



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

5:30 P.M. City Council Workshop

- A. School Budget Discussion FY23 – Dr. Connie Brown and Karen Mathieu, Chair (20 minutes)
- B. PAL Presentation – Megan McDevitt, Woodard & Curran (20 minutes)
- C. Executive session - Legal consultation, pursuant to 1 M.R.S.A. Sec. 405(6)(E) with possible action to follow under New Business during the City Council meeting.
- D. Executive session - Economic development, pursuant to 1 M.R.S.A. Sec. 405(6)(C)

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

Pledge of Allegiance

- I. **Consent Items** - All items with an asterisk (*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member or a citizen so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.
 - 1. **Order 141-12202021***
Confirming Mayor Levesque's board and committee appointments.
- II. **Minutes** – December 6, 2021 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
 - Communication – Mayoral Appointments
 - Hydro Power Communications
 - 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**
 - 1. **Ordinance 45-12062021**

Amending the Code of Ordinances, Chapter 20 – Fire Prevention and Protection, Article III – Fire Code. Sec. 20-55. - Appeals. Second reading.

2. Ordinance 46-12062021

Amending the Code of Ordinances, by adding Sec. 20-84 – Permits; requirements. Second reading.

3. Ordinance 47-12062021

Amending the Code of Ordinances, Sec. 20-32 – Fees for service. Second reading.

4. Ordinance 48-12062021

Amending the Code of Ordinances, Appendix A: Fees; Fire Prevention and Protection. Second reading.

VI. New Business

1. Order 142-12202021

Approving the Mass Gathering permit for the New Year’s Eve event. Public hearing and vote.

2. Order 143-12202021

Approving the liquor license for the New Year’s Eve event. Public hearing and vote.

3. Order 144-12202021

Approving the amendments to the Auburn-Lewiston Local Cable TV Operations Interlocal Agreement.

4. Order 145-12202021

Establishing the National Incident Management System (NIMS) as the City standard for incident management.

5. Order 146-12202021

Amending Order 132-12062021 previously adopted by the City Council on 12/06/2021.

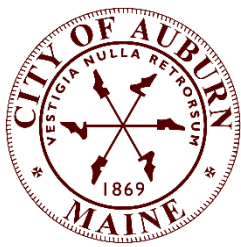
VII. Open Session - *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda*

VIII. Reports (from sub-committees to Council)

- a. Mayor’s Report
- b. City Councilors’ Reports
- c. City Manager Report
- d. Jill Eastman, Finance Director – November 2021 Final Finance Report

IX. Executive Session - None

X. Adjournment



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: December 20, 2021

Author: Sue Clements-Dallaire, City Clerk

Subject: School Budget Discussion – FY2023

Information: Discussion with the City Council about the 2022-2023 Auburn School Department Budget

City Budgetary Impacts: Not yet determined

Staff Recommended Action: Discussion

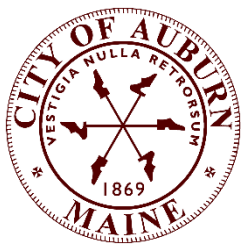
Previous Meetings and History: Annual discussion

City Manager Comments:

I concur with the recommendation. Signature:



Attachments:



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: December 20, 2021

Author: Phil Crowell, City Manager

Subject: PAL Center

Information:

The PAL Center began providing after-school programming over ten years ago. PAL was organized as 501-c3 and has a board of directors which oversee the operations. The City of Auburn provided the current building to the organization to renovate and provide programming. Since opening, the center has grown to providing after-school programming to nearly 100 children daily. The current building has far exceeded its capacity to safely offer programming due to space. Unfortunately, because of the limited space the center had to close its doors during the COVID pandemic.

There has been an effort over the past year to identify current and future space needs for PAL programming. Woodard and Curran has graciously joined forces by meeting with our team and providing the city with cost estimates and architecture renderings. It is the goal of the organization to build a new center in the next two years. This project will begin a revitalization in an area of Auburn that has the highest child poverty rate, the highest violent crime, and the highest child victimization. It is the goal of the PAL organization to partner with the City of Auburn and other donors to make this a possibility.

Representatives of Woodard and Curran will share the renderings of the new center for council consideration.

City Budgetary Impacts: N/A

Staff Recommended Action: Discussion

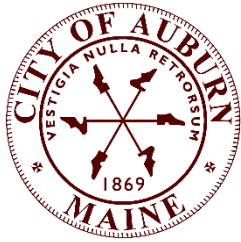
Previous Meetings and History: N/A

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments:



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: December 20, 2021

Subject: Executive Session

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

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

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

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

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

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

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

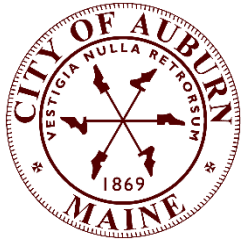
D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both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

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

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

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

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



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: December 20, 2021

Subject: Executive Session

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

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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:

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- 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;

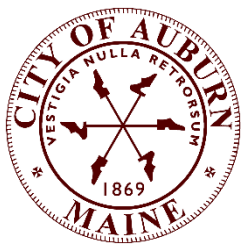
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E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to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

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

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

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



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: December 20, 2021

Order: 141-12202021

Author: Sue Clements-Dallaire, City Clerk

Subject: Confirming the Mayor's Appointments to Agencies, Boards, Committees and Commissions

Information: The Mayor has made the following recommendations to the Agencies, Boards, Committees, and Commissions that will provide City representation which will advance the interests of the City of Auburn. Council confirmation is required.

Maine Waste to Energy – Leroy Walker
Auburn Lewiston Airport Board – Joseph Morin
Audit & Procurement – Dana Staples, Richard Whiting
AVCOG Executive Committee – Phil Crowell and Brian Wood
AVCOG General Assembly – Belinda Gerry, Richard Whiting
LATC – Dana Staples
LA911 – Leroy Walker
School Building Ad-hoc Committee – Ryan Hawes, Joseph Morin

City Budgetary Impacts: N/A

Staff Recommended Action: Recommend passage.

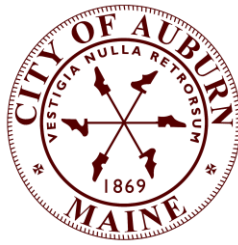
Previous Meetings and History: Terms expire December 2023

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments:



City Council Order

IN CITY COUNCIL

ORDERED, that the City Council hereby confirms Mayor Levesque's recommendations and appointments to the Agencies, Boards, Committee's and Commissions as listed below.

<p><u>Airport:</u> Joseph Morin</p> <p><u>Audit & Procurement:</u> Dana Staples Richard Whiting</p> <p><u>AVCOG:</u> Phil Crowell (Executive Committee) Brian Wood (Executive Committee) Belinda Gerry (General Assembly) Richard Whiting (General Assembly)</p>	<p><u>Lewiston-Auburn 911 Committee</u> Leroy Walker</p> <p><u>LATC (Lewiston Auburn Transit Committee):</u> Dana Staples</p> <p><u>Maine Waste to Energy:</u> Leroy Walker</p> <p><u>School Building Ad-hoc Committee:</u> Ryan Hawes Joseph Morin</p>
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Mayor Levesque called the meeting to order at 7:00 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. All Councilors were present.

Pledge of Allegiance

I. Consent Items - None

II. Minutes – November 15, 2021, Regular Council Meeting

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

Passage 7-0.

III. Communications, Presentations and Recognitions

- Communication from Kennebec Behavioral Health
- Communication from Mayor Levesque - Comprehensive Plan-Future Land Use & Strip zone information
- Presentation recognizing the service of Councilor Lasagna (2 terms), Councilor Boss (1 term), Councilor Carrier (2 terms), and Councilor MacLeod (1 term).
- Council Communications (about and to the community)

Councilor Lasagna – wanted to give thanks to members of the community that have shown up time after time in support of the work they’ve done. She noted that it has been extremely meaningful and educational for the Council to hear from them.

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

V. Unfinished Business

1. Ordinance 31-07192021

Amending the Low-Density Country Residential and Rural Residential Strips abutting the Agriculture/Resource Protection Zone from the current depth of 450 Feet from center line of the roadway to a depth of 750 Feet from the centerline of the roadway or the rear property boundary, whichever is less. **Public hearing and second reading.**

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

Public hearing:

Thomas Shields, Maple Hill Road had a number of questions regarding the proposed amendment. Why did Planning Board vote no on this? If a lot expanded 450 from road and add another 300 if the land allows, what is the purpose of that? How many houses and septic systems are going to be put there? He noted that adding further density to those kinds of places is difficult. He also wanted to know many house lots are on the map on the Maple Hill Road and Dillingham Hill Road area.

Fred Holler, 352 West Auburn Road, stated that this was the third time he has attended a public hearing on this and he hasn’t heard anyone that has talked in favor of this proposed amendment.

He said that he feels it is a major change for the city and would like more concern to be given on this matter.

Michael Heskanen, 380 Youngs Corner Road supports the Planning Board's recommendation to not approve this amendment.

Cynthia Alexander, 582 West Auburn Road, thanked the Council for all of the work they do and the time they put in. She stated that she agrees with all of the comments that have been made thus far. Comprehensive plan is focused on growth but doesn't consider all residents and where they are at. She stated that she values her privacy and would not want neighbors to build behind her home, and she would like to know how to get an exemption if this were to pass.

Sid Hazelton, 121 Conant Avenue and Auburn Water District Superintendent, spoke in opposition to the proposed amendments to the Lake Auburn Watershed overlay zone. It would put the filtration waiver at risk. A study was done, and the zone changes were discouraged. A filtration system would cost approximately 40 million dollars.

Susan Brown, 152 Dillingham Hill Road stated that she was grateful that Sid Hazelton spoke.

Scott Alexander, 582 West Auburn Road stated that his land is not suitable for leach field, so his leach field is on someone else's land. By expanding his land to be buildable lot when it is not a buildable lot to begin with. He stated that his taxes would go up but there would be no value to him. He stated that he is very concerned, and very frustrated adding that a lot of thought should be given to how it will be developed.

Mike Parent, 275 Dillingham Hill Road said that he thinks this proposed amendment is discriminating to people who chose to buy and live in those areas.

Kathy Shaw, 1200 Sopers Mill Road said that she has talked to a lot of longtime residents of the city, one person told her that when she first moved here 35,000 acres were protected in the agriculture resource protection zone, now we have approximately 18,000 acres that are protected and they are talking about removing another 1,000 acres. She said she understands why people are frustrated - they are seeing land being taken from them to raise taxes.

Bill Sylvester, 1128 South River Road said he feels this should be in the comprehensive plan. He serves on the Agriculture Committee and they did not recommend a zone change. He stated that this is a poor time to be making decisions about zoning in any town or city due.

Dan Herrick, 470 Hatch Road stated that he is also frustrated and feels the agricultural resource protection areas are being squeezed out.

Steve Damian, 703 South Witham Road stated that the Planning Board did a good job voting against passing this at this time, adding that he is opposed to the proposed change.

Michael Morrissey, 825 Perkins Ridge Road stated that he is opposed to the proposed change, adding that the proposed changes in the watershed protection zone will poison our water system.

Carl Skilling, 1425 Riverside Drive, stated that people use his land to recreate. He said he did not buy the property to have a bunch of houses around him and he would like the things to stay as is.

Chuck Naum, 968 Perkins Ridge Road stated that he is already at the 750 feet but he does not support proposal adding that we should listen to our Planning Board.

Motion was made by Councilor Gerry and seconded by Councilor Boss to postpone this item indefinitely.

Passage to postpone indefinitely, 4-3 (Councilors Walker, Milks, and Carrier opposed). A roll call vote was taken.

2. Ordinance 38-11152021

Amending the Code of Ordinances, Chapter 2, Sec. 2-25 Salaries (Mayor) effective 12/18/2023. Second reading.

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

Public comment – No one from the public spoke.

Motion was made by Councilor Carrier and seconded by Councilor Lasagna to amend by including an effective date of 1-1-2022.

The vote was 3-3-1 (Councilors Boss, MacLeod, Gerry opposed, Councilor Milks abstained) resulting in a tie vote and in accordance with the City Charter, Article III, Section 3.3, the Mayor voted to break the tie vote, voting in favor of the amendment. Amendment passes.

Passage of the ordinance as amended 4-3 (Councilors Gerry, MacLeod, and Milks opposed). A roll call vote was taken.

3. Ordinance 39-11152021

Amending the Code of Ordinances, Chapter 2, Sec. 2-382 Salaries of school committee members. Second reading.

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

Public comment – No one from the public spoke.

Motion as made by Councilor Carrier and seconded by Councilor Boss to include an effective date of 1-1-2022 and the full amount of \$4,000 annually.

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

Passage of the ordinance as amended 6-1 (Councilor Gerry opposed). A roll call vote was taken.

4. Ordinance 40-11152021

Amending Chapter 2 - Administration, Division 4 – Planning Board, Sec. 2-466 by adding section (f) compensation of Planning Board members. Second reading.

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

Public comment – No one from the public spoke.

Motion was made by Councilor Carrier and seconded by Councilor Boss to amend to include an effective date of 1-1-2022 and the full amount of \$1,200 annually.

Passage 6-1 (Councilor Gerry Opposed).

Passage of the ordinance as amended 6-1 (Councilor Gerry opposed). A roll call vote was taken.

5. Ordinance 41-11152021

Amending Chapter 2 - Administration, Division 2, by adding section 2-441 compensation of the Regulatory Advisory Board. Second reading.

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

Public comment – No one from the public spoke.

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

6. Ordinance 42-11152021

Amending the Code of Ordinances, Chapter 2, Sec. 2-25 Salaries (City Council) effective 12/18/2023. Second reading.

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

Public comment – No one from the public spoke.

Motion was made by Councilor Carrier and seconded by Councilor MacLeod to amend to include an effective date of 1-1-2022 and the full amount of \$4,000 annually

Passage 4-3 (Councilor Milks, Gerry, and MacLeod opposed).

Passage of the ordinance as amended 4-3 (Councilors Milks, Gerry, and MacLeod opposed). A roll call vote was taken.

7. Ordinance 43-11152021

Amending the Code of Ordinances, Chapter 2, Sec. 2-382 Salaries of school committee members effective 12/18/2023. Second reading.

Motion was made by Councilor MacLeod, no second.

Motion failed due to the lack of a second.

8. Ordinance 44-11152021

Amending Chapter 2 - Administration, Division 4 – Planning Board, Sec. 2-466 by adding section (f) compensation of Planning Board members effective 12/18/2023. Second reading.

Motion was made by Councilor MacLeod, no second.

Motion failed due to the lack of a second.

VI. New Business

1. Ordinance 45-12062021

Amending the Code of Ordinances, Chapter 20 – Fire Prevention and Protection, Article III – Fire Code. Sec. 20-55. - Appeals. public hearing and first reading.

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

Public hearing – No one from the public spoke.

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

2. Ordinance 46-12062021

Amending the Code of Ordinances, by adding Sec. 20-84 – Permits; requirements. Public hearing and first reading.

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

Public hearing – No one from the public spoke.

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

3. Ordinance 47-12062021

Amending the Code of Ordinances, Sec. 20-32 – Fees for service. Public hearing and first reading.

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

Public hearing – No one from the public spoke.

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

4. Ordinance 48-12062021

Amending the Code of Ordinances, Appendix A: Fees; Fire Prevention and Protection. Public hearing and first reading.

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

Public hearing – No one from the public spoke.

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

5. Order 131-12062021

Amending the City of Auburn Comprehensive Plan Chapter 2: Adopting a revised Future Land Use Plan. Public hearing and vote.

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

Public hearing – No one from the public spoke.

Passage 6-1 (Councilor Gerry opposed).

6. Order 132-12062021

Authorizing the allocation of APRA funds for the procurement of a Computerized Maintenance Management System (CMMS).

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

Public comment – No one from the public spoke.

Passage 7-0.

7. Order 133-12062021

Authorizing the allocation of ARPA funds for the Museum L/A Expansion Project.

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

Public comment – No one from the public spoke.

Motion by Councilor Walker and seconded by Councilor Gerry to amend by reducing the amount from \$1.5 million to \$1 million to Museum LA and \$500,000 to Community Little Theater.

Motion failed 2-5 (Councilors Boss, Lasagna, MacLeod, Milks, and Carrier opposed). A roll call vote was taken as requested by Councilor Gerry.

Motion was made by Councilor Boss and seconded by Councilor Lasagna to amend to not exceed \$1.5 million but not fall below \$500,000.

Passage 4-3 (Councilor Milks, Gerry, and Walker opposed).

Passage of the order as amended 5-2 (Councilors Walker and Gerry opposed).

8. Order 134-12062021

Authorizing the allocation of ARPA funds for Premium Pay for first responders (Police and Fire).

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

Public comment – No one from the public spoke.

Passage 7-0.

9. Order 135-12062021

Authorizing the allocation of \$50,000 of ARPA funds to conduct a study of the Tot Lot Revitalization Project.

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

Public comment – No one from the public spoke.

Motion was made by Councilor Milks and seconded by Councilor MacLeod to amend by allocating the \$50,000 to the study and any remaining money to be used to implement the program as decided by the Committee.

Motion failed 7-0.

Motion was made by Councilor Milks and seconded by Councilor MacLeod to amend to allocate the \$50,000 for the study and any money not used for the study will be allocated toward the implementation of the study with the final approval of the City Council.

Passage 7-0.

Passage of the order as amended 7-0.

10. Order 136-12062021

Authorizing the allocation of \$150,000 of ARPA funds to conduct a water quality initiative of the Lake Grove Municipal Beach.

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

Public comment – No one from the public spoke.

Passage 7-0.

11. Order 137-12062021

Approving the allocation of Auburn's portion in ARPA funds to install a backbone dark fiber network.

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

Public comment – No one from the public spoke.

Passage 7-0.

12. Order 138-12062021

Approving the collective bargaining agreement for Police Patrol/Detectives.

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

Public comment – No one from the public spoke.

Passage 7-0.

13. Order 139-12062021

Approving the collective bargaining agreement for the Police Command Unit.

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

Public comment – No one from the public spoke.

Passage 7-0.

14. Order 140-12062021

Approving the \$1,500 budget request for the Agriculture Committee to cover operating and incidental committee costs.

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

Public comment – No one from the public spoke.

Motion was made by Councilor Boss and seconded by Councilor Gerry to amend by approving a one-time payment to the Agriculture Committee in the amount of \$200 to cover costs of events that have already taken place this year.

Passage 7-0.

Passage of the order as amended 7-0.

15. Resolve 04-12062021

Supporting the Climate Plan action goal.

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

Public comment – No one from the public spoke.

Passage 5-1 (Councilor Milks opposed, Councilor Walker was not in the room for the vote).

VII. Open Session

Mamie Anthoine Ney, Director of the Auburn Public Library commented that she did not see Library Avenue allocation (ARPA funds) on tonight's agenda adding that the road is getting worse.

Tim Cowan, President of the Community Little Theater, thanked the Council for their supportive comments tonight, adding that they will be coming forward to present a plan.

VIII. Reports (from sub-committees to Council)

Mayor Levesque – reported on the Christmas tree lighting, and thanked everyone involved, the City of Lewiston will be holding their Inauguration on January 3, 2022, at 6:30 pm. Our inauguration is scheduled for December 13th at 6:00 pm at the Senior Center.

Councilor Carrier – stated that it has been a pleasure to work with everyone, and he encouraged people to get involved.

Councilor Boss – echoed Councilor Carrier’s sentiment stating it has been an incredible 2 years on the Council and on the Planning Board the year before that. She thanked everyone for the work and collaboration. She also encouraged involvement.

Councilor Lasagna – she said over the last 4 years, she was glad to be able to be part of this group and working with a stellar city staff, adding that Auburn did a really good job with the pandemic and she is very proud of the work that she and the Council have done.

Councilor MacLeod – reported that there is a LATC meeting on the 9th, also echoed what other councilors said about the experience of the last two years on the Council.

Councilor Milks – announced that the Water and Sewer Districts have a joint meeting on their budgets on this coming Wednesday.

City Manager Crowell – wanted to mention that the Auburn Business Association is a big part of the events that take place and getting things done. He provided an update on the Sustainable Auburn Program.

IX. Executive Session - None

X. Adjournment – Motion was made by Councilor Lasagna and seconded by Councilor Boss to adjourn. Unanimously approved. The meeting adjourned at 9:05 pm.

A TRUE COPY

ATTEST 

Susan Clements-Dallaire, City Clerk



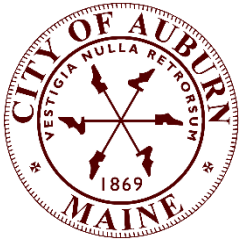
City Council Order

IN CITY COUNCIL

Communications

Mayoral Appointments

- ❖ **Appointment Committee** – Stephen Milks, Ryan Hawes, Joseph Morin
- ❖ **Auburn Public Library** – Dana Staples
- ❖ **Auburn Sewer District Board of Trustees** – Stephen Milks
- ❖ **Auburn Water District Board of Trustees** – Stephen Milks
- ❖ **Museum LA** – Richard Whiting



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: December 20, 2021

Author: Eric J Cousens, Director of Planning and Permitting

Subject: Communication on Hydropower Licensing Update – Lewiston Falls/Monty Hydro (FERC P-2302)

Information: With the new Council starting this month we wanted to update you on the licensing process and start to familiarize you with the project in preparation for future discussions. The relicensing process has begun for the Lewiston Falls/Monty Hydro Facility on the main stem of the Androscoggin in anticipation of the expiration of the existing license in 2026. Our Comprehensive Plan, Strategic Plan, New Auburn Master Plan, the Androscoggin Greenway Plan and ATRC Bridging the Gaps Bicycle and Pedestrian Plans give staff substantive direction and support to advocate for needs, improvements and studies to identify the best way to meet identified needs to mitigate impacts of the facility on the community. The Pre-Application Document (PAD) has been filed and is available here:

https://elibrary.ferc.gov/eLibrary/filelist?accession_num=20210804-5115. The request for Traditional Licensing Process has been approved by FERC for this relicensing and an initial stakeholder meeting was held ahead of schedule (Table 2-1, Page 41 of the linked PAD) in November. At this stage we are asking for recreational, aesthetic, cultural, hydro-facility operational and river flow related studies to ensure that we have the information needed to advocate for mitigation of facility impacts and needs of the community at future stages of the process. We are drafting study requests with stakeholders, including the City of Lewiston and at least 6 other stakeholder groups, to best advocate for Auburn's needs in this upcoming process. Past licensing processes have been more successful when there is coordination and agreement on study needs, rather than conflicting requests from multiple stakeholders. There will be public meetings and feedback needed from City Council, Committees and potentially legal counsel in the coming few years as we work with Brookfield and FERC on this important 40-year relicensing.

At this stage we are on track to submit study requests for the January 3rd deadline and will be talking to the Council again soon for updates and feedback, probably in the February-March timeframe when Brookfield responds with a Draft Study Plan.

City Budgetary Impacts: None Currently but some legal costs and substantial recreational benefits are likely.

Staff Recommended Action: None currently, providing information.

Previous Meetings and History: September 7, 2021 workshop, May 4, 2020 Workshop

Attachments: Hydropower overview including other facility licenses and timelines.

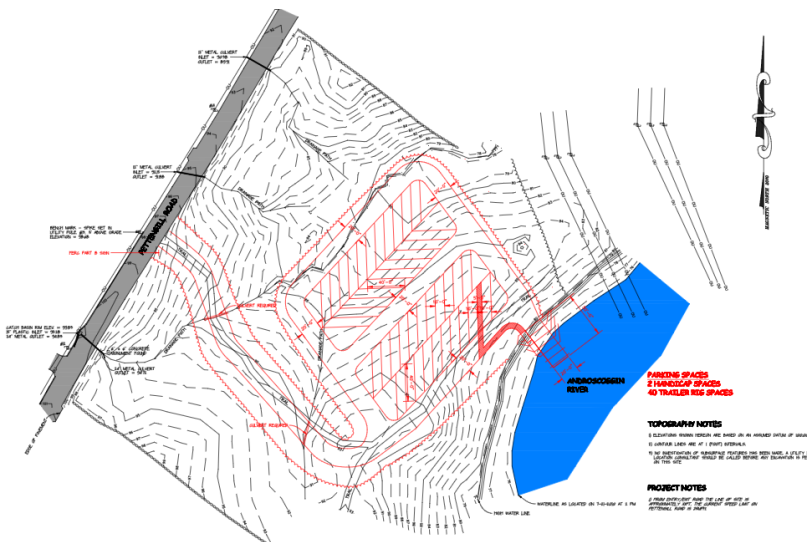
The Federal Energy Regulatory Commission licenses hydropower facilities. The City may participate and comment on a proposed license as a stakeholder, much like a resident participates in a Planning Board process at a public hearing. We only get a chance to comment on a license renewal every 30 to 50 years so it is important that we advocate for compatibility and even contribution to accomplishing community goals in exchange for using the public's river for private power generating revenues. The FERC process requires the applicant to address fisheries, recreation, water quality and other potential impacts of their operation with equal consideration compared to power generation.

Auburn's Hydropower License Expirations

2019 – Lower Barker Dam – Still waiting for decision on appeal of Clean Water Act Certification and a requirement for upstream fish passage before a final license decision. Recreational access was the City's main goal and significant progress was made to date.

2023 – Upper Barker Dam – Started in 2018 and we expect a final license application in 2021/2022. Recreational access has been the City's main goal.

2026 – Lewiston Falls – Monty Hydro – Canal, Water Rights and Tax Sharing arrangements exist between the two Cities. On average over the past 5 years Auburn received about \$173k annually and paid Lewiston \$20k. Water rights and canal ownership were changed when Lewiston took ownership of the canals a few years ago. Project area was reduced by FERC in 2020. License process started in 2021 and we are working with Lewiston and other stakeholders on study requests currently.





2036 – Gulf Island - Deer Rips(image above) – Existing Opportunities for recreation with Maine's Newest State Park- Androscoggin Riverlands, heavy local and regional recreational, boating, camping and fishing use and a boat launch (image at left)option to be funded by Brookfield in East Auburn under

the existing license if the City wants it.

Licensing Processes For Barker and Lewiston Falls/Monty Hydro

» Traditional Licensing Process (TLP)

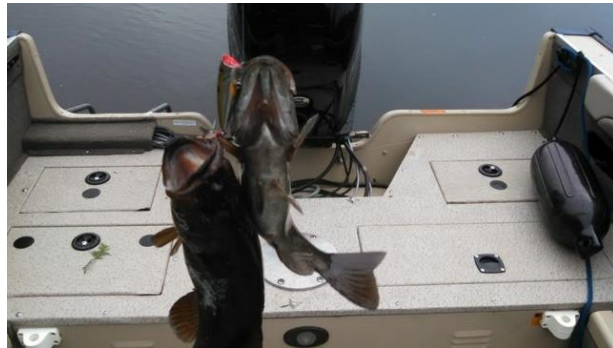
In developing a license application, applicants must complete and document a three-stage pre-filing consultation process [18 CFR § 4.38](#)  for original licenses and [18 CFR §16.8](#)  for relicenses. The steps include:

First Stage

- Applicant issues notice of intent, preliminary application document, request to use TLP, and newspaper notice;
- Commission approves use of TLP;
- Applicant conducts joint agency/public meeting and site visit;
- Resource agencies and tribes provide written comments; and
- Agencies, tribes, or applicant request dispute resolution on studies with the Commission. (We are Here in December of 2020)

Second Stage

- Applicant completes reasonable and necessary studies
- Applicant provides draft application and study results to resource agencies and tribes;
- Resource agencies and tribes comment on draft application; and
- Applicant conducts meeting if substantive disagreements exist.



Third Stage

- Applicant files final application with Commission and sends copies to agencies and tribes.
- FERC Rules on disputes and required mitigation



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: 12/20/2021

Ordinance: 45-12062021

Author: Chief Robert Chase

Subject: Amending the Code of Ordinances, Chapter 20-Fire Prevention and Protection, Article III-Fire Code.
Sec 20-55 – Appeals.

Information:

Proposed changes to **Chapter 20 – Fire Prevention and Protection, Article III – Fire Code. Sec. 20-55. - Appeals.**

- Added a timeline within which an appeal must be initiated. A reasonable timeline for appeal was not previously defined. This has historically resulted in long periods of time in which unsafe conditions have not been corrected.

City Budgetary Impacts: None

Staff Recommended Action: Approve Ordinance changes as presented.

Previous Meetings and History: Workshop 11/15/2021, public hearing and passage of first reading 12/6/2021

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments:



City Council Ordinance

IN CITY COUNCIL

Be it ordained, that the City Council hereby approves the amendment of Auburn's Code of Ordinances, Chapter 20, Article III, Sec 20-55 as follows:

(a)

Appeals from determinations of the code enforcement officer that violations of the fire prevention code or the life safety code have occurred shall be submitted in writing within 10 business days of notification of violations or ruling on appeals. The first appeal shall be made to the Fire Chief, with subsequent appeals to ~~taken~~ the city manager, then to the board of appeals, and then to a court of competent jurisdiction as provided by state law.

(b)

An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted there under have been incorrectly interpreted, the provisions of this code do not fully apply, or an equivalent form of construction is to be used.



City of Auburn
City Council Information Sheet

Council Workshop or Meeting Date: 12/20/2021

Ordinance: 46-12062021

Author: Chief Robert Chase

Subject: Amending the Code of Ordinances, Chapter 20 to add Sec 20-84 requiring a fireworks permit

Information: This change would require licensed fireworks technicians to get a permit from the Fire Department before conducting a Fireworks display. This would ensure that the Fire Department is made aware of upcoming fireworks display events with enough advanced notice that standby safety teams can be scheduled. It also ensures we can review the plan for smaller displays for safety. These smaller displays are not reviewed by the state.

City Budgetary Impacts: None

Staff Recommended Action: Approve Ordinance changes as presented.

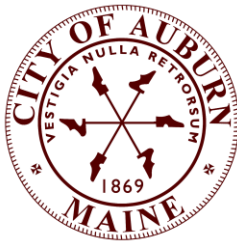
Previous Meetings and History: Workshop 11/15/2021, public hearing and passage of first reading 12/6/2021.

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments:



City Council Ordinance

IN CITY COUNCIL

Be it ordained, that the City Council hereby approves the amendment of Auburn's Code of Ordinances, Chapter 20, to add Sec. 20-84 as follows:

SEC: 20-84

Permits; requirements.

A person may not conduct a display without a permit. The Fire Chief shall issue a permit to possess and conduct a firework or flame effects display to an applicant who meets all safety requirements and:

A. Applies in writing to the fire department for a permit at least 14 days in advance of the proposed display;

B. Applies on forms furnished by the department. An application for a permit must include:

(1) A certificate of public liability insurance in the amount of \$1,000,000 to cover loss, damage or injuries to persons or property that might result from the display; and

(2) A site plan for the proposed display depicting a diagram of the grounds or facilities at which or in which the display will be held. The diagram must show points of discharge, fallout areas, any buildings or other structures in proximity to the display site and the location of any audience that may be present. Distances of and distances between the points of discharge and any buildings or structures must be stated on the diagram.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: 12/20/2021

Ordinance: 47-12062021

Author: Chief Robert Chase

Subject: Amending the Code of Ordinances, Sec 20-32 – Fees for service

Information:

Proposed Changes to Sec. 20-32. - Fees for service.

- Burning a building for the purpose of demolition is no longer permitted by the DEP. There is a limited exception for specific firefighting training. This language was clarified.
- Removed Oil, propane or gas burning permit fees. We are discontinuing this inspection program. Installation of Oil, propane and gas systems must be completed by state licensed technicians, and we have seen limited benefit to this fire prevention effort.
- Removed code inspection citations as they are covered in Chapter 2, section 2-610
- Added a permit requirement for public display of fireworks. These displays can only be conducted by licensed Fire Works technicians. There is no State Permit requirement for smaller "Class C" fireworks. Due to nearby hazards, many fireworks display use these smaller shells. With no permit requirement, the Fire Department is often not notified of upcoming fireworks displays or is not notified in a timely manner. This inhibits our ability to staff standby units or put protective measures in place.

City Budgetary Impacts: None

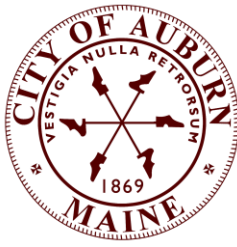
Staff Recommended Action: Approve Ordinance changes as presented.

Previous Meetings and History: Workshop 11/15/2021, public hearing and passage of first reading on 12/6/2021

City Manager Comments:

I concur with the recommendation. Signature:

Attachments:



City Council Ordinance

Be it ordained, that the City Council hereby approves the amendment of Auburn's Code of Ordinances, Chapter 20, Sec. 20-32 as follows:

Sec. 20-32. - Fees for service.

Fees for fire department services shall be as provided in the city fee schedule. The fire chief shall have the authority to waive all or any portion of a fire department service fee for good cause shown. Fire department services for which fees are charged include, but are not limited to, the following:

(1) *Salvage calls.* Those calls that require the department to actively remove or mitigate those instances that could be harmful such as removal of water, smoke, odor, etc., not caused by department functions.

(2) *Stand-by at fireworks.* ~~One~~ Two firefighter at all fireworks displays (not sponsored by the municipality) from one half-hour before the show to one half hour after the show.

(3) *False alarm.*

a. A visual and/or audible signal including an automatic telephone dialing alarm transmitted by an alarm system, which indicates the existence of an emergency situation, when in fact, no such emergency exists. The term "false alarm" includes any activation of an alarm system by whatever means, but does not include alarms resulting from any of the following causes:

1. Severe weather conditions such as high winds, lightning, rain, freezing rain, snow or flooding;
2. Electrical service interruptions;
3. Broken city water main.

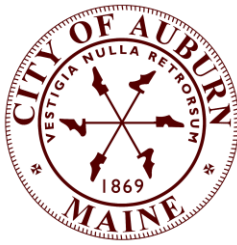
b. A fire alarm user, however, will be charged a service charge for false alarms resulting from any of the following causes:

1. Testing, repairing, alteration or addition to the fire protection or detection system without prior notification;
2. Faulty equipment or substandard installation of equipment;
3. Lack of maintenance to fire protection or detection system;

Richard Whiting, Ward One
Joseph Moring, Ward Four
Belinda A. Gerry, At Large

Ryan Hawes, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Dana Staples, At Large
Phillip L. Crowell, Jr., City Manager



City Council Ordinance

4. Negligence that constitutes a public nuisance or jeopardizes the public welfare or safety.

c. Provisions must also be made to protect alarm systems from activating during construction. Service charges will activate on the second time a false alarm is received and will escalate with each subsequent response to a false alarm as outlined in the charges as provided in the city fee schedule.

(4) *Vehicle accidents/hazardous materials incidents.* Providing command and control, scene safety, extrications, fire suppression, hazard mitigation, etc., at vehicle accidents.

(5) *Hazardous materials incident.* A hazard that poses a potential threat to life, health, environment or property. It may require limited or large scale evacuation of nearby residents or facilities; involvement of two or more jurisdictions; and/or the fire department to supply water, breathing air, air monitoring, ventilation, and medical monitoring, as well as operational level mitigation such as diking, diverting or denying entry.

(6) ~~*Demolition-Training burn resulting in demolition.*~~ The burning of structure in lieu of raising it and transporting building materials to a solid waste facility. This is only allowed for bona fide fire training. Requests will be processed, when the fire chief or his designee determines that it is safe to do so, that there is sufficient value in the training, and the property owner has provided documentation of having met all of the DEP compliance requirements.

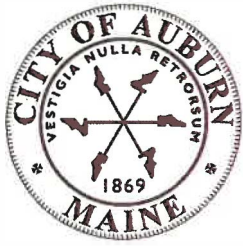
~~(7) *Oil/propane/gas burner permit.* Any new or replacement burner requires a permit for installation.~~

~~(87)~~ *Out of control burns.* Persons allowing open burning to get out of control, requiring the response of the fire department, shall be charged a fee as listed in this chapter.

~~(89)~~ *Illegal or unauthorized burning.* Any type of burning that is identified as illegal or unauthorized will be charged a fee as listed in this chapter.

~~(10) *Billing of excess time.* Fire investigations requiring one hour or more of staff time will be billed per hour in accordance with the fees as listed in this chapter.~~

~~(11) *Code inspection citations.* Fees assessed for subsequent code violation inspections that indicate violations continue to exist will be charged a fee as listed in this chapter.~~



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: 12/20/2021

Ordinance: 48-12062021

Author: Chief Robert Chase

Subject: Amending the Code of Ordinances, Appendix A: Fees; Fire Prevention and Protection.

Information:

Proposed Changes to **APPENDIX A: FEES; Fire Prevention and Protection**

- Removed fee for oil and propane or gas permits. We are discontinuing this inspection program.
 - New fees are based on the principal of being reimbursed for the cost incurred rather than a flat rate. For example, the fees for out-of-control burns should be reflective of the costs incurred by the department to mitigate the situation.
 - Some of the changes are to align the fees with existing or proposed ordinance wording. For example, the previous fee for false alarms indicated that fees would be assessed on the first false alarm, when the ordinance language says it will be assessed on the second.
 - Defining a billable rate for Fire Department Apparatus use. There is a benefit to establishing a fee rate for fire service apparatus. Having rates defined by ordinance allows us to submit for reimbursement or restitution at those rates during certain state or national disasters, or if the fire was a result of a criminal act. In the absence of these adopted rates, the charges default to a much lower FEMA established rate.
-

City Budgetary Impacts: Will make the department eligible for higher reimbursements if a disaster is declared or when seeking restitution for an illegal act.

Staff Recommended Action: Approve Ordinance changes as presented.

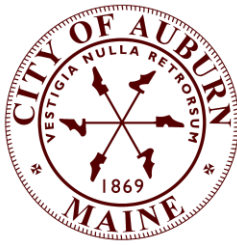
Previous Meetings and History: Workshop 11/15/2021 and public hearing and passage of first reading on 12/6/2021.

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments:



City Council Ordinance

Be it ordained, that the City Council hereby approves the amendment of Auburn's Code of Ordinances, Appendix A, Section: Fire Prevention and Protection as follows:

APPENDIX A: FEES AND CHARGES

Fire Prevention and Protection

Fire department services:

~~Oil, propane or gas burner permits:~~

~~Issuance—each30.00~~

~~Reinspection—each30.00~~

Reports—per copy10.00

Research—per hour (1 hour minimum)20.00

Old hose—per foot1.00

Coverage of a fire/EMS event—per person ~~per hour~~~~45.00~~ 50.00 plus apparatus rate

Accident or fire photos—each—unless otherwise determined by fire chief10.00

Photos printed outside of agency—each—plus actual costs20.00

Environmental reviews—each~~40.00~~ 20.00

Fireworks standby—per hour200.00

Training burns resulting in Demolition ~~burns~~2,500.00

Fire investigations—per hour100.00

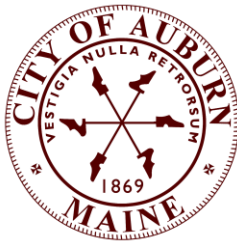
Hazard material incidents: Cost of response – see apparatus costs- plus cost of materials and supplies used.

~~First hour200.00~~

Richard Whiting, Ward One
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Ryan Hawes, Ward Two
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Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Dana Staples, At Large
Phillip L. Crowell, Jr., City Manager



ORDINANCE

City Council Ordinance

~~Per each addition hour400.00~~

Illegal/unauthorized burning response—per hour~~200.00~~ 250.00

Out of control burn response—~~per hour200.00~~ cost of response – see apparatus costs

Vehicle accidents—per hour~~200.00~~ 250.00

Extrication of patients from vehicle – 300.00

Spill control and clean-up – 100.00

Salvage calls—residential:

Labor—per hour150.00

Sump pump—each—per hour50.00

Salvage calls—commercial—per hour500.00

~~Life safety code:~~

~~Inspection citations—per violation50.00~~

~~Each inspection revealing continued violation100.00~~

False alarms—received in one calendar year:

~~First~~ Second100.00

Increase in first alarm fee for each subsequent alarm100.00

Fireworks:

Use or possession with intent to use in the city:

First offense (plus costs):

Not less than200.00

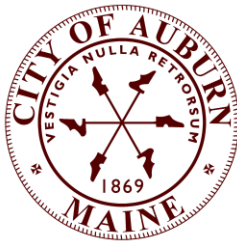
Not more than400.00

Second and subsequent offenses (plus costs):

Richard Whiting, Ward One
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Ryan Hawes, Ward Two
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Dana Staples, At Large
Phillip L. Crowell, Jr., City Manager



ORDINANCE

City Council Ordinance

Not less than300.00 per violation

Not more than600.00 per violation

Sale or possession with intent to sell in the city:

First offense (plus costs):

Not less than500.00

Second and subsequent offenses (plus costs):

Not less than1,000.00 per violation

APPARATUS RATES: Includes normal crew assignment

Engine – per hour – 250.00

Aerial Device – per hour – 350.00

Rescue – per hour – 150.00

Boat – per hour – 150.00

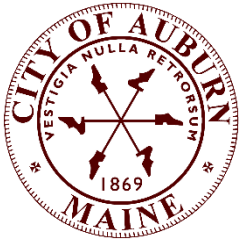
Command Unit – 100.00

Forestry/Brush Truck – 150.00

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Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: December 20, 2021

Order: 142-12202021

Author: Sue Clements-Dallaire, City Clerk

Subject: Approving the Mass Gathering for the New Year's Eve Event

Information:

A New Year's Eve event is scheduled for December 31, 2021 from 6:00 PM to Midnight. The event will be held on Main Street in Auburn in front of Festival Plaza.

A Mass Outdoor Gathering is defined by ordinance as any gathering held outdoors with the intent to attract the continued attendance of 1,000 or more persons for two or more hours.

City Budgetary Impacts: This event is already budgeted.

Staff Recommended Action: Hold the public hearing and motion to approve the mass gathering.

Previous Meetings and History: This will be the second New Year's Eve event held at this location.

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments:

Date received: 11/8/21
Date approved: _____



CITY OF AUBURN SPECIAL EVENT/MASS GATHERING APPLICATION

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

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

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

Date of Application: 11/8/21

SPONSOR INFORMATION

Name of Sponsoring Organization: City of Auburn

Name of Contact Person for Event: Dawna Daigle

Title of Contact Person: Recreation Director

Mailing Address: 60 Court St

Daytime Telephone: 333-4661 Cell Phone: 207-713-0215

Email Address: daigle@auburnmaine.gov

Contact Name and Cell Phone Number DURING the Event: _____

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

Non-Profit Number: _____

EVENT INFORMATION

Name of Event: New Year's celebration

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

Date of Event: 12/31/21 Rain Date: _____

Times of Event: Start Time including set-up: 8 PM Ending time including clean up: 12 AM

Actual Event Start Time: 6:00pm Actual Event End Time: 12:00AM

Estimated Attendance: 2,000

Location of Event: Festival Plaza / Main St.

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

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

Yes ☒ No ☐ Pending ☐ Date submitted to the Recreation Department: _____

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

Permit Fee	Permission/Permit Type	YES	NO	NOT SURE
Separate fee & application, conditions & restrictions may apply	Banner across Court Street Non-profit groups only, \$250 fee per week, 2 week maximum. First come first serve basis, proof of insurance required.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Separate fee and permit possible	FOOD – Will food or beverages be sold? If yes, list what types of food or beverages: <u>Food trucks - All will be licensed/permit</u> Note - A food service license may be required and must be submitted 14 days prior to the event. Other requirements and/or restrictions may apply.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separate fee and permit possible	NON-FOOD ITEMS – Will products be sold or given away (such as t-shirts, crafts, souvenirs, etc.)? If yes, list what items: <u>Handing out NYE party favors</u> Note - A peddler permit may be required and must be submitted 14 days prior to the event.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	LIVE MUSIC – Will there be any outdoor musical performances? If yes, please describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	SOUND AMPLIFICATION – Will there be a microphone or speaker system to project sound?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separate fee and permit possible	ALCOHOL – Will alcoholic beverages be sold? <u>Liquor area - will be permitted + cold and off per state law</u> Note – Vendor must hold a valid State of Maine liquor license and submit an Off Premise Catering Event application 14 days prior to the event.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separate fee and permit required	CARNIVAL – Will carnival rides be offered? If yes, attach a copy of the state permit. A city permit is required as well.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Separate fee and permit required	FIREWORKS – Will there be a fireworks display? If yes, a permit from the Fire Department is required. <u>10pm</u> <u>Set off in Simard Payne Park (Lewiston)</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	PARADE – Will there be a parade? If yes, describe route: Note – A permit from the Police Department is required.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
N/A	RUN/WALK/CYCLE – Will event involve participants doing a walk-a-thon, road race, etc? If yes, describe route:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Separate permit	BURN PERMIT – Will there be any open flame such as a bon fire? If yes, describe activity: <u>Patio Heaters (propane)</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

required		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Note - A permit from the Fire Department is required.			
N/A	TENT/CANOPY – Will you be setting up a tent or canopy? If yes, list number and sizes: <u>20x40 Beer tent, 20x40 Warming Tent</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separate fee and permit required	ELECTRICAL POWER/EQUIPMENT – Will electrically powered equipment be utilized, if so, provide a brief description of the equipment and the entity responsible for the installation of the electrical equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	ROAD/INTERSECTION CLOSURE – Will any roads need to be closed to accommodate your event? If yes, please list:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	MAP/DIAGRAM – Is a map or diagram attached detailing this event and depicting the placement of such items as tables, tents, port-a-potties, stage, parking, food service areas, etc.? This is a <u>mandatory</u> requirement for this application and must be included.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	PARKING ACCOMODATIONS – What will be the anticipated need for parking and what is your parking plan? <u>City hall garage & Great Falls Plaza</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	TOILETS – Please list amount at event and/or nearest location: <u>Porta Potties in Plaza</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	WASTE DISPOSAL – Please list process and location: <u>Trash cans</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	HAND WASHING FACILITIES – Please list amount at event and/or nearest location: <u>Hand Sanitizers</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	POTABLE WATER – Please list amount at event and location:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
N/A	FIRST AID FACILITIES – Please list location at event:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$	TOTAL FEE AMOUNT INCLUDED – Checks payable to the <u>City of Auburn</u>			

EVENT LIABILITY INSURANCE COVERAGE FOR EVENT

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

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

New Years Eve celebration live bands food trucks, beer stations, fireworks fire community event.

Signature of Applicant:

Printed Name:

Date Submitted:

Jennifer Banker

Jennifer Banker

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

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

MAIL: City Clerk's Office
60 Court Street, Suite 150
Auburn, ME 04210
FAX: 207-333-6623
EMAIL: sdallaire@auburnmaine.gov
PHONE: 207-333-6600

******FOR STAFF USE******

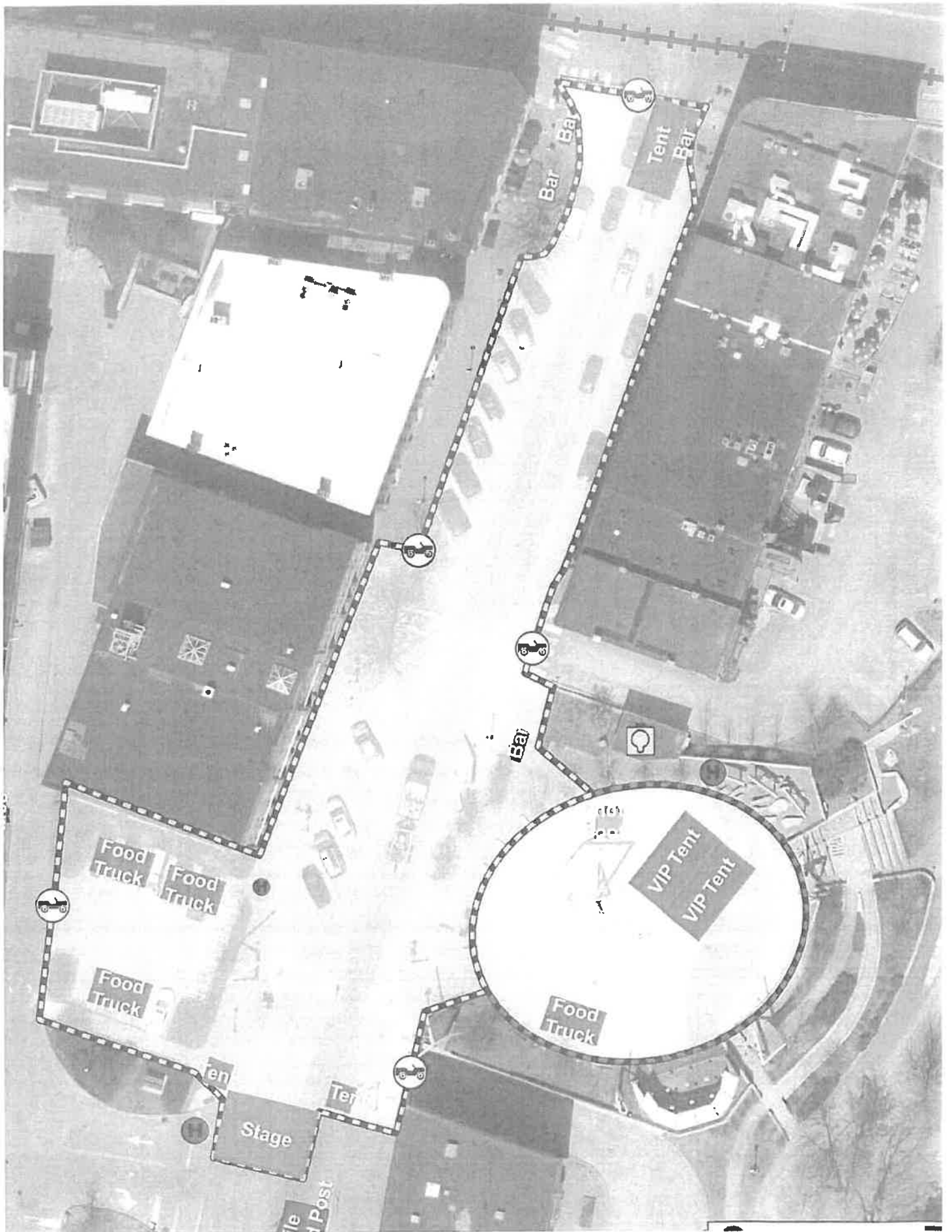
DEPARTMENT COMMENTS AND RECOMMENDATIONS:

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

COMMENTS/CONDITIONS from any of the above departments:

City Council Public Hearing date, if applicable: _____

License Approved/Denied: _____ Date applicant notified: _____

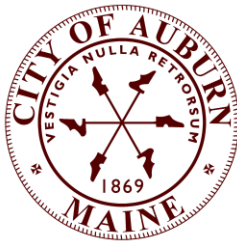


**CITY OF AUBURN
PUBLIC NOTICE**

A public hearing will be held by the Auburn City Council on Monday, December 20, 2021 at 7:00 p.m. or as soon as possible thereafter, in the Council Chambers of Auburn Hall, 60 Court Street, to consider a Mass Gathering and Liquor License application for:

**The New Year's Celebration
December 31, 2021
6:00 PM to 12:00 AM
Main Street, Auburn (in front of Festival Plaza)**

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



ORDER 142-12202021

City Council Order

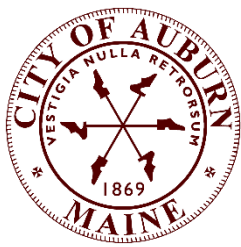
IN CITY COUNCIL

ORDERED, that the City Council hereby approves the Mass Gathering permit for the December 31, 2021 New Year's Eve event sponsored by the City of Auburn.

Richard Whiting, Ward One
Joseph Morin, Ward Four
Belinda A. Gerry, At Large

Ryan Hawes, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Dana Staples, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: December 20, 2021

Order: 143-12202021

Author: Sue Clements-Dallaire, City Clerk

Subject: Approving the Liquor License for the New Year's Eve Event

Information:

A New Year's Eve event is scheduled for December 31, 2021 from 6:00 PM to Midnight. The event will be held on Main Street in Auburn in front of Festival Plaza.

The City is applying for a liquor license for Incorporated Civic Organization to allow the sale of alcohol within the Mass Gathering area for this event.

City Budgetary Impacts: This event is already budgeted.

Staff Recommended Action: Passage approving the liquor license.

Previous Meetings and History: This will be the second New Year's Eve event held at this location.

City Manager Comments:

I concur with the recommendation. Signature:

Attachments:



**Bureau of Alcoholic Beverages and Lottery
Operations
Division of Liquor Licensing and Enforcement**

**Application for License for
Incorporated Civic Organization**

DIVISION USE ONLY	
License No:	
Registered Non-Profit:	Yes No
Deposit Date:	By:
Amt. Deposited:	
Cash Ck Mo:	

\$50.00 Fee / \$10.00 Filing Fee - Check Payable: Treasurer, State of Maine

The law requires the application to be submitted at least 24 Hours prior to the function, however a longer notice is appreciated to allow additional time for processing.

1. Full Name of Applicant: City of Auburn
(Corporate Name)
Corporate Address: 60 Court St Auburn ME 04210
Street Address City/Town State Zip Code
Authorized Corporate Office: SAME
Address: _____
Street Address Town/City State Zip Code
Telephone Number: 207-333-6650 x2035 Fax: 207-333-3855
Email Address: aharrington@auburnmaine.gov

INFORMATION PERTAINING TO SPECIAL EVENTS OR GATHERINGS

2. Title and Purpose of Event: New Years Auburn

☒ **Date of Event:** 12/31/21 Time: From: 6:00 AM/PM To: 12:30 AM/PM
☐ **Multi Day Event:** Start Date _____ End Date _____ (one per year)
Time: From: _____ AM/PM To: _____ AM/PM
☐ **Inside** ☒ **Outside Event (attach diagram of area)**
Location of Event: Main Street including Festival Plaza and Parking lot 95 Main St
Number of Persons Attending: Approx 2000
Type of building to be occupied: N/A
Area to be licensed: Main St including Festival Plaza + Parking lot 95 Main St
(see attached map)

Payments to the Division of liquor licensing & enforcement by check subject to penalty provided by Section 3-B of Title 28A, MRS

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

Dated at: _____ on _____, 20____
Town/City, State Month/Day

This application must be signed by a duly authorized officer of the corporation executing the application. Please obtain approval by Municipal Officer(s) or County Commissioners before filing with the Division.

CITY OF AUBURN, MAINE
NAME OF CORPORATION
BY: [Signature]
CORPORATE OFFICER'S SIGNATURE - TITLE

CITY
PHILLIP L. CROWELL, JR. MANAGER
PRINTED NAME & TITLE

If said event or gathering is located in an unincorporated place, the application must be approved by the County Commissioners of the County wherein the event or gathering is to take place and the above approval form may be changed in accordance with the fact. ***Please enclose a copy of the receipt from the County Commissioners.***

Submit Forms To: Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, ME 04333 (regular mail)
10 Water Street, Hallowell, ME 04347 (overnight address)
Telephone Inquiries: (207) 624-7220
Fax Number: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov

For Municipal Approval Only

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

NOTE: PLEASE PROVIDE ALL OF THE REQUESTED INFORMATION BELOW

STATE OF MAINE

Dated at: _____, Maine _____
City/Town County

On: _____
Date

The undersigned being: ☐ Municipal Offices ☐ County Commissioners

of the ☐ City ☐ Town ☐ Plantation ☐ Unincorporated Place of: _____, Maine

Signature	Print

Bureau of Alcoholic Beverages and Lottery Operations

Division of Liquor Licensing & Enforcement

8 State House Station, Augusta, ME 04333-0008

10 Water Street, Hallowell, ME 04347

Tel: (207) 624-7220 Fax: (207) 287-3434

Email Inquiries: MaineLiquor@maine.gov



INCORPORATED CIVIC DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram that you are requesting approval.

Please see attached diagram. The licensed area will be within the shaded area.

For Office Use Only:

Date Filed: _____ Date Issued: _____ Issued By: _____

☐ Approved ☐ Not Approved

The Law

§1071. INCORPORATED CIVIC ORGANIZATIONS

1. Issuance of licenses. The bureau may issue licenses under this section for the sale of spirits, wine and malt liquor to be consumed on the premises to incorporated civic organizations, as defined in section 2, subsection 15, paragraph I.

[1997, c. 373, §96 (AMD) .]

2. Up to 5 licensed events per year; one event per license. An incorporated civic organization may obtain up to 5 licenses under this section per calendar year. Each license authorizes the licensee to sell or serve liquor at only one public event or public gathering which is sponsored by the licensee.

[1987, c. 151, §2 (RPR) .]

3. Length of licenses. One license issued under this section to each incorporated civic organization is valid for up to 10 consecutive days. The other 4 licenses for which the incorporated civic organization is eligible are valid for one day each. The bureau may not issue separate licenses under this section to the same incorporated civic organization for events or gatherings held on consecutive days.

[1997, c. 373, §97 (AMD) .]

4. Application. An incorporated civic organization shall file an application for a license. The application includes the following:

A. Title and purpose of the event; [1987, c. 45, Pt. A, §4 (NEW) .]

B. Date, time and duration; [1987, c. 45, Pt. A, §4 (NEW) .]

C. Location; [1987, c. 45, Pt. A, §4 (NEW) .]

D. Approximate number of persons to be accommodated; [1987, c. 45, Pt. A, §4 (NEW) .]

E. Name and address of the sponsoring civic organization and the name and title of the officer making the application; [1987, c. 45, Pt. A, §4 (NEW) .]

F. If food is to be served, the name and address of food caterer, if other than the licensee; and [1987, c. 45, Pt. A, §4 (NEW) .]

G. Approval by the municipal officers of the municipality in which the proposed licensed premises are located, which, notwithstanding section 653, may be granted without notice or a public hearing. [1987, c. 45, Pt. A, §4 (NEW) .]

[1987, c. 45, Pt. A, §4 (NEW) .]

5. Ruling on application. The bureau shall approve or deny the application and immediately notify the applicant of its decision. The bureau shall advise the applicant that the license may be revoked and suspended under chapter 33.

[1997, c. 373, §98 (AMD) .]

6. Server requirements. A manufacturer licensed by the bureau under section 1355-A, a certificate of approval holder or a wholesaler who provides malt liquor, wine, fortified wine or spirits for the public event or gathering being sponsored may serve its product at the event. An incorporated civic organization issued a license in accordance with this section shall provide the names of persons not licensed under chapter 51, 55 or 59 who will be serving alcoholic beverages at the event. In the event that a server from that list is unavailable, a licensed manufacturer, distributor, wholesaler, small winery or small brewery that has provided alcoholic beverages to be served at the event may provide serving assistance.

[2015, c. 2, §17 (COR) .]

SECTION HISTORY

1987, c. 45, §A4 (NEW). 1987, c. 151, §2 (AMD). 1997, c. 373, §§96-98 (AMD). 2009, c. 102, §1 (AMD). 2011, c. 629, §19 (AMD). RR 2015, c. 2, §17 (COR). 2015, c. 214, §6 (AMD) .



DRAFT - Not for distribution (12/6/2021)



ORDER 143-12202021

City Council Order

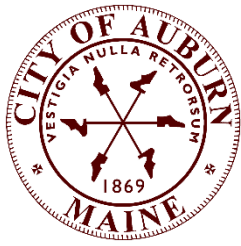
IN CITY COUNCIL

ORDERED, that the City Council hereby approves the liquor license for the December 31, 2021 New Year's Eve event sponsored by the City of Auburn, to be held in the Main Street/Festival Plaza area of the City.

Richard Whiting, Ward One
Joseph Morin, Ward Four
Belinda A. Gerry, At Large

Ryan Hawes, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Dana Staples, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: December 20, 2021

Order: 144-12202021

Author: Sue Clements-Dallaire, City Clerk

Subject: Amending the Auburn Lewiston Local Cable TV Operations Interlocal Agreement

Information: The Cities of Lewiston and Auburn would like to amend the interlocal agreement whose current structure is no longer functional for the operations of Great Falls TV. The amendment moves oversight from a Committee to the Auburn City Manager and Lewiston City Administrator. The City of Auburn will be responsible for day to day operations and recording revenues and expenditures. The Cities will equally share all assets owned and/or purchased by Great Falls TV. Both cities will be required to furnish a 30-day notice to terminate the agreement.

City Budgetary Impacts:

Staff Recommended Action: Passage

Previous Meetings and History: The current Interlocal agreement was last amended in 2015

City Manager Comments:

I concur with the recommendation. Signature:

Attachments: Proposed interlocal agreement and Order 144-12202021

The City of Auburn & the City of Lewiston

Auburn-Lewiston Local Cable TV Operations Interlocal Agreement

This Agreement is made and entered into as of this day of , 201() by and between the Cities of Lewiston and Auburn, both political subdivisions of the State of Maine, in accordance with Chapter 115 of Title 30-A of the Maine Revised Statutes.

WHEREAS the Lewiston and Auburn City Councils now believe the time has arrived to address the commitment by both cities to memorialize the operations of the Great Falls TV local PEG cable station through the joint approval of an interlocal agreement, as stipulated in the Cable Television Ordinance approved by the Lewiston City Council on December 17, 1996;

WHEREAS the joint budgeting process has revealed administrative issues which must be addressed so that the staffing, operations, financial obligations and the administrative oversight of Great Falls TV are properly addressed to better ensure the long-term stability and sustainability of our community PEG channel for years to come;

WHEREAS the Cities of Lewiston and Auburn agree to formally authorize the assignment of all personnel and financial administration to the City of Auburn; to have the City of Auburn integrate Great Falls TV into its municipal operations; to agree that the Cities of Lewiston and Auburn will equally share all assets owned and/or purchased by Great Falls TV; to continue to carry out the Cities' joint interest in maintaining Great Falls TV as a PEG cable station, which includes ensuring that the operational duties of Great Falls TV employees are consistent with the mission of a PEG cable station; and to assign responsibility to oversee the administration and operations of Great Falls TV to the City of Auburn subject to the programming and franchise agreement authority of the Auburn City Manager and the Lewiston City Administrator;

NOW, THEREFORE, BE IT ORDERED BY THE CITY COUNCILS OF THE CITY OF LEWISTON AND AUBURN THAT the city formally assign the duties of overseer to the Auburn City Manager and the Lewiston City Administrator; to assign the responsibilities for general programming and day-to-day broadcast management to the City of Auburn and to agree that all Great Fall TV staff be formally hired as City of Auburn employees and that human resources, supervisory and financial responsibility for Great Falls TV staff and general operations be assigned to the City of Auburn in accordance with the following:

For purposes of this Agreement, the following words and phrases shall have the meanings ascribed to them by this section:

- (1) "Organization" means the Great Falls TV PEG (public, educational, government) local cable system.
- (2) "Franchising Authority" means the authority granted to the cities of Lewiston and Auburn through any cable TV franchise agreement approved by the cities of Auburn and Lewiston.
- (3) "Franchise Agreement" means any municipally approved contract with a cable TV operator to provide cable TV services in a specific municipality.

A APPORTIONMENT OF CITY REVENUES & CONTRACTS.

- (1) All revenues authorized in a franchise agreement or collected through any revenue generating activity shall be apportioned and/or authorized by a mutual vote of both City Councils for all Organization expenses as follows:

- All fees collected by both cities through a franchise agreement shall be aggregated and apportioned as follows:
 - (a) The total franchise fees collected by each city will be assessed based on a fixed cable TV franchise fee of no less than 2.5%. In the event that either city elects to establish a franchise fee of greater than 2.5%, that city shall have the authority to dedicate any portion of those revenues to any general fund purpose.
 - (b) Revenues to the Organization shall be based as a percentage of each municipality's previous fiscal year's 2.5% franchise fee collections plus the percentage of each prior fiscal year's city-wide viewership multiplied by forty percent (40%) of the total contribution.

Example:

TOTAL FRANCHISE FEE FOR BOTH CITIES:	\$285,000
Auburn total franchise fee:	\$135,000 – 47.37%
Lewiston total franchise fee:	\$150,000 – 52.63%
	100.00%

TOTAL VIEWERSHIP FOR BOTH CITIES:	13,981
Auburn viewership:	5,790 – 41.42%
Lewiston viewership:	8,191 – 58.58%
	100.00%

APPORTIONED FRANCHISE FEE CONTRIBUTION FOR CITIES:

Lewiston: $52.63\% + 58.58\% \div 2 = 55.60\% \times \$285,000 = \$158,460 \times 40\% = \$63,384$
 Auburn: $47.37\% + 41.42\% \div 2 = 44.40\% \times \$285,000 = \$126,540 \times 40\% = \$50,616$

- (c) Any additional fees that are collected through a franchise agreement may be appropriated by a City Council and must be expended in accordance with the specified purpose identified in the franchise agreement; and
- (d) any Great Falls TV revenues not specified in a franchise agreement must be approved by an affirmative vote of both City Councils; and
- (e) revenues may be assigned to reserve accounts by mutual agreement of both City Councils, but all year end unexpended revenues shall be returned to each city's general fund balance.

B CONTRACTS

All contracts with other persons, corporations and governmental bodies or agencies thereof, including contracts to lease the use of buildings, facilities, operations and all other business or legal obligations shall be managed and authorized by the City of Auburn.

C FINANCIAL REPORTING

Annually, on or about nine (9) months after year end, the City of Auburn will provide yearend financial reports containing both a balance sheet including franchise assets, and a revenue and expenditure report for the previous yearend, along with a proposed upcoming fiscal year budget to the City of Lewiston. Financial information shall be kept in a separate fund and a separate franchise-purchased capital asset listing

shall be maintained.

D DISPOSAL OF SURPLUS PROPERTY

When it is determined that any Organization assets/equipment are no longer necessary to the accomplishment of the purposes of the organization, it may dispose of the same, subject to any restrictions which may be imposed by mutual agreement of the City Councils upon such terms as they consider advisable. Any proposed disposal of assets/equipment with a value in excess of one thousand dollars (\$1,000) shall be first approved by both the Lewiston City Administrator and the Auburn City Manager.

E RELOCATION OF BROADCAST FACILITIES & STAFFING

It will be the obligation of the City of Auburn to continue to carry out the Cities' joint interest in maintaining Great Falls TV as a PEG cable station, which includes ensuring that the operational duties of Great Falls TV employees are consistent with the mission of a PEG cable station.

F PROPERTY TAX EXEMPT

The real and personal property of Organization will be exempt from taxation.

G TERMINATION AND MODIFICATION

Organization will remain in existence for an indefinite term and until terminated by a majority vote of the Auburn and Lewiston City Councils. This agreement may also be modified by a majority vote of both City Councils.

In the event that either municipal body shall vote to modify or terminate this agreement, notice shall be provided in writing and submitted to the City Clerk of the other municipality 30 days prior to termination. If termination is approved by a majority vote of both City Councils the Auburn City Manager and the Lewiston City Administrator will develop a termination plan within seven (7) calendar days of the date of approval from the last City Council termination vote

Termination of operations shall occur no later than forty-five (45) calendar days following the last City Council termination vote. A plan to liquidate all assets will be developed by the Auburn City Manager and the Lewiston City Administrator will be submitted to both City Councils no later than thirty (30) calendar days following termination of operations.

Approval to dissolve all Organization assets/equipment must be approved by a mutual vote of both City Councils. All approvals shall require that the Cities of Lewiston and Auburn mutually agree to share equally the lifetime contingent liabilities associated with Organization operations.

In witness whereof, the parties hereto have caused this Auburn-Lewiston Local Cable TV Operations Interlocal Agreement to be executed by their duly authorized representatives this ____th day of _____ 20____.

Witness

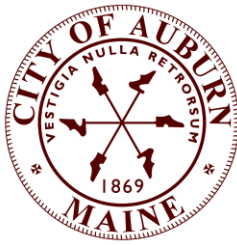
By: Phillip Crowell, Jr.
Its City Manager

CITY OF LEWISTON

Witness

By: Heather Hunter
Its City Administrator

CITY OF AUBURN



City Council Order

IN CITY COUNCIL

ORDER, approving the amendment to the Auburn-Lewiston Local Cable TV Operations Interlocal Agreement.

Whereas, the current committee/organization model is no longer functional for GFTV operations that have been relocated to Auburn Hall, and the need to attract personnel and compensate them as employees; and

Whereas, the amended agreement attached uses the current funding model derived from franchise fees and provides similar services; and

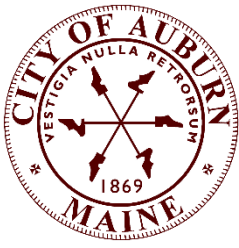
Whereas, the proposed changes move oversight from a Committee to the Auburn City Manager and the Lewiston City Administrator; and

Whereas, the estimated \$20,536 capital reserve will be retained for future equipment replacement; and

Whereas, the City of Auburn will be responsible for day to day operations and recording revenues and expenditure in a manner that will demonstrate actual annual operating costs to be used to derive future budgets; and

Whereas, both cities will be required to furnish a 30-day notice to terminate the agreement;

Now, therefore, it is hereby ordered by the Auburn City Council to approve the amended Auburn-Lewiston Local Cable TV Operations Interlocal Agreement.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: December 20, 2021

Order: 145-12202021

Author: Chief Robert Chase

Subject: Adoption of the National Incident Management System in the City of Auburn

Information:

The National Incident Management System (NIMS) is a system that guides all levels of government as well as non-governmental organizations (NGO's) and private sector organizations to work together to prevent, protect against, mitigate, respond to and recover from all incidents. NIMS provides stakeholders across the community with shared vocabulary, systems and processes to successfully deliver capabilities described in the [National Preparedness System](#) (NPS). NIMS applies to all incidents regardless of cause, size, location or complexity. NIMS also integrates existing best practices into a consistent, nationwide approach to incident management, and is applicable to all jurisdictional levels and functional disciplines in an all-hazards context.

Androscoggin County and its 14 municipalities originally adopted NIMS in 2006 as part of [Homeland Security Presidential Directive #5](#) (HSPD-5). HSPD-5 requires all state, tribal and local governments to adopt NIMS as a condition of receiving federal preparedness funds beginning in Fiscal Year 2005. Federal preparedness funds include Homeland Security Grants, Firefighter Grants, and Hazard Mitigation Grants. This does not apply to funds from federal disaster assistance under the Robert T. Stafford Act. Municipalities should maintain NIMS compliance not solely to receive funding, but to support increased awareness and interoperability.

The standardized incident management concepts and training that come from adopting NIMS, have been used to ensure that all City departments integrate and function well together during emergencies or planned events (festivals, parades etc.). These standardized concepts and training, also make it possible for City resources to integrate seamlessly with mutual aid partners, as well as State and Federal Resources. Public safety is greatly improved from these coordinated efforts. Adoption of this resolution will direct City staff to continue to train and use the National Incident Management System.

City Budgetary Impacts: N/A

Staff Recommended Action: Passage

Previous Meetings and History: None

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in cursive script that reads "Phillip Crowell Jr." is positioned to the right of the signature line.

Attachments:

Required ICS Training for Maine NIMS Compliance												
Discipline	IS 29	IS 100	IS 200	IS 700	IS 703	IS 800	ICS 300	ICS 400	G191	G402	Other	Notes
Senior Local / County Appointed / Elected Officials										X		1
Local Emergency Management Director		X	X	X	X	X				X		8
County Emergency Management Director		X	X	X	X	X	X	X	X	X		8
Public Works Director		X	X	X								
Public Works / Road Commissioner		X		X								
School / Campus Emergency Team Leaders		X	X	X		X						2, 7
School / Campus Emergency Team		X		X								7
Public Utilities Management		X	X	X								3
Public Utilities Worker		X		X								
Hospital Emergency Response Team (HERT)		X	X	X								4
EMS Department Heads / Deputies		X	X	X	X	X	X	X				8
EMS Supervisors		X	X	X								
EMS Technicians / Operators		X		X								
State / County / Local Law Enforcement Department Heads / Deputies		X	X	X	X	X	X	X				8
State / County / Local Law Enforcement Supervisors		X	X	X								
State / County / Local Law Enforcement Officers		X		X								
Fire Service Department Heads / Deputies		X	X	X	X	X	X	X				8
Fire Service Supervisors		X	X	X								
Fire Service Firefighters		X		X								

Discipline	IS 29	IS 100	IS 200	IS 700	IS 703	IS 800	ICS 300	ICS 400	G191	G402	Other	Notes
DST / RRT HAZMAT Technicians		X	X	X								5
DST / RRT HAZMAT Operations / Responders		X	X	X		X	X					
MACC / EOC Management		X	X	X		X			X		IS 706 IS 2200	
MACC / EOC Staff		X		X					X			
IMAT Level III / IV		X	X	X	X	X	X	X			Position Specific	6
Public Information Officers / Designees	X	X		X								6
Communication Center Supervisor / Deputy Supervisor		X		X								

County EMA Director may require members filling specific roles to be trained to higher levels than this crosswalk details.

Note 1: All elected/appointed officials charged with general Policy Development.
Note 2: Includes at a minimum the Principal and Assistant Principal.
Note 3: Includes Water and Sewer Districts.
Note 4: Recommended by the Regional Resource Centers.
Note 5: Technicians not expected to fill a Command or General Staff position are not required to take ICS 300.
Note 6: IMAT personnel are required to take additional courses depending on their Type and level of Incident Management Responsibility.
Note 7: School/Campus EM personnel with a critical/leadership role in facility emergency response although it is recommended leadership personnel that may act <i>in absence of first responders</i> should additionally complete ICS 300 and 400.
Note 8: EMA Directors, MACC/EOC Management and Staff, IMAT Level III/IV Staff, Public Works Directors, Chiefs/Deputies of full-time fire departments, Chiefs/Deputies of County level law enforcement agencies and full-time police departments with 15 or more full-time officers , EMS Agencies with more than 15 full-time personnel.

Target Audience Guidance from the NIMS Five-Year Training Plan

The information provided below, comes directly from the National Integration Center (NIC) and is included to provide additional clarification for the requirements outlined above and to assist in making any training related decisions that have not been addressed.

IS 29: Public Information Officer Awareness

The Public Information Officer Awareness Course (IS0029) is designed to familiarize participants with the concepts underlying the PIO role. This course can provide a basic understanding of the PIO function for those new to the position. Additionally, it can provide those in executive level roles the necessary knowledge of PIO roles and responsibilities during an emergency.

Online Course: <https://training.fema.gov/is/courseoverview.aspx?code=IS-29.a>

IS 100, Introduction to the Incident Command System

Introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

Online Course: <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>

IS 200, Basic Incident Command System for Initial Response

Reviews the Incident Command System (ICS), provides the context for ICS within initial response, and supports higher level ICS training. This course provides training on, and resources for, personnel likely to assume a supervisory position within ICS.

Online Course: <https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c>

IS 700: Introduction to the National Incident Management System

This course provides an overview of the National Incident Management System (NIMS). The National Incident Management System defines the comprehensive approach guiding the whole community - all levels of government, nongovernmental organizations (NGO), and the private sector - to work together seamlessly to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. The course provides learners with a basic understanding of NIMS concepts, principles, and components.

Online Course: <https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b>

IS 703: National Incident Management System Resource Management

The goal of the National Incident Management System Resource Management course is to introduce federal, state, local, tribal, and territorial emergency managers, first responders, and incident commanders from all emergency management disciplines to NIMS Resource Management. This includes private industry and volunteer agency personnel responsible for coordination activities during a disaster.

Online Course: <https://training.fema.gov/is/courseoverview.aspx?code=IS-703.b>

IS 800: Introduction to the National Response Framework

Provide guidance for the whole community. Within this broad audience, the National Response Framework focuses especially on those who are involved in delivering and applying the response core capabilities, including Private sector partners, Non-governmental organizations (NGOs), Government officials, Community leaders, Emergency Management practitioners, and First responders.

Online Course: <https://training.fema.gov/is/courseoverview.aspx?code=IS-800.d>

ICS 300: Intermediate ICS for Expanding Incidents

Provides training and resources for personnel who require advanced knowledge and application of the ICS. This course expands upon information covered in the IS-100 and IS-200 courses.

In Person Course

ICS-400: Advanced ICS

This course provides training and resources for personnel who require advanced application of ICS. This course expands upon information covered in ICS-100 through ICS-300.

In Person Course

G-191: Incident Command System/Emergency Operations Center Interface

This course reviews ICS and EOC responsibilities and functions and depends heavily on exercises and group discussions to formulate the interface. The course provides an opportunity for participants to begin developing an interface between an Incident Management Team and EOC personnel.

In Person Course



City Council Resolve

IN CITY COUNCIL

AN ORDER DESIGNATING OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS THE BASIS FOR ALL INCIDENT MANAGEMENT IN THE CITY OF AUBURN

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity;

WHEREAS, the collective input and guidance from all Federal, State, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS;

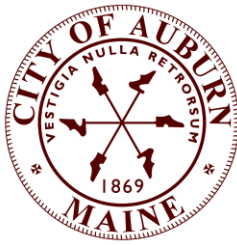
WHEREAS, it is necessary and desirable that all Federal, State, local and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management;

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters;

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the State's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes.

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the State, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System;



Order 145-12202021

City Council Resolve

NOW, THEREFORE, We the undersigned City Councilors of the City of Auburn by the virtue of the authority vested in me by the Constitution and Laws of the State of Maine, do hereby establish the National Incident Management System (NIMS) as the City standard for incident management.

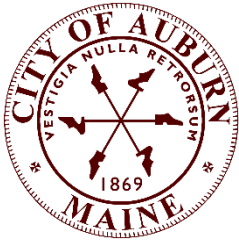
EFFECTIVE DATE

The effective date of the Order is _____.

Richard Whiting, Ward One
Joseph Morin, Ward Four
Belinda A. Gerry, At Large

Ryan Hawes, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Dana Staples, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: December 20, 2021

Order: 144-12202021

Author: Sue Clements-Dallaire, City Clerk

Subject: Amending Order 132-12062021 Previously Adopted by the City Council

Information: The City of Auburn currently does not have a computerized maintenance management system (CMMS). City staff has reviewed its current procedures for scheduling equipment maintenance and recognize that in order to increase long-term operations of all equipment, fleets, and technology, the city should procure a computerized maintenance management system. This integration would provide for analyzing and prioritizing the management of city-wide assets and data to support cost efficient decisions.

Staff recommended the procurement of a new CMMS software in the amount of \$180,000. The project aligns with ARPA priority #5 Infrastructure 5.17 Broadband: Other Projects.

On 12/6/2021 Council adopted an order to allocate \$180,000 from the American Rescue Plan Act funds to procure a computerized maintenance management system (CMMS).

City Budgetary Impacts: None.

Staff Recommended Action: Amend order 132-12062021 adopted on 12-6-2021 to allocate \$180,000 in ARPA funds, to procure a computerized maintenance management system (CMMS) to instead, approve the procurement of a new computerized maintenance management system and associated implementation cost.

Previous Meetings and History:

City Council: June 22, 2021, July 19, 2021, August 2, 2021, August 16, 2021, September 7, 2021, October 18, 2021, November 1, 2021, November 15, December 6, 2021.

Ad-Hoc Committee meetings: October 18, October 25, November 1, November 15.

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments:



ORDER 146-12202021

City Council Order

IN CITY COUNCIL

Ordered, that the City Council hereby amends order 132-12062021 previously adopted by the City Council on 12/6/2021 as shown below.

ORDERED, that the City of Auburn City Council hereby approves the procurement of ~~allocate \$180,000.~~ from the American Rescue Plan Act (ARPA) funds to procure a new computerized maintenance management system (CMMS) and associated implementation cost.

Richard Whiting, Ward One
Joseph Morin, Ward Four
Belinda A. Gerry, At Large

Ryan Hawes, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Dana Staples, At Large
Phillip L. Crowell, Jr., City Manager



TO: Phillip Crowell, City Manager

FROM: Jill Eastman, Finance Director

REF: November 2021 Financial Report

DATE: December 20, 2021

The following is a discussion regarding the significant variances found in the City's November 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 fifth month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 41.7% of the annual budget. However, not all costs and revenues are distributed evenly throughout the year; individual line items can vary based upon cyclical activity.

Revenues

Revenues collected through November 30th, including the school department were \$45,785,057, or 47.98%, of the budget. The municipal revenues including property taxes were \$32,461,358, or 49.83% of the budget which is more than last year by 0.49% which is \$964,749. The accounts listed below are noteworthy.

- A. State Revenue Sharing for the month of November is 73.04% or \$2,300,797. This is an increase of \$800,607 from last November.
- B. EMS Transport revenue is at 50.26% of budget or \$628,250. This is an increase from last year of \$141,886.

Expenditures

City expenditures through November 2021 were \$25,680,886 or 54.52% of the budget. This is 0.42% less than the same period last year. The dollar amount is higher, due to the slight budget increase in FY 22. Noteworthy variances are:

- A. Debt Service is higher than last year by \$96,424.
- B. Public Safety is higher than last year by \$ 127,777.
- C. Administration is higher than last year by \$155,043, as is Community Services by \$90,417.

Investments

This section contains an investment schedule as of November 30th. Currently the City's funds are earning an average interest rate of 0.33%.

Respectfully submitted,

A handwritten signature in black ink, reading "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 November 2021, October 2021, and June 2021

	November 30 2021	October 31 2021	Increase (Decrease)	UNAUDITED JUNE 30 2021
ASSETS				
CASH	\$ 22,235,704	\$ 34,140,385	\$ (11,904,681)	\$ 23,686,573
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	1,196,474	1,204,828	(8,354)	1,895,710
TAXES RECEIVABLE-CURRENT	21,795,718	22,151,053	(355,335)	55,238
DELINQUENT TAXES	401,870	432,477	(30,608)	809,349
TAX LIENS	747,604	789,478	(41,874)	1,091,138
NET DUE TO/FROM OTHER FUNDS	927,093	(7,852,330)	8,779,423	-
TOTAL ASSETS	\$ 47,304,464	\$ 50,865,891	\$ (3,561,427)	\$ 27,538,008
LIABILITIES & FUND BALANCES				
ACCOUNTS PAYABLE	\$ (1,897)	\$ (373,500)	\$ 371,603	\$ (985,754)
PAYROLL LIABILITIES	1,933,735	961,000	972,735	(858,084)
ACCRUED PAYROLL	(91)	(85)	(6)	(3,963,795)
STATE FEES PAYABLE	(34,982)	(46,800)	11,818	-
ESCROWED AMOUNTS	(29,183)	(29,176)	(7)	(27,653)
DEFERRED REVENUE	(22,770,564)	(23,198,379)	427,815	(1,916,073)
DUE TO OTHER FUNDS	-	-	-	(3,460,216)
TOTAL LIABILITIES	\$ (20,902,982)	\$ (22,686,940)	\$ 1,783,958	\$ (11,211,574)
FUND BALANCE - UNASSIGNED/ASSIGNED	\$ (23,603,845)	\$ (25,381,315)	\$ 1,777,470	\$ (13,291,007)
FUND BALANCE - RESTRICTED	(1,364,114)	(1,364,114)		(2,273,457)
FUND BALANCE - NON SPENDABLE	(1,433,522)	(1,433,522)	-	(761,970)
TOTAL FUND BALANCE	\$ (26,401,481)	\$ (28,178,951)	\$ 1,777,470	\$ (16,326,434)
TOTAL LIABILITIES AND FUND BALANCE	\$ (47,304,464)	\$ (50,865,891)	\$ 3,561,427	\$ (27,538,008)

CITY OF AUBURN, MAINE
REVENUES - GENERAL FUND COMPARATIVE
THROUGH November 30, 2021 VS November 30, 2020

REVENUE SOURCE	FY 2022 BUDGET	ACTUAL REVENUES THRU NOV 2021	% OF BUDGET	FY 2021 BUDGET	ACTUAL REVENUES THRU NOV 2020	% OF BUDGET	VARIANCE
TAXES							
PROPERTY TAX REVENUE-	\$ 50,042,450	\$ 25,214,148	50.39%	\$ 49,655,498	\$ 24,859,895	50.06%	\$ 354,253
PRIOR YEAR TAX REVENUE	\$ -	\$ 340,243		\$ -	\$ 300,420		\$ 39,823
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 1,650,000	\$ 1,290,048	78.18%	\$ 1,420,000	\$ 1,405,540	98.98%	\$ (115,492)
EXCISE	\$ 4,425,000	\$ 1,996,853	45.13%	\$ 4,112,861	\$ 2,189,357	53.23%	\$ (192,504)
PENALTIES & INTEREST	\$ 120,000	\$ 39,622	33.02%	\$ 150,000	\$ 38,325	25.55%	\$ 1,297
TOTAL TAXES	\$ 56,237,450	\$ 28,880,913	51.36%	\$ 55,338,359	\$ 28,793,537	52.03%	\$ 87,376
LICENSES AND PERMITS							
BUSINESS	\$ 166,000	\$ 133,683	80.53%	\$ 166,000	\$ 107,654	64.85%	\$ 26,029
NON-BUSINESS	\$ 300,200	\$ 168,752	56.21%	\$ 392,400	\$ 166,317	42.38%	\$ 2,435
TOTAL LICENSES	\$ 466,200	\$ 302,435	64.87%	\$ 558,400	\$ 273,971	49.06%	\$ 28,464
INTERGOVERNMENTAL ASSISTANCE							
STATE-LOCAL ROAD ASSISTANCE	\$ 390,000	\$ -	0.00%	\$ 400,000	\$ -	0.00%	\$ -
STATE REVENUE SHARING	\$ 3,150,000	\$ 2,300,797	73.04%	\$ 2,708,312	\$ 1,500,190	55.39%	\$ 800,607
WELFARE REIMBURSEMENT	\$ 90,656	\$ 14,756	16.28%	\$ 90,656	\$ 11,362	12.53%	\$ 3,394
OTHER STATE AID	\$ 32,000	\$ 12,579	39.31%	\$ 32,000	\$ 10,269	32.09%	\$ 2,310
CITY OF LEWISTON	\$ 228,384	\$ -	0.00%	\$ 228,384	\$ 29,877	13.08%	\$ (29,877)
TOTAL INTERGOVERNMENTAL ASSISTANCE	\$ 3,891,040	\$ 2,328,131	59.83%	\$ 3,459,352	\$ 1,551,698	44.86%	\$ 776,433
CHARGE FOR SERVICES							
GENERAL GOVERNMENT	\$ 184,400	\$ 85,027	46.11%	\$ 198,440	\$ 71,262	35.91%	\$ 13,765
PUBLIC SAFETY	\$ 176,600	\$ 54,843	31.06%	\$ 181,600	\$ 33,811	18.62%	\$ 21,032
EMS TRANSPORT	\$ 1,250,000	\$ 628,250	50.26%	\$ 1,200,000	\$ 486,364	40.53%	\$ 141,886
TOTAL CHARGE FOR SERVICES	\$ 1,611,000	\$ 768,120	47.68%	\$ 1,580,040	\$ 591,437	37.43%	\$ 176,683
FINES							
PARKING TICKETS & MISC FINES	\$ 41,500	\$ 18,976	45.73%	\$ 55,000	\$ 10,069	18.31%	\$ 8,907
MISCELLANEOUS							
INVESTMENT INCOME	\$ 40,000	\$ 8,435	21.09%	\$ 80,000	\$ 22,949	28.69%	\$ (14,514)
RENTS	\$ 125,000	\$ 5,031	4.03%	\$ 35,000	\$ 26,475	75.64%	\$ (21,444)
UNCLASSIFIED	\$ 20,000	\$ 20,701	103.51%	\$ 10,000	\$ 51,081	510.81%	\$ (30,380)
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 24,966		\$ -	\$ 25,122		\$ (156)
SALE OF PROPERTY	\$ 120,000	\$ 1,113	0.93%	\$ 25,000	\$ 67,651	270.60%	\$ (66,539)
RECREATION PROGRAMS/ARENA							\$ -
MMWAC HOST FEES	\$ 234,000	\$ 96,713	41.33%	\$ 230,000	\$ 77,065	33.51%	\$ 19,648
TRANSFER IN: TIF	\$ 1,140,000	\$ -	0.00%	\$ 1,117,818	\$ -	0.00%	\$ -
TRANSFER IN: Other Funds	\$ 473,925	\$ -	0.00%	\$ 578,925	\$ -	0.00%	\$ -
ENERGY EFFICIENCY							\$ -
CDBG	\$ 252,799	\$ -	0.00%	\$ 214,430	\$ -	0.00%	\$ -
UTILITY REIMBURSEMENT	\$ 20,000	\$ 5,824	29.12%	\$ 20,000	\$ 5,554	27.77%	\$ 270
CITY FUND BALANCE CONTRIBUTION	\$ 475,000	\$ -	0.00%	\$ 527,500	\$ -	0.00%	\$ -
TOTAL MISCELLANEOUS	\$ 2,900,724	\$ 162,783	5.61%	\$ 2,838,673	\$ 275,897	9.72%	\$ (113,114)
TOTAL GENERAL FUND REVENUES	\$ 65,147,914	\$ 32,461,358	49.83%	\$ 63,829,824	\$ 31,496,609	49.34%	\$ 964,749
SCHOOL REVENUES							
EDUCATION SUBSIDY	\$ 28,900,061	\$ 13,064,442	45.21%	\$ 26,217,074	\$ 11,443,274	43.65%	\$ 1,621,168
EDUCATION	\$ 518,821	\$ 259,257	49.97%	\$ 717,415	\$ 66,824	9.31%	\$ 192,433
SCHOOL FUND BALANCE CONTRIBUTION	\$ 879,404	\$ -	0.00%	\$ 970,862	\$ 159,340	16.41%	\$ (159,340)
TOTAL SCHOOL	\$ 30,298,286	\$ 13,323,699	43.98%	\$ 27,905,351	\$ 11,669,438	41.82%	\$ 1,654,261
GRAND TOTAL REVENUES	\$ 95,446,200	\$ 45,785,057	47.97%	\$ 91,735,175	\$ 43,166,047	47.06%	\$ 2,619,010

CITY OF AUBURN, MAINE
EXPENDITURES - GENERAL FUND COMPARATIVE
THROUGH November 30, 2021 VS November 30, 2020

DEPARTMENT	FY 2022 BUDGET	EXP THRU NOV 2021	% OF BUDGET	FY 2021 BUDGET	EXP THRU NOV 2020	% OF BUDGET	VARIANCE
ADMINISTRATION							
MAYOR AND COUNCIL	\$ 104,850	\$ 69,561	66.34%	\$ 99,000	\$ 31,730	32.05%	\$ 37,831
CITY MANAGER	\$ 447,401	\$ 224,679	50.22%	\$ 776,095	\$ 267,932	34.52%	\$ (43,253)
COMMUNICATIONS & TECHNOLOGY	\$ 911,637	\$ 529,067	58.03%	\$ 609,260	\$ 388,245	63.72%	\$ 140,822
CITY CLERK	\$ 237,474	\$ 95,926	40.39%	\$ 216,946	\$ 97,990	45.17%	\$ (2,064)
FINANCIAL SERVICES	\$ 810,303	\$ 302,265	37.30%	\$ 751,849	\$ 301,764	40.14%	\$ 501
HUMAN RESOURCES	\$ 220,250	\$ 82,299	37.37%	\$ 157,057	\$ 61,093	38.90%	\$ 21,206
TOTAL ADMINISTRATION	\$ 2,731,915	\$ 1,303,797	47.72%	\$ 2,610,207	\$ 1,148,754	44.01%	\$ 155,043
COMMUNITY SERVICES							
PLANNING & PERMITTING	\$ 900,583	\$ 317,214	35.22%	\$ 1,339,047	\$ 398,007	29.72%	\$ (80,793)
ECONOMIC DEVELOPMENT	\$ 108,469	\$ 38,235	35.25%				\$ 38,235
BUSINESS & COMMUNITY DEVELOPMENT	\$ 512,260	\$ 112,211	21.91%				\$ 112,211
HEALTH & SOCIAL SERVICES	\$ 119,875	\$ 32,084	26.76%	\$ 199,282	\$ 48,479	24.33%	\$ (16,395)
RECREATION & SPORTS TOURISM	\$ 584,056	\$ 223,250	38.22%	\$ 520,474	\$ 280,648	53.92%	\$ (57,398)
PUBLIC LIBRARY	\$ 1,052,163	\$ 438,401	41.67%	\$ 1,031,533	\$ 343,844	33.33%	\$ 94,557
TOTAL COMMUNITY SERVICES	\$ 3,277,406	\$ 1,161,395	35.44%	\$ 3,090,336	\$ 1,070,978	34.66%	\$ 90,417
FISCAL SERVICES							
DEBT SERVICE	\$ 7,734,169	\$ 6,955,516	89.93%	\$ 7,577,735	\$ 6,859,092	90.52%	\$ 96,424
FACILITIES	\$ 677,872	\$ 250,155	36.90%	\$ 667,494	\$ 246,875	36.99%	\$ 3,280
WORKERS COMPENSATION	\$ 642,400	\$ 642,400	100.00%	\$ 641,910	\$ 641,910	100.00%	\$ 490
WAGES & BENEFITS	\$ 7,334,932	\$ 2,663,921	36.32%	\$ 6,840,635	\$ 2,685,841	39.26%	\$ (21,920)
EMERGENCY RESERVE (10108062-670000)	\$ 461,230	\$ -	0.00%	\$ 461,230	\$ (2,500)	-0.54%	\$ 2,500
TOTAL FISCAL SERVICES	\$ 16,850,603	\$ 10,511,992	62.38%	\$ 16,189,004	\$ 10,431,218	64.43%	\$ 80,774
PUBLIC SAFETY							
FIRE & EMS DEPARTMENT	\$ 5,446,588	\$ 2,341,984	43.00%	\$ 5,302,131	\$ 2,214,600	41.77%	\$ 127,384
POLICE DEPARTMENT	\$ 4,343,924	\$ 1,713,093	39.44%	\$ 4,332,339	\$ 1,712,700	39.53%	\$ 393
TOTAL PUBLIC SAFETY	\$ 9,790,512	\$ 4,055,077	41.42%	\$ 9,634,470	\$ 3,927,300	40.76%	\$ 127,777
PUBLIC WORKS							
PUBLIC WORKS DEPARTMENT	\$ 5,077,370	\$ 1,680,977	33.11%	\$ 4,979,329	\$ 1,694,385	34.03%	\$ (13,408)
SOLID WASTE DISPOSAL*	\$ 1,089,950	\$ 330,181	30.29%	\$ 1,051,318	\$ 353,865	33.66%	\$ (23,684)
WATER AND SEWER	\$ 792,716	\$ 390,602	49.27%	\$ 792,716	\$ 390,602	49.27%	\$ -
TOTAL PUBLIC WORKS	\$ 6,960,036	\$ 2,401,760	34.51%	\$ 6,823,363	\$ 2,438,852	35.74%	\$ (37,092)
INTERGOVERNMENTAL PROGRAMS							
AUBURN-LEWISTON AIRPORT	\$ 177,000	\$ 177,680	100.38%	\$ 170,000	\$ 167,110	98.30%	\$ 10,570
E911 COMMUNICATION CENTER	\$ 1,161,479	\$ 580,740	50.00%	\$ 1,134,304	\$ 567,152	50.00%	\$ 13,588
LATC-PUBLIC TRANSIT	\$ 225,000	\$ -	0.00%	\$ 331,138	\$ -	0.00%	\$ -
ARTS & CULTURE AUBURN	\$ 10,000	\$ 10,000		\$ 10,000	\$ 10,000		\$ -
TAX SHARING	\$ 260,000	\$ -	0.00%	\$ 260,000	\$ -	0.00%	\$ -
TOTAL INTERGOVERNMENTAL	\$ 1,833,479	\$ 768,420	41.91%	\$ 1,905,442	\$ 744,262	39.06%	\$ 24,158
COUNTY TAX	\$ 2,611,080	\$ 2,611,080	100.00%	\$ 2,629,938	\$ 2,629,938	100.00%	\$ (18,858)
TIF (10108058-580000)	\$ 3,049,803	\$ 2,867,365	94.02%	\$ 3,049,803	\$ 2,845,623	93.31%	\$ 21,742
OVERLAY	\$ -	\$ -		\$ -	\$ -		\$ -
TOTAL CITY DEPARTMENTS	\$ 47,104,834	\$ 25,680,886	54.52%	\$ 45,932,563	\$ 25,236,925	54.94%	\$ 443,961
EDUCATION DEPARTMENT	\$ 48,341,366	\$ 12,205,535	25.25%	\$ 45,802,612	\$ 14,451,881	31.55%	\$ (2,246,346)
TOTAL GENERAL FUND EXPENDITURES	\$ 95,446,200	\$ 37,886,421	39.69%	\$ 91,735,175	\$ 39,688,806	43.26%	\$ (1,802,386)

**CITY OF AUBURN, MAINE
INVESTMENT SCHEDULE
AS OF November 30, 2021**

INVESTMENT		FUND	BALANCE November 30, 2021	BALANCE October 31, 2021	INTEREST RATE
ANDROSCOGGIN BANK	449	CAPITAL PROJECTS	\$ 6,344,838.15	\$ 6,343,534.76	0.35%
ANDROSCOGGIN BANK	502	SR-TIF	\$ 1,051,084.98	\$ 1,050,869.13	0.35%
ANDROSCOGGIN BANK	836	GENERAL FUND	\$ 9,487,185.88	\$ 6,868,775.02	0.35%
ANDROSCOGGIN BANK	801	WORKERS COMP	\$ 52,508.32	\$ 52,497.54	0.35%
ANDROSCOGGIN BANK	684	EMS CAPITAL RESERVE	\$ 339,500.87	\$ 339,431.16	0.35%
ANDROSCOGGIN BANK	414	INGERSOLL TURF FACILITY	\$ 226,686.84	\$ 226,640.30	0.35%
ANDROSCOGGIN BANK	0888	ELHS FUNDRAISING	\$ 62,625.14	\$ 62,612.28	0.35%
ANDROSCOGGIN BANK		ELHS CONSTRUCTION	\$ 142,357.48	\$ 114,593.26	0.35%
ANDROSCOGGIN BANK	0627	ST LOUIS BELLS FUNDRAISING	\$ 15,363.86	\$ 15,360.71	0.35%
NOMURA		ELHS Bond Proceeds	\$ 48,303,196.00	\$ 50,920,977.00	0.15%
GRAND TOTAL			\$ 66,025,347.52	\$ 65,995,291.16	0.33%

EMS BILLING
SUMMARY OF ACTIVITY
July 1, 2021 - June 30, 2022
Report as of November 30, 2021

	Beginning Balance 11/1/2021	November 2021				Write-Offs	Ending Balance 11/30/2021
		New Charges	Payments	Refunds	Adjustments		
Bluecross	\$ 11,167.21	\$ 12,429.20	\$ (3,354.63)		\$ (3,982.20)		\$ 16,259.58
Intercept	\$ 300.00	\$ 100.00	\$ (300.00)		\$ 100.00		\$ 200.00
Medicare	\$ 169,028.03	\$ 208,080.60	\$ (55,420.70)		\$ (155,095.82)		\$ 166,592.11
Medicaid	\$ 50,364.03	\$ 67,343.00	\$ (46,479.57)		\$ (20,029.29)		\$ 51,198.17
Other/Commercial	\$ 102,356.02	\$ 47,752.60	\$ (19,810.28)	\$ 10.00	\$ 8,260.72		\$ 138,569.06
Patient	\$ 133,038.94	\$ 14,619.20	\$ (10,956.57)		\$ 17,899.21	\$ 848.60	\$ 155,449.38
Worker's Comp	\$ 866.60		\$ (908.00)		\$ 41.40		\$ -
TOTAL	\$ 467,120.83	\$ 350,324.60	\$ (137,229.75)	\$ 10.00	\$ (152,805.98)	\$ 848.60	\$ 528,268.30

CITY OF AUBURN
SPECIAL REVENUE FUNDS REVENUE AND EXPENDITURES
As of November 30, 2021

	1902	1910	1914	1915	1917	1928	1929	1930	1931	2003	2005	2008	2010	2011	2013	2014
	Riverwatch	Community Service	Oak Hill Cemeteries	Fire Training Building	Wellness Grant	Vending	Fire Prevention	211 Fairview	Donations	Byrne JAG	MDOT	Homeland Security	State Drug Money	PD Capital Reserve	OUI Grant	Speed Grant
Fund Balance 7/1/21	\$ 599,205.19	\$ 6,536.96	\$ 34,366.35	\$ 1,221.68	\$ 5,131.38	\$ -	\$ 4,796.03	\$ (566,303.71)	\$ 293.40	\$ 2,808.57	\$ 131,750.21	\$ (112,745.48)	\$ 6,975.14	\$ 12,596.25	\$ 4,318.98	\$ 2,820.93
Revenues FY22	\$ 44,908.78	\$ 191.00	\$ 460.32		\$ 1,045.00	\$ 245.00					\$ 157,242.00		\$ 524.76	\$ 9,105.00	\$ 2,416.38	\$ 6,828.83
Expenditures FY22	\$ 143,018.00				\$ 1,584.74	\$ 485.11					\$ 261,721.14	\$ 101,234.49	\$ 2,135.41	\$ -	\$ 2,345.29	\$ 4,967.79
Fund Balance 11/31/2021	\$ 501,095.97	\$ 6,727.96	\$ 34,826.67	\$ 1,221.68	\$ 4,591.64	\$ (240.11)	\$ 4,796.03	\$ (566,303.71)	\$ 293.40	\$ 2,808.57	\$ 27,271.07	\$ (213,979.97)	\$ 5,364.49	\$ 21,701.25	\$ 4,390.07	\$ 4,681.97
	2019	2020	2025	2030	2034	2037	2040	2041	2043	2044	2047	2050	2051	2053	2054	2055
	Law Enforcement Training	CDBG	Community Cords	Parking	EDUL Underage Drink	Bulletproof Vests	Great Falls TV	Blanche Stevens	DOI Covid 19 Preventative	Federal Drug Money	American Firefighter Grant	Project Lifesaver	Project Canopy	St Louis Bells	EMS Transport Capital Reserve	Work4ME-PAL
Fund Balance 7/1/21	\$ (8,505.29)	\$ 1,702,961.69	\$ 30,570.32	\$ 12,839.34	\$ (40.00)	\$ 2,729.15	\$ 20,536.23	\$ 26,247.04	\$ -	\$ 93,024.44	\$ -	\$ 189.35	\$ (9,522.60)	\$ 28,489.54	\$ 225,094.82	\$ 6,215.80
Revenues FY22	\$ 300.00	\$ 244,545.57	\$ 1,103.93	\$ 33,522.00					\$ -	\$ 62.50				\$ 17.49	\$ 181,637.00	
Expenditures FY22		\$ 301,006.70		\$ 19,869.08	\$ (2,600.00)	\$ 1,689.97		\$ 1,781.81	\$ 640.00		\$ 780.00				\$ 237,246.04	\$ 1,304.77
Fund Balance 11/31/2021	\$ (8,205.29)	\$ 1,646,500.56	\$ 31,674.25	\$ 26,492.26	\$ 2,560.00	\$ 1,039.18	\$ 20,536.23	\$ 24,465.23	\$ (640.00)	\$ 93,086.94	\$ (780.00)	\$ 189.35	\$ (9,522.60)	\$ 28,507.03	\$ 169,485.78	\$ 4,911.03
	2064	2065	2067	2068	2070	2077	2080	2201	2300	2400	2500					
	MDOT Sopers Mill Culvert	State Bi-Centennial Parade	Hometown Heros Banners	Northern Borders Grant	Leadercast	CTCI Grant	Futsal Court Project	EDI Grant	ARPA Grant	NRPA Youth Mentoring	Parks & Recreation					
Fund Balance 7/1/21	\$ -	\$ (1,610.17)	\$ 209.00	\$ 201,371.71	\$ (3,500.00)	\$ 36,555.99	\$ (11,526.70)	\$ (1,484,407.18)	\$ 6,772,899.50	\$ -	\$ 252,323.69					
Revenues FY22						\$ (3,111.14)	\$ 47,000.00				\$ 138,127.89					
Expenditures FY22	\$ (46,370.03)	\$ (1,610.17)		\$ 23,325.00		\$ 15,398.37	\$ 21,646.39		\$ 46,752.14	\$ 270.00	\$ 268,646.43					
Fund Balance 11/31/2021	\$ 46,370.03	\$ -	\$ 209.00	\$ 178,046.71	\$ (3,500.00)	\$ 18,046.48	\$ 13,826.91	\$ (1,484,407.18)	\$ 6,726,147.36	\$ (270.00)	\$ 121,805.15					
	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600		
	Tambrands II TIF 6	Mall TIF 9	Downtown TIF 10	Auburn Industrial TIF 12	Auburn Plaza TIF 13	Auburn Plaza II TIF 14	Webster School TIF 16	Hartt Transport TIF 19	62 Spring St TIF 20	Minot Ave TIF 21	48 Hampshire St TIF 22	Memory Care Facility TIF 23	Millbran TIF 24	Futurguard TIF 25	Total Special Revenues	
Fund Balance 7/1/21	\$ (41,023.43)	\$ 348,613.20	\$ (269,889.73)	\$ (454,099.79)	\$ 281,097.17	\$ (752,490.87)	\$ (0.02)	\$ (2,663.69)	\$ 1,120.90	\$ 24,998.06	\$ 41,968.63	\$ 97,738.81	\$ 11,128.45	\$ (83,459.35)	\$ 7,229,955.89	
Revenues FY22	\$ 199,956.89	\$ 457,660.81	\$ 853,881.02	\$ 164,715.30	\$ 329,051.86	\$ 443,099.40	\$ 30,524.85	\$ 32,643.98	\$ 59,152.21	\$ 50,486.49	\$ 84,184.64	\$ 118,621.92	\$ 36,906.23	\$ 6,479.04	\$ 3,733,536.95	
Expenditures FY22			\$ 308,393.50	\$ 217,459.00	\$ 77,327.19	\$ 510,286.89	\$ 15,262.43		\$ 42,197.72		\$ 21,046.16	\$ 139,446.84	\$ 25,046.84	\$ 20,334.50	\$ 2,784,069.54	
Fund Balance 11/31/2021	\$ 158,933.46	\$ 806,274.01	\$ 275,597.79	\$ (506,843.49)	\$ 532,821.84	\$ (819,678.36)	\$ 15,262.40	\$ 29,980.29	\$ 18,075.39	\$ 75,484.55	\$ 105,107.11	\$ 76,913.89	\$ 22,987.84	\$ (97,314.81)	\$ 8,179,423.30	

EMS BILLING
BREAKDOWN -TOTAL CHARGES
July 1, 2021 - June 30, 2022
Report as of November 30, 2021

	July 2021	August 2021	Sept 2021	Oct 2021	Nov 2021	Totals	% of Total
Bluecross	\$ 6,623.27	\$ 9,833.80	\$ 13,473.60	\$ 5,116.80	\$ 12,429.20	\$ 47,476.67	3.01%
Intercept			\$ 400.00	\$ 400.00	\$ 100.00	\$ 900.00	0.06%
Medicare	\$ 194,354.65	\$ 158,483.00	\$ 204,199.40	\$ 161,026.60	\$ 208,080.60	\$ 926,144.25	58.66%
Medicaid	\$ 68,121.50	\$ 50,785.00	\$ 90,618.80	\$ 59,852.00	\$ 67,343.00	\$ 336,720.30	21.33%
Other/Commercial	\$ 25,704.69	\$ 27,604.40	\$ 44,861.20	\$ 40,310.40	\$ 47,752.60	\$ 186,233.29	11.80%
Patient	\$ 20,928.65	\$ 18,060.40	\$ 11,284.20	\$ 12,239.40	\$ 14,619.20	\$ 77,131.85	4.89%
Worker's Comp	\$ 915.20		\$ 2,475.00	\$ 908.00		\$ 4,298.20	0.27%
TOTAL	\$ 316,647.96	\$ 264,766.60	\$ 367,312.20	\$ 279,853.20	\$ 350,324.60	\$ 1,578,904.56	100.00%

EMS BILLING
BREAKDOWN -TOTAL COUNT
July 1, 2021 - June 30, 2022
Report as of November 30, 2021

	July 2021	August 2021	Sept 2021	Oct 2021	Nov 2021	Totals	% of Total
Bluecross	10	10	13	5	12	50	2.78%
Intercept	0		4	4	1	9	0.50%
Medicare	244	172	227	174	226	1043	57.98%
Medicaid	82	54	100	64	80	380	21.12%
Other/Commercial	34	32	48	44	51	209	11.62%
Patient	45	19	12	13	15	104	5.78%
Worker's Comp	1	0	2	1	0	4	0.22%
TOTAL	416	287	406	305	385	1799	100.00%

**EMS BILLING
AGING REPORT
July 1, 2021 to June 30, 2022
Report as of November 30, 2021**

	Current		31-60		61-90		91-120		121+ days		Totals				
Bluecross	\$	10,477.93	64%	\$	-	0%	\$	-	0%	\$	5,376.15	33%	\$	16,259.58	3.08%
Intercept	\$	200.00		\$	-		\$	-		\$	-		\$	200.00	0.04%
Medicare	\$	104,781.20	63%	\$	26,561.80	16%	\$	10,994.00	7%	\$	13,825.35	8%	\$	166,592.11	31.54%
Medicaid	\$	39,833.01	78%	\$	3,764.85	7%	\$	2,654.62	5%	\$	4,041.29	8%	\$	51,198.17	9.69%
Other/Commercial	\$	81,732.66	59%	\$	21,084.24	15%	\$	6,511.40	5%	\$	9,196.02	7%	\$	138,569.06	26.23%
Patient	\$	35,335.97	23%	\$	43,447.45	28%	\$	23,182.46	15%	\$	18,537.56	12%	\$	155,449.38	29.43%
Worker's Comp				\$	-		\$	-		\$	-		\$	-	0.00%
TOTAL	\$	272,360.77		\$	94,858.34		\$	43,342.48		\$	78,233.47		\$	528,268.30	
		52%			18%			8%			7%			15%	
														100%	100.00%



City of Auburn, Maine

Finance Department

www.auburnmaine.gov | 60 Court Street

Auburn, Maine 04210

207.333.6601

To: Phillip Crowell, City Manager
From: Jill Eastman, Finance Director
Re: Financial Reports for November 30, 2021

Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Ingersoll Turf Facility for revenue and expenditures as of November 30, 2021.

INGERSOLL TURF FACILITY

Statement of Net Assets:

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets as of November 30, 2021.

Current Assets:

As of the end of November 2021 the total current assets of Ingersoll Turf Facility were \$226,640. This consisted of cash and cash equivalents.

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 November 30, 2021 were \$89,514.

Liabilities:

Ingersoll had no accounts payable as of November 30, 2021.

Statement of Activities:

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

The operating revenues for Ingersoll Turf Facility through November 2021 are \$46,972. This revenue comes from the sponsorships, programs, rental income and batting cages.

The operating expenses for Ingersoll Turf Facility through November 2021 were \$51,253. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of November 2021, Ingersoll has an operating loss of \$4,281 compared to a net loss in October of \$10,631.

As of November 30, 2021, Ingersoll has an decrease in net assets of \$4,281.

The budget to actual reports for revenue and expenditures, show that the revenue for FY22 compared to FY 21.

Statement of Net Assets
Ingersoll Turf Facility
November 30, 2021
Business-type Activities - Enterprise Fund

	November 30, 2021	October 31, 2021	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 226,640	\$ 226,582	\$ 58
Interfund receivables/payables		\$ -	-
Accounts receivable	-	-	-
Total current assets	226,640	226,582	58
Noncurrent assets:			
Capital assets:			
Buildings	672,279	672,279	-
Equipment	119,673	119,673	-
Land improvements	18,584	18,584	-
Less accumulated depreciation	(721,022)	(721,022)	-
Total noncurrent assets	89,514	89,514	-
Total assets	316,154	316,096	58
LIABILITIES			
Accounts payable	\$ -	\$ 180	(180)
Interfund payable	\$ 53,597	\$ 59,709	(6,112)
Total liabilities	53,597	59,889	(6,292)
NET ASSETS			
Invested in capital assets	\$ 89,514	\$ 89,514	\$ -
Unrestricted	\$ 173,043	\$ 166,693	\$ 6,350
Total net assets	\$ 262,557	\$ 256,207	\$ 6,350

CITY OF AUBURN, MAINE
Statement of Revenues, Expenses and Changes in Net Assets
Ingersoll Turf Facility
Business-type Activities - Enterprise Funds
Statement of Activities
November 30, 2021

	Ingersoll Turf Facility
Operating revenues:	
Charges for services	\$ 46,972
Operating expenses:	
Personnel	42,732
Supplies	3,916
Utilities	4,403
Repairs and maintenance	202
Rent	-
Depreciation	-
Capital expenses	-
Other expenses	-
Total operating expenses	51,253
Operating gain (loss)	(4,281)
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
Total nonoperating expense	-
Gain (Loss) before transfer	(4,281)
Transfers out	-
Change in net assets	(4,281)
Total net assets, July 1	266,838
Total net assets, November 30, 2021	\$ 262,557

CITY OF AUBURN, MAINE
REVENUES - INGERSOLL TURF FACILITY
Through November 30, 2021 compared to November 30, 2020

REVENUE SOURCE	FY 2022 BUDGET	ACTUAL REVENUES THRU NOV 2021	% OF BUDGET	FY 2021 BUDGET	ACTUAL REVENUES THRU NOV 2020	% OF BUDGET
CHARGE FOR SERVICES						
Sponsorship	\$ 25,000	\$ 2,525	10.10%	\$ 25,000	\$ 6,300	25.20%
Batting Cages	\$ 16,000	\$ 3,390	21.19%	\$ 13,000	\$ 1,245	9.58%
Programs	\$ 94,000	\$ 14,119	15.02%	\$ 90,000	\$ 957	1.06%
Rental Income	\$ 138,000	\$ 26,680	19.33%	\$ 102,000	\$ 12,285	12.04%
TOTAL CHARGE FOR SERVICES	\$ 273,000	\$ 46,714	17.11%	\$ 230,000	\$ 20,787	9.04%
INTEREST ON INVESTMENTS	\$ -	\$ 258		\$ -	\$ 683	
GRAND TOTAL REVENUES	\$ 273,000	\$ 46,972	17.21%	\$ 230,000	\$ 21,470	9.33%

CITY OF AUBURN, MAINE
EXPENDITURES - INGERSOLL TURF FACILITY
Through November 30, 2021 compared to November 30, 2020

DESCRIPTION	ACTUAL				ACTUAL			
	FY 2022 BUDGET	EXPENDITURES THRU NOV 2021	% OF BUDGET	FY 2021 BUDGET	EXPENDITURES THRU NOV 2020	% OF BUDGET	Difference	
Salaries & Benefits	\$ 133,041	\$ 42,732	32.12%	\$ 187,546	\$ 51,515	27.47%	\$	(8,783)
Purchased Services	\$ 15,750	\$ 202	1.28%	\$ 14,450	\$ 2,068	14.31%	\$	(1,866)
Programs	\$ 16,300	\$ -	0.00%	\$ 18,500	\$ -	0.00%	\$	-
Supplies	\$ 2,500	\$ 3,916	156.65%	\$ 4,000	\$ -	0.00%	\$	3,916
Utilities	\$ 24,150	\$ 4,403	18.23%	\$ 25,650	\$ 4,410	17.19%	\$	(7)
Insurance Premiums	\$ -	\$ -		\$ -	\$ -			
Capital Outlay	\$ -	\$ -		\$ -	\$ -		\$	-
	\$ 191,741	\$ 51,253	26.73%	\$ 250,146	\$ 57,993	23.18%	\$	(6,740)
GRAND TOTAL EXPENDITURES	\$ 191,741	\$ 51,253	26.73%	\$ 250,146	\$ 57,993	23.18%	\$	(6,740)



City of Auburn, Maine

Finance Department

www.auburnmaine.gov | 60 Court Street

Auburn, Maine 04210

207.333.6601

To: Phillip Crowell, City Manager
From: Jill Eastman, Finance Director
Re: Arena Financial Reports for November 30, 2021

Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Norway Savings Bank Arena for revenue and expenditures as of November 30, 2021.

NORWAY SAVINGS BANK ARENA

Statement of Net Assets:

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets and shows a comparison to the previous month, in this case, October 31, 2021.

Current Assets:

As of the end of November 2021 the total current assets of Norway Savings Bank Arena were (\$1,323,933). These consisted of cash and cash equivalents of \$265,348, accounts receivable of \$115,915, and an interfund payable of \$1,705,196.

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 November 30, 2021, was \$195,258.

Liabilities:

Norway Arena had no accounts payable as of November 30, 2021.

Statement of Activities:

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

The operating revenues for Norway Arena through November 2021 are \$259,941. 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 November 2021 were \$322,351. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of November 2021, Norway Arena had an operating gain of \$107,174.

As of November 30, 2021 Norway Arena has a increase in net assets of \$107,174

The budget to actual reports for revenue and expenditures, with comparison to the same period last year show that revenue for FY22 is \$62,410 more than in FY21 and expenditures in FY22 are \$59,919 less than last year in November.

CITY OF AUBURN, MAINE
Statement of Net Assets
Norway Savings Bank Arena
November 30, 2021
Business-type Activities - Enterprise Fund

	November 30, 2021	October 31, 2021	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 265,348	\$ 265,386	\$ (38)
Interfund receivables	\$ (1,705,196)	\$ (1,666,606)	\$ (38,590)
Prepaid Rent			\$ -
Accounts receivable	115,915	12,069	\$ 103,846
Total current assets	(1,323,933)	(1,389,151)	65,218
Noncurrent assets:			
Capital assets:			
Buildings	58,223	58,223	-
Equipment	514,999	514,999	-
Land improvements	-	-	-
Less accumulated depreciation	(377,964)	(377,964)	-
Total noncurrent assets	195,258	195,258	-
Total assets	(1,128,675)	(1,193,893)	65,218
LIABILITIES			
Accounts payable	\$ -	\$ 5,184	\$ (5,184)
Net OPEB liability	\$ 43,811	\$ 43,811	\$ -
Net pension liability	42,634	42,634	-
Total liabilities	86,445	91,629	(5,184)
NET ASSETS			
Invested in capital assets	\$ 195,258	\$ 195,258	\$ -
Unrestricted	\$ (1,410,378)	\$ (1,480,780)	\$ 70,402
Total net assets	\$ (1,215,120)	\$ (1,285,522)	\$ 70,402

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
November 30, 2021

	Norway Savings Arena
Operating revenues:	
Charges for services	\$ 322,351
Operating expenses:	
Personnel	82,316
Supplies	29,966
Utilities	87,849
Repairs and maintenance	13,904
Insurance Premium	1,142
Depreciation	
Capital expenses	
Other expenses	
Total operating expenses	215,177
Operating gain (loss)	107,174
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	
Total nonoperating expense	-
Gain (Loss) before transfer	107,174
Transfers out	-
Change in net assets	107,174
Total net assets, July 1	(1,322,294)
Total net assets, November 30, 2021	\$ (1,215,120)

CITY OF AUBURN, MAINE
REVENUES - NORWAY SAVINGS BANK ARENA
Through November 30, 2021 compared to November 30, 2020

REVENUE SOURCE	FY 2022 BUDGET	ACTUAL REVENUES THRU NOV 2021	% OF BUDGET	FY 2021 BUDGET	ACTUAL REVENUES THRU NOV 2020	% OF BUDGET	VARIANCE
CHARGE FOR SERVICES							
Concussions	\$ 16,500	\$ 7,250	43.94%	\$ 16,500		0.00%	\$ 7,250
Skate Rentals	\$ 6,000	\$ 425	7.08%	\$ 7,500		0.00%	\$ 425
Pepsi Vending Machines	\$ 2,000	\$ 494	24.70%	\$ 3,000		0.00%	\$ 494
Games Vending Machines	\$ 3,000	\$ -	0.00%	\$ 3,000		0.00%	\$ -
Vending Food	\$ 2,000	\$ 66	3.30%	\$ 3,000	\$ 5	0.17%	\$ 61
Sponsorships	\$ 185,000	\$ 69,960	37.82%	\$ 230,000	\$ 79,950	34.76%	\$ (9,990)
Pro Shop	\$ 7,000	\$ 2,169	30.99%	\$ 7,000	\$ 1,053	15.04%	\$ 1,116
Programs	\$ 20,000		0.00%	\$ 20,000	\$ -	0.00%	\$ -
Rental Income	\$ 683,500	\$ 218,627	31.99%	\$ 727,850	\$ 165,473	22.73%	\$ 53,154
Camps/Clinics	\$ 50,000	\$ 23,360	46.72%	\$ 50,000	\$ 13,460	26.92%	\$ 9,900
Tournaments	\$ 50,000		0.00%	\$ 55,000		0.00%	\$ -
TOTAL CHARGE FOR SERVICES	\$ 1,025,000	\$ 322,351	31.45%	\$ 1,122,850	\$ 259,941	23.15%	\$ 62,410

CITY OF AUBURN, MAINE
EXPENDITURES - NORWAY SAVINGS BANK ARENA
Through November 30, 2021 compared to November 30, 2020

DESCRIPTION	ACTUAL				ACTUAL			
	FY 2022 BUDGET	EXPENDITURES THRU NOV 2021	% OF BUDGET	FY 2021 BUDGET	EXPENDITURES THRU NOV 2020	% OF BUDGET	VARIANCE	
Salaries & Benefits	\$ 339,437	\$ 82,316	24.25%	\$ 328,913	\$ 118,204	35.94%	\$	(35,888)
Purchased Services	\$ 123,928	\$ 15,046	12.14%	\$ 120,000	\$ 26,908	22.42%	\$	(11,862)
Supplies	\$ 79,000	\$ 29,966	37.93%	\$ 83,000	\$ 32,961	39.71%	\$	(2,995)
Utilities	\$ 250,350	\$ 87,849	35.09%	\$ 244,650	\$ 97,023	39.66%	\$	(9,174)
Capital Outlay	\$ 42,500	\$ -	0.00%	\$ 50,000	\$ -	0.00%	\$	-
Rent	\$ -	\$ -		\$ -	\$ -		\$	-
	\$ 835,215	\$ 215,177	25.76%	\$ 826,563	\$ 275,096	33.28%	\$	(59,919)
GRAND TOTAL EXPENDITURES	\$ 835,215	\$ 215,177	25.76%	\$ 826,563	\$ 275,096	33.28%	\$	(59,919)