



City Council Workshop & Meeting
Agenda
October 20, 2025
Auburn Hall, Council Chambers

5:30 PM Workshop

- Public Safety Facility Design Approval
- Street Scan Update – Dan Goyette, Engineering Director

7:00 PM Meeting

Pledge of Allegiance & Roll Call - *Roll call votes will begin with Councilor Cowan*

I. Consent Items— *All items with an asterisk (*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member or a citizen so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. Passage of items on the Consent Agenda requires majority vote.*

- 1) ORDER 95-10202025* - Appointing Jennifer Kimble to the Auburn Housing Authority for a term that expires October 1, 2030, as nominated by the Appointment Committee.
- 2) ORDER 96-10202025* - Appointing Julia Bergeron-Smith to the Parks & Recreation Advisory Board for a term that ends September 30, 2027, as nominated by the Appointment Committee.
- 3) ORDER 97-10202025* - Appointing Philip Savignano to the Parks & Recreation Advisory Board for a term that ends September 30, 2027, as nominated by the Appointment Committee.

II. Minutes— October 6, 2025 Regular Council Meeting

III. Communications, Presentations and Recognitions

IV. Open Session— *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda.*

V. Unfinished Business

- 1) **ORDINANCE 07-10062025** - Amending Chapter 24, "Human Relations and Services", Article II, Sec. 24-23 of the City's General Assistance Program regarding annual adjustment of maximum benefits. *Public hearing/second reading. ROLL CALL VOTE. Passage requires majority vote.*

VI. New Business

- 1) **ORDER 98-10202025** – Regarding location of Lewiston-Auburn 911 Center. Passage requires majority vote.
- 2) **ORDER 99-10202025** – Adopting the updated Fund Balance Policy. Passage requires majority vote.

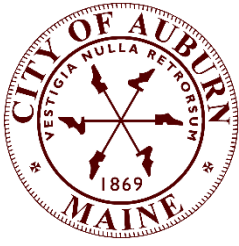
VII. Reports

- a. Mayor's Report
- b. City Councilors' Reports
- c. Student Representative Report
- d. City Manager Report
- e. Quarterly Finance Report – Kelsey Earle, Finance Director

- VIII. Open Session - *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda.*

IX. Executive Session

X. Adjournment



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: October 20, 2025

Author: Phil Crowell, City Manager

Subject: Public Safety Facility Design Approval

Information:

On October 23, 2023, the City Council approved Order 131-10162023 Authorizing Issuance of General Obligation Bonds and Tax Levy pursuant to Order 119-09052023 (the "Bond Referendum Order"), if authorized by the voters of the City of Auburn, the issuance of the City's General obligation bonds in the principal amount not to exceed \$45,000,000 to finance a new public safety facility to house the headquarters of the City's Police Department and Fire Department.

On November 7, 2023, voters in Auburn voted in favor of taking the next step in building a new public safety facility in Auburn by approving bonding the construction of the facility. (YES = 3,392 / NO = 2,405 / BLANK = 473 / TOTAL VOTES = 6,270).

On February 12, 2024, the Mayor's Ad-Hoc Public Safety Building Committee began their work in making recommendations for the hiring of a Design Team (Port City Architect) and Construction Manager (Allied Construction). To date, they have participated in six meetings which included the review of RFP's, interviews of bidders for this project, and preliminary designs of the facility. The committee has also toured two facilities to gain ideas of recent public safety projects in the region.

On March 3, 2025, the City Council approved order 22-03032025 to approve the final design and costs of the public safety facility which meets the expectations of the proposed conceptual design presented and approved by the Auburn voters on November 7, 2023, and does not exceed the bonding limit of \$45,000,000.

The public safety facility is at 50% designs and this is a critical point toward 100% design completion. The Public Safety Ad-hoc Committee has recommendations for the council to consider and has provided a report. Staff will present at the workshop the proposed design and cost estimates for the project.

City Budgetary Impacts: Approved by voters not to exceed a bonding obligation of \$45,000,000.

Staff Recommended Action: Provide feedback on design and costs proposed to provide staff the information needed to complete the final design for approval in March 2026.

Previous Meetings and History: August 7, 2023 CC workshop, October 23, 2023 CC meeting, and March 3, 2025 CC meeting.

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments: City Referendum Ballot, 2023 Election Totals, Order 131-10162023, Order 22-03032025

Public Safety Ad Hoc Committee Recommendations

Subject: Facility Design Optimization

Date: October 20, 2025

1. Facility Square Footage Reduction Consideration

- **Recommendation:** This Mayor's ad hoc committee believes the intent of the facility and further projected needs of each department as known today could be satisfied with an alternative to the facility as conceptualized and presented without total redesign. Under advisement of council, this ad hoc committee would be pleased to explore cost reduction alternatives based on what the council requested as a cost reduction request, i.e reduction in dollars.
-

2. Police Tactical Center – Options for Consideration

The committee has developed two options regarding the proposed Police Tactical Center. Each option reflects different priorities related to cost, functionality, and long-term sustainability.

Option A: Rolling Assets Building Only

Eliminate the Police Tactical Center entirely and construct a **Rolling Assets building only**, sized at approximately **2,500 sq. ft.**

- **Rationale:**
 - The cost of a full firearms training center is **prohibitive**
 - Ongoing **maintenance costs are not sustainable**
 - Estimated **cost savings of \$1,800,000**
-

Option B: Full Build-Out as Proposed with Alternative Funding of \$1,600,000

Proceed with the full construction of the **Police Tactical Center**, including the **Rolling Assets section**, at the originally proposed cost. Seek alternative funding for the construction of a “regional training center” which would include outside agency support for annual maintenance of the facility.

- **Rationale:**

- Provides a **comprehensive training solution for the region**
 - The cost of the regional facility is not borne on just the **Auburn Taxpayer**
 - Supports long-term operational readiness
 - **Estimated cost: \$2,200,000 (\$1,600,000 other funding source)**
-

3. Fire Department Burn Training Facility

Recommendation: Proceed with the proposed burn training building and eliminate the auxiliary “dirty building.” **Cost savings of \$435,000.**

Background:

Following voter approval of the initial design and proposal, the Fire Department was awarded a **\$500,000** grant through the Maine Fire Protection Services Commission Grant Program. The cost of the **burn building** is **\$676,850**, leaving a **city funding requirement of \$176,850.**

In addition, the department proposes constructing an auxiliary **“dirty” building** adjacent to the burn facility. This space would be used for pre- and post-training discussions and planning, helping to limit the spread of burn debris into the main fire station. Firefighters would only enter the main station for decontamination purposes. The cost of the dirty building is **\$435,000.**

Rationale:

- Leverages a significant **external funding opportunity**
- Supports **daily training needs** for Auburn and the surrounding region
- The current burn training building does not have an auxiliary building space

Total Project Adjustments:

- **\$176,850** for the burn building – currently included in the total project cost
 - **(\$435,000)** for the dirty building – reduction to the total project cost
 - **(\$1,600,000) eliminate or secure an alternative funding source**
 - Total Adjustments: **(\$1,858,150) – Total Project Cost Adjustments: (\$2,035,000)**
-

MUNICIPAL REFERENDUM ELECTION

Question 1:

Shall the City of Auburn authorize the issuance of general obligation bonds or notes in anticipation of such bonds in the principal amount not to exceed \$45,000,000 and appropriate the proceeds of such bonds, together with investment earnings, if any, to fund the construction of a new public safety facility at 550 Minot Avenue in Auburn to house the headquarters of the City's Police Department and Fire Department, including all necessary professional services, real estate acquisition and off-site improvements related to such construction project, costs of issuance and capitalized interest as permitted?

- ☐ YES
- ☐ NO

Treasurer Financial Statement Pursuant to 30-A MRSA §5772 (2-A): The following is a summary of the bonded indebtedness of the City of Auburn as of November 7, 2023:

A. City Debt:

- 1. Bonds outstanding and unpaid: \$146,472,150
- 2. Bonds authorized but unissued: \$0
- 3. Bonds to be issued if Question 1 is approved: Not to exceed \$45,000,000

B. Costs: The anticipated average interest rate on the proposed bonds is approximately 4.00%. Assuming a 30 year term, the estimated cost of the proposed bonds if Question 1 is approved will be:

Bond Principal:	\$45,000,000
Estimated Interest:	\$37,800,000
Total Estimated Debt Service:	\$82,800,000

C. Validity

The foregoing represents an estimate of costs associated with the financing and such estimates will change due to market conditions. The validity of the bonds and of the voters' ratification of the bonds may not be affected by any errors in the foregoing estimate of the costs involved, including varying interest rates, the estimated cost of interest on the bond amount to be issued, and the total cost of principal and interest to be paid at maturity. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

Jill Eastman

Treasurer City of Auburn

IF YOU COMPLETED THE FRONT SIDE OF THIS BALLOT,
YOU HAVE COMPLETED VOTING

MUNICIPAL ELECTION - 11/7/2023

	Tabulators		
	City 1	City 2	TOTAL
MAYOR			
Harmon, Jeffrey D.	3275	493	3768
Levesque, Jason J.	2043	292	2335
Write-In	13	3	16
Blanks	133	18	151
TOTAL VOTES	5464	806	6270
WARD 1 CITY COUNCIL			
Whiting, Richard S.	613	252	865
Write-In	16	6	22
Blanks	172	75	247
TOTAL VOTES	801	333	1134
WARD 2 CITY COUNCIL			
Cowan, Timothy M.	638	286	924
Hawes, Ryan A.	273	122	395
Write-In	2	4	6
Blanks	103	61	164
TOTAL VOTES	1016	473	1489
WARD 3 CITY COUNCIL			
Mehrmann, John P.	375	0	375
Milks, Stephen G.	720	0	720
Write-In	13	0	13
Blanks	240	0	240
TOTAL VOTES	1348	0	1348
WARD 4 CITY COUNCIL			
Weisner, Benjamin J.	713	0	713
Write-In	9	0	9
Blanks	320	0	320
TOTAL VOTES	1042	0	1042
WARD 5 CITY COUNCIL			
Damien, Stefanie Mahr	416	0	416
Walker, Sr., Leroy G.	777	0	777
Write-In	3	0	3
Blanks	61	0	61
TOTAL VOTES	1257	0	1257
CITY COUNCIL AT LARGE			
Gerry, Belinda A.	2383	287	2670
Platz, Adam R.	2599	394	2993
Smith, Ryan E.	1579	231	1810
Staples, Dana N.	1949	308	2257
Write-In	29	7	36

Write-In	17	4	21
Blanks	2372	381	2753
TOTAL VOTES	10928	1612	12540
WARD 1 SCHOOL COMMITTEE			
McGuigan, Korin M.	622	271	893
Write-In	15	4	19
Blanks	164	58	222
TOTAL VOTES	801	333	1134
WARD 2 SCHOOL COMMITTEE			
Hart, Pamela B.	817	387	1204
Write-In	14	7	21
Blanks	185	79	264
TOTAL VOTES	1016	473	1489
WARD 3 SCHOOL COMMITTEE			
Gautier, Patricia M.	1071	0	1071
Write-In	15	0	15
Blanks	262	0	262
TOTAL VOTES	1348	0	1348
WARD 4 SCHOOL COMMITTEE			
Write-In	46	0	46
Blanks	996	0	996
TOTAL VOTES	1042	0	1042
WARD 5 SCHOOL COMMITTEE			
Poisson, Sr., Daniel F.	1064	0	1064
Write-In	12	0	12
Blanks	181	0	181
TOTAL VOTES	1257	0	1257
SCHOOL COMMITTEE AT LARGE			
Albert, Pamela F.	3739	545	4284
Knight, Casey L.	3289	459	3748
Write-In	71	16	87
Write-In	23	10	33
Blanks	3806	582	4388
TOTAL VOTES	10928	1612	12540
MUNICIPAL REFERENDUM QUESTION 1			
Shall the City of Auburn authorize the issuance of general obligation bonds or notes in anticipation of such bonds in the principal amount not to exceed \$45,000,000 and appropriate the proceeds of such bonds, together with investment earnings, if any, to fund the construction of a new public safety facility at 550 Minot Avenue in Auburn to house the headquarters of the City's Police Department and Fire Department, including all necessary professional services, real-estate acquisition and off-site improvements related to such construction, project, costs of issuance and capitalized interest as permitted?			
Yes	2944	448	3392

No	2106	299	2405
Blanks	414	59	473
TOTAL VOTES	5464	806	6270
STATE OF MAINE REFERENDUM ELECTION 11/07/2023			
	Tabulators		
	State 1	State 2	TOTAL
QUESTION 1: CITIZEN INITIATIVE			
Do you want to bar some quasi-governmental entities and all consumer-owned electric utilities from taking on more than \$1 billion in debt unless they get statewide voter approval?			
Yes	3505	529	4034
No	1701	253	1954
Blanks	244	20	264
TOTAL VOTES	5450	802	6252
QUESTION 2: CITIZEN INITIATIVE			
Do you want to ban foreign governments and entities that own, control, or influence from making campaign contributions or financing communications for or against candidates or ballot questions?			
Yes	4583	678	5261
No	752	116	868
Blanks	115	8	123
TOTAL VOTES	5450	802	6252
QUESTION 3: CITIZEN INITIATIVE			
Do you want to create a new power company governed by an elected board to acquire and operate existing for-profit electricity transmission and distribution facilities in Maine?			
Yes	1439	246	1685
No	3940	548	4488
Blanks	71	0	71
TOTAL VOTES	5450	794	6244
QUESTION 4: CITIZEN INITIATIVE			
Do you want to require vehicle manufacturers to standardize on-board diagnostic systems and provide remote access to those systems and mechanical data to owners and independent repair facilities?			
Yes	4364	661	5025
No	986	133	1119
Blanks	100	8	108
TOTAL VOTES	5450	802	6252

QUESTION 5: CONSTITUTIONAL AMENDMENT

Do you favor amending the Constitution of Maine to change the time period for judicial review of the validity of written petitions from within 100 days from the date of filing to within 100 business days from the date of filing of a written petition in the office of the Secretary of State, with an exception for petitions filed within 30 calendar days.

Yes	3042	462	3504
No	2172	311	2483
Blank	236	29	265
TOTAL VOTES	5450	802	6252

QUESTION 6: CONSTITUTIONAL AMENDMENT

Do you favor amending the Constitution of Maine to require that all of the Constituion be included in the official printed copies of the Constitution prepared by the Secretary of State?

Yes	3695	589	4284
No	1562	189	1751
Blank	193	24	217
TOTAL VOTES	5450	802	6252

QUESTION 7: CONSTITUTIONAL AMENDMENT

Do you favor amending the Constitution of Maine to remove a provision requiring a circulator of a citizen's initiative or people's veto petition to be a resident of Maine and a registrerd voter in Maine, requirements that have been ruled unconstitutional in Federal court?

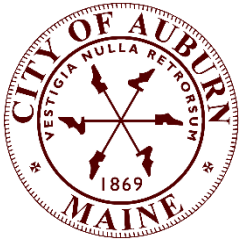
Yes	1553	266	1819
No	3640	505	4145
Blank	257	31	288
TOTAL VOTES	5450	802	6252

QUESTION 8: CONSTITUTIONAL AMENDMENT

Do you favor amending the Constitution of Maine to remove a provision prohibiting a person under guardianship for reasons of mental illness from voting Governor, Senators and Representatives, which the United States District Court for the District of Maine found violates the United States Constitution and federal Law?

Yes	2329	367	2696
No	2890	410	3300
Blanks	231	25	256
TOTAL VOTES	5450	802	6252

Total Ballots Cast			6252
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**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: October 23, 2023

Order: 131-10162023

Author: Jill M. Eastman, Finance Director

Subject: Authorizing Issuance of General Obligation Bonds and A Tax Levy Therefor

Information: This is the Public Safety Building Project for FY 23-24 that we are recommending for bonding. Please see attached sheet that describes the project being funded. This Bond Issue will be on the November 2023 ballot to be approved by the citizens of Auburn due to the charter. This Bond issue needs to be approved by Council before the voting takes place.

City Budgetary Impacts: This is a 20-year bond, interest only for FY 25 and principal and interest payments for 20 years.

Staff Recommended Action: Recommend passage of the second and final reading. Passage requires an affirmative vote of 5.

Previous Meetings and History: Public hearing and passage of first reading on 10/16/2023.

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments:

Copy of the Order.

**CITY OF AUBURN
NOTICE OF PUBLIC HEARING**

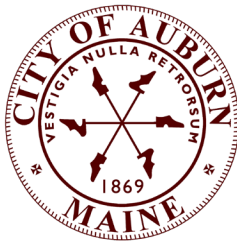
Pursuant to Section 8.13 of the City Charter, notice is hereby given that the Auburn City Council will hold a public hearing and first reading on Monday, October 16, 2023, at 7:00 p.m. in the Council Chambers, Auburn Hall, 60 Court Street on a proposed order authorizing the City's general obligation bonds in the principal amount not to exceed \$45,000,000 to finance a new public safety facility to house the headquarters of the City's Police Department and Fire Department. The order is available for inspection on the City's website: www.auburnmaine.gov/pages/government/budget-fy24.

Following the public hearing and first reading, the City Council expects to conduct a second reading and take final action on the order at its October 23, 2023 meeting.

Members of the public that attend and would like to offer public comment during the meeting, you may do so by speaking at the podium located in Council Chambers.

Written comments may be sent via email to: comments@auburnmaine.gov. Your comments will be included in the meeting minutes.

The City Council meeting will also be broadcast on Great Falls TV (cable channel 11) and on the City of Auburn YouTube channel.



City Council Order

IN CITY COUNCIL

TITLE: ORDER AUTHORIZING ISSUANCE OF GENERAL OBLIGATION BONDS AND A TAX LEVY THEREFOR

WHEREAS, pursuant to Order 119-09052023 (the "Bond Referendum Order"), the City Council submitted a referendum question to the voters of the City of Auburn to see if they would authorize the issuance of the City's general obligation bonds (and notes in anticipation thereof) in the principal amount not to exceed \$45,000,000 to finance a new public safety facility to house the headquarters of the City's Police Department and Fire Department (referred to as the "Public Safety Building Project"); and

WHEREAS, the City Council now desires to supplement the Bond Referendum Order to hold a public hearing with respect to the Public Safety Building Project and the bonds prior to the referendum vote and to establish certain details of the bonds, if approved by the voters;

NOW, THEREFORE, be it hereby ORDERED by the Auburn City Council, following a public hearing duly called and held as required by Section 8.13 of the Auburn City Charter:

THAT subject to and conditioned on an approving vote of the voters of the City pursuant to the Referendum Order and Section 8.13(C)(2) of the City Charter, there is hereby authorized the issuance and sale of the City's general obligation bonds and notes in anticipation thereof in the principal amount not to exceed \$45,000,000, the proceeds of which, including original issue premium and investment earnings thereon, if any, are hereby appropriated to finance the Public Safety Building Project.

Be It Further Ordered by the Auburn City Council:

THAT the Finance Director is hereby authorized, in the name of and on behalf of the City, to prepare, issue, and sell the City's bonds and notes in the aggregate amount of \$45,000,000, which issuance and sale may be at one time or from time to time as one or more separate bond issues, or consolidated with any other issue of bonds and notes authorized to be issued by the City Council, as term bonds or serial bonds, through a public offering or a private placement, on a competitive or negotiated basis, or some combination of any of the foregoing, all as the Finance Director shall determine to be appropriate in her sole discretion.

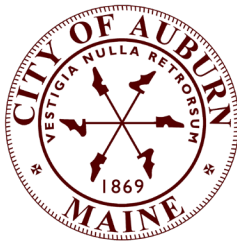
THAT the Finance Director is hereby authorized, in the name of and on behalf of the City, to establish, determine and approve the form, dates, maturities (not to exceed the maximum term permitted by law), denominations, interest rates, place of payment, provisions for redemption prior to the stated maturity date(s), with or without a premium, as provided in Title 30-A, §5772(6) of the Maine Revised Statutes, as amended, and all other details of the bonds and notes.

THAT the bonds and notes shall be executed in the name of and on behalf of the City by the City's Finance Director and its Treasurer, either or both of whose signatures may be by facsimile to the extent permitted by law, and shall bear the City seal thereon, attested by its Clerk.

Richard Whiting, Ward One
Joseph Morin, Ward Four
Belinda A. Gerry, At Large

Ryan Hawes, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Dana Staples, At Large
Phillip L. Crowell, Jr., City Manager



City Council Order

THAT in each year the bonds remain outstanding, there shall be levied a tax in an amount that, with other revenues, if any, available for that purpose, shall be sufficient to pay the principal and interest then coming due on the bonds.

THAT the Finance Director is hereby authorized, in the name of and on behalf of the City, to do or cause to be done all such acts and things, including to approve, execute and deliver such contracts, agreements, loan agreements (including but not limited to one or more loan agreements with the Maine Municipal Bond Bank), investment agreements, bond purchase agreements, continuing disclosure agreements, official statements, certificates, tax certificates, instruments, a Letter of Representation or other agreement required to allow the bonds or notes to be issued through the Depository Trust Company Book-Entry Only System, and such other documents (all collectively, the "Bond Documents"), as may be necessary or advisable in order to accomplish the issuance of the bonds and notes and the investment of the proceeds thereof, to maintain the tax-exempt status of such bonds and notes, and, to the extent available under the Internal Revenue Code of 1986, as amended (the "Code"), to designate the bonds and notes as qualified tax-exempt obligations for purposes of Section 265(b) of the Code, which Bond Documents may be in such form and contain such terms and provisions including, without limitation, the waiving of the City's sovereign or governmental immunity with respect to the enforceability of any of the forgoing, and such other details as she shall approve, such approval to be conclusively evidenced by the execution thereof.

THAT if the Finance Director, Treasurer, or Clerk are for any reason unavailable to approve and execute the bonds, notes or any Bond Document, the person or persons then acting in any such capacity, whether on an interim or acting or temporary basis, as an assistant, a deputy, or otherwise, is authorized to act for such official, in the name of and on behalf of the City, with the same force and effect as if such official had himself or herself performed such act

THAT if any of the officers or officials of the City who have signed or sealed the bonds or notes shall cease to be such officers or officials before the bonds or notes so signed and sealed shall have been actually authenticated or delivered by the City, such bonds or notes nevertheless may be authenticated, issued, and delivered with the same force and effect as though the person or persons who signed or sealed such bonds or notes had not ceased to be such officer or official; and also any such bonds or notes may be signed and sealed on behalf of the City by those persons who, at the actual date of the execution of such bonds or notes, shall be the proper officers and officials of the City, although at the nominal date of such bonds or notes any such person shall not have been such officer or official.

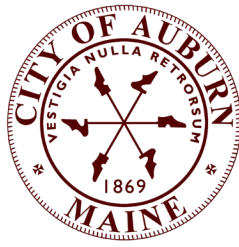
THAT the City may pay certain costs of the projects prior to the issuance of the bonds and notes (referred to as "original expenditures"); to that end, the City hereby declares its official intent to reimburse itself for such original expenditures from the proceeds of such bonds and notes, and this Order shall constitute the City's declaration of official intent pursuant to Treasury Regulation §1.150-2.

THAT during the term any of the bonds are outstanding, the Finance Director and Treasurer of the City are hereby authorized, in the name of and on behalf of the City, to issue and deliver refunding bonds on either a current or advance refunding basis, to refund some or all of the bonds then outstanding, and to

Richard Whiting, Ward One
Joseph Morin, Ward Four
Belinda A. Gerry, At Large

Ryan Hawes, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Dana Staples, At Large
Phillip L. Crowell, Jr., City Manager



City Council Order

determine the date, form, interest rate, maturities (not to exceed 30 years from the date of issuance of the original bonds) and all other details of such refunding bonds, which may be made callable, with or without premium, prior to their stated date(s) of maturity, and to determine the form and manner of their sale and award, which refunding bonds shall be signed in like manner as the bonds.

THAT during the term any of the bonds are outstanding, all authority granted pursuant to this Order shall be, remain, and continue in full force and effect without the necessity of any further action of the City Council.

THAT the referendum question submitted to the voters pursuant to the Referendum Order shall be substantially as set forth therein but, shall be accompanied by the financial statement required pursuant to Title 30-A, §5772(2-A) of the Maine Revised Statutes.

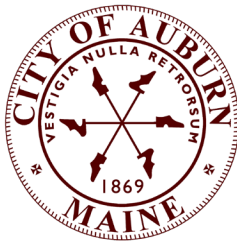
A public notice describing the general purpose of the borrowing and the terms thereof and the times and places where copies of the bond proposal were available for inspection by the public was published on or before September 28, 2023, in the Lewiston Sun-Journal, a daily newspaper published in the City of Auburn and in Androscoggin County.

A public hearing was held on October 16, 2023.

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Belinda A. Gerry, At Large

Ryan Hawes, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Dana Staples, At Large
Phillip L. Crowell, Jr., City Manager



City Council Order

IN CITY COUNCIL

WHEREAS, pursuant to Order 119-09052023 (the “Bond Referendum Order”), the City Council submitted a referendum question to the voters of the City of Auburn to see if they would authorize the issuance of the City’s general obligation bonds (and notes in anticipation thereof) in the principal amount not to exceed \$45,000,000 to finance a new public safety facility to house the headquarters of the City’s Police Department and Fire Department (referred to herein as the “Public Safety Building Project”);

WHEREAS, pursuant to Order 131-10162023 (the “Supplemental Order”), the City Council supplemented the Board Referendum Order to hold a public hearing with respect to the Public Safety Building Project and the bonds prior to the referendum vote, and to establish certain details of the bonds if approved by the voters;

WHEREAS, on November 7, 2023, the voters of Auburn approved the referendum question to authorize issuance of general obligation bonds (and notes in anticipation thereof) in the principal amount not to exceed \$45,000,000 to fund construction of the Public Safety Building Project;

WHEREAS, the Mayor’s Ad-Hoc Public Safety Building Committee has begun its work toward making recommendations to the City’s Office of Facilities and Energy for the hiring of a Design Team and Construction Manager for the Public Safety Building Project;

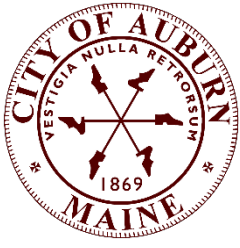
WHEREAS, City staff will be working with the selected Design Team and Construction Manager to determine the final design and costs of the Public Safety Facility; and

WHEREAS, the City Council desires to approve the final design and costs of the Public Safety Building Project following completion of the work by City staff;

NOW, THEREFORE, be it hereby ordered by the Auburn City Council, as follows:

THAT, prior to commencement of construction of the Public Safety Building Project, City Staff shall submit the final design and projected costs of the Public Safety Building Project to the City Council for approval, and

THAT the final design and costs of the Public Safety Building Project shall be generally consistent with the proposed conceptual design presented to Auburn voters prior to the referendum on November 7, 2023, and that the bonds issued for the project shall not exceed the principal amount of \$45,000,000 approved by Auburn voters.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: October 20, 2025

Author: Dan Goyette, Engineering Director

Subject: Street Scan Update

Information: The City has received the results of the pavement condition investigation for both roadways and sidewalks from the vendor, StreetScan. The following presentation is a brief synopsis of the data.

City Budgetary Impacts: N/A

Previous Meetings and History: N/A

City Manager Comments: *Philip Crowell Jr.*

Attachments: Presentation

Example of PCI Range (86-100)

Asphalt/Surface-treated



PCI
0-100

86-100 Excellent

71-85 Good

56-70 Fair

41-55 Poor

26-40 Very Poor

11-25 Serious

0-10 Failed

Example of PCI Range (11-25)

Asphalt/Surface-treated



PCI
0-100

86-100 Excellent

71-85 Good

56-70 Fair

41-55 Poor

26-40 Very Poor

11-25 Serious

0-10 Failed

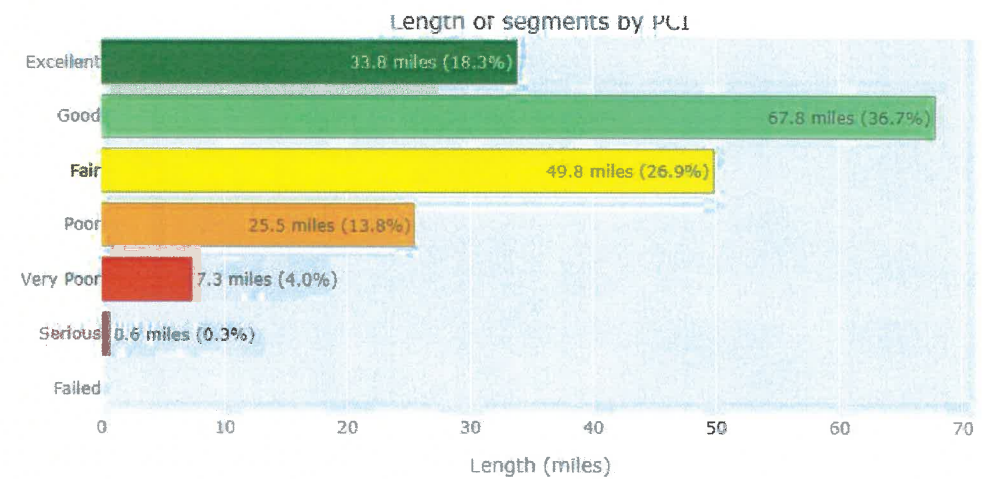
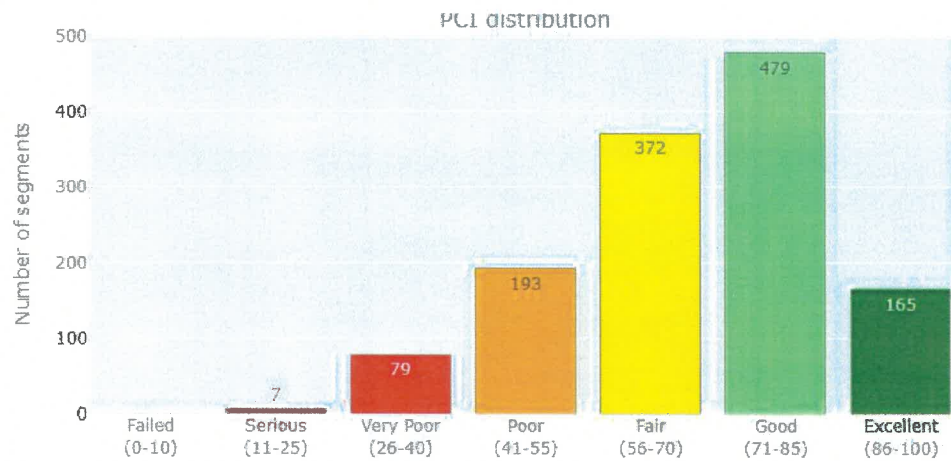
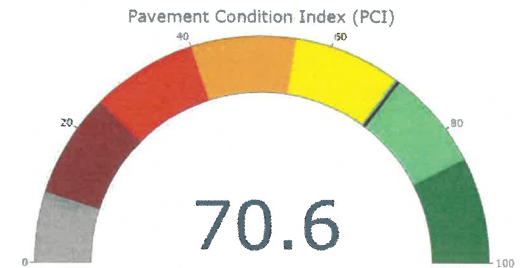
Data Collection Summary – Asphalt

- Data Collection completed on
 - May 08th, 2025

Miles invoiced	185.2 miles
Miles processed	184.8 miles
Segments invoiced	1301 segments
Segments processed	1295 segments
Unprocessed segments/ Miles	6 segments/ 0.4 Miles



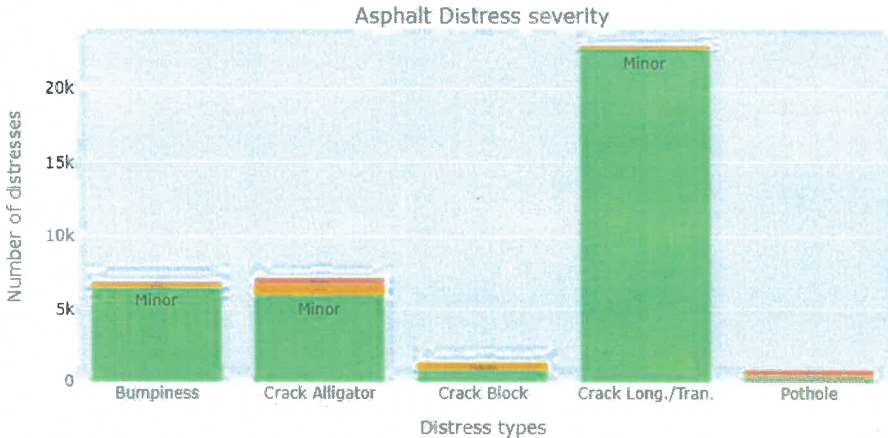
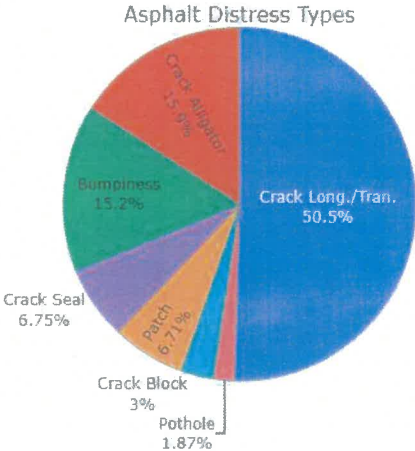
PCI Statistics





Pavement Distress Statistics – Asphalt

Distress Type	Count
Bumpiness	6897
Crack Alligator	7192
Crack Block	1357
Crack Longitudinal/Transverse	22856
Crack Seal	3053
Patch	3037
Pothole	848



Data Collection Summary – Sidewalks

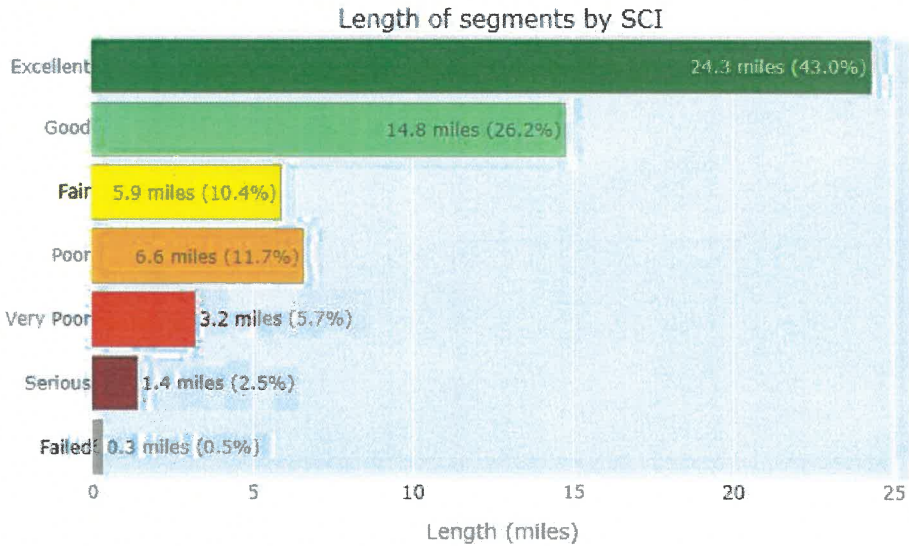
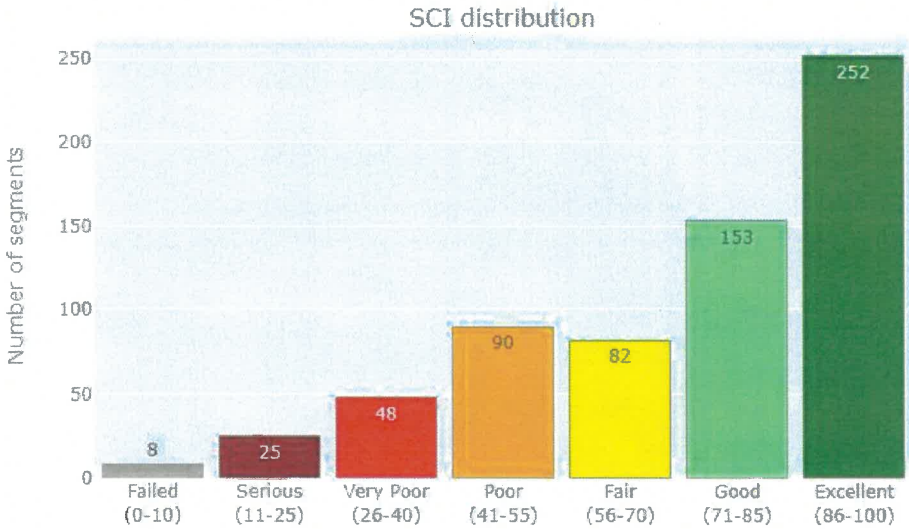
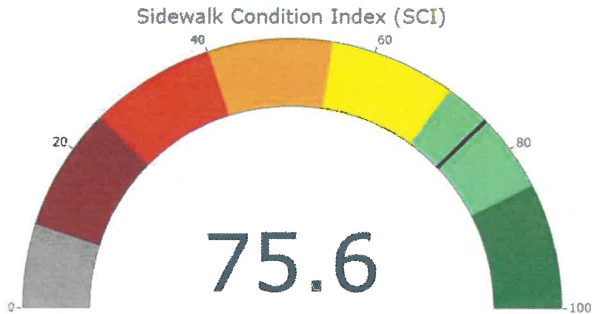
- Data Collection completed on
 - May 13th, 2025

Miles invoiced	56.5 miles
Miles processed	56.5 miles
Segments invoiced	658 segments
Segments processed	658 segments
Unprocessed segments/ miles	NULL



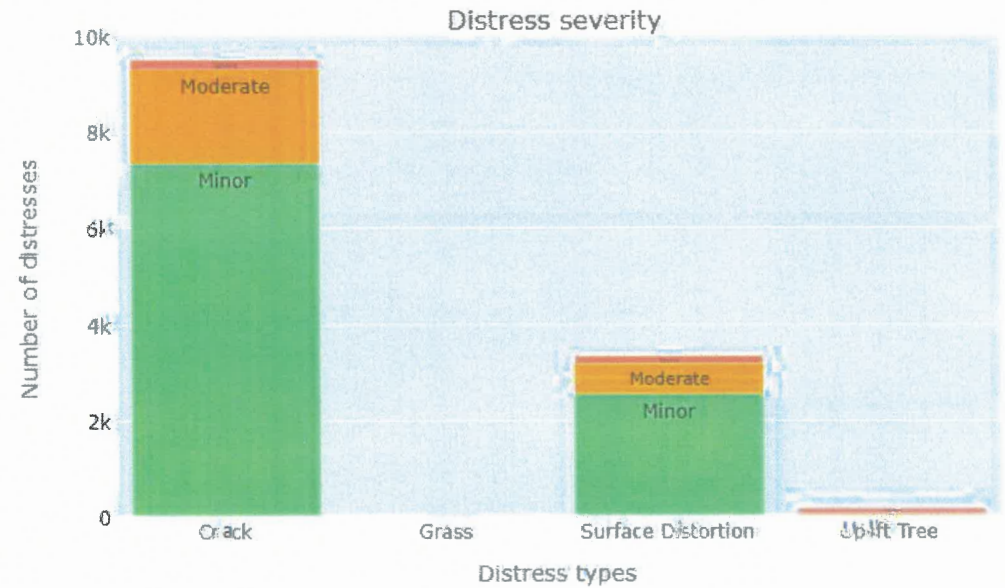
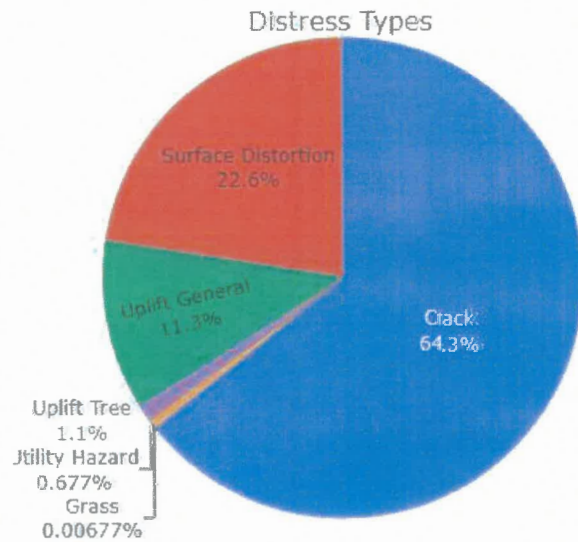


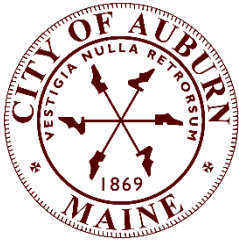
SCI Statistics



Sidewalk Distress Statistics

Distresses	Count
Crack	9504
Surface Distortion	3337
Uplift General	1672
Uplift Tree	162
Utility Hazard	100
Grass	1





**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: October 20, 2025

**ORDER 95-10202025 through
ORDER 97-10202025***

Author: Emily F. Carrington, City Clerk

Subject: Appointments to Boards/Committees

Information: The Appointment Committee met on October 6, 2025 to review applications received for three posted term endings: 1 on the Auburn Housing Authority, and 3 on the Parks & Recreation Advisory Board. All 3 applicants were those currently serving on the respective committees. One vacancy remains on the Parks & Recreation Advisory Board (T. Cogle's term ended 9/30/25). The Appointment Committee is recommending appointment of the following:

Jennifer Kimble, Auburn Housing Authority (term ending 10/1/2030)

Julia Bergeron-Smith, Parks & Recreation Advisory Board (term ending 9/30/27)

Philip Savignano, Parks & Recreation Advisory Board (term ending 9/30/27)

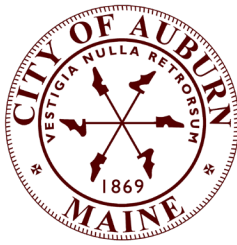
The Appointment Committee is not expected to meet again until after Council Inauguration (December 11, 2025).

City Budgetary Impacts: N/A

Previous Meetings and History: N/A

City Manager Comments: *Philip Crowell Jr.*

Attachments: N/A



ORDER 95-10202025

City Council Order

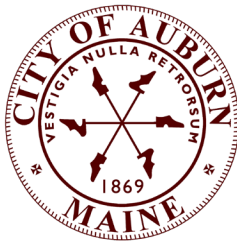
IN COUNCIL

ORDERED, that Jennifer Kimble be appointed to serve on the Auburn Housing Authority for a term that expires October 1, 2030.

Richard S. Whiting, Ward One
Benjamin J. Weisner, Ward Four
Belinda A. Gerry, At Large

Timothy M. Cowan, Ward Two
Leroy G. Walker, Sr., Ward Five
Jeffrey D. Harmon, Mayor

Stephen G. Milks, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager



ORDER 96-10202025

City Council Order

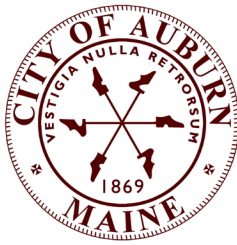
IN COUNCIL

ORDERED, that Julia Bergeron-Smith be appointed to serve on the Parks & Recreation Advisory Board for a term that expires September 30, 2027.

Richard S. Whiting, Ward One
Benjamin J. Weisner, Ward Four
Belinda A. Gerry, At Large

Timothy M. Cowan, Ward Two
Leroy G. Walker, Sr., Ward Five
Jeffrey D. Harmon, Mayor

Stephen G. Milks, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager



ORDER 97-10202025

City Council Order

IN COUNCIL

ORDERED, that Philip Savignano be appointed to serve on the Parks & Recreation Advisory Board for a term that expires September 30, 2027.

Richard S. Whiting, Ward One
Benjamin J. Weisner, Ward Four
Belinda A. Gerry, At Large

Timothy M. Cowan, Ward Two
Leroy G. Walker, Sr., Ward Five
Jeffrey D. Harmon, Mayor

Stephen G. Milks, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager

IN COUNCIL MEETING OCTOBER 6, 2025 VOL 38 PAGE 51

Mayor Harmon called the meeting to order at 7:00 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. Councilor Weisner was absent.

I. Consent Items

1. ORDER 92-10062025 – Confirming Chief Moen’s appointment of Andrew St. Pierre as Constable with firearm for the Auburn Police Department.

Motion for passage by Councilor Walker, seconded by Councilor Milks. Motion passed 6-0.

II. Minutes – September 15, 2025 Regular Council Meeting

Councilor Cowan moved to adopt the minutes with the following correction: Councilor Gerry’s name was to be added to the minutes under Reports. Motion seconded by Councilor Walker. Motion passed 6-0 as amended.

III. Communications, Presentations and Recognitions

- John Jenkins Hearts & Hands Leadership & Service Award
Mayor Harmon presented the 2025 Award to Rita Beaudry
- Manufacturing Month Proclamation
Mayor Harmon presented the proclamation to representatives from Panolam Surface Systems
- Domestic Violence Month Proclamation
Mayor Harmon presented the proclamation to Kara Barnies of Safe Voices
- Continuation of the Washington Street Traffic Study presentation from the Workshop
- Comp Plan Update provided by Lauren Caffé, Long Range Planner, and John Cleveland, Chair of the Comprehensive Plan Committee
- Mayor Harmon reminded the public that absentee voting is now available now through October 30

IV. Open Session

Michael Norton, Eastman Lane

V. Unfinished Business

IN COUNCIL MEETING OCTOBER 6, 2025 VOL 38 PAGE 52

VI. New Business

1) ORDINANCE 07-10062025 – Amending Chapter 24, “Human Relations and Services”, Article II, Sec. 24-23 of the City’s General Assistance Program regarding annual adjustment of maximum benefits effective October 1, 2025. First reading. ROLL CALL VOTE. Passage requires majority vote.

Councilor Whiting moved for passage, seconded by Councilor Gerry.

There was no comment on this item.

Motion passed 6-0 on a roll call vote.

2) ORDER 93-10062025 – Initiating action to Planning Board regarding rezoning of the municipal Airport. Passage requires majority vote.

Councilor Walker moved for passage, seconded by Councilor Milks.

There was no public comment.

Motion passed 6-0.

3) ORDER 94-10062025 – Authorizing the City Manager to execute the Collective Bargaining Agreement between the City of Auburn and the Auburn Fraternal Order of Police Command Unit covering 07/01/2025 to 06/30/2028. Passage requires majority vote.

Councilor Walker moved for passage, seconded by Councilor Milks.

There was no public comment.

Motion passed 6-0.

VII. Reports

a. Mayor’s Report - Recognized Jennifer Edwards for receiving Above and Beyond Award for services provided to homeless. Recognized Jonathan LaBonte for a successful groundbreaking ceremony for the hangar projects.

b. City Councilors’ Reports - Councilor Gerry asked Mayor Harmon about his agenda for serving the homeless population. Councilor Whiting attended the Androscoggin County budget meetings and noted that construction is starting on Stetson Road. Councilor Cowan spoke on the Lewiston Auburn Transit Community. Councilor Platz noted the School’s budget calendar was released; on November 19, the School will review its budget and January 5 will have preliminary budget discussion. An upcoming meeting will be held to discuss combining Grade 6 to the Auburn Middle School.

IN COUNCIL MEETING OCTOBER 6, 2025 VOL 38 PAGE 53

c. Student Representative Report - Representative Abdulahi asked about the four-way intersection along Turner Street, and asked why a crosswalk does not exist at this location. The City Manager will look into this. Representative Edwards noted an upcoming ALICE training at the High School, gave an update on MSMT, and upcoming sports events.

d. City Manager Report – Commented on the new website; reminded the public that the project on Center Street and Union Street is not a city project and complaints should be directed to Maine DOT.

VIII. Open Session

None.

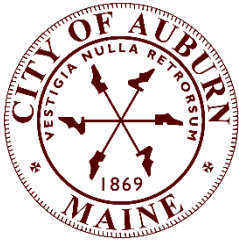
IX. Executive Session

X. Adjournment

Councilor Platz moved to adjourn, seconded by Councilor Cowan. Motion passed 6-0, adjourned at 8:24pm.

A TRUE COPY ATTEST

Emily F. Carrington, City Clerk



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: October 20, 2025

ORDINANCE 07-10062025

Author: Jamie Longley, General Assistance Manager

Subject: Amending Chapter 24, "Human Relations and Services", Article II, Sec. 24-23 of the City's General Assistance Program regarding annual adjustment of maximum benefits.

Information: Maine Municipal Association has updated their General Assistance Ordinance and updates have been made to Appendix A (overall maximums), Appendix B (food maximums), and Appendix C (housing maximums) of the General Assistance Ordinance. There is also a new Recovery Residence Housing Maximums guide.

This amendment adopts these changes for the 2025/2026 year. The language in the ordinance has been amended to specify all of the adopted GA Maximums (Appendices A-H) and Recovery Residence maximums, and specifies the City's adoption of the MMA General Assistance Ordinance (dated September 2025). A copy of these records in their entirety are kept on file in the office of the city clerk for public information.

As an ordinance amendment, October 6 will be first reading and second reading and public hearing will be scheduled for October 20, 2025.

City Budgetary Impacts: The overall maximums (Appendix A) are an average increase of 10.13% per person/household per month. The food maximums (Appendix B) are an average increase of 2.08% per individual per month. The housing maximums (Appendix C) are an average increase of 11.21% per unit per month. Recovery houses have increased 11.59% per month. This is estimated to be an annual increase of \$79,285. *There are no changes in appendices D-H.*

Staff Recommended Action: Approval of changes to the General Assistance Ordinance, Appendices A-C and Recovery Residences as required by State statute and ordinance. Recommend passage.

Previous Meetings and History: This is an annual approval needed by council for changes made to the appendices.

City Manager Comments:

I concur with the recommendation. Signature:

Attachments:

Order

Appendix A, Overall Maximums

Appendix B, Food Maximums

Appendix C, Housing Maximums

Recovery Residences

Ordinance & Adoption form for 25/26

2025-2026 GA Overall Maximums

Metropolitan Areas

Persons in Household					
COUNTY	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	1,137	1,225	1,566	2,008	2,401
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	1,317	1,463	1,920	2,410	2,934
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	988	1,093	1,395	1,829	2,030
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	923	968	1,271	1,601	1,895
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,517	1,721	2,212	2,798	3,429
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	1,141	1,285	1,579	2,212	2,651

Appendix A

Effective: 10/01/25-09/30/26

COUNTY	1	2	3	4	5*
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	1,278	1,443	1,778	2,347	2,586
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	1,487	1,681	2,168	2,807	3,641

*Note: Add \$75 for each additional person.

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	803	871	1,085	1,486	1,569
Franklin County	842	936	1,228	1,621	1,816
Hancock County	1,139	1,140	1,349	1,787	1,791
Kennebec County	985	991	1,276	1,599	1,913
Knox County	972	987	1,200	1,597	1,780
Lincoln County	1,190	1,213	1,375	1,807	2,217
Oxford County	937	942	1,223	1,623	2,024
Piscataquis County	848	943	1,236	1,489	1,738
Somerset County	932	1,002	1,177	1,532	1,661
Waldo County	1,117	1,123	1,347	1,734	2,284
Washington County	871	875	1,136	1,582	1,695

* Please Note: Add \$75 for each additional person.

Appendix B

Effective: 10/01/25 to 09/30/26

2025-2026 Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the [U.S.D.A. Thrifty Food Plan](#). As of October 1, 2025, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	69.30	298.00
2	126.98	546.00
3	182.56	785.00
4	231.16	994.00
5	275.12	1,183.00
6	330.47	1,421.00
7	365.35	1,571.00
8	416.05	1,789.00

Note: For each additional person add \$218 per month.

2025-2026 GA Housing Maximums (Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! ONLY consider adopting the following numbers if these figures are consistent with local rent values. If not, a market survey should be conducted, and the figures altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (See Instruction Memo for further guidance.)**

Non-Metropolitan FMR Areas

<u>Aroostook County</u>				
Bedrooms	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0	149	640	181	779
1	155	667	196	844
2	192	826	245	1,054
3	273	1,174	338	1,451
4	278	1,196	356	1,529
<u>Franklin County</u>				
Bedrooms	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0	158	679	190	818
1	170	732	211	909
2	225	969	278	1,197
3	304	1,309	369	1,586
4	336	1,443	413	1,776
<u>Hancock County</u>				
Bedrooms	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0	231	995	260	1,118
1	231	995	260	1,118
2	260	1,118	307	1,322
3	351	1,509	408	1,756
4	351	1,509	408	1,756
<u>Kennebec County</u>				
Bedrooms	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0	196	841	224	964
1	196	841	225	968
2	243	1,045	291	1,249
3	307	1,321	365	1,568
4	367	1,578	437	1,877

Non-Metropolitan FMR Areas

<u>Knox County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	192	828	221	951
1	192	828	224	964
2	225	969	273	1,173
3	307	1,319	364	1,566
4	336	1,445	406	1,744
<u>Lincoln County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	243	1,046	272	1,169
1	243	1,046	277	1,190
2	266	1,144	314	1,348
3	356	1,529	413	1,776
4	438	1,882	507	2,181
<u>Oxford County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	184	793	213	916
1	184	793	214	919
2	231	992	278	1,196
3	313	1,345	370	1,592
4	393	1,689	462	1,988
<u>Piscataquis County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	159	685	192	824
1	172	739	213	916
2	227	977	280	1,205
3	274	1,177	338	1,454
4	317	1,365	395	1,698
<u>Somerset County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	183	788	212	911
1	191	820	228	979
2	220	946	267	1,150
3	292	1,254	349	1,501
4	308	1,326	378	1,625

Non-Metropolitan FMR Areas

<u>Waldo County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	226	973	255	1,096
1	226	973	256	1,100
2	260	1,116	307	1,320
3	339	1,456	396	1,703
4	453	1,949	523	2,248
<u>Washington County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	169	727	198	850
1	169	727	198	852
2	210	905	258	1,109
3	303	1,305	361	1,551
4	316	1,360	386	1,659

Metropolitan FMR Areas

<u>Bangor HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	231	993	260	1,116
1	243	1,043	280	1,202
2	310	1,335	358	1,539
3	402	1,730	460	1,977
4	481	2,066	550	2,365
<u>Cumberland Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	273	1,173	301	1,296
1	298	1,281	335	1,440
2	393	1,689	440	1,893
3	496	2,132	553	2,379
4	604	2,599	674	2,898
<u>Lewiston/Auburn MSA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	196	844	225	967
1	212	911	249	1,070
2	271	1,164	318	1,368
3	361	1,551	418	1,798
4	394	1,695	464	1,994

Metropolitan FMR Areas

<u>Penobscot Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	181	779	210	902
1	183	786	220	945
2	242	1,040	289	1,244
3	308	1,323	365	1,570
4	363	1,560	432	1,859
<u>Portland HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	319	1,373	348	1,496
1	358	1,539	395	1,698
2	461	1,981	508	2,185
3	586	2,520	644	2,767
4	720	3,094	789	3,393
<u>Sagadahoc Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	232	997	261	1,120
1	256	1,103	293	1,262
2	313	1,348	361	1,552
3	450	1,934	507	2,181
4	539	2,316	608	2,615
<u>York Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	264	1,134	292	1,257
1	293	1,261	330	1,420
2	360	1,547	407	1,751
3	481	2,069	539	2,316
4	524	2,251	593	2,550
<u>York/Kittery/S. Berwick HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	312	1,343	341	1,466
1	349	1,499	386	1,658
2	450	1,937	498	2,141
3	588	2,529	646	2,776
4	769	3,306	838	3,605

2025-2026 GA Housing Maximums

Recovery Residences

The following Recovery Residence maximums are in effect from 10/1/2025- 9/30/2026

Non-Metropolitan FMR Areas	25 Beds or less		26+ Beds	
Area	Weekly	Monthly	Weekly	Monthly
Aroostook County	\$147.00	\$633.00	\$102.90	\$443.10
Franklin County	\$158.25	\$681.75	\$110.78	\$477.23
Hancock County	\$195.00	\$838.50	\$136.50	\$586.95
Kennebec County	\$168.75	\$726.00	\$118.13	\$508.20
Knox County	\$168.00	\$723.00	\$117.60	\$506.10
Lincoln County	\$207.75	\$892.50	\$145.43	\$624.75
Oxford County	\$160.50	\$689.25	\$112.35	\$482.48
Piscataquis County	\$159.75	\$687.00	\$111.83	\$480.90
Somerset County	\$171.00	\$734.25	\$119.70	\$513.98
Waldo County	\$192.00	\$825.00	\$134.40	\$577.50
Washington County	\$148.50	\$639.00	\$103.95	\$447.30

Metropolitan FMR Areas	25 Beds or less		26+ Beds	
Area	Weekly	Monthly	Weekly	Monthly
Bangor HMFA	\$210.00	\$901.50	\$147.00	\$631.05
Cumberland Cty. HMFA	\$251.25	\$1,080.00	\$175.88	\$756.00
Lewiston/Auburn MSA	\$186.75	\$802.50	\$130.73	\$561.75
Penobscot Cty. HMFA	\$165.00	\$708.75	\$115.50	\$496.13
Portland HMFA	\$296.25	\$1,273.50	\$207.38	\$891.45
Sagadahoc Cty. HMFA	\$219.75	\$946.50	\$153.83	\$662.55
York Cty. HMFA	\$247.50	\$1,065.00	\$173.25	\$745.50
York/Kittery/S. Berwick HMFA	\$289.50	\$1,243.50	\$202.65	\$870.45

These rates were calculated according to CMR 10-144, Ch. 323, Section V which requires:

A. Recovery Residences are 75% of 1 BR heated rate.

B. Recovery Residences with 26 or more BR are 70% of the <26 RR rate(A).

Revised 08/22/2025

GENERAL ASSISTANCE ORDINANCE



MAINE MUNICIPAL
ASSOCIATION SINCE 1936

Prepared by Maine Municipal Association

September ~~2024~~2025

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ARTICLE I – Statement of Policy

ARTICLE I – Statement of Policy

The Municipality of _____ administers a general assistance (“GA”) program available to all persons who are eligible pursuant to the standards provided in this ordinance, state law (22 M.R.S. § § 4301-4326), and Department of Health and Human Services (DHHS) regulations.

The program will make every effort to recognize the dignity of applicants while helping eligible persons achieve self-maintenance by promoting the work incentive. When possible, the program will connect recipients with rehabilitative, preventive, and protective services to alleviate non-financial needs. The GA program will not place unreasonable restrictions on the personal rights of applicants or recipients, nor will it discriminate based on sex, age, race, nationality, religion, sexual orientation, or disability. The municipality is committed to including qualified individuals with disabilities in municipal services, programs, and activities. As a result, the municipality will promote a GA program that when viewed in its entirety is readily accessible to and usable by individuals with disabilities. GA applicants with physical or mental disabilities that require a reasonable accommodation in order to access and/or utilize the GA program are encouraged to contact the municipality to make an accommodation request.

The program provides trauma-informed services and culturally and linguistically appropriate services to all applicants. “Trauma-informed services” means services that acknowledge and are informed by the widespread effects of trauma and recognize the potential paths for recovery; recognize the unique signs and symptoms of trauma in applicants, clients, families and staff; respond by fully integrating knowledge about trauma into policies, procedures and practices; and seek to actively avoid retraumatization. “Culturally and linguistically appropriate services” means services that are designed to serve culturally diverse populations in a person’s preferred language; function effectively within the context of cultural beliefs, behaviors and needs presented by a person who applies to or is a recipient of assistance from the program and the person’s community; contribute to a work environment that supports diversity; promote community engagement; build trust and relationships with applicants and recipients; actively support and enable

ARTICLE I – Statement of Policy

recipients to make informed choices; and value and facilitate the exchange of information with recipients. (22 M.R.S. § 4305(7)).

The Administrator will act promptly on all applications for assistance and requests for fair hearings and will provide GA applicants with information regarding their rights and responsibilities under the program. Within 24 hours after receipt of an application, the Administrator will provide the applicant a written decision, whether or not assistance is granted, that will state the specific reasons for the decision. The Administrator will also provide the applicant written notice that the applicant may appeal to the municipal fair hearing authority if dissatisfied with the decision. When an applicant is determined to be eligible, assistance appropriate to the need will be furnished within 24 hours after the completed application is submitted except when the Administrator issues non-emergency assistance conditionally on the successful completion of a workfare assignment (*see Ordinance § 5.6*).

The Administrator will maintain complete and accurate records pertaining to each applicant and recipient. These records are confidential as a matter of law. (22 M.R.S. § 4306).

The Administrator will post notice stating the regular business hours when an application may be obtained, the designated business hours when an application may be accepted and processed, and the Administrator, or other designated person/entity that will be available to take applications in an emergency at all other times.~~that any person may apply for general assistance during the municipality's regular business hours. The Administrator, or other designated person/entity, will be available to take applications in the event of an emergency at all other times.~~A copy of this ordinance and Maine General AssistanceGA law will be available to any member of the public upon request. Notice to this effect will be posted.

The Administrator will complete training including, but not limited to, the purpose of the general assistanceGA program, the delivery of trauma-informed services and culturally linguistically appropriate services as defined above, and the laws governing the general assistanceGA program's administration, procedures, and

ARTICLE I – Statement of Policy

requirements no later than 120 days after appointment or election. (22 M.R.S. 4302-A).

ARTICLE II – Definitions

Section 2.1—Common Meaning of Words

Unless otherwise apparent or defined, all words in this ordinance will have their common meaning.

Section 2.2—Special Definitions

Administrator. See “General Assistance Administrator,” below.

Applicant. A person who has submitted an application for GA directly or through an authorized representative, or who has, in an emergency, requested assistance without first completing an application. All persons on whose behalf an authorized application has been submitted or on whose behalf benefits have been granted shall be considered applicants.

Application Form. A standardized form used by the Administrator to allow a person to apply for GA benefits. The application form also confirms that a person has made an application. The application form is not complete unless signed by the applicant.

Basic Necessities. Food, clothing, shelter, fuel, electricity, potable water, non-elective essential medical services as prescribed by a physician, nonprescription drugs, basic telephone service where it is necessary for medical or work-related reasons, property taxes when a tax lien placed on the property threatens the loss of the applicant’s place of residence, and any other commodity or service determined essential by the municipality.

“Basic necessities” do not include:

- Phone bills
- Cable or satellite dish television
- Mail orders
- Vehicle payments
- Credit card debt**
- Furniture
- Loan re-payments**
- Cigarettes
- Alcohol
- Pet care costs

ARTICLE II – Definitions

- Vacation costs
- Legal fees
- Late fees
- Key deposits
- Security deposits for rental property (except when no other permanent lodging is available unless a security deposit is paid, and a waiver, deferral or installment arrangement cannot be made between landlord and tenant to avoid need for immediate payment of the security deposit in full). (22 M.R.S. § 4301(1)).

****** Repayments of loans or credit will be treated as having been spent on basic necessities when the applicant can provide verification of this fact.

Case Record. An official file containing application forms; correspondence; narrative records and all other communications pertaining to an applicant or recipient; written decisions regarding eligibility including reasons for those decisions and types and amounts of assistance provided; records concerning an applicant's request for fair hearing; and fair hearing decisions.

Categorical Assistance. All state and federal income maintenance programs.

Claimant. A person who has requested a fair hearing.

Deficit. An applicant's deficit is the appropriate overall maximum level of assistance for the household (see Ordinance § 6.8) less the household income (calculated pursuant to Ordinance § 6.7), provided that this calculation yields a positive number. If the household income is greater than the appropriate overall maximum level of assistance, the household has no deficit.

Disabled Person. A person who is presently unable to work or maintain a home due to a physical or mental disability that is verified by a physician or qualified mental health provider.

Dwelling Unit. A building or part thereof used for separate living quarters for one or more persons living as a single housekeeping unit. (22 M.R.S. § 4301(2)).

ARTICLE II – Definitions

Earned Income. Wages or Income-in-kind derived by providing goods or services to an individual, company, organization, or other entity.

Eligible Person. A person who is qualified to receive GA benefits from the municipality according to the eligibility standards in this Ordinance, Maine law (22 M.R.S. ch. 1161), and DHHS regulations (10-144 C.M.R. ch. 323). If otherwise qualified, “Eligible Person” includes U.S. citizens; non-U.S. citizens who are lawfully present in the United States as described in 8 U.S.C. § 1621(a)(1)-(3); and non-U.S. citizens who are pursuing a lawful process to apply for immigration relief. Assistance for non-citizens pursuing a lawful process for immigration relief shall not exceed 24 months beginning with assistance provided after July 1, 2015. “Eligible Person” does not include a fugitive from justice as defined in 15 M.R.S. § 201(4). (See “Pursuing a Lawful Process,” below)

Emergency. Any life-threatening situation, or a situation beyond the control of the individual which, if not alleviated immediately, could reasonably be expected to pose a threat to the health or safety of a person. At the municipality’s option, it includes a situation which is imminent and which may result in undue hardship or unnecessary cost to the individual or municipality if not resolved immediately. (22 M.R.S. § § 4301(4), 4308(2), 4310).

General Assistance (“GA”) Program. A service administered by a municipality for the immediate aid of persons who are unable to provide the basic necessities essential to maintain themselves or their families. A GA program provides a specific amount and type of aid for defined needs during a limited period of time and is not intended to be a continuing “grant-in-aid” or “categorical” welfare program. This definition shall not lessen the municipality’s responsibility to provide GA benefits to a person each time that the person is in need and is found to be eligible to receive GA. (22 M.R.S. § 4301(5)).

General Assistance (“GA”) Benefits. Benefits provided to a person through the GA program.

ARTICLE II – Definitions

General Assistance (“GA”) Administrator. A municipal official designated to receive applications, make decisions concerning an applicant’s right to receive assistance, and prepare records and communications concerning assistance. They may be an elected overseer or an authorized agent such as a town manager, welfare director, or caseworker. (22 M.R.S. § 4301(12)).

Homelessness. “Homelessness” means a situation in which a person or household is: (a) living in a place that is not fit for human habitation; (b) living in an emergency shelter; (c) living in temporary housing, including but not limited to a hotel, motel, campground, unlicensed campsite or rehabilitation facility; (d) exiting a hospital or institution licensed under 22 M.R.S. ch. 405 or a correctional facility where the person or household resided for up to 90 days if the person or household was in an emergency shelter or a place not fit for human habitation before entering the hospital, institution or correctional facility; (e) losing the person’s or household’s primary nighttime residence and lacking the resources or support networks to remain in that residence; or (f) fleeing or attempting to flee violence and has no other residence.

Household. “Household” means an individual or a group of individuals who share a dwelling unit. When an applicant shares a dwelling unit with one or more individuals, even when a landlord-tenant relationship may exist between individuals residing in the dwelling unit, eligible applicants may receive assistance for no more than their pro rata share of the actual costs of the shared basic needs of that household according to the maximum levels of assistance established in the municipal ordinance. The pro rata share is calculated by dividing the maximum level of assistance available to the entire household by the total number of household members. The income of household members not legally liable shall be considered as available to the applicant only when there is a pooling of income. (22 M.R.S. § 4301(6)). Residents of a Recovery Residence are not considered a shared household.

Income. “Income” means any form of earned or unearned income in cash or in kind received by the household including:

- Net remuneration for services performed;
- Cash received on either secured or unsecured credit;

ARTICLE II – Definitions

- Payments received as an annuity, retirement or disability benefits;
 - Veterans' pensions and/or benefits;
 - Retirement accounts or benefits;
 - Workers' compensation payments;
 - Unemployment benefits;
 - Federal and/or state tax returns;
 - Income from pension or trust funds;
 - Student loans;
 - Benefits under any state or federal categorical assistance program
- such as TANF, Supplemental Security Income, Social Security and any other payments from governmental sources (unless specifically prohibited by any law or regulation);
 - Court ordered support payments (e.g., child support);
 - Household income from any other source, including relatives or unrelated household members; and
 - Rental income.

The following items will not be considered as income or assets that must be liquidated for the purposes of deriving income:

- Real or personal income-producing property, tools of trade, governmental entitlement specifically treated as exempt assets by state or federal law;
- Actual work-related expenses, whether itemized or by standard deduction, such as taxes, retirement fund contributions, union dues, transportation costs to and from work, special equipment costs and childcare expenses; or
- Earned income of children below the age of 18 years who are full-time students and who are not working full-time.

In determining need, the period of time used as a basis for the calculation shall be a 30-day period commencing on the date of the application. This prospective calculation shall not disqualify an applicant who has exhausted income to purchase basic necessities, provided that the income does not exceed the income standards established by the municipality. (22 M.R.S. § 4301(7)).

- Benefits received pursuant to public benefit programs that are specifically exempt from being counted as income for purposes of GA. These programs include:

ARTICLE II – Definitions

- Supplemental Nutrition Assistance Program (SNAP) (7 U.S.C. § 2017(b))
- Li-Heap (42 U.S.C. § 8624)
- Family Development Accounts (22 M.R.S. § 3762)
- AmeriCorp VISTA program benefits (42 U.S.C. § 5044 (f))
- Property tax rebates issued under the Maine Property Tax Fairness Credit program, but only if the money is spent on basic necessities (22 M.R.S. § 4301(7))
- ASPIRE Support Service Payments (10-144 CMR Chapter 323)

Initial Applicant. A person who has not previously applied for GA assistance in this or any other municipality.

Just Cause. A valid, verifiable reason that hinders an individual from complying with one or more conditions of eligibility or from attending a scheduled fair hearing. (22 M.R.S. § § 4301(8), 4316-A(5)).

Landlord. A person who owns a property and allows another person to use that property in return for payment. (22 M.R.S. § 4301(8-B)).

Lump Sum Payment. A one-time or typically nonrecurring sum of money issued to an applicant or recipient. Lump sum payment includes, but is not limited to, retroactive or settlement portions of social security benefits, workers' compensation payments, unemployment benefits, disability income, veterans' benefits, severance pay benefits, or money received from inheritances, lottery winnings, personal injury awards, property damage claims or divorce settlements. A lump sum payment includes only the amount of money available to the applicant after required deductions have been taken from the gross lump sum payment. A lump sum payment does not include conversion of a non-liquid resource to a liquid resource if the liquid resource has been used or is intended to be used to replace the converted resource or for other necessary expenses. (22 M.R.S. § 4301 (8-A)).

Material Fact. A material fact is a fact that necessarily has some bearing on the determination of an applicant's GA eligibility, and which would, if disclosed to the Administrator, have some determinable effect on the calculation of eligibility or the issuance of a grant of assistance.

ARTICLE II – Definitions

Maximum Levels of Assistance. The amount of financial assistance for a commodity or service as established in Ordinance § 6.8 or the actual cost of any such basic necessity, whichever is less.

Misconduct. For purposes of the GA work requirement (22 M.R.S. § 4316-A), misconduct shall have the same meaning as “misconduct” in 26 M.R.S. § 1043(23). (*See Ordinance Appendix I*). Generally, misconduct occurs when an employee violates their obligations to the employer. Employees who engage in a pattern of irresponsible behavior to the detriment of the employer’s interest may also be found guilty of misconduct.

Misspent Income. Misspent income includes income-in-kind received, or paid for, by a GA repeat applicant from sources, including friends or relatives, for the payment of bills that are considered unnecessary costs, such as cable bills, credit card debt, court fines and related court costs, payments to reimburse a municipality for false representation, tobacco and alcohol products, and similar items. Misspent income will be considered as available to the applicant when determining use of income for the previous 30-day period.

Municipality. Any city, town or plantation administering a GA program.

Municipality of Responsibility. The municipality which is financially liable for the support of an eligible person at the time of application. (22 M.R.S. § § 4301(9), 4307).

Need. The condition whereby a person’s income, money, property, credit, assets, or other resources available to provide basic necessities for the individual and the individual’s family are less than the maximum levels of assistance. (22 M.R.S. § § 4301(10), 4308).

Net General Assistance Costs. Those direct costs incurred by a municipality in providing assistance to eligible persons according to standards established by the municipal officers. These do not include the administrative expenses of the GA program. (22 M.R.S. § § 4301(11), 4311).

ARTICLE II – Definitions

Operator. The lawful owner of a recovery residence or an individual or company designated by the lawful owner to have primary responsibility for the day-to-day operations of the recovery residence and for acquiring and maintaining certification pursuant to Title 5, section 20005, subsection 22 of the recovery residence in order to receive housing assistance payments through the ~~general assistance~~GA program. (22 M.R.S. § 4301(11-A)).

Period of Eligibility. The time for which a person has been granted assistance. The period of eligibility may vary depending on the type of assistance provided; however, in no event shall this period extend beyond one month. (22 M.R.S. § 4309(1)).

Pooling of Income. “Pooling of income” means the financial relationship among household members who are not legally liable for mutual support in which there occurs any commingling of funds or sharing of income or expenses. This ordinance establishes a rebuttable presumption that persons sharing the same dwelling unit are pooling their income, except that applicants that who request assistance while residing in a Recovery Residence are not considered to be commingling funds. Applicants who request that the determination of eligibility be calculated as though one or more household members are not pooling their income have the burden of rebutting the presumed pooling of income.

Potential Resources. Sources of financial assistance, including programs, services, non-liquid assets or trusts which typically require people to apply in writing and/or wait a period of time before eligibility is determined or the potential income is released.

Pursuing a Lawful Process to Apply for Immigration Relief. Taking reasonable, good faith steps to apply for immigration relief within twelve months of arrival to the United States, with U.S. Citizenship and Immigration Services or before an immigration judge or federal court. (See DHHS regulation, 10-144 C.M.R. ch. 323, for additional guidance).

Real Estate. Any land, buildings, homes, mobile homes, and any other things affixed to the land. (22 M.R.S. § 4301(13)).

ARTICLE II – Definitions

Recipient. A person who has applied for and is currently receiving GA.

Recovery Residence. “Recovery residence” means a shared living residence for persons recovering from substance use disorder that is focused on peer support, provides to its residents an environment free of alcohol and illegal drugs and assists its residents by connecting the residents to support services or resources in the community that are available to persons recovering from substance use disorder. 5 M.R.S. § 20003(19-D).

Registered Domestic Partner. An individual registered as the domestic partner of the applicant pursuant to 22 M.R.S. § 2710.

Rehabilitation Facility. An inpatient facility that is operated for the primary purpose of assisting in the rehabilitation of disabled persons through an integrated program of medical services and other services that are provided under competent professional supervision.

Repeat Applicants. All applicants for GA benefits that are not initial applicants are repeat applicants. For purposes of this ordinance “repeat” and “subsequent” shall have the same meaning.

Resident. A person who is physically present in a municipality with the intention of remaining in that municipality in order to maintain or establish a home, and who has no other residence. A person who applies for assistance in a municipality who is not a resident of that municipality, or any other municipality is the responsibility of the municipality where the person first applies. That municipality must take an application and grant assistance to the applicant if they are eligible, until they establish a new residence in another municipality. (22 M.R.S. § 4307).

Resources. Resources include any program, service, or other sources of support which are an alternative to or supplement for GA. There are two kinds of resources: “available” and “potential”. Potential resources are programs, services, non-liquid assets, or trusts that typically require people to apply in writing and/or wait a period of time before eligibility is determined or the potential income is released.

ARTICLE II – Definitions

Potential resources include, but are not limited to, state or federal assistance programs, employment benefits, governmental or private pension programs, available trust funds, support from legally liable relatives, child support payments, and jointly held resources where the applicant or recipient share may be available to the individual. (22 M.R.S. § 4317). Potential resources include the TANF (previously known as AFDC) program, Food Stamps, fuel assistance (HEAP), subsidized housing, and similar programs.

Available resources include resources which are immediately available to the applicant or which can be conveniently secured by the applicant without delay, such as cash on hand or in bank accounts, assets for which there is an immediate and available market, or support from relatives which is being made available at the time of application and for which the applicant does not have to take any unreasonable steps to secure (e.g., relocation beyond the immediate region). At the discretion of the Administrator, a minimum balance required by a financial institution in order to obtain free checking or in order to maintain the account shall not be considered an available resource.

The Administrator reserves the right to inform GA clients of services, commodities or facilities made available by private organizations or charities; however, eligibility for GA benefits shall not be based or conditioned on the use of a private charitable resource(s).

30-Day Need. An applicant's 30-day need is the sum of the household's prospective 30-day costs, from the date of application, for the various basic necessities. For the purpose of this calculation, the 30-day cost for any basic need shall be the household's actual 30-day cost for the basic necessity or the maximum 30-day cost for the basic necessity as established by this ordinance, whichever is less.

Unearned Income. Unearned income is income acquired from investments and other sources unrelated to employment. Unearned income also includes unemployment compensation, taxable social security benefits, pensions, annuities, and distributions of unearned income from a trust or any other income not meeting the definition of earned income.

ARTICLE II – Definitions

Unforeseen Repeat Applicants. A repeat applicant who has not applied for assistance within the last twelve months and who has been regularly employed or receiving support from a public benefit program or private source and who has unexpectedly become unemployed through no fault of their own or whose benefits (e.g., through an available resource) have ceased through no fault of their own.

Unmet Need. An applicant's unmet need is the household's 30-day need (established by Ordinance § 6.6) less the household income (calculated pursuant to Ordinance § 6.7), provided such a calculation yields a positive number. If the household income is greater than the household's 30-day need, the household does not have an unmet need.

Work Requirements. Work requirements are obligations the Administrator places on applicants as directed and/or authorized by 22 M.R.S. § 4316-A to the extent such obligations (1) ensure a continuing potential eligibility for GA when complied with, (2) result in ineligibility when violated, and (3) are not merely optional, discretionary, or advisory. Work requirements include registering for work, looking for work in good faith, accepting all suitable job offers, maintaining employment, performing workfare, and participating in training, educational, or rehabilitation programs that will assist the participant in securing employment.

ARTICLE III – Administrative Rules and Regulations

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Section 3.1—Confidentiality of Information

Case records and all other information relating to a GA applicant or recipient are confidential and will not be disclosed to the general public. (22 M.R.S. § 4306).

Release of Information. Applicants, recipients, and their legal representatives have the right to review their case records. No record will be released to a third party unless the Administrator receives a signed consent form in which the applicant expressly authorizes the release of their records to the specified parties. Whenever the Administrator releases any information, they will make a notation in the applicant's file stating to whom the record was released and the date. The Administrator may charge a reasonable fee for reproduction of records.

Information from Other Sources; Penalty. Information concerning an applicant or recipient furnished to the municipality by DHHS or any other agency or institution pursuant to 22 M.R.S. § 4314, is confidential. The Administrator will also comply with laws requiring confidentiality of vital statistic records such as birth, marriage, and death records. (22 M.R.S. § 2706).

Any representative of a financial institution or any employer of a GA applicant who, upon receipt of a written release signed by the depositor/employee and a written request from the Administrator, refuses to provide necessary information to the Administrator in order to verify an applicant's eligibility must state in writing the reason for the refusal. National banks are also obligated to disclose deposit information to the Administrator upon receipt of a written request and release signed by the depositor. Additionally, when a municipality or its agents are acting in accordance with section 4313(2) to verify eligibility for funeral or cremation benefits, an officer of a financial institution must disclose the amount deposited upon receipt of a written request from the municipality or its agents and a notarized affidavit signed by the overseer of the municipality or its agents stating that the named depositor is deceased. Any such person who refuses to provide information, without just cause, may be subject to a civil penalty of not less than \$25 nor more than \$100. Any person, including the applicant, who knowingly and willfully makes a false representation of

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a material fact to the Administrator commits a Class E crime. (22 M.R.S. § § 4314, 4315).

Misuse of Information. Misuse of any information relating to an applicant or recipient is a punishable offense. (22 M.R.S. § 42(2)).

Section 3.2—Maintenance of Records

The Administrator will maintain complete and accurate program records. (22 M.R.S. § 4306). These records are necessary to: (a) document and account for municipal program expenditures; (b) document and support decisions concerning applicants and recipients; and (c) ensure relevant information is available for any fair hearing or judicial review of the Administrator's decisions.

Case Records. The Administrator will maintain a separate case record, in paper or digital format, for each applicant or recipient. Each case record will include at least:

- household applications;
- household budget sheets;
- the types and amounts of assistance provided;
- narrative statements describing the nature of the emergency situation whenever GA is granted in amounts greater than the applicant's mathematical eligibility (i.e., deficit or unmet need, whichever is less);
- written decisions;
- requests for fair hearings and the fair hearing authority decisions;
- workfare participation records;
- repayments to the municipality;
- narrative writings documenting the need for ~~general assistance~~[GA](#), the results of home visits, collateral information, referrals, changes in status;
- client authorization(s) for the release of GA information and/or reason(s) for the release of confidential information;
- adjustments in aid, and suspension or termination of eligibility;
- physician's documentation;
- Supplemental Security Income (SSI) interim assistance reimbursement authorization forms; and

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- vendor forms

Case records will not include information that is irrelevant to the applicant's or recipient's application or the Administrator's decisions.

Retention of Records. GA records shall be retained for at least three full years. The three-year period shall coincide with the state government's fiscal year which begins July 1 and ends on the following June 30. Records may be destroyed after three years by supervised shredding, burning or an appropriate digital deletion/destruction process. If a recipient's records contain SSI reimbursement forms, the recipient's records should be retained so that the municipality may seek reimbursement.

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Section 4.1—Right to Apply

Who May Apply. Any person may apply for GA. The head of the family, any other responsible household member, or an authorized representative must apply in person, except in special emergency situations (see Ordinance § 4.9) or when the applicant resides at an emergency shelter and the municipality has made an agreement with that emergency shelter to presume shelter residents eligible for GA benefits. (22 M.R.S. § 4304(3)). In such cases, the Administrator may require a representative to present a signed statement documenting that they are authorized to apply on behalf of the named applicant. The applicant or representative must complete a written application and any other forms necessary for the Administrator to determine eligibility. (22 M.R.S. §§ 4305, 4308). With notice, all members of the household receiving GA may be required to physically present themselves to the Administrator. Note that fugitives from justice are ineligible for GA benefits.

Telephone Applications. When a person has an emergency but is unable to apply in person due to illness, disability, lack of childcare, lack of transportation or other good cause, and they cannot send an authorized representative, the Administrator will accept an application by telephone. The telephone application is subject to written verification by mail and a visit to the applicant's home with their permission. (22 M.R.S. § 4304).

Written Application Upon Each Request. Each request for assistance will be administered in accordance with these guidelines, and the Administrator will make an independent determination of eligibility for GA each time a person applies. (22 M.R.S. §§ 4308, 4309).

Applications Available/Accepted; Posted Notice. Any person may apply-obtain an application for general assistanceGA during the municipality's regular business hours. Applications will be accepted and processed during designated daily hours that will not total less than 50% of the municipality's regular business hours. In an emergency, however, the Administrator or their designee will be available to accept applications for assistance whenever necessary.

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The municipality will post notice stating the ~~times and location where regular business hours when an application may be obtained, people may the designated daily hours during which~~ applications for assistance ~~will be accepted and processed;~~ and contact information for the Administrator available to take emergency applications at all other times. In addition, the posted notice shall state that the municipality must issue a written decision on all applications within 24-hours and will include the DHHS toll-free telephone number for reporting alleged violations or complaints. (22 M.R.S. § 4304).

Section 4.2—Application Interview

Except when it is impractical, the Administrator will interview each applicant in person before making a decision. Interviews will be conducted in private, although the applicant may be accompanied by a legal representative, friend, or family member.

Section 4.3—Contents of the Application

An application must contain the following information:

- a) the applicant's name, address, date of birth, SSN or appropriate United States Customs and Immigration Services (USCIS) documentation, and phone number;
- b) the names, date(s) of birth, and SSN(s) or appropriate USCIS documentation of other household members for whom the applicant seeks assistance;
- c) the total number of individuals living with the applicant;
- d) employment and employability information;
- e) a listing of all household income, resources, assets, and property;
- f) the applicant's household expenses;
- g) the types of assistance requested;
- h) a statement of the penalty for false representation;
- i) the applicant's permission for the Administrator to verify information;
- j) the signature of applicant and date.

If an initial applicant is unable to provide identification records (e.g., SSN card/number) because the record may have been lost, stolen or misplaced, the Administrator may allow the initial applicant a reasonable amount of time (e.g., five working days), to obtain copies of identification records. Provided the initial applicant

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makes a good faith effort to obtain the item/record sought, GA benefits necessary to cure an immediate and/or emergency need shall not be withheld. In such cases the Administrator may elect to provide a prorated amount of GA (e.g., five days' worth), while the applicant attempts to obtain the required information.

Section 4.4— GA Administrator's Responsibilities at the Time of Application

The Administrator will inform all applicants of: (1) their rights and responsibilities; (2) general program requirements for applying for and receiving GA, and (3) application requirements, eligibility guidelines, applicant rights, and applicant reimbursement obligations.

Application Requirements. The Administrator will help applicants complete application forms and inform applicants of any other information or documents necessary to evaluate the applicant's eligibility. The Administrator will fully explain the purpose of any forms consenting to release of the applicant's information and any benefit reimbursement agreements before the Administrator requests the applicant's signature or written authorization.

Eligibility Requirements. The Administrator will inform the applicant, either orally or in writing, of the eligibility requirements of the program, including:

- the income standard of need;
- the applicant's ongoing use-of-income, work-related, and resource-related responsibilities, as described in the section immediately below;
- the reduction in assistance that results from spending household income on non-basic necessities;
- immigration status (see definition of "Eligible Person"); and
- the disqualification penalties associated with committing fraud, failing to perform work-related assignments without just cause, or failing to make a good faith effort to secure potential resources when the requirement to attempt to obtain those resources has been explained to the applicant in writing.

Applicant Rights. The Administrator will inform all applicants of their right to:

- review the municipal GA ordinance and Maine GA statute and regulations;

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- apply for assistance;
- receive a written decision concerning eligibility within 24-hours after application;
- confidentiality of the application and other records;
- contact the DHHS with complaints;
- challenge the Administrator’s decision by requesting a fair hearing.

Reimbursement/Recovery. The Administrator will inform the applicant/recipient that they must reimburse the municipality the amount of GA benefits they have been granted if they subsequently have the ability to pay. The municipality may also, as appropriate, contact and inform the applicant/recipient’s legal representative of the recipient’s obligation to repay the municipality.

The municipality may also recover the amount of assistance granted to a recipient during the previous 12 months from any relative legally liable for the applicant’s support, such as a spouse, or the parents of persons under the age of 25. (*See Article VIII, “Recovery of Expenses”*). (22 M.R.S. § § 4318, 4319). Whenever applicable, the Administrator will explain the liens a municipality may place against a recipient’s real or personal property, such as the mortgage or capital improvement lien, the Workers’ Compensation lump sum payment lien, or the SSI “Interim Assistance Agreement” lien, described in Article VIII, “Recovery of Expenses.”

Section 4.5—Responsibilities of the Applicant at Time of Application

The applicant is responsible to provide accurate, complete, and current household information and verifiable documentation at the time of each application concerning:

- Income
- Resources
- Assets
- Employment
- Use of income
- Names and addresses of any relatives legally liable for the applicant’s support
- Any change in this information from a previous application that would affect household eligibility. (22 M.R.S. § 4309).

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In addition, the applicant must accurately report and provide verifiable documentation that shows the applicant:

- a) has remained employed, if previously employed, and has not quit work without just cause or been discharged from employment for misconduct;
- b) has been seeking employment, if previously unemployed or employed on a part-time basis, has accepted any suitable offer of employment, and has satisfactorily performed all workfare assignments or had just cause not to perform those assignments;
- c) has made use of all available and potential resources when directed in writing to such a program by the Administrator, including, but not limited to, other government benefit programs or the assistance of liable relatives of sufficient means; and
- d) has participated in any training, retraining, educational or rehabilitative program when appropriate and when directed in writing to such a program by the Administrator, in order to diminish the applicant's need for ~~general assistance.~~ GA. (22 M.R.S. § § 4316-A, 4317).

Section 4.6—Action on Applications

Written Decision. The Administrator will issue a written decision concerning the applicant's eligibility within 24 hours after the applicant submits a written application. Assistance will be furnished to eligible applicants within that period except when the municipality is permitted by law (and pursuant to Ordinance § 5.6) to issue assistance conditionally on the successful completion of a workfare assignment. (22 M.R.S. § § 4305, 4316-A, 4321). A written decision will be given each time a person applies, whether assistance is granted, denied, reduced, or terminated.

Content of Decision. The Administrator's written decision will contain:

- a) the type and amount of benefits granted, or the applicant's ineligibility for benefits;
- b) the period of eligibility if the applicant is eligible for assistance;
- c) the specific reasons for the Administrator's decision;
- d) the applicant's right to a fair hearing; and

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- e) the applicant's right to notify the DHHS if they believe the municipality has acted illegally. (22 M.R.S. § 4321).

Section 4.7—Withdrawal of an Application

An application will be considered withdrawn if the applicant requests in writing that the application be withdrawn; or if the applicant refuses to complete or sign the application or any other document needed by the Administrator.

Section 4.8—Temporary Refusal to Accept Application

Under special circumstances, the Administrator may temporarily refuse to accept applications. Such circumstances include, but are not limited to, the following:

- a) When the applicant's conduct is abusive, disruptive, or harassing, or when the applicant is under the influence of drugs or alcohol. In these situations, the applicant will be asked to leave; if the applicant refuses to leave, the police may be summoned. The applicant will be informed that an application will only be accepted when their conduct is under control.
- b) If the Administrator believes that an applicant's behavior presents a threat to the health or safety of the public or to a municipal employee, if the applicant's behavior is violent, or if an applicant has engaged in abusive, disruptive or harassing behavior and has been required to leave on more than one occasion, the applicant may be required to designate a third party to apply for assistance on their behalf and the applicant may be prohibited from entering the municipal building;
- c) When a third person applies for assistance on behalf of the applicant that person may be required to provide written verification that they have been duly authorized to act as a representative for the applicant. (22 M.R.S. § 4308).

Section 4.9—Emergencies

An "emergency" means any life-threatening situation, or a situation beyond the control of the applicant which if not alleviated immediately could reasonably be expected to pose a threat to the health or safety of the applicant or a member of the household. (22 M.R.S. § 4301(4)). An emergency includes homelessness or imminent homelessness. Even if an applicant is otherwise ineligible to receive GA benefits,

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unless they are disqualified as provided below, emergency assistance may be granted to applicants who lack sufficient income and resources to meet the emergency need and also have not had sufficient income and resources to avert the emergency. (22 M.R.S. § 4308).

A municipality may provide emergency assistance when the municipality determines that an emergency is imminent and that failure to provide assistance may result in undue hardship and unnecessary costs to either the applicant or the municipality.

Disqualification for Emergency Assistance. A person who is currently disqualified from receiving GA due to a violation of Ordinance § § 5.5, 5.6, 5.7, 5.8, 5.9 or 6.4 is ineligible to receive emergency assistance. (22 M.R.S. § 4308(2)(A)). However, dependents of a disqualified person may be eligible for assistance. For the purposes of this section, “dependents” are defined as: (1) a dependent minor child; (2) an elderly, ill or disabled person; or (3) a person whose presence is required to provide care for any child under the age of 6 years or any ill or disabled member of the household. (22 M.R.S. § 4309(3)).

If one or more members of a household are disqualified and assistance is requested for the remaining dependents, the eligibility of those dependents will be calculated by dividing the maximum level of assistance available to the entire household by the total number of household members.

Assistance Prior to Verification. Whenever an applicant informs the Administrator that they need assistance immediately, the Administrator will grant, pending verification, the assistance within 24 hours, provided that:

- a) after interviewing the applicant the Administrator has determined that the applicant will probably be eligible for assistance after a verification of information is completed; and
- b) the applicant submits documentation when possible, to verify their need. The Administrator may contact at least one other person to confirm the applicant’s statements about his/her need for emergency assistance. No further assistance will be authorized until the applicant’s eligibility is confirmed. (22 M.R.S. § 4310).

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Benefits provided prior to verification are limited as follows:

- a) The authorization of benefits may not exceed 30 days.
- b) Until there has been full verification confirming the applicant's eligibility, further benefit may not be authorized.
- c) The authorization of benefits may not exceed levels of assistance established in 22 M.R.S. § 4308. (22 M.R.S. § 4310(4)).

Telephone Applications. If a person has an emergency need and cannot apply in person due to illness, disability, lack of transportation, or other good cause, and if there is no authorized representative who can apply on behalf of the applicant, the Administrator shall accept an application over the telephone. (22 M.R.S. § 4304).

Assistance will not be granted after a telephone application if the applicant refuses to allow the Administrator to verify information provided by the applicant either by visiting their home or by mail, and the Administrator cannot determine eligibility through any other means.

Limitation on Emergency Assistance. Applicants are not automatically eligible for emergency assistance. If an applicant had income which could have been used to prevent all or part of an emergency, but they spent that income on items which are not basic necessities, the applicant will not be eligible to receive GA to replace the misspent money. (22 M.R.S. § 4308(2) & 4315-A).

All applicants must provide the Administrator with verifiable documentation demonstrating that the applicant lacked sufficient income to avert the emergency situation. According to the following criteria, the Administrator may limit emergency assistance to cover only the difference between the amount of money necessary for the household to avoid the emergency and the amount of income available to the household during the applicable time period.

- a) The applicable time period shall be the 30 days preceding the application for emergency assistance, except in those cases where the emergency was created by a negative account balance for a commodity or service (such as rent, mortgage, or utility payments), and the negative account balance was

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created over a longer period of time. In such cases, the applicable time period shall be the consecutive length of time the account balance has been in the negative.

- b) The Administrator shall seek from the applicant all information pertinent to the applicant's ability to provide for their basic necessities for the applicable time period, including evidence of all income and resources received over that period of time.
- c) The Administrator shall calculate all costs per month for the household's basic necessities during the applicable time period, consistent with the maximum levels established by this ordinance for the specific basic necessity or the actual monthly cost, whichever is less, including all costs associated with averting the particular emergency situation for which the applicant is seeking assistance.
- d) From the total household costs for basic necessities during the applicable time period, the Administrator shall subtract the total income and lump sum payments available to the household for the applicable time period, as well as the total [general assistanceGA](#) actually received during the applicable time period.
- e) The Administrator may restrict the issuance of emergency assistance to the difference yielded by the computation in subsection (d), even when such a grant will not totally alleviate the emergency situation.
- f) The Administrator may waive this limitation on emergency assistance in life threatening situations or for initial applicants; that is, persons who have never before applied for [general assistanceGA](#).
- g) Nothing in these criteria may be construed as prohibiting a municipality from electing to alleviate an emergency situation in the most cost-effective manner available, provided such a determination of eligibility for emergency assistance is in conformance with [general assistanceGA](#) law.

The municipality cannot exceed maximum levels of assistance for an applicant household for more than 30 days in a 12-month period when assistance is granted for housing in a hotel, motel, inn or other lodging place.

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Section 4.10—Residence

The Administrator shall provide GA to all eligible applicants who are residents of this municipality. A resident is a person who has no other residence, is physically present in this municipality and who intends to remain here and establish a household.

The municipality also recognizes its responsibility to provide assistance to eligible persons who apply here and who are not residents of this municipality or any other municipality. If a person who is not a resident of any municipality applies in this municipality first, the Administrator will determine their eligibility and, if eligible, will grant assistance until they establish a residence in another municipality. (22 M.R.S. § 4307).

Moving/Relocating. The municipality will not consider moving or transporting an applicant or recipient into another municipality unless the person requests assistance to relocate to another municipality. If the Administrator determines the applicant is eligible and grants financial assistance to help with the requested relocation, this municipality will be responsible for providing assistance to the applicant for 6 months after they move including processing applications and determining eligibility for assistance.

Institutions. If a resident of this municipality enters an institution located in another municipality (such as a group home, shelter, rehabilitation center, nursing home, or hospital) and requests assistance while at the institution, they will be the responsibility of this municipality for up to 12 months after they enter the institution if the conditions of 22 M.R.S. § 4307 and § 4313 are met. The municipality thereafter retains responsibility for an applicant in an institution only if the applicant has maintained a home in this municipality to which they intend to return. The municipality also recognizes its responsibility for applicants residing in an institution in this municipality if such an applicant had no residence prior to entering the institution. (22 M.R.S. § 4307(4)).

Temporary Housing. Hotels/motels and similar places of temporary lodging are considered institutions if the municipality grants financial assistance for, makes arrangements for, or advises or encourages an applicant to stay in temporary lodging.

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Note: A municipality which illegally denies housing assistance will be responsible for the applicant for up to ~~6~~¹² months if, as a result of the denial, the applicant stays in temporary lodging. The municipality may also be subject to other penalties. (22 M.R.S. § 4307(4)).

Disputes. When the Administrator believes that an applicant is a resident of another municipality, but that municipality disputes its responsibility, the Administrator will notify DHHS' Augusta office (287-3654 or 1-800-442-6003). If the applicant applies in this municipality first, the Administrator will determine their eligibility and, if eligible, will grant assistance until the DHHS has concluded which municipality is responsible for providing assistance. If another municipality was responsible, the DHHS will recover the amount due from the other municipality. (22 M.R.S. § § 4307(5), 4307(6)).

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ARTICLE V – Eligibility Factors

A person will be eligible for GA if they are an “Eligible Person” as defined in section 2.2, is in need, and has complied with the eligibility requirements set forth below. (*For guidance in determining whether an applicant is an Eligible Person, contact DHHS at (800) 442-6003 (TTY: 287-6948).*)

Section 5.1—Initial Application

Initial Application. For initial applicants, need will be the sole condition of eligibility, except that all applicants, including initial applicants, are disqualified for a defined period (1) for quitting employment without just cause or for being discharged from employment for misconduct (*see Ordinance § 5.5*) or (2) who are fugitives from justice as defined in 15 M.R.S. § 201(4), (22 M.R.S. § 4301(3)). An initial applicant is a person who has never before applied for GA in any municipality in Maine. (22 M.R.S. § 4308(1)).

“Need” means that the applicant’s income (including prorated income, where applicable), property, credit, assets or other resources are less than the overall maximum level of assistance contained in Ordinance § 6.8 or the applicant’s 30-day need, whichever is less, and they do not have adequate income or other resources available to provide basic necessities.

Repeat Applicants. Persons who are not initial applicants are repeat applicants; these are persons who have previously applied for GA at some time, including persons on whose behalf a GA application was previously made at any time, provided that the applicant was not a dependent minor in the household at the time of the previous application. To be eligible for GA, repeat applicants must be in need and meet all other eligibility requirements. The eligibility of repeat applicants may also be adversely affected to the extent they have not used their income and resources to secure basic necessities.

Section 5.1A – Presumptive Eligibility

A person who is provided shelter in an emergency shelter for the homeless located in the municipality shall be presumed to be an eligible person. Presumed eligibility may not exceed 30 days within a 12-month period. After the period of presumed eligibility,

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full eligibility must be verified before assistance will be issued. When presumptive eligibility is determined under this section, no other municipality may be determined to be the municipality of responsibility during that 30-day period.

Section 5.1B – Recovery Residences

The Administrator will not deny GA benefits to a person for the sole reason that the person is residing in a recovery residence. Beginning July 1, 2022, housing assistance will not be provided to a person residing in a recovery residence that has not been certified in accordance with 5 M.R.S. § 20005(22), except that the person may receive housing assistance while residing in an uncertified recovery residence for one 30-day period only. The Administrator will inform the person of the requirements and time limits regarding recovery residences. A person who is ineligible for housing assistance under this subsection may remain eligible to receive GA for other basic necessities. Upon request by a person residing in a certified recovery residence, who has been determined eligible for housing assistance, housing assistance payments will be issued to the operator of the certified recovery residence instead of to a landlord.

Section 5.2—Eligibility for Categorical Assistance

Receipt of categorical assistance will not disqualify an otherwise eligible person. Benefits received from other assistance programs will be considered as income when determining need, with the exception of Food Stamps, which will not be counted as income or resources or otherwise taken into consideration when determining need. (7 U.S.C. § 2017 (b)).

In addition, fuel assistance (HEAP/ECIP) received by an applicant will not be considered as income; that is, the Administrator will always compute the heating needs of an applicant who has received HEAP or ECIP as if that applicant paid all costs associated with their fuel needs. (42 U.S.C. § 8624(f)). When an applicant has received HEAP or ECIP, GA heating energy needs will be calculated pursuant to Ordinance § 6.7, subsection (c) under “Types of Income”. For several additional exceptions please refer to the definition of “Income” in this Ordinance (see Ordinance § 2.2, page 7, subsection 4).

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Applicants or recipients must apply for other program benefits within 7 days after being advised in writing to do so by the Administrator. Persons who, without just cause, make no good faith effort to obtain a potential resource will be disqualified from receiving assistance until they make a good faith effort to obtain the benefit. (22 M.R.S. § 4317).

Section 5.3—Personal Property

a) Liquid Assets.

No person owning assets easily convertible into cash, including but not limited to, bank deposits, stocks, bonds, certificates of deposit, retirement accounts, life insurance policies and other marketable security will be eligible for GA unless and until they use these assets to meet their basic needs, and thereby exhausts them. At the discretion of the Administrator, liquid assets need not include a reasonable minimum balance necessary to obtain free checking. Although one checking account per household may be allowed, any monies over the minimum required to obtain free checking are to be considered available liquid assets.

b) Tangible Assets.

No person owning or possessing personal property, including but not limited to: a motor vehicle (except as provided immediately below in subsection c), or a boat, trailer, recreation vehicle or other assets that are convertible into cash and are non-essential to the maintenance of the applicant's household will be eligible for GA. Exceptions may be made when a person is making an initial application or is an unforeseeable repeat applicant as defined in Ordinance § 2.2 or when reasonable efforts to convert assets to cash at fair market value are unsuccessful. Tools of a trade, livestock, farm equipment and other equipment used for the production of income are exempt from the above category and are not considered available assets.

c) Automobile Ownership.

Ownership of one automobile per household will not make a person ineligible for assistance if such vehicle is essential for transportation to employment or for seeking employment, obtaining medical care, rehabilitation, or training facilities, or for any other reason the GA Administrator determines reasonable

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for the maintenance of the applicant's household. GA recipients who own an automobile with a market value greater than \$8,000 may be required, with 7-day's written notice, to make a good faith effort to trade that automobile for an automobile with a market value of less than \$8,000. Any income received by the applicant by virtue of such a trade down must be used for their basic necessities. Failure to liquidate or trade down the excess value of any automobile asset can result in disqualification. (22 M.R.S. § 4317).

The Administrator will neither pay nor consider as necessary any car payment or vehicle maintenance cost, including insurance, for which the applicant is responsible. However, if the vehicle's value is \$8,000 or less and the applicant is utilizing the vehicle for an "essential" reason (see above), the Administrator may choose to not consider reasonable car payments, reasonable car insurance or reasonable associated costs of maintenance as "misspent" income. GA for travel-related needs shall be computed in accordance with Ordinance § 6.8(F)(7), (8) "Work Related/Travel Expenses."

d) Insurance.

Insurance available to an applicant on a non-contributory basis or required as a condition of employment will not be a factor in determining eligibility for GA. Life insurance with a cash surrender value may, at the discretion of the Administrator, be considered as a tangible asset.

e) Transfer of Property.

Applicants who transfer assets for less than fair market value to someone else solely for the purpose of establishing eligibility for GA will not be granted GA benefits to replace the uncompensated value of the transferred asset. Assistance will be denied within a 120-day limit up to the uncompensated value of the asset which was transferred unless the transfer of asset is fraudulently misrepresented, in which case a 120-day disqualification will be issued. There will be a presumption that the applicant transferred their assets in order to be eligible for GA whenever property is sold for less than the fair market value or when the transfer occurred within 30 days prior to applying for GA unless the applicant can demonstrate the existence of a good faith transaction.

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Section 5.4—Ownership of Real Estate

a) **Principal Residence.**

Solely for purposes of GA, the applicant's principal residence, including any adjoining land, is considered an exempt resource, even if temporarily unoccupied because of employment, job training, education, illness, or disaster, provided the applicant demonstrates an intent to return. If the applicant owns land in excess of the minimum lot size for the zone or district in which the home is located, that land may be considered a potential resource if:

1. The applicant has received GA for the last 120 consecutive days; and
2. The applicant has the legal right to sell the land (e.g., any mortgagee will release any mortgage, any co-owners agree to the sale, zoning or other land use laws do not render the sale illegal or impracticable); and
3. The applicant has the financial capability to put the land into a marketable condition (e.g., the applicant can pay for any necessary surveys); and
4. The land is not utilized for the maintenance and/or support of the household; and
5. A knowledgeable source (e.g., a realtor) indicates that the land in question can be sold at fair market value, for an amount which will aid the applicant's financial rehabilitation; and
6. No other circumstances exist which cause any sale to be unduly burdensome or inequitable.

If conditions above are met, the Administrator may condition the receipt of future assistance on the applicant's good faith efforts to sell, or render saleable, land which could be used to provide necessary support for the applicant (e.g., the applicant owns 100 "excess" acres. Sale of 10 of the acres would provide for the necessary support; therefore, the entire 100 acres need not be sold at the present time.) Assistance shall not be denied during the time that the applicant is making a good faith effort to sell or render saleable the land in question.

Once the applicant ceases to receive assistance the obligations under this section shall also cease.

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b) **Other Property.**

If the applicant or dependents own real property other than that occupied as the principal residence, continued GA eligibility will depend on the applicant making a reasonable effort to:

1. Dispose of the property at fair market value in order to convert the property into cash which can be applied toward meeting present need; or
2. Obtain a loan against such property which may be used to meet present need. Applicants who transfer their excess property to a third party in order to become eligible for GA will be ineligible.

If an applicant is granted assistance in the form of a mortgage payment or capital improvement payment, the municipality may claim a lien against the property. The lien shall not be enforceable until the sale of the property or upon the death of the recipient (*see also Ordinance § 6.8*). 22 M.R.S. § 4320.

Section 5.5—Work Requirement

All GA recipients are required to register for work, look for work, work to the extent of available employment, and otherwise fulfill the work requirements, unless the applicant is exempt from such requirements as provided below.

Employment; Rehabilitation. All unemployed applicants and household members who are 16 years of age or older and who are not attending a full-time primary or secondary school intended to lead to a high school diploma will be required to accept any suitable job offer and/or meet with job counselors, attend employment workshops and rehabilitative services, except as provided below (*see “Exemptions”*). Applicants must demonstrate to the Administrator that they are available for work and are actively seeking employment.

A “suitable job” means any job, which the applicant is mentally and physically able to perform. “Available for work” means that applicants must make themselves available for work during normal business hours prevailing in the area and show that no circumstance exists which would prevent them from complying with the work requirement.

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Verification. Unemployed applicants or applicants employed on a part-time basis must provide verifiable documentation of their pursuit of employment at the time of each application. At a minimum, such documentation will consist of a list of the employers contacted, the date and time of the application contact, and the name of the employer representative contacted. “Pursuit of Employment” means actually submitting a written application or applying for a job in person when reasonable or submitting a written application or letter of inquiry to employers.

For the duration of any repeat applicant’s period of unemployment or partial employment, the Administrator will establish the number of employers per week to whom each non-exempt applicant shall be required to apply in order to fulfill their work search requirements. The number of weekly employer contacts required by the Administrator shall be reasonably related to the number of potential employers in the region and the number of hours per week the applicant has available for work search activities after considering all time the applicant must devote to existing employment obligations, workfare obligations, and required classroom or on-site participation in job training, educational, or rehabilitation programs. Fulfillment of these requirements will not be expected at the time of the initial application but will be a condition of eligibility for subsequent assistance.

Ineligibility. After being granted assistance at the time of initial application, applicants will be considered ineligible for further assistance for 120 days if they, without just cause:

- a) refuse to register for employment with the Maine Job Service;
- b) refuse to search diligently for employment when the search is reasonable and appropriate; recipients who unreasonably seek work at the same places repeatedly will not be considered to be performing a diligent work search and will be disqualified;
- c) refuse to accept a suitable job offer;
- d) refuse to participate in an assigned training, education or rehabilitation program that would assist the applicant in securing employment;
- e) fail to be available for work; or

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- f) refuse to participate or participate in a substandard manner in the municipal work program (*see Ordinance § 5.6*).

Ineligibility Due to Job Quit or Discharge for Misconduct. No initial or repeat applicant who has quit their full-time or part-time job without just cause or who has been discharged from employment for misconduct (*see definition in Appendix I*) will be eligible to receive GA of any kind for 120-days from the date the applicant is separated from employment. (22 M.R.S. § § 4301(8), 4316-A (1-A)).

Just Cause. Applicants will be ineligible for assistance for 120 days if they refuse to comply with the work requirements of this section without just cause. With respect to any work requirement, just cause will be considered to exist when there is reasonable and verifiable evidence that:

- a) the applicant has a physical or mental illness or disability which prevents them from working;
- b) the work assignment pays below minimum wages;
- c) the applicant was subject to sexual harassment;
- d) the applicant is physically or mentally unable to perform required job tasks, or to meet piece work standards;
- e) the applicant has no means of transportation to or from work or a training or rehabilitation program;
- f) the applicant is unable to arrange for necessary childcare or care of ill or disabled family members; or
- g) any reason found to be good cause by the Maine Department of Labor ([DOL](#)), or any other verifiable reason the Administrator considers reasonable and appropriate will be accepted as just cause. (22 M.R.S. § 4316-A(5)).

Applicant's Burden of Establishing Just Cause. If the Administrator finds that the applicant has violated a work-related rule without just cause, it shall be the responsibility of the applicant to establish the presence of just cause. (22 M.R.S. § 4316-A).

Eligibility Regained. Persons who are disqualified for 120 days because they violated a work requirement may regain their eligibility if and only when they become employed

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or otherwise satisfy the Administrator that they are complying with the work requirement by fulfilling the work requirement(s) the person violated.

For the purpose of regaining eligibility by becoming employed, “employment” shall mean employment by an employer as defined in 26 M.R.S. § 1043 or the performance of a service for an employer who withholds from the employee a social security tax pursuant to federal law.

The special provisions regarding the opportunity to regain eligibility after a disqualification for workfare violations are detailed in Ordinance § 5.6, under “Eligibility Regained.”

Dependents. Failure of an otherwise eligible person to comply with the work requirements shall not affect the eligibility of any member of the person’s household who is not capable of working, including:

- a) a dependent minor child;
- b) an elderly, ill, or disabled person; and
- c) a person whose presence is required in order to provide care for any child under 6 years of age or for any ill or disabled member of the household. (22 M.R.S. § 4309(3)).

If one or more member(s) of a household is disqualified and assistance is requested for those remaining members of the household who are dependents, the eligibility of those dependents will be calculated by dividing the maximum level of assistance available to the entire household by the total number of household members.

Exemptions. The above work requirements do not apply to any person who is elderly, physically or mentally ill or disabled. Any person whose presence is required to care for any pre-school age child or for any ill or disabled member of the household is also exempt from these requirements.

The requirements of this section will not be imposed so as to interfere with an applicant’s existing employment, ability to pursue a bona fide job offer, ability to attend an interview for possible employment, classroom participation in a primary or secondary educational program intended to lead to a high school diploma, classroom

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or on site participation in a training program which is either approved by the ~~Department of Labor (DOL)~~[DOL](#) or determined by the DOL to be expected to assist the applicant in securing employment, or classroom participation in a degree-granting program operated under the control of the DOL.

Section 5.6—Municipal Work Program

Each applicant and any member of the household who is capable of working may be required to perform work for the municipality, including work for a non-profit organization, as a condition of receiving assistance. (22 M.R.S. § 4316-A(2)).

As part of the municipal work program, the municipality can require recipients to participate in training, education, or rehabilitative programs that will assist the recipient in securing employment. The work requirement provisions found in Ordinance § 5.5 regarding just cause, dependents, and exemptions also apply to the municipal workfare program.

Consent. Persons assigned to the work program are required to sign a form stating that they understand the requirements of GA and the work program. Before signing the form, the Administrator will read it to the applicants or allow the applicants to read it themselves. The form will also state the number of hours the applicants must work and the hourly rate by means of which the duration of the work assignment is calculated. In addition, the consent form shall describe the consequences of failing to adequately perform part or all of the workfare or workfare-first assignment.

Subtracting Value of Workfare Performed from Client's GA Debt. Pursuant to 22 M.R.S. § 4318, individuals who received GA benefits are obligated to repay the municipality when and if they become able (see Ordinance Article VIII). However, persons performing workfare shall have the value of the workfare performed deducted from any and all GA debt including GA liens (e.g., Workers' Compensation Settlement, SSI Retroactive Payment, Capital Improvement, Home Mortgage) that might exist against their settlements, payments or other such property.

Limitations. The work requirement is subject to the following limitations. (22 M.R.S. § 4316-A(3)).

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- 1) No person shall, as a condition of eligibility, be required to perform any amount of work that exceeds the value of the net GA that the person receives under municipal GA standards. Any person performing work under this subsection shall be provided with net GA, the value of which is calculated at a rate of at least the prevailing minimum wage under state or federal law at the time the workfare was performed.
- 2) No workfare participant shall be required to work for a nonprofit organization if that work would violate the participant's basic religious beliefs.
- 3) In no case shall eligible persons performing work under this subsection replace regular municipal employees.
- 4) In no case will work performed under this subsection interfere with an eligible person's:
 - a) existing employment;
 - b) ability to follow up on a bona fide job offer;
 - c) attendance at an interview for possible employment;
 - d) classroom participation in a primary or secondary educational program intended to lead to a high school diploma; or
 - e) classroom or on-site participation in a training program which is approved by the ~~Department of Labor (DOL)~~ or determined by the DOL to be reasonably expected to assist the person in securing employment, or classroom participation in a degree-granting program administered by the DHHS or the DOL.
- 5) In no case may an eligible person be required to work more than 40 hours per week. An eligible person who has full or part-time employment shall be exempt from the work requirement to the extent that the work requirement in combination with their regular employment would result in the person working more than 40 hours per week.
- 6) In no case will an eligible person be required to perform work beyond their capabilities. However, when an illness or disability is claimed, an

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eligible person may be required as a condition of receiving assistance to present a doctor's statement detailing the extent of the disability or illness. (22 M.R.S. § 4309).

If the Administrator requires a doctor's statement to verify an applicant's illness or disability and the applicant is not currently under the care of a provider, the municipality may pay for the doctor's evaluation if the applicant has no means to pay for the exam. However, in such a case the Administrator will choose the doctor. If there is a no-cost or low-cost health care option, the municipality may elect to refer the client to such a resource. The Administrator will not require verification of medical conditions which are apparent, or which are of such short duration that a reasonable person would not ordinarily seek medical attention. (22 M.R.S. § 4316(5)).

- 7) In no case may an eligible person with an immediate need (i.e., a person in an emergency situation who has not been disqualified from receiving assistance for committing a program violation) be required to perform work under this subsection prior to receiving GA. The Administrator shall meet immediate needs upon receiving written assurance from the eligible person that they are willing to work to maintain eligibility for GA. When the recipient has no immediate need, workfare participation may be required prior to receiving GA in accordance with the "workfare first" policy below.

"Workfare First" Policy. Pursuant to 22 M.R.S. § 4316-A(2)(D), the Administrator may, in accordance with the following guidelines, require a GA recipient to perform a workfare assignment prior to the actual issuance of the GA benefit conditionally granted.

- 1) In no circumstance will emergency GA for which an applicant is eligible be withheld pending the satisfactory performance of workfare.
- 2) All workfare participants under this policy will be provided a written decision within 24 hours after submitting an application for GA and prior

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to performing any workfare for the municipality associated with that request for assistance.

That written decision must include:

- a) a specific description of the amount of GA being conditionally granted to the household, and for which basic needs;
 - b) the period of eligibility for which the GA grant is being issued (in days or weeks, but not to exceed 30 days);
 - c) the rate, at a dollar-per-hour basis (but not less than the prevailing minimum wage), upon which the duration of the workfare assignment is calculated;
 - d) the actual duration of the workfare assignment that must be performed, in hours, before the GA grant will be actually issued;
 - e) the specifics of the workfare assignment(s), including the general nature of the type of work being assigned, location(s) of worksite, date(s) and time(s) of assigned workfare, workfare supervisors' names and contact telephone numbers; and
 - f) any other pertinent information related to the workfare assignment(s) the recipient will be expected to perform.
- 3) As previously provided in this section, all workfare participants must sign a consent form that informs the participant of their workfare-related rights and responsibilities, including the consequences of failing to perform all or part of the workfare assigned without just cause.
 - 4) If a portion of the workfare-first assignment is satisfactorily performed but there has been a failure to perform the remainder of the assignment, without just cause, the Administrator shall issue a grant of GA benefits corresponding to the number of workfare hours satisfactorily performed multiplied by the hourly rate used to calculate the workfare assignment. In addition to any disqualification penalty that may apply, the remaining value of the conditionally issued GA grant shall be terminated, and notice of the partial termination, together with the reasons; therefore, will be issued to the workfare participant in accordance with Ordinance § 6.10.

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- 5) If any part of the workfare assignment is not performed because the workfare participant was temporarily unable to perform the assignment for just cause reasons, it shall be reassigned or excused at the discretion of the Administrator.

Work-Related Expenses. A participant's expenses related to work performed under this section will be added to the amount of net GA to be provided to the person (22 M.R.S. § 4316-A(2)(E)). The municipality will provide any special clothes or equipment the recipient needs to perform their work assignment.

Disqualification. Any person who either willfully fails to perform or willfully performs below average standards the work assigned by the municipality, will be ineligible for assistance for 120 days (22 M.R.S. § 4316-A(1)). As soon as the Administrator knows that a recipient failed to fulfill the work assignment, the Administrator will notify the recipient in writing that they are disqualified for 120 days starting from the last date of authorized assistance unless the recipient can show just cause. The workfare participant has the burden of demonstrating there was just cause for any failure to perform a workfare assignment.

Eligibility Regained. Recipients who are disqualified from receiving assistance because they have violated the requirements of the municipal work program may regain their eligibility under the following conditions:

- Recipients who fail to complete the first municipal work assignment they have been given will be disqualified from receiving assistance during the next 120 days, although dependents in the household may be eligible (*see Ordinance § 5.5, "Dependents"*).
- If during the 120-day disqualification period the recipient requests an opportunity to perform the work assignment which they, without just cause failed to perform, the disqualified recipient will be given one opportunity to regain eligibility. The Administrator will give the recipient a work assignment as soon as possible.
- If a recipient under a 120-day disqualification has an emergency need and the Administrator is unable to schedule a work assignment in time to alleviate the emergency, the Administrator will provide sufficient assistance to the

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recipient to avert the emergency. However, the provision of emergency assistance will not bar the Administrator from subsequently enforcing the previously issued 120-day disqualification if the recipient fails to regain eligibility by satisfactorily performing the work assignment. The amount of emergency assistance granted will be considered in the computation of the total number of hours the recipient must work.

- Recipients who have asked for the opportunity to regain their eligibility during a 120-day disqualification period and who agreed to fulfill the assignment which they previously failed to perform but who, without just cause, fail to fulfill their municipal work assignment will be considered to have acted in bad faith. In such a circumstance, the Administrator will enforce the 120-day disqualification for the term of its initial duration.
- If a workfare participant regains eligibility under this section but is subsequently disqualified within the initial 120-day period of ineligibility for failing to comply with the municipal work program, that participant will be ineligible for a new 120-day period beginning with the new disqualification date but will be provided no opportunity to requalify.
- Any recipient who intentionally causes damage to property, harasses or harms other employees or who otherwise conducts themselves in a disruptive manner and is discharged by the work supervisor will not be entitled to regain eligibility by returning to the work program. Eligibility may be regained by otherwise becoming employed and meeting the definition of need.

Reports. The Administrator will itemize the assistance that has been provided to persons who work for the municipality in reports to the DHHS. (22 M.R.S. § 4316-A(2)).

Section 5.7—Use of Resources

Each applicant is responsible to make a good faith effort to utilize every available or potential resource that may reduce their need for GA (*see Ordinance § 2.2, definition of “Resources”*). Persons who refuse or fail to make a good faith effort to secure a potential resource after receiving written notice to do so are disqualified from receiving assistance until they make an effort to secure the resource. Applicants are

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required to prove that they have made a good faith effort to secure the resource. (22 M.R.S. § 4317).

Minors. A minor under the age of 18 who has never married and is applying independently for GA and who is pregnant or has a dependent child or children will be eligible to receive GA only if the minor is residing in the home of their parent, legal guardian or other adult relative, in which case the entire household will be evaluated for eligibility. Exceptions to this limitation on eligibility will be made when:

- 1) the minor is residing in a foster home, maternity home, or other adult-supervised supportive living arrangement; or
- 2) the minor has no living parent or the whereabouts of both parents are unknown; or
- 3) no parent will permit the minor to live in the parent's home; or
- 4) the minor has lived apart from both parents for at least one year before the birth of any dependent child; or
- 5) the DHHS determines that the physical or emotional health or safety of the minor or the minor's dependent child or children would be jeopardized if the minor and their child or children lived with a parent; or
- 6) the DHHS determines, in accordance with its regulation, that there is good cause to waive this limitation on eligibility. (22 M.R.S. § 4309(4)).

Any person under the age of 25 who is applying independently from their parents for GA will be informed that until they reach the age of 25, the applicant's parents are still legally liable for their support and the municipality has the right to seek recovery from the parents of the cost of all assistance granted to such a recipient to the extent their parents are financially capable of repaying the municipality. (22 M.R.S. § 4319).

With regard to such application, the municipality may seek verification of the applicant's need for GA by contacting their parents. If the applicant's parents declare a willingness to provide the applicant with their basic needs directly, and there is no convincing evidence that the applicant would be jeopardized by relying on their parents for basic needs, the Administrator may find the applicant not to be in need of GA for the reason that their needs can be provided by a legally liable relative.

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Mental or Physical Disability. Any applicant who has a mental or physical disability must make a good faith effort to utilize any medical or rehabilitative services which have been recommended by a physician, psychologist or other professional retraining or rehabilitation specialist when the services are available to the applicant and would not constitute a financial burden or create a physical risk to the individual.

Written Notice; Disqualification. The Administrator will give each applicant written notice whenever the applicant is required to utilize any specific potential resource(s). Any applicant who refuses to utilize potential resources, without just cause, after receiving written 7-day notice will be ineligible for further assistance until they have made a good faith effort to utilize or obtain the resources. GA will not be withheld from the applicant pending receipt of a resource if the applicant has made, or is in the process of making, a good faith effort to obtain the resource.

Forfeiture of Benefits. Any applicant who forfeits receipt of, or causes a reduction in, benefits from another public assistance program due to fraud, misrepresentation, a knowing or intentional violation of program rules or a refusal to comply with that program's rules without just cause will be ineligible to receive GA to replace the forfeited benefits. To the extent the forfeited benefits can be considered income under GA law, the value of the forfeited benefits will be considered income that is available to the applicant for the duration of the forfeiture.

To the extent the forfeited benefits were provided in the form of a specific, regularly issued resource of a calculable value rather than in the form of income, that resource, up to its forfeited value, need not be replaced with GA for a period of 120 days from the date of the forfeiture—unless the municipality is prohibited by federal or state law from considering the forfeited resource as available with respect to local public assistance programs. (22 M.R.S. § 4317).

Section 5.8—Period of Ineligibility

No one will have their GA terminated, reduced, or suspended prior to being given written notice and an opportunity for a fair hearing. (22 M.R.S. § § 4321-4322). Each person will be notified in writing of the reasons for their ineligibility, and any person

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disqualified for not complying with the ordinance will be informed in writing of the period of ineligibility.

Work Requirement. Applicants/recipients who do not comply with a work requirement are disqualified from receiving assistance for a period of 120 days (unless they regain their eligibility) (*see Ordinance §§ 5.5, 5.6*). If an applicant/recipient is provided assistance and does not comply with the work requirement, the applicant/recipient shall be disqualified for 120 days following the end of the period covered by the grant of assistance. The Administrator shall give recipients written notice that they are disqualified as soon as the Administrator has sufficient knowledge and information to render a decision of ineligibility.

Fraud. Persons who commit fraud are disqualified from receiving GA for a period of 120 days (*see Ordinance § 6.4, “Fraud”*). The Administrator shall give recipients written notice that they are ineligible as soon as the Administrator has sufficient knowledge and information to render a decision. If the disqualification for fraud is issued before the expiration of a grant of assistance, the period of ineligibility shall commence on the day following the end of the period covered by the grant of assistance. If fraud is discovered after the period covered by the grant of assistance has expired, the period of ineligibility will commence on the day of the written notice of ineligibility.

Section 5.9 – Unemployment Fraud

An applicant who is found ineligible for unemployment compensation benefits because of a finding of fraud by the [Department of Labor DOL](#) pursuant to 26 M.R.S. § 1051(1) is ineligible to receive [general assistance GA](#) to replace the forfeited unemployment compensation benefits for the duration of the forfeiture established by the [Department of Labor DOL](#). 22 M.R.S. § 4317.

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Section 6.1—Recognition of Dignity and Rights

Any determination or investigation into an applicant's eligibility will be conducted in a manner that will not violate the applicant's privacy or personal dignity or violate their individual rights.

Section 6.2—Determination; Redetermination

The Administrator will make an individual, factual determination of eligibility each time a person applies or reapplies for GA. The Administrator will make a redetermination of eligibility at least monthly but may do so as often as necessary to administer the program efficiently and meet the needs of the applicants. Upon any application, the Administrator will determine the applicant's eligibility on the basis of a 30-day prospective analysis, but may elect to disburse that applicant's assistance periodically, e.g., weekly, throughout a 30-day period of eligibility pursuant to that initial eligibility determination.

The Administrator may redetermine a person's eligibility at any time during the period they are receiving assistance if the Administrator is notified of any change in the recipient's circumstances that may alter the amount of assistance the recipient may receive. Once a recipient has been granted assistance, the Administrator may not reduce or rescind the grant without giving prior written notice to the recipient explaining the reasons for the decision and offering the recipient an opportunity to appeal the decision to the fair hearing authority. (22 M.R.S. § 4309).

Section 6.3—Verification

Eligibility of Applicant; Duration of Eligibility. The overseer shall determine eligibility each time a person applies or reapplies for GA. The period of eligibility will not exceed one month. At the expiration of this period applicants/recipients may reapply for assistance and the person's eligibility will be redetermined.

Applicant's Responsibilities. Applicants and recipients for GA are responsible for providing to the Administrator all information necessary to determine eligibility. If further information or documentation is necessary to demonstrate eligibility, the applicant must have the first opportunity to provide the specific information or

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documentation required by the Administrator. When such information is unavailable, the Administrator must accept alternative available information, which is subject to verification.

Each applicant and recipient has the responsibility at the time of application and continuing thereafter, to provide complete, accurate, current information and documentation concerning his/her:

- Need
- Income
- Employment
- Use of income
- Expenses
- Assets & liabilities
- Use of available resources
- Household composition

Initial Applicants. Persons who have not applied for assistance in this or any other municipality are considered initial applicants and must have their eligibility determined solely on the basis of need. Initial applicants are not subject to eligibility conditions placed on repeat applicants (*see below*). However, such applicants must still provide the GA Administrator with reasonably obtainable documentation adequate to verify that there is a need for assistance. In addition, initial applicants must also comply with both lump sum and relevant work rules (i.e., quit job).

Repeat Applicants. All applicants for GA who are not initial applicants are repeat applicants. The eligibility of repeat applicants must be determined on the basis of need and all other conditions of eligibility established by law and this municipal ordinance.

The Administrator will require documentation of a repeat applicant's income, use of income, assets and resources plus actual bills and receipts for rent, utilities, fuel, telephone, medical services, and other basic necessities. In addition, repeat applicants instructed to seek employment shall verify their work search results, (e.g., provide a list of the employers contacted, the date and time of the application contact,

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and the name of the employer representative contacted) as required by the Administrator.

Repeat applicants must provide updates to information reported on previous applications, including changes in his/her household or income that may affect his/her eligibility.

Unforeseen Repeat Applicants. Unforeseen repeat applicants are applicants who have not applied for assistance within the last twelve months and who have been regularly employed or receiving support from a public benefit or private source but who have unexpectedly become unemployed through no fault of their own or whose income and/or benefits (e.g., through an available resource) have ceased through no fault of their own. Such unforeseen repeat applicants may be considered initial applicants for purposes of verification requirements and misspent income if the Administrator finds that imposing the general verification requirements and misspent income rules imposed on repeat applicants would be unreasonable or inappropriate.

Administrator's Responsibilities. In order to determine an applicant's eligibility for GA, the Administrator first must seek information and documentation from the applicant. Once the applicant has presented the necessary information, the Administrator must determine eligibility. The Administrator will seek verification necessary to determine eligibility and may contact sources other than the applicant for verification only with the specific knowledge and consent of the applicant – except that the Administrator may examine public records without the applicant's knowledge and consent.

Appropriate sources, which an Administrator may contact, include, but are not limited to:

- DHHS, any other department or agency of the state, or non-profit organizations
- financial institutions
- creditors
- utility companies
- employers
- landlords
- physicians
- persons with whom the applicant/recipient is a cohabitant

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- legally and non-legally liable relatives

Assistance will be denied or terminated if the applicant is unwilling to supply necessary information, documentation, or permission to make collateral contacts, or if the Administrator cannot determine that eligibility exists based on information supplied by the applicant or others.

Redetermination of Eligibility. The Administrator may redetermine a person's eligibility at any time during the period that person is receiving assistance if the Administrator is informed of any change in the recipient's circumstances that may affect the amount of assistance to which the recipient is entitled, or that may make the recipient ineligible, provided that once a determination of eligibility has been made for a specific time period, a reduction in assistance for that time period may not be made without prior written notice to the recipient stating the reasons for the action and an opportunity for the recipient to receive a fair hearing upon the proposed change.

Penalty for Refusing to Release Information. Any person governed by 22 M.R.S. § 4314 who refuses to provide necessary information to the Administrator after it has been requested must state in writing the reasons for the refusal within 3 days of receiving the request. Any such person who refuses to provide the information, without just cause, commits a civil violation and may be subject to a fine of not less than \$25 nor more than \$100 which may be adjudged in any court of competent jurisdiction. Any person who willfully renders false information to the Administrator is guilty of a Class E crime. (22 M.R.S. § § 4314(5), 4314(6), 4315).

Section 6.4—Fraud

It is unlawful for a person to knowingly and willfully make a false representation of a material fact to the Administrator in order to receive GA or cause someone else to receive GA. (22 M.R.S. § 4315). A person who commits fraud in an effort to receive GA benefits may be prosecuted for this offense.

False representation means any individual who knowingly and willfully:

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- a) makes a false statement to the Administrator, either orally or in writing, in order to obtain assistance to which the applicant or the applicant's household is not entitled;
- b) conceals information from the Administrator in order to obtain assistance to which the applicant or applicant's household is not entitled; or
- c) uses GA benefits for a purpose other than the purpose for which they were intended.

No person may be denied assistance solely for making a false representation prior to being given an opportunity for a fair hearing.

Period of Ineligibility. When the Administrator finds that a person has knowingly and willfully misrepresented material facts for the purpose of making themselves eligible for GA, the Administrator shall notify that applicant in writing that they must reimburse the municipality for the assistance they were not entitled to receive and that they are ineligible for assistance for the longer of: (a) a period of 120 days; (b) until they reimburse the municipality for the assistance; or (c) until they enter a reasonable written agreement to reimburse the municipality. (22 M.R.S. § 4315).

For the purpose of this section, a material misrepresentation is a false statement about eligibility factors in the absence of which some or all of the assistance would not be or would not have been granted.

The notification of ineligibility issued by the Administrator shall inform the applicant of their right to appeal the Administrator's decision to the fair hearing authority (FHA) within 5 working days of receipt. The period of ineligibility shall commence on the day following the end of the period covered by the grant of assistance fraudulently received or upon the date of notification of ineligibility, whichever is later.

Right to a Fair Hearing. Any applicant who is denied assistance for making a false representation will be afforded the opportunity to appeal the decision to the fair hearing authority (FHA) in accordance with Article VII of this Ordinance. No recipient shall have their assistance reduced or revoked during the period of eligibility before being notified and given the opportunity to appeal the decision. Any person who is dissatisfied with the decision of the FHA may appeal that decision to the Superior

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Court pursuant to Rule 80-B of the Maine Rules of Civil Procedure. (22 M.R.S. § 4309(3)).

Reimbursement. If a recipient does not appeal the decision or if the FHA determines that a recipient made a false representation, the recipient will be required to reimburse the municipality for any assistance received to which they were not entitled. The recipient may enter a reasonable written agreement to reimburse the municipality over a period of time.

Dependents. In no event will the ineligibility of a person under this section serve to disqualify any eligible dependent in that household. (22 M.R.S. § 4309(3)). In the event one or more members of a household are disqualified and assistance is requested for the remaining dependents, the eligibility of those dependents will be calculated by dividing the maximum level of assistance available to the entire household by the total number of household members.

Section 6.5—Period of Eligibility

The Administrator will grant assistance to all eligible persons for a period that is sufficient to meet their need but in no event may a grant of assistance cover a period in excess of one month. (22 M.R.S. § 4309). Upon receiving a completed and signed application the Administrator will determine the applicant's eligibility on the basis of a 30-day prospective analysis.

When an applicant submits an incomplete or unsigned application, due to the 24-hour decision requirement placed on the GA Administrator, the GA Administrator shall render a notice of "ineligibility" and advise the applicant that they have a right to reapply as soon as they have the necessary information and/or as soon as is practicable for the applicant.

Although eligibility is determined on a 30-day basis, for reasons of administrative efficiency, the Administrator may elect to disburse an applicant's assistance for shorter periods of time, such as weekly, throughout the 30-day period of eligibility. When the Administrator elects to disburse GA for a period of time less than 30 days, subsequent grants of assistance during that 30-day period may be issued pursuant

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to the initial determination of need unless the applicant's financial situation changes substantially enough to warrant a redetermination of eligibility.

Section 6.6—Determination of Need

The period of time used to calculate need will be the next 30-day period from the date of application. (22 M.R.S. § 4301(7)). The Administrator will calculate applicants' expenses according to the actual expense of the basic necessity or the maximum levels for the specific necessities allowed in Ordinance § 6.8, whichever is less. The sum of these expenses, as calculated for a prospective 30-day period, is the applicant's 30-day need. Applicants will not be considered eligible if their income and other resources exceed this calculation except in an emergency. (22 M.R.S. § 4308(2)) (*see Ordinance § 4.9*).

Applicants will also not be considered in need of GA if their income, property, credit, assets or other resources available to provide basic necessities for their household are greater than the applicable overall maximum level of assistance set forth in the beginning of Ordinance § 6.8. (22 M.R.S. §§ 4301(10), 4305(3-B)). The difference between the applicant's income and the overall maximum levels of assistance established by this Ordinance is the applicant's deficit.

Once an applicant's deficit has been determined, the specific maximum levels of assistance for each basic necessity shall guide Administrator's distribution of assistance for which the applicant is eligible. (*See Ordinance Appendices A-H*). The specific maximum levels of assistance for each basic necessity are intended to be reasonable and sufficient to help recipients maintain a standard of health and decency. (22 M.R.S. § 4305(3-A)).

Income for Basic Necessities. Applicants are required to use their income for basic necessities. Except for initial applicants, no *applicant* is eligible to receive assistance to replace income that was spent within the 30-day period prior to an application for assistance on goods and services that are not basic necessities. All income spent on goods and services that are not basic necessities will be considered available to the applicant and combined with the applicant's prospective 30-day income for the purposes of computing eligibility. (22 M.R.S. § 4315-A). Applicants who have

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sufficient income to provide their basic necessities but who use that income to purchase goods or services which are not basic necessities will not be considered eligible for assistance. Persons who exhaust their income on basic necessities and who still need assistance with other basic necessities will be eligible, provided that their income does not exceed the overall maximum level of assistance.

Use-of-Income Requirements. The Administrator may require that anyone applying for GA provide documentation of their use of income. This documentation can take the form of cancelled checks and/or receipts which demonstrate that the applicant has exhausted all household income received over the last 30-day period. Except as is deemed appropriate by the Administrator for “unforeseen” repeat applicants (*See Ordinance § 6.3*); repeat applicants may be required to verify that expenditure of income was for basic necessities. Income expended that cannot be verified will generally be considered available and in such case will be added to the 30-day prospective income.

Allowable expenditures include reasonable shelter costs (rent/mortgage); the cost of heating fuel, electricity, and food up to the ordinance maximums; telephone costs at the base rate if the household needs a telephone for medical reasons, the cost of non-elective medical services as recommended by a physician which are not otherwise covered by medical entitlement, Hospital Free Care or insurance; the reasonable cost of essential clothing and non-prescription drugs, and the costs of any other commodity or service determined essential by the Administrator.

Items not considered to be basic necessities and thus will not be allowed in the budget computation include:

- Internet services
- Cable or satellite television
- Cellular phones, except when deemed essential by the overseer for medical or work related purposes
- Cigarettes/alcohol
- Gifts purchased
- Pet care costs
- Costs of trips or vacations
- Paid court fines
- Repayments of unsecured loans
- Legal fees
- Late fees

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- Credit card debt

The municipality reserves the right to apply specific use-of-income requirements to any applicant, other than an initial applicant, who fails to use their income for basic necessities or fails to reasonably document their of income. (22 M.R.S. § 4315-A). Those additional requirements will be applied in the following manner:

- 1) The Administrator may require the applicant to use some or all of their income, at the time it becomes available, toward specific basic necessities. The Administrator may prioritize such required expenditures so that most or all of the applicant's income is applied to housing (i.e., rent/mortgage), energy (i.e., heating fuel, electricity), or other specified basic necessities;
- 2) The Administrator will notify applicants in writing of the specific use-of-income requirements placed on them;
- 3) If upon subsequent application it cannot be determined how the applicant's income was spent, or it is determined that some or all of the applicant's income was not spent as directed and was also not spent on basic necessities, the applicant will not be eligible to receive either regular or emergency [general assistanceGA](#) to replace that income; and
- 4) If the applicant does not spend their income as directed but can show with verifiable documentation that all income was spent on basic necessities up to allowed amounts, the applicant will remain eligible to the extent of the applicant's eligibility and need.

Calculation of Income and Expenses. When determining eligibility, the Administrator will subtract the applicant's net income from the overall maximum level of assistance found at the beginning of Ordinance § 6.8. If income is greater than the overall maximum level of assistance, the applicant will not be eligible except in an emergency (*see Ordinance § 4.9*). If income is less than the overall maximum level of assistance, the applicant has a deficit.

The municipality will provide assistance in an amount up to the deficit to the extent the applicant also has an unmet need and is in need of basic necessities. The municipality will not grant assistance in excess of the maximum amounts allowed in Ordinance § 6.8 for specific basic necessities except in an emergency or when the

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Administrator elects to consolidate the applicant's deficit, as provided immediately below.

Consolidation of Deficit. As a general rule, and to the extent of their deficit, applicants will be eligible for assistance for any basic necessity up to, but not exceeding, the maximum amount allowed for that necessity in this ordinance or the actual 30-day cost of the necessity, whichever is less. Under certain circumstances, however, and in accordance with the following conditions, the Administrator may consolidate the applicant's deficit and apply it toward a basic necessity in an amount greater than the ordinance maximum for that necessity.

- 1) The practice of consolidating the deficit and applying it toward a basic necessity in amounts greater than the ordinance maximum shall be the exception rather than the rule;
- 2) The total GA grant cannot exceed the total deficit unless the applicant is in an emergency situation; and
- 3) The need for the application of the recipient's consolidated deficit toward a basic necessity was not created by the recipient misspending their income or resources in violation of the use-of-income requirements of this ordinance.

Section 6.7—Income

Income Standards. Applicants whose income exceeds the overall maximum level of assistance provided in Ordinance § 6.8 shall not be eligible for GA except in an emergency. Each time an applicant applies, the Administrator will conduct an individual factual inquiry into the applicant's income and expenses.

Calculation of Income. To determine whether applicants are in need, the Administrator will calculate the income they will receive during the next 30-day period commencing on the date of application and identify any assets or resources that would alleviate their need. For all applicants other than initial applicants, the Administrator will also consider as available income any income that was not spent during the previous 30-day period on basic necessities as well as any income that was spent on basic necessities in unreasonable excess of the ordinance maximums for specific basic necessities. If a household's income exceeds the amount of the

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household's need for basic necessities, up to the maximum levels contained in Ordinance § 6.8, applicants will not be considered in need.

Exceptions will be made in emergency situations, which may necessitate that the maximum levels be exceeded. (22 M.R.S. § 4308) (*see Ordinance § 4.9*). To calculate weekly income and expenses, the Administrator will use actual income received or actual anticipated income.

Types of Income. Income that will be considered in determining an applicant's need includes:

- a) **Earned Income.** Income in cash or in kind earned by the applicant through wages, salary, commissions, or profit, whether self-employed or as an employee, is considered earned income. If a person is self-employed, total income will be computed by subtracting reasonable and actual business expenses from gross income. When income consists of wages, the amount computed will be the income available after taxes, social security and other payroll deductions required by state, federal, and local law. Rental income and profit from produce that is sold is considered earned income. Income that is held in trust and unavailable to the applicant or the applicant's dependents will not be considered as earned income.

Note: Actual work-related expenses such as union dues, transportation to and from work, special equipment or work clothes, and childcare costs will be deducted from an applicant's income. (22 M.R.S. § 4301(7)).

- b) **Income from Other Assistance or Social Services Programs.** State/federal categorical assistance benefits, SSI payments, Social Security payments, VA benefits, unemployment insurance benefits, and payments from other government sources will be considered as income, unless expressly prohibited by federal law or regulation. Federal law prohibits Food Stamps and Fuel Assistance payments made by the Home Energy Assistance Program (HEAP and EPIC) from being considered income. The value of the food stamps or fuel assistance will not be used to reduce the amount of GA the applicant is eligible to receive. Although applicants may have only a limited or reduced need for GA for heating fuel or electricity if a recently received

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HEAP/ECIP benefit has sufficiently credited their account or otherwise prevented the fuel-related costs for the prospective 30-day period.

The Administrator's obligation is to always compute the heating needs of an applicant who has received HEAP or ECIP as if that applicant paid for their total fuel costs. Accordingly, in such cases, the Administrator will budget for the household's heating energy needs according to actual usage, up to the ordinance maximums, but the Administrator may, with written notice to the applicant, hold in reserve the heating energy portion of the applicant's deficit until such a time during the period of eligibility that the applicant has a demonstrable need for the disbursement of heating energy assistance; that is, the applicant's fuel tank can accept a minimum fuel delivery or the applicant no longer has a positive credit balance with their utility company. The municipality is not obligated to divert any recipient's heating energy allowance toward non-heating purposes solely on the basis of the recipient's receipt of HEAP/ECIP.

Other programs whose income cannot be counted for purposes of GA eligibility include:

- Family Development Accounts (22 M.R.S. § 3762)
- Americorp VISTA program benefits (42 U.S.C. § 5044(f))
- Property tax rebates issued under the Maine Property Tax Fairness Credit program, only so long as the money is spent on basic necessities. (22 M.R.S. § 4301(7))

c) Court-Ordered Support Payments. Alimony and child support payments will be considered income only if actually received by the applicant. The Administrator will refer cases in which support payments were not actually received to the Maine DHHS Child Support Enforcement Unit. In order to be eligible for future GA benefits, applicants referred to DHHS for support enforcement assistance shall be required to follow-through with such services. Because child support payments are considered a resource, applicants must make a good faith effort to secure such payments.

d) Income from Other Sources. Payments from pensions and trust funds will be considered income. Payments from boarders or lodgers will be considered

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income as will cash or in-kind contributions provided to the household from any other source, including relatives. (22 M.R.S. § 4301(7)).

- e) **Earnings of a Son or Daughter.** Earned income received by sons and daughters below the age of 18 who are full-time students and who are not working full-time will not be considered income. The unearned income of a minor in the household will be considered available to the household.
- f) **Income from Household Members.** Income from household members will be considered available to the applicant, whether or not the household member is legally obligated for the support of the applicant, if the household members pool or share their income and expenses as a family or intermingle their funds so as to provide support to one another.
- g) **The Pooling or Non-Pooling of Income.** When two or more individuals share the same dwelling unit but not all members of the household are applying for GA, the Administrator shall make a finding under a rebuttable presumption that the entire household is pooling income. (22 M.R.S. § 4301(12-A)).

One or more applicants for assistance can successfully rebut the presumption that all household income is being pooled by providing the Administrator with verifiable documentation affirmatively demonstrating a pattern of non-pooling during the duration of the shared living arrangement. Such documentation would include evidence of the entire household's expenses, bank statements, cancelled checks, receipts, landlord statements or other vendor accounts clearly supporting a claim that the applicant has been and is presently solely and entirely responsible for their pro-rata share of household costs.

If the applicant is unable to successfully rebut the municipality's presumption that all household income is being pooled, eligibility of the entire household will be determined based on total household income. If the applicant successfully rebuts the municipality's presumption that all household income is being pooled, the applicant's eligibility will be determined on the basis of their income and their pro-rata share of actual household expenses.

- h) **Lump Sum Income.** A lump sum payment received by any GA applicant or recipient prior or subsequent to the date of application for GA will be considered as income available to the household. However, verified required

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payments (i.e., any third-party payment which is required as a condition of receiving the lump sum payment, or any payments of bills earmarked for the purpose for which the lump sum payment was made) and any amount of the lump sum payment which the applicant can document was spent on basic necessities, as described below, will not be considered available income.

Where a household receives a lump sum payment at any time prior or subsequent to the date of application for GA, the Administrator will assess the need for prorating an applicant's eligibility for GA according to the following criteria. (22 M.R.S. § 4301(7), (8-A)):

- 1) identify the date the lump sum payment was received;
- 2) subtract from the lump sum payment all required payments;
- 3) subtract from the lump sum any amount the applicant can demonstrate was spent on basic necessities, including all basic necessities as defined by the GA program such as: reasonable payment of funeral or burial expenses for a family member; any reasonable travel costs related to the illness or death of a family member; repair or replacement of essentials lost due to fire, flood or other natural disaster; repair or purchase of a motor vehicle essential for employment, education, training or other day-to-day living necessities. Repayments of loans or credit, the proceeds of which can be verified as having been spent on basic necessities; and payment of bills earmarked for the purpose for which the lump sum is paid must also be subtracted. (22 M.R.S. § 4301(7), (8-A));
- 4) add to the remainder all income received by the household between the date of receipt of the lump sum payment and the date of application for GA; and
- 5) divide the sum created in subsection (4) by the verified actual monthly amounts for all of the household's basic necessities. 22 M.R.S. § 4305(3-B).

This dividend represents the period of proration determined by the Administrator to commence on the date of receipt of the lump sum payment. The prorated sum for each month must be considered available to the household for 12 months from the date of application or during the period of proration, whichever is less.

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The household of an initial applicant that is otherwise eligible for emergency assistance may not be denied emergency assistance to meet an immediate need solely on the basis of the proration of a lump sum payment. (22 M.R.S. § 4308).

Section 6.8—Basic Necessities; Maximum Levels of Assistance

Overall Maximum Levels of Assistance. Notwithstanding any of the maximum levels of assistance for specific basic necessities listed in Ordinance Appendices B-H, an applicant's eligibility for GA will be first determined by subtracting their income from the overall maximum level of assistance designated in Appendix A for the applicable household size. (22 M.R.S. § 4305 (3-B)). The difference yielded by this calculation shall be the applicant's deficit.

Applicants will be eligible for GA up to the calculated deficit to the extent the applicant is unable to otherwise provide the basic necessities essential to maintain themselves or their families. Applicants with no deficit shall be found ineligible for GA unless they are in an emergency, in which case eligibility for emergency GA will be determined according to Ordinance § 4.9.

Maximum Levels of Assistance for Specific Basic Necessities. The municipality will grant assistance to eligible applicants for basic necessities according to the maximum levels for specific types of assistance set forth below. The Administrator, in consultation with the applicant, may apply the amount of the applicant's deficit toward assistance with any one or combination of necessities not to exceed the total deficit. These maximum levels will be strictly adhered to unless the Administrator determines that there are exceptional circumstances and an emergency is shown to exist, in which case these absolute levels will be waived in order to meet immediate needs.

~~**Note.** The municipality cannot exceed maximum levels of assistance for an applicant household for more than 30 days in a 12-month period when assistance is granted for housing in a hotel, motel, inn or other lodging place.~~

In all cases either the actual expenses the applicant incurs for basic necessities or the maximum amount allowed in each category, whichever is less, will be used in determining need.

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In roommate situations, the applicant's need for common living expenses for rent, fuel, electricity, etc., will be presumed to be reduced by an amount equal to the other household members' proportionate fair share of the common living expenses. No applicant will be allowed to claim a need for any expense which has been or will be paid by another person. In addition, as a general rule the municipality will not provide a benefit toward a basic need by paying a bill that is issued to a person not living with the applicant's household or that has otherwise been incurred by a person who has not been found eligible to receive assistance.

Temporary exceptions to this general rule may be made by the Administrator in the following circumstances: (1) a recent, unplanned separation has occurred in the household resulting in the sustained or permanent absence of a former household member in whose name the bill was customarily issued; (2) the applicant and members of the applicant's household were or will be the sole recipients of the commodities or services covered by any bill to be paid or partially paid with GA; and (3) the applicant will make a good faith effort to direct the vendor to issue future bills in the name of the applicant or other responsible person residing in the household.

- (A) **Food.** The Administrator will provide food assistance to eligible persons up to the allowed maximum amounts designated by the U.S.D.A. Thrifty Food Plan for the appropriate household size.

For this purpose, the municipality hereby incorporates by reference the U.S.D.A. Thrifty Food Plan, as distributed by the Maine DHHS on or about October of each year. See Ordinance Appendix B for the current year's food maximums.

In determining need for food, the Administrator will not consider the value of the food stamps an applicant receives as income. (22 M.R.S. § 4301.7(A); 7 U.S.C. § 2017(b)). The municipality will authorize vouchers to be used solely for approved food products.

The Administrator will exceed the maximums when necessary for households having members with special dietary needs. The Administrator may require a doctor's statement verifying there is a special dietary need requiring an expenditure for food that is greater than the ordinance maximums.

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- (B) **Housing.** The Administrator will provide assistance with rent or mortgage payments that are reasonable and/or within the allowed maximum levels. See Ordinance Appendix C for the current year's housing maximums. It is the applicant's responsibility to find suitable housing, although the Administrator may help the applicant find housing when appropriate. The Administrator will inform the applicant of the allowed housing maximums to assist the applicant in their search for housing. The allowed maximum for any applicant will be the categorical housing maximum representing the minimum dwelling unit space necessary to adequately shelter the applicant household. Applicants requesting assistance for housing that contains more bedrooms than are necessary for the number of household members will be provided assistance according to the maximum level for the number of rooms actually needed.

Temporary Lodging. The municipality cannot exceed maximum levels of assistance for an applicant household for more than 30 days in a 12-month period when assistance is granted for housing in a hotel, motel, inn or other lodging place as defined in 22 M.R.S. § 2491(7-F).

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Large Recovery Residences. The maximum amount of housing assistance provided to or on behalf of a person residing in a recovery residence, as described in 22 M.R.S. § 4309(6), with occupancy of 26 or more beds, is equal to 70% of the maximum levels of housing assistance available for a person residing in a recovery residence with occupancy of 25 or fewer beds. (22 M.R.S. § 4305(3-E)).

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Rental Payments to Relatives. The municipality may elect to not issue any rental payment to an applicant's relatives unless the rental relationship has existed for at least three months and the applicant's relative(s) rely on the rental payment for their basic needs. For the purpose of this section, a "relative" is defined as the applicant's parents, grandparents, children, grandchildren, siblings, parent's siblings, or any of those relative's children. (22 M.R.S. § 4319(2)).

Rental Payments to Non-Relatives. When applicants are living in private homes with the owner or sharing dwelling units with people who are not pooling income or who are not legally liable relatives, the amount allowed as the applicant's

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shelter expense will be the applicant's pro rata share of the actual, total shelter cost, up to the ordinance maximum. (22 M.R.S. § 4301(6)).

Any housing assistance issued to a recipient in such a circumstance will be issued, whenever reasonably possible, to the landlord or property owner with the most superior interest in the property; i.e., to a landlord before a tenant, or to a mortgagee before a mortgagor.

When the municipality issues in aggregate more than \$600 in rental payments to any landlord in any calendar year, a 1099 form declaring the total amount of rental payments issued during the calendar year will be forwarded to the Internal Revenue Service (IRS) pursuant to IRS regulation (see § 6041(a) of Internal Revenue Code).

Any landlord wishing to regularly receive rental payments from the municipality on behalf of applicants renting rooms from the landlord's own residence must, at a minimum, make a good faith effort to obtain a lodging license from the DHHS Division of Health Engineering, pursuant to 10-144A CMR, Chapter 201, as a condition of that landlord receiving future GA payments on behalf of their tenants.

Mortgage Payments. In the case of a request for assistance with a mortgage payment, the Administrator will make an individual factual determination of whether the applicant has an immediate need for such aid. In making this determination, the Administrator will consider the extent and liquidity of the applicant's proprietary interest in the housing. Factors to consider in making this determination include:

- (1) the marketability of the shelter's equity;
- (2) the amount of equity;
- (3) the availability of the equity interest in the shelter to provide the applicant an opportunity to secure a short-term loan in order to meet immediate needs;
- (4) the extent to which liquidation may aid the applicant's financial rehabilitation;
- (5) a comparison between the amount of mortgage obligations and the anticipated rental charges the applicant would be responsible for if they were to be dislocated to rental housing;

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- (6) the imminence of the applicant's dislocation from owned housing because of their inability to meet the mortgage payments;
- (7) the likelihood that the provision of housing assistance will prevent such dislocation; and
- (8) the applicant's age, health, and social situation.

These factors shall be considered when determining whether the equity in the shelter is an available asset which may be substituted for the assistance the municipality would otherwise be required to provide.

The Administrator shall consider issuing a benefit in response to the applicant's request for mortgage assistance to the extent the applicant is otherwise eligible for GA if after review of the criteria above, the Administrator determines that:

- (1) the monthly mortgage obligation is in accordance with the maximum levels of assistance available for housing appropriate to the applicant's household size;
- (2) there is no capacity in the accumulated equity in the property, when considered in the context of the applicant's borrowing capacity with the mortgagee or the general lending community, to suspend the mortgage obligation temporarily or re-amortize the mortgage in such a way as to suspend or reduce the mortgage obligation; and
- (3) the failure to provide a mortgage payment in a timely manner could jeopardize the applicant's continued right of possession of the property.

If a mortgage payment is necessary, the Administrator will pay the actual amount due, up to the amount allowed according to the maximum levels listed below. After an initial application, assistance with such payments will be given only after the applicant has made all reasonable efforts to borrow against the equity of their home. If there is not sufficient equity in the home with which to secure a loan, and if the monthly mortgage payments are not realistically in line with the rental rates for similar housing in the area that could meet the applicant's needs, the Administrator will inform the applicant that they are responsible for finding alternative housing within their ability to pay and will be obligated to make all reasonable efforts to secure such housing.

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Liens. The municipality may place a lien on the property in order to recover its costs of granting assistance with mortgage payments. In addition, a municipality may claim a lien against the owner of real estate for the amount of money spent by it to make capital improvements to the real estate. (22 M.R.S. § 4320). No lien may be enforced against a recipient except upon their death or the transfer of the property. Further, no lien may be enforced against a person who is currently receiving any form of public assistance, or who would again become eligible for GA if the lien were enforced.

If the municipality determines that it is appropriate to place a lien on a person's property to recover its costs of providing GA for a mortgage payment or capital improvement it must file a notice of the lien with the county registry of deeds where the property is located within 30 days of making the mortgage payment. That filing shall secure the municipality's or the state's interest in an amount equal to the sum of that mortgage or capital improvement payment and all subsequent mortgage or capital improvement payments made on behalf of the same eligible person, plus interest and costs.

Not less than 10 days prior to filing the lien in the registry, the municipal officers must send notice to the owner of the real estate, the GA recipient, and any record holder of the mortgage by certified mail, return receipt requested, that a lien on the property is going to be filed with the registry. This notice must clearly inform the recipient of the limitations upon enforcement plus the name, title, address and telephone number of the person who granted the assistance. The municipal officers must also give written notice to the recipient each time the amount secured by the lien is increased because of an additional mortgage payment. This notice must include the same information that appeared on the original intent-to-file notice sent to the recipient.

The municipality may charge interest on the amount of money secured by the lien. The municipal officers will establish the interest rate not to exceed the maximum rate of interest allowed by the State Treasurer to be charged against delinquent taxes. The interest will accrue from the date the lien is filed.

Property Taxes. In the event an applicant requests assistance with their property taxes, the Administrator will inform the applicant that there are two procedures on

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the local level to request that relief: the poverty abatement process (36 M.R.S. § 841(2)) and GA. If the applicant chooses to seek property tax assistance through GA, or if the applicant is denied a poverty tax abatement, the Administrator may consider using GA to meet this need only if:

- a) the property tax in question is for the applicant's place of residence;
- b) there is a tax lien on the property which is due to mature within 60 days of the date of application;
- c) as a matter of municipal policy or practice, or on the basis of information obtained from the applicant's mortgagee, if any, it is reasonably certain that a tax lien foreclosure will result in subsequent eviction from the residential property; and
- d) the applicant, with sufficient notice, applies for property tax relief through the Maine Property Tax Fairness Credit program, when available.

Housing Maximums. The maximum levels of housing assistance contained in this ordinance have been derived either from a locally accomplished fair market rental survey or the fair market rental values developed by the U.S. Department of Housing and Urban Development (HUD). If the maximum levels of housing are derived from the HUD values made effective as of every October 1, and adjusted to disregard the current and averaged utility allowances as developed by the Maine State Housing Authority, those levels are hereby incorporated by reference. See Ordinance Appendix C for the current year's housing maximums.

If and when the maximum levels of housing assistance in this Ordinance are derived from a locally developed fair market rental survey, a record of that survey will be submitted to the DHHS, General Assistance Unit, and the maximum levels of housing assistance will be incorporated into this Ordinance pursuant to the ordinance adoption and amendment procedures found at 22 M.R.S. § 4305.

Note. The maximum amount of housing assistance provided to or on behalf of a person residing in a recovery residence, as described in 22 M.R.S. § 4309(6), with occupancy of 26 or more beds, is equal to 70% of the maximum levels of housing assistance available for a person residing in a recovery residence with occupancy of 25 or fewer beds. (22 M.R.S. § 4305(3-E)).

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- (C) **Utilities.** Expenses for lights, cooking, and hot water will be budgeted separately if they are not included in the rent. Applicants are responsible for making arrangements with the utility company regarding service, including entering into a special payment arrangement if necessary.

Assistance will be granted to eligible applicants on the basis of their most recent bill. The municipality is not obligated to pay back bills or utility security deposits. Exceptions may be made in emergency situations pursuant to section 4.9.

Disconnection of utility service will not be considered an emergency in all cases. The Administrator will make an individual, factual analysis to determine if the termination of utility service constitutes an emergency. The Administrator will consider the household composition, the time of year, the age and health of the household members, and other appropriate factors in reaching a decision. Applicants who had sufficient income, money, assets or other resources to pay their utility bill when it was received, but who spent all or part of their income on items which were not basic necessities, will not be eligible to receive GA to replace those funds.

Applicants have the burden of providing evidence of their income and use of income for the applicable time period (22 M.R.S. § 4308(2)) (*see Ordinance § § 4.9; 6.3*). The Administrator will notify applicants in writing that they must give the Administrator prompt notice if their utility service is to be terminated or if their fuel supply is low. It is the applicant's responsibility to attempt to make arrangements with the utility company to maintain their service and to notify the Administrator if assistance is needed with a utility bill prior to service being terminated.

Electricity Maximums for Households Without Electric Hot Water. See Ordinance Appendix D for the current year's electricity maximums.

Electricity Maximums for Households that Use Electrically Heated Hot Water. See Ordinance Appendix D for the current year's electricity maximums.

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Non-Electric Utilities. The allowed amount for water and sewer utility service will be budgeted at a 30-day reasonable usage rate.

- (D) **Fuel.** Expenses for home heating will be budgeted according to the actual need for fuel during the heating season (September through May) provided such expenses are reasonable, and at other times during the year when the Administrator determines the request for fuel assistance is reasonable and appropriate.

Assistance will be granted to eligible applicants on the basis of their most recent bill. The municipality is not responsible for back bills except in an emergency as provided in Ordinance § 4.9. Applicants are responsible for monitoring their fuel supply and requesting assistance prior to depleting their fuel supply. When applicants who have been informed of this responsibility run out of fuel nonetheless, and can show no just cause for failing to give the Administrator timely notice of their need for fuel, the Administrator shall find that the emergency was not beyond the applicants' control, and process the emergency request accordingly, pursuant to Ordinance § 4.9. See Ordinance Appendix E for the current year's fuel maximums.

- (E) **Personal Care and Household Supplies.** Expenses for ordinary personal and household supplies will be budgeted and allowed according to the applicant's actual need for these items. Personal and household supplies include: hand soap, toothpaste, shampoo, shaving cream, deodorant, dish detergent, laundry supplies and costs, household cleaning supplies, razors, paper products such as toilet paper, tissues, paper towels, garbage/trash bags light bulbs and supplies for children under 5 years of age. See Ordinance Appendix F for the current year's personal care and household supplies maximums.
- (F) **Other Basic Necessities.** Expenses falling under this section will be granted when they are deemed essential to an applicant's or recipient's health and safety by the Administrator and, in some cases, upon verification by a physician. Assistance will be granted only when these necessities cannot be obtained through the utilization of available resources.

ARTICLE VI – Determination of Eligibility

- 1) **Clothing.** The municipality may assist a household with the purchase of adequate clothing. Before assistance will be granted for clothing, the ~~general assistance~~GA Administrator must be satisfied that the applicant has utilized all available resources to secure the necessary clothing. In some circumstances, clothing will be a postponable item. Exceptions to this would be, for example, if fire, flood or unusually cold weather makes extra clothing an immediate necessity, special clothing is necessary for the applicant's employment, or a household member is without adequate clothing.
- 2) **Medical.** The municipality will pay for essential medical expenses, other than hospital bills (*see below*), provided that the municipality is notified and approves the expenses and services prior to their being made or delivered. Medical expenses include prescriptions, devices, treatments, or services that are determined to be 'medically necessary' by a licensed physician. The municipality will grant assistance for medical services only when assistance cannot be obtained from any other source and the applicant would not be able to receive necessary medical care without the municipality's assistance. The applicant is required to utilize any resource, including any federal or state program, that will diminish their need to seek ~~general assistance~~GA for medical expenses. The municipality will grant assistance for non-emergency medical services only if a physician verifies that the services are essential. Provided there is no cost to the applicant, the Administrator may require a second medical opinion from a physician designated by the municipality to verify the necessity of the services.

Generally, the municipality will issue GA at the established Medicaid rates for all medical services, prescriptions, or other medical commodities. Before authorizing GA for any medical expenses, the Administrator will inform the pharmacy or medical service provider of the municipality's intention to pay for the medical service at the Medicaid rate and ask to be billed accordingly.

Ordinary medical supplies/non-prescription drugs will be budgeted at the actual amount when the applicant can demonstrate a need for such items. Allowable supplies include bandages, aspirin, cough syrup, and other generic brand, non-prescription medicines. In addition, the basic monthly rate for telephone service will be budgeted when a telephone is essential to the

ARTICLE VI – Determination of Eligibility

health and safety of the household. In order for telephone service to be considered an allowable expense the applicant must provide a written statement from a physician certifying that the telephone is essential.

- 3) **Hospital Bills.** In the event of an emergency admission to the hospital, the hospital must notify the Administrator within 5 business days of the admission. Notification must be by telephone, confirmed by certified mail, or by certified mail only. If a hospital fails to give timely notice to the Administrator, the municipality will have no obligation to pay the bill.

Any person who cannot pay their hospital bill must apply to the hospital for consideration under the Hospital's Free Care Program as provided in Title 22 M.R.S. § 1716. Anyone who is not eligible for the hospital's free care program may apply for GA. Applicants must apply for assistance within 30 days of being discharged from the hospital and provide a notice from the hospital certifying that they are not eligible for the hospital's free care program.

Before the Administrator will consider whether to allow a hospital bill as a necessary expense, the applicant must enter into a reasonable payment arrangement with the hospital. The payment arrangement will be based upon the Medicaid rate. In determining an applicant's eligibility, the municipality will budget the monthly payment to the hospital the applicant has agreed to pay. The applicant's need for assistance with a hospital bill will be considered each time they apply by including the amount of the bill in the applicant's monthly budget, but the recipient will be responsible for making any necessary payments to the hospital pursuant to the use-of-income requirements found at Ordinance § 6.6.

- 4) **Dental.** The municipality will pay for medically necessary dental services only. As is the case with medical services generally, the municipality will issue GA for dental services at the established Medicaid rates for those services, and before authorizing the GA benefit for dental services, the Administrator will inform the dentist or dental surgeon of the municipality's intention to pay at the Medicaid rate. If full mouth extractions are necessary, the municipality will pay for dentures provided the applicant has no other resources to pay for

ARTICLE VI – Determination of Eligibility

the dentures. The applicant will be referred to a dental clinic in the area whenever possible. The Administrator will expect the applicant to bear a reasonable part of the cost for dental services, including extractions and dentures, taking into account the applicant's ability to pay.

- 5) **Eye Care.** In order to be eligible to receive GA for eyeglasses, an applicant must have their medical need certified by a person licensed to practice optometry. The Administrator will provide assistance for eyeglasses to eligible persons only after the applicant has exhausted all other available resources and generally only at the Medicaid rate.
- 6) **Telephone Charge.** A payment for basic telephone will only be allowed if a telephone is necessary for medical reasons as verified by a physician. At the discretion of the GA Administrator, minimum/basic telephone services may be allowed for households with children, for households where job search or work-related reasons exist and/or for any other reasons the Administrator deems necessary.
- 7) **Work-Related Expenses.** In determining need, reasonable and actual work-related expenses will be deducted from earned income. These expenses include childcare costs, work clothes, supplies and transportation at the actual costs not to exceed the ordinance maximum. See Ordinance Appendix G for the current maximum mileage allotment. The applicant is required to provide documentation substantiating the costs and that the expenses were necessary.
- 8) **Travel Expenses.** In determining need, necessary travel which is not work-related will be budgeted if the applicant can satisfy the Administrator that the prospective need for travel is necessary. For applicants in rural areas, weekly transportation to a supermarket will be considered, as will any medically necessary travel. See Ordinance Appendix G for the current rate at which such necessary travel will be budgeted. This rate shall be construed to subsidize all costs associated with automobile ownership and operation, including gas/oil, tires, maintenance, insurance, financing, licensing/registration, excise tax, etc.
- 9) **Burials, Cremations.** Under the circumstances and in accordance with the procedures and limitations described below (*see Ordinance § 6.9*), the

ARTICLE VI – Determination of Eligibility

municipality recognizes its responsibility to pay for the burial or cremation of eligible persons. See Ordinance Appendix H for the current maximums.

10) Capital Improvements. The costs associated with capital improvements/repairs (e.g., heating/water/septic system repair) will generally not be budgeted as a basic necessity. Exceptions can be made only when the capital improvement/repair has been pre-approved by the Administrator as a necessary expense and the monthly cost of the capital improvement/repair has been reduced as far as reasonably possible; for example, by means of the applicant entering into an installment payment arrangement with the contractor. The Administrator may grant GA for capital improvements when:

- 1) the failure to do so would place the applicant(s) in emergency circumstances;
- 2) there are no other resources available to effect the capital repair; and
- 3) there is no more cost-effective alternative available to the applicant or municipality to alleviate an emergency situation.

In some cases, the entire immediate cost of the capital improvement can be mitigated by the applicant entering into an installment payment arrangement with a contractor. The municipality reserves the right to place a lien on any property pursuant to 22 M.R.S. § 4320 when GA has been used to effect a capital improvement. The lien process shall be accomplished in the same manner as for mortgage payments, as described in subsection (B) “Liens”, above.

Section 6.9—Burials; Cremations

Funeral Director Must Give Timely Notice. In order for the municipality to be liable for a burial or cremation expense, the funeral director must notify the Administrator prior to the burial or cremation or by the end of three business days following the funeral director’s receipt of the body, whichever is earlier. (22 M.R.S. § 4313(2)). This contact by the funeral director shall begin the process of developing an application for burial/cremation assistance on behalf of the deceased. It is the funeral director’s responsibility to make a good-faith effort to determine if the family or any other persons are going to pay all or part of the burial expenses. If family members or others

ARTICLE VI – Determination of Eligibility

are unable to pay the expenses, and the funeral director wants the municipality to pay all or part of the expenses, the funeral director must make timely contact to the Administrator. In addition, the funeral director may refer legally liable relatives to the Administrator so that a timely determination of financial capacity may be accomplished.

Application for Assistance Shall be Calculated on Behalf of the Deceased. For the purposes of determining residency, calculating eligibility and issuing GA for burial or cremation purposes, an application for assistance shall be completed by the Administrator on behalf of the deceased.

With regard to residency, the municipality of responsibility for burial expenses shall be the municipality in which the eligible deceased person was a resident at the time of death as residency is determined under Ordinance § 4.10.

Although legally liable relatives may be asked to provide information regarding their income, assets, and basic living expenses, that information will not be construed as an application for GA in as much as living persons are not eligible for burial assistance. To clarify this point of law, although legally liable relatives have a financial responsibility to pay for the burial or cremation of their relatives, that financial responsibility only exists to the extent the legally liable relatives have a financial capacity to do so. Therefore, legally liable relatives who are themselves eligible for GA, have no legal obligation to pay for the burial or cremation of their relatives. For these reasons, all GA issued for burial or cremation purposes shall be issued on behalf of, and in the name of, the deceased.

The Financial Responsibility of Certain Family Members. Grandparents, parents, children and grandchildren of the deceased whether or not living in or owning property in Maine, and the spouse or registered domestic partner of the deceased, are financially responsible for the burial or cremation of the deceased to the extent those relatives, individually or as a group, have a financial capacity to pay for the burial or cremation either in lump sum or by means of a budgeted payment arrangement with the funeral home. Accordingly, at the request of the Administrator, all legally liable relatives must provide the Administrator with any reasonably requested information

ARTICLE VI – Determination of Eligibility

regarding their income, assets, and basic living expenses. The Administrator may also seek information from financial institutions holding assets of the deceased. Maine law requires a financial institution to disclose the amount deposited in the corporation or association when the municipality or its agents are acting in accordance with section 4313(2) and provide a written request and a notarized affidavit signed by the Administrator of the municipality or its agents stating that the named depositor is deceased.

Consideration of the Financial Responsibility of Family Members. Generally, when the Administrator can make a finding that one or more of the deceased's legally liable relatives have an obvious and demonstrable financial capacity to pay for the burial or cremation, by lump sum payment or by means of a reasonable payment arrangement, the municipality will not grant the requested burial or cremation assistance. When the Administrator is unable to make such a finding, the following proration of familial responsibility will be implemented.

Proration of Familial Responsibility. A proration of familial financial responsibility will be used when no legally liable relative possesses an obvious and demonstrable capacity to pay for the burial or cremation, but one or more of the financially liable relatives is found to have a financial capacity to make a partial financial contribution, or the Administrator is unable to determine the financial capacity of one or more of said relatives.

Under these circumstances, each legally liable relative is considered to be responsible for their pro rata share of the total municipal contribution that would exist if no legally liable relatives had a financial capacity to contribute. Furthermore, and as long as all other eligibility factors have been satisfied, the municipality will provide as a burial or cremation benefit the aggregate of all pro rata shares less the share of any legally liable relative who refuses to cooperate with the Administrator by providing information or documentation reasonably necessary to determine that relative's financial capacity, and less any share or part of a share attributable to a legally liable relative who can financially contribute or partially contribute toward the burial or cremation to the extent of that relative's share.

ARTICLE VI – Determination of Eligibility

Eight Days to Determine Eligibility. The Administrator may take up to 8 days from the date of an application for burial/cremation assistance to issue a written decision regarding the amount of the municipal contribution toward the burial or cremation. The 8-day eligibility determination period from the date of application shall be used as necessary to make third-party collateral contacts, verify the listing of legally liable family members and determine their respective financial capacities to contribute to the burial or cremation, contact the personal representative of the deceased's estate, if any, and other related administrative tasks. The Administrator shall not use this 8-day period allowed by law to unreasonably delay the municipality's decision.

The Municipal Obligation to Pay When Legally Liable Relatives or Others Can Contribute. The figures provided in this section are the maximum benefits provided by the municipality when no contributions toward the burial or cremation are available from any other source. To the extent any legally liable relatives of the deceased have a financial capacity to pay for the burial or cremation, that financial capacity shall be deducted from the maximum burial costs allowed by this section. In addition, any other benefits or resources that are available, such as Social Security burial benefits, veterans' burial benefits, or contributions from other persons, will be deducted from the maximum amount the municipality will pay, except there will be no deduction from the municipal benefit level with respect to any contribution provided for the purpose of publishing an obituary notice up to an aggregate contribution limit for this purpose of \$75 when a paid receipt demonstrating the purchase of an obituary notice is provided to the Administrator.

Burial Expenses. The Administrator will respect the wishes of family members concerning whether the deceased is interred by means of burial or cremated. See Ordinance [Appendix H](#) for the maximum levels of burial assistance.

Cremation Expenses. In the absence of any objection by any family members of the deceased, or when neither the Administrator nor the funeral director can locate any family members, the Administrator may issue GA for cremation services. See Ordinance [Appendix H](#) for the maximum assistance levels for cremations.

ARTICLE VI – Determination of Eligibility

Section 6.10—Notice of Decision

Written Decision. Each time a person applies, the Administrator will provide a written decision to the applicant after making a determination of eligibility. The decision will be given to the applicant within 24 hours after a completed and signed application is received (22 M.R.S. § 4305(3)) (*see Ordinance § 4.6*).

In order to comply with the statutory requirement to issue a decision within 24 hours, if an applicant submits an incomplete or unsigned application, the Administrator may decide to issue a notice of “ineligibility” and provide the applicant with another application to submit as soon as is practicable for the applicant.

The Administrator must explain the applicant’s right to a fair hearing in the Administrator’s written notice of decision.

Contents of Decision. After an application has been completed, applicants will be given written notice of any decision concerning their eligibility for assistance. In addition to the items listed in Ordinance § 4.6, the notice of decision will include a statement that:

- a) the applicant has the right to a fair hearing and how to request a fair hearing, and;
- b) the applicant has the right to contact the DHHS if they believe the municipality has violated the law. The decision will include contact information for the appropriate DHHS office.

Disbursement of ~~General Assistance~~GA. Except when the Administrator determines it is impractical, all GA will be provided as a voucher or purchase order payable to a vendor or through direct municipal payment to a provider of goods or services. GA will not be issued in the form of a cash payment to an applicant unless there is no alternative to the cash payment, in which case the Administrator shall document the circumstances requiring GA to be issued in the form of cash. (22 M.R.S. § 4305(6)).

ARTICLE VII – The Fair Hearing

ARTICLE VII – The Fair Hearing

Section 7.1—Right to a Fair Hearing

Within 5 working days of receipt of a written notice of denial, reduction or termination of assistance, or within 10 working days after any other act or failure to act, the applicant or their authorized representative has the right to request a fair hearing. (22 M.R.S. § 4322). The right to review a decision of the Administrator is a basic right of the applicant to a full evidentiary hearing and is not limited solely to a review of the decision.

Section 7.2—Method of Obtaining a Fair Hearing

Upon receiving notification of the decision of the Administrator, all claimants will be informed of how to request a fair hearing. All complaints that are not clear requests for a fair hearing will be answered by a personal interview or in writing by the Administrator. If the client is satisfied with the adjustment or explanation, the Administrator will make an entry in the case record and file any correspondence involved.

Written Request. To obtain a fair hearing, the claimant, or their authorized representative, must make a written request within 5 working days of receipt of the Administrator's decision to grant, deny, reduce or terminate assistance, or within 10 working days after any other act or failure to act. The Administrator will make a form available to request a fair hearing and will assist the claimant in completing it if necessary. On the printed form, the claimant will give the following information:

- a) the decision on which review is sought;
- b) the reason(s) the claimant is dissatisfied and why the claimant believes they are eligible to receive assistance; and
- c) the relief sought by the claimant.

The Administrator may not deny or dismiss a request for a hearing unless it has been withdrawn (in writing) by the claimant.

Scheduling the Fair Hearing. Upon receipt of the completed written request, the FHA must meet and hold the hearing within 5 working days. The Administrator will notify

ARTICLE VII – The Fair Hearing

the claimant in writing when and where the hearing will be held. (22 M.R.S. § 4322). In addition to the date, time and place of the hearing, the notice of fair hearing shall include, at a minimum, the claimant's rights to:

- a) be their own spokesperson at the fair hearing, or at the claimant's own expense be represented by legal counsel or another;
- b) confront and cross-examine any witnesses presented at the hearing; and
- c) present witnesses on their own behalf.

Arrangements for the date, time, and place of the hearing will take into consideration the convenience of the claimant and hearing authority. The claimant will be given timely notice to allow for preparation and will also be given adequate preliminary information about the hearing procedure to allow for effective preparation of their case.

Section 7.3—The Fair Hearing Authority

The municipal officers will appoint a fair hearing authority (FHA) that will determine, based on all the evidence presented at the fair hearing, whether the claimant(s) were eligible to receive assistance at the time they applied for GA. The FHA is charged with ensuring that GA is administered in accordance with state law and this ordinance.

The FHA may consist of the municipal officers, one or more persons appointed by the municipal officers to act as the FHA, or, if designated by ordinance, a municipal board of appeals created under 30-A M.R.S. § 2691. (22 M.R.S. § 4322). In determining the FHA, the municipal officers will ensure that all person(s) serving as FHA must:

- a) have not participated in the decision which is the subject of the appeal;
- b) be impartial;
- c) be sufficiently skilled in interviewing techniques to be able to obtain evidence and the facts necessary to make a fair determination; and
- d) be capable of evaluating all evidence fairly and realistically, explaining to the claimant the laws and regulations under which the Administrator operated, and conveying to the Administrator any evidence of unsound, unclear, or inadequate policies, practices or actions.

ARTICLE VII – The Fair Hearing

Section 7.4—Fair Hearing Procedure

At the time that written notice of the date, time, and place of the fair hearing is provided to a claimant, they will also be given adequate information about the hearing procedure to allow them to effectively prepare their case. The claimant shall be permitted to review their file before the hearing. At a minimum, the claimant will be provided with the following information regarding fair hearing procedures. All fair hearings will:

- a) be conducted in private, with only to the claimant, witnesses, the claimant's legal counsel, others whom the claimant wants present, and Administrator, the Administrator's agents, counsel and witnesses present;
- b) be opened with a presentation of the issue by the FHA;
- c) be conducted informally, without technical rules of evidence, but subject to the requirements of due process;
- d) allow the claimant and the Administrator the option to present their positions for themselves or with the aid of others, including legal counsel;
- e) give all participants an opportunity to present oral or written testimony or documentary evidence, offer rebuttal; question witnesses presented at the hearing; and examine all evidence presented at the hearing;
- f) result in a decision, based exclusively on evidence or testimony presented at the hearing; and
- g) be tape recorded, and result in a written decision that is given to the claimant and filed with evidence introduced at the hearing. The FHA will allow the claimant to establish all pertinent facts and circumstances, and to advance any arguments without undue interference. Information that the claimant does not have an opportunity to hear or see will not be used in the fair hearing decision or made part of the hearing record. Any material reviewed by the FHA must be made available to the claimant or their representative. The claimant will be responsible for preparing a written transcript if they wish to pursue court action.

The FHA shall admit all evidence if it is the kind of evidence upon which reasonable persons are accustomed to rely in the conduct of serious affairs. (22 M.R.S. § 4322).

ARTICLE VII – The Fair Hearing

Claimant's Failure to Appear. If the claimant fails to appear at the hearing, the FHA will send a written notice to the claimant indicating that the Administrator's decision remains unchanged because of the claimant failure to appear. The notice will state that the claimant has 5 working days from receipt of the notice to provide the Administrator with information demonstrating "just cause," for failure to appear.

"Just cause" for a claimant's failure to appear at a fair hearing, may include:

- a) a death or serious illness in the family;
- b) a personal illness which reasonably prevents the party from attending the hearing;
- c) an emergency or unforeseen event which reasonably prevents the party from attending the hearing;
- d) an obligation or responsibility which a reasonable person in the conduct of their affairs could reasonably conclude takes precedence over the attendance at the hearing; or
- e) lack of receipt of adequate or timely notice; excusable neglect, excusable inadvertence, or excusable mistake.

If the claimant (or his/her attorney) establishes that just cause existed, the request for the hearing will be reinstated and a hearing rescheduled.

If a claimant who is represented by legal counsel fails to appear at a fair hearing, legal counsel shall not testify in place of the claimant on matters of 'fact' but may cross examine witnesses and make 'legal' arguments on behalf of the claimant.

Section 7.5—The Fair Hearing Decision

The FHA's decision will be binding on the Administrator, and will be communicated in writing to the claimant within 5 working days after completion of the hearing. Written notice of the decision will contain:

- a) a statement of the issue;
- b) relevant facts brought out at the hearing;
- c) pertinent provisions in the law or GA ordinance related to the decision; and

ARTICLE VII – The Fair Hearing

d) the FHA's decision and the reasons for it.

A copy of the decision will be given to the claimant. The hearing record and the case record will be maintained by the Administrator.

The written decision will state that if the claimant is dissatisfied with the fair hearing decision, they may appeal pursuant to Maine Rule of Civil Procedure, Rule 80B. To take advantage of this right, the claimant must file a petition for review with the Superior Court within 30 days of receipt of the fair hearing decision.

When the decision by the FHA or court authorizes assistance to the claimant, the assistance will be provided within 24 hours.

ARTICLE VIII – Recovery of Expenses

ARTICLE VIII – Recovery of Expenses

Recipients. The municipality may recover the full amount of assistance granted to a person from either the recipient or from any person liable for the recipient, or their executors or administrators in a civil action. However, prior to recovering assistance granted, the municipality shall “offset” the value of any workfare performed by a GA recipient against the repayment obligation, at a rate not less than minimum wage.

Before filing a court action to seek repayment of GA benefits previously provided to a recipient, the municipality will seek voluntary repayment after written notice and discussion with the recipient. However, the municipality will not attempt to recover such amounts if, as a result of the repayment, the recipient would again become eligible for GA. (22 M.R.S. § 4318).

Recipients Anticipating Workers’ Compensation Benefits. The municipality shall claim a lien on any lump sum payment under the Workers’ Compensation Act or similar law of any other state, which lien shall equal the value of all GA payments made to a recipient of any such lump sum payment. (22 M.R.S. § 4318, 39-A M.R.S. § 106). After issuing any GA on behalf of a recipient who has applied for or is receiving Workers’ Compensation, the municipality shall file a notice of the municipal lien with the GA recipient and the Maine Office of Secretary of State, Uniform Commercial Code division.

The notice of lien shall be filed on a UCC-1 form which must be signed by the GA recipient who has applied for or is receiving Workers’ Compensation. Any GA applicant who has applied for or who is receiving Workers’ Compensation benefits and who refuses to sign a properly prepared UCC-1 form will be found ineligible to receive GA until they provide the required signature. The municipality shall also send a photocopy of that filing to the recipient’s Worker’s Compensation attorney, if known, the applicant’s employer or the employer’s insurance company, and, at the Administrator’s discretion, to the Workers’ Compensation Board. The lien shall be enforced at the time any lump sum Workers’ Compensation benefit is issued.

Recipients of SSI. All applicants who receive GA while receipt of their Supplemental Security Income (SSI) assistance is pending or suspended (and which therefore may

ARTICLE VIII – Recovery of Expenses

be retroactively issued to the applicant at a later date), will be required to sign a statement on an Interim Assistance Agreement form distributed by the DHHS that authorizes the Social Security Administration to direct a portion of any retroactive SSI payment to the municipality and/or the state in repayment for the GA granted. Any GA applicant who has applied for or who may be applying for SSI, or who may be required to apply for SSI pursuant to 22 M.R.S. § 4317, and who refuses to sign the Interim Agreement SSI authorization form will be found ineligible to receive GA until they provide the required signature. (22 M.R.S. § 4318).

Relatives. The spouse of an applicant, and the parents of any applicant under the age of 25, are liable for the support of the applicant (22 M.R.S. § 4319). In addition, the grandchildren, children, parents, grandparents, the spouse and a registered domestic partner, are liable for the burial costs of each other. The municipality considers these relatives to be available resources and liable for the support of their relatives in proportion to their respective ability. The municipality may complain to any court of competent jurisdiction to recover any expenses made on behalf of a recipient if the relatives fail to fulfill their responsibility. (22 M.R.S. § 4319).

ARTICLE IX – Severability

If any provision of this ordinance is declared invalid by a court of competent jurisdiction, such decision shall not invalidate any other provision of the ordinance.

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Appendix A
Effective: 10/01/25-09/30/26

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APPENDIX A – 2024-2025 GA Overall Maximums 2025-2026 GA
Overall Maximums

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Effective: 10/1/24 – 9/30/25

Metropolitan Areas

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Persons in Household

COUNTY	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	<u>1,137</u> <u>96</u> 9	<u>1,068</u> <u>22</u> 5	<u>1,367</u> <u>56</u> 6	<u>1,744</u> <u>2.0</u> 08	<u>2,333</u> <u>40</u> 1
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	<u>1,139</u> <u>31</u> 7	<u>1,280</u> <u>46</u> 3	<u>1,689</u> <u>92</u> 0	<u>2,131</u> <u>41</u> 0	<u>2,476</u> <u>93</u> 4
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	<u>881</u> <u>988</u>	<u>965</u> <u>1.09</u> 3	<u>1,232</u> <u>39</u> 5	<u>1,829</u> <u>60</u> 8	<u>2,030</u> <u>1.9</u> 47
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	<u>923</u> <u>874</u>	<u>968</u> <u>884</u>	<u>1,271</u> <u>16</u> 9	<u>1,601</u> <u>46</u> 4	<u>1,895</u> <u>60</u> 3
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	<u>1,517</u> <u>45</u> +	<u>1,721</u> <u>66</u> 3	<u>2,212</u> <u>14</u> +	<u>2,798</u> <u>71</u> 5	<u>3,429</u> <u>33</u> 2
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	<u>1,141</u> <u>96</u> 9	<u>1,285</u> <u>15</u> 9	<u>1,579</u> <u>41</u> 3	<u>1,939</u> <u>2.2</u> 12	<u>2,651</u> <u>33</u> 5

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Appendix A
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COUNTY	1	2	3	4	5*
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	1,492 ²⁷ ₈	1,443 ²⁶ ₁	1,778 ⁵⁶ ₇	2,347 ⁰³ ₉	2,586 ²⁹ ₇
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	1,487 ³⁷ ₁	1,681 ⁴⁴ ₄	2,168 ¹⁹ ₀₅	2,807 ⁵⁸ ₉	3,641 ³⁰ ₅

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*Note: Add \$75 for each additional person.

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Non-Metropolitan Areas

Persons in Household

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COUNTY	1	2	3	4	5*
Aroostook County	766 ⁸⁰³	842 ⁸⁷¹	1,043 ⁰⁸⁵	1,421 ⁴⁸⁶	1,524 ⁵⁶⁹
Franklin County	807 ⁸⁴²	893 ⁹³⁶	1,174 ²²⁸	1,558 ⁶²¹	1,764 ⁸¹⁶
Hancock County	1,096 ¹³⁹	1,140 ⁴⁰²	1,307 ³⁴⁹	1,734 ⁷⁸⁷	1,740 ⁷⁹¹
Kennebec County	943 ⁹⁸⁵	946 ⁹⁹¹	1,214 ²⁷⁶	1,529 ⁵⁹⁹	1,784 ⁹¹³
Knox County	935 ⁹⁷²	946 ⁹⁸⁷	1,163 ²⁰⁰	1,550 ⁵⁹⁷	1,657 ⁷⁸⁰
Lincoln County	1,037 ¹⁹⁰	1,076 ²¹³	1,332 ³⁷⁵	1,733 ⁸⁰⁷	2,154 ²¹⁷
Oxford County	902 ⁹³⁷	910 ⁹⁴²	1,185 ²²³	1,575 ⁶²³	1,869 ^{2,024}
Piscataquis County	777 ⁸⁴⁸	860 ⁹⁴³	1,131 ²³⁶	1,398 ⁴⁸⁹	1,689 ⁷³⁸
Somerset County	897 ⁹³²	931 ^{1,002}	1,140 ¹⁷⁷	1,487 ⁵³²	1,612 ⁶⁶¹
Waldo County	1,075 ¹¹⁷	1,085 ^{1,123}	1,305 ³⁴⁷	1,620 ⁷³⁴	2,249 ²⁸⁴
Washington County	838 ⁸⁷¹	846 ⁸⁷⁵	1,101 ¹³⁶	1,508 ⁵⁸²	1,598 ⁶⁹⁵

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* Please Note: Add \$75 for each additional person.

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Appendix B
Effective: ~~10/01/25-09/30/26~~

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APPENDIX B - ~~2024~~2025-2025-2026 Food Maximums

Effective: ~~10/01/24 to 09/30/25~~

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, ~~2024~~2025, those amounts are:

Number in Household	Weekly Maximum \$	Monthly Maximum
1	67.91 69.30	\$ 292.00 298.00
2	124.65 126.98	536 546.00
3	178.60 182.56	768 785.00
4	226.74 231.16	975 994.00
5	269.30 275.12	1, 158 183.00
6	323.26 330.47	1, 390 421.00
7	357.21 365.35	1, 536 571.00
8	408.37 416.05	1, 756 789.00

Note: For each additional person add ~~\$220~~218 per month.

Appendix C

Effective: 10/01/25-09/30/26

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APPENDIX C – 20242025-2025-2026 GA Housing

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Maximums

Effective: 10/01/24 to 09/30/25

(Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! Municipalities should ONLY **consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (See Instruction Memo for further guidance.)**

Non-Metropolitan FMR Areas

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Aroostook County		Unheated		Heated	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		444149	619640	474181	748779
1		452155	654667	491196	822844
2		486192	798826	237245	1,019054
3		264273	1,423174	324338	1,393451
4		270278	1,462196	347356	1,492529
Franklin County		Unheated		Heated	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		454158	660679	484190	789818
1		464170	705732	203211	873909
2		216225	929969	267278	1,450197
3		293304	1,260309	356369	1,530586
4		326336	1,402443	403413	1,732776
Hancock County		Unheated		Heated	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		224231	964995	251260	1,079118
1		224231	964995	252260	1,083118
2		253260	1,087118	299307	1,284322
3		344351	1,467509	397408	1,707756
4		344351	1,467509	397408	1,707756
Kennebec County		Unheated		Heated	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		489196	811841	215224	926964

Appendix C

Effective: 10/01/25-09/30/26

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1	<u>489196</u>	<u>811841</u>	<u>216225</u>	<u>927968</u>
2	<u>231243</u>	<u>9941,045</u>	<u>277291</u>	<u>1,191,249</u>
3	<u>294307</u>	<u>1,262321</u>	<u>349365</u>	<u>1,502,568</u>
4	<u>339367</u>	<u>1,459578</u>	<u>407437</u>	<u>1,752,877</u>

Non-Metropolitan FMR Areas

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Knox County		Unheated		Heated	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		<u>187192</u>	<u>803828</u>	<u>214221</u>	<u>918951</u>
1		<u>187192</u>	<u>803828</u>	<u>216224</u>	<u>927964</u>
2		<u>219225</u>	<u>943969</u>	<u>265273</u>	<u>1,140,173</u>
3		<u>298307</u>	<u>1,283,319</u>	<u>354364</u>	<u>1,523,566</u>
4		<u>310336</u>	<u>1,332,445</u>	<u>378406</u>	<u>1,625,744</u>
Lincoln County		Unheated		Heated	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		<u>210243</u>	<u>9051,046</u>	<u>237272</u>	<u>1,020,169</u>
1		<u>211243</u>	<u>9061,046</u>	<u>246277</u>	<u>1,057,190</u>
2		<u>259266</u>	<u>1,112,144</u>	<u>304314</u>	<u>1,309,348</u>
3		<u>341356</u>	<u>1,466,529</u>	<u>397413</u>	<u>1,706,776</u>
4		<u>425438</u>	<u>1,829,882</u>	<u>493507</u>	<u>2,122,181</u>
Oxford County		Unheated		Heated	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		<u>179184</u>	<u>770793</u>	<u>206213</u>	<u>885916</u>
1		<u>179184</u>	<u>770793</u>	<u>207214</u>	<u>891919</u>
2		<u>224231</u>	<u>965992</u>	<u>270278</u>	<u>1,162,196</u>
3		<u>304313</u>	<u>1,308,345</u>	<u>360370</u>	<u>1,548,592</u>
4		<u>359393</u>	<u>1,544,689</u>	<u>427462</u>	<u>1,837,988</u>
Piscataquis County		Unheated		Heated	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		<u>147159</u>	<u>630685</u>	<u>177192</u>	<u>759824</u>
1		<u>156172</u>	<u>672739</u>	<u>195213</u>	<u>840916</u>
2		<u>206227</u>	<u>886977</u>	<u>257280</u>	<u>1,107,205</u>
3		<u>256274</u>	<u>1,100,177</u>	<u>319338</u>	<u>1,370,454</u>
4		<u>309317</u>	<u>1,327,365</u>	<u>385395</u>	<u>1,657,698</u>
Somerset County		Unheated		Heated	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		<u>178183</u>	<u>765788</u>	<u>205212</u>	<u>880911</u>
1		<u>178191</u>	<u>765820</u>	<u>212228</u>	<u>912979</u>

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Effective: 10/01/25-09/30/26

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2	<u>214220</u>	<u>920946</u>	<u>260267</u>	<u>1,117150</u>
3	<u>284292</u>	<u>1,220254</u>	<u>339349</u>	<u>1,460501</u>
4	<u>299308</u>	<u>1,287326</u>	<u>367378</u>	<u>1,580625</u>

Waldo County	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	<u>219226</u>	<u>943973</u>	<u>246255</u>	<u>1,058096</u>
1	<u>219226</u>	<u>943973</u>	<u>248256</u>	<u>1,066100</u>
2	<u>252260</u>	<u>1,085116</u>	<u>298307</u>	<u>1,282320</u>
3	<u>315339</u>	<u>1,353456</u>	<u>370396</u>	<u>1,593703</u>
4	<u>440453</u>	<u>1,894949</u>	<u>509523</u>	<u>2,187248</u>

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Washington County	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	<u>164169</u>	<u>706727</u>	<u>191198</u>	<u>821850</u>
1	<u>164169</u>	<u>706727</u>	<u>192198</u>	<u>827852</u>
2	<u>205210</u>	<u>884905</u>	<u>251258</u>	<u>1,078109</u>
3	<u>289303</u>	<u>1,241305</u>	<u>344361</u>	<u>1,481551</u>
4	<u>296316</u>	<u>1,273360</u>	<u>364386</u>	<u>1,566659</u>

Non-Metropolitan FMR Areas

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Metropolitan FMR Areas

Bangor HMFA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	<u>195231</u>	<u>837993</u>	<u>221260</u>	<u>9521,116</u>
1	<u>209243</u>	<u>8981,043</u>	<u>244280</u>	<u>1,049202</u>
2	<u>267310</u>	<u>1,147335</u>	<u>312358</u>	<u>1,344539</u>
3	<u>344402</u>	<u>1,477730</u>	<u>399460</u>	<u>1,717977</u>
4	<u>467481</u>	<u>2,008066</u>	<u>535550</u>	<u>2,301365</u>

Cumberland Cty. HMFA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	<u>234273</u>	<u>1,007173</u>	<u>261301</u>	<u>1,122296</u>
1	<u>258298</u>	<u>1,110281</u>	<u>293335</u>	<u>1,261440</u>
2	<u>342393</u>	<u>1,469689</u>	<u>387440</u>	<u>1,666893</u>
3	<u>434496</u>	<u>1,8642,132</u>	<u>489553</u>	<u>2,104379</u>
4	<u>500604</u>	<u>2,151599</u>	<u>568674</u>	<u>2,444898</u>

Appendix C

Effective: 10/01/25-09/30/26

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<u>Lewiston/Auburn MSA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	<u>474196</u>	<u>749844</u>	<u>201225</u>	<u>864967</u>
1	<u>485212</u>	<u>795911</u>	<u>220249</u>	<u>9461,070</u>
2	<u>235271</u>	<u>1,042164</u>	<u>281318</u>	<u>1,209368</u>
3	<u>312361</u>	<u>1,341551</u>	<u>368418</u>	<u>1,581798</u>
4	<u>377394</u>	<u>1,622695</u>	<u>445464</u>	<u>1,915994</u>

Appendix C

Effective: 10/01/25-09/30/26

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Metropolitan FMR Areas

Penobscot Cty. HMFA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	173181	742779	199210	857902
1	173183	742786	201220	865945
2	221242	9491,040	266289	1,146244
3	278308	1,197323	334365	1,437570
4	297363	1,278560	365432	1,571859
Portland HMFA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	307319	1,319373	334348	1,434496
1	347358	1,493539	382395	1,644698
2	447461	1,921981	492508	2,118185
3	569586	2,448520	625644	2,688767
4	699720	3,007094	767789	3,300393
Sagadahoc Cty. HMFA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	195232	837997	221261	9521,120
1	230256	9891,103	265293	1,140262
2	277313	1,193348	323361	1,390552
3	389450	1,672934	445507	1,9122,181
4	467539	2,010316	536608	2,303615
York Cty. HMFA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	247264	1,060134	273292	1,175257
1	254293	1,091261	289330	1,242420
2	313360	1,347547	359407	1,544751
3	412481	1,7722,069	468539	2,012316
4	459524	1,9722,251	527593	2,265550
York/Kittery / S. Berwick HMFA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	288312	1,239343	315341	1,354466
1	296349	1,274499	331386	1,425658
2	392450	1,685937	438498	1,8822,141
3	540588	2,322529	596646	2,562776
4	693769	2,9803,306	761838	3,273605

Appendix D

Effective: 10/01/25-09/30/26

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APPENDIX D – 2024-2025 ~~2025-2026~~ Electric Utility

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Maximums

Effective: 10/01/24 to 09/30/25

ELECTRIC

NOTE: For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

1) Electricity Maximums for Households *Without Electric Hot Water*: The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

Number in Household	Weekly	Monthly
1	\$19.95	\$ 85.50
2	\$22.52	\$ 96.50
3	\$24.97	\$107.00
4	\$27.53	\$118.00
5	\$29.88	\$128.50
6	\$32.55	\$139.50

NOTE: For each additional person add \$10.50 per month.

2) Electricity Maximums for Households *With Electrically Heated Hot Water*: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

Number in Household	Weekly	Monthly
1	\$29.63	\$127.00
2	\$34.07	\$146.00
3	\$39.67	\$170.00
4	\$46.32	\$198.50
5	\$55.65	\$238.50
6	\$58.68	\$251.50

NOTE: For each additional person add \$14.50 per month.

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

Appendix E
Effective: 10/01/25-09/30/26

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APPENDIX E – 2024-2025 2025-2026 Heating Fuel Maximums

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Effective: 10/01/24 to 09/30/25

Month	Gallons	Month	Gallons
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

Appendix F
Effective: 10/01/25-09/30/26

**APPENDIX F – ~~2024-2025~~ 2025-2026 Personal Care &
Household Supplies Maximums**

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Effective: 10/01/24 to 09/30/25

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

Appendix G
Effective: 10/01/25-09/30/26

APPENDIX G — Mileage Rate

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This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Controller. The current rate for approved employment and necessary medical travel, etc. is 50-54 cents (50-54 ¢) per mile.

Please refer to the Office of State Controller for changes to this rate: Telephone: 626-8420 or visit: <http://www.state.me.us/osc/>.

Appendix H
Effective: 10/01/25-09/30/26

**APPENDIX H – Funeral Maximums / Burial Maximums
and Cremation Maximums**

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Effective: 10/01/24 to 09/30/25

The maximum amount of general assistance granted for the purpose of burial is **\$1,620**.

The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal Administrator.

Additional costs may be allowed by the GA Administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be **\$1,125**.

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The municipality's obligation to provide funds for cremation purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable cremation expenses are limited to:

Appendix H
Effective: 10/01/25-09/30/26

- removal and transportation of the body from a local residence or institution
- professional fees
- crematorium fees
- a secured death certificate or obituary
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA Administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

APPENDIX I – Definition of Misconduct (26 M.R.S. § 1043 (23))

23. Misconduct. “Misconduct” means a culpable breach of the employee's duties or obligations to the employer or a pattern of irresponsible behavior, which in either case manifests a disregard for a material interest of the employer. This definition relates only to an employee's entitlement to benefits and does not preclude an employer from discharging an employee for actions that are not included in this definition of misconduct. A finding that an employee has not engaged in misconduct for purposes of this chapter may not be used as evidence that the employer lacked justification for discharge.

- A. The following acts or omissions are presumed to manifest a disregard for a material interest of the employer. If a culpable breach or a pattern of irresponsible behavior is shown, these actions or omissions constitute "misconduct" as defined in this subsection. This does not preclude other acts or omissions from being considered to manifest a disregard for a material interest of the employer. The acts or omissions included in the presumption are the following:
- (1) Refusal, knowing failure or recurring neglect to perform reasonable and proper duties assigned by the employer;
 - (2) Unreasonable violation of rules that are reasonably imposed and communicated and equitably enforced;
 - (3) Unreasonable violation of rules that should be inferred to exist from common knowledge or from the nature of the employment;
 - (4) Failure to exercise due care for punctuality or attendance after warnings;
 - (5) Providing false information on material issues relating to the employee's eligibility to do the work or false information or dishonesty that may substantially jeopardize a material interest of the employer;
 - (6) Intoxication while on duty or when reporting to work, or unauthorized use of alcohol or marijuana while on duty except for the use of marijuana permitted under Title 22, chapter 558-C;
 - (7) Using illegal drugs or being under the influence of such drugs while on duty or when reporting to work;
 - (8) Unauthorized sleeping while on duty;
 - (9) Insubordination or refusal without good cause to follow reasonable and proper instructions from the employer;
 - (10) Abusive or assaultive behavior while on duty, except as necessary for self-defense;
 - (11) Destruction or theft of things valuable to the employer or another employee;

- (12) Substantially endangering the safety of the employee, coworkers, customers or members of the public while on duty;
- (13) Conviction of a crime in connection with the employment or a crime that reflects adversely on the employee's qualifications to perform the work; or
- (14) Absence for more than 2 work days due to incarceration for conviction of a crime.

[PL2019, c. 125, §1 (AMD).]

B. "Misconduct" may not be found solely on:

- (1) An isolated error in judgment or a failure to perform satisfactorily when the employee has made a good faith effort to perform the duties assigned;
- (2) Absenteeism caused by illness of the employee or an immediate family member if the employee made reasonable efforts to give notice of the absence and to comply with the employer's notification rules and policies; or
- (3) Actions taken by the employee that were necessary to protect the employee or an immediate family member from domestic violence if the employee made all reasonable efforts to preserve the employment.

[PL 2019, c. 125, §1 (AMD).]



City of Auburn, Maine

General Assistance Office

Jamie Longley, Manager

60 Court Street | Auburn, Maine 04210 www.auburnmaine.gov |

207.333.6601 Extension 1411

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of **Auburn**, after notice and hearing, hereby amend the municipal General Assistance Ordinance with appendices in its entirety. This Ordinance shall supersede and replace all previous Ordinance versions. A copy of this Ordinance will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and shall be available for public inspection at the municipal office along with a copy of 22 M.R.S. chapter 1161.

Signed this _____ **day of** _____ **2025**, by the municipal officers:

Richard S. Whiting, Ward 1

(Signature)

Timothy M. Cowan, Ward 2

(Signature)

Stephen G. Milks, Ward 3

(Signature)

Benjamin J. Weisner, Ward 4

(Signature)

Leroy G. Walker, Sr., Ward 5

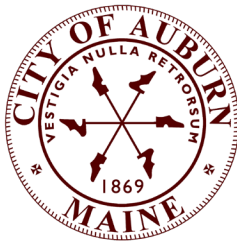
(Signature)

Belinda A. Gerry, At-Large

(Signature)

Adam R. Platz, At-Large

(Signature)



City Council Ordinance

IN CITY COUNCIL

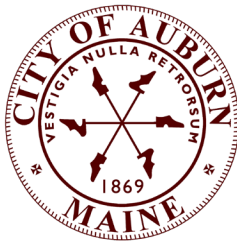
Be it ordained, that the City Council hereby amends Sec. 24-23 of the City's Code of Ordinances as follows:

Sec. 24-23. - Annual adjustment of maximum benefits.

(a) The City of Auburn adopts the Maine Municipal Association's General Assistance Ordinance, dated **September 2025**, and a copy thereof is available in the office of the city clerk.

(b) Each year the Maine Municipal Association provides the city Appendices A-H providing maximum benefits applicable for the period beginning October 1 and ending September 30 as mandated by state law and based on certain federal values effective on October 1 of each year, as follows:

- (1) Appendix A, a listing of overall maximum levels of general assistance relating to all Maine municipalities.
- (2) Appendix B, a listing of maximum levels of assistance for food.
- (3) Appendix C, a listing of maximum levels for heated and unheated housing.
- (4) Appendix D, a listing of maximum levels of assistance for electricity.
- (5) Appendix E, a listing of maximum levels of assistance for heating fuel.
- (6) Appendix F, a listing of maximum levels of assistance for personal care & household supplies.
- (7) Appendix G, adopting the State of Maine travel expense reimbursement rate.
- (8) Appendix H, a listing of maximum levels of assistance for funeral expenses.
- (9) Recovery Residence Maximums for the Lewiston/Auburn MSA.



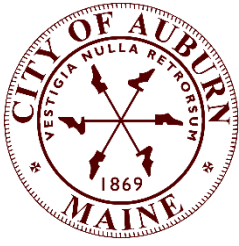
City Council Ordinance

(c) The portion of these annual appendices applicable to the city, as adopted each year by the city council, are made a part of this chapter as though fully set forth herein and a copy thereof is available in the office of the city clerk.

Richard S. Whiting, Ward One
Benjamin J. Weisner, Ward Four
Belinda A. Gerry, At Large

Timothy M. Cowan, Ward Two
Leroy G. Walker, Sr., Ward Five
Jeffrey D. Harmon, Mayor

Stephen G. Milks, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: October 20, 2025

ORDER 98-10202025

Author: Phil Crowell, City Manager

Subject: LA911 Relocation Request

Information:

The Lewiston/Auburn 911 (LA911) Center has operated out of the Central Fire Station for over 25 years. As part of the planning for Auburn's new Public Safety Facility, LA911 must relocate to ensure continuity of operations and accommodate future needs.

During preliminary discussions in 2022, the Public Safety Ad-Hoc Committee and the LA911 Board evaluated the feasibility of including the 911 Center in the new Public Safety Facility. However, this option presented significant logistical challenges and an estimated cost of approximately \$4 million—excluding the costs and disruptions associated with a temporary relocation.

Since then, the LA911 Committee has been actively working toward a long-term solution. After evaluating multiple options, including 85 Park Street in Lewiston, the committee is recommending Auburn Hall as the new location for the LA911 Center. A detailed rationale for this recommendation is included in the attached documentation.

This information will be presented during the upcoming workshop. Both the Auburn and Lewiston City Councils will need to approve the site recommendation. Auburn will prepare an order for consideration at the October 20, 2025 City Council meeting.

City Budgetary Impacts: Staff recommend funds to be allocated from the Public Safety Facility Bond.

Staff Recommended Action: Approve the Auburn Hall location.

Previous Meetings and History: Council Workshop 10/6/25.

City Manager Comments:



I concur with the recommendation. Signature:

Attachments: Lewiston Auburn 911 Relocation memo dated 9/18/2025; Allied Cook site evaluation and recommendation memo dated 9/18/2025

ALLIEDCOOK CONSTRUCTION

September 18, 2025

Timothy Hall
Lewiston-Auburn Emergency Communications
552 Minot Avenue
Auburn, ME 04210

Dear Tim,

Attached to this letter, please find the revised budget comparison for the L/A 911 Communications Center Auburn Hall (60 Court Street, Auburn Maine) and 85 Park Street Lewiston Locations. To provide a true comparison of the projects we made the following adjustments:

1. 85 Park Street Budget – Corrected the Math Error with the design/construction contingency
2. 85 Park Street Budget – Added 3% escalation to the overall construction costs based on that budget exercise being completed in February of 2025.
3. 85 Park Street Budget – Added the following line items (below the line) for alternates that should be accepted but not included in the cost of construction...
 - a. Added Cost for Structure Cat 4 Upgrade = Unknown
 - b. Complete Roof Upgrade (Due to Age and Condition of Roof) = \$250,000
 - c. Replace (6) Aging Roof Top Units = \$150,000
 - d. Replace controls systems for Roof Top Units = \$60,000
 - e. Addition of Radio Tower to Building = TBD

New Observed Costs for Each Concept (Including all Soft Costs / Contingencies / Alternates):

- 85 Park Street Lewiston: \$3,499,597
 - o Note: No structural evaluation was carried out on this building to confirm that it meets Category 4 Requirements. This budget assumes NO STRUCTURAL UPGRADES.
- Auburn City Hall: \$2,664,160
 - o Note: Structural Integrity Inc. has confirmed that Auburn City Hall meets Risk Category 4 Requirements for structure and has provided an engineers stamped letter confirming their evaluation.

Please see the following page for our recommendations based on our most recent budget and design exercises.

ALLIEDCOOK CONSTRUCTION

Recommendation:

- From a cost perspective, based on the attached budget comparison sheet, AlliedCook Construction recommends that Lewiston-Auburn Emergency Communications pursue the Auburn City Hall Concept for its new location.
- From a design perspective, based on the current schematic designs, AlliedCook Construction recommends that Lewiston-Auburn Emergency Communications pursue the Auburn City Hall Concept for its new location. Here are the primary concerns influencing our recommendation:
 - Structural Evaluation: Based on the age of the 85 Park Street building, the structure of that building will most likely not meet current building codes or risk category 4 requirements. Additionally, as structural improvements are made to that building, it will impact scope and costs in all divisions of work resulting in a significant cost increase to the current proposed budget. As work in all divisions increases, it will require further enforcement of current building codes and cross a threshold requiring the entire building to be built to all current building codes and standards. At this level, we initially see that this would most likely result in adding an elevator to this building, along with updating the entire building envelope.
 - Physical Location of 85 Park Street: Based on the location of the 85 Park Street building, we have observed that the structure will need to be reinforced to withstand the failure of other buildings abutting the property. Because the top of the building is at a lower elevation to the abutting buildings, the code requires that the communication center's structure be able to withstand the abutting buildings collapsing on top it. The current building construction will not meet this requirement.

With the above recommendations, we have provided a separate letter of release to move forward with design and planning for the Auburn City Hall Concept. This includes design development allowing our team to provide a GMP proposal and start the project.

We appreciate this opportunity to work with you and the communities you serve and welcome any questions you may have as you evaluate all the information we have provided.

Sincerely,



JP Schwartz

Vice President - AlliedCook Construction



Lewiston-Auburn 9-1-1 Emergency Communications System

Timothy W. Hall, Director

552 Minot Avenue, Auburn, Maine 04210

207.786.5380 ~ 207.795.0743 fax

Phil Crowell, Auburn City Manager
Bryan Kaenrath, Lewiston City Administrator

September 18, 2025

Lewiston/Auburn 9-1-1 Relocation

Lewiston/Auburn 9-1-1 has operated from the basement of Auburn's Central Fire Station for over 25 years. As Auburn is preparing to demolish the building to construct a new Public Safety Facility, the 9-1-1 Center must vacate by June 2026.

Initial estimates to incorporate the 9-1-1 Center into the new Public Safety Facility totaled \$3.75 million, not including the cost of relocating essential equipment such as radio and 9-1-1 infrastructure, nor the costs of temporary accommodation during construction. Due to these substantial expenses, the 9-1-1 Committee was tasked with exploring alternative options.

Site Evaluations

1. 85 Park Street, Lewiston:

- Vacant building that is currently owned by the City of Lewiston.
- Offers sufficient space, existing kitchen and restroom facilities, and room for future expansion.
- Concerns:
 - Unclear whether the building meets Category IV compliance, specifically in terms of structural integrity in the event of neighboring building collapse.
 - Renovation costs to meet compliance are currently unknown but expected to be significant.
 - While current cost estimates are \$3,499,596.00, these are likely to rise during design and engineering.
 - Older systems and the age of the building itself are likely to lead to higher long-term maintenance and operational costs.



Lewiston-Auburn 9-1-1 Emergency Communications System

Timothy W. Hall, Director

552 Minot Avenue, Auburn, Maine 04210

207.786.5380 ~ 207.795.0743 fax

2. 60 Court Street, Auburn (Auburn Hall – 3rd Floor)

- Currently houses Auburn Police Department's Administration and Criminal Investigations Division.
- The plan would involve temporarily relocating the Criminal Investigations Division into leased office space to accommodate 9-1-1. During this interim period, 9-1-1 would be responsible for the lease payments associated with that relocation.
- Once the new Public Safety Facility is complete, Police Administration will move, and 9-1-1 will occupy those offices, no additional cost is associated with this final phase.
- While space constraints exist during the interim period, they are manageable with the understanding this is a temporary solution.
- Estimated costs are \$2,664,160.00, but this site has the advantage of a signed and sealed engineering letter confirming it meets Category IV compliance.

Design and construction costs at Auburn Hall focus primarily on.

- Ensuring the operations floor meets NFPA requirements, including ballistic-resistant windows and walls.
- Establishing independent electrical, backup power, and HVAC systems.
- Additional renovations include the addition of a kitchen and removal of three interior walls to create an open space for operations.

9-1-1 Committee Recommendation:

At its meeting on September 18, 2025 the 9-1-1 Committee voted to recommend Auburn Hall as the preferred relocation site. This recommendation is based on:

- Lower up-front project costs, (\$835,436.00 below Park St)
- Reduced ongoing operational expenses,
- And greater cost predictability.

Our Partners at AlliedCook have indicated Auburn Hall costs may decrease as we refine the design, while 85 Park Street costs are at a minimum baseline and likely to increase.

Location Agreement Request:

Regardless of which site is ultimately selected, the Committee respectfully requests a formal written agreement between the Cities of Auburn and Lewiston that outlines:

- Any applicable lease arrangements,
- Responsibility for utility costs,
- Provisions for employee parking and facility access.



**Lewiston-Auburn 9-1-1
Emergency Communications System**

Timothy W. Hall, Director

552 Minot Avenue, Auburn, Maine 04210

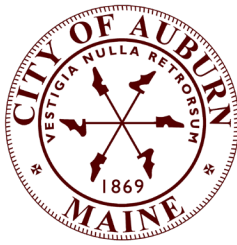
207.786.5380 ~ 207.795.0743 *fax*

This agreement will help ensure long-term clarity and operational stability for the 9-1-1 Center.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Timothy Hall".

Timothy Hall, 9-1-1 Director



ORDER 98-10202025

City Council Order

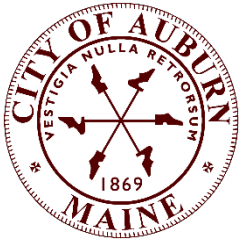
IN COUNCIL

ORDERED, that The Lewiston/Auburn 911 Center (LA911) be relocated to Auburn Hall, 60 Court Street, Auburn.

Richard S. Whiting, Ward One
Benjamin J. Weisner, Ward Four
Belinda A. Gerry, At Large

Timothy M. Cowan, Ward Two
Leroy G. Walker, Sr., Ward Five
Jeffrey D. Harmon, Mayor

Stephen G. Milks, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: October 20, 2025

Order: 99-10202025

Author: Kelsey Earle, Finance Director

Subject: Updated Fund Balance Policy

Information: As reviewed at the workshop on October 6, 2025, there is no change to the recommended levels of fund balance. The previous policy used two different fund balance descriptions interchangeably creating ambiguity, the purpose of the updated policy is to adjust the language to be more clear, define use of fund balance, and state remediation plan options to align with suggested best practice.

City Budgetary Impacts: No budgetary impacts.

Staff Recommended Action: Staff recommends passage of the updated policy.

Previous Meetings and History: The policy was last updated by City Council in 2021 and redlined version reviewed at the 10/6/2025 Council workshop.

City Manager Comments:

I concur with the recommendation. Signature:



Attachments:

Final copy of the updated Fund Balance Policy with all changes incorporated.

General Fund - Fund Balance Policy (GASB 54)
As amended on October 20, 2025

Purpose of this Policy

The purpose of this policy is to establish a target level of fund balance for the general fund and to establish a process and criteria for the continued evaluation of that target level as conditions warrant. This policy shall also establish a process for reaching and maintaining the targeted level of unrestricted fund balance, and the priority for the use of amounts in excess of the target. The City maintains appropriate funds to ensure financial stability and availability of resources to meet financial commitments. Adequate fund balance and reserves position an organization to effectively respond to cash flow fluctuations caused by significant economic downturns, outside agency actions, emergencies, or other unexpected events. The City also recognizes that healthy fund balances are crucial to long-term planning. Finally, this policy shall provide a mechanism for monitoring and reporting on the City's general fund balance. This policy applies only to the general fund.

Definitions and Classifications

Fund Balance is a term used to describe the net assets of governmental funds. It is calculated as the difference between the assets and liabilities reported in a government fund.

Governmental fund balance is reported in five classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The five classifications of fund balance for the General Fund are defined as follows.

- *Non-spendable* – resources which cannot be spent because they are either a) not in spendable form or b) legally or contractually required to be maintained intact.
- *Restricted* – resources with constraints placed on the use of resources which are either a) externally imposed by creditors (such as through debt covenants), grantors contributors, or laws or regulations of other governments; or b) imposed by law through constitutional provisions or enabling legislation.
- *Committed* – resources which are subject to limitations the government imposes upon itself at its highest level of design making, and that remain binding unless removed in the same manner. This must be set in place prior to the end of the period.
- *Assigned* – resources neither restricted nor committed for which a government has a stated intended use as established by the City Council, or a body or official to which the City Council has delegated the authority to assign amounts for specific purposes.
- *Unassigned* – resources which cannot be properly classified in one of the other four categories. The General Fund should be the only fund that reports a positive unassigned fund balance amount.

The committed, assigned, and unassigned classifications are often referred to, in the aggregate, as the unrestricted fund balance.

GAAP means generally accepted accounting principles in the United States.

General Fund - Fund Balance Policy (GASB 54)
As amended on October 20, 2025

Background and Considerations

Fund balance is intended to serve as a measure of financial resources in a governmental fund. The City's management, credit rating services, and others monitor the levels of fund balance in the general fund as an important indicator of the City's economic condition.

In establishing an appropriate level of fund balance the City of Auburn has considered the following factors:

- *Property tax base.* The property tax is the largest revenue source of the City's general fund. The City receives payments twice a year.
- *Non-property tax revenues (examples Excise Tax, State Revenue Sharing and etc.).* These resources must be considered in terms of the percentage each comprises of the total budget, as well as the reliability and stability of these resources.
- *Exposure to significant outlays.* The City shall consider its potential exposure to significant one-time outlays, either resulting from a disaster, immediate capital needs, state budget cuts or other events.
- *Debt.* It is essential that the City has sufficient capacity to make its debt service payments. Principal and Interest payments along with the second interest payment need to be maintained along with future debt services as developed in the City's capital improvement program.
- *Liquidity.* An adequate level of fund balance should be maintained to ensure sufficient liquidity. The potential drain on the general fund resources from other funds, as well as the availability of resources in other funds, should be considered.
- *Government Finance Officers Association Best Practice.* The GFOA has established a best practice that recommends, " ... at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditure." GFOA's best practice also states, "...governments may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purpose and focus on unassigned fund balance rather than unrestricted fund balance."

Policy

It is a policy of the City of Auburn to maintain unrestricted fund balance in the general fund no less than **10%** and no more than **14%** of general fund annual budgeted expenses. In the event that the unrestricted fund balance drops below this level, the City will develop a plan, implemented through the annual budgetary process, to bring the balance to the target level over a period of no more than three (3) years. Amounts in excess of the target shall be brought to the City Council in the form of a Council Order before use for City Council approval. Primary use of excess funds shall be toward operating capital projects but may be assigned to other priorities through Council action and shall not be used for ongoing recurring expenditures.

The Finance Director, in accordance with GAAP, shall report fund balance in the appropriate classifications and make the appropriate disclosures in the City's financial statements. Unless classified as restricted or committed, the following balances shall be classified as assigned per GAAP or as required by this policy.

General Fund - Fund Balance Policy (GASB 54)
As amended on October 20, 2025

Encumbrances. Amounts encumbered at year-end by purchase order or another means shall be classified as assigned.

Budget Appropriations. Amounts appropriated in the annual budget resolve, or in any supplemental budget resolves, for expenditures in the following fiscal year shall be classified as assigned.

Capital Budget. Amounts designated in the first year of the City's capital improvement program (CIP) as either appropriations or advances to other funds shall be classified as assigned.

Self-Insurance. Amounts designated in the City's self-insurance shall be classified as assigned.

Compensated Absences. These are not typically recorded as liabilities in the governmental funds, unless they are paid out immediately following the close of the fiscal year. However, the obligation for compensated absences can be significant. Therefore, the City will assign the amount equal to the estimated amount required at year end to pay the compensated absence obligation for those who meet the eligibility criteria for payment and can be expected to terminate employment with the City in the following fiscal year. This amount shall exclude any amount recorded as a liability.

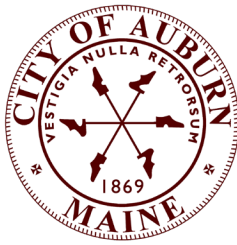
Policy Administration

Annually the Finance Director shall report on the City's fund balance and the classification of the various components in accordance with GAAP and this policy.

The Finance Director shall annually review this policy and the considerations used in establishing the unrestricted fund balance target. The Finance Director shall report whether changes in those considerations or additional considerations have been identified that would change the recommended level of unrestricted fund balance.

Should the City fall below the target level, the Finance Director shall prepare a plan to restore the unrestricted fund balance to the target level within three (3) years. If projections indicate the reserve balance will be replenished within twelve (12) months through normal operating activity, no corrective action shall be required. However, if the reserve balance is not expected to be restored within that period, the City, with Council approval, shall implement appropriate measures to replenish the balance, which may include the following:

- Reduction of expenditures
- Delay of capital purchases
- Increase in revenues
- Use of year-end surplus



ORDER 99-10202025

City Council Order

IN CITY COUNCIL

ORDERED, that the City Council hereby adopts the revised fund balance policy.

Richard S. Whiting, Ward One
Benjamin J. Weisner, Ward Four
Belinda A. Gerry, At Large

Timothy M. Cowan, Ward Two
Leroy G. Walker, Sr., Ward Five
Jeffrey D. Harmon, Mayor

Stephen G. Milks, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager

FIRST QUARTER FY26 JULY-SEPTEMBER



Kelsey Earle
Finance Director
60 Court Street
Auburn, ME 04210
Phone: (207)333.6600

The Finance Department is responsible for ensuring that Auburn's money is collected fairly, accounted for accurately, and managed in a manner that preserves public trust. Finance is also responsible for Auburn's "Risk Management" safety program which is an effort to protect employees from workplace injuries as well as protecting the City from catastrophic losses.

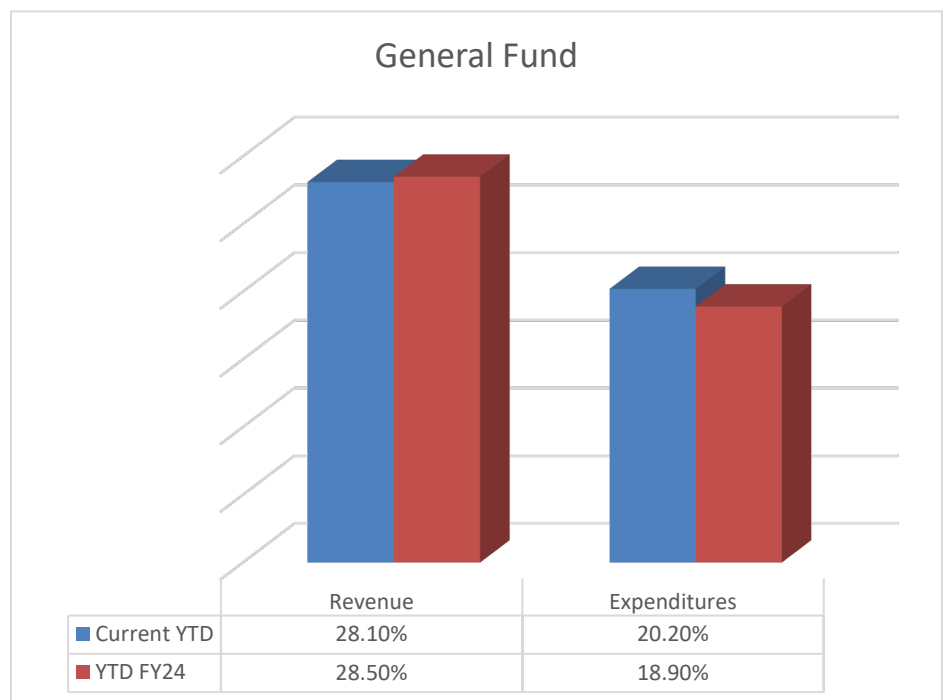
This summary is based on detailed information produced by the City's financial management system.

Overview

With three months of the year completed, we have the opportunity to look at trends based on historic performance at the same time frame in prior years. This report summarizes the City's overall financial position through September 30, 2025. Except as noted, revenue and expenditures are on target for the first quarter. The School Department, while part of the General Fund, will show in this report, however the discussion is limited to the City's financial results and does not attempt to explain any variances in comparison for School as they have their own finance team and financial reporting.

General Fund

With 25% of the fiscal year completed, General Fund actual revenues represent 28.1% of estimates, and actual expenditures are at 20.2% of projections. These are comparable to prior year and denote no areas of concern or significant variance.



GENERAL FUND

There can only be one General Fund.

The City of Auburn General Fund accounts for all financial resources required to fund a variety of public services not accounted for in other funds, including but not limited to the following:

- Public Safety
- Public Works
- General Government
- Recreation

Property Taxes: As of September 30, 2025, 53.3% of the projected revenues were received, which is comparable to the percentage received in the prior year. With three months of activity recorded, actual revenues are \$776,497 (or 1.42%) greater than the prior year.

State Revenue Share and Homestead Reimbursement: Currently on target with projected revenue, with an increase of \$46,583 over the same period in FY25.

Vehicle Excise Tax: On target with projections, with 30.2% of the projected revenue received as of September 30, 2025. Total revenues received were \$83,059 greater than at the same time in the prior year.

EMS Transport: EMS is at approximately the same level as prior year with a 1.2% increase in revenue during the same period.

Building Permits: Permits are at approximately the same level as in the prior year. FY25 was \$41,592 resulting in a \$3,964 increase over the same period.

Marijuana Business Licenses: Licenses are \$15,990 less than prior year. Data from the Office of Cannabis Policy indicates a “leveling out” throughout the State, which is expected as the industry hits its five-year mark.

Top Seven Revenues

City of Auburn's top seven budgeted revenues account for over 56% of total General Fund Revenues. By focusing on these, we can get an excellent understanding of the City's revenue position. Overall, these key revenues are performing as projected based on payment schedules and past trends for the first quarter.

General Fund Revenues	Budget	YTD Actual 9/30/25	% Received
Property Tax	\$54,314,567	\$28,953,542	53.3%
State Revenue Share	7,200,000	2,197,097	30.5%
Vehicle Excise Tax	4,800,000	1,450,447	30.2%
Homestead Reimbursement	1,770,000	1,237,135	69.9%
EMS Transport	1,700,000	394,212	23.2%
Building Permits	260,000	45,556	17.5%
Marijuana Business Licenses	220,000	42,010	19.1%
Total	\$70,264,567	\$34,319,999	48.8%

Expenditures

Expenditures are approximately as expected with a 1.3% increase over prior year. There are some notable variances that are not of concern but are further discussed below.

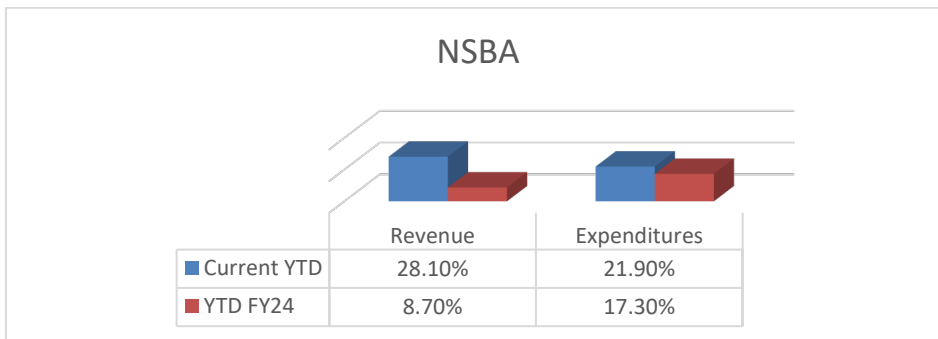
Recreation shows an increase of 15.5% which is a result of program expenses being moved from Special Revenue funds to General Fund as discussed during the budget process. Operating Capital is budgeted within Facilities and is expended 47.5% higher than previous year due to purchase orders being placed for the budgeted items, delivery of which are expected later in the fiscal year. This account allows us to reduce reliance on external, often higher-cost, financing for short-term needs.

NSBA & Ingersoll-Proprietary Funds

NSBA

The operating revenues for Norway Arena through September were \$316,967 or 28.1% of the budget as compared to 8.7% of actual revenues in FY24. This revenue comes from concessions, sign advertisements, pro shop lease, youth programming, shinny hockey, public skating, and ice rentals.

The operating expenses for Norway Arena through September were \$148,394 or 21.9% of the budget as compared to 17.3% of actual expenditures in FY24. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

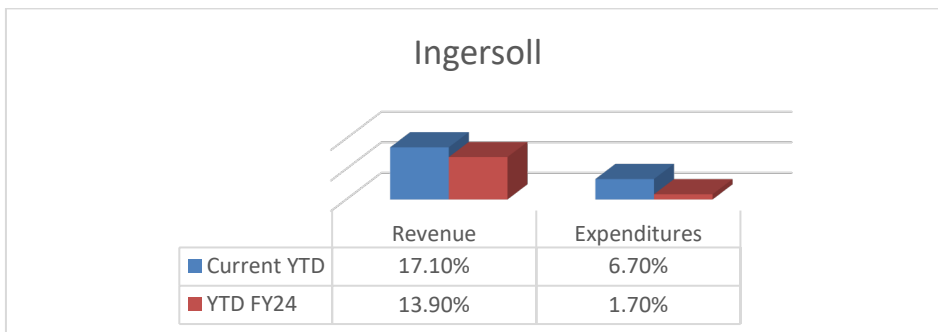


Norway Arena had an operating gain YTD of \$168,573.

Ingersoll

The operating revenues for Ingersoll through September were \$36,448 or 17.1% of the budget as compared to 13.9% of actual revenues in FY24. This revenue comes from sponsorships, programs, rental income, and batting cages.

The operating expenses for Ingersoll through September were \$10,109 or 6.7% of the budget as compared to 1.7% of actual expenditures in FY24. These expenses include supplies, repairs, capital purchases and maintenance.



Ingersoll had an operating gain YTD of \$26,339.

Fund Type- Finance Terms

Fund

A fund is a fiscal and accounting entity that has a self-balancing set of accounts, recording all assets and liabilities separately.

Proprietary Fund

A business-like fund of the local government (Enterprise or Internal Service) that is designed to recoup its expenses through charges to its customers.

Special Revenue Funds

Account for financial resources that are restricted or committed to specific purposes other than debt service and capital projects.

Capital Reserve Funds

Account for financial resources that are restricted, committed or assigned to the improvement, acquisition or constructions of capital assets.

Debt Service Funds (Bonds)

Account for the accumulation of resources for and the payment of principal and interest on any governmental fund long-term debt or medium-term obligation.

Financial Services Department Updates

The Financial Services team has been quite busy this quarter with a new program to administer, State mandated changes, and some large projects in progress.

Accounting Division

- FY24 Audit wrap up and reporting, finalizing management discussion and analysis, reviewing draft reports for accuracy and approving final reports for submittal
- End of fiscal year and start of new fiscal year, final payments for current year and budget entry for the new year
- FY25 Audit began, this includes a fieldwork checklist and selections, review of policies and procedures, and the beginnings of year-to-date reports.
- Property Tax Assistance Program- Financial Services staff worked together to collect, determine eligibility, calculate payment, notify applicant, and process payments to be mailed.
- FY26 Bond process started, with bond sale timeline determined
- Accounting staff assisted with posting tax payments received in the mail

Assessing Division

- In early July, preparations were made for tax commitment by ensuring valuations from permit work completed by April 1 were accurately loaded in the CAMA system
- Processed transfers and exemption applications up to April 1
- Taxes were committed to the tax collector on July 15
- Staff loaded and proofed real estate transfers and permits issued after April 1, as well as inspections and exemption applications received after that date
- Work continued on the annual Municipal Valuation Return for Maine Revenue and compiling data for the annual audit from Maine Revenue Services
- Preparation of the Turnaround Document, due by October 1, involved reviewing 590 sales
- An annual statistics booklet was created for the Mayor, City Council, Managers Office, Finance Director, and City Clerk
- A refreshed sales survey was mailed to new homeowners, alongside 160 surveys, Homestead applications, and Change of Address Forms
- Ongoing permit and revaluation inspections continued throughout this period

Clerk Division

- Tax commitment (July), a week of proofreading to verify real estate and personal property values, ownership, and exemptions before printing tax bills in conjunction with Assessing Division
- Tax bills (August), a week of proofing with printing company to verify exemptions showed correctly, tax amounts were correct and provided text was correct
- Tax collection (September) Personal Property and first half of Real Estate was due, high foot traffic and crates of mail to process
- Training and staff changes
- New vehicle license plates, rolled out May 1st but continue with most in-person transactions (all chickadee plates being retired)
- Property Tax Assistance Program - verified tax bill amounts

Financial Services

Kelsey Earle, Director

Accounting

Gina Klemanski, Deputy Director
Cynthia McNeil, Sr. Accounting Asst.
Emma Burns, Purchasing Analyst
Anne Taylor, Accounting Asst.
Melissa Mulloy, Accounting Asst.

Responsibilities include:

Payroll, accounts payable, accounts receivable, CDBG/HUD grants, purchasing, and insurance/risk management.

Assessing

Karen Scammon, Assessor
Joseph St. Peter, Deputy Assessor
Azadeh Mashhadi, Appraiser I
Connor Doberstein, Appraiser

Responsibilities include:

Maintaining sales information, property deed transfers, and valuations of all real estate and personal property within the City.

Clerk

Emily Carrington, Clerk
Jessica Grover, Deputy Clerk
Cynthia Lauze, Asst. Municipal Clerk
Tina Nason Asst. Municipal Clerk
Denise Spooner, Asst. Municipal Clerk
Kari Jennings, Asst. Municipal Clerk

Responsibilities include:

Tax collection, vehicle registration, ATV/boat registration, licensing, voter registration & elections, and records.

CITY OF AUBURN
REVENUES- 1ST QUARTER FY26

PAGE 1
glflxrpt

FROM 2026 01 TO 2026 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1000 General Fund							
1005 City Manager							
429000 Miscellaneous	0	0	0	-1,757.00	.00	1,757.00	.0%
TOTAL City Manager	0	0	0	-1,757.00	.00	1,757.00	.0%
1006 Communications & Engagement							
420070 Sponsorships-Special Events	-25,000	0	-25,000	.00	.00	-25,000.00	.0%
TOTAL Communications & Engagement	-25,000	0	-25,000	.00	.00	-25,000.00	.0%
1007 City Clerk							
420011 Fees - Clerk/Sale of Copies	-60	0	-60	-24.00	.00	-36.00	40.0%
420013 Fees - Voter Registration Lis	-200	0	-200	-132.00	.00	-68.00	66.0%
420024 Fees - City Clerk Notary	-1,300	0	-1,300	-480.00	.00	-820.00	36.9%
420066 City Clerk Advertising Fees	0	0	0	-600.00	.00	600.00	.0%
421001 Certificate - Birth	-3,500	0	-3,500	-1,033.40	.00	-2,466.60	29.5%
421002 Certificate - Death	-17,000	0	-17,000	-2,863.40	.00	-14,136.60	16.8%
421003 Certificate - Marriage	-4,500	0	-4,500	-1,996.40	.00	-2,503.60	44.4%
421006 Licenses - Commercial	-75,000	0	-75,000	-11,970.00	.00	-63,030.00	16.0%
421007 Licenses - Marriage	-5,500	0	-5,500	-1,908.00	.00	-3,592.00	34.7%
421012 Marijuana Business Licenses	-220,000	0	-220,000	-42,010.00	.00	-177,990.00	19.1%
421101 Permits - Burial	-2,000	0	-2,000	-42.00	.00	-1,958.00	2.1%
TOTAL City Clerk	-329,060	0	-329,060	-63,059.20	.00	-266,000.80	19.2%
1008 Finance							
401016 2016 Property Tax Revenue	0	0	0	.00	.00	.00	.0%

CITY OF AUBURN
REVENUES- 1ST QUARTER FY26

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FROM 2026 01 TO 2026 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
401017 2017 Property Tax Revenue	0	0	0	.00	.00	.00	.0%
401018 2018 Property Tax Revenue	0	0	0	-18.44	.00	18.44	.0%
401019 2019 Property Tax Revenue	0	0	0	-465.12	.00	465.12	.0%
401020 2020 Property Tax Revenue	0	0	0	-244.40	.00	244.40	.0%
401021 2021 Tax Revenue	0	0	0	-229.91	.00	229.91	.0%
401022 2022 Tax Revenue	0	0	0	-3,386.66	.00	3,386.66	.0%
401023 2023 Tax Revenue	0	0	0	-53,301.02	.00	53,301.02	.0%
401024 2024 Tax Revenue	0	0	0	-245,762.48	.00	245,762.48	.0%
401025 2025 Tax Revenue	0	0	0	-28,953,541.72	.00	28,953,541.72	.0%
401100 Property Tax Revenue - Current	-54,314,567	0	-54,314,567	.00	.00	-54,314,567.00	.0%
401300 Homestead Exemption Reimburse	-1,770,000	0	-1,770,000	-1,237,135.26	.00	-532,864.74	69.9%
401400 In Lieu of Taxes	-94,000	0	-94,000	-16,275.72	.00	-77,724.28	17.3%
401500 Personal Property Reimburse	-3,100,000	0	-3,100,000	.00	.00	-3,100,000.00	.0%
402000 Excise Tax - Vehicles	-4,800,000	0	-4,800,000	-1,450,447.33	.00	-3,349,552.67	30.2%
402001 Excise Tax - Boat	-15,000	0	-15,000	-2,494.00	.00	-12,506.00	16.6%
402002 Excise Tax - Aircraft	-5,000	0	-5,000	-6,180.87	.00	1,180.87	123.6%
403000 Penalties & Interest	-100,000	0	-100,000	-13,279.59	.00	-86,720.41	13.3%
420003 Cable Television Franchise	-125,000	0	-125,000	-50,442.48	.00	-74,557.52	40.4%
420038 Fees - Hunting/Fishing/Dogs	-700	0	-700	-70.00	.00	-630.00	10.0%
420041 Fees - Neutered Animals	-2,500	0	-2,500	-50.00	.00	-2,450.00	2.0%
420055 Fees - MMWAC Host	-232,110	0	-232,110	-19,342.58	.00	-212,767.42	8.3%
420080 CATV Fees-City of Lewiston	-71,000	0	-71,000	.00	.00	-71,000.00	.0%
421000 Agent Fee	-95,000	0	-95,000	-25,378.00	.00	-69,622.00	26.7%
421011 Fines - Dog	-3,500	0	-3,500	-57.00	.00	-3,443.00	1.6%
422000 Investment Income	-350,000	0	-350,000	-49,282.63	.00	-300,717.37	14.1%
429000 Miscellaneous	-150,000	0	-150,000	-50,114.83	.00	-99,885.17	33.4%
429004 CDBG Reimbursement	-588,154	0	-588,154	.00	.00	-588,154.00	.0%
429009 Reimbursement - Other	-364,500	0	-364,500	.00	.00	-364,500.00	.0%
429013 Sale of Assets	-100,000	0	-100,000	-268.55	.00	-99,731.45	.3%
429036 Ingersoll Turf Facility Income	-62,950	0	-62,950	.00	.00	-62,950.00	.0%
429200 Tax Sharing Revenue	-182,000	0	-182,000	.00	.00	-182,000.00	.0%
429900 Designated FB Offset	-1,875,000	0	-1,875,000	.00	.00	-1,875,000.00	.0%
430000 Other State Aid	-3,400	0	-3,400	-5.00	.00	-3,395.00	.1%
430001 State Revenue Sharing	-7,200,000	0	-7,200,000	-2,197,097.46	.00	-5,002,902.54	30.5%
430003 Tree Growth	-13,000	0	-13,000	.00	.00	-13,000.00	.0%
430004 Veterans Reimbursement	-18,000	0	-18,000	.00	.00	-18,000.00	.0%
580000 TIF	-1,550,000	0	-1,550,000	.00	.00	-1,550,000.00	.0%
580020 Transfer In-Opioid Settlement	-60,000	0	-60,000	.00	.00	-60,000.00	.0%
TOTAL Finance	-77,245,381	0	-77,245,381	-34,374,871.05	.00	-42,870,509.95	44.5%

10108001 General Fund Prop Tax

CITY OF AUBURN
REVENUES- 1ST QUARTER FY26

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FROM 2026 01 TO 2026 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
401004 2004 Property Tax Revenue	0	0	0	-1,001.86	.00	1,001.86	.0%
401008 2008 Property Tax Revenue	0	0	0	.00	.00	.00	.0%
TOTAL General Fund Prop Tax	0	0	0	-1,001.86	.00	1,001.86	.0%
1012 Planning & Permittin							
420023 Fees - Citation Ordinance	-3,000	0	-3,000	.00	.00	-3,000.00	.0%
420068 Departmental Review	-15,000	0	-15,000	-5,204.00	.00	-9,796.00	34.7%
420069 Advertising Fees	-3,400	0	-3,400	.00	.00	-3,400.00	.0%
421100 Permits - Building	-260,000	0	-260,000	-45,555.60	.00	-214,444.40	17.5%
421102 Permits - Electrical	-30,000	0	-30,000	-8,349.00	.00	-21,651.00	27.8%
421106 Permits - Plumbing	-25,000	0	-25,000	-4,075.00	.00	-20,925.00	16.3%
421107 Permits - Sign	-5,000	0	-5,000	-534.00	.00	-4,466.00	10.7%
421112 Permits-Private Vacant Bldng.	-105,000	0	-105,000	.00	.00	-105,000.00	.0%
TOTAL Planning & Permittin	-446,400	0	-446,400	-63,717.60	.00	-382,682.40	14.3%
1014 Engineering							
420028 Fees - Drive Opening	-250	0	-250	-80.00	.00	-170.00	32.0%
420039 Fees - Inspection	-5,000	0	-5,000	.00	.00	-5,000.00	.0%
421103 Permits - Fill	-200	0	-200	.00	.00	-200.00	.0%
421108 Permits - Street Excavation	-15,000	0	-15,000	.00	.00	-15,000.00	.0%
TOTAL Engineering	-20,450	0	-20,450	-80.00	.00	-20,370.00	.4%
1015 Facilities							
429010 Rental Income	-84,000	0	-84,000	2,426.50	.00	-86,426.50	-2.9%
TOTAL Facilities	-84,000	0	-84,000	2,426.50	.00	-86,426.50	-2.9%
1021 Fire & EMS Transport							

CITY OF AUBURN
REVENUES- 1ST QUARTER FY26

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FROM 2026 01 TO 2026 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
420034 Fees - Fire/Copies of Reports	-100	0	-100	.00	.00	-100.00	.0%
420088 FEES- Crash Calls	-30,000	0	-30,000	.00	.00	-30,000.00	.0%
TOTAL Fire & EMS Transport	-30,100	0	-30,100	.00	.00	-30,100.00	.0%
1022 Police							
420016 Fees - Accident & Police	-11,000	0	-11,000	-3,860.00	.00	-7,140.00	35.1%
420027 Fees - Court	-4,000	0	-4,000	-538.18	.00	-3,461.82	13.5%
420044 Fees - Police/False Alarms	-15,000	0	-15,000	-1,300.00	.00	-13,700.00	8.7%
420045 Fees - Police/Photos, Tapes, &	-800	0	-800	-250.00	.00	-550.00	31.3%
420052 Fees - Vehicle Rel/Driver Lice	-4,000	0	-4,000	-325.00	.00	-3,675.00	8.1%
420053 Fees - Vehicle Rel/Non Driver	-3,000	0	-3,000	-150.00	.00	-2,850.00	5.0%
421005 Fines - Parking Violations	-50,000	0	-50,000	-8,655.00	.00	-41,345.00	17.3%
421104 Permits - Firearms	-1,900	0	-1,900	-642.00	.00	-1,258.00	33.8%
429000 Miscellaneous	0	0	0	-4,375.00	.00	4,375.00	.0%
TOTAL Police	-89,700	0	-89,700	-20,095.18	.00	-69,604.82	22.4%
1023 Fire EMS Transport							
420029 Fees - EMS Transport	-1,700,000	0	-1,700,000	-394,212.27	.00	-1,305,787.73	23.2%
TOTAL Fire EMS Transport	-1,700,000	0	-1,700,000	-394,212.27	.00	-1,305,787.73	23.2%
1030 Recreation and Sports Tourism							
402800 Miscellaneous Revenue	-456,611	0	-456,611	-51,618.53	.00	-404,992.47	11.3%
TOTAL Recreation and Sports Tourism	-456,611	0	-456,611	-51,618.53	.00	-404,992.47	11.3%
1032 Health and Social Serv Assist							
429000 Miscellaneous	0	0	0	-500.00	.00	500.00	.0%

CITY OF AUBURN
REVENUES- 1ST QUARTER FY26

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FROM 2026 01 TO 2026 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
430008 General Welfare Reimbursement	-560,840	0	-560,840	-99,248.74	.00	-461,591.26	17.7%
TOTAL Health and Social Serv Assist	-560,840	0	-560,840	-99,748.74	.00	-461,091.26	17.8%
1042 Public Works							
420028 Fees - Drive Opening	0	0	0	.00	.00	.00	.0%
420039 Fees - Inspection	0	0	0	.00	.00	.00	.0%
421108 Permits - Street Excavation	0	0	0	.00	.00	.00	.0%
430002 State/Local Road Assistance	-500,000	0	-500,000	.00	.00	-500,000.00	.0%
TOTAL Public Works	-500,000	0	-500,000	.00	.00	-500,000.00	.0%
1043 Solid waste Disposal							
420025 Fees - Commercial Solid waste	0	0	0	-11,223.00	.00	11,223.00	.0%
TOTAL Solid Waste Disposal	0	0	0	-11,223.00	.00	11,223.00	.0%
1046 PW School Maint & Custodial							
420082 School M&C Reimburse	0	0	0	-30,326.64	.00	30,326.64	.0%
TOTAL PW School Maint & Custodial	0	0	0	-30,326.64	.00	30,326.64	.0%
1070 Education							
529000 Miscellaneous School	-145,000	0	-145,000	.00	.00	-145,000.00	.0%
530002 Secondary Tuition	-44,754	0	-44,754	.00	.00	-44,754.00	.0%
530004 Franklin Tuition	-160,000	0	-160,000	.00	.00	-160,000.00	.0%
530007 State Subsidy Education	-32,046,130	0	-32,046,130	.00	.00	-32,046,130.00	.0%
530008 Debt Service Reimbursement	-8,833,262	0	-8,833,262	.00	.00	-8,833,262.00	.0%
530014 Special Education	-120,000	0	-120,000	.00	.00	-120,000.00	.0%
530015 State Agency Clients	-30,000	0	-30,000	.00	.00	-30,000.00	.0%

CITY OF AUBURN
 REVENUES- 1ST QUARTER FY26

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FROM 2026 01 TO 2026 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
530017 State Aid for Adult Education	-101,495	0	-101,495	.00	.00	-101,495.00	.0%
580001 Transfer In	-2,025,000	0	-2,025,000	.00	.00	-2,025,000.00	.0%
TOTAL Education	-43,505,641	0	-43,505,641	.00	.00	-43,505,641.00	.0%
TOTAL General Fund	-124,993,183	0	-124,993,183	-35,109,284.57	.00	-89,883,898.43	28.1%
TOTAL REVENUES	-124,993,183	0	-124,993,183	-35,109,284.57	.00	-89,883,898.43	
GRAND TOTAL	-124,993,183	0	-124,993,183	-35,109,284.57	.00	-89,883,898.43	28.1%

**CITY OF AUBURN, MAINE
INVESTMENT SCHEDULE
AS OF September 30, 2025**

			BALANCE	BALANCE	INTEREST
INVESTMENT	FUND		September 30, 2025	June 30, 2025	RATE
ANDROSCOGGIN BANK	449	CAPITAL PROJECTS	\$ 15,379,731.73	\$ 15,291,691.32	3.25%
ANDROSCOGGIN BANK	502	SR-TIF	\$ 1,061,460.23	\$ 1,060,577.98	3.25%
ANDROSCOGGIN BANK	836	GENERAL FUND	\$ 16,248,767.99	\$ 15,616,687.02	3.25%
ANDROSCOGGIN BANK	801	WORKERS COMP	\$ 56,006.71	\$ 55,606.17	3.25%
ANDROSCOGGIN BANK	684	EMS CAPITAL RESERVE	\$ 362,124.60	\$ 359,534.82	3.25%
ANDROSCOGGIN BANK	414	INGERSOLL TURF FACILITY	\$ 241,791.96	\$ 240,062.75	3.25%
ANDROSCOGGIN BANK		ELHS CONSTRUCTION	\$ 12,904,148.48	\$ 12,811,857.57	3.25%
Northern Capital Securities	CD	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	4.25%
Northern Capital Securities	CD	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	4.30%
Northern Capital Securities	CD	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	4.15%
Northern Capital Securities	CD	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	4.40%
Northern Capital Securities	CD	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	4.30%
Northern Capital Securities	CD	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	4.15%
Northern Capital Securities	CD	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	4.15%
Northern Capital Securities	CD	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	4.30%
Northern Capital Securities	CD	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	4.40%
Northern Capital Securities	CD	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	4.25%
Northern Capital Securities	CD	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	4.20%
Northern Capital Securities	CD	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	4.00%
Northern Capital Securities	CD	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	4.05%
Northern Capital Securities	CD	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	4.30%
Northern Capital Securities	CD	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	4.30%
Northern Capital Securities	CD	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	4.11%
Northern Capital Securities	CD	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	4.00%
Northern Capital Securities	CD	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	3.85%
Northern Capital Securities	CD	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	4.05%
Northern Capital Securities	CD	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	3.80%
GRAND TOTAL			\$ 51,254,031.70	\$ 50,436,017.63	3.93%

EMS BILLING
SUMMARY OF ACTIVITY
July 1st, 2025 - September, 30th, 2025
Report as of September, 30th, 2025

	Beginning Balance 7/1/2025	3rd Quarter 2025					Write-Offs	Ending Balance 9/30/2025
		New Charges	Payments	Refunds	Adjustments			
Attorney/In care of	\$ 444.96	\$ 8.15	\$ (17.20)	\$ -	\$ -	\$ -	\$ -	\$ 435.91
Bluecross	\$ 93,094.08	\$ 33,600.30	\$ (12,719.16)	\$ -	\$ (3,926.66)	\$ -	\$ -	\$ 110,048.56
Intercept	\$ (1,369.40)	\$ 1,600.00	\$ (2,200.00)	\$ -	\$ -	\$ -	\$ -	\$ (1,969.40)
Medicare	\$ 756,746.50	\$ 495,751.30	\$ (151,608.79)	\$ -	\$ (268,063.70)	\$ -	\$ -	\$ 832,825.31
Medicaid	\$ (457,978.29)	\$ 237,433.95	\$ (141,273.03)	\$ -	\$ (129,323.68)	\$ -	\$ -	\$ (491,141.05)
Other/Commercial	\$ 260,464.53	\$ 124,796.56	\$ (55,823.86)	\$ 17.60	\$ (13,902.23)	\$ -	\$ -	\$ 315,552.60
Private Insurance	\$ 924.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 924.00
Patient	\$ (252,771.07)	\$ 54,896.40	\$ (30,256.77)	\$ 2,557.89	\$ (6,736.43)	\$ (79,929.81)	\$ -	\$ (312,239.79)
Worker's Comp	\$ (21,909.48)	\$ (56.50)	\$ (6,357.40)	\$ -	\$ -	\$ -	\$ -	\$ (28,323.38)
TOTAL	\$ 377,645.83	\$ 948,030.16	\$ (400,256.21)	\$ 2,575.49	\$ (421,952.70)	\$ (79,929.81)	\$ -	\$ 426,112.76

CITY OF AUBURN
EXPENDITURES- 1ST QUARTER FY26

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FROM 2026 01 TO 2026 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1000 General Fund							
1000 General Fund							
692024 SPECIAL PROJECTS-WARMING CENTR	0	0	0	.00	.00	.00	.0%
TOTAL General Fund	0	0	0	.00	.00	.00	.0%
1004 Mayor and Council							
611000 Regular Salaries	45,800	0	45,800	11,749.93	.00	34,050.07	25.7%
628000 PS - Gen/Professional	74,100	0	74,100	17,681.60	.00	56,418.40	23.9%
629001 Travel - Mileage Reimbursment	550	0	550	.00	.00	550.00	.0%
632000 Dues & Subscriptions	57,850	0	57,850	27,750.00	.00	30,100.00	48.0%
633000 Office Supplies	3,500	0	3,500	.00	.00	3,500.00	.0%
TOTAL Mayor and Council	181,800	0	181,800	57,181.53	.00	124,618.47	31.5%
1005 City Manager							
611000 Regular Salaries	399,649	0	399,649	94,268.31	.00	305,380.69	23.6%
628000 PS - Gen/Professional	23,000	0	23,000	15,533.52	.00	7,466.48	67.5%
628100 Legal - General	140,000	0	140,000	17,077.40	500.00	122,422.60	12.6%
629000 Professional Development	12,000	0	12,000	2,381.22	.00	9,618.78	19.8%
629001 Travel - Mileage Reimbursment	10,800	0	10,800	2,100.00	.00	8,700.00	19.4%
632000 Dues & Subscriptions	5,000	0	5,000	96.00	.00	4,904.00	1.9%
633000 Office Supplies	7,500	0	7,500	640.44	-600.00	7,459.56	.5%
640000 Telephones/Cell Stipends	2,520	0	2,520	781.88	.00	1,738.12	31.0%
TOTAL City Manager	600,469	0	600,469	132,878.77	-100.00	467,690.23	22.1%
1006 Communications & Engagement							

CITY OF AUBURN
EXPENDITURES- 1ST QUARTER FY26

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FROM 2026 01 TO 2026 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
611000 Regular Salaries	204,155	0	204,155	46,268.44	.00	157,886.56	22.7%
628000 PS - Gen/Professional	7,500	0	7,500	1,878.50	.00	5,621.50	25.0%
628035 Special Events	74,000	0	74,000	27,196.27	17,810.00	28,993.73	60.8%
628080 Community Outreach	20,000	0	20,000	721.76	.00	19,278.24	3.6%
629000 Professional Development	4,000	0	4,000	.00	.00	4,000.00	.0%
629001 Travel - Mileage Reimbursment	400	0	400	.00	.00	400.00	.0%
633000 Office Supplies	2,500	0	2,500	477.81	.00	2,022.19	19.1%
640000 Telephones/Cell Stipends	2,650	0	2,650	593.00	.00	2,057.00	22.4%
TOTAL Communications & Engagement	315,205	0	315,205	77,135.78	17,810.00	220,259.22	30.1%
1007 City Clerk							
611000 Regular Salaries	475,516	0	475,516	111,466.18	.00	364,049.82	23.4%
613000 OT - Regular	2,100	0	2,100	.00	.00	2,100.00	.0%
620000 Advertising	1,500	0	1,500	52.02	.00	1,447.98	3.5%
628000 PS - Gen/Professional	7,025	0	7,025	6,347.20	.00	677.80	90.4%
628043 Election Staff	26,460	0	26,460	.00	.00	26,460.00	.0%
629000 Professional Development	800	0	800	170.00	.00	630.00	21.3%
629001 Travel - Mileage Reimbursment	1,650	0	1,650	.00	.00	1,650.00	.0%
632000 Dues & Subscriptions	775	0	775	260.00	.00	515.00	33.5%
633000 Office Supplies	1,000	0	1,000	746.97	.00	253.03	74.7%
633004 Voter Supplies	9,000	0	9,000	.00	5,739.35	3,260.65	63.8%
644002 Voting Machines	9,500	0	9,500	.00	.00	9,500.00	.0%
TOTAL City Clerk	535,326	0	535,326	119,042.37	5,739.35	410,544.28	23.3%
1008 Finance							
611000 Regular Salaries	802,733	0	802,733	175,497.68	.00	627,235.32	21.9%
614003 Longevity Bonus	0	0	0	.00	.00	.00	.0%
620000 Advertising	300	0	300	.00	.00	300.00	.0%
628000 PS - Gen/Professional	40,000	0	40,000	9,598.09	378.22	30,023.69	24.9%
628008 Recording Fee	300	0	300	.00	.00	300.00	.0%
628064 Senior Tax Reimbursement	150,000	0	150,000	125,913.00	.00	24,087.00	83.9%
629000 Professional Development	9,386	0	9,386	547.79	-75.00	8,913.21	5.0%
629001 Travel - Mileage Reimbursment	700	0	700	.00	.00	700.00	.0%
631000 Reports, Printing, & Binding	3,000	0	3,000	1,967.23	.00	1,032.77	65.6%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
632000 Dues & Subscriptions	4,792	0	4,792	536.45	.00	4,255.55	11.2%
633000 Office Supplies	5,500	0	5,500	584.29	.00	4,915.71	10.6%
640000 Telephones/Cell Stipends	1,740	0	1,740	336.70	.00	1,403.30	19.4%
642000 Postage	39,000	0	39,000	14,937.88	.00	24,062.12	38.3%
645000 Insurance Premiums	343,000	0	343,000	176,058.00	.00	166,942.00	51.3%
645001 Insurance Deductibles	25,000	0	25,000	1,317.87	.00	23,682.13	5.3%
655500 Revaluation	0	0	0	61,175.41	-61,175.41	.00	.0%
TOTAL Finance	1,425,451	0	1,425,451	568,470.39	-60,872.19	917,852.80	35.6%
1009 Human Resources							
611000 Regular Salaries	251,480	0	251,480	52,810.63	.00	198,669.37	21.0%
620000 Advertising	2,000	0	2,000	.00	.00	2,000.00	.0%
628002 Employee Assist Program	3,000	0	3,000	.00	.00	3,000.00	.0%
628003 Drug Testing	6,000	0	6,000	339.24	.00	5,660.76	5.7%
628004 Testing	4,000	0	4,000	-517.50	.00	4,517.50	-12.9%
628052 Professional Development	10,000	0	10,000	858.18	.00	9,141.82	8.6%
629000 Professional Development	0	0	0	.00	.00	.00	.0%
629001 Travel - Mileage Reimbursment	0	0	0	.00	.00	.00	.0%
629002 Travel - Seminar Costs	0	0	0	.00	.00	.00	.0%
632000 Dues & Subscriptions	0	0	0	.00	.00	.00	.0%
633000 Office Supplies	600	0	600	18.00	.00	582.00	3.0%
633001 Operating Supplies	2,500	0	2,500	.00	.00	2,500.00	.0%
640000 Telephones/Cell Stipends	840	0	840	210.00	.00	630.00	25.0%
TOTAL Human Resources	280,420	0	280,420	53,718.55	.00	226,701.45	19.2%
1010 Planning & Permitting							
611000 Regular Salaries	796,630	0	796,630	154,986.60	.00	641,643.40	19.5%
613000 OT - Regular	9,500	0	9,500	3,500.08	.00	5,999.92	36.8%
615000 Uniform Allowance	1,000	0	1,000	.00	.00	1,000.00	.0%
620000 Advertising	5,500	0	5,500	701.10	.00	4,798.90	12.7%
628000 PS - Gen/Professional	3,500	0	3,500	.00	.00	3,500.00	.0%
628020 Vehicle Repairs	0	0	0	.00	.00	.00	.0%
628021 Equipment Repairs	2,000	0	2,000	.00	.00	2,000.00	.0%
628024 Street Light Repairs	0	0	0	.00	.00	.00	.0%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
628025 Traffic Signal Maintenance	0	0	0	.00	.00	.00	.0%
629000 Professional Development	3,000	0	3,000	70.00	.00	2,930.00	2.3%
629001 Travel - Mileage Reimbursement	300	0	300	863.42	.00	-563.42	287.8%
629002 Travel - Seminar Costs	0	0	0	.00	.00	.00	.0%
632000 Dues & Subscriptions	3,500	0	3,500	.00	.00	3,500.00	.0%
633000 Office Supplies	2,100	0	2,100	148.02	.00	1,951.98	7.0%
633001 Operating Supplies	2,100	0	2,100	62.68	.00	2,037.32	3.0%
633021 Safety Equipment	1,000	0	1,000	.00	.00	1,000.00	.0%
633029 MV Sup - Tires/Tube/Chain	0	0	0	.00	.00	.00	.0%
633030 MV Sup - Fuel	0	0	0	.00	.00	.00	.0%
640000 Telephones/Cell Stipends	3,900	0	3,900	903.84	.00	2,996.16	23.2%
641002 Electricity	0	0	0	.00	.00	.00	.0%
TOTAL Planning & Permitting	834,030	0	834,030	161,235.74	.00	672,794.26	19.3%
1011 Public Services							
611000 Regular Salaries	513,010	0	513,010	104,551.17	.00	408,458.83	20.4%
620000 Advertising	500	0	500	.00	.00	500.00	.0%
628000 PS - Gen/Professional	10,760	0	10,760	.00	.00	10,760.00	.0%
629000 Professional Development	2,500	0	2,500	916.50	.00	1,583.50	36.7%
629001 Travel - Mileage Reimbursement	2,750	0	2,750	600.00	.00	2,150.00	21.8%
629002 Travel - Seminar Costs	0	0	0	.00	.00	.00	.0%
632000 Dues & Subscriptions	2,253	0	2,253	459.78	.00	1,793.22	20.4%
633000 Office Supplies	500	0	500	-105.50	.00	605.50	-21.1%
640000 Telephones/Cell Stipends	800	0	800	217.04	.00	582.96	27.1%
TOTAL Public Services	533,073	0	533,073	106,638.99	.00	426,434.01	20.0%
1012 Planning & Permittin							
611000 Regular Salaries	0	0	0	.00	.00	.00	.0%
613000 OT - Regular	0	0	0	.00	.00	.00	.0%
TOTAL Planning & Permittin	0	0	0	.00	.00	.00	.0%
1013 Business & Community Developme							

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
611000 Regular Salaries	605,137	0	605,137	97,551.44	.00	507,585.56	16.1%
614003 Longevity Bonus	0	0	0	.00	.00	.00	.0%
620000 Advertising	1,000	0	1,000	238.12	.00	761.88	23.8%
628000 PS - Gen/Professional	20,000	0	20,000	761.53	.00	19,238.47	3.8%
629000 Professional Development	15,000	0	15,000	684.66	.00	14,315.34	4.6%
629001 Travel - Mileage Reimbursement	2,000	0	2,000	.00	.00	2,000.00	.0%
632000 Dues & Subscriptions	4,500	0	4,500	415.07	.00	4,084.93	9.2%
633000 Office Supplies	2,500	0	2,500	2,142.81	.00	357.19	85.7%
640000 Telephones/Cell Stipends	4,025	0	4,025	654.10	.00	3,370.90	16.3%
690200 PS-Homeless Services	250,000	0	250,000	.00	.00	250,000.00	.0%
TOTAL Business & Community Developme	904,162	0	904,162	102,447.73	.00	801,714.27	11.3%
1014 Engineering							
611000 Regular Salaries	306,286	0	306,286	74,616.00	.00	231,670.00	24.4%
615000 Uniform Allowance	750	0	750	32.71	.00	717.29	4.4%
620000 Advertising	150	0	150	.00	.00	150.00	.0%
628000 PS - Gen/Professional	5,000	0	5,000	4,694.00	-4,694.00	5,000.00	.0%
628005 Water Quality Monitoring	15,000	0	15,000	15,605.00	-15,000.00	14,395.00	4.0%
628008 Recording Fee	250	0	250	.00	.00	250.00	.0%
628021 Equipment Repairs	500	0	500	.00	.00	500.00	.0%
629000 Professional Development	5,500	0	5,500	5,967.08	-4,100.00	3,632.92	33.9%
629001 Travel - Mileage Reimbursement	150	0	150	900.00	.00	-750.00	600.0%
631000 Reports, Printing, & Binding	250	0	250	.00	.00	250.00	.0%
632000 Dues & Subscriptions	2,000	0	2,000	1,400.00	-1,400.00	2,000.00	.0%
633000 Office Supplies	400	0	400	72.00	.00	328.00	18.0%
633001 Operating Supplies	200	0	200	.00	.00	200.00	.0%
633021 Safety Equipment	300	0	300	.00	.00	300.00	.0%
633023 Small Tools	400	0	400	.00	.00	400.00	.0%
640000 Telephones/Cell Stipends	1,910	0	1,910	346.72	.00	1,563.28	18.2%
650030 Operating Capital	9,600	0	9,600	.00	.00	9,600.00	.0%
655405 St Imp-Crack Seal	15,000	0	15,000	.00	.00	15,000.00	.0%
TOTAL Engineering	363,646	0	363,646	103,633.51	-25,194.00	285,206.49	21.6%

1015 Facilities

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
611000 Regular Salaries	100,000	0	100,000	-26,360.27	.00	126,360.27	-26.4%
615000 Uniform Allowance	250	0	250	.00	.00	250.00	.0%
620000 Advertising	100	0	100	.00	.00	100.00	.0%
628000 PS - Gen/Professional	120,776	0	120,776	17,653.86	.00	103,122.14	14.6%
628019 Building Repairs	113,000	0	113,000	17,309.13	10,950.00	84,740.87	25.0%
628021 Equipment Repairs	4,500	0	4,500	.00	.00	4,500.00	.0%
628090 Municipal Property Maintenance	15,000	0	15,000	.00	.00	15,000.00	.0%
629000 Professional Development	1,550	0	1,550	.00	.00	1,550.00	.0%
633000 Office Supplies	5,800	0	5,800	.00	.00	5,800.00	.0%
633001 Operating Supplies	12,000	0	12,000	5,250.69	.00	6,749.31	43.8%
633023 Small Tools	500	0	500	.00	.00	500.00	.0%
633030 MV Sup - Fuel	312,537	0	312,537	62,041.94	.00	250,494.90	19.9%
633033 Misc Expense	1,500	0	1,500	.00	.00	1,500.00	.0%
640000 Telephones/Cell Stipends	840	0	840	120.00	.00	720.00	14.3%
641000 Water/Sewer	34,610	0	34,610	10,384.35	.00	24,225.65	30.0%
641001 Natural Gas	187,835	0	187,835	3,945.84	.00	183,889.16	2.1%
641002 Electricity	403,353	0	403,353	69,640.33	.00	333,712.83	17.3%
642000 Postage	0	0	0	.00	.00	.00	.0%
650030 Operating Capital	540,000	0	540,000	124,058.31	344,743.87	71,197.82	86.8%
TOTAL Facilities	1,854,151	0	1,854,151	284,044.18	355,693.87	1,214,412.95	34.5%
1016 worker's Compensation							
900001 Transfer Out	719,025	0	719,025	.00	.00	719,025.00	.0%
TOTAL worker's Compensation	719,025	0	719,025	.00	.00	719,025.00	.0%
1017 Fringe Benefits & Salary Incre							
617000 Health Insurance	3,891,869	0	3,891,869	1,041,225.14	.00	2,850,643.86	26.8%
617001 FICA/Medicare	936,879	0	936,879	256,778.05	.00	680,100.95	27.4%
617004 MSRS Retirement	2,086,753	0	2,086,753	539,646.11	.00	1,547,106.89	25.9%
617005 ICMA Retirement	290,966	0	290,966	93,546.29	.00	197,419.71	32.2%
617008 Cafeteria Plan	218,800	0	218,800	108,880.59	.00	109,919.41	49.8%
617010 Health Reimbursement Account	450,000	0	450,000	42,342.52	.00	407,657.48	9.4%
617015 Unemployment	40,000	0	40,000	1,499.05	.00	38,500.95	3.7%
618000 Salary Reserves	265,000	0	265,000	18,528.64	.00	246,471.36	7.0%
TOTAL Fringe Benefits & Salary Incre	8,180,267	0	8,180,267	2,102,446.39	.00	6,077,820.61	25.7%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1018 Emergency Reserve							
670000 Emergency Reserve	550,000	0	550,000	.00	.00	550,000.00	.0%
TOTAL Emergency Reserve	550,000	0	550,000	.00	.00	550,000.00	.0%
1019 Debt Service							
660000 Debt Service - Principal	9,795,062	0	9,795,062	8,358,583.50	.00	1,436,478.50	85.3%
661000 Debt Service - Interest	2,464,915	0	2,464,915	1,416,326.58	.00	1,048,588.42	57.5%
TOTAL Debt Service	12,259,977	0	12,259,977	9,774,910.08	.00	2,485,066.92	79.7%
1021 Fire & EMS Transport							
611000 Regular Salaries	5,104,149	0	5,104,149	1,162,400.20	.00	3,941,748.80	22.8%
611002 Acting Rank	16,500	0	16,500	4,233.56	.00	12,266.44	25.7%
613000 OT - Regular	80,000	0	80,000	37,488.45	.00	42,511.55	46.9%
613001 OT - Vacation Replacement	12,000	0	12,000	6,884.17	.00	5,115.83	57.4%
613002 OT - Sick Replace LT	42,000	0	42,000	17,766.60	.00	24,233.40	42.3%
613003 OT - Sick Replace ST	150,000	0	150,000	57,565.40	.00	92,434.60	38.4%
613004 OT - Mandatory Training	25,000	0	25,000	6,238.08	.00	18,761.92	25.0%
613005 OT - Outside Jobs	0	0	0	.00	.00	.00	.0%
613008 OT - Extra Assignments	89,700	0	89,700	15,386.87	.00	74,313.25	17.2%
613010 OT - Vacancies/Retirement	18,500	0	18,500	64,995.55	.00	-46,495.55	351.3%
613011 OT - Work Related Injuries	23,000	0	23,000	.00	.00	23,000.00	.0%
613012 OT - Meetings	7,000	0	7,000	.00	.00	7,000.00	.0%
613013 OT - Funeral Leave	5,000	0	5,000	1,492.57	.00	3,507.43	29.9%
613014 OT - Multiple Alarms	5,200	0	5,200	1,058.91	.00	4,141.09	20.4%
614002 Holiday Pay	253,085	0	253,085	34,921.07	.00	218,163.93	13.8%
614006 EMS Ambulance Pay	97,928	0	97,928	29,901.94	.00	68,026.06	30.5%
615000 Uniform Allowance	39,680	0	39,680	9,516.91	.00	30,163.09	24.0%
615100 Protective Clothing	60,300	0	60,300	130.46	.00	60,169.54	.2%
616000 Physicals	5,000	0	5,000	.00	.00	5,000.00	.0%
616001 Safety Compliance	12,500	0	12,500	.00	.00	12,500.00	.0%
620000 Advertising	500	0	500	.00	.00	500.00	.0%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
628000 PS - Gen/Professional	80,000	0	80,000	3,909.58	7,500.00	68,590.42	14.3%
628013 Uniform Clean/Laundry	200	0	200	.00	.00	200.00	.0%
628019 Building Repairs	0	0	0	575.00	.00	-575.00	.0%
628020 Vehicle Repairs	85,000	0	85,000	30,428.23	-3,500.00	58,071.77	31.7%
628021 Equipment Repairs	15,000	0	15,000	3,790.77	.00	11,209.23	25.3%
628023 Radio Equipment Repairs	2,500	0	2,500	.00	.00	2,500.00	.0%
628026 Maintenance Contractx	18,000	0	18,000	.00	.00	18,000.00	.0%
628047 PS-Public Relations	500	0	500	159.01	.00	340.99	31.8%
628049 EMS Vehicle Repairs	10,000	0	10,000	4,770.15	.00	5,229.85	47.7%
629000 Professional Development	123,167	0	123,167	18,734.23	.00	104,432.77	15.2%
631000 Reports, Printing, & Binding	500	0	500	.00	.00	500.00	.0%
632000 Dues & Subscriptions	26,950	0	26,950	7,956.60	.00	18,993.40	29.5%
633000 Office Supplies	4,000	0	4,000	1,233.06	.00	2,766.94	30.8%
633006 Fire Prevention Supplies	5,500	0	5,500	.00	.00	5,500.00	.0%
633007 Maintenance Supplies	7,000	0	7,000	2,746.17	.00	4,253.83	39.2%
633009 Fire Training Supplies	4,500	0	4,500	.00	.00	4,500.00	.0%
633011 Medical Supplies	80,000	0	80,000	13,124.60	.00	66,875.40	16.4%
633023 Small Tools	15,000	0	15,000	109.65	.00	14,890.35	.7%
633027 Other Sup - Other	6,500	0	6,500	2,427.35	.00	4,072.65	37.3%
633029 MV Sup - Tires/Tube/Chain	0	0	0	.00	.00	.00	.0%
633030 MV Sup - Fuel	0	0	0	.00	.00	.00	.0%
633050 EMS Program Exp	1,500	0	1,500	.00	.00	1,500.00	.0%
640000 Telephones/Cell Stipends	6,000	0	6,000	995.36	.00	5,004.64	16.6%
641000 Water/Sewer	0	0	0	.00	.00	.00	.0%
641001 Natural Gas	0	0	0	.00	.00	.00	.0%
641002 Electricity	0	0	0	.00	.00	.00	.0%
641003 Bottled Gas	1,500	0	1,500	204.81	.00	1,295.19	13.7%
641005 Diesel	0	0	0	.00	.00	.00	.0%
642000 Postage	500	0	500	44.67	.00	455.33	8.9%
650010 Capital Reserve	225,000	0	225,000	.00	88,372.46	136,627.54	39.3%
653030 EMS Communication Equipment	4,000	0	4,000	240.06	.00	3,759.94	6.0%
654000 Computer Software	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL Fire & EMS Transport	6,770,859	0	6,770,859	1,541,430.04	92,372.46	5,137,056.62	24.1%
1022 Police							
611000 Regular Salaries	4,716,531	0	4,716,531	1,083,486.36	.00	3,633,044.76	23.0%
612001 Temp Assistance	400	0	400	.00	.00	400.00	.0%
613000 OT - Regular	78,882	0	78,882	16,209.56	.00	62,672.44	20.5%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
613001 OT - Vacation Replacement	65,034	0	65,034	20,076.66	.00	44,956.84	30.9%
613002 OT - Sick Replace LT	60,006	0	60,006	2,236.02	.00	57,770.33	3.7%
613003 OT - Sick Replace ST	0	0	0	3,767.56	.00	-3,767.56	.0%
613004 OT - Mandatory Training	3,000	0	3,000	1,620.71	.00	1,379.29	54.0%
613005 OT - Outside Jobs	0	0	0	-18,671.68	.00	18,671.68	.0%
613006 OT - Court	18,717	0	18,717	3,992.79	.00	14,724.24	21.3%
613008 OT - Extra Assignments	0	0	0	.00	.00	.00	.0%
613035 OT-Special Events	21,000	0	21,000	-3,856.12	.00	24,856.12	-18.4%
614000 Extra Pay - On Call	23,000	0	23,000	5,351.14	.00	17,648.86	23.3%
614002 Holiday Pay	241,632	0	241,632	32,789.90	.00	208,842.10	13.6%
614003 Longevity Bonus	500	0	500	.00	.00	500.00	.0%
614004 Educational Incentive	6,500	0	6,500	1,836.00	.00	4,664.00	28.2%
614005 Sick Leave Incentive	10,106	0	10,106	3,672.77	.00	6,433.23	36.3%
615000 Uniform Allowance	40,000	0	40,000	12,875.58	6,630.00	20,494.42	48.8%
616000 Physicals	4,000	0	4,000	792.00	.00	3,208.00	19.8%
616001 Safety Compliance	4,000	0	4,000	.00	.00	4,000.00	.0%
628000 PS - Gen/Professional	10,000	0	10,000	1,725.00	3,750.00	4,525.00	54.8%
628004 Testing	3,500	0	3,500	1,050.00	.00	2,450.00	30.0%
628006 Animal Control	51,000	0	51,000	8,721.99	26,166.01	16,112.00	68.4%
628013 Uniform Clean/Laundry	26,000	0	26,000	5,530.00	20,990.00	-520.00	102.0%
628019 Building Repairs	500	0	500	.00	.00	500.00	.0%
628020 Vehicle Repairs	0	0	0	.00	.00	.00	.0%
628021 Equipment Repairs	4,800	0	4,800	209.50	.00	4,590.50	4.4%
628026 Maintenance Contractx	5,000	0	5,000	.00	.00	5,000.00	.0%
629000 Professional Development	60,000	0	60,000	11,000.34	.00	48,999.66	18.3%
631000 Reports, Printing, & Binding	1,800	0	1,800	38.90	.00	1,761.10	2.2%
632000 Dues & Subscriptions	9,000	0	9,000	7,437.00	.00	1,563.00	82.6%
633000 Office Supplies	3,000	0	3,000	191.07	.00	2,808.93	6.4%
633001 Operating Supplies	30,659	0	30,659	8,050.35	29.00	22,579.65	26.4%
633029 MV Sup - Tires/Tube/Chain	18,000	0	18,000	1,664.00	.00	16,336.00	9.2%
633030 MV Sup - Fuel	0	0	0	.00	.00	.00	.0%
640000 Telephones/Cell Stipends	31,800	0	31,800	5,894.59	.00	25,905.41	18.5%
642000 Postage	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL Police	5,549,367	0	5,549,367	1,217,691.99	57,565.01	4,274,110.00	23.0%
10221061 Fire - Sal Fringe							
611000 Regular Salaries	0	0	0	.00	.00	.00	.0%
TOTAL Fire - Sal Fringe	0	0	0	.00	.00	.00	.0%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1023 Fire EMS Transport							
628000 PS - Gen/Professional	0	0	0	1,039.35	2,935.40	-3,974.75	.0%
TOTAL Fire EMS Transport	0	0	0	1,039.35	2,935.40	-3,974.75	.0%
1025 Information Technology							
611000 Regular Salaries	321,306	0	321,306	74,379.84	.00	246,926.16	23.1%
628000 PS - Gen/Professional	77,000	0	77,000	53,470.20	22,110.38	1,419.42	98.2%
628021 Equipment Repairs	4,000	0	4,000	.00	.00	4,000.00	.0%
629000 Professional Development	5,000	0	5,000	125.00	.00	4,875.00	2.5%
632000 Dues & Subscriptions	2,000	0	2,000	.00	.00	2,000.00	.0%
633001 Operating Supplies	3,000	0	3,000	436.69	.00	2,563.31	14.6%
633005 Computer Hardware	35,000	0	35,000	8,081.60	.00	26,918.40	23.1%
640000 Telephones/Cell Stipends	4,000	0	4,000	1,177.67	.00	2,822.33	29.4%
640002 Network	60,000	0	60,000	14,095.97	.00	45,904.03	23.5%
640012 Network Billable & Reimbursemen	0	0	0	-227.78	.00	227.78	.0%
644004 Rental - Photocopiers	34,000	0	34,000	11,797.16	9,317.84	12,885.00	62.1%
654000 Computer Software	10,000	0	10,000	.00	.00	10,000.00	.0%
654001 Software Licensing	540,539	0	540,539	337,269.49	10,703.57	192,565.94	64.4%
TOTAL Information Technology	1,095,845	0	1,095,845	500,605.84	42,131.79	553,107.37	49.5%
1030 Recreation and Sports Tourism							
611000 Regular Salaries	487,240	0	487,240	88,069.30	.00	399,170.40	18.1%
612007 Sal. - Recreation Part-Time	8,424	0	8,424	11,274.64	.00	-2,850.34	133.8%
613000 OT - Regular	2,000	0	2,000	.00	.00	2,000.00	.0%
614003 Longevity Bonus	300	0	300	300.00	.00	.00	100.0%
614015 Earned Paid Leave	0	0	0	70.00	.00	-70.00	.0%
615000 Uniform Allowance	0	0	0	.00	.00	.00	.0%
628000 PS - Gen/Professional	22,500	0	22,500	4,930.00	7,500.00	10,070.00	55.2%
628019 Building Repairs	0	0	0	.00	.00	.00	.0%
628020 Vehicle Repairs	0	0	0	.00	.00	.00	.0%
628021 Equipment Repairs	5,000	0	5,000	.00	.00	5,000.00	.0%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
628026 Maintenance Contractx	0	0	0	.00	.00	.00	.0%
628950 Community Programs	18,000	0	18,000	9,326.95	-890.00	9,563.05	46.9%
629000 Professional Development	2,500	0	2,500	.00	.00	2,500.00	.0%
629001 Travel - Mileage Reimbursment	250	0	250	.00	.00	250.00	.0%
632000 Dues & Subscriptions	4,000	0	4,000	660.00	.00	3,340.00	16.5%
633000 Office Supplies	0	0	0	470.13	.00	-470.13	.0%
633001 Operating Supplies	0	0	0	.00	.00	.00	.0%
633003 Janitorial Supplies	7,000	0	7,000	.00	.00	7,000.00	.0%
633007 Maintenance Supplies	14,000	0	14,000	3,750.00	.00	10,250.00	26.8%
633011 Medical Supplies	600	0	600	.00	.00	600.00	.0%
633029 MV Sup - Tires/Tube/Chain	0	0	0	.00	.00	.00	.0%
633030 MV Sup - Fuel	0	0	0	.00	.00	.00	.0%
633033 Misc Expense	314,931	0	314,931	204,700.44	8,761.00	101,469.56	67.8%
640000 Telephones/Cell Stipends	3,000	0	3,000	436.56	.00	2,563.44	14.6%
641000 Water/Sewer	0	0	0	.00	.00	.00	.0%
641001 Natural Gas	0	0	0	.00	.00	.00	.0%
641002 Electricity	0	0	0	.00	.00	.00	.0%
642000 Postage	350	0	350	.00	.00	350.00	.0%
TOTAL Recreation and Sports Tourism	890,095	0	890,095	323,988.02	15,371.00	550,735.98	38.1%
1032 Health and Social Serv Assist							
628028 Electrical	30,000	0	30,000	6,608.81	.00	23,391.19	22.0%
628029 Medical	3,200	0	3,200	165.40	.00	3,034.60	5.2%
628030 Burial	8,000	0	8,000	907.46	.00	7,092.54	11.3%
628031 Fuel	3,000	0	3,000	184.02	.00	2,815.98	6.1%
628032 Provisions	15,000	0	15,000	273.69	.00	14,726.31	1.8%
628033 Rent	700,000	0	700,000	128,156.28	.00	571,843.72	18.3%
628034 Other	42,000	0	42,000	3,091.90	.00	38,908.10	7.4%
TOTAL Health and Social Serv Assist	801,200	0	801,200	139,387.56	.00	661,812.44	17.4%
1042 Public Works							
611000 Regular Salaries	3,610,505	0	3,610,505	664,932.12	.00	2,945,572.88	18.4%
613000 OT - Regular	77,050	0	77,050	23,143.46	.00	53,906.54	30.0%
613015 OT - Winter Road Maintenance	272,800	0	272,800	127.23	.00	272,672.77	.0%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
613016 OT - Fleet Services	1,000	0	1,000	.00	.00	1,000.00	.0%
613019 OT - Sand Removal	1,500	0	1,500	.00	.00	1,500.00	.0%
614003 Longevity Bonus	400	0	400	.00	.00	400.00	.0%
614004 Educational Incentive	0	0	0	.00	.00	.00	.0%
614005 Sick Leave Incentive	10,300	0	10,300	.00	.00	10,300.00	.0%
615000 Uniform Allowance	52,250	0	52,250	10,262.09	.00	41,987.91	19.6%
616001 Safety Compliance	10,200	0	10,200	.00	.00	10,200.00	.0%
628000 PS - Gen/Professional	396,169	0	396,169	299,113.68	-191,770.50	288,825.82	27.1%
628007 Contracted Snow Removal	9,000	0	9,000	.00	.00	9,000.00	.0%
628010 Tree Removal	30,000	0	30,000	3,200.00	6,500.00	20,300.00	32.3%
628012 Centerline Striping	125,287	0	125,287	14,845.75	3,860.12	106,581.13	14.9%
628014 Solid Waste Disposal	0	0	0	6,642.67	.00	-6,642.67	.0%
628019 Building Repairs	0	0	0	2,661.29	-1,267.00	-1,394.29	.0%
628020 Vehicle Repairs	245,000	0	245,000	12,566.68	19,433.06	213,000.26	13.1%
628021 Equipment Repairs	30,000	0	30,000	13,037.48	.00	16,962.52	43.5%
628023 Radio Equipment Repairs	0	0	0	.00	.00	.00	.0%
628024 Street Light Repairs	20,000	0	20,000	9,833.78	.00	10,166.22	49.2%
628025 Traffic Signal Maintenance	20,000	0	20,000	8,997.16	11,488.55	-485.71	102.4%
629000 Professional Development	22,000	0	22,000	3,140.00	.00	18,860.00	14.3%
629001 Travel - Mileage Reimbursement	0	0	0	.00	.00	.00	.0%
629002 Travel - Seminar Costs	0	0	0	.00	.00	.00	.0%
631000 Reports, Printing, & Binding	2,000	0	2,000	.00	.00	2,000.00	.0%
632000 Dues & Subscriptions	23,500	0	23,500	4,887.70	.00	18,612.30	20.8%
633000 Office Supplies	2,500	0	2,500	182.75	.00	2,317.25	7.3%
633001 Operating Supplies	2,000	0	2,000	319.79	.00	1,680.21	16.0%
633007 Maintenance Supplies	52,500	0	52,500	12,502.16	.00	39,997.84	23.8%
633010 Welding Supplies	15,000	0	15,000	6,269.62	.00	8,730.38	41.8%
633013 Traffic Paint	59,560	0	59,560	6,788.89	24,150.00	28,621.11	51.9%
633014 Sign Material	30,000	0	30,000	418.00	.00	29,582.00	1.4%
633015 Pre-Mix Asphalt	200,000	0	200,000	57,585.30	117,225.85	25,188.85	87.4%
633016 Culvert/Basin Supplies	65,000	0	65,000	5,618.85	.00	59,381.15	8.6%
633017 Bridge/Fence Supplies	6,000	0	6,000	4,468.54	.00	1,531.46	74.5%
633018 Loam/Seed	14,000	0	14,000	540.00	.00	13,460.00	3.9%
633019 Calcium Chloride	8,000	0	8,000	.00	.00	8,000.00	.0%
633020 Road Salt	350,000	0	350,000	.00	350,000.00	.00	100.0%
633021 Safety Equipment	25,000	0	25,000	5,292.30	.00	19,707.70	21.2%
633023 Small Tools	27,000	0	27,000	7,053.59	.00	19,946.41	26.1%
633024 Gravel	98,200	0	98,200	22,735.76	-4,795.15	80,259.39	18.3%
633025 Other Sup - MV Repair	130,000	0	130,000	26,779.99	.00	103,220.01	20.6%
633026 Other Sup - Equipment Rep	80,000	0	80,000	21,513.62	-3,996.87	62,483.25	21.9%
633029 MV Sup - Tires/Tube/Chain	70,000	0	70,000	10,003.24	.00	59,996.76	14.3%
633030 MV Sup - Fuel	0	0	0	15,264.20	16,605.39	-31,869.59	.0%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
633031 MV Sup - Plow/Grader Blades	35,000	0	35,000	16,605.39	-16,605.39	35,000.00	.0%
633032 MV Sup - Other	50,000	0	50,000	13,561.20	.00	36,438.80	27.1%
633035 Parks/Open Space Supplies	75,000	0	75,000	29,357.86	-25,644.00	71,286.14	5.0%
640000 Telephones/Cell Stipends	14,748	0	14,748	4,205.33	.00	10,542.67	28.5%
641000 Water/Sewer	0	0	0	.00	.00	.00	.0%
641002 Electricity	0	0	0	.00	.00	.00	.0%
641004 Heating Fuel	0	0	0	.00	.00	.00	.0%
642000 Postage	200	0	200	.00	.00	200.00	.0%
643000 Leachate Hauling	20,000	0	20,000	.00	.00	20,000.00	.0%
655200 Guard Rail Replacement	20,000	0	20,000	.00	13,385.00	6,615.00	66.9%
655405 St Imp-Crack Seal	0	0	0	.00	.00	.00	.0%
TOTAL Public Works	6,408,669	0	6,408,669	1,344,457.47	318,569.06	4,745,642.47	25.9%
1043 Solid Waste Disposal							
620000 Advertising	1,000	0	1,000	.00	.00	1,000.00	.0%
628014 Solid Waste Disposal	516,500	0	516,500	117,127.72	53,642.00	345,730.28	33.1%
628015 Solid Waste Collection	720,000	0	720,000	119,775.17	.00	600,224.83	16.6%
628053 Recycling Disposal	91,000	0	91,000	7,408.09	.00	83,591.91	8.1%
628054 Recycling Collection	288,000	0	288,000	68,906.16	.00	219,093.84	23.9%
628057 Organic Waste Collection	155,477	0	155,477	.00	.00	155,477.00	.0%
TOTAL Solid Waste Disposal	1,771,977	0	1,771,977	313,217.14	53,642.00	1,405,117.86	20.7%
1045 County Tax							
628908 County Taxes	3,385,568	0	3,385,568	3,385,568.00	.00	.00	100.0%
TOTAL County Tax	3,385,568	0	3,385,568	3,385,568.00	.00	.00	100.0%
1046 PW School Maint & Custodial							
611000 Regular Salaries	0	0	0	167,918.66	.00	-167,918.66	.0%
613000 OT - Regular	0	0	0	12,196.03	.00	-12,196.03	.0%
628019 Building Repairs	0	0	0	269,912.81	908,141.83	-1,178,054.64	.0%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
628021 Equipment Repairs	0	0	0	11,225.27	.00	-11,225.27	.0%
633007 Maintenance Supplies	0	0	0	48,919.55	.00	-48,919.55	.0%
641000 Water/Sewer	0	0	0	17,119.70	.00	-17,119.70	.0%
641002 Electricity	0	0	0	281,286.19	.00	-281,286.19	.0%
641004 Heating Fuel	0	0	0	16,964.88	.00	-16,964.88	.0%
TOTAL PW School Maint & Custodial	0	0	0	825,543.09	908,141.83	-1,733,684.92	.0%
1049 Arts & Culture							
628917 Arts & Culture	10,000	0	10,000	.00	.00	10,000.00	.0%
TOTAL Arts & Culture	10,000	0	10,000	.00	.00	10,000.00	.0%
1050 Public Library							
611000 Regular Salaries	0	0	0	920.86	.00	-920.86	.0%
628900 Public Library	1,185,894	0	1,185,894	197,649.00	.00	988,245.00	16.7%
TOTAL Public Library	1,185,894	0	1,185,894	198,569.86	.00	987,324.14	16.7%
1051 Transfer to TIF							
900001 Transfer Out	3,272,673	0	3,272,673	.00	.00	3,272,673.00	.0%
TOTAL Transfer to TIF	3,272,673	0	3,272,673	.00	.00	3,272,673.00	.0%
1052 Water & Sewer							
643002 Public Fire Protection Fee	840,280	0	840,280	195,300.82	.00	644,979.18	23.2%
TOTAL Water & Sewer	840,280	0	840,280	195,300.82	.00	644,979.18	23.2%
1053 Tax Sharing							

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
628909 Tax Sharing	260,000	0	260,000	.00	.00	260,000.00	.0%
TOTAL Tax Sharing	260,000	0	260,000	.00	.00	260,000.00	.0%
1054 Auburn-Lewiston Airport							
628911 Aub-Lew Airport	205,000	0	205,000	192,515.28	.00	12,484.72	93.9%
TOTAL Auburn-Lewiston Airport	205,000	0	205,000	192,515.28	.00	12,484.72	93.9%
1056 LA Transit Committee							
628913 Lew-Aub Transit	566,298	0	566,298	.00	.00	566,298.00	.0%
TOTAL LA Transit Committee	566,298	0	566,298	.00	.00	566,298.00	.0%
1057 LA-911							
611000 Regular Salaries	0	0	0	2,122.47	.00	-2,122.47	.0%
613000 OT - Regular	0	0	0	.00	.00	.00	.0%
628914 Lew-Aub 911	1,436,677	0	1,436,677	359,155.95	.00	1,077,521.05	25.0%
TOTAL LA-911	1,436,677	0	1,436,677	361,278.42	.00	1,075,398.58	25.1%
1070 Education							
600000 Expenditures	64,493,893	0	64,493,893	.00	.00	64,493,893.00	.0%
TOTAL Education	64,493,893	0	64,493,893	.00	.00	64,493,893.00	.0%
TOTAL General Fund	128,481,297	0	128,481,297	24,184,376.89	1,783,805.58	102,513,114.65	20.2%
TOTAL EXPENSES	128,481,297	0	128,481,297	24,184,376.89	1,783,805.58	102,513,114.65	
GRAND TOTAL	128,481,297	0	128,481,297	24,184,376.89	1,783,805.58	102,513,114.65	20.2%

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 NSBA REVENUES- 1ST QUARTER FY26

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6200 Norway Savings Bank Arena							
6200 Norway Savings Bank Arena							
4201 Ice Rental-Gladiators	-285,600	0	-285,600	-12,622.50	.00	-272,977.50	4.4%
4202 Ice Rental-Edward Little	-23,000	0	-23,000	.00	.00	-23,000.00	.0%
4203 Ice Rental-Red Hornets	-19,000	0	-19,000	.00	.00	-19,000.00	.0%
4205 Ice Rental-St Doms (B & G)	-36,000	0	-36,000	.00	.00	-36,000.00	.0%
4206 Ice Rental-Poland/Gray NG	-19,000	0	-19,000	.00	.00	-19,000.00	.0%
4207 Ice Rental-CMCC	-23,000	0	-23,000	.00	.00	-23,000.00	.0%
4208 Ice Rental-SMMHL	-2,000	0	-2,000	.00	.00	-2,000.00	.0%
4209 Ice Rental-Adult Leagues	-165,000	0	-165,000	-48,457.50	.00	-116,542.50	29.4%
4210 Ice Rental-Twin City Thunder	-35,000	0	-35,000	-5,626.28	.00	-29,373.72	16.1%
4211 Ticket Revenue	-28,600	0	-28,600	-164,112.00	.00	135,512.00	573.8%
4212 Ice Rental-Twin City Thunders	0	0	0	.00	.00	.00	.0%
4215 Freestyle-Figure Skating	-7,500	0	-7,500	-1,155.00	.00	-6,345.00	15.4%
4220 Camps/Clinics	-45,000	0	-45,000	-16,740.00	.00	-28,260.00	37.2%
4221 Tournaments	-75,000	0	-75,000	.00	.00	-75,000.00	.0%
4223 Private Rentals	-30,000	0	-30,000	-5,330.00	.00	-24,670.00	17.8%
4224 Public Skate	-25,000	0	-25,000	-1,240.00	.00	-23,760.00	5.0%
4225 Shinny Hockey	-4,000	0	-4,000	-1,540.00	.00	-2,460.00	38.5%
4240 Programs	-20,000	0	-20,000	-3,595.00	.00	-16,405.00	18.0%
4250 Non Ice & Facility Rent	-50,000	0	-50,000	-6,250.00	.00	-43,750.00	12.5%
4252 Skate Rentals	-3,000	0	-3,000	-305.00	.00	-2,695.00	10.2%
4260 Concessions	-21,000	0	-21,000	-17,000.00	.00	-4,000.00	81.0%
4261 Pepsi Vending Machines	-3,000	0	-3,000	-174.43	.00	-2,825.57	5.8%
4263 Vending Food	0	0	0	-12.65	.00	12.65	.0%
4265 Pro Shop	-7,000	0	-7,000	-1,755.00	.00	-5,245.00	25.1%
4270 Sponsorships	-200,000	0	-200,000	-31,053.20	.00	-168,946.80	15.5%
TOTAL Norway Savings Bank Arena	-1,126,700	0	-1,126,700	-316,968.56	.00	-809,731.44	28.1%
TOTAL Norway Savings Bank Arena	-1,126,700	0	-1,126,700	-316,968.56	.00	-809,731.44	28.1%
TOTAL REVENUES	-1,126,700	0	-1,126,700	-316,968.56	.00	-809,731.44	
GRAND TOTAL	-1,126,700	0	-1,126,700	-316,968.56	.00	-809,731.44	28.1%

CITY OF AUBURN
NSBA EXPENDITURES- 1ST QUARTER FY26

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FROM 2026 01 TO 2026 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6200 Norway Savings Bank Arena							
6200 Norway Savings Bank Arena							
611000 Regular Salaries	326,223	0	326,223	81,102.18	.00	245,120.62	24.9%
612000 Part Time	60,000	0	60,000	11,757.01	.00	48,242.99	19.6%
612008 Programs	10,000	0	10,000	793.53	.00	9,206.47	7.9%
613030 Police Time	0	0	0	.00	.00	.00	.0%
614015 Earned Paid Leave	0	0	0	.00	.00	.00	.0%
615000 Uniform Allowance	0	0	0	.00	.00	.00	.0%
620000 Advertising	1,000	0	1,000	.00	.00	1,000.00	.0%
628000 PS - Gen/Professional	12,000	0	12,000	2,614.25	.00	9,385.75	21.8%
628003 Drug Testing	400	0	400	.00	.00	400.00	.0%
628014 Solid Waste Disposal	600	0	600	1,882.01	.00	-1,282.01	313.7%
628019 Building Repairs	50,000	0	50,000	2,154.98	49,484.68	-1,639.66	103.3%
628020 Vehicle Repairs	4,000	0	4,000	1,562.90	.00	2,437.10	39.1%
628021 Equipment Repairs	4,000	0	4,000	.00	.00	4,000.00	.0%
628026 Maintenance Contractx	0	0	0	.00	.00	.00	.0%
628051 Cleaning Services	20,000	0	20,000	7,790.00	21,010.00	-8,800.00	144.0%
628070 Security	4,900	0	4,900	.00	.00	4,900.00	.0%
629000 Professional Development	5,000	0	5,000	.00	.00	5,000.00	.0%
632000 Dues & Subscriptions	7,412	0	7,412	275.00	.00	7,137.00	3.7%
633000 Office Supplies	1,000	0	1,000	72.95	.00	927.05	7.3%
633001 Operating Supplies	70,000	0	70,000	13,412.52	.00	56,587.48	19.2%
633002 Other Sup - Operating Field	3,000	0	3,000	2,333.00	.00	667.00	77.8%
633021 Safety Equipment	4,000	0	4,000	505.95	.00	3,494.05	12.6%
633030 MV Sup - Fuel	0	0	0	.00	.00	.00	.0%
640000 Telephones/Cell Stipends	5,000	0	5,000	944.55	.00	4,055.45	18.9%
640001 Cable	2,500	0	2,500	862.85	.00	1,637.15	34.5%
641000 Water/Sewer	50,600	0	50,600	10,793.18	.00	39,806.82	21.3%
641001 Natural Gas	48,475	0	48,475	2,622.80	.00	45,852.20	5.4%
641002 Electricity	220,000	0	220,000	.00	.00	220,000.00	.0%
641003 Bottled Gas	7,000	0	7,000	1,761.27	.00	5,238.73	25.2%
642000 Postage	150	0	150	.00	.00	150.00	.0%
645000 Insurance Premiums	44,437	0	44,437	565.00	.00	43,872.00	1.3%
650000 Capital Outlay	40,000	0	40,000	4,588.23	.00	35,411.77	11.5%
TOTAL Norway Savings Bank Arena	1,001,697	0	1,001,697	148,394.16	70,494.68	782,807.96	21.9%
TOTAL Norway Savings Bank Arena	1,001,697	0	1,001,697	148,394.16	70,494.68	782,807.96	21.9%
TOTAL EXPENSES	1,001,697	0	1,001,697	148,394.16	70,494.68	782,807.96	
GRAND TOTAL	1,001,697	0	1,001,697	148,394.16	70,494.68	782,807.96	21.9%

CITY OF AUBURN
INGERSOLL REVENUES- 1ST QUARTER FY26

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FROM 2026 01 TO 2026 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6100 Ingersoll Turf Facility							
6100 Ingersoll Turf Facility							
420070 Sponsorships-Special Events	-20,000	0	-20,000	-6,800.00	.00	-13,200.00	34.0%
420800 PROGRAM REVENUES	-20,000	0	-20,000	-3,780.00	.00	-16,220.00	18.9%
420903 Programs	-23,000	0	-23,000	.00	.00	-23,000.00	.0%
422000 Investment Income	0	0	0	-1,084.28	.00	1,084.28	.0%
429010 Rental Income	-150,000	0	-150,000	-24,783.50	.00	-125,216.50	16.5%
TOTAL Ingersoll Turf Facility	-213,000	0	-213,000	-36,447.78	.00	-176,552.22	17.1%
TOTAL Ingersoll Turf Facility	-213,000	0	-213,000	-36,447.78	.00	-176,552.22	17.1%
TOTAL REVENUES	-213,000	0	-213,000	-36,447.78	.00	-176,552.22	
GRAND TOTAL	-213,000	0	-213,000	-36,447.78	.00	-176,552.22	17.1%

CITY OF AUBURN
INGERSOLL EXPENDITURES- 1ST QUARTER FY26

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FROM 2026 01 TO 2026 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6100 Ingersoll Turf Facility							
6100 Ingersoll Turf Facility							
611000 Regular Salaries	70,000	0	70,000	6,316.61	.00	63,683.39	9.0%
612000 Part Time	25,000	0	25,000	2,711.41	.00	22,288.59	10.8%
620000 Advertising	500	0	500	.00	.00	500.00	.0%
628000 PS - Gen/Professional	5,300	0	5,300	.00	.00	5,300.00	.0%
628019 Building Repairs	20,000	0	20,000	.00	.00	20,000.00	.0%
629000 Professional Development	500	0	500	.00	.00	500.00	.0%
632000 Dues & Subscriptions	500	0	500	.00	.00	500.00	.0%
633000 Office Supplies	500	0	500	.00	.00	500.00	.0%
633003 Janitorial Supplies	2,000	0	2,000	380.94	.00	1,619.06	19.0%
633033 Misc Expense	20,000	0	20,000	524.40	.00	19,475.60	2.6%
640000 Telephones/Cell stipends	1,400	0	1,400	176.07	.00	1,223.93	12.6%
641005 Diesel	300	0	300	.00	.00	300.00	.0%
642000 Postage	50	0	50	.00	.00	50.00	.0%
650000 Capital Outlay	4,000	0	4,000	.00	.00	4,000.00	.0%
651069 Rec Programming/Facility Study	0	0	0	.00	.00	.00	.0%
TOTAL Ingersoll Turf Facility	150,050	0	150,050	10,109.43	.00	139,940.57	6.7%
TOTAL Ingersoll Turf Facility	150,050	0	150,050	10,109.43	.00	139,940.57	6.7%
TOTAL EXPENSES	150,050	0	150,050	10,109.43	.00	139,940.57	
GRAND TOTAL	150,050	0	150,050	10,109.43	.00	139,940.57	6.7%