2. The applicant may be an individual, limited liability company, corporation, partnership or non-profit.
3. The applicant may be a lessee if there is acceptable collateral.

### C. PROPERTY

1. All taxes due on the property must be paid in full or acceptable arrangements are made with the Treasurer of the City of Auburn.
2. The intended use of the property must be for commercial purposes. No residential development will be included under this program.
3. The property must be located within one of the three Community Development identified target areas, Downtown, New Auburn, Union Street, or within the boundaries of the Auburn Downtown Action Plan for Tomorrow (ADAPT).

### D. LOAN TERMS

#### 1. Commercial Loans

- a. The maximum commitment of the Commercial Loan Program is 75% of the eligible development cost up to ~~\$125,000~~ \$50,000 per property. CDBG funds will not be substituted for non-federal financial support.
- b. The for-profit interest rate of 6% and non-profit is 2%.
- c. The applicant shall secure commitments for 100% of the total development cost. The portion of development cost not financed by the City may be a combination of personal funds public or private lenders. The



applicant must obtain a commitment from the lending institution which describes the terms and conditions of the commitment.

- d. The term of the loan will be equal to the financial institution's term or 25 years, whichever is less.

**2. Microenterprise Loans**

- a. Microenterprise is a business having 5 or fewer employees, one or more of whom owns the business.
- b. The Commercial Loan Program commitment shall be 90% of the eligible activities up to ~~\$25,000~~ \$10,000 per property. CDBG funds will not be substituted for non-federal financial support.
- c. The applicant shall secure commitments for 100% of the total development cost. The portion of development cost not financed by the City may be a combination of personal funds public or private lenders. The applicant must obtain a bank commitment from the lending institution which describes the terms and conditions of the commitment.
- d. The rate is 0% for low-income owners and 4% for non low-income microenterprise businesses.
- e. The term of the loan shall not exceed 15 years.

## DOWN PAYMENT ASSISTANCE LOAN PROGRAM

### I. PROGRAM GOAL

The goal of the Down Payment Assistance Program is to encourage home ownership.

### IV. LOAN TERMS

- A. The maximum loan amount shall be ~~as follows~~ \$10,000 :

<u># of Units</u>	<u>Loan Limit</u>
<u>Single Family Dwelling</u>	<u>\$7,500</u>
<u>Two Family Dwelling</u>	<u>\$9,000</u>
<u>Three and Four Family Dwelling</u>	<u>\$10,500</u>

- B. The maximum of liens for the purchase of the property, including the City loan shall not ~~exceed~~ 105% of the value of the property.
- C. A maximum of ~~\$4,000~~ \$5,000 ~~of the amounts noted in A of this Section IVd~~ may be for the purpose of financing closing costs and bank fees. The amount eligible for down payment assistance shall not exceed half of the down payment required by the lender.
- D. The loan payment shall be deferred for one year, then repaid over a twelve year period. The loan term shall be established by the Community Development Loan Committee based on financial capacity of the applicant. The maximum loan term is ~~15~~ 30 years.

## **HEATING ASSISTANCE LOAN PROGRAM**

### **I. INTRODUCTION**

A Heating Assistance Loan Program (HALP) was created as a response to the heating crisis. HALP will provide low-income homeowners with a source of funds to supplement personal resources to heat their homes. HALP is funded as a public service activity by the Community Development Block Grant Program and is subject to all of the Community Development Program regulations.

HALP will be administered through collaboration between the Community Development Department (CDD) and Health & Social Services (HSS) offices of the City of Auburn.

### **II. PROGRAM OBJECTIVES**

- A. To provide an additional resource to assist low-income homeowners to pay for heating fuel.
- B. To prevent homelessness that may be a result of inadequate resources to pay for heating fuel.
- C. To reduce the incidence of frozen pipes that could cause physical damage to the homes of low-income households.

### **III. ELIGIBILITY CRITERIA**

- A. The property must be located in the City of Auburn
- B. The property must be a residential property.
- C. The applicant(s) must own and occupy the property as a primary residence on a year-round basis.
- D. The applicant(s) has applied for assistance from other programs during the heating season for which the applicant(s) are requesting heating assistance funds.
- E. The applicant(s) must first apply for General Assistance. If they do not qualify, then HALP will be pursued. Upon approval, the Director of Social Services will send a commitment letter that requires the applicant to close the loan within 2 weeks.
- F. Funds must be used within one heating season, and within 3 months of the closing date. The heating season is September to May.
- F.G. Applications will be accepted between the months of November through March.

### **IV. LOAN ASSISTANCE**

- A. The maximum loan amount is \$1,000 per heating season for households with income under 50% of area median income.
- B. The maximum loan amount is \$500 per heating season for households with income between 50-80% of area median income.
- C. The maximum aggregated loan assistance is \$10,000.

- D. Loan assistance shall be in the form of a deferred loan. The deferred loan will be repaid in a single payment upon sale, conveyance, or transfer of the property, within one year of death of the applicant(s), or at the time the owner ceases to occupy the property.
- E. The loan shall be at an interest rate of 2%.

## **V. CONDITIONS OF THE LOAN**

- A. The applicant(s) will sign promissory note and mortgage documents.
- B. The applicant(s) have less than \$10,000 in liquid assets.
- C. The applicant(s) must take advantage of other programs available to them.
- D. The applicant(s) may make payments on the loan at any time.

## **VI. PROGRAM ADMINISTRATION**

### **A. NON-DISCRIMINATION**

Administration of this program shall be in accordance with Title VI of the Civil Rights Act of 1964. No person shall, on the ground of race, color, sex, sexual orientation, physical or mental disability, religion, ancestry, national origin, or familial status, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under this program.

### **2. APPLICATION PRIORITY AND FUND RESERVATION**

- 1) Applications shall be processed on a first-come, first-served basis. The receipt date of a complete application shall be used to establish the order of priority.
- 2) ~~70%~~ 50% of the annual funding allocation will be reserved for elderly or disabled households. An elderly household is an owner whose age is 62 or over. A disabled applicant is an owner who receives Workmen's Compensation, is on SSI or SSDI, or has a VA Disability. The reservation of funding under this section will be for a duration of two months. Beginning in January of each year, any funds not committed to elderly/disabled will become available for any qualified applicant.

## **GOOD NEIGHBOR HOME OWNERSHIP START-UP PROGRAM**

### **A. PROGRAM GOAL**

The goal of the Home Ownership Start-up Program is to ease the cost burden of transitioning from tenancy to home ownership.

### **B. ELIGIBILITY CRITERIA**

3. The applicant must purchase an Auburn property as a primary residence, or be a lessee under the Lease/Buy Home Ownership Program.
2. The property may not be used for religious purposes or be publicly owned.
3. The property must be a year-round, 1-4 unit residential building.
4. The applicant has not yet closed on the home for which the start-up grant shall be used, or has closed on the home within 30 days prior to submission of a complete application.
5. The applicant owns no other property.
6. The applicant does not owe taxes or fees to the city of Auburn at the time of application.

### **C. GRANT CATEGORIES AND TERMS**

1. A grant requires no repayment.

2. The maximum grant amount is ~~\$1,000~~ \$500.

3. The exception to the maximum grant under #2 shall be higher if the applicant purchases either a stove and refrigerator, lawnmower, or purchases oil. The maximum grant will then be \$1,000.

~~3.4.~~ Household income must be below 80% of median income.

### **D. ELIGIBLE EXPENSES**

Eligible expenses include the following verifiable start-up costs:

1. Connection to utilities;
2. Paint and minor repairs for projects where there will be no rehabilitation;

# City Council

## Agenda Information Sheet

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**Council Meeting Date: 10/19/2009      Agenda Item No. 5**

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**SUBJECT:**

**ORDINANCE – AMENDMENT TO CHAPTER 26, ARTICLE 9, SCHEDULE 3 –  
ONE WAY STREET – MILLER ALLEY**

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**INFORMATION:**

The Auburn Police Department has reported a higher than normal number of accidents and near misses are occurring at the intersection of Miller Alley and Main Street. Sight visibility exiting Miller Alley appears to be the primary cause. The Department is requesting that Miller Alley be made one way, allowing traffic to only enter from Main Street. The City of Auburn Public Works Department and Engineering Division have reviewed this proposal and supports the modification.  
Workshop – October 5th

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**STAFF COMMENTS/RECOMMENDATION:**

The City Manager recommends approval of the resolve.

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**REQUESTED ACTION:**

Motion for acceptance of first reading.

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**VOTE:**

# City of Auburn

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City Council, Auburn, Maine

Date: October 19, 2009

**TITLE: ORDINANCE – AMENDMENT TO CHAPTER 26, ARTICLE 9,  
SCHEDULE 3 – MILLER ALLEY – ONE WAY**

Be It Ordained by the Auburn City Council, That Chapter 26, Article 9, Schedule 3 be amended by adding the following to one way streets:

Miller Alley: From Main Street easterly to Miller Street

Motion for passage for acceptance of first reading:

Seconded by:

Vote:

Motion for acceptance of second reading and final passage:

Seconded by:

Vote:

Action by the City Council:

Date:

Attest:

City Clerk

# City Council

## Agenda Information Sheet

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**Council Meeting Date 10/19/2009**

**Agenda Item No. 6**

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**SUBJECT:**

**RESOLVE – AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT TO PURCHASE THE ENERGOV SOFTWARE PACKAGE ALONG WITH SUPPORTING HARDWARE AND SOFTWARE COMPONENTS.**

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**INFORMATION:**

The City of Auburn requested proposals (RFP) to purchase planning and code enforcement software in the spring of 2009. The primary goal of this initiative is to enhance and streamline the planning, permitting, zoning and enforcement operations in an effort to improve cost efficiency and operational effectiveness. As a result of the RFP six potential software companies were identified. Once Auburn staff reviewed the proposals, a joint committee of Auburn and Lewiston staff from administration, planning, code enforcement and information technology conducted interviews, reviewed the software demonstrations, and checked references from current users. Staff from both cities agreed that the EnerGov product would provide for the best integration with the Geographic Information System (GIS), create workflow efficiencies, provide better tracking of projects and sharing of information amongst both cities, and allow for greater public transparency. The cost for implementing a joint system will be \$353,980 for both cities or a cost share of approximately \$178,000 per city. The costs for each city deploying separate programs would have cost \$600,000. This represents a savings of \$122,000 per city or \$246,020 regionally.

On August 17<sup>th</sup>, the Auburn City Council gave its informal approval for staff to move forward. On August 18<sup>th</sup>, the Lewiston City Council voted 7-0 to also move forward with this project.

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**STAFF COMMENTS AND RECOMMENDATION**

City Manager recommends approval of the resolve.

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**REQUESTED ACTION:**

Motion for passage of the resolve.

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**VOTE:**

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# City of Auburn

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City Council, Auburn, Maine

Date: October 19, 2009

**TITLE: RESOLVE – AUTHORIZE CITY MANAGER TO PURCHASE THE ENERGOV SOFTWARE PACKAGE**

Be It Resolved by the Auburn City Council, that the City Manager is hereby authorized to purchase the EnerGov software package and associated hardware and software components.

Motion for acceptance:

Seconded by:

Vote:

Action by the City Council:

Date:

Attest:

City Clerk

# City of Auburn, Maine

*"Maine's City of Opportunity"*

Office of the City Manager



**To: Glenn E. Aho, City Manager**  
**Fr: Laurie Smith, Assistant City Manager**  
**Re: EnerGov Software Proposal**  
**Dt: October 15, 2009**

The City of Auburn requested proposals (RFP) to purchase planning and code enforcement software in the spring of 2009. The primary goal of this initiative is to enhance and streamline the planning, permitting, zoning and enforcement operations in an effort to improve cost efficiency and operational effectiveness. As a result of the RFP six potential software companies were identified. Once Auburn staff reviewed the proposals, a joint committee of Auburn and Lewiston staff from administration, planning, code enforcement and information technology conducted interviews, reviewed the software demonstrations, and checked references from current users. Staff from both cities agreed that the EnerGov product would provide for the best integration with the Geographic Information System (GIS), create workflow efficiencies, provide better tracking of projects and sharing of information amongst both cities, and allow for greater public transparency. EnerGov then began discussions with both cities on a joint purchase and implementation strategy which culminated in a two day visit with all involved parties from both Auburn and Lewiston.

In order to increase departmental efficiency, effectiveness and productivity the EnerGov product uses

- Microsoft SQL Server database platform,
- Microsoft .net technology
- Crystal Reports Technology
- Advanced ArcGIS Server Technology

The recommended software package includes the following modules:

- **Project and Plan Management** – tracks monitors and reviews all activities, submittals and approvals associated with plan 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 certificate of occupancy issuance. It automates fee calculations and re-inspection fee assignments as well as alerts 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 group of licenses by separate business names, but linked to one owner.
- **Online Citizen Access** – adds a new dimension to the applications by extending its flexibility and functionality across the internet giving contractors and citizens the ability to perform a variety of online tasks from the convenience of their home and office 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.

One of the true advantages to the EnerGov product is its ability to let the user grow into the system with time. The Cities may add additional government entities with time or as the cities grow through our own processes and need for technology we will be able employ more of the individual components in each module or eventually the cities could purchase two additional packages to improve and modernize service.

- **Interactive Voice Recognition (IVR) software** that completely automates operational and customer efficiency by allowing a computer to detect voice and keypad inputs to check on permits, schedule inspections, and obtain messages; and
- **E-Reviews** which integrates electronic document review utility to enable and facilitate all aspects of the plan review process in a digital environment.

## Auburn / Lewiston Technology Consolidation

<b>Components:</b>	<b>Cost</b>
1. 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.	\$ 208,737
2. Development, data importation and Implementation	\$ 101,480
3. Training on-site and go live support	\$ 23,760
4. Travel Expenses	\$ 16,000
5. Enterprise Package Discount	-\$ 34,997
<b>EnerGov Subtotal:</b>	<b>\$ 314,980</b>
6. Server	\$ 10,000
7. SQL License	\$ 4,000
8. ESRI Advanced GIS Server License	\$ 19,000
9. Six laptops for field operations	\$ 6,000
<b>Project Total:</b>	<b>\$ 353,980</b>

The EnerGov product would be used jointly by Lewiston and Auburn on one server, with both entities sharing the costs of the software and future licensing. The costs for each city deploying separate software programs would have cost approximately \$600,000. The EnerGov project originally was proposed at a software cost of \$400,000 for both cities with additional hardware and infrastructure components costing \$40,000. After creating an implementation strategy that will align our business practices and fees, a reduced cost of \$314,980 has been delivered with additional hardware and infrastructure components costing \$39,000. The cost for each city will be approximately \$178,000 – a savings of \$122,000 per city or \$246,020 regionally.