



**City Council Workshop & Meeting
October 5, 2020
Agenda**

This City Council workshop and meeting will be conducted in Council Chambers. We encourage citizens to participate, attendees will gather in the Community Room and watch the livestream of the meeting. The meeting will be broadcast as usual on Great Falls TV (cable channel 11) and on the City of Auburn [YouTube](#) channel.

If you are attending and wish to offer public comment during the meeting, you can walk across to the hall to the council chambers and address the city council during the public comment session at the podium.

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

5:30 P.M. City Council Workshop

- A. Marijuana Ordinance Changes – Eric Cousens (20 minutes)
- B. PAL Center (Facility & Operations) – Phil Crowell (20 minutes)
- C. City Fee Schedule – Brian Wood, Eric Cousens, Jill Eastman (20 minutes)
- D. Housing Growth Recommendations (Form Based Codes) – Eric Cousens (20 minutes)

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

Pledge of Allegiance

- I. **Consent Items** – None
- II. **Minutes** – September 21, 2020 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
 - Auburn Housing Authority – Marty Szydlowski
 - Covid-19 and Recovery Update – Matt Fifield, and Marc Gosselin
 - Business Owners Update Regarding Covid-19 – Phil Crowell
 - Council Communications (about and to the community)
- IV. **Open Session** – *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda.*
- V. **Unfinished Business** - None

- VI. New Business**
 - 1. Ordinance 06-10052020**
Adopting the General Assistance Maximums. Public hearing and first reading.
 - 2. Order 123-10052020**
Setting the special City Council meeting dates for the Charter review.
- 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 - August 2020 Monthly Finance Report
- IX. Executive Session – Real Estate Matter, pursuant to 1 M.R.S.A. Sec. 405 (6)(C).**
- X. Adjournment**



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: October 5, 2020

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

Subject: Communication - North Auburn Marijuana Meeting and Potential Marijuana Ordinance Changes

Information: Staff, Councilors and North Auburn residents met on September 2, 2020 to discuss concerns raised by the neighborhood related to Marijuana Businesses and updates on the changing regulatory environment. Auburn is seen as a leader in the State for staying ahead of marijuana related issues, but we need to respond to a changing environment over time. Some recommended updates to the ordinance include the following:

- Residency Update to match State Changes – 4-year residency requirement deemed unconstitutional
- 25% Home Occupation Standards may be too much in larger single-family units (2000 sf home allows 500sf, 4000 sf Home allows 1000sf, 7000sf allows 1750 sf)
- Agricultural zone setbacks between outdoor grows and existing residences in Residential Zones to minimize any potential for impacts
- Others?

Staff is providing the attached communication to the Council so you are aware of the discussion. If the Council wishes to workshop the issues, we can schedule a future discussion.

City Budgetary Impacts: None.

Staff Recommended Action: Accept communication. If changes are desired schedule for future workshop.

Previous Meetings and History: None recently since 2019 Ordinance Adoption.

City Manager Comments:

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

I concur with the recommendation. Signature:

Attachments: Meeting agenda and summary of meeting.



City of Auburn, Maine

Economic & Community Development

Eric J. Cousens,

Deputy Director / Interim Director

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

North Auburn Neighborhood Meeting

Marijuana Ordinance Overview and Updates

Certain Marijuana Businesses are allowed in the General Business Zone, General Business II Zone (Minot Avenue), Industrial, Downtown Form Based Code, and Agricultural Zones.

- GB and GB II zones allow retail sales and cultivation if it is combined with retail.
- Industrial zone allows cultivation and manufacturing as well as retail on the same parcel as cultivation.
- Form Based Code district allows retail sales
- Ag zone allows cultivation and accessory manufacturing/processing – not retail

Home Occupations allowed in up to 25% of anyone's principal residence may include small caregiver cultivation as follows:

Registered caregivers operating out of their residence shall apply for and obtain a permit for a home occupation in accordance with article IX of the Auburn Zoning Ordinance and shall comply with all standards set forth in the article. Registered caregivers who cultivate medical marijuana only for themselves and/or members of their household are exempt from this requirement and are not required to obtain a permit or license.

The cultivation, manufacturing, testing or sale of adult use marijuana from a residence is prohibited, unless it is for personal use in accordance with 28-A M.R.S.A. § 1502. Home cultivation of adult use marijuana for personal use is exempt from the licensing requirements of this ordinance. Provided, however, that outdoor cultivation of adult use marijuana for personal use is prohibited, unless the residence is located in an agricultural zoning district.

North Auburn Cultivation Sites proposed to date:

275 Dillingham – Denied for violations of the Home Occupation Criteria

North Auburn Road – Parcel 363-034-001 – Between Bilodeau and Joseph Lots

Maple Hill Road – Parcel 389-030-001 – Cultivation building and greenhouses

2767 Turner Road – Cooper Site

High volume of Applications and businesses – 120+ applications – Some with more than one business type and converting from medical to adult use

Dynamic regulatory environment at State Level

- Adult Use Cultivation Licenses now available
- Adult Use Retail coming in October
- Four Year Residency requirements for Adult Use Businesses successfully challenged as unconstitutional

Auburn was seen as a leader in the State for staying ahead of this issue but we need to respond to a changing environment over time.

- Residency Update to match State Changes
- 25% Home Occupation Standards may be too much in larger single family units (2000 sf home allows 500sf, 4000 sf Home allows 1000sf, 7000sf allows 1750 sf)
- Others

9/2/2020 Meeting Takeaways

The meeting was well attended with approximately 42 residents, Councilor Lasagna (Ward 1), Councilor Boss (At Large), Mayor Levesque and staff (Cogle, Crowell, Cousens).

The following concerns were discussed:

- North Auburn is a high quality residential neighborhood and marijuana businesses in the neighborhood threaten that.
- Home Occupations at 25% of the floor area of large homes offer too much grow space for a residence; 275 Dillingham Hill Road is a good example
- There is an abutter notification process for home occupations but not for larger commercial grows in the Ag Zone
- Residential strips and ag Zoned back land provide for a lot of conflict potential between residential uses and marijuana businesses
- Water use and wastewater disposal concerns with groundwater quantity, fertilizer, and pesticide use concerns, especially in the Lake Auburn Watershed
- Personal Use Grows can also create odor problems; State rules allow for many people to grow in one location which could be similar to a commercial grow
- Marijuana businesses should be separated from residences/residential zones
- 275 Dillingham Hill may still have Marijuana interests involved in ownership; verify deed information from recent sale
- Maple Hill Road Commercial grow; verify if manufacturing is part of the proposal

Potential solutions that were discussed or could be considered:

- Odor control and outdoor grow prohibitions within a certain distance of abutting residences or zoning
- Notification to abutters for applications near residential areas
- Setbacks between businesses to reduce potential concentration of businesses in a neighborhood abutting Ag zoning
- Adult use personal grow limitations to residents of the property over age 21
- Setbacks from existing residences to minimize any potential for impacts
- Expand residential zoning to protect residences from Ag Uses, specifically marijuana
- Opt out of Adult Use to limit applications to those that are existing
- Temporary moratorium or additional standards in Lake Auburn Watershed



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: October 5, 2020

Author: Phil Crowell, City Manager

Subject: PAL Center

Information: In 2010, the city council approved turning the building located at 24 Chestnut Street over to the police department and allocated \$40,000 in CDBG funding to rehab the building and open a PAL Center. Over these past ten years, the program has expanded, and hundreds of children and families have been served.

Last school year, prior to COVID-19, the PAL Center was providing after-school programming to over 110 children. The center has met its capacity to properly serve the needs of the community. In FY18, funding had begun being allocated from the Recreation Department budget to provide staffing to the center and the city has always maintained responsibility for capital improvements for the building. In FY20, additional CDBG funds were made available to make improvements to the sidewalk and parking lot. The amount of traffic on Chestnut Street made it unsafe for children to cross the street to access the park in the gully.

In FY22, staff will be proposing that all PAL programming move from the police department to the recreation department. This transition aligns well with the work the Recreation Department has been doing over the past few years. The PAL Board will continue functioning in a fundraising capacity with funds raised going directly towards programming costs. We would also like the city council to consider discussing a capital improvement plan to expand the building. We have currently moved the temporary food pantry that was operating out of the Senior Community Center (which was created due to COVID-19) to the PAL Center. With additional CDBG funding and a National Parks and Recreation grant, a walk-in freezer/refrigeration unit will be installed soon.

The PAL Center is a needed program for our most vulnerable children in our community. We have outgrown the current space and annual funding being raised in the community.

City Budgetary Impacts: Staff proposes the council consider allocating resources (including grant funds) to expand the PAL Center facility and CDBG funds for future programming in FY22.

Staff Recommended Action: Council to request the information needed to make decisions for the FY22 Budget.

Previous Meetings and History: N/A

City Manager Comments:

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

I concur with the recommendation. Signature:



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: October 5, 2020

Author: Brian Wood - Assistant City Manager, Eric Cousins – Director of Planning and Code Enforcement, Jill Eastman – Finance Director

Subject: Proposed Permit and City Fee Schedule adjustment

Information: In 2017, the Department of Economic and Community Development presented proposed Permitting, licensing and fee modifications to ensure that the City of Auburn was in line with other municipalities and the state where appropriate. The City Council did not adopt the proposed recommendations at that time.

The following areas have been updated to reflect changes needed to align Auburn with other municipalities in 2020:

Permit fee modifications:

- The Permitting fee modifications will be broken down between residential, commercial and signs

Delegated Authority modifications:

- Auburn is one of several cities that has been granted authority to review plans and grant permits for large scale projects that trigger State Stormwater, Site Law or Traffic Permitting.

City Fee Schedule modifications:

- The license fee modification removes several licenses and fees associated with outdated licenses.
 - The license fee modification consolidates several fees.
 - The license fee modification increases several fee's that have not been adjusted in more than 5 years.
-

City Budgetary Impacts: The recommended permitting and license fee changes will result in an overall increase in revenue from commercial and residential modifications.

Staff Recommended Action: Staff recommends that Council review and approve permit and license fee modifications. This review allows for the adjustment of some and elimination of fee's that are no longer relevant or collected by the City. These changes will ensure Auburn is aligned with other municipalities across the Maine.

Previous Meetings and History: N/A

City Manager Comments:

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

I concur with the recommendation. Signature:

**City of Auburn
Delegated Review 2017**

Date	Planning Board Submittal Type	Ads Fee	Development Review Fee	City Delegated Review Fee	State Stormwater	State Traffic	State Site Location of Development	State Fee Total	Current City Delegated Fee Total	Option A: 50% Off State Fees in Auburn	Option B: 75% Off State Fees in Auburn
5/9/2017	Building Addition to East Auburn Baptist Church	\$200.00	\$500.00	\$1,000.00	\$587.00	N/A	\$ 10,005.00	\$10,592.00	\$1,000.00	\$5,296.00	\$2,648.00
6/13/2017	Preliminary Major Subdivision	\$200.00	\$1,750.00	\$1,000.00	\$ 587.00	N/A	\$10,816.00	\$11,403.00	\$1,000.00	\$5,701.50	\$2,850.75
9/12/2017	36 Unit Residential Planned Unit Development (R-PUD)	\$200.00	\$500.00	\$1,000.00	\$ 587.00	N/A	\$ 5,904.00	\$6,491.00	\$1,000.00	\$3,245.50	\$1,622.75
10/10/2017	CMCC Expansion of Recreational Fields	\$200.00	\$500.00	\$1,000.00	\$587.00	N/A	\$ 5,002.50	\$5,589.50	\$1,000.00	\$2,794.75	\$1,397.38
12/19/2017	Woodbury Heights Phase IV - Major Preliminary Subdivision	\$200.00	\$1,150.00	\$1,000.00	\$587.00	N/A	\$ 5,824.00	\$6,411.00	\$1,000.00	\$3,205.50	\$1,602.75
12/21/2017	Internal Review	\$200.00	\$200.00	\$1,000.00	\$587.00	N/A	\$ 10,005.00	\$10,592.00	\$1,000.00	\$5,296.00	\$2,648.00
	2017 Totals			\$6,000.00	\$3,522.00		\$ 47,556.50	\$51,078.50	\$6,000.00	\$25,539.25	\$12,769.63

Traffic Movement Permits

Any project which generates 100 or more passenger car equivalents (PCE) trips during peak hour of traffic generation, must file a Traffic Movement Permit application with the Maine Department of Transportation. Determination of all passenger car equivalent trips for the purpose of establishing application requirements shall be calculated using the edition of the ITE Trip Generation Guide referenced on the MDOT Fact Sheet. Assistance in determining the trip levels can be obtained by contacting a traffic engineer licensed to do engineering work in the State of Maine, the appropriate M.D.O.T. Division Office or the Augusta Headquarters - Division of Traffic Engineering.

Municipalities may register with the Department to seek delegated review authority to issue Traffic Movement Permits. In such cases a Traffic Movement Permit would be required from the municipality that has been given delegated review authority. A municipality can be delegated the authority to issue permits if that municipality adopts ordinances consistent with M.D.O.T. Chapter 305 Rules. Once the ordinance is adopted, the municipality must contact the Department to request delegated authority. If the Department finds the municipality in compliance with Chapter 305, the Department will develop an agreement for Delegated Review Authority. Please contact the Augusta Headquarters at 287- 3775 to determine whether your municipality has been given delegated responsibility or wishes to apply for issuing the Traffic Movement Permit.

FMI: <http://www.maine.gov/mdot/traffic/>

Stormwater Permits

Land use activities can cause changes in stormwater flows. Many pollutants, such as nutrients and metals, attach to fine particles of soil from throughout the watershed. Soil and attached pollutants are carried in the stormwater down to a waterbody or wetland. A project is required to meet appropriate standards to prevent and control the release of pollutants to waterbodies, wetlands, and groundwater, and reduce impacts associated with increases and changes in flow.

Chapter 500 applies to a project that disturbs one acre or more of land area and requires a stormwater permit pursuant to the Stormwater Management Law 38 M.R.S. §420-D; a development that may substantially affect the environment and requires a site location of development (Site Law) permit pursuant to 38 M.R.S. §§ 481- 490; changes to a project reviewed under the Stormwater Management Law or Site Law that require a modification of the project's permit, as described in Section 16; and certain discharges of stormwater to groundwater that may be exempt from licensing under 38 M.R.S. §413, as described in Appendix D of this Chapter. The Department may also require a Department-licensed excavation, quarry or hydropower project to meet the stormwater standards of this Chapter. Additional stormwater standards and requirements, such as those involving the Maine Pollutant Discharge Elimination System (MEPDES) program and the Municipal Separate Storm Sewer System (MS4) program may also apply in addition to the standards and requirements set forth in this Chapter.

FMI: <http://www.maine.gov/dep/land/stormwater/index.html>

Site Location of Development (Site Law)

The Legislature finds that the economic and social well-being of the citizens of the State of Maine depends upon the location of state, municipal, quasi-municipal, educational, charitable, commercial and industrial developments with respect to the natural environment of the State; that many developments because of their size and nature are capable of causing irreparable damage to the people and the environment on the development sites and in their surroundings; that the location of such

developments is too important to be left only to the determination of the owners of such developments; and that discretion must be vested in state authority to regulate the location of developments which may substantially affect the environment and quality of life in Maine. [1987, c. 812, §§1, 18 (AMD).]

The Legislature further finds that certain geological formations particularly sand and gravel deposits, contain large amounts of high quality ground water. The ground water in these formations is an important public and private resource, for drinking water supplies and other industrial, commercial and agricultural uses. The ground water in these formations is particularly susceptible to injury from pollutants, and once polluted, may not recover for hundreds of years. It is the intent of the Legislature, that activities that discharge or may discharge pollutants to ground water may not be located on these formations. [1981, c. 449, §3 (NEW).]

The purpose of this subchapter is to provide a flexible and practical means by which the State, acting through the department, in consultation with appropriate state agencies, may exercise the police power of the State to control the location of those developments substantially affecting local environment in order to insure that such developments will be located in a manner which will have a minimal adverse impact on the natural environment within the development sites and of their surroundings and protect the health, safety and general welfare of the people.

There are a number of thresholds that trigger this review as well as some exemptions. Most commonly, a structure, as defined in section 482, subsection 6, that is from 3 acres up to and including 7 acres or a subdivision, as defined in section 482, subsection 5, that is made up of 15 or more lots for single-family, detached, residential housing, common areas or open space with an aggregate area of from 30 acres up to and including 100 acres requires this review. Structures exceeding 7 acres or subdivisions of greater than 15 lots and over 100 acres require Site Law Review at the State level even in Auburn.

FMI: <http://www.maine.gov/dep/land/sitelaw/>

Proposed Fee Structure Comparison Actual Permits Issued Over a 12 month Period

	Permit Type	Current Fee Structure	Current Fees	2020 Proposed Fee Structure	New fees	% Increase
Residential Properties	New SFD	\$25 base fee + .25 per SF	\$14,568.00	\$30 base fee + .30 per SF	\$17,593.50	17%
	Alterations	< \$2500 = \$25 > \$2500 = \$25 Base + \$5.00 per \$1000 Value	\$8,740.50	< \$2500 = \$30 > \$2500 = \$30 Base + \$5.00 per \$1000 Value	\$9,225.50	5%
	Accessory Structures	\$25 base fee + .07 per SF	\$4,227.60	\$30 base fee + .10 per SF	\$6,267.69	33%
	Addition	\$25 base fee + .25 per SF	\$2,499.00	\$30 base fee + .30 per SF	\$2,790.12	10%
	Foundation Only	\$25 base fee + \$5.00 per \$1000 value	\$1,010.00	\$30 base fee + \$5.00 per \$1000 value	\$1,055.00	4%
	Residential Building Permits - Grand Total:			\$31,045.10		\$36,931.81
Commercial Properties	New Building	\$25 base fee + .35 per SF	\$12,188.00	\$30 base fee + .39 per SF	\$13,602.45	10%
	Additions	\$25 base fee + .35 per SF	\$12,033.20	\$30 base fee + .39 per SF	\$13,413.18	10%
	Alterations	\$25 base fee + \$7.00 per \$1000 Value	\$47,358.00	\$30 base fee + \$8 per \$1000 Value	\$54,292.35	13%
	Foundation Only	\$25 base fee + \$5.00 per \$1000 value	\$5,112.00	\$30 base fee + \$5.15 per \$1000 value	\$5,265.92	3%
	Commercial Building Permits - Grand Total:			\$76,691.20		\$86,573.90
Sign	All Permits	\$25 per sign + .50 per SF	\$2,930.00	\$26 per sign + .52 per SF	\$3,042.87	4%

Total of All Permit Types Listed Above

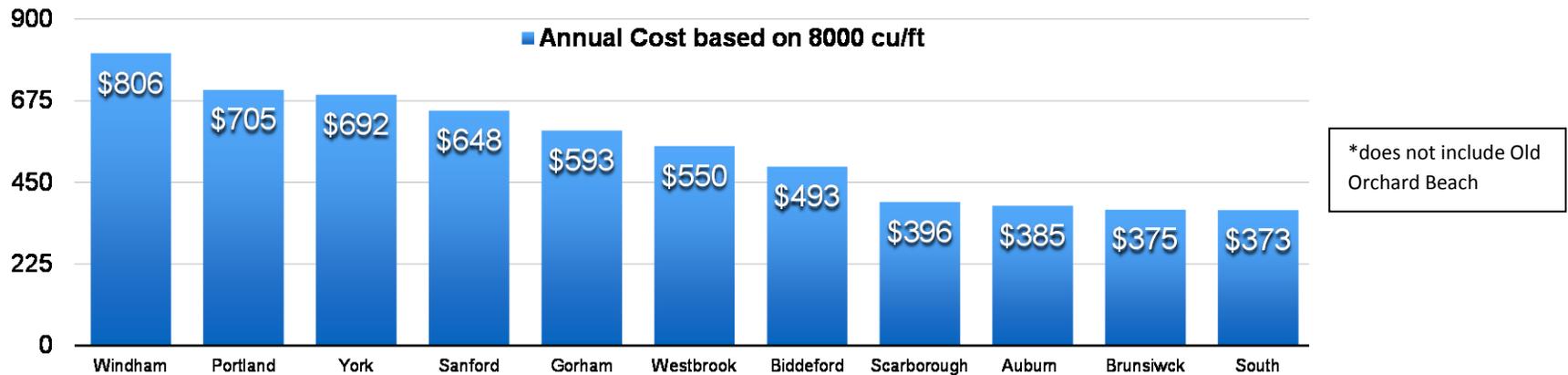
Current Fee Structure: \$110,666.30 Proposed Fee Structure: \$126,548.58 13% Increase

Additional Considerations

Although we believe this study most accurately compares the initial costs of construction in a number of Southern Maine communities, these fees can never be compared “apples-to-apples” with 100% accuracy. With that fact in mind, we have decided *not* to present this information in a table to avoid erroneous simplification of information. Many fees that communities charge (often those that are most costly) are highly variable or location-dependent, such as sewer fees or traffic-impact fees. Therefore, the “Total Fee Range” found at the end of each section is merely an *estimate* for many communities.

However, we do acknowledge the fact that, in two out of the four scenarios, Saco seems to charge the highest fees for those respective developments. There is some merit to this observation. However, this does not account for the fact that Saco often offers abatement for some costly fees, such as the Combined sewer Overflow (CSO) impact fee, for particular types of development. Each development will be different.

Additionally, these fees only describe the *initial* cost associated with a residential or commercial building; there are also *annual* fees associated with developments that should be considered. For example, Saco’s sewer impact fees make up a large proportion of the total cost paid to the city for each scenario, but below you will find the results of a 2015 study that measures “Annual Cost Based on 8000 cu/ft” for 12 communities:



As you can see, Saco is able to charge a much lower sewer *user* fee each year due to the higher initial impact fee, and this has allowed the City to create an efficient, stable, and compliant wastewater system overall. Again, this is only one example; many other communities with high impact fees could likely offer similar explanations. Ultimately, comparing these fees is important, but we are also compelled to consider **service quality and annual cost** when making any definitive conclusions.

Appendix A - FEES AND CHARGES⁽¹⁾

Administrative

Notary fee10.00

[Dedimus Justice fee ... 5.00](#)

Copy fee, per page1.00

[Large format prints:](#)

[24x36 ... 20.00](#)

[36x48 ... 25.00](#)

[Scanning fee, per page:](#)

[8.5x11 – 11x17 ...1.00](#)

[Larger than 11x17 ... 5.00](#)

[Genealogy research fee ... 5.00 per record, includes a non-certified copy if found](#)

[True attest copies 3.00](#)

Animals

Dog license fees:

Unaltered dog—annually11.00

Spayed/neutered dog—annually6.00

Late fee after January 3125.00

Impoundment fee—each50.00

Additional per day for boarding feeTBD

Dangerous dog registration fee—annually100.00

Buildings and Building Regulations

Building Permit—Single-family:

New construction and additions~~2526~~.00 base + 0.~~25-26~~ per sf

Accessory structure~~2526~~.00 base + 0.07 per sf

Renovation < \$2,500.00~~2526~~.00

Renovation > \$2,500.00~~2526~~.00 base + 5.00 per \$1,000.00 value

Building Permit—Multi-family:

New construction and additions25.00 base + 0.30 per sf

Renovations25.00 base + 5.00 per \$1,000 value

Building Permit—Mobile homes:

New or used25.00 base + 0.15 per sf

Additions25.00 base + 0.25 per sf

Building Permit—Commercial:

New construction~~25~~26.00 base + 0.~~35~~37 per sf (per floor)

Renovation~~25~~26.00 base + 7.~~00~~25 per \$1,000 value

Foundation only~~20~~26.00 base + 5.~~00~~15 per \$1,000 value

New construction of agricultural buildings for the storage of crops or housing of livestock, excluding marijuana25.00 base + 0.07 per sf

Building Permit—Swimming pools:

Above ground35.00

In-ground80.00

Building Permit—Other:

Fences25.00

Underground storage tanks50.00 (first tank) + 15.00 (additional tanks)

Moving building100.00

Driveways25.00

Change of use40.00

Certificate of occupancyIncluded in permit (\$260 penalty)

Signs25.00 base + 0.50 per sf

Banners, for seven-day period not to exceed 14 days250.00

Demolition:

Interior demolition not in conjunction with a construction project50.00

< 1,000 sf27.00

> 1,000 sf and < 5,000 sf80.00 + 0.02 per sf

> 5,000 sf210.00 + 0.02 per sf

Related fee:

The customary permit fee shall double where work commences prior to the issuance of the appropriate permits.

Building permit fee reimbursement policy:

In the event that the recipient of a building permit does not undertake any of the building activity associated with a given permit, he/she may submit a written request to the director of planning and permitting for the reimbursement is made within six months of the issuance of said permit, and if no work associated with said permit was commenced, 75 percent of the permit fee will be reimbursed. The city shall retain 25 percent of the permit fee to provide compensation for the costs associated with issuance of said permit and to process reimbursement.

Plumbing fees:

Internal plumbing:

Per fixture (subject to minimum below)9.00

Minimum36.00

Subsurface wastewaterTBD

Nonengineered systems150.00

Field only100.00

Treatment tank only (non-engineered)75.00

Engineered system300.00

Treatment tank only (engineered)120.00

Holding tank150.00

Other system components50.00

Separate laundry disposal field50.00

Seasonal conversion75.00

Variance50.00

Primitive system (including 1 alt wc)150.00

Alternative toilet only75.00

Electrical inspections:

MinimumTBD

Residential32.00

Commercial42.00

Single and multifamily dwellings—per unit (includes service/openings)—each58.00

All temporary services30.00

Services—single phase—panel and meter:

Base fee—up to 100 amps (includes cable hookup)12.00

Plus-per each additional 100 amps or fraction7.00

Plus-per each additional meter7.00

Plus-subpanels—up to 100 amps7.00

Plus-subpanels—each additional 100 amps or fraction10.00

Services—three phase—panels:

Base fee—up to 100 amps (includes cable hookup)30.00

Plus-per each additional 100 amps or fraction7.00

Plus-per each additional meter7.00

Plus—subpanels, up to 100 amps10.00

Plus-subpanels—each additional 100 amps or fraction10.00

Wiring openings (total outlets, lights and switches—120 volt):

1—10 openings12.00

11 to 30 openings15.00

31 to 60 openings20.00

61 or more openings—each over 600.50

Appliances—120 volts—Compactors, dishwashers, disposals, air conditioners, etc.5.00

Appliances—240 voltsTBD

Ranges, ovens, water heaters, dryers, air conditioners, etc.10.00

Domestic heat:

Electric—per kilowatt3.00

Gas, oil, central air, other12.00

Manufactured dwellings—per unit (includes service equipment)42.00

Swimming pools:

Above ground40.00

In ground50.00

Circuses, carnivals, fairs, festivals, etc.:

Up to 400 amps50.00

More than 400 amps100.00

Transformers, generators and UPS (battery backup):

1 to 10 kW/kVA18.00

11 to 25 kW/kVA24.00

Over 25 kW/kVA30.00

Alarm system (copper or fiber):

Fire, burglar—base fee18.00

Plus—per outlet over first 10 outlets0.50

Other low voltage system (computer, phone, cable, satellite dish, sound, closed circuit television, etc.)—base fee18.00

Plus—per outlet over 10 outlets0.50

Motors:

Fractional to 5 HP8.00

6—10 HP12.00

11—25 HP18.00

Plus—for each 5 HP or fraction thereof over 25 HP2.00

Signs:

Portable, mobile—each sign15.00

Permanent—each sign25.00

Emergency lighting battery pack unit—each7.00

Water, sewer, gas or wall pump—each10.00

Hot tubs, spas and saunas—each37.00

State business licensing inspections—each40.00

Annual industrial electrical permit—does not include new structures or additions250.00

Fire alarm box connection—annually:

DET electronic units400.00

Mechanical box connections425.00

Belated electrical permit fee—within one calendar year:

First offense100.00

Second offense200.00

Third offense400.00

Fourth offense800.00

Fifth and subsequent offenses—each1,600.00

Inspections and department call outs after normal business hours—minimum (additional time beyond three hours shall be calculated at time plus one-half for the on call electrician)150.00

Businesses and Business Regulations

Boardinghouses—annually100.00

Lodginghouse, rooming houses, hotels, motels, etc.—annually:

Up to 10 rooms75.00

Over 10 rooms150.00

~~Nursing home—annually150.00~~

Outpatient addiction treatment clinic—annually200.00

Closeout sales (30-A M.R.S.A. § 3781)—Maximum of one per business up to 60 days20.00

Massage licenses—annually:

Establishment (more than one therapist)—annually150.00

Therapist—annually, plus cost of background check)150.00

Solicitation permit (issued by police department)—each0.00

Mobile or itinerant vendor permit (door-to-door sales):

30 days65.00

90 days75.00

One year100.00

Mobile food distribution unit (roving diner):

Three months100.00

Six months125.00

Twelve months150.00

Vendor use of city property (each three-month period)50.00

Peddlers:

Per event75.00

30-day permit100.00

Agricultural barn sales—each (maximum of one three-day permit per month between the months of April and October)15.00

Garage sales—each (maximum of two three-day permits within six months):

~~On-line issuance10.00~~

In office issuance15.00

Secondhand dealer license—annually85.00

Pawnbroker license—annually plus actual cost of advertising hearing100.00

Junkyard/automobile graveyard (no on-line license)—annually plus actual cost of advertising hearing:100.00

~~Taxicabs:~~

~~Taxicab business license (police department inspection required)—annually per cab55.00~~

~~Taxicab driver's license (Lewiston permit required)—annually25.00~~

~~Call-out inspection fee (establishment requested outside normal hours)—each, plus inspector's overtime hourly rate100.00~~

~~Re-inspection fee100.00~~

Flea market, craft fairs, swap meets, and bazaars:

One day event:

Up to 25 tables50.00

Over 25 tables100.00

Three months:

Per table50.00

Maximum per location500.00

Alcohol beverage establishments:

Class A Lounge (liquor)—annually (plus actual cost of advertising hearing)1,000.00

Up to 2,999 square feet1,300.00

From 3,000 to 5,999 square feet1,500.00

6,000 square feet and largerTBD

Tavern license—annually:

Up to 2,999 square feet150.00

From 3,000 to 9,999 square feet250.00

10,000 square feet and larger300.00

Entertainment permit—annually100.00

Liquor service approval (off-premises catering)—per event10.00

Food service establishments (plus actual cost of advertising hearing):

Class I (Liquor—beer, wine and spirits, and mixed drinks)—annually:

Up to 2,999 square feet500.00

From 3,000 to 5,999 square feet600.00

6,000 square feet and larger700.00

Class III/IV (Liquor—beer and wine)—annually:

Up to 2,999 square feet300.00

From 3,000 to 5,999 square feet400.00

6,000 square feet and larger500.00

Class IV (Liquor—beer)—annually:

Up to 2,999 square feet300.00

From 3,000 to 5,999 square feet400.00

6,000 square feet and larger500.00

Class On or Off Premises (No liquor)—annually:

Up to 2,999 square feet150.00

From 3,000 to 5,999 square feet200.00

6,000 square feet and larger250.00

Bottle Club/BYOB—annually:

Up to 2,999 square feet150.00

From 3,000 to 5,999 square feet200.00

6,000 square feet and larger250.00

Temporary Food Service Establishment—per event—maximum of 30 days60.00

Off Premises Retailer—annually:

Up to 2,999 square feet150.00

From 3,000 to 5,999 square feet200.00

6,000 square feet and larger250.00

Adult amusement devices—each device annually1,055.00

Beano/Bingo (EnerGov—No online license):

Per six months10.00

Up to three-year blanket approval20.00

Bowling alley—annually per lane85.00

Carnival, circus, or other traveling amusement—per day150.00

~~Coin-operated amusement device—annually—per device:~~

~~Per unit up to 10 devices50.00~~

~~Per unit for 10 or more devices30.00~~

Exhibition, performance, show—per day5.00

~~Jukeboxes—each device—annually30.00~~

Motion picture theater—per screen—annually50.00

Pool halls—annually per table50.00

Roller skating rinks—annually:

 With partial kitchen60.00

 With full kitchen120.00

Dances and dancehalls—per event35.00

Mass gathering permit application fee—determined for each event. (EnerGov—No on-line license)
.....N/A

Tattoo (background check required):

 Tattoo artist license fee—annually150.00

 Tattoo exhibitions or shows—per event250.00

 Tattoo artist temporary show for licensed artist—additional per event50.00

Race trackN/A

Special amusement (background check required)—annually (plus cost of advertising hearing:
.....125.00

Game of Chance (EnerGov—No on-line license):

 Six months10.00

 Up to three-year blanket approval20.00

[Re-inspection fees ... 100.00 per inspector](#)

Relicensing upon late renewal by any existing licensed business:

 30—45 days late25.00

 More than 45 ~~– 60~~ days late50.00

[Reoccurring over 60 days late](#)100.00

Cemetery Lots at Oak Hill Cemetery

Single lot – 400.00

Emergency Management and Services

Security (alarm) system permit:

Initial issuance30.00
Annual renewal fee, if paid on or before December 315.00
Annual renewal fee, if paid after December 3130.00

Environment

Fill permit—original issuance:
Up to 7,000 square feet of fill area25.00
7,001 to 22,500 square feet of fill area35.00
Over 22,500 square feet of fill area50.00
Fill permit renewal-annually-if not delinquent0.00

Fire Prevention and Protection

Fire department services:
Oil, propane or gas burner permits:
Issuance—each~~30~~50.00
Reinspection—each~~30~~50.00
Blasting Permit - 15.00
Incident Reports—per copy405.00
Research—per hour (one hour minimum).....20.00
Property, code or environmental reports – cost of research plus 0.15 per copy page
Old hose—per foot1.00
Coverage of a fire/EMS event—per person, per hour45.00
Accident or fire photos—each—unless otherwise determined by fire chief10.00
~~Photos printed outside of agency—each—plus actual costs20.00~~
~~Environmental reviews—each10.00~~
Fireworks standby—per hour~~200~~250.00
~~Demolition-Training burns resulting in demolition – may be waived based on the value of training to the department2,500.00~~
Training building use:
Use by fire departments/mutual aid partners – per day150.00
Use by others – per day300.00
Fire investigations—per hour100.00

Hazard material incidents:

~~First hour200.00~~

~~Per each addition hour400.00~~

Cost of response – see below for apparatus costs – plus cost of materials and supplies used.

Illegal/unauthorized burning response—per hour~~200~~250.00

Out of control burn response— Cost of response - see below for apparatus costs~~per hour~~
.....~~200.00~~

Vehicle accidents—per hour~~200~~250.00

Extrication from vehicle300.00

Spill control or clean-up100.00

Salvage calls—residential:

Labor—per hour150.00

Sump pump—each—per hour50.00

Salvage calls—commercial—per hour500.00

Life safety code:

Missed inspection appointment – after second missed appointment50.00

~~Inspection citations— per violation50.00~~

~~Each inspection revealing continued violation100.00 [PC1]~~

False alarms—each false alarm in excess of three per 12-month period....100.00 received in one calendar year:

~~First100.00~~

~~Increase in first alarm fee for each subsequent alarm100.00~~

Apparatus fess are inclusive of normal crew assigned:

Engine – per hour250.00

Aerial device – per hour350.00

Rescue – per hour150.00

Boat – per hour 150.00

Command Unit100.00

Forestry / Brush Truck (two firefighters)150.00

Solid Waste

Solid waste fees shall be as determined annually by the city council base on prior years' financial information.

Streets, Sidewalks and Other Public Places

Display of goods permit—each0.00

Excavation permits:

Minimum charge—single continuous work area10.00

Maximum charge—single continuous work area500.00

Street openings—per square foot:

Newly constructed, reconstructed or repaved street6.00

Paved streets5.00

Gravel streets and shoulders3.00

Construction areas (streets scheduled for full-depth construction5.00

Sidewalk openings—per square foot:

Concrete1.50

Brick1.50

Bituminous concrete2.00

Other openings:

Esplanade—per square foot0.50

Granite curbing—per linear foot1.00

Bituminous curbing—per linear foot0.75

Entrance permit—each20.00

Private propertyN/C

Inspection of improvements in developments:

Streets to be accepted by city—as percentage of estimated costs of required public improvements2%

Private streets—as percentage of estimated costs of required public-type improvements2%

Special exceptions—the greater of:

Minimum200.00

Percentage of public type improvements2%

Traffic and Vehicles

Parade or procession permit—each0.00

Parking in city owned parking lot and Mechanics Row parking garage—monthly45.00

Zoning

Zoning text amendments:

Base fee—each application400.00

Additional for required advertising—each application300.00

Zoning map amendments:

Base fee—each application400.00

Additional for required advertising—each application300.00

Zoning board—appeals, interpretaion, variance, conditional use permit, etc.:

Base fee—each application150.00

Additional for required advertising-each application200.00

Site plan review:

Minor projects—indepartmental/staff review—each application200.00

Major projects and subdivision of existing structures—planning board review/special exceptions:

Base fee—each application500.00

Additional for required advertising200.00

Site plan amendment:

Minor projects—staff approved amendments—each100.00

Major projects—planning board approved—amendments:

Base fee-each application100.00

Additional for required advertising200.00

Subdivision review-new lots and structures:

First three lots750.00

Each additional lot over three100.00

Delegated review (in addition to site plan or subdivision fees when required)—includes one or all areas (stormwater, TMP, site law, etc.)TBD

Zoning conformance/rebuild letter—each50.00

Independent professional review feesTBD

Engineering inspection feesTBD

Required advertising (unless otherwise specifically provided above)100.00

Other General Information:

- Applicants are responsible for the cost of all public hearing advertisements and background checks required for various licenses. Failure to list that additional expense in the fee schedule shall not eliminate that requirement from the licensing process.
- Applicants are responsible for providing background checks, not older than 3 days prior to submission of application for all licenses that require such checks or, alternatively, applicants may pay \$100.00 to the city with the application to cover the cost of the background check.
- License fees established in this appendix include two routine or pre-operational inspections and one follow-up inspection. When additional inspections are required, the city may charge an additional \$100.00 per inspection to cover the costs of each additional inspection or visit.
- All first time applications must be made in person, unless otherwise specifically stated herein.
- All on-line licenses will receive a 10% discount unless otherwise indicated herein.
- No on-line renewal of liquor licenses, special amusement licenses, or tattoo or massage licenses is permitted.

(Ord. of 5-2-2011; Ord. No. 02-03052012, 3-19-2012; Ord. No. 58-07152013, 7-15-2013; Ord. No. 12-06152015, 7-6-2015; Ord. No. 13-06152015, 7-6-2015; Ord. No. 01-02242020, 3-2-2020)

Footnotes:

--- (1) ---

Editor's note— All fees in this schedule that are calculated per a unit of time, distance, or other measurement shall be construed to include any portion of such unit. The acronym "TBD" as used herein means "to be determined" and denotes an amount that has not yet been determined by the city council or that may have been determined but not yet included in a supplement to this schedule. The acronym "NA" as used herein means "not applicable" and indicates a fee that is not associated with a particular code section but with the code chapter contents generally.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: October 5, 2020

Author: Justin L. Poirier, Urban Development Specialist

Subject: Form Based Code Expansion Discussion

Information: During Part 2 of the Housing Opportunities discussion the City Council instructed staff to conduct the necessary research to develop a proposal to expand the form-based code (FBC). At that time staff estimated this work would take nearly 6 months to complete and would require the assistance of an outside consultant. Staff anticipated the FBC discussion for October 5th but had not completed researching options at the last Council meeting.

After some internal discussions and some in-house field-work, staff believes that the current form-based code district - Traditional Downtown Neighborhood - fits the character of additional areas and can be expanded into the 4 districts adjacent to current form-based code areas on a shorter timeline than was discussed at the last meeting. The proposal is to expand the form-based code to the Multi-Family Urban district in New Auburn, the Multi-Family Urban district in the Newbury Street neighborhood, the Downtown Enterprise District, and the Multi-Family Urban District in the Hampshire, Goff and Summer Street neighborhoods.

Special guests to include real estate agents and developers.

City Budgetary Impacts: Minimal, can be absorbed within existing budgetary allotments.

Staff Recommended Action: Discussion and Council feedback on the proposal and whether the City Council would like to have the Planning Board solicit public input and develop a recommendation.

Previous Meetings and History: August 3, 2020 – Introduction Workshop with the City Council, September 21 – Council Workshop on Housing Opportunities.

City Manager Comments:

I concur with the recommendation. Signature:

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

Mayor Levesque called the meeting to order at 7:02 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag followed by a moment of silence in memory of Supreme Court Justice Ruth Bader Ginsburg who recently passed.

All Councilors were present.

I. Consent Items – None

II. Minutes – September 8, 2020 Regular Council Meeting

Motion was made by Councilor Walker and seconded by Councilor Milks to approve the minutes of the September 8, 2020 Regular Council Meeting.

Passage 7-0.

III. Communications, Presentations and Recognitions

- Community Little Theater Communication (to be included in the minutes)
- Covid-19 and Recovery Update – Phil Crowell, and Matt Fifield
- Council Communications (about and to the community)
 - **Mayor Levesque** – wanted to communicate to the public that Holy Donut is coming to a location on Minot Avenue, Chipotle will be coming to a location on Center Street, and Wallingford’s is now open and doing a great job using precautions to keep everyone safe.
 - **Councilor Lasagna** – reported that she walked from Mill Street along the river to New Auburn, adding that it is looking beautiful and the river is a spectacular gem in the community.
 - **Councilor Walker** – reported that on Thursday night at 6:30 PM at the Sixth Street Congregational Church, the Neighborhood Watch group will be meeting
 - **Councilor Gerry** – reported that she attended the 9/11 event at the Auburn Fire Station
 - **Councilors Macleod, Milks, Carrier, and Boss** had no communications at this time
 - **City Manager Crowell** – wanted to communicate to the public that there will be a ribbon cutting for St. Louis Bells tower. It will be streamed so others can watch, they will also work with the Sun Journal and will be promoting that with an exact date and time

IV. Open Session – no one from the public spoke

V. Unfinished Business

1. Order 102-09082020 - Second Reading

Approving the discontinuance of Butler Hill Road.

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

Public comment:

David Haines, 384 Butler Hill Road resident and initiator of this request discussed his dreams for this land and his reasons for the request to discontinue this road.

Alice Haines, Butler Hill Road resident spoke in favor of the discontinuance.

Aimee Dorval, Executor Director of the Androscoggin Land Trust spoke about the ecological aspect of the Butler Hill Road area and spoke in favor of the discontinuance.

Dana Staples, Greenfield Drive wanted to point out that this supports the Sports Tourism being promoted in the City and he spoke in favor of the discontinuance.

Motion was made by Councilor Lasagna and seconded by Councilor MacLeod to postpone to a date certain that would correspond with the presentation of the comprehensive plan.

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

Motion on Order 102-09022020 approving the discontinuance of Butler Hill Road failed 3-4 (Councilors Gerry, Walker, Milks, and Carrier opposed).

VI. New Business

1. Order 105-09212020

Approving the renewal of the Auto Graveyard/Junkyard permit for Don's No Preference Towing, dba Morris Auto Parts located at 940 Washington St. N.

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

Public comment – no one from the public spoke.

Passage 7-0.

2. Order 106-09212020

Approving the renewal of the Auto Graveyard/Junkyard permit for Isadore T. Miller Co., a Division of Schnitzer NE located at 78 & 80 Hotel Road.

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

Public comment – no one from the public spoke.

Passage 7-0.

3. Order 107-09212020

Approving the renewal of the Auto Graveyard/Junkyard permit for M & P Auto located at 227 Merrow Road.

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

Public comment – no one from the public spoke.

Passage 7-0.

4. Order 108-09212020

Approving the renewal of the Auto Graveyard/Junkyard permit for Prolerized New England Company, LLC located at 522 Washington St. N.

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

Public comment – no one from the public spoke.

Passage 7-0.

5. Order 109-09212020

Approving the renewal of the Auto Graveyard/Junkyard permit for Randy's Auto Parts located at 899 Broad Street.

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

Public comment – no one from the public spoke.

Passage 7-0.

6. Order 110-09212020

Appointing Dana Staples as full member of the Planning Board with a term expiration of 01/01/2023.

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

Public comment – no one from the public spoke.

Passage 7-0.

7. Order 111-09212020

Appointing Amy Dieterich to serve on the Conservation Commission with a term expiration of 6/1/2023.

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

Public comment – no one from the public spoke.

Passage 7-0.

8. Order 112-09212020

Appointing Jo Sharpe to serve on the CDBG (Community Development Block Grant) Loan Committee with a term expiration of 10/01/2021.

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

Public comment – no one from the public spoke.

Passage 7-0.

9. Order 113-09212020

Re-appointing Sally Gagne to serve on the Age Friendly Committee, with a term expiration of 6/1/2023.

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

Public comment – no one from the public spoke.

Passage 7-0.

10. Order 114-09212020

Re-appointing Diane Vincent to serve on the Age Friendly Committee, with a term expiration of 6/1/2023.

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

Public comment – no one from the public spoke.

Passage 7-0.

11. Order 115-09212020

Re-appointing Alfreda Fournier to serve on the Age Friendly Committee, with a term expiration of 6/1/2023.

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

Public comment – no one from the public spoke.

Passage 7-0.

12. Order 116-09212020

Appointing Joshua Daigle to serve on the Complete Streets Committee with a term expiration of 1/1/2022.

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

Public comment – no one from the public spoke.

Passage 7-0.

13. Order 117-09212020

Appointing Buck Buchanan to serve on the Board of Assessment Review, as full member, with a term expiration of 10/01/2025.

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

Public comment – no one from the public spoke.

Passage 7-0.

14. Order 118-09212020

Appointing Adam Lee to serve on the Board of Assessment Review, as full member, with a term expiration of 10/01/2024.

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

Public comment – no one from the public spoke.

Passage 7-0.

15. Order 119-09212020

Re-appointing Misty Edgecomb to the Parks & Recreation Advisor Board with a term expiration of 10/1/2022.

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

Public comment – no one from the public spoke.

Passage 7-0.

16. Order 120-09212020

Re-appointing Rick Martel to the Parks & Recreation Advisor Board with a term expiration of 10/1/2022.

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

Public comment – no one from the public spoke.

Passage 7-0.

17. Order 121-09212020

Re-appointing Suzanne Roy to the Parks & Recreation Advisor Board with a term expiration of 10/1/2022.

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

Public comment – no one from the public spoke.

Passage 7-0.

18. Order 122-09212020

Appointing Haley Warden to the Parks & Recreation Advisor Board with a term expiration of 10/1/2022.

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

Public comment – no one from the public spoke.

Passage 7-0.

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

VIII. Reports (from sub-committees to Council)

Mayor Levesque-reported on the Ad hoc committee on Boards & Committees

Councilor Gerry-no report

Councilor Lasagna – no report

Councilor Macleod-reported on the LATC meeting

Councilor Milks-no report

Councilor Carrier-provided and Airport Board update, and a School Committee update

Councilor Walker – provided an update on the 911 meeting

Councilor Boss-reported on the Auburn Public Library Board of Trustees meeting

City Manager Crowell – no report

IX. Executive Session - Personnel matter, pursuant to 1 M.R.S.A. Sec. 405 (6)(A).

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

Passage 7-0.

Time in 7:54 PM.

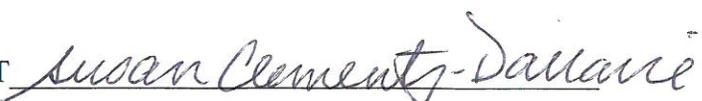
Council was declared out at 8:13 PM.

X. Adjournment

Motion was made by Councilor McLeod and seconded by Councilor Walker to adjourn. Unanimously approved, adjourned at 8:13 PM.

A TRUE COPY

ATTEST



Susan Clements-Dallaire, City Clerk



July 2020

Phil Crowell, City Manager
City of Auburn
60 Court St
Auburn ME 04210

BOARD OF DIRECTORS

John Blanchette
President

Jennifer Groover
Vice President

Dawn Rancourt
Treasurer

Jane Mitchell
Secretary

Brandon Chaloux
Emily Flynn
Robert Gardner
William Hamilton
Dan Kane
Jackie McDonald
Chip Morrison
John B. Nutting
Roger Philippon
Jason Potter
Andrea Quaid
Mitch Thomas
Sean Wallace
Kay Warren

Eileen M. Messina
Executive Director

Dear Honorable Mayor and Members of the City Council,

For over 80 years – or more than half the time Auburn has been incorporated as a city - Community Little Theatre has enriched the lives of the Auburn community. Thousands of our friends and neighbors performed for CLT, entertaining us and fulfilling their passions for live theater. Hundreds of young people have learned the craft of theater here - and many are now successful theater producers, writers, actors, and choreographers. CLT's low-priced tickets make drama, music, and comedy accessible to our seniors, youth, and others who may never see a Broadway show.

I know that you, like me, love this completely volunteer institution and share my pride that CLT is one of Auburn's most prized cultural assets.

The pandemic, which has taken a tremendous toll on businesses, health care institutions, and our friends and neighbors, has forced CLT to cancel three shows so far, as well as our Youth and Teen Summer Theater Camps — and prospects for the near future are not promising.

Like many other community arts organizations, CLT is almost completely dependent on the shows we produce for most of our revenues (tickets, show sponsors, program advertising, and concessions). Yet our largest single expense item—maintaining our theater building —continues even if CLT is not allowed to produce a show. This amounts to almost \$55,000 annually.

With no show revenues, Community Little Theatre needs your help to preserve our cherished theater.

For the thousands and thousands who have attended our shows over the years, CLT provides a wonderful escape from the everyday world. Where else in the L/A area can you find a Beast's Castle (**Beauty and the Beast**), a courtroom drama (**A Few Good Men** and **The Crucible**), a church (**Sister Act**), a strip club (**Gypsy**), the President's cabinet (**Annie**), a wedding on a south sea island (**Mamma Mia**), or actual rain on the stage (**Singin' in the Rain**)?

To make sure that Community Little Theater continues to be a major force in our communities, **we need your help.** We strive to be good stewards of our



building and a good community partner. We have only come to the city of Auburn for money on one other occasion, in the early 80s, when we undertook the renovation of the auditorium in partnership with the city of Auburn. At that time, both cities gave us \$10,000. We are asking that you make another such donation at this time.

We realize that there are many organizations in Auburn worthy of your attention. Allow me to elaborate on just a few benefits CLT provides to the Auburn community:

- CLT stages 6 productions annually with total audiences in excess of 10,000. Cast and crews for the shows number between 30 and 70, depending on the production.
- CLT leads both a Youth and Teen summer program each summer for our young people who are interested in all aspects of the performing arts.
- CLT manages the Great Falls Performing Arts Center, which is also utilized by other groups for performances, dance recitals and community events.
- CLT houses the largest costume shop in south central Maine, which is utilized by other theater groups and schools from Bangor to Saco!
- “Graduates” of CLT productions have gone on to major careers in the theater and performing arts all over the country. These include, a director on Broadway, a producer of opera in both New York and Los Angeles, an actor performing in 3 national touring companies, a technical director for both Juilliard and Blue Man Group, and many, many more.
- Many local families have two and three generations who have played a variety of different roles with CLT, many still making their homes here and contributing to the community in a variety of ways.
- Local restaurants and other businesses have benefited from the “retail bump” that live theater provides. Statistics show that the average arts group, in addition to their own income, benefits local retail with an additional \$ 24 per person spending. Out of towners can add as much as \$ 42, per a 2015 study by Americans for the Arts.

We know that Auburn strives to be a great place in which to live, work and play. The Arts are a very key factor in creating that appeal – and CLT is Lewiston/Auburn’s oldest established arts institution. We therefore ask for your support in both preserving and promoting one of our community’s most prized cultural assets – L/A Community Little Theatre!

Sincerely,



John C. Blanchette
President, CLT Board of Directors



Eileen M. Messina
Executive Director, CLT

PS. CLT has launched a community-wide campaign to keep our local theater alive. So far, Auburn residents and businesses have donated/pledged over \$30,000. We hope the City will join them!



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: 10/05/2020

Author: Holli Olivier, Manager – Health & Social Services

Subject: Adoption of Appendices for General Assistance, Effective 10/1/2020 through 9/30/2021

Information: I'm seeking the approval of the new General Assistance maximums. They are: Appendix A (the GA overall maximums), Appendix B (the food maximums), and Appendix C (Lewiston / Auburn MSA Rental Maximums). Once the appendices A-C are adopted, they will replace the FY 19/20 maximums for those appendices

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

****By adopting the new appendices A-C, the program will be in compliance and receive the 70% reimbursement from the State****

City Budgetary Impacts: The overall maximums (Appendix A) is an average increase of \$26.00 per household per month. The food maximums (Appendix B) is an average increase approximately \$10.00 per individual per month. And the housing maximums (Appendix C) is an average increase of \$24.00 per household per month. *There are no changes in appendices D-H.*

Staff Recommended Action: Approval of changes to the General Assistance Appendices A-C as required by State statute and ordinance. First reading: 10/5/2020. Second reading: 10/19/2020.

Previous Meetings and History: This is a yearly approval needed by council when changes are made to the appendices. This was presented to the Council at the 9/21/2020 Council workshop.

City Manager Comments:

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

I concur with the recommendation. Signature:

Attachments: Health & Social Services FY20/21 New Maximums:

Appendix A, Overall Maximums

Appendix B, Food Maximums

Appendix C, Housing Maximums

Ordinance & Adoption form for 20-21

GENERAL ASSISTANCE ORDINANCE

APPENDICES A-H

2020-2021

The Municipality of _____ adopts the MMA Model Ordinance GA Appendices (A-H) for the period of Oct. 1, 2020—September 30, 2021. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

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

(Print Name)

(Signature)

Appendix A – GA Overall Maximums

Effective 10/1/2020 – 9/30/2021

TOTAL NUMBER IN HOUSEHOLD:	1	2	3	4	5
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	741	798	1,057	1,287	1,633

Add \$75.00 for each additional person

Appendix B – Food Maximums

Effective 10/1/2020 – 9/30/2021

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2020, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	47.44	204
2	86.98	374
3	124.42	535
4	158.14	680
5	187.67	807
6	225.35	969
7	249.07	1,071
8	284.65	1,224

****Note: For each additional person, add \$146 per month.**

Appendix C – Rental Maximums

Effective 10/1/2020 – 9/30/2021

<u>Lewiston/Auburn MSA</u>	<u>Unheated</u>		<u>Heated</u>	
	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
Bedrooms				
0	137	587	160	688
1	140	603	171	736
2	181	779	222	953
3	230	990	280	1,203
4	295	1,267	356	1,530

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDINANCE 06-10052020

Be it Ordained, that the City Council hereby amends Chapter 24, Article II, Division 1, Sec. 24-23 of the General Assistance Ordinance Annual Adjustment of Maximum Benefits to incorporate the following maximum levels of assistance to be effective on and after October 1, 2020 through September 30, 2021, as follows:

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

- (a) Each year the Maine Municipal Association provides for the city three appendices providing maximum benefits applicable for the period beginning October 1 and ending September 30 as mandated by state law and based on certain federal values effective on October 1 of each year, as follows:
 - (1) Appendix A, a listing of overall maximum levels of general assistance relating to all Maine municipalities.
 - (2) Appendix B, a listing of maximum levels of assistance for food.
 - (3) Appendix C, a listing of maximum levels for heated and unheated housing.
- (b) The portion of these annual appendices applicable to the city, as adopted each year by the city council, are made a part of this chapter as though fully set forth herein and a copy thereof is available in the Office of the City Clerk.

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

Appendix A – GA Overall Maximums
 Effective 10/1/2020 – 9/30/2021

TOTAL NUMBER IN HOUSEHOLD:	1	2	3	4	5
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	741	798	1,057	1,287	1,633

Add \$75.00 for each additional person

Appendix B – Food Maximums

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



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

Jason J. Levesque, Mayor

Effective 10/1/2020 – 9/30/2021

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2020, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	47.44	204
2	86.98	374
3	124.42	535
4	158.14	680
5	187.67	807
6	225.35	969
7	249.07	1,071
8	284.65	1,224

****Note: For each additional person, add \$146 per month.**

Appendix C – Rental Maximums
 Effective 10/1/2020 – 9/30/2021

<u>Lewiston/Auburn MSA</u>	<u>Unheated</u>		<u>Heated</u>	
	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
Bedrooms				
0	137	587	160	688
1	140	603	171	736
2	181	779	222	953
3	230	990	280	1,203
4	295	1,267	356	1,530



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: October 5, 2020

Order: 123-10052020

Author: Phil Crowell, City Manager

Subject: Charter Review

Information:

The city council has proposed, after discussion with legal counsel, to perform a charter review as outlined in the Auburn Charter sec. 2.8 which states “the city council shall provide for the review of the city’s charter and ordinances in their entirety at least once every 15 years”. The council has determined that establishing a charter commission does not appear to be necessary at this point.

The city council will review the charter during special council meetings. The council will be in a special meeting which will allow for any proposed amendments to be voted on which will then be presented as an order at a regularly scheduled council meeting to be presented to the public at a public hearing as outlined in M.R.S.A. Title 30-A §2104. Charter amendments; procedure

- 1. Municipal officers.** The municipal officers may determine that amendments to the municipal charter should be considered and, by order, provide for notice and hearing on them in the same manner as provided in subsection 5, paragraph A. Within 7 days after the hearing, the municipal officers may order the proposed amendment to be placed on a ballot at the next regular municipal election held at least 30 days after the order is passed; or they may order a special election to be held at least 30 days from the date of the order for the purpose of voting on the proposed amendments.
- 5. Action on petition.** The following procedures shall be followed upon receipt of a petition certified to be sufficient.
 - A. Within 10 days after a petition is determined to be sufficient, the municipal officers, by order, shall provide for a public hearing on the proposed amendment. At least 7 days before the hearing, they shall publish a notice of the hearing in a newspaper having general circulation in the municipality. The notice must contain the text of the proposed amendment and a brief explanation. The hearing shall be conducted by the municipal officers or a committee appointed by them.

If after the charter review, the City Council determines, with the advice of the city attorney, that the proposed amendment would constitute a revision of the charter, they shall follow the procedures to request for a charter commission.

Staff recommends the following Special Meeting dates - each to be held at 5pm in the council chamber: October 26th and November 9th if needed.

City Budgetary Impacts: NA

Staff Recommended Action: Council to set the proposed meeting dates for charter review.



Previous Meetings and History: September 8, 2020 – charter discussion with City Attorney Michael Malloy

City Manager Comments:

I concur with the recommendation. Signature:

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

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 123-10052020

Ordered, that the City Council hereby sets the dates of October 26 and November 9, 2020 to hold the Special City Council Meetings for the Charter Review.

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

TO: Phillip Crowell, City Manager
FROM: Jill Eastman, Finance Director
REF: August 2020 Financial Report
DATE: October 5, 2020

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

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

Revenues

Revenues, for the City, collected through August 31st were \$8,428,564, or 13.20%, of the budget, which is lower than last year at this time by 1.03%. The accounts listed below are noteworthy.

- A. Excise taxes of \$962,869-up \$186,831 over last year.
- B. Property tax revenue of \$5,020,375 a decrease over last year of \$1,214,878. This is due to the timing of sending out the tax bills. This year we were about 10 days later than last fiscal year.
- C. State Revenue Sharing for the month of August is 20.41% or \$552,894. This is an increase over last year of \$102,615.
- D. Homestead Exemption for the month of August is \$1,405,540 or \$411,424 more than last year.

Expenditures

City expenditures through August 31st were \$5,144,087, or 11.2%, of the budget as compared to last year at \$7,498,874 or 16.72%. Noteworthy variances are:

In the current fiscal year the debt service due September 1st was posted in September and last year a portion of it was posted in August. This created a variance from last year of (\$2,149,873).

Investments

This section contains an investment schedule as of August 31st with a comparison to July 31st. Currently the City's funds are earning an average interest rate of 1.39%.

Respectfully submitted,

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

Jill M. Eastman
Finance Director

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

	UNAUDITED August 31 2020	UNAUDITED July 31 2020	Increase (Decrease)	UNAUDITED JUNE 30 2020
ASSETS				
CASH	\$ 12,464,326	\$ 13,171,011	\$ (706,685)	\$ 14,712,549
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	1,356,313	1,287,064	69,249	1,371,945
TAXES RECEIVABLE-CURRENT	42,236,215	40,423,619	1,812,596	185,234
DELINQUENT TAXES	339,886	983,586	(643,700)	617,814
TAX LIENS	1,293,972	1,178,967	115,005	884,542
NET DUE TO/FROM OTHER FUNDS	6,821,850	2,310,929	4,510,921	2,811,613
	<hr/>			
TOTAL ASSETS	\$ 64,512,563	\$ 59,355,176	\$ 5,157,387	\$ 20,583,697
 LIABILITIES & FUND BALANCES				
ACCOUNTS PAYABLE	\$ 54,480	\$ (265,994)	\$ 320,474	\$ (833,548)
PAYROLL LIABILITIES	(501,735)	(793,893)	292,158	(253,541)
ACCRUED PAYROLL	(2,300)	(393,247)	390,947	(3,829,105)
STATE FEES PAYABLE	(49,871)	(60,309)	10,439	-
ESCROWED AMOUNTS	(31,024)	(25,676)	(5,348)	(26,004)
DEFERRED REVENUE	(43,611,757)	(41,586,866)	(2,024,891)	(2,161,507)
	<hr/>			
TOTAL LIABILITIES	\$ (44,142,207)	\$ (43,125,985)	\$ (1,016,222)	\$ (7,103,705)
FUND BALANCE - UNASSIGNED/ASSIGNED	\$ (17,334,929)	\$ (12,696,792)	\$ (4,638,137)	\$ (10,445,286)
FUND BALANCE - RESTRICTED	(2,273,457)	(1,931,802)	\$ (341,655)	(2,273,457)
FUND BALANCE - NON SPENDABLE	(761,970)	(1,600,597)	838,627.00	(761,249)
	<hr/>			
TOTAL FUND BALANCE	\$ (20,370,356)	\$ (16,229,191)	\$ (4,141,165)	\$ (13,479,992)
	<hr/>			
TOTAL LIABILITIES AND FUND BALANCE	\$ (64,512,563)	\$ (59,355,176)	\$ (5,157,387)	\$ (20,583,697)

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

REVENUE SOURCE	FY 2021 BUDGET	ACTUAL REVENUES THRU AUG 2020	% OF BUDGET	FY 2020 BUDGET	ACTUAL REVENUES THRU AUG 2019	% OF BUDGET	VARIANCE
TAXES							
PROPERTY TAX REVENUE-	\$ 49,655,498	\$ 5,020,375	10.11%	\$ 49,295,498	\$ 6,235,253	12.65%	\$ (1,214,878)
PRIOR YEAR TAX REVENUE	\$ -	\$ 1,570		\$ -	\$ 76,853		\$ (75,283)
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 1,420,000	\$ 1,405,540	98.98%	\$ 1,250,000	\$ 994,116	79.53%	\$ 411,424
EXCISE	\$ 4,112,861	\$ 962,869	23.41%	\$ 3,910,000	\$ 776,038	19.85%	\$ 186,831
PENALTIES & INTEREST	\$ 150,000	\$ 10,192	6.79%	\$ 150,000	\$ 21,636	14.42%	\$ (11,444)
TOTAL TAXES	\$ 55,338,359	\$ 7,400,547	13.37%	\$ 54,605,498	\$ 8,103,896	14.84%	\$ (703,349)
LICENSES AND PERMITS							
BUSINESS	\$ 166,000	\$ 40,978	24.69%	\$ 169,000	\$ 35,171	20.81%	\$ 5,807
NON-BUSINESS	\$ 392,400	\$ 98,018	24.98%	\$ 409,000	\$ 37,219	9.10%	\$ 60,799
TOTAL LICENSES	\$ 558,400	\$ 138,996	24.89%	\$ 578,000	\$ 72,390	12.52%	\$ 66,606
INTERGOVERNMENTAL ASSISTANCE							
STATE-LOCAL ROAD ASSISTANCE	\$ 400,000	\$ -	0.00%	\$ 400,000	\$ -	0.00%	\$ -
STATE REVENUE SHARING	\$ 2,708,312	\$ 552,894	20.41%	\$ 2,389,669	\$ 450,279	18.84%	\$ 102,615
WELFARE REIMBURSEMENT	\$ 90,656	\$ -	0.00%	\$ 94,122	\$ -	0.00%	\$ -
OTHER STATE AID	\$ 32,000	\$ -	0.00%	\$ 32,000	\$ -	0.00%	\$ -
CITY OF LEWISTON	\$ 228,384	\$ -	0.00%	\$ 228,384	\$ -	0.00%	\$ -
TOTAL INTERGOVERNMENTAL ASSISTANCE	\$ 3,459,352	\$ 552,894	15.98%	\$ 3,144,175	\$ 450,279	14.32%	\$ 102,615
CHARGE FOR SERVICES							
GENERAL GOVERNMENT	\$ 198,440	\$ 16,453	8.29%	\$ 148,440	\$ 20,202	13.61%	\$ (3,749)
PUBLIC SAFETY	\$ 181,600	\$ 2,981	1.64%	\$ 215,600	\$ 5,098	2.36%	\$ (2,117)
EMS TRANSPORT	\$ 1,200,000	\$ 228,321	19.03%	\$ 1,200,000	\$ 167,894	13.99%	\$ 60,427
TOTAL CHARGE FOR SERVICES	\$ 1,580,040	\$ 247,755	15.68%	\$ 1,564,040	\$ 193,194	12.35%	\$ 54,561
FINES							
PARKING TICKETS & MISC FINES	\$ 55,000	\$ 2,837	5.16%	\$ 55,000	\$ 4,306	7.83%	\$ (1,469)
MISCELLANEOUS							
INVESTMENT INCOME	\$ 80,000	\$ 6,048	7.56%	\$ 70,000	\$ 9,948	14.21%	\$ (3,900)
RENTS	\$ 35,000	\$ 4,316	12.33%	\$ 35,000	\$ 5,823	16.64%	\$ (1,507)
UNCLASSIFIED	\$ 10,000	\$ 22,965	229.65%	\$ 10,000	\$ 25,906	259.06%	\$ (2,941)
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 12,446		\$ -	\$ 11,981		\$ 465
SALE OF PROPERTY	\$ 25,000	\$ 303	1.21%	\$ 20,000	\$ 12,766	63.83%	\$ (12,463)
RECREATION PROGRAMS/ARENA							\$ -
MMWAC HOST FEES	\$ 230,000	\$ 38,380	16.69%	\$ 225,000	\$ 37,623	16.72%	\$ 757
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	\$ 1,077	5.39%	\$ 20,000	\$ 1,352	6.76%	\$ (275)
CITY FUND BALANCE CONTRIBUTION	\$ 527,500	\$ -	0.00%	\$ 527,500	\$ -	0.00%	\$ -
TOTAL MISCELLANEOUS	\$ 2,838,673	\$ 85,535	3.01%	\$ 2,805,759	\$ 105,399	3.76%	\$ (19,864)
TOTAL GENERAL FUND REVENUES	\$ 63,829,824	\$ 8,428,564	13.20%	\$ 62,752,472	\$ 8,929,464	14.23%	\$ (500,900)
SCHOOL REVENUES							
EDUCATION SUBSIDY	\$ 26,217,074	\$ 4,773,131	18.21%	\$ 25,851,656	\$ 2,081,925	8.05%	\$ 2,691,206
EDUCATION	\$ 717,415	\$ 9,984	1.39%	\$ 711,224	\$ 1,715	0.24%	\$ 8,269
SCHOOL FUND BALANCE CONTRIBUTION	\$ 970,862	\$ -	0.00%	\$ 877,296	\$ -	0.00%	\$ -
TOTAL SCHOOL	\$ 27,905,351	\$ 4,783,115	17.14%	\$ 27,440,176	\$ 2,083,640	7.59%	\$ 2,699,475
GRAND TOTAL REVENUES	\$ 91,735,175	\$ 13,211,679	14.40%	\$ 90,192,648	\$ 11,013,104	12.21%	\$ 2,198,575

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

DEPARTMENT	FY 2021 BUDGET	Unaudited EXP THRU AUG 2020	% OF BUDGET	FY 2020 BUDGET	Unaudited EXP THRU AUG 2019	% OF BUDGET	VARIANCE
ADMINISTRATION							
MAYOR AND COUNCIL	\$ 99,000	\$ 2,411	2.44%	\$ 123,137	\$ 2,160	1.75%	\$ 251
CITY MANAGER	\$ 776,095	\$ 102,801	13.25%	\$ 582,119	\$ 88,574	15.22%	\$ 14,227
CITY CLERK	\$ 216,946	\$ 35,905	16.55%	\$ 207,139	\$ 23,436	11.31%	\$ 12,469
FINANCIAL SERVICES	\$ 751,849	\$ 113,399	15.08%	\$ 734,597	\$ 119,170	16.22%	\$ (5,771)
HUMAN RESOURCES	\$ 157,057	\$ 21,186	13.49%	\$ 153,182	\$ 21,513	14.04%	\$ (327)
INFORMATION TECHNOLOGY	\$ 609,260	\$ 257,778	42.31%	\$ 713,729	\$ 176,379	24.71%	\$ 81,399
TOTAL ADMINISTRATION	\$ 2,610,207	\$ 533,480	20.44%	\$ 2,513,903	\$ 431,232	17.15%	\$ 102,248
COMMUNITY SERVICES							
ECONOMIC & COMMUNITY DEVELOPMENT	\$ 1,339,047	\$ 182,653	13.64%	\$ 1,333,724	\$ 197,668	14.82%	\$ (15,015)
HEALTH & SOCIAL SERVICES	\$ 199,282	\$ 18,472	9.27%	\$ 211,371	\$ 20,124	9.52%	\$ (1,652)
RECREATION & SPORTS TOURISM	\$ 520,474	\$ 115,746	22.24%	\$ 448,575	\$ 75,733	16.88%	\$ 40,013
PUBLIC LIBRARY	\$ 1,031,533	\$ 171,922	16.67%	\$ 1,006,217	\$ 251,554	25.00%	\$ (79,632)
TOTAL COMMUNITY SERVICES	\$ 3,090,336	\$ 488,793	15.82%	\$ 2,999,887	\$ 545,079	18.17%	\$ (56,286)
FISCAL SERVICES							
DEBT SERVICE	\$ 7,577,735	\$ 90,807	1.20%	\$ 7,334,690	\$ 2,240,680	30.55%	\$ (2,149,873)
FACILITIES	\$ 667,494	\$ 173,159	25.94%	\$ 667,128	\$ 206,534	30.96%	\$ (33,375)
WORKERS COMPENSATION	\$ 641,910	\$ -	0.00%	\$ 637,910	\$ -	0.00%	\$ -
WAGES & BENEFITS	\$ 6,840,635	\$ 1,106,450	16.17%	\$ 6,797,826	\$ 1,059,182	15.58%	\$ 47,268
EMERGENCY RESERVE (10108062-670000)	\$ 461,230	\$ (2,500)	-0.54%	\$ 445,802	\$ -	0.00%	\$ (2,500)
TOTAL FISCAL SERVICES	\$ 16,189,004	\$ 1,367,916	8.45%	\$ 15,883,356	\$ 3,506,396	22.08%	\$ (2,138,480)
PUBLIC SAFETY							
FIRE & EMS DEPARTMENT	\$ 5,302,131	\$ 812,209	15.32%	\$ 5,211,262	\$ 729,525	14.00%	\$ 82,684
POLICE DEPARTMENT	\$ 4,332,339	\$ 576,531	13.31%	\$ 4,275,323	\$ 635,864	14.87%	\$ (59,333)
TOTAL PUBLIC SAFETY	\$ 9,634,470	\$ 1,388,740	14.41%	\$ 9,486,585	\$ 1,365,389	14.39%	\$ 23,351
PUBLIC WORKS							
PUBLIC WORKS DEPARTMENT	\$ 4,979,329	\$ 619,494	12.44%	\$ 4,836,798	\$ 606,412	12.54%	\$ 13,082
SOLID WASTE DISPOSAL*	\$ 1,051,318	\$ 89,677	8.53%	\$ 1,030,500	\$ 85,502	8.30%	\$ 4,175
WATER AND SEWER	\$ 792,716	\$ 195,301	24.64%	\$ 645,216	\$ 158,179	24.52%	\$ 37,122
TOTAL PUBLIC WORKS	\$ 6,823,363	\$ 904,472	13.26%	\$ 6,512,514	\$ 850,093	13.05%	\$ 54,379
INTERGOVERNMENTAL PROGRAMS							
AUBURN-LEWISTON AIRPORT	\$ 170,000	\$ 167,110	98.30%	\$ 191,000	\$ 185,971	97.37%	\$ (18,861)
E911 COMMUNICATION CENTER	\$ 1,134,304	\$ 283,576	25.00%	\$ 1,134,304	\$ 283,576	25.00%	\$ -
LATC-PUBLIC TRANSIT	\$ 331,138	\$ -	0.00%	\$ 331,138	\$ 331,138	100.00%	\$ (331,138)
ARTS & CULTURE AUBURN	\$ 10,000	\$ 10,000					
TAX SHARING	\$ 260,000	\$ -	0.00%	\$ 270,000	\$ -	0.00%	\$ -
TOTAL INTERGOVERNMENTAL	\$ 1,905,442	\$ 460,686	24.18%	\$ 1,926,442	\$ 800,685	41.56%	\$ (339,999)
COUNTY TAX	\$ 2,629,938	\$ -	0.00%	\$ 2,482,721	\$ -	0.00%	\$ -
TIF (10108058-580000)	\$ 3,049,803	\$ -	0.00%	\$ 3,049,803	\$ -	0.00%	\$ -
OVERLAY	\$ -	\$ -		\$ -	\$ -		\$ -
TOTAL CITY DEPARTMENTS	\$ 45,932,563	\$ 5,144,087	11.20%	\$ 44,855,211	\$ 7,498,874	16.72%	\$ (2,354,787)
EDUCATION DEPARTMENT	\$ 45,802,612	\$ 1,833,966	4.00%	\$ 45,337,437	\$ 1,059,107	2.34%	\$ 774,859
TOTAL GENERAL FUND EXPENDITURES	\$ 91,735,175	\$ 6,978,053	7.61%	\$ 90,192,648	\$ 8,557,981	9.49%	\$ (1,579,928)

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

INVESTMENT		FUND	BALANCE August 31, 2020	BALANCE July 31, 2020	INTEREST RATE
ANDROSCOGGIN BANK	449	CAPITAL PROJECTS	\$ 2,817,405.15	\$ 2,817,405.15	1.00%
ANDROSCOGGIN BANK	502	SR-TIF	\$ 1,044,517.89	\$ 1,044,517.89	1.00%
ANDROSCOGGIN BANK	836	GENERAL FUND	\$ 6,594,031.73	\$ 6,162,179.98	1.00%
ANDROSCOGGIN BANK	801	WORKERS COMP	\$ 52,180.28	\$ 52,180.28	1.00%
ANDROSCOGGIN BANK	684	EMS CAPITAL RESERVE	\$ 187,605.28	\$ 187,605.28	1.00%
ANDROSCOGGIN BANK	414	INGERSOLL TURF FACILITY	\$ 225,270.74	\$ 225,270.74	1.00%
ANDROSCOGGIN BANK	0888	ELHS FUNDRAISING	\$ 60,685.92	\$ 60,639.56	1.00%
ANDROSCOGGIN BANK		ELHS CONSTRUCTION BAN	\$ 5,269,542.76	\$ 5,749,166.96	1.00%
ANDROSCOGGIN BANK	0627	ST LOUIS BELLS FUNDRAISING	\$ 15,268.01	\$ 15,268.01	1.00%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	2.00%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	2.15%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	2.30%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	2.60%
GRAND TOTAL			\$ 17,766,507.76	\$ 17,814,233.85	1.39%

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

	Beginning	August 2020					Ending
	Balance 8/1/20	New Charges	Payments	Refunds	Adjustments	Write-Offs	Balance 8/31/2020
Bluecross	\$ 9,850.39	\$ 3,992.80	\$ (2,947.73)		\$ (5,278.48)		\$ 5,616.98
Medicare	\$ 47,538.94	\$ 95,829.00	\$ (43,244.45)		\$ (61,228.90)		\$ 38,894.59
Medicaid	\$ 39,829.36	\$ 40,418.20	\$ (25,955.36)		\$ (2,634.07)		\$ 51,658.13
Other/Commercial	\$ 91,834.68	\$ 12,639.40	\$ (14,586.31)		\$ (2,389.89)	\$ (8,809.66)	\$ 78,688.22
Patient	\$ 99,134.47	\$ 10,114.80	\$ (10,069.01)	\$ 445.00	\$ (2,539.44)		\$ 97,085.82
Worker's Comp	\$ -				\$ -		\$ -
TOTAL	\$ 288,187.84	\$ 162,994.20	\$ (96,802.86)	\$ 445.00	\$ (74,070.78)	\$ (8,809.66)	\$ 271,943.74

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

	July 2020	August 2020	Adjustment	Totals	% of Total
Bluecross	\$ 6,396.80	\$ 3,992.80		\$ 10,389.60	2.41%
Medicare	\$ 169,046.60	\$ 95,829.00		\$ 264,875.60	61.47%
Medicaid	\$ 61,560.60	\$ 40,418.20		\$ 101,978.80	23.66%
Other/Commercial	\$ 22,412.60	\$ 12,639.40		\$ 35,052.00	8.13%
Patient	\$ 8,521.20	\$ 10,114.80		\$ 18,636.00	4.32%
Worker's Comp	\$ -			\$ -	0.00%
TOTAL	\$ 267,937.80	\$ 162,994.20	\$ -	\$ 430,932.00	100.00%

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

	July 2020	August 2020	Adjustment	Totals	% of Total
Bluecross	7	5		12	2.01%
Medicare	215	144		359	60.13%
Medicaid	81	63		144	24.12%
Other/Commercial	33	23		56	9.38%
Patient	11	15		26	4.36%
Worker's Comp	0			0	0.00%
TOTAL	347	250	0	597	100.00%

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

	Current		31-60		61-90		91-120		121+ days		Totals	
Bluecross	\$ 4,314.43	77%	\$ 886.40	16%	\$ 686.40	12%	\$ -	0%	\$ (270.25)	-5%	\$ 5,616.98	2.07%
Medicare	\$ 29,940.10	77%	\$ 8,986.69	23%	\$ (32.20)	0%	\$ -	0%	\$ -	0%	\$ 38,894.59	14.30%
Medicaid	\$ 40,736.02	79%	\$ 5,099.55	10%	\$ 593.06	1%	\$ 1,831.60	4%	\$ 3,397.90	7%	\$ 51,658.13	19.00%
Other/Commercial Patient	\$ 36,908.14	47%	\$ 21,277.45	27%	\$ 8,394.39	11%	\$ 1,078.35	1%	\$ 11,029.89	14%	\$ 78,688.22	28.94%
Worker's Comp	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.00%
TOTAL	\$ 144,308.94		\$ 52,015.11		\$ 28,435.23		\$ 15,064.46		\$ 32,120.00		\$ 271,943.74	
	53%		19%		10%		6%		12%		100%	100.00%

CITY OF AUBURN
SPECIAL REVENUE FUNDS REVENUE AND EXPENDITURES
As of August 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			\$ 84.00		\$ 400.15	\$ 1,050.00							
Expenditures FY21					\$ 30.00		\$ 84.97		\$ 67.57				
Fund Balance 8/31/2021	\$ 762,516.19	\$ (15,099.19)	\$ 6,012.63	\$ 4,769.53	\$ 33,381.09	\$ (19,607.32)	\$ 3,375.09	\$ 5,362.37	\$ (380.27)	\$ 4,791.12	\$ (566,303.71)	\$ 501.65	\$ 2,808.57

	2005 MDOT	2006 PEACE	2008 Homeland Security	2010 State Drug Money	2013 OUI Grant	2014 Speed Grant	2019 Law Enforcement Training	2020 CDBG	2025 Community Cords	2030 Parking	2034 EDUL Underage Drink	2037 Bulletproof Vests	2038 Community Action Team
Fund Balance 7/1/20	\$ 329,028.27	\$ 1,550.98	\$ (112,903.52)	\$ 1,681.39	\$ 3,066.05	\$ 2,752.59	\$ (10,738.25)	\$ 2,366,559.15	\$ 37,353.66	\$ 2,005.87	\$ (2,685.00)	\$ 9,659.79	\$ 180.00
Revenues FY21				\$ 8,418.00				\$ 98,106.58	\$ 1,245.00	\$ 27,677.00	\$ 1,170.00		
Expenditures FY21			\$ 67,126.81	\$ 561.06	\$ 2,147.89	\$ 2,465.06		\$ 179,359.45		\$ 58,906.69			
Fund Balance 8/31/2021	\$ 329,028.27	\$ 1,550.98	\$ (180,030.33)	\$ 9,538.33	\$ 918.16	\$ 287.53	\$ (10,738.25)	\$ 2,285,306.28	\$ 38,598.66	\$ (29,223.82)	\$ (1,515.00)	\$ 9,659.79	\$ 180.00

	2040 Great Falls TV	2041 Blanche Stevens	2044 Federal Drug Money	2045 Forest Management	2050 Project Lifesaver	2051 Project Canopy	2052 Nature Conservancy	2053 St Louis Bells	2054 EMS Transport Capital Reserve	2055 Work4ME- PAL	2056 Lake Auburn Neighborhood	2057 ASPCA Grant	2058 Barker Mills Greenway	2059 Distracted Driving
Fund Balance 7/1/20	\$ 20,536.23	\$ 27,840.99	\$ 170,777.82	\$ 4,345.34	\$ 189.35	\$ -	\$ 975.05	\$ 20,984.31	\$ 187,456.89	\$ (13,339.97)	\$ 125.00	\$ 800.00	\$ (2,597.43)	\$ 829.00
Revenues FY21			\$ 1,363.34					\$ 1,312.08	\$ 148.45					
Expenditures FY21		\$ 765.69	\$ 34,174.36			\$ 290.20		\$ 30,966.12	\$ 1,301.97					
Fund Balance 8/31/2021	\$ 20,536.23	\$ 27,075.30	\$ 137,966.80	\$ 4,345.34	\$ 189.35	\$ (290.20)	\$ 975.05	\$ 22,296.39	\$ 156,639.22	\$ (14,641.94)	\$ 125.00	\$ 800.00	\$ (2,597.43)	\$ 829.00

	2061 150th Celebration	2062 Employee Store	2064 MDOT Sopers Mill Culvert	2065 State Bi- Centennial Parade	2067 Hometown Heros Banners	2068 Northern Borders Grant	2070 Leadercast	2075 Keeps Maine Healthy	2076 Keeps Maine Healthy II	2100 ELHS Fundraising	2201 EDI Grant	2500 Parks & Recreation
Fund Balance 7/1/20	\$ 1,893.81	\$ 132.69	\$ (26,094.03)	\$ (1,124.00)	\$ 209.00	\$ 210,601.70	\$ (3,500.00)	\$ -	\$ -	\$ 1,061,591.57	\$ (1,484,407.18)	\$ 70,269.17
Revenues FY21			\$ -	\$ -			\$ -			\$ 94.35		\$ 77,870.09
Expenditures FY21			\$ 535.25	\$ 12.00	\$ -		\$ 17,103.29	\$ -				\$ 171,236.34
Fund Balance 8/31/2021	\$ 1,893.81	\$ 132.69	\$ (26,629.28)	\$ (1,136.00)	\$ 209.00	\$ 210,601.70	\$ (3,500.00)	\$ (17,103.29)	\$ -	\$ 1,061,685.92	\$ (1,484,407.18)	\$ (23,097.08)

	2600 Tambrands II TIF 6	2600 Mall TIF 9	2600 Downtown TIF 10	2600 Auburn Industrial TIF 12	2600 Auburn Plaza TIF 13	2600 Auburn Plaza II TIF 14	2600 Webster School TIF 16	2600 Hartt Transport TIF 19	2600 62 Spring St TIF 20	2600 Minot Ave TIF 21	2600 48 Hampshire St TIF 22	2600 Auburn Memory Care Facility TIF 23	2600 Millbran TIF 24	Total Special Revenues
Fund Balance 7/1/20	\$ (161,839.95)	\$ 192,297.32	\$ (460,436.11)	\$ (388,767.54)	\$ 411,537.25	\$ (763,270.82)	\$ (0.01)	\$ 29,915.23	\$ 1,120.90	\$ 194.75	\$ -	\$ 147.27	\$ -	\$ 1,957,680.72
Revenues FY21													\$ 172,000.00	\$ 390,939.04
Expenditures FY21			\$ 256,305.71									\$ 26,234.88	\$ 13,990.35	\$ 863,665.66
Fund Balance 8/31/2021	\$ (161,839.95)	\$ 192,297.32	\$ (716,741.82)	\$ (388,767.54)	\$ 411,537.25	\$ (763,270.82)	\$ (0.01)	\$ 29,915.23	\$ 1,120.90	\$ 194.75	\$ -	\$ (26,087.61)	\$ 158,009.65	\$ 1,484,954.10

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

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



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

INGERSOLL TURF FACILITY

Statement of Net Assets:

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

Current Assets:

As of the end of August 2020 the total current assets of Ingersoll Turf Facility were \$225,271. This consisted of cash and cash equivalents of \$225,271.

Noncurrent Assets:

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

Liabilities:

Ingersoll had no accounts payable as of August 31, 2020, and an interfund payable of \$24,931, which means they owe the General Fund \$24,931.

Statement of Activities:

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

The operating revenues for Ingersoll Turf Facility through August 2020 are \$1,083. This revenue comes from the sponsorships, programs, rental income and batting cages.

The operating expenses for Ingersoll Turf Facility through August 2020 were \$20,397. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of August 31, 2020, Ingersoll has an operating loss of \$19,314.

As of August 31, 2020, Ingersoll has a decrease in net assets of \$19,314.

The budget to actual reports for revenue and expenditures, show the revenue for FY21 compared to FY20.

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

	Aug 31, 2020	July 31, 2020	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 225,271	\$ 225,092	\$ 179
Interfund receivables/payables	\$ -	\$ -	-
Accounts receivable	-	-	-
Total current assets	225,271	225,092	179
Noncurrent assets:			
Capital assets:			
Buildings	672,279	672,279	-
Equipment	119,673	119,673	-
Land improvements	18,584	18,584	-
Less accumulated depreciation	(693,287)	(693,287)	-
Total noncurrent assets	117,249	117,249	-
Total assets	342,520	342,341	179
LIABILITIES			
Accounts payable	\$ -	\$ 549	\$ (549)
Interfund payable	\$ 24,931	\$ 14,934	\$ 9,997
Total liabilities	24,931	15,483	9,448
NET ASSETS			
Invested in capital assets	\$ 117,249	\$ 117,249	\$ -
Unrestricted	\$ 200,340	\$ 209,609	\$ (9,269)
Total net assets	\$ 317,589	\$ 326,858	\$ (9,269)

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

	Ingersoll Turf Facility
Operating revenues:	
Charges for services	\$ 1,083
Operating expenses:	
Personnel	17,556
Supplies	-
Utilities	1,325
Repairs and maintenance	453
Rent	
Depreciation	-
Capital expenses	-
Other expenses	1,063
Total operating expenses	20,397
Operating gain (loss)	(19,314)
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
Total nonoperating expense	-
Gain (Loss) before transfer	(19,314)
Transfers out	-
Change in net assets	(19,314)
Total net assets, July 1	336,903
Total net assets, August 31, 2020	\$ 317,589

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

REVENUE SOURCE	FY 2021 BUDGET	ACTUAL REVENUES THRU AUG 2020	% OF BUDGET	FY 2020 BUDGET	ACTUAL REVENUES THRU AUG 2019	% OF BUDGET
CHARGE FOR SERVICES						
Sponsorship	\$ 25,000	\$ 2,800	11.20%	\$ 25,000	\$ 2,050	8.20%
Batting Cages	\$ 13,000	\$ -	0.00%	\$ 13,000	\$ 105	0.81%
Programs	\$ 90,000	\$ 120	0.13%	\$ 90,000	\$ 395	0.44%
Rental Income	\$ 102,000	\$ (2,015)	-1.98%	\$ 102,000	\$ 3,969	3.89%
TOTAL CHARGE FOR SERVICES	\$ 230,000	\$ 905	0.39%	\$ 230,000	\$ 6,519	2.83%
INTEREST ON INVESTMENTS	\$ -	\$ 178		\$ -		
GRAND TOTAL REVENUES	\$ 230,000	\$ 1,083	0.47%	\$ 230,000	\$ 6,519	2.83%

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

DESCRIPTION	ACTUAL			ACTUAL			Difference
	FY 2020 BUDGET	EXPENDITURES THRU AUG 2020	% OF BUDGET	FY 2019 BUDGET	EXPENDITURES THRU AUG 2019	% OF BUDGET	
Salaries & Benefits	\$ 187,546	\$ 17,556	9.36%	\$ 149,331	\$ 8,190	5.48%	\$ 9,366
Purchased Services	\$ 14,450	\$ 1,063	7.36%	\$ 18,160	\$ 514	2.83%	\$ 549
Programs	\$ 18,500	\$ -	0.00%	\$ 17,000	\$ -	0.00%	\$ -
Supplies	\$ 4,000	\$ 453	11.33%	\$ 4,900	\$ 1,158	23.63%	\$ (705)
Utilities	\$ 25,650	\$ 1,325	5.17%	\$ 25,100	\$ 1,390	5.54%	\$ (65)
Insurance Premiums	\$ -	\$ -		\$ -	\$ -		\$ -
Depreciation	\$ -	\$ -		\$ -	\$ -		\$ -
Capital Outlay	\$ -	\$ -		\$ 11,000	\$ -	0.00%	\$ -
	\$ 250,146	\$ 20,397	8.15%	\$ 225,491	\$ 11,252	4.99%	\$ 9,145
GRAND TOTAL EXPENDITURES	\$ 250,146	\$ 20,397	8.15%	\$ 225,491	\$ 11,252	4.99%	\$ 9,145

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 August 31, 2020

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

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

NORWAY SAVINGS BANK ARENA

Statement of Net Assets:

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets and shows a comparison to the previous month, in this case, July 31, 2020.

Current Assets:

As of the end of August 2020 the total current assets of Norway Savings Bank Arena were (\$1,488,244). These consisted of cash and cash equivalents of \$234,455, accounts receivable of \$91,116, and an interfund payable of \$1,813,815, which means that Norway owes the General Fund \$1,813,815 at the end of August.

Noncurrent Assets:

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

Liabilities:

NSB Arena had no accounts payable and a net pension liability of \$125,147 as of August 31, 2020.

Statement of Activities:

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

The operating revenues for Norway Arena through August 2020 are \$132,901. This revenue comes from the concessions, sign advertisements, pro shop lease, youth programming, shinny hockey, public skating and ice rentals.

The operating expenses for Norway Arena through August 2020 were \$98,284. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of August 2020, Norway Arena has an operating gain of \$34,617 compared to the August 2019 operating gain of \$25,343.

As of August 31, 2020, Norway Arena has a increase in net assets of \$34,617.

The budget to actual reports for revenue and expenditures, with comparison to the same period last year show that revenue for FY21 is \$4,671 more than in FY20 and expenditures in FY21 are \$89,017 less than last year in August.

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

	August 31, 2020	July 31, 2020	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 234,455	\$ 232,993	\$ 1,462
Interfund receivables	\$ (1,813,815)	\$ (1,816,787)	\$ 2,972
Prepaid Rent	\$ -	\$ -	\$ -
Accounts receivable	91,116	77,037	\$ 14,079
Total current assets	(1,488,244)	(1,506,757)	18,513
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	(1,243,918)	(1,262,431)	18,513
LIABILITIES			
Accounts payable	\$ -	\$ 7,620	\$ (7,620)
Net OPEB liability	\$ 67,511	\$ 67,511	\$ -
Net pension liability	57,636	57,636	-
Total liabilities	125,147	132,767	(7,620)
NET ASSETS			
Invested in capital assets	\$ 244,326	\$ 244,326	\$ -
Unrestricted	\$ (1,613,391)	\$ (1,639,524)	\$ 26,133
Total net assets	\$ (1,369,065)	\$ (1,395,198)	\$ 26,133

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

	Norway Savings Arena
Operating revenues:	
Charges for services	\$ 132,901
Operating expenses:	
Personnel	\$ 44,949
Supplies	\$ 12,460
Utilities	\$ 35,122
Repairs and maintenance	\$ 4,244
Insurance Premium	
Depreciation	
Capital expenses	
Other expenses	1,509
Total operating expenses	98,284
Operating gain (loss)	34,617
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
Total nonoperating expense	-
Gain (Loss) before transfer	34,617
Transfers out	-
Change in net assets	34,617
Total net assets, July 1	(1,403,682)
Total net assets, August 31, 2020	\$ (1,369,065)

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

REVENUE SOURCE	FY 2021 BUDGET	ACTUAL REVENUES THRU AUG 2020	% OF BUDGET	FY 2020 BUDGET	ACTUAL REVENUES THRU AUG 2019	% OF BUDGET	VARIANCE
CHARGE FOR SERVICES							
Concussions	\$ 16,500	\$ -	0.00%	\$ 16,500	\$ 1,500	9.09%	\$ (1,500)
Skate Rentals	\$ 7,500	\$ -	0.00%	\$ 7,500	\$ -	0.00%	\$ -
Pepsi Vending Machines	\$ 3,000	\$ -	0.00%	\$ 3,000	\$ 89	2.97%	\$ (89)
Games Vending Machines	\$ 3,000	\$ -	0.00%	\$ 3,000	\$ -	0.00%	\$ -
Vending Food	\$ 3,000	\$ -	0.00%	\$ 3,000	\$ 63	2.10%	\$ (63)
Sponsorships	\$ 230,000	\$ 37,500	16.30%	\$ 230,000	\$ 44,500	19.35%	\$ (7,000)
Pro Shop	\$ 7,000	\$ 468	6.69%	\$ 7,000	\$ -	0.00%	\$ 468
Programs	\$ 27,500	\$ -	0.00%	\$ 27,500	\$ 1,415	5.15%	\$ (1,415)
Rental Income	\$ 744,000	\$ 92,933	12.49%	\$ 744,000	\$ 74,083	9.96%	\$ 18,850
Camps/Clinics	\$ 50,000	\$ 2,000	4.00%	\$ 50,000	\$ 6,580	13.16%	\$ (4,580)
Tournaments	\$ 55,000	\$ -	0.00%	\$ 55,000	\$ -	0.00%	\$ -
TOTAL CHARGE FOR SERVICES	\$ 1,146,500	\$ 132,901	11.59%	\$ 1,146,500	\$ 128,230	11.18%	\$ 4,671

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

DESCRIPTION	FY 2021 BUDGET	ACTUAL		FY 2020 BUDGET	ACTUAL		VARIANCE
		EXPENDITURES THRU AUG 2020	% OF BUDGET		EXPENDITURES THRU AUG 2019	% OF BUDGET	
Salaries & Benefits	\$ 328,913	\$ 44,949	13.67%	\$ 347,736	\$ 41,111	11.82%	\$ 3,838
Purchased Services	\$ 120,000	\$ 5,753	4.79%	\$ 49,500	\$ 14,757	29.81%	\$ (9,004)
Supplies	\$ 83,000	\$ 12,460	15.01%	\$ 68,150	\$ 20,713	30.39%	\$ (8,253)
Utilities	\$ 244,650	\$ 35,122	14.36%	\$ 238,000	\$ 26,306	11.05%	\$ 8,816
Capital Outlay	\$ 50,000	\$ -	0.00%	\$ 15,000	\$ -	0.00%	\$ -
Rent		\$ -		\$ -	\$ 84,414		\$ (84,414)
	\$ 826,563	\$ 98,284	11.89%	\$ 718,386	\$ 187,301	26.07%	\$ (89,017)
GRAND TOTAL EXPENDITURES	\$ 826,563	\$ 98,284	11.89%	\$ 718,386	\$ 187,301	26.07%	\$ (89,017)



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: October 5, 2020

Subject: Executive Session

Information: Real Estate Matter, pursuant to 1 M.R.S.A. Section 405(6) (C).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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