



**WESTBROOK CITY COUNCIL  
FINANCE COMMITTEE MEETING AGENDA  
MONDAY FEBRUARY 3, 2020 AT 6:00 PM  
WESTBROOK HIGH SCHOOL ROOM 114**



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Westbrook City Council's Finance Committee, chaired by Councilor Victor Chau, will meet on Monday February 3, 2020 at 6:00pm, immediately prior to a regular City Council meeting. The agenda items are as follows:

1. **Presentation of FY 2019 Audit**  
Presented by Christian Smith (Wipfli)



MAYOR'S OFFICE



**Mayor Michael T. Foley**

2 York Street

Westbrook, Maine 04092

Phone: 207-591-8110

Fax: 877-688-9553

To: Honorable City Council  
From: Jerre R. Bryant, City Administrator  
Date: January 29, 2020  
Subject: FY 2019 Audit Presentation

Monday evening at 6:00 PM, prior to the City Council Meeting, the Finance Committee will receive a presentation of the FY 2019 Audit report and findings from Christian Smith, the City's independent auditor.

While a separate audit is performed on the School Department finances, as a single financial entity, the results of their audit roll up into the city audit, along with any findings and/or deficiencies. This year there are material deficiencies identified in the School Department finances which are, therefore, findings in the City's Audit Report. Findings of material deficiencies stated in the City's Audit report reflect very poorly on the City's financial integrity and can potentially impact such other factors as the findings of Bond Rating Agencies that directly impact the interest rates the city gets on its bonds.

The Mayor, City Council President and city staff have attended in recent meetings of the School Department's Finance Committee in the review and discussion of the school department audit findings. The Superintendent of Schools has provided the school administration's response and plan of correction. That communication is attached.

# WESTBROOK SCHOOL DEPARTMENT

117 Stroudwater Street  
Westbrook, ME 04092  
207-854-0800  
[www.westbrookschoools.org](http://www.westbrookschoools.org)



Peter Lancia, Ph. D.  
Superintendent of Schools

Jodi A. Mezzanotte  
Assistant Superintendent of Schools

Date January 29, 2020  
To City Council Finance Committee  
From School Finance Committee  
Mary Hall (chair), Noreen Poitras, and Suzanne Salisbury  
Peter Lancia, Superintendent of Schools  
Dean Flanagan, Director of Operations  
Re Information on FY19 Audit

The School Department's FY19 Audit has been completed and submitted to the city. While there was a fund balance of \$442,524 in the General Fund, there was a deficit associated with non-general funds and federal and state grant funds. The majority of this deficit is related to delays in billing and receiving reimbursements from non-general funds and federal and state grants. The delays in billing occurred at a time when the Finance Office was understaffed due to the absence of one employee. This, coupled with delays state and government agencies that were out of our control, created a significant delay in processing. The deficit is also attributed to an overestimate of revenue from one account (Medicaid) as well as losses in our School Nutrition program.

Since June 30, 2019, the majority of this back billing has been completed and the deficit has been reduced to approximately \$1.1 million. The following list documents what is remaining:

Grant	Funding Source	6/30/19 deficit	Billed/ Reimbursed through 12/31/2019	Remaining Deficit 12/31/19
Spring Harbor	State	335,893	139,488	196,405
IDEA Local Entitlement	Federal	744,040	665,787.61	78,252
Title I Disadvantaged	State	977,497	977,497	0
Medicaid	State	740,146	16,956.13	723,189.87*
MELMAC	State	1,213	1,213	0
Food Service	Local	168,464	37,941.06	130,522.94
21 <sup>st</sup> Century	State	31,963	19,286.09	12,676.91
Improving Teacher Quality	State	79,503	79,503	0
Carl Perkins	Federal	1,925	1,925	0
Title III	State	73,991	73,991	0
Preschool Handicapped	Federal	17,428	17,428	0
Refugee Resettlement	State	7,474	7,474	0

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Maine Laptop Initiative	State	9,813	9,813	0
United Way RTI	Agency	30,557	0	30,557
BARR	Agency	9,657	9,675	0
McKinney Vento	State	7,108	7,108	0
Nellie Mae	State	931	931	0
Drug Free Communities	Agency	230,965	230,344	0

\* Does not reflect additional encumbrances.

Of the remaining accounts showing a deficit, the following will eventually be reimbursed through continued billing and receiving from federal and state government.

- Spring Harbor: This account will continue to receive reimbursement. We will submit for all allowable reimbursements and will limit expenditures and will not transfer anticipated revenue to General Fund of \$120,000. We will receive a 1% admin fee at approximately \$19,000/year. We will invoice for transportation at approximately \$13,000/month, yielding approximately \$130,000/year. We anticipate that these adjustments will lead to a positive fund balance within 2 years.
- IDEA Local Entitlement: This account will continue to receive reimbursement for allowable expenses. However, everything was billed in FY19, so we are researching previous years to identify the expense. If this cannot be resolved, it will be reconciled through the General Fund.
- Medicaid: This account will continue to receive reimbursement for allowable services and will encumber allowable expenses. We will maximize all allowable costs and ensure that those completing billing services have been properly trained to do so in consultation with the Department of Health and Human Services which oversees this fund. We will move the salary of the .8 FTE Medicaid grant manager to the General Fund in the amount of \$63,000 along with \$12,000 in contracted services and \$5100 in GEM software costs. We will also eliminate the transfer of anticipated revenue of \$50,000 to the general fund. We anticipate that these adjustments will lead to a positive fund balance within 5 years.
- 21<sup>st</sup> Century: Everything was billed in FY19, so we are researching previous years to identify the expense. If this cannot be resolved, it will be reconciled through the General Fund.

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- United Way RTI: We are researching to determine if this grant amount was ever received and credited appropriately as awarded. Otherwise, it will be reconciled through the General Fund.

The most challenging fund is Food Service. Although the number of students who qualify for free and reduced lunch continues to rise (1,435 or approximately 60% of our students,) participation continues to decline. This could be attributed to student preferences and choices offered that align with federal nutrition requirements. Our School Nutrition Director has reduced overhead costs in food and staff hours and has implemented a breakfast program that is intended to provide additional revenue. She will continue to develop plans for increasing participation and the associated funding. We will need to include in future budgets an allocation that addresses an anticipated shortage of funding based on the deficit from the previous year.

We have also implemented several improved procedures to provide greater accountability and to ensure that the same issues will not occur again. Many are in response to recommendations in the auditor's Management Letter. These include:

- The Finance Department will keep a notebook on each grant that records particulars of the grant (purpose, funding source, amount, allowable expenses, budget, and billing schedule.) The Director of Operations will prepare monthly reports, including revenues and budget to actual, for review and inclusion in the notebook.
- The Superintendent of Schools will meet with Grant Managers and Director of Operations monthly to review expenditures and revenues in each grant, ensuring that all expenses are allowable and that billing is conducted on time. This responds to the auditor's Management Letter recommendation for a formal review process of budget to actual results as well as a regular review of fund balances from special accounts.
- The Finance Committee will receive monthly reports of expenses and revenue in all accounts and will review grants and food services reports at monthly meetings. This will provide a second layer of accountability and responds to the Management Letter's recommendations.
- The Superintendent of Schools will reassign part of a Central Office employee's responsibilities, the Executive Assistant to the Assistant Superintendent, to the Finance Department to provide additional support to that department which is currently understaffed.

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Assistant Superintendent of Schools

- The Superintendent of Schools will propose the position of a Accountant (80% FTE) in the FY21 budget. This position was left unfilled in 2018 when an employee resigned and was redefined as an Executive Assistant to support Human Resources and Finances. This position will address recommendations in the auditor's Management Letter comment about recording of grant revenue differently to ensure accuracy and timeliness. It also addresses the need to reconcile special project accounts, such as school construction, Together with the Director of Operations, the Accountant will work with the city's Finance Office in a productive way.
- In response to the Management Letter, the Payroll Specialist will now manually calculate workers compensation expenses annually to eliminate the need for adjustments art the end of the year.
- The Superintendent of Schools has initiated a hold on all discretionary funds and will review and approve all discretionary spending requests in areas such as professional development, consumable supplies, curriculum materials, and maintenance in addition to contingency and special projects. This is an attempt to maximize the amount of fund balance in FY20.

It is our intention to initiate controls to improve our management, particularly the timeliness and accuracy of reporting, in order to best serve the children of our community.



**Single Audit Act**

**June 30, 2019**

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Independent Auditors' Report on Internal Control over Financial Reporting  
and on Compliance and Other Matters Based on an Audit of Financial  
Statements Performed in Accordance with *Government Auditing Standards*

City Council  
City of Westbrook, Maine  
Westbrook, Maine

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the major fund, and the aggregate remaining fund information of City of Westbrook, Maine, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise City of Westbrook, Maine's basic financial statements, and have issued our report thereon, dated January 20, 2020.

### **Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered City of Westbrook, Maine's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of City of Westbrook, Maine's internal control. Accordingly, we do not express an opinion on the effectiveness of City of Westbrook, Maine's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. *A significant deficiency* is a deficiency or a combination of deficiencies in internal control, that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify deficiencies in internal control, described in the accompanying schedule of findings and questioned costs that we consider to be significant deficiencies, findings 2019-001, 2019-002 and 2019-003.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the City of Westbrook, Maine's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

### **City of Westbrook, Maine's Response to Findings**

City of Westbrook, Maine's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. City of Westbrook, Maine's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Wipfli LLP*

South Portland, Maine  
January 20, 2020

Independent Auditors' Report on Compliance for Each Major Federal Program and  
Report on Internal Control over Compliance and Report on the Schedule of  
Expenditures of Federal Awards Required by the Uniform Guidance

City Council  
City of Westbrook, Maine  
Westbrook, Maine

## **Report on Compliance for Each Major Federal Program**

We have audited City of Westbrook, Maine's compliance with the types of compliance requirements described in the OMB *Compliance Supplement* that could have a direct and material effect on each of City of Westbrook, Maine's major federal programs for the year ended June 30, 2019. City of Westbrook, Maine's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

### ***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

### ***Auditors' Responsibility***

Our responsibility is to express an opinion on compliance for each of City of Westbrook, Maine's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City of Westbrook, Maine's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of City of Westbrook, Maine's compliance.

### ***Opinion on Each Major Program***

In our opinion, City of Westbrook, Maine complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2019.

## **Report on Internal Control over Compliance**

Management of City of Westbrook, Maine is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City of Westbrook, Maine's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of City of Westbrook, Maine's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency or a combination of deficiencies in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency or a combination of deficiencies in internal control over compliance, with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

## **Report on Schedule of Expenditures of Federal Awards as Required by the Uniform Guidance**

We have audited the financial statements of the governmental activities, the business-type activities, the major fund, and the aggregate remaining fund information of City of Westbrook, Maine, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise City of Westbrook, Maine's basic financial statements. We issued our report thereon, dated January 20, 2020, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

*Wipfli LLP*

South Portland, Maine  
January 20, 2020

## Schedule of Expenditures of Federal Awards

Year Ended June 30, 2019

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures	Amount Provided to Subrecipient
<b>U.S. Department of Education</b>				
<u>Pass-Through State of Maine Department of Education</u>				
Title I, Part A Cluster				
Title I Grants to Local Educational Agencies	84.010	013-3107	\$ 998,051	
Total Title I, Part A Cluster			<u>998,051</u>	
Special Education Cluster (IDEA)				
Special Education - Grants to States	84.027	013-3046	770,859	
Special Education - Preschool Grants	84.173	013-6247	16,446	
Total Special Education Cluster (IDEA)			<u>787,305</u>	
Migrant Education Coordination Program	84.144	013-3356	83,658	
Career and Technical Education – Basic Grants to States	84.048	013-3030	136,037	
McKinney Homeless Assistance	84.196	013-3104	35,477	
Migrant Education State Grant Program	84.011	013-3115	84,892	
Student Support and Academic Enrichment Program	84.424	013-3345	38,729	
Improving Teacher Quality State Grants	84.367	013-3042	124,914	
<b>Total U.S. Department of Education</b>			<u>2,289,063</u>	
<b>U.S. Department of Agriculture</b>				
<u>Pass-Through State of Maine Department of Education</u>				
Child Nutrition Cluster				
Special Milk Program for Children	10.556	013-3014	241,284	
National School Lunch Program	10.555	013-3020	39,147	
National School Lunch Program	10.555	013-3022	74,660	
National School Lunch Program	10.555	013-3023	15,690	
National School Lunch Program	10.555	013-3024	496,771	
Summer Food Service Program for Children	10.559	013-3016	36,759	
Summer Food Service Program for Children	10.559	013-3018	3,820	
Total Child Nutrition Cluster			<u>908,131</u>	
Food Distribution Cluster				
Commodity Supplemental Food Program	10.565	013-6134	102,265	
Total Food Distribution Cluster			<u>102,265</u>	
Fresh Fruit and Vegetable Program	10.582	013-3028	54,541	
State Administrative Expenses for Child Nutrition	10.560	013-3125	13,574	
<b>Total U.S. Department of Agriculture</b>			<u>1,078,511</u>	
<b>Balance Forward</b>			<u>\$ 3,367,574</u>	

## Schedule of Expenditures of Federal Awards

Year Ended June 30, 2019

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures	Amount Provided to Subrecipient
<b>Balance Forward</b>			\$ 3,367,574	
<b>U.S. Department of Justice</b>				
<u>Direct Program</u>				
Bulletproof Vest Partnership Program	16.607	N/A	4,647	
Edward Byne Memorial Justice Assistance Grant Program	16.738	N/A	14,846	
Public Safety Partnership and Community Policing Grants	16.710	N/A	50,884	
School Violence Grant	16.710	N/A	30,911	
			<u>101,288</u>	
<u>Pass-Through State of Maine Department of Public Safety</u>				
State and Community Highway Safety	20.600	N/A	<u>3,264</u>	
<b>Total U.S. Department of Justice</b>			<u>104,552</u>	
<b>U.S. Department of Health and Human Services</b>				
<u>Direct Program</u>				
Drug-Free Communities Support Program Grants	93.276	N/A	<u>135,354</u>	
<u>Pass-Through State of Maine Department of Health and Human Services</u>				
Refugee and Entrant Assistance - Discretionary Grants	93.576	013-3120	<u>8,986</u>	
<b>Total U.S. Department of Health and Human Services</b>			<u>144,340</u>	
<b>U.S. Department of Homeland Security</b>				
<u>Pass-Through State of Maine Department of Defense, Veterans, and Emergency Management</u>				
Assistance Firefighters Grant	97.044	N/A	29,776	
Homeland Security Grant Program	97.067	N/A	11,765	
Staffing for Adequate Fire and Emergency Response	97.083	N/A	<u>325,312</u>	
<b>Total U.S. Department of Homeland Security</b>			<u>366,853</u>	
<b>Total Expenditures of Federal Awards</b>			<u>\$ 3,983,319</u>	<u>\$ 0</u>

## Notes to Schedule of Expenditures of Federal Awards

Year Ended June 30, 2019

### NOTE 1 – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of City of Westbrook, Maine under programs of the federal government for the year ended June 30, 2019. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of City of Westbrook, Maine, it is not intended to and does not present the financial position of the governmental activities, the business-type activities, the major fund, and the aggregate remaining fund information of City of Westbrook, Maine, as of June 30, 2019, and respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1. Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.
2. Pass-through entity identifying numbers are presented where available.
3. The City of Westbrook, Maine has not elected to use the 10% de minimis indirect cost rate as allowed under Uniform Guidance.

### NOTE 3 – FOOD DISTRIBUTION

Nonmonetary assistance is reported in the Schedule at the fair market value of the commodities consumed. At June 30, 2019, the City had food commodities totaling \$70,134 in inventory.

## Schedule of Findings and Questioned Costs

Year Ended June 30, 2019

### Section I Summary of Auditors' Results

#### Financial Statements

Type of auditors' report issued:

Unmodified

Internal control over financial reporting:

Material weakness(es) identified?

\_\_\_\_\_ Yes    √ No

Significant deficiency(ies) identified?

√ Yes    \_\_\_\_\_ None reported

Noncompliance material to financial statements noted?

\_\_\_\_\_ Yes    √ No

#### Federal Awards

Internal control over major programs:

Material weakness(es) identified?

\_\_\_\_\_ √ No

Significant deficiency(ies) identified?

\_\_\_\_\_ Yes    √ None reported

Type of auditors' report issued on compliance for major programs:

Unmodified

Any audit findings disclosed that are required to be reported  
in accordance with Section 2 CFR 200.516(a) of the  
Uniform Guidance?

\_\_\_\_\_ Yes    √ No

Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
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10.555,10.556,10.559	Child Nutrition Cluster
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Dollar threshold used to distinguish between  
Type A and Type B programs:

\$750,000

Auditee qualified as low-risk auditee?

√ Yes    \_\_\_\_\_ No

## Schedule of Findings and Questioned Costs

Year Ended June 30, 2019

### Section II Financial Statement Findings

#### SIGNIFICANT DEFICIENCIES

##### 2019-001 **Accounting and Billing for Grant and Other Revenue**

Condition: Grant revenue is not being billed on a timely basis and the accounting practice for billing has been to record revenue when the receipt is received rather than when is billed. Also, there is a lack of formal oversight for grant revenue results.

Criteria: Internal controls should be in place that provides reasonable assurance that grant are billed regularly, and timely and receivable and revenue balances are accurately recorded and reconciled on a regular basis.

Cause: There are no procedures in place to require for grant revenue to be billed regularly, and accounted for when billed, and there is not independent oversight of grant revenue results and there are not requirements for one individual to reconcile accounts receivable and for another individual to review and approve the reconciliation each month.

Effect: As a result of the lack of timely billing of federal grants, expenditures significantly exceeded revenues for the year, creating a deficit in excess of \$3million. Also, as a result of our audit procedures, we identified an audit adjustment that was necessary to correct the Spring Harbor account receivable balance. Without the audit adjustment, accounts receivable and revenue would have been understated by \$184,326.

Recommendation: Procedures should be implemented to ensure grant revenue is billed on a monthly basis, the accounting for the grant revenue should take place when the grant has been billed and there should be additional oversight procedures to include monthly reporting of budget to actual revenue results and fund balance amounts to oversee financial results. In addition, a formal reconciliation of accounts receivable and revenue should performed of both the general ledger and Grant Tracker module.

Views of Responsible Officials and Planned Corrective Actions: We are now up to date for the FY19 grants. We continue to work with the Maine Department of Education (MDOE) to streamline changes to the grant applications as those have delayed us from invoicing. We are also working closely with MDOE on performance reports to adhere to ranking of schools and allocation of funds based on need.

The accounting clerk in the Finance Office enters the billings as a receivable to better track those receivables. Budget to actual grant reports will now contain revenue information and also fund balance information to keep grant directors better informed.

## Schedule of Findings and Questioned Costs

Year Ended June 30, 2019

### 2019-002 Incorrect Posting of Transaction with City and Reconciliation with the City

Condition: The reconciliation of the amount due from the City is not being performed timely.

Criteria: Internal controls should be in place that provides reasonable assurance that all balance sheet accounts are reconciled timely.

Cause: The accounting department was behind in its work and the reconciliation was not performed.

Effect: As a result of the lack of timely reconciliation, there was an error in recording two transactions from the City totaling \$172,366 which caused the due to/from fund accounts to be out of balance and also caused the amount receivable from the City to not agree with the City's records.

Recommendation: Procedures should be implemented to ensure the reconciliation with the City is performed on a monthly basis. Any discrepancies should be followed up and corrected on a timely basis to help ensure more accurate financial reporting.

Views of Responsible Officials and Planned Corrective Actions: There is currently a quarterly reconciliation amounts due to and due from the City. We will now track these on a monthly basis and include Adult Education which caused the incorrect posting.

### 2019-003 Accounting for School Construction Activity

Condition: The accounting for the school construction activity was incomplete for the year.

Criteria: Internal controls should be in place that provides reasonable assurance that all transactions are recorded and reconciled timely.

Cause: The accounting department was behind in its work and the accounting and reconciliation was not performed.

Effect: As a result of the lack of timely reconciliation, there was a significant amount of transactions that had not been recorded in the School's accounting system. Transactions had not been recorded since February 2019.

Recommendation: Procedures should be implemented to ensure the accounting transactions are regularly recorded and reconciled with the City is performed on a monthly basis. Any discrepancies should be followed up and corrected on a timely basis to help ensure more accurate financial reporting.

Views of Responsible Officials and Planned Corrective Actions: We will now perform the monthly reconciliation of these accounts as recommended.

### Section III Federal Award Findings

NONE

# City of Westbrook, Maine

Financial Statements and  
Supplementary Information

Year ended June 30, 2019



**WIPFLi**<sup>LLP</sup>  
CPAs and Consultants

# City of Westbrook, Maine

Contents  
June 30, 2019

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## INDEPENDENT AUDITOR'S REPORT

City Council  
City of Westbrook  
Westbrook, Maine

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Westbrook, Maine (the City), as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Westbrook, Maine, as of June 30, 2019, and the respective changes in financial position and, where applicable, cash flows thereof, and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matters**

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 8 and the schedule of changes in net OPEB liability and related ratios – MMEHT group health insurance plan on page 52, the schedule of changes in net OPEB liability and related ratios – MEABT group health insurance plan on page 53, the schedule of proportionate share of net pension liability on page 54 and the schedule of contributions on page 55, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Supplementary Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Westbrook's basic financial statements. The combining nonmajor fund schedules on pages 56 to 71 are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining nonmajor fund schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining nonmajor fund schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report, dated January 20, 2020, on our consideration of the City of Westbrook's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City of Westbrook's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering City of Westbrook's internal control over financial reporting and compliance.



South Portland, Maine  
January 20, 2020

Wipfli LLP  
CPAs and Consultants

## MANAGEMENT'S DISCUSSION & ANALYSIS

As management of the City of Westbrook, Maine (the City), we offer this narrative overview and analysis of the financial activities of the City for the fiscal year ended June 30, 2019.

### FINANCIAL HIGHLIGHTS

- Total net position as of the year ended June 30, 2019 was \$124,846,033. A portion of that amount, \$110,378,846, is a net investment in capital assets, while the next largest portion, \$13,674,597, is unrestricted, the remainder, \$792,590, is restricted for various purposes. Total net position for the year ended June 30, 2018 was \$122,415,481. A portion of that amount, \$106,850,663 was a net investment in capital assets while the next largest portion, \$14,800,395, was unrestricted, the remainder of \$764,423, is restricted for various purposes. Total net position for governmental activities was \$74,181,906 and business-type activities was \$50,664,127 as of the year ended June 30, 2019.
- Net position increased by \$2,430,552 and \$1,676,627 for the years ended June 30, 2019 and 2018, respectively. Net position increased by \$2,242,661 for governmental activities and increased by \$187,891 for business-type activities for the year ended June 30, 2019.
- The governmental funds reported combined fund balances of \$23,789,303, a decrease of \$13,834,842 from the prior year. The decrease in fund balance is attributed to a decrease in the General Fund fund balance of \$2,587,124 combined with a decrease in the Saccarappa Construction fund and Other Governmental Funds fund balance of \$11,247,718, which was primarily the result of construction expenditures.
- Total bonds and notes payable, including bond premiums, decreased to \$79,267,808 as compared to \$86,396,899 from the prior year, as a result of the repayments of bond principal in the amount of \$6,710,000 and the amortization of bond premiums in the amount of \$419,091.

### REPORTING THE CITY'S MOST SIGNIFICANT FUNDS

The City's Basic Financial Report has three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

All of the funds of the City are reported using the economic resources measurement focus and the accrual basis of accounting. The accrual basis of accounting is similar to the accounting method used by non-public businesses, in that, revenues and expenditures are recorded in the current year regardless of when the revenue is collected or paid out.

### Government-Wide Financial Statements

- Government-wide financial statements report information on all of the non-fiduciary activities of the City's Governmental activities and Business-Type Activities which are normally supported by taxes and intergovernmental revenues.
- The City's financial statements are comprised of a series of statements such as the statement of net position and the statement of activities. These statements provide an overview of the activities of the government as a whole.
- The statement of net position provides a picture of the difference between assets (including infrastructure), deferred outflows of resources and liabilities and deferred inflows of resources. This is called *net position*. The statement of activities provides a look at how the net position has changed from the prior year to the current year. Increases or decreases in net position can show whether the City is improving or deteriorating. Other factors such as changes in the City's property tax base and the condition of the City's capital assets also need to be considered to assess the overall health of the City.

**MANAGEMENT'S DISCUSSION & ANALYSIS**

**Fund Financial Statements**

- The fund financial statements provide details of the City's most significant funds – not the City as a whole. Some funds are required to be established by state law and by bond covenants. However, management establishes other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants, and other money. Examples of funds within the City's financial statements follow.
- *General Fund* – This is the primary operating fund for the City. Most of the City's basic services are reported in the general fund. The governmental fund statements provide a detailed *short-term* view of the City's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs.
- *Saccarappa Construction Fund* – This fund is major fund reported as a capital project fund and is used to account for all of the activity for the Saccarappa elementary school construction project.
- *Other Governmental Funds* – This is the remaining special revenue funds, capital projects funds and permanent funds that do not meet the criteria for reporting as a major fund.
- *Fiduciary Funds* – These funds account for assets held by the City in a trustee capacity or as an agent on behalf of others. The City is the trustee, or *fiduciary*, for Trust Funds that are set up primarily as scholarships or funds for people in need. These assets, because of a trust arrangement, can be used only for the trust beneficiaries. The City's fiduciary activities are reported in separate statements of fiduciary net position and changes in fiduciary net position and are excluded from the City's other financial statements because the City cannot use these assets to finance its operations. The City is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

**Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 21-51 of this document.

**THE CITY AS A WHOLE**

The following information is a condensed version of the statement of net position.

	Governmental Activities		Business-Type Activities	
	2019	2018	2019	2018
Current and other assets	\$ 31,647,781	\$ 47,531,718	\$ 11,446,546	\$ 12,455,719
Capital assets, net	133,336,900	125,697,200	50,265,570	49,236,803
Total assets	<u>164,984,681</u>	<u>173,228,918</u>	<u>61,712,116</u>	<u>61,692,522</u>
Deferred Outflows of Resources	<u>5,571,617</u>	<u>7,700,985</u>		
Current liabilities	7,186,312	9,812,539	773,823	317,721
Noncurrent liabilities	87,082,829	95,284,934	10,274,166	10,898,565
Total liabilities	<u>94,269,141</u>	<u>105,097,473</u>	<u>11,047,989</u>	<u>11,216,286</u>
Deferred Inflows of Resources	<u>2,105,251</u>	<u>3,893,185</u>		
Net investment in capital assets	66,218,674	62,066,306	41,160,172	44,784,357
Restricted	792,590	764,423		
Unrestricted	7,170,642	16,243,852	6,503,955	5,691,879
Total net position	<u>\$ 74,181,906</u>	<u>\$ 71,939,245</u>	<u>\$ 50,664,127</u>	<u>\$ 50,476,236</u>

## MANAGEMENT'S DISCUSSION & ANALYSIS

Current and other assets are substantially all comprised of cash and investments. Capital assets, which include property, plant, equipment, and infrastructure, are generally defined by the City as assets with an initial, individual cost of greater than or equal to \$10,000 (ten thousand dollars) and an estimated useful life in excess of one year. Capital assets increased in 2019 as new investments in capital assets exceeded depreciation. The governmental activities increase in total net position is due primarily to revenues raised being more than with the budget and expenditures were kept below anticipated budget amounts. The business-type activities decrease is primarily due to operating expenses exceeding operating revenues. By far the largest portion of the City's net position reflects its investment in capital assets less any related debt to acquire those assets still outstanding. New bonds were issued in the current year. Detail of the activity of capital assets and long-term debt can be found in the notes to the financial statements.

The following schedule, the statement of activities, focuses on changes in net position of the City's activities.

	Governmental Activities		Business-Type Activities	
	2019	2018	2019	2018
<b>Program Revenues:</b>				
Charges for services	\$ 2,111,382	\$ 2,105,333	\$ 4,982,720	\$ 4,148,136
Operating grants and contributions	<u>25,228,931</u>	<u>26,573,598</u>		
	<u>27,340,313</u>	<u>28,678,931</u>	<u>4,982,720</u>	<u>4,148,136</u>
<b>General Revenues:</b>				
Property and other taxes	41,571,766	39,410,481		
Licenses, permits and fees	593,327	694,160		
Grants and contributions not restricted to specific programs	3,688,360	3,151,365		
Interest income	237,044	147,853		
Miscellaneous	1,746,907	2,175,145	435,061	179,366
Transfers in (out)	<u>(360,556)</u>		<u>360,556</u>	
	<u>47,476,848</u>	<u>45,579,004</u>	<u>795,617</u>	<u>179,366</u>
<b>Total Revenues</b>	<u>74,817,161</u>	<u>74,257,935</u>	<u>5,778,337</u>	<u>4,327,502</u>
<b>Program Expenses:</b>				
General government	5,530,986	5,311,222		
Public safety	8,590,734	8,000,915		
Public works	5,525,787	5,764,601		
Human services	559,109	599,716		
Culture and recreation	2,031,688	2,042,392		
Employee benefits	4,410,818	4,099,283		
Education	42,987,433	42,275,257		
Unclassified	1,402,177	1,473,530		
Interest on debt	228,683	1,367,707		
Capital outlay	1,307,085	399,177		
Sewer department			5,310,294	5,165,243
Parking garage			<u>280,152</u>	<u>409,767</u>
<b>Total Expenses</b>	<u>72,574,500</u>	<u>71,333,800</u>	<u>5,590,446</u>	<u>5,575,010</u>
<b>Change in Net Position</b>	<b>2,242,661</b>	<b>2,924,135</b>	<b>187,891</b>	<b>(1,247,508)</b>
<b>Net Position, Beginning of Year, as Restated</b>	<u>71,939,245</u>	<u>69,015,110</u>	<u>50,476,236</u>	<u>51,723,744</u>
<b>Net Position, End of Year</b>	<u>\$ 74,181,906</u>	<u>\$ 71,939,245</u>	<u>\$ 50,664,127</u>	<u>\$ 50,476,236</u>

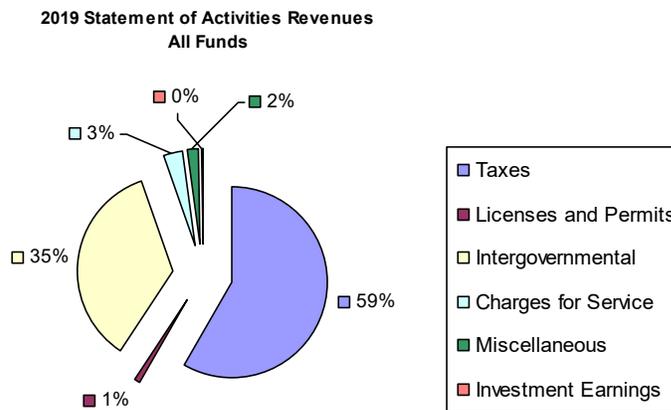
**MANAGEMENT’S DISCUSSION & ANALYSIS**

The cost of all governmental activities this year was \$72,574,500, which represents an increase of \$1,240,700 from prior year. Of this amount, Westbrook taxpayers funded \$41,571,766 through property, personal and excise taxes. Municipal and educational departments have continued to aggressively pursue grant revenue to cover programs and services and to help reduce the tax burden to residents.

Special revenue fund program expenses are expenditures from City and School funds, such as the City recreation and school programs, the lunch program and other specifically grant funded programs. These programs are found in the “All Other Governmental Funds” section of this report.

In the statement of activities capital outlay represents the net amount paid for items that are not capital in nature such as paving, maintenance and repairs. Interest on debt indicates the debt service amounts paid from the City and School general fund and the TIF fund.

**Governmental Activities**

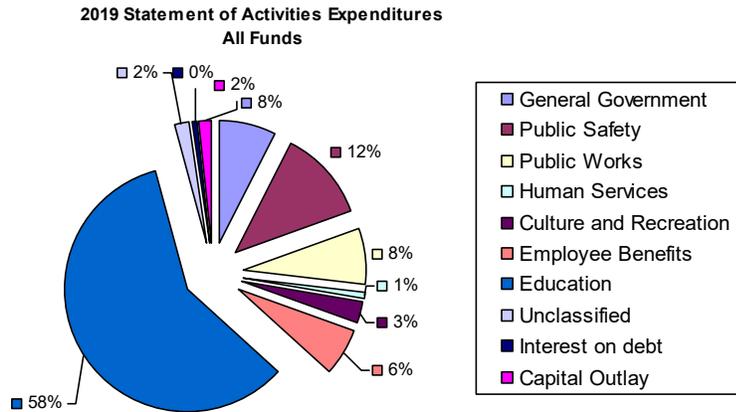


Taxes	Includes real property, personal property and excise taxes
Licenses and permits	Includes city clerk and code enforcement revenue
Intergovernmental	Includes State revenue sharing, homestead, federal and state grants
Charges for service	Includes revenue from the various departments for services
Miscellaneous	Includes miscellaneous revenue, grant revenue, sale of City assets, and contributions
Investment earnings	Includes interest income from general fund investment money

As the revenue chart shows, the major sources of revenue for the City are taxes and intergovernmental revenue.

**MANAGEMENT'S DISCUSSION & ANALYSIS**

**Governmental Activities – Continued**



As the above chart indicates, education is the department with the largest expenditure with public safety and public works following, respectively.

**FUND FINANCIAL STATEMENTS HIGHLIGHTS**

Total governmental fund balance decreased by \$13,84,842 for the year ended June 30, 2019. Fund balance for the general fund decreased by \$2,587,124 primarily as a result of expenditures exceeding revenues by \$1,345,813, and other financing sources of \$989,654 for proceeds from capital leases, offset by other financing uses of \$2,230,965 representing transfers out which exceeded transfers in as money was transferred to the tax increment financing district funds, and also based on the City's policy to transfer unassigned fund balance in excess of 20% over the tax commitment to the capital projects funds. Fund balance for the Saccarappa construction fund, decreased by \$8,111,179 as a result of construction expenditures incurred in the current year. Fund balance for other governmental funds decreased by \$3,136,539 for the year ended June 30, 2019. The most significant activity contributing to the decrease in other governmental fund balance was school department grant expenditures exceeding billed revenues and a decrease in capital project fund balance, primarily due related construction expenditures, associated with the middle school capital project.

**GENERAL FUND BUDGETARY HIGHLIGHTS**

Total budgeted revenues were \$65,418,451, and actual revenues were \$66,406,160, resulting in a positive variance of \$987,709. Total budgeted expenditures were \$66,658,052, and actual expenditures were \$65,237,331, resulting in a positive variance of \$1,420,721. For the year, the General Fund had a decrease in fund balance of \$2,475,564, resulting from revenues exceeding expenditures by \$1,168,829 and transfers out exceeding capital lease proceeds received by \$3,644,393.

**MANAGEMENT’S DISCUSSION & ANALYSIS**

**ECONOMIC FACTORS AND THE CITY’S BUDGET**

The valuation for the City decreased by approximately \$10 million or 0.5% in fiscal year ended June 30, 2019. Real estate valuation increased by approximately \$12.4 million or .8% while Personal Property decreased approximately \$22.4 million or 9%.

The unemployment rate for the City at fiscal year-end was an estimated 2.5%, which was down from 3.0% from prior year. The rate more than the estimated State average of 2.8% and below the estimated National rate of 3.8%. These figures are from the Maine Center for Workforce Research and Information website.

The 2018/2019 budget adopted by the City Council resulted in an increase in the mil rate to 19.95 mils from the 2017/2018 rate of 18.88 mils.

LD 1, adopted in 2005, imposes a property tax levy limit, which is based on a combination of the State’s average personal income growth factor and the property growth factor of each individual municipality. The budget adopted by the City Council was within the limits established by the law.

**REVENUES FROM THE STATE OF MAINE**

The State provides revenue to the City in a number of areas including aid to the City in the areas of education and road maintenance, reimbursement for general assistance, homestead exemption, and BETE, and revenue sharing. The amount of revenue in each category is based upon a number of formulas, many of which contain variables that change annually. Further, most categories of State aid are governed by laws that may be changed by the State Legislature and are subject to appropriation by the State Legislature in its budgetary process.

The State subsidizes most local school administrative units through the Essential Programs and Services ("EPS") model of calculating and distributing state education aid. EPS utilizes a number of factors that are subject to change each year. In addition, the EPS model itself is subject to change by the Legislature.

Furthermore, subsidies for school administrative units are an annual item in the State's budgetary process and are subject to legislative appropriation in that process. The following table displays state aid received by the City for the last five fiscal periods:

Fiscal Year Ending June 30,	State Revenue Sharing	State School Subsidy	Reimbursements			Other State Aid	Total From State
			BETE	General Assistance	Homestead		
<b>2019</b>	<b>\$ 1,010,008</b>	<b>\$17,301,890</b>	<b>\$1,735,494</b>	<b>\$ 203,285</b>	<b>\$ 913,461</b>	<b>\$ 219,692</b>	<b>\$21,383,830</b>
2018	932,991	15,547,867	1,487,202	263,010	696,362	226,961	19,154,393
2017	876,607	14,417,254	1,243,331	492,640	509,702	222,570	17,762,104
2016	946,162	14,507,377	1,147,966	502,265	333,427	213,462	17,650,659
2015	965,718	14,481,936	966,471	150,871	323,274	210,996	17,099,266

In addition to the amounts listed above, the State makes an annual contribution to the Maine Public Employees Retirement System Teachers Fund in excess of \$2 million annually.

**CONTACTING THE CITY’S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers, investors and creditors with a general overview of the City’s finances and to show the City’s accountability for the money it receives. If you have any questions about this report or need additional financial information, please contact the *City’s Finance Director, 2 York Street, Westbrook, Maine 04092.*

## Statement of Net Position

June 30, 2019

	Governmental Activities	Business-Type Activities	Total
<b>ASSETS</b>			
Cash and short-term investments	\$ 38,024,331		\$ 38,024,331
Investments	1,165,771		1,165,771
Receivables, net of allowance for uncollectibles:			
Property taxes	1,377,372		1,377,372
Accounts receivable - services	1,075,212	\$ 535,233	1,610,445
Intergovernmental	634,094	67,656	701,750
Loans	8,585		8,585
Internal balances	(10,843,657)	10,843,657	-
Inventory	70,134		70,134
Prepaid items	135,939		135,939
Capital assets:			
Capital assets not being depreciated	21,357,374	2,714,157	24,071,531
Capital assets, net of accumulated depreciation	111,979,526	47,551,413	159,530,939
<b>Total Assets</b>	<u>164,984,681</u>	<u>61,712,116</u>	<u>226,696,797</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred charge on refunding	1,944,689		1,944,689
Deferred pension items	3,307,955		3,307,955
Deferred other post-employment items	318,973		318,973
<b>Total Deferred Outflows of Resources</b>	<u>5,571,617</u>		<u>5,571,617</u>
<b>LIABILITIES</b>			
Accounts payable	1,747,108	684,922	2,432,030
Accrued salaries and benefits	3,950,482		3,950,482
Retainage payable	199,412		199,412
Accrued interest payable	590,289	88,901	679,190
Due to fiduciary funds	468,677		468,677
Unearned revenue	230,344		230,344
Noncurrent liabilities:			
Due within one year:			
Bonds and notes payable	5,868,901	617,095	6,485,996
Capital leases payable	492,072	15,997	508,069
Accrued landfill postclosure care costs	20,000		20,000
Accrued compensated absences	136,007		136,007
Due in more than one year:			
Bonds and notes payable	63,144,272	9,637,540	72,781,812
Capital leases payable	792,998	3,534	796,532
Accrued landfill postclosure care costs	240,000		240,000
Accrued compensated absences	1,691,358		1,691,358
Other post-employment benefits liability	8,474,741		8,474,741
Net pension liability	6,222,480		6,222,480
<b>Total Liabilities</b>	<u>94,269,141</u>	<u>11,047,989</u>	<u>105,317,130</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred pension items	1,647,764		1,647,764
Deferred other post-employment benefit items	457,487		457,487
<b>Total Deferred Inflows of Resources</b>	<u>2,105,251</u>		<u>2,105,251</u>
<b>NET POSITION</b>			
Net investment in capital assets	66,218,674	44,160,172	110,378,846
Restricted for:			
Nonexpendable trust principal	566,084		566,084
Expendable trust principal	226,506		226,506
Unrestricted	7,170,642	6,503,955	13,674,597
<b>Total Net Position</b>	<u>\$ 74,181,906</u>	<u>\$ 50,664,127</u>	<u>\$ 124,846,033</u>

See independent auditor's report.

The accompanying notes are an integral part of these financial statements.

## Statement of Activities

Year Ended June 30, 2019

	Expenses	Program Revenues		Net (Expenses) Revenues and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Governmental Activities	Business-Type Activities	Total
<b>Governmental Activities</b>						
General government	\$ 5,530,986	\$ 49,170	\$ 539,638	\$ (4,942,178)		\$ (4,942,178)
Public safety	8,590,734	1,097,400	246,415	(7,246,919)		(7,246,919)
Public works	5,525,787	10,503	1,277,932	(4,237,352)		(4,237,352)
Human services	559,109		203,285	(355,824)		(355,824)
Culture and recreation	2,031,688	670,548	3,675	(1,357,465)		(1,357,465)
Employee benefits	4,410,818			(4,410,818)		(4,410,818)
Education	42,987,433	283,761	22,957,986	(19,745,686)		(19,745,686)
Unclassified	1,402,177			(1,402,177)		(1,402,177)
Interest on debt	228,683			(228,683)		(228,683)
Capital outlay	1,307,085			(1,307,085)		(1,307,085)
<b>Total Governmental Activities</b>	<u>72,574,500</u>	<u>2,111,382</u>	<u>25,228,931</u>	<u>(45,234,187)</u>		<u>(45,234,187)</u>
<b>Business-Type Activities</b>						
Sewer department	5,310,294	4,796,728			\$ (513,566)	(513,566)
Parking garage	280,152	185,992			(94,160)	(94,160)
<b>Total Business-Type Activities</b>	<u>5,590,446</u>	<u>4,982,720</u>			<u>(607,726)</u>	<u>(607,726)</u>
<b>Total</b>	<u>\$ 78,164,946</u>	<u>\$ 7,094,102</u>	<u>\$ 25,228,931</u>	<u>(45,234,187)</u>	<u>(607,726)</u>	<u>(45,841,913)</u>
<b>General Revenues</b>						
Taxes:						
Real estate				32,980,929		32,980,929
Excise				3,875,327		3,875,327
Personal property				4,546,106		4,546,106
Other				169,404		169,404
Licenses and permits				593,327		593,327
Grants and contributions not restricted to specific programs				3,688,360		3,688,360
Interest income				237,044		237,044
Miscellaneous				1,746,907	435,061	2,181,968
Transfers in (out)				(360,556)	360,556	
<b>Total general revenues</b>				<u>47,476,848</u>	<u>795,617</u>	<u>48,272,465</u>
<b>Change in Net Position</b>				2,242,661	187,891	2,430,552
<b>Net Position, Beginning of year, Restated</b>				<u>71,939,245</u>	<u>50,476,236</u>	<u>122,415,481</u>
<b>Net Position, End of year</b>				<u>\$ 74,181,906</u>	<u>\$ 50,664,127</u>	<u>\$ 124,846,033</u>

See independent auditor's report.

The accompanying notes are an integral part of these financial statements.

**Governmental Funds****Balance Sheet**

June 30, 2019

	General	Saccarappa Construction	Other Governmental Funds	Total Governmental Funds
<b>ASSETS</b>				
Cash and short-term investments	\$ 37,985,455		\$ 38,876	\$ 38,024,331
Investments			1,165,771	1,165,771
Receivables, net of allowance for uncollectibles:				
Taxes	1,377,372			1,377,372
Accounts receivable - services	948,265		126,947	1,075,212
Intergovernmental	8,093		626,001	634,094
Loans			8,585	8,585
Interfund receivable		\$ 2,598,258	6,654,804	9,253,062
Inventory			70,134	70,134
Prepaid items	135,939			135,939
<b>Total Assets</b>	<u>40,455,124</u>	<u>2,598,258</u>	<u>8,691,118</u>	<u>51,744,500</u>
<b>LIABILITIES</b>				
Accounts payable	942,888	377,022	427,198	1,747,108
Line of credit				
Accrued salaries and benefits	3,772,008		178,474	3,950,482
Accrued compensated absences	136,007			136,007
Retainage payable		199,412		199,412
Interfund payable	16,721,504		3,843,892	20,565,396
Unearned revenue	49,464		180,880	230,344
<b>Total Liabilities</b>	<u>21,621,871</u>	<u>576,434</u>	<u>4,630,444</u>	<u>26,828,749</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Unavailable revenue - property taxes	1,126,448			1,126,448
<b>Total Deferred Inflows of Resources</b>	<u>1,126,448</u>			<u>1,126,448</u>
<b>FUND BALANCES</b>				
Nonspendable	135,939		636,218	772,157
Restricted	181,143	2,021,824	1,980,405	4,183,372
Committed	9,808,292		5,126,247	14,934,539
Assigned	894,880			894,880
Unassigned	6,686,551		(3,682,196)	3,004,355
<b>Total Fund Balances</b>	<u>\$ 17,706,805</u>	<u>\$ 2,021,824</u>	<u>\$ 4,060,674</u>	<u>\$ 23,789,303</u>

See independent auditor's report.

The accompanying notes are an integral part of these financial statements.

## Reconciliation of Total Governmental Fund Balances to Net Position of Governmental Activities in the Statement of Net Assets

June 30, 2019

<b>Total Governmental Fund Balances</b>	\$ 23,789,303
• Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	133,336,900
• Other long-term assets are not available to pay for current period expenditures and, therefore, are reported as unavailable revenue in the governmental funds. Property taxes	1,126,448
• Deferred outflows/inflows of resources represent a consumption/acquisition of net position that applies to a future period, therefore will not be recognized as an expenditure or revenue until then, and therefore, are not reported in the funds.	3,466,366
• In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.	(590,289)
• Long-term liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not reported in the governmental funds:	
Bonds and notes payable	(63,631,991)
Unamortized bond premium	(5,381,182)
Capital leases payable	(1,285,070)
Compensated absences	(1,691,358)
Liability for hazardous waste-site cleanup	(260,000)
Other Post-Employment Benefits (OPEB) liability	(8,474,741)
Net pension liability	<u>(6,222,480)</u>
<b>Net Position of Governmental Activities</b>	<u>\$ 74,181,906</u>

See independent auditor's report.

The accompanying notes are an integral part of these financial statements.

**Governmental Funds****Statement of Revenues, Expenditures and Changes in Fund Balances**

Year Ended June 30, 2019

	General	Saccarappa Construction	Other Governmental Funds	Total Governmental Funds
<b>Revenues</b>				
Taxes	\$ 41,467,514		\$ 1,087,637	\$ 42,555,151
Licenses, permits and fees	759,343			759,343
Intergovernmental	24,802,558		4,618,155	29,420,713
Charges for services	819,998		1,277,295	2,097,293
Miscellaneous	1,265,747	\$ 122,815	529,720	1,918,282
<b>Total Revenues</b>	<u>69,115,160</u>	<u>122,815</u>	<u>7,512,807</u>	<u>76,750,782</u>
<b>Expenditures</b>				
Current:				
General government	4,782,792		715,714	5,498,506
Public safety	8,486,630		463,242	8,949,872
Public works	4,228,027		11,208	4,239,235
Human services	559,155			559,155
Culture and recreation	1,150,761		849,505	2,000,266
Employee benefits	4,410,818			4,410,818
Unclassified	1,402,177		183,997	1,586,174
Education	42,554,333		7,297,791	49,852,124
Debt service	2,886,280		680,524	3,566,804
Capital outlay		8,240,994	2,310,774	10,551,768
<b>Total Expenditures</b>	<u>70,460,973</u>	<u>8,240,994</u>	<u>12,512,755</u>	<u>91,214,722</u>
<b>Deficiency of Revenues Over Expenditures</b>	<u>(1,345,813)</u>	<u>(8,118,179)</u>	<u>(4,999,948)</u>	<u>(14,463,940)</u>
<b>Other Financing Sources (Uses)</b>				
Transfers in	1,134,637	7,000	4,227,868	5,369,505
Transfers out	(3,365,602)		(2,364,459)	(5,730,061)
Proceeds from capital leases	989,654			989,654
<b>Total Other Financing Sources (Uses)</b>	<u>(1,241,311)</u>	<u>7,000</u>	<u>1,863,409</u>	<u>629,098</u>
<b>Net change in fund balances</b>	(2,587,124)	(8,111,179)	(3,136,539)	(13,834,842)
<b>Fund Balances, Beginning of Year</b>	<u>20,293,929</u>	<u>10,133,003</u>	<u>7,197,213</u>	<u>37,624,145</u>
<b>Fund Balances, End of Year</b>	<u>\$ 17,706,805</u>	<u>\$ 2,021,824</u>	<u>\$ 4,060,674</u>	<u>\$ 23,789,303</u>

See independent auditor's report.  
The accompanying notes are an integral part of these financial statements.

## Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities

Year Ended June 30, 2019

<b>Net Changes in Fund Balances - Total Governmental Funds</b>	<b>\$ (13,834,842)</b>																										
<ul style="list-style-type: none"> <li>• Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense: <table border="0" style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 80%;">Capital outlay purchases</td> <td style="text-align: right;">11,506,461</td> </tr> <tr> <td>Loss on disposal of capital assets</td> <td style="text-align: right;">(40,778)</td> </tr> <tr> <td>Depreciation</td> <td style="text-align: right;">(3,825,965)</td> </tr> </table> </li>   <li> <table border="0" style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 80%;">                     Certain of the capital assets acquired this year were financed with capital leases. The amount financed by the leases is reported in the governmental funds as a source of financing. However, the capital leases are not revenues in the statement of activities, but rather constitute long-term liabilities in the statement of net position.                 </td> <td style="text-align: right; vertical-align: bottom;">(989,654)</td> </tr> </table> </li>   <li>• Deferred outflows/inflows of resources represent a consumption/acquisition of net position that applies to a future period, but the change in the balances affects reporting in the financial statements. <span style="float: right;">(437,351)</span></li>   <li>• Revenues in the statement of activities that do not provide current financial resources are fully deferred in the statement of revenues, expenditures and changes in fund balances. Therefore, the recognition of revenue for various types of accounts receivable (i.e., property taxes) differ between the two statements. This amount represents the net change in deferred revenue. <table border="0" style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 80%;">Property taxes</td> <td style="text-align: right;">104,252</td> </tr> </table> </li>   <li>• The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net assets: <table border="0" style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 80%;">Repayments of debt</td> <td style="text-align: right;">6,094,203</td> </tr> <tr> <td>Repayments of capital leases</td> <td style="text-align: right;">613,467</td> </tr> </table> </li>   <li>• In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due, this amount reflects the change in accrued interest. <span style="float: right;">463,067</span></li>   <li>• Some expenses reported in the statement of activities, do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds: <table border="0" style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 80%;">Increase in liability for compensated absences</td> <td style="text-align: right;">(56,820)</td> </tr> <tr> <td>Decrease in net pension liability</td> <td style="text-align: right;">2,101,423</td> </tr> <tr> <td>Decrease in OPEB liability, as restated</td> <td style="text-align: right;">322,672</td> </tr> <tr> <td>Decrease in liability for hazardous waste-site cleanup</td> <td style="text-align: right;">20,000</td> </tr> <tr> <td>Amortization of bond premiums</td> <td style="text-align: right;">414,557</td> </tr> <tr> <td>Amortization of deferred charge</td> <td style="text-align: right;">(212,031)</td> </tr> </table> </li> </ul>		Capital outlay purchases	11,506,461	Loss on disposal of capital assets	(40,778)	Depreciation	(3,825,965)	Certain of the capital assets acquired this year were financed with capital leases. The amount financed by the leases is reported in the governmental funds as a source of financing. However, the capital leases are not revenues in the statement of activities, but rather constitute long-term liabilities in the statement of net position.	(989,654)	Property taxes	104,252	Repayments of debt	6,094,203	Repayments of capital leases	613,467	Increase in liability for compensated absences	(56,820)	Decrease in net pension liability	2,101,423	Decrease in OPEB liability, as restated	322,672	Decrease in liability for hazardous waste-site cleanup	20,000	Amortization of bond premiums	414,557	Amortization of deferred charge	(212,031)
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Amortization of deferred charge	(212,031)																										
<b>Changes in Net Position of Governmental Activities</b>	<b><u><u>\$ 2,242,661</u></u></b>																										

See independent auditor's report.

The accompanying notes are an integral part of these financial statements.

**Statement of Revenues and Other Financing Sources,  
and Expenditures and Other Financing Uses -  
Budget and Actual (Budgetary Basis) - General Fund**

Year Ended June 30, 2019

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
<b>Revenue</b>				
Taxes	\$ 41,080,789	\$ 41,080,789	\$ 41,467,514	\$ 386,725
Licenses, permits and fees	748,100	748,100	759,343	11,243
Intergovernmental	21,941,677	21,941,677	22,093,558	151,881
Charges for services	853,000	853,000	819,998	(33,002)
Miscellaneous	1,595,186	794,885	1,265,747	470,862
<b>Total Revenues</b>	<u>66,218,752</u>	<u>65,418,451</u>	<u>66,406,160</u>	<u>987,709</u>
<b>Expenditures</b>				
Current:				
General government	5,185,572	5,185,572	4,782,792	402,780
Public safety	7,757,049	7,757,049	7,788,936	(31,887)
Public works	4,467,975	4,467,975	4,156,287	311,688
Human services	766,013	766,013	559,155	206,858
Culture and recreation	1,257,681	1,257,681	1,150,761	106,920
Employee benefits	4,595,507	4,595,507	4,410,818	184,689
County tax	1,402,177	1,402,177	1,402,177	
Education	38,408,898	38,408,898	38,100,125	308,773
Debt service:				
Principal	2,258,870	2,258,870	2,258,870	
Interest	558,310	558,310	627,410	(69,100)
<b>Total Expenditures</b>	<u>66,658,052</u>	<u>66,658,052</u>	<u>65,237,331</u>	<u>1,420,721</u>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	(439,300)	(1,239,601)	1,168,829	2,408,430
<b>Other Financing Sources (Uses)</b>				
Transfers in	1,336,850	1,336,850	1,134,637	(202,213)
Transfer out	(1,772,550)	(1,772,550)	(3,365,602)	(1,593,052)
Use of restricted future bond interest payment fund			(1,413,428)	(1,413,428)
<b>Total Other Financing Sources (Uses)</b>	<u>(435,700)</u>	<u>(435,700)</u>	<u>(3,644,393)</u>	<u>(3,208,693)</u>
<b>Net Change in Fund Balance - Budgetary Basis</b>	(875,000)	(1,675,301)	(2,475,564)	(800,263)
<b>Beginning Fund Balance Utilized - Budgetary Basis</b>	\$ 875,000	\$ 1,675,301	20,162,489	\$ 18,487,188
<b>Fund Balance, End of Year - Budgetary Basis</b>	<u>\$ -</u>	<u>\$ -</u>	17,686,925	<u>\$ 17,686,925</u>
Add encumbrances			19,880	
<b>Fund Balance, End of Year, Per Fund Financial Statements</b>			<u>\$ 17,706,805</u>	

See independent auditor's report.  
The accompanying notes are an integral part of these financial statements.

**Proprietary Funds****Statement of Net Position**

June 30, 2019

	Business-Type Activities Enterprise Funds		
	Sewer Department	Parking Garage	Total
<b>ASSETS</b>			
Current:			
Accounts receivable, net of allowance for uncollectible	\$ 535,233		\$ 535,233
Intergovernmental receivable	67,656		67,656
Interfund receivable	10,230,158	\$ 613,499	10,843,657
Total current assets	<u>10,833,047</u>	<u>613,499</u>	<u>11,446,546</u>
Noncurrent:			
Capital assets:			
Land and construction in progress	2,673,668	40,489	2,714,157
Buildings and building improvements	2,789,000	7,072,320	9,861,320
Machinery and equipment	453,651	31,102	484,753
Infrastructure	87,394,400		87,394,400
Less accumulated depreciation	<u>(48,036,263)</u>	<u>(2,152,797)</u>	<u>(50,189,060)</u>
Total noncurrent assets	<u>45,274,456</u>	<u>4,991,114</u>	<u>50,265,570</u>
<b>Total Assets</b>	<u>56,107,503</u>	<u>5,604,613</u>	<u>61,712,116</u>
<b>LIABILITIES</b>			
Current:			
Accounts payable	682,207	2,715	684,922
Accrued interest	88,901		88,901
Current portion of long-term liabilities:			
Capital lease payable	15,997		15,997
Bonds payable	617,095		617,095
Total current liabilities	<u>1,404,200</u>	<u>2,715</u>	<u>1,406,915</u>
Noncurrent:			
Capital lease payable, noncurrent	3,534		3,534
Bonds payable, noncurrent	9,637,540		9,637,540
Total noncurrent liabilities	<u>9,641,074</u>		<u>9,641,074</u>
<b>Total Liabilities</b>	<u>11,045,274</u>	<u>2,715</u>	<u>11,047,989</u>
<b>NET POSITION</b>			
Net investment in capital assets	39,169,058	4,991,114	44,160,172
Unrestricted	5,893,171	610,784	6,503,955
<b>Total Net Position</b>	<u>\$ 45,062,229</u>	<u>\$ 5,601,898</u>	<u>\$ 50,664,127</u>

See independent auditor's report.

The accompanying notes are an integral part of these financial statements.

## Proprietary Funds

### Statement of Revenues, Expenses and Changes in Net Position

Year Ended June 30, 2019

	Business-Type Activities Enterprise Funds		
	Sewer Department	Parking Garage	Total
<b>Operating Revenues</b>			
Sewer assessments	\$ 4,796,728		\$ 4,796,728
Parking garage revenue		\$ 185,992	185,992
<b>Total Operating Revenues</b>	<u>4,796,728</u>	<u>185,992</u>	<u>4,982,720</u>
<b>Operating Expenses</b>			
Portland Water District assessment	2,536,488		2,536,488
Sewer operations	753,864		753,864
Parking garage		138,706	138,706
Depreciation expense	1,612,398	141,446	1,753,844
<b>Total Operating Expenses</b>	<u>4,902,750</u>	<u>280,152</u>	<u>5,182,902</u>
<b>Operating Loss</b>	<u>(106,022)</u>	<u>(94,160)</u>	<u>(200,182)</u>
<b>Nonoperating Revenues (Expenses)</b>			
Miscellaneous	432,262		432,262
Investment earnings		2,799	2,799
Interest on bonds	(407,544)		(407,544)
<b>Total Nonoperating Revenues (Expenses) Net</b>	<u>24,718</u>	<u>2,799</u>	<u>27,517</u>
Transfers in	699,586		699,586
Transfers out	(339,030)		(339,030)
	<u>360,556</u>		<u>360,556</u>
<b>Change in Net Position</b>	279,252	(91,361)	187,891
<b>Net Position, Beginning of Year</b>	<u>44,782,977</u>	<u>5,693,259</u>	<u>50,476,236</u>
<b>Net Position, End of Year</b>	<u>\$ 45,062,229</u>	<u>\$ 5,601,898</u>	<u>\$ 50,664,127</u>

See independent auditor's report.

The accompanying notes are an integral part of these financial statements.

**Proprietary Funds****Statement of Cash Flows**

Year Ended June 30, 2019

	Business-Type Activities Enterprise Funds		
	Sewer Department	Parking Garage	Total
<b>Cash Flows From Operating Activities:</b>			
Receipts from customers and users	\$ 4,713,736	\$ 136,642	\$ 4,850,378
Payments to suppliers and employees	<u>(3,857,300)</u>	<u>(139,441)</u>	<u>(3,996,741)</u>
<b>Net Cash Provided by Operating Activities</b>	<u>856,436</u>	<u>(2,799)</u>	<u>853,637</u>
<b>Cash Flows From Capital and Related Financing Activities:</b>			
Purchase of capital assets	(8,816,386)		(8,816,386)
Principal payments on bonds and notes	(615,797)		(615,797)
Interest paid on bonds	(526,725)		(526,725)
Bond premium amortization	(4,535)		(4,535)
Payments on capital lease	(12,463)		(12,463)
Investment earnings		2,799	2,799
Other financing sources	432,262		432,262
Change in interfund receivable	1,168,310		1,168,310
<b>Net Cash Used for Capital and Related Financing Activities</b>	<u>(8,375,334)</u>	<u>2,799</u>	<u>(8,372,535)</u>
<b>Net Change in Cash and Cash Equivalents</b>	(7,518,898)		(7,518,898)
<b>Cash and Cash Equivalents, Beginning of Year</b>	<u>7,518,898</u>		<u>7,518,898</u>
<b>Cash and Cash Equivalents, End of Year</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Reconciliation of Operating Income to Net Cash Provided by Operating Activities:</b>			
Operating loss	\$ (106,022)	\$ (94,160)	\$ (200,182)
Adjustments to reconcile operating income (loss) to net cash provided by operating activities:			
Depreciation	1,612,398	141,446	1,753,844
Change in operating assets:			
Accounts receivable	(82,992)		(82,992)
Interfund receivable		(49,350)	(49,350)
Change in operating liabilities:			
Accounts payable	(566,948)	(735)	(567,683)
<b>Net Cash Provided by Operating Activities</b>	<u>\$ 856,436</u>	<u>\$ (2,799)</u>	<u>\$ 853,637</u>

See independent auditor's report.  
The accompanying notes are an integral part of these financial statements.

## Fiduciary Funds

### Statement of Fiduciary Net Position

June 30, 2019

	Private Purpose Trust Funds	Agency Funds
<b>ASSETS</b>		
Cash and short term investments	\$ 395,559	\$ 242,300
Due from other funds	239,496	229,181
<b>Total Assets</b>	<u>635,055</u>	<u>471,481</u>
<b>LIABILITIES</b>		
Accounts payable	168	
Due to student groups		242,300
Escrow and performance deposits		229,181
<b>Total Liabilities</b>	<u>168</u>	<u>\$ 471,481</u>
<b>NET POSITION</b>		
Held in Trust	<u>\$ 634,887</u>	

See independent auditor's report.

The accompanying notes are an integral part of these financial statements.

## Fiduciary Funds

### Statement of Changes in Fiduciary Net Position

Year Ended June 30, 2019

	Private Purpose Trust Funds
<b>Additions</b>	
Investment earnings	\$ 4,485
Contributions	147,395
<b>Total Additions</b>	<u>151,880</u>
<b>Deductions</b>	
Disbursements by agent	<u>93,760</u>
<b>Total deductions</b>	<u>93,760</u>
<b>Change in Net Position</b>	58,120
<b>Net Position</b>	
Beginning of year	<u>576,767</u>
End of year	<u><u>\$ 634,887</u></u>

## Notes to Financial Statements

June 30, 2019

### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the City of Westbrook, Maine (the City/Government) have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting. The GASB periodically updates its codification of the existing Governmental Accounting and Financial Reporting Standards which, along with subsequent GASB pronouncements (standards and interpretations), constitute GAAP for governmental units. GAAP also includes guidance from the American Institute of Certified Public Accountants in the publication entitled State and Local Governments. The more significant of the City's accounting policies are described below.

#### Reporting Entity

The City of Westbrook is a municipal corporation governed by an elected Mayor and seven-member City Council consisting of five members elected by ward and two elected at-large. In evaluating the City as a reporting entity, management has addressed all potential component units for which the City may be financially accountable and, as such, should be included within the City's financial statements. In accordance with GASB Statement No. 14 as amended by GASB Statement No. 61, the City is financially accountable if it appoints a voting majority of the organization's governing board and (1) it is able to impose its will on the organization or (2) there is a potential for the organization to provide specific financial benefits to or impose specific financial burdens on the City. Additionally, the City is required to consider other organizations for which the nature and significance of their relationship with the City are such that exclusion would cause the reporting entity's financial statements to be misleading. The City identified one organization as a blended component unit, although legally separate is, in substance, part of the government's operations.

Blended component unit – The Westbrook Environmental Improvement Corporation is a nonprofit corporation organized by the City of Westbrook for the purpose of coordinating the implementation of tax increment financing districts and undertaking various environmental improvement projects. The Westbrook Environmental Improvement Corporation (WEIC) activity has been reported as a blended component unit in the Special Revenue Funds.

Related organizations are excluded from the financial reporting entity because the City's accountability does not extend beyond making appointments. The City participates in the following related organization:

Greater Portland Transit District – The City, in conjunction with one other community, participates in the District. The District provides public transportation services to the residents of the participating communities. The District is managed by a Board of Directors selected by the elected municipal officers of each participating municipality. Except for members' proportional share of bonds payable, which are repaid through member assessments, no participant has any obligation or entitlement and the City's share of any residual interest has not been determined. Audited financial statements are available from the organization.

#### Government-Wide and Fund Financial Statements

##### Government Wide Financial Statements

The government-wide financial statements include the statement of net position and the statement of activities. These statements report financial information for the City as a whole, excluding fiduciary activities. The primary government and component units are presented separately within the financial statements with the focus on the primary government. Individual funds are not displayed, but the statements distinguish governmental activities, generally supported by taxes and city general revenues, from business-type activities, generally financed in whole or in part with fees charged to external customers.

## Notes to Financial Statements

June 30, 2019

### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

The statement of activities reports the expenses of a given function offset by program revenues directly connected with the functional program. A function is an assembly of similar activities and may include portions of a fund or summarize more than one fund to capture the expenses and program revenues associated with a distinct functional activity. Program revenues include: (1) charges for services which report fees, fines and forfeitures, and other charges for the City's services; and (2) operating grants and contributions, which finance annual operating activities including restricted investment income. These revenues are subject to externally imposed restrictions to these program uses. Taxes and revenue from other sources not properly included with program revenues are reported as general revenues.

#### Fund Financial Statements

Fund financial statements are provided for governmental, proprietary, and fiduciary funds. Major individual, governmental and proprietary funds are reported in separate columns with composite columns for the nonmajor governmental funds.

#### Measurement Focus, Basis of Accounting and Financial Statement Presentation

##### Government-Wide Financial Statements

The government-wide statements report using the economic resources measurement focus and the accrual basis of accounting generally including the reclassification or elimination of internal activity (between or within funds). Reimbursements are reported as reductions to expenses. Fiduciary fund financial statements also report using this same basis of accounting, although internal activity is not eliminated in these statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Property tax revenues are recognized in the year for which they are levied, while grants are recognized when grantor eligibility requirements are met. The agency funds are custodial in nature and do not measure results of operations.

##### Fund Financial Statements

Governmental fund financial statements report using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available. Available means collectible within the current period or soon enough thereafter to pay current liabilities. The City considers revenues to be available if they are collected within 60 days of the end of the fiscal year. Expenditures are recorded when the related fund liability is incurred, except for general obligation debt principal and interest, which are reported as expenditures in the year due.

Major revenues susceptible to accrual are real estate and personal property taxes, intergovernmental amounts, charges for services, and investment income. In general, other revenues are recognized when cash is received.

The City reports the General Fund and the Saccarappa Fund as the two major funds. The General Fund reports as the primary fund of the City. This fund is used to account for all financial resources not reported in other funds. The Saccarappa Fund reports the bond proceeds and capital outlay associated with the construction of a new elementary school.

The City reports the following major enterprise funds:

Sewer Department Fund – Accounts for the operating activities of the City's sewer system.

Parking Garage Fund – Accounts for the operating activities of the City's parking garage

## Notes to Financial Statements

June 30, 2019

### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

The City reports the following fiduciary funds:

Private Purpose Trust Funds account for assets that benefit other entities or individuals.

Agency Funds – Account for fiduciary assets held by the City in a custodial capacity as an agent on behalf of others. Agency funds are used to account for various student-managed activities and minor city employee funds.

#### Cash and Investments

The laws of the State of Maine require that the City's treasurer have custody of all monies belonging to the City and pay out the same only upon orders of the Mayor and City Council. The treasurer shall deposit all monies in accordance with Maine State Statute 30-A §5706. Investments are stated at fair value based on quoted market prices.

#### Fair Value Measurements

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. In determining fair value, the City uses various methods, including market, income and cost approaches. Based on these approaches, the City often utilizes certain assumptions that market participants would use in pricing the asset or liability, including assumptions about risk and/or the risks inherent in the inputs to the valuation technique. These inputs can be readily observable, market corroborated, or generally unobservable inputs. The City utilizes valuation techniques that maximize the use of observable inputs and minimize the use of unobservable inputs. Based on the observability of the inputs used in the valuation techniques, the City is required to provide the following information according to the fair value hierarchy. The fair value hierarchy ranks the quality and reliability of the information used to determine fair values. Financial assets and liabilities carried at fair value will be classified and disclosed in one of the following three categories:

- Level 1 – Quoted prices for identical assets and liabilities traded in active exchange markets, such as the New York Stock Exchange.
- Level 2 – Observable inputs other than Level 1 including quoted prices for similar assets or liabilities, quoted prices in less active markets, or other observable inputs that can be corroborated by observable market data.
- Level 3 – Unobservable inputs supported by little or no market activity for financial instruments whose value is determined using pricing models, discounted cash flow methodologies, or similar techniques, as well as instruments for which the determination of fair value requires significant management judgment or estimation.

In determining the appropriate levels, the City performs a detailed analysis of the assets and liabilities. At each reporting period, all assets and liabilities for which the fair value measurement is based on significant unobservable inputs are classified as Level 3.

#### Receivables

Management has reviewed property taxes receivable, accounts receivable, intergovernmental receivables and loans receivable for collectability and has recorded an allowance for uncollectible amounts as is considered necessary. The most significant account needing an allowance is the allowance for uncollectible rescue/ambulance billings receivable for which there is an allowance of \$1,220,136 at June 30, 2019.

## Notes to Financial Statements

June 30, 2019

### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

#### Capital Assets and Depreciation

The City's property, plant and equipment with useful lives of more than one year are stated at historical cost or estimated historical cost and reported in the government-wide financial statements. Donated assets are stated at fair value on the date donated. The City generally capitalizes assets with cost of \$10,000 or more as purchase and construction outlays occur. The costs of normal maintenance and repairs that do not add to the asset value or materially extend useful lives are not capitalized. Capital assets are depreciated using the straight-line method. When capital assets are disposed of, the cost and applicable accumulated depreciation are removed from the respective accounts, and the resulting gain or loss is recorded in operations. Estimated useful lives, in years, for depreciable assets are, as follow:

	Years
Buildings and building improvements	25 – 50
Machinery and equipment	5 – 20
Vehicles	5 – 15
Infrastructure	50

#### Compensated Absences

It is the City's policy to permit employees to accumulate earned but unused, sick, vacation, and general leave time at various rates in accordance with union contracts and the City's personnel policy. In the fund financial statements, these amounts for accumulated vacation and vested sick leave are only recorded as a liability if they have matured, for example, as a result of paid time off or employee resignations and retirements, as applicable. All accumulated leave is accrued when incurred on the government-wide financial statements.

#### Deferred Outflows of Resources and Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The City has three items that qualify for reporting in this category. Two items are deferred outflows related to the pension liability and other post-employment benefits as is more fully disclosed in the footnotes and the other item is the deferred charge on refunding, both reported in the government-wide statement of net position. A deferred charge on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt.

In addition to liabilities, the balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The City has two items reported in the statement of net position that qualifies for reporting in this category. They are the deferred inflows related to the pension liability and other post-employment benefits as is more fully disclosed in the footnotes. The City's balance sheet under governmental funds reports one type of item, which arises under a modified accrual basis of accounting that qualifies for reporting in this category, unavailable revenue from property taxes. This amount is deferred and recognized as an inflow of resources in the period that the amount becomes available.

## Notes to Financial Statements

June 30, 2019

### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

#### Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities. Bond premiums and discounts, if material to the basic financial statements, are deferred and amortized over the life of the bonds using the straight-line method. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

#### Fund Balances

The governmental funds financial statements fund balance is reported in five classifications.

Nonspendable fund balance represents fund balance amounts that are not in spendable form or legally or contractually required to be maintained intact.

Restricted fund balance represents resources with constraints placed through external creditors, grantors, contributors, laws or regulations of other governments, or imposed by law through constitutional provision or by enabling legislation.

Committed fund balance represents resources that are determined by the City's highest decision-making level of authority and remain binding unless removed in the same manner. The City Council is the highest level of decision-making authority for the City that can, by adoption of a resolution prior to the fiscal year, commit a fund balance.

Assigned fund balance is the portion of fund balance that has been approved by formal action of the City Council for appropriation in future budgets. The amounts are not for a highly specified purpose and their use has some discretion by the administration.

Unassigned fund balance is fund balance that has not been reported in any other classification. Note that in all governmental funds other than the general fund, amounts expended in excess of resources that do not meet the above categories are classified here – i.e. residual deficits.

The City has no formal revenue spending policy for programs with multiple revenue sources. The City uses resources in the following hierarchy unless otherwise directed by Statute or the City Council: Bond proceeds, federal funds and state funds, local non-City funds, and City funds. For purposes of fund balance classification, expenditures are to be spent from restricted fund balance first, followed in-order by committed fund balance, assigned fund balance and lastly unassigned fund balance.

## Notes to Financial Statements

June 30, 2019

### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

#### Use of Estimates

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

### NOTE 2 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

#### Budgetary Information

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for the General Fund. Unless encumbered, all appropriations lapse at year-end. The City is allowed to use beginning fund balance to balance the budget.

Each year, the Mayor submits to the City Council a budget for the ensuing fiscal year. It provides a complete financial plan of the City's General Fund. It begins with a general summary of its contents and shows in detail all estimated income, indicating the proposed property tax levy affecting the General Fund, and all proposed expenditures, including debt service, for the ensuing fiscal year, arranged to show comparative figures for actual and estimated income and expenditures to the preceding fiscal year.

The Mayor, with City Council approval, may transfer budgeted amounts between departments. The City Council may, by resolution, appropriate additional amounts but only up to the amount of excess revenues and unencumbered budget surplus remaining after the purpose of the original appropriation has been satisfied. At the end of the fiscal year, all unencumbered appropriations lapse unless specifically continued by resolution of the City Council. No supplementary appropriations of the City's fund balance were made during the year ended June 30, 2019.

Encumbrance accounting is employed by the governmental funds. Encumbrances (e.g., purchase orders, contracts) outstanding at year-end are reported as assignments of fund balances and do not constitute expenditures or liabilities because they will be added to the appropriations voted in the subsequent year. Encumbrances are treated as expenditures under the budgetary basis.

Revenues are budgeted by source. Expenditures are budgeted by functions as follow: General government, public safety, public works, human services, culture and recreation, employee benefits, unclassified, debt service and capital outlay.

## Notes to Financial Statements

June 30, 2019

### NOTE 2 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY – CONTINUED

#### Deficit Fund Equity

Following is a list of other individual projects within the following funds having deficits exceeding \$50,000 as of June 30, 2019:

Nonmajor Governmental Funds	
Tax Increment Financing District Funds:	
Downtown TIF	\$(845,692)
Miscellaneous Special Revenue Funds – School Grants and Programs:	
IDEA Local Entitlement	(744,040)
Medicaid	(740,146)
Title I Disadvantaged	(977,497)
Title III	(73,991)
Improving Teacher Quality	(79,503)
Drug Free Communities	(230,344)
Spring Harbor	(335,893)
Food Service	(168,464)

The deficit in the Downtown TIF fund is the result of the amount of tax recovered in the districts being less than the annual debt payments. The City expects future tax amounts will be greater than the annual debt payments as the captured value increases with development.

The deficits related to the federal grants are mostly a result of a lack of timely billing and are expected to be funded by future billings for reimbursement once the School gets caught up with the billing. The other non-federal grant related fund deficits are expected to be covered by transfers from other funds and/or curtailment of future expenditures being charged to these funds.

### NOTE 3 – CASH AND INVESTMENTS

#### Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a bank failure, a government's deposits may not be returned to it. The City does not have a deposit policy for custodial credit risk. As of June 30, 2019, the City reported deposits of \$38,024,331, with a bank balance of \$40,643,878. Of the City's bank balances of \$40,643,878, \$118,033 was exposed to custodial credit risk as uninsured and uncollateralized; the remainder was covered by the FDIC or is secured by additional collateral pledged on behalf of the City by the respective banking institutions.

#### Investments

Maine statutes authorize the City to invest in obligations of the U.S. Treasury and U.S. Agencies, commercial paper, repurchase agreements and certain corporate stocks and bonds.

As of June 30, 2019, the City's reporting entity had the following cash and investments:

Certificates of Deposit	\$ 468,352
Mutual Funds	697,419
	<u>\$ 1,165,771</u>

## Notes to Financial Statements

June 30, 2019

### NOTE 3 – CASH AND INVESTMENTS – CONTINUED

**Credit Risk** is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The City does not have an investment policy that places any restrictions on its investment choices.

**Interest Rate Risk** is the risk that changes in interest rates will adversely affect the fair value of an investment. Investments held for longer periods are subject to increased risk of adverse interest rate changes. The City does not have an investment policy that addresses limiting interest rate risk.

**Concentration of Credit Risk** is the risk of loss attributed to the magnitude of the City's investment in a single issuer. The City does not have an investment policy that addresses concentration of credit risk.

**Custodial Credit Risk** is the risk that, in the event of the failure of the counterparty, the City will not be able to recover the value of its investments or collateral securities in the possession of an outside party. The City has no investments with material exposure to custodial credit risk.

#### Fair Value

Fair values of assets measured on a recurring basis at June 30, 2019 are as follows:

	Total	Level 1	Level 2	Level 3
<b>June 30, 2019</b>				
Certificates of deposit	\$ 468,352	\$ 468,352		
Mutual funds	697,419	697,419		
	<u>\$ 1,165,771</u>	<u>\$ 1,165,771</u>	<u>\$</u>	<u>\$</u>

There were no assets classified as Level 2 or 3 as of June 30, 2019.

### NOTE 4 – PROPERTY TAX

Property taxes for the current year were committed on June 26, 2018 on the assessed value listed as of the previous April 1 for all real and personal property located in the City. All real and personal property taxes were due in four installments, 25% on August 15, 2018, 25% on November 15, 2018, 25% on February 15, 2019, and 25% on May 15, 2019. Interest at the rate of 7% per annum was charged on any amounts remaining unpaid after these respective due dates. Assessed values are periodically established by the City's Assessor at 100% of assumed market value. The assessed value was 100% of the estimated market value and 100% of the 2018 state valuation of \$1,881,615,300.

The City is permitted by the laws of the State of Maine to levy taxes up to 105% of its net budgeted expenditures for the related fiscal period. The amount raised in excess of 100% is referred to as overlay, and amounted to \$37,945 for the year ended June 30, 2019.

Tax liens are placed on real property within twelve months following the tax commitment date if taxes are delinquent. The City has the authority to foreclose on property eighteen months after the filing of the lien if the tax liens and associated costs remain unpaid.

Property taxes levied during the year were recorded as receivables at the time the levy was made. The receivables collected during the year and in the first 60 days following the end of the fiscal year have been recorded as revenues. The remaining receivables, in the funds financial statements, have been recorded as a deferred inflow of resources, unavailable revenue – property taxes.

## Notes to Financial Statements

June 30, 2019

### NOTE 4 –PROPERTY TAX – CONTINUED

The tax rates and amounts assessed for the year ended June 30, 2019 were, as follows:

Valuation:	
Real estate	\$ 1,653,531,200
Personal property	228,084,100
Total assessed valuation	<u>1,881,615,300</u>
Total assessed valuation	1,881,615,300
Tax rate (per \$1,000)	19.95
Total tax commitment	<u>37,538,225</u>
The following details the taxes receivable at year-end:	
Taxes receivable - current year	643,272
Taxes receivable and tax liens receivable - prior years	734,100
Taxes receivable	<u>\$ 1,377,372</u>

### NOTE 5 – INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS

Generally, outstanding balances between funds reported as "interfund receivables/payables" include outstanding charges by one fund to another for goods or services, subsidy commitments outstanding at year-end, or other miscellaneous amounts. Activity between funds that is representative of lending/borrowing arrangements outstanding at the end of the fiscal year is also reported as "interfund receivables/payables."

As of June 30, 2019, the balances of interfund loans receivable/payable were, as follows:

	Interfund Loans Receivable	Interfund Loans Payable
General fund		\$ 16,721,504
Saccarappa construction fund	\$ 2,598,258	
Other governmental funds	6,654,804	3,843,892
Sewer department	10,230,158	
Parking garage	613,499	
Fiduciary funds	468,677	
Totals	<u>\$ 20,565,396</u>	<u>\$ 20,565,396</u>

## Notes to Financial Statements

June 30, 2019

### NOTE 5 – INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS – CONTINUED

#### Transfers

Transfers within the reporting entity are substantially for the purposes of distributing tax revenues to the fund for which the appropriation was made, and distributing trust income to the applicable fund, and other voted amounts. The government-wide statement of activities eliminates transfers reported within the governmental activities columns.

The following schedule reports transfers within the reporting entity:

	General Fund	Other Governmental Funds	Transfers In Sewer Department	Total
Transfers out:				
Governmental funds:				
General		\$ 3,365,602		\$ 3,365,602
Nonmajor	\$ 1,134,637	530,236	\$ 699,586	2,364,459
Proprietary Funds:				
Sewer department		339,030		339,030
	\$ 1,134,637	\$ 4,234,868	\$ 699,586	\$ 6,069,091

The amount transferred to the nonmajor funds from the General Fund represents the transfer of tax revenues to the tax increment finance (TIF) districts and other funds in accordance with the various agreements and voted amounts. The amounts from the nonmajor funds to other nonmajor funds represents transfers of the balances of bond proceeds from completed capital projects to other ongoing capital projects, and transfers from the TIF districts in accordance with the agreements.

## Notes to Financial Statements

June 30, 2019

### NOTE 6 – CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2019 was, as follows:

	Beginning Balance	Additions	Reductions	Ending Balance
<b>Governmental activities:</b>				
Not being depreciated:				
Land	\$ 2,477,089			\$ 2,477,089
Construction in progress	10,261,375	\$ 8,839,014	\$ (220,103)	18,880,285
Total capital assets not being depreciated	<u>12,738,464</u>	<u>8,839,014</u>	<u>(220,103)</u>	<u>21,357,374</u>
Being depreciated:				
Buildings and improvements	87,953,269	913,421		88,866,690
Machinery and equipment	5,915,325	712,264	(310,782)	6,316,807
Vehicles	9,525,401	443,442	(55,452)	9,913,391
Infrastructure	82,749,134	551,454		83,300,588
Total capital assets being depreciated	<u>186,143,129</u>	<u>2,887,551</u>	<u>(366,234)</u>	<u>188,664,446</u>
Total all capital assets	<u>198,881,593</u>	<u>11,726,565</u>	<u>(586,338)</u>	<u>210,021,820</u>
Less accumulated depreciation:				
Buildings and improvements	(19,587,666)	(1,498,620)		(21,086,286)
Machinery and equipment	(4,098,813)	(278,380)	269,987	(4,107,207)
Vehicles	(5,911,506)	(663,400)	55,452	(6,519,454)
Infrastructure	(43,586,408)	(1,385,556)		(44,971,974)
Total accumulated depreciation	<u>(73,184,393)</u>	<u>(3,825,966)</u>	<u>325,439</u>	<u>(76,684,920)</u>
Net book value, capital assets being depreciated	<u>112,958,736</u>	<u>(938,405)</u>	<u>(40,795)</u>	<u>111,979,526</u>
Net book value, total capital assets	<u>\$125,697,200</u>	<u>\$ 7,900,599</u>	<u>\$ (260,898)</u>	<u>\$133,336,900</u>
<b>Business-type activities:</b>				
Not being depreciated:				
Land	\$ 146,822	\$ 117,280		\$ 264,102
Construction in progress	6,033,774	2,450,055	\$ (6,033,774)	2,450,055
Total capital assets not being depreciated	<u>6,180,596</u>	<u>2,567,335</u>	<u>(6,033,774)</u>	<u>2,714,157</u>
Being depreciated:				
Buildings and improvements	9,861,318			9,861,318
Machinery and equipment	31,102			31,102
Vehicles	453,651			453,651
Infrastructure	81,145,349	6,249,051		87,394,400
Total capital assets being depreciated	<u>91,491,420</u>	<u>6,249,051</u>		<u>97,740,471</u>
Total all capital assets	<u>97,672,016</u>	<u>8,816,386</u>		<u>100,454,628</u>
Less accumulated depreciation:				
Buildings and improvements	(3,296,677)	(208,023)		(3,504,700)
Machinery and equipment	(31,101)			(31,101)
Vehicles	(245,679)	(38,986)		(284,665)
Infrastructure	(44,861,756)	(1,506,836)		(46,368,592)
Total accumulated depreciation	<u>(48,435,213)</u>	<u>(1,753,845)</u>		<u>(50,189,058)</u>
Net book value, capital assets being depreciated	<u>43,056,207</u>	<u>4,495,206</u>		<u>47,551,413</u>
Net book value, total capital assets	<u>\$ 49,236,803</u>	<u>\$ 7,062,541</u>	<u>\$ (6,033,774)</u>	<u>\$ 50,265,570</u>

## Notes to Financial Statements

June 30, 2019

### NOTE 6 – CAPITAL ASSETS – CONTINUED

Depreciation expense was charged to functions or activities of the City, as follows:

Governmental Activities		Business-type activities:	
General government	\$ 252,047	Sewer department	\$ 1,612,399
Public safety	432,972	Parking garage	141,446
Public works	1,892,854	Total depreciation expense	<u>\$ 1,753,845</u>
Culture and recreation	249,278		
Education	998,815		
Total depreciation expense	<u>\$ 3,825,966</u>		

Construction-in-progress as of June 30, 2019 consists of school renovations, community center renovations/upgrades to city buildings and various sewer projects. These projects are expected to be completed during 2020 and the total cost of the projects is expected to be approximately \$23 million for the School Department, \$2.2 million for upgrades to city buildings, and \$6.1 million for sewer projects.

### NOTE 7 – LONG-TERM DEBT

#### Changes in Long-Term Liabilities

The following is a summary of changes in long-term liabilities for the year ended June 30, 2019:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
<b>Governmental Activities:</b>					
General obligation bonds	\$ 69,726,194		\$ (6,094,203)	\$ 63,631,991	\$ 5,452,906
Unamortized bond premium	5,795,739		(414,557)	5,381,182	415,995
Capital leases	908,885	\$ 989,654	(613,469)	1,285,070	492,072
Net pension liability	8,323,903		(2,101,423)	6,222,480	
Compensated absences	1,731,637	95,728		1,827,365	136,007
Other post-employment benefits, as restated	8,797,413		(322,672)	8,474,741	
Landfill post closure care costs	280,000		(20,000)	260,000	20,000
Long-term liabilities	<u>\$ 95,563,771</u>	<u>\$ 1,085,382</u>	<u>\$ (9,566,324)</u>	<u>\$ 87,082,829</u>	<u>\$ 6,470,597</u>
<b>Business-Type Activities</b>					
General obligation bonds	\$ 10,788,806		\$ (615,797)	\$ 10,173,009	\$ 617,094
Capital Leases	23,600	\$ 10,603	(14,672)	19,531	15,997
Unamortized bond premium	86,159		(4,535)	81,624	4,535
Long-term liabilities	<u>\$ 10,898,565</u>	<u>\$ 10,603</u>	<u>\$ (635,004)</u>	<u>\$ 10,274,164</u>	<u>\$ 633,644</u>

#### General Obligation Bonds

General obligation bonds and notes are approved by the voters and repaid with general revenues (taxes). These notes are backed by the full faith and credit of the City.

## Notes to Financial Statements

June 30, 2019

### NOTE 7 – LONG-TERM DEBT – CONTINUED

#### School Construction

In November 2016, the taxpayers approved bonds for expansion projects at Saccarappa School for \$23 million. Construction began in the summer of 2017. Capitalized costs to date are approximately \$18 million for Saccarappa School. The Saccarappa School is anticipated for fall 2019. The bonds for the school renovations were issued on November 1, 2017.

Bonds payable currently outstanding in the governmental activities are, as follows:

	Original Amount	Issue Date	Maturity Date	Interest Rate %	Outstanding At 6/30/2019	Current Portion
General obligation bonds payable:						
2011 General Obligation Bond	\$ 12,350,000	2011	2031	3.24	\$ 2,902,000	\$ 943,500
2012 General Obligation Bond	7,745,000	2012	2028	1.00-3.5	4,530,000	780,000
2014 General Obligation Bond	1,760,000	2014	2039	2.00-4.25	855,000	210,000
2014 GOB Refunding	5,985,000	2014	2039	0.35-5.10	5,180,000	115,000
2015 GOB and Refunding	26,470,000	2015	2036	3.00-5.00	24,840,000	2,305,000
2017 General Obligation Bond	\$ 26,425,694	2017	2043	3.00-5.00	25,324,991	1,099,406
					<u>\$63,631,991</u>	<u>\$ 5,452,906</u>

Bonds payable currently outstanding in the business-type activities are, as follows:

	Original Amount	Issue Date	Maturity Date	Interest Rate %	Outstanding At 6/30/2018	Current Portion
General obligation bonds payable:						
2011 General Obligation Bond	\$ 1,215,000	2011	2031	3.24	\$ 708,000	\$ 61,500
2014 General Obligation Bond	\$ 4,840,000	2014	2034	2.00-4.25	3,615,000	245,000
2017 General Obligation Bond	\$ 6,159,306	2017	2038	3.00-5.00	5,850,009	310,594
Total					<u>\$10,173,009</u>	<u>\$ 617,094</u>

## Notes to Financial Statements

June 30, 2019

### NOTE 7 – LONG-TERM DEBT – CONTINUED

The annual debt service requirements to maturity for the bonds outstanding as of year-end are, as follows:

For Year Ending June 30,	Governmental Activities		
	Principal	Interest	Total
2020	\$ 5,452,906	\$ 2,553,675	\$ 8,006,581
2021	5,447,906	2,318,981	7,766,887
2022	4,584,406	2,098,405	6,682,811
2023	4,614,420	1,892,260	6,506,680
2024	4,504,420	1,708,978	6,213,398
2025-2029	18,267,062	5,863,976	24,131,038
2030-2034	9,097,222	2,853,612	11,950,834
2035-2039	7,663,649	1,357,458	9,021,107
2040-2043	4,000,000	317,500	4,317,500
Totals	<u>\$ 63,631,991</u>	<u>\$ 20,964,845</u>	<u>\$ 84,596,836</u>

For Year Ending June 30,	Business-Type Activities		
	Principal	Interest	Total
2020	\$ 617,094	\$ 397,854	\$ 1,014,948
2021	617,094	373,739	990,833
2022	615,594	348,430	964,024
2023	610,580	323,225	933,805
2024	610,580	298,096	908,676
2025-2029	3,047,938	1,081,667	4,129,605
2030-2034	2,832,778	459,973	3,292,751
2035-2038	1,221,351	92,365	1,313,716
Totals	<u>\$ 10,173,009</u>	<u>\$ 3,375,348</u>	<u>\$ 13,548,357</u>

The City is subject to a statutory limitation by the State of Maine of its general long-term debt equal to 15% of the State's valuation of the City. Based on a valuation of \$1,881,615,300, the City's debt limit is \$282,242,295. The City's outstanding long-term debt of \$63,631,991 at June 30, 2019 was within the statutory limit.

### Conduit Debt and Overlapping Debt

The City has, from time to time, assisted third parties in financing capital activities by participating in conduit debt transactions. The City is not obligated in any manner for this debt and, as a result, has not reported these liabilities or any related assets in the basic financial statements. The outstanding principal balance of conduit debt was related to Husson University, as of June 30, 2019, was approximately \$1,732,900. Also, the City is potentially liable for a portion of the June 30, 2019 overlapping debt of Cumberland County, in the amount of \$1,732,863 and the Portland Water District, in the amount of \$9,885,181, should either of these entities default on their debt payments.

## Notes to Financial Statements

June 30, 2019

### NOTE 7 – LONG-TERM DEBT – CONTINUED

#### Capital Leases

The City and School Department have lease agreements for modular buildings, equipment, vehicles and school buses. Those leases qualify as capital leases for accounting purposes and, therefore, have been recorded at the present value of future minimum lease payments as of the date of their inception in the government-wide financial statements. The following is a schedule of future minimum lease payments under the capital leases and the present value of the minimum lease payments at June 30, 2019:

For Year Ending June 30,	Principal	Interest	Total
2020	\$ 507,621	\$ 44,425	\$ 552,046
2021	346,027	30,244	376,271
2022	175,020	17,331	192,351
2023	129,350	10,641	139,991
2024	60,166	5,538	65,704
Thereafter	86,417	4,918	91,335
Totals	<u>\$ 1,304,601</u>	<u>\$ 113,097</u>	<u>\$ 1,417,698</u>

The total costs of capital assets held under capital leases was \$2,529,545, accumulated depreciation was \$657,355 and net book value was \$1,872,190, as of June 30, 2019.

### NOTE 8 – LANDFILL CLOSURE AND POSTCLOSURE CARE COSTS

The City presently has two landfills, both of which have been closed. Use of the Sandy Hill landfill ceased in 1987 and it has been covered with clay. The City ceased the use of the Rocky Hill Demolition Debris landfill in 1999. Federal and State laws and regulations require that the City continue to perform certain maintenance and monitoring functions at the landfill sites. A liability is being recognized based on the postclosure care costs that will be incurred. The estimated total current cost of the landfill postclosure care has a balance of \$260,000 as of June 30, 2019, which is based on the amount that would be paid if all equipment, facilities, and services required to monitor and maintain the landfill were acquired as of June 30, 2019. However, the actual cost of postclosure care may be higher or lower due to inflation, changes in technology, or changes in landfill laws and regulations. The City annually appropriates an amount for postclosure care costs.

## Notes to Financial Statements

June 30, 2019

### NOTE 9 – POST-EMPLOYMENT HEALTH CARE

The City has two OPEB plans which employees participate in for which separate disclosure information is provided below.

#### Retiree Group Health Insurance Plan

##### *General Information*

*Plan description.* The City sponsors a post-retirement benefit (OPEB) plan that provides health insurance (Health Plan) to retiring employees. The Health Plan is a single-employer defined benefit OPEB plan administered by the Maine Municipal Employees Health Insurance Trust (MMEHT). The City Council has the authority to establish and amend the benefit terms and financing requirements.

MMEHT does not issue a separate financial report for its OPEB as the City does not fund an OPEB plan and operates on a pay-as-you-go basis. Employers fund their own benefits. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75.

*Benefits provided.* The Health Plan provides healthcare benefits for retirees and their dependents. City employees over the age of 55 with 5 years of continuous service at retirement are eligible to participate in the Health Plan. Retirees who are not eligible for Medicare retain coverage in the same group health insurance plan as active employees. Retirees must pay for Medicare Part B coverage to be eligible to participate in the State-sponsored employer funded Companion Plan.

*Plan membership.* At January 1, 2019, the following were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	14
Active employees	151
	<u>165</u>

##### *Total OPEB Liability*

The City's total OPEB liability of \$1,323,235 was measured as of January 1, 2019 and was determined by an actuarial valuation as of that date.

*Actuarial assumptions and other inputs.* The total OPEB liability in the January 1, 2019 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

General inflation of 3.00% was used along with an aggregate payroll increase of 2.75%. Merit payroll increases, mortality, termination, disability and retirement assumptions relied on the System's June 30, 2012 through June 30, 2015's experience study. Mortality rates were based on the RP-2014 Total Dataset Healthy Annuitant Mortality Table for males or females. The mortality improvement scale RPEC-2015 was modified to converge to an ultimate rate of 0.85% for ages 20 to 85 grading down to 0.00% for ages 111 to 120 with convergence to the ultimate rate in 2020.

The discount rate was based on high quality AA/Aa or higher bond yields in effect for 20-year, tax-exempt general obligation municipal bonds using the Bond Buyer index.

The actuarial assumptions used in the January 1, 2019 valuation were based on the results of an actuarial experience study, conducted by the Maine State Retirement Consolidated Plan for Participating Local Districts, for the period July 1, 2012 through June 30, 2015.

## Notes to Financial Statements

June 30, 2019

### NOTE 9 – POST-EMPLOYMENT HEALTH CARE - CONTINUED

#### Changes in the Total OPEB Liability

	Total OPEB Liability
Balance at June 30, 2018	\$1,383,240
Changes for the year:	
Service cost	59,333
Interest	49,152
Changes in benefit terms	
Changes in assumptions or other inputs	(140,760)
Benefit payments	(27,730)
Net changes	<u>(60,005)</u>
Balance at June 30, 2019	<u>\$1,323,235</u>

Changes of assumptions reflect a decrease of \$140,760.

Changes in assumptions or other inputs reflect a change in the discount rate from 3.44% in 2018 to 4.10% in 2019.

*Sensitivity of the total OPEB liability to changes in the discount rate.*

The following table shows how the total OPEB liabilities would change if the discount rate used was one percentage point lower or one percentage point higher than the current rate. The current rate used for the Health Plan is 4.10%.

	1% Decrease (3.10%)	Discount Rate (4.10%)	1% Increase (5.10%)
Total OPEB liability	<u>\$ 1,545,018</u>	<u>\$ 1,323,235</u>	<u>\$ 1,144,970</u>

*Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates.*

The following table shows how the total OPEB liabilities would change if the healthcare rate used was one percentage point lower or one percentage point higher than the current rate of 8.00%.

	1% Decrease (7.00%)	Healthcare Cost Trend Rates (8.00%)	1% Increase (9.00%)
Total OPEB liability	<u>\$ 1,123,533</u>	<u>\$ 1,323,235</u>	<u>\$ 1,578,861</u>

## Notes to Financial Statements

June 30, 2019

### NOTE 9 – POST-EMPLOYMENT HEALTH CARE - CONTINUED

For the year ended June 30, 2019, the City recognized OPEB expense of \$83,362. At June 30, 2019, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$	\$ 71,111
Changes in assumptions		143,948
Total	<u>\$</u>	<u>\$ 215,059</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year ended June 30,	
2019	\$ (25,123)
2020	(25,123)
2021	(25,123)
2022	(25,123)
2023	(25,123)
Thereafter	(89,444)
Total	<u>\$ (215,059)</u>

### Retiree Group Health Insurance Plan

#### General Information

*Plan description and benefits provided.* The City School Department is a participant in the MEA Benefits Trust (MEABT). MEABT was established by the Maine Education Association on April 10, 1993, as an employee welfare benefit plan. The MEABT is administered by Trustees, in accordance with its terms for the exclusive benefit of Plan participants and beneficiaries. The principal asset of the MEABT is a group insurance contract, currently held with Anthem Blue Cross and Blue Shield of Maine, which provides medical, hospital, surgical, prescription coverage and related health benefits to individuals of the City School Department, including active educators, retired and disabled educators and related personnel and their dependents. The City School Department's participation in the MEABT plan is considered its own post-retirement benefit plan, based on its own census data or participants in the trust. The MEABT does not issue a separate financial report for its OPEB. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75.

Employee membership data related to the Plan, as of the June 30, 2018 measurement date was, as follows:

Active members	393
Retirees under age 65	13
Retirees over age 65	213
	<u>619</u>

## Notes to Financial Statements

June 30, 2019

### NOTE 9 – POST-EMPLOYMENT HEALTH CARE - CONTINUED

*Eligibility.* The employee must have participated in the MEA Benefits Trust health plan for 12 months prior to retirement and have 10 years of continuous active service and enrollment in the health plan (under age 50), or 5 years of continuous active service and enrollment in the health plan (age 50 or above), in order to be eligible for postretirement benefits.

A retiree who terminates coverage may elect to re-enroll in coverage at a later date if the participant participated in the health plan for 12 months prior to terminating coverage, if the re-enrollment occurs within 5 years from the date of termination of coverage, and if the retiree does not surpass attaining age 62 at the time of re-enrollment. The participant has to have maintained continuous health insurance coverage during this break in coverage. To be eligible for re-enrollment, a retiree may not take more than one break in coverage.

*Contributions.* The City School Department’s contribution comes in the form of an implied subsidy. The retiree is eligible for a State subsidy of 45% of the blended single premium for the retiree only. Under State law, the blended premium is determined by blending rates for active members and retired members. The retiree pays 55% of the blended premium amounts. The implicit rate subsidy is the value of the cost of care minus the premiums charged. Since the premiums charged are based on the average active and pre-Medicare retirees, the retirees are implicitly paying less than the true cost of coverage resulting in a subsidy through the premiums paid by the City School Department for active members.

#### **OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

At June 30, 2019, the City School Department reported a liability of \$7,151,506 for its net OPEB liability. The net OPEB liability was measured as of June 30, 2018, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date.

For the year ended June 30, 2019, the City School Department recognized OPEB expense of \$287,709. At June 30, 2019, the City School Department reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience		
Changes of assumptions		\$ 242,428
Net difference between projected and actual earnings on OPEB plan investments		
Contributions subsequent to the measurement date	\$ 318,973	
Total	<u>\$ 318,973</u>	<u>\$ 242,428</u>

## Notes to Financial Statements

June 30, 2019

### NOTE 9 – POST-EMPLOYMENT HEALTH CARE - CONTINUED

Of the total amount reported as deferred outflows of resources related to OPEB, \$318,973 resulting from City School Department contributions subsequent to the measurement date and before the end of the fiscal year will be included as a reduction of the net OPEB liability in the year ending June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in the City School Department OPEB expense, as follows:

Year ended June 30,	
2020	\$ (48,486)
2021	(48,486)
2022	(48,486)
2023	(48,486)
2024	(48,484)
Total	<u>\$ (242,428)</u>

Actuarial assumptions and methods: The total OPEB liability was determined by an actuarial valuation as of June 30, 2018, using the following actuarial assumptions:

Measurement date:	June 30, 2018
Discount Rate:	3.87% per annum for the year ended June 30, 2018 reporting.
Healthcare cost trend rates:	Pre-Medicare – Initial trend of 5.55% grading over 15 years to 3.73% per annum. Medicare – Initial trend rate of 3.72% grading over 15 years to 2.81% per annum.
Rate of mortality:	<u>Healthy Annuitants:</u> Based on 99% of the RP-2014 Total Dataset Healthy Annuitant Mortality Table for both males and females, using RP-2014 Total Dataset Employee Mortality Table for ages prior to the start of the Healthy Annuitant Mortality Table, respectively, both projected using RPEC 2015 model, with ultimate rate of .85% for ages 20-85, grading down to an ultimate rate of 0.00% for ages 111-120, and convergence to the ultimate rate in the year 2020.
Rate of mortality:	<u>Healthy Employees:</u> Based on 99% of the RP-2014 Total Dataset Healthy Annuitant Mortality Table for both males and females, using RP-2014 Total Dataset Employee Mortality Table rates after the end of the Total Employee Mortality Table, respectively, both projected using RPEC 2015 model, with ultimate rate of .85% for ages 20-85, grading down to an ultimate rate of 0.00% for ages 111-120, and convergence to the ultimate rate in the year 2020.  <u>Disabled Annuitants:</u> Based on 108% and 105% of the RP-2014 Total Dataset Disabled Annuitant Mortality Table, respectively, for males and females, projected from 2006 base rates using RPEC 2015 model, with ultimate rate of .85% for ages 20-85, grading down to an ultimate rate of 0.00% for ages 111-120, and convergence to the ultimate rate in the year 2020.

## Notes to Financial Statements

June 30, 2019

### NOTE 9 – POST-EMPLOYMENT HEALTH CARE - CONTINUED

Retiree Contribution Increases: Assumed to increase at the same rate as incurred claims with constant cost sharing in plan design between employer and retirees.

Rate of mortality: Healthy Employees: Based on 99% of the RP-2014 Total Dataset Healthy Annuitant Mortality Table for both males and females, using RP-2014 Total Dataset Employee Mortality Table rates after the end of the Total Employee Mortality Table, respectively, both projected using RPEC 2015 model, with ultimate rate of .85% for ages 20-85, grading down to an ultimate rate of 0.00% for ages 111-120, and convergence to the ultimate rate in the year 2020.

Disabled Annuitants: Based on 108% and 105% of the RP-2014 Total Dataset Disabled Annuitant Mortality Table, respectively, for males and females, projected from 2006 base rates using RPEC 2015 model, with ultimate rate of .85% for ages 20-85, grading down to an ultimate rate of 0.00% for ages 111-120, and convergence to the ultimate rate in the year 2020.

Retiree Contribution Increases: Assumed to increase at the same rate as incurred claims with constant cost sharing in plan design between employer and retirees.

Since the plan is pay as you go and is not funded, the discount rate used to measure the total OPEB liability for the healthcare plan is based on the Bond Buyer 20 year – Bond General Obligation Index as of June 30, 2018. The discount rate based on the index was 3.87% per annum as of June 30, 2018.

### Changes in the Net OPEB Liability

Changes in the City School Department’s net OPEB liability were as follows:

	<b>Total OPEB Liability [a]</b>
<b>Balance as of June 30, 2018</b>	<u>\$ 7,414,173</u>
Changes for the year:	
Service cost	73,597
Interest	262,598
Changes in assumptions	(290,914)
Changes in benefit terms	
Difference between expected and actual experience	
Contributions – employer	
Net investment income	
Benefit payments	(307,948)
Administrative expense	
Net changes	<u>(262,667)</u>
<b>Balance as of June 30, 2019</b>	<u><u>\$ 7,151,506</u></u>

## Notes to Financial Statements

June 30, 2019

### NOTE 9 – POST-EMPLOYMENT HEALTH CARE - CONTINUED

Sensitivity of the City School Department proportionate share of the collective net OPEB liability to changes in the discount rate. The following presents the City School Department's proportionate share of the collective net OPEB liability, as well as what the City School Department proportionate share of the collective net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower 2.87 percent or 1-percentage-point higher 4.87 percent than the current discount rate:

	1% Decrease <u>2.87%</u>	Discount Rate <u>3.87%</u>	1% Increase <u>4.87%</u>
City School Department's proportionate share of the collective net OPEB liability	<u>\$ 8,236,982</u>	<u>\$ 7,151,506</u>	<u>\$ 6,273,892</u>

The initial healthcare cost trend rate assumptions used for the fiscal year ended June 30, 2018 were pre-Medicare of 5.55% and Medicare 3.72%, decreasing to 3.73% and 2.81%, respectively, over a grading period of 15 years.

Sensitivity of the City School Department's proportionate share of the collective net OPEB liability to changes in the healthcare cost trend rates. The following presents the City School Department's proportionate share of the collective net OPEB liability, as well as what the City School Department's proportionate share of the collective net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rates:

	1% Decrease	Assumed Healthcare Cost Trend Rate	1% Increase
City School Department's proportionate share of the collective net OPEB liability	<u>\$ 6,224,666</u>	<u>\$ 7,151,506</u>	<u>\$ 8,300,233</u>

OPEB plan fiduciary net position and was zero as of the measurement date, consequently there is no impact on the percentage of plan fiduciary position as a percentage of total OPEB liability for the above sensitivity analysis for the discount rate and healthcare cost trend rate.

### On-Behalf OPEB Payments

The State of Maine contributes on behalf of the City School Department's retired teachers participating in the plan an amount equal to 45% of the blended single premium for the retiree's healthcare coverage. Using the census data for the measurement period ended June 30, 2018 the estimated on-behalf OPEB subsidy for year ended June 30, 2019 was approximately \$538,000. The amount has been recorded as a revenue and expenditure in the general fund in the statement of revenues, expenditures and changes in fund balances - governmental funds.

## Notes to Financial Statements

June 30, 2019

### NOTE 10 – PENSION PLANS - CONTINUED

#### Plan Descriptions

The City contributes to the Maine Public Employees Retirement System as part of the State Employee and Teacher Plan (the Teacher Plan) and the Participating Local District Consolidated Plan (the PLD plan) or (the Plans), which are cost sharing multiple employer defined benefit pension plans. The Plans were established as the administrator of a public employee retirement system under the Laws of the State of Maine. Within the City of Westbrook, the School Department's teaching certified employees, plus other qualified educators, are eligible to participate in the Teacher Plan. The Teacher Plan covers 236 participating employers. The City's Police, Fire/Rescue and certain other City employees and the City's school custodians, school lunch personnel, and other non-teacher personnel, including some educational technicians (Ed Techs), central office employees, and secretarial employees have the option to participate in the PLD Plan. The PLD Plan covers 300 participating employers.

Employee membership data related to the Plans, as of June 30, 2019 was, as follows:

	Teachers	PLD
Current participants: Vested and non-vested	39,876	11,731
Terminated participants: Vested	8,188	2,350
Terminated participants: Inactive due refunds	38,640	8,273
Retirees and beneficiaries receiving benefits	36,471	9,534
	<u>123,175</u>	<u>31,888</u>

Benefit terms are established by Maine statute. In the case of the PLD Plan, an advisory group, also established by statute, reviews the terms of the Plan and periodically makes recommendations. The Plans' retirement programs provide defined retirement benefits based on members' average final compensation and service credit earned as of retirement. Vesting (i.e., eligibility for benefits upon reaching qualification) occurs upon the earning of five years of service credit (effective October 1, 1999, the prior ten-year requirement was reduced by legislative action to five years). In some cases, vesting occurs on the earning of one year of service credit immediately preceding retirement at or after normal retirement age. Normal retirement age for Teacher Plan members is age 60, 62 or 65. The normal retirement age is determined by whether a member had met certain creditable service requirements on specific dates, as established by statute. For PLD Plan members, normal retirement age is 60 or 65. The monthly benefit of members who retire before normal retirement age by virtue of having at least 25 years of service credit is reduced by a statutorily prescribed factor for each year of age that a member is below her/his normal retirement age at retirement. The Plans also provides disability and death benefits, which are established by statute for State employee members and by contract with other participating employers under applicable statutory provisions.

Upon termination of membership, members' accumulated employee contributions are refundable with interest, credited in accordance with statute. Withdrawal of accumulated contributions results in forfeiture of all benefits and membership rights. The annual rate of interest credited to members' accounts is set by the Plan's Board of Trustees and is currently 5%.

For the year ended June 30, 2018, the City's total payroll for all employees was \$37,114,664. Total covered payroll was \$19,740,997 for the Teacher Plan and \$8,237,081 for the PLD Plan. Covered payroll refers to all compensation paid by the City to active employees covered by the Plan.

## Notes to Financial Statements

June 30, 2019

### NOTE 10 – PENSION PLANS - CONTINUED

#### Contributions

The contribution requirements of the Teacher Plan members are defined by law or the Plan's Board. Teacher Plan members of the City of Westbrook school department are required to contribute 7.65% of covered compensation to the Teacher Plan. Employee contributions are deducted from the employee's wages or salary and remitted by the City of Westbrook's school department to the Teacher Plan on a monthly basis. The State is statutorily required to contribute 11.08% of annual Teacher wages, excluding wages covered by grants, which pays for the unfunded liability for the teachers. Employer contribution rates are determined through actuarial valuations. The School Department's required contribution rate for the year ended June 30, 2019, was 3.97% percent of annual Teacher payroll, plus 11.08% for grant fund wages, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year (normal cost contributions). The School Department's contributions to the Teacher Plan for the year ended June 30, 2019 were \$922,398.

The contribution requirements of the PLD Plan members are defined by law or the Plan's Board. Employees of the City of Westbrook and school department, other than Police and Fire/Rescue, are required to contribute 8.0% of covered compensation to the PLD Plan. The Police and Fire/Rescue required contribution rate for the year ended June 30, 2019 was between 8%-9.5%. The contributions are deducted from the employee's wages or salary and remitted by the City of Westbrook to the Plan on a monthly basis. Employer contribution rates are determined through actuarial valuations. The City of Westbrook's contribution rate for school and city employees, other than Police and Fire/Rescue, for the year ended June 30, 2019, was 10.0% percent of annual payroll. The Police contribution rate was 16.3% and Fire/Rescue contribution rate was 12.7% for the year ended June 30, 2019. The contribution rates are actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The City of Westbrook and the School Department's contributions to the Plan for the year ended June 30, 2019 were \$1,050,987.

#### Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions

##### Teacher Plan

At June 30, 2019, the City of Westbrook School Department reported a liability for its proportionate share of the net pension liability that reflected a reduction of State pension support provided to the City of Westbrook School Department. The amount recognized by the City of Westbrook School Department as its proportionate share of the net pension liability, the related State support, and the total portion of the net pension liability that was associated with the City of Westbrook School Department were, as follows:

City of Westbrook School Department's proportionate share of the net pension liability	\$ 1,413,474
State's proportionate share of the net pension liability associated with the City of Westbrook School Department	19,551,657
Total	<u>\$ 20,965,131</u>

The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City of Westbrook School Department's proportion of the net pension liability was based on a projection of the School Department's long-term share of contributions relative to the projected contributions of all participating school districts and the State, actuarially determined. At June 30, 2018, the School Department's proportion was 0.105 percent, which was a decrease of 0.007 from its proportion measured as of June 30, 2017.

## Notes to Financial Statements

June 30, 2019

### NOTE 10 – PENSION PLANS - CONTINUED

For the year ended June 30, 2019, the School Department recognized pension expense of \$901,062 and revenue of \$1,961,502 for support provided by the State. In addition, the School Department reported deferred outflows of resources and deferred inflows of resources from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 43,170	
Changes of assumptions	88,911	
Net difference between expected and actual investment earnings		\$ 183,751
Changes in proportion and differences between contributions and proportionate share of contributions	61,613	62,013
Contributions subsequent to the measurement date	<u>922,398</u>	
Total	<u>\$ 1,116,092</u>	<u>\$ 245,764</u>

The \$922,398 of deferred outflows of resources resulting from the School Department's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be netted and recognized in pension expense (reduction in expense), as follows:

Years ending June 30,	
2020	\$ 143,788
2021	(15,683)
2022	(130,811)
2023	<u>(49,364)</u>
Total	<u>\$ (52,070)</u>

### PLD Plan

At June 30, 2019, the City and the City School Department reported a liability of \$4,809,006 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City and the City School Department's proportion of the net pension liability was based on a projection of the City and the City School Department's long-term share of contributions to the pension plan relative to the projected contributions of all participating entities, actuarially determined. At June 30, 2018, the City and the City School Department's proportion was 1.76%, which was an increase of 0.12% from its proportion measured as of June 30, 2017.

## Notes to Financial Statements

June 30, 2019

### NOTE 10 – PENSION PLANS - CONTINUED

For the year ended June 30, 2019, the City and the City School Department recognized pension revenue of \$929,306. At June 30, 2019, the City and the City School Department reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 15,056	\$ 52,820
Changes of assumptions	767,550	
Net difference between expected and actual investment earnings		1,161,186
Changes in proportion and differences between contributions and proportionate share of contributions	358,270	187,994
Contributions subsequent to the measurement date	1,050,987	
Total	<u>\$ 2,191,863</u>	<u>\$ 1,402,000</u>

The \$1,050,987 of deferred outflows of resources resulting from the City's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be netted and recognized in pension expense (reduction in expense), as follows:

Years ending June 30,	
2018	\$ 640,724
2019	188,220
2020	(789,948)
2021	(300,120)
Total	<u>\$ (261,124)</u>

### Actuarial Assumptions

The total pension liability in the June 30, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	Teachers Plan 2.75% and PLD Plan 2.75%, per annum
Salary increases	Teachers Plan 2.75%-14.50% and PLD Plan 2.75%-9.00%, per year
Investment rate of return	Teachers Plan 6.75% and PLD Plan 6.75%, per annum, compounded annually

Mortality rates for active members and non-disabled retirees were based on the RP2014 Total Dataset Healthy Annuitant Mortality Table, for males or females. For all recipients of disability benefits, the RP2014 Total Dataset Disabled Annuitant Mortality Table, for males and females, is used.

The actuarial assumptions used in the June 30, 2018 valuation were based on the results of an actuarial experience study for the period of July 1, 2012 to June 30, 2015.

## Notes to Financial Statements

June 30, 2019

### NOTE 10 – PENSION PLANS – CONTINUED

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation %	Long-term Expected Real Rate of Return
Public Equities	30.0%	6.0 %
U.S. Government	7.5%	2.3 %
Private Equity	15.0%	7.6 %
Real estate	10.0%	5.2 %
Infrastructure	10.0%	5.3 %
Natural Resources	5.0%	5.0 %
Traditional Credit	7.5%	3.0 %
Alternative Credit	5.0%	4.2 %
Diversifiers	10.0%	5.9 %
Total	100%	

#### Discount Rate

The discount rate used to measure the total pension liability was 6.75% for each of the Teacher Plan and the PLD Plan. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that contributions from employers will be made at contractually required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on Plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

#### Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

##### Teacher Plan

The following presents the City of Westbrook School Department's proportionate share of the net pension liability calculated using the discount rate of 6.75% percent, as well as what the School Department's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.75%) or 1-percentage-point higher (7.75%) than the current rate:

	Discount rate	City School Department's proportionate share of net pension liability
1% decrease	5.75%	\$ 2,612,099
Current discount rate	6.75%	\$ 1,413,474
1% increase	7.75%	\$ 415,212

## Notes to Financial Statements

June 30, 2019

### NOTE 10 – PENSION PLANS – CONTINUED

#### PLD Plan

The following presents the City and the School Department's proportionate share of the net pension liability calculated using the discount rate of 6.75% percent, as well as what the City and the School Department's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.75%) or 1-percentage-point higher (7.75%) than the current rate:

	<b>Discount Rate</b>	<b>City and School Department's Proportionate Share of Net Pension Liability</b>
1% decrease	5.875%	\$ 11,334,190
Current discount rate	6.875%	\$ 4,809,006
1% increase	7.875%	\$ (1,290,250)

#### Plan Fiduciary Net Position

Detailed information about the Plan's fiduciary net position is available in the separately issued Maine Public Employees Retirement System financial report.

#### On-Behalf Payments

The State of Maine makes a contribution to the Maine Public Employees Retirement System Teachers Fund for the teachers of the City's School Department. The actual payment, which is made by the State, is determined by an actuary for the entire teachers' fund. The Maine Public Employees Retirement System estimates the payment made on-behalf of the City School Department to approximate 11.08% of the qualified teachers' salaries, plus an additional 3.97% for health insurance. For the year ended June 30, 2019, the total amount of on-behalf payments was approximately \$2,709,000 and was recognized in the fund financial statements. The amount of on-behalf payments recognized in the government wide financial statements for pension expense was approximately \$1,455,000.

#### Deferred Compensation Plan

The City provides pension benefits for certain of its full-time employees through both Section 401(a) and Section 457(k) of the Internal Revenue Code, as amended, Deferred Compensation Plans (the "DCP") administered by International City Managers Association Retirement Corporation ("ICMA/RC"). In a DCP, benefits depend solely on amounts contributed to the plan, plus investment earnings. Participation for fixed-term contract employees is provided in lieu of the defined benefit through MSRS. Covered employees are eligible to participate and are fully vested from the date of employment. The City contributes to the Section 401(a) DCP at various rates depending upon employment contracts.

In addition, all City employees may participate in the 457 plan and defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency. In applying the provisions of Governmental Accounting Standards Board Statement No. 32, *Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans*, the City determined that, effective July 1, 1997, it is no longer required to record assets and associated liability of the plan.

## Notes to Financial Statements

June 30, 2019

### NOTE 10 – PENSION PLANS – CONTINUED

#### Other Retirement

The City participates in the Social Security Administration's Retirement Program ("FICA") for its employees, except for Public Safety employees and certain School Department employees; and the Medicare supplement for all employees, including Public Safety employees and School Department employees, hired as of and after March 31, 1986.

### NOTE 11 – OTHER INFORMATION

#### Risk Management

The City is exposed to various risks from loss-related torts, theft of, damage to and destruction of assets, errors and omissions, and natural disasters for which the City either carries commercial insurance or is self-insured.

As of the date of this report, there are no unpaid claims outstanding, nor is the City aware of any potential claims, which have been incurred yet remain unreported and which should be recorded at June 30, 2019.

#### Contingent Liabilities

There are various legal claims and suits pending against the City, which arose in the normal course of the City's activities. In the opinion of management, the ultimate disposition of these various claims and suits will not have a material effect on the financial position of the City.

The City has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies or their designee. These audits could result in a request for reimbursement from the grantor agency for costs disallowed under terms of the grant. Based on prior experience, the City believes such disallowances, if any, will be immaterial.

### NOTE 12 – FUND BALANCE AND NET POSITION

#### Restatement of Beginning Equity

Fund balance was reclassified between the general fund and capital projects fund in the amount of \$189,966, related to the School Department, based on the identification that amounts that were previously spent for roof repairs, parking lot repairs, lighting and equipment should originally have been charged to the general fund. The effect of this reclassification was to reduce the general fund balance and increase the capital projects fund balance in the amount of \$189,966.

Also, beginning net position was reduced by \$7,106,225 due to the determination of the Maine Education Association Health Trust OPEB plan as a single employer plan, which required an OPEB liability to be recorded for the year ended June 30, 2019.

Net position at July 1, 2018 was restated, as follows:

	Governmental Activities
Net position as previously reported	\$ 79,045,470
Less: GASB No. 75	(7,106,225)
Net position, as restated	<u>\$ 71,939,245</u>

## Notes to Financial Statements

June 30, 2019

### NOTE 12 – FUND BALANCE AND NET POSITION – CONTINUED

The following is a schedule of fund balance classifications for the governmental funds as of June 30, 2019:

	General Fund	Nonmajor Funds
Nonspendable:		
Endowments		\$ 566,084
Prepaid items and inventory	\$ 135,939	70,134
Total nonspendable	<u>135,939</u>	<u>636,218</u>
Restricted:		
Endowments		226,506
Future bond interest payments	181,143	
Capital projects funds		1,753,899
Total restricted	<u>181,143</u>	<u>1,980,405</u>
Committed:		
Open space funds		244,658
Revolving loan funds		1,018
Capital project reserve funds		653,741
City special revenue funds		1,762,856
City capital projects funds		2,463,974
Employee retirement reserve	9,308,292	
Capital outlay	500,000	
Total committed	<u>9,808,292</u>	<u>5,126,247</u>
Assigned:		
Subsequent budget - School	500,000	
Subsequent budget - City	375,000	
Encumbrances	19,880	
Total assigned	<u>894,880</u>	
Unassigned		
City	6,749,127	
School	(62,576)	
School special revenue funds		(3,300,371)
Tax increment financing funds		(381,825)
Total unassigned	<u>6,686,551</u>	<u>(3,682,196)</u>
Total fund balance	<u>\$ 17,706,805</u>	<u>\$ 4,060,674</u>

## Notes to Financial Statements

June 30, 2019

### NOTE 12 – FUND BALANCE AND NET POSITION – CONTINUED

Net position represents the difference between assets, deferred outflows, liabilities and deferred inflows. Net position invested in capital assets, net of related debt, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of bonds payable adding back any unspent proceeds. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislations adopted by the City or through external restrictions imposed by creditors, grantors or laws or regulations of other governments. The City's net position invested in capital assets, net of related debt was calculated as follows at June 30, 2019:

	Governmental Activities	Business-Type Activities
Capital assets	\$210,021,820	\$100,454,628
Accumulated depreciation	(76,684,920)	(50,189,059)
Bond payable, total	(69,013,173)	(10,254,635)
Unspent bond proceeds	3,180,017	4,168,769
Capital leases payable, total	(1,285,070)	(19,531)
Total invested in capital assets, net of related debt	<u>\$ 66,218,674</u>	<u>\$ 44,160,172</u>

### NOTE 13 – TAX ABATEMENTS AND TAX INCREMENT FINANCING DISTRICTS

The City entered into property tax abatement agreements (credit enhancement agreements) with local businesses under Municipal Tax Increment Financing Districts approved by the State of Maine Department of Economic and Community Development. Under the agreements, the City may grant reimbursement limited to incremental taxes from the new actual increased assessed value projected at 25 percent to 100 percent of the increase. The agreements may be granted to businesses located within the City that is providing economic development.

For the fiscal year ended June 30, 2019, the City abated property taxes totaling \$472,566 under the program, including the following tax abatement agreements that each exceed 10 percent of the total amount abated:

A 67 percent property tax abatement to IDEXX. The abatement amounted to \$158,801.

A 100 percent property tax abatement to Transit. The abatement amounted to \$123,220

A 50 percent property tax abatement to Sysco. The abatement amounted to \$66,280.

All the remaining businesses abatements in the aggregate totaled \$235,163, with a percent of property tax abatement from 25 to 50 percent.

The City also has a downtown tax increment financing district with local tax captured of \$572,471 for which the tax revenues are set aside and utilized primarily for debt service.

**Required Supplementary Information - Schedule of Changes in Net OPEB Liability and Related Ratios – MMEHT Group Health Insurance Plan**

**June 30, 2019**

	<b>June 30, 2019</b>	<b>June 30, 2018</b>
Total OPEB liability		
Service Cost	\$ 59,333	\$ 53,580
Interest	49,152	55,062
Differences between expected and actual experience		(88,889)
Changes in assumptions or other inputs	(140,760)	(21,580)
Benefit payments	(27,730)	(35,723)
<b>Net change in total OPEB liability</b>	<b>(60,005)</b>	<b>(37,550)</b>
<b>Total OPEB liability - beginning</b>	<b>1,383,240</b>	<b>1,420,790</b>
<b>Total OPEB liability - ending</b>	<b>\$ 1,323,235</b>	<b>\$ 1,383,240</b>
<b>Covered - employee payroll</b>	<b>7,613,812</b>	<b>7,613,812</b>
<b>Total OPEB liability as a percentage of covered - employee payroll</b>	<b>17.4%</b>	<b>18.2%</b>

**Notes to schedule:**

Changes of assumptions: Changes of assumptions and other inputs reflect the effects of changes in the discount rate each period. The following are the discount rates used in each period:

June 30, 2019    4.10%    June 30, 2018    3.44%

Funding method was changed from Projected Unit Credit funding to Entry Age Normal funding method.

This schedule is presented to illustrate requirements to show information for 10 years. However, until a full 10-year trend is complete, the City presents information for those years for which information is available.

**Required Supplementary Information - Schedule of Changes in Net OPEB Liability and Related Ratios – MEABT Group Health Insurance Plan**

**June 30, 2019**

	<b>June 30, 2019</b>
Total OPEB liability	
Service Cost	\$ 73,597
Interest	262,598
Differences between expected and actual experience	
Changes in assumptions or other inputs	(290,914)
Benefit payments	<u>(307,948)</u>
<b>Net change in total OPEB liability</b>	<b>(262,667)</b>
<b>Total OPEB liability - beginning</b>	<b>7,414,173</b>
<b>Total OPEB liability - ending</b>	<b><u>\$ 7,151,506</u></b>
<b>Covered - employee payroll</b>	<b>18,000,179</b>
<b>Total OPEB liability as a percentage of covered - employee payroll</b>	<b>39.7%</b>

**Notes to schedule:**

Changes of assumptions: Changes of assumptions and other inputs reflect the effects of changes in the discount rate each period. The following are the discount rates used in each period:

June 30, 2019      3.87%

Funding method was changed from Projected Unit Credit funding to Entry Age Normal funding method.

This schedule is presented to illustrate requirements to show information for 10 years. However, until a full 10-year trend is complete, the City presents information for those years for which information is available.

## Required Supplementary Information - Schedule of Proportionate Share of Net Pension Liability

June 30, 2019

### Maine Public Employees Retirement System

#### Teacher Plan

Fiscal Year	Actuarial Valuation Date	City Proportion of the Net Pension Liability	City's Proportionate Share of the Net Pension Liability	State's Proportionate Share of the Net Pension Liability	Total Net Pension Liability	Covered Employee Payroll	City Share of the Net Pension Liability as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
<b>2019</b>	<b>06-30-2018</b>	<b>0.105%</b>	<b>\$ 1,413,474</b>	<b>\$ 19,551,657</b>	<b>\$ 20,965,131</b>	<b>\$ 19,740,997</b>	<b>7.16%</b>	<b>82.90%</b>
2018	06-30-2017	0.111%	\$ 1,615,583	\$ 20,324,409	\$ 21,939,992	\$ 19,124,858	8.45%	80.78%
2017	06-30-2016	0.098%	\$ 1,739,490	\$ 24,385,665	\$ 26,125,155	\$ 18,270,655	9.52%	76.21%
2016	06-30-2015	0.099%	\$ 1,334,160	\$ 19,029,949	\$ 20,364,109	\$ 17,364,382	7.68%	81.18%
2015	06-30-2014	0.087%	\$ 934,691	\$ 14,716,914	\$ 15,651,605	\$ 16,836,599	5.55%	83.91%

#### PLD Plan

Fiscal Year	Actuarial Valuation Date	Proportion of the Net Pension Liability	Proportionate Share of the Net Pension Liability	Covered Employee Payroll	Share of the Net Pension Liability as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
<b>2019</b>	<b>06-30-2018</b>	<b>1.76%</b>	<b>\$ 4,809,006</b>	<b>\$ 8,237,081</b>	<b>58.38%</b>	<b>91.14%</b>
2018	06-30-2017	1.64%	\$ 6,708,320	\$ 7,876,222	85.17%	86.43%
2017	06-30-2016	1.64%	\$ 8,693,043	\$ 7,254,647	119.83%	81.61%
2016	06-30-2015	1.81%	\$ 5,782,057	\$ 6,797,421	85.06%	88.27%
2015	06-30-2014	1.85%	\$ 2,841,527	\$ 7,056,623	40.27%	94.10%

## Required Supplementary Information - Schedule of Contributions

June 30, 2019

### Maine Public Employees Retirement System

#### Teachers Plan

Fiscal Year	Actuarial Valuation Date	Contractually Required Contributions	Contributions Relative to Contractually Required Contributions	Contribution Deficiency (Excess)	Covered Employee Payroll	Contributions as a Percentage of Covered Employee Payroll
<b>2019</b>	<b>06-30-2018</b>	<b>\$ 922,398</b>	<b>\$ 922,398</b>	<b>\$ 0</b>	<b>\$ 19,740,997</b>	<b>4.67%</b>
2018	06-30-2017	\$ 901,602	\$ 901,602	\$ 0	\$ 19,124,858	4.71%
2017	06-30-2016	\$ 749,776	\$ 749,776	\$ 0	\$ 18,270,655	4.10%
2016	06-30-2015	\$ 561,938	\$ 561,938	\$ 0	\$ 17,364,382	3.24%
2015	06-30-2014	\$ 604,585	\$ 604,585	\$ 0	\$ 16,836,599	3.59%

#### PLD Plan

Fiscal Year	Actuarial Valuation Date	Contractually Required Contributions	Contributions Relative to Contractually Required Contributions	Contribution Deficiency (Excess)	Covered Employee Payroll	Contributions as a Percentage of Covered Employee Payroll
<b>2019</b>	<b>06-30-2018</b>	<b>\$ 1,050,987</b>	<b>\$ 1,050,987</b>	<b>\$ 0</b>	<b>\$ 8,237,081</b>	<b>12.76%</b>
2018	06-30-2017	\$ 971,898	\$ 971,898	\$ 0	\$ 7,876,222	12.34%
2017	06-30-2016	\$ 837,547	\$ 837,547	\$ 0	\$ 7,254,647	11.54%
2016	06-30-2015	\$ 762,842	\$ 762,842	\$ 0	\$ 6,797,421	11.22%
2015	06-30-2014	\$ 771,553	\$ 771,553	\$ 0	\$ 7,056,623	10.93%

## Non-Major Governmental Funds

### Combining Balance Sheet

#### Tax Increment Financing District Funds

June 30, 2019

	All Funds
<b>LIABILITIES</b>	
Interfund payable	\$ 381,825
<b>Total Liabilities</b>	<u>381,825</u>
<b>FUND BALANCES</b>	
Unassigned	(381,825)
<b>Total Fund Balances (Deficit)</b>	<u>\$ (381,825)</u>

## Non-Major Governmental Funds

### Combining Statement of Revenues, Expenditures and Changes in Fund Balances

#### Tax Increment Financing District Funds

Year Ended June 30, 2019

	All Funds
<b>Revenues</b>	
Taxes	\$ 1,087,637
<b>Total Revenues</b>	<u>1,087,637</u>
<b>Expenditures</b>	
Current:	
General government	498,164
Debt service	508,413
Other	183,997
<b>Total Expenditures</b>	<u>1,190,574</u>
<b>Deficiency of Revenues Over Expenditures</b>	<u>(102,937)</u>
<b>Other Financing Sources (Uses)</b>	
Transfers in	1,722,680
Transfers out	(1,566,294)
<b>Total Other Financing Sources (Uses)</b>	<u>156,386</u>
<b>Net Change in Fund Balances</b>	53,449
<b>Fund Balances, Beginning of Year (Deficit)</b>	<u>(435,274)</u>
<b>Fund Balances, End of Year (Deficit)</b>	<u><u>\$ (381,825)</u></u>

## Non-Major Governmental Funds

### Combining Balance Sheet

#### Open Space Funds

June 30, 2019

	All Funds
<b>ASSETS</b>	
Interfund receivable	\$ 244,658
<b>Total Assets</b>	<u>244,658</u>
<b>FUND BALANCES</b>	
Committed	244,658
<b>Total Fund Balances</b>	<u>\$ 244,658</u>

## Non-Major Governmental Funds

### Combining Statement of Revenues, Expenditures and Changes in Fund Balances

#### Open Space Funds

Year Ended June 30, 2019

	All Funds
<b>Revenues</b>	
Miscellaneous	\$ 9,703
<b>Total Revenues</b>	<u>9,703</u>
<b>Expenditures</b>	
Current:	
General government	16,165
<b>Total Expenditures</b>	<u>16,165</u>
<b>Excess of Revenues Over Expenditures</b>	(6,462)
<b>Other Financing Sources (Uses)</b>	
Transfers out	<u>(7,001)</u>
<b>Total Other Financing Sources (Uses)</b>	<u>(7,001)</u>
<b>Net Change in Fund Balances</b>	(13,463)
<b>Fund Balances, Beginning of Year</b>	<u>258,121</u>
<b>Fund Balances, End of Year</b>	<u>\$ 244,658</u>

## Non-Major Governmental Funds

### Combining Balance Sheet

### Revolving Loan Funds

June 30, 2019

	All Funds
<b>ASSETS</b>	
Loans receivable	\$ 8,585
<b>Total Assets</b>	<u>8,585</u>
<b>LIABILITIES</b>	
Interfund payable	<u>7,567</u>
<b>Total Liabilities</b>	<u>7,567</u>
<b>FUND BALANCES</b>	
Committed	<u>1,018</u>
<b>Total Fund Balances</b>	<u>\$ 1,018</u>

## Non-Major Governmental Funds

### Combining Statement of Revenues, Expenditures and Changes in Fund Balances

#### Revolving Loan Funds

Year Ended June 30, 2019

	All Funds
<b>Revenues</b>	
Miscellaneous	\$ 1,270
<b>Total Revenues</b>	<u>1,270</u>
<b>Expenditures</b>	
Current:	
General government	25,097
Interest	252
<b>Total Expenditures</b>	<u>25,349</u>
<b>Excess of Revenues Over Expenditures</b>	<u>(24,079)</u>
<b>Other Financing Sources (Uses)</b>	
Transfers in	20,080
<b>Net Change in Fund Balances</b>	(3,999)
<b>Fund Balances, Beginning of Year</b>	<u>5,017</u>
<b>Fund Balances, End of Year</b>	<u><u>\$ 1,018</u></u>

## Non-Major Governmental Funds

### Combining Balance Sheet

### Capital Projects - Reserve Funds

June 30, 2019

	All Funds
<b>ASSETS</b>	
Accounts receivable	\$ 1,235
Interfund receivable	656,593
<b>Total Assets</b>	<u>657,828</u>
<b>LIABILITIES</b>	
Accounts payable	4,087
<b>Total Liabilities</b>	<u>4,087</u>
<b>FUND BALANCES</b>	
Committed	653,741
<b>Total Fund Balances</b>	<u>\$ 653,741</u>

## Non-Major Governmental Funds

### Combining Statement of Revenues, Expenditures and Changes in Fund Balances

#### Capital Projects - Reserve Funds

Year Ended June 30, 2019

	All Funds
<b>Revenues</b>	
Miscellaneous	\$ 124,715
<b>Total Revenues</b>	<u>124,715</u>
<b>Expenditures</b>	
Current:	
Public safety	66,083
Culture and recreation	31,105
<b>Total Expenditures</b>	<u>97,188</u>
<b>Excess of Revenues Over Expenditures</b>	<u>27,527</u>
<b>Other Financing Sources (Uses)</b>	
Transfers in	12,000
Transfers out	<u>(270,180)</u>
<b>Total Other Financing Sources (Uses)</b>	<u>(258,180)</u>
<b>Net Change in Fund Balances</b>	(230,653)
<b>Fund Balances, Beginning of Year</b>	<u>884,394</u>
<b>Fund Balances, End of Year</b>	<u>\$ 653,741</u>

## Non-Major Governmental Funds

### Combining Balance Sheet

#### Miscellaneous Special Revenue Funds

June 30, 2019

	City Grants	School Grants	Total
<b>ASSETS</b>			
Cash and short-term investments		\$ 40	\$ 40
Investments	\$ 442,632		442,632
Receivables, net of allowance for uncollectibles:			
Accounts	125,712		125,712
Intergovernmental		626,001	626,001
Interfund receivable	1,430,882		1,430,882
Inventory		70,134	70,134
<b>Total Assets</b>	<u>1,999,226</u>	<u>696,175</u>	<u>2,695,401</u>
<b>LIABILITIES</b>			
Accounts payable	59,102	289,826	348,928
Interfund payable		3,454,500	3,454,500
Accrued payroll		178,474	178,474
Unearned revenue	177,268	3,612	180,880
<b>Total Liabilities</b>	<u>236,370</u>	<u>3,926,412</u>	<u>4,162,782</u>
<b>FUND BALANCES</b>			
Nonspendable		70,134	70,134
Committed	1,762,856		1,762,856
Unassigned		(3,300,371)	(3,300,371)
<b>Total Fund Balances (Deficit)</b>	<u>\$ 1,762,856</u>	<u>\$ (3,230,237)</u>	<u>\$ (1,467,381)</u>

## Non-Major Governmental Funds

### Combining Statement of Revenues, Expenditures and Changes in Fund Balances

#### Miscellaneous Special Revenue Funds

Year Ended June 30, 2019

	City Grants	School Grants	Total
<b>Revenues</b>			
Intergovernmental	\$ 212,591	\$ 4,405,564	\$ 4,618,155
Charges for services	993,534	283,761	1,277,295
Miscellaneous	184,829		184,829
<b>Total Revenues</b>	<u>1,390,954</u>	<u>4,689,325</u>	<u>6,080,279</u>
<b>Expenditures</b>			
Current:			
General government	176,288		176,288
Public safety	397,159		397,159
Public works	11,208		11,208
Culture and recreation	801,192		801,192
Education		7,297,791	7,297,791
Debt service	171,859		171,859
<b>Total Expenditures</b>	<u>1,557,706</u>	<u>7,297,791</u>	<u>8,855,497</u>
<b>Deficiency of Revenues Over Expenditures</b>	<u>(166,752)</u>	<u>(2,608,466)</u>	<u>(2,775,218)</u>
<b>Other Financing Sources (Uses)</b>			
Transfers in	713,958	172,366	886,324
Transfers out	(380,000)		(380,000)
<b>Total Other Financing Sources (Uses)</b>	<u>333,958</u>	<u>172,366</u>	<u>506,324</u>
<b>Net Change in Fund Balances</b>	167,206	(2,436,100)	(2,268,894)
<b>Fund Balances, Beginning of Year (Deficit)</b>	<u>1,595,650</u>	<u>(794,137)</u>	<u>801,513</u>
<b>Fund Balances, End of Year (Deficit)</b>	<u>\$ 1,762,856</u>	<u>\$ (3,230,237)</u>	<u>\$ (1,467,381)</u>

## Non-Major Governmental Funds

### Combining Balance Sheet

#### Capital Projects Funds

June 30, 2019

	Capital Projects	Major Capital Projects	School Capital Projects	Total
<b>ASSETS</b>				
Interfund receivable	\$ 2,363,109	\$ 1,074,299	\$ 854,648	\$ 4,292,056
<b>Total Assets</b>	<u>2,363,109</u>	<u>1,074,299</u>	<u>854,648</u>	<u>4,292,056</u>
<b>LIABILITIES</b>				
Accounts payable	<u>31,633</u>	<u>42,550</u>	<u></u>	<u>74,183</u>
<b>FUND BALANCES</b>				
Restricted		899,251	854,648	1,753,899
Committed	<u>2,331,476</u>	<u>132,498</u>	<u></u>	<u>2,463,974</u>
<b>Total Fund Balances</b>	<u>\$ 2,331,476</u>	<u>\$ 1,031,749</u>	<u>\$ 854,648</u>	<u>\$ 4,217,873</u>

**Non-Major Governmental Funds****Combining Statement of Revenues, Expenditures  
and Changes in Fund Balances****Capital Projects Funds**

Year Ended June 30, 2019

	Capital Projects	Major Capital Projects	School Capital Projects	Total
<b>Revenues</b>				
Miscellaneous	\$ 45,012	\$ 118,816		\$ 163,828
<b>Total Revenues</b>	<u>45,012</u>	<u>118,816</u>		<u>163,828</u>
<b>Expenditures</b>				
Capital outlay	725,401	672,451	\$ 912,922	2,310,774
<b>Total Expenditures</b>	<u>725,401</u>	<u>672,451</u>	<u>912,922</u>	<u>2,310,774</u>
<b>Deficiency of Revenues Over Expenditures</b>	<u>(680,389)</u>	<u>(553,635)</u>	<u>(912,922)</u>	<u>(2,146,946)</u>
<b>Other Financing Sources (Uses)</b>				
Transfers in	1,586,784			1,586,784
Transfers out	(140,984)			(140,984)
Bond proceeds				
<b>Total Other Financing Sources (Uses)</b>	<u>1,445,800</u>			<u>1,445,800</u>
<b>Net Change in Fund Balances</b>	765,411	(553,635)	(912,922)	(701,146)
<b>Fund Balances, Beginning of Year (Deficit)</b>	<u>1,566,065</u>	<u>1,585,384</u>	<u>1,767,570</u>	<u>4,919,019</u>
<b>Fund Balances, End of Year</b>	<u>\$ 2,331,476</u>	<u>\$ 1,031,749</u>	<u>\$ 854,648</u>	<u>\$ 4,217,873</u>

## Non-Major Governmental Funds

### Combining Balance Sheet

#### Permanent Funds

June 30, 2019

	All Funds
<b>ASSETS</b>	
Cash and cash equivalents	\$ 38,836
Investments	723,139
Interfund receivable	30,615
<b>Total Assets</b>	<u>792,590</u>
<b>FUND BALANCES</b>	
Nonspendable	566,084
Restricted	226,506
<b>Total Fund Balances</b>	<u>\$ 792,590</u>

## Non-Major Governmental Funds

### Combining Statement of Revenues, Expenditures and Changes in Fund Balances

#### Permanent Funds

Year Ended June 30, 2019

	All Funds
<b>Revenues</b>	
Miscellaneous	\$ 45,375
<b>Total Revenues</b>	<u>45,375</u>
<b>Expenditures</b>	
Current:	
Culture and recreation	<u>17,208</u>
<b>Excess of Revenues Over Expenditures</b>	<u>28,167</u>
<b>Fund Balances, Beginning of Year</b>	<u>764,423</u>
<b>Fund Balances, End of Year</b>	<u>\$ 792,590</u>

## Combining Statement of Fiduciary Net Position

### Private Purpose Trust Funds

June 30, 2019

	City Trusts	School Trusts	Total
<b>ASSETS</b>			
Cash and cash equivalents		\$ 395,559	\$ 395,559
Due from other funds	\$ 239,496		239,496
<b>Total Assets</b>	<u>239,496</u>	<u>395,559</u>	<u>635,055</u>
<b>LIABILITIES</b>			
Accounts payable	168		168
<b>Total Liabilities</b>	<u>168</u>		<u>168</u>
<b>NET POSITION</b>			
Held in Trust	<u>\$ 239,328</u>	<u>\$ 395,559</u>	<u>\$ 634,887</u>

## Combining Statement of Changes in Fiduciary Net Position

### Private Purpose Trust Funds

Year Ended June 30, 2019

	City Trusts	School Trusts	Total
<b>Additions</b>			
Investment earnings	\$ 1,381	\$ 3,104	\$ 4,485
Contributions	40,087	107,308	147,395
Miscellaneous			
<b>Total Additions</b>	<u>41,468</u>	<u>110,412</u>	<u>151,880</u>
<b>Deductions:</b>			
Disbursements by agent	558	93,202	93,760
<b>Total Deductions</b>	<u>558</u>	<u>93,202</u>	<u>93,760</u>
<b>Change in Net Position</b>	40,910	17,210	58,120
<b>Net Position, Beginning of Year</b>	<u>198,418</u>	<u>378,349</u>	<u>576,767</u>
<b>Net Position, End of Year</b>	<u>\$ 239,328</u>	<u>\$ 395,559</u>	<u>\$ 634,887</u>