

**City Council Workshop & Meeting  
April 20, 2021  
Agenda**

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

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

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

**5:30 P.M. City Council Workshop**

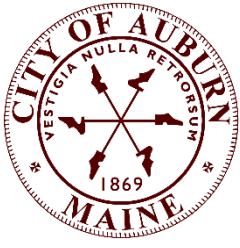
- A. Manager's Final Budget Presentation – Phil Crowell (60 minutes)
- B. Executive session – Economic Development, pursuant to 1 M.R.S.A. Sec. 405 (6)(C) – (15 minutes)

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

**Pledge of Allegiance**

- I. **Consent Items** – None
- II. **Minutes** – April 5, 2021 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
  - CALEA Presentation
  - Council Communications (about and to the community)
- IV. **Open Session** – *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda.*
- V. **Unfinished Business** - None
- VI. **New Business**

1. **Order 39-04202021**  
Adopting the Fiscal Year 2022-2026 Five Year Capital Improvement Plan (CIP).
2. **Order 40-04202021**  
Waiving the \$150 business licensing fee for the Auburn Suburban Baseball and Softball snack shack located at 4 Mount Apatite Road.
3. **Order 41-04202021**  
Directing the City Manager to implement a City Equity Policy.
- VII. **Open Session** – *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda.*
- VIII. **Reports (from sub-committees to Council)**
  - a. Mayor’s Report
  - b. City Councilors’ Reports
  - c. City Manager Report
  - d. Jill Eastman, Finance Director – March 2021 Final Monthly Report
- IX. **Executive Session** - None
- X. **Adjournment**



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** April 20, 2021

**Author:** Sue Clements-Dallaire, City Clerk

**Subject:** City Manager's Final Proposed for FY2022 Budget Update

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**Information:** The City Manager will be providing an update on his final proposed FY22 Budget.

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**City Budgetary Impacts:** TBD

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**Staff Recommended Action:** Receive the City Manager's FY22 final proposed budget.

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**Previous Meetings and History:** 12/21/2020 Joint School/Council Budget Discussion, 1/4/2021 FY22 Budget Goals/FY21 CIP update, 3/15/2021 Joint City/School CIP Presentation, School Budget Discussion, and City Manager's Preliminary Budget, another budget discussion during the 4/5/2021 workshop, and CIP discussion during the 4/12/2021 workshop.

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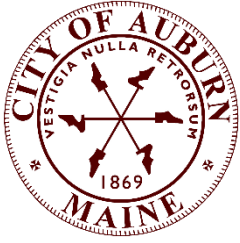
**City Manager Comments:**

I concur with the recommendation.

Signature:

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**Attachments:**



## City of Auburn City Council Information Sheet

**Council Workshop or Meeting Date:** April 20, 2021

**Subject:** Executive Session

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

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

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

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

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

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

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

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

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

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

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

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

Mayor Levesque called the meeting to order at 7:01 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag.

All Councilors were present.

**Pledge of Allegiance**

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

**1. Order 34-04052021\***

Setting the date for the second regular council meeting in April to be held on Tuesday, April 20, 2021.

**2. Order 35-04052021\***

Authorizing the City Manager to execute the Edward Byrne Justice Assistance Grant Program FY2020 local solicitation - Certifications and Assurances by the Chief Executive of the Applicant Government document to be submitted with the grant application.

Motion was made by Councilor MacLeod and seconded by Councilor Walker for passage of the two consent items.

Passage 7-0.

**II. Minutes – March 15, 2021 Regular Council Meeting**

Motion was made by Councilor Walker and seconded by Councilor Milks to approve the minutes of the March 15, 2021 Regular City Council meeting.

Passage 7-0.

**III. Communications, Presentations and Recognitions**

- Communication - St. Mary's Nutrition Center Annual Report (Auburn Community Gardens)
- Agricultural Committee Update – Katie Boss, Scott Blanchard, David Griswold (via phone)
- Permit Fees Update – Tim MacLeod and Katie Boss
- Council Communications (about and to the community)

**Councilor Gerry** – asked if there would be a presentation from St. Mary's Nutrition Center at a later date.

**Councilor Walker** – commented on the Walk in the Park Event.

**Councilor Lasagna** – thanked Eric Cousens, Liz Allen, and the City Manager for putting together the Community Conversation that took place last week regarding zoning.

**Mayor Levesque** – commented on the April fool’s joke (Auburn’s 2021 Lobster Festival) that went out last week. He also provided an update on legislative matters.

**IV. Open Session** - No one from the public spoke

**V. Unfinished Business** - None

**VI. New Business**

**1. Order 36-04052021**

Authorizing the sale of real property to Tambrands, Inc.

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

Public comment - No one from the public spoke.

Passage 7-0.

**2. Order 37-04052021**

Disposition of building located at 16 Walnut Street under dangerous building statute.

Hearing for parties with interest in property.

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

Public hearing - No one from the public spoke.

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

**3. Order 38-04052021**

Disposition of building located at 32 High Street under dangerous building statute.

Hearing for parties with interest in property.

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

Public hearing - No one from the public spoke.

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

**4. Ordinance 18-04052021**

Amending the Code of Ordinances Section 60-34, Buildings per Lot (secondary dwellings). First reading.

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

Public comment – No one from the public spoke.

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

**VII. Open Session** - No one from the public spoke.

**VIII. Reports (from sub-committees to Council)**

**Mayor** – he, along with Councilors Boss and MacLeod, have been working with the Mercatus Institute (George Mason University) regarding zoning. They've offered to do a pre walk around/on site evaluation and meet with the Council. One of the lead professors will be in Boston in May and the Mayor would like to invite them to Auburn. The cost would be approximately \$1,500 to cover expenses such as hotel, transportation, and food.

**Councilor Carrier** – provided an update on the School Committee meetings, and Airport Board.

**Councilor MacLeod** – reported that there will be a public Zoom meeting at 6:00 pm on April 7<sup>th</sup> for Citylink bus service.

**Councilor Lasagna** – reported on the high-volume vaccine site in Auburn adding that Citylink has a route that is running every half hour to provide bus service to individuals in need of transportation to get their vaccine.

**City Manager** – provided an update on the American Relief Fund, renewable energy credits, and the Lake Auburn study.

**IX. Executive Session**

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

Motion was made by Councilor MacLeod and seconded by Councilor Walker to enter into executive session.

Passage 7-0. Time in 8:43 pm.

Council was declared out of executive session at 9:10 pm.

- Property acquisition, pursuant to 1 M.R.S.A. Sec. 405 (6)(C)

Motion was made by Councilor MacLeod and seconded by Councilor Milks to enter into executive session.

Passage 7-0. Time 9:10 pm.

Council was declared out of executive session at 9:30 pm.

**X. Adjournment**

Motion was made by Councilor Carrier and seconded by Councilor MacLeod to adjourn. Unanimously approved, adjourned at 9:30 pm.

A TRUE COPY

ATTEST

*Susan Clements-Dallaire*

Susan Clements-Dallaire, City Clerk

**From:** [Liz Allen](#)  
**To:** [Belinda Gerry](#); [Brian Carrier \(Council\)](#); [Holly Lasagna \(Council\)](#); [Jason Levesque \(Council\)](#); [Katherine Boss \(Council\)](#); [Leroy Walker \(Council\)](#); [Steve Milks \(Council\)](#); [Tim Macleod \(Council\)](#)  
**Cc:** [Phil Crowell](#); [Brian Wood](#); [Susan Clements-Dallaire](#)  
**Subject:** FW: A New Form Has Been Submitted - PUBLIC COMMENT  
**Date:** Monday, April 12, 2021 3:36:45 PM

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Mayor & Council -

The following public comments were received via our "comments@auburnmaine.gov" email address. The comments will be included in the minutes for tonight's meeting.

Thank you,  
~Liz

-----Original Message-----

From: donotreply@auburnmaine.gov <donotreply@auburnmaine.gov>  
Sent: Monday, April 12, 2021 3:09 PM  
Subject: A New Form Has Been Submitted - PUBLIC COMMENT

The following form has been submitted by an end-user of the website: PUBLIC COMMENT

Your Name:: Kathy shaw

Your Address:: 1200 Sopers mill road auburn maine

Your Comments:: i wish to urge our city council, planning board and comp plan committee to SLOW DOWN this huge change to Auburns zoning plan... i do not feel that there has been enough study and certainly little to no public input up to this point. AND just because there is not many in attendance to discuss or protest these proposed changes , please do not take the non response as a green light.



**From:** [Liz Allen](#)  
**To:** [Belinda Gerry](#); [Brian Carrier \(Council\)](#); [Holly Lasagna \(Council\)](#); [Jason Levesque \(Council\)](#); [Katherine Boss \(Council\)](#); [Leroy Walker \(Council\)](#); [Steve Milks \(Council\)](#); [Tim Macleod \(Council\)](#)  
**Cc:** [Phil Crowell](#); [Brian Wood](#); [Susan Clements-Dallaire](#)  
**Subject:** FW: Zoning changes  
**Date:** Monday, April 12, 2021 4:53:12 PM

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Mayor & Council -

More public comment for your consideration.

~Liz

-----Original Message-----

From: kathy shaw <[chickfarma@icloud.com](mailto:chickfarma@icloud.com)>  
Sent: Monday, April 12, 2021 4:49 PM  
To: Comments <[comments@auburnmaine.gov](mailto:comments@auburnmaine.gov)>  
Subject: Zoning changes

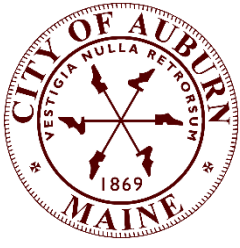
I am urging you all to send back to the “drawing board” the proposed changes to Auburn’s zoning rules and regulations.

I agree with the need to simplify our codes, but these proposed changes will be detrimental to our city as a whole.

I am not willing to see our city with it’s pretty residential homes, and rural character become yet another cookie cutter suburb or Boston ,Portland or New York.

The proposed changes to our rural areas will be nothing more than strip zoning to encourage more housing without leaving access to views, wildlife, clean water and air.

Please vote to take a step back and rethink, Thankyou for your time and attention, Kathy Shaw Valley View Farm  
Auburn Maine



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** April 20, 2021

**Order:** 39-04202021

**Author:** Sue Clements-Dallaire, City Clerk

**Subject:** Adoption of 5 Year Capital Improvement Plan

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**Information** The City Manager and School Superintendent have each presented a 5 Year Capital Improvement Plan. By Charter, the City Council has to adopt the Capital Plan before the end of the current fiscal year.

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**City Budgetary Impacts:** This action is just adopting the plan.

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**Staff Recommended Action:** Adoption of the 5 Year Capital Improvement Plan

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**Previous Meetings and History:** Joint workshop with City Council and School Committee on March 15, 2021

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**City Manager Comments:**

The 5 Year Capital Improvement Plan is a conceptual plan for the City's long-term capital improvement program which is subject to change due to changing circumstances.



I concur with the recommendation. Signature:

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**Attachments:**

CIP 5 Year Plan

April 20, 2021

Honorable Mayor Jason Levesque  
Auburn City Council Members

RE: Five Year Capital Improvement Program Plan

Dear Mayor and Councilors:

The Five-Year City of Auburn Capital Improvement Plan is hereby submitted for your review in accordance with the provisions of the City Charter.

## **CAPITAL IMPROVEMENT**

### *Introduction*

My preliminary draft recommendations for the FY22 Capital Improvement Program was presented for your review at the Joint City Council and School Committee workshop on March 15, 2021. The City of Auburn Capital Improvement Plan, updated annually, is a five-year plan that serves as a multi-year planning instrument. The expectation is that looking longer-term will bring stability to requests over time. While the long-term CIP Plan takes a five year look at the needs of the city, the focus will be on the projects requested for the upcoming fiscal year. Finally, the initial presentation of the CIP includes all needs of the City to sustain operations.

As usual the CIP includes a spreadsheet for FY 2022 by expenditure and department, including the intended source of funds. There is also a more detailed sheet of expenditures planned for this year.

### *Charter Requirements*

1. A clear general summary of its contents;
2. Identification of the long-term goals of the community;
3. A list of all capital improvements and other capital expenditures which are proposed to be undertaken during the fiscal years next ensuing, with appropriate supporting information as to the necessity of each;
4. Cost estimates and recommended time schedules for each improvement or other capital expenditures;
5. Method of financing upon which each capital expenditure is to be reliant;
6. The estimated annual cost of operating and maintaining the facilities to be constructed or acquired;
7. A commentary on how the plan addresses the sustainability of the community and the region of which it is a part; and
8. Methods to measure outcomes and performance of the capital plan related to the long-term goals of the community.

## *Long-term Goals*

The goals of the City of Auburn focus on these 4 general areas. These are not in any particular order of importance:

1. Economic Development
2. Education
3. Downtown Revitalization.
4. Strong Neighborhoods.

The FY22 Work Plan recognizes that there are also other goals that serve as a “catch-all” for items outside of these 4 areas.

Of course, we must remain aware of the overall cost of services and taxes. And we must also acknowledge that there is a limit to the amount of spending and debt service the City can afford. This leads me to suggest that the CIP has a final, general goal, “to assure that the assets of the City are maintained in a fiscally responsible manner.” Following this approach recognizes that neglect or underfunding the capital needs of the City results in long-term increased costs.

## *Cost and Schedule*

Please see attached spreadsheet at the end of the memo.

*Status (See Next Page)*

CAPITAL IMPROVEMENT PROGRAM - Fund 3000								
CURRENT STATUS OF BONDED PROJECTS								
FY 20-21								
Description	Original Budget	Revised Budget	FY 20 Actual	FY 21 To Date 3/31/2021	Total Exp	Encumbered	Unexpended (Over exp)	Notes
<b>2019 GO BOND (FY 19-20)</b>								
Airport-New Fuel Farm	400,000.00	400,000.00		400,000.00	400,000.00		-	Near completion
Great Falls Redevelopment	100,000.00	100,000.00		-	-		100,000.00	
PW Roof Replacement	225,000.00	225,000.00	90,242.19	128,067.72	218,309.91	3,397.41	3,292.68	
Union St/Chestnut Park	50,000.00	50,000.00	21,446.00	18,752.42	40,198.42		9,801.58	
Dangerous Buildings	100,000.00	100,000.00						
Comp Plan Property Acquisition	100,000.00	100,000.00	-	3,911.38	3,911.38	86,939.76	9,148.86	
Pettingill Ball Field Renovation	90,000.00	90,000.00	9,284.56	52,497.73	61,782.29	20,403.22	7,814.49	
Police-Firearms Replacement	70,800.00	70,800.00	24,541.12	-	24,541.12	-	46,258.88	
LA911 Radio Replacement	1,598,553.00	1,598,553.00	300,169.80	570,113.64	870,283.44		728,269.56	In process of completion-COVID delayed
LA911 Mobile & Portable Radios	433,137.00	433,137.00	168,000.00	84,000.00	252,000.00		181,137.00	In process of completion-COVID delayed
Station Alerting	37,500.00	37,500.00	-	-	-		37,500.00	In process of completion-COVID delayed
LA911 Radio System	22,500.00	22,500.00	-	-	-		22,500.00	In process of completion-COVID delayed
Major Drainage	150,000.00	150,000.00	147,703.95	2,296.05	150,000.00	-	-	
Reclamation	1,000,000.00	1,000,000.00	340,294.02	748,133.41	1,088,427.43		(88,427.43)	
Reconstruction	1,000,000.00	1,000,000.00	185,426.53	767,202.52	952,629.05		47,370.95	
MDOT Match	750,000.00	750,000.00	478,766.61	271,233.39	750,000.00	-	-	
Sidewalks	50,000.00	50,000.00		17,035.14	17,035.14		32,964.86	
NSBA Portable Stage	50,000.00	50,000.00	15,227.00		15,227.00		34,773.00	
PW-Hot Box Pavement	46,000.00	46,000.00	46,000.00		46,000.00		-	Completed
Police Vehicles	192,000.00	192,000.00	133,702.00	52,016.60	185,718.60	3,614.60	2,666.80	
Fire Apparatus Replacement	550,000.00	550,000.00		283,671.38	283,671.38	266,328.62	-	
LATC Bus Replacement	50,000.00	50,000.00			-		50,000.00	
New Auburn Village	200,000.00	200,000.00	151,706.80	48,293.20	200,000.00		-	
School Department	1,000,000.00	1,000,000.00			-		1,000,000.00	
NEW ELHS BAN	8,059,520.00	8,059,520.00		8,059,520.00	8,059,520.00		-	
<b>Subtotal 2019 Bonds</b>	<b>16,325,010.00</b>	<b>16,325,010.00</b>	<b>2,112,510.58</b>	<b>11,506,744.58</b>	<b>13,619,255.16</b>	<b>380,683.61</b>	<b>2,225,071.23</b>	
<b>2020 GO BOND (FY 20-21)</b>								
Contingency	23,000.00	23,000.00			-		23,000.00	
Airport Parking Apron	400,000.00	400,000.00		400,000.00	400,000.00		-	
Airport-Foam Generator	50,000.00	50,000.00			-		50,000.00	Requesting reallocation in FY 22
Downtown Vision	900,000.00	900,000.00			-		900,000.00	
Facilities-Security	100,000.00	100,000.00		64,818.00	64,818.00	35,182.00	-	
Senior Center	75,000.00	75,000.00		52,774.96	52,774.96	3,050.00	19,175.04	
Union St/Chestnut Park	75,000.00	75,000.00			-		75,000.00	
Dangerous Buildings	100,000.00	100,000.00			-		100,000.00	
Comp Plan Property Acquisition	100,000.00	100,000.00			-		100,000.00	
Pettingill Ball Field Renovation	100,000.00	100,000.00		100,000.00	100,000.00		-	Completed
PD-Cruiser Cameras	130,000.00	130,000.00		130,000.00	130,000.00		-	Completed
Parking Enforcement Software	30,000.00	30,000.00			-		30,000.00	
Recreation Reg & We	25,000.00	25,000.00		10,615.00	10,615.00	14,385.00	-	
Major Drainage	500,000.00	500,000.00		49,094.64	49,094.64	13,501.53	437,403.83	
Reclamation	1,200,000.00	1,200,000.00		29,499.36	29,499.36	575,647.71	594,852.93	
Reconstruction	2,140,000.00	2,140,000.00		929,630.91	929,630.91	307.21	1,210,061.88	
Resurfacing	1,000,000.00	1,000,000.00			-	631,805.00	368,195.00	
MDOT Match	900,000.00	900,000.00		110,155.26	110,155.26	19,796.09	770,048.65	
NSBA Mezzanine Furniture	20,000.00	20,000.00		18,325.71	18,325.71		1,674.29	Completed
Fire Hose Replacement	20,000.00	20,000.00			-	19,659.00	341.00	Completed
Fire Extrication Equipment	50,000.00	50,000.00			-	49,900.00	100.00	Completed
PW 7 Yd Plow	215,000.00	215,000.00		33,593.00	33,593.00	181,407.00	-	
PW 12 YD Plow	244,000.00	244,000.00		48,223.00	48,223.00	195,777.00	-	
PW-One Ton Truck	120,000.00	120,000.00		71,601.00	71,601.00		48,399.00	
PW-Bucket Truck	175,000.00	175,000.00		175,000.00	175,000.00		-	Completed
PW-Sidewalk Plow Equipment	16,000.00	16,000.00		16,000.00	16,000.00		-	Completed
PW-pipe Camera	13,000.00	13,000.00		12,997.19	12,997.19	2.81	(0.00)	Completed
PW Skid Steer Sweeper	9,000.00	9,000.00		9,000.00	9,000.00		-	Completed
Police Vehicles	212,000.00	212,000.00		211,999.63	211,999.63		0.37	Completed
Police Motorcycle	18,000.00	18,000.00		17,949.68	17,949.68		50.32	Completed
Fire Apparatus	100,000.00	100,000.00		42,907.62	42,907.62	40,284.38	16,808.00	Should Receive by May 2021
LATC Bus Replacement	50,000.00	50,000.00			-		50,000.00	
School Department	1,000,000.00	1,000,000.00			-		1,000,000.00	
<b>Subtotal 2020 Bonds</b>	<b>10,110,000.00</b>	<b>10,110,000.00</b>		<b>2,534,184.96</b>	<b>2,534,184.96</b>	<b>1,780,704.73</b>	<b>5,795,110.31</b>	
<b>Total Expenses</b>	<b>26,435,010.00</b>	<b>26,435,010.00</b>	<b>2,112,510.58</b>	<b>14,040,929.54</b>	<b>16,153,440.12</b>	<b>2,161,388.34</b>	<b>8,020,181.54</b>	

## Sustainability

Sustainability has two concepts that must be acknowledged. The first is the core principal that assets are maintained such that they do not deteriorate to the point of being destroyed or beyond repair. The second concept identifies that the City of Auburn can only afford to sustain a certain annual expense. The job of the staff and Council is to strike that balance the best way possible.

The following chart shows the amount of debt issued and retired over the last fifteen years.

	Outstanding Debt at Beginning of Fiscal Year	Debt Issued	Debt Retirement	Outstanding Debt at End of Fiscal Year
FY 07-08	\$73,374,801	\$6,000,000	\$8,489,239	\$70,885,562
FY 08-09	\$70,885,562	\$6,430,000	\$8,895,484	\$68,420,078
FY 09-10	\$68,420,078	\$6,500,000	\$8,575,483	\$66,344,595
FY 10-11	\$66,344,595	\$8,344,565	\$8,535,485	\$66,153,675
FY 11-12	\$66,153,675	\$4,500,000	\$8,816,077	\$61,837,598
FY 12-13	\$61,837,598	\$5,600,000	\$8,421,077	\$59,016,521
FY 13-14	\$59,016,521	\$5,625,000	\$8,368,864	\$56,272,657
FY 14-15	\$56,272,657	\$6,800,000	\$8,455,732	\$54,616,925
FY 15-16	\$54,616,925	\$5,700,000	\$8,684,488	\$51,632,437
FY 16-17	\$51,632,437	\$5,030,000	\$8,739,866	\$47,922,571
FY 17-18	\$47,922,571	\$8,500,000	\$7,864,866	\$48,557,705
FY 18-19	\$48,557,705	\$7,655,000	\$8,558,470	\$47,654,235
FY 19-20	\$47,654,235	\$22,900,000	\$8,660,188	\$61,894,047
FY 20-21	\$61,894,047	\$9,650,000	\$17,297,682	\$54,246,365
FY 21-22	\$54,246,365	\$9,050,000	\$9,325,570	\$53,970,795
	\$59,255,318			
Average Debt Issued FY 08 - FY 22		\$7,885,638		

Since FY08 the City's total outstanding debt has been reduced by **\$16,914,767**. It is my goal to keep the debt service payments at 12% - 14% of the total operating budget as recommended by our bond advisors. This is the range that bond rating agencies look favorably on. Less than this and the bond rating agencies will feel that we are not addressing our infrastructure needs. And more than this will make them concerned about our ability to repay the debt. These efforts in conjunction with other sound management policies should continue to support or improve the City's bond rating.

Per the State of Maine's state valuation for 2021, below is a table that shows what the City of Auburn's legal debt limitation is as of June 30, 2021. This statutory analysis needs to be reviewed with the understanding of the City's capacity to meet debt service payments.

**CITY OF AUBURN, MAINE**  
**Legal Debt Management**  
**Last Ten Years**  
**Computation of Legal Debt Margin**  
**June 30, 2021**

Total State Valuation			\$ 2,175,900,000		
Legal Debt Limitation:					
15% of State Valuation			326,385,000		
Debt Applicable to Debt Limitation:				Bonded General Obligation Debt	
		Legal Maximum			As a Percent of
Purpose	Percentage	Amount	Dollar Amount	Legal Maximum	State Valuation
Municipal & School	15.0%	\$ 326,385,000	53,970,795	16.54%	2.48%
		Margin for Additional Borrowing:	\$ 272,414,205		
<b>Historical Legal Debt Margin</b>					
<b>Last Ten Fiscal Years</b>					
	<b>Legal Debt Limit</b>	<b>Debt Outstanding</b>	<b>Legal Debt Margin</b>	<b>Debt Outstanding/ Legal Debt Limit</b>	
2010	\$ 308,167,500	65,973,000	242,194,500	21.4%	
2011	\$ 298,770,000	65,461,000	233,309,000	21.9%	
2012	297,037,500	61,239,000	235,798,500	20.6%	
2013	293,160,000	59,534,323	293,160,000	20.3%	
2014	288,930,000	56,826,591	288,930,000	19.7%	
2015	294,532,500	55,170,858	239,361,642	18.7%	
2016	294,015,000	52,225,126	241,789,874	17.8%	
2017	297,592,500	48,634,394	248,958,106	16.3%	
2018	297,255,000	48,883,662	248,371,338	16.4%	
2019	300,330,000	48,082,930	252,247,070	16.0%	
2020	315,592,500	59,925,000	255,667,500	14.9%	
2021	326,385,000	53,970,795	272,414,205	16.5%	

The most significant impact to the City of Auburn's debt service being sustainable is investment in road infrastructure. Auburn's local roads currently have zero funding in the operating budget and the \$9.4 million recommended in engineering is part of a five-year plan that will reconstruct or reclaim only 10% of the roads over the next 10 years. It also includes funds to begin surface maintenance annually and to protect and sustain the reconstruction and reclamation projects that have been completed in the recent past. These funds result in 20% of Auburn roads seeing pavement or construction.

In order to become sustainable, Auburn must strategically budget more funds for surface maintenance. Surface maintenance would entail dragging and shimming a road, and then placing a surface coat of pavement approximately 3.4" to 1" thick. This type of work will maintain the integrity of the roads while reconstruction or reclamation projects are scheduled. Additionally, maintenance funds utilized for the next ten years can be used after the ten years to protect and sustain the reconstruction and reclamation projects done today.

Public Works Director Dan Goyette has said a maintenance program that would stabilize the remaining 90% of local roads would require \$1,000,000 per year. Due to both staff capacity and financial availability this is too much to add to the operating budget in one year. In addition, the City cannot afford the full funding of \$9.4 million in road construction bonding and still be able to sustain the remaining capital assets. Overall, the City of Auburn can only sustain a total general obligation debt service of \$5-\$9.5 million per year, totaling approximately \$70 million.

Finally, I would like to thank the City Finance Director Jill Eastman for her major contribution to the preparation of this memo and her overall assistance with the Five-Year CIP Plan, the FY22 CIP, and the FY22 Budget. The City of Auburn has a capable and dedicated team with sound financial management.

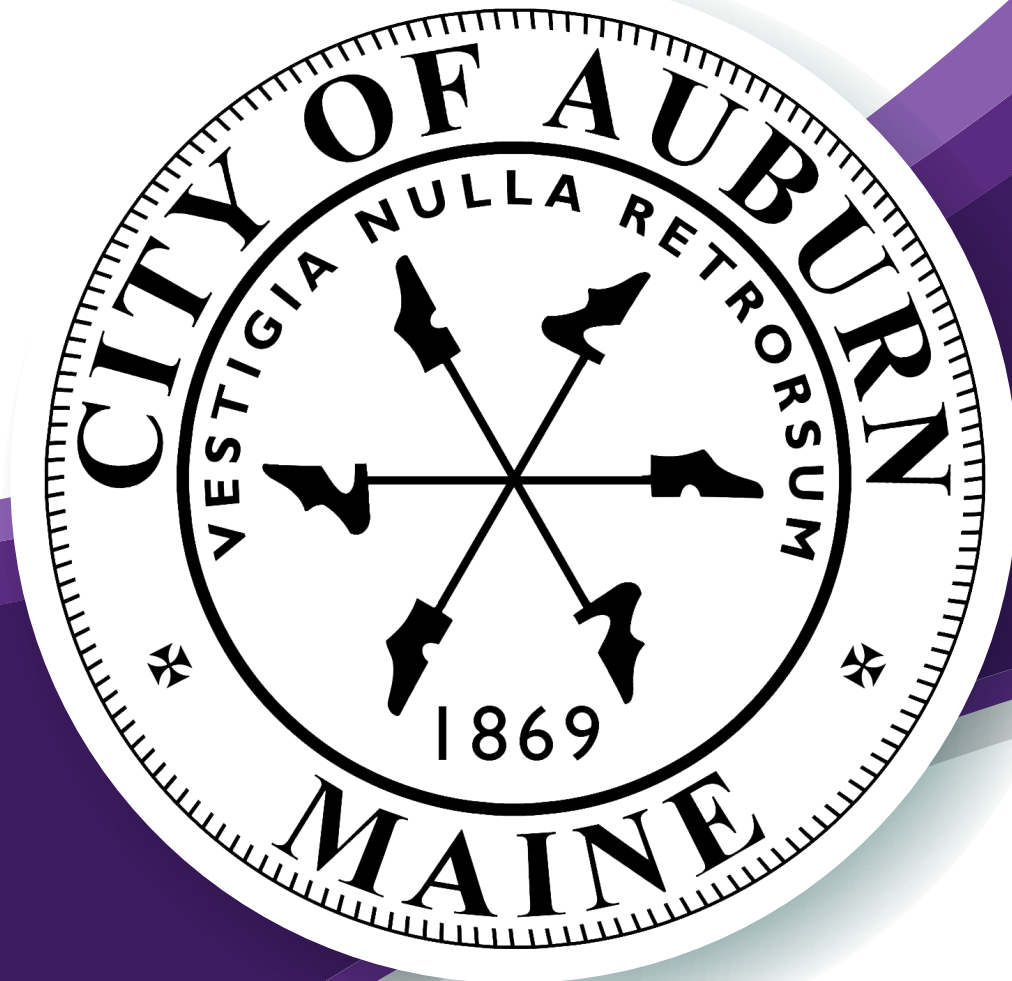
Sincerely,

Phillip Crowell, City Manager



# BUDGET FY22

City of Auburn 5 YR Capital Improvement Plan



CITY MANAGER'S  
PROPOSED FY22 CIP PLAN

**CITY OF AUBURN**  
**CITYWIDE FIVE YEAR - CAPITAL IMPROVEMENT PLAN**  
**FY 22 - FY 26**

Description	FY22	FY23	FY24	FY25	FY26
<b><u>AUBURN-LEWISTON AIRPORT</u></b>					
Airport Landside Terminal Parking Lot		\$ 250,000			
Update Snow Removal Equipment	\$ 175,000				
Reconstruct East Side Airport Parking Apron and Helipad and EA for Helipad	\$ 228,750	\$ 262,500			
Hangar Door Repair		\$ 75,000			
Environmental Assessment for Helipad		\$ 5,625			
Replace Perimeter Fence		\$ 17,500			
Addition Vehicle Storage			\$ 250,000		
Fuel Storage				\$ 250,000	
Construct Corporate Hangar			\$ 375,000	\$ 600,000	
Replace Airport Managers Vehicle			\$ 17,500		
Pavement Maintenance					\$ 20,000
<b>TOTAL AUBURN-LEWISTON AIRPORT</b>	<b>\$ 403,750</b>	<b>\$ 610,625</b>	<b>\$ 642,500</b>	<b>\$ 850,000</b>	<b>\$ 20,000</b>
<b><u>CITY CLERK</u></b>					
Record Restoration	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Fire Proof Vault Construction			\$ 100,000		
<b>TOTAL CITY CLERK</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 200,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
<b><u>ECONOMIC AND COMMUNITY DEVELOPMENT</u></b>					
<b><u>Economic Development &amp; Planning</u></b>					
New Auburn Village Center Revitalization	\$ 100,000	\$ 400,000			
Dangerous Building Demolition		\$ 100,000	\$ 100,000	\$ 200,000	
Comprehensive Plan Program	\$ 225,000	\$ 400,000	\$ 400,000	\$ 400,000	
Great Falls Plaza Vision		\$ 100,000	\$ 500,000	\$ 500,000	\$ 500,000
Inspection Vehicle Replacement	\$ 24,000				
Downtown Parking and Walkability-Grant Match	\$ 100,000	\$ 1,507,000	\$ 500,000	\$ 400,000	\$ 400,000
<b><u>Electrical</u></b>					
Municipal Roadway Lighting Inventory	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
Electrical Division bucket truck replacement			\$ 180,000		
Relamp traffic signal LED	\$ 22,500				
Electrical Division-Vehicle Replacement		\$ 38,000			
Vehicle x 3 /portable x 2 Communication Radios 800 HZ	\$ 8,750	\$ 8,750			
Main st. underground signal conduit repair	\$ 10,000	\$ 10,000			
<b>TOTAL ECONOMIC AND COMMUNITY DEVELOPMENT</b>	<b>\$ 495,250</b>	<b>\$ 2,568,750</b>	<b>\$ 1,685,000</b>	<b>\$ 1,505,000</b>	<b>\$ 900,000</b>
<b><u>FACILITIES</u></b>					
Public Safety Facility	\$200,000	\$ 210,000	\$ 4,100,000	\$ 19,300,000	\$ 255,000
Engine 5 Reception Area Renovations/Supervisors Office				\$40,000	
*Engine 5 Heat Pump/AC Installation			\$25,000		

**CITY OF AUBURN**  
**CITYWIDE FIVE YEAR - CAPITAL IMPROVEMENT PLAN**  
**FY 22 - FY 26**

Description	FY22	FY23	FY24	FY25	FY26
Festival Plaza Rehabilitation Project	\$100,000	\$200,000			
Hasty HVAC/Efficiency Upgrade	\$375,000	.			
*Engine 2 Heat Pump/Ac Installation		\$20,000			
*Central Fire Window Replacement			\$80,000		
*Engine 5 Gender Friendly accommodations/Restroom upgrades		\$70,000			
Intermodal Facility			\$15,000		
Auburn Hall Lighting LED/Lighting Control conversion		\$60,000			
*Engine 5 Window Replacement		\$40,000			
*Central Fire Gender Friendly accommodations/Restroom upgrades		\$120,000			
*Central Fire Replace Air Handler			\$150,000		
Public Works Life Safety/Code Compliance Correction			\$75,000		
Public Works Repoint Brick			\$42,000	\$42,000	
*Central Fire Boiler Replacement				\$75,000	
*Central Fire Install Fire Sprinkler and Fire Alarm System				\$120,000	
Auburn Hall Building envelope repairs					\$90,000
<b>TOTAL FACILITIES</b>	<b>\$ 675,000</b>	<b>\$ 720,000</b>	<b>\$ 4,487,000</b>	<b>\$ 19,577,000</b>	<b>\$ 345,000</b>
<b>FIRE DEPARTMENT</b>					
<b>Fire</b>					
Apparatus Replacement	\$ 45,000	\$ 700,000	\$ 1,300,000	\$ 40,000	\$ 200,000
Fire Hose Replacement					\$ 40,000
Extrication equipment replacement		\$ 35,000		\$ 50,000	
Air-pac replacement	\$ 280,000				
Rescue Boat Replacement				\$ 30,000	
UTV/Rescue equipment	\$ 30,000				
Cascade air fill station system replacement					\$ 60,000
<b>Total Fire</b>	<b>\$ 355,000</b>	<b>\$ 735,000</b>	<b>\$ 1,300,000</b>	<b>\$ 120,000</b>	<b>\$ 300,000</b>
<b>EMS</b>					
Ambulance Replacement			\$ 165,000		
Cardiac monitors	\$ 30,000				\$ 30,000
Stretcher Replacement		\$ 21,000	\$ 21,000	\$ -	\$ 21,000
Chest Compression Systems	\$ 55,000				
Training simulator mannequin		\$ 30,000			
<b>Total EMS</b>	<b>\$ 85,000</b>	<b>\$ 51,000</b>	<b>\$ 186,000</b>	<b>\$ -</b>	<b>\$ 51,000</b>
<b>TOTAL FIRE DEPARTMENT</b>	<b>\$ 440,000</b>	<b>\$ 786,000</b>	<b>\$ 1,486,000</b>	<b>\$ 120,000</b>	<b>\$ 351,000</b>
<b>INFORMATION TECHNOLOGY</b>					
Eagle-View Oblique Imagery-GIS/Assessing	\$ 50,000		\$ 50,000		\$ 50,000
Fiber Rollout	\$ 43,000	\$ 43,000	\$ 43,000		
<b>TOTAL INFORMATION TECHNOLOGY</b>	<b>\$ 93,000</b>	<b>\$ 43,000</b>	<b>\$ 93,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>
<b>LATC (Auburn's share)</b>					

**CITY OF AUBURN**  
**CITYWIDE FIVE YEAR - CAPITAL IMPROVEMENT PLAN**  
**FY 22 - FY 26**

Description	FY22	FY23	FY24	FY25	FY26
Bus Replacement	\$ 50,000				
<b>TOTAL LATC</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>LA911 (Auburn's share)</b>					
Server Infrastructure Replacement		\$ 300,000			
Communications Center				\$ 1,000,000	
<b>TOTAL LA911</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>
<b>POLICE DEPARTMENT</b>					
Vehicle Replacement	\$ 265,000	\$ 265,000	\$ 265,000	\$ 265,000	\$ 265,000
Cruiser Camera System Replacement					\$ 200,000
Body worn Cameras	\$ 277,000				
Police Motorcycle Purchase	\$ 18,000				
Ballistic Shield Replacement	\$ 60,000				
Gym Equipment Replacement		\$ 25,000			
Digital Mapping Equipment	\$ 20,000				
Patrol Rifle Replacement		\$ 35,000			
Mobile Printers & Fingerprint Readers		\$ 50,000			
Emergency Operations Center Upgrade		\$ 50,000			
TASER Upgrade			\$ 88,000		
Mobile Data Terminal Replacement			\$ 108,000		
Command Vehicle Replacement				\$ 300,000	
<b>TOTAL POLICE DEPARTMENT</b>	<b>\$ 640,000</b>	<b>\$ 425,000</b>	<b>\$ 461,000</b>	<b>\$ 565,000</b>	<b>\$ 465,000</b>
<b>PUBLIC WORKS</b>					
<b>Engineering</b>					
Reconstruction	\$ 2,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 2,000,000
Reclamation	\$ 3,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 3,000,000
Major Drainage	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
MDOT Match	\$ 900,000	\$ 800,000	\$ 500,000	\$ 1,000,000	\$ 1,000,000
Resurfacing	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Sidewalks	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
<b>Total Engineering</b>	<b>\$ 8,000,000</b>	<b>\$ 7,900,000</b>	<b>\$ 7,600,000</b>	<b>\$ 8,100,000</b>	<b>\$ 8,100,000</b>
<b>Public Works</b>					
Replace 7 yard plow trucks (plowing/sanding and roadway maintenance)		\$ 209,000	\$ 418,000	\$ 209,000	\$ 209,000
Replace 12 yard plow trucks (plowing/sanding and roadway maintenance)	\$ 232,000	\$ 232,000		\$ 232,000	\$ 232,000
Replace front end loader (loading materials and snow removal)			\$ 150,000		\$ 225,000
Replace Street Sweeper (sand and debris removal from roadways)		\$ 235,000			
Grader (used)			\$ 250,000		
Portable Lift System		\$ 63,000			

**CITY OF AUBURN**  
**CITYWIDE FIVE YEAR - CAPITAL IMPROVEMENT PLAN**  
**FY 22 - FY 26**

Description	FY22	FY23	FY24	FY25	FY26
Replace One Ton Trucks (parks and roadway maintenance)	\$ 67,000		\$ 67,000		\$ 67,000
Replace Pickups (parks and roadway maintenance)	\$ 50,000			\$ 67,000	\$ 50,000
Hot Box Pavement Reclaimer			\$ 46,000		
Backhoe		\$ 140,000			
Replace tracked excavator (drainage/roadway maintenance)	\$ 260,000				
Replace multi-use tractor (sidewalk maintenance and mowing)	\$ 160,000			\$ 160,000	
14' Dump Body Replacement		\$ 30,000			
Sander		\$ 30,000			
Replace tractor (haul)	\$ 50,000				
<b>Total Public Works</b>	<b>\$ 819,000</b>	<b>\$ 939,000</b>	<b>\$ 931,000</b>	<b>\$ 668,000</b>	<b>\$ 783,000</b>
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 8,819,000</b>	<b>\$ 8,839,000</b>	<b>\$ 8,531,000</b>	<b>\$ 8,768,000</b>	<b>\$ 8,883,000</b>
<b>RECREATION &amp; SPORTS FACILITIES</b>					
<b>Recreation</b>					
Athletic Field Complex Phase I					
Pettingill Parking Expansion (Study or Design)		\$ 50,000	\$ 150,000	\$ 50,000	
Union St Park/Chestnut upgrades (Futsal Court)	\$ 90,000	\$ 50,000	\$ 50,000	\$ 25,000	\$ 25,000
Park Upgrades (Signage, Parking, Fence, Amenities)	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Municipal Beach (Park Updates and Water Study )	\$ 100,000				
Pettengill Field Renovation (Lights, Press Box)	\$ 350,000	\$ 50,000			
Playground Equipment (Accessible/Inclusive)	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Public Art	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Tot Lot Upgrades (Design)	\$ 25,000	\$ 50,000	\$ 100,000		
14 Passenger Van (replace)		\$ 20,000			
Dog Park		\$ 15,000			
Electronic Signage		\$ 25,000			
Hasty Sprinkler System		\$ 100,000			
Security for Pettengill Park (Park and Playgorund)		\$ 25,000			
Parking Lot Striping				\$ 20,000	
Trail Upgrade, Development, Signage and Connectivity	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Truck			\$ 30,000		
<b>Total Recreation</b>	<b>\$ 725,000</b>	<b>\$ 545,000</b>	<b>\$ 490,000</b>	<b>\$ 255,000</b>	<b>\$ 185,000</b>
<b>Ingersoll Turf Facility</b>					
Connecting Hasty and Ingersoll Turf Facility			*TBD		
Mezzanine Viewing area		\$ 66,000			
Exterior Signage			\$ 30,000		
Central Air Conditioning	\$ 140,000				
Sports Floor Covering		\$ 50,000			
Sports Equipment		\$ 25,000	\$ 25,000		
<b>Total Ingersoll Turf Facility</b>	<b>\$ 140,000</b>	<b>\$ 141,000</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ -</b>

**CITY OF AUBURN  
CITYWIDE FIVE YEAR - CAPITAL IMPROVEMENT PLAN  
FY 22 - FY 26**

Description	FY22	FY23	FY24	FY25	FY26
<b>NSB Arena</b>					
Dehumidification System	\$ 20,000				
RO Water Treatment System	\$ 35,000				
Rubber Flooring Replacement	\$ 20,000				
Jet Ice Paint Cart	\$ 7,000				
Parking Lot Striping	\$ 5,000				
Zamboni Electric Edger	\$ 10,000				
Building Expansion	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	
Rink 2 Removal		\$ 30,000			\$ 30,000
New Ice Resurfacers		\$ 150,000			
Portable Stage			\$ 75,000		
Event Chairs			\$ 100,000		
<b>Total NSB Arena</b>	<b>\$ 347,000</b>	<b>\$ 430,000</b>	<b>\$ 425,000</b>	<b>\$ 250,000</b>	<b>\$ 30,000</b>
<b>TOTAL RECREATION &amp; SPORTS FACILITIES</b>	<b>\$ 1,212,000</b>	<b>\$ 1,116,000</b>	<b>\$ 970,000</b>	<b>\$ 505,000</b>	<b>\$ 215,000</b>
<b>EDUCATION (See attached list)</b>	<b>\$ 1,250,000</b>				
<b>TOTAL CIP</b>	<b>\$ 14,178,000</b>	<b>\$ 15,508,375</b>	<b>\$ 18,555,500</b>	<b>\$ 32,990,000</b>	<b>\$ 11,329,000</b>

**CITY OF AUBURN  
CAPITAL IMPROVEMENT PLAN  
FY 21 - 22 Only**

Description	Bonds	Operating	Other
<b><u>AUBURN-LEWISTON AIRPORT</u></b>			
Update Snow Removal Equipment	\$ 125,000		\$ 50,000
Reconstruct East Side Airport Parking Apron and Helipad and EA for Helipad	\$ 78,750		\$ 150,000
Update Airport Master Plan			
<b><u>TOTAL AUBURN-LEWISTON AIRPORT</u></b>	<b>\$ 203,750</b>	<b>\$ -</b>	<b>\$ 200,000</b>
<b><u>CITY CLERK</u></b>			
Record Restoration	\$ 100,000		
<b><u>TOTAL CITY CLERK</u></b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>ECONOMIC AND COMMUNITY DEVELOPMENT</u></b>			
<b><u>Economic Development &amp; Planning</u></b>			
New Auburn Village Center Revitalization			\$ 100,000
Downtown Parking and Walkability			\$ 100,000
Inspection Vehicle Replacement	\$ 24,000		
<b><u>Electrical</u></b>			
Main Street Underground Electrical Replacement		\$ 10,000	
Comprehensive Plan Progam	\$ 225,000		
Municipal Roadway Lighting Inventory		\$ 5,000	
Relamp Traffic Signal LED		\$ 22,500	
Radio Replacement to 8mz		\$ 8,750	
<b><u>TOTAL ECONOMIC AND COMMUNITY DEVELOPMENT</u></b>	<b>\$ 249,000</b>	<b>\$ 46,250</b>	<b>\$ 200,000</b>
<b><u>FACILITIES</u></b>			
Public Safety Facility	\$ 200,000		
Festival Plaza Rehabilitation Project	\$ 100,000		
Hasty HVAC/Efficiency Upgrade	\$ 375,000		
<b><u>TOTAL FACILITIES</u></b>	<b>\$ 675,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>FIRE &amp; EMS</u></b>			
<b>Fire</b>			
Apparatus Replacement	\$ 45,000		
Air Pack Replacement	\$ 280,000		
UTV/Rescue Equipment	\$ 30,000		
	<b>\$ 355,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EMS</b>			

**CITY OF AUBURN  
CAPITAL IMPROVEMENT PLAN  
FY 21 - 22 Only**

Description	Bonds	Operating	Other
Cardiac monitors			\$ 30,000
Chest Compression Systems			\$ 55,000
	\$ -	\$ -	\$ 85,000
<b>TOTAL FIRE AND EMS</b>	<b>\$ 355,000</b>	<b>\$ -</b>	<b>\$ 85,000</b>
<b>INFORMATION TECHNOLOGY (IT)</b>			
Eagle-View Oblique GIS/Assessing	\$ 50,000		
Fiber Rollout	\$ 43,000		
<b>TOTAL IT</b>	<b>\$ 93,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>LATC (Auburn's share)</b>			
Bus Replacement	\$ 50,000		
<b>TOTAL LATC</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>POLICE</b>			
Vehicle Replacement	\$ 265,000		
Body worn Cameras	\$ 277,000		
Police Motorcycle Purchase	\$ 18,000		
Ballistic Shield Replacement	\$ 60,000		
Digital Mapping Equipment	\$ 20,000		
<b>TOTAL POLICE</b>	<b>\$ 640,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>PUBLIC WORKS</b>			
<b>Engineering</b>			
Reconstruction	\$ 2,000,000		
Reclamation	\$ 3,000,000		
Major Drainage	\$ 1,000,000		
MDOT Match	\$ 900,000		
Resurfacing	\$ 1,000,000		
Sidewalks	\$ 100,000		
<b>Total Engineering</b>	<b>\$ 8,000,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Public Works</b>			
Replace 12 yard plow trucks (plowing/sanding and roadway maintenance)	\$ 232,000		
Replace One Ton Trucks (parks and roadway maintenance)	\$ 67,000		
Replace Pickups	\$ 50,000		
Replace tracked excavator (drainage/roadway maintenance)	\$ 260,000		
Replace multi-use tractor (sidewalk maintenance and mowing)	\$ 160,000		
Replace tractor (haul)	\$ 50,000		



**CITY OF AUBURN  
CAPITAL IMPROVEMENT PLAN  
FY 21 - 22 Only**

Description	Bonds	Operating	Other
<b>Total Public Works</b>	\$ 819,000	\$ -	\$ -
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 8,819,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>RECREATION &amp; SPORTS FACILITIES</b>			
<b>Recreation</b>			
Union St. Park/Chestnut Upgrades (Futsal Court)	\$ 90,000		
Park Upgrades (Signage, Parking, Fence, Amenities)	\$ 50,000		
Municipal Beach (Park Updates and Water Study)	\$ 100,000		
Tot Lot Upgrades (Design)	\$ 25,000		
Playground Equipment Accessible/Inclusive	\$ 25,000		
Public Art	\$ 25,000		
Pettengill Field Renovation (Lights and Press Box)	\$ 350,000		
Trail Upgrade, Development, Signage and Connectivity	\$ 60,000		
<b>Total Recreation</b>	<b>\$ 725,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Ingersoll Turf Facility</b>			
Central Air Conditioning			\$ 140,000
<b>Total Ingersoll Turf Facility</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 140,000</b>
<b>NSB Arena</b>			
Dehumidification System	\$ 20,000		
RO Water Treatment System	\$ 35,000		
Rubber Flooring Replacement		\$ 20,000	
Jet Ice Paint Cart		\$ 7,000	
Parking Lot Striping		\$ 5,000	
Zamboni Electric Edger		\$ 10,000	
Building Expansion	\$ 250,000		
<b>Total NSB Arena</b>	<b>\$ 305,000</b>	<b>\$ 42,000</b>	<b>\$ -</b>
<b>TOTAL RECREATION AND SPORTS FACILITIES</b>	<b>\$ 1,030,000</b>	<b>\$ 42,000</b>	<b>\$ 140,000</b>
<b>EDUCATION (See attached list)</b>	<b>\$ 1,250,000</b>		
<b>TOTAL CIP</b>	<b>\$ 13,464,750</b>	<b>\$ 88,250</b>	<b>\$ 625,000</b>

**CITY OF AUBURN  
CAPITAL IMPROVEMENT PLAN  
FY 21 - 22 Only**

Description	Operating	Manager's Recommended Operating	Bonds	Manager's Recommended Bonding	Other	Manager's Recommended Other	
<b>AUBURN-LEWISTON AIRPORT</b>							
Update Snow Removal Equipment			\$ 125,000	\$ 125,000		\$ 50,000	Reallocation
Reconstruct East Side Airport Parking Apron and Helipad and EA for Helipac			\$ 78,750	\$ 78,750		\$ 150,000	Reallocation
<b>TOTAL AUBURN-LEWISTON AIRPORT</b>	\$ -	\$ -	\$ 203,750	\$ 203,750	\$ -	\$ 200,000	
<b>CITY CLERK</b>							
Record Restoration					\$ 100,000	\$ 50,000	Unallocated
<b>TOTAL CITY CLERK</b>	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 50,000	
<b>ECONOMIC AND COMMUNITY DEVELOPMENT</b>							
<b>Economic Development &amp; Planning</b>							
New Auburn Village Center Revitalization					\$ 100,000	\$ 100,000	TIF
Great Falls Vision					\$ 100,000	\$ 100,000	TIF
Inspection Vehicle Replacement			\$ 24,000	\$ 24,000			
<b>Electrical</b>							
Electrical Vehicle Replacement (Service Van)			#REF!	\$ -			
Main Street Underground Electrical Replacement	\$ 10,000						
Electrical Division bucket truck replacement			\$ 225,000				
Municipal Roadway Lighting Inventory	\$ 5,000	\$ 5,000					
Relamp Traffic Signal LED	\$ 22,500	\$ 22,500					
Radio Replacement to 8mz	\$ 8,750						
<b>TOTAL ECONOMIC AND COMMUNITY DEVELOPMENT</b>	\$ 46,250	\$ 27,500	#REF!	\$ 24,000	\$ 200,000	\$ 200,000	
<b>FACILITIES</b>							
Public Safety Facility			\$ 200,000	\$ 200,000			
Festival Plaza Rehabilitation Project			\$ 100,000	\$ 100,000			
Hasty HVAC/Efficiency Upgrade			\$ 375,000	\$ 375,000			
<b>TOTAL FACILITIES</b>	\$ -	\$ -	\$ 675,000	\$ 675,000	\$ -	\$ -	
<b>FIRE &amp; EMS</b>							
<b>Fire</b>							
Apparatus Replacement			\$ 45,000	\$ 45,000			
Air Pack Replacement			\$ 280,000	\$ 280,000			
UTV/Rescue Equipment			\$ 30,000	\$ 30,000			
	\$ -	\$ -	\$ 355,000	\$ 355,000	\$ -	\$ -	
<b>EMS</b>							
Cardiac monitors					\$ 30,000	\$ 30,000	EMS Capital Reserve
Chest Compression Systems					\$ 55,000	\$ 55,000	EMS Capital Reserve
	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$ 85,000	
<b>TOTAL FIRE AND EMS</b>	\$ -	\$ -	\$ 355,000	\$ 355,000	\$ 85,000	\$ 85,000	
<b>INFORMATION TECHNOLOGY (IT)</b>							
Eagle-View Oblique GIS/Assessing			\$ 50,000	\$ 50,000			
Fiber Rollout			\$ 43,000	\$ 43,000			
<b>TOTAL IT</b>	\$ -	\$ -	\$ 93,000	\$ 93,000	\$ -	\$ -	
<b>LATC (Auburn's share)</b>							
Bus Replacement			\$ 50,000	\$ -			
<b>TOTAL LATC</b>	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	
<b>POLICE</b>							
Vehicle Replacement			\$ 265,000	\$ 159,000			
Body worn Cameras			\$ 332,000	\$ 170,000			
Police Motorcycle Purchase			\$ 18,000	\$ 18,000			
Ballistic Shield Replacement			\$ 60,000				
Digital Mapping Equipment			\$ 20,000				
<b>TOTAL POLICE</b>	\$ -	\$ -	\$ 695,000	\$ 347,000	\$ -	\$ -	
<b>PUBLIC SERVICES</b>							
<b>Engineering</b>							
Reconstruction			\$ 2,000,000	\$ 1,000,000			
Reclamation			\$ 3,000,000	\$ 1,275,000			
Major Drainage			\$ 1,000,000	\$ 725,000			
MDOT Match			\$ 900,000	\$ 900,000			
Resurfacing			\$ 1,000,000	\$ 1,000,000			
Sidewalks			\$ 100,000	\$ -			

**CITY OF AUBURN  
CAPITAL IMPROVEMENT PLAN  
FY 21 - 22 Only**

Description	Operating	Manager's Recommended Operating	Bonds	Manager's Recommended Bonding	Other	Manager's Recommended Other
<b>Total Engineering</b>	\$ -	\$ -	\$ 8,000,000	\$ 4,900,000	\$ -	\$ -
<b>Public Works</b>						
Replace 12 yard plow trucks (plowing/sanding and roadway maintenance)			\$ 232,000	\$ 232,000		
Replace One Ton Trucks (parks and roadway maintenance)			\$ 67,000			
Replace Pickups			\$ 50,000			
Replace tracked excavator (drainage/roadway maintenance)			\$ 260,000	\$ 260,000		
Replace multi-use tractor (sidewalk maintenance and mowing)			\$ 160,000	\$ 160,000		
Replace tractor (haul)			\$ 50,000	\$ -		
<b>Total Public Works</b>	\$ -	\$ -	\$ 819,000	\$ 652,000	\$ -	\$ -
<b>TOTAL PUBLIC SERVICES</b>	\$ -	\$ -	\$ 8,819,000	\$ 5,552,000	\$ -	\$ -
<b>RECREATION AND SPORTS FACILITIES</b>						
<b>Recreation</b>						
Union St. Park/Chestnut Upgrades (Futsal Court)			\$ 90,000	\$ 90,000		
Park Upgrades (Signage, Parking, Fence, Amenities)			\$ 50,000	\$ 50,000		
Municipal Beach (Park Updates and Water Study)			\$ 100,000			
Tot Lot Upgrades (Design)			\$ 25,000			
Playground Equipment Accessible/Inclusive			\$ 25,000			
Public Art					\$ 25,000	\$ 25,000
Pettengill Field Renovation (Lights and Press Box)			\$ 350,000	\$ 350,000		
Trail Upgrade, Development, Signage and Connectivity					\$ 60,000	\$ 60,000
<b>Total Recreation</b>	\$ -	\$ -	\$ 640,000	\$ 490,000	\$ 85,000	\$ 85,000
<b>Ingersoll Turf Facility</b>						
Central Air Conditioning					\$ 140,000	\$ 140,000
<b>Total Ingersoll Turf Facility</b>	\$ -	\$ -	\$ -	\$ -	\$ 140,000	\$ 140,000
<b>NSB Arena</b>						
Dehumidification System			\$ 20,000	\$ 20,000		
RO Water Treatment System			\$ 35,000	\$ 35,000		
Rubber Flooring Replacement	\$ 20,000	\$ 20,000				
Jet Ice Paint Cart	\$ 7,500	\$ 7,500				
Parking Lot Striping	\$ 5,000	\$ 5,000				
Zamboni Electric Edger	\$ 10,000	\$ 10,000				
Building Expansion			\$ 250,000			
<b>Total NSB Arena</b>	\$ 42,500	\$ 42,500	\$ 305,000	\$ 55,000	\$ -	\$ -
<b>TOTAL RECREATION AND SPORTS FACILITIES</b>	\$ 42,500	\$ 42,500	\$ 945,000	\$ 545,000	\$ 225,000	\$ 225,000
<b>EDUCATION (See attached list)</b>			\$ 1,500,000	\$ 1,250,000		
<b>CONTINGENCY</b>				\$ 5,250		
<b>TOTAL CIP</b>	\$ 88,750	\$ 70,000	#REF!	\$ 9,050,000	\$ 610,000	\$ 760,000

Unallocated

Unallocated

Ingersoll Fund Balance

**TOTAL AMOUNT TO BE BONDED FY21 \$ 9,050,000**

**OTHER:**

Unallocated	\$ 135,000	
Airport Reallocated	\$ 200,000	\$ 335,000
EMS Capital Reserve	\$ 85,000	
Ingersoll Fund Balance	\$ 140,000	
TIF	\$ 200,000	\$ 425,000
	\$ 760,000	\$ 760,000

**OPERATING:**

General Fund	\$ 27,500
NSB Arena	\$ 42,500
	\$ 70,000

**CITYWIDE  
CAPITAL IMPROVEMENT PLAN  
OPERATING FY 22 Only**

<b>Description</b>		
Electrical	Municipal Roadway Lighting Inventory	\$ 5,000
Electrical	Relamp Traffic Signal LED	\$ 22,500
NSB Arena	Rubber Flooring Replacement	\$ 20,000
NSB Arena	Jet Ice Paint Cart	\$ 7,500
NSB Arena	Parking Lot Striping	\$ 5,000
NSB Arena	Zamboni Electric Edger	\$ 10,000
<b>TOTAL CIP</b>		<b>\$ 70,000</b>

**CITY WIDE  
CAPITAL IMPROVEMENT PLAN  
FY 22 BONDS**

Description		
Airport	Snow Removal Equipment	\$ 125,000
Airport	Reconstruct East Side Airport Parking Apron and Helipad	\$ 78,750
Econ Dev & Planning	Inspection Vehicle	\$ 24,000
Facilities	Public Safety Facility	\$ 200,000
Facilities	Festival Plaza Rehabilitation Project	\$ 100,000
Facilities	Hasty HVAC/Efficiency Upgrade	\$ 375,000
Fire	Apparatus Replacement	\$ 45,000
Fire	Air Pack Replacement	\$ 280,000
Fire	UTV/Rescue Equipment	\$ 30,000
IT	Eagle View Oblique-GIS/Assessing	\$ 50,000
IT	Fiber Rollout	\$ 43,000
Police	Vehicle Replacement	\$ 159,000
Police	Body Worn Cameras	\$ 170,000
Police	Police Motorcycle Purchase	\$ 18,000
Engineering	Reclamation	\$ 1,275,000
Engineering	Reconstruction	\$ 1,000,000
Engineering	Major Drainage	\$ 725,000
Engineering	MDOT Match	\$ 900,000
Engineering	Resurfacing	\$ 1,000,000
Public Works	Replace 12 yard plow trucks	\$ 232,000
Public Works	Replace Tracked Excavator	\$ 260,000
Public Works	Replace Multi Use Tractor	\$ 160,000
Recreation	Union St. Park/Chestnut Park Upgrades (Futsal Court)	\$ 90,000
Recreation	Park Upgrades (Signage, Parking, Fencing Amenities)	\$ 50,000
Recreation	Pettengill Field Renovation (Lights and Press Box)	\$ 350,000
NSB Arena	Dehumidification System	\$ 20,000
NSB Arena	RO Water Treatment System	\$ 35,000
School Departments	School Projects	\$ 1,250,000
Administration	Contingency	\$ 5,250
<b>TOTAL CIP</b>		<b>\$ 9,050,000</b>

**CITYWIDE  
CAPITAL IMPROVEMENT PLAN FY 22 Unallocated**

<b>Description</b>		<b>Unallocated Bond Proceeds</b>
<b>Airport</b>	<b>Snow Removal Equipment</b>	<b>\$ 50,000</b>
<b>Airport</b>	<b>Reconstruct East Side Airport Parking Apron and Helipad</b>	<b>\$ 150,000</b>
<b>City Clerk</b>	<b>Record Restoration</b>	<b>\$ 50,000</b>
<b>Recreation</b>	<b>Public Art</b>	<b>\$ 25,000</b>
<b>Recreation</b>	<b>Trail Upgrade, Development, Signage and Connectiviy</b>	<b>\$ 60,000</b>
<b>TOTAL CIP</b>		<b>\$ 335,000</b>

**CITYWIDE  
CAPITAL IMPROVEMENT PLAN  
FY 22 Other Funds**

<b>Description</b>		<b>Funds</b>	
<b>Economic Development</b>	<b>New Auburn Village Center Revitalization</b>	<b>TIF</b>	<b>\$ 100,000</b>
<b>Economic Development</b>	<b>Great Falls Plaza Vision</b>	<b>TIF</b>	<b>\$ 100,000</b>
<b>Fire/EMS</b>	<b>Cardiac Monitors</b>	<b>EMS Capital Reserve</b>	<b>\$ 30,000</b>
<b>Fire/EMS</b>	<b>Chest Compression Systems</b>	<b>EMS Capital Reserve</b>	<b>\$ 55,000</b>
<b>Ingersoll Turf Facility</b>	<b>Central Air Conditioning</b>	<b>Ingersoll Fund Bal</b>	<b>\$ 140,000</b>
<b>TOTAL CIP</b>			<b>\$ 425,000</b>



**ORDER 39-04202021**

# City Council Order

## IN CITY COUNCIL

**ORDERED**, that the City Council hereby adopts the FY 2022 - 2026 (5 year) Capital Improvement Plan, presented by the City Manager and School Superintendent on March 15, 2021.

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**Holly C. Lasagna**, Ward One  
**Brian S. Carrier**, Ward Four  
**Belinda A. Gerry**, At Large

**Timothy B. MacLeod**, Ward Two  
**Leroy G. Walker**, Ward Five  
**Jason J. Levesque**, Mayor

**Stephen G. Milks**, Ward Three  
**Katherine E. Boss**, At Large  
**Phillip L. Crowell, Jr.**, City Manager





**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** April 20, 2021

**Order:** 40-04202021

**Author:** Sue Clements-Dallaire, City Clerk

**Subject:** Waiver of Business License Fee – Auburn Suburban Baseball & Softball

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**Information:** An application and letter for a waiver of business license fee was submitted by Auburn Suburban Baseball & Softball, located at 4 Mount Apatite Road. The fee is \$150 for their snack shack. Auburn Suburban Baseball & Softball is a non profit organization.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Motion to approve waiver of the business license fee

---

**Previous Meetings and History:** N/A

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**City Manager Comments:**

I concur with the recommendation. Signature:

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**Attachments:**

- Application
- Request to waive fees
- Order



SERVING  
AUBURN, ME.

April 13, 2021

Auburn Mayor & City Council

60 Court Street

Auburn, Me 04210

Dear Mayor Levesque and members of the Council,

On behalf of Auburn Suburban Baseball & Softball I would like to respectfully request a waiver of the \$150.00 Business License Application fee being submitted for operation of a Snack Shack located at 4 Mount Apatite Rd, Auburn, Maine 04210.

Auburn Suburban Baseball & Softball is a volunteer-run, non-profit organization dedicated to offering an organized league play to over 550 children between the ages of 6 and 15 with various levels of play allowing for early learning as well as competitive play at higher age levels. Auburn Suburban is inclusive to all children who want to play and currently offers unlimited scholarships to those who are unable to afford the registration fees.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read 'T. Bashaw'.

Travis Bashaw

Auburn Suburban Baseball & Softball



CITY OF AUBURN

BUSINESS LICENSE APPLICATION

NEW RENEWAL Expires: \_\_\_\_\_

Office of the City Clerk
60 Court St, Auburn, ME 04210
207.333.6600
www.auburnmaine.gov
Kelsey Earle - License Specialist- kearle@auburnmaine.gov
Please Note: All real estate and personal property taxes related to the business must be current before a license can be issued.

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

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

Food Service Establishments:

- \*FSE Mobile Food distribution Unit
Not to be located less than 200 ft from nearest food service establishment.
\*FSE Serving Malt, Vinous & Spirituous Liquor (FSE Class I)
\*FSE Serving Malt and/or Vinous
\*FSE with Sit Down, no Alcohol
\*Bottle Club/BYOB
\*Temp FSE (Per event max 7days) \$60
FSE Off Premise/Retailer-Malt Liquor/Table Wine
FSE Prepackaged Only

Other Business Licenses Applying for:

- \*Special Amusement
\*Pawnshop/Pawn Broker
\*Secondhand Dealer
\*Massage Establishment/Therapist
\*Massage: Please also include 2 copies of a passport size photograph...
\*Tattoo Artist
Bowling Alley
Roller Skating Rink
Coin-Op Devices
Motion Picture Theater
Juke Box
Lodging House
Pool Hall
Seating: Occupancy load:
LICENSEING FEE(S) TOTAL DUE: \$

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

NAME OF BUSINESS: Auburn Suburban Baseball & Softb; BUSINESS ADDRESS: 4 Mount Apatite Rd, Auburn, Me

BUSINESS MAILING ADDRESS: PO Box 1615 Auburn Me 04211-1615

OWNER'S NAME (LOCAL/ONSITE): Auburn Suburban DOB: \_\_\_\_\_ PHONE: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_

PREFERRED EMAIL: \_\_\_\_\_

MANAGER'S NAME: \_\_\_\_\_ PHONE #: 207-577-1844 DOB: \_\_\_\_\_

PREFERRED CONTACT NAME: Travis Bashaw PHONE #: 207-409-9269

EMAIL ADDRESS: travisbashaw@masiello.com

DESCRIPTION OF BUSINESS: Non-profit Baseball & Softball Organization for ages 6-15 w/ Snack Shack offering food and beverage to players and families during games

TYPE OF PREVIOUS BUSINESS AT ADDRESS (IF KNOWN): N/A

FORM OF BUSINESS ORGANIZATION:  Corporation  Partnership  Sole Proprietorship  LLC  Other

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

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

Name	<i>Print Clearly</i> Address Previous 5 years	Birth Date	% of Stock	Title

OWNER OF BUILDING/UNIT: \_\_\_\_\_ PHONE # \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

HOURS OF OPERATION: Mon: 5:00-8:00p Tues: 5:00-8:00p Wed: 5:00-8:00p Thurs: 5:00-8:00p  
Fri: TBD Sat: 9:00a-4:00p Sun: \_\_\_\_\_

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

Name: \_\_\_\_\_ Date of conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

Include additional pages if needed.

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

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

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

CERTIFICATE OF APPLICANT AND WAIVER OF CONFIDENTIALITY

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

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

**Applicant Signature:**  **Date:** 4/13/21

**FOR OFFICE USE ONLY**

**REPORT OF INSPECTING OFFICERS:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	FIRE INSPECTOR _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	CODE ENFORCEMENT OFFICER _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	POLICE _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	FINANCE _____

**Comments:**

\_\_\_\_\_  
 \_\_\_\_\_

Application date: _____ License issued on: _____ Fees paid: License fee(s) _____ Public hearing fee _____ Background fee _____ Late fee _____ Total amount paid = \$ _____
--

## Special Amusement Questionnaire:

**Exact entertainment to be provided at establishment:**

---

(Specify hours of entertainment)    Mon: \_\_\_\_\_    Tues: \_\_\_\_\_    Wed: \_\_\_\_\_    Thurs: \_\_\_\_\_  
    Fri: \_\_\_\_\_    Sat: \_\_\_\_\_    Sun: \_\_\_\_\_

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

---

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

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

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

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

---

**PLEASE PROVIDE THE FOLLOWING, IF APPLICABLE:**

CURRENT LIQUOR LICENSE # \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

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

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

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

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

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

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

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

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

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



**ORDER 40-04202021**

# City Council Order

## IN CITY COUNCIL

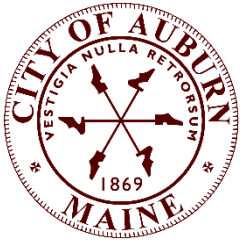
**ORDERED**, that the City Council hereby grants a waiver of the \$150 business license fee for the Auburn Suburban Baseball & Softball snack shack, located at 4 Mount Apatite Road.

---

**Holly C. Lasagna**, Ward One  
**Brian S. Carrier**, Ward Four  
**Belinda A. Gerry**, At Large

**Timothy B. MacLeod**, Ward Two  
**Leroy G. Walker**, Ward Five  
**Jason J. Levesque**, Mayor

**Stephen G. Milks**, Ward Three  
**Katherine E. Boss**, At Large  
**Phillip L. Crowell, Jr.**, City Manager



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** April 20, 2021

**Order:** 41-04202021

**Author:** Phil Crowell, City Manager

**Subject:** Equity Policy

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**Information:**

The City Spirit equity statement development process has been designed and led by Laura Ligouri, Executive Director and Joy George, Community Engagement Coordinator of Mindbridge.

The City SPIRIT initiative started two years ago with the purpose of identifying concerns and challenges within the community and to develop solutions and actions to move the community forward. Equity statements provide a common foundation that commits cities to the healing of inequality and discrimination and provide opportunity for equitable approaches to flourish.

The City council received the presentation from the City Spirit committee on 03/01/2021. To ensure the statement is incorporated into city management, the council is directing the city manager to develop and implement a staff policy and guidance on equity and inclusion. The policy will define expectations for consideration of racial and social equity, and in particular, meaningful community involvement when planning, developing, and implementing policies, practices, and initiatives. It will provide a framework to advance equity in alignment with our strategic plan.

The city manager will incorporate the work done by the city spirit and the "Equity and Inclusion Tool Kit" made available for municipalities by the International Association of City/County Managers (ICMA). ICMA recognized local governments must consider issues of equity and inclusion that go beyond race, ethnicity, and gender and include variations in age, sexual orientation, ability, economic status, educational attainment, immigration status, and community size.

The draft policy is included for review and will be implemented by the city manager when the order is adopted.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Approval of order

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**Previous Meetings and History:** March 1, 2021 City Spirit presentation

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**City Manager Comments:**

I concur with the recommendation. Signature:

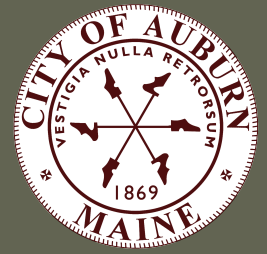


Phillip Crowell Jr.

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**Attachments:**

# Embracing equity is fundamental to Auburn's continued success



## APPLYING AN EQUITY LENS



## CORE VALUES

Compassion  
Empathy  
Collaboration  
Accountability  
Diversity  
Leadership  
Service



## CORE APPROACHES

**Strengthen** awareness of and ability to incorporate difference.

**Create** teams that are relevant to and representative of community.

**Create** energizing and innovative work environments.

**Collectively address** systemic barriers and inequities.

## OUTCOMES:



Thriving People



Thriving Economy



Thriving Community

## APPLYING AN EQUITY LENS

Through refining and piloting this lens in our work, we commit to an intentional focus on equity and:

- Taking positive steps to remove systemic barriers and promote inclusion;
  - Achieving improved satisfaction in our work and services;
- Striving for policymaking, service delivery, distribution of resources and opportunities that are accessible to all;
  - Creating a more positive and respectful work environment; and
- Generating better solutions by incorporating diverse perspectives.

*"Equity is the truth in action." J. Joubert*



## I. PURPOSE

**Auburn embraces its growing diverse population and recognizes it as a tremendous asset. This policy defines expectations for consideration of racial and social equity, and in particular, meaningful community involvement when planning, developing, and implementing policies, practices, and initiatives. It provides a framework to advance equity in alignment with our strategic plan. This policy informs all other policies and applies to all publicly delivered services in the City of Auburn and Auburn Public Schools.**

## II. DEFINITIONS

**Equity:** A condition where ALL cultures and identities are fully acknowledged, valued, celebrated, and empowered with a goal of a community characterized by resilience, courage, joy, and wellness.

**Equity Tools:** Information and processes used to identify who is affected by a decision, policy, or practice; how they are affected; and to guide recommendations to encourage positive impacts and/or mitigate negative impacts.

**Publicly Delivered:** The services provided by the city or public schools either directly (through the public sector) or through financing the provision of services.

**Social Equity:** The absence of institutional and structural barriers experienced by people, based on other societal factors such as age, sex, sexual orientation, gender identity, religion, national origin, marital status, disability, socio-economic status, neighborhood of residence, immigrant status that impede opportunities and results.

## III. AREAS OF FOCUS TO PROMOTE EQUITY

Through intentional action, the City, and our community systems - including education, employment, health care, housing, law enforcement, businesses and beyond - are dedicated to addressing systems of inequity while working together to build resilient and accessible communities where people of all cultures and identities can thrive.

This is achieved when policymaking, service delivery, distribution of resources and opportunities are accessible to all, and where community members acknowledge the challenges and needs of the people within Auburn.

Additional areas of focus may emerge based on changing factors and that assessment and prioritization are necessary to guide and inform collective actions to support a thriving community and promote equity with a goal of achieving the following:

- i. Housing policies that encourage all who want to live in Auburn to be able to do so, and the provision of a full spectrum of housing opportunities across the city, most notably those in mixed-use areas that are accessible to multiple modes of transport.
- ii. Workforce development pathways that provide all residents with opportunity to develop knowledge and skills to participate in a diverse economy and earn sufficient income to support themselves and their families.
- iii. An early childhood education system that ensures all children enter kindergarten at their optimal developmental level with equitable opportunity for success.
- iv. Education that promotes a responsive, caring, and inclusive culture where all feel valued, supported, and hopeful, and that every child is reached, challenged, and prepared for success in school and life.
- v. Community and public safety that include services such as fire, emergency medical services, police, health, emergency management and code enforcement that are responsive to all residents so that everyone feels safe to live, work, learn, and play in any neighborhood of Auburn.
- vi. Neighborhoods that support all communities and individuals through strong social networks, trust among neighbors, and the ability to work together to achieve common goals that improve the quality of life for everyone in the neighborhood.
- vii. A vibrant food system where healthy, accessible, and affordable food is valued as a basic human necessity.
- viii. A parks and recreation system that is equitable and inclusive by providing quality facilities, programs, and services to all communities; balancing the distribution of parks, programs and facilities; and providing accessible and affordable facilities and programs.
- ix. A transportation system that supports the economic growth, health, and prosperity goals of Auburn and provides accessible mobility solutions that are based on the principles associated with sustainability, diversity, and community health.
- x. Digital access for all residents.

#### **IV. PROCESS**

The City of Auburn has a pivotal role in achieving these goals and creating a sense of welcoming and belonging for everyone. We work together to create an equitable environment for all.

Equity in the City of Auburn requires a steadfast commitment to one another. The cornerstone of safeguarding equal opportunity is the ability to access resources, municipal services, and educational programs regardless of identity, wealth, or social standing. Equity is fair and inclusive for all members of our community, ensuring that equal opportunity exists, and voices are heard and valued. These four goals are measurable, progress can be tracked and evaluated

throughout the process, informing current and future efforts.





**ORDER 41-04202021**

# City Council Order

## IN CITY COUNCIL

**ORDERED**, that the City Council hereby directs the city manager to use the accepted equity statement provided by City Spirit and implement a city-wide policy on equity and inclusion. The policy will define expectations for consideration of racial and social equity, and in particular, meaningful community involvement when planning, developing, and implementing policies, practices, and initiatives. It will provide a framework to advance equity in alignment with our strategic plan.

---

**Holly C. Lasagna**, Ward One  
**Brian S. Carrier**, Ward Four  
**Belinda A. Gerry**, At Large

**Timothy B. MacLeod**, Ward Two  
**Leroy G. Walker**, Ward Five  
**Jason J. Levesque**, Mayor

**Stephen G. Milks**, Ward Three  
**Katherine E. Boss**, At Large  
**Phillip L. Crowell, Jr.**, City Manager



## City of Auburn, Maine

Finance Department

[www.auburnmaine.gov](http://www.auburnmaine.gov) | 60 Court Street

Auburn, Maine 04210

207.333.6601

**TO: Phillip Crowell, City Manager**

**FROM: Jill Eastman, Finance Director**

**REF: March 2021 Financial Report**

**DATE: April 20, 2021**

The following is a discussion regarding the significant variances found in the City's March 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 ninth month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 75.0% of the annual budget. However, not all costs and revenues are distributed evenly throughout the year; individual line items can vary based upon cyclical activity.

### Revenues

Revenues collected through March 31st, including the school department were \$78,484,004 or 85.55% of the budget. The municipal revenues including property taxes were \$58,372,800, or 91.45% of the budget which is more than the same period last year by 2.89%. The accounts listed below are noteworthy.

- A. The current year tax revenue is at 94.75%, the second payment was due March 15<sup>th</sup>. We are currently \$424,572 higher than this time last year.
- B. Excise tax for the month of March is at 88.40%. This is an increase of \$564,086 compared to FY 20.
- C. State Revenue Sharing at the end of March is 100.83% or \$702,222 more than in FY 20.



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### **Expenditures**

City expenditures through March 2021 were \$35,822,211 or 77.99% of the budget. This is a 0.04% increase for the same period last year. Noteworthy variances are:

- A. Fiscal Services are higher than last year due to the higher debt service payments than last year.
- B. Administration and Public Safety are higher than last year.
- C. Water and Sewer is higher than last year due to rate increases.

### **Investments**

This section contains an investment schedule as of March 31st. Currently the City's funds are earning an average interest rate of 0.35% compared to 1.87% last year.

Respectfully submitted,

A handwritten signature in black ink that reads "Jill M. Eastman".

Jill M. Eastman  
Finance Director



**CITY OF AUBURN, MAINE**  
**BALANCE SHEET - CITY GENERAL FUND AND WORKERS COMP FUND**  
**AS of March 2021, February 2021, and June 2020**

	UNAUDITED March 31 2021	UNAUDITED February 28 2021	Increase (Decrease)	AUDITED JUNE 30 2020
<b>ASSETS</b>				
CASH	\$ 17,321,423	\$ 10,191,520	\$ 7,129,903	\$ 14,712,549
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	1,050,423	1,226,146	(175,724)	1,845,860
TAXES RECEIVABLE-CURRENT	2,507,680	19,038,177	(16,530,498)	185,234
DELINQUENT TAXES	808,627	819,619	(10,992)	746,904
TAX LIENS	522,315	787,467	(265,152)	1,487,686
PREPAID EXPENSES				753,070
NET DUE TO/FROM OTHER FUNDS	11,260,335	3,420,263	7,840,072	2,575,964
<b>TOTAL ASSETS</b>	<b>\$ 33,470,802</b>	<b>\$ 35,483,192</b>	<b>\$ (2,012,391)</b>	<b>\$ 22,307,267</b>
<b>LIABILITIES &amp; FUND BALANCES</b>				
ACCOUNTS PAYABLE	\$ (233,279)	\$ (190,428)	\$ (42,851)	\$ (936,432)
PAYROLL LIABILITIES	589,981	(432,959)	1,022,940	(253,541)
ACCRUED PAYROLL	(19)	(19)	-	(4,485,020)
PREPAID TAXES				(258,316)
STATE FEES PAYABLE	(47,511)	(38,428)	(9,084)	-
ESCROWED AMOUNTS	(31,122)	(31,115)	(7)	-
DEFERRED REVENUE	(3,737,598)	(20,544,239)	16,806,642	(2,060,409)
<b>TOTAL LIABILITIES</b>	<b>\$ (3,459,548)</b>	<b>\$ (21,237,188)</b>	<b>\$ 17,777,640</b>	<b>\$ (7,993,718)</b>
FUND BALANCE - UNASSIGNED/ASSIGNED	\$ (27,213,618)	\$ (11,448,368)	\$ (15,765,249.45)	\$ (11,515,913)
FUND BALANCE - RESTRICTED	(1,364,114)	(1,364,114)	-	(1,364,114)
FUND BALANCE - NON SPENDABLE	(1,433,522)	(1,433,522)	-	(1,433,522)
<b>TOTAL FUND BALANCE</b>	<b>\$ (30,011,254)</b>	<b>\$ (14,246,004)</b>	<b>\$ (15,765,249)</b>	<b>\$ (14,313,549)</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ (33,470,802)</b>	<b>\$ (35,483,192)</b>	<b>\$ 2,012,391</b>	<b>\$ (22,307,267)</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - GENERAL FUND COMPARATIVE**  
**THROUGH March 31, 2021 VS March 31, 2020**

REVENUE SOURCE	FY 2021 BUDGET	ACTUAL REVENUES THRU MAR 2021	% OF BUDGET	FY 2020 BUDGET	ACTUAL REVENUES THRU MAR 2020	% OF BUDGET	VARIANCE
<b>TAXES</b>							
PROPERTY TAX REVENUE-	\$ 49,655,498	\$ 47,049,110	94.75%	\$ 49,295,498	\$ 46,624,538	94.58%	\$ 424,572
PRIOR YEAR TAX REVENUE	\$ -	\$ 818,165		\$ -	\$ 349,706		\$ 468,459
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 1,420,000	\$ 1,405,540	98.98%	\$ 1,250,000	\$ 994,116	79.53%	\$ 411,424
EXCISE	\$ 4,112,861	\$ 3,635,895	88.40%	\$ 3,910,000	\$ 3,071,809	78.56%	\$ 564,086
PENALTIES & INTEREST	\$ 150,000	\$ 127,995	85.33%	\$ 150,000	\$ 98,152	65.43%	\$ 29,843
<b>TOTAL TAXES</b>	<b>\$ 55,338,359</b>	<b>\$ 53,036,705</b>	<b>95.84%</b>	<b>\$ 54,605,498</b>	<b>\$ 51,138,321</b>	<b>93.65%</b>	<b>\$ 1,898,384</b>
<b>LICENSES AND PERMITS</b>							
BUSINESS	\$ 166,000	\$ 207,014	124.71%	\$ 169,000	\$ 126,320	74.75%	\$ 80,694
NON-BUSINESS	\$ 392,400	\$ 341,483	87.02%	\$ 409,000	\$ 288,769	70.60%	\$ 52,714
<b>TOTAL LICENSES</b>	<b>\$ 558,400</b>	<b>\$ 548,497</b>	<b>98.23%</b>	<b>\$ 578,000</b>	<b>\$ 415,089</b>	<b>71.81%</b>	<b>\$ 133,408</b>
<b>INTERGOVERNMENTAL ASSISTANCE</b>							
STATE-LOCAL ROAD ASSISTANCE	\$ 400,000	\$ 390,976	97.74%	\$ 400,000	\$ 417,352	104.34%	\$ (26,376)
STATE REVENUE SHARING	\$ 2,708,312	\$ 2,730,834	100.83%	\$ 2,389,669	\$ 2,028,612	84.89%	\$ 702,222
WELFARE REIMBURSEMENT	\$ 90,656	\$ 26,447	29.17%	\$ 94,122	\$ 26,794	28.47%	\$ (347)
OTHER STATE AID	\$ 32,000	\$ 13,573	42.41%	\$ 32,000	\$ 14,495	45.30%	\$ (922)
CITY OF LEWISTON	\$ 228,384	\$ 29,877	13.08%	\$ 228,384	\$ -	0.00%	\$ 29,877
<b>TOTAL INTERGOVERNMENTAL ASSISTANCE</b>	<b>\$ 3,459,352</b>	<b>\$ 3,191,706</b>	<b>92.26%</b>	<b>\$ 3,144,175</b>	<b>\$ 2,487,253</b>	<b>79.11%</b>	<b>\$ 704,453</b>
<b>CHARGE FOR SERVICES</b>							
GENERAL GOVERNMENT	\$ 198,440	\$ 112,006	56.44%	\$ 148,440	\$ 108,382	73.01%	\$ 3,624
PUBLIC SAFETY	\$ 181,600	\$ 133,370	73.44%	\$ 215,600	\$ 105,111	48.75%	\$ 28,259
EMS TRANSPORT	\$ 1,200,000	\$ 835,717	69.64%	\$ 1,200,000	\$ 853,046	71.09%	\$ (17,329)
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 1,580,040</b>	<b>\$ 1,081,093</b>	<b>68.42%</b>	<b>\$ 1,564,040</b>	<b>\$ 1,066,539</b>	<b>68.19%</b>	<b>\$ 14,554</b>
<b>FINES</b>							
PARKING TICKETS & MISC FINES	\$ 55,000	\$ 20,931	38.06%	\$ 55,000	\$ 34,248	62.27%	\$ (13,317)
<b>MISCELLANEOUS</b>							
INVESTMENT INCOME	\$ 80,000	\$ 36,834	46.04%	\$ 70,000	\$ 110,098	157.28%	\$ (73,264)
RENTS	\$ 35,000	\$ 33,597	95.99%	\$ 35,000	\$ 20,901	59.72%	\$ 12,696
UNCLASSIFIED	\$ 10,000	\$ 138,780	1387.80%	\$ 10,000	\$ 60,509	605.09%	\$ 78,271
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 37,765		\$ -	\$ 36,449		\$ 1,316
SALE OF PROPERTY	\$ 25,000	\$ 78,514	314.05%	\$ 20,000	\$ 16,324	81.62%	\$ 62,190
RECREATION PROGRAMS/ARENA	\$ -	\$ -		\$ -	\$ -		\$ -
MMWAC HOST FEES	\$ 230,000	\$ 155,943	67.80%	\$ 225,000	\$ 172,711	76.76%	\$ (16,768)
TRANSFER IN: TIF	\$ 1,117,818	\$ -	0.00%	\$ 1,117,818	\$ -	0.00%	\$ -
TRANSFER IN: Other Funds	\$ 578,925	\$ -	0.00%	\$ 566,011	\$ -	0.00%	\$ -
ENERGY EFFICIENCY	\$ -	\$ -		\$ -	\$ -		\$ -
CDBG	\$ 214,430	\$ -	0.00%	\$ 214,430	\$ -	0.00%	\$ -
UTILITY REIMBURSEMENT	\$ 20,000	\$ 12,434	62.17%	\$ 20,000	\$ 12,960	64.80%	\$ (526)
CITY FUND BALANCE CONTRIBUTION	\$ 527,500	\$ -	0.00%	\$ 527,500	\$ -	0.00%	\$ -
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 2,838,673</b>	<b>\$ 493,867</b>	<b>17.40%</b>	<b>\$ 2,805,759</b>	<b>\$ 429,952</b>	<b>15.32%</b>	<b>\$ 63,915</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 63,829,824</b>	<b>\$ 58,372,800</b>	<b>91.45%</b>	<b>\$ 62,752,472</b>	<b>\$ 55,571,402</b>	<b>88.56%</b>	<b>\$ 2,801,398</b>
<b>SCHOOL REVENUES</b>							
EDUCATION SUBSIDY	\$ 26,217,074	\$ 19,801,879	75.53%	\$ 25,851,656	\$ 19,803,455	76.60%	\$ (1,576)
EDUCATION	\$ 717,415	\$ 309,326	43.12%	\$ 711,224	\$ 410,037	57.65%	\$ (100,711)
SCHOOL FUND BALANCE CONTRIBUTION	\$ 970,862	\$ -	0.00%	\$ 877,296	\$ -	0.00%	\$ -
<b>TOTAL SCHOOL</b>	<b>\$ 27,905,351</b>	<b>\$ 20,111,204</b>	<b>72.07%</b>	<b>\$ 27,440,176</b>	<b>\$ 20,213,492</b>	<b>73.66%</b>	<b>\$ (102,288)</b>
<b>GRAND TOTAL REVENUES</b>	<b>\$ 91,735,175</b>	<b>\$ 78,484,004</b>	<b>85.55%</b>	<b>\$ 90,192,648</b>	<b>\$ 75,784,894</b>	<b>84.03%</b>	<b>\$ 2,699,110</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - GENERAL FUND COMPARATIVE**  
**THROUGH March 31, 2021 VS March 31, 2020**

DEPARTMENT	FY 2021 BUDGET	Unaudited EXP THRU MAR 2021	% OF BUDGET	FY 2020 BUDGET	Unaudited EXP THRU MAR 2020	% OF BUDGET	VARIANCE
<b>ADMINISTRATION</b>							
MAYOR AND COUNCIL	\$ 99,000	\$ 63,496	64.14%	\$ 123,137	\$ 87,895	71.38%	\$ (24,399)
CITY MANAGER	\$ 776,095	\$ 499,693	64.39%	\$ 582,119	\$ 416,619	71.57%	\$ 83,074
CITY CLERK	\$ 216,946	\$ 167,378	77.15%	\$ 207,139	\$ 137,848	66.55%	\$ 29,530
FINANCIAL SERVICES	\$ 751,849	\$ 539,088	71.70%	\$ 734,597	\$ 540,450	73.57%	\$ (1,362)
HUMAN RESOURCES	\$ 157,057	\$ 109,883	69.96%	\$ 153,182	\$ 107,176	69.97%	\$ 2,707
INFORMATION TECHNOLOGY	\$ 609,260	\$ 557,946	91.58%	\$ 713,729	\$ 638,227	89.42%	\$ (80,281)
<b>TOTAL ADMINISTRATION</b>	<b>\$ 2,610,207</b>	<b>\$ 1,937,484</b>	<b>74.23%</b>	<b>\$ 2,513,903</b>	<b>\$ 1,928,215</b>	<b>76.70%</b>	<b>\$ 9,269</b>
<b>COMMUNITY SERVICES</b>							
ECONOMIC & COMMUNITY DEVELOPMENT	\$ 1,339,047	\$ 721,307	53.87%	\$ 1,333,724	\$ 794,020	59.53%	\$ (72,713)
HEALTH & SOCIAL SERVICES	\$ 199,282	\$ 103,100	51.74%	\$ 211,371	\$ 110,561	52.31%	\$ (7,461)
RECREATION & SPORTS TOURISM	\$ 520,474	\$ 432,807	83.16%	\$ 448,575	\$ 406,901	90.71%	\$ 25,906
PUBLIC LIBRARY	\$ 1,031,533	\$ 773,650	75.00%	\$ 1,006,217	\$ 766,289	76.16%	\$ 7,361
<b>TOTAL COMMUNITY SERVICES</b>	<b>\$ 3,090,336</b>	<b>\$ 2,030,864</b>	<b>65.72%</b>	<b>\$ 2,999,887</b>	<b>\$ 2,077,771</b>	<b>69.26%</b>	<b>\$ (46,907)</b>
<b>FISCAL SERVICES</b>							
DEBT SERVICE	\$ 7,577,735	\$ 7,590,676	100.17%	\$ 7,334,690	\$ 6,863,280	93.57%	\$ 727,396
FACILITIES	\$ 667,494	\$ 493,971	74.00%	\$ 667,128	\$ 544,221	81.58%	\$ (50,250)
WORKERS COMPENSATION	\$ 641,910	\$ 641,910	100.00%	\$ 637,910	\$ 637,910	100.00%	\$ 4,000
WAGES & BENEFITS	\$ 6,840,635	\$ 4,753,447	69.49%	\$ 6,797,826	\$ 4,702,137	69.17%	\$ 51,310
EMERGENCY RESERVE (10108062-670000)	\$ 461,230	\$ (2,500)	-0.54%	\$ 445,802	\$ 30,000	6.73%	\$ (32,500)
<b>TOTAL FISCAL SERVICES</b>	<b>\$ 16,189,004</b>	<b>\$ 13,477,504</b>	<b>83.25%</b>	<b>\$ 15,883,356</b>	<b>\$ 12,777,548</b>	<b>80.45%</b>	<b>\$ 699,956</b>
<b>PUBLIC SAFETY</b>							
FIRE & EMS DEPARTMENT	\$ 5,302,131	\$ 4,043,302	76.26%	\$ 5,211,262	\$ 3,677,825	70.57%	\$ 365,477
POLICE DEPARTMENT	\$ 4,332,339	\$ 3,128,861	72.22%	\$ 4,275,323	\$ 3,113,586	72.83%	\$ 15,275
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 9,634,470</b>	<b>\$ 7,172,163</b>	<b>74.44%</b>	<b>\$ 9,486,585</b>	<b>\$ 6,791,411</b>	<b>71.59%</b>	<b>\$ 380,752</b>
<b>PUBLIC WORKS</b>							
PUBLIC WORKS DEPARTMENT	\$ 4,979,329	\$ 3,432,961	68.94%	\$ 4,836,798	\$ 3,494,617	72.25%	\$ (61,656)
SOLID WASTE DISPOSAL*	\$ 1,051,318	\$ 681,454	64.82%	\$ 1,030,500	\$ 654,754	63.54%	\$ 26,700
WATER AND SEWER	\$ 792,716	\$ 585,902	73.91%	\$ 645,216	\$ 474,537	73.55%	\$ 111,365
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 6,823,363</b>	<b>\$ 4,700,317</b>	<b>68.89%</b>	<b>\$ 6,512,514</b>	<b>\$ 4,623,908</b>	<b>71.00%</b>	<b>\$ 76,409</b>
<b>INTERGOVERNMENTAL PROGRAMS</b>							
AUBURN-LEWISTON AIRPORT	\$ 170,000	\$ 167,110	98.30%	\$ 191,000	\$ 189,200	99.06%	\$ (22,090)
E911 COMMUNICATION CENTER	\$ 1,134,304	\$ 851,208	75.04%	\$ 1,134,304	\$ 840,301	74.08%	\$ 10,907
LATC-PUBLIC TRANSIT	\$ 331,138	\$ -	0.00%	\$ 331,138	\$ 331,138	100.00%	\$ (331,138)
ARTS & CULTURE AUBURN	\$ 10,000	\$ 10,000					
TAX SHARING	\$ 260,000	\$ -	0.00%	\$ 270,000	\$ 5,398	2.00%	\$ (5,398)
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 1,905,442</b>	<b>\$ 1,028,318</b>	<b>53.97%</b>	<b>\$ 1,926,442</b>	<b>\$ 1,366,037</b>	<b>70.91%</b>	<b>\$ (337,719)</b>
<b>COUNTY TAX</b>	<b>\$ 2,629,938</b>	<b>\$ 2,629,938</b>	<b>100.00%</b>	<b>\$ 2,482,721</b>	<b>\$ 2,482,721</b>	<b>100.00%</b>	<b>\$ 147,217</b>
<b>TIF (10108058-580000)</b>	<b>\$ 3,049,803</b>	<b>\$ 2,845,623</b>	<b>93.31%</b>	<b>\$ 3,049,803</b>	<b>\$ 2,918,285</b>	<b>95.69%</b>	<b>\$ (72,662)</b>
<b>OVERLAY</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>
<b>TOTAL CITY DEPARTMENTS</b>	<b>\$ 45,932,563</b>	<b>\$ 35,822,211</b>	<b>77.99%</b>	<b>\$ 44,855,211</b>	<b>\$ 34,965,896</b>	<b>77.95%</b>	<b>\$ 856,315</b>
<b>EDUCATION DEPARTMENT</b>	<b>\$ 45,802,612</b>	<b>\$ 27,354,140</b>	<b>59.72%</b>	<b>\$ 45,337,437</b>	<b>\$ 25,528,262</b>	<b>56.31%</b>	<b>\$ 1,825,878</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 91,735,175</b>	<b>\$ 63,176,351</b>	<b>68.87%</b>	<b>\$ 90,192,648</b>	<b>\$ 60,494,158</b>	<b>67.07%</b>	<b>\$ 2,682,193</b>

**CITY OF AUBURN, MAINE  
INVESTMENT SCHEDULE  
AS OF March 31, 2021**

INVESTMENT		FUND	BALANCE March 31, 2021	BALANCE February 28, 2021	INTEREST RATE
ANDROSCOGGIN BANK	449	CAPITAL PROJECTS	\$ 3,833,123.08	\$ 3,831,983.96	0.35%
ANDROSCOGGIN BANK	502	SR-TIF	\$ 1,048,755.55	\$ 1,048,443.91	0.35%
ANDROSCOGGIN BANK	836	GENERAL FUND	\$ 3,962,364.27	\$ 3,460,474.40	0.35%
ANDROSCOGGIN BANK	801	WORKERS COMP	\$ 52,391.96	\$ 52,376.39	0.35%
ANDROSCOGGIN BANK	684	EMS CAPITAL RESERVE	\$ 338,748.53	\$ 338,647.88	0.35%
ANDROSCOGGIN BANK	414	INGERSOLL TURF FACILITY	\$ 226,184.65	\$ 226,117.44	0.35%
ANDROSCOGGIN BANK	0888	ELHS FUNDRAISING	\$ 61,968.41	\$ 61,968.41	0.35%
ANDROSCOGGIN BANK		ELHS CONSTRUCTION BAN	\$ 4,281,135.97	\$ 4,279,862.31	0.35%
ANDROSCOGGIN BANK	0627	ST LOUIS BELLS FUNDRAISING	\$ 15,329.90	\$ 15,325.37	0.35%
NORTHERN CAPITAL	02155	GENERAL FUND		\$ 500,000.00	
<b>GRAND TOTAL</b>			<b>\$ 13,820,002.32</b>	<b>\$ 13,815,200.07</b>	<b>0.35%</b>

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

	Beginning	March 2021					Ending
	Balance 3/1/2021	New Charges	Payments	Refunds	Adjustments	Write-Offs	Balance 3/31/2021
<b>Bluecross</b>	\$ 4,553.95	\$ 14,184.65	\$ (2,692.76)		\$ (3,561.54)		\$ 12,484.30
<b>Intercept</b>	\$ 700.00	\$ 100.00	\$ (200.00)		\$ (200.00)		\$ 400.00
<b>Medicare</b>	\$ 76,177.55	\$ 147,075.30	\$ (39,829.08)		\$ (90,772.55)		\$ 92,651.22
<b>Medicaid</b>	\$ 29,177.04	\$ 44,545.07	\$ (23,797.51)		\$ (7,825.98)		\$ 42,098.62
<b>Other/Commercial</b>	\$ 98,478.38	\$ 25,009.94	\$ (8,672.12)		\$ 2,481.73	\$ (15,087.20)	\$ 102,210.73
<b>Patient</b>	\$ 100,949.74	\$ 10,148.27	\$ (5,967.73)	\$ 28.00	\$ 770.44		\$ 105,928.72
<b>Worker's Comp</b>	\$ 2,045.64		\$ (2,660.00)		\$ 614.36		\$ -
<b>TOTAL</b>	\$ 312,082.30	\$ 241,063.23	\$ (83,819.20)	\$ 28.00	\$ (98,493.54)	\$ (15,087.20)	\$ 355,773.59

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

	July 2020	August 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Totals	% of Total
<b>Bluecross</b>	\$ 6,396.80	\$ 3,992.80	\$ 5,651.00	\$ 3,597.40	\$ 17,449.80	\$ 14,184.65	\$ 9,291.15	\$ 2,999.80	\$ 14,184.65	\$ 77,748.05	4.31%
<b>Intercept</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ 200.00	\$ 300.00	\$ 100.00	\$ 700.00	0.04%
<b>Medicare</b>	\$ 169,046.60	\$ 95,829.00	\$ 88,468.00	\$ 60,559.60	\$ 157,436.80	\$ 147,075.30	\$ 110,482.60	\$ 90,381.00	\$ 147,075.30	\$ 1,066,354.20	59.17%
<b>Medicaid</b>	\$ 61,560.60	\$ 40,418.20	\$ 40,041.00	\$ 30,492.60	\$ 55,812.80	\$ 44,545.07	\$ 56,621.80	\$ 29,848.00	\$ 44,545.07	\$ 403,885.14	22.41%
<b>Other/Commercial</b>	\$ 22,412.60	\$ 12,639.40	\$ 14,347.20	\$ 9,246.40	\$ 25,139.00	\$ 25,009.94	\$ 16,984.00	\$ 19,771.40	\$ 25,009.94	\$ 170,559.88	9.46%
<b>Patient</b>	\$ 8,521.20	\$ 10,114.80	\$ 4,012.40	\$ 8,058.40	\$ 9,160.00	\$ 10,148.27	\$ 9,705.60	\$ 8,925.60	\$ 10,148.27	\$ 78,794.54	4.37%
<b>Worker's Comp</b>	\$ -		\$ 882.20	\$ 1,542.00	\$ 717.20	\$ -		\$ 1,027.00		\$ 4,168.40	0.23%
<b>TOTAL</b>	\$ 267,937.80	\$ 162,994.20	\$ 153,401.80	\$ 113,496.40	\$ 265,715.60	\$ 241,063.23	\$ 203,285.15	\$ 153,252.80	\$ 241,063.23	\$ 1,802,210.21	100.00%

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

	July 2020	August 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Totals	% of Total
<b>Bluecross</b>	7	5	7	4	21	11	15	3	15	88	3.71%
<b>Intercept</b>	0	0	0	0	0	2	2	3	1	8	0.34%
<b>Medicare</b>	215	144	113	77	245	162	138	105	172	1371	57.75%
<b>Medicaid</b>	81	63	52	39	73	65	64	32	54	523	22.03%
<b>Other/Commercial</b>	33	23	20	12	37	26	21	21	92	285	12.01%
<b>Patient</b>	11	15	5	10	12	7	10	10	13	93	3.92%
<b>Worker's Comp</b>	0		1	2	1	1		1		6	0.25%
<b>TOTAL</b>	347	250	198	144	389	274	250	175	347	2374	100.00%

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

	<b>Current</b>		<b>31-60</b>		<b>61-90</b>		<b>91-120</b>		<b>121+ days</b>		<b>Totals</b>	
<b>Bluecross</b>	\$ 9,112.09	73%	\$ 255.51	2%	\$ 3,180.06	25%	\$ 680.94	5%	\$ (744.30)	-6%	\$ 12,484.30	3.51%
<b>Intercept</b>	\$ 100.00		\$ 300.00		\$ -		\$ -		\$ -		\$ 400.00	0.11%
<b>Medicare</b>	\$ 70,111.39	76%	\$ 16,525.40	18%	\$ 5,840.02	6%	\$ -	0%	\$ 174.41	0%	\$ 92,651.22	26.04%
<b>Medicaid</b>	\$ 33,968.09	81%	\$ 3,546.54	8%	\$ 693.54	2%	\$ 1,175.20	3%	\$ 2,715.25	6%	\$ 42,098.62	11.83%
<b>Other/Commercial</b>	\$ 27,900.52	27%	\$ 11,479.80	11%	\$ 16,042.40	16%	\$ 16,450.10	16%	\$ 30,337.91	30%	\$ 102,210.73	28.73%
<b>Patient</b>	\$ 36,885.00	35%	\$ 26,130.15	25%	\$ 11,857.27	11%	\$ 11,277.32	11%	\$ 19,778.98	19%	\$ 105,928.72	29.77%
<b>Worker's Comp</b>	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.00%
<b>TOTAL</b>	\$ 178,077.09		\$ 58,237.40		\$ 37,613.29		\$ 29,583.56		\$ 52,262.25		\$ 355,773.59	
	50%		16%		11%		8%		15%		100%	100.00%

CITY OF AUBURN  
SPECIAL REVENUE FUNDS REVENUE AND EXPENDITURES  
As of March 31, 2021

	1902 Riverwatch	1905 Winter Festival	1910 Community Service	1913 Police Fitness Equipment	1914 Oak Hill Cemeteries	1915 Fire Training Building	1917 Wellness Grant	1926 Healthy Androscoggin	1928 Vending	1929 Fire Prevention	1930 211 Fairview	1931 Donations	2003 Byrne JAG
Fund Balance 7/1/20	\$ 762,516.19	\$ (15,099.19)	\$ 5,928.63	\$ 4,769.53	\$ 33,010.94	\$ (20,657.32)	\$ 3,460.06	\$ 5,362.37	\$ (312.70)	\$ 4,791.12	\$ (566,303.71)	\$ 501.65	\$ 2,808.57
Revenues FY21		\$ 15,099.19	\$ 828.00		\$ 789.93	\$ 21,879.00			\$ 332.00	\$ 2,500.00			
Expenditures FY21	\$ 163,311.00		\$ 339.67	\$ 4,769.53	\$ 30.00		\$ 3,374.68	\$ 5,362.37	\$ 855.40	\$ 2,495.09		\$ 120.00	\$ 12,042.24
<b>Fund Balance 03/31/2021</b>	<b>\$ 599,205.19</b>	<b>\$ -</b>	<b>\$ 6,416.96</b>	<b>\$ -</b>	<b>\$ 33,770.87</b>	<b>\$ 1,221.68</b>	<b>\$ 85.38</b>	<b>\$ -</b>	<b>\$ (836.10)</b>	<b>\$ 4,796.03</b>	<b>\$ (566,303.71)</b>	<b>\$ 381.65</b>	<b>\$ (9,233.67)</b>

	2005 MDOT	2006 PEACE	2008 Homeland Security	2010 State Drug Money	2013 OUI Grant	2014 Speed Grant	2019 Law Enforcement Training	2020 CDBG	2025 Community Cords	2030 Parking	2034 EDUL Underage Drink	2037 Bulletproof Vests	2038 Community Action Team	2040 Great Falls TV	2041 Blanche Stevens
Fund Balance 7/1/20	\$ 126,190.87	\$ 1,550.98	\$ (112,903.52)	\$ 1,681.39	\$ 3,066.05	\$ 2,752.59	\$ (10,738.25)	\$ 1,973,266.67	\$ 37,353.66	\$ (2,005.87)	\$ (2,685.00)	\$ 9,659.79	\$ 180.00	\$ 20,536.23	\$ 27,840.99
Revenues FY21			\$ 67,284.85	\$ 12,105.50	\$ 4,055.27	\$ 8,504.10	\$ 1,500.00	\$ 972,992.28	\$ 2,437.71	\$ 99,859.00	\$ 6,495.00				\$ 1,965.00
Expenditures FY21	\$ 851,752.28	\$ 1,550.98	\$ 67,126.81	\$ 5,051.43	\$ 2,881.76	\$ 7,594.71	\$ 600.00	\$ 988,568.88	\$ 10,000.00	\$ 113,843.76	\$ 1,650.00	\$ 8,880.56			\$ 6,348.69
<b>Fund Balance 03/31/2021</b>	<b>\$ (725,561.41)</b>	<b>\$ -</b>	<b>\$ (112,745.48)</b>	<b>\$ 8,735.46</b>	<b>\$ 4,239.56</b>	<b>\$ 3,661.98</b>	<b>\$ (9,838.25)</b>	<b>\$ 1,957,690.07</b>	<b>\$ 29,791.37</b>	<b>\$ (15,990.63)</b>	<b>\$ 2,160.00</b>	<b>\$ 779.23</b>	<b>\$ 180.00</b>	<b>\$ 20,536.23</b>	<b>\$ 23,457.30</b>

	2043 DOJ Covid 19 Preventative	2044 Federal Drug Money	2045 Forest Management	2047 American Firefighter Grant	2050 Project Lifesaver	2051 Project Canopy	2052 Nature Conservancy	2053 St Louis Bells	2054 EMS Transport Capital Reserve	2055 Work4ME- PAL	2056 Lake Auburn Neighborhood	2057 ASPCA Grant	2058 Barker Mills Greenway	2059 Distracted Driving	2061 150th Celebration
Fund Balance 7/1/20	\$ -	\$ 170,777.82	\$ 4,345.34	\$ -	\$ 189.35	\$ -	\$ 975.05	\$ 20,984.31	\$ 187,456.89	\$ (13,339.97)	\$ 125.00	\$ 800.00	\$ (2,597.43)	\$ 829.00	\$ 1,893.81
Revenues FY21	\$ -	\$ 4,344.12						\$ 7,949.66	\$ 151,191.05	\$ 17,701.00			\$ 2,597.43		
Expenditures FY21	\$ 7,058.25	\$ 72,506.08				\$ 9,522.60		\$ 762.28	\$ 113,949.40	\$ 6,409.20					\$ 1,893.81
<b>Fund Balance 03/31/2021</b>	<b>\$ (7,058.25)</b>	<b>\$ 102,615.86</b>	<b>\$ 4,345.34</b>	<b>\$ -</b>	<b>\$ 189.35</b>	<b>\$ (9,522.60)</b>	<b>\$ 975.05</b>	<b>\$ 28,171.69</b>	<b>\$ 224,698.54</b>	<b>\$ (2,048.17)</b>	<b>\$ 125.00</b>	<b>\$ 800.00</b>	<b>\$ -</b>	<b>\$ 829.00</b>	<b>\$ -</b>

	2062 Employee Store	2063 COPS Stop School Violence	2064 MDOT Sopers Mill Culvert	2065 State Bi- Centennial Parade	2067 Hometown Heros Banners	2068 Northern Borders Grant	2070 Leadercast	2075 Keeps Maine Healthy	2076 Keeps Maine Healthy II	2077 CTCI Gramt	2100 ELHS Fundraising	2201 EDI Grant	2500 Parks & Recreation
Fund Balance 7/1/20	\$ 132.69	\$ -	\$ (26,094.03)	\$ (1,124.00)	\$ 209.00	\$ 210,601.70	\$ (3,500.00)	\$ -	\$ -	\$ -	\$ -	\$ (1,484,407.18)	\$ 70,269.17
Revenues FY21		\$ 376,481.00	\$ -	\$ -		\$ 11,084.30	\$ -	\$ 332,886.62	\$ 157,475.89	\$ 262,512.00	\$ 139.25		\$ 636,351.89
Expenditures FY21		\$ 376,481.00	\$ 19,778.50	\$ 438.17	\$ -	\$ 18,279.22		\$ 126,243.86	\$ 173,032.44	\$ 188,151.23			\$ 630,946.86
<b>Fund Balance 03/31/2021</b>	<b>\$ 132.69</b>	<b>\$ -</b>	<b>\$ (45,872.53)</b>	<b>\$ (1,562.17)</b>	<b>\$ 209.00</b>	<b>\$ 203,406.78</b>	<b>\$ (3,500.00)</b>	<b>\$ 206,642.76</b>	<b>\$ (15,556.55)</b>	<b>\$ 74,360.77</b>	<b>\$ 139.25</b>	<b>\$ (1,484,407.18)</b>	<b>\$ 75,674.20</b>

	2600 Tambrands II TIF 6	2600 Mall TIF 9	2600 Downtown TIF 10	2600 Auburn Industrial TIF 12	2600 Auburn Plaza TIF 13	2600 Auburn Plaza II TIF 14	2600 Webster School TIF 16	2600 Hartt Transport TIF 19	2600 62 Spring St TIF 20	2600 Minot Ave TIF 21	2600 48 Hampshire St TIF 22	2600 Memory Care Facility TIF 23	2600 Millbran TIF 24	2600 Futurguard TIF 25	Total Special Revenues
Fund Balance 7/1/20	\$ (161,839.95)	\$ 192,297.32	\$ (477,918.13)	\$ (388,767.54)	\$ 411,537.25	\$ (763,270.82)	\$ (0.01)	\$ 29,915.23	\$ 1,120.90	\$ 194.75	\$ -	\$ 147.27	\$ -	\$ -	\$ 278,465.51
Revenues FY21	\$ 201,360.86	\$ 456,315.88	\$ 837,349.00	\$ 172,809.75	\$ 319,924.38	\$ 465,987.95	\$ 30,435.15	\$ 32,531.42	\$ 58,978.38	\$ 49,606.63	\$ 83,937.25	\$ 118,292.78	\$ 190,093.65	\$ -	\$ 6,196,964.12
Expenditures FY21	\$ 80,544.34		\$ 624,280.61	\$ 238,142.00	\$ 150,364.46	\$ 455,208.00	\$ 30,435.16	\$ 65,110.34	\$ 58,978.38	\$ 12,401.66	\$ 20,984.31	\$ 20,701.24	\$ 178,965.20	\$ 54,502.85	\$ 5,994,621.29
<b>Fund Balance 03/31/2021</b>	<b>\$ (41,023.43)</b>	<b>\$ 648,613.20</b>	<b>\$ (264,849.74)</b>	<b>\$ (454,099.79)</b>	<b>\$ 581,097.17</b>	<b>\$ (752,490.87)</b>	<b>\$ (0.02)</b>	<b>\$ (2,663.69)</b>	<b>\$ 1,120.90</b>	<b>\$ 37,399.72</b>	<b>\$ 62,952.94</b>	<b>\$ 97,738.81</b>	<b>\$ 11,128.45</b>	<b>\$ (54,502.85)</b>	<b>\$ 480,808.34</b>



# 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 March 31, 2021



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 March 31, 2021.

### **INGERSOLL TURF FACILITY**

#### **Statement of Net Assets:**

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets as of March 31, 2021.

#### **Current Assets:**

As of the end of March 2021 the total current assets of Ingersoll Turf Facility were \$226,117. This consisted of cash and cash equivalents of \$226,117 increase from February of \$60.

#### **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 March 31, 2021 was \$117,249.

#### **Liabilities:**

Ingersoll had accounts payable of \$626, and Interfund Payable of \$19,273 as of March 31, 2021.

#### **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 March 2021 are \$112,450. This revenue comes from the sponsorships, programs, rental income and batting cages.

The operating expenses for Ingersoll Turf Facility through March 2021 were \$125,886. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of March 2021, Ingersoll has an operating loss of \$13,436.

As of March 31, 2021, Ingersoll has a decrease in net assets of \$13,436.

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

**Statement of Net Assets**  
**Ingersoll Turf Facility**  
**March 31, 2021**  
**Business-type Activities - Enterprise Fund**

	March 31, 2021	Feb 28, 2021	Increase/ (Decrease)
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 226,117	\$ 226,057	\$ 60
Interfund receivables/payables		\$ -	-
Accounts receivable	-	-	-
Total current assets	226,117	226,057	60
Noncurrent assets:			
Capital assets:			
Buildings	672,279	672,279	-
Equipment	119,673	119,673	-
Land improvements	18,584	18,584	-
Less accumulated depreciation	(693,287)	(693,287)	-
Total noncurrent assets	117,249	117,249	-
Total assets	343,366	343,306	60
<b>LIABILITIES</b>			
Accounts payable	\$ 626	\$ 1,641	(1,015)
Interfund payable	\$ 19,273	\$ 42,576	(23,303)
Total liabilities	19,899	44,217	(24,318)
<b>NET ASSETS</b>			
Invested in capital assets	\$ 117,249	\$ 117,249	-
Unrestricted	\$ 206,218	\$ 181,840	\$ 24,378
Total net assets	\$ 323,467	\$ 299,089	\$ 24,378

**CITY OF AUBURN, MAINE**  
**Statement of Revenues, Expenses and Changes in Net Assets**  
**Ingersoll Turf Facility**  
**Business-type Activities - Enterprise Funds**  
**Statement of Activities**  
**March 31, 2021**

	Ingersoll Turf Facility
Operating revenues:	
Charges for services	\$ 112,450
Operating expenses:	
Personnel	103,363
Supplies	2,538
Utilities	15,185
Repairs and maintenance	1,401
Rent	-
Depreciation	-
Capital expenses	-
Other expenses	3,399
<b>Total operating expenses</b>	<b>125,886</b>
<b>Operating gain (loss)</b>	<b>(13,436)</b>
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
<b>Total nonoperating expense</b>	<b>-</b>
Gain (Loss) before transfer	(13,436)
Transfers out	-
Change in net assets	(13,436)
Total net assets, July 1	336,903
<b>Total net assets, March 31, 2021</b>	<b>\$ 323,467</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - INGERSOLL TURF FACILITY**  
Through March 31, 2021 compared to March 31, 2020

REVENUE SOURCE	FY 2021 BUDGET	ACTUAL REVENUES THRU MAR 2021	% OF BUDGET	FY 2020 BUDGET	ACTUAL REVENUES THRU MAR 2020	% OF BUDGET
<b>CHARGE FOR SERVICES</b>						
Sponsorship	\$ 25,000	\$ 9,825	39.30%	\$ 25,000	\$ 11,425	45.70%
Batting Cages	\$ 13,000	\$ 17,395	133.81%	\$ 13,000	\$ 14,370	110.54%
Programs	\$ 90,000	\$ 8,897	9.89%	\$ 90,000	\$ 72,405	80.45%
Rental Income	\$ 102,000	\$ 75,308	73.83%	\$ 102,000	\$ 86,510	84.81%
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 230,000</b>	<b>\$ 111,425</b>	<b>48.45%</b>	<b>\$ 230,000</b>	<b>\$ 184,710</b>	<b>80.31%</b>
<b>INTEREST ON INVESTMENTS</b>	<b>\$ -</b>	<b>\$ 1,025</b>		<b>\$ -</b>	<b>\$ 1,335</b>	
<b>GRAND TOTAL REVENUES</b>	<b>\$ 230,000</b>	<b>\$ 112,450</b>	<b>48.89%</b>	<b>\$ 230,000</b>	<b>\$ 186,045</b>	<b>80.89%</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - INGERSOLL TURF FACILITY**  
**Through March 31, 2021 compared to March 31, 2020**

DESCRIPTION	ACTUAL			ACTUAL			Difference
	FY 2021 BUDGET	EXPENDITURES THRU MAR 2021	% OF BUDGET	FY 2020 BUDGET	EXPENDITURES THRU MAR 2020	% OF BUDGET	
Salaries & Benefits	\$ 187,546	\$ 103,363	55.11%	\$ 149,331	\$ 59,115	39.59%	\$ 44,248
Purchased Services	\$ 14,700	\$ 4,800	32.65%	\$ 18,160	\$ 3,411	18.78%	\$ 1,389
Programs	\$ 18,500	\$ -	0.00%	\$ 17,000	\$ 16,640	97.88%	\$ (16,640)
Supplies	\$ 3,750	\$ 2,538	67.68%	\$ 4,900	\$ 4,641	94.71%	\$ (2,103)
Utilities	\$ 25,650	\$ 15,185	59.20%	\$ 25,100	\$ 13,599	54.18%	\$ 1,586
Insurance Premiums	\$ -	\$ -		\$ -	\$ -		\$ -
Capital Outlay	\$ -	\$ -		\$ 11,000	\$ -	0.00%	\$ -
	<b>\$ 250,146</b>	<b>\$ 125,886</b>	<b>50.33%</b>	<b>\$ 225,491</b>	<b>\$ 97,406</b>	<b>43.20%</b>	<b>\$ 28,480</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 250,146</b>	<b>\$ 125,886</b>	<b>50.33%</b>	<b>\$ 225,491</b>	<b>\$ 97,406</b>	<b>43.20%</b>	<b>\$ 28,480</b>

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services

To: Phillip Crowell, City Manager  
From: Jill Eastman, Finance Director  
Re: Arena Financial Reports for March 31, 2021



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 March 31, 2021.

### **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, February 28, 2021.

#### **Current Assets:**

As of the end of March 2021 the total current assets of Norway Savings Bank Arena were (\$1,426,888). These consisted of cash and cash equivalents of \$250,154, accounts receivable of \$152,295, and an interfund payable of \$1,829,337.

#### **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 March 31, 2021 was \$244,326.

#### **Liabilities:**

Norway Arena had accounts payable of \$10,380 as of March 31, 2021.

#### **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 March 2021 are \$614,772. 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 March 2021 were \$535,996. These expenses include personnel costs, supplies, utilities, repairs, rent, capital purchases and maintenance.

At the end of March 2021, there was an operating gain of \$78,776.

As of March 31, 2021, Norway Arena has a increase in net assets of \$78,776.

**CITY OF AUBURN, MAINE**  
**Statement of Net Assets**  
**Norway Savings Bank Arena**  
**March 31, 2021**  
**Business-type Activities - Enterprise Fund**

	March 31, 2021	February 28, 2021	Increase/ (Decrease)
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 250,154	\$ 247,715	\$ 2,439
Interfund receivables	\$ (1,829,337)	\$ (1,857,421)	\$ 28,084
Prepaid Rent	\$	-	\$ -
Accounts receivable	152,295	190,107	\$ (37,812)
Total current assets	(1,426,888)	(1,419,599)	(7,289)
Noncurrent assets:			
Capital assets:			
Buildings	58,223	58,223	-
Equipment	514,999	514,999	-
Land improvements	-	-	-
Less accumulated depreciation	(328,896)	(328,896)	-
Total noncurrent assets	244,326	244,326	-
Total assets	(1,182,562)	(1,175,273)	(7,289)
<b>LIABILITIES</b>			
Accounts payable	\$ 10,380	\$ 1,842	\$ 8,538
Net OPEB liability	\$ 44,026	\$ 44,026	\$ -
Net pension liability	60,901	60,901	-
Total liabilities	115,307	106,769	8,538
<b>NET ASSETS</b>			
Invested in capital assets	\$ 244,326	\$ 244,326	\$ -
Unrestricted	\$ (1,542,195)	\$ (1,526,368)	\$ (15,827)
Total net assets	\$ (1,297,869)	\$ (1,282,042)	\$ (15,827)

**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**  
**March 31, 2021**

	<b>Norway Savings Arena</b>
Operating revenues:	
Charges for services	\$ 614,772
Operating expenses:	
Personnel	210,351
Supplies	48,743
Utilities	186,904
Repairs and maintenance	33,127
Insurance Premium	25,820
Depreciation	
Capital expenses	-
Other expenses	31,051
<b>Total operating expenses</b>	<b>535,996</b>
<b>Operating gain (loss)</b>	<b>78,776</b>
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
<b>Total nonoperating expense</b>	<b>-</b>
Gain (Loss) before transfer	78,776
Transfers out	-
Change in net assets	78,776
Total net assets, July 1	(1,376,645)
<b>Total net assets, March 31, 2021</b>	<b>\$ (1,297,869)</b>



**CITY OF AUBURN, MAINE**  
**REVENUES - NORWAY SAVINGS BANK ARENA**  
Through March 31, 2021 compared to Mmarch 31, 2020

REVENUE SOURCE	FY 2021 BUDGET	ACTUAL REVENUES THRU MAR 2021	% OF BUDGET	FY 2020 BUDGET	ACTUAL REVENUES THRU MAR 2020	% OF BUDGET	VARIANCE
<b>CHARGE FOR SERVICES</b>							
Concissions	\$ 16,500	\$ -	0.00%	\$ 16,500	\$ 12,000	72.73%	\$ (12,000)
Skate Rentals	\$ 7,500	\$ -	0.00%	\$ 7,500	\$ -	0.00%	\$ -
Pepsi Vending Machines	\$ 3,000	\$ -	0.00%	\$ 3,000	\$ 513	17.10%	\$ (513)
Games Vending Machines	\$ 3,000	\$ -	0.00%	\$ 3,000	\$ 1,561	52.03%	\$ (1,561)
Vending Food	\$ 3,000	\$ 19	0.63%	\$ 3,000	\$ 321	10.70%	\$ (302)
Sponsorships	\$ 230,000	\$ 118,110	51.35%	\$ 230,000	\$ 148,300	64.48%	\$ (30,190)
Pro Shop	\$ 7,000	\$ 1,459	20.84%	\$ 7,000	\$ 4,792	68.46%	\$ (3,333)
Programs	\$ 20,000		0.00%	\$ 27,500	\$ -	0.00%	\$ -
Rental Income	\$ 727,850	\$ 472,084	64.86%	\$ 744,000	\$ 566,446	76.14%	\$ (94,362)
Camps/Clinics	\$ 50,000	\$ 23,100	46.20%	\$ 50,000	\$ 6,780		\$ 16,320
Tournaments	\$ 55,000		0.00%	\$ 55,000	\$ 14,175	25.77%	\$ (14,175)
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 1,122,850</b>	<b>\$ 614,772</b>	<b>54.75%</b>	<b>\$ 1,146,500</b>	<b>\$ 754,888</b>	<b>65.84%</b>	<b>\$ (140,116)</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - NORWAY SAVINGS BANK ARENA**  
**Through March 31, 2021 compared to March 31, 2020**

DESCRIPTION	ACTUAL			ACTUAL			VARIANCE
	FY 2021 BUDGET	EXPENDITURES THRU MAR 2021	% OF BUDGET	FY 2020 BUDGET	EXPENDITURES THRU MAR 2020	% OF BUDGET	
Salaries & Benefits	\$ 380,990	\$ 210,351	55.21%	\$ 347,736	\$ 229,216	65.92%	\$ (18,865)
Purchased Services	\$ 145,000	\$ 89,998	62.07%	\$ 49,500	\$ 63,117	127.51%	\$ 26,881
Supplies	\$ 77,000	\$ 48,743	63.30%	\$ 68,150	\$ 66,488	97.56%	\$ (17,745)
Utilities	\$ 244,650	\$ 186,904	76.40%	\$ 238,000	\$ 169,332	71.15%	\$ 17,572
Capital Outlay	\$ 50,000	\$ -	0.00%	\$ 15,000	\$ 2,000	13.33%	\$ (2,000)
Rent	\$ -	\$ -		\$ -	\$ -		\$ -
	<b>\$ 897,640</b>	<b>\$ 535,996</b>	<b>59.71%</b>	<b>\$ 718,386</b>	<b>\$ 530,153</b>	<b>73.80%</b>	<b>\$ 5,843</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 897,640</b>	<b>\$ 535,996</b>	<b>59.71%</b>	<b>\$ 718,386</b>	<b>\$ 530,153</b>	<b>73.80%</b>	<b>\$ 5,843</b>