



**City Council Workshop & Meeting  
Agenda  
November 21, 2022  
Auburn Hall, Council Chambers**

**5:30 P.M. City Council Workshop**

- A. Recap of November 8, 2022 Election – Sue Clements-Dallaire
- B. Council Retreat Follow Up – Phil Crowell
- C. Executive session, economic development matter, pursuant to 1 M.R.S.A. §405(6)(C).
- D. Executive session, Contract Negotiations, pursuant to 1 M.R.S.A. §405(6)(D).

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

**Pledge of Allegiance**

**I. Consent Items** - None

**II. Minutes** – November 7, 2022 Regular Council Meeting

**III. Communications, Presentations and Recognitions**

- Communication - Sustainability and Natural Resource Management Board (SNRB)
- Council Communications (about and to the community)

**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** - None

**VI. New Business**

**1. Order 152-11212022**

Approving the reallocation of bonds to build roof protection for the Norway Savings Bank Arena (NSBA) sign.

**2. Order 153-11212022**

Approving the Mass Gathering for the New Year's Eve event to be held 12/31/2022. Public hearing.

**3. Order 154-11212022**

Approving the temporary liquor license for an Incorporated Civic Organization for the New Year's Eve event to be held 12/31/2022. Public hearing.

**4. Order 155-11212022**

Allocating \$150,000 American Rescue Plan Act (ARPA) funding for the Neighborhood Corner Store Program.

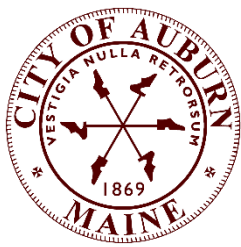
**VII. Open Session** - *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda*

**VIII. Reports (from sub-committees to Council)**

- a. Mayor's Report
- b. City Councilors' Reports
- c. City Manager Report
- d. Jill Eastman, Finance Director – October Finance Report

**IX. Executive Sessions –**

**X. Adjournment**



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** November 21, 2022

**Author:** Sue Clements-Dallaire, City Clerk

**Subject:** Recap of the November 8, 2022 Election

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**Information:** This item has been placed on the workshop agenda to provide the City Council and the public a brief recap of the November 8, 2022 Election and to answer any questions the Council may have.

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** Recap

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**Previous Meetings and History:** N/A

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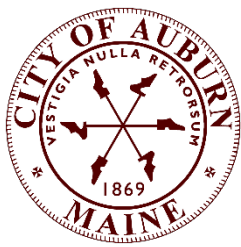
**City Manager Comments:**

*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

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**Attachments:** None



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** November 21, 2022

**Author:** Phil Crowell, City Manager

**Subject:** City Council Retreat Follow-up

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**Information:** The City Council held a retreat on November 14, 2022, at Central Maine Community College. Dean of Student Services, Nicholas Hamel welcomed the elected officials. The agenda included an overview of 2022 initiatives, review of major initiatives for 2023 and council discussion regarding the next six-month workplan.

Staff will provide a more detailed follow-up in January 2023 prior to budget discussions.

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**City Budgetary Impacts:** NA

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**Staff Recommended Action:** NA

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**Previous Meetings and History:** November 14, 2022

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**City Manager Comments:** For council consideration.

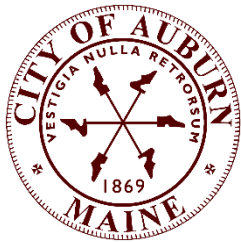
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Signature:



**Attachments:**

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## City of Auburn City Council Information Sheet

**Council Workshop or Meeting Date:** November 21, 2022

**Subject:** Executive Session

**Information:** Economic development, pursuant to 1 M.R.S.A. Section 405(6) (C).

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

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

- (1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;
- (2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;
- (3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and
- (4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present. This paragraph does not apply to discussion of a budget or budget proposal;

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

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

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

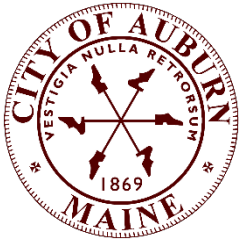
D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both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

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

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

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

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



## City of Auburn City Council Information Sheet

**Council Workshop or Meeting Date:** October 3, 2022

**Subject:** Executive Session

**Information:** Contract Negotiations pursuant to 1 M.R.S.A. Section 405(6) (D).

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

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

- (1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;
- (2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;
- (3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and
- (4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present. This paragraph does not apply to discussion of a budget or budget proposal;

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

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

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

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

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

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

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

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

Mayor Levesque 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. All Councilors were present.

**Pledge of Allegiance**

**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

**1. Order 145-11072022\***

Accepting the transfer of \$7,523 and a Smith & Wesson .38 caliber revolver to Auburn Police Department (Unified Criminal Court Docket No. CR-22-1525).

**2. Order 146-11072022\***

Appointing Planning Board members, Toni Ferraro, Brian DuBois, and Paul Jacques to the Mayor's Ad Hoc Committee to develop permit ready housing as nominated by the Planning Board.

**3. Order 147-11072022\***

Appointing Warden's and Ward Clerks for the November 8, 2022 Election.

Councilor Whiting asked that consent item #2 be removed and placed under new business.

Motion was made by Councilor Staples and seconded by Councilor Walker for passage of the remaining two consent items.

Passage 7-0.

**II. Minutes – October 17, 2022, Regular Council Meeting**

Motion was made by Councilor Staples and seconded by Councilor Walker to approve the minutes of the October 17, 2022 Regular Council meeting.

Passage 7-0.

**III. Communications, Presentations and Recognitions**

- Extra Mile Day Proclamation and Recognition – Rhonda Russell was recognized as the Extra Mile Day recipient for going above and beyond, and for going the extra mile for the City of Auburn.
- Update on MSHA Community Solutions Grant Award and Final Program Overview was presented by Glen Holmes
- Council Communications (about and to the community)

Councilor Staples thanked TD Bank for putting in some trees in the New Auburn area, and he gave thanks to the Clerk staff for their work running the Election and encouraging everyone to get out to vote and polls open at 7am and close at 8pm.

Councilor Walker reminded everyone that the Age Friendly Committee will be putting on a Thanksgiving Dinner on November 24<sup>th</sup> at the Senior Center. Doors open at 11:00 am.

Councilor Morin reported on the Trunk or Treat event at Lost Valley and encouraged people that would like to participate next year to reach out to Travis Dow.

Mayor Levesque congratulated the Edward Little High School football and soccer teams. He spoke about the grand opening of Target adding that he is happy that they have joined our community. He also provided an update on the Lost Valley Brew Festival that took place, he announced that ELHS will be producing Mama Mia, a musical at Community Little Theater to be held November 16, 17, and 18, in which he will have a cameo appearance.

Councilor Whiting said that he is happy to see a full parking lot at Target every time he drives by.

Manager Crowell reported that 113 applications for the Senior rebate program have been received so far, he reported on the drug take back event noting that 732 pounds of unused medications were collected, the Christmas Village is underway and will kick off on December 3<sup>rd</sup>. We were audited by the State of Maine on the Keep Maine Healthy grant. We received over \$300,000 in funds, and we received a clean audit on the funds that were expended. He commented on the covid vaccination clinic that was held at the Auburn Mall and we received over \$85,000 in reimbursement funds from FEMA on that effort.

#### **IV. Open Session –**

Pam Rousseau, 745 West Auburn Road commented on the purple section on the Comp Plan and asked why there is a difference. She also commented on a petition for 150 Andrew Drive to take Ag Zone and Low Density to Suburban residential (40 acres).

Andy Titus, 24 Rubellite Lane commented on the workshop item on the grocery store grant and stated that he has concerns about potential competitive advantage.

#### **V. Unfinished Business**

Motion was made by Councilor Morin and seconded by Councilor Walker to suspend the rules to enter into executive session to discuss a legal matter. Passage 7-0.

Motion was made by Councilor Milks and seconded by Councilor Walker to enter into executive session to discuss a legal matter, pursuant to 1 MRSA, Sec. 405(6)(A).

Passage 7-0. Time 7:17 pm.

Council was declared out of executive session at 7:35 pm.

#### **4. Ordinance 20-09062022**

Amending the zoning district T-4.2B. Second reading.

Motion was made by Councilor Staples and seconded by Councilor Walker for passage.

Public comment –

Jeffrey Harmon, 34 Vista Drive spoke in opposition. Stated that it was clear with the petition drive that people were opposed to the changes, small changes were made so if this were to pass, we will end up with pretty much the same outcome as T-4.2 that people opposed. He asked that the Council do the right thing.

Denis Bergeron, Ward 2 resident stated this zoning will be unpopular. He asked that Council take a step back and reject this zone change.

Sharon Philbrook Bergeron, 23 Dexter Avenue thanked the two Councilors that stood in solidarity to the signers of the petition. She spoke in opposition of the zone change adding that we can do better than this. She suggested we get it right not just for developers but for the families as well.

Elizabeth Dunn, 530 Court Street said this has been a long painful process and spoke in opposition of the proposed change. She asked that they vote this down.

Renee Cote, Dawes Avenue spoke in opposition of the proposed change. She said she used to love living in Auburn and can no longer say that Auburn is a good place to live, and she asked the Council to really think about how many people are opposed to the proposed change.

Celia McGuckian, 10 Fairmount Avenue wanted to bring unintended consequences to their attention. She stated that she does not think they are aware of how many are opposed to the proposed change.

Pam Rousseau, 745 West Auburn Road said that she realizes there has to be some development in Auburn but asked the Council to “paint by numbers” and not whitewash the whole barn.

John Cleveland, 183 Davis Avenue spoke in opposition stating that this proposed ordinance is essentially the same as the T-4.2 zone change that was repealed by over 2,400 Auburn voters. He stated that the voters of Auburn will not forget or forgive those that vote in favor of this ordinance.

Passage 5-2 (Councilors Gerry and Whiting opposed). A roll call vote was taken.

## **VI. New Business**

### **1. Order 148-11072022**

Authorizing the allocation of Two Hundred Fifteen Thousand Dollars (\$215,000) of ARPA Funds to create the Downtown Curb Appeal Grant Program.

Motion was made by Councilor Walker and seconded by Councilor Staples for passage.

Public comment – no one from the public spoke.

Passage 7-0.

2. **Order 149-11072022**

Approving the MSEA Labor Contract.

Motion was made by Councilor Whiting and seconded by Councilor Staples for passage.

Public comment – no one from the public spoke.

Passage 7-0.

3. **Order 150-11072022**

Allocating up to \$50,000 from the American rescue Plan Act (ARPA) funds to purchase two trailers as part of the Community Outreach and Community Beautification Trailor Program.

Motion was made by Councilor Gerry and seconded by Councilor Staples for passage.

Public comment – no one from the public spoke.

Passage 7-0.

4. **Order 151-11072022**

Directing the Planning Board to provide a recommendation on a text amendment whether to eliminate the income standard and the current strip zoning limitations in all areas outside of the Lake Auburn Watershed overlay.

Motion was made by Councilor Staples and seconded by Councilor Walker for passage.

Public comment – Stephen Beal, 576 Johnson Road stated that he saw this as two significant changes and should not be joined together. The income standards should be one, and the removal of limitations should be another subject and not only should they be separated, the should be re-worded more specifically.

Motion was made by Councilor Milks and seconded by Councilor Walker to amend as follows:

*Therefore, be it ordered that the City Council directs the Planning Board, after consultation ~~from~~ with the Sustainability and Natural Resource Management Board, to ~~provide an opinion and deliver recommendations~~ conduct a public hearing pursuant to Article XVII, Division 3 of the Zoning Ordinance and report in writing the results of the hearing and recommendations of the Planning Board pursuant to Article XVII, Division 4 of the Zoning Ordinance to the City Council no later than March 20, 2023, on whether or not to eliminate the income standard and the current strip zoning limitations in all areas outside of the Lake Auburn Watershed overlay as an ordinance text amendment, ~~considering~~ as shown on the attached proposed text changes.*

Passage 4-3 (Councilors Gerry, Whiting, and Staples opposed).

Passage as amended 4-3 (Councilors Gerry, Whiting, and Staples opposed).

**Order 146-11072022 (this item was removed from the consent agenda).**

Appointing Planning Board members, Toni Ferraro, Brian DuBois, and Paul Jacques to the Mayor's Ad Hoc Committee to develop permit ready housing as nominated by the Planning Board.

Motion was made by Councilor Staples and seconded by Councilor Morin for passage.

Public comment – Pam Rousseau, 745 West Auburn Road said that she doesn't get it because it was only supposed to be 2 planning board members appointed not three. She said she feels that the Council and Planning Board are becoming more closed.

Motion was made by Councilor Whiting and seconded by Councilor Gerry to amend by appointing Toni Ferraro and Paul Jacques as full members and Brian Dubois as an alternate member.

Passage 6-1 (Councilor Walker opposed).

Passage as amended 6-1 (Councilor Walker opposed).

- VII. Open Session** – Vic Caron, 57 Stevens Mill Road stated that what a lot of people are saying is to listen to them. He said he appreciates everyone on the Council but one thing they must understand is the citizens and tax-payers of this city that come to them and speak to them and they have to start listening.

**VIII. Reports (from sub-committees to Council)**

**Mayor Levesque** reported that the School Committee and City Council will have a joint meeting coming up on December 19th. He stated that he is on MMA's LD2003 working group with the Legislative Policy Committee, he will keep everyone posted on that item. He also reported that there will be a Veteran's appreciation lunch at the Green Ladle in Lewiston on November 9th and all veterans in Lewiston and Auburn can eat for free.

**Councilor Staples** reminded everyone that tomorrow is election day, bus rides are free.

**Councilor Walker** reminded everyone to get out to vote tomorrow.

**Councilor Morin**, Ward 4 votes at Auburn Hall in the Community Room.

**Councilor Whiting** advised that Wards 1 and 2 voters vote at the Auburn Senior Center.

- X. Executive Session** – None.

- XI. Adjournment** – Motion was made by Councilor Walker and seconded by Councilor Milks to adjourn. Unanimously approved and the meeting adjourned at 8:24 pm.

A TRUE COPY

ATTEST



Susan Clements-Dallaire, City Clerk



## **Sustainability & Natural Resource Management Board | Working Group**

November 12, 2022

To the Mayor and Councilors:

The SNRB Working Group reps are working on a response to the Council's September Resolution regarding the AGRP zone. There are two items in the resolve that we would appreciate some clarification on:

- There are two references to strip zones in the resolution ("arbitrary residential strip" and "current strip zone limitations"): please clarify what you mean by "arbitrary" and "current strip zoning limitations."
- You refer to the 2021 Comprehensive Plan regarding non-profitability of certain areas of the city for agriculture and forestry. What particular areas of the city are you referring to? Please provide a map showing those areas.

We look forward to having your answers after the next Council meeting.

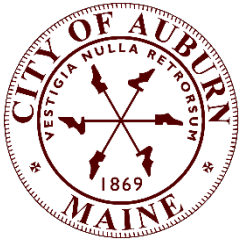
Thank you.

Jane Costlow (Conservation Working Group, Chair of SNRB)

Dave Griswold (Forestry Working Group)

Ralph Harder (Sustainability Working Group)

Bill Sylvester (Agriculture Working Group)



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** November 21, 2022

**Author:** Jill M. Eastman, Finance Director

**Subject:** Reallocation of unspent bond proceeds to fund purchase of Roof at Norway Savings Bank Arena to protect signage.

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**Information:** The sign on the outside of the Norway Savings Bank Arena has incurred damage in the winter due to ice and snow falling from the roof. Norway Savings Bank has requested provide some type of protection for the sign. As part of the new agreement as sponsors of the Arena, we would like to reallocate \$35,000 that was bonded in FY 22 to this project and take the balance of \$25,274 from current year operating dollars.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Approve Request

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**Previous Meetings and History:** None.

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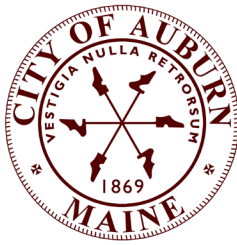
**City Manager Comments:**

*Phillip Crowell Jr.*

I concur with the recommendation. Signature: \_\_\_\_\_

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**Attachments:** Order: 152-11212022



**ORDER 152-11212022**

# City Council Order

## IN CITY COUNCIL

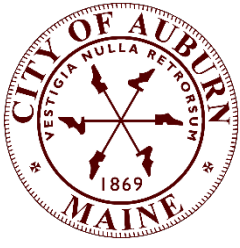
**ORDERED**, that Norway Savings Bank Arena is allowed to spend \$35,000 that was originally allocated for RO Water Treatment System to the purchase of a roof to protect the sign on the Arena Building.

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**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 of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** November 21, 2022

**Order:** 153-11212022

**Author:** Alison F. Pepin, Deputy City Clerk

**Subject:** Approving the Mass Gathering for the New Year's Eve Auburn Event

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**Information:**

A New Year's Eve event is scheduled for December 31, 2022 from 6:00 PM to 12:15 AM. The event will be held in Festival Plaza and part of Main Street.

Fireworks will be at 10 PM; The band will be playing until Midnight.

*A **Mass Outdoor Gathering** is defined by ordinance as any gathering held outdoors with the intent to attract the continued attendance of 1,000 or more persons for two or more hours.*

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**City Budgetary Impacts:** This event is budgeted through the Economic Development Department.

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**Staff Recommended Action:** Hold the public hearing and motion to approve the mass gathering

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**Previous Meetings and History:** N/A

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**City Manager Comments:**

*Phillip Crowell Jr.*

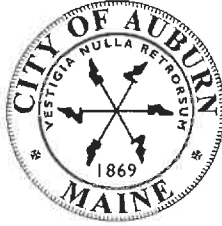
I concur with the recommendation. Signature:

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**Attachments:**

- Application for New Year's Auburn Mass Gathering
- Application for a License for an Incorporated Civic Organization
- Public Notice
- Order

Date received: \_\_\_\_\_  
 Date approved: \_\_\_\_\_



## CITY OF AUBURN SPECIAL EVENT/MASS GATHERING APPLICATION

**Required for any special event on city property that will attract up to 1,000 people, or any outdoor event with continued attendance of 1,000 or more persons for 2 or more hours.**

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**Applications must be submitted to the Clerk at least 45 days prior to the event if the gathering is expected to attract up to 5,000 people.**

**Application must be submitted at least 90 days prior to the event if the gathering is expected to attract more than 5,000 people.**

Date of Application: 11/3/22

### SPONSOR INFORMATION

Name of Sponsoring Organization: City of Auburn

Name of Contact Person for Event: Jennifer Boenig

Title of Contact Person: Downtown Coordinator

Mailing Address: 60 Court Street, Auburn, ME 04210

Daytime Telephone: 207.333.6601 ext. 1132 Cell Phone: 207.576.5348

Email Address: jboenig@auburnmaine.gov

Contact Name and Cell Phone Number DURING the Event: Jennifer Boenig, 207.576.5348

Is your organization incorporated as a non-profit organization? Yes ☐ No ☒

Non-Profit Number: \_\_\_\_\_

### EVENT INFORMATION

Name of Event: New Year's Auburn

Type of Event (walk, festival, concert, etc.): concert

Date of Event: Saturday, December 31, 2022 Rain Date: n/a

Times of Event: Start Time including set-up: 9 AM Ending time including clean up: 1AM

Actual Event Start Time: 6 PM Actual Event End Time: 12:15 AM

Estimated Attendance: 3,000-4,000 people

Location of Event: Festival Plaza/Main Street

Have you held an event at this location within the last 12 months? Yes ☒ No ☐

If the location is a city park, have you applied for use of the property with the Recreation Department and has your request been approved?

Yes ☐ No ☐ Pending ☐ Date submitted to the Recreation Department: \_\_\_\_\_

**TYPES OF PERMITS/PERMISSIONS NEEDED – PROVIDE AN ANSWER FOR EACH LINE:**

Permit Fee	Permission/Permit Type	YES	NO	NOT SURE
Not permitted	<b>CROSS-STREET BANNERS</b> Please note that the city no longer allows cross-street banners.			
Separate fee and permit possible	<b>FOOD</b> – Will food or beverages be sold? If yes, list what types of food or beverages: <u>Three food trucks selling food and non-alcoholic beverages</u> Note - A food service license may be required and must be submitted 14 days prior to the event. Other requirements and/or restrictions may apply.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separate fee and permit possible	<b>NON-FOOD ITEMS</b> – Will products be sold or given away (such as t-shirts, crafts, souvenirs, etc.)? If yes, list what items: <u>Band merchandise for sale</u> Note - A peddler permit may be required and must be submitted 14 days prior to the event.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	<b>LIVE MUSIC</b> – Will there be any outdoor musical performances? If yes, please describe: <u>Three bands will perform</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	<b>SOUND AMPLIFICATION</b> – Will there be a microphone or speaker system to project sound?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separate fee and permit possible	<b>ALCOHOL</b> – Will alcoholic beverages be sold? Note – Vendor must hold a valid State of Maine liquor license and submit an Off Premise Catering Event application 14 days prior to the event.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separate fee and Permit required	<b>CARNIVAL</b> – Will carnival rides be offered? If yes, attach a copy of the state permit. A city permit is required as well.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Separate fee and Permit required	<b>FIREWORKS</b> – Will there be a fireworks display? If yes, a permit from the Fire Department is required. <i>- Launched from Lewiston - Simard/Pyro Arts</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	<b>PARADE</b> – Will there be a parade? If yes, describe route:  Note – A permit from the Police Department is required.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
N/A	<b>RUN/WALK/CYCLE</b> – Will event involve participants doing a walk-a-thon, road race, etc.? If yes, describe route:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Separate permit required	<b>BURN PERMIT</b> – Will there be any open flame such as a bonfire? If yes, describe activity:  Note - A permit from the Fire Department is required.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>


N/A	<b>TENT/CANOPY</b> – Will you be setting up a tent or canopy? If yes, list number and sizes: 1-20x40 tent; 4-10x10 pop-ups; and covered stage (28x24x32)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separate fee and permit required	<b>ELECTRICAL POWER/EQUIPMENT</b> – Will electrically powered equipment be utilized, if so, provide a brief description of the equipment and the entity responsible for the installation of the electrical equipment? HPA productions will have stage, sound, and lights. Food trucks may need power.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	<b>ROAD/INTERSECTION CLOSURE</b> – Will any roads need to be closed to accommodate your event? If yes, please list: Main Street from Miller Street to Court Street, hard closure with PW trucks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	<b>MAP/DIAGRAM</b> – Is a map or diagram attached detailing this event and depicting the placement of such items as tables, tents, port-a-potties, stage, parking, food service areas, etc.? This is a mandatory requirement for this application and must be included.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	<b>PARKING ACCOMODATIONS</b> – What will be the anticipated need for parking and what is your parking plan? 131 Main Street and parking garage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	<b>TOILETS</b> – Please list amount at event and/or nearest location: 12 portable toilets inside the alcohol permitted area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	<b>WASTE DISPOSAL</b> – Please list process and location: trash cans will be onsite	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	<b>HAND WASHING FACILITIES</b> – Please list amount at event and/or nearest location: portable toilets and hand sanitizer available at food & beer vendors and entry points	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	<b>POTABLE WATER</b> – Please list amount at event and location: bottled water in pump house	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	<b>FIRST AID FACILITIES</b> – Please list location at event: Auburn Fire onsite	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$	<b>TOTAL FEE INCLUDED</b> – Checks payable to "City of Auburn"			

### EVENT LIABILITY INSURANCE COVERAGE FOR EVENT

For an event such as a walk-a-thon, race, festival, concert, etc., the city requires general liability insurance coverage. The **City of Auburn** is to be named as "additionally insured" for the event activities on that date. Once the event is approved, the Certificate of Insurance will need to be received at least 30 days before the event and before permits can be issued. Please have the City of Auburn listed on the Certificate of Insurance (minimum coverage \$1,000,000 Bodily Injury or Death, per occurrence, and \$300,000 Property Damage, per occurrence). It should contain a clause providing that the policy may not be cancelled by either party except upon not less than 30 days written notice to the city. Please have your insurance company fax a copy to: City Clerk 207-333-6623.

**DESCRIPTION OF EVENT – Please describe what will occur during your event**

New Year's Auburn is a free community event, celebrating the new year with live music, local beer, food trucks, fireworks and fun in the heart of downtown Auburn.

Signature of Applicant:  Printed Name: Jennifer Boemig Date Submitted: 11/3/22

**Please note that you will be contacted by City Staff if you require additional permitting.**

Please return this completed application with diagram and any applicable fee to:

MAIL: City Clerk's Office  
60 Court Street  
Auburn, ME 04210  
FAX: 207-333-6623  
EMAIL: [sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)  
PHONE: 207-333-6600

**\*\*\*\*FOR STAFF USE\*\*\*\***

**DEPARTMENT COMMENTS AND RECOMMENDATIONS:**

DEPARTMENT	APPROVE	DENY	DATE	INITIALS
Sanitarian/Health Inspector				
Code Officer/Land Use & Zoning				
Fire Department				
Police Department				
Public Works Department				
Recreation Department				

COMMENTS/CONDITIONS from any of the above departments:

City Council Public Hearing date, if applicable: \_\_\_\_\_

License Approved/Denied: \_\_\_\_\_ Date applicant notified: \_\_\_\_\_



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**CITY OF AUBURN  
PUBLIC NOTICE**

A public hearing will be held by the Auburn City Council on Monday, November 21, 2022 at 7:00 p.m. or as soon as possible thereafter, in the Council Chambers of Auburn Hall, 60 Court Street, to consider a Mass Gathering and Liquor License application for:

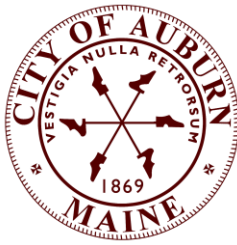
**The New Year's Celebration**

**December 31, 2022**

**6:00 PM to 12:15AM**

**Main Street, Auburn (in front of  
Festival Plaza)**

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



**ORDER 153-11212022**

# City Council Order

## IN CITY COUNCIL

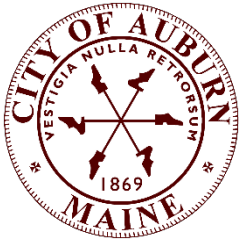
**ORDERED**, that the City Council hereby approves the Mass Gathering permit for the December 31, 2022 New Year's Eve event sponsored by the City of Auburn.

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**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 of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** November 21, 2022

**Order:** 154-11212022

**Author:** Alison F. Pepin, Deputy City Clerk

**Subject:** Approving the temporary liquor license for an Incorporated Civic Organization for the New Year's Eve event to be held 12/31/2022. Public Hearing.

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**Information:**

A New Year's Eve event is scheduled for December 31, 2022 from 6:00 PM to 12:15 AM. The event will be held in Festival Plaza and part of Main Street.

Fireworks will be at 10 PM; The band will be playing until Midnight.

The City is applying for a Liquor License for an Incorporated Civic Organization to allow the sale of alcohol in Festival Plaza within the designated area.

*A Public Hearing is not required per MRS Title 28-A Liquor § 1071. INCORPORATED CIVIC ORGANIZATIONS 4. Application G. Approval by the municipal officers for the municipality in which the proposed licensed premises are located, which, notwithstanding section 653, may be granted without notice or a public hearing.*

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**City Budgetary Impacts:** This event is budgeted through the Economic Development Department.

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**Staff Recommended Action:** Hold the public hearing and motion to approve the liquor license.

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**Previous Meetings and History:** N/A

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**City Manager Comments:**

I concur with the recommendation. Signature:

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**Attachments:**

- Application for a License for an Incorporated Civic Organization
- Public Notice
- Order 154-11212022



STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

**Application for a License for an Incorporated Civic Organization**

**Section A: Applicant Information:**

1. Legal Name of Applicant: City of Auburn
2. Contact Name for Applicant: Barry Schmicks
3. Mailing Address of Primary Office of Applicant: 60 Court St.  
Auburn, ME 04210
4. Contact Name Telephone/Mobile Number: 207.333.6650 x2066
5. Email Address of Contact: bSchmicks@auburnmaine.gov

**Section B: Event Information:**

1. Title Event: New Year's Auburn
2. Purpose of Event: New Year's celebration with live music, local beer, food
3. Duration of Event (check one): ☒ One Day ☐ Multiple Days (only 1 permitted per year)
4. Type of Event: (check one) ☐ Indoor ☒ Outdoor
5. Town or City where Event will take place: Auburn
6. Complete Physical Address of Event:  
Festival Plaza, 112 main Street, and part of  
main Street (see map)
7. Date of Event: 12.31.22 Time: From 6pm To 12 AM  
Under Maine liquor laws, alcoholic beverages can only be served from 5:00 am to 1:00 am of the next day, Sunday through Saturday; event times cannot deviate from this statutory requirement.
8. Number of Persons Attending: 3-4,000 estimated

9. Describe specific indoor and/or outdoor area to be licensed: (for an outdoor event, please include a diagram of the outside space in Section F below.)

See map

10. Will dancing be part of the event? Yes ☐ No ☒
- a. Does the venue have a dance license? Yes ☐ No ☒
- b. If yes, please provide a copy of the license from the State's Fire Marshall's Office

**Section C: Signature of Applicant**

By signing this application, the licensee understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 11/3/2022

  
Signature of Duly Authorized Person

Lt. Barry D. Schmieds Jr.  
Printed Name of Duly Authorized Person

**Section D: For use by Municipal Officers and County Commissioners only**  
**Approval of an Application for a License for an Incorporated Civic Organization**

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this catering event application on this date: \_\_\_\_\_.

Check only one: ☐ City ☐ Town ☐ Unorganized Territory

Name of City/Town/Unorganized Territory: \_\_\_\_\_

Who is approving this application? ☐ Municipal Officers  
☐ County Commissioners of \_\_\_\_\_ County

- ☐ **Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of license to be issued by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

**Section E: Application Fee; Other Information**

1. The license fee is \$50.00 plus a \$10.00 filing fee; make checks payable to Treasurer State of Maine.
2. The law requires the application to be submitted at least 24 Hours prior to the function, however, a longer notice is appreciated to allow additional time for processing.
3. Once issued, this permit is not assignable and is valid only for use by the licensee named in this application and for the date, time, and location listed in this application. This permit is issued subject to Maine liquor laws under Title 28-A and the Bureau's Administrative Rules. Penalties for failure to comply with the laws and rules are provided in Chapter 33 of Title 28-A.
4. The Division is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.
5. Payments to the Division by check subject to penalty provided by 28-A MRS Section 3-B.

**Section F: Diagram for Outdoor Events**

**The following restrictions apply to outdoor events:**

- There must be a stanchion or a fence completely enclosing the area.
- Signs must be posted stating "No alcohol beyond this point".
- There must be sufficient employees at the event to control and monitor the area.

In an effort to clearly define the area that consumption and storage of liquor will occur during this outdoor event, diagrams must be submitted on this form and should be as accurate as possible. Be sure to label the areas of consumption and storage on your diagram.

*See map*

**For Division Use Only**

Date Filed: \_\_\_\_\_

☐ Approved      ☐ Not Approved

Date Approved: \_\_\_\_\_

Approved By: \_\_\_\_\_

License No: \_\_\_\_\_

Deposit Date: \_\_\_\_\_

Amt. Deposited: \_\_\_\_\_

Payment Type: \_\_\_\_\_



Band Merch

Brewery/  
Vendors  
in 1-6

Alcohol  
permitted  
inside

1

2

3

6

5

4

EZ  
Up

EZ  
Up

Stage

ID  
Check

Food  
truck

Food  
truck

Food  
Truck

Potties

ID  
Check

Potties

Public Works  
Truck

Public Works  
Truck

Public Works  
Truck

2023  
NEW YEAR'S  
AUBURN

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**CITY OF AUBURN  
PUBLIC NOTICE**

A public hearing will be held by the Auburn City Council on Monday, November 21, 2022 at 7:00 p.m. or as soon as possible thereafter, in the Council Chambers of Auburn Hall, 60 Court Street, to consider a Mass Gathering and Liquor License application for:

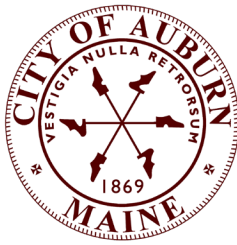
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**December 31, 2022**

**6:00 PM to 12:15AM**

**Main Street, Auburn (in front of  
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**ORDER 154-11212022**

# City Council Order

## IN CITY COUNCIL

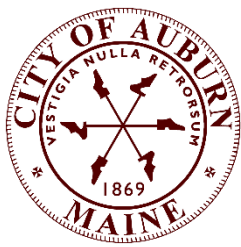
**ORDERED**, that the City Council hereby approves the temporary liquor license for an Incorporated Civic Organization for the New Year's Event to be held 12/31/2022.

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**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 of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** November 21, 2022

**Order:** 155-11212022

**Author:** Glen E. Holmes, Director of Business & Community Development

**Subject:** Neighborhood Corner Store Program

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**Information:**

The City of Auburn is seeking funds from the American Rescue Plan Act (ARPA) to support the establishment or expansion of essential corner stores which derive most of their revenues from the sale of food and groceries. This forgivable loan program aligns with the city's strategic goal of enhancing access to healthy food choices, while creating healthy neighborhoods within the urban core.

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**City Budgetary Impacts:**

The Office of Business & Community Development is seeking \$150,000 in ARPA funds to administer this program.

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**Staff Recommended Action:**

Vote to Authorize the use of \$150,000 in ARPA funds for the Neighborhood Corner Store Program.

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**Previous Meetings and History:**

10/3/2022 The mayor presented an overview for staff to work from.

11/7/2022 Council workshop for program feedback.

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**City Manager Comments:**

*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

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**Attachments:**

Neighborhood Corner Store Program Summary

## Neighborhood Corner Store Program summary

### Purpose

The purpose of the Neighborhood Corner Store program is to support the establishment or expansion of essential corner stores which derive most of their revenues from the sale of food and groceries. This initiative aligns with goals established within the city Comprehensive Plan which aim to “ensure that fresh, local food is equitably accessible to everyone regardless of income or geography” (Objective K.1.1) by “supporting practices that facilitate access to healthy food in residential settings” (Objective K.1.3).

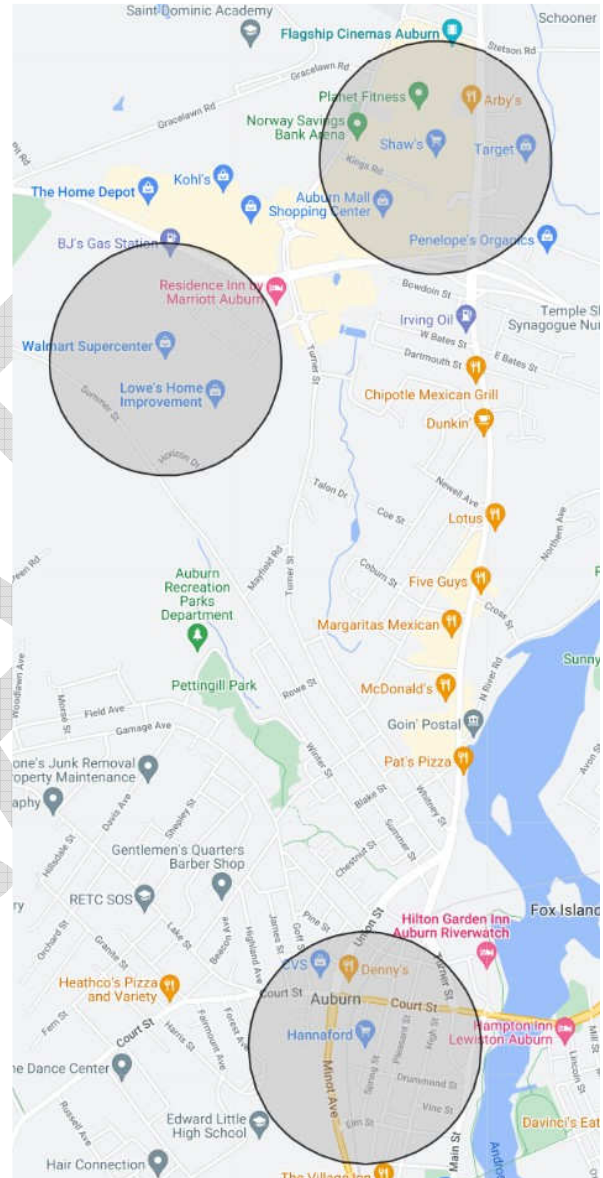
### Funding

The City of Auburn may allocate \$150,000 from the City ARPA funds for this program to provide funds to a minimum of 4 businesses. Maximum assistance is \$35,000 per location for approved expenses.

All proposals will provide a detailed budget and explain how this expansion or construction will provide a net increase in healthy food options to their neighborhood. Financial assistance will only be available to those projects meeting eligibility requirements and preference will be given to projects that can be completed in a timely manner and make the most quantifiable impact on the local market.

### Eligibility

Maine based food retailers (e.g. grocery stores, large convenience stores, cooperatives, etc.) which derive 50+% of their sales from food and groceries are eligible for financial assistance. The funds can be used to upgrade store infrastructure necessary to improve the selection of healthy food offerings or facilitate access to grocery retailers. Only projects located over ¼ mile from a regional or national chain, are eligible.





City of Auburn, Maine  
Business & Community Development  
60 Court Street | Auburn, Maine 04210  
[www.auburnmaine.gov](http://www.auburnmaine.gov) | 207.333.6601

Eligible requests may include:

- **Funding for equipment and stock improvements which substantially increase fresh produce or for SNAP and/or WIC (Women, Infant, Children) eligible inventories**
  - For both new and existing retailers, improvements should enhance the ability of retailers to offer high quality produce and other healthy foods and serve a broader clientele. This could include the purchase of a refrigeration unit for produce at the front of the store. Marketing and merchandizing assistance should focus on the provision of healthy products or de-emphasis on unhealthy products.
  - For new retailers, funding can be requested for capital start-up costs, which include equipment and other retail infrastructure. Funding for marketing/merchandizing assistance can also be requested.

**In order to be eligible to receive funds, all property taxes, real and personal, owed on the property that is the subject of the application must be current at the time the application is made. Any property on which there is past due balance for such taxes will be removed from consideration.**

### Neighborhood Corner Store Program

Sources and Uses	Unit Price	Quantity	Budget
<b>Total Sources=</b>			<b>\$150,000</b>
Auburn Funds (ARPA)			\$150,000
<b>Total Uses=</b>			<b>\$150,000</b>
Program Administration (1 year)			\$8,000
Forgivable Loans	\$35,000.00	4	\$140,000
Marketing and supplies			\$2,000

#### Marketing

The City of Auburn will utilize funds to broadly advertise the grant availability. After awards are made remaining funds will be used to educate local neighborhoods of existing and increased access to local, healthy food options made available through this program.

#### Application

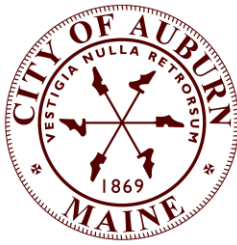
This program will launch on Jan 1, 2023 and collect applications until March 1, 2023. Applicants will be driven to a website which details the program goals and conditions. Applications will be collected through the Auburn Community Development Grant application portal hosted by Neighborly. Qualified applications will be scored based on an internal rubric and up to 4 top scoring operations will be funded with the Community Development Grant Agreement. Funding approval and drawdown requests will be managed through the workflow for the Community Development Neighborly portal.

### Neighborhood Corner Store Program Scoring Matrix

Scoring: 1-4 (4 being most applicable) based on proximity or applicability									
Site Location	New product line (Yes=4, No = 1)	Distance from exclusion zone (1 point for each 1/4 mile)	>50% of grocery sales (Yes=4, No = 1)	New Operation (Yes=4, No = 1)	Quality of submission	Equipment (Yes=4, No = 1)	inventory expansion (Yes=4, No = 1)	Increase in staffing (Yes=4, No = 1)	Weighted Score
Condition Weight	15	15	10	20	5	10	5	20	100
Store 1									0
Store 2									0
Store 3									0
Store 4									0
Example Store 1	1	1	4	1	2	1	4	1	37.5
Example Store 2	4	4	1	4	2	4	4	4	90

Example 1 store located at Xivray street expanding product line no new employee's.

Example 2 store located at Millet Drive new butcher shop adding 2 FTE's.



**ORDER 155-11212022**

# City Council Order

## IN CITY COUNCIL

**ORDERED**, that the City Council hereby authorizes the use of \$150,000 in American Rescue Plan Act (ARPA) funds for the Neighborhood Corner Store Program, which will comply with established program guidelines and meet all ARPA rules, regulations, and guidance.

---

**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



**TO: Phillip Crowell, City Manager**

**FROM: Jill Eastman, Finance Director**

**REF: October 2021 Financial Report**

**DATE: November 16, 2022**

The following is a discussion regarding the significant variances found in the City's October financial report. Please note that although the monthly financial report contains amounts reported by the School Department, this discussion is limited to the City's financial results and does not attempt to explain any variances for the School Department.

The City has completed its fourth month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 33.3% of the annual budget. However, not all costs and revenues are distributed evenly throughout the year; individual line items can vary based upon cyclical activity.

### **Revenues**

Revenues collected through October 31st, including the school department were \$40,071,534, or 37.43%, of the budget. The municipal revenues including property taxes were \$32,379,279, or 45.94% of the budget which is more than the same period last year by \$1,326,230. The accounts listed below are noteworthy.

- A. September 15<sup>th</sup> the first installment for real estate taxes were due. The current year tax revenue is at 49.54% as compared to 49.68% last year or \$1,129,088 more than last year.
- B. Excise tax for the month of October is at 37.23%. This is a \$44,404 increase over FY 22.
- C. State Revenue Sharing for the month of October is 51.08% or \$2,300,587. This is an increase from last October of \$421,212.
- D. EMS Transport is at 36.74% or \$495,963, which is a decrease from last year of \$1,882.

### **Expenditures**

City expenditures through October 2022 were \$24,236,518 or 47.23% of the budget. This is a total increase over last year of \$783,680. Noteworthy variances are:

- A. Fiscal Services are \$687,166 higher than last year.
- B. Public Works is more than last year by \$102,958.

### **Investments**

This section contains an investment schedule as of October 31st. Currently the City's funds are earning an average interest rate of 1.44% compared to 0.33% at this time last year. As of November 1<sup>st</sup>, Androscoggin Bank increased the interest rate for the City to .8% up from .3%. I have also invested in another \$1,000,000 into CD's with interest rates from 4.5% to 4.85% and maturities of 6 months to 1 year.

Respectfully submitted,

A handwritten signature in black ink, reading "Jill M Eastman". The signature is written in a cursive, flowing style.

Jill M. Eastman  
Finance Director

**CITY OF AUBURN, MAINE**  
**BALANCE SHEET - CITY GENERAL FUND AND WORKERS COMP FUND**  
**AS of October 2022, September 2022, and June 2022**

	October 2022	September 2022	Increase (Decrease)	UNAUDITED JUNE 30 2022
<b>ASSETS</b>				
CASH	\$ 41,544,703	\$ 64,605,962	\$ (23,061,259)	\$ 25,056,314
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	3,467,895	1,315,403	2,152,492	1,461,282
TAXES RECEIVABLE-CURRENT	23,476,571	23,997,743	(521,172)	42,636
DELINQUENT TAXES	451,415	451,494	(79)	395,714
TAX LIENS	965,967	1,042,894	(76,927)	1,297,627
NET DUE TO/FROM OTHER FUNDS	(11,632,671)	(16,222,709)	4,590,038	4,391,622
<b>TOTAL ASSETS</b>	<b>\$ 58,273,880</b>	<b>\$ 75,190,787</b>	<b>\$ (16,916,907)</b>	<b>\$ 32,645,195</b>
<b>LIABILITIES &amp; FUND BALANCES</b>				
ACCOUNTS PAYABLE	\$ 24,374	\$ (1,222,503)	\$ 1,246,877	\$ (824,510)
PAYROLL LIABILITIES	(675,930)	(1,773,190)	1,097,260	2,948,844
ACCRUED PAYROLL	-	(65)	65	(263,746)
STATE FEES PAYABLE	(39,521)	(101,609)	62,088	(183)
ESCROWED AMOUNTS	(41,956)	(40,436)	(1,520)	(40,426)
DEFERRED REVENUE	(24,743,598)	(25,341,775)	598,177	(1,585,602)
DUE TO OTHER FUNDS	-	-	-	-
<b>TOTAL LIABILITIES</b>	<b>\$ (25,476,630)</b>	<b>\$ (28,479,578)</b>	<b>\$ 3,002,948</b>	<b>\$ 234,377</b>
FUND BALANCE - UNASSIGNED/ASSIGNED	\$ (29,798,433)	\$ (43,712,393)	\$ 13,913,960	\$ (29,880,756)
FUND BALANCE - RESTRICTED	(2,309,553)	(2,309,553)		(2,309,553)
FUND BALANCE - NON SPENDABLE	(689,263)	(689,263)	-	(689,263)
<b>TOTAL FUND BALANCE</b>	<b>\$ (32,797,249)</b>	<b>\$ (46,711,209)</b>	<b>\$ 13,913,960</b>	<b>\$ (32,879,572)</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ (58,273,880)</b>	<b>\$ (75,190,787)</b>	<b>\$ 16,916,907</b>	<b>\$ (32,645,195)</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - GENERAL FUND COMPARATIVE**  
**THROUGH October 31, 2022 VS October 31, 2021**

REVENUE SOURCE	FY 2023 BUDGET	ACTUAL REVENUES THRU OCT 2022	% OF BUDGET	FY 2022 BUDGET	ACTUAL REVENUES THRU OCT 2021	% OF BUDGET	VARIANCE
<b>TAXES</b>							
PROPERTY TAX REVENUE-	\$ 52,463,320	\$ 25,987,944	49.54%	\$ 50,042,450	\$ 24,858,856	49.68%	\$ 1,129,088
PRIOR YEAR TAX REVENUE	\$ -	\$ 80,370		\$ -	\$ 269,370		\$ (189,000)
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 1,770,000	\$ 1,322,921	74.74%	\$ 1,650,000	\$ 1,290,048	78.18%	\$ 32,873
EXCISE	\$ 4,435,000	\$ 1,650,999	37.23%	\$ 4,425,000	\$ 1,606,595	36.31%	\$ 44,404
PENALTIES & INTEREST	\$ 120,000	\$ 16,302	13.59%	\$ 120,000	\$ 23,227	19.36%	\$ (6,925)
<b>TOTAL TAXES</b>	<b>\$ 58,788,320</b>	<b>\$ 29,058,536</b>	<b>49.43%</b>	<b>\$ 56,237,450</b>	<b>\$ 28,048,096</b>	<b>49.87%</b>	<b>\$ 1,010,440</b>
<b>LICENSES AND PERMITS</b>							
BUSINESS	\$ 190,000	\$ 93,333	49.12%	\$ 166,000	\$ 111,957	67.44%	\$ (18,624)
NON-BUSINESS	\$ 195,250	\$ 131,352	67.27%	\$ 300,200	\$ 153,066	50.99%	\$ (21,714)
<b>TOTAL LICENSES</b>	<b>\$ 385,250</b>	<b>\$ 224,685</b>	<b>58.32%</b>	<b>\$ 466,200</b>	<b>\$ 265,023</b>	<b>56.85%</b>	<b>\$ (40,338)</b>
<b>INTERGOVERNMENTAL ASSISTANCE</b>							
STATE-LOCAL ROAD ASSISTANCE	\$ 400,000	\$ -	0.00%	\$ 390,000	\$ -	0.00%	\$ -
STATE REVENUE SHARING	\$ 4,504,100	\$ 2,300,587	51.08%	\$ 3,150,000	\$ 1,879,375	59.66%	\$ 421,212
WELFARE REIMBURSEMENT	\$ 83,912	\$ 13,858	16.51%	\$ 90,656	\$ 6,718	7.41%	\$ 7,140
OTHER STATE AID	\$ 32,000	\$ -	0.00%	\$ 32,000	\$ 12,579	39.31%	\$ (12,579)
CITY OF LEWISTON	\$ 182,000	\$ -	0.00%	\$ 228,384	\$ -	0.00%	\$ -
<b>TOTAL INTERGOVERNMENTAL ASSISTANCE</b>	<b>\$ 5,202,012</b>	<b>\$ 2,314,445</b>	<b>44.49%</b>	<b>\$ 3,891,040</b>	<b>\$ 1,898,672</b>	<b>48.80%</b>	<b>\$ 415,773</b>
<b>CHARGE FOR SERVICES</b>							
GENERAL GOVERNMENT	\$ 361,400	\$ 41,567	11.50%	\$ 184,400	\$ 76,992	41.75%	\$ (35,425)
PUBLIC SAFETY	\$ 30,800	\$ 26,281	85.33%	\$ 176,600	\$ 38,229	21.65%	\$ (11,948)
EMS TRANSPORT	\$ 1,350,000	\$ 495,963	36.74%	\$ 1,250,000	\$ 497,845	39.83%	\$ (1,882)
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 1,742,200</b>	<b>\$ 563,811</b>	<b>32.36%</b>	<b>\$ 1,611,000</b>	<b>\$ 613,066</b>	<b>38.05%</b>	<b>\$ (49,255)</b>
<b>FINES</b>							
PARKING TICKETS & MISC FINES	\$ 28,000	\$ 9,051	32.33%	\$ 41,500	\$ 16,756	40.38%	\$ (7,705)
<b>MISCELLANEOUS</b>							
INVESTMENT INCOME	\$ 30,000	\$ 14,561	48.54%	\$ 40,000	\$ 6,770	16.93%	\$ 7,791
RENTS	\$ 75,000	\$ 2,593	3.46%	\$ 125,000	\$ 1,366	1.09%	\$ 1,227
UNCLASSIFIED	\$ 20,000	\$ 54,109	270.55%	\$ 20,000	\$ 18,842	94.21%	\$ 35,267
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 26,038		\$ -	\$ 24,900		\$ 1,138
SALE OF PROPERTY	\$ 100,000	\$ 611	0.61%	\$ 120,000	\$ 1,113	0.93%	\$ (502)
RECREATION PROGRAMS/ARENA							\$ -
MMWAC HOST FEES	\$ 240,000	\$ 77,370	32.24%	\$ 234,000	\$ 77,370	33.06%	\$ 0
TRANSFER IN: TIF	\$ 1,140,000	\$ -	0.00%	\$ 1,140,000	\$ -	0.00%	\$ -
TRANSFER IN: Other Funds	\$ 619,000	\$ -	0.00%	\$ 473,925	\$ -	0.00%	\$ -
ENERGY EFFICIENCY							\$ -
SPONSORSHIPS - ECON DEVELOPMENT	\$ -	\$ 32,700		\$ -			\$ 32,700
CDBG	\$ 588,154	\$ -	0.00%	\$ 252,799	\$ -	0.00%	\$ -
UTILITY REIMBURSEMENT	\$ 20,000	\$ 769	3.84%	\$ 20,000	\$ 2,867	14.34%	\$ (2,098)
CITY FUND BALANCE CONTRIBUTION	\$ 1,500,000	\$ -	0.00%	\$ 475,000	\$ 78,208	16.46%	\$ (78,208)
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 4,332,154</b>	<b>\$ 208,751</b>	<b>4.82%</b>	<b>\$ 2,900,724</b>	<b>\$ 211,436</b>	<b>7.29%</b>	<b>\$ (2,685)</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 70,477,936</b>	<b>\$ 32,379,279</b>	<b>45.94%</b>	<b>\$ 65,147,914</b>	<b>\$ 31,053,049</b>	<b>47.67%</b>	<b>\$ 1,326,230</b>
<b>SCHOOL REVENUES</b>							
EDUCATION SUBSIDY	\$ 34,826,024	\$ 7,667,473	22.02%	\$ 28,900,061	\$ 10,776,369	37.29%	\$ (3,108,896)
EDUCATION	\$ 489,465	\$ 24,782	5.06%	\$ 518,821	\$ 205,909	39.69%	\$ (181,127)
SCHOOL FUND BALANCE CONTRIBUTION	\$ 1,251,726	\$ -	0.00%	\$ 879,404	\$ -	0.00%	\$ -
<b>TOTAL SCHOOL</b>	<b>\$ 36,567,215</b>	<b>\$ 7,692,255</b>	<b>21.04%</b>	<b>\$ 30,298,286</b>	<b>\$ 10,982,278</b>	<b>36.25%</b>	<b>\$ (3,290,023)</b>
<b>GRAND TOTAL REVENUES</b>	<b>\$ 107,045,151</b>	<b>\$ 40,071,534</b>	<b>37.43%</b>	<b>\$ 95,446,200</b>	<b>\$ 42,035,327</b>	<b>44.04%</b>	<b>\$ (1,963,793)</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - GENERAL FUND COMPARATIVE**  
**THROUGH October 31, 2022 VS October 31, 2022**

DEPARTMENT	FY 2023 BUDGET	EXP THRU OCT 2022	% OF BUDGET	FY 2022 BUDGET	EXP THRU OCT 2021	% OF BUDGET	VARIANCE
<b>ADMINISTRATION</b>							
MAYOR AND COUNCIL	\$ 170,500	\$ 44,812	26.28%	\$ 104,850	\$ 57,848	55.17%	\$ (13,036)
CITY MANAGER	\$ 510,978	\$ 159,742	31.26%	\$ 447,401	\$ 182,808	40.86%	\$ (23,066)
COMMUNICATIONS & ENGAGEMENT	\$ 218,746	\$ 61,278	28.01%	\$ 911,637	\$ 426,928	46.83%	\$ (365,650)
CITY CLERK	\$ 257,506	\$ 79,151	30.74%	\$ 237,474	\$ 68,461	28.83%	\$ 10,690
FINANCE	\$ 1,138,802	\$ 365,800	32.12%	\$ 810,303	\$ 243,148	30.01%	\$ 122,652
HUMAN RESOURCES	\$ 222,099	\$ 65,907	29.67%	\$ 220,250	\$ 67,080	30.46%	\$ (1,173)
INFORMATION TECHNOLOGY	\$ 827,000	\$ 351,483	42.50%		\$ -		\$ 351,483
<b>TOTAL ADMINISTRATION</b>	<b>\$ 3,345,631</b>	<b>\$ 1,128,173</b>	<b>33.72%</b>	<b>\$ 2,731,915</b>	<b>\$ 1,046,273</b>	<b>38.30%</b>	<b>\$ 81,900</b>
<b>COMMUNITY SERVICES</b>							
PLANNING & PERMITTING	\$ 666,629	\$ 233,246	34.99%	\$ 900,583	\$ 264,305	29.35%	\$ (31,059)
ECONOMIC DEVELOPMENT	\$ 286,598	\$ 91,139	31.80%	\$ 108,469	\$ 30,319	27.95%	\$ 60,820
BUSINESS & COMMUNITY DEVELOPMENT	\$ 671,411	\$ 93,736	13.96%	\$ 512,260	\$ 89,740	17.52%	\$ 3,996
HEALTH & SOCIAL SERVICES	\$ 119,875	\$ 32,707	27.28%	\$ 119,875	\$ 19,853	16.56%	\$ 12,854
RECREATION	\$ 762,440	\$ 196,851	25.82%	\$ 584,056	\$ 185,159	31.70%	\$ 11,692
PUBLIC LIBRARY	\$ 1,084,437	\$ 361,480	33.33%	\$ 1,052,163	\$ 350,721	33.33%	\$ 10,759
<b>TOTAL COMMUNITY SERVICES</b>	<b>\$ 3,591,390</b>	<b>\$ 1,009,159</b>	<b>28.10%</b>	<b>\$ 3,277,406</b>	<b>\$ 940,097</b>	<b>28.68%</b>	<b>\$ 69,062</b>
<b>FISCAL SERVICES</b>							
DEBT SERVICE	\$ 8,361,254	\$ 7,549,963	90.30%	\$ 7,734,169	\$ 6,955,516	89.93%	\$ 594,447
CAPITAL INVESTMENT AND PURCHASING	\$ 672,473	\$ 205,190	30.51%	\$ 677,872	\$ 224,285	33.09%	\$ (19,095)
WORKERS COMPENSATION	\$ 698,000	\$ 698,000	100.00%	\$ 642,400	\$ 642,400	100.00%	\$ 55,600
WAGES & BENEFITS	\$ 7,876,393	\$ 2,224,869	28.25%	\$ 7,334,932	\$ 2,168,655	29.57%	\$ 56,214
EMERGENCY RESERVE (10108062-670000)	\$ 461,230	\$ -	0.00%	\$ 461,230	\$ -	0.00%	\$ -
<b>TOTAL FISCAL SERVICES</b>	<b>\$ 18,069,350</b>	<b>\$ 10,678,022</b>	<b>59.09%</b>	<b>\$ 16,850,603</b>	<b>\$ 9,990,856</b>	<b>59.29%</b>	<b>\$ 687,166</b>
<b>PUBLIC SAFETY</b>							
FIRE & EMS DEPARTMENT	\$ 5,693,284	\$ 1,870,690	32.86%	\$ 5,446,588	\$ 1,911,393	35.09%	\$ (40,703)
POLICE DEPARTMENT	\$ 4,945,034	\$ 1,374,926	27.80%	\$ 4,343,924	\$ 1,316,792	30.31%	\$ 58,134
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 10,638,318</b>	<b>\$ 3,245,616</b>	<b>30.51%</b>	<b>\$ 9,790,512</b>	<b>\$ 3,228,185</b>	<b>32.97%</b>	<b>\$ 17,431</b>
<b>PUBLIC WORKS</b>							
PUBLIC WORKS DEPARTMENT	\$ 5,600,109	\$ 1,420,440	25.36%	\$ 5,077,370	\$ 1,362,204	26.83%	\$ 58,236
SOLID WASTE DISPOSAL*	\$ 1,320,000	\$ 294,043	22.28%	\$ 1,089,950	\$ 249,321	22.87%	\$ 44,722
WATER AND SEWER	\$ 792,716	\$ 390,602	49.27%	\$ 792,716	\$ 390,602	49.27%	\$ -
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 7,712,825</b>	<b>\$ 2,105,085</b>	<b>27.29%</b>	<b>\$ 6,960,036</b>	<b>\$ 2,002,127</b>	<b>28.77%</b>	<b>\$ 102,958</b>
<b>INTERGOVERNMENTAL PROGRAMS</b>							
AUBURN-LEWISTON AIRPORT	\$ 205,000	\$ 206,299	100.63%	\$ 177,000	\$ 176,115	99.50%	\$ 30,184
E911 COMMUNICATION CENTER	\$ 1,217,713	\$ 608,856	50.00%	\$ 1,161,479	\$ 580,740	50.00%	\$ 28,116
LATC-PUBLIC TRANSIT	\$ 431,811	\$ -	0.00%	\$ 225,000	\$ -	0.00%	\$ -
LA ARTS	\$ 30,000	\$ 15,000	50.00%	\$ 10,000	\$ 10,000	100.00%	\$ 5,000
TAX SHARING	\$ 260,000	\$ -	0.00%	\$ 260,000	\$ -	0.00%	\$ -
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 2,144,524</b>	<b>\$ 830,155</b>	<b>38.71%</b>	<b>\$ 1,833,479</b>	<b>\$ 766,855</b>	<b>41.83%</b>	<b>\$ 63,300</b>
<b>COUNTY TAX</b>	<b>\$ 2,761,220</b>	<b>\$ 2,761,220</b>	<b>100.00%</b>	<b>\$ 2,611,080</b>	<b>\$ 2,611,080</b>	<b>100.00%</b>	<b>\$ 150,140</b>
<b>TIF (10108058-580000)</b>	<b>\$ 3,049,803</b>	<b>\$ 2,479,088</b>	<b>81.29%</b>	<b>\$ 3,049,803</b>	<b>\$ 2,867,365</b>	<b>94.02%</b>	<b>\$ (388,277)</b>
<b>OVERLAY</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>
<b>TOTAL CITY DEPARTMENTS</b>	<b>\$ 51,313,061</b>	<b>\$ 24,236,518</b>	<b>47.23%</b>	<b>\$ 47,104,834</b>	<b>\$ 23,452,838</b>	<b>49.79%</b>	<b>\$ 783,680</b>
<b>EDUCATION DEPARTMENT</b>	<b>\$ 55,732,090</b>	<b>\$ 7,129,785</b>	<b>12.79%</b>	<b>\$ 48,341,366</b>	<b>\$ 8,934,989</b>	<b>18.48%</b>	<b>\$ (1,805,204)</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 107,045,151</b>	<b>\$ 31,366,303</b>	<b>29.30%</b>	<b>\$ 95,446,200</b>	<b>\$ 32,387,827</b>	<b>33.93%</b>	<b>\$ (1,021,524)</b>

**CITY OF AUBURN, MAINE  
INVESTMENT SCHEDULE  
AS OF October 31, 2022**

INVESTMENT		FUND	BALANCE October 31, 2022	BALANCE September 30, 2022	INTEREST RATE
ANDROSCOGGIN BANK	449	CAPITAL PROJECTS	\$ 7,338,495.11	\$ 7,335,706.20	0.30%
ANDROSCOGGIN BANK	502	SR-TIF	\$ 1,053,403.90	\$ 1,053,403.90	0.30%
ANDROSCOGGIN BANK	836	GENERAL FUND	\$ 17,206,394.12	\$ 17,199,819.81	0.30%
ANDROSCOGGIN BANK	801	WORKERS COMP	\$ 52,664.21	\$ 52,644.12	0.30%
ANDROSCOGGIN BANK	684	EMS CAPITAL RESERVE	\$ 340,509.84	\$ 340,379.76	0.30%
ANDROSCOGGIN BANK	414	INGERSOLL TURF FACILITY	\$ 227,360.38	\$ 227,273.54	0.30%
ANDROSCOGGIN BANK	0888	ELHS FUNDRAISING	\$ 466,891.99	\$ 66,743.20	0.30%
ANDROSCOGGIN BANK		ELHS CONSTRUCTION	\$ 497,549.87	\$ 301,183.19	0.30%
ANDROSCOGGIN BANK	0627	ST LOUIS BELLS FUNDRAISING	\$ 15,407.58	\$ 15,401.70	0.30%
NOMURA 1		ELHS Bond Proceeds	\$ 5,840,941.97	\$ 5,840,941.97	0.15%
NOMURA 2		ELHS Bond Proceeds	\$ 55,430,000.00	\$ 55,430,000.00	2.08%
Northern Capital Securities	CD	GENERAL FUND	\$ 250,000.00	\$ -	4.25%
Northern Capital Securities	CD	GENERAL FUND	\$ 250,000.00	\$ -	3.95%
Northern Capital Securities	CD	GENERAL FUND	\$ 250,000.00	\$ -	3.95%
Northern Capital Securities	CD	GENERAL FUND	\$ 250,000.00	\$ -	4.50%
<b>GRAND TOTAL</b>			<b>\$ 89,469,618.97</b>	<b>\$ 87,863,497.39</b>	<b>1.44%</b>

**EMS BILLING**  
**SUMMARY OF ACTIVITY**  
**July 1, 2022 - June 30, 2023**  
**Report as of October 31, 2022**

	Beginning Balance 10/1/2022	October 2022				Write-Offs	Ending Balance 10/31/2022
		New Charges	Payments	Refunds	Adjustments		
Bluecross	\$ 15,130.23	\$ 13,635.40	\$ (5,485.38)		\$ (8,685.52)		\$ 14,594.73
Intercept	\$ 200.00	\$ 200.00	\$ (300.00)		\$ 200.00		\$ 300.00
Medicare	\$ 121,753.33	\$ 163,526.80	\$ (52,044.55)		\$ (105,091.96)		\$ 128,143.62
Medicaid	\$ 79,407.60	\$ 50,457.40	\$ (39,279.57)		\$ (27,117.40)		\$ 63,468.03
Other/Commercial	\$ 86,315.65	\$ 21,232.20	\$ (14,606.29)		\$ (15,342.53)		\$ 77,599.03
Patient	\$ 124,814.94	\$ 32,205.60	\$ (7,883.15)		\$ 20,643.86	\$ (21,284.17)	\$ 148,497.08
Worker's Comp	\$ -	\$ 827.00	\$ (3,053.80)		\$ 2,226.80		\$ -
<b>TOTAL</b>	<b>\$ 427,621.75</b>	<b>\$ 282,084.40</b>	<b>\$ (122,652.74)</b>	<b>\$ -</b>	<b>\$ (133,166.75)</b>	<b>\$ (21,284.17)</b>	<b>\$ 432,602.49</b>

**EMS BILLING**  
**BREAKDOWN -TOTAL CHARGES**  
**July 1, 2022 - June 30, 2023**  
**Report as of October 31, 2022**

	July 2022	August 2022	Sept 2022	Oct 2022	Totals	% of Total
Bluecross	\$ 2,477.35	\$ 13,307.40	\$ 13,596.80	\$ 13,635.40	\$ 43,016.95	3.59%
Intercept	\$ 100.00	\$ -	\$ 100.00	\$ 200.00	\$ 400.00	0.03%
Medicare	\$ 155,398.20	\$ 205,712.40	\$ 155,567.20	\$ 163,526.80	\$ 680,204.60	56.81%
Medicaid	\$ 61,000.80	\$ 82,386.60	\$ 63,625.60	\$ 50,457.40	\$ 257,470.40	21.50%
Other/Commercial	\$ 38,520.45	\$ 50,549.60	\$ 28,756.00	\$ 21,232.20	\$ 139,058.25	11.61%
Patient	\$ 8,120.20	\$ 12,558.80	\$ 18,008.60	\$ 32,205.60	\$ 70,893.20	5.92%
Worker's Comp	\$ 1,803.40	\$ 3,664.60	\$ -	\$ 827.00	\$ 6,295.00	0.53%
<b>TOTAL</b>	\$ 267,420.40	\$ 368,179.40	\$ 279,654.20	\$ 282,084.40	\$ 1,197,338.40	100.00%

**EMS BILLING**  
**BREAKDOWN -TOTAL COUNT**  
**July 1, 2022 - June 30, 2023**  
**Report as of October 31, 2022**

	July 2022	August 2022	Sept 2022	Oct 2022	Totals	% of Total
Bluecross	3	13	14	14	44	3.36%
Intercept	1	0	1	2	4	0.31%
Medicare	170	231	170	180	751	57.37%
Medicaid	65	88	69	55	277	21.16%
Other/Commercial	43	54	30	23	150	11.46%
Patient	10	13	19	34	76	5.81%
Worker's Comp	2	4		1	7	0.53%
<b>TOTAL</b>	294	403	303	309	1309	100.00%

**EMS BILLING  
AGING REPORT  
July 1, 2022 to June 30, 2023  
Report as of October 31, 2022**

	Current		31-60		61-90		91-120		121+ days		Totals							
Bluecross	\$	9,077.35	62%	\$	3,068.79	21%	\$	-	0%	\$	81.26	1%	\$	2,367.33	16%	\$	14,594.73	3.37%
Intercept	\$	200.00	67%	\$	100.00	33%	\$	-	0%	\$	-	0%	\$	-	0%	\$	300.00	0.07%
Medicare	\$	95,544.94	75%	\$	20,200.99	16%	\$	4,670.00	4%	\$	-	0%	\$	7,727.69	6%	\$	128,143.62	29.62%
Medicaid	\$	25,649.44	40%	\$	14,512.17	23%	\$	13,144.94	21%	\$	7,494.37	12%	\$	2,667.11	4%	\$	63,468.03	14.67%
Other/Commercial	\$	19,035.71	25%	\$	16,434.25	21%	\$	17,707.15	23%	\$	7,124.42	9%	\$	17,297.50	22%	\$	77,599.03	17.94%
Patient	\$	55,437.14	37%	\$	37,290.74	25%	\$	22,261.34	15%	\$	15,159.96	10%	\$	18,347.90	12%	\$	148,497.08	34.33%
Worker's Comp																\$	-	0.00%
TOTAL	\$	204,944.58		\$	91,606.94		\$	57,783.43		\$	29,860.01		\$	48,407.53		\$	432,602.49	
		47%			21%			13%			7%			11%			100%	100.00%

CITY OF AUBURN  
SPECIAL REVENUE FUNDS REVENUE AND EXPENDITURES  
As of October 31, 2022

	1902	1910	1914	1915	1917	1928	1929	1931	2003	2005	2008	2010	2011	2013	2014	2016
	Riverwatch	Community Service	Oak Hill Cemeteries	Fire Training Building	Wellness Grant	Vending	Fire Prevention	Donations	Byrne JAG	MDOT	Homeland Security	State Drug Money	PD Capital Reserve	OUI Grant	Speed Grant	Pedestrian Safety
Fund Balance 7/1/22	\$ 517,052.67	\$ 6,919.98	\$ 34,914.39	\$ 1,421.68	\$ 3,039.35	\$ -	\$ 4,796.03	\$ 169.19	\$ 2,808.57	\$ 79,868.61	\$ (153,799.68)	\$ 4,289.65	\$ 23,595.00	\$ 4,356.29	\$ 5,520.52	\$ 409.11
Revenues FY23	\$ 28,763.55	\$ 114.00	\$ 1,160.11		\$ 2,284.00	\$ 100.00				\$ 75,100.00		\$ 5,190.00		\$ 3,193.29	\$ 1,053.34	
Expenditures FY23	\$ 145,743.00				\$ 1,297.58	\$ 284.09		\$ 382.50		\$ 314,755.68	\$ 17,910.71	\$ 1,365.67	\$ -		\$ 2,820.39	\$ 917.14
Fund Balance 10/31/2022	\$ 400,073.22	\$ 7,033.98	\$ 36,074.50	\$ 1,421.68	\$ 4,025.77	\$ (184.09)	\$ 4,796.03	\$ (213.31)	\$ 2,808.57	\$ (159,787.07)	\$ (171,710.39)	\$ 2,923.98	\$ 28,785.00	\$ 4,356.29	\$ 5,893.42	\$ 545.31
	2018	2019	2020	2025	2026	2030	2034	2037	2040	2041	2043	2044	2047	2048	2050	2051
	Nat Opioid Settlement	Law Enforcement Training	CDBG	Community Cords	State Grant Non-GA Heat Asst	Parking	EDUL Underage Drink	Bulletproof Vests	Great Falls TV	Blanche Stevens	DOJ Covid 19 Preventative	Federal Drug Money	American Firefighter Grant	TD Tree Days	Project Lifesaver	Project Canopy
Fund Balance 7/1/22	\$ -	\$ (8,205.29)	\$ 1,069,816.45	\$ 30,822.46	\$ -	\$ 46,171.40	\$ 2,560.00	\$ 8,281.24	\$ 20,536.23	\$ 22,850.45	\$ (930.00)	\$ 92,332.26	\$ (1,695.00)	\$ -	\$ 189.35	\$ (9,519.48)
Revenues FY23	\$ 36,912.22		\$ 419,649.97	\$ 119.34	\$ 31,165.02	\$ 42,090.00						\$ 14,450.82		\$ 9,600.00		\$ 7,996.88
Expenditures FY23			\$ 511,250.80	\$ 137.00		\$ 80,504.31		\$ 2,909.14		\$ 1,876.50		\$ 601.72		\$ 8,672.91		
Fund Balance 10/31/2022	\$ 36,912.22	\$ (8,205.29)	\$ 978,215.62	\$ 30,804.80	\$ 31,165.02	\$ 7,757.09	\$ 2,560.00	\$ 5,372.10	\$ 20,536.23	\$ 20,973.95	\$ (930.00)	\$ 106,181.36	\$ (1,695.00)	\$ 927.09	\$ 189.35	\$ (1,522.60)
	2053	2054	2055	2059	2067	2068	2070	2077	2080	2300	2400	2405	2500	6200		
	St Louis Bells	EMS Transport Capital Reserve	Work4ME-PAL	Distracted Driving	Hometown Heros Banners	Northern Borders Grant	Leadercast	CTCI Grant	Futsal Court Project	ARPA Grant	NRPA Youth Mentoring	Elmina B Sewall Grant	Parks & Recreation	Ingersoll Turf		
Fund Balance 7/1/22	\$ 21,359.27	\$ 170,048.62	\$ 4,911.03	\$ 898.69	\$ 209.00	\$ 178,046.71	\$ (3,500.00)	\$ 1,719.02	\$ 25,353.61	\$ 12,716,078.13	\$ (1,443.69)	\$ 10,000.00	\$ 232,365.87			
Revenues FY23	\$ (184.44)	\$ 175,385.76		\$ 508.14						\$ 11,022.82			\$ 141,008.56			
Expenditures FY23				\$ 604.26						\$ 629,217.37	\$ 7,324.25		\$ 264,784.90			
Fund Balance 10/31/2022	\$ 21,174.83	\$ 345,434.38	\$ 4,911.03	\$ 802.57	\$ 209.00	\$ 178,046.71	\$ (3,500.00)	\$ 1,719.02	\$ 25,353.61	\$ 12,097,883.58	\$ (8,767.94)	\$ 10,000.00	\$ 108,589.53	\$ -		
	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	Total
	Tambrands II TIF 6	Mall TIF 9	Downtown TIF 10	Auburn Industrial TIF 12	Auburn Plaza TIF 13	Auburn Plaza II TIF 14	Webster School TIF 16	Hartt Transport TIF 19	62 Spring St TIF 20	Minot Ave TIF 21	48 Hampshire St TIF 22	Auburn Memory Care Facility TIF 23	Millbran TIF 24	Futurguard TIF 25	W Shore Landing TIF 26	Special Revenues
Fund Balance 7/1/22	\$ 78,950.70	\$ 806,274.01	\$ 237,684.12	\$ (519,427.49)	\$ 455,494.65	\$ (900,465.25)	\$ (0.03)	\$ (2,663.69)	\$ 1,120.91	\$ 50,241.31	\$ 84,060.95	\$ 33,113.81	\$ 13,914.35	\$ (102,204.06)	\$ -	\$ 15,400,711.98
Revenues FY23	\$ 190,974.78		\$ 865,341.00	\$ 157,316.00	\$ 294,264.43	\$ 448,773.33	\$ 48,589.45	\$ 30,616.50	\$ 56,495.08	\$ 48,218.63	\$ 96,002.45	\$ 113,293.40	\$ 35,248.40	\$ 34,426.44	\$ 59,527.65	\$ 3,485,770.92
Expenditures FY23			\$ 299,441.66	\$ 244,200.00	\$ 69,152.14	\$ 105,461.73	\$ 14,576.84			\$ 12,054.66	\$ 24,000.61	\$ 136,134.34	\$ 17,624.20	\$ 5,996.98		\$ 2,922,003.08
Fund Balance 10/31/2022	\$ 269,925.48	\$ 806,274.01	\$ 803,583.46	\$ (606,311.49)	\$ 680,606.94	\$ (557,153.65)	\$ 34,012.58	\$ 27,952.81	\$ 57,615.99	\$ 86,405.28	\$ 156,062.79	\$ 10,272.87	\$ 31,538.55	\$ (73,774.60)	\$ 59,527.65	\$ 15,964,479.82

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services

To: Phillip Crowell, City Manager  
From: Jill Eastman, Finance Director  
Re: Financial Reports for October 31, 2022



Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Ingersoll Turf Facility for revenue and expenditures as of October 31, 2022

### **INGERSOLL TURF FACILITY**

#### **Statement of Net Assets:**

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets as of October 31, 2022.

#### **Current Assets:**

As of the end of October 2022 the total current assets of Ingersoll Turf Facility were \$227,273. This consisted of cash and cash equivalents of \$227,273 an increase from September of \$170.

#### **Noncurrent Assets:**

Ingersoll's noncurrent assets are the building, and equipment that was purchased, less depreciation. The total value of the noncurrent assets as of October 31, 2022, was \$61,779.

#### **Liabilities:**

Ingersoll had an interfund payable of \$17,005 as of October 31, 2022.

#### **Statement of Activities:**

The statement of activities shows the current operating revenue collected for the fiscal year and the operating expenses as well as any nonoperating revenue and expenses.

The operating revenues for Ingersoll Turf Facility through October 2022 are \$25,479. This revenue comes from the sponsorships, programs, rental income and batting cages.

The operating expenses for Ingersoll Turf Facility through October 2022 were \$16,946. These expenses include program costs, supplies, and capital purchases.

As of October 2022, Ingersoll has an operating gain of \$8,533 compared to a net loss in September of \$4,166.

As of October 31, 2022, Ingersoll has a increase in net assets of \$8,533.

The budget to actual reports for revenue and expenditures, show that the revenue for FY23 compared to FY 22.

**Statement of Net Assets**  
**Ingersoll Turf Facility**  
**October 31, 2022**  
**Business-type Activities - Enterprise Fund**

	October 31, 2022	September 30, 2022	Increase/ (Decrease)
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 227,273	\$ 227,103	\$ 170
Interfund receivables/payables		\$ -	-
Accounts receivable	-	-	-
Total current assets	227,273	227,103	170
Noncurrent assets:			
Capital assets:			
Buildings	672,279	672,279	-
Equipment	119,673	119,673	-
Land improvements	18,584	18,584	-
Less accumulated depreciation	(748,757)	(748,757)	-
Total noncurrent assets	61,779	61,779	-
Total assets	289,052	288,882	170
<b>LIABILITIES</b>			
Accounts payable	\$ -	\$ -	-
Interfund payable	\$ 17,005	\$ 29,534	(12,529)
Total liabilities	17,005	29,534	(12,529)
<b>NET ASSETS</b>			
Invested in capital assets	\$ 61,779	\$ 61,779	\$ -
Unrestricted	\$ 210,268	\$ 197,569	\$ 12,699
Total net assets	\$ 272,047	\$ 259,348	\$ 12,699

**CITY OF AUBURN, MAINE**  
**Statement of Revenues, Expenses and Changes in Net Assets**  
**Ingersoll Turf Facility**  
**Business-type Activities - Enterprise Funds**  
**Statement of Activities**  
**October 31, 2022**

	<b>Ingersoll Turf Facility</b>
Operating revenues:	
Charges for services	\$ 25,479
Operating expenses:	
Personnel	-
Supplies	-
Utilities	-
Repairs and maintenance	-
Rent	-
Depreciation	-
Capital expenses	11,136
Programming Expenses	5,810
Total operating expenses	16,946
Operating gain (loss)	8,533
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
Total nonoperating expense	-
Gain (Loss) before transfer	8,533
Transfers out	-
Change in net assets	8,533
Total net assets, July 1	263,514
<b>Total net assets, October 31, 2022</b>	<b>\$ 272,047</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - INGERSOLL TURF FACILITY**  
Through October 31, 2022 compared to October 31, 2021

REVENUE SOURCE	FY 2023 BUDGET	ACTUAL REVENUES THRU OCT 2022	% OF BUDGET	FY 2022 BUDGET	ACTUAL REVENUES THRU OCT 2021	% OF BUDGET
<b>CHARGE FOR SERVICES</b>						
Sponsorship	\$ -	\$ 1,500		\$ 25,000	\$ 2,525	10.10%
Batting Cages	\$ -	\$ 1,930		\$ 13,000	\$ 1,550	11.92%
Programs	\$ -	\$ 6,018		\$ 94,000	\$ 5,226	5.56%
Rental Income	\$ -	\$ 15,774		\$ 138,000	\$ 18,705	13.55%
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ -</b>	<b>\$ 25,222</b>		<b>\$ 270,000</b>	<b>\$ 28,006</b>	<b>10.37%</b>
<b>INTEREST ON INVESTMENTS</b>	<b>\$ -</b>	<b>\$ 257</b>		<b>\$ -</b>	<b>\$ 517</b>	
<b>GRAND TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ 25,479</b>		<b>\$ 270,000</b>	<b>\$ 28,523</b>	<b>10.56%</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - INGERSOLL TURF FACILITY**  
Through October 31, 2022 compared to October 31, 2021

DESCRIPTION	FY 2023 BUDGET	ACTUAL		FY 2022 BUDGET	ACTUAL		Difference
		EXPENDITURES THRU OCT 2022	% OF BUDGET		EXPENDITURES THRU OCT 2021	% OF BUDGET	
Salaries & Benefits		\$ -		\$ 187,546	\$ 40,090	21.38%	\$ (40,090)
Purchased Services		\$ 5,810		\$ 14,450	\$ 1,913	13.24%	\$ 3,897
Programs		\$ -		\$ 18,500	\$ -	0.00%	\$ -
Supplies		\$ -		\$ 4,000	\$ -	0.00%	\$ -
Utilities		\$ -		\$ 25,650	\$ 2,608	10.17%	\$ (2,608)
Insurance Premiums		\$ -		\$ -	\$ -		
Capital Outlay	\$ -	\$ 11,136		\$ -	\$ -		\$ 11,136
	\$ -	\$ 16,946		\$ 250,146	\$ 44,611	17.83%	\$ (27,665)
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 16,946</b>		<b>\$ 250,146</b>	<b>\$ 44,611</b>	<b>17.83%</b>	<b>\$ (27,665)</b>

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services

To: Phillip Crowell, City Manager  
From: Jill Eastman, Finance Director  
Re: Arena Financial Reports for October 31, 2022

Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Norway Savings Bank Arena for revenue and expenditures as of October 31, 2022.

### **NORWAY SAVINGS BANK ARENA**

#### **Statement of Net Assets:**

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets and shows a comparison to the previous month, in this case, September 30, 2022.

#### **Current Assets:**

As of the end of October 2022 the total current assets of Norway Savings Bank Arena were (\$1,361,553). These consisted of cash and cash equivalents of \$280,504, accounts receivable of \$90,515, and an interfund payable of \$1,732,572.

#### **Noncurrent Assets:**

Norway's noncurrent assets are equipment that was purchased, less depreciation (depreciation is posted at year end). The total value of the noncurrent assets as of October 31, 2022 were \$147,691.

#### **Liabilities:**

Norway Arena had no accounts payable as of October 31, 2022.

#### **Statement of Activities:**

The statement of activities shows the current operating revenue collected for the fiscal year and the operating expenses as well as any nonoperating revenue and expenses.

The operating revenues for Norway Arena through October 2022 are \$245,646. This revenue comes from the concessions, sign advertisements, pro shop lease, youth programming, shinny hockey, public skating and ice rentals.

The operating expenses for Norway Arena through October 2022 were \$223,658. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of October 2022, Norway Arena had an operating gain of \$21,988.

As of October 31, 2022, Norway Arena has an increase in net assets of \$21,988.

The budget to actual reports for revenue and expenditures, with comparison to the same period last year show that revenue for FY23 is \$39,353 more for this period than in FY22 and expenditures in FY22 are \$54,137 more than last year in October.

**CITY OF AUBURN, MAINE**  
**Statement of Net Assets**  
**Norway Savings Bank Arena**  
**October 30, 2022**  
**Business-type Activities - Enterprise Fund**

	October 31 2022	September 30 2022	Increase/ (Decrease)
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 280,504	\$ 280,688	\$ (184)
Interfund receivables	\$ (1,732,572)	\$ (1,736,813)	\$ 4,241
Prepaid Rent			\$ -
Accounts receivable	90,515	73,092	\$ 17,423
Total current assets	(1,361,553)	(1,383,033)	21,480
Noncurrent assets:			
Capital assets:			
Buildings	58,223	58,223	-
Equipment	514,999	514,999	-
Land improvements	-	-	-
Less accumulated depreciation	(425,531)	(425,531)	-
Total noncurrent assets	147,691	147,691	-
Total assets	(1,213,862)	(1,235,342)	21,480
<b>LIABILITIES</b>			
Accounts payable	\$ -	\$ 6,025	\$ (6,025)
Net OPEB liability	\$ 43,810	\$ 43,810	\$ -
Net pension liability	42,634	42,634	-
Total liabilities	86,444	92,469	(6,025)
<b>NET ASSETS</b>			
Invested in capital assets	\$ 147,691	\$ 147,691	\$ -
Unrestricted	\$ (1,447,997)	\$ (1,475,502)	\$ 27,505
Total net assets	\$ (1,300,306)	\$ (1,327,811)	\$ 27,505

**CITY OF AUBURN, MAINE**  
**Statement of Revenues, Expenses and Changes in Net Assets**  
**Norway Savings Bank Arena**  
**Business-type Activities - Enterprise Funds**  
**Statement of Activities**  
**October 31, 2022**

	<b>Norway Savings Arena</b>
Operating revenues:	
Charges for services	\$ 245,646
Operating expenses:	
Personnel	110,294
Supplies	13,628
Utilities	31,512
Repairs and maintenance	35,448
Insurance Premium	-
Depreciation	
Capital expenses	23,794
Other expenses	8,982
Total operating expenses	223,658
Operating gain (loss)	21,988
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	
Total nonoperating expense	-
Gain (Loss) before transfer	21,988
Transfers out	-
Change in net assets	21,988
Total net assets, July 1	(1,322,294)
<b>Total net assets, October 31, 2022</b>	<b>\$ (1,300,306)</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - NORWAY SAVINGS BANK ARENA**  
Through October 31, 2022 compared to October 31, 2021

REVENUE SOURCE	FY 2023 BUDGET	ACTUAL REVENUES THRU OCT 2022	% OF BUDGET	FY 2022 BUDGET	ACTUAL REVENUES THRU OCT 2021	% OF BUDGET	VARIANCE
<b>CHARGE FOR SERVICES</b>							
Concussions	\$ 16,500		0.00%	\$ 16,500	\$ 5,500	33.33%	\$ (5,500)
Skate Rentals	\$ 6,000		0.00%	\$ 6,000	\$ 425	7.08%	\$ (425)
Pepsi Vending Machines	\$ 2,000	\$ 523	26.15%	\$ 2,000	\$ 494	24.70%	\$ 29
Games Vending Machines	\$ 3,000		0.00%	\$ 3,000	\$ -	0.00%	\$ -
Vending Food	\$ 2,000	\$ 374	18.70%	\$ 2,000	\$ 66	3.30%	\$ 308
Sponsorships	\$ 230,000	\$ 68,688	29.86%	\$ 185,000	\$ 66,038	35.70%	\$ 2,650
Pro Shop	\$ 7,000	\$ 1,170	16.71%	\$ 7,000	\$ 2,169	30.99%	\$ (999)
Programs	\$ 20,000		0.00%	\$ 20,000	\$ -	0.00%	\$ -
Rental Income	\$ 702,000	\$ 136,194	19.40%	\$ 683,500	\$ 108,241	15.84%	\$ 27,953
Camps/Clinics	\$ 50,000	\$ 21,010	42.02%	\$ 50,000	\$ 23,360	46.72%	\$ (2,350)
Tournaments	\$ 50,000	\$ 17,687	35.37%	\$ 50,000	\$ -	0.00%	\$ 17,687
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 1,088,500</b>	<b>\$ 245,646</b>	<b>22.57%</b>	<b>\$ 1,025,000</b>	<b>\$ 206,293</b>	<b>20.13%</b>	<b>\$ 39,353</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - NORWAY SAVINGS BANK ARENA**  
Through October 31, 2022 compared to October 31, 2021

DESCRIPTION	ACTUAL			ACTUAL			VARIANCE
	FY 2023 BUDGET	EXPENDITURES THRU OCT 2022	% OF BUDGET	FY 2022 BUDGET	EXPENDITURES THRU OCT 2021	% OF BUDGET	
Salaries & Benefits	\$ 291,095	\$ 110,294	37.89%	\$ 339,437	\$ 65,561	19.31%	\$ 44,733
Purchased Services	\$ 136,900	\$ 44,430	32.45%	\$ 123,928	\$ 16,087	12.98%	\$ 28,343
Supplies	\$ 76,562	\$ 13,628	17.80%	\$ 79,000	\$ 25,432	32.19%	\$ (11,804)
Utilities	\$ 267,000	\$ 31,512	11.80%	\$ 250,350	\$ 62,441	24.94%	\$ (30,929)
Capital Outlay	\$ 50,000	\$ 23,794	47.59%	\$ 42,500	\$ -	0.00%	\$ 23,794
Rent	\$ -	\$ -		\$ -	\$ -		\$ -
	\$ 821,557	\$ 223,658	27.22%	\$ 835,215	\$ 169,521	20.30%	\$ 54,137
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 821,557</b>	<b>\$ 223,658</b>	<b>27.22%</b>	<b>\$ 835,215</b>	<b>\$ 169,521</b>	<b>20.30%</b>	<b>\$ 54,137</b>