City Council Workshop & Meeting
October 15, 2018
Agenda

5:30 P.M. Workshop

A. New Year's Eve Event for the 150th Anniversary
B. Executive Session - Economic Development (real estate matter), pursuant to 1 M.R.S.A. Sec. 405(6)(C).
C. Open Discussion

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

Pledge of Allegiance

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

II. Minutes – October 1, 2018 Regular Council Meeting

III. Communications, Presentations and Recognitions

Presentation – Maple Way Dental Care

Proclamation – Proclaiming November 1, 2018 as Extra Mile Day in Auburn

Communication – Zoning Board of Appeals Update (Courtney McDonough, Chair)

Communication – Office of the City Clerk (Sue Clements-Dallaire)

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

V. Unfinished Business

1. Order 77-09172018
Amending Order 122-12182017 previously adopted by the City Council on 12/18/2017 regarding the discontinuance of Troy Street. Public hearing and second reading.

VI. New Business

1. **Order 80-10152018**
   Approving the Special Amusement Permit for Craft Brew Underground located at 34 Court Street. Public hearing.

2. **Ordinance 06-10152018**
   Amending Chapter 24, Article II, Division 1, Sec. 24-23 of the General Assistance Ordinance Annual Adjustment of Maximum Benefits, Appendices A, B, and C, effective 10/01/2018 to 9/30/2019. Public hearing and first reading.

3. **Ordinance 07-10152018**
   Amending Chapter 2, Division 4, Sec. 2-466 (a) of the Planning Board ordinance.

4. **Resolve 13-10152018**
   Authorizing an amendment to the hangar loan between the City's General Fund and the Auburn-Lewiston Airport to extend its maturity to FY2034.

5. **Order 81-10152018**
   Re-appointing Judith Webber to the Auburn Housing Authority with a term expiration of 10/01/2023.
   Council may enter into executive session, pursuant to 1 M.R.S.A. Sec. 406(6)(A).

6. **Order 82-10152018**
   Re-appointing Celia McGukian to the Community Development Block Grant (CDBG) Loan Committee with a term expiration of 10/01/2021.
   Council may enter into executive session, pursuant to 1 M.R.S.A. Sec. 406(6)(A).

7. **Order 83-10152018**
   Appointing Candace D'Amour to the Board of Assessment Review with a term expiration of 10/01/2022.
   Council may enter into executive session, pursuant to 1 M.R.S.A. Sec. 406(6)(A).

8. **Order 84-10152018**
   Re-appointing Dana Staples to the Parks & Recreation Advisory Board, with a term expiration of 10/01/2020.
   Council may enter into executive session, pursuant to 1 M.R.S.A. Sec. 406(6)(A).

9. **Order 85-10152018**
   Re-appointing Misty Edgecomb to the Parks & Recreation Advisory Board, with a term expiration of 10/01/2020.
   Council may enter into executive session, pursuant to 1 M.R.S.A. Sec. 406(6)(A).

10. **Order 86-10152018**
    Re-appointing Suzanne Roy to the Parks & Recreation Advisory Board, with a term expiration of 10/01/2020.
    Council may enter into executive session, pursuant to 1 M.R.S.A. Sec. 406(6)(A).

11. **Order 87-10152018**
    Re-appointing Rick Martel to the Parks & Recreation Advisory Board, with a term expiration of 10/01/2020.
    Council may enter into executive session, pursuant to 1 M.R.S.A. Sec. 406(6)(A).

12. **Order 88-10152018**
    Appointing Michael Corey to the Zoning Board of Appeals, with a term expiration of 10/01/2021.
    Council may enter into executive session, pursuant to 1 M.R.S.A. Sec. 406(6)(A).

13. Order 89-10152018
Appointing Kristen Muszynski to the Zoning Board of Appeals, with a term expiration of 10/01/2021.
Council may enter into executive session, pursuant to 1 M.R.S.A. Sec. 406(6)(A).

14. Order 90-10152018
Appointing Kyle Hall to the Zoning Board of Appeals, with a term expiration of 10/01/2021.
Council may enter into executive session, pursuant to 1 M.R.S.A. Sec. 406(6)(A).

VII. Reports

a. **Mayor's Report**

b. **City Councilors' Reports**

c. **City Manager Report**

d. **Finance Director, Jill Eastman** – August 2018 and September 2018 Monthly Finance Reports

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

IX. Executive Session – Contemplated litigation, 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: October 15, 2018

Author: Sue Clements-Dallaire, City Clerk

Subject: New Year's Eve Event for the 150th Anniversary

Information: This is discussion to provide the Council with a brief update on the plans for the upcoming New Year's Eve Event for Auburn's Sesquicentennial.

City Budgetary Impacts:

Staff Recommended Action: Discussion and update

Previous Meetings and History: N/A

City Manager Comments:

I concur with the recommendation. Signature: Phillip Crowell Jr.

Attachments:

City of Auburn
City Council Information Sheet

Council Workshop or Meeting Date: October 15, 2018

Subject: Executive Session

Information: Economic Development (real estate matter), pursuant to 1 M.R.S.A. Section 405(6) (C).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

City of Auburn
City Council Information Sheet

Council Workshop or Meeting Date: October 15, 2018

Author: Sue Clements-Dallaire

Subject: Open Discussion

Information: This is an opportunity for the Council to have an open discussion (if time allows) on other items not on the workshop agenda.

City Budgetary Impacts: None

Staff Recommended Action: Open discussion

Previous Meetings and History: N/A

City Manager Comments:

I concur with the recommendation. Signature: Phillip Crowell J.

Attachments: None

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

I. Consent Items - None

II. Minutes – September 17, 2018 Regular Council Meeting

Motion was made by Councilor Walker and seconded by Councilor Fournier to approve the minutes of the September 17, 2018 regular Council meeting as corrected (a typographical error). Passage 7-0.

III. Communications, Presentations and Recognitions

Recognition – Auburn Book Project Winner, Katherine Garcia (Author & Illustrator of The Great Challenge) was recognized and Mayor Levesque presented her with a key to the City.

Presentation – Summer Block Party's Make-A-Wish Maine Fundraiser – Recreation Director, Sabrina Best, and the Summer Block Committee presented representatives of the Make-A-Wish Maine Foundation with a check for $75,000 that was raised during the Summer Block Party event.

Communication – Parks and Recreation Advisory Board Update (Dana Staples, Chair)

Communication – Public Works Update – Dan Goyette, Director

IV. Open Session

Robert Spencer, made a comment on a parcel of land that he states was sold in Auburn for less than its valued amount.

V. Unfinished Business

1. Resolve 11-09172018
Supporting the Mayor's Ad Hoc Committee on Agriculture and Resource Protection (MAG-ARP).

Motion was made by Councilor Fournier and seconded by Councilor Titus for passage.

Public comment – Bill Sylvester, commented that it is going to be a dilemma to get all of the committees together as discussed earlier during the workshop. He mentioned the Conservation Commission, the Forestry Board, the Steering Committee, and the Planning Board and suggested getting one or two individuals from each committee to get together to share the pool of knowledge that they may have in order to help with the process.

Peter Moore, owner of over 800 acres on the Jordan School Road commented that he has owned the land for over 30 years and cannot build a home on his property due to the ordinance restrictions. He encouraged council to stop debating and to start doing. He said this

could be an opportunity to increase tax revenue without putting a burden on existing farmers. He said he thinks there are four basic steps that need to happen without delay - remove the 50% income restriction, removing the ten acre minimum lot size restriction, expand the approved uses of land in the Ag zone, and add a wide array of approved recreational uses of the land.

Dave McKeone, owner of 26 acres of land on the Steele Road echoed what Mr. Moore said and noted that he cannot live on his farm. The 50% rule is holding him back and he would like to see changes to the ordinance.

Kelly Walker, owns approximately 10 acres of land in the Jordan School Road area. She has animals and over 500 blueberry bushes, however they are unable to live there because of the 50% rule, which makes it difficult for them.

Gary Lawrence, 813 Sopers Mill Road, has more than 10 acres of land at 901 Sopers Mill Road but cannot build on the land due to the restrictions.

Passage 7-0.

2. **Order 79-09172018**
Appointing a City Councilor to serve on the Mayor's Ad Hoc Committee on Agriculture and Resource Protection (MAG-ARP).

The Mayor stated that he would like to add two Councilors to serve instead of just one.

Motion was made by Councilor Walker and seconded by Councilor Titus to appoint Councilor Fournier to serve on the committee.

Public comment - No one from the public spoke.

Passage 7-0.

Motion was made by Councilor Hayes and seconded by Councilor Walker to appoint Councilor Lasagna as the second Council member to serve on this committee.

Public comment – No one from the public spoke.

Passage 7-0.

VI. New Business - None

VII. Reports

Mayor Levesque – reported that he has just returned from his trip to China adding that it was a good trip. He is working with the Auburn Public Library Director, Mamie Anthoine Ney to hold a full community briefing of the trip. He reported on the Dempsey Challenge,

that was held over the weekend and announced that there will be an open house and ribbon cutting at the New YMCA off Stetson Road on Friday.

Councilor Young – reported on the Dempsey Challenge, the Maine Marathon that was held on Saturday, and the Kids of Danville Event that took place at the Danville Junction Grange on Saturday afternoon.

Councilor Walker – reported that the Age Friendly and Neighborhood Watch groups met this past Saturday at Pettengill Park with a Hot Dog Social that followed adding that it turned out to be a great day.

Councilor Fournier – reported that the School Committee will hold a meeting with an executive session tomorrow, and on Wednesday the School Committee will hold a workshop at 6:00 PM and a meeting at 7:00 PM, and another workshop and meeting on October 17th.

Councilor Titus – reported on the Androscoggin County Budget Committee meeting and noted that their next meeting is scheduled for this coming Wednesday. He reported on the Sewer and Water District meetings noting that they will begin working on their budgets sometime this month. He also reported that the Sunderland Drive Neighborhood Watch meeting is scheduled for tomorrow at 6:00 PM at Sam's Italian Sandwich Shop on Court Street.

Councilor Hayes – reminded everyone that the Mayor's Ad Hoc Committee meetings are open to the public and are also recorded so any Councilor or member of the public can attend. He reported that Thursday night is the first meeting for the Strategic Plan to introduce the process, however the Airport Board meeting is also scheduled for the same night and he disappointed that he will not be able to attend the Strategic Plan meeting. He also commented on the first Riverwalk Blues Festival that was announced in the newspaper which is to be held on October 13th from 2:00 PM – 7:00 PM at Festival Plaza.

Councilor Lasagna – reported on the School Building Committee meeting that was held last week where a proposed timeline was laid out. She mentioned that on Oct. 3rd the Community Health Needs Assessment is holding a forum from 10:00 AM to Noon to be held at the Franco Center. On October 11th from 6:00 – 8:00 PM there will be another forum held at the Lepage Conference Center. She also reminded everyone that the Safe Voices annual vigil was being held tonight.

Councilor Gerry – commented that she was glad that the Mayor's Ad Hoc Committee was formed tonight and explained why she objected on the process during the meeting.

Assistant City Manager Report – reported that a nation-wide test of the integrated public alert warning system will be held beginning at 2:18 PM on Wednesday, October 3rd, on October 4th from 6:00-7:00 PM in Council Chambers, the chairs of the boards and committees will be meeting to discuss the Strategic Plan adding that it will be an informational meeting with no more information than what has been discussed at Council meetings in order to bring them up to speed. Last, the City of Auburn has been selected for

an award (Spirit of America Award) by the Androscoggin County Commissioners. The ceremony will be held on October 24th at 6:00 PM at the Androscoggin County Building.

Councilor Walker added to his report noting that the Engineering Department will be meeting at Rolly's Diner on Tuesday, October 23rd to show and discuss the reconstruction of the intersection on Main and Mill Streets, possibly Broad Street as well. Anyone interested is encouraged to attend.

VIII. Open Session - No one from the public spoke.

IX. Executive Session

Discussion regarding a personnel matter, pursuant to 1 M.R.S.A. §405(6)(A).

Motion was made by Councilor Walker and seconded by Councilor Young to enter into Executive Session. Passage 7-0, time in 8:51 PM.

Council was declared out of Executive Session at 9:39 PM.

Discussion regarding Economic Development (development opportunities from the Mayor's trip to China), pursuant to 1 M.R.S.A. §405(6)(C).

Motion was made by Councilor Fournier and seconded by Councilor Lasagna to enter into Executive Session. Passage 7-0, time in 9:39 PM.

Council was declared out of Executive Session at 10:00 PM.

Discussion regarding contemplated litigation, pursuant to 1 M.R.S.A. §405(6)(E).

Motion was made by Councilor Fournier and seconded by Councilor Walker to enter into Executive Session. Passage 6-0 (Councilor Gerry was not in the room for the vote), time in 10:01 PM.

Council was declared out of Executive Session at 10:08 PM.

Discussion regarding Economic Development, pursuant to 1 M.R.S.A. §405(6)(C).

Motion was made by Councilor Fournier and seconded by Councilor Walker to enter into Executive Session. Passage 7-0, time in 10:09 PM.

Council was declared out of Executive Session at 10:12 PM.

X. Adjournment - Motion was made by Councilor Fournier and seconded by Councilor Walker to adjourn. Council voted unanimously in favor, and the meeting adjourned at 10:12 PM.

A TRUE COPY

ATTEST Susan Clements-Dallaire

Susan Clements-Dallaire, City Clerk

OFFICE OF THE MAYOR
CITY OF AUBURN

PROCLAMATION

EXTRA MILE DAY

WHEREAS, Auburn, Maine is a community which acknowledges that a special vibrancy exists within the entire community when its individual citizens collectively "go the extra mile" in personal effort, volunteerism, and service; and

WHEREAS, Auburn, Maine is a community which encourages its citizens to maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community; and

WHEREAS, Auburn, Maine is a community which chooses to shine a light on and celebrate individuals and organizations within its community who "go the extra mile" in order to make a difference and lift up fellow members of their community; and

WHEREAS, Auburn, Maine acknowledges the mission of Extra Mile America to create 575 Extra Mile cities in America and is proud to support "Extra Mile Day" on November 1, 2018.

NOW THEREFORE, I, Mayor of Auburn, Maine do hereby proclaim November 1, 2018, to be Extra Mile Day. I urge each individual in the community to take time on this day to not only "go the extra mile" in his or her own life, but to also acknowledge all those who are inspirational in their efforts and commitment to make their organizations, families, community, country, or world a better place.

IN WITNESS WHEREOF, I have hereunto

Set my hand and caused the Seal of the

City of Auburn, Maine

to be fixed this 15th day of October, 2018

Mayor Jason Levesque

City of Auburn
City Council Information Sheet

Council Meeting Date: 10/15/2018 **Order:** 77-09172018

Author: Michael Chammings, Director of Economic and Community Development and Eric J. Cousens, Deputy Director of Economic and Community Development

Subject: Troy Street Discontinuance (Amendment to Order 122-12182017 to describe easement location and relocate easement eastward)

Information: City Council Order 122-12182017 set in motion the discontinuance of Troy Street and maintained an easement for public vehicular and pedestrian passage. The order established damages to abutters at $0.00. As noted in the attached "2017 Discontinuance Concept Plan and Steps to Relocate Driveway (Easement Open to Public 2-way)", the public right-of-way needed to be moved eastward to allow for the parking shown in the approved site plan. At the time of Order 122-12182017 we did not have a specific legal description of the retained easement area but recognized and the retained public right-of-way conflicted with the site plan and would need to be adjusted. The developer has now provided the description and exhibits needed and is requesting an amended Order to make this adjustment.

This discontinuance has not become effective yet because it has not been triggered by the developer as they approach the start of construction, nor has it been recorded.

The proposed amended discontinuance allows public right-of-way along a travel lane that is shifted eastward approximately 6-9 feet, partially on Troy Street and partially on former railroad land that is part of this project. The amended discontinuance would become effective only when the City Manager confirms that the easement and public right-of-way is acceptable, the developer has provided written notice that the start of construction is expected occur within 90 days, and the discontinuance has been recorded.

The section of Troy Street adjacent to Library Avenue would include the same retained public easement, along with an easement granted by the developer across a portion of the former railroad land, that would ensure a continuous travel way from Library Avenue to Hampshire Street. This amendment to the order and description exhibit will align with the parking and easement plans that were presented to the Council during the Troy Street discontinuance process.

The amendment is a two-Council meeting process; the first meeting to adopt the order of discontinuance and the second meeting to hold a public hearing and have a final Council vote.

City Budgetary Impacts: None

Staff Recommended Action: Vote to approve the order, authorize the City Manager to accept the easement as prepared in the attached documents and schedule the public hearing for an October Council Meeting.

Previous Meetings and History: The City Council acted on November 13, 2017 to have Staff proceed with the process of a Discontinuance of a Section of Troy Street and then on December 11, 2017 the discontinuance was discussed at a Council workshop as part of a Troy Street Development presentation. The City Council held a public hearing and 1st reading at their December 18, 2017 meeting. The Planning Board unanimously approved the development at their December 19, 2017 meeting. The City Council Approved the discontinuance of Troy Street at their January 8th, 2018 meeting.

Passage of first reading on 9/17/2018

City Manager Comments:

I concur with the recommendation. Signature: Phillip Crowell Jr.

Attachments:

City Council Order
Easement for right of way
Easement Exhibit A
Proposed easement plan

EASEMENT FOR RIGHT OF WAY

KNOW ALL BY THESE PRESENTS, that _____, a Maine [type of entity] (the "Grantor"), grants to the CITY OF AUBURN, MAINE (the "Grantee"), whose mailing address is _____, the following described rights and easements encumbering a portion of the property of the Grantor located in the vicinity of Hampshire Street and Library Avenue, the City of Auburn, County of Androscoggin and State of Maine as more particularly described on Exhibit A attached hereto, hereinafter referred to as the "Easement Area."

The perpetual non-exclusive right to utilize the Easement Area exclusively for the purposes of pedestrian and vehicular access in the same manner and to the same extent as is provided by the public easement retained by the City of Auburn over an immediately adjacent portion of Troy Street discontinued pursuant to City of Auburn Council Order # _____ adopted _____, 2018. **[Also insert reference to the order of discontinuance to be recorded in the Registry by the City Clerk.]**

Reserving to the Grantor the use and enjoyment of the Easement Area for all purposes as are not inconsistent with, and shall not materially interfere with, the use of the Easement Area by the Grantees for the purposes above-mentioned.

The rights and easement conveyed herein and the terms and conditions hereof shall be binding upon and shall inure to the benefit of the parties hereto, and their respective heirs, successors and assigns.

IN WITNESS WHEREOF, _____, has caused this Easement for Right of Way to be executed as of the ___ day of _____, 2018.

[GRANTOR ENTITY]

_____ By: _____
WITNESS Name:
Title:
hereunto duly authorized

STATE OF MAINE
County of _____, ss. _____, 2018

Personally appeared the above-named _____, _____ of _____, and acknowledged the foregoing instrument to be his free act and deed in his said capacities and the free act and deed of said _____.

Before me,

_____
Notary Public

_____
Print name

My Commission Expires:_____

EXHIBIT A

The Easement Area is the following described area of land in the City of Auburn, County of Androscoggin, State of Maine:

BEGINNING at a point on the former southeasterly sideline of Troy Street and being located as follows:
1) 300 feet, more or less, southeasterly of the intersection of Hampshire Street and Union Street,
2) S 52°27’41” E, a distance of 114.04 feet, from a 5/8” rebar with surveyor’s cap (CES, Inc. – PLS #2324) found on the southwesterly sideline of Hampshire Street;

THENCE, S 27°18’48” W, a distance of 17.32 feet;

THENCE, S 35°38’06” W, a distance of 218.00 feet, to the northerly sideline of Library Avenue;

THENCE, N 85°13’54” W, along the northerly sideline of Library Avenue, a distance of 6.88 feet, to the formerly southeasterly sideline of Troy Street;

THENCE, northeasterly, along the formerly southeasterly sideline of Troy Street and along a non-tangential curve to the right with a radius of 1,950.85 feet and an arc length of 238.84 feet, to the POINT OF BEGINNING, said curve being further defined by a long chord that bears N 36°27’05” E and measures a distance of 238.69 feet.

Bearings refer to Grid North, Maine West Zone (1802) – Reference Fame: NAD 83 (2011) (EPOCH: 2010.000).

The above description encompasses an area of 1,554 sq. ft., more or less.

For Grantor’s source of title, reference is made to a Release Deed from Maine Central Railroad Company to Grantor dated _____ and recorded in the Androscoggin County Registry of Deeds in Book _____, Page _____.

SOURCE PLAN:

1. "ALTA/NSPS LAND TITLE SURVEY - PROPERTY OF CITY OF AUBURN FOR MAINE WORKFORCE HOUSING - UNION, HAMPSHIRE, AND TROY STREETS, AUBURN, ANDROSCOGGIN COUNTY, MAINE", BY CES, INC. AND DATED JANUARY 10, 2018.

NOTES:

1. THIS EXHIBIT WAS PREPARED TO SUPPORT DESCRIPTIONS OF THE PROPOSED EASEMENT AREAS. ALL EXISTING BOUNDARIES DEPICTED HEREON ARE BASED ON INFORMATION DEPICTED ON THE ABOVE SOURCE PLAN.

2. BEARINGS REFER TO GRID NORTH, MAINE WEST ZONE (1802) - REFERENCE FRAME: NAD 83 (2011) (EPOCH: 2010.000)

Line Table

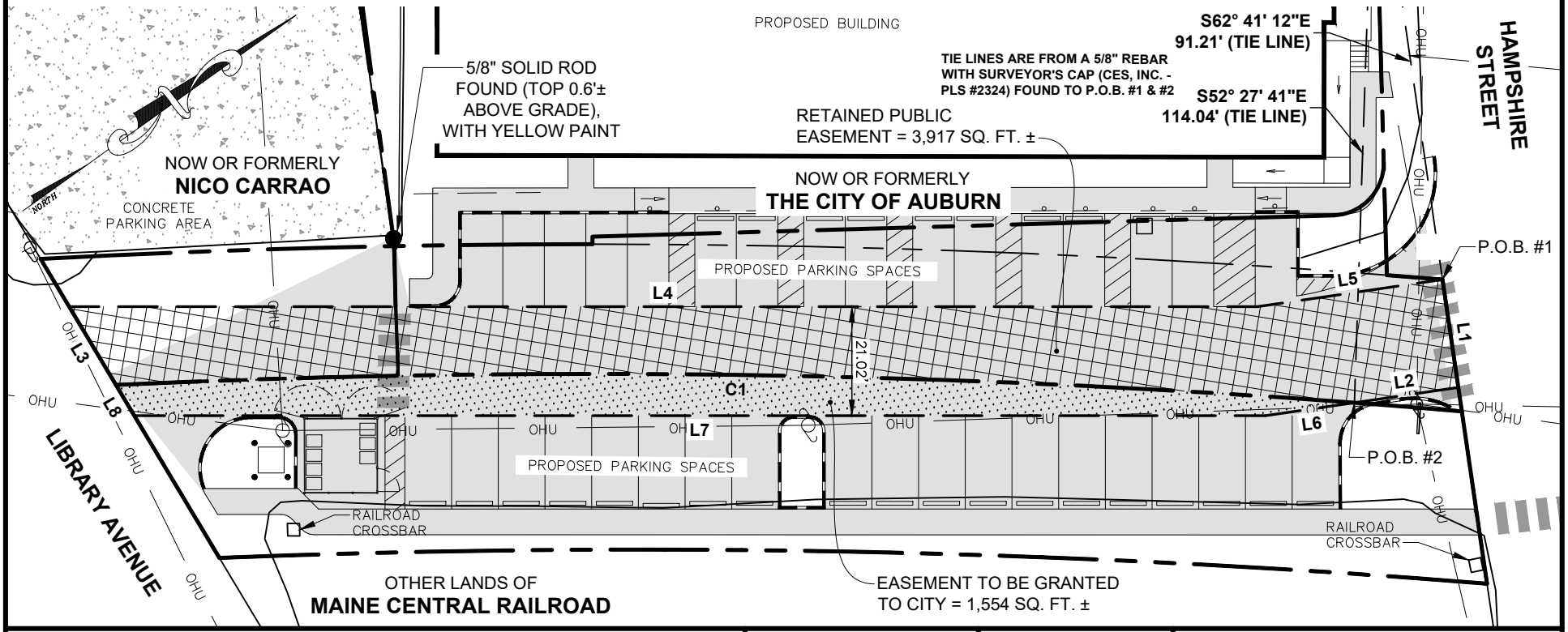
Line #	Direction	Length
L1	S62° 41' 12"E	21.02'
L2	S27° 18' 48"W	20.24'
L3	N85° 13' 54"W	17.60'
L4	N35° 38' 06"E	229.01'
L5	N27° 18' 48"E	36.05'
L6	S27° 18' 48"W	17.32'

Line Table

Line #	Direction	Length
L7	S35° 38' 06"W	218.00'
L8	N85° 13' 54"W	6.88'

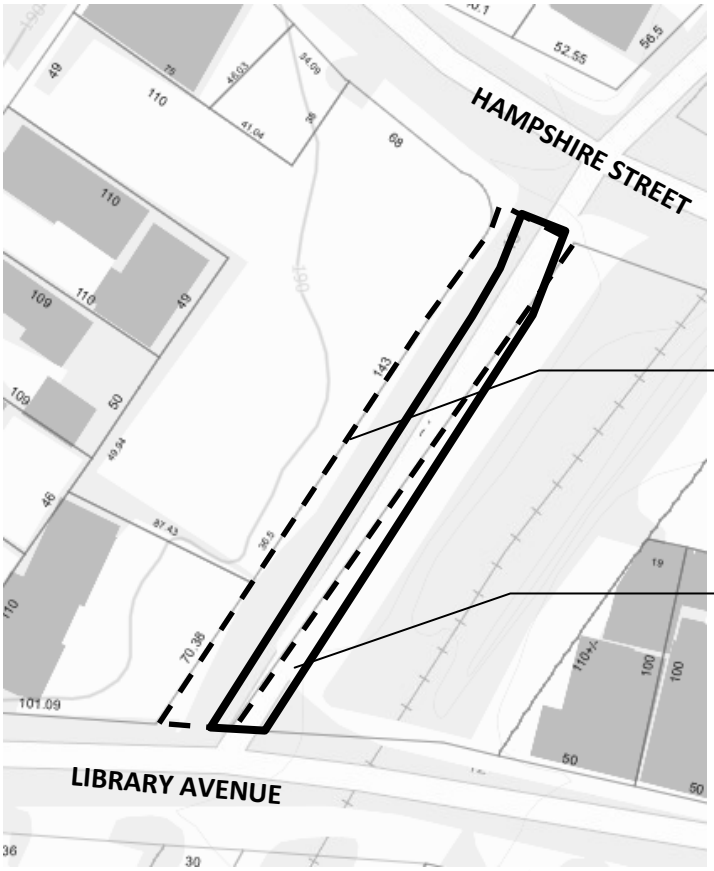
Curve Table

Curve #	Length	Radius	Long Chord Direction	Long Chord Distance
C1	238.84'	1950.85'	S36° 27' 05"W	238.69'



PROJECT TITLE: **MAINE WORKFORCE HOUSING HAMPSHIRE STREET, AUBURN MAINE**	DWG: **DRAFT**	BY: JWB	
		DATE: 9/10/2018	
SHEET TITLE: **EXHIBIT DEPICTING PROPOSED LOCATION OF PUBLIC EASEMENT**	JN: 12299.001	REV:	
	SCALE: 1" = 30'	REV DATE:	

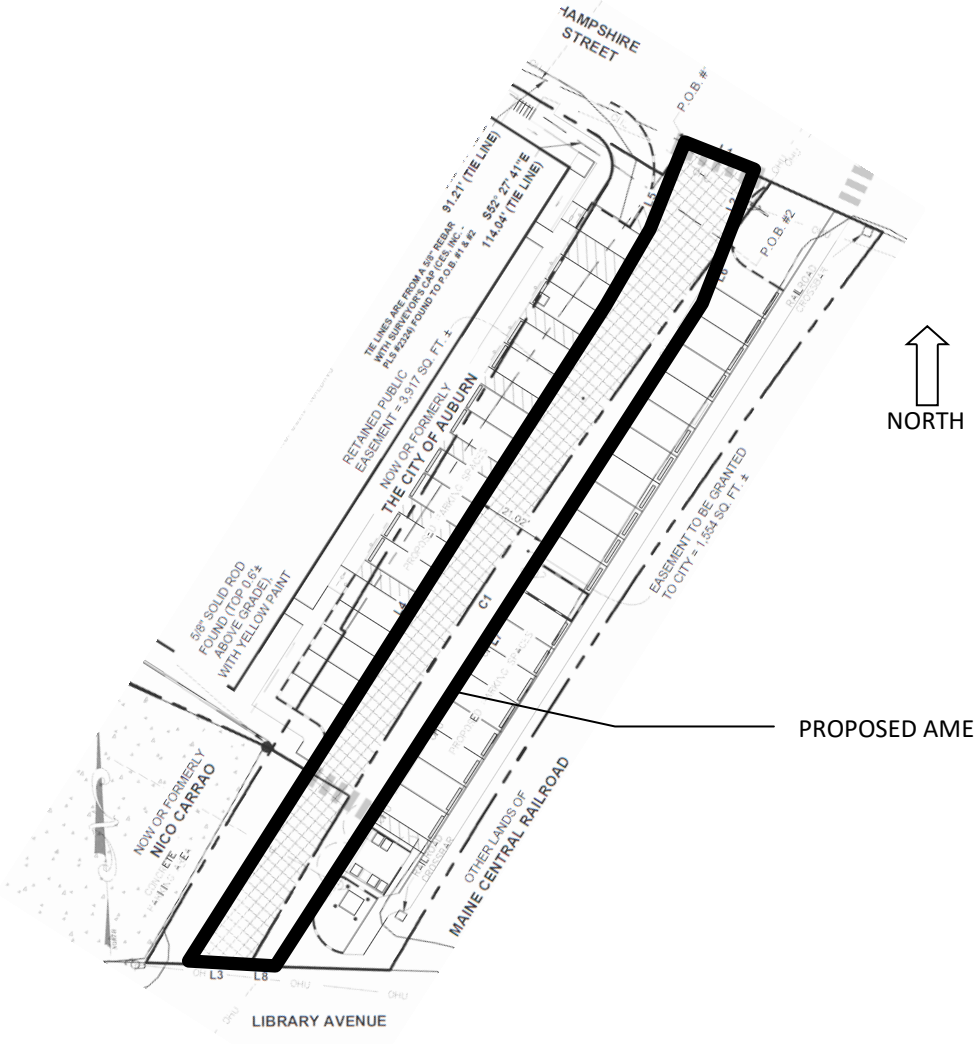
CES INC
ENGINEERING • SURVEYING • PLANNING • SCIENCES



RIGHT-OF-WAY FROM ORIGINAL COUNCIL ORDER (CONFLICTS WITH SITE PLAN PARKING)

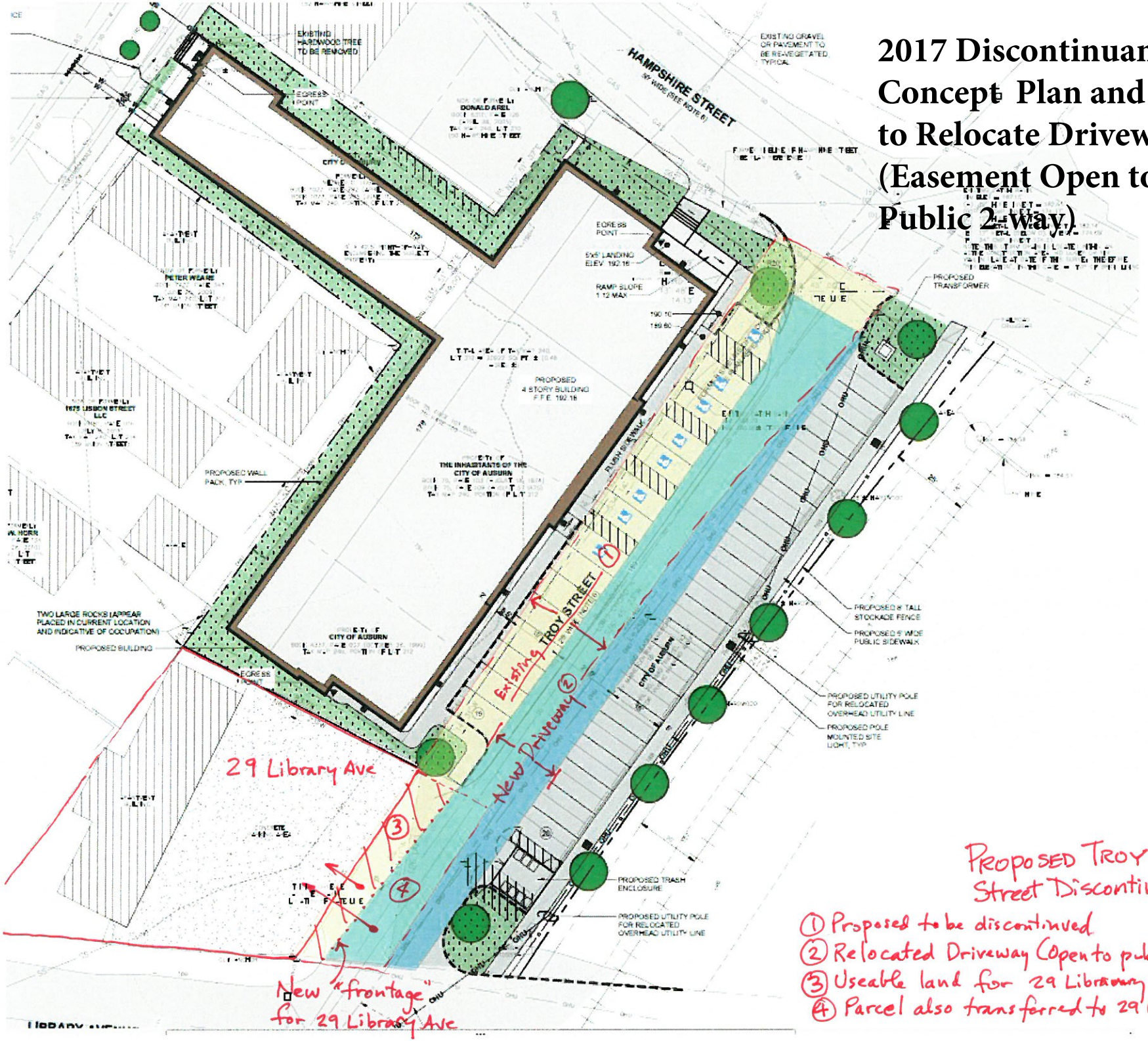
(DASHED LINES)

PROPOSED RIGHT-OF-WAY IN AMENDED DISCONTINUANCE (SOLID LINES)



PROPOSED AMENDED RIGHT-OF-WAY

2017 Discontinuance Concept Plan and Steps to Relocate Driveway (Easement Open to Public 2-way)



Proposed Troy Street Discontinuance

① Proposed to be discontinued
② Relocated Driveway (Open to public 2-way)
③ Useable land for 29 Library Ave
④ Parcel also transferred to 29 Library Ave

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four

Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 77-09172018

ORDERED, that City Council Order 122-12182017 as previously adopted, is hereby amended by the following, an intention of such amendment being to retain a public easement over only a portion of discontinued Troy Street and terminate the public easement over the remainder of discontinued Troy Street and to provide for an alternative means of vehicular and pedestrian passage:

"ORDERED, that the City Council hereby Orders the Discontinuance of Troy Street as a City Way for a distance of approximately 250 feet beginning at the intersection of Hampshire Street and Troy Street. Troy Street is approximately 30 feet wide and begins at the southern side of the intersection of Hampshire Street and Troy Street, whence it runs approximately 250 feet in a generally southerly direction to the northerly intersection of Library Avenue and Troy Street as depicted on the attached map. The City retains a public easement only in that portion of the discontinued Troy Street consisting of approximately 3,917 square feet labelled "Retained Public Easement" on the attached Exhibit Depicting Proposed Location of Public Easement prepared by CES, Inc. (the "Easement Plan"). No public easement is retained in other portions of the discontinued Troy Street and any public easement previously retained over such other portions is hereby discontinued.

The legal description of the area of the "Retained Public Easement" area as shown on the Easement Plan is as follows:

> BEGINNING at a point on the southwesterly sideline of Hampshire Street and being located as follows:
> 1) 275 feet, more or less, southeasterly of the intersection of Hampshire Street and Union Street,
> 2) S 62°41'12" E, a distance of 91.21 feet, from a 5/8" rebar with surveyor's cap (CES, Inc. – PLS #2324) found on the southwesterly sideline of Hampshire Street;
>
> THENCE, S 62°41'12" E, along the southwesterly sideline of Hampshire Street, a distance of 21.02 feet;
>
> THENCE, S 27°18'48" W, a distance of 20.24 feet, to the former southeasterly sideline of Troy Street;

THENCE, southwesterly, along the formerly southeasterly sideline of Troy Street and along a non-tangential curve to the left with a radius of 1,950.85 feet and an arc length of 238.84 feet, to the northerly sideline of Library Avenue, said curve being further defined by a long chord that bears S 36°27'05" W and measures a distance of 238.69 feet;

THENCE, N 85°13'54" W, along the northerly sideline of Library Avenue, a distance of 17.60 feet;

THENCE, N 35°38'06" E, a distance 229.01 feet;

THENCE, N 27°18'48" E, a distance of 36.05 feet, to the POINT OF BEGINNING.

Bearings refer to Grid North, Maine West Zone (1802) – Reference Fame: NAD 83 (2011) (EPOCH: 2010.000).

The above description encompasses an area of 3,917 sq. ft., more or less.

The discontinuance will become effective upon (i) receiving written notice from the Buyer (The Szanton Company or an affiliate) when it has reasonable confidence that the closing at which Buyer acquires the discontinued Troy Street from the City will occur within 90 days and (ii) the receipt by the City of an executed easement in recordable form allowing for pedestrian and vehicular passage over the land of the Buyer consisting of approximately 1,554 square feet labelled "Easement to be Granted to City" on the Easement Plan on such terms and conditions as are reasonably acceptable to the City Manager, said easement to be recorded upon the conveyance to the Buyer by the City at such closing."

NOTE: There are two attachments to this Order: (1) the map that was originally attached to the City Council Order 122-12182017 adopted in December 2017 and (2) the new Exhibit Depicting Proposed Location of Public Easement prepared by CES Inc.

City of Auburn
City Council Information Sheet

Council Workshop or Meeting Date: October 15, 2018 **Order:** 80-10152018

Author: Kelsey Earle, License Specialist

Subject: Special Amusement Permit request for

Information: Craft Brew Underground, an existing business, located at 34 Court Street, applied for a Special Amusement Permit to allow them to provide acoustic entertainment. Police, Fire, and Code have completed the necessary inspections and have granted approval.

City Budgetary Impacts: None

Staff Recommended Action: Public hearing and recommend passage.

Previous Meetings and History: N/A

City Manager Comments:

I concur with the recommendation. Signature: Phillip Crowell Jr.

Attachments:

- Application
- Background check
- Public Notice
- Order

CITY OF AUBURN

BUSINESS LICENSE APPLICATION

Business Name: Craft Brew Underground

Office of the City Clerk
60 Court St, Auburn, ME 04210
207.333.6600
www.auburnmaine.gov
Kelsey Earle - License Specialist- kearle@auburnmaine.gov

Please Note: All real estate and personal property taxes related to the business must be current before a license can be issued.

☒ NEW ☐ RENEWAL Expires:_____

Please check the boxes for all licenses you are applying for:

There is a late fee of $25.00 for renewals that are 30-45 days late, $50.00 for more than 46 days late, and $100.00 for reoccurring

Food Service Establishments:

☐ ***FSE Mobile Food distribution Unit**.....
Not to be located less than 200 ft from nearest food service establishment. Please include a letter from property owner authorizing use of location.
☐ 3 Month $100
☐ 6 Month $125
☐ 12 Month $150

☐ ***FSE Serving Malt, Vinous & Spirituous Liquor (FSE Class I)**..... Sq ft: Fee:
☐ 1-2999 $500
☐ 3000-5999 $600
☐ 6000+ $700
Public hearing required for new license- $100 fee
Background check must also be included.

☐ ***FSE Serving Malt and/or Vinous**.....
Sq ft: Fee:
☐ 1-2999 $300
☐ 3000-5999 $400
☐ 6000+ $500
Public hearing required for new license- $100 fee
Background check must also be included.

☐ ***FSE with Sit Down (On/Off), no Alcohol**.....
Sq ft: Fee:
☐ 1-2999 $150
☐ 3000-5999 $200
☐ 6000+ $250

☐ ***Bottle Club/BYOB**.....
Sq ft: Fee:
☐ 1-2999 $150
☐ 3000-5999 $200
☐ 6000+ $250
Public hearing required for new license- $100 fee
Background check must also be included.

☐ ***Temp FSE** (Per event max 7days) $60

*All above licenses: include copy of floor plan, menu/draft menu, certified food handler certificate and a copy of all State licenses applicable.

☐ **FSE Off Premise/Retailer-Malt Liquor/Table Wine**.....
Sq ft: Fee:
☐ 1-2999 $150
☐ 3000-5999 $200
☐ 6000+ $250

☐ **FSE Prepackaged Only**
Sq ft: Fee:
☐ 1-2999 $150
☐ 3000-5999 $200
☐ 6000+ $250

Other Business Licenses Applying for:

☒ ***Special Amusement** $125
Public hearing required for new license- $100 fee
Please fill out supplemental questionnaire (pg 4).

☐ ***Pawnshop/Pawn Broker** $100

☐ ***Secondhand Dealer** $85

☐ ***Massage Establishment/Therapist**..... $150
State license #:_____

Massage: Please also include 2 copies of a passport size photograph taken within 30 days of application date (annually), copy of current State license and copy of government issued identification.

☐ ***Tattoo Artist**..... $150

*Above licenses: *Each applicant for a license shall provide a copy of a criminal background check (to include all present and former names) dated not more than 3 days prior to submission of application.* You can do it yourself on-line here: http://www5.informe.org/online/pcr/

☐ **Bowling Alley (fee per lane)**..... $85
# of lanes:_____

☐ **Roller Skating Rink**.....
☐ Partial Kitchen: $60
☐ Full kitchen: $120

☐ **Coin-Op Devices (fee per device)**.....
$50 per device up to 10 devices/$30 per device 10 or more
# of devices:_____
(Please provide list of devices)

☐ **Motion Picture Theater (fee per screen)**..... $50
# of screens:_____

☐ **Juke Box (each)**.....$30
# of boxes: _____

☐ **Lodging House**.....# of rooms:_____
10 rms or less: $75
More than 10: $150

☐ **Pool Hall (fee per table)**..... $50
# of tables :_____

Seating: 84 **Occupancy load:** 124

LICENSING FEE(S) TOTAL DUE: $ 225

NAME OF BUSINESS: CRAFT BREW UNDERGROUND BUSINESS ADDRESS: 34 COURT ST - BASEMENT AUBURN

BUSINESS MAILING ADDRESS: 360 EAST AVE LEWISTON, ME 04240

OWNER'S NAME (LOCAL/ONSITE): MIKE WILLIAMS JR. DOB: 7/4/71 PHONE: 207-713-5757

OWNER'S ADDRESS: 360 EAST AVE LEWISTON MAILING ADDRESS: SAME

PREFERRED EMAIL: MIKEWILLIAMSJR@ROADRUNNER.COM

MANAGER'S NAME: SAME PHONE #: SAME DOB: SAME

PREFERRED CONTACT NAME: SAME PHONE #: _____

EMAIL ADDRESS: SAME

DESCRIPTION OF BUSINESS: CRAFT BEER BAR.

TYPE OF PREVIOUS BUSINESS AT ADDRESS (IF KNOWN): DANCE CLUB

FORM OF BUSINESS ORGANIZATION: ☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☒ LLC ☐ Other

(If a corporation, must include a copy of corporate papers for new licenses)

If a Corporation, Partnership or LLC, complete the following information of each owner (additional names may be listed on an attached sheet):

Name	*Print Clearly* Address Previous 5 years	Birth Date	% of Stock	Title
MIKE WILLIAMS JR	360 EAST AVE LEWISTON, ME	7/4/71	100	MEMBER

OWNER OF BUILDING/UNIT: J+T HOLDINGS PHONE # 207-415-0048

OWNER'S ADDRESS: PO Box GORHAM, ME

HOURS OF OPERATION: Mon: CLOSED Tues: CLOSED Wed: 4P-9P Thurs: 4P-9P
Fri: 4P-11P Sat: 4P-11P Sun: 12P-6P

Has applicant(s) and/or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States, within the past 5 years? ☐ Yes ☒ No (If yes, complete the following)

Name: _____ Date of conviction: _____

Offense: _____ Location: _____

Disposition: _____

Include additional pages if needed.

THE OMISSION OF FACTS OR ANY MISREPRESENTATION OF ANY OF THE INFORMATION ON THIS APPLICATION SHALL BE SUFFICIENT GROUNDS FOR THE REFUSAL OF SUCH LICENSE.

Chapter 14-Business Licenses & Permits-Article II Sec.14-34 Certification from City Officials
Before a license is issued the City Clerk shall submit the application for certification to the Code Enforcement Officer, Fire Chief, Chief of Police and City Treasurer.

There is a 14 day review period after receipt of a **completed** application. Incomplete applications will not be reviewed for approval and will be returned for completion. A business must not operate until approved by the required departments. Final approval and issuance of license will be from the City Clerk's Office.

CERTIFICATE OF APPLICANT AND WAIVER OF CONFIDENTIALITY

****READ CAREFULLY BEFORE SIGNING****

I, MIKE WILLIAMS JR. (Print name), Owner/Operator of the business, hereby authorize the release of any criminal history record information to the City Clerk's Office or Licensing Authority. I understand that this information shall become public record, and I hereby waive any rights of privacy with respect hereto. I further stipulate that I am aware that deliberate falsification of the information herein shall be sufficient cause for denial of a license to operate the business. This application is accurate and true to the best of my knowledge.

Applicant Signature: _____ **Date:** 9/18/18

FOR OFFICE USE ONLY

REPORT OF INSPECTING OFFICERS:

_____Approved _____Denied FIRE INSPECTOR _____

_____Approved _____Denied CODE ENFORCEMENT OFFICER _____

_____Approved _____Denied POLICE _____

_____Approved _____Denied FINANCE _____

Comments:

_____

_____

Application date: SEP 28 2018 License issued on: _____

Fees paid: License fee(s) 125 Public hearing fee 100 Background fee _____ Late fee _____

Total amount paid = $ 225 CK # 1265

Special Amusement Questionnaire:

Exact entertainment to be provided at establishment:

Music, acoustic or possibly small band. Possibly comedy. Likely only 1-2 nights per week

(Specify hours of entertainment) Mon: closed Tues: closed Wed: 6p - 9p Thurs: 6p - 9p

Fri: 7p - 10p Sat: 7p - 10p Sun: 2p - 6p

Describe in detail the room(s) to be used under the permit:

_____

Include a diagram or floor plan of your business. On the diagram please list the following:

Main Entrance, Secondary Entrances, Fire Escapes, Fire Extinguishers, Location of Stationary Security Personnel, Food Serving or preparation areas, the direction of any speakers, Dancing Area, Locations where alcohol will be sold.

Have any of the applicants, including the corporation ever had a special amusement license denied or revoked?

☐ Yes ☒ No If yes, Please explain (Including location and timeframe):

_____

_____

PLEASE PROVIDE THE FOLLOWING, IF APPLICABLE:

CURRENT LIQUOR LICENSE # RES-2018-10757 EXPIRATION DATE: 2/3/19

PLEASE BE ADVISED THAT THE APPLICANT MAY BE REQUIRED TO COMPLY WITH THE FOLLOWING CONDITIONS:

Applicant agrees to have two counters or clickers at each entrance. One will be used to document the patrons that have entered the establishment. The second will be used to document the patrons that have exited the establishment. This will give the staff and public safety personnel an accurate count of patrons in the establishment.

Applicant agrees to have the maximum seating and or occupancy capacity clearly listed in each room that is open to the public, and to have security and or staff stationed at all times at all entrances and exits used by the public.

Applicant agrees to, if so ordered by the Chief of Police, to hire sworn members of the Auburn Police Department for security. The rate will be at the current City of Auburn detail rate. These officers will supplement the existing staff or security.

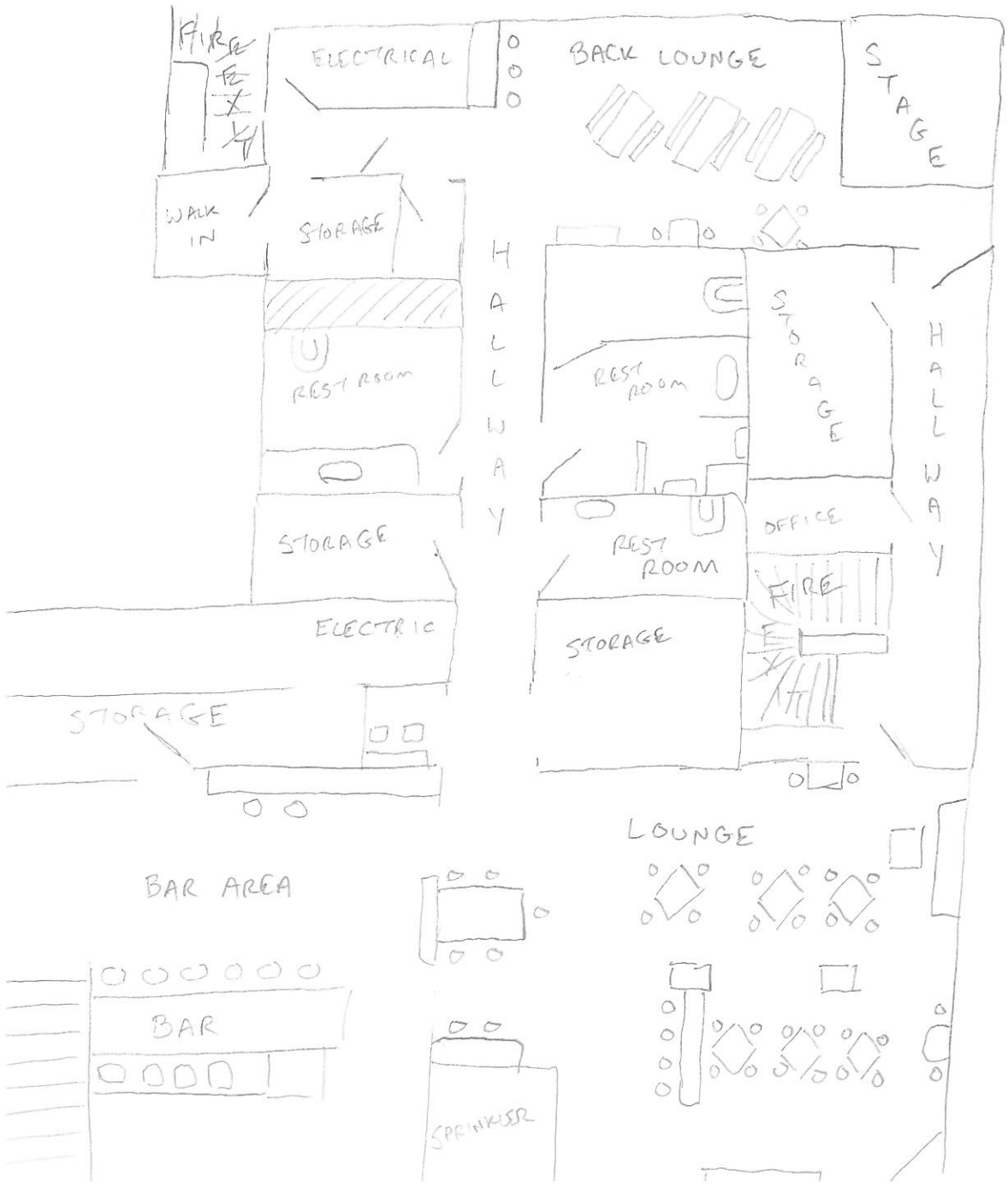
The below chart will be used as a guide in determining the numbers of officers required.

Number of Attendees	Number of Police
1 - 200	2
201 - 400	4
401 - 600	6
601+	One supervisor and one additional officer for each 200 attendees or portion thereof in excess of 601

All requests for modification(s) of the approved Special Amusement license must be submitted in writing to the City of Auburn. Any changes made without approval from the City of Auburn may result in an immediate suspension of the license. Signature on application releases the Auburn Police Department, its agents and representatives from any and all liability of every nature and kind arising out of the furnishing, inspection or collection of such documents, records and other information or the investigation made by the Auburn Police Department.

I do hereby authorize Auburn Police Department and its agents to receive copies of records and/or any information concerning my background, character, bank accounts, businesses, places of employment, schools and any other source necessary for the purpose of obtaining a Special Amusement License.

I have read and understand section 14-600 to 14-609, Special Amusement Permits, of the City of Auburn's business license ordinance. MJ **(Initial)**


FIRE EXT
ELECTRICAL
BACK LOUNGE
STAGE
WALK IN
STORAGE
HALLWAY
REST ROOM
REST ROOM
STORAGE
HALLWAY
STORAGE
REST ROOM
OFFICE
FIRE EXT
ELECTRIC
STORAGE
STORAGE
LOUNGE
BAR AREA
BAR
SPRINKLER

MAINE STATE BUREAU OF IDENTIFICATION
45 Commerce Drive, Suite 1 / STATE HOUSE STATION # 42
AUGUSTA, ME 04333
(207) 624-7240 (VOICE)

MICHAEL WILLIAMS JR.
360 EAST AVE
LEWISTON, ME 04240

Transaction Response #: MIQ99D746925

Criminal History Record

Introduction

This criminal history record was produced in response to the following request (Produced on 2018-09-28) :

Inquiries Name(s) MICHAEL E WILLIAMS JR. (1971-07-04)

NO MATCH WAS FOUND FOR YOUR REQUEST.

CITY OF AUBURN
PUBLIC NOTICE

A public hearing will be held by the Auburn City Council on Monday October 15, 2018 at 7:00 p.m. or as soon as possible thereafter, in the Council Chambers of Auburn Hall, 60 Court Street, to consider the Special Amusement Permit Application for:

Craft Brew Underground
34 Court Street, Auburn, Maine

All interested persons may appear and will be given the opportunity to be heard before final action is taken.

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four

Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 80-10152018

Ordered, that the City Council hereby approves the Special Amusement Permit for Craft Brew Underground located at 34 Court Street, Auburn, Maine.

City of Auburn
City Council Information Sheet

Council Workshop or Meeting Date: 10/15/2018 Ordinance: 06-10152018

Author: Holli Olivier, Director – Health & Social Services

Subject: Adoption of Appendices for General Assistance, Effective 10/01/2018 through 9/30/2019

Information: I'm seeking the approval of the new General Assistance Appendix A (the GA overall maximums), Appendix B (the food maximums), and Appendix C (Lewiston / Auburn MSA Rental Maximums) the housing accordance to Ordinance 24-23 in Chapter 24. Once the appendices A – C are adopted, they will replace the FY 17/18 maximums for those appendices.

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

****By adopting the new appendices A – C, the program will be in compliance for the 70% reimbursement from the State****

City Budgetary Impacts: The overall maximums (Appendix A) is an average increase of $28.60 per household per month. The food maximums (Appendix B) is an average increase of $1.38 per household per month. The housing maximums (Appendix C) is an average increase of $21.40 per household per month.

Staff Recommended Action: Approval of the changes to the General Assistance Appendices A – C as required by State statute and ordinance. Public hearing and first reading: 10/15/2018. Second reading: 11/5/2018.

Previous Meetings and History: This is a yearly approval needed by council when changes are made to the appendices. Workshop held on 10/01/2018.

City Manager Comments: I concur with the recommendation.

Signature: Phillip Crowell J.

Attachments:
Appendix A, Overall Maximums
Appendix B, Food Maximums
Appendix C, Housing Maximums
Adoption form for 18-19

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four

auburnmaine.gov

Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

APPENDIX A – GA OVERALL MAXIMUMS

Effective 10/01/2018 – 9/30/2019

TOTAL NUMBER IN HOUSEHOLD:	1	2	3	4	5+
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	669	736	932	1,193	1,461

****Add $75 for each additional person**

APPENDIX B – FOOD MAXIMUMS

Effective 10/01/2018 – 9/30/2019

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2018, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	44.65	192
2	82.09	353
3	117.44	505
4	149.30	642
5	177.21	762
6	212.56	914
7	235.12	1,011
8	268.60	1,155

****For each additional person add $144 per month.**

APPENDIX C – HOUSING MAXIMUMS

Effective 10/01/2018 – 9/30/2019

	UNHEATED		Heated	
BEDROOM	Weekly	Monthly	Weekly	Monthly
0	117	503	140	604
1	125	540	154	664
2	165	711	197	847
3	211	907	254	1,094
4	261	1,122	314	1,349

GENERAL ASSISTANCE ORDINANCE
APPENDICES A-C
2018-2019

The Municipality of _____ adopts the MMA Model Ordinance GA Appendices (A-C) for the period of Oct. 1, 2018—September 30, 2019. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

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

_____	_____
(Print Name)	(Signature)
_____	_____
(Print Name)	(Signature)
_____	_____
(Print Name)	(Signature)
_____	_____
(Print Name)	(Signature)
_____	_____
(Print Name)	(Signature)
_____	_____
(Print Name)	(Signature)

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four

Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDINANCE 06-10152018

Be it Ordained, that the City Council hereby amends Chapter 24, Article II, Division 1, Sec. 24-23 of the General Assistance Ordinance Annual Adjustment of Maximum Benefits to incorporate the following maximum levels of assistance to be effective on and after October 1, 2018 through September 30, 2019, as follows:

Sec. 24-23. - Annual adjustment of maximum benefits.

(a) Each year the Maine Municipal Association provides for the city three appendices providing maximum benefits applicable for the period beginning October 1 and ending September 30 as mandated by state law and based on certain federal values effective on October 1 of each year, as follows:

(1) Appendix A, a listing of overall maximum levels of general assistance relating to all Maine municipalities.

(2) Appendix B, a listing of maximum levels of assistance for food.

(3) Appendix C, a listing of maximum levels for heated and unheated housing.

(b) The portion of these annual appendices applicable to the city, as adopted each year by the city council, are made a part of this chapter as though fully set forth herein and a copy thereof is available in the office of the city clerk.

Editor's note— The appendices referred to in this section are not codified but are available in the office of the city clerk.

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four

Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

Appendix A – GA Overall Maximums

Effective 10/1/2018 – 9/30/2019

TOTAL NUMBER IN HOUSEHOLD:	1	2	3	4	5
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	669	736	923	1,193	1,461

Add $75.00 for each additional person

Appendix B – Food Maximums

Effective 10/1/2018 – 9/30/2019

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2018, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	44.65	192
2	82.09	353
3	117.44	505
4	149.30	642
5	177.21	762
6	212.56	914
7	235.12	1,011
8	268.60	1,155

****Note: For each additional person, add $144 per month.**

Appendix C – Rental Maximums

Effective 10/1/2018 – 9/30/2019

Lewiston/Auburn MSA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	117	503	140	604
1	125	540	154	664
2	165	711	197	847
3	211	907	254	1,094
4	261	1,122	314	1,349

City of Auburn
City Council Information Sheet

Council Workshop or Meeting Date: October 1, 2018 **Ordinance:** 07-10152018

Author: Sue Clements-Dallaire, City Clerk

Subject: Proposed amendment to the Planning Board Ordinance

Information: It has been a challenge to recruit Board and Committee members as well as Election workers over the past several years. Recently we have run into a few different scenarios where the current Planning Board ordinance (under membership) has proven to be too restrictive.

This is a proposed amendment to the Planning Board ordinance under sec. 2-466 – Membership.

Sec. 2-466. - Membership: appointment, removal, terms, vacancies.

(a) There shall be a planning board of seven regular and two associate members. Members of the planning board shall be residents of the city. Persons appointed by the city council to serve on other boards, agencies, panels, and or commissions shall not serve concurrently on the planning board. Members shall serve without compensation.

It will be the responsibility of the Appointment Board to determine if there is an employee with a potential conflict.

City Budgetary Impacts: None

Staff Recommended Action: Consider the proposed amendment.

Previous Meetings and History: Presented to Council in a workshop on 10/1/2018

City Manager Comments: I concur with the recommendation.

Signature: Phillip Crowell Jr.

Attachments: Proposed Amendment

Sec. 2-466. - Membership: appointment, removal, terms, vacancies.

(a) There shall be a planning board of seven regular and two associate members. Members of the planning board shall be residents of the city. Persons appointed by the city council to serve on other boards, agencies, panels, and or commissions shall not serve concurrently on the planning board. Members shall serve without compensation.

(b) Regular members of the planning board shall be appointed by the city council for terms of three years. Such terms shall be staggered so that the term of not more than three members shall expire in any calendar year. Incumbent members of the planning board shall serve for the balance of their terms and thereafter until their successors are appointed.

(c) The city council shall appoint two associate members for a term of three years each. Such terms shall be staggered so that the terms of not more than one associate member, expires in any calendar year. Associate members may participate in deliberations of the planning board but shall not vote unless temporarily acting on behalf of a regular member who is absent or has been recused.

(d) Permanent vacancies on the planning board shall be filled by the city council for the unexpired term of the former member.

(e) Any member of the planning board may be removed for cause by the city council at any time; provided, however, that before removal such members shall be given an opportunity to be heard in his own defense at a public hearing before the city council.

(f) The planning board may appoint a high school student advisory representative who is a high school student residing in Auburn for a one year term. The student advisory representative may participate in deliberations of the planning board but shall not be entitled to vote.

(Ord. of 5-7-1979; Ord. No. 02-04012013, att. A, 4-16-2013; Ord. No. 01-01202015, att., 2-9-2015)

City of Auburn
City Council Information Sheet

Council Workshop or Meeting Date: October 15, 2018 **Resolve:** 13-10152018

Author: Jill M. Eastman, Finance Director

Subject: Resolve – Authorizing an amendment to the hangar loan between the City's General Fund and the Auburn-Lewiston Airport to extend its maturity to FY2034.

Information: Please see attached information.

City Budgetary Impacts: None

Staff Recommended Action: Staff recommends passage of this order.

Previous Meetings and History:

City Manager Comments:

I concur with the recommendation. Signature: Phillip Crowell Jr.

Attachments:
Background Memo
Hangar Loan Amortization Comparison
Resolve

Auburn-Lewiston Airport
Hangar Loan Amortization Comparison
Commencing after the FY19 payment in October
Rate **2.58%**

Fiscal Year	Payment	Interest	Principal	Balance	To each City Principal	To each City Interest	Existing Combined Amortization Payment	Existing Combined Amortization Interest	Existing Combined Amortization Principal
				1,438,781.38					
2020	115,000.00	37,120.56	77,879.44	1,360,901.94	38,939.72	18,560.28	201,348.00	37,120.56	164,227.44
2021	115,000.00	35,111.27	79,888.73	1,281,013.21	39,944.37	17,555.64	201,348.00	32,883.49	168,464.51
2022	115,000.00	33,050.14	81,949.86	1,199,063.35	40,974.93	16,525.07	201,348.00	28,537.11	172,810.89
2023	115,000.00	30,935.83	84,064.17	1,114,999.18	42,032.09	15,467.92	201,348.00	24,078.59	177,269.41
2024	115,000.00	28,766.98	86,233.02	1,028,766.16	43,116.51	14,383.49	201,348.00	19,505.04	181,842.96
2025	115,000.00	26,542.17	88,457.83	940,308.33	44,228.92	13,271.09	201,348.00	14,813.49	186,534.51
2026	115,000.00	24,259.95	90,740.05	849,568.28	45,370.03	12,129.98	201,348.00	10,000.90	191,347.10
2027	115,000.00	21,918.86	93,081.14	756,487.14	46,540.57	10,959.43	201,348.69	5,064.14	196,284.55
2028	115,000.00	19,517.37	95,482.63	661,004.51	47,741.32	9,758.69			
2029	125,000.00	17,053.92	107,946.08	553,058.43	53,973.04	8,526.96			
2030	125,000.00	14,268.91	110,731.09	442,327.34	55,365.55	7,134.46			
2031	125,000.00	11,412.05	113,587.95	328,739.39	56,793.98	5,706.03			
2032	125,000.00	8,481.48	116,518.52	212,220.87	58,259.26	4,240.74			
2033	125,000.00	5,475.30	119,524.70	92,696.17	59,762.35	2,737.65			
2034	95,087.72	2,391.56	92,696.17	-	46,348.09	1,195.78			
	1,755,087.72	316,306.35	1,438,781.38		719,390.69	158,153.18	1,610,784.69	172,003.32	1,438,781.37
							Additional Interest	**144,303.03**	
							Per City	**72,151.52**	

City of Auburn, Maine
Finance Department
www.auburnmaine.gov | 60 Court Street
Auburn, Maine 04210
207.333.6601

TO: Mayor Jason J. Levesque
And Members of the City Council
FROM: Jill M. Eastman, Finance Director
SUBJECT: Auburn-Lewiston Airport Hangar Loan Amendment
DATE: October 10, 2018

BACKGROUND INFORMATION

During the FY2015 Auburn Capital Improvement Program presentation, the Airport Manager provided information on the cost savings benefit of paying off the then existing lease with the original developer of the Nobility (Lufthansa) hangar vs. the continuation of the required lease payments. Prior to the lease buyout, the airport would have paid $249.750 annually until 2028 to lease the Nobility hangar, at which point the airport would have had a $2 million purchase option.

In June 2014, the airport board was approached by the hangar owner to buyout the lease for approximately $2.2 million, producing a present value savings of just under $2.83 million. While it made economic sense to accept the offer, the board itself lacked the funds available to do so and the experience necessary to cost effectively issue debt on its own. Additionally, airport debt needed the Cities of Auburn and Lewiston to essentially "co-sign" the loan or bond.

At that time, given the lack of economic growth in the A-L community and tight fiscal budgets, both municipalities expressed reluctance to issue debt for their shar of the hangar buyout ($1.1 million each) in spite of its operating subsidy savings. However, given the miniscule return on investments experienced by both Cities, funds could be loaned to the airport using current municipal cash flows, lowering the airport's annual payments while also realizing a higher rate of return for each City.

At its August 18, 2014 meeting, the Council approved a $1.1 million, 13 year loan to the airport at a rate of 2.58%. The original annual amortization of this loan was s$201,348, producing an annual savings of $48,402 from the then $249,750 annually required lease payment. As a frame of reference, one, two, and five year certificates of deposits were averaging .55%, .6% and 1.8% APRs.

City of Auburn, Maine
Finance Department
www.auburnmaine.gov | 60 Court Street
Auburn, Maine 04210
207.333.6601

CURRENT REQUEST

As you may be aware, Lufthansa has provided notice cancelling its hangar lease and is relocating the Constellation to New York. There are sufficient funds available for the airport to satisfy FY19's $201.348 payment due at the end of the month. The Airport Director and Board are currently exploring a variety of options to ensure the hangar space continues to be income producing. Given the financial uncertainty of the specific terms of prospective uses, the Board is requesting the loan from both the City of Auburn and Lewiston be restructured using the same rate but extending the payoff from September 2017 to September 2034. A comparative amortization has been provided.

The City of Lewiston approved this amendment at their meeting on October 2, 2018.

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four

Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

RESOLVE 13-10152018

RESOLVED, authorizing an amendment to the hanger loan between the City's General Fund and the Auburn-Lewiston Airport to extend its maturity to FY2034.

WHEREAS, the Auburn-Lewiston Airport is a joint agency between the Cities of Auburn and Lewiston; and

WHEREAS, Lufthansa has canceled their hanger lease with the Airport and relocating the Constellation to New York; and

WHEREAS, the Airport Board needs the financial flexibility to negotiate a new lease with a prospective tenant or offer overnight hanger space to pilots; and

WHEREAS, the interest rate will remain at the stated rate of 2.58%, providing an additional $72,151.52 to each city over the life of the loan;

NOW, THEREFORE, BE IT RESOLVED by the CITY COUNCIL of the CITY of AUBURN,

That the loan between the City's General Fund and the Auburn-Lewiston Airport be re-amortized and extend the maturity from FY2027 to FY2034.

City of Auburn
City Council Information Sheet

Council Workshop or Meeting Date: October 15, 2018 **Orders**: 81-10152018 through 90-10152018

Author: Sue Clements-Dallaire, City Clerk

Subject: Board and Committee Appointments

The Appointment Committee met on October 3, 2018 to review applications and make their nominations for boards and committees of the City as follows:

Judith Webber – Auburn Housing Authority (re-appointment) with a term expiration of 10/1/2023.

Celia McGukian – CDBG Loan Committee (re-appointment) with a term expiration of 10/1/2021.

Candace D'Amour – Board of Assessment Review (new appointment), alternate member, with a term expiration of 10/1/2022.

Dana Staples, Misty Edgecomb, Suzanne Roy, and Rick Martel – Parks and Recreation Advisory Board (re-appointments) with term expirations of 10/1/2020.

Michael Corey, Kristen Muszynski, and Kyle Hall – Zoning Board of Appeals, new appointments, full member positions, with term expirations of 10/1/2021.

Council may enter into executive session pursuant to 1 MRSA Sec. 406(6)(A) to review applications or for further discussion before making appointments.

City Budgetary Impacts: None

Staff Recommended Action: Consider appointing members as recommended by the Appointment Committee.

Previous Meetings and History: The Appointment Committee met on October 3, 2018 to make their recommendations.

City Manager Comments:

I concur with the recommendation. Signature: Phillip Crowell J.

Attachments:
List of applicants
List of vacancies
Applications
Orders 81-10152018 through 90-10152018

VACANCIES

Auburn Housing Authority – 1 vacancy, term expiration 10/01/2023

Board of Assessment Review - 3 vacancies – alternate positions. One with a term expiration of 10/1/2020, and two with term expirations of 10/1/2022

Cable TV Advisory Committee – 2 vacancies - one with a term expiration of 6/1/2019, one with a term expiration of 6/1/2020

CDBG Loan Committee – 2 vacancies – both with term expirations of 10/01/2021

Citizens Advisory Committee - 1-4 vacancies, all with 6/30/2019 term expirations

Conservation Commission – 1 vacancy with a term expiration of 6/1/2020

Ethics Committee – 1 vacancy with a term expiration of 01/01/2021

Parks and Recreation Advisory Board - 6 vacancies – two with term expirations of 10/01/2019 and four with term expirations of 10/01/2020

Zoning Board of Appeals - 3 vacancies - full member positions, all with a term expiration of 10/01/2021

Mayor's Ad Hoc Group on Agriculture & Resource Protection (MAG-ARP) – 1 position

Board Committee Applications

Board or Committee	Ward	Last Name	First Name	Address
Auburn Housing Authority	1	*Webber	Judy	163 Whitney Street
	5	Nickel	Amie	160 Fifth Street
Board of Assessment	2	D'Amour	Candace	146 Lake Street
Cable TV Advisory Board				
CDBG Loan Committee	3	*McGuckian	Celia	10 Fairmount Avenue
Citizens Advisory Committee				
Conservation Commission				
Parks & Recreation Advisory	2	*Edgecomb	Misty	26 Oakland Street
	3	*Martel	Rick	22 Cedarwood Road
	1	*Roy	Suzanne	8 Joline Drive
	5	*Staples	Dana	32 Greenfield Drive
Zoning Board of Appeals	3	Corey	Michael	44 Pinewood Drive
	3	Hall	Kyle	134 Poliquin Avenue
	4	Muszynski	Kristen	8 Fairway Court

* Indicates this applicant is seeking re-appointment

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

auburnmaine.gov

CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION

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

Date: 9/5/18

Last name: Nickel First name: Amie Middle initial: C

Residence address: 160 Fifth St. Ward: _____

City: Auburn State: ME Zip code: 04210

Home phone: _____ Work phone: _____ Cell phone: 207.240.6865

Email address: amie.nickel@yahoo.com

Current occupation: Closing attorney / real estate

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

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

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

___ 9-1-1 Committee
X Auburn Housing Authority
___ Board of Assessment Review
___ CDBG Loan Committee
___ Complete Streets Committee
___ Ethics Panel
___ L/A Transit Committee
___ Planning Board
___ St. Louis Bells Committee
___ Zoning Board of Appeals
___ Airport Board
___ Audit & Procurement Committee
___ Cable TV Advisory Board
___ Community Forest Board
___ Conservation Commission
___ Finance Committee
___ Parks & Recreation Advisory Board
___ Sewer District
___ Water District
___ Other _____

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I think my education and experience would be helpful in this committee. Years ago I received the AHA scholarship and I am ready to be more involved in my home community.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I'd like to be apart of many Auburn forward, this is my home town and where I have chosen to raise my own family.

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

Dates served (if known)? _____

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

Dates served (if known)? _____

How did you learn of this vacancy? I saw a post on facebook

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

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

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

Signature: _____ Date: 9/5/18

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 9.5.18
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

AMIE NICKEL, Esq.

160 Fifth St. • Auburn, ME 04210 • (207)240-6865 • amie.nickel@yahoo.com

BAR ADMISSION

Member of the Maine Bar

EDUCATION

Western New England College School of Law, Springfield, MA
Juris Doctor | May 2009

University of Bridgeport, Bridgeport, CT
Bachelor of Arts in Mass Communications | May 2006
Minor in Psychology
Dean's list, three semesters

MEMBERSHIPS

American Bar Association | 2009-Current
Environmental Law Club, Western New England College School of Law | 2007-2009
Dean of Students' Advisory Council, University of Bridgeport | 2005-2006
Health and Wellness Advisory Council, University of Bridgeport | 2005-2006
Editor, *The Scribe*, University of Bridgeport | 2004-2006

LEGAL EXPERIENCE

Great East Title Services/Market Street Settlement Services, Manchester NH
Closing Attorney/Relationship Manager | September 2011-Present

- Engage in direct contact with clients and customers pertaining to real estate matters.
- Perform real estate closings, explain complex legal documents and ensure a smooth transaction for all parties involved.
- Market and maintain client relationships by providing individual file based customer service.

Pine Tree Legal Services, Lewiston, ME
Attorney Volunteer | October 2009-April 2010

- Conducted legal research and assisted on legal cases.
- Helped indigent clients find and receive the state and federal benefits they needed.

Legal Intern | May 2008-August 2008

- Interacted with clients and made recommendations on how to handle their law related issues.
- Created draft complaints and other court filings.
- Performed legal research and reported back to attorney.

ADDITIONAL EXPERIENCE

TD Bank, Auburn ME
Teller | May 2011 – September 2011

- Received and processed transactions dealing with negotiable instruments.
- Maintained a professional and confidential atmosphere while helping customers with their banking needs.

Auburn School District, Auburn, ME
Ed. Tech. | December 2010 – June 2011

- Re-enforced lessons taught in classrooms through one-on-one tutoring or small group help.
- Evaluated which students were having difficulties with the lessons and adapted the lessons according to their Individualized Education Plans.

Substitute Teacher | March 2010 – December 2010

- Taught large and small groups in all subjects.
- Assessed student needs and prepared corresponding lesson plans.
- Counseled individual students on academic and personal issues.

CITY OF AUBURN
BOARD & COMMITTEE
Re-APPOINTMENT APPLICATION

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

Date: Aug. 30, 2018

Last name: Webber First name: Judy Middle initial: _____

Residence address: 163 Whitney St. Ward: 1

City: Auburn State: ME Zip code: 04210

Home phone: 207-784-6069 ~~Work phone:~~ _____ Cell phone: 207-330-0357 preferred

Email address: jmwebber163@outlook.com

Current occupation: retired

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

Educational and/or experience (or attach your resume): Univ. ME, 1983, Masters degree in Education

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

___ ~~9~~-1-1 Committee
✓ Auburn Housing Authority
___ Board of Assessment Review
___ CDBG Loan Committee
___ Complete Streets Committee
___ Ethics Panel
___ L/A Transit Committee
___ Planning Board
___ St. Louis Bells Committee
___ Zoning Board of Appeals
___ Airport Board
___ Audit & Procurement Committee
___ Cable TV Advisory Board
___ Community Forest Board
___ Conservation Commission
___ Finance Committee
___ Parks & Recreation Advisory Board
___ Sewer District
___ Water District
___ Other _____

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I have enjoyed my participation, and have learned a lot.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I want to be part of the future of needed housing in Auburn.

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

Dates served (if known)? _____

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

Dates served (if known)? _____

How did you learn of this vacancy? Rick Whiting

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

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

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

Signature: Janet M Webber Date: ~~Aug 30, 2018~~ Sept. 25, 2018

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

FOR OFFICE USE ONLY

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

auburnmaine.gov

CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION

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

Date: 8/21/18

Last name: D'Amour First name: Candace Middle initial: J

Residence address: 146 Lake St Ward: 2

City: Auburn State: ME Zip code: 04210

Home phone: _____ Work phone: _____ Cell phone: 216-409-5257

Email address: EMI102506@GMAIL.COM

Current occupation: IT data analyst

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

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

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

___ 9-1-1 Committee
___ Auburn Housing Authority
✓ Board of Assessment Review
___ CDBG Loan Committee
___ Complete Streets Committee
___ Ethics Panel
___ L/A Transit Committee
___ Planning Board
___ St. Louis Bells Committee
___ Zoning Board of Appeals
___ Airport Board
___ Audit & Procurement Committee
___ Cable TV Advisory Board
___ Community Forest Board
___ Conservation Commission
___ Finance Committee
___ Parks & Recreation Advisory Board
___ Sewer District
___ Water District
___ Other _____

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

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

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). provide input, become familiar with Auburn City + Government.

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

Dates served (if known)? _____

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

Dates served (if known)? _____

How did you learn of this vacancy? email

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

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

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

Signature: Candace Dawson Date: 8/21/18

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 8·21·18
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Candace D'Amour

CTBME®, RTBMA®, Technology Business Management Office at First American Title

cdamour@firstam.com

Summary

N/A

Experience

TBM Analyst (CTBME®), Technology Business Management Office at First American Title
June 2013 - Present

Application Development Manager, Eastern Division at First American Title
June 2012 - June 2013 (1 year 1 month)

Business Unit IT Operations at First American Title
March 2007 - June 2012 (5 years 4 months)

A-10 Avionics Mechanic
October 2009 - April 2012 (2 years 7 months)

System Administrator at First American Title
September 2003 - March 2007 (3 years 7 months)

Agency Representative at First American Title
November 2000 - September 2003 (2 years 11 months)

Built and maintained the relationships that exist between licensed title agents and their title insurance underwriter, First American. Position included sales, marketing, training and business development.

Marketing Representative at First American Title
May 1997 - November 2000 (3 years 7 months)

Sales and marketing of loan origination products and title insurance to banks, lenders and mortgage brokers. Products include: Flood Certifications, Appraisals, Title Insurance, Credit Reporting, Document Preparation and Title Coordination Services.

Customer Service at Third Federal Savings
1995 - 1997 (3 years)

Avionics Mechanic at USAF
December 1988 - August 1992 (3 years 9 months)

Candace D'Amour

CTBME®, RTBMA®, Technology Business Management Office at First American Title

ccamour@firstam.com

Contact Candace on LinkedIn

CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION

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

Date: 10/1/2018

Last name: McGuckian First name: Celia Middle initial: A

Residence address: 10 Fairmount Ave Ward: _____

City: Auburn State: ME Zip code: 04210

Home phone: 207-786-3979 Work phone: N/A Cell phone: 207-240-7511

Email address: mainedeja@yahoo.com

Current occupation: College instructor

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

Educational and/or experience (or attach your resume): ✓ BA. (USM) MLA (Univ of Richmond)

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

___ 9-1-1 Committee
___ Auburn Housing Authority
___ Board of Assessment Review
✓ CDBG Loan Committee
___ Complete Streets Committee
___ Ethics Panel
___ L/A Transit Committee
___ Planning Board
___ St. Louis Bells Committee
___ Zoning Board of Appeals
___ Airport Board
___ Audit & Procurement Committee
___ Cable TV Advisory Board
___ Community Forest Board
___ Conservation Commission
___ Finance Committee
___ Parks & Recreation Advisory Board
___ Sewer District
___ Water District
___ Other _____

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). To use my housing background to advance Auburn CDBG Dept goals.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Add my voice to volunteer advisors' experience in ~~directing~~ / maintaining affordable housing goals

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

Dates served (if known)? _____

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

See above

Dates served (if known)? _____

How did you learn of this vacancy? N/A

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

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

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

Signature: Cathy McGuckian Date: 10/1/2018

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 10/2/18
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Celia McGuckian, ABC

10 Fairmount Ave.
Auburn, ME 04210
(207) 786-3979 cell: (207) 240-7511
mainedeja@yahoo.com

SUMMARY

- Award-winning, innovative and skilled business communicator
- More than 22 years in Public Relations management at a $7.5 billion quasi-state organization
- Experience pitching stories to print and broadcast reporters
- Directed awareness/marketing campaigns from strategic planning to execution and metrics
- Experience producing, writing and editing organizational publications including an e-newsletter
- Ability to think strategically and foster innovative solutions
- Developed and directed special events including logistics, staffing and exhibits
- Ability to prioritize and handle fast-paced, multiple activities and deadlines
- Effective working independently or as part of a team

EXPERIENCE

PUBLIC RELATIONS AND OUTREACH

Highlights of accomplishments at Virginia Housing and Development Authority (VHDA), a $7.5 billion quasi-government agency included the development and management of targeted marketing and outreach programs and/or campaigns that exceeded target goals for key stakeholders, multicultural populations, persons of color, single heads of household, rural populations, people with special needs and first time homebuyers.

- At VHDA served in various capacities including as an official spokesperson in print and broadcast media; prepared media releases and press kits; routinely contacted housing and financial beat reporters to increase coverage of company's programs and initiatives; wrote articles for external publications increasing awareness of the organization; as Community Relations Manager, initiated and directed several, successful awareness campaigns and events including a rural marketing campaign for the mobile mortgage offices using NASCAR racing sponsorships as well as a tri-state housing agencies' T.V. campaign to reach rural residents looking for affordable home financing options
- Created and co-directed Virginia's first international women and housing conference that was a successful, public/private collaboration; conference exceeded funding and attendance goals, sparked new partnerships, helped increase affordable-housing efforts and garnered positive media coverage and awards
- Developed and directed a comprehensive community relationship program for multicultural and diverse markets improving relations and helping increase the number of home loans in these growing demographics

WRITING AND EDITING

- Writer, photographer and editor—managed and/or produced a monthly internal newsletter, print collateral and a monthly e-newsletter to 5,000 subscribers; also for variety of consulting business clients
- Print Coordinator—proofed and coordinated production of three course catalogs for a large, urban university
- Editor—successful bilingual (French and English) annual appeal brochure for a non-profit
- College Instructor—taught English, Technical Writing and Speech

SPECIAL EVENTS MANAGEMENT

- Skilled in managing awareness campaigns from strategic planning and concept development to metrics--developed partnerships, negotiated contracts and managed logistics, staff, volunteers, budgets and deadlines.
- Created, developed and mentored an active corporate volunteer program that partnered with other companies and organizations, held successful fundraising events and distributed cash, food, shoes, clothing, personal items and home furnishings to social service agencies, shelters and rural libraries across the state.

ADDITIONAL EXPERIENCE

- Invited Speaker—local, state and national conferences and events
- Managed monthly luncheons and tours for Bahrain Petroleum Company (BAPCO) public relations department in Bahrain that helped foster closer relations between US and British expatriats and Arab nationals
- Selected as the U.S. representative for an international team led by INTA/AIVN of The Hague, Netherlands to Mauritania to research and advise government on viability of establishing a mortgage banking system

EDUCATION

- MLA—University of Richmond, Richmond, Virginia
- BA—University of Southern Maine, Gorham, Maine
- Accredited Business Communicator, [ABC]—International Association of Business Communicators

OTHER

- French speaking; Grantsmanship Center Grant Writing Course; Facilitator training; Computer Skills: [PC and Mac platforms; PageMaker, Excel, Power Point, Banner, Blackboard, Prism, HTML coding
- Valid driver's license and passport

AWARDS AND ACTIVITIES

- Individual Award for Innovation, Virginia Secretariat of Commerce and Trade
- Achievement Award, Virginia Women's Foundation for Affordable Housing
- International Chapter of the Year—IABC/Richmond Board Member
- Active volunteer--Habitat for Humanity, Christmas in April, Virginia Voice (on air reader for blind), NH JAG (Jobs for America's Graduates), Exeter Chamber of Commerce
- Served on Virginia Realtors' Multicultural Advisory Task Force, Workforce Housing Inter-Agency Task Force, Web Accessibility Team; Spanish Portal Team; NH Community College Equity Committee, Board of Directors--H.O.M.E., Richmond, VA
- *Currently*: Board of Directors--Franco Collection/USM-LAC; CDBG Loan Committee City of Auburn

WORK HISTORY

• Quality Assurance, GL Research Dept. TD Bank		2011-2016
• College Instructor, CMCC, Auburn, ME		2009-current
• Owner, part-time communications business--PR, writing, editing, proofreading	Est.	2003
• Development Director--Franco-American Heritage Center, Lewiston, ME		2007-2008
• College Instructor--NHCTC, NH		2004-2007
• Substitute Teacher--Exeter, NH		2003-2004
• Assistant PR Director; Community Affairs Manager--VHDA, Richmond, VA		1981-2003

CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: ___10-02-2018_____

Last name: _____Edgebomb_____ First name: _____Misty_____ Middle initial: __L____

Residence address: ____26 Oakland St._____ Ward: ___2_____

City: _____Auburn_____ State: _____Maine_____ Zip code: ___04210___

Home phone:__207-240-3910_____ Work phone: ___207-240-6415_____ Cell phone: Same as H

Email address: mislyn02@gmail.com_____

Current occupation: _____Massage Therapist_____

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

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

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

____ 9-1-1 Committee
____ Auburn Housing Authority
____ Board of Assessment Review
____ CDBG Loan Committee
____ Complete Streets Committee
____ Ethics Panel
____ L/A Transit Committee
___ Planning Board
____ St. Louis Bells Committee
____ Zoning Board of Appeals
____ Airport Board
____ Audit & Procurement Committee
____ Cable TV Advisory Board
____ Community Forest Board
____ Conservation Commission
____ Finance Committee
__X_ Parks & Recreation Advisory Board
____ Sewer District
____ Water District
____ Other _____

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). ___I enjoy the beautiful outdoor space Auburn has to offer residents. I hope to bring new ideas, encourage a fresh look at old spaces or encourage them to be properly taken care of._____
What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). _I hope to see the parks and green spaces in our city draw people from away to come and enjoy what Auburn has to offer. _____

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?
__Yes____
_____Parks and Rec Advisory Board, and Parks Sub-Committee _____

Dates served (if known)? _____

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

Dates served (if known)? _____

How did you learn of this vacancy? I got an email yesterday_____

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.
Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen! I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.
Signature: ____Misty Edgecomb_____ Date: _____10-02-2018_____

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

FOR OFFICE USE ONLY

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

CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: ___10/2/18_____

Last name: __Staples_____ First name: __Dana_____ Middle initial: __N____

Residence address: __32 Greenfield Drive_____ Ward: ____5_____

City: ____Auburn_____ State: ____ME_____ Zip code: _04210____

Home phone: 207-240-1671 Work phone: _207-518-4580_____ Cell phone: ___207-240-1671

Email address: _____dana.staples@gmail.com_____

Current occupation: _____Conversions Manager_____

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

Educational and/or experience (or attach your resume): __attached resume_____

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

____ 9-1-1 Committee
____ Auburn Housing Authority
____ Board of Assessment Review
____ CDBG Loan Committee
____ Conservation Commission
____ Finance Committee
XXX Parks & Recreation Advisory Board
____ Planning Board
____ Water District
____ Airport Board
____ Audit & Procurement Committee
____ Cable TV Advisory Board
____ Community Forest Board
____ Ethics Panel
____ L/A Transit Committee
___ Poland-Auburn Economic Development Committee
____ Sewer District
____ Zoning Board of Appeals

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). _____I would like to continue the work that I've been doing on the Parks and Rec Advisory Board. __

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

Parks and Recreation Advisory Board from 1/14-present
Zoning Board of Appeals from 10/16-present
Complete Streets from 7/17-present

Dates served (if known)? _____see above_____

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

Dates served (if known)? _____

How did you learn of this vacancy? _____email_____

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.
Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen! I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.
Signature: _____Dana Staples (electronic signature) Date: _10/2/18_____

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

FOR OFFICE USE ONLY

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

Dana Staples

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

EMPLOYMENT

2016-present Conversions Manager, **Tyler Technologies**

- Managed a team of six people
- Converted customer data to work with Tyler Technologies software
- Worked with clients to ease the pain of switching software

2007-2016 Software Engineer, **Tyler Technologies**

- Developed numerous software enhancements and bug fixes
- Integrated third party systems
- Rebranded products to comply with design guidelines
- Stabilized the deployment story for a large software project
- Troubleshot client issues with support and dev ops
- Automated a Visual Studio nightly build

2005-2007 Programmer, **Tyler Technologies**

- Wrote programs for a rewrite of the Utility Billing module
- Created web services for all Utility Billing Self Service programs
- Rewrote Budget Transfer as part of the Mercury project
- Fixed bugs as reported by quality assurance and support

2001-2003 Software Engineer, **Fairchild Semiconductor**

2000 Quality Assurance Summer Intern, **Compaq**

SPECIAL PROJECTS

2015- Team Lead, **Maine App Challenge**

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

EDUCATION

2004-2005 MS Computer Science, **University of Southern Maine**, Portland, ME

- Masters' project in object oriented software design
- Courses in Advanced Java Technology, Web Services, XML, Computer Algorithms, Object Oriented Software Design, Systems Programming, and Computer Networks.

1997-2001 BS Computer Science, **Rensselaer Polytechnic Institute**, Troy, NY Cum Laude

1993-1997 **Edward Little High School**, Auburn, ME graduated 5th out of 325 students

SKILLS

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

OCT 02 2018

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CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION

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Date: 10/1/18

Last name: Roy First name: SUZANNE Middle initial: M

Residence address: 8 JOLINE DR Ward: 1

City: AUBURN State: MAINE Zip code: 04210

Home phone: 782-7994 Work phone: / Cell phone: 740-0987

Email address: SMROY@MAINE.EDU

Current occupation: RETIRED HEALTH EDUCATOR

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

Educational and/or experience (or attach your resume): MASTERS IN ADULT EDUCATION

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

___ 9-1-1 Committee
___ Auburn Housing Authority
___ Board of Assessment Review
___ CDBG Loan Committee
___ Complete Streets Committee
___ Ethics Panel
___ L/A Transit Committee
___ Planning Board
___ St. Louis Bells Committee
___ Zoning Board of Appeals
___ Airport Board
___ Audit & Procurement Committee
___ Cable TV Advisory Board
___ Community Forest Board
___ Conservation Commission
___ Finance Committee
X Parks & Recreation Advisory Board
___ Sewer District
___ Water District
___ Other _____

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I want to stay active in my community by giving service in areas of my expertise

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Contribute to making the Auburn Community a safe healthy and friendly place to work, live and play.

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

Dates served (if known)? 2017 & 2018

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

Dates served (if known)?

How did you learn of this vacancy? Newspaper

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

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

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

Signature: Suzanne M Roy Date: 10/1/2018

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

FOR OFFICE USE ONLY

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

CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION

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Date: 10/2/2018

Last name: Martel First name: Richard (Rick) Middle initial: M

Residence address: 22 Cedarwood Rd. Ward: 3

City: Auburn State: ME Zip code: 04210

Home phone: N/A Work phone: 207.856.2501 x111 Cell phone: 207.576.4053

Email address: rmartel@roadrunner.com

Current occupation: Operations Manager, The Montalvo Corporation, Gorham ME

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

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

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

___ 9-1-1 Committee
___ Auburn Housing Authority
___ Board of Assessment Review
___ CDBG Loan Committee
___ Complete Streets Committee
___ Ethics Panel
___ L/A Transit Committee
___ Planning Board
___ St. Louis Bells Committee
___ Zoning Board of Appeals
___ Airport Board
___ Audit & Procurement Committee
___ Cable TV Advisory Board
___ Community Forest Board
___ Conservation Commission
___ Finance Committee
_X_ Parks & Recreation Advisory Board
___ Sewer District
___ Water District
___ Other _____

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). Have served only a short term since appointment earlier this year. I wish to continue and become more involved

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Help to improve the condition of parks and outdoor resources in the city of Auburn.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? Parks and Recreation - since spring 2018

Dates served (if known)? _____

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

_____

Dates served (if known)? _____

How did you learn of this vacancy? _____

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

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

Signature: Rick Martel Date: 10/2/2018

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

FOR OFFICE USE ONLY

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

CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION

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Date: _08/23/2018_____

Last name: _Hall_____First name: _Kyle_____ Middle initial: ___A____

Residence address: _134 Poliquin Ave. Ward: ___3_____

City: ___Auburn_____ State: ____ME_____ Zip code: _04210___

Home phone:___207-404-9306_ Work phone: _207-885-7000__ Cell phone: _592-3418_____

Email address: ____Lobstha@roadrunner.com_____

Current occupation: ____Civil Engineer_____

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

Educational and/or experience (or attach your resume): Bachelor Science Civil Engineering_____

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

____ 9-1-1 Committee
____ Auburn Housing Authority
____ Board of Assessment Review
____ CDBG Loan Committee
____ Complete Streets Committee
____ Ethics Panel
____ L/A Transit Committee
___ Planning Board
____ St. Louis Bells Committee
_X_ Zoning Board of Appeals
____ Airport Board
____ Audit & Procurement Committee
____ Cable TV Advisory Board
____ Community Forest Board
____ Conservation Commission
____ Finance Committee
____ Parks & Recreation Advisory Board
____ Sewer District
____ Water District
____ Other _____

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please

attach additional sheet if needed). _In review of the many volunteer committee openings, my skill set will best serve this committee, I have worked for various State transportation agencies for 30 years reading and interpreting plans, specifications, ordinances, and state statutes. _____

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). ___Apply my knowledge, experience, and problem solving skills to ensure appeals are heard and acted on in a manner that protect the interests of both the community and applicants

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

Dates served (if known)? _____

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

Dates served (if known)? _____

How did you learn of this vacancy? __Municipal Website_____

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Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!
I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.
Signature: Kyle A. Hall Date: 08/23/2018

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 8.23.18
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

134 Poliquin Ave
Auburn, ME 04210

Phone 207-592-3418
E-mail Kyle.Hall@maine.gov

Kyle A. Hall, P.E.

Education

1985-1991 University of Maine Orono, ME
BS Civil Engineering

Professional experience

January 2018-Present, Maine Department of Transportation, Scarborough, ME
Public Service Manager III (Region Manager)

- MaineDOT, Bureau of Maintenance Operations Region 1 Manager

September 2007-2018 Maine Department of Transportation Scarborough, ME
Public Service Manager II (Region Engineer)

- Engineering authority for the MaineDOT Southern Region
- Manage Highway Opening and Location Permits
- Manage Access Management Rules for the Region
- Manage Region's three year work plan with emphasis on LCP, PPM, RAMP, and Large Culvert selections
- Review and Comment on PDR's for Region projects.
- Member of MaineDOT Engineering Council since May 2011
- Team member and liaison between Maintenance & Operations and Project Development.
- Supervise the Region's Environmental, Property, Utility, and Traffic operations.
- Responsible for immediate emergency response to asset failures having direct impacts to safety and or commerce.
- Interact with customers to address/answer concerns they may have with the transportation system.
- Educate Transportation workers in Basic Mathematics and Construction Practices.

July 2004- September 2007 Maine Department of Transportation Augusta, ME
Civil Engineer III / Construction Support Manager

- Perform field support on multiple highway projects
- Read and interpret plans and specifications to ensure project quality and uniformity.
- Perform plan and specification constructability reviews
- Ensure plan uniformity across the Highway Program
- Prepare contract packages for advertisement
- Coordinate consultant inspection services
- Attend pre-construction and pre-pavement meetings to ensure project uniformity and quality

April 2000-July 2004 Bureau of General Services Augusta, ME
Civil Engineer II / Assistant Construction Engineer

- Assist State Agencies with their Capital Improvement and Repair Projects

- BGS representative for State School construction projects
- Assist in the Capital planning process by compiling and reviewing State agency requests for Capital Improvement and Repair. Compile data to create the Biennial Capital Improvement Budget for incorporation into Governor's Budget.
- Plan, budget, and project manage capital projects.
- Create Requests for Qualifications and or Proposals.
- Assemble bid packages. Perform and record bid openings
- Read and interpret plans and specifications, create and approve change orders, approve pay requisitions.

1999-2000 Androscoggin Valley Council of Governments Auburn, ME

Civil Engineer II / Traffic Engineer/GIS Coordinator

- Traffic engineer and GIS coordinator for the metropolitan planning organization
- Assisted local governments with their Biennial transportation improvement plans
- Aided local governments with their planning and study requirements
- Provided local assistance with traffic engineering projects

1991-1999 Nebraska Department of Roads Lincoln, NE

Engineer III / Project Manager

- Project manager for State, County, and Federal transportation projects
- Read and interpret project plans and specifications for conformity with Standard Specifications and current construction standards
- Supervised 3-5 construction technicians
- Prepared and approved contractor pay estimates and change orders
- Experienced with large projects exceeding $30 million

1989-1991 Maine Department of Transportation Ellsworth, Maine

Engineering Aide II / Survey

- Seasonal help for survey crew
- Performed all aspects of road survey, rodman, lead chain, instrument, notes

Accreditations

Registered Professional Engineer State of Maine #9318

Registered Professional Engineer State of Nebraska #E-9405

AASHTO National Transportation Leadership Institute 2017

CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION

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Date: 8·23·18

Last name: MUSZYNSKI First name: KRISTEN Middle initial: S

Residence address: 8 FAIRWAY COURT Ward: 4

City: AUBURN State: ME Zip code: 04210

Home phone: 753·7585 Work phone: 626·8404 Cell phone: _____

Email address: schulze17@hotmail.com

Current occupation: Director of Communications, Maine Dept. of Secretary of State

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

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

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

___ 9-1-1 Committee
___ Auburn Housing Authority
___ Board of Assessment Review
___ CDBG Loan Committee
___ Complete Streets Committee
___ Ethics Panel
___ L/A Transit Committee
___ Planning Board
___ St. Louis Bells Committee
✓ Zoning Board of Appeals
___ Airport Board
___ Audit & Procurement Committee
___ Cable TV Advisory Board
___ Community Forest Board
___ Conservation Commission
___ Finance Committee
___ Parks & Recreation Advisory Board
___ Sewer District
___ Water District
___ Other _____

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). To learn more about Auburn's zoning, codes and adherence to the Comprehensive plan while having input on how it is applied and when it's appropriate to make exceptions.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Have a positive impact on the community by addressing zoning issues in a fair and educated manner.

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

Dates served (if known)? _____

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

Dates served (if known)? _____

How did you learn of this vacancy? City of Auburn email notice

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

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

Signature: Kristen S Muszynski Date: Aug 23, 2018

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 8-27-18
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Kristen Schulze Muszynski

207-753-7585 8 Fairway Court, Auburn, ME 04210 Schulze17@hotmail.com

EDUCATION

University of Southern Maine, Portland, Maine 01/2014-05/2018
Master of Policy, Planning & Management

Saint Joseph's College, Standish, Maine 9/2000-5/2004
Bachelor of Arts in Communications

Lewiston High School, Lewiston, Maine 9/1996-5/2000

EXPERIENCE

Maine Department of the Secretary of State, Augusta,
10/2014- present
Director of Communications

- Produce bi-monthly department newsletter (collect and create content; layout and design)
- Develop promotional campaigns and outreach materials
- Manage social media accounts
- Manage public and media relations
- Track, fulfill Freedom of Access Act requests in accordance with Maine State law
- Participate in Maine Bicentennial Commission planning

Journal Tribune daily newspaper, Biddeford,
8/2004- 10/2014
Managing Editor

- Managing staff, interns, contributors and public relations
- Designing variety of pages for daily paper, special editions
- Persuasive writing and newswriting
- Copy editing, page proofing

ADDITIONAL SKILLS

- Proficient with digital photography and video/audio production
- Experienced with Adobe InDesign, Photoshop and Premiere; and Microsoft Excel and Word; as well as online animation software Vyond. Adept at learning new software.
- Diligent in meeting deadlines of both short and long-term projects
- Skilled in organizing successful events, including Maine State Archives 50th anniversary ceremony, Halifax Explosion Commemoration Ceremony, Maine Bicentennial Plate Unveiling; and newspaper participation in Chamber of Commerce expo, community parades and job fairs

CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION

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Date: 8/29/18

Last name: Corey First name: Michael Middle initial: S

Residence address: 441 Pinewood Dr Ward: 3

City: Auburn State: ME Zip code: 04210

Home phone: _____ Work phone: 207-591-8151 Cell phone: 207-252-0024

Email address: mcorey@westbrook.me.us

Current occupation: Fire Inspector City of Westbrook / Electrical Inspector / Corey Electric
City of Westbrook Call Fire Fighter

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

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

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

___ 9-1-1 Committee
___ Auburn Housing Authority
___ Board of Assessment Review
___ CDBG Loan Committee
___ Complete Streets Committee
___ Ethics Panel
___ L/A Transit Committee
___ Planning Board
___ St. Louis Bells Committee
X Zoning Board of Appeals
___ Airport Board
___ Audit & Procurement Committee
___ Cable TV Advisory Board
___ Community Forest Board
___ Conservation Commission
___ Finance Committee
___ Parks & Recreation Advisory Board
___ Sewer District
___ Water District
___ Other _____

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). Always try to give back to my Community. Nice to Auburn looking for a way to get involved.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Serving my Community, giving back as best I Can.

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

Dates served (if known)? _____

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

Dates served (if known)? _____

How did you learn of this vacancy? _____

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

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

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

Signature: _____ Date: 8/29/18

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 9.5.18
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Michael S Corey
Master Electrician
Certified Fire Inspector 1

Synopsis of Curriculum Vitae

Michael S. Corey
44 Pinewood Dr
Auburn Me, 04210
(207) 252-0024
mcorey@westbrook.me.us

Electrical Career/ Fire Career

1999-2006 Electrical Helper Corey Electric Inc
Responsible for installation of electrical wiring, panels, outlets and switches

1992-1994 City of Westbrook Fire Explorers
Leaning and helping on fire scenes

1994-2007 City of Westbrook Fire Fighter Call
On call firefighter

2000-2005 Town of Cape Elizabeth Firefighter
On Call firefighter

2002 - 2006 City of Westbrook Fire Explorers Director of Operations
Leading fire explorers on fire scenes / 2002 state champions

2003 Town of Cape Elizabeth Fire Fighter interim Fire Inspector (Sprinkler Testing)

2002-2007 City of Westbrook Lieutenant Westbrook Fire Dept
Responsible for running crews on the fire scene, trainings company business
On Call Fire Fighter

2006-2007 Electrical Journeyman Corey Electric Inc
Responsible for installation of electrical equipment, running of Projects

2007- Present Electrical Master Corey Electric Inc
Responsible for running Projects, Project manager

2007 - Present Electrical Inspector City Of Westbrook
Inspections of electrical equipment, services, lights etc

2010 - Present Electrical Master New Hampshire
Hold license for Corey Electric to do business in New Hampshire

2010 - Present Vice President Corey Electric Inc
Responsible for running day to day operations of Corey Electric Inc.

2012 - Present Fire Inspector City of Westbrook
Responsible for reviewing codes for the Westbrook Fire Dept, conducting inspection around the city, meetings to develop fire alarm systems for business

2010 - Present City of Westbrook Fire Fighter Lieutenant
On call Fire Fighter

Have conducted over 30,180 electrical inspections for the City of Westbrook

Have helped with several fire investigations with electrical implications, conducted interviews with owners to determine causes of fires.

Education and training Specific to Electrical Inspections and fire investigations

2018 Fire Rescue 1 Traffic Safety

2018 CFI Trainer Ethics and the Fire Investigator

2018 CFI Trainer Documenting the Event

2018 Fire Rescue 1 Respiratory Protection Program

2018 Fire Rescue 1 Emergency Action Plan

2018 Fire Rescue 1 Extinguishers

2018 Fire Rescue 1 Hazmat First Responder

2017 Fire Rescue 1 Fire Service Pump Operations

2017 Fire Rescue 1 FF1&2 Fire Prevention

2017 Fire Rescue 1 FF1&2 Fire Detection Protection and Suppression Systems

2017 Fire Rescue 1 FF1&2 Fire Cause Determination

2017 Fire Rescue 1 FF 1&2 Fire Inspector

2017 Fire Rescue 1 FF 1&2 Fire Inspector Occ Loads and means of egress

2017 Fire Rescue 1 FF 1&2 Fire Behavior

2017 Fire Rescue 1 FF 1&2 Building Construction

2017 Fire Rescue 1 FF 1&2 Water

2017 Fire Rescue 1 FF 1&2 Fire Apparatus

2017 Fire Rescue 1 FF 1&2 Incident Command System

2016 NFPA Fire Inspector CFI-1 Renewal

2015 IAAI Preparation for the Marine Fire Scene

2015 IAAI Search and Seizure

2015 IAAI The Impact of Ventilation in Building Structures on Fire Development

2015 IAAI Residential Electrical Systems

2014 IAAI Fundamentals of Residential building Construction

2014 IAAI Basic Electricity

2014 IAAI Introduction to Evidence

2014 IAAI Ethics&Social Media

2014 NFPA 70 National Electrical Code Update

2014 NFPA Mass Notification System Risk Analysis

2014 NFPA Fundamentals of Residential Building Construction

2014 NFPA Understanding unwanted Fire Alarms

2014 NFPA Responding to Electrical Vehicle Battery Fires

2013 IAAI Physical Evidence at the Fire Scene

2013 NFPA 101 Update Life Safety Code

2013 NFPA 72 Signaling Code Update

2013 NFPA 13 Sprinkler Systems Update

2013 NFPA 72 2010-1013 Updates CEU 1.5 Hours

2013 IAAI Scientific Method for Fire and Explosion Investigation

2013 NFPA Certified Fire Inspector 1

2012 NFPA Fire Inspector 1 Training Class

2012 IAAI An Analysis of the Station Nightclub Fire

2012 IAAI Arc Mapping Basics

2012 IAAI Charleston Sofa Super Store Fire

2012 IAAI Electrical Safety

2012 IAAI Fire Protection Systems

2012 IAAI How First Responders Impact The Fire Investigation

2012 IAAI NFPA1033 and Your Career

2012 IAAI Vacant and Abandoned Buildings: Hazards and Solutions

2011 Grounding and Bonding Seminar CEU 0.8 Hours

2011 NFPA 70 Electrical Code Update

2009 Fire alarm testing and certification CEU 0.4 hours

2008 NFPA 70 Electrical Code Update

2006 NFPA Life Safety Code

2006 NFPA 70E

2005 NFPA 70 Electrical Code Update

2004 Line Company Fire Officer

2004 ARFF Aircraft Distater Drill

2004 ARFF Aircraft Incident Seminar

2004 Thomson Education Certificate Electrical Program Apprenticeship

2003 MFTE High Rise Seminar

2003 NFPA Overview

2002 Thompson Education circuit path design

2002 Thompson Education Plan Review

2002 SMTC Motors

2002 NFPA 70 Code update

2000 SMTC NFPA 70 Code Class

1999 NFPA 70 Code Update

1994 FF1 Purpose of Salvage

1994 FF1 Sprinkler Connections and Alarms

1994 FF1 Safety Procedures

1994 FF1 Citizen Reporting Procedure

1994 FF1 Ropes

1994 FF1 Hazardous Environment

1994 FF1 SCBA

1994 FF1 Ladders

1994 FF1 Principles of Ventilation

1994 FF1 Fire Streams

1994 FF1 Dry hose

1994 FF1 Dangerous Building Cond.

1994 FF1 Tools

1994 FF1 Class A Fire Attack

Licensing and Certification

>Maine Master Electrician # MS60019358
>New Hampshire Master Electrician # 12809 M
>NFPA Certified Fire Inspector # CF1-13- 0107
>Honeywell Fire Alarm Tech
>Notifier Fire Alarm Tech

Professional organization Membership

National Fire Protection Agency (NFPA) / Electrical Section
International Association of Electrical Inspectors (IAEI) - Pine Tree Chapter
International Association of Arson Investigator - Maine Chapter
International Municipal Signal Association (IMSA) (company carries this membership)

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four

Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 81-10152018

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 10/03/2018;

Board or Committee	Term Exp. Date	Name
Auburn Housing Authority	10/1/2023	Judith Webber (re-appointment)

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four

Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 82-10152018

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 10/03/2018;

Board or Committee	Term Exp. Date	Name
CDBG Loan Committee	10/1/2021	Celia McGukian (re-appointment)

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four

Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 83-10152018

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 10/03/2018;

Board or Committee	Term Exp. Date	Name
Board of Assessment Review Alternate member	10/1/2022	Candace D'Amour (new appointment)

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four

Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 84-10152018

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 10/03/2018;

Board or Committee	Term Exp. Date	Name
Parks and Recreation Advisory Board	10/1/2020	Dana Staples (re-appointment)

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four

Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 85-10152018

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 10/03/2018;

Board or Committee	Term Exp. Date	Name
Parks and Recreation Advisory Board	10/1/2020	Misty Edgecomb (re-appointment)

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four

Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 86-10152018

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 10/03/2018;

Board or Committee	Term Exp. Date	Name
Parks and Recreation Advisory Board	10/1/2020	Suzanne Roy (re-appointment)

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four

Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 87-10152018

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 10/03/2018;

Board or Committee	Term Exp. Date	Name
Parks and Recreation Advisory Board	10/1/2020	Rick Martel (re-appointment)

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four

Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 88-10152018

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 10/03/2018;

Board or Committee	Term Exp. Date	Name
Zoning Board of Appeals Full Member	10/1/2021	Michael Corey (new appointment)

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four

Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 89-10152018

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 10/03/2018;

Board or Committee	Term Exp. Date	Name
Zoning Board of Appeals Full Member	10/1/2021	Kristen Muszynski (new appointment)

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four

Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 90-10152018

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 10/03/2018;

Board or Committee	Term Exp. Date	Name
Zoning Board of Appeals Full Member	10/1/2021	Kyle Hall (new appointment)

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

TO: **Peter Crichton, City Manager**

FROM: **Jill Eastman, Finance Director**

REF: **August 2018 Financial Report**

DATE: **October 2, 2018**

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

The City has completed its second month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 16.66% of the annual budget. However, not all costs and revenues are distributed evenly throughout the year; individual line items can vary based upon cyclical activity.

Balance Sheet

The following are significant variances from July:

A. Taxes Receivable-Current and Deferred Revenue have both increased due to the posting of the tax commitment and issuance of tax bills in August. These two accounts are directly related to each other.

Revenues

Revenues, for the City, collected through August 31st were $7,259,026, or 11.9%, of the budget, which is lower than last year at this time by 1.22%. The accounts listed below are noteworthy.

A. Excise taxes of $724,316-up $44,799 over last year.
B. Property tax revenue of $4,784,950 a decrease from last year of $438,766.

C. State Revenue Sharing for the month of August is 15.81% or $267,174. This is an increase over last year of $14,135.

D. Homestead Exemption for the month of August is $997,694 or $175,849 more than last year.

Expenditures

City expenditures through August 31st were $10,370,766, or 24.10%, of the budget as compared to last year at $4,469,533 or 10.71%. Noteworthy variances are:

In the current fiscal year, debt service was posted in August, due to September 1 (the due date) being a Saturday. This created a variance from last year of $5,633,879. Also, LA 911 subsidy was paid earlier in the current fiscal year than last year for a variance of $280,319.

Investments

This section contains an investment schedule as of August 31st with a comparison to July 31st. Currently the City's funds are earning an average interest rate of 1.65%.

Respectfully submitted,

Jill M. Eastman
Finance Director

CITY OF AUBURN, MAINE
BALANCE SHEET - CITY GENERAL FUND, WC AND UNEMPLOYMENT FUND
AS of August 2018, July 2018, and June 2018

	UNAUDITED August 31 2018	UNAUDITED July 31 2018	Increase (Decrease)	UNAUDITED JUNE 30 2018
ASSETS				
CASH	$ 5,490,831	$ 11,518,602	$ (6,027,771)	$ 10,775,815
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	1,670,135	1,557,598	112,537	1,941,198
TAXES RECEIVABLE-CURRENT	41,732,467	-	41,732,467	1,822,799
DELINQUENT TAXES	758,308	559,192	199,116	664,795
TAX LIENS	1,296,382	1,447,153	(150,771)	558,177
NET DUE TO/FROM OTHER FUNDS	2,049,691	22,005	2,027,686	3,246,577
TOTAL ASSETS	**$ 52,997,814**	**$ 15,104,550**	**$ 37,893,265**	**$ 19,009,361**
LIABILITIES & FUND BALANCES				
ACCOUNTS PAYABLE	$ (269,281)	$ (353,861)	$ 84,579	$ (854,236)
PAYROLL LIABILITIES	(320,737)	(310,667)	(10,070)	(542,586)
ACCRUED PAYROLL	(1,500,965)	(1,500,965)	-	(2,989,942)
STATE FEES PAYABLE	(30,451)	(49,671)	19,220	(701)
ESCROWED AMOUNTS	(1,600)	(1,600)	-	(1,600)
DEFERRED REVENUE	(42,796,142)	(1,981,013)	(40,815,129)	(3,020,373)
TOTAL LIABILITIES	**$ (44,919,177)**	**$ (4,197,778)**	**$ (40,721,399)**	**$ (7,409,438)**
FUND BALANCE - UNASSIGNED	$ (6,987,685)	$ (9,815,820)	$ 2,828,135	$ (10,187,912)
FUND BALANCE - RESTRICTED FOR WORKERS COMP & UNEMPLOYMENT	776,017	776,017	-	776,017
FUND BALANCE - RESTRICTED	(1,866,970)	(1,866,970)	-	(2,188,028)
TOTAL FUND BALANCE	**$ (8,078,637)**	**$ (10,906,772)**	**$ 2,828,135**	**$ (11,599,923)**
TOTAL LIABILITIES AND FUND BALANCE	**$ (52,997,814)**	**$ (15,104,550)**	**$ (37,893,265)**	**$ (19,009,361)**

CITY OF AUBURN, MAINE
REVENUES - GENERAL FUND COMPARATIVE
THROUGH August 31, 2018 VS August 31, 2017

REVENUE SOURCE	FY 2019 BUDGET	ACTUAL REVENUES THRU AUG 2018	% OF BUDGET	FY 2018 BUDGET	ACTUAL REVENUES THRU AUG 2017	% OF BUDGET	VARIANCE
TAXES							
PROPERTY TAX REVENUE-	$ 48,772,945	$ 4,784,950	9.81%	$ 48,061,530	$ 5,223,716	10.87%	$ (438,766)
PRIOR YEAR TAX REVENUE	$ -	$ 128,673		$ -	$ 217,008		$ (88,335)
HOMESTEAD EXEMPTION REIMBURSEMENT	$ 1,190,000	$ 997,694	83.84%	$ 1,015,000	$ 821,845	80.97%	$ 175,849
EXCISE	$ 3,835,000	$ 724,316	18.89%	$ 3,810,000	$ 679,517	17.84%	$ 44,799
PENALTIES & INTEREST	$ 150,000	$ 16,092	10.73%	$ 150,000	$ 14,727	9.82%	$ 1,365
TOTAL TAXES	$ 53,947,945	$ 6,651,724	12.33%	$ 53,036,530	$ 6,956,813	13.12%	$ (305,089)
LICENSES AND PERMITS							
BUSINESS	$ 62,000	$ 12,073	19.47%	$ 62,000	$ 3,410	5.50%	$ 8,663
NON-BUSINESS	$ 355,000	$ 35,030	9.87%	$ 345,000	$ 23,059	6.68%	$ 11,971
TOTAL LICENSES	$ 417,000	$ 47,103	11.30%	$ 475,384	$ 26,469	5.57%	$ 20,634
INTERGOVERNMENTAL ASSISTANCE							
STATE-LOCAL ROAD ASSISTANCE	$ 400,000	$ -	0.00%	$ 400,000	$ -	0.00%	$ -
STATE REVENUE SHARING	$ 1,689,669	$ 267,174	15.81%	$ 1,509,117	$ 253,039	16.77%	$ 14,135
WELFARE REIMBURSEMENT	$ 103,747	$ 5,435	5.24%	$ 95,000	$ 22,979	24.19%	$ (17,544)
OTHER STATE AID	$ 32,000	$ -	0.00%	$ 32,000	$ 472	1.48%	$ (472)
CITY OF LEWISTON	$ 228,384	$ -	0.00%	$ 228,384	$ -	0.00%	$ -
TOTAL INTERGOVERNMENTAL ASSISTANCE	$ 2,453,800	$ 272,609	11.11%	$ 2,264,501	$ 276,490	12.21%	$ (3,881)
CHARGE FOR SERVICES							
GENERAL GOVERNMENT	$ 144,440	$ 22,214	15.38%	$ 144,440	$ 22,890	15.85%	$ (676)
PUBLIC SAFETY	$ 236,277	$ 7,115	3.01%	$ 236,277	$ 5,014	2.12%	$ 2,101
EMS TRANSPORT	$ 1,250,000	$ 176,756	14.14%	$ 1,250,000	$ 160,137	12.81%	$ 16,619
TOTAL CHARGE FOR SERVICES	$ 1,630,717	$ 206,085	12.64%	$ 1,630,717	$ 188,041	11.53%	$ 18,044
FINES							
PARKING TICKETS & MISC FINES	$ 70,000	$ 7,343	10.49%	$ 70,000	$ 6,636	9.48%	$ 707
MISCELLANEOUS							
INVESTMENT INCOME	$ 32,000	$ 7,083	22.13%	$ 32,000	$ 5,200	16.25%	$ 1,883
RENTS	$ 35,000	$ 4,315	12.33%	$ 35,000	$ 10,923	31.21%	$ (6,608)
UNCLASSIFIED	$ 10,000	$ 13,595	135.95%	$ 10,000	$ 13,515	135.15%	$ 80
COMMERCIAL SOLID WASTE FEES	$ -	$ 10,772		$ -	$ 11,576		$ (804)
SALE OF PROPERTY	$ 20,000	$ 2,000	10.00%	$ 20,000	$ 2,358	11.79%	$ (358)
RECREATION PROGRAMS/ARENA							$ -
MMWAC HOST FEES	$ 221,000	$ 36,398	16.47%	$ 215,000	$ 35,628	16.57%	$ 770
TRANSFER IN: TIF	$ 1,317,818	$ -	0.00%	$ 1,287,818	$ -	0.00%	$ -
TRANSFER IN: Other Funds	$ 97,718	$ -	0.00%	$ 54,718	$ -	0.00%	$ -
ENERGY EFFICIENCY							$ -
CDBG	$ 214,430	$ -	0.00%	$ 214,430	$ -	0.00%	$ -
UTILITY REIMBURSEMENT	$ 27,500	$ -	0.00%	$ 27,500	$ -	0.00%	$ -
CITY FUND BALANCE CONTRIBUTION	$ 527,500	$ -	0.00%	$ 412,500	$ -	0.00%	$ -
TOTAL MISCELLANEOUS	$ 2,502,966	$ 74,162	2.96%	$ 2,308,966	$ 79,200	3.43%	$ (5,038)
TOTAL GENERAL FUND REVENUES	**$ 61,022,428**	**$ 7,259,026**	11.90%	**$ 57,436,012**	**$ 7,533,649**	13.12%	**$ (274,623)**
SCHOOL REVENUES							
EDUCATION SUBSIDY	$ 24,302,914	$ 1,986,365	8.17%	$ 22,039,568	$ 1,779,148	8.07%	$ 207,217
EDUCATION	$ 674,191	$ 16,806	2.49%	$ 811,744	$ 8,337	1.03%	$ 8,469
SCHOOL FUND BALANCE CONTRIBUTION	$ 719,417	$ -	0.00%	$ 906,882	$ -	0.00%	$ -
TOTAL SCHOOL	$ 25,696,522	$ 2,003,171	7.80%	$ 23,758,194	$ 1,787,485	7.52%	$ 215,686
GRAND TOTAL REVENUES	**$ 86,718,950**	**$ 9,262,198**	**10.68%**	**$ 80,530,771**	**$ 9,321,134**	**11.57%**	**$ (58,936)**

CITY OF AUBURN, MAINE
EXPENDITURES - GENERAL FUND COMPARATIVE
THROUGH August 31, 2018 VS August 31, 2017

DEPARTMENT	FY 2019 BUDGET	Unaudited EXP THRU AUG 2018	% OF BUDGET	FY 2018 BUDGET	Unaudited EXP THRU AUG 2017	% OF BUDGET	VARIANCE
ADMINISTRATION							
MAYOR AND COUNCIL	$ 111,610	$ 2,300	2.06%	$ 80,300	$ 2,785	3.47%	$ (485)
CITY MANAGER	$ 474,086	$ 65,288	13.77%	$ 581,170	$ 78,127	13.44%	$ (12,839)
CITY CLERK	$ 185,898	$ 22,277	11.98%	$ 181,332	$ 25,676	14.16%	$ (3,399)
FINANCIAL SERVICES	$ 694,109	$ 116,412	16.77%	$ 675,239	$ 105,206	15.58%	$ 11,206
HUMAN RESOURCES	$ 149,953	$ 21,165	14.11%	$ 156,887	$ 27,326	17.42%	$ (6,161)
INFORMATION TECHNOLOGY	$ 588,403	$ 116,508	19.80%	$ 531,551	$ 101,375	19.07%	$ 15,133
TOTAL ADMINISTRATION	$ 2,204,059	$ 343,950	15.61%	$ 2,206,479	$ 340,495	15.43%	$ 3,455
COMMUNITY SERVICES							
ECONOMIC & COMMUNITY DEVELOPMENT	$ 1,471,918	$ 127,811	8.68%	$ 1,717,028	$ 145,787	8.49%	$ (17,976)
HEALTH & SOCIAL SERVICES	$ 223,500	$ 26,265	11.75%	$ 220,870	$ 49,589	22.45%	$ (23,324)
RECREATION & SPECIAL EVENTS	$ 384,630	$ 44,224	11.50%	$ 388,581	$ 41,165	10.59%	$ 3,059
PUBLIC LIBRARY	$ 998,189	$ 166,373	16.67%	$ 998,189	$ 166,365	16.67%	$ 8
TOTAL COMMUNITY SERVICES	$ 3,078,237	$ 364,673	11.85%	$ 3,324,668	$ 402,906	12.12%	$ (38,233)
FISCAL SERVICES							
DEBT SERVICE	$ 6,702,508	$ 5,724,686	85.41%	$ 6,366,533	$ 90,807	1.43%	$ 5,633,879
FACILITIES	$ 650,641	$ 43,317	6.66%	$ 640,201	$ 165,887	25.91%	$ (122,570)
WORKERS COMPENSATION	$ 581,360	$ -	0.00%	$ 555,164	$ -	0.00%	$ -
WAGES & BENEFITS	$ 6,471,614	$ 1,000,142	15.45%	$ 5,960,970	$ 924,743	15.51%	$ 75,399
EMERGENCY RESERVE (10108062-670000)	$ 431,003	$ -	0.00%	$ 415,454	$ -	0.00%	$ -
TOTAL FISCAL SERVICES	$ 14,837,126	$ 6,768,145	45.62%	$ 13,938,322	$ 1,181,437	8.48%	$ 5,586,708
PUBLIC SAFETY							
FIRE DEPARTMENT	$ 4,422,256	$ 667,983	15.11%	$ 4,227,575	$ 710,100	16.80%	$ (42,117)
FIRE EMS	$ 683,181	$ 92,012	13.47%	$ 708,828	$ 144,863	20.44%	$ (52,851)
POLICE DEPARTMENT	$ 4,166,631	$ 584,748	14.03%	$ 4,043,998	$ 571,897	14.14%	$ 12,851
TOTAL PUBLIC SAFETY	$ 9,272,068	$ 1,344,743	14.50%	$ 8,980,401	$ 1,426,860	15.89%	$ (82,117)
PUBLIC WORKS							
PUBLIC SERVICES DEPARTMENT	$ 4,778,668	$ 573,672	12.00%	$ 4,611,116	$ 529,128	11.48%	$ 44,544
SOLID WASTE DISPOSAL*	$ 988,013	$ 165,797	16.78%	$ 964,118	$ 75,136	7.79%	$ 90,661
WATER AND SEWER	$ 645,216	$ 158,179	24.52%	$ 632,716	$ 158,179	25.00%	$ -
TOTAL PUBLIC WORKS	$ 6,411,897	$ 897,648	14.00%	$ 6,207,950	$ 762,443	12.28%	$ 135,205
INTERGOVERNMENTAL PROGRAMS							
AUBURN-LEWISTON AIRPORT	$ 172,000	$ 171,707	99.83%	$ 167,800	$ 164,992	98.33%	$ 6,715
E911 COMMUNICATION CENTER	$ 1,123,081	$ 280,770	25.00%	$ 1,088,857	$ 451	0.04%	$ 280,319
LATC-PUBLIC TRANSIT	$ 199,130	$ 199,130	100.00%	$ 189,949	$ 189,949	100.00%	$ 9,181
LA ARTS	$ -	$ -		$ -	$ -		$ -
TAX SHARING	$ 270,000	$ -	0.00%	$ 270,000	$ -	0.00%	$ -
TOTAL INTERGOVERNMENTAL	$ 1,764,211	$ 651,607	36.93%	$ 1,716,606	$ 355,392	20.70%	$ 296,215
COUNTY TAX	$ 2,407,766	$ -	0.00%	$ 2,296,224	$ -	0.00%	$ -
TIF (10108058-580000)	$ 3,049,803	$ -	0.00%	$ 3,049,803	$ -	0.00%	$ -
OVERLAY	$ -	$ -		$ -	$ -	0.00%	$ -
							$ -
TOTAL CITY DEPARTMENTS	**$ 43,025,167**	**$ 10,370,766**	**24.10%**	**$ 41,720,453**	**$ 4,469,533**	**10.71%**	**$ 5,901,233**
EDUCATION DEPARTMENT	$ 43,693,783	$ 3,192,190	7.31%	$ 41,755,455	$ 1,391,485	3.33%	$ 1,800,705
TOTAL GENERAL FUND EXPENDITURES	**$ 86,718,950**	**$ 13,562,956**	**15.64%**	**$ 83,475,908**	**$ 5,861,018**	**7.02%**	**$ 7,701,938**

CITY OF AUBURN, MAINE
INVESTMENT SCHEDULE
AS OF August 31, 2018

INVESTMENT		FUND	BALANCE August 31, 2018	BALANCE July 31, 2018	INTEREST RATE
ANDROSCOGGIN BANK	449	CAPITAL PROJECTS	$ 1,216,185.31	$ 1,216,185.31	**1.25%**
ANDROSCOGGIN BANK	502	SR-TIF	$ 1,016,492.64	$ 1,016,492.64	**1.25%**
ANDROSCOGGIN BANK	836	GENERAL FUND	$ 358,617.48	$ 3,358,617.48	**1.25%**
ANDROSCOGGIN BANK	801	WORKERS COMP	$ 50,780.42	$ 50,780.42	**1.25%**
ANDROSCOGGIN BANK	684	EMS CAPITAL RESERVE	$ 32,199.33	$ 32,199.33	**1.25%**
NORTHERN CAPITAL	02155	CAPITAL PROJECTS	$ 750,000.00	$ 750,000.00	**2.30%**
NORTHERN CAPITAL	02155	GENERAL FUND	$ 750,000.00	$ 750,000.00	**1.40%**
NORTHERN CAPITAL	02155	GENERAL FUND	$ 250,000.00	$ 250,000.00	**1.50%**
NORTHERN CAPITAL	02155	GENERAL FUND	$ 500,000.00	$ 500,000.00	**1.90%**
NORTHERN CAPITAL	02155	GENERAL FUND	$ 250,000.00	$ 250,000.00	**2.00%**
NORTHERN CAPITAL	02155	GENERAL FUND	$ 500,000.00	$ 500,000.00	**2.15%**
NORTHERN CAPITAL	02155	GENERAL FUND	$ 500,000.00	$ 500,000.00	**2.30%**
GRAND TOTAL			**$ 6,174,275.18**	**$ 9,174,275.18**	**1.65%**

EMS BILLING
SUMMARY OF ACTIVITY
July 1, 2018 - June 30, 2019
Report as of August 31, 2018

	Beginning Balance 08/01/18	August 2018 New Charges	Payments	Refunds	Adjustments	Write-Offs	Ending Balance 8/31/2018
Bluecross	**$ 18,074.31**	$ 8,486.40	$ (4,998.08)		$ (5,030.85)		**$ 16,531.78**
Intercept	**$ 300.00**	$ 100.00	$ (200.00)				**$ 200.00**
Medicare	**$ 64,647.58**	$ 132,913.20	$ (50,839.69)		$ (67,139.59)		**$ 79,581.50**
Medicaid	**$ 3,276.12**	$ 47,771.60	$ (20,682.61)		$ (28,959.15)		**$ 1,405.96**
Other/Commercial	**$ 109,070.67**	$ 22,012.00	$ (14,734.95)		$ (2,760.40)	$ (20,778.78)	**$ 92,808.54**
Patient	**$ 80,952.29**	$ 17,841.80	$ (7,071.39)		$ (1,242.00)		**$ 90,480.70**
Worker's Comp	**$ (120.40)**	$ 901.80	$ (1,744.80)				**$ (963.40)**
TOTAL	**$ 276,200.57**	**$ 230,026.80**	**$ (100,271.52)**	**$ -**	**$ (105,131.99)**	**$ (20,778.78)**	**$ 280,045.08**

EMS BILLING
BREAKDOWN -TOTAL CHARGES
July 1, 2018 - June 30, 2019
Report as of August 31, 2018

	July 2018	August 2018	Adjustment	Totals	% of Total
No Insurance Information	$ 10,977.40	$ 2,518.00	$ (10,977.40)	$ 2,518.00	0.59%
Bluecross	$ 6,344.40	$ 8,486.40	$ 2,495.60	$ 17,326.40	4.06%
Intercept	$ 200.00	$ 100.00		$ 300.00	0.07%
Medicare	$ 103,152.60	$ 132,913.20	$ 2,434.00	$ 238,499.80	55.84%
Medicaid	$ 30,752.80	$ 47,771.60	$ 686.40	$ 79,210.80	18.55%
Other/Commercial	$ 24,030.40	$ 19,494.00	$ 1,722.40	$ 45,246.80	10.59%
Patient	$ 19,183.20	$ 17,841.80	$ 3,639.00	$ 40,664.00	9.52%
Worker's Comp	$ 2,425.60	$ 901.80		$ 3,327.40	0.78%
TOTAL	$ 197,066.40	$ 230,026.80	$ -	$ 427,093.20	100.00%

EMS BILLING
BREAKDOWN -TOTAL COUNT
July 1, 2018 - June 30, 2019
Report as of August 31, 2018

	July 2018	August 2018	Adjustment	Totals	% of Total
No Insurance Information	14	3		17	3.14%
Bluecross	8	10		18	3.32%
Intercept	2	1		3	0.55%
Medicare	129	164		293	54.06%
Medicaid	39	60		99	18.27%
Other/Commercial	35	27		62	11.44%
Patient	23	23		46	8.49%
Worker's Comp	3	1		4	0.74%
TOTAL	253	289	0	542	100.00%

EMS BILLING
AGING REPORT
July 1, 2018 to June 30, 2019
Report as of August 31, 2018

	Current		31-60		61-90		91-120		121+ days		Totals	
Bluecross	$ 5,833.12	117%	$ -	0%	$ -	0%	$ -	0%	$ (838.63)	-17%	$ 4,994.49	1.78%
Intercept	$ 400.00		$ -		$ -		$ -		$ -		$ 400.00	0.14%
Medicare	$ 41,786.80	101%	$ -	0%	$ -	0%	$ -	0%	$ (385.51)	-1%	$ 41,401.29	14.78%
Medicaid	$ 28,383.15	101%	$ 744.84	3%	$ -	0%	$ -	0%	$ (1,134.21)	-4%	$ 27,993.78	10.00%
Other/Commercial	$ 53,992.42	77%	$ 8,959.92	13%	$ 2,081.00	3%	$ 878.91	1%	$ 3,940.21	6%	$ 69,852.46	24.94%
Patient	$ 51,486.88	38%	$ 23,614.34	17%	$ 21,926.49	16%	$ 25,666.28	19%	$ 12,709.07	9%	$ 135,403.06	48.35%
Worker's Comp	$ -		$ -		$ -		$ -		$ -		$ -	0.00%
TOTAL	$ 181,882.37		$ 33,319.10		$ 24,007.49		$ 26,545.19		$ 14,290.93		$ 280,045.08	
	65%		12%		9%		9%		5%		100%	100.00%

CITY OF AUBURN
SPECIAL REVENUE FUNDS
As of August 31, 2018

.	1902 Riverwatch	1905 Winter Festival	1910 Community Service	1913 Police Fitness Equipment	1914 Oak Hill Cemeteries	1915 Fire Training Building	1917 Wellness Grant	1922 Walmart Risk/Homeless	1926 Healthy Androscoggin	1927 Insurance Reimbursement	1928 Vending	1929 Fire Prevention	1930 211 Fairview	1931 Donations
Fund Balance 7/1/18	$ 969,900.91	$ (5,390.23)	$ 5,008.52	$ 5,112.53	$ 30,205.71	$ (488.84)	$ 4,851.85	$ 7,278.18	$ 3,368.05	$ 925.21	$ -	$ 4,791.12	$ (566,303.71)	$ 1,084.69
Revenues FY19	$ 13,490.69		$ 63.00		$ 700.00				$ 936.00		$ 242.00			
Expenditures FY19	$ 139,479.00						$ 40.00				$ 164.42			$ 100.26
Fund Balance 8/31/18	**$ 843,912.60**	**$ (5,390.23)**	**$ 5,071.52**	**$ 5,112.53**	**$ 30,905.71**	**$ (488.84)**	**$ 4,811.85**	**$ 7,278.18**	**$ 4,304.05**	**$ 925.21**	**$ 77.58**	**$ 4,791.12**	**$ (566,303.71)**	**$ 984.43**

	2003 Byrne JAG	2005 MDOT	2006 PEACE	2007 Seatbelt Grant	2008 Homeland Security	2010 State Drug Money	2013 OUI Grant	2014 Speed Grant	2019 Law Enforcement Training	2020 CDBG	2025 Community Cords	2030 Parking	2032 HEAPP	2033 Safe School/ Health (COPS)
Fund Balance 7/1/18	$ 2,808.57	$ (101,600.31)	$ 2,099.08	$ 4,322.93	$ (110,031.67)	$ 6,158.77	$ 9,263.39	$ 6,931.00	$ (7,637.91)	$ 4,261,266.85	$ 30,846.63	$ (47,430.39)	$ (4,994.50)	$ (15,906.07)
Revenues FY19						$ 131.45		$ 565.00		$ 256,918.48	$ 4,058.84	$ 42,357.00		
Expenditures FY19		$ 16,711.22	$ 232.20		$ 19,450.00	$ 561.22	$ 1,929.09	$ 2,544.00	$ 490.00	$ 84,526.04		$ 4,660.65		
Fund Balance 8/31/18	**$ 2,808.57**	**$ (118,311.53)**	**$ 1,866.88**	**$ 4,322.93**	**$ (129,481.67)**	**$ 5,729.00**	**$ 7,334.30**	**$ 4,952.00**	**$ (8,127.91)**	**$ 4,433,659.29**	**$ 34,905.47**	**$ (9,734.04)**	**$ (4,994.50)**	**$ (15,906.07)**

	2037 Bulletproof Vests	2038 Community Action Team	2040 Great Falls TV	2041 Blanche Stevens	2044 Federal Drug Money	2045 Forest Management	2046 Joint Land Use Study	2048 TD Tree Days Grant	2050 Project Lifesaver	2051 Project Canopy	2052 Nature Conservancy	2053 St Louis Bells	2054 EMS Transport Capital Reserve	2055 Work4ME-PAL
Fund Balance 7/1/18	$ 11,994.90	$ 7,206.21	$ 20,536.23	$ 47,751.19	$ 36,044.77	$ 4,436.52	$ 0.57	$ -	$ 89.35	$ (420.71)	$ 975.05	$ 1,607.75	$ 32,161.59	$ (13,692.41)
Revenues FY19				$ 3,940.00	$ 66.13			$ 10,400.00					$ 37.74	
Expenditures FY19				$ 663.83										$ 5,744.00
Fund Balance 8/31/18	**$ 11,994.90**	**$ 7,206.21**	**$ 20,536.23**	**$ 51,027.36**	**$ 36,110.90**	**$ 4,436.52**	**$ 0.57**	**$ 10,400.00**	**$ 89.35**	**$ (420.71)**	**$ 975.05**	**$ 1,607.75**	**$ 32,199.33**	**$ (19,436.41)**

	2056 Lake Auburn Neighborhood	2057 ASPCA Grant	2058 Barker Mills Greenway	2059 Distracted Driving	2060 My Life My Choice JJAG	2261 150th Celebration	2262 Employee Store	2201 EDI Grant	2500 Parks & Recreation
Fund Balance 7/1/18	$ 125.00	$ 800.00	$ (2,597.43)	$ (10,736.00)	$ -	$ (3,154.86)	$ 36.73	$ (1,484,407.18)	$ 152,783.45
Revenues FY19						$ 1,450.00	$ 723.27		$ 42,398.63
Expenditures FY19				$ 9,552.00		$ 48.46			$ 132,937.13
Fund Balance 8/31/18	**$ 125.00**	**$ 800.00**	**$ (2,597.43)**	**$ (20,288.00)**	**$ -**	**$ (1,753.32)**	**$ 760.00**	**$ (1,484,407.18)**	**$ 62,244.95**

	2600 Tambrands TIF 4	2600 J Enterprises TIF 5	2600 Tambrands II TIF 6	2600 J & A Properties TIF 7	2600 Formed Fiber TIF 8	2600 Mall TIF 9	2600 Downtown TIF 10	2600 Safe Handling TIF 11	2600 Auburn Industrial TIF 12	2600 Auburn Plaza TIF 13	2600 Auburn Plaza II TIF 14	2600 Webster School TIF 16	2600 Bedard Pharm TIF 17	2600 Slapshot LLC TIF 18	2600 Hartt Transport TIF 19	Total Special Revenues
Fund Balance 7/1/18	$ 1,841.15	$ (6,499.56)	$ (330,682.42)	$ 2,558.27	$ 486.17	$ 2,083.99	$ 257,728.49	$ 183.21	$ (338,049.92)	$ 50,325.30	$ 3,883.14	$ 348.35	$ 1,366.79	$ (61.12)	$ (18.32)	$ 2,943,474.60
Revenues FY19																$ 378,478.23
Expenditures FY19									$ 176,585.00		$ 424,540.00					$ 1,020,958.52
Fund Balance 8/31/18	**$ 1,841.15**	**$ (6,499.56)**	**$ (330,682.42)**	**$ 2,558.27**	**$ 486.17**	**$ 2,083.99**	**$ 257,728.49**	**$ 183.21**	**$ (514,634.92)**	**$ 50,325.30**	**$ (420,656.86)**	**$ 348.35**	**$ 1,366.79**	**$ (61.12)**	**$ (18.32)**	$ 2,300,994.31

City of Auburn, Maine
"Maine's City of Opportunity"

Financial Services

To: Peter Crichton, City Manager
From: Jill Eastman, Finance Director
Re: Financial Reports for August 2018

Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Ingersoll Turf Facility for revenue and expenditures as of August 31, 2018.

INGERSOLL TURF FACILITY

Statement of Net Assets:
The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets as of August 31, 2018.

Current Assets:
As of the end of August 2018 the total current assets of Ingersoll Turf Facility were $71,710. This consisted of an interfund receivable of $71,710, which means that the General Fund owes Ingersoll $71,710 at the end of August.

Noncurrent Assets:
Ingersoll's noncurrent assets are the building and equipment that was purchased, less depreciation. The total value of the noncurrent assets as of August 31, 2018 was $172,719.

Liabilities:
Ingersoll had accounts payable of $59 as of August 31, 2018.

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 August 2018 are $5,976. This revenue comes from the sponsorships, programs, rental income and batting cages.

The operating expenses for Ingersoll Turf Facility through August 2018 were $15,228. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of August 2018, Ingersoll has an operating loss of $9,252.

As of August 31, 2018, Ingersoll has a decrease in net assets of $9,252.

The budget to actual reports for revenue and expenditures, show the revenue for FY19 compared to FY18.

Statement of Net Assets
Ingersoll Turf Facility
August 31, 2018
Business-type Activities - Enterprise Fund

		August 31 2018	July 31 2018	Increase/ (Decrease)
ASSETS				
Current assets:				
Cash and cash equivalents			$ -	$ -
Interfund receivables/payables		$ 71,710	$ 78,274	(6,564)
Accounts receivable		-	-	-
	Total current assets	71,710	78,274	(6,564)
Noncurrent assets:				
Capital assets:				
Buildings		672,279	672,279	-
Equipment		119,673	119,673	-
Land improvements		18,584	18,584	-
Less accumulated depreciation		(637,817)	(637,817)	-
	Total noncurrent assets	172,719	172,719	-
	Total assets	244,429	250,993	(6,564)
LIABILITIES				
Accounts payable		$ 59	$ -	$ 59
Total liabilities		59	-	59
NET ASSETS				
Invested in capital assets		$ 172,719	$ 172,719	$ -
Unrestricted		$ 71,651	$ 78,274	$ (6,623)
Total net assets		**$ 244,370**	**$ 250,993**	**$ (6,623)**

CITY OF AUBURN, MAINE
Statement of Revenues, Expenses and Changes in Net Assets
Ingersoll Turf Facility
Business-type Activities - Enterprise Funds
Statement of Activities
August 31, 2018

	Ingersoll Turf Facility
Operating revenues:	
Charges for services	$ 5,976
Operating expenses:	
Personnel	13,321
Supplies	214
Utilities	1,020
Repairs and maintenance	205
Rent	-
Depreciation	-
Capital expenses	-
Other expenses	468
Total operating expenses	15,228
Operating gain (loss)	(9,252)
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
Total nonoperating expense	-
Gain (Loss) before transfer	(9,252)
Transfers out	-
Change in net assets	(9,252)
Total net assets, July 1	253,622
Total net assets, August 31, 2018	**$ 244,370**

CITY OF AUBURN, MAINE
REVENUES - INGERSOLL TURF FACILITY
Through August 31, 2018

REVENUE SOURCE	FY 2019 BUDGET	ACTUAL REVENUES THRU AUG 2018	% OF BUDGET	FY 2018 BUDGET	ACTUAL REVENUES THRU AUG 2017	% OF BUDGET	Difference
CHARGE FOR SERVICES							
Sponsorship	$ 20,500	$ 1,800	8.78%	$ 17,000	$ 1,000	5.88%	$ 800
Batting Cages	$ 12,240	$ 125	1.02%	$ 11,520	$ 65	0.56%	$ 60
Programs	$ 90,000	$ 1,483	1.65%	$ 80,000	$ 872	1.09%	$ 611
Rental Income	$ 102,300	$ 2,568	2.51%	$ 103,650	$ 351	0.34%	$ 2,217
TOTAL CHARGE FOR SERVICES	$ 225,040	$ 5,976	2.66%	$ 212,170	$ 2,288	1.08%	$ 3,688
INTEREST ON INVESTMENTS	$ -			$ -			
GRAND TOTAL REVENUES	**$ 225,040**	**$ 5,976**	**2.66%**	**$ 212,170**	**$ 2,288**	**1.08%**	**$ 3,688**

CITY OF AUBURN, MAINE
EXPENDITURES - INGERSOLL TURF FACILITY
Through August 31, 2018

DESCRIPTION	FY 2019 BUDGET	ACTUAL EXPENDITURES THRU AUG 2018	% OF BUDGET	FY 2018 BUDGET	ACTUAL EXPENDITURES THRU AUG 2017	% OF BUDGET	Difference
Salaries & Benefits	$ 120,000	$ 13,321	11.10%	$ 106,624	$ 15,496	14.53%	$ (2,175)
Purchased Services	$ 19,460	$ 673	3.46%	$ 21,110	$ 468	2.22%	$ 205
Programs	$ 15,220	$ 107	0.70%	$ 7,000		0.00%	$ 107
Supplies	$ 4,600	$ 107	2.33%	$ 5,000		0.00%	$ 107
Utilities	$ 30,920	$ 1,020	3.30%	$ 39,720	$ 1,565	3.94%	$ (545)
Insurance Premiums	$ 2,505	$ -	0.00%	$ 2,431	$ -	0.00%	$ -
Capital Outlay	$ 30,000	$ -	0.00%	$ 42,490	$ 5,970	14.05%	$ (5,970)
	$ 222,705	$ 15,228	6.84%	$ 224,375	$ 23,499	10.47%	$ (8,271)
GRAND TOTAL EXPENDITURES	**$ 222,705**	**$ 15,228**	**6.84%**	**$ 224,375**	**$ 23,499**	**10.47%**	**$ (8,271)**

To: Peter Crichton, City Manager
From: Jill Eastman, Finance Director
Re: Arena Financial Reports for August 31, 2018

Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Norway Savings Bank Arena for revenue and expenditures as of August 31, 2018.

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

NORWAY SAVINGS BANK ARENA

Statement of Net Assets:
The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets and shows a comparison to the previous month, in this case, July 31, 2018.

Current Assets:
As of the end of August 2018 the total current assets of Norway Savings Bank Arena were ($1,252,315). These consisted of cash and cash equivalents of $103,967, accounts receivable of $18,029, and an interfund payable of $1,374,311, which means that Norway owes the General Fund $1,374,311 at the end of August.

Noncurrent Assets:
Norway's noncurrent assets are equipment that was purchased, less depreciation (depreciation is posted at year end). The total value of the noncurrent assets as of August 31, 2018 was $342,462.

Liabilities:
NSB Arena had accounts payable of $7,633 and a net pension liability of $170,806 as of August 31, 2018.

Statement of Activities:

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

The operating revenues for Norway Arena through August 2018 are $100,790. This revenue comes from the concessions, sign advertisements, pro shop lease, youth programming, shinny hockey, public skating and ice rentals.

The operating expenses for Norway Arena through August 2018 were $110,608. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of August 2018, Norway Arena has an operating loss of $9,818 compared to the August 2017 operating loss of $9,071.

As of August 31, 2018, Norway Arena has a decrease in net assets of $9,818.

The budget to actual reports for revenue and expenditures, with comparison to the same period last year show that revenue for FY19 is $90,782 less than in FY18 and expenditures in FY19 are $5,621 less than last year in August.

CITY OF AUBURN, MAINE
Statement of Net Assets
Norway Savings Bank Arena
August 31, 2018
Business-type Activities - Enterprise Fund

		August 31, 2018	July 31, 2018	Increase/ (Decrease)
ASSETS				
Current assets:				
Cash and cash equivalents		$ 103,967	$ 99,292	$ 4,675
Interfund receivables		$ (1,374,311)	$ (1,380,497)	$ 6,186
Prepaid Rent				$ -
Accounts receivable		18,029	27,204	$ (9,175)
	Total current assets	(1,252,315)	(1,254,001)	1,686
Noncurrent assets:				
Capital assets:				
Buildings		58,223	58,223	-
Equipment		514,999	514,999	-
Land improvements		-	-	-
Less accumulated depreciation		(230,760)	(230,760)	-
	Total noncurrent assets	342,462	342,462	-
	Total assets	(909,853)	(911,539)	1,686
LIABILITIES				
Accounts payable		$ 7,633	$ 1,936	$ 5,697
Net pension liability		170,806	100,398	70,408
Total liabilities		178,439	102,334	76,105
NET ASSETS				
Invested in capital assets		$ 342,462	$ 342,462	$ -
Unrestricted		$ (1,430,754)	$ (1,356,335)	$ (74,419)
Total net assets		**$ (1,088,292)**	**$ (1,013,873)**	**$ (74,419)**

CITY OF AUBURN, MAINE
Statement of Revenues, Expenses and Changes in Net Assets
Norway Savings Bank Arena
Business-type Activities - Enterprise Funds
Statement of Activities
August 31, 2018

	Norway Savings Arena
Operating revenues:	
Charges for services	$ 100,790
Operating expenses:	
Personnel	63,229
Supplies	5,568
Utilities	21,922
Repairs and maintenance	3,253
Depreciation	-
Capital expenses	12,179
Other expenses	4,457
Total operating expenses	110,608
Operating gain (loss)	(9,818)
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	(84,414)
Total nonoperating expense	(84,414)
Gain (Loss) before transfer	(94,232)
Transfers out	-
Change in net assets	(94,232)
Total net assets, July 1	(994,060)
Total net assets, August 31, 2018	**$ (1,088,292)**

CITY OF AUBURN, MAINE
REVENUES - NORWAY SAVINGS BANK ARENA
Through August 31, 2018 compared to August 31, 2017

REVENUE SOURCE	FY 2019 BUDGET	ACTUAL REVENUES THRU AUG 2018	% OF BUDGET	FY 2018 BUDGET	ACTUAL REVENUES THRU AUG 2017	% OF BUDGET	VARIANCE
CHARGE FOR SERVICES							
Concssions	$ 16,500	$ 1,500	9.09%	$ 18,000	$ -	0.00%	$ 1,500
Skate Rentals	$ 5,000	$ 105	2.10%	$ -			$ 105
Pepsi Vending Machines	$ 3,000	$ 242	8.06%	$ -			$ 242
Games Vending Machines	$ 3,000	$ 346	11.53%	$ -			$ 346
VendinG Food	$ 3,000	$ 89	2.97%	$ -			$ 89
Sponsorships	$ 300,000	$ 51,100	17.03%	$ 275,000	$ 71,568	26.02%	$ (20,468)
Pro Shop	$ 8,500		0.00%	$ 8,500	$ -	0.00%	$ -
Programs	$ 30,000		0.00%	$ 31,000		0.00%	$ -
Rental Income	$ 775,000	$ 32,028	4.13%	$ 705,250	$ 98,704	14.00%	$ (66,676)
Camps/Clinics	$ 50,000	$ 9,280	18.56%	$ 50,000	$ 16,050		$ (6,770)
Tournaments	$ 50,000	$ 6,100	12.20%	$ 50,000	$ 5,250	10.50%	$ 850
TOTAL CHARGE FOR SERVICES	$ 1,244,000	$ 100,790	8.10%	$ 1,137,750	$ 191,572	16.84%	$ (90,782)
INTEREST ON INVESTMENTS	$ -			$ -			
GRAND TOTAL REVENUES	**$ 1,244,000**	**$ 100,790**	**8.10%**	**$ 1,137,750**	**$ 191,572**	**16.84%**	**$ (90,782)**

CITY OF AUBURN, MAINE
EXPENDITURES - NORWAY SAVINGS BANK ARENA
Through August 31, 2018 compared to August 31, 2017

DESCRIPTION	FY 2019 BUDGET	ACTUAL EXPENDITURES THRU AUG 2018	% OF BUDGET	FY 2018 BUDGET	ACTUAL EXPENDITURES THRU AUG 2017	% OF BUDGET	VARIANCE
Salaries & Benefits	$ 377,000	$ 63,229	16.77%	$ 344,000	$ 69,691	20.26%	$ (6,462)
Purchased Services	$ 62,825	$ 7,710	12.27%	$ 71,656	$ 5,544	7.74%	$ 2,166
Supplies	$ 45,600	$ 5,568	12.21%	$ 37,100	$ 3,111	8.39%	$ 2,457
Utilities	$ 225,000	$ 21,922	9.74%	$ 225,150	$ 37,883	16.83%	$ (15,961)
Capital Outlay	$ 25,000	$ 12,179	48.72%	$ 103,500	$ -	0.00%	$ 12,179
Rent	$ 507,000	$ 84,414	16.65%	$ 507,000	$ 84,414	16.65%	$ -
	$ 1,242,425	$ 195,022	15.70%	$ 1,288,406	$ 200,643	15.57%	$ (5,621)
GRAND TOTAL EXPENDITURES	**$ 1,242,425**	**$ 195,022**	**15.70%**	**$ 1,288,406**	**$ 200,643**	**15.57%**	**$ (5,621)**

City of Auburn, Maine
"Maine's City of Opportunity"
Financial Services

TO: **Peter Crichton, City Manager**

FROM: **Jill Eastman, Finance Director**

REF: **September 2018 Financial Report**

DATE: **October 09, 2018**

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

The City has completed its third month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 25.0% of the annual budget. However, not all costs and revenues are distributed evenly throughout the year; individual line items can vary based upon cyclical activity.

Revenues

Revenues collected through September 30th, including the school department were $31,948,329, or 36.84%, of the budget. The municipal revenues including property taxes were $27,361,945, or 44.84% of the budget which is more than the same period last year by $864,826%. 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 49.34% as compared to 48.62% last year.

B. Excise tax for the month of September is at 27.09%. This is a $23,230 increase from FY 18. Our excise revenues for FY19 are 2.09% above projections as of September 30, 2018.

C. State Revenue Sharing for the month of September is 24.11% or $407,371. This is $32, 456 increase from this September to last September.

D. Homestead Exemption is 83.84% of budget at the end of September. We received 75% of our allotted amount in September and we will receive the balance in June.

Expenditures

City expenditures through September 2017 were $12,379,163 or 28.77%, of the budget. This is 6.08% decrease from the same period last year. Noteworthy variances are:

A. County tax was paid and posted in October this year and in September last year. This is an decrease of $2,296,224 posted in September which is the majority of the difference from last year.

Investments

This section contains an investment schedule as of September 30th. Currently the City's funds are earning an average interest rate of 1.65%.

Respectfully submitted,

Jill M. Eastman
Finance Director

CITY OF AUBURN, MAINE
BALANCE SHEET - CITY GENERAL FUND, WC AND UNEMPLOYMENT FUND
AS of September 2018, August 2018, and June 2018

	UNAUDITED September 30 2018	UNAUDITED August 31 2018	Increase (Decrease)	UNAUDITED JUNE 30 2018
ASSETS				
CASH	$ 20,143,611	$ 5,490,831	$ 14,652,780	$ 10,775,815
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	1,650,785	1,670,135	(19,351)	1,941,198
TAXES RECEIVABLE-CURRENT	22,411,593	41,732,467	(19,320,874)	1,822,799
DELINQUENT TAXES	756,402	758,308	(1,906)	664,795
TAX LIENS	1,213,905	1,296,382	(82,477)	558,177
NET DUE TO/FROM OTHER FUNDS	3,570,576	2,049,691	1,520,885	3,246,577
TOTAL ASSETS	**$ 49,746,872**	**$ 52,997,814**	**$ (3,250,942)**	**$ 19,009,361**
LIABILITIES & FUND BALANCES				
ACCOUNTS PAYABLE	$ (354,515)	$ (269,281)	$ (85,234)	$ (854,236)
PAYROLL LIABILITIES	(187,593)	(320,737)	133,144	(542,586)
ACCRUED PAYROLL	(3,272)	(1,500,965)	1,497,693	(2,989,942)
STATE FEES PAYABLE	(17,952)	(30,451)	12,499	(701)
ESCROWED AMOUNTS	(1,600)	(1,600)	-	(1,600)
DEFERRED REVENUE	(23,401,823)	(42,796,142)	19,394,319	(3,020,373)
TOTAL LIABILITIES	**$ (23,966,755)**	**$ (44,919,177)**	**$ 20,952,422**	**$ (7,409,438)**
FUND BALANCE - UNASSIGNED	$ (24,689,164)	$ (6,987,685)	$ (17,701,480)	$ (10,187,912)
FUND BALANCE - RESTRICTED FOR WORKERS COMP & UNEMPLOYMENT	776,017	776,017	-	776,017
FUND BALANCE - RESTRICTED	(1,866,970)	(1,866,970)	-	(2,188,028)
TOTAL FUND BALANCE	**$ (25,780,117)**	**$ (8,078,637)**	**$ (17,701,480)**	**$ (11,599,923)**
TOTAL LIABILITIES AND FUND BALANCE	**$ (49,746,872)**	**$ (52,997,814)**	**$ 3,250,942**	**$ (19,009,361)**

CITY OF AUBURN, MAINE
REVENUES - GENERAL FUND COMPARATIVE
THROUGH September 30, 2018 VS September 30, 2017

REVENUE SOURCE	FY 2019 BUDGET	ACTUAL REVENUES THRU SEPT 2018	% OF BUDGET	FY 2018 BUDGET	ACTUAL REVENUES THRU SEPT 2017	% OF BUDGET	VARIANCE
TAXES							
PROPERTY TAX REVENUE-	$ 48,772,945	$ 24,062,406	49.34%	$ 48,061,530	$ 23,369,198	48.62%	$ 693,208
PRIOR YEAR TAX REVENUE	$ -	$ 204,223		$ -	$ 308,904		$ (104,681)
HOMESTEAD EXEMPTION REIMBURSEMENT	$ 1,190,000	$ 997,694	83.84%	$ 1,015,000	$ 821,845	80.97%	$ 175,849
EXCISE	$ 3,835,000	$ 1,038,920	27.09%	$ 3,810,000	$ 1,015,690	26.66%	$ 23,230
PENALTIES & INTEREST	$ 150,000	$ 21,581	14.39%	$ 150,000	$ 22,047	14.70%	$ (466)
TOTAL TAXES	$ 53,947,945	$ 26,324,823	48.80%	$ 53,036,530	$ 25,537,684	48.15%	$ 787,139
LICENSES AND PERMITS							
BUSINESS	$ 62,000	$ 17,362	28.00%	$ 62,000	$ 10,472	16.89%	$ 6,890
NON-BUSINESS	$ 355,000	$ 92,189	25.97%	$ 345,000	$ 125,993	36.52%	$ (33,804)
TOTAL LICENSES	$ 417,000	$ 109,551	26.27%	$ 475,384	$ 136,465	28.71%	$ (26,914)
INTERGOVERNMENTAL ASSISTANCE							
STATE-LOCAL ROAD ASSISTANCE	$ 400,000	$ -	0.00%	$ 400,000	$ -	0.00%	$ -
STATE REVENUE SHARING	$ 1,689,669	$ 407,371	24.11%	$ 1,509,117	$ 374,915	24.84%	$ 32,456
WELFARE REIMBURSEMENT	$ 103,747	$ 10,312	9.94%	$ 95,000	$ 24,097	25.37%	$ (13,785)
OTHER STATE AID	$ 32,000	$ -	0.00%	$ 32,000	$ 472	1.48%	$ (472)
CITY OF LEWISTON	$ 228,384	$ -	0.00%	$ 228,384	$ -	0.00%	$ -
TOTAL INTERGOVERNMENTAL ASSISTANCE	$ 2,453,800	$ 417,684	17.02%	$ 2,264,501	$ 399,484	17.64%	$ 18,200
CHARGE FOR SERVICES							
GENERAL GOVERNMENT	$ 144,440	$ 33,288	23.05%	$ 144,440	$ 33,541	23.22%	$ (253)
PUBLIC SAFETY	$ 236,277	$ 34,511	14.61%	$ 236,277	$ 38,668	16.37%	$ (4,157)
EMS TRANSPORT	$ 1,250,000	$ 256,871	20.55%	$ 1,250,000	$ 233,023	18.64%	$ 23,848
TOTAL CHARGE FOR SERVICES	$ 1,630,717	$ 324,671	19.91%	$ 1,630,717	$ 305,232	18.72%	$ 19,439
FINES							
PARKING TICKETS & MISC FINES	$ 70,000	$ 9,849	14.07%	$ 70,000	$ 9,856	14.08%	$ (8)
MISCELLANEOUS							
INVESTMENT INCOME	$ 32,000	$ 12,940	40.44%	$ 32,000	$ 9,552	29.85%	$ 3,388
RENTS	$ 35,000	$ 6,473	18.49%	$ 35,000	$ 11,575	33.07%	$ (5,103)
UNCLASSIFIED	$ 10,000	$ 85,251	852.51%	$ 10,000	$ 13,545	135.45%	$ 71,706
COMMERCIAL SOLID WASTE FEES	$ -	$ 10,772		$ -	$ 11,772		$ (1,000)
SALE OF PROPERTY	$ 20,000	$ 3,498	17.49%	$ 20,000	$ 7,358	36.79%	$ (3,860)
RECREATION PROGRAMS/ARENA							$ -
MMWAC HOST FEES	$ 221,000	$ 56,435	25.54%	$ 215,000	$ 54,596	25.39%	$ 1,839
TRANSFER IN: TIF	$ 1,317,818	$ -	0.00%	$ 1,287,818	$ -	0.00%	$ -
TRANSFER IN: Other Funds	$ 97,718	$ -	0.00%	$ 54,718	$ -	0.00%	$ -
ENERGY EFFICIENCY							$ -
CDBG	$ 214,430	$ -	0.00%	$ 214,430	$ -	0.00%	$ -
UTILITY REIMBURSEMENT	$ 27,500	$ -	0.00%	$ 27,500	$ -	0.00%	$ -
CITY FUND BALANCE CONTRIBUTION	$ 527,500	$ -	0.00%	$ 412,500	$ -	0.00%	$ -
TOTAL MISCELLANEOUS	$ 2,502,966	$ 175,368	7.01%	$ 2,308,966	$ 108,398	4.69%	$ 66,970
TOTAL GENERAL FUND REVENUES	**$ 61,022,428**	**$ 27,361,945**	44.84%	**$ 57,436,012**	**$ 26,497,119**	46.13%	**$ 864,826**
SCHOOL REVENUES							
EDUCATION SUBSIDY	$ 24,302,914	$ 4,521,872	18.61%	$ 22,039,568	$ 4,134,849	18.76%	$ 387,023
EDUCATION	$ 674,191	$ 64,513	9.57%	$ 811,744	$ 12,403	1.53%	$ 52,110
SCHOOL FUND BALANCE CONTRIBUTION	$ 719,417	$ -	0.00%	$ 906,882	$ -	0.00%	$ -
TOTAL SCHOOL	$ 25,696,522	$ 4,586,384	17.85%	$ 23,758,194	$ 4,147,252	17.46%	$ 439,132
GRAND TOTAL REVENUES	**$ 86,718,950**	**$ 31,948,329**	**36.84%**	**$ 80,530,771**	**$ 30,644,371**	**38.05%**	**$ 1,303,958**

CITY OF AUBURN, MAINE
EXPENDITURES - GENERAL FUND COMPARATIVE
THROUGH September 30, 2018 VS September 30, 2017

DEPARTMENT	FY 2019 BUDGET	Unaudited EXP THRU SEPT 2018	% OF BUDGET	FY 2018 BUDGET	Unaudited EXP THRU SEPT 2017	% OF BUDGET	VARIANCE
ADMINISTRATION							
MAYOR AND COUNCIL	$ 111,610	$ 36,990	33.14%	$ 80,300	$ 43,570	54.26%	$ (6,580)
CITY MANAGER	$ 474,086	$ 107,228	22.62%	$ 581,170	$ 103,535	17.81%	$ 3,693
CITY CLERK	$ 185,898	$ 37,315	20.07%	$ 181,332	$ 37,405	20.63%	$ (90)
FINANCIAL SERVICES	$ 694,109	$ 169,890	24.48%	$ 675,239	$ 155,804	23.07%	$ 14,086
HUMAN RESOURCES	$ 149,953	$ 31,852	21.24%	$ 156,887	$ 37,745	24.06%	$ (5,893)
INFORMATION TECHNOLOGY	$ 588,403	$ 146,053	24.82%	$ 531,551	$ 121,986	22.95%	$ 24,067
TOTAL ADMINISTRATION	$ 2,204,059	$ 529,328	24.02%	$ 2,206,479	$ 500,045	22.66%	$ 29,283
COMMUNITY SERVICES							
ECONOMIC & COMMUNITY DEVELOPMENT	$ 1,471,918	$ 255,797	17.38%	$ 1,717,028	$ 278,427	16.22%	$ (22,630)
HEALTH & SOCIAL SERVICES	$ 223,500	$ 36,689	16.42%	$ 220,870	$ 73,442	33.25%	$ (36,753)
RECREATION & SPECIAL EVENTS	$ 384,630	$ 73,653	19.15%	$ 388,581	$ 75,847	19.52%	$ (2,194)
PUBLIC LIBRARY	$ 998,189	$ 249,556	25.00%	$ 998,189	$ 249,547	25.00%	$ 9
TOTAL COMMUNITY SERVICES	$ 3,078,237	$ 615,695	20.00%	$ 3,324,668	$ 677,263	20.37%	$ (61,568)
FISCAL SERVICES							
DEBT SERVICE	$ 6,702,508	$ 5,724,686	85.41%	$ 6,366,533	$ 5,359,284	84.18%	$ 365,402
FACILITIES	$ 650,641	$ 67,677	10.40%	$ 640,201	$ 202,599	31.65%	$ (134,922)
WORKERS COMPENSATION	$ 581,360	$ -	0.00%	$ 555,164	$ -	0.00%	$ -
WAGES & BENEFITS	$ 6,471,614	$ 1,460,092	22.56%	$ 5,960,970	$ 1,516,102	25.43%	$ (56,010)
EMERGENCY RESERVE (10108062-670000)	$ 431,003	$ -	0.00%	$ 415,454	$ -	0.00%	$ -
TOTAL FISCAL SERVICES	$ 14,837,126	$ 7,252,455	48.88%	$ 13,938,322	$ 7,077,985	50.78%	$ 174,470
PUBLIC SAFETY							
FIRE DEPARTMENT	$ 4,422,256	$ 1,016,069	22.98%	$ 4,227,575	$ 1,084,589	25.66%	$ (68,520)
FIRE EMS	$ 683,181	$ 116,944	17.12%	$ 708,828	$ 161,635	22.80%	$ (44,691)
POLICE DEPARTMENT	$ 4,166,631	$ 900,060	21.60%	$ 4,043,998	$ 889,306	21.99%	$ 10,754
TOTAL PUBLIC SAFETY	$ 9,272,068	$ 2,033,073	21.93%	$ 8,980,401	$ 2,135,530	23.78%	$ (102,457)
PUBLIC WORKS							
PUBLIC SERVICES DEPARTMENT	$ 4,778,668	$ 893,591	18.70%	$ 4,611,116	$ 881,890	19.13%	$ 11,701
SOLID WASTE DISPOSAL*	$ 988,013	$ 230,360	23.32%	$ 964,118	$ 188,067	19.51%	$ 42,293
WATER AND SEWER	$ 645,216	$ 158,179	24.52%	$ 632,716	$ 158,179	25.00%	$ -
TOTAL PUBLIC WORKS	$ 6,411,897	$ 1,282,130	20.00%	$ 6,207,950	$ 1,228,136	19.78%	$ 53,994
INTERGOVERNMENTAL PROGRAMS							
AUBURN-LEWISTON AIRPORT	$ 172,000	$ 167,782	97.55%	$ 167,800	$ 166,664	99.32%	$ 1,118
E911 COMMUNICATION CENTER	$ 1,123,081	$ 280,770	25.00%	$ 1,088,857	$ 267,731	24.59%	$ 13,039
LATC-PUBLIC TRANSIT	$ 199,130	$ 199,130	100.00%	$ 189,949	$ 189,949	100.00%	$ 9,181
LA ARTS	$ -	$ -		$ -	$ -		$ -
TAX SHARING	$ 270,000	$ 18,800	6.96%	$ 270,000	$ -	0.00%	$ 18,800
TOTAL INTERGOVERNMENTAL	$ 1,764,211	$ 666,482	37.78%	$ 1,716,606	$ 624,344	36.37%	$ 42,138
COUNTY TAX	$ 2,407,766	$ -	0.00%	$ 2,296,224	$ 2,296,224	100.00%	$ (2,296,224)
TIF (10108058-580000)	$ 3,049,803	$ -	0.00%	$ 3,049,803	$ -	0.00%	$ -
OVERLAY	$ -	$ -		$ -	$ -	0.00%	$ -
							$ -
TOTAL CITY DEPARTMENTS	**$ 43,025,167**	**$ 12,379,163**	**28.77%**	**$ 41,720,453**	**$ 14,539,527**	**34.85%**	**$ (2,160,364)**
EDUCATION DEPARTMENT	$ 43,693,783	$ 6,099,922	13.96%	$ 41,755,455	$ 4,114,334	9.85%	$ 1,985,588
TOTAL GENERAL FUND EXPENDITURES	**$ 86,718,950**	**$ 18,479,085**	**21.31%**	**$ 83,475,908**	**$ 18,653,861**	**22.35%**	**$ (174,776)**

CITY OF AUBURN, MAINE
INVESTMENT SCHEDULE
AS OF September 30, 2018

INVESTMENT		FUND	BALANCE September 30, 2018	BALANCE August 31, 2018	INTEREST RATE
ANDROSCOGGIN BANK	449	CAPITAL PROJECTS	$ 1,218,524.83	$ 1,216,185.31	**1.25%**
ANDROSCOGGIN BANK	502	SR-TIF	$ 1,018,794.35	$ 1,016,492.64	**1.25%**
ANDROSCOGGIN BANK	836	GENERAL FUND	$ 361,979.14	$ 358,617.48	**1.25%**
ANDROSCOGGIN BANK	801	WORKERS COMP	$ 50,878.08	$ 50,780.42	**1.25%**
ANDROSCOGGIN BANK	684	EMS CAPITAL RESERVE	$ 32,261.24	$ 32,199.33	**1.25%**
NORTHERN CAPITAL	02155	CAPITAL PROJECTS	$ 750,000.00	$ 750,000.00	**2.30%**
NORTHERN CAPITAL	02155	GENERAL FUND	$ 750,000.00	$ 750,000.00	**1.40%**
NORTHERN CAPITAL	02155	GENERAL FUND	$ 250,000.00	$ 250,000.00	**1.50%**
NORTHERN CAPITAL	02155	GENERAL FUND	$ 500,000.00	$ 500,000.00	**1.90%**
NORTHERN CAPITAL	02155	GENERAL FUND	$ 250,000.00	$ 250,000.00	**2.00%**
NORTHERN CAPITAL	02155	GENERAL FUND	$ 500,000.00	$ 500,000.00	**2.15%**
NORTHERN CAPITAL	02155	GENERAL FUND	$ 500,000.00	$ 500,000.00	**2.30%**
GRAND TOTAL			**$ 6,182,437.64**	**$ 6,174,275.18**	**1.65%**

EMS BILLING
SUMMARY OF ACTIVITY
July 1, 2018 - June 30, 2019
Report as of September 30, 2018

	Beginning Balance 09/01/18	September 2018 New Charges	Payments	Refunds	Adjustments	Write-Offs	Ending Balance 9/30/2018
Bluecross	**$ 16,531.78**	$ 4,124.40	$ (4,143.41)		$ (2,673.51)		**$ 13,839.26**
Intercept	**$ 200.00**		$ (100.00)				**$ 100.00**
Medicare	**$ 79,581.50**	$ 118,842.80	$ (40,740.67)		$ (56,365.12)		**$ 101,318.51**
Medicaid	**$ 1,405.96**	$ 30,102.60	$ (16,357.43)		$ (20,096.50)		**$ (4,945.37)**
Other/Commercial	**$ 92,808.54**	$ 15,076.40	$ (14,562.03)		$ (1,425.48)	$ (22,470.20)	**$ 69,427.23**
Patient	**$ 90,480.70**	$ 12,560.00	$ (4,937.66)		$ (285.81)		**$ 97,817.23**
Worker's Comp	**$ (963.40)**	$ 1,591.00	$ (1,840.00)				**$ (1,212.40)**
TOTAL	**$ 280,045.08**	**$ 182,297.20**	**$ (82,681.20)**	**$ -**	**$ (80,846.42)**	**$ (22,470.20)**	**$ 276,344.46**

EMS BILLING
BREAKDOWN -TOTAL CHARGES
July 1, 2018 - June 30, 2019
Report as of September 30, 2018

	July 2018	August 2018	Sept 2018	Adjustment	Totals	% of Total
No Insurance Information	$ 10,977.40	$ 2,518.00	**$ 1,550.40**	$ (13,495.40)	$ 1,550.40	0.25%
Bluecross	$ 6,344.40	$ 8,486.40	$ 4,124.40	$ 2,259.20	$ 21,214.40	3.48%
Intercept	$ 200.00	$ 100.00			$ 300.00	0.05%
Medicare	$ 103,152.60	$ 132,913.20	$ 118,842.80	$ 4,905.80	$ 359,814.40	59.04%
Medicaid	$ 30,752.80	$ 47,771.60	$ 30,102.60	$ (158.00)	$ 108,469.00	17.80%
Other/Commercial	$ 24,030.40	$ 19,494.00	$ 13,526.00	$ 2,195.20	$ 59,245.60	9.72%
Patient	$ 19,183.20	$ 17,841.80	$ 12,560.00	$ 4,293.20	$ 53,878.20	8.84%
Worker's Comp	$ 2,425.60	$ 901.80	$ 1,591.00		$ 4,918.40	0.81%
TOTAL	$ 197,066.40	$ 230,026.80	$ 182,297.20	$ -	$ 609,390.40	100.00%

EMS BILLING
BREAKDOWN -TOTAL COUNT
July 1, 2018 - June 30, 2019
Report as of September 30, 2018

	July 2018	August 2018	Sept 2018	Adjustment	Totals	% of Total
No Insurance Information	14	3	2		19	2.47%
Bluecross	8	10	5		23	2.99%
Intercept	2	1	0		3	0.39%
Medicare	129	164	148		441	57.27%
Medicaid	39	60	38		137	17.79%
Other/Commercial	35	27	17		79	10.26%
Patient	23	23	16		62	8.05%
Worker's Comp	3	1	2		6	0.78%
TOTAL	253	289	228	0	770	100.00%

EMS BILLING
AGING REPORT
July 1, 2018 to June 30, 2019
Report as of September 30, 2018

	Current		31-60		61-90		91-120		121+ days		Totals	
Bluecross	$ 5,600.05	102%	$ 76.57	1%	$ -	0%	$ 654.20	12%	$ (839.35)	-15%	$ 5,491.47	1.99%
Intercept	$ 400.00		$ -		$ -		$ -		$ -		$ 400.00	0.14%
Medicare	$ 47,319.20	99%	$ -	0%	$ -	0%	$ 900.40	2%	$ (385.51)	-1%	$ 47,834.09	17.31%
Medicaid	$ 21,639.53	90%	$ 3,621.83	15%	$ -	0%	$ -	0%	$ (1,252.09)	-5%	$ 24,009.27	8.69%
Other/Commercial	$ 40,158.42	62%	$ 15,405.86	24%	$ 5,137.72	8%	$ 899.00	1%	$ 3,554.74	5%	$ 65,155.74	23.58%
Patient	$ 26,702.43	20%	$ 51,027.65	38%	$ 21,756.08	16%	$ 20,276.16	15%	$ 13,691.57	10%	$ 133,453.89	48.29%
Worker's Comp	$ -		$ -		$ -		$ -		$ -		$ -	0.00%
TOTAL	$ 141,819.63		$ 70,131.91		$ 26,893.80		$ 22,729.76		$ 14,769.36		$ 276,344.46	
	51%		25%		10%		8%		5%		100%	100.00%

CITY OF AUBURN
SPECIAL REVENUE FUNDS
As of September 30, 2018

.	1902 Riverwatch	1905 Winter Festival	1910 Community Service	1913 Police Fitness Equipment	1914 Oak Hill Cemeteries	1915 Fire Training Building	1917 Wellness Grant	1922 Walmart Risk/Homeless	1926 Healthy Androscoggin	1927 Insurance Reimbursement	1928 Vending	1929 Fire Prevention	1930 211 Fairview	1931 Donations
Fund Balance 7/1/18	$ 969,900.91	$ (5,390.23)	$ 5,008.52	$ 5,112.53	$ 30,205.71	$ (488.84)	$ 4,851.85	$ 7,278.18	$ 3,368.05	$ 925.21	$ -	$ 4,791.12	$ (566,303.71)	$ 1,084.69
Revenues FY19	$ 13,490.69		$ 98.00		$ 700.00				$ 936.00		$ 242.00			
Expenditures FY19	$ 139,479.00						$ 108.94				$ 329.44			$ 100.26
Fund Balance 9/30/18	**$ 843,912.60**	**$ (5,390.23)**	**$ 5,106.52**	**$ 5,112.53**	**$ 30,905.71**	**$ (488.84)**	**$ 4,742.91**	**$ 7,278.18**	**$ 4,304.05**	**$ 925.21**	**$ (87.44)**	**$ 4,791.12**	**$ (566,303.71)**	**$ 984.43**

	2003 Byrne JAG	2005 MDOT	2006 PEACE	2007 Seatbelt Grant	2008 Homeland Security	2010 State Drug Money	2013 OUI Grant	2014 Speed Grant	2019 Law Enforcement Training	2020 CDBG	2025 Community Cords	2030 Parking	2032 HEAPP	2033 Safe School/ Health (COPS)
Fund Balance 7/1/18	$ 2,808.57	$ (101,600.31)	$ 2,099.08	$ 4,322.93	$ (110,031.67)	$ 6,158.77	$ 9,263.39	$ 6,931.00	$ (7,637.91)	$ 4,261,266.85	$ 30,846.63	$ (47,430.39)	$ (4,994.50)	$ (15,906.07)
Revenues FY19						$ 4,292.93		$ 565.00		$ 268,689.99	$ 4,837.16	$ 47,597.00		
Expenditures FY19		$ 32,486.47	$ 429.88		$ 19,450.00	$ 2,914.12	$ 4,464.09	$ 6,072.00	$ 490.00	$ 183,052.46	$ 269.90	$ 20,331.75		
Fund Balance 9/30/18	**$ 2,808.57**	**$ (134,086.78)**	**$ 1,669.20**	**$ 4,322.93**	**$ (129,481.67)**	**$ 7,537.58**	**$ 4,799.30**	**$ 1,424.00**	**$ (8,127.91)**	**$ 4,346,904.38**	**$ 35,413.89**	**$ (20,165.14)**	**$ (4,994.50)**	**$ (15,906.07)**

	2037 Bulletproof Vests	2038 Community Action Team	2040 Great Falls TV	2041 Blanche Stevens	2044 Federal Drug Money	2045 Forest Management	2046 Joint Land Use Study	2048 TD Tree Days Grant	2050 Project Lifesaver	2051 Project Canopy	2052 Nature Conservancy	2053 St Louis Bells	2054 EMS Transport Capital Reserve	2055 Work4ME-PAL
Fund Balance 7/1/18	$ 11,994.90	$ 7,206.21	$ 20,536.23	$ 47,751.19	$ 36,044.77	$ 4,436.52	$ 0.57	$ -	$ 89.35	$ (420.71)	$ 975.05	$ 1,607.75	$ 32,161.59	$ (13,692.41)
Revenues FY19				$ 3,940.00	$ 66.13			$ 10,400.00					$ 69.19	
Expenditures FY19	$ 4,710.15			$ 961.46						$ 7,938.35				$ 8,501.38
Fund Balance 9/30/18	**$ 7,284.75**	**$ 7,206.21**	**$ 20,536.23**	**$ 50,729.73**	**$ 36,110.90**	**$ 4,436.52**	**$ 0.57**	**$ 10,400.00**	**$ 89.35**	**$ (8,359.06)**	**$ 975.05**	**$ 1,607.75**	**$ 32,230.78**	**$ (22,193.79)**

	2056 Lake Auburn Neighborhood	2057 ASPCA Grant	2058 Barker Mills Greenway	2059 Distracted Driving	2060 My Life My Choice JJAG	2261 150th Celebration	2262 Employee Store	2201 EDI Grant	2500 Parks & Recreation
Fund Balance 7/1/18	$ 125.00	$ 800.00	$ (2,597.43)	$ (10,736.00)	$ -	$ (3,154.86)	$ 36.73	$ (1,484,407.18)	$ 152,783.45
Revenues FY19				$ 27,621.00		$ 12,650.00	$ 723.27		$ 49,948.20
Expenditures FY19				$ 14,328.00		$ 2,251.96	$ 756.68		$ 156,970.23
Fund Balance 9/30/18	**$ 125.00**	**$ 800.00**	**$ (2,597.43)**	**$ 2,557.00**	**$ -**	**$ 7,243.18**	**$ 3.32**	**$ (1,484,407.18)**	**$ 45,761.42**

	2600 Tambrands TIF 4	2600 J Enterprises TIF 5	2600 Tambrands II TIF 6	2600 J & A Properties TIF 7	2600 Formed Fiber TIF 8	2600 Mall TIF 9	2600 Downtown TIF 10	2600 Safe Handling TIF 11	2600 Auburn Industrial TIF 12	2600 Auburn Plaza TIF 13	2600 Auburn Plaza II TIF 14	2600 Webster School TIF 16	2600 Bedard Pharm TIF 17	2600 Slapshot LLC TIF 18	2600 Hartt Transport TIF 19	Total Special Revenues
Fund Balance 7/1/18	$ 1,841.15	$ (6,499.56)	$ (330,682.42)	$ 2,558.27	$ 486.17	$ 2,083.99	$ 257,728.49	$ 183.21	$ (338,049.92)	$ 50,325.30	$ 3,883.14	$ 348.35	$ 1,366.79	$ (61.12)	$ (18.32)	$ 2,943,474.60
Revenues FY19																$ 446,866.56
Expenditures FY19									$ 176,585.00		$ 443,058.72			$ 70,524.00		$ 1,296,564.24
Fund Balance 9/30/18	**$ 1,841.15**	**$ (6,499.56)**	**$ (330,682.42)**	**$ 2,558.27**	**$ 486.17**	**$ 2,083.99**	**$ 257,728.49**	**$ 183.21**	**$ (514,634.92)**	**$ 50,325.30**	**$ (439,175.58)**	**$ 348.35**	**$ 1,366.79**	**$ (70,585.12)**	**$ (18.32)**	$ 2,093,776.92

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

To: Peter Crichton, City Manager
From: Jill Eastman, Finance Director
Re: Financial Reports for September 30, 2018

Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Ingersoll Turf Facility for revenue and expenditures as of September 30, 2018.

INGERSOLL TURF FACILITY

Statement of Net Assets:
The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets as of September 30, 2018.

Current Assets:
As of the end of September 2018 the total current assets of Ingersoll Turf Facility were $71,101. This consisted of an interfund receivable of $71,101.

Noncurrent Assets:
Ingersoll's noncurrent assets are the building and equipment that was purchased, less depreciation. The total value of the noncurrent assets as of September 30, 2018 was $172,719.

Liabilities:
Ingersoll had no accounts payable as of September 30, 2018.

Statement of Activities:

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

The operating revenues for Ingersoll Turf Facility through September 2018 are $13,483. This revenue comes from the sponsorships, programs, rental income and batting cages.

The operating expenses for Ingersoll Turf Facility through September 2018 were $23,285. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of September 30, 2018, Ingersoll has an operating loss of $9,802.

As of September 30, 2018, Ingersoll has a decrease in net assets of $9,802.

The budget to actual reports for revenue and expenditures, show the revenue and expenditures for FY19 compared to the same period in FY18.

60 Court Street • Suite 411 • Auburn, ME 04210
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www.auburnmaine.org

Statement of Net Assets
Ingersoll Turf Facility
September 30, 2018
Business-type Activities - Enterprise Fund

		Sept 30 2018	August 31 2018	Increase/ (Decrease)
ASSETS				
Current assets:				
Cash and cash equivalents			$ -	$ -
Interfund receivables/payables		$ 71,101	$ 71,710	(609)
Accounts receivable		-	-	-
	Total current assets	71,101	71,710	(609)
Noncurrent assets:				
Capital assets:				
Buildings		672,279	672,279	-
Equipment		119,673	119,673	-
Land improvements		18,584	18,584	-
Less accumulated depreciation		(637,817)	(637,817)	-
	Total noncurrent assets	172,719	172,719	-
	Total assets	243,820	244,429	(609)
LIABILITIES				
Accounts payable		$ -	$ 59	$ (59)
Total liabilities		-	59	(59)
NET ASSETS				
Invested in capital assets		$ 172,719	$ 172,719	$ -
Unrestricted		$ 71,101	$ 71,651	$ (550)
Total net assets		**$ 243,820**	**$ 244,370**	**$ (550)**

CITY OF AUBURN, MAINE
Statement of Revenues, Expenses and Changes in Net Assets
Ingersoll Turf Facility
Business-type Activities - Enterprise Funds
Statement of Activities
September 30, 2018

	Ingersoll Turf Facility
Operating revenues:	
Charges for services	$ 13,483
Operating expenses:	
Personnel	19,301
Supplies	554
Utilities	2,259
Repairs and maintenance	205
Rent	-
Depreciation	-
Capital expenses	-
Other expenses	966
Total operating expenses	23,285
Operating gain (loss)	(9,802)
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
Total nonoperating expense	-
Gain (Loss) before transfer	(9,802)
Transfers out	-
Change in net assets	(9,802)
Total net assets, July 1	253,622
Total net assets, September 30, 2018	**$ 243,820**

CITY OF AUBURN, MAINE
REVENUES - INGERSOLL TURF FACILITY
Through September 30, 2018

REVENUE SOURCE	FY 2019 BUDGET	ACTUAL REVENUES THRU SEPT 2018	% OF BUDGET	FY 2018 BUDGET	ACTUAL REVENUES THRU SEPT 2017	% OF BUDGET	Difference
CHARGE FOR SERVICES							
Sponsorship	$ 20,500	$ 4,300	20.98%	$ 17,000	$ 2,500	14.71%	$ 1,800
Batting Cages	$ 12,240	$ 175	1.43%	$ 11,520	$ 110	0.95%	$ 65
Programs	$ 90,000	$ 4,713	5.24%	$ 80,000	$ 3,918	4.90%	$ 795
Rental Income	$ 102,300	$ 4,295	4.20%	$ 103,650	$ 811	0.78%	$ 3,484
TOTAL CHARGE FOR SERVICES	$ 225,040	$ 13,483	5.99%	$ 212,170	$ 7,339	3.46%	$ 6,144
INTEREST ON INVESTMENTS	$ -			$ -			
GRAND TOTAL REVENUES	**$ 225,040**	**$ 13,483**	**5.99%**	**$ 212,170**	**$ 7,339**	**3.46%**	**$ 6,144**

CITY OF AUBURN, MAINE
EXPENDITURES - INGERSOLL TURF FACILITY
Through August 31, 2018

DESCRIPTION	FY 2019 BUDGET	ACTUAL EXPENDITURES THRU AUG 2018	% OF BUDGET	FY 2018 BUDGET	ACTUAL EXPENDITURES THRU AUG 2017	% OF BUDGET	Difference
Salaries & Benefits	$ 120,000	$ 19,301	16.08%	$ 106,624	$ 20,246	18.99%	$ (945)
Purchased Services	$ 19,460	$ 1,171	6.02%	$ 21,110	$ 1,164	5.51%	$ 7
Programs	$ 15,220	$ 340	2.23%	$ 7,000		0.00%	$ 340
Supplies	$ 4,600	$ 214	4.65%	$ 5,000		0.00%	$ 214
Utilities	$ 30,920	$ 2,259	7.31%	$ 39,720	$ 2,213	5.57%	$ 46
Insurance Premiums	$ 2,505	$ -	0.00%	$ 2,431	$ -	0.00%	$ -
Capital Outlay	$ 30,000	$ -	0.00%	$ 42,490	$ 5,970	14.05%	$ (5,970)
	$ 222,705	$ 23,285	10.46%	$ 224,375	$ 29,593	13.19%	$ (6,308)
GRAND TOTAL EXPENDITURES	**$ 222,705**	**$ 23,285**	**10.46%**	**$ 224,375**	**$ 29,593**	**13.19%**	**$ (6,308)**

To: Peter Crichton, City Manager
From: Jill Eastman, Finance Director
Re: Arena Financial Reports for September 30, 2018

Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Norway Savings Bank Arena for revenue and expenditures as of September 30, 2018.

NORWAY SAVINGS BANK ARENA

Statement of Net Assets:
The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets and shows a comparison to the previous month, in this case, August 31, 2018.

Current Assets:
As of the end of September 2018 the total current assets of Norway Savings Bank Arena were ($1,251,506). These consisted of cash and cash equivalents of $108,467, accounts receivable of $62,035, and an interfund payable of $1,422,008.

Noncurrent Assets:
Norway's noncurrent assets are equipment that was purchased, less depreciation (depreciation is posted at year end). The total value of the noncurrent assets as of September 30, 2018 was $342,462.

Liabilities:
Norway Arena had accounts payable of $4,007 as of September 30, 2018.

Statement of Activities:

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

The operating revenues for Norway Arena through September 2018 are $216,741. This revenue comes from the concessions, sign advertisements, pro shop lease, youth programming, shinny hockey, public skating and ice rentals.

The operating expenses for Norway Arena through September 2018 were $179,917. These expenses include personnel costs, supplies, utilities, repairs, rent, capital purchases and maintenance.

As of September 2018, Norway Arena has an operating gain (before rent payment) of $36,824 and a loss of $89,797 after rental payments.

As of September 30, 2018, Norway Arena has a decrease in net assets of $89,797.

The budget to actual reports for revenue and expenditures, with comparison to the same period last year show that revenue for FY19 is $11,230 less than in FY18 and expenditures in FY19 are $15,661 more than last year in September.

CITY OF AUBURN, MAINE
Statement of Net Assets
Norway Savings Bank Arena
September 30, 2018
Business-type Activities - Enterprise Fund

		Sept 30, 2018	August 31, 2018	Increase/ (Decrease)
ASSETS				
Current assets:				
Cash and cash equivalents		$ 108,467	$ 103,967	$ 4,500
Interfund receivables		$ (1,422,008)	$ (1,374,311)	$ (47,697)
Prepaid Rent				$ -
Accounts receivable		62,035	18,029	$ 44,006
	Total current assets	(1,251,506)	(1,252,315)	809
Noncurrent assets:				
Capital assets:				
Buildings		58,223	58,223	-
Equipment		514,999	514,999	-
Land improvements		-	-	-
Less accumulated depreciation		(230,760)	(230,760)	-
	Total noncurrent assets	342,462	342,462	-
	Total assets	(909,044)	(909,853)	809
LIABILITIES				
Accounts payable		$ 4,007	$ 7,633	$ (3,626)
Net pension liability		170,806	170,806	-
Total liabilities		174,813	178,439	(3,626)
NET ASSETS				
Invested in capital assets		$ 342,462	$ 342,462	$ -
Unrestricted		$ (1,426,319)	$ (1,430,754)	$ 4,435
Total net assets		**$ (1,083,857)**	**$ (1,088,292)**	**$ 4,435**

CITY OF AUBURN, MAINE
Statement of Revenues, Expenses and Changes in Net Assets
Norway Savings Bank Arena
Business-type Activities - Enterprise Funds
Statement of Activities
September 30, 2018

	Norway Savings Arena
Operating revenues:	
Charges for services	$ 216,741
Operating expenses:	
Personnel	87,675
Supplies	7,601
Utilities	58,693
Repairs and maintenance	3,300
Depreciation	-
Capital expenses	15,979
Other expenses	6,669
Total operating expenses	179,917
Operating gain (loss)	36,824
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	(126,621)
Total nonoperating expense	(126,621)
Gain (Loss) before transfer	(89,797)
Transfers out	-
Change in net assets	(89,797)
Total net assets, July 1	(994,060)
Total net assets, September 30, 2018	**$ (1,083,857)**

CITY OF AUBURN, MAINE
REVENUES - NORWAY SAVINGS BANK ARENA
Through September 30, 2018 compared to September 30, 2017

REVENUE SOURCE	FY 2019 BUDGET	ACTUAL REVENUES THRU SEPT 2018	% OF BUDGET	FY 2018 BUDGET	ACTUAL REVENUES THRU SEPT 2017	% OF BUDGET	VARIANCE
CHARGE FOR SERVICES							
Concssions	$ 16,500	$ 3,000	18.18%	$ 18,000		0.00%	$ 3,000
Skate Rentals	$ 5,000	$ 140	2.80%	$ -			$ 140
Pepsi Vending Machines	$ 3,000	$ 242	8.07%	$ -			$ 242
Games Vending Machines	$ 3,000	$ 346	11.53%	$ -			$ 346
VendinG Food	$ 3,000	$ 89	2.97%	$ -			$ 89
Sponsorships	$ 300,000	$ 80,950	26.98%	$ 275,000	$ 81,868	29.77%	$ (918)
Pro Shop	$ 8,500		0.00%	$ 8,500	$ 502	5.91%	$ (502)
Programs	$ 30,000		0.00%	$ 31,000		0.00%	$ -
Rental Income	$ 775,000	$ 113,394	14.63%	$ 705,250	$ 112,513	15.95%	$ 881
Camps/Clinics	$ 50,000	$ 12,480	24.96%	$ 50,000	$ 27,838		$ (15,358)
Tournaments	$ 50,000	$ 6,100	12.20%	$ 50,000	$ 5,250	10.50%	$ 850
TOTAL CHARGE FOR SERVICES	$ 1,244,000	$ 216,741	17.42%	$ 1,137,750	$ 227,971	20.04%	$ (11,230)
INTEREST ON INVESTMENTS	$ -			$ -			
GRAND TOTAL REVENUES	**$ 1,244,000**	**$ 216,741**	**17.42%**	**$ 1,137,750**	**$ 227,971**	**20.04%**	**$ (11,230)**

CITY OF AUBURN, MAINE
EXPENDITURES - NORWAY SAVINGS BANK ARENA
Through September 30, 2018 compared to September 30, 2017

DESCRIPTION	FY 2019 BUDGET	ACTUAL EXPENDITURES THRU SEPT 2018	% OF BUDGET	FY 2018 BUDGET	ACTUAL EXPENDITURES THRU SEPT 2017	% OF BUDGET	VARIANCE
Salaries & Benefits	$ 377,000	$ 87,675	23.26%	$ 344,000	$ 88,495	25.73%	$ (820)
Purchased Services	$ 62,825	$ 9,969	15.87%	$ 71,656	$ 5,989	8.36%	$ 3,980
Supplies	$ 45,600	$ 7,601	16.67%	$ 37,100	$ 7,328	19.75%	$ 273
Utilities	$ 225,000	$ 58,693	26.09%	$ 225,150	$ 62,444	27.73%	$ (3,751)
Capital Outlay	$ 25,000	$ 15,979	63.92%	$ 103,500	$ -	0.00%	$ 15,979
Rent	$ 507,000	$ 126,621	24.97%	$ 507,000	$ 126,621	24.97%	$ -
	$ 1,242,425	$ 306,538	24.67%	$ 1,288,406	$ 290,877	22.58%	$ 15,661
GRAND TOTAL EXPENDITURES	**$ 1,242,425**	**$ 306,538**	**24.67%**	**$ 1,288,406**	**$ 290,877**	**22.58%**	**$ 15,661**

City of Auburn
City Council Information Sheet

Council Workshop or Meeting Date: October 15, 2018

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.