

AGENDA JANUARY 2ND, 2014

5:30 PM at Auburn City Hall Community Room

1. Election of Mayor Pro-tempore for next 2 years. (10 Minutes)
 - a. Sec. 2-55. Presiding officer in absence of mayor. In the temporary absence or disability of the mayor, any member of the city council may call the council to order at any duly called meeting to elect a chair **pro tempore** from among its number, and he shall exercise all the powers of the mayor during such temporary absence or disability of the mayor.
 - b. Within the definition of this ordinance I recommend that City Council elect a Mayor Pro Tempore to serve in the absence of the Mayor for the next 2 years. Per operation at Council meetings the absence of both the Mayor and the pro tempore will result in the senior most Councilor presiding.
2. Committee appointments and assignments. (MAYOR) (15 Minutes)
3. Council Code of Conduct (5 Minutes)
4. Memo on Mission Statements. (5 Minutes)

Charter Section. 7.1 General provisions.

Creation of departments. The city council may establish city departments, offices, or agencies in addition to those created by this Charter and may prescribe the functions of all departments, offices, and agencies. No function assigned by this Charter to a particular department, office, or agency may be discontinued or, unless this Charter specifically so provides, assigned to any other.

5. Council Meeting and Workshop structure. (15 Minutes)
6. Budget Calendar. *Confirm School Validation Vote Date.* (5 Minutes)
7. Goal Setting (1.5 to 2 Hours) **Short Break half way through item.**
8. Council Office (10 Minutes)
9. Council Library on Network (3 Minutes)
10. Adjourn no later than 8:45 PM.

COMMITTEES & BOARDS OF THE CITY OF AUBURN (Agenda Item #2)

Board Name

911

ABDC

*** Airport - see notes**

ATRC

Audit and Procurement

***Board of Assessment Review**

***Cable TV Advisory**

CDBG Community Advisory

***CDBG Loan**

Discharge

Energy

Ethics Advisory

Forestry

***Auburn Housing**

Investment Advisory

LA Public Health

LAEGC

***LATC**

LAWPC

Library

MMWAC

Neighborhood Stabilization

New Auburn Master Plan Implementation

***Planning Board**

Railroad

***Recreation Advisory**

Recycling

School

***Sewerage District**

USM

***Water District**

***Zoning Board of Appeals**

***Council appointed**

The Auburn-Lewiston Airport Board, one Auburn resident seat is Council appointed

**CITY COUNCIL CODE OF CONDUCT
CITY OF AUBURN, MAINE
(Agenda Item #3)**

INTRODUCTION

The City Council serves an essential role as the governing body of the City of Auburn. The City Council of the City of Auburn is committed to serving the public interest and common good of the City and its residents, and Councilors are expected to act accordingly. In order to foster reasonable, effective, and cooperative governance of the City, Councilors shall adhere to the following Code.

Council members are expected to support and demonstrate the following values:

- Respect for their fellow councilors, citizens of Auburn and City staff;
- Open mindedness;
- Careful consideration of all matters that come before the Council and participation in constructive debate and deliberations;
- Appropriate demeanor and polite oral and written communications;
- Integrity and commitment to the best interest of the City and its inhabitants;
- Acceptance and support for decisions and actions taken by the Council, whether or not an individual Councilor voted with the majority.

The City of Auburn Charter provides that the City Council is comprised of the Mayor and seven City Councilors. For purposes of this Code of Conduct, the terms “Council” and “Councilor” shall include the Mayor unless specified otherwise.

INTERACTIONS WITH THE PUBLIC

Councilors shall treat members of the public with courtesy, respect, and professionalism and shall not demonstrate bias against, nor favor, any member of the public.

To ensure clear and effective communication, Councilors shall:

- Clearly distinguish between their personal positions and the official position of the Council and City when dealing with members of the public;
- Defer to the City Manager or the Mayor to speak on behalf of the City or the Council when speaking as a body; and
- Not disclose information received, or statements made, in executive session.

INTERACTIONS WITH CITY STAFF

The Council’s role is to establish City policies, ordinances and priorities as the City’s governing body. It is City staff’s duty to provide relevant information to the Council and to implement the Council’s decisions. Actions by staff in providing information to the Council or in implementing Council decisions should not be construed as constituting disagreement with, or disparagement of, any Councilor who held a minority

position on a particular issue. Staff may not be instructed or influenced by any individual Councilor acting separate from the Council as a whole.

Administering the day-to-day functions of the City is the responsibility of the City Manager. Councilors must respect the distinction between their role in voting to establish policies and ordinances, and the City Manager's role in executing those policies and ordinances, administering the operation of City departments, and overseeing the work of City employees. As such, Councilors shall:

- Not issue directives to City staff;
- Make all requests for information through the City Manager;
- In their official capacity, interact with City staff solely through the City Manager, as required by Section 7.1(B) of the City Charter, which states that "[t]he Mayor and Councilors shall direct administrative functions of the City solely through the City Manager."
- Avoid confusion over whether a Councilor is acting in an official or private capacity when interacting with City staff, and acknowledge the impropriety of dealing with staff members outside of the prescribed role of the Council.

It is important for all Councilors to recognize that any conduct or behavior that intrudes on the direction and supervision responsibilities of the City Manager relative to City employees interferes with the efficient operation of City government and must be avoided.

INTERACTIONS WITH FELLOW COUNCILORS

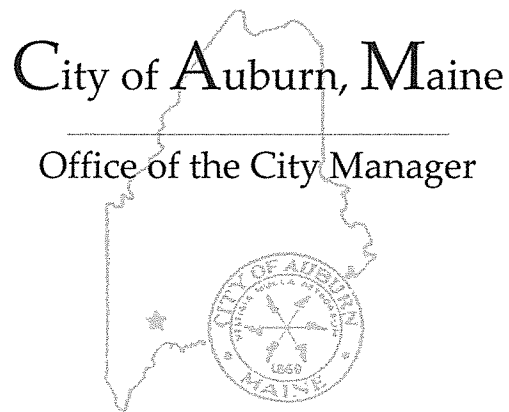
The Council's role is as a governing body. With the exception of the Mayor's specific duties under Section 3.3 of the City Charter, no Councilor has any individual authority outside of the governing process by which the Council acts as a whole in its official capacity. As individuals, when not acting in their corporate collective capacity as the City Council, individual Councilors may exercise and are limited to the same rights as other citizens. Although Councilors are free to advocate for their position during the decision-making process, the decisions of the Council are binding on the City. Councilors must put aside disagreements and accept the will of the Council once a decision is made.

Councilors' communications with each other shall:

- Be civil;
- Not contain personal attacks or criticism; and
- Not discourage free and open debate and exchange of ideas.

CONCLUSION

Councilors must recognize the trust and responsibility granted to them by the City of Auburn, and shall endeavor to repay that trust through earnest contribution to effective City governance. To effectively achieve this goal, Councilors must abide by this Code of Conduct and, above all, be guided by the overarching principle of respect for others. Repeated or serious failure to comply with this Code of Conduct may be met with official reprimand or censure as approved by a majority of the Council.



TO: Mayor Jonathan LaBonté & City Council
FROM: Clinton Deschene, City Manager
RE: Mission Statements
DATE: January 2, 2014

(Agenda Item #4)

The City of Auburn has evolved various mission statements for the departments of the City. The first step is to understand what a mission statement is and what the purpose is. In simple terms it is, "a formal summary of the aims and values of a company, organization, or individual." More broadly it helps set the strategy and direction.

For the City of Auburn there have been different uses in years past. The City Charter Preamble states, "We the people of the City of Auburn, under the constitution and laws of the State of Maine, in order to secure the benefits of local self-government and to provide an open and accountable council-manager government, do adopt this Charter, conferring on the city certain powers, subject to certain restrictions and following certain procedures. By this action we secure the benefits of home rule and affirm the values of representative democracy, professional management, strong political leadership, citizen participation, and intergovernmental cooperation." I like this as a framework to departmental mission statements because it outlines some goals, explain who we are, why and how we exist, and the importance of our Charter.

Using this foundation I want to solidify the commitment to this and our departmental mission statements. Operationally the budgets presented to the Council will also include mission statements. For departments that potentially don't have one should be viewed as utilizing the more broad statement of the Charter Preamble.

If during the budget the Council by majority vote feels a mission statement needs revision, management will work with the department and Council to present a new statement. It must be understood that these processes can take considerable time.

COUNCIL MEETING FORMAT

(Agenda Item #5)

The Council of the City of Auburn hereby adheres to this format for Council Meetings based upon the necessity of conducting business while aspiring to help build consensus in the community.

MEETINGS / SCHEDULE

1. The Council sets the schedule at the first meeting in July for the entire year including the first meeting of the next fiscal year. The Meeting Schedule shall follow the Charter and will be the 1st and 3rd Mondays except for holidays.
2. Meetings shall follow Auburn Charter and Ordinance. The meetings will begin at 6:00 pm with the possibility of executive sessions occurring during a workshop in advance.
3. Meetings will end at 10:00 pm unless a majority of the Council votes to extend. No discussion or action shall occur after 10:00 pm until a vote to extend has occurred.
4. The Mayor as presiding officer of meetings should always gain a sense of the Council to determine if a break is needed at 9:00 pm. At this time the Mayor and Manager can confer to determine if the agenda will be completed by 10:00 pm.
5. The City Council may meet in workshop from 6:00 to 7:00 on the regular meeting nights. The Council will reserve the second Monday of each month for workshops. (The Goal of the Council is not meet in workshop for the months on June, July, and August).
6. Special Meetings shall follow the Auburn Charter.

Sec. 2.4. Meetings.

The City council shall, at the call of the city clerk or deputy city clerk, first meet at Auburn Hall or such other public location within the city within 45 days after the regular municipal election to be sworn to the faithful discharge of their duties by the city clerk or deputy city clerk. The city council shall meet for subsequent meetings at such time and place as set by ordinance or resolution except that it shall meet regularly twice each month. All meetings of the city council, other than "executive sessions," shall be open to the public as required by state statute, and the city council shall promote effective public participation in and public notice of its meetings in the contemporary means of information sharing. Agendas and supporting information for meetings shall be available to the public at the city clerk's office at least two business days prior to the meeting, as well as electronically through the city's website, if available. Special meetings

may be called by the mayor, or shall be called by the mayor or city manager on the written request of a majority of the voting members of the city council addressed to the mayor or the city manager.

ORDINANCE

Sec. 2-52. Actions.

The council shall act only by an oral motion, ordinance, order or resolve. All ordinances, orders, and resolves, except those pertaining to appropriations, shall be confined to one subject that is clearly stated in the title. When the city council expresses anything by way of command, the form of expression shall be "ordered." When it expresses opinions, principles, facts or propositions, the form shall be "resolved," with the exception of the appropriation resolve.

(Code 1967, § 1-3.1)

Sec. 2-53. Attendance.

Every member shall attend all meetings of the council, unless prevented by illness or absence from the city, or unless excused by a vote of the council.

(Code 1967, § 1-3.2)

Sec. 2-54. Duties of city clerk; journal of proceedings.

(a) The city clerk shall:

- (1) Give notice of city council meetings;
- (2) Attend all meetings of the council and keep the journal of its proceedings;
- (3) Authenticate by his signature and record in full all ordinances and resolutions;
and
- (4) Perform such other duties as shall be required by law or as ordered by the Council.

(b) The recorded tapes of the meetings of the city council and a summary of council actions prepared by the city clerk shall constitute the official journal of its proceedings. In case of the temporary absence of the city clerk, the city council may appoint a clerk pro tempore, with all the powers, duties and obligations of the city clerk.

(Code 1967, § 1-3.3)

State law reference— Municipal clerks generally, 30-A M.R.S.A. § 2651 et seq.

Sec. 2-55. Presiding officer in absence of mayor.

In the temporary absence or disability of the mayor, any member of the city council may call the council to order at any duly called meeting to elect a chair pro tempore from among its number, and he shall exercise all the powers of the mayor during such temporary absence or disability of the mayor.

(Code 1967, § 1-3.4)

Sec. 2-56. Conduct of meeting by mayor.

The mayor shall:

- (1) Take the chair at the time appointed for a council meeting, call the members to order, and, if a quorum is present, proceed to business.
- (2) Preserve order, and decide all questions of order subject to any appeal to the council on motion regularly seconded.
- (3) Declare all votes; but if a vote is doubted he shall make a return of the members voting for and against the question, without debate, and declare the result.
- (4) Propound all questions in the order in which they were moved, unless the subsequent motion shall have precedence in its nature, except that in naming of sums or fixing of times, the largest sums and longest times shall be put first.
- (5) Name the member entitled to speak when more than one member addresses the chair at the same time.
- (6) Consider a motion to adjourn as always in order except on immediate repetition.
- (7) Present all petitions and other papers addressed to the council, or cause them to be presented, and they shall lie on the table and be taken up in the order in which they were presented, unless the council shall otherwise direct.

(Code 1967, § 1-3.5)

Sec. 2-57. Agenda.

The agenda for each meeting of the city council shall be prepared by the city clerk. Such agenda shall be distributed by the city clerk to the city manager, the mayor and each member of the council at least two business days prior to the meeting.

(Code 1967, § 1-3.6)

Sec. 2-58. Time and place of regular meetings.

The dates and time of the regular meetings of the city council shall be the first and third Mondays of each calendar month at 7:00 p.m. If a regular meeting night falls on a legal holiday or the night before a legal holiday, then the stated meeting shall be held on the following Tuesday at the same time and place unless the city council shall, at the meeting held next prior to the meeting falling on the holiday or the night before the holiday, fix a different alternate meeting date. The place of such meetings shall be the city council chamber in the city building, hereby designated to be the regular meeting place, unless the council designates another meeting place. All meetings of the city council shall be open to the public, and may be continued to another location.

(Code 1967, § 1-3.7; Ord. of 1-12-1998)

Sec. 2-59. Order of business.

At every meeting of the city council, the order of business shall be as follows:

- (1) Consent agenda. All items listed with an asterisk (*) are considered to be routine by the city council and will be enacted by one motion. There will be no separate discussion of these items unless a councilmember or citizen so requests, in which event the item will be removed from the consent agenda and considered in its normal sequence on the agenda.
- (2) Minutes not previously read and approved, of all preceding meetings.
- (3) Reports of the mayor.
- (4) Reports of the city councilors.
- (5) Reports of the city manager.
- (6) Communications and recognition.
- (7) Open session.
- (8) Unfinished business.
- (9) New business.
- (10) Open session.
- (11) Adjournment.

(Code 1967, § 1-3.16; Ord. of 3-16-1998; Ord. of 1-16-2007; Ord. of 1-28-2008(01))

Sec. 2-60. Enacting clause of ordinances.

The enacting clause of ordinances shall be "Be it ordained by the Auburn City Council, that:...."

(Code 1967, § 1-3.17)

State law reference— Ordinance authority of municipalities, 30-A M.R.S.A. § 2801; procedure for enactment of ordinances, 30-A M.R.S.A. § 2802.

Sec. 2-61. Ordinances to be in writing; recording.

All ordinances shall be written out, without interlineations or erasure, before their passage. The city clerk, or someone under his direction, after their passage, shall cause them to be recorded in a book kept for that purpose, with proper margins and index, which book shall be preserved in the office of the city clerk and shall be subject to the inspection of any citizen.

(Code 1967, § 1-3.18)

Sec. 2-62. Applicability of Robert's Rules of Order.

In all cases where the parliamentary proceedings for council meetings are not determined in this article, Robert's Rules of Order, Newly Revised, shall be taken as authority to decide the course of proceedings.

(Code 1967, § 1-3.19)

Sec. 2-63. Suspension of rules.

The city council rules and order of business shall be observed in all cases unless suspended temporarily for a special purpose by a vote of the city council.

(Code 1967, § 1-3.20)

Sec. 2-64. Violation of rules.

If any member of the council, in speaking or otherwise, transgresses the rules of the city council, the presiding officer shall, or any member may, call him to order, in which case the member so called to order shall immediately sit down unless permitted by the mayor to explain, and the city council shall decide the question without debate. If the decision be in favor of the member so called to order, he shall be at liberty to proceed; if otherwise, he shall not proceed without leave of the council to proceed in order.

(Code 1967, § 1-3.21)

Sec. 2-65. Subject matter and decorum when addressing council.

Every member of the council, while speaking:

- (1) Shall confine himself to the subject under debate;
- (2) Shall refrain from personalities; and
- (3) Shall not refer to any other member of the council except in a respectful manner.

(Code 1967, § 1-3.22)

Sec. 2-66. Recognition of members desiring to speak.

A councilmember about to speak shall respectfully address the chair, and shall not commence to speak until recognized by the presiding officer.

(Code 1967, § 1-3.23)

WORKSHOPS

1. Workshops can be scheduled as needed but the second Monday of each month will be dedicated solely to workshop matters. No action will occur during these meetings unless deemed an emergency or time sensitive. Workshops shall be limited to policy matters of the Council and shall not be used for routine business of the City. Routine business should be understood to include actions in response to existing policies, ordinances, laws, or those deemed incidental to City operations by the City Manager.
 - a. The Workshop will still be led by the Mayor in cooperation with the City Manager. The purpose of the collaborative facilitation of the meeting is to keep the flow of the discussion and assure participation of all attendees. Workshops will not adhere to Robert's Rules; instead they will concentrate on Consensus Building as opposed to majority rule. Further all items placed on the Workshop agenda will not be acted upon but rather brought to consensus and a draft motion will be developed for the Council to act upon at the next meeting of the City Council. The Council will take a straw poll to confirm consensus or majority support.
 - b. Workshops are not limited to Council members and are intended to foster an environment of open discussion. In order to help develop this atmosphere interested parties will be invited to formally participate in the workshop process. In order to effectively oversee these meetings the Council adopts guidelines for behavior and procedure. An environment

shall be fostered where interested parties are asked to share opinions and insight in the determination of consensus.

- c. Motions that are returned from a workshop shall be open to debate by the Council and public input. The Council should strive not to amend a motion recommended from a workshop; but the Council may refer an item back to workshop for further review. After one referral back to a workshop the Council will act on the item with or without amendment. (Note it is the intent of the City of Auburn to develop consensus and support credible practices to implement motions as they are created in workshop. However, the Council, as the elected body of the City, must conduct business and has the final responsibility to the community to make sound judgments. For those purposes the Council by majority vote may amend a motion as presented from a workshop.)
 - d. Items scheduled for workshop must meet all of the following criteria:
 - i. A workshop request form, filled out by a Councilor and referred by staff with support by the Mayor, or by the City Manager.
 - ii. Appeared on a Council agenda as New Business to refer to a workshop with a majority vote of the Council. Discussion during the referral process shall be very limited, this step is solely to determine majority support of the Council to workshop the requested item.
 - iii. Be consideration of policy matter of the city and are not part of the routine operations of the City.
 - e. A resident requesting a workshop item should present to a Councilor or City Manager. The Councilor then may choose to present on a Council workshop request form.
 - f. The months of February to May of each year shall prioritize workshops to discussion of the annual budget.
- 2. The City Manager shall maintain a list of potential workshops items that will be circulated once a month.
 - 3. Agendas for Workshops shall include the list of items approved and intended to be work shopped at that meeting. The posting requirements for a regular council meeting shall also be followed for workshops. The Manager may also list other items that are prepared for discussion in the event that time would allow the Council to consider more items than originally planned. However, in no circumstance should an item be work shopped if not prepared or listed for potential discussion. This allows for all interested persons to participate in the process.

GENERAL PROVISIONS

Please note that the Council always appreciates and invites public comment. Inviting public participation at Workshops is designed to make the oversight of the community more efficient and promote more open discussion to bring matters to consensus rather than majority rule. Part of this is the understanding that items can not and should not be repeatedly discussed. The Mayor must maintain decorum in all meetings, as required in charter. Persons not adhering to the Ground Rules should expect to have their participation limited or removed from the meeting.

The above items are an outline for the format for Workshops and Council Meetings. None of the above items change the Charter requirements for the City of Auburn. These guidelines, Workshop Ground Rules, Workshop Request Forms, the Charter, and State/Federal Laws should all be used in cooperation for the effective management of City of Auburn.

WORKSHOP GROUND RULES

Behavior of Participants:

1. ***Only one person speaks at a time*** and no one will interrupt when another person is speaking.
2. ***Each person should identify themselves*** and the constituency they represent. Disclose any interests that may influence your perceptions. (IE. Board Memberships, Career Interests, etc).
3. ***Express your own views***, rather than speaking for others or assigning motives to others.
4. ***No one will make personal attacks***. Challenge ideas not people. If an attack is made the facilitator will ask the participants to refrain. If attacks continue the facilitator may ask the group to take a break to cool off.
5. ***No grandstanding***. Please avoid prolonged speeches, extended comments, or repeating the same question, so that everyone has a fair chance to speak and contribute.
6. Everyone will make every effort to ***stay on track***. The overall intent is to move forward.
7. ***Focus on the merits of what is being said***; make a good faith effort to understand the concerns of others. Clarifying questions are encouraged, but disparaging comments and rhetorical questions are discouraged.
8. ***No surprises!*** Questions and concerns will be brought up when they arise, not held to later in discussions so as to confuse the progress made earlier.
9. All participants will seek to ***identify options or proposals that represent common ground***, without minimizing legitimate disagreements. Each participant will do his best to take account of the interests of the group as a whole.
10. Each person ***reserves the right to disagree*** with any proposal and in doing so ***accepts the responsibility for offering alternatives*** that accommodate her interests as well as others interests.
11. Each person agrees to ***keep the community and their constituencies informed*** about issues or options being considered by the group. Input and advice from the constituencies needs to be brought back to the group as they emerge.
12. In the event that anyone speaks to the media ***the comments must be limited to his own views***. No member should speak on behalf of other participants. The City Council stresses the importance that the City Manager must keep the media apprised of the process but he too should refrain from speaking on the behalf of other participants.

BUDGET SCHEDULE 2014

(Agenda Item #6)

Budget Dialogues: A new approach to the budget to instill transparency and invite citizen participation. Each Budget Dialogue will begin with a public session for residents to comment only on departments on the agenda for the workshop that evening. Conversation in public comment should be limited to 30 minutes total. Residents and interested parties may still be provided time to speak during the workshop at the discretion of the City Manager in cooperation with the Mayor as parliamentarian. The Budget dialogues will start with departments on the workshop agenda for that meeting, but if time allows will open to the budget in general.

Staff: Presentation of staff at workshops will have full Council material but will be limited to Budget Drivers, Required components of the Budget that “must” be funded, the Bottom Line cost or impact, and questions from Council.

- January 2nd:**
1. Council Approves Budget Calendar.
 2. Council considers School Election Date Request.
- January 10th:**
1. City Staff finishes CIP in new format in books.
 2. City Staff submits budgets to Finance in new formats to put into books.
- January 15th:** Potential joint meeting with School Committee.
- February 3rd:** Assessing presents valuation in workshop. Council directs any potential action.
- February 10th:**
1. Joint Meeting with school on CIP. Not the Hearing for adoption by Council.
 2. Budget discussion City Council. Overview of format and information. Discussion of compliance with Performance Based Budgeting. Initial Draft Budget presented.
- February 24th:** Begin Budget Dialogues #1:
1. Administration and Planning and Development Budget Presentations (Assessing, City Clerk, City Manager, Planning and Development, County Tax, Finance, Fringe Benefits, Health & Social Services, Human Resources, ICT, Legal, Mayor & Council, Worker’s Compensation, Special Funds, & Enterprise Funds).
- March 3rd:** Budget Dialogue #2:
1. CDBG Budget Presentation.
- March 10th:**
1. Joint Budget Meeting with School. Presentation of School Budget.
- March 17th:**
1. CIP Budget Presented in Workshop for Publication of Hearing on April 7th:
 2. Budget Dialogue #3
Joint Services, Library, Public Safety

March 24th:

1. Budget Dialogue #4 (Final)
Facility and Transportation Budget Presentations (Public Services (Engineering, Public Works, & Parks), Recreation, Property, & Water and Sewer).
2. Public Hearing on CIP

April 2nd:

This Item must be met to even consider a May School Validation Vote.

School Committee Approves Budget to be presented to City Council on April 7th.

April 7th:

1. Council approves CIP.
 - a. 1st Reading Bonds
2. Workshop Proposed School Budget
3. Adopt School Budget for May 6th Vote. Absentee begins no later than April 21st.

April 21st:

1. 2nd Reading Bonds
2. Council Workshop on Full City Budget. Manager's Budget presented per Charter.

May 5th:

Public Hearing and Final Workshop of City Budget

May 6th:

Potential May Vote of School Budget.

May 19th:

Adoption of Final City Budget and CDBG Budget.

June 10th:

Primary and Either First or Second School Budget Validation Vote.



City Council Meeting and Workshop

January 6, 2014

Agenda

5:30 P.M. Workshop

- A. Citizen Participation Plan – Reine Mynahan (presentation 15 minutes, discussion 30 minutes)
- B. Street Opening Fees – Dan Goyette (15 minutes)
- C. Downtown Walking Tour – Al Manoian (15 minutes)

7:00 P.M. City Council Meeting

Pledge of Allegiance

- I. Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.

1. Order 01-01062014*

Confirming Police Chief, Phil Crowell's appointment of Greg S. Pealatere as Constable with a firearm for the Auburn Police Department.

2. Order 02-01062013*

Confirming Chief Crowell's appointment of Constables without firearms for the Auburn Police Department.

II. Minutes

- December 16, 2013 Regular Council Meeting

III. Reports

Mayor's Report

City Manager's Report – Update on the Downtown Auburn Transportation Center

Committee Reports

- **Transportation**
 - Androscoggin Transportation Resource Center – Mayor LaBonte
 - Lewiston Auburn Transit – Councilor Gerry
 - Airport, Railroad – Councilor Hayes
 - Bike-Ped Committee
- **Housing**
 - Community Development Block Grant, Neighborhood Stabilization Program, Auburn Housing Authority – Councilor Gerry
- **Economic Development**
 - L-A Economic Growth Council, Auburn Business Development Corporation
- **Education**
 - Auburn School Committee – Councilor LaFontaine
 - Auburn Public Library – Councilor LaFontaine
 - Great Falls TV – Councilor Young
- **Environmental Services**

Auburn City Council Meeting & Workshop

January 6, 2014

- Auburn Water District, Auburn Sewerage District – Councilor Crowley
- Mid-Maine Waste Action Corp. – Councilor Walker
- Recreation
 - Recreation Advisory Board
- Public Safety
 - LA 911 – Councilor Walker

City Councilors' Reports

IV. Communications, Presentations and Recognitions

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

VI. Unfinished Business - None

VII. New Business

1. Order 03-01062014

Authorizing the City Manager, or his designee, to solicit bids and to authorize the expenditure of up to \$45,000 from the Municipal Fund Balance for the demolition and removal of the Dangerous Building at 9 Gamage Avenue.

VIII. Executive Session

- Discussion regarding County Dispatch, pursuant to 1 M.R.S.A. §405(6)(E).
- Discussion regarding Monty Hydro Canal negotiations, pursuant to 1 M.R.S.A. §405(6)(C).
- Discussion regarding labor negotiations I.A.F.F. (International Association of Firefighters) Local 797 pursuant to 1 M.R.S.A. §405(6)(D).

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

X. Adjournment

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

- (1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;
- (2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;
- (3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and
- (4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

Auburn City Council Meeting & Workshop

January 6, 2014

This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

(1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Meeting and Workshop January 13, 2014 (Postponed meeting of January 6, 2014) Agenda

5:30 P.M. Workshop

- A. Citizen Participation Plan – Reine Mynahan (presentation 15 minutes, discussion 30 minutes)
- B. Street Opening/Excavation Fees – Dan Goyette (10 minutes)

The following items were carried over from the January 2, 2013 City Council Workshop. The items will be discussed as time permits during this workshop.

- a) Committee appointments and Assignments
- b) Council Meeting and Workshop structure
- c) Budget Calendar-confirm School Budget Validation date.
- d) Election of Mayor Pro-tempore for next 2 years
- e) Council Office

7:00 P.M. City Council Meeting

Pledge of Allegiance

- I. Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.

1. Order 01-01062014*

Confirming Police Chief, Phil Crowell's appointment of Greg S. Pealaterre as Constable with a firearm for the Auburn Police Department.

2. Order 02-01062013*

Confirming Chief Crowell's appointment of Constables without firearms for the Auburn Police Department.

II. Minutes - December 16, 2013 Regular Council Meeting

III. Reports

Mayor's Report

City Manager's Report

- Update on the Downtown Auburn Transportation Center
- Council Code of Conduct
- Memo on Mission Statements
- Council Library on Network

Committee Reports

- **Transportation**

Auburn City Council Meeting & Workshop

January 13, 2014 (Postponed meeting of January 6, 2014)

- **Androscoggin Transportation Resource Center – Mayor LaBonte**
- **Lewiston Auburn Transit – Councilor Gerry**
- **Airport, Railroad – Councilor Hayes**
- **Bike-Ped Committee**
- **Housing**
 - **Community Development Block Grant, Neighborhood Stabilization Program, Auburn Housing Authority – Councilor Gerry**
- **Economic Development**
 - **L-A Economic Growth Council, Auburn Business Development Corporation**
- **Education**
 - **Auburn School Committee – Councilor LaFontaine**
 - **Auburn Public Library – Councilor LaFontaine**
 - **Great Falls TV – Councilor Young**
- **Environmental Services**
 - **Auburn Water District, Auburn Sewerage District – Councilor Crowley**
 - **Mid-Maine Waste Action Corp. – Councilor Walker**
- **Recreation**
 - **Recreation and Special Events Advisory Board – Councilor Crowley**
- **Public Safety**
 - **LA 911 – Councilor Walker**

City Councilors' Reports

IV. Communications, Presentations and Recognitions

- **Downtown Walking Tour – Al Manorian**

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

VI. Unfinished Business - None

VII. New Business

1. Order 03-01062014

Authorizing the City Manager, or his designee, to solicit bids and to authorize the expenditure of up to \$45,000 from the Municipal Fund Balance for the demolition and removal of the Dangerous Building at 9 Gamage Avenue.

VIII. Executive Session

- Discussion regarding County Dispatch, pursuant to 1 M.R.S.A. §405(6)(E).
- Discussion regarding Monty Hydro Canal negotiations, pursuant to 1 M.R.S.A. §405(6)(C).
- Discussion regarding labor negotiations I.A.F.F. (International Association of Firefighters) Local 797 pursuant to 1 M.R.S.A. §405(6)(D).

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

X. Adjournment

Auburn City Council Meeting & Workshop

January 13, 2014 (Postponed meeting of January 6, 2014)

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

- (1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;
- (2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;
- (3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and
- (4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

- (1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Meeting and Workshop

January 21, 2014

Agenda

5:30 P.M. Workshop

- A. Comprehensive Plan amendment to prioritize the Downtown Passenger Rail – Eric Cousens (15 minutes)
- B. Transfer of land (143 Hampshire Street and 61 Webster Street) – Reine Mynahan (10 minutes)
- C. Solid Waste and Recycling Committee Recommendations – Denis D'Auteuil (45 minutes)
- D. Proposal to repeal an Ordinance (Chapter 2, Article VI, Division 2 Section 2-514) – Clint Deschene (5 minutes).

7:00 P.M. City Council Meeting

Pledge of Allegiance

- I. Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.

II. Minutes

- January 13, 2014 Regular Council Meeting (meeting was postponed from January 6, 2014)

III. Reports

Mayor's Report

City Councilors' Reports

City Manager Report

- Revenue Sharing Impacts Memo
- 2014 State Revenue Sharing (2013 Resolve attached as a reference)

Finance Director, Jill Eastman

- December 2013 Monthly Finance Report

IV. Communications, Presentations and Recognitions

- Stormwater – Dan Goyette

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

VI. Unfinished Business - None

VII. New Business

1. Order 04-01212014

Auburn City Council Meeting & Workshop

January 21, 2014

Approving a new Liquor License (Food Service Class I - Spirituous, Vinous, Malt) application for Xinglong Corporation, DBA: Lotus Restaurant located at 279 Center Street.

2. Order 05-01212014

Authorizing the Finance Director to extend the contract for Audit Services for 3 years, (FY14, FY15 and FY16) with Runyon Kersteen Ouellette, the City's current auditor.

3. Order 06-01212014

Setting the date for a Special Municipal Election to elect three members of a Joint Charter Commission for the proposed consolidation of the Cities of Auburn and Lewiston to be held on Tuesday, June 10, 2014.

4. Order 07-01212014

Approving the establishment of a Charter Commission for the purpose of revising the City of Auburn Charter.

5. Order 08-01212014

Submitting the question, for the establishment of a Charter Commission to revise the City of Auburn Charter, to the voters at a Special Election to be held on June 10, 2014.

6. Order 09-01212014

Setting the date for a Special Municipal Election to elect the members of the City of Auburn Charter Commission for June 10, 2014.

7. Order 10-01212014

Authorizing the City Manager to execute the collective bargaining agreement with I.A.F.F. (International Association of Firefighters) Local 797.

VIII. Executive Session - None

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

X. Adjournment

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

- A. Discussion of personnel issues
- B. Discussion or consideration by a school board of suspension or expulsion

Auburn City Council Meeting & Workshop

January 21, 2014

- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Meeting and Workshop

February 3, 2014

Agenda

5:30 P.M. Workshop

- A. Public Services – Follow up on Storm Maintenance – Denis D’Auteuil and Dan Goyette (1 hour).
- B. Goal Setting Session Update – Clint Deschene (30 minutes).

7:00 P.M. City Council Meeting

Pledge of Allegiance

- I. Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.

II. Minutes

- January 21, 2014 Regular Council Meeting

III. Reports

Mayor’s Report

City Manager’s Report

- Sale of the Chilling System at Ingersoll Arena
- Joint School and City Budget calendar

Committee Reports

- **Transportation**
 - Androscoggin Transportation Resource Center – Mayor LaBonte
 - Lewiston Auburn Transit – Councilor Gerry
 - Airport, Railroad – Councilor Hayes
 - Bike-Ped Committee
- **Housing**
 - Community Development Block Grant, Neighborhood Stabilization Program, Auburn Housing Authority – Councilor Gerry
- **Economic Development**
 - L-A Economic Growth Council, Auburn Business Development Corporation
- **Education**
 - Auburn School Committee – Councilor LaFontaine
 - Auburn Public Library – Councilor LaFontaine
 - Great Falls TV – Councilor Young
- **Environmental Services**
 - Auburn Water District, Auburn Sewerage District – Councilor Crowley
 - Mid-Maine Waste Action Corp. – Councilor Walker
- **Recreation**
 - Recreation and Special Events Advisory Board – Councilor Crowley
- **Public Safety**
 - LA 911 – Councilor Walker

Auburn City Council Meeting & Workshop

February 3, 2014

City Councilors' Reports

IV. Communications, Presentations and Recognitions

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

VI. Unfinished Business - None

VII. New Business

1. Public Hearing

Public hearing on Solid Waste and Recycling contracts.

This item is for public input only and action will occur during the budget process.

2. Order 11-02032014

Naming the ball field at Pettengill Park. Public hearing.

3. Ordinance 01-02032014

Amending an Ordinance – Chapter 2, Article VI, Division 2, Section 2-514).

4. Resolve 01-02032014

Supporting the Rail to Trail Project.

5. Resolve 02-02032014

Opposing the State Revenue Sharing Reduction.

6. Order 12-02032014

Authorizing the City Manager to reinstate funding (\$2,205 to be taken from the Fund Balance) to support five polling places instead of one for the June 10, 2014 election.

VIII. Executive Session

- Discussion regarding a personnel matter, pursuant to 1 M.R.S.A. §405(6)(A).
- Discussion regarding labor negotiations (MAP Patrol), pursuant to 1 M.R.S.A. §405(6)(D).

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

X. Adjournment

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Auburn City Council Meeting & Workshop

February 3, 2014

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H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



**Joint Workshop
City Council and School Committee
&
Special City Council Meeting
February 10, 2014
Agenda**

5:30 P.M. Joint Workshop – City Council and School Committee

- A. Presentation and Discussion of Municipal and School DRAFT CIPs

7:00 P.M. Special City Council Meeting

Pledge of Allegiance

I. New Business

1. Order 13-02102014

Authorizing the City Manager to sign an easement with Slap Shot, LLC.

II. Adjournment



City Council Meeting and Workshop

February 18, 2014

Agenda

5:30 P.M. Workshop

- A. Auburn Water District Bond Issuance – John Storer (30-45 minutes to be followed by public input)
- B. Norway Savings Bank Arena Financial Update and Goals – Josh MacDonald (45-60 minutes)

7:00 P.M. City Council Meeting

Roll call votes will begin with Councilor Lee

Pledge of Allegiance

- I. Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.

- 1. **Order 14-02182014***
Accepting the transfer of \$4,491.00 forfeiture assets in U.S. currency (Gary Wallace).
- 2. **Order 15-02182014***
Accepting the transfer of \$6,250.00 forfeiture assets in U.S. currency (Herbert Simmons).
- 3. **Order 16-02182014***
Accepting the transfer of \$2,634.00 forfeiture assets in U.S. currency (Taurus Allen).

II. Minutes

- February 3, 2014 Regular Council Meeting
- February 10, 2014 Special Council Meeting

III. Reports

Mayor's Report

City Councilors' Reports

City Manager Report

- Street Lights Ownership Update
- Redistricting Ward lines

Finance Director, Jill Eastman

- January 2014 Monthly Finance Report

IV. Communications, Presentations and Recognitions

- Coffee with a Cop – Sgt. Barry Schmieks
- Recognition – Stephen Martelli

Auburn City Council Meeting & Workshop

February 18, 2014

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

VI. Unfinished Business

1. Ordinance 01-02032014

Amending an Ordinance – Chapter 2, Article VI, Division 2, Section 2-514). Second reading.

VII. New Business

2. Order 17-02182014

Reappointing Renee LaChapelle as the City Assessor for a two year term beginning March 15, 2014 through March 15, 2016.

VIII. Executive Session - Discussion on labor negotiations (MAP Patrol), pursuant to 1 M.R.S.A. §405(6)(D).

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

X. Adjournment

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- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Workshop

February 20, 2014

Agenda

5:30 P.M. Workshop

- A. Redistricting Ward lines – Sue Clements-Dallaire and Rosemary Mosher (15 minutes)
- B. Norway Savings Bank Arena Financial Update and Goals – Josh MacDonald (45-60 minutes)
- C. Goals and Initiatives – Clint Deschene



Special City Council Workshop and Meeting February 24, 2014 (Postponed Meeting of February 18, 2014) Agenda

5:30 P.M. Workshop

- A. Executive Session - Discussion on labor negotiations (MAP Patrol), pursuant to 1 M.R.S.A. §405(6)(D) (10-15 minutes).
- B. Auburn Water District Bond Issuance – John Storer (30 minutes)
- C. Budget Presentations
 - a. Public Administration (Health and Social Services, Assessing, Clerk, Finance, Human resources, ICT) – *Public Comment*
 - b. Planning and Permitting Budget Presentation - *Public Comment*
 - c. City Manager, County Tax, Fringe Benefits, Legal, Mayor and Council, Worker's Compensation, Special Funds, and Enterprise Funds - *Public Comment*

Budget presentations will continue after the meeting if more time is needed.

7:00 P.M. City Council Meeting

Roll call votes will begin with Councilor Lee

Pledge of Allegiance

- I. Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.
 - 1. Order 14-02182014***
Accepting the transfer of \$4,491.00 forfeiture assets in U.S. currency (Gary Wallace).
 - 2. Order 15-02182014***
Accepting the transfer of \$6,250.00 forfeiture assets in U.S. currency (Herbert Simmons).
 - 3. Order 16-02182014***
Accepting the transfer of \$2,634.00 forfeiture assets in U.S. currency (Taurus Allen).
- II. Minutes**
 - February 3, 2014 Regular Council Meeting
 - February 10, 2014 Special Council Meeting
- III. Reports**
 - Mayor's Report
 - City Councilors' Reports
 - City Manager Report

Auburn City Council Meeting & Workshop

February 24, 2014

- Street Lights Ownership Update

Finance Director, Jill Eastman

- January 2014 Monthly Finance Report

IV. Communications, Presentations and Recognitions

- Recognition – Stephen Martelli
- Coffee with a Cop – Sgt. Barry Schmieks

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

VI. Unfinished Business

1. Ordinance 01-02032014

Amending an Ordinance – Chapter 2, Article VI, Division 2, Section 2-514). Second reading.

VII. New Business

2. Order 17-02182014

Reappointing Renee LaChapelle as the City Assessor for a two year term beginning March 15, 2014 through March 15, 2016.

VIII. Executive Session

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

X. Adjournment

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

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- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

Auburn City Council Meeting & Workshop

February 24, 2014

- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Meeting and Workshop

March 3, 2014

Agenda

5:30 P.M. Workshop

- A. Zoning text amendment in the Agricultural and Resource Protection Zone – Doug Greene (15 Minutes).
- B. Ward Map follow up – Sue Clements-Dallaire and Rosemary Mosher (10 minutes)
- C. Budget Presentations
 - City Manager, County Tax, Fringe Benefits, Legal, Mayor and Council, Worker's Compensation, Special Funds, and Enterprise Funds - *Public Comment*
 - Public Safety Budget Presentations (Fire and Police) - *Public comment*
- D. 2015 Valuation Projection – Renee LaChapelle (20 minutes)

7:00 P.M. City Council Meeting

Pledge of Allegiance

- I. Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.

1. Order 18-03032014

Confirming Chief Crowell's appointment of Constables without firearms for the Auburn Police Department.

II. Minutes

- February 24, 2014 Regular Council Meeting (postponed from February 18, 2014)

III. Reports

Mayor's Report

City Manager's Report

Committee Reports

- **Transportation**
 - Androscoggin Transportation Resource Center – Mayor LaBonte
 - Lewiston Auburn Transit – Councilor Gerry
 - Airport, Railroad – Councilor Hayes
 - Bike-Ped Committee
- **Housing**
 - Community Development Block Grant, Neighborhood Stabilization Program, Auburn Housing Authority – Councilor Gerry
- **Economic Development**
 - L-A Economic Growth Council, Auburn Business Development Corporation
- **Education**
 - Auburn School Committee – Councilor LaFontaine
 - Auburn Public Library – Councilor LaFontaine

Auburn City Council Meeting & Workshop

March 3, 2014

- Great Falls TV – Councilor Young
- Environmental Services
 - Auburn Water District, Auburn Sewerage District – Councilor Crowley
 - Mid-Maine Waste Action Corp. – Councilor Walker
- Recreation
 - Recreation and Special Events Advisory Board – Councilor Crowley
- Public Safety
 - LA 911 – Councilor Walker

City Councilors' Reports

IV. Communications, Presentations and Recognitions

- Target Zero – Teen Driving Grant Presentation – SRO Shawn Carll
- Recognition – Mike Lecompte
- Proclamation – Women's History Month

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

VI. Unfinished Business - None

VII. New Business

1. Order 19-03032014

Authorizing the City Manager to transfer funds 9(\$35,000) from the “Parking Permit Fees” revenue account to purchase a Parking Enforcement vehicle with detailing equipment.

2. Ordinance 02-03032014

Adopting the newly proposed ward maps and descriptions. First reading.

3. Resolve 03-03032014

Authorizing the Auburn Water District to issue its bonds in the aggregate principal amount not to exceed \$1,000,000 to finance treatment to Lake Auburn.

VIII. Executive Session

- Labor negotiations discussion (Public Services), pursuant to 1 M.R.S.A. §405(6)(D).

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

X. Adjournment

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

Auburn City Council Meeting & Workshop

March 3, 2014

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

(1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;

(2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;

(3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and

(4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

(1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Meeting and Workshop

March 17, 2014

Agenda

5:30 P.M. Workshop

- A. Budget Presentations
 - a. Joint Services, Library, Economic Development, and Community Development Block Grant (Citizen Participation Plan and Curb Appeal Update) – *Public Comment*
 - b. City Manager, County Tax, Fringe Benefits, Legal, Mayor and Council, Worker's Compensation, Special Funds, and Enterprise Funds - *Public Comment*
- B. Montreal Rail Resolve – Clint Deschene (15 minutes)
- C. PAL Lease agreement – Phil Crowell (10 minutes)

Due to the heavy workshop agenda and light meeting agenda, the workshop items will continue after the meeting as long as it does not delay the adjournment of the meeting beyond 9:30 P.M.

7:00 P.M. City Council Meeting

Roll call votes will begin with Councilor Young

Pledge of Allegiance

- I. **Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.
 - 1. **Order 20-03172014***
Approving the temporary sign request for Safe Voices for the Walk/Run to End Domestic Violence to be held on June 1, 2014.
 - 2. **Order 21-03172014***
Approving the temporary sign request for the Kora Shrine for the 2014 circus to be held in April.
 - 3. **Order 22-03172014***
Approving the temporary sign request for the Auburn Business Association for the Auburn Citizen of the Year signs.
 - 4. **Order 23-03172014***
Approving the new retirement plan for the Firefighters that was approved as part of the collective bargaining agreement.
- II. **Minutes**
 - March 3, 2014 Regular Council Meeting
- III. **Reports**
 - Mayor's Report**

Auburn City Council Meeting & Workshop

March 17, 2014

City Councilors' Reports

City Manager Report

- EMS (Emergency Management Service) update
- Review of the costs for privatization of Assessment Services

Finance Director, Jill Eastman

- February 2014 Monthly Finance Report

IV. Communications, Presentations and Recognitions

- Recognition – Mike Lecompte
- Proclamation – Women's History Month

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

VI. Unfinished Business

1. Ordinance 02-03172014

Adopting the newly proposed ward maps and descriptions. Public hearing and second reading.

VII. New Business

2. Order 24-03172014

Authorizing the City Manager to sign the lease agreement for the PAL Center building located at 24 Chestnut Street.

3. Resolve 04-03172014

Supporting the hotel train service between Montreal and Boston which would pass through Auburn.

4. Order 25-03172014

Appointing Renee LaChapelle as Interim Tax Assessor from 3/16/2014 to 6/30/2014.

VIII. Executive Session

- Discussion regarding a personnel matter (City Manager review), pursuant to 1 M.R.S.A. §405(6)(A).
- Discussion regarding a personnel matter (Norway Savings Bank Arena Management), pursuant to 1 M.R.S.A. §405(6)(A).

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

X. 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

Auburn City Council Meeting & Workshop

March 17, 2014

must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

- A. Discussion of personnel issues
- B. Discussion or consideration by a school board of suspension or expulsion
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



Special City Council and School Committee Joint Meeting and Workshop March 20, 2014 Agenda

5:30 P.M. City Council Workshop

A. Budget Presentations

- Planning and Permitting (30 minutes)
- Community Development Block Grant (which will also include an update on the Citizen Participation Plan and Curb Appeal update) (30 minutes)
- Economic Development (30 minutes)
- Public Comment

7:00 P.M. Special City Council Meeting

Pledge of Allegiance

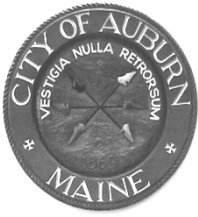
I. New Business

1. Capital Improvement Plan (CIP) Presentation and Public Hearing.

II. Joint Workshop – City Council and School Committee

- B. School Budget presentation followed – *Public Comment*

III. Adjournment



City Council Workshop

March 24, 2014

Agenda

5:30 P.M. City Council Workshop

1. Public Services Budget Presentation (Public Works, Engineering and Parks)
 - o Public Comment
2. Recreation Budget Presentation
 - o Public Comment
3. Property, Water and Sewer Budget Presentation
 - o Public Comment
4. Assessing Presents Valuation
 - o Public Comment
5. Executive Session
 - o Discussion to update Economic Development projects pursuant to 1 M.R.S.A. §405(6)(C).

City of Auburn, Maine

"Maine's City of Opportunity"

Facilities Management

Facilities Program Budget FY15



MISSION STATEMENT

The mission of the Facilities Management Team is to serve The City of Auburn through the planning, design, construction, operation, protection, and maintenance of its physical facilities, and to provide direction and support to staff in planning, deferred maintenance, enhancement of buildings, and new capital investment in facilities.

DESCRIPTION

Facilities Management provides operations and maintenance services to ensure City facilities are clean and well-maintained, while promoting responsible and efficient use of resources. The department provides routine maintenance, as well as emergency repairs. Services also include repairing, remodeling, and maintaining building structures, equipment, and fixtures. *(Currently only Auburn Hall, but the future goal is to include all city facilities in a more comprehensive plan)* Asset Management, Construction Management, and Utility Contract Negotiation at all city facilities are also essential functions. Additionally, sustainability and providing for an energy management plan into future renovations and construction fall under facilities management.

PROGRAMS

Facilities

The facilities program consists of .5 full time equivalent employees and is responsible for the maintenance of Auburn Hall.

GOALS AND OBJECTIVES

The facilities goals are listed under the finance department because the facilities manager salaries are part of finance.

BUDGET DRIVERS

1. Regular Salaries increase due to Union Contract increases.
2. Insurance Premium increase due to a projected 5% increase.

PROGRAM BUDGET - Facilities						
Description	FTE	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Increase/Decrease	% Change
Salaries	.5	\$ 17,926	\$ 19,409	\$ 19,612	\$ 203	1.05%
Contracted Services		\$ 405,421	\$ 472,130	\$ 486,130	\$ 14,000	2.97%
Operations		\$ 186,528	\$ 224,128	\$ 224,128	\$ -	0.00%
General Fund		\$ 609,875	\$ 715,667	\$ 729,870	\$ 14,203	1.98%



City of Auburn

Master List

Fiscal Year 2015
Proposed 3.18.2014

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Manager Proposed	Increase/ Decrease	%
0310 Facilities							
Regular Salaries	17,926	19,409	19,032	19,612	0	203	1%
Advertising	0	500	753	500	0	0	0%
PS - General	73,493	86,330	93,659	86,330	0	0	0%
Office Supplies	7,178	0	0	0	0	0	0%
Other Sup-Operating	6,304	9,600	5,600	9,600	0	0	0%
Utilities - Water/Sewer	3,244	4,215	4,550	4,215	0	0	0%
Comm - Telephone	35,538	42,800	51,360	42,800	0	0	0%
Utilities - Electricity	82,693	98,000	97,930	98,000	0	(0)	0%
Utilities - Heating Fuel	35,979	41,075	39,000	41,075	0	0	0%
Repairs - Buildings	10,783	10,500	10,500	10,500	0	0	0%
Repairs - Equipment	2,065	2,000	2,000	2,000	0	0	0%
Repairs - Maintenance Contrac	0	0	0	0	0	0	0%
Photocopiers	12,433	37,000	8,000	37,000	0	0	0%
LAWPCA Holding T.	0	0	0	0	0	0	0%
Insurance Premiums	283,957	306,000	284,753	320,000	0	14,000	5%
Insurance Deductibles	9,278	24,500	33,000	24,500	0	0	0%
Comm - Postage	28,783	32,988	30,000	32,988	0	0	0%
Travel - Mileage Reimburseme	221	750	0	750	0	0	0%
Rental Expense	0	0	0	0	0	0	0%
Utility Reimbursement from Sc	0	0	0	0	0	0	0%
TOTAL	609,875	715,667	680,137	729,870	-	14,203	2.0%



City of Auburn

Facilities

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	19,409	19,612	-
Advertising	Total	500	500	-
PS - General	Total	86,330	86,330	-

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

	Rate	Hours / Week	Staff	Dept. Request	Manager Proposed
Regular Salaries					
Maintenance	\$ 15.0858	25	1	\$ 19,612	
			1	\$ 19,612	\$ -

Estimated Detail of Advertising

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Advertising		
Advertising	\$ 500	
	\$ 500	\$ -

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - General		
Annual Fire Alarm Testing	\$ 725	
Boiler Certificate Auburn Hall	\$ 160	
Elevator Inspection & License	\$ 185	
Elevator Contract	\$ 1,930	
Fire Extinguishers Annual Testing, Inspection & Maintenance	\$ 250	
HVAC Maintenance Contract	\$ 12,700	
IP Phones Maintenance	\$ 12,000	
Janitorial Services (Auburn Hall including Police)	\$ 53,650	
Land Lease	\$ 750	
LAWPCA Administrative Fee	\$ 250	
Lift Rental For Window Cleaning	\$ 1,500	
Sprinkler Quarterly Testing	\$ 450	
State of Maine Fees Boilers	\$ 1,280	
Underground Tank fees	\$ 500	
	\$ 86,330	\$ -

Line Item Narrative

Regular Salaries: This line funds the custodian at Auburn Hall, 25 hours per week. This position is shared with the Library.

Advertising: Ads for Bids for all departments (\$25 x 20 = \$500). Ads are \$23 for most but pre-bid ads run \$34.

Purchased Services: The IP Phone Maintenance Contract includes Auburn Hall, Parks & Recreation, Police, Public Works, and Fire.



City of Auburn

Facilities

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup-Operating	Total	9,600	9,600	-
Utilities - Water/Sewer	Total	4,215	4,215	-

Estimated Detail of Other Sup-Operating

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup-Operating		
Misc. Supplies	\$ 1,200	
Towels , Toilet Paper & Liners	\$ 4,200	
HVAC Filters	\$ 1,200	
Ice Melt	\$ 1,000	
Lighting	\$ 2,000	
	\$ 9,600	\$ -

Estimated Detail of Utilities - Water/Sewer

Actual expenses may vary according to changing circumstances

	<i>Spinkler</i>	<i>Sewer</i>	<i>Water</i>	Dept. Request	Manager Proposed
Utilities - Water/Sewer					
Auburn Hall	\$ 750	\$ 1,815	\$ 1,650	\$ 4,215	
				\$ 4,215	\$ -

Line Item Narrative

Other Supplies - Operating: See Above.

Utilities - Water& Sewer: A 10% increase in Sewer is expected June 2014.



City of Auburn

Facilities

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Comm - Telephone	Total	42,800	42,800	-
Utilities - Electricity	Total	98,000	98,000	-

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

	Location	Dept. Request	Manager Proposed
Comm - Telephone			
Dark Fiber (Lease)	AH, PW, FD, PR, E2, E5, Library	\$ 12,000	
High Speed Internet @ 600 month	AH, PW, FD, PR, E2, E5, Library	\$ 7,200	
Cell Phone		\$ 1,150	
Pine Tree System @ \$227 month		\$ 2,750	
Two Primary Rate Interface Lines - Phone Switches	All Locations	\$ 14,500	
Long Distance	AH	\$ 5,200	
		\$ 42,800	\$ -

Estimated Detail of Utilities - Electricity

Actual expenses may vary according to changing circumstances

	Usage KW	Cost	Dept. Request	Manager Proposed
Utilities - Electricity				
Auburn Hall--Estimated	657,321	0.14909	\$ 98,000	
			\$ 98,000	\$ -

Line Item Narrative

Communication - Telephone: See Above. The Dark Fiber is part of the Wide Area Network that connects our city buildings, schools, and also some of the Lewiston municipal buildings.

Utilities - Electricity: The City has an agreement to switch its electrical use to generator during times of high-peak electrical demands; most often during the summer months. In return for our generator use, the City will receive \$2,000. This amount is simply for the City to be on "stand by". We will also receive additional funding if we actually do need to switch to our generators. This money is budgeted under revenue.



City of Auburn

Facilities

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Utilities - Heating Fuel	Total	41,075	41,075	-
Repairs - Buildings	Total	10,500	10,500	-

Estimated Detail of Utilities - Heating Fuel

Actual expenses may vary according to changing circumstances

	Usage- gallons	Usage- Cubic feet	Dept. Request	Manager Proposed
Utilities - Heating Fuel				
Natural Gas		28,000	\$ 40,000	
Diesel Fuel for Generator	\$ 1,000		\$ 1,000	
Propane Tank Rental (Goff Hill Generator)			\$ 75	
			\$ 41,075	\$ -

Estimated Detail of Repairs - Buildings

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Buildings		
General Repairs	\$ 10,000	
Knight House (Circa 1796)	\$ 500	
	\$ 10,500	\$ -

Line Item Narrative

Utilities - Heating Fuel: See Above.

Repairs - Buildings: This account is used for the general maintenance of Auburn Hall. The Knight house was moved to this line item from the Community Programs Budget once the City Council accepted the property.



City of Auburn

Facilities

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Repairs - Equipment	Total	2,000	2,000	-
Photocopiers	Total	37,000	37,000	-
Travel - Mileage Reimbursement	Total	750	750	-
Insurance Premiums	Total	306,000	320,000	-

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Equipment		
Equipment Repairs not otherwise included in building repairs	\$ 2,000	
	\$ 2,000	\$ -

Estimated Detail of Photocopiers

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Photocopiers		
Photocopier Lease (Previously CIP)	\$ 13,000	
Copier Maintenance Contract	\$ 17,000	
Copier Paper	\$ 7,000	
	\$ 37,000	\$ -

Estimated Detail of Insurance Premiums

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Insurance Premiums	\$ 320,000	
	\$ 320,000	\$ -

Line Item Narrative

Estimated Detail of Travel - Mileage Reimbursement

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Travel - Mileage Reimbursement	\$ 750	
	\$ 750	\$ -

Line Item Narrative

Repairs - Equipment: Examples of equipment that may need repair include: smoke detectors and strobes, fire alarm system, AED, AC units, sprinkler system, and security systems (option sensors)

Rental - Photocopiers: The photocopier lease and maintenance contract were moved from purchased services so that all photocopier expenses are in one account. This account also funds copy paper.

Insurance Premiums: A 5% increase budgeted over last year.



City of Auburn

Facilities

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Insurance Deductibles	Total	24,500	24,500	-
Comm - Postage	Total	32,988	32,988	-

Estimated Detail of Insurance Deductibles

Actual expenses may vary according to changing circumstances

	# of Claims	Deductibles	Dept. Request	Manager Proposed
Insurance Deductibles				
Auto	7	\$ 1,000	\$ 7,000	
Buildings	2	\$ 5,000	\$ 10,000	
Professional Liability	1	\$ 7,500	\$ 7,500	
			\$ 24,500	\$ -

Estimated Detail of Comm - Postage

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Comm - Postage		
Metered Postage for Auburn Hall	\$ 30,000	
Rental of Machine	\$ 2,988	
	\$ 32,988	\$ -

Line Item Narrative

Insurance Premiums: This line item funds the City's insurance deductibles.

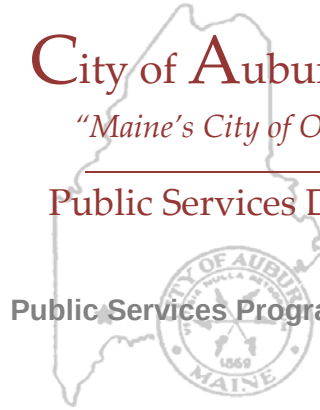
Communication - Postage: The postage machine weighs the mail and assigns postage based on weight.

City of Auburn, Maine

"Maine's City of Opportunity"

Public Services Department

Public Services Program Budget FY15



DESCRIPTION

The Public Services Department is comprised of three divisions, which are Public Works and Parks, Engineering, and Recreation. The Divisions of Public Works and Engineering are responsible for maintaining city streets, parks, and athletic facilities throughout the city of Auburn. Our Recreation Division manages or provides support and necessary resources to all recreation programming and special events.

MISSION

The Auburn Public Services Department is dedicated to providing high quality services to the community through economically sound infrastructure preservation, constructing streets that are safe for all modes of travel, and providing recreation and leisure opportunities to the public while continuing to provide outstanding customer service to our internal and external customers.

VISION

Public Services will strive to meet or exceed the citizen expectations through accountability, fairness, consistency, and increased communication. The Department will never stop striving for improvement in all Divisions and all levels. The Department will continue to maintain and improve upon existing infrastructure in a cost effective and efficient manner. Through proper planning Public Services will ensure that the City of Auburn is prepared for new growth opportunities. Public Services is committed to providing a positive work environment in which employees can share in the overall health, safety, and welfare of the community. Team work will be prevalent in every aspect of our operations.

PROGRAMS

1. Administration: Management and oversight of all three divisions within the Public Services Department. Activities include, but not limited to ensuring work plans are carried out, proper allocation of staff resources, budget management, purchasing, safety, and coordinating all projects within the city. Evaluate employee performance, evaluate department overall performance, negotiate with MSEA and Teamsters Unions, provide training opportunities to all levels of the department, and work with human resources on all employee benefit related matters. Administrative staff also manages all public engagement opportunities in order to maintain open and clear communication lines with our residents. This program accounts for 6.4% of the total Public Services Budget.
2. Highway Maintenance: Project management on all spring, summer and fall maintenance activities to include road maintenance, parks, and athletic facilities. Building maintenance activities for all buildings under the Public Services umbrella. All winter related activities to include, but not limited to: plowing, sand/salt, and snow removal. The department is responsible for maintaining, all streets, sidewalks, and city owned parking lots during winter storm events. This program accounts for 41.9% of the total Public Services Budget.
3. Engineering: Development and management of all infrastructure and paving projects within the city. Managing all environmental compliance related projects, street addressing, right of way control, private development review, permits, and providing technical assistance to various departments on an as needed basis. This program accounts for 3.6% of the total Public Services Budget.
4. Recreation: Oversight and management of all spring, summer, fall, and winter activities. The Recreation division provides a large array of recreation opportunities to our residents in all four seasons of the year. Staff also plays a key role in special event planning. Throughout the year we offer multiple opportunities for the Auburn community to bring families and friends together. Our special events draw residents from our surrounding communities and from outside our immediate area to Auburn throughout the year. The Recreation and Special Events Advisory Board work with Recreation staff to develop, promote, and manage multiple events over the course of the year. This program accounts for 4.2% of the total Public Services Budget.
5. Facilities: Maintenance and upkeep of all Public Services facilities located throughout the city of auburn. This also includes all athletic facilities. General maintenance activities include: mowing, weed whacking, litter clean up, ball field lining, cleaning, repairs, and other maintenance as needed. This program accounts for 6.3% of the total Public Services Budget.
6. Cemetery and Open Spaces: Staff is dedicated to the upkeep and maintenance of 17 cemeteries and all parks and open spaces located throughout the city. General maintenance activities include: mowing, weed whacking, litter clean up, ball field lining, head stone maintenance and repair, and other duties as needed. This program accounts for 4.2% of the total Public Services Budget.
7. Environmental: Management of solid waste and recycling contracts, storm water maintenance, street sweeping, e-waste recycling, universal waste recycling, Stormwater Pollution Prevention Plan(SWPPP), National Pollutant Discharge Elimination System (NPDES), and catch basin cleaning. This program accounts for 13% of the total Public Services Budget.
8. Fleet Services: Responsible for the management of all repairs and preventative maintenance programs for all departments of the city. Oversight of seasonal equipment changeover for Public Works division, small tool maintenance, tire and part inventories, and welding services. This program accounts for 20.4% of the total Public Services Budget.

PROGRAM BUDGET

PROGRAM BUDGET			
PROGRAM	FTE	FY 2015 Proposed	FY 2015 Adopted
Administration			
Salaries	4	\$234,793	
Operating Supplies		129,895	
Contracted Services		<u>10,839</u>	
Total		\$375,527	
Highway Maintenance			
Salaries	39.5	\$1,431,258	
Operating Supplies		827,155	
Contracted Services		<u>199,782</u>	
Total		\$2,458,195	
Engineering			
Salaries	3.5	\$185,627	
Operating Supplies		4,050	
Contracted Services		<u>20,250</u>	
Total		\$209,927	
Recreation			
Salaries	5	\$226,203	
Operating Supplies		17,150	
Contracted Services		<u>0</u>	
Total		\$248,178	
Facilities			
Salaries	5	\$180,241	
Operating Supplies		190,064	
Contracted Services		<u>2,106</u>	
Total		\$372,411	
Cemetery and Open Spaces			
Salaries	5	\$154,132	
Operating Supplies		43,326	
Contracted Services		<u>47,700</u>	
Total		\$245,158	
Environmental			
Salaries	0	\$0	
Operating Supplies		766	
Contracted Services		<u>761,411</u>	
Total		\$762,177	
Fleet Services			
Salaries	10	\$397,486	
Operating Supplies		749,587	
Contracted Services		<u>52,760</u>	
Total		\$1,199,833	

BUDGET DRIVERS

Administration Program

Regular Salaries: Up 2%- Added 1 new position of Project Engineer for Engineering Division.

OT- Regular: Down 13%- Parks had winter OT captured under this account and this was moved to Winter OT account. Also, rate of pay was adjusted to account for wage increases per the current CBA.

OT-Winter: Up 14%- Parks Winter OT added. Rates of pay were adjusted per current CBA. Due to the recent winters and the increase of winter events we increased the number of storms to 22. Historically we budgeted for 22 storms, but given the recent patterns of winter, 22 storms is more appropriate.

PS-General: Up 69%- added additional money to Oak Hill Cemetery mowing. Prior years only budgeted for 10 mowings and we need 12 to keep the cemetery in a respectable condition. Also, added in \$10,000 for headstone repairs. Added in \$20,000 for a herbicide program. Additional GPS units for Park's and Supervisor's equipment were added.

PS- Water Quality: Up 7%- the current contract has expired and the increase is due to anticipated cost increase from bids.

PS- Crack Sealing: Up 100%- original FY14 request was \$20,000. \$20,000 is needed to fully fund a crack sealing program.

PS- Snow Removal: Up 353%- added in \$36,200 for snow removal in the New Auburn area.

PS- Tree Removal: Up 155%- increase is to meet the Tree City USA requirement, which is to plant 1 tree to replace every tree removal. 1 for 1.

PS- Centerline Striping: Up 4% - increase is due to an anticipated 5% increase from vendors on paint.

PS – Solid Waste Disposal: Up 1% - increase due to additional dumpsters needed at MMWAC because spare recycling truck is no longer in service and we needed a dumpster for recycling drop off.

PS- Solid Waste Collection: Up 3% - per contract. In year 3 of a 5 year contract.

Office Supplies: Up 23% - increase due to a need to replace old conference room chairs.

OS-Maintenance: Up 31% - increase for holiday lights to replace half of the current inventory with LED lights.

OS- Parks and Open Spaces: Up 75% - combined some old accounts from Parks into this and added funds for cemetery maintenance, bleachers, and island planters for the recently paved island along Center St.

OS- Traffic Paint: Up 112% - Received an estimated 8% increase on paint from vendors and also factored in additional paint for the recently paved traffic islands.

OS- Sign Material: Up 31% - increase is for the anticipated cost of prismatic sign material and 5% increase on all other materials.

OS- Pre-mix Asphalt: Up 16% - increase reflects our anticipated usage of material and history of usage over the past few years.

OS- Culverts/Basins: Up 31% - previous year's request was reduced through the budget process and this request reflects the needs we have to accomplish upcoming culvert replacements.

OS – Bridge/Fence: Up 100% - increase is due to a need to update or repair multiple fences throughout the city. This increased amount will not fix all the fences in need of repair, but it will help in getting caught up on this issue.

OS- Loam/Seed: Up 30% - Increase reflects vendor projected costs on materials.

OS- Road Salt: Up 11% - this increase reflects the usage patterns over the past 2 years.

OS – Equip repairs: Up 7% - Increase due to additional repairs needed to bring Parks equipment up to proper standards.

MV Sup- Tire/Tubes/Chains: Up 22% - request is the same as prior budget. Due to reductions during the budget process we need to get caught up on tire needs in the department.

MV Sup- Plow/Grader blades: Up 15% - reflects vendor pricing increase and needs of the Parks equipment.

Utilities- Water/Sewer: Up 200% - added utilities for Festival Plaza back in. Last year this line item was removed due to budget reductions.

Utilities – Heating Fuel: Down 25% - reflects anticipated savings from switching the PW garage and Hasty center over to natural gas.

Repairs – Radio Equip: Up 127% - increase due to a need for repairs to multiple radios in our fleet.

Training and Tuition: Up 63% - increase to professional development trainings being offered out of state and our hopes are to send two members of management to this training.

Leachate Hauling: Up 21% - reflects gallons in contract.

GOALS AND OBJECTIVES

Goal: To invest in and recognize our most valuable assets by providing City employees at all levels with the type of training and career development opportunities needed to ensure their ability to succeed at their jobs.

Objectives:

- o Provide career path and succession planning for all levels of employment.
- o Offer Employee Training Opportunities and utilize outside resources such as Maine Local Roads workshops.
- o Provide competitive compensation in order to retain the best and brightest workforce.

Goal: Provide safe and efficient transportation systems.

Objectives:

- o Look for improvements to the road and highway system and traffic flow.
- o Manage a proactive road maintenance and preservation program to avoid higher costs in the future and maintain older infrastructure.
- o Promote public safety through engineering/maintenance practice.
- o Create a walkable community with a network of sidewalks and trails.
- o Direct available capital funding toward priority mobility and safety projects.

Goal: Increase communication and outreach to community to “get the word out” regarding road conditions, announcements, events, programs, and resources.

Objectives:

- o Use all forms of media to communicate with the public including Cable Access Channel, City website, Community Calendar, Fax Lists, e-mail groups, Radio, and Print media.
- o Explore with other public, private and community based organizations the benefits and possibilities of producing a citywide recreational opportunities seasonal brochure, organized media campaign or creating a central informational kiosk.
- o Continue to improve upon the Departments use of Lucity work order system in order to track resident concerns and provide responses to those residents.
- o Continue to build upon the record keeping and historical information to better identify trends.
- o Maximize the information available from GPS tracking that has been installed in PW vehicles to allow for quicker response times.

Goal: All activities will be performed in the safest possible conditions; Safety First!

Objectives:

- o Provide all the safety training possible and in accordance with Bureau of Labor requirements Enhance communication with employees creating a conducive environment for reporting safety concerns and suggesting ideas and solutions.
- o Promote safety by incorporating best management practices in shop and maintenance operations.
- o Ensure state of the art personal protective equipment is provided to employees.

Goal: Maintain facilities, resources and equipment.

Objectives:

- o Identify and plan for the future options that the City has with regards to solid waste management.
- o Develop long range repair and rehabilitation plans for the City street system thru the use of the Lucity Pavement Management Software.

Goal: Provide recreational opportunities that meet the need of every segment of the population.

Objectives:

- o Offer scholarships for youth programming to those who are in need of financial assistance.
- o Research and identify opportunities for alternative and/or supplemental organized programming for youth.
- o Research and identify demand for alternative and/or supplemental organized recreation programming for adults.
- o Research and identify demand for alternative and/or supplemental organized programming for senior citizens.

Goal: Foster private, public, and neighborhood partnerships to support the enhancement of recreational facilities and programs.

Objectives:

- o Collaborate with public and private providers and enterprises such as the YMCA, local colleges, community based organizations, youth sports associations, and health focused organizations to maximize age-appropriate recreational activities for all City residents.
- o The Parks and Recreation Department will explore ways to start an “Adopt-a-Park” program, modeled after the “Adopt-an-Island” program, to allow neighborhood groups, businesses, individuals, and other organizations to enhance City parks and receive recognition. These enhancements could include actions such planting and maintaining flowers around a monument, organizing and sponsoring a concert in a park, or planting memorial trees.
- o Solicit cultural organizations such Community Little Theater, LA Arts, and Community Band as well as others to produce events such as plays, concerts, festivals, or craft fairs in City parks.
- o The Recreation & Special Events Advisory Board, School Department, Planning Board and the Conservation Commission, should review annually the recreational strategies in the Open Space and Recreation Plan with the aim of implementing the recommended actions and of revising these recommendations as situations and funding changes.
- o Re-purpose Ingersoll Arena in order to expand the recreation opportunities available to residents and our surrounding communities.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

PERFORMANCE MEASURES				
MEASURE	Goal FY 2014	Actual YTD FY 2014	Goal FY 2015	Actual FY 2015
1. Public works/Parks Staff will mow and trim all cemeteries once a month to provide the best maintained cemetery ground possible.	100%	50% Aug & Oct		
2. Complete all City Council approved road construction projects within 2 years of approval.	7/15/16			
3. All reported pot holes will be repaired within 1 business day.	100%	87%		
4. Complete all Preventative Maintenance inspections within 1,000 miles of the scheduled inspection.	100%	48%		
5. Number of registrations in each Recreation seasonal programming compared to prior years.	2361	1229		
6. All prime hours utilized at each recreational facility during applicable season.	100%	14%		
7. All sweeping in the city accomplished by June 15 th of each year.	6/15/14	N/A		
8. Number of catch basins inspected/cleaned annually.	2750	1423		
9. All mandatory BOL training accomplished annually for Public Services employees.	100%	6 of 11		

1. 172 hrs July & Sept missed, May & June remain
2. ??
3. 40 of 46 potholes reported patched in 24 hrs
4. 14 of 29 PM's done within 1000 miles
5. ??
6. ??
7. N/A
8. ??
9. Hazardous Communications (Initial)
 Confined Space simulated rescue (initial & annual) **done**
 Lockout/Tagout **done**
 Hearing Conservation ****(initial & Annual)
 Emergency action Plan (initial)
 Personal Protective Equipment (initial)
 Respiratory Protection (initial and annual) **done**
 Fire Extinguisher **** (annual)
 Forklift **** **done**
 Work Zone Safety **done**
 Bloodborne Pathogens (initial & Annual) **done**

WORKLOAD INDICATORS

MEASURE	Actual YTD FY 2014	Actual FY 2015
1. Number of man hours spent on ground maintenance for cemeteries.	540	
2. Man hours and office hours spent by Engineering staff to coordinate all infrastructure projects throughout the city.	1,800	
3. Number of winter events annually.	17	
4. Number of permits processed annually.	348	
5. Work orders closed annually.	2,165	
6. Man hours spent on completing all preventative maintenance inspection and repairs.	466.25	
7. Man hours spent by recreation staff managing/facilitating all recreation programs annually.	12,541	
8. Number of registrants processed for recreation programming per season.	1,229	
9. Man hours and resources spent facilitating or in support of various special events annually.	852	
10. Number of trainings offered to employees mandatory or voluntary improvement.	111	



City of Auburn

Master List

Fiscal Year 2015
Proposed 3.18.2014

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Manager Proposed	Increase/ Decrease	%
0505 Public Services							
Regular Salaries	2,647,609	2,784,750	2,679,172	2,799,740	0	14,990	1%
Salary Rec Part-time	4,035	4,000	4,000	6,000	0	2,000	50%
Longevity Bonus	0	600	600	0	0	(600)	-100%
Educational Incentive	5,950	8,200	8,200	8,000	0	(200)	-2%
Sick Leave Incentive	8,762	11,150	9,318	11,150	0	0	0%
Uniform Allowance	33,213	39,629	39,629	40,639	0	1,010	3%
Safety Compliance	6,757	8,629	9,835	9,568	0	939	10%
OT - Regular	26,586	22,101	17,893	17,893	0	(4,208)	-24%
OT - Winter Road Maintenance	178,491	157,604	200,000	184,490	0	26,886	13%
OT - Fleet Services	1,570	1,600	1,600	1,600	0	0	0%
OT - Recycling	524	0	766	766	0	766	100%
OT - Traffic	1,818	2,584	2,584	0	0	(2,584)	-100%
OT - Sand Removal	0	2,643	2,643	2,651	0	8	0%
PS - General	127,402	57,067	56,431	80,967	0	23,900	42%
PS - Water Quality Monitoring	15,137	15,206	14,000	15,000	0	(206)	-1%
PS - Recording Fee	94	250	200	250	0	0	0%
PS - Snow Removal	8,775	10,200	10,200	46,200	0	36,000	353%
PS - Tree Removal	4,560	5,800	5,800	14,800	0	9,000	155%
PS - Centerline Striping	42,952	80,000	80,000	84,964	0	4,964	6%
Solid Waste Disposal	207,734	257,195	257,195	259,630	0	2,435	1%
Solid Waste Collection	430,754	419,796	419,796	430,291	0	10,495	3%
Reports, Printing, & Binding	791	3,155	3,000	3,155	0	0	0%
Office Supplies	5,182	7,075	3,556	6,960	0	(115)	-3%
Other Sup - Operating	514	3,750	3,750	2,750	0	(1,000)	-27%
Other Sup - Maintenance	38,213	27,700	14,000	35,166	0	7,466	53%
Other Sup - Parks/Open Space:	13,742	18,750	16,250	32,750	0	14,000	86%
Other Supplies - Welding	15,228	15,000	15,000	15,000	0	0	0%
Other Sup - Traffic Paint	1,663	2,432	1,432	5,163	0	2,731	191%
Other Sup - Sign Material	14,600	26,800	26,800	35,014	0	8,214	31%
Other Sup - Pre-Mix Asphalt	78,869	103,348	103,348	119,698	0	16,350	16%
Other Sup - Culvert/Basin	11,174	31,155	30,000	40,767	0	9,612	32%
Other Sup - Bridge/Fence	2,806	2,500	2,500	5,000	0	2,500	100%
Other Sup - Loam/Seed	11,984	10,000	11,091	12,988	0	2,988	27%
Other Sup - Calcium Chloride	37,537	47,385	47,385	45,705	0	(1,680)	-4%
Other Sup - Road Salt	256,281	233,325	260,000	258,426	0	25,101	10%
Other Sup - Safety Equipment	12,103	19,278	17,778	17,777	0	(1,501)	-8%
Other Sup - Small Tools	10,987	20,820	26,000	21,620	0	800	3%
Other Sup - Gravel	74,426	75,773	80,000	80,918	0	5,145	6%
Other Sup - MV Repair	119,382	122,198	129,998	130,499	0	8,301	6%



City of Auburn

Master List

Fiscal Year 2015
Proposed 3.18.2014

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Manager Proposed	Increase/ Decrease	%
Other Sup - Equip Repairs	107,777	70,340	70,000	81,375	0	11,035	16%
MV Sup - Tires/Tube/Chain	30,499	66,750	66,750	81,250	0	14,500	22%
MV Sup - Gas & Oil	321,021	336,944	336,944	346,444	0	9,500	3%
MV Sup - Plow/Grader Blades	6,115	33,656	33,656	38,684	0	5,028	15%
MV Sup - Other	23,227	35,966	22,000	38,200	0	2,234	10%
Utilities - Water/Sewer	22,725	9,138	9,138	27,371	0	18,233	200%
Comm - Telephone	5,931	8,292	8,292	9,240	0	948	11%
Utilities - Electricity	43,147	51,307	38,556	52,468	0	1,161	3%
Utilities - Heating Fuel	108,922	95,830	100,000	72,205	0	(23,625)	-24%
Repairs - Buildings	61,754	31,000	31,000	28,400	0	(2,600)	-8%
Repairs - Vehicles	29,444	38,000	25,000	29,500	0	(8,500)	-34%
Repairs - Equipment	20,823	25,660	23,533	19,260	0	(6,400)	-27%
Repairs - Radio Equipment	1,472	1,100	2,684	2,500	0	1,400	52%
Community Programs	12,650	15,600	15,600	14,800	0	(800)	-5%
Special Events	0	20,000	20,000	20,000	0	0	0%
Training & Tuition	7,599	12,000	11,000	19,615	0	7,615	69%
Comm - Postage	408	870	870	900	0	30	3%
Advertising	0	1,000	500	1,000	0	0	0%
Travel-Mileage	430	700	500	700	0	0	0%
Travel-Seminar Costs	32	675	600	675	0	0	0%
Dues & Subscriptions	5,668	7,184	7,184	7,084	0	(100)	-1%
Leachate Hauling	45,757	46,494	56,293	56,494	0	10,000	22%
Crack Sealing	20,000	10,000	9,376	20,000	0	10,000	107%
Guardrail Replacement	0	20,000	20,000	20,000	0	0	0%
TOTAL	5,333,606	5,597,954	5,521,226	5,872,120	-	274,166	4.9%



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items	Last Year	Dept. Request	Manager Proposed
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Regular Salaries	Total	2,784,750	2,799,740	-
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Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

	FY 12 Staffing Level	FY 13 Staffing Level	FY 14 Staffing Level	FY 15 Staffing Level	Dept. Request	Manager Proposed
Regular Salaries						
Public Services Director	1	1	1	1	\$ 81,600	
Deputy Director/City Engineer	1	1	1	1	\$ 71,375	
Operations Manager	2	2	2	2	\$ 126,097	
Fleet Supervisor	1	1	1	1	\$ 55,000	
Highway Supervisors	4	4	4	5	\$ 227,843	
Public Services Planner	0	0	1	1	\$ 35,000	
Office Manager	1	1	1	1	\$ 46,818	
Administrative Assistant	2	2	2	2	\$ 77,546	
Information Assistant	1	1	1	1	\$ 24,940	
Assistant City Engineer	1	1	1	1	\$ 74,073	
Project Engineer	1	1	1	2	\$ 90,054	
Excavation Technician	1	1	1	0	\$ -	
Parks Superintendant	1	1	0	0	\$ -	
Assistant Parks Supervisor	0	0	1	1	\$ 49,035	
Parks Maintenance Director	5	4	4	4	\$ 105,097	
Parks & Recreation Director	1	1	0	0	\$ -	
Recreation Operations Manager	0	0	1	1	\$ 62,425	
Recreation Program leader	1	1	1	1	\$ 37,886	
Recreation Specialist	1	1	1	1	\$ 32,473	
Rec Building Maintenance Tech	1	1	1	1	\$ 39,734	
Arborist & Arborist Assistant	2	2	2	2	\$ 70,893	
Building Maintenance	1	1	1	1	\$ 30,997	
Building Maintenance Tech I	3	3	3	3	\$ 114,768	
Equipment Operator	16	16	16	16	\$ 455,892	
Equipment Operator I	4	4	4	4	\$ 157,275	
Equipment Operator II	10	10	10	10	\$ 380,897	
Inventory Technician I	1	1	1	1	\$ 37,090	
Mechanics	6	6	6	6	\$ 237,995	
Recycling Collector	0	0	0	0	\$ -	
Stock Room Attendant	1	1	1	1	\$ 34,476	
Welders	2	1	1	1	\$ 42,461	
	72	70	71	72	\$ 2,799,740	\$ -

Line Item Narrative

Regular Salaries: Public Services has been combined to include Parks & Recreation, Public Works and Engineering. The Staff maintain 20 plow routes, 515 lane miles, 14 parks, 17 cemeteries, 9 athletic facilities, 50 recreation programs and special events and manage 4 million dollars worth of construction projects.



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Salary Rec Part-time	Total	4,000	6,000	-
Longevity Bonus	Total	600	-	-
Educational Incentive	Total	8,200	8,000	-

Estimated Detail of Salary Rec Part-time

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Salary Rec Part-time	\$ 6,000	\$ -
	\$ 6,000	\$ -

Estimated Detail of Longevity Bonus

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Longevity Bonus	\$ -	\$ -
Employee Longevity	\$ -	\$ -

Estimated Detail of Educational Incentive

Actual expenses may vary according to changing circumstances

	Certificates	Cost	Dept. Request	Manager Proposed
Educational Incentive				
Automotive Service Excellence	16	\$ 250	\$ 4,000	
Class A License	11	\$ 100	\$ 1,100	
Inspection License	2	\$ 200	\$ 400	
Lead Mechanic Stipend	2	\$ 750	\$ 1,500	
Tanker Endorsement	8	\$ 100	\$ 800	
Welding Certification	2	\$ 100	\$ 200	
			\$ 8,000	\$ -

Line Item Narrative

Longevity Bonus: Longevity bonuses are awarded to non-union employees who have reached the 7, 15, and 25 years of services milestones. Upon these anniversary dates employees are awarded \$300, \$400 or \$500 respectively.

Educational Incentive: In order to encourage on-going skill development, the City funds an annual incentive for employees who obtain certain Maine licenses/endorsements. For each of the 3 Automotive Service Excellence certifications earned and maintained, each Mechanic receives a \$250 annual bonus. For each State of Maine license/endorsement, earned and maintained, the employee receives a \$100 annual bonus. All such certifications must meet the following conditions:

1. The certifications and/or licenses must not be required by the employee's current job description.
2. The certifications and/or licenses must be reasonably beneficial to the Public Works Department and its work activities. The Public Works Director will render the final decision.

Employees must show proof of certification and/or license (annually) in order to receive the specified bonus. Annual bonuses (\$250) for every 3 ASE certifications, \$100 annual bonus for Maine's license/endorsement not currently required by current job description. These incentives are included in the current Teamsters Collective Bargaining



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Sick Leave Incentive	Total	11,150	11,150	-
Uniform Allowance	Total	39,629	40,639	-

Estimated Detail of Sick Leave Incentive

Actual expenses may vary according to changing circumstances

	Eligible Employees	Partip. Employee s	Earned Sick Days	Converted Vacation Days	Dept. Request	Manager Proposed
Sick Leave Incentive						
Converted Sick Days	47	15.67	47.01		\$ 6,085	
Converted Vacation Days	47	9.4		37.6	\$ 5,065	
					\$ 11,150	\$ -

Estimated Detail of Uniform Allowance

Actual expenses may vary according to changing circumstances

	Parks	Highway Maint.	Fleet Services	Cost Each	Dept. Request	Manager Proposed
Uniform Allowance						
Neoprene Snorkel Gloves		0		\$ 25.00	\$ -	
Prescription Safety Glasses		10	2	\$ 250.00	\$ 3,000	
Rain Boots		30	5	\$ 18.00	\$ 630	
Rainsuits		19	6	\$ 45.00	\$ 1,125	
Replacement Gear Bags		5		\$ 19.25	\$ 96	
Rubber Work Gloves (12 doz.)		12	3	\$ 24.00	\$ 360	
Safety Toe Footware		0		\$ -		
Steel Toe Hip Boots		2		\$ 50.00	\$ 100	
Uniform Allowance		45	11	\$ 570.00	\$ 31,920	
Waders		3		\$ 110.00	\$ 330	
Winter Work Gloves (doz)		12		\$ 43.00	\$ 516	
Work Gloves - 3 Pair/EE		11	1	\$ 38.50	\$ 462	
Parks & Recreation	6			\$ 350.00	\$ 2,100	
					\$ 40,639	\$ -

Line Item Narrative

Sick Leave Incentive: In order to reduce sick leave usage, the city provides employees one vacation day for every three consecutive months without using sick leave. EE may take the vacation day or credit the monetary amount to their Wellness Account. The budget assumes that one fifth of the 47 employees will earn 4 days per year and 1/3 of them will convert the cash value to their wellness accounts. These incentives are included in the current Teamsters Collective Bargaining Agreement.

Uniform Allowance: Uniforms and protective gear are provided in accordance with the collective bargaining agreement. This account includes funding for the uniform allowance , plus rain suits, rain coats, safety boots, waders, neoprene snorkel gloves, prescription safety glasses, work gloves (etc.)



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Safety Compliance	Total	8,629	9,568	-
OT - Regular	Total	22,101	17,893	-

Estimated Detail of Safety Compliance

Actual expenses may vary according to changing circumstances

	Pre- Employment	Annual Physical Co-Pay	Cost	Dept. Request	Manager Proposed
Safety Compliance					
Public Services Personnel	11		\$ 210	\$ 2,310	
Hepatitis/Titre test	8		\$ 249	\$ 1,992	
Hearing Consv. Yearly	62		\$ 35	\$ 2,170	
Respiratory Fit-Tests	43		\$ 72	\$ 3,096	
				\$ 9,568	\$ -

Estimated Detail of OT - Regular

Actual expenses may vary according to changing circumstances

	OT Hours	Rate	Dept. Request	Manager Proposed
OT - Regular				
Emergency Call-ins	410	\$ 33.14	\$ 13,587	\$ -
Elections	30	\$ 23.40	\$ 702	\$ -
Special Events	48	\$ 23.40	\$ 1,123	\$ -
Traffic Control Pavement Markings	10	\$ 23.40	\$ 234	\$ -
Alternative Sentencing	96	\$ 23.40	\$ 2,246	\$ -
			\$ 17,893	\$ -

Line Item Narrative

Physicals: This account funds pre-employment physicals, Hepatitis testing, hearing tests, respiratory fit tests and disability assessments. These are all Bureau of Labor mandates that were unfunded in FY12. Previously we were not required to have these programs in place. After a BOL inspection in 2011 we had to implement the hepatitis and respiratory.

OT Regular: This account funds call-outs for weather related emergencies; sink holes, trees down. It also includes weekend trash removal, setting up and taking down voting booths for elections (when required), cemetery maintenance, city special events and scheduled alternative sentencing at the Hasty Community Center. Parks winter overtime along with PW Traffic overtime has been combined with the PW winter overtime account.



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
OT - Winter Road Maintenance	Total	157,604	184,490	-
OT - Fleet Services	Total	1,600	1,600	-

Estimated Detail of OT - Winter Road Maintenance

Actual expenses may vary according to changing circumstances

	Total Winter Overtime Hours	Amount	Inches of Snow	Storms	Dept. Request	Manager Proposed
OT - Winter Road Maintenance Public Service FY 2012-2013	7,440	\$178,490	98.5	22	\$ 184,490	
					\$ 184,490	\$ -

Estimated Detail of OT - Fleet Services

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
OT - Fleet Services	\$ 1,600	
	\$ 1,600	\$ -

Line Item Narrative

Winter Road Maintenance: This account funds overtime for snow plowing, sanding and snow removal. This account is used for plowing snow in emergency parking areas, downtown sidewalks, the fire and police stations, the community center, public outdoor skating rinks, Auburn Hall, the library and the Mechanics Row parking garage. Historically this funds an average of 20 storms per year. Parks OT has been added to the total request. Parks budgets \$6,000 per year for winter overtime.

Overtime - Fleet Services: Overtime occurs periodically throughout the year as needed to keep the City fleet operational.



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
OT - Recycling	Total	-	766	-
OT - Traffic	Total	2,584	-	-
OT - Sand Removal	Total	2,643	2,651	-

Estimated Detail of OT - Recycling

Actual expenses may vary according to changing circumstances

		Dept. Request	Manager Proposed
OT - Recycling			
Recycling Operations		\$ 766	\$ -
		\$ 766	\$ -

Estimated Detail of OT - Traffic

Actual expenses may vary according to changing circumstances

	Avg. OT Rate	Hours	Dept. Request	Manager Proposed
OT - Traffic				
Traffic Control Pavement Markings			\$ -	\$ -
			\$ -	\$ -

Estimated Detail of OT - Sand Removal

	Avg OT Rate	Hours	Dept. Request	Manager Proposed
OT - Sand Removal				
	26.51	100	\$ 2,651	
			\$ 2,651	\$ -

Line Item Narrative

Overtime - Recycling: This number reflects the hours that are paid holidays. These figures reflect single stream recycling.

Overtime - Traffic: This account has been transferred to OT-Regular

Overtime - Sand Removal: Overtime is incurred while removing winter sand accumulations within the urban areas. As a requirement of federal mandates, municipalities are required to develop and implement a program to sweep all publicly accepted paved streets and parking areas at least once a year as soon as possible after snowmelt. The goal is to do this in as little time as possible so spring rains will not wash the sand into the storm water systems. This practice will also allow for earlier road maintenance. Sand removal begins in the Spring as soon as possible, typically around April 15th.



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
PS - General	Total	57,067	80,967	-

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - General		
Consumable Supplies	\$ 300	
Contractual Ledge Blasting	\$ -	
Dig Safe Notifications	\$ 1,800	
Dumping Permits - 6 @ \$15.00 each	\$ 90	
Equipment Rental (Replacement)	\$ 2,500	
Equipment Rental (Specialty)	\$ 4,000	
Fire Extinguisher Maintenance	\$ 1,436	
Fuel Tank Annual Inspections	\$ 200	
Hazardous Chemicals/Reg. Inventory Fees	\$ 100	
Hazardous Material Registration Fees (every 3 years \$150)	\$ -	
Herbicide Application Program (new)	\$ 20,000	
Lease of Land for Materials Storage, Snow Dump, Laydown Area	\$ 6,000	
Maine DEP Tank Registration Fees	\$ -	
Mowing at Oak Hill Cemetery	\$ 37,700	
Motor Vehicle Inspection Stickers	\$ 400	
Sprinkler System Testing	\$ 470	
Televant-DTN Weather Service	\$ 2,800	
Timetrack System Annual Fee	\$ 775	
Video of Combined Stormwater and Sanitary Sewer Lines	\$ 500	
Water filtration unit	\$ 396	
Wrecker Services (towing)	\$ 1,500	
	\$ 80,967	\$ -

Line Item Narrative

Purchased Services - General: The Herbicide Application program is designated for highly visible urban areas. Locations that would benefit from this program are: Union St. bypass, Lower Turner St., Center St, Minot Ave, etc. Herbicide application allows us to avoid the labor intensive and time consuming task of weeding by hand. Equipment Rental (Specialty) increased by \$2,000 to allow for rental of Pneumatic Hammer for ledge removal. Removed \$2,000 from Contractual Ledge blasting. Lease of land amount was consolidated with land lease amounts from PS Snow Removal and PS solid Waste Disposal, causing increase of \$4,000 but reducing the other lines. \$636 was added for maintenance contract for sprinklers and fire extinguishers to incorporate the parks maintenance .



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
PS - Snow Removal	Total	10,200	46,200	-
PS - Tree Removal	Total	5,800	14,800	-

Estimated Detail of PS - Snow Removal

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - Snow Removal		
Intermittent--Bulldozer Rental	\$ 2,000	\$ -
Snow Equipment Rental As Needed (truck & loader)	\$ 8,200	\$ -
Contracted Snow Removal - New Auburn Area	\$ 36,000	\$ -
	\$ 46,200	\$ -

Estimated Detail of PS - Tree Removal

Actual expenses may vary according to changing circumstances

	Stumps (inches)	Occurrence	Cost	Dept. Request	Manager Proposed
PS - Tree Removal					
Crane Rental				\$ 1,000	\$ -
Stump Chipping (140 inches @ \$3 per inch)	1200	40	\$ 1.50	\$ 1,800	\$ -
Tree plantings / Replacement		40	\$ 300.00	\$ 12,000	\$ -
				\$ 14,800	\$ -

Line Item Narrative

Purchased Services - Snow Removal: The costs of this line item reflect the severity of winter as well as issues such as the need for emergency relief parking, requests for snow plowing and removal in the Great Falls lot area and downtown parking areas. This request also reflects ongoing service during snow storms. Included within this account is contracted snow removal from parking lots, bulldozer rental and the snow storage area lease. APW now plows several parking lots previously contracted out: Cook St. parking lot, New Auburn Area and Community Center and the Pleasant/Drummond St. parking lot.

Purchased Services - Tree Removal: This account funds the rental of a private bucket truck for tree removals in and around inaccessible areas as needed and to provide contracted stump chipping. Remaining funds are also used to cover the costs of replacing trees or landscaping. The tree planting program needs to be increased. Urban forest renewal programs are designed throughout the country to replace each tree removed with a newly planted tree. Previous years did not budget an equal amount of removals and tree plantings. Instead of trying to get it all in one year we want to slowly move closer to getting a 1 for 1 replacement program.



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items	Last Year	Dept. Request	Manager Proposed
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PS - Centerline Striping	Total	80,000	84,964	-
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Estimated Detail of PS - Centerline Striping

Actual expenses may vary according to changing circumstances

	Quantity	Linear Feet	Cost	Dept. Request	Manager Proposed
PS - Centerline Striping					
<u>Part I - Fall 2014 Program</u>					
Double Yellow Centerline		70,000	\$ 0.0714	\$ 4,998	\$ -
White & Yellow Edge and lane lines		10,000	\$ 0.0397	\$ 397	\$ -
White Lane Lines		30,000	\$ 0.0397	\$ 1,191	\$ -
Striping Paving Projects		60,000	\$ 0.0397	\$ 2,382	\$ -
				\$ 8,968	\$ -
<u>Part II - Spring 2015 Program</u>					
Double Yellow Centerline		480,000	\$ 0.0714	\$ 34,272	\$ -
White & Yellow Edge and lane lines		314,860	\$ 0.0397	\$ 12,500	\$ -
White Lane Lines		103,000	\$ 0.0397	\$ 4,089	\$ -
				\$ 50,861	\$ -
Crosswalks Lines		24702	\$ 0.34	\$ 8,399	\$ -
Crosswalks Piano Keys	760		\$ 6.30	\$ 4,788	\$ -
Stop Bars (12")		3677	\$ 0.63	\$ 2,317	\$ -
Arrows (single)	604		\$ 9.45	\$ 5,708	\$ -
Arrows (double)	178		\$ 14.18	\$ 2,524	\$ -
RR Crossing Symbol	20		\$ 26.25	\$ 525	\$ -
Handicap Parking	20		\$ 26.25	\$ 525	\$ -
Parking Stall Lines		5000	\$ 0.07	\$ 350	\$ -
				\$ 25,135	\$ -
TOTAL				\$ 84,964	\$ -

Line Item Narrative

Purchased Services - Centerline Striping: This account funds contractual services for painting traffic control markings (double yellow center lines, white lane lines, white and yellow edge lines and bicycle lane lines, crosswalks, stop bars and arrows). Pavement marking is considered to be one of the least expensive and most effective means of conveying certain traffic regulations, warnings, and guidance to motorists. They are most beneficial along rural roadways, at night and during inclement weather. This program consists of two phases: In the fall, portions of the arterials are re-striped for greater visibility and any designated streets that have been recently resurfaced are re-marked; the second phase, which is the major part of the striping of all designated arterial and collector roadways serving important transportation routes. This is an account directly influenced by the price of oil. Contractual service for road striping crosswalk and other traffic control markings. Numbers reflect a 5% increase.



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Solid Waste Disposal	Total	257,195	259,630	-
Solid Waste Collection	Total	419,796	430,291	-

Estimated Detail of Solid Waste Disposal

Actual expenses may vary according to changing circumstances

	Quantity	Cost/Ton	Dept. Request	Manager Proposed
Solid Waste Disposal				
Auburn Curbside Waste Disposal (MMWAC)	7,500	29	\$ 217,500	
Auburn Residential Drop-Off	600	29	\$ 17,400	
Dead Animal Disposal			\$ 500	
Dumpster Rental	12	215	\$ 2,580	
Hazardous Waste Abatement			\$ 500	
Household Hazardous Waste disposal program			\$ 9,000	
Illicit Waste Removal	50	70	\$ 3,500	
Leaves	200	29	\$ 5,800	
Rolloff Container (rental & transp.)			\$ 1,000	
Tires			\$ 1,500	
Universal Waste Disposal			\$ 350	
			\$ 259,630	\$ -

Estimated Detail of Solid Waste Collection

Actual expenses may vary according to changing circumstances

	FY 13	Dept. Request	Manager Proposed
Solid Waste Collection			
Private Contract	419,796	\$ 430,291	
		\$ 430,291	\$ -

Line Item Narrative

Solid Waste Disposal: This account funds the costs of the City's solid waste disposal program. This year's program costs are based on the MMWAC tip fee of \$29 per ton for solid waste. Included in this year's budget request is HHW Program, wood chipping, hauling, Universal Waste disposal. Spring clean-up is included. Leaf pick up is now included in the Solid Waste contract. Curbside waste disposal tonnage increased by 200 to account for leaves.

Solid Waste Collection: The amounts reflect the new solid waste contract. In year 1 the amount was \$399,568, in year 2 the amount is \$409,557, year 3 is \$419,796, year 4 is \$430,291 and year 5 is \$441,048.



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Reports, Printing, & Binding	Total	3,155	3,155	-
Office Supplies	Total	7,075	6,960	-

Estimated Detail of Reports, Printing, & Binding

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Reports, Printing, & Binding		
Reports, Printing, & Binding	\$ 3,155	
	\$ 3,155	\$ -

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Office Supplies		
General Office Supplies	\$ 5,410	
Printer Ink	\$ 500	
Plotter Paper (36X500)	\$ 100	
Plotter Paper (24X500)	\$ 100	
Ink Cartridges	\$ 400	
Print Heads	\$ 250	
Toner	\$ 200	
	\$ 6,960	\$ -

Line Item Narrative

Reports, Printing & Binding: This account funds the printing costs of items which cannot be done in-house. We will need to print vehicle inspection reports, request forms, door hangers, flyers, and information handouts for Spring and Summer programs. Information brochures for recycling changes.

Office Supplies: This account funds miscellaneous supplies which are necessary for the office to operate. . Increase due to moving engineering printer supplies from operating supplies other.



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Operating	Total	3,750	2,750	-
Other Sup - Maintenance	Total	27,700	35,166	-

Estimated Detail of Other Sup - Operating

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Operating		
12" asphalt cutting blades	\$ 1,500	
14" asphalt cutting blades	\$ 600	
Concrete cutting blades @ \$200	\$ 400	
Misc Surveying Supplies, Batteries and Field Books	\$ 250	
	\$ 2,750	\$ -

Estimated Detail of Other Sup - Maintenance

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Maintenance		
Field Operating Supplies	\$ 2,500	
Facility Operating Supplies	\$ 4,500	
Rec Operating Supplies	\$ 2,350	
Rec Janitorial Supplies	\$ 2,600	
Holiday Lights and Decorations	\$ 3,000	
Solvents/Paint/Fluids	\$ 3,439	
Hardware/Fasteners	\$ 9,067	
Facility Operating Supplies	\$ 2,521	
Vehicle Supplies	\$ 3,439	
Mower Blades	\$ 710	
Power Broom Brushes & Belts	\$ 740	
Trash Barrels	\$ 300	
	\$ 35,166	\$ -

Line Item Narrative

Supplies - Operating: This account funds small tools primarily used for vehicle and building maintenance. Reduction due to moving engineering printer supplies to office supplies.
ling changes.

Other Supplies - Maintenance: This account funds non-vehicle supplies necessary for Highway, Parks and Fleet Services maintenance. Examples include fasteners, hoses, maintenance supplies for equipment and crews. Holiday lights and decorations have not been accounted for in past budgets.



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Parks/Open Spaces	Total	18,750	32,750	-
Other Supplies - Welding	Total	15,000	15,000	-

Estimated Detail of Other Sup - Parks/Open Spaces

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Parks/Open Spaces		
Cemetery Maintenance Supplies	\$ 2,000	
Bark Mulch	\$ 2,100	
Field Supplies	\$ 1,550	
Loam	\$ 1,500	
Paint & Graffiti Remover	\$ 1,100	
Plants, Fertilizer & Peat Moss	\$ 5,000	
Playground Equipment Repair	\$ 3,000	
Playground Mulch	\$ 4,500	
Bleacher Repair/Replacement	\$ 6,000	
Planters	\$ 6,000	
	\$ 32,750	\$ -

Estimated Detail of Other Supplies - Welding

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Supplies - Welding		
All welding supplies	\$ 15,000	
	\$ 15,000	\$ -

Line Item Narrative

Other Supplies - Parks/Open Space: See List above.

Other Supplies - Welding: This account funds operational supplies that are used by the Fleet Welding shop. Items typically include steel, welding rods, oxygen/acetylene, etc. This year vendors will not give any predictions due to the vulnerability of the market.



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Traffic Paint	Total	2,432	5,163	-
Other Sup - Sign Material	Total	26,800	35,014	-

Estimated Detail of Other Sup - Traffic Paint

Actual expenses may vary according to changing circumstances

		Quantity	Paint Cost	Dept. Request	Manager Proposed
Other Sup - Traffic Paint					
Green Sealant	Gallons	300	\$ 11.35	\$ 3,405	\$ -
Glass Beads	Bags	0	\$ 20.35	\$ -	\$ -
Latex White Paint	Gallons	50	\$ 11.65	\$ 583	\$ -
Latex Yellow Paint	Gallons	100	\$ 11.75	\$ 1,175	\$ -
Miscellaneous Paint Supplies, etc.		0	\$ 500.00	\$ -	\$ -
				\$ 5,163	\$ -

Estimated Detail of Other Sup - Sign Material

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Sign Material		
Street Signs (In-house Fabrication)		
Aluminum Blanks	\$ 9,600	
Channel Posts (3', 8', 10')	\$ 9,000	
Vinyl Sheeting	\$ 1,000	
Brackets and Hardware	\$ 3,874	
Complete Signs (Purchased from Vendor)	\$ 9,740	
Folding Signs and Barricades	\$ -	
Lumber	\$ 1,000	
Paint, Misc. Supplies, Barricade Tape	\$ 800	
	\$ 35,014	\$ -

Line Item Narrative

Other Supplies - Traffic Paint: This account funds materials used to produce traffic control markings such as parking stalls, parking garage, handicap stalls, traffic islands and lines to indicate catch basin locations, and also include materials for sealing traffic islands which do not have plantings. The majority of the paint program is contracted out. Miscellaneous paint supplies are for machine maintenance. Figure shows an 8% increase in traffic paint, per vendor. Increase due to the need to paint newly paved traffic islands.

Other Supplies - Sign Material: This account funds materials used to produce street signs, miscellaneous signs, folding signs and barricades. This account reflects the need to systematically replace the inventory of signs which fade with age or are damaged. Specialty signs are also produced for other departments, i.e. Parks and Recreation, School, Airport and City events. Signs are cut from vinyl sheeting and rolled onto aluminum blanks. Inventory of sheeting and other materials used in the process will be built up over time. A change affecting this account during the next several years is a systematic Federally required upgrading of the street signs to 6" lettering.



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Pre-Mix Asphalt	Total	103,348	119,698	-
Other Sup - Culvert/Basin	Total	31,155	40,767	-

Estimated Detail of Other Sup - Pre-Mix Asphalt

Actual expenses may vary according to changing circumstances

	Tons	Cost / Unit	Dept. Request	Manager Proposed
Other Sup - Pre-Mix Asphalt				
Summer use of hot mix asphalt	1100	\$ 80.00	\$ 88,000	
Winter pre-mix cold patch	250	\$ 126.79	\$ 31,698	\$ -
			\$ 119,698	\$ -

Estimated Detail of Other Sup - Culvert/Basin

Actual expenses may vary according to changing circumstances

		Size	Quantity	Cost/Ft	Unit	Dept. Request	Manager Proposed
Other Sup - Culvert/Basin							
Aluminized Culverts	20'	12"	8	\$ 11.87	\$ 237.40	\$ 1,899	
Culvert Clamps		12"	4	\$ 11.87	\$ 237.40	\$ 950	
Plastic PVC Culverts	20'	15"	20	\$ 8.78	\$ 175.60	\$ 3,512	
	20'	18"	20	\$ 13.28	\$ 265.60	\$ 5,312	
	20'	24"	6	\$ 18.41	\$ 368.20	\$ 2,209	
	20'	30"	4	\$ 31.56	\$ 631.20	\$ 2,525	
	20'	36"	4	\$ 33.31	\$ 666.20	\$ 2,665	
	20'	6"	4	\$ 44.87	\$ 897.40	\$ 3,590	
Pipes/Underdrain	20'	8"	0	\$ 2.14	\$ 42.80	\$ -	
	20'	10"	0	\$ 3.63	\$ 72.60	\$ -	
	20'	12"	0	\$ -	\$ -	\$ -	
Catch Basin Supplies						\$ -	
Brick & Cement						\$ 1,279	
Frames			20	\$ 295.45		\$ 6,300	
Miscellaneous						\$ 2,085	
Pre-Cast Basins						\$ 8,442	
						\$ 40,767	\$ -

Line Item Narrative

Other Supplies - Pre-Mix Asphalt: Asphalt patch material is used annually to repair potholes and deteriorated pavement along streets, roads and sidewalks, and to restore pavement following restoration activities. Amount reflects a 5% estimated price increase.

Other Supplies - Culvert & Basins: This account funds the cost of supplies maintenance and repair of drainage facilities (i.e., culverts, underdrains, catch basins, inlet structures, etc.). The escalation in cost during the past several years is due to several major factors: increased maintenance required along rural roads that were previously maintained by the State, efforts to reduce flood damage, increased concentration on deteriorated structures in areas to receive new pavement, escalating cost of steel and metallic rust inhibiting coatings, fewer companies with casting capabilities. To increase system capacity, movement toward installing precast catch basins, replacement of grates and frames with bicycle friendly ones and a change in State law requiring municipalities to maintain driveway culverts. YTD amount is low because ordering of pipe occurs in Spring. Indications from vendors are no increase in metal prices. and a 5% increase in poly and concrete prices. This budget reflects those increases.



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Bridge/Fence	Total	2,500	5,000	-
Other Sup - Loam/Seed	Total	10,000	12,988	-

Estimated Detail of Other Sup - Bridge/Fence

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Bridge/Fence		
Mail box repair, Lumber, Materials, Fence Repair, etc.	\$ 1,500	
Used Terminal Guardrail Ends	\$ 1,000	
Snow Fence Materials	\$ 2,500	
	\$ 5,000	\$ -

Estimated Detail of Other Sup - Loam/Seed

Actual expenses may vary according to changing circumstances

	Quantity	Cost	Dept. Request	Manager Proposed
Other Sup - Loam/Seed				
Conservation Mix	25	\$ 80.58	\$ 2,015	
Construction Fabric	4	\$ 457.00	\$ 1,828	
Excelsior	50	\$ 35.00	\$ 1,750	
Fertilizer	25	\$ 8.65	\$ 216	
Hay Bales	900	\$ 3.50	\$ 3,150	
Lime	20	\$ 1.25	\$ 25	
Loam	75	\$ 15.00	\$ 1,125	
Non Woven Construction Fabric (140N)	2	\$ 400.00	\$ 800	
Park Athletic Mix	10	\$ 109.00	\$ 1,090	
Siltation Control Fence	20	\$ 20.00	\$ 400	
Sludge Compost	100	\$ 3.00	\$ 300	
Staples (Box)	4	\$ 72.31	\$ 289	
			\$ 12,988	\$ -

Line Item Narrative

Other Supplies - Bridge & Fence: This account is used to purchase materials for repairs to snow fences, bridges, guardrails, fence, steps, temporary mailbox supports, etc., which have deteriorated from age or have been damaged by snow removal activities.

Other Supplies - Loam & Seed: The Department uses loam to stabilize and finish maintenance projects and to repair winter snowplow damages as required. Greater emphasis has been placed on erosion control methods for all roadside ditching and construction projects, especially in proximity to water resources, due to Environmental requirements.



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Calcium Chloride	Total	47,385	45,705	-
Other Sup - Road Salt	Total	233,325	258,426	-

Estimated Detail of Other Sup - Calcium Chloride

Actual expenses may vary according to changing circumstances

	Storms	Gallons / Storm	Gallons / Season	Cost	Dept. Request	Manager Proposed
Other Sup - Calcium Chloride						
Liquid Calcium						
Winter Use (Pre-wet Rock Salt)	17	1,336	32,064	\$ 1.25	\$ 40,080	\$ -
Summer Use (Dust Control-Gravel Roads)			4,500	\$ 1.25	\$ 5,625	\$ -
Flake Calcium(thawing drainage structures)			0	\$ 12.72	\$ -	\$ -
					\$ 45,705	\$ -

Estimated Detail of Other Sup - Road Salt

Actual expenses may vary according to changing circumstances

	FY11	FY12	FY13	FY14 Est	Dept. Request	Manager Proposed
Other Sup - Road Salt						
Price Per Ton (225/storm)	\$ 63.03	\$ 63.03	\$ 61.53	\$ 64.61		\$ -
Total Cost	\$ 292,619	\$ 252,120	#####	\$ 258,426	\$ 258,426	\$ -
					\$ 258,426	\$ -

Line Item Narrative

Other Supplies - Calcium Chloride: Calcium chloride is used to keep roads clear of ice and snow and for dust control.. A calcium chloride and salt mixture works faster than salt alone and is more effective at lower temperatures (0-20 degrees F). The Department uses liquid calcium to wet the salt which has proven to be cost effective. Wetting salt with liquid calcium chloride increases melting capacity over a one hour period by an average of about 10% at 15 degrees F and about 25% at 5 degrees F. The use of liquid calcium can also provide responsive dust control along gravel roads (flake is now used). Expanded salt and calcium usage has enhanced overall productivity by reducing the need for winter sand clean-up, which runs about \$40 per cubic yard. Projecting that we will use 2850 tons of salt which means we'll use 8 gallons per ton of calcium bringing the projection to 28500.

Other Supplies - Road Salt: Road salt is the most commonly used chemical for snow melting and de-icing pavements. Greater amounts of salt are used on collector and arterial roads, on hills and at intersections in an effort to remove snow and ice and to increase travel safety. Per contract we must purchase 75%(2850 tons) of predicted amounts to retain contract pricing. As recommended by vendors, this request is 5% more than the unit price during the previous year.

Note: more salt is being used as we lessen the amount of sand use, especially in the NPDES areas where streets are swept and catch basins are cleaned. Estimate average annual usage is for 24 events @ 167 tons per storm = \$4000 x 64.61 = \$258,426. In FY11 the total amount of mileage that is salted was reduced, bringing the yearly amount from 4200 to 4000 tons.



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items	Last Year	Dept. Request	Manager Proposed
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Other Sup - Safety Equipment	Total	19,278	17,777	-
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Estimated Detail of Other Sup - Safety Equipment

Actual expenses may vary according to changing circumstances

Other Sup - Safety Equipment	Quantity	Unit Cost	Dept. Request	Manager Proposed
Chaps (tree crew)	6	\$ 70.00	\$ 420	
CPR Barrier Shield	0	\$ 25.00	\$ -	
Ear Plugs and Protectors 100 Count	10	\$ 85.00	\$ 850	
Fire Extinguishers Small	10	\$ 45.00	\$ 450	
Fire Extinguishers Large	5	\$ 72.00	\$ 360	
First Aid Kit Supplies	20	\$ 7.25	\$ 145	
Fluorescent Vests - type II	100	\$ 15.00	\$ 1,500	
Fluorescent Vests XX-LG	20	\$ 22.00	\$ 440	
Forestry Helmets	6	\$ 54.00	\$ 324	
Four Element Gas Detector, Confined Space Entry	3	\$ 200.00	\$ 600	
Goggles & Face Shields	50	\$ 5.95	\$ 298	
Hard Hat Liners	25	\$ 9.30	\$ 233	
Hard Hats (with ratchet)	40	\$ 15.00	\$ 600	
Insect Repellent - per dozen	6	\$ 77.00	\$ 462	
Lanyard	2	\$ 80.00	\$ 160	
Lifting Straps	4	\$ 30.00	\$ 120	
Lock out tag out		\$ 500.00	\$ 500	
Miscellaneous Supplies and Safety Equipment		\$ 600.00	\$ 1,200	
Safety Glasses Clear	4	\$ 27.00	\$ 108	
Safety Glasses Tinted	4	\$ 32.00	\$ 128	
Safety Lines	1	\$ 150.00	\$ 150	
Safety Masks	10	\$ 13.00	\$ 130	
Traffic Cones 28"	500	\$ 16.00	\$ 8,000	
			\$ 17,177	\$ -
Recreation				
Safety Equipment/Personal Protective Equipment			\$ 600	
			\$ 17,777	\$ -

Line Item Narrative

Other Supplies - Safety Equipment: This account funds safety equipment required by OSHA, our insurance carrier, and other regulatory agencies to meet general safety practices and policies. Items purchased as necessary by the department include charges for the recharging of fire extinguishers, hard hats, traffic cones, respirators, chaps, hearing protectors, safety vests, signs etc.

Request reduced due to moving hearing tests to safety compliance account.



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Small Tools	Total	20,820	21,620	-

Estimated Detail of Other Sup - Small Tools

Actual expenses may vary according to changing circumstances

	Quantity	Unit Cost	Dept. Request	Manager Proposed
Other Sup - Small Tools				
Whacker Plate MVC82 Compactor Light			\$ 2,000	\$ -
Fleet Mechanic Specialty tool			\$ 6,000	\$ -
Replacement Tools			\$ 4,800	\$ -
			\$ 12,800	\$ -
Engineering				
DMI			\$ 1,000	
Small Hand Tools			\$ 500	\$ -
			\$ 1,500	\$ -
Parks & Recreation				\$ -
Back Pack Leaf Blowers	2	410	\$ 820	\$ -
Force Leaf Blower	1	1600	\$ 1,600	\$ -
Leaf Vacuum	1	3600	\$ 3,600	\$ -
928 Snow Blower	1	1300	\$ 1,300	\$ -
			\$ 7,320	\$ -
			\$ 21,620	\$ -
TOTAL				

Line Item Narrative

Other Supplies--Small Tools: This account funds the cost of small tools and equipment which are used by the various divisions within the Department .



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Gravel	Total	75,773	80,918	-
Other Sup - MV Repair	Total	122,198	130,499	-

Estimated Detail of Other Sup - Gravel

Actual expenses may vary according to changing circumstances

	Quantity C/Y	Quantity Tons	Cost	Dept. Request	Manager Proposed
Other Sup - Gravel					
1 1/2" road gravel	800		\$ 11.03	\$ 8,824	\$ -
3/4" crushed gravel	600		\$ 11.29	\$ 6,774	
4" road gravel	1,500		\$ 10.76	\$ 16,140	
Crushed Ledge Riprap		300	\$ 17.85	\$ 5,355	
Crushed Stone		100	\$ 18.90	\$ 1,890	
Recycled Asphalt Pavement	4,500		\$ -	\$ -	
Winter Sand	7,500		\$ 5.25	\$ 39,375	
Erosion Control Mix	200		\$ 12.80	\$ 2,560	\$ -
				\$ 80,918	\$ -

Estimated Detail of Other Sup - MV Repair

Actual expenses may vary according to changing circumstances

	Light Duty	Heavy Duty	Dept. Request	Manager Proposed
Other Sup - MV Repair				
Brake Systems	\$ 4,785	\$ 16,964	\$ 21,749	\$ -
Charging Systems (Batteries, belts, starters, alternators)	\$ 1,634	\$ 5,793	\$ 7,427	
Cooling Systems	\$ 2,217	\$ 7,861	\$ 10,078	
Electrical	\$ 1,400	\$ 4,965	\$ 6,365	
Engines	\$ 3,034	\$ 15,758	\$ 18,792	
Exhaust Systems	\$ 1,050	\$ 3,724	\$ 4,774	
Lights/Mirrors/Wipers	\$ 1,004	\$ 3,558	\$ 4,562	\$ -
Preventative Maintenance	\$ 5,228	\$ 18,536	\$ 23,764	\$ -
Suspension Systems	\$ 2,334	\$ 8,275	\$ 10,609	\$ -
Transmissions	\$ 2,987	\$ 10,592	\$ 13,579	\$ -
Engineering Vehicle Repairs	\$ 1,000	\$ -	\$ 1,000	\$ -
Parks Vehicle Repairs	\$ 7,800	\$ -	\$ 7,800	\$ -
	\$ 34,473	\$ 96,026	\$ 130,499	\$ -

Line Item Narrative

Other Supplies--Gravel: This account includes winter sand, gravel, crushed ledge and stone rip-rap. Where possible the department uses recyclable asphalt pavement (RAP) is being funded through a material swap with a contractor.

Other Supplies - Motor Vehicle Repair: This account funds the cost of materials and parts used in the repair of motor vehicles such as cars, pick-up trucks, dump trucks, forklift trucks and is performed by our fleet mechanics. More engine repairs are being done in house versus sending to outside vendors. Showing a \$8,000 increase in this account, but a \$10,000 reduction in PS Equip repair.



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Equip Repairs	Total	70,340	81,375	-
MV Sup - Tires/Tube/Chain	Total	66,750	81,250	-

Estimated Detail of Other Sup - Equip Repairs

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Equip Repairs		
Brake Systems	\$ 7,874	\$ -
Charging Systems (Batteries, belts, starters, alternators)	\$ 8,196	\$ -
Cooling Systems	\$ 7,320	\$ -
Electrical	\$ 1,639	\$ -
Engines	\$ 4,170	\$ -
Exhaust Systems	\$ 819	\$ -
Lights/Mirrors/Wipers	\$ 1,103	\$ -
Preventative Maintenance	\$ 13,869	\$ -
Sweeping Consumables	\$ 17,000	
Suspension Systems	\$ 9,888	\$ -
Transmissions	\$ 4,097	
Parks Equipment Repairs	\$ 5,400	\$ -
	\$ 81,375	\$ -

Estimated Detail of MV Sup - Tires/Tube/Chain

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
MV Sup - Tires/Tube/Chain		
Tires	\$ 65,750	
Chains	\$ 15,500	
	\$ 81,250	\$ -

Line Item Narrative

PW Other Supplies - Equipment Repair: This account funds the cost of **in-house** repairs to construction equipment including: graders, excavators, back hoes, bull dozers, multi use tractors and front end loaders. Sweeping consumables consist of brooms, dust shoes, belts, sprockets, suction hoses for our sweeper trucks and vacator truck(basin cleaner).

Parks Repairs - Equipment: This account includes the cost of repairs to grounds maintenance and winter snow removal equipment.



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
MV Sup - Gas & Oil	Total	336,944	346,444	-
MV Sup - Plow/Grader Blades	Total	33,656	38,684	-

Estimated Detail of MV Sup - Gas & Oil

Actual expenses may vary according to changing circumstances

	Gallons	Cost / Unit	Dept. Request	Manager Proposed
MV Sup - Gas & Oil				
Diesel	76,000	\$ 3.45	\$ 262,200	\$ -
Diesel Delivery Charge	76,000	\$ 0.010	\$ 760	
Fuel Additives			\$ 1,910	
Grease, Oil and Lubricants			\$ 26,870	
Propane For Patch Machine & Forklifts			\$ 2,000	
Unleaded Gasoline	16,470	\$ 3.20	\$ 52,704	\$ -
			\$ 346,444	\$ -

Estimated Detail of MV Sup - Plow/Grader Blades

Actual expenses may vary according to changing circumstances

	Quantity	Cost	Dept. Request	Manager Proposed
MV Sup - Plow/Grader Blades				
2 Graders	6	\$ 637.00	\$ 3,822	\$ -
8 Bucket Loaders	8	\$ 582.00	\$ 4,656	\$ -
Plow Bolts			\$ 2,100	\$ -
Replacement of blades on 21 trucks	21	\$ 1,286.00	\$ 27,006	\$ -
			\$ 37,584	\$ -
Parks & Recreation				
Plow Blades			\$ 1,100	
			\$ 1,100	\$ -
			\$ 38,684	\$ -

Line Item Narrative

Motor Vehicle Supplies - Gas & Oil: This account funds the purchase of motor vehicle gas and oil, and expenditures for heating fuel. The Department relies heavily on mechanized equipment which is energy intensive (i.e., grease, oil, diesel, gas). The consumption of diesel fuel is quite variable and increases with the amount of snow which must be plowed. The reduction in this account is due to splitting out the heating oil and diesel to get better accounting of usage. Combined gasoline amounts from PW, Parks and Engineering.

Motor Vehicle Supplies - Plow & Grader Blades: This account funds the purchase of plow and grader blades, plus plow shoes, wing tips, nuts, bolts, plow points, etc. Blades provide a durable cutting edge that serves to protect the more valuable plow and buckets; and by using carbide blades, the blades do not wear out as fast as steel blades by a factor of 4.



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Comm - Telephone	Total	8,292	9,240	-
Utilities - Electricity	Total	51,307	52,468	-

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

	Quantity	Cost/Month	Dept. Request	Manager Proposed
Comm - Telephone				
Public Works				
Cell Phones and usage	7	\$ 60	\$ 5,040	\$ -
Long Distance Service		\$ 25	\$ 300	\$ -
			\$ 5,340	\$ -
Engineering				
Cell Phones and usage	4	\$ 50	\$ 2,400	\$ -
Recreation				
Cell Phones and usage	2	\$ 50	\$ 1,200	
Long Distance Land Line			\$ 300	
			\$ 1,500	\$ -
			\$ 9,240	\$ -

Estimated Detail of Utilities - Electricity

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Utilities - Electricity		
Public Works Facilities	\$ 39,708	\$ -
Parks & Recreation Facilities		
Fair Street Beach	\$ 295	\$ -
Festival Plaza (41,000 kWh)	\$ 5,187	\$ -
Fish Hatchery (Tot Lot)	\$ 298	\$ -
Hasty Armory	\$ 3,300	\$ -
Parks Garage	\$ 3,053	\$ -
Pond Building	\$ 627	\$ -
	\$ 52,468	\$ -

Line Item Narrative

Communication - Telephone: This account funds the telephone lines, fax lines, cellular phones.

Utilities - Electricity: Per City Electrician in FY12 adjustments were made citywide to lower our electricity costs. FY11 was \$45,000; FY12 went to 38,556. Estimated 10% increase on electricity prices.



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Utilities - Heating Fuel	Total	95,830	72,205	-
Repairs - Buildings	Total	31,000	28,400	-

Estimated Detail of Utilities - Heating Fuel

Actual expenses may vary according to changing circumstances

	Units	Cost/Unit	Dept. Request	Manager Proposed
Utilities - Heating Fuel				
Natural Gas - PW Garage	26,790	\$ 1.30	\$ 34,827	\$ -
Recreation				
Natural Gas - Hasty Community Center	22,560	\$ 1.30	\$ 29,328	
#2 Fuel - Pond Building	1,400	\$ 3.50	\$ 4,900	
Propane - Garage Heat	1,200	\$ 2.10	\$ 2,520	
Propane - Hasty Kitchen	100	\$ 2.10	\$ 210	
Propane - Emergency Tanks (4)	200	\$ 2.10	\$ 420	
			\$ 72,205	\$ -

Estimated Detail of Repairs - Buildings

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Buildings		
Boilers, Piping, Overhead Heaters	\$ 4,000	\$ -
Compressor	\$ 1,000	\$ -
Construction Materials (Wood, Steel, Masonry blocks)	\$ 2,500	\$ -
Electrical Supplies	\$ 1,500	\$ -
Generator	\$ 500	\$ -
HVAC Unit, Exhaust Fans	\$ 1,000	
Overhead Cranes	\$ 1,000	
Overhead Doors	\$ 5,000	
Pressure Washer	\$ 500	
Roof	\$ 1,000	
Windows, Doors	\$ 500	\$ -
Knight House Shoe Shop roof repairs; flashing/chimney etc	\$ 1,400	\$ -
Miscellaneous repairs to Rec Facilities	\$ 8,500	\$ -
	\$ 28,400	\$ -

Line Item Narrative

Repairs - Building: This account funds preventative maintenance as well as unexpected problems. With an aging building costs to repair doors, HVAC system, Boilers and heating system we must increase account to be able to keep up with repairs.
P&R repairs to buildings, i.e. broken windows, broken doors, vandalism repairs, restroom repairs, door locks tile repair. etc.

In the current year we have 3 over head doors that must be replaced at a total cost of \$15,000.



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Repairs - Vehicles	Total	38,000	29,500	-
Repairs - Equipment	Total	25,660	19,260	-

Estimated Detail of Repairs - Vehicles

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Vehicles		
Alignments	\$ 550	\$ -
Alternators	\$ 500	\$ -
Glass Replacement	\$ 2,600	\$ -
Hydraulic Systems (Cylinders/Pumps/Motors)	\$ 5,000	\$ -
Radiators	\$ 5,000	\$ -
Re-build Motors/Transmissions	\$ 12,000	\$ -
Body Work	\$ 3,000	\$ -
Starters	\$ 600	
Engineering Vehicles	\$ 250	\$ -
	\$ 29,500	\$ -

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Equipment		
Chain Saws	\$ 400	\$ -
Pumps	\$ 1,500	\$ -
Heavy Duty Construction Equipment	\$ 12,110	\$ -
Specialty Repairs	\$ 2,500	\$ -
Survey Equipment	\$ 1,250	\$ -
Machine Shop Work	\$ 1,500	\$ -
	\$ 19,260	\$ -

Line Item Narrative

Repairs - Vehicle: This account funds those repairs that are contracted out. These services have to be contracted out due to the sophistication of vehicles and the tools/equipment needed to diagnose and repair. Typically your larger repair parts run higher than most others due to the steel content in the make up of the part.

Repairs - Equipment: This account funds those repairs that are contracted out. The work includes repairs to the following: chainsaws, pumps, heavy duty construction equipment - repairs requiring specialty tools, survey equipment, machine shop work, plan copier, etc This account is historically high because of the private machine shop work which is required for some of the older pieces of equipment with limited parts availability.



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Repairs - Radio Equipment	Total	1,100	2,500	-
Community Programs	Total	15,600	14,800	-
Special Events	Total	20,000	20,000	-

Estimated Detail of Repairs - Radio Equipment

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Radio Equipment		
See Below.	\$ 2,500	\$ -
	\$ 2,500	\$ -

Estimated Detail of Community Programs

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Community Programs		
Veterans Observances	\$ 2,000	\$ -
Liberty Festival	\$ 10,000	\$ -
First Auburn Seniors	\$ 1,400	\$ -
New Auburn Seniors	\$ 1,400	\$ -
	\$ 14,800	\$ -

Estimated Detail of Special Events

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Special Events		
Special Events	\$ 20,000	\$ -
	\$ 20,000	\$ -

Line Item Narrative

Repairs - Radio Equipment: This account funds the repairs and modifications to the radio system used by the Public Works Department to dispatch and communicate with the fleet. The department uses 64 mobile and 5 portables to coordinate maintenance activities and to report emergency situations.

Community Programs: \$1400 for Knighthouse roof repairs moved to building repair account. \$600 added to Veterans observances for flags.

Special Events: This account funds special events and supplies, such as Christmas tree lighting, in kind services for the Balloon Festival, Liberty Fest, Dempsey Challenge, etc.



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Training & Tuition	Total	12,000	19,615	-

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

	Personnel	Cost	Dept. Request	Manager Proposed
Training & Tuition				
Administrative Staff Training	2	\$ 500	\$ 1,000	\$ -
APWA Supervisor Training/Program	4	\$ 250	\$ 1,000	
Arborist Training	2	\$ 750	\$ 1,500	
BOL 30 Hour Const. Safety Course	2	\$ 250	\$ 500	
CDL Defensive Driving - Me. Motor Transport	10	\$ 25	\$ 250	
Chainsaw Training	10	\$ 15	\$ 150	
Continuing Education Classes	2	\$ 125	\$ 250	
Cutting Torch Safety	12	\$ 20	\$ 240	
Heavy Duty Brake School (Air)	1	\$ 405	\$ 405	
MDOT - Grader Training	2	\$ 125	\$ 250	
MDOT - Local Road Program	60	\$ 25	\$ 1,500	
MMA Meetings/ Seminars	2	\$ 85	\$ 170	
Municipal Leadership	2	\$ 500	\$ 1,000	
Vendor Sponsored Equipment Mechanics	2	\$ 100	\$ 200	
Welder Training	0	\$ 500	\$ -	
Professional Development	2	\$ 1,800	\$ 3,600	
			\$ 12,015	\$ -
Engineering				
Employee Continuing Education Licenses			\$ 2,500	
Maine Municipal Association			\$ 200	
Maine Nonpoint Source Training			\$ 350	
MDOT Local Road			\$ 250	
Paving Inspector NETTCP			\$ 600	
Road Maintenance, Paving, Supervisory Practices			\$ 150	
			\$ 4,050	\$ -
Parks & Recreation				
New England Parks & Recreation Conference			\$ 250	
New England Training Institute			\$ 250	
MRPA Conference			\$ 250	
Professional Development			\$ 2,800	
			\$ 3,550	\$ -
			\$ 19,615	\$ -

Line Item Narrative

Training & Tuition: This account funds registration fees for seminars and classes including: road maintenance, welding, hydraulics, first aid, bloodborne pathogens, paving, supervisory practices, construction safety, performance evaluation, masonry, environmental regulations, Geographic Information System (GIS), and snow and ice removal. This account reflects our department goal to provide training to employees in order to receive peak output from them, and insure that they will accomplish work that is assigned to them.



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Comm - Postage	Total	870	900	-
Advertising	Total	1,000	1,000	-
Travel-Mileage	Total	700	700	-
Travel-Seminar Costs	Total	675	675	-

Estimated Detail of Comm - Postage

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Comm - Postage		
Public Works	\$ 400	\$ -
Recreation	\$ 500	\$ -
	\$ 900	\$ -

Estimated Detail of Advertising

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Advertising		
See Below	\$ 1,000	\$ -
	\$ 1,000	\$ -

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Travel-Mileage		
Public Works & Parks	\$ 350	\$ -
Engineering	\$ 150	
Recreation	\$ 200	\$ -
	\$ 700	\$ -

Estimated Detail of Travel-Seminar Costs

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Travel-Seminar Costs		
Public Services	\$ 675	\$ -
	\$ 675	\$ -

Line Item Narrative

Communication - Postage: This account is for postage and stamps. Increase is due to the possibility of an increase in postage come January 2014.

Advertising: The Department uses a combination of the City's website, print ads and flyers and submits a joint ad with Lewiston whenever possible.

Travel-Mileage: Account used for compensating employees for use of their personal vehicles.

Travel & Seminar Costs: This account funds conference meeting and seminar costs. Most notably the attendance of the APWA-MMA semi annual conferences.



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Dues & Subscriptions	Total	7,184	7,084	-

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Dues & Subscriptions		
<u>Licenses:</u>		
55 CDL's renewed each 6th year plus new drivers	\$ 306	\$ -
Annual Arborist License (Mike, Jim, Rick, Bill)	\$ 165	\$ -
<u>Memberships:</u>		
APWA	\$ 492	\$ -
ASCE	\$ 215	\$ -
Maine Arborist	\$ 90	\$ -
Maine Resource Recovery Association	\$ 40	\$ -
<u>Training, Reports, Periodicals:</u>		
Misc. Training Manuals	\$ 75	\$ -
<u>Subscriptions:</u>		
Diagnostic Software (Mitchel 1)	\$ 2,500	\$ -
<u>Tech Manuals - Specifications (Intermittent Purchases):</u>		
Sign Manual	\$ 90	\$ -
Uniform Traffic Control	\$ 100	\$ -
<u>Engineering:</u>		
APWA Annual Dues	\$ 492	\$ -
ASCE Annual Dues	\$ 430	\$ -
CPESC Renewal	\$ 100	\$ -
CPSWQ	\$ 100	\$ -
MSLS Annual Dues	\$ 220	\$ -
PE Bi-Annual License Renewal	\$ 160	\$ -
PLS Bi-Annual License Renewal	\$ 275	\$ -
CDL	\$ 34	\$ -
<u>Parks & Recreation:</u>		
Maine Cemetery Assoc.	\$ 25	\$ -
Maine Recreation & Park Assoc	\$ 175	\$ -
National Recreation & Park Assoc	\$ 360	\$ -
BMI Licensing	\$ 320	\$ -
ASCAP	\$ 320	\$ -
	\$ 7,084	\$ -

Line Item Narrative

Dues & Subscriptions: This account pays for subscriptions, annual professional fees, and dues for professional associations. Memberships include: Arborist licenses, APWA, ASCE and various technical periodicals and newsletters. This account also funds the costs of the Commercial Drivers License (CDL) reimbursement. Mitchel 1 is an online diagnostic software that provides the most up to date information in the industry.



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Leachate Hauling	Total	46,494	56,494	-
Guardrail Replacement	Total	20,000	20,000	-
Crack Sealing	Total	10,000	20,000	-

Estimated Detail of Leachate Hauling

Actual expenses may vary according to changing circumstances

	Quantity	Cost	Dept. Request	Manager Proposed
Leachate Hauling				
Hauling Fee	3,000,000	\$0.013167	\$ 39,501	
Weighing Fee	820	\$10.50	\$ 8,610	
Disposal per 100 CF	4,011	\$2.09	\$ 8,383	
			\$ 56,494	\$ -

Estimated Detail of Guardrail Replacement

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Guardrail Replacement	\$ 20,000	\$ -
	\$ 20,000	\$ -

Estimated Detail of Crack Sealing

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Crack Sealing	\$ 20,000	\$ -
	\$ 20,000	\$ -

Line Item Narrative

Leachate Hauling: This account funds a state mandated cost to haul leachate from the ash landfill located near Exit 75 to a disposal location on Goldwaith Road. Other expenses result from the fee for weighing loads on the MMWAC scale, and from fees for disposal into the Auburn Sewerage District manhole.

****Previous years budget #'s based upon 2,100,000 gallons pumped. Contract is written and bid upon 3,000,000 gallons pumped. Disposal per 100CF of Leachate pricing up from \$1.97 to \$2.09. Scale fees were based upon \$5 weighing fee, new weighing fee is \$10.50. Number of loads based on 6,000 gallons per load, actual loads are 3,660.**

Crack Sealing: Crack sealing increases the lifespan of asphalt pavement. Typically roads that were reconstructed 3 to 5 years ago are targeted for sealing.



City of Auburn

Public Services

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
PS - Water Quality Monitoring	Total	15,206	15,000	-
PS - Recording Fee	Total	250	250	-

Estimated Detail of PS - Water Quality Monitoring

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - Water Quality Monitoring		
Water Quality Monitoring	\$ 15,000	\$ -
	\$ 15,000	\$ -

Estimated Detail of PS - Recording Fee

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - Recording Fee		
	\$ 250	\$ -
	\$ 250	\$ -

Line Item Narrative

Purchased Services - Water Quality Monitoring: This account funds State mandated water quality monitoring of the closed Ash landfill and Gracelawn Road area landfill: sampling, testing and reporting, plus maintenance of well caps and locks.

Purchased Services - Recording Fee: This account funds the recording of deeds and plans at the County Registry. Expenditures reflect the number of deeds recorded for easements for street and sidewalk improvement projects.



City of Auburn Recreation Programs

Fiscal Year 2015
Proposed 3.18.2014

Projected Revenues and Expenses for FY15

Actual expenses may vary according to changing circumstances

Recreation Programs

Youth Programs

	Revenues	Expenses	Variance
Fishing Derby	\$ 1,550	\$ 1,181	\$ 369
Football (3rd-6th grade)	\$ 8,050	\$ 6,100	\$ 1,950
Football Camp	\$ 525	\$ 260	\$ 265
Football (Flag, 1st-2nd)	\$ 1,220	\$ 782	\$ 438
Football (7th-8th)	\$ 5,200	\$ 8,074	\$ (2,874)
Golf Lessons	\$ 540	\$ 461	\$ 79
Indoor Soccer	\$ 2,600	\$ 2,277	\$ 323
Lacrosse (1st-2nd grade)	\$ 520	\$ 361	\$ 159
Lacrosse (3rd-4th grade)	\$ 1,340	\$ 1,400	\$ (60)
Lacrosse (5th-6th grade)	\$ 2,340	\$ 1,552	\$ 788
Lacrosse (Middle school)	\$ 2,850	\$ 1,992	\$ 858
Soccer Camp (Spring)	\$ 1,165	\$ 897	\$ 268
Soccer Camp (Summer)	\$ 740	\$ 570	\$ 170
Soccer (Peewee)	\$ 2,500	\$ 2,290	\$ 210
Pillo Hockey	\$ 1,020	\$ 325	\$ 695
Recess Warriors	\$ 600	\$ 132	\$ 468
Softball Pitching 101	\$ 750	\$ 515	\$ 235
Running Club	\$ 380	\$ 248	\$ 132
Summer Camp	\$ 138,450	\$ 104,830	\$ 33,620
Spring Soccer	\$ 4,705	\$ 4,080	\$ 625
T-Ball	\$ 1,820	\$ 1,537	\$ 283
Track and Field	\$ 10,950	\$ 8,849	\$ 2,101
Skills & Drills Basketball Camp	\$ 770	\$ 235	\$ 535
Pre-K/K Instructional Basketball	\$ 675	\$ 210	\$ 465
Youth Basketball	\$ 12,500	\$ 11,548	\$ 952
Skating Instruction I	\$ 2,925	\$ 3,420	\$ (495)
Skating Instruction II	\$ 4,470	\$ 3,420	\$ 1,050
Skating Instruction III	\$ 2,425	\$ 3,420	\$ (995)

Youth Programs Subtotal

\$ 213,580	\$ 170,966	\$ 42,614
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Adult Programs

	Revenues	Expenses	Variance
Dodgeball	\$ 1,200	\$ 530	\$ 670
Mens Basketball A League	\$ 6,200	\$ 5,124	\$ 1,076
Mens Basketball B League	\$ 6,525	\$ 5,691	\$ 834
Mens Basketball C League	\$ 4,350	\$ 3,724	
Co-ed Softball	\$ 12,880	\$ 8,046	\$ 4,834
Men's Softball	\$ 25,600	\$ 13,823	\$ 11,777
Womens Basketball	\$ 5,800	\$ 4,292	\$ 1,508

Adult Programs Subtotal

\$ 62,555	\$ 41,230	\$ 21,325
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City of Auburn Recreation Programs

Fiscal Year 2015
Proposed 3.18.2014

Special Events

Fright Fest
Hot Shot Competition
Spring Celebration
Family Fun Day
Wednesdays in the Park
Box Car Drive-in Movie
Valentines Day
Holiday Celebration
Winter Festival

Special Event Subtotal

Grand Totals

Revenues	Expenses	Variance
\$ 500	\$ 500	\$ -
\$ -	\$ 150	\$ (150)
\$ 400	\$ 400	\$ -
\$ 600	\$ 600	
\$ 2,250	\$ 2,250	\$ -
\$ 250	\$ 250	\$ -
\$ 1,600	\$ 780	\$ 820
\$ 1,300	\$ 1,300	\$ -
\$ 3,000	\$ 3,000	\$ -
\$ 9,900	\$ 9,230	\$ 670
\$ 286,035	\$ 221,426	\$ 64,609

Line Item Narrative

Projected Revenues and Expenses: Revenues are calculated by registration fees, concession sales, and sponsorships or donations. Expenses include equipment, day camp employees, coaching stipends, part time employees, shirts/jerseys, concession inventory, league fees, referees/umpires, awards, prizes, school rental fees, and portable toilets.



City of Auburn

Master List

Fiscal Year 2015
Proposed 3.18.2014

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Manager Proposed	Increase/ Decrease	%
0510 Water & Sewer							
Catch Basin Maintenance Fee	12,500	12,500	12,500	12,500	0	0	0%
Public Fire Protection Fee	540,946	546,335	546,335	586,513	0	40,178	7%
TOTAL	553,446	558,835	558,835	599,013	-	40,178	7.2%



City of Auburn

Water & Sewer

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Catch Basin Maintenance Fee	Total	12,500	12,500	-
Public Fire Protection Fee	Total	546,335	586,513	-

Estimated Detail of Catch Basin Maintenance Fee

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Catch Basin Maintenance Fee		
Paid to Auburn Water & Sewer District	\$ 12,500	
	\$ 12,500	\$ -

Estimated Detail of Public Fire Protection Fee

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Public Fire Protection Fee		
Paid to Auburn Water & Sewer District	\$ 586,513	
	\$ 586,513	\$ -

Line Item Narrative

Catch Basin Mainenance Fee: The City's catch basins drain into the sanitary sewer. As we continue our stormwater separation projects, this fee should decrease. There are about 400 catch basins that are still connected.

Public Fire Protection Fee: This fee is paid to the Auburn Water & Sewer District for the water that is ready and available from the hydrants, for fire suppression.



City Council Workshop

March 31, 2014

Agenda

5:30 P.M. Workshop

- A. Norway Savings Bank Arena (60 minutes)
- B. City Manager, County Tax, Fringe Benefits, Legal, Mayor and Council, Worker's Compensation, Special Funds, and Enterprise Funds (60 minutes) - *Public Comment*
- C. Community Development Block Grant Budget (60 minutes)
 - a. Police Activities League (PAL) Center Lease - *Public Comment*



City Council Meeting and Workshop

April 7, 2014

Agenda

5:30 P.M. Workshop

- A. City Manager FY15 Budget Presentation
 - o *Public Comment*
- B. Executive Session – Economic Development

7:00 P.M. City Council Meeting - Roll call votes will begin with Councilor Gerry

Pledge of Allegiance

- I. **Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.
 - 1. **Order 26-04072014***
Appointing Election Clerks from May 1, 2014 through April 30, 2016.
 - 2. **Order 27-04072014***
Setting the date for the School Budget Validation Referendum Election for June 10, 2014.
 - 3. **Order 28-04072014***
Setting the date for the Special Municipal Election to fill the vacant Ward 1 School Committee seat for August 12, 2014.
 - 4. **Order 29-04072014***
Appointing Richard Trafton to the Lewiston Auburn Railroad Company for a term of 3 years from April 2014 through April 2017.
- II. **Minutes**
 - March 17, 2014 Regular Council Meeting.
 - March 20, 2014 Special Joint Meeting (City Council and School Committee).
- III. **Reports**
 - Mayor's Report**
 - City Manager's Report**
 - Public Services FY 14 Budget Status
 - Recreation and Special Events Advisory Board Memo
 - Committee Reports**
 - **Transportation**
 - o Androscoggin Transportation Resource Center – Mayor LaBonte
 - o Lewiston Auburn Transit – Councilor Gerry
 - o Airport, Railroad – Councilor Hayes

Auburn City Council Meeting & Workshop

April 7, 2014

- o Bike-Ped Committee
- Housing
 - o Community Development Block Grant, Neighborhood Stabilization Program, Auburn Housing Authority – Councilor Gerry
- Economic Development
 - o L-A Economic Growth Council, Auburn Business Development Corporation
- Education
 - o Auburn School Committee – Councilor LaFontaine
 - o Auburn Public Library – Councilor LaFontaine
 - o Great Falls TV – Councilor Young
- Environmental Services
 - o Auburn Water District, Auburn Sewerage District – Councilor Crowley
 - o Mid-Maine Waste Action Corp. – Councilor Walker
- Recreation
 - o Recreation and Special Events Advisory Board – Councilor Crowley
- Public Safety
 - o LA 911 – Councilor Walker

City Councilors' Reports

IV. Communications, Presentations and Recognitions

- Proclamation - National Distracted Driving Enforcement Campaign
- Proclamation – Housing

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

VI. Unfinished Business - None

VII. New Business

1. Order 30-03032014

Approving the liquor license for Twin Cities Group, Inc., DBA The Munroe Inn located at 123 Pleasant Street, Auburn, Maine. Public hearing.

2. Public Hearing

Community Development Block Grant Budget.

3. Order 31-03032014

Adopting the Citizen Participation plan as recommended by the Community Development Director.

4. Resolve 05-04072014

Expressing Councils support for the Maine Emergency Management Agency (MEMA) in its advocacy for an amendment to the FEMA storm policy.

VIII. Executive Session

Auburn City Council Meeting & Workshop

April 7, 2014

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

X. Adjournment

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

(1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;

(2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;

(3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and

(4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

(1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Workshop Information Sheet

City of Auburn

Council workshop Date: April 7, 2014

Item A

Author: Sue Clements-Dallaire, City Clerk

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

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

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

Subject: Budget Workshop – City Manager FY15 Budget Presentation

Information: The City Manager will present the FY15 budget in full and will have answers to all questions proposed. The expectation is that there will be another review of the FY15 budget at the April 22, 2014 Council workshop.

Financial: Budget

Action Requested at this Meeting: Discussion and public comment.

Previous Meetings and History: Continuation of budget presentations which began at the 2/20/2014 Council Workshop.

Attachments: FY15 Budget notebooks will be handed out the night of the meeting.

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



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: April 7, 2014

Proclamation

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

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

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

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

Subject: National Distracted Driving Enforcement Campaign Proclamation.

Information: April 7 through April 15, 2014 has been selected as the National Distracted Driving Enforcement Campaign. The Auburn Police Department has been awarded the “**Target Zero**” – Teen Driver Safety Grant and is working with Edward Little High School and St. Dom’s Regional High School students to bring awareness to the dangers and ramifications of the various types of distracted driving.

ELHS and St. Dom’s students recently worked with our School Resource Officer to develop questions for a survey which was administered to all licensed drivers. Results of the surveys are being compiled and will be made available to school administration, law enforcement and the Maine Bureau of Highway Safety.

Other activities are being planned to impress upon students and citizens of the importance of “**Parking your Phone AND other electronic devices**” when you are behind the wheel of your car.

Financial: n/a

Action Requested at this Meeting: Mayor LaBonte and Members of the City Council proclaim and pronounce April 7-15, 2014 as the National Distracted Driving Enforcement Campaign in the City of Auburn.

Previous Meetings and History:

- March 3, 2014 – Presentation on Auburn Police Department “Teen Driver Safety – **Target Zero**” grant.

Attachments:

- National Distracted Driving Enforcement Campaign Proclamation

*Agenda items are not limited to these categories.



2014 National Distracted Driving Enforcement Campaign

National Distracted Driving Enforcement Campaign Proclamation

By

Mayor Jonathan LaBonte

Of the

City of Auburn, Maine

- WHEREAS,** distracted driving is a serious, life-threatening practice that is preventable; and
- WHEREAS,** distracted driving can result in injuries and deaths to all road users (motorists, pedestrians and bicyclists); and
- WHEREAS,** distracted driving occurs when drivers divert their attention away from the task of driving to focus on another activity instead; and
- WHEREAS,** the increased health and well-being of Auburn, Maine citizens are a direct result of increased enforcement and awareness about the dangers of distracted driving; and
- WHEREAS,** in order to reduce the number of crashes as well as improve driver safety, Auburn, Maine motorists should commit to adopting and maintaining safe behavior while behind the wheel; and
- WHEREAS,** April 7 through April 15, 2014, has been selected as the *National Distracted Driving Enforcement Campaign*;
- AND WHEREAS,** increased high-visibility enforcement of distracted driving laws coupled with publicity has proven to be an effective method to reduce distracted driving and save lives;

NOW, THEREFORE, I, Mayor Jonathan LaBonte of the City of Auburn, do hereby proclaim and pronounce April 7-15, 2014, as the *National Distracted Driving Enforcement Campaign* in the **City of Auburn, in Androscoggin County in the State of Maine,** and urge all citizens to always put the cell phone down, focus on the road, and buckle up when driving on our roadways. Drivers are reminded that if they drive and text, they will pay.

IN WITNESS WHEREOF, I have hereunto set my hand on behalf of **the City of Auburn in Androscoggin County, in the state of Maine.**





City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: April 7, 2014

Order 30-04072014

Author: Sue Clements-Dallaire, City Clerk

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

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

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

Subject: Approving the liquor license application for Twin Cities Group, Inc., DBA The Munroe Inn located at 123 Pleasant Street.

Information: The Munroe Inn, 123 Pleasant Street in Auburn is an existing business (Bed and Breakfast) that has changed ownership. The new owners have applied for a liquor license which would allow them to serve beer and wine at the establishment. Police, Fire and Code have completed inspections and approvals have been granted.

Included in the supporting documents are 28-A sections 351 and 701 on proximity to churches and schools and proximity to schools; exception. This will address previous Council questions that have come up when reviewing previous liquor license applications as to why the State applications ask what the distance is to the nearest church or school. I also discussed this with the State Liquor inspector who confirmed that it is not the responsibility of the Municipality to determine if the proximity requirements have been met; it is the responsibility of the State inspector. If it is determined by the State inspector that the establishment was within the 300 foot restricted area, the State would then deny their license or hold a public hearing to determine whether or not to allow them to operate within that area.

Financial: N/A

Action Requested at this Meeting: Public Hearing and recommend approval of the liquor license.

Previous Meetings and History: N/A

Attachments:

- Liquor License application
- Criminal background check
- Copy of Public Hearing
- Title 28-A section 351 Proximity to churches and schools
- Title 28-A section 701 Proximity to schools; exception
- Order 30-04072014

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

**Department of Public Safety
Division**



Liquor Licensing & Inspection

Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded.
To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

BUREAU USE ONLY

License No. Assigned:

Class:

Deposit Date:

Amt. Deposited:

PRESENT LICENSE EXPIRES

New

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☐ SPIRITUOUS ☒ VINOUS

INDICATE TYPE OF LICENSE:

RESTAURANT (Class I,II,III,IV)

HOTEL-OPTIONAL FOOD (Class I-A)

CLASS A LOUNGE (Class X)

☒ CLUB (Class V) Bed + Breakfast

TAVERN (Class IV)

RESTAURANT/LOUNGE (Class XI)

☒ HOTEL (Class I,II,III,IV)

CLUB-ON PREMISE CATERING (Class I)

GOLF CLUB (Class I,II,III,IV)

OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

1. APPLICANT(S) - (Sole Proprietor, Corporation, Limited Liability Co., etc.) <u>Olga Dolgic</u> DOB: <u>10/29/62</u>		2. Business Name (D/B/A) <u>Twin Cities Group Inc.</u>	
DOB:		<u>DAA The Munroe Inn</u>	
DOB:		Location (Street Address) <u>123 Pleasant Street</u>	
Address <u>123 Pleasant Street</u>		City/Town <u>Auburn</u>	State <u>ME</u> Zip Code <u>04210</u>
		Mailing Address <u>123 Pleasant St.</u>	
City/Town <u>Auburn</u>	State <u>ME</u>	Zip Code <u>04210</u>	City/Town <u>Auburn</u>
Telephone Number <u>207-376-3266</u>	Fax Number <u>631-489 0122</u>	Business Telephone Number <u>207-376-3266</u>	Fax Number
Federal I.D. # <u>066-78-4909</u>		Seller Certificate #	

3. If premises are a hotel, indicate number of rooms available for transient guests: 4
4. State amount of gross income from period of last license: ROOMS \$ NA FOOD \$ NA LIQUOR \$ NA
5. Is applicant a corporation, limited liability company or limited partnership? ☒ YES ☐ NO
6. Do you permit dancing or entertainment on the licensed premises? YES ☒ NO
7. If manager is to be employed, give name: Olga Dolgic
8. If business is NEW or under new ownership, indicate starting date: 2/28/2014
Requested inspection date: _____ Business hours: 9-5 pm
9. Business records are located at: 123 Pleasant Street, Auburn ME 04210
10. Is/are applicants(s) citizens of the United States? ☒ YES ☐ NO

11. Is/are applicant(s) residents of the State of Maine? YES NO

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
<u>Olga Dolgier (Matvienko)</u>	<u>10/29/62</u>	<u>USSR</u>

Residence address on all of the above for previous 5 years (Limit answer to city & state)

N.Y., N.Y.

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES NO

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?
Yes NO If Yes, give name: _____

15. Has/have applicant(s) formerly held a Maine liquor license? YES NO

16. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: _____

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) 3 Floors mansion run as Bed & breakfast, 4 Rooms

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?
YES NO Applied for: _____

19. What is the distance from the premises to the **NEAREST** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? YES Which of the above is nearest? Church & Pleasant Street 1 street over

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO

If YES, give details: _____

The Division of Liquor Licensing & Inspection is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Amherst ME on 3/17, 2014
Town/City, State Date

[Signature]
Signature of Applicant or Corporate Officer(s)

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

STATE OF MAINE
Liquor Licensing & Inspection Unit
164 State House Station
Augusta, Maine 04333-0164
Tel: (207) 624-7220 Fax: (207) 287-3424

SUPPLEMENTARY QUESTIONNAIRE FOR CORPORATE APPLICANTS, LIMITED LIABILITY COMPANIES AND LIMITED PARTNERSHIPS

1. Exact Corporate Name: Twin Cities Group Inc
Business D/B/A Name: The Munroe Inn
2. Date of Incorporation: 01/09/2014
3. State in which you are incorporated: Maine
4. If not a Maine Corporation, date corporation was authorized to transact business within the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list percent of stock owned:

Name	Address Previous 5 Years	Birth Date	% of Stock	Title
Olga Dolgier	7 West 96th St. NYC NY 10025	10/29/62	100%	President

6. What is the amount of authorized stock? 1000 Outstanding Stock? 0
7. Is any principal officer of the corporation a law enforcement official? () YES ☒ NO
8. Has applicant(s) or manager ever been convicted of any violation of the law, other than a minor traffic violation(s), of the United States? () YES ☒ NO.
9. If yes, please complete the following: Name: _____

Date of Conviction: _____ Offense: _____

Location: _____ Disposition: _____

Dated at: Burlington, 3/17/2014 On: _____
City/Town Date

Signature of Duly Authorized Officer

Date: 3/17/2014

Olga Dolgier
Print Name of Duly Authorized Officer

STATE OF MAINE

Dated at: _____, Maine _____ SS
City/Town (County)

On: _____
Date

The undersigned being: Municipal Officers County Commissioners of the
City Town Plantation Unincorporated Place of: _____, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and hereby approve said application.

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§ 653. Hearings; bureau review; appeal

1. **Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, shall hold a public hearing for the consideration of applications for new on-premise licenses and applications for transfer of location of existing on-premise licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.
 - A. The bureau shall prepare and supply application forms. [1993, c.730, §27(amd).]
 - B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c.140, §4 (amd).]
 - C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premise license, for transfer of the location of an existing on-premise license or for renewal of an on-premise license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premise license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premise license that has been extended pending renewal with 120 days of the filing of the application. [1999, c.589, §1 (amd).]
 2. **Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:
 - A. Conviction of the applicant of any Class A, Class B or Class C crime: [1987, c.45, Pt.A§4 (new).]
 - B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c.45, Pt.A§4(new).]
 - C. Conditions of record such as waste disposal violations, health or safety violation or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c.730, §27 (amd).]
 - D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c.592, §3 (amd).]
 - E. A violation of any provision of this Title; and [1989, c.592, §3 (amd).]
 - F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601. [1989, c.592, §4 (new).]
- [1993, c.730, §27 (amd).]
3. **Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all license requirements and findings referred to in subsection 2.
 - A. [1993, c.730, §27 (rp).]
 4. **No license to person who moved to obtain a license. (REPEALED)**
 5. **(TEXT EFFECTIVE 3/15/01) Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

Print Name

Olge Dolgier

Print Name

NOTICE – SPECIAL ATTENTION

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval of their application for liquor licenses prior to submitting them to the bureau.

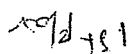
THIS APPROVAL EXPIRES IN 60 DAYS.

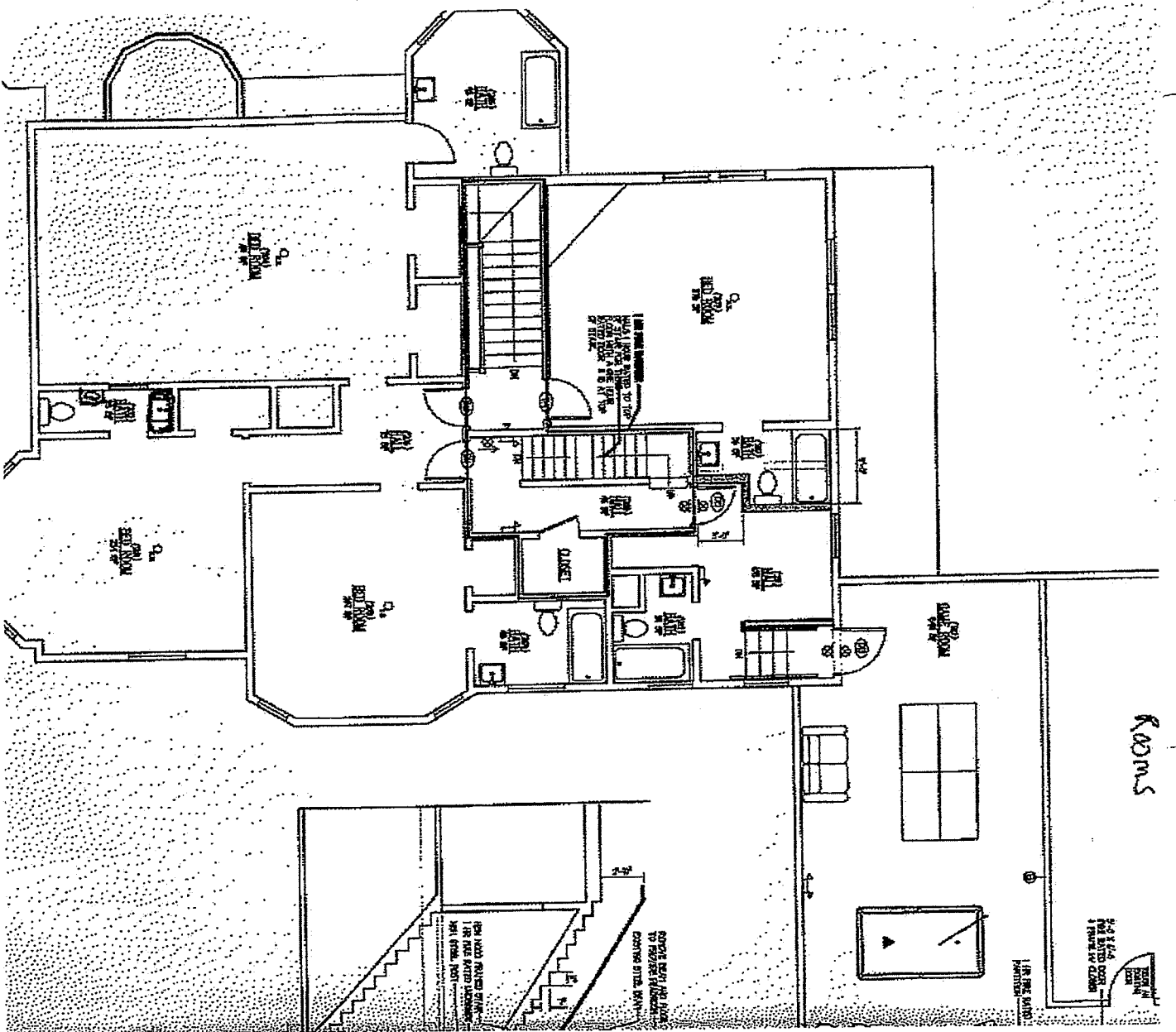
FEE SCHEDULE

Class I	Spirituos, Vinous and Malt	\$ 900.00
	CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
Class I-A	Spirituos, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
	CLASS I-A: Hotels only that do not serve three meals a day.	
Class II	Spirituos Only	\$ 550.00
	CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
Class III	Vinous Only	\$ 220.00
	CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class IV	Malt Liquor Only	\$ 220.00
	CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
Class V	Spirituos, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
	CLASS V: Clubs without catering privileges.	
Class X	Spirituos, Vinous and Malt – Class A Lounge	\$2,200.00
	CLASS X: Class A Lounge	
Class XI	Spirituos, Vinous and Malt – Restaurant Lounge	\$1,500.00
	CLASS XI: Restaurant/Lounge; and OTB.	
FILING FEE		\$ 10.00

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All fees must accompany application, made payable to: **TREASURER, STATE OF MAINE. – DEPARTMENT OF PUBLIC SAFETY, LIQUOR LICENSING AND INSPECTION DIVISION, 164 STATE HOUSE STATION, AUGUSTA ME 04333-0164.** Payments by check subject to penalty provided by Sec. 3, Title 28A, MRS.





and Floor



MAINE STATE BUREAU OF IDENTIFICATION
45 Commerce Drive, Suite 1 / STATE HOUSE STATION #42
AUGUSTA, ME 04333
(207) 624-7240 (VOICE) (207) 624-4478 (TDD)

OLGA DOLGICER
123 PLEASANT STREET
AUBURN, ME 04210

Transaction Response #: MIQ99C100010

Criminal History Record

Introduction

This rap sheet was produced in response to the following request (Produced on 2014-03-25) :

Inquiries Name(s) OLGA DOLGICER (1962-10-29) SSN Date Finger Printed

NO MATCH WAS FOUND FOR YOUR REQUEST.



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45 Commerce Drive, Suite 1 / STATE HOUSE STATION # 42
AUGUSTA, ME 04333
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OLGA DOLGICER
123 PLEASANT STREET
AUBURN, ME 04210

Transaction Response #: MIQ99C100011

Criminal History Record

Introduction

This rap sheet was produced in response to the following request (Produced on
2014-03-25) :

Inquiries Name(s) OLGA MATVIENKO (1962-10-29) SSN *Date Finger Printed*

NO MATCH WAS FOUND FOR YOUR REQUEST.



MAINE STATE BUREAU OF IDENTIFICATION
45 Commerce Drive, Suite 1 / STATE HOUSE STATION # 42
AUGUSTA, ME 04333
(207) 624-7240 (VOICE) (207) 624-4478 (TDD)

OLGA DOLGICER
123 PLEASANT STREET
AUBURN, ME 04210

Transaction Response #: MIQ99C100009

Criminal History Record

Introduction

This rap sheet was produced in response to the following request (Produced on
2014-03-25) :

Inquiries Name(s) OLGA POSTLETHWAITE (1962-10-29) SSN Date Finger Printed

NO MATCH WAS FOUND FOR YOUR REQUEST.

**CITY OF AUBURN
PUBLIC NOTICE**

A public hearing will be held by the Auburn City Council on Monday, April 7, 2014 at 7:00 p.m. or as soon as possible thereafter, in the Council Chambers of Auburn Hall, 60 Court Street, to consider the Liquor License Application for:

**Twin Cities Group, Inc. DBA The Munroe Inn
123 Pleasant Street, Auburn, Maine**

All interested persons may appear and will be given the opportunity to be heard before final action is taken.

To run April 3, 4, and 5, 2014.

Maine Revised Statutes

▼	§351 PDF
▼	§351 MS-WORD
➤	STATUTE SEARCH
⬅	CH. 15 CONTENTS
⬅	TITLE 28-A
	CONTENTS
⬅	LIST OF TITLES
➤	DISCLAIMER
⬅	MAINE LAW
⬅	REVISOR'S OFFICE
⬅	MAINE LEGISLATURE

§201**Title 28-A:****§352****LIQUORS****Part 2: AGENCY LIQUOR STORES****Chapter 15: AGENCY LIQUOR STORES****§351. Proximity to churches and schools**

1. Agency liquor store may not be located within 300 feet of school or church. The bureau may not license an agency liquor store located within 300 feet of any public or private school, church, chapel or parish house.

A. The bureau, after holding a public hearing near the proposed location, may locate an agency liquor store within 300 feet of a church, chapel, parish house or postsecondary school. [1997, c. 373, §38 (AMD).]

[2013, c. 368, Pt. V, §26 (AMD) .]

2. Method of measurement. The distance must be measured from the main entrance of the agency liquor store to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel.

[2013, c. 368, Pt. V, §26 (AMD) .]

SECTION HISTORY

1987, c. 45, §A4 (NEW). 1987, c. 342, §20 (AMD). 1997, c. 373, §38 (AMD). 2013, c. 368, Pt. V, §26 (AMD).

Data for this page extracted on 12/03/2013 12:00:19.

**The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.
If you need legal advice, please consult a qualified attorney.**

Office of the Revisor of Statutes

**7 State House Station
State House Room 108
Augusta, Maine 04333-0007**

Maine Revised Statutes

§654

Title 28-A:

§702

▼ §701 PDF

▼ §701 MS-WORD

▼ STATUTE SEARCH

▼ CH. 29 CONTENTS

▼ TITLE 28-A

CONTENTS

▼ LIST OF TITLES

▼ DISCLAIMER

▼ MAINE LAW

▼ REVISOR'S OFFICE

▼ MAINE LEGISLATURE

LIQUORS

Part 3: LICENSES FOR SALE OF LIQUOR

Subpart 1: GENERAL PROVISIONS

Chapter 29: LICENSE RESTRICTIONS

§701. Proximity to schools; exception

1. Location within 300 feet of churches and schools. Except as provided in paragraphs B and C, the bureau may not issue a new license for the sale of liquor to be consumed on the premises to new premises within 300 feet of a public or private school, school dormitory, church, chapel or parish house in existence as such at the time the application for the new license is made.

B. The bureau may after holding a public hearing near the proposed location issue licenses to premises that are either in or within 300 feet of a church, chapel, parish house or postsecondary school. [1997, c. 373, §64 (AMD).]

C. The restriction in this subsection does not apply if a public or private school, school dormitory, church, chapel or parish house:

(1) Locates in a commercial zone that includes restaurants or bars as permitted uses and that had been established pursuant to a zoning ordinance as defined in Title 30-A, section 4301, subsection 15-A prior to the public or private school, school dormitory, church, chapel or parish house locating in the commercial zone; or

(2) Is located in a downtown as defined in Title 30-A, section 4301, subsection 5-A. [2005, c. 269, §1 (NEW).]

[2005, c. 269, §1 (AMD) .]

2. Method of measurement. The distance must be measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel.

[1987, c. 45, Pt. A, §4 (NEW) .]

SECTION HISTORY

1987, c. 45, §A4 (NEW). 1987, c. 342, §33 (AMD). 1997, c. 373, §64 (AMD). 2005, c. 269, §1 (AMD).

Data for this page extracted on 12/03/2013 12:00:19.

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 [§701 PDF](#)

 [§701 MS-WORD](#)

 [STATUTE SEARCH](#)

 [CH. 29 CONTENTS](#)

 [TITLE 28-A](#)

[CONTENTS](#)

 [LIST OF TITLES](#)

 [DISCLAIMER](#)

 [MAINE LAW](#)

 [REVISOR'S OFFICE](#)

 [MAINE LEGISLATURE](#)

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
Adam Lee, Ward Four



Leroy Walker, Ward Five
Belinda Gerry, At Large
David Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 30-04072014

ORDERED, that the Auburn City Council hereby approves the liquor license application for Twin Cities Group, Inc., DBA The Munroe Inn located at 123 Pleasant Street.



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: April 7, 2014

Public Hearing

Author: Reine Mynahan, Community Development Director

Subject: Public Hearing for FY2014 Community Development Program

Information: According to the requirements of the Community Development, a public hearing should be held prior to adoption of the budget. The public hearing has been set for April 7, 2014.

Financial: N/A

Action Requested at this Meeting: Conduct public hearing. Respond to comments.

Previous Meetings and History: Workshop of March 17 and March 31, 2014

Attachments:

Revised budgets for Community Development Block Grant and HOME Investment Partnerships Program.



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: April 7, 2014

Order 31-04072014

Author: Reine Mynahan, Community Development Director

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

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

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

Subject: Citizen Participation Plan

Information: Revisions have been made to the Citizen Participation Plan as suggested by Mayor Labonte (see pages 3-5). The changes include revisions to the desired membership of the CAC committee, language that stipulates meetings to be held in 3 target areas, and the inclusion of performance measures.

Financial: Receipt of Community Development and HOME Investment Partnerships Program grant funds are contingent upon meeting certain federal regulations, one of which is compliance with citizen participation.

Action Requested at this Meeting: Adopt

Previous Meetings and History: January 6, 2014

Attachments:

- Draft Citizen Participation Plan with changes
- Clean version of Citizen Participation Plan
- Order 31-04072014

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

DRAFT CITY OF AUBURN CITIZEN PARTICIPATION PLAN 2015-2019

1. INTRODUCTION

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

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

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

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

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

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

2. GOAL

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

3. OBJECTIVES

The objectives of the Citizen Participation Plan are to:

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

4. PUBLIC PARTICIPATION

A. NOTICES OF PUBLIC MEETINGS

Public meetings are held to obtain views of citizens and public agencies with respect to the Community Development Program. Meeting notices will be published on the City's website.

At least 30 days before adoption by the City Council, a summary of the proposed Consolidated Plan and Annual Action Plan will be published on the City's web site to give citizens an opportunity to review and comment on the plan. The summary will describe the general contents of the Consolidated Plan. The public notice will indicate the location where copies can be examined or how to find it on the web site.

At least 15 days before submission a public notice will be placed in a local newspaper announcing the availability of the Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER provides a review of program progress and performance of the Community Development Block Grant Program.

B. AVAILABILITY OF PUBLIC DOCUMENTS

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

- Residential Anti-displacement;
- Relocation Assistance Plan and Affordable Rent Policy;
- Urban Conditions Study;
- Citizen Participation Plan;
- Community Development Block Grant Regulations;
- Environmental Review Records;
- Consolidated Annual Performance and Evaluation Report;
- Guidelines of various programs funded with Community Development and HOME Investment Partnerships Program funds; and
- Consolidated Plan and Annual Action Plans.

C. CITIZENS ADVISORY COMMITTEE

~~A-The purpose of the~~ Citizen's Advisory Committee ~~will be created~~ is to assist in developing the Consolidated Plan and to monitor progress on achieving the goals and objectives of the plan. The committee will be made of ~~not more than~~ up to 20 Auburn residents. ~~11 persons who remain a standing committee for 5 years. It is the desire of the City Council that Committee members become more active in their role as Citizen's Advisory Committee members and remain a standing committee for 5 years. The Committee will lmeet on a regular basis to track progress in accomplishing the goals of the Conslidated Plan. There shall be three persons appointed by the Mayor who represent the interests of persons served by the Community Development Programs, one of which is a City Councilor. From the City's website~~ Community Development staff shall solicit members ~~members~~ who will be representative ~~of one of more~~ of the following categories: -;

- ~~a renter;~~
- ~~special needs population a person who has a disability or understands the special needs population; ; ;~~
- ~~a representative from Lewiston Auburn Alliance for Services to the Homeless~~

- ~~a representative of Auburn Housing Authority;~~
- ~~a realtor or landlord;~~
- ~~a non profit or for profit housing developer;~~
- ~~a person of minority race or ethnic background, community or faith based organization;~~
- ~~A person who has participated in a housing program; and~~
- ~~A person living in a target area.~~
- A person of minority race or ethnic background;
- 3 representatives of community or faith-based organizations, one of which represents the interests of homeless persons;
- A City Councilor; and
- 12-15 persons from target areas including residents, landlords and small business owners. There will be a minimum of 4 each from the Downtown, Union Street and New Auburn Target Areas.

~~At the first meeting, The CAC membership shall elect a chairperson-person amongst them to serve as facilitator of meetings, to serve as spokesperson, and to act as liaison with Community Development staff. and to serve as spokesperson for the CAC to the City Council.~~

The CAC shall assist with identifying measuring components associated with the Consolidated Plan that will evaluate the strength of and changes to three neighborhoods, Downtown, New Auburn and Union Street. The topics of measurement that are shall be associated with the goals and objectives of the Consolidated Plan.

1) CAC Meetings:

a) Consolidated Plan

In year 20~~14~~14-15, the CAC will be involved in assisting with development of the 5-year Consolidated Plan by considering needs and resources, and prioritizing goals and objectives.

b) Annual Action Plan

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

c) Consolidated Annual Performance and Evaluation Report (CAPER)

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

d) The CAC may determine that other meetings are necessary to promote the goals of the Consolidated Plan. Establishing extra meetings will require a majority vote of the CAC.

2) Consolidated Plan Considerations:

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

Three hearings shall be held in each target area of Downtown, New Auburn and Union Street to gather information about the concerns and needs of these neighborhoods. The comments from these hearings will be taken into consideration by the CAC when selecting priorities for the Consolidated Plan.

D. COMMUNITY DEVELOPMENT LOAN COMMITTEE

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

E. OTHER PUBLIC PARTICIPATION

Community Development staff shall solicit input from citizens who may be affected by Community Development projects to give them an opportunity to express their views concerning problems, suggestions and alternatives to the proposed projects. A public notice will announce the availability of City documents and may include:

- amount of Community Development Block Grant funding to be received;
- eligible activities;
- general program requirements;
- previous years' use of funds;
- projected use of funds;

- time schedule for submitting the Consolidated Plan;
- amount of funds that will benefit very low, low, and low-moderate income persons; and plans to minimize displacement of persons and to assist persons.

F. CITY WEBSITE AND SOCIAL MEDIA NETWORKING

The City of Auburn's website will provide up-to-date information on the Community Development and HOME Investment Partnerships Programs. Meeting notices, ~~the~~ draft and adopted Consolidated Plan, Annual Action Plans, Consolidated Annual Performance and Evaluation Reports, various adopted guidelines and policies, and the Citizen Participation Plan will be available.

In order to reach a broader and younger audience, during the 5-year planning process the Community Development Department will also utilize an internet social networking site to provide important information on the Consolidated Plan and funding resources.

G. PUBLIC HEARINGS

Public hearings shall be held by the City Council and shall serve as additional forums for citizens to convey their views on community development and housing needs, and to respond to proposed budget. At least 10 days prior to public hearings, a notice shall be placed in the newspaper announcing the public hearing. The City Council will consider comments or views of citizens received in writing or orally at the public hearing. Public hearing will be held at Auburn Hall, a location that accommodates persons with disabilities. Public hearing shall be held as follows:

1) Consolidated Plan - A public hearing will be held prior to adoption of the Consolidated Plan. A draft Consolidated Plan will be available to the public 30 days prior to adoption. Copies will be available free of charge.

2) Consolidated Annual Action Plan - A public hearing will be held prior to adoption of each Consolidated Annual Action Plan. A draft Annual Action Plan will be available 30 days prior to adoption. Copies will be available free of charge.

3) Amendments - A public hearing will be held prior to adoption of any substantial amendments to the Consolidated Plan and Annual Action Plans. A substantial program amendment description will be available 14 days prior to adoption. Copies will be available free of charge.

4) Consolidated Annual Performance and Evaluation Report - A public hearing will be held prior to submission of the Consolidated Annual Performance and Evaluation

Report. The report will be available 30 days prior to submission. Copies will be available free of charge.

H. CONSIDERATION OF COMMENTS

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

I. RESPONSE TO PROPOSALS/COMMENTS

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

5. SPECIAL CONSIDERATIONS

A. ACCOMMODATIONS

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

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

B. TECHNICAL ASSISTANCE

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

Staff will provide direct assistance to low income persons in their effort to progress through the various program processes. For the Rehabilitation Program, assistance will include preparing a loan application, submitting financial information, providing advice for soliciting bids, or upon request securing bids for a property owner, comparing and evaluating bids for conformance to required work, assisting to schedule rehabilitation work, managing the escrow

account, performing inspections to ensure quality work, acting as liaison between the contractor and property owner for complaints and resolving a variety of other problems. For the homebuyer programs, assistance will include preparing a loan application, submitting financial information, providing pre-qualification for housing affordability, credit counseling, and guiding the home purchase.

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

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

6. COMPLAINTS AND GRIEVANCES

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

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

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

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

7. AMENDMENTS TO CONSOLIDATED PLAN

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

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

- to change the purpose, scope, location, or beneficiaries of an activity included in the Consolidated Annual Action Plan.

a) Minor Amendment

A minor amendment will be approved by the City Manager.

b) Substantial Amendment

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

FINAL CITY OF AUBURN CITIZEN PARTICIPATION PLAN 2015-2019

1. INTRODUCTION

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

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

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

3. OBJECTIVES

The objectives of the Citizen Participation Plan are to:

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

4. PUBLIC PARTICIPATION

A. NOTICES OF PUBLIC MEETINGS

Public meetings are held to obtain views of citizens and public agencies with respect to the Community Development Program. Meeting notices will be published on the City's website.

At least 30 days before adoption by the City Council, a summary of the proposed Consolidated Plan and Annual Action Plan will be published on the City's web site to give citizens an opportunity to review and comment on the plan. The summary will describe the general contents of the Consolidated Plan. The public notice will indicate the location where copies can be examined or how to find it on the web site.

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B. AVAILABILITY OF PUBLIC DOCUMENTS

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

- Residential Anti-displacement;
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- Citizen Participation Plan;
- Community Development Block Grant Regulations;
- Environmental Review Records;
- Consolidated Annual Performance and Evaluation Report;
- Guidelines of various programs funded with Community Development and HOME Investment Partnerships Program funds; and
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C. CITIZENS ADVISORY COMMITTEE

The purpose of the Citizen's Advisory Committee is to assist in developing the Consolidated Plan and to monitor progress on achieving the goals and objectives of the plan. The committee will be made of up to 20 Auburn residents. It is the desire of the City Council that Committee members become more active in their role as Citizen's Advisory Committee members and remain a standing committee for 5 years. The Committee will meet on a regular basis to track progress in accomplishing the goals of the Consolidated Plan. From the City's website Community Development staff shall solicit members who will be representative of the following categories: -;

- A person of minority race or ethnic background;
- 3 representatives of community or faith-based organizations, one of which represents the interests of homeless persons;
- A City Councilor; and
- 12-15 persons from target areas including residents, landlords and small business owners. There will be a minimum of 4 each from the Downtown, Union Street and New Auburn Target Areas.

The CAC membership shall elect a person amongst them to act as liaison with Community Development staff. and to serve as spokesperson for the CAC to the City Council.

The CAC shall assist with identifying measuring components associated with the Consolidated Plan that will evaluate the strength of and changes to three neighborhoods, Downtown, New Auburn and Union Street. The topics of measurement that are shall be associated with the goals and objectives of the Consolidated Plan.

1) CAC Meetings:

a) Consolidated Plan

In year 2014-15, the CAC will be involved in assisting with development of the 5-year Consolidated Plan by considering needs and resources, and prioritizing goals and objectives.

b) Annual Action Plan

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

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

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Three hearings shall be held in each target area of Downtown, New Auburn and Union Street to gather information about the concerns and needs of these neighborhoods. The

comments from these hearings will be taken into consideration by the CAC when selecting priorities for the Consolidated Plan.

D. COMMUNITY DEVELOPMENT LOAN COMMITTEE

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

E. OTHER PUBLIC PARTICIPATION

Community Development staff shall solicit input from citizens who may be affected by Community Development projects to give them an opportunity to express their views concerning problems, suggestions and alternatives to the proposed projects. A public notice will announce the availability of City documents and may include:

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

F. CITY WEBSITE AND SOCIAL MEDIA NETWORKING

The City of Auburn's website will provide up-to-date information on the Community Development and HOME Investment Partnerships Programs. Meeting notices, the draft and adopted Consolidated Plan, Annual Action Plans, Consolidated Annual Performance and Evaluation Reports, various adopted guidelines and policies, and the Citizen Participation Plan will be available.

In order to reach a broader and younger audience, during the 5-year planning process the Community Development Department will also utilize an internet social networking site to provide important information on the Consolidated Plan and funding resources.

G. PUBLIC HEARINGS

Public hearings shall be held by the City Council and shall serve as additional forums for citizens to convey their views on community development and housing needs, and to respond to proposed budget. At least 10 days prior to public hearings, a notice shall be placed in the newspaper announcing the public hearing. The City Council will consider comments or views of citizens received in writing or orally at the public hearing. Public hearing will be held at Auburn Hall, a location that accommodates persons with disabilities. Public hearing shall be held as follows:

1) Consolidated Plan - A public hearing will be held prior to adoption of the Consolidated Plan. A draft Consolidated Plan will be available to the public 30 days prior to adoption. Copies will be available free of charge.

2) Consolidated Annual Action Plan - A public hearing will be held prior to adoption of each Consolidated Annual Action Plan. A draft Annual Action Plan will be available 30 days prior to adoption. Copies will be available free of charge.

3) Amendments - A public hearing will be held prior to adoption of any substantial amendments to the Consolidated Plan and Annual Action Plans. A substantial program amendment description will be available 14 days prior to adoption. Copies will be available free of charge.

4) Consolidated Annual Performance and Evaluation Report - A public hearing will be held prior to submission of the Consolidated Annual Performance and Evaluation Report. The report will be available 30 days prior to submission. Copies will be available free of charge.

H. CONSIDERATION OF COMMENTS

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

I. RESPONSE TO PROPOSALS/COMMENTS

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

5. SPECIAL CONSIDERATIONS

A. ACCOMMODATIONS

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

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

B. TECHNICAL ASSISTANCE

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

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

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

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

6. COMPLAINTS AND GRIEVANCES

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

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

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

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

7. AMENDMENTS TO CONSOLIDATED PLAN

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

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

a) Minor Amendment

A minor amendment will be approved by the City Manager.

b) Substantial Amendment

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

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
Adam R. Lee, Ward Four



Leroy Walker, Ward Five
Belinda Gerry, At Large
David Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 31-04072014

ORDERED, that the City Council adopt the Citizen Participation Plan as recommended by the Community Development Director.



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: April 7, 2014

Resolve 05-04072014

Author: Clinton Deschene

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

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

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

Subject: FEMA ICE STORM POLICY

Information:

The City of Auburn as well as all other communities in the County of Androscoggin and State of Maine experienced extraordinary costly ice storm impacts to its road infrastructure as the result of the unabated winter storms that occurred during the period of December 21st, 2013 thru January 1st 2014. To address this issue and seek federal assistance the County requested each community to report back all eligible costs associated with the event. The City of Auburn complied as did others. By doing so Androscoggin County was deemed eligible to seek federal assistance. After months of waiting and high expectations that the federal government would reimburse each municipality as they have faithfully done since the Ice Storm of 1998 and all other major natural events since. Now the federal government is claiming that the rules do not indicate a reimbursement of overtime and materials used. This is a direct hit against our claim and the State would be ineligible for reimbursement if that is the case.

Enclosed you will find a resolution to address our concern and disappointment with this decision. Each community in Androscoggin County is considering doing the same resolution and forwarding to County EMA so that it can be sent as a package to MEMA.

I will keep you apprised of the status if it changes.

Financial: \$100,000+ in eligible reimbursement costs were requested for processing.

Action Requested at this Meeting: Discussion/action

Previous Meetings and History: NONE

Attachments:

- Resolve 05-04072014

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

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
Adam R. Lee, Ward Four



Jonathan P. LaBonte, Mayor

Leroy Walker, Ward Five
Belinda Gerry, At Large
David Young, At Large

IN CITY COUNCIL

RESOLVE 05-04072014

WHEREAS, The City of Auburn in the County of Androscoggin and State of Maine has been recognized by representatives of the Androscoggin Emergency Management Agency and Maine Emergency Management Agency MEMA as having experienced extraordinary costly ice storm impacts to its road infrastructure as the result of the unabated winter storms that occurred during the period of December 21st, 2013 thru January 1st 2014

AND WHEREAS Governor LePage of the State of Maine submitted a request for disaster assistance to the Federal Emergency Management Agency FEMA that would serve to support municipal and state depleted winter maintenance funding for emergency winter road maintenance and repair

AND WHEREAS The Federal Emergency Management Agency FEMA denied said request after designating road treatment costs as ineligible based on FEMA Snow Assistance and Severe Winter Storm Policy 9523.1 that excludes sand, salt and snow and ice road treatment expenditures, unless there is record or near-record snowfall

AND WHEREAS The FEMA definition of a severe winter storm means an event that occurs during the winter season and includes one or more of the following conditions: snow, ice, high winds, blizzard conditions and other wintry conditions and that causes substantial physical damages or loss to property where Municipal and State governments demonstrate that the capabilities to effectively respond to the event are or will be exceeded

AND WHEREAS the City disagrees with FEMA's interpretation of this policy application of Policy 9523.1 to ice storms and advocates for an "ice storm" policy addendum, and that this policy is to be effective for the requested dates December 21, 2103 thru January 1, 2014

AND WHEREAS the original, understandable, intent of FEMA Policy 9523.1 is that northern States such as Maine which are equipped for and budget for winter snowstorms should have to meet a very high standard to have a snowstorm qualify as a disaster. However, an ice storm with prolonged power outages in freezing conditions poses a more extreme threat to public safety in a northern than in a southern state where temperatures are likely to quickly moderate. Therefore the application of Policy 9523.1 to ice storms has unintended negative consequences for northern states

AND WHEREAS FEMA policy in other types of disasters, such as floods or hurricanes, is that maintenance of all roads during and after the event for the purpose of emergency vehicle access is eligible for disaster assistance. In freezing temperatures, roads must be treated with sand and salt in order to carry out the emergency function of power restoration. Therefore Policy 9523.1 is actually in conflict with other FEMA policies

BE IT THEREFORE RESOLVED that the Auburn City Council expresses its great support for the Maine Emergency Management Agency, MEMA in its advocacy for an amendment to the FEMA storm policy.

BE IT FURTHER RESOLVED That the Auburn City Council will exercise its appointed authority to engage other Maine municipalities in a united effort to bring national attention to the extent necessary and put on notice, our Congressional representatives that the ice storm damage experienced in these communities are very real and are worthy of their support and attention.

IN WITNESS WHEREOF, We have hereunto set our hands and caused the Seal of the City of Auburn, Maine to be affixed at Auburn, Maine this 7th day of April, 2014.

Auburn City Council of the City of Auburn, Maine:

Jonathon LaBonte, Mayor

Tizz Crowley

Mary Lafontaine

Robert Hayes

David Young

Leroy Walker

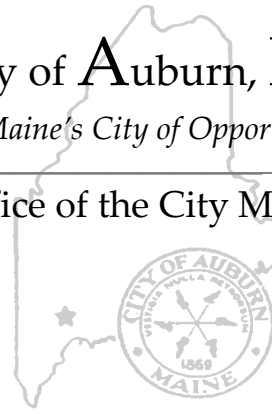
Adam Lee

Belinda Gerry

City of Auburn, Maine

"Maine's City of Opportunity"

Office of the City Manager



Mayor and Council,

"It takes a lot of time to achieve instant success."

The submission of the FY 2015 budget is one of transition. The first transition is utilizing a performance based measuring approach. The information, measures, and workshop approach were a success. Continuing to engage the community in our process and workshops will only improve with time, but the foundation is now there and it is our task to remain consistent, be patient, and build understanding and confidence in the process.

The second transition is reaffirmation of the Council's desire to follow the charter and budget by goals and programs. All City departments deconstructed their budget this year. All budgets then were built to support the programs and policies of the City. A myth must be dispelled, these are not budgets based upon "wants", but are the budget the departments recommended to support the systems, services, and programs Councils have set, while taking into consideration a realistic balance of revenues and taxes.

Now as the Council reviews the manager's recommended budget and takes votes to change policies or funding, the documents provided contain the information needed to debate and consider changes. Decisions will no longer be just a number but will be a statement of direction or policy.

In addition as I draft this message I can't help but recall what Mayor LaBonté said at the March 24th workshop, "Can't be a City and have a mill rate of a [rural town]." I share this again because of the challenges that lie within the context. Providing the services of a service center carries a burden. Our streets are built for much larger traffic, public water and sewer must be provided, storm water must be separated from waste water, police must protect our residents and our visitors, fire provides full-time service that can be depended upon in mutual aid, our enforcement of State regulations are held to a higher standard in statute, and the list could go on. As the Council ponders the decisions of what we can afford and what we provide, the challenge or policy question beneath it all is, "What type of City or community do we desire?"

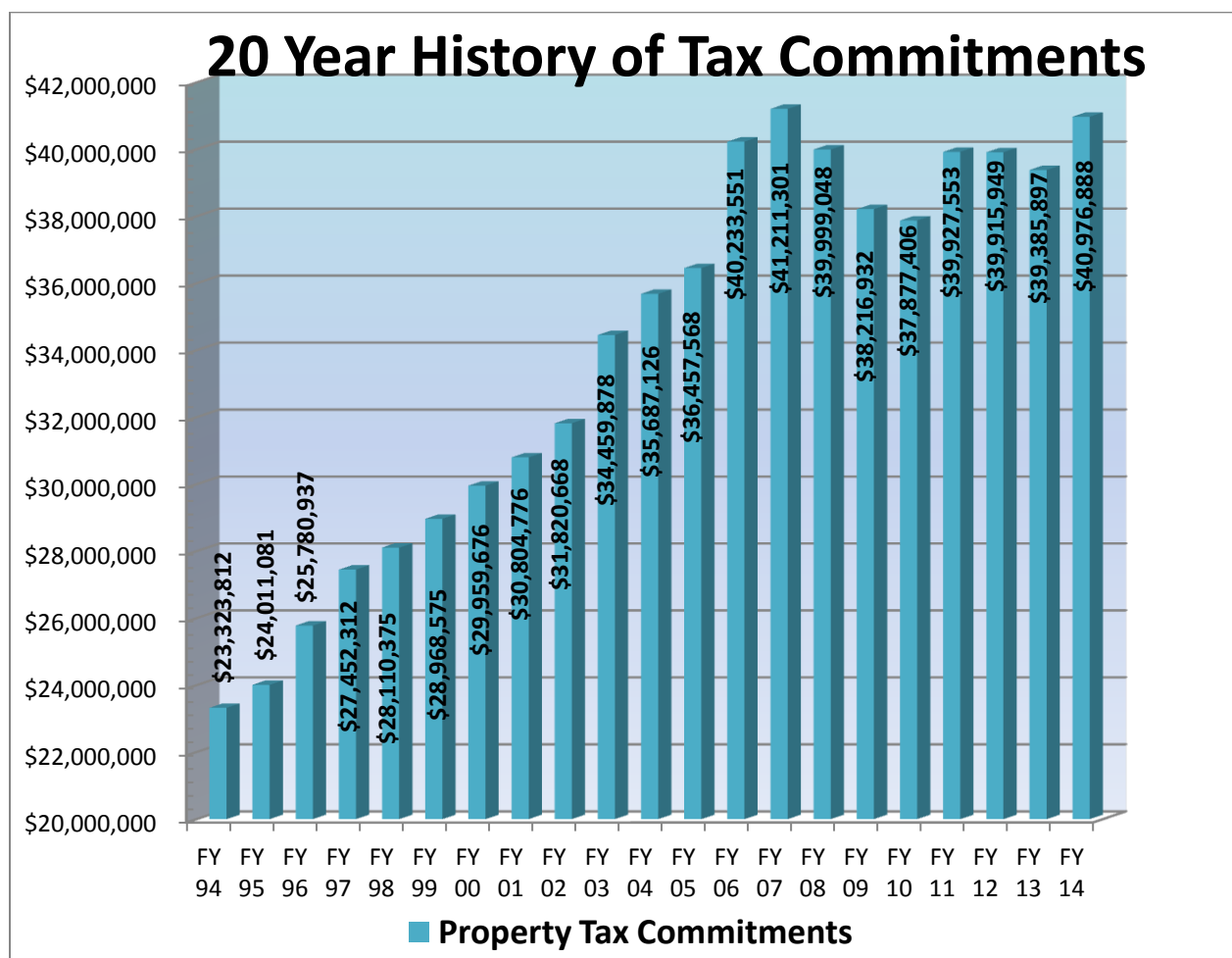
Tax Commitment

The City of Auburn's history for tax commitment going back to 1994 is charted below. As City Manager I focus mostly on tax commitment. Tax commitment is the amount of money we need

60 Court Street • Auburn, ME 04210
(207) 333-6600 Voice • (207) 333-6601 Automated • (207) 333-6621 Fax
www.auburnmaine.gov

to raise from the taxpayers to balance the city's expense budget. It is this number that can show increases and decreases in spending.

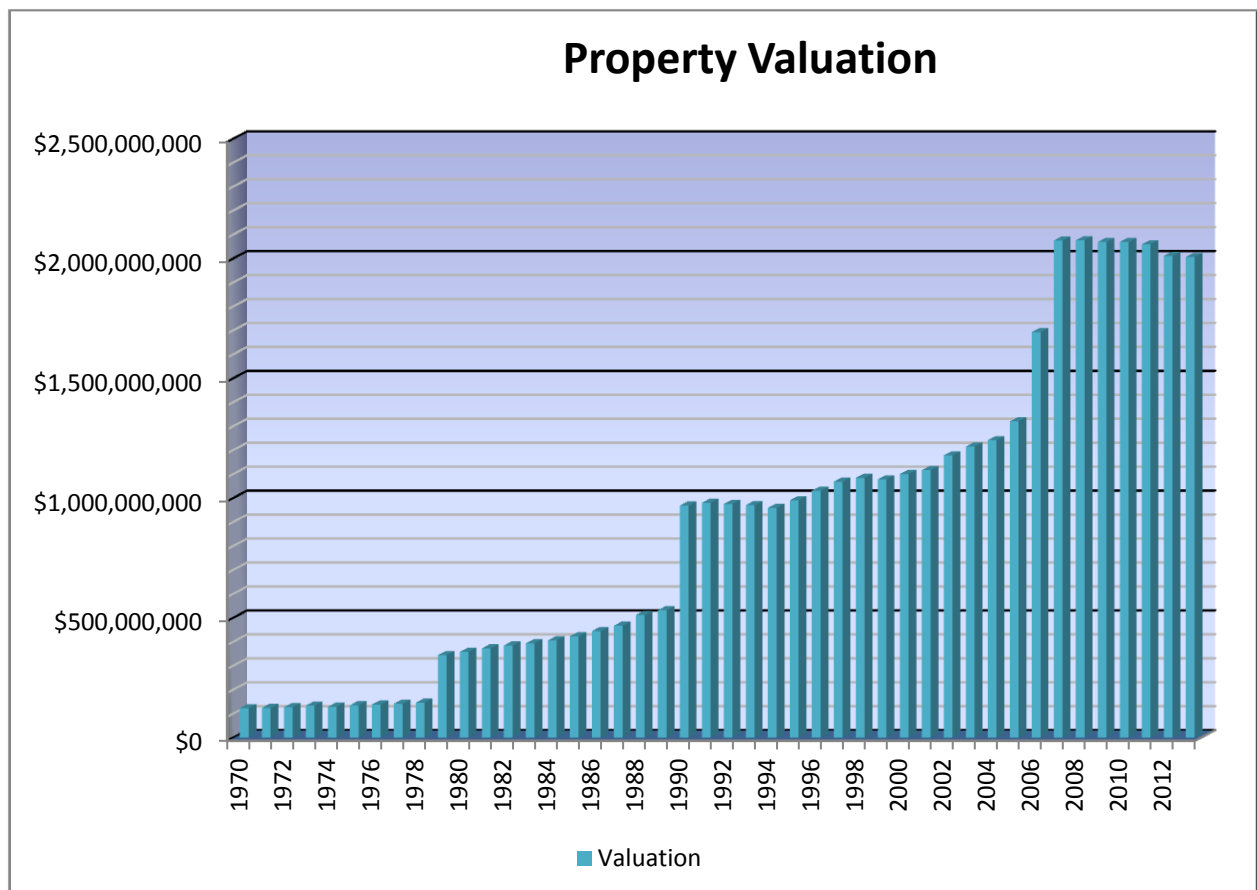
The Chart below shows that tax commitment for Auburn steadily increased from 1994 to 2007. In 1994 the Commitment was \$23,323,812 and by 2007 was \$41,211,301, a 76.6% increase. The 2014 tax commitment was \$40,976,888 which is a 0.5% decrease and sustains the 7 year trend of committing less in taxes than in 2007. My point is that property taxes increased by 5.89% per year for 14 years up to 2007 and since 2007 have never increased compared to 2007. If Auburn had sustained the 5.89% growth from 2007 the tax commitment would have been \$58,202,720; nearly \$17,000,000 more than the actual tax commitment. I don't mean to suggest that 5.89% is what we should adopt, nor do I suggest that negative .5% over 7 years is correct. As manager I would direct that Auburn needs to find a controlled and sustainable amount of tax growth.



Assessment

The City of Auburn has had a difficult transition in updating its assessing records. Prior to 2006 minimum updates should have been occurring to values. The updates finally, fully implemented,

in 2006 were long overdue. Unfortunately the turn in the economy that coincides with the valuation changes creates many problems. It moved the focus from the valuation change being a correction of past years, to being considered incorrect compared to current market conditions. As the Chart below indicates what resulted are no increases in valuation since the implementation. This means that even new added valued couldn't compensate for the declined market. This is further aggravated by the phasing out of personal property in the State BETR (Business Equipment Tax Reimbursement) program.

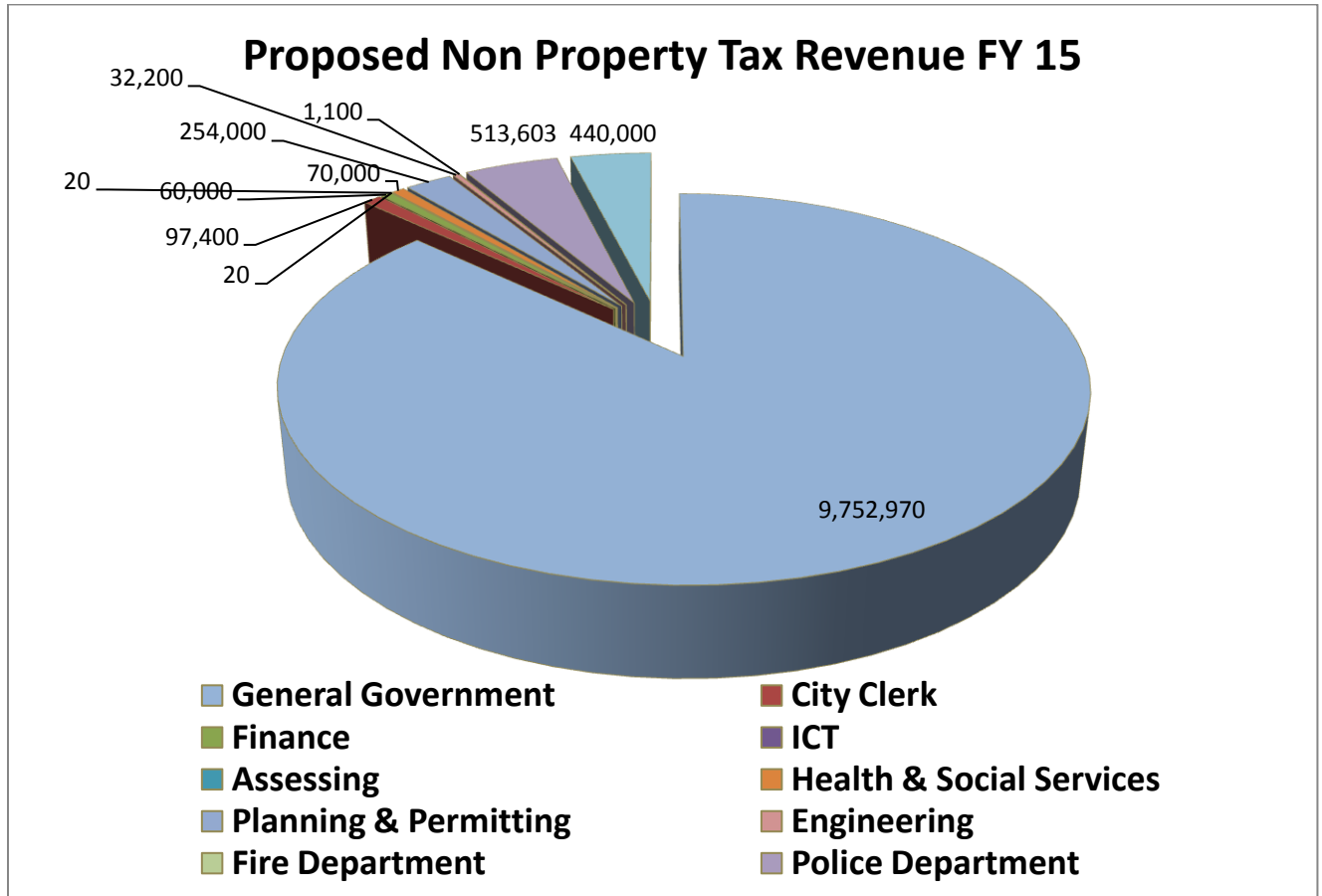


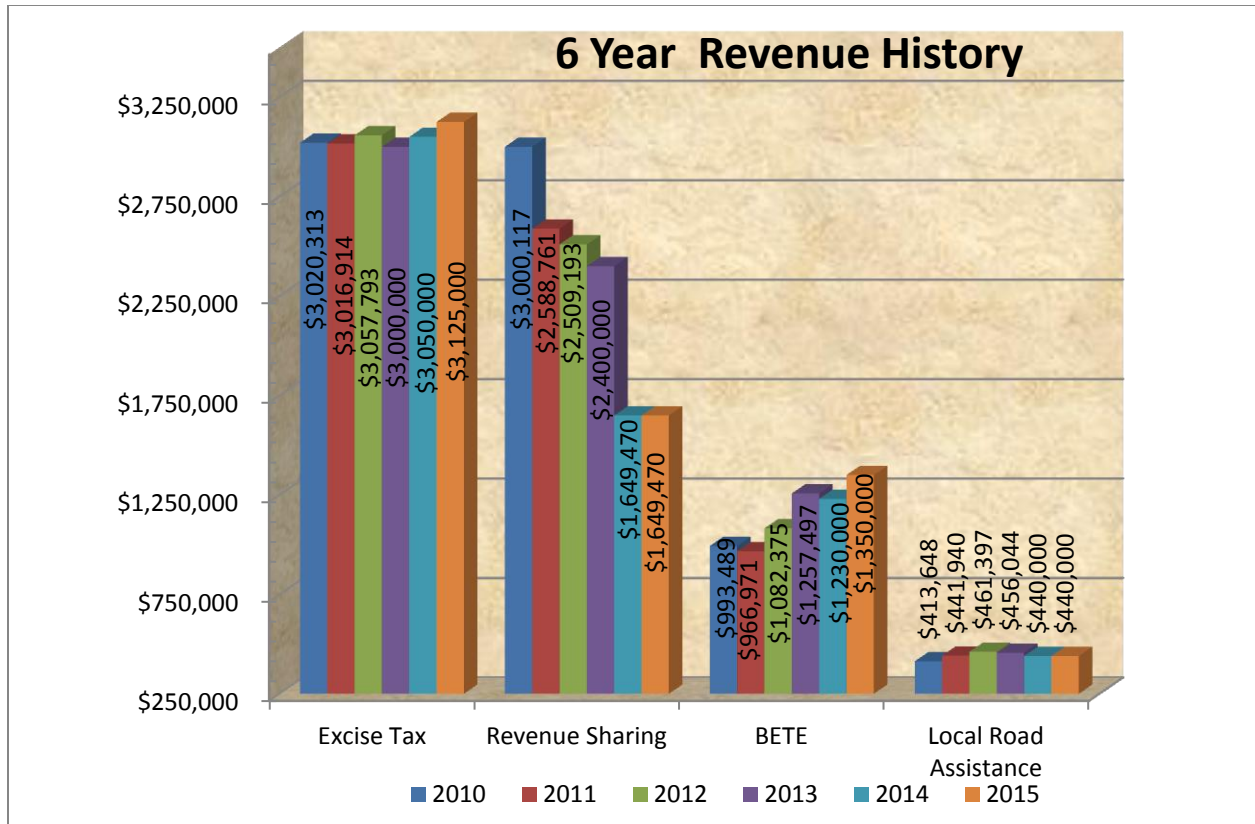
Auburn's value is still fair and equitable under the law. However, staff works diligently to sustain these while also anticipating a change in the economy. As the Manager I can report that minimal projects occurred in 2013/14 and any large projects that we do see on the horizon will not impact the City until the 2016 fiscal year. Without question the number of projects that the City is working on will show a change to values and growth. One large retail project should start construction this summer. Two small retail projects should occur on Minot Avenue. Many existing businesses are considering expansions or renovations. The new industrial park has had measurable interest since the lots became available for purchase. And plans for New Auburn and the Downtown show the potential for significant economic recovery.

The projected valuation for FY 2015 as of April 3, 2014 is \$1,973,821,083, a decrease of \$31,900,300 compared to last year.

City Revenues

The total revenues for FY 2015 are budgeted at \$11,256,313. In comparison this is 5.10% higher than last year. Considering the reduction of revenue sharing as detailed below, the City of Auburn has been exceptional at developing the statutorily very limited options for local revenue. See revenue summary for detail of all projected revenue.



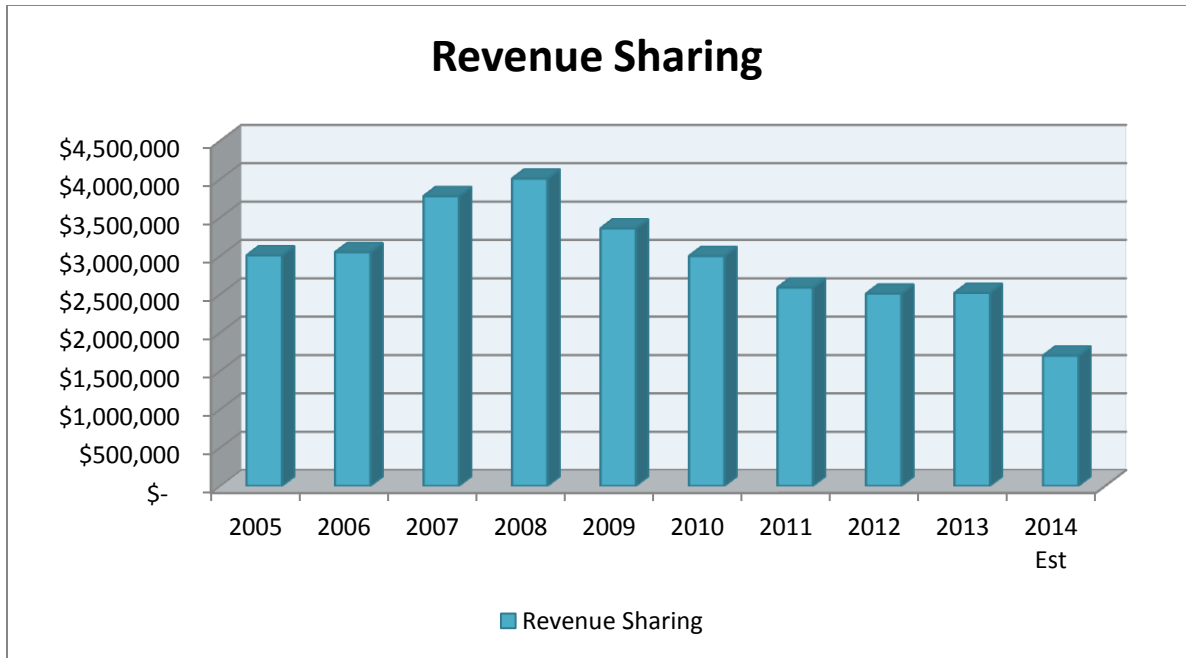


The use of fund balance at \$1.3 million continues to be a number that is monitored. Currently staff would recommend reducing this number. However, until the economy rebounds and so long as fund balance does not begin to shrink this amount should be sustainable. This will be a year to year item to monitor.

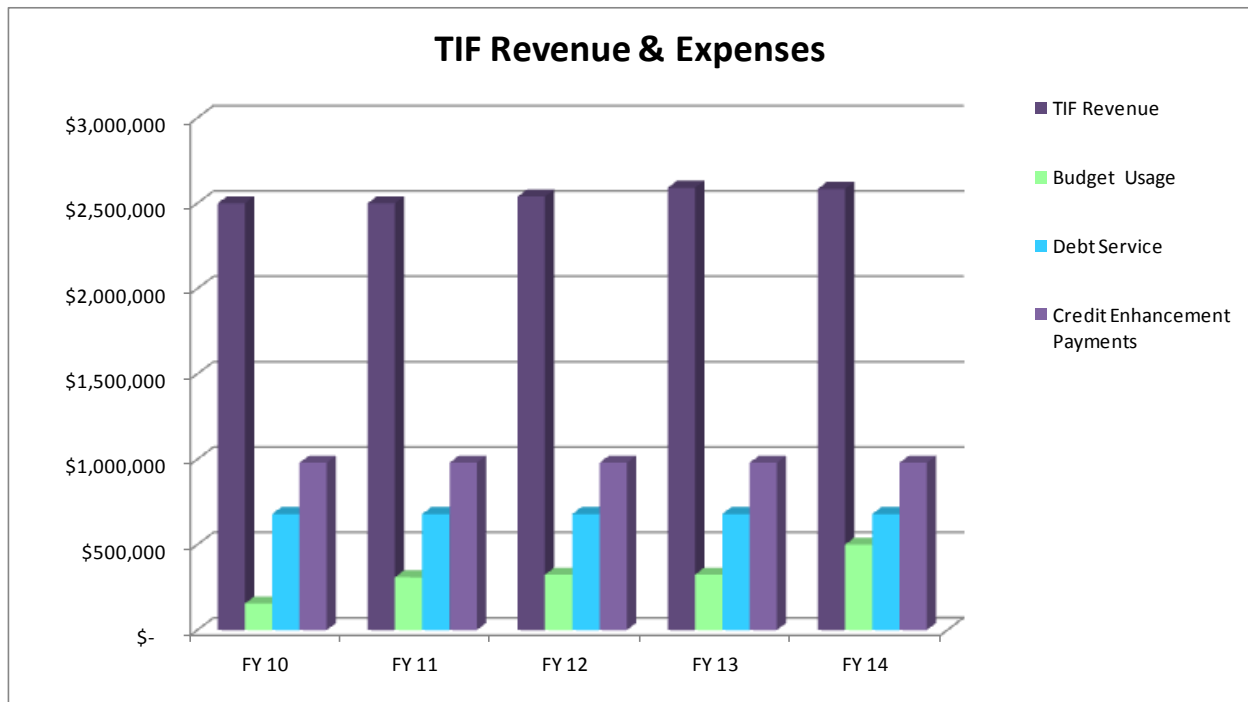
Revenue Sharing

In 2007 the City of Auburn received \$3,781,007 in revenue sharing from the State of Maine. In 2014 revenue sharing was \$1,649,470. The point to make is that full funding of department requests for FY 2015 would be less than the amount of revenue sharing lost since 2007.

Even more alarming is that for FY 2015 Auburn is scheduled to receive \$1,649,470. This is the lowest since 1993 when we received \$1,728,085. As City Manager the picture this illustrates is the disregard for the demands placed on service centers to support a vibrant economy that will grow the State of Maine.



TIF



Capital Improvement Plan

The City's CIP has been expanded to include more information and to develop a longer-term vision. The process has undergone the most changes. The amount of bonding adopted by the Council for the Capital Plan will not impact the FY 2015 budget. Bonding is always one year

delayed in financial impact. Since the City is retiring \$8,526,863 this year, the FY 2016 budget will not increase if bonding remains under this total.

A recent policy direction that has impacted the City budget is the decision to stop bonding items that are more operational. This change shifts approximately \$650,000 from bonding to operating budgets. This goal is one that I support and commend but under the current economic climate I feel is challenging. For this fiscal year's budget finance is closing special revenue accounts. These required accounting steps create a onetime net revenue of \$275,000. The City Manager's budget funds the operational capital items with this revenue and \$60,427 dollars more of general fund taxes.

An additional goal to funding operational capital items should tie this to new, non-property tax, revenue or positive growth in valuation.¹

¹ Non-property revenue growth to consider is that if the State restores Revenue Sharing to the legally required levels this could be utilized to reduce bond dependence, especially operational capital.

CITY OF AUBURN					
CAPITAL IMPROVEMENT PLAN					
CITY MANAGER RECOMMENDATION					
FY 15 OPERATING CAPITAL					
		Description		Operating	Recommended
Engineering		Surface Pavement Program		\$ 100,000	
Recreation		Ingersoll Reuse (Enterprise Balance)		\$ 150,000	
Airport		Vehicle Replacement		\$ 15,000	\$ 15,000
Airport		Terminal Aircraft Parking Apron		\$ 10,000	\$ 10,000
Fire		Generator for South Main Street Station		\$ 25,000	\$ 25,000
Fire		Vehicle Replacement, FPO Vehicle (replacement)		\$ 24,000	\$ 24,000
Fire		Replace expired SCBA cylinders		\$ 10,000	\$ 10,000
LA911		Recorder replacement project		\$ 14,113	
LA911		Reverse 911 upgrade		\$ 3,750	
Library		Skylight Replacement		\$ 5,944	\$ 5,944
Library		Replace Water Heater		\$ 12,500	\$ 12,500
Planning		Inspection Vehicle-Replacement		\$ 20,000	\$ 20,000
Police		Vehicle Replacement (6) 2 delayed from last year		\$ 186,000	
Police		Mobile Radio Replacement		\$ 39,500	
Recreation		Remove underground storage tank-Hasty (mandatory)		\$ 15,000	\$ 15,000
Recreation		Renovate Kitchen-Hasty (delayed from FY14)		\$ 5,500	\$ 5,500
Fire		Vehicle Replacement, DC Vehicle (new)		\$ 24,000	\$ 24,000
Planning		Traffic Signal Upgrade -Loop-Park/Court		\$ 11,000	\$ 11,000
Planning		Traffic Signal Upgrade -Auburn Plaza		\$ 6,000	\$ 6,000
Planning		Preemption-All Signal Locations		\$ 11,000	\$ 11,000
Police		Radar Replacement		\$ 30,000	
Police		Space Need Assessment		\$ 40,000	
Library		Carpet Replacement		\$ 26,783	\$ 26,783
Public Works		Purchase message sign board		\$ 25,000	\$ 25,000
Public Works		Side Dump Body/Hydraulic Pump		\$ 38,700	\$ 38,700
Planning		Roadway Lighting Main St		\$ 30,000	\$ 30,000
Planning		Roadway Lighting Auburn Mall Area		\$ 20,000	\$ 20,000
Airport		Landside Parking Lot		\$ -	
TOTAL CIP				\$ 898,790	\$ 335,427

Debt Service (City Only)

The City of Auburn is reducing its total annual debt service for municipal items. The chart below shows that the average debt service in Auburn at the beginning of fiscal years averages \$65 million dating back to fiscal year 2005. However the current balance of \$47,745,794, plus an additional \$6 million² for FY 2015 leaves the City over \$11 million under the average for the beginning of a year.

Debt Service Analysis				
	Outstanding			Outstanding
	Debt at Beginning	Debt	Debt	Debt at End of
	of Fiscal Year	Issued	Retirement	Fiscal Year
FY 04-05	\$58,803,625	\$23,130,000	\$18,684,957	\$63,248,668
FY 05-06	\$63,248,668	\$13,291,307	\$7,552,775	\$68,987,200
FY 06-07	\$68,987,200	\$13,000,000	\$8,612,399	\$73,374,801
FY 07-08	\$73,374,801	\$6,000,000	\$8,489,239	\$70,885,562
FY 08-09	\$70,885,562	\$6,430,000	\$8,895,484	\$68,420,078
FY 09-10	\$68,420,078	\$6,500,000	\$8,575,483	\$66,344,595
FY 10-11	\$66,344,595	\$8,344,565	\$8,535,485	\$66,153,675
FY 11-12	\$66,153,675	\$4,500,000	\$8,816,077	\$61,837,598
FY 12-13	\$61,837,598	\$5,600,000	\$8,421,077	\$59,016,521
FY 13-14	\$59,016,521	\$5,625,000	\$8,368,864	\$56,272,657
FY 14-15	\$56,272,657		\$8,526,863	\$47,745,794
Average Debt Issued FY 08 - FY 14		\$ 6,229,094		

LD 1 Tax Cap

The LD 1 Tax Cap has been in effect since 2006. Per the calculation worksheet, the City of Auburn is below the Property Tax Levy Limit by \$5,806,276.

City Expense Ordinance

Pursuant to City Ordinances (see below) the expenditures of the City and School are limited to the consumer price index (urban). The CPI-U for December 31, 2013 was, 1.5%. I continue to suggest that a measure against expenditures is inappropriate and this measure should be applied to the tax commitment.

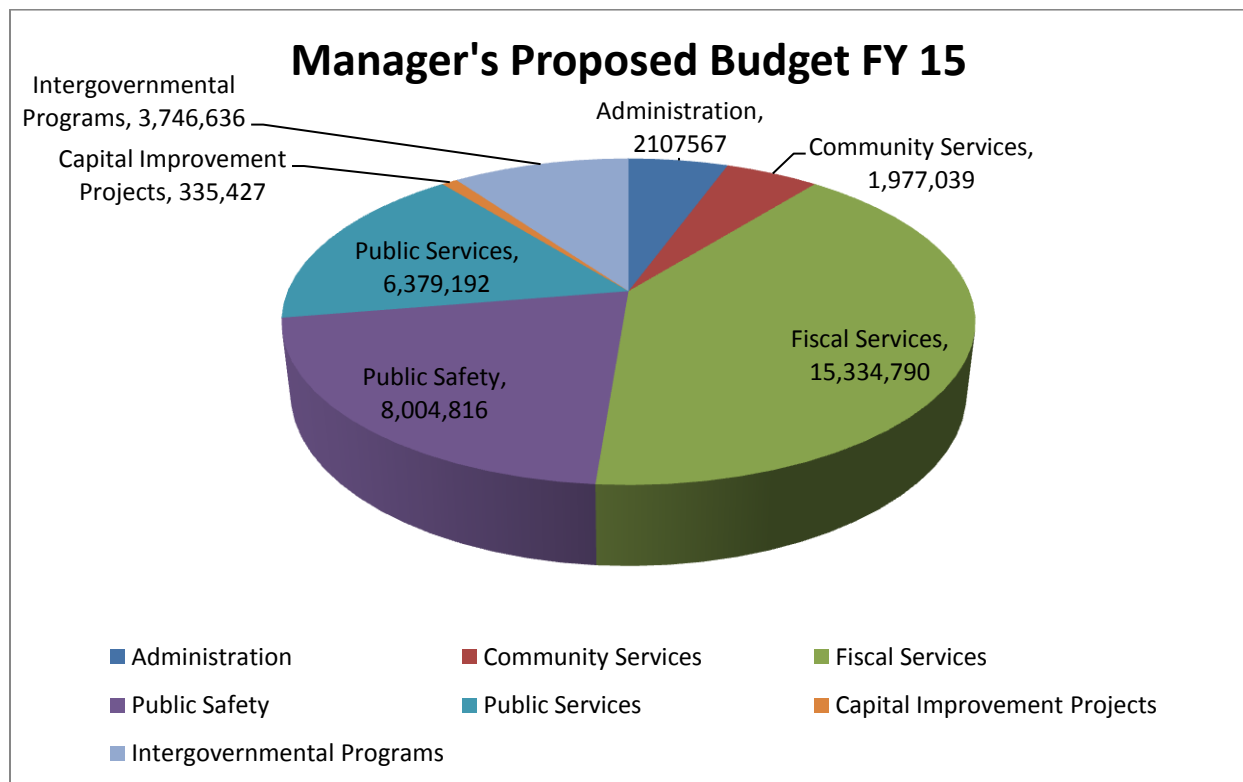
² The amount of approved debt for FY 2015, City only, is still not determined by the Council. \$6 million is a projected number that is slightly higher than in the past 3 years but well below the average back to FY 2005 of \$9 million.

Sec. 2-485. Council action on budget increase.

(a) *Budget expenditure cap.* Beginning with the fiscal year 2008 budget, the city council will not approve any increase in the budget which exceeds the consumer price index (urban) as compiled for the 12-month period ending as of December 31 prior the start of the succeeding fiscal year.

(b) *Exception.* When deemed necessary by the city council, this provision may be waived by a majority vote of the city council.

The City Manager budget proposed does exceed the cap and the final budget resolve would have to include an exception per section (b). In order to reduce the City Manager's recommended budget to satisfy the ordinance without an exception would require **\$1,105,302** in cuts to expenses.³



School Department

The Auburn School Committee is currently reviewing the proposed FY15 Superintendent's budget in order to approve a budget that meets the needs of the department and a budget that will be approved by the taxpayers of Auburn. The budget was developed with the following questions in mind;

³ The amount needed to develop a City budget with 0% impact on taxes would require a cut of \$1,592,541 from the City Manager's recommended budget.

- What do students need for instructional materials to learn and what do teachers need for instructional materials to teach?
- What are the programs that have demonstrated a strong return on investment and which programs have not?
- Do the requests support the department's work towards its Vision 2020?

The proposed budget accounts for \$38,590,084 in expenditures, which is an increase of \$1,462,056 or a 3.94% increase over last year. One of the budget drivers is Salary (\$762,078) and Benefits (\$197,444). The teachers' contract was settled, which includes their steps and a 2% increase for FY15. This year the teachers agreed to a pay freeze. Three other contracts are being negotiated that will have an impact on the budget when those contracts are settled. Other budget drivers include Building Budgets (\$100,000), Charter School Tuition (\$134,319), and Special Education Seed (\$214,552).

The current proposed budget is \$38,590,084, which is an increase of \$1,462,056 to the revenue commitment. This translates to a \$0.54 increase to the mill rate for education from last year's mill rate of \$7.66. The local tax expectation has increased by \$1,088,019. Of the \$1,088,019, the local tax allocation that is used to calculate where the school department is in regards to the Essential Programs and Services (EPS) model is \$1,320,245. *This amount brings the local tax commitment 41% closer to meeting the EPS local tax commitment, and there is still a \$1,740,571 gap between where the local tax commitment is to where it needs to be for the FY17 budget.*

Since the joint School Committee/City Council meeting on March 20, 2014, the school committee has reduced the budget. The reductions have included a \$368,200 savings in benefits due to the increase not being 9.5% as budgeted but instead will be a 2.5% over this current year. Also, the committee reduced the building budget increase by \$61,000 and increased the Fund Balance revenue by \$50,000. In addition to reductions to the budget, there have been additions totaling \$151,311. These additions are seventh grade girls' soccer team and a seventh grade boys' soccer team, contracted services for English Language Learners (ELL) to meet state and federal laws, ELL Educational Technician (grades 7-12), Instructional Coach to support teacher effectiveness (grades 7-12) and increasing the East Auburn's guidance counselor position from 3 days a week to four days a week.

The school committee is continuing to discuss the proposed budget and is scheduled to approve a budget on April 30, 2014 to be sent to the City Council for approval to be sent to the voters on June 10, 2014 for validation.

Budget Drivers

Attached are changes made to the departmental requests that lead to the City Managers recommended budget. A separate document also included is Budget Policy Considerations. Both of these should be reviewed and consider as part of the Council's review of the budget.

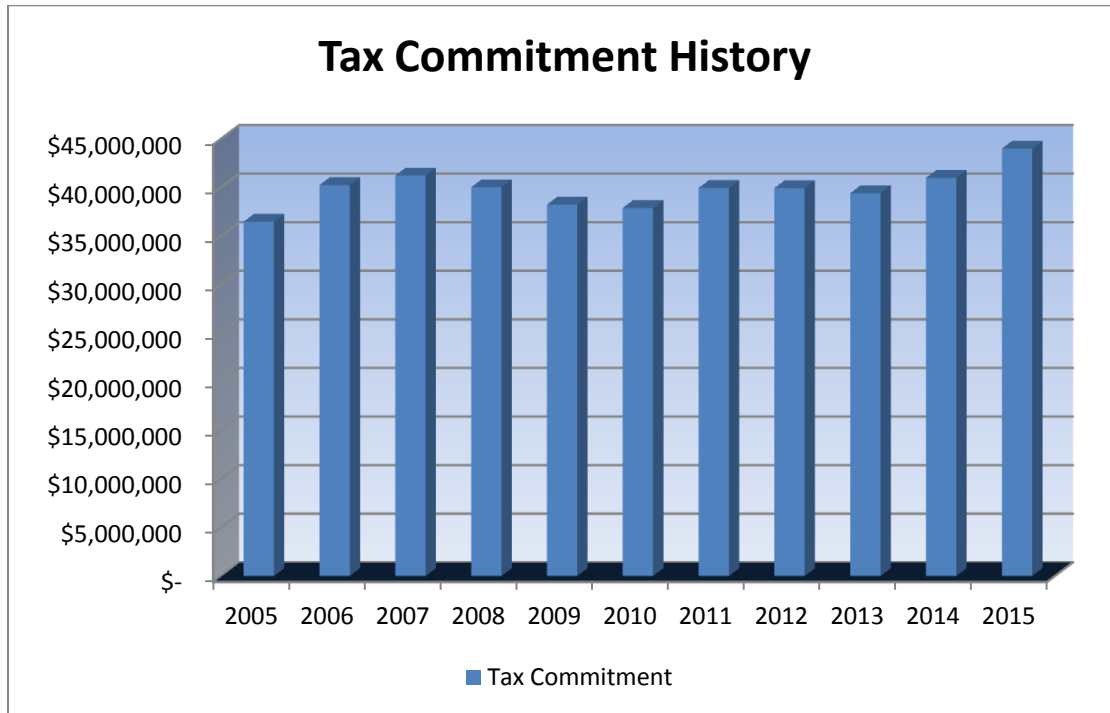
County Tax

County Tax for FY 15 is \$2,046,880 an increase of \$17,367 or .86%.

The City still has not resolved the dispatch issues with the County. The staffs of Lewiston and Auburn are still working with the respective councils. Currently, the finances departments of both cities are reviewing an option with legal counsel for consideration. The true issue lies in a desire by the County to examine the funding models and share the formula for calculating the cost shares. Until that desire occurs it will continue to be a drain on resources and relations.

Tax Rate Projection

The City Budget is projected as an increase of .51 cents to the mill rate, 3.97%. The School is projected at .54 cents on the mill rate, 7.0%. In total this is a \$1.05 increase which equates to 5.1%.



Impact of Proposed Budget on Tax Rate			
		Proposed	
	FY 14	FY 15	
	Tax Rate	Tax Rate	Increase
	12.77	13.28	0.51
City Budget			
\$150,000 Home	\$ 1,915.50	\$ 1,992.00	\$ 76.50
		Proposed	
	FY 14	FY 15	
	Tax Rate	Tax Rate	Increase
	7.66	8.20	0.54
School Budget			
\$150,000 Home	\$ 1,149.00	\$ 1,230.00	\$ 81.00
		Proposed	
	FY 14	FY 15	
	Tax Rate	Tax Rate	Increase
	20.43	21.48	1.05
Combined Budget			
\$150,000 Home	\$ 3,064.50	\$ 3,222.00	\$ 157.50

Enterprise Funds and Special Revenues

The City currently operates one Enterprise fund, Norway Savings Arena. The City is also transitioning an enterprise fund, Ingersoll Arena. The direction of the arena is being presented to the City Council at a later date. Based upon staff review, consultant recommendations, and input by the Recreation Advisory Board, the apparent best direction that will generate the most revenue is a turf complex.

Succession Planning

A budgetary item that is often overlooked is succession planning. As a City it is my goal to work with staff in the coming year to develop more specific plans for succession.

Forecast

The future for local government continues to be one I see as extremely challenging. In recent years budgets and services have been reduced. As City Manager I will continue to deliver efficient services, but any reductions in cost or staff will not be cloaked. Reductions will impact the level of service.

The reality that must be conveyed is, lowered costs must mean lowered services and conversely, increased services will mean increased cost. Bartering of services is an option, meaning that a service can be cancelled for the addition of a new service, but these must be a clear policy decision of the Council.

The School department faces the issue of increasing local tax dollars to schools so as to remain compliant with State law. Over the next 2 to 3 years, the local contribution to schools will increase by roughly \$2 million dollars. Compared to current tax commitment levels, this is in excess of a 5% increase overall. The School Committee, City Council, and staffs all are researching creative ways to minimize the impacts.

Revenue for Municipal Revenue Sharing also continues to decline. Each year moving forward I would expect significant time of staff dedicated to sustaining only minimal losses. A recalibration or reform of the revenue sharing model is long overdue. However, the State has unbalanced representation towards rural communities, which do not see the plight of service centers and how ignoring these communities will only hurt Maine's economic growth potential. This means that funding at the State level, in my prediction, will continue to ignore financial viability of the State of Maine as a whole and continue to support sprawling of services to rural areas that are unsustainable and inefficient use of scarce resources.

Auburn however is poised to respond. The slow or no growth years that we have been enduring appear to show a change. Projects for commercial development are beginning to take form. Within one year Auburn should see multiple projects begin or take hold. This will be a benefit to our valuation and create jobs. Waiting on State Revenue or large scale reform is a fool's game, Auburn needs to depend upon itself and use local efficiencies, partnerships, and locally grown economic development measures. Leveraging is the new philosophy of creative municipal budgets.

The Council's efforts to build a downtown will result in the return of value to our neighborhoods. It will take time but this should improve development, provide better overall transportation, and set the stage for more investment and development.

Conclusion

First and foremost I wish to thank all City Staff. They are the people working hard every day to make Auburn a better place to live, work, and play. Additionally, the efforts of staff, especially Jill Eastman, to develop the budget cannot be praised enough. The budget document grew exponentially this year to be a planning and policy resource that complies with the City Charter.

Since becoming the City Manager I have stated and will continue to state that the annual budget is the most significant policy document the Council considers. It sets the stage not only for the fiscal year budget but also furthers the decisions of years past and sets a direction for years to come.

Finally, as City Manager it is my privilege to present this budget and begin discussions. Operationally I recommend the Council review this budget and make changes by motion and vote. Propose the ideas or directions you want to consider and allow the issues to be vetted. The staff and I stand ready to work with you to finalize a budget that serves the needs of our fine City.

I leave you with one last quote shared during the budget workshops with the public. "Don't find fault, find a remedy; anybody can complain." Henry Ford.

BUDGET CHANGES
Department Proposed to Manager Proposed

Assessing

Regular Salaries	\$	(13,500)	eliminated new part-time position
Training & Tuition	\$	(500)	reduction
Travel-Mileage	\$	550	increased, more use of personal vehicles
Leased Vehicle	\$	(1,200)	eliminated, increase mileage reimbursement

City Clerk

Regular Salaries	\$	(23,946)	eliminated new position
Dues & Subscriptions	\$	(25)	reduction due to position elimination

City Manager

Regular Salaries	\$	1,345	Increase to Executive Asst.
PS-General	\$	(50,000)	eliminated consultant for performance based budgeting
Dues & Subscriptions	\$	(100)	eliminated Maine Biz (see Economic Development Budget)

Economic Development

Regular Salaries	\$	(6,255)	eliminated admin asst position
PS-General	\$	(20,000)	reduced consultant for downtown

Facilities

Utilities-Water/Sewer	\$	3,465	increase in rates
Insurance Premiums	\$	(35,000)	reduction from MMA on Property/Casualty Insurance

Finance

Regular Salaries	\$	9,640	accounting assistant reduction in use of TIF
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Fire

OSHA Safety Costs	\$	(12,570)	see budget detail
Protective Clothing	\$	(20,480)	see budget detail
OT-Extra Assignments	\$	(12,376)	eliminated equipment repairs and storm coverage
OT-Meetings	\$	(4,000)	see budget detail
OT-Multiple Alarms	\$	(3,208)	see budget detail
Other Sup-Maintenance	\$	(7,000)	paint, furniture and linens for stations
Other Sup-Fire Training	\$	(1,362)	reduction
Other Sup-Medical	\$	(7,921)	reduction
Other Sup-Small Tools	\$	(21,545)	reduction
Other Sup-Other	\$	(10,055)	reduction
MV Sup-Tires/Tubes	\$	(6,810)	see budget detail
Comm-Telephone	\$	(200)	reduced long distance call charges
Repairs-Building	\$	(2,500)	see budget detail
Repairs-Vehicles	\$	(10,500)	see budget detail
Training & Tuition	\$	(58,965)	reduction

ICT

PS-General	\$	(1,150)	reduced consulting fees
Other Sup-Computer Hardware	\$	(2,000)	reduced PC replacements
Repairs-Equipment	\$	(1,500)	reduction

BUDGET CHANGES
Department Proposed to Manager Proposed

Legal

Legal	\$	(20,000) reduction-carryforward model achieved savings
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Library

Library	\$	(1,215) reduction
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Planning & Permitting

Regular Salaries	\$	(30,000) eliminated new position request
Uniform Allowance	\$	(350) due to position elimination
PS-General	\$	(78,500) removed Lake Auburn assesment
Other Sup-Operating	\$	(500) reduction
MV Sup-Tires/Tubes	\$	(300) reduction
Repairs-Street Lights	\$	(1,000) reduction
Training & Tuition	\$	(400) reduction

Police

Educational Incentive	\$	(3,180) reduction
Reports, Printing & Binding	\$	(125) see budget detail
Other Sup-Operating	\$	(1,850) see budget detail
MV Sup-Gas & Oil	\$	(4,800) see budget detail
Repairs-Vehicles	\$	(1,480) see budget detail
Training & Tuition	\$	(500) see budget detail
Vehicle Replacements	\$	(62,000) Reduced by 2 vehicles, from 6 to 4

Public Services

Regular Salaries	\$	(197) reorganizing positions
OT-Winter Road Maintenance	\$	(16,772) reduction
OT-Recycling	\$	(766) eliminated recycling
PS-General	\$	(1,500) reduction in equipment rental-specialty
PS-Snow Removal	\$	(36,000) eliminated contracted removal New Auburn
PS-Tree Removal	\$	(6,000) reduced tree planting, applying for grant
Solid Waste Disposal	\$	30,150 increased MMWAC fee and added spring clean up
Other Sup-Bridge/Fence	\$	(1,000) see budget detail
Other Sup-Road Salt	\$	(21,049) reduction
Other Sup-Safety Equipment	\$	(600) reduction
Other Sup-Equip Repairs	\$	(11,035) reduction
MV Sup-Tires/Tubes/Chains	\$	(14,500) reduction
Special Events	\$	(20,000) In City Managers budget
Advertising	\$	(1,000) reduction
Guardrail Replacement	\$	(10,000) reduction

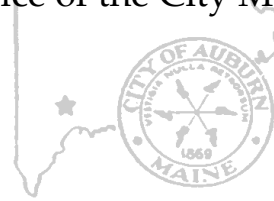
Operating Capital

Operating Capital	\$	(465,790) eliminated operating capital except Police Department
	\$	(1,101,927)

City of Auburn, Maine

"Maine's City of Opportunity"

Office of the City Manager



Budget Policy Considerations

The City Manager is recommending the Council consider the following items as the City Budget for fiscal year 2015 is reviewed. Each of these represent policy decisions that the Council should debate and if desired should take a vote to proceed. Some are potential cuts to costs and others are increases. In no circumstance should this be viewed as a complete list.

Staff is anxiously awaiting your direction.

1. **Assessing:** The Council has asked to consider outsourcing or contracting the service. The Assistant City Manager is still researching the information and options. As of the delivery of the budget it appears that contracted service would only result in savings if a reduction of service was implemented as well. Please understand the City would still need to appoint an assessor.
 - a. **Financial Impact:** Potential Savings undetermined.
 - b. **Pros:**
 - i. The potential savings would most likely be in benefits.
 - ii. Contracted service could focus more on inspections and personal property that is being under funded.
 - c. **Cons:**
 - i. Office hours open to public are estimated to be reduced by 2 days a week.
 - d. **Manager's Recommendation:** I would not implement and allow for more time for the Assistant Manager to recommend options.
2. **Recycling:** The solid waste committee recommended curbside, automated recycling and trash pickup. The approach in summary improves the amount of trash being recycled and has no impact on amount of trash being land filled.
 - a. **Financial Impact:** Cost to implement \$225,000
 - b. **Pros:**
 - i. Increases Recycling rates.
 - ii. Moves to a contracted model that in this instance is more cost effective.
 - iii. Consolidates waste and recycling in one vendor, which should yield better customer service.
 - iv. Transitions to a weekly recycling model that is more consistent than the current model.

- c. **Cons:**
 - i. As a service expansion it will cost \$225,000.
 - ii. Understates the value of current waste to energy model. (Fact, a high percentage recycling community will recycle 35% of its waste and send 65% to a landfill. Auburn may only recycle 8% -10% but 90% does not go to a landfill.)
 - d. **Manager's Recommendation:** I would place this as a high priority but delay implementation for this expanded service until more revenue is available or that tipping fees at MMWAC exceed \$55 per ton. Until then implement a 2 drop off model and measure rates as well as reinstate spring clean up. It is my opinion that the drop off model in Auburn will yield higher percentages than the fragmented curbside model currently in place.
3. **Fire and EMS Service:** The Council has a workshop with United on April 14th. The outcome of this meeting impacts City Service and the budget.
- a. **Financial Impact:** Status Quo is a loss of \$100,000 in revenue. Staying with United on the new proposal also is a loss of \$100,000 in revenue but gains an improvement of service with a dedicated ambulance to Auburn. Converting to a fire based EMS service is projected to increase revenues over expenses by \$137,000 but is only a projection.
 - b. **Pros:**
 - i. Staying with United strengthens commitment to hospitals.
 - ii. New United model appears to be a foundation of a better relationship foundation. It is motivated out of safety and maximizing service.
 - iii. The financial risk with United is definite.
 - c. **Cons:**
 - i. The City is losing revenue if it stays with United.
 - ii. The financial risk with Fire is well researched by is not definite like the United models.
 - iii. Staying with United does not leverage the Fire Department resources.
 - iv. Staying with United means Auburn still must provide first response or take a significant reduction in service.
 - d. **Manager's Recommendation:** This is only the introduction or summary of what will be much more thoroughly reviewed on April 14th, so I have no recommendation yet.
4. **Staffing Levels:** Many times the level of staffing is an issue that is requested to be explored. The levels of staff in the management of the City are constantly under review. No position is filled until a discussion and review of operating models that could lead to efficiency and savings. Below is a list of possible options that almost all could not be implemented fully in this fiscal year. The concept that I am pursuing as manager is "multitasking", meaning, identify the areas where positions can be combined or duties redistributed to net a savings in total staff. HR is also working on a case by case basis to consider alternate work schedules or models.
- a. **Finance:** The most likely option here would be integration with Schools. However, this will take time and cooperation. Staff is working on an MOU to outline the process of cooperation so that when opportunities present themselves a mechanism is in place to consider.
 - b. **Police:** Current cooperation on SRO's with the School, grants for a traffic division, and cooperation with outside agencies generate significant revenue to offset costs. The impact is that staff reductions in many cases could require a refunding of money. Further, all staff reductions with police in all instances are a reduction in service.

- c. **Fire:** Fire per Union contract has a staffing model that exists in apparatus staffing. Apparatus staffing is a requirement to have so many people on each fire truck. In order to reduce staff apparatus would need to be reduced or changed. This results in a reduction of service or increases to other costs (i.e. insurance costs). As new apparatus is considered for replacement the ability to consider different choices to reduce staffing costs is always being considered. It should also be noted that reductions to staff while even considering an increase to EMS service is counterintuitive.
 - d. **Public Services:** Over the past decade this department, Public Works, has had significant reductions. From 70 employees in 1990 to 59 last year while increasing road miles and responsibilities. The efficiency obtained by combining Parks and Recreation with Public Works to create Public Services has been a dramatic shift. The savings will be challenging to document but the enhancement of services is a benefit. This department needs time to see how these management decisions will impact the service.
 - e. **Planning and Development:** This includes the departments of assessing, code, planning, economic development, and electrical. The creation of this unified structure does allow for closer review of staff levels. Concepts are being reviewed. The challenge in this department is that over the past year's staff has been reduced. With the department director's I have been working with staff on how to model the staff to fit the needs.
 - f. **ICT:** This is also a department where School cooperation needs review. The plan is to put in place a process to consider. I also work closely with the director to consider ways that this department can "absorb" pieces of other departments to reduce costs.
5. **Private Sector Contracting:** During the budgets
- a. **Financial Impact:** Unknown.
 - b. **Pros:**
 - i. Could save money.
 - c. **Cons:**
 - i. Could reduce services to attain the financial savings.
 - d. **Manager's Recommendation:** If the Council desires to pursue this aggressively, it should be a goal set during this budget. The outcome is that a report would be developed for each department requested on what could be achieved. I would suggest that the Council may want to consider a consultant to assist in drafting a final report. (Cost TBD but could range from \$20,000 to in excess of \$100,000 depending upon scope and number of departments to review.)
6. **County Tax:** Council has already directed staff to explore different models for County services, including leaving the County. Staff will prepare a brief, 50,000 foot level, summary.
- a. **Financial Impact:** Potential Savings could be significant.
 - b. **Pros:**
 - i. Saves money.
 - ii. Possibly enhances County services.
 - iii. Biggest benefit is the message that current dispatch and other County service review requests by Auburn are not getting serious consideration.
 - c. **Cons:**
 - i. Cost for transport of prisoners could go up.
 - ii. Auburn is currently the County seat.
 - d. **Manager's Recommendation:** Savings if any is in future years so continue with the research of options and consider next steps later.

7. **Recreation Enterprise:** Set the goal that the division of recreation should aspire to develop fees and programs to transition 100% of its expense budget to a funding model that needs not general fund (property tax) support.
 - a. **Financial Impact:** Potential Savings of \$200,000.
 - b. **Pros:**
 - i. Reduces taxes.
 - ii. Creates a measure for all recreation programs to generate a profit or self sustain.
 - c. **Cons:**
 - i. Increases fees for programs.
 - ii. Could be a reduction or cancellation of some programs.
 - d. **Manager's Recommendation:** I fully endorse this policy. It may not be achievable for a few years but is a great goal.
8. **Special Events:** Aggressively pursue special events. Use the current staff levels to leverage stronger partnerships with event organizations; even consider revenue sharing models. Make Auburn an event destination all year long. Maybe start with the summer months and races, expand to weekend farmer's market in the downtown, or a senior's weekend Auburn, but do this by working with private entities to create and operate the event.
 - a. **Financial Impact:** Zero to operating, but economic impact could be great to private sector.
 - b. **Pros:**
 - i. Sets a tone of Auburn being a place to visit.
 - ii. Image enhancer.
 - c. **Cons:**
 - i. Staff support could become a drain on available resources. Hard to predict.
 - d. **Manager's Recommendation:** I would recommend that a brief plan be put in place to try this and see how it is received publically. Measure the costs and benefits for future consideration.
9. **Road Construction and Maintenance:** The City continues to need approximately \$4,000,000 per year in capital projects for roads for 10 years. However this number cannot be achieved within current debt capacity and sustain other capital needs in other departments. Further the City is doing no surface maintenance. In order to sustain roads and deliver quality service to the City I recommend the City bond a minimum of \$300,000 per year in surface overlays.
 - a. **Financial Impact:** A cost \$300,000 in bonding.
 - b. **Pros:**
 - i. Fixes more roads.
 - ii. Roads will be in a better condition in 10 years.
 - iii. Great customer service because more miles of road fixed per year so residents see greater benefit in taxes.
 - c. **Cons:**
 - i. Costs \$300,000 in bond capacity.
 - d. **Manager's Recommendation:** I recommend we fund the \$300,000 and with growth in value or increases in revenue, aspire to no more than \$1,000,000 a year in capital surface work.

10. **Ingersoll Arena:** The Council will be reviewing this separately with the facilities needs of the City. However, I think it is important to keep this project visible because a use does need to be implemented. The ideas considered focused into two recommendations of the recreation committee: do not operate the facility as an ice arena and do repurpose the facility so long as it is a revenue producing venture.
 - a. **Financial Impact:** Risk of bonding the work and operating at profit.
 - b. **Pros:**
 - i. Sustains investments in the facility.
 - ii. Enhances the programs we can offer.
 - c. **Cons:**
 - i. Not guaranteed to be profitable no matter what use is selected.
 - ii. Too many ideas of what to do with the property. A firm commitment must be made to one use.
 - d. **Manager's Recommendation:** Again the future meetings need to occur to focus the issue. But with the data available and staff resources available it appears that an operational model could be drafted with minimal new staff costs. This increases the likelihood of success. Without a partnership with an outside agency or business the most probable use is a turf field. I would recommend bonding the needed improvements with the goal that revenues will pay the debt and operating costs.
11. **Snowmobile Clubs:** A request has been made to fund the snowmobile clubs with the revenue from the State we are reimbursed. The recreation did recommend to fund the clubs.
 - a. **Financial Impact:** A new cost of approximately \$4,000. This number fluctuates due to the number of snowmobiles registered.
 - b. **Pros:**
 - i. Supports the trails that are available to the public.
 - ii. Leverages private groups to enhance the City.
 - c. **Cons:**
 - i. Costs the city the revenue.
 - ii. No "unified plan" of what these funds will achieve.
 - d. **Manager's Recommendation:** Per Council practice I recommend that the clubs be charged to present a program that is funded in collaboration. At a minimum the clubs must present a single plan annual on how to utilize the funds for the betterment of Auburn. Although not in the City Manager budget I do support adding the cost with this objective.
12. **Councilor Administrative Assistant and FOAA Officer:** Requests for FOAA are currently processed through the Assistant City Manager or directly to Police. In addition Councilor requests for information are managed in existing staff workloads. In order to improve response time and return existing staff capacity to the core duties the Council should consider adding this full-time position.
 - a. **Financial Impact:** A full-time employee with benefits \$40,000 to \$50,000 total.
 - b. **Pros:**
 - i. Improves communication and service.
 - ii. Relieves current duties on existing staff to focus on other priorities.
 - c. **Cons:**
 - i. It is an increase to expenses.

FY15 Budget Policy Considerations

- d. **Manager's Recommendation:** I think this is a good idea but needs to wait for better financial capacity of the city.
13. **Museum LA:** Request to fund the efforts of Museum LA. The City Manager Budget did not submit the funded request.
- a. **Financial Impact:** Cost \$37,500.
 - b. **Pros:**
 - i. Supports the operations of the Museum.
 - c. **Cons:**
 - i. This is a new expense to the City when funding existing programs is challenged.
 - d. **Manager's Recommendation:** I would recommend continued cooperation with the Museum to build a program that fits a specific Council direction and delay funding until that time.
14. **Intergovernmental Agencies:** The funding to these based upon the shared arrangement with Lewiston. My only non-financial policy recommendation is that these agencies will be requested to present budget requests moving forward with goals and performance measures for the Council to consider in the budget process.
- a. **Financial Impact:** \$0
 - b. **Pros:**
 - i. Improves communication.
 - c. **Cons:**
 - i. Slight add to documentation needing during budget.
 - d. **Manager's Recommendation:** Implement
15. **Tax Sharing:** Two ideas exist within this policy. One, Auburn should continue to look at expanded tax sharing agreements with Lewiston. (Areas I would consider are downtown and retail areas.) Two, no references is made in State Statute allowing or disallowing excise tax sharing, but I feel this component of the airport tax sharing agreement should be reviewed.
- a. **Financial Impact:** Saves \$11,000 to Lewiston and \$15,000 to Airport.
 - b. **Pros:**
 - i. Improves revenue.
 - ii. More sound policy approach.
 - c. **Cons:**
 - i. Reduces revenue to Lewiston and Airport.
 - d. **Manager's Recommendation:** I recommend that the City direct staff to review this with either the excise tax no longer being part of sharing agreement or that an area of roads that benefit transportation to the Airport be funded cooperatively. The issue is that road work for Auburn roads in this area are funded by Auburn but excise tax generated in this area is shared without a contribution to the transportation infrastructure.
16. **Storm water Fees:** Although only a concept pursuit of this new revenue model should being with a policy decision of the Council. There are many more impacts to research but we must start with a directive.
- a. **Financial Impact:** Increased Revenue of as much as \$1,000,000
 - b. **Pros:**
 - i. Improves revenue.

FY15 Budget Policy Considerations

- ii. Places costs on properties impacting the system rather than shared across the entire tax base.
- c. **Cons:**
 - i. A new fee.
- d. **Manager's Recommendation:** I recommend we pursue with the attitude that a decision to implement would be decided after a comprehensive, citizen engaged process.



City Council Information Sheet

City of Auburn

Council Meeting Date: April 4, 2014

Subject: Executive Session

Information: Discussion on Economic Development pursuant to 1 M.R.S.A. §405(6)(C).

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

- (1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;
- (2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;
- (3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and
- (4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

- (1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: April 7, 2014

Order 26-04072014*

Author: Sue Clements-Dallaire, City Clerk

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

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

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

Subject: Appointing Election Clerks for the period of May 1, 2014 through April 30, 2016.

Information: The municipal officers of each municipality shall appoint election clerks no later than May 1st of each general election year to serve at each voting place during the time the polls are open.

Financial: N/A

Action Requested at this Meeting: Recommend passage of Order 26-04072014 appointing Election Clerks.

Previous Meetings and History: 2 year appointments

Attachments:

- Title 21-A §503
- Order 26-04072014
- List of nominated Election Clerks

*Agenda items are not limited to these categories.

Maine Revised Statutes

§502

Title 21-A: ELECTIONS

§504

Chapter 7: ELECTION OFFICIALS

- [§503 PDF](#)
- [§503 MS-WORD](#)
- [STATUTE SEARCH](#)
- [CH. 7 CONTENTS](#)
- [TITLE 21-A](#)
- CONTENTS**
- [LIST OF TITLES](#)
- [DISCLAIMER](#)
- [MAINE LAW](#)
- [REVISOR'S OFFICE](#)
- [MAINE LEGISLATURE](#)

§503. Election clerks

Election clerks are governed by the following provisions.
[1995, c. 459, §33 (RPR).]

1. Qualifications; appointment; compensation. Election clerks must be at least 18 years of age, registered to vote and residents of the municipality, except that, if the municipal officers, after providing timely notice to state and local chairs of political parties of the lack of available election clerks, are unable to appoint a sufficient number of election clerks who are residents of the municipality, the municipal clerk may appoint election clerks who are not residents of the municipality but who are residents of the county and are otherwise qualified to fill the vacancies. The municipal officers of each municipality shall appoint election clerks no later than May 1st of each general election year to serve at each voting place during the time the polls are open and as counters after the polls close. A list of the election clerks appointed under this subsection must be posted at each voting place. Election clerks are entitled to a reasonable compensation as determined by the municipal officers.

[2007, c. 422, §1 (AMD) .]

1-A. Student election clerks.

[1995, c. 459, §33 (RP) .]

2. Representation of parties. The municipal officers shall consider the following for appointment as election clerks.

A. The municipal officers shall consider persons nominated by the municipal, county or state committees of the major parties to serve as election clerks. The municipal officers shall appoint at least one election clerk from each of the major parties to serve at each voting place during the time the polls are open. The municipal officers shall also appoint a sufficient number of election clerks to serve as counters after the polls close. The election clerks must be selected so that the number of election clerks from one major party does not exceed the number of election clerks from another major party by more than one.
[2007, c. 422, §2 (AMD).]

B. The municipal officers shall appoint at least one election clerk nominated by the municipal committee of a qualified minor party represented on the last general election ballot for each

voting place at the committee's request. [1995, c. 459, §33 (RPR) .]

C. Notwithstanding subsection 1, the municipal officers may also consider persons who are 17 years of age to serve as student election clerks for a specific election. A student election clerk may perform all the functions of an election clerk as prescribed by this Title. [2003, c. 584, §4 (AMD) .]

All nominations for election clerks must be submitted to the municipal officers no later than April 1st of each general election year. If a municipal committee of a major party fails to submit a list of nominees to serve as election clerks, the municipal officers may appoint registered voters enrolled in that party to serve as election clerks.

If the municipal officers are unable to appoint a sufficient number of election clerks as set forth in paragraphs A, B and C, they may appoint any other registered voter, as long as the balance between major political parties is maintained.

[2013, c. 131, §14 (AMD) .]

3. Number appointed to serve each voting place. The municipal officers shall appoint at least 2 election clerks as provided by subsection 2, paragraph A to serve at each voting place during the time the polls are open. If required to do so by subsection 2, paragraph B, they shall also appoint one election clerk to serve at each voting place during the time the polls are open. Additional election clerks may be appointed as needed. In the event of a vacancy in the election clerks appointed under this subsection, the municipal officers shall appoint alternate election clerks who may be called into service.

[1995, c. 459, §33 (RPR) .]

4. Number appointed to serve as counters. The municipal officers shall appoint election clerks in the same manner as in subsection 3 to serve as counters after the polls close.

[1995, c. 459, §33 (RPR) .]

5. Vacancies. If a sufficient number of election clerks is not available to serve on election day, the municipal clerk or the warden may appoint the necessary number of election clerks to fill the vacancies. When filling a vacancy, the municipal clerk or the warden shall first draw from the list of alternates appointed under subsection 3 and make every attempt to appoint a person with the same enrollment status as the person who vacated the position.

[1995, c. 459, §33 (RPR) .]

6. Oath of office. Before assuming the duties of office, election clerks are sworn by the municipal clerk or the warden and the oath is recorded.

[1995, c. 459, §33 (RPR) .]

- [§503 PDF](#)
- [§503 MS-WORD](#)
- [STATUTE SEARCH](#)
- [CH. 7 CONTENTS](#)
- [TITLE 21-A CONTENTS](#)
- [LIST OF TITLES](#)
- [DISCLAIMER](#)
- [MAINE LAW](#)
- [REVISOR'S OFFICE](#)
- [MAINE LEGISLATURE](#)

- [§503 PDF](#)
 - [§503 MS-WORD](#)
 - [STATUTE SEARCH](#)
 - [CH. 7 CONTENTS](#)
 - [TITLE 21-A](#)
- CONTENTS**
- [LIST OF TITLES](#)
 - [DISCLAIMER](#)
 - [MAINE LAW](#)
 - [REVISOR'S OFFICE](#)
 - [MAINE LEGISLATURE](#)

7. Term of office. An election clerk holds office for 2 years from the date of appointment and until a successor is appointed and qualified, except that an election clerk who is appointed to represent a qualified minor party represented on the last general election ballot holds office only for 2 years from the date of appointment.

[1995, c. 459, §33 (RPR) .]

8. Duties. Election clerks shall attend the voting places for which they are appointed at each election during the time the polls are open or during the counting of the ballots after the polls close, as required by the terms of their appointment. They are under the direction of the warden and shall assist the warden as requested.

[1995, c. 459, §33 (RPR) .]

9. Application of city charter. This section does not affect a city charter that provides for the election of 2 persons to assist the warden in receiving, sorting and counting ballots. The persons elected under the authority of the charter are considered to be election clerks and each must represent a different major party.

[1995, c. 459, §33 (NEW) .]

10. Training.

[2001, c. 415, §5 (AFF); 2001, c. 415, §2 (RP) .]

SECTION HISTORY

1985, c. 161, §6 (NEW). 1985, c. 314, (AMD). 1991, c. 399, §2 (AMD). 1991, c. 466, §18 (AMD). 1993, c. 473, §10 (AMD). 1993, c. 473, §46 (AFF). 1995, c. 459, §33 (RPR). 1999, c. 450, §14 (AMD). 2001, c. 310, §28 (AMD). 2001, c. 415, §2 (AMD). 2001, c. 415, §5 (AFF). 2003, c. 584, §4 (AMD). 2007, c. 422, §§1, 2 (AMD). 2013, c. 131, §14 (AMD).

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If you need legal advice, please consult a qualified attorney.**

Office of the Revisor of Statutes

7 State House Station

State House Room 108

Augusta, Maine 04333-0007

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
Adam Lee, Ward Four



Leroy Walker, Ward Five
Belinda Gerry, At Large
David Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 26-04072014

ORDERED, that the following individuals be and hereby are appointed as Election Clerks for the period of May 1, 2014 through April 30, 2016. See attached list.

PARTY	LAST NAME	FIRST NAME
R	Amero	Claire
R	Bachand	Claire
R	Beaulieu	Paula
R	Berube	Patricia
R	Bunker	Susan
R	Bussiere	Francois
R	Campbell	Jeffrey
R	Cote	Louise
R	Croteau	Dawn
R	Crowell	Joan
R	Ferrante	Chiara
R	Galway	Bonnie
R	Gammon	Esther
R	Jarden	Lorraine
R	Labrie	Wilma
R	Langelier	Gerald
R	Martel	Gerald
R	Mathews	George
R	Mathews	Sheryl
R	Rea	Carol
R	Rossignol	Linda
R	Sevigny	Robert
R	Spear	June
R	Spiro	Danielle
R	White	Carmen
R	Wooten	Linda

PARTY	LAST NAME	FIRST NAME
D	Bate	Jacqueline
D	Bilodeau	Normand
D	Cavanaugh	Robert
D	Cooper	Louise
D	Desgrosseilliers	Edward
D	Desgrosseilliers	Sheila
D	Dufresne	Carmen
D	Gardner	Robert
D	Girouard	Jolene
D	Herrick	Eleanor
D	Kinney	Anne
D	Langelier	Pauline
D	Leavitt	Richard
D	Mailey	Joseph
D	Martelli	Stephen
D	Michaud	Sophie
D	Miller	Priscilla
D	Ouellette	Alma
D	Ouellette	Paul
D	Ross	Bonnie
D	Russell	Rhonda
D	Simpson	Kevin
D	St. Pierre	Roger
D	St. Pierre	Joyce
D	Webber	Judith

PARTY	LAST NAME	FIRST NAME
U	Bourget	Cristy
U	Galway	Warren
U	Leonard	Valerie
U	Mahon	Joan
U	Martel	Claudette
U	Pelletier	Jeannine



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: April 7, 2014

Order 27-04072014*

Author: Sue Clements-Dallaire, City Clerk

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

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

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

Subject: Setting the date for the School Budget Validation Referendum Election

Information: Title M.R.S.A. 20-A, Section 2307 requires Municipalities to conduct a School Budget Validation Referendum Election each year. The proposed date for the School Budget Validation Election is June 10, 2014.

The Council must set a date for the Election so that absentee balloting may be conducted, in accordance with state law.

Financial: Budget

Action Requested at this Meeting: Recommend passage of Order 27-04072014 setting the date of the School Budget Validation Referendum Election for June 10, 2014.

Previous Meetings and History: N/A

Attachments:

- Order 27-04072014

*Agenda items are not limited to these categories.

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
Adam R. Lee, Ward Four



Jonathan P. LaBonte, Mayor

Leroy Walker, Ward Five
Belinda Gerry, At Large
David Young, At Large

IN CITY COUNCIL

ORDER 27-04072014

ORDERED, that the School Budget Validation Referendum Election be held on June 10, 2014.



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: April 7, 2014

Order 28-04072014*

Author: Sue Clements-Dallaire, City Clerk

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

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

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

Subject: Setting the date for the Special Municipal Election to fill the Ward 1 School Committee seat

Information: In mid March, we received the resignation of Michael Farrell, Ward 1 School Committee member. When a vacancy of a School Committee member occurs more than six months prior to the next regular election, an unexpired term shall be filled by a special election, either citywide or in the ward in which the vacancy occurs. If the vacancy is within 6 months prior to the next municipal election, the School Committee shall appoint a qualified representative to serve. The charter does not permit the School Committee to appoint someone to fill the vacancy in this current situation. A special election is the only option for filling this Ward 1 vacancy.

The normal process (in accordance with our Charter) for filling this vacancy would be;

- ✓ The City Council sets the date for the election (allowing at least 120 days prior to that date to allow time for nomination papers to be taken out per our City Charter).
- ✓ Nomination papers are due back in the City Clerk's office 75 days before the election.
- ✓ At least 65 days prior to the election the City Clerk certifies and makes available to the public the names and residences of candidates who have filed nomination petitions.
- ✓ Absentee ballots are available 30-45 days prior to the election.
- ✓ The election would be open to only Ward 1 voters and only 1 polling place would be open (either Washburn School or Auburn Hall).
- ✓

The soonest we could hold this special election would be August 12, 2014. Below is the timeline:

- ✓ Council sets the date for the Special Election at the April 7, 2014 Council meeting (August 12, 2014 Election).
- ✓ April 8, 2014 nomination papers are available in the City Clerk's office.
- ✓ All nomination papers must be filed with the Clerk no later than May 29, 2014.
- ✓ June 6, 2014 the City Clerk must certify and make available to the public the names and residences of candidates who have filed nomination petitions.
- ✓ July 11, 2014 absentee ballots are available
- ✓ August 12, 2014 Election

Financial: N/A

Action Requested at this Meeting: Recommend passage of Order 28-04072014 setting the date for the Special Municipal Election to fill the Ward 1 School Committee seat for August 12, 2014.

Previous Meetings and History: N/A

Attachments: Order 28-04072014

*Agenda items are not limited to these categories.

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
Adam Lee, Ward Four



Leroy Walker, Ward Five
Belinda Gerry, At Large
David Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 28-04072014

ORDERED, that Special Municipal Election for the Ward 1 School Committee seat be held on Tuesday, August 12, 2014.



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: April 7, 2014

Order 29-04072014*

Author: Sue Clements-Dallaire, City Clerk

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

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

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

Subject: Appointing Richard Trafton to the Lewiston Auburn Railroad Company for a term of 3 years from April 2014 through April 2017.

Information: Richard Trafton has been nominated by Gerald Berube, President of the LARC for reappointment to the board for another 3 years. The Auburn City Council is empowered to make the appointment.

Financial: N/A

Action Requested at this Meeting: Recommend passage of 29-04072014 appointing Richard Trafton the the LARC for a 3 year term from April 2014 through April 2017.

Previous Meetings and History: N/A

Attachments:

- Letter from Gerald Berube, President of the LARC
- Order 29-04072014

*Agenda items are not limited to these categories.

LEWISTON AND AUBURN RAILROAD COMPANY



March 20, 2014

Mayor Jonathan LaBonte
City of Auburn
60 Court Street
Auburn, ME 04210

Dear Mayor LaBonte:

The Nominating Committee of the Lewiston and Auburn Railroad Company is charged to recommend an Auburn Citizen as a director of the Lewiston and Auburn Railroad Company.

Article VI, Section 2 and 4 of the Bylaws of the Lewiston and Auburn Railroad Company with incorporated Shareholders Agreement read as follows:

Section 2. Classes of Directors. Notwithstanding anything to the contrary contained in the Charter or Article V of these Bylaws, the members of the Board of Directors shall be divided into two classes, one from each City, as follows: (a) the first class of Directors shall be hereafter referred to as the "Lewiston Directors" and shall be composed of six (6) Directors, all of whom shall be and shall continue to be residents of the City of Lewiston during their term of office; and (b) the second class of Directors shall be hereinafter referred to as the "Auburn Directors" and shall be composed of three (3) Directors, all of whom shall be and shall continue to be residents of the City of Auburn during their term of office.

Section 4. Election of Directors by Class. Notwithstanding anything to the contrary in the Charter or Article V of these Bylaws, the Lewiston Directors shall be elected by the Lewiston City Council and the Auburn Directors shall be elected by the Auburn City Council.

The Nominating Committee recommends the following individual to be reappointed to the Board of Directors:

Name:
Richard Trafton, Esq.

Term:
3-Year Term Expiring April 2017

415 Lisbon Street, Suite 400, Lewiston, Maine 04240
Phone: (207) 784-0161 ♦♦♦ Fax: (207) 786-4412

March 20, 2014

Page | 2

Upon election of the noted individual, the Board of Directors of the Lewiston and Auburn Railroad Company will confirm the appointment. On behalf of the Board of Directors, I encourage prompt action on the nomination by the Auburn City Council.

Very truly yours,


Gerald Berube
President

Cc: City Manager, Clint Deschene

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
Adam Lee, Ward Four



Leroy Walker, Ward Five
Belinda Gerry, At Large
David Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 29-04072014

ORDERED, that the Auburn City Council hereby appoints Richard Trafton to the Lewiston-Auburn Railroad Company for a term of 3 years (April 2014 through April 2017).

IN COUNCIL REGULAR MEETING MARCH 17, 2014 VOL. 34 PAGE 16

Mayor LaBonté called the meeting to order at 7:10 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. All Councilors were present.

Great Falls TV and Library Budget presentations carried over from the workshop followed by public comment. No one from the public spoke.

I. Consent Items*

1. Order 20-03172014*

Approving the temporary sign request for Safe Voices for the Walk/Run to End Domestic Violence to be held on June 1, 2014.

2. Order 21-03172014*

Approving the temporary sign request for the Kora Shrine for the 2014 circus to be held in April.

3. Order 22-03172014*

Approving the temporary sign request for the Auburn Business Association for the Auburn Citizen of the Year signs.

4. Order 23-03172014*

Approving the new retirement plan for the Firefighters that was approved as part of the collective bargaining agreement.

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes to approve the consent items as presented. Passage 6-1 (Councilor Crowley opposed).

II. Minutes

- March 3, 2014 Regular Council Meeting

Motion was made by Councilor LaFontaine and seconded by Councilor Crowley to approve the minutes of March 3, 2014.

III. Reports

Reports

Mayor's Report – no report

City Councilors' Reports – Councilor Crowley reported.

City Manager Report

- EMS (Emergency Management Service) update
- Review of the costs for privatization of Assessment Services
- Transportation Center

Finance Director, Jill Eastman

- February 2014 Monthly Finance Report

IN COUNCIL REGULAR MEETING MARCH 17, 2014 VOL. 34 PAGE 17

Motion was made by Councilor LaFontaine and seconded by Councilor Crowley to accept and place on file the February 2014 monthly finance report as presented.
Passage 7-0.

IV. Communications, Presentations and Recognitions

- Recognition – Mike Lecompte
- Proclamation – Women's History Month
- Proclamation – Boy's and Girl's Club Week in Auburn (March 23-29, 2014)

V. Open Session – Larry Pelletier-129 Second Street, Joe Gray-Sopers Mill Road

VI. Unfinished Business

1. Ordinance 02-03172014

Adopting the newly proposed ward maps and descriptions. Public hearing and second reading.

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

Public hearing – no one from the public spoke.

Motion was made by Councilor Lee to postpone this item until June of 2015. No one seconded the motion so the motion failed.

Motion was made by Councilor Crowley and seconded by Councilor LaFontaine to amend by adding an effective date of July 1, 2015. Passage 6-1 (Councilor Gerry opposed).

Passage of the order as amended, adopting the newly proposed ward maps and descriptions with an effective date of July 1, 2015, 7-0. A roll call vote was taken.

VII. New Business

1. Order 24-03172014

Authorizing the City Manager to sign the lease agreement for the PAL Center building located at 24 Chestnut Street.

Motion was made by Councilor LaFontaine and seconded by Councilor Gerry to postpone to date uncertain. Passage 6-1 (Councilor Lee opposed).

2. Resolve 04-03172014

Supporting the hotel train service between Montreal and Boston which would pass through Auburn.

IN COUNCIL REGULAR MEETING MARCH 17, 2014 VOL. 34 PAGE 18

Motion was made by Councilor Hayes and seconded by Councilor LaFontaine authorizing Mayor LaBonté to draft and send a letter of support for the establishment of a Hotel Train service that would pass through Auburn. Passage 7-0.

3. Order 25-03172014

Appointing Renee LaChapelle as Interim Tax Assessor from 3/16/2014 to 6/30/2014.

Motion was made by Councilor Crowley and seconded by Councilor Walker. Passage 5-1-1 (Councilor Gerry opposed, Councilor Lee abstained).

VIII. Executive Session

- Discussion regarding a personnel matter (City Manager's review), pursuant to 1 M.R.S.A. §405(6)(A).

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes. Passage 6-1 (Councilor Walker opposed), time 8:39 P.M.

The Mayor declared Council out of executive session at 8:59 P.M.

- Discussion regarding a personnel matter (Norway Savings Bank Arena Management), pursuant to 1 M.R.S.A. §405(6)(A). This item will be discussed at the March 31, 2014 workshop.

IX. Open Session – Joe Gray-Sopers Mill Road, Andy Titus-Lamplighter Circle

- X. Adjournment** – Motion was made by Councilor Crowley and seconded by Councilor LaFontaine to adjourn, with Council unanimously in favor, time 9:09 P.M.

A True Copy.

ATTEST *Susan Clements-Dallaire*
Susan Clements-Dallaire, City Clerk

IN COUNCIL SPECIAL MEETING MARCH 20, 2014 VOL. 34 PAGE 19

A workshop was held to go over budget presentations (Planning and Permitting, community Development Block Grant (CDBG) which also included an update on the Citizen Participation Plan and Curb Appeal update, Economic Development, followed by public comment.

Mayor LaBonté called the meeting to order at 7:07 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. Councilors LaFontaine, Crowley, and Gerry had excused absences. All other Councilors were present.

I. New Business

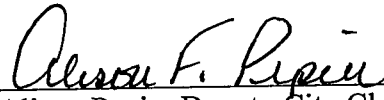
1. Capital Improvement Plan (CIP) Presentation and Public Hearing

No one from the Public Spoke.

Workshop discussions followed and the School Committee presented their budget to Council which was followed by public comment.

II. Adjournment – 9:27 P.M.

A True Copy.

ATTEST 
Alison Pepin, Deputy City Clerk

City of Auburn, Maine

"Maine's City of Opportunity"

PUBLIC SERVICES

Date: March 19, 2104

To: Clinton Deschene, Auburn City Manager

From: Dan Goyette, PE, Deputy Director of Public Services / City Engineer

RE: Public Services FY 14 Budget Status

As you are aware, this winter has been extreme in terms of the number of storms (25) compared to the number of storms that were accounted for (17) in the FY 14 budget. This has led to overages in the winter maintenance line items within the Public Services Budget. The City Council was presented an update on the condition of the budget with projections on our winter line items during Public Services "Follow Up on Storm Maintenance" presentation at the February 3rd City Council Meeting. This Memo is an update to that presentation on the status of the Public Services budget.

There are 2 main line items within the Public Services budget that have significant overruns due to this fiscal year's winter weather. The projection values are based upon an assumption of 1 additional significant storm or 2 smaller winter storms. They are: OT-Winter Maintenance; OS – Road Salt. These two budget items appear below:

Account	FY 14 Approved	FY 14 YTD	FY 14 Projection
OT - Winter Maintenance	\$161,604	\$269,027	\$280,000
OS – Road Salt	\$233,325	\$291,509	\$320,000
	\$394,929	\$560,536	\$600,000

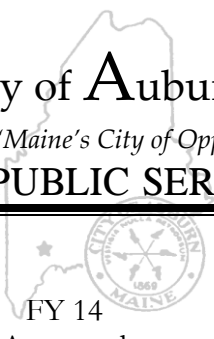
These overruns equate to approximately **\$205,000**.

We have reviewed the state of the complete Public Services budget and have identified a few line items that we anticipate being under our budgeted amount. The first account is the Regular Salaries account. There were a number of positions that were delayed in being filling until the FY 14 budget had gone into effect. This resulted in positions being vacant for a number of months; in addition, when someone leaves the department it takes time to replace them. The second is the PS – General Professional account. This account would be used to increase the size of our herbicide application program for this spring if not applied to help reduce the shortfall. The herbicide program currently only covers the River Walk area. The OS – Pre-Mix Asphalt also shows the potential of having funds available to apply to the shortfall. We currently have a large amount of asphalt that will be recycled in our hot box for application this spring which will result in not needing to purchase as much asphalt this spring.

City of Auburn, Maine

"Maine's City of Opportunity"

PUBLIC SERVICES



Account	FY 14 Approved	FY 14 YTD	FY 14 Projection
Regular Salaries	\$2,208,346	\$1,473,640	\$2,100,000
PS – General Professional	\$49,613	\$15,918	\$20,000
OS – Pre-Mix Asphalt	\$125,067	\$65,120	\$90,000
	\$2,383,026	\$1,554,678	\$2,210,000

These accounts equate to approximately **\$173,000** in available funds. The remaining shortfall of \$29,000 can be made up by freezing or putting purchasing restrictions on multiple accounts within Public Services. These freezes/restrictions will result in the sweeping taking longer in the spring, delaying screening loam until July, and delaying the purchase of replacement plow edges for next winter for example.

City of Auburn, Maine

"Maine's City of Opportunity"

Public Services Department
Recreation Division



TO: Jonathan Labonte, Mayor
Sue Clements-Dallaire, City Clerk
Dave Gonyea, Chair, Recreation & Special Events Advisory Board
FROM: Ravi Sharma, Recreation Operations Manager
DATE: 3/21/14
SUBJECT: Recreation & Special Events Advisory Board

This memo is intended to serve as notice of a vacancy on the Recreation & Special Events Advisory Board as outlined in the Code of Ordinances, Part II, Chapter 2, Article V, Division 3, Sec. 2-456.

The City Clerk informed Robert Sevigny of his appointment to the Recreation & Special Events Advisory Board by letter and email correspondence on, or about December 13, 2013. Mr. Sevigny has been absent for three consecutive meetings without excuse. This creates a vacancy in membership and the need for appointment of a replacement member.



City Council Meeting and Workshop

April 7, 2014

Agenda

5:30 P.M. Workshop

- A. City Manager FY15 Budget Presentation
 - o *Public Comment*
- B. Executive Session – Economic Development

7:00 P.M. City Council Meeting - Roll call votes will begin with Councilor Gerry

Pledge of Allegiance

- I. **Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.
 - 1. **Order 26-04072014***
Appointing Election Clerks from May 1, 2014 through April 30, 2016.
 - 2. **Order 27-04072014***
Setting the date for the School Budget Validation Referendum Election for June 10, 2014.
 - 3. **Order 28-04072014***
Setting the date for the Special Municipal Election to fill the vacant Ward 1 School Committee seat for August 12, 2014.
 - 4. **Order 29-04072014***
Appointing Richard Trafton to the Lewiston Auburn Railroad Company for a term of 3 years from April 2014 through April 2017.
- II. **Minutes**
 - March 17, 2014 Regular Council Meeting.
 - March 20, 2014 Special Joint Meeting (City Council and School Committee).
- III. **Reports**
 - Mayor's Report**
 - City Manager's Report**
 - Public Services FY 14 Budget Status
 - Recreation and Special Events Advisory Board Memo
 - Committee Reports**
 - **Transportation**
 - o Androscoggin Transportation Resource Center – Mayor LaBonte
 - o Lewiston Auburn Transit – Councilor Gerry
 - o Airport, Railroad – Councilor Hayes

Auburn City Council Meeting & Workshop

April 7, 2014

- o Bike-Ped Committee
- Housing
 - o Community Development Block Grant, Neighborhood Stabilization Program, Auburn Housing Authority – Councilor Gerry
- Economic Development
 - o L-A Economic Growth Council, Auburn Business Development Corporation
- Education
 - o Auburn School Committee – Councilor LaFontaine
 - o Auburn Public Library – Councilor LaFontaine
 - o Great Falls TV – Councilor Young
- Environmental Services
 - o Auburn Water District, Auburn Sewerage District – Councilor Crowley
 - o Mid-Maine Waste Action Corp. – Councilor Walker
- Recreation
 - o Recreation and Special Events Advisory Board – Councilor Crowley
- Public Safety
 - o LA 911 – Councilor Walker

City Councilors' Reports

IV. Communications, Presentations and Recognitions

- Proclamation - National Distracted Driving Enforcement Campaign
- Proclamation – Housing

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

VI. Unfinished Business - None

VII. New Business

1. Order 30-03032014

Approving the liquor license for Twin Cities Group, Inc., DBA The Munroe Inn located at 123 Pleasant Street, Auburn, Maine. Public hearing.

2. Public Hearing

Community Development Block Grant Budget.

3. Order 31-03032014

Adopting the Citizen Participation plan as recommended by the Community Development Director.

4. Resolve 05-04072014

Expressing Councils support for the Maine Emergency Management Agency (MEMA) in its advocacy for an amendment to the FEMA storm policy.

VIII. Executive Session

Auburn City Council Meeting & Workshop

April 7, 2014

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

X. Adjournment

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

(1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;

(2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;

(3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and

(4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

(1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Meeting and Workshop

April 7, 2014

Agenda

5:30 P.M. Workshop

- A. City Manager FY15 Budget Presentation
 - o *Public Comment*
- B. Executive Session – Economic Development

7:00 P.M. City Council Meeting - Roll call votes will begin with Councilor Gerry

Pledge of Allegiance

- I. **Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.
 - 1. **Order 26-04072014***
Appointing Election Clerks from May 1, 2014 through April 30, 2016.
 - 2. **Order 27-04072014***
Setting the date for the School Budget Validation Referendum Election for June 10, 2014.
 - 3. **Order 28-04072014***
Setting the date for the Special Municipal Election to fill the vacant Ward 1 School Committee seat for August 12, 2014.
 - 4. **Order 29-04072014***
Appointing Richard Trafton to the Lewiston Auburn Railroad Company for a term of 3 years from April 2014 through April 2017.
- II. **Minutes**
 - March 17, 2014 Regular Council Meeting.
 - March 20, 2014 Special Joint Meeting (City Council and School Committee).
- III. **Reports**
 - Mayor's Report**
 - City Manager's Report**
 - Public Services FY 14 Budget Status
 - Recreation and Special Events Advisory Board Memo
 - Committee Reports**
 - **Transportation**
 - o Androscoggin Transportation Resource Center – Mayor LaBonte
 - o Lewiston Auburn Transit – Councilor Gerry
 - o Airport, Railroad – Councilor Hayes

Auburn City Council Meeting & Workshop

April 7, 2014

- o Bike-Ped Committee
- Housing
 - o Community Development Block Grant, Neighborhood Stabilization Program, Auburn Housing Authority – Councilor Gerry
- Economic Development
 - o L-A Economic Growth Council, Auburn Business Development Corporation
- Education
 - o Auburn School Committee – Councilor LaFontaine
 - o Auburn Public Library – Councilor LaFontaine
 - o Great Falls TV – Councilor Young
- Environmental Services
 - o Auburn Water District, Auburn Sewerage District – Councilor Crowley
 - o Mid-Maine Waste Action Corp. – Councilor Walker
- Recreation
 - o Recreation and Special Events Advisory Board – Councilor Crowley
- Public Safety
 - o LA 911 – Councilor Walker

City Councilors' Reports

IV. Communications, Presentations and Recognitions

- Proclamation - National Distracted Driving Enforcement Campaign
- Proclamation – Housing

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

VI. Unfinished Business - None

VII. New Business

1. Order 30-03032014

Approving the liquor license for Twin Cities Group, Inc., DBA The Munroe Inn located at 123 Pleasant Street, Auburn, Maine. Public hearing.

2. Public Hearing

Community Development Block Grant Budget.

3. Order 31-03032014

Adopting the Citizen Participation plan as recommended by the Community Development Director.

4. Resolve 05-04072014

Expressing Councils support for the Maine Emergency Management Agency (MEMA) in its advocacy for an amendment to the FEMA storm policy.

VIII. Executive Session

Auburn City Council Meeting & Workshop

April 7, 2014

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

X. Adjournment

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

(1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;

(2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;

(3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and

(4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

(1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Workshop

April 14, 2014

Agenda

5:30 P.M. Workshop

- A. Emergency Medical Services (EMS) Discussion (60 minutes)
- B. FY15 Budget (3 hours)
 - a. FY2015 Capital Improvement Program (CIP)
 - b. FY2015 Municipal budget – Review Budget Policy Consideration Memo
 - c. Updated budget schedule and process (5 minutes)

*****Councilors - please bring CIP notebooks and Budget notebooks*****



City Council Workshop

April 17, 2014

Agenda

5:30 P.M. Workshop

Executive Session – Labor Negotiations, pursuant to 1 M.R.S.A. §405(6)(D).

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

- A. Discussion of personnel issues
- B. Discussion or consideration by a school board of suspension or expulsion
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Meeting and Workshop

April 22, 2014

Agenda

5:30 P.M. Workshop

- A. Council consideration of vacating a section of Foss Street– Eric Cousens (15 minutes).
- B. Review of FY15 Municipal Budget - *Public Comment*
If time allows, discussion will continue after the meeting.

7:00 P.M. City Council Meeting

Roll call votes will begin with Councilor Crowley

Pledge of Allegiance

- I. **Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.
 - 1. **Order 32-04222014***
Approving the temporary sign request for Park Avenue Elementary School's May Fair.
 - 2. **Order 33-04222014***
Approving the temporary sign request for United Way.
- II. **Minutes**
 - April 7, 2014 Regular Council Meeting
- III. **Reports**
 - Mayor's Report**
 - City Councilors' Reports**
 - City Manager Report**
 - Finance Director, Jill Eastman**
 - March 2014 Monthly Finance Report
- IV. **Communications, Presentations and Recognitions**
 - Proclamation – Sexual Assault Awareness Month
 - Recognition - St. Dominic Academy Middle School Hockey Team – Winners of the Southern Maine Middle School Soule Division Championship
 - Recognition – Tammie Willoughby, the 2014 Auburn Spirit of America Foundation Award recipient.
- V. **Open Session** – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*. Time limit for open sessions, by ordinance, is 45 minutes.

Auburn City Council Meeting & Workshop

April 22, 2014

VI. Unfinished Business - None

VII. New Business

1. Order 34-04222014

Authorizing the City Manager to expend an additional amount up to \$150,000 (from TIF revenue) for the Transportation Center to be built on Spring Street.

2. Order 35-04222014

Approving the Special Amusement permit for Parbaritan, LLC, DBA Naral's located at 34 Court Street. Public hearing.

3. Order 36-04222014

Appointing board and committee members as nominated by either the Mayor or Appointment Committee. Council may enter into executive session, pursuant to 1 M.R.S.A. §405(6)(A).

VIII. Executive Session – Discussion regarding economic development, pursuant to 1 M.R.S.A. §405(6)(C).

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

X. Adjournment

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

- A. Discussion of personnel issues
- B. Discussion or consideration by a school board of suspension or expulsion
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Workshop

April 28, 2014

Agenda

5:30 P.M. Workshop

- A. Executive Session (15 minutes)
 - Discussion regarding economic development (Auburn Economic Achiever Awards), pursuant to 1 M.R.S.A. §405(6)(C).
- B. Executive Session (10-15 minutes)
 - Discussion regarding economic development, pursuant to 1 M.R.S.A. §405(6)(C).
- C. School Budget status update (15 minutes)
- D. Review Municipal Budget (2 hours and 45 minutes)

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

- A. Discussion of personnel issues
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- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Meeting and Workshop

May 5, 2014

Agenda

5:30 P.M. Workshop

- A. Spring Street Zoning - Eric Cousens (15 minutes)
- B. Downtown Auburn Transportation Center update – Clint Deschene (25 minutes)
- C. Review of FY15 Municipal Budget – Clint Deschene (50 minutes)
 - o Emergency Medical Services finalized budget

Council may enter into Executive Session, pursuant to 1 M.R.S.A. §405(6)(C).

- o City Manager FY15 recommended budget
- o Additional Council requested budget information

7:00 P.M. City Council Meeting - Roll call votes will begin with Councilor Crowley

Pledge of Allegiance

- I. Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.

II. Minutes

- April 22, 2014 Regular Council Meeting.

III. Reports

Mayor's Report

City Manager's Report

- Business licensing – pre-packaged foods

Committee Reports

- **Transportation**
 - o Androscoggin Transportation Resource Center – Mayor LaBonte
 - o Lewiston Auburn Transit – Councilor Gerry
 - o Airport, Railroad – Councilor Hayes
 - o Bike-Ped Committee – Councilor Lee
- **Housing**
 - o Community Development Block Grant, Neighborhood Stabilization Program, Auburn Housing Authority – Councilor Gerry
- **Economic Development**
 - o L-A Economic Growth Council, Auburn Business Development Corporation
- **Education**
 - o Auburn School Committee – Councilor LaFontaine
 - o Auburn Public Library – Councilor LaFontaine
 - o Great Falls TV – Councilor Young
- **Environmental Services**
 - o Auburn Water District, Auburn Sewerage District – Councilor Crowley
 - o Mid-Maine Waste Action Corp. – Councilor Walker
- **Recreation**
 - o Recreation and Special Events Advisory Board – Councilor Crowley

Auburn City Council Meeting & Workshop

May 5, 2014

- **Public Safety**
 - **LA 911 – Councilor Walker**

City Councilors' Reports

IV. Communications, Presentations and Recognitions

- Recognition - Central Maine Community College Women's Basketball Team
- Recognition - Central Maine Community College Men's Basketball Team

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

VI. Unfinished Business

1. Order 34-04222014

Authorizing the City Manager to expend an additional amount up \$150,000 (from TIF revenue) for the Transportation Center to be built on Spring Street.

VII. New Business

2. Public Hearing - Municipal Budget

3. Order 37-05052014

Adopting the Community Development Block Grant Budget for FFY14.

4. Order 38-05052014

Adopting the School Budget for Fiscal Year 2015.

5. Order 39-05052014

Approving the Auburn Fire Department based Emergency Medical Services (EMS) transport services.

6. Order 40-05052014

Approving to vacate the paper street know as Foss Street.

VIII. Executive Session

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

X. Adjournment

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

Auburn City Council Meeting & Workshop

May 5, 2014

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

(1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;

(2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;

(3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and

(4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

(1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

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H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Meeting and Workshop

May 19, 2014

Agenda

5:30 P.M. Workshop

- A. Executive Session, labor negotiations, pursuant to 1 M.R.S.A. §405(6)(D) – (30 minutes)
- B. Executive Session, personnel discussions, pursuant to 1 M.R.S.A. §405(6)(A) – (30 minutes)
- C. Lewiston Auburn Economic Growth Council (LAEGC) proposal – Clint Deschene (30 minutes)

7:00 P.M. City Council Meeting

Roll call votes will begin with Councilor Hayes

Pledge of Allegiance

- I. **Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.

1. **Order 41-05192014***
Setting the time to open the polls for the June 10, 2014 Election.

II. Minutes - May 5, 2014 Regular Council Meeting

III. Reports

Mayor's Report

City Councilors' Reports

City Manager Report

- New Auburn Little League
- Athletic Fields Assessment

Finance Director, Jill Eastman - April 2014 Monthly Finance Report

IV. Communications, Presentations and Recognitions

- Proclamation – Maine Arbor Week May 18 – 24, 2014

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

VI. Unfinished Business

1. **Order 38-05052014**
Adopting the School Budget for Fiscal Year 2015.
2. **Resolve 06-05052014**
Adopting the Appropriations Resolve for Fiscal Year 2015, First reading.

Auburn City Council Meeting & Workshop

May 19, 2014

VII. New Business

3. Ordinance 03-05192014

Approving the zoning text amendment to the Agricultural and Resource Protection Zone (ZOMA 1180-2013). First reading.

The City Manager recommends this item be taken out of order so budget discussions (unfinished business) are last on the agenda.

VIII. Executive Session

- Discussion regarding economic development (TIF), pursuant to 1 M.R.S.A. §405(6)(C).

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

X. Adjournment

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

- A. Discussion of personnel issues
- B. Discussion or consideration by a school board of suspension or expulsion
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Meeting and Workshop

June 2, 2014

Agenda

5:30 P.M. Workshop

- A. Lewiston Auburn Economic Growth Council (LAEGC) proposal – Clint Deschene (30 minutes)
- B. Green and Healthy Homes initiative – Shanna Rogers (20 minutes)
- C. Capital Improvement Program (CIP) – Clint Deschene (30 minutes)

7:00 P.M. City Council Meeting - Roll call votes will begin with Councilor LaFontaine

Pledge of Allegiance

- I. Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.

1. Order 42-06022014*

Nominating Jonathan LaBonté and appointing City Manager Clint Deschene as the MMA LPC (Maine Municipal Association's Legislative Policy Committee) members for the 2014-2016 term.

2. Order 43-06022014*

Accepting the transfer of Forfeiture Asset (William Tardif).

II. Minutes

- May 19, 2014 Regular Council Meeting.

III. Reports

Mayor's Report

City Manager's Report

- Edward Little Statue Update
- FY15 Budget Impact Update

Committee Reports

- **Transportation**
 - Androscoggin Transportation Resource Center – Mayor LaBonte
 - Lewiston Auburn Transit – Councilor Gerry
 - Airport, Railroad – Councilor Hayes
 - Bike-Ped Committee – Councilor Lee
- **Housing**
 - Community Development Block Grant, Neighborhood Stabilization Program, Auburn Housing Authority – Councilor Gerry
- **Economic Development**
 - L-A Economic Growth Council, Auburn Business Development Corporation
- **Education**
 - Auburn School Committee – Councilor LaFontaine

Auburn City Council Meeting & Workshop

June 2, 2014

- Auburn Public Library – Councilor LaFontaine
- Great Falls TV – Councilor Young
- Environmental Services
 - Auburn Water District, Auburn Sewerage District – Councilor Crowley
 - Mid-Maine Waste Action Corp. – Councilor Walker
- Recreation
 - Recreation and Special Events Advisory Board – Councilor Crowley
- Public Safety
 - LA 911 – Councilor Walker

City Councilors' Reports

IV. Communications, Presentations and Recognitions

- Communication – The Liberty Festival Mass Gathering application

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

VI. Unfinished Business

1. Ordinance 03-05192014

Approving the zoning text amendment to the Agricultural and Resource Protection Zone (ZOMA 1180-2013). Public hearing and second reading.

2. Resolve 06-05052014

Adopting the Appropriations Resolve for Fiscal Year 2015, second reading.

VII. New Business

3. Order 44-06022014

Approving the liquor license for The Penalty Box. Public hearing.

4. Ordinance 04-06022014

Approving the Spring Street zoning amendment. Public hearing and first reading.

5. Resolve 07-05052014

Supporting the Community Fundraising Campaign to acquire the historic 1915 Bells of St. Louis Church.

VIII. Executive Session

- Discussion regarding economic development (TIF), pursuant to 1 M.R.S.A. §405(6)(C).

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

X. 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

Auburn City Council Meeting & Workshop

June 2, 2014

until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

(1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;

(2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;

(3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and

(4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

(1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



Special City Council Workshop

June 9, 2014

Agenda

6:00 P.M.

Executive Session

- A. Executive Session-Economic development (project status updates), pursuant to 1 M.R.S.A. §405(6)(A) – 1 hour
 - i. Industrial Area TIF (5-10 minutes)
 - ii. Downtown TIF District (10-15 minutes)
 - iii. Update Downtown Auburn Transportation Center (Land/Lease Negotiations)

- B. Executive Session-Labor Strategy, pursuant to 1 M.R.S.A. §405(6)(D) – 2 hours

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- A. Discussion of personnel issues
- B. Discussion or consideration by a school board of suspension or expulsion
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Meeting and Workshop

June 16, 2014

Agenda

5:30 P.M. Workshop

- A. Funding the purchase of an airport hanger – Clint Deschene (20 minutes)
- B. Athletic Fields Assessment-Phase I Review – Denis D'Auteuil (70 minutes)
 - i. Ingersoll Arena

7:00 P.M. City Council Meeting

Roll call votes will begin with Councilor Hayes

Pledge of Allegiance

- I. **Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.
 - 1. **Order 45-06162014***
Accepting the transfer of Forfeiture Asset (Darnell Robinson).
 - 2. **Order 46-06162014***
Accepting the transfer of Forfeiture Asset (Paul Robinson).
 - 1. **Order 47-06162014***
Setting the date for the Special Municipal Election to fill the vacant Ward 4 School Committee seat for November 4, 2014.
 - 3. **Order 48-06162014***
Appointment of Karen Scammon as the interim City Assessor.
- II. **Minutes** – June 2, 2014 Regular Council Meeting
- III. **Reports**
 - Mayor's Report
 - City Councilors' Reports
 - City Manager Report
 - Finance Director, Jill Eastman - May 2014 Monthly Finance Report
- IV. **Communications, Presentations and Recognitions**
 - o **The Junior Youth of the Year**
 - o **Youth of the Year from the Boys and Girls Club**
- V. **Open Session** – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*. Time limit for open sessions, by ordinance, is 45 minutes.

Auburn City Council Meeting & Workshop

June 16, 2014

VI. Unfinished Business

1. Resolve 06-05052014

Adopting the Appropriations Resolve for Fiscal Year 2015. Second reading

2. Ordinance 04-06022014

Approving the Spring Street zoning amendment. Public hearing and second reading.

VII. New Business

3. Order 49-06162014

Approving the Mass Gathering permit for the 2014 Liberty Festival. Public hearing.

4. Order 50-06162014

Adopting the FY2015 Capital Improvement Plan (CIP).

5. Resolve 08-06162014

Supporting the Green and Healthy Homes Initiative.

6. Order 51-06162014

Approving the Joint Development Agreement with Hartt Transportation.

7. Order 52-06162014

Approving the two year Memo of Understanding with Lewiston Auburn Economic Growth Council (LAEGC) and the City of Lewiston.

VIII. Executive Session – Economic Development (Industrial Park TIFS), pursuant to 1 M.R.S.A. Section 405(C).

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

X. Adjournment

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

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- D. Labor contracts

Auburn City Council Meeting & Workshop

June 16, 2014

- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Meeting and Workshop

July 7, 2014

Agenda

5:30 P.M. Workshop

- A. Tax Acquired Property – Eric Cousens (20 minutes)
- B. Lower Barker Hydroelectric Project – Eric Cousens (15 minutes)
- C. Community Development Block Grant Program Guidelines – Reine Mynahan (30 minutes)

7:00 P.M. City Council Meeting - Roll call votes will begin with Councilor Walker

Pledge of Allegiance

- I. **Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.
 - 1. **Order 53-07072014***
Accepting the transfer of Forfeiture Asset (John Johnson).
 - 2. **Order 54-07072014***
Approving the Audit committee review recommendation to engage Runyon, Kersteen, Ouellette (RKO) in a 3 year contract for the Municipal, School and Airport annual audit.
 - 3. **Order 55-07072014***
Authorizing the City Manager to execute the necessary documentation granting an easement to the owners of 343 Minot Avenue for the use and maintenance of an existing driveway on adjacent City owned property.
 - 4. **Order 56-07072014***
Authorizing the City Manager and the Mayor to submit comments to FERC (Federal Energy and Regulatory Commission) in regards to the Lower Barker Hydroelectric Project.
 - 5. **Order 57-07072014***
Adopting the Community Development Block Grant Program Guidelines.
- II. **Minutes**
 - June 16, 2014 Regular Council Meeting.
- III. **Reports**
 - Mayor's Report**
 - City Manager's Report**
 - Committee Reports**
 - **Transportation**

Auburn City Council Meeting & Workshop

July 7, 2014

- Lewiston Auburn Transit – Councilor Gerry
- Airport, Railroad – Councilor Hayes
- Bike-Ped Committee – Councilor Lee
- **Housing**
 - Community Development Block Grant, Neighborhood Stabilization Program, Auburn Housing Authority – Councilor Gerry
- **Economic Development**
 - L-A Economic Growth Council, Auburn Business Development Corporation – Councilor Lee
- **Education**
 - Auburn School Committee – Councilor LaFontaine
 - Auburn Public Library – Councilor LaFontaine
 - Great Falls TV – Councilor Young
- **Environmental Services**
 - Auburn Water District, Auburn Sewerage District – Councilor Crowley
 - Mid-Maine Waste Action Corp. – Councilor Walker
- **Recreation**
 - Recreation and Special Events Advisory Board – Councilor Crowley
- **Public Safety**
 - LA 911 – Councilor Walker

City Councilors' Reports

IV. Communications, Presentations and Recognitions

- Presentation of the Auburn Fire Department Matrix
- Norway Savings Bank Arena - New Staff Members (Timothy Holden and Jason Pacquin)

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

VI. Unfinished Business - None

VII. New Business

1. Order 58-07072014

Appointing board and committee members as nominated by the Appointment Committee. Council may enter into executive session, pursuant to 1 M.R.S.A. §405(6)(A).

2. Order 59-07072014

Approving the Development Agreement with ABDC.

3. Order 60-07072014

Reenacting the proposed amendments to Tax Increment Finance District #10 that were passed on 12/2/2013 as recommended by the Department of Economic and Community Development.

Public hearing.

4. Order 61-07072014

Authorizing issuance of general obligation bonds and a tax levy therefore. First reading. ***Passage requires an affirmative vote of 5 Councilors.***

Auburn City Council Meeting & Workshop

July 7, 2014

VIII. Executive Session

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

X. Adjournment

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B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

(1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Meeting and Workshop

July 21, 2014

Agenda

5:30 P.M. Workshop

- A. Community Development Block Grant Program Guidelines – Reine Mynahan (10 minutes)
- B. General Obligation Bonds – Clint Deschene (40 minutes)
- C. Complete Streets Presentation – Alan Manoian (30 minutes)

7:00 P.M. City Council Meeting

Roll call votes will begin with Councilor Walker

Pledge of Allegiance

- I. **Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.
 - 1. **Order 62-07212014***
Accepting the conveyance of 7 acres of green space.
 - 2. **Order 63-07212014***
Setting the time to open the polls for the August 12, 2014 Special Municipal Election for the Ward 1 School Committee seat that is to be held at Washburn School for 7:00 A.M..
 - 3. **Order 64-07212014***
Casting votes for the Maine Municipal Association's Vice President and Executive Committee Members
- II. **Minutes** – July 7, 2014 Regular Council Meeting
- III. **Reports**
 - Mayor's Report**
 - City Councilors' Reports**
 - City Manager Report**
 - o Changes to September Meeting Dates
 - o Bike-Ped Committee Expansion
 - Finance Director, Jill Eastman** - June 2014 Monthly Finance Report
- IV. **Communications, Presentations and Recognitions**
 - o Mayoral Proclamation
 - o Recognition – Citizens Fire Academy

Auburn City Council Meeting & Workshop

July 21, 2014

- o National Night Out Invitation

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

VI. Unfinished Business

4. Order 57-07072014

Adopting the Community Development Block Grant Program Guidelines.

5. Order 61-07072014

Authorizing issuance of General Obligation Bonds and a tax levy therefore. First reading. ***Passage requires an affirmative vote of 5 Councilors.***

VII. New Business

6. Order 65-07212014

Approving the funding of the Airport Hanger.

VIII. Executive Session

- Discussion regarding labor negotiations (Public Services), pursuant to 1 M.R.S.A. Section 405(6)(D).
- Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development in which premature disclosure of the information would prejudice the competitive or bargaining position of the body or agency, pursuant to 1 M.R.S.A. Section 405(6)(C).

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

X. Adjournment

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- D. Labor contracts
- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

Auburn City Council Meeting & Workshop

July 21, 2014

- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Workshop

July 28, 2014

Agenda

5:30 P.M. Workshop

- A. New Auburn Plan Presentation – Eric Cousens (90 Minutes)
 - a. *Public comment*

Break

B. Executive Sessions

- 1) Executive Session-Economic development, pursuant to 1 M.R.S.A. §405(6)(C) - (30-45 minutes)
- 2) Executive Session-Economic development, pursuant to 1 M.R.S.A. §405(6)(C) - (30-45 minutes)
- 3) Executive Session-Economic development, pursuant to 1 M.R.S.A. §405(6)(C) - (10-15 minutes)
- 4) Executive session-Economic development, pursuant to 1 M.R.S.A. §405(6)(C) - (20 minutes)
- 5) Executive Session-Economic development, pursuant to 1 M.R.S.A. §405(6)(C) - (30 minutes)

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- D. Labor contracts
- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Meeting and Workshop

August 4, 2014

Agenda

5:30 P.M. Workshop

- A. Executive Session–Discussion regarding a legal matter, pursuant to 1 M.R.S.A. Section 405 (6) (E). Attorney Dan Nuzzi (20 minutes).
- B. Community Development Block Grant Program Guidelines–Alan Manoian & Roland Miller (20 minutes).
- C. FY2014-2015 Tax Commitment–Jill Eastman and Howard Kroll (20 minutes)
- D. Adoption of the 2014 National Electrical Code–Charlie DeAngelis (15 minutes).
- E. Board and Committee Appointment Policy–Sue Clements-Dallaire (15 minutes).

7:00 P.M. City Council Meeting - Roll call votes will begin with Councilor Gerry

Pledge of Allegiance

- I. Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.

- 1. **Order 66-08042014***
Accepting the transfer of Forfeiture Asset (Kenneth Gardner).
- 2. **Order 67-08042014***
Approve changing the September regular City Council meeting dates from September 2 and September 15, 2014 to September 8 and September 22, 2014.

II. Minutes

- July 21, 2014 Regular Council Meeting.
- July 23, 2014 Special Joint Meeting (City Council and School Department)

III. Reports

Mayor's Report

City Manager's Report

- Proposed land donation a new High School
- Priority workshop for August 25, 2014

Committee Reports

- **Transportation**
 - **Lewiston Auburn Transit – Councilor Gerry**
 - **Airport, Railroad – Councilor Hayes**
 - **Bike-Ped Committee – Councilor Lee**
- **Housing**
 - **Community Development Block Grant, Neighborhood Stabilization Program, Auburn Housing Authority – Councilor Gerry**

Auburn City Council Meeting & Workshop

August 4, 2014

- **Economic Development**
 - L-A Economic Growth Council, Auburn Business Development Corporation – Councilor Lee
- **Education**
 - Auburn School Committee – Councilor LaFontaine
 - Auburn Public Library – Councilor LaFontaine
 - Great Falls TV – Councilor Young
- **Environmental Services**
 - Auburn Water District, Auburn Sewerage District – Councilor Crowley
 - Mid-Maine Waste Action Corp. – Councilor Walker
- **Recreation**
 - Recreation and Special Events Advisory Board – Councilor Crowley
- **Public Safety**
 - LA 911 – Councilor Walker

City Councilors' Reports

IV. Communications, Presentations and Recognitions

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

VI. Unfinished Business

1. Order 57-07072014

Adopting the Community Development Block Grant Program Guidelines.

2. Order 61-07072014

Authorizing issuance of General Obligation Bonds and a tax levy therefore. Public hearing and first reading. *Passage requires an affirmative vote of 5 Councilors.*

VII. New Business

3. Ordinance 05-08042014

Adopting the new General Assistance Maximums. First reading.

VIII. Executive Session

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

X. Adjournment

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Auburn City Council Meeting & Workshop

August 4, 2014

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

(1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;

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This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

(1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Workshop

August 11, 2014

Agenda

5:30 P.M. Workshop

A. Executive Session (15 minutes)

- Discussion regarding a personnel issue (City Manager evaluation), pursuant to 1 M.R.S.A. §405(6)(A).

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

- A. Discussion of personnel issues
- B. Discussion or consideration by a school board of suspension or expulsion
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Meeting and Workshop

August 18, 2014

Agenda

5:30 P.M. Workshop

- A. Tax Acquired Property – Eric Cousens (20 minutes)
- B. Board and Committee Appointment Process – Sue Clements-Dallaire (15 minutes)
- C. Zone change proposal (Taylor Pond) – Doug Greene (15 minutes)
- D. Executive Session: Discussion regarding economic development, pursuant to 1 M.R.S.A. Section 405(6)(C).
- E. Airport Hanger – Rick Lanman
Item E will be presented under Communications, Presentations, and Recognitions during the meeting if there is insufficient time during the Workshop.

7:00 P.M. City Council Meeting

Roll call votes will begin with Councilor Young.

Pledge of Allegiance

- I. **Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.
- II. **Minutes** – August 4, 2014 Regular Council Meeting
- III. **Reports**
 - Mayor's Report**
 - City Councilors' Reports**
 - City Manager Report**
 - Morris Auto Parts/Auto Graveyard-Junkyard License Renewals
 - Special Event Committee
 - Finance Director, Jill Eastman** - July 2014 Monthly Finance Report
- IV. **Communications, Presentations and Recognitions**
- V. **Open Session** – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*. Time limit for open sessions, by ordinance, is 45 minutes.
- VI. **Unfinished Business**
 - 1. **Order 61-07072014**
Authorizing issuance of General Obligation Bonds and a tax levy therefore. Second reading. *Passage requires an affirmative vote of 5 Councilors.*

Auburn City Council Meeting & Workshop

August 18, 2014

2. Ordinance 05-08042014

Adopting the new General Assistance Maximums. Second reading.

VII. New Business

3. Order 68-08182014

Approving the request for a liquor license for Xin Fa, Inc., DBA Tin Tin Buffet located at 120 Center Street.

4. Ordinance 06-08182014

Adopting the most current edition of the National Electrical Code NFPA 70-2014. First reading.

5. Order 69-08182014

Establishing the property tax payment due dates and to establish the property tax delinquency and overpayment interest rates for Fiscal Year 2014-2015.

VIII. Executive Session

- B. Discussion regarding labor negotiations (Public Services), pursuant to 1 M.R.S.A. Section 405(6)(D).
- C. Discussion regarding economic development, pursuant to 1 M.R.S.A. Section 405(6)(C).
- D. Discussion regarding a legal matter, pursuant to 1 M.R.S.A. Section 405(6)(E).

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

X. Adjournment

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

- A. Discussion of personnel issues
- B. Discussion or consideration by a school board of suspension or expulsion
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



Special City Council Meeting

August 25, 2014

Agenda

6:00 P.M.

Executive Session

- A. Executive Session-Discussion of a personnel matter (City Manager evaluation), pursuant to 1 M.R.S.A. §405(6)(A)

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

- A. Discussion of personnel issues
- B. Discussion or consideration by a school board of suspension or expulsion
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Meeting and Workshop

September 8, 2014

Agenda

5:30 P.M. Workshop

- A. Auto Graveyard/Junkyard Permits – Eric Cousens (15 minutes)
- B. Executive Session - Discussion regarding a legal matter, pursuant to 1 M.R.S.A. Section 405(6)(E). (15 minutes)
- C. Amendment to consortium Mutual Cooperation Agreement – Reine Mynahan (20 minutes)
 - Voluntary Grant Reduction on behalf of the City of Lewiston – Reine Mynahan
 - Procedural Agreement between Auburn and Lewiston – Reine Mynahan
- D. Creation of a Finance Committee – Jill Eastman (20 minutes)
- E. Recreational Trail Grant– Doug Greene (20 minutes)

7:00 P.M. City Council Meeting - Roll call votes will begin with Councilor Hayes

Pledge of Allegiance

- I. **Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.
 - 1. **Order 70-09082014***
Adopting the revised Board and Committee Appointment Process.
 - 2. **Order 71-09082014***
Accepting the transfer of Forfeiture Asset (Jeremy Klein-Golden).
 - 3. **Order 72-09082014***
Accepting the transfer of Forfeiture Asset (William Tardif).
- II. **Minutes**
 - August 18, 2014 Regular Council Meeting
 - August 25, 2014 Special Council Meeting
- III. **Reports**
 - Mayor's Report**
 - City Manager's Report**
 - Committee Reports**
 - **Transportation**
 - o Lewiston Auburn Transit – Councilor Gerry
 - o Airport, Railroad – Councilor Hayes
 - o Bike-Ped Committee – Councilor Lee
 - **Housing**

Auburn City Council Meeting & Workshop

September 8, 2014

- o Community Development Block Grant, Neighborhood Stabilization Program, Auburn Housing Authority – Councilor Gerry
- Economic Development
 - o L-A Economic Growth Council, Auburn Business Development Corporation – Councilor Lee
- Education
 - o Auburn School Committee – Councilor LaFontaine
 - o Auburn Public Library – Councilor LaFontaine
 - o Great Falls TV – Councilor Young
- Environmental Services
 - o Auburn Water District, Auburn Sewerage District – Councilor Crowley
 - o Mid-Maine Waste Action Corp. – Councilor Walker
- Recreation
 - o Recreation and Special Events Advisory Board – Councilor Crowley
- Public Safety
 - o LA 911 – Councilor Walker

City Councilors' Reports

IV. Communications, Presentations and Recognitions

- New Auburn Plan – Eric Cousens
- Proclamation –Constitution Week– Mayor Jonathan P. LaBonte
- Proclamation – Diaper Week – Mayor Jonathan P. LaBonte

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

VI. Unfinished Business

1. Order 61-07072014

Authorizing issuance of General Obligation Bonds and a tax levy therefore. Second reading. ***Passage requires an affirmative vote of 5 Councilors.***

2. Ordinance 06-08182014

Adopting the most current edition of the National Electrical Code NFPA 70-2014. Second reading.

VII. New Business

3. Order 73-09082014

Accepting the transfer of Forfeiture Asset (Darnell Robinson).

4. Order 76-09082014

Authorize City Manager to execute a First Amendment to the AL Concorium Mutual Cooperation Agreement

5. Order 77-09082014

Authorize Mayor Labonte to sign the letter to the U.S. Department of Housing and Urban Development requesting a grant reduction

Auburn City Council Meeting & Workshop

September 8, 2014

6. Ordinance 07-09082014

Adopting the zoning ordinance changes (Taylor Pond). Public hearing and first reading.

7. Order 74-09082014

Approval of the TIF Credit Enhancement Agreement

VIII. Executive Session

A. Discussion regarding economic development, pursuant to 1 M.R.S.A. Section 405(6)(C).

B. Discussion regarding economic development, pursuant to 1 M.R.S.A. Section 405(6)(C).

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

X. Adjournment

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

(1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;

(2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;

(3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and

(4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

(1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

Auburn City Council Meeting & Workshop

September 8, 2014

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Meeting and Workshop

September 22, 2014

Agenda

5:30 P.M. Workshop

- A. Options on Assessor/Assessing Dept (Howard Kroll) (45 minutes)
- B. Discussion regarding labor negotiations pursuant to 1 M.R.S.A. Section 405(6)(D). (45 minutes)

7:00 P.M. City Council Meeting

Roll call votes will begin with Councilor LaFontaine

Pledge of Allegiance

- I. **Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.

- 1. **Resolve 09-09222014***
Supporting the Recreational Trail Grant

- II. **Minutes** – September 8, 2014 Regular Council Meeting

III. Reports

Mayor's Report

City Councilors' Reports

City Manager Report

Finance Director, Jill Eastman - August 2014 Monthly Finance Report

IV. Communications, Presentations and Recognitions

- Police Department Promotions
- Police Department Swearing in Officers
- Proclamation for Polish Fire Officer Cadet Norbert Janik
- Swearing in four new Firefighters
- Swearing in of New Lieutenants, Captain and Battalion Chief
- Introduction and swearing in of EMS Director.

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

VI. Unfinished Business

- 2. **Ordinance 06-08182014**
Adopting the most current edition of the National electrical Code NFPA 70-2014. Public hearing and second reading.

Auburn City Council Meeting & Workshop

September 22, 2014

3. Ordinance 07-09082014

Adopting the zoning ordinance amendment (Taylor Pond). Public hearing and first reading.

VII. New Business

4. Resolve 10-09222014

Supporting the creation of a Finance Committee.

5. Ordinance 08-09222014

Adopting the 2013 Maine Food Code.

6. Order 78-09222014

Approving the renewal of an Auto Graveyard/Junk yard at Bucks Auto, 249 Merrow Road. Public Hearing.

7. Order 79-09222014

Approving the renewal of an Auto Graveyard/Junk yard at Morris Auto, 940 Washington Street. Public Hearing.

8. Order 80-09222014

Approving the renewal of an Auto Graveyard/Junk yard at M & P Auto, 227 Merrow Road. Public Hearing.

9. Order 81-09222014

Approving the renewal of an Auto Graveyard/Junk yard at Randy's Auto Parts, 899 Broad Street. Public Hearing.

10. Order 82-09222014

Approving the renewal of an Auto Graveyard/Junk yard at Isodore T. Miller Co., 78-79 Hotel Road. Public Hearing.

11. Order 83-09222014

Approving the renewal of an Auto Graveyard/Junk yard at Prolerized New England Company, 522 Washington Street. N. Public Hearing.

VIII. Executive Session

- Discussion regarding Minot Avenue Development pursuant to 1 M.R.S.A Section 405(6)(C)

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

X. 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

Auburn City Council Meeting & Workshop

September 22, 2014

must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

- A. Discussion of personnel issues
- B. Discussion or consideration by a school board of suspension or expulsion
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



Special City Council Meeting

September 29, 2014

Agenda

6:00 P.M.

Executive Session

- A. Executive Session-Discussion of a personnel matter (City Manager evaluation), pursuant to 1 M.R.S.A. §405(6)(A)

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

- A. Discussion of personnel issues
- B. Discussion or consideration by a school board of suspension or expulsion
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Meeting and Workshop

October 6, 2014

Agenda

5:30 P.M. Workshop

- A. Executive session to discuss a legal matter, pursuant to 1 M.R.S.A. §405(6)(E) (45 minutes)
- B. Downtown Auburn Transportation Center – Clint Deschene (15 minutes)
- C. Public Comment during City Council Workshops – Clint Deschene (30 minutes)

7:00 P.M. City Council Meeting - Roll call votes will begin with Councilor Lee

Pledge of Allegiance

- I. **Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.
 - 1. **Order 84-10062014***
Setting the time for opening the polls for 7:00 A.M. for the November 4, 2014 Election.
 - 2. **Order 85-10062014***
Approving the temporary sign request for Saint Dominic's Holiday fair.
 - 3. **Order 86-10062014***
Approving the temporary sign request for the Auburn Ski Associations annual ski swap.
 - 4. **Order 87-10062014***
Appointing Warden's and Ward Clerks for the November 4, 2014 Election.
- II. **Minutes**
 - September 22, 2014 Regular Council Meeting
 - September 29, 2014 Special Council Meeting
- III. **Reports**
 - Mayor's Report**
 - City Manager's Report**
 - Committee Reports**
 - **Transportation**
 - Lewiston Auburn Transit – Councilor Gerry
 - Airport, Railroad – Councilor Hayes
 - Bike-Ped Committee – Councilor Lee
 - **Housing**

Auburn City Council Meeting & Workshop

October 6, 2014

- **Community Development Block Grant, Neighborhood Stabilization Program, Auburn Housing Authority – Councilor Gerry**
- **Economic Development**
 - **L-A Economic Growth Council, Auburn Business Development Corporation – Councilor Lee**
- **Education**
 - **Auburn School Committee – Councilor LaFontaine**
 - **Auburn Public Library – Councilor LaFontaine**
 - **Great Falls TV – Councilor Young**
- **Environmental Services**
 - **Auburn Water District, Auburn Sewerage District – Councilor Crowley**
 - **Mid-Maine Waste Action Corp. – Councilor Walker**
- **Recreation**
 - **Recreation and Special Events Advisory Board – Councilor Crowley**
- **Public Safety**
 - **LA 911 – Councilor Walker**

City Councilors' Reports

IV. Communications, Presentations and Recognitions

- Recognition – Rebecca Raby & Ellena Frumiento, Winners of the Auburn Book Project
- Communication - Way-finding signs (Eric Cousens)

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

VI. Unfinished Business

5. Ordinance 07-09082014

Adopting the zoning ordinance changes (Taylor Pond). Second reading.

6. Ordinance 08-09222014

Adopting the 2013 Maine Food Code. Second reading.

VII. New Business

7. Order 88-10062014

Appointing board and committee members as nominated by the Appointment Committee.
Council may enter into executive session, pursuant to 1 M.R.S.A. §405(6)(A).

VIII. Executive Session

- Discussion regarding contract negotiations, pursuant to 1 M.R.S.A. Section 405(6)(C).
- Discussion regarding a personnel matter (City Manager Review), pursuant to 1 M.R.S.A. Section 405(6)(A).

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

X. Adjournment

Auburn City Council Meeting & Workshop

October 6, 2014

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

(1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;

(2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;

(3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and

(4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

(1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



Special City Council Meeting

October 16, 2014

Agenda

5:30 P.M.

Executive Session

- A. Executive Session-discussion of a personnel matter, pursuant to 1 M.R.S.A. §405(6)(A) with possible action to follow.

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

- A. Discussion of personnel issues
- B. Discussion or consideration by a school board of suspension or expulsion
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Meeting and Workshop

October 20, 2014

Agenda

5:30 P.M. Workshop

- A. Tax Increment Financing (TIF) presentation and Policy Review – Clint Deschene (30 minutes)
- B. Dangerous Buildings (part 1) – Eric Cousens (20 minutes)

After each workshop item is presented, the public will be given an opportunity to comment. A total of ten minutes will be allotted for public comment after each item is presented.

7:00 P.M. City Council Meeting

Roll call votes will begin with Councilor Walker

Pledge of Allegiance

- I. **Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.

- II. **Minutes**
 - October 6, 2014 Regular Council Meeting
 - October 9, 2014 Special Joint Meeting

- III. **Reports**

Mayor's Report

City Councilors' Reports

City Manager Report

Finance Director, Jill Eastman - September 2014 Monthly Finance Report

- IV. **Communications, Presentations and Recognitions**

- The Dempsey Challenge – After Action Report
- Proclamation – Extra Mile Day
- Comprehensive Plan Update
- Lewiston-Auburn Bicycle Pedestrian Committee Presentation – Craig Saddlemire

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

- VI. **Unfinished Business**

- VII. **New Business**

Auburn City Council Meeting & Workshop

October 20, 2014

1. Ordinance 09-10202014

Adopting the General Assistance Appendices B and C (food and rent) as required by state statute.

2. Order 89-10202014

Re-appointing Arthur Wing to the Auburn Housing Authority with a term expiration of 10/01/2019.

VIII. Executive Session

- Discussion regarding a personnel matter (City Manager Review), pursuant to 1 M.R.S.A. Section 405(6)(A).

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

X. Adjournment

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

- A. Discussion of personnel issues
- B. Discussion or consideration by a school board of suspension or expulsion
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Workshop

October 27, 2014

Agenda

6:00 P.M. Workshop

Ice Breaker to Begin Meeting (30) Minutes

- A. Policy Tracking – Clint Deschene (10-20 minutes)
- B. Governance – Clint Deschene (75-90 minutes)
- C. Executive Session (15-30 minutes)
 - Discussion regarding a personnel issue (Manager Transition), pursuant to 1 M.R.S.A. 405(6)(A).

After each workshop item is presented, the public will be given an opportunity to comment. A total of ten minutes will be allotted for public comment after each item is presented.

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

- A. Discussion of personnel issues
- B. Discussion or consideration by a school board of suspension or expulsion
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Meeting and Workshop

November 3, 2014

Agenda

5:30 P.M. Workshop

- A. Executive Session
 - a. Discussion regarding an Economic Development matter, pursuant to 1 M.R.S.A. Section 405(6) (C) – (20 minutes).
 - b. Discussion regarding an Economic Development matter, pursuant to 1 M.R.S.A. Section 405(6) (C) – (20 minutes).
- B. Date for Informational Meeting on Downtown Auburn Transportation Center – Clint Deschene (20 minutes).
- C. Expenditure Cap Ordinance Amendment Proposal – Jill Eastman (30 minutes)

After each workshop item is presented, the public will be given an opportunity to comment. A total of ten minutes will be allotted for public comment after each item is presented.

7:00 P.M. City Council Meeting - Roll call votes will begin with Councilor Gerry

Pledge of Allegiance

- I. **Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.

- 1. **Order 91-11032014***
Appointing Wardens and Ward Clerks for the November 4, 2014 Election.

- II. **Minutes**
 - October 16, 2014 Special Council Meeting
 - October 20, 2014 Regular Council Meeting

III. Reports

Mayor's Report – Food Day Proclamation

City Manager's Report

- ATRC organization update
- Norway Savings Bank Arena Quarterly Report

Committee Reports

- **Transportation**
 - Lewiston Auburn Transit – Councilor Gerry
 - Airport, Railroad – Councilor Hayes
 - Bike-Ped Committee – Councilor Lee
- **Housing**
 - Community Development Block Grant, Neighborhood Stabilization Program, Auburn Housing Authority – Councilor Gerry

Auburn City Council Meeting & Workshop

November 3, 2014

- **Economic Development**
 - **L-A Economic Growth Council, Auburn Business Development Corporation – Councilor Lee**
- **Education**
 - **Auburn School Committee – Councilor LaFontaine**
 - **Auburn Public Library – Councilor LaFontaine**
 - **Great Falls TV – Councilor Young**
- **Environmental Services**
 - **Auburn Water District, Auburn Sewerage District – Councilor Crowley**
 - **Mid-Maine Waste Action Corp. – Councilor Walker**
- **Recreation**
 - **Recreation and Special Events Advisory Board – Councilor Crowley**
- **Public Safety**
 - **LA 911 – Councilor Walker**

City Councilors' Reports

IV. Communications, Presentations and Recognitions

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

VI. Unfinished Business

2. Ordinance 09-10202014

Adopting the General Assistance Appendices B and C (food and rent) as required by State Statute. Public hearing and second and final reading.

VII. New Business

3. Order 92-11032014

Authorizing the demolition of a dangerous building located at 33 South Goff Street.
Public Hearing.

4. Order 93-11032014

Authorizing the City Manager to execute a deed for the sale of a portion of 143 Hampshire Street and 325 Turner Street.

5. Order 94-11032014

Authorizing the payment of \$10,000 for land acquisition of 261 Main Street.

6. Resolve 11-11032014

Supporting the addition of extra members to the Lewiston-Auburn Bike-Ped Committee.

VIII. Executive Session

- Discussion regarding an personnel matter, pursuant to 1 M.R.S.A. Section 405(6)(A).
Possible action to follow.

Auburn City Council Meeting & Workshop

November 3, 2014

- Discussion regarding an Economic Development matter, pursuant to 1 M.R.S.A. Section 405(6)(C).
Possible action to follow.

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

X. Adjournment

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

- (1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;
- (2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;
- (3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and
- (4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

- (1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Meeting and Workshop

November 17, 2014

Agenda

5:30 P.M. Workshop

- A. 261 Main Street Land Acquisition – Reine Mynahan (20 minutes)
- B. Expenditure Cap and Appropriations Amendment – Jill Eastman (20 minutes)
- C. Mechanics Savings TIF (Tax Increment Financing) – Roland Miller (40 minutes)

After each workshop item is presented, the public will be given an opportunity to comment.

7:00 P.M. City Council Meeting

Roll call votes will begin with Councilor Young

Pledge of Allegiance

- I. **Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.
- II. **Minutes**
 - November 3, 2014 Regular Council Meeting
- III. **Reports**
 - Mayor's Report**
 - City Councilors' Reports**
 - City Manager Report**
 - Finance Director, Jill Eastman - October 2014 Monthly Finance Report**
- IV. **Communications, Presentations and Recognitions**
 - Update on South Main Street water main project
- V. **Open Session** – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*. Time limit for open sessions, by ordinance, is 45 minutes.
- VI. **Unfinished Business**

Auburn City Council Meeting & Workshop

November 17, 2014

VII. New Business

Order 95-11172014

Authorizing the City Manager to execute documents that provide a Credit Enhancement Agreement (CEA) to Mechanics Savings Bank for their new development project.

VIII. Executive Session – Discussion regarding a personnel matter, pursuant to 1 M.R.S.A. 405(6)(A) with possible action to follow.

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

X. Adjournment

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

- A. Discussion of personnel issues
- B. Discussion or consideration by a school board of suspension or expulsion
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



November 24, 2014 Special City Council Workshop and Meeting Agenda

5:30 P.M. Workshop

- A. Conservation Commission and Tree Harvesting – Denis D'Auteuil (60 minutes)
- B. Agriculture Zone Study Plan – Doug Greene (60 minutes)

After each workshop item is presented, the public will be given an opportunity to comment.

7:30 P.M. Special City Council Meeting

Pledge of Allegiance

I. Executive Session

- Discussion regarding a personnel matter, pursuant to 1 M.R.S.A. §405(6)(A) with possible action to follow.

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

- A. Discussion of personnel issues
- B. Discussion or consideration by a school board of suspension or expulsion
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Meeting and Workshop

December 1, 2014

Agenda

5:30 P.M. Workshop

- A. Hartt Transportation TIF – Roland Miller (45 minutes)
- B. Auburn Enterprise Center TIF – Roland Miller (45 minutes)

After each workshop item is presented, the public will be given an opportunity to comment.

7:00 P.M. City Council Meeting - Roll call votes will begin with Councilor Crowley

Pledge of Allegiance

- I. **Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.

- 1. **Order 97-12012014***
Appointing Susan Clements-Dallaire as Registrar of Voters with a term expiration of December 31, 2016.

II. Minutes

- November 17, 2014 Regular Council Meeting

III. Reports*

**For trial period, Council agree to shift Reports to the last item on the meeting agenda. To do so, a motion should be made "To suspend the rules and move item III. Reports on the agenda to immediately after item VIII. Executive Session".*

Mayor's Report

City Manager's Report

Committee Reports

- **Transportation**
 - Lewiston Auburn Transit – Councilor Gerry
 - Airport, Railroad – Councilor Hayes
 - Bike-Ped Committee – Councilor Lee
- **Housing**
 - Citizens Advisory Committee – Councilor Lee
 - Auburn Housing Authority – Councilor Gerry
- **Economic Development**
 - L-A Economic Growth Council, Auburn Business Development Corporation – Councilor Lee
- **Education**

Auburn City Council Meeting & Workshop

December 1, 2014

- Auburn School Committee – Councilor LaFontaine
- Auburn Public Library – Councilor LaFontaine
- Great Falls TV – Councilor Young
- Environmental Services
 - Auburn Water District, Auburn Sewerage District – Councilor Crowley
 - Mid-Maine Waste Action Corporation – Councilor Walker
- Recreation
 - Recreation and Special Events Advisory Board – Councilor Crowley
- Public Safety
 - LA 911 – Councilor Walker

City Councilors' Reports

IV. Communications, Presentations and Recognitions

- Jam the Gym Fundraiser

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

VI. Unfinished Business

1. Order 94-11032014

Authorizing the payment of \$10,000 for land acquisition of 261 Main Street.

VII. New Business

2. Ordinance 10-12012014

Approving the proposed ordinance amendment in Chapter 2, Article VI, section 2-485 (Council action on budget increase). Public hearing and first reading.

3. Resolve 12-12012014

Supporting the location of the Downtown Transportation Center on the city owned property in the Great Falls area and the allocation of at least \$150,000 for the local matching funds.

VIII. Executive Session

- Discussion on a Poverty Abatement, pursuant to 36 M.R.S.A. Sec. 841(2) with possible action to follow.
- Discussion of a labor contract, pursuant to 1 M.R.S.A. Sec. 405(6)(D).

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

X. 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

Auburn City Council Meeting & Workshop

December 1, 2014

only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

(1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;

(2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;

(3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and

(4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

(1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Meeting and Workshop

December 15, 2014

Agenda

5:30 P.M. Workshop

- A. Audit Presentation – Jill Eastman (30 minutes)
- B. Norway Savings Bank Arena Management and Financial Update – Tim Holden (60 minutes)

After each workshop item is presented, the public will be given an opportunity to comment.

7:00 P.M. City Council Meeting

Roll call votes will begin with Councilor Hayes

Pledge of Allegiance

- I. **Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.

- 1. **Order 100-12152014***
Accepting the 2014 Audit.

- II. **Minutes**
 - November 24, 2014 Special Council Meeting
 - December 1, 2014 Regular Council Meeting

III. Reports*

**For trial period, Council agree to shift Reports to the last item on the meeting agenda. To do so, a motion should be made "To suspend the rules and move item III. Reports on the agenda to immediately after item VIII. Executive Session".*

Mayor's Report

City Councilors' Reports

City Manager Report

Finance Director, Jill Eastman - November 2014 Monthly Finance Report

IV. **Communications, Presentations and Recognitions**

Communication – Letter from the Sabattus Selectmen to the Androscoggin County Commissioners regarding Commissioner compensation.

Auburn City Council Meeting & Workshop

December 15, 2014

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

VI. Unfinished Business

2. Ordinance 10-12012014

Approving the proposed ordinance amendment in Chapter 2, Article VI, section 2-485 (Council action on budget increase). Second reading.

VII. New Business

3. Order 101-12152014

Approving the Special Amusement Permit for Jasmine Café, located at 730 Center Street. Public hearing.

4. Order 102-12152014

Approving the Hartt Transportation TIF (Tax Increment Financing). Public hearing.

5. Order 103-12152014

Approving an Auto Graveyard/Junkyard permit for Morris Auto Parts located on 940 Washington Street. Public hearing.

VIII. Executive Session

- Discussion regarding real estate matter, pursuant to 1 M.R.S.A. 405(6)(C) with possible action to follow.
- Discussion regarding labor contracts, pursuant to 1 M.R.S.A. 405(6)(D) with possible public presentation and action to follow.

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

X. Adjournment

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

- A. Discussion of personnel issues
- B. Discussion or consideration by a school board of suspension or expulsion
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts

Auburn City Council Meeting & Workshop

December 15, 2014

- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.