



**City Council Workshop & Meeting
December 7, 2020
Agenda**

This City Council workshop and meeting will be conducted in Council Chambers. The meeting will be broadcast as usual on Great Falls TV (cable channel 11) and on the City of Auburn [YouTube](#) channel.

Members of the public may watch in the Community Room, across from Council Chambers. If you attend and wish to offer public comment during the meeting, you may do so by speaking at the podium that will be located in the Community Room.

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

5:30 P.M. City Council Workshop

- A. Ice and Snow Plan – Dan Goyette (30 minutes)
- B. Trail Mapping and Promotion – Sabrina Best (20 minutes)
- C. Trapp Road Zoning – Eric Cousens (15 minutes)
- D. Executive sessions (*if time permits, otherwise they will be moved to the end of the meeting*).
 - Economic Development, pursuant to 1 M.R.S.A. Sec. 405 (6)(C).
 - Economic Development, pursuant to 1 M.R.S.A. Sec. 405 (6)(C).

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

Pledge of Allegiance

- I. **Consent Items** – None
- II. **Minutes**
 - November 9, 2020 Special Council Meeting
 - November 16, 2020 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
 - Council Communications (about and to the community)
- IV. **Open Session** – *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda.*
- V. **Unfinished Business** - None

VI. New Business

1. Ordinance 11-12072020

Adopting a zoning map change to expand the T-4.2 Traditional Downtown Neighborhood to the Downtown Enterprise District. First reading.

2. Ordinance 12-12072020

Adopting a zoning map change to expand T-4.1 Traditional Main Street Neighborhood. First reading.

3. Order 128-12072020

Approving the proposed rate adjustments to the Policy on Emergency Medical Services Billing and Collection.

4. Order 129-12072020

Authorizing funds in the amount of \$25,000 from the FY20 CIP for Fitness Equipment be reallocated to Mt. Apatite upgrades.

5. Order 130-12072020

Approving an order preventing the unauthorized use of the City name, brand, likeness, and character.

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

VIII. Reports (from sub-committees to Council)

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

IX. Executive Session

- Economic Development, pursuant to 1 M.R.S.A. Sec. 405 (6)(C).
- Legal consultation, pursuant to 1 M.R.S.A. Sec. 405 (6)(E).

X. Adjournment



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: December 7, 2020

Author: Dan Goyette, Director of Public Works

Subject: Snow and Ice Control Plan Update

Information:

A brief presentation on the Public Works Snow and Ice Control Plan.

City Budgetary Impacts:

Staff Recommended Action:

Previous Meetings and History: N/A

City Manager Comments:

Signature:

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

Attachments: Presentation

WINTER STORM MAINTENANCE UPDATE



**AUBURN PUBLIC WORKS DEPARTMENT
December 7, 2020**

STORM PROCEDURES

- **Prestorm meeting with PW staff (PD, Fire and School invited if warranted). Review forecast, discuss equipment and personnel.**
- **Supervisory staff watches the weather and calls in crew as conditions warrant.**
- **Typically 14 salt trucks called in initially to treat roads when the storm begins.**
- **8 remaining trucks are called in when plowing begins (usually 1 inch of accumulation of snow.)**

OUTLINE OF OPERATIONS

- **7:00 am to 3:00 pm – 34 employees available to plow**
- **3:00 pm to 11:00 pm – 27 employees available to plow**
- **11:00 pm to 7:00 am – 26 employees available to plow**

Plowing & Sanding Assignments 2020/2021

		1st Shift 7:00A - 3:00P	2nd Shift 3:00P -11:00P	3rd Shift 11:00P - 7:00A
Vehicle	Route Name	Plow & Salt		
#1	Riverside/Court	Lamontagne	Gagnon (3rd)	Lamontagne
#3	High School Area	Smith, P	Anketell	Smith, P
#4	Spring/Elm Area	Bureau	Bureau	Tapley
#6	Airport Area	Seamon	Seamon	Frirée (3rd)
#8	New Auburn West	Golob	Golob	Lessard
#10	New Auburn East	Larson	Larson	Gagnon (3rd)
#11	Park/Gamage Av Area	Reynolds	Reynolds	Smith, Z (3rd)
#12	North Auburn Area	Gray	Gray	Fournier (3rd)
#14	Poland Rd Area	Allen	Smith, Z (3rd)	Allen
#15	Main Arterials	Ratsavong	Ratsavong	Stevens, S
#24	Youngs Cnr/Garfield Area	Hahn	Hahn	Hazelton
#25	Main Arterials	Dustin	Dustin	Jolin
#35	South Auburn West	Lachance	Lachance	Meserve, F (2nd)
#36	Mount Auburn Area	Kolln, A	Kolln, A	Leblanc

Plow & Sand

#16	Center St East	Toomey	Toomey	Toscano
#13	Center St West	Tapley	Salimeno (3rd)	Salimeno (3rd)
#19	South Auburn East	Castonguay	Castonguay	vacant
#20	Taylor Pond Area	Voye	Voye	Meserve, J (3rd)
#28	Danville Jct Area	Wing, M	Fournier (3rd)	Wing, M
#33	Engine 2/Auburn Hall	Donatelli, Justin	Lewis, Andy	Donatelli, Justin
#39	Engine 5/Central Fire	Tripp, Per	Frirée (3rd)	Tripp, Per
#38	Fire Stations		Duchesneau	
#44	Load Trucks	Lothrop	Meserve, F (2nd)	Lothrop
#63	Sidewalks	Sjostrom	Walter, Ryan	Sjostrom
#64	Sidewalks	Morency	Meserve, J (3rd)	Morency
#65	Sidewalks	Skelton	Skelton	vacant
#57	Sidewalks			

Backup Vehicles

#41 Grader
#42 Grader
#21 Plow Truck
#7 Plow Truck

Mechanics/Welders

Stevens, S.	Meserve, F (2nd)	Gibbert
Gibbert		
Hazelton		
Leblanc		

LEVEL OF SERVICE

PRIORITY WINTER ROADWAY CLASSIFICATIONS

PRIORITY 1 - 102.48 LANE MILES

During a winter storm event average cycle times for plowing on Priority 1 roads will be between 2 and 2½ hours.

- Center Street
- Minot Avenue
- Washington Street
- Court Street
- Riverside Drive

PRIORITY 2 – 97.14 LANE MILES

During a winter storm event average cycle times for plowing on Priority 2 roads will be between 3 and 4 hours.

- Academy Street
- Broad Street
- Hotel Road
- Park Avenue

PRIORITY 3 – 48.32 LANE MILES

During a winter storm event average cycle times for plowing on Priority 3 roads will be between 4 and 6 hours.

- Granite Street
- Perkins Ridge Road
- Beech Hill Road
- Western Prom

PRIORITY 4 – 208.32 LANE MILES

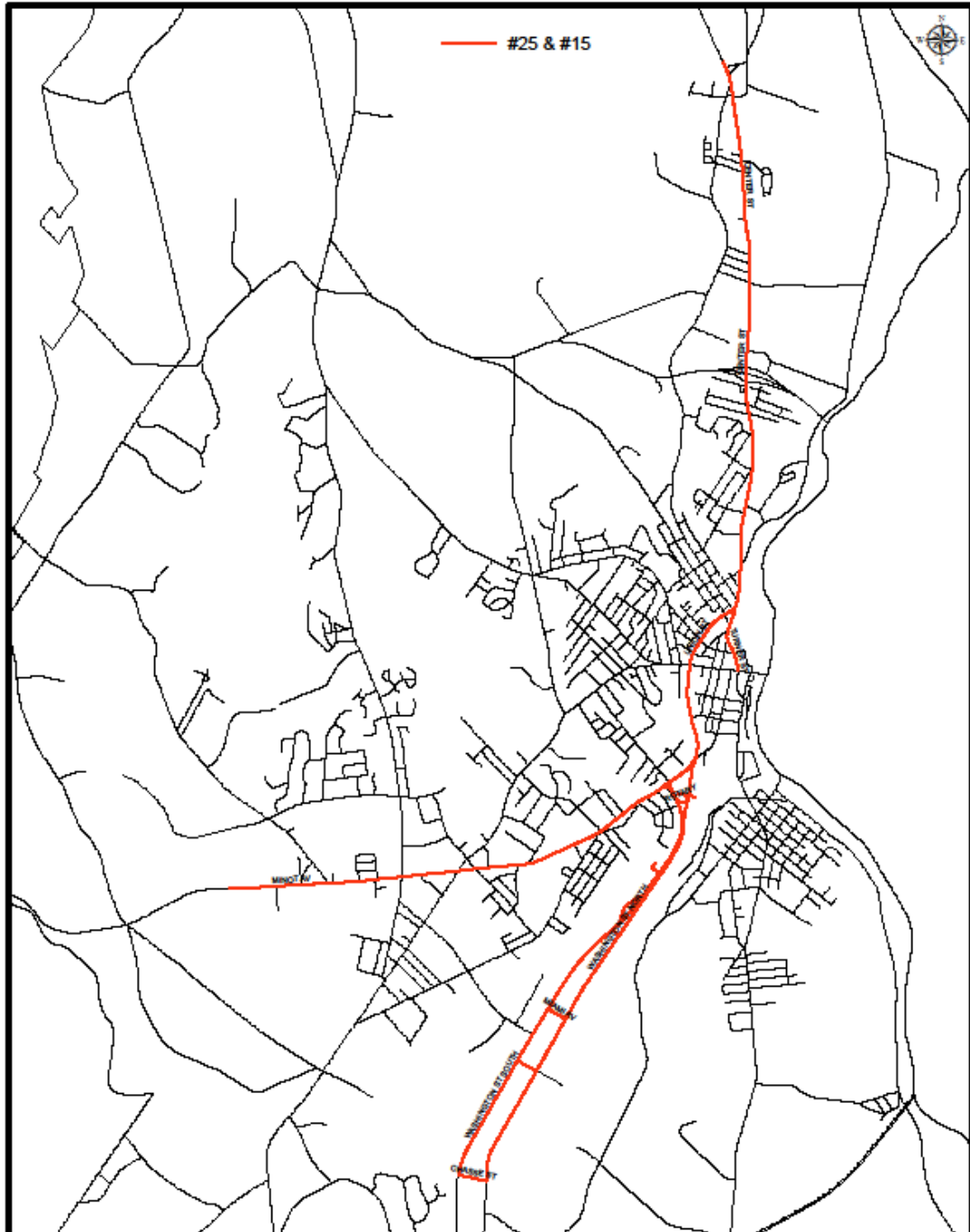
During a winter storm event average cycle times for plowing on Priority 4 roads will be between 6 and 8 hours.

- Reginald St
- Dee St
- Orchard Street
- Partridge Lane
- Jennifer Drive
- Towle Avenue

TRUCK #15 & #25 - Main Arterials

STREET	CL MILES	LANE MILES	PRIORITY	SALT
CENTER ST	2.96	11.84	1	Y
MINOT AV	3.38	13.52	1	Y
ROTARY	0.09	0.36	1	Y
TURNER ST (Union St to Court St)	0.35	1.4	1	Y
UNION ST	0.39	1.56	1	Y
WASHINGTON ST NORTH	2.57	10.28	1	Y
WASHINGTON ST SOUTH	2.50	10	1	Y
MIAMI AV	0.11	0.22	3	Y
PHILOMAR ST	0.12	0.24	3	Y
WASHINGTON XVR	0.06	0.12	3	Y
ALBISTON WY	0.04	0.08	4	N
BRICKYARD CIR	0.19	0.38	4	N
BRICKYARD XVR	0.03	0.06	4	N
MARKALYN ST	0.08	0.16	4	N
PIERCE ST	0.06	0.12	4	N
SHARLAINES XVR	0.02	0.04	4	N
TOTAL	12.95	50.38		

#25 & #15 PLOW - MAIN ARTERIALS



A grayscale photograph of a winter scene. A road, partially covered in snow and showing tire tracks, curves through a dense forest. The trees are heavily laden with snow, creating a soft, white atmosphere. The word "Animation" is centered in the middle of the image.

Animation

TRUCK #12 - North Auburn Area

STREET	CL MILES	LANE MILES	PRIORITY	SALT
LAKE SHORE DR	2.71	5.42	2	Y
NORTH AUBURN RD	1.49	2.98	2	Y
SKILLINGS CORNER RD	1.25	2.5	2	Y
WEST AUBURN RD	2.22	4.44	2	Y
BRIGHTON HILL RD	1.03	2.06	3	Y
HOLBROOK RD	1.12	2.24	3	Y
JOHNSON RD (Skillings Corner to Beaver)	0.55	1.1	3	Y
MAPLE HILL RD (Hill Only)	0.38	0.76	3	Y
MARSTON HILL RD	0.48	0.96	3	Y
BEAVER RD	0.57	1.14	3	N
DILLINGHAM HILL RD	0.71	1.42	3	N
HERSEY HILL RD	1.00	2	3	N
JOHNSON RD (Beaver Rd to Maple Hill Rd)	0.85	1.7	3	N
MAPLE HILL RD (Top of Hill to Beaver Rd)	0.95	1.9	3	N
QUAIL RUN	0.40	0.8	4	N
RYANS WY	0.08	0.16	4	N
SUMMER ST (Youngs Cnr Rd to W Auburn Rd)	0.38	0.76	4	N
WHITMAN SPRING RD	0.39	0.78	4	N
TOTAL	16.56	33.12		



Animation

FRONT DISCHARGE SANDER



REAR DISCHARGE V-BODY SANDER



REAR DISCHARGE 1 TON SANDER





Sidewalk Tractors





**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: December 7, 2020

Author: Sabrina Best, Recreation Director

Subject: Trail Mapping

Information: Staff will provide an update on Trails in Auburn and Mapping efforts.

City Budgetary Impacts: None currently.

Staff Recommended Action: Provide staff with direction on how best to approach the future of Trails and Trail Mapping.

Previous Meetings and History: N/A

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments:

Auburn Trails Update Presentation



AUBURN TRAILS

Community Organizations and Groups

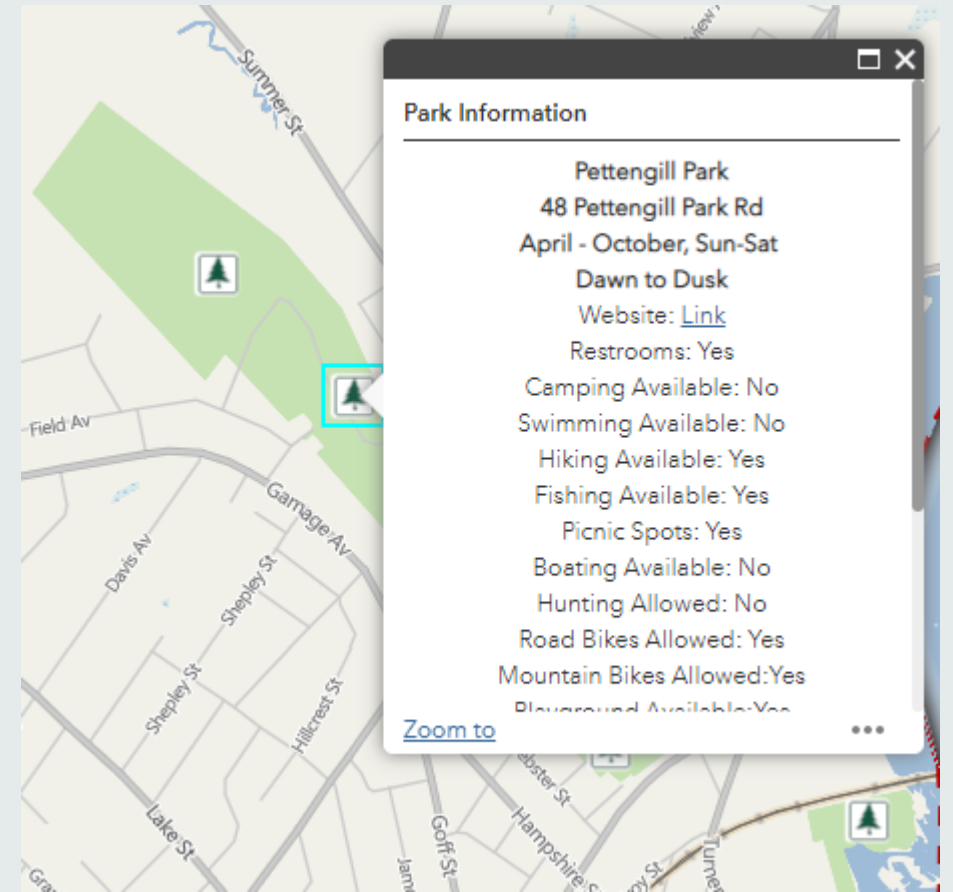
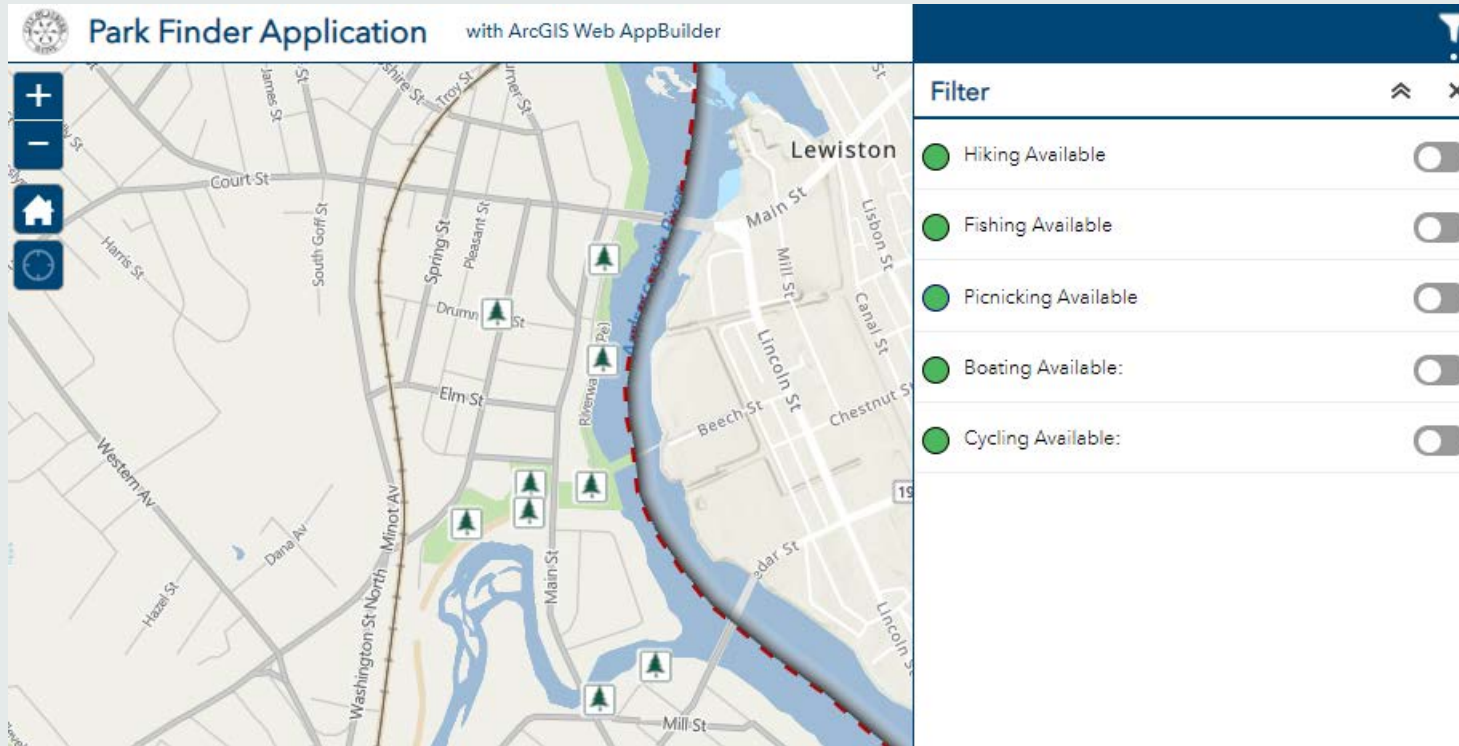
- Androscoggin Land Trust
- Andy Valley Snow Gypsies
- Auburn Nordic Ski
- Auburn Ski Association
- Baxter Outdoors
- Central Maine NEMBA
- Conservation Commission
- Evergreen Outdoor Education
- Friends of Mount Apatite
- LA Trails
- Lake Auburn Community Center
- Lake Auburn Watershed Protection Commission
- Lost Valley
- Parks and Rec Advisory Board
- Perkins Ridge Sno-Travelers
- Wallingford Orchard
- Whiting Farm
- YMCA Trails at Stenson Rd

Trail Systems in Auburn

Name/Location	Privately Owned	Public
Auburn Riverwalk		X
Barker Mill Trails	X	
Lake Auburn Community Center	X	
Lost Valley	X	
Mt. Apatite		X
Pettengill Park Trails		X
Sherwood Heights Trails	X	X
Tot Lot		X
YMCA Trails	X	

Trail Mapping – City App

- Staff is currently working on updating our Park Finder Map that will include Trails.
- Staff has recently connected with Bates College to begin conversations on Trail Mapping using Students



Trail Apps

Trail Forks

Maine Trail Finder

All Trails

Trail Link



Types of Trails and Activities Available



Bikes

Mountain Bikes

Running

Walking

Dog Walkers

Kid Friendly

ADA Accessible

Hiking

Trail Running

Snowmobile

Snowshoeing

Cross Country Ski

Nordic Ski

Downhill Ski

Trails in Auburn's Plans and Studies

Strategic Plan

- Work to Protect and Fully Enjoy Auburn's Natural Resources
- Study and Plan to increase Pedestrian Environment, to include Connectivity
- Invest in Arts, History, Culture, Recreation and Entertainment

New Auburn Master Plan

- Section C.5 Transportation
 - New Auburn Sidewalks, Trails and Bike Lanes
- Section C.6 Recreation
 - Objective 1 – Establish a Greenbelt and increase riverfront access
 - Objective 2 – Provide community-wide recreational opportunities

Comprehensive Plan

- Section E. Recreation and Open Spaces
 - Objective E.1.4 – Protect and expand open space and rural recreational activities within Auburn
 - Objective E.1.5 - Ensure that community trails are well maintained, safe, and accessible

Lake Auburn Bike and Pedestrian Master Plan

- Lake Auburn Watershed Protection Commission

Joint Use Study

- Specific to Trails at Mt. Apatite and surrounding area

Auburn Trails Feasibility Study

- Specific to Trails along Little Androscoggin River and the Maine Central Railroad in downtown



Future Trail.....

- Vision
- Master Plan
- Mapping
- Connectivity
- Development
- Upgrades



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: December 7, 2020

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

Subject: 285-307 Trapp Road Zoning Map Amendment

Information:

A property owner and resident at 285 Trapp Road has made a significant investment in a marijuana cultivation business before we passed or ordinances related to marijuana. He has done everything as required by ordinance at the time of construction, however, when we passed the new ordinances in 2019 it made his structure nonconforming in the front residential portion of his parcel. The parcel is very close to the end of the residential zoning strip along Trapp Road. The facility has been operated professionally without violations or any known impacts to abutters. He has since applied for a permit to build another building to connect to the electrical and plumbing infrastructure that was built as part of what he planned as phase 1 and planned for additional buildings/phases. Staff had to deny the permit due to zoning but worked with the owner and Councilors Walker and Carrier to discuss options. Ledge and other site constraints will limit his ability to move the proposed building back to the AG/RP Zoning district. A relatively minor change to the map boundaries would enable construction with connections to existing infrastructure and promote investment in an allowed use in the AG/RP zoning district.

City Budgetary Impacts: None immediately but creates potential for future tax revenues and expanded business when additional structure is constructed.

Staff Recommended Action: Consider proposal and request a recommendation from the Planning Board if the Council is open to pursuing the concept.

Previous Meetings and History: None

City Manager Comments:

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

I concur with the recommendation. Signature:

Attachments: Council Agenda Request form and Map.



CITY COUNCIL
AGENDA REQUEST FORM

Requesting Councilor's Name: Councilor Leroy Walker [Signature] Nov. 25-2020

Supporting Councilor Name: Councilor Brian Carrier [Signature] (via phone)

Summary of Issue: A property owner and resident at 285 Trapp Road has made a significant investment in a marijuana cultivation business before we passed or ordinances related to marijuana. He has done everything as required by ordinance at the time of construction, however, when we passed the new ordinances in 2019 it made his structure nonconforming in the front residential portion of his parcel. The facility has been operated professionally without violations or any known impacts to abutters. He has since applied for a permit to build another building to connect to the electrical and plumbing infrastructure that was built as part of what he saw as phase 1 and planned for additional buildings. Staff had to deny the permit due to zoning but worked with the owner and Councilors to discuss options. Ledge and other site constraints will limit his ability to move the proposed building back to the AG zone.

Recommended Action for Consideration:

Consider adjusting zoning boundary to increase AGRP zoned area as shown on the attached map.

Existing Policy References (Comp. Plan, etc):

Minor zoning change that promotes the growth of a permitted agricultural use, allows investment in new building(s) and creates new taxable value.

In order for a workshop item to be considered for an upcoming Auburn City Council Workshop agenda, please complete the above and present it at any time to the Mayor and City Manager. Our goal is to have items requested on a workshop agenda within 90 days of the date received.

DO NOT WRITE BELOW THIS LINE

Date received by City Manager: 11/25/20

Date received by Mayor:

Recommended Date for Workshop Discussion: 12/7/20

Staff Assigned:

057-001
355 TRAPP RD

057-003-001
107 TRAPP RD

057-003
285 TRAPP RD

057-004
243 TRAPP RD

057-002
323 TRAPP RD

Trapp Rd

057-052-001
280 TRAPP RD

057-052-002
260 TRAPP RD

057-051
240 TRAPP RD

057-052
298 TRAPP RD

037-001
TRAPP RD

Council Workshop or Meeting Date: December 7, 2020

Subject: Executive Session

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

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

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

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

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

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

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

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

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

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

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

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

Council Workshop or Meeting Date: December 7, 2020

Subject: Executive Session

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

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

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

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

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

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

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

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

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

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

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

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

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

I. Executive Session – Economic Development, pursuant to 1 M.R.S.A. Sec. 405 (6)(C).

Motion was made by Councilor MacLeod and seconded by Councilor Boss to enter into executive session. Passage 7-0. Time 5:05 PM.

Council was declared out of Executive Session at 5:31 PM.

II. New Business - Charter Review Process

Sec. 2.8. - Review of Charter and ordinances.

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

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

Motion was made by Councilor Carrier and seconded by Councilor Milks to explore adding language in Section 9.1 (b) as follows:

A referendum which fails or passes by a majority vote in a citywide election may not be the subject of another referendum for at least 6 months after the election and no language will dictate a minimum or maximum effective timeframe for such referendum question.

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

Motion was made by Councilor Carrier and seconded by Councilor Lasagna to direct staff to research the addition of residency language on the circulation of petitions to get on the ballot and in conformity with Section 9.3 (C).

Passage 6-1 (Councilor MacLeod opposed).

The Mayor called for a five-minute recess at 6:28 PM. The meeting resumed at 6:33 PM.

Motion was made by Councilor Lasagna and seconded by Councilor Boss to suspend the rules to add an item to the agenda.

Motion failed 3-4 (Councilors Gerry, Walker, Milks, and Carrier opposed).

II. Adjournment

Motion was made by Councilor Lasagna and seconded by Councilor Walker to adjourn. Unanimously approved, adjourned at 6:48 PM.

A TRUE COPY

ATTEST *Susan Clements-Dallaire*

Susan Clements-Dallaire, City Clerk

IN COUNCIL REGULAR MEETING NOVEMBER 16, 2020 VOL. 36 PAGE 88

Mayor Levesque called the meeting to order at 7:03 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. All Councilors were present.

I. Consent Items – None

II. Minutes

- October 26, 2020 Special Council Meeting

Motion was made by Councilor Lasagna and seconded by Councilor Walker to approve the minutes of the October 26, 2020 Special Council Meeting.

Passage 7-0.

- November 2, 2020 Regular Council Meeting

Motion was made by Councilor Walker and seconded by Councilor Boss to approve the minutes of the October 26, 2020 Special Council Meeting.

Passage 7-0.

III. Communications, Presentations and Recognitions

Council Communications (about and to the community)

Councilor Macleod reported on the Lewiston Auburn Transit Committee noting that the Minot Avenue and downtown bus routes would not be running Tuesday and Wednesday due to driver shortages.

Councilor Walker reminded everyone of the Thanksgiving take out dinner being offered by the Age Friendly Committee. Orders will have to be called in ahead of time and the dinner is free. The deadline to order is November 20th.

Manager Crowell provided clarification on Councilor MacLeod's update on the bus routes that would not be running on Tuesday and Wednesday noting that although the bus will not be traveling that route, anyone in that area needing transportation can contact LATC to arrange for alternate means of transportation. He also notified the Council that two marijuana business licenses were denied and there is a 30-day window for the applicants to file an appeal.

Mayor Levesque reported on the press conference that was held earlier in the day and the marketing campaign.

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

V. Unfinished Business - None

1. Ordinance 10-11022020

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

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

Public hearing - no one from the public spoke.

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

VI. New Business

1. Order 127-11162020

Requiring masks and physical distancing during all City Council meetings.

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

Public comment - no one from the public spoke.

Motion was made by Councilor Gerry and seconded by Councilor Milks to amend by completely striking out the original language and replacing it as follows:

Whereas most Governmental buildings whether Federal, State or Municipally owned are deemed public places and provide public spaces for people to meet in and various departments to offer services for which residents and individuals are in need of – not all spaces in these entities' are open to the general public.

Whereas it is ordered that when a State of Emergency is declared by our Governor, Governmental agencies Auburn's Mayor and, etc. – Auburn's council chambers will be deemed a non-public setting for the city's departments, agencies, and the City Council to conduct their meetings in a non-comprised environment in order to carry out their duties.

Whereas, The Auburn City Councilors, Mayor, Manager and his or her staff during a pandemic will follow the CDC rules, social distancing and Governor's mandates as best as practical.

Whereas, Councilors, Mayor, Manager and his or her staff shall wear a mask UNLESS they have a medical condition that make it difficult to wear one when milling around inside the Council Chamber and coming in and out of the room as they get ready for the meeting or when they get up from sitting but once seated if they so choose a mask doesn't have to be worn.

Whereas, During the opening exercises and the meeting – the Mayor, City Councilors, Manager and his or her staff will be allowed to interact and speak unencumbered by a mask if they so choose in order to communicate in a manner that all participants in the room and at home can clearly hear and understand what the discussion is about and what is going on in the meeting.

Whereas the City councilors have an obligation to be able to hear what their Council mates, Mayor, Manager and staff are saying as clearly as possible to be informed and understand what they are voting on.

Whereas, as long as the City Council chamber is deemed a non-public setting/room during State of Emergency and the Council, Mayor, Manager and City Staff are fulfilling their duties and as acting as a body they will not be penalized for not wearing a mask while sitting at their place similar to those who eat at a restaurant.

Amendment failed 3-4 (Councilors Carrier, Boss, Lasagna, and MacLeod opposed). A roll call vote was taken.

Passage of Order 127-11162020 4-3 (Councilors Walker, Gerry, and Milks opposed). A roll call vote was taken.

Motion was made by Councilor Milks and seconded by Councilor MacLeod to suspend the rules.

Passage 7-0.

Motion was made by Councilor Milks and seconded by Councilor Gerry to present and add to the agenda the following Resolve:

RESOLVE 12-11162020

Whereas the people of Auburn are struggling with economic hardship and social breakdowns associated with the seemly never-ending restrictions imposed during the Governor's ongoing State of Emergency; and

Whereas many small businesses of Auburn continue to struggle and face impending failure due to ever changing guidelines, rules, and regulations as a result of the Governor's ongoing State of Emergency; and

Whereas the dreams and goals of families, children and parents of Auburn who have worked hard and endured many sacrifices are seeing their dreams and the dreams of their children being destroyed forever by the Governor's ongoing State of Emergency; and

Whereas the citizens of Auburn with the least resources bear the heaviest burden of the economic and emotional crisis created by the Governor's ongoing State of Emergency; and

Whereas we, the Auburn City council, take the Covid-19 virus very seriously and know the potential effects it may cause, and understand our own loss of free will, our forced compliance, our forced isolation, our loss of livelihood, our social breakdowns and the separation from loved ones has caused even more far reaching consequences than illness associated with Covid-19; and

Whereas the Legislature and Governor have failed in their responsibility to reconvene in a reasonable time frame to do the work of the People; and

Hereby let it further be resolved,

- 1. That the Auburn City Council calls for the Maine Legislature to convene as soon as possible to conduct the people's business; and*
- 2. That the Auburn City Council requests that the Governor reconsider her Executive Orders for the disproportionate adverse impact they have had on Maine's most vulnerable populations, businesses, schoolchildren, and families.*

Passage 4-3 (Councilors Boss, Lasagna, and MacLeod opposed). A roll call vote was taken.

2. Order 128-11162020

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

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

Public comment – no one from the public spoke.

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

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

VIII. Reports (from sub-committees to Council)

Mayor Levesque – reported that ELHS was closed on Friday due to COVID. He is hearing from a lot of concerned residents and parents. He also reported that the first Comp Plan ad hoc Committee meeting will be held on Thursday of this week, and he provided an update on the status of the Mayor's Ad hoc Committee on boards and committees.

Councilor Milks- reported that the next Sewer and Water District meetings are scheduled to be held on Tuesday (Sewer) and Wednesday (Water) at 4:00 PM at the Senior Center.

Councilor Carrier – reported on the COVID cases at ELHS which is now operating in red status (totally remote).

Councilor Gerry – asked when the annual award honoring the former Mayor Jenkins would take place. Tentatively in December.

Councilor Lasagna – reminded everyone that the Farmer's Market will be held from 11:00 am to 2:00 pm on Sunday's in Auburn at the Senior Center.

Manager Crowell – reported that a Special Council meeting will be held on November 30th at 5:00 pm to continue the Charter Review. The School Committee will have representatives here for that meeting. The City Attorney will also be attending. He also provided an update on the COVID incidents in Auburn adding that Matt Fifield has been working closely with the School Department and Auburn businesses.

Jill Eastman, Finance Director – October 2020 Monthly Finance Report

Motion was made by Councilor Gerry and seconded by Councilor Milks to place on file. Motion was made by Councilor Lasagna and seconded from Councilor Gerry to postpone until the next regular Council meeting. Passage 7-0.

IX. Executive Session - None

X. Adjournment

Motion was made by Councilor Boss and seconded by Councilor Walker to adjourn. Unanimously approved, adjourned at 8:07 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: December 7, 2020 **Ordinances:** 11-12072020 and 12-12072020

Author: Justin L. Poirier, Urban Development Specialist

Subject: Form-Based Code Expansion

Information: At the October 5th City Council directed the Planning Board to make a recommendation on whether the City should expand the Form-Based Code (“FBC”) to several predominantly residential areas surrounding the City’s urban core. Due to the number of parcels involved and COVID-19 related limitations, staff chose to split up the neighborhoods being considered into three separate public hearings. The Planning Board reviewed Downtown Enterprise zone in the area adjacent to Academy, Elm, Maple, Pleasant, High, Drummond and a portion of Spring Streets and the Multi-Family Urban district in the Laurel Avenue and Newbury Street neighborhood. As a result of the public hearing the Planning Board has made the following recommendations:

- Expand the T-4.2 Traditional Downtown Neighborhood to the Downtown Enterprise District in the area adjacent to Academy, Maple, Elm, Pleasant, High, Drummond, and a portion of Spring street, to exclude the lots on Elm street from Main to High and the Multifamily Urban District in the Laurel Avenue and Newbury neighborhood based on findings in SR.
 - Initiate a PB zone change and recommend to council to expand T-4.1 Traditional Main Street Neighborhood expand along Elm from Main to High for parcels on that section of Elm St. Findings for doing so is that properties on Elm from Main to High represent high value historical properties that better fit T-4.1 neighborhood description.
-

City Budgetary Impacts: None.

Staff Recommended Action: Council to consider the zoning ordinance changes recommended by the Planning Board take necessary action.

Previous Meetings and History: October 5, 2020 – City Council Workshop

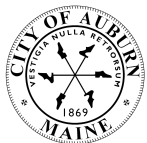
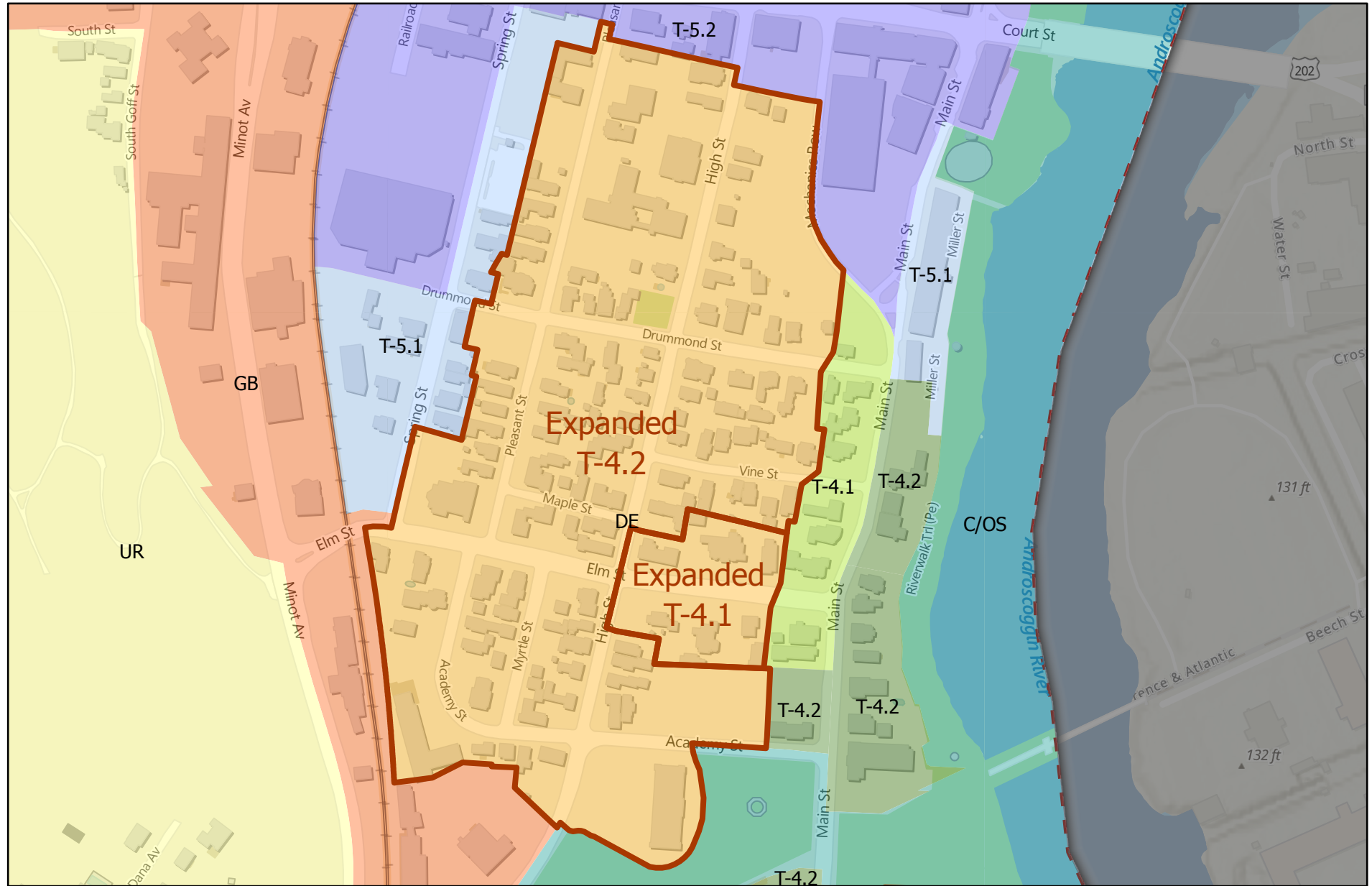
City Manager Comments:

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

I concur with the recommendation. Signature:

Attachments: Zoning map.

Expand T-4.2 in Downtown Enterprise Zone



60 Court St
Auburn, ME 04210
www.auburnmaine.gov

 Proposed Change Area - Option 2

Sec. 60-548. - Traditional Main Street Neighborhood (T-4.1)



Illustrative View of T-4.1 (Main Street)

**Intent and Purpose:
Traditional Main Street Neighborhood (T-4.1)**

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





Characteristic Features

- Front lawns
- Front facade detailing
- Frontage fences
- Porches
- Bay windows
- Foundation planting and yard landscaping
- Street Trees
- Lower Density

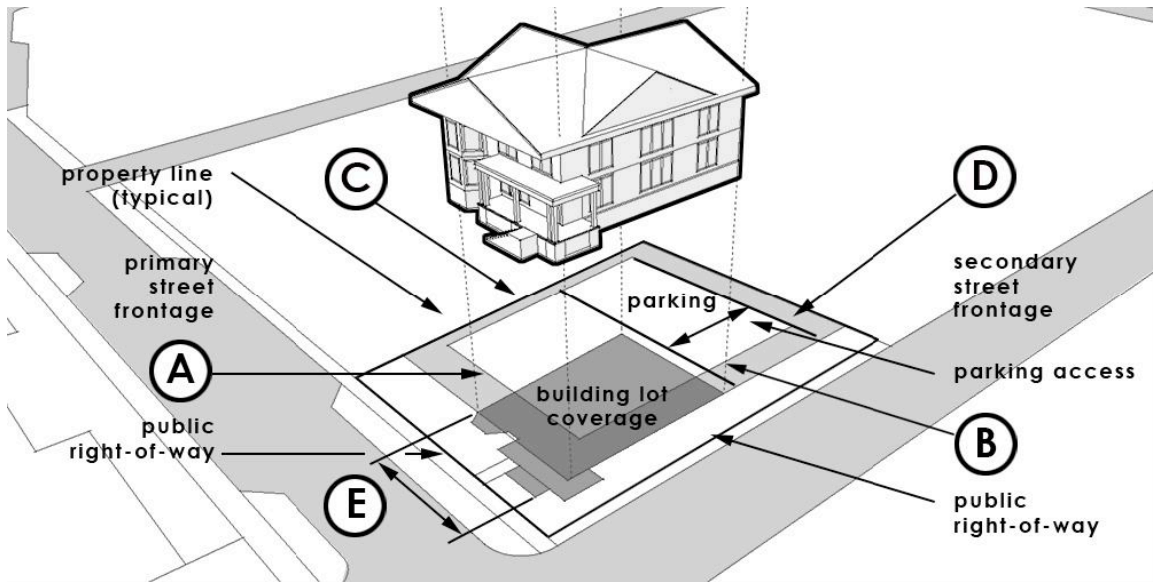


Examples of Main Street Neighborhood - T-4.1

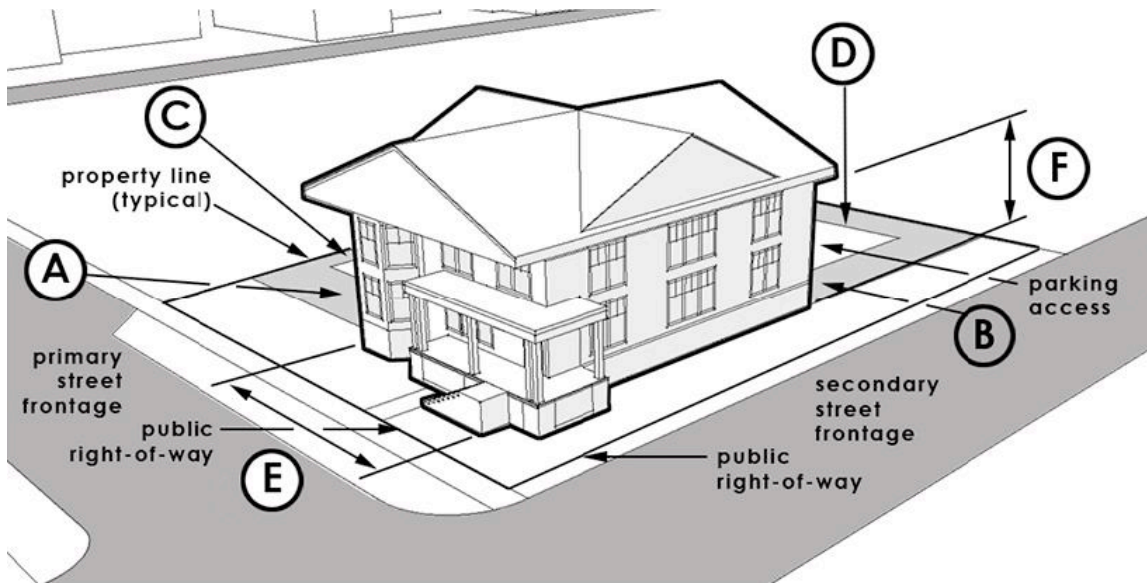
(Ord. No. 04-03072016, 5-16-2016)

Sec. 60-548.1. - Building placement and configuration T-4.1.

Elevated Building Placement



Building Placement on Lot



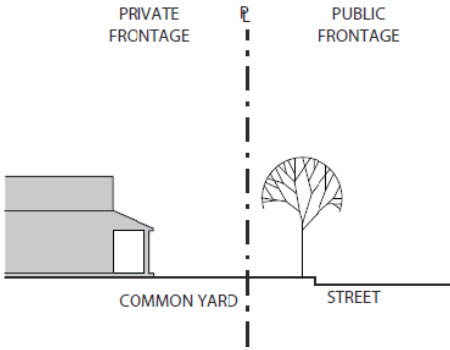
PRINCIPAL BUILDING PLACEMENT:

Front Setback, Principal:	15 ft. Min. 25 ft. Max.	(A)
(Corner Lot) Front Setback, Secondary:	15 ft. Min., 25 ft. Max	(B)
Side Setback:	5 ft. Min.	(C)

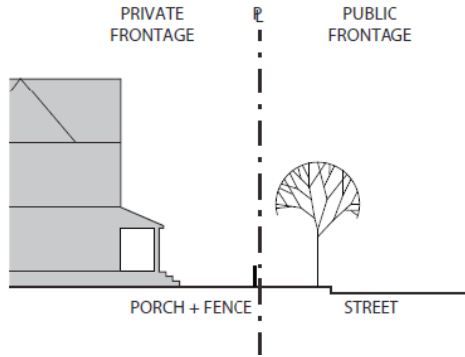
Rear Setback:	10 ft. Min.	(D)
Building Lot Coverage:	60% Max.	
Useable Open Space:	20% Min.	
Frontage Build-Out:	40% Min. (along Front Setback, Primary)	
Lot Width:	24 ft. Min, 120 ft. Max	
PRINCIPAL BUILDING CONFIGURATION:		
Building Width:	14 ft. Min., 64 ft. Max.	(E)
Building Height Minimum:	2 Story Min.	(F)
Building Height Maximum:	2 Story Max. (excluding attic story)	(F)

(Ord. No. 04-03072016, 5-16-2016)

Sec. 60-548.2. - Building frontages types T-4.1.



Common Yard



Porch Yard

BUILDING FRONTAGE TYPES:	Common Yard; Porch Yard
BUILDING ENTRIES:	Primary entry door is encouraged along ground story facade facing a primary street.
BUILDING ENVELOPE ARTICULATION:	
Ground Story Building Frontage Facade:	Windows and doors shall comprise a minimum of 25% and maximum 60% coverage of the total ground story facade frontage.
Upper Story Building Frontage Facades:	Windows and doors shall comprise a minimum of 20% and maximum 40% coverage of the total upper story facade frontage.
Ground Story Finished Floor Elevation:	The ground story shall be a minimum of 2 feet and 6 feet maximum above the front yard elevation (average grade).
Frontage Facade Wall:	Blank lengths of wall exceeding 10 linear feet are prohibited.

(Ord. No. 04-03072016, 5-16-2016)

Sec. 60-548.3. - External elements T-4.1.

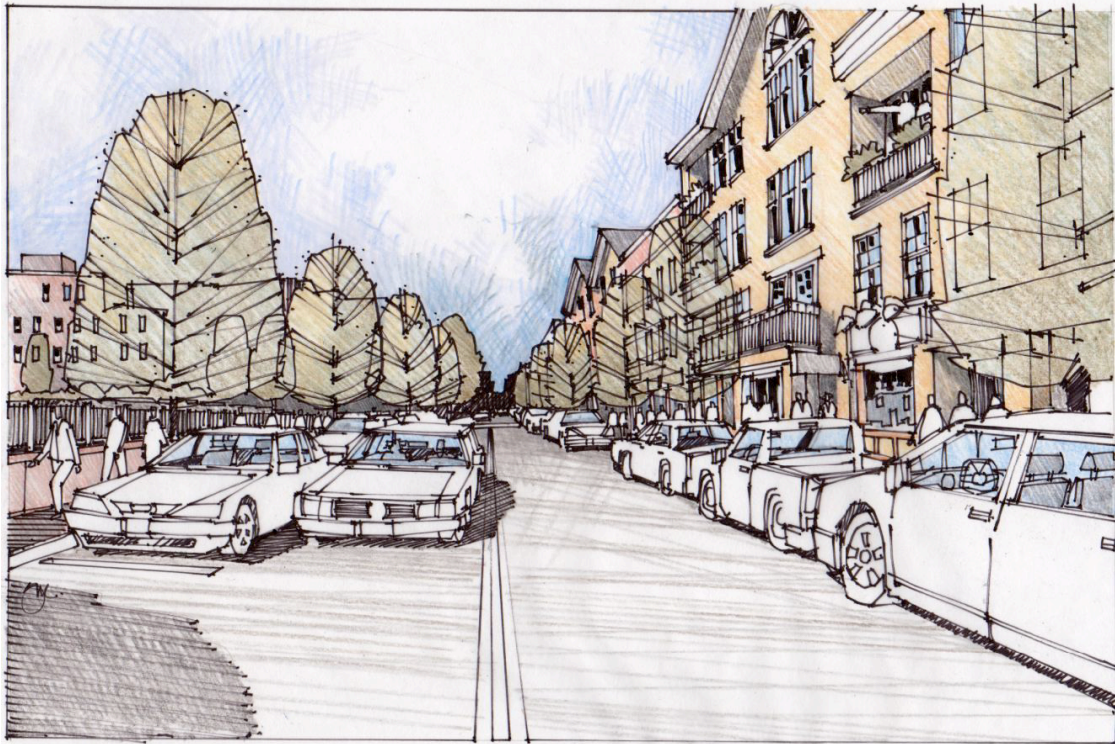
Front Yard Fence:	A front yard fence a minimum of 2 feet and a maximum of 4 feet in height is encouraged to maintain spatial edge of street. Chain link, vinyl, split rail, or barbed
-------------------	---

	wire is not allowed.
Front Yard Fence/Wall Opening:	A vehicle entry way, as part of a front fence/wall, shall be a maximum width of 20 feet; a pedestrian entry way shall be a maximum width of 6 feet.
Building Projections:	No part of any building, except overhanging eaves, awnings, balconies, bay windows, stoops and other architectural features shall encroach beyond the minimum or maximum front setback line.
Porch & Stoop Encroachments:	Porches & Stoops may encroach upon the minimum front setback line by the following distances: Front Setback, Principal Frontage 10 ft. maximum. Front Setback, Secondary Frontage 10 ft. maximum.
Garages:	Detached garages shall be located a minimum of 20 feet from any street right-of-way.
Driveways:	Driveways are encouraged to be on the secondary street frontage. Driveways shall be paved and a minimum of 8 feet wide and a maximum of 20 feet wide.
Parking:	<u>Residential</u> - Vehicle parking areas shall be located only on driveways or designated parking areas and shall not extend into the street right-of-way or sidewalk. <u>Commercial</u> - Parking shall be located to rear of the property to the greatest extent possible. Parking on a side yard is limited to no more than 60 feet wide or 40% of the lot width. Screening and/or street wall is required for parking areas along a street.
Accessory Structures:	Accessory structures shall be located a minimum of 20 feet from any street right-of-way and 5 feet from either side or rear property line.
Landscaping:	Landscaping is encouraged but shall not extend into any sidewalk or travel way. Street trees are encouraged.
Foundation Planting:	Foundation plantings are encouraged but should be pruned and maintained with enough clearance from the building facade to encourage air circulation.

(Ord. No. 04-03072016, 5-16-2016)

Sec. 60.549. - Traditional Downtown Neighborhood T-4.2.

Illustrative View of T-4.2 (Spring Street)



**Intent and Purpose:
Traditional Downtown Neighborhood (T-4.2)**

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

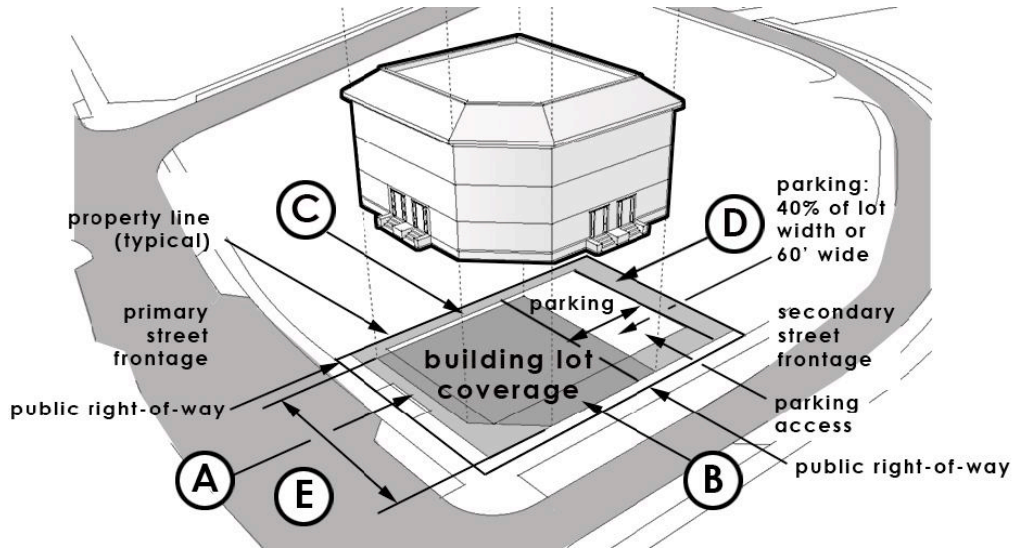


Characteristic Features

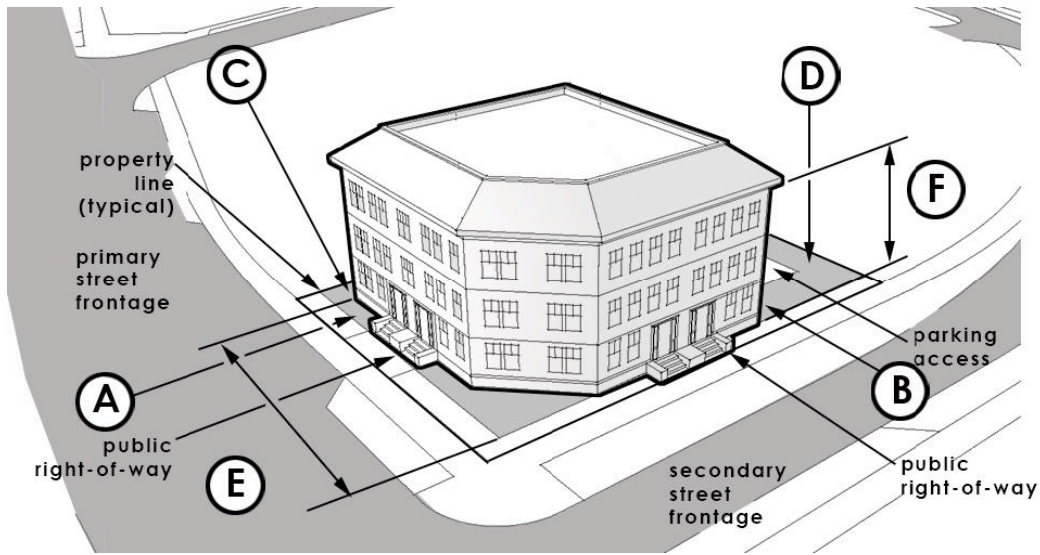
- More public and private realm interaction
- Front facade detailing
- Small front yards
- Bay windows
- Neighborhood scaled storefronts with large windows
- Frontage Fences
- Street Trees
- Moderate densities

(Ord. No. 04-03072016, 5-16-2016)

Sec. 60-549.1. - Building placement and configuration T-4.2.



Elevated Building Placement

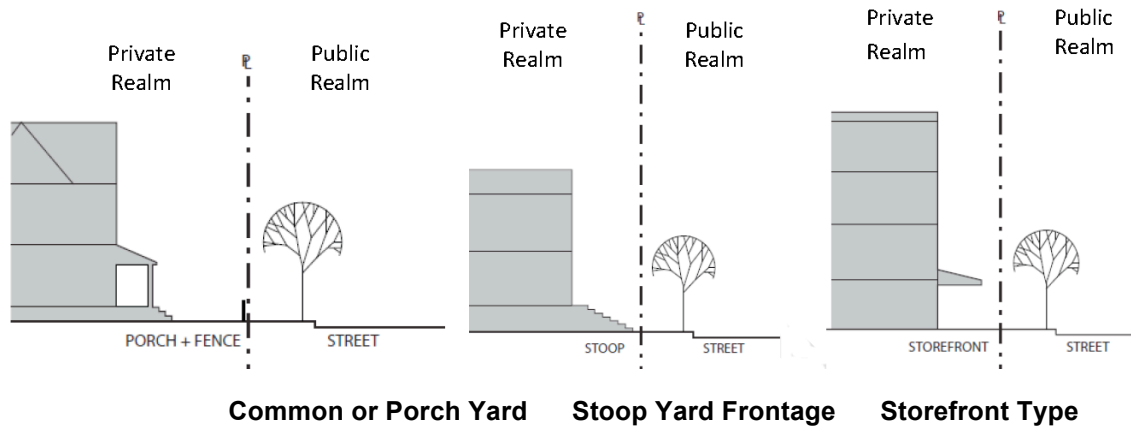


Building Placement on Lot

PRINCIPAL BUILDING PLACEMENT:		
Front Setback, Principal:	5 ft. Min/, 15 ft. Max	(A)
(Corner Lot) Front Setback, Secondary:	5 ft. Min., 15 ft. Max.	(B)
Side Setback:	5 ft. Min.	(C)
Rear Setback:	10 ft. Min.	(D)
Building Lot Coverage:	70% Max.	
Useable Open Space:	10% Min.	
Frontage Build-Out:	60% Min (along Front Setback, Primary)	
Lot Width:	24 ft. Min, 120 ft. Max.	
PRINCIPAL BUILDING CONFIGURATION:		
Building Width:	14 ft. Min., 110 ft. Max.	(E)
Building Height Minimum:	1 Story Min.	(F)
Building Height Maximum:	3 Story Max.	(F) (excluding attic story)

(Ord. No. 04-03072016, 5-16-2016)

Sec. 60.549.2. - Building frontages T-4.2.



BUILDING FRONTAGE TYPES:	Common Yard; Porch Yard, Stoop and Storefront
BUILDING ENTRIES:	Primary entry door is encouraged along ground story facade facing a primary street.
BUILDING ENVELOPE ARTICULATION:	
Ground Story Building Frontage Facade:	<u>Residential</u> - Windows and doors shall comprise a minimum of 25% and maximum 60% coverage of the total ground story frontage facade. <u>Commercial</u> - Windows and doors shall comprise a minimum of 40% and maximum of 90% coverage of the total ground story frontage facade.
Upper Story Building Frontage Facade:	Windows and doors shall comprise a minimum of 20% and maximum 40% coverage of the total upper story building frontage facade.
Ground Story Finished Floor Elevation:	<u>Residential</u> - The ground story elevation must be a minimum of 2 feet minimum and 6 feet maximum above the front yard elevation (average grade). <u>Commercial</u> - The ground story elevation must be at a minimum of sidewalk grade to maximum of 2 feet.

Frontage Facade Wall:	Blank lengths of wall exceeding 10 linear feet are prohibited.
-----------------------	--

(Ord. No. 04-03072016, 5-16-2016)

Sec. 60-549.3. - External elements T-4.2.

Front Yard Fence:	<u>Residential</u> - A front yard fence a minimum of 2 feet and a maximum of 4 feet in height is encouraged to maintain spatial edge of street. No chain link, vinyl, split rail, or barbed wire is allowed
Front Yard Fence/Wall Opening:	A vehicle entry way, as part of a front fence/wall, shall be a maximum width of 20 feet; a pedestrian entry way shall be a maximum width of 6 feet.
Building Projections:	No part of any building, except overhanging eaves, awnings, balconies, bay windows, stoops and other architectural features shall encroach beyond the minimum front setback line.
Porch & Stoop Encroachments:	Porches & Stoops may encroach upon the minimum front setback line by the following distances: Front Setback, Principal Frontage 5 ft. maximum. Front Setback, Secondary Frontage 5 ft. maximum.
Garages:	Detached garages shall be located a minimum of 20 feet from any street right-of-way.
Driveways:	Driveways are encouraged to be on the secondary street frontage. Driveways shall be paved and a minimum of 8 feet wide and a maximum of 20 feet wide.
Parking:	<u>Residential</u> - Vehicle parking areas shall be located only on driveways or designated parking areas and shall not extend into the street right-of-way or sidewalk. <u>Commercial</u> - Parking shall be located to rear of the property to the greatest extent possible. Parking on a side yard is limited to no more than 60 feet wide or 40% of the lot width. Screening and/or street wall is required for parking areas along a street.

Accessory Structures:	Accessory structures shall be located a minimum of 20 feet from any street right-of-way and 5 feet from either side or rear property line.
Landscaping:	Landscaping is encouraged but shall not extend into any street right-of-way or sidewalk. Street trees are encouraged.
Foundation Planting:	Foundation plantings are encouraged but should be pruned and maintained with enough clearance from the building facade to encourage air circulation.

(Ord. No. 04-03072016, 5-16-2016)

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDINANCE 11-12072020

Be it ordained, that the City Council hereby adopts a zoning map change to expand the T-4.2 Traditional Downtown Neighborhood to the Downtown Enterprise District in the area adjacent to Academy, Maple, Elm, Pleasant, High, Drummond, and a portion of Spring street, to exclude the lots on Elm street from Main to High and the Multifamily Urban District in the Laurel Avenue and Newbury neighborhood.

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDINANCE 12-12072020

Be it ordained, that the City Council hereby adopts a zoning map change to expand T-4.1 Traditional Main Street Neighborhood expand along Elm from Main to High for parcels on that section of Elm St.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: December 7, 2020

Order: 128-12072020

Author: Robert Chase, Fire Chief

Subject: Update to EMS Rates

Information: Billing rates for EMS services rendered, have not been updated since we began providing EMS transport services. Our EMS billing contractor conducted a comparison of our rates to other regional EMS providers, and recommended rate adjustments.

The City of Auburn Policy on Emergency Medical Services Billing and Collection has been updated to reflect these recommended rate adjustments and has been provided for consideration and approval to the council.

City Budgetary Impacts: Estimate increase of EMS revenue of \$36,000 per year

Staff Recommended Action: Approve policy change to make the requested rate adjustments

Previous Meetings and History: None

City Manager Comments:

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

I concur with the recommendation. **Signature:**

Attachments:

Medical Reimbursement Services Letter Dated November 5, 2020: Comp

MEDICAL REIMBURSEMENT SERVICES

PO BOX 1810, WINDHAM, ME 04062

PHONE (800) 734-6677

November 5, 2020

City of Auburn,

Here are your current rates along with our recommendation for an increase. Please keep in mind about 65% of your transports are with Medicare, MaineCare and BlueCross which you will have a participating agreement with. What this mean is you will not see any more money from these three insurance companies, but you will see an increase in all other insurance companies. You have not had a rate increase since you started billing in 2014.

<u>Service</u>	<u>Current Rate</u>	<u>Recommended Rate</u>
Miles (A0425)	\$14	\$18
BLS (A0429)	\$650	\$800
ALS (A0427)	\$850	\$1,000
ALS 2 (A0433)	\$1,200	\$1,500
BLS Non Emergency	\$450	\$450
ALS Non Emergency	\$500	\$500
SCT (PIFT)	\$1,100	\$2,800
Intercept	\$100	\$100
On Scene	\$225	\$225

<u>Charge</u>	<u>Augusta</u>	<u>Wells</u>	<u>Med-Care</u>	<u>Gardiner</u>	<u>Kennebunk</u>
Miles	\$18	\$20	\$18	\$23	\$22
BLS RATE	\$700	\$1,100	\$800	\$715	\$1,200
ALS RATE	\$1,000	\$1,800	\$1,000	\$797.5	\$2,000
ALS2 RATE	\$1,400	\$2,500	\$1,500	\$1,375	\$2,750
BLS Non-Emergency	\$400	\$600	\$400	\$495	\$650
ALS Non-Emergency	\$500	\$900	\$600	\$632.5	\$1,000
SCT	\$1,500	\$3,000	\$2,800	\$1,485	\$3,500
Intercept	\$100	\$250	\$100	\$110	\$300
On Scene	\$175	\$175	\$225	\$325	\$150

Please let me know if you have any questions.

Shawn McPherson

City of Auburn Policy on Emergency Medical Services Billing and Collection

PURPOSE

To establish a policy to bill patients and collect fees for the provisions of emergency medical services and transportation provided by the City.

POLICY

EMS Billing & Collection

- A. The City recognizes the need to bill for these services to aid in the provision of EMS.
- B. No person requiring emergency medical services and/or transportation shall be denied services due to a lack of insurance or ability to pay levied charges.
- C. The City may, either directly or through any third party billing agency with which it has contracted for billing and/or collections for emergency medical services, make arrangements with patients and/or their financially responsible party for installment payments of bills so long as the City determines that:
 - 1. The financial condition of the patient requires such an arrangement; and
 - 2. The patient and/or financially responsible party has demonstrated a willingness to make good faith efforts towards payment of the bill.
- D. The City shall bill for all EMS services provided unless the City is reimbursed for services by another agency due to disaster declaration.
- E. Any applicable charges for EMS rendered shall be billed directly to the patient or to the patient's third party payer.
- F. The City may, at its option, and shall, where required by law, bill insurers or carriers on a patient's behalf and may accept payment on an assignment basis.
- G. All patients and/or their financially responsible parties, insurers or carriers, will be billed for emergency medical services provided by the City according to the Fee Schedule attached as Appendix A.
 - 1. All patients shall be liable for any co-payment, deductibles and patient responsibility amounts not satisfied by public or private insurance, and the City shall Balance Bill and make reasonable collection efforts for all such balances. The City may bill any applicable coinsurance carriers for such amounts.

2. Exceptions include only those instances where the City or its agent has made a determination that the cost of billing and collecting such co-payments, deductibles and patient responsibility amounts exceeds or is disproportionate to the amounts to be collected as determined by the City's write off policy.

Account Adjustments and Write Offs

- A. The City's billing agency is authorized to consider all cases of financial hardship based on the City's financial assistance hardship guidelines.
- B. Uncollected balances on patients accounts that have been sent to collection and/or have had no activity for 270 days shall be deemed uncollectible and may be written off of the City's accounts receivable balances.

PROCEDURES

EMS Billing & Collection

- A. Third party billing agencies must:
 - 1) Have in place a compliance program conforming to standards set forth in the Office of Inspector General's Compliance Program Guidance for Third Party Medical Billing Companies, 63 Federal Register 70138, as amended.
 - 2) Deposit funds payable to the City directly into a designated City account, through a lock box or similar arrangement.
 - 3) Not be subject to exclusion from any state or federal health care program.
 - 4) Be bonded and/or insured in amounts satisfactory to the City.
- B. A detailed listing of patients who utilize EMS will be compiled by the Auburn Fire Department. This information will be transmitted to the agency responsible for billing in the form of a patient care report. The information will however be subject to the confidentiality requirements of applicable law. This information will include, at a minimum, the following:
 - 1) Name, address, and telephone number of patient.
 - 2) Name, address and claim number of insurance carrier, if applicable.
 - 3) Date, time and EMS chart number.
 - 4) Point of origin and destination.
 - 5) A Center for Medicare & Medicaid Services approved method for mileage billing.
 - 6) Reason for transport/ patient's complaint/ current condition.
 - 7) Itemization and description of services provided and charges.
 - 8) Signature of the patient (when possible) or authorized decision maker.

- 9) Name of receiving physician.
 - 10) Names, titles, and signatures of ambulance personnel, when possible.
- C. The fee schedule for EMS is attached as Appendix A and may be amended from time to time.
- D. Payments on EMS invoices may be made by mail to the City's third party billing agency, on the City's website, or in person at Auburn City Hall located at 60 Court Street. Auburn, Maine.

Account Adjustments

- A. All patients are to be billed for transport upon receipt of billing information from the fire department.
- B. The City may, either directly or through any third party billing agency with which it has contracted for billing and/or collections for emergency medical services, make arrangements with patients and/or their financially responsible party for installment payments of bills so long as the City determines that:
- 1) The financial condition of the patient requires such an arrangement; and
 - 2) The patient and/or financially responsible party has demonstrated a willingness to make good faith efforts towards payment of the bill.
- C. The City shall not Balance Bill when prohibited by law.
- 1) Providers must accept the Medicare allowed charge as payment in full and may not bill or collect from the beneficiary any amount other than the unmet Part B deductible and Part B coinsurance amounts.
 - 2) For patients covered by Medicaid (Mainecare), the city will accept the payment from Medicaid as payment for services and will not pursue the patient for the remaining balance of the invoice.

Write Off of Uncollectible Accounts

- A. The City authorizes the billing contractor/agent to bulk write off amounts not contractually allowed by Medicare and Medicaid and provide reports to the City of such write offs.
- B. For all commercial insurance and private pay clients; all appropriate charges shall be applied uniformly without regard to ability to pay or probability of payment.
- C. Any account that has aged more than 90 days without activity or payment history shall be referred to the City for review. The billing contractor/agent must include all account documentation that demonstrates timely and efficient billing practices. This should include but not be limited to:

- 1) Account notes
- 2) Proof of billing statements and date of mailing(s) or electronic contact
- 3) Summary of amount billed and any current amount received
- 4) Summary of outstanding balances
- 5) Evidence of payment plan if applicable

After review the City will transfer uncollected balances to a collection agency designated by the City for continued collection efforts. Either when the collection agency determines that the account is uncollectible or 270 days from last insurance payment with no activity, the account will be determined to be uncollectible and it will be written off.

APPENDIX A

City of Auburn EMS Transport Rate Schedule as of January 1, 2021:

<u>SERVICE</u>	<u>ALL INCLUSIVE RATE</u>
Basic Life Support (A0429)	\$800
Advanced Life Support (A0427)	\$1,000
Advance Life Support Level 2 (A0433)	\$1,500
Basic Life Support Non-Emergency	\$450
Advanced Life Support Non Emergency	\$500
Specialty Care Transport (PIFT)	\$2,800
Loaded Miles (A0425)	\$18 per mile
Paramedic Intercept	\$100
On Scene	\$225

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 128-12072020

ORDERED, that the City Council hereby approves the proposed rate adjustments to the City of Auburn Policy on Emergency Medical Services Billing and Collection.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: December 7, 2020

Order: 129-12072020

Author: Sabrina Best, Recreation Director

Subject: Recommendation of Reallocating FY20 CIP funds from Recreation – Fitness Equipment to Mt. Apatite Upgrades

Information: Due to the current use of the space in the Hasty Community Center that was going to be used for a Fitness Room and is now being used for the childcare program, that is projected to run until June 2021, I am recommending that the funds from FY20 CIP for Fitness Equipment be reallocated to Mt. Apatite Upgrades. The amount allocated was \$25,000.

Due to the increased volume in users at Mt. Apatite, because of the pandemic, the need for upgrades to Parking, Maps and Signage are vital to allow everyone to stay safe while accessing our park.

City Budgetary Impacts: FY20 CIP Recreation allocation of \$25,000 for Fitness Equipment. The scope of these funds would change from Fitness Equipment to Mt. Apatite Upgrades.

Staff Recommended Action: Support Recommendation

Previous Meetings and History: N/A

City Manager Comments:

I concur with the recommendation. Signature:

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

Attachments: Proposed Budget breakdown of the \$25,000

Recreation CIP Funds

FY20 – Fitness Equipment \$25,000

Reallocation to Mt. Apatite Upgrades

Due to the current use of the space in the Hasty Community Center that would have been a fitness room now being used for the childcare program, which is projected to run until June 2021, I am recommending that the funds from FY20 CIP for Fitness Equipment be reallocated to Mt. Apatite Upgrades.

Proposed Budget for Mt. Apatite Upgrades:

\$8,500 - Improved Parking on Small Rd. Entrance, specific for snowmobile trailers

- Partnering with Central Maine NEMBA for in-kind services \$1,500
- \$6,500 would go towards gravel (Need \$12,500 total, using \$6,000 from Comprehensive Plan CIP)
- \$2,000 towards equipment rentals (currently seeking donations from local businesses, if secured these funds would go towards signage)

\$16,500 – Improved Signage

- Improve/Install MASTER Trail MAP at 2 Main Entrances
- Add trail signage with possible arrows and distances to either entrance along major trails.
- Design/Install an Emergency Numbering system/signage throughout Park that correlates to updated Trail Maps.
- Improve signage at 2 Main Entrances.
- Update Trail Map on printout that is provided at both entrance kiosks.

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 129-12072020

ORDERED, that the City Council hereby authorizes funds in the amount of \$25,000 from the FY20 CIP for Fitness Equipment be reallocated to Mt. Apatite upgrades.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: December 7, 2020

Order: 130-12072020

Author: Sue Clements-Dallaire, City Clerk

Subject: Order to prevent the unauthorized use of the City name, brand, likeness and character.

Information: The Mayor has requested this item be placed on the agenda with support from Councilors Carrier and Gerry. The Order is to limit the unauthorized use and creation of City of Auburn brand, likeness, and character.

City Budgetary Impacts: None

Staff Recommended Action: Mayor/Councilor request

Previous Meetings and History: This was discussed at length at the 11-9-2020 Special Council Meeting

City Manager Comments:

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

I concur with the recommendation. Signature:

Attachments:



**CITY COUNCIL
AGENDA REQUEST FORM**

Requesting Councilor's Name: _____

Supporting Councilor Name: _____

Summary of Issue: To _____ To pass an order limiting the unauthorized use and creation of the City of Auburn brand, likeness and character. _____

Recommended Action for Consideration:

To pass an ordinance that clearly identifies the City, and its brand while protecting its identity from un-authorized use. There should not be a need to workshop as it was debated extensively over two Charter review meetings. We would like to see this on the next city council agenda. _____

Existing Policy References (Comp. Plan, etc.):

In order for a workshop item to be considered for an upcoming Auburn City Council Workshop agenda, please complete the above and present it at any time to the Mayor and City Manager. Our goal is to have items requested on a workshop agenda within 90 days of the date received.

DO NOT WRITE BELOW THIS LINE

Date received by City Manager: _____

Date received by Mayor: _____

Recommended Date for Workshop Discussion: _____

Staff Assigned: _____

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 130-12072020

ORDERED, that the City Council hereby authorizes that the only allowable names of the City are 'Auburn' and the 'City of Auburn, Maine'. As of adoption, there will be no official use of a moniker, though from time to time a moniker may be approved by the City Council for use in advertising or marketing initiatives. As of adoption, the only approved slogan is "No Steps Backward" in either Latin or English though from time to time, a slogan may be approved by the City Council for use in advertising or marketing initiatives. Any City created commission, board, and committee and any outside group receiving funds or City staff support must submit for approval by the city council any logo, slogan, or variation of name prior to use. Any outside group soliciting funds from local, state, or federal sources must seek permission from the City Council before using city council approved names, slogans, logos or monikers in their solicitation efforts that imply Municipal support.

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services



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

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

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

Revenues

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

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

Expenditures

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

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

Investments

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

Respectfully submitted,



Jill M. Eastman
Finance Director

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

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

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

REVENUE SOURCE	FY 2021 BUDGET	ACTUAL REVENUES THRU OCT 2020	% OF BUDGET	FY 2020 BUDGET	ACTUAL REVENUES THRU OCT 2019	% OF BUDGET	VARIANCE
TAXES							
PROPERTY TAX REVENUE-	\$ 49,655,498	\$ 24,627,235	49.60%	\$ 49,295,498	\$ 24,510,367	49.72%	\$ 116,868
PRIOR YEAR TAX REVENUE	\$ -	\$ 8,167		\$ -	\$ 122,689		\$ (114,522)
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 1,420,000	\$ 1,405,540	98.98%	\$ 1,250,000	\$ 994,116	79.53%	\$ 411,424
EXCISE	\$ 4,112,861	\$ 1,884,796	45.83%	\$ 3,910,000	\$ 1,512,841	38.69%	\$ 371,955
PENALTIES & INTEREST	\$ 150,000	\$ 26,218	17.48%	\$ 150,000	\$ 35,903	23.94%	\$ (9,685)
TOTAL TAXES	\$ 55,338,359	\$ 27,951,956	50.51%	\$ 54,605,498	\$ 27,175,916	49.77%	\$ 776,040
LICENSES AND PERMITS							
BUSINESS	\$ 166,000	\$ 95,440	57.49%	\$ 169,000	\$ 51,325	30.37%	\$ 44,115
NON-BUSINESS	\$ 392,400	\$ 153,613	39.15%	\$ 409,000	\$ 141,580	34.62%	\$ 12,033
TOTAL LICENSES	\$ 558,400	\$ 249,053	44.60%	\$ 578,000	\$ 192,905	33.37%	\$ 56,148
INTERGOVERNMENTAL ASSISTANCE							
STATE-LOCAL ROAD ASSISTANCE	\$ 400,000	\$ -	0.00%	\$ 400,000	\$ -	0.00%	\$ -
STATE REVENUE SHARING	\$ 2,708,312	\$ 1,200,674	44.33%	\$ 2,389,669	\$ 971,385	40.65%	\$ 229,289
WELFARE REIMBURSEMENT	\$ 90,656	\$ 11,362	12.53%	\$ 94,122	\$ 5,535	5.88%	\$ 5,827
OTHER STATE AID	\$ 32,000	\$ 10,269	32.09%	\$ 32,000	\$ -	0.00%	\$ 10,269
CITY OF LEWISTON	\$ 228,384	\$ 29,877	13.08%	\$ 228,384	\$ -	0.00%	\$ 29,877
TOTAL INTERGOVERNMENTAL ASSISTANCE	\$ 3,459,352	\$ 1,252,182	36.20%	\$ 3,144,175	\$ 976,920	31.07%	\$ 275,262
CHARGE FOR SERVICES							
GENERAL GOVERNMENT	\$ 198,440	\$ 62,371	31.43%	\$ 148,440	\$ 37,756	25.44%	\$ 24,615
PUBLIC SAFETY	\$ 181,600	\$ 15,101	8.32%	\$ 215,600	\$ 34,559	16.03%	\$ (19,458)
EMS TRANSPORT	\$ 1,200,000	\$ 386,140	32.18%	\$ 1,200,000	\$ 355,938	29.66%	\$ 30,202
TOTAL CHARGE FOR SERVICES	\$ 1,580,040	\$ 463,613	29.34%	\$ 1,564,040	\$ 428,253	27.38%	\$ 35,360
FINES							
PARKING TICKETS & MISC FINES	\$ 55,000	\$ 8,655	15.74%	\$ 55,000	\$ 12,549	22.82%	\$ (3,894)
MISCELLANEOUS							
INVESTMENT INCOME	\$ 80,000	\$ 12,558	15.70%	\$ 70,000	\$ 25,253	36.08%	\$ (12,695)
RENTS	\$ 35,000	\$ 24,317	69.48%	\$ 35,000	\$ 10,113	28.89%	\$ 14,204
UNCLASSIFIED	\$ 10,000	\$ 30,385	303.85%	\$ 10,000	\$ 39,691	396.91%	\$ (9,306)
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 25,121		\$ -	\$ 24,010		\$ 1,111
SALE OF PROPERTY	\$ 25,000	\$ 67,242	268.97%	\$ 20,000	\$ 17,304	86.52%	\$ 49,938
RECREATION PROGRAMS/ARENA							\$ -
MMWAC HOST FEES	\$ 230,000	\$ 57,723	25.10%	\$ 225,000	\$ 76,760	34.12%	\$ (19,037)
TRANSFER IN: TIF	\$ 1,117,818	\$ -	0.00%	\$ 1,117,818	\$ -	0.00%	\$ -
TRANSFER IN: Other Funds	\$ 578,925	\$ -	0.00%	\$ 566,011	\$ -	0.00%	\$ -
ENERGY EFFICIENCY							\$ -
CDBG	\$ 214,430	\$ -	0.00%	\$ 214,430	\$ -	0.00%	\$ -
UTILITY REIMBURSEMENT	\$ 20,000	\$ 4,251	21.25%	\$ 20,000	\$ 4,181	20.91%	\$ 70
CITY FUND BALANCE CONTRIBUTION	\$ 527,500	\$ -	0.00%	\$ 527,500	\$ -	0.00%	\$ -
TOTAL MISCELLANEOUS	\$ 2,838,673	\$ 221,596	7.81%	\$ 2,805,759	\$ 197,312	7.03%	\$ 24,284
TOTAL GENERAL FUND REVENUES	\$ 63,829,824	\$ 30,147,056	47.23%	\$ 62,752,472	\$ 28,983,855	46.19%	\$ 1,163,201
SCHOOL REVENUES							
EDUCATION SUBSIDY	\$ 26,217,074	\$ 9,236,905	35.23%	\$ 25,851,656	\$ 8,844,812	34.21%	\$ 392,093
EDUCATION	\$ 717,415	\$ 23,015	3.21%	\$ 711,224	\$ 139,751	19.65%	\$ (116,736)
SCHOOL FUND BALANCE CONTRIBUTION	\$ 970,862	\$ -	0.00%	\$ 877,296	\$ -	0.00%	\$ -
TOTAL SCHOOL	\$ 27,905,351	\$ 9,259,920	33.18%	\$ 27,440,176	\$ 8,984,563	32.74%	\$ 275,357
GRAND TOTAL REVENUES	\$ 91,735,175	\$ 39,406,976	42.96%	\$ 90,192,648	\$ 37,968,418	42.10%	\$ 1,438,558

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

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

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

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

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

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

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

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

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

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

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

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

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

	1902 Riverwatch	1905 Winter Festival	1910 Community Service	1913 Police Fitness Equipment	1914 Oak Hill Cemeteries	1915 Fire Training Building	1917 Wellness Grant	1926 Healthy Androscoggin	1928 Vending	1929 Fire Prevention	1930 211 Fairview	1931 Donations	2003 Byrne JAG
Fund Balance 7/1/20	\$ 762,516.19	\$ (15,099.19)	\$ 5,928.63	\$ 4,769.53	\$ 33,010.94	\$ (20,657.32)	\$ 3,460.06	\$ 5,362.37	\$ (312.70)	\$ 4,791.12	\$ (566,303.71)	\$ 501.65	\$ 2,808.57
Revenues FY21			\$ 173.00		\$ 671.46	\$ 21,879.00				\$ 2,500.00			
Expenditures FY21	\$ 145,293.00				\$ 30.00		\$ 2,150.50		\$ 339.79	\$ 702.32			
Fund Balance 10/31/2020	\$ 617,223.19	\$ (15,099.19)	\$ 6,101.63	\$ 4,769.53	\$ 33,652.40	\$ 1,221.68	\$ 1,309.56	\$ 5,362.37	\$ (652.49)	\$ 6,588.80	\$ (566,303.71)	\$ 501.65	\$ 2,808.57

	2005 MDOT	2006 PEACE	2008 Homeland Security	2010 State Drug Money	2013 OUI Grant	2014 Speed Grant	2019 Law Enforcement Training	2020 CDBG	2025 Community Cords	2030 Parking	2034 EDUL Underage Drink	2037 Bulletproof Vests	2038 Community Action Team
Fund Balance 7/1/20	\$ 329,028.27	\$ 1,550.98	\$ (112,903.52)	\$ 1,681.39	\$ 3,066.05	\$ 2,752.59	\$ (10,738.25)	\$ 2,366,559.15	\$ 37,353.66	\$ 2,005.87	\$ (2,685.00)	\$ 9,659.79	\$ 180.00
Revenues FY21				\$ 10,743.00			\$ 300.00	\$ 103,505.13	\$ 1,761.60	\$ 33,042.00	\$ 4,545.00		
Expenditures FY21			\$ 67,126.81	\$ 1,989.20	\$ 3,000.49	\$ 7,846.04		\$ 412,607.09		\$ 66,330.66			
Fund Balance 10/31/2020	\$ 329,028.27	\$ 1,550.98	\$ (180,030.33)	\$ 10,435.19	\$ 65.56	\$ (5,093.45)	\$ (10,438.25)	\$ 2,057,457.19	\$ 39,115.26	\$ (31,282.79)	\$ 1,860.00	\$ 9,659.79	\$ 180.00

	2040 Great Falls TV	2041 Blanche Stevens	2044 Federal Drug Money	2045 Forest Management	2050 Project Lifesaver	2051 Project Canopy	2052 Nature Conservancy	2053 St Louis Bells	2054 EMS Transport Capital Reserve	2055 Work4ME- PAL	2056 Lake Auburn Neighborhood	2057 ASPCA Grant	2058 Barker Mills Greenway	2059 Distracted Driving
Fund Balance 7/1/20	\$ 20,536.23	\$ 27,840.99	\$ 170,777.82	\$ 4,345.34	\$ 189.35	\$ -	\$ 975.05	\$ 20,984.31	\$ 187,456.89	\$ (13,339.97)	\$ 125.00	\$ 800.00	\$ (2,597.43)	\$ 829.00
Revenues FY21			\$ 2,026.64					\$ 7,715.27	\$ 150,430.80					
Expenditures FY21		\$ 1,015.69	\$ 35,374.36			\$ 290.20		\$ 149.79	\$ 55,874.40	\$ 3,456.97				
Fund Balance 10/31/2020	\$ 20,536.23	\$ 26,825.30	\$ 137,430.10	\$ 4,345.34	\$ 189.35	\$ (290.20)	\$ 975.05	\$ 28,549.79	\$ 282,013.29	\$ (16,796.94)	\$ 125.00	\$ 800.00	\$ (2,597.43)	\$ 829.00

	2061 150th Celebration	2062 Employee Store	2064 MDOT Sopers Mill Culvert	2065 State Bi- Centennial Parade	2067 Hometown Heros Banners	2068 Northern Borders Grant	2070 Leadercast	2075 Keeps Maine Healthy	2076 Keeps Maine Healthy II	2077 CTCI Gramt	2100 ELHS Fundraising	2201 EDI Grant	2500 Parks & Recreation
Fund Balance 7/1/20	\$ 1,893.81	\$ 132.69	\$ (26,094.03)	\$ (1,124.00)	\$ 209.00	\$ 210,601.70	\$ (3,500.00)	\$ -	\$ -	\$ -	\$ 1,061,591.57	\$ (1,484,407.18)	\$ 70,269.17
Revenues FY21			\$ -	\$ -			\$ -			\$ 262,187.00	\$ 139.25		\$ 144,607.35
Expenditures FY21			\$ 6,429.75	\$ 360.00	\$ -	\$ 18,279.22		\$ 120,440.61	\$ 124,044.44	\$ 65,722.24			\$ 303,190.90
Fund Balance 10/31/2020	\$ 1,893.81	\$ 132.69	\$ (32,523.78)	\$ (1,484.00)	\$ 209.00	\$ 192,322.48	\$ (3,500.00)	\$ (120,440.61)	\$ (124,044.44)	\$ 196,464.76	\$ 1,061,730.82	\$ (1,484,407.18)	\$ (88,314.38)

	2600 Tambrands II TIF 6	2600 Mall TIF 9	2600 Downtown TIF 10	2600 Auburn Industrial TIF 12	2600 Auburn Plaza TIF 13	2600 Auburn Plaza II TIF 14	2600 Webster School TIF 16	2600 Hartt Transport TIF 19	2600 62 Spring St TIF 20	2600 Minot Ave TIF 21	2600 48 Hampshire St TIF 22	2600 Auburn Memory Care Facility TIF 23	2600 Millbran TIF 24	Total Special Revenues
Fund Balance 7/1/20	\$ (161,839.95)	\$ 192,297.32	\$ (460,436.11)	\$ (388,767.54)	\$ 411,537.25	\$ (763,270.82)	\$ (0.01)	\$ 29,915.23	\$ 1,120.90	\$ 194.75	\$ -	\$ 147.27	\$ -	\$ 1,957,680.72
Revenues FY21	\$ 201,360.86	\$ 456,315.88	\$ 837,349.00	\$ 172,809.75	\$ 319,924.38	\$ 465,987.95	\$ 30,435.15	\$ 32,531.42	\$ 58,978.38	\$ 49,606.63	\$ 83,937.25	\$ 118,292.78	\$ 190,093.65	\$ 3,763,849.58
Expenditures FY21			\$ 301,385.27	\$ 220,683.00	\$ 75,182.23	\$ 439,092.00	\$ 15,217.58	\$ 32,578.92	\$ 29,489.19	\$ 12,401.66	\$ 20,984.31	\$ 46,936.12	\$ 66,841.98	\$ 2,702,836.73
Fund Balance 10/31/2020	\$ 39,520.91	\$ 648,613.20	\$ 75,527.62	\$ (436,640.79)	\$ 656,279.40	\$ (736,374.87)	\$ 15,217.56	\$ 29,867.73	\$ 30,610.09	\$ 37,399.72	\$ 62,952.94	\$ 71,503.93	\$ 123,251.67	\$ 3,018,693.57

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

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



Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Ingersoll Turf Facility for revenue and expenditures as of October 31, 2020.

INGERSOLL TURF FACILITY

Statement of Net Assets:

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

Current Assets:

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

Noncurrent Assets:

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

Liabilities:

Ingersoll had an interfund payable of \$31,133 as of October 31, 2020.

Statement of Activities:

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

The operating revenues for Ingersoll Turf Facility through October 2020 are \$19,434. This revenue comes from the sponsorships, programs, rental income and batting cages.

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

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

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

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

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

	Oct 31, 2020	Sept 30, 2020	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 225,610	\$ 225,443	\$ 167
Interfund receivables/payables	\$ -	\$ -	-
Accounts receivable	-	-	-
Total current assets	225,610	225,443	167
Noncurrent assets:			
Capital assets:			
Buildings	672,279	672,279	-
Equipment	119,673	119,673	-
Land improvements	18,584	18,584	-
Less accumulated depreciation	(693,287)	(693,287)	-
Total noncurrent assets	117,249	117,249	-
Total assets	342,859	342,692	167
LIABILITIES			
Accounts payable	\$ -	\$ 184	\$ (184)
Interfund payable	\$ 31,133	\$ 34,053	\$ (2,920)
Total liabilities	31,133	34,237	(3,104)
NET ASSETS			
Invested in capital assets	\$ 117,249	\$ 117,249	\$ -
Unrestricted	\$ 194,477	\$ 191,206	\$ 3,271
Total net assets	\$ 311,726	\$ 308,455	\$ 3,271

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

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

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

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

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

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

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

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

Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Norway Savings Bank Arena for revenue and expenditures as of October 31, 2020.

NORWAY SAVINGS BANK ARENA

Statement of Net Assets:

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

Current Assets:

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

Noncurrent Assets:

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

Liabilities:

Norway Arena had accounts payable of \$668 as of October 31, 2020.

Statement of Activities:

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

The operating revenues for Norway Arena through October 2020 are \$218,100. This revenue comes from the concessions, sign advertisements, pro shop lease, youth programming, shinny hockey, public skating and ice rentals.

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

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

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

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

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

	October 31, 2020	September 30, 2020	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 238,873	\$ 234,655	\$ 4,218
Interfund receivables	\$ (1,895,571)	\$ (1,918,418)	\$ 22,847
Prepaid Rent	\$ -	\$ -	\$ -
Accounts receivable	110,289	177,911	\$ (67,622)
Total current assets	(1,546,409)	(1,505,852)	(40,557)
Noncurrent assets:			
Capital assets:			
Buildings	58,223	58,223	-
Equipment	514,999	514,999	-
Land improvements	-	-	-
Less accumulated depreciation	(328,896)	(328,896)	-
Total noncurrent assets	244,326	244,326	-
Total assets	(1,302,083)	(1,261,526)	(40,557)
LIABILITIES			
Accounts payable	\$ 668	\$ 11,740	\$ (11,072)
Net OPEB liability	\$ 44,026	\$ 67,511	\$ (23,485)
Net pension liability	60,901	57,636	3,265
Total liabilities	105,595	136,887	(31,292)
NET ASSETS			
Invested in capital assets	\$ 244,326	\$ 244,326	-
Unrestricted	\$ (1,652,004)	\$ (1,642,739)	\$ (9,265)
Total net assets	\$ (1,407,678)	\$ (1,398,413)	\$ (9,265)

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

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

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

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

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

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

Council Workshop or Meeting Date: December 7, 2020

Subject: Executive Session

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

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

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

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

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

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

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

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

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

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

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

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



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: December 7, 2020

Subject: Executive Session

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

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

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

(1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;

(2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;

(3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and

(4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

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

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

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

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

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

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

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

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

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