

**City Council Workshop & Meeting
Agenda
October 17, 2022
Auburn Hall, Council Chambers**

5:30 P.M. City Council Workshop

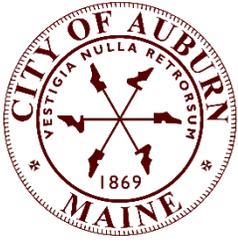
- A. CIP/ARPA Financial Update – Jill Eastman, Brian Wood, and Rita Beaudry
 - a. ARPA Projects Approved
 - b. CIP Projects Status
 - c. Community Service/Outreach Trailer Program
 - d. Auburn Neighborhood Curb Appeal Grant Program
- B. Dangerous Buildings and Property Maintenance – Eric Cousens
- C. Executive session, Contract negotiations, pursuant to 1 M.R.S.A. §405(6)(E)

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

Pledge of Allegiance

- I. **Consent Items** - All items with an asterisk (*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member or a citizen so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda
1. **Order 136-10172022***
Confirming Mayor Levesque’s appointment of Tara Paradie as alternate member of the Ethics Panel with a term expiration of 11/1/2025.
 2. **Order 137-10172022***
Re-appointing Misty Edgecomb to the Parks & Recreation Advisory Board with a term expiration of 10/01/2024.
 3. **Order 138-10172022***
Re-appointing Haley Warden to the Parks & Recreation Advisory Board with a term expiration of 10/01/2024.
 4. **Order 139-10172022***
Re-appointing Ronald Spofford to the Auburn Housing Authority Board of Trustees with a term expiration of 10/01/2027.

5. **Order 140-10172022***
Appointing Wesley Mech to the Complete Streets Committee with a term expiration of 01/01/2025.
6. **Order 141-10172022***
Confirming the Mayor's appointments to the Ad Hoc Committee to develop permit ready housing.
- II. **Minutes** – October 3, 2022 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
 - Assessor's Report (Karen Scammon and Joe St. Peter)
 - Council Communications (about and to the community)
- IV. **Open Session** – *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda.*
- V. **Unfinished Business**
 1. **Ordinance 22-10032022**
Amending Chapter 14, Sec. 14-49, Exemptions from license requirement or fees. of the City Code. Second reading.
 2. **Ordinance 23-10032022**
Adopting the Street Tree Sustainability Ordinance. Second reading.
- VI. **New Business**
 1. **Order 142-10172022**
Allocating \$200,000.00 ARPA funding for the Sustainable Auburn Match Program.
 2. **Order 143-10172022**
Authorizing the marketing of city owned property located at 1865 Hotel Road, parcel ID 187-005.
 3. **Order 144-10172022**
Authorizing the marketing of city owned property located at 145 Eastman Lane, parcel ID 079-004.
- VII. **Open Session** - *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda*
- VIII. **Reports (from sub-committees to Council)**
 - a. Mayor's Report
 - b. City Councilors' Reports
 - c. City Manager Report
 - d. Jill Eastman, Finance Director – September Finance Report
- IX. **Executive Sessions** – None
- X. **Adjournment**



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: October 17, 2022

Author: Brian Wood, Assistant City Manager

Subject: Updating the Council on the year to date spend on all American Rescue Plan Act (ARPA) and City approved Capital Investment Purchases (CIP)

Information:

The City of Auburn received approximately \$13,500,000.00 in ARPA funding in 2021. The current City Council and previous City Council have funded a number of projects and initiatives with this one time funding to advance a number of efforts, many related to the city strategic plan. This is an opportunity to provide an update on each project. Additionally, with the increase in goods, material and labor the City will be providing an update on CIP projects that were funded in FY22 and FY23.

City Budgetary Impacts:

N/A

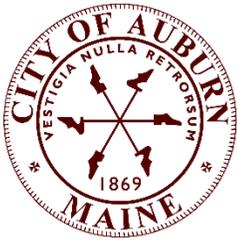
Staff Recommended Action:

Previous Meetings and History: N/A

City Manager Comments:

I concur with the recommendation. Signature:

Attachments:



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: October 17, 2022

Order: 143-10172022

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

Subject: Auburn Neighborhood Curb Appeal Grant Program

Information: The Auburn Neighborhood Curb Appeal Grant Program will allocate Two hundred Thousand dollars (\$200,000) of APRA Funding to promote revitalization of properties in the Downtown District by providing financial assistance to building owners for improvement and maintenance to existing multi-unit residential buildings. Financial assistance is made available to provide a visual impact on the exterior of existing multi-unit buildings, thus improving the quality of the neighborhood, improve the sense of place and marketability of the overall area. The intent of this program is to incentivize building owners to take reinvest in their buildings and communities.

City Budgetary Impacts: NONE

Staff Recommended Action: Approve the Order as presented.

Previous Meetings and History: City Council Meeting October 3, 2022, during Communications and Presentations, Mayor Leveque proposed action.

City Manager Comments:



I concur with the recommendation. Signature:

Attachments: Program guidelines



Auburn Neighborhood Curb Appeal Grant

Purpose

The purpose of the Neighborhood Curb Appeal Grant Program is to promote revitalization of multi-unit properties in the Downtown District by providing financial assistance to building owners for improvement and maintenance to existing residential buildings. Financial assistance is made available to provide a visual impact on the exterior of existing multi-unit buildings, thus improving the quality of the neighborhood, improve the sense of place and marketability of the overall area. The intent of this program is to incentivize building owners to take reinvest in their buildings and communities.

Eligibility

Owners of buildings of 4 units or greater and located in the Downtown District and who's majority of tenants are at or below 120% of area median household income are eligible for financial assistance from the Auburn Community Development Office. The funds can be used to upgrade and rehabilitate the exterior façade of their buildings. Only projects, which have not begun prior to being awarded, are eligible. This is a reimbursement grant, therefore, only after a project is paid for, will the grant money be given. All work must take place after an approved scope of work. Proof of payment must be shown, to receive a reimbursement. Financial assistance will only be available to those projects meeting eligibility requirements and preference will be given to projects that can be completed in a timely manner and make the most visual impact to the downtown area. Business and Community Development staff will use existing city data to actively reach out to property owners in this district.

Eligible items may include:

- **Exterior Improvements** to the façade, including but not limited to, the following: changing exterior wall covering, landscaping, lighting, screening of unsightly utilities and to a limited extent, paving of parking areas.
- **Exterior Maintenance** measures that improve the overall looks of the façade and ensure the sustainability of exterior surfaces, such as cleaning, painting, tuckpointing, repairing, power washing, sand blasting, acid washing, window glazing, and caulking.

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



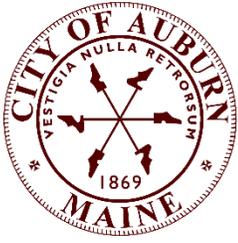
Scoring Criteria

- The level of private investment utilized for the renovation. Applicants providing more than a 50% match will receive higher priority
- The potential impact the project will have on the surrounding area (visual prominence/significance)
- Whether the proposed improvements restore the historical character of the building
- The building’s level of blight
- Whether the building is abandoned
- Improvements must be adjacent to a public space; however, priority is given to projects renovating multiple facades
- Whether the applicant has utilized the city incentive programs in the recent past

Funding

The City of Auburn may allocate \$200,000 from the City ARPA funds for this program to complete projects on a minimum of 4 separate properties within the Downtown District. All projects must be reviewed and approved by the Community Development Office and all work we conducted with proper permitting and approvals from the city Code Enforcement office.

City of Auburn Neighborhood Curb Appeal			
Sources and Uses	Unit Price	Quantity	Budget
Total Sources=			\$200,000
Auburn Funds (ARPA)			\$200,000
Total Uses=			\$200,000
Program Administration (1 year)			\$8,000
Rebates for Approved Façade Improvements	\$47,000.00	4	\$188,000
Program Delivery (20 Hours)	\$1,000.00	4	\$4,000



City of Auburn
City Council Information Sheet

Council Workshop: October 17, 2022

Author: Eric J. Cousens, Director of Planning and Permitting

Subject: Dangerous Buildings, 80K Action and Property Maintenance Code Overview

Information: This workshop is to discuss our current housing code which is essentially a very simple, limited property maintenance code (PMC), the option of a more comprehensive national/international property maintenance code and the Dangerous Buildings Statute.

Housing Code/PMC: Over time the Council has considered the adoption of a comprehensive PMC or to make changes to our Housing Code to better address conditions that are detrimental to residents and the community. Some changes have been made while others have been seen as too far reaching and have not passed after extensive discussion and preparation of PMC code text. This was considered in 1999, 2012, 2016 and 2020 when the Council opted to make some changes to the Housing Code. A poorly maintained building impacts the decisions of abutting property owners and reduces investment in surrounding properties. Poor housing quality makes it harder to attract residents to the area which further reduces market competition and demand for a particular neighborhood. Likewise, a poorly managed building that allows for trash and debris problems, nuisance noise and/or pervasive criminal activity affects the behavior of other residents and can become more widespread in a neighborhood, with impacts that are similar to a poorly maintained building. Generally, a poorly maintained building is also a poorly managed building. Our housing code is a very limited PMC. A more extensive example is available at: <https://codes.iccsafe.org/content/IPMC2018/preface>. Communities with a PMC usually adopt a model code like the IPMC with some edits or deletions locally. Failure to comply with staff issued notices and citations can only be further enforced with an 80K Lawsuit/Action or Dangerous Buildings action.

80K Action: The term "80K" is derived from the rule contained in the Maine Rules of Civil Procedure which prescribes the legal procedure which must be followed in prosecuting land use violations. Rule 80K provides a "Summary Procedure," which means it moves faster than other court proceedings. The violator can answer the Complaint orally in court rather than in writing, and the court can decide the main issues of the case with a minimum amount of formality. That reduces the time and expense involved, without sacrificing the due process rights of the person accused of the violation. Even this option costs at least \$3,000 and takes more time to get a court date than it used to.

Dangerous Buildings: 17 M.R.S. §§2851-2859 authorize the municipal officers(City Council) to determine that a building or structure is "dangerous" and to order appropriate corrective action either by the owner or by the town if the owner does nothing to correct the issues. Other than in the case of a building which is so dangerous that immediate court action is required, there is no express authority

given to the CEO to act under this statute. Buildings or structures which can be dealt with under this statute must fit within one of the following categories: • structurally unsafe; • unstable; • unsanitary; • constitutes a fire hazard; • is unsuitable or improper for the use or occupancy to which it is put; • constitutes a hazard to health or safety because of inadequate maintenance, dilapidation, obsolescence or abandonment or is otherwise dangerous to life or property. An example of this process can be viewed at the April 5, 2021 CC Mtg.

Staff Recommended Action: Discussion and feedback. Does the Council want to be more aggressive in legal actions for existing Housing Code violations? Three citations and then a lawsuit? Does the Council want to consider a more comprehensive model PMC to cover more concerns (maintaining vegetation for intown yards, broken windows/screens/, paint coverings, others). Questions on Dangerous Buildings Statute?

Previous Meetings and History: None recently

City Manager Comments:



I concur with the recommendation. Signature:

Attachments: Auburn Housing Code, Dangerous Buildings Statute, images of example violations.

ARTICLE IV. HOUSING CODE

DIVISION 1. GENERALLY

Sec. 12-145. Purpose.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(Code 1967, § 20-A(art. V); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013; Ord. No. 02-02222016, 3-7-2016; Ord. No. 10-11022020, 11-16-2020)

Sec. 12-147. Compliance required.

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

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

Sec. 12-148. Validity of other laws.

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

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

Sec. 12-149. Exceptions permitted.

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

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

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

Sec. 12-150. Procedure for granting exceptions.

- (a) The code compliance officer shall issue such exception in writing setting forth the date of granting, the reasons for granting the same, the date it shall expire, and the location of the premises.
- (b) No such exceptions shall be granted for a period of more than five years. Any exception may be renewed one or more times, upon application to the board of appeals. Each renewal shall not exceed additional periods of five years for such renewal. Each renewal shall contain the requirements of the original exception and in addition thereto the date of issuance of the original exception and the statement that it is a renewal.

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

Secs. 12-151—12-169. Reserved.

DIVISION 2. INSPECTIONS

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

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

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

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

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

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

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

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

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

Secs. 12-173—12-194. Reserved.

DIVISION 3. ENFORCEMENT

Sec. 12-195. Procedure generally.

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

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

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

- (a) Any person affected by any notice issued in connection with the enforcement of any provision of this article, may request and shall be granted a hearing on the matter before the board of appeals; provided that such person shall file in the office of the board of appeals a written petition requesting such hearing and setting forth a brief statement of the grounds therefor within ten days after the day the notice was served.

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- (b) Upon receipt of such petition, the board of appeals shall set a time and place for such hearing and shall give the petitioner notice thereof in person or by mail.
 - (c) At such hearing, the board of appeals shall take evidence to determine whether such notice should be sustained, modified, or withdrawn.
 - (d) The hearing shall be commenced not later than 30 days after the day on which the petition was filed; provided that upon application of the petitioner the board of appeals may postpone the date of the hearing for a reasonable time beyond such 30 day period, if in its judgment the petitioner has submitted a good and sufficient reason for such postponement.

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

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

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

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

Sec. 12-198. Recording of public hearing.

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

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

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

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

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

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

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

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

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

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

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

Secs. 12-202—12-224. Reserved.

DIVISION 4. MINIMUM STANDARDS

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

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

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

Sec. 12-226. Maintenance.

- (a) All structures and structural elements shall be maintained structurally sound, in good repair, hazard free and suitable for the intended use.
- (b) All painted exterior surface areas of pre 1978 properties must be maintained in a manner to not cause a public nuisance or affect the health and safety of the occupants of the property where the condition exists or of surrounding properties. Paint stabilization must occur if the potential for such a condition exists.

(Code 1967, § 20-A(6.2); Ord. of 3-26-1990; Ord. No. 02-04012013, att. B, 4-16-2013; Ord. No. 10-11022020, 11-16-2020)

Sec. 12-227. Plumbing.

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

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

Sec. 12-228. Heating and ventilation.

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

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

Sec. 12-229. Electrical and lighting.

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

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

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

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

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

Sec. 12-231. Garbage and rubbish.

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

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

Sec. 12-232. Insect and rodent control.

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

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

Sec. 12-233. Space and occupancy.

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

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

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

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

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

§2851. Dangerous buildings

The municipal officers in the case of a municipality or the county commissioners in the case of the unorganized or deorganized areas in their county may after notice pursuant to section 2857 and hearing adjudge a building to be a nuisance or dangerous, in accordance with subsection 2-A, and may make and record an order, in accordance with subsection 3, prescribing what disposal must be made of that building. The order may allow for delay of disposal if the owner or party in interest has demonstrated the ability and willingness to satisfactorily rehabilitate the building. If an appeal pursuant to section 2852 is not filed or, if an appeal pursuant to section 2852 is filed and the Superior Court does not order, stay or overturn the order to dispose of the building, the municipal officers or the county commissioners shall cause the nuisance to be abated or removed in compliance with the order. After recording an attested copy of the notice required by section 2857 in the registry of deeds located within the county where the building is situated, the municipality or the county may seek a writ of attachment of the property on which the building is located in accordance with Title 14, chapter 507 and the Maine Rules of Civil Procedure. [PL 2019, c. 557, §1 (AMD).]

For the purposes of this subchapter, "building" means a building or structure or any portion of a building or structure or any wharf, pier, pilings or any portion of a wharf, pier or pilings thereof that is or was located on or extending from land within the boundaries of the municipality or the unorganized or deorganized area, as measured from low water mark, and "parties in interest" has the same meaning as in Title 14, section 6321. [PL 2017, c. 136, §1 (NEW).]

1. Notice.

[PL 2017, c. 136, §1 (RP).]

2. Notice; how published.

[PL 2017, c. 136, §1 (RP).]

2-A. Standard. To adjudge a building to be a nuisance or dangerous, the municipal officers or county commissioners must find that the building is structurally unsafe, unstable or unsanitary; constitutes a fire hazard; is unsuitable or improper for the use or occupancy to which it is put; constitutes a hazard to health or safety because of inadequate maintenance, dilapidation, obsolescence or abandonment; or is otherwise dangerous to life or property.

[PL 2017, c. 136, §1 (NEW).]

3. Recording of the order. An order made by the municipal officers or county commissioners under this section must be recorded by the municipal or county clerk, who shall cause an attested copy to be served upon the owner and all parties in interest in the same way service of process is made in accordance with the Maine Rules of Civil Procedure. If the name or address cannot be ascertained, the clerk shall publish a copy of the order in the same manner as provided for notice in section 2857.

[PL 2017, c. 136, §1 (AMD).]

4. Proceedings in Superior Court. In addition to proceedings before the municipal officers or the county commissioners, the municipality or the county may seek an order of demolition by filing a complaint in the Superior Court situated in the county where the building is located. The complaint must identify the location of the property and set forth the reasons why the municipality or the county seeks its removal. Service of the complaint must be made upon the owner and parties in interest in accordance with the Maine Rules of Civil Procedure. After hearing before the court sitting without a jury, the court shall issue an appropriate order and, if it requires removal of the building, it shall award costs as authorized by this subchapter to the municipality or the county. The municipality or the county may petition the court for a writ of attachment of the property on which the building is located in accordance with Title 14, chapter 507 and the Maine Rules of Civil Procedure. Appeal from a decision of the Superior Court is to the law court in accordance with the Maine Rules of Civil Procedure.

[PL 2019, c. 557, §2 (AMD).]

SECTION HISTORY

PL 1965, c. 284 (RPR). PL 1967, c. 401, §1 (AMD). PL 1973, c. 143, §1 (AMD). PL 1979, c. 27, §§1-3 (AMD). PL 1997, c. 6, §1 (AMD). PL 2017, c. 136, §1 (AMD). PL 2019, c. 557, §§1, 2 (AMD).

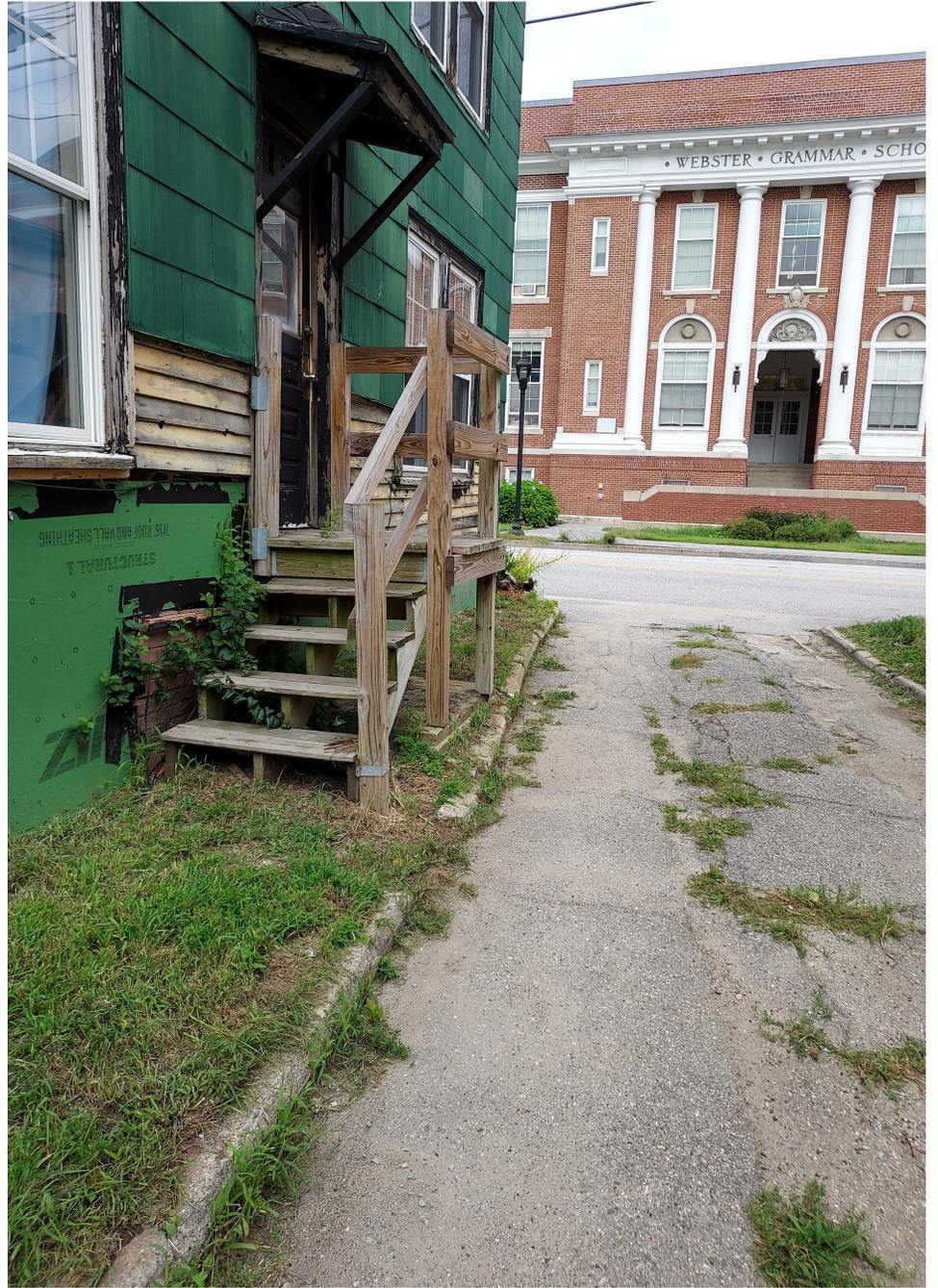
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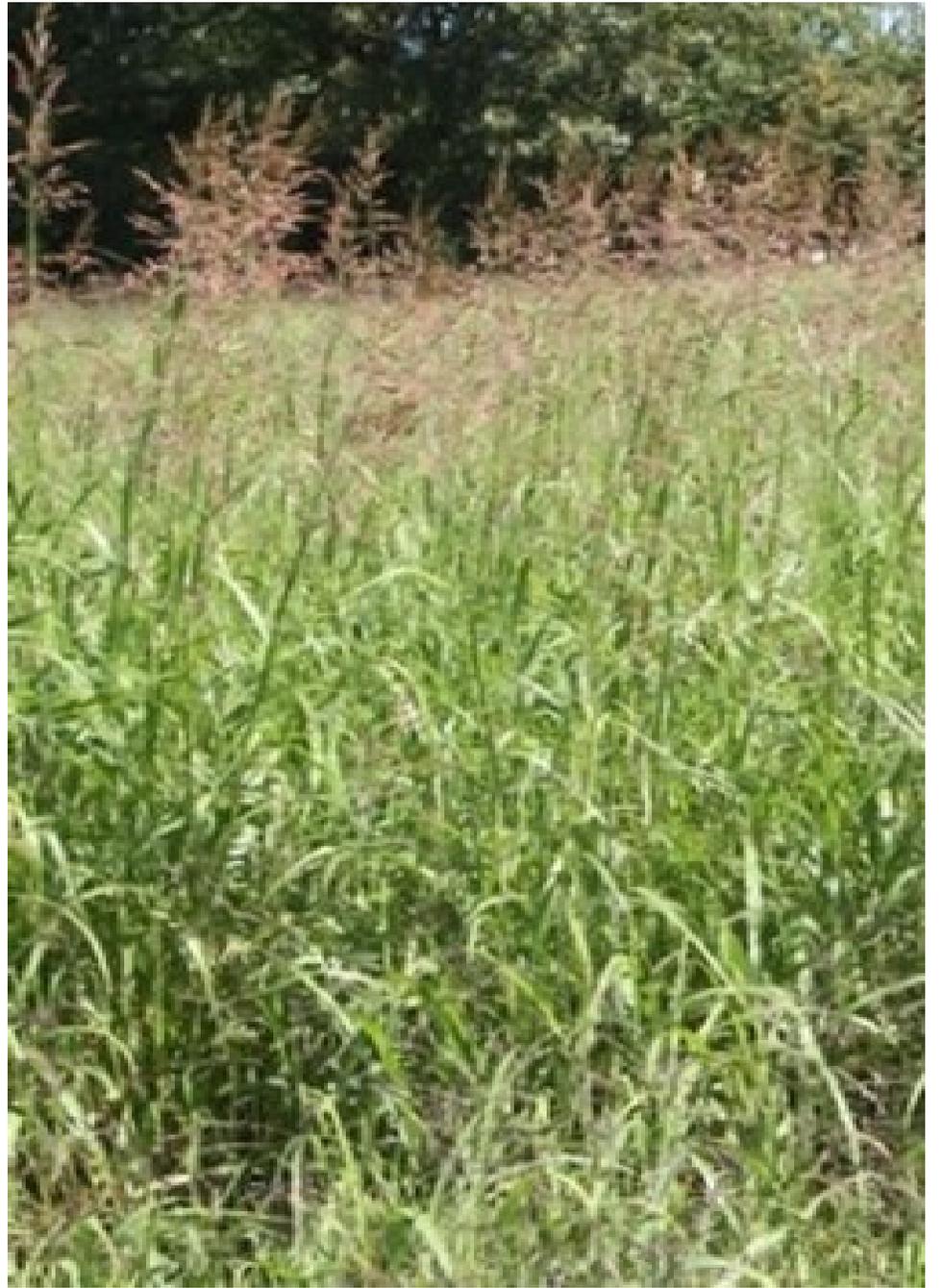
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City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: October 17, 2022

Subject: Executive Session

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

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

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

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

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

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

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

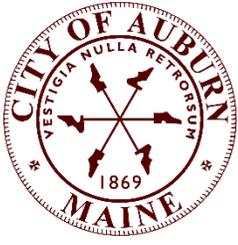
D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both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

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

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

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

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



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: October 17, 2022

Order: 136-10172022

Author: Sue Clements-Dallaire, City Clerk

Subject: Confirming Mayor Levesque's appointment of alternate member of the Ethics Panel

Information: Auburn's Ordinance states that two regular voting members and one alternate member are appointed by the Mayor and confirmed by the City Council and one regular voting member and one alternate is appointed by the School Committee Chair and confirmed by the School Committee.

The Mayor appointed alternate seat is vacant. Mayor Levesque would like to appoint Tara Paradie to fill this seat, which requires confirmation by a vote of the City Council. This is a three year term, term expiration date 11/1/2025.

City Budgetary Impacts: N/A

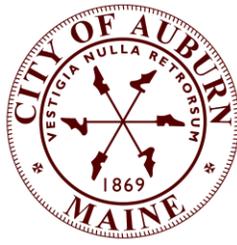
Staff Recommended Action: Consider passage.

Previous Meetings and History: N/A

City Manager Comments:

I concur with the recommendation. Signature:

Attachments: Order 136-10172022



ORDER 136-10172022

City Council Order

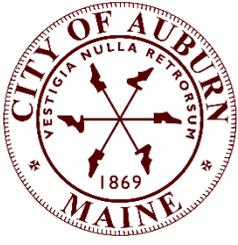
IN CITY COUNCIL

ORDERED, that the City Council hereby confirms the Mayor's appointment of Tara Paradie as alternate member of the Ethics Panel for a three year term ending November 1, 2025.

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

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

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



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: October 17, 2022

Orders: 137-10172022 through 140-10172022

Author: Sue Clements-Dallaire, City Clerk

Subject: Board and Committee Appointments

The Appointment Committee met on October 11, 2022 to review applications and make their nominations for various boards and committees of the City as follows:

Auburn Housing Authority – Ronald Spofford (re-appointment), term expiration of 10/01/2027.

Complete Streets Committee – Wesley Mech, term expiration of 01/01/2025.

Parks & Recreation Advisory Board – Misty Edgecomb (re-appointment), term expiration of 10/01/2024.

Parks & Recreation Advisory Board – Haley Warden (re-appointment), term expiration of 10/01/2024.

City Budgetary Impacts: None

Staff Recommended Action: Motion to appoint members as recommended by the Appointment Committee.

Previous Meetings and History: The Appointment Committee met on October 11, 2022 to make their recommendations.

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments: Vacancies, Application Spreadsheet, Applications, Orders

October 11, 2022

Applicant List

Board or Committee	Ward	Last Name	First Name	Address
Auburn Housing Authority	4	*Spofford	Ronald	156 Main Street, Apt. 417
Complete Streets Committee	2	Mech	Wesley	42 Fern Street
Parks & Recreation Advisory Board	2	*Edgecomb	Misty	26 Oakland Street
	5	*Warden	Haley	100 Vickery Road

* Indicates this applicant is seeking re-appointment

** Indicates this person is an associate/alternate member seeking full member status

VACANCIES

Age Friendly Committee - 2 vacancies, term expirations June 1, 2023

Auburn Housing Authority - 2 vacancies, term expirations October 1, 2027

Audit Committee - 1 vacancy, term expiration TBD

City Council Student Representative - 2 appointments

Complete Streets Committee - 2 vacancies, term expiration of January 1, 2023 and January 1, 2025

Parks & Recreation Advisory Board - 5 vacancies, one with a term expiration October 1, 2023, four with term expirations of October 1, 2024

Registration Appeals Board Chair - 1 vacancy with a 4 year term

Regulatory Advisory Board - 4 vacancies, term expirations are June 1, 2024, and June 1, 2025

CITY OF AUBURN
BOARD & COMMITTEE
*Re-*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: September 27, '22
Last name: SPOFFORD First name: RONALD Middle initial: ✓
Residence address: 156 MAIN ST. Apt 417 Ward: 4
City: Auburn State: ME Zip code: 04210
Home phone: 207 740-4084 Work phone: same Cell phone: same
Email address: NA

Current occupation: Retired

Previous occupation (if retired or no longer working): Teacher/then, church sexton

Educational and/or experience (or attach your resume): graduate, USM (then GSTC) BS. Ed.

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"/> Complete Streets Committee | <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"/> Planning Board | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> St. Louis Bells Committee | <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).

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 Housing Authority **YES**
October 1, - present
2019 *see other side*

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: *Ronald Spafford* Date: *September 27, '22*

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: *9/28/2022*
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

I'm a resident commissioner,
one of two, and not an at-large
Commissioner. There are seven in all.

Both Martin Szydlowski, Executive Director,
AHA and Arthur Wing, president of
Board of Commissioners AHA have
encouraged me to submit this
re-appointment application. Both
want me to continue with
a re-newed term as [resident]*
commissioner.

By submitting this application, I
make clear my intent to continue
serving.

* not to be put in pool of "at-large" applicants

Susan Clements-Dallaire

From: donotreply@auburnmaine.gov
Sent: Friday, September 16, 2022 2:59 PM
To: Susan Clements-Dallaire
Subject: A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

First Name: Wesley

Middle Initial:

Last Name: Mech

Residence Address: 42 Fern Street

Ward: Ward 2

City: Auburn

Home Phone: 570-606-9977

Cell Phone: 570-606-9977

E-mail Address: wesleymmech@gmail.com

Current Occupation: Seasonal Garden Merchandiser

Previous Occupation (if retired or no longer working):

Education and/or experience: M.S. in Natural Resources

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Complete Streets Committee

OTHER (Ad-Hoc Committees not on the list above)::

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): To help make Lewiston/Auburn a more inviting and safe community for non-motorized transit.

What do you hope to accomplish?: To learn how municipal committees influence community development and to be part of the solution in improving mixed usages of the city's streets.

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

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?: Auburn City website

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.
By typing your full name below, you are "signing" this electronic application.: Wesley Mech

Date of Electronic Signature: 09/16/2022

Susan Clements-Dallaire

From: donotreply@auburnmaine.gov
Sent: Monday, September 12, 2022 9:59 AM
To: Susan Clements-Dallaire
Subject: A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

First Name: Misty

Middle Initial:

Last Name: Edgecomb

Residence Address: 26 Oakland st

Ward: Ward 2

City: Auburn

Home Phone: 2072403910

Cell Phone: 2072403910

E-mail Address: mislyn02@gmail.com

Current Occupation: Business owner

Previous Occupation (if retired or no longer working):

Education and/or experience: Current Board chair of Parks and Recreation board

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Parks & Recreation Advisory Board

OTHER (Ad-Hoc Committees not on the list above)::

This application is for a... (choose one): Reappointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I have projects going right now in the Parks and Recreation board that I am really excited to see get off of the ground. I want to see these projects through to make sure they do not get overlooked.

What do you hope to accomplish?: I want the design of the community food forest to be completed, and the beach at Lake Grove Park to get an aeration system.

Are you presently serving on a City or Community Board or Committee? If so, which one(s): Yes, Parks and Rec advisory board

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

Dates served (if known):

How did you learn of this vacancy?:

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.
By typing your full name below, you are "signing" this electronic application.: Misty Edgecomb

Date of Electronic Signature: 9-12-2022

Susan Clements-Dallaire

From: donotreply@auburnmaine.gov
Sent: Wednesday, September 14, 2022 6:01 PM
To: Susan Clements-Dallaire
Subject: A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

First Name: Haley

Middle Initial:

Last Name: Warden

Residence Address: 100 Vickery Road

Ward: Ward 5

City: Auburn

Home Phone: 2072417901

Cell Phone: 8184810460

E-mail Address: haleyjwarden@gmail.com

Current Occupation: Director of Engagement

Previous Occupation (if retired or no longer working):

Education and/or experience: Auburn Public Library/Auburn Recreation Department

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Parks & Recreation Advisory Board

OTHER (Ad-Hoc Committees not on the list above)::

This application is for a... (choose one): Reappointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I would like to continue serving on the Parks and Recreation board.

What do you hope to accomplish?: Bringing more recreational opportunities for our community.

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

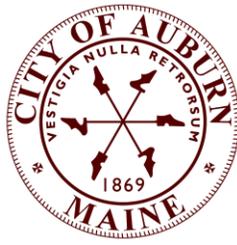
Have you previously served on a City or Community Board or Committee? If so, which one(s)?: No

Dates served (if known):

How did you learn of this vacancy?:

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.
By typing your full name below, you are "signing" this electronic application.: Haley Warden

Date of Electronic Signature: 9/14/2022



ORDER 137-10172022

City Council Order

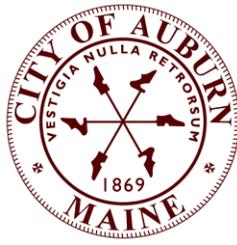
IN CITY COUNCIL

ORDERED, that the City Council hereby re-appoints Misty Edgecomb to the Parks & Recreation Advisory Board with a 10-1-2024 term expiration.

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

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

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



ORDER 138-10172022

City Council Order

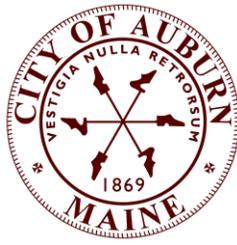
IN CITY COUNCIL

ORDERED, that the City Council hereby re-appoints Haley Warden to the Parks & Recreation Advisory Board with a 10-1-2024 term expiration.

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

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

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



ORDER 139-10172022

City Council Order

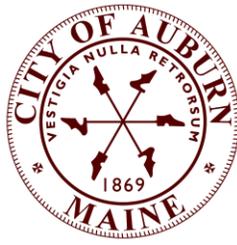
IN CITY COUNCIL

ORDERED, that the City Council hereby re-appoints Ronald Spofford to the Auburn Housing Authority Board of Trustees with a term expiration of 10/01/2027.

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

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

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



ORDER 140-10172022

City Council Order

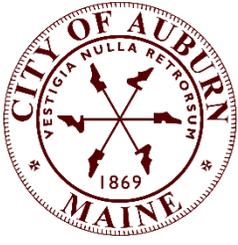
IN CITY COUNCIL

ORDERED, that the City Council hereby appoints Wesley Mech to the Complete Streets Committee with a term expiration of 01/01/2025.

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

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

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



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: October 17, 2022

Order: 141-10172022

Author: Sue Clements-Dallaire, City Clerk

Subject: Confirming the Mayoral Appointments to the Ad Hoc Committee to develop permit ready housing

The Mayor would like to appoint the following applicants to serve on his Ad Hoc Committee to develop permit ready housing in Auburn:

Rebecca Gagnon
Robert Hayes
Laura Shaw
Carl Skilling
Ryan Smith

City Budgetary Impacts: None

Staff Recommended Action: Motion to confirm the Mayor's recommendations to serve on the Committee.

Previous Meetings and History: September 6, 2022

City Manager Comments:

Phillip Crowell, Jr.

I concur with the recommendation. Signature:

Attachments: Applications, Orders



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: 10/11/22

Last name: Shaw First name: Laura Middle initial: E.

Residence address: 15 Linden St. Ward: 2

City: Auburn State: Maine Zip code: 04210

Home phone: _____ Work phone: _____ Cell phone: 207-212-5324

Email address: lauraelizabeth08@gmail.com

Current occupation: Director of Special Ed / Auburn School Dept.

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

Educational and/or experience (or attach your resume): MSED Educational Leadership
29 years for ASD

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

Mayor's ad hoc committee on permit ready plans

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 am interested in having input into encouraging residential neighborhoods that are desirable to current and potential Auburn residents.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I'm hoping that, as part of this ad hoc committee, we can help propose interesting and aesthetically-pleasing residential options for all demographics.

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? Jason Levesque

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: Laura Shaw Date: October 11, 2022

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: _____

Susan Clements-Dallaire

From: donotreply@auburnmaine.gov
Sent: Thursday, October 6, 2022 1:39 PM
To: Susan Clements-Dallaire
Subject: A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

First Name: Rebecca

Middle Initial: L

Last Name: Gagnon

Residence Address: 48 Harvest Hill Rd

Ward: Ward 4

City: Auburn

Home Phone: 2078377025

Cell Phone: 2078377025

E-mail Address: Rfield@une.edu

Current Occupation: Executive Director

Previous Occupation (if retired or no longer working):

Education and/or experience: Bachelors

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Mayor's Ad Hoc Committee to Develop Permit-Ready Housing Plans

OTHER (Ad-Hoc Committees not on the list above)::

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I am a long standing resident of auburn and have been to multiple city council meetings and planning board meetings about the subject.

What do you hope to accomplish?: Impact change within the city of auburn.

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

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?:

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.
By typing your full name below, you are "signing" this electronic application.: Rebecca Gagnon

Date of Electronic Signature: 10/6/2022

Susan Clements-Dallaire

From: donotreply@auburnmaine.gov
Sent: Thursday, September 22, 2022 2:46 PM
To: Susan Clements-Dallaire
Subject: A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

First Name: Robert

Middle Initial:

Last Name: Hayes

Residence Address: 172 Allen Ave.

Ward: Ward 2

City: Auburn

Home Phone: 207-782-1386

Cell Phone: 2072323903

E-mail Address: jlhayes1868@yahoo.com

Current Occupation: Retired

Previous Occupation (if retired or no longer working): Small business owner/manager

Education and/or experience: ELHS, Union College (New York) BS'69, Un. of ME (Portland) BS'75, E.C.Jordan Co. (Portland) '69-'70, '73-'75 tland)

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Citizens Advisory Committee

OTHER (Ad-Hoc Committees not on the list above):: Mayor's Housing Design

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): To participate in the selection process of housing designs that complement and enhance neighborhood profiles

What do you hope to accomplish?: To strengthen neighborhood characteristics and livability

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

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

Dates served (if known): P.B.: '77-'89, Council: '03-'15,'17-'19

How did you learn of this vacancy?: Council Meeting

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.
By typing your full name below, you are "signing" this electronic application.: ROBERT P HAYES

Date of Electronic Signature: 9/23/2022

Susan Clements-Dallaire

From: donotreply@auburnmaine.gov
Sent: Thursday, October 6, 2022 8:17 PM
To: Susan Clements-Dallaire
Subject: A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

First Name: Carl

Middle Initial:

Last Name: Skillling

Residence Address: 1425 riverside dr

Ward: Ward 5

City: Auburn

Home Phone: 207-240-2645

Cell Phone: 207-240-2645

E-mail Address: Crskilling@gmail.com

Current Occupation: Sakes

Previous Occupation (if retired or no longer working):

Education and/or experience: Bachelors in Business Administration

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Mayor's Ad Hoc Committee to Develop Permit-Ready Housing Plans

OTHER (Ad-Hoc Committees not on the list above):

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): My background includes several different positions in the construction industry. I have work for my family owned excavation company, a pipeline supply company and currently a buildings product manufacturer. I have a passion for the City of Auburn and would like to contribute the resources I have.

What do you hope to accomplish?: I hope to accomplish input to the committee that lead to helping Auburn grow and succeed.

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

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?: Mayors Facebook post

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.
By typing your full name below, you are "signing" this electronic application.: Carl R. Skilling

Date of Electronic Signature: 10/6/22

Susan Clements-Dallaire

From: donotreply@auburnmaine.gov
Sent: Wednesday, October 5, 2022 4:44 PM
To: Susan Clements-Dallaire
Subject: A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

First Name: Ryan

Middle Initial: E

Last Name: Smith

Residence Address: 14 Weaver St.

Ward: Ward 2

City: Auburn

Home Phone: 2602392229

Cell Phone: 2602392229

E-mail Address: rychemsmith@gmail.com

Current Occupation: Code Enforcement Officer

Previous Occupation (if retired or no longer working):

Education and/or experience: BA in Business; 4 years of general contracting/sales/design/project management experience, completing over 80 new construction projects; current code enforcement officer; hands-on frame to finish carpentry experience; vocational school - construction

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one).: Mayor's Ad Hoc Committee to Develop Permit-Ready Housing Plans

OTHER (Ad-Hoc Committees not on the list above)::

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I've come to the realization that if I want Auburn to continue to be a great city, I need to step up and be a part of that change where I can deploy past experience and expertise to help. I believe those who have the necessary skills and knowledge need to step up when they can, and by joining this committee, I believe I would be doing just that.

What do you hope to accomplish?: I hope to help make these floorplans viable for usage by many who want to build in Auburn. I built my own home in Auburn on a 50' x 82' lot, starting with the building permit in November of 2021, and

had to really think through the design to make it work with maximum efficiency. I can bring those same thoughts and lessons to this committee.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? Yes; Citizens for Sensible Growth (petition committee)

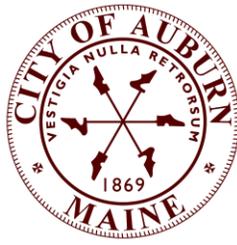
Have you previously served on a City or Community Board or Committee? If so, which one(s)? N/A

Dates served (if known): April 2022 to current

How did you learn of this vacancy?: City Council meeting (in-person)

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above. By typing your full name below, you are "signing" this electronic application.: Ryan Christopher Edward Smith

Date of Electronic Signature: 10/05/2022



ORDER 141-10172022

City Council Order

IN CITY COUNCIL

ORDERED, that the City Council hereby confirms the following Mayoral appointments to the Ad Hoc Committee to Develop Permit Ready Housing:

Rebecca Gagnon
Robert Hayes
Laura Shaw
Carl Skilling
Ryan Smith

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

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

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

IN COUNCIL REGULAR MEETING OCTOBER 3, 2022, VOL. 36 PAGE 300

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

Pledge of Allegiance

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

1. Order 135-10032022*

Confirming Chief Moen's appointments of Trevor Gagnon, Noor Shidad, Christopher Ivers, and Timothy Robinson as Constables with firearm for the Auburn Police Department.

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

Passage 7-0.

II. Minutes - September 19, 2022, Regular Council Meeting

Motion was made by Councilor Gerry and seconded by Councilor Walker to approve the minutes of the September 19, 2022 Regular Council meeting.

Passage 7-0.

III. Communications, Presentations and Recognitions

- Communication - Lake Auburn Watershed Protection Commission Resolution
- T-4.2B Education Presentation Schedule
- Council Communications (about and to the community)

Manager Crowell reported that he spoke with community members about how to enhance communications with the public. We are now using a different format for our newsletter. The public can sign up for various notifications under the "alert me" feature on our website. He reported that there were some email issues where emails were not working properly, but that is being worked on and should be resolved soon. The Police Department is sending out weekly crime statistics for the public. He reminded everyone that we are closed on Monday, October 10th in observance for Indigenous Peoples Day. He also reported that we have received over 150 applications for the Christmas Village event. About 18 will be selected out of the 150 applicants.

Councilor Walker reported that the Age Friendly Committee will hold a bean supper at the Senior Community Center on Saturday, October 15th from 4:00 pm to 5:30 pm. There is no charge, however donations are welcome and will be used for future dinners. Anyone that would like to attend are encouraged to call 333-6601 ext. 2108 so they will have an idea how many plan on attending. He also reported that the United New Auburn

Association will be holding their Halloween event in Anniversary Park on Sunday, October 30th from 1-3 pm with plenty of candy to hand out.

IV. Open Session

Ben Lounsbury asked why the communication item on the Lake Auburn Watershed Protection wasn't discussed. He also stated that he is concerned that the Planning and Permitting staff will be overloaded if all of the additional development goes through. He also spoke about a horse farm in his neighborhood that he stated was not in compliance with the terms of the permit and it seems that nothing is being done about it.

Pam Rousseau, 745 West Auburn Road, said that she would like to know what the city has spent of taxpayer money on attorney costs.

V. Unfinished Business

1. Order 125-09062022

Allocating \$1,500,000.00 ARPA (American Rescue Plan Act) funding for home relief.

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

Public comment – No one from the public spoke.

Motion was made by Councilor Whiting and seconded by Councilor Walker to amend the \$1,500,000.00 amount to \$700,000 with the terms and conditions outlined in the staff memorandum.

Passage 7-0.

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

2. Ordinance 21-09192022

Amending the GA Maximum Appendices. Second reading.

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

Public comment – No one from the public spoke.

Passage 7-0. A roll call vote taken.

VI. New Business

1. Ordinance 22-10032022 Amending Chapter 14, Sec. 14-49, Exemptions from license requirement or fees of the City Code. Public hearing and first reading.

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

Public hearing – No one from the public spoke.

Passage 7-0. A roll call vote was taken.

Ordinance 23-10032022

Adopting the Street Tree Sustainability Ordinance. Public hearing and first reading.

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

Public hearing – Dave Griswold spoke in favor of this proposed ordinance and thanked Councilors for their support.

Passage 7-0. A roll call vote was taken.

2. Resolve 08-10032022

Requesting increased State involvement for better outcomes for those unhoused.

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

Public comment – Mike Gilligan, 107 Newbury Street said it is wonderful that we are reaching out to the state for assistance but we have to act and come up with a comprehensive plan.

Passage 7-0.

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

VIII. Reports (from sub-committees to Council)

Mayor's Levesque stated that this past weekend was an emotional weekend where we celebrated the life and memorialized the passing of Steven Roop, owner of Roopers adding that it was the largest funeral we've seen in Lewiston Auburn for generations. He reported that there is a School Committee meeting on Wednesday where they will be setting goals for the Superintendent, and he will discuss the dual enrollment resolve that the Council voted on.

Councilor Walker reported that the Age Friendly Group has been working with Bell's Potato Farm and recently came up with a deal to give away potatoes. They were able to purchase 15 tons of potatoes to give out to senior citizens that are in need.

IX. Executive Sessions

Economic Development (continuation from workshop executive session discussion), pursuant to 1 M.R.S.A. §405 (6)(C).

Motion was made by Councilor Milks and seconded by Councilor Gerry. Passage 7-0. Time 7:40 pm.

IN COUNCIL REGULAR MEETING OCTOBER 3, 2022, VOL. 36 PAGE 303

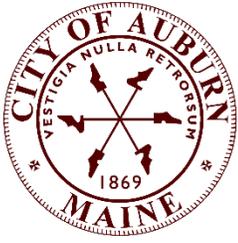
Council was declared out of executive session at 8:30 pm.

- X. Adjournment** – Motion was made by Councilor Milks and seconded by Councilor Morin to adjourn. Unanimously approved and the meeting adjourned at 8:30 pm.

A TRUE COPY

ATTEST *Susan Clements-Dallaire*

Susan Clements-Dallaire, City Clerk



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: October 17, 2022

Ordinance: 22-10032022

Author: Sue Clements-Dallaire, City Clerk

Subject: Food Service Establishment – Concession Stands

Information: During the September 6, 2022 Council meeting, Councilor Morin reported that he was contacted by a constituent whose six year old son wanted to run a lemonade stand to try to raise money to purchase a guitar. They came to Auburn Hall to obtain a permit and was told that the permit would be \$200. This was discussed at the September 19, 2022 City Council workshop.

Three options below were presented to the City Council for consideration:

1. Determine on a case by case basis under Sec. 14-31 Fees; Waiver which gives the City Council the option of waiving business licensing fee on a case by case basis and would not require an ordinance change.
2. Delegate the authority to waive the fee for minors operating a temporary lemonade (or concession) stand on private property to the City Clerk. This would be an ordinance change which would require a public hearing and two readings.
3. Add a provision under Sec. 14-49, Exemptions from license requirements or fees, which would exempt minors operating a temporary lemonade (or concession stand) on private property. This would be an ordinance change which would require a public hearing and two readings.

After much discussion, Council seemed to be in favor of option 3.

City Budgetary Impacts: N/A

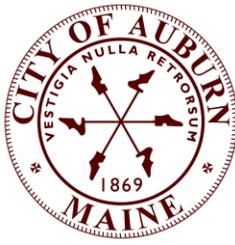
Staff Recommended Action: Consider passage of the proposed ordinance amendment.

Previous Meetings and History: Councilor Morin discussed bringing this forward during the 9/6/2022 Council meeting. This item was discussed at the September 19, 2022 Council workshop. A public hearing and passage of the first reading was on 10/03/2022.

City Manager Comments:

I concur with the recommendation. Signature:

Attachments: Proposed ordinance amendment



City Council Ordinance

IN CITY COUNCIL

Amending the Code of Ordinances, Chapter 14, Sec. 14-49 Exemptions from license requirement or fees.

Be it ordained, that the City Council hereby amends the Code of Ordinances, Chapter 14, Sec. 14-49 to include exemption (h) Minors operating a temporary concession stand on private property.

Sec. 14-49. Exemptions from license requirement or fees.

- (a) Persons acting pursuant to an order or process of a court of competent jurisdiction and persons acting in accordance with their powers and duties as public officers, such as sheriffs and marshals, shall not be required to secure a local license.
- (b) Orphanages and public and private hospitals, as defined in the laws of the State, shall not be required to secure a local business license to operate a children's home or day care facility.
- (c) Persons selling, exclusively, farm, dairy, orchard or fish products of their own production shall not be required to obtain a local license.
- (d) No charge shall be made for the issuance of a solicitor's license, blasting permit or chimney cleaner permit; however, persons traveling by foot, wagon, automotive vehicle or any other type of conveyance, from place to place, from house to house or from street to street selling magazines or other merchandise by sample, list or catalogue for future delivery shall be required to obtain a local itinerant vendor/peddler's license.
- (e) Persons licensed in accordance with state law to maintain an automobile graveyard or junkyard shall not be required to obtain a local license to also operate as a junk collector.
- (f) Persons who use their own homes to provide foster care to children shall not be required to obtain a local license.
- (g) Public or private school cafeterias and nursing homes shall not be required to obtain a local food service establishment license.

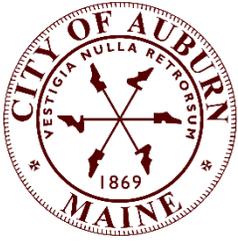
(h) Minors operating a temporary concession stand on private property.

(Ord. No. 38-02072011-05, att. § 24-48, 2-7-2011)

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

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

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



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: October 17, 2022

Ordinance: 23-10032022

Author: Phil Crowell, City Manager

Subject: Forestry Board and Tree Streets

Information: On March 21, 2022, Dave Griswold and Councilor Staples provided an update on the development of a street tree sustainability ordinance in order to provide information, planning and resources necessary to ensure the long-term viability and sustainability of the street tree component of the community forest.

Reasons for this ordinance:

1. The street tree component of the community forest has declined over time due to limited resources applied to maintain it.
 2. Emerald Ash Borer (EAB) is a looming threat that is almost certain to impact Auburn's 430 ash street trees in the next decade.
 3. This proposal is the result of discussions of the Community Forest Subcommittee of the former Conservation Commission, the former Conservation Commission, a City Council Workshop, the Sustainability and Natural Resources Management Board, from September 2021 to present.
 4. This proposed ordinance provides for data collection, planning and budgeting necessary to address a significant sustainability issue.
-

City Budgetary Impacts: \$25,000 was allocated during the FY23 appropriation to implement this ordinance.

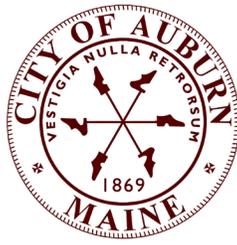
Staff Recommended Action: Consider passage.

Previous Meetings and History: March 21, 2022, and June 27, 2022. A public hearing and passage of first reading was on October 3, 2022.

City Manager Comments:

I concur with the recommendation. Signature:

Attachments: Proposed ordinance and the Public Works policies for the implementation of the new ordinance.



City Council Ordinance

IN CITY COUNCIL

Adopting Division 3 - Street Tree Sustainability under Chapter 56 – Vegetation, Article II – Trees and Shrubs in the Auburn Code of Ordinances.

Be it ordained, that the City Council hereby adopts Division 3 – Street Tree Sustainability under Chapter 56 – Vegetation, Article II – Trees and Shrubs as attached.

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

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

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

Street Tree Sustainability Ordinance

Chapter 56- Vegetation

Article II. -Trees and Shrubs

Division 3. - Street Tree Sustainability

Sec. 56-xx - Purpose.

The city recognizes that trees promote the health, safety, and welfare of the city and its residents by promoting social well-being and a positive public image of the city. In order to sustain the community forest, the city requires data collection, planning and resources to mitigate the potential loss of this valuable public resource. Accordingly, the city adopts this sustainability ordinance to promote the information, planning, and resources necessary to ensure the long-term viability and sustainability of the community forest.

Sec. 56-xx – Authority.

This division is enacted pursuant to the Home Rule Authority granted to the city in accordance with the provisions of 30-A M.R.S.A. § 3001.

Sec. 56-xx – Definitions.

Street Tree. Any tree which is located on land owned by the city and deemed appropriate for inclusion in the Street Tree Inventory by the municipal arborist; or, a public shade tree as defined at 30-A M.R.S.A. § 3281, which is located within or upon the limits of any municipal road, public right of way, or highway, regardless of whether the roadway is classified as a highway under state law.

Street Tree Inventory. A database maintained by the municipal arborist or the public works director or his or her designee, identifying the location of each Street Tree by reference to the city's GIS system and listing its species, diameter, condition, and hazard risk.

Removed Street Tree. A Street Tree which has been cut down or otherwise eliminated due to: insect, disease, or weather-related conditions; the existence of unnecessary risks to life or property as determined by the municipal arborist; the construction or maintenance of public roads and rights of way; the request of the owner of property on which the Street Tree is located; or other accident or casualty event.

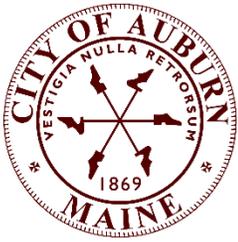
Sec. 56-xx Maintenance of Street Tree Inventory

The municipal arborist shall keep the Street Tree Inventory up to date by:

- (1) keeping annual records concerning the removal, planting and maintenance of Street Trees;
- (2) periodically reviewing the condition and any associated hazard of all Street Trees; and
- (3) updating the Street Tree Inventory as needed to reflect information collected in parts 1 and 2.

Sec. 56- xx Replacement of removed Street Trees

- (1) Each fiscal year, the municipal arborist shall propose to the city manager, a budget sufficient for the city to purchase, plant and maintain the number of trees equal to the number of Removed Street Trees from the previous fiscal year. Replacement trees may be placed at the sites of Removed Street Trees, or at other locations which the municipal arborist deems appropriate in light of the Purpose of this Division stated above, in consultation with the Community Forest Working Group or any successor committee.
- (2) The City Council shall consider replacement of Removed Street Trees as part of the adoption of each year's municipal budget. To the extent the final budget adopted by the city council is insufficient to fund all of the replacement trees requested by the municipal arborist, the number of unfunded replacement trees shall be carried forward and added to the list of trees to be replaced in future years.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: October 17, 2022

Order: 142-10172022

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

Subject: Sustainable Auburn Program

Information: The Current Sustainable Auburn City Match of Efficiency Maine Residential Grants for qualifying purchases as of September 30, 2022, had \$94,183.28 remaining. This Order will add \$200,000 to the pool which should carry the program through the rest of the fiscal year.

City Budgetary Impacts: None

Staff Recommended Action: Approve the Order as presented.

Previous Meetings and History: July 19, 2021, Order 75-07192021 was the initial enactment of the program, March 7, 2022, Order 39-03072022 was the reallocation authorizing expanded qualifications.

City Manager Comments:

I concur with the recommendation. Signature:

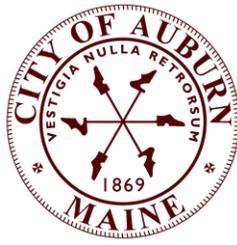
Attachments:

We have processed 215 applications, totaling \$160,119.99 (average rebate \$745). We are averaging about 18 applications a month.

We have had 12 Auburn residents apply for a second rebate.

list of the rebated products:

116	Hybrid Hot Water Heaters
47	Tier II Heat pumps
20	Tier I Heat pumps
18	Washing Machines
6	Insulation projects
3	Air Purifiers
1	Circulator Pump
1	Biomass Boiler



ORDER 142-10172022

City Council Order

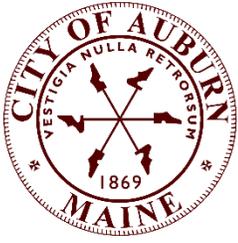
IN CITY COUNCIL

ORDERED, that the City Council allocates an additional Two Hundred Thousand Dollars (\$200,000) of ARPA Funds to be added to the Two Hundred Fifty Thousand Dollars (\$250,000) allocated under order 75-07192021 to be used in accordance with the established Sustainable Auburn Match Program guidelines and as they may be amended.

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

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

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



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: October 17, 2022

Orders: 143-10172022 and 144-10172022

Author: Jay Brenchick, Director of Economic Development

Subject: Sale of City-Owned Properties

Information: The Economic Development department has identified 2 city-owned properties that have the potential to create economic impact if sold. The Economic Development Department will market the properties to be sold via the city approved bid process.

Properties are:

1865 Hotel Road, parcel ID 187-005

145 Eastman Lane, parcel ID 079-004

City Budgetary Impacts: None

Staff Recommended Action: Approve the order as presented

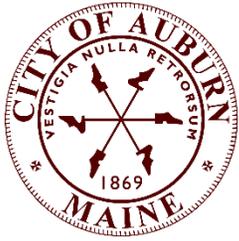
Previous Meetings and History: None

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments: City Owned Properties



**City of Auburn
Proposed Sale of City-Owned Properties
City Council Meeting October 17, 2022**

Jay Brenchick, Director of Economic Development

Subject: The City of Auburn Economic Development Department seeks approval to sell the city-owned properties below through the city's approved bid process. Applicants will be required to share a short narrative describing what they plan to build as well as the project's anticipated timeline and completion date.

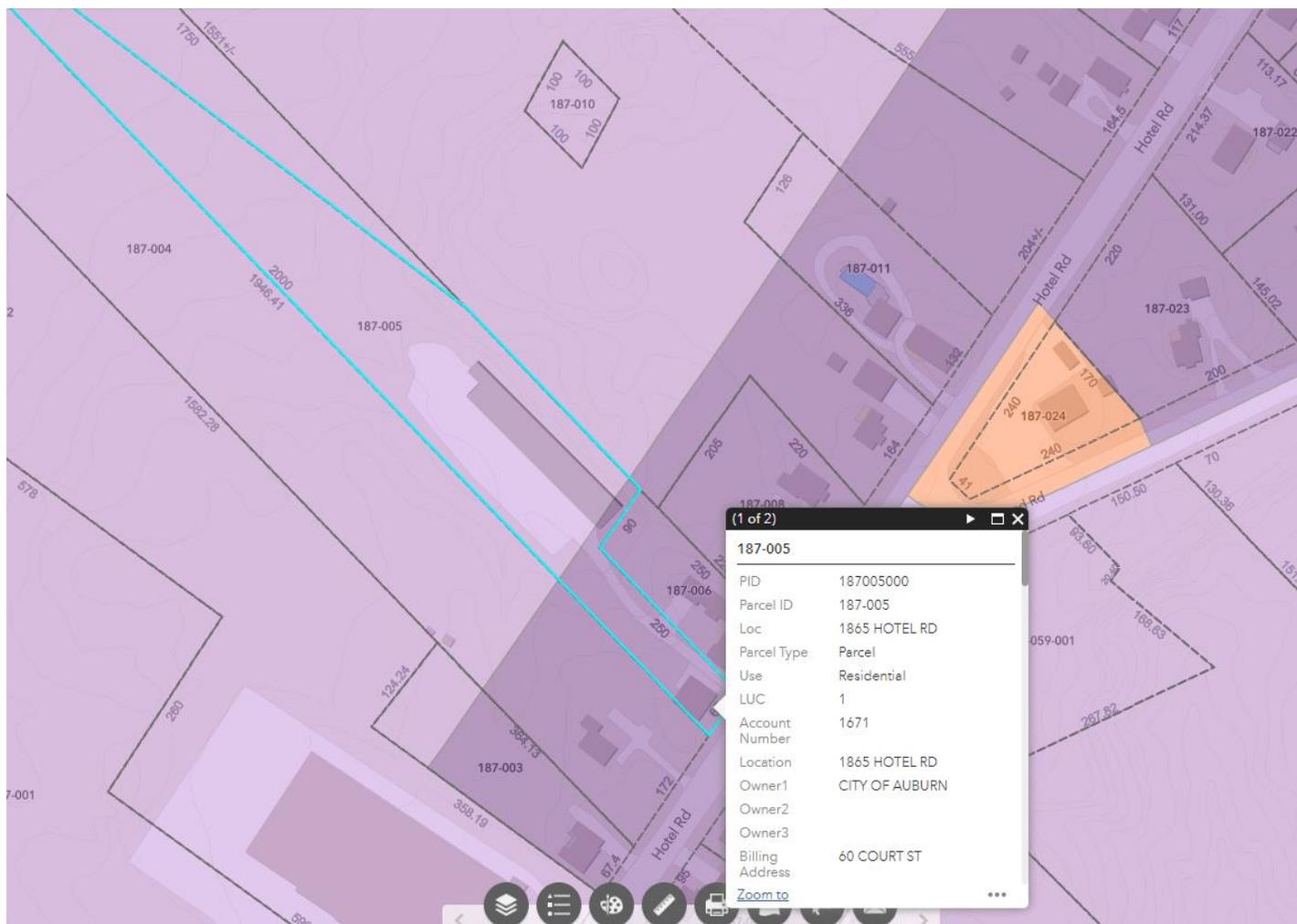
Address	Description
1865 Hotel Road	Parcel ID: 187-005
145 Eastman Lane	Parcel ID: 079-004

1865 Hotel Road / Parcel ID 187-005

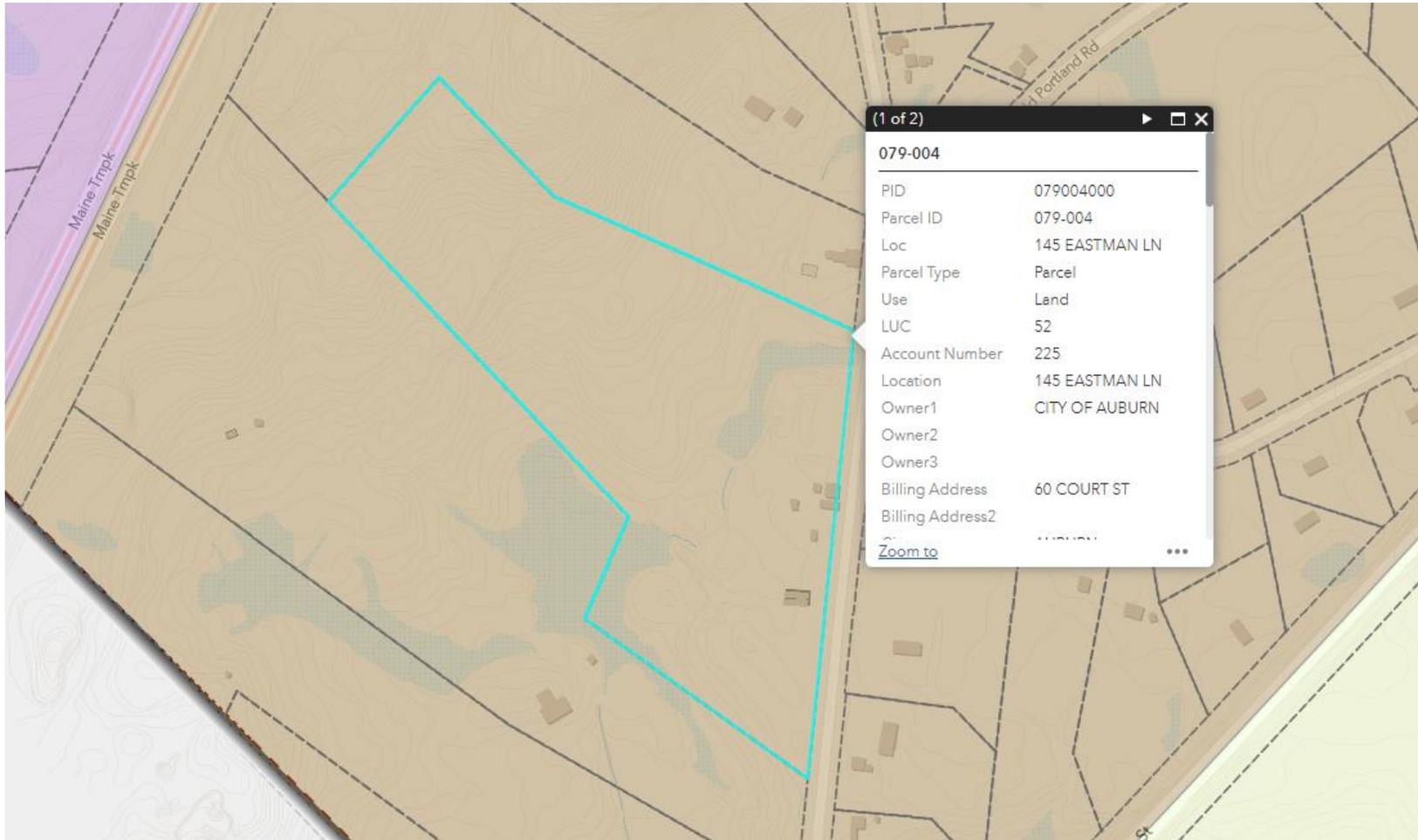
3.5+/- Total Acres

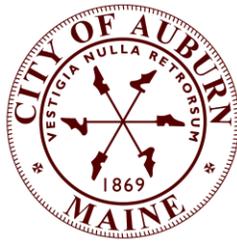
Zoning: Comprised of .5 acres +/- Suburban Residence and 3+/- Acres Industrial

Good opportunity for an owner-occupied home and business on the same property. Shared driveway with abutting 2-unit.



145 Eastman Lane / Parcel ID 079-004
16+/- Total Acres
Zoning: Rural Residential
No Water or Sewer Nearby





ORDER: 143-10172022

City Council Order

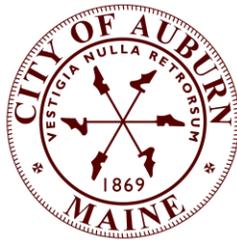
IN CITY COUNCIL

ORDERED, that the City Council hereby authorizes the marketing of 1865 Hotel Road Parcel ID 187-005(city-owned property) by the Economic Development Department.

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

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

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



ORDER: 144-10172022

City Council Order

IN CITY COUNCIL

ORDERED, that the City Council hereby authorizes the marketing of 145 Eastman Lane Parcel ID 079-004 (city-owned property) by the Economic Development Department.

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

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

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

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

TO: Phillip Crowell, City Manager
FROM: Jill Eastman, Finance Director
REF: September 2022 Financial Report
DATE: October 12, 2022

The following is a discussion regarding the significant variances found in the City's September 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 third month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 25.0% 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, for the City, collected through September 30 were \$29,139,470, or 41.35%, of the budget, which is a lower percentage than last year at this time. The percentage difference is 2.83% lower, but the dollar amount of collection is higher by \$358,355. Accounts listed below are noteworthy.

- A. Excise taxes of \$1,223,074-down \$10,464 from last year.
- B. Property tax revenue of \$25,470,090 an increase over last year of \$1,524,496.
- C. State Revenue Sharing for the month of September is 35.52% or \$1,599,744. This is an increase over last year of \$257,900.

Expenditures

City expenditures through September 30th were \$12,606,993, or 20.76%, of the budget as compared to last year at \$14,176,601 or 30.1%. Noteworthy variances are:

In the current fiscal year, the percentage of expenditures is less than last year by 9.34% or \$3,523,574 less. The major differences are the timing of Debt Service payments and payment for County Tax. Last year the Debt Service was posted September and this year it will be in October. County Tax was posted in September this year and October last year. Most of the departments are in line with last year's expenditures.

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

Investments

This section contains an investment schedule as of September 30th with a comparison to August 31st. Currently the City's funds are earning an average interest rate of 0.45%.

Respectfully submitted,

A handwritten signature in black ink that reads "Jill M. Eastman". The signature is written in a cursive style with a large, stylized initial "J".

Jill M. Eastman
Finance Director

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

	September 2022	August 2022	Increase (Decrease)	UNAUDITED JUNE 30 2022
ASSETS				
CASH	\$ 64,605,962	\$ 44,657,967	\$ 19,947,995	\$ 25,056,314
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	1,315,403	1,519,401	(203,998)	1,461,282
TAXES RECEIVABLE-CURRENT	23,997,743	43,355,340	(19,357,597)	42,636
DELINQUENT TAXES	451,494	453,121	(1,627)	395,714
TAX LIENS	1,042,894	1,132,483	(89,589)	1,297,627
NET DUE TO/FROM OTHER FUNDS	(16,222,709)	(12,171,613)	(4,051,096)	4,391,622
	<hr/>			
TOTAL ASSETS	\$ 75,190,787	\$ 78,946,699	\$ (3,755,912)	\$ 32,645,195
 LIABILITIES & FUND BALANCES				
ACCOUNTS PAYABLE	\$ (1,222,503)	\$ (637,591)	\$ (584,912)	\$ (824,510)
PAYROLL LIABILITIES	(1,773,190)	2,962,075	(4,735,265)	2,948,844
ACCRUED PAYROLL	(65)	(91)	26	(263,746)
STATE FEES PAYABLE	(101,609)	(92,786)	(8,823)	(183)
ESCROWED AMOUNTS	(40,436)	(40,436)	(0)	(40,426)
DEFERRED REVENUE	(25,341,775)	(44,790,589)	19,448,814	(1,585,602)
DUE TO OTHER FUNDS	-	-	-	-
	<hr/>			
TOTAL LIABILITIES	\$ (28,479,578)	\$ (42,599,418)	\$ 14,119,840	\$ 234,377
FUND BALANCE - UNASSIGNED/ASSIGNED	\$ (43,712,393)	\$ (33,348,465)	\$ (10,363,928)	\$ (29,880,756)
FUND BALANCE - RESTRICTED	(2,309,553)	(2,309,553)		(2,309,553)
FUND BALANCE - NON SPENDABLE	(689,263)	(689,263)	-	(689,263)
	<hr/>			
TOTAL FUND BALANCE	\$ (46,711,209)	\$ (36,347,281)	\$ (10,363,928)	\$ (32,879,572)
	<hr/>			
TOTAL LIABILITIES AND FUND BALANCE	\$ (75,190,787)	\$ (78,946,699)	\$ 3,755,912	\$ (32,645,195)

CITY OF AUBURN, MAINE
REVENUES - GENERAL FUND COMPARATIVE
THROUGH September 30, 2022 VS September 30, 2021

REVENUE SOURCE	FY 2023 BUDGET	ACTUAL REVENUES THRU SEPT 2022	% OF BUDGET	FY 2022 BUDGET	ACTUAL REVENUES THRU SEPT 2021	% OF BUDGET	VARIANCE
TAXES							
PROPERTY TAX REVENUE-	\$ 52,463,320	\$ 25,470,090	48.55%	\$ 50,042,450	\$ 23,945,594	47.85%	\$ 1,524,496
PRIOR YEAR TAX REVENUE	\$ -	\$ 62,686		\$ -	\$ 227,926		\$ (165,240)
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 1,770,000	\$ -	0.00%	\$ 1,650,000	\$ 1,290,048	78.18%	\$ (1,290,048)
EXCISE	\$ 4,435,000	\$ 1,223,074	27.58%	\$ 4,425,000	\$ 1,233,538	27.88%	\$ (10,464)
PENALTIES & INTEREST	\$ 120,000	\$ 10,425	8.69%	\$ 120,000	\$ 17,903	14.92%	\$ (7,478)
TOTAL TAXES	\$ 58,788,320	\$ 26,766,275	45.53%	\$ 56,237,450	\$ 26,715,009	47.50%	\$ 51,266
LICENSES AND PERMITS							
BUSINESS	\$ 190,000	\$ 63,047	33.18%	\$ 166,000	\$ 82,040	49.42%	\$ (18,993)
NON-BUSINESS	\$ 195,250	\$ 99,340	50.88%	\$ 300,200	\$ 106,027	35.32%	\$ (6,687)
TOTAL LICENSES	\$ 385,250	\$ 162,387	42.15%	\$ 466,200	\$ 188,067	40.34%	\$ (25,680)
INTERGOVERNMENTAL ASSISTANCE							
STATE-LOCAL ROAD ASSISTANCE	\$ 400,000	\$ -	0.00%	\$ 390,000	\$ -	0.00%	\$ -
STATE REVENUE SHARING	\$ 4,504,100	\$ 1,599,744	35.52%	\$ 3,150,000	\$ 1,341,844	42.60%	\$ 257,900
WELFARE REIMBURSEMENT	\$ 83,912	\$ 45,023	53.66%	\$ 90,656	\$ 4,160	4.59%	\$ 40,863
OTHER STATE AID	\$ 32,000	\$ -	0.00%	\$ 32,000	\$ -	0.00%	\$ -
CITY OF LEWISTON	\$ 182,000	\$ -	0.00%	\$ 228,384	\$ -	0.00%	\$ -
TOTAL INTERGOVERNMENTAL ASSISTANCE	\$ 5,202,012	\$ 1,644,767	31.62%	\$ 3,891,040	\$ 1,346,004	34.59%	\$ 298,763
CHARGE FOR SERVICES							
GENERAL GOVERNMENT	\$ 361,400	\$ 31,189	8.63%	\$ 184,400	\$ 39,199	21.26%	\$ (8,010)
PUBLIC SAFETY	\$ 30,800	\$ 23,576	76.54%	\$ 176,600	\$ 34,494	19.53%	\$ (10,918)
EMS TRANSPORT	\$ 1,350,000	\$ 346,590	25.67%	\$ 1,250,000	\$ 362,367	28.99%	\$ (15,777)
TOTAL CHARGE FOR SERVICES	\$ 1,742,200	\$ 401,355	23.04%	\$ 1,611,000	\$ 436,060	27.07%	\$ (34,705)
FINES							
PARKING TICKETS & MISC FINES	\$ 28,000	\$ 6,044	21.59%	\$ 41,500	\$ 14,676	35.36%	\$ (8,632)
MISCELLANEOUS							
INVESTMENT INCOME	\$ 30,000	\$ 3,306	11.02%	\$ 40,000	\$ 5,095	12.74%	\$ (1,789)
RENTS	\$ 75,000	\$ 6,681	8.91%	\$ 125,000	\$ 4,965	3.97%	\$ 1,716
UNCLASSIFIED	\$ 20,000	\$ 38,518	192.59%	\$ 20,000	\$ 17,546	87.73%	\$ 20,972
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 12,881		\$ -	\$ 12,822		\$ 59
SALE OF PROPERTY	\$ 100,000	\$ 436	0.44%	\$ 120,000	\$ 812	0.68%	\$ (377)
RECREATION PROGRAMS/ARENA							\$ -
MMWAC HOST FEES	\$ 240,000	\$ 58,028	24.18%	\$ 234,000	\$ 38,685	16.53%	\$ 19,343
TRANSFER IN: TIF	\$ 1,140,000	\$ -	0.00%	\$ 1,140,000	\$ -	0.00%	\$ -
TRANSFER IN: Other Funds	\$ 619,000	\$ -	0.00%	\$ 473,925	\$ -	0.00%	\$ -
ENERGY EFFICIENCY							\$ -
SPONSORSHIPS - ECON DEVELOPMENT	\$ -	\$ 38,550		\$ -			\$ 38,550
CDBG	\$ 588,154	\$ -	0.00%	\$ 252,799	\$ -	0.00%	\$ -
UTILITY REIMBURSEMENT	\$ 20,000	\$ 243	1.22%	\$ 20,000	\$ 1,374	6.87%	\$ (1,131)
CITY FUND BALANCE CONTRIBUTION	\$ 1,500,000	\$ -	0.00%	\$ 475,000	\$ -	0.00%	\$ -
TOTAL MISCELLANEOUS	\$ 4,332,154	\$ 158,642	3.66%	\$ 2,900,724	\$ 81,299	2.80%	\$ 77,343
TOTAL GENERAL FUND REVENUES	\$ 70,477,936	\$ 29,139,470	41.35%	\$ 65,147,914	\$ 28,781,115	44.18%	\$ 358,355
SCHOOL REVENUES							
EDUCATION SUBSIDY	\$ 34,826,024	\$ 4,846,112	13.92%	\$ 28,900,061	\$ 7,715,620	26.70%	\$ (2,869,508)
EDUCATION	\$ 489,465	\$ 11,858	2.42%	\$ 518,821	\$ 31,749	6.12%	\$ (19,891)
SCHOOL FUND BALANCE CONTRIBUTION	\$ 1,251,726	\$ -	0.00%	\$ 879,404	\$ -	0.00%	\$ -
TOTAL SCHOOL	\$ 36,567,215	\$ 4,857,970	13.29%	\$ 30,298,286	\$ 7,747,369	25.57%	\$ (2,889,399)
GRAND TOTAL REVENUES	\$ 107,045,151	\$ 33,997,441	31.76%	\$ 95,446,200	\$ 36,528,484	38.27%	\$ (2,531,043)

CITY OF AUBURN, MAINE
EXPENDITURES - GENERAL FUND COMPARATIVE
THROUGH September 30, 2022 VS September 30, 2022

DEPARTMENT	FY 2023 BUDGET	EXP THRU SEPT 2022	% OF BUDGET	FY 2022 BUDGET	EXP THRU SEPT 2021	% OF BUDGET	VARIANCE
ADMINISTRATION							
MAYOR AND COUNCIL	\$ 170,500	\$ 16,338	9.58%	\$ 104,850	\$ 56,774	54.15%	\$ (40,436)
CITY MANAGER	\$ 510,978	\$ 125,114	24.49%	\$ 447,401	\$ 143,825	32.15%	\$ (18,711)
COMMUNICATIONS & ENGAGEMENT	\$ 218,746	\$ 53,405	24.41%	\$ 911,637	\$ 378,388	41.51%	\$ (324,983)
CITY CLERK	\$ 257,506	\$ 60,053	23.32%	\$ 237,474	\$ 50,654	21.33%	\$ 9,399
FINANCE	\$ 1,138,802	\$ 339,951	29.85%	\$ 810,303	\$ 184,607	22.78%	\$ 155,344
HUMAN RESOURCES	\$ 222,099	\$ 52,343	23.57%	\$ 220,250	\$ 50,891	23.11%	\$ 1,452
INFORMATION TECHNOLOGY	\$ 827,000	\$ 333,978	40.38%		\$ -		\$ 333,978
TOTAL ADMINISTRATION	\$ 3,345,631	\$ 981,182	29.33%	\$ 2,731,915	\$ 865,139	31.67%	\$ 116,043
COMMUNITY SERVICES							
PLANNING & PERMITTING	\$ 666,629	\$ 182,036	27.31%	\$ 900,583	\$ 206,339	22.91%	\$ (24,303)
ECONOMIC DEVELOPMENT	\$ 286,598	\$ 79,479	27.73%	\$ 108,469	\$ 23,038	21.24%	\$ 56,441
BUSINESS & COMMUNITY DEVELOPMENT	\$ 671,411	\$ 79,191	11.79%	\$ 512,260	\$ 68,056	13.29%	\$ 11,135
HEALTH & SOCIAL SERVICES	\$ 119,875	\$ 15,855	13.23%	\$ 119,875	\$ 15,086	12.58%	\$ 769
RECREATION	\$ 762,440	\$ 144,237	18.92%	\$ 584,056	\$ 137,668	23.57%	\$ 6,569
PUBLIC LIBRARY	\$ 1,084,437	\$ 90,370	8.33%	\$ 1,052,163	\$ 263,041	25.00%	\$ (172,671)
TOTAL COMMUNITY SERVICES	\$ 3,591,390	\$ 591,168	16.46%	\$ 3,277,406	\$ 713,228	21.76%	\$ (122,060)
FISCAL SERVICES							
DEBT SERVICE	\$ 8,361,254	\$ 90,807	1.09%	\$ 7,734,169	\$ 6,523,785	84.35%	\$ (6,432,978)
CAPITAL INVESTMENT AND PURCHASING	\$ 672,473	\$ 132,372	19.68%	\$ 677,872	\$ 208,718	30.79%	\$ (76,346)
WORKERS COMPENSATION	\$ 698,000	\$ -	0.00%	\$ 642,400	\$ -	0.00%	\$ -
WAGES & BENEFITS	\$ 7,876,393	\$ 1,688,542	21.44%	\$ 7,334,932	\$ 1,645,678	22.44%	\$ 42,864
EMERGENCY RESERVE (10108062-670000)	\$ 461,230	\$ -	0.00%	\$ 461,230	\$ -	0.00%	\$ -
TOTAL FISCAL SERVICES	\$ 18,069,350	\$ 1,911,721	10.58%	\$ 16,850,603	\$ 8,378,181	49.72%	\$ (6,466,460)
PUBLIC SAFETY							
FIRE & EMS DEPARTMENT	\$ 5,693,284	\$ 1,307,477	22.97%	\$ 5,446,588	\$ 1,325,595	24.34%	\$ (18,118)
POLICE DEPARTMENT	\$ 4,945,034	\$ 1,052,814	21.29%	\$ 4,343,924	\$ 992,755	22.85%	\$ 60,059
TOTAL PUBLIC SAFETY	\$ 10,638,318	\$ 2,360,291	22.19%	\$ 9,790,512	\$ 2,318,350	23.68%	\$ 41,941
PUBLIC WORKS							
PUBLIC WORKS DEPARTMENT	\$ 5,600,109	\$ 1,105,306	19.74%	\$ 5,077,370	\$ 1,062,090	20.92%	\$ 43,216
SOLID WASTE DISPOSAL*	\$ 1,320,000	\$ 198,546	15.04%	\$ 1,089,950	\$ 167,815	15.40%	\$ 30,731
WATER AND SEWER	\$ 792,716	\$ 195,301	24.64%	\$ 792,716	\$ 195,301	24.64%	\$ -
TOTAL PUBLIC WORKS	\$ 7,712,825	\$ 1,499,153	19.44%	\$ 6,960,036	\$ 1,425,206	20.48%	\$ 73,947
INTERGOVERNMENTAL PROGRAMS							
AUBURN-LEWISTON AIRPORT	\$ 205,000	\$ 204,593	99.80%	\$ 177,000	\$ 176,115	99.50%	\$ 28,478
E911 COMMUNICATION CENTER	\$ 1,217,713	\$ 336,199	27.61%	\$ 1,161,479	\$ 290,382	25.00%	\$ 45,817
LATC-PUBLIC TRANSIT	\$ 431,811	\$ -	0.00%	\$ 225,000	\$ -	0.00%	\$ -
LA ARTS	\$ 30,000	\$ 7,500	25.00%	\$ 10,000	\$ 10,000	100.00%	\$ (2,500)
TAX SHARING	\$ 260,000	\$ -	0.00%	\$ 260,000	\$ -	0.00%	\$ -
TOTAL INTERGOVERNMENTAL	\$ 2,144,524	\$ 548,292	25.57%	\$ 1,833,479	\$ 476,497	25.99%	\$ 71,795
COUNTY TAX							
TIF (10108058-580000)	\$ 2,761,220	\$ 2,761,220	100.00%	\$ 2,611,080	\$ -	0.00%	\$ 2,761,220
OVERLAY	\$ 3,049,803	\$ -	0.00%	\$ 3,049,803	\$ -	0.00%	\$ -
	\$ -	\$ -		\$ -	\$ -		\$ -
TOTAL CITY DEPARTMENTS	\$ 51,313,061	\$ 10,653,027	20.76%	\$ 47,104,834	\$ 14,176,601	30.10%	\$ (3,523,574)
EDUCATION DEPARTMENT							
	\$ 55,732,090	\$ 1,953,966	3.51%	\$ 48,341,366	\$ 4,905,037	10.15%	\$ (2,951,071)
TOTAL GENERAL FUND EXPENDITURES	\$ 107,045,151	\$ 12,606,993	11.78%	\$ 95,446,200	\$ 19,081,638	19.99%	\$ (6,474,645)

**CITY OF AUBURN, MAINE
INVESTMENT SCHEDULE
AS OF September 30, 2022**

INVESTMENT		FUND	BALANCE September 30, 2022	BALANCE August 31, 2022	INTEREST RATE
ANDROSCOGGIN BANK	449	CAPITAL PROJECTS	\$ 7,335,706.20	\$ 7,333,038.60	0.30%
ANDROSCOGGIN BANK	502	SR-TIF	\$ 1,053,403.90	\$ 1,053,416.59	0.30%
ANDROSCOGGIN BANK	836	GENERAL FUND	\$ 17,199,819.81	\$ 4,388,575.08	0.30%
ANDROSCOGGIN BANK	801	WORKERS COMP	\$ 52,644.12	\$ 52,624.69	0.30%
ANDROSCOGGIN BANK	684	EMS CAPITAL RESERVE	\$ 340,379.76	\$ 340,253.91	0.30%
ANDROSCOGGIN BANK	414	INGERSOLL TURF FACILITY	\$ 227,273.54	\$ 227,189.52	0.30%
ANDROSCOGGIN BANK	0888	ELHS FUNDRAISING	\$ 66,743.20	\$ 64,721.14	0.30%
ANDROSCOGGIN BANK		ELHS CONSTRUCTION	\$ 301,183.19	\$ 200,438.48	0.30%
ANDROSCOGGIN BANK	0627	ST LOUIS BELLS FUNDRAISING	\$ 15,401.70	\$ 15,396.58	0.30%
NOMURA 1		ELHS Bond Proceeds	\$ 5,840,941.97	\$ 10,649,241.97	0.15%
NOMURA 2			\$ 55,430,000.00	\$ 55,430,000.00	2.08%
GRAND TOTAL			\$ 87,863,497.39	\$ 79,754,896.56	0.45%

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

	Beginning	September 2022					Ending
	Balance 9/1/2022	New Charges	Payments	Refunds	Adjustments	Write-Offs	Balance 9/30/2022
Bluecross	\$ 13,121.13	\$ 13,596.80	\$ (4,553.09)		\$ (7,034.61)		\$ 15,130.23
Intercept	\$ 100.00	\$ 100.00	\$ -				\$ 200.00
Medicare	\$ 181,848.34	\$ 155,567.20	\$ (60,577.21)		\$ (155,085.00)		\$ 121,753.33
Medicaid	\$ 76,633.64	\$ 63,625.60	\$ (44,655.22)		\$ (16,196.42)		\$ 79,407.60
Other/Commercial	\$ 91,463.06	\$ 28,756.00	\$ (22,923.71)		\$ 879.17	\$ (11,858.87)	\$ 86,315.65
Patient	\$ 106,972.98	\$ 18,008.60	\$ (9,767.86)	\$ 311.10	\$ 12,773.03	\$ (3,482.91)	\$ 124,814.94
Worker's Comp	\$ -		\$ (1,681.00)		\$ 1,681.00		\$ -
TOTAL	\$ 470,139.15	\$ 279,654.20	\$ (144,158.09)	\$ 311.10	\$ (162,982.83)	\$ (15,341.78)	\$ 427,621.75

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

	July 2022	August 2022	Sept 2022	Totals	% of Total
Bluecross	\$ 2,477.35	\$ 13,307.40	\$ 13,596.80	\$ 29,381.55	3.21%
Intercept	\$ 100.00	\$ -	\$ 100.00	\$ 200.00	0.02%
Medicare	\$ 155,398.20	\$ 205,712.40	\$ 155,567.20	\$ 516,677.80	56.45%
Medicaid	\$ 61,000.80	\$ 82,386.60	\$ 63,625.60	\$ 207,013.00	22.62%
Other/Commercial	\$ 38,520.45	\$ 50,549.60	\$ 28,756.00	\$ 117,826.05	12.87%
Patient	\$ 8,120.20	\$ 12,558.80	\$ 18,008.60	\$ 38,687.60	4.23%
Worker's Comp	\$ 1,803.40	\$ 3,664.60	\$ -	\$ 5,468.00	0.60%
TOTAL	\$ 267,420.40	\$ 368,179.40	\$ 279,654.20	\$ 915,254.00	100.00%

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

	July 2022	August 2022	Sept 2022	Totals	% of Total
Bluecross	3	13	14	30	3.00%
Intercept	1	0	1	2	0.20%
Medicare	170	231	170	571	57.10%
Medicaid	65	88	69	222	22.20%
Other/Commercial	43	54	30	127	12.70%
Patient	10	13	19	42	4.20%
Worker's Comp	2	4		6	0.60%
TOTAL	294	403	303	1000	100.00%

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

	Current		31-60		61-90		91-120		121+ days		Totals	
Bluecross	\$ 11,900.38	79%	\$ -	0%	\$ 917.26	6%	\$ (581.70)	-4%	\$ 2,894.29	19%	\$ 15,130.23	3.54%
Intercept	\$ 100.00	50%	\$ 100.00	50%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 200.00	0.05%
Medicare	\$ 100,128.90	82%	\$ 10,943.60	9%	\$ 1,032.40	1%	\$ 1,018.00	1%	\$ 8,630.43	7%	\$ 121,753.33	28.47%
Medicaid	\$ 45,035.19	57%	\$ 17,846.14	22%	\$ 8,813.02	11%	\$ 6,368.41	8%	\$ 1,344.84	2%	\$ 79,407.60	18.57%
Other/Commercial	\$ 29,367.95	34%	\$ 25,964.93	30%	\$ 10,329.97	12%	\$ 3,704.34	4%	\$ 16,948.46	20%	\$ 86,315.65	20.19%
Patient	\$ 47,431.95	38%	\$ 22,584.59	18%	\$ 16,701.96	13%	\$ 19,684.02	16%	\$ 18,412.42	15%	\$ 124,814.94	29.19%
Worker's Comp											\$ -	0.00%
TOTAL	\$ 233,964.37		\$ 77,439.26		\$ 37,794.61		\$ 30,193.07		\$ 48,230.44		\$ 427,621.75	
	55%		18%		9%		7%		11%		100%	100.00%

CITY OF AUBURN
SPECIAL REVENUE FUNDS REVENUE AND EXPENDITURES
As of September 30, 2022

	1902 Riverwatch	1910 Community Service	1914 Oak Hill Cemeteries	1915 Fire Training Building	1917 Wellness Grant	1928 Vending	1929 Fire Prevention	1930 211 Fairview	1931 Donations	2003 Byrne JAG	2005 MDOT	2008 Homeland Security	2010 State Drug Money	2011 PD Capital Reserve	2013 OUI Grant	2014 Speed Grant
Fund Balance 7/1/22	\$ 517,052.67	\$ 6,919.98	\$ 34,914.39	\$ 1,421.68	\$ 3,039.35	\$ -	\$ 4,796.03	\$ (566,303.71)	\$ 169.19	\$ 2,808.57	\$ 79,868.61	\$ (153,799.68)	\$ 4,289.65	\$ 23,595.00	\$ 4,356.29	\$ 5,520.52
Revenues FY23	\$ 28,763.55	\$ 56.00	\$ 20.25			\$ 100.00					\$ 75,100.00			\$ 4,725.00		
Expenditures FY23					\$ 132.80	\$ 170.77		\$ 115.79			\$ 313,485.96	\$ 16,560.71	\$ 1,109.79	\$ -		\$ 2,820.39
Fund Balance 09/30/2022	\$ 545,816.22	\$ 6,975.98	\$ 34,934.64	\$ 1,421.68	\$ 2,906.55	\$ (70.77)	\$ 4,796.03	\$ (566,303.71)	\$ 53.40	\$ 2,808.57	\$ (158,517.35)	\$ (170,360.39)	\$ 3,179.86	\$ 28,320.00	\$ 4,356.29	\$ 2,700.13

	2016 Pedestrian Safety	2018 Nat Opioid Settlement	2019 Law Enforcement Training	2020 CDBG	2025 Community Cords	2030 Parking	2034 EDUL Underage Drink	2037 Bulletproof Vests	2040 Great Falls TV	2041 Blanche Stevens	2043 DOJ Covid 19 Preventative	2044 Federal Drug Money	2047 American Firefighter Grant	2048 TD Tree Days	2050 Project Lifesaver	2051 Project Canopy
Fund Balance 7/1/22	\$ 409.11	\$ -	\$ (8,205.29)	\$ 1,069,816.45	\$ 30,822.46	\$ 46,171.40	\$ 2,560.00	\$ 8,281.24	\$ 20,536.23	\$ 22,850.45	\$ (930.00)	\$ 92,332.26	\$ (1,695.00)	\$ -	\$ 189.35	\$ (9,519.48)
Revenues FY23		\$ 36,912.22		\$ 400,554.60	\$ 119.34	\$ 33,629.00						\$ 14,450.82		\$ 9,600.00		\$ 7,996.88
Expenditures FY23	\$ 917.14			\$ 433,983.64	\$ 137.00	\$ 77,902.08		\$ 2,909.14		\$ 750.00						
Fund Balance 09/30/2022	\$ (508.03)	\$ 36,912.22	\$ (8,205.29)	\$ 1,036,387.41	\$ 30,804.80	\$ 1,898.32	\$ 2,560.00	\$ 5,372.10	\$ 20,536.23	\$ 22,100.45	\$ (930.00)	\$ 106,783.08	\$ (1,695.00)	\$ 9,600.00	\$ 189.35	\$ (1,522.60)

	2054 EMS Transport Capital Reserve	2055 Work4ME- PAL	2059 Distracted Driving	2064 MDOT Sopers Mill Culvert	2065 State Bi- Centenial Parade	2067 Hometown Heros Banners	2068 Northern Borders Grant	2070 Leadercast	2077 CTCI Grant	2080 Futsal Court Project	2201 EDI Grant	2300 ARPA Grant	2400 NRPA Youth Mentoring	2405 Elmina B Sewall Grant	2500 Parks & Recreation	6200 Ingersoll Turf
Fund Balance 7/1/22	\$ 170,048.62	\$ 4,911.03	\$ 898.69	\$ -	\$ -	\$ 209.00	\$ 178,046.71	\$ (3,500.00)	\$ 1,719.02	\$ 25,353.61	\$ (1,484,407.18)	\$ 12,716,078.13	\$ (1,443.69)	\$ 10,000.00	\$ 232,365.87	
Revenues FY23	\$ 129.91											\$ 4,398.91			\$ 110,159.82	
Expenditures FY23			\$ 604.26	\$ -								\$ 462,057.31	\$ 5,226.78		\$ 230,243.35	
Fund Balance 09/30/2022	\$ 170,178.53	\$ 4,911.03	\$ 294.43	\$ -	\$ -	\$ 209.00	\$ 178,046.71	\$ (3,500.00)	\$ 1,719.02	\$ 25,353.61	\$ (1,484,407.18)	\$ 12,258,419.73	\$ (6,670.47)	\$ 10,000.00	\$ 112,282.34	\$ -

	2600 Tambrands II TIF 6	2600 Mall TIF 9	2600 Downtown TIF 10	2600 Auburn Industrial TIF 12	2600 Auburn Plaza TIF 13	2600 Auburn Plaza II TIF 14	2600 Webster School TIF 16	2600 Hartt Transport TIF 19	2600 62 Spring St TIF 20	2600 Minot Ave TIF 21	2600 48 Hampshire St TIF 22	2600 Auburn Memory Care Facility TIF 23	2600 Millbran TIF 24	2600 Futurguard TIF 25	Total Special Revenues
Fund Balance 7/1/22	\$ 78,950.70	\$ 806,274.01	\$ 237,684.12	\$ (519,427.49)	\$ 455,494.65	\$ (900,465.25)	\$ (0.03)	\$ (2,663.69)	\$ 1,120.91	\$ 50,241.31	\$ 84,060.95	\$ 33,113.81	\$ 13,914.35	\$ (102,204.06)	\$ 13,350,001.09
Revenues FY23															\$ 726,521.52
Expenditures FY23			\$ 3,481.40											\$ 3,415.00	\$ 1,556,023.31
Fund Balance 09/30/2022	\$ 78,950.70	\$ 806,274.01	\$ 234,202.72	\$ (519,427.49)	\$ 455,494.65	\$ (900,465.25)	\$ (0.03)	\$ (2,663.69)	\$ 1,120.91	\$ 50,241.31	\$ 84,060.95	\$ 33,113.81	\$ 13,914.35	\$ (105,619.06)	\$ 12,520,499.30

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

To: Phillip Crowell, City Manager
From: Jill Eastman, Finance Director
Re: Financial Reports for September 30, 2022



Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Ingersoll Turf Facility for revenue and expenditures as of September 30, 2022.

INGERSOLL TURF FACILITY

Statement of Net Assets:

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets as of September 30, 2022.

Current Assets:

As of the end of September 2022 the total current assets of Ingersoll Turf Facility were \$227,103. This consisted of cash and cash equivalents of \$227,103.

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 September 30, 2022, were \$61,779.

Liabilities:

Ingersoll had no accounts payable and an interfund payable of \$29,534 as of September 30, 2022.

Statement of Activities:

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

The operating revenues for Ingersoll Turf Facility through September 2022 are \$12,012. This revenue comes from the sponsorships, programs, rental income and batting cages.

The operating expenses for Ingersoll Turf Facility through September 2022 were \$16,177. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of September 30, 2022, Ingersoll has an operating loss of \$4,166.

As of September 30, 2022, Ingersoll has a decrease in net assets of \$4,166.

The budget to actual reports for revenue and expenditures, show the revenue and expenditures for FY23 compared to the same period in FY22.

Statement of Net Assets
Ingersoll Turf Facility
September 30, 2022
Business-type Activities - Enterprise Fund

	Sept 30 2022	August 31 2022	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 227,103	\$ 227,103	\$ -
Interfund receivables/payables		\$ -	-
Accounts receivable	-	-	-
Total current assets	227,103	227,103	-
Noncurrent assets:			
Capital assets:			
Buildings	672,279	672,279	-
Equipment	119,673	119,673	-
Land improvements	18,584	18,584	-
Less accumulated depreciation	(748,757)	(748,757)	-
Total noncurrent assets	61,779	61,779	-
Total assets	288,882	288,882	-
LIABILITIES			
Accounts payable	\$ -	\$ -	-
Interfund payable	\$ 29,534	\$ 22,334	7,200
Total liabilities	29,534	22,334	7,200
NET ASSETS			
Invested in capital assets	\$ 61,779	\$ 61,779	\$ -
Unrestricted	\$ 197,569	\$ 204,769	\$ (7,200)
Total net assets	\$ 259,348	\$ 266,548	\$ (7,200)

CITY OF AUBURN, MAINE
Statement of Revenues, Expenses and Changes in Net Assets
Ingersoll Turf Facility
Business-type Activities - Enterprise Funds
Statement of Activities
September 30, 2022

	Ingersoll Turf Facility
Operating revenues:	
Charges for services	\$ 12,012
Operating expenses:	
Personnel	
Supplies	3,400
Utilities	
Repairs and maintenance	-
Rent	-
Depreciation	-
Capital expenses	11,136
Other expenses	1,641
Total operating expenses	16,177
Operating gain (loss)	(4,166)
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
Total nonoperating expense	-
Gain (Loss) before transfer	(4,166)
Transfers out	-
Change in net assets	(4,166)
Total net assets, July 1	263,514
Total net assets, September 30, 2022	\$ 259,348

CITY OF AUBURN, MAINE
REVENUES - INGERSOLL TURF FACILITY
Through September 30, 2022 compared to September 30, 2021

REVENUE SOURCE	FY 2023 BUDGET	ACTUAL REVENUES THRU SEPT 2022	% OF BUDGET	FY 2022 BUDGET	ACTUAL REVENUES THRU SEPT 2021	% OF BUDGET
CHARGE FOR SERVICES						
Sponsorship		\$ 1,000		\$ 25,000	\$ 1,525	6.10%
Batting Cages		\$ 750		\$ 13,000	\$ 60	0.46%
Programs		\$ 1,210		\$ 94,000	\$ 460	0.49%
Rental Income		\$ 8,965		\$ 138,000	\$ 5,370	3.89%
TOTAL CHARGE FOR SERVICES	\$ -	\$ 11,925		\$ 270,000	\$ 7,415	2.75%
INTEREST ON INVESTMENTS						
	\$ -	\$ 87		\$ -	\$ 135	
GRAND TOTAL REVENUES	\$ -	\$ 12,012		\$ 270,000	\$ 7,550	2.80%

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

DESCRIPTION	FY 2023 BUDGET	ACTUAL		FY 2022 BUDGET	ACTUAL		Difference
		EXPENDITURES THRU SEPT 2022	% OF BUDGET		EXPENDITURES THRU SEPT 2021	% OF BUDGET	
Salaries & Benefits	See Recreation Budget			\$ 133,041	\$ 32,549	24.47%	\$ (32,549)
Purchased Services				\$ 15,750	\$ 221	1.40%	\$ (221)
Programs		\$ 3,400		\$ 16,300	\$ -	0.00%	\$ 3,400
Supplies		\$ 1,641		\$ 2,500	\$ 1,168	46.72%	\$ 473
Utilities				\$ 24,150	\$ 2,098	8.69%	\$ (2,098)
Insurance Premiums	\$ -			\$ -	\$ -		
Capital Outlay	\$ -	\$ 11,136		\$ -	\$ -		\$ 11,136
	\$ -	\$ 16,177		\$ 191,741	\$ 36,036	18.79%	\$ (19,859)
GRAND TOTAL EXPENDITURES	\$ -	\$ 16,177		\$ 191,741	\$ 36,036	18.79%	\$ (19,859)

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

To: Phillip Crowell, City Manager
From: Jill Eastman, Finance Director
Re: Arena Financial Reports for September 30, 2022

Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Norway Savings Bank Arena for revenue and expenditures as of September 30, 2022.

NORWAY SAVINGS BANK ARENA

Statement of Net Assets:

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets and shows a comparison to the previous month, in this case, August 31, 2022.

Current Assets:

As of the end of September 2022 the total current assets of Norway Savings Bank Arena were (\$1,383,033). These consisted of cash and cash equivalents of \$280,688, accounts receivable of \$73,092, and an interfund payable of \$1,736,813.

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 September 30, 2022 was \$147,691.

Liabilities:

Norway Arena had accounts payable \$6,025 as of September 30, 2022.

Statement of Activities:

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

The operating revenues for Norway Arena through September 2022 are \$158,764. 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 September 2022 were \$164,281. These expenses include personnel costs, supplies, utilities, repairs, rent, capital purchases and maintenance.

As of September 2022, Norway Arena has an operating loss of \$5,517.

As of September 30, 2022, Norway Arena has a decrease in net assets of \$5,517.

The budget to actual reports for revenue and expenditures, with comparison to the same period last year show that revenue for FY22 is \$22,130 more than in FY21 and expenditures in FY22 are \$89,992 more than last year in September.

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

	September 30 2022	August 31 2022	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 280,688	\$ 280,710	\$ (22)
Interfund receivables	\$ (1,736,813)	\$ (1,641,510)	\$ (95,303)
Prepaid Rent			\$ -
Accounts receivable	73,092	49,006	\$ 24,086
Total current assets	(1,383,033)	(1,311,794)	(71,239)
Noncurrent assets:			
Capital assets:			
Buildings	58,223	58,223	-
Equipment	514,999	514,999	-
Land improvements	-	-	-
Less accumulated depreciation	(425,531)	(425,531)	-
Total noncurrent assets	147,691	147,691	-
Total assets	(1,235,342)	(1,164,103)	(71,239)
LIABILITIES			
Accounts payable	\$ 6,025	\$ 45,133	\$ (39,108)
Net OPEB liability	\$ 43,810	\$ 43,810	-
Net pension liability	42,634	42,634	-
Total liabilities	92,469	131,577	(39,108)
NET ASSETS			
Invested in capital assets	\$ 147,691	\$ 147,691	-
Unrestricted	\$ (1,475,502)	\$ (1,443,371)	\$ (32,131)
Total net assets	\$ (1,327,811)	\$ (1,295,680)	\$ (32,131)

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
September 30, 2022

	Norway Savings Arena
Operating revenues:	
Charges for services	\$ 158,764
Operating expenses:	
Personnel	81,989
Supplies	9,590
Utilities	14,160
Repairs and maintenance	35,216
Insurance Premium	-
Depreciation	
Capital expenses	18,586
Other expenses	4,740
Total operating expenses	164,281
Operating gain (loss)	(5,517)
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	
Total nonoperating expense	-
Gain (Loss) before transfer	(5,517)
Transfers out	-
Change in net assets	(5,517)
Total net assets, July 1	(1,322,294)
Total net assets, September 30, 2022	\$ (1,327,811)

CITY OF AUBURN, MAINE
REVENUES - NORWAY SAVINGS BANK ARENA
Through September 30, 2022 compared to September 30, 2021

REVENUE SOURCE	FY 2023 BUDGET	ACTUAL REVENUES THRU SEPT 2022	% OF BUDGET	FY 2022 BUDGET	ACTUAL REVENUES THRU SEPT 2021	% OF BUDGET	VARIANCE
CHARGE FOR SERVICES							
Concessions	\$ 16,500		0.00%	\$ 16,500	\$ 2,000	12.12%	\$ (2,000)
Skate Rentals	\$ 6,000		0.00%	\$ 7,500	\$ 425	5.67%	\$ (425)
Pepsi Vending Machines	\$ 2,000	\$ 265	13.25%	\$ 3,000	\$ 320	10.67%	\$ (55)
Games Vending Machines	\$ 3,000		0.00%	\$ 3,000	\$ -	0.00%	\$ -
Vending Food	\$ 2,000	\$ 54	2.70%	\$ 3,000	\$ -	0.00%	\$ 54
Sponsorships	\$ 230,000	\$ 59,865	26.03%	\$ 230,000	\$ 49,988	21.73%	\$ 9,877
Pro Shop	\$ 7,000		0.00%	\$ 7,000	\$ 1,076	15.37%	\$ (1,076)
Programs	\$ 20,000		0.00%	\$ 20,000	\$ -	0.00%	\$ -
Rental Income	\$ 702,000	\$ 70,770	10.08%	\$ 731,850	\$ 59,465	8.13%	\$ 11,305
Camps/Clinics	\$ 50,000	\$ 16,860	33.72%	\$ 50,000	\$ 23,360	46.72%	\$ (6,500)
Tournaments	\$ 50,000	\$ 10,950	21.90%	\$ 50,000		0.00%	\$ 10,950
TOTAL CHARGE FOR SERVICES	\$ 1,088,500	\$ 158,764	14.59%	\$ 1,121,850	\$ 136,634	12.18%	\$ 22,130

CITY OF AUBURN, MAINE
EXPENDITURES - NORWAY SAVINGS BANK ARENA
Through September 30, 2022 compared to September 30, 2021

DESCRIPTION	ACTUAL			ACTUAL			VARIANCE
	FY 2023 BUDGET	EXPENDITURES THRU SEPT 2022	% OF BUDGET	FY 2022 BUDGET	EXPENDITURES THRU SEPT 2021	% OF BUDGET	
Salaries & Benefits	\$ 291,095	\$ 81,989	28.17%	\$ 339,437	\$ 38,328	11.29%	\$ 43,661
Purchased Services	\$ 136,900	\$ 39,956	29.19%	\$ 123,928	\$ 8,465	6.83%	\$ 31,491
Supplies	\$ 76,562	\$ 9,590	12.53%	\$ 79,000	\$ 21,594	27.33%	\$ (12,004)
Utilities	\$ 267,000	\$ 14,160	5.30%	\$ 250,350	\$ 5,902	2.36%	\$ 8,258
Capital Outlay	\$ 50,000	\$ 18,586	37.17%	\$ 42,500	\$ -	0.00%	\$ 18,586
Rent	\$ -	\$ -		\$ -	\$ -		\$ -
	\$ 821,557	\$ 164,281	20.00%	\$ 835,215	\$ 74,289	8.89%	\$ 89,992
GRAND TOTAL EXPENDITURES	\$ 821,557	\$ 164,281	20.00%	\$ 835,215	\$ 74,289	8.89%	\$ 89,992