

City of Westbrook, Maine

Single Audit Report

Year Ended June 30, 2020



WIPFLI

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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, 2020, 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 19, 2021.

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) as a basis for designing 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 2020-001 and 2020-002.

City Council
City of Westbrook, Maine

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 financial statements. 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.



South Portland, Maine
January 19, 2021

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, 2020. 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, 2020.

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, 2020, 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 19, 2021, 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 19, 2021

Schedule of Expenditures of Federal Awards

Year Ended June 30, 2020

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures	Amount Provided to Subrecipient
U.S. Department of Education				
<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	\$ 1,161,798	
Total Title I, Part A Cluster			<u>1,161,798</u>	
Special Education Cluster (IDEA)				
Special Education - Grants to States	84.027	013-3046	652,548	
Special Education - Preschool Grants	84.173	013-6247	<u>18,163</u>	
Total Special Education Cluster (IDEA)			<u>670,711</u>	
Migrant Education Coordination Program				
Career and Technical Education – Basic Grants to States	84.048	013-3030	89,937	
McKinney Homeless Assistance	84.196	013-3104	28,693	
Migrant Education State Grant Program	84.011	013-3115	19,440	
Student Support and Academic Enrichment Program	84.424	013-3345	95,954	
Improving Teacher Quality State Grants	84.367	013-3042	146,132	
Elementary and Secondary School Emergency Relief Fund	84.425D	N/A	<u>4,313</u>	
Total U.S. Department of Education			<u>2,389,076</u>	
U.S. Department of Agriculture				
<u>Pass-Through State of Maine Department of Education</u>				
Child Nutrition Cluster				
Special Milk Program for Children	10.556	013-3014	158,664	
National School Lunch Program	10.555	013-3020	23,019	
National School Lunch Program	10.555	013-3022	52,129	
National School Lunch Program	10.555	013-3023	16,182	
National School Lunch Program	10.555	013-3024	340,978	
COVID19 – National School Lunch Program	10.555	013-7009	272,848	
COVID19 – National School Lunch Program	10.555	013-7008	170	
Summer Food Service Program for Children	10.559	013-3016	82,902	
Summer Food Service Program for Children	10.559	013-3018	<u>8,546</u>	
Total Child Nutrition Cluster			<u>955,438</u>	
Food Distribution Cluster				
Commodity Supplemental Food Program	10.565	013-6134	<u>67,227</u>	
Total Food Distribution Cluster			<u>67,227</u>	
Fresh Fruit and Vegetable Program				
Child and Adult Care Food Program	10.582	013-3028	55,303	
Child and Adult Care Food Program	10.558	013-6658	5,496	
Child and Adult Care Food Program	10.588	013-6661	384	
State Administrative Expenses for Child Nutrition	10.560	013-3125	<u>10,733</u>	
Total U.S. Department of Agriculture			<u>1,094,581</u>	
Balance Forward				\$3,483,657

Schedule of Expenditures of Federal Awards

Year Ended June 30, 2020

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures	Amount Provided to Subrecipient
Balance Forward				\$ 3,483,657
U.S. Department of Treasury				
<u>Pass-Through State of Maine Department of Education</u>				
COVID19 – Coronavirus Relief Fund	21.019	N/A	61,116	
Total U.S. Department of Treasury			<u>61,116</u>	
U.S. Department of Justice				
<u>Direct Program</u>				
COVID19 - Department of Justice	16.034	N/A	26,927	
Violence Against Women Formula Grants	16.588	N/A	30,481	
Bulletproof Vest Partnership Program	16.607	N/A	4,158	
Edward Byne Memorial Justice Assistance Grant Program	16.738	N/A	14,609	
Public Safety Partnership and Community Policing Grants	16.710	N/A	<u>106,658</u>	
Total U.S. Department of Justice			<u>182,833</u>	
U.S. Department of Transportation				
<u>Pass-Through State of Maine Department of Public Safety</u>				
State and Community Highway Safety	20.600	N/A	5,464	
Total U.S. Department of Transportation			<u>5,464</u>	
U.S. Department of Health and Human Services				
<u>Direct Program</u>				
Drug-Free Communities Support Program Grants	93.276	N/A	<u>25,708</u>	
<u>Pass-Through State of Maine Department of Health and Human Services</u>				
Refugee and Entrant Assistance - Discretionary Grants	93.576	013-3120	34,057	
Total U.S. Department of Health and Human Services			<u>59,765</u>	
U.S. Department of Homeland Security				
<u>Pass-Through State of Maine Department of Defense, Veterans, and Emergency Management</u>				
Assistance Firefighters Grant	97.044	N/A	47,844	
Disaster Grants – Public Assistance	97.036	N/A	72,195	
Staffing for Adequate Fire and Emergency Response	97.083	N/A	<u>237,343</u>	
Total U.S. Department of Homeland Security			<u>357,382</u>	
Total Expenditures of Federal Awards			\$ 4,150,217	\$ 0

Notes to Schedule of Expenditures of Federal Awards

Year Ended June 30, 2020

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, 2020. 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, 2020, 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, 2020, the City had food commodities totaling \$67,227 in inventory.

Schedule of Findings and Questioned Costs

Year Ended June 30, 2020

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? Yes 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:

CFDA Number(s) Name of Federal Program or Cluster

84.010 Title I Grants to Local Educational Agencies

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 - Continued

Year Ended June 30, 2020

Section II Financial Statement Findings

SIGNIFICANT DEFICIENCIES

2020-001 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 a transaction from the City 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: The error was the result of incorrect account coding. That error has been corrected and no further errors are expected. Furthermore, the DTF City fund account will be reconciled quarterly to ensure proper coding and accounting of funds between the School and City.

2020-002 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.

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: Expenses and transfers will be posted timely and the accounts will be reviewed and reconciled no less than quarterly to ensure proper posting of transactions and fund balances.

Section III Federal Award Findings

NONE

Summary Schedule of Prior Audit Findings

Year Ended June 30, 2020

Financial Statement Findings

2019-001 Accounting and Billing for Grant and Other Revenue

Condition: Grant revenue was 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 was a lack of formal oversight for grant revenue results.

Recommendation: We recommended 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 be performed of both the general ledger and Grant Tracker module.

Status: The recommendation to this finding was implemented.

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

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

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.

Status: This condition reported continued to exist for the June 30, 2020 audit and has been repeated as finding 2020-001.

2019-003 Accounting for School Construction Activity

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

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.

Status: This condition reported continued to exist for the June 30, 2020 audit and has been repeated as finding 2020-002.

City of Westbrook, Maine

Annual Financial Report

Year ended June 30, 2020



WIPFLI

City of Westbrook, Maine

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June 30, 2020

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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, 2020, 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, 2020, 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, January 19, 2021, 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.



Wipfli LLP
South Portland, Maine
January 19, 2021

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, 2020.

FINANCIAL HIGHLIGHTS

- Total net position as of the year ended June 30, 2020 was \$132,061,755. A portion of that amount, \$114,757,701, is a net investment in capital assets, while the next largest portion, \$16,492,961, is unrestricted, the remainder, \$811,093, is restricted for various purposes. 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 governmental activities was \$80,951,000 and business-type activities was \$51,110,755 as of the year ended June 30, 2020.
- Net position increased by \$7,215,722 and \$2,430,552 for the years ended June 30, 2020 and 2019, respectively. Net position increased by \$6,769,094 for governmental activities and increased by \$446,628 for business-type activities for the year ended June 30, 2020.
- The governmental funds reported combined fund balances of \$25,908,102 an increase of \$2,118,801 from the prior year. The increase in fund balance is attributed to a decrease in the General Fund balance of \$280,014 combined with an increase in Other Governmental Funds fund balance of \$2,398,815, which was primarily the result of billing for grants.
- Total bonds and notes payable, including bond premiums, decreased to \$75,047,278 as compared to \$79,267,808 from the prior year, as a result of the repayments of bond principal in the amount of \$6,070,000 and the amortization of bond premiums in the amount of \$420,530 and bonds proceeds of \$2,270,000.

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.
- *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	
	2020	2019	2020	2019
Current and other assets	\$ 33,404,903	\$ 31,647,781	\$ 9,150,906	\$ 11,446,546
Capital assets, net	134,453,538	133,336,900	52,183,300	50,265,570
Total assets	167,858,441	164,984,681	61,334,206	61,712,116
Deferred Outflows of Resources	6,277,149	5,571,617		
Current liabilities	13,143,892	7,186,312	1,212,076	773,823
Noncurrent liabilities	77,995,592	87,082,829	9,011,375	10,274,166
Total liabilities	91,139,484	94,269,141	10,223,451	11,047,989
Deferred Inflows of Resources	2,045,106	2,105,251		
Net investment in capital assets	70,093,000	66,218,674	44,664,701	44,160,172
Restricted	811,093	792,590		
Unrestricted	10,046,907	7,170,642	6,446,054	6,503,955
Total net position	\$ 80,951,000	\$ 74,181,906	\$ 51,110,755	\$ 50,664,127

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 2020 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 increase is primarily due to operating expenses exceeding operating revenues offset by grant revenues received in the current year. 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	
	2020	2019	2020	2019
Program Revenues:				
Charges for services	\$ 2,139,704	\$ 2,111,382	\$ 4,720,444	\$ 4,982,720
Operating grants and contributions	<u>30,242,403</u>	<u>25,228,931</u>	<u>4,720,444</u>	<u>4,982,720</u>
	<u><u>32,382,107</u></u>	<u><u>27,340,313</u></u>	<u><u>4,720,444</u></u>	<u><u>4,982,720</u></u>
General Revenues:				
Property and other taxes	42,976,700	41,571,766		
Licenses, permits and fees	663,798	593,327		
Grants and contributions not restricted to specific programs	3,916,566	3,688,360		
Interest income	153,445	237,044		
Miscellaneous	1,097,803	1,746,907	1,582,472	435,061
Transfers in (out)	(36,806)	(360,556)	36,806	360,556
	<u>48,771,506</u>	<u>47,476,848</u>	<u>1,619,278</u>	<u>795,617</u>
Total Revenues	81,153,614	74,817,161	6,339,722	5,778,337
Program Expenses:				
General government	5,280,129	5,530,986		
Public safety	8,402,282	8,590,734		
Public works	6,211,255	5,525,787		
Human services	620,904	559,109		
Culture and recreation	2,028,687	2,031,688		
Employee benefits	4,672,087	4,410,818		
Education	44,661,548	42,987,433		
Unclassified	1,469,796	1,402,177		
Interest on debt	548,234	228,683		
Capital outlay	489,598	1,307,085		
Sewer department			5,612,136	5,310,294
Parking garage			280,958	280,152
Total Expenses	74,384,520	72,574,500	5,893,094	5,590,446
Change in Net Position	6,769,094	2,242,661	446,628	187,891
Net Position, Beginning of Year	74,181,906	71,939,245	50,664,127	50,476,236
Net Position, End of Year	\$ 80,951,000	\$ 74,181,906	\$ 51,110,755	\$ 50,664,127

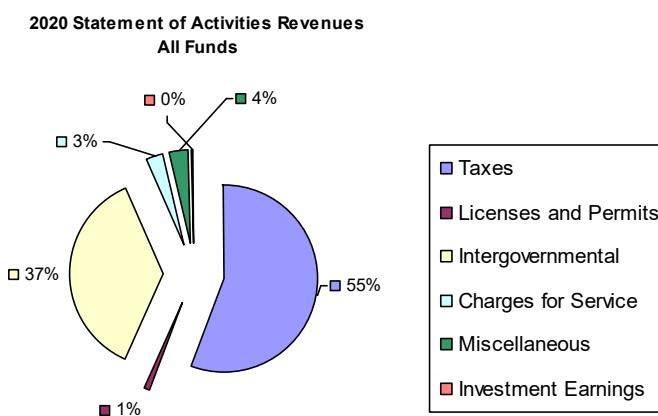
MANAGEMENT'S DISCUSSION & ANALYSIS

The cost of all governmental activities this year was \$74,384,520, which represents an increase of \$1,810,020 from prior year. Of this amount, Westbrook taxpayers funded \$42,976,700 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

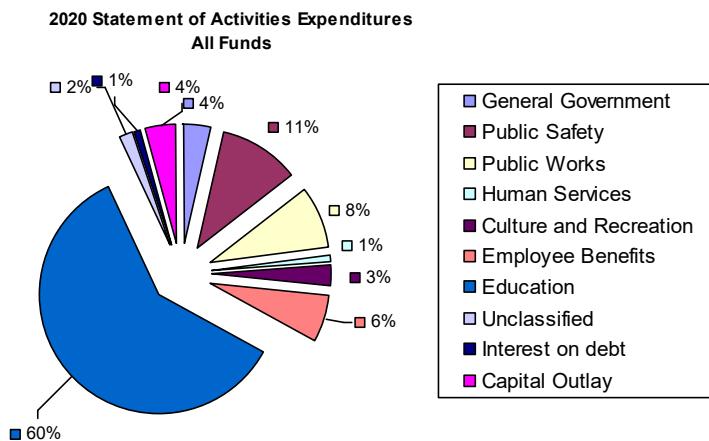


Taxes	Includes real property, personal property and excise taxes
Licenses and permits	Includes city clerk and code enforcement revenue
Intergovernmental	Includes State revenue sharing, homestead, federal and state grants
Charges for service	Includes revenue from the various departments for services
Miscellaneous	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 increased by \$2,118,801 for the year ended June 30, 2020. Fund balance for the general fund decreased by \$280,014 primarily as a result of expenditures exceeding revenues by \$370,590, and other financing sources of \$256,198 for proceeds from capital leases and \$2,270,000 for bond proceeds, offset by other financing uses of \$36,806 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 other governmental funds increased by \$2,398,815 for the year ended June 30, 2020. The most significant activity contributing to the increase in other governmental fund balance was school department billing for previous grant expenditures and a decrease in capital project fund balance, primarily due related construction expenditures, associated with the Saccarappa and middle school capital project.

SIGNIFICANT CAPITAL ASSET AND DEBT ACTIVITY

Significant governmental activities capital asset additions include the Saccarappa School construction being completed and approximately \$18.8 million was moved from construction in progress to buildings and other significant capital asset acquisitions for the year included a new fire engine for \$525,000 and public service vehicles and equipment for \$1.5 million and approximately \$1 million in street and infrastructure improvements. In the business-type activities approximately \$3.7 million was spent for sewer infrastructure improvements in process. Significant debt activity included \$2.2 million of new debt for road projects and equipment purchases in the governmental activities. Repayments of existing debt amounted to \$5.5 million in the governmental activities and \$617,000 in the business-type activities.

GENERAL FUND BUDGETARY HIGHLIGHTS

Total budgeted revenues were \$68,058,239, and actual revenues were \$68,029,976, resulting in a negative variance of \$28,263. Total budgeted expenditures were \$69,217,456, and actual expenditures were \$67,447,951, resulting in a positive variance of \$1,769,505. For the year, the General Fund had a decrease in fund balance of \$280,014, resulting from revenues exceeding expenditures by \$343,845 and transfers out of \$623,859.

MANAGEMENT'S DISCUSSION & ANALYSIS

ECONOMIC FACTORS AND THE CITY'S BUDGET

The valuation for the City increased, because of a re-valuation that was performed in April 2019, by approximately \$324 million or 0.5% in fiscal year ended June 30, 2020. Real estate valuation increased by approximately \$330.9 million or 20% while Personal Property decreased approximately \$6.7 million or 3%.

The unemployment rate for the City at fiscal year-end was an estimated 8.8%, which was up from 2.4% from prior year. The rate was more than the estimated State average of 6.5% and below the estimated National rate of 11.2%. These figures are from the Maine Center for Workforce Research and Information website.

The 2019/2020 budget adopted by the City Council resulted in a decrease in the mil rate to 17.86 mils from the 2018/2019 rate of 19.95 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		
			General Assistance						
			BETE	Homestead					
2020	\$ 1,541,590	\$17,628,763	\$1,526,938	\$ 220,781	\$ 821,098	\$ 222,808	\$21,961,978		
2019	1,010,008	17,301,890	1,735,494	203,285	913,461	219,692	21,383,830		
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 \$3 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, 2020

	Governmental Activities	Business-Type Activities	Total
ASSETS			
Cash and short-term investments	\$ 36,512,142		\$ 36,512,142
Investments	1,184,504		1,184,504
Receivables, net of allowance for uncollectibles:			
Property taxes	1,880,173		1,880,173
Accounts receivable - services	809,204	\$ 676,976	1,486,180
Intergovernmental	1,264,870	76,926	1,341,796
Loans	6,358		6,358
Internal balances	(8,397,004)	8,397,004	
Inventory	53,295		53,295
Prepaid items	91,361		91,361
Capital assets:			
Capital assets not being depreciated	3,647,273	6,405,974	10,053,247
Capital assets, net of accumulated depreciation	130,806,265	45,777,326	176,583,591
Total Assets	<u>167,858,441</u>	<u>61,334,206</u>	<u>229,192,647</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred charge on refunding	1,732,658		1,732,658
Deferred pension items	3,412,034		3,412,034
Deferred other post-employment items	1,132,457		1,132,457
Total Deferred Outflows of Resources	<u>6,277,149</u>		<u>6,277,149</u>
LIABILITIES			
Accounts payable	1,220,148	486,475	1,706,623
Accrued salaries and benefits	4,274,716		4,274,716
Accrued interest payable	528,792	83,856	612,648
Due to fiduciary funds	548,360		548,360
Unearned revenue	148,565	16,581	165,146
Noncurrent liabilities:			
Due within one year:			
Bonds and notes payable	6,035,965	621,630	6,657,595
Capital leases payable	172,563	3,534	176,097
Accrued landfill postclosure care costs	20,000		20,000
Accrued compensated absences	194,783		194,783
Due in more than one year:			
Bonds and notes payable	59,378,308	9,011,375	68,389,683
Capital leases payable	430,379		430,379
Accrued landfill postclosure care costs	220,000		220,000
Accrued compensated absences	1,777,339		1,777,339
Other post-employment benefits liability	9,385,822		9,385,822
Net pension liability	6,803,744		6,803,744
Total Liabilities	<u>91,139,484</u>	<u>10,223,451</u>	<u>101,362,935</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred pension items	1,661,228		1,661,228
Deferred other post-employment benefit items	383,878		383,878
Total Deferred Inflows of Resources	<u>2,045,106</u>		<u>2,045,106</u>
NET POSITION			
Net investment in capital assets	70,093,000	44,664,701	114,757,701
Restricted for:			
Nonexpendable trust principal	597,547		597,547
Expendable trust principal	213,546		213,546
Unrestricted	10,046,907	6,446,054	16,492,961
Total Net Position	<u>\$ 80,951,000</u>	<u>\$ 51,110,755</u>	<u>\$ 132,061,755</u>

See independent auditor's report.

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

Statement of Activities

Year Ended June 30, 2020

	Expenses	Program Revenues		Net (Expenses) Revenues and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Governmental Activities	Business-Type Activities	Total
Governmental Activities						
General government	\$ 5,280,129	\$ 56,809	\$ 442,673	\$ (4,780,647)		\$ (4,780,647)
Public safety	8,402,282	1,285,008	465,637	(6,651,637)		(6,651,637)
Public works	6,211,255	9,450	1,846,836	(4,354,969)		(4,354,969)
Human services	620,904		220,781	(400,123)		(400,123)
Culture and recreation	2,028,687	573,882	280,850	(1,173,955)		(1,173,955)
Employee benefits	4,672,087			(4,672,087)		(4,672,087)
Education	44,661,548	214,555	26,985,626	(17,461,367)		(17,461,367)
Unclassified	1,469,796			(1,469,796)		(1,469,796)
Interest on debt	548,234			(548,234)		(548,234)
Capital outlay	489,598			(489,598)		(489,598)
Total Governmental Activities	74,384,520	2,139,704	30,242,403	(42,002,413)		(42,002,413)
Business-Type Activities						
Sewer department	5,612,136	4,521,476		\$ (1,090,660)		(1,090,660)
Parking garage	280,958	198,968		(81,990)		(81,990)
Total Business-Type Activities	5,893,094	4,720,444		(1,172,650)		(1,172,650)
Total	\$ 80,277,614	\$ 6,860,148	\$ 30,242,403	(42,002,413)	(1,172,650)	(43,175,063)
General Revenues						
Taxes:						
Real estate			35,453,376			35,453,376
Excise			3,579,452			3,579,452
Personal property			3,823,441			3,823,441
Other			120,431			120,431
Licenses and permits			663,798			663,798
Grants and contributions not restricted to specific programs			3,916,567			3,916,567
Interest income			153,445			153,445
Miscellaneous			1,097,803	1,582,472		2,680,275
Transfers in (out)			(36,806)	36,806		
Total general revenues			48,771,507	1,619,278		50,390,785
Change in Net Position						
Net Position, Beginning of year, Restated			6,769,094	446,628		7,215,722
Net Position, End of year			\$ 74,181,906	50,664,127		124,846,033
			\$ 80,951,000	\$ 51,110,755		\$ 132,061,755

See independent auditor's report.

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

Governmental Funds

Balance Sheet

June 30, 2020

	General	Other Governmental Funds	Total Governmental Funds
ASSETS			
Cash and short-term investments	\$ 36,467,664	\$ 44,478	\$ 36,512,142
Investments	25,872	1,158,633	1,184,505
Receivables, net of allowance for uncollectibles:			
Taxes	1,880,173		1,880,173
Accounts receivable - services	656,404	152,800	809,204
Intergovernmental		1,286,260	1,286,260
Loans		6,357	6,357
Interfund receivable		8,201,672	8,201,672
Inventory		53,295	53,295
Prepaid items	91,361		91,361
Total Assets	39,121,474	10,903,495	50,024,969
LIABILITIES			
Accounts payable	824,911	388,145	1,213,056
Line of credit			
Accrued salaries and benefits	4,063,478	211,238	4,274,716
Accrued compensated absences	194,783		194,783
Retainage payable		28,482	28,482
Interfund payable	15,459,128	1,687,908	17,147,036
Unearned revenue	42,154	106,411	148,565
Total Liabilities	20,584,454	2,422,184	23,006,638
DEFERRED INFLOWS OF RESOURCES			
Unavailable revenue - property taxes	1,110,229		1,110,229
Total Deferred Inflows of Resources	1,110,229		1,110,229
FUND BALANCES			
Nonspendable	91,361	650,842	742,203
Restricted		2,702,528	2,702,528
Committed	500,000	6,375,708	6,875,708
Assigned	2,706,003		2,706,003
Unassigned	14,129,427	(1,247,767)	12,881,660
Total Fund Balances	\$ 17,426,791	\$ 8,481,311	\$ 25,908,102

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 Position

June 30, 2020

Total Governmental Fund Balances	\$ 25,908,102
• Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	134,453,538
• 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	1,110,229
• 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.	4,232,043
• In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.	(528,792)
• 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	(60,449,085)
Unamortized bond premium	(4,965,188)
Capital leases payable	(602,942)
Compensated absences	(1,777,339)
Liability for hazardous waste-site cleanup	(240,000)
Other Post-Employment Benefits (OPEB) liability	(9,385,822)
Net pension liability	<u>(6,803,744)</u>
Net Position of Governmental Activities	<u>\$ 80,951,000</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, 2020

	General	Other Governmental Funds	Total Governmental Funds
Revenues			
Taxes	\$ 42,992,919	\$ 1,643,969	\$ 44,636,888
Licenses, permits and fees	811,707		811,707
Intergovernmental	25,794,508	8,740,222	34,534,730
Charges for services	858,960	1,283,314	2,142,274
Miscellaneous	978,882	1,530,194	2,509,076
Total Revenues	<u>71,436,976</u>	<u>13,197,699</u>	<u>84,634,675</u>
Expenditures			
Current:			
General government	4,960,871	748,825	5,709,696
Public safety	8,559,370	752,547	9,311,917
Public works	4,313,267	59,070	4,372,337
Human services	620,904		620,904
Culture and recreation	1,225,134	648,490	1,873,624
Employee benefits	4,653,982		4,653,982
Unclassified	1,469,796	336,615	1,806,411
Education	43,037,893	6,507,319	49,545,212
Debt service	2,251,914	623,368	2,875,282
Capital outlay		4,235,900	4,235,900
Total Expenditures	<u>71,093,131</u>	<u>13,912,134</u>	<u>85,005,265</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>343,845</u>	<u>(714,435)</u>	<u>(370,590)</u>
Other Financing Sources (Uses)			
Transfers in	2,889,370	4,529,795	7,419,165
Transfers out	(3,769,427)	(3,686,545)	(7,455,972)
Proceeds from capital leases	256,198		256,198
Bond proceeds and premiums		2,270,000	2,270,000
Total Other Financing Sources (Uses)	<u>(623,859)</u>	<u>3,113,250</u>	<u>2,489,391</u>
Net change in fund balances	<u>(280,014)</u>	<u>2,398,815</u>	<u>2,118,801</u>
Fund Balances, Beginning of Year	<u>17,706,805</u>	<u>6,082,496</u>	<u>23,789,301</u>
Fund Balances, End of Year	<u>\$ 17,426,791</u>	<u>\$ 8,481,311</u>	<u>\$ 25,908,102</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, 2020

Net Changes in Fund Balances - Total Governmental Funds	\$ 2,118,801
<ul style="list-style-type: none"> 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: 	
Capital outlay purchases	5,248,200
Loss on disposal of capital assets	(94,268)
Depreciation	(4,037,297)
<p>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.</p>	
	(256,198)
<ul style="list-style-type: none"> 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. 	
	977,708
<ul style="list-style-type: none"> 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. 	
Property taxes	(16,219)
<ul style="list-style-type: none"> 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: 	
Bond proceeds	(2,270,000)
Repayments of debt	5,452,906
Repayments of capital leases	938,326
<ul style="list-style-type: none"> 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. 	
	61,497
<ul style="list-style-type: none"> 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: 	
Increase in liability for compensated absences	(85,981)
Increase in net pension liability	(581,264)
Increase in OPEB liability	(911,081)
Decrease in liability for hazardous waste-site cleanup	20,000
Amortization of bond premiums	415,995
Amortization of deferred charge	<u>(212,031)</u>
Changes in Net Position of Governmental Activities	\$ 6,769,094

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, 2020

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
Revenue				
Taxes	\$ 43,134,684	\$ 43,134,684	\$ 42,992,919	\$ (141,765)
Licenses, permits and fees	785,898	785,898	811,707	25,809
Intergovernmental	22,356,381	22,356,381	22,387,508	31,127
Charges for services	857,000	857,000	858,960	1,960
Miscellaneous	924,276	924,276	978,882	54,606
Total Revenues	68,058,239	68,058,239	68,029,976	(28,263)
Expenditures				
Current:				
General government	5,386,858	5,386,858	4,960,871	425,987
Public safety	8,266,174	8,266,174	8,559,370	(293,196)
Public works	4,552,533	4,552,533	4,171,897	380,636
Human services	765,500	765,500	620,904	144,596
Culture and recreation	1,237,262	1,237,262	1,225,134	12,128
Employee benefits	4,938,430	4,938,430	4,653,982	284,448
County tax	1,469,796	1,469,796	1,469,796	
Education	40,135,122	40,135,122	39,534,083	601,039
Debt service:				
Principal	1,928,086	1,928,086	1,696,586	231,500
Interest	537,695	537,695	555,328	(17,633)
Total Expenditures	69,217,456	69,217,456	67,447,951	1,769,505
Excess (Deficiency) of Revenues Over Expenditures	(1,159,217)	(1,159,217)	582,025	1,741,242
Other Financing Sources (Uses)				
Transfers in	2,583,938	2,583,938	2,889,370	305,432
Transfer out	(2,254,721)	(2,254,721)	(3,769,427)	(1,514,706)
Use of restricted future bond interest payment fund				
Total Other Financing Sources (Uses)	329,217	329,217	(880,057)	(1,209,274)
Net Change in Fund Balance - Budgetary Basis	(830,000)	(830,000)	(298,032)	531,968
Beginning Fund Balance Utilized - Budgetary Basis	\$ 830,000	\$ 830,000	17,686,925	\$ 16,856,925
Fund Balance, End of Year - Budgetary Basis	\$ -	\$ -	17,388,893	\$ 17,388,893
Add encumbrances			37,898	
Fund Balance, End of Year, Per Fund Financial Statements			\$ 17,426,791	

See independent auditor's report.

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

Proprietary Funds

Statement of Net Position

June 30, 2020

	Business-Type Activities Enterprise Funds		
	Sewer Department	Parking Garage	Total
ASSETS			
Current:			
Accounts receivable, net of allowance for uncollectible	\$ 676,976		\$ 676,976
Intergovernmental receivable	76,926		76,926
Interfund receivable	7,703,655	\$ 693,349	8,397,004
Total current assets	<u>8,457,557</u>	<u>693,349</u>	<u>9,150,906</u>
Noncurrent:			
Capital assets:			
Land and construction in progress	6,365,485	40,489	6,405,974
Buildings and building improvements	2,800,850	7,072,320	9,873,170
Machinery and equipment	453,651	31,102	484,753
Infrastructure	87,394,400		87,394,400
Less accumulated depreciation	(49,680,753)	(2,294,244)	(51,974,997)
Total noncurrent assets	<u>47,333,633</u>	<u>4,849,667</u>	<u>52,183,300</u>
Total Assets	<u>55,791,190</u>	<u>5,543,016</u>	<u>61,334,206</u>
LIABILITIES			
Current:			
Accounts payable	482,254	4,221	486,475
Accrued interest	83,856		83,856
Unearned revenue		16,581	16,581
Current portion of long-term liabilities:			
Capital lease payable	3,534		3,534
Bonds payable	621,630		621,630
Total current liabilities	<u>1,191,274</u>	<u>20,802</u>	<u>1,212,076</u>
Noncurrent:			
Bonds payable, noncurrent	9,011,375		9,011,375
Total Liabilities	<u>10,202,649</u>	<u>20,802</u>	<u>10,223,451</u>
NET POSITION			
Net investment in capital assets	39,815,034	4,849,667	44,664,701
Unrestricted	5,773,507	672,547	6,446,054
Total Net Position	<u>\$ 45,588,541</u>	<u>\$ 5,522,214</u>	<u>\$ 51,110,755</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, 2020

	Business-Type Activities Enterprise Funds		
	Sewer Department	Parking Garage	Total
Operating Revenues			
Sewer assessments	\$ 4,521,476		\$ 4,521,476
Parking garage revenue		\$ 198,968	198,968
Total Operating Revenues	<u>4,521,476</u>	<u>198,968</u>	<u>4,720,444</u>
Operating Expenses			
Portland Water District assessment	2,680,284		2,680,284
Sewer operations	899,088		899,088
Parking garage		139,512	139,512
Depreciation expense	1,644,490	141,446	1,785,936
Total Operating Expenses	<u>5,223,862</u>	<u>280,958</u>	<u>5,504,820</u>
Operating Loss	<u>(702,386)</u>	<u>(81,990)</u>	<u>(784,376)</u>
Nonoperating Revenues (Expenses)			
Miscellaneous	1,580,166		1,580,166
Investment earnings		2,306	2,306
Interest on bonds	(388,274)		(388,274)
Total Nonoperating Revenues (Expenses) Net	<u>1,191,892</u>	<u>2,306</u>	<u>1,194,198</u>
Transfers in	646,115		646,115
Transfers out	(609,309)		(609,309)
	<u>36,806</u>	<u></u>	<u>36,806</u>
Change in Net Position	526,312	(79,684)	446,628
Net Position, Beginning of Year	<u>45,062,229</u>	<u>5,601,898</u>	<u>50,664,127</u>
Net Position, End of Year	<u>\$ 45,588,541</u>	<u>\$ 5,522,214</u>	<u>\$ 51,110,755</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, 2020

	Business-Type Activities Enterprise Funds		
	Sewer Department	Parking Garage	Total
Cash Flows From Operating Activities:			
Receipts from customers and users	\$ 4,379,734	\$ 135,699	\$ 4,515,433
Payments to suppliers and employees	(3,379,419)	(138,004)	(3,517,423)
Net Cash Provided by (Used for) Operating Activities	<u>1,000,315</u>	<u>(2,305)</u>	<u>998,010</u>
Cash Flows From Capital and Related Financing Activities:			
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		2,305	2,305
Other financing sources	1,580,166		1,580,166
Change in interfund receivable	2,526,503		2,526,503
Net Cash Provided by (Used for) Capital and Related Financing Activities	<u>(5,869,237)</u>	<u>2,305</u>	<u>(5,866,932)</u>
Net Change in Cash and Cash Equivalents	<u>(4,868,922)</u>		<u>(4,868,922)</u>
Cash and Cash Equivalents, Beginning of Year	<u>4,868,922</u>		<u>4,868,922</u>
Cash and Cash Equivalents, End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Reconciliation of Operating Income to Net Cash Provided by (Used for) Operating Activities:			
Operating loss	\$ (702,386)	\$ (81,990)	\$ (784,376)
Adjustments to reconcile operating income (loss) to net cash provided by operating activities:			
Depreciation	1,644,490	141,446	1,785,936
Change in operating assets:			
Accounts receivable	(141,742)		(141,742)
Interfund receivable		(79,850)	(79,850)
Change in operating liabilities:			
Deferred revenue		16,581	16,581
Accounts payable	199,953	1,508	201,461
Net Cash Provided by (used for) Operating Activities	<u>\$ 1,000,315</u>	<u>\$ (2,305)</u>	<u>\$ 998,010</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, 2020

	Private Purpose Trust Funds	Agency Funds
ASSETS		
Cash and short term investments	\$ 398,276	\$ 277,584
Due from other funds	200,352	348,008
Total Assets	<u>598,628</u>	<u>625,592</u>
LIABILITIES		
Due to student groups		277,584
Escrow and performance deposits		348,008
Total Liabilities	<u>-</u>	<u>\$ 625,592</u>
NET POSITION		
Held in Trust	<u>\$ 598,628</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, 2020

	Private Purpose Trust Funds
Additions	
Investment earnings	\$ 4,004
Contributions	89,699
Total Additions	<u>93,703</u>
Deductions	
Disbursements by agent	129,962
Total deductions	<u>129,962</u>
Change in Net Position	(36,259)
Net Position	
Beginning of year	<u>634,887</u>
End of year	<u>\$ 598,628</u>

See independent auditor's report.

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

Notes to Financial Statements

June 30, 2020

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, 2020

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 as the only major fund. The General Fund reports as the primary operating fund of the City. This fund is used to account for all financial resources of the general government, except those required to be accounted for in another fund.

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, 2020

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 \$1,330,105 at June 30, 2020.

Notes to Financial Statements

June 30, 2020

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 acquisition 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, 2020

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, 2020

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, 2020.

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, 2020

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, 2020:

Nonmajor Governmental Funds	
Miscellaneous Special Revenue Funds – School Grants and Programs:	
IDEA Local Entitlement	(31,733)
Medicaid	(491,156)
Title I Disadvantaged	(105,259)
Improving Teacher Quality	(7,604)
Spring Harbor	(268,898)
Preschool Handicapped	(39,302)
Refugee Resettlement Assistance	(12,280)
Food Service	(286,695)

The deficits related to the federal grants are mostly a result of timing, because of summer salaries that have been incurred but cannot be billed until paid. 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, 2020, the City reported deposits of \$37,188,002, with a bank balance of \$39,646,098. Of the City's bank balances, \$163,059 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, 2020, the City's reporting entity had the following cash and investments:

Certificates of Deposit	\$ 477,294
Mutual Funds	707,210
	<hr/> <u>\$ 1,184,504</u>

Notes to Financial Statements

June 30, 2020

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, 2020 are as follows:

	Total	Level 1	Level 2	Level 3
June 30, 2020				
Certificates of deposit	\$ 477,294	\$ 477,294		
Mutual funds	707,210	707,210		
	<u>\$ 1,184,504</u>	<u>\$ 1,184,504</u>	<u>\$</u>	<u>\$</u>

There were no assets classified as Level 2 or 3 as of June 30, 2020.

NOTE 4 – PROPERTY TAX

Property taxes for the current year were committed on July 1, 2019 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, 2019, 25% on November 15, 2019, 25% on February 18, 2020, and 25% on May 15, 2020. 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 2019 state valuation of \$2,205,762,600.

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 \$99,198 for the year ended June 30, 2020.

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, 2020

NOTE 4 – PROPERTY TAX – CONTINUED

The tax rates and amounts assessed for the year ended June 30, 2020 were, as follows:

Valuation:	
Real estate	\$ 1,984,404,300
Personal property	221,258,300
Total assessed valuation	<u>2,205,762,600</u>
 Total assessed valuation	2,205,762,600
Tax rate (per \$1,000)	17.86
Total tax commitment	<u>39,394,920</u>
 The following details the taxes receivable at year-end:	
Taxes receivable - current year	1,197,093
Taxes receivable and tax liens receivable - prior years	683,080
Taxes receivable	<u>\$ 1,880,173</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, 2020, the balances of interfund loans receivable/payable were, as follows:

	Interfund Loans Receivable	Interfund Loans Payable
General fund		\$ 15,459,128
Other governmental funds	\$ 8,201,672	1,687,908
Sewer department	7,703,655	
Parking garage	693,349	
Fiduciary funds	548,360	
Totals	<u>\$ 17,147,036</u>	<u>\$ 17,147,036</u>

Notes to Financial Statements

June 30, 2020

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:

			Transfers In	
	General Fund	Other Governmental Funds	Sewer Department	Total
Transfers out:				
Governmental funds:				
General		\$ 3,769,427		\$ 3,769,427
Nonmajor	\$ 2,889,370	151,060	\$ 646,115	3,686,545
Sewer Department		609,309		609,309
	<u>\$ 2,889,370</u>	<u>\$ 4,529,796</u>	<u>\$ 646,115</u>	<u>\$ 8,065,281</u>

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, 2020

NOTE 6 – CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2020 was, as follows:

	Beginning Balance	Additions	Reductions	Ending Balance
Governmental activities:				
Not being depreciated:				
Historical Treasures & Art	\$ 2,477,089	\$ 90,000	\$ (18,769)	\$ 2,458,320
Land	18,880,285	1,017,972	(18,799,304)	1,098,953
Construction in progress				
Total capital assets not being depreciated	<u>21,357,374</u>	<u>1,107,972</u>	<u>(18,818,073)</u>	<u>3,647,273</u>
Being depreciated:				
Buildings and improvements	88,866,690	19,953,599		108,820,289
Machinery and equipment	6,316,807	1,088,196	(250,284)	7,154,719
Vehicles	10,180,361	1,275,331	(648,244)	10,807,448
Infrastructure	83,300,588	622,409		83,922,997
Total capital assets being depreciated	<u>188,664,446</u>	<u>22,939,535</u>	<u>(898,528)</u>	<u>210,705,453</u>
Total all capital assets	<u>210,021,820</u>	<u>24,047,507</u>	<u>(19,716,601)</u>	<u>214,352,726</u>
Less accumulated depreciation:				
Buildings and improvements	(21,086,286)	(1,527,002)		(22,613,288)
Machinery and equipment	(4,107,207)	(446,080)	174,785	(4,378,502)
Vehicles	(6,519,454)	(667,619)	648,244	(6,538,829)
Infrastructure	(44,971,974)	(1,396,595)		(46,368,569)
Total accumulated depreciation	<u>(76,684,920)</u>	<u>(4,037,297)</u>	<u>823,029</u>	<u>(79,899,188)</u>
Net book value, capital assets being depreciated	<u>111,979,526</u>	<u>18,902,238</u>	<u>(75,499)</u>	<u>130,806,265</u>
Net book value, total capital assets	<u>\$133,336,900</u>	<u>\$ 20,010,211</u>	<u>\$ (18,893,572)</u>	<u>\$134,453,538</u>
Business-type activities:				
Not being depreciated:				
Land	\$ 264,102			\$ 264,102
Construction in progress	2,450,055	\$ 3,691,816		6,414,872
Total capital assets not being depreciated	<u>2,714,157</u>			<u>6,405,974</u>
Being depreciated:				
Buildings and improvements	9,861,318	11,850		9,873,168
Machinery and equipment	31,102			31,102
Vehicles	453,651			453,651
Infrastructure	87,394,400			87,394,400
Total capital assets being depreciated	<u>97,740,471</u>	<u>11,850</u>		<u>97,752,321</u>
Total all capital assets	<u>100,454,628</u>	<u>3,703,666</u>		<u>104,158,294</u>
Less accumulated depreciation:				
Buildings and improvements	(3,504,700)	(208,714)		(3,713,414)
Machinery and equipment	(31,102)			(31,102)
Vehicles	(284,665)	(38,986)		(323,652)
Infrastructure	(46,368,592)	(1,538,236)		(47,906,827)
Total accumulated depreciation	<u>(50,189,058)</u>	<u>(1,785,937)</u>		<u>(51,974,995)</u>
Net book value, capital assets being depreciated	<u>47,551,413</u>	<u>(1,774,087)</u>		<u>45,777,326</u>
Net book value, total capital assets	<u>\$ 50,265,570</u>	<u>\$ 1,917,729</u>		<u>\$ 52,183,299</u>

Notes to Financial Statements

June 30, 2020

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	\$ 229,374	Sewer department		\$ 1,644,490
Public safety	536,731	Parking garage		141,446
Public works	1,961,905	Total depreciation expense		<u>\$ 1,785,936</u>
Culture and recreation	259,846			
Education	1,049,441			
Total depreciation expense	<u>\$ 4,037,297</u>			

Construction-in-progress as of June 30, 2020 consists of city roads and other infrastructure projects and various sewer projects. These projects are expected to be completed during 2021 and the total cost of the projects is expected to be approximately \$1.5 million for upgrades to city roads and infrastructure, and \$8 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, 2020:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Governmental Activities:					
General obligation bonds	\$ 63,631,991	\$ 2,270,000	\$ (5,452,906)	\$ 60,449,085	\$ 5,615,906
Unamortized bond premium	5,381,182		(415,995)	4,965,187	420,059
Capital leases	1,285,070	256,198	(938,326)	602,942	172,563
Net pension liability	6,222,480	581,264		6,803,744	
Compensated absences	1,827,365	144,757		1,972,122	194,783
Other post-employment benefits	8,474,741	911,081		9,385,822	
Landfill post closure care costs	260,000		(20,000)	240,000	20,000
Long-term liabilities	<u>\$ 87,082,829</u>	<u>\$ 4,163,300</u>	<u>\$ (6,827,227)</u>	<u>\$ 84,418,902</u>	<u>\$ 6,843,370</u>
Business-Type Activities					
General obligation bonds	\$ 10,173,009		\$ (617,093)	\$ 9,555,916	\$ 621,630
Capital Leases	19,531		(16,007)	3,534	3,534
Unamortized bond premium	81,624		(4,535)	77,089	4,535
Long-term liabilities	<u>\$ 10,274,164</u>	<u>\$ -</u>	<u>\$ (637,635)</u>	<u>\$ 9,636,529</u>	<u>\$ 629,689</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, 2020

NOTE 7 – LONG-TERM DEBT – CONTINUED

School Construction

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

	Original Amount	Issue Date	Maturity Date	Interest Rate %	Outstanding At 6/30/2020	Current Portion
General obligation bonds payable:						
2011 General Obligation Bond	\$ 12,350,000	2011	2031	3.24	\$ 1,958,500	\$ 958,500
2012 General Obligation Bond	7,745,000	2012	2028	1.00-3.5	3,750,000	760,000
2014 General Obligation Bond	1,760,000	2014	2039	2.00-4.25	700,000	155,000
2014 GOB Refunding	5,985,000	2014	2039	0.35-5.10	5,010,000	170,000
2015 GOB and Refunding	26,470,000	2015	2036	3.00-5.00	22,535,000	2,305,000
2017 General Obligation Bond	26,425,694	2017	2043	3.00-5.00	24,225,586	1,099,406
2019 General Obligation Bond	2,270,000	2019	2034	1.60-3.00	2,270,000	168,000
Total					\$60,449,086	\$ 5,615,906

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

	Original Amount	Issue Date	Maturity Date	Interest Rate %	Outstanding At 6/30/2020	Current Portion
General obligation bonds payable:						
2011 General Obligation Bond	\$ 1,215,000	2011	2031	3.24	\$ 646,500	\$ 315,130
2014 General Obligation Bond	\$ 4,840,000	2014	2034	2.00-4.25	3,370,000	245,000
2017 General Obligation Bond	\$ 6,159,306	2017	2038	3.00-5.00	5,539,415	61,500
Total					\$9,555,915	\$ 621,630

Notes to Financial Statements

June 30, 2020

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
2021	\$ 5,615,906	\$ 2,361,912	\$ 7,977,818
2022	4,752,406	2,138,622	6,891,028
2023	4,782,420	1,929,755	6,712,175
2024	4,672,420	1,743,743	6,416,163
2025	4,362,420	1,564,050	5,926,470
2026-2030	16,787,024	5,143,868	21,930,892
2031-2035	9,567,502	2,584,945	12,152,447
2036-2040	6,908,987	1,098,491	8,007,478
2041-2045	3,000,000	191,250	3,191,250
Totals	<u>\$ 60,449,085</u>	<u>\$ 18,756,635</u>	<u>\$ 79,205,720</u>

For Year Ending June 30,	Business-Type Activities		
	Principal	Interest	Total
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	610,580	271,767	882,347
2026-2030	3,037,976	943,149	3,981,125
2031-2035	2,537,498	364,129	2,901,627
2036-2040	916,014	54,961	970,975
Totals	<u>\$ 9,555,916</u>	<u>\$ 2,977,494</u>	<u>\$ 12,533,412</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 \$2,205,762,600, the City's debt limit is \$330,864,390. The City's outstanding long-term debt of \$60,449,085 at June 30, 2020 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, 2020, was approximately \$1,954,000. Also, the City is potentially liable for a portion of the June 30, 2020 overlapping debt of Cumberland County, in the amount of \$1,594,058 and the Portland Water District, in the amount of \$9,506,202, should either of these entities default on their debt payments.

Notes to Financial Statements

June 30, 2020

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, 2020:

For Year Ending June 30,	Principal	Interest	Total
2021	\$ 212,447	\$ 19,592	\$ 232,039
2022	131,199	14,303	145,502
2023	113,283	9,498	122,781
2024	63,577	5,376	68,953
2025	42,184	3,258	45,442
Thereafter	43,787	1,659	45,446
Totals	<u>\$ 606,476</u>	<u>\$ 53,686</u>	<u>\$ 660,162</u>

The total costs of capital assets held under capital leases was \$1,363,165, accumulated depreciation was \$183,162 and net book value was \$1,180,003, as of June 30, 2020.

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 \$240,000 as of June 30, 2020, 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, 2020. 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, 2020

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, 2020, the following were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	14
Active employees	152
	<u>166</u>

Total OPEB Liability

The City's total OPEB liability of \$1,840,040 was measured as of January 1, 2020 and was determined by an actuarial valuation as of that date.

Actuarial assumptions and other inputs. The total OPEB liability in the January 1, 2020 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 2.00% 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 percent for ages 20 to 85 grading down to 0.00 percent 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, 2020 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, 2020

NOTE 9 – POST-EMPLOYMENT HEALTH CARE - CONTINUED

Changes in the Total OPEB Liability

	Total OPEB Liability
Balance at June 30, 2019	\$1,323,235
Changes for the year:	
Service cost	52,017
Interest	55,800
Changes in benefits	(37,985)
Differences between expected and actual experience	155,183
Changes in assumptions or other inputs	320,629
Benefit payments	(28,839)
Net changes	516,805
Balance at June 30, 2020	<u>\$1,840,040</u>

Changes of assumptions reflect an increase of \$320,629.

Changes in assumptions or other inputs reflect a change in the discount rate from 4.10% in 2019 to 2.74% in 2020.

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 2.74%.

	1% Decrease (1.74%)	Discount Rate (2.74%)	1% Increase (3.74%)
Total OPEB liability	\$ 2,161,914	\$ 1,840,040	\$ 1,582,421

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 7.72%.

	1% Decrease (6.72%)	Healthcare Cost Trend Rates (7.72%)	1% Increase (8.72%)
Total OPEB liability	\$ 1,567,053	\$ 1,840,040	\$ 2,190,646

Notes to Financial Statements

June 30, 2020

NOTE 9 – POST-EMPLOYMENT HEALTH CARE - CONTINUED

For the year ended June 30, 2020, the City recognized OPEB expense of \$92,290. At June 30, 2020, 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	\$ 139,665	\$ 62,222
Changes in assumptions	288,566	127,714
Contributions subsequent to the measurement date	28,844	
Total	\$ 457,075	\$ 189,936

Of the total amount reported as deferred outflows of resources related to OPEB, \$28,844 resulting from City 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, 2021. 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,	
2021	\$ 22,458
2022	22,458
2023	22,458
2024	22,458
2025	22,458
Thereafter	126,005
Total	\$ 238,295

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, 2019 measurement date was, as follows:

Active members	393
Retirees under age 65	13
Retirees over age 65	213
	619

Notes to Financial Statements

June 30, 2020

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, 2020, the City School Department reported a liability of \$7,545,782 for its net OPEB liability. The net OPEB liability was measured as of June 30, 2019, 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, 2020, the City School Department recognized OPEB expense of \$356,040. At June 30, 2020, 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	\$ 308,723	\$ 193,942
Net difference between projected and actual earnings on OPEB plan investments		
Contributions subsequent to the measurement date	366,659	
Total	<u>\$ 675,382</u>	<u>\$ 193,942</u>

Notes to Financial Statements

June 30, 2020

NOTE 9 – POST-EMPLOYMENT HEALTH CARE - CONTINUED

Of the total amount reported as deferred outflows of resources related to OPEB, \$366,659 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, 2021. 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,	
2021	\$ 13,259
2022	13,259
2023	13,259
2024	13,259)
2025	61,743
Total	<u>\$ 114,781</u>

Actuarial assumptions and methods: The total OPEB liability was determined by an actuarial valuation as of June 30, 2019, using the following actuarial assumptions:

Measurement date:	June 30, 2019
Discount Rate:	3.87% per annum for the year ended June 30, 2019 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, 2020

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, 2019. The discount rate based on the index was 3.50% per annum as of June 30, 2019.

Changes in the Net OPEB Liability

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

	Total OPEB Liability [a]
Balance as of June 30, 2019	<u>\$ 7,151,506</u>
Changes for the year:	
Service cost	69,444
Interest	273,337
Changes in assumptions	370,468
Changes in benefit terms	
Difference between expected and actual experience	
Contributions – employer	(318,973)
Net investment income	
Benefit payments	(394,276)
Administrative expense	
Net changes	<u>\$ 7,545,782</u>
Balance as of June 30, 2020	<u>\$ 7,545,782</u>

Notes to Financial Statements

June 30, 2020

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 2.50 percent or 1-percentage-point higher 4.50 percent than the current discount rate:

	1% Decrease 2.50%	Discount Rate 3.50%	1% Increase 4.50%
City School Department's proportionate share of the collective net OPEB liability	<u>\$ 8,709,680</u>	<u>\$ 7,545,782</u>	<u>\$ 6,607,069</u>

The initial healthcare cost trend rate assumptions used for the fiscal year ended June 30, 2019 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>\$ 6,490,891</u>	<u>\$ 7,545,782</u>	<u>\$ 8,862,644</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, 2019 the estimated on-behalf OPEB subsidy for year ended June 30, 2020 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, 2020

NOTE 10 – PENSION PLANS

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 239 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 307 participating employers.

Employee membership data related to the Plans, as of June 30, 2020 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, 2020, the City's total payroll for all employees was \$33,090,274. Total covered payroll was \$20,302,232 for the Teacher Plan and \$9,009,353 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, 2020

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 14.33% 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, 2020, was 4.116% percent of annual Teacher payroll, plus 14.33% 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, 2020 were \$1,025,000.

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 between 7.35%-8.1% of covered compensation to the PLD Plan. The Police and Fire/Rescue required contribution rate for the year ended June 30, 2020 was between 8.3%-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, 2020, was 10.0% percent of annual payroll. The Police contribution rate was 16.2% and Fire/Rescue contribution rate was 12.8% for the year ended June 30, 2020. 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, 2020 were \$1,150,001.

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

Teacher Plan

At June 30, 2020, 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	\$ 1,465,114
State's proportionate share of the net pension liability associated with the City of Westbrook School Department	21,202,931
Total	\$ 22,668,045

The net pension liability was measured as of June 30, 2019, 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, 2019, the School Department's proportion was 0.010 percent, which was a decrease of 0.095 from its proportion measured as of June 30, 2018.

Notes to Financial Statements

June 30, 2020

NOTE 10 – PENSION PLANS - CONTINUED

For the year ended June 30, 2020, the School Department recognized pension expense of \$1,048,131 and revenue of \$2,006,957 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	\$ 113,966	
Changes of assumptions	42,419	
Net difference between expected and actual investment earnings		\$ 206,809
Changes in proportion and differences between contributions and proportionate share of contributions		75,739
Contributions subsequent to the measurement date	1,024,888	
Total	\$ 1,181,273	\$ 282,548

The \$1,024,888 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, 2020. 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,	
2021	\$ 14,060
2022	(94,377)
2023	(46,475)
2024	628
Total	<u>\$(126,164)</u>

PLD Plan

At June 30, 2020, the City and the City School Department reported a liability of \$5,338,630 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2019, 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, 2019, the City and the City School Department's proportion was 2.49%, which was an increase of 0.73% from its proportion measured as of June 30, 2018.

Notes to Financial Statements

June 30, 2020

NOTE 10 – PENSION PLANS - CONTINUED

For the year ended June 30, 2020, the City and the City School Department recognized pension expense of \$1,631,814. At June 30, 2020, 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	\$ 632,111	
Changes of assumptions	270,366	
Net difference between expected and actual investment earnings		\$ 1,337,195
Changes in proportion and differences between contributions and proportionate share of contributions	178,283	41,485
Contributions subsequent to the measurement date	1,150,001	
Total	\$ 2,230,761	\$ 1,378,680

The \$1,150,001 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, 2020. 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,
2021 \$ 387,504
2022 (585,726)
2023 (98,850)
2024 (847)
Total \$ (297,919)

Actuarial Assumptions

The total pension liability in the June 30, 2019 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, 2019 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, 2020

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%	\$ 2,648,889
Current discount rate	6.75%	\$ 1,465,114
1% increase	7.75%	\$ 478,652

Notes to Financial Statements

June 30, 2020

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:

		City and School Department's Proportionate Share of Net Pension Liability
	Discount Rate	
1% decrease	5.875%	\$ 12,161,056
Current discount rate	6.875%	\$ 5,338,630
1% increase	7.875%	\$ (1,043,096)

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 14.33% of the qualified teachers' salaries, plus an additional 4.16% for health insurance. For the year ended June 30, 2020, the total amount of on-behalf payments was approximately \$3,407,000 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 \$1,400,000.

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, 2020

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, 2020.

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.

Notes to Financial Statements

June 30, 2020

NOTE 12 – FUND BALANCE AND NET POSITION

The following is a schedule of fund balance classifications for the governmental funds as of June 30, 2020:

	General Fund	Nonmajor Funds
Nonspendable:		
Endowments		\$ 597,547
Prepaid items and inventory	\$ 91,361	53,295
Total nonspendable	<u>91,361</u>	<u>650,842</u>
Restricted:		
Endowments		213,546
Capital projects funds		2,488,982
Total restricted	<u> </u>	<u>2,702,528</u>
Committed:		
Open space funds		323,943
Revolving loan funds		1,318
Capital project reserve funds		764,231
City special revenue funds		2,525,281
City capital projects funds		2,760,935
Capital outlay	500,000	
Total committed	<u>500,000</u>	<u>6,375,708</u>
Assigned:		
Subsequent budget - School	500,000	
Subsequent budget - City	2,168,105	
Encumbrances	37,898	
Total assigned	<u>2,706,003</u>	<u> </u>
Unassigned		
City	14,288,420	
School	(158,993)	
School special revenue funds		(1,326,779)
Tax increment financing funds		79,012
Total unassigned	<u>14,129,427</u>	<u>(1,247,767)</u>
Total fund balance	<u>\$ 17,426,491</u>	<u>\$ 8,481,311</u>

Notes to Financial Statements

June 30, 2020

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, 2020:

	Governmental Activities	Business-Type Activities
Capital assets	\$214,352,726	\$104,158,297
Accumulated depreciation	(79,899,188)	(51,974,997)
Bond payable, total	(65,414,273)	(9,633,005)
Unspent bond proceeds	1,656,677	2,117,940
Capital leases payable, total	(602,942)	(3,534)
Total invested in capital assets, net of related debt	<u>\$ 70,093,000</u>	<u>\$ 44,664,701</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, 2020, the City abated property taxes totaling \$572,309 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 \$280,220.

A 50 percent property tax abatement to Sysco. The abatement amounted to \$69,812.

All the remaining businesses abatements in the aggregate totaled \$222,277, 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 \$751,920 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, 2020

	June 30, 2020	June 30, 2019	June 30, 2019
Total OPEB liability			
Service Cost	\$ 52,017	\$ 59,333	\$ 53,580
Interest	55,800	49,152	55,062
Changes in benefits	(37,985)		(88,889)
Differences between expected and actual experience	155,183		
Changes in assumptions or other inputs	320,629	(140,760)	(21,580)
Benefit payments	(28,839)	(27,730)	(35,723)
Net change in total OPEB liability	(516,805)	(60,005)	(37,550)
Total OPEB liability - beginning	1,323,235	1,383,240	1,420,790
Total OPEB liability - ending	\$ 1,840,040	\$ 1,323,235	\$ 1,383,240
 Covered - employee payroll	 8,380,446	 7,613,812	 7,314,215
 Total OPEB liability as a percentage of covered - employee payroll	 22.0%	 17.4%	 18.9%

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, 2020 4.10% June 30, 2019 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, 2020

	June 30, 2020	June 30, 2019
Total OPEB liability		
Service Cost	\$ 69,444	\$ 73,597
Interest	273,337	262,598
Differences between expected and actual experience		
Changes in assumptions or other inputs	370,468	(290,914)
Benefit payments	(318,973)	(307,948)
Net change in total OPEB liability	<u>394,276</u>	<u>(262,667)</u>
Total OPEB liability - beginning	<u>7,151,506</u>	<u>7,414,173</u>
Total OPEB liability - ending	<u><u>\$ 7,545,782</u></u>	<u><u>\$ 7,151,506</u></u>
 Covered - employee payroll	 18,495,184	 18,000,179
 Total OPEB liability as a percentage of covered - employee payroll	 40.8%	 39.7%

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, 2020 3.50% 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, 2020

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
2020	06-30-2019	0.099%	\$ 1,465,114	\$ 21,202,931	\$ 22,668,045	\$ 19,740,997	7.42%	82.73%
2019	06-30-2018	0.105%	\$ 1,413,474	\$ 19,551,657	\$ 20,965,131	\$ 19,124,858	7.39%	82.90%
2018	06-30-2017	0.111%	\$ 1,615,583	\$ 20,324,409	\$ 21,939,992	\$ 18,270,655	8.84%	80.78%
2017	06-30-2016	0.098%	\$ 1,739,490	\$ 24,385,665	\$ 26,125,155	\$ 17,364,382	10.02%	76.21%
2016	06-30-2015	0.099%	\$ 1,334,160	\$ 19,029,949	\$ 20,364,109	\$ 16,836,599	7.92%	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
2020	06-30-2019	2.49%	\$ 5,338,630	\$ 8,237,081	64.81%	90.62%
2019	06-30-2018	1.76%	\$ 4,809,006	\$ 7,876,222	61.06%	91.14%
2018	06-30-2017	1.64%	\$ 6,708,320	\$ 7,254,647	92.47%	86.43%
2017	06-30-2016	1.64%	\$ 8,693,043	\$ 6,797,421	127.89%	81.61%
2016	06-30-2015	1.81%	\$ 5,782,057	\$ 7,056,623	81.94%	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, 2020

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
2020	06-30-2019	\$1,024,888	\$1,024,888	\$ 0	\$20,302,232	5.05%
2019	06-30-2018	\$ 922,398	\$ 922,398	\$ 0	\$ 19,740,997	4.67%
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
2020	06-30-2019	\$ 1,150,001	\$ 1,150,001	\$ 0	\$9,009,353	12.76%
2019	06-30-2018	\$ 1,050,987	\$ 1,050,987	\$ 0	\$ 8,237,081	12.76%
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, 2020

	All Funds
ASSETS	
Interfund receivable	\$ 79,012
Total Assets	<u>79,012</u>
FUND BALANCES	
Unassigned	79,012
Total Fund Balances (Deficit)	<u>\$ 79,012</u>

Non-Major Governmental Funds

Combining Statement of Revenues, Expenditures and Changes in Fund Balances

Tax Increment Financing District Funds

Year Ended June 30, 2020

	All Funds
Revenues	
Taxes	\$ 1,643,969
Total Revenues	<u>1,643,969</u>
 Expenditures	
Current:	
General government	484,936
Debt service	507,704
Other	336,615
Total Expenditures	<u>1,329,255</u>
 Deficiency of Revenues	
Over Expenditures	<u>314,714</u>
 Other Financing Sources (Uses)	
Transfers in	2,479,371
Transfers out	(2,333,248)
Total Other Financing Sources (Uses)	<u>146,123</u>
 Net Change in Fund Balances	460,837
 Fund Balances, Beginning of Year (Deficit)	<u>(381,825)</u>
 Fund Balances, End of Year (Deficit)	<u>\$ 79,012</u>

Non-Major Governmental Funds

Combining Balance Sheet

Open Space Funds

June 30, 2020

	All Funds
ASSETS	
Interfund receivable	\$ 329,158
Total Assets	<u>329,158</u>
LIABILITIES	
Accounts payable	5,215
Total Liabilities	<u>5,215</u>
FUND BALANCES	
Committed	323,943
Total Fund Balances	<u>\$ 323,943</u>

Non-Major Governmental Funds

Combining Statement of Revenues, Expenditures and Changes in Fund Balances

Open Space Funds

Year Ended June 30, 2020

	All Funds
Revenues	
Miscellaneous	\$ 129,400
Total Revenues	<u>129,400</u>
Expenditures	
Current:	
General government	23,115
Total Expenditures	<u>23,115</u>
Excess of Revenues Over Expenditures	106,285
Other Financing Sources (Uses)	
Transfers out	(27,000)
Total Other Financing Sources (Uses)	<u>(27,000)</u>
Net Change in Fund Balances	79,285
Fund Balances, Beginning of Year	<u>244,658</u>
Fund Balances, End of Year	<u>\$ 323,943</u>

Non-Major Governmental Funds

Combining Balance Sheet

Revolving Loan Funds

June 30, 2020

	All Funds
ASSETS	
Loans receivable	\$ 6,357
Total Assets	<u>6,357</u>
LIABILITIES	
Interfund payable	5,039
Total Liabilities	<u>5,039</u>
FUND BALANCES	
Committed	1,318
Total Fund Balances	<u>\$ 1,318</u>

Non-Major Governmental Funds

Combining Statement of Revenues, Expenditures and Changes in Fund Balances

Revolving Loan Funds

Year Ended June 30, 2020

	All Funds
Revenues	
Miscellaneous	\$ 300
Total Revenues	<u>300</u>
 Total Expenditures	 <u>-</u>
 Excess of Revenues Over Expenditures	 <u>300</u>
 Net Change in Fund Balances	 300
 Fund Balances, Beginning of Year	 <u>1,018</u>
 Fund Balances, End of Year	 <u>\$ 1,318</u>

Non-Major Governmental Funds

Combining Balance Sheet

Capital Projects - Reserve Funds

June 30, 2020

	All Funds
ASSETS	
Interfund receivable	\$ 770,960
Total Assets	<u>770,960</u>
LIABILITIES	
Accounts payable	6,729
Total Liabilities	<u>6,729</u>
FUND BALANCES	
Committed	764,231
Total Fund Balances	<u>\$ 764,231</u>

Non-Major Governmental Funds

Combining Statement of Revenues, Expenditures and Changes in Fund Balances

Capital Projects - Reserve Funds

Year Ended June 30, 2020

	All Funds
Revenues	
Miscellaneous	\$ 219,902
Total Revenues	<u>219,902</u>
 Expenditures	
Current:	
Public safety	62,091
Culture and recreation	250
Total Expenditures	<u>121,411</u>
 Excess of Revenues Over Expenditures	<u>98,491</u>
 Other Financing Sources (Uses)	
Transfers in	12,000
Transfers out	0
Total Other Financing Sources (Uses)	<u>12,000</u>
 Net Change in Fund Balances	<u>110,491</u>
 Fund Balances, Beginning of Year	<u>653,740</u>
 Fund Balances, End of Year	<u>\$ 764,231</u>

Non-Major Governmental Funds**Combining Balance Sheet****Miscellaneous Special Revenue Funds**

June 30, 2020

	City Grants	School Grants	Total
ASSETS			
Cash and short-term investments		\$ 40	\$ 40
Investments	\$ 451,422		451,422
Receivables, net of allowance for uncollectibles:			
Accounts	145,906		145,906
Intergovernmental		1,286,260	1,286,260
Interfund receivable	1,691,593		1,691,593
Inventory		53,295	53,295
Total Assets	2,288,921	1,339,595	3,628,516
LIABILITIES			
Accounts payable	30,557	345,644	376,201
Interfund payable		1,682,869	1,682,869
Accrued payroll		211,238	211,238
Unearned revenue	93,835	12,576	106,411
Total Liabilities	124,392	2,252,327	2,376,719
FUND BALANCES			
Nonspendable		53,295	53,295
Committed	2,164,529	360,752	2,525,281
Unassigned		(1,326,779)	(1,326,779)
Total Fund Balances (Deficit)	\$ 2,164,529	\$ (912,732)	\$ 1,251,797

Non-Major Governmental Funds

Combining Statement of Revenues, Expenditures and Changes in Fund Balances

Miscellaneous Special Revenue Funds

Year Ended June 30, 2020

	City Grants	School Grants	Total
Revenues			
Intergovernmental	\$ 305,359	\$ 8,434,863	\$ 8,740,222
Charges for services	1,068,759	214,555	1,283,314
Miscellaneous	170,274		170,274
Total Revenues	1,544,392	8,649,418	10,193,810
Expenditures			
Current:			
General government	240,774		240,774
Public safety	690,456		690,456
Culture and recreation	642,547		642,547
Education		6,507,319	6,507,319
Debt service	115,664		115,664
Total Expenditures	1,689,441	6,507,319	8,196,760
Deficiency of Revenues			
Over Expenditures	(145,049)	2,142,099	1,997,050
Other Financing Sources (Uses)			
Transfers in	548,624	175,406	724,030
Transfers out	(1,902)		(1,902)
Total Other Financing Sources (Uses)	546,722	175,406	722,128
Net Change in Fund Balances	401,673	2,317,505	2,719,178
Fund Balances, Beginning of Year (Deficit)	1,762,856	(3,230,237)	(1,467,381)
Fund Balances, End of Year (Deficit)	\$ 2,164,529	\$ (912,732)	\$ 1,251,797

Non-Major Governmental Funds

Combining Balance Sheet

Capital Project Funds

June 30, 2020

	Capital Projects	Major Capital Projects	School Capital Projects	Total
ASSETS				
Interfund receivable	\$ 1,758,388	\$ 1,923,386	\$ 1,589,731	\$ 5,271,505
Accounts receivable	6,894			6,894
Total Assets	1,765,282	1,923,386	1,589,731	5,278,399
LIABILITIES				
Retainage payable		28,482		28,482
Interfund payable				-
Total Liabilities	-	28,482	-	28,482
FUND BALANCES				
Restricted		899,251	1,589,731	2,488,982
Committed	1,765,282	995,653		2,760,935
Total Fund Balances	\$ 1,765,282	\$ 1,894,904	\$ 1,589,731	\$ 5,249,917

Non-Major Governmental Funds

Combining Statement of Revenues, Expenditures and Changes in Fund Balances

Capital Project Funds

Year Ended June 30, 2020

	Capital Projects	Major Capital Projects	School Capital Projects	Total
Revenues				
Miscellaneous	\$ 36,900	\$ 918,041	\$ 31,181	\$ 986,122
Total Revenues	<u>36,900</u>	<u>918,041</u>	<u>31,181</u>	<u>986,122</u>
Expenditures				
Capital outlay	662,440	2,573,539	999,921	4,235,900
Total Expenditures	<u>662,440</u>	<u>2,573,539</u>	<u>999,921</u>	<u>4,235,900</u>
Deficiency of Revenues Over Expenditures	<u>(625,540)</u>	<u>(1,655,498)</u>	<u>(968,740)</u>	<u>(3,249,778)</u>
Other Financing Sources (Uses)				
Transfers in	223,317	1,079,077	12,000	1,314,394
Transfers out	(163,971)	(830,424)	(330,000)	(1,324,395)
Bond proceeds		2,270,000		2,270,000
Total Other Financing Sources (Uses)	<u>59,346</u>	<u>2,518,653</u>	<u>(318,000)</u>	<u>2,259,999</u>
Net Change in Fund Balances	<u>(566,194)</u>	<u>863,155</u>	<u>(1,286,740)</u>	<u>(989,779)</u>
Fund Balances, Beginning of Year (Deficit)	<u>2,331,476</u>	<u>1,031,749</u>	<u>2,876,471</u>	<u>6,239,696</u>
Fund Balances, End of Year	<u>\$ 1,765,282</u>	<u>\$ 1,894,904</u>	<u>\$ 1,589,731</u>	<u>\$ 5,249,917</u>

Non-Major Governmental Funds

Combining Balance Sheet

Permanent Funds

June 30, 2020

	All Funds
ASSETS	
Cash and cash equivalents	\$ 44,438
Investments	707,211
Interfund receivable	59,444
Total Assets	<u>811,093</u>
FUND BALANCES	
Nonspendable	597,547
Restricted	213,546
Total Fund Balances	<u>\$ 811,093</u>

Non-Major Governmental Funds

Combining Statement of Revenues, Expenditures and Changes in Fund Balances

Permanent Funds

Year Ended June 30, 2020

	All Funds
Revenues	
Miscellaneous	\$ 24,196
Total Revenues	<u>24,196</u>
 Expenditures	
Current:	
Culture and recreation	<u>5,693</u>
 Excess of Revenues Over Expenditures	<u>18,503</u>
 Fund Balances, Beginning of Year	<u>792,590</u>
 Fund Balances, End of Year	<u>\$ 811,093</u>

Combining Statement of Fiduciary Net Position

Private Purpose Trust Funds

June 30, 2020

	City Trusts	School Trusts	Total
ASSETS			
Cash and cash equivalents		\$ 398,276	\$ 398,276
Due from other funds	\$ 200,352		\$ 200,352
Total Assets	<u>200,352</u>	<u>398,276</u>	<u>598,628</u>
NET POSITION			
Held in Trust	<u>\$ 200,352</u>	<u>\$ 398,276</u>	<u>\$ 598,628</u>

Combining Statement of Changes in Fiduciary Net Position

Private Purpose Trust Funds

Year Ended June 30, 2020

	City Trusts	School Trusts	Total
Additions			
Investment earnings	\$ 988	\$ 3,016	\$ 4,004
Contributions	3,491	86,208	89,699
Miscellaneous			
Total Additions	<u>4,479</u>	<u>89,224</u>	<u>93,703</u>
Deductions:			
Disbursements by agent	43,455	86,507	129,962
Total Deductions	<u>43,455</u>	<u>86,507</u>	<u>129,962</u>
Change in Net Position	(38,976)	2,717	(36,259)
Net Position, Beginning of Year	<u>239,328</u>	<u>395,559</u>	<u>634,887</u>
Net Position, End of Year	<u>\$ 200,352</u>	<u>\$ 398,276</u>	<u>\$ 598,628</u>