



**City Council Workshop & Meeting
August 17, 2020
Agenda**

This City Council workshop and meeting will be conducted in Council Chambers. We encourage citizens to participate, attendees will gather in the Community Room and watch the livestream of the meeting. The meeting will be broadcast as usual on Great Falls TV (cable channel 1302) and on the City of Auburn [YouTube](#) channel.

If you are attending and wish to offer public comment during the meeting, you can walk across to the hall to the council chambers and address the city council during the public comment session at the podium.

We will continue taking public comment in writing for those who are not comfortable attending a public meeting at this time, please send your remarks via email to: comments@auburnmaine.gov. Your comments will be included in the meeting minutes.

5:30 P.M. City Council Workshop

- A. Discontinuance of Butler Hill Road – Dan Goyette (10 minutes)
- B. Lake Auburn Study – Phil Crowell and Sid Hazelton (30 minutes)
- C. Form Based Code and General Zoning Overview – Eric Cousens, Justin Poirier, Michael Chamings (30 minutes)

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

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 94-08172020***
Approving the change of roles on the County Budget Committee to Phil Crowell as municipal officer and Andy Titus as resident representative.
- II. **Minutes**
 - August 3, 2020 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
 - Planning Board Comprehensive Plan updates
 - Lead Hazard Reduction Grant Program
 - Covid-19 and Recovery Update – Matt Fifield and Marc Gosselin
 - Council Communications

- 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**
 - 2. **Order 95-08172020**
Authorizing the sale of the tax acquired property located at 5 Sprucewood Road.
 - 3. **Order 96-08172020**
Approving the location of the 3 polling places for the November 3, 2020 Election.
 - 4. **Order 97-08172020**
Receiving and acknowledging that the Leads of the Local Foods Local Places Community Action Plan have rescinded their request to seek council action on the Action Plan, therefore no action is needed on Order 80-07202020 which was postponed to the second meeting in October.
 - 5. **Order 98-08172020**
Nominating Phillip Crowell, Jr., Auburn City Manager as a write-in candidate on the official ballot for Maine Municipal Association’s Legislative Policy Committee for District 20 from July 1, 2020 – June 30, 2022 with Assistant City Manager Brian Wood as Auburn’s alternate member, in the absence of either City Manager Phillip L. Crowell Jr. or Mayor Jason Levesque.
- 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**
 - a. **Mayor’s Report**
 - b. **City Councilors’ Reports**
 - c. **City Manager Report**
 - d. **Jill Eastman, Finance Director** – July 2020 Monthly Finance Report
- VIII. **Executive Session**
 - Economic Development, pursuant to 1 M.R.S.A. Sec. 405 (6)(C).
 - Economic Development, pursuant to 1 M.R.S.A. Sec. 405 (6)(C).
 - Economic Development, pursuant to 1 M.R.S.A. Sec. 405 (6)(C).
- X. **Adjournment**



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: August 17, 2020

Author: Dan Goyette, Director of Public Works

Subject: Road Discontinuance

Information:

A petition from David C. Haines was submitted to discontinue a portion of Butler Hill Road. Mr. Haines is the sole owner of all land abutting the sections of the Butler Hill Road being discontinued. He has also waived any claim for damages as part of the discontinuance. An easement has also been granted to the City in order to construct a turn-around for City equipment.

City Budgetary Impacts:

There will be a minimal cost to the City in order to erect signs and construct a turn-around. There will be a savings in maintenance, as there will be virtually no traffic on the road after the closure so grading and winter maintenance will be decreased.

Staff Recommended Action: Add action to a regular meeting for a vote

Previous Meetings and History: N/A

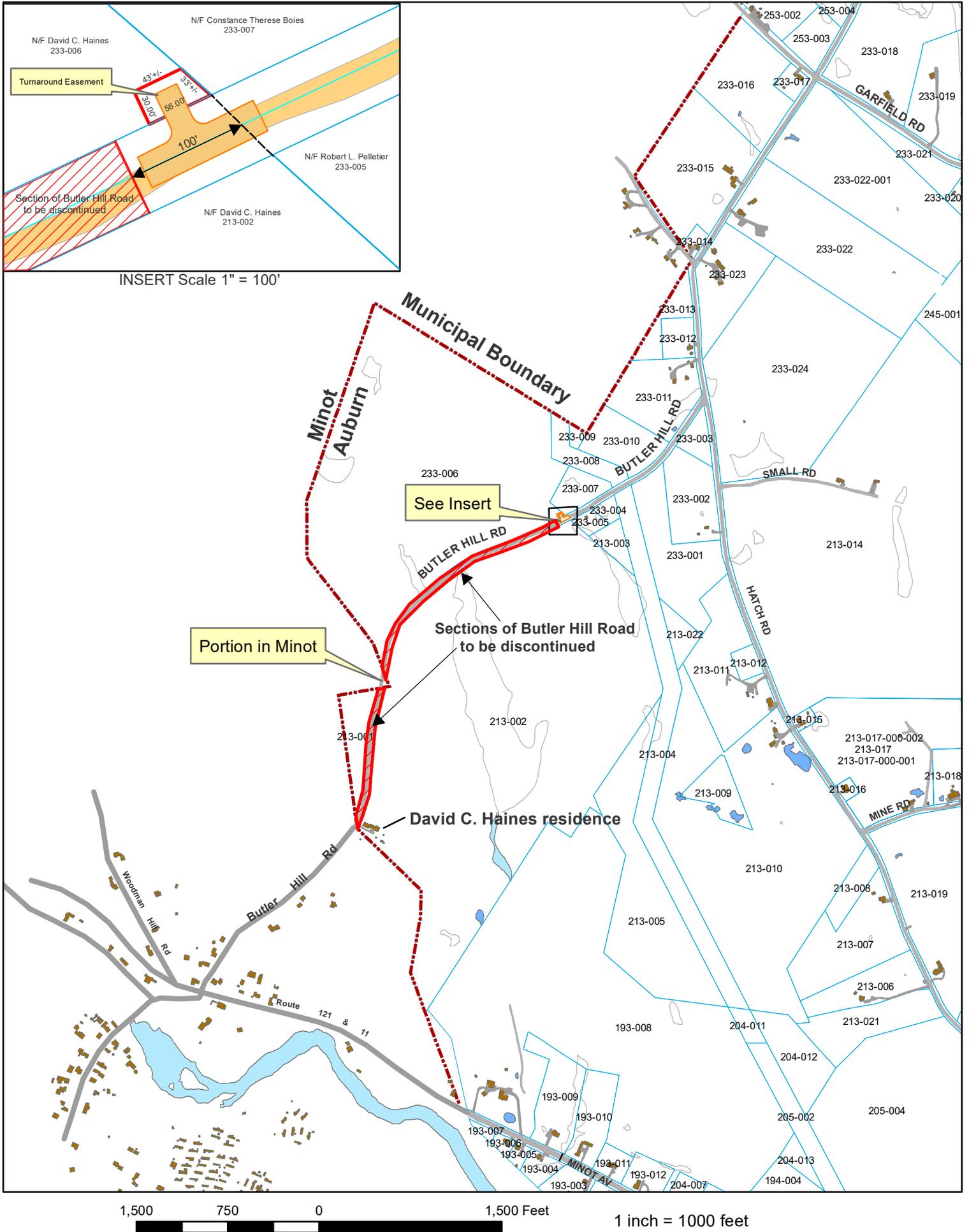
City Manager Comments:

A handwritten signature in cursive script that reads "Phillip Crowell Jr.".

I concur with the recommendation. Signature:

Attachments: Easement, Order, Map and Road Status

Butler Hill Road Discontinuance



INSERT Scale 1" = 100'

See Insert

Portion in Minot

Sections of Butler Hill Road to be discontinued

David C. Haines residence

1,500 750 0 1,500 Feet

1 inch = 1000 feet

The Municipal Officers of the City of Auburn hereby order the discontinuance of those portions of the Butler Hill Road in Auburn, as described herein, both as a town way and a public easement.

Beginning at a point on the centerline of the Butler Hill Road, said point being located one hundred (100) feet southwesterly, as measured along said centerline, from where the northeasterly boundary line of property of David C. Haines as described in Book 1727, Page 223 of the Androscoggin County Registry of Deeds, crosses Butler Hill Road; thence from the point of beginning, running southwesterly and southerly along the centerline of said Butler Hill Road, crossing and then re-crossing the Auburn/Minot Municipal Boundary, approximately three thousand two hundred sixty (3,260) feet to the intersection with the most southerly crossing of the Auburn/Minot Municipal Boundary, near the residence of David C. Haines.

Having given best practicable notice to David C. Haines, the sole owner of all land abutting the sections of the Butler Hill Road being discontinued, and as he has waived any claim for damages, we further order damages in the amount of \$0.00.

DRAFT



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: August 17, 2020

Author: Phil Crowell, City Manager

Subject: Lake Auburn Study

Information: The City Manager and the Water District Superintendent will be presenting to the city council a proposal to develop a work group consisting of two city councilors, two water district trustees, and support staff to create a Request For Proposal (RFP) for a study that will have the following outcomes, as it pertains to impact:

1. Economically
2. Environmentally
3. Regulatory
4. Community

In 2013, a regulatory RFP was created in response to the 2011 Comprehensive Plan Objective A.1.1.2: Strategy A.1.2.c and A.1.4.c. The new RFP will expand on the 2013 RFP to include the impacts noted above.

Timeline:

- September 8th – city council appoints representatives along with the AWD Trustees
 - October 19th – the workgroup will present to the City Council the RFP for approval
 - November 2nd – council will adopt the RFP
 - November and December – the workgroup will review and interview respondents
 - January 4, 2021 – the city council will vote to accept the workgroup recommendation
-

City Budgetary Impacts: Staff proposes to use Comprehensive Plan implementation funds to conduct the study.

Staff Recommended Action: Form the workgroup

Previous Meetings and History: N/A

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in black ink that reads "Phillip Crowell Jr." in a cursive script.

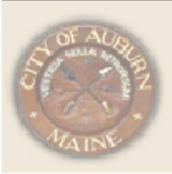
Attachments: 2013 RFP "Evaluation of Ordinances Applicable to the Protection of the Lake Auburn Watershed"

REQUEST FOR PROPOSALS

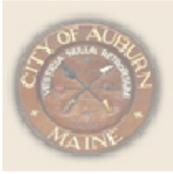
Evaluation of Ordinances
Applicable to the
Protection of the Lake
Auburn Watershed

2013

DRAFT FOR DISCUSSION



CITY OF AUBURN
OFFICE OF PLANNING & PERMITTING
60 COURT STREET, SUITE 104
AUBURN, ME 04210



(207) 333-6600 (VOICE) | (207) 333-6601 | AUTOMATED | (207) 333-6625 FAX
www.auburmaine.org

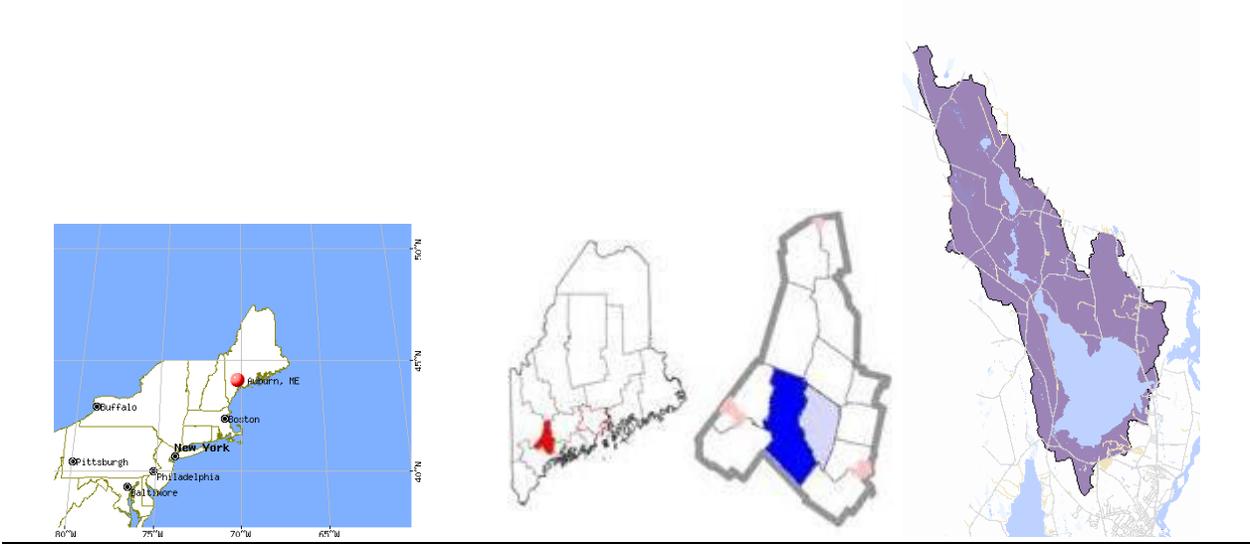
TABLE OF CONTENTS

- SUMMARY..... 3**
- GOALS & OBJECTIVES 3**
- EXISTING WATER QUALITY RELATED ORDINANCES 4**
- AUBURN MUNICIPAL PROFILE..... 5**
 - ZONING 6
 - WATER SUPPLY 7
 - INDUSTRY 7
 - EMPLOYERS..... 8
- COMPREHENSIVE PLAN 8**
- LAKE AUBURN NATURAL PROFILE 9**
- WATERSHED PROTECTION HISTORY 9**
 - EARLY HISTORY 9
 - RECENT HISTORY..... 11
- PREVIOUS STUDIES 13**
- SCOPE OF WORK AND DELIVERABLES..... 14**
 - STAFF PARTICIPATION 14
 - MINIMUM GOALS AND OBJECTIVES 15
 - PROPOSAL ELEMENTS 15
 - KEY DELIVERABLES, PUBLICATION, PRODUCT DELIVERY 16
 - TENTATIVE TIMELINE FOR PROJECT COMPLETION 16

DRAFT FOR DISCUSSION

Evaluation of Ordinances Applicable to the Protection of the Lake Auburn Watershed

Regional Location Map | State & County Location Map | Watershed Location Map



Summary

The purpose and intent of this project is to evaluate existing ordinances related to water quality protection at Lake Auburn in the City of Auburn, Maine. The analysis shall identify watershed protection ordinance deficiencies, develop options for improvements and updates to modernize the ordinance to include current best management practices. The analysis must consider the overall effect on density of development within the watershed, associated runoff, wastewater disposal and water quality implications of alternatives. The outcomes of the evaluation will be used to help the Planning Board and City Council adopt ordinance amendments that meet the needs of the City of Auburn.

Goals and Objectives

- GOAL 1: REVIEW EXISTING ORDINANCES
 - Objective 1: Discuss ordinances with PB and Stakeholders
 - Objective 2: Identify weaknesses, obsolescence and concerns with existing ordinances
- GOAL 2: IDENTIFY OPTIONS FOR UPDATES OR IMPROVEMENTS
 - Objective 1: Accept and consider stakeholder and public input
- GOAL 3: COMPARE IDENTIFIED OPTIONS AND MAKE HOLISTIC RECOMMENDATIONS ON BUNDLED IMPROVEMENTS
 - Objective: Maintain or improve upon existing level of protection as a whole
- GOAL 4: PRESENT OPTIONS TO PLANNING BOARD / TECHNICAL REVIEW COMMITTEE
 - Objective 1: Accept and consider public input
 - Objective 2: Modify based on Planning Board input for recommendation to Council
 - Objective 3: Draft Ordinance Revisions for Adoption by Council
- GOAL 4: PRESENT OPTIONS AND PB/TRC RECOMMENDATION TO CITY COUNCIL
 - Objective 1: Workshop with Council
 - Objective 2: Present for public input and amend as directed by Council
 - Objective 3: Finalize revisions for adoption by Council

DRAFT FOR DISCUSSION

Existing Water Quality Related Ordinances

The following existing ordinances will be reviewed as part of this evaluation:

- Chapter 60, Article XII, Division 4, Lake Auburn Watershed Overlay District

The Lake Auburn Watershed District is intended to maintain safe and healthful environmental conditions; prevent and control water pollution; protect spawning ground for fish, aquatic life, bird and other wildlife habitats; control building sites; provide visual and physical points of access to waters and natural beauty; and protect and maintain the present quality and volume of potable water supplied from the Lake Auburn Watershed to the population of the Auburn-Lewiston area.

- Chapter 60, Article XIII, Division 2, Phosphorus Control

The purpose of this division is to provide protection against additional phosphorus export to Taylor Pond and Lake Auburn from new land uses and changes in existing land uses by ensuring that development within the watersheds does not generate more phosphorus than the water bodies can handle and by eliminating or reducing existing sources of phosphorus.

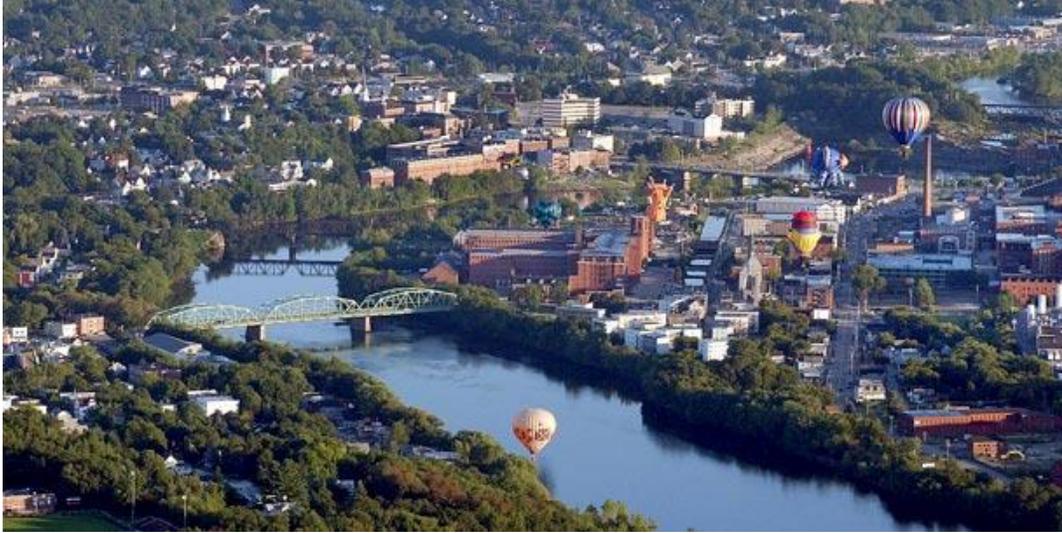
Phosphorus, a nutrient, stimulates algal growth, the main cause of water quality decline. The primary source of new and increasing phosphorus loading in the state lakes is land development: residential, commercial and industrial.

- Chapter 60, Article XII, Division 5, Shoreland Zoning Overlay District and Shoreland zoning map related to Lake Auburn and Tributaries.

The purposes of this Shoreland Overlay District (SLO) are to further the maintenance of safe and healthful conditions; to prevent and control water pollution; to protect fish spawning grounds, aquatic life, bird and other wildlife habitat; to protect buildings and lands from flooding and accelerated erosion; to protect archaeological and historic resources; to protect freshwater wetlands; to control building sites, placement of structures and land uses; to conserve shore cover, and visual as well as actual points of access to inland waters; to conserve natural beauty and open space; and to anticipate and respond to the impacts of development in shoreland areas.

Municipal Profile

DRAFT FOR DISCUSSION



Situated along the banks of the Androskoggin River in central Maine, the City of Auburn, with a population 23,000, is the fourth largest in the State of Maine. According to the United States Census Bureau, it has a total land area of 65.8 square miles (sq. mi.), of which 59.8 sq. mi. are land and 6.0 sq. mi. are water. Auburn has two large lakes, Lake Auburn and Taylor Pond, which account for roughly one-tenth (1/10th) of the City's total area. Lake Auburn is the water supply for the Cities of Auburn, Lewiston and part of the Town of Poland.

Auburn is the seat of Androskoggin County, and is located approximately 31 miles north of the City of Portland, the State's largest, and 40 miles southwest of Augusta, the State capital. Auburn also directly borders Lewiston, the State's second largest city, and as such is strategically located between both major population and government centers in the State of Maine. The City also occupies a position of regional significance, lying a mere two and one-half hour car ride (136 miles) northeast of Boston, Massachusetts—the northern terminus of a 50 million person “megapolitan” region known as the Bos-Wash corridor.

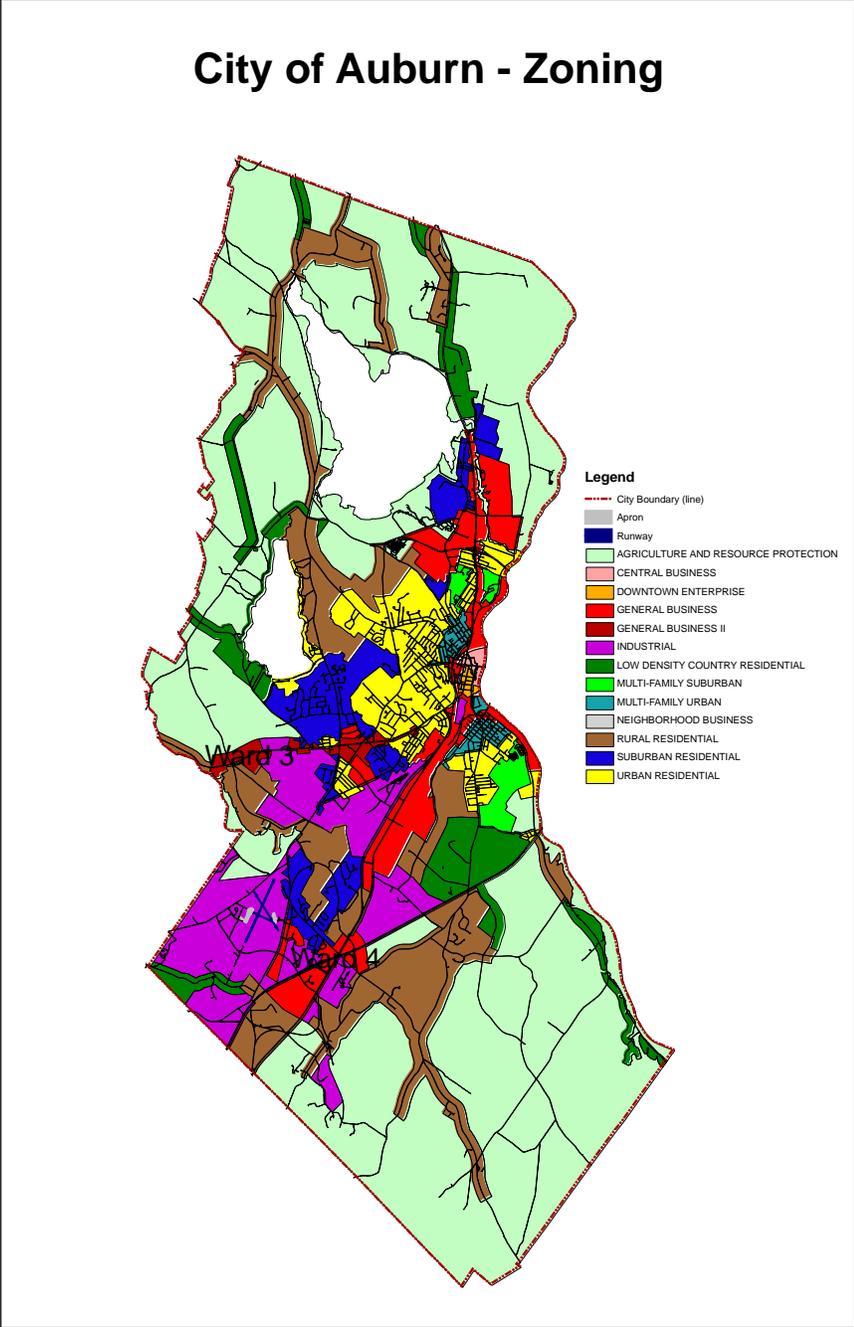
Together, Lewiston and Auburn are colloquially known as the “Twin Cities,” and comprise an important node of the Combined Portland-Lewiston-South Portland-Biddeford Metropolitan Statistical Areas, with a total population in excess of half a million. Lewiston and Auburn alone are home to nearly 60,000 people and together represent central Maine's primary commercial center and residential base.

As a key municipality and major population and service center within an otherwise largely rural state, Auburn is at the heart of a constantly changing economic and residential base. With a strong and storied past in shoe manufacturing, and a bright and diverse economic future, Auburn is a growing and ever-changing city. It is also one that, while growing, seeks to maintain a balance between urban and rural ideals, growth and quality of life. In sum, Auburn seeks to ensure that its neighborhoods are safe and well connected, people take pride in their community, open space is preserved and protected, and adequate economic, recreation, and housing opportunities exist to meet the needs of all residents.

DRAFT FOR DISCUSSION

Evidencing Auburn’s commitment to these ideals is the City’s long history of comprehensive planning. In 1919, Auburn adopted its first long range plan. Due to the City’s large land size, fifty years ago it realized a need to protect sensitive and largely undeveloped areas from disjointed, leapfrogging land development and urban sprawl; to that end, Auburn adopted the Agricultural and Resource Protection (AG) zoning district in 1961. The AG zone restricts the use of land situated in it to agricultural uses, and prohibits residential encroachment.

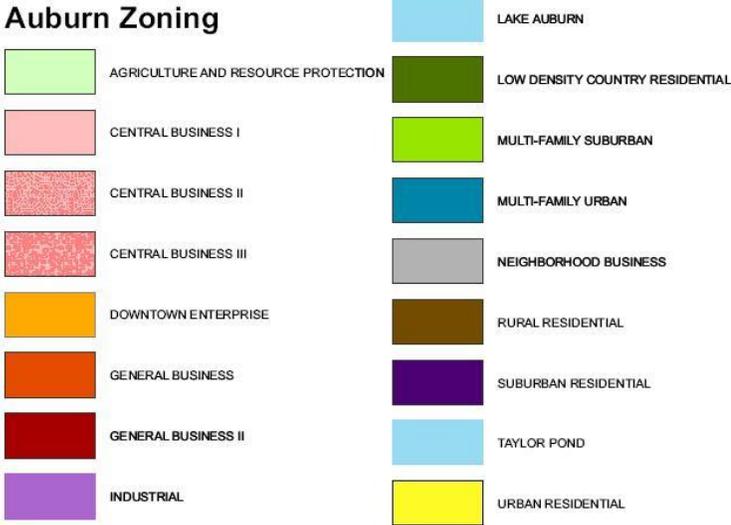
The City has thirteen zoning districts (one for industrial uses, five for varying commercial purposes, six for residential use, and one for agricultural purposes). Approximately forty percent (40%) of Auburn’s land mass is located within the AG zone, and as a result the City has a strong track record of preventing sprawl in targeted areas, thereby protecting natural resources and directing growth to only those areas where municipal services can be efficiently extended.



DRAFT FOR DISCUSSION

As can be seen in the map on the previous page, the City of Auburn, in its pioneering commitment to preservation through land use regulation, has established what amounts and is referred to in other areas of the country as an Urban Growth Boundary (UGB).

Both Auburn’s strategic location and its commitment to planning are reflected in its transportation network.



Water Supply



Auburn and Lewiston’s Municipal water is drawn from Lake Auburn. The lake is located entirely within Auburn city limits, there is no swimming allowed in the lake and access to portions of the lake is restricted. The Auburn Water District and Lake Auburn Watershed Protection Commission have pursued aggressive policies of watershed protection and land conservation within the watershed. In 1993, the Environmental Protection Agency (“EPA”) determined water

from Lake Auburn met all the requirements of the Safe Drinking Water Act, Surface Water Treatment Rule. This allowed The Auburn Water District and The Lewiston Water Division to be exempted from the filtration requirement of the Rule. This exemption was granted due to the exceptional water quality of Lake Auburn and the efforts to protect it.

Industry: A Closer Look

In terms of industry, Healthcare is the largest in Lewiston-Auburn. “L-A’s” other key industries are high-precision manufacturing, financial services, distribution & logistics, retail/services and telemarketing. Adequate and high quality water supply at an affordable cost gives Auburn an edge in attracting businesses that require large volumes of water for processing or cooling.

DRAFT FOR DISCUSSION

Employers: A Closer Look

The Cities of Auburn and Lewiston are home to some of the state’s most successful companies, including Tambrands (a Procter & Gamble company), L.L. Bean’s Telemarketing Center, General Electric, Formed Fiber Technologies, Elmet Technologies, TD BankNorth Operations Center, VIP Parts, Tires, & Service, Geiger, and a major Wal-Mart Food Distribution Center. As an example of recent development, Auburn is home to Procter and Gamble – Tambrands North American manufacturing which continues to grow and is representative of sustained private sector interest in the City. Moreover, two industrial and business parks have been subdivided with partial site layout complete near the aforementioned intermodal facility, and a riverside recreational walking path now abuts the Androscoggin River in the City’s Downtown core, enhancing the quality of life for area residents and, as a result, the City’s attractiveness to outside investors.

City of Auburn Comprehensive Plan

The City of Auburn adopted its current Comprehensive Plan on April 19, 2011 after a lengthy public process. A copy of the Natural Resource Goals, specifically Goal A.1, is included in this document to highlight the Community recognition of Lake Auburn’s importance in that process. The Comprehensive Plan identifies the need for or benefits of watershed protection in nearly every policy section including Natural Resources, Water and Sewer,

Natural Resource Goals:

Goal A.1: Maintain the exceptional water quality of Lake Auburn and existing waiver from filtration to avoid or delay the need for costly treatment.

Goal A.2: Protect the water quality in Taylor Pond to maintain the environmental and economic value of the pond.

Goal A.3: Protect the water quality and shoreline of Auburn’s rivers to preserve the environmental and economic value of these resources.

Goal A.4: Protect significant streams and brooks in Auburn to preserve water quality in the watersheds.

Goal A.5: Protect floodplains in Auburn to limit the potential for flood damage.

Goal A.6: Improve the quality and manage the quantity of stormwater discharged to surface waters.

Goal A.7: Protect the quality of groundwater in aquifers as part of efforts to preserve the overall health of watersheds.

Goal A.8: Protect the function and value of wetlands.

Goal A.9: Protect significant wildlife habitats and provide wildlife corridors to link habitat blocks.

DRAFT FOR DISCUSSION

Public Facilities, Recreation, Community Development, Economic Development, Future Land Use, Regional Coordination and other land use policies.

Lake Auburn Natural Profile

Lake Auburn, formerly known as Wilson Pond, is a 2,290 acre glacially carved lake located entirely within the city limits of Auburn. The Lake Auburn watershed encompasses 9,800 acres of land stretching primarily northwest of the lake. The watershed extends into the towns of Minot, Turner, Buckfield, and Hebron and consequently all of these towns play a role, along with the City of Auburn, in protecting the quality of water in the lake. Lake Auburn is fed by The Basin, a small lake formed when the North Auburn Dam was built at the inlet to Lake Auburn, by Little Wilson Pond and Mud Pond in Turner and by Townsend Brook which flows into the lake from North Auburn. Lake Auburn's outlet flows through a culvert on the eastern shoreline and over a dam into Bobbin Mill Brook that runs to the Androscoggin River. Lake Auburn completely flushes its water about every four years

Watershed Protection History

Early Lake and Watershed Protection Efforts

Since 1875, Lake Auburn has been the public water supply for the City of Auburn. The City of Lewiston was authorized to take water from Lake Auburn in 1899. The first measure taken to protect the quality of the water in the lake came just a few years later. The State Legislature imposed a "No Bathing" regulation for the Lake under the Private and Special Laws of 1880, Chapter 218 and the City of Auburn subsequently adopted this guideline as city ordinance. The reason for the prohibition was a concern for waterborne infectious diseases such as cholera and yellow fever, which could be spread to the drinking water supply by human contact with the water.

In 1923 the State Department of Health mandated the first measure of water treatment for the lake; evidence of bacterial pollution in the drinking water required a chlorinator to be installed at the pumping stations. The next year, to help insure the quality of the water for future citizens, the trustees of the newly formed Auburn Water District adopted the policy "to purchase land boarding on Lake Auburn as such land comes on the market." This marks the beginning of the effort to prevent development around the lake that can be a major source of pollution. The next year the Water District began a reforestation program on a ten-acre parcel in North Auburn. The District has henceforth promoted the forestry

DRAFT FOR DISCUSSION

management policy of gradually replacing hardwood deciduous trees with softwood pine trees that promote a healthier lake substrate. With these two new policies, the practice of purchasing and managing land on the shoreline and in the watershed was set into motion. By 1927, with the purchase of the land and water rights of the Union Water Power Company, the Auburn Water District owned and managed one third of the Lake Auburn shoreline. By 1941, records show that nearly 200 cottages had been removed from the shore of Lake Auburn and that less than 40 remained. Today the Watershed Protection Commission owns and manages approximately 80% of the shoreline.

During the 1920s, the City of Auburn and the Water District began the practice of full-time patrols around the lake and, after an outboard motor equipped rowboat was purchased in 1926, in the Lake itself. Population growth began to raise concerns about the total withdrawal possible of water from the Lake and thus, in 1927, the Auburn Water District adopted a policy of keeping the lake level as high as possible. According to current projections, the lake can sustain a withdrawal rate of sixteen million gallons per day and still fill each year. The current usage rate is approximately eight million gallons per day for the cities of Auburn and Lewiston.

The 1930s saw the use of federal programs to help protect the ecosystem of the lake. The practice of thinning the forests where needed began on a forty acre lot in 1933. This provided not only a healthier ecosystem but also a moderate source of income for the Auburn Water District. Although checks for the pine weevil and bluster rust were started in the late 1920s, the Civilian Conservation Corps removed the white pine weevil from all lands surrounding the lake in 1934. In 1935 the District cleared its land of brush and most hardwood trees and for two years relief workers from the Works Progress Administration were used to clear brush, dead wood, and stumps and to plant trees on District land. In 1941, then Assistant Superintendent of the Auburn Water District and graduate forester, Lynn Parker developed a more comprehensive plan for thinning and planting the trees on District land in an attempt to beautify and protect the Lake and its watershed. In 1958, the District began a program of extensive thinning, removing every sixth row of adult trees. Ten years later the District began to work in conjunction with the State Forest Department to help manage and improve its land.

The first measures to directly protect the water around the intake site came in 1939. The Androscoggin Fish and Game Association convinced the Legislature to prohibit fishing in a two hundred-acre area of Lake Auburn around the intakes. This represented a closing of approximately one-tenth of the Lake. Today, after the adoption of the By-Laws for the Protection of Lake Auburn, approximately one third of the Lake is closed to fishing and all other activity.

DRAFT FOR DISCUSSION

Recent Lake and Watershed Protection Efforts

In 1973, at the request of the Auburn Water District, the Auburn City Council adopted the Lake Auburn Watershed Overlay Districts. The Watershed Overlay Districts is a comprehensive plan to define land usage and control measures to help protect the Lake Auburn Watershed. The Overlay Districts define the Lake Auburn Watershed itself and give guidelines for agricultural use, waste disposal, erosion control, and construction within the watershed. These guidelines reflected growing concerns that non-point pollution and phosphorous levels were increasing in the Lake, and that these forms of pollution were just as great a threat to water quality as bacterial contamination. The source of this pollution was and still is primarily private residences and thus it is important to control development and waste disposal within the watershed. This ordinance gave the Auburn Water District the right to inspect any septic systems within the watershed to insure that all plumbing and waste disposal units have as minimal an impact as possible. From 1988 to 1995 the District conducted annual sanitary surveys of watershed waste disposal systems. These surveys are being continued today.

Recently the Water District has had to shift its focus to more preventative measures. In 1975, the District adopted a “no trespassing from sunset to sunrise” rule for land owned by the District in the watershed. This regulation discouraged unwanted camping on the land that could pose a threat to water quality. In 1986 there was an initiative to rezone a portion of the watershed to allow for more dense residential development. The District was able to thwart this plan by giving the City a projection of the phosphorous and turbidity impacts that such development would have on the Lake and consequently on water quality. In 1988 again the Auburn Water District managed to block the creation of a gravel pit in the watershed by showing the potential impact it could have on Townsend Brook and consequently on the Lake itself.

In 1987, the Auburn Water District and the Lewiston Water Division jointly conducted the Lake Auburn Watershed Study to analyze the effects which withdrawing water from the Lake could have on the health of the Lake itself. It also analyzed the best course of action for the protection of the overall quality of Lake water. The study revealed that the Lake’s inflow relies 34% on surface rain, 31% on springs and groundwater inflow, and 35% on surface flow from the Basin and Townsend Brook as well as other smaller streams. As for the outflow of the Lake, 18% flows over the dam into Bobbin Mill Brook, 24% evaporates into the atmosphere, and 58% is used for the water supply. The Watershed Study estimated the Safe Yield of the Lake to be around 16 million gallons per day, whereas its current withdrawals are approximately 8 million gallons for the two cities.

Over the past couple decades, the gravity of the effort to protect the watershed has greatly increased. It is clear that the quality of Lake Auburn water is rather unique and must be safeguarded for future generations and to prevent the necessity of a costly filtration plant.

DRAFT FOR DISCUSSION

To help clarify the “No Bathing” regulation, now over a century old, the City of Auburn amended the Lake Auburn Ordinance to clarify that “no bathing” meant “no swimming or body contact” with the water. In 1991, the Auburn Water District adopted the By-Laws for the Protection of Lake Auburn (see Addendum II) and the Phosphorous Control Ordinance (see Addendum III). These measures were intended to help clarify the laws and guidelines about activity on the Lake and within the watershed. The Phosphorous Control Ordinance restricted most development within the watershed. The By-Laws outlined what is permitted in the different protection levels on the Lake and in the watershed also urged the creation of an organization to oversee watershed protection.

The following year, the Auburn Water District took several preventative measures because of concerns of overuse of the Lake and of extensive erosion increasing phosphorous contamination. In the spring of 1992, the Ice House Boat Launch, in the more restricted section of the Lake was closed. In the summer of that same year nearly two miles of Spring Road, which runs almost congruently with the westerly shore of the Lake, were closed to motor vehicle traffic and the paved road was replaced with a dirt pathway open to jogging, walking, and biking.

Finally, in 1993, the Lake Auburn Watershed Protection Commission was formed. The principal purposes of the Lake Auburn Watershed Protection Commission were to maintain safe and healthful environmental conditions within the Lake Auburn Watershed, to prevent and control water pollution and to protect and maintain the present quality and volume of potable water supplied from the Lake Auburn Watershed. In order to accomplish these goals the LAWPC was given title to all District land owned at that time in the Watershed and the LAWPC was given the authority to continue to acquire land within the Watershed for the purpose of protection. The Commission must act on behalf of the interests of the Auburn Water District and the Lewiston Water Division when implementing ordinances, regulations, and policies in the Watershed. The LAWPC also was given authority to take legal action to enforce laws and ordinances relative to the watershed and to drinking water pollution. The LAWPC consists of a nine member board composed of three members appointed by the Auburn Water District, three appointed by the City of Lewiston, one appointed by the Town of Turner, one appointed by the Androscoggin Valley Council of Governments, and one member representing collectively the interests of the towns of Buckfield, Minot, and Hebron. At the time of its creation, the LAWPC owned and managed approximately 720 acres of land within the watershed. Due to an aggressive program of land acquisition over the past ten years, the creation of Conservation Easements, and the generosity of some land owners to give control of their land to the Commission in the form of Life Estates, the Commission has dramatically increased the amount of land it controls in the Watershed. To date the Commission controls nearly 1,800 acres, or nearly 20%, of the entire Watershed, an increase of over one thousand acres since its creation. The Commission has also placed an emphasis on acquiring land boarding on the Lake itself, and as a result nearly 80% of the shoreline along Lake Auburn is Commission controlled. The LAWPC does more than merely acquire property along the Lake. It enforces the laws and regulations regarding watershed protection by frequent in lake and shoreline patrols, cooperation with the City of Auburn and through an extensive program of posting the land

DRAFT FOR DISCUSSION

and the shoreline with informative placards. The Commission also manages the land that it owns.

In the most recent years, the Commission has been engaged in a new battle against invasive aquatic plants. Variable-leaf milfoil was identified in the Lake right by the inlet at the North Auburn Store and in the Basin. This plant completely takes over the areas it invades, killing other native plant life and choking the Lake, not only diminishing the beauty and recreational possibilities of the Lake, but harming water quality itself. Milfoil can easily be spread from one lake to another or from one area of Lake Auburn to another on the backs of motor boats or trailers. Fortunately, to this date milfoil has not been detected in any other area of the Lake. Nonetheless, the LAWPC has been working on the local and state levels to educate the public about this potential threat. Signage has been posted at all boat launches and heavy fines are imposed for transporting any aquatic plants.

By working to help educate the public about the importance of water quality and watershed protection, the Commission hopes to continue to ensure the high water quality of Lake Auburn for generations of citizens to come.

Previous Lake Auburn Watershed Studies

<u>Title</u>	<u>Completed</u>
Lake Auburn Watershed Study	December 1987
Application for Exception to the SDWA Filtration Requirement	August 1991
Turbidity & Bacteria Study	June 1993
Inspection of East and North Auburn Dams	November 1996
GIS Mapping for the Lake Auburn Watershed	August 1999
Engineering Services for Repairs to the East Auburn Dam	April 2002
Forest Management Plan for the Lake Auburn Watershed	June 2002
Development of Emergency Response Plan for the East Auburn Dam	September 2002
Development of Emergency Response Plan for the North Auburn Dam	September 2002
Source Water Assessment Plan - Lake Auburn Watershed (SWAP)	April 2003
Timber Harvesting Plan for the Lake Auburn Watershed Commission	November 2003
Water Budget for Lake Auburn, Maine	January 2004
Lake Auburn Watershed Sanitary Survey for Wilson Pond Area	June 2005
Lake Auburn Watershed Sanitary Survey for Townsend Brook Area	August 2005
Safe Drinking Water Act Compliance Study	December 2005
Lake Auburn Bacteria Study Update	February 2006
Lake Auburn Bike and Pedestrian Master Plan - Southern Link	September 2007
DRAFT - Lake Auburn Watershed Management Plan	February 2010
FINAL - Lake Auburn Watershed Management Plan	April 2010
Protecting "The Landscape's Eye" Preserving Lake Auburn as a Drinking Water Supply	July 1990
A Report of the Severity of Bluff Erosion - Lake Auburn	May 1994
Phosphorus Levels & Sediment Core - Lake Auburn Watershed	May 1994
Studying the Bathymetry of Lake Auburn	May 1994
Acoustic Su-bottom Profiling - Lake Auburn	May 1994
Water Profile Studies of Lake Auburn	May 1994

DRAFT FOR DISCUSSION

Water Profile of Lake Auburn	June 1995
Water Chemistry of the Lake Auburn Watershed	June 1995
The Lake Auburn Watershed - Land Use Planning	May 1998
Sedimentation Study of Lakes - Lake Auburn	June 1995
Boundary & Budget Analysis for Townsend Brook Watershed	May 1996

Current Lake Auburn Watershed Studies

Lake Auburn Watershed Diagnostic Study

Update coming February of 2013

Scope of Work and Deliverables

This project will result in a written evaluation of existing ordinances related to water quality protection at Lake Auburn in the City of Auburn. The analysis shall identify watershed protection ordinance deficiencies, develop options for improvements and updates to modernize the ordinance to include current best management practices. The analysis must consider the overall effect on density of development within the watershed, associated runoff, wastewater disposal and water quality implications of alternatives. The outcomes of the evaluation will be used to help the Planning Board and City Council adopt ordinance amendments that meet the needs of the City of Auburn.

Staff Participation

The City of Auburn will provide project oversight, participate in meetings and the final review and approval of all deliverables related to the evaluation. It is envisioned that the selected contractor will be responsible for the majority of the tasks during the process; however, the City of Auburn is expected to perform or to assume lead responsibility for the following tasks:

- (1) Provides access to all ordinances and any relevant studies at the request of the consultant.
- (2) Review all draft reports and recommendations prior to their reproduction and distribution;
- (3) Assist with media outreach and distribution of media advisories;
- (4) Schedule required public meetings with the Consultant, Planning Board and City Council and provide meeting space;
- (5) Provide updates via the City Website and make relevant document deliverables available to the public upon request;

DRAFT FOR DISCUSSION

(6) Provide existing GIS Data and information.

It is envisioned that the Consultant shall, at a minimum, satisfy the goals and objectives shown below:

Goal 1: *Review existing ordinances*

Objective 1: *Discuss ordinances with PB and Stakeholders*

Objective 2: *Identify weaknesses, obsolescence and concerns with existing ordinances*

Goal 2: *Identify options for updates or improvements*

Objective 1: Accept and consider stakeholder and public input

Goal 3: compare identified options and make holistic recommendations on bundled improvements

Objective: Maintain or improve upon existing level of protection as a whole.

Goal 4: Present options to Planning Board / Technical review committee

Objective 1: Accept and consider public input

Objective 2: Modify based on Planning Board input for recommendation to Council

Objective 3: Draft Ordinance Revisions for Adoption by Council

Goal 4: Present options and pb/trc recommendation to City Council

Objective 1: Workshop with Council

Objective 2: Present for public input and amend as directed by Council

Objective 3: Finalize revisions for adoption by Council

Proposal Minimums

Specific proposals should include an explanation of how the consultant will complete the following and identify the key deliverables included in the proposal:

(1) Project Initiation

(2) Public Input and Stakeholder Outreach

(3) Identified Ordinance Review and Analysis

DRAFT FOR DISCUSSION

- (4) Identify Options for Revisions
- (5) General Land Use Analysis Relating to Proposed Ordinance Revisions & Anticipated Impacts on Water quality.
- (6) Analysis and Preparation of draft/final Reports to TRC/Planning Board and City Council
- (7) Drafting of TRC/Planning Board Recommended Ordinance Amendments

KEY DELIVERABLES:

CONSULTANT WILL PROVIDE:

COPY OF PRELIMINARY DRAFT DOCUMENTS FOR EACH MEMBER OF TECHNICAL REVIEW COMMITTEE, AND STAFF ONE (1) WEEK PRIOR TO MEETINGS;

COPY OF FINAL ANALYSIS FOR EACH MEMBER OF THE PLANNING BOARD AND CITY COUNCIL ONE (1) WEEK PRIOR TO FINAL REVIEW MEETING;

COPY OF FINAL DRAFT FOR AUBURN CITY COUNCIL , PLANNING BOARD AND STAFF ONE (1) WEEK PRIOR TO PUBLIC PRESENTATION;

WORD AND PDF COPIES OF ALL PROJECT DOCUMENTS WHICH SHALL BE CONSIDERED PROPERTY OF THE CITY OF AUBURN

A. **TIMETABLE FOR COMPLETION.**

The City expects this process to be completed within four months of selection, including submission of the completed ordinance amendments for consideration at the Planning Board and City Council Meetings.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: August 17, 2020

Author: Justin Poirier, Urban Development Specialist

Subject: Form Based Code and General Zoning Overview

Information: At the August 3, 2020 City Council workshop, the City Council requested an overview of the form-based code that was recently established in much of the City's downtown urban areas.

Staff has prepared a presentation to explain the form-based code and a general overview of the City's zoning districts.

City Budgetary Impacts: None.

Staff Recommended Action: Discussion and Council feedback on opportunities to expand the form-based code into more areas of the City. Discussion and feedback of whether the Council desires to have additional future conversations about reducing the number of zoning categories and to further align the City's zoning with the Future Land Use map.

Previous Meetings and History: August 3, 2020 Council workshop, the topic was brought up during the housing discussion.

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in black ink that reads "Phillip Crowell Jr." with a stylized flourish at the end.

Attachments: Form-Based Code PowerPoint Presentation



Downtown Auburn and New Auburn Form Based Code Workshop

Presented to the Auburn City Council
August 17, 2020

Why Form Based Code?



Traditional Zoning laws tend to separate where we live from where we work, learn, and shop, and rely on big, fast roads to connect them all. Roads that are unfriendly to pedestrians, cyclists, and transit.

Form based code is an attempt to change that.

Traditional Zoning vs. Form Based Code

Traditional Zoning	Form Based Code
Traditional Zoning are based on regulating uses	Form Based Code are based on regulating building form
Traditional Zoning promotes the segregation of uses	Form Based Code promotes a mixture of uses
Traditional Zoning primarily regulates the individual lot	Form Based Code regulates buildings and lots collectively
Traditional Zoning isn't focused on the interface of the street ROW and private property	Form Based Code pays close attention to the interface of the street ROW private property
Little in the way of design standards	Emphasis on building form

Benefits of Form Based Code

- **An Adaptable Approach:**

Form-based codes are not “one-size-fits-all,” but are tailored to the local context, objectives, and means of each community.

- **Increased Predictability and Lowered Risk for Developers:**

An application for development that meets the Form Based Code requirements can move to the building permit stage more quickly.

- **Creates a More Desirable Community:**

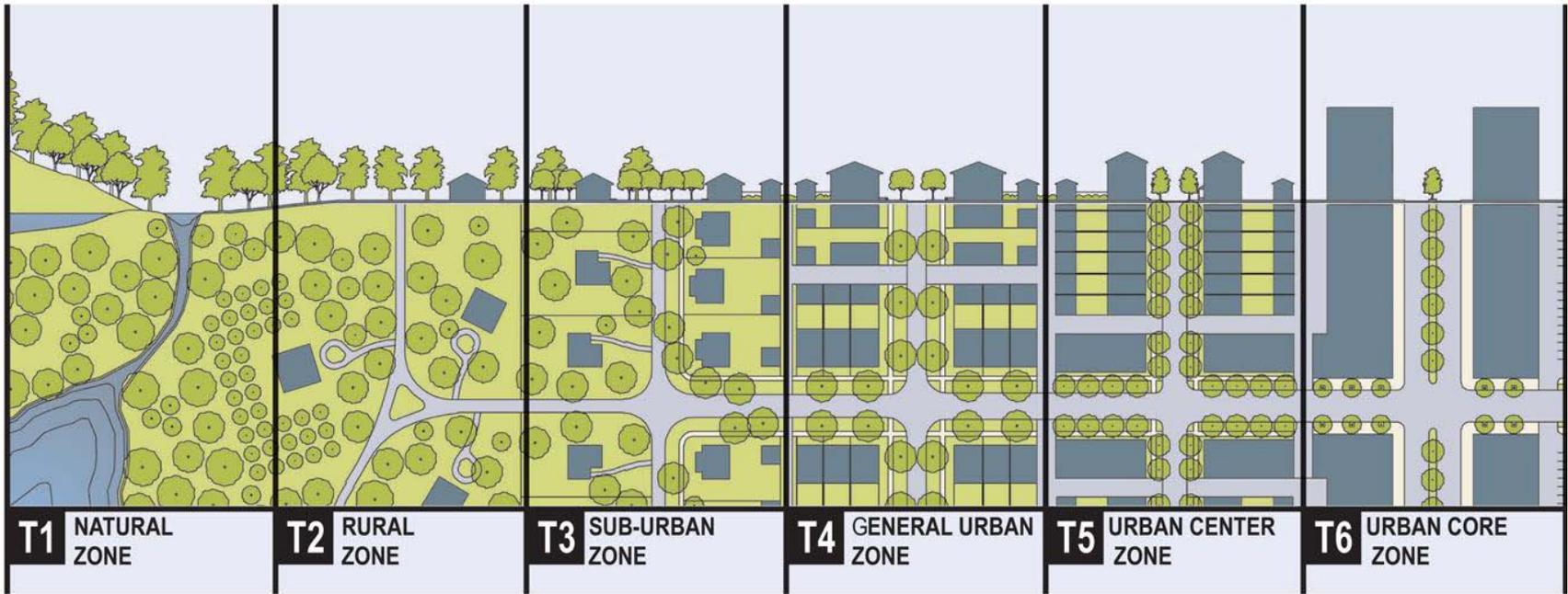
A form-based code focuses on how development relates buildings and the street, pedestrians and vehicles, and public and private spaces. The code addresses these concerns by regulating site design, circulation, and overall building form.

- **Flexibility:**

Auburn’s Form Based Code lowers parking requirements, allows greater building coverage, and provides more diversity of uses.

How is the Form Based Code Organized?

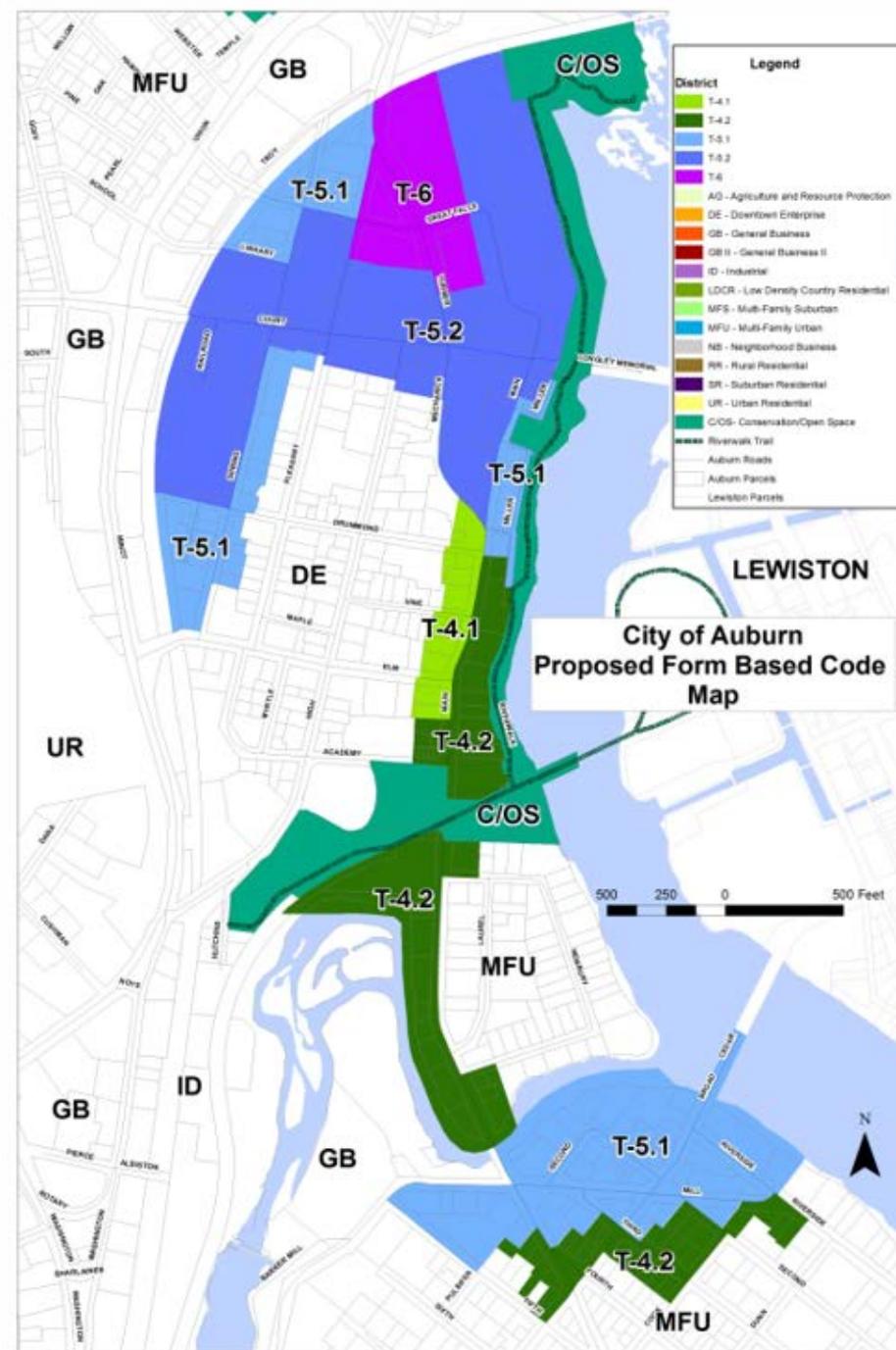
Form Based Code uses **transects**, which are the standardized categories that describe the range or continuum of development types; from T-1 Natural Areas to T-6 Urban Core or Central City.



How Does Auburn's Form Based Code Work?

Auburn's Form Based Code includes 5 types of transects or **Form Based Code Districts**.

- T- 4.1 **Traditional Main Street**
- T- 4.2 **Traditional Downtown**
- T- 5.1 **Downtown Traditional Center**
- T- 5.2 **Downtown City Center**
- T- 6 **Great Falls Metropolitan**

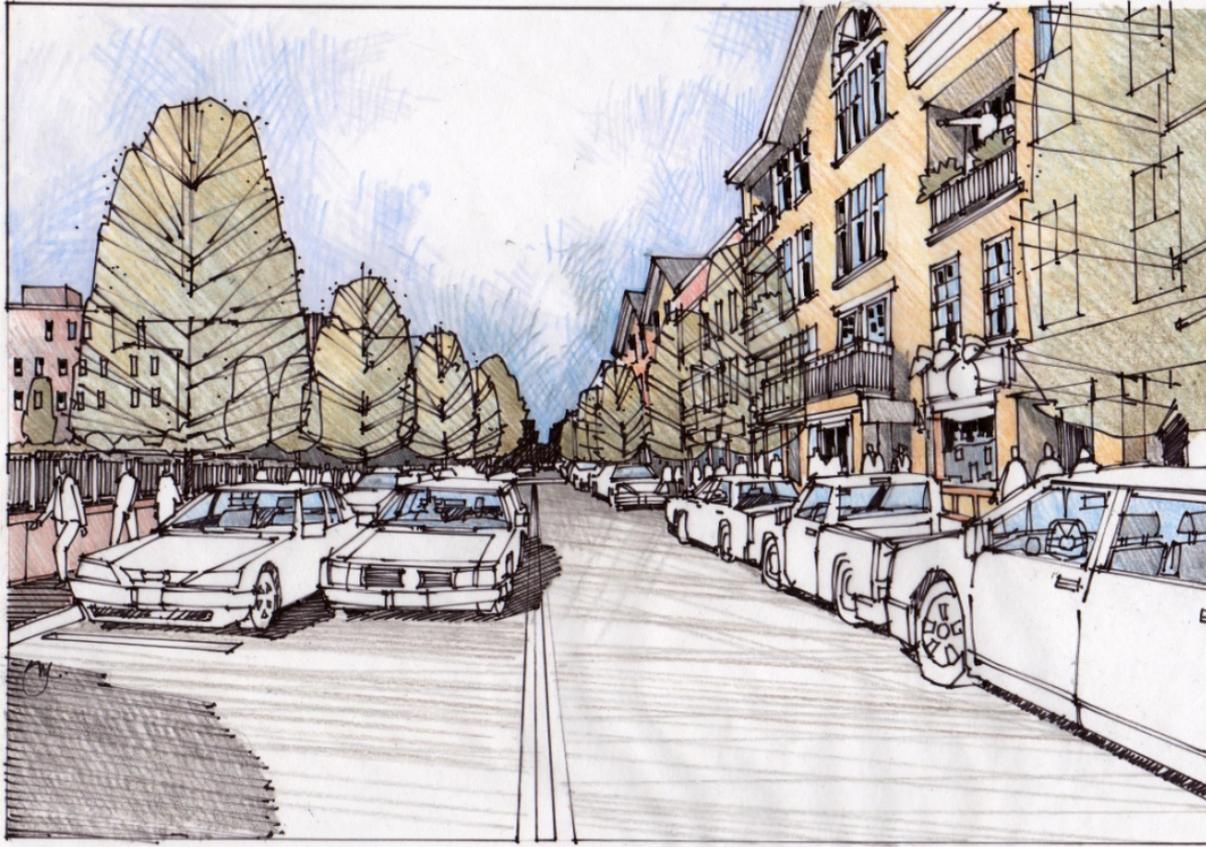


T- 4.1 Traditional Main Street Neighborhood



The Main Street Neighborhood district is designed to continue the existing pattern of large houses set along Main Street. This area is characterized by front porches, residential front yards and front doors facing the street. T- 4.1 promotes a lower-density and less concentrated pattern of buildings along the street, while maintaining a pleasing, connective and compact multi-modal environment.

T- 4.2 Traditional Downtown Neighborhood



The Traditional Downtown Neighborhood district is characterized by a small to medium sized buildings with smaller front yards and stoops in a more compact urban environment and includes traditional neighborhood sized storefronts. The smaller minimum and maximum building set-backs form a moderately dense street-wall pattern, diverse architectural styles and pedestrian friendly streets and sidewalks.

T- 5.1 Downtown Traditional Center



The Downtown Traditional Center district is characterized by medium to larger sized buildings in a compact urban environment that generates an active street life. There is an interplay between the Public Realm of the busy street, and the Private Realm of the residential stoops, commercial storefronts and gallery building fronts. The increased building widths form a more solid and compact street wall pattern, generating energized traditional downtown feel.

T- 5.2 Downtown City Center



The Downtown City Center district is characterized by medium to large sized buildings in a compact urban environment. This setting will generate social and cultural activity and events, economic stimulation and human interaction. The streets will be important transportation corridors with large sidewalks. The residential and commercial building widths, frontages and building heights form a solid, street wall pattern. The Downtown City Center will generate regional economic development activity along with energized social and lifestyle activity.

T-6 Great Falls Metropolitan



The Great Falls Metropolitan district is characterized by large buildings up to 8 stories tall that will define the City of Auburn's emerging downtown. A new central city square, "Great Falls Square" will provide a downtown focal point and center for professional enterprise and commerce. The Great Falls Metropolitan urban form will generate strong regional socio-economic gravitational pull, attract corporate investment and become a regional destination for visitors, events, entertainment, shopping, and social gatherings.

The Regulating Plan

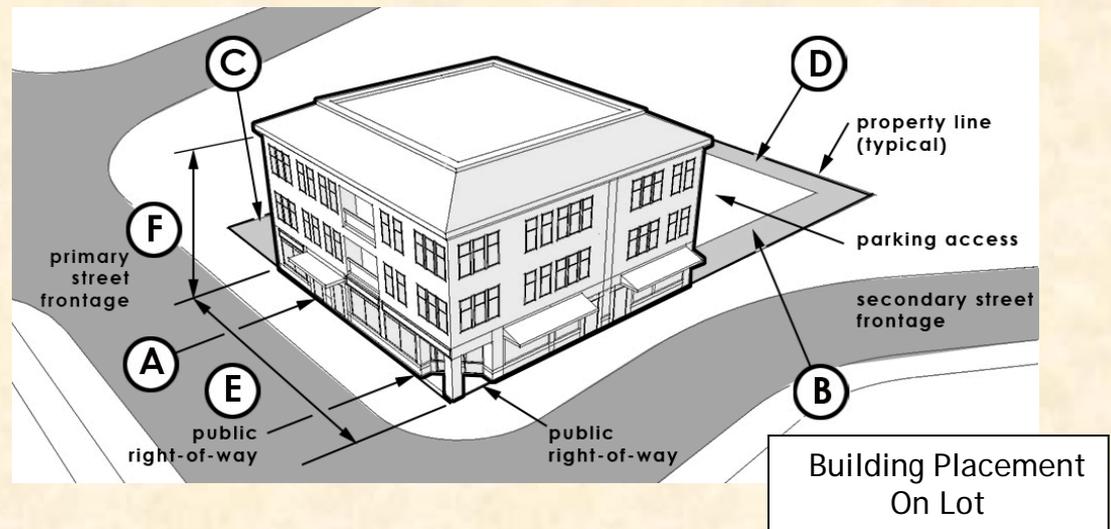
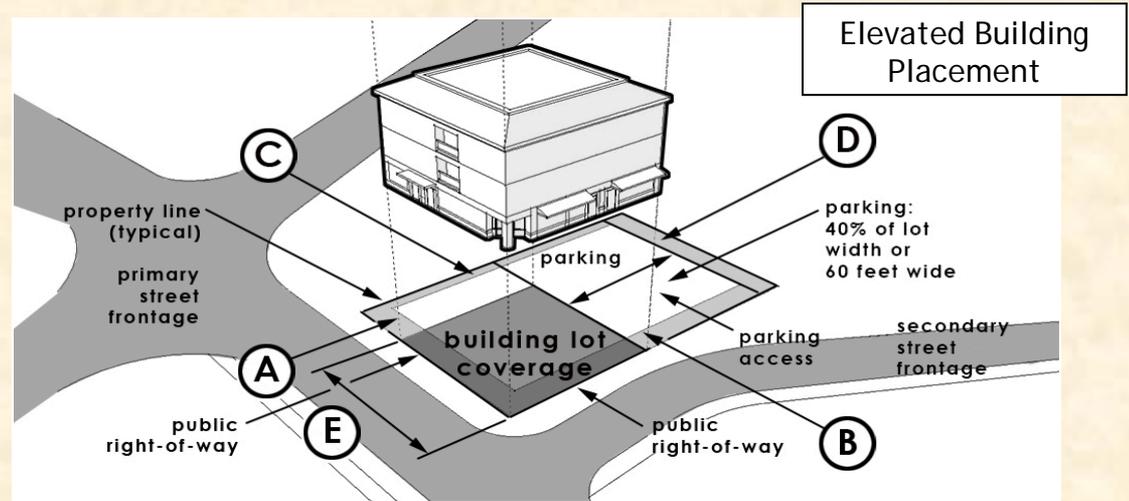
The Form Based Code regulates the built environment through the following requirements, options and features:

- Minimum and maximum building set-backs
- Minimum and maximum building heights by stories not feet
- Building frontage types
- Building entrance locations
- Window and door coverage on fronts of buildings
- First floor elevations
- Parking area locations
- Driveway locations
- Street walls for commercial parking along streets
- Front yard fences
- Parking requirements are generally lower than current zoning dictates.

Regulations Explained by Graphics

The graphic examples describe:

- Front yard setbacks
- Side and rear setbacks
- Building coverage
- Useable open space
- Frontage build-out
- Lot width
- Building width
- Building height maximum and minimum

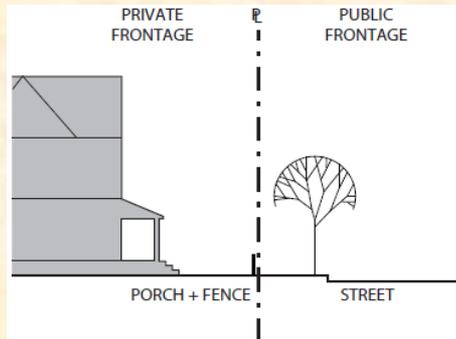


The graphics make the Regulating Plan easier to understand.

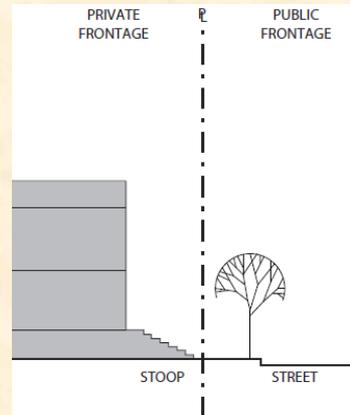
Other Features of the Form Based Code:

Building Frontage Types:

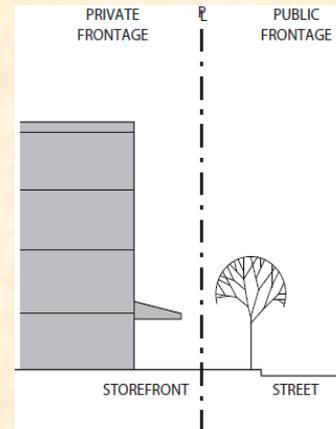
Each transect has choices for Frontage Types



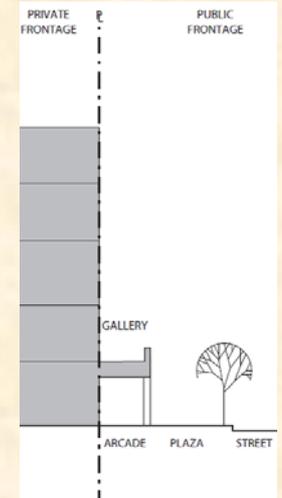
Porch



Stoop



Storefront



Gallery

EXTERNAL ELEMENTS are addressed such as:

- Street walls
- Building projections
- Garages and parking
- Accessory structures
- Landscaping

Sec. 60-554 FORM BASED CODE USE and PARKING MATRIX

Uses and parking requirements are listed in a color-coded matrix chart.

USE	* * *					PARKING REQUIREMENT
	T-4.1	T-4.2	T-5.1	T-5.2	T-6	
Residential Type Use						
Single Family	P	P	P			1 sp/DU
Duplex	P	P	P	P	P	1 sp/DU
Townhouse	P	P	P	P	P	1 sp/DU
Multi-Family	P	P	P	P	P	1 sp/DU plus 1 guest space/4 DU
Bed & Breakfast < 4 Rooms	S	P	P	P	P	1 sp/employee plus 1 sp/guest
Bed & Breakfast > 4 Rooms	S	S	P	P	P	1 sp/employee plus 1 sp/guest
Hotel			S	S	P	1/2 sp /employee plus 1 sp /room
Elderly/Child Care Facility	S	S	S	S	P	1/2 sp /employee plus 1 sp/ 8 users
Home Occupation	P	P	P	P	P	Based on Use Type
Office/Service Type Use						
Financial/Professional Offices	S	S	P	P	P	1 sp/400 sf
Medical and Dental Clinics	S	S	P	P	P	1 sp./400 sf
Personal Services	P	P	P	P	P	1 sp./400 sf
Retail Type Use						
General Retail	S	S	P	P	P	1 sp/400 sf
Age Restricted Retail (1)	S	S	S	S	S	1 sp/400 sf
Specialty Shops	S	P	P	P	P	1 sp/400 sf
Restaurant up to 30 seats w/16 outdoor		S	P	P	P	1 sp/4 seats
Restaurant over 30 seats w/16 outdoor		S	S	P	P	1 sp/4 seats
Halls, Private Clubs, Indoor Amusement	S	S	S	P	P	1 sp/400 sf
Artist Studios, Performing Art Center	S	S	P	P	P	1 sp/400 sf
Civic						
Places of Worship	S	S	P	P	P	1 sp/5 seats
Government Offices			P	P	P	1 sp/400 sf
Art Galleries	S	P	P	P	P	1 sp/400 sf
Transportation Facilities			S	S	S	1 sp/400 sf

Notes: (1) Where more than 50% of floor space is devoted to Age Restricted Goods

* Parking requirements in T-5.1, T- 5.2 and T-6 may be provided by the municipality or private parking resources within 1,000 feet of the principal building, subject to Planning Board approval.

sp = parking space

DU = Dwelling Unit

sf = square foot of gross floor space

Questions?



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: August 17, 2020

Order: 94-08172020

Author: Kelsey Earle, Executive Assistant to City Manager

Subject: Change of roles on County Budget Committee

Information: Phil Crowell and Andy Titus are both County Budget Committee members appointed by the City Council. The current roles were approved 7/15/2019 for a 3-year budget term; years 2020, 2021, 2022. As Andy is no longer a Councilor, Phil will take the municipal officer role while Andy moves to the resident role. No additional change is required as both reside in the same district. At least one must be a municipal official as defined in 30-A MRSA Sec 722(2). As the Manager, Phil is eligible to fill that role.

City Budgetary Impacts: None.

Staff Recommended Action: Recommend approving the change of roles.

Previous Meetings and History: Order 86-07152019 approved Andy Titus as municipal officer and Phil Crowell as resident representative. Election occurs every three years.

City Manager Comments:

A handwritten signature in black ink that reads "Phillip Crowell Jr." with a stylized flourish at the end.

I concur with the recommendation. Signature:

Attachments:

30-A MRSA Sec 722
Order 94-08172020

Title 30-A: MUNICIPALITIES AND COUNTIES

Part 1: COUNTIES**Chapter 3: COUNTY BUDGET AND FINANCES**

Subchapter 1: TAX ASSESSMENT AND BUDGET PROCESS

Article 2: ANDROSCOGGIN COUNTY BUDGET COMMITTEE**§722. Definitions**

As used in this article, unless the context otherwise indicates, the following terms have the following meanings.

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

1. County commissioners. "County commissioners" means the county commissioners of Androscoggin County.

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

2. Municipal officials. "Municipal officials" means the mayor, aldermen, councillors or manager of a city and the selectmen, councillors or manager of a town located in Androscoggin County.

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

SECTION HISTORY

PL 1987, c. 737, §§A2,C106 (NEW). PL 1989, c. 6 (AMD). PL 1989, c. 9, §2 (AMD). PL 1989, c. 104, §§C8,10 (AMD).

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

[Office of the Revisor of Statutes \(mailto:webmaster_ros@legislature.maine.gov\)](mailto:webmaster_ros@legislature.maine.gov): 7 State House Station · State House Room 108 · Augusta, Maine 04333-0007

Data for this page extracted on 12/05/2019 18:05:26.

Holly C. Lasagna, Ward One
Timothy B. MacLeod, Ward Two
Stephen G. Milks, Ward Three
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 94-08172020

ORDERED, that the City Council hereby approves the change of roles on the County Budget Committee to Phil Crowell as municipal officer and Andy Titus as resident representative.

Mayor Levesque called the meeting to order at 7:02 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. Councilor Lasagna had an excused absence. All other Councilors were present.

I. Consent Items - None

II. Minutes - July 20, 2020 Regular Council Meeting

Motion was made by Councilor Carrier and seconded by Councilor MacLeod to approve the minutes of the July 20, 2020 Regular Council Meeting.

Passage 7-0

III. Communications, Presentations and Recognitions

- Recognition – Special recognition and celebration of Richard Whiting, Executive Director of the Auburn Housing Authority, on the occasion of his retirement following 40 years of dedicated service. The Mayor presented him with a Key to the City.
- Covid-19 Update – Phil Crowell, Matt Fifield, and Fatuma Hussein
- Recovery Update – Phil Crowell and Marc Gosselin
- 2020 Byrne Jag Grant Application – Jason Moen
- TIF Future Guard - Michael Chammings and Brett Sawyer
- Council Communications

Councilor Gerry – commented on the Community Gardens

Councilor Carrier – nothing at this time

Councilor MacLeod – nothing at this time

Councilor Lasagna – commented on the last Regular Council meeting and the LFLP item

Councilor Milks – nothing at this time

Councilor Walker – nothing at this time

Councilor Boss – nothing at this time

Mayor – reported on the dedication of the Troy Barnies court at the Gulley that was held on Saturday. He also noted that the Chamber of Commerce is going to be having their monthly breakfast this month.

City Manager - nothing at this time

IV. Open Session – Ned Claxton provided an update on what is happening in Augusta and noted that it may not be until next year before legislature reconvenes.

V. Unfinished Business - None

VI. New Business

1. Order 90-08032020 PUBLIC HEARING AND ACTION

Approving the consolidation of polling places for the November 3, 2020 election.

Motion was made by Councilor MacLeod and seconded by Councilor Boss for passage.

Public hearing – Ned Claxton, Danbury Drive supports having as many voting locations as possible and asked that we consider mailing ballots to each registered voter in the city.

Written communications were provided by Renee A. Cote, Ward 2 resident, Tracy Robbins, 779 Pownal Road, Joe Mailey, 82 Webster Street, Patricia M. Gautier, 136 Pride Rd., and Mary Roussel, Grandview Avenue. Comments will be attached to the minutes.

Motion was made by Councilor MacLeod and seconded by Councilor Walker to amend the order to consolidate to three polling places, locations to be determined. Locations will be determined at the August 17, 2020 Council meeting.

Passage of the amendment 4-3 (Councilors Milks, Carrier, and Gerry opposed).

Passage on the order as amended 4-3 (Councilors Milks, Carrier, and Gerry opposed).

2. Order 91-08032020

Approving the Police Command Contract.

Motion was made by Councilor MacLeod and seconded by Councilor Boss for passage.

Public comment – no one from the public spoke.

Passage 7-0.

3. Order 92-08032020

Approving the Public Works Contract.

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

Public comment – no one from the public spoke.

Passage 7-0.

4. Order 93-08032020

Setting the date for the first Council meeting in September as Tuesday, September 8, 2020.

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

Public comment – no one from the public spoke.

Passage 7-0.

VII. Open Session – No one from the public spoke.

VIII. Reports

Mayor Levesque – reported that the Mayor’s ad hoc committee on boards and committees met last week and will try to meet every week on Thursday morning with recommendations coming forward in September or October.

Councilor Boss – provided an update on what is happening at the Auburn Public Library.

Councilor Walker – reported on the United New Auburn Association meeting that was held last week. He is hoping to have the Age Friendly meetings start back up in September.

Councilor Milks – reported that a Task Force put forward for the Water District to look at the bylaws. Those meetings are open to the public.

Councilor Lasagna – reported that the School Building Committee met last Tuesday, and things are moving along.

Councilor MacLeod – reported on the Great Falls meeting coming up on Thursday.

Councilor Carrier – reported that the Airport Board will be meeting this Thursday. He is not sure if it will be in person or via zoom. The School Committee will be meeting on Wednesday to talk about student reentry. The School Department received a 2.9 million dollar COVID funding from the federal government, part of the funds can be used are for increasing space, East Auburn School will be purchasing a portable building for additional space.

Councilor Gerry – reported that she has been tasked with an assignment for the committee on boards and committees.

City Manager – provided an update on the Community Gardens (attached to the minutes), discussed public meetings, and board and committee meetings, and provided an update on the elections communication plan.

VIII. Executive Session – to discuss a legal matter, pursuant to 1 M.R.S.A. Sec. 405 (6)(E)

Motion was made by Councilor Milks and seconded by Councilor Carrier to enter into executive session pursuant to 1 M.R.S.A. Sec. 405 (6)(E).

Passage 7-0, time in 9:32 PM.

Council was declared out of executive session at 10:15 PM.

X. Adjournment

Motion was made by Councilor MacLeod and seconded by Councilor Milks to adjourn, unanimously approved, the meeting adjourned at 10:15 PM.

A TRUE COPY

ATTEST *Susan Clements-Dallaire*

Susan Clements-Dallaire, City Clerk



PUBLIC COMMENT
08/03/20 CITY COUNCIL MEETING

The following Public Comments were submitted via email.

From: Renee A. Cote, Ward 2

Dear City Councilors and Mayor Levesque:

I am writing to address the proposed consolidation of Auburn's five polling places due to COVID-19 concerns, to the Norway Ice Arena.

I personally think that voting could go on at the five polling places per usual, given that absentee ballots will likely account for a high number of voters. Long lines forming outside the arena in inclement weather would not be inviting to many voters.

If the ice arena option is chosen, efforts must be made to ensure as much voter participation as possible. I support mailing absentee ballots to all registered voters, with an option to return the ballot by mail or to City Hall. Returning ballots directly to City Hall, as well as setting up absentee booths there, would ease the strain on the USPS. And with transportation being an issue for many Auburn voters, the option for transportation from the original polling locations should be considered.

Thank you for your consideration.

Renee A. Cote, Ward 2



PUBLIC COMMENT
08/03/20 CITY COUNCIL MEETING

The following Public Comments were submitted via the electronic form on the city website.

From: Tracy Robbins, 779 Pownal Road

Please keep all polling locations open for the upcoming election. Driving to the Norway Savings Bank and navigating large crowds to vote is not optimal and would require additional time off from work to vote.



PUBLIC COMMENT
08/03/20 CITY COUNCIL MEETING

The following Public Comments were submitted via the website.

From: Joe Mailey, 82 Webster Street

I wanted to attend the meeting but could not get to the floor. I do support the city clerk's idea of consolidating all of the polling places into one (NSBA) for the November election. The COVID-19 has forced us to do many things differently than what is the norm and this does include our voting. As a lifelong democrat and someone who has worked as an election clerk in Auburn for several election cycles; I can attest to Susan Clements-Delaire's non-partisan approach to ensuring that the electoral system in Auburn is fair and unbiased and I do not believe that her attempt to consolidate is not politically driven and thus should be given due considerations. Thank you.

From: Patricia M. Gautier, 136 Pride Rd.

I would encourage the Council to provide a polling place in each of the 5 wards for Auburn residents in the November 3rd election. Even with Covid-19 concerns, residents should be able to vote easily and conveniently near their homes. Absentee ballots are available for those who do not wish to vote in person. Thank you...Pat Gautier



PUBLIC COMMENT
08/03/20 CITY COUNCIL MEETING

The following Public Comments were submitted via email.

From: Mary Roussel, Grandview Avenue

Dear City Council,

I want to share my concerns with you regarding voting and polling places in Auburn for the November 2020 election.

1) We need a STRONG message sent repeatedly to all eligible voters to register to vote. It needs to be reinforced that they can register at city hall, any Motor Vehicle branch office, or online. If they are unable to use these methods they can call the Clerk's office and ask to have a voter registration card mailed to them.

2) Usually, I vote early but this year I requested a ballot via the SOS website. The whole process worked very well and I plan on doing it for future elections. Another alternative would be to send absentee ballots to EVERY registered voter in Auburn. I realize there is a cost to this suggestion but elections are the trains that run our country and the cost will be much greater if our democracy falters (Elections are the foundation of democracy.)

3) Polling places need to be accessible to all voters. Some voters don't have transportation to polling places and other folks have disabilities which need to be accounted for in choosing a location. VOTING BY MAIL would help these folks. Mailings via the USPS is critical as many of us don't have a computer. These mailings need to use large print. We need to have polling places spread out throughout Auburn.

Last but not least, I have not seen any advertising for polling clerks. This needs to be addressed now as election day is 3 months from now.

Auburn Community Gardens 2020 Mid-Season Review

Timeline of Key Events and Activities

SPRING PREPARATIONS

- Pandemic reached Maine with first confirmed COVID-19 case on March 12
- Garden Application Party scheduled for March 25 was canceled
- Community Garden Team compiled guidelines from nationwide garden organizations and convened meeting with other Maine-based garden and farm organizations to discuss best practices and safety protocols for operating community garden during pandemic
- Online and remote registration was offered to all community gardeners beginning April 26
- Garden Registration fee was waived for the season due to economic impacts of pandemic
- Outreach calls and emails alerted all Community Gardeners to the change in processes
- Seedling production moved from shared greenhouse, requiring more time for growing seedlings
- Cold spring temperatures and late snow on May 9 delayed seedlings and garden preparations



PHASE 1

- Garden openings scheduled for the week of May 25 to allow time to refine safety measures, gather sanitation supplies, build handwashing stations, and train Garden Guides and waterers
- Gardeners attended scheduled weekly times with Garden Guides to establish new safety and sanitation practices
- Gardeners were provided with gardening safety kit including a washable face mask, personal hand tools, and a bucket for watering and harvesting
- COVID cases spiked in Androscoggin County in late May indicating community spread
- Drought conditions in June impacted early planting and required additional capacity for watering
- Garden staff communicated with City of Auburn staff in the first week of June and met with the Deputy Fire Chief to review safety protocols on June 9
- Garden Staff shared safety guidelines and sought gardener feedback during Guided Garden Hours, as well as Zoom meetings held on June 9 and June 25
- Garden team reconnected with Maine-based garden and farm organizations to get an update on best safety practices and troubleshooting

Auburn Community Gardens 2020 Mid-Season Review

Timeline of Key Events and Activities



PHASE 2

- Phase 2 of safety protocols and access plans began June 24
- Gardeners have the option to access gardens in the following ways:
 - ◊ *Guided hours*: garden times with staff present and up to 5 gardeners at a time
 - ◊ *Reserved times*: gardeners can reserve a time for themselves to opt for stricter distancing practices
 - ◊ *Independent access*: access to the gardens at all times other than Reserved times and Guided hours
- All gardeners are expected to have an orientation reviewing safety and sanitation practices prior to Independent or Reserved access
- Gardeners are provided with hand sanitizer and hand wash stations at each garden to support sanitation when staff is not present
- Garden staff maintain a chart of all plots and their responsible parties
- Common spaces are also being maintained by staff and volunteers
- Planning to proceed with infrastructure installation this fall for third Community Garden on Whitney Street; water installation and soil are in place already.



OPPORTUNITIES AND OUTCOMES

- 17 households are gardening at Newbury Street Garden
 - ◊ Thirteen returning and four new
 - ◊ *20 households in 2019*
- 12 households are gardening at Webster Street Garden
 - ◊ Nine returning and three new
 - ◊ *21 households in 2019*
- Local and nationwide Community Gardening organizations anticipated unpredictable gardener participation (lower or higher numbers of gardeners) due to COVID-19 and related issues
- Over 120 seedlings were distributed, plus more gardeners grew and shared with each other
- Gardeners have the opportunity to use more than one plot per household this season
- Any plots not registered to a household are now tended by garden staff
- Food grown in these plots is donated to area food pantries



City Manager's Report - Community Garden Response

At the July 20, 2020 City Council meeting, Councilor Gerry requested information pertaining the Auburn Community Garden Program. Intern Craig Thibault was able to go back and create a timeline for the creation of our community gardens in partnership with the St. Mary's Nutrition Center (SMNC). I also requested Kirsten Walter, Director of SMNC to provide me with the information that was requested and she was able to provide you with a mid-season update which is attached.

SMNC is prepared to provide the City Council with an end of year report as well.

I hope this information is helpful.

July 1, 2014 – June 30, 2015 - Initial research, planning, and assessment conducted by SMNC on behalf of the City

7/2015 – At the request of the City of Auburn, SMNC completes project proposal and recommendations for three community gardens to be built over 5 years. First site Webster Street. Asking for minimum of two 5-year terms to retain the site.

Costs for first garden site start-up and construction including staff- \$26,000

Annual sustaining costs for one garden including staff- \$10,700

Listed as a priority by Auburn Citizen's Advisory Committee

SMNC previously worked with Lewiston to build 12+ community gardens over last 15 years.

Fundraising - \$20,000 provided by CDBG funding for critical capital and personnel costs for first garden.

\$5,000 community garden grant given to city from Harvard Pilgrim Foundation through their Healthy Food Fund.

\$1,000 in start-up funds from National Park Service

8/3/2015 – Meeting on community gardens- approval for MOU with SMNC regarding vacant lot at 61 Webster Street.

8/2015 – City Council authorizes City Manager to sign MOU

8/12/2015 – SMNC follow up report providing overview of potential sites

Three recommended: 61 Webster Street, 88 Newbury Street, 92 Carroll Street

Two additional sites identified: Police Athletic League Center, and Boys and Girls Club

8/28/2015 – Letter from SMNC to Mayor and Council regarding revisions to MOU, attached new MOU

9/8/2015 – Workshop/meeting

City Manager's Report - Community Garden Response

Revision of MOU (Webster Street Garden), reduction of budget and CDBG resources, addition of performance measures.

9/8/2015 – City Council authorizes City Manager to sign MOU (Webster Street)
Tie vote broken by Mayor who voted in the affirmative

10/2015 – 11/2016 - Webster Street Garden Year 1 Financial Statement
Income sources:

Harvard Pilgrim Health Care Foundation grant - \$5,000
National Park Service grant and stipend match - \$3,900
Fiskar's Orange Thumb Grant and garden tools - \$3,500
CDBG allocation - \$14,832
In-kind (time and donations from partners) -\$5,650
Total income- \$32,882
Total expenses - \$31,403

11/21/2016 – Auburn Community Garden Team makes presentation on project outcomes and milestones from first year at Webster Street Garden.

11/20/2017 – Meeting to decide on MOU for second garden at 88 Newbury Street. Agreed upon signing MOU.

11/20/2017 – MOU – Newbury Street Community Garden (funding approved in May 2017)
City Council authorizes the City Manager to sign the MOU

Memorandum of Understanding – Newbury Street

City of Auburn CDBG Budget - \$ 22,000
Construction of the garden - \$15,000
Garden Coordinator - \$7,000
ACGI Team responsible for raising additional funds
Performance Measures –
20-25 households engaged as gardeners
75% of community gardeners successfully complete growing season
60% of gardeners report increase in household vegetable consumption
65% of gardeners report feeling more connected to community and neighbors
70% of gardeners report greater confidence in growing their own food
Minimum of ten volunteers
Minimum of five partner organizations and businesses
Signed: Peter J. Crichton & Elizabeth Keene (VP of Mission Integration St. Mary's)

City Manager's Report - Community Garden Response

Fall 2018 – End of season report for Newbury Street Community Garden

12/3/2018- Meeting/workshop on proposed Whitney Street Community Garden
Identify potential third location at lot adjacent to Washburn School on 115 Whitney Street.
Property must be leased from School Department; School Committee has no objection.

November 28, 2019 - Agreement- CDD and St. Mary's Nutrition Center- (Part of 2015-2019 City of Auburn Consolidated Plan)

Three gardens – Webster, Newbury, and Whitney Street

Managed by SMNC

At least 51% of participants from income eligible households (under 80% median income)

Agreement lasts until closure of gardens in 2020

Report due from SMNC Nov. 30, 2020

City providing \$8,000 for fiscal year

Records kept for four years

Funds are derived from a grant to City from HUD, CDD recipient of funds

Signed: Peter Crichton & Steven Jorgensen (President St. Mary's Health System)



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: August 17, 2020

Author: Megan Norwood, City Planner II

Subject: Comprehensive Plan Update Response from Planning Board

Information:

This communications document is intended to relay the response from the Planning Board at their August 11, 2020 meeting back to the City Council regarding the Comprehensive Plan update process.

1. **Timeline** - The timeline of October 2020 – July 2021 is a quick turnaround (even for an update). The timeline set forth only allows for up to 8 monthly meetings for items to be brought before the Planning Board and special meetings are likely to be part of the process. July 2021 should not be a *hard deadline*, the Planning Board should take the time the board needs with what is brought forth by the Committee.

The Planning Board would like more information on what incremental adoptions would entail in December/January.

2. **Planning Board Role in Update Process** – The Planning Board agrees with the approach proposed by City Council for the Comprehensive Plan update process. Because of its charged duty to prepare and update the Comprehensive Plan, the Board feels that Chairperson Duvall and Mayor Levesque should meet to discuss the mechanics of how the work moves from the ad hoc committee, to the Planning Board and City Council. In reading its charge, the Board has the following needs for the process:
 - a. Place several members on the Ad-Hoc committee to ensure adequate representation;
 - b. Receive regular updates/communications from the Ad-Hoc Committee that is formed;
 - c. Receive reports from the Ad Hoc committee that it can use as a basis for forming recommendations to send to the City Council regarding the Comprehensive Plan update;
 - d. Have the ability to report to the Council through either the Planning Board Chair or a member appointed by the Chair as part of the recommendation discussion.
3. **Important Topics** – The Planning Board had an additional topic to add to the list:
 - a. Review the Future Land Use Plan/Map to see if a reduction in the number of proposed Zoning Districts is feasible.
4. **Committee** – The Planning Board reviewed the draft language proposed to establish policies and procedures for the new Ad-Hoc Committee and the Planning Board Chair envisions working with the Mayor and Staff on editing this document before it is finalized. The Board offers the following comments on the document in its current state:
 - a. The Planning Board recommends restructuring the document to lead with a charge for the committee. The section on member responsibilities should have items 2 and 7 removed as they should be part of a charge.
 - b. There does not appear to be any recommendation about a Chair or how the Chair will be determined by the Ad-Hoc Committee: Where should the Chair come from and how could that group arrive at someone to Chair the process? One suggestion is having the Planning Board appoint or recommend a Chair to the Ad-Hoc Committee. The appointed Chair should



understand the multistep process of updating the Comprehensive Plan and that changes go before the Planning Board and City Council.

- c. The Planning Board recommends including additional language with regard to the time commitment, additional meetings may be necessary by the Committee.

City Budgetary Impacts: N/A

Staff Recommended Action: Discussion and Council feedback on the priority considerations made by the Planning Board and recommendations on the creation of the Comprehensive Plan Ad-Hoc Committee.

Previous Meetings and History: 2020 Budget and CIP Process, May 4, 2020 Meeting to discuss the Comprehensive Plan Update, August 3, 2020 City Council Workshop.

City Manager Comments:

A handwritten signature in black ink that reads "Phillip Crowell Jr." in a cursive script.

I concur with the recommendation. Signature:

Attachments:

City Council Response to Planning Board Correspondence re: Comprehensive Plan Update



City of Auburn, Maine

Office of Economic & Community Development

www.auburnmaine.gov | 60 Court Street

Auburn, Maine 04210

207.333.6601

CITY COUNCIL RESPONSE to PLANNING BOARD CORRESPONDENCE re: COMPREHENSIVE PLAN UPDATE

To: Auburn Planning Board
From: Megan Norwood, City Planner II
Re: Planning Board Participation in Comprehensive Plan Update: Response from City Council
Date: August 3, 2020

1. What timeline has City Council set for the updating process, and would the council share that timeline with the Planning Board?

August-September: Work with Planning Board and Council to prioritize and finalize Focus Area List with public forum. Committee Appointments Council/Planning Board. See attached committee recommendation language and provide feedback.

October: Begin committee work and share recommendations with PB & Council as they develop. Begin incremental Council adoptions in December/January.

July 2021: Final recommendations returned to Council.

Topics will go to the Committee two meetings in a row for introduction and information followed by recommendation.

2. The Planning Board imagines that it might have a role in the update process. Could City Council share the specific duties it envisions for the Planning Board in that process?

City Council is proposing to create a committee for the update process, which will include 2 Planning Board members. For support staff, some members of the Council are also recommending Mark Gosselin and a staff member from Planning. In addition, the 2010 Comp. Plan update had a committee of 40+ members, the City Council will be pulling 3 members from that committee as "legacy" members to be appointed by the City Council. The committee will serve as an ad-hoc committee.

3. The Planning Board understands that City Council is developing a list of topics to address in the update. The board would very much appreciate an opportunity to review that list, and to suggest additions to it.

In addition to the five topics provided by Staff:

1. *Future Land Use Map – Potential Turnpike Exit near 136 and/or South Main Street.*
2. *Future Land Use Map – Industrial Transition Zone near Broad and South Witham Road. Council, Planning Board and Staff and Landowners have considered this as a potential residential growth area that would require less infrastructure than an industrial change. Easy Turnpike access from Exit 75.*
3. *Future Land Use Map – Consider expanded Downtown form-based code to reduce setbacks and density limitations in urban neighborhoods. Ensure consistency with existing development patterns or forge new direction in certain areas.*
4. *Recreation and River Access. Review status, identify opportunities, needs and update implementation plans. Include recreation open space priorities, resources access and policy towards subdivision requirements that currently pose a challenge to urban developments.*

5. *Future Land Use Map – Downtown. Review current tasks, progress to date and adjust policy as needed with a focus on walkability, livability and economic expansion opportunities.*

The City Council also recommends including the following:

- ***Equity*** – *Does anything in the Comp. Plan currently promote inequity in the City? Recreation access, home buying ability, etc. There should be a generalized litmus test question for every chapter to ID if anything points out a potential inequity and/or lack of access or opportunity in the City. The American Public Health Organization has a “Health in all Policies” tool that is similar to this type of scan. The workflow could also be integrated into the H26B advocacy committee.*
- ***Fragmentation/Gateways*** – *Look at the proposed FLU map for access points to the City and their designated zoning. S. Main Street, Washington, Hotel, etc. – Opportunity for more residential uses on S. Main? Potential for more Industrial uses on Washington, potential for a mix of residential and industrial on Hotel. Goal is to reduce fragmentation in the City where one stretch contains multiple different types of land uses. Is zoning current with the needs?*



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: August 17, 2020

Order: 95-08172020

Author: Kelsey Earle, Executive Assistant to the City Manager

Subject: Disposition of Tax Acquired and City Owned Property

Information: The Tax Acquired Committee is recommending one (1) property for disposition with a combined total \$21,000 in property taxes and fees owed to the City.

City Budgetary Impacts: There is no negative impact to the city budget for the potential sale of tax acquired properties. The known positive impacts of selling tax acquired properties are recouping taxes owed, associated fees, and getting the property back on the tax roll.

Staff Recommended Action:

To dispose of the following properties by sealed bid: 5 Sprucewood Road PID# 217-028

Previous Meetings and History: Workshop 8/3/2020

City Manager Comments:

I concur with the recommendation.

Signature:

A handwritten signature in black ink that reads "Phillip Crowell Jr." with a stylized flourish at the end.

Attachments:

Tax Acquired Committee Recommendation Form

Tax Statement

Property Review Form

Property Record

Parcel GIS Map

Property pictures

Order 95-08172020



City of Auburn, Maine

Office of the City Manager

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

Section 3.5 Committee Action/Recommendations. The committee will meet to review the comments received from each department. The Committee will then forward a recommendation to the City Manager for appropriate action. The Committee will meet in sufficient time before the foreclosure deadline in order for the City Manager and City Council to have sufficient time to take any action that may be necessary, including waiver of foreclosure.

PARCEL ID:	217-028	Location:	5 Sprucewood Road	
Acreage	0.340	Zone:	Suburban Residential	
Current Assessed Land Value:	\$ 41,600	Current Assessed Building Value:	\$84,700	
Total Land & Bldg. Value:	\$126,300	Minimum Bid:	\$21,000	

Retain for public use		Sell the property	X	Waive foreclosure	
-----------------------	--	-------------------	---	-------------------	--

Sell to prior owner		Sale to immediate heirs	
Sale by Sealed Bid	X	Request for proposals	
Real Estate Broker Contract			

The bid price for either process shall be determined by the Finance Director or his/her designee in no event being less than all outstanding property taxes, including the total amount of all delinquent taxes plus the total taxes for the current year (and the estimated taxes for the next year after commitment) plus accrued interest, lien costs and any other costs relating to the property and this process (including, but not limited to, insurance, attorney's fees, auction/bid or notice costs).

Notes: Property was previously tax acquired and a quit claim deed was issued to former owner. Owner defaulted on agreement and the property was returned to City ownership. Water/Sewer balance and Sewer mortgage from connection past due.

07/20/2020 13:25
kearle

CITY OF AUBURN
Real Estate Tax Statement

P 1
txtaxstm

PARCEL: 217-028-000-000

LOCATION: 5 SPRUCEWOOD RD

OWNER:
AUBURN CITY OF
CORNISH DEBORAH, PARTY IN POSS
5 SPRUCEWOOD DR
AUBURN ME 04210

STATUS:
SQUARE FEET 0
LAND VALUATION 41,600
BUILDING VALUATION 84,700
EXEMPTIONS 0
TAXABLE VALUATION 126,300
INTEREST PER DIEM .66

LEGAL DESCRIPTION:

DEED DATE: 01/04/2006 BOOK/PAGE: 6631-328 INT DATE: 07/20/2020

YEAR	TYPE	BILL	BILLED	PRIN DUE	INT DUE	TOTAL DUE
INST	CHARGE					
2019	LIEN	134				
1	RETAX TL		2,999.63	2,999.63	14.46	3,014.09
	CERTMA		6.90	6.90	.00	6.90
	DMD TL		3.00	3.00	.00	3.00
	LNCHG TL		51.00	51.00	.00	51.00
	INTTTL		122.95	122.95	.00	122.95
			3,183.48	3,183.48	14.46	3,197.94
GRAND TOTALS			3,183.48	3,183.48	14.46	3,197.94



City of Auburn, Maine

Office of the City Manager

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

Tax Acquired Property Review Form

ADDRESS: 5 Sprucewood Rd.

PID#: 217-028

DESCRIPTION: This property contains 0.340 acres of land mainly classified as SINGLEFAMILY with a(n) RAN style building, built about 1967, having ALUMINUM exterior and ASPHALT SH roof cover, with 1 unit(s), 0 total room(s), 0 total bedroom(s), 1 total bath(s), 0 total half bath(s), 0 total 3/4 bath(s).

BALANCE DUE: \$21,000 *as of 8/3/2020

1. Is the property either unfit or unnecessary for City use?
Unnecessary
2. Does the City wish to retain ownership for municipal purposes?
No
3. Is the property adjacent to publicly owned land?
No
4. Are there buildings on the property that should be demolished?
Unsure.
5. Are there environmental liabilities or hazards present on the site?
Accumulation of debris on the property. Possible dangerous building.
6. Does the property have investment or marketable value?
Marketable as single-family home
7. Are there are uses that the property is suited for which meet the requirements of the City's zoning and land use ordinance?
Single Family home



City of Auburn, Maine

Office of the City Manager

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

8. Does the property only have value to an abutter (provides additional set back, off street parking, etc.)?

No

OTHER CONCERNS:

Committee Recommendation: Sell as single-family home.

Unofficial Property Record Card - Auburn, Maine

General Property Data

Parcel ID	217-028	Account Number	217028000
Prior Parcel ID		Property Location	5 SPRUCEWOOD RD
Property Owner	AUBURN CITY OF CORNISH DEBORAH, PARTY IN POSSESSION	Property Use	SINGLEFAMILY
Mailing Address	5 SPRUCEWOOD DR	Most Recent Sale Date	1/4/2006
City	AUBURN	Legal Reference	6631-328
Mailing State	ME	Grantor	CORNISH/MICHAUD
Zip	04210	Sale Price	0
ParcelZoning	N/A	Land Area	0.340 acres

Current Property Assessment

Card 1 Value	Building Value	77,400	Xtra Features Value	7,300	Land Value	41,600	Total Value	126,300
--------------	----------------	--------	---------------------	-------	------------	--------	-------------	---------

Building Description

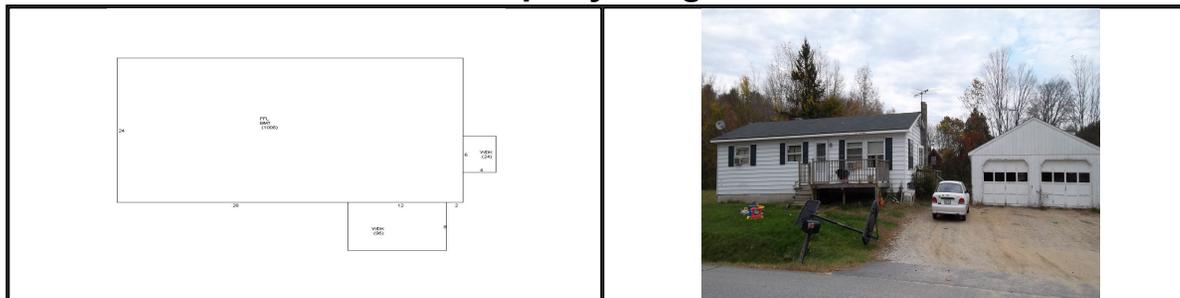
Building Style	RAN	Foundation Type	CONCRETE	Flooring Type	N/A
# of Living Units	0	Frame Type	WOOD	Basement Floor	CONCRETE
Year Built	1967	Roof Structure	GABLE	Heating Type	FORCED H/W
Building Grade	AVERAGE	Roof Cover	ASPHALT SH	Heating Fuel	OIL
Building Condition	N/A	Siding	ALUMINUM	Air Conditioning	0%
Finished Area (SF)	1008	Interior Walls	DRYWALL	# of Bsmt Garages	0
Number Rooms	0	# of Bedrooms	0	# of Full Baths	1
# of 3/4 Baths	0	# of 1/2 Baths	0	# of Other Fixtures	1

Legal Description

Narrative Description of Property

This property contains 0.340 acres of land mainly classified as SINGLEFAMILY with a(n) RAN style building, built about 1967 , having ALUMINUM exterior and ASPHALT SH roof cover, with 0 commercial unit(s) and 0 residential unit(s), 0 room(s), 0 bedroom(s), 1 bath(s), 0 half bath(s).

Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

ArcGIS Web Map

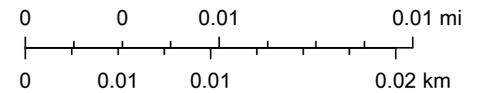


8/3/2020, 6:07:36 PM

Parcels _ 2019

Contours - 10 Ft.

1:564



Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS,





Holly C. Lasagna, Ward One
Timothy B. MacLeod, Ward Two
Stephen G. Milks, Ward Three
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 95-08172020

ORDERED, that the City Council hereby authorizes the sale of tax acquired and city owned property at 5 Sprucewood Road, Parcel ID 217-028 by sealed bid.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: August 17, 2020

Order: 96-08172020

Author: Sue Clements-Dallaire, City Clerk

Subject: Approving the 3 voting locations for the November 3, 2020 Election

Information: During the 8/3/2020 City Council meeting, a public hearing was held to consolidate polling places for the November 3, 2020 Election. Council agreed to consolidate to 3 polling places, with locations to be determined at the 8/17/2020 Council meeting.

Staff met originally on Tuesday, 7/28/2020 to discuss possible polling place venue options. Things to take into consideration are: Adequate size to accommodate booths and equipment, and adequate traffic flow, must be accessible and meet ADA requirements, ample parking, including accessible parking, passenger drop off areas, elevators, sidewalks, walkways, hallways & corridors, building entrances and exits, and public transportation to the polling location.

Staff's recommendation on the three locations would be:

Auburn Senior Community Center for Wards 1 and 2
Auburn Hall for Wards 3 and 4
The Boys and Girls Club for Ward 5

The consolidation of these three locations are also dependent on the Secretary of State's final approval.

City Budgetary Impacts:

Staff Recommended Action: Motion to approve the three polling locations as recommended by staff.

Auburn Senior Community Center for Wards 1 and 2
Auburn Hall for Wards 3 and 4
The Boys and Girls Club for Ward 5

Previous Meetings and History: This item was discussed during the 7/20/2020 Council Workshop, a public hearing was held on 8/3/2020, and Council voted to consolidate to three locations.

City Manager Comments:

I concur with the recommendation. Signature:

Attachments: Order 96-08172020

Holly C. Lasagna, Ward One
Timothy B. MacLeod, Ward Two
Stephen G. Milks, Ward Three
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 96-08172020

ORDERED, that the City Council hereby approves the following three polling locations for the November 3, 2020 Election, contingent upon approval from the Maine Secretary of State. The polling locations will be as follows:

- Auburn Senior Community Center for Wards 1 and 2
- Auburn Hall for Wards 3 and 4
- The Boys and Girls Club for Ward 5

A public hearing was held on August 3, 2020, at least 90 days before the election pursuant to 21-A, Sec. 631-A (2).



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: August 17, 2020

Order: 97-08172020

Author: Sue Clements-Dallaire, City Clerk

Subject: Rescinding the request for Council Action on the *Local Foods Local Places Community Action Plan*

Information:

Julia Harper, a Steering Committee member and representative from the Good Foods Council of Lewiston Auburn presented the full plan to the City Council during the workshop on May 18, 2020. The item was placed on the 7/20/2020 Council agenda for Council to consider adopting the LFLP Action Plan. The City Council voted to postpone this item (Order 80-07202020) for three months (October 19, 2020).

Since that time, Julia Harper, on behalf of the Good Food Council of Lewiston-Auburn & the Leads of the Local Foods Local Places Action Plan have respectfully rescinded their request for the city to adopt the plan.

City Budgetary Impacts: None

Staff Recommended Action: Receive and acknowledge that the Leads of the Local Foods Local Places Community Action Plan have rescinded their request to seek council action on the LFLP Action Plan. If passed, no further action will be needed on Order 80-07202020 on October 19, 2020.

Previous Meetings and History: Julia Harper, a Steering Committee member and representative from the Good Foods Council of Lewiston Auburn presented the full LFLP Action Plan to the City Council during the workshop on May 18, 2020, the item was brought before the City Council for a vote to adopt the plan on 7/20/2020 at which time Council voted to postpone the item until the meeting of October 19, 2020.

City Manager Comments:

A handwritten signature in cursive script that reads "Phillip Crowell Jr.".

I concur with the recommendation. Signature:

Attachments: Letter from Julia Harper, Order 97-08172020.

DATE

Dear Mayor Levesque, Auburn City Council, and Agriculture Committee,

The Leads of the Local Foods, Local Places (LFLP) Community Action Plan are writing today with reflections from the Auburn City Council meeting from July 20, 2020. We would like to begin by extending our gratitude and appreciation to the honorable Mayor and Councilors for their concerned attention and thoughtful dialogue regarding food access and food-based businesses within Auburn. The creation of the Agriculture Committee, the recent work on agriculture zoning, and the time dedicated through workshops and council agendas are evidence of the importance that food and farm-based businesses hold to Auburn residents and elected officials.

As witnesses to these steps, and from participation in the LFLP two-day workshop from Auburn residents, business owners, and city staff, we are also grateful for the reminder that there is great variety in the process and approach taken by the many municipalities involved in the greater Auburn-Lewiston food system. We recognize how the municipality-led approach of Auburn adds value to our shared goals - a vibrant local food system that grows the local economy and increases access to good food. We look forward to progressing the goals of the LFLP Plan with the Agriculture Committee as appropriate, and in partnership with the many farmers, businesses, and community leaders deeply engaged in the food-based economy who work and/or live in Auburn.

Should it be of future interest, we would be excited to work alongside Auburn residents and the city in developing their own city-wide food action plan as other cities have done. Although LFLP Action Plans are living documents, they are typically not altered after they have been developed by the community. LFLP Plans have, however, served as inspiration for other planning processes. For example, in March, 2020, the city of [Phoenix approved a city-wide food action plan](#) which was informed by the important food access issues raised by residents and advocates who participated in the South Phoenix LFLP workshop two years prior.

Recognizing the above, we respectfully rescind our request for Council action on Order 80-07202020. We are encouraged by the alignment of the LFLP goals with the Agriculture Committee's priorities, and look forward to the many ways we can work together with the committee, farmers, and food-based businesses to achieve a vibrant economy.

Sincerely,

Julia Harper, on behalf of the Good Food Council of Lewiston-Auburn
& The Leads of the Local Foods Local Places Action Plan

For more information about LFLP, please see the attached FAQs, and the full LFLP Action Plan at: goodfood4la.org/resources/flfp-action-plan

Holly C. Lasagna, Ward One
Timothy B. MacLeod, Ward Two
Stephen G. Milks, Ward Three
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 97-08172020

ORDERED, that the City Council hereby receives and acknowledges that the Leads of the Local Foods Local Places (LFLP) Community Action Plan have rescinded their request to seek council action on the plan, therefore no action is needed on Order 80-07202020 which was postponed to the second meeting in October.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: August 17, 2020

Order: 98-08172020

Author: Kelsey Earle, Executive Assistant to City Manager

Subject: Ballot for Election to MMA's Legislative Policy Committee (LPC)

Information: Majority of municipalities are asked to vote for two LPC candidates because there are two elected LPC members for most districts. Auburn only votes for one because we appoint the other LPC member.

City Budgetary Impacts: Not Applicable

Staff Recommended Action: Motion to nominate Phillip L. Crowell Jr., Auburn City Manager as a write-in candidate on the official ballot for Maine Municipal Association's Legislative Policy Committee for District 20 from July 1, 2020 – June 30, 2022 with Assistant City Manager Brian Wood as Auburn's alternate member, in the absence of either City Manager Phillip L. Crowell Jr. or Mayor Jason Levesque.

Previous Meetings and History: N/A

City Manager Comments:

A handwritten signature in black ink that reads "Phillip Crowell Jr." with a stylized flourish at the end.

I concur with the recommendation. Signature:

Attachments:

LPC Memorandum
LPC Ballot
Order 98-08172020

LPC Senate District 20 (*Auburn appoints one member*)

Auburn
Mechanic Falls

Minot
New Gloucester

Poland

Candidate Profile:

No nominations were received for this District, please utilize the write-in option if you know of someone willing to serve.

*** No nominations were received for this District. If you know of someone who may be willing to serve, please utilize the write-in option. ***



Memorandum

To: Key Municipal Officials of MMA's Member Municipalities
From: Christine Landes, President, Maine Municipal Association
Date: July 16, 2020



Re: Ballots for Election to MMA's Legislative Policy Committee

MMA's member municipalities have made their nominations for the 2020-2022 Legislative Policy Committee (LPC). It is now time to elect your representatives to serve on the Committee. The election ballot for your LPC/Senate can be accessed via this link: https://www.memun.org/DesktopModules/Bring2mind/DMX/Download.aspx?EntryId=13902&Command=Core_Download&language=en-US&PortalId=0&TabId=104. All LPC election material can be accessed at: <https://www.memun.org/Legislative-Advocacy/Legislative-Policy-Committee>. The ballot must be completed by the Board of Selectmen or Town/City Council of your municipality.

Number of votes

A majority of municipalities are being asked to vote for two candidates, because there are two elected LPC members for most districts. Some municipalities only vote for one candidate, because the other LPC member in that district is appointed. ***You are instructed on the ballot (above the list of candidates) whether to vote for two candidates or just one.***

Candidate profiles

If you are not familiar with any of the candidates, please review the Candidate Profiles on the second page of the ballot. Feel free, also, to contact the candidates directly.

Write-in candidates

In addition to the candidates listed on the ballot, you may vote for a candidate whose name is not on the ballot by writing that person's name in. The write-in candidate need not be from your municipality, but must be an elected or appointed official from a municipality in your Senate/LPC District. *Check to be sure the write-in candidate is willing to serve if*

elected! Write-in candidates should be communicating their interest in serving among the municipal officers within their district.

If you are instructed to vote for two candidates and only one candidate is on the ballot, please use the “write-in” line for your second vote if you know of someone who is willing to serve.

Deadline for returning ballot

Return to ballot by 5:00 p.m. on August 27, 2020 to:

Laura Ellis: lellis@memun.org

FAX: 624-0129

Your participation is important – Thank You!

Laura Ellis
Maine Municipal Association’s State & Federal Relations Dept.
(207)623-8428 ext. 2207

Holly C. Lasagna, Ward One
Timothy B. MacLeod, Ward Two
Stephen G. Milks, Ward Three
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 98-08172020

ORDERED, that the City Council hereby votes to nominate Phillip L. Crowell Jr., Auburn City Manager as a write-in candidate on the official ballot for Maine Municipal Association's Legislative Policy Committee for District 20 from July 1, 2020 – June 30, 2022 with Assistant City Manager Brian Wood as Auburn's alternate member, in the absence of either City Manager Phillip L. Crowell Jr. or Mayor Jason Levesque.



City of Auburn, Maine

Finance Department

www.auburnmaine.gov | 60 Court Street

Auburn, Maine 04210

207.333.6601

TO: Phillip Crowell, City Manager

FROM: Jill Eastman, Finance Director

REF: July 2020 Financial Report

DATE: August 12, 2020

The following is a discussion regarding the significant variances found in the City's July 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 first month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 8.33% 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 July 31st were \$1,418,423, or 2.22%, of the budget, which is higher than last year at this time by 0.41%. The accounts listed below are noteworthy.

- A. Excise taxes of \$553,918 up \$141,769 from last year. Some of this is due to COVID-19, and people were given until July 15th to register their vehicles since April.
- B. State Revenue Sharing for the month of July is 11.89% or \$321,928. This is up from last year by \$84,869.
- C. \$339,617 was collected in July to pay current year property tax. This is \$117,025 more than the same period last year. Tax bills for 20-21 were mailed out the first week in August.



City of Auburn, Maine

Finance Department

www.auburnmaine.gov | 60 Court Street

Auburn, Maine 04210

207.333.6601

Expenditures

City expenditures through July 31st were \$2,560,660, or 5.57%, of the budget as compared to last year at \$2,301,865, or 5.13%. The majority of the departments are below last year at this time. Most of the activity in July is related to June, therefore it is posted to the prior fiscal year. You will see a leveling out of expenditures as the year progresses.

Investments

This section contains an investment schedule as of July 31st with a comparison to June 30th. Currently the City's funds are earning an average interest rate of 1.39%, which is lower than last July. We still have 6 CD's that are earning 2% or more, but they will mature soon and new CD's are below .5% at this time.

Respectfully submitted,

A handwritten signature in black ink that reads "Jill M. Eastman".

Jill M. Eastman
Finance Director

60 Court Street • Suite 411 • Auburn, ME 04210
(207) 333-6600 Voice • (207) 333-6601 Automated •
(207) 333-6620 Fax

CITY OF AUBURN, MAINE
BALANCE SHEET - CITY GENERAL FUND AND WORKERS COMP FUND
AS of July 2020, June 2020, and June 2019

	UNAUDITED July 31 2020	UNAUDITED June 30 2020	Increase (Decrease)	AUDITED JUNE 30 2019
ASSETS				
CASH	\$ 13,171,011	\$ 14,708,051	\$ (1,537,040)	\$ 13,715,463
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	1,287,064	1,739,270	(452,206)	1,680,559
TAXES RECEIVABLE-CURRENT	40,423,619	812,236	39,611,384	102,035
DELINQUENT TAXES	983,586	746,904	236,682	755,527
TAX LIENS	1,178,967	602,368	576,599	1,522,438
NET DUE TO/FROM OTHER FUNDS	2,310,929	2,482,953	(172,024)	3,086,807
	<hr/>			
TOTAL ASSETS	\$ 59,355,177	\$ 21,091,781	\$ 38,263,396	\$ 20,862,829
 LIABILITIES & FUND BALANCES				
ACCOUNTS PAYABLE	\$ (265,996)	\$ (865,953)	\$ 599,957	\$ (793,429)
PAYROLL LIABILITIES	(793,893)	(316,542)	(477,350)	(1,140,965)
ACCRUED PAYROLL	(393,247)	(3,829,105)	3,435,858	(3,467,807)
STATE FEES PAYABLE	(60,309)	-	(60,309)	(51)
ESCROWED AMOUNTS	(25,676)	(27,504)	1,828	(25,643)
DEFERRED REVENUE	(41,586,866)	(2,161,507)	(39,425,359)	(1,508,095)
	<hr/>			
TOTAL LIABILITIES	\$ (43,125,986)	\$ (7,200,611)	\$ (35,925,375)	\$ (6,935,990)
FUND BALANCE - UNASSIGNED/ASSIGNED	\$ (12,696,792)	\$ (10,855,743)	\$ (1,841,049)	\$ (10,394,440)
FUND BALANCE - RESTRICTED	(1,931,802)	(2,273,457)		(1,931,802)
FUND BALANCE - NON SPENDABLE	(1,600,597)	(761,970)	(838,627.00)	(1,600,597)
	<hr/>			
TOTAL FUND BALANCE	\$ (16,229,191)	\$ (13,891,170)	\$ (2,338,021)	\$ (13,926,839)
	<hr/>			
TOTAL LIABILITIES AND FUND BALANCE	\$ (59,355,177)	\$ (21,091,781)	\$ (38,263,396)	\$ (20,862,829)

CITY OF AUBURN, MAINE
REVENUES - GENERAL FUND COMPARATIVE
THROUGH July 31, 2020 VS July 31, 2019

REVENUE SOURCE	FY 2021 BUDGET	ACTUAL REVENUES THRU JULY 2020	% OF BUDGET	FY 2020 BUDGET	ACTUAL REVENUES THRU JULY 2019	% OF BUDGET	VARIANCE
TAXES							
PROPERTY TAX REVENUE-	\$ 49,655,498	\$ 339,617	0.68%	\$ 49,295,498	\$ 222,592	0.45%	\$ 117,025
PRIOR YEAR TAX REVENUE	\$ -	\$ 148		\$ -	\$ 49,506		\$ (49,358)
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 1,420,000	\$ -	0.00%	\$ 1,250,000	\$ -	0.00%	\$ -
EXCISE	\$ 4,112,861	\$ 553,918	13.47%	\$ 3,910,000	\$ 412,149	10.54%	\$ 141,769
PENALTIES & INTEREST	\$ 150,000	\$ 5,985	3.99%	\$ 150,000	\$ 12,930	8.62%	\$ (6,945)
TOTAL TAXES	\$ 55,338,359	\$ 899,668	1.63%	\$ 54,605,498	\$ 697,177	1.28%	\$ 202,491
LICENSES AND PERMITS							
BUSINESS	\$ 166,000	\$ 11,977	7.21%	\$ 169,000	\$ 27,568	16.31%	\$ (15,592)
NON-BUSINESS	\$ 392,400	\$ 14,553	3.71%	\$ 409,000	\$ 12,968	3.17%	\$ 1,585
TOTAL LICENSES	\$ 558,400	\$ 26,530	4.75%	\$ 578,000	\$ 40,536	7.01%	\$ (14,007)
INTERGOVERNMENTAL ASSISTANCE							
STATE-LOCAL ROAD ASSISTANCE	\$ 400,000	\$ -	0.00%	\$ 400,000	\$ -	0.00%	\$ -
STATE REVENUE SHARING	\$ 2,708,312	\$ 321,928	11.89%	\$ 2,389,669	\$ 237,059	9.92%	\$ 84,869
WELFARE REIMBURSEMENT	\$ 90,656	\$ -	0.00%	\$ 94,122	\$ -	0.00%	\$ -
OTHER STATE AID	\$ 32,000	\$ -	0.00%	\$ 32,000	\$ -	0.00%	\$ -
CITY OF LEWISTON	\$ 228,384	\$ -	0.00%	\$ 228,384	\$ -	0.00%	\$ -
TOTAL INTERGOVERNMENTAL ASSISTANCE	\$ 3,459,352	\$ 321,928	9.31%	\$ 3,144,175	\$ 237,059	7.54%	\$ 84,869
CHARGE FOR SERVICES							
GENERAL GOVERNMENT	\$ 198,440	\$ 8,854	4.46%	\$ 148,440	\$ 11,249	7.58%	\$ (2,395)
PUBLIC SAFETY	\$ 181,600	\$ 630	0.35%	\$ 215,600	\$ 1,837	0.85%	\$ (1,207)
EMS TRANSPORT	\$ 1,200,000	\$ 127,625	10.64%	\$ 1,200,000	\$ 87,461	7.29%	\$ 40,164
TOTAL CHARGE FOR SERVICES	\$ 1,580,040	\$ 137,109	8.68%	\$ 1,564,040	\$ 100,547	6.43%	\$ 36,562
FINES							
PARKING TICKETS & MISC FINES	\$ 55,000	\$ 1,277	2.32%	\$ 55,000	\$ 1,366	2.48%	\$ (89)
MISCELLANEOUS							
INVESTMENT INCOME	\$ 80,000	\$ -	0.00%	\$ 70,000	\$ 23	0.03%	\$ (23)
RENTS	\$ 35,000	\$ 2,159	6.17%	\$ 35,000	\$ 2,158	6.17%	\$ 1
UNCLASSIFIED	\$ 10,000	\$ 17,004	170.04%	\$ 10,000	\$ 25,518	255.18%	\$ (8,514)
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 12,446		\$ -	\$ 11,981		\$ 465
SALE OF PROPERTY	\$ 25,000	\$ 303	1.21%	\$ 20,000	\$ -	0.00%	\$ 303
RECREATION PROGRAMS/ARENA							\$ -
MMWAC HOST FEES	\$ 230,000	\$ -	0.00%	\$ 225,000	\$ 18,812	8.36%	\$ (18,812)
TRANSFER IN: TIF	\$ 1,117,818	\$ -	0.00%	\$ 1,117,818	\$ -	0.00%	\$ -
TRANSFER IN: Other Funds	\$ 578,925	\$ -	0.00%	\$ 566,011	\$ -	0.00%	\$ -
ENERGY EFFICIENCY							\$ -
CDBG	\$ 214,430	\$ -	0.00%	\$ 214,430	\$ -	0.00%	\$ -
UTILITY REIMBURSEMENT	\$ 20,000	\$ -	0.00%	\$ 20,000	\$ -	0.00%	\$ -
CITY FUND BALANCE CONTRIBUTION	\$ 527,500	\$ -	0.00%	\$ 527,500	\$ -	0.00%	\$ -
TOTAL MISCELLANEOUS	\$ 2,838,673	\$ 31,912	1.12%	\$ 2,805,759	\$ 58,492	2.08%	\$ (26,580)
TOTAL GENERAL FUND REVENUES	\$ 63,829,824	\$ 1,418,423	2.22%	\$ 62,752,472	\$ 1,135,177	1.81%	\$ 283,246
SCHOOL REVENUES							
EDUCATION SUBSIDY	\$ 26,217,074	\$ 2,115,512	8.07%	\$ 25,851,656	\$ 2,081,925	8.05%	\$ 33,587
EDUCATION	\$ 717,415	\$ 4,927	0.69%	\$ 711,224	\$ 1,715	0.24%	\$ 3,212
SCHOOL FUND BALANCE CONTRIBUTION	\$ 970,862	\$ -	0.00%	\$ 877,296	\$ -	0.00%	\$ -
TOTAL SCHOOL	\$ 27,905,351	\$ 2,120,439	7.60%	\$ 27,440,176	\$ 2,083,640	7.59%	\$ 36,799
GRAND TOTAL REVENUES	\$ 91,735,175	\$ 3,538,863	3.86%	\$ 90,192,648	\$ 3,218,817	3.57%	\$ 320,046

CITY OF AUBURN, MAINE
EXPENDITURES - GENERAL FUND COMPARATIVE
THROUGH July 31, 2020 VS July 31, 2019

DEPARTMENT	FY 2021 BUDGET	Unaudited EXP THRU JULY 2020	% OF BUDGET	FY 2020 BUDGET	Unaudited EXP THRU JULY 2019	% OF BUDGET	VARIANCE
ADMINISTRATION							
MAYOR AND COUNCIL	\$ 99,000	\$ 1,050	1.06%	\$ 123,137	\$ 1,050	0.85%	\$ -
CITY MANAGER	\$ 776,095	\$ 52,733	6.79%	\$ 582,119	\$ 31,694	5.44%	\$ 21,039
CITY CLERK	\$ 216,946	\$ 23,054	10.63%	\$ 207,139	\$ 8,647	4.17%	\$ 14,407
FINANCIAL SERVICES	\$ 751,849	\$ 54,751	7.28%	\$ 734,597	\$ 46,552	6.34%	\$ 8,199
HUMAN RESOURCES	\$ 157,057	\$ 10,006	6.37%	\$ 153,182	\$ 8,070	5.27%	\$ 1,936
INFORMATION TECHNOLOGY	\$ 609,260	\$ 239,929	39.38%	\$ 713,729	\$ 13,734	1.92%	\$ 226,195
TOTAL ADMINISTRATION	\$ 2,610,207	\$ 381,523	14.62%	\$ 2,513,903	\$ 109,747	4.37%	\$ 271,776
COMMUNITY SERVICES							
ECONOMIC & COMMUNITY DEVELOPMENT	\$ 1,339,047	\$ 58,113	4.34%	\$ 1,333,724	\$ 75,836	5.69%	\$ (17,723)
HEALTH & SOCIAL SERVICES	\$ 199,282	\$ 9,279	4.66%	\$ 211,371	\$ 8,819	4.17%	\$ 460
RECREATION & SPORTS TOURISM	\$ 520,474	\$ 46,805	8.99%	\$ 448,575	\$ 21,900	4.88%	\$ 24,905
PUBLIC LIBRARY	\$ 1,031,533	\$ 92,347	8.95%	\$ 1,006,217	\$ 83,182	8.27%	\$ 9,165
TOTAL COMMUNITY SERVICES	\$ 3,090,336	\$ 206,544	6.68%	\$ 2,999,887	\$ 189,737	6.32%	\$ 16,807
FISCAL SERVICES							
DEBT SERVICE	\$ 7,577,735	\$ -	0.00%	\$ 7,334,690	\$ -	0.00%	\$ -
FACILITIES	\$ 667,494	\$ 154,023	23.07%	\$ 667,128	\$ 158,647	23.78%	\$ (4,624)
WORKERS COMPENSATION	\$ 641,910	\$ -	0.00%	\$ 637,910	\$ -	0.00%	\$ -
WAGES & BENEFITS	\$ 6,840,635	\$ 564,007	8.24%	\$ 6,797,826	\$ 481,921	7.09%	\$ 82,086
EMERGENCY RESERVE (10108062-670000)	\$ 461,230	\$ (2,500)	-0.54%	\$ 445,802	\$ -	0.00%	\$ (2,500)
TOTAL FISCAL SERVICES	\$ 16,189,004	\$ 715,530	4.42%	\$ 15,883,356	\$ 640,568	4.03%	\$ 74,962
PUBLIC SAFETY							
FIRE & EMS DEPARTMENT	\$ 5,302,131	\$ 353,754	6.67%	\$ 4,515,511	\$ 239,891	5.31%	\$ 113,863
FIRE EMS	\$ -	\$ -	-	\$ 695,751	\$ 31,610	4.54%	\$ (31,610)
POLICE DEPARTMENT	\$ 4,332,339	\$ 273,023	6.30%	\$ 4,275,323	\$ 238,322	5.57%	\$ 34,701
TOTAL PUBLIC SAFETY	\$ 9,634,470	\$ 626,777	6.51%	\$ 9,486,585	\$ 509,823	5.37%	\$ 116,954
PUBLIC WORKS							
PUBLIC WORKS DEPARTMENT	\$ 4,979,329	\$ 255,881	5.14%	\$ 4,836,798	\$ 220,085	4.55%	\$ 35,796
SOLID WASTE DISPOSAL*	\$ 1,051,318	\$ 1,994	0.19%	\$ 1,030,500	\$ 950	0.09%	\$ 1,044
WATER AND SEWER	\$ 792,716	\$ 195,301	24.64%	\$ 645,216	\$ 158,179	24.52%	\$ 37,122
TOTAL PUBLIC WORKS	\$ 6,823,363	\$ 453,176	6.64%	\$ 6,512,514	\$ 379,214	5.82%	\$ 73,962
INTERGOVERNMENTAL PROGRAMS							
AUBURN-LEWISTON AIRPORT	\$ 170,000	\$ 167,110	98.30%	\$ 191,000	\$ 189,200	99.06%	\$ (22,090)
E911 COMMUNICATION CENTER	\$ 1,134,304	\$ -	0.00%	\$ 1,134,304	\$ 283,576	25.00%	\$ (283,576)
LATC-PUBLIC TRANSIT	\$ 331,138	\$ -	0.00%	\$ 331,138	\$ -	0.00%	\$ -
ARTS & CULTURE AUBURN	\$ 10,000	\$ 10,000	-	\$ -	\$ -	-	\$ -
TAX SHARING	\$ 260,000	\$ -	0.00%	\$ 270,000	\$ -	0.00%	\$ -
TOTAL INTERGOVERNMENTAL	\$ 1,905,442	\$ 177,110	9.29%	\$ 1,926,442	\$ 472,776	24.54%	\$ (295,666)
COUNTY TAX							
TIF (10108058-580000)	\$ 2,629,938	\$ -	0.00%	\$ 2,482,721	\$ -	0.00%	\$ -
OVERLAY	\$ 3,049,803	\$ -	0.00%	\$ 3,049,803	\$ -	0.00%	\$ -
	\$ -	\$ -	-	\$ -	\$ -	-	\$ -
TOTAL CITY DEPARTMENTS	\$ 45,932,563	\$ 2,560,660	5.57%	\$ 44,855,211	\$ 2,301,865	5.13%	\$ 258,795
EDUCATION DEPARTMENT	\$ 45,802,612	\$ 1,116,228	2.44%	\$ 45,337,437	\$ 1,059,107	2.34%	\$ 57,121
TOTAL GENERAL FUND EXPENDITURES	\$ 91,735,175	\$ 3,676,888	4.01%	\$ 90,192,648	\$ 3,360,972	3.73%	\$ 315,916

**CITY OF AUBURN, MAINE
INVESTMENT SCHEDULE
AS OF July 31, 2020**

INVESTMENT		FUND	BALANCE July 31, 2020	BALANCE June 30, 2020	INTEREST RATE
ANDROSCOGGIN BANK	449	CAPITAL PROJECTS	\$ 2,817,405.15	\$ 2,815,175.41	1.00%
ANDROSCOGGIN BANK	502	SR-TIF	\$ 1,044,517.89	\$ 1,043,691.29	1.00%
ANDROSCOGGIN BANK	836	GENERAL FUND	\$ 6,162,179.98	\$ 5,877,029.68	1.00%
ANDROSCOGGIN BANK	801	WORKERS COMP	\$ 52,180.28	\$ 52,138.99	1.00%
ANDROSCOGGIN BANK	684	EMS CAPITAL RESERVE	\$ 187,605.28	\$ 187,456.83	1.00%
ANDROSCOGGIN BANK	414	INGERSOLL TURF FACILITY	\$ 225,270.74	\$ 225,092.47	1.00%
ANDROSCOGGIN BANK	0888	ELHS FUNDRAISING	\$ 60,639.56	\$ 60,591.57	1.00%
ANDROSCOGGIN BANK		ELHS CONSTRUCTION BAN	\$ 5,749,166.96	\$ 6,025,440.21	1.00%
ANDROSCOGGIN BANK	0627	ST LOUIS BELLS FUNDRAISING	\$ 15,268.01	\$ 15,255.93	1.00%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	2.00%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	2.15%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	2.30%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	2.60%
GRAND TOTAL			\$ 17,814,233.85	\$ 17,801,872.38	1.39%

EMS BILLING
SUMMARY OF ACTIVITY
July 1, 2020 - June 30, 2021
Report as of July 31, 2020

	Beginning	July 2020					Ending
	Balance 7/120	New Charges	Payments	Refunds	Adjustments	Write-Offs	Balance 7/31/2020
Bluecross	\$ 7,761.24	\$ 6,396.80	\$ (3,026.04)	\$ 78.90	\$ (1,360.51)		\$ 9,850.39
Medicare	\$ 100,256.01	\$ 169,046.60	\$ (69,649.66)		\$ (129,319.30)	\$ (22,794.71)	\$ 47,538.94
Medicaid	\$ 26,513.99	\$ 61,560.60	\$ (38,692.34)		\$ (9,552.89)		\$ 39,829.36
Other/Commercial	\$ 70,132.07	\$ 22,412.60	\$ (8,747.51)	\$ 8.31	\$ 8,029.21		\$ 91,834.68
Patient	\$ 91,716.15	\$ 8,521.20	\$ (10,238.32)		\$ 9,135.44		\$ 99,134.47
Worker's Comp	\$ -		\$ (762.00)		\$ 762.00		\$ -
TOTAL	\$ 296,379.46	\$ 267,937.80	\$ (131,115.87)	\$ 87.21	\$ (122,306.05)	\$ (22,794.71)	\$ 288,187.84

EMS BILLING
BREAKDOWN -TOTAL CHARGES
July 1, 20209 - June 30, 2021
Report as of July 31, 2020

	July 2020	Totals	% of Total
Bluecross	\$ 6,396.80	\$ 6,396.80	2.39%
Medicare	\$ 169,046.60	\$ 169,046.60	63.09%
Medicaid	\$ 61,560.60	\$ 61,560.60	22.98%
Other/Commercial	\$ 22,412.60	\$ 22,412.60	8.36%
Patient	\$ 8,521.20	\$ 8,521.20	3.18%
Worker's Comp	\$ -	\$ -	0.00%
TOTAL	\$ 267,937.80	\$ 267,937.80	100.00%

EMS BILLING
BREAKDOWN -TOTAL COUNT
July 1, 20209 - June 30, 2021
Report as of July 31, 2020

	July 2020	Totals	% of Total
Bluecross	7	7	2.02%
Medicare	215	215	61.96%
Medicaid	81	81	23.34%
Other/Commercial	33	33	9.51%
Patient	11	11	3.17%
Worker's Comp	0	0	0.00%
TOTAL	347	347	100.00%

**EMS BILLING
AGING REPORT
July 1, 2019 to June 30, 2020
Report as of June 30, 2020**

	Current		31-60		61-90		91-120		121+ days		Totals	
Bluecross	\$ 8,535.24	87%	\$ 686.40	7%	\$ 899.00	9%	\$ -	0%	\$ (270.25)	-3%	\$ 9,850.39	3.42%
Medicare	\$ 46,259.80	97%	\$ 889.20	2%	\$ -	0%	\$ 675.20	1%	\$ (285.26)	-1%	\$ 47,538.94	16.50%
Medicaid	\$ 33,166.85	83%	\$ 1,597.05	4%	\$ 1,831.60	5%	\$ 3,018.73	8%	\$ 215.13	1%	\$ 39,829.36	13.82%
Other/Commercial Patient	\$ 65,095.26	71%	\$ 9,205.68	10%	\$ 1,817.35	2%	\$ 3,419.40	4%	\$ 12,296.99	13%	\$ 91,834.68	31.87%
Worker's Comp	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.00%
TOTAL	\$ 184,579.65		\$ 34,284.42		\$ 20,099.66		\$ 20,157.96		\$ 29,066.15		\$ 288,187.84	
	64%		12%		7%		7%		10%		100%	100.00%

CITY OF AUBURN
SPECIAL REVENUE FUNDS REVENUE AND EXPENDITURES
As of July 31, 2021

	1902 Riverwatch	1905 Winter Festival	1910 Community Service	1913 Police Fitness Equipment	1914 Oak Hill Cemeteries	1915 Fire Training Building	1917 Wellness Grant	1926 Healthy Androscoggin	1928 Vending	1929 Fire Prevention	1930 211 Fairview	1931 Donations	2003 Byrne JAG	
Fund Balance 7/1/20	\$ 762,516.19	\$ (15,099.19)	\$ 5,928.63	\$ 4,769.53	\$ 33,010.94	\$ (20,657.32)	\$ 3,460.06	\$ 5,362.37	\$ (312.70)	\$ 4,791.12	\$ (566,303.71)	\$ 501.65	\$ 2,808.57	
Revenues FY21			\$ 3.00		\$ 400.00	\$ 1,050.00								
Expenditures FY21							\$ 89.97							
Fund Balance 7/31/2021	\$ 762,516.19	\$ (15,099.19)	\$ 5,931.63	\$ 4,769.53	\$ 33,410.94	\$ (19,607.32)	\$ 3,370.09	\$ 5,362.37	\$ (312.70)	\$ 4,791.12	\$ (566,303.71)	\$ 501.65	\$ 2,808.57	
	2005 MDOT	2006 PEACE	2008 Homeland Security	2010 State Drug Money	2013 OUI Grant	2014 Speed Grant	2019 Law Enforcement Training	2020 CDBG	2025 Community Cords	2030 Parking	2034 EDUL Underage Drink	2037 Bulletproof Vests	2038 Community Action Team	
Fund Balance 7/1/20	\$ 329,028.27	\$ 1,550.98	\$ (112,903.52)	\$ 1,681.39	\$ 3,066.05	\$ 2,752.59	\$ (10,738.25)	\$ 1,978,309.27	\$ 37,353.66	\$ (2,005.87)	\$ (2,685.00)	\$ 9,659.79	\$ 180.00	
Revenues FY21								\$ 3,129.32	\$ 501.60	\$ 5,545.00				
Expenditures FY21			\$ 67,126.81		\$ 147.41	\$ 1,386.79		\$ 117,233.03		\$ 2,688.22				
Fund Balance 7/31/2021	\$ 329,028.27	\$ 1,550.98	\$ (180,030.33)	\$ 1,681.39	\$ 2,918.64	\$ 1,365.80	\$ (10,738.25)	\$ 1,864,205.56	\$ 37,855.26	\$ 850.91	\$ (2,685.00)	\$ 9,659.79	\$ 180.00	
	2040 Great Falls TV	2041 Blanche Stevens	2044 Federal Drug Money	2045 Forest Management	2050 Project Lifesaver	2052 Nature Conservancy	2053 St Louis Bells	2054 EMS Transport Capital Reserve	2055 Work4ME- PAL	2056 Lake Auburn Neighborhood	2057 ASPCA Grant	2058 Barker Mills Greenway	2059 Distracted Driving	
Fund Balance 7/1/20	\$ 20,536.23	\$ 27,840.99	\$ 170,777.82	\$ 4,345.34	\$ 189.35	\$ 975.05	\$ 20,984.31	\$ 187,456.89	\$ (34,979.88)	\$ 125.00	\$ 800.00	\$ (2,597.43)	\$ 829.00	
Revenues FY21			\$ 1,363.34				\$ 900.00							
Expenditures FY21			\$ 26,174.00						\$ 1,002.66					
Fund Balance 7/31/2021	\$ 20,536.23	\$ 27,840.99	\$ 145,967.16	\$ 4,345.34	\$ 189.35	\$ 975.05	\$ 21,884.31	\$ 187,456.89	\$ (35,982.54)	\$ 125.00	\$ 800.00	\$ (2,597.43)	\$ 829.00	
	2061 150th Celebration	2062 Employee Store	2064 MDOT Sopers Mill Culvert	2065 State Bi- Centennial Parade	2067 Hometown Heros Banners	2068 Northern Borders Grant	2070 Leadercast	2100 ELHS Fundraising	2201 EDI Grant	2500 Parks & Recreation			Total Special Revenues	
Fund Balance 7/1/20	\$ 1,893.81	\$ 132.69	\$ (26,094.03)	\$ (1,124.00)	\$ 209.00	\$ 210,601.70	\$ (3,500.00)	\$ 1,061,591.57	\$ (1,484,407.18)	\$ 70,269.17			\$ 1,543,779.19	
Revenues FY21			\$ -	\$ -			\$ -	\$ 47.99		\$ 27,940.23			\$ 212,880.48	
Expenditures FY21					\$ -	\$ -				\$ 94,366.95			\$ 517,090.78	
Fund Balance 7/31/2021	\$ 1,893.81	\$ 132.69	\$ (26,094.03)	\$ (1,124.00)	\$ 209.00	\$ 210,601.70	\$ (3,500.00)	\$ 1,061,639.56	\$ (1,484,407.18)	\$ 3,842.45			\$ 1,239,568.89	
	2600 Tambrands II TIF 6	2600 Mall TIF 9	2600 Downtown TIF 10	2600 Auburn Industrial TIF 12	2600 Auburn Plaza TIF 13	2600 Auburn Plaza II TIF 14	2600 Webster School TIF 16	2600 Hartt Transport TIF 19	2600 62 Spring St TIF 20	2600 Minot Ave TIF 21	2600 48 Hampshire St TIF 22	2600 Auburn Memory Care Facility TIF 23	2600 Millbran TIF 24	Total Special Revenues
Fund Balance 7/1/20	\$ (161,839.95)	\$ 192,297.32	\$ (460,436.11)	\$ (388,767.54)	\$ 411,537.25	\$ (763,270.82)	\$ (0.01)	\$ 29,915.23	\$ 1,120.90	\$ 194.75	\$ -	\$ 147.27	\$ -	\$ 1,543,779.19
Revenues FY21													\$ 172,000.00	\$ 212,880.48
Expenditures FY21			\$ 192,884.59										\$ 13,990.35	\$ 517,090.78
Fund Balance 7/31/2021	\$ (161,839.95)	\$ 192,297.32	\$ (653,320.70)	\$ (388,767.54)	\$ 411,537.25	\$ (763,270.82)	\$ (0.01)	\$ 29,915.23	\$ 1,120.90	\$ 194.75	\$ -	\$ 147.27	\$ 158,009.65	\$ 1,239,568.89

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 July 31, 2020



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 July 31, 2020.

INGERSOLL TURF FACILITY

Statement of Net Assets:

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets as of July 31, 2020.

Current Assets:

As of the end of July 2020 the total current assets of Ingersoll Turf Facility were \$225,092. This consisted of cash and cash equivalents of \$225,092.

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 July 31, 20 was \$117,249.

Liabilities:

Ingersoll had accounts payable of \$549 and an interfund payable of \$14,934 as of July 31, 2020.

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 July 2020 are -\$1,515. This was a refund of revenue paid for rental that was not used. This revenue comes from the sponsorships, programs, rental income and batting cages.

The operating expenses for Ingersoll Turf Facility through July 2020 were \$8,530. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of July 31, 2020, Ingersoll has an operating loss of \$10,045.

As of July 31, 2020, Ingersoll has a decrease in net assets of \$10,045.

The budget to actual reports for revenue and expenditures, show the revenue for FY21 compared to FY20.

Statement of Net Assets
Ingersoll Turf Facility
July 31, 2020
Business-type Activities - Enterprise Fund

	July 31, 2020	June 30, 2020	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 225,092	\$ 225,092	\$ -
Interfund receivables/payables	\$ -	\$ -	-
Accounts receivable	-	-	-
Total current assets	225,092	225,092	-
Noncurrent assets:			
Capital assets:			
Buildings	672,279	672,279	-
Equipment	119,673	119,673	-
Land improvements	18,584	18,584	-
Less accumulated depreciation	(693,287)	(693,287)	(0)
Total noncurrent assets	117,249	117,249	(0)
Total assets	342,341	342,341	(0)
LIABILITIES			
Accounts payable	\$ 549	\$ 390	159
Interfund payable	\$ 14,934	\$ 5,048	9,886
Total liabilities	15,483	5,438	10,045
NET ASSETS			
Invested in capital assets	\$ 117,249	\$ 117,249	\$ (0)
Unrestricted	\$ 209,609	\$ 219,654	\$ (10,045)
Total net assets	\$ 326,858	\$ 336,903	\$ (10,045)

CITY OF AUBURN, MAINE
Statement of Revenues, Expenses and Changes in Net Assets
Ingersoll Turf Facility
Business-type Activities - Enterprise Funds
Statement of Activities
July 31, 2020

	Ingersoll Turf Facility
Operating revenues:	
Charges for services	\$ (1,515)
Operating expenses:	
Personnel	6,676
Supplies	-
Utilities	384
Repairs and maintenance	430
Rent	-
Depreciation	-
Capital expenses	-
Other expenses	1,040
Total operating expenses	8,530
Operating gain (loss)	(10,045)
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
Total nonoperating expense	-
Gain (Loss) before transfer	(10,045)
Transfers out	-
Change in net assets	(10,045)
Total net assets, July 1	336,903
Total net assets, July 31, 2020	\$ 326,858

CITY OF AUBURN, MAINE
REVENUES - INGERSOLL TURF FACILITY
Through July 31, 2020 compared to July 31, 2019

REVENUE SOURCE	FY 2021 BUDGET	ACTUAL REVENUES THRU JULY 2020	% OF BUDGET	FY 2020 BUDGET	ACTUAL REVENUES THRU JULY 2019	% OF BUDGET
CHARGE FOR SERVICES						
Sponsorship	\$ 25,000	\$ 500	2.00%	\$ 25,000	\$ 1,800	7.20%
Batting Cages	\$ 13,000	\$ -	0.00%	\$ 13,000	\$ -	0.00%
Programs	\$ 90,000	\$ -	0.00%	\$ 90,000	\$ 250	0.28%
Rental Income	\$ 102,000	\$ (2,015)	-1.98%	\$ 102,000	\$ -	0.00%
TOTAL CHARGE FOR SERVICES	\$ 230,000	\$ (1,515)	-0.66%	\$ 230,000	\$ 2,050	0.89%
INTEREST ON INVESTMENTS	\$ -	\$ -		\$ -	\$ -	
GRAND TOTAL REVENUES	\$ 230,000	\$ (1,515)	-0.66%	\$ 230,000	\$ 2,050	0.89%

CITY OF AUBURN, MAINE
EXPENDITURES - INGERSOLL TURF FACILITY
Through July 31, 2020 compared to July 31, 2019

DESCRIPTION	ACTUAL			ACTUAL			Difference
	FY 2021 BUDGET	EXPENDITURES THRU JULY 2020	% OF BUDGET	FY 2020 BUDGET	EXPENDITURES THRU JULY 2019	% OF BUDGET	
Salaries & Benefits	\$ 187,546	\$ 6,676	3.56%	\$ 149,331	\$ 2,618	1.75%	\$ 4,058
Purchased Services	\$ 14,450	\$ 1,470	10.17%	\$ 18,160	\$ 2,271	12.51%	\$ (801)
Programs	\$ 18,500	\$ -	0.00%	\$ 17,000	\$ -	0.00%	\$ -
Supplies	\$ 4,000	\$ -	0.00%	\$ 4,900	\$ -	0.00%	\$ -
Utilities	\$ 25,650	\$ 384	1.50%	\$ 25,100	\$ 494	1.97%	\$ (110)
Insurance Premiums	\$ -	\$ -		\$ -	\$ -		\$ -
Capital Outlay	\$ -	\$ -		\$ 11,000	\$ -	0.00%	\$ -
	\$ 250,146	\$ 8,530	3.41%	\$ 225,491	\$ 5,383	2.39%	\$ 3,147
GRAND TOTAL EXPENDITURES	\$ 250,146	\$ 8,530	3.41%	\$ 225,491	\$ 5,383	2.39%	\$ 3,147

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 July 31, 2020

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 July 31, 2020.

The Norway Savings Bank Arena report now includes a budget to actual comparison with last fiscal year for both revenues and expenditures.

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, June 30, 2020.

Current Assets:

As of the end of July 2020 the total current assets of Norway Savings Bank Arena were (\$1,506,757). These consisted of cash and cash equivalents of \$232,993, accounts receivable of \$77,037, and an interfund payable of \$1,816,787, which means that Norway owes the General Fund \$1,816,787 at the end of July.

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 July 31, 2020 were \$244,326.

Liabilities:

Norway Arena had accounts payable of \$7,620 as of July 31, 2020.

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 July 2020 are \$45,133. 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 July 2020 were \$36,649. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of July 2020 Norway Arena has an operating gain of \$8,484, compared to the July 2019 operating loss of \$25,480.

As of July 31, 2020, Norway Arena has a increase in net assets of \$8,484.

The budget to actual reports for revenue and expenditures, with comparison to the same period last year show that revenue for FY21 is \$32,397 more than in FY20 and expenditures in FY21 are \$43,435 less than last year in July.

CITY OF AUBURN, MAINE
Statement of Net Assets
Norway Savings Bank Arena
May 31, 2020
Business-type Activities - Enterprise Fund

	July 31, 2020	June 30, 2020	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 232,993	\$ 232,993	\$ -
Interfund receivables	\$ (1,816,787)	\$ (1,655,302)	\$ (161,485)
Prepaid Rent	\$ -	\$ -	\$ -
Accounts receivable	77,037	60,037	\$ 17,000
Total current assets	(1,506,757)	(1,362,272)	(144,485)
Noncurrent assets:			
Capital assets:			
Buildings	58,223	58,223	-
Equipment	514,999	514,999	-
Land improvements	-	-	-
Less accumulated depreciation	(328,896)	(328,896)	-
Total noncurrent assets	244,326	244,326	-
Total assets	(1,262,431)	(1,117,946)	(144,485)
LIABILITIES			
Accounts payable	\$ 7,620	\$ 11,674	\$ (4,054)
Net OPEB liability	\$ 67,511	\$ 57,839	\$ 9,672
Net pension liability	57,636	57,636	-
Total liabilities	132,767	127,149	5,618
NET ASSETS			
Invested in capital assets	\$ 244,326	\$ 244,326	-
Unrestricted	\$ (1,639,524)	\$ (1,489,421)	\$ (150,103)
Total net assets	\$ (1,395,198)	\$ (1,245,095)	\$ (150,103)

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
May 31, 2020

	Norway Savings Arena
Operating revenues:	
Charges for services	\$ 45,133
Operating expenses:	
Personnel	\$ 16,331
Supplies	\$ 7,145
Utilities	\$ 13,173
Repairs and maintenance	\$ -
Insurance Premium	
Depreciation	
Capital expenses	
Other expenses	
Total operating expenses	36,649
Operating gain (loss)	8,484
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	
Total nonoperating expense	-
Gain (Loss) before transfer	8,484
Transfers out	-
Change in net assets	8,484
Total net assets, July 1	(1,403,682)
Total net assets, July 31, 2020	\$ (1,395,198)

CITY OF AUBURN, MAINE
REVENUES - NORWAY SAVINGS BANK ARENA
Through July 31, 2020 compared to July 31, 2019

REVENUE SOURCE	FY 2021 BUDGET	ACTUAL REVENUES THRU JULY 2020	% OF BUDGET	FY 2020 BUDGET	ACTUAL REVENUES THRU JULY 2019	% OF BUDGET	VARIANCE
CHARGE FOR SERVICES							
Concussions	\$ 16,500	\$ -	0.00%	\$ 16,500	\$ 1,500	9.09%	\$ (1,500)
Skate Rentals	\$ 7,500	\$ -	0.00%	\$ 7,500	\$ -	0.00%	\$ -
Pepsi Vending Machines	\$ 3,000	\$ -	0.00%	\$ 3,000	\$ 89	2.97%	\$ (89)
Games Vending Machines	\$ 3,000	\$ -	0.00%	\$ 3,000	\$ -	0.00%	\$ -
Vending Food	\$ 3,000	\$ -	0.00%	\$ 3,000	\$ 63	2.10%	\$ (63)
Sponsorships	\$ 230,000	\$ 20,000	8.70%	\$ 230,000	\$ 2,000	0.87%	\$ 18,000
Pro Shop	\$ 7,000	\$ 468	6.69%	\$ 7,000	\$ -	0.00%	\$ 468
Programs	\$ 27,500	\$ 485	1.76%	\$ 27,500	\$ 405	1.47%	\$ 80
Rental Income	\$ 744,000	\$ 22,180	2.98%	\$ 744,000	\$ 1,760	0.24%	\$ 20,420
Camps/Clinics	\$ 50,000	\$ 2,000	4.00%	\$ 50,000	\$ 6,580	13.16%	\$ (4,580)
Tournaments	\$ 55,000	\$ -	0.00%	\$ 55,000	\$ -	0.00%	\$ -
TOTAL CHARGE FOR SERVICES	\$ 1,146,500	\$ 45,133	3.94%	\$ 1,146,500	\$ 12,397	1.08%	\$ 32,736

CITY OF AUBURN, MAINE
EXPENDITURES - NORWAY SAVINGS BANK ARENA
Through July 31, 2020 compared to July 31, 2019

DESCRIPTION	FY 2021 BUDGET	ACTUAL		FY 2020 BUDGET	ACTUAL		VARIANCE
		EXPENDITURES THRU JULY 2020	% OF BUDGET		EXPENDITURES THRU JULY 2019	% OF BUDGET	
Salaries & Benefits	\$ 328,913	\$ 16,331	4.97%	\$ 347,736	\$ 12,760	3.67%	\$ 3,571
Purchased Services	\$ 120,000	\$ 1,008	0.84%	\$ 49,500	\$ 3,571	7.21%	\$ (2,563)
Supplies	\$ 83,000	\$ 6,137	7.39%	\$ 68,150	\$ 11,416	16.75%	\$ (5,279)
Utilities	\$ 244,650	\$ 13,173	5.38%	\$ 238,000	\$ 10,130	4.26%	\$ 3,043
Capital Outlay	\$ 50,000	\$ -	0.00%	\$ 15,000	\$ -	0.00%	\$ -
Rent		\$ -		\$ -	\$ 42,207		\$ (42,207)
	\$ 826,563	\$ 36,649	4.43%	\$ 718,386	\$ 80,084	11.15%	\$ (43,435)
GRAND TOTAL EXPENDITURES	\$ 826,563	\$ 36,649	4.43%	\$ 718,386	\$ 80,084	11.15%	\$ (43,435)



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: August 17, 2020

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: August 17, 2020

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: August 17, 2020

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.