

Memorandum

To: William R. Bridgeo, City Manager
From: Deputy Chief Jared Mills
Date: 10-14-16
Re: Council Order

I respectfully request that the following Council Order appear at the next regularly scheduled City Council Meeting as the Augusta Police Department is seeking approval to hold an auction which is scheduled for October 30, 2016 at 8:00 a.m. at the Police Station.

The items for auction consist of recovered property either relinquished by the owners or no owners could be located for the items that have been held in our facilities exceeding a six month period.

Augusta Police Department List of Auction Items

\$25 Darden (Olive Garden) Gift Card	Iphone 5
\$50 TJ Maxx Gift Card	Kayak
Bag with 3 chargers (no batteries)	Kobalt Micro Tool Kit
Bicycles-30	Kobalt socket set
Black Bag w/ assorted tools	Makita Grinder
Bostitch Nailer	Mens Silver Wedding Band
Bucket with tool belt and asst tools	Minolta 35 MM camera
Bucket with various plumbing fittings	Organized box with various electrical parts
Combustible Gas Analyzer	Plumbers Case with Varous Parts
Cordless Drill	Portable Air Compressor w. bag
Craftsman Hammer Drill	Raquet ball Racquet
Dewalt cordless Caulk Gun	Samsung Galaxy Tablet
Dewalt cordless hammer drill	Snowblower
Dewalt Cordless Light (no batt)	Speaker
Dewalt cordless Sawzall	Sunglasses
Dewalt drillbit set	U.S. Special Ops hardcover Book
Disco Light	VCR/Dvd combo player
Dremel Tool Case (empty)	Watches-Womans (3)
Headphones	Zippo Lighter

Surplus Property from Public Works and Parks, Cemeteries and Trees

Public Works equipment to sell online auction at GovDeals.Com:

- Two 1994 Trolleys
- Two 1972 loader mounted snow blowers (one is parts only)
- One 2006 Recycle truck
- One 1995 Recycle trailer
- Two small equipment trailers
- One tractor mounted snow blower
- One Holder dump body
- Two 40 yard roll offs
- One Disc Harrow
- One York Rake

Parks, Cemeteries and Trees equipment to be sold at Police Auction September 30th:

- Two grass vacuums
- One Billy Goat leaf blower
- Three Generators
- Four flood lights
- One chain saw
- One John Deere riding lawn mower
- One 200 gallon skid tank
- One Yamaha four wheeler
- One Stick welder
- One Spoon Aerator
- Two Tow-behind grass rakes
- One Yamaha four wheeler

City of Augusta, Maine
DEPARTMENT OF DEVELOPMENT SERVICES

AUGUSTA STATE AIRPORT
CODE ENFORCEMENT
ECONOMIC DEVELOPMENT



ENGINEERING
FACILITIES & SYSTEMS
PLANNING

MEMO

To: Bill Bridgeo, City Manager
From: Keith P. Luke, Deputy Director of Development Services
CC: Ralph St. Pierre, Matt Nazar
Date: 10/17/2016

Augusta Downtown Tipping Point Initiative

Over the past six months the City of Augusta's Economic Development Office has worked closely with the Augusta Downtown Alliance to establish an incentive package to promote development in the city's downtown district.

We are proposing a three part program with the goal of promoting both business and residential development in the downtown, with the understanding that success in both areas is critical to establish a sustainable, successful downtown district. Augusta's downtown has seen several successful residential projects over the past decade, but in spite of those successes, retail and commercial office revitalization has been slow to develop. This program includes incentives for well-targeted, desirable commercial and residential projects.

We propose funding the initiative with \$50,000 from the city's reserve account. The City Council appropriated \$100,000 for Job Retention in 2001. The Council allocated \$25,000 for E – Pro Engineering Services in 2001 and \$25,000 for Fieldstone Pump Station in 2006 leaving a balance of \$50,000 in the reserve account.

Small Business Loan Program

The City of Augusta and Kennebec Savings Bank will be partnering to make a loan pool of \$250,000 available to merchants in the Water Street Historic District (map attached). Kennebec Savings will be providing the loan capital at an interest rate of 2.5% over five years. The city will provide a reimbursement of interest costs to the borrower, making the program effectively interest free.

The mayor will appoint a three member committee to review and score loan applications.

Program terms include:

- Loan not to exceed 1/3 of total project cost or \$50,000.
- Borrower equity must be equal to at least 50% of the total project cost.
- Borrower must agree to a "soft-second" security interest in business assets.
- If terms and conditions are not met, the default repayment rate is 12% interest.

Loan proceeds may be used for allowable expenses under MRSA Title 30-A, §5225 Project Costs, including:

- The demolition, alteration, remodeling, repair or reconstruction of existing buildings, structures and fixtures;
- Site preparation and finishing work;
- All fees and expenses that are eligible to be included in the capital cost of such improvements, including, but not limited to, licensing and permitting expenses and planning, engineering, architectural, testing, legal and accounting expenses.

Loan applications will be pre-screened by Development Services staff to verify location of the subject property, then ranked and scored on a first come, first serve basis by the loan review committee. Applications will then passed on to Kennebec Savings Bank which will approve the loans using conventional underwriting criteria.

Downtown Residential Development Grant

The pilot-phase of the Tipping Point Initiative includes enough funding for seventeen incentive-grants to encourage the development of new, upper floor residential apartment units.

In order to qualify, a developer must be creating new, code-compliant dwelling units in the city's Water Street Historic District (map attached), and invest a minimum of \$25,000 in construction of each unit.

The development grants are intended to cover expenses related to life-safety and code-related investments and will require the presentation of paid invoices for eligible expenses under MRSA Title 30-A, §5225 Project Costs, to the city for reimbursement, up to \$2,000 for each unit receiving an occupancy permit.

Projects covered by a credit enhancement agreement with the city under the terms of a tax increment financing agreement will not be eligible for the grant program.

Building Permit Waiver Program

We are also proposing to waive building permit and inspection fees for improvements to multi-family housing units city-wide, for one calendar year, beginning on January 1, 2017. Building permits and inspections are still required – those failing to do so will not be eligible for the fee waiver. In calendar year 2015 total building permit fees for work and improvements to multi-unit residential buildings totaled \$10, 790.

Administrative Regulations
Section III B Positions and Vacancies

III A.1 Personnel Definitions

1. Full-time employees are employees who are regularly scheduled to work forty (40) or more hours per week in one position. They hold a position that is distinctly identified by position in the fiscal budget preparation.
2. Regular part-time employees are employees who are regularly scheduled to work less than forty (40) hours per week. They hold a position that is distinctly identified by position in the fiscal budget preparation. Some part-time supervisory employees at the Augusta Civic Center who do not work a consistent schedule may also be classified as regular part-time.
3. Intermittent part-time employees are those who work less than (40) hours per week and do not work regularly scheduled hours. Their positions are not designated individually in the City budget.
4. ~~Temporary, full time, employees with limited duration, are employees in positions of limited duration, including seasonal positions who work thirty (30) or more hours per week. The limited duration period exceeds ninety (90) days beyond the initial date of hire but does not exceed twelve (12) months. Seasonal employees must be terminated at the end of their season, but may be re-hired for a future season although there is no guarantee of re-employment.~~
- 4.5. ~~Temporary, part-time employees, are employees who work less than thirty (30) hours per week with a regular work schedule, long-term.~~
- 5.6. ~~Probationary employees are those part-time or full-time employees who have worked less than six (6) months or, for law enforcement personnel, less than one (1) year.~~
- 6.7. ~~Job sharing may be established where two individuals fill one full-time, permanent regular, position.~~

Formatted: (none)

III A.2 Fair Labor Standards Act Exemptions

The following positions meet the applicable criteria for and will be considered exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act:

1. City Manager
2. All Department Directors
3. Assistant City Manager
4. All Bureau Directors
5. Other positions deemed to be exempt.

III A.3 Employee Classification and Compensation Plans

The City Manager shall make an analysis of the duties and responsibilities of all positions and shall design and implement an overall classification plan. The job classifications may be

Administrative Regulations
Section III C Benefits

If you have questions about how these rules affect you, please contact Human Resources.

Medical Insurance

The City shall provide and pay a portion of the cost of health insurance coverage for employees and their dependents under the Maine Municipal Employee Health Trust plan POS- C or a comparable plan. Effective January 1, 2014 the City will provide health insurance benefit plan PPO-500 or a comparable plan under the Maine Municipal Employees Health Trust. Effective January 1, 2014 the City will create and fund a Health Reimbursement Account (HRA) to cover deductibles in the PPO-500 plan at \$500 annually for employees enrolled in a single plan and \$1,000 annually for employees enrolled in an employee & child or family plan. The City shall pay eighty percent (80%) of the monthly premiums and the employee shall pay twenty percent (20%) of the monthly premiums of the PPO-500 plan. Employees may choose to remain in the POS-C plan, but will be responsible for paying the full difference in cost.

In addition to the PPO-500 Plan, the City shall provide to full time regular and full time temporary employees, health insurance benefit plan: PPO-1500 effective January 1, 2017. This plan will not incentives such as a Health Reimbursement Account, (HRA), nor the Flexible Spending Account (FSA). It will be a shared responsibility plan whereby The City shall pay eighty percent (80%) of the monthly premium and the employee shall pay twenty percent (20%) of the monthly premium. This plan will be offered to all eligible, non-union employees.

For a description of these plans, please refer to your medical insurance booklet or on the Internet at www.mmeht.org. The cost sharing arrangement for both employees and the City will be reviewed on an annual basis. The City reserves the right to change insurance carriers, benefit levels and premium cost sharing as deemed necessary.

Health insurance coverage will be provided to domestic partners at the employee's cost provided the City's insurance carrier allows for such coverage and as long as the domestic partners meet the carrier's criteria.

~~Health insurance coverage will be provided to domestic partners at the employee's cost provided the City's insurance carrier allows for such coverage and as long as the domestic partners meet the carrier's criteria.~~

Flexible Spending Accounts

The City provides medical and child care flexible spending account (FSA) options in accordance with Internal Revenue Code Section 125. Effective January 1, 2014, and annually thereafter on January 1, the City will contribute \$250 into the section 125 medical flexible spending account (FSA) on behalf of each full-time non-union employee who participates in the PPO-500 medical plan. The City's contribution is dependent upon each employee annually enrolling in the Plan.

Memorandum

To: William R. Bridgeo, City Manager

From: Deputy Chief Jared Mills

Date: October 12, 2016

Re: Council Order

I respectfully request that the following order be placed on the council agenda for the next City Council business meeting. I am requesting the City Council approve the acceptance of funds in criminal forfeiture court orders, Kennebec Superior Court Doc. No. KENCDCr-15-2241.

BE IT ORDERED, that the City Council does hereby grant approval pursuant to Title 15 of the Maine Revised Statutes Annotated, section 5824(3) & 5826(6) to the transfer of \$1,523.00, or any portion thereof to the Augusta Police Department, on the grounds that the City of Augusta Police Department did make a substantial contribution to the investigation of the criminal case, namely, State of Maine vs. William J. Young.