



**City Council Workshop & Meeting
September 19, 2016
Agenda**

5:30 P.M. Workshop

- A. Cable TV Advisory Board By-laws – Paul Fraser (20 minutes)
- B. General Assistance Appendices – Dot Meagher (10 minutes)
- C. Council Committee Check-in – Denis D’Auteuil (45 minutes)
- D. Parks/Recreation/Special Events Committee Overlaps – Denis D’Auteuil (15 minutes)

7:00 P.M. City Council Meeting

Roll call votes will begin with Councilor Stone

Pledge of Allegiance

- I. **Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.
- II. **Minutes**
 - September 12, 2016 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
 - Auburn Book Project Winner
 - Assessing and Abatement Presentation – Karen Scammon
- IV. **Open Session** – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.
- V. **Unfinished Business**
 - 1. **Ordinance 07-09122016**
Amending the Colonial Ridge Planned Unit Development (PUD) zoning map from Industrial District to Suburban Residential. Second reading.
- VI. **New Business**
 - 2. **Order 62-09192016**
Appointing Board and Committee members as nominated by the Appointment Committee.
Council may enter into executive session pursuant to 1 M.R.S.A. §405(6)(A).

VII. Executive Session

- Executive Session to discuss a real estate matter, pursuant to 1 M.R.S.A. §405(6)(C)

VIII. Reports

a. Mayor's Report

b. City Councilors' Reports

c. City Manager Report

d. Finance Director, Jill Eastman – July 2016 and August 2016 Monthly Finance Report

IX. Open Session - Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.

X. Adjournment

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 of personnel issues
- B. Discussion or consideration by a school board of suspension or expulsion
- 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 disclosure of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation
- F. Discussion 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. Consultation between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: 9/19/2016

Author:

Subject: Cable TV Advisory Board By-laws

Information:

The AL-ACTC voted to unanimously approve the attached proposed Committee By-Laws.

A few notes are in order to highlight what was incorporated into the By-Laws:

- There are no substantive changes to those By-Law requirements expressed in Section A. of the Interlocal Agreement
 - Much of the wordsmithing in Article III, Section A of the By-Laws preserves the original intent of Section A. of the Interlocal Agreement: Eight total members on the committee--four from each city; Auburn committee appointment policies and ordinances take precedence for all Auburn appointments; Lewiston City Administrator will appoint a staff person, Mayor and Council will appoint an elected official, and Mayor will nominate and Council will appoint two remaining members; with the exception of the five members subject to the "blind draw" that staggers the inaugural member term, all future terms will be for two years with no member serving more than three consecutive terms
 - Tele-video conferencing for quorum purposes will be limited to one member voting by tele-video conference and a minimum number of three present to conduct an official meeting (no voting can occur); and all voting must require a quorum of five with a minimum of four present with one member permitted to vote by tele-video conferencing
 - All affirmative votes will require five votes
 - A minimum of three affirmative votes from one city must be cast by for any action impacting only that city
 - Language to fill vacancies and for removal of members (Section III.D.)
 - All By-Law conditions expressed in Section A. of the Interlocal Agreement have been satisfied
-

Advantages:

Disadvantages:

City Budgetary Impacts: None

Staff Recommended Action: Discussion with action to follow at the next Council Meeting

Previous Meetings and History: Presented and approved by the Lewiston City Council on Sept. 6, 2016

Attachments:

Proposed by-laws

**BY-LAWS
OF THE
AUBURN-LEWISTON ADVISORY CABLE TV COMMITTEE**

I. MISSION, PURPOSE AND SCOPE

A. Mission

The cities of Auburn and Lewiston, acknowledging a need and desire for the establishment of local public access, educational and government (PEG) channels, have established the Auburn-Lewiston Advisory Cable TV Committee (sometimes referred to as “Committee”) whose primary mission is to provide policy oversight for the broadcasting of a variety of PEG programming utilizing both on site and community assets to operate Great Falls TV (sometimes referred to as “GFTV”) as an open and accessible resource to all concerned.

B. Purpose and Scope

- 1) To oversee the operation and investment of available revenues in facilities, operations and equipment that provide GFTV viewers quality and dependable local cable television and internet streaming/archiving services;
- 2) To oversee the production and programming that is generated by both GFTV and other sources from within and outside of our community;
- 3) Advising the City Councils and the public on matters relating to the administration of GFTV policies and programming;
- 4) Encouraging other PEG access stations utilizing GFTV services to reflect its policies and values relative to content broadcasted on GFTV;
- 5) Relaying pertinent operations, programming and policy information to the City Councils and the public on a timely basis;
- 6) Acting on such matters as the City Councils or the Auburn City Manager/Lewiston City Administrator deem appropriate provided that such matters relate to GFTV services/operations;
- 7) Advocate for quality local programming within the context of available resources and revenues;
- 8) Advocate for the needs of GFTV viewers;
- 9) Raise the public awareness of the Committee, inform the community of the Committee’s role, and solicit public opinion and needs.

II. MEETINGS OF MEMBERS

A. Monthly Meeting of Members

Unless otherwise posted, the regular Monthly Meeting of the Committee shall be held at Auburn Hall on the first Thursday of each month, at 6:00 P.M. for transacting business as may properly come before the Committee. The time and place of the Monthly Meeting and items to be acted upon/discussed shall be posted in the agenda and submitted to the City Clerks in both cities for public posting no later than three (3) business days prior.

B. Special Meetings of Members

Special Meetings of the Committee shall be called by the Chair or upon the request of a majority of the Committee Members (sometimes referred to as "Members"). Notice for any Special Meeting must include the nature of the business to be acted upon/discussed by the Committee and must be submitted for public posting to the City Clerks in both cities no later than twenty-four hours prior to the meeting.

C. Members Eligible to Vote

Those persons who have been formally appointed as Members shall be eligible to vote at all meetings in one of the following manners:

- 1) In person.
- 2) By telephone or videoconference

D. Quorum of Members

An official meeting shall require a quorum consisting of no less than four (4) Members present at the meeting or three (3) Members present and no more than one (1) by telephone or videoconference. If no quorum is present, a majority of those present may adjourn and reschedule the meeting in accordance with the meeting notice provisions within these by-laws.

For purposes of voting, no less than four (4) members shall be present but a quorum of five (5) members (with no more than one Member by telephone or videoconference) shall be required (see Article III.C).

E. Meetings of Members Open to Public

- 1) All meetings of the Committee shall be open to the public and shall be conducted in accordance with those public and confidential provisions outlined in Maine law.
- 2) Members of the public shall be welcomed as guests at any Regular or Special meeting of the Committee.
- 3) Members of the public may present written requests for information to any Committee Member at any time; a period of time during each Regular Meeting shall be made available for questions or comments from guests.

- 4) Guests shall have no vote on Committee matters but may be invited to participate in discussion of such matters.
- 5) Guest policies at Special Meetings shall be at the discretion of the Chair.

III. MEMBERS

A. Tenure and Qualifications of Members

Four (4) Members from Auburn and four (4) Members from Lewiston shall be appointed in accordance with these By-Laws and the terms outlined in Auburn-Lewiston Local Cable TV Operations Interlocal Agreement (sometimes referred to as “Agreement”) but all committee selection/appointment ordinances and policies for the City of Auburn shall take precedence:

- 1) One (1) City Councilor or Mayor from each city may be appointed to serve two (2) year terms (to correspond with Mayor/City Council elections), and may be reappointed to an unlimited number of consecutive terms; and
- 2) with the exception of the staff position who shall serve at the pleasure of the Lewiston City Administrator, the inaugural terms of the remaining five Committee Members shall be staggered as a one (1), two (2) and three (3) year term of service based on a blind draw conducted by the Chair of the Committee at the first inaugural meeting of the Committee. Terms for all five Members thereafter shall be two year terms; and
- 3) in Auburn, three (3) Committee Members shall be appointed by and serve no more than three (3) two (2) year terms; and
- 4) in Lewiston with the noted exception of the City Administrator staff position, the Mayor shall nominate two Members who shall be appointed by the City Council and serve no more than three (3) two (2) year terms.

In the event that a Member resigns, is removed for cause, dies or fails to be re-appointed, a new Member may be nominated by the Committee and submitted for approval by the applicable City Council to fill the vacancy. All appointments shall fill the remaining term of the vacated position or shall fill the vacancy in accordance with those provisions, ordinances or policies governing committee appointments for the applicable municipality.

All Members must be at least 18 years of age at the time of their appointment to serve as a Member.

B. Election and Appointment of Officers

At the inaugural meeting of the Committee, the Chair, Vice-Chair, and Secretary shall be chosen by a majority vote of the Committee with all future elections being conducted at the Regular Meeting scheduled the month prior to the expiration of terms for all Officers.

C. Voting Requirements and Email Communications

All legislative actions of the Auburn-Lewiston Cable TV Committee will require no less than five (5) affirmative votes. All voting actions must take place in accordance with the attendance and quorum requirements stated in Article II.D. of these by-laws.

No email voting is authorized but email may be used to communicate meeting notices, assess quorum availabilities, and other pertinent business information to Committee Members.

When a matter before the Committee only affects cable customers in one city, no less than three (3) Members representing the city involved must vote in the affirmative for passage.

D. Member Eligibility - Removal of Members - Vacancies

Residency shall be a requirement for all Members in both municipalities. Any action or cause resulting in a change of Member residency shall result in immediate ineligibility for Committee participation and immediate termination of Member's appointment to the Committee.

In the absence of submitting an excused absence request to the Chair, any Member who does not attend three (3) consecutive Committee meetings shall be deemed to have resigned voluntarily from the Committee, effective at the close of the third unattended meeting, unless the Committee, at the request of the Member and for good cause, shall have taken action to retain the Member.

Any Member may be removed with or without cause at any time by the affirmative vote of two-thirds of the City Council which appointed the Member or by a two-thirds vote of the Committee which must also be affirmed by a two-thirds vote of the applicable City Council. A new Member may be nominated by the Committee and submitted for approval to the applicable municipality to fill the vacancy. All such appointments shall fill the remaining term of the vacated position or shall fill the vacancy in accordance with those provisions, ordinances or policies governing committee appointments for the applicable municipality.

In the event that a Member resigns, is removed for cause, or dies, a new Member may be nominated by the Committee and submitted for approval by the applicable municipality to fill the vacancy. All such appointments shall fill the remaining term of the vacated position or shall fill the vacancy in accordance with those provisions, ordinances or policies governing committee appointments for the applicable municipality.

In the event of the removal or resignation of the Chair, the Vice-Chair shall become the interim Chair until the next Monthly Meeting at which time a person shall be elected to serve for the balance of the term of the removed Chair.

E. Roberts Rules

Roberts Rules of Order, Revised, shall govern the proceedings of all Committee meetings and its constituent parts except as provided in these By-Laws.

IV. OFFICERS

A. Officers

The Officers of the Committee (sometimes herein “Officers”) shall consist of a Chair, Vice-Chair, and Secretary. No person may concurrently hold more than one office.

B. Term, Removal, Vacancy of Officers

The Officers shall be elected at the Inaugural Meeting of the Committee and shall hold office for one (1) year or until a successor is elected. No Officer may serve more than three consecutive terms in the same office. Any Officer may be removed by vote of the Committee with or without cause if it determines in its discretion that the best interests of the Committee would be served thereby.

A vacancy shall be filled by a vote of the Committee for the unexpired portion of the term.

C. Duties and Authority of the Chair

The Chair shall preside at all meetings of the Committee. Subject to the control of the Committee, the Chair shall be responsible for supervising and directing the affairs of the Committee and shall see that all orders and resolutions of the Committee are carried into effect. The Chair or a majority vote of the Committee may appoint Members and other public individuals to ad hoc committees to work on a variety of initiatives for the full Committee to consider. All ad hoc committee meetings shall be posted in accordance with the meeting notice and participation requirements listed in Section II of these By-Laws. The Chair or Committee authorizing the ad hoc committee may terminate the ad hoc committee at any time but must post the proposed action on the agenda of any Regular Meeting.

D. Duties and Authority of the Vice-Chair

The Vice-Chair shall perform such duties as shall from time to time be prescribed by the Committee or delegated by the Chair. In the absence of the Chair, the Vice-Chair shall act in his/her stead unless otherwise prescribed by the Committee.

E. Duties and Authority of Secretary

The Secretary shall be responsible for: keeping the minutes of the proceedings of Members in one or more books provided for that purpose; seeing that all notices are duly given in accordance with the provisions of these By-Laws or as required by law; custody of the Committee records; keeping a register of the address of each Member and updating the same regularly; and in general performing all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the Chair or by the Committee.

V. REPORTS AND BUDGETS

A. Annual Report

The Committee shall issue an Annual Report which shall be distributed to Members and the public no later than 5 months following the end of the fiscal year. The Annual Report shall include, among other things, information as to:

- 1) Revenues and expenditures and a comparison of those amounts to the amounts budgeted;
- 2) The number of people trained in the use of the Committee's equipment;
- 3) The nature and amount of programming produced by the Committee;
- 4) The nature and amount of programming produced in cooperation or conjunction with the Committee;
- 5) The number of persons and/or organizations utilizing the community access programming facilities;
- 6) Actions taken to encourage broad-based utilization of the community access programming facilities;
- 7) Actions taken to coordinate the Committee's programs and activities with those of other public and private organizations involved in the production of community-based cable TV programming in Maine;
- 8) Complaints received about access operations, and actions taken by the Committee to resolve such complaints;
- 9) Grants/donations awarded to the Committee for programming;
- 10) The work of each or any sub-committee appointed by the Chair.

B. Annual Budget

Working through the department head, the station manager and the Committee shall prepare a proposed budget for each new fiscal year which shall be made available to the Lewiston City Administrator and the Auburn City Manager no later than January 31st of each year.

VI. AMENDMENT OF BY-LAWS

These By-laws may be amended only in the following manner: an amendment may be introduced on the agenda of any Regular Monthly Meeting of the Committee. All by-law amendments receiving an affirmative vote from the Committee will be submitted to the City Clerks of both cities for action by the City Councils.

Once notice has been received by the City Clerks, the Committee approved By-Law amendment must be posted in the agenda no later than sixty (60) days within receipt of the written Committee notice. The City Councils shall be required to vote on any By-Law amendment within sixty (60) days of posting on the agenda.

VII. FRANCHISE AGREEMENT OVERSIGHT PROCEDURES

The powers and duties of the Committee shall be:

A. By appropriate orders and directions of the Auburn or Lewiston City Councils, to take action to ensure cable television service franchisee(s) compliance with the terms and conditions of their respective present and future franchise agreements with the cities of Auburn and Lewiston.

B. To investigate complaints made to the Committee by subscribers and others within the community with respect to the access to the facilities of franchisees, the charges made for installation, service and use of such facilities, equipment rental and other charges, the quality of service provided by franchisees, billing and other matters pertaining to such service and, where feasible, to assist in resolving such complaints by appropriate order or otherwise.

C. To advise the City Councils on all matters affecting the provision of cable television service to present and future inhabitants of the community and to recommend appropriate changes in this chapter and regulations relating to cable television service.

D. To review, evaluate and make recommendations to the Auburn and Lewiston City Councils with respect to renewal of existing franchises and to proposals for award of future franchises for cable television service to inhabitants and others within the village.

E. To inspect the books, records and other information sources of any franchisee as permitted or required by the terms of any franchise agreement now or hereafter entered into by the cities of Auburn and Lewiston.

F. To meet periodically with franchisees as provided by franchise agreements to discuss the manner in which such agreements are being implemented and such other topics as are of interest to the village and franchisees. The Committee may delegate this duty by its rule or regulation to a sub-committee or to one or more Members of the Committee.

G. In cooperation with the Auburn and Lewiston Planning Boards, to conduct studies, surveys and investigations as necessary with respect to present or future provision of cable television service within the community as may be necessary to carry out the general purposes of this chapter.

H. To maintain liaison and communication with franchisees, federal and state regulatory bodies and public and private agencies, institutions and individuals of local, state or national scope whose activities have an impact on the quality or availability of cable television service and who can be of assistance to the Committee.

I. To coordinate, assist and unify efforts of private groups, institutions and individuals within the community to assist the Committee in the exercise of its powers and the discharge of its duties as expressed in these by-laws.

J. To plan, coordinate and make arrangements for broadcast of a civic and informational nature and public emergency broadcasting and two-way voice and data transmission by the one or both cities as available, utilizing the facilities of present and future franchises in accordance with applicable state and federal regulations and the terms and conditions of the respective present and future franchise agreements.

K. To make recommendations with respect to the installation and use of service connections and radio-frequency distribution systems in buildings owned by both cities for the provision of cable television service to such buildings.

L. To carry out such other duties as may be assigned from time to time as mutually agreed to by the Auburn and Lewiston City Councils.

VIII. MISCELLANEOUS

A. Fiscal Year

The Corporation shall utilize a fiscal year ending June 30.

B. Web Page Posting.

All policies, agendas and meeting notices, along with other Committee business, franchise agreement, programming and other related Committee business shall be posted on the Committee's web page.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: 9/19/2016

Author: Dorothy Meagher

Subject: Adoption of Appendices for General Assistance, Effective 10/01/2016 to 09/30/2017

Information: I'm seeking the approval of the new General Assistance Appendices A, the GA overall maximums and Appendix C (Lewiston / Auburn MSA) the housing accordance to Ordinance 24-23 in Chapter 24. Once the appendices A and C, are adopted they will replace the FY 15-16 maximums for those appendices.

The maximums are established as a matter of state law based on certain federal and HUD values. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22, M.R.S.A. §4305(4).

Advantages: By adopting the new appendices A and C the program will be in compliance for the 70% reimbursement from the State.

Disadvantages: By not adopting the appendices, the program can be penalized and lose the State reimbursement.

City Budgetary Impacts: The overall maximum (Appendix A) is an average increase of 4%. The rental increase (Appendix C) is an average increase of 10% over last year's rates.

Staff Recommended Action: Approval of the increase to the General Assistance Appendices A & C as required by state statutes and ordinance.

Previous Meetings and History: This is a yearly approval needed by council when any changes are done to the appendices.

Attachments:

Appendix A, Overall Maximums
Appendix C, Rental Maximums
Adoption form for 16-17

GA Overall Maximums Appendix A

Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	703	777	981	1,227	1,437
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	596	673	836	1,082	1,254
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	575	678	855	1,086	1,241
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	838	975	1,220	1,638	1,717
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	967	1,011	1,316	1,693	2,070
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	750	796	1,058	1,542	1,759

Non-Metropolitan FMR Areas**Rental****Appendix C**

<u>Waldo County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	116	497	138	592
1	127	547	156	671
2	149	639	184	793
3	211	908	255	1,096
4	215	926	269	1,155
<u>Washington County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	98	420	121	521
1	102	439	131	563
2	120	515	156	669
3	157	674	200	862
4	191	819	244	1,048

Metropolitan FMR Areas

<u>Bangor HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	125	539	149	640
1	135	583	164	707
2	173	744	209	898
3	219	944	263	1,132
4	255	1,097	308	1,326
<u>Penobscot Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	101	432	124	533
1	111	479	140	603
2	139	599	175	753
3	186	799	230	987
4	213	914	266	1,143
<u>Lewiston/Auburn MSA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	96	411	119	512
1	112	484	141	608
2	144	618	180	772
3	187	803	230	991
4	210	901	263	1,130

GENERAL ASSISTANCE ORDINANCE

APPENDICES A-D

2016-2017

The Municipality of Auburn, Maine adopts the MMA Model Ordinance GA Appendices (A&C) for the period of Oct. 1, 2016—September 30, 2017. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the _____ (day) of _____ (month) _____ (year)
by the municipal officers:

James Pross

(Signature)

Robert Stone

(Signature)

Andy Titus

(Signature)

Leroy Walker

(Signature)

Grady R. Burns

(Signature)

David C. Young

(Signature)



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: September 19th, 2016

Author: Denis D'Auteuil, Acting City Manager

Subject: City Council Policy Committees Check-in

Information: When the City Council Committees began in February 2016 the City Council and staff agreed to evaluate the Council Committee model and report back in September 2016. Staff and the City Council will discuss the results of the past 6 months since the City Council Committees have been in place.

Advantages:

Providing for additional research and discussion time between small groups of City Councilors has appeared to improve working relationships between City Councilors. Over time, a process of identifying top priorities for a newly elected City Council and dividing the work among Committees of the Council should have value to continuing to work on longer term projects. Staff and the City Council have benefited from the Council Committee process to get a deeper understanding of issues and projects that have either already been before the City Council or will likely come forward in the near future.

Disadvantages:

Since the process started in February, the list of active projects/initiatives that continued through to the City Council do not appear to have been reduced. The current City Council has added additional projects/initiatives at the various Committees as well as through actions taken by the City Council as a whole (during the CDBG/HOME budget adoption, full City budget adoption, etc).

With the reduction in staff capacity due to the departure of some key staff positions in the past few months, the start of a new budget process on the horizon, and the increased work load on the City Council with the City Manager search, focusing as a full City Council on bringing current initiatives and projects forward should be a priority.

City Budgetary Impacts: None

Staff Recommended Action: City Management recommends that the City Council Committees be suspended for the next few months and we return to the process of bringing all initiatives/projects forward to the full City Council for workshop/ action. After the City Manager search is complete we can re-visit the City Council Committee process and determine next steps.

Previous Meetings and History: February 22nd, 2016 City Council Workshop

Attachments:

Background documents discussed by City Council when pilot program was discussed

Auburn City Council Committee Pilot

Background items for Council still to be delivered:

- Governing documents for all committees; Mission statements, by-laws/ILA/etc
- Draft templates for issue referral to Committee, and Committee recommendation to Council
- One paragraph descriptions of each pending project/initiative

Pilot Model:

- Four Committees to be formed: Community Services and Public Safety, Community and Economic Development, Transportation and Environment, Finance and Administration
- Committees would meet once per month and offer monthly updates on work to full council. Monthly meeting dates begin in February and should be noticed as other meetings are.
- City manager would assign a dedicated staff member to each committee to support administrative functions like scheduling, document and agenda preparation, minutes, etc.

How an issue reaches a Council Agenda:

- First, referred to Committee of jurisdiction by:
 - City Councilor (or on behalf of constituent), Department head, Board or Commission
- Second, Committee hosts workshops/hearings on topic and takes public input
 - Requires Councilor(s) and staff to research
- Third, Committee may vote to make recommendation for a specific Council action, then gets on list for Council workshop agenda
- Fourth, Council hosts workshop, may consider placing on agenda for action or sending back to Committee

Proposed business for first Committee meetings:

- Review of pending efforts to gain awareness and understanding, discussion of how you might prioritize
- Overview of Departments of Jurisdiction, their services and how they measure project progress or satisfactory service delivery

Opportunity for Committees during budget season:

- Seeking a means to fully comply with Section 8.4 of the City Charter in the 2016-17 budget:
 - “a. The proposed goals and expenditures for current operations during the ensuing fiscal year, detailed for each fund by department or by other organization unit, and program, purpose, or activity, method 14 of financing such expenditures, and methods to measure outcomes and performance related to the goals;”
 - “b. Proposed longer-term goals and capital expenditures during the ensuing fiscal year, detailed for each fund by department or by other organization unit when practicable, the proposed method of financing each such capital expenditure, and methods to measure outcomes and performance related to the goals; and”
 - “c. The proposed goals, anticipated income and expense, profit and loss for the ensuing year for each utility or other enterprise fund or internal service fund operated by the City, and methods to measure outcomes and performance related to the goals. For any fund, the total of proposed expenditures shall not exceed the total of estimated income plus carried forward fund balance exclusive of reserves.”

Pilot period:

- Proposal to have seven committee meetings (February through August) and a September workshop to debrief on positives, challenges and possible changes if it continues.

Public Safety and Community Services Committee

City Councilors:

Andy Titus – Ward 3

Leroy Walker – Ward 5

David Colby Young – At-large

Departments of Jurisdiction

- Fire and Rescue Department
- Police Department
- Great Falls TV
- Health and Social Services
- Recreation and Special Events

Shared or Independent Boards

- Lewiston and Auburn 911
 - Policy and operational
- Auburn Public Library
 - Policy and operational
- Lewiston and Auburn Cable TV Advisory Committee
 - Policy
- Lewiston and Auburn Public Health Committee
 - Policy
- LA Arts
 - Policy and operational

Pending/on-going initiatives

- Recreation and Special Events Committee formalizing changes
- Fire Department Matrix study review and implementation prioritization of policies
- EMS operations/financial reporting
- Mutual Aid agreements
- Androscoggin County 911
- Parking program implementation
- Neighborhood Revitalization Team (Auburn PD)
- LA Arts/Maine Arts Commission Planning Project
- Ingersoll Arena oversight

Transportation and the Environment Committee

City Councilors:

Tina Gilbert – Ward 4

Leroy Walker – Ward 5

David Colby Young – At-large

Departments of Jurisdiction

- Public Services
 - Winter maintenance
 - Solid waste/recycling
 - Road maintenance program
 - Facilities management
 - Parks maintenance

Shared/Independent Boards

- Auburn and Lewiston Airport
 - Policy and operational
- Androscoggin Transportation Resource Center
 - Policy
- Lewiston and Auburn Bike-Pedestrian Committee
 - Policy
- Lewiston and Auburn Transit Committee
 - Operational
- Lewiston and Auburn Railroad Corporation
 - Operational
- Lewiston and Auburn Community Forest Board
 - Policy
- Lake Auburn Watershed Protection Commission
 - Policy and operational
- Lewiston and Auburn Water Pollution Control Authority
 - Policy and Operational
- MidMaine Waste Action Corporation
 - Policy and operational

Pending/on-going initiatives

- Community Forest Management Planning as follow up to moratorium
- Athletic Field Assessment Phase 1 and Phase 2 Completion and Review
- Solid waste and recycling contract
- Future of MMWAC
- Route 4 engineering from East Auburn to Lake Shore Drive
- Downtown transportation center construction and bus operations plan
- Commuter service to Portland (bus planning and city policy)
- Downtown passenger rail policies and state study
- Complete street implementation/ Bike/ped ordinances
- LATC Route study
- Lower Barker FERC Relicensing
 - Intermodal/Port of Auburn lease negotiation

Community and Economic Development Committee

City Councilors:

James Pross – Ward 1

Robert Stone – Ward 2

Grady Burns – At-large

Departments of Jurisdiction

- Economic Development
- Planning and Permitting
- Community Development

Shared/Independent Boards

- Auburn Business Development Corporation
 - Policy
- Lewiston and Auburn Economic Growth Council
 - Policy and operational
- Poland/Auburn Committee
 - Policy

Pending/on-going initiatives

- Comprehensive Plan implementation
- New Auburn Greenway/Riverway development
- Minot Ave/Downtown Gateway improvement (JDA with Miracle Enterprises)
- Norway Savings Bank Arena operational assessment and retail market study for Mall Area
- CDBG 5 year plan update and committee oversight
- LAEGC contract oversight
- ABDC business park lot sales and future relationship to City of Auburn
- Downtown development program recommendation and implementation
- Form-based Code
- Joint Land Use Planning/Mt. Apatite
- Property Maintenance Ordinance/Dangerous Building
- TIF budgets and workplans
- Great Falls Arts Center
- Recreation Planned Use Development
- Agricultural Zone review
- Housing zoning change that was deferred by last City Council
- City Marketing Plan

Finance and Administration Committee

City Councilors:

Robert Stone – Ward 2

Andy Titus – Ward 3

Tina Gilbert – Ward 4

Departments of Jurisdiction

- City Clerk
- City Manager
- Finance/Assessing
- Human Resources
- Information Technology
- Legal Services
- Mayor and Council

Shared/Independent Boards

- Androscoggin County Budget Committee
 - Policy
- Androscoggin Valley Council of Governments
 - Policy and operational
- Lewiston and Auburn Joint Council Committee
 - Policy

Pending/on-going initiatives

- Draft of the CIP and Budget
- Canal legal matter
- City merger charter commission
- City Audit
- City owned property strategy
- Non property tax revenues

Background items for Council

- Governing documents for all committees
 - Mission statements, appointment process

How it might work

- In a four committee system, five Councilors would serve on two committees, two would serve on just one.
- Committees would meet once per month and offer monthly updates on work to full council
- City manager would assign a dedicated staff member to each committee

How an issue reaches a Council Agenda

- Referred to Committee of jurisdiction by:
 - City Councilor (or on behalf of constituent)
 - Department head
 - Board or Commission
- Committee hosts workshops/hearings on topic
 - Requires Councilor(s) and staff to research
- Committee may make recommendation for a specific Council action and refers to Council
- Council hosts workshop, may consider placing on agenda for action or sending back to Committee

Public Safety and Community Services

Departments of Jurisdiction

- Fire and Rescue Department
- Police Department
- Great Falls TV
- Health and Social Services
- Recreation and Special Events

Public Safety and Community Services

Shared or Independent Boards

- Lewiston and Auburn 911
 - Policy and operational
- Firearms Discharge Committee
 - Policy
- Auburn Public Library
 - Policy and operational
- Lewiston and Auburn Cable TV Advisory Committee
 - Policy
- Lewiston and Auburn Public Health Committee
 - Policy
- Recreation and Special Events Advisory Board
 - Policy
- LA Arts
 - Policy and operational

City Controlled/Appointed Boards

- Firearms Discharge Committee
 - Policy
- Auburn Public Library
 - Policy and operational
- Recreation and Special Events Advisory Board
 - Policy

Public Safety and Community Services

Pending/on-going initiatives

- Recreation and Special Events Committee formalizing changes
- Fire Department Matrix study review and implementation prioritization of policies
- EMS operations/financial reporting
- Mutual Aid agreements
- Androscoggin County 911
- Parking program implementation
- Neighborhood Revitalization Team (Auburn PD)
- LA Arts/Maine Arts Commission Planning Project

Transportation and the Environment

Departments of Jurisdiction

- Public Services
 - Winter maintenance
 - Solid waste/recycling
 - Road maintenance program
 - Facilities management
 - Parks maintenance

Transportation and the Environment

Shared/Independent Boards

- Auburn and Lewiston Airport
 - Policy and operational
- Androscoggin Transportation Resource Center
 - Policy
- Lewiston and Auburn Bike-Pedestrian Committee
 - Policy
- Lewiston and Auburn Transit Committee
 - Policy and operational
- Lewiston and Auburn Railroad Corporation
 - Policy and operational
- Lewiston and Auburn Community Forest Board
 - Policy
- Lake Auburn Watershed Protection Commission
 - Policy and operational
- Lewiston and Auburn Water Pollution Control Authority
 - Policy and Operational
- MidMaine Waste Action Corporation
 - Policy and operational

City Controlled/Appointed Boards

- Auburn Sewerage District
 - Policy and operational
- Auburn Water District
 - Policy and operational
- Conservation Commission
 - Policy

Transportation and the Environment

Pending/on-going initiatives

- Community Forest Management Planning as follow up to moratorium
- Athletic Field Assessment Phase 1 Completion and Review
- Athletic Facility Assessment Phase 2 review
- Ingersoll Arena oversight
- Solid waste and recycling contract
- Future of MMWAC
- Route 4 engineering from East Auburn to Lake Shore Drive
- Downtown transportation center construction and bus operations plan
- Commuter service to Portland (bus planning and city policy)
- Downtown passenger rail policies and state study
- Complete street implementation/ Bike/ped ordinances
- LATC Route study
- Lower Barker FERC Relicensing
- Intermodal/Port of Auburn lease negotiation

Community and Economic Development

Shared/Independent Boards

- Auburn Business Development Corporation
 - Policy
- Lewiston and Auburn Economic Growth Council
 - Policy and operational
- Poland/Auburn Committee
 - Policy

City Controlled/Appointed Boards

- Auburn Housing Authority
 - Policy and operational
- CDBC Loan Committee
 - Policy and operational
- CDBG/HOME Community Advisory Committee
 - Policy
- Planning Board
 - Policy
- Zoning Board of Appeals
 - Policy

Community and Economic Development

Departments of Jurisdiction

- Economic Development
- Planning and Permitting
- Community Development

Community and Economic Development

Pending/on-going initiatives

- Comprehensive Plan implementation
- New Auburn Greenway/Riverway development
- Minot Ave/Downtown Gateway improvement (JDA with Miracle Enterprises)
- Norway Savings Bank Arena operational assessment and retail market study for Mall Area
- CDBG 5 year plan update and committee oversight
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- Property Maintenance Ordinance/Dangerous Building
- TIF budgets and workplans
- Great Falls Arts Center
- Recreation Planned Use Development
- Agricultural Zone review
- Housing zoning change that was deferred by last City Council

Finance and Administration

Shared/Independent Boards

- Androscoggin County Budget Committee
 - Policy
- Androscoggin Valley Council of Governments
 - Policy and operational
- Lewiston and Auburn Joint Council Committee
 - Policy

City Controlled/Appointed Boards

- Appointment Committee
 - Policy
- Audit and Procurement Committee
 - Policy
- Board of Assessment Review
 - Operational
- Ethics Committee
 - Policy
- Finance Committee
 - Policy
- Registration Appeals Board

Finance and Administration

Departments of Jurisdiction

- City Clerk
- City Manager
- Finance/Assessing
- Human Resources
- Information Technology
- Legal Services
- Mayor and Council

Finance and Administration

Pending/on-going initiatives

- Draft of the CIP and Budget
- Canal legal matter
- City merger charter commission
- City Audit
- City owned property strategy
- Non property tax revenues

PART II - CODE OF ORDINANCES
Chapter 2 - ADMINISTRATION
ARTICLE V. - BOARDS, COMMISSIONS AND COMMITTEES

DIVISION 4. PARKS AND RECREATION ADVISORY BOARD

DIVISION 4. PARKS AND RECREATION ADVISORY BOARD

[Sec. 2-454. Established; membership.](#)

[Sec. 2-455. Term of members.](#)

[Sec. 2-456. Officers; rules of procedure; vacancies.](#)

[Sec. 2-457. Duties.](#)

[Secs. 2-458—2-482. Reserved.](#)

Sec. 2-454. Established; membership.

- (a) There shall be a parks and recreation advisory board, which shall be composed of eight members. All except the ex officio member of the board shall be appointed by the city council.
- (b) Of the seven appointed members, there shall be no more than two members from the same ward. A member shall forfeit his membership if he becomes a resident of a ward in which two members of the board already reside.
- (c) Serving as the ex officio member shall be the director of parks and recreation, who shall also serve as secretary to the board.
- (d) Nothing in this article shall preclude the creation of standing subcommittees.

(Code 1967, § 18-3.1)

Sec. 2-455. Term of members.

All appointed members of the parks and recreation advisory board shall serve staggered two-year terms from the date of their appointment and thereafter until their successors are appointed beginning with the effective date of this Code. Members of the board may be appointed to succeed themselves.

(Code 1967, § 18-3.3)

Sec. 2-456. Officers; rules of procedure; vacancies.

The parks and recreation advisory board shall elect a chair, a vice-chair and such other officers as it may require. The board shall develop such rules to govern its meetings and operations as it deems advisable. Upon the death, incapacity or removal from the city of any member, or if any member shall be absent without excuse for three consecutive meetings, the secretary of the board shall advise the city council that a vacancy exists and request the appointment of a replacement.

(Code 1967, § 18-3.4)

Sec. 2-457. Duties.

The purpose of the parks and recreation advisory board shall be:

PART II - CODE OF ORDINANCES
Chapter 2 - ADMINISTRATION
ARTICLE V. - BOARDS, COMMISSIONS AND COMMITTEES

DIVISION 4. PARKS AND RECREATION ADVISORY BOARD

- (1) The review of existing programs of the parks and recreation department and the planning of revised, supplementary or new programs to meet the present and future needs of the city.
- (2) The coordination of existing programs and facilities of the recreation department with those of volunteer and charitable organizations and those of other governmental units.
- (3) Developing recommendations for more efficient use of present facilities and personnel.
- (4) Improving communication regarding the recreational needs of the city between the people and the recreation department, the city council, and other city departments.
- (5) The investigation of federal, state and private programs for financial assistance and the development of recommendations regarding participation in such programs by the city.

(Code 1967, § 18-3.2)

Secs. 2-458—2-482. Reserved.

DIVISION 5. - CONSERVATION COMMISSION

Sec. 2-477. - Commission established.

A conservation commission is hereby established pursuant to 30-A M.R.S.A. §§ 3261—3263 to consist of seven members appointed by the city council, all of whom shall be residents of the city. The terms of office shall be three years except that initial appointments after the date of adoption of the ordinance from which this division derives shall be such that the terms of no more than three members shall expire in any single year. For that purpose, the city council shall initially appoint three members for terms of one year, two members for terms of two years, and two members for terms of three years, such that the terms of approximately one-third of the members shall expire each year. There shall be one ex-officio member of the board consisting of the city manager or his/her designee.

(Ord. No. 07-02022015, § 1, 2-17-2015)

Sec. 2-478. - Purpose.

The purpose of the conservation commission shall be to serve as a research, advisory and advocacy group on environmental and conservation issues relating to the city.

(Ord. No. 07-02022015, § 2, 2-17-2015)

Sec. 2-479. - Qualifications.

All members of the commission shall be selected upon the basis of their knowledge of or interest in conservation, environmental science or related fields.

(Ord. No. 07-02022015, § 3, 2-17-2015)

Sec. 2-480. - Powers and duties.

The commission:

- (1) Shall keep records of its meetings and activities and make an annual report to the city council;
- (2) Shall conduct research, in conjunction with the planning board, into local land areas, which shall be initiated by majority votes of both the commission and the planning board;
- (3) Shall seek to coordinate the activities of conservation bodies organized for similar purposes;
- (4) Shall keep an index of all open areas within the city, whether publicly or privately owned, including open marshlands, swamps and other wetlands, for the purpose of obtaining information relating to the proper protection, development or use of those open areas. The commission may recommend to the city council or to any board of the city or to any body politic or public agency of the state a program for the better protection, development or use of such open areas, which may include the acquisition of conservation easements;
- (5) May advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which it considers necessary, if municipal appropriations provide financial resources to do so;
- (6) Shall assist staff in the preparation of park and trail plans, the identification of new sites to be added to the park system, recommendations on designation of open space areas, and grant assistance;

- (7) Shall coordinate applications for grants from the federal or state governments, or private sources, to improve conservation assets for the city including parks, trail and the community forest.
- (8) Shall undertake any other conservation or environmental activity referred to it by the city council.
- (9) May recommend to the city council the acceptance of gifts in the municipality's name for any of the commission's purposes.
- (10) Shall develop a plan for and provide advice to city staff and agencies regarding the management of the community forest including the anticipated impact of proposed development;
- (11) Shall raise community awareness regarding the importance of the community forest;
- (12) May raise funds to establish a community forest trust fund;
- (13) Shall adopt by-laws to govern the internal affairs of the commission; and
- (14) May perform such other functions as are permitted by this Code.

(Ord. No. 07-02022015, § 4, 2-17-2015)

Sec. 2-481. - Officers, meetings and records.

- (a) The members shall elect from their membership a chairperson, treasurer, a vice-chairperson and a secretary. Officers shall serve two-year terms.
- (b) All meetings of the commission shall be open to the public, and notice, if required by law, should be provided to the public about such meetings.
- (c) Minutes shall be kept of all meetings.

(Ord. No. 07-02022015, § 5, 2-17-2015)

Sec. 2-482. - Committees.

- (a) Establishment: The chairperson may appoint special committees for purposes and terms approved by the conservation commission.
- (b) Lewiston-Auburn Community Forest Board: The Lewiston-Auburn Community Forest Board will be a standing subcommittee of the Auburn Conservation Commission. The purpose of the community forest board is to plan for and provide advice to city staff and the conservation commission regarding the management of the community forest. The conservation commission shall designate two members to serve on the Lewiston-Auburn Community Forest Board. The Lewiston-Auburn Community Forest Board shall develop and implement a community forest program that enhances, preserves, protects, and maintains the community forest. Primary activities are to:
 - (1) Advocate for the community forest;
 - (2) Develop a plan for and provide advice on the management of the public sector portion of the community forest;
 - (3) Educate the communities about the community forest and how to care for it;
 - (4) Raise funds, including grants, and establish a community forest trust;
 - (5) Develop and advise on policy changes for approval by the city councils;
 - (6) Advise and consult on community forest issues and projects;

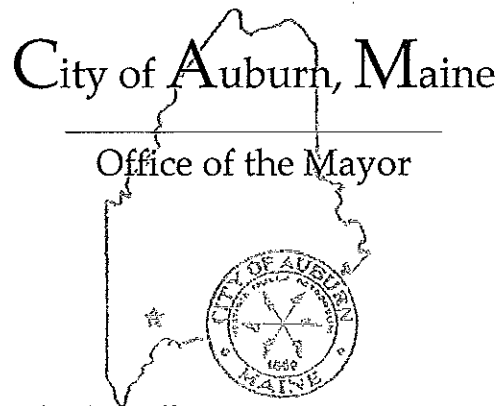
- (7) Communicate and coordinate with city staff, planning boards, and other community programs to avoid duplications of efforts and to combine resources to meet goals.

(Ord. No. 07-02022015, § 6, 2-17-2015)

Sec. 2-482.1. - Limits of authority.

Nothing contained within this section shall supersede the provisions of the Charter or contrary provisions of the Code. No powers and duties which may be exercised by conservation commissions under state statute which are not explicitly provided in this article may be exercised by the commission created herein.

(Ord. No. 07-02022015, § 7, 2-17-2015)



TO: Members of the Auburn City Council
FROM: Jonathan P. LaBonte, Mayor
RE: Public Services Committees

August 5, 2013

Earlier this year, the City Council held a workshop to discuss a possible new policy committee structure that was designed to streamline the review of initiatives and policies by having a half a dozen Council oversight committees (Community and Economic Development, Public Health and Safety, etc). The more than two dozen existing committees within the city would report through those Council committees. At the time, the Council believed creating new committees would create more work in their schedules so it was tabled.

As part of the restructuring of service delivery and administration in several departments, the time is appropriate to review again the Council and public's policy-making structure for the services delivered by those departments. With well organized and well informed committees advising it, workshop and meeting time of the whole City Council will be more effectively used and more input, especially from residents, will result.

If Councilors, residents or even staff are going to be encouraged to propose policies, projects or services (new, improved or elimination of any of those three areas), there needs to be a defined process for how those ideas are vetted and recommendations brought forward to the full Council. In addition, committees that meet regularly to review the status of plans and projects and review performance in various departments will allow more transparency and greater accountability to taxpayers and the public.

Given the limited interest previously in creating new, overarching Committees for policy areas, the recommendation now is to review and refine existing committee purpose and structure so that is it efficiently aligned with the departmental structure and most helpful for advising the City Council on policy. This approach, if followed, will still allow for more formal Council committees advising on full departments, but that step is not being taken now.

The matrix that follows highlights the existing Committees within the proposed Public Services Department and their areas of jurisdiction. Supporting documents are included as well that highlight existing authorization of committees either at the local or state level. The initial focus is on the parks, recreation, open space, special events and recycling because of a number of emerging efforts from the budget as well as on-going studies.

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jlabonte@auburnmaine.gov
www.auburnmaine.gov

It is recommended that the Parks and Recreation Advisory Board, which currently is noted to have jurisdiction over parks management and maintenance as well as recreation programming citywide be more narrowly focused on recreation programs and special events. With the consolidation of Parks and Recreation into Public Services, and parks staffing support shifting within that reporting structure, this will help to reduce overlapping staff support for a committee. In addition, the Council's interest in better reviewing special event support, including the use of the \$20,000 allocated in the FY14 budget, and the future of special revenue accounts makes this a strong fit. A Recreation and Special Events Advisory Board could review the performance of existing programs (both for revenue and participation), review requests for city support for other events, and engage with partners around programming, all with the goal of providing recommendations to the City Council. This would also include facility utilization, which is central to the Athletic Field assessment.

The Lewiston-Auburn Community Forest Board, established through a resolve 13 years ago, has had overlapping jurisdiction with the current Parks and Recreation Advisory Board. For example, there is currently a Joint Land Use Study underway for Mt. Apatite. Mt. Apatite is a city park. Mt. Apatite is a city forest. Which of the two committees has oversight of this area? The same could be said of Pettingill Forest and several other locations in Auburn that are either city parks or wooded areas with trails connected to our schools. Legislation was passed nearly 25 years ago to encourage the creation of Conservation Commissions at the municipal level. This replaced the Parks Commission language that was in state law previously. Given the number of cemeteries under Auburn's management, small parks, and larger forested city parks, it is prudent to better define how a Committee could advise the Council and engage partners and residents about parks and open space needs and their management.

Finally, the Council has approved a budget with a directive for staff to begin negotiating a contract for a new recycling program. Without an existing City Committee in place to advise on that effort, I am proposing a Mayor's Committee on Solid Waste Management that would be established as an ad-hoc committee to support the staff work on developing recommendations for single sort recycling for Auburn and promoting its roll out. I've included some further details in the attached spreadsheets.

There are a number of other committees that would fall under Public Services, in particular those around transportation. Rather than have too many plates in the air at once, I recommend we walk refining these committees to a conclusion before tackling others. Should the Council be comfortable with these first committee descriptions, I am prepared to engage quickly with the existing Community Forest Board to discuss adapting its charge, it is my understanding that staff could initiate preparing language for refining the Recreation Advisory Board, and appointments to a Solid Waste Management Committee would be made by our next Council meeting date.

Name	Origin	Areas of Jurisdiction
Parks and Recreation Advisory Board	Established through ordinance	<p>(1) The review of existing programs of the parks and recreation department and the planning of revised, supplementary or new programs to meet the present and future needs of the city.</p> <p>(2) Coordination with volunteer and charitable organizations and those of other governmental units.</p> <p>(3) Developing recommendations for more efficient use of present facilities and personnel.</p> <p>(4) Improving communication regarding recreational needs</p> <p>(5) Investigation for financial assistance and the development of recommendations regarding participation</p>
Lewiston-Auburn Community Forest Board	Established through a resolve of the Auburn City Council	<p>(1) Advocate for the community forest</p> <p>(2) Develop a plan for and management community forest</p> <p>(3) Educate the communities</p> <p>(4) Raise funds</p> <p>(5) Develop and advise on policy changes for approval by the City Councils</p> <p>(6) Advise and consult on community forest issues and projects</p>

		(7) Communicate and coordinate to avoid duplication of efforts and to combine resources to meet goals.
Energy Committee (no longer established)	Established previously as a Mayor's Committee	To advise on energy efficiency and energy options for public facilities and programs to support these areas for individual homes and businesses
Recycling Committee (no longer established)	Established previously as a Mayor's Committee	To advise on an approach to solid waste management in Auburn and to encourage residents to recycle
Other Committees within Public Services		
Bicycle-Pedestrian Advisory Committee		
Lewiston-Auburn Transit Committee		
Androscoggin Transportation Resource Center		
Auburn-Lewiston Municipal Airport		
Lewiston-Auburn Railroad Company		

Recommended Committee Functions

Name	Former Name	Areas of Jurisdiction
<p style="text-align: center;">Recreation and Special Events Advisory Board</p> <p><i>Would be important to consider having at least one Councilor on this Committee. In addition, the involvement of the School Department and partner organizations should be considered (YMCA, CMCC, Balloon Festival, Dempsey Challenge, etc)</i></p>	<p style="text-align: center;">Parks and Recreation Advisory Board</p>	<p>(1) The review of existing recreation programs and special events supported by the City and the planning of revised, supplementary or new programs to meet the present and future needs of the city.</p> <p>(2) Coordination with volunteer and charitable organizations and those of other governmental units that provide special events or recreation programming in the City.</p> <p>(3) Developing recommendations for more efficient use of present facilities and personnel.</p> <p>(4) Improving communication regarding recreational needs</p> <p>(5) Investigation for financial assistance and the development of recommendations regarding participation</p>
<p style="text-align: center;">Parks and Conservation Commission (could be a joint board with Lewiston)</p> <p><i>Would be important to consider having at least one Councilor on this Committee. In addition, the involvement of the School</i></p>	<p style="text-align: center;">Lewiston-Auburn Community Forest Board</p>	<p>(1) Advocate for parks, conservation and open space in the community</p> <p>(2) Develop a plan for stewardship of community parks and forests</p> <p>(3) Educate the community</p> <p>(4) Raise funds</p> <p>(5) Develop and advise on policy</p>

<p><i>Department and partner organizations should be considered.</i></p>		<p>changes for approval by the City Councils</p> <p>(6) Advise and consult on community forest issues and projects</p>
<p>Mayor's Committee on Solid Waste Management</p> <p><i>This Committee, to be made up of no more than seven (7) residents will, ideally, include a at least one Councilor, at least one representative of Auburn's schools, with the remainder being residents that bring expertise and energy to the topic of solid waste management and improving Auburn's recycling.</i></p>	<p>Established previously as a Mayor's Committee</p>	<p>To advise on an approach to solid waste management in Auburn and to encourage residents to recycle. Serve as advisors to city staff in the development of a contract for services for solid waste management/recycling and facilitate gathering of public input. And to serve in a leadership capacity engaging the community during the roll-out of the program. Staffing for the Committee will be at the Manager's discretion.</p>

Proposed Policy to Create The Lewiston-Auburn Community Forest Program and Board

I. Statement of creation and establishment

To enhance, preserve, protect and maintain the community forest in Lewiston and Auburn, this policy creates and establishes The Lewiston-Auburn Community Forest Board to develop and implement a Community Forest Program. A healthy community forest promotes the economic, environmental and aesthetic values contributing to the quality of life in the Cities.

II. Number of members

There will be nine voting members on the Board, with a minimum of four members from each city. There will be six ex officio members as defined in III.

III. Qualifications of members

Members will be residents of Lewiston or Auburn, or own land in either city. They will be people who are willing to work and are committed to a healthy community forest.

Six ex officio members shall be each City's Director of Parks/Recreation, or their designees; a member of each City's Planning Board; and each City's Arborist.

IV. Term of office, succession and provision for staggered terms

Terms of voting members will be three years and may be reappointed by the appropriate Mayor. The terms will be staggered to provide for continuity of the Program and the Board's activities. One third of the initial Board members will have terms of one, two or three years to establish the rotation of one third of the membership each year.

V. Provision for vacancies

When vacancies occur, the Board shall advertise and recruit potential new members in order to submit applications to the appropriate Mayor, who shall review the applications and appoint the new member(s).

VI. Compensation

All members of the Board shall serve without compensation.

VII. Scope of responsibility

The terms and provisions of this policy shall apply to all trees, plants and shrubs on public property, including all property owned, leased or occupied by the City of Auburn or the City of Lewiston. Other property will be dealt with on an advisory and/or educational basis.

VIII. Duties and responsibilities

The Lewiston-Auburn Community Forest Board shall develop and implement a Community Forest Program that enhances, preserves, protects and maintains the community forest.

Primary activities are to:

- ♦ Advocate for the community forest
- ♦ Develop a plan for and provide advice on the management of the public sector portion of the community forest
- ♦ Educate the communities about the community forest and how to care for it
- ♦ Raise funds, including grants, and establish a Community Forest Trust
- ♦ Develop and advise on policy changes for approval by the City Councils
- ♦ Advise and consult on community forest issues and projects
- ♦ Communicate and coordinate with City staff, Planning Boards, and other community programs to avoid duplication of efforts and to combine resources to meet goals.

IX. Operational provisions

The Board shall elect officers: Chair, Vice-Chair, Secretary and Treasurer. Except for the Chair, officers shall have renewable one-year terms. The Chair will have a two-year term and the position will be held alternately by a member from Lewiston and a member from Auburn.

X. Date of passage

(For submission to Lewiston City Council)

Ad Hoc Committee Members

Dave Baker, citizen, Auburn 797-7261 x4318

Megan Bates, Lewiston Parks Superintendent 782-5951

Doug Beck, Auburn Recreation Superintendent 784-0191

Trish Buls, citizen, Lewiston 782-5301(h)

Nancy Coverstone, Extension Educator, UM Cooperative Extension, 786-0376 *(ex officio)*

Andy Deshaies, citizen, Auburn 784-5100

Mark Gousse, citizen, Lewiston 783-8528

Susan Hayward, citizen, Lewiston, Steward of Thorncrag Bird Sanctuary, 782-5238 (h) *(ex officio)*

Mike Morin, Auburn Arborist 783-1733

Steve Murch, Lewiston City Arborist 784-5753

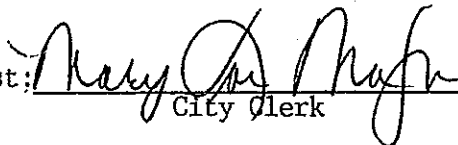
Ed Plourde, citizen, Lewiston 786-6178

Feb. 22, 2000 - A motion was made, seconded and unanimously approved for passage of this order.

February 22, 2000

Action: Passed

Attest:


City Clerk

IN COUNCIL REGULAR MEETING SEPTEMBER 12, 2016 VOL. 34 PAGE 275

Mayor LaBonté called the meeting to order at 7:00 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. All Councilors were present.

I. Consent Items

1. Order 56-09122016*

Accepting the transfer of \$1,601.00 in forfeiture assets in U.S. currency to the Auburn Police Department (Anthony Barrome).

2. Order 57-09122016*

Accepting the transfer of \$1,561.00 in forfeiture assets in U.S. currency to the Auburn Police Department (Hector Jimenez).

3. Order 58-09122016*

Setting the time to open the polls at 7:00 A.M. for the November 8, 2016 election.

Motion was made by Councilor Titus and seconded by Councilor Walker to accept the consent items as presented. Passage 7-0.

II. Minutes

- August 15, 2016 Regular Council Meeting

Motion was made by Councilor Walker and seconded by Councilor Gilbert to accept the minutes of the August 15, 2016 meeting as presented. Passage 6-0-1 (Councilor Pross abstained as he was not present for that meeting).

III. Communications, Presentations and Recognitions - None

IV. Open Session – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.

- Public Input – City Manager Search
No one from the public spoke
- Open Session
No one from the public spoke

V. Unfinished Business

1. Ordinance 06-08152016

Zoning amendment for Evergreen Subaru from Suburban Residential to General Business. Second reading.

Motion was made by Councilor Pross and seconded by Councilor Walker for passage of Ordinance 06-08152016.

Public comment – no one from the public spoke. Passage 5-2 (Councilors Burns and Titus opposed). A roll call vote was taken.

VI. New Business

2. Order 59-09122016

Approving the City funding request for the Spring Street project, contingent upon passage of Orders 60-09122016 and 61-09122016.

Motion was made by Councilor Titus and seconded by Councilor Burns for passage of Order 59-09122016 adding the funding source as Home funds.

Public comment – no one from the public spoke. Passage 7-0.

3. Order 60-09122016

Amending the Downtown Development and TIF (Tax Increment Financing) District #10 removing the parcel at 62 Spring Street (Municipal Tax Map 240-Parcel 257). Public hearing.

Motion was made by Councilor Stone and seconded by Councilor Walker for passage of Order 60-09122016.

Public hearing – no one from the public spoke. Passage 7-0.

4. Order 61-09122016

Establishing an Economic Development and TIF (Tax Increment Financing) District #20 to designate the parcel at 62 Spring Street (Municipal Tax Map 240-257). Public hearing.

Motion was made by Councilor Titus and seconded by Councilor Walker for passage of Order 61-09122016.

Public hearing – no one from the public spoke.

Motion was made by Councilor Stone and seconded by Councilor Titus to amend by reducing the capture amount of the TIF percentage from 76% to 50%.

Motion to amend failed 2-5 (Councilors Young, Pross, Gilbert, Walker, and Burns opposed).

Passage of the main motion 7-0.

5. Ordinance 07-09122016

Amending the Colonial Ridge Planned Unit Development (PUD) zoning map from Industrial District to Suburban Residential. Public hearing and first reading.

Motion was made by Councilor Titus and seconded by Councilor Stone.

Public hearing-no one from the public spoke. Passage 7-0. A roll call vote was taken.

VII. Executive Session – None

VIII. Reports

Mayor's Report – the Mayor thanked the Auburn Fire Department for the 9/11 ceremony and blood drive that was held on Sunday, September 11, 2016.

Councilor Young – reported on the Lake Auburn Half Marathon that took place on September 11, 2016.

Councilor Pross – reported on the School Committee noting that school is back in session and the School Department went through a bid process for bus transportation and the contract was awarded to Ledgemere Transportation. He also reported on the Lake Auburn Half Marathon, and on a personal note, on the Auburn Police Department working with him and his family in getting their lost dog back home.

Councilors Stone – reported that reconstruction had begun on the remaining portion of Park Avenue.

Councilor Titus – reported on the Finance and Public Administration Council Committee meeting that took place on September 8th and also commented on an incident he observed involving a police officer trying to catch a small dog that had gotten loose.

Councilor Gilbert – had nothing to report at this time.

Councilor Walker – reported that South Main Street is still being worked on, and also reported on the Hampshire Street project.

Councilor Burns – reported that the Appointment Committee met just prior to the Council Meeting to make nominations which will be going before the full Council at the next meeting for appointments to be made. He noted that he was appointed as Chair of that committee. He also thanked everyone who applied to serve on a board or committee adding that there were still vacancies to fill and he encouraged people to apply.

City Manager – Acting City Manager Denis D'Auteuil wanted to remind residents of a public meeting to be held on Tuesday, September 13th at 6:00 PM at the Hasty Community Center to talk about the proposed Senior Center. He provided an update on the Park Avenue project. He also wanted to let citizens know that September 17th is Auburn River Day which will be a great community event with lots of activities for everyone, and he talked about the next Police Academy that will begin on September 20th.

He also wanted to do a 6 month check in on Council Committees and is looking for Councilors to provide him with feedback on how they are working out, what they are seeing, what they like or don't like, and with any comments they may have.

- IX. Open Session** - Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.

No one from the public spoke.

- X. Adjournment**

IN COUNCIL REGULAR MEETING SEPTEMBER 12, 2016 VOL. 34 PAGE 278

Motion was made by Councilor Titus and seconded by Councilor Walker to adjourn. All were in favor, the meeting adjourned at 7:39 PM.

A True Copy.

ATTEST *Susan Clements-Dallaire*
Susan Clements-Dallaire, City Clerk

D a n g e r *off the* *C o a s t*



Written and illustrated by W. Cooper Dunn



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: September 19, 2016

Ordinance 07-09122016

Author: Doug Greene, City Planner

Subject: Colonial Ridge PUD- Zoning Map Amendment

Information: The Planning Board approved an amendment to the Colonial Ridge Planned Unit Development (PUD) at its July 12, 2016 meeting. The amendment changed a condominium style development area to a 15 single family lot style development. During the course of the plan review, the Staff noticed a small area (under 1 acre area) that was zoned Industrial. The industrial area includes the rear portions of lots 8, 9 and a detention/open space area. The Planning Board approved the plan and also initiated a zone change to correct the situation. The lots affected by the zoning conflict have enough residentially zoned space for a home to be built on but the future owner would be prevented from having any type of residential use in the rear (Industrially zoned) part of the lots.

The Planning Board took action on this zone change at its August 9th meeting and voted unanimously to forward a positive recommendation to the City Council to rezone portions of lots 8, 9 and a detention/open space area from Industrial District to Suburban Residential District. The Planning Board considered this zone change to be a corrective action.

Advantages: Approving the zone change will allow future home owners to use their entire property in residential uses and correct a zoning conflict on the affected properties.

Disadvantages: Having Industrial zoning on the rear of a residential property would limit its use and could cause difficulty in obtaining mortgage loans.

City Budgetary Impacts: None.

Staff Recommended Action: Staff recommends the City Council move the Zoning Map Amendment forward to 2nd reading.

Previous Meetings and History: The Auburn Planning Board considered the Colonial Ridge PUD at its July 12th and August 9th meetings. Public hearing and passage of first reading on 9/12/2016.

Attachments:

1. Staff report from the August 9, 2016 Planning Board meeting.
2. Planning Board report on the Colonial Ridge PUD Zoning Map Amendment.
3. Mapping of the Zoning Map Amendment.
4. Ordinance 07-09122016



PLANNING BOARD STAFF REPORT

To: Auburn Planning Board

From: Douglas M. Greene; AICP, RLA
City Planner

Re: Colonial Ridge PUD- Zoning Map Amendment- Industrial District to
Suburban Residential

Date: August 9, 2016

I. PROPOSAL- The Auburn Planning Board initiated a zoning map amendment for a small parcel of industrially zoned property to be rezoned to Suburban Residential at their July 12, 2016 meeting. The small .8 acre/35,000 sf parcel is part of the Colonial Ridge Planned Unit Development. At their July 12 meeting, the Planning Board approved an amendment to the PUD that included 15 new single family lots. The rear portions of lots 8, 9 and a detention area were found to be zoned industrial and the adjacent Colonial Ridge PUD residential development is zoned Suburban Residential.

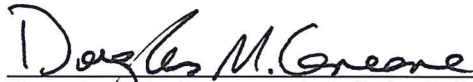
II. DEPARTMENT REVIEW- This zoning map amendment was reviewed by the Plan Review Committee on July 15, 2016.

- a. Police- No comments.
- b. Auburn Water and Sewer- No comments.
- c. Fire Department- No comments.
- d. Engineering- No comments.
- e. Public Services- No comments.
- f. Planning and Development- No comments.

III. PLANNING BOARD ACTION- The Planning Board is being asked to make a recommendation to change the identified parcel from Industrial to Suburban Residential and forward that recommendation on to the City Council. Normally, the Planning Board should consider the property's Future Land Use (FLU) designation from the 2010 Comprehensive Plan. In this the FLU is shown as industrial. The Staff researched older zoning maps and found the industrial zoning dates back at least 20 years and considers the zoning to be a mapping error.

IV. STAFF RECOMMENDATION- The Staff recommends the Planning Board send a recommendation of **APPROVAL** to change the zoning for the .8 ac/35,000 sf parcel shown as the rear portion of lots 8, 9 and the detention area of the amended Colonial Ridge PUD with the following findings:

1. The Planning Staff find that the area zoned Industrial in the Colonial Ridge PUD as shown on the Auburn Zoning Map is in error.
2. The area identified for rezoning is clearly within and associated with the Colonial Ridge PUD, a residential development.
3. Should the area identified for rezoning remain industrial, it would cause a hardship for future property owners to utilize the property for residential uses.

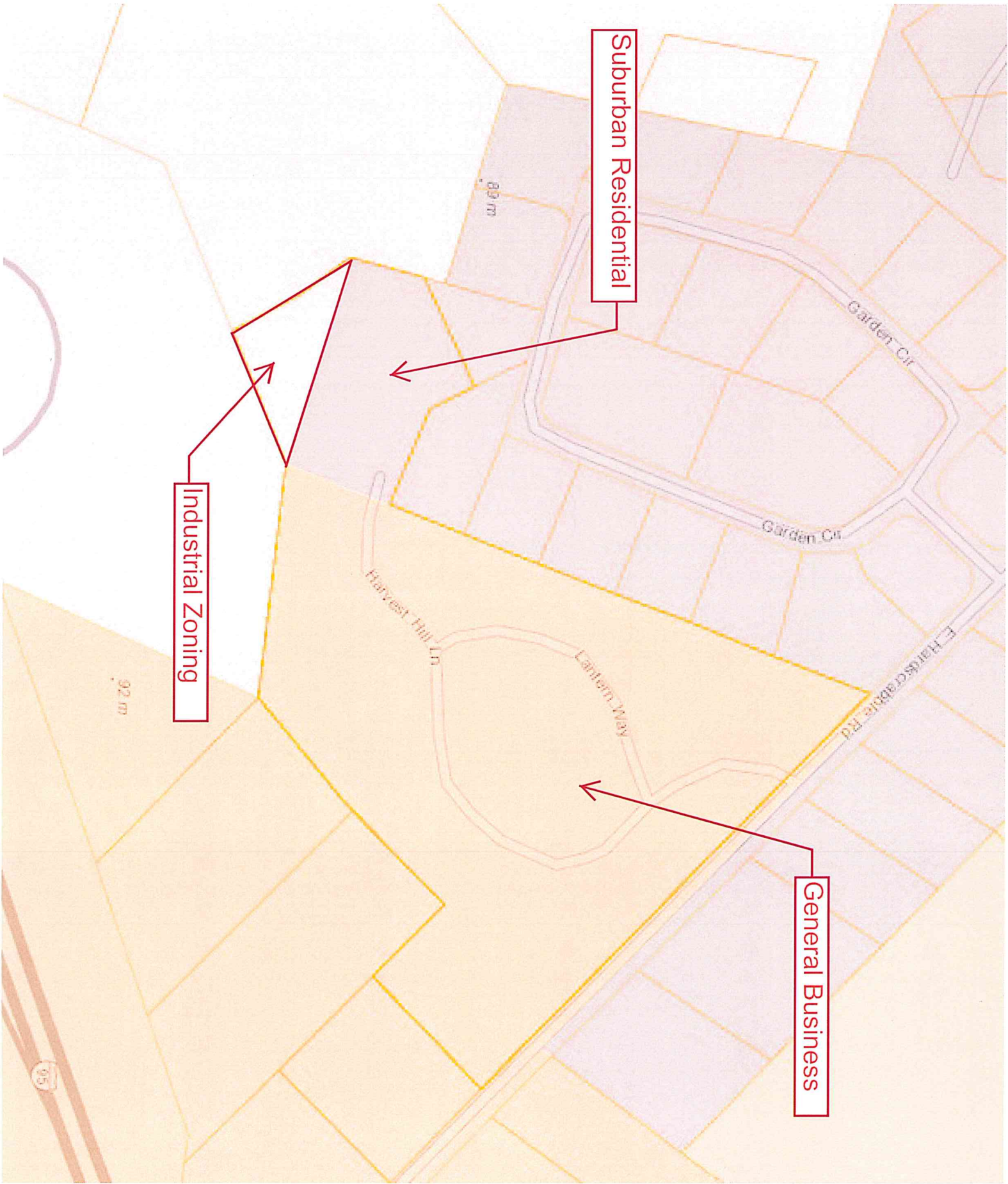


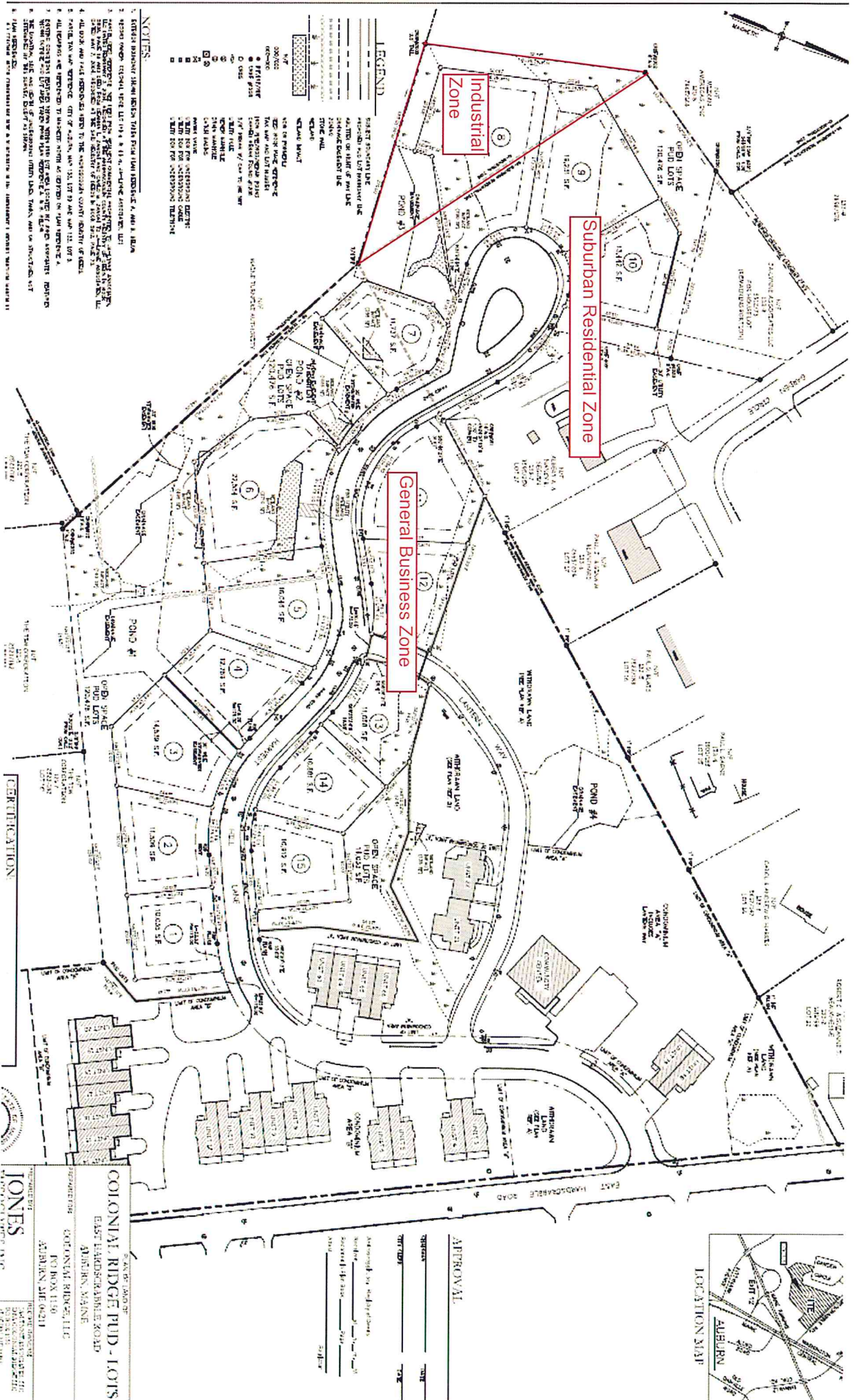
Douglas M. Greene, A.I.C.P., R.L.A.
City Planner

Suburban Residential

Industrial Zoning

General Business





LOCATION MAP:

APPROVAL

_____	_____
_____	_____

[illegible]



Suburban Residential Zone

Industrial Zone

General Business Zone

LEGEND

- SUBJECT BOUNDARY LINE
- PROPOSED PUD LOT BOUNDARY LINE
- ADJUTER OR BENT OF WAY LINE
- DRAINAGE EASEMENT LINE
- ZONING
- STONE WALL
- WELAND
- WELAND IMPACT
- NON OR FORMERLY
- DEED BOOK PAGE REFERENCE
- TAX MAP AND LOT NUMBER
- IRON PIPE/IRON/IRON POND
- CAPED IRON POND #1006
- 5/8" IRON W/ CAP TO BE SET
- UTILITY POLE
- REVER WAREHOUSE
- DRYER WAREHOUSE
- CATCH BASIN
- WATER VALVE
- UTILITY BOX FOR UNDERGROUND ELECTRIC
- UTILITY BOX FOR UNDERGROUND CABLE
- UTILITY BOX FOR UNDERGROUND TELEPHONE

NOTES:

1. EXTERIOR BOUNDARY SHOWN HEREIN TAKEN FROM PLAN REFERENCE A. AND B. BELOW
2. RECORD OWNER: COLONIAL RIDGE, LLC (P.A. & S.S.), J.A. LYNN ASSOCIATES, LLC
3. PARCEL DEED REFERENCE: SEE DEED FROM NEALSON COMMERCIAL PROPERTIES TO J.A. LYNN ASSOCIATES, LLC DATED FEBRUARY 2, 2004, RECORDED AT THE ANNEBROOKS COUNTY REGISTERY OF DEEDS IN BOOK 2004, PAGE 19 AND DEED FROM J.A. LYNN ASSOCIATES, LLC TO J.A. LYNN ASSOCIATES, LLC DATED MAY 7, 2004, RECORDED AT THE SAID REGISTERY OF DEEDS IN BOOK 2004, PAGE 73.
4. ALL BOOK AND PAGE REFERENCES REFER TO THE ANNEBROOKS COUNTY REGISTERY OF DEEDS.
5. PARCEL TAX MAP REFERENCE: CITY OF AUBURN, MAP 133, LOT 89 AND MAP 133, LOT 8.
6. ALL BEARINGS AND REMEDIES TO MAGNETIC NORTH AS DEFINED ON PLAN REFERENCE A.
7. EXISTING CONDITIONS FEATURES SHOWN WITHIN PUD LOT AREA LOCATED BY J.A. LYNN ASSOCIATES. FEATURES WITHIN EXISTING PUD LOT AREA TAKEN FROM PLAN REFERENCE A. & B. BELOW.
8. THE LOCATION, SIZE AND DEPTH OF UNDERGROUND UTILITY LINES, TANKS, AND/OR STRUCTURES NOT DETERMINED BY THIS SURVEY, EXCEPT AS SHOWN.
9. PLAN REFERENCE:

APPROVAL

THURSDAY _____ DATE _____
 CITY CLERK _____ DATE _____
 Androscoggin, Inc. Registry of Deeds
 Received _____ at _____ M.
 Recorded in Plan Book _____ Page _____
 Agent _____ Registrar _____

PLAN OF LAND OF
COLONIAL RIDGE PUD - LOTS
 EAST HARDSCRABLE ROAD
 AUBURN, MAINE

PREPARED FOR: COLONIAL RIDGE, LLC
 PO BOX 1150
 AUBURN, ME 04211

PREPARED BY:
JONES
 JACOGLAZES, INC.

RECORD OWNERS:
 J.A. LYNN ASSOCIATES, LLC
 DRA COLONIAL RIDGE, LLC
 PO BOX 1150
 AUBURN, MAINE

CERTIFICATION:

LEGAL NOTICE

City of Auburn

The Auburn City Council will hold a Public Hearing on Monday, September 12, 2016 at 7:00 PM in the City Council Chambers of Auburn Hall, 60 Court Street, Auburn, Maine. The following proposal will be heard:

Zoning map amendment in Colonial Ridge PUD for a .81 acre area of the southwest portion of lots 8 and 9 and an adjacent open space area from Industrial District to Suburban Residential District pursuant to Section 60-1445 Amendments to the Zoning Map.

For more information contact Douglas Greene @ 333-6601 ext. 1156 or dgreene@auburnmaine.gov.

To be placed in the Lewiston Sun Journal on Wednesday, August 31, 2016 and Monday, September 5, 2016.

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDINANCE 07-09122016

BE IT ORDAINED, that the City Council hereby adopts an amendment to rezone an .81 acre area located on Harvest Hill Lane in the Colonial Ridge PUD, consisting of the southwest portion of lots 8 and 9 and an adjacent open space area from Industrial District to Suburban Residential District pursuant to Section 60-1445, Amendments to the Zoning Map, and as shown on the attached map.

Passage of first reading on 9/12/2016 7-0.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: September 19, 2016

Order: 62-09192016

Author: Sue Clements-Dallaire, City Clerk

Subject: Board and Committee Appointments

The Appointment Committee met on September 12, 2016 to review applications and make their nominations. Council may enter into executive session pursuant to 1 MRSA Sec. 406(6)(A) to review applications or for further discussion before making appointments.

Advantages: Fills the vacant positions.

Disadvantages: No apparent disadvantages.

City Budgetary Impacts: None

Staff Recommended Action: Consider appointing members to fill the vacancies.

Previous Meetings and History: Appointment Committee met on September 12, 2016 to make nominations

Attachments:

List of nominees

List of vacancies

Applications

Order 62-09192016

The following individuals have been nominated by the Committee.

Board or Committee	Term Exp. Date	Name
Auburn Housing Authority	10/01/2021	Richard Valcourt (re-appointment)
CDBG Loan Committee	10/01/2019 10/01/2019 10/01/2019 10/01/2018	Ann Parker (re-appointment) Nikki Chabot (re-appointment) Christopher Bouchard (new appointment) Darcy Perkins-Phinney (new appointment)
Conservation Commission	6/1/2019 6/1/2019	Robert Sipe (re-appointment) Jordan Tate (re-appointment)
Finance Committee (alternate member)	12/01/2017	Benoit Blondeau (new appointment)
Parks and Recreation Advisory Board – All new appointments	10/01/2017 10/01/2017 10/01/2017 10/01/2018 10/01/2018 10/01/2018	Tizz E.H. Crowley (W1) Howard Fogle (W2) Belinda Gerry (W5) Misty Edgecomb (W2) Janice Barrett (W3) Dana Staples (W5)
Zoning Board of Appeals (Associate member)	10/01/2019	Dana Staples (new appointment)

CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 4/13/16

Last name: KIRK First name: MARCUS Middle initial: M

Residence address: 365 LAKE STREET Ward: 2

City: AUBURN State: ME Zip code: 04210

Home phone: 753-1285 Work phone: NA Cell phone: (804) 317-2499

Email address: MAXWELLKIRK@MSN.COM

Current occupation: SEMI-RETIRED ARCHITECT

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): BACH OF ARCHITECTURE + 40+ YRS. IN ARCHITECT, PLANNING & WITH COMMUNITY DEVELOPMENT

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> L/A Transit Committee |
| <input checked="" type="checkbox"/> Parks & Recreation Advisory Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> Water District | <input type="checkbox"/> Zoning Board of Appeals |

Is this application for a ☒ new appointment or ___ reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed).

I enjoy sports and want to further opportunities for our youth. I'm also interested in developing more art & cultural opportunities for the community.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed).

I have no developed agenda as yet but my interest & concerns are as listed above. I am concerned about our water and environmental quality.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known)? _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

No

Dates served (if known)? _____

How did you learn of this vacancy? from a friend who is on another board

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Marcus M. Kuhl Date: 4/12/16

Please submit your application to;
Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
207-333-6601, extension 1126 sdallaire@auburnmaine.gov

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 4-13-16
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 30 AUGUST 2016

Last name: BLONDIAU First name: BENOIT Middle initial: _____

Residence address: 55 WESTERN AVE Ward: 2

City: AUBURN State: ME Zip code: 04210

Home phone: 2074022024 Work phone: _____ Cell phone: _____

Email address: BENOITBLONDIAU@GMAIL.COM

Current occupation: SURGEON

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): MD - MBA

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input checked="" type="checkbox"/> Finance Committee | <input type="checkbox"/> L/A Transit Committee |
| <input checked="" type="checkbox"/> Parks & Recreation Advisory Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> Water District | <input type="checkbox"/> Zoning Board of Appeals |

Is this application for a X new appointment or ___ reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I HAVE LIVED IN THIS COMMUNITY FOR SIX YEARS AND I LOVE IT. I WOULD LIKE TO SERVE TO THE BEST OF THE NEEDS

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). BRING MY SKILLS AND COMPETENCIES TO

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? ALTERNATE ETHIC COMMITTEE MEMBER

Dates served (if known)? _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)? YES MANY INSTANCES OF MEMBER OF HOSPITAL COMMITTEE CHAIR, AUDIT COMMITTEE FOR CENTRAL SURGICAL AND MEMBER ADVISORY COMMITTEE

Dates served (if known)? 2011-2012

How did you learn of this vacancy? BOARD ON THE WALL AT CITY HALL

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: [Signature] Date: 8-30-2016

Please submit your application to;
Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
207-333-6601, extension 1126 sdallaire@auburnmaine.gov

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: _____
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

MD = 1992 UNIVERSITY OF TOURS, FRANCE

MBA = 2013 UNIKC, Bloch School of MANAGEMENT

MEMBER AND CHAIR POSITIONS

CHAIR. FINANCE AUDIT FOR CENTRAL SURGICAL ASSOC
CANCER COMMITTEE UNIKC 2011-13

MEMBER. FINANCE COMMITTEE UPA 2011-2013



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 5-10-16

Last name: Barrett First name: Janice Middle initial: E

Residence address: 1007 Hotel Rd Ward: 3

City: Auburn State: ME Zip code: 04210

Home phone: 207-252-0387 Work phone: 207-782-3258 Cell phone: _____

Email address: jcallahan34@yahoo.com

Current occupation: Property Manager

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): _____

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> L/A Transit Committee |
| <input checked="" type="checkbox"/> Parks & Recreation Advisory Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> Water District | <input type="checkbox"/> Zoning Board of Appeals |

Is this application for a ☒ new appointment or ☐ reappointment or ☐ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). See attached

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). See attached

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? NO

Dates served (if known)? _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

Auburn
yes PAC Board 2012 - Jan 2016

Dates served (if known)? _____

How did you learn of this vacancy? Through Dave Gorge

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Jane Baer Date: 5-10-16

Please submit your application to;
Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
207-333-6601, extension 1126 sdallaire@auburnmaine.gov

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 5-10-2016
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

As a proud resident of Auburn, I would be honored to join the Parks & Rec Advisory Board. I purchased my home in Auburn about a year ago and knew Auburn was the city I wanted to make my "home." Working with the Housing Authority as well as Auburn PAL has helped me learn what a thriving community the city of Auburn is. I still plan to continue volunteering with the children at PAL from time to time. As Vice President on the PAL board, I missed the direct connection to the children as I was too busy "behind the scenes. "

Being on the Advisory Board for Parks & Rec would still allow for an opportunity to work with the community members of Auburn. I am passionate about community youth programs and like the opportunities given by the Rec Department in our area and would like to be a part of the growth of such programs. Due to working with youth currently in the Housing Authority and my diverse experience I am confident I would be a great asset to your board.

Janice Barrett

1007 Hotel Rd
Auburn, ME 04210
Cell: (207) 252-0387
Email: jcallahan34@yahoo.com

Education

B.S. Business Administration
University of Southern Maine
Portland, ME
September 1994-December 1995

Business Administration, Human Resources Management, and Psychology Courses
Plymouth State College-University of New Hampshire
Plymouth, NH
September 1991-May 1994

Professional Experience

June 2012-Present

Residential Property Manager

Auburn Housing Authority-Auburn, ME

- Successfully manage 5 properties with 285 units (elderly, disabled, and family housing) by promoting harmonious relationships among tenants, Authority personnel and members of the community.
- Represent the Authority in evictions through a strong knowledge of landlord/tenant laws.
- Perform move in/move out inspections to ensure decent, safe and sanitary conditions.
- Work with architects, consultants and the Director of Maintenance to review, analyze and make recommendations concerning replacement and purchase or non-expendable equipment and other capital expenditures.
- Enforce rent collection policies and negotiate late rent agreements when necessary.
- Reduced the delinquency rate of rent payments by over 20%.
- Member of the Reasonable Accommodation Committee reviewing requests and making recommendations to Executive Director.

December 2011-June 2012

Medical Billing Representative

EMG-Portland ME

- Resolved phone and email inquiries from customers, providers and insurance carriers.
- Managed AR Lists
- Posted Payments
- Posted Charges
- Processed Refunds

Barrett Continued Page 2

May 2010-September 2010

Health Coach

OMC –Leeds, ME

- Primary Liaison between OMC and Cianbro Construction
- Participated in weekly health coach educational opportunities
- Coordinated numerous visits to 11 different job sites coaching over 250 team members
- Utilized motivational interviewing to help produce lifestyle changes.
- Researched and contributed to monthly company newsletters

September 2008-April 2010

Medical Billing Representative

PPMC-Lewiston, ME

- Opened and resolved closing accounts
- Monitored and tracked budgets for accuracy as well as profit/loss
- Trained and mentored new employees in medical billing
- Resolved phone and email inquiries from customers, providers and insurance carriers

February 2001-June 2008

Property Manager

Country Side Management, Inc. –Auburn, ME

- Effectively managed three mobile home communities with over 350 units.
- Reduced the rent delinquency from over 10% to under 5%
- Reduced the vacancy rate by 25%
- Upheld state statutes including eviction processes
- Developed resident services and activity programs for seniors and children

Other Experience

May 2011-Present

Wait Staff

Uncle Moes Restaurant-Sabattus, ME

Professional Development

- Public Housing Management Certification, 2012
- Fair Housing Training, 2015
- Mental Health CPR, 2016
- MREMA committee member , 2012-present
- Leadercast Training/Committee member, 2012-present
- Served as Vice President of the Auburn Police Activities League (PAL) , 2012-2016
- Volunteer with Auburn PAL, 2012-present

References

Liz Allen, Auburn, ME

207-318-8710

Ann and Dan Dion, Sabattus, ME

207-740-5881

Allison Hopkins, Lewiston, ME

207-212-8481

Susan Clements-Dallaire

From: Janice [jcallahan34@yahoo.com]
Sent: Thursday, September 01, 2016 1:00 PM
To: Susan Clements-Dallaire
Subject: Re: Parks and Rec Advisory Board

Hi sue!
I'm definitely still interested! Thank you

Sent from Janice Barrett

On Aug 31, 2016, at 8:46 AM, Susan Clements-Dallaire <sdallaire@auburnmaine.gov> wrote:

Hi Janice,
Back in May, you submitted an application to serve on the Parks and Recreation Advisory Board. The Appointment Committee will be meeting on Sept. 12 to review applications and make their nominations which will be presented to the full Council at the Sept. 19th meeting for Appointment. Since it has been a few months since you submitted your application, I just wanted to confirm that you are still interested in being considered for this Board.
Thank you!
Sue

Susan Clements-Dallaire

Susan Clements-Dallaire, CCM, CMC
City Clerk & Registrar of Voters - City of Auburn
60 Court Street | Auburn, Maine 04210 | 207.333.6601 X1126

<image001.jpg> <image002.png> <image003.png>

The City of Auburn is subject to statutes relating to public records. Email sent or received by City employees are subject to these laws. Senders and receivers of City email should presume that messages are subject to release.



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 8/30/2016

Last name: Fogle First name: Howard Middle initial: W

Residence address: 157 Gamage Avenue Ward: 2

City: Auburn State: ME Zip code: 04210

Home phone: _____ Work phone: 207-353-1570 Cell phone: 207-576-9260

Email address: howard_fogle@hotmail.com

Current occupation: Co-Mail Operations Manager

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): MBA & 25 years of Business Experience

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> L/A Transit Committee |
| <input checked="" type="checkbox"/> Parks & Recreation Advisory Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> Water District | <input type="checkbox"/> Zoning Board of Appeals |

Is this application for a X new appointment or ____ reappointment or ____ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I would love to do something to help the community I live in, I feel this would be a great opportunity and place to start. I love what the Park and Recreation Department does for the community. It has something for people of all ages, young and old.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Knowledge of how non-profits work as well as the satisfaction of knowing I helped do something good in for my community.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? _____
N/A

Dates served (if known)? N/A

Have you previously served on a City or Community Board or Committee? If so, which one(s)? _____
N/A

Dates served (if known)? N/A

How did you learn of this vacancy? I'm on the city of Auburns email list of events and activites.

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Howard M Fogle Date: 8/30/16

Please submit your application to;
Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
207-333-6601, extension 1126 sdallaire@auburnmaine.gov

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 8/30/16
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 4.6.2016

Last name: Lafean First name: Charles Middle initial: H

Residence address: 86 Orchard St Ward: 2

City: Auburn State: ME Zip code: 04210

Home phone: 207-712-1563 Work phone: 207-347-5000 Cell phone: 207-712-1563

Email address: clafean@gmail.com

Current occupation: Chief Operating Officer

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): BS Communications

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|--|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> L/A Transit Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Recreation & Special Events | <input type="checkbox"/> Sewer District |

☒ Parks and Recreation Advisory Board

____ Water District

____ Zoning Board of Appeals

Is this application for a X new appointment or ____ reappointment or ____ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). As a member of both the Conservation Commission and the Parks Sub-Committee, I have come to appreciate that though the physical spaces under city control have tremendous intrinsic value, the real value to the community is the recreation engaged upon at these spaces.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I hope to help create a vibrant recreation atmosphere in Auburn; one that draws people to both our facilities but also all recreational events. I believe this will benefit Auburn economically as well as support the health and well being of our residents.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? Conservation Commission, Community Forest Board, Park Sub-committee of the Conservation Commission

Dates served (if known)? Preset

Have you previously served on a City or Community Board or Committee? If so, which one(s)? _____

Dates served (if known)? _____

How did you learn of this vacancy? Email

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: /s/ Charles Lafean Date: 4/6/2016

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 4-6-2016
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Susan Clements-Dallaire

From: Chuck Lafean [clafean@gmail.com]
Sent: Tuesday, August 23, 2016 12:26 PM
To: Susan Clements-Dallaire
Subject: Re: Recreation Advisory Board

Yes, I am still interested in the position. Thank you for your help.

On Tue, Aug 23, 2016, 11:24 AM Susan Clements-Dallaire <sdallaire@auburnmaine.gov> wrote:

Good morning,

Several months ago, you submitted an application to be considered to serve on the Parks and Recreation Advisory Board but when the Appointment Committee met, they postponed making their nominations for that particular Board. We are now accepting applications for various boards and committees again, including the Parks and Recreation Advisory Board. The Appointment Committee will be meeting again on September 12th. If you would still like to be considered, please respond to this email. You will not be expected to fill out a new application. I will submit the last application but would like confirmation from you just to be sure you are still interested.

Please contact me if you have questions.

Thank you!

Sue

Susan Clements-Dallaire

Susan Clements-Dallaire, CCM, CMC

City Clerk & Registrar of Voters - City of Auburn

60 Court Street | Auburn, Maine 04210 | 207.333.6601 X1126



**CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION**

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: April 22, 2016

Last name: Crowley First name: Tizz Middle initial(s): E.H.

Residence address: 35 University Street Ward: 1

City: Auburn State: Maine Zip code: 04210 Work phone: None Cell phone: None

Home phone: (207) 783-1468 please limit calls to between 10am-10pm

Email address: tizzcrowley@yahoo.com

Current occupation: Retired- from healthcare

Previous occupation (if retired): Medical Group Practice Administrator and Consultant

Educational and/or experience (or attach your resume): See resume attached

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

<input type="checkbox"/> 9-1-1 Committee	<input type="checkbox"/> Airport Board
<input type="checkbox"/> Auburn Housing Authority	<input type="checkbox"/> Audit & Procurement Committee
<input type="checkbox"/> Board of Assessment Review	<input type="checkbox"/> Cable TV Advisory Board
<input type="checkbox"/> CDBG Loan Committee	<input type="checkbox"/> Community Forest Board
<input type="checkbox"/> Conservation Commission	<input type="checkbox"/> Ethics Panel
<input type="checkbox"/> Finance Committee	<input type="checkbox"/> L/A Transit Committee
<input type="checkbox"/> Planning Board	<input type="checkbox"/> Poland-Auburn Economic Development Committee
<input checked="" type="checkbox"/> XX Parks & Recreation Advisory	<input type="checkbox"/> Sewerage District
<input type="checkbox"/> Water District	<input type="checkbox"/> Zoning Board of Appeals

Is this application for a XX new appointment or reappointment or desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). see attached

CROWLEY, TIZZ AUBURN Recreation Advisory Committee APPLICATION page 2

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). see attached

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? City of Auburn Conservation Commission; Woman's Literary Union of Androscoggin County Executive Committee

Dates served (if known)? I was appointed in 2015 by both organizations. My term at WLU ends July 1, 2016

Have you previously served on a City or Community Board or Committee? If so, which one(s)? Auburn City Council 2011-2015; Auburn Water District 2011-2015 Mayor's Representative; Auburn Sewerage District 2011-2015 Mayor's Representative ; Audit Committee 2011-2012; Recreation & Special Events 2013-2015 as Councilor Representative _Dates served? Noted_

How did you learn of this vacancy? City of Auburn e-alert and I continue to communicate with the City regularly on recreation and cultural activities.

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Tizz E. H. Crowley Date: April 22, 2016

Please submit your application to:

Susan Clements-Dallaire, City Clerk 60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov 207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 4-25-16
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Why do you want to serve (please limit to 150 words or less. Please attach).

The Parks & Recreation Advisory Board is one of the most important roles in Auburn. The Planning Board, one of the other citizens advisory group noted in the Charter, addresses land use while the Recreation Advisory Board addresses quality of life issues. I would like to be part of the "what makes Auburn-Auburn" experience. I would focus on Leisure and Lifestyle Services with attention on arts, culture and history. Our sports and athletic programs are strong and successful. We need a comprehensive approach that meets the needs of all residents

I enjoy and have experience planning and executing group activities and programs. I would like to give back to my hometown. Growing up I enjoyed all the City of Auburn had to offer- playground and recreation department activities, community events like the Littlest World's Fair, parking lot dances at Food Town (now Hannaford's), Halloween window painting, and Easter Egg Hunts at the old EL. It's my turn to provide fun and community to others.

What do you hope to accomplish (please limit to 150 words or less. Please attach).

I would like to work with the Board, the department and the community to provide a comprehensive program of arts, culture, recreation, lifestyle and leisure serves for all ages; but to be sure we develop a full compliment for senior residents (age 50 and older). Currently the City only has a traditional Senior Citizen group for age 50 and older. Residents, age 50 and older have significant skills, interests and experiences- these are "Active Auburn".

Our recreation seems to be limited to youth and athletics. "Community events" has not had a home for years and could be a great economic development tools while providing residents with fun and entertainment.

I have been watching other communities and follow great ideas for lifestyle and leisure. Many cost little to no money. Most engage residents and volunteers to plan and implement the activity. We could use "Lunches about Town", walkers groups, a dog park, a cabin-fever reliever, and arts in the downtown as just some ideas.

DIVISION 3. - PARKS AND RECREATION ADVISORY BOARD

Sec. 2-454. - Established; membership.

- (a) There shall be a parks and recreation advisory board, which shall be composed of eight members. All except the ex officio member of the board shall be appointed by the city council.
- (b) Of the seven appointed members, there shall be no more than two members from the same ward. A member shall forfeit his membership if he becomes a resident of a ward in which two members of the board already reside.
- (c) Serving as the ex officio member shall be the director of parks and recreation, who shall also serve as secretary to the board.
- (d) Nothing in this article shall preclude the creation of standing subcommittees.

(Code 1967, § 18-3.1)

Sec. 2-455. - Term of members.

All appointed members of the parks and recreation advisory board shall serve staggered two-year terms from the date of their appointment and thereafter until their successors are appointed beginning with the effective date of this Code. Members of the board may be appointed to succeed themselves.

(Code 1967, § 18-3.3)

Sec. 2-456. - Officers; rules of procedure; vacancies.

The parks and recreation advisory board shall elect a chair, a vice-chair and such other officers as it may require. The board shall develop such rules to govern its meetings and operations as it deems advisable. Upon the death, incapacity or removal from the city of any member, or if any member shall be absent without excuse for three consecutive meetings, the secretary of the board shall advise the city council that a vacancy exists and request the appointment of a replacement.

(Code 1967, § 18-3.4)

Sec. 2-457. - Duties.

The purpose of the parks and recreation advisory board shall be:

- (1) The review of existing programs of the parks and recreation department and the planning of revised, supplementary or new programs to meet the present and future needs of the city.
- (2) The coordination of existing programs and facilities of the recreation department with those of volunteer and charitable organizations and those of other governmental units.
- (3) Developing recommendations for more efficient use of present facilities and personnel.
- (4) Improving communication regarding the recreational needs of the city between the people and the recreation department, the city council, and other city departments.
- (5) The investigation of federal, state and private programs for financial assistance and the development of recommendations regarding participation in such programs by the city.

(Code 1967, § 18-3.2)

Secs. 2-458—2-465. - Reserved.

Susan Clements-Dallaire

From: Tizz Crowley [tizzcrowley@yahoo.com]
Sent: Tuesday, August 23, 2016 12:18 PM
To: Susan Clements-Dallaire
Cc: Howard Kroll
Subject: Re: Recreation Advisory Board

Good afternoon Sue;
Thanks for the email stating I didn't have to send a new application. I am most interested in the Parks & Recreation Advisory Board.
Tizz

From: Susan Clements-Dallaire <sdallaire@auburnmaine.gov>
To: Susan Clements-Dallaire <sdallaire@auburnmaine.gov>
Sent: Tuesday, August 23, 2016 11:24 AM
Subject: Recreation Advisory Board

Good morning,

Several months ago, you submitted an application to be considered to serve on the Parks and Recreation Advisory Board but when the Appointment Committee met, they postponed making their nominations for that particular Board. We are now accepting applications for various boards and committees again, including the Parks and Recreation Advisory Board. The Appointment Committee will be meeting again on September 12th. If you would still like to be considered, please respond to this email. You will not be expected to fill out a new application. I will submit the last application but would like confirmation from you just to be sure you are still interested.

Please contact me if you have questions.

Thank you!
Sue

Susan Clements-Dallaire

Susan Clements-Dallaire, CCM, CMC
City Clerk & Registrar of Voters - City of Auburn
60 Court Street | Auburn, Maine 04210 | 207.333.6601 X1126





CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 4/25/16

Last name: Staples First name: Dana Middle initial: N

Residence address: 32 Greenfield Drive Ward: 5

City: Auburn State: ME Zip code: 04210

Home phone: 207-240-1671 Work phone: 207-518-4580 Cell phone: 207-240-1671

Email address: dana.staples@gmail.com

Current occupation: Software Engineer

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): attached resume

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

☐ 9-1-1 Committee

☐ Auburn Housing Authority

☐ Board of Assessment Review

☐ CDBG Loan Committee

☐ Conservation Commission

☐ Finance Committee

☒ Parks & Recreation Advisory Board

☐ Planning Board

☐ Water District

☐ Airport Board

☐ Audit & Procurement Committee

☐ Cable TV Advisory Board

☐ Community Forest Board

☐ Ethics Panel

☐ L/A Transit Committee

☐ Poland-Auburn Economic Development Committee

☐ Sewer District

☐ Zoning Board of Appeals

Is this application for a ___ new appointment or ___ reappointment or ___ desire to move from an alternate/associate to full member? I'm not sure how to answer this. I'm currently on the Recreation and Special Events Advisory Board

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). _____ I'd like to increase sports tourism in Auburn.

The current board members (Dave Gonyea and Dave Sterling) and I have a vision for the future of recreation in Auburn. I would like to remain a part of this planning.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). __

We would like to make some more new fields to keep people coming to our great city. When it comes time to build a new school, I want to be a part of planning what the new school's recreation facilities look like.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?

I am a member of the Recreation and Special Events Advisory Board

Dates served (if known)? _____ 1/14-present _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

Dates served (if known)? _____

How did you learn of this vacancy? _____ email _____

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen! I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: _____ Dana Staples (electronic signature) Date: 4/25/16 _____

Please submit your application to;
Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
207-333-6601, extension 1126 sdallaire@auburnmaine.gov

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 4/25/16

APPOINTMENT DATE: _____

TERM EXPIRATION DATE: _____

OATH DATE: _____

Dana Staples

32 Greenfield Drive
Auburn, Maine 04210
Phone: (207) 518-4580
Email: dana.staples@tylertech.com

EDUCATION

- 2004-2005 MS Computer Science, **University of Southern Maine**, Portland, ME
- Masters' project in object oriented software design
 - Courses in Advanced Java Technology, Web Services, XML, Computer Algorithms, Object Oriented Software Design, Systems Programming, and Computer Networks.
- 1997-2001 BS Computer Science, **Rensselaer Polytechnic Institute**, Troy, NY Cum Laude
- 1993-1997 **Edward Little High School**, Auburn, ME graduated 5th out of 325 students

EMPLOYMENT

- 2007- Software Engineer, Tyler Technologies
- Developed numerous software enhancements and bug fixes
 - Integrated third party systems
 - Refactored back end code to allow other Tyler divisions to use a complex system
 - Rebranded products to comply with design guidelines
 - Stabilized the deployment story for a large software project
 - Troubleshoot client issues with support and dev ops
 - Automated a Visual Studio nightly build
- 2005-2007 Programmer, Tyler Technologies
- Wrote programs for a rewrite of the Utility Billing module
 - Created web services for all Utility Billing Self Service programs
 - Rewrote Budget Transfer as part of the Mercury project
 - Fixed bugs as reported by quality assurance and support
- 2001-2003 Software Engineer, **Fairchild Semiconductor**
- Created software to automate complex processes
 - Maintained an Access database
 - Created programs to assist CAD Engineers
 - Provided guidance and advice for GUI design to a team of 3 other people
- 2000 Quality Assurance Summer Intern, **Compaq**
- Quality Assurance testing of the Tru64 UNIX operating system
 - Worked in a team to test for reliability and stability of the software

SPECIAL PROJECTS

2015- Team Lead, Maine App Challenge

- Managed a project with a team of 17 people
- Provided direction in marketing to every high school in Maine
- Appeared on WCSH6 morning news
- Spoke at Junior Achievement's Titan Challenge
- Demonstrated MIT App Inventor to webinar attendees
- Created documentation to define the Maine App Challenge

SKILLS

C#, Visual Studio, ASP.NET, SharePoint, MVC, JavaScript, SQL, Java, REST, CSS, HTML

Susan Clements-Dallaire

From: Dana Staples [dana.staples@gmail.com]
Sent: Tuesday, August 30, 2016 8:19 AM
To: Susan Clements-Dallaire
Subject: Re: Recreation Advisory Board

Ok,I am still interested. Please use the application I submitted previously.

Thanks,
Dana

On Tue, Aug 30, 2016 at 8:16 AM, Susan Clements-Dallaire <sdallaire@auburnmaine.gov> wrote:

Hi Dana,

The deadline is today (end of the day). If you are unsure, you can submit your application and withdraw if you decide you do not want to be considered.

Let me know.

Thank you!

Sue

From: Dana Staples [mailto:dana.staples@gmail.com]
Sent: Monday, August 29, 2016 4:28 PM
To: Susan Clements-Dallaire
Subject: Re: Recreation Advisory Board

Sue,

How many other applicants have you received?

Thanks,
Dana

On Tue, Aug 23, 2016 at 11:24 AM, Susan Clements-Dallaire <sdallaire@auburnmaine.gov> wrote:

Good morning,

Susan Clements-Dallaire

From: Dana Staples [dana.staples@gmail.com]
Sent: Monday, August 08, 2016 11:02 AM
To: Susan Clements-Dallaire
Subject: Re: Parks and Recreation Advisory Board

The current recreation board has not met since April. Have appointments been made for this new board? It seems advisory boards are not a priority for the current recreation staff. Has my name been withdrawn from consideration of this board? I'd like to be a part of the board if it still exists. If it doesn't, please let me know so that I can delete the monthly appointment from my calendar.

Thanks,
Dana Staples

On Wed, May 4, 2016 at 1:39 PM, Susan Clements-Dallaire <sdallaire@auburnmaine.gov> wrote:

Good afternoon,

The Appointment Committee met on Monday, May 2, 2016 to review applications and make nominations for Boards and Committees of the City. They voted to postpone the appointments for the Parks and Recreation Advisory Board until their next meeting. The date has not yet been determined, however once we determine the date, I will let you know.

Thank you for your patience.

Sue

Susan Clements-Dallaire

Susan Clements-Dallaire, CCM, CMC

City Clerk & Registrar of Voters - City of Auburn

60 Court Street | Auburn, Maine 04210 | [207.333.6601](tel:207.333.6601) X1126



**CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION**

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 04/25/16

Last name: Gerry First name: Belinda Middle initial: A.

Residence address: 143 Mill St., Apt. 100 Ward: 5

City: Auburn State: Maine Zip code: 04210

Home phone: 207-784-8458 Work phone: _____ Cell phone: 207-689-4316

Email address: PoliticsME@aol.com

Current occupation: retired, Notary Public

Previous occupation (if retired or no longer working): Certified Nursing Assistant, former Auburn State Representative and Auburn City Councilor, Political event planner/food prep (Volunteer)

Educational and/or experience (or attach your resume): I am a life long resident of Auburn. Educated in our Auburn school system and then earned my GED.

Most of my work experience has been learned on the job and I have taken a few non credit local classes when needed to fulfill my responsibilities.

I was also privileged to serve on various city committees and have had to work on and help prepare their budgets, keep up with all material we were given and complete individual assignments dealing with whatever necessary to keep us on tract and prepared for future needs.

I am also known for good committee attendance, to put in all the time needed and to work long hours to get the work done. I work well with fellow committee members and with the general public. I am adaptable when plans need to change, can work as part of a team or independently on projects when asked or they come up.

I have also taken part in various city activities or neighborhood events through out the years.

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> L/A Transit Committee |
| <input checked="" type="checkbox"/> Parks & Recreation Advisory Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> Water District | <input type="checkbox"/> Zoning Board of Appeals |

Is this application for a ☒ new appointment or ☐ reappointment or ☐ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed).

Even though I don't physically take part in most sporting events I enjoy them from the sidelines.

When my brother's 5 children participated in their school and Rec's sporting events - baseball, football, track, soccer, tennis and etc I enjoyed watching them play and even volunteered to sell refreshments at their food tables or booths.

I want to be on this committee because I recognize the fact that I can complement and fill in the gaps not filled by fellow committee members.

The Parks & Recreation Advisory Board should be made of a broad selection of people who can best represent the interests of all Auburn Residents from our youngest children to our oldest Senior Citizens as well as help develop activities geared toward the sports inclined to the not so like me. I feel I can help bridge this gap and develop and promote programs to fit the individual's needs.

I have the time necessary to devote to this committee as well as being an active member - willing to do whatever asked and am willing to volunteer where and when needed.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed).

Things I would like to accomplish:

1. Getting back to having a firm schedule of regular monthly meetings (and other special ones as their need arises)..

I feel this committee needs to have consistent meetings to be kept current on the status of all our recreational programs and projects as well as to keep us on track with those we have planned or would like to plan for the future.

2. Making sure all of our buildings, and Rec properties are of good repair and develop a maintenance plan (if we don't already have one) to address current issues and plan for future needs and expansions.

(We have had studies and assessments done that are in hover pattern at least as far as the public knows.)

3. Making sure that the programs Rec. offers have what they need, to plan future programs/events that don't break the bank and that all Auburn residents can take part in when they choose regardless of age or physical limitations.
4. The support and encouragement/development of more Senior Programs.
5. I also want to help make sure the Rec. Dept. has a budget that addresses their needs or concerns and the committees while recognizing the fact that with the City's financial obligations we may not get everything we all want at once but within a reasonable time table according to future plans.

Auburn is rich with recreational opportunities and resources. Most of which we are allowing to slip away due to lack of regular meetings, the lost passion by several (now past) committee members and no one keeping on top of current operations/programs and proposed future projects.

We have a good Recreation staff but they need our support and direction to make them even better and to give our Auburn residents the best experience we can achieve.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?

I am a member of the CDBG, Citizen Advisory Committee, Member of the Good Food Council of Lewiston and Auburn, and appointed by Lewiston's City Council to finish the soon to expired term of Lewiston's LATC member.

Dates served (if known)? I have served on these two committee for the past 6 years and am starting my 2nd year of five on the CAC committee and finishing the last few months left of my term on the Good Food Council of Lewiston Auburn. (They have term limits.)

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

I have served on LATC for 12 years (accumulative) as a city Councilor representative, The New Auburn Master Plan, resident (18 month).

Auburn Housing Authority Board, mayor appointed 12 years (until Nov. 2016)

Dates served (if known)?

How did you learn of this vacancy?

City emails and on the city's website.

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Belinda Gerry

Signature _____

Date: 04-25-16

Please submit your application to;
Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
207-333-6601, extension 1126 sdallaire@auburnmaine.gov

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 4-25-2016

APPOINTMENT DATE: _____

TERM EXPIRATION DATE: _____

OATH DATE: _____

Susan Clements-Dallaire

From: PoliticsME@aol.com
Sent: Tuesday, August 23, 2016 11:35 AM
To: Susan Clements-Dallaire
Subject: I am still interested in being appointed to Auburn's Recreation Advisory Board

In a message dated 8/23/2016 11:25:03 A.M. Eastern Daylight Time, sdallaire@auburnmaine.gov writes:

Good morning,

Several months ago, you submitted an application to be considered to serve on the Parks and Recreation Advisory Board but when the Appointment Committee met, they postponed making their nominations for that particular Board. We are now accepting applications for various boards and committees again, including the Parks and Recreation Advisory Board. The Appointment Committee will be meeting again on September 12th. If you would still like to be considered, please respond to this email. You will not be expected to fill out a new application. I will submit the last application but would like confirmation from you just to be sure you are still interested.

Please contact me if you have questions.

Thank you!

Sue

Susan Clements-Dallaire

Susan Clements-Dallaire, CCM, CMC

City Clerk & Registrar of Voters - City of Auburn

60 Court Street | Auburn, Maine 04210 | 207.333.6601 X1126



**CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION**

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 4/21/16

Last name: Starling First name: David Middle initial: D

Residence address: 994 Wyman Road Ward: 2X

City: Auburn State: ME Zip code: 04210

Home phone: _____ Work phone: _____ Cell phone: 207-604-2386

Email address: dstar1120@aol.com

Current occupation: Engineer & ELHS Football Coach

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): ELHS 1988 & Maine Maritime Academy BS Engineering 1992

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> L/A Transit Committee |
| <input checked="" type="checkbox"/> Parks & Recreation Advisory Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> Water District | <input type="checkbox"/> Zoning Board of Appeals |

Is this application for a ☐ new appointment or ☒ reappointment or ☐ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). Improve Auburn's Athletic facilities which are in significant need of assistance.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed).

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?

Auburn Park & Rec. & Special Events Board

Dates served (if known)?

2013-15

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

Auburn Parks & Rec. & Special Events Board

Dates served (if known)?

2013-2015

How did you learn of this vacancy?

Previous board being eliminated & asked by Dave Gonyea to re apply

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: _____ Date: 4/21/16

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

APR 22 2016 FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: _____
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Susan Clements-Dallaire

From: Dave Sterling [dster1120@aol.com]
Sent: Tuesday, August 23, 2016 11:38 AM
To: Susan Clements-Dallaire
Subject: Re: Recreation Advisory Board

Yes Susan I would still like to be considered for the rec advisory board.
Thank you

Dave Sterling

On Aug 23, 2016 11:24 AM, Susan Clements-Dallaire <sdallaire@auburnmaine.gov> wrote:

Good morning,

Several months ago, you submitted an application to be considered to serve on the Parks and Recreation Advisory Board but when the Appointment Committee met, they postponed making their nominations for that particular Board. We are now accepting applications for various boards and committees again, including the Parks and Recreation Advisory Board. The Appointment Committee will be meeting again on September 12th. If you would still like to be considered, please respond to this email. You will not be expected to fill out a new application. I will submit the last application but would like confirmation from you just to be sure you are still interested.

Please contact me if you have questions.

Thank you!

Sue

Susan Clements-Dallaire

Susan Clements-Dallaire, CCM, CMC

City Clerk & Registrar of Voters - City of Auburn

60 Court Street | Auburn, Maine 04210 | 207.333.6601 X1126



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 4-13-16

Last name: Edgewomb First name: Misty Middle initial: _____

Residence address: 26 Oakland St Ward: X 2

City: Auburn State: ME Zip code: 04210

Home phone: 240-3910 Work phone: 240-6415 Cell phone: Same as home

Email address: mistyn02@gmail.com

Current occupation: massage therapist

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): currently attending CMCC

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> L/A Transit Committee |
| <input checked="" type="checkbox"/> Parks & Recreation Advisory Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> Water District | <input type="checkbox"/> Zoning Board of Appeals |

Is this application for a ☒ new appointment or ___ reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed).

I live in this community and I have small children. I want to be a part of seeing the outdoor space become something I want to use with my family.
What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I hope to accomplish elevating the outdoor space in the city of Auburn to a place where it will attract visitors and more residents.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? _____

I serve on the Parks Sub-committee

Dates served (if known)? Presently serving

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

I currently serve on the Parks Sub-committee

Dates served (if known)? _____

How did you learn of this vacancy? during a Parks subcommittee meeting

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: [Signature] Date: 4-21-16

Please submit your application to;
Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210

207-333-6601, extension 1126 sdallaire@auburnmaine.gov

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: APR 21 2016
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Susan Clements-Dallaire

From: Misty Edgecomb [mislyn02@gmail.com]
Sent: Saturday, August 27, 2016 10:21 AM
To: Susan Clements-Dallaire
Subject: Re: Recreation Advisory Board

Hello Susan,

Yes I am definitely still interested in the Parks and Recreation Advisory Board position. I have been working with the Parks Sub-committee for some time now and I have been enjoying the experience. I now feel very confident that I can contribute to this position. As my application states I have a young family that is very active. I am hoping to help the Auburn parks become a place that families can really use and recreate here in our city.

Thank you,

Misty Edgecomb

On Aug 23, 2016 11:24 AM, "Susan Clements-Dallaire" <sdallaire@auburnmaine.gov> wrote:

>

>>

> Good morning,

>

>

>

> Several months ago, you submitted an application to be considered to serve on the Parks and Recreation Advisory Board but when the Appointment Committee met, they postponed making their nominations for that particular Board. We are now accepting applications for various boards and committees again, including the Parks and Recreation Advisory Board. The Appointment Committee will be meeting again on September 12th. If you would still like to be considered, please respond to this email. You will not be expected to fill out a new application. I will submit the last application but would like confirmation from you just to be sure you are still interested.

>

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>

> Please contact me if you have questions.

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> Thank you!

>

> Sue

>

>

>

> Susan Clements-Dallaire

>

>



CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 7/21/16
Last name: VALCOURT First name: RICHARD Middle initial: A
Residence address: 29 MARIAN DR Ward: 5
City: AUBURN State: ME Zip code: 04210
Home phone: 784-9895 Work phone: — Cell phone: —
Email address: RMVXL@MYFAIRPOINT.NET
Current occupation: Retired
Previous occupation (if retired or no longer working): Dist Sup @ ME DHS
Educational and/or experience (or attach your resume): —

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|--|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input checked="" type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> L/A Transit Committee |
| <input type="checkbox"/> Parks & Recreation Advisory Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> Water District | <input type="checkbox"/> Zoning Board of Appeals |

Is this application for a ___ new appointment or X reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). CONTINUE IN THE SAME POSITION.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). CONTINUE THE WORK I'VE DONE FOR PAST 10+ YEARS

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? yes
AHA

Dates served (if known)? 10+ YEARS

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

yes
CHOIR, AUBURN APPEALS FOR 4+ YEARS

Dates served (if known)? 4+ YEARS

How did you learn of this vacancy? PARENT APPOINTMENT EXPIRES THIS YEAR

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Richard Valcourt Date: 7/21/16

Please submit your application to;
Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
207-333-6601, extension 1126 sdallaire@auburnmaine.gov

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: JUL 26 2016
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 8/5/16

Last name: Tate First name: Jordan Middle initial: N

Residence address: 14 Helen St Ward: 2

City: Auburn State: ME Zip code: 04210

Home phone: — Work phone: — Cell phone: 207-513-2375

Email address: JTate@une.edu

Current occupation: Environmental Scientist

Previous occupation (if retired or no longer working): —

Educational and/or experience (or attach your resume): BS Environmental Science

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input checked="" type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> L/A Transit Committee |
| <input type="checkbox"/> Parks & Recreation Advisory Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> Water District | <input type="checkbox"/> Zoning Board of Appeals |

Is this application for a ___ new appointment or ☒ reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I would like to continue serving on the conservation commission, I've greatly enjoyed my experience thus far!

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Continue to work on projects involving parks, dam relicensing, and new projects the commission takes on.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? ☒ Conservation Commission

Dates served (if known)? June 2015 - current

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

N/A

Dates served (if known)? N/A

How did you learn of this vacancy? app term expired June 2016

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: *Susan J. Fite* Date: 8/5/16

Please submit your application to;
Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
207-333-6601, extension 1126 sdallaire@auburnmaine.gov

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: _____
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____



CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION

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Date: 4/21/2016
Last name: Sipe First name: ROBERT Middle initial: F
Residence address: 365 LAKE ST Ward: 2
City: AUBURN State: ME Zip code: 04210
Home phone: 207-753-685 Work phone: 207-441-4136 Cell phone: _____
Email address: BOBSIPE@3@GMAIL.COM
Current occupation: SENIOR PROGRAMMER/ANALYST
Previous occupation (if retired or no longer working): _____
Educational and/or experience (or attach your resume): _____

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input checked="" type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> L/A Transit Committee |
| <input type="checkbox"/> Parks & Recreation Advisory Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> Water District | <input type="checkbox"/> Zoning Board of Appeals |

Is this application for a ____ new appointment or ☒ reappointment or ____ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed).

Our environment is facing many challenges. Working with the Conservation Commission is a chance to educate the public & make Auburn a better place.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed).

To help Auburn become a more ~~more~~ environmentally sustainable city.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?

CONSERVATION COMMISSION

Dates served (if known)?

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

CONSERVATION COMMISSION

Dates served (if known)? 7/15/15 to 6/1/16

How did you learn of this vacancy? Currently appointed

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: [Signature] Date: 4/21/16

Please submit your application to;
Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210

207-333-6601, extension 1126 sdallaire@auburnmaine.gov

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 7/27/16
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 7/8/16
Last name: GRAY First name: STANWOOD Middle initial: J.
Residence address: 1200 Sopers Mill Rd Ward: 5
City: Auburn State: ME Zip code: 04210
Home phone: _____ Work phone: _____ Cell phone: 615-6957
Email address: StanwoodGray@gmail.com
Current occupation: farmer/carpenter/business owner
Previous occupation (if retired or no longer working): _____
Educational and/or experience (or attach your resume): _____

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|--|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input checked="" type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> L/A Transit Committee |
| <input type="checkbox"/> Parks & Recreation Advisory Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> Water District | <input type="checkbox"/> Zoning Board of Appeals |

Is this application for a ___ new appointment or ✓ reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). to help GFTV become a far more valuable tool for the twin cities

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). establish volunteer program - provide opportunities to all in the community to use GFTV to add their voice

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? Yes
CAC, GFTV

Dates served (if known)? _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

Dates served (if known)? _____

How did you learn of this vacancy? _____

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Stanwood Gay Date: 7/8/16

Please submit your application to;
Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
207-333-6601, extension 1126 sdallaire@auburnmaine.gov

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 7-11-16
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 30 AUGUST 2016

Last name: BLONDIAU First name: BENOIT Middle initial: _____

Residence address: 55 WESTERN AVE Ward: 2

City: AUBURN State: ME Zip code: 04210

Home phone: 207 402 2024 Work phone: _____ Cell phone: _____

Email address: BENOIT.BLONDIAU@GMAIL.COM

Current occupation: SURGEON

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): MD - MBA

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input checked="" type="checkbox"/> Finance Committee | <input type="checkbox"/> L/A Transit Committee |
| <input checked="" type="checkbox"/> Parks & Recreation Advisory Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> Water District | <input type="checkbox"/> Zoning Board of Appeals |

Is this application for a X new appointment or ___ reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I HAVE LIVED IN THIS COMMUNITY FOR SIX YEARS AND I LOVE IT. I WOULD LIKE TO SERVE TO THE EXTENT OF THE NEEDS

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). BRING MY SKILLS AND COMPETENCIES TO

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? ALTERNATE ETHIC COMMITTEE MEMBER

Dates served (if known)? _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)? YES MANY INSTANCES OF MEMBER OF HOSPITAL COMMITTEE CHAIR, AUDIT COMMITTEE FOR CENTRAL SURGICAL AND MEMBER ADVISORY COMMITTEE

Dates served (if known)? 2011-2012

How did you learn of this vacancy? BOARD ON THE WALK AT CITY HALL

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: [Signature] Date: 8-30-2016

Please submit your application to;
Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
207-333-6601, extension 1126 sdallaire@auburnmaine.gov

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: _____
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 8-22-16

Last name: Chabot First name: Nikki Middle initial: B

Residence address: 27 Towle Avenue Ward: 3

City: Auburn State: Maine Zip code: 04210

Home phone: N/A Work phone: 333-6001 Cell phone: 577-4350

Email address: nchabot@mainesource.com

Current occupation: Real Estate Agent

Previous occupation (if retired or no longer working): N/A

Educational and/or experience (or attach your resume): See attached resume

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|--|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input checked="" type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> L/A Transit Committee |
| <input type="checkbox"/> Parks & Recreation Advisory Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> Water District | <input type="checkbox"/> Zoning Board of Appeals |

Is this application for a ☐ new appointment or ☒ reappointment or ☐ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). See attachment

NIKKI CHABOT

24B Martindale Road, Auburn, Maine 04210
| 207-577-4350 | nchabot@mainesource.com

SUMMARY

Professional, organized, goal-oriented individual who is seeking a long-term career opportunity within a positive work environment. Specifically seeking a career that will not only provide personal growth while challenging oneself, but allow application of current skills, knowledge and education to enhance the workplace.

ACHIEVEMENTS

Certifications/Licenses/Memberships

- Androscoggin Valley Board of Realtors Member
- City of Auburn Community Development Loan Committee Member
- Maine Associate Broker Real Estate License # BA919021
- National Association of Realtors Member

Non-Credit Courses Completed

- Introduction to QuickBooks
- Social Media Marketing
- SAFE Mortgage Loan Origination

EXPERIENCE & ABILITIES

Experienced in:

- Accounting
- Advertising
- Communication
- Customer Service
- Deadlines
- General Office Duties
- Leadership
- Microsoft Office- (Access, Excel, Outlook, PowerPoint, Word)
- Payroll
- Negotiation
- Networking
- Real Estate Loans
- Sales

Notable Attributes:

- Ambitious
- Calm
- Cheerful
- Clever
- Determined
- Diligent
- Flexible
- Goal-Oriented
- Independent
- Inquisitive
- Meticulous
- Open-minded
- Organized
- Professional
- Reliable
- Team Player

REFERENCES

Mike Henry

Faculty Advisor/Business Instructor

Central Maine Community College

1250 Turner Street, Auburn, Maine 04210

207-755-5225

mhenry@cmcc.edu

Chris Cormier

Associate Broker

Maine Source Homes & Realty

314 Center Street, Auburn, Maine 04210

207-212-4561

chriscormier@mainesource.com

Clair Abbott

Office Manager

Helping Hands

571 Sabattus Street Suite 2, Lewiston, Maine 04210

207-777-5294

abbott113@yahoo.com

Briefly describe why you want to serve on this committee:

I would like to continue to serve on the Community Development Loan Committee to have a role in the restoration and development of my community that takes place as a result of this program. I would like to continue serving members of my community and be involved in the decision making that takes place with this committee to aid the residents of Auburn, and improve the overall conditions of the neighborhoods locally.

What do you hope to accomplish?

I hope to continue to serve on this Committee and witness the positive changes that take place locally as a result of the Committee's decisions. I hope to help in improving the condition of buildings in Auburn, as well as the quality of life of the residents residing in those buildings. I also hope to continue with educating Auburn residents in regards to the many options they have through this program.



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 06/09/2016

Last name: Perkins-Phinney First name: Darcy Middle initial: F

Residence address: 162 Baxter Avenue Ward: 4

City: Auburn State: Maine Zip code: 04210

Home phone: 207.735.3399 Work phone: Same Cell phone: Same

Email address: darcydb@gmail.com

Current occupation: Sales Representative

Previous occupation (if retired or no longer working): Lead Administrator

Educational and/or experience (or attach your resume): _____

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input checked="" type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Ethics Panel | <input type="checkbox"/> L/A Transit Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Recreation and Special Events Advisory Board |
| <input type="checkbox"/> Sewer District | <input type="checkbox"/> Water District |
| <input type="checkbox"/> Zoning Board of Appeals | |

Is this application for a ☒ new appointment or ☐ reappointment or ☐ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I would like to serve on this committee to be given the opportunity to help members of our community. I want to assist our city's residents who may need suitable living adjustments in order to be healthier and to live better. Providing dependable resources can increase the city's overall moral as well as provide growth for economically challenged individuals and families.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). My goal is to strive for Auburn excellence with a program that I truly believe in which is solid and dependable. The community Development services assisted me when I had few options to better my dwelling. I have been a lifetime member of this community and I understand the need for improvement assistance for smaller income households.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?

Dates served (if known)?

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

Dates served (if known)?

How did you learn of this vacancy? Word of Mouth

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The City Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Darcy Phinney

Digitally signed by Darcy Phinney
DN: cn=Darcy Phinney, o=Auburn, email=DarcyPhinney@gmail.com, c=US
Date: 2016.06.09 13:21:00 -0400

Date: June 09, 2016

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 6/10/16
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 8/17/16

Last name: Bouchard First name: Christopher Middle initial: T.

Residence address: 63 Windermere Way Ward: 3

City: Auburn State: ME Zip code: 04210

Home phone: _____ Work phone: 207-440-2406 Cell phone: 207-576-7236

Email address: ctbouchard@yahoo.com

Current occupation: Vice President, Customer Sales & Operations Manager (Northeast Bank)

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): See attached

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|--|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input checked="" type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> I/A Transit Committee |
| <input type="checkbox"/> Parks & Recreation Advisory Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> Water District | <input type="checkbox"/> Zoning Board of Appeals |

Is this application for a ☒ new appointment or ___ reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed).

Seeking to expand my involvement in the community as a lifelong resident, and feel this committee aligns well with my background and experience.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed).

Seeking to achieve personal and professional growth while volunteering on a committee focused on leading and public benefit.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known)? N/A

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

No

Dates served (if known)? N/A

How did you learn of this vacancy? Eric Cousens

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Chris T. Pad Date: 8/17/16

Please submit your application to;
Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210

207-333-6601, extension 1126 sdallaire@aubummaine.gov

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: AUG 17 2016
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

CHRISTOPHER BOUCHARD

63 Windemere Way, Auburn Maine 04210
207.576.7236 | ctbouchard@yahoo.com

PROFESSIONAL SUMMARY

Experienced in both front and back office operation management with over 15 years experience in the financial services industry. Proven ability to lead and manage departments, client and vendor relationships. Skilled in managing strategic and business critical initiatives, leading product development and technology enhancement. Strong management and employee development skills. Previously held FINRA Series 6, 63, 65, and 26 designations.

RELATED EXPERIENCE

**Vice President,
Customer Sales &
Operations
Manager**
07/2011 - Present

Northeast Bank, Lewiston, ME

Contributed to successful implementation of the bank's direct bank, ableBanking. Responsible for the development, implementation, and enhancement and support of contact center systems, technologies, and strategies. Responsible for all customer facing applications. Maintain compliance with bank policies, regulations, and risk mitigation.

- Direct oversight of the ableBanking platform and Bulletin Board product, managing over \$345 million in assets
- Administrator and Business lead on all customer facing technologies, initiatives, and projects
- Manage Cash Management Support team for new and existing commercial cash management related business
- Provide representation and leadership on various committees, including the bank's Asset & Liability Committee
- Contributed leadership and management oversight of core system conversion from Fiserv to JHA Platform
- Responsible for business continuity, contributing to disaster avoidance initiatives in order to mitigate impact
- Strong working relationship with bank auditors and examiners, with extensive background in control environment

**Senior Officer /
Operations
Supervisor**
05/2007 - 07/2011

ING Group (formerly CitiStreet LLC), Lewiston, ME

Contributed to successful implementation of the Plan Management Team in Lewiston, ME. Managed a department of 17 Plan Managers supporting our Micro Small Market book of business. Active member of the Lewiston site leadership committee, and also functioned as the site's Crisis Management Organization Chair.

- Responsible for the daily operations of staff, including customer support and task management
- Review and monitor statistical data and align efforts in order to maximize efficiency
- Work closely with departmental leaders on cyclical events, processes, and issue resolution
- Responsible for strengthening relationships with at risk clients, financial advisors, and Regional Sales Directors
- Designated Supervisory Principal for the Maine Office
- Responsible for team and site business continuity planning

Senior Specialist
05/2006 - 04/2007

Citigroup Corporate & Investment Bank, Portland, ME

Responsible for the daily operations and support of Operations Department within Citigroup's transfer agency. Directly responsible for the operation of 14 mutual fund families, and development and support of more junior staff.

- Project lead for various departmental and client initiatives
- Prepared and delivered monthly client facing reports, fund audits, and ad hoc requests

Operations Officer
09/2002 - 04/2006

CitiStreet LLC, Lewiston ME

Responsibilities included managing the customer contact center relationship for various government and public sector retirement plans. Maintained client satisfaction through routine conference calls and client monitoring sessions. Acted as the designated Supervisory Principal for the Maine Office.

- Managed and developed a team of over 15 Participant Service Representatives
- Partnered closely with Plan Administration on procedural related items and issue resolution
- Prepared and delivered ongoing retirement and plan related education to service representatives
- Traveled to Mumbai, India to assist with implementation of overseas operation
- Developed and oversaw the Services to Exiting Participants team in Maine

ADDITIONAL EXPERIENCE

**Senior Participant
Service
Representative**
09/2001 - 09/2002

CitiStreet LLC, Lewiston, ME

Served as a team and departmental resource for over 15 employer sponsored 401(k), 401(a), and 457 retirement plans. Acted as liaison between Plan Administration and the Participant Service Center.

**Financial
Consultant**
04/2001 - 08/2001

Dirigo Financial Group, Portland, ME

Provided various insurance/investment products and services to help meet new and existing client needs and expectations. Successfully completed state insurance licensing.

EDUCATION

1996 - 2000

Bachelor of Science in Business Administration | University of Maine, Orono, ME

2010 - Present

Masters of Business Administration | Southern New Hampshire University



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 8/26/16

Last name: Parker First name: Ann Middle initial: M

Residence address: 69 Summit St. Ward: 2

City: Auburn State: ME Zip code: 04210

Home phone: 786-3262 Work phone: 782-2121 Cell phone: 754-7809

Email address: AMJPARKER@yahoo.com

Current occupation: Real Estate Broker

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): HS plus 2 years medical training, 32 years in Real Estate

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|--|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input checked="" type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> L/A Transit Committee |
| <input type="checkbox"/> Parks & Recreation Advisory Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> Water District | <input type="checkbox"/> Zoning Board of Appeals |

Is this application for a ☐ new appointment or ☒ reappointment or ☐ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I have enjoyed serving on this committee for

Over 10 years and am proud of the work we do to improve the community.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I hope to continue to see the improvement in the city with pride of home ownership and less blight as buildings improve and nice community projects come to fruition.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? CDBG

Dates served (if known)? Since approx 2006 to present

Have you previously served on a City or Community Board or Committee? If so, which one(s)? CDBG and Neighborhood Stabilization Program

Dates served (if known)? Approx 2009-2013

How did you learn of this vacancy? e-mail from City Clerk

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Ashley Parker Date: 8/26/16

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: AUG 29 2016
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____



**CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION**

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 8-22-16

Last name: Chabot First name: Nikki Middle initial: B

Residence address: 27 Towle Avenue Ward: 3

City: Auburn State: Maine Zip code: 04210

Home phone: N/A Work phone: 333-6001 Cell phone: 577-4350

Email address: nchabot@mainesource.com

Current occupation: Real Estate Agent

Previous occupation (if retired or no longer working): N/A

Educational and/or experience (or attach your resume): See attached resume

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|--|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input checked="" type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Ethics Panel |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> L/A Transit Committee |
| <input type="checkbox"/> Parks & Recreation Advisory Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> Water District | <input type="checkbox"/> Zoning Board of Appeals |

Is this application for a ☐ new appointment or ☒ reappointment or ☐ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). See attachment

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). See attachment

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? CDBG Loan Committee

Dates served (if known)? march 2016 - present

Have you previously served on a City or Community Board or Committee? If so, which one(s)? no

Dates served (if known)? n/a

How did you learn of this vacancy? term ending Oct 2016

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Nikki Chabot Date: August 22, 2016

Please submit your application to;

Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
sdallaire@auburnmaine.gov
207-333-6601, extension 1126

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 8-22-16
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

NIKKI CHABOT

24B Martindale Road, Auburn, Maine 04210
| 207-577-4350 | nchabot@mainesource.com

SUMMARY

Professional, organized, goal-oriented individual who is seeking a long-term career opportunity within a positive work environment. Specifically seeking a career that will not only provide personal growth while challenging oneself, but allow application of current skills, knowledge and education to enhance the workplace.

ACHIEVEMENTS

Certifications/Licenses/Memberships

- Androscoggin Valley Board of Realtors Member
- City of Auburn Community Development Loan Committee Member
- Maine Associate Broker Real Estate License # BA919021
- National Association of Realtors Member

Non-Credit Courses Completed

- Introduction to QuickBooks
- Social Media Marketing
- SAFE Mortgage Loan Origination

EXPERIENCE & ABILITIES

Experienced in:

- Accounting
- Advertising
- Communication
- Customer Service
- Deadlines
- General Office Duties
- Leadership
- Microsoft Office- (Access, Excel, Outlook, PowerPoint, Word)
- Payroll
- Negotiation
- Networking
- Real Estate Loans
- Sales

Notable Attributes:

- Ambitious
- Calm
- Cheerful
- Clever
- Determined
- Diligent
- Flexible
- Goal-Oriented
- Independent
- Inquisitive
- Meticulous
- Open-minded
- Organized
- Professional
- Reliable
- Team Player

WORK HISTORY

- April 2012 - Present Associate Broker (Office Manager), *Maine Source Homes & Realty, 314 Center Street, Auburn, Maine 04210*
- Duties include but are not limited to; accounting for monies, credit analyzing, creating comparable marketing analyses, pre-qualifying individuals, assisting individuals in loan applications, creating purchase and sales contracts.
 - During time as Office Manager duties included but not limited to; accounts payable/receivable, general office duties, inbound/outbound calls, sales, pre-qualifying individuals, scheduling, assisting in hiring process, and payroll.
- January 2011 - February 2012 Childcare Provider, *YMCA, 62 Turner Street, Auburn, Maine, 04210*
- Duties included caring for children, organizing activities, and cleaning the facility.
- May 2010 - January 2011 Personal Support Specialist, *Helping Hands, 571 Sabattus Street Suite 2, Lewiston, Maine 04240*
- Duties included providing personal care assistance to individuals including but not limited to; cooking, housekeeping, personal hygiene, and transportation.
- March 2009 - May 2010 Sales Associate, *Amcomm Wireless DBA Verizon Wireless, 550 Center Street, Auburn, Maine 04210*
- Duties included cleaning, deposits, employee scheduling, marketing, phone repair, sales and training new employees.
- April 2007 - March 2009 Cashier, *Papa Ginos, 550 Center Street, Auburn, Maine 04210*
- Duties included but not limited to; cash register, cleaning, and food prep.
- September 2005 - August 2006 Cashier, *Dunkin Donuts, 100 Mount Auburn Avenue, Auburn, Maine 04210*
- Duties included but not limited to; cash register, cleaning, food prep.

EDUCATION

- January 2014 - Present Business Administration and Management, *Central Maine Community College, 1250 Turner Street, Auburn, Maine 04210*
- Current GPA of 3.778
 - Projected graduation date of December 2016
- September 2004 – May 2008 High School Diploma, *Edward Little High School, 77 Harris Street, Auburn, Maine 04210*

REFERENCES

Mike Henry

Faculty Advisor/Business Instructor

Central Maine Community College

1250 Turner Street, Auburn, Maine 04210

207-755-5225

mhenry@cmcc.edu

Chris Cormier

Associate Broker

Maine Source Homes & Realty

314 Center Street, Auburn, Maine 04210

207-212-4561

chriscormier@mainesource.com

Clair Abbott

Office Manager

Helping Hands

571 Sabattus Street Suite 2, Lewiston, Maine 04210

207-777-5294

abbott113@yahoo.com

Briefly describe why you want to serve on this committee:

I would like to continue to serve on the Community Development Loan Committee to have a role in the restoration and development of my community that takes place as a result of this program. I would like to continue serving members of my community and be involved in the decision making that takes place with this committee to aid the residents of Auburn, and improve the overall conditions of the neighborhoods locally.

What do you hope to accomplish?

I hope to continue to serve on this Committee and witness the positive changes that take place locally as a result of the Committee's decisions. I hope to help in improving the condition of buildings in Auburn, as well as the quality of life of the residents residing in those buildings. I also hope to continue with educating Auburn residents in regards to the many options they have through this program.



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 4/25/16

Last name: Staples First name: Dana Middle initial: N

Residence address: 32 Greenfield Drive Ward: 5

City: Auburn State: ME Zip code: 04210

Home phone: 207-240-1671 Work phone: 207-518-4580 Cell phone: 207-240-1671

Email address: dana.staples@gmail.com

Current occupation: Software Engineer

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): attached resume

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

☐ 9-1-1 Committee

☐ Auburn Housing Authority

☐ Board of Assessment Review

☐ CDBG Loan Committee

☐ Conservation Commission

☐ Finance Committee

☐ Parks & Recreation Advisory Board

☐ Planning Board

☐ Water District

☐ Airport Board

☐ Audit & Procurement Committee

☐ Cable TV Advisory Board

☐ Community Forest Board

☐ Ethics Panel

☐ L/A Transit Committee

☐ Poland-Auburn Economic Development
Committee

☐ Sewer District

☐ XXX Zoning Board of Appeals

Is this application for a X new appointment or ___ reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). _____ I've recently become very interested in learning about city planning. I believe that zoning is a great area to focus my efforts. __

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?

I am a member of the Recreation and Special Events Advisory Board

Dates served (if known)? _____ 1/14-present _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

Dates served (if known)? _____

How did you learn of this vacancy? _____ email _____

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen! I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: _____ Dana Staples (electronic signature) Date: 9/6/16 _____

Please submit your application to;
Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
207-333-6601, extension 1126 sdallaire@auburnmaine.gov

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: SEP 06 2016
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Dana Staples

32 Greenfield Drive
Auburn, Maine 04210
Phone: (207) 518-4580
Email: dana.staples@tylertech.com

EDUCATION

- 2004-2005 MS Computer Science, **University of Southern Maine**, Portland, ME
- Masters' project in object oriented software design
 - Courses in Advanced Java Technology, Web Services, XML, Computer Algorithms, Object Oriented Software Design, Systems Programming, and Computer Networks.
- 1997-2001 BS Computer Science, **Rensselaer Polytechnic Institute**, Troy, NY Cum Laude
- 1993-1997 **Edward Little High School**, Auburn, ME graduated 5th out of 325 students

EMPLOYMENT

- 2007- Software Engineer, Tyler Technologies
- Developed numerous software enhancements and bug fixes
 - Integrated third party systems
 - Refactored back end code to allow other Tyler divisions to use a complex system
 - Rebranded products to comply with design guidelines
 - Stabilized the deployment story for a large software project
 - Troubleshoot client issues with support and dev ops
 - Automated a Visual Studio nightly build
- 2005-2007 Programmer, Tyler Technologies
- Wrote programs for a rewrite of the Utility Billing module
 - Created web services for all Utility Billing Self Service programs
 - Rewrote Budget Transfer as part of the Mercury project
 - Fixed bugs as reported by quality assurance and support
- 2001-2003 Software Engineer, **Fairchild Semiconductor**
- Created software to automate complex processes
 - Maintained an Access database
 - Created programs to assist CAD Engineers
 - Provided guidance and advice for GUI design to a team of 3 other people
- 2000 Quality Assurance Summer Intern, **Compaq**
- Quality Assurance testing of the Tru64 UNIX operating system
 - Worked in a team to test for reliability and stability of the software

SPECIAL PROJECTS

2015- Team Lead, Maine App Challenge

- Managed a project with a team of 17 people
- Provided direction in marketing to every high school in Maine
- Appeared on WCSH6 morning news
- Spoke at Junior Achievement's Titan Challenge
- Demonstrated MIT App Inventor to webinar attendees
- Created documentation to define the Maine App Challenge

SKILLS

C#, Visual Studio, ASP.NET, SharePoint, MVC, JavaScript, SQL, Java, REST, CSS, HTML

Auburn Housing Authority (2 vacancies, both with a 10/1/2021 term expiration)

Audit and Procurement Committee (1 vacancy with a term expiration of 12/1/2017)

Board of Assessment Review (3 vacancies - 1 full member position with a term expiration of 10/01/2020, and two alternate positions with term expirations of 10/1/2017, and 10/1/2020)

Cable TV Advisory Committee (3 vacancies with 1, 2, and 3 year term expiration)

CDBG (Community Development Block Grant) Loan Committee (6 vacancies, two with a term expiration of 10/1/2017, one with a 10/1/2018 term expiration, and three with a 10/1/2019 term expiration)

Conservation Commission (3 vacancies, each with a 6/1/2019 term expiration)

Finance Committee (1 vacancy, alternate member with a term expiration of 12/1/2017)

Forest Board (1 vacancy with a term expiration of 10/1/2017)

Parks & Recreation Advisory Board (7 vacancies, term expirations to be determined)

Zoning Board of Appeals (2 vacancies - 1 full member with a term expiration of 10/01/2019, and one Associate member with a term expiration of 10/01/2019)

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 62--09192016

ORDERED, that the City Council hereby appoints the following board and committee members as nominated by the Appointment Committee on 9/12/2016;

Board or Committee	Term Exp. Date	Name
Auburn Housing Authority	10/01/2021	Richard Valcourt (re-appointment)
CDBG Loan Committee	10/01/2019 10/01/2019 10/01/2019 10/01/2018	Ann Parker (re-appointment) Nikki Chabot (re-appointment) Christopher Bouchard (new appointment) Darcy Perkins-Phinney (new appointment)
Conservation Commission	6/1/2019 6/1/2019	Robert Sipe (re-appointment) Jordan Tate (re-appointment)
Finance Committee (alternate member)	12/01/2017	Benoit Blondeau (new appointment)
Parks and Recreation Advisory Board	10/01/2017 10/01/2017 10/01/2017 10/01/2018 10/01/2018 10/01/2018	Tizz E.H. Crowley (W1) Howard Fogle (W2) Belinda Gerry (W5) Misty Edgecomb (W2) Janice Barrett (W3) Dana Staples (W5) All new appointments
Zoning Board of Appeals (Associate member)	10/01/2019	Dana Staples (new appointment)



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: September 19, 2016

Subject: Executive Session

Information: Discussion regarding a Real Estate Matter, pursuant to 1 M.R.S.A. Section 405(6) (C).

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

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

- (1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;
- (2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;
- (3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and
- (4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

This paragraph does not apply to discussion of a budget or budget proposal;

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

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

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

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

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

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

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

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

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services



TO: Denis D'Auteuil, Acting City Manager

FROM: Jill Eastman, Finance Director

REF: July 2016 Financial Report

DATE: September 8, 2016

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

The City has completed its first month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 8.33% of the annual budget. However, not all costs and revenues are distributed evenly throughout the year; individual line items can vary based upon cyclical activity.

Revenues

Revenues collected through July 31st were \$873,566, or 1.52%, of the budget, which is lower than last year at this time by 0.4%. The accounts listed below are noteworthy.

- A. Excise taxes of \$312,215-down \$12,266 from last year.
- B. State Revenue Sharing for the month of July is 9.2% or \$135,089. This is down from last year by \$79,427.
- C. \$109,867 was collected in July to pay off prior year property tax liens. This is \$210,509 less than the same period last year.

Expenditures

City expenditures through July 31st were \$1,945,853, or 4.89%, of the budget as compared to last year at \$2,466,137, or 6.41%. The majority of the departments are below last year at this time. Most of the activity in July is related to June, therefore it is posted to the prior fiscal year. You will see a leveling out of expenditures as the year progresses.

Investments

This section contains an investment schedule as of July 31st with a comparison to June 30th. Currently the City's funds are earning an average interest rate of .52%, which is higher than last July.

Respectfully submitted,

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

Jill M. Eastman
Finance Director

CITY OF AUBURN, MAINE
BALANCE SHEET - CITY GENERAL FUND, WC AND UNEMPLOYMENT FUND
AS of July 2016, June 2016, and June 2015

	UNAUDITED July 31 2016	UNAUDITED June 30 2016	Increase (Decrease)	AUDITED JUNE 30 2015
ASSETS				
CASH	\$ 7,737,507	\$ 17,100,219	\$ (9,362,712)	\$ 11,951,131
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	1,968,889	2,064,887	(95,998)	2,429,419
TAXES RECEIVABLE-CURRENT	44,516,411	14,204	44,502,207	37,898
DELINQUENT TAXES	683,629	613,248	70,381	571,005
TAX LIENS	1,315,545	1,474,227	(158,682)	1,721,395
NET DUE TO/FROM OTHER FUNDS	2,414,950	529,405	1,885,545	266,370
TOTAL ASSETS	\$ 58,636,932	\$ 21,796,190	\$ 36,840,742	\$ 16,977,218
LIABILITIES & FUND BALANCES				
ACCOUNTS PAYABLE	\$ (386,773)	\$ (74,149)	\$ (312,624)	\$ (1,935,471)
PAYROLL LIABILITIES	(866,591)	(475,400)	(391,191)	-
ACCRUED PAYROLL	(868,199)	36,805	(905,004)	(2,329,832)
STATE FEES PAYABLE	(64,065)	(57,826)	(6,239)	-
ESCROWED AMOUNTS	(13,578)	(12,980)	(598)	(6,039)
DEFERRED REVENUE	(46,613,327)	(2,199,420)	(44,413,907)	(1,860,686)
TOTAL LIABILITIES	\$ (48,812,533)	\$ (2,782,970)	\$ (46,029,563)	\$ (6,132,028)
FUND BALANCE - UNASSIGNED	\$ (8,733,446)	\$ (17,922,267)	\$ 9,188,821	\$ (8,018,394)
FUND BALANCE - RESTRICTED FOR WORKERS COMP & UNEMPLOYMENT	776,017	776,017	-	
FUND BALANCE - RESTRICTED	(1,866,970)	(1,866,970)	-	(2,826,796)
TOTAL FUND BALANCE	\$ (9,824,399)	\$ (19,013,220)	\$ 9,188,821	\$ (10,845,190)
TOTAL LIABILITIES AND FUND BALANCE	\$ (58,636,932)	\$ (21,796,190)	\$ (36,840,742)	\$ (16,977,218)

**CITY OF AUBURN, MAINE
REVENUES - GENERAL FUND COMPARATIVE
THROUGH July 31, 2016 VS July 31, 2015**

REVENUE SOURCE	FY 2017 BUDGET	ACTUAL REVENUES THRU JULY 2016	% OF BUDGET	FY 2016 BUDGET	ACTUAL REVENUES THRU JULY 2015	% OF BUDGET	VARIANCE
TAXES							
PROPERTY TAX REVENUE-	\$ 46,032,435	\$ 154,874	0.34%	\$ 44,021,283		0.00%	\$ 154,874
PRIOR YEAR TAX REVENUE	\$ -	\$ 109,867		\$ -	320,376		\$ (210,509)
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 750,000	\$ -	0.00%	\$ 505,000		0.00%	\$ -
ALLOWANCE FOR ABATEMENT	\$ -	\$ -		\$ -	\$ -		\$ -
ALLOWANCE FOR UNCOLLECTIBLE TAXES	\$ -	\$ -		\$ -	\$ -		\$ -
EXCISE	\$ 3,365,000	\$ 312,215	9.28%	\$ 3,350,000	\$ 324,481	9.69%	\$ (12,266)
PENALTIES & INTEREST	\$ 150,000	\$ 11,835	7.89%	\$ 150,000	\$ 7,171	4.78%	\$ 4,664
TOTAL TAXES	\$ 50,297,435	\$ 588,792	1.17%	\$ 48,026,283	\$ 652,028	1.36%	\$ (63,236)
LICENSES AND PERMITS							
BUSINESS	\$ 48,000	\$ 3,013	6.28%	\$ 48,300	\$ 5,648	11.69%	\$ (2,636)
NON-BUSINESS	\$ 427,384	\$ 15,622	3.66%	\$ 356,800	\$ 32,407	9.08%	\$ (16,785)
TOTAL LICENSES	\$ 475,384	\$ 18,635	3.92%	\$ 405,100	\$ 38,055	9.39%	\$ (19,420)
INTERGOVERNMENTAL ASSISTANCE							
STATE-LOCAL ROAD ASSISTANCE	\$ 400,000	\$ -	0.00%	\$ 440,000	\$ -	0.00%	\$ -
STATE REVENUE SHARING	\$ 1,468,313	\$ 135,089	9.20%	\$ 1,477,641	\$ 214,516	14.52%	\$ (79,427)
WELFARE REIMBURSEMENT	\$ 59,000	\$ -	0.00%	\$ 70,000	\$ 4,456	6.37%	\$ (4,456)
OTHER STATE AID	\$ 22,000	\$ -	0.00%	\$ 22,000	\$ -	0.00%	\$ -
CITY OF LEWISTON	\$ 160,000	\$ -	0.00%	\$ 155,000	\$ -	0.00%	\$ -
TOTAL INTERGOVERNMENTAL ASSISTANCE	\$ 2,109,313	\$ 135,089	6.40%	\$ 2,164,641	\$ 218,972	10.12%	\$ (83,883)
CHARGE FOR SERVICES							
GENERAL GOVERNMENT	\$ 132,640	\$ 8,540	6.44%	\$ 133,040	\$ 8,381	6.30%	\$ 159
PUBLIC SAFETY	\$ 139,077	\$ 2,072	1.49%	\$ 239,138	\$ 2,354	0.98%	\$ (282)
EMS TRANSPORT	\$ 1,250,000	\$ 84,135	6.73%	\$ 1,250,000	\$ 98,312	7.86%	\$ (14,177)
TOTAL CHARGE FOR SERVICES	\$ 1,521,717	\$ 94,748	6.23%	\$ 1,622,178	\$ 109,047	6.72%	\$ (14,299)
FINES							
PARKING TICKETS & MISC FINES	\$ 65,000	\$ 4,925	7.58%	\$ 60,000	\$ 4,346	7.24%	\$ 579
MISCELLANEOUS							
INVESTMENT INCOME	\$ 10,000	\$ 16	0.16%	\$ 5,000	\$ -	0.00%	\$ 16
INTEREST-BOND PROCEEDS	\$ -	\$ -		\$ 2,000	\$ -	0.00%	\$ -
RENTS	\$ 18,000	\$ 650	3.61%	\$ 18,000	\$ 2,350	13.06%	\$ (1,700)
UNCLASSIFIED	\$ 10,000	\$ 2,090	20.90%	\$ 20,000	\$ 69	0.35%	\$ 2,021
SALE OF RECYCLABLES	\$ -	\$ -		\$ -	\$ -		\$ -
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 10,829		\$ -	\$ 10,970		\$ (141)
SALE OF PROPERTY	\$ 20,000	\$ 239	1.19%	\$ 20,000	\$ -	0.00%	\$ 239
RECREATION PROGRAMS/ARENA	\$ -	\$ -		\$ -	\$ -		\$ -
MMWAC HOST FEES	\$ 210,000	\$ 17,554	8.36%	\$ 210,000	\$ 17,438	8.30%	\$ 116
9-1-1 DEBT SERVICE REIMBURSEMENT	\$ -	\$ -		\$ -	\$ -	0.00%	\$ -
TRANSFER IN: TIF	\$ 1,537,818	\$ -	0.00%	\$ 545,000	\$ -	0.00%	\$ -
TRANSFER IN: POLICE	\$ -	\$ -		\$ 45,000	\$ -	0.00%	\$ -
TRANSFER IN: PARKING PROGRAM	\$ -	\$ -		\$ -	\$ -		\$ -
TRANSFER IN: PD DRUG MONEY	\$ -	\$ -		\$ -	\$ -		\$ -
TRANSFER IN: REC SPEC REVENUE	\$ 54,718	\$ -	0.00%	\$ 42,718	\$ -	0.00%	\$ -
TRANSFER IN: SPECIAL REVENUE	\$ -	\$ -		\$ -	\$ -		\$ -
ENERGY EFFICIENCY	\$ -	\$ -		\$ -	\$ -		\$ -
CDBG	\$ 254,127	\$ -	0.00%	\$ 58,000	\$ -	0.00%	\$ -
UTILITY REIMBURSEMENT	\$ 27,500	\$ -	0.00%	\$ 37,500	\$ -	0.00%	\$ -
CITY FUND BALANCE CONTRIBUTION	\$ 825,000	\$ -	0.00%	\$ 1,650,000	\$ -	0.00%	\$ -
TOTAL MISCELLANEOUS	\$ 2,967,163	\$ 31,378	1.06%	\$ 2,653,218	\$ 30,827	1.16%	\$ 551
TOTAL GENERAL FUND REVENUES	\$ 57,436,012	\$ 873,566	1.52%	\$ 54,931,420	\$ 1,053,275	1.92%	\$ (179,709)
SCHOOL REVENUES							
EDUCATION SUBSIDY	\$ 21,373,337	\$ 1,694,197	7.93%	\$ 20,854,672	\$ -	0.00%	\$ 1,694,197
EDUCATION	\$ 814,540	\$ 40,316	4.95%	\$ 856,607	\$ 25,113	2.93%	\$ 15,203
SCHOOL FUND BALANCE CONTRIBUTION	\$ 906,882	\$ -	0.00%	\$ 906,882	\$ -	0.00%	\$ -
TOTAL SCHOOL	\$ 23,094,759	\$ 1,734,513	7.51%	\$ 22,618,161	\$ 25,113	0.11%	\$ 1,709,400
GRAND TOTAL REVENUES	\$ 80,530,771	\$ 2,608,080	3.24%	\$ 77,549,581	\$ 1,078,388	1.39%	\$ 1,529,692

CITY OF AUBURN, MAINE
EXPENDITURES - GENERAL FUND COMPARATIVE
THROUGH July 31, 2016 VS July 31, 2015

DEPARTMENT	FY 2017 BUDGET	Unaudited EXP THRU JULY 2016	% OF BUDGET	FY 2016 BUDGET	Unaudited EXP THRU JULY 2015	% OF BUDGET	VARIANCE
ADMINISTRATION							
MAYOR AND COUNCIL	\$ 78,464	\$ 8,445	10.76%	\$ 77,366	\$ 13,061	16.88%	\$ (4,616)
CITY MANAGER	\$ 378,880	\$ 26,073	6.88%	\$ 269,340	\$ 23,631	8.77%	\$ 2,442
CITY CLERK	\$ 177,906	\$ 9,119	5.13%	\$ 165,053	\$ 14,136	8.56%	\$ (5,017)
FINANCIAL SERVICES	\$ 637,754	\$ 39,242	6.15%	\$ 619,855	\$ 59,502	9.60%	\$ (20,260)
HUMAN RESOURCES	\$ 150,435	\$ 8,785	5.84%	\$ 143,526	\$ 13,181	9.18%	\$ (4,396)
INFORMATION TECHNOLOGY	\$ 479,324	\$ 13,361	2.79%	\$ 390,190	\$ 20,437	5.24%	\$ (7,076)
LEGAL SERVICES	\$ 45,650	\$ -	0.00%	\$ 65,000	\$ -	0.00%	\$ -
TOTAL ADMINISTRATION	\$ 1,948,413	\$ 105,025	5.39%	\$ 1,730,330	\$ 143,948	8.32%	\$ (38,923)
COMMUNITY SERVICES							
ECONOMIC & COMMUNITY DEVELOPMENT	\$ 1,938,437	\$ 68,649	3.54%	\$ 1,267,711	\$ 126,353	9.97%	\$ (57,704)
HEALTH & SOCIAL SERVICES	\$ 171,474	\$ 14,197	8.28%	\$ 184,711	\$ 17,572	9.51%	\$ (3,375)
RECREATION & SPECIAL EVENTS*	\$ 341,772	\$ 23,997	7.02%	\$ 338,871	\$ 25,041	7.39%	\$ (1,044)
PUBLIC LIBRARY	\$ 979,516	\$ -	0.00%	\$ 979,516	\$ 80,001	8.17%	\$ (80,001)
TOTAL COMMUNITY SERVICES	\$ 3,431,199	\$ 106,843	3.11%	\$ 2,770,809	\$ 248,967	8.99%	\$ (142,124)
FISCAL SERVICES							
DEBT SERVICE	\$ 6,406,845	\$ -	0.00%	\$ 6,324,864	\$ -	0.00%	\$ -
FACILITIES	\$ 645,756	\$ 258,981	40.11%	\$ 653,080	\$ 264,880	40.56%	\$ (5,899)
WORKERS COMPENSATION	\$ 522,088	\$ -	0.00%	\$ 496,536	\$ -	0.00%	\$ -
WAGES & BENEFITS	\$ 5,274,528	\$ 487,094	9.23%	\$ 5,171,309	\$ 435,313	8.42%	\$ 51,781
EMERGENCY RESERVE (10108062-670000)	\$ 375,289	\$ -	0.00%	\$ 375,289	\$ -	0.00%	\$ -
TOTAL FISCAL SERVICES	\$ 13,224,506	\$ 746,075	5.64%	\$ 13,021,078	\$ 700,193	5.38%	\$ 45,882
PUBLIC SAFETY							
FIRE DEPARTMENT	\$ 4,049,396	\$ 272,103	6.72%	\$ 4,099,634	\$ 439,974	10.73%	\$ (167,871)
FIRE EMS	\$ 590,997	\$ 129,514	21.91%	\$ 549,801	\$ 129,146	23.49%	\$ 368
POLICE DEPARTMENT	\$ 3,875,113	\$ 227,792	5.88%	\$ 3,870,995	\$ 334,170	8.63%	\$ (106,378)
TOTAL PUBLIC SAFETY	\$ 8,515,506	\$ 629,409	7.39%	\$ 8,520,430	\$ 903,290	10.60%	\$ (273,881)
PUBLIC WORKS							
PUBLIC SERVICES DEPARTMENT	\$ 4,496,349	\$ 185,374	4.12%	\$ 4,525,898	\$ 296,861	6.56%	\$ (111,487)
SOLID WASTE DISPOSAL*	\$ 932,689	\$ -	0.00%	\$ 927,278	\$ -	0.00%	\$ -
WATER AND SEWER	\$ 599,013	\$ 146,627	24.48%	\$ 599,013	\$ 146,628	24.48%	\$ (1)
TOTAL PUBLIC WORKS	\$ 6,028,051	\$ 332,001	5.51%	\$ 6,052,189	\$ 443,489	7.33%	\$ (111,488)
INTERGOVERNMENTAL PROGRAMS							
AUBURN-LEWISTON AIRPORT	\$ 106,000	\$ 26,500	25.00%	\$ 105,000	\$ 26,250	25.00%	\$ 250
E911 COMMUNICATION CENTER	\$ 1,088,857	\$ -	0.00%	\$ 1,069,122	\$ -	0.00%	\$ -
LATC-PUBLIC TRANSIT	\$ 182,244	\$ -	0.00%	\$ 209,244	\$ -	0.00%	\$ -
LA ARTS	\$ -	\$ -		\$ -	\$ -		\$ -
TAX SHARING	\$ 270,000	\$ -	0.00%	\$ 270,000	\$ -	0.00%	\$ -
TOTAL INTERGOVERNMENTAL	\$ 1,647,101	\$ 26,500	1.61%	\$ 1,653,366	\$ 26,250	1.59%	\$ 250
COUNTY TAX	\$ 2,167,824	\$ -	0.00%	\$ 2,142,268	\$ -	0.00%	\$ -
TIF (10108058-580000)	\$ 2,824,803	\$ -	0.00%	\$ 2,599,914	\$ -	0.00%	\$ -
OVERLAY	\$ -	\$ -		\$ -	\$ -	0.00%	\$ -
TOTAL CITY DEPARTMENTS	\$ 39,787,403	\$ 1,945,853	4.89%	\$ 38,490,384	\$ 2,466,137	6.41%	\$ (520,284)
EDUCATION DEPARTMENT	\$ 40,743,368	\$ 1,343,542	3.30%	\$ 39,062,197	\$ 1,232,933	3.16%	\$ 110,609
TOTAL GENERAL FUND EXPENDITURES	\$ 80,530,771	\$ 3,289,395	4.08%	\$ 77,552,581	\$ 3,699,070	4.77%	\$ (409,675)

**CITY OF AUBURN, MAINE
INVESTMENT SCHEDULE
AS OF July 31, 2016**

INVESTMENT		FUND	BALANCE July 31, 2016	BALANCE June 30, 2016	INTEREST RATE
ANDROSCOGGIN BANK	449	CAPITAL PROJECTS	\$ 4,267,090.88	\$ 4,265,641.66	0.40%
ANDROSCOGGIN BANK	502	SR-TIF	\$ 1,004,000.51	\$ 1,003,659.58	0.40%
ANDROSCOGGIN BANK	836	GENERAL FUND	\$ 2,051,900.20	\$ 7,058,833.76	0.40%
ANDROSCOGGIN BANK	801	WORKERS COMP	\$ 50,156.57	\$ 50,139.54	0.40%
ANDROSCOGGIN BANK	748	UNEMPLOYMENT	\$ 50,156.57	\$ 50,139.54	0.40%
ANDROSCOGGIN BANK	684	EMS CAPITAL RESERVE	\$ 130,407.33	\$ 130,363.06	0.40%
NORTHERN CAPITAL	02155	CAPITAL PROJECTS	\$ 750,000.00	\$ 750,000.00	0.70%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	0.70%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	0.85%
GRAND TOTAL			\$ 9,303,712.06	\$ 14,308,777.14	0.52%

EMS BILLING
SUMMARY OF ACTIVITY
July 1, 2016 - June 30, 2017
Report as of July 31, 2016

	Beginning Balance 07/01/16	July 2016			Ending Balance 7/31/2016
		New Charges	Payments	Adjustments	
Bluecross	\$ 12,105.91	\$ 10,000.40	\$ (1,368.99)	\$ (461.36)	\$ 20,275.96
Intercept	\$ 200.00	\$ 200.00	\$ (300.00)		\$ 100.00
Medicare	\$ 78,946.90	\$ 65,787.40	\$ (33,751.52)	\$ (45,945.44)	\$ 65,037.34
Medicaid	\$ 27,409.14	\$ 34,317.20	\$ (14,423.99)	\$ (21,847.45)	\$ 25,454.90
Other/Commercial	\$ 88,199.50	\$ 54,548.80	\$ (29,515.81)	\$ (13,731.19)	\$ 99,501.30
Patient	\$ 473,154.75	\$ 16,125.40	\$ (8,819.93)	\$ (997.52)	\$ 479,462.70
Worker's Comp	\$ -	\$ 651.40			\$ 651.40
TOTAL	\$ 680,016.20	\$ 181,630.60	\$ (88,180.24)	\$ (82,982.96)	\$ 690,483.60

EMS BILLING
BREAKDOWN -TOTAL CHARGES
July 1, 2016 - June 30, 2017
Report as of July 31, 2016

	July 2016	Adjustment	Totals	% of Total
No Insurance Information			\$ -	0.00%
Bluecross	\$ 10,000.40		\$ 10,000.40	5.51%
Intercept	\$ 200.00		\$ 200.00	0.11%
Medicare	\$ 65,787.40		\$ 65,787.40	36.22%
Medicaid	\$ 34,317.20		\$ 34,317.20	18.89%
Other/Commercial	\$ 54,548.80		\$ 54,548.80	30.03%
Patient	\$ 16,125.40		\$ 16,125.40	8.88%
Worker's Comp	\$ 651.40		\$ 651.40	0.36%
TOTAL	\$ 181,630.60	\$ -	\$ 181,630.60	100.00%

EMS BILLING
BREAKDOWN -TOTAL COUNT
July 1, 2016 - June 30, 2017
Report as of July 31, 2016

	July 2016	Adjustment	Totals	% of Total
No Insurance Information			0	0.00%
Bluecross	12		12	5.26%
Intercept	2		2	0.88%
Medicare	80		80	35.09%
Medicaid	45		45	19.74%
Other/Commercial	69		69	30.26%
Patient	20		20	8.77%
Worker's Comp	1		0	0.00%
TOTAL	229	0	228	100.00%

TOTAL REVENUE COLLECTED AS OF 07/31/16 \$84,135
TOTAL EXPENDITURES AS OF 07/31/16 \$129,514.

**EMS BILLING
AGING REPORT
July 1, 2016 to June 30, 2017
Report as of July 31, 2016**

	Current		31-60		61-90		91-120		121+ days		Totals	
Bluecross	\$ 17,008.47	84%	\$ 2,430.00	12%	\$ -	0%	\$ -	0%	\$ 837.49	4%	\$ 20,275.96	2.94%
Intercept	\$ 100.00	100%	\$ -		\$ -		\$ -		\$ -		\$ 100.00	0.01%
Medicare	\$ 61,343.89	94%	\$ 2,036.80	3%	\$ -	0%	\$ -	0%	\$ 1,656.65	3%	\$ 65,037.34	9.42%
Medicaid	\$ 23,935.77	94%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 1,519.13	6%	\$ 25,454.90	3.69%
Other/Commercial	\$ 49,997.95	50%	\$ 29,976.08	30%	\$ 5,511.20	6%	\$ 4,353.09	4%	\$ 9,662.98	10%	\$ 99,501.30	14.41%
Patient	\$ 39,802.45	8%	\$ 19,947.79	4%	\$ 24,096.00	5%	\$ 34,432.80	7%	\$ 361,183.66	75%	\$ 479,462.70	69.44%
Worker's Comp	\$ 651.40		\$ -		\$ -		\$ -	0%	\$ -		\$ 651.40	0.09%
TOTAL	\$ 192,839.93		\$ 54,390.67		\$ 29,607.20		\$ 38,785.89		\$ 374,859.91		\$ 690,483.60	
	28%		8%		4%		6%		54%		100%	100.00%

CITY OF AUBURN
SPECIAL REVENUE FUNDS
As of July 31, 2017

.	1902	1905	1909	1910	1913	1914	1915	1917	1922	1926	1927	1928	1929	1930		
	Riverwatch	Winter Festival	Kittyhawk Park	Community Service	Police Fitness Equipment	Oak Hill Cemeteries	Fire Training Building	Wellness Grant	Walmart Risk/Homeless	Healthy Androscoggin	Insurance Reimbursement	Vending	Fire Prevention	211 Fairview		
Fund Balance 7/1/16	\$ 998,289.00	\$ 3,504.80	\$ 44,875.00	\$ 3,822.59	\$ 5,932.53	\$ 27,084.76	\$ 3,511.16	\$ 4,657.35	\$ 7,158.93	\$ (169.41)	\$ (42,276.05)	\$ 97.26	\$ 4,094.47	\$ (566,303.71)		
Revenues FY17	\$ 7,880.50	\$ -		\$ 24.00					\$ 27.91	\$ 675.00	\$ 16,999.77	\$ 192.00				
Expenditures FY17		\$ -								\$ 1,680.00						
Fund Balance 07/31/16	\$ 1,006,169.50	\$ 3,504.80	\$ 44,875.00	\$ 3,846.59	\$ 5,932.53	\$ 27,084.76	\$ 3,511.16	\$ 4,657.35	\$ 7,186.84	\$ (1,174.41)	\$ (25,276.28)	\$ 289.26	\$ 4,094.47	\$ (566,303.71)		
	1931	2003	2005	2006	2007	2008	2010	2013	2014	2019	2020	2025	2030	2032		
	Donations	Byrne JAG	MDOT	PEACE	Seatbelt Grant	Homeland Security	State Drug Money	OUI Grant	Speed Grant	Law Enforcement Training	CDBG	Community Cords	Parking	HEAPP		
Fund Balance 7/1/16	\$ 4,688.57	\$ 5,601.31	\$ (57,392.48)	\$ 5,113.91	\$ 3,838.00	\$ (79,902.47)	\$ 32,161.49	\$ 20,076.97	\$ 9,286.00	\$ (2,764.26)	\$ 4,723,856.71	\$ 29,363.56	\$ 10,021.18	\$ (4,994.50)		
Revenues FY17											\$ 3,769.72	\$ 454.65	\$ 15,056.66			
Expenditures FY17	\$ 66.40						\$ 2,634.00	\$ 2,520.00	\$ 672.00		\$ 4,125.45	\$ 500.00	\$ 3,820.42			
Fund Balance 07/31/16	\$ 4,622.17	\$ 5,601.31	\$ (57,392.48)	\$ 5,113.91	\$ 3,838.00	\$ (79,902.47)	\$ 29,527.49	\$ 17,556.97	\$ 8,614.00	\$ (2,764.26)	\$ 4,723,500.98	\$ 29,318.21	\$ 21,257.42	\$ (4,994.50)		
	2033	2037	2038	2040	2041	2042	2044	2045	2046	2050	2052	2053	2054	2055		
	Safe School/Health (COPS)	Bulletproof Vests	Community Action Team	Great Falls TV	Blanche Stevens	High Visibility	Federal Drug Money	Forest Management	Joint Land Use Study	Project Lifesaver	Nature Conservancy	St Louis Bells	EMS Transport Capital Reserve	Work4ME-PAL		
Fund Balance 7/1/16	\$ (11,598.45)	\$ 11,591.10	\$ 7,206.21	\$ 49,695.26	\$ 51,105.26	\$ 3,528.71	\$ 28,246.58	\$ 4,661.52	\$ 0.57	\$ 100.00	\$ 975.05	\$ 2,357.75	\$ 230,363.06	\$ (10,824.92)		
Revenues FY17							\$ 1,879.29									
Expenditures FY17	\$ 5,715.31				\$ 75.00									\$ 2,025.00		
Fund Balance 07/31/16	\$ (17,313.76)	\$ 11,591.10	\$ 7,206.21	\$ 49,695.26	\$ 51,030.26	\$ 3,528.71	\$ 30,125.87	\$ 4,661.52	\$ 0.57	\$ 100.00	\$ 975.05	\$ 2,357.75	\$ 230,363.06	\$ (12,849.92)		
	2056	2057	2058	2059	2201	2500	2501									
	Lake Auburn Neighborhood	ASPCA Grant	Barker Mills Greenway	Distracted Driving	EDI Grant	Parks & Recreation	Recreation Donation									
Fund Balance 7/1/16	\$ 125.00	\$ 800.00	\$ (36,787.03)	\$ (720.00)	\$(1,748,172.01)	\$ 285,658.91	\$ 1,757.00									
Revenues FY17						\$ 21,795.21										
Expenditures FY17				\$ 2,040.00		\$ 52,342.95										
Fund Balance 07/31/16	\$ 125.00	\$ 800.00	\$ (36,787.03)	\$ (2,760.00)	\$(1,748,172.01)	\$ 255,111.17	\$ 1,757.00									
	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	Total
	Tambrands TIF 4	J Enterprises TIF 5	Tambrands II TIF 6	J & A Properties TIF 7	Formed Fiber TIF 8	Mall TIF 9	Downtown TIF 10	Safe Handling TIF 11	Auburn Industrial TIF 12	Auburn Plaza TIF 13	Auburn Plaza II TIF 14	Webster School TIF 16	Bedard Pharm TIF 17	Slapshot LLC TIF 18	Hartt Transport TIF 19	Special Revenues
Fund Balance 7/1/16	\$ (127,347.23)	\$ 14,500.44	\$ (471,229.88)	\$ 2,558.27	\$ 134,174.73	\$ 538,642.58	\$ 700,419.73	\$ 50,183.21	\$ (373,286.94)	\$ 112,923.51	\$ (90,278.95)	\$ 360.91	\$ 388.80	\$ (111,372.97)	\$ (5.40)	\$ 4,443,933.05
Revenues FY17															\$	68,754.71
Expenditures FY17															\$	78,216.53
Fund Balance 07/31/16	\$ (127,347.23)	\$ 14,500.44	\$ (471,229.88)	\$ 2,558.27	\$ 134,174.73	\$ 538,642.58	\$ 700,419.73	\$ 50,183.21	\$ (373,286.94)	\$ 112,923.51	\$ (90,278.95)	\$ 360.91	\$ 388.80	\$ (111,372.97)	\$ (5.40)	\$ 4,434,471.23

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

To: Denis D'Auteuil, Acting City Manager
From: Jill Eastman, Finance Director
Re: Arena Financial Reports for July 31, 2016



Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Norway Savings Bank Arena for revenue and expenditures as of July 31, 2016. oor Turf Facility.

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

NORWAY SAVINGS BANK ARENA

Statement of Net Assets:

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets and shows a comparison to the previous month, in this case, June 30, 2016.

Current Assets:

As of the end of July 2016 the total current assets of Norway Savings Bank Arena were (\$306,636). These consisted of cash and cash equivalents of \$91,237, accounts receivable of \$34,588, prepaid rent of \$42,207 and an interfund payable of \$474,668, which means that Norway owes the General Fund \$474,668 at the end of July.

Noncurrent Assets:

Norway's noncurrent assets are equipment that was purchased, less depreciation (depreciation is posted at year end). The total value of the noncurrent assets as of July 31, 2016 was \$186,561.

Liabilities:

Norway Arena had accounts payable of \$57,277 as of July 31, 2016.

Statement of Activities:

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

The operating revenues for Norway Arena through July 2016 are \$61,770. This revenue comes from the concessions, sign advertisements, pro shop lease, youth programming, shinny hockey, public skating and ice rentals.

The operating expenses for Norway Arena through July 2016 were \$74,766. These expenses include personnel costs, supplies, utilities, repairs, rent, capital purchases and maintenance.

As of July 2016 Norway Arena has an operating loss of \$12,996 compared to the July 2015 operating loss of \$38,417 a decrease in the operating loss for the fiscal year of \$25,421.

As of July 31, 2016 Norway Arena has a decrease in net assets of \$12,996.

The budget to actual reports for revenue and expenditures, with comparison to the same period last year show that revenue for FY17 is \$11,365 more the in FY16 and expenditures in FY17 are \$14,056 less than last year in July.

CITY OF AUBURN, MAINE
Statement of Net Assets
Norway Savings Bank Arena
July 31, 20156
Business-type Activities - Enterprise Fund

	July 31, 2016	(Pre-Audit) June 30, 2016	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 91,237	\$ 91,281	\$ (44)
Interfund receivables	\$ (474,668)	\$ (301,811)	\$ (172,857)
Prepaid Rent	\$ 42,207		\$ 42,207
Accounts receivable	34,588	\$ 33,840	\$ 748
Total current assets	(306,636)	(176,690)	(129,946)
Noncurrent assets:			
Capital assets:			
Buildings	35,905	38,905	(3,000)
Equipment	285,813	285,813	-
Land improvements	-		-
Less accumulated depreciation	(135,157)	(82,386)	(52,771)
Total noncurrent assets	186,561	242,332	(55,771)
Total assets	(120,075)	65,642	(185,717)
LIABILITIES			
Accounts payable	\$ 57,277	\$ 463	\$ 56,814
Net pension liability	51,083		51,083
Total liabilities	108,360	463	107,897
NET ASSETS			
Invested in capital assets	\$ 186,561	\$ 242,332	\$ (55,771)
Unrestricted	\$ (414,996)	\$ (177,153)	\$ (237,843)
Total net assets	\$ (228,435)	\$ 65,179	\$ (293,614)

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
July 31, 2016

	Norway Savings Arena
Operating revenues:	
Charges for services	\$ 61,770
Operating expenses:	
Personnel	15,125
Supplies	912
Utilities	14,163
Repairs and maintenance	-
Rent	42,207
Depreciation	-
Capital expenses	-
Other expenses	2,359
Total operating expenses	74,766
Operating gain (loss)	(12,996)
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
Total nonoperating expense	-
Gain (Loss) before transfer	(12,996)
Transfers out	-
Change in net assets	(12,996)
Total net assets, July 1	(215,439)
Total net assets, July 31, 2016	\$ (228,435)

CITY OF AUBURN, MAINE
REVENUES - NORWAY SAVINGS BANK ARENA
Through July 31, 2016 compared to July 31, 2015

REVENUE SOURCE	FY 2017 BUDGET	ACTUAL REVENUES THRU JULY 2016	% OF BUDGET	FY 2016 BUDGET	ACTUAL REVENUES THRU JULY 2015	% OF BUDGET	VARIANCE
CHARGE FOR SERVICES							
Concussions	\$ 18,000	\$ -	0.00%	\$ 30,000	\$ -	0.00%	\$ -
Sponsorships	\$ 230,000	\$ 31,375	13.64%	\$ 230,000	\$ 23,000	10.00%	\$ 8,375
Pro Shop	\$ 8,500	\$ 560	6.59%	\$ 8,500	\$ 617	7.26%	\$ (57)
Programs	\$ 31,000		0.00%	\$ 280,000	\$ 900	0.32%	\$ (900)
Rental Income	\$ 672,250	\$ 29,835	4.44%	\$ 398,500	\$ 25,888	6.50%	\$ 3,947
Camps/Clinics	\$ 50,000						
Tournaments	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%	\$ -
TOTAL CHARGE FOR SERVICES	\$ 1,059,750	\$ 61,770	5.83%	\$ 997,000	\$ 50,405	5.06%	\$ 11,365
INTEREST ON INVESTMENTS	\$ -			\$ -			
GRAND TOTAL REVENUES	\$ 1,059,750	\$ 61,770	5.83%	\$ 997,000	\$ 50,405	5.06%	\$ 11,365

CITY OF AUBURN, MAINE
EXPENDITURES - NORWAY SAVINGS BANK ARENA
Through July 31, 2016 compared to July 31, 2015

DESCRIPTION	ACTUAL				ACTUAL			
	FY 2016 BUDGET	EXPENDITURES THRU JULY 2016	% OF BUDGET	FY 2015 BUDGET	EXPENDITURES THRU JULY 2015	% OF BUDGET	VARIANCE	
Salaries & Benefits	\$ 311,000	\$ 15,125	4.86%	\$ 311,000	\$ 25,738	8.28%	\$ (10,613)	
Purchased Services	\$ 87,306	\$ 2,359	2.70%	\$ 96,150	\$ 4,209	4.38%	\$ (1,850)	
Supplies	\$ 37,150	\$ 912	2.45%	\$ 17,500	\$ 481	2.75%	\$ 431	
Utilities	\$ 199,800	\$ 14,163	7.09%	\$ 200,200	\$ 15,387	7.69%	\$ (1,224)	
Capital Outlay	\$ 57,000	\$ -	0.00%	\$ 57,000	\$ 800	1.40%	\$ (800)	
Rent	\$ 507,000	\$ 42,207	8.32%	\$ 507,000	\$ 42,207	8.32%	\$ -	
	\$ 1,199,256	\$ 74,766	6.23%	\$ 1,188,850	\$ 88,822	7.47%	\$ (14,056)	
GRAND TOTAL EXPENDITURES	\$ 1,199,256	\$ 74,766	6.23%	\$ 1,188,850	\$ 88,822	7.47%	\$ (14,056)	

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

To: Denis D'Auteuil, Acting City Manager
From: Jill Eastman, Finance Director
Re: Financial Reports for July, 2016



Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Ingersoll Turf Facility for revenue and expenditures as of July 31, 2016.

INGERSOLL TURF FACILITY

Statement of Net Assets:

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets as of July 31, 2016.

Current Assets:

As of the end of July 2016 the total current assets of Ingersoll Turf Facility were (\$3,894). This consisted of an interfund payable of \$3,894, which means that Ingersoll owes the General Fund \$3,894 at the end of July.

Noncurrent Assets:

Ingersoll's noncurrent assets are the building and equipment that was purchased, less depreciation. The total value of the noncurrent assets as of July 31, 2016 was \$195,659.

Liabilities:

Ingersoll had accounts payable of \$335 as of July 31, 2016.

Statement of Activities:

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

The operating revenues for Ingersoll Turf Facility through July 2016 are \$609. This revenue comes from the sponsorships, programs, rental income and batting cages.

The operating expenses for Ingersoll Turf Facility through July 2016 were \$4,398. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of July 2016 Ingersoll has an operating loss of \$3,789.

As of July 31, 2016 Ingersoll has a decrease in net assets of \$3,789.

The budget to actual reports for revenue and expenditures, show that the revenue for FY17 only. For the October 2016 report I will begin to show comparison budget to actual against FY16.

Statement of Net Assets
Ingersoll Turf Facility
July 31, 2016
Business-type Activities - Enterprise Fund

	July 31 2016	June 30 2016	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents		\$ -	\$ -
Interfund receivables/payables	\$ (3,894)	1,233	(5,127)
Accounts receivable	-	1,000	(1,000)
Total current assets	(3,894)	2,233	(6,127)
Noncurrent assets:			
Capital assets:			
Buildings	672,279	672,279	-
Equipment	86,625	86,625	-
Land improvements	18,584	18,584	-
Less accumulated depreciation	(581,829)	(553,228)	(28,601)
Total noncurrent assets	195,659	224,260	(28,601)
Total assets	191,765	226,493	(34,728)
LIABILITIES			
Accounts payable	\$ 335	\$ -	\$ 335
Total liabilities	335	-	335
NET ASSETS			
Invested in capital assets	\$ 195,659	\$ 224,260	\$ (28,601)
Unrestricted	\$ (4,229)	\$ 2,233	\$ (6,462)
Total net assets	\$ 191,430	\$ 226,493	\$ (35,063)

CITY OF AUBURN, MAINE
Statement of Revenues, Expenses and Changes in Net Assets
Ingersoll Turf Facility
Business-type Activities - Enterprise Funds
Statement of Activities
July 31, 2016

	Ingersoll Turf Facility
Operating revenues:	
Charges for services	\$ 609
Operating expenses:	
Personnel	3,861
Supplies	-
Utilities	335
Repairs and maintenance	-
Rent	-
Depreciation	-
Capital expenses	-
Other expenses	202
Total operating expenses	4,398
Operating gain (loss)	(3,789)
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
Total nonoperating expense	-
Gain (Loss) before transfer	(3,789)
Transfers out	-
Change in net assets	(3,789)
Total net assets, July 1	195,219
Total net assets, July 31, 2016	\$ 191,430

CITY OF AUBURN, MAINE
REVENUES - INGERSOLL TURF FACILITY
Through July 31, 2016

REVENUE SOURCE	FY 2017 BUDGET	ACTUAL REVENUES THRU JULY 2016	% OF BUDGET
CHARGE FOR SERVICES			
Sponsorship	\$ 15,000		0.00%
Batting Cages	\$ 9,940	\$ 325	3.27%
Programs	\$ 90,000	\$ 159	0.18%
Rental Income	\$ 100,000	\$ 125	0.13%
TOTAL CHARGE FOR SERVICES	\$ 214,940	\$ 609	0.28%
INTEREST ON INVESTMENTS			
	\$ -		
GRAND TOTAL REVENUES	\$ 214,940	\$ 609	0.28%

CITY OF AUBURN, MAINE
EXPENDITURES - INGERSOLL TURF FACILITY
Through July 31, 2016

DESCRIPTION	ACTUAL		
	FY 2017 BUDGET	EXPENDITURES THRU JULY 2016	% OF BUDGET
Salaries & Benefits	\$ 101,899	\$ 3,861	3.79%
Purchased Services	\$ 20,750	\$ 202	0.97%
Programs	\$ 5,000		0.00%
Supplies	\$ 6,750		0.00%
Utilities	\$ 41,320	\$ 335	0.81%
Insurance Premiums	\$ 2,383	\$ -	0.00%
Capital Outlay	\$ -	\$ -	
	\$ 178,102	\$ 4,398	2.47%
GRAND TOTAL EXPENDITURES	\$ 178,102	\$ 4,398	2.47%

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services



TO: Denis D'Auteuil, Acting City Manager

FROM: Jill Eastman, Finance Director

REF: August 2016 Financial Report

DATE: September 8, 2016

The following is a discussion regarding the significant variances found in the City's August 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 second month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 16.66% 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.

Balance Sheet

The following are significant variances from July:

- A. Taxes Receivable-Current and Deferred Revenue have both decreased due to the tax payments received in August. These two accounts are directly related to each other.

Revenues

Revenues, for the City, collected through August 31st were \$7,267,361, or 12.65%, of the budget, which is higher than last year at this time by 5.86%. The accounts listed below are noteworthy.

- A. Excise taxes of \$663,270-up \$45,055 over last year.
- B. Property tax revenue of \$5,195,259 an increase over last year of \$3,020,081.

- C. State Revenue Sharing for the month of August is 15.99% or \$234,854. This is an decrease over last year of \$78,872.
- D. Homestead Exemption for the month of August is \$569,088 more than last year. Last year we received this payment at the beginning of September.

Expenditures

City expenditures through August 31st were \$4,508,103, or 11.33%, of the budget as compared to last year at \$4,514,077 or 11.73%. Noteworthy variances are:

Most of the operating departments are less than last year at this time. LA 911 and LATC are higher than last year due to the timing of the subsidy payments.

Investments

This section contains an investment schedule as of August 31st with a comparison to August 31st. Currently the City's funds are earning an average interest rate of .52%.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jill M Eastman".

Jill M. Eastman
Finance Director

CITY OF AUBURN, MAINE
BALANCE SHEET - CITY GENERAL FUND, WC AND UNEMPLOYMENT FUND
AS of August 2016, July 2016, and June 2015

	UNAUDITED August 31 2016	UNAUDITED July 31 2016	Increase (Decrease)	AUDITED JUNE 30 2015
ASSETS				
CASH	\$ 10,864,131	\$ 7,737,507	\$ 3,126,624	\$ 11,951,131
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	1,959,560	1,968,889	(9,329)	2,429,419
TAXES RECEIVABLE-CURRENT	39,466,573	44,516,411	(5,049,839)	37,898
DELINQUENT TAXES	700,757	683,629	17,128	571,005
TAX LIENS	1,231,205	1,315,545	(84,340)	1,721,395
NET DUE TO/FROM OTHER FUNDS	3,033,891	2,414,950	618,940	266,370
TOTAL ASSETS	\$ 57,256,117	\$ 58,636,932	\$ (1,380,815)	\$ 16,977,218
LIABILITIES & FUND BALANCES				
ACCOUNTS PAYABLE	\$ (30,644)	\$ (386,773)	\$ 356,129	\$ (1,935,471)
PAYROLL LIABILITIES	(1,172,838)	(866,591)	(306,247)	-
ACCRUED PAYROLL	(868,199)	(868,199)	-	(2,329,832)
STATE FEES PAYABLE	(39,313)	(64,065)	24,752	-
ESCROWED AMOUNTS	(9,023)	(13,578)	4,555	(6,039)
DEFERRED REVENUE	(41,496,276)	(46,613,327)	5,117,051	(1,860,686)
TOTAL LIABILITIES	\$ (43,616,294)	\$ (48,812,533)	\$ 5,196,240	\$ (6,132,028)
FUND BALANCE - UNASSIGNED	\$ (12,548,871)	\$ (8,733,446)	\$ (3,815,425)	\$ (8,018,394)
FUND BALANCE - RESTRICTED FOR WORKERS COMP & UNEMPLOYMENT	776,017	776,017	-	
FUND BALANCE - RESTRICTED	(1,866,970)	(1,866,970)	-	(2,826,796)
TOTAL FUND BALANCE	\$ (13,639,823)	\$ (9,824,399)	\$ (3,815,425)	\$ (10,845,190)
TOTAL LIABILITIES AND FUND BALANCE	\$ (57,256,117)	\$ (58,636,932)	\$ 1,380,815	\$ (16,977,218)

**CITY OF AUBURN, MAINE
REVENUES - GENERAL FUND COMPARATIVE
THROUGH August 31, 2016 VS August 31, 2015**

REVENUE SOURCE	FY 2017 BUDGET	ACTUAL REVENUES THRU AUG 2016	% OF BUDGET	FY 2016 BUDGET	ACTUAL REVENUES THRU AUG 2015	% OF BUDGET	VARIANCE
TAXES							
PROPERTY TAX REVENUE-	\$ 46,032,435	\$ 5,195,259	11.29%	\$ 44,021,283	\$ 2,175,178	4.94%	\$ 3,020,081
PRIOR YEAR TAX REVENUE	\$ -	\$ 179,822		\$ -	\$ 248,359		\$ (68,537)
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 750,000	\$ 569,088	75.88%	\$ 505,000		0.00%	\$ 569,088
ALLOWANCE FOR ABATEMENT	\$ -	\$ -		\$ -	\$ -		\$ -
ALLOWANCE FOR UNCOLLECTIBLE TAXES	\$ -	\$ -		\$ -	\$ -		\$ -
EXCISE	\$ 3,365,000	\$ 663,270	19.71%	\$ 3,350,000	\$ 618,215	18.45%	\$ 45,055
PENALTIES & INTEREST	\$ 150,000	\$ 17,499	11.67%	\$ 150,000	\$ 14,140	9.43%	\$ 3,359
TOTAL TAXES	\$ 50,297,435	\$ 6,624,938	13.17%	\$ 48,026,283	\$ 3,055,892	6.36%	\$ 3,569,046
LICENSES AND PERMITS							
BUSINESS	\$ 48,000	\$ 6,075	12.66%	\$ 48,300	\$ 8,743	18.10%	\$ (2,668)
NON-BUSINESS	\$ 427,384	\$ 100,256	23.46%	\$ 356,800	\$ 86,655	24.29%	\$ 13,601
TOTAL LICENSES	\$ 475,384	\$ 106,331	22.37%	\$ 405,100	\$ 95,398	23.55%	\$ 10,933
INTERGOVERNMENTAL ASSISTANCE							
STATE-LOCAL ROAD ASSISTANCE	\$ 400,000	\$ -	0.00%	\$ 440,000	\$ -	0.00%	\$ -
STATE REVENUE SHARING	\$ 1,468,313	\$ 234,854	15.99%	\$ 1,477,641	\$ 313,726	21.23%	\$ (78,872)
WELFARE REIMBURSEMENT	\$ 59,000	\$ -	0.00%	\$ 70,000	\$ 4,456	6.37%	\$ (4,456)
OTHER STATE AID	\$ 22,000	\$ -	0.00%	\$ 22,000	\$ -	0.00%	\$ -
CITY OF LEWISTON	\$ 160,000	\$ -	0.00%	\$ 155,000	\$ -	0.00%	\$ -
TOTAL INTERGOVERNMENTAL ASSISTANCE	\$ 2,109,313	\$ 234,854	11.13%	\$ 2,164,641	\$ 318,182	14.70%	\$ (83,328)
CHARGE FOR SERVICES							
GENERAL GOVERNMENT	\$ 132,640	\$ 14,315	10.79%	\$ 133,040	\$ 14,220	10.69%	\$ 95
PUBLIC SAFETY	\$ 139,077	\$ 11,340	8.15%	\$ 239,138	\$ 4,350	1.82%	\$ 6,990
EMS TRANSPORT	\$ 1,250,000	\$ 183,491	14.68%	\$ 1,250,000	\$ 163,933	13.11%	\$ 19,558
TOTAL CHARGE FOR SERVICES	\$ 1,521,717	\$ 209,146	13.74%	\$ 1,622,178	\$ 182,503	11.25%	\$ 26,643
FINES							
PARKING TICKETS & MISC FINES	\$ 65,000	\$ 10,441	16.06%	\$ 60,000	\$ 10,491	17.49%	\$ (50)
MISCELLANEOUS							
INVESTMENT INCOME	\$ 10,000	\$ 2,676	26.76%	\$ 5,000	\$ -	0.00%	\$ 2,676
INTEREST-BOND PROCEEDS	\$ -	\$ -		\$ 2,000	\$ -	0.00%	\$ -
RENTS	\$ 18,000	\$ 6,015	33.42%	\$ 18,000	\$ 6,208	34.49%	\$ (193)
UNCLASSIFIED	\$ 10,000	\$ 15,142	151.42%	\$ 20,000	\$ 16,401	82.01%	\$ (1,259)
SALE OF RECYCLABLES	\$ -	\$ -		\$ -	\$ -		\$ -
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 10,845		\$ -	\$ 11,115		\$ (270)
SALE OF PROPERTY	\$ 20,000	\$ 10,239	51.19%	\$ 20,000	\$ -	0.00%	\$ 10,239
RECREATION PROGRAMS/ARENA	\$ -	\$ -		\$ -	\$ -		\$ -
MMWAC HOST FEES	\$ 210,000	\$ 35,109	16.72%	\$ 210,000	\$ 34,877	16.61%	\$ 232
9-1-1 DEBT SERVICE REIMBURSEMENT	\$ -	\$ -		\$ -	\$ -	0.00%	\$ -
TRANSFER IN: TIF	\$ 1,537,818	\$ -	0.00%	\$ 545,000	\$ -	0.00%	\$ -
TRANSFER IN: POLICE	\$ -	\$ -		\$ 45,000	\$ -	0.00%	\$ -
TRANSFER IN: PARKING PROGRAM	\$ -	\$ -		\$ -	\$ -		\$ -
TRANSFER IN: PD DRUG MONEY	\$ -	\$ -		\$ -	\$ -		\$ -
TRANSFER IN: REC SPEC REVENUE	\$ 54,718	\$ -	0.00%	\$ 42,718	\$ -	0.00%	\$ -
TRANSFER IN: SPECIAL REVENUE	\$ -	\$ -		\$ -	\$ -		\$ -
ENERGY EFFICIENCY	\$ -	\$ 1,625		\$ -	\$ -		\$ 1,625
CDBG	\$ 254,127	\$ -	0.00%	\$ 58,000	\$ -	0.00%	\$ -
UTILITY REIMBURSEMENT	\$ 27,500	\$ -	0.00%	\$ 37,500	\$ -	0.00%	\$ -
CITY FUND BALANCE CONTRIBUTION	\$ 825,000	\$ -	0.00%	\$ 1,650,000	\$ -	0.00%	\$ -
TOTAL MISCELLANEOUS	\$ 2,967,163	\$ 81,651	2.75%	\$ 2,653,218	\$ 68,601	2.59%	\$ 13,050
TOTAL GENERAL FUND REVENUES	\$ 57,436,012	\$ 7,267,361	12.65%	\$ 54,931,420	\$ 3,731,067	6.79%	\$ 3,536,294
SCHOOL REVENUES							
EDUCATION SUBSIDY	\$ 21,373,337	\$ 1,694,197	7.93%	\$ 20,854,672	\$ -	0.00%	\$ 1,694,197
EDUCATION	\$ 814,540	\$ 40,316	4.95%	\$ 856,607	\$ 25,113	2.93%	\$ 15,203
SCHOOL FUND BALANCE CONTRIBUTION	\$ 906,882	\$ -	0.00%	\$ 906,882	\$ -	0.00%	\$ -
TOTAL SCHOOL	\$ 23,094,759	\$ 1,734,513	7.51%	\$ 22,618,161	\$ 25,113	0.11%	\$ 1,709,400
GRAND TOTAL REVENUES	\$ 80,530,771	\$ 9,001,875	11.18%	\$ 77,549,581	\$ 3,756,180	4.84%	\$ 5,245,695

CITY OF AUBURN, MAINE
EXPENDITURES - GENERAL FUND COMPARATIVE
THROUGH August 31, 2016 VS August 31, 2015

DEPARTMENT	FY 2017 BUDGET	Unaudited EXP THRU AUG 2016	% OF BUDGET	FY 2016 BUDGET	Unaudited EXP THRU AUG 2015	% OF BUDGET	VARIANCE
ADMINISTRATION							
MAYOR AND COUNCIL	\$ 78,464	\$ 10,265	13.08%	\$ 77,366	\$ 14,111	18.24%	\$ (3,846)
CITY MANAGER	\$ 378,880	\$ 50,500	13.33%	\$ 269,340	\$ 43,508	16.15%	\$ 6,992
CITY CLERK	\$ 177,906	\$ 20,333	11.43%	\$ 165,053	\$ 25,008	15.15%	\$ (4,675)
FINANCIAL SERVICES	\$ 637,754	\$ 91,651	14.37%	\$ 619,855	\$ 107,337	17.32%	\$ (15,686)
HUMAN RESOURCES	\$ 150,435	\$ 13,565	9.02%	\$ 143,526	\$ 24,300	16.93%	\$ (10,735)
INFORMATION TECHNOLOGY	\$ 479,324	\$ 95,305	19.88%	\$ 390,190	\$ 96,920	24.84%	\$ (1,615)
LEGAL SERVICES	\$ 45,650	\$ 10,934	23.95%	\$ 65,000	\$ 175	0.27%	\$ 10,759
TOTAL ADMINISTRATION	\$ 1,948,413	\$ 292,553	15.01%	\$ 1,730,330	\$ 311,359	17.99%	\$ (18,806)
COMMUNITY SERVICES							
ECONOMIC & COMMUNITY DEVELOPMENT	\$ 1,938,437	\$ 150,433	7.76%	\$ 1,267,711	\$ 269,675	21.27%	\$ (119,242)
HEALTH & SOCIAL SERVICES	\$ 171,474	\$ 28,925	16.87%	\$ 184,711	\$ 27,039	14.64%	\$ 1,886
RECREATION & SPECIAL EVENTS*	\$ 341,772	\$ 42,222	12.35%	\$ 338,871	\$ 46,631	13.76%	\$ (4,409)
PUBLIC LIBRARY	\$ 979,516	\$ 170,867	17.44%	\$ 979,516	\$ 173,512	17.71%	\$ (2,645)
TOTAL COMMUNITY SERVICES	\$ 3,431,199	\$ 392,447	11.44%	\$ 2,770,809	\$ 516,857	18.65%	\$ (124,410)
FISCAL SERVICES							
DEBT SERVICE	\$ 6,406,845	\$ 90,807	1.42%	\$ 6,324,864	\$ 90,807	1.44%	\$ -
FACILITIES	\$ 645,756	\$ 308,325	47.75%	\$ 653,080	\$ 281,486	43.10%	\$ 26,839
WORKERS COMPENSATION	\$ 522,088	\$ -	0.00%	\$ 496,536	\$ -	0.00%	\$ -
WAGES & BENEFITS	\$ 5,274,528	\$ 895,144	16.97%	\$ 5,171,309	\$ 826,839	15.99%	\$ 68,305
EMERGENCY RESERVE (10108062-670000)	\$ 375,289	\$ -	0.00%	\$ 375,289	\$ -	0.00%	\$ -
TOTAL FISCAL SERVICES	\$ 13,224,506	\$ 1,294,276	9.79%	\$ 13,021,078	\$ 1,199,132	9.21%	\$ 95,144
PUBLIC SAFETY							
FIRE DEPARTMENT	\$ 4,049,396	\$ 602,649	14.88%	\$ 4,099,634	\$ 782,251	19.08%	\$ (179,602)
FIRE EMS	\$ 590,997	\$ 160,388	27.14%	\$ 549,801	\$ 145,546	26.47%	\$ 14,842
POLICE DEPARTMENT	\$ 3,875,113	\$ 499,671	12.89%	\$ 3,870,995	\$ 628,088	16.23%	\$ (128,417)
TOTAL PUBLIC SAFETY	\$ 8,515,506	\$ 1,262,708	14.83%	\$ 8,520,430	\$ 1,555,885	18.26%	\$ (293,177)
PUBLIC WORKS							
PUBLIC SERVICES DEPARTMENT	\$ 4,496,349	\$ 523,890	11.65%	\$ 4,525,898	\$ 633,265	13.99%	\$ (109,375)
SOLID WASTE DISPOSAL*	\$ 932,689	\$ 73,418	7.87%	\$ 927,278	\$ 45,779	4.94%	\$ 27,639
WATER AND SEWER	\$ 599,013	\$ 146,627	24.48%	\$ 599,013	\$ 146,628	24.48%	\$ (1)
TOTAL PUBLIC WORKS	\$ 6,028,051	\$ 743,935	12.34%	\$ 6,052,189	\$ 825,672	13.64%	\$ (81,737)
INTERGOVERNMENTAL PROGRAMS							
AUBURN-LEWISTON AIRPORT	\$ 106,000	\$ 26,500	25.00%	\$ 105,000	\$ 26,250	25.00%	\$ 250
E911 COMMUNICATION CENTER	\$ 1,088,857	\$ 295,425	27.13%	\$ 1,069,122	\$ 26,611	2.49%	\$ 268,814
LATC-PUBLIC TRANSIT	\$ 182,244	\$ 182,244	100.00%	\$ 209,244	\$ 52,311	25.00%	\$ 129,933
LA ARTS	\$ -	\$ -		\$ -	\$ -		\$ -
TAX SHARING	\$ 270,000	\$ 18,015	6.67%	\$ 270,000	\$ -	0.00%	\$ 18,015
TOTAL INTERGOVERNMENTAL	\$ 1,647,101	\$ 522,184	31.70%	\$ 1,653,366	\$ 105,172	6.36%	\$ 417,012
COUNTY TAX	\$ 2,167,824	\$ -	0.00%	\$ 2,142,268	\$ -	0.00%	\$ -
TIF (10108058-580000)	\$ 2,824,803	\$ -	0.00%	\$ 2,599,914	\$ -	0.00%	\$ -
OVERLAY	\$ -	\$ -		\$ -	\$ -	0.00%	\$ -
TOTAL CITY DEPARTMENTS	\$ 39,787,403	\$ 4,508,103	11.33%	\$ 38,490,384	\$ 4,514,077	11.73%	\$ (5,974)
EDUCATION DEPARTMENT	\$ 40,743,368	\$ 1,343,542	3.30%	\$ 39,062,197	\$ 1,232,933	3.16%	\$ 110,609
TOTAL GENERAL FUND EXPENDITURES	\$ 80,530,771	\$ 5,851,645	7.27%	\$ 77,552,581	\$ 5,747,010	7.41%	\$ 104,635

CITY OF AUBURN, MAINE
INVESTMENT SCHEDULE
AS OF August 31, 2016

INVESTMENT		FUND	BALANCE August 31, 2016	BALANCE July 31, 2016	INTEREST RATE
ANDROSCOGGIN BANK	449	CAPITAL PROJECTS	\$ 2,268,518.74	\$ 4,267,090.88	0.40%
ANDROSCOGGIN BANK	502	SR-TIF	\$ 1,004,341.59	\$ 1,004,000.51	0.40%
ANDROSCOGGIN BANK	836	GENERAL FUND	\$ 62,542.56	\$ 2,051,900.20	0.40%
ANDROSCOGGIN BANK	801	WORKERS COMP	\$ 50,173.61	\$ 50,156.57	0.40%
ANDROSCOGGIN BANK	748	UNEMPLOYMENT	\$ 50,173.60	\$ 50,156.57	0.40%
ANDROSCOGGIN BANK	684	EMS CAPITAL RESERVE	\$ 130,451.62	\$ 130,407.33	0.40%
NORTHERN CAPITAL	02155	CAPITAL PROJECTS	\$ 750,000.00	\$ 750,000.00	0.70%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	0.70%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	0.85%
GRAND TOTAL			\$ 5,316,201.72	\$ 9,303,712.06	0.52%

EMS BILLING
SUMMARY OF ACTIVITY
July 1, 2016 - June 30, 2017
Report as of August 31, 2016

	Beginning Balance 08/01/16	August 2016			Ending Balance 8/31/2016
		New Charges	Payments	Adjustments	
Bluecross	\$ 20,275.96	\$ 13,101.80	\$ (3,148.67)	\$ (465.43)	\$ 29,763.66
Intercept	\$ 100.00	\$ 800.00	\$ (500.00)		\$ 400.00
Medicare	\$ 65,037.34	\$ 79,078.20	\$ (33,318.84)	\$ (50,076.54)	\$ 60,720.16
Medicaid	\$ 25,454.90	\$ 36,679.60	\$ (21,310.87)	\$ (36,293.80)	\$ 4,529.83
Other/Commercial	\$ 99,501.30	\$ 54,556.20	\$ (27,528.82)	\$ (11,464.57)	\$ 115,064.11
Patient	\$ 479,462.70	\$ 20,867.80	\$ (11,261.32)	\$ (224.14)	\$ 488,845.04
Worker's Comp	\$ 651.40	\$ -	\$ (651.40)		\$ -
TOTAL	\$ 690,483.60	\$ 205,083.60	\$ (97,719.92)	\$ (98,524.48)	\$ 699,322.80

EMS BILLING
BREAKDOWN -TOTAL CHARGES
July 1, 2016 - June 30, 2017
Report as of August 31, 2016

	July 2016	August 2016	Adjustment	Totals	% of Total
No Insurance Information		\$ 4,649.80		\$ 4,649.80	1.20%
Bluecross	\$ 10,000.40	\$ 13,101.80	\$ 680.80	\$ 23,783.00	6.15%
Intercept	\$ 200.00	\$ 800.00		\$ 1,000.00	0.26%
Medicare	\$ 65,787.40	\$ 79,078.20	\$ 3,245.00	\$ 148,110.60	38.30%
Medicaid	\$ 34,317.20	\$ 36,679.60	\$ 1,314.00	\$ 72,310.80	18.70%
Other/Commercial	\$ 54,548.80	\$ 49,906.40	\$ (482.20)	\$ 103,973.00	26.89%
Patient	\$ 16,125.40	\$ 20,867.80	\$ (4,106.20)	\$ 32,887.00	8.50%
Worker's Comp	\$ 651.40		\$ (651.40)	\$ -	0.00%
TOTAL	\$ 181,630.60	\$ 205,083.60	\$ -	\$ 386,714.20	100.00%

EMS BILLING
BREAKDOWN -TOTAL COUNT
July 1, 2016 - June 30, 2017
Report as of August 31, 2016

	July 2016	August 2016	Adjustment	Totals	% of Total
No Insurance Information		6		6	1.20%
Bluecross	12	15		27	5.42%
Intercept	2	10		12	2.41%
Medicare	80	99		179	35.94%
Medicaid	45	50		95	19.08%
Other/Commercial	69	65		134	26.91%
Patient	20	25		45	9.04%
Worker's Comp	1			0	0.00%
TOTAL	229	270	0	498	100.00%

TOTAL REVENUE COLLECTED AS OF 08/31/16 \$183,491
TOTAL EXPENDITURES AS OF 08/31/16 \$160,388.

**EMS BILLING
AGING REPORT**
July 1, 2016 to June 30, 2017
Report as of August 31, 2016

	Current		31-60		61-90		91-120		121+ days		Totals	
Bluecross	\$ 15,068.74	78%	\$ 4,048.80	21%	\$ -	0%	\$ -	0%	\$ 139.92	1%	\$ 19,257.46	2.76%
Intercept	\$ 300.00	100%	\$ -		\$ -		\$ -		\$ -		\$ 300.00	0.04%
Medicare	\$ 48,027.29	90%	\$ 2,527.56	5%	\$ 1,357.40	3%	\$ -	0%	\$ 1,632.45	3%	\$ 53,544.70	7.68%
Medicaid	\$ 20,234.40	93%	\$ 1,556.00	7%	\$ -	0%	\$ -	0%	\$ 15.00	0%	\$ 21,805.40	3.13%
Other/Commercial	\$ 59,939.46	60%	\$ 12,871.90	13%	\$ 8,160.60	8%	\$ 3,245.61	3%	\$ 15,068.89	15%	\$ 99,286.46	14.24%
Patient	\$ 42,370.48	8%	\$ 24,368.35	5%	\$ 26,244.75	5%	\$ 22,016.96	4%	\$ 387,873.49	77%	\$ 502,874.03	72.14%
Worker's Comp	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.00%
TOTAL	\$ 185,940.37		\$ 45,372.61		\$ 35,762.75		\$ 25,262.57		\$ 404,729.75		\$ 697,068.05	
	27%		7%		5%		4%		58%		100%	100.00%

CITY OF AUBURN
SPECIAL REVENUE FUNDS
As of August 31, 2017

	1902	1905	1909	1910	1913	1914	1915	1917	1922	1926	1927	1928	1929	1930		
	Riverwatch	Winter Festival	Kittyhawk Park	Community Service	Police Fitness Equipment	Oak Hill Cemeteries	Fire Training Building	Wellness Grant	Walmart Risk/Homeless	Healthy Androscoggin	Insurance Reimbursement	Vending	Fire Prevention	211 Fairview		
Fund Balance 7/1/16	\$ 998,289.00	\$ 3,504.80	\$ 44,875.00	\$ 3,822.59	\$ 5,932.53	\$ 27,084.76	\$ 3,511.16	\$ 4,657.35	\$ 7,158.93	\$ (169.41)	\$ (42,276.05)	\$ 97.26	\$ 4,094.47	\$ (566,303.71)		
Revenues FY17	\$ 15,682.73	\$ -		\$ 64.25				\$ 2,204.00	\$ 196.12	\$ 7,559.96	\$ 16,999.77	\$ 192.00				
Expenditures FY17		\$ -						\$ 574.39	\$ 321.98	\$ 2,940.00		\$ 211.23				
Fund Balance 08/31/16	\$ 1,013,971.73	\$ 3,504.80	\$ 44,875.00	\$ 3,886.84	\$ 5,932.53	\$ 27,084.76	\$ 3,511.16	\$ 6,286.96	\$ 7,033.07	\$ 4,450.55	\$ (25,276.28)	\$ 78.03	\$ 4,094.47	\$ (566,303.71)		
	1931	2003	2005	2006	2007	2008	2010	2013	2014	2019	2020	2025	2030	2032		
	Donations	Byrne JAG	MDOT	PEACE	Seatbelt Grant	Homeland Security	State Drug Money	OUI Grant	Speed Grant	Law Enforcement Training	CDBG	Community Cords	Parking	HEAPP		
Fund Balance 7/1/16	\$ 4,688.57	\$ 5,601.31	\$ (57,392.48)	\$ 5,113.91	\$ 3,838.00	\$ (79,902.47)	\$ 32,161.49	\$ 20,076.97	\$ 9,286.00	\$ (2,764.26)	\$ 4,723,856.71	\$ 29,363.56	\$ 10,021.18	\$ (4,994.50)		
Revenues FY17							\$ 300.00			\$ 4,086.00	\$ 81,839.52	\$ 1,363.95	\$ 38,138.66			
Expenditures FY17	\$ 66.40			\$ 343.68		\$ 5,725.00	\$ 4,107.44	\$ 5,040.00	\$ 2,754.00	\$ 850.00	\$ 27,253.23	\$ 500.00	\$ 9,242.33			
Fund Balance 08/31/16	\$ 4,622.17	\$ 5,601.31	\$ (57,392.48)	\$ 4,770.23	\$ 3,838.00	\$ (85,627.47)	\$ 28,354.05	\$ 15,036.97	\$ 6,532.00	\$ 471.74	\$ 4,778,443.00	\$ 30,227.51	\$ 38,917.51	\$ (4,994.50)		
	2033	2037	2038	2040	2041	2042	2044	2045	2046	2050	2052	2053	2054	2055		
	Safe School/ Health (COPS)	Bulletproof Vests	Community Action Team	Great Falls TV	Blanche Stevens	High Visibility	Federal Drug Money	Forest Management	Joint Land Use Study	Project Lifesaver	Nature Conservancy	St Louis Bells	EMS Transport Capital Reserve	Work4ME-PAL		
Fund Balance 7/1/16	\$ (11,598.45)	\$ 11,591.10	\$ 7,206.21	\$ 49,695.26	\$ 51,105.26	\$ 3,528.71	\$ 28,246.58	\$ 4,661.52	\$ 0.57	\$ 100.00	\$ 975.05	\$ 2,357.75	\$ 230,363.06	\$ (10,824.92)		
Revenues FY17							\$ 2,379.29			\$ 50.00						
Expenditures FY17	\$ 13,371.11			\$ 4,375.38	\$ 75.00		\$ 1,344.98							\$ 4,025.00		
Fund Balance 08/31/16	\$ (24,969.56)	\$ 11,591.10	\$ 7,206.21	\$ 45,319.88	\$ 51,030.26	\$ 3,528.71	\$ 29,280.89	\$ 4,661.52	\$ 0.57	\$ 150.00	\$ 975.05	\$ 2,357.75	\$ 230,363.06	\$ (14,849.92)		
	2056	2057	2058	2059	2201	2500	2501									
	Lake Auburn Neighborhood	ASPCA Grant	Barker Mills Greenway	Distracted Driving	EDI Grant	Parks & Recreation	Recreation Donation									
Fund Balance 7/1/16	\$ 125.00	\$ 800.00	\$ (36,787.03)	\$ (720.00)	\$(1,748,172.01)	\$ 285,658.91	\$ 1,757.00									
Revenues FY17				\$ (3,024.00)		\$ 42,095.21										
Expenditures FY17				\$ 3,258.00		\$ 128,584.05										
Fund Balance 08/31/16	\$ 125.00	\$ 800.00	\$ (36,787.03)	\$ (7,002.00)	\$(1,748,172.01)	\$ 199,170.07	\$ 1,757.00									
	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	Total
	Tambrands TIF 4	J Enterprises TIF 5	Tambrands II TIF 6	J & A Properties TIF 7	Formed Fiber TIF 8	Mall TIF 9	Downtown TIF 10	Safe Handling TIF 11	Auburn Industrial TIF 12	Auburn Plaza TIF 13	Auburn Plaza II TIF 14	Webster School TIF 16	Bedard Pharm TIF 17	Slapshot LLC TIF 18	Hartt Transport TIF 19	Special Revenues
Fund Balance 7/1/16	\$ (127,347.23)	\$ 14,500.44	\$ (471,229.88)	\$ 2,558.27	\$ 134,174.73	\$ 538,642.58	\$ 700,419.73	\$ 50,183.21	\$ (373,286.94)	\$ 112,923.51	\$ (90,278.95)	\$ 360.91	\$ 388.80	\$ (111,372.97)	\$ (5.40)	\$ 4,443,933.05
Revenues FY17																\$ 210,127.46
Expenditures FY17							\$ 71,641.25									\$ 286,604.45
Fund Balance 08/31/16	\$ (127,347.23)	\$ 14,500.44	\$ (471,229.88)	\$ 2,558.27	\$ 134,174.73	\$ 538,642.58	\$ 628,778.48	\$ 50,183.21	\$ (373,286.94)	\$ 112,923.51	\$ (90,278.95)	\$ 360.91	\$ 388.80	\$ (111,372.97)	\$ (5.40)	\$ 4,367,456.06

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

To: Denis D'Auteuil, Acting City Manager
From: Jill Eastman, Finance Director
Re: Arena Financial Reports for August 31, 2016



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 August 31, 2016.

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, July 31, 2016.

Current Assets:

As of the end of August 2016 the total current assets of Norway Savings Bank Arena were (\$367,338). These consisted of cash and cash equivalents of \$91,237, accounts receivable of \$35,448, prepaid rent of \$42,207 and an interfund payable of \$536,230.

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 August 31, 2016 was \$186,561.

Liabilities:

Norway Arena had accounts payable of \$43,205 as of August 31, 2016.

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 August 2016 are \$132,161. 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 August 2016 were \$191,787. These expenses include personnel costs, supplies, utilities, repairs, rent, capital purchases and maintenance.

As of August 2016 Norway Arena has an operating loss of \$59,626 compared to the August 2016 operating loss of \$68,923 a decrease in the operating loss for the fiscal year of \$9,297.

As of August 31, 2016 Norway Arena has a decrease in net assets of \$59,626.

The budget to actual reports for revenue and expenditures, with comparison to the same period last year show that revenue for FY17 is \$19,902 more than in FY16 and expenditures in FY17 are \$10,605 more than last year in August.

CITY OF AUBURN, MAINE
Statement of Net Assets
Norway Savings Bank Arena
August 31, 20156
Business-type Activities - Enterprise Fund

	August 31, 2016	July 31, 2016	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 91,237	\$ 91,237	\$ -
Interfund receivables	\$ (536,230)	\$ (474,668)	\$ (61,562)
Prepaid Rent	\$ 42,207	\$ 42,207	\$ -
Accounts receivable	35,448	34,588	\$ 860
Total current assets	(367,338)	(306,636)	(60,702)
Noncurrent assets:			
Capital assets:			
Buildings	35,905	35,905	-
Equipment	285,813	285,813	-
Land improvements	-	-	-
Less accumulated depreciation	(135,157)	(135,157)	-
Total noncurrent assets	186,561	186,561	-
Total assets	(180,777)	(120,075)	(60,702)
LIABILITIES			
Accounts payable	\$ 43,205	\$ 57,277	\$ (14,072)
Net pension liability	51,083	51,083	-
Total liabilities	94,288	108,360	(14,072)
NET ASSETS			
Invested in capital assets	\$ 186,561	\$ 186,561	\$ -
Unrestricted	\$ (461,626)	\$ (414,996)	\$ (46,630)
Total net assets	\$ (275,065)	\$ (228,435)	\$ (46,630)

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
August 31, 2016

	Norway Savings Arena
Operating revenues:	
Charges for services	\$ 132,161
Operating expenses:	
Personnel	50,891
Supplies	2,984
Utilities	36,629
Repairs and maintenance	981
Rent	84,414
Depreciation	-
Capital expenses	11,000
Other expenses	4,888
Total operating expenses	191,787
Operating gain (loss)	(59,626)
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
Total nonoperating expense	-
Gain (Loss) before transfer	(59,626)
Transfers out	-
Change in net assets	(59,626)
Total net assets, July 1	(215,439)
Total net assets, August 31, 2016	\$ (275,065)

CITY OF AUBURN, MAINE
REVENUES - NORWAY SAVINGS BANK ARENA
Through August 31, 2016 compared to August 31, 2015

REVENUE SOURCE	FY 2017 BUDGET	ACTUAL REVENUES THRU AUG 2016	% OF BUDGET	FY 2016 BUDGET	ACTUAL REVENUES THRU AUG 2015	% OF BUDGET	VARIANCE
CHARGE FOR SERVICES							
Concussions	\$ 18,000	\$ -	0.00%	\$ 30,000	\$ -	0.00%	\$ -
Sponsorships	\$ 230,000	\$ 40,125	17.45%	\$ 230,000	\$ 25,750	11.20%	\$ 14,375
Pro Shop	\$ 8,500	\$ 1,100	12.94%	\$ 8,500	\$ 1,236	14.54%	\$ (136)
Programs	\$ 31,000		0.00%	\$ 280,000	\$ 6,215	2.22%	\$ (6,215)
Rental Income	\$ 672,250	\$ 52,951	7.88%	\$ 398,500	\$ 79,058	19.84%	\$ (26,107)
Camps/Clinics	\$ 50,000	\$ 37,985	75.97%				\$ 37,985
Tournaments	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%	\$ -
TOTAL CHARGE FOR SERVICES	\$ 1,059,750	\$ 132,161	12.47%	\$ 997,000	\$ 112,259	11.26%	\$ 19,902
INTEREST ON INVESTMENTS	\$ -			\$ -			
GRAND TOTAL REVENUES	\$ 1,059,750	\$ 132,161	12.47%	\$ 997,000	\$ 112,259	11.26%	\$ 19,902

CITY OF AUBURN, MAINE
EXPENDITURES - NORWAY SAVINGS BANK ARENA
Through August 31, 2016 compared to August 31, 2015

DESCRIPTION	ACTUAL				ACTUAL			
	FY 2016 BUDGET	EXPENDITURES THRU AUG 2016	% OF BUDGET	FY 2015 BUDGET	EXPENDITURES THRU AUG 2015	% OF BUDGET	VARIANCE	
Salaries & Benefits	\$ 311,000	\$ 50,891	16.36%	\$ 311,000	\$ 56,352	18.12%	\$	(5,461)
Purchased Services	\$ 87,306	\$ 5,735	6.57%	\$ 96,150	\$ 4,942	5.14%	\$	793
Supplies	\$ 37,150	\$ 3,118	8.39%	\$ 17,500	\$ 2,009	11.48%	\$	1,109
Utilities	\$ 199,800	\$ 36,629	18.33%	\$ 200,200	\$ 31,865	15.92%	\$	4,764
Capital Outlay	\$ 57,000	\$ 11,000	19.30%	\$ 57,000	\$ 1,600	2.81%	\$	9,400
Rent	\$ 507,000	\$ 84,414	16.65%	\$ 507,000	\$ 84,414	16.65%	\$	-
	\$ 1,199,256	\$ 191,787	15.99%	\$ 1,188,850	\$ 181,182	15.24%	\$	10,605
GRAND TOTAL EXPENDITURES	\$ 1,199,256	\$ 191,787	15.99%	\$ 1,188,850	\$ 181,182	15.24%	\$	10,605

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

To: Denis D'Auteuil, Acting City Manager
From: Jill Eastman, Finance Director
Re: Financial Reports for August, 2016



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 August 31, 2016.

INGERSOLL TURF FACILITY

Statement of Net Assets:

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets as of August 31, 2016.

Current Assets:

As of the end of August 2016 the total current assets of Ingersoll Turf Facility were (\$7,832). This consisted of an interfund payable of \$7,832.

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 August 31, 2016 was \$195,659.

Liabilities:

Ingersoll had no accounts payable as of August 31, 2016.

Statement of Activities:

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

The operating revenues for Ingersoll Turf Facility through July 2016 are \$609. This revenue comes from the sponsorships, programs, rental income and batting cages.

The operating expenses for Ingersoll Turf Facility through July 2016 were \$4,398. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of August 2016 Ingersoll has an operating loss of \$7,392.

As of August 31, 2016 Ingersoll has a decrease in net assets of \$7,392.

The budget to actual reports for revenue and expenditures, show that the revenue for FY17 only. For the October 2016 report I will begin to show comparison budget to actual against FY16.

Statement of Net Assets
Ingersoll Turf Facility
August 31, 2016
Business-type Activities - Enterprise Fund

	August 31 2016	July 31 2016	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents		\$ -	\$ -
Interfund receivables/payables	\$ (7,832)	(3,894)	(3,938)
Accounts receivable	-	-	-
Total current assets	(7,832)	(3,894)	(3,938)
Noncurrent assets:			
Capital assets:			
Buildings	672,279	672,279	-
Equipment	86,625	86,625	-
Land improvements	18,584	18,584	-
Less accumulated depreciation	(581,829)	(581,829)	-
Total noncurrent assets	195,659	195,659	-
Total assets	187,827	191,765	(3,938)
LIABILITIES			
Accounts payable	\$ -	\$ 335	\$ (335)
Total liabilities	-	335	(335)
NET ASSETS			
Invested in capital assets	\$ 195,659	\$ 195,659	\$ -
Unrestricted	\$ (7,832)	\$ (4,229)	\$ (3,603)
Total net assets	\$ 187,827	\$ 191,430	\$ (3,603)

CITY OF AUBURN, MAINE
Statement of Revenues, Expenses and Changes in Net Assets
Ingersoll Turf Facility
Business-type Activities - Enterprise Funds
Statement of Activities
August 31, 2016

	Ingersoll Turf Facility
Operating revenues:	
Charges for services	\$ 4,884
Operating expenses:	
Personnel	8,491
Supplies	188
Utilities	1,063
Repairs and maintenance	-
Rent	-
Depreciation	-
Capital expenses	-
Other expenses	2,534
Total operating expenses	12,276
Operating gain (loss)	(7,392)
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
Total nonoperating expense	-
Gain (Loss) before transfer	(7,392)
Transfers out	-
Change in net assets	(7,392)
Total net assets, July 1	195,219
Total net assets, August 31, 2016	\$ 187,827

CITY OF AUBURN, MAINE
REVENUES - INGERSOLL TURF FACILITY
Through August 31, 2016

REVENUE SOURCE	FY 2017 BUDGET	ACTUAL REVENUES THRU AUG 2016	% OF BUDGET
CHARGE FOR SERVICES			
Sponsorship	\$ 15,000	\$ 1,000	6.67%
Batting Cages	\$ 9,940	\$ 705	7.09%
Programs	\$ 90,000	\$ 2,629	2.92%
Rental Income	\$ 100,000	\$ 550	0.55%
TOTAL CHARGE FOR SERVICES	\$ 214,940	\$ 4,884	2.27%
INTEREST ON INVESTMENTS			
	\$ -		
GRAND TOTAL REVENUES	\$ 214,940	\$ 4,884	2.27%

CITY OF AUBURN, MAINE
EXPENDITURES - INGERSOLL TURF FACILITY
Through August 31, 2016

DESCRIPTION	ACTUAL		
	FY 2017 BUDGET	EXPENDITURES THRU AUG 2016	% OF BUDGET
Salaries & Benefits	\$ 101,899	\$ 8,491	8.33%
Purchased Services	\$ 20,750	\$ 2,534	12.21%
Programs	\$ 5,000		0.00%
Supplies	\$ 6,750	\$ 188	2.79%
Utilities	\$ 41,320	\$ 1,063	2.57%
Insurance Premiums	\$ 2,383	\$ -	0.00%
Capital Outlay	\$ -	\$ -	
	\$ 178,102	\$ 12,276	6.89%
GRAND TOTAL EXPENDITURES	\$ 178,102	\$ 12,276	6.89%