

**City Council Workshop & Meeting  
February 16, 2021  
Agenda**

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

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

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

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

- A. Road Reconstruction Report – Dan Goyette (15 minutes)
- B. Spring Clean Up – Dan Goyette (30 minutes)
- C. City Ordinance Review – Phil Crowell (45 minutes)

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

**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 13-02162021\***  
Re-appointing Susan Clements-Dallaire as Registrar of Voters with a term expiration of December 31, 2022.
- II. **Minutes** – February 1, 2021 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
  - CDBG Annual Report Presentation – Zachary Lenhert
  - 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 01-02012021**

Amending the zoning map adjusting the boundary to remove the parcel at 186 Main Street from the T.4.2 Form Based District and include the parcel in the T.5.1 Form Based Code District. Public hearing and second reading.

VI. **New Business**

1. **Order 14-02162021**

Adopting the Community Development Block Grant's (CDBG) Consolidated Annual Performance & Evaluation Report (CAPER).

2. **Ordinance 03-02162021**

Amending Article V. Boards, Commissions, and Committees, Division 1 – Generally, Sec. 2-381 of the Code of Ordinances. Public hearing and first reading.

3. **Ordinance 04-02162021**

Amending Article V. Boards, Commissions, and Committees, Division 2 – Generally, Sec. 2-430 of the Code of Ordinances. Public hearing and first reading.

4. **Ordinance 05-02162021**

Amending Article V. Boards, Commissions, and Committees, Division 2 – Generally, Sec. 2-431 of the Code of Ordinances. Public hearing and first reading.

5. **Ordinance 06-02162021**

Amending Article V. Boards, Commissions, and Committees, Division 2 – Generally, Sec. 2-432 of the Code of Ordinances. Public hearing and first reading.

6. **Ordinance 07-02162021**

Amending Article V. Boards, Commissions, and Committees, Division 2 – Generally, Sec. 2-433 of the Code of Ordinances. Public hearing and first reading.

7. **Ordinance 08-02162021**

Amending Article V. Boards, Commissions, and Committees, Division 2 – Generally, Sec. 2-434 of the Code of Ordinances

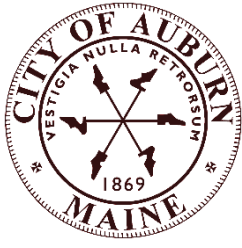
8. **Ordinance 09-02162021**

Amending Article V. Boards, Commissions, and Committees, Division 2 – Generally, Sec. 2-435 of the Code of Ordinances. Public hearing and first reading.

9. **Ordinance 10-02162021**

Amending Article V. Boards, Commissions, and Committees, Division 2 – Generally, Sec. 2-440 of the Code of Ordinances. Public hearing and first reading.

- 10. Order 15-02162021**  
Approving the formation of an ad hoc committee to evaluate and recommend changes to the city ordinance as it pertains to permitting and fees.
- 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 – January 2021 Final Monthly Report
- IX. Executive Session**
- Economic development, pursuant to 1 M.R.S.A. Sec. 405 (6) (C)
- X. Adjournment**



City of Auburn  
City Council Information Sheet

**Council Workshop or Meeting Date:** February 16, 2021

**Author:** Dan Goyette

**Subject:** 2021 Construction Season Update

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**Information:** A short presentation on the upcoming construction season highlighting the various projects that will be undertaken this year.

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**City Budgetary Impacts:** Project costs have been previously approved within the City's Capital Improvement Program.

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**Staff Recommended Action:** No action required.

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**Previous Meetings and History:**

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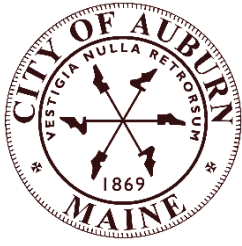
**City Manager Comments:**

I concur with the recommendation. Signature:



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**Attachments:**



City of Auburn  
City Council Information Sheet

**Council Workshop or Meeting Date:** February 16, 2021

**Author:** Dan Goyette

**Subject:** Bulky Waste Cleanup

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**Information:** A short presentation on three options for bulky waste pickup.

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**City Budgetary Impacts:** The options that are presented will all have varying cost.

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**Staff Recommended Action:** A recommendation by the Council on which direction to proceed.

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**Previous Meetings and History:**

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**City Manager Comments:**

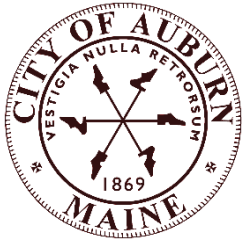
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I concur with the recommendation. Signature:

*Phillip Crowell Jr.*

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**Attachments:**



City of Auburn  
City Council Information Sheet

**Council Workshop or Meeting Date:** February 16, 2021

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

**Subject:** Ordinance Review Process

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**Information:** The Auburn Charter sec. 2.8 states "the city council shall provide for the review of the city's charter and ordinances in their entirety at least once every 15 years". Council recently completed the review of the City Charter and will now begin to review the City Ordinances.

**Ordinance Section:** Chapter 24 – Human Relations and Services, Article II- General Assistance  
**Program.** Section 24-19 Definitions

Ad-Hoc committee is being proposed comprised of Councilor Macleod and Boss to focus on the fees appendix. The committee will provide updates at each of the council meetings and will conclude their work by the May 17<sup>th</sup> meeting.

Staff is completing other revisions and will introduce them to council upon completion. At this evenings meeting ordinance revision for the forming of the Regulatory Board is being proposed.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Review and recommend changes

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**Previous Meetings and History:**

Charter review discussions October 5, October 26, November 9, November 30. Ordinance review began at the 1/19/2021 Council meeting and continued at the 1/25/2021 and 2/1/2021 Council Workshops.

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**City Manager Comments:**

*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

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**Attachments:**



# CHARTER REVIEW | 2020

## Ordinance Review Form

### Current Ordinance

Ordinance Section: Chapter 24 – Human Relations and Services, Article II- General Assistance Program. Section 24-19 Definitions

#### Current Language

*Lump sum payment* means a one-time or typically nonrecurring sum of money issued to an applicant or recipient after an initial application. A lump sum payment includes, but is not limited to, retroactive or settlement portions of social security benefits, workers' compensation payments, unemployment benefits, disability income, veterans' benefits, severance pay benefits, or money received from inheritances, lottery winnings, personal injury awards, property damage claims or divorce settlements. The term "lump sum payment" includes only the amount of money available to the applicant after payment of required deductions has been made from the gross lump sum payment. The term "lump sum payment" does not include conversion of a nonliquid resource to a liquid resource if the liquid resource has been used or is intended to be used to replace the converted resource or for other necessary expenses.

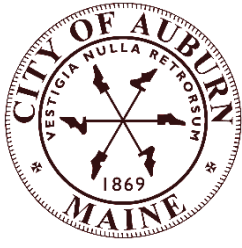
### Proposed Ordinance

Ordinance Section: Chapter 24 – Human Relations and Services, Article II – General Assistance Program. Section 24-19 Definitions

**New Language:** *Lump sum payment* means a one-time or typically nonrecurring sum of money issued to an applicant or recipient after an initial application. A lump sum payment includes, but is not limited to, retroactive or settlement portions of social security benefits, workers' compensation payments, unemployment benefits, disability income, veterans' benefits, severance pay benefits, or money received from inheritances, lottery winnings, personal injury awards, property damage claims or divorce settlements. The term "lump sum payment" includes only the amount of money available to the applicant after payment of required deductions has been made from the gross lump sum payment. The term "lump sum payment" does not include conversion of a nonliquid resource to a liquid resource if the liquid resource has been used or is intended to be used to replace the converted resource or for other necessary expenses. **Federal stimulus checks may not be included as a "lump sum payment".**

### Reason for proposed change

Federal stimulus checks are considered a new form of income and must be addressed accordingly.



City of Auburn  
City Council Information Sheet

**Council Workshop or Meeting Date:** February 16, 2021

**Order:** 13-02162021

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

**Subject:** Appointment of Registrar of Voters

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**Information:** The City Council must appoint a Registrar of Voters as outlined in Title 21-A, section 101. Sue has served as Deputy Registrar of Voters from 2008 – 2011 and Registrar of Voters since 2011. The term expiration for this appointment is 12/31/2022.

*21-A, Sec. 101 - The municipal officers of each municipality shall appoint in writing a qualified registrar of voters by January 1st of each odd-numbered year. The registrar shall serve for 2 years and until a successor is appointed and sworn. The municipal clerk may be appointed to serve as registrar, but the term of the clerk has no effect on the term of the registrar. If the clerk is not appointed to serve as registrar, the clerk must be appointed by the registrar to serve as a deputy registrar and has the same authority as the registrar to make determinations of voter eligibility and to perform the duties of voter registration as provided in this Title.*

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** Recommend passage

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**Previous Meetings and History:** Every two years

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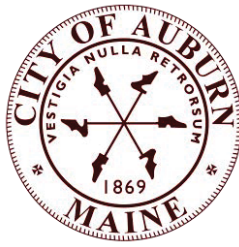
**City Manager Comments:**

I concur with the recommendation. Signature:

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**Attachments:**





ORDER 13-02162021

# City Council Order

## IN CITY COUNCIL

**ORDERED**, that the City Council hereby re-appoints Susan Clements-Dallaire as Registrar of Voters with a term expiration of December 31, 2022.

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

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

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

Mayor Levesque called the meeting to order at 7:04 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. All Councilors were present.

- I. Consent Items** - 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 09-02012021\***

Confirming Chief Moen's appointment of Logan Rossignol as a Constable with firearm for the Auburn Police Department.

**2. Order 10-02012021\***

Setting the date for the second council meeting in February to be held on Tuesday, February 16, 2021.

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

Passage 7-0.

**II. Minutes** – January 19, 2021 Regular Council Meeting

Motion was made by Councilor Walker and seconded by Councilor Milks to approve the minutes of the January 19, 2021 Regular Council meeting.

Passage 7-0.

**III. Communications, Presentations and Recognitions**

- Continuation of Council Workshop on Ordinance Review
- Council Communications (about and to the community) – None at this time.

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

**V. Unfinished Business** - None

**VI. New Business**

**1. Ordinance 01-02012021**

Amending the zoning map adjusting the boundary to remove the parcel at 186 Main Street from the T.4.2 Form Based District and include the parcel in the T.5.1 Form Based Code District. First Reading.

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

Public comment – no one from the public spoke.

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

**2. Ordinance 02-02012021**

Expanding the T-4.2 Traditional Downtown Neighborhood to replace current zoning in the Multi-family Urban District in the New Auburn neighborhood. First Reading.

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

Public comment – no one from the public spoke.

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

**3. Order 11-02012021**

Appointing Glen Holmes to the Auburn Lewiston Airport Board as the City Manager Representative.

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

Public comment – no one from the public spoke.

Passage 7-0.

**4. Order 12-02012021**

Appointing Eric Cousens to the Androscoggin Transportation Resource Center (ATRC) Policy Committee, replacing the City Manager.

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

Public comment – no one from the public spoke.

Passage 7-0.

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

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

Mayor Levesque reported on the Comp Plan review process noting that more information can be found on our website and he encouraged public feedback. He also reported that meetings were held last week and again this week with Central Maine Medical Center and St. Mary's Hospital to try to determine potential COVID vaccine sites.

Councilor Walker reminded everyone about the upcoming Valentine's Day spaghetti take out dinner. He also wanted everyone know that due to the storm, the Age Friendly Committee meeting is postponed to the 9<sup>th</sup> of February.

Councilor Gerry reported that the Grab and Go grocery program will be this Thursday instead of Wednesday due to the storm.

Councilor Macleod echoed the Mayor's comments on the Comprehensive Plan review and also encouraged public comments.

Councilor Lasagna reported that the ELHS Building Committee meeting has been moved from February to March.

Councilor Boss provided an update on the Ag Committee.

City Manager Crowell reminded everyone of the parking ban due to storm, and also noted that Auburn Hall may close, also because of the storm. That will be determined tomorrow morning. He provided Council with an update on upcoming agenda items. He reported that he and the mayor participated in the Legislative Policy Committee meeting looking at various bills that are being brought forth, adding that he will keep the Council up to date on those. He provided follow up on the Sopers Mill road piping project that was mentioned at the previous Council meeting, and last, he thanked Brian Soucy from our IT department for the work he has done to improve the audio quality for these meetings.

**IX. Executive Session – Economic development, pursuant to 1 M.R.S.A. Sec. 405 (6)(C).**

Motion was made by Councilor Gerry and seconded by Councilor Boss to enter into executive session pursuant to 1 M.R.S.A. Sec. 405 (6)(C).

Passage 7-0. Time: 7:37 PM.

Council was declared out of executive session at 7:44 PM.

**X. Adjournment**

Motion was made by Councilor MacLeod and seconded by Councilor Milks to adjourn. Unanimously approved, adjourned at 7:44 PM.

A TRUE COPY

ATTEST Susan Clements-Dallaire

Susan Clements-Dallaire, City Clerk



# PY2019 Consolidated Annual Performance and Evaluation Report (CAPER)

By: City of Auburn, Community Development

1

## PY2019 CAPER

The PY2019 CAPER covers the period of July 1, 2019 to June 30, 2020. It is the final program year of the 2015-2019 Consolidated Plan. In typical years, the CAPER is due to HUD by the end of September, but due to the COVID-19 pandemic HUD issued blanket waivers for the CAPER deadline.

2

CDBG funds expended in PY2019:  
\$1,129,624

HOME funds expended in PY2019:  
\$689,504

529 unique low-mod income  
persons/households assisted

## Expenses & Outcomes

3



## Prevent Deterioration of Housing Stock

**CDBG:** 23 completed units assisted with CDBG funds; avg: \$10,200/unit.  
-13 other units under construction

**HOME:** 7 completed units assisted with HOME funds; avg: \$17,267  
-10 other units under construction

4



## Support Construction of New Affordable Units

### 62 Spring Street:

2 HOME units – \$251,707

41 units total

### 477 Minot Avenue:

2 HOME units - \$110,000

36 units total

5

## Other Housing Goals

### Goal: Create Mixed Income Neighborhoods/Increase Owner Occupancy

There are no accomplishments to report on HOME-Buyer activities. It is difficult for eligible applicants to find affordable houses in the area that meet housing standards upon purchase.

### Goal: Fair Housing

The City had begun discussions with other interested organizations regarding a landlord-tenant summit to discuss Fair Housing topics and regulations. Due to the pandemic, those plans were put on hold.

6



## Improve Parks and Community Gardens

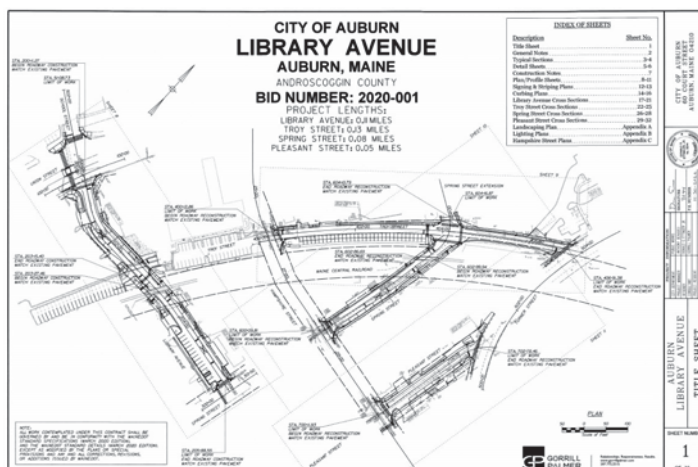
### Whitney Street Garden:

Agreements are in place for construction of the third Community Garden. The activity was delayed because of the pandemic.

### Neighborhood Challenge Grant:

New Auburn Village Signs - \$7,400

7



## Make Neighborhoods Safe and Walkable

Chestnut Street Raised Crosswalk and Parking at PAL Center: \$133,528.90

Library Ave. Neighborhood Road Design: \$37,325.85

8





## Promote Jobs and Development

### Economic Development Loans:

1 full time low-mod job created

\$25,000 Forgivable Loan

9



## Anti-Poverty Public Services

Auburn Police Department/Work with ME; \$47,105; 44 persons

Auburn Recreation-Summer Camp Scholarships; \$15,000; 33 persons

Safe Voices; \$11,000; 36 households

Androscoggin Head Start-Promise Early Education; \$10,000; 35 households

Literacy Volunteers; \$8,895; 135 persons

Tedford Housing; \$7,000; 7 households

St. Mary's Nutrition – Community Garden Coordination; \$8,000; report pending

10



## Improve Quality of Life for Seniors

**Senior Community Center Expansion:** \$678,953

First Auburn Seniors – 75 people – 2 times a month

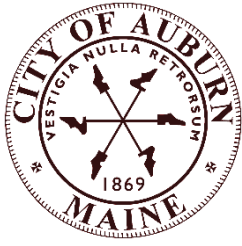
Rec Crafting - 8 to 12 people – 4 times a month

Age-Friendly Meal – 100-200 people (it really grew by February) – once a month

Age-Friendly Meetup (movies, speakers, etc.) – 30-50 people – once a month

SeniorsPlus Education – 10-14 people – 4 times a month

Senior Drop-in – 15-18 people – 4 times a month



City of Auburn  
City Council Information Sheet

**Council Workshop or Meeting Date:** February 16, 2021

**Ordinance:** 01-02012021

**Author:** Eric Cousens, Director of Planning and Permitting

**Subject:** 186 Main Street Zoning Map Amendment

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**Information:** In February of 2018, the City Council chose not to move forward with a zoning amendment that would expand the boundary of the T.5.1 Traditional Downtown Center Form Based Code District to include the parcel at 186 Main Street. The Planning Board recommended unanimously (7/0) that the boundary be revised as shown on the attached maps and more recently, at the January 12, 2021 Planning Board meeting, asked that the City Council reconsider the proposed zoning map amendment. The implications for development at the site are economically significant if we want the downtown to grow at this key riverfront location, but relatively minor as far as total land area in each district. The Current zone, T.4.2, allows 3-story structures plus an attic story. The proposed zone, T.5.1, allows for 4 stories plus an attic story. The increased building height will help make a mixed-use project, with an elevator, viable according to interested developers. This is the public hearing and second.

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**City Budgetary Impacts:** Increased potential for a larger tax base at the site.

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**Staff Recommended Action:** Approve first reading and allow staff to schedule second reading with a public hearing for February 16, 2021.

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**Previous Meetings and History:** February 5, 2018 Council Meeting, January 25, 2021 Workshop. Passage of first reading on 2-1-2021

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**City Manager Comments:**

I concur with the recommendation. Signature:

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**Attachments:** Previous 2018 staff report to Council, Images of development potential with the proposed change(2), T.4.2 Standards:

[https://library.municode.com/me/auburn/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH60ZO\\_ARTIVDIRE\\_DIV14FOBACO\\_SDIINGE\\_S60.549TRDONE2](https://library.municode.com/me/auburn/codes/code_of_ordinances?nodeId=PTIICOOR_CH60ZO_ARTIVDIRE_DIV14FOBACO_SDIINGE_S60.549TRDONE2) ,

T.5.1 Standards:

[https://library.municode.com/me/auburn/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH60ZO\\_ARTIVDIRE\\_DIV14FOBACO\\_SDIINGE\\_S60-550DOTRCE1](https://library.municode.com/me/auburn/codes/code_of_ordinances?nodeId=PTIICOOR_CH60ZO_ARTIVDIRE_DIV14FOBACO_SDIINGE_S60-550DOTRCE1)



City of Auburn  
City Council Information Sheet

**Council Workshop Date:** 1-22-2018

**Ordinance:** 01-02052018

**Author:** Zach Mosher, City Planner

**Subject:** Zoning Map Amendment at 186 Main St.

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**Information:** 186 Main St, a city-owned property, has been selected by the City as a valuable downtown redevelopment site. During the Staff review period it was determined that the existing zoning of T-4.2 is not the appropriate zoning for a more urban type redevelopment of 186 Main Street. The zoning amendment would change the zoning at 186 Main St (PID: 231-020) from Traditional Downtown Neighborhood (T-4.2) to Traditional Downtown Center (T-5.1). The Traditional Downtown Center (T-5.1) zoning for the proposed property will be a positive incentive for redevelopment by taking advantage of the increased density and building size that the Form Based Code allows. 186 Main St is located on the boundary between the T-4.2 and T-5.2 zoning districts and staff opines that it makes sense to extend the T-5.1 district to include this parcel and continue the visual character of the properties at 178 Main Street and other properties further to the north on Main Street.

The Planning Board voted unanimously (7-0) to forward a recommendation of APPROVAL on to the City Council. The required Planning Board report is attached with this information sheet.

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**Advantages:** The T-5.1 zoning will allow for a denser, more urban type development than the T-4.2 zoning district.

**Disadvantages:** None.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** First reading and recommend passage.

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**Previous Meetings and History:** January 9, 2018 Planning Board meeting- A public hearing was held (no public response) and the Planning Board voted 7-0 to forward a positive recommendation to the City Council. All Planning Board materials and maps are attached. Workshop presentation on 1/22/2018.

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**City Manager Comments:**

I concur with the recommendation. Signature:

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

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**Attachments:**

1. Staff Report for the Planning Board's January 9, 2018 meeting.
2. Planning Board report to the City Council.



**Attachment 2**  
**Existing Zoning**



**Downtown City Center**  
**T-5.2**

**Downtown Traditional Center**  
**T-5.1**

**Conservation/Open Space**  
**C/O S**

**186 Main St.**

**Traditional Mainstreet Neighborhood**  
**T-4.1**

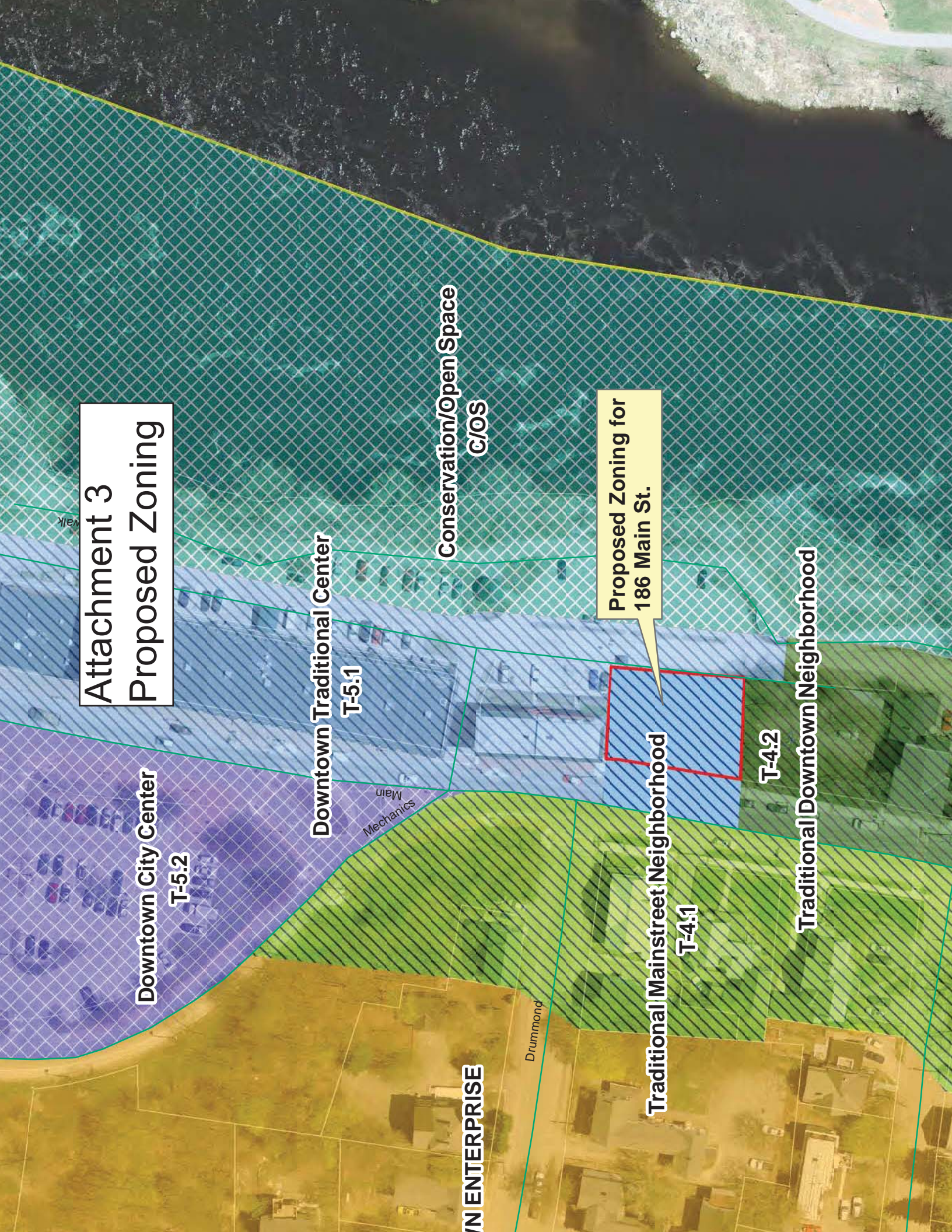
**Traditional Downtown Neighborhood**  
**T-4.2**

**DOWNTOWN ENTERPRISE**

Vine



**Attachment 3  
Proposed Zoning**



**Downtown City Center  
T-5.2**

**Downtown Traditional Center  
T-5.1**

**Conservation/Open Space  
C/OS**

**Proposed Zoning for  
186 Main St.**

**Traditional Mainstreet Neighborhood  
T-4.1**

**Traditional Downtown Neighborhood  
T-4.2**

**IN ENTERPRISE**

*Drummond*

*Main  
Mechanics*



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



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

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDINANCE 01-02052018

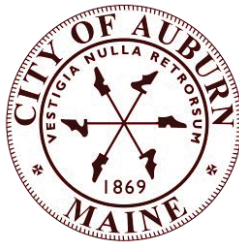
BE IT ORDAINED, that the City Council hereby amends the City of Auburn Zoning Ordinance for the property located at 186 Main Street (PID # 231-020) from Traditional Downtown Neighborhood (T-4.2) to Downtown Traditional Center (T-5.1) as shown on the attached map, pursuant to Chapter 60, Article XVII, Division 2 of the Ordinances of the City of Auburn.



**BR BURN**  
architecture for life







# City Council Ordinance

## IN CITY COUNCIL

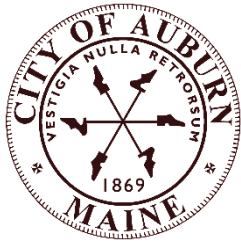
**Be it ordained,** that the Auburn City Council amend the zoning map in the vicinity of 186 Main Street. Specifically, adjusting the boundary to remove the parcel at 186 Main Street from the T.4.2 Form Based Code District and include the parcel in the T.5.1 Form Based Code District as shown in the attached map labeled Attachment 3 Proposed Zoning.

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

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

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



City of Auburn  
City Council Information Sheet

**Council Workshop or Meeting Date:** February 16, 2021

**Order:** 14-02162021

**Author:** Zachary Lenhert

**Subject:** Consolidated Annual Performance and Evaluation Report (CAPER)

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**Information:** The goal of the Consolidated Annual Performance and Evaluation Report (CAPER) is to report and assess the progress made towards achieving strategic plan goals. The CAPER is entered and submitted to HUD through the Integrated Disbursement and Information System (IDIS). The data used in the CAPER comes from goals entered into IDIS for the 5-year Consolidated Plan and Annual Action Plan and from activity accomplishment reports.

The proposed CAPER is for Program Year 2019 (July 1, 2019 – June 30, 2020), it is the final year of the 2015-2019 Consolidated Plan. HUD issued blanket waivers for submission of the CAPER at the beginning of the COVID-19 pandemic.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Approve of PY2019 Consolidated Annual Performance and Evaluation Report (CAPER) for submission to HUD.

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**Previous Meetings and History:** None

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**City Manager Comments:**

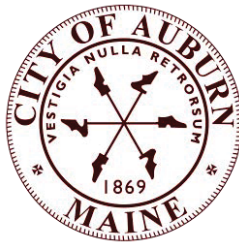
*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

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**Attachments:**

Entire CAPER can be viewed at: [https://www.auburnmaine.gov/CMSContent/CDBG/PY2019\\_CAPER\\_v1.2.pdf](https://www.auburnmaine.gov/CMSContent/CDBG/PY2019_CAPER_v1.2.pdf)  
PY2019 CAPER Presentation



ORDER 14-02162021

# City Council Order

## IN CITY COUNCIL

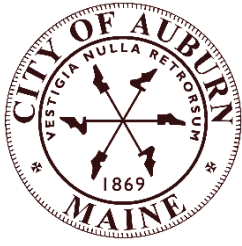
**ORDERED**, that the City Council hereby accepts the PY2019 Consolidated Annual Performance and Evaluation Report as prepared by Community Development staff for submission to HUD.

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

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

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



City of Auburn  
City Council Information Sheet

**Council Workshop or Meeting Date:** February 16, 2021

**Ordinances:** 03-02162021 through 10-02162021

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

**Subject:** Ordinance Review Process

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**Information:** The Auburn Charter sec. 2.8 states "the city council shall provide for the review of the city's charter and ordinances in their entirety at least once every 15 years". Council recently completed the review of the City Charter and will now begin to review the City Ordinances.

Several workshops have been held.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** public hearing and first reading on Article V. Boards Commissions and Committees, Div 1 Sec. 2-381 and Div 2 Sections 2.430 - 435 and 440.

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**Previous Meetings and History:**

Charter review discussions October 5, October 26, November 9, November 30. Ordinance review began at the 1/19/2021 Council meeting and continued at the 1/25/2021 and 2/1/2021 Council Workshops.

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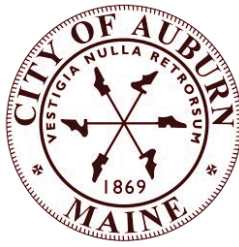
**City Manager Comments:**

*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

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**Attachments:**



# City Council Ordinance

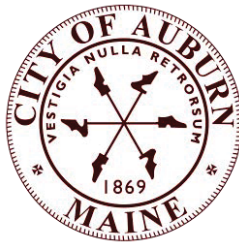
## IN CITY COUNCIL

Be it ordained, that the City Council hereby amends Article V. Boards, Commissions, and Committees, Division 1 – Generally, Sec. 2-381 as follows:

Sec. 2-381. - Established.

The city has such boards, commissions, committees, agencies, and other subunits of its governing authority as are established from time to time by the city Charter or the city council. The school committee is established in the city Charter, and information regarding other city boards, commissions, committees, agencies, and similar bodies is available in this article and on the city's official website. The council has created advisory boards to provide oversight and communication between the various boards, commissions, and committees as well as the elected officials.





# City Council Ordinance

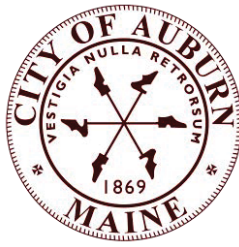
## IN CITY COUNCIL

Be it ordained, that the City Council hereby amend the code of ordinances Article V. Boards, Commissions and Committees, Division 2, Sec. 2- 430.

Sec. 2-430. - Membership; ~~compensation of members~~responsibility.

A board of ~~assessment regulatory advisory review~~ shall be appointed by the city council, consisting of ~~five~~seven members, to serve without compensation. ~~The city council shall also appoint three alternate members.~~

The purpose of the regulatory advisory board is to perform the responsibilities of the Board of Assessment Review, Board of Appeals, and all other regulatory review functions as directed by the city council. The board shall develop such rules to govern its meetings (to include meetings dates and times) and operations as it deems advisable.



# City Council Ordinance

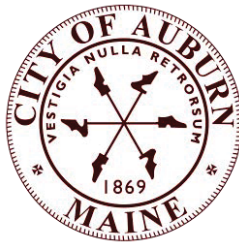
## IN CITY COUNCIL

Be it ordained, that the City Council hereby amend the code of ordinances Article V. Boards, Commissions and Committees, Division 2, Sec. 2-431.

Sec. 2-431. - Term of members.

The initial terms of office of the members of the ~~regulatory advisory~~ board ~~of assessment review~~ shall be staggered terms. The city council shall annually appoint one member to serve on the board for a ~~five~~three-year term. ~~The initial terms of the alternate members of the board shall be staggered.~~ Their successors shall be appointed for ~~five~~three-year terms.





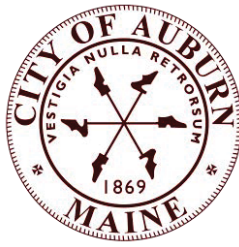
# City Council Ordinance

## IN CITY COUNCIL

Be it ordained, that the City Council hereby amend the code of ordinances Article V. Boards, Commissions and Committees, Division 2, Sec. 2- 432.

Sec. 2-432. — Assessment Review Appeals procedure.

When written application is made by a taxpayer for a review of a refusal by the tax assessor to grant a request for an abatement, the board of assessment review shall, within 14 days of the receipt of such request, set a date for hearing, of which the applicant shall receive at least seven days' written notice. In its conduct of the hearing the board shall act as an impartial panel to receive evidence from the appellant and the assessor, advocating for neither party in rendering a decision. The board shall conform that decision to all applicable statutes. At such hearing, the applicant shall have the right to be heard in person, to present witnesses, to examine the tax assessor and any witnesses presented by him, and to be represented by counsel. Upon the evidence presented, the board shall determine whether or not the applicant was over-assessed and may grant such reasonable abatement of his assessment as it determines to be proper. The board shall give notice to the applicant of its decision and of the reasons therefor at the hearing or within a reasonable time thereafter.



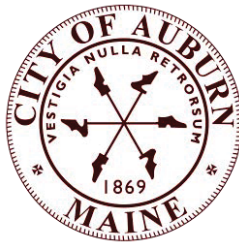
# City Council Ordinance

## IN CITY COUNCIL

Be it ordained, that the City Council hereby amend the code of ordinances Article V. Boards, Commissions and Committees, Division 2, Sec. 2- 433.

Sec. 2-433. - Quorum.

The regulatory board ~~of assessment review~~ shall take no official action unless at least three members are present; provided, however, that a lesser number may adjourn the proceedings to a later time. When a regular member of the board is unable to participate in an appeal, the chair shall designate one of the alternate members to replace him.



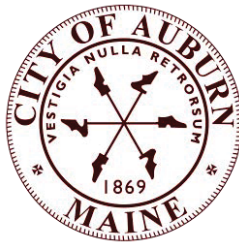
# City Council Ordinance

## IN CITY COUNCIL

Be it ordained, that the City Council hereby amend the code of ordinances Article V. Boards, Commissions and Committees, Division 2, Sec. 2- 434.

Sec. 2-434. - Rules and regulations for conduct of hearings.

The regulatory board ~~of assessment review~~ may establish such rules and regulations governing the conduct of hearings before it as it may deem necessary consistent with this Code and with state law.



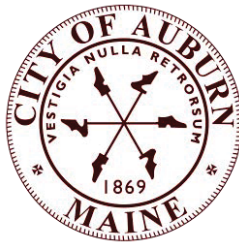
# City Council Ordinance

## IN CITY COUNCIL

Be it ordained, that the City Council hereby amend the code of ordinances Article V. Boards, Commissions and Committees, Division 2, Sec. 2- 435.

Sec. 2-435. - Legal counsel.

The regulatory board ~~of assessment review~~ may have legal counsel present during any appeal hearing to advise on points of law and to assist the board in drafting its final decision.



ORDINANCE 10-02162021

# City Council Ordinance

## IN CITY COUNCIL

Be it ordained, that the City Council hereby amend the code of ordinances Article V. Boards, Commissions and Committees, Division 2, Sec. 2- 440.

Sec. 2-440. – Board of Appeals Review

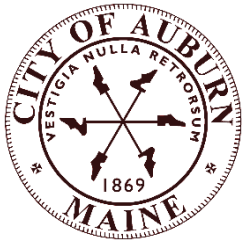
See procedures as outlined in Article XV Board of Appeals

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**Holly C. Lasagna**, Ward One  
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**Jason J. Levesque**, Mayor

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



City of Auburn  
City Council Information Sheet

**Council Workshop or Meeting Date:** February 16, 2021

**Order:** 15-02162021

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

**Subject:** Formation of an ad hoc committee on City fees

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**Information:**

This is to approve the formation of an ad hoc committee to evaluate and recommend changes to the city ordinance as it pertains to permitting and fees. The committee will provide regular updates to the city council and present the final recommendation for adoption on May 17<sup>th</sup>. Councilor Tim MacLeod and Councilor Katie Boss will serve on this committee with staff support.

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** Consider passage of the order

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**Previous Meetings and History:** Fees were discussed at the 1/25/2021 Council workshop

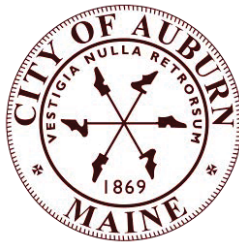
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**City Manager Comments:**

I concur with the recommendation. Signature:



**Attachments:**



ORDER 15-02162021

# City Council Order

## IN CITY COUNCIL

**ORDERED**, that the City Council hereby approves the formation of an ad hoc committee to evaluate and recommend changes to the city ordinances as it pertains to permitting and fees. Councilors Tim MacLeod and Katie Boss will serve on the committee with staff support. The committee will provide regular updates to the City Council and present the final recommendation for adoption on May 17, 2021.

---

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

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

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services



**TO: Phillip Crowell, City Manager**

**FROM: Jill Eastman, Finance Director**

**REF: January 2021 Financial Report**

**DATE: February 8, 2021**

The following is a discussion regarding the significant variances found in the City's January 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 seventh month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 58.3% of the annual budget. However, not all costs and revenues are distributed evenly throughout the year; individual line items can vary based upon cyclical activity.

### Revenues

Revenues collected through January 31st, including the school department were \$3,797,657 or 58.64%, of the budget. The municipal revenues including property taxes were \$37,920,016, or 59.41% of the budget which is more than the same period last year by 6.20%. The accounts listed below are noteworthy.

- A. The current year tax revenue is at 58.17% as compared to 52.58% last year. This is a \$2,964,709 increase over last year. The reason for this difference is due to the timing of receiving the BETE (Business Equipment Tax Exemption) reimbursement from the State. Last year this was received at the end of March and this year it was received in December. The second payment is due March 15<sup>th</sup>.
- B. Excise tax for the month of January is at 69.86%. This is an increase of \$345,595 over FY 20. Our excise revenues for FY21 are 11.56% above projections as of January 31, 2021.



- C. State Revenue Sharing at the end of January is 77.27% or \$2,092,676. This is an increase of \$471,163 over last January.

### **Expenditures**

City expenditures through January 2021 were \$30,676,874 or 66.79%, of the budget. This is an increase of 18.72% more than the same period last year. Noteworthy variances are:

- A. Fiscal Services are higher than last year by 5.68%. The major increases are debt service and Worker's Comp Transfer. This transfer was made earlier in the year in FY 21 than in FY 20.
- B. Public Safety is higher due to the Fire & EMS Department transfer to Capital Reserves of \$150,000 was made earlier this year than in prior years.

### **Investments**

This section contains an investment schedule as of January 31st. Currently the City's funds are earning an average interest rate of 0.58% compared to 1.87% in 2020.

Respectfully submitted,

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

Jill M. Eastman  
Finance Director

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

	UNAUDITED January 31 2021	UNAUDITED December 31 2020	Increase (Decrease)	AUDITED JUNE 30 2020
<b>ASSETS</b>				
CASH	\$ 12,994,759	\$ 13,214,982	\$ (220,222)	\$ 14,712,549
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	1,315,499	1,243,217	72,283	1,845,860
TAXES RECEIVABLE-CURRENT	20,677,463	21,185,057	(507,594)	185,234
DELINQUENT TAXES	759,740	760,847	(1,107)	746,904
TAX LIENS	788,671	867,173	(78,502)	1,487,686
PREPAID EXPENSES				753,070
NET DUE TO/FROM OTHER FUNDS	3,988,836	5,717,958	(1,729,123)	2,575,964
<b>TOTAL ASSETS</b>	<b>\$ 40,524,968</b>	<b>\$ 42,989,233</b>	<b>\$ (2,464,265)</b>	<b>\$ 22,307,267</b>
<b>LIABILITIES &amp; FUND BALANCES</b>				
ACCOUNTS PAYABLE	\$ (219,606)	\$ (53,702)	\$ (165,904)	\$ (936,432)
PAYROLL LIABILITIES	(916,870)	(704,864)	(212,006)	(253,541)
ACCRUED PAYROLL	(19)	(19)	-	(4,485,020)
PREPAID TAXES				(258,316)
STATE FEES PAYABLE	(66,487)	(45,914)	(20,573)	-
ESCROWED AMOUNTS	(31,107)	(31,095)	(12)	-
DEFERRED REVENUE	(22,186,488)	(22,773,691)	587,203	(2,060,409)
<b>TOTAL LIABILITIES</b>	<b>\$ (23,420,577)</b>	<b>\$ (23,609,285)</b>	<b>\$ 188,708</b>	<b>\$ (7,993,718)</b>
FUND BALANCE - UNASSIGNED/ASSIGNED	\$ (14,306,755)	\$ (16,344,521)	\$ 2,037,766.28	\$ (11,515,913)
FUND BALANCE - RESTRICTED	(1,364,114)	(2,273,457)	\$ 909,343	(1,364,114)
FUND BALANCE - NON SPENDABLE	(1,433,522)	(761,970)	(671,552.00)	(1,433,522)
<b>TOTAL FUND BALANCE</b>	<b>\$ (17,104,391)</b>	<b>\$ (19,379,948)</b>	<b>\$ 2,275,557</b>	<b>\$ (14,313,549)</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ (40,524,968)</b>	<b>\$ (42,989,233)</b>	<b>\$ 2,464,265</b>	<b>\$ (22,307,267)</b>

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

REVENUE SOURCE	FY 2021 BUDGET	ACTUAL REVENUES THRU JAN 2021	% OF BUDGET	FY 2020 BUDGET	ACTUAL REVENUES THRU JAN 2020	% OF BUDGET	VARIANCE
<b>TAXES</b>							
PROPERTY TAX REVENUE-	\$ 49,655,498	\$ 28,885,933	58.17%	\$ 49,295,498	\$ 25,921,224	52.58%	\$ 2,964,709
PRIOR YEAR TAX REVENUE	\$ -	\$ 481,767		\$ -	\$ 316,558		\$ 165,209
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 1,420,000	\$ 1,405,540	98.98%	\$ 1,250,000	\$ 994,116	79.53%	\$ 411,424
EXCISE	\$ 4,112,861	\$ 2,873,436	69.86%	\$ 3,910,000	\$ 2,527,841	64.65%	\$ 345,595
PENALTIES & INTEREST	\$ 150,000	\$ 67,866	45.24%	\$ 150,000	\$ 78,449	52.30%	\$ (10,583)
<b>TOTAL TAXES</b>	<b>\$ 55,338,359</b>	<b>\$ 33,714,542</b>	<b>60.92%</b>	<b>\$ 54,605,498</b>	<b>\$ 29,838,188</b>	<b>54.64%</b>	<b>\$ 3,876,354</b>
<b>LICENSES AND PERMITS</b>							
BUSINESS	\$ 166,000	\$ 139,609	84.10%	\$ 169,000	\$ 110,351	65.30%	\$ 29,258
NON-BUSINESS	\$ 392,400	\$ 239,821	61.12%	\$ 409,000	\$ 188,519	46.09%	\$ 51,302
<b>TOTAL LICENSES</b>	<b>\$ 558,400</b>	<b>\$ 379,431</b>	<b>67.95%</b>	<b>\$ 578,000</b>	<b>\$ 298,870</b>	<b>51.71%</b>	<b>\$ 80,561</b>
<b>INTERGOVERNMENTAL ASSISTANCE</b>							
STATE-LOCAL ROAD ASSISTANCE	\$ 400,000	\$ 390,976	97.74%	\$ 400,000	\$ 417,352	104.34%	\$ (26,376)
STATE REVENUE SHARING	\$ 2,708,312	\$ 2,092,676	77.27%	\$ 2,389,669	\$ 1,621,513	67.86%	\$ 471,163
WELFARE REIMBURSEMENT	\$ 90,656	\$ 21,704	23.94%	\$ 94,122	\$ 26,794	28.47%	\$ (5,090)
OTHER STATE AID	\$ 32,000	\$ 10,269	32.09%	\$ 32,000	\$ 14,495	45.30%	\$ (4,226)
CITY OF LEWISTON	\$ 228,384	\$ 29,877	13.08%	\$ 228,384	\$ -	0.00%	\$ 29,877
<b>TOTAL INTERGOVERNMENTAL ASSISTANCE</b>	<b>\$ 3,459,352</b>	<b>\$ 2,545,502</b>	<b>73.58%</b>	<b>\$ 3,144,175</b>	<b>\$ 2,080,154</b>	<b>66.16%</b>	<b>\$ 465,348</b>
<b>CHARGE FOR SERVICES</b>							
GENERAL GOVERNMENT	\$ 198,440	\$ 88,673	44.69%	\$ 148,440	\$ 62,833	42.33%	\$ 25,840
PUBLIC SAFETY	\$ 181,600	\$ 80,280	44.21%	\$ 215,600	\$ 68,977	31.99%	\$ 11,303
EMS TRANSPORT	\$ 1,200,000	\$ 668,864	55.74%	\$ 1,200,000	\$ 671,097	55.92%	\$ (2,233)
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 1,580,040</b>	<b>\$ 837,818</b>	<b>53.03%</b>	<b>\$ 1,564,040</b>	<b>\$ 802,907</b>	<b>51.34%</b>	<b>\$ 34,911</b>
<b>FINES</b>							
PARKING TICKETS & MISC FINES	\$ 55,000	\$ 15,455	28.10%	\$ 55,000	\$ 24,379	44.33%	\$ (8,924)
<b>MISCELLANEOUS</b>							
INVESTMENT INCOME	\$ 80,000	\$ 32,095	40.12%	\$ 70,000	\$ 88,965	127.09%	\$ (56,870)
RENTS	\$ 35,000	\$ 28,632	81.81%	\$ 35,000	\$ 14,428	41.22%	\$ 14,204
UNCLASSIFIED	\$ 10,000	\$ 134,101	1341.01%	\$ 10,000	\$ 50,124	501.24%	\$ 83,977
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 37,667		\$ -	\$ 36,383		\$ 1,284
SALE OF PROPERTY	\$ 25,000	\$ 70,147	280.59%	\$ 20,000	\$ 15,917	79.59%	\$ 54,230
RECREATION PROGRAMS/ARENA							\$ -
MMWAC HOST FEES	\$ 230,000	\$ 115,750	50.33%	\$ 225,000	\$ 134,331	59.70%	\$ (18,581)
TRANSFER IN: TIF	\$ 1,117,818	\$ -	0.00%	\$ 1,117,818	\$ -	0.00%	\$ -
TRANSFER IN: Other Funds	\$ 578,925	\$ -	0.00%	\$ 566,011	\$ -	0.00%	\$ -
ENERGY EFFICIENCY							\$ -
CDBG	\$ 214,430	\$ -	0.00%	\$ 214,430	\$ -	0.00%	\$ -
UTILITY REIMBURSEMENT	\$ 20,000	\$ 8,877	44.39%	\$ 20,000	\$ 8,652	43.26%	\$ 225
CITY FUND BALANCE CONTRIBUTION	\$ 527,500	\$ -	0.00%	\$ 527,500	\$ -	0.00%	\$ -
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 2,838,673</b>	<b>\$ 427,269</b>	<b>15.05%</b>	<b>\$ 2,805,759</b>	<b>\$ 348,800</b>	<b>12.43%</b>	<b>\$ 78,469</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 63,829,824</b>	<b>\$ 37,920,016</b>	<b>59.41%</b>	<b>\$ 62,752,472</b>	<b>\$ 33,393,298</b>	<b>53.21%</b>	<b>\$ 4,526,718</b>
<b>SCHOOL REVENUES</b>							
EDUCATION SUBSIDY	\$ 26,217,074	\$ 15,618,568	59.57%	\$ 25,851,656	\$ 15,479,657	59.88%	\$ 138,911
EDUCATION	\$ 717,415	\$ 259,073	36.11%	\$ 711,224	\$ 330,662	46.49%	\$ (71,589)
SCHOOL FUND BALANCE CONTRIBUTION	\$ 970,862	\$ -	0.00%	\$ 877,296	\$ -	0.00%	\$ -
<b>TOTAL SCHOOL</b>	<b>\$ 27,905,351</b>	<b>\$ 15,877,641</b>	<b>56.90%</b>	<b>\$ 27,440,176</b>	<b>\$ 15,810,319</b>	<b>57.62%</b>	<b>\$ 67,322</b>
<b>GRAND TOTAL REVENUES</b>	<b>\$ 91,735,175</b>	<b>\$ 53,797,657</b>	<b>58.64%</b>	<b>\$ 90,192,648</b>	<b>\$ 49,203,617</b>	<b>54.55%</b>	<b>\$ 4,594,040</b>

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

DEPARTMENT	FY 2021 BUDGET	Unaudited EXP THRU JAN 2021	% OF BUDGET	FY 2020 BUDGET	Unaudited EXP THRU JAN 2020	% OF BUDGET	VARIANCE
<b>ADMINISTRATION</b>							
MAYOR AND COUNCIL	\$ 99,000	\$ 55,935	56.50%	\$ 123,137	\$ 83,079	67.47%	\$ (27,144)
CITY MANAGER	\$ 776,095	\$ 383,300	49.39%	\$ 582,119	\$ 338,865	58.21%	\$ 44,435
CITY CLERK	\$ 216,946	\$ 122,620	56.52%	\$ 207,139	\$ 104,157	50.28%	\$ 18,463
FINANCIAL SERVICES	\$ 751,849	\$ 428,102	56.94%	\$ 734,597	\$ 427,846	58.24%	\$ 256
HUMAN RESOURCES	\$ 157,057	\$ 86,559	55.11%	\$ 153,182	\$ 85,092	55.55%	\$ 1,467
INFORMATION TECHNOLOGY	\$ 609,260	\$ 517,262	84.90%	\$ 713,729	\$ 575,796	80.67%	\$ (58,534)
<b>TOTAL ADMINISTRATION</b>	<b>\$ 2,610,207</b>	<b>\$ 1,593,778</b>	<b>61.06%</b>	<b>\$ 2,513,903</b>	<b>\$ 1,614,835</b>	<b>64.24%</b>	<b>\$ (21,057)</b>
<b>COMMUNITY SERVICES</b>							
ECONOMIC & COMMUNITY DEVELOPMENT	\$ 1,339,047	\$ 559,082	41.75%	\$ 1,333,724	\$ 651,496	48.85%	\$ (92,414)
HEALTH & SOCIAL SERVICES	\$ 199,282	\$ 72,389	36.32%	\$ 211,371	\$ 86,158	40.76%	\$ (13,769)
RECREATION & SPORTS TOURISM	\$ 520,474	\$ 351,285	67.49%	\$ 448,575	\$ 302,559	67.45%	\$ 48,726
PUBLIC LIBRARY	\$ 1,031,533	\$ 687,689	66.67%	\$ 1,006,217	\$ 681,237	67.70%	\$ 6,452
<b>TOTAL COMMUNITY SERVICES</b>	<b>\$ 3,090,336</b>	<b>\$ 1,670,445</b>	<b>54.05%</b>	<b>\$ 2,999,887</b>	<b>\$ 1,721,450</b>	<b>57.38%</b>	<b>\$ (51,005)</b>
<b>FISCAL SERVICES</b>							
DEBT SERVICE	\$ 7,577,735	\$ 6,859,092	90.52%	\$ 7,334,690	\$ 6,424,559	87.59%	\$ 434,533
FACILITIES	\$ 667,494	\$ 437,758	65.58%	\$ 667,128	\$ 532,598	79.83%	\$ (94,840)
WORKERS COMPENSATION	\$ 641,910	\$ 641,910	100.00%	\$ 637,910	\$ -	0.00%	\$ 641,910
WAGES & BENEFITS	\$ 6,840,635	\$ 3,723,435	54.43%	\$ 6,797,826	\$ 3,579,568	52.66%	\$ 143,867
EMERGENCY RESERVE (10108062-670000)	\$ 461,230	\$ (2,500)	-0.54%	\$ 445,802	\$ -	0.00%	\$ (2,500)
<b>TOTAL FISCAL SERVICES</b>	<b>\$ 16,189,004</b>	<b>\$ 11,659,695</b>	<b>72.02%</b>	<b>\$ 15,883,356</b>	<b>\$ 10,536,725</b>	<b>66.34%</b>	<b>\$ 1,122,970</b>
<b>PUBLIC SAFETY</b>							
FIRE & EMS DEPARTMENT	\$ 5,302,131	\$ 3,118,696	58.82%	\$ 5,211,262	\$ 2,950,718	56.62%	\$ 167,978
POLICE DEPARTMENT	\$ 4,332,339	\$ 2,450,191	56.56%	\$ 4,275,323	\$ 2,472,502	57.83%	\$ (22,311)
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 9,634,470</b>	<b>\$ 5,568,887</b>	<b>57.80%</b>	<b>\$ 9,486,585</b>	<b>\$ 5,423,220</b>	<b>57.17%</b>	<b>\$ 145,667</b>
<b>PUBLIC WORKS</b>							
PUBLIC WORKS DEPARTMENT	\$ 4,979,329	\$ 2,567,678	51.57%	\$ 4,836,798	\$ 2,624,207	54.26%	\$ (56,529)
SOLID WASTE DISPOSAL*	\$ 1,051,318	\$ 526,902	50.12%	\$ 1,030,500	\$ 501,150	48.63%	\$ 25,752
WATER AND SEWER	\$ 792,716	\$ 585,902	73.91%	\$ 645,216	\$ 474,537	73.55%	\$ 111,365
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 6,823,363</b>	<b>\$ 3,680,482</b>	<b>53.94%</b>	<b>\$ 6,512,514</b>	<b>\$ 3,599,894</b>	<b>55.28%</b>	<b>\$ 80,588</b>
<b>INTERGOVERNMENTAL PROGRAMS</b>							
AUBURN-LEWISTON AIRPORT	\$ 170,000	\$ 167,110	98.30%	\$ 191,000	\$ 189,200	99.06%	\$ (22,090)
E911 COMMUNICATION CENTER	\$ 1,134,304	\$ 850,916	75.02%	\$ 1,134,304	\$ 840,913	74.13%	\$ 10,003
LATC-PUBLIC TRANSIT	\$ 331,138	\$ -	0.00%	\$ 331,138	\$ 331,138	100.00%	\$ (331,138)
ARTS & CULTURE AUBURN	\$ 10,000	\$ 10,000					
TAX SHARING	\$ 260,000	\$ -	0.00%	\$ 270,000	\$ 5,398	2.00%	\$ (5,398)
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 1,905,442</b>	<b>\$ 1,028,026</b>	<b>53.95%</b>	<b>\$ 1,926,442</b>	<b>\$ 1,366,649</b>	<b>70.94%</b>	<b>\$ (338,623)</b>
<b>COUNTY TAX</b>	<b>\$ 2,629,938</b>	<b>\$ 2,629,938</b>	<b>100.00%</b>	<b>\$ 2,482,721</b>	<b>\$ 2,482,721</b>	<b>100.00%</b>	<b>\$ 147,217</b>
<b>TIF (10108058-580000)</b>	<b>\$ 3,049,803</b>	<b>\$ 2,845,623</b>	<b>93.31%</b>	<b>\$ 3,049,803</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 2,845,623</b>
<b>OVERLAY</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>
<b>TOTAL CITY DEPARTMENTS</b>	<b>\$ 45,932,563</b>	<b>\$ 30,676,874</b>	<b>66.79%</b>	<b>\$ 44,855,211</b>	<b>\$ 26,745,494</b>	<b>59.63%</b>	<b>\$ 3,931,380</b>
<b>EDUCATION DEPARTMENT</b>	<b>\$ 45,802,612</b>	<b>\$ 20,831,516</b>	<b>45.48%</b>	<b>\$ 45,337,437</b>	<b>\$ 21,302,633</b>	<b>46.99%</b>	<b>\$ (471,117)</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 91,735,175</b>	<b>\$ 51,508,390</b>	<b>56.15%</b>	<b>\$ 90,192,648</b>	<b>\$ 48,048,127</b>	<b>53.27%</b>	<b>\$ 3,460,263</b>

CITY OF AUBURN, MAINE  
INVESTMENT SCHEDULE  
AS OF January 31, 2021

INVESTMENT	FUND	BALANCE		INTEREST RATE
		January 31, 2021	December 31, 2020	
ANDROSCOGGIN BANK	449			
ANDROSCOGGIN BANK	502	\$ 3,830,955.44	\$ 6,828,910.89	0.35%
ANDROSCOGGIN BANK	836	\$ 1,048,162.51	\$ 1,047,822.33	0.35%
ANDROSCOGGIN BANK	801	\$ 5,512,286.23	\$ 5,510,516.02	0.35%
ANDROSCOGGIN BANK	684	\$ 52,362.33	\$ 52,345.34	0.35%
ANDROSCOGGIN BANK	414	\$ 338,557.00	\$ 338,447.15	0.35%
ANDROSCOGGIN BANK	0888	\$ 226,056.76	\$ 225,983.39	0.35%
ANDROSCOGGIN BANK	0627	\$ 61,851.79	\$ 61,831.72	0.35%
ANDROSCOGGIN BANK	02155	\$ 4,725,421.74	\$ 4,723,869.24	0.35%
ANDROSCOGGIN BANK	02155	\$ 15,321.26	\$ 15,316.29	0.35%
NORTHERN CAPITAL		\$ 500,000.00	\$ 500,000.00	1.70%
NORTHERN CAPITAL		\$ 500,000.00	\$ 500,000.00	1.55%
GRAND TOTAL		\$ 16,810,975.06	\$ 19,805,042.37	0.58%

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

	Beginning Balance 1/1/2021	January 2021			Adjustments	Write-Offs	Ending Balance 1/31/2021
		New Charges	Payments	Refunds			
Bluecross	\$ 3,397.52	\$ 9,291.15	\$ (4,004.32)		\$ (2,987.00)		\$ 5,697.35
Intercept	\$ 200.00	\$ 200.00	\$ (200.00)		\$ 100.00		\$ 300.00
Medicare	\$ 87,364.40	\$ 110,482.60	\$ (32,059.30)	\$ 192.48	\$ (45,980.24)		\$ 119,999.94
Medicaid	\$ 24,086.62	\$ 56,621.80	\$ (20,096.01)		\$ (5,389.47)		\$ 55,222.94
Other/Commercial	\$ 66,372.02	\$ 16,984.00	\$ (7,645.94)		\$ (67.53)	\$ (14,766.63)	\$ 60,875.92
Patient	\$ 115,932.33	\$ 9,705.60	\$ (10,163.37)		\$ (3,435.48)		\$ 112,039.08
Worker's Comp	\$ 1,018.64						\$ 1,018.64
<b>TOTAL</b>	<b>\$ 298,371.53</b>	<b>\$ 203,285.15</b>	<b>\$ (74,168.94)</b>	<b>\$ 192.48</b>	<b>\$ (57,759.72)</b>	<b>\$ (14,766.63)</b>	<b>\$ 355,153.87</b>

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

	July 2020	August 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Totals	% of Total
Bluecross	\$ 6,396.80	\$ 3,992.80	\$ 5,651.00	\$ 3,597.40	\$ 17,449.80	\$ 9,291.15	\$ 9,291.15	\$ 55,670.10	4.06%
Intercept	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ 200.00	\$ 400.00	0.03%
Medicare	\$ 169,046.60	\$ 95,829.00	\$ 88,468.00	\$ 60,559.60	\$ 157,436.80	\$ 110,482.60	\$ 110,482.60	\$ 792,305.20	57.83%
Medicaid	\$ 61,560.60	\$ 40,418.20	\$ 40,041.00	\$ 30,492.60	\$ 55,812.80	\$ 56,621.80	\$ 56,621.80	\$ 341,568.80	24.93%
Other/Commercial	\$ 22,412.60	\$ 12,639.40	\$ 14,347.20	\$ 9,246.40	\$ 25,139.00	\$ 16,984.00	\$ 16,984.00	\$ 117,752.60	8.59%
Patient	\$ 8,521.20	\$ 10,114.80	\$ 4,012.40	\$ 8,058.40	\$ 9,160.00	\$ 9,705.60	\$ 9,705.60	\$ 59,278.00	4.33%
Worker's Comp	\$ -	\$ -	\$ 882.20	\$ 1,542.00	\$ 717.20	\$ -	\$ -	\$ 3,141.40	0.23%
<b>TOTAL</b>	\$ 267,937.80	\$ 162,994.20	\$ 153,401.80	\$ 113,496.40	\$ 265,715.60	\$ 203,285.15	\$ 203,285.15	\$ 1,370,116.10	100.00%

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

	July 2020	August 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Totals	% of Total
Bluecross	7	5	7	4	21	11	15	70	3.78%
Intercept	0	0	0	0	0	2	2	4	0.22%
Medicare	215	144	113	77	245	162	138	1094	59.07%
Medicaid	81	63	52	39	73	65	64	437	23.60%
Other/Commercial	33	23	20	12	37	26	21	172	9.29%
Patient	11	15	5	10	12	7	10	70	3.78%
Worker's Comp	0	1	1	2	1	1	5	5	0.27%
<b>TOTAL</b>	347	250	198	144	389	274	250	1852	100.00%



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

	Current	31-60	61-90	91-120	121+ days	Totals				
Bluecross	\$ 6,417.60	113%	\$ -	0%	\$ -	0%	\$ (720.25)	-13%	\$ 5,697.35	1.60%
Intercept	\$ 300.00		\$ -		\$ -				\$ 300.00	0.08%
Medicare	\$ 89,248.15	74%	\$ 9,607.00	8%	\$ 11,705.80	10%	\$ 3,971.80	3%	\$ 119,999.94	33.79%
Medicaid	\$ 49,379.99	89%	\$ 1,874.83	3%	\$ 1,010.86	2%	\$ 1,320.91	2%	\$ 55,222.94	15.55%
Other/Commercial	\$ 17,947.68	29%	\$ 11,850.98	19%	\$ 14,877.15	24%	\$ 3,245.85	5%	\$ 60,875.92	17.14%
Patient	\$ 39,312.33	35%	\$ 20,733.44	19%	\$ 17,836.79	16%	\$ 17,121.51	15%	\$ 112,039.08	31.55%
Worker's Comp		0%	\$ 1,018.64		\$ -		\$ -		\$ 1,018.64	0.29%
TOTAL	\$ 202,605.75		\$ 45,084.89		\$ 45,430.60		\$ 25,660.07		\$ 36,372.56	\$ 355,153.87
	57%	13%	13%	7%	10%	100%	100.00%			



# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services

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

### **INGERSOLL TURF FACILITY**

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

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

#### **Current Assets:**

As of the end of January 2021 the total current assets of Ingersoll Turf Facility were \$225,983. This consisted of cash and cash equivalents of \$225,983.

#### **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 January 31, 2021 were \$117,249.

#### **Liabilities:**

Ingersoll had accounts payable of \$360 as of January 31, 2021 and an interfund payable of \$39,441.

#### **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 January 2021 are \$52,510. This revenue comes from the sponsorships, programs, rental income and batting cages.

The operating expenses for Ingersoll Turf Facility through January 2021 were \$85,982. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of January 2021, Ingersoll has an operating loss of \$33,471 compared to a net loss in December of \$32,985.

As of January 31, 2021, Ingersoll has a decrease in net assets of \$33,471.

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

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

	Jan 31, 2021	Dec 31, 2020	Increase/ (Decrease)
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 225,983	\$ 225,878	\$ 105
Interfund receivables/payables		\$ -	-
Accounts receivable	-	-	-
Total current assets	225,983	225,878	105
Noncurrent assets:			
Capital assets:			
Buildings	672,279	672,279	-
Equipment	119,673	119,673	-
Land improvements	18,584	18,584	-
Less accumulated depreciation	(693,287)	(693,287)	-
Total noncurrent assets	117,249	117,249	-
Total assets	343,232	343,127	105
<b>LIABILITIES</b>			
Accounts payable	\$ 360	\$ 318	42
Interfund payable	\$ 39,441	\$ 38,891	550
Total liabilities	39,801	39,209	592
<b>NET ASSETS</b>			
Invested in capital assets	\$ 117,249	\$ 117,249	\$ -
Unrestricted	\$ 186,182	\$ 186,669	\$ (487)
Total net assets	\$ 303,431	\$ 303,918	\$ (487)

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

	Ingersoll Turf Facility
Operating revenues:	
Charges for services	\$ 52,510
Operating expenses:	
Personnel	75,847
Supplies	718
Utilities	7,192
Repairs and maintenance	543
Rent	-
Depreciation	-
Capital expenses	-
Other expenses	1,682
Total operating expenses	85,982
Operating gain (loss)	(33,472)
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
Total nonoperating expense	-
Gain (Loss) before transfer	(33,472)
Transfers out	-
Change in net assets	(33,472)
Total net assets, July 1	336,903
Total net assets, January 31, 2021	\$ 303,431

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

REVENUE SOURCE	FY 2021		ACTUAL		% OF		FY 2020		ACTUAL		% OF	
	BUDGET		REVENUES	THRU JAN 2021	BUDGET		BUDGET		REVENUES	THRU JAN 2020	BUDGET	
<b>CHARGE FOR SERVICES</b>												
Sponsorship	\$ 25,000	\$	8,825		35.30%	\$	25,000	\$	8,325		33.30%	
Batting Cages	\$ 13,000	\$	9,280		71.38%	\$	13,000	\$	9,075		69.81%	
Programs	\$ 90,000	\$	2,337		2.60%	\$	90,000	\$	60,245		66.94%	
Rental Income	\$ 102,000	\$	31,177		30.57%	\$	102,000	\$	61,287		60.09%	
<b>TOTAL CHARGE FOR SERVICES</b>	\$ 230,000	\$	51,619		22.44%	\$	230,000	\$	138,932		60.41%	
<b>INTEREST ON INVESTMENTS</b>	\$ -	\$	891			\$	-	\$	178			
<b>GRAND TOTAL REVENUES</b>	<b>\$ 230,000</b>	<b>\$</b>	<b>52,510</b>		<b>22.83%</b>	<b>\$</b>	<b>230,000</b>	<b>\$</b>	<b>139,110</b>		<b>60.48%</b>	

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

DESCRIPTION	FY 2021 BUDGET	ACTUAL		% OF BUDGET	FY 2020 BUDGET	ACTUAL		% OF BUDGET	Difference
		EXPENDITURES THRU JAN 2021	EXPENDITURES THRU JAN 2020			EXPENDITURES THRU JAN 2020	EXPENDITURES THRU JAN 2020		
Salaries & Benefits	\$ 187,546	\$ 75,847	\$ 44,003	40.44%	\$ 149,331	\$ 44,003	\$ 44,003	29.47%	\$ 31,844
Purchased Services	\$ 14,700	\$ 2,225	\$ 3,252	15.14%	\$ 18,160	\$ 3,252	\$ 3,252	17.91%	\$ (1,027)
Programs	\$ 18,500	\$ -	\$ 12,678	0.00%	\$ 17,000	\$ 12,678	\$ 12,678	74.58%	\$ (12,678)
Supplies	\$ 3,750	\$ 718	\$ 502	19.15%	\$ 4,900	\$ 502	\$ 502	10.24%	\$ 216
Utilities	\$ 25,650	\$ 7,192	\$ 8,118	28.04%	\$ 25,100	\$ 8,118	\$ 8,118	32.34%	\$ (926)
Insurance Premiums	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -
Capital Outlay	\$ -	\$ -	\$ -		\$ 11,000	\$ -	\$ -	0.00%	\$ -
	\$ 250,146	\$ 85,982	\$ 68,553	34.37%	\$ 225,491	\$ 68,553	\$ 68,553	30.40%	\$ 17,429
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 250,146</b>	<b>\$ 85,982</b>	<b>\$ 68,553</b>	<b>34.37%</b>	<b>\$ 225,491</b>	<b>\$ 68,553</b>	<b>\$ 68,553</b>	<b>30.40%</b>	<b>\$ 17,429</b>



# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services

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

Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Norway Savings Bank Arena for revenue and expenditures as of January 31, 2021.

### **NORWAY SAVINGS BANK ARENA**

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

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

#### **Current Assets:**

As of the end of January 2021 the total current assets of Norway Savings Bank Arena were (\$1,443,939). These consisted of cash and cash equivalents of \$242,930, accounts receivable of \$124,704, and an interfund payable of \$1,811,573.

#### **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 January 31, 2021 were \$244,326.

#### **Liabilities:**

Norway Arena had accounts payable of \$1,573 as of January 31, 2021.

#### **Statement of Activities:**

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

The operating revenues for Norway Arena through January 2021 are \$490,067. 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 January 2021 were \$419,535. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of January 2021, Norway Arena has an operating and net gain of \$70,532.

As of January 31, 2021, Norway Arena has an increase in net assets of \$70,532.

The budget to actual reports for revenue and expenditures, with comparison to the same period last year show that revenue for FY21 is \$123,099 less than in FY20 and expenditures in F21 are \$2,735 less than last year in January.

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

	January 31, 2021	December 31, 2020	Increase/ (Decrease)
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 242,930	\$ 242,930	\$ -
Interfund receivables	\$ (1,811,573)	\$ (1,966,179)	\$ 154,606
Prepaid Rent		\$ -	\$ -
Accounts receivable	124,704	120,622	\$ 4,082
Total current assets	(1,443,939)	(1,602,627)	158,688
Noncurrent assets:			
Capital assets:			
Buildings	58,223	58,223	-
Equipment	514,999	514,999	-
Land improvements	-	-	-
Less accumulated depreciation	(328,896)	(279,828)	(49,068)
Total noncurrent assets	244,326	293,394	(49,068)
Total assets	(1,199,613)	(1,309,233)	109,620
<b>LIABILITIES</b>			
Accounts payable	\$ 1,573	\$ 577	\$ 996
Net OPEB liability	\$ 44,026	\$ 44,026	\$ -
Net pension liability	60,901	60,901	-
Total liabilities	106,500	105,504	996
<b>NET ASSETS</b>			
Invested in capital assets	\$ 244,326	\$ 293,394	\$ (49,068)
Unrestricted	\$ (1,550,439)	\$ (1,708,131)	\$ 157,692
Total net assets	\$ (1,306,113)	\$ (1,414,737)	\$ 108,624

**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**  
**January 31, 2021**

	Norway Savings Arena
Operating revenues:	
Charges for services	\$ 490,067
Operating expenses:	
Personnel	160,761
Supplies	43,233
Utilities	135,195
Repairs and maintenance	29,335
Insurance Premium	25,820
Depreciation	
Capital expenses	-
Other expenses	25,191
Total operating expenses	419,535
Operating gain (loss)	70,532
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	
Total nonoperating expense	-
Gain (Loss) before transfer	70,532
Transfers out	-
Change in net assets	70,532
Total net assets, July 1	(1,376,645)
Total net assets, January 31, 2021	\$ (1,306,113)

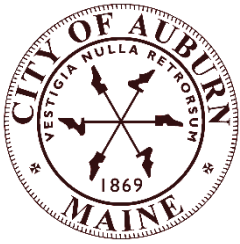
**CITY OF AUBURN, MAINE**  
**REVENUES - NORWAY SAVINGS BANK ARENA**  
Through January 31, 2021 compared to January 31, 2020

REVENUE SOURCE	ACTUAL			% OF BUDGET	ACTUAL			% OF BUDGET	VARIANCE
	FY 2021 BUDGET	REVENUES THRU JAN 2021			FY 2020 BUDGET	REVENUES THRU JAN 2020			
CHARGE FOR SERVICES									
Concessions	\$ 16,500	\$ -	0.00%	\$ 16,500	\$ 10,500	63.64%	\$ (10,500)		
Skate Rentals	\$ 7,500	\$ -	0.00%	\$ 7,500	\$ -	0.00%	\$ -		
Pepsi Vending Machines	\$ 3,000	\$ -	0.00%	\$ 3,000	\$ 513	17.10%	\$ (513)		
Games Vending Machines	\$ 3,000	\$ -	0.00%	\$ 3,000	\$ 848	28.27%	\$ (848)		
Vending Food	\$ 3,000	5	0.17%	\$ 3,000	\$ 321	10.70%	\$ (316)		
Sponsorships	\$ 230,000	101,625	44.18%	\$ 230,000	\$ 135,300	58.83%	\$ (33,675)		
Pro Shop	\$ 7,000	1,459	20.84%	\$ 7,000	\$ 3,680	52.57%	\$ (2,221)		
Programs	\$ 20,000		0.00%	\$ 27,500	\$ -	0.00%	\$ -		
Rental Income	\$ 727,850	372,618	51.19%	\$ 744,000	\$ 451,724	60.72%	\$ (79,106)		
Camps/Clinics	\$ 50,000	14,360	28.72%	\$ 50,000	\$ 6,780		\$ 7,580		
Tournaments	\$ 55,000		0.00%	\$ 55,000	\$ 3,500	6.36%	\$ (3,500)		
<b>TOTAL CHARGE FOR SERVICES</b>									
	\$ 1,122,850	\$ 490,067	43.64%	\$ 1,146,500	\$ 613,166	53.48%	\$ (123,099)		

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

DESCRIPTION	FY 2021 BUDGET	ACTUAL		% OF BUDGET	FY 2020 BUDGET	ACTUAL		% OF BUDGET	VARIANCE
		EXPENDITURES THRU JAN 2021	EXPENDITURES THRU JAN 2020			EXPENDITURES THRU JAN 2020	EXPENDITURES THRU JAN 2020		
Salaries & Benefits	\$ 380,990	\$ 160,761	\$ 174,325	42.20%	\$ 347,736	\$ 174,325	\$ 174,325	50.13%	\$ (13,564)
Purchased Services	\$ 145,000	\$ 80,346	\$ 61,174	55.41%	\$ 49,500	\$ 61,174	\$ 61,174	123.58%	\$ 19,173
Supplies	\$ 77,000	\$ 43,233	\$ 56,785	56.15%	\$ 68,150	\$ 56,785	\$ 56,785	83.32%	\$ (13,552)
Utilities	\$ 244,650	\$ 135,195	\$ 127,986	55.26%	\$ 238,000	\$ 127,986	\$ 127,986	53.78%	\$ 7,209
Capital Outlay	\$ 50,000	\$ -	\$ 2,000	0.00%	\$ 15,000	\$ 2,000	\$ 2,000	13.33%	\$ (2,000)
Rent	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -
	\$ 897,640	\$ 419,535	\$ 422,270	46.74%	\$ 718,386	\$ 422,270	\$ 422,270	58.78%	\$ (2,735)
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 897,640</b>	<b>\$ 419,535</b>	<b>\$ 422,270</b>	<b>46.74%</b>	<b>\$ 718,386</b>	<b>\$ 422,270</b>	<b>\$ 422,270</b>	<b>58.78%</b>	<b>\$ (2,735)</b>





City of Auburn  
City Council Information Sheet

**Council Workshop or Meeting Date:** February 16, 2021

**Author:** Glen E. Holmes, Director of Business and Community Development

**Subject:** Executive Session regarding a Letter of support for local business applying for State Grant

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**Information:**

Seeking to inform the Council of a letter of support for business expansion. Details to be discussed in Executive session in accordance with Title 1 Subsection 405 (6) (C) below

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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**City Budgetary Impacts:** TBD

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**Staff Recommended Action:** provide feedback to inform.

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

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**City Manager Comments:**

I concur with the recommendation. Signature: \_\_\_\_\_

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**Attachments:** None.