



**City Council Workshop & Meeting
November 16, 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 11) 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. Downtown Housing Inventory & Scoring Model – Eric Cousens and Rosemary Mosher (15 minutes)
- B. CDBG Grant Amendment Review – Zachary Lenhert (15 minutes)
- C. Veteran Relocation and Development Incentive Program – Mayor Jason Levesque (15 minutes)
- D. Executive Session – Legal consultation, pursuant to 1 M.R.S.A. Sec. 405(6)(E)
- E. Executive Session – Legal consultation, pursuant to 1 M.R.S.A. Sec. 405(6)(E)

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

Pledge of Allegiance

- I. **Consent Items** – None
- II. **Minutes**
 - October 26, 2020 Special Council Meeting
 - November 2, 2020 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
 - Safe Voices Presentation
 - Council Communications (about and to the community)
- IV. **Open Session** – *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda.*
- V. **Unfinished Business**
 - 1. **Ordinance 10-11022020**

Adopting the proposed amendments to Chapter 12, Article IV – Housing Code, Division 1 – Generally, Section 12-146, Section and 12-226 of the Ordinances of the City of Auburn. Public hearing and second reading.

VI. New Business

1. Order 127-11162020

Requiring masks and physical distancing during all City Council meetings.

2. Order 128-11162020

Placing remaining proceeds from the sale of city-owned property #217-028-000-000 located at 5 Sprucewood Road in a special purpose fund for repair or remediation of blighted or abandoned properties within the downtown Auburn area.

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

VIII. Reports (from sub-committees to Council)

- a. Mayor’s Report
- b. City Councilors’ Reports
- c. City Manager Report
- d. Jill Eastman, Finance Director – October 2020 Monthly Finance Report

IX. Executive Session

X. Adjournment



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: November 16, 2020

Author: Eric Cousens / Rosemary Mosher

Subject: Downtown Inventory & Scoring Model

Information: City staff are working on a photo-based inventory of downtown housing characteristics.

The inventory utilizes photos and a survey form, put together from CDBG Housing Rehabilitation Standards with additional input from multiple city departments. We hope that this project will provide a low-cost way to conduct field surveys and can be expanded in the future.

Once complete, staff will put together a scoring model that will allow us to visualize and explore the data both visually and in map-based formats and to combine this data with those data from other city systems – for example, code complaints, building permits, PD, FD, etc. The data will be summarized and published in a way that will provide meaningful information to staff and council, while remaining respectful of individual properties.

City Budgetary Impacts: Staff time and less than \$1,000 for equipment.

Staff Recommended Action:

Continue project with presentation of results to council in approximately 6-8 weeks.

Previous Meetings and History:

n/a

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:

Survey Questions (AuburnQuestions.pdf)

| Question Text | Options |
|---|---|
| Is there a Structure on the Property? | Yes, No, Unknown |
| Foundation Condition? | Well Maintained, Needs Minor/Moderate Repair, Needs Major Repair, Unknown |
| Condition of Stairs, Rails, Porches? | Well Maintained, Needs Minor/Moderate Repair, Needs Major Repair, Unknown |
| Condition of Roof? | Well Maintained, Needs Minor/Moderate Repair, Needs Major Repair, Unknown |
| Condition of Gutters, Downspouts | Well Maintained, Needs Minor/Moderate Repair, Needs Major Repair, Unknown |
| Structural condition of exterior (siding intact and weatherproof) | Well Maintained, Needs Minor/Moderate Repair, Needs Major Repair, Unknown |
| Exterior paint condition | Well Maintained, Needs Minor/Moderate Repair, Needs Major Repair, Unknown |
| Are there boarded windows/doors? | Yes, No, Unknown |
| Are there broken windows? | Yes, No, Unknown |
| Are house numbers clearly displayed? | Yes, No, Unknown |
| Appears to be vacant? | Yes, No, Unknown |
| Are there detached, secondary structures (garage/barn, etc.) | Yes, No, Unknown |
| General condition of secondary structures | Well Maintained, Needs Minor/Moderate Repair, Needs Major Repair, Unknown |
| Is there fencing visible? | Yes, No, Unknown |
| Condition of fencing | Well Maintained, Needs Minor/Moderate Repair, Needs Major Repair, Unknown |
| Is the lot overgrown? | Yes, No, Unknown |
| Condition of trees and shrubs? | Well Maintained, Needs Minor/Moderate Repair, Needs Major Repair, Unknown |
| Is there graffiti? | Yes, No, Unknown |
| Are there any junk vehicles visible? | Yes, No, Unknown |
| Is there trash visible (other than ready for pick-up) | Yes, No, Unknown |
| Condition of walkways and driveways | Well Maintained, Needs Minor/Moderate Repair, Needs Major Repair, Unknown |
| Additional Notes | |
| Survey by | |



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: November 16, 2020

Author: Zachary Lenhert

Subject: CDBG-CV Annual Action Plan amendment

Information: The Coronavirus Aid, Relief and Economic Security Act (CARES Act) (Public Law makes available \$5 billion in supplemental Community Development Block Grant (CDBG) funding for grants to prevent, prepare for, and respond to coronavirus (CDBG-CV grants). Funds have been released in multiple rounds, Auburn received \$334,985 in round 1 and an additional \$137,932 in round 3. Incorporating the next round of funding into the Action Plan requires an amendment to the plan.

The proposed amendment allocates additional funds to Food Security programs, Public Service programs, and administrative allowances.

City Budgetary Impacts: None

Staff Recommended Action: Review amended CDBG-CV amendment to the PY2019 Annual Action Plan and offer comments

Previous Meetings and History: April 27, 2020 Council Workshop
May 4, 2020 Council Meeting

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: CDBG-CV Budget amendments



City of Auburn, Maine

Community Development

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6600

Proposed Amendment to PY2019 Annual Action Plan

In the first round of funding provided by the CARES Act through HUD provided a \$334,985 allocation of CDBG funds to the City of Auburn. The Citizen’s Advisory Committee identified areas of need where CDBG funds could have the greatest impact to residents and small businesses. HUD is releasing a third round of CARES Act funds and Auburn is to receive an additional \$137,932.

A summary of the programs to be offered is provided below. The Auburn Citizen’s Advisory Committee reviewed the amendment at the November 10th meeting and recommended approval.

| Program | Description | Allocation_Rd1 | Allocation_Rd3 | Total CARES Act |
|----------------------|---|------------------|------------------|------------------|
| Food Security | Senior Center Kitchen, PAL Center, Farmer Market vouchers for low/mod. | \$134,985 | \$65,000 | \$199,985 |
| Public Service | Grants to local public services responding to pandemic | \$50,000 | \$42,000 | \$92,000 |
| Economic Development | Grants to low/mod microenterprises affected by pandemic-targeted to gaps in PPP | \$100,000 | | \$100,000 |
| Administration | Salary and benefits of staff performing general admin duties related to CARES Act funds | \$50,000 | \$30,932 | \$80,932 |
| | Total | \$334,985 | \$137,932 | \$472,917 |

The Food Security Program is designed to increase Auburn’s capacity to provide food to its most vulnerable residents who have been affected by the COVID-19 pandemic.

The Small Business and Microenterprise Assistance Programs will make forgivable loans available for microenterprise and economic development programs.

Public Service Assistance Program will make grants available to nonprofit public service providers that have experienced unexpected costs due to their pandemic response.

The income limits associated with microenterprise assistance and job creation/retention by businesses utilizing the programs are noted below:

| 2020 Income Limits – Auburn | | | | | | | | |
|-----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| AMI by Household Size | | | | | | | | |
| # in household | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 80% AMI | \$39,150 | \$44,750 | \$50,350 | \$55,900 | \$60,400 | \$64,850 | \$69,350 | \$73,800 |



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Summary of Available CDBG-CV Assistance

www.auburnmaine.gov

Food Security Program – The City intends to make an additional \$65k of CDBG-CV funds available to increase its capacity to provide food to its most vulnerable residents who have been affected by the COVID-19 pandemic. The Senior Community Center, in coordination with the PAL Center, have been preparing and distributing meals to residents in need during this crisis. Previous funds have gone towards expanding refrigeration capacity at the Senior Community Center. Additional funds will be designated for increased refrigeration capacity and back-up generator for the PAL Center which is also distributing food. Funds have also been used to provide vouchers for the Farmer’s Market to income eligible households and to pay for salaries of staff running the food distribution program.

Small Business and Microenterprise Assistance – The City originally allocated \$100,000 of CDBG-CV funds available to provide forgivable loans to Auburn small businesses and microenterprises that have been affect by the COVID-19 pandemic. To date, \$27,500 in forgivable loans has been approved, \$72,500 remains available. No additional funds are being proposed for Economic Development. The programs provide needed working capital, operating expenses, and equipment costs to Auburn businesses who have experienced income losses or additional expenses due to a widespread emergency. Businesses or microenterprises must create or retain at least one job made available to low- to moderate-income individuals to be eligible. Assistance may not duplicate funds received through other federal, state, or local programs, such as the Payroll Protection Program.

Public Service Assistance Program – The City intends to make an additional \$42,000 of CDBG-CV funds available to provide funds to eligible public service providers who have been affected by the COVID-19 pandemic. The program will assist essential public service providers to cover expenses of pandemic related costs. Eligible costs include but are not limited to purchase of PPE, equipment purchases, payroll of extra staff, etc. Current funds have been designated for planned services provided by Auburn Rec department.

Administration – The City intends to make an additional \$30,932 of CDBG-CV funds available to cover costs related to administration of CDBG-CV funds. Costs would include salary and benefits of staff performing general admin duties related to CDBG-CV funds, as well as commercial underwriting fees and other external admin costs.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: November 16, 2020

Author: Phil Crowell, City Manager

Subject: Veteran relocation and development incentive program

Information: Mayor Jason Levesque has requested the City of Auburn explore veteran incentive options for building a home / business in Auburn. With Auburn having been nationally recognized by LendEDU as one of the most affordable cities for veteran homebuyers. Full study here: <https://lendedu.com/blog/most-affordable-cities-for-veteran-homebuyers/>. The question was raised as to what more can be done for our veterans and at the same time encourage growth in Auburn.

The study analyzed the most up-to-date data on over 25,000 American cities, they first found the 1,000 cities that have the highest proportions of veterans and active military members within their populations. Those 1,000 cities were then ranked according to each one's percentage of homes where the mortgage costs 30% or more of the household income. A lower percentage was more favorable.

Specifically, 8.17% of Auburn's population is comprised of veterans and active military members, and only 25.41% of the houses in Auburn have a mortgage that costs 30% or more of the household income.

These numbers ranked Auburn #456 in the country and #2 in Maine.

Possible incentives would include:

- Residential Construction- A Veteran*, or contractor on behalf of a Veteran, pulling permitting for new construction or rehabilitation of existing property will have all fees waived/reimbursed at time of permit approval. This applies to single family and up to three-unit multifamily buildings.
- Commercial Construction - A Veteran owned business* or contractor working under contract for a Veteran owned business*, pulling permitting for new construction or rehabilitation of existing property will have 50% of fees waived/reimbursed at time of permit approval.

*Veterans-Honorably discharged from federal service, must present DD-214 to Economic and Community Development office for fees to be waived.

**Veteran owned business as defined by the SBA being a corporation in which 51% of the shares of the company are owned by a Veteran.

City Budgetary Impacts: Reduction in revenue from permit fees

Staff Recommended Action:



Council discuss and decide if you would like staff to present an order to proceed. Staff will also provide you with estimated impacts to revenue.

Previous Meetings and History:

n/a

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments:



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: November 16, 2020

Subject: Executive Session

Information: Legal consultation, pursuant to 1 M.R.S.A. Section 405(6) (E).

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**

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

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

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

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

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

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

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

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

Mayor Levesque called the meeting to order at 5:00 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. All Councilors were present.

I. New Business - Charter Review Process

Sec. 2.8. - Review of Charter and ordinances.

The city council shall provide for the review of the city's Charter and ordinances in their entirety at least once every 15 years.

The purpose of this Special City Council meeting is for Council to review the Charter section by section and make proposed changes. There should be no substantial changes made during this process. Any proposed changes voted on during this process will be reviewed by the City Attorney. If proposed changes are to be made, Council will follow the process of making a motion, a second, and a vote on the proposed change. Proposed changes will only move the suggested change to the City Attorney for legal review. Once the legal review is complete, the slate of proposed changes will be voted on in its entirety in form of an Order. If approved, any proposed changes will have to go before voters at an upcoming election.

Motion was made by Councilor Gerry and seconded by Councilor Carrier to add under Article I., section 1.4 Naming.

The only allowable names of the City are Auburn and the City of Auburn. As of adoption, there will be no official use of a moniker though from time to time a moniker may be approved by the City Council for use in advertising or marketing initiatives. As of adoption, the only approved slogan is "No Steps Backward" in either Latin or English though from time to time, a slogan may be approved by the City Council for use in advertising or marketing initiatives.

Passage 7-0.

Motion was made by Councilor Lasagna and seconded by Councilor Walker to add under Article II., section 2.4 Meetings, the following:

In the event of a declared City emergency, meetings may be held remotely.

Passage 7-0.

Article V., Nominations and Elections

Motion was made by Councilor Boss and seconded by Councilor Lasagna to direct staff to conduct research on other Maine municipalities that have staggered terms for their City Council.

Passage 4-3 (Councilors Walker, Milks, and Gerry opposed).

Motion was made by Councilor MacLeod and seconded by Councilor Gerry to amend by adding that all elected positions are capped at 6 consecutive years in the same elected position.

Passage 4-3 (Councilors Walker, Lasagna, and Carrier opposed).

Article VIII., Financial Management, Sec. 8.2 Submission of budget and budget message.

Motion was made by Councilor Lasagna and seconded by Councilor Carrier to request that staff research a biennial budget to also include a supplemental annual budget.

Passage 5-2 (Councilors Walker and Gerry opposed).

Motion was made by Councilor Gerry and seconded by Councilor MacLeod that the first draft of the budget be printed and distributed to the City Council by March 1st of each year.

Failed 1-5-1 (Councilors Boss, Milks, Lasagna, MacLeod, and Carrier opposed, and Councilor Walker abstained).

Motion was made by Councilor Carrier and seconded by Councilor Milks to include under Article VIII., section 8.3 that the School Committee Chair and Superintendent be part of the Manager's Budget Message.

Motion failed 0-7.

Motion was made by Councilor Carrier and seconded by Councilor Gerry to direct staff to review Article VIII., Financial Management with the School Superintendent to make recommendations back before the City Council as expectations of the School Committee would fall in compliance with the City.

Passage 7-0.

Article VIII., Financial Management, Sec. 8.12 Emergency reserve fund (b)

Motion was made by Councilor Milks and seconded by Councilor Gerry to direct staff to look further into considering that the emergency reserve fund shall be maintained annually in an amount equal to at least one-half of one percent (0.5%) of the total amount to be appropriated for all purposes of the current fiscal year and in addition to being in alignment with Gap, that we assess the impact of any changes we make with Standards, Poor, & Moody.

Passage 7-0.

II. Adjournment

Motion was made by Councilor Walker and seconded by Councilor Milks to adjourn. Unanimously approved, adjourned at 7:44 PM.

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ATTEST *Susan Clements-Dallaire*

Susan Clements-Dallaire, City Clerk

Mayor Levesque called the meeting to order at 7:12 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. Councilor Walker had an excused absence. All other Councilors were present.

I. Consent Items – None

II. Minutes – October 19, 2020 Regular Council Meeting

Councilor MacLeod wanted to make a correction under the Executive Session on Labor negotiations, pursuant to 1 M.R.S.A. Sec. 405(6)(D). The minutes did not reflect the Councilors that made the motion and second (Councilor Walker made the motion and Councilor Carrier seconded the motion).

Motion was made by Councilor Milks and seconded by Councilor Boss to approve the minutes of the October 19, 2020 Regular Council meeting with corrections. Passage 7-0.

III. Communications, Presentations and Recognitions

- Communication – Letter to the City Council
- Covid-19 Update – Phil Crowell
- Council Communications (about and to the community)
 - Mayor Levesque – congratulations on the successful Hello-ween event and Auburn drive-in movies that took place. He encouraged all to vote tomorrow, Election Day.
 - Councilor MacLeod – LATC is offering fare free bus rides tomorrow
 - Councilor Boss – encouraged all to vote

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

V. Unfinished Business

1. Ordinance 07-10192020

Amending Appendix A (fee schedule) for delegated reviews of traffic stormwater and site location of development permits as proposed by staff. Public hearing and second reading.

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

Public hearing – no one from the public spoke.

Passage 6-0. A roll call vote was taken.

VI. New Business

1. Ordinance 08-11022020

Adopting the proposed amendments to Chapter 14, Article XVIII – Adult Use and Medical Marijuana Businesses, Section 14-656, Section 14-658 and Section 14-659 of the Ordinances of the City of Auburn.

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

Public comment – no one from the public spoke.

Passage 6-0. A roll call vote was taken.

2. **Ordinance 09-11022020**

Adopting the proposed amendments to Chapter 60, Article IX – Home Occupation Regulations, Section 60-738 of the Ordinances of the City.

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

Public comment – no one from the public spoke.

Passage 5-1 (Councilor Gerry opposed). A roll call vote was taken.

3. **Ordinance 10-11022020**

Adopting the proposed amendments to Chapter 12, Article IV – Housing Code, Division 1 – Generally, Section 12-146, Section and 12-226 of the Ordinances of the City of Auburn.

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

Public comment – no one from the public spoke.

Passage 6-0. A roll call vote was taken.

4. **Order 125-11022020**

Adopting the Lake Auburn Impact Study RFP (Request for Proposal).

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

Public comment – no one from the public spoke.

Motion was made by Councilor Gerry and seconded by Councilor MacLeod to amend by adding to 8. Scope of Work and Deliverables, D. Final Report Outcomes, sub-section (1) to read as follows:

Compare identified options in all three categories and make holistic recommendations *to the City Council* on bundled improvements.

Passage 6-0.

Passage on the order as amended 6-0.

5. **Order 126-11022020**

Appointing members to serve on the Comprehensive Plan Committee.

Motion was made by Councilor Boss and seconded by Councilor Carrier.

The Mayor opened it up for nominations. There were four applicants and 3 open positions.

Motion was made by Councilor Gerry and seconded by Councilor Carrier to nominate Jonathan LaBontè.

Motion was made by Councilor Boss and seconded by Councilor MacLeod to nominate Jeremiah Bartlett.

Motion was made by Councilor Milks and seconded by Councilor Carrier to nominate Dan Bilodeau.

There were no other nominations.

Passage on the appointment of Jonathan LaBontè 5-1 (Councilor Lasagna opposed).

Passage on the appointment of Jeremiah Bartlett 6-0.

Passage on the appointment of Dan Bilodeau 6-0.

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

VIII. Reports (from sub-committees to Council)

Mayor Levesque - encouraged everyone to vote tomorrow

Councilor Boss - no report

Councilor Milks - no report

Councilor Lasagna - reported on the School Building Committee

Councilor MacLeod - no report

Councilor Gerry - the city is offering free rides to the polls tomorrow, one vehicle is handicap accessible

Councilor Carrier – the Airport Board will be meeting Thursday at 5:30 PM at the Airport, and the School Committee will be meeting on Wednesday evening.

City Manager Crowell – thanked staff and the volunteers that have been preparing for the election. Volunteers have been coming in daily to assist. He added that staff is well prepared for election day. He encouraged residents to check out our Elections Hub on our website. He added that anyone needing transportation to the polls should contact Public Works.

IX. Executive Session – None

X. Adjournment

Motion was made by Councilor Boss and seconded by Councilor MacLeod to adjourn.
Unanimously approved, adjourned at 7:59 PM.

A TRUE COPY

ATTEST



Susan Clements-Dallaire, City Clerk



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: November 2, 2020

Ordinance: 10-11022020

Author: Eric J. Cousens, Interim Director of Economic and Community Development

Subject: Housing Ordinance Amendment

Information: Over time we have asked the Council to make changes to our Housing Code to better address conditions that are detrimental to residents and the community. Some changes have been made while others have been seen as too far reaching. Staff is recommending some basic changes that will improve our ability to address blight and ensure a safe housing stock, which will also expand access to our CDBG Spot Rehab funds. A poorly maintained building impacts the decisions of abutting property owners and reduces investment in surrounding properties. Poor housing quality makes it harder to attract residents to the area which further reduces market competition and demand for a particular neighborhood. Likewise, a poorly managed building that allows for trash and debris problems, nuisance noise and/or pervasive criminal activity affects the behavior of other residents and can become more widespread in a neighborhood, with impacts that are similar to a poorly maintained building. Generally, a poorly maintained building in a neighborhood is also a poorly managed building. When we address a code complaint, we often see only a portion of a building or the exterior based on the complaint and ensure the specific issue is corrected. Staff is attempting to be more targeted and holistic in our approach to stopping the spread of blight and improve the overall quality of life in targeted areas by looking at three criteria and targeting more intensive whole building inspections at properties that meet two or more of the following criteria: 1. Multiple verified Code Complaints in the last 12 months; 2. Exterior evidence of blight and/or a lack of maintenance; and 3. Higher than average emergency call volumes at a property. We will also target financial resources to properties that need the investment with our Spot Rehab Program if property owners are willing to work towards improvements. Making it known that we are targeting our approach to better address to address blight, ensure a safe housing stock and maintain high quality of life in our downtown neighborhoods will help achieve Strategic Plan Growth Goal 5, page 11 and page 24. The proposed changes will allow staff to better address the condition of buildings that contribute to blight and ensure safe housing.

City Budgetary Impacts: None. Improved housing conditions with more effective ordinance to address blight and deterioration as well as expanded access to our Spot Rehab Program.

Staff Recommended Action: Passed first reading on 11-2-2020. Hold public hearing and approval of second reading on November 16, 2020.

Previous Meetings and History: Workshop October 19, 2020 and passage of first reading on 11-2-2020.

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: Ordinance amendment proposal and Ordinance.

ARTICLE IV. - HOUSING CODE

DIVISION 1. - GENERALLY

Sec. 12-145. - Purpose.

The purpose of this article is to establish minimum standards for all dwellings and property incident thereto in the city to insure safety, health, and public welfare through the proper construction, maintenance, and use thereof.

(Code 1967, § 20-A(1.1); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-146. - Definitions and rules of construction.

- (a) The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Basement means that portion of a building below the first floor joists having at least one-half of its clear ceiling height above the main level of the adjacent ground.

Chief of police means the legally designated head of the police department of the city or his authorized representative.

Dwelling or *dwelling unit* means a building or portion thereof arranged or designed to provide living facilities for one or more families.

Dwelling unit means a room or group of rooms located within a building and forming a single habitable unit, physically separated from any other rooms or dwelling units which may be in the same structure, with facilities which are used or intended to be used for independent living, sleeping, cooking and eating purposes. Dwelling units available for rental or occupancy for periods of less than one week shall be considered boarding/lodging units.

Extermination means the control and elimination of insects, rodents, or other pests by eliminating their harborage places; by removing or making inaccessible materials that may serve as their food; by poisoning, spraying, fumigating, trapping; or by any other recognized and legal pest elimination methods approved by the health officer.

Fire chief means the legally designated head of the fire department of the city or his authorized representative.

Garbage means the animal and vegetable waste resulting from the handling, preparation, cooking, and consumption of food.

Habitable room means a room or enclosed floor space used or intended to be used for living, sleeping, cooking or eating purposes ~~excluding~~ excluding bathrooms, water closet compartments, laundries, pantries, game rooms, foyers or communicating corridors and permanent built-in closets and storage spaces.

Health officer means the legally designated health authority of the city or his authorized representative.

Infestation means the presence or evidence of the presence within or around a dwelling, of any insects, rodents, or other pests.

Manufactured housing means a structural unit or units designed for occupancy, and constructed in a manufacturing facility and then transported by the use of its own chassis, or placed on an independent chassis, to a building site, the term includes any type of building which is constructed at a manufacturing facility and then transported to a building site where it is utilized for housing and may be purchased or sold by a dealer in the interim. Manufactured housing shall include newer mobile homes and modular homes as defined in city zoning regulations.

Mobile homes, older, means any factory-built home that fails to meet the definition of manufactured housing and more specifically, any mobile home constructed prior to June 15, 1976. These units shall be restricted to location in approved mobile home parks.

Mobile home park means a parcel of land under single ownership in rural residence, suburban residence and cluster development districts that has been planned and improved for the placement of not less than three mobile homes for non-transient use.

Multiple dwelling means any dwelling containing more than three dwelling units.

Occupant means any person over one year of age, living, sleeping, cooking, or eating in, or having actual possession of, a dwelling unit or rooming unit.

Operator means any person, who has charge, care or control of a building or part thereof, in which dwelling units or rooming units are rented or let or of an area where spaces are rented or let for mobile homes.

Owner means any person who, alone or jointly or severally with others, has legal title to any dwelling or dwelling unit, with or without accompanying actual possession thereof, or has charge, care or control of any dwelling or dwelling unit, as owner or agent of the owner, or an executor, executrix, administrator, administratrix, trustee, or guardian of the estate of owner. Any such person thus representing the actual owner shall be bound to comply with the provisions of this chapter to the same extent as if he were the owner.

Paint stabilization means repairing any physical defect in the substrate of a painted surface that is causing paint deterioration, removing loose paint and other material from the surface to be treated, and applying a new protective coating or paint to the affected areas.

Plumbing means all of the following supplied facilities and equipment: gas pipes, gas-burning equipment, water pipes, garbage disposal units, waste pipes, water closets, sinks, installed dishwasher, lavatories, bathtubs, shower baths, installed clothes washing machines, catch basins, drains, vents, and any other similar supplied fixtures, together with all connections to water, sewer or gas lines.

Rooming house means any dwelling, or that part of any dwelling, containing one or more rooming units, in which space is let by the owner or operator to four or more persons who are not husband or wife, son or daughter, mother or father, or sister or brother of the owner or operator.

Rooming unit means any room or group of rooms forming a single habitable unit used or intended to be used for living, and sleeping, but not for cooking or eating purposes.

Rubbish means combustible and non-combustible waste materials except garbage, including, without limitation, residue from the burning of wood, coal, coke, or other combustible material, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral matter, glass, crockery, dust and others.

Structural elements means all of the following components of a structure, including but not limited to: foundation, framing, sheathing, siding, roofing material, windows, doors, trim, eaves, porches, stairs, railings, guards; and interior surfaces such as sheetrock, plaster, ceiling tiles, ~~and~~ countertops, and floors.

Summer camps means seasonal dwelling units intended for and actually used for single-family dwellings only during the months of May, June, July, August, September and October or weekends or other periods of vacations but not to exceed 30 days.

Supplied means paid for, furnished, installed or provided by or under the control of the owner or operator.

Temporary housing means any tent, trailer, or other structure used for human shelter that is designed to be transportable and which is not attached to the ground, to another structure, or to any utilities system on the same premises for more than 30 consecutive days.

- (b) Whenever the words "dwelling," "dwelling unit," "lodging house," "rooming unit," or "premises" are used in this article, they shall be construed as though they were followed by the words "or any part thereof."

(Code 1967, § 20-A(art. V); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013; Ord. No. 02-02222016, 3-7-2016)

Sec. 12-147. - Compliance required.

- (a) No dwelling or dwelling unit shall be deemed to conform with the requirements of this article until it meets all of the minimum standards of this article as specified herein.
- (b) It is unlawful to construct, alter, maintain, occupy, let for occupancy, or use a building or structure, or part thereof, in violation of the provisions of this article.

(Code 1967, §§ 20-A(1.2), 20A(1.3); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-148. - Validity of other laws.

Nothing in this article shall be construed to prevent the enforcement of other laws that prescribe more restrictive limitations.

(Code 1967, § 20-A(1.4); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-149. - Exceptions permitted.

In seasonal dwellings, mobile homes, buildings erected prior to the original adoption of this article, or in agriculture and resource protection district as defined by the zoning provisions of the city, or in areas where public water or sewerage systems are not available, the code compliance officer shall upon application grant an exception for the use of buildings for dwelling purposes that do not meet the minimum standards set forth in this article when he determines that:

- (1) It is not feasible or practicable to comply with such minimum standards;
- (2) The safety, health, or general welfare of the occupants and the public will not be adversely affected; and
- (3) The effect of the granting of the exception will not adversely affect adequate light, air, overcrowding, of persons or property, the provision for public utilities, the character of the neighborhood, or traffic conditions as applied to the welfare of the occupants or the general public.

(Code 1967, § 20-A(1.6); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013; Ord. No. 02-02222016, 3-7-2016)

Sec. 12-150. - Procedure for granting exceptions.

- (a) The code compliance officer shall issue such exception in writing setting forth the date of granting, the reasons for granting the same, the date it shall expire, and the location of the premises.

- (b) No such exceptions shall be granted for a period of more than five years. Any exception may be renewed one or more times, upon application to the board of appeals. Each renewal shall not exceed additional periods of five years for such renewal. Each renewal shall contain the requirements of the original exception and in addition thereto the date of issuance of the original exception and the statement that it is a renewal.

(Code 1967, § 20-A(1.7); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013; Ord. No. 02-02222016, 3-7-2016)

Secs. 12-151—12-169. - Reserved.

DIVISION 2. - INSPECTIONS

Sec. 12-170. - Authority of code compliance officer.

The code compliance officer is hereby authorized to make inspections to determine the condition of dwellings, dwelling units, rooming houses, rooming units and premises located within this city in order that he may perform his duty of safeguarding the health and safety of the occupants of dwellings and of the general public.

(Code 1967, § 20-A(2.1); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013; Ord. No. 02-02222016, 3-7-2016)

Sec. 12-171. - Right of entry for inspection.

For the purpose of making such inspections, the code compliance officer is hereby authorized to enter, examine, and survey any or all dwelling units, rooming houses, rooming units, and premises at any mutually agreeable time but in any case within 20 days of notice to the owners or occupant of the intention to make such an inspection.

(Code 1967, § 20-A(2.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013; Ord. No. 02-02222016, 3-7-2016)

Sec. 12-172. - Owner and occupant to give free access.

- (a) *Access of code compliance officer.* The owner and occupant of every dwelling, dwelling unit, lodging house and rooming unit or the person in charge thereof, shall give the code compliance officer free access to such dwellings, dwelling unit, lodging house or rooming unit and premises at any mutually agreeable time for the purpose of such inspection, examination, or survey, but in any case within 20 days of notice to the owner or occupant of the intention to make such an inspection, examination, or survey.
- (b) *Access of owner.* Every occupant of a dwelling, dwelling unit, lodging house and rooming unit shall give the owner, and his agent or employee, access at all reasonable times to any part of the dwelling, dwelling unit, lodging house, rooming unit or premises for the purpose of compliance with the provisions of this article or any lawful order issued pursuant to this article.

(Code 1967, §§ 20-A(2.3), 20-A(2.4); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013; Ord. No. 02-02222016, 3-7-2016)

Secs. 12-173—12-194. - Reserved.

DIVISION 3. - ENFORCEMENT

Sec. 12-195. - Procedure generally.

- (a) If the code compliance officer determines that there are reasonable grounds to believe that there has been a violation of any provisions of this chapter, he shall initiate enforcement proceedings in accordance with the citation system established in this Code. Alternatively, he may initiate a land use complaint pursuant to state law, in which case the penalties therein provided shall apply.
- (b) Any notice issued pursuant to this article shall:
 - (1) Be in writing;
 - (2) Include a statement of the reasons why it is being issued;
 - (3) Set a reasonable time for the performance of any act it requires;
 - (4) Be served upon the owner or his agent, or the occupant, as the case may require; provided, however, that:
 - a. Complaints under this article be deemed properly served upon such owner or agent or upon such occupant if a copy thereof is served upon him personally or by leaving a copy thereof at his dwelling house or usual place of abode with some person of suitable age and discretion then residing therein; or
 - b. If a copy thereof is sent by registered or certified mail to his last known address or the address as shown on the records in the tax assessor's office of the city of auburn; and
 - c. If service is made personally or by leaving at his dwelling house or usual place of abode a statement signed by the person so serving stating the date of service shall be filed in the office of planning and development.
 - (5) May contain an outline of remedial action that, if taken, will effect compliance with the provision of this article.
- (c) After service of such notice, the owner or occupant to whom it is directed shall correct the condition constituting the violation within the time specified and promptly give notice to the code compliance officer that such corrective action has been taken.

(Code 1967, § 20-A(3.1); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013; Ord. No. 02-02222016, 3-7-2016)

Sec. 12-196. - Method of petitioning for hearing.

- (a) Any person affected by any notice issued in connection with the enforcement of any provision of this article, may request and shall be granted a hearing on the matter before the board of appeals; provided that such person shall file in the office of the board of appeals a written petition requesting such hearing and setting forth a brief statement of the grounds therefor within ten days after the day the notice was served.
- (b) Upon receipt of such petition, the board of appeals shall set a time and place for such hearing and shall give the petitioner notice thereof in person or by mail.
- (c) At such hearing, the board of appeals shall take evidence to determine whether such notice should be sustained, modified, or withdrawn.
- (d) The hearing shall be commenced not later than 30 days after the day on which the petition was filed; provided that upon application of the petitioner the board of appeals may postpone the date of the hearing for a reasonable time beyond such 30 day period, if in its judgment the petitioner has submitted a good and sufficient reason for such postponement.

(Code 1967, § 20-A(3.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-197. - Power of board of appeals to alter notice.

After such hearing, the board of appeals shall sustain, modify, or withdraw the notice, depending upon its findings as to the compliance with the provisions of this chapter. If the board of appeals sustains or modifies such notice, it shall be deemed to be an order. Any notice served pursuant to this article shall automatically become an order if a written petition for a hearing is not filed in the office of the board of appeals within ten days after such notice is served. There shall be an appeal from the board of appeals to the superior court in the manner provided by state law.

(Code 1967, § 20-A(3.3); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-198. - Recording of public hearing.

The proceedings at such hearing, including the findings and decision of the board of appeals, shall be summarized, reduced to writing, and entered as a matter of public record in the office of the board of appeals. Such record shall also include a copy of every notice or order issued in connection with the matter.

(Code 1967, § 20-A(3.4); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-199. - Notice of intent to sell, transfer or rent property subject to order.

- (a) *When required.* Any person who proposes to sell, transfer or otherwise dispose of lease or sublet any dwelling unit, lodging house, rooming unit, or other premises against which there is any existing lawful order of the code compliance officer, the board of appeals or any court of competent jurisdiction shall furnish the proposed grantee or transferee a true copy of such order and shall notify the office of planning and development in writing of the intent to so sell, transfer, or otherwise dispose of lease or sublet in writing giving the name and address of the person to whom such transfer is proposed within three days of the proposed transfer.
- (b) *Penalty.* Any person who violates the terms of this section shall be in violation of this chapter and shall be subject to a penalty or fine of not less than \$50 and not more than \$100 to be enforced by complaint in a court of competent jurisdiction.

(Code 1967, § 20-A(3.5); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013; Ord. No. 02-02222016, 3-7-2016)

Sec. 12-200. - Placarding of buildings unfit for human habitation.

- (a) *Authority of code compliance officer.* If the person so affected fails to appeal to the board of appeals or if after an appeal, the board of appeals sustains the decision of the code compliance officer, the dwelling, dwelling unit, lodging house, or rooming unit so affected may be declared unfit for human habitation and placarded by the code compliance officer.
- (b) *Procedure.* To placard, the code compliance officer shall issue to the occupants and the owner or operator a written notice to vacate the premises within such time as the code compliance officer may deem reasonable, but not less than seven days, and a placard prohibiting continued occupancy or re-occupancy may be conspicuously posted on the premises, and a copy of such notice may be filed with the police department.
- (c) *Use of placarded buildings prohibited.* No dwelling or dwelling units, lodging house, or rooming unit which has been placarded as unfit for human habitation shall again be used for human habitation

until written approval is secured from, and such placard is removed by, the code compliance officer. The code compliance officer shall remove such placard whenever the defect or defects upon which the placarding action is based have been eliminated.

- (d) *Defacement and removal of placard prohibited.* No person shall deface or remove the placard from any dwelling or dwelling unit, lodging house or rooming unit, which has been declared unfit for human habitation and placarded as such.

(Code 1967, § 20-A(3.6); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013; Ord. No. 02-02222016, 3-7-2016)

Sec. 12-201. - Order to vacate dangerous premises.

In instances where the health officer, fire chief, and chief of police, or their duly qualified deputies, determine in writing that extreme danger or menace to the occupants or the public health exists, the code compliance officer, health officer, fire chief, and chief of police, or their duly qualified deputies may order immediate correction to be made or, if the circumstances warrant, may order that the occupants vacate the premises as provided in this article.

(Code 1967, § 20-A(3.7); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013; Ord. No. 02-02222016, 3-7-2016)

Secs. 12-202—12-224. - Reserved.

DIVISION 4. - MINIMUM STANDARDS

Sec. 12-225. - Compliance with city codes and state law required.

All structures and structural elements of buildings and the construction, use and occupancy thereof shall be in accordance with the requirements of this Code, including the building and technical codes adopted by the city, and with state law and regulations.

(Code 1967, §§ 20-A(6.1), 20-A(12.1); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-226. - Maintenance.

(a) All structures and structural elements shall be maintained structurally sound, in good repair, hazard free and suitable for the intended use.

(b) All painted exterior surface areas of pre 1978 properties must be maintained in a manner to not cause a public nuisance or affect the health and safety of the occupants of the property where the condition exists or of surrounding properties. Paint stabilization must occur if the potential for such a condition exists.

(Code 1967, § 20-A(6.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-227. - Plumbing.

Every dwelling unit shall contain a kitchen sink and a bathtub or shower. In addition, every dwelling unit shall contain, within a room which affords privacy, a flush water closet and a lavatory basin. All plumbing facilities required by this Code shall be in accordance with the requirements of the plumbing code adopted by the city as of date of installation and maintained in good sanitary working condition; water-related plumbing facilities required by this Code shall be connected to adequate supply of water.

(Code 1967, § 20-A(art. 7); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013; Ord. No. 02-02222016, 3-7-2016)

Sec. 12-228. - Heating and ventilation.

- (a) *Maintenance.* All heating and ventilating facilities shall be maintained in safe operating condition for use without danger of asphyxiation or of overheating combustible material.
- (b) *Requirements when central heating plant not available.* When heat is not furnished by a central heating plant, each dwelling unit or rooming unit shall be provided with one or more masonry flues and smoke or vent pipe connections, or equal arrangement, in accordance with the provisions of the basic building code to permit the use of heating equipment capable of providing heat as required by this section.
- (c) *Heating facilities required in rented or leased premises.* Every habitable room, let for occupancy, shall be served by heating facilities capable of providing a minimum temperature of at least 68 degrees Fahrenheit, at a distance of three feet from the exterior walls, five feet above floor level, as required by prevailing weather conditions. In addition, the heating facilities must be operated to protect the building equipment and systems from freezing.
- (d) *Window specifications.* Every habitable room shall have a window or windows with a total sash area equal to at least eight percent of its floor area opening on a street, alley, yard, or court open to the sky and constructed and maintained so that at least one-half of the sash area can be opened, except that an approved method of mechanical ventilation may be substituted for such window or windows

(Code 1967, § 20-A(art. 8); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013; Ord. No. 02-02222016, 3-7-2016)

Sec. 12-229. - Electrical and lighting.

All lighting and other electrical facilities shall be in accordance with the requirements of the electrical code adopted by the city and shall be maintained in good, safe and suitable electrical order.

(Code 1967, §§ 20-A(9.1), 20-A(9.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-230. - Passageways, stairways and exits.

- (a) *Exits.* Every dwelling unit and every rooming unit shall have safe, continuous and unobstructed means of egress leading from the interior of the building to safe and open spaces at ground level in accordance with applicable statutes and ordinances.
- (b) *Lighting.* Every passageway and stairway shall have at least one ceiling-type or wall-type electric light fixture adequate to provide safe passage.
- (c) *Obstructions.* Every hallway, stairway, corridor, exit, fire escape door or other means of egress shall be kept clear of obstructions at all times.

(Code 1967, §§ 20-A(9.3), 20-A(12.3), 20-A(12.4); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-231. - Garbage and rubbish.

- (a) *Method of disposal.* Every responsible occupant of a dwelling or dwelling unit shall dispose of all his garbage and rubbish in a clean and sanitary manner. Every owner of rental property shall provide his tenants with suitable waste containers as required by city ordinance.
- (b) *Accumulations prohibited.* Every dwelling shall be clean and free from garbage or rubbish. When a dwelling or dwelling unit is not reasonably clean or free from garbage or rubbish, the code compliance officer may cause the responsible person to put the dwelling or dwelling unit in a clean and sanitary condition.

(Code 1967, § 20-A(10.1); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013; Ord. No. 02-02222016, 3-7-2016)

Sec. 12-232. - Insect and rodent control.

- (a) *Owner responsible for extermination in multiple dwellings.* If infestation exists in two or more of the dwelling units in any dwelling, or in the shared or public parts of any dwelling containing two or more dwelling units, extermination thereof shall be the responsibility of the owner.
- (b) *Occupant responsible for extermination.* Every occupant of a dwelling containing a single dwelling unit shall be responsible for the extermination of any insects, rodents, or other pests therein or on the premises.

(Code 1967, § 20-A(10.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-233. - Space and occupancy.

- (a) *Floor space requirements.* The total area of every dwelling unit shall contain at least 250 square feet of floor area, with an additional 125 square feet for each occupant over two.
- (b) *Ceiling height.* At least one half of the floor area of every habitable room shall have a room ceiling height of at least 7 feet; and the floor area of that part of any room where the ceiling height is less than five feet shall not be considered as part of the floor area in computing the total floor area of the room for the purpose of determining the maximum permissible occupancy thereof.
- (c) *Use of basement.* No basement space shall be used as a habitable room or dwelling unit unless it conforms to the minimum requirements of this article.

(Code 1967, § 20-A(art. 11); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

Sec. 12-234. - Dwelling occupancies prohibited adjacent to hazardous establishments.

No dwelling unit or rooming unit shall be located within a building containing any establishment handling, dispensing or storing flammable liquids or producing toxic gases or vapors in any quantity that may endanger the lives or safety of the occupants.

(Code 1967, § 20-A(12.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013)

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

ORDINANCE 10-11022020

ORDERED, that the Auburn City Council hereby adopts the proposed amendments to Chapter 12, Article IV – Housing Code, Division 1 – Generally, Section 12-146, Section and 12-226 of the Ordinances of the City of Auburn as shown on the attached copy of the Ordinance.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: November 16, 2020

Order: 127-11162020

Author: Sue Clements-Dallaire, City Clerk

Subject: Wearing masks during City Council meetings

Information: Councilors Boss and Lasagna have requested that an order be placed on the agenda regarding wearing masks during City Council meetings.

City Budgetary Impacts: N/A

Staff Recommended Action: Council request

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: Reasons for wearing masks is outlined in the document that is included in the packet that was provided by Dr. Peter Elias.

The Importance of Masking

There are four reasons the Mayor, City Council members, and City Staff should consistently wear masks when interacting in person with each other:

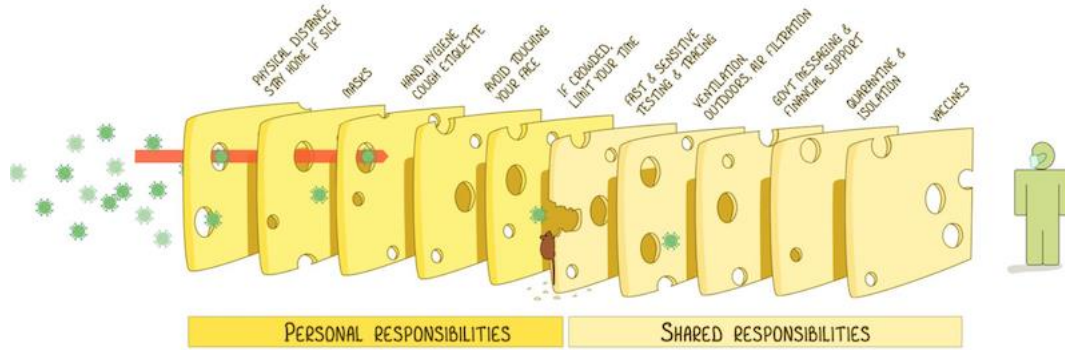
- Maine State policy requires that people wear masks when interacting indoors with individuals not in their household bubble. The current directive clearly says that the definition of public places to be 'broadly construed'. The deciding factor for requiring a mask is that one is indoors with a group of people not in one's household. The virus does not differentiate between members the public (defined by Merriam-Webster as 'the people as a whole') and elected, appointed, or hired public officials.
- Maine is in a new phase of the pandemic. We no longer have stable numbers with isolated and controlled spread. All of our metrics are increasing at a very concerning rate. Maine's daily average of new cases is five times higher than a month ago. Maine's reproductive rate is now high. About 20% of Maine's total cases have occurred in the last 2 weeks. Infectors are increasingly common in our communities, asymptomatic infectors cause about half of new cases, and for about half of Maine's cases, we cannot identify the source. The spread is now primarily through small gatherings in homes, work-related exposures, and random encounters with incomplete attention to risk mitigation. Hospitalizations, ICU use, and deaths are all beginning to increase. We are just entering the season when we spend more time indoors, holidays generate pressure to have more family and friend social gatherings, and young people will be returning from college.
- Making Auburn safe for economic and social activity will require that every person in Auburn conscientiously follows the guidelines. This will not happen without effective leadership that clearly and consistently models the behavior necessary to control transmission.
- Universal and consistent masking is a key piece of limiting spread and lower prevalence. The science and logic behind this is reviewed in greater detail below. Carefully parsing the guidelines to find the smallest response that is technically in compliance does not serve public health or the community, any more than driving at 65 mph on the turnpike in bad conditions is safe, even though the posted limit is 65 mph.

The Science

Lowering prevalence and controlling community spread of SARS-CoV-2 are necessary if we want to be able to safely open our businesses and resume our social behaviors. Until we have successfully acquired satisfactory community immunity through a vaccine, pandemic control will depend on consistently applying a layered set of non-pharmacologic interventions (NPIs). These are additive, not exclusive, and the concept of layered mitigation is nicely described by the Swiss cheese analogy, where each filter contributes significantly, all filters are useful, and each filter should be maximized to the extent possible:

THE SWISS CHEESE RESPIRATORY VIRUS PANDEMIC DEFENCE

RECOGNISING THAT NO SINGLE INTERVENTION IS PERFECT AT PREVENTING SPREAD



EACH INTERVENTION (LAYER) HAS IMPERFECTIONS (HOLES).
MULTIPLE LAYERS IMPROVE SUCCESS.

SWISS CHEESE
VIRUS/COVID-19/DEFENCE/2021
WITH THANKS TO JOJO LINAHO, ESTHERNE ARSCH & THE LINE OF GEL
BASED ON THE SWISS CHEESE MODEL OF ACCIDENT CAUSATION BY JAMES T. REASON, 1990
VERSION 3.0
UPDATE: 24OCT2021

The key factors in spread are closeness of contact, duration of contact, number of exposures, characteristics of the activity, shared air (or ventilation), and source control (masking). When people gather to interact in person and indoors, risk can be reduced by attention to all these factors.

Distancing: Indoors, people should maintain at least 6 feet between individuals. There is nothing magic about 6 feet, which provides protection primarily against the large ‘ballistic droplets’ that fall to the ground within seconds and rarely travel more than 6-8 feet. Greater spacing provides greater protection against the smaller droplets and aerosols which contribute very significantly to transmission, especially in super spreader events.

Crowds: The number and heterogeneity of the interacting individuals is directly related to the risk of an infective person being present.

Duration: the longer one is in an indoor environment with other individuals, the greater the risk of infection. Passing by is considered a minimal risk, under 15 minutes is considered low risk, and exposures measured in hours are considered high risk. A recent study showed that conversation with an infector for more than 30 minutes was associated with a threefold increase in risk.

Activity: There is a continuum of volume of exhaled particles, from sitting quietly and speaking softly, to speaking loudly, to yelling, to breathing hard with excitement or exertion, to singing. Removing a mask to speak is counterproductive, akin to wearing one’s seat belt in the driveway where the risk is low but removing it on the road where the risk is higher.

Ventilation: The virus is spread almost exclusively by breathing shared air, so the volume of air in the indoor space is important, as is air movement and mixing, air replacement, and air

temperature and humidity. The more often the indoor air is replaced with clean outdoor air, the better. Understanding the impact of ventilation requires some information about airborne spread. Different size particles are involved:

| Size | Settling time | Air speed | Distance | Comments |
|------------|---------------|-----------|----------|---|
| 1 micron | 14 hours | 10 cm/sec | 3 miles | These are about 1000 x greater than the virus particle, by volume. |
| 5 microns | 33 minutes | | 650 feet | |
| 10 microns | 8 minutes | | 200 feet | |
| 50 microns | < 30 seconds | | 6-8 feet | These are the large 'ballistic droplets' that historically led to the 6-foot number before the role of aerosols was understood. |

With exhaled air, it is not the number of particles but the volume of particles that determines the amount of virus expelled and contained in the shared breathing space. The bulk of the exhaled volume is the 1-3 micron particles, which carry the largest amount of infective virus and is important in two ways:

- The small particles create an easily inhaled local 'cloud' of viral particles around the exhale. These droplets are most concentrated around the exhale, can penetrate well into the respiratory tree of the inhaler, and are an important factor in close-contact spread.
- The small particles also create the far-field or background concentration of viral particles that accumulate steadily, proportional to the number of people in the room and how hard they are breathing, and inversely proportional to the volume of air in the room and the efficiency of air exchange with the outside.

HEPA filters of MEV 13 or greater can help considerably with the far-field or background concentration of exhaled viral particles but do next to nothing about close-contact exposure. In a hospital setting in an isolation room with negative pressure air flow and double HEPA filters, healthcare workers are still require to wear masks for safety.

Masks help with both far-field and local close contact crowd exposure.

Cool and dry indoor winter air appear to cause the liquid in medium-sized droplets to evaporate, resulting in smaller droplets that remain airborne longer. The impact of this is unclear, but may be a risk factor for indoor super spreader events related to air conditioning.

Source control: The primary components of source control are:

- Limiting the size of the gathering.
- Screening before entry. Questionnaires, temperature screening, antigen testing can reduce the number of infective individuals present in a group, but since these have significant false negatives and since 40-50% of spread is from individuals with no symptoms at the time of transmission, these are not stand-alone measures and provide only a small measure or risk mitigation.
- Avoiding activities that increase the volume and force of air exhaled including loud talking, shouting, singing, exertion.
- Masking. The science behind masking is complicated and detailed, but the evidence is robust and the bottom line is crystal clear. Masking is safe and inexpensive. It works to slow transmission. By lowering SARS-CoV-2 prevalence and community spread, it is key to opening more and more of our normal economy and social activity. It is probably the most effective tool we have at this time and should be added to all the other measures in nearly all circumstances. Masking does not become optional because we have deployed other mitigation efforts, any more than seat belts are unnecessary because we have air bags.

With regard to source control, it is important to consider the viral load excreted by the infective individual. About 40-50% of spread comes from asymptomatic individuals and even with screening it is impossible to be sure there are no infective individuals in a group. The primary period of viral spread begins about 2 days (48 hours) before symptoms appear and lasts about 4 days, until about 2 days (48 hours) after the appearance of symptoms. In general, the sicker a person becomes, the longer they will shed infective virus.

Two New England anecdotes serve to illustrate how easily and quickly SARS-CoV-2 can spread and impact a very wide circle of our families, friends, co-workers, and community members.

Russell Park Manor had one case on a Wednesday and 71 case 5 days later. We don't know yet how many secondary and tertiary cases, hospitalizations, ICU stays or deaths this will generate. At the very least, this represents 71 individuals and their families and close contacts who now have to do some combination of self-quarantining for up to 2 weeks and testing.

A Vermont hockey league had worked extremely hard to resume safe practice and play. They set up appropriate guidelines and protocols and did well with no cases or outbreaks for a couple months. Then ONE INDIVIDUAL misbehaved. He traveled to care for a relative with COVID. When he returned, he did not self-quarantine and he did not inform his teammates and he lied on the screening form. His small group skipped one of the protocols, changing at the rink. The result was an extended outbreak among players and their families. It caused the switch to remote for an elementary school which impacted 400 families.

The message of these two true episodes (they are not metaphors or made-up examples) is that the virus does not tire. It simply looks for every opportunity it can find to spread. The more

opportunities we give it, the further and faster it will spread and the more economic damage, severe illnesses, and even death it will cause.

I encourage the Mayor, the City Councilors, the City staff, and all those wonderful volunteers on city committees to respect and protect our community. Be conscientious about all the layers of the Swiss cheese mitigation model. Socially distance. And MASK.

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 127-11162020

ORDERED, that the State COVID safety mandates regarding masking and physical distancing will be fully implemented during all City Council meetings. Any Councilors, staff, or members of the public who are not in compliance will be required to participate in meetings remotely.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: 11/16/2020

Order: 128-11162020

Author: Kelsey Earle, Deputy Finance Director and Tax Collector

Subject: Reallocation of proceeds

Information: Intention is for remaining proceeds from the sale of city-owned property #217-028-000-000 located at 5 Sprucewood Road in the amount of \$44,800 to be placed in a special purpose fund to address blight in the downtown area.

City Budgetary Impacts: Will reduce what would have gone into the general fund by \$44,800.00

Staff Recommended Action: Staff supports the practice of bringing net revenue received from the sale of acquired property before Council for specific allocation

Previous Meetings and History: 9/24/2020 Property sold by sealed bid #2021-009

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:

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 128-11162020

ORDERED, remaining proceeds from the sale of city-owned property #217-028-000-000 located at 5 Sprucewood Road in the amount of \$44,800 will be placed in a special purpose fund for repair or remediation of blighted or abandoned properties within the downtown Auburn area. Expenditure from this Special Purpose account must part of a project or initiative that is brought before City Council.

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services



TO: Phillip Crowell, City Manager
FROM: Jill Eastman, Finance Director
REF: October 2020 Financial Report
DATE: November 9, 2019

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

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

Revenues

Revenues collected through October 31st, including the school department were \$39,406,976, or 42.10%, of the budget. The municipal revenues including property taxes were \$30,147,056, or 47.23% of the budget which is more than the same period last year by \$1,163,201. The accounts listed below are noteworthy.

- A. September 15th the first installment for real estate taxes were due. The current year tax revenue is at 49.6% as compared to 49.72% last year or \$116,868 than last year.
- B. Excise tax for the month of October is at 45.83%. This is a \$371,955 increase from FY 20. Our excise revenues for FY21 are 12.5% above projections as of October 31, 2020.
- C. State Revenue Sharing for the month of October is 44.33% or \$1,200,674. This is an increase from last October of \$229,289.

Expenditures

City expenditures through October 2020 were \$22,892,690 or 49.84%, of the budget. This is 6.98% more than the same period last year. Noteworthy variances are:

- A. Worker's Comp is higher than last year at this time by \$641,910. The transfer to the Workers Comp fund was made earlier this year than last year.
- B. Public Safety is more than last year by \$124,373.
- C. The TIF Transfer was posted earlier this year than last, so it shows an increase of \$2,845,623.
- D. Water and Sewer is higher than last year due to the increase in the Hydrant Quarterly Charge.

Investments

This section contains an investment schedule as of October 31st. Currently the City's funds are earning an average interest rate of 0.9% compared to 1.87% at this time last year.

Respectfully submitted,



Jill M. Eastman
Finance Director

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

| | UNAUDITED October 31 2020 | UNAUDITED September 30 2020 | Increase (Decrease) | UNAUDITED JUNE 30 2020 |
|--|---------------------------------|-----------------------------------|------------------------|------------------------------|
| ASSETS | | | | |
| CASH | \$ 11,062,126 | \$ 15,277,526 | \$ (4,215,400) | \$ 14,712,549 |
| RECEIVABLES | | | - | |
| ACCOUNTS RECEIVABLES | 1,411,856 | 3,346,811 | (1,934,955) | 1,371,945 |
| TAXES RECEIVABLE-CURRENT | 22,649,152 | 23,570,572 | (921,420) | 185,234 |
| DELINQUENT TAXES | 339,199 | 339,199 | 0 | 617,814 |
| TAX LIENS | 1,145,135 | 1,184,757 | (39,622) | 884,542 |
| NET DUE TO/FROM OTHER FUNDS | 8,252,604 | 6,935,228 | 1,317,376 | 2,811,613 |
| | <hr/> | | | |
| TOTAL ASSETS | \$ 44,860,073 | \$ 50,654,093 | \$ (5,794,020) | \$ 20,583,697 |
| LIABILITIES & FUND BALANCES | | | | |
| ACCOUNTS PAYABLE | \$ (474,504) | \$ (192,101) | \$ (282,403) | \$ (833,548) |
| PAYROLL LIABILITIES | (202,827) | (305,777) | 102,950 | (253,541) |
| ACCRUED PAYROLL | (19) | (19) | 0 | (3,829,105) |
| STATE FEES PAYABLE | (47,987) | (65,574) | 17,587 | - |
| ESCROWED AMOUNTS | (31,064) | (31,044) | (20) | (26,004) |
| DEFERRED REVENUE | (23,875,230) | (24,836,272) | 961,042 | (2,161,507) |
| | <hr/> | | | |
| TOTAL LIABILITIES | \$ (24,631,631) | \$ (25,430,787) | \$ 799,156 | \$ (7,103,705) |
| FUND BALANCE - UNASSIGNED/ASSIGNED | \$ (17,193,016) | \$ (22,187,879) | \$ 4,994,863 | \$ (10,445,286) |
| FUND BALANCE - RESTRICTED | (2,273,457) | (2,273,457) | - | (2,273,457) |
| FUND BALANCE - NON SPENDABLE | (761,970) | (761,970) | - | (761,249) |
| | <hr/> | | | |
| TOTAL FUND BALANCE | \$ (20,228,443) | \$ (25,223,306) | \$ 4,994,863 | \$ (13,479,992) |
| | <hr/> | | | |
| TOTAL LIABILITIES AND FUND BALANCE | \$ (44,860,073) | \$ (50,654,093) | \$ 5,794,020 | \$ (20,583,697) |

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

| REVENUE SOURCE | FY 2021 BUDGET | ACTUAL REVENUES THRU OCT 2020 | % OF BUDGET | FY 2020 BUDGET | ACTUAL REVENUES THRU OCT 2019 | % OF BUDGET | VARIANCE |
|---|----------------------|-------------------------------------|----------------|----------------------|-------------------------------------|----------------|---------------------|
| TAXES | | | | | | | |
| PROPERTY TAX REVENUE- | \$ 49,655,498 | \$ 24,627,235 | 49.60% | \$ 49,295,498 | \$ 24,510,367 | 49.72% | \$ 116,868 |
| PRIOR YEAR TAX REVENUE | \$ - | \$ 8,167 | | \$ - | \$ 122,689 | | \$ (114,522) |
| HOMESTEAD EXEMPTION REIMBURSEMENT | \$ 1,420,000 | \$ 1,405,540 | 98.98% | \$ 1,250,000 | \$ 994,116 | 79.53% | \$ 411,424 |
| EXCISE | \$ 4,112,861 | \$ 1,884,796 | 45.83% | \$ 3,910,000 | \$ 1,512,841 | 38.69% | \$ 371,955 |
| PENALTIES & INTEREST | \$ 150,000 | \$ 26,218 | 17.48% | \$ 150,000 | \$ 35,903 | 23.94% | \$ (9,685) |
| TOTAL TAXES | \$ 55,338,359 | \$ 27,951,956 | 50.51% | \$ 54,605,498 | \$ 27,175,916 | 49.77% | \$ 776,040 |
| LICENSES AND PERMITS | | | | | | | |
| BUSINESS | \$ 166,000 | \$ 95,440 | 57.49% | \$ 169,000 | \$ 51,325 | 30.37% | \$ 44,115 |
| NON-BUSINESS | \$ 392,400 | \$ 153,613 | 39.15% | \$ 409,000 | \$ 141,580 | 34.62% | \$ 12,033 |
| TOTAL LICENSES | \$ 558,400 | \$ 249,053 | 44.60% | \$ 578,000 | \$ 192,905 | 33.37% | \$ 56,148 |
| INTERGOVERNMENTAL ASSISTANCE | | | | | | | |
| STATE-LOCAL ROAD ASSISTANCE | \$ 400,000 | \$ - | 0.00% | \$ 400,000 | \$ - | 0.00% | \$ - |
| STATE REVENUE SHARING | \$ 2,708,312 | \$ 1,200,674 | 44.33% | \$ 2,389,669 | \$ 971,385 | 40.65% | \$ 229,289 |
| WELFARE REIMBURSEMENT | \$ 90,656 | \$ 11,362 | 12.53% | \$ 94,122 | \$ 5,535 | 5.88% | \$ 5,827 |
| OTHER STATE AID | \$ 32,000 | \$ 10,269 | 32.09% | \$ 32,000 | \$ - | 0.00% | \$ 10,269 |
| CITY OF LEWISTON | \$ 228,384 | \$ 29,877 | 13.08% | \$ 228,384 | \$ - | 0.00% | \$ 29,877 |
| TOTAL INTERGOVERNMENTAL ASSISTANCE | \$ 3,459,352 | \$ 1,252,182 | 36.20% | \$ 3,144,175 | \$ 976,920 | 31.07% | \$ 275,262 |
| CHARGE FOR SERVICES | | | | | | | |
| GENERAL GOVERNMENT | \$ 198,440 | \$ 62,371 | 31.43% | \$ 148,440 | \$ 37,756 | 25.44% | \$ 24,615 |
| PUBLIC SAFETY | \$ 181,600 | \$ 15,101 | 8.32% | \$ 215,600 | \$ 34,559 | 16.03% | \$ (19,458) |
| EMS TRANSPORT | \$ 1,200,000 | \$ 386,140 | 32.18% | \$ 1,200,000 | \$ 355,938 | 29.66% | \$ 30,202 |
| TOTAL CHARGE FOR SERVICES | \$ 1,580,040 | \$ 463,613 | 29.34% | \$ 1,564,040 | \$ 428,253 | 27.38% | \$ 35,360 |
| FINES | | | | | | | |
| PARKING TICKETS & MISC FINES | \$ 55,000 | \$ 8,655 | 15.74% | \$ 55,000 | \$ 12,549 | 22.82% | \$ (3,894) |
| MISCELLANEOUS | | | | | | | |
| INVESTMENT INCOME | \$ 80,000 | \$ 12,558 | 15.70% | \$ 70,000 | \$ 25,253 | 36.08% | \$ (12,695) |
| RENTS | \$ 35,000 | \$ 24,317 | 69.48% | \$ 35,000 | \$ 10,113 | 28.89% | \$ 14,204 |
| UNCLASSIFIED | \$ 10,000 | \$ 30,385 | 303.85% | \$ 10,000 | \$ 39,691 | 396.91% | \$ (9,306) |
| COMMERCIAL SOLID WASTE FEES | \$ - | \$ 25,121 | | \$ - | \$ 24,010 | | \$ 1,111 |
| SALE OF PROPERTY | \$ 25,000 | \$ 67,242 | 268.97% | \$ 20,000 | \$ 17,304 | 86.52% | \$ 49,938 |
| RECREATION PROGRAMS/ARENA | | | | | | | \$ - |
| MMWAC HOST FEES | \$ 230,000 | \$ 57,723 | 25.10% | \$ 225,000 | \$ 76,760 | 34.12% | \$ (19,037) |
| 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 | \$ 4,251 | 21.25% | \$ 20,000 | \$ 4,181 | 20.91% | \$ 70 |
| CITY FUND BALANCE CONTRIBUTION | \$ 527,500 | \$ - | 0.00% | \$ 527,500 | \$ - | 0.00% | \$ - |
| TOTAL MISCELLANEOUS | \$ 2,838,673 | \$ 221,596 | 7.81% | \$ 2,805,759 | \$ 197,312 | 7.03% | \$ 24,284 |
| TOTAL GENERAL FUND REVENUES | \$ 63,829,824 | \$ 30,147,056 | 47.23% | \$ 62,752,472 | \$ 28,983,855 | 46.19% | \$ 1,163,201 |
| SCHOOL REVENUES | | | | | | | |
| EDUCATION SUBSIDY | \$ 26,217,074 | \$ 9,236,905 | 35.23% | \$ 25,851,656 | \$ 8,844,812 | 34.21% | \$ 392,093 |
| EDUCATION | \$ 717,415 | \$ 23,015 | 3.21% | \$ 711,224 | \$ 139,751 | 19.65% | \$ (116,736) |
| SCHOOL FUND BALANCE CONTRIBUTION | \$ 970,862 | \$ - | 0.00% | \$ 877,296 | \$ - | 0.00% | \$ - |
| TOTAL SCHOOL | \$ 27,905,351 | \$ 9,259,920 | 33.18% | \$ 27,440,176 | \$ 8,984,563 | 32.74% | \$ 275,357 |
| GRAND TOTAL REVENUES | \$ 91,735,175 | \$ 39,406,976 | 42.96% | \$ 90,192,648 | \$ 37,968,418 | 42.10% | \$ 1,438,558 |

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

| DEPARTMENT | FY 2021 BUDGET | Unaudited EXP THRU OCT 2020 | % OF BUDGET | FY 2020 BUDGET | Unaudited EXP THRU OCT 2019 | % OF BUDGET | VARIANCE |
|--|----------------------|-----------------------------------|----------------|----------------------|-----------------------------------|----------------|---------------------|
| ADMINISTRATION | | | | | | | |
| MAYOR AND COUNCIL | \$ 99,000 | \$ 30,143 | 30.45% | \$ 123,137 | \$ 36,799 | 29.88% | \$ (6,656) |
| CITY MANAGER | \$ 776,095 | \$ 217,956 | 28.08% | \$ 582,119 | \$ 180,302 | 30.97% | \$ 37,654 |
| CITY CLERK | \$ 216,946 | \$ 72,463 | 33.40% | \$ 207,139 | \$ 56,078 | 27.07% | \$ 16,385 |
| FINANCIAL SERVICES | \$ 751,849 | \$ 244,687 | 32.54% | \$ 734,597 | \$ 242,560 | 33.02% | \$ 2,127 |
| HUMAN RESOURCES | \$ 157,057 | \$ 49,509 | 31.52% | \$ 153,182 | \$ 52,523 | 34.29% | \$ (3,014) |
| INFORMATION TECHNOLOGY | \$ 609,260 | \$ 370,247 | 60.77% | \$ 713,729 | \$ 422,130 | 59.14% | \$ (51,883) |
| TOTAL ADMINISTRATION | \$ 2,610,207 | \$ 985,005 | 37.74% | \$ 2,513,903 | \$ 990,392 | 39.40% | \$ (5,387) |
| COMMUNITY SERVICES | | | | | | | |
| ECONOMIC & COMMUNITY DEVELOPMENT | \$ 1,339,047 | \$ 341,886 | 25.53% | \$ 1,333,724 | \$ 388,147 | 29.10% | \$ (46,261) |
| HEALTH & SOCIAL SERVICES | \$ 199,282 | \$ 38,173 | 19.16% | \$ 211,371 | \$ 46,984 | 22.23% | \$ (8,811) |
| RECREATION & SPORTS TOURISM | \$ 520,474 | \$ 239,660 | 46.05% | \$ 448,575 | \$ 169,509 | 37.79% | \$ 70,151 |
| PUBLIC LIBRARY | \$ 1,031,533 | \$ 343,844 | 33.33% | \$ 1,006,217 | \$ 251,554 | 25.00% | \$ 92,290 |
| TOTAL COMMUNITY SERVICES | \$ 3,090,336 | \$ 963,563 | 31.18% | \$ 2,999,887 | \$ 856,194 | 28.54% | \$ 107,369 |
| FISCAL SERVICES | | | | | | | |
| DEBT SERVICE | \$ 7,577,735 | \$ 6,449,092 | 85.11% | \$ 7,334,690 | \$ 6,424,559 | 87.59% | \$ 24,533 |
| FACILITIES | \$ 667,494 | \$ 224,287 | 33.60% | \$ 667,128 | \$ 310,488 | 46.54% | \$ (86,201) |
| WORKERS COMPENSATION | \$ 641,910 | \$ 641,910 | 100.00% | \$ 637,910 | \$ - | 0.00% | \$ 641,910 |
| WAGES & BENEFITS | \$ 6,840,635 | \$ 2,179,331 | 31.86% | \$ 6,797,826 | \$ 2,083,653 | 30.65% | \$ 95,678 |
| EMERGENCY RESERVE (10108062-670000) | \$ 461,230 | \$ (2,500) | -0.54% | \$ 445,802 | \$ - | 0.00% | \$ (2,500) |
| TOTAL FISCAL SERVICES | \$ 16,189,004 | \$ 9,492,120 | 58.63% | \$ 15,883,356 | \$ 8,818,700 | 55.52% | \$ 673,420 |
| PUBLIC SAFETY | | | | | | | |
| FIRE & EMS DEPARTMENT | \$ 5,302,131 | \$ 1,834,999 | 34.61% | \$ 5,211,262 | \$ 1,718,134 | 32.97% | \$ 116,865 |
| POLICE DEPARTMENT | \$ 4,332,339 | \$ 1,394,279 | 32.18% | \$ 4,275,323 | \$ 1,386,771 | 32.44% | \$ 7,508 |
| TOTAL PUBLIC SAFETY | \$ 9,634,470 | \$ 3,229,278 | 33.52% | \$ 9,486,585 | \$ 3,104,905 | 32.73% | \$ 124,373 |
| PUBLIC WORKS | | | | | | | |
| PUBLIC WORKS DEPARTMENT | \$ 4,979,329 | \$ 1,347,912 | 27.07% | \$ 4,836,798 | \$ 1,316,474 | 27.22% | \$ 31,438 |
| SOLID WASTE DISPOSAL* | \$ 1,051,318 | \$ 264,387 | 25.15% | \$ 1,030,500 | \$ 251,541 | 24.41% | \$ 12,846 |
| WATER AND SEWER | \$ 792,716 | \$ 390,602 | 49.27% | \$ 645,216 | \$ 316,358 | 49.03% | \$ 74,244 |
| TOTAL PUBLIC WORKS | \$ 6,823,363 | \$ 2,002,901 | 29.35% | \$ 6,512,514 | \$ 1,884,373 | 28.93% | \$ 118,528 |
| INTERGOVERNMENTAL PROGRAMS | | | | | | | |
| AUBURN-LEWISTON AIRPORT | \$ 170,000 | \$ 167,110 | 98.30% | \$ 191,000 | \$ 188,074 | 98.47% | \$ (20,964) |
| E911 COMMUNICATION CENTER | \$ 1,134,304 | \$ 567,152 | 50.00% | \$ 1,134,304 | \$ 567,151 | 50.00% | \$ 1 |
| LATC-PUBLIC TRANSIT | \$ 331,138 | \$ - | 0.00% | \$ 331,138 | \$ 331,138 | 100.00% | \$ (331,138) |
| ARTS & CULTURE AUBURN | \$ 10,000 | \$ 10,000 | | | | | |
| TAX SHARING | \$ 260,000 | \$ - | 0.00% | \$ 270,000 | \$ - | 0.00% | \$ - |
| TOTAL INTERGOVERNMENTAL | \$ 1,905,442 | \$ 744,262 | 39.06% | \$ 1,926,442 | \$ 1,086,363 | 56.39% | \$ (342,101) |
| COUNTY TAX | | | | | | | |
| TIF (10108058-580000) | \$ 2,629,938 | \$ 2,629,938 | 100.00% | \$ 2,482,721 | \$ 2,482,721 | 100.00% | \$ 147,217 |
| OVERLAY | \$ 3,049,803 | \$ 2,845,623 | 93.31% | \$ 3,049,803 | \$ - | 0.00% | \$ 2,845,623 |
| | \$ - | \$ - | | \$ - | \$ - | | \$ - |
| TOTAL CITY DEPARTMENTS | \$ 45,932,563 | \$ 22,892,690 | 49.84% | \$ 44,855,211 | \$ 19,223,648 | 42.86% | \$ 3,669,042 |
| EDUCATION DEPARTMENT | \$ 45,802,612 | \$ 11,093,138 | 24.22% | \$ 45,337,437 | \$ 10,501,983 | 23.16% | \$ 591,155 |
| TOTAL GENERAL FUND EXPENDITURES | \$ 91,735,175 | \$ 33,985,828 | 37.05% | \$ 90,192,648 | \$ 29,725,631 | 32.96% | \$ 4,260,197 |

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

| INVESTMENT | | FUND | BALANCE October 31, 2020 | BALANCE September 30, 2020 | INTEREST RATE |
|--------------------|-------|----------------------------|-----------------------------|-------------------------------|------------------|
| ANDROSCOGGIN BANK | 449 | CAPITAL PROJECTS | \$ 2,823,722.00 | \$ 2,821,645.70 | 0.55% |
| ANDROSCOGGIN BANK | 502 | SR-TIF | \$ 1,046,859.75 | \$ 1,046,089.99 | 0.55% |
| ANDROSCOGGIN BANK | 836 | GENERAL FUND | \$ 2,086,322.24 | \$ 870,148.75 | 0.55% |
| ANDROSCOGGIN BANK | 801 | WORKERS COMP | \$ 52,297.27 | \$ 52,258.82 | 0.55% |
| ANDROSCOGGIN BANK | 684 | EMS CAPITAL RESERVE | \$ 338,136.25 | \$ 337,887.63 | 0.55% |
| ANDROSCOGGIN BANK | 414 | INGERSOLL TURF FACILITY | \$ 225,775.79 | \$ 225,609.78 | 0.55% |
| ANDROSCOGGIN BANK | 0888 | ELHS FUNDRAISING | \$ 60,775.51 | \$ 60,730.82 | 0.55% |
| ANDROSCOGGIN BANK | | ELHS CONSTRUCTION BAN | \$ 5,139,745.59 | \$ 5,352,004.64 | 0.55% |
| ANDROSCOGGIN BANK | 0627 | ST LOUIS BELLS FUNDRAISING | \$ 15,302.23 | \$ 15,290.98 | 0.55% |
| NORTHERN CAPITAL | 02155 | GENERAL FUND | | \$ 250,000.00 | 1.70% |
| NORTHERN CAPITAL | 02155 | GENERAL FUND | | \$ 250,000.00 | 1.75% |
| NORTHERN CAPITAL | 02155 | GENERAL FUND | \$ 500,000.00 | \$ 500,000.00 | 1.70% |
| NORTHERN CAPITAL | 02155 | GENERAL FUND | \$ 500,000.00 | \$ 500,000.00 | 1.55% |
| GRAND TOTAL | | | \$ 12,788,936.63 | \$ 12,281,667.11 | 0.90% |

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

| | Beginning | October 2020 | | | | | Ending |
|-------------------------|----------------------|---------------|----------------|-----------|----------------|----------------|-----------------------|
| | Balance 10/1/2020 | New Charges | Payments | Refunds | Adjustments | Write-Offs | Balance 10/31/2020 |
| Bluecross | \$ 7,599.91 | \$ 3,597.40 | \$ (2,884.74) | | \$ (3,187.55) | | \$ 5,125.02 |
| Medicare | \$ 87,292.14 | \$ 60,559.60 | \$ (30,723.51) | | \$ (49,123.68) | \$ (15,606.70) | \$ 52,397.85 |
| Medicaid | \$ 48,095.18 | \$ 30,492.60 | \$ (27,637.10) | | \$ (14,670.00) | | \$ 36,280.68 |
| Other/Commercial | \$ 65,258.35 | \$ 9,246.40 | \$ (5,945.98) | \$ 498.61 | \$ 8,961.44 | | \$ 78,018.82 |
| Patient | \$ 83,667.48 | \$ 8,058.40 | \$ (8,620.34) | \$ 130.80 | \$ 360.97 | | \$ 83,597.31 |
| Worker's Comp | \$ 882.20 | \$ 1,542.00 | \$ (680.80) | | | | \$ 1,743.40 |
| TOTAL | \$ 292,795.26 | \$ 113,496.40 | \$ (76,492.47) | \$ 629.41 | \$ (57,658.82) | \$ (15,606.70) | \$ 257,163.08 |

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

| | July 2020 | August 2020 | Sept 2020 | Oct 2020 | Adjustment | Totals | % of Total |
|------------------|---------------|----------------|---------------|---------------|------------|---------------|---------------|
| Bluecross | \$ 6,396.80 | \$ 3,992.80 | \$ 5,651.00 | \$ 3,597.40 | | \$ 19,638.00 | 2.81% |
| Medicare | \$ 169,046.60 | \$ 95,829.00 | \$ 88,468.00 | \$ 60,559.60 | | \$ 413,903.20 | 59.31% |
| Medicaid | \$ 61,560.60 | \$ 40,418.20 | \$ 40,041.00 | \$ 30,492.60 | | \$ 172,512.40 | 24.72% |
| Other/Commercial | \$ 22,412.60 | \$ 12,639.40 | \$ 14,347.20 | \$ 9,246.40 | | \$ 58,645.60 | 8.40% |
| Patient | \$ 8,521.20 | \$ 10,114.80 | \$ 4,012.40 | \$ 8,058.40 | | \$ 30,706.80 | 4.40% |
| Worker's Comp | \$ - | | \$ 882.20 | \$ 1,542.00 | | \$ 2,424.20 | 0.35% |
| TOTAL | \$ 267,937.80 | \$ 162,994.20 | \$ 153,401.80 | \$ 113,496.40 | \$ - | \$ 697,830.20 | 100.00% |

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

| | July 2020 | August 2020 | Sept 2020 | Oct 2020 | Adjustment | Totals | % of Total |
|------------------|--------------|----------------|--------------|-------------|------------|--------|---------------|
| Bluecross | 7 | 5 | 7 | 4 | | 23 | 2.45% |
| Medicare | 215 | 144 | 113 | 77 | | 549 | 58.47% |
| Medicaid | 81 | 63 | 52 | 39 | | 235 | 25.03% |
| Other/Commercial | 33 | 23 | 20 | 12 | | 88 | 9.37% |
| Patient | 11 | 15 | 5 | 10 | | 41 | 4.37% |
| Worker's Comp | 0 | | 1 | 2 | | 3 | 0.32% |
| TOTAL | 347 | 250 | 198 | 144 | 0 | 939 | 100.00% |

**EMS BILLING
AGING REPORT
July 1, 2020 to June 30, 2021
Report as of October 31, 2020**

| | Current | | 31-60 | | 61-90 | | 91-120 | | 121+ days | | Totals | |
|-------------------------|----------------|-----|--------------|-----|--------------|-----|---------------|-----|------------------|-----|---------------|---------|
| Bluecross | \$ 4,870.66 | 95% | \$ - | 0% | \$ (361.79) | -7% | \$ 886.40 | 17% | \$ (270.25) | -5% | \$ 5,125.02 | 1.99% |
| Medicare | \$ 2,707.76 | 5% | \$ 18,302.20 | 35% | \$ 18,028.00 | 34% | \$ 10,713.29 | 20% | \$ 2,646.60 | 5% | \$ 52,397.85 | 20.38% |
| Medicaid | \$ 29,480.88 | 81% | \$ 2,083.04 | 6% | \$ 723.00 | 2% | \$ 2,294.75 | 6% | \$ 1,699.01 | 5% | \$ 36,280.68 | 14.11% |
| Other/Commercial | \$ 42,336.95 | 54% | \$ 12,187.05 | 16% | \$ 4,598.01 | 6% | \$ 9,907.39 | 13% | \$ 8,989.42 | 12% | \$ 78,018.82 | 30.34% |
| Patient | \$ 25,425.67 | 30% | \$ 13,870.21 | 17% | \$ 20,352.43 | 24% | \$ 9,251.26 | 11% | \$ 14,697.74 | 18% | \$ 83,597.31 | 32.51% |
| Worker's Comp | \$ 1,743.40 | | \$ - | | \$ - | | \$ - | | \$ - | | \$ 1,743.40 | 0.68% |
| TOTAL | \$ 106,565.32 | | \$ 46,442.50 | | \$ 43,339.65 | | \$ 33,053.09 | | \$ 27,762.52 | | \$ 257,163.08 | |
| | 41% | | 18% | | 17% | | 13% | | 11% | | 100% | 100.00% |

CITY OF AUBURN
SPECIAL REVENUE FUNDS REVENUE AND EXPENDITURES
As of October 31, 2020

| | 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 | | | \$ 173.00 | | \$ 671.46 | \$ 21,879.00 | | | | \$ 2,500.00 | | | |
| Expenditures FY21 | \$ 145,293.00 | | | | \$ 30.00 | | \$ 2,150.50 | | \$ 339.79 | \$ 702.32 | | | |
| Fund Balance 10/31/2020 | \$ 617,223.19 | \$ (15,099.19) | \$ 6,101.63 | \$ 4,769.53 | \$ 33,652.40 | \$ 1,221.68 | \$ 1,309.56 | \$ 5,362.37 | \$ (652.49) | \$ 6,588.80 | \$ (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) | \$ 2,366,559.15 | \$ 37,353.66 | \$ 2,005.87 | \$ (2,685.00) | \$ 9,659.79 | \$ 180.00 |
| Revenues FY21 | | | | \$ 10,743.00 | | | \$ 300.00 | \$ 103,505.13 | \$ 1,761.60 | \$ 33,042.00 | \$ 4,545.00 | | |
| Expenditures FY21 | | | \$ 67,126.81 | \$ 1,989.20 | \$ 3,000.49 | \$ 7,846.04 | | \$ 412,607.09 | | \$ 66,330.66 | | | |
| Fund Balance 10/31/2020 | \$ 329,028.27 | \$ 1,550.98 | \$ (180,030.33) | \$ 10,435.19 | \$ 65.56 | \$ (5,093.45) | \$ (10,438.25) | \$ 2,057,457.19 | \$ 39,115.26 | \$ (31,282.79) | \$ 1,860.00 | \$ 9,659.79 | \$ 180.00 |

| | 2040 Great Falls TV | 2041 Blanche Stevens | 2044 Federal Drug Money | 2045 Forest Management | 2050 Project Lifesaver | 2051 Project Canopy | 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 | \$ (13,339.97) | \$ 125.00 | \$ 800.00 | \$ (2,597.43) | \$ 829.00 |
| Revenues FY21 | | | \$ 2,026.64 | | | | | \$ 7,715.27 | \$ 150,430.80 | | | | | |
| Expenditures FY21 | | \$ 1,015.69 | \$ 35,374.36 | | | \$ 290.20 | | \$ 149.79 | \$ 55,874.40 | \$ 3,456.97 | | | | |
| Fund Balance 10/31/2020 | \$ 20,536.23 | \$ 26,825.30 | \$ 137,430.10 | \$ 4,345.34 | \$ 189.35 | \$ (290.20) | \$ 975.05 | \$ 28,549.79 | \$ 282,013.29 | \$ (16,796.94) | \$ 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 | 2075 Keeps Maine Healthy | 2076 Keeps Maine Healthy II | 2077 CTCI Gramt | 2100 ELHS Fundraising | 2201 EDI Grant | 2500 Parks & Recreation |
|--------------------------------|------------------------------|---------------------------|-------------------------------------|--|-----------------------------------|-----------------------------------|----------------------|--------------------------------|-----------------------------------|----------------------|-----------------------------|--------------------------|-------------------------------|
| 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 |
| Revenues FY21 | | | \$ - | \$ - | | | \$ - | | | \$ 262,187.00 | \$ 139.25 | | \$ 144,607.35 |
| Expenditures FY21 | | | \$ 6,429.75 | \$ 360.00 | \$ - | \$ 18,279.22 | | \$ 120,440.61 | \$ 124,044.44 | \$ 65,722.24 | | | \$ 303,190.90 |
| Fund Balance 10/31/2020 | \$ 1,893.81 | \$ 132.69 | \$ (32,523.78) | \$ (1,484.00) | \$ 209.00 | \$ 192,322.48 | \$ (3,500.00) | \$ (120,440.61) | \$ (124,044.44) | \$ 196,464.76 | \$ 1,061,730.82 | \$ (1,484,407.18) | \$ (88,314.38) |

| | 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 | \$ - | \$ 1,957,680.72 |
| Revenues FY21 | \$ 201,360.86 | \$ 456,315.88 | \$ 837,349.00 | \$ 172,809.75 | \$ 319,924.38 | \$ 465,987.95 | \$ 30,435.15 | \$ 32,531.42 | \$ 58,978.38 | \$ 49,606.63 | \$ 83,937.25 | \$ 118,292.78 | \$ 190,093.65 | \$ 3,763,849.58 |
| Expenditures FY21 | | | \$ 301,385.27 | \$ 220,683.00 | \$ 75,182.23 | \$ 439,092.00 | \$ 15,217.58 | \$ 32,578.92 | \$ 29,489.19 | \$ 12,401.66 | \$ 20,984.31 | \$ 46,936.12 | \$ 66,841.98 | \$ 2,702,836.73 |
| Fund Balance 10/31/2020 | \$ 39,520.91 | \$ 648,613.20 | \$ 75,527.62 | \$ (436,640.79) | \$ 656,279.40 | \$ (736,374.87) | \$ 15,217.56 | \$ 29,867.73 | \$ 30,610.09 | \$ 37,399.72 | \$ 62,952.94 | \$ 71,503.93 | \$ 123,251.67 | \$ 3,018,693.57 |

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

To: Phillip Crowell, City Manager
From: Jill Eastman, Finance Director
Re: Financial Reports for October 31, 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 October 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 October 31, 2020.

Current Assets:

As of the end of October 2020 the total current assets of Ingersoll Turf Facility were \$225,610. This consisted of cash and cash equivalents of \$225,610 an increase from September of \$167.

Noncurrent Assets:

Ingersoll's noncurrent assets are the building, and equipment that was purchased, less depreciation. The total value of the noncurrent assets as of October 31, 2020 was \$117,249.

Liabilities:

Ingersoll had an interfund payable of \$31,133 as of October 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 October 2020 are \$19,434. This revenue comes from the sponsorships, programs, rental income and batting cages.

The operating expenses for Ingersoll Turf Facility through October 2020 were \$44,611. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of October 2020, Ingersoll has an operating loss of \$25,177 compared to a net loss in September of \$28,448.

As of October 31, 2020, Ingersoll has a decrease in net assets of \$25,177.

The budget to actual reports for revenue and expenditures, show that the revenue for FY21 compared to FY 20.

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

| | Oct 31, 2020 | Sept 30, 2020 | Increase/ (Decrease) |
|--------------------------------|-----------------|------------------|-------------------------|
| ASSETS | | | |
| Current assets: | | | |
| Cash and cash equivalents | \$ 225,610 | \$ 225,443 | \$ 167 |
| Interfund receivables/payables | \$ - | \$ - | - |
| Accounts receivable | - | - | - |
| Total current assets | 225,610 | 225,443 | 167 |
| 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) | - |
| Total noncurrent assets | 117,249 | 117,249 | - |
| Total assets | 342,859 | 342,692 | 167 |
| LIABILITIES | | | |
| Accounts payable | \$ - | \$ 184 | \$ (184) |
| Interfund payable | \$ 31,133 | \$ 34,053 | \$ (2,920) |
| Total liabilities | 31,133 | 34,237 | (3,104) |
| NET ASSETS | | | |
| Invested in capital assets | \$ 117,249 | \$ 117,249 | \$ - |
| Unrestricted | \$ 194,477 | \$ 191,206 | \$ 3,271 |
| Total net assets | \$ 311,726 | \$ 308,455 | \$ 3,271 |

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

| | Ingersoll Turf Facility |
|---|--|
| Operating revenues: | |
| Charges for services | \$ 19,434 |
| Operating expenses: | |
| Personnel | 40,090 |
| Supplies | - |
| Utilities | 2,608 |
| Repairs and maintenance | 630 |
| Rent | |
| Depreciation | - |
| Capital expenses | - |
| Other expenses | 1,283 |
| Total operating expenses | 44,611 |
| Operating gain (loss) | (25,177) |
| Nonoperating revenue (expense): | |
| Interest income | - |
| Interest expense (debt service) | - |
| Total nonoperating expense | - |
| Gain (Loss) before transfer | (25,177) |
| Transfers out | - |
| Change in net assets | (25,177) |
| Total net assets, July 1 | 336,903 |
| Total net assets, October 31, 2020 | \$ 311,726 |

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

| REVENUE SOURCE | FY 2021 BUDGET | ACTUAL REVENUES THRU OCT 2020 | % OF BUDGET | FY 2020 BUDGET | ACTUAL REVENUES THRU OCT 2019 | % OF BUDGET |
|----------------------------------|-------------------|-------------------------------------|----------------|-------------------|-------------------------------------|----------------|
| CHARGE FOR SERVICES | | | | | | |
| Sponsorship | \$ 25,000 | \$ 5,800 | 23.20% | \$ 25,000 | \$ 3,950 | 15.80% |
| Batting Cages | \$ 13,000 | \$ 280 | 2.15% | \$ 13,000 | \$ 415 | 3.19% |
| Programs | \$ 90,000 | \$ 642 | 0.71% | \$ 90,000 | \$ 12,612 | 14.01% |
| Rental Income | \$ 102,000 | \$ 12,195 | 11.96% | \$ 102,000 | \$ 5,509 | 5.40% |
| TOTAL CHARGE FOR SERVICES | \$ 230,000 | \$ 18,917 | 8.22% | \$ 230,000 | \$ 22,486 | 9.78% |
| INTEREST ON INVESTMENTS | \$ - | \$ 517 | | \$ - | \$ 326 | |
| GRAND TOTAL REVENUES | \$ 230,000 | \$ 19,434 | 8.45% | \$ 230,000 | \$ 22,812 | 9.92% |

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

| DESCRIPTION | ACTUAL | | | ACTUAL | | | Difference |
|---------------------------------|-------------------|-------------------------------|----------------|-------------------|-------------------------------|----------------|------------------|
| | FY 2020 BUDGET | EXPENDITURES THRU OCT 2020 | % OF BUDGET | FY 2019 BUDGET | EXPENDITURES THRU OCT 2019 | % OF BUDGET | |
| Salaries & Benefits | \$ 187,546 | \$ 40,090 | 21.38% | \$ 149,331 | \$ 18,965 | 12.70% | \$ 21,125 |
| Purchased Services | \$ 14,450 | \$ 1,913 | 13.24% | \$ 18,160 | \$ 1,018 | 5.61% | \$ 895 |
| Programs | \$ 18,500 | \$ - | 0.00% | \$ 17,000 | \$ 1,290 | 7.59% | \$ (1,290) |
| Supplies | \$ 4,000 | \$ - | 0.00% | \$ 4,900 | \$ 157 | 3.20% | \$ (157) |
| Utilities | \$ 25,650 | \$ 2,608 | 10.17% | \$ 25,100 | \$ 2,888 | 11.51% | \$ (280) |
| Insurance Premiums | \$ - | \$ - | | \$ - | \$ - | | \$ - |
| Depreciation | \$ - | \$ - | | \$ - | \$ - | | \$ - |
| Capital Outlay | \$ - | \$ - | | \$ 11,000 | \$ - | 0.00% | \$ - |
| | \$ 250,146 | \$ 44,611 | 17.83% | \$ 225,491 | \$ 24,318 | 10.78% | \$ 20,293 |
| GRAND TOTAL EXPENDITURES | \$ 250,146 | \$ 44,611 | 17.83% | \$ 225,491 | \$ 24,318 | 10.78% | \$ 20,293 |

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

To: Phillip Crowell, City Manager
From: Jill Eastman, Finance Director
Re: Arena Financial Reports for October 31, 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 October 31, 2020.

NORWAY SAVINGS BANK ARENA

Statement of Net Assets:

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets and shows a comparison to the previous month, in this case, September 30, 2020.

Current Assets:

As of the end of October 2020 the total current assets of Norway Savings Bank Arena were (\$1,546,409). These consisted of cash and cash equivalents of \$238,873, accounts receivable of \$110,289, and an interfund payable of \$1,895,571.

Noncurrent Assets:

Norway's noncurrent assets are equipment that was purchased, less depreciation (depreciation is posted at year end). The total value of the noncurrent assets as of October 31, 2020 were \$244,326.

Liabilities:

Norway Arena had accounts payable of \$668 as of October 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 October 2020 are \$218,100. This revenue comes from the concessions, sign advertisements, pro shop lease, youth programming, shinny hockey, public skating and ice rentals.

The operating expenses for Norway Arena through October 2020 were \$222,096. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of October 2020, Norway Arena had an operating loss of \$3,996.

As of October 31, 2020, Norway Arena has a decrease in net assets of \$3,996.

The budget to actual reports for revenue and expenditures, with comparison to the same period last year show that revenue for FY21 is \$8,027 more for this period than in FY20 and expenditures in FY21 are \$17,008 more than last year in October.

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

| | October 31, 2020 | September 30, 2020 | Increase/ (Decrease) |
|-------------------------------|---------------------|-----------------------|-------------------------|
| ASSETS | | | |
| Current assets: | | | |
| Cash and cash equivalents | \$ 238,873 | \$ 234,655 | \$ 4,218 |
| Interfund receivables | \$ (1,895,571) | \$ (1,918,418) | \$ 22,847 |
| Prepaid Rent | \$ - | \$ - | \$ - |
| Accounts receivable | 110,289 | 177,911 | \$ (67,622) |
| Total current assets | (1,546,409) | (1,505,852) | (40,557) |
| 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 | (1,302,083) | (1,261,526) | (40,557) |
| LIABILITIES | | | |
| Accounts payable | \$ 668 | \$ 11,740 | \$ (11,072) |
| Net OPEB liability | \$ 44,026 | \$ 67,511 | \$ (23,485) |
| Net pension liability | 60,901 | 57,636 | 3,265 |
| Total liabilities | 105,595 | 136,887 | (31,292) |
| NET ASSETS | | | |
| Invested in capital assets | \$ 244,326 | \$ 244,326 | - |
| Unrestricted | \$ (1,652,004) | \$ (1,642,739) | \$ (9,265) |
| Total net assets | \$ (1,407,678) | \$ (1,398,413) | \$ (9,265) |

CITY OF AUBURN, MAINE
Statement of Revenues, Expenses and Changes in Net Assets
Norway Savings Bank Arena
Business-type Activities - Enterprise Funds
Statement of Activities
October 31, 2020

| | Norway Savings Arena |
|---|-------------------------------------|
| Operating revenues: | |
| Charges for services | \$ 218,100 |
| Operating expenses: | |
| Personnel | \$ 93,252 |
| Supplies | \$ 29,431 |
| Utilities | \$ 75,208 |
| Repairs and maintenance | \$ 7,705 |
| Insurance Premium | |
| Depreciation | |
| Capital expenses | |
| Other expenses | 16,500 |
| Total operating expenses | 222,096 |
| Operating gain (loss) | (3,996) |
| Nonoperating revenue (expense): | |
| Interest income | - |
| Interest expense (debt service) | - |
| Total nonoperating expense | - |
| Gain (Loss) before transfer | (3,996) |
| Transfers out | - |
| Change in net assets | (3,996) |
| Total net assets, July 1 | (1,403,682) |
| Total net assets, October 31, 2020 | \$ (1,407,678) |

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

| REVENUE SOURCE | FY 2021 BUDGET | ACTUAL REVENUES THRU OCT 2020 | % OF BUDGET | FY 2020 BUDGET | ACTUAL REVENUES THRU OCT 2019 | % OF BUDGET | VARIANCE |
|----------------------------------|---------------------|-------------------------------------|----------------|---------------------|-------------------------------------|----------------|-----------------|
| CHARGE FOR SERVICES | | | | | | | |
| Concussions | \$ 16,500 | \$ - | 0.00% | \$ 16,500 | \$ 4,500 | 27.27% | \$ (4,500) |
| Skate Rentals | \$ 7,500 | \$ - | 0.00% | \$ 7,500 | \$ - | 0.00% | \$ - |
| Pepsi Vending Machines | \$ 3,000 | \$ - | 0.00% | \$ 3,000 | \$ 191 | 6.37% | \$ (191) |
| Games Vending Machines | \$ 3,000 | \$ - | 0.00% | \$ 3,000 | \$ - | 0.00% | \$ - |
| Vending Food | \$ 3,000 | \$ 5 | 0.17% | \$ 3,000 | \$ 204 | 6.80% | \$ (199) |
| Sponsorships | \$ 230,000 | \$ 69,950 | 30.41% | \$ 230,000 | \$ 87,886 | 38.21% | \$ (17,936) |
| Pro Shop | \$ 7,000 | \$ 1,053 | 15.04% | \$ 7,000 | \$ 491 | 7.01% | \$ 562 |
| Programs | \$ 27,500 | \$ - | 0.00% | \$ 27,500 | \$ - | 0.00% | \$ - |
| Rental Income | \$ 744,000 | \$ 133,632 | 17.96% | \$ 744,000 | \$ 106,721 | 14.34% | \$ 26,911 |
| Camps/Clinics | \$ 50,000 | \$ 13,460 | 26.92% | \$ 50,000 | \$ 6,580 | 13.16% | \$ 6,880 |
| Tournaments | \$ 55,000 | \$ - | 0.00% | \$ 55,000 | \$ 3,500 | 6.36% | \$ (3,500) |
| TOTAL CHARGE FOR SERVICES | \$ 1,146,500 | \$ 218,100 | 19.02% | \$ 1,146,500 | \$ 210,073 | 18.32% | \$ 8,027 |

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

| DESCRIPTION | ACTUAL | | | ACTUAL | | | VARIANCE |
|---------------------------------|-------------------|-------------------------------|----------------|-------------------|-------------------------------|----------------|------------------|
| | FY 2021 BUDGET | EXPENDITURES THRU OCT 2020 | % OF BUDGET | FY 2020 BUDGET | EXPENDITURES THRU OCT 2019 | % OF BUDGET | |
| Salaries & Benefits | \$ 328,913 | \$ 93,252 | 28.35% | \$ 347,736 | \$ 93,168 | 26.79% | \$ 84 |
| Purchased Services | \$ 120,000 | \$ 24,205 | 20.17% | \$ 49,500 | \$ 22,011 | 44.47% | \$ 2,194 |
| Supplies | \$ 83,000 | \$ 29,431 | 35.46% | \$ 68,150 | \$ 26,775 | 39.29% | \$ 2,656 |
| Utilities | \$ 244,650 | \$ 75,208 | 30.74% | \$ 238,000 | \$ 63,134 | 26.53% | \$ 12,074 |
| Capital Outlay | \$ 50,000 | \$ - | 0.00% | \$ 15,000 | \$ - | 0.00% | \$ - |
| Rent | | \$ - | | \$ - | \$ - | | \$ - |
| | \$ 826,563 | \$ 222,096 | 26.87% | \$ 718,386 | \$ 205,088 | 28.55% | \$ 17,008 |
| GRAND TOTAL EXPENDITURES | \$ 826,563 | \$ 222,096 | 26.87% | \$ 718,386 | \$ 205,088 | 28.55% | \$ 17,008 |