



**City Council Workshop & Meeting
June 18, 2018
Agenda**

5:30 P.M. Workshop

- A. Executive Session – to consult with legal counsel regarding the Council’s legal rights and duties in regards to the proposed marijuana moratorium, pursuant to 1 M.R.S.A. §405(6)(E)
- B. LA 911 Radio System Proposal and Resolve – Paul LeClair, Phil Crowell, Bob Chase (25 minutes)
- C. FY 19 Proposed CIP & 800Mhz Discussion – Peter Crichton (10 minutes)
- D. Marijuana Moratorium – Phil Crowell (30 minutes)

7:00 P.M. City Council Meeting

Roll call votes will begin with Councilor Gerry

Pledge of Allegiance

- I. **Consent Items** - None
- II. **Minutes**
 - June 4, 2018 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
 - Presentation of the Bruce J. Gerry Scholarship award – Jean Doherty, recipient
- IV. **Open Session** – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.
- V. **Unfinished Business**
 - 1. **Ordinance 02-06042018**
Adopting the zone change for 33 Dunn Street – Public hearing and second reading.
 - 2. **Order 51-06042018**
Authorizing the Finance Director to execute the issuance of general obligation bonds and a tax levy therefore. Second reading. *Passage requires an affirmative vote of 5 Councilors.*
 - 3. **Order 52-06042018**
Reallocation of bonds. Second reading. *Passage requires an affirmative vote of 5 Councilors.*

4. **Resolve 07-06042018**
Adopting the Appropriations Resolve for Fiscal Year 2019. Second reading.
Passage requires an affirmative vote of 4 Councilors.

- VI. **New Business**
 1. **Ordinance 03-06182018**
Adopting a Marijuana Moratorium – Public hearing and first reading.
 2. **Order 53-06182018**
Approving the Mass Gathering Permit for the Liberty Festival to be held July 4, 2018 (rain date July 5, 2018). Public hearing.
 3. **Ordinance 03-06182018**
Adopting the zone change for Niskayuna Street – Public hearing and first reading.
 4. **Resolve 08-06182018**
Supporting an 800Mhz Replacement Radio System for LA 911.
 5. **Order 54-06182018**
Authorizing the use of funds in the amount of \$1,012,000, from the funds listed below to be used to fund the Capital Improvements.

- VII. **Reports**
 - a. **Mayor’s Report**
 - b. **City Councilors’ Reports**
 - c. **City Manager Report**
 - d. **Finance Director, Jill Eastman**
 - Acceptance of the April 2018 and May 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**
 - A. Discussion regarding a personnel matter, pursuant to 1 M.R.S.A. §405(6)(A).

- X. **Adjournment**



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: June 18, 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.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: June 18, 2018

Author: Paul M. LeClair, Director LA911

Subject: LA911 Radio System Proposal Discussion – Continued from May 21, 2018, & June 4, 2018

Information: Director Paul LeClair & Staff will be in attendance to review follow-up information specific to the proposed Radio System Upgrade scheduled for FY20. The attached resolution is submitted in conjunction with the LA911 Committee's request for the Auburn City Council's support of the capital project to purchase the 800Mhz radio system. The attached PowerPoint presentation summarizes previous and current talking points for the council to consider.

City Budgetary Impacts: The estimated cost of the 800Mhz Radio System for the FY20 CIP is \$4,000,000.00. The City of Auburn's share is 50% - \$2,000,000.00. In addition, each City would fund Portable & Mobile radios as part of their individual department's CIP request.

Staff Recommended Action: The LA911 Committee & Director LeClair respectfully request the Auburn City Council's support of the 800Mhz radio system as part of the FY20 CIP Budget by adopting the attached council resolve.

Previous Meetings and History: LA911 Director Paul LeClair presented the FY20 CIP proposal as part of the agency's FY19 Budget presentation on May 21, 2018, and at the follow up workshop on June 4, 2018.

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Coakley".

Attachments:

1. LA911 FY20 CIP Radio Project Discussion continued from June 4, 2018.
2. Radio System Subcommittee report.
3. Council Resolve supporting the 800Mhz Radio System.

**Lewiston-Auburn 9-1-1
Emergency Communications System**

Paul M. LeClair, Director

552 Minot Avenue, Auburn, Maine 04210
207.786.5380 ~ 207.795.0743 fax



May 9, 2018

Edward A. Barrett
City Administrator
City of Lewiston

Peter Crichton
City Manager
City of Auburn

Re: Radio System Sub Committee Meeting / May 2, 2018

As a follow-up to the 911 radio upgrade discussion at the Joint Council meeting of February 2018, City Manager Peter Crichton suggested that the mayors, managers and assistants, councilors serving on the 911 Committee, Finance Directors, and the Chiefs of the public safety departments meet to further explore and discuss the upgrade project.

In attendance: Mayor Jason Levesque, Mayor Shane Bouchard, Councilor Leroy Walker, Councilor Michel Lajoie, City Administrator Edward Barrett, City Manager Peter Crichton, Finance Director Heather Hunter, Finance Director Jill Eastman, Fire Chief Robert Chase, Fire Chief Brian Stockdale, Police Chief Phil Crowell, Police Chief Brian O'Malley, Asst. Chief Bruce McKay, Deputy Chief Jason Moen, Director Paul M. LeClair, IT Director Drew McKinley, Operations Manager Tim Hall

The Radio System Sub-Committee met on Wednesday May 2, 2018 @ 2:00 PM to discuss the Radio System Capital Project. The Committee reviewed the PowerPoint presentation from the Joint City Council Meeting of February 22, 2018 (attached) and the proposed capital project schedule for FY18, FY19, & FY20 (attached).

Talking points for the meeting:

Mobile and Portable Radios:

Director LeClair reviewed the cost breakdown for mobile and portable radios for both the VHF and 800Mhz radio systems (breakdown attached). The City Managers have indicated each city will be responsible for their individual department's mobile and portable radio cost.

The Committee discussed grant opportunities for the mobile and portable radios. The Director reviewed the current Homeland Security Grant Program that provides annual funding to Lewiston and Auburn. The Police and Fire Chiefs oversee the HSG projects and will ensure

Lewiston-Auburn 9-1-1 Emergency Communications System

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funding for the needed mobile and portable radios for the Hazardous Material Team will be included in the grant allocation for FY19 and FY20. In terms of the funding required for the larger radio replacement program, the Mayors will contact our Congressional Delegation and request assistance in searching out government funding opportunities.

Radio System Discussion:

The bulk of the discussion focused on the primary requirements the radio system project is intended to fulfill -- improving radio equipment reliability and addressing radio frequency deficiencies. The Committee discussed at length the concept and design of the radio system itself and how the systems rely on frequencies to provide public safety responders with the necessary communication channels with which to operate. The primary difference between VHF and 800Mhz is the limitation on the number and quality of VHF channels when compared to the 800Mhz system. A secondary difference is the greater ability of 800Mhz systems to penetrate certain building types.

VHF Frequencies:

Each of the Lewiston Auburn Public Safety Agencies currently have access to one of four (4) primary frequencies, with one primary assigned to each agency. They each also have one (1) backup frequency that is not fully supported by the main radio system. When using a radio on the backup frequency, that radio can only access one of the systems nearest towers. As a result, the communication range is limited since the radio signal will not be sent out to the system's various repeaters. Thus, a user in South Auburn is generally unable to communicate with users in North Auburn on the backup frequency. Essentially, this frequency operates in the same way as walkie-talkies – individual radio to individual radio within a limited geographical area.

While these so-called “tactical” channels are intended to be used to deal with particular situations such as communications at a fire scene or a significant police incident such as a hostage situation, they are unfortunately of limited quality since they are not fully integrated into the overall radio system and are subject to interference and “talk over” from others using the same or nearby frequencies since they are not as fully buffered as the primaries. As a result, they are frequently unavailable or unreliable, forcing all traffic onto the assigned primary frequency.

For major emergencies, it is not unusual for an agency to restrict all radio traffic on a primary channel to those responding to the emergency, effectively shutting down that channel for routine or normal operations. While this issue could be addressed through integrating additional frequencies into the core radio system, additional VHF radio frequencies are not readily available to the LA Agencies and, if they were, there would also be an additional cost associated with integrating them into the system since each frequency requires its own main radio equipment. VHF is a heavily used radio spectrum and obtaining additional frequencies with good quality and range is not an option.

Lewiston-Auburn 9-1-1 Emergency Communications System

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800Mhz:

The design of an 800Mhz radio system efficiently manages a frequency spectrum by removing the limits on individual frequencies. An 800Mhz system provides the Police, Fire, and LA911 Agencies with multiple talk group channels without the equipment limits associated with VHF. With such a system, the Police and Fire Chiefs can separate emergency and non-emergency radio communications as opposed to the current situation where all emergency and non-emergency radio communications occur on **one** frequency.

Maintaining emergency channel integrity will improve incident scene safety and provide secure radio channels for sensitive operations. Best practices recommend Police and Fire Chiefs use a designated radio channel for critical incident scene operations.

The primary purpose of an 800Mhz system, recognizing the VHF frequency limits we face in our region, is efficiency; many people can carry on many conversations over only a few distinct frequencies.

Financial Issues:

The major concern/issue with moving to the 800Mhz system is cost. In general, the costs for the system run about twice that for a replacement VHF system. Moving to 800Mhz will require that all portable and mobile radios be replaced at the same time, speeding what would normally be an on-going four to five year replacement cycle, and will require a higher annual maintenance and licensing fee. Cost is clearly a significant issue, particularly among elected officials and city management, where competing priorities must be evaluated for limited capital and operating funds and concerns exist regarding relatively high tax rates and their effect on economic development and resident ability to pay.

To some extent, however, comparing costs between the two systems is like comparing apples to oranges. A VHF system that would provide a similar number of frequencies or channels would be significantly more expensive than the cost estimates for simply replacing the current system.

Summary:

There was significant support among the public safety staff at the meeting for the 800 system given its ability to provide a multi-channel/frequency environment as well as its enhanced building penetrating capability. While the VHF system might be a workable alternative if additional frequencies were available, their lack is a significant shortcoming. At the same time, some elected and management officials continue to struggle with the higher costs associated with such a system, concerns that all present understand.

The radio project is being phased in over a three year period (FY18 – FY19 – FY20) to allow for adequate planning and implementation. To further address cost concerns, the group explored alternative potential sources of funding including federal grants and state support through the emergency 911 telephone surcharge fund. The Mayors agreed to pursue this with state and

**Lewiston-Auburn 9-1-1
Emergency Communications System**

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federal officials. In addition, Chief Crowell indicated a willingness to further investigate an upcoming federal grant program for body worn cameras that might be a potential funding source through using the system to transmit video.

In general, the majority of those present would favor the 800Mhz radio option given the system's ability to deliver quality radio communications and multiple radio channels to meet the needs of the Lewiston Auburn Public Safety Agencies.

Next Steps

The City of Lewiston will be voting on May 15th on its' capital bonding. The proposal includes funding for dispatch console replacement. The City of Auburn Budget review process will occur during the month of May and the LA911 Operational and Capital Budget will be presented to the Auburn Council on May 21st. While consoles can be purchased now for use with either system later, there may be some additional costs associated with matching the consoles to the system. Knowing whether we will stay with VHF or move to 800 at the time of console replacement may result in some overall project savings.

Should Lewiston approve the console replacement borrowing, the Lewiston Council will be asked to vote on a Resolve indicating its support for either the 800 or VHF systems.

Director Paul M. LeClair

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 08-06182018

Resolve, Indicating the Support of the Auburn City Council for an 800Mhz Replacement Radio System for LA911.

Whereas, LA911's radio system is in excess of twenty years old, is no longer supported by the manufacturer, and replacement parts are becoming difficult to locate; and

Whereas, a robust and reliable emergency communications system is necessary for the operation of Auburn's and Lewiston's emergency services; and

Whereas, LA911 is in the second year of a three-year radio replacement and upgrade program; and

Whereas, in the coming year, LA911's dispatch radio consoles are scheduled to be replaced; and

Whereas, the core radio system is scheduled for replacement in FY20; and

Whereas, staff and officials of the cities of Auburn and Lewiston and LA911 have been evaluating alternative radio systems based on VHF and 800 Mhz frequencies; and

Whereas, while dispatch center radio consoles can be purchased that will function with either frequency system, a choice of frequency prior to console purchase may provide for some cost savings; and

Whereas, following several joint meetings between the Councils of Auburn and Lewiston, LA911 staff, and the public safety staffs of the cities, a working group of the Mayors, Managers and their Assistants, Police and Fire Chiefs, and Councilors on the 911 Committee recently met to further explore and discuss the radio replacement project; and

Whereas, while recognizing the valid concerns raised by some regarding the affordability of the 800 Mhz system, the majority of those present favored the 800Mhz option given that system's ability to meet the needs of the public safety agencies by delivering quality radio communications over multiple radio channels; and

Whereas, given that the City Council of the City of Auburn is expected to approve the funding needed to move forward with LA911's console replacement project, it would be appropriate for the Council to indicate support for its preferred radio frequency system at the same time;

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

Now, therefore, be it resolved by the City Council of the City of Auburn, that the proposed 800Mhz radio system is the preferred replacement option for LA911 because it will provide the additional radio frequencies required for effective public safety operations and will enhance communications ability from within buildings of a certain construction type.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: June 18, 2018

Author: Peter Crichton

Subject: FY19 CIP & 800 Radio System Discussion

Information: At the previous City Council Meeting, two amendments were approved to remove \$100,000 for the Municipal Beach Study and reduce \$10,000 from Museum LA. Since the meeting I have met with the Norway Savings Bank Arena Manager to discuss the proposed new floor for the Arena. Based on the latest data, we are in full agreement that it makes sense to remove the \$125,000 for the flooring project and delay it until FY20. Further, I would like to recommend that the Original Order for authorization of the General Obligation Bonds be amended per the direction of the City's Bond Counsel to the City's Finance Director as indicated in my attached memo. On the subject of the 800 Megahertz Resolve, per my attached memo, I would like to recommend that it be approved indicating the support of the Auburn City Council for an 800 Megahertz Radio replacement for LA 911.

City Budgetary Impacts: None at this time.

Staff Recommended Action: Amendment to remove the \$125,000 in funding for the new floor, as well as amendment to the Original Order per the direction of the City's Bond Counsel. In addition, approval of the 800 Megahertz Resolve.

Previous Meetings and History: Workshops on May 21 and June 4.

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Crichton".

Attachments: Memo to Mayor and City Council.



City of Auburn, Maine

Office of the City Manager

www.auburnmaine.gov | 60 Court Street

Auburn, Maine 04210

207.333.6601

TO: Mayor and City Council

FR: Peter J. Crichton, City Manager

DT: June 14, 2018

RE: Amendments/800 Megahertz

I have two amendments for the City Council's consideration. First, based on the latest information available on event revenues and projected revenues for the Norway Savings Bank Arena, I would like to recommend that the proposed new floor be delayed until the next fiscal year in FY20.

AMENDMENT TO REMOVE THE NSBA ARENA FLOOR

Motion by Councilor _____, seconded by Councilor _____ to amend the order to remove the NSB Arena flooring funding of \$125,000.

Secondly, the Finance Director has been informed by the City's bond counsel that the Original Order approved during the 1st reading should have included the phrase "maturities (not to exceed 11 years)," as follows:

AMENDED ORDER

THAT the bonds and notes authorized hereunder shall be signed by the City's Finance Director and its Treasurer, attested by the City Clerk under the seal of the City. A tax levy is hereby provided for each fiscal year that the bonds authorized hereunder remain outstanding to meet the annual installments of principal and interest as may accrue in each respective year. The bonds and notes may be issued at one time, either singly or in series, and the authority and discretion to fix method of sale, issue date, maturities (not to exceed 11 years), denominations, interest rate, place of payment, form and other details of said bonds and notes, and to take all other actions and to sign and deliver all other documents, certificates and agreements in order to provide for the sale thereof is hereby delegated to the City's Finance Director.

Motion by Councilor _____, seconded by Councilor _____ to amend the Original Order as presented.

800 Megahertz

With regard to the 800 Megahertz Resolve, for nearly twenty years, I was the leader and advocate for creating a state-of-the-art regional communications center in Cumberland County with a VHF radio system. During this time, I devoted a good deal of my time to emergency communications and the challenges inherent in providing this critical public service.

So, when I began my job last April and first heard about the need to replace L-A 9-1-1's 20-year-old emergency communications system and the idea of switching to 800 Megahertz, I had to be convinced that it was the right thing to do. It was not an easy sell. Today, I am supportive for two primary reasons.

First and foremost, is safety. The greatest advantage of the 800 system is that it will provide our responders with additional frequencies that the VHF system cannot provide. In doing so, it addresses the problem of limited radio availability due to buildings in the city or limited geographic coverage that, during crucial times, can be life threatening to our first responders and our citizens. This was not an issue in Cumberland County, where there are many radio frequencies available and radio connectivity is, for the most part, not a problem.

Personally, I am not comfortable with having our firefighters and police officers rely on undependable radio communication from first responder to first responder when we know there is an alternative solution that will provide normal communications consistently. I also respect the process and know that this is a policy decision that the Council is wrestling with because of your same concerns about safety and the safety of our first responders and citizens.

Finally, the comparative cost of the two radio system options has also been a concern of mine as you would expect from the person responsible for managing and leading the city on a day-to-day basis. But as more questions have been answered regarding the fiscal impact, it is now clear that the difference between the 800 System and VHF is closer than initially thought. It represents a difference of \$85,000 annually over a ten-year period. I think it is the right investment, given the 800 System's ability to meet the needs of our first responders by delivering quality radio communications over multiple radio frequencies. Therefore, I recommend that the Council approve the Resolve, indicating the support of the Auburn City Council for an 800 Megahertz Radio System for L-A 9-1-1.



**City of Auburn
City Council Information Sheet**

Council Workshop Meeting Date: June 18, 2018

Author: Phillip L. Crowell, Jr., Chief of Police

Subject: Marijuana Moratorium

Information: The marijuana workgroup has been meeting regularly since the City Council meeting on February 5, 2018 to consider local impacts relating to adult use marijuana to include medical marijuana retail. The workgroup will have a report to present to the council at a future meeting.

At the request of City Councilor Andy Titus, this workshop is being held to determine the action that the City Council will need to take regarding medical retail caregiver “storefront” operations. As such, the committee recommends that a moratorium ordinance be enacted to allow the Legislature and involved state agencies to finalize the statutory and rule amendments. Currently, the City of Auburn Code of Ordinance is insufficient to prevent serious public harm that could be caused by the unregulated development of retail marijuana establishments and other uses authorized by the “Marijuana Legalization Act” approved at the November 8, 2016 referendum election, thereby necessitating a moratorium to provide an opportunity for the city to amend its code of ordinances to mitigate the potential impact and harm on the city and its residents.

While the “Marijuana Legalization Act” has been approved, the rulemaking has yet to be completed. In addition, the city has had four (4) medical retail storefronts begin unregulated operations. In addition, Police and Code Enforcement have received several inquiries regarding retail and medical retail operations.

Workshop follow-up from June 4, 2018

The city council requested further clarification regarding when the moratorium would be in effect and any additional impacts. Legal counsel will be available to answer any questions. A revised draft moratorium ordinance is attached.

City Budgetary Impacts: A moratorium would have no direct budgetary impacts.

Staff Recommended Action: To adopt a marijuana moratorium for medical retail “storefront” operations with an effective date of May 31, 2018.

Previous Meetings and History: December 5, 2016, January 23, 2017, February 5, 2018, and June 4, 2018.

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Caulton".

Attachments:



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 03-06182018

CITY OF AUBURN CITY COUNCIL

MORATORIUM ORDINANCE ON SOCIAL CLUBS AND RETAIL MEDICAL MARIJUANA CAREGIVER STOREFRONTS

The City Council of the City of Auburn, Maine (the “City”) hereby amends the City’s Code of Ordinances by adding the following words to Chapter 61, immediately following Chapter 60 (Zoning):

CHAPTER 61. MORATORIA

ARTICLE I. MORATORIA

Sec. 61-1. Moratorium on Social Clubs and Retail Medical Marijuana Caregiver Storefronts.

WHEREAS, the Maine Medical Use of Marijuana Act, codified at 22 M.R.S. §§ 2421 to 2430-B, (the “Medical Act”) authorizes the possession, cultivation, and furnishing of medical marijuana to qualifying patients by caregivers, as those terms are defined in 22 M.R.S. § 2422; and

WHEREAS, section 401 of the Marijuana Legalization Act, codified at 28-B M.R.S. ch. 1 (the “Adult Use Act”) authorizes municipalities pursuant to home rule authority to regulate adult use marijuana establishments, including cultivation facilities, products manufacturing facilities, testing facilities, and marijuana stores, as those terms are defined in 28-B M.R.S. § 102; and

WHEREAS, neither the Medical Act nor the Adult Use Act nor any state agency rules promulgated thereunder expressly authorize the operation of retail stores by registered caregivers for the purpose of selling medical marijuana or medical marijuana products to qualifying patients (hereafter, “Retail Medical Marijuana Caregiver Storefronts”) or the furnishing or sale of marijuana or marijuana products to consumers for on-premises consumption (hereafter, “Social Clubs”); and

WHEREAS, during the first regular session, the 128th Maine Legislature considered LD 1539, “An Act to Amend Maine’s Medical Marijuana Law,” which, if enacted, would amend the Medical Act to expressly authorize the operation of Retail Medical Marijuana Caregiver Storefronts, and LD 238, “An Act to Amend the Maine Medical Use of Marijuana Act,” which, if enacted, would expressly authorize municipalities to regulate registered caregiver operations; however, the ultimate disposition of LD 1539 and LD 238 is unknown at this time; and

WHEREAS, no specific regulations governing Social Clubs or Retail Medical Marijuana Caregiver

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

Storefronts exist under the City's Code of Ordinances; and

WHEREAS, the City's Code of Ordinances is insufficient to prevent serious public harm that could result from the unregulated siting and operation of Social Clubs or Retail Medical Marijuana Caregiver Storefronts within the City; and

WHEREAS, the unregulated siting and operation of Social Clubs or Retail Medical Marijuana Caregiver Storefronts within the City raises legitimate and substantial questions about the impact of such facilities and related uses and activities on the City, including questions as to compatibility of such facilities with existing and permitted land uses in the City; potential adverse health and safety effects on the community; the adequacy of the City's infrastructure to accommodate such facilities; and the possibility of unlawful sale of marijuana and marijuana products; and

WHEREAS, as a result of the foregoing issues, the siting and operation of Social Clubs or Retail Medical Marijuana Caregiver Storefronts and related uses and activities within the City has potentially serious implications for the health, safety, and welfare of the City and its residents and visitors; and

WHEREAS, an overburdening of public facilities and resources, including public safety resources, is a reasonably foreseeable result of unregulated Social Clubs or Retail Medical Marijuana Caregiver Storefronts and related uses and activities located and operated in the City; and

WHEREAS, the City has established a working group charged with studying, reviewing, and making recommendations to the City Council regarding the regulation of adult and medical marijuana facilities, uses and activities, including Social Clubs and Retail Medical Marijuana Caregiver Storefronts; and

WHEREAS, the City and the working group needs time to understand the disposition of LD 1539, LD 238, and any State department rules promulgated pursuant to the Adult Use Act or the Medical Act in relation to its own Code of Ordinances and to evaluate the effects of Social Clubs and Retail Medical Marijuana Caregiver Storefronts and related uses and activities in order to prepare reasonable ordinance provisions governing the siting, licensing, and operation of such facilities, uses, and activities; and

WHEREAS, 30-A M.R.S. § 4356 authorizes the City to establish a moratorium on the processing or issuance of development permits or licenses; and

WHEREAS, in the judgment of the City Council, the foregoing findings constitute a necessity within the meaning of 30-A M.R.S. § 4356.

NOW, THEREFORE, be it ordained by the City Council of the City of Auburn, Maine, as follows:

1. Moratorium. The City does hereby declare a moratorium on the siting, operation, or licensing of any Social Club or Retail Medical Marijuana Caregiver Storefront within the City. For purposes of this Moratorium Ordinance, these terms shall have the following meanings:

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

- a. "Social Club" shall mean any premises where marijuana or marijuana products are furnished or sold to consumers for on-premises consumption, excluding the personal adult consumption of marijuana or marijuana products pursuant to 28-B M.R.S. § 1501(2) or the consumption of medical marijuana or medical marijuana products pursuant to 22 M.R.S. § 2422 et seq.
- b. "Retail Medical Marijuana Caregiver Storefront" shall mean a retail store, a retail business, or an establishment that resembles a retail storefront in terms of signage, hours of operation, and accessibility to patrons (including without limitation retail use or retail space, as those terms are defined in Article I, Sec. 60-2 of the City's Code of Ordinances) where a licensed caregiver furnishes or sells marijuana or marijuana products to qualifying patients, as those terms are defined in 22 M.R.S. § 2422.

[NOTE: Paragraph 2, below, concerns the retroactive applicability of this Moratorium Ordinance. This provision will be up for discussion at the City Council meeting scheduled for Monday, June 18, 2018.]

2. Date of Applicability. Notwithstanding 1 M.R.S. § 302 or any other law to the contrary, and regardless of the Effective Date, this Moratorium Ordinance shall govern and apply to all proceedings, licenses, and applications for a Social Club or Medical Marijuana Caregiver Storefront that were or are pending before the City Clerk, Code Enforcement Officer, or the Planning Board on or any time after _____ and, to the extent allowed by 30-A M.R.S. § 3007(6), shall nullify the issuance of any final approval of the City Clerk, Code Enforcement Officer, or the Planning Board made on or at any time after _____ that authorizes the operation of a Social Club or Medical Marijuana Caregiver Storefront (the "Date of Applicability").
3. Effective Date. This Ordinance shall become effective immediately upon its final passage by the City Council (the "Effective Date") and shall remain in full force and effect for a period of 180 days, unless extended, repealed, or modified in accordance with applicable law.
4. Conflicts; Savings Clause. Any provisions of the City's Code of Ordinances that are inconsistent with or conflict with the provisions of this Moratorium Ordinance are hereby repealed to the extent applicable for the duration of this moratorium. If any section or provision of this Moratorium Ordinance is declared by a court of competent jurisdiction to be invalid, such a declaration shall not invalidate any other section or provision.
5. Violations. If any Social Club or Medical Marijuana Caregiver Storefront is located or operates in the City, in violation of this Moratorium Ordinance, each day of any continuing violation shall

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

constitute a separate violation of this Moratorium Ordinance and the City shall be entitled to all rights available to it pursuant to 30-A M.R.S. § 4452, including, but not limited to, fines and penalties, injunctive relief, and its reasonable attorney's fees and costs in prosecuting any such violations.

Given under our hands this ____ day of _____, 2018.

_____	_____
_____	_____
_____	_____

A Majority of the City Council of the City of Auburn, Maine.

First Reading:
Second Reading:
Final Passage:

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

Attest: A true copy of an ordinance entitled, "Moratorium Ordinance on Social Clubs and Retail Medical Marijuana Caregiver Storefronts," as certified to me by the municipal officers of the City of Auburn, Maine, on the ___ day of _____, 2018.

Susan Clements, City Clerk
City of Auburn, Maine

IN COUNCIL REGULAR MEETING JUNE 4, 2018 VOL. 35 PAGE 143

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

1. Order 49-06042018*

Accepting the transfer of \$11,000. (5% of \$220,000) in forfeiture assets in Rem in U.S. Currency to the Auburn Police Department (U.S. Department of Treasury Seizure 04180002-01 – Scott Ferland).

Motion was made by Councilor Lasagna and seconded by Councilor Hayes for passage. Passage 7-0.

II. Minutes – May 21, 2018 Regular Council Meeting

Motion was made by Councilor Walker and seconded by Councilor Hayes to approve the minutes of the May 21, 2018 Regular Council meeting. Passage 7-0.

IV. Communications, Presentations and Recognitions

Communications – Liberty Festival Mass Gathering/Special Event Application was presented to the Council and a public hearing and vote will take place at the June 18, 2018 City Council Meeting.

V. Open Session – Matthew Dubois, 49 Haymarket Square, Bangor commented on the Marijuana Moratorium discussion.

Mamie Anthoine Ney, Director of the Auburn Public Library reminded everyone about the Library's online auction fundraiser.

V. Unfinished Business - None

VI. New Business

1. Order 50-06042018

Amending the 2010 Comprehensive Plan Future Land Use Map for the property located at 33 Dunn Street.

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

Public comment – no one from the public spoke.

Passage 6-1 (Councilor Titus opposed).

2. Ordinance 02-06042018

Adopting the zone change for 33 Dunn Street – 1st reading.

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

Public comment – Joe Gray, Sopers Mill Road.

Passage 6-1 (Councilor Titus opposed). A roll call vote was taken.

3. Order 51-06042018

Authorizing the Finance Director to execute the issuance of general obligation bonds and a tax levy therefore. Public hearing and first reading.

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

Public hearing – no one from the public spoke.

Motion was made by Councilor Titus and seconded by Councilor Hayes to remove the \$100,000 for the beach study. Passage 5-2 (Councilors Walker and Young opposed).

Motion was made by Councilor Gerry and seconded by Councilor Young to cut funding for Museum LA from \$25,000 to \$10,000. Motion failed 3-4 (Councilors Lasagna, Hayes, Fournier, and Walker opposed).

Motion was made by Councilor Walker and seconded by Councilor Fournier to cut funding for Museum LA from \$25,000 to \$15,000. Motion failed 3-4 (Councilors Young, Lasagna, Hayes, and Gerry opposed).

Motion was made by Councilor Gerry to reconsider her vote on the amendment to cut funding for Museum LA from \$25,000 to \$15,000 noting that she wanted to vote in the affirmative. The motion was seconded by Councilor Fournier. Passage of the amendment 5-2 (Councilors Lasagna and Hayes opposed).

Motion was made by Councilor Lasagna and seconded by Councilor Fournier to reduce the Recreation Department cameras from \$25,000 to \$10,000. Motion failed 2-5 (Councilors Young, Lasagna, Hayes, Titus, and Gerry opposed).

Motion on Order 51-06042018 as amended failed 4-3 (Councilors Walker, Gerry, and Fournier opposed). A roll call vote was taken.

4. Order 52-06042018

Reallocation of bonds. Public hearing and first reading.

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

Public hearing – Joe Gray, Sopers Mill Road commented on the sign trailer.

Motion was made by Councilor Fournier and seconded by Councilor Walker to amend by cutting the funding for a sign trailer from \$14,000 to \$5,000. Motion failed 3-4 (Councilors Young, Lasagna, Hayes, and Titus opposed).

Passage of Order 52-06042018 5-2 (Councilors Walker and Gerry opposed).

5. Resolve 07-06042018

Adopting the Appropriations Resolve for Fiscal Year 2019. Public hearing and first reading.

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

Public hearing – no one from the public spoke.

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

VII. Reports

Mayor Levesque – gave recognition to Curtis Ouellette who just earned his Eagle's badge.

Councilor Young – reported on the ELHS track meet.

Councilor Lasagna – reported on the ELHS graduation and the most recent School Building Committee noting that things are moving along. The site selection should be made in approximately a month.

Councilor Hayes – reported on the ELHS graduation noting that there were 25 countries represented by the student body. He reported that there is no Airport Board meeting this month but noted that they are finishing the year within budget.

Councilor Titus – reported that the Sunderland Drive Neighborhood Watch Group is meeting tomorrow from 6-7PM at Sam's Italian Sandwich Shop on Court Street. He also reported on the Auburn Water and Sewer meetings that he attended, and he requested a workshop to talk about policy on the Community Gardens.

Councilor Fournier – reported that there is a new Auburn Middle School Principal (Bob Griffin). She reported that the Community Credit Union on Stanley Street will be having a ribbon cutting on June 12th. The next School Committee meeting will be held on Wednesday the 6th at Park Avenue School and they will be honoring retirees. Last, she said the Task Force on Proficiency Based Learning will be meeting tomorrow from 3-5PM at the High School.

Councilor Walker – reported that the Age Friendly Committee will be meeting tomorrow at the Senior Center at 6:30 PM. He also wanted the LA911 people to know

that he does support them adding that because it is a safety issue, we need to support them.

Councilor Gerry – reported on her garden plot at the Newbury Street Garden.

City Manager – reported that he met with the School Superintendent to talk about how they can work together more. He recognized Assistant City Manager Denise Clavette noting this was her last official meeting before moving on to Saco. He thanked Jill Eastman and the Department Directors on their work on the budget. Last, he reported on a meeting he had today on the Androscoggin River and safety and rescue measures they can take.

VIII. Open Session

Joe Gray, Sopers Mill Road commented on the budget process and the vacant Assistant City Manager position.

Dan Herrick, Hatch Hill Road commented on the Minot Avenue construction project and some issues in that area. He also commented on the budget, salaries, contracts and employee benefits.

IX. Executive Session

Motion was made by Councilor Fournier and seconded by Councilor Gerry to suspend the rules and enter into executive session pursuant to 1 M.R.S.A. Sec. 405(6)(A). Passage 4-3 (Councilors Young, Titus, and Hayes opposed). Time 9:29 PM.

Council was declared out of executive session at 9:47 PM.

X. Adjournment – Motion was made by Councilor Walker and seconded by Councilor Fournier. Passage 7-0. Time 9:48 PM.

A TRUE COPY

ATTEST *Susan Clements-Dallaire*

Susan Clements-Dallaire, City Clerk



Jan. 5, 1961 to Sept. 19th, 2017

Bruce attended school in Auburn and graduated from Edward High School. He then earned his Associates Degree in Theatre Arts at Brigham Young University (BYU) in Rexburg, Idaho and Bachelor's Degree in Theatre Arts at Southern Utah University in Cedar City, Utah.

Bruce knew at an early age he wanted to act and loved musicals and plays of all kinds.

One of his early lead roles was Fagin in Walton School's rendition of Oliver Twist.

He later was featured in several television commercials.

Had a small role in the movie Scooter McGruder, The fight and Liberty Maine.

He performed in several Theater venues in Maine, Idaho, and Utah doing musicals; as well as comedy and dramatic plays. He loved the plays he did with our Community Little Theater THE BEST – Inherit the Wind, The Lion in winter, Annie, Oliver and the list goes on.

In his spare time after his family obligations were met and he wasn't performing you'd find him helping out at our local schools and theaters – building sets, running lights, helping actors apply make-up, helping others learn lines, ushering, selling tickets, and most important giving endless encouragement to help others bring out and achieve their best performance.

The Bruce J. Gerry Theater of Arts Memorial Scholarship Fund 2018 Award

1st Recipient

Jean Doherty

Graduate from Edward Little High School
Class of 2018

\$100.00

Given in Bruce's memory.

She is planning on attending Maine College of Art in Portland.





City of Auburn City Council Information Sheet

Council Workshop Date: 6-4-2018

Ordinance: 02-06042018

Author: Zach Mosher, City Planner

Subject: Future Land Use and Zoning Map Amendments at 33 Dunn St.

Information: Clarice and Jeff Hinckley, owners of 33 Dunn St (PID #: 221-195), the site of the former Twin City Times, requested to have the zoning changed at this property from Multi-Family Urban (MFU) to Neighborhood Business (NB). They are interested in providing office space on the bottom floor and a coffee and doughnut/muffin shop on the top floor. The Assessing Department classifies the property as "personal/professional services" and therefore the office use, although not permitted in the MFU district, is grandfathered and allowed to continue at this location, but any kind of retail, including food retail is not allowed in the MFU district. The zone change proposal from MFU to NB would allow a neighborhood scale commercial use.

At the request of the property owners, the Planning Board initiated a Zoning Map Amendment at their February 13, 2018 meeting. The zone change was then presented to the Planning Board at a public hearing on March 27, 2018. The Staff recommended that the Planning Board consider both an amendment to the Comprehensive Plan's Future Land Use Plan for both 33 Dunn St from New Auburn Village Center (NAVC) to Neighborhood Business (NB) and a Zoning Map Amendment from Multi-Family Urban (MFU) zoning to Neighborhood Business (NB) zoning. The Staff felt the Zoning Map Amendment would be better supported by changing the Future Land Use designation to one that would be in compliance with the Comprehensive Plan. One resident spoke during the public hearing and voiced concern over the other uses the Neighborhood Business district might allow as this specific use and owners will not be present forever. Any kind of commercial (retail, service, or office) use in the NB district would either need a signoff from the Planning Director or special exception approval by the Planning Board.

City Budgetary Impacts: None

Staff Recommended Action: Staff recommends passage (2nd reading).

Previous Meetings and History: On February 13, 2018 staff asked the Planning Board to initiate a zone change. A public hearing was held at the March 27, 2018 meeting and the Planning Board voted 7-0 to forward a positive recommendation to the City Council. All Planning Board materials and maps are attached. Presented to Council at the 5/21/2018 Council Workshop. A Public hearing and passage of first reading was on 6/4/2018.

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Coakley".

Attachments:

1. Planning Board report to the City Council.
2. Staff Report for the Planning Board's March 27, 2018 meeting with map and attachments.



City of Auburn, Maine

Office of Economic & Community Development
www.auburnmaine.gov | 60 Court Street
Auburn, Maine 04210
207.333.6601

PLANNING BOARD REPORT to the CITY COUNCIL

To: Mayor Levesque and Honorable Members of the Auburn City Council

From: Zach Mosher, City Planner

Re: Comprehensive Plan Future Land Use Plan Zoning Map Amendment – 33 Dunn Street

Date: May 7, 2018

SUMMARY – On March 27, 2018 the Auburn Planning Board held a public hearing and took action on a Comprehensive Plan Future Land Use Plan Amendment and a Zoning Map Amendment for 33 Dunn St. The meeting consisted of a staff presentation and comments from an area resident residing at 59 Fourth street during the public hearing. After a discussion, the Planning Board voted unanimously 7-0 to send recommendations of **APPROVAL** for both amendments on to the City Council for final action.

PROPOSAL - Based on a request by staff the Planning Board initiated a Zoning Map Amendment (zone change) at its February 13, 2018 meeting for the Planning Board to amend the zoning at 33 Dunn St from its current zoning of Multi-Family Urban (MFU) to Neighborhood Business (NB). The party who has purchased the property is interested in providing office space on the bottom floor and a coffee and doughnut/muffin shop on the top floor. Our assessing office classifies the property as "personal/professional services with an office style building" and therefore the office use, although not permitted in the MFU district, is allowed to continue at this location, but any kind of retail, including food retail is not allowed in the MFU district. The owner is requesting to have the zoning changed to Neighborhood Business to allow a neighborhood scale commercial use which could be a desirable amenity in this part of New Auburn.

The 2010 Comprehensive Plan Future Land Use Plan recommends New Auburn Village Center (NAVC) for the general area including 33 Dunn St. The Staff recommended that the Planning Board first amend the 2010 Comprehensive Plan's Future Land Use map for 33 Dunn St from New Auburn Village Center (NAVC) to Neighborhood Business (NB) prior to considering the

proposed zone change. The second step would be a Zoning Map Amendment for 33 Dunn St from Multi-Family Urban (MFU) to Neighborhood Business (NB).

THE SITE – The property is approximately .23 ac. (10,000 s.f.) in size and is the site of the former Twin City Times newspaper. The structure was permitted and constructed around 1965 as a credit union and later occupied by Twin City Times and contains approx. 12 parking spaces at the rear of the building. There are two floors in the building with the bottom floor being a “walk-out.” The whole building is approx. 3,400 s.f. in size, but only approx. 600 s.f. would be devoted to food retail under the owner’s specific proposal.

At the February 13, 2018 Planning Board meeting, staff conducted a short presentation asking the Planning Board to initiate the zone change. Staff provided the following reasons as to why considering a zone change made sense at this property:

1. The property is across the street from a Neighborhood Business zoned property with a similar history of commercial use.
2. The structure was permitted and constructed around 1965 as a credit union and later occupied by Twin City Times.
3. The structure is not well suited for conversion to a residential use.
4. A small retail store, café or bakery could be a desirable amenity in the neighborhood.

Final action was taken the Planning Board on March 27, 2018 when the board voted unanimously to forward a recommendation of approval to the City Council.

PLANNING BOARD ACTION - The Planning Board was asked to make two recommendations to the City Council: (1) amend the Future Land Use Map for 33 Dunn St from New Auburn Village Center (NAVC) to Neighborhood Business (NB) and 2) for a Zoning Map Amendment for 33 Dunn St from Multi-Family Urban (MFU) zone to Neighborhood Business (NB) zone.

1. The March 27th Staff Report presented references from the 2010 Comprehensive Plan relating to Neighborhood Business, which were incorporated into the findings for recommending approval to amend the Future Land Use for 33 Dunn St Street from the New Auburn Village Center designation to Neighborhood Business. (See Attachment 2, Section III, A, pages 3 and 4)

The second part of Planning Board consideration was for a zoning map amendment from Multi-Family Urban (MFU) to Neighborhood Business (NB). The Staff suggested that if the Planning Board/City Council amended the Future Land Use for 33 Dunn St from New Auburn Village Center (NAVC) to Neighborhood Business (NB), that change would make the Zoning Map Amendment request for said property to Neighborhood Business in compliance with the Comprehensive Plan's Future Land Use Plan. The staff also presented findings that the zone change request was reasonable would allow small-scale general commercial uses (retail, service, and office) that do not negatively affect the character of the surrounding neighborhood. It would also allow the



proposed continuance of the office use to become a conforming use, in addition to allowing small scale retail and service uses.

IV. PLANNING BOARD PUBLIC HEARING, DELIBERATION AND RECOMMENDATIONS- During the public hearing portion of the item at the March 27, 2018 meeting, Kevin Lynch, a resident of 59 Fourth St expressed concern about the use regulations in the Neighborhood Business district as this property will at some point change hands and doesn't want the character of the neighborhood to change by allowing a wide range of commercial uses. Board member Scogin responded by listing the use regulations of Neighborhood Business district and by reading Use Regulation 5 which reads:

Commercial uses (offices, retail and services) in the Neighborhood Business (NB) district are a permitted use and must be authorized by the planning director while meeting the following two criteria:

- a. The external activity levels and impacts are limited as to be compatible with and not adversely affect the character of the surrounding neighborhood.*
- b. The proposed use will not create excessive noise, excessive traffic, nuisances (vibration, smoke, odor, appearance, etc.), fire hazard and other negative impacts of business activities being conducted in the residential neighborhood.*

The resident was happy with the answer and said that he lauds the owners of 33 Dunn St for trying to accommodate a small retail use at this location. The public hearing was then closed.

A motion was made to forward a recommendation of Approval to the City Council to amend the Future Land Plan for 33 Dunn St from New Auburn Village Center (NAVC) to Neighborhood Business (NB) and to amend the Zoning Map for said property from Multi-Family Urban (MFU) to Neighborhood Business (NB) with the following findings on the Future Land Use Amendment:

1. Amending the Future Land Use Plan from New Auburn Village Center (NAVC) to Neighborhood Business (NB) for 33 Dunn St will meet the goal of the Comprehensive Plan by "support(ing) the retention and improvement of these businesses since they offer a valuable service to the City's residents" and "The standards also allow for replacing an existing use with a new non-residential use as long as it is appropriate for the neighborhood."

2. The proposed uses at 33 Dunn St meets the Objectives, Allowed Uses and Development Standards for Neighborhood Business (NB) as stated in the 2010 Comprehensive Plan (Chapter 2 Future Land Use Plan).
3. Amending the Future Land Use Plan from New Auburn Village Center (NAVC) to Neighborhood Business (NB) for 33 Dunn St will create a future land use designation for the Comprehensive Plan and be compatible and in compliance for the proposed zoning map amendment, which if approved, would allow the proposed uses of office and retail.
4. The proposed use of 33 Dunn St will be compatible and appropriate for the surrounding neighborhood.

The findings continued for the Planning Board to send a recommendation of **APPROVAL** to the City Council for the Zoning Map Amendment for 33 Dunn St from Multi-Family Urban (MFU) to Neighborhood Business (NB) with the following findings:

1. The Zoning Map Amendment for 33 Dunn St from Multi-Family Urban (MFU) to Neighborhood Business (NB) will be in compliance with the Future Land Use Plan's designation as Neighborhood Business. (Subject to City Council approval of the Future Land Use Amendment)
2. Amending the Zoning Map for 33 Dunn St from Multi-Family Urban (MFU) to Neighborhood Business (NB) will allow a small-scale office and retail location to exist in a walkable neighborhood.
3. Changing 33 Dunn St to Neighborhood Business (NB) will meet the Neighborhood Business district goal of the 2010 Comprehensive Plan by "support(ing) the retention and improvement of these businesses since they offer a valuable service to the City's residents."

The motion was approved with a unanimous vote of 7-0 (motion by Scogin, seconded by Hamlyn).

PLANNING BOARD STAFF REPORT

To: Auburn Planning Board

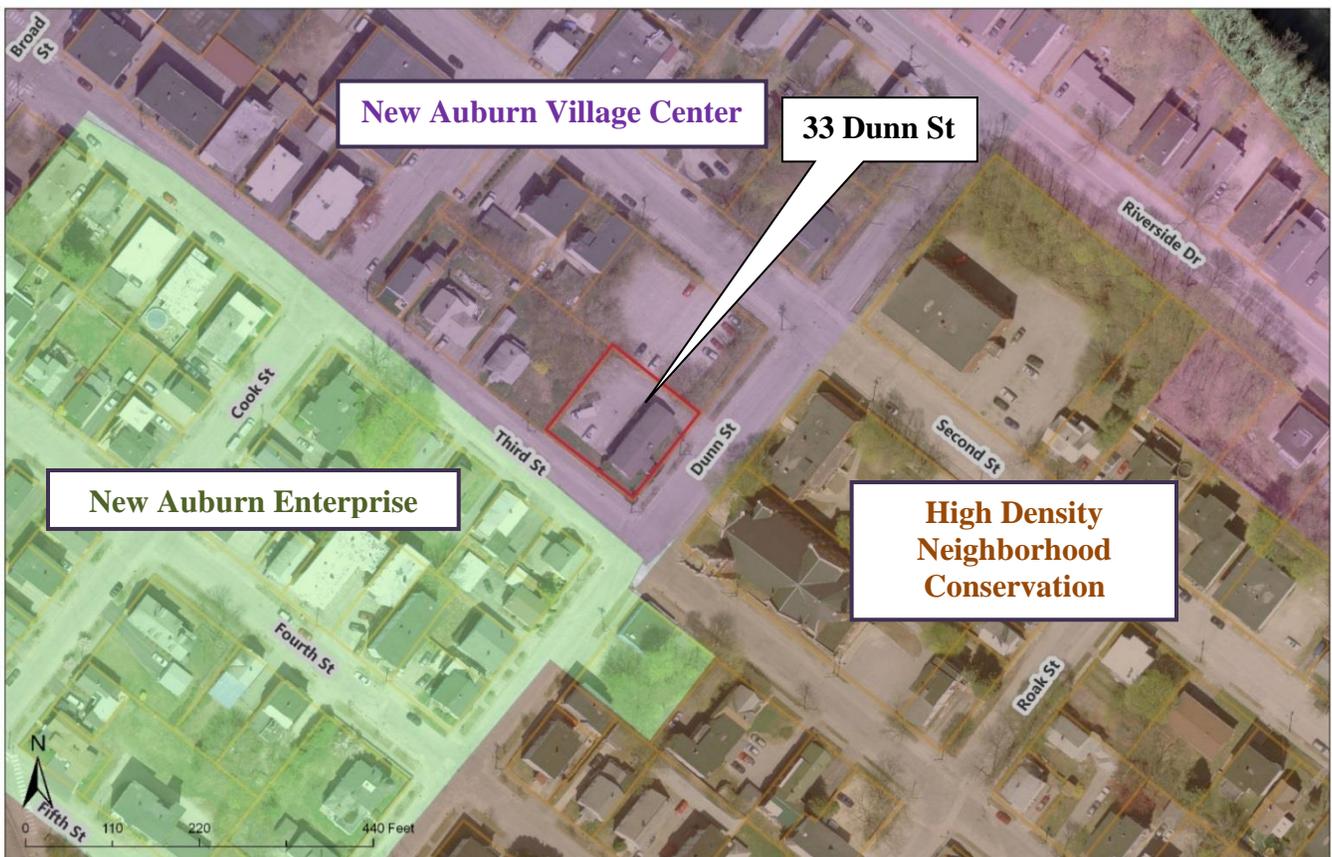
From: Zach Mosher, City Planner

Re: Future Land Use Map and Zoning Map Amendment for 33 Dunn St

Date: March 27, 2018

- I. **PROPOSAL** – The Auburn Planning Board initiated a Zoning Map Amendment (zone change) at their February 13, 2018 meeting for the property located at 33 Dunn St (PID # 221-195). This property was occupied by the Twin City Times as recently as January 2018 and is currently zoned Multi-Family Urban (MFU) and is being proposed to be rezoned to Neighborhood Business (NB). At this meeting, the Planning Board is being asked to make a two-step recommendation to the City Council:
- 1) Amend the Future Land Use Map and 2) Amend the Zoning Map.

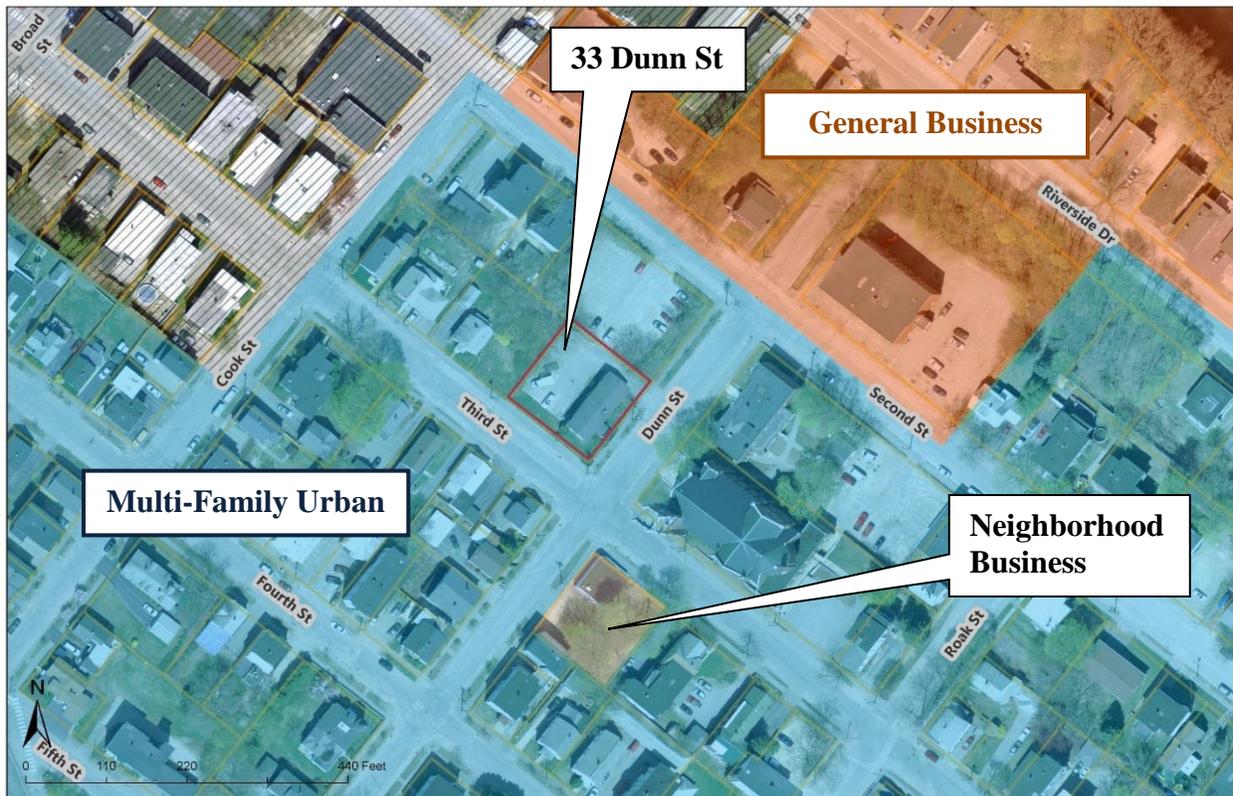
Existing Future Land Use Map:



Proposed Future Land Use Map:



Existing Zoning:



Proposed Zoning:



BACKGROUND and STAFF COMMENTS – The party who has purchased the property is interested in providing office space on the bottom floor and a coffee and doughnut/muffin shop on the top floor. They are proposing offices on the 1st floor in addition to a small retail coffee/doughnut shop on the top floor. Our assessing office classifies the property as “personal/professional services with an office style building” and therefore the office use, although not permitted in the MFU district, is allowed to continue at this location, but any kind of retail, including food retail is not allowed in the MFU district. The owner is requesting to have the zoning changed to Neighborhood Business to allow a neighborhood scale commercial use which could be a desirable amenity in this part of New Auburn.

THE SITE – The property is approximately .23 ac. (10,000 s.f.) in size and is the site of the former Twin City Times newspaper. The structure was permitted and constructed

around 1965 as a credit union and later occupied by Twin City Times and contains approx. 12 parking spaces at the rear of the building. There are two floors in the building with the bottom floor being a “walk-out.” Each floor is approx. 1,450 sq ft in size.

At the February 13, 2018 Planning Board meeting, staff conducted a short presentation asking the Planning Board to initiate the zone change. Staff provided the following reasons as to why considering a zone change made sense at this property:

1. The property is across the street from a Neighborhood Business zoned property with a similar history of commercial use.
2. The structure was permitted and constructed around 1965 as a credit union and later occupied by Twin City Times.
3. The structure is not well suited for conversion to a residential use.
4. A small retail store, café or bakery could be a desirable amenity in the neighborhood.

After review, the Planning Board voted to initiate a zone change at this location and staff is now requesting the Planning Board vote to make a recommendation to the City Council on amending both the Future Land Use map and the Zoning Map.

II. **DEPARTMENT REVIEW** - The proposed zoned change was reviewed at the October 18, 2017 Plan Review Committee.

- a. Police - No Comments
- b. Auburn Water and Sewer - No Comments
- c. Fire Department - No Comments
- d. Engineering – No Comments
- e. Public Services – No Comments
- f. Economic and Community Development – Staff presented the zone change request to the Plan Review Committee.

III. **PLANNING BOARD ACTION**- The Planning Board is being asked to make a two-step recommendation to the City Council:

- 1) Amend the Future Land Use Map
- 2) Amend the Zoning Map

The Planning Board is being asked to amend the Future Land Use for 33 Dunn St from New Auburn Village Center (NAVC) District to Neighborhood Business (NB), and for a Zoning Map Amendment for 33 Dunn Street from Multi-Family Urban (MFU) district to Neighborhood Business (NB) district.



A. FUTURE LAND USE PLAN AMENDMENT-

The 2010 Comprehensive Plan's Future Land Use Map for the 33 Dunn St property is New Auburn Village Center. This designation is appropriate for the general area.

The 2010 Comprehensive Plan speaks to Neighborhood Business as follows:

(From Goals, Policies and Strategies, Chapter 1)

4. Neighborhood Business Districts

*The City has a number of neighborhood businesses that are located within residential neighborhoods. **It is the City's policy to support the retention and improvement of these businesses since they offer a valuable service to the City's residents.** It is also the City's policy to encourage the owners of these properties to reinvest in maintaining and improving these buildings. To accomplish these objectives, the Future Land Use Plan (see Chapter 2) designates these properties as Neighborhood Business Districts. The standards for these districts allow the existing nonresidential use to be maintained and improved, as long as it is compatible with the surrounding neighborhood. The standards also allow for replacing an existing use with a new nonresidential use (other than service stations and auto service facilities), as long as it is appropriate for the neighborhood. **The primary objective in creating these districts is to encourage the retention of these neighborhood businesses.** As long as the property includes nonresidential space, whether occupied or not, the property should remain in the Neighborhood Business District to allow re-occupancy by an appropriate nonresidential use. However, if a property is converted to a residential use, it is the City's policy that the City should rezone the property to eliminate the Neighborhood Business District. (pages 71 and 72, 2010 Comprehensive Plan- Chapter 1: Goals, Policies and Strategies)*

(From Future Land Use Plan, Chapter 2)

Neighborhood Business District (NB)

Objective - *The objective of the Neighborhood Business District is to allow for the maintenance, improvement, and continued commercial use of properties within residential neighborhoods that have been traditionally used for nonresidential purposes, provided that they are good neighbors, and that changes in the property or the use do not increase the adverse impacts on the neighborhood (see Figure 2.3).* Properties that are zoned Neighborhood Business should continue to be zoned for commercial use as long as they continue to be used for appropriate nonresidential

purposes. If the property is converted to a residential use, it should be rezoned to remove it from the neighborhood business district.

Allowed Uses – *The following types of uses should be allowed in the Neighborhood Business District provided they do not result in an increase in the adverse impacts on the surrounding neighborhood:*

- *residential uses of the type allowed in the surrounding neighborhood*
- *personal services*
- *small retail uses*
- *existing service stations and auto service facilities*
- *community services and government uses*

Development Standards – *The development standards should reflect the existing pattern of development with respect to setbacks.* *The standards should allow for the expansion of the building as long as the overall layout and functioning of the site is improved, and there is no increase in adverse impacts. (pages 105 and 106; 2010 Comprehensive Plan- Future Land Use Plan Chapter 2)*

STAFF COMMENTS- It is clear that the 2010 Comprehensive Plan's Goals and Future Land Use Plan supports preserving and maintaining neighborhood businesses. As the site of a credit union for 40 years and then the location of the Twin City Times this property has provided a valuable service to the neighborhood over the years. With the plan being to continue the office use while also offering small scale food retail, it is the owner's desire to continue a valuable service to the neighborhood. Amending 33 Dunn St from New Auburn Village Center (NAVC) to Neighborhood Business (NB) meets the goals and intent of the 2010 Comprehensive Plan for Neighborhood Business and will allow the associated Zoning Map Amendment to be approved by being in agreement with the Comprehensive Plan Land Use Map.

B. ZONING MAP AMENDMENT- The proposed Zoning Map Amendment for 33 Dunn St from Multi-Family Urban (MFU) to Neighborhood Business (NB) is supported by the 2010 Comprehensive Plan's Goals, Policies and Strategies and Land Use Plan as referenced previously. Should the Future Land Use Plan be amended for 33 Dunn St to Neighborhood Business, the proposed zone change for 33 Dunn St to Neighborhood Business would then be in agreement with the Future Land Use Plan. The proposed zone change would allow general commercial uses (retail, service, and office) that do not negatively affect the character of the surrounding neighborhood. It would also allow the office use to become a conforming use, in addition to allowing small scale retail and service uses.



STAFF COMMENTS- Amending the Future Land Use for 33 Dunn Street to from New Auburn Village Center (NAVC) to Neighborhood Business (NB) will make the Zoning Map Amendment request for 33 Dunn St to Neighborhood Business compatible and in compliance with the Comprehensive Plan's Future Land Use Plan. The zone change request will allow the office use to become conforming as well as allowing general commercial, retail, and service uses without being detrimental to the surrounding area.

IV. STAFF RECOMMENDATIONS-

A FUTURE LAND USE PLAN AMENDMENT-

The Staff recommends the Planning Board send a recommendation of **APPROVAL** to the City Council to amend the Future Land Plan for 33 Dunn St from New Auburn Village Center (NAVC) to Neighborhood Business (NB) with the following findings:

1. Amending the Future Land Use Plan from New Auburn Village Center (NAVC) to Neighborhood Business (NB) for 33 Dunn St will meet the goal of the Comprehensive Plan by "support(ing) the retention and improvement of these businesses since they offer a valuable service to the City's residents" and "The standards also allow for replacing an existing use with a new non-residential use as long as it is appropriate for the neighborhood."
2. The proposed uses at 33 Dunn St meets the Objectives, Allowed Uses and Development Standards for Neighborhood Business (NB) as stated in the 2010 Comprehensive Plan (Chapter 2 Future Land Use Plan).
3. Amending the Future Land Use Plan from New Auburn Village Center (NAVC) to Neighborhood Business (NB) for 33 Dunn St will create a future land use designation for the Comprehensive Plan and be compatible and in compliance for the proposed zoning map amendment, which if approved, would allow the proposed uses of office and retail.
4. The proposed use of 33 Dunn St will be compatible and appropriate for the surrounding neighborhood.

B. ZONING MAP AMENDMENT-

The Staff recommends the Planning Board send a recommendation of **APPROVAL** to the City Council for the Zoning Map Amendment for 33 Dunn St from Multi-Family Urban (MFU) to Neighborhood Business (NB) with the following findings:

1. The Zoning Map Amendment for 33 Dunn St from Multi-Family Urban (MFU) to Neighborhood Business (NB) will be in compliance with the Future Land Use

Plan's designation as Neighborhood Business. (Subject to City Council approval of the Future Land Use Amendment)

2. Amending the Zoning Map for 33 Dunn St from Multi-Family Urban (MFU) to Neighborhood Business (NB) will allow a small-scale office and retail location to exist in a walkable neighborhood.
3. Changing 33 Dunn St to Neighborhood Business (NB) will meet the Neighborhood Business district goal of the 2010 Comprehensive Plan by "support(ing) the retention and improvement of these businesses since they offer a valuable service to the City's residents."

Zach Mosher

Zach Mosher
City Planner

Auburn, ME

Property Record Card

Parcel Data

Parcel: 221-195	Owner1: HINCKLEY PROPERTIES LLC	Sale Date: 02/22/2018	Account: 4305
CollectorID: 221195000	Owner2:	Sale Price: 160,000	Card#: 1
Location: 33 DUNN ST	Mailing: 17 OAK HILL DRIVE	Book/Page: 9789-215	Total Land: 0.23
Alt Location:	Mailing2:	Cert Number:	Neighbhd: GB8
Land Use: 15 PERS/PROF SV	City: NEW GLOUCESTER St: ME	Validity Code:	Subdv Par: 221-195-000-000
Assessor Map:	Zip: 04260	Verified By:	Subdv Type: Correction
		Grantor: TWIN CITY PUBLISHING INC	Subdv FY: 2003

Inspect Date:	By:	Reason:	Result:	Notes:
10/18/2012		NC: NO CHANGE	QTR1: 1-4 Rev 2012	ADD REAR CANOPY
11/06/2008			1-4: 1 - 4 REVIEW	

Previous Assessment Information

In Process: 173,300	Current FY: 2018	Assessed: 173,300	Prior FY: 2017
Residential Exempt:		Prior Res Exempt:	

Condo Parking

Condo Park Type:	Condo Garage Spaces:	Condo Covered Spaces:	Condo Open Spaces:
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Building Description/Condo Unit Information

Use Code:	Bsmt Garage Cap:	Num Elevators:
Type:	Attached Garage Area:	Condo Kitchen Type:
Stories:	Heat Fuel:	Condo Building Number:
Occupancy:	Heat Type:	Condo CDU:
Foundation:	Percent Air Cond:	Condo Pct Interest:
Ext Wall:	Full Baths:	Condo Base Floor:
Roof Type:	Full Bath Qual:	Rooms:
Roof Cover:	Half Baths:	Bedrooms:
Year Built:	Half Bath Qual:	First Floor Area:
Grade:	Kitchen Qual:	Upper Floor Area:
Overall Cond:	Extra Kitchens:	Basement Area:
Interior Cond:	Fireplaces:	Basement Finished:
Exterior Cond:	Stacks:	Basement Grade:

Image



Development Standards – The basic density requirement should be up to 6-8 units per acre for single family and two-family homes and up to 10-12 units per acre for townhouse style and multifamily units. The reuse/reconfiguration of the space within existing buildings for residential purposes should be allowed without consideration of the density/lot size requirements provided that the building will be renovated, be compatible with the neighborhood, and meet the City’s requirements for residential units including the provision of appropriate parking and green space. The minimum lot size for single family house lots should be 5,000 to 6,500 SF with 50 feet of lot width or frontage. The other development standards should be established to reflect the existing pattern of development.

Moderate Density Neighborhood Conservation District (MoDNC)

Objective – Stabilize and promote continued investment in the City’s moderate density single and two-family neighborhoods to assure that they remain safe, attractive areas in which residents want to live (see Figures 2.3, 2.5, 2.6, and 2.7). To this end, the district should allow property owners to upgrade their properties and for infill development to occur on vacant lots as long as it is compatible with the character of the neighborhood.

Allowed Uses – The allowed uses in the Moderate Density Neighborhood Conservation District should be limited to the following types of uses:

- single and two-family homes
- townhouse style attached single family units
- home occupations
- community services and municipal use and facilities
- agriculture

Development Standards – The basic density requirement should be up to 4-6 units per acre for single family and two-family homes and up to 6-8 units per acre for townhouse style units. The minimum lot size for single family house lots should be 7,500 to 10,000 SF, with 75 to 100 feet of lot width or frontage. The other development standards should be similar to the standards for existing Urban Residential District. The development standards should include provisions to allow infill development on existing lots of record, regardless of their size, if they meet stringent design and environmental standards that ensure compatibility with the surrounding neighborhood.

DESIGNATIONS: NONRESIDENTIAL AND MIXED USE

Neighborhood Business District (NB)

Objective – The objective of the Neighborhood Business District is to allow for the maintenance, improvement, and continued commercial use of properties within residential neighborhoods that have been traditionally used for nonresidential purposes, provided that they are good neighbors, and that changes in the property or the use do not increase the adverse impacts on

the neighborhood (see Figure 2.3). Properties that are zoned Neighborhood Business should continue to be zoned for commercial use as long as they continue to be used for appropriate nonresidential purposes. If the property is converted to a residential use, it should be rezoned to remove it from the neighborhood business district.

Allowed Uses – The following types of uses should be allowed in the Neighborhood Business District provided they do not result in an increase in the adverse impacts on the surrounding neighborhood:

- residential uses of the type allowed in the surrounding neighborhood
- personal services
- small retail uses
- existing service stations and auto service facilities
- community services and government uses

Service stations and auto service facilities existing as of 2009 should continue to be allowed uses and should be allowed to modernize, but the establishment of a new service station or auto service facility in the Neighborhood Business district should not be permitted. Before an existing nonresidential use is replaced by a new nonresidential use, it should be required to demonstrate that it will not increase the adverse impact on the surrounding neighborhood.

Development Standards – The development standards should reflect the existing pattern of development with respect to setbacks. The standards should allow for the expansion of the building as long as the overall layout and functioning of the site is improved, and there is no increase in adverse impacts.

Community Use District (CU)

Objective – The objective of the Community Use District is to recognize those areas that are used for community facilities, including schools and educational institutions, parks, playgrounds, and similar public and community facilities (see Figure 2.3). The intent of this designation is to establish a policy that these types of properties should be recognized as important resources, and that any significant change in use should be considered a significant policy decision.

Allowed Uses – The allowed uses within the Community Use District should be limited to municipal and governmental facilities, educational facilities, recreational facilities and uses, and community services.

Development Standards – The development standards should focus on providing flexibility for appropriate municipal, community, and governmental uses, while reflecting the existing pattern of development in adjacent areas, and assuring that the use of the property does not result in any undue adverse impact on the surrounding neighborhood.

DIVISION 11. - NEIGHBORHOOD BUSINESS DISTRICT

Sec. 60-470. - Purpose.

This district is intended to provide for the daily convenience shopping and business needs of nearby residents and contains those retail, service and office uses which serve primarily a neighborhood population. It is intended that this district be located on lots in areas zoned for residential use.

(Ord. of 9-21-2009, § 3.61A)

Sec. 60-471. - Use regulations.

- (a) *Permitted uses.* The following uses are permitted, provided that the business use be limited to the ground floor and/or basement and that the gross building area devoted to business use, excluding storage, does not exceed 3,000 square feet:
- (1) Residential dwellings at the same density as permitted in any abutting residential district.
 - (2) Beauty parlors, barbershops and self-service laundries.
 - (3) Public transportation passenger stations.
 - (4) Grocery stores.
 - (5) General commercial uses (retail, service and office uses), not necessarily associated with the surrounding neighborhood, may be authorized by the planning director upon written application adhering to the following procedure and criteria:
 - a. The external activity levels and impacts are limited as to be compatible with and not adversely affect the character of the surrounding neighborhood.
 - b. The proposed use will not create excessive noise, excessive traffic, nuisances (vibration, smoke, odor, appearance, etc.), fire hazard and other negative impacts of business activities being conducted in the residential neighborhood.
- (b) *Special exception uses.* The following uses are permitted as special exceptions after approval by the planning board in accordance with division 3 of article XVI of this chapter.
- (1) Automobile parking lots and garages, commercial and public, provided that they shall be at least ten feet from any lot in a residential district and that the setback area be landscaped.
 - (2) Public utility uses, such as electric substations and office, excluding repair facilities and the storage of material and trucks.
 - (3) Convenience stores, drug stores, variety stores and retail bakeries shops provided that goods baked on the premises shall be sold only on the premises.
 - (4) Automobile filling stations.
 - (5) Halls, private clubs and lodges.
 - (6) Shoe repair shops, pickup laundries and dry cleaners.
 - (7) Adaptive reuse of structures of community significance.

(Ord. of 9-21-2009, § 3.61B; Ord. No. 05-04032017, § 2, 4-24-2017)

Sec. 60-472. - Dimensional regulations.

All structures in this district, except as noted, shall be subject to the following dimensional regulations:

- (1) *Minimum lot area, width and depth.* No minimum shall be applied to buildings in this district.
- (2) *Density.* The maximum lot coverage by all building shall be 40 percent.
- (3) *Yard requirements.*
 - a. *Rear.* There shall be behind every principal building a rear yard having a minimum depth of 35 feet or 25 percent of the average depth of the lot, whichever is less.
 - b. *Side.* There shall be a distance of five feet between any principal building and the side property line, plus the side yard setback shall be increased one foot for every four feet or part thereof increase in street frontage over 49 feet to a maximum of 25 feet for side yard setback.
 - c. *Front.* There shall be in front of every principal building a front yard having a minimum depth of 25 feet or 25 percent of the average depth of the lot, whichever is less.
 - d. *Open and unbuilt spaces.* Any yard space or area required to be kept open and unbuilt on may be used, if otherwise lawful, for off-street automobile parking, except that a green strip not less than ten feet wide shall be maintained open and green, not built on, paved, or parked on, all or parked on, all along each property line that abuts land residentially.
- (4) *Height.* No permitted structure shall exceed two stories or 35 feet in height. A public building, church or temple, or accessory building or structure may have a maximum height of 65 feet from grade, provided that the front yard, rear yard and each of the side yards shall be increased by one foot for each foot in height in excess of 35 feet.
- (5) *Off-street parking and loading.* Provisions for off-street parking shall not be required in the NB district, except for dwellings and for any parking and loading area required as a condition of special exception approval.

(Ord. of 9-21-2009, § 3.61C)

Secs. 60-473—60-497. - Reserved.

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 02-06042018

BE IT ORDAINED, that the City Council hereby amends the Auburn Zoning Map from Multi-Family Urban District to Neighborhood Business District for the property located at 33 Dunn Street (PID # 221-195), pursuant to Chapter 60, Article XVII, Division 2 of the Ordinances of the City of Auburn.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: June 18, 2018 **Order:** 51-06042018

Author: Jill M. Eastman, Finance Director

Subject: Order – Authorizing Issuance of General Obligation Bonds and Tax Levy Therefor

Information: This is the order authorizing the sale of \$8,490,000 in General Obligation Bonds to finance the FY 18-19 Capital Improvement Projects. (list attached)

City Budgetary Impacts: There are no budgetary impacts at this time.

Staff Recommended Action: Staff recommends passage of 2nd reading.

Previous Meetings and History: Joint Council and School Committee workshop on 3/26/18, various budget workshops through April and May 2018.

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Coakley".

Attachments:

List of projects

Bond Order

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 51-06042018

ORDER - AUTHORIZING ISSUANCE OF GENERAL OBLIGATION BONDS AND A TAX LEVY THEREFOR

Be It Ordered by the Auburn City Council, following a public hearing duly called and held as required by Article 8, Section 8.13 of the Auburn City Charter, that there be and hereby is authorized the issuance and sale of the City’s general obligation bonds and notes in anticipation thereof on either a taxable or a tax-exempt basis in the amount of ~~\$8,600,000~~\$8,490,000, the proceeds of which, including premium, if any, and investment earnings thereon, are hereby appropriated to finance the following capital equipment and capital improvements (including costs of issuance for the bonds), all constituting part of the City’s FY19 Capital Improvement Program:

**CITYWIDE
 CAPITAL IMPROVEMENT PLAN FY 19 BONDS**

Description		
Airport	Motor Vehicle Fuel Pump	\$ 80,000
Airport	Runway Reconstruction	\$ 10,000
Airport	Wildlife Control Equipment	\$ 150,000
Econ Dev & Planning	New Auburn Village Revitalization	\$ 206,800
Econ Dev & Planning	Dangerous Building Demolition	\$ 100,000
Econ Dev & Planning	Comp Plan Property Acquisition	\$ 100,000
Econ Dev & Planning	Downtown Parking and Walkability	\$ 100,000
Facilities	Street Light Purchase	\$ 800,000
Fire	Paving Parking Lots (Central & Center)	\$ 140,000
IT	Upgrade Operating Systems	\$ 200,000
LATC	Bus Replacement	\$ 50,000
LA911	Virtualization Hardware Refresh	\$ 85,000
LA911	Radio Replacement Project	\$ 403,000
Museum LA	Capital Campaign	\$ 25,000 <u>\$ 15,000</u>
NSB Arena	Event Flooring	\$ 125,000
Police	Vehicle Replacement	\$ 172,000
Police	Mobile Data Terminal Replacement	\$ 90,000
Police	Police Station Improvements	\$ 100,000
Engineering	Reconstruction	\$ 900,000

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

Engineering	Reclamation/Resurfacing	\$ 800,000
Engineering	Major Drainage	\$ 300,000
Engineering	MDOT Match	\$ 750,000
Engineering	Municipal Beach Study	\$ 100,000
Engineering	Sidewalks	\$ 50,000
Public Works	7 Yard Plow Trucks	\$ 410,000
Public Works	Warm Storage Building	\$ 450,000
Public Works	One Ton Truck	\$ 40,000
Public Works	Skid Steer	\$ 110,000
Recreation	Security Cameras Pettengill Park	\$ 50,000
Recreation	Senior CC Phase II (Kitchen)	\$ 70,000
School Department	School Department	\$ 1,600,000
Administration	Contingency	\$ 33,200
TOTAL CIP		\$ 8,600,000 <u>\$ 8,490,000</u>

THAT the bonds and notes authorized hereunder shall be signed by the City’s Finance Director and its Treasurer, attested by the City Clerk under the seal of the City. A tax levy is hereby provided for each fiscal year that the bonds authorized hereunder remain outstanding to meet the annual installments of principal and interest as may accrue in each respective year. The bonds and notes may be issued at one time or from time to time, either singly or in series, and the authority and discretion to fix method of sale, issue date, maturities, denominations, interest rate, place of payment, form and other details of said bonds and notes, and to take all other actions and to sign and deliver all other documents, certificates and agreements in order to provide for the sale thereof is hereby delegated to the City’s Finance Director.

THAT in order to finance temporarily the projects described above, the Finance Director is authorized to expend up to ~~\$8,600,000~~ \$8,490,000 either from available funds of the City or from the proceeds of bond anticipation notes which would be reimbursed or refinanced from bond proceeds.

THAT the bonds and notes authorized hereunder may be made subject to call for redemption, either with or without premium, on such terms as may be determined by the Finance Director.

THAT the authority and discretion to designate the bond or notes authorized hereunder, or a portion thereof, as qualified tax-exempt obligations under Section 265 of the Internal Revenue Code of 1986, as amended, is hereby delegated to the Finance Director.

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

THAT the City's Finance Director, Treasurer, Clerk, and other proper officials of the City be, and hereby are, authorized and empowered in its name and on its behalf to do or cause to be done all such acts and things, and to execute, deliver, file, approve, and record all financing documents, contracts, agreements, certificates, preliminary and final official statements, tax certificates and other documents as may be necessary or advisable, with the advice of counsel for the City, to carry out the provisions of this order, as may be necessary or desirable.

THAT if the Finance Director, Treasurer, or Clerk are for any reason unavailable to approve and execute the bonds or any related financing documents, the person or persons then acting in any such capacity, whether as an assistant, a deputy, or otherwise, is authorized to act for such official with the same force and effect as if such official had himself or herself performed such act.

THAT the authority to issue the bonds or notes authorized hereunder shall automatically expire 2 years from the approval of this Order.

THAT this order is a declaration of official intent pursuant to Treas. Reg. § 1.150-2 and shall be kept available for public inspection during reasonable business hours at the office of the City Clerk.

A Public Notice describing the general purpose of the borrowing and the terms thereof was published on or before May 21, 2018, in the Lewiston Sun-Journal, a daily newspaper published in the City of Auburn and in Androscoggin County.

A public hearing was held on June 4, 2017.

Motion by Councilor Titus, seconded by Councilor Hayes to amend the order to remove the Engineering - Municipal Beach Study funding of \$100,000. Motion passed 5-2.

Motion by Motion by Councilor Gerry, seconded by Councilor Young to amend the order to reduce the funding for Museum LA - Capital Campaign to \$10,000. Motion failed 3-4.

Motion by Motion by Councilor Walker, seconded by Councilor Fournier to amend the order to reduce the funding for Museum LA - Capital Campaign to \$15,000. Motion failed 3-4.

Motion for reconsideration by Councilor Gerry to reconsider the prior vote, seconded by Councilor Fournier to amend the order to reduce the funding for Museum LA - Capital Campaign to \$15,000. Motion passed 5-2.

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

2nd reading was held on June 18, 2018.

Motion by Councilor Walker, seconded by Councilor Fournier to amend the order to remove the NSB Arena – Event Flooring funding of \$125,000. Motion passed / failed _____.

Motion by Councilor _____, seconded by Councilor _____ to amend the 2nd paragraph of the order establish a maximum maturity for the bonds of 11 years. Motion passed / failed _____.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: June 18, 2018 **Order:** 52-06042018

Author: Jill M. Eastman, Finance Director

Subject: Order – Reallocating Unspent Proceeds from the City’s General Obligation Bonds.

Information: This is the order authorizing the reallocation of \$241,300 from previous General Obligation Bonds that were unspent to fund a portion of the City’s FY 18-19 CIP. (list attached)

City Budgetary Impacts: There are no budgetary impacts at this time.

Staff Recommended Action: Staff passage of the second reading.

Previous Meetings and History: Joint Council and School Committee workshop on 3/26/18, various budget workshops through April and May 2018. A public hearing was held on June 4, 2018 and it passed the first reading.

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Calkins".

Attachments:

- List of projects
- Bond Order

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 52-06042018

ORDER - Reallocating Unspent Proceeds from the City's General Obligation Bonds

WHEREAS, the City of Auburn issued General Obligation Bonds in various amounts for various projects; and

WHEREAS, there remain unspent proceeds of the Bonds borrowed for multiple capital improvements, \$241,300 of which excess proceeds the City Council desires to reappropriate and reallocate to be used for the projects listed below;

**CITYWIDE
 CAPITAL IMPROVEMENT PLAN FY 19 Unallocated**

Description		Unallocated Bond Proceeds
Economic Development	Strategic Planning	\$ 50,000
Electrical	Electrical Vehicle Replacement	\$ 33,000
Electrical	Main Street Underground Electrical	\$ 22,000
Police	Interview Room Recording Equipment	\$ 11,500
Police	Conference Room Chair Replacement	\$ 13,800
Public Works	Traffic Paint Machine	\$ 15,000
Public Works	Emergency Sign Trailer	\$ 14,000
Recreation	16 Passenger Van	\$ 35,000
Recreation	Senior Center Kitchen	\$ 5,000
Recreation	Sound System Festival Plaza	\$ 15,000
Recreation	Tot Lot Improvements	\$ 15,000
Recreation	Union St Park/Chestnut Park Upgrades	\$ 12,000
TOTAL CIP		\$ 241,300

NOW, THEREFORE, by the City Council of the City of Auburn, be it hereby ORDERED:

THAT the excess proceeds of the Bonds, in the amount of \$241,300 be and hereby are appropriated from the amount borrowed as part of various Bonds to finance the costs of the projects listed above.

THAT the City's Finance Director / Treasurer be, and hereby is, authorized and empowered in the name and on behalf of the City, to do or cause to be done all such acts and things, and to execute and deliver, all such financing documents, certificates, and other documents as may be necessary or advisable, with the advice of counsel for the City, to carry out the provisions of this Order, as may be necessary or desirable.

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

A Public Notice describing the repurposing of these Bond proceeds borrowed for Various Projects to the list above was published on or before May 21, 2018, in the Lewiston Sun-Journal, a daily newspaper published in the City of Auburn and in Androscoggin County.

A public hearing was held on June 4, 2018.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: June 18, 2018

Resolve: 07-06042018

Author: Jill M. Eastman, Finance Director

Subject: Resolve Adopting the 2018—2019 Annual Appropriation and Revenue Resolve (Second Reading)

Information: In accordance with the city Charter, Article 8, Section 8.6, prior to the fiscal year the City Council shall adopt an annual appropriation resolve making appropriations by department, fund, services, strategy or other organizational unit and authorizing an allocation for each program or activity.

The Council has been supplied with a resolve to adopt the annual appropriations for the City of Auburn, which includes final figures for revenue, total appropriation and municipal budget.

The school appropriation resolve has been incorporated into this annual appropriation resolve for the City of Auburn.

Two readings are required for passage of this resolve.

City Budgetary Impacts: With this F19 Proposed Budget the tax levy increase is .99%, which is below CPIU at 2.11%. At this time, the proposed mill rate increase is 2.99%.

Staff Recommended Action: Staff recommends passage of the resolve on the second reading.

Previous Meetings and History: Budget presentation on April 30, 2018, various budget workshops in May. Public hearing and passage of first reading was on June 4, 2018.

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Coakley".

Attachments:

Resolve for the 2018-2019 Annual Appropriation and Revenue
Summary of Proposed Budget
Summary of Estimated Non Property Tax Revenue

CITY OF AUBURN
FY 2019 EXPENDITURES
COMPARISON FY18 AND FY19 BUDGETS

	COUNCIL ADOPTED BUDGET FY 17-18	DEPARTMENT PROPOSED BUDGET FY 18-19	MANAGER PROPOSED BUDGET FY 18-19	\$ Change	% Change
City Expenses					
Operating Expenses	28,291,287	29,820,338	29,100,879	809,592	2.86%
Debt Service/TIF	9,416,336	9,782,311	9,752,311	335,975	3.57%
Intergovernmental	4,012,830	4,218,486	4,171,977	159,147	3.97%
Total City Expenses	41,720,453	43,821,135	43,025,167	1,304,714	3.13%
School Expenses					
Operating Expenses	39,430,081	43,380,517	43,024,719	3,594,638	9.12%
Debt Service	2,325,374	669,064	669,064	(1,656,310)	-71.23%
Total School Expenses	41,755,455	44,049,581	43,693,783	1,938,328	4.64%
Total Expenses	83,475,908	87,870,716	86,718,950	3,243,042	3.89%
Less: Non-Tax Revenues					
City	13,746,184	14,134,483	14,514,483	768,299	5.59%
School	23,758,194	25,616,601	25,696,522	1,938,328	8.16%
Total Non-Tax Revenues	37,504,378	39,751,084	40,211,005	2,706,627	7.22%
Tax Levy					
City	25,678,045	27,278,886	26,102,918	424,873	1.65%
School	17,997,261	18,432,980	17,997,261	0	0.00%
County	2,296,224	2,407,766	2,407,766	111,542	4.86%
Overlay	82,177			(82,177)	-100.00%
Total Tax Levy	46,053,707	48,119,632	46,507,945	454,238	0.99%
Total Assessed Value	2,003,206,026	2,003,206,026	1,964,206,026		
Tax Rate					
City	12.82	13.62	13.29	0.47	3.67%
School	8.98	9.20	9.16	0.18	1.99%
County	1.15	1.20	1.23	0.08	6.94%
Overlay	0.04			(0.04)	-100.00%
Total	22.99	24.02	23.68	0.69	2.99%

CITY OF AUBURN
FY 2019 EXPENDITURES
COMPARISON FY18 AND FY19 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 17-18	DEPARTMENT PROPOSED BUDGET FY 18-19	MANAGER PROPOSED BUDGET FY 18-19	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>Administration</u>					
City Clerk	181,332	194,994	185,898	4,566	2.52%
City Manager	581,170	523,086	474,086	(107,084)	-18.43%
Finance	675,239	716,591	694,109	18,870	2.79%
Human Resources	156,887	149,953	149,953	(6,934)	-4.42%
IT	531,551	639,072	588,403	56,852	10.70%
Mayor & Council	80,300	119,110	111,610	31,310	38.99%
Total Administration	2,206,479	2,342,806	2,204,059	(2,420)	-0.11%
<u>Community Services</u>					
Health & Social Services					
Administration	77,400	75,290	75,290	(2,110)	-2.73%
Assistance	143,470	148,210	148,210	4,740	3.30%
Economic and Community Development	1,717,028	1,604,550	1,471,918	(245,110)	-14.28%
Recreation & Special Events	388,581	434,110	384,630	(3,951)	-1.02%
Public Library	998,189	998,189	998,189	0	0.00%
Total Community Services	3,324,668	3,260,349	3,078,237	(246,431)	-7.41%
<u>Fiscal Services</u>					
Debt Service	6,366,533	6,732,508	6,702,508	335,975	5.28%
Emergency Reserve	415,454	431,003	431,003	15,549	3.74%
Facilities	640,201	668,641	650,641	10,440	1.63%
Transfer to TIF	3,049,803	3,049,803	3,049,803	0	0.00%
Fringe Benefits	5,960,970	6,586,214	6,471,614	510,644	8.57%
Workers' Compensation	555,164	581,360	581,360	26,196	4.72%
Total Fiscal Services	16,988,125	18,049,529	17,886,929	898,804	5.29%
<u>Public Safety</u>					
Fire	4,227,575	4,513,031	4,422,256	194,681	4.61%
Fire EMS Transport	708,828	723,681	683,181	(25,647)	-3.62%
Police	4,043,998	4,221,080	4,166,631	122,633	3.03%
Total Public Safety	8,980,401	9,457,792	9,272,068	291,667	3.25%
<u>Public Services</u>					
Public Services	4,611,116	4,858,944	4,778,668	167,552	3.63%
Solid Waste	964,118	988,013	988,013	23,895	2.48%
Water & Sewer	632,716	645,216	645,216	12,500	1.98%
Total Public Works	6,207,950	6,492,173	6,411,897	203,947	3.29%
Total Municipal	37,707,623	39,602,649	38,853,190	1,145,567	3.04%

CITY OF AUBURN
FY 2019 EXPENDITURES
COMPARISON FY18 AND FY19 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 17-18	DEPARTMENT PROPOSED BUDGET FY 18-19	MANAGER PROPOSED BUDGET FY 18-19	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>Intergovernmental Programs</u>					
County Taxes	2,296,224	2,407,766	2,407,766	111,542	4.86%
Tax Sharing	270,000	270,000	270,000	0	0.00%
Auburn-Lewiston Municipal Airport	167,800	172,000	172,000	4,200	2.50%
Lew-Aub Transit Committee	189,949	199,130	199,130	9,181	4.83%
Lew-Aub 911 Communications Center	1,088,857	1,169,590	1,123,081	80,733	7.41%
Total Intergovernmental Programs	4,012,830	4,218,486	4,171,977	159,147	3.97%
Grand Total Municipal	41,720,453	43,821,135	43,025,167	1,304,714	3.13%
Education Operation	39,430,081	43,380,517	43,024,719	3,950,436	10.02%
Education Debt Service	2,325,374	669,064	669,064	(1,656,310)	-71.23%
Total School	41,755,455	44,049,581	43,693,783	1,938,328	4.64%
Total Budget	83,475,908	87,870,716	86,718,950	3,243,042	3.89%

CITY OF AUBURN
 FY 2019 EXPENDITURES
 COMPARISON FY18 AND FY19 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 17-18	DEPARTMENT PROPOSED BUDGET FY 18-19	MANAGER PROPOSED BUDGET FY 18-19	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
Non-Property Tax Revenue					
Municipal	13,746,184	14,134,483	14,514,483	768,299	5.59%
Education	23,758,194	25,616,601	25,696,522	1,938,328	8.16%
Total	37,504,378	39,751,084	40,211,005	2,706,627	7.22%
Property Tax Dollars Needed					
Municipal	27,974,269	29,686,652	28,510,684	536,415	1.92%
Education	17,997,261	18,432,980	17,997,261	0	0.00%
Total	45,971,530	48,119,632	46,507,945	536,415	1.17%
Property Tax Rate Based on Assessed Values of :	22.99	24.02	23.68	0.69	2.99%
	2,003,206,026	2,003,206,026	1,964,206,026		
Property Tax Rate					
Municipal Tax Rate	\$14.01	\$14.82	\$14.52	0.51	3.61%
Education Tax Rate	\$8.98	\$9.20	\$9.16	0.18	2.03%
	22.99	24.02	23.68	0.69	2.99%

CITY OF AUBURN
 FY 2019 REVENUES
 COMPARISON FY18 AND FY19 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 17-18	MANAGER PROPOSED BUDGET FY 18-19	COUNCIL ADOPTED BUDGET FY 18-19	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>General Government</u>					
Homestead Exemption Reimbursement	1,015,000	1,015,000	1,190,000	175,000	17.24%
Personal Property Reimbursement	2,000,000	2,150,000	2,175,000	175,000	0.00%
Tree Growth Reimbursement	10,000	10,000	10,000	-	0.00%
Veterans Reimbursement	18,000	18,000	18,000	-	0.00%
In Lieu of Taxes	90,000	90,000	90,000	-	0.00%
Excise Tax-Vehicles	3,775,000	3,775,000	3,800,000	25,000	0.66%
Excise Tax-Boats	15,000	15,000	15,000	-	0.00%
Excise Tax-Aircraft	20,000	20,000	20,000	-	0.00%
State Revenue Sharing	1,509,117	1,689,669	1,689,669	180,552	11.96%
Other State Aid	4,000	4,000	4,000	-	0.00%
Penalties & Interest	150,000	150,000	150,000	-	0.00%
Investment Income	32,000	32,000	32,000	-	0.00%
Transfer in from TIF	1,087,818	1,087,818	1,117,818	30,000	2.76%
Transfer in from TIF Workforce Development	200,000	200,000	200,000	-	0.00%
Transfer in from Recreation Special Revenue	54,718	54,718	54,718	-	0.00%
Transfer in from PAL Center	-	25,000	25,000	25,000	0.00%
Transfer in from School Dept (Electrician)	-	18,000	18,000	18,000	0.00%
Rental Income (Intermodal)	35,000	35,000	35,000	-	0.00%
Sale of Property	20,000	20,000	20,000	-	0.00%
Tax Sharing Revenue	165,000	165,000	165,000	-	0.00%
Cable Television Franchise	150,000	150,000	150,000	-	0.00%
Cable Television Franchise - City of Lewiston	63,384	63,384	63,384	-	0.00%
MMWAC Host Fees	215,000	221,000	221,000	6,000	2.79%
Utility Reimbursement	27,500	27,500	27,500	-	0.00%
Unclassified	10,000	10,000	10,000	-	0.00%
Fund Balance Contribution	412,500	412,500	527,500	115,000	27.88%
Total General Government	11,079,037	11,458,589	11,828,589	749,552	6.77%

CITY OF AUBURN
FY 2019 REVENUES
COMPARISON FY18 AND FY19 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 17-18	MANAGER PROPOSED BUDGET FY 18-19	COUNCIL ADOPTED BUDGET FY 18-19	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>City Clerk</u>					
Hunting/Fishing/Dogs	2,000	2,000	2,000	-	0.00%
Neutered Animals	3,000	3,000	3,000	-	0.00%
Voter Reg List	100	100	100	-	0.00%
Clerk/Sale of Copies	100	100	100	-	0.00%
City Clerk Notary	1,500	1,500	1,500	-	0.00%
Banner Hanging Fee	3,000	3,000	3,000	-	0.00%
Garage Sale Permits	3,200	3,200	3,200	-	0.00%
Commercial License	50,000	50,000	50,000	-	0.00%
Taxi License	4,000	4,000	4,000	-	0.00%
Marriage License	5,000	5,000	5,000	-	0.00%
Birth/Death/Marriage Cert	25,000	25,000	25,000	-	0.00%
Permits - Burial	7,000	7,000	7,000	-	0.00%
Fines-Dog	3,000	3,000	3,000	-	0.00%
Total City Clerk	106,900	106,900	106,900	-	0.00%
<u>Finance</u>					
Reg - Vehicles	60,000	60,000	60,000	-	0.00%
Total Finance	60,000	60,000	60,000	-	0.00%
<u>Community Services-ICT</u>					
GIS/Data & Maps	20	20	20	-	0.00%
Total Community Services-ICT	20	20	20	-	0.00%
<u>Assessing</u>					
Maps & Copies	20	20	20	-	0.00%
Total Assessing	20	20	20	-	0.00%
<u>Health & Social Services</u>					
GA Reimbursement	95,000	103,747	103,747	8,747	9.21%
Total Health & Social Services	95,000	103,747	103,747	8,747	9.21%

CITY OF AUBURN
FY 2019 REVENUES
COMPARISON FY18 AND FY19 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 17-18	MANAGER PROPOSED BUDGET FY 18-19	COUNCIL ADOPTED BUDGET FY 18-19	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>Planning & Permitting</u>					
Maps & Copies	500	500	500	-	0.00%
Departmental Reviews	16,000	16,000	16,000	-	0.00%
Fire Alarm Inspections	29,000	29,000	29,000	-	0.00%
Citation Ordinance	2,000	2,000	2,000	-	0.00%
Advertising Costs	5,000	5,000	5,000	-	0.00%
Permits - Building	100,000	100,000	110,000	10,000	10.00%
CDBG Reimbursement for Services	214,430	214,430	214,430	-	0.00%
Permits - Electrical	18,000	18,000	18,000	-	0.00%
Permits - Plumbing	11,000	11,000	11,000	-	0.00%
Permits - Sign	5,000	5,000	5,000	-	0.00%
Total Planning & Permitting	400,930	400,930	410,930	10,000	2.49%
<u>Community Services-Engineering</u>					
Fees - Inspection	6,000	6,000	6,000	-	0.00%
Fees - Drive Opening	200	200	200	-	0.00%
Fees - Bid Documents	1,000	1,000	1,000	-	0.00%
Permits - Fill	1,000	1,000	1,000	-	0.00%
Permits - Street Opening	40,000	40,000	40,000	-	0.00%
Total Community Services-Engineering	48,200	48,200	48,200	-	0.00%
<u>Fire Department</u>					
Copies of Reports	200	200	200	-	0.00%
EMS Transport	1,250,000	1,250,000	1,250,000	-	0.00%
Salvage Calls	100	100	100	-	0.00%
Permits - Oil Burner	800	800	800	-	0.00%
Total Fire Department	1,251,100	1,251,100	1,251,100	-	0.00%

CITY OF AUBURN
 FY 2019 REVENUES
 COMPARISON FY18 AND FY19 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 17-18	MANAGER PROPOSED BUDGET FY 18-19	COUNCIL ADOPTED BUDGET FY 18-19	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>Police Department</u>					
Accident & Police	12,000	12,000	12,000	-	0.00%
Court	10,000	10,000	10,000	-	0.00%
Photos & Tapes	3,500	3,500	3,500	-	0.00%
False Alarms	12,000	12,000	12,000	-	0.00%
Animal Impound	1,000	1,000	1,000	-	0.00%
Veh Rel/Non Driver	2,000	2,000	2,000	-	0.00%
Veh Rel/Driver Licence	13,000	13,000	13,000	-	0.00%
ARRA Cops Grant	12,477	12,477	12,477	-	0.00%
MDEA Reimbursement	170,000	170,000	170,000	-	0.00%
Permits - Firearms	4,000	4,000	4,000	-	0.00%
Fines - Parking Violations	65,000	65,000	65,000	-	0.00%
Total Police Department	304,977	304,977	304,977	-	0.00%
<u>Public Works</u>					
State/Local Road Assistance	400,000	400,000	400,000	-	0.00%
Total Public Works	400,000	400,000	400,000	-	0.00%
Total Municipal	13,746,184	14,134,483	14,514,483	768,299	5.59%

CITY OF AUBURN
FY 2019 REVENUES
COMPARISON FY18 AND FY19 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 17-18	MANAGER PROPOSED BUDGET FY 18-19	COUNCIL ADOPTED BUDGET FY 18-19	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
School Department					
Reg Secondary Tuition	160,174	160,973	160,973	799	0.50%
SOS Tuition	107,576	60,000	60,000	(47,576)	-44.23%
Adult Ed Tuition	93,300	93,300	93,300	-	0.00%
State Subsidy for Education	21,526,533	23,678,756	23,678,756	2,152,223	10.00%
Debt Service Reimbursement	641,790	624,158	624,158	(17,632)	-2.75%
Capital Reserve-EL Project	(128,755)	-	-	-	-
Special Ed/Mainecare	135,000	120,000	120,000	(15,000)	-11.11%
State Agency Clients	70,000	30,000	30,000	(40,000)	-57.14%
State Aid for Adult Education	107,694	91,918	91,918	(15,776)	-14.65%
Miscellaneous	88,000	68,000	68,000	(20,000)	-22.73%
Daycare Rent	50,000	50,000	50,000	-	0.00%
Fund Balance	906,882	639,496	719,417	(187,465)	0.00%
Total School	23,758,194	25,616,601	25,696,522	1,938,328	8.16%
Total Non-Property Tax Revenue - Municipal	13,746,184	14,134,483	14,514,483	768,299	5.59%
Total Non-Property Tax Revenue - School	<u>23,758,194</u>	<u>25,616,601</u>	<u>25,696,522</u>	<u>1,938,328</u>	<u>8.16%</u>
Total Non-Property Tax Revenue	37,504,378	39,751,084	40,211,005	2,706,627	7.22%
Total Proposed Budget - Municipal	41,720,453	43,025,167	43,025,167	1,304,714	3.13%
Total Proposed Budget - School	<u>41,755,455</u>	<u>43,693,783</u>	<u>43,693,783</u>	<u>1,938,328</u>	<u>4.64%</u>
Total Proposed Budget	83,475,908	86,718,950	86,718,950	3,243,042	3.89%
Total Property Tax Dollars Needed - Municipal	27,974,269	28,890,684	28,510,684	536,415	1.92%
Total Property Tax Dollars Needed - School	<u>17,997,261</u>	<u>18,077,182</u>	<u>17,997,261</u>	-	0.00%
Total Property Tax Dollars Needed	45,971,530	46,967,866	46,507,945	536,415	1.17%

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 07-06042018

RESOLVED, that the following be, and hereby is the Annual Appropriation and Revenue Resolve of the City of Auburn for the fiscal year 2018-2019, which includes the amounts appropriated herein and revenues from all sources beginning July 1, 2018 and ending June 30, 2019.

The estimated aggregate amount of non-property tax revenue is \$40,211,005 with a municipal revenue budget of \$14,514,483 and a School Department revenue budget of \$25,696,522.

The aggregate appropriation for the City of Auburn is \$86,718,950, with a municipal budget of \$40,617,401 County budget of \$2,407,766 and a School Department budget of \$41,755,455 which received School Committee approval on May 3, 2017, and school budget approved at the May 14, 2018 Council Meeting pursuant to the School Budget Validation vote on June 12, 2018, in accordance with Maine Revised Statutes, Title 20-A § 1486 and based on the budget submitted to the Auburn City Council on April 30, 2018, by the City Manager, and notification was posted on the City of Auburn website on May 31, 2017 that a public hearing would be held on June 4, 2018 at 7:00 p.m. and said hearing having been held on that date, and as amended by the City Council, the same is hereby appropriated for the fiscal year 2018-2019 beginning July 1, 2018 for the lawful expenditures of the City of Auburn and the County of Androscoggin taxes, and said amounts are declared not to be in excess of the estimated revenue from taxation and sources other than taxation for the fiscal year of 2018-2019.

SCHOOL BUDGET ARTICLES

Ordered that the Auburn City Council hereby adopts and approves the following School Budget articles for Fiscal Year 2018-2019

1. That \$17,432,587 be authorized to be expended for Regular Instruction;
2. That \$ 10,042,275 be authorized to be expended for Special Education;
3. That \$-0- be authorized to be expended for Career and Technical Education;
4. That \$ 859,072 be authorized to be expended for Other Instruction;
5. That \$ 4,841,867 be authorized to be expended for Student and Staff Support;
6. That \$ 925,841 be authorized to be expended for System Administration;

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David C. Young, At Large

Jason J. Levesque, Mayor

7. That \$ 1,498,859 be authorized to be expended for School Administration;
8. That \$ 1,881,183 be authorized to be expended for Transportation and Buses;
9. That \$ 5,128,170 be authorized to be expended for Facilities Maintenance;
10. That \$ 669,064 be authorized to be expended for Debt Service and Other Commitments;
11. That \$ 39,243 be authorized to be expended for All Other Expenditures;
12. That \$ 41,084,848 be appropriated for the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and that \$16,781,933 be raised as the municipality's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688;

Explanation: *The city's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding*

Act is the amount of money determined by state law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars.

13. That \$44,905 be raised and appropriated for the annual payments on debt service previously approved by the city's legislative body for non-state-funded school construction projects or non-state-funded portions of school construction projects, in addition to the funds appropriated as the local share of the city's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with Maine Revised Statutes, Title 20-A, Section 15690 (2A);

Explanation: *Non-state-funded debt service is the amount of money needed for the annual payments on the city's long-term debt for major capital school construction projects that are not approved for state subsidy. The bonding of this long-term debt was previously approved by the voters or other legislative body.*

14. That \$980,019 be raised and appropriated in additional local funds, which exceeds the State's Essential Programs and Services allocation model by \$980,019, as required to fund the budget recommended by the School Committee.

The School Committee recommends \$980,019, which exceeds the State's Essential Programs and Services allocation model by \$980,019. The School Committee gives the following reasons for exceeding the State's Essential Programs and Services funding model:

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
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David C. Young, At Large

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The Essential Programs and Services funding model does not recognize all of the costs of special education services, transportation services, instructional services, co-curricular services and other services that the School Department provides.

Explanation: *The additional local funds are those locally raised funds over and above the city's local contribution to the total cost of funding public education from Pre- kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state-funded debt service that will help achieve the school department budget for educational programs.*

15. That the school committee be authorized to expend \$43,318,161 for the fiscal year beginning July 1, 2018 and ending June 30, 2019 from the city's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, fund balances, state subsidy and other receipts for the support of schools;

16. That the City of Auburn appropriate \$375,622 for Adult Education and raise \$190,404.00 as the local share, with authorization to expend any additional, incidental or miscellaneous receipts in the interest and for the well-being of the adult education program.

17. That in addition to amounts approved in the preceding articles, the School Committee be authorized to expend such other sums as may be received from federal or state grants or programs or other sources during the fiscal year for school purposes, provided that such grants, programs or other sources do not require the expenditure of other funds not previously appropriated.

We the Council of the City of Auburn adopt and approve the following items

RESOLVED, that the following be, and hereby is the Annual Budget and Revenue Estimate for the City of Auburn Enterprise Fund – Norway Savings Bank Arena for the fiscal year 2018 – 2019, which includes the amounts budgeted herein beginning July 1, 2018 and ending June 30, 2019.

The Enterprise Fund-Norway Savings Bank Arena estimated amount of non-property tax revenue is \$1,244,000.

The Enterprise Fund-Norway Savings Bank Arena operating budget is \$1,242,425.

If the Enterprise Fund-Norway Savings Bank Arena has a deficit at the end of the fiscal year, this deficit will be covered by the General Fund and will be considered a loan to the Arena to be paid back in subsequent years.

RESOLVED, that the following be, and hereby is the Annual Budget and Revenue Estimate for the City of Auburn Enterprise Fund – Ingersoll Turf Facility for the fiscal year 2018 – 2019, which includes the amounts budgeted herein beginning July 1, 2018 and ending June 30, 2019.

The Enterprise Fund-Ingersoll Turf Facility estimated amount of non-property tax revenue is \$225,040.

The Enterprise Fund- Ingersoll Turf Facility operating budget is \$192,705 and capital budget of \$30,000.

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David C. Young, At Large

Jason J. Levesque, Mayor

RESOLVED, The City is authorized to accept grants and forfeitures and to expend sums that may be received from grants and forfeitures for municipal purposes during the fiscal year beginning July 1, 2018 and ending June 30, 2019, provided that such grants and forfeitures do not require the expenditure of other funds not previously appropriated.

RESOLVED, that fifty percent (50%) of all real estate taxes assessed as in the annual commitment, committed to the Tax Collector, shall be due proportionately from each tax payer on September 17, 2018 and the remaining fifty percent (50%) shall be due on March 15, 2018.

Except as may be provided by resolve regarding payments in accordance with an installment payment plan, any real estate taxes remaining uncollected on September 16, 2018 and March 15, 2019 respectively shall bear interest at a rate of 7% per annum from and after such dates.

Personal property taxes shall be due and payable on or before September 17, 2018. Any personal property taxes remaining unpaid on September 18, 2018 shall bear an interest rate of 7% per annum from and after such date. Interest on all delinquent taxes shall be computed on a daily basis and shall be collected by the Tax Collector. The Tax Collector is authorized to accept tax prepayments.



**City of Auburn
City Council Information Sheet**

Council Workshop Meeting Date: June 18, 2018

Ordinance: 03-06182018

Author: Phillip L. Crowell, Jr., Chief of Police

Subject: Marijuana Moratorium

Information: The marijuana workgroup has been meeting regularly since the City Council meeting on February 5, 2018 to consider local impacts relating to adult use marijuana to include medical marijuana retail. The workgroup will have a report to present to the council at a future meeting.

At the request of City Councilor Andy Titus, this workshop is being held to determine the action that the City Council will need to take regarding medical retail caregiver “storefront” operations. As such, the committee recommends that a moratorium ordinance be enacted to allow the Legislature and involved state agencies to finalize the statutory and rule amendments. Currently, the City of Auburn Code of Ordinance is insufficient to prevent serious public harm that could be caused by the unregulated development of retail marijuana establishments and other uses authorized by the “Marijuana Legalization Act” approved at the November 8, 2016 referendum election, thereby necessitating a moratorium to provide an opportunity for the city to amend its code of ordinances to mitigate the potential impact and harm on the city and its residents.

While the “Marijuana Legalization Act” has been approved, the rulemaking has yet to be completed. In addition, the city has had four (4) medical retail storefronts begin unregulated operations. In addition, Police and Code Enforcement have received several inquiries regarding retail and medical retail operations.

Workshop follow-up from June 4, 2018

The city council requested further clarification regarding when the moratorium would be in effect and any additional impacts. Legal counsel will be available to answer any questions. A revised draft moratorium ordinance is attached.

City Budgetary Impacts: A moratorium would have no direct budgetary impacts.

Staff Recommended Action: To adopt a marijuana moratorium for medical retail “storefront” operations with an effective date of May 31, 2018.

Previous Meetings and History: December 5, 2016, January 23, 2017, February 5, 2018, and June 4, 2018.

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Crowell".

Attachments:



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
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David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDINANCE 03-06182018

CITY OF AUBURN CITY COUNCIL

MORATORIUM ORDINANCE ON SOCIAL CLUBS AND RETAIL MEDICAL MARIJUANA CAREGIVER STOREFRONTS

The City Council of the City of Auburn, Maine (the “City”) hereby amends the City’s Code of Ordinances by adding the following words to Chapter 61, immediately following Chapter 60 (Zoning):

CHAPTER 61. MORATORIA

ARTICLE I. MORATORIA

Sec. 61-1. Moratorium on Social Clubs and Retail Medical Marijuana Caregiver Storefronts.

WHEREAS, the Maine Medical Use of Marijuana Act, codified at 22 M.R.S. §§ 2421 to 2430-B, (the “Medical Act”) authorizes the possession, cultivation, and furnishing of medical marijuana to qualifying patients by caregivers, as those terms are defined in 22 M.R.S. § 2422; and

WHEREAS, section 401 of the Marijuana Legalization Act, codified at 28-B M.R.S. ch. 1 (the “Adult Use Act”) authorizes municipalities pursuant to home rule authority to regulate adult use marijuana establishments, including cultivation facilities, products manufacturing facilities, testing facilities, and marijuana stores, as those terms are defined in 28-B M.R.S. § 102; and

WHEREAS, neither the Medical Act nor the Adult Use Act nor any state agency rules promulgated thereunder expressly authorize the operation of retail stores by registered caregivers for the purpose of selling medical marijuana or medical marijuana products to qualifying patients (hereafter, “Retail Medical Marijuana Caregiver Storefronts”) or the furnishing or sale of marijuana or marijuana products to consumers for on-premises consumption (hereafter, “Social Clubs”); and

WHEREAS, during the first regular session, the 128th Maine Legislature considered LD 1539, “An Act to Amend Maine’s Medical Marijuana Law,” which, if enacted, would amend the Medical Act to expressly authorize the operation of Retail Medical Marijuana Caregiver Storefronts, and LD 238, “An Act to Amend the Maine Medical Use of Marijuana Act,” which, if enacted, would expressly authorize municipalities to regulate registered caregiver operations; however, the ultimate disposition of LD 1539 and LD 238 is unknown at this time; and

WHEREAS, no specific regulations governing Social Clubs or Retail Medical Marijuana Caregiver

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

Storefronts exist under the City's Code of Ordinances; and

WHEREAS, the City's Code of Ordinances is insufficient to prevent serious public harm that could result from the unregulated siting and operation of Social Clubs or Retail Medical Marijuana Caregiver Storefronts within the City; and

WHEREAS, the unregulated siting and operation of Social Clubs or Retail Medical Marijuana Caregiver Storefronts within the City raises legitimate and substantial questions about the impact of such facilities and related uses and activities on the City, including questions as to compatibility of such facilities with existing and permitted land uses in the City; potential adverse health and safety effects on the community; the adequacy of the City's infrastructure to accommodate such facilities; and the possibility of unlawful sale of marijuana and marijuana products; and

WHEREAS, as a result of the foregoing issues, the siting and operation of Social Clubs or Retail Medical Marijuana Caregiver Storefronts and related uses and activities within the City has potentially serious implications for the health, safety, and welfare of the City and its residents and visitors; and

WHEREAS, an overburdening of public facilities and resources, including public safety resources, is a reasonably foreseeable result of unregulated Social Clubs or Retail Medical Marijuana Caregiver Storefronts and related uses and activities located and operated in the City; and

WHEREAS, the City has established a working group charged with studying, reviewing, and making recommendations to the City Council regarding the regulation of adult and medical marijuana facilities, uses and activities, including Social Clubs and Retail Medical Marijuana Caregiver Storefronts; and

WHEREAS, the City and the working group needs time to understand the disposition of LD 1539, LD 238, and any State department rules promulgated pursuant to the Adult Use Act or the Medical Act in relation to its own Code of Ordinances and to evaluate the effects of Social Clubs and Retail Medical Marijuana Caregiver Storefronts and related uses and activities in order to prepare reasonable ordinance provisions governing the siting, licensing, and operation of such facilities, uses, and activities; and

WHEREAS, 30-A M.R.S. § 4356 authorizes the City to establish a moratorium on the processing or issuance of development permits or licenses; and

WHEREAS, in the judgment of the City Council, the foregoing findings constitute a necessity within the meaning of 30-A M.R.S. § 4356.

NOW, THEREFORE, be it ordained by the City Council of the City of Auburn, Maine, as follows:

1. Moratorium. The City does hereby declare a moratorium on the siting, operation, or licensing of any Social Club or Retail Medical Marijuana Caregiver Storefront within the City. For purposes of this Moratorium Ordinance, these terms shall have the following meanings:

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

- a. “Social Club” shall mean any premises where marijuana or marijuana products are furnished or sold to consumers for on-premises consumption, excluding the personal adult consumption of marijuana or marijuana products pursuant to 28-B M.R.S. § 1501(2) or the consumption of medical marijuana or medical marijuana products pursuant to 22 M.R.S. § 2422 et seq.
- b. “Retail Medical Marijuana Caregiver Storefront” shall mean a retail store, a retail business, or an establishment that resembles a retail storefront in terms of signage, hours of operation, and accessibility to patrons (including without limitation retail use or retail space, as those terms are defined in Article I, Sec. 60-2 of the City’s Code of Ordinances) where a licensed caregiver furnishes or sells marijuana or marijuana products to qualifying patients, as those terms are defined in 22 M.R.S. § 2422.

[NOTE: Paragraph 2, below, concerns the retroactive applicability of this Moratorium Ordinance. This provision will be up for discussion at the City Council meeting scheduled for Monday, June 18, 2018.]

2. Date of Applicability. Notwithstanding 1 M.R.S. § 302 or any other law to the contrary, and regardless of the Effective Date, this Moratorium Ordinance shall govern and apply to all proceedings, licenses, and applications for a Social Club or Medical Marijuana Caregiver Storefront that were or are pending before the City Clerk, Code Enforcement Officer, or the Planning Board on or any time after _____ and, to the extent allowed by 30-A M.R.S. § 3007(6), shall nullify the issuance of any final approval of the City Clerk, Code Enforcement Officer, or the Planning Board made on or at any time after _____ that authorizes the operation of a Social Club or Medical Marijuana Caregiver Storefront (the “Date of Applicability”).
3. Effective Date. This Ordinance shall become effective immediately upon its final passage by the City Council (the “Effective Date”) and shall remain in full force and effect for a period of 180 days, unless extended, repealed, or modified in accordance with applicable law.
4. Conflicts; Savings Clause. Any provisions of the City’s Code of Ordinances that are inconsistent with or conflict with the provisions of this Moratorium Ordinance are hereby repealed to the extent applicable for the duration of this moratorium. If any section or provision of this Moratorium Ordinance is declared by a court of competent jurisdiction to be invalid, such a declaration shall not invalidate any other section or provision.
5. Violations. If any Social Club or Medical Marijuana Caregiver Storefront is located or operates in the City, in violation of this Moratorium Ordinance, each day of any continuing violation shall

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David C. Young, At Large

Jason J. Levesque, Mayor

constitute a separate violation of this Moratorium Ordinance and the City shall be entitled to all rights available to it pursuant to 30-A M.R.S. § 4452, including, but not limited to, fines and penalties, injunctive relief, and its reasonable attorney's fees and costs in prosecuting any such violations.

Given under our hands this ____ day of _____, 2018.

_____	_____
_____	_____
_____	_____

A Majority of the City Council of the City of Auburn, Maine.

First Reading:
Second Reading:
Final Passage:

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

Attest: A true copy of an ordinance entitled, "Moratorium Ordinance on Social Clubs and Retail Medical Marijuana Caregiver Storefronts," as certified to me by the municipal officers of the City of Auburn, Maine, on the ___ day of _____, 2018.

Susan Clements, City Clerk
City of Auburn, Maine



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: June 18, 2018

Author: Sue Clements-Dallaire, City Clerk

Subject: Approving the Mass Gathering Permit for the 2018 Liberty Festival. Public hearing.

Information: We received an application on 5/25/2018 for a Mass Gathering to be held July 4, 2018 (rain date July 5, 2018). Set up would begin on July 3rd and clean up would be completed on July 5th (rain date July 6th). The event will include fireworks, vendors, and entertainment. This is an annual event.

The certificate of liability insurance (through Champoux Insurance Agency) will be provided approximately 10 days before the event as it has in past years.

City Budgetary Impacts: \$10,000 towards the cost of fireworks which have already been funded in the City budget.

Staff Recommended Action: Public hearing and recommend approval.

Previous Meetings and History: This is a yearly event. The Mass Gathering application for 2018 was presented to Council under Communications at the June 4, 2018 Council Meeting.

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Costello".

Attachments:

Application, map, and public notice.

Date received: MAY 25 2018
Date approved: _____



CITY OF AUBURN SPECIAL EVENT/MASS GATHERING APPLICATION

For any Special Event on City property that will attract up to 1,000 people, or any outdoor event with continued attendance of 1,000 or more persons for 2 or more hours.

Applications must be submitted to the Clerk at least 45 days prior to the event if the gathering is expected to attract up to 5,000 people.

Application must be submitted at least 90 days prior to the event if the gathering is expected to attract more than 5,000 people.

Date of Application: 5/15/18

SPONSOR INFORMATION

Name of Sponsoring Organization: Liberty Festival/Independence Day Committee

Name of Contact Person for Event: Cathy McDonald

Title of Contact Person: President

Mailing Address: PO Box 97, Lewiston, Me 04240

Daytime Telephone: 207-786-3088 Cell Phone: 207-212-8227

Email Address: liberty.festival@aol.com

Contact Name and Cell Phone Number DURING the Event: Cathy McDonald - 207-212-8227

Is your organization incorporated as a non-profit organization? Yes No

Non-Profit Number: 04-3358113

EVENT INFORMATION

Name of Event: Liberty Festival

Type of Event (walk, festival, concert, etc.): festival

Date of Event: July 4th, 2018 Rain Date: July 5th, 2018

Times of Event: Start Time including set-up: 7am Ending time including clean up: 1am

Actual Event Start Time: 4pm Actual Event End Time: 11pm

Estimated Attendance: 2000

Location of Event: Great Falls, Festival Plaza and surrounding areas

Have you held an event at this location within the last 12 months? Yes No

If the location is a city park, have you applied for use of the property with the Parks & Recreation Department and has your request been approved?

Yes No Pending Date submitted to the Recreation Department: _____

TYPES OF PERMITS/PERMISSIONS NEEDED – PROVIDE AN ANSWER FOR EACH LINE:

Permit Fee	Permission/Permit Type	YES	NO	NOT SURE
Separate fee & application, conditions & restrictions may apply	Banner across Court Street Non-profit groups only, \$250 fee per week, 2 week maximum. First come first serve basis, proof of insurance required.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Separate fee and permit possible	FOOD – Will food or beverages be sold? If yes, list what types of food or beverages: <u>food vendors</u> Note - A food service license may be required and must be submitted 14 days prior to the event. Other requirements and/or restrictions may apply.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separate fee and permit possible	NON-FOOD ITEMS – Will products be sold or given away (such as t-shirts, crafts, souvenirs, etc.)? If yes, list what items: <u>t-shirts and novelty items</u> Note - A peddler permit may be required and must be submitted 14 days prior to the event.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	LIVE MUSIC – Will there be any outdoor musical performances? If yes, please describe: <u>DJ in the Great Falls Plaza area and Auburn Community Band in Festival Plaza</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	SOUND AMPLIFICATION – Will there be a microphone or speaker system to project sound?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separate fee and permit possible	ALCOHOL – Will alcoholic beverages be sold? Note – Vendor must hold a valid State of Maine liquor license and submit an Off Premise Catering Event application 14 days prior to the event.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Separate fee and permit required	CARNIVAL – Will carnival rides be offered? If yes, attach a copy of the state permit. A city permit is required as well.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Separate fee and permit required	FIREWORKS – Will there be a fireworks display? If yes, a permit from the Fire Department is required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	PARADE – Will there be a parade? If yes, describe route: Note – A permit from the Police Department is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
N/A	RUN/WALK/CYCLE – Will event involve participants doing a walk-a-thon, road race, etc? If yes, describe route:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Separate permit	BURN PERMIT – Will there be any open flame such as a bon fire? If yes, describe activity:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

required	Note - A permit from the Fire Department is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	TENT/CANOPY – Will you be setting up a tent or canopy? If yes, list number and sizes: Small Pop up canopy tents around vendors and staging area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separate fee and permit required	ELECTRICAL POWER/EQUIPMENT – Will electrically powered equipment be utilized, if so, provide a brief description of the equipment and the entity responsible for the installation of the electrical equipment? vending booths, musical equipment and stage lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	ROAD/INTERSECTION CLOSURE – Will any roads need to be closed to accommodate your event? If yes, please list: Main, Court Street, Longley Bridge & Great Falls Plaza	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	MAP/DIAGRAM – Is a map or diagram attached detailing this event and depicting the placement of such items as tables, tents, port-a-potties, stage, parking, food service areas, etc.? This is a <u>mandatory</u> requirement for this application and must be included. attached	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	PARKING ACCOMODATIONS – What will be the anticipated need for parking and what is your parking plan? Great Falls lots, Auburn City Hall garage. We will be manning donation requested lots	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	TOILETS – Please list amount at event and/or nearest location: 10 Regular and 2 handicap units between Lewiston and Auburn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	WASTE DISPOSAL – Please list process and location: City provided trash cans and liners	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	HAND WASHING FACILITIES – Please list amount at event and/or nearest location: 1 at port-a-potties and 1 portable at each vending station	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	POTABLE WATER – Please list amount at event and location: 1 hook up from TD Bank	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	FIRST AID FACILITIES – Please list location at event: United Ambulance and Auburn Fire at Great Falls Plaza	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$	TOTAL FEE AMOUNT INCLUDED – Checks payable to the <u>City of Auburn</u>			

EVENT LIABILITY INSURANCE COVERAGE FOR EVENT

For an event such as a walk-a-thon, race, festival, concert, etc. the City requires insurance coverage – general liability. The City of Auburn is to be named as additionally insured in regards to the event activities on that date. Once the event is approved, the Certificate of Insurance will need to be received at least 30 days before the event and before permits can be issued. Please have the City of Auburn listed as additional insured on the Certificate of Insurance (minimum coverage \$1,000,000 Bodily Injury or Death, per occurrence, and \$300,000 Property Damage, per occurrence). It should contain a clause providing that the policy may not be cancelled by either party except upon not less than 30 days written notice to the City. Please have your insurance company fax a copy to: City Clerk 207-333-6623.

DESCRIPTION OF EVENT – Please describe what will occur during your event

We will begin set up on July 3rd for the festival. The event will take place on July 4th (rain date July 5th)

and include fireworks, food and novelty vendors and a variety of entertainers.

Clean up will be completed on 7/5 (rain date 7/6)

Signature of Applicant:



Printed Name:

Cathy McDonald

Date Submitted:

5/15/18

Please note that you will be contacted by City Staff if you require additional permitting.

Please return this completed application with diagram and any applicable fee to:

MAIL: City Clerk's Office
 60 Court Street, Suite 150
 Auburn, ME 04210

FAX: 207-333-6623

EMAIL: sdallaire@auburnmaine.gov

PHONE: 207-333-6600

****FOR STAFF USE****

DEPARTMENT COMMENTS AND RECOMMENDATIONS:

DEPARTMENT	APPROVE	DENY	DATE	INITIALS
Sanitarian/Health Inspector				
Code Officer/Land Use & Zoning				
Fire Department				
Police Department				
Public Works Department				
Recreation Department				

COMMENTS/CONDITIONS from any of the above departments:

City Council Public Hearing date, if applicable: _____

License Approved/Denied: _____ Date applicant notified: _____

PYROTECHNIC
LAUNCH
SITE

1

LONGLEY MEMORIAL
BRIDGE

NOT TO SCALE

STAGE

V E
D O R S

4
84 Court
vending area

second
possible
Vending /
entertainment
area

PARKING

2

3

GREAT
FALLS PLZ

TURN
ER ST

COU
RT ST

PARKING

MECHANICS
ROW

5

NORTH
MILLER ST

MA
IN ST

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**CITY OF AUBURN
PUBLIC NOTICE**

A public hearing will be held by the Auburn City Council on Monday, June 18, 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 Liberty Festival/Independence Day Committee application for:

**The Liberty Festival to be held at Great Falls, Festival Plaza and surrounding areas,
July 4, 2018 (rain date July 5, 2018).**

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 53-06182018

ORDERED, that the Auburn City Council hereby approves the Special Event/Mass Gathering permit for the Liberty Festival to be held, July 4, 2018 (rain date July 5, 2018) at Great Falls, Festival Plaza, and surrounding areas pending the receipt of the Certificate of Liability Insurance.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: 6-18-2018

Ordinance: 03-06182018

Author: Zach Mosher, City Planner

Subject: Zone Change Request for Evergreen Subaru for properties located at 20 Niskayuna St (PID: 300-014) and 1079 Turner St (PID: 300-013) from Suburban Residential to General Business.

Information: Evergreen Subaru, currently located on Center Street, has been a successful auto dealership and has acquired 2 properties (listed above) that are adjacent and located on Turner St and Niskayuna St. These 2 properties are currently zoned Suburban Residential and are being petitioned to have that zoning changed to General Business. The 2010 Comprehensive Plan Future Land Use Map recommends the area requested for rezoning for Business Expansion Transition (BXT). The BXT land use designation is compatible with the General Business District and complies with the 2010 Comprehensive Plan. Approving the zone change will allow Evergreen Subaru to expand its business operation. Approving the zone change will allow Evergreen Subaru to expand its business operation.

The Planning Board voted unanimously (5-0) to forward a recommendation of APPROVAL on to the City Council at their May 8, 2018 meeting. The required Planning Board report is attached with this information sheet.

City Budgetary Impacts: The zone change itself will not have a city budgetary impact. The potential future development will create a higher taxable value to the affected land and improvements. The potential closure of Niskayuna St as part of the business expansion may reduce city cost of service for maintaining a public road.

Staff Recommended Action: The Staff and Auburn Planning Board recommend the City Council APPROVE the zoning map amendment of the properties listed above from Suburban Residential to General Business as the request complies with the Future Land Use Plan of the 2010 Comprehensive Plan.

Previous Meetings and History: May 8th, 2018 Planning Board meeting - a public hearing was held (no public response) and the Planning Board voted 5-0 to forward a positive recommendation to the City Council. Workshop held on 5/21/2018.

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink, appearing to read "Peter J. Coakley".

Attachments:

1. Planning Board Report to the City Council.
2. Staff Report for the Planning Board's May 8, 2018 meeting with map and attachments.



City of Auburn, Maine

Office of Economic & Community Development
www.auburnmaine.gov | 60 Court Street
Auburn, Maine 04210
207.333.6601

PLANNING BOARD CITY COUNCIL REPORT

To: Mayor Levesque and Honorable Members of City Council

From: Zach Mosher, City Planner

Re: Evergreen Subaru - Rezoning Petition for Properties Located at Niskayuna and Turner St

Date: May 21, 2018

I. PROPOSAL- Evergreen Subaru submitted a petition to rezone 2 properties located at 20 Niskayuna St (PID: 300-014) and 1079 Turner St (PID: 300-013). These properties are currently zoned Suburban Residential (SR) and applicant is requesting the zoning be changed to General Business (GB). The applicant is the owner of the properties that are being requested for rezoning and wants to expand Evergreen Subaru's auto sales into that area. The total net acreage of the 2 properties is 1.22 acres and the gross acreage (include street right of way) is 1.6 acres. The applicant is also requesting the discontinuance of Niskayuna St.

II. DEPARTMENT REVIEW- The Plan Review Committee met on April 18th and the Police Department was curious to know if the taxable value of the lots would increase because of the zone change and the Assessing Department replied that the conversion from residential to commercial is likely to increase the taxable value of each lot, even before a structure were to be put on any of the lots. The Planning Department wanted to make sure the zone change was supported by the Comprehensive Plan's Future Land Use Map and it is.

III. PLANNING BOARD ACTION- The Planning Board reviewed whether the proposed zone change complies with the 2010 Comprehensive Plan's Future Land Use Map.

Current Zoning- The properties located at 20 Niskayuna St (PID: 300-014) and 1079 Turner St (PID: 300-013) are currently zoned Suburban Residential. The properties to the north are zoned Suburban Residential and General Business, to the east is zoned General Business, to the south is General Business and to the west is Suburban Residential. The dealership has secured the option rights to purchase 1079 Turner St and owns the property at 20 Niskayuna St.

Future Land Use Plan- The area proposed for the rezoning is recommended for **Business Expansion Transition District (BXT)** in the 2010 Comprehensive Plan. Business Expansion Transition District (BXT) is describes in the 2010 Comprehensive Plan as follows:

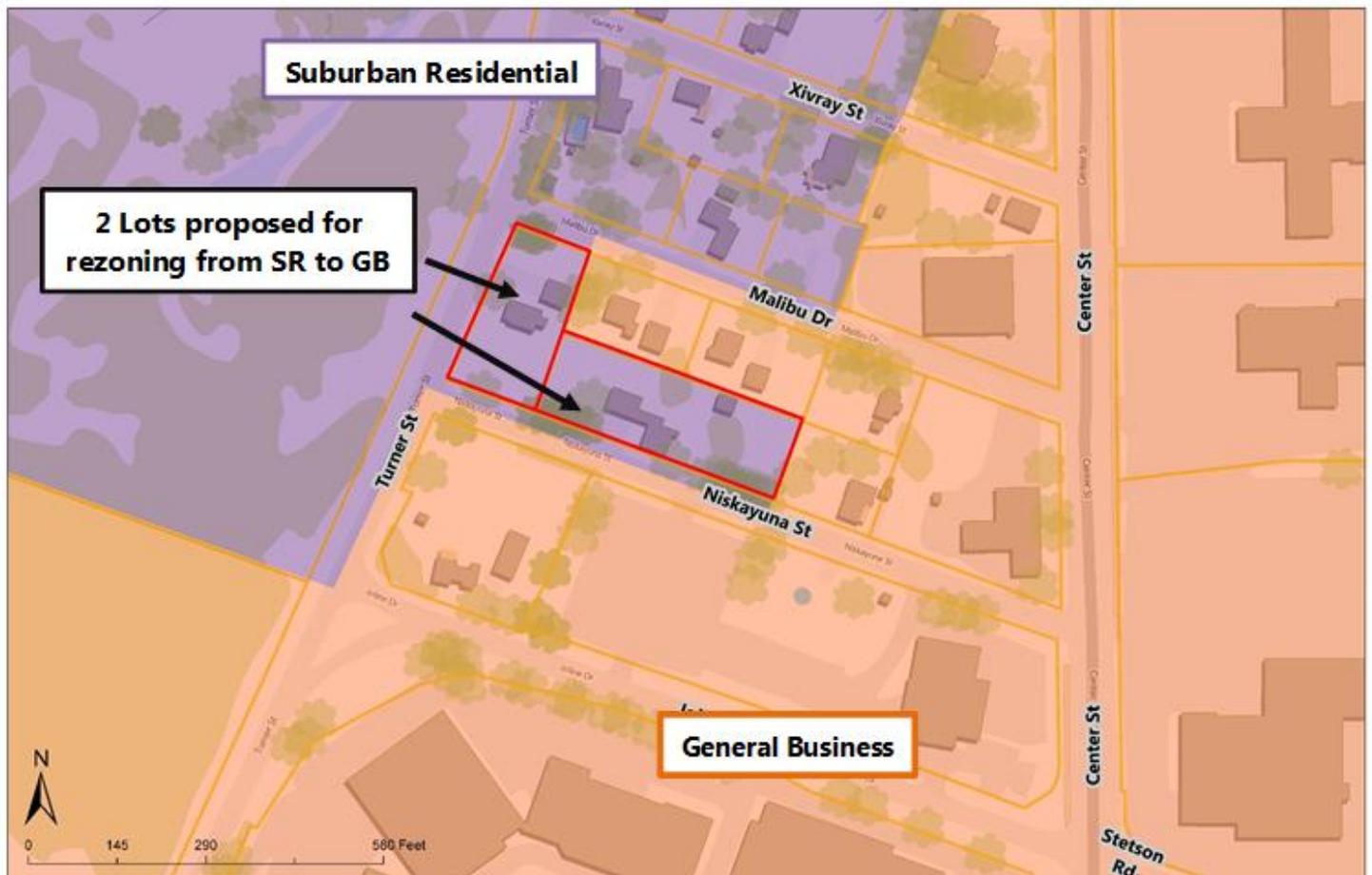
“Business Expansion Transition District (BXT)

Objective – Allow for the orderly conversion of “pocket” or “island” residential neighborhoods that are adjacent to commercial zones to nonresidential use over time. The intention of this designation is that these areas remain zoned as they currently are and the residential uses be allowed to continue, **but to provide for these areas to rezoned to commercial/business use when there is an appropriate development proposal. In rezoning these areas, the rezoning process should occur in way that expands the adjacent nonresidential zone in an orderly manner, while maintaining the livability of the remaining residential properties.**

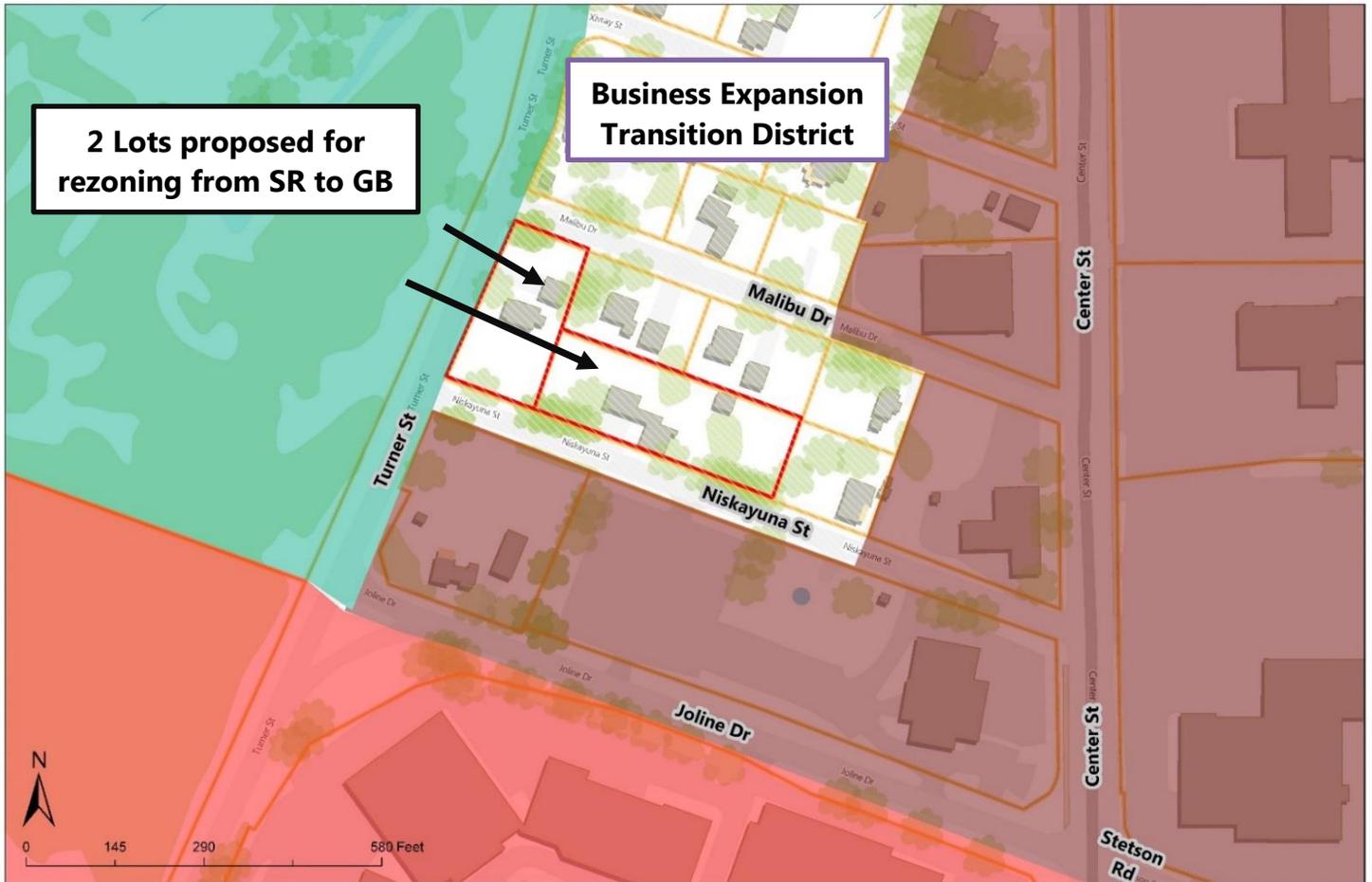
Allowed Uses – The current allowed uses should remain in force until these areas are rezoned.

Development Standards – The current development standards should remain in force until these areas are rezoned.” (2010 Comprehensive Plan page 101)

Current Zoning



Future Land Use Plan (2010 Comprehensive Plan)



IV. PLANNING BOARD PUBLIC HEARING, DELIBERATION AND RECOMMENDATION-

The Planning Board opened the public hearing portion of agenda item at the May 8, 2018 meeting and no one from the public spoke or gave comments. The Planning Board then discussed:

- The status of the surrounding properties understanding that, if approved, the 7-lot property block between Turner St, Malibu Dr, Center St, and Niskayuna would be zoned completely General Business.
- The Board also considered photos of the existing screening that had been grown over time and wanted to make sure steps were taken to protect the remaining residential properties from the commercial property.

- The Board discussed the timing of any future development and how potential impacts on the remaining residential properties would be handled. The applicant would have to apply for a Special Exception and Site Plan Review to the Planning Board where impacts on surrounding properties would be addressed prior to any approval and construction.
- A question was raised as to whether a portion of Niskayuna would remain open as a possible entrance to the dealership, but the applicant indicated that was not likely and that the entrances to the dealership would be only off of Joline Dr. and Malibu Dr.

The Planning Board considered the applicant's testimony and the Staff recommendation of Approval and voted with a favorable and unanimous vote of 5-0 (motion by Bowyer, seconded by Hamlyn) to forward a recommendation of **APPROVAL** to the City Council of the proposed zone change from Suburban Residential to General Business for the properties located at 20 Niskayuna St (PID: 300-014) and 1079 Turner St (PID: 300-013) with the following findings:

1. The properties proposed for rezoning meet the definition of Business Expansion Transition District.
2. The properties proposed for rezoning are in agreement with the 2010 Comprehensive Plan's Future Land Use Map.

Zach Mosher

Zach Mosher
City Planner



City of Auburn, Maine

Office Economic and Community Development
www.auburnmaine.gov | 60 Court Street
Auburn, Maine 04210
207.333.6601

PLANNING BOARD STAFF REPORT

To: Auburn Planning Board

From: Zach Mosher, City Planner

Re: Evergreen Subaru-Rezoning Petition for Properties Located at Niskayuna St & Turner St

Date: May 8, 2018

- I. **PROPOSAL** – Mike Gotto, of Stoneybrook Consultants, Inc., an agent for Evergreen Subaru has submitted a rezoning petition for properties located at 20 Niskayuna St (PID: 300-014) and 1079 Turner St (PID: 300-013). These properties are currently zoned Suburban Residential (SR) and the applicant is requesting the zoning be changed to General Business (GB). The applicant is the owner of the properties that are being requested for rezoning and wants to expand their facilities into that area. The total net acreage of the 2 properties is 1.22 acres and the gross acreage (include street right of way) is 1.6 acres.

In July 2016 Evergreen Subaru submitted a rezoning petition to the Planning Board for properties located at 16 Malibu Drive (PID # 301-006), 32 Malibu Drive (PID # 301-007), 40 Malibu Drive (PID # 301-012), and 40 Niskayuna Street (PID # 301-004). At the time, the Planning Board voted with a favorable, unanimous vote of 7-0 to forward a recommendation of approval to the City Council of the proposed zone change from Suburban Residential to General Business for the 4 properties referenced above. The zone change for those 4 properties were approved at the September 12, 2016 City Council meeting. The September 2016 zone change approval of these properties means that only two parcels left - 1079 Turner Street and 20 Niskayuna Street – are in the SR zoning district in the 7-property block between Niskayuna St, Turner St, Center St and Malibu Drive.

The applicant is now requesting that the two remaining parcels – 20 Niskayuna St and 1079 Turner St – be included in the GB zoning district to make the entire block one zoning district, GB. The applicant will also be asking the City Council to discontinue Niskayuna St for the purposes of the expansion.

II. **DEPARTMENT REVIEW**

Police Department: The Police Department was curious to know if the taxable value of the lots would increase because of the zone change and the Assessing Department replied that the conversion from residential to commercial is likely to increase the taxable value of each lot, even before a structure were to be put on any of the lots.

Fire Department: No comment.

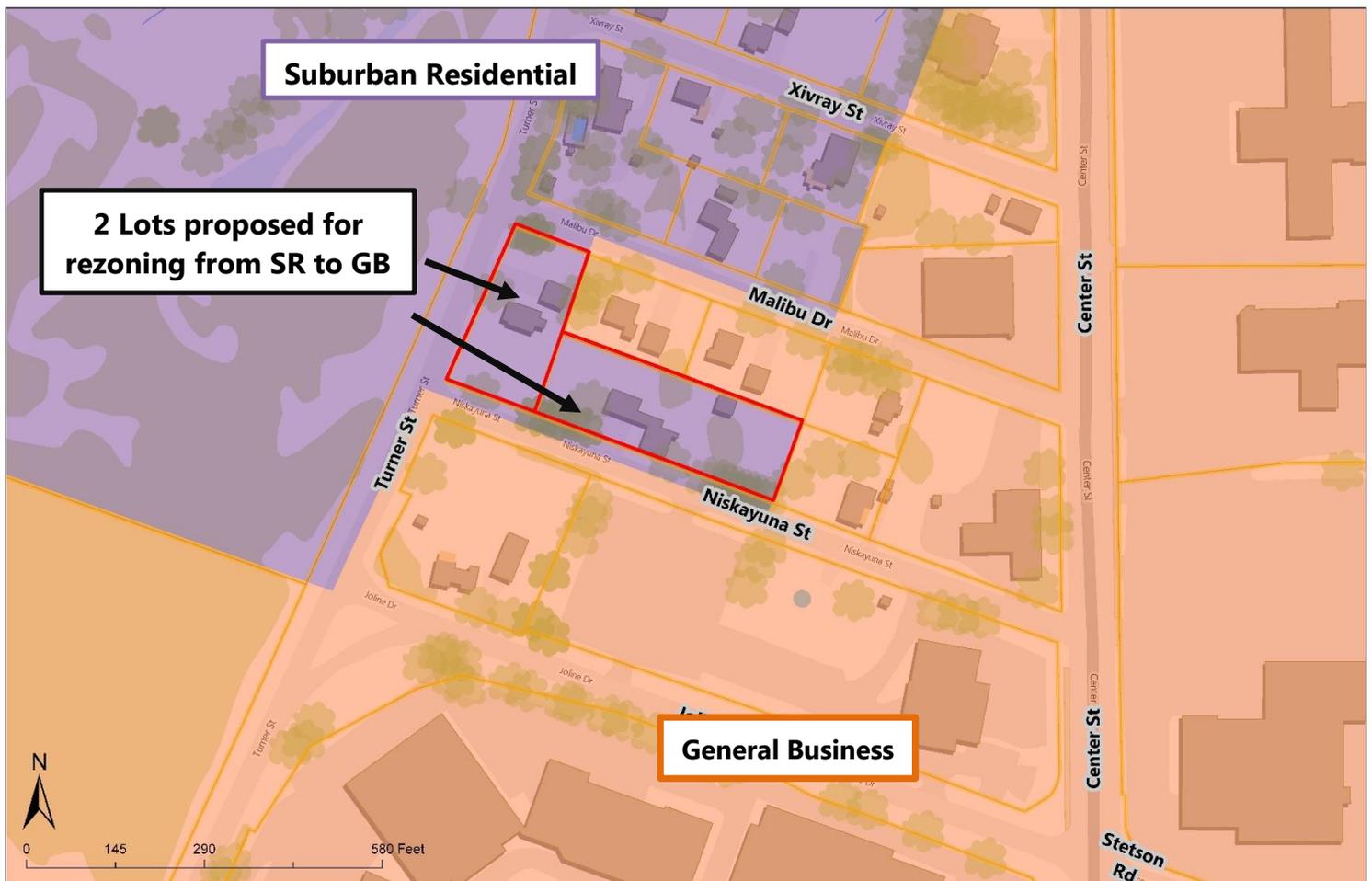
Water and Sewer District: No comment.

Engineering Department: No comment.

Planning Department: The Planning Department wanted to make sure the zone change was supported by the Comprehensive Plan's Future Land Use Map and it is.

III. **PLANNING BOARD ACTION-** The Planning Board shall consider whether the proposed zone change complies with the 2010 Comprehensive Plan's Future Land Use Plan and Map. The Board is being asked to forward a recommendation of approval to the City Council for final action.

Current Zoning- The properties located at 20 Niskayuna St (PID: 300-014) and 1079 Turner St (PID # 300-0013) are currently zoned Suburban Residential. The properties to the north are zoned Suburban Residential and General Business, to the east is zoned General Business, to the south is General Business and to the west is Suburban Residential.





City of Auburn, Maine

Office Economic and Community Development
www.auburnmaine.gov | 60 Court Street
Auburn, Maine 04210
207.333.6601

Future Land Use Plan- The area proposed for the rezoning is recommended as Business Expansion Transition District (BXT) in the 2010 Comprehensive Plan. Business Expansion Transition District (BXT) is describes in the 2010 Comprehensive Plan as follows:

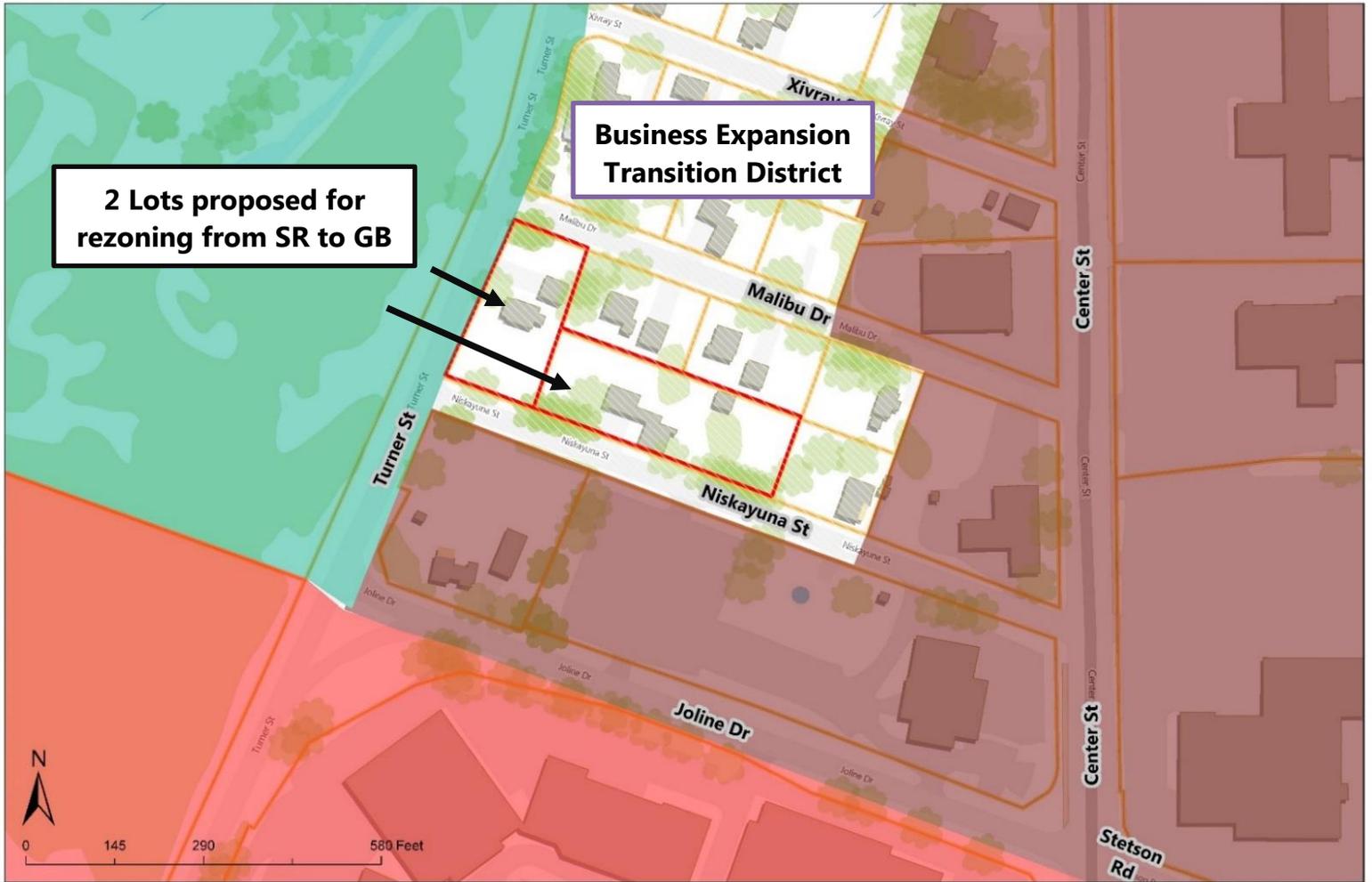
"Business Expansion Transition District (BXT)

Objective – Allow for the orderly conversion of "pocket" or "island" residential neighborhoods that are adjacent to commercial zones to nonresidential use over time. The intention of this designation is that these areas remain zoned as they currently are and the residential uses be allowed to continue, **but to provide for these areas to rezoned to commercial/business use when there is an appropriate development proposal. In rezoning these areas, the rezoning process should occur in way that expands the adjacent nonresidential zone in an orderly manner, while maintaining the livability of the remaining residential properties.**

Allowed Uses – The current allowed uses should remain in force until these areas are rezoned.

Development Standards – The current development standards should remain in force until these areas are rezoned." (2010 Comprehensive Plan page 101)

Future Land Use Map- The 2010 Comprehensive Plan shows the properties proposed for rezoning to be in the Business Expansion Transition District (BXT).



IV. **STAFF RECOMMENDATION** – The Staff recommends the Planning Board forward a recommendation of **APPROVAL** to the City Council of the proposed zone change from Suburban Residential to General Business for the properties at 20 Niskayuna St (PID: 300-014) and 1079 Turner St (PID: 300-013) with the following findings:

- 1) The properties proposed for rezoning meet the definition of Business Expansion Transition District.
- 2) The properties proposed for rezoning are in agreement with the 2010 Comprehensive Plan’s Future Land Use Plan.

Zach Mosher

Zach Mosher
City Planner

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 03-06182018

BE IT ORDAINED, that the City Council hereby amends the Auburn Zoning Map from Suburban Residential District to General Business District for the following properties; 20 Niskayuna Street (PID # 301-004) and 1079 Turner St as shown on the attached map, pursuant to Chapter 60, Article XVII, Division 2 of the Ordinances of the City of Auburn.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: June 18, 2018

Resolve: 08-06182018

Author: Paul M. LeClair, LA911 Director

Subject: LA911 Radio System Council Resolve

Information: LA911's radio system is over 20 years old, must be replaced, and the agency is in a three-year program to do so. The first year's projects, which are nearing completion, involve the system's major towers and are aimed at improving the system's geographical coverage. The upcoming year will replace the dispatch center's radio consoles. The third year will replace the core radio system. Next year's base radio system replacement will require that the cities choose between maintaining the current VHF system and going to an 800Mhz system that is more expensive. The advantage of the 800 system is that it will provide the various public safety agencies with additional frequencies where the VHF system cannot due to the limited quality and availability of VHF frequencies in our area. As a follow-up to the joint Council meetings where this project has been discussed, a working group composed of the Mayors, Councilors who serve on the 911 Committee, Managers and their Assistants, Police and Fire Chiefs, and staff of LA911 recently met to further discuss the frequency decision. While recognizing the valid concerns raised by some regarding the affordability of the 800Mhz system, the majority of those present favored the 800Mhz option given that system's ability to meet the needs of the public safety agencies by delivering quality radio communications over multiple radio channels. Attached is a summary of what was discussed at that meeting. This resolve would put the City Council on record supporting the 800 system.

City Budgetary Impacts: The estimated cost of the 800Mhz Radio System for the FY20 CIP is \$4,000,000.00.

The City of Auburn's share is 50% - \$2,000,000.00.

In addition, each City would fund Portable & Mobile radios as part of their individual department's CIP request.

Staff Recommended Action: To approve the Resolve, indicating the support of the Auburn City Council for an 800Mhz Replacement Radio System for LA911

Previous Meetings and History: Workshop discussion on May 21st, June 4th, and June 18th.

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Coakley".

Attachments:

1. Council Resolve supporting the 800Mhz System.
2. Radio System Sub-Committee May 2, 2018.

**Lewiston-Auburn 9-1-1
Emergency Communications System**

Paul M. LeClair, Director
552 Minot Avenue, Auburn, Maine 04210
207.786.5380 ~ 207.795.0743 fax



May 9, 2018

Edward A. Barrett
City Administrator
City of Lewiston

Peter Crichton
City Manager
City of Auburn

Re: Radio System Sub Committee Meeting / May 2, 2018

As a follow-up to the 911 radio upgrade discussion at the Joint Council meeting of February 2018, City Manager Peter Crichton suggested that the mayors, managers and assistants, councilors serving on the 911 Committee, Finance Directors, and the Chiefs of the public safety departments meet to further explore and discuss the upgrade project.

In attendance: Mayor Jason Levesque, Mayor Shane Bouchard, Councilor Leroy Walker, Councilor Michel Lajoie, City Administrator Edward Barrett, City Manager Peter Crichton, Finance Director Heather Hunter, Finance Director Jill Eastman, Fire Chief Robert Chase, Fire Chief Brian Stockdale, Police Chief Phil Crowell, Police Chief Brian O'Malley, Asst. Chief Bruce McKay, Deputy Chief Jason Moen, Director Paul M. LeClair, IT Director Drew McKinley, Operations Manager Tim Hall

The Radio System Sub-Committee met on Wednesday May 2, 2018 @ 2:00 PM to discuss the Radio System Capital Project. The Committee reviewed the PowerPoint presentation from the Joint City Council Meeting of February 22, 2018 (attached) and the proposed capital project schedule for FY18, FY19, & FY20 (attached).

Talking points for the meeting:

Mobile and Portable Radios:

Director LeClair reviewed the cost breakdown for mobile and portable radios for both the VHF and 800Mhz radio systems (breakdown attached). The City Managers have indicated each city will be responsible for their individual department's mobile and portable radio cost.

The Committee discussed grant opportunities for the mobile and portable radios. The Director reviewed the current Homeland Security Grant Program that provides annual funding to Lewiston and Auburn. The Police and Fire Chiefs oversee the HSG projects and will ensure

Lewiston-Auburn 9-1-1 Emergency Communications System

Paul M. LeClair, Director

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funding for the needed mobile and portable radios for the Hazardous Material Team will be included in the grant allocation for FY19 and FY20. In terms of the funding required for the larger radio replacement program, the Mayors will contact our Congressional Delegation and request assistance in searching out government funding opportunities.

Radio System Discussion:

The bulk of the discussion focused on the primary requirements the radio system project is intended to fulfill -- improving radio equipment reliability and addressing radio frequency deficiencies. The Committee discussed at length the concept and design of the radio system itself and how the systems rely on frequencies to provide public safety responders with the necessary communication channels with which to operate. The primary difference between VHF and 800Mhz is the limitation on the number and quality of VHF channels when compared to the 800Mhz system. A secondary difference is the greater ability of 800Mhz systems to penetrate certain building types.

VHF Frequencies:

Each of the Lewiston Auburn Public Safety Agencies currently have access to one of four (4) primary frequencies, with one primary assigned to each agency. They each also have one (1) backup frequency that is not fully supported by the main radio system. When using a radio on the backup frequency, that radio can only access one of the systems nearest towers. As a result, the communication range is limited since the radio signal will not be sent out to the system's various repeaters. Thus, a user in South Auburn is generally unable to communicate with users in North Auburn on the backup frequency. Essentially, this frequency operates in the same way as walkie-talkies – individual radio to individual radio within a limited geographical area.

While these so-called “tactical” channels are intended to be used to deal with particular situations such as communications at a fire scene or a significant police incident such as a hostage situation, they are unfortunately of limited quality since they are not fully integrated into the overall radio system and are subject to interference and “talk over” from others using the same or nearby frequencies since they are not as fully buffered as the primaries. As a result, they are frequently unavailable or unreliable, forcing all traffic onto the assigned primary frequency.

For major emergencies, it is not unusual for an agency to restrict all radio traffic on a primary channel to those responding to the emergency, effectively shutting down that channel for routine or normal operations. While this issue could be addressed through integrating additional frequencies into the core radio system, additional VHF radio frequencies are not readily available to the LA Agencies and, if they were, there would also be an additional cost associated with integrating them into the system since each frequency requires its own main radio equipment. VHF is a heavily used radio spectrum and obtaining additional frequencies with good quality and range is not an option.

Lewiston-Auburn 9-1-1 Emergency Communications System

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800Mhz:

The design of an 800Mhz radio system efficiently manages a frequency spectrum by removing the limits on individual frequencies. An 800Mhz system provides the Police, Fire, and LA911 Agencies with multiple talk group channels without the equipment limits associated with VHF. With such a system, the Police and Fire Chiefs can separate emergency and non-emergency radio communications as opposed to the current situation where all emergency and non-emergency radio communications occur on **one** frequency.

Maintaining emergency channel integrity will improve incident scene safety and provide secure radio channels for sensitive operations. Best practices recommend Police and Fire Chiefs use a designated radio channel for critical incident scene operations.

The primary purpose of an 800Mhz system, recognizing the VHF frequency limits we face in our region, is efficiency; many people can carry on many conversations over only a few distinct frequencies.

Financial Issues:

The major concern/issue with moving to the 800Mhz system is cost. In general, the costs for the system run about twice that for a replacement VHF system. Moving to 800Mhz will require that all portable and mobile radios be replaced at the same time, speeding what would normally be an on-going four to five year replacement cycle, and will require a higher annual maintenance and licensing fee. Cost is clearly a significant issue, particularly among elected officials and city management, where competing priorities must be evaluated for limited capital and operating funds and concerns exist regarding relatively high tax rates and their effect on economic development and resident ability to pay.

To some extent, however, comparing costs between the two systems is like comparing apples to oranges. A VHF system that would provide a similar number of frequencies or channels would be significantly more expensive than the cost estimates for simply replacing the current system.

Summary:

There was significant support among the public safety staff at the meeting for the 800 system given its ability to provide a multi-channel/frequency environment as well as its enhanced building penetrating capability. While the VHF system might be a workable alternative if additional frequencies were available, their lack is a significant shortcoming. At the same time, some elected and management officials continue to struggle with the higher costs associated with such a system, concerns that all present understand.

The radio project is being phased in over a three year period (FY18 – FY19 – FY20) to allow for adequate planning and implementation. To further address cost concerns, the group explored alternative potential sources of funding including federal grants and state support through the emergency 911 telephone surcharge fund. The Mayors agreed to pursue this with state and

**Lewiston-Auburn 9-1-1
Emergency Communications System**

Paul M. LeClair, Director

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federal officials. In addition, Chief Crowell indicated a willingness to further investigate an upcoming federal grant program for body worn cameras that might be a potential funding source through using the system to transmit video.

In general, the majority of those present would favor the 800Mhz radio option given the system's ability to deliver quality radio communications and multiple radio channels to meet the needs of the Lewiston Auburn Public Safety Agencies.

Next Steps

The City of Lewiston will be voting on May 15th on its' capital bonding. The proposal includes funding for dispatch console replacement. The City of Auburn Budget review process will occur during the month of May and the LA911 Operational and Capital Budget will be presented to the Auburn Council on May 21st. While consoles can be purchased now for use with either system later, there may be some additional costs associated with matching the consoles to the system. Knowing whether we will stay with VHF or move to 800 at the time of console replacement may result in some overall project savings.

Should Lewiston approve the console replacement borrowing, the Lewiston Council will be asked to vote on a Resolve indicating its support for either the 800 or VHF systems.

Director Paul M. LeClair

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 08-06182018

Resolve, Indicating the Support of the Auburn City Council for an 800Mhz Replacement Radio System for LA911.

Whereas, LA911's radio system is in excess of twenty years old, is no longer supported by the manufacturer, and replacement parts are becoming difficult to locate; and

Whereas, a robust and reliable emergency communications system is necessary for the operation of Auburn's and Lewiston's emergency services; and

Whereas, LA911 is in the second year of a three-year radio replacement and upgrade program; and

Whereas, in the coming year, LA911's dispatch radio consoles are scheduled to be replaced; and

Whereas, the core radio system is scheduled for replacement in FY20; and

Whereas, staff and officials of the cities of Auburn and Lewiston and LA911 have been evaluating alternative radio systems based on VHF and 800 Mhz frequencies; and

Whereas, while dispatch center radio consoles can be purchased that will function with either frequency system, a choice of frequency prior to console purchase may provide for some cost savings; and

Whereas, following several joint meetings between the Councils of Auburn and Lewiston, LA911 staff, and the public safety staffs of the cities, a working group of the Mayors, Managers and their Assistants, Police and Fire Chiefs, and Councilors on the 911 Committee recently met to further explore and discuss the radio replacement project; and

Whereas, while recognizing the valid concerns raised by some regarding the affordability of the 800 Mhz system, the majority of those present favored the 800Mhz option given that system's ability to meet the needs of the public safety agencies by delivering quality radio communications over multiple radio channels; and

Whereas, given that the City Council of the City of Auburn is expected to approve the funding needed to move forward with LA911's console replacement project, it would be appropriate for the Council to indicate support for its preferred radio frequency system at the same time;

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

Now, therefore, be it resolved by the City Council of the City of Auburn, that the proposed 800Mhz radio system is the preferred replacement option for LA911 because it will provide the additional radio frequencies required for effective public safety operations and will enhance communications ability from within buildings of a certain construction type.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: June 18, 2018 **Order:** 54-06182018

Author: Jill M. Eastman, Finance Director

Subject: Order – Authorizing Use of Other Funds to fund a portion of the FY 18 – 19 CIP.

Information: This is the order authorizing the use of \$1,012,000 from Other Funds to fund a portion of the City's FY 18-19 CIP. The breakdown of these other funds are as follows: \$815,000-TIF Funds, \$135,000-CDBG Funds, \$30,000-Drug Funds, and \$32,000-EMS Capital Reserve (List attached)

City Budgetary Impacts: These funds are available to fund these projects without having to use General Obligation Bonds.

Staff Recommended Action: Staff recommends passage of this order.

Previous Meetings and History: Joint Council and School Committee workshop on 3/26/18, various budget workshops through April and May 2018.

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Caulton".

Attachments:
List of Projects
Order

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 54-06182018

ORDERED, that the Auburn City Council hereby authorizes the use of funds in the amount of \$1,012,000, from the funds listed below to be used to fund the Capital Improvements listed below:

CITYWIDE			
CAPITAL IMPROVEMENT PLAN FY 19 Other Funds			
	Description	Funds	
Economic Development	New Auburn Village Center Revitalization	TIF	\$ 680,000
Economic Development	Downtown Parking/Walkability	TIF	\$ 135,000
Economic Development	Downtown Parking/Walkability	CDBG	\$ 135,000
Police	Narcotics Testing Equipment	Drug Funds	\$ 30,000
Fire/EMS	EMS Coordinator Vehicle	EMS Capital Reserve	\$ 32,000
TOTAL CIP			\$ 1,012,000

A public hearing was held on June 18, 2018.

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services



TO: Peter Crichton, City Manager

FROM: Jill Eastman, Finance Director

REF: April 2018 Financial Report

DATE: May 17, 2018

The following is a discussion regarding the significant variances found in the City's April 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 tenth month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 83.3% of the annual budget. However, not all costs and revenues are distributed evenly throughout the year; individual line items can vary based upon cyclical activity.

Revenues

Revenues collected through April 30, including the school department were \$71,018,793, or 85.08%, of the budget. The municipal revenues including property taxes were \$53,728,553, or 89.97% of the budget which is more than the same period last year by \$2,740,467. The accounts listed below are noteworthy.

- A. March 15th the second installment for real estate taxes were due. The current year tax revenue is at 93.48% as compared to 92.58% last year. Courtesy letters were sent out in April for those taxpayers that hadn't paid their taxes. The lien process will begin in May.
- B. Excise tax for the month of April is at 86.55%. This is a \$91,203 increase from FY 17.

Expenditures

City expenditures through April 2018 are \$35,001,154 or 83.89%, of the budget. Noteworthy variances are:

- A. All of the operating departments are either below or right on target for April. Debt Service for FY 18 has all been paid as of April 30, so this account will end the year with a small surplus that will go to fund balance.

Investments

This section contains an investment schedule as of April 30th. Currently the City's funds are earning an average interest rate of .92%.

Respectfully submitted,



Jill M. Eastman
Finance Director

CITY OF AUBURN, MAINE
BALANCE SHEET - CITY GENERAL FUND, WC AND UNEMPLOYMENT FUND
AS of April 2018, March 2018, and June 2017

ASSETS	UNAUDITED April 30 2018	UNAUDITED March 31 2018	Increase (Decrease)	AUDITED JUNE 30 2017
CASH	\$ 24,773,228	\$ 26,451,123	\$ (1,677,895)	\$ 11,272,850
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	1,670,068	2,019,327	(349,259)	2,532,611
TAXES RECEIVABLE-CURRENT	3,253,158	3,985,177	(732,019)	1,051,346
DELINQUENT TAXES	666,303	666,570	(267)	612,972
TAX LIENS	706,227	746,251	(40,024)	562,272
NET DUE TO/FROM OTHER FUNDS	729,548	(1,268,852)	1,998,399	3,021,419
TOTAL ASSETS	\$ 31,798,532	\$ 32,599,596	\$ (801,064)	\$ 19,053,470
 LIABILITIES & FUND BALANCES				
ACCOUNTS PAYABLE	\$ (42,321)	\$ (91,591)	\$ 49,270	\$ (851,716)
PAYROLL LIABILITIES	(2,037,041)	(1,434,096)	(602,945)	-
ACCRUED PAYROLL	-	-	-	(4,075,304)
STATE FEES PAYABLE	(54,406)	(54,852)	446	-
ESCROWED AMOUNTS	(9,140)	(9,140)	-	(2,826)
DEFERRED REVENUE	(4,476,259)	(5,248,466)	772,207	(2,057,984)
TOTAL LIABILITIES	\$ (6,619,166)	\$ (6,838,144)	\$ 218,978	\$ (6,987,830)
FUND BALANCE - UNASSIGNED	\$ (24,088,413)	\$ (24,670,499)	\$ 582,086	\$ (8,863,571)
FUND BALANCE - RESTRICTED FOR WORKERS COMP & UNEMPLOYMENT	776,017	776,017	-	(2,023,296)
FUND BALANCE - RESTRICTED	(1,866,970)	(1,866,970)	-	(1,178,773)
TOTAL FUND BALANCE	\$ (25,179,365)	\$ (25,761,452)	\$ 582,086	\$ (12,065,640)
TOTAL LIABILITIES AND FUND BALANCE	\$ (31,798,532)	\$ (32,599,596)	\$ 801,064	\$ (19,053,470)

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

REVENUE SOURCE	FY 2018 BUDGET	ACTUAL REVENUES THRU APR 2018	% OF BUDGET	FY 2017 BUDGET	ACTUAL REVENUES THRU APR 2017	% OF BUDGET	VARIANCE
TAXES							
PROPERTY TAX REVENUE-	\$ 48,061,530	\$ 44,926,732	93.48%	\$ 46,032,435	\$ 42,615,609	92.58%	\$ 2,311,123
PRIOR YEAR TAX REVENUE	\$ -	\$ 868,237		\$ -	\$ 798,433		\$ 69,804
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 1,015,000	\$ 821,845	80.97%	\$ 750,000	\$ 569,088	75.88%	\$ 252,757
EXCISE	\$ 3,810,000	\$ 3,297,513	86.55%	\$ 3,365,000	\$ 3,206,310	95.28%	\$ 91,203
PENALTIES & INTEREST	\$ 150,000	\$ 100,060	66.71%	\$ 150,000	\$ 120,100	80.07%	\$ (20,040)
TOTAL TAXES	\$ 53,036,530	\$ 50,014,387	94.30%	\$ 50,297,435	\$ 47,309,540	94.06%	\$ 2,704,847
LICENSES AND PERMITS							
BUSINESS	\$ 62,000	\$ 58,043	93.62%	\$ 48,000	\$ 52,044	108.43%	\$ 5,999
NON-BUSINESS	\$ 345,000	\$ 388,582	112.63%	\$ 427,384	\$ 391,971	91.71%	\$ (3,389)
TOTAL LICENSES	\$ 407,000	\$ 446,625	109.74%	\$ 475,384	\$ 444,015	93.40%	\$ 2,610
INTERGOVERNMENTAL ASSISTANCE							
STATE-LOCAL ROAD ASSISTANCE	\$ 400,000	\$ 406,860	101.72%	\$ 400,000	\$ 399,292	99.82%	\$ 7,568
STATE REVENUE SHARING	\$ 1,509,117	\$ 1,156,926	76.66%	\$ 1,468,313	\$ 1,119,019	76.21%	\$ 37,907
WELFARE REIMBURSEMENT	\$ 95,000	\$ 127,842	134.57%	\$ 59,000	\$ 57,100	96.78%	\$ 70,742
OTHER STATE AID	\$ 32,000	\$ 14,943	46.70%	\$ 22,000	\$ 2,681	12.19%	\$ 12,262
CITY OF LEWISTON	\$ 228,384	\$ 71,293	31.22%	\$ 160,000	\$ -	0.00%	\$ 71,293
TOTAL INTERGOVERNMENTAL ASSISTANCE	\$ 2,264,501	\$ 1,777,864	78.51%	\$ 2,109,313	\$ 1,578,092	74.82%	\$ 199,772
CHARGE FOR SERVICES							
GENERAL GOVERNMENT	\$ 144,440	\$ 99,800	69.09%	\$ 132,640	\$ 110,244	83.12%	\$ (10,444)
PUBLIC SAFETY	\$ 236,277	\$ 141,035	59.69%	\$ 139,077	\$ 96,006	69.03%	\$ 45,029
EMS TRANSPORT	\$ 1,250,000	\$ 798,304	63.86%	\$ 1,250,000	\$ 855,675	68.45%	\$ (57,371)
TOTAL CHARGE FOR SERVICES	\$ 1,630,717	\$ 1,039,139	63.72%	\$ 1,521,717	\$ 1,061,925	69.78%	\$ (22,786)
FINES							
PARKING TICKETS & MISC FINES	\$ 70,000	\$ 45,450	64.93%	\$ 65,000	\$ 48,741	74.99%	\$ (3,291)
MISCELLANEOUS							
INVESTMENT INCOME	\$ 32,000	\$ 55,362	173.01%	\$ 10,000	\$ 48,431	484.31%	\$ 6,931
RENTS	\$ 35,000	\$ 30,079	85.94%	\$ 18,000	\$ 24,897	138.32%	\$ 5,182
UNCLASSIFIED	\$ 10,000	\$ 57,465	574.65%	\$ 10,000	\$ 14,737	147.37%	\$ 42,728
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 45,264		\$ -	\$ 33,845		\$ 11,419
SALE OF PROPERTY	\$ 20,000	\$ 14,611	73.05%	\$ 20,000	\$ 11,344	56.72%	\$ 3,267
RECREATION PROGRAMS/ARENA	\$ -	\$ -		\$ -	\$ -		\$ -
MMWAC HOST FEES	\$ 215,000	\$ 181,988	84.65%	\$ 210,000	\$ 284,464	135.46%	\$ (102,477)
TRANSFER IN: TIF	\$ 1,287,818	\$ -	0.00%	\$ 1,537,818	\$ -	0.00%	\$ -
TRANSFER IN: REC SPEC REVENUE	\$ 54,718	\$ -	0.00%	\$ 54,718	\$ -	0.00%	\$ -
ENERGY EFFICIENCY	\$ -	\$ -		\$ -	\$ 1,625		\$ (1,625)
CDBG	\$ 214,430	\$ 20,321	9.48%	\$ 254,127	\$ 120,592	47.45%	\$ (100,271)
UTILITY REIMBURSEMENT	\$ 27,500	\$ -	0.00%	\$ 27,500	\$ 5,838	21.23%	\$ (5,838)
CITY FUND BALANCE CONTRIBUTION	\$ 412,500	\$ -	0.00%	\$ 825,000	\$ -	0.00%	\$ -
TOTAL MISCELLANEOUS	\$ 2,308,966	\$ 405,089	17.54%	\$ 2,967,163	\$ 545,773	18.39%	\$ (140,684)
TOTAL GENERAL FUND REVENUES	\$ 59,717,714	\$ 53,728,553	89.97%	\$ 57,436,012	\$ 50,988,086	88.77%	\$ 2,740,467
SCHOOL REVENUES							
EDUCATION SUBSIDY	\$ 22,039,568	\$ 16,786,691	76.17%	\$ 21,373,337	\$ 16,539,257	77.38%	\$ 247,434
EDUCATION	\$ 811,744	\$ 503,549	62.03%	\$ 814,540	\$ 543,091	66.67%	\$ (39,542)
SCHOOL FUND BALANCE CONTRIBUTION	\$ 906,882	\$ -	0.00%	\$ 906,882	\$ -	0.00%	\$ -
TOTAL SCHOOL	\$ 23,758,194	\$ 17,290,240	72.78%	\$ 23,094,759	\$ 17,082,348	73.97%	\$ 207,892
GRAND TOTAL REVENUES	\$ 83,475,908	\$ 71,018,793	85.08%	\$ 80,530,771	\$ 68,070,434	84.53%	\$ 2,948,359

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

DEPARTMENT	FY 2018 BUDGET	Unaudited EXP THRU APR 2018	% OF BUDGET	FY 2017 BUDGET	Unaudited EXP THRU APR 2017	% OF BUDGET	VARIANCE
ADMINISTRATION							
MAYOR AND COUNCIL	\$ 80,300	\$ 65,763	81.90%	\$ 78,464	\$ 69,464	88.53%	\$ (3,701)
CITY MANAGER	\$ 581,170	\$ 403,467	69.42%	\$ 378,880	\$ 194,488	51.33%	\$ 208,979
CITY CLERK	\$ 181,332	\$ 143,648	79.22%	\$ 177,906	\$ 139,794	78.58%	\$ 3,854
FINANCIAL SERVICES	\$ 675,239	\$ 523,968	77.60%	\$ 637,754	\$ 519,798	81.50%	\$ 4,170
HUMAN RESOURCES	\$ 156,887	\$ 119,753	76.33%	\$ 150,435	\$ 70,330	46.75%	\$ 49,423
INFORMATION TECHNOLOGY	\$ 531,551	\$ 440,841	82.93%	\$ 479,324	\$ 419,044	87.42%	\$ 21,797
LEGAL SERVICES	\$ -	\$ -		\$ 45,650	\$ 97,512	213.61%	\$ (97,512)
TOTAL ADMINISTRATION	\$ 2,206,479	\$ 1,697,440	76.93%	\$ 1,948,413	\$ 1,510,430	77.52%	\$ 187,010
COMMUNITY SERVICES							
ECONOMIC & COMMUNITY DEVELOPMENT	\$ 1,717,028	\$ 917,949	53.46%	\$ 1,938,437	\$ 1,053,967	54.37%	\$ (136,018)
HEALTH & SOCIAL SERVICES	\$ 220,870	\$ 192,481	87.15%	\$ 171,474	\$ 190,315	110.99%	\$ 2,166
RECREATION & SPECIAL EVENTS*	\$ 388,581	\$ 288,803	74.32%	\$ 341,772	\$ 230,661	67.49%	\$ 58,142
PUBLIC LIBRARY	\$ 998,189	\$ 927,584	92.93%	\$ 979,516	\$ 818,609	83.57%	\$ 108,975
TOTAL COMMUNITY SERVICES	\$ 3,324,668	\$ 2,326,817	69.99%	\$ 3,431,199	\$ 2,293,552	66.84%	\$ 33,265
FISCAL SERVICES							
DEBT SERVICE	\$ 6,366,533	\$ 6,298,375	98.93%	\$ 6,406,845	\$ 6,282,274	98.06%	\$ 16,101
FACILITIES	\$ 640,201	\$ 493,625	77.10%	\$ 645,756	\$ 425,896	65.95%	\$ 67,729
WORKERS COMPENSATION	\$ 555,164	\$ 555,164	100.00%	\$ 522,088	\$ 522,088	100.00%	\$ 33,076
WAGES & BENEFITS	\$ 5,960,970	\$ 4,936,604	82.82%	\$ 5,274,528	\$ 4,380,710	83.05%	\$ 555,894
EMERGENCY RESERVE (10108062-670000)	\$ 415,454	\$ -	0.00%	\$ 375,289	\$ -	0.00%	\$ -
TOTAL FISCAL SERVICES	\$ 13,938,322	\$ 12,283,768	88.13%	\$ 13,224,506	\$ 11,610,968	87.80%	\$ 672,800
PUBLIC SAFETY							
FIRE DEPARTMENT	\$ 4,227,575	\$ 3,668,478	86.77%	\$ 4,049,396	\$ 3,526,731	87.09%	\$ 141,747
FIRE EMS	\$ 708,828	\$ 391,857	55.28%	\$ 590,997	\$ 342,343	57.93%	\$ 49,514
POLICE DEPARTMENT	\$ 4,043,998	\$ 3,330,579	82.36%	\$ 3,875,113	\$ 3,133,710	80.87%	\$ 196,869
TOTAL PUBLIC SAFETY	\$ 8,980,401	\$ 7,390,914	82.30%	\$ 8,515,506	\$ 7,002,784	82.24%	\$ 388,130
PUBLIC WORKS							
PUBLIC SERVICES DEPARTMENT	\$ 4,611,116	\$ 3,710,582	80.47%	\$ 4,496,349	\$ 3,735,810	83.09%	\$ (25,228)
SOLID WASTE DISPOSAL	\$ 964,118	\$ 708,373	73.47%	\$ 932,689	\$ 659,770	70.74%	\$ 48,603
WATER AND SEWER	\$ 632,716	\$ 328,858	51.98%	\$ 599,013	\$ 610,559	101.93%	\$ (281,701)
TOTAL PUBLIC WORKS	\$ 6,207,950	\$ 4,747,813	76.48%	\$ 6,028,051	\$ 5,006,139	83.05%	\$ (258,326)
INTERGOVERNMENTAL PROGRAMS							
AUBURN-LEWISTON AIRPORT	\$ 167,800	\$ 166,279	99.09%	\$ 106,000	\$ 107,066	101.01%	\$ 59,213
E911 COMMUNICATION CENTER	\$ 1,088,857	\$ 835,338	76.72%	\$ 1,088,857	\$ 837,854	76.95%	\$ (2,516)
LATC-PUBLIC TRANSIT	\$ 189,949	\$ 189,949	100.00%	\$ 182,244	\$ 182,244	100.00%	\$ 7,705
LA ARTS	\$ -	\$ -		\$ -	\$ -		\$ -
TAX SHARING	\$ 270,000	\$ 16,809	6.23%	\$ 270,000	\$ 18,015	6.67%	\$ (1,206)
TOTAL INTERGOVERNMENTAL	\$ 1,716,606	\$ 1,208,375	70.39%	\$ 1,647,101	\$ 1,145,179	69.53%	\$ 63,196
COUNTY TAX	\$ 2,296,224	\$ 2,296,224	100.00%	\$ 2,167,824	\$ 2,167,824	100.00%	\$ 128,400
TIF (10108058-580000)	\$ 3,049,803	\$ 3,049,803	100.00%	\$ 2,824,803	\$ 2,977,134	105.39%	\$ 72,669
OVERLAY	\$ -	\$ -		\$ -	\$ 112,734	0.00%	\$ (112,734)
TOTAL CITY DEPARTMENTS	\$ 41,720,453	\$ 35,001,154	83.89%	\$ 39,787,403	\$ 33,826,744	85.02%	\$ 1,174,410
EDUCATION DEPARTMENT	\$ 41,755,455	\$ 27,437,699	65.71%	\$ 40,743,368	\$ 26,924,344	66.08%	\$ 513,355
TOTAL GENERAL FUND EXPENDITURES	\$ 83,475,908	\$ 62,438,853	74.80%	\$ 80,530,771	\$ 60,751,088	75.44%	\$ 1,687,765

**CITY OF AUBURN, MAINE
INVESTMENT SCHEDULE
AS OF April 30, 2018**

INVESTMENT		FUND	BALANCE April 30, 2018	BALANCE March 31, 2018	INTEREST RATE
ANDROSCOGGIN BANK	449	CAPITAL PROJECTS	\$ 5,206,934.09	\$ 5,203,939.28	0.45%
ANDROSCOGGIN BANK	502	SR-TIF	\$ 1,014,150.65	\$ 1,013,567.38	0.45%
ANDROSCOGGIN BANK	836	GENERAL FUND	\$ 3,145,539.33	\$ 3,143,711.86	0.45%
ANDROSCOGGIN BANK	801	WORKERS COMP	\$ 50,663.45	\$ 50,634.31	0.45%
ANDROSCOGGIN BANK	684	EMS CAPITAL RESERVE	\$ 232,912.30	\$ 232,778.34	0.45%
NORTHERN CAPITAL	02155	CAPITAL PROJECTS	\$ 750,000.00	\$ 750,000.00	1.15%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	1.00%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	1.15%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	1.25%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	1.30%
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%
GRAND TOTAL			\$ 13,150,199.82	\$ 13,144,631.17	0.92%

EMS BILLING
SUMMARY OF ACTIVITY
July 1, 2017 - June 30, 2018
Report as of April 30, 2018

	Beginning	April 2018					Ending
	Balance 04/01/18	New Charges	Payments	Refunds	Adjustments	Write-Offs	Balance 4/30/2018
Bluecross	\$ 10,145.17	\$ 4,912.80	\$ (1,595.74)		\$ (1,079.25)	\$ 1,838.10	\$ 14,221.08
Intercept	\$ 300.00	\$ 200.00	\$ (300.00)			\$ 100.00	\$ 300.00
Medicare	\$ 195,139.50	\$ 121,193.40	\$ (35,364.51)		\$ (53,376.68)	\$ (168,559.89)	\$ 59,031.82
Medicaid	\$ (9,409.43)	\$ 34,861.80	\$ (19,988.81)		\$ (26,313.68)	\$ 38,360.79	\$ 17,510.67
Other/Commercial	\$ 140,911.49	\$ 12,011.20	\$ (17,369.66)		\$ (822.01)	\$ (68,865.13)	\$ 65,865.89
Patient	\$ 76,726.67	\$ 12,274.40	\$ (6,772.83)		\$ (420.63)	\$ 70,773.03	\$ 152,580.64
Worker's Comp	\$ (1,725.01)		\$ (1,416.20)			\$ 3,141.21	\$ -
TOTAL	\$ 412,088.39	\$ 185,453.60	\$ (82,807.75)	\$ -	\$ (82,012.25)	\$ (123,211.89)	\$ 309,510.10

EMS BILLING
BREAKDOWN -TOTAL CHARGES
July 1, 2017 - June 30, 2018
Report as of April 30, 2018

	July 2017	August 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	Adjustment	Totals	% of Total
No Insurance Information								\$ 2,428.40	\$ 2,420.00		\$ (4,848.40)	\$ -	0.00%
Bluecross	\$ 7,616.80	\$ 5,319.60	\$ 8,771.40	\$ 10,276.00	\$ 6,772.40	\$ 8,671.00	\$ 8,500.40	\$ 7,433.60	\$ 8,757.80	\$ 4,912.80	\$ 1,557.60	\$ 78,589.40	4.25%
Intercept	\$ 200.00		\$ 400.00	\$ 200.00	\$ -	\$ 100.00	\$ 200.00	\$ 200.00	\$ 300.00	\$ 200.00		\$ 1,800.00	0.10%
Medicare	\$ 93,981.80	\$ 121,672.00	\$ 73,260.80	\$ 126,451.20	\$ 96,014.80	\$ 96,588.20	\$ 106,479.80	\$ 103,205.40	\$ 148,832.40	\$ 121,193.40	\$ 31,735.40	\$ 1,119,415.20	60.55%
Medicaid	\$ 29,998.80	\$ 33,361.80	\$ 27,171.80	\$ 34,032.80	\$ 27,524.20	\$ 22,068.00	\$ 27,243.60	\$ 27,893.60	\$ 35,615.60	\$ 34,861.80	\$ 9,264.80	\$ 309,036.80	16.71%
Other/Commercial	\$ 26,335.20	\$ 31,967.40	\$ 28,178.40	\$ 20,213.20	\$ 20,077.80	\$ 24,490.40	\$ 24,483.40	\$ 19,517.80	\$ 26,316.20	\$ 12,011.20	\$ (26,457.80)	\$ 207,133.20	11.20%
Patient	\$ 15,784.20	\$ 20,029.80	\$ 11,348.00	\$ 10,776.00	\$ 10,916.20	\$ 15,110.60	\$ 17,456.00	\$ 11,613.80	\$ 14,056.60	\$ 12,274.40	\$ (15,204.00)	\$ 124,161.60	6.72%
Worker's Comp	\$ 872.40	\$ 685.00					\$ 1,614.80		\$ 1,619.00		\$ 3,952.40	\$ 8,743.60	0.47%
TOTAL	\$ 174,789.20	\$ 213,035.60	\$ 149,130.40	\$ 201,949.20	\$ 161,305.40	\$ 167,028.20	\$ 185,978.00	\$ 172,292.60	\$ 237,917.60	\$ 185,453.60	\$ -	\$ 1,848,879.80	100.00%

EMS BILLING
BREAKDOWN -TOTAL COUNT
July 1, 2017 - June 30, 2018
Report as of April 30, 2018

	July 2017	August 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	Adjustment	Totals	% of Total
No Insurance Information								3	3			6	0.26%
Bluecross	9	7	11	12	8	10	10	9	10	6		92	3.95%
Intercept	2		4	2	0	1	2	2	3	2		18	0.77%
Medicare	117	151	98	154	121	119	133	126	183	146		1348	57.85%
Medicaid	39	44	36	44	36	28	35	35	46	43		386	16.57%
Other/Commercial	36	41	36	25	26	31	33	23	34	18		303	13.00%
Patient	20	25	14	14	13	18	22	14	17	14		171	7.34%
Worker's Comp	1	1			0		2	0	2			6	0.26%
TOTAL	224	269	199	251	204	207	237	212	298	229	0	2330	100.00%

TOTAL REVENUE COLLECTED AS OF 4/30/18 \$798,303.80

TOTAL EXPENDITURES AS OF 4/30/18 \$391,857.14

**EMS BILLING
AGING REPORT
July 1, 2017 to June 30, 2018
Report as of April 30, 2018**

	Current		31-60		61-90		91-120		121+ days		Totals	
Bluecross	\$ 11,743.80	83%	\$ 3,581.60	25%	\$ -	0%	\$ -	0%	\$ (1,104.32)	-8%	\$ 14,221.08	4.59%
Intercept	\$ 300.00		\$ -		\$ -		\$ -		\$ -		\$ 300.00	0.10%
Medicare	\$ 59,163.00	100%	\$ -	0%	\$ -	0%	\$ 801.90	1%	\$ (933.08)	-2%	\$ 59,031.82	19.07%
Medicaid	\$ 16,412.23	94%	\$ -	0%	\$ 675.20	4%	\$ -	0%	\$ 423.24	2%	\$ 17,510.67	5.66%
Other/Commercial	\$ 43,194.62	66%	\$ 18,395.45	28%	\$ 2,977.40	5%		0%	\$ 1,298.42	2%	\$ 65,865.89	21.28%
Patient	\$ 38,336.63	25%	\$ 30,825.58	20%	\$ 21,569.75	14%	\$ 25,776.66	17%	\$ 36,072.02	24%	\$ 152,580.64	49.30%
Worker's Comp	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.00%
TOTAL	\$ 169,150.28		\$ 52,802.63		\$ 25,222.35		\$ 26,578.56		\$ 35,756.28		\$ 309,510.10	
	55%		17%		8%		9%		12%		100%	100.00%

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

	1902	1905	1910	1913	1914	1915	1917	1922	1926	1927	1928	1929	1930	1931
	Riverwatch	Winter Festival	Community Service	Police Fitness Equipment	Oak Hill Cemeteries	Fire Training Building	Wellness Grant	Walmart Risk/Homeless	Healthy Androscoggin	Insurance Reimbursement	Vending	Fire Prevention	211 Fairview	Donations
Fund Balance 7/1/17	\$ 972,422.92	\$ (1,530.30)	\$ 4,380.34	\$ 5,932.53	\$ 27,343.39	\$ (1,488.84)	\$ 4,582.27	\$ 6,378.18	\$ 1,784.05	\$ 925.21	\$ (83.88)	\$ 4,791.12	\$ (566,303.71)	\$ 2,069.13
Revenues FY18	\$ 66,224.66	\$ 5,691.00	\$ 827.40		\$ 1,600.00		\$ 6,087.00	\$ 960.94	\$ 5,820.00		\$ 672.00			
Expenditures FY18	\$ 116,089.04	\$ 9,516.99	\$ 262.22	\$ 820.00			\$ 6,368.68	\$ 60.94	\$ 2,604.00		\$ 1,393.16			\$ 984.44
Fund Balance 4/30/18	\$ 922,558.54	\$ (5,356.29)	\$ 4,945.52	\$ 5,112.53	\$ 28,943.39	\$ (1,488.84)	\$ 4,300.59	\$ 7,278.18	\$ 5,000.05	\$ 925.21	\$ (805.04)	\$ 4,791.12	\$ (566,303.71)	\$ 1,084.69

	2003	2005	2006	2007	2008	2010	2013	2014	2019	2020	2025	2030	2032	2033
	Byrne JAG	MDOT	PEACE	Seatbelt Grant	Homeland Security	State Drug Money	OUI Grant	Speed Grant	Law Enforcement Training	CDBG	Community Cords	Parking	HEAPP	Safe School/Health (COPS)
Fund Balance 7/1/17	\$ 2,808.57	\$ (300,767.41)	\$ 4,155.42	\$ 2,197.62	\$ (73,633.75)	\$ 14,432.07	\$ 6,210.37	\$ 8,831.00	\$ (5,669.72)	\$ 4,323,336.57	\$ 29,316.61	\$ 11,690.86	\$ (4,994.50)	\$ (15,906.07)
Revenues FY18	\$ 4,668.53	\$ 14,466.95	\$ 2,089.35			\$ 4,967.00	\$ 7,916.00	\$ 6,643.42	\$ 11,547.78	\$ 944,206.90	\$ 3,057.48	\$ 116,006.00		
Expenditures FY18	\$ 4,329.87	\$ 78,226.86	\$ 2,809.50		\$ 5,000.00	\$ 16,330.64	\$ 8,418.00	\$ 7,327.42	\$ 12,796.78	\$ 1,036,094.24	\$ 1,506.40	\$ 151,209.66		
Fund Balance 4/30/18	\$ 3,147.23	\$ (364,527.32)	\$ 3,435.27	\$ 2,197.62	\$ (78,633.75)	\$ 3,068.43	\$ 5,708.37	\$ 8,147.00	\$ (6,918.72)	\$ 4,231,449.23	\$ 30,867.69	\$ (23,512.80)	\$ (4,994.50)	\$ (15,906.07)

	2037	2038	2040	2041	2044	2045	2046	2048	2050	2051	2052	2053	2054	2055
	Bulletproof Vests	Community Action Team	Great Falls TV	Blanche Stevens	Federal Drug Money	Forest Management	Joint Land Use Study	TD Tree Days Grant	Project Lifesaver	Project Canopy	Nature Conservancy	St Louis Bells	EMS Transport Capital Reserve	Work4ME-PAL
Fund Balance 7/1/17	\$ 8,478.66	\$ 7,206.21	\$ 45,319.88	\$ 47,037.73	\$ 16,988.54	\$ 4,436.52	\$ 0.57	\$ -	\$ 150.00	\$ -	\$ 975.05	\$ 2,357.75	\$ 331,362.88	\$ (13,692.41)
Revenues FY18	\$ 4,531.24			\$ 3,940.00	\$ 16,814.26				\$ 65.91				\$ 1,415.46	
Expenditures FY18	\$ 1,015.00		\$ 24,783.65	\$ 2,683.67	\$ 2,995.00				\$ 176.56	\$ 420.71			\$ 361,060.69	\$ 5,628.00
Fund Balance 4/30/18	\$ 11,994.90	\$ 7,206.21	\$ 20,536.23	\$ 48,294.06	\$ 30,807.80	\$ 4,436.52	\$ 0.57	\$ -	\$ 39.35	\$ (420.71)	\$ 975.05	\$ 2,357.75	\$ (28,282.35)	\$ (19,320.41)

	2056	2057	2058	2059	2060	2201	2500
	Lake Auburn Neighborhood	ASPCA Grant	Barker Mills Greenway	Distracted Driving	My Life My Choice JJAG	EDI Grant	Parks & Recreation
Fund Balance 7/1/17	\$ 125.00	\$ 800.00	\$ (2,597.43)	\$ 301.00	\$ -	\$ (1,484,407.18)	\$ 191,966.40
Revenues FY18				\$ 8,680.83	\$ 5,361.50		\$ 234,724.39
Expenditures FY18				\$ 18,883.83	\$ 5,361.50		\$ 283,455.50
Fund Balance 4/30/18	\$ 125.00	\$ 800.00	\$ (2,597.43)	\$ (9,902.00)	\$ -	\$ (1,484,407.18)	\$ 143,235.29

	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	Total
	Tambrands TIF 4	J Enterprises TIF 5	Tambrands II TIF 6	J & A Properties TIF 7	Formed Fiber TIF 8	Mall TIF 9	Downtown TIF 10	Safe Handling TIF 11	Auburn Industrial TIF 12	Auburn Plaza TIF 13	Auburn Plaza II TIF 14	Webster School TIF 16	Bedard Pharm TIF 17	Slapshot LLC TIF 18	Hartt Transport TIF 19	Special Revenues	
Fund Balance 7/1/17	\$ (8,073.02)	\$ 14,500.44	\$ (365,270.76)	\$ 2,558.27	\$ 30,486.17	\$ 149,591.94	\$ (4,529.96)	\$ 183.21	\$ (350,651.92)	\$ (37,076.39)	\$ 9,722.38	\$ 360.91	\$ 31,366.79	\$ 47,165.25	\$ (5.40)	\$ 3,140,347.13	
Revenues FY18	\$ 523,280.00		\$ 124,379.00			\$ 383,288.00	\$ 815,987.00		\$ 193,476.00	\$ 349,638.00	\$ 460,889.00	\$ 30,116.00		\$ 137,960.00	\$ 30,790.00	\$ 4,528,789.00	
Expenditures FY18	\$ 333,365.83	\$ 2,750.00	\$ 89,790.66			\$ 460,795.95	\$ 398,475.87		\$ 180,874.00	\$ 164,401.56	\$ 331,728.24	\$ 30,128.56		\$ 138,021.12	\$ 30,802.92	\$ 4,329,747.66	
Fund Balance 4/30/18	\$ 181,841.15	\$ 11,750.44	\$ (330,682.42)	\$ 2,558.27	\$ 30,486.17	\$ 72,083.99	\$ 412,981.17	\$ 183.21	\$ (338,049.92)	\$ 148,160.05	\$ 138,883.14	\$ 348.35	\$ 31,366.79	\$ 47,104.13	\$ (18.32)	\$ 3,339,388.47	

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 April, 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 April 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 April 30, 2018.

Current Assets:

As of the end of April 2018 the total current assets of Ingersoll Turf Facility were \$84,102. This consisted of an interfund receivable of \$84,102 an increase from March of \$23,350.

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 April 30, 2018 was \$167,406.

Liabilities:

Ingersoll had accounts payable of \$2,018 as of April 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 April 2018 are \$187,099. This revenue comes from the sponsorships, programs, rental income and batting cages.

The operating expenses for Ingersoll Turf Facility through April 2018 were \$153,772. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of April 2018, Ingersoll has an operating gain of \$33,327 compared to March's of \$11,804.

As of April 30, 2018, Ingersoll has an increase in net assets of \$33,327.

The budget to actual reports for revenue and expenditures, show that the revenue for FY18 compared to FY 17.

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

	Apr 30 2018	Mar 31 2018	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents		\$ -	\$ -
Interfund receivables/payables	\$ 84,102	\$ 60,752	23,350
Accounts receivable	-	-	-
Total current assets	84,102	60,752	23,350
Noncurrent assets:			
Capital assets:			
Buildings	672,279	672,279	-
Equipment	86,625	86,625	-
Land improvements	18,584	18,584	-
Less accumulated depreciation	(610,082)	(610,082)	-
Total noncurrent assets	167,406	167,406	-
Total assets	251,508	228,158	23,350
LIABILITIES			
Accounts payable	\$ 2,018	\$ 191	\$ 1,827
Total liabilities	2,018	191	1,827
NET ASSETS			
Invested in capital assets	\$ 167,406	\$ 167,406	\$ -
Unrestricted	\$ 82,084	\$ 60,561	\$ 21,523
Total net assets	\$ 249,490	\$ 227,967	\$ 21,523

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

	Ingersoll Turf Facility
Operating revenues:	
Charges for services	\$ 187,099
Operating expenses:	
Personnel	76,573
Supplies	16,216
Utilities	17,584
Repairs and maintenance	3,949
Rent	-
Depreciation	-
Capital expenses	33,048
Other expenses	6,402
Total operating expenses	153,772
Operating gain (loss)	33,327
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
Total nonoperating expense	-
Gain (Loss) before transfer	33,327
Transfers out	-
Change in net assets	33,327
Total net assets, July 1	216,163
Total net assets, April 30, 2018	\$ 249,490

CITY OF AUBURN, MAINE
REVENUES - INGERSOLL TURF FACILITY
Through April 30, 2018 compared to April 30, 2017

REVENUE SOURCE	FY 2018 BUDGET	ACTUAL REVENUES THRU APR 2018	% OF BUDGET	FY 2017 BUDGET	ACTUAL REVENUES THRU APR 2017	% OF BUDGET
CHARGE FOR SERVICES						
Sponsorship	\$ 17,000	\$ 14,750	86.76%	\$ 15,000	\$ 12,100	80.67%
Batting Cages	\$ 11,520	\$ 15,065	130.77%	\$ 9,940	\$ 11,540	116.10%
Programs	\$ 80,000	\$ 71,722	89.65%	\$ 90,000	\$ 45,792	50.88%
Rental Income	\$ 103,650	\$ 85,562	82.55%	\$ 100,000	\$ 86,431	86.43%
TOTAL CHARGE FOR SERVICES	\$ 212,170	\$ 187,099	88.18%	\$ 214,940	\$ 155,863	72.51%
INTEREST ON INVESTMENTS	\$ -			\$ -		
GRAND TOTAL REVENUES	\$ 212,170	\$ 187,099	88.18%	\$ 214,940	\$ 155,863	72.51%

CITY OF AUBURN, MAINE
EXPENDITURES - INGERSOLL TURF FACILITY
Through April 30, 2018 compared to April 30, 2017

DESCRIPTION	ACTUAL			ACTUAL			Difference
	FY 2018 BUDGET	EXPENDITURES THRU APR 2018	% OF BUDGET	FY 2017 BUDGET	EXPENDITURES THRU APR 2017	% OF BUDGET	
Salaries & Benefits	\$ 106,624	\$ 76,573	71.82%	\$ 101,899	\$ 76,652	75.22%	\$ (79)
Purchased Services	\$ 21,110	\$ 10,351	49.03%	\$ 20,750	\$ 6,239	30.07%	\$ 4,112
Programs	\$ 7,000	\$ 4,047	57.81%	\$ 5,000	\$ 6,957	139.14%	\$ (2,910)
Supplies	\$ 5,000	\$ 12,169	243.38%	\$ 6,750	\$ 915	13.56%	\$ 11,254
Utilities	\$ 39,720	\$ 17,584	44.27%	\$ 41,320	\$ 16,017	38.76%	\$ 1,567
Insurance Premiums	\$ 2,431	\$ -	0.00%	\$ 2,383	\$ -	0.00%	\$ -
Capital Outlay	\$ 42,490	\$ 33,048	77.78%	\$ -	\$ -		\$ 33,048
	\$ 224,375	\$ 153,772	68.53%	\$ 178,102	\$ 106,780	59.95%	\$ 46,992
GRAND TOTAL EXPENDITURES	\$ 224,375	\$ 153,772	68.53%	\$ 178,102	\$ 106,780	59.95%	\$ 46,992

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

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

Current Assets:

As of the end of April 2018 the total current assets of Norway Savings Bank Arena were (\$680,301). These consisted of cash and cash equivalents of \$95,553, accounts receivable of \$60,529, and an interfund payable of \$836,383.

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 April 30, 2018 was \$394,783.

Liabilities:

Norway Arena had accounts payable of \$41,442 as of April 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 April 2018 are \$874,326. 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 April 2018 were \$664,175. These expenses include personnel costs, supplies, utilities, repairs, rent, capital purchases and maintenance.

At the end of April 2018, there was an operating gain of \$210,151.

As of April 2018, Norway Arena has a overall loss of \$211,919, after the debt service (rent) was deducted from the operating gain, compared to the March 2018 operating loss of \$124,495 an increase in the net loss for the fiscal year of \$87,424.

As of April 30, 2018, Norway Arena has a decrease in net assets of \$211,919.

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

	April 30, 2018	March 31, 2018	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 95,553	\$ 95,134	\$ 419
Interfund receivables	\$ (836,383)	\$ (795,302)	\$ (41,081)
Prepaid Rent	\$ -	\$ -	\$ -
Accounts receivable	60,529	80,560	(20,031)
Total current assets	(680,301)	(619,608)	(60,693)
Noncurrent assets:			
Capital assets:			
Buildings	58,223	58,223	-
Equipment	514,999	514,999	-
Land improvements	-	-	-
Less accumulated depreciation	(178,439)	(178,439)	-
Total noncurrent assets	394,783	394,783	-
Total assets	(285,518)	(224,825)	(60,693)
LIABILITIES			
Accounts payable	\$ 41,442	\$ 14,711	\$ 26,731
Net pension liability	100,398	100,398	-
Total liabilities	141,840	115,109	26,731
NET ASSETS			
Invested in capital assets	\$ 394,783	\$ 394,783	\$ -
Unrestricted	\$ (822,141)	\$ (734,717)	\$ (87,424)
Total net assets	\$ (427,358)	\$ (339,934)	\$ (87,424)

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
April 30, 2018

	Norway Savings Arena
Operating revenues:	
Charges for services	\$ 874,326
Operating expenses:	
Personnel	307,305
Supplies	59,724
Utilities	226,172
Repairs and maintenance	27,776
Depreciation	-
Capital expenses	17,056
Other expenses	26,142
Total operating expenses	664,175
Operating gain (loss)	210,151
Nonoperating revenue (expense):	
Interest income	-
Debt Service (Rent)	(422,070)
Interest expense (debt service)	-
Total nonoperating expense	(422,070)
Gain (Loss) before transfer	(211,919)
Transfers out	-
Change in net assets	(211,919)
Total net assets, July 1	(215,439)
Total net assets, April 30, 2018	\$ (427,358)

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

REVENUE SOURCE	FY 2018 BUDGET	ACTUAL REVENUES THRU APR 2018	% OF BUDGET	FY 2017 BUDGET	ACTUAL REVENUES THRU APR 2017	% OF BUDGET	VARIANCE
CHARGE FOR SERVICES							
Concussions	\$ 18,000	\$ 7,985	44.36%	\$ 18,000	\$ 4,870	27.06%	\$ 3,115
Vending Machines	\$ -	\$ 8,295					\$ 8,295
Skate Rentals	\$ -	\$ 5,428					\$ 5,428
Sponsorships	\$ 275,000	\$ 190,068	69.12%	\$ 230,000	\$ 229,391	99.74%	\$ (39,323)
Pro Shop	\$ 8,500	\$ 4,745	55.82%	\$ 8,500	\$ 5,429	63.87%	\$ (684)
Programs	\$ 31,000	\$ 18,212	58.75%	\$ 31,000		0.00%	\$ 18,212
Rental Income	\$ 705,250	\$ 556,771	78.95%	\$ 672,250	\$ 633,402	94.22%	\$ (76,631)
Camps/Clinics	\$ 50,000	\$ 42,878	85.76%	\$ 50,000	\$ 42,185		\$ 693
Tournaments	\$ 50,000	\$ 39,944	79.89%	\$ 50,000	\$ 36,577	73.15%	\$ 3,367
TOTAL CHARGE FOR SERVICES	\$ 1,137,750	\$ 874,326	76.85%	\$ 1,059,750	\$ 951,854	89.82%	\$ (77,528)

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

DESCRIPTION	ACTUAL			ACTUAL			VARIANCE
	FY 2017 BUDGET	EXPENDITURES THRU APR 2018	% OF BUDGET	FY 2016 BUDGET	EXPENDITURES THRU APR 2017	% OF BUDGET	
Salaries & Benefits	\$ 344,000	\$ 307,305	89.33%	\$ 311,000	\$ 281,436	90.49%	\$ 25,869
Purchased Services	\$ 71,656	\$ 53,918	75.25%	\$ 87,306	\$ 44,584	51.07%	\$ 9,334
Supplies	\$ 37,100	\$ 59,724	160.98%	\$ 37,150	\$ 67,826	182.57%	\$ (8,102)
Utilities	\$ 225,150	\$ 226,172	100.45%	\$ 199,800	\$ 210,337	105.27%	\$ 15,835
Capital Outlay	\$ 103,500	\$ 17,056	16.48%	\$ 57,000	\$ 34,548	60.61%	\$ (17,492)
Rent	\$ 507,000	\$ 422,070	83.25%	\$ 507,000	\$ 422,070	83.25%	\$ -
	\$ 1,288,406	\$ 1,086,245	84.31%	\$ 1,199,256	\$ 1,060,801	88.45%	\$ 25,444
GRAND TOTAL EXPENDITURES	\$ 1,288,406	\$ 1,086,245	84.31%	\$ 1,199,256	\$ 1,060,801	88.45%	\$ 25,444

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services



TO: Peter Crichton, City Manager

FROM: Jill Eastman, Finance Director

REF: May 2018 Financial Report

DATE: June 12, 2018

The following is a discussion regarding the significant variances found in the City's May 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 eleventh month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 91.7% 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

- A. Revenues collected through May 31st, including the school department were \$74,758,487, or 89.56%, of the budget. The municipal revenues including property taxes were \$55,679,306 or 93.246% of the budget which is more than the same period last year by 1.64%. The accounts listed below are noteworthy.
- B. The current year tax revenue is at 95.59% as compared to 94.27% last year. The 30 day notice of liens were sent out in May this year instead of June as we did last year. Tax liens will be filed at the end of June on any properties that have unpaid taxes.
- C. Excise tax for the month of May is at 98.86%. This is a \$158,498 increase from FY 17. Our excise revenues for FY18 are 7.16% above projections as of May 31, 2018.
- D. State Revenue Sharing for the month of May is 88.22% or \$1,331,401.

Expenditures

City expenditures through May 2018 were \$37,511,490 or 89.91%, of the budget. This is 1.18% lower than last year at this time.

Noteworthy variances are:

- A. None of the departmental accounts are over budget at the end of May. The Fire Department is at 95.69% which is higher than the average at the end of May. The other operating departments are either right where they should be or below at the end of May.

Investments

This section contains an investment schedule as of May 31st. Currently the City's funds are earning an average interest rate of 1.47%.

Respectfully submitted,

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

Jill M. Eastman
Finance Director

CITY OF AUBURN, MAINE
BALANCE SHEET - CITY GENERAL FUND, WC AND UNEMPLOYMENT FUND
AS of May 2018, April 2018, and June 2017

ASSETS	UNAUDITED May 31 2018	UNAUDITED April 30 2018	Increase (Decrease)	AUDITED JUNE 30 2017
CASH	\$ 22,127,432	\$ 24,773,228	\$ (2,645,796)	\$ 11,272,850
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	1,732,521	1,670,068	62,453	2,532,611
TAXES RECEIVABLE-CURRENT	2,235,747	3,253,158	(1,017,411)	1,051,346
DELINQUENT TAXES	665,890	666,303	(413)	612,972
TAX LIENS	649,189	706,227	(57,038)	562,272
NET DUE TO/FROM OTHER FUNDS	1,580,587	729,548	851,039	3,021,419
TOTAL ASSETS	\$ 28,991,366	\$ 31,798,532	\$ (2,807,166)	\$ 19,053,470
 LIABILITIES & FUND BALANCES				
ACCOUNTS PAYABLE	\$ (24,796)	\$ (42,321)	\$ 17,525	\$ (851,716)
PAYROLL LIABILITIES	(501,017)	(2,037,041)	1,536,024	-
ACCRUED PAYROLL	-	-	-	(4,075,304)
STATE FEES PAYABLE	(83,026)	(54,406)	(28,620)	-
ESCROWED AMOUNTS	(9,140)	(9,140)	-	(2,826)
DEFERRED REVENUE	(3,401,492)	(4,476,259)	1,074,767	(2,057,984)
TOTAL LIABILITIES	\$ (4,019,470)	\$ (6,619,166)	\$ 2,599,696	\$ (6,987,830)
FUND BALANCE - UNASSIGNED	\$ (23,880,943)	\$ (24,088,413)	\$ 207,470	\$ (8,863,571)
FUND BALANCE - RESTRICTED FOR WORKERS COMP & UNEMPLOYMENT	776,017	776,017	-	(2,023,296)
FUND BALANCE - RESTRICTED	(1,866,970)	(1,866,970)	-	(1,178,773)
TOTAL FUND BALANCE	\$ (24,971,895)	\$ (25,179,365)	\$ 207,470	\$ (12,065,640)
TOTAL LIABILITIES AND FUND BALANCE	\$ (28,991,366)	\$ (31,798,532)	\$ 2,807,166	\$ (19,053,470)

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

REVENUE SOURCE	FY 2018 BUDGET	ACTUAL REVENUES THRU MAY 2018	% OF BUDGET	FY 2017 BUDGET	ACTUAL REVENUES THRU MAY 2017	% OF BUDGET	VARIANCE
TAXES							
PROPERTY TAX REVENUE-	\$ 48,061,530	\$ 45,941,134	95.59%	\$ 46,032,435	\$ 43,395,238	94.27%	\$ 2,545,896
PRIOR YEAR TAX REVENUE	\$ -	\$ 923,311		\$ -	\$ 836,708		\$ 86,603
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 1,015,000	\$ 821,845	80.97%	\$ 750,000	\$ 569,088	75.88%	\$ 252,757
EXCISE	\$ 3,810,000	\$ 3,766,474	98.86%	\$ 3,365,000	\$ 3,613,976	107.40%	\$ 152,498
PENALTIES & INTEREST	\$ 150,000	\$ 126,627	84.42%	\$ 150,000	\$ 139,031	92.69%	\$ (12,404)
TOTAL TAXES	\$ 53,036,530	\$ 51,579,391	97.25%	\$ 50,297,435	\$ 48,554,041	96.53%	\$ 3,025,350
LICENSES AND PERMITS							
BUSINESS	\$ 62,000	\$ 63,779	102.87%	\$ 48,000	\$ 61,729	128.60%	\$ 2,050
NON-BUSINESS	\$ 345,000	\$ 418,747	121.38%	\$ 427,384	\$ 424,693	99.37%	\$ (5,946)
TOTAL LICENSES	\$ 407,000	\$ 482,526	118.56%	\$ 475,384	\$ 486,422	102.32%	\$ (3,896)
INTERGOVERNMENTAL ASSISTANCE							
STATE-LOCAL ROAD ASSISTANCE	\$ 400,000	\$ 406,860	101.72%	\$ 400,000	\$ 399,292	99.82%	\$ 7,568
STATE REVENUE SHARING	\$ 1,509,117	\$ 1,331,410	88.22%	\$ 1,468,313	\$ 1,279,435	87.14%	\$ 51,975
WELFARE REIMBURSEMENT	\$ 95,000	\$ 139,996	147.36%	\$ 59,000	\$ 57,100	96.78%	\$ 82,896
OTHER STATE AID	\$ 32,000	\$ 14,943	46.70%	\$ 22,000	\$ 2,681	12.19%	\$ 12,262
CITY OF LEWISTON	\$ 228,384	\$ 71,293	31.22%	\$ 160,000	\$ -	0.00%	\$ 71,293
TOTAL INTERGOVERNMENTAL ASSISTANCE	\$ 2,264,501	\$ 1,964,502	86.75%	\$ 2,109,313	\$ 1,738,508	82.42%	\$ 225,994
CHARGE FOR SERVICES							
GENERAL GOVERNMENT	\$ 144,440	\$ 109,894	76.08%	\$ 132,640	\$ 123,703	93.26%	\$ (13,809)
PUBLIC SAFETY	\$ 236,277	\$ 156,550	66.26%	\$ 139,077	\$ 104,833	75.38%	\$ 51,717
EMS TRANSPORT	\$ 1,250,000	\$ 871,426	69.71%	\$ 1,250,000	\$ 952,614	76.21%	\$ (81,188)
TOTAL CHARGE FOR SERVICES	\$ 1,630,717	\$ 1,137,870	69.78%	\$ 1,521,717	\$ 1,181,150	77.62%	\$ (43,280)
FINES							
PARKING TICKETS & MISC FINES	\$ 70,000	\$ 49,720	71.03%	\$ 65,000	\$ 52,747	81.15%	\$ (3,027)
MISCELLANEOUS							
INVESTMENT INCOME	\$ 32,000	\$ 80,393	251.23%	\$ 10,000	\$ 52,034	520.34%	\$ 28,359
RENTS	\$ 35,000	\$ 33,744	96.41%	\$ 18,000	\$ 30,262	168.12%	\$ 3,482
UNCLASSIFIED	\$ 10,000	\$ 68,031	680.31%	\$ 10,000	\$ 14,413	144.13%	\$ 53,618
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 45,068		\$ -	\$ 45,090		\$ (22)
SALE OF PROPERTY	\$ 20,000	\$ 17,555	87.78%	\$ 20,000	\$ 11,344	56.72%	\$ 6,211
RECREATION PROGRAMS/ARENA	\$ -	\$ -		\$ -	\$ -		\$ -
MMWAC HOST FEES	\$ 215,000	\$ 200,186	93.11%	\$ 210,000	\$ 302,278	143.94%	\$ (102,092)
TRANSFER IN: TIF	\$ 1,287,818	\$ -	0.00%	\$ 1,537,818	\$ -	0.00%	\$ -
TRANSFER IN: REC SPEC REVENUE	\$ 54,718	\$ -	0.00%	\$ 54,718	\$ -	0.00%	\$ -
ENERGY EFFICIENCY	\$ -	\$ -		\$ -	\$ 1,625		\$ (1,625)
CDBG	\$ 214,430	\$ 20,321	9.48%	\$ 254,127	\$ 127,598	50.21%	\$ (107,277)
UTILITY REIMBURSEMENT	\$ 27,500	\$ -	0.00%	\$ 27,500	\$ 12,394	45.07%	\$ (12,394)
CITY FUND BALANCE CONTRIBUTION	\$ 412,500	\$ -	0.00%	\$ 825,000	\$ -	0.00%	\$ -
TOTAL MISCELLANEOUS	\$ 2,308,966	\$ 465,298	20.15%	\$ 2,967,163	\$ 597,038	20.12%	\$ (131,740)
TOTAL GENERAL FUND REVENUES	\$ 59,717,714	\$ 55,679,306	93.24%	\$ 57,436,012	\$ 52,609,906	91.60%	\$ 3,069,400
SCHOOL REVENUES							
EDUCATION SUBSIDY	\$ 22,039,568	\$ 18,501,907	83.95%	\$ 21,373,337	\$ 18,273,152	85.50%	\$ 228,755
EDUCATION	\$ 811,744	\$ 577,274	71.12%	\$ 814,540	\$ 612,277	75.17%	\$ (35,003)
SCHOOL FUND BALANCE CONTRIBUTION	\$ 906,882	\$ -	0.00%	\$ 906,882	\$ -	0.00%	\$ -
TOTAL SCHOOL	\$ 23,758,194	\$ 19,079,181	80.31%	\$ 23,094,759	\$ 18,885,429	81.77%	\$ 193,752
GRAND TOTAL REVENUES	\$ 83,475,908	\$ 74,758,487	89.56%	\$ 80,530,771	\$ 71,495,335	88.78%	\$ 3,263,152

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

DEPARTMENT	FY 2018 BUDGET	Unaudited EXP THRU MAY 2018	% OF BUDGET	FY 2017 BUDGET	Unaudited EXP THRU MAY 2017	% OF BUDGET	VARIANCE
ADMINISTRATION							
MAYOR AND COUNCIL	\$ 80,300	\$ 68,958	85.88%	\$ 78,464	\$ 71,011	90.50%	\$ (2,053)
CITY MANAGER	\$ 581,170	\$ 435,744	74.98%	\$ 378,880	\$ 210,850	55.65%	\$ 224,894
CITY CLERK	\$ 181,332	\$ 161,422	89.02%	\$ 177,906	\$ 157,939	88.78%	\$ 3,483
FINANCIAL SERVICES	\$ 675,239	\$ 585,213	86.67%	\$ 637,754	\$ 568,847	89.20%	\$ 16,366
HUMAN RESOURCES	\$ 156,887	\$ 133,688	85.21%	\$ 150,435	\$ 80,042	53.21%	\$ 53,646
INFORMATION TECHNOLOGY	\$ 531,551	\$ 483,337	90.93%	\$ 479,324	\$ 468,962	97.84%	\$ 14,375
LEGAL SERVICES	\$ -	\$ -		\$ 45,650	\$ 110,453	241.96%	\$ (110,453)
TOTAL ADMINISTRATION	\$ 2,206,479	\$ 1,868,362	84.68%	\$ 1,948,413	\$ 1,668,104	85.61%	\$ 200,258
COMMUNITY SERVICES							
ECONOMIC & COMMUNITY DEVELOPMENT	\$ 1,717,028	\$ 1,007,880	58.70%	\$ 1,938,437	\$ 1,152,993	59.48%	\$ (145,113)
HEALTH & SOCIAL SERVICES	\$ 220,870	\$ 209,618	94.91%	\$ 171,474	\$ 215,779	125.84%	\$ (6,161)
RECREATION & SPECIAL EVENTS*	\$ 388,581	\$ 317,022	81.58%	\$ 341,772	\$ 261,884	76.63%	\$ 55,138
PUBLIC LIBRARY	\$ 998,189	\$ 915,007	91.67%	\$ 979,516	\$ 888,356	90.69%	\$ 26,651
TOTAL COMMUNITY SERVICES	\$ 3,324,668	\$ 2,449,527	73.68%	\$ 3,431,199	\$ 2,519,012	73.41%	\$ (69,485)
FISCAL SERVICES							
DEBT SERVICE	\$ 6,366,533	\$ 6,213,645	97.60%	\$ 6,406,845	\$ 6,340,680	98.97%	\$ (127,035)
FACILITIES	\$ 640,201	\$ 507,936	79.34%	\$ 645,756	\$ 565,163	87.52%	\$ (57,227)
WORKERS COMPENSATION	\$ 555,164	\$ 555,164	100.00%	\$ 522,088	\$ 522,088	100.00%	\$ 33,076
WAGES & BENEFITS	\$ 5,960,970	\$ 5,415,203	90.84%	\$ 5,274,528	\$ 4,735,376	89.78%	\$ 679,827
EMERGENCY RESERVE (10108062-670000)	\$ 415,454	\$ -	0.00%	\$ 375,289	\$ -	0.00%	\$ -
TOTAL FISCAL SERVICES	\$ 13,938,322	\$ 12,691,948	91.06%	\$ 13,224,506	\$ 12,163,307	91.98%	\$ 528,641
PUBLIC SAFETY							
FIRE DEPARTMENT	\$ 4,227,575	\$ 4,045,558	95.69%	\$ 4,049,396	\$ 3,861,304	95.36%	\$ 184,254
FIRE EMS	\$ 708,828	\$ 436,657	61.60%	\$ 590,997	\$ 393,028	66.50%	\$ 43,629
POLICE DEPARTMENT	\$ 4,043,998	\$ 3,718,422	91.95%	\$ 3,875,113	\$ 3,428,533	88.48%	\$ 289,889
TOTAL PUBLIC SAFETY	\$ 8,980,401	\$ 8,200,637	91.32%	\$ 8,515,506	\$ 7,682,865	90.22%	\$ 517,772
PUBLIC WORKS							
PUBLIC SERVICES DEPARTMENT	\$ 4,611,116	\$ 4,060,319	88.06%	\$ 4,496,349	\$ 3,994,105	88.83%	\$ 66,214
SOLID WASTE DISPOSAL	\$ 964,118	\$ 806,463	83.65%	\$ 932,689	\$ 739,699	79.31%	\$ 66,764
WATER AND SEWER	\$ 632,716	\$ 645,215	101.98%	\$ 599,013	\$ 610,559	101.93%	\$ 34,656
TOTAL PUBLIC WORKS	\$ 6,207,950	\$ 5,511,997	88.79%	\$ 6,028,051	\$ 5,344,363	88.66%	\$ 167,634
INTERGOVERNMENTAL PROGRAMS							
AUBURN-LEWISTON AIRPORT	\$ 167,800	\$ 167,112	99.59%	\$ 106,000	\$ 106,000	100.00%	\$ 61,112
E911 COMMUNICATION CENTER	\$ 1,088,857	\$ 1,069,122	98.19%	\$ 1,088,857	\$ 1,073,212	98.56%	\$ (4,090)
LATC-PUBLIC TRANSIT	\$ 189,949	\$ 189,949	100.00%	\$ 182,244	\$ 182,244	100.00%	\$ 7,705
LA ARTS	\$ -	\$ -		\$ -	\$ -		\$ -
TAX SHARING	\$ 270,000	\$ 16,809	6.23%	\$ 270,000	\$ 245,721	91.01%	\$ (228,912)
TOTAL INTERGOVERNMENTAL	\$ 1,716,606	\$ 1,442,992	84.06%	\$ 1,647,101	\$ 1,607,177	97.58%	\$ (164,185)
COUNTY TAX							
TIF (10108058-580000)	\$ 2,296,224	\$ 2,296,224	100.00%	\$ 2,167,824	\$ 2,167,824	100.00%	\$ 128,400
OVERLAY	\$ 3,049,803	\$ 3,049,803	100.00%	\$ 2,824,803	\$ 2,977,134	105.39%	\$ 72,669
	\$ -	\$ -		\$ -	\$ 112,734	0.00%	\$ (112,734)
	\$ -	\$ -		\$ -	\$ -		\$ -
TOTAL CITY DEPARTMENTS	\$ 41,720,453	\$ 37,511,490	89.91%	\$ 39,787,403	\$ 36,242,520	91.09%	\$ 1,268,970
EDUCATION DEPARTMENT							
	\$ 41,755,455	\$ 30,300,634	72.57%	\$ 40,743,368	\$ 29,893,043	73.37%	\$ 407,591
TOTAL GENERAL FUND EXPENDITURES	\$ 83,475,908	\$ 67,812,124	81.24%	\$ 80,530,771	\$ 66,135,563	82.12%	\$ 1,676,561

**CITY OF AUBURN, MAINE
INVESTMENT SCHEDULE
AS OF May 31, 2018**

INVESTMENT		FUND	BALANCE May 31, 2018	BALANCE April 30, 2018	INTEREST RATE
ANDROSCOGGIN BANK	449	CAPITAL PROJECTS	\$ 5,210,030.40	\$ 5,206,934.09	0.70%
ANDROSCOGGIN BANK	502	SR-TIF	\$ 1,014,753.70	\$ 1,014,150.65	0.70%
ANDROSCOGGIN BANK	836	GENERAL FUND	\$ 3,147,391.37	\$ 3,145,539.33	0.70%
ANDROSCOGGIN BANK	801	WORKERS COMP	\$ 50,693.57	\$ 50,663.45	0.70%
ANDROSCOGGIN BANK	684	EMS CAPITAL RESERVE	\$ 233,050.80	\$ 232,912.30	0.70%
NORTHERN CAPITAL	02155	CAPITAL PROJECTS	\$ 750,000.00	\$ 750,000.00	2.30%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	1.30%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 750,000.00	\$ 500,000.00	1.40%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	1.50%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 250,000.00	1.90%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 250,000.00	\$ 500,000.00	2.00%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 750,000.00	2.15%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	2.25%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 250,000.00	2.30%
GRAND TOTAL			\$ 13,905,919.84	\$ 13,650,199.82	1.47%

EMS BILLING
SUMMARY OF ACTIVITY
July 1, 2017 - June 30, 2018
Report as of May 31, 2018

	Beginning	May 2018					Ending
	Balance 05/01/18	New Charges	Payments	Refunds	Adjustments	Write-Offs	Balance 5/31/2018
Bluecross	\$ 14,221.08	\$ 8,068.60	\$ (4,448.90)	\$ 743.15	\$ (3,927.07)		\$ 14,656.86
Intercept	\$ 300.00	\$ 200.00	\$ (200.00)				\$ 300.00
Medicare	\$ 59,031.82	\$ 103,706.00	\$ (42,518.34)		\$ (58,880.39)		\$ 61,339.09
Medicaid	\$ 17,510.67	\$ 29,427.60	\$ (7,946.12)		\$ (10,024.42)		\$ 28,967.73
Other/Commercial	\$ 65,865.89	\$ 27,723.20	\$ (10,136.78)	\$ 1,969.28	\$ (784.85)		\$ 84,636.74
Patient	\$ 152,580.64	\$ 15,303.00	\$ (5,424.90)	\$ 1,396.00			\$ 163,854.74
Worker's Comp	\$ -		\$ (713.00)				\$ (713.00)
TOTAL	\$ 309,510.10	\$ 184,428.40	\$ (71,388.04)	\$ 4,108.43	\$ (73,616.73)	\$ -	\$ 353,042.16

**EMS BILLING
BREAKDOWN -TOTAL CHARGES
July 1, 2017 - June 30, 2018
Report as of May 31, 2018**

	July 2017	August 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Adjustment	Totals	% of Total
No Insurance Information								\$ 2,428.40	\$ 2,420.00		\$ 4,459.60	\$ (4,848.40)	\$ 4,459.60	0.22%
Bluecross	\$ 7,616.80	\$ 5,319.60	\$ 8,771.40	\$ 10,276.00	\$ 6,772.40	\$ 8,671.00	\$ 8,500.40	\$ 7,433.60	\$ 8,757.80	\$ 4,912.80	\$ 8,068.60	\$ 662.80	\$ 85,763.20	4.22%
Intercept	\$ 200.00		\$ 400.00	\$ 200.00	\$ -	\$ 100.00	\$ 200.00	\$ 200.00	\$ 300.00	\$ 200.00	\$ 200.00		\$ 2,000.00	0.10%
Medicare	\$ 93,981.80	\$ 121,672.00	\$ 73,260.80	\$ 126,451.20	\$ 96,014.80	\$ 96,588.20	\$ 106,479.80	\$ 103,205.40	\$ 148,832.40	\$ 121,193.40	\$ 103,706.00	\$ 32,849.80	\$ 1,224,235.60	60.21%
Medicaid	\$ 29,998.80	\$ 33,361.80	\$ 27,171.80	\$ 34,032.80	\$ 27,524.20	\$ 22,068.00	\$ 27,243.60	\$ 27,893.60	\$ 35,615.60	\$ 34,861.80	\$ 29,427.60	\$ 10,149.80	\$ 339,349.40	16.69%
Other/Commercial	\$ 26,335.20	\$ 31,967.40	\$ 28,178.40	\$ 20,213.20	\$ 20,077.80	\$ 24,490.40	\$ 24,483.40	\$ 19,517.80	\$ 26,316.20	\$ 12,011.20	\$ 23,263.60	\$ (27,368.00)	\$ 229,486.60	11.29%
Patient	\$ 15,784.20	\$ 20,029.80	\$ 11,348.00	\$ 10,776.00	\$ 10,916.20	\$ 15,110.60	\$ 17,456.00	\$ 11,613.80	\$ 14,056.60	\$ 12,274.40	\$ 15,303.00	\$ (16,089.00)	\$ 138,579.60	6.82%
Worker's Comp	\$ 872.40	\$ 685.00					\$ 1,614.80		\$ 1,619.00			\$ 4,643.00	\$ 9,434.20	0.46%
TOTAL	\$ 174,789.20	\$ 213,035.60	\$ 149,130.40	\$ 201,949.20	\$ 161,305.40	\$ 167,028.20	\$ 185,978.00	\$ 172,292.60	\$ 237,917.60	\$ 185,453.60	\$ 184,428.40	\$ -	\$ 2,033,308.20	100.00%

**EMS BILLING
BREAKDOWN -TOTAL COUNT
July 1, 2017 - June 30, 2018
Report as of May 31, 2018**

	July 2017	August 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Adjustment	Totals	% of Total
No Insurance Information								3	3		6		12	0.47%
Bluecross	9	7	11	12	8	10	10	9	10	6	9		101	3.95%
Intercept	2		4	2	0	1	2	2	3	2	2		20	0.78%
Medicare	117	151	98	154	121	119	133	126	183	146	127		1475	57.64%
Medicaid	39	44	36	44	36	28	35	35	46	43	37		423	16.53%
Other/Commercial	36	41	36	25	26	31	33	23	34	18	29		332	12.97%
Patient	20	25	14	14	13	18	22	14	17	14	19		190	7.42%
Worker's Comp	1	1			0		2	0	2				6	0.23%
TOTAL	224	269	199	251	204	207	237	212	298	229	229	0	2559	100.00%

TOTAL REVENUE COLLECTED AS OF 5/31/18 \$871,425.61

TOTAL EXPENDITURES AS OF 5/31/18 \$436,656.99

**EMS BILLING
AGING REPORT
July 1, 2017 to June 30, 2018
Report as of May 31, 2018**

	Current		31-60		61-90		91-120		121+ days		Totals	
Bluecross	\$ 7,660.80	100%	\$ -	0%	\$ -	0%	\$ 20.60	0%	\$ -	0%	\$ 7,681.40	2.18%
Intercept	\$ 200.00		\$ -		\$ -		\$ -		\$ -		\$ 200.00	0.06%
Medicare	\$ 52,296.40	99%	\$ 759.98	1%	\$ -	0%	\$ 1.69	0%	\$ (444.91)	-1%	\$ 52,613.16	14.90%
Medicaid	\$ 31,183.52	95%	\$ 2,653.09	8%	\$ 86.69	0%	\$ 122.98	0%	\$ (1,325.56)	-4%	\$ 32,720.72	9.27%
Other/Commercial Patient	\$ 46,740.14	65%	\$ 9,643.42	13%	\$ 11,050.81	15%	\$ 2,733.59	4%	\$ 1,527.68	2%	\$ 71,695.64	20.31%
Worker's Comp	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.00%
TOTAL	\$ 177,253.47		\$ 44,063.43		\$ 43,697.85		\$ 24,615.70		\$ 63,411.71		\$ 353,042.16	
	50%		12%		12%		7%		18%		100%	100.00%

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

	1902	1905	1910	1913	1914	1915	1917	1922	1926	1927	1928	1929	1930	1931
	Riverwatch	Winter Festival	Community Service	Police Fitness Equipment	Oak Hill Cemeteries	Fire Training Building	Wellness Grant	Walmart Risk/Homeless	Healthy Androscoggin	Insurance Reimbursement	Vending	Fire Prevention	211 Fairview	Donations
Fund Balance 7/1/17	\$ 972,422.92	\$ (1,530.30)	\$ 4,380.34	\$ 5,932.53	\$ 27,343.39	\$ (1,488.84)	\$ 4,582.27	\$ 6,378.18	\$ 1,784.05	\$ 925.21	\$ (83.88)	\$ 4,791.12	\$ (566,303.71)	\$ 2,069.13
Revenues FY18	\$ 66,224.66	\$ 5,691.00	\$ 862.40		\$ 1,600.00		\$ 6,087.00	\$ 960.94	\$ 5,820.00		\$ 672.00			
Expenditures FY18	\$ 116,089.04	\$ 9,550.93	\$ 262.22	\$ 820.00			\$ 6,413.68	\$ 60.94	\$ 3,396.00		\$ 1,542.96			\$ 984.44
Fund Balance 5/31/18	\$ 922,558.54	\$ (5,390.23)	\$ 4,980.52	\$ 5,112.53	\$ 28,943.39	\$ (1,488.84)	\$ 4,255.59	\$ 7,278.18	\$ 4,208.05	\$ 925.21	\$ (954.84)	\$ 4,791.12	\$ (566,303.71)	\$ 1,084.69

	2003	2005	2006	2007	2008	2010	2013	2014	2019	2020	2025	2030	2032	2033
	Byrne JAG	MDOT	PEACE	Seatbelt Grant	Homeland Security	State Drug Money	OUI Grant	Speed Grant	Law Enforcement Training	CDBG	Community Cords	Parking	HEAPP	Safe School/Health (COPS)
Fund Balance 7/1/17	\$ 2,808.57	\$ (300,767.41)	\$ 4,155.42	\$ 2,197.62	\$ (73,633.75)	\$ 14,432.07	\$ 6,210.37	\$ 8,831.00	\$ (5,669.72)	\$ 4,323,336.57	\$ 29,316.61	\$ 11,690.86	\$ (4,994.50)	\$ (15,906.07)
Revenues FY18	\$ 4,668.53	\$ 14,466.95	\$ 2,261.47			\$ 13,807.66	\$ 10,716.00	\$ 8,043.42	\$ 11,547.78	\$ 977,220.13	\$ 3,222.18	\$ 144,543.00		
Expenditures FY18	\$ 8,188.58	\$ 90,316.19	\$ 3,333.80	\$ 3,192.00	\$ 5,000.00	\$ 20,748.63	\$ 10,732.42	\$ 9,840.42	\$ 12,796.78	\$ 1,302,802.00	\$ 1,792.78	\$ 154,338.86		
Fund Balance 5/31/18	\$ (711.48)	\$ (376,616.65)	\$ 3,083.09	\$ (994.38)	\$ (78,633.75)	\$ 7,491.10	\$ 6,193.95	\$ 7,034.00	\$ (6,918.72)	\$ 3,997,754.70	\$ 30,746.01	\$ 1,895.00	\$ (4,994.50)	\$ (15,906.07)

	2037	2038	2040	2041	2044	2045	2046	2048	2050	2051	2052	2053	2054	2055
	Bulletproof Vests	Community Action Team	Great Falls TV	Blanche Stevens	Federal Drug Money	Forest Management	Joint Land Use Study	TD Tree Days Grant	Project Lifesaver	Project Canopy	Nature Conservancy	St Louis Bells	EMS Transport Capital Reserve	Work4ME-PAL
Fund Balance 7/1/17	\$ 8,478.66	\$ 7,206.21	\$ 45,319.88	\$ 47,037.73	\$ 16,988.54	\$ 4,436.52	\$ 0.57	\$ -	\$ 150.00	\$ -	\$ 975.05	\$ 2,357.75	\$ 331,362.88	\$ (13,692.41)
Revenues FY18	\$ 4,531.24			\$ 3,940.00	\$ 22,626.95				\$ 65.91				\$ 1,549.42	
Expenditures FY18	\$ 1,015.00		\$ 24,783.65	\$ 3,226.54	\$ 2,995.00				\$ 176.56	\$ 420.71			\$ 361,060.69	\$ 9,482.25
Fund Balance 5/31/18	\$ 11,994.90	\$ 7,206.21	\$ 20,536.23	\$ 47,751.19	\$ 36,620.49	\$ 4,436.52	\$ 0.57	\$ -	\$ 39.35	\$ (420.71)	\$ 975.05	\$ 2,357.75	\$ (28,148.39)	\$ (23,174.66)

	2056	2057	2058	2059	2060	2201	2500
	Lake Auburn Neighborhood	ASPCA Grant	Barker Mills Greenway	Distracted Driving	My Life My Choice JJAG	EDI Grant	Parks & Recreation
Fund Balance 7/1/17	\$ 125.00	\$ 800.00	\$ (2,597.43)	\$ 301.00	\$ -	\$ (1,484,407.18)	\$ 191,966.40
Revenues FY18				\$ 19,135.83	\$ 5,361.50		\$ 264,951.36
Expenditures FY18				\$ 25,795.83	\$ 5,361.50		\$ 306,438.31
Fund Balance 5/31/18	\$ 125.00	\$ 800.00	\$ (2,597.43)	\$ (6,359.00)	\$ -	\$ (1,484,407.18)	\$ 150,479.45

	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	Total
	Tambrands TIF 4	J Enterprises TIF 5	Tambrands II TIF 6	J & A Properties TIF 7	Formed Fiber TIF 8	Mall TIF 9	Downtown TIF 10	Safe Handling TIF 11	Auburn Industrial TIF 12	Auburn Plaza TIF 13	Auburn Plaza II TIF 14	Webster School TIF 16	Bedard Pharm TIF 17	Slapshot LLC TIF 18	Hartt Transport TIF 19	Special Revenues	
Fund Balance 7/1/17	\$ (8,073.02)	\$ 14,500.44	\$ (365,270.76)	\$ 2,558.27	\$ 30,486.17	\$ 149,591.94	\$ (4,529.96)	\$ 183.21	\$ (350,651.92)	\$ (37,076.39)	\$ 9,722.38	\$ 360.91	\$ 31,366.79	\$ 47,165.25	\$ (5.40)	\$ 3,140,347.13	
Revenues FY18	\$ 523,280.00		\$ 124,379.00			\$ 383,288.00	\$ 815,987.00		\$ 193,476.00	\$ 349,638.00	\$ 460,889.00	\$ 30,116.00		\$ 137,960.00	\$ 30,790.00	\$ 4,650,380.33	
Expenditures FY18	\$ 333,365.83	\$ 2,750.00	\$ 89,790.66			\$ 460,795.95	\$ 428,003.73		\$ 180,874.00	\$ 164,401.56	\$ 331,728.24	\$ 30,128.56		\$ 138,021.12	\$ 30,802.92	\$ 4,693,621.28	
Fund Balance 5/31/18	\$ 181,841.15	\$ 11,750.44	\$ (330,682.42)	\$ 2,558.27	\$ 30,486.17	\$ 72,083.99	\$ 383,453.31	\$ 183.21	\$ (338,049.92)	\$ 148,160.05	\$ 138,883.14	\$ 348.35	\$ 31,366.79	\$ 47,104.13	\$ (18.32)	\$ 3,097,106.18	

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 May 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 May 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 May 31, 2018.

Current Assets:

As of the end of May 2018 the total current assets of Ingersoll Turf Facility were \$79,921. This consisted of an interfund receivable of \$79,921 a decrease from April of \$4,181.

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 May 31, 2018 was \$200,454.

Liabilities:

Ingersoll had no accounts payable of \$2,018 as of April 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 May 2018 are \$196,974. This revenue comes from the sponsorships, programs, rental income and batting cages.

The operating expenses for Ingersoll Turf Facility through May 2018 were \$132,762. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of May 2018, Ingersoll has an operating gain of \$64,212 compared to April's of \$30,885.

As of April 30, 2018, Ingersoll has an increase in net assets of \$64,212.

The budget to actual reports for revenue and expenditures, show that the revenue for FY18 compared to FY 17.

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

	May 31 2018	Apr 30 2018	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents		\$ -	\$ -
Interfund receivables/payables	\$ 79,921	\$ 84,102	(4,181)
Accounts receivable	-	-	-
Total current assets	79,921	84,102	(4,181)
Noncurrent assets:			
Capital assets:			
Buildings	672,279	672,279	-
Equipment	119,673	86,625	33,048
Land improvements	18,584	18,584	-
Less accumulated depreciation	(610,082)	(610,082)	-
Total noncurrent assets	200,454	167,406	33,048
Total assets	280,375	251,508	28,867
LIABILITIES			
Accounts payable	\$ -	\$ 2,018	\$ (2,018)
Total liabilities	-	2,018	(2,018)
NET ASSETS			
Invested in capital assets	\$ 200,454	\$ 167,406	\$ 33,048
Unrestricted	\$ 79,921	\$ 82,084	\$ (2,163)
Total net assets	\$ 280,375	\$ 249,490	\$ 30,885

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

	Ingersoll Turf Facility
Operating revenues:	
Charges for services	\$ 196,974
Operating expenses:	
Personnel	87,101
Supplies	17,693
Utilities	19,368
Repairs and maintenance	3,949
Rent	-
Depreciation	-
Capital expenses	-
Other expenses	4,651
Total operating expenses	132,762
Operating gain (loss)	64,212
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
Total nonoperating expense	-
Gain (Loss) before transfer	64,212
Transfers out	-
Change in net assets	64,212
Total net assets, July 1	216,163
Total net assets, May 31, 2018	\$ 280,375

CITY OF AUBURN, MAINE
REVENUES - INGERSOLL TURF FACILITY
Through May 31, 2018 compared to May 31, 2017

REVENUE SOURCE	FY 2018 BUDGET	ACTUAL REVENUES THRU MAY 2018	% OF BUDGET	FY 2017 BUDGET	ACTUAL REVENUES THRU MAY 2017	% OF BUDGET
CHARGE FOR SERVICES						
Sponsorship	\$ 17,000	\$ 15,750	92.65%	\$ 15,000	\$ 12,100	80.67%
Batting Cages	\$ 11,520	\$ 13,742	119.29%	\$ 9,940	\$ 11,785	118.56%
Programs	\$ 80,000	\$ 76,260	95.33%	\$ 90,000	\$ 47,698	53.00%
Rental Income	\$ 103,650	\$ 91,222	88.01%	\$ 100,000	\$ 96,745	96.75%
TOTAL CHARGE FOR SERVICES	\$ 212,170	\$ 196,974	92.84%	\$ 214,940	\$ 168,328	78.31%
INTEREST ON INVESTMENTS	\$ -			\$ -		
GRAND TOTAL REVENUES	\$ 212,170	\$ 196,974	92.84%	\$ 214,940	\$ 168,328	78.31%

CITY OF AUBURN, MAINE
EXPENDITURES - INGERSOLL TURF FACILITY
Through May 31, 2018 compared to May 31, 2017

DESCRIPTION	ACTUAL			ACTUAL			Difference
	FY 2018 BUDGET	EXPENDITURES THRU MAY 2018	% OF BUDGET	FY 2017 BUDGET	EXPENDITURES THRU MAY 2017	% OF BUDGET	
Salaries & Benefits	\$ 106,624	\$ 87,101	81.69%	\$ 101,899	\$ 86,095	84.49%	\$ 1,006
Purchased Services	\$ 21,110	\$ 8,600	40.74%	\$ 20,750	\$ 6,257	30.15%	\$ 2,343
Programs	\$ 7,000	\$ 4,047	57.81%	\$ 5,000	\$ 7,708	154.16%	\$ (3,661)
Supplies	\$ 5,000	\$ 13,646	272.92%	\$ 6,750	\$ 2,039	30.21%	\$ 11,607
Utilities	\$ 39,720	\$ 19,368	48.76%	\$ 41,320	\$ 17,791	43.06%	\$ 1,577
Insurance Premiums	\$ 2,431	\$ -	0.00%	\$ 2,383	\$ -	0.00%	\$ -
Capital Outlay	\$ 42,490	\$ -	0.00%	\$ -	\$ -		\$ -
	\$ 224,375	\$ 132,762	59.17%	\$ 178,102	\$ 119,890	67.32%	\$ 12,872
GRAND TOTAL EXPENDITURES	\$ 224,375	\$ 132,762	59.17%	\$ 178,102	\$ 119,890	67.32%	\$ 12,872

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

To: Peter Crichton, City Manager
From: Jill Eastman, Finance Director
Re: Arena Financial Reports for May 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 May 31, 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, April 30, 2018.

Current Assets:

As of the end of May 2018 the total current assets of Norway Savings Bank Arena were (\$796,084). These consisted of cash and cash equivalents of \$96,273, accounts receivable of \$75,057, and an interfund payable of \$967,414.

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 May 31, 2018 was \$394,783.

Liabilities:

Norway Arena had accounts payable of \$11 as of May 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 May 2018 are \$910,534. 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 May 2018 were \$732,528. These expenses include personnel costs, supplies, utilities, repairs, rent, capital purchases and maintenance.

At the end of May 2018, there was an operating gain of \$178,006.

As of May 2018, Norway Arena has an overall loss of \$286,271, after the debt service (rent) was deducted from the operating gain, compared to the April 2018 operating loss of \$211,919 an increase in the net loss for the fiscal year of \$74,352.

As of May 31, 2018, Norway Arena has a decrease in net assets of \$286,271.

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

	May 31, 2018	April 30, 2018	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 96,273	\$ 95,553	\$ 720
Interfund receivables	\$ (967,414)	\$ (836,383)	\$ (131,031)
Prepaid Rent	\$ -	\$ -	\$ -
Accounts receivable	75,057	60,529	\$ 14,528
Total current assets	(796,084)	(680,301)	(115,783)
Noncurrent assets:			
Capital assets:			
Buildings	58,223	58,223	-
Equipment	514,999	514,999	-
Land improvements	-	-	-
Less accumulated depreciation	(178,439)	(178,439)	-
Total noncurrent assets	394,783	394,783	-
Total assets	(401,301)	(285,518)	(115,783)
LIABILITIES			
Accounts payable	\$ 11	\$ 41,442	\$ (41,431)
Net pension liability	100,398	100,398	-
Total liabilities	100,409	141,840	(41,431)
NET ASSETS			
Invested in capital assets	\$ 394,783	\$ 394,783	\$ -
Unrestricted	\$ (896,493)	\$ (822,141)	\$ (74,352)
Total net assets	\$ (501,710)	\$ (427,358)	\$ (74,352)

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
May 31, 2018

	Norway Savings Arena
Operating revenues:	
Charges for services	\$ 910,534
Operating expenses:	
Personnel	351,281
Supplies	64,612
Utilities	242,307
Repairs and maintenance	28,668
Depreciation	-
Capital expenses	17,056
Other expenses	28,604
Total operating expenses	732,528
Operating gain (loss)	178,006
Nonoperating revenue (expense):	
Interest income	-
Debt Service (Rent)	(464,277)
Interest expense (debt service)	-
Total nonoperating expense	(464,277)
Gain (Loss) before transfer	(286,271)
Transfers out	-
Change in net assets	(286,271)
Total net assets, July 1	(215,439)
Total net assets, May 31, 2018	\$ (501,710)

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

REVENUE SOURCE	FY 2018 BUDGET	ACTUAL REVENUES THRU MAY 2018	% OF BUDGET	FY 2017 BUDGET	ACTUAL REVENUES THRU MAY 2017	% OF BUDGET	VARIANCE
CHARGE FOR SERVICES							
Concussions	\$ 18,000	\$ 9,485	52.69%	\$ 18,000	\$ 4,870	27.06%	\$ 4,615
Vending Machines	\$ -	\$ 8,728					\$ 8,728
Skate Rentals	\$ -	\$ 5,589					\$ 5,589
Sponsorships	\$ 275,000	\$ 188,068	68.39%	\$ 230,000	\$ 229,391	99.74%	\$ (41,323)
Pro Shop	\$ 8,500	\$ 5,939	69.87%	\$ 8,500	\$ 5,984	70.40%	\$ (45)
Programs	\$ 31,000	\$ 18,212	58.75%	\$ 31,000		0.00%	\$ 18,212
Rental Income	\$ 705,250	\$ 585,911	83.08%	\$ 672,250	\$ 670,925	99.80%	\$ (85,014)
Camps/Clinics	\$ 50,000	\$ 43,058	86.12%	\$ 50,000	\$ 57,225		\$ (14,167)
Tournaments	\$ 50,000	\$ 45,544	91.09%	\$ 50,000		0.00%	\$ 45,544
TOTAL CHARGE FOR SERVICES	\$ 1,137,750	\$ 910,534	80.03%	\$ 1,059,750	\$ 968,395	91.38%	\$ (57,861)

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

DESCRIPTION	ACTUAL			ACTUAL			VARIANCE
	FY 2017 BUDGET	EXPENDITURES THRU MAY 2018	% OF BUDGET	FY 2016 BUDGET	EXPENDITURES THRU MAY 2017	% OF BUDGET	
Salaries & Benefits	\$ 344,000	\$ 351,281	102.12%	\$ 311,000	\$ 304,972	98.06%	\$ 46,309
Purchased Services	\$ 71,656	\$ 57,272	79.93%	\$ 87,306	\$ 46,628	53.41%	\$ 10,644
Supplies	\$ 37,100	\$ 64,612	174.16%	\$ 37,150	\$ 71,086	191.35%	\$ (6,474)
Utilities	\$ 225,150	\$ 242,307	107.62%	\$ 199,800	\$ 228,037	114.13%	\$ 14,270
Capital Outlay	\$ 103,500	\$ 17,056	16.48%	\$ 57,000	\$ 46,542	81.65%	\$ (29,486)
Rent	\$ 507,000	\$ 464,277	91.57%	\$ 507,000	\$ 464,277	91.57%	\$ -
	\$ 1,288,406	\$ 1,196,805	92.89%	\$ 1,199,256	\$ 1,161,542	96.86%	\$ 35,263
GRAND TOTAL EXPENDITURES	\$ 1,288,406	\$ 1,196,805	92.89%	\$ 1,199,256	\$ 1,161,542	96.86%	\$ 35,263



City of Auburn
City Council Information Sheet

Council Workshop or Meeting Date: June 18, 2018

Subject: Executive Session

Information: Personnel matter, pursuant to 1 M.R.S.A. Section 405(6) (A).

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.