

City Clerk

MISSION STATEMENT

The City Clerk's office is committed to providing excellent customer service while accurately maintaining city records and overseeing the election process.

DESCRIPTION

The Office of the City Clerk is currently staffed with 2 full time employees (the City Clerk, the License Specialist/Deputy Clerk), and two part time staff (Information Assistant/Switchboard Operator).

Our office is often the first point of contact for callers and visitors of the City. We answer all phone calls coming in through the switchboard and welcome visitors coming into Auburn Hall providing them with direction and information.

The City Clerk's office is responsible for filing and maintaining all vital statistic records for the City relating to births, deaths, and marriages. The City Clerk attends meetings of the Council and is responsible for the preparation of agendas, recording and filing of minutes, Orders, Resolves, and Ordinances that the City Council has acted upon. It is the responsibility of this office to submit ordinance updates to Municipal Code ensuring that our Code of Ordinances is up to date. We are responsible for the administration and issuance of business licenses and permits for the City and for maintaining information, term expirations and recruiting volunteers to serve on our various boards and committees.

Another major function of this office is the coordination and administration of elections and voter registration for the City which requires adherence to local, State, and Federal laws.

PROGRAMS

ELECTIONS – This includes voter registration, absentee voting (including visiting licensed nursing home facilities to conduct absentee voting at those locations), the appointment, hiring, and training of election staff (up to 80 workers per election), set up of our five polling places as well as processing absentee ballots centrally, preparing Warden materials for the polls, creating and ordering ballots for local elections, testing ballots and election equipment (tabulating machines and accessible voting solution equipment), certifying election results, issuing and validating nomination papers, validating petitions, and campaign finance reporting.

RECORD MANAGEMENT - One of the primary responsibilities of the municipal clerk is the care and preservation of the municipal records under his/her control and following the State rules for disposition of local government records. We are responsible for filing and issuing certified copies of vital records (births, deaths, and marriages), attending Council meetings and preparing and filing meeting agendas,

minutes, and actions of the City Council. It is the responsibility of this office for submitting ordinance updates to Municipal Code to ensure that the Code of Ordinances is up to date.

LICENSING – Administration, issuance, and enforcement of approximately 30 different business licenses and permits. We are also responsible for issuing marriage licenses.

INFORMATION/SWITCHBOARD – The City Clerk’s office is responsible for answering and directing all City related calls, including those of the School Department. We greet and direct Auburn Hall visitors, and handle all incoming and outgoing mail for the City.

GOALS

- Achieve and maintain certification and professional training and development to enhance skills and to stay abreast of State, Federal, and local laws.
- To bring staffing levels to where they should be in order to best serve our community and meet their needs by;
 - Devoting the time needed for business licensing to help to ensure the health and safety of citizens and visitors in our City;
 - To enhance communication and information sharing;
 - To improve the customer service experience for our customers and callers;
 - Creating new and improved processes in order to gain efficiencies while also keeping in compliance with City, State, and federal laws;
 - Cross training with the tax office in an effort to utilize staff to the fullest and offer support during busy periods and vacations/absences;
 - Succession planning;
 - Increasing services and revenue (performing simple marriages);
 - To ensure that we are meeting statutory obligations and deadlines.
- Record restoration – One of the primary responsibilities of the Municipal Clerk is the care and preservation of the municipal records under his/her control. All municipal officials are under a general obligation to “carefully protect and preserve the records of their office from deterioration, mutilation, lost or destruction” (5 M.R.S.A. §95-B). These records include, but are not limited to, vital records (birth, death, marriage); council records, and other historic documents. This is an ongoing project.

BUDGET DRIVERS

1. Salary increase for the License Specialist/Deputy City Clerk.
2. Request for a full time Assistant Clerk. This is a position I’ve requested previously however the position has been cut from the budget. I feel that in order to meet staffing needs, particularly during elections, this is a position that must be considered.

We are a front line office and someone has to be available at all times during our normal business hours to serve the needs of our customers and callers. Only two full time City staff members are

fully trained in all areas of the City Clerk duties creating a hardship during lunches, vacations, training and development opportunities, and unplanned absences.

We've been fortunate to have been able to hire a retired city employee, fully trained and experienced to assist us with elections for the last several years on a part time, seasonal basis. She has recently expressed that she plans to fully retire soon and will likely not be available to work future elections. This will create an additional strain in the Clerk's office. This is a position that requires a lot of training and hands on experience in order to understand the process. It requires strict adherence to local, State, and Federal laws and will take time to fully train the right individual. This additional position should reduce or eliminate the need for overtime and temporary office assistance during elections.

3. For Fiscal Year 2016, there will be a State Referendum and Municipal Election in November of 2015, a School Budget election and State Primary/Referendum Election in June of 2016.
4. The State provides us with 6 tabulating machines and in fiscal year 2015, we leased an additional machine to use as a spare. We found that the new machines are slower and there were complaints statewide about long lines at the polls. We had a one time opportunity to lease additional machines at a discounted price so we leased an additional five machines giving us a total of two machines per polling place and two for central processing (absentee ballots).

| PROGRAM BUDGET - Totals | | | | | | |
|--|----------|-------------------|---------------------|---------------------|-----------------------|----------|
| Description | | FY 2014 Actual | FY 2015 Approved | FY 2016 Proposed | Increase/ Decrease | % Change |
| Salaries | | \$ 110,998 | \$ 123,813 | \$ 158,990 | \$ 35,177 | 28.41% |
| Contracted Services | | \$ 36,931 | \$ 13,855 | \$ 17,710 | \$ 3,855 | 27.82% |
| Operations | | \$ 28,857 | \$ 26,925 | \$ 24,596 | \$ (2,329) | -8.65% |
| General Fund | | \$ 176,786 | \$ 164,593 | \$ 201,296 | \$ 36,703 | 22.30% |
| PROGRAM BUDGET - Elections | | | | | | |
| Description | FTE | FY 2014 Actual | FY 2015 Approved | FY 2016 Proposed | Increase/ Decrease | % Change |
| Salaries | .65/1.00 | \$ 31,436 | \$ 31,438 | \$ 45,555 | \$ 14,117 | 44.90% |
| Contracted Services | | \$ 4,023 | \$ 2,755 | \$ 7,110 | \$ 4,355 | 158.08% |
| Operations | | \$ 26,345 | \$ 23,774 | \$ 21,880 | \$ (1,894) | -7.97% |
| General Fund | | \$ 61,804 | \$ 57,967 | \$ 74,545 | \$ 16,578 | 28.60% |
| PROGRAM BUDGET - Records Management | | | | | | |
| Description | FTE | FY 2014 Actual | FY 2015 Approved | FY 2016 Proposed | Increase/ Decrease | % Change |
| Salaries | .75/1.20 | \$ 36,300 | \$ 36,589 | \$ 52,944 | \$ 16,355 | 44.70% |
| Contracted Services | | \$ 15,931 | \$ 10,500 | \$ 10,000 | \$ (500) | |
| Operations | | \$ 2,057 | \$ 2,250 | \$ 2,035 | \$ (215) | -9.56% |
| General Fund | | \$ 54,288 | \$ 49,339 | \$ 64,979 | \$ 15,640 | 31.70% |
| PROGRAM BUDGET - Licensing | | | | | | |
| Description | FTE | FY 2014 Actual | FY 2015 Approved | FY 2016 Proposed | Increase/ Decrease | % Change |
| Salaries | .60/.8 | \$ 26,259 | \$ 26,317 | \$ 32,145 | \$ 5,828 | 22.15% |
| Contracted Services | | \$ 981 | \$ 600 | \$ 600 | \$ - | 0.00% |
| Operations | | \$ 355 | \$ 801 | \$ 581 | \$ (220) | -27.47% |
| General Fund | | \$ 27,595 | \$ 27,718 | \$ 33,326 | \$ 5,608 | 20.23% |
| PROGRAM BUDGET - Information/Switchboard | | | | | | |
| Description | FTE | FY 2014 Actual | FY 2015 Approved | FY 2016 Proposed | Increase/ Decrease | % Change |
| Salaries | 1.00 | \$ 17,003 | \$ 29,469 | \$ 28,346 | \$ (1,123) | -3.81% |
| Contracted Services | | \$ 15,996 | | \$ - | \$ - | |
| Operations | | \$ 100 | \$ 100 | \$ 100 | \$ - | 0.00% |
| General Fund | | \$ 33,099 | \$ 29,569 | \$ 28,446 | \$ (1,123) | -3.80% |

| PERFORMANCE MEASURES | | | |
|--|--|--|--|
| GOALS | MEASURES | FY 2014 | FY 2015 |
| <ul style="list-style-type: none"> Achieve and maintain certification and professional training and development | <ol style="list-style-type: none"> The target date for the Deputy City Clerk to achieve CCM (Certified Clerk of Maine) status is October of 2014. The target date for the City Clerk to achieve re-certification of her CCM status is October of 2018 (within 5 years after receiving CCM status) and to receive CMC (Certified Municipal Clerk) certification through the International Institute of Municipal Clerks by 2017. Complete the 3 year program at the New England Municipal Clerk's Institute and Academy | <ol style="list-style-type: none"> The City Clerk received CCM status in September of 2013. The City Clerk completed year 2 at NEMCI&A in July of 2013 | <ol style="list-style-type: none"> The Deputy Clerk received certification in October 2014. The City Clerk completed the 3 year program at NEMCI&A in July of 2014 |
| <ul style="list-style-type: none"> Enhance Communication and information sharing | <ol style="list-style-type: none"> Post City Council Agendas at least 2 business days prior to the meeting per Charter requirement Post City Council Meeting minutes to the website within 5 business days after they've been approved by Council Submit newly adopted and amended Ordinances to Municipal Code quarterly for update | | <ol style="list-style-type: none"> 100% 66% 100% |
| <ul style="list-style-type: none"> Business Licensing compliance | <ol style="list-style-type: none"> Send renewal notices to businesses 30 days prior to their expiration to reduce the number of expired licenses. Send notices and license all businesses that sell prepackaged foods per City Ordinance. | | <ol style="list-style-type: none"> 66% average Completed in July |
| <ul style="list-style-type: none"> Elections-meeting statutory obligations and deadlines | <ol style="list-style-type: none"> Record the attested copies of the election return with the Secretary of State within 3 business days after Election Day in accordance with State Statute. Remain compliant with Ballot Retention Schedule in accordance with State Statute. <ul style="list-style-type: none"> Incoming Voter lists – 5 years Absentee materials (applications, used envelopes) – 2 years Ballots used for County, Municipal, Referenda, or Special Legislative Elections – 2 months Ballots for all other Elections – 22 months | <ol style="list-style-type: none"> 100% 100% | <ol style="list-style-type: none"> 100% 100% |

CITY CLERK WORK PLAN

JANUARY

- Certification of petitions when applicable
- Send second notices to Taxi Cab companies and drivers who have not renewed their permits
- Begin budget preparation
- Board and Committee appointments

FEBRUARY

- Attend biennial caucuses when scheduled (even numbered years)

MARCH

- A biennial municipal caucus of any party must be held during the general election year before March 20th
- Absentee ballot applications shall be made available for June Elections
- Board and Committee appointments

APRIL

- Banner season begins April 15
- Prepare and approve Municipal ballots for printing for the June School Budget or Municipal Elections when applicable
- Notify School Department of June Election and fill out appropriate building use forms
- Line up election workers for June Election

MAY

- Election Clerks are appointed by the municipal officers of each municipality no later than May 1st of each general election year (even numbered years)
- Conduct absentee voting to all licensed nursing homes, licensed residential care facilities and certified assisted living housing units with 6 or more beds
- Absentee Ballots for June Election available (30-45 days before the election)

CITY CLERK WORK PLAN

- Accessible Voting Solutions (AVS) equipment testing for Election when applicable
- Link City ballot to State ballot on Accessible Voting Solutions (AVS) when applicable
- Conduct Election training
- Post notice of election at least 7 days before election

JUNE

- School Budget Elections are to be held on the second Tuesday of June each year
- State Primary and Referendum Elections are held on the second Tuesday of June with the Primary Elections being held in even-numbered years
- Coin operated devices, and juke Box licenses expire June 30th- renewal letters sent

JULY

- All Voter participation information has to be entered into the Central Voter Registration System no later than 20 business days after the Election (unless there is a recount)
- Make Municipal nomination papers available for the November election

AUGUST

- Absentee ballot applications shall be made available for November Elections
- Deadline for nomination papers to be submitted to the City Clerk

SEPTEMBER

- Auto graveyard/junkyard permits expire September 30. Renewal letters sent, Public Hearing and City Council approval required.
- Secretary of State Election Conferences held
- Prepare and approve Municipal Ballots for printing for the November Municipal Election (odd numbered years)
- Notify School Department of November Election and fill out appropriate building use forms

CITY CLERK WORK PLAN

- Line up election workers for November Election

OCTOBER

- Maine Municipal Association Annual Convention held
- Absentee ballots available for November Elections (30-45 days before the election)
- Conduct absentee voting to all licensed nursing homes, licensed residential care facilities and certified assisted living housing units with 6 or more beds
- Link City ballot to State ballot on Accessible Voting Solutions (AVS) when applicable
- Accessible Voting Solutions (AVS) equipment testing for Election
- Conduct Election training
- Post notice of election at least 7 days before election
- Board and Committee appointments

NOVEMBER

- Municipal Election (odd years)
- State of Maine General and Referendum Elections (held the first Tuesday after the first Monday in November with General Elections being held on even numbered years)
- Banner season ends November 15
- Enter voter participation history no later than 20 business days after the election unless there is a recount
- Within 10 business days after any statewide election, the registrar is responsible for making sure all voter registration changes and updates are made in the Central Voter Registration system and has to notify the Secretary of State as soon as these tasks are complete.
- Certification of petitions when applicable
- Inauguration of newly elected Municipal Officers either November or December

DECEMBER

- All Voter participation information has to be entered into the Central Voter Registration System no later than 20 business days after the Election (unless there is a recount)

CITY CLERK WORK PLAN

- Taxi cab and drivers licenses expire December 31 – send renewal letters
- Certification of petitions when applicable
- The municipal officers of each municipality are required to appoint a Registrar of voters by January 1st of each odd numbered year (2 year term), pursuant to 21-A MRS section 101.2



City of Auburn

Master List

Fiscal Year 2016
Proposed 3.23.2015

| Account Title | FY 2014 Actual | FY 2015 Approved | FY 2015 Projected | FY 2016 Dept. Request | FY 2016 Manager Proposed | Increase/ Decrease | % |
|-----------------------------|-------------------|---------------------|----------------------|-----------------------------|--------------------------------|-----------------------|-------------|
| City Clerk | | | | | | | |
| Regular Salaries | 110,998 | 123,813 | 123,813 | 158,990 | 129,772 | 5,959 | 5% |
| Longevity Bonus | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Temporary Assistance | 15,996 | 0 | 0 | 0 | 0 | 0 | 0% |
| OT- Regular | 0 | 1,000 | 0 | 1,000 | 1,000 | 0 | 0% |
| Office Supplies | 997 | 2,250 | 0 | 1,600 | 1,600 | (650) | -29% |
| Other Sup - Voter | 7,098 | 3,380 | 0 | 3,200 | 3,200 | (180) | -5% |
| Repairs - Equipment | 0 | 500 | 0 | 500 | 500 | 0 | 0% |
| Training & Tuition | 1,480 | 1,375 | 0 | 1,535 | 1,535 | 160 | 12% |
| Advertising | 1,471 | 1,200 | 0 | 1,200 | 1,200 | 0 | 0% |
| Professional Services | 3,071 | 2,500 | 0 | 2,500 | 2,500 | 0 | 0% |
| Travel-Mileage | 498 | 500 | 0 | 700 | 700 | 200 | 40% |
| Reports, Printing & Binding | 0 | 0 | 0 | | | 0 | 0% |
| Dues & Subscriptions | 429 | 586 | 0 | 581 | 556 | (30) | -5% |
| Wardens & Ward Clerks | 13,868 | 17,834 | 0 | 15,980 | 15,980 | (1,854) | -10% |
| Voting Machines | 3,532 | 2,155 | 0 | 6,510 | 6,510 | 4,355 | 202% |
| Voting Booths | 4,989 | 0 | 0 | 0 | 0 | 0 | 0% |
| Record Restoration | 12,360 | 7,500 | 7,500 | 7,000 | 0 | (7,500) | -100% |
| TOTAL | 176,787 | 164,593 | 131,313 | 201,296 | 165,053 | 460 | 0.3% |



City of Auburn

City Clerk

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | | Last Year | Dept. Request | Manager Proposed |
|----------------------|-------|--------------|------------------|---------------------|
| Regular Salaries | Total | 123,813 | 158,990 | 129,772 |
| OT - Regular | Total | 1,000 | 1,000 | 1,000 |
| Temporary Assistance | Total | - | - | - |

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

| Regular Salaries | Pay | Hours/ Week | Dept. Request | Manager Proposed |
|--|----------|----------------|-------------------|---------------------|
| City Clerk (non-union) | Salary | 37.5 | \$ 65,873 | \$ 63,955 |
| Licensing Specialist/Deputy City Clerk (union) | \$ 19.81 | 37.5 | \$ 38,624 | \$ 38,624 |
| Switchboard/Information (union) | | 37.5 | \$ 27,193 | \$ 27,193 |
| Office Assistant/Assistant Clerk (new position)(union) | \$ 14.00 | 37.5 | \$ 27,300 | \$ - |
| | | | \$ 158,990 | \$ 129,772 |

Estimated Detail of OT - Regular

Actual expenses may vary according to changing circumstances

| OT - Regular | Dept. Request | Manager Proposed |
|--------------|------------------|---------------------|
| | \$ 1,000 | \$ 1,000 |
| | \$ 1,000 | \$ 1,000 |

Estimated Detail of Temporary Assistance

Actual expenses may vary according to changing circumstances

| Temporary Assistance | Dept. Request | Manager Proposed |
|--|------------------|---------------------|
| Temporary Assistance Prior to Election Day | \$ - | \$ - |
| | \$ - | \$ - |

Line Item Narrative

Regular Salaries: Again, I am requesting an additional position for an Assistant City Clerk. This person would be fully cross trained with Tax Office and would also be utilized to assist that department in addition to the Switchboard and City Clerk duties. This position will also be instrumental with Voter Registration and Election duties in order to meet staffing needs. In the past, the Clerk's office was staffed with 4 positions (City Clerk, Deputy City Clerk, Deputy Registrar, and Switchboard Operator/Information Assistant). The Deputy Registrar position was eliminated over three years ago and the office has felt the strain of eliminating that position. Filling this position would decrease the need to bring in temporary assistance and would reduce the need for overtime hours during elections.

OT-Regular: This covers overtime paid to Deputy City Clerk when she works extended hours before and after major elections.



City of Auburn

City Clerk

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | | Last Year | Dept. Request | Council Adopted |
|---------------------|-------|--------------|------------------|--------------------|
| Office Supplies | Total | 2,250 | 1,600 | 1,600 |
| Other Sup - Voter | Total | 3,380 | 3,200 | 3,200 |
| Repairs - Equipment | Total | 500 | 500 | 500 |

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|--------------------------------------|------------------|---------------------|
| Office Supplies | | |
| General office supplies | \$ 800 | \$ 800 |
| Voter cards, labels and certificates | \$ 800 | \$ 800 |
| | \$ 1,600 | \$ 1,600 |

Estimated Detail of Other Sup - Voter

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|-----------------------------------|------------------|---------------------|
| Other Sup - Voter | | |
| Election supplies (miscellaneous) | \$ 500 | \$ 500 |
| Ballots | \$ 2,700 | \$ 2,700 |
| | \$ 3,200 | \$ 3,200 |

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|--------------------------|------------------|---------------------|
| Repairs - Equipment | | |
| Office Equipment Repairs | \$ 500 | \$ 500 |
| | \$ 500 | \$ 500 |

Line Item Narrative

Office Supplies: This account includes the cost of supplies for Voter Registration, such as Voter Registration Cards, Confirmation Cards, and Dymo Labels.

Other Supplies - Voter: This includes the cost of printing ballots for the School Budget and Municipal elections.

Repairs - Equipment: This grouping of accounts also includes funding for unexpected equipment repairs.



City of Auburn

City Clerk

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | | Last Year | Dept. Request | Council Adopted |
|-----------------------|-------|--------------|------------------|--------------------|
| Training & Tuition | Total | 1,375 | 1,535 | 1,535 |
| Advertising | Total | 1,200 | 1,200 | 1,200 |
| Professional Services | Total | 2,500 | 2,500 | 2,500 |
| Travel-Mileage | Total | 500 | 700 | 700 |

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|--------------------|------------------|---------------------|
| Training & Tuition | | |
| Employee Training | \$ 1,535 | \$ 1,535 |
| | \$ 1,535 | \$ 1,535 |

Estimated Detail of Advertising

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|----------------------------|------------------|---------------------|
| Advertising | | |
| Public Notice requirements | \$ 1,200 | \$ 1,200 |
| | \$ 1,200 | \$ 1,200 |

Estimated Detail of Professional Services

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|-----------------------|------------------|---------------------|
| Professional Services | | |
| Codification | \$ 2,500 | \$ 2,500 |
| | \$ 2,500 | \$ 2,500 |

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|--------------------------------|------------------|---------------------|
| Travel-Mileage | | |
| Employee Mileage Reimbursement | \$ 700 | \$ 700 |
| | \$ 700 | \$ 700 |

Line Item Narrative

Training & Tuition: This account funds staff training offered through the Maine Town and City Clerk Association (MTCCA) and the New England City and Town Clerks Association. The laws are continually changing, so it is important for staff to be informed and up to date on those changes. The training is also necessary to receive and maintain certification status.

Advertising: This account includes the cost of publishing public notices as required by State Statute, City Ordinance and/or City Charter.

Professional Services: This account is for the hosting of the code on web and updates to the codification.

Travel-Mileage: Reimbursement to employees that use personal vehicles for City business. This also includes lodging costs for costs for the Secretary of State's Conference and the New England Association of City and Town Clerk's Conference.



City of Auburn

City Clerk

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | | Last Year | Dept. Request | Council Adopted |
|-----------------------|-------|--------------|------------------|--------------------|
| Dues & Subscriptions | Total | 586 | 581 | 556 |
| Wardens & Ward Clerks | Total | 17,834 | 15,980 | 15,980 |

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

| Dues & Subscriptions | | Dept. Request | Manager Proposed |
|--|--------------------------|------------------|---------------------|
| Lewiston Sun-Journal | | \$ 251 | \$ 251 |
| Maine Town and City Clerk's Association | (3 staff members) | \$ 75 | \$ 50 |
| Androscoggin County Clerks Association | (Clerk and Deputy Clerk) | \$ 20 | \$ 20 |
| New England Clerk's Association | (Clerk and Deputy Clerk) | \$ 40 | \$ 40 |
| International Institute of Municipal Clerk's | (Clerk only) | \$ 195 | \$ 195 |
| | | \$ 581 | \$ 556 |

Estimated Detail of Wardens & Ward Clerks

Actual expenses may vary according to changing circumstances

| Wardens & Ward Clerks | <i>Hourly</i> | Dept. Request | Manager Proposed |
|---|---------------|------------------|---------------------|
| <u>November 2015 Municipal and State Referendum Election</u> | | | |
| Wardens and Ward Clerks - 5 polling places | \$ 8.00 | \$ 1,750 | \$ 1,750 |
| Election Clerks | \$ 7.75 | \$ 3,300 | \$ 3,300 |
| Deputy Registrars | \$ 7.75 | \$ 440 | \$ 440 |
| <u>2016 State Primary and School Budget Referendum</u> | | | |
| Wardens and Ward Clerks - 5 polling place | \$ 8.00 | \$ 1,750 | \$ 1,750 |
| Election Clerks | \$ 7.75 | \$ 3,300 | \$ 3,300 |
| Deputy Registrars | \$ 7.75 | \$ 440 | \$ 440 |
| Temporary Assistance - Absentee Voting, Nursing Homes, Registrations and testing election equipment | | \$ 5,000 | \$ 5,000 |
| | | \$ 15,980 | \$ 15,980 |

Line Item Narrative

Dues & Subscriptions: See Above. The cost of the IIMC membership has increased and the Deputy City Clerk is now a member of the NEACTC.

Wardens & Warden Clerks: This line item funds the cost of election clerks on election day and training prior to the election. Temporary Assistance with absentee voting, nursing homes, and registrations would be reduced or eliminated with the additional position I am requesting.



City of Auburn

City Clerk

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | | Last Year | Dept. Request | Council Adopted |
|--------------------|-------|--------------|------------------|--------------------|
| Voting Machines | Total | 2,155 | 6,510 | 6,510 |
| Voting Booths | Total | - | - | - |
| Record Restoration | Total | 7,500 | 7,000 | - |

Estimated Detail of Voting Machines

Actual expenses may vary according to changing circumstances

| Voting Machines | Dept. Request | Manager Proposed |
|---|------------------|---------------------|
| Software Programming for Voting Equipment | \$ 2,820 | \$ 2,820 |
| Lease voting equipment (6 machine) | \$ 3,690 | \$ 3,690 |
| | \$ 6,510 | \$ 6,510 |

Estimated Detail of Voting Booths

Actual expenses may vary according to changing circumstances

| Voting Booths | Dept. Request | Council Adopted |
|---------------|------------------|--------------------|
| Voting Booths | \$ - | - |
| | \$ - | \$ - |

Estimated Detail of Record Restoration

Actual expenses may vary according to changing circumstances

| Record Restoration | Dept. Request | Manager Proposed |
|--------------------|------------------|---------------------|
| Record Restoration | \$ 7,000 | \$ - |
| | \$ 7,000 | \$ - |

Line Item Narrative

Voting Machines: FY 2016 Elections - November 2015 Municipal and State Referendum Election and June 2016 State Primary and School Budget Validation Referendum Election. The State has provided us with 6 tabulating machines and we've leased 6 additional machines (2 per polling place including Central Processing of Absentee Ballots). The biennial maintenance fee is included in the lease, however programming is \$370.00 per tabulating machine, per election, with a cap of \$1,350 (plus \$60 in shipping and handling costs for the memory sticks) per jurisdiction, per election



City of Auburn

Master List

Fiscal Year 2016
Proposed 3.23.2015

| Account Title | FY 2014 Actual | FY 2015 Approved | FY 2015 Projected | FY 2016 Dept. Request | FY 2016 Manager Proposed | Increase/ Decrease | % |
|----------------------------|-------------------|---------------------|----------------------|-----------------------------|--------------------------------|-----------------------|--------------|
| <i>City Manager</i> | | | | | | | |
| Regular Salaries | 227,953 | 230,135 | 208,555 | 236,000 | 236,000 | 5,865 | 2.5% |
| PS - General | 1,241 | 700 | 2,500 | 700 | 700 | 0 | 0.0% |
| Office Supplies | 1,140 | 700 | 1,200 | 700 | 700 | 0 | 0% |
| Veterans Markers & Flags | 0 | 10,000 | 10,000 | 0 | 0 | (10,000) | |
| Comm - Telephone | 1,680 | 1,680 | 1,680 | 1,680 | 1,680 | 0 | 0% |
| Special Events | 7,869 | 22,000 | 20,000 | 22,000 | 22,000 | 0 | 0% |
| Training & Tuition | 7,530 | 7,975 | 1,500 | 1,500 | 1,500 | (6,475) | -81% |
| Travel-Mileage | 1,957 | 5,600 | 3,478 | 5,600 | 5,600 | 0 | 0% |
| Dues & Subscriptions | 3,147 | 1,960 | 2,400 | 1,160 | 1,160 | (800) | -41% |
| TOTAL | 252,517 | 280,750 | 251,313 | 269,340 | 269,340 | (11,410) | -4.1% |



City of Auburn

City Manager

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | | Last Year | Dept. Request | Manager Proposed |
|------------------|-------|--------------|------------------|---------------------|
| Regular Salaries | Total | 235,783 | 236,000 | 236,000 |
| PS - General | Total | 450 | 700 | 700 |
| Office Supplies | Total | 700 | 700 | 700 |

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

| Regular Salaries | Dept. Request | Manager Proposed |
|------------------------------------|-------------------|---------------------|
| City Manager (non-union) | \$ 99,000 | \$ 99,000 |
| Assistant City Manager (non-union) | \$ 87,000 | \$ 87,000 |
| Executive Assistant (non-union) | \$ 50,000 | \$ 50,000 |
| | \$ 236,000 | \$ 236,000 |

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

| PS - General | Dept. Request | Manager Proposed |
|--------------------|------------------|---------------------|
| Purchased Services | \$ 700 | \$ 700 |
| | \$ 700 | \$ 700 |

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

| Office Supplies | Dept. Request | Manager Proposed |
|-------------------------|------------------|---------------------|
| General Office Supplies | \$ 700 | \$ 700 |
| | \$ 700 | \$ 700 |

Line Item Narrative

Regular Wages: This line item funds all full time staff.

Purchased Services- General: This line item includes printing, business lunches, training, etc.

Office Supplies: This account is used for general office supplies, signs, etc.



City of Auburn

City Manager

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | | Last Year | Dept. Request | Manager Proposed |
|--------------------------|-------|--------------|------------------|---------------------|
| Comm - Telephone | Total | 1,974 | 1,680 | 1,680 |
| Special Events | Total | 22,000 | 22,000 | 22,000 |
| Veterans Markers & Flags | Total | 10,000 | - | - |

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

| | <i>Cost / Month</i> | Dept. Request | Manager Proposed |
|------------------------|---------------------|------------------|---------------------|
| Comm - Telephone | | | |
| City Manager | \$ 70.00 | \$ 840 | \$ 840 |
| Assistant City Manager | \$ 70.00 | \$ 840 | \$ 840 |
| | | \$ 1,680 | \$ 1,680 |

Estimated Detail of Special Events

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|----------------|------------------|---------------------|
| Special Events | | |
| Special Events | \$ 22,000 | \$ 22,000 |
| | \$ 22,000 | \$ 22,000 |

Estimated Detail of Veterans Markers & Flags

Actual expenses may vary according to changing circumstances

| | Dept. Request | Council Adopted |
|--------------------------|------------------|--------------------|
| Veterans Markers & Flags | | |
| Veterans Markers & Flags | \$ - | \$ - |
| | \$ - | \$ - |

Line Item Narrative

Communications: Cell phone usage and one replacement phone, if necessary.

Special Events: This account funds for special events and supplies, such as Christmas tree lighting, Holiday Luncheon, plaques, etc.



City of Auburn

City Manager

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | | Last Year | Dept. Request | Manager Proposed |
|--------------------|-------|--------------|------------------|---------------------|
| Training & Tuition | Total | 7,975 | 1,500 | 1,500 |
| Travel-Mileage | Total | 5,600 | 5,600 | 5,600 |

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

| Training & Tuition | Dept. Request | Manager Proposed |
|--|------------------|---------------------|
| ABA Monthly Meetings | \$ 200 | \$ 200 |
| Chamber Awards Dinner | \$ 100 | \$ 100 |
| Chamber Breakfast | | |
| ICMA Conference | | |
| National League of Cities | | |
| LAEGC Awards Dinner - Staff Table & Awards Winners Table | | |
| MMA Convention | \$ 200 | \$ 200 |
| MTCMA Conference | \$ 500 | \$ 500 |
| Other Events | \$ 500 | \$ 500 |
| | \$ 1,500 | \$ 1,500 |

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

| Travel-Mileage | Dept. Request | Manager Proposed |
|---|------------------|---------------------|
| City Manager Vehicle Stipend per contract | \$ 4,800 | \$ 4,800 |
| Miscellaneous Department Mileage | \$ 800 | \$ 800 |
| | \$ 5,600 | \$ 5,600 |

Line Item Narrative

Training & Tuition: This account funds the training needs for the City Manager's office.

Travel & Mileage: The City Manager's Employment Contract calls for a vehicle stipend of \$400 per month.



City of Auburn

City Manager

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | Last Year | Dept. Request | Manager Proposed |
|----------------------|--------------|------------------|---------------------|
| Dues & Subscriptions | Total | 2,200 | 1,160 |

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

| Dues & Subscriptions | Dept. Request | Manager Proposed |
|-----------------------------------|------------------|---------------------|
| Auburn Business Association (ABA) | \$ 60 | \$ 60 |
| ICMA Dues | \$ 800 | \$ 800 |
| Maine Biz | \$ 300 | \$ 300 |
| MTCMA Dues | \$ 1,160 | \$ 1,160 |

Line Item Narrative

Dues & Subscriptions: This account funds the dues for the City Manager, and Assistant City Manager.

City of Auburn, Maine

"Maine's City of Opportunity"

Economic Development Department

Economic Development Department Program Budget FY16

DESCRIPTION

The Department of Economic Development is responsible for the coordination, direction and leadership of all economic development activities in the City. The Economic Development staff works closely with the City Manager, Elected Officials, State and Federal Agencies, non-profit organizations such as AVCOG, LAEGC, Auburn Business Development Corporation (ABDC), Chamber of Commerce, business partners both current and prospective as well Auburn citizens in the promotion and recruitment of Auburn businesses that grow our tax base as well as give our residents employment opportunities with some of the most prestigious businesses in America. The Department oversees the development of our industrial parks, Tax Increment Financing (TIF) Districts, downtown business sector and all other economic development activity within Auburn.

MISSION

The Auburn Economic Development Department is committed to creating and maintaining a vibrant community environment and enhancing the quality of life for our residents, businesses, customers and partners. We accomplish this endeavor by providing exceptional facilities, programs and services that our citizens desire in a fiscally responsible manner.

VISION

The many restored mill buildings in the downtown, and the potential for business park-type growth around the city's outskirts, make Auburn a tantalizing target for all types of businesses – from independent start-ups to large corporations. Auburn is part of one of the most desirable regions in New England – the Cities of the Androscoggin – yet Auburn is still the affordable City. Whether you are starting, relocating, or expanding a business in Auburn, you'll find the price is right for your enterprise – and for the families you employ.

Auburn offers opportunities for all types of businesses. Prime downtown, and even waterfront, locations are still available, and perfect for retail, office space, and service enterprises.

Several industrial and business parks lie just outside the downtown. Opportunities here range from manufacturing and industry, to warehousing, shipping, service industries, office space, retail, and more. All offer major highway access and many have rail access.

Auburn is within easy reach of our airport that is a designated Foreign Trade Zone location. From Auburn, you can do business with the enterprise next door, nationwide, or around the world.

Auburn's workforce is highly educated, skilled, and committed. In fact, Auburn has one of the premiere educational systems in the state. Our mill heritage has imbued us with a strong work ethic, and the innovation and drive to continually reinvent ourselves and move forward. When the mills declined, Auburn could have become another sad story of faded glory. But that was not the case. The people of Auburn sought new enterprises, new ways to make the mills flourish, and an identity far beyond being just a "mill town." The result has been a city reborn. Our downtown is gaining attention and unheralded momentum. Our waterfront is alive with commerce, with recreation, with families enjoying parkland. Auburn is strong, growing, with a future of unlimited potential.

The Economic Development Department is motivated to meet or exceed citizen expectations through accountability, transparency, ethical practices, excellence, and constant communication. The Department is committed to improving efficiencies in all interactions with citizens, businesses both current and potential and all of our partners. The Department will continue to maintain and improve existing programs and services in a cost effective and efficient manner. As the Chief Economic Development Officer I will ensure that the City of Auburn is prepared for new growth opportunities and creating relationships that will benefit and strengthen the City. I am committed to providing a positive work environment in which employees can share in the overall health, safety, and welfare of the community. Each employee is a member of the Auburn Economic Development Team and will always strive to represent the City in a professional, courteous manner.

PROGRAMS

1. Administration: Oversight and management of all economic development operations to ensure compliance with all local, state and federal guidelines, Staffing is at an appropriate level that delivers services in accordance with expectations, goals are achievable yet at the same time allows for the creation of opportunities, insures that objectives and strategies are in coordination with City initiatives and with other municipal departments work programs.

This program accounts for 2.24% of the total Economic Development Department Budget and 11.4% of staff resources.

Department Budget/Finances: Annual, special project and CIP budgeting.

Personnel: Advocating for staff to be adequately supplied with resources to complete their jobs. Evaluate staff performance.

Performance: Monitoring workload and quality to identify ways to do more with no additional resources.

Management Activities: Participate in administrative meetings and assist the City Manager's office.

Customer service: Make sure all contacts are positive experience for the customer.

2. Downtown Development & Redevelopment: It is proposed to administer the Downtown Auburn Development & Redevelopment Program for FY 16 through a "Geo-Spatial Sector-based" strategic and tactical approach. This approach will identify, delineate, rank, and target Downtown Auburn & New Auburn streets, corridors, neighborhoods and districts for concentrated program activities. A vigorous, cross-departmental "geo-spatial sector" revitalization team will direct all possible expertise, knowledge, resources and support to the downtown sectors.

This program accounts for 13.27% of the total Economic Development Department Budget and 61% of staff resources.

Inventory, Mapping & Modeling: Produce and maintain a comprehensive inventory of all private and publicly owned properties in the downtown.

Private/Public Property Coordination & Communication: Meet with all private property owners in each downtown geo-spatial sector. Encourage and help to organize "happenings, gatherings and informational sessions.

Application of Complete Streets Design Standards: On street parking, bicycle lanes, pedestrian movements and traffic regulation enforcement are examples of issues to be addressed.

Form-Based Code: Downtown Auburn/New Auburn is proposed to have new land use regulations. Staff will assist the Planning Department to promulgate and administer the new code.

Special Events: It is proposed to initiate a new "Arts and Humanities Festival". This would be undertaken with the assistance of L/A Arts and the coordinated with our sister City Lewiston.

3. Industrial Development: Working in partnership with the Auburn Business Development Corporation (ABDC) this department is responsible for oversight in the physical construction of the public infrastructure to create a new industrial park (a.k.a. Auburn Enterprise Center). Additionally, environmental compliance with permit stipulations is a significant part of this project. Contracted services will continue through FY 16. This department will continue to market both public and private options to investors.

This program accounts for 6.13% of the total Economic Development Department Budget and 31.4% of staff resources.

Auburn Enterprise Center: Complete the construction of Auburn's newest industrial park.

Marketing: Together with the ABDC real estate development committee market the new lots.

Inventory: Maintain an accurate inventory of public and private parcels suitable for development.

4. Mall Area: Working in partnership with property owners this department continues to concentrate on attracting additional investment to the mall area. Continued development will necessitate the implementation of programmed Phase 2 public improvements.

This program accounts for 3.07% of the total Economic Development Department Budget and 16% of staff resources.

Marketing: Together with private property owners market development opportunities.

Public Improvements: Monitor development to ensure the proper timing for phase 2 public improvements.

5. Redevelopment Projects along Entrance Corridors: The area that has been identified for a concentrated redevelopment effort is along both sides of Minot Avenue, between Court Street and Elm Street. One project is currently underway, a second about be initiated and the repurposing of the most significant vacant building will be a focus for FY16. To realize this redevelopment it will be necessary to invest in additional public infrastructure (street extension, underground utilities, decorative lighting and the provision of parking).

This program accounts for 6.13% of the total Economic Development Department Budget and 31.4% of staff resources.

Marketing: Together with private property owners market development opportunities.

Public Improvements: Coordinate public improvements with redevelopment projects.

Financing: Identify financing opportunities for redevelopment in this area.

6. Marketing & Operations: The economic development program is accomplished by leveraging Auburn staff resources with partnership organizations. Through these relationships we coordinate marketing efforts with our economic development partners, assist businesses with site location, financing etc., conduct recruitment efforts and work to support and retain existing businesses. The business visitation and special event programs are included here. The budget request of \$25,000 is to engage a marketing consultant to produce a marketing program for the City of Auburn and implement recommendation both for printed materials and web site inputs.

This program accounts for 17% of the total Economic Development Department Budget and 48.8% of staff resources.

Operational Support: Items such as office supplies, mileage and telephone are included here.

Marketing activities at trade shows and participation in monthly and annual event sponsored by partnership agencies are also covered under this budget.

Business Assistance: This represents the center of all core activities for this department.

7. Memberships: This includes organizations such as AVCOG, LAEGC, Chamber of Commerce, Auburn Business Association, Economic Development Council of Maine, Maine Real Estate & Development Association and Maine Biz. Each of these organizations is part of the network providing resources, information and development opportunities to our community.

This program accounts for 52.16% of the total Economic Development Department budget.

PROGRAM BUDGET

| PROGRAM | FTE | FY 2016Proposed | FY 2016Adopted |
|---|------------|---|-----------------------|
| Administration <i>Salaries</i> <i>Operations and Maintenance</i> <i>Organization Support</i> <i>TIF Offset (100%)</i> <i>Total</i> | .114 | \$8086.00 0.00 0.00 <u>-8086.00</u> \$0.00 | |
| Downtown Development <i>Salaries</i> <i>Operations and Maintenance</i> <i>Organization Support</i> <i>TIF Offset (100%)</i> <i>Total</i> | .61 | \$42,923.00 5,000.00 0.00 <u>-47,923.00</u> \$0.00 | |
| Industrial Development <i>Salaries</i> <i>Operations and Maintenance</i> <i>Organization Support</i> <i>TIF Offset (100%)</i> <i>Total</i> | .314 | \$22,155.00 0.00 0.00 <u>-22,115.00</u> \$0.00 | |
| Mall Area Development <i>Salaries</i> <i>Operations and Maintenance</i> <i>Organization Support</i> <i>TIF Offset (100%)</i> <i>Total</i> | .16 | \$11,077.00 0.00 0.00 <u>-11,077.00</u> \$0.00 | |
| Minot Avenue Corridor <i>Salaries</i> <i>Operations and Maintenance</i> <i>Organization Support</i> <i>TIF Offset (100%)</i> <i>Total</i> | .314 | \$22,155.00 0.00 0.00 <u>-22,115.00</u> \$0.00 | |
| Marketing &Operations <i>Salaries</i> <i>Operations and Maintenance</i> <i>Organization Support</i> <i>TIF Offset (100%)</i> <i>Total</i> | .488 | \$34,284.00 27,055.00 0.00 <u>-61,339.00</u> \$0.00 | |
| Memberships <i>Salaries</i> <i>Operations and Maintenance</i> <i>Organization Support</i> <i>TIF Offset (100%)</i> <i>Total</i> | | \$0.00 0.00 \$188,345.00 <u>-188,345.00</u> \$0.00 | |
| <u>TOTAL</u> | 2 | \$361,080 | |

GOALS & WORK PLAN

1. Complete the construction of the new "Auburn Enterprise Center" industrial park.
2. Complete the full wetland mitigation program required by the environmental permitting agencies for the "Auburn Enterprise Center".
3. Complete the adoption of the new "downtown form-based code" and assist the City Planner in the administration of this code.
4. Initiate a new special event which could be titled "The Arts and Humanities Festival".
5. Assist in the implementation of the development recommendations contained in Auburn's comprehensive plan.
6. Continued to market Auburn's unique assets as a tourist destination and a place for investment.
7. Initiate a systematic business visitation program.
8. Provide Professional leadership and integrity in the operational and administrative functions of the Economic Development Department; so as to instill confidence within the community.
9. Develop complete, unbiased and timely information for the City Council to allow informed decisions in a transparent environment.
10. Continue to assist our existing businesses so they can grow and prosper.
11. Spearhead efforts to develop our downtown through citizen input and engagement.
12. Continue to work with our sister City Lewiston in creating a superior infrastructure to move goods and services throughout North America and beyond.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

| PERFORMANCE MEASURES | | | | |
|--|--|-----------------------|-----------------|-------------------|
| MEASURE | Goal FY 2016 | Actual YTD FY 2016 | Goal FY 2017 | Actual FY 2017 |
| 1. Track # of prospective client contacts | | | | |
| 2. # of, City Wide, Business Visitations & follow-ups | 24 | | | |
| 3. Property inventory of Downtown Geo-Spatial sectors and meet property owners | 2 Sectors | | | |
| 4. Design/redesign Informational materials for prospective clients (printed & Auburn Web site) | Complete | | | |
| 5. Attend DOL job fairs to interview recruiters of growing businesses & follow-ups | 12 | | | |
| 6. Hold quarterly small business informational sessions | 4 | | | |
| 7. Construction of Auburn Enterprise Center | Complete | | | |
| 8. Environmental Permit Conditions for the Auburn Enterprise Center | Complete | | | |
| 9. Formed Based Code for Auburn Downtown | Present to Planning Board and City Council | | | |



City of Auburn

Master List

Fiscal Year 2016
Proposed 3.23.2015

| Account Title | FY 2014 Actual | FY 2015 Approved | FY 2015 Projected | FY 2016 Dept. Request | FY 2016 Manager Proposed | Increase/ Decrease | % |
|------------------------------------|-------------------|---------------------|----------------------|-----------------------------|--------------------------------|-----------------------|-------------|
| <i>Economic Development</i> | | | | | | | |
| Regular Salaries | 142,434 | 139,705 | 143,000 | 140,680 | 140,680 | 975 | 0.7% |
| PS - General | 5,494 | 30,050 | 4,250 | 30,000 | 30,000 | (50) | -0.2% |
| Office Supplies | 328 | 100 | 90 | 100 | 100 | 0 | 0% |
| Comm - Telephone | 553 | 360 | 360 | 720 | 720 | 360 | 100% |
| Training & Tuition | 70 | 1,040 | 1,600 | 1,135 | 1,135 | 95 | 9% |
| Travel-Mileage | 66 | 100 | 50 | 100 | 100 | 0 | 0% |
| Dues & Subscriptions | 171,933 | 188,145 | 172,353 | 188,345 | 188,345 | 200 | 0% |
| TOTAL | 320,878 | 359,500 | 321,703 | 361,080 | 361,080 | 1,580 | 0.4% |



City of Auburn

Economic Dev

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | | Last Year | Dept. Request | Manager Proposed |
|------------------|-------|--------------|------------------|---------------------|
| Regular Salaries | Total | 139,705 | 140,680 | 140,680 |
| PS - General | Total | 30,050 | 30,000 | 30,000 |
| Office Supplies | Total | 100 | 100 | 100 |

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

| | | Dept. Request | Manager Proposed |
|---|-----------------|-------------------|---------------------|
| Regular Salaries | | | |
| Economic Development Specialist (non-union) | | \$ 59,816 | \$ 59,816 |
| Administrative Assistant (see Finance)(union) | | \$ - | |
| Director of Economic Development (non-union) | | \$ 80,864 | \$ 80,864 |
| | | \$ 140,680 | \$ 140,680 |
| | TIF Offset | 100% | \$ 140,680 |
| | Net Cost | | \$ - |

Note: The wages of the Director of Economic Development the ED assistant and admin asst are paid for 100% by TIF Revenues.

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

| | | Dept. Request | Manager Proposed |
|--------------------|-----------------|------------------|---------------------|
| PS - General | | | |
| Purchased Services | | \$ 30,000 | \$ 30,000 |
| | | \$ 30,000 | \$ 30,000 |
| | TIF Offset | 100% | \$ 30,000 |
| | Net Cost | | \$ - |

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

| | | Dept. Request | Manager Proposed |
|-------------------------|-----------------|------------------|---------------------|
| Office Supplies | | | |
| General Office Supplies | | \$ 100 | \$ 100 |
| | | \$ 100 | \$ 100 |
| | TIF Offset | 100% | \$ 100 |
| | Net Cost | | \$ - |

Line Item Narrative

Regular Wages:

Purchased Services- General: This is a miscellaneous line item including printing, business lunches, training, and marketing etc.

Office Supplies: This account is used for general office supplies, signs, etc.



City of Auburn

Economic Dev

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | | Last Year | Dept. Request | Manager Proposed |
|--------------------|-------|--------------|------------------|---------------------|
| Comm - Telephone | Total | 360 | 720 | 720 |
| Training & Tuition | Total | 1,040 | 1,135 | 1,135 |

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

| Comm - Telephone | Cost / Month | Dept. Request | Manager Proposed |
|-------------------------------|--------------|------------------|---------------------|
| Economic Development Director | \$ 30.00 | \$ 720 | \$ 720 |
| | | \$ 720 | \$ 720 |
| TIF Offset | | 100% | \$ 720 |
| Net Cost | | | \$ - |

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

| Training & Tuition | Dept. Request | Manager Proposed |
|--------------------------------------|------------------|---------------------|
| NE Chapter Congress for New Urbanism | \$ 95 | \$ 95 |
| Chamber Awards Dinner | \$ 50 | \$ 50 |
| Chamber Breakfast | \$ 100 | \$ 100 |
| EDCM Quarterly Meetings | \$ 240 | \$ 240 |
| LAEGC Awards Dinner | \$ - | \$ - |
| LAEGC B to B Trade Show | \$ - | \$ - |
| MEREDA Trade Show & Seminars | \$ 650 | \$ 650 |
| | \$ 1,135 | \$ 1,135 |
| | 100% | \$ 1,135 |
| | | \$ - |

Line Item Narrative

Communications: Cell phone usage .

Training & Tuition: This account funds the training needs for the Economic Development staff.



City of Auburn

Economic Dev

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | | Last Year | Dept. Request | Manager Proposed |
|----------------------|-------|--------------|------------------|---------------------|
| Travel-Mileage | Total | 100 | 100 | 100 |
| Dues & Subscriptions | Total | 188,145 | 188,345 | 188,345 |

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

| Travel-Mileage | | Dept. Request | Manager Proposed |
|----------------------------------|-----------------|------------------|---------------------|
| Miscellaneous Department Mileage | | \$ 100 | \$ 100 |
| | | \$ 100 | \$ 100 |
| | TIF Offset | 100% | \$ 100 |
| | Net Cost | | \$ - |

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

| Dues & Subscriptions | | Dept. Request | Manager Proposed |
|--|-----------------|-------------------|---------------------|
| Auburn Business Association (ABA) | | \$ 60 | \$ 60 |
| AVCOG | | \$ 26,000 | \$ 26,000 |
| L/A Chamber of Commerce | | \$ 1,200 | \$ 1,200 |
| Lewiston Auburn Economic Growth Council (LAEGC) | | \$ 160,610 | \$ 160,610 |
| Economic Development Council of Maine (EDCM) | | \$ 100 | \$ 100 |
| Maine Biz | | \$ 100 | \$ 100 |
| Maine Real Estate & Development Association (MEREDA) | | \$ 275 | \$ 275 |
| | | \$ 188,345 | \$ 188,345 |
| | TIF Offset | 100% | \$ 188,345 |
| | Net Cost | | \$ - |

Line Item Narrative

Travel-Mileage: Miscellaneous department mileage.

Dues & Subscriptions: This account funds the dues for the Economic Development Director and various memberships as well as LAECG .

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services Department

Financial Services Department Program Budget FY16

MISSION STATEMENT

The Financial Services Department is "Committed to supporting internal and external customers with timely and accurate information, and the safekeeping of the City's assets."

DESCRIPTION

The financial services department is responsible for the assessment, billing and collection of all property tax revenue, motor vehicle registrations, hunting, fishing and dog licenses, all accounting functions of the City including payroll, accounts payable, purchasing, accounts receivable and facilities management. We have a staff of 11 full time employees.

PROGRAMS

Administration

The administration program consists of 1.6 full time equivalent employees and is responsible for overseeing all divisions of the department, preparing the monthly and annual financial reports, working with the City Manager on budget development and the capital improvement program, creating and maintaining financial policies, purchasing and the annual audit.

Accounting Services

The accounting services program consists of 2 full time equivalent employees and is responsible for the processing of the weekly payroll and all related federal and state reporting, the weekly accounts payable processing, billing and accounts receivable, and all bank reconciliations.

Tax Collection

The tax collection program consists of 3.7 full time equivalent employees and is responsible for all property billing, collection, liens, dog licensing, motor vehicle, boat, snowmobile and ATV registrations, the daily bank deposits, hunting and fishing licenses and assisting the City Clerk's Office and assisting the Assessing staff when needed . These employees are the ones that interact with our citizens on a daily basis.

Assessing

The Assessing Department is responsible for the analysis of title, valuation of all taxable real estate, exempt real estate and personal property in the city. The result is an equitable assessment of real and personal property and a fair distribution of taxes.

The information processed by the Assessing Department is the basis for the creation of the city's valuation and tax commitment from which revenue is raised to assist in running the city.

Facilities

The facilities program consists of .7 full time equivalent employees and is responsible for the management of all City buildings, the development and implementation of a facilities master plan and the oversight of the maintenance staff.

GOALS AND OBJECTIVES

Goal

Guarantee that all City Charter requirements that relate to the Finance Department are met.

Objectives:

- Review the Charter and develop a checklist of all related requirements.
- Over the next 2 years develop procedures to implement these requirements.

Goal

Review all of the City's Insurance Policies.

Objectives:

- Determine that the City has proper and accurate insurance coverage.
- Prepare bid specifications and put out to bid the City's property and casualty insurance to determine the best coverage for the best cost.

Goal

Prepare bid specifications for banking services.

Objectives:

- Put banking services out to bid to insure that the City is receiving the best service for the most economical cost.

Goal

Facility wide efficiency improvements through process and technology, to help reduce operating expenses.

Objectives:

- Centralize all budget expenditures and CIP requests into one facilities budget.
- A centralized approach to decision making places the strategic direction for the facilities at a single point, promotes uniform policies and procedures, improves accountability and avoids duplication.

Goal

To fairly and equitably value all taxable property within the municipality and to deliver the commitment of taxes in a timely manner that coincides with the adoption of the city budget.

BUDGET DRIVERS

- Regular Salaries increases due to Union Contract increases and merit increases.
- PS-General decrease due to a reduction in contracted services for the Assessing division.

| PROGRAM BUDGET - Administration | | | | | | |
|---------------------------------|-----|-------------------|---------------------|---------------------|-----------------------|----------|
| Description | FTE | FY 2014 Actual | FY 2015 Approved | FY 2016 Proposed | Increase/ Decrease | % Change |
| Salaries | 1.6 | \$ 114,726 | \$ 114,120 | \$ 116,982 | \$ 2,862 | 2.51% |
| Contracted Services | | \$ 505 | \$ 505 | \$ 505 | \$ - | 0.00% |
| Operations | | | \$ 2,500 | \$ 2,060 | \$ (440) | -17.60% |
| General Fund | | \$ 115,231 | \$ 117,125 | \$ 119,547 | \$ 2,422 | 2.07% |
| | | | | | | |
| PROGRAM BUDGET - Accounting | | | | | | |
| Description | FTE | FY 2014 Actual | FY 2015 Approved | FY 2016 Proposed | Increase/ Decrease | % Change |
| Salaries | 2 | \$ 93,740 | \$ 105,419 | \$ 105,130 | \$ (289) | -0.27% |
| Contracted Services | | | \$ - | \$ - | \$ - | |
| Operations | | | \$ 2,160 | \$ 2,710 | \$ 550 | 25.46% |
| General Fund | | \$ 93,740 | \$ 107,579 | \$ 107,840 | \$ 261 | 0.24% |
| | | | | | | |
| PROGRAM BUDGET - Tax | | | | | | |
| Description | FTE | FY 2014 Actual | FY 2015 Approved | FY 2016 Proposed | Increase/ Decrease | % Change |
| Salaries | 3.7 | \$ 134,639 | \$ 137,254 | \$ 148,368 | \$ 11,114 | 8.10% |
| Contracted Services | | \$ 23,203 | \$ 23,015 | \$ 23,015 | \$ - | 0.00% |
| Operations | | | \$ 3,545 | \$ 3,590 | \$ 45 | 1.27% |
| General Fund | | \$ 157,842 | \$ 163,814 | \$ 174,973 | \$ 11,159 | 6.81% |
| | | | | | | |
| PROGRAM BUDGET - Facilities | | | | | | |
| Description | FTE | FY 2014 Actual | FY 2015 Approved | FY 2016 Proposed | Increase/ Decrease | % Change |
| Salaries | .7 | \$ 40,025 | \$ 38,797 | \$ 42,700 | \$ 3,903 | 10.06% |
| Contracted Services | | | \$ - | \$ - | \$ - | |
| Operations | | | \$ 500 | \$ 250 | \$ (250) | -50.00% |
| General Fund | | \$ 40,025 | \$ 39,297 | \$ 42,950 | \$ 3,653 | 9.30% |
| | | | | | | |
| PROGRAM BUDGET - Assessing | | | | | | |
| Description | FTE | FY 2014 Actual | FY 2015 Approved | FY 2016 Proposed | Increase/ Decrease | % Change |
| Salaries | 3 | \$ 163,367 | \$ 158,830 | \$ 167,700 | \$ 8,870 | 5.58% |
| Contracted Services | | \$ 5,000 | \$ 8,000 | \$ 3,000 | \$ (5,000) | |
| Operations | | \$ 7,389 | \$ 10,490 | \$ 5,695 | \$ (4,795) | -45.71% |
| General Fund | | \$ 175,756 | \$ 177,320 | \$ 176,395 | \$ (925) | -0.52% |

| PERFORMANCE MEASURES | | | |
|-----------------------------|---|---------------------------------|---------------------------------|
| MEASURE | GOALS | FY 2013 | FY 2014 |
| CAFR | Receive Certificate of Excellence in Financial Reporting | Yes | Not available |
| MANGEMENT LETTER | Receive no more than 5 management letter comments per year. | Total 7, 3 City, 4 School | Total 6, 3 City, 3 School |
| ACCOUNTS PAYABLE | Pay all invoices in 30 days | Not available | Not available |
| PROPERTY TAXES | 95% paid after 30 day notice is sent out | 97.4% | Not available |
| BIDS & RFPS | All posted to web site | Yes | Yes |

Annual Work Plan

January

- Prepare Employee W-2s
- Reconcile quarterly 941 Payroll Withholding reports with W-2s
- Prepare Vendor 1099s
- Prepare Budget and CIP worksheets for departments
- Send past due reminders to dog owners that have not licensed their dogs
- Develop departmental budgets

February

- Work with City Manager on Departmental Budgets and Capital Improvements
- Hazardous tank materials report to Maine Emergency Management Agency
- Quarterly sprinkler system testing

March

- Work with City Manager to finalize the proposed budget and CIP.
- The 2nd half of real estate taxes are due on the 15th.
- Calculate and send Tax Sharing Payment to Lewiston
- Quarterly elevator inspection

April

- Prepare TIF Payments for Credit Enhancement TIFs
- Send Courtesy Notices to taxpayers who have not paid their taxes (both personal property and real estate)
- Meet with council to review manager's proposed budget and CIP
- Boiler inspection with insurance carrier

May

- Auditors come in and do preliminary audit work
- Send 30 day demand notice for outstanding real estate taxes
- Begin preparing schedules for audit
- Meet with council to continue review of proposed budget
- Quarterly sprinkler system testing
- Fire extinguisher testing and inspection

June

- Update Fixed Asset changes for the year
- Continue preparing audit schedules
- File Tax Liens
- Input new budget in MUNIS
- Prepare Bond Order for CIP and post Public Hearing Notice
- Contact Bond Council and Financial Advisor and begin work on Bond Documents
- Quarterly elevator inspection

July

- Begin year end process. Prepare Journal Entries, Reconcile Accounts, compile documents for Audit Work Papers.
- Receive Tax Commitment from Assessor and prepare tax bills for processing and mailing.
- Send Lien Notices to Mortgage Companies

August

- Continue on finalizing year end and Audit Work Papers
- Provide tax information to Mortgage Holders as requested
- Quarterly sprinkler system testing

September

- Auditors are here for three weeks to perform field work
- The first half of real estate taxes and all of the personal property taxes are due
- Work with Bond Council and Financial Advisor to finalize Bonding
- Work on Comprehensive Annual Financial Report
- Bid copy paper
- Quarterly elevator inspection

October

- Finalize Comprehensive Annual Financial Report and prepare documentation to submit to Government Finance Officers Association (GFOA) for review.
- Sent out foreclosure notices on tax liens that will mature in December
- Annual testing of alarm system (elevators)
- Annual fire alarm testing, Auburn Hall and Parking Garage

November

- Auditor's Presentation to Council

December

- Begin work on next year's budget
- Develop Capital Improvement Plan

Daily Tasks

- Prepare bank deposits
- Wait on customers

Weekly Tasks

- Prepare payroll
- Prepare accounts payable

Monthly Tasks

- Prepare Bank Reconciliations
- Reconcile Taxes Receivable
- Prepare Monthly Financial Reports
- Reconcile City and School Financials



City of Auburn

Master List

Fiscal Year 2016
Proposed 3.23.2015

| Account Title | FY 2014 Actual | FY 2015 Approved | FY 2015 Projected | FY 2016 Dept. Request | FY 2016 Manager Proposed | Increase/ Decrease | % |
|----------------------------------|-------------------|---------------------|----------------------|-----------------------------|--------------------------------|-----------------------|-------------|
| <i>Financial Services</i> | | | | | | | |
| Regular Salaries | 541,715 | 554,420 | 571,638 | 580,880 | 580,880 | 26,460 | 5% |
| Longevity Bonus | - | - | - | - | - | 0 | |
| PS - General | 28,708 | 31,520 | 26,600 | 26,520 | 25,120 | (6,400) | -20% |
| Reports, Printing, & Binding | 1,558 | 2,300 | 1,800 | 1,800 | 1,800 | (500) | -22% |
| Office Supplies | 3,439 | 4,900 | 5,000 | 4,550 | 4,550 | (350) | -7% |
| Training & Tuition | 1,158 | 3,410 | 2,300 | 3,130 | 3,130 | (280) | -8% |
| Dues & Subscriptions | 2,216 | 3,035 | 1,800 | 1,775 | 1,325 | (1,710) | -56% |
| PS - Recording Fee | 916 | 1,500 | 1,000 | 1,000 | 1,000 | (500) | -33% |
| MV Sup - Gas & Oil | 383 | 400 | 350 | 400 | 400 | 0 | |
| Comm-Telephone | 1,138 | 1,200 | 200 | 200 | 200 | (1,000) | |
| Advertising | 271 | 500 | 299 | 300 | 300 | (200) | |
| Travel-Mileage | 408 | 950 | 500 | 750 | 750 | (200) | -21% |
| Travel-Seminar Costs | 439 | - | - | - | - | 0 | 0% |
| Repairs - Vehicles | 245 | 1,000 | 350 | 400 | 400 | (600) | |
| TOTAL | 582,594 | 605,135 | 611,837 | 621,705 | 619,855 | 14,720 | 2.4% |



City of Auburn

Financial Services

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | | Last Year | Dept. Request | Manager Proposed |
|------------------|-------|--------------|------------------|---------------------|
| Regular Salaries | Total | 554,420 | 580,880 | 580,880 |
| PS - General | Total | 31,520 | 26,520 | 25,120 |

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

| Regular Salaries | Dept. Request | Manager Proposed |
|---------------------------------------|-------------------|---------------------|
| Finance Director (non-union) | \$ 83,232 | \$ 83,232 |
| Accounting Assistant (union) | \$ 58,486 | \$ 58,486 |
| Accounting Assistant (union) | \$ 46,644 | \$ 46,644 |
| Facilities Mgr/Purchasing (non-union) | \$ 61,000 | \$ 61,000 |
| Assessor (non-union) | \$ 78,000 | \$ 78,000 |
| Appraiser (union) | \$ 59,500 | \$ 59,500 |
| Admin Asst (union) | \$ 30,200 | \$ 30,200 |
| Tax Clerk (union) | \$ 41,844 | \$ 41,844 |
| Tax Clerk (union) | \$ 31,590 | \$ 31,590 |
| Tax Clerk (union) | \$ 38,884 | \$ 38,884 |
| Tax Collector (non-union) | \$ 51,500 | \$ 51,500 |
| | \$ 580,880 | \$ 580,880 |

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

| PS - General | Dept. Request | Manager Proposed |
|--|------------------|---------------------|
| CAFR & Annual Report Filing Fee | \$ 505 | \$ 505 |
| Contracted Services-Assessing | \$ 3,000 | \$ 2,000 |
| Discharge of Liens | \$ 8,455 | \$ 8,455 |
| Filing Tax Liens | \$ 8,360 | \$ 8,360 |
| Research deeds for liens/foreclosures | \$ 1,200 | \$ 800 |
| Tax Bill Preparation & City Manager's Letter | \$ 5,000 | \$ 5,000 |
| | \$ 26,520 | \$ 25,120 |

Line Item Narrative

Salaries: See Above.

Purchase Services - General: See Above.



City of Auburn

Financial Services

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | | Last Year | Dept. Request | Manager Proposed |
|------------------------------|-------|--------------|------------------|---------------------|
| Reports, Printing, & Binding | Total | 2,300 | 1,800 | 1,800 |
| Office Supplies | Total | 4,900 | 4,550 | 4,550 |

Estimated Detail of Reports, Printing, & Binding

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|---|------------------|---------------------|
| Reports, Printing, & Binding | | |
| Checks | \$ 600 | \$ 600 |
| CAFR (Comprehensive Annual Financial Report) | \$ 500 | \$ 500 |
| Commitment Book | \$ 300 | \$ 300 |
| Tax Office Receipts | \$ 200 | \$ 200 |
| W-2, 1099,& Tax Supplies | \$ 200 | \$ 200 |
| | \$ 1,800 | \$ 1,800 |

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|----------------------|------------------|---------------------|
| Office Supplies | | |
| Envelopes | \$ 750 | \$ 750 |
| Binders and Supplies | \$ 2,200 | \$ 2,200 |
| Toner Check Printer | \$ 500 | \$ 500 |
| Miscellaneous | \$ 1,100 | \$ 1,100 |
| | \$ 4,550 | \$ 4,550 |

Line Item Narrative

Reports, Printing & Binding: See Above.

Office Supplies: This account includes the cost of general office supplies including paper, storage boxes, file folders, and binders for both the tax and finance offices.



City of Auburn

Financial Services

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | | Last Year | Dept. Request | Manager Proposed |
|----------------------|-------|--------------|------------------|---------------------|
| Training & Tuition | Total | 3,410 | 3,130 | 3,130 |
| Dues & Subscriptions | Total | 3,035 | 1,775 | 1,325 |

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

| Training & Tuition | | Dept. Request | Manager Proposed |
|--|--|------------------|---------------------|
| Continuing Education for Certifications & Licenses-Assessing | | \$ 1,500 | \$ 1,500 |
| Seminar Costs | | \$ 500 | \$ 500 |
| Maine Municipal | | | |
| Annual Conference | | \$ 170 | \$ 170 |
| Payroll Updates | | \$ 160 | \$ 160 |
| Tax Collectors/Treasurers | | \$ 250 | \$ 250 |
| Maine GFOA Training | | \$ 300 | \$ 300 |
| Mileage | | \$ 250 | \$ 250 |
| | | \$ 3,130 | \$ 3,130 |

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

| Dues & Subscriptions | | Dept. Request | Manager Proposed |
|---|--|------------------|---------------------|
| Registry of Deeds | | \$ 70 | \$ 70 |
| Excise Publications/Books | | \$ 200 | \$ 200 |
| GFOA Membership | | \$ 250 | \$ 250 |
| Maine GFOA | | \$ 35 | \$ 35 |
| Maine Tax Collectors and Treasurers | | \$ 100 | \$ 100 |
| IAAO(International Association of Assessing Officers) National-Assessor | | \$ 175 | \$ 175 |
| IAAO State Chapter | | \$ 90 | \$ 90 |
| MAAO | | \$ 90 | \$ 90 |
| Appraisal Institute-Assessor | | \$ 315 | \$ 315 |
| Updates to GAAP,GAAS and Price Digests | | \$ 450 | \$ - |
| | | \$ 1,775 | \$ 1,325 |

Line Item Narrative

Training & Tuition: This account covers costs for tuition and fees for professional development to enhance customer service for the City. It also includes the cost of reimbursement to staff for use of personal vehicles on City business.

Dues & Subscriptions: Memberships provide an opportunity to network with other professionals and utilize membership assistance provided by these organizations. This line item also accounts for the Registry of Deeds

Last Dept. Manager



City of Auburn

Financial Services

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | | Year | Request | Proposed |
|--------------------|-------|-------|---------|----------|
| PS - Recording Fee | Total | 1,500 | 1,000 | 1,000 |
| MV Sup - Gas & Oil | Total | 400 | 400 | 400 |
| Comm-Telephone | Total | 1,200 | 200 | 200 |
| Advertising | Total | 500 | 300 | 300 |

Estimated Detail of PS - Recording Fee

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|----------------------------|------------------|---------------------|
| PS - Recording Fee | | |
| Annual Fee and Deed Copies | \$ 1,000 | \$ 1,000 |
| | \$ 1,000 | \$ 1,000 |

Estimated Detail of MV Sup - Gas & Oil

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|--------------------|------------------|---------------------|
| MV Sup - Gas & Oil | | |
| See Below | \$ 400 | \$ 400 |
| | \$ 400 | \$ 400 |

Estimated Detail of Comm-Telephone

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|-------------------|------------------|---------------------|
| Comm-Telephone | | |
| Shared Cell Phone | \$ 200 | \$ 200 |
| | \$ 200 | \$ 200 |

Estimated Detail of Advertising

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|------------------------|------------------|---------------------|
| Advertising | | |
| Newspapers Advertising | \$ 300 | \$ 300 |
| | \$ 300 | \$ 300 |

Line Item Narrative

Recording Fee: This account includes the cost of electronic deed transfers from the Androscoggin Registry of Deeds, which provides the City with the legal information necessary for accurate property tax billing, maintenance of property records and tax maps. The information is also used for updating the parcel-mapping layer of the GIS System and serves as vital information for other departments and the professional sector as well.

Motor Vehicle Gas & Oil: This account includes the cost of gas and oil changes for one City vehicle.

Telephone: This account includes the cost of a cell phone to be shared by staff while operating in the field.

Advertising: The Department equally shares in the cost of a notification published in the Sun Journal each year, with the Lewiston Assessing Department. This notification informs property owners of the various tax relief programs for both real estate and personal property. It also services as a 706 notification to property owners as well. Public Notices are also posted in the local paper for abatement hearings and the Board of Assessment Review meetings.



City of Auburn

Financial Services

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | | Last Year | Dept. Request | Manager Proposed |
|--------------------|-------|--------------|------------------|---------------------|
| Travel-Mileage | Total | 950 | 750 | 750 |
| Repairs - Vehicles | Total | 1,000 | 400 | 400 |

Estimated Detail of Travel-Mileage

| Travel-Mileage | | Dept. Request | Manager Proposed |
|----------------|--|------------------|---------------------|
| Mileage | | \$ 750 | \$ 750 |
| | | \$ 750 | \$ 750 |

Estimated Detail of Repairs - Vehicles

| Repairs - Vehicles | | Dept. Request | Manager Proposed |
|----------------------|--|------------------|---------------------|
| 2005 Hyundai Elantra | | \$ 400 | \$ 400 |
| | | \$ 400 | \$ 400 |

Line Item Narrative

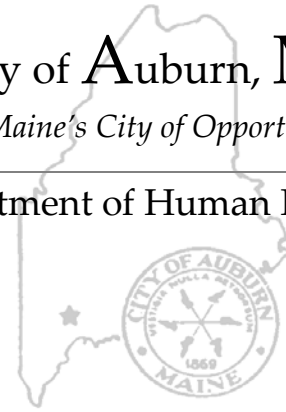
Travel & Mileage: This account reimburses staff for mileage when it is necessary to use their personal vehicles for City business.

Repairs - Vehicles: This account includes the costs of unexpected repairs to the Department's vehicle 9 year old vehicle. The Assessing Department uses a 2005 Hyundai Elantra.

City of Auburn, Maine

"Maine's City of Opportunity"

Department of Human Resources



Human Resources Department Program Budget FY16

MISSION STATEMENT

The Human Resources Department Mission is "Helping Employees Bring Value".

DESCRIPTION

The Human Resources Department provides support services to applicants, employees, department managers, retirees and the City Manager's Office. The Human Resources Staff interacts with every employee multiple times throughout their careers with the City of Auburn and that relationship often continues into their retirement.

The Human Resources Department is responsible for recruitment and orientation of personnel, administering a comprehensive compensation and fringe benefits program and ensuring that departments are in compliance with state and federal mandates including safety and workers compensation regulations. There are two full time employees in the Human Resources Department. The Safety Coordinator/NIMS Compliance Officer reports to the Human Resources Department, however is funded through the Workers Compensation Account.

PROGRAMS

Employee Recruitment

Employee Recruitment includes posting for vacancies, collecting, distributing, screening resumes, scheduling interviews, participating on interview panels, conducting background checks and scheduling pre-employment physicals, providing new employee orientations, setting new employees up in the Human Resources software and maintaining a bank of applicants and job postings.

Administration of Compensation and Fringe Benefits

The City provides a competitive benefits package to attract and maintain employees. The benefits package includes health, dental, vision, disability and life insurance; core retirement plans as well as supplemental retirement plan options, medical and dependent care accounts; Health Reimbursement Accounts, Retirement Health Savings Plan and accrued time off (vacation, sick leave and holidays). The City's core benefits package is supplemented by programs provided by outside vendors. The Human Resources Staff conducts annual open enrollments for health, vision and dental insurance as well as medical and dependent care reimbursement accounts. Bills from the various benefit providers are reconciled and submitted to Finance Department for processing every month.

As each new collective bargaining agreement is finalized, new pay scales and other changes are implemented. HR/Payroll software system must be updated every time there is a pay, position or deduction change.

Labor Relations

There are five collective bargaining units and a non-union group comprised of supervisory/confidential employees. In addition to participating on the management team for all contracts, the Human Resources Staff assists with the grievance processing and other problem resolution processes.

Federal and State Compliance

The Human Resources staff works with all departments to ensure compliance with a number of State and Federal mandates including Family and Medical Leave Act, Americans with Disabilities Act, OSHA recordkeeping, safety programs, Federal Healthcare Act and Federal Department of Transportation regulations for substance abuse testing for Commercial Drivers.

GOALS AND OBJECTIVES

Goal

Oversee the implementation of the City's compensation and fringe benefit plan in a fiscally responsible, efficient and accurate manner.

Objectives:

- In conjunction with the ICT Department, implement an employee internet for providing important notices and for transaction of routine personnel processes.
- Fully transition from Point of Service (POS C) Health Insurance Plan to the Preferred Provider Option (PPO 500) Plan to meet City Council goals of sustainability.
- Implement the Health Reimbursement Arrangement for employees enrolling in new health insurance option.

Goal

Fill all vacancies in a timely manner.

Objectives:

- Reduce the time to fill position vacancies
- Analyze reasons for separation of service in order to reduce turnover rates.

Goal

Maintain accurate, up-to-date employee records

Objectives:

- In conjunction with the ICT and Finance Department, implement equipment and software that will allow scanning of employee files as well as ability to easily retrieve employee records.
- Reorganize archives of employee records.

Goal

Ensuring that the City is in compliance with federal and state mandates in an environment that is increasingly complex and regulatory.

Objectives:

- Implement the requirements of the federal healthcare program by offering health insurance plans that meet the standards of the ACA and providing on-going employee notices of options.
- Participate in the Public Services Department accreditation process, including review and update policies and procedures consistent with best practices.
- Develop new policies as necessary.

BUDGET DRIVERS

1. Regular Salaries adjustments
2. Occupational health services costs for pre-employment physicals and mandated substance abuse testing

PROGRAM BUDGET - Employee Recruitment

| Description | FTE | FY 2014 Actual | FY 2015 Approved | FY 2016 Proposed | Increase/D crease | % Change |
|---------------------|-----|-------------------|---------------------|---------------------|----------------------|----------|
| Salaries | .30 | | \$ 18,779 | \$ 19,538 | \$ 759 | 4.04% |
| Contracted Services | | | \$ - | \$ - | \$ - | #DIV/0! |
| Operations | | | \$ 5,432 | \$ 5,849 | \$ 417 | 7.68% |
| General Fund | | \$ - | \$ 24,211 | \$ 25,387 | \$ 1,176 | 4.86% |

PROGRAM BUDGET - Administration of Compensation/Fringe Benefits/Workers' Compensation

| Description | FTE | FY 2013 Actual | FY 2014 Approved | FY 2015 Proposed | Increase/D crease | % Change |
|---------------------|-----|-------------------|---------------------|---------------------|----------------------|----------|
| Salaries | .85 | | \$ 43,391 | \$ 44,696 | \$ 1,305 | 3.01% |
| Contracted Services | | | \$ 1,150 | \$ 1,350 | \$ 200 | |
| Operations | | | \$ 957 | \$ 758 | \$ (199) | -20.79% |
| General Fund | | \$ - | \$ 45,498 | \$ 46,804 | \$ 1,306 | 2.87% |

PROGRAM BUDGET - Labor Relations

| Description | FTE | FY 2013 Actual | FY 2014 Approved | FY 2015 Proposed | Increase/D crease | % Change |
|---------------------|-----|-------------------|---------------------|---------------------|----------------------|----------|
| Salaries | .50 | | \$ 40,221 | \$ 42,256 | \$ 2,035 | 5.06% |
| Contracted Services | | | \$ 1,000 | \$ 1,000 | \$ - | 0.00% |
| Operations | | | \$ 557 | \$ 657 | \$ 100 | 17.95% |
| General Fund | | \$ - | \$ 41,778 | \$ 43,913 | \$ 2,135 | 5.11% |

PROGRAM BUDGET - Federal and State Compliance

| Description | FTE | FY 2013 Actual | FY 2014 Approved | FY 2015 Proposed | Increase/D crease | % Change |
|---------------------|-----|-------------------|---------------------|---------------------|----------------------|----------|
| Salaries | .35 | | \$ 22,801 | \$ 23,763 | \$ 962 | 4.22% |
| Contracted Services | | | \$ 675 | \$ 675 | \$ - | |
| Operations | | | \$ 3,802 | \$ 6,777 | \$ 2,975 | 78.25% |
| General Fund | | \$ - | \$ 27,278 | \$ 31,215 | \$ 3,937 | 14.43% |

**PERFORMANCE
MEASURES**

| MEASURE | GOALS | FY 2014 | FY 2015 | FY 2016 |
|---------------------------|---|---------------|-----------------------------|---------|
| TURNOVER RATES | Turnover Rates not to exceed 10%. | 9.2% | 4.1% (Effective 2/29/15) | 8% |
| VACANCIES | Reduce the time to fill vacancies (from date of posting ad to start date of new employee) by 25% | Not available | 12 Weeks | 9 weeks |
| HEALTH INSURANCE | 100% of employees will be on new health plan by end of 6/30/15 | 68% | 80% | 100% |
| PERSONNEL POLICIES | As part of the Public Services Department Accreditation Process, review 100% of current personnel policies and revise if necessary. | Not available | 25% | 100% |
| EMPLOYEE RECORDS | Scan in 25% of current employees records | 0 | 0 | 25% |

City of Auburn, Maine

"Maine's City of Opportunity"

Department of Human Resources



Human Resources Annual Work Plan

January

- Implement Employee Benefit Cost Share Changes (Health/Vision/Dental)
- Reconciliation of Employee Benefits and Billing
- Submit and Post OSHA Log
- Annual Drug Testing Report to Maine Dept of Labor
- Prepare HR Budget/Goals/Performance Measures

March

- Update Employee Handbook
- Budget Workshops

May

- Open Enrollments for Medical and Dependent Care Accounts
- Contract Negotiations
- Maine HR Conference

July

- Reconciliation of Employee Benefits and Billing
- Implementation of Labor Contract Changes
- MMA Salary Survey

February

- Heart Awareness Month
- Job Description Updates
- Review Work-related Injury and Lost Time Data
- Review and Update City Safety Programs
- Prepare HR Budget/Goals/Performance Measures
- Staff Evaluations

April

- Open Enrollment for Medical and Dependent Care Accounts
- Management Team Prep meetings for labor negotiations

June

- Fiscal Year salary adjustments
- Fiscal Year benefits adjustments
- Contract Negotiations

August

- AFLAC Open Enrollment

September

- American Heart Association Heart Walk
- Joint Auburn/Lewiston Firefighter Recruitment

October

- Employee Wellness Fair

November

- United Way and Charitable Giving Campaigns
- Open Enrollment for Health/Dental/Vision/IPP Benefits
- Staff Evaluations

December

- Open Enrollment for Health/Vision/Dental/IPP Benefits
- Notification to Employees re: premium adjustments for benefits
- Excess Life Insurance Spreadsheet for W-2's

Activities that are done on a monthly basis:

- Submission of benefits bills for payment
- Salary adjustments to MMEHT
- Vacation/Sick leave Accrual in MUNIS
- Department of Transportation Substance Abuse Tests
- Health Insurance Waiver Payments to Finance for payment
- Attend regular meetings – Wellness Team, Community Service Team, City and Department Safety Teams, Department Manager Meetings, Administration Team Meetings, NIMS Workgroup, Web Team, Public Services Department Accreditation Meetings
- Facilities Safety Inspections

Activities done on an as needed basis

- Advertisizing for vacancies
- New employee orientations
- Accident investigation
- Updating training records
- Responding to benefits related questions
- Responding to policy related questions
- FMLA and Income Protection paperwork to injured or ill employees
- Submit First Reports of Injury, wage statements and work related medical bills to workers comp third party administrator
- Safety inspections and consultations
- Safety training
- Schedule pre-employment physicals
- NIMS compliance training
- Personnel records maintenance in MUNIS
- Pension Updates
- Exit interviews for resignations or retirements and related documents



City of Auburn

Master List

Fiscal Year 2016
Proposed 3.23.2015

| Account Title | FY 2014 Actual | FY 2015 Approved | FY 2015 Projected | FY 2016 Dept. Request | FY 2016 Manager Proposed | Increase/ Decrease | % |
|-------------------------------|-------------------|---------------------|----------------------|-----------------------------|--------------------------------|-----------------------|-------------|
| <i>Human Resources</i> | | | | | | | |
| Regular Salaries | 124,464 | 125,192 | 125,988 | 130,253 | 126,460 | 1,268 | 1% |
| Longevity Bonus | 0 | 0 | 400 | 0 | 0 | 0 | 0% |
| Other Sup-Operating | 214 | 500 | 300 | 500 | 500 | 0 | 0% |
| PS-Professional Development | 0 | 2,000 | 1,500 | 2,000 | 2,000 | 0 | 0% |
| PS - Emp Assist Program | 850 | 650 | 650 | 850 | 850 | 200 | 31% |
| PS - Drug Testing & Physicals | 2,789 | 4,206 | 2,958 | 6,576 | 6,576 | 2,370 | 56% |
| PS - Testing | 149 | 2,410 | 750 | 2,410 | 2,410 | 0 | 0% |
| Office Supplies | 160 | 400 | 1,200 | 500 | 500 | 100 | 25% |
| Training & Tuition | 1,110 | 1,230 | 1,230 | 1,230 | 1,230 | 0 | 0% |
| Advertising | 1,700 | 2,000 | 2,500 | 2,000 | 2,000 | 0 | 0% |
| Travel-Mileage | 193 | 300 | 195 | 300 | 300 | 0 | 0% |
| Travel-Seminar Costs | 362 | 450 | 350 | 450 | 450 | 0 | 0% |
| Dues & Subscriptions | 101 | 240 | 240 | 250 | 250 | 10 | 4% |
| TOTAL | 132,092 | 139,578 | 138,261 | 147,319 | 143,526 | 3,948 | 2.8% |



City of Auburn

Human Resources

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | | Last Year | Dept. Request | Manager Proposed |
|-----------------------------|-------|--------------|------------------|---------------------|
| Regular Salaries | Total | 125,192 | 130,253 | 126,460 |
| Other Sup-Operating | Total | 500 | 500 | 500 |
| PS - Emp Assist Program | Total | 650 | 850 | 850 |
| PS-Professional Development | Total | 2,000 | 2,000 | 2,000 |

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|--------------------------------------|-------------------|---------------------|
| Regular Salaries | | |
| Human Resources Director (non-union) | \$ 84,512 | \$ 82,051 |
| Administrative Assistant (non-union) | \$ 45,741 | \$ 44,409 |
| | \$ 130,253 | \$ 126,460 |

Estimated Detail of Other Sup-Operating

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|-------------------------------------|------------------|---------------------|
| Other Sup-Operating | | |
| PPE Equipment N95s (Pandemic Event) | \$ 500 | \$ 500 |
| | \$ 500 | \$ 500 |

Estimated Detail of PS - Emp Assist Program

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|-----------------------------|------------------|---------------------|
| PS - Emp Assist Program | | |
| Employee Assistance Program | \$ 850 | \$ 850 |
| | \$ 850 | \$ 850 |

Line Item Narrative

Salaries: This account pays for the Human Resource Director and the Human Resource Assistant . The Safety Coordinator's salary os paid from the City's self insured Workers' Compensation account.

Purchased Services- General: This account provides for the purchase PPE equipment., such as face masks for pandemic flu, Bloodborne pathogens kits and first aid kits.

Employee Assistance Program: This program assists the employee or family members in identifying the problem and helping to address it. EAP provides confidential assessment and short-term counseling (up to 3 visits). Supervisors may also refer employees to the program if the employee exhibits behaviors which have a negative impact at work. The City's health insurance provider, the Maine Municipal Employees Health Trust, is now offering free Employee Assistance Services through the regular network of medical providers. Certain services will not be provided however. These include the services of a Certified Substance Abuse Counselor in the event of positive drug tests resulting from the Federal Department of Transportation Substance Abuse Testing Program for CDL Drivers and Crisis Debriefing Services resulting from a serious traumatic event(s) experienced by our employees. City is required to have an EAP to comply with Federal Department of Transportation (DOT) Substance Abuse Testing regulations for employees with Commercial Drivers Licenses (CDL's). This account provides for those services not covered by the MMEHT EAP Program.



City of Auburn

Human Resources

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | | Last Year | Dept. Request | Manager Proposed |
|-------------------------------|-------|--------------|------------------|---------------------|
| PS - Drug Testing & Physicals | Total | 4,206 | 6,576 | 6,576 |
| PS - Testing | Total | 2,410 | 2,410 | 2,410 |

Estimated Detail of PS - Drug Testing & Physicals

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|-----------------------------------|------------------|---------------------|
| PS - Drug Testing & Physicals | | |
| Pre-employment Physicals (Admin) | \$ 632 | \$ 632 |
| DOT Random Drug Test | \$ 4,528 | \$ 4,528 |
| DOT Breath-Alcohol Tests | \$ 398 | \$ 398 |
| DOT Pre-Use CDL Tests | \$ 185 | \$ 185 |
| DOT Return-to-Work/Follow-up | \$ 308 | \$ 308 |
| Bloodborne Pathogens series | \$ 200 | \$ 200 |
| Non-DOT Applicant Testing | \$ 150 | \$ 150 |
| Random Drug Pool Annual Admin Fee | \$ 175 | \$ 175 |
| | \$ 6,576 | \$ 6,576 |

Estimated Detail of PS - Testing

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|------------------|------------------|---------------------|
| PS - Testing | | |
| Employee Testing | \$ 2,410 | \$ 2,410 |
| | \$ 2,410 | \$ 2,410 |

Line Item Narrative

Drug Testing: The Department of Transportation (DOT) Substance Abuse testing regulations mandates drug and alcohol testing for all employees with Commercial Driver's Licenses (CDL). The City must test under certain situations: pre-employment, after certain types of motor vehicle accidents, promotions into positions requiring CDL's, random drug and alcohol testing and follow-up testing after an employee receives a positive drug test. Annually, 50% of the employees are tested for drugs and 10% for alcohol. The account includes the administrative costs for an outside agency to administer the random drug pool, cost of drug collection and reporting of test results. Also included are pre-employment physicals and drug screening for new employees. An additional \$2,370 is requested in the substance abuse testing account to cover projected expenses due to implementing a program in the Fire Department.

Employee Testing: This account covers the costs of professionally prepared written exams for entry level and promotions specifically designed for the Public Safety Departments.



City of Auburn

Human Resources

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | | Last Year | Dept. Request | Manager Proposed |
|--------------------|-------|--------------|------------------|---------------------|
| Office Supplies | Total | 400 | 500 | 500 |
| Training & Tuition | Total | 1,230 | 1,230 | 1,230 |
| Advertising | Total | 2,000 | 2,000 | 2,000 |

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|-------------------------|------------------|---------------------|
| Office Supplies | | |
| General Office Supplies | \$ 500 | \$ 500 |
| | \$ 500 | \$ 500 |

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|--------------------------|------------------|---------------------|
| Training & Tuition | | |
| Professional Development | \$ 1,230 | \$ 1,230 |
| | \$ 1,230 | \$ 1,230 |

Estimated Detail of Advertising

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|---|------------------|---------------------|
| Advertising | | |
| Advertising for City-wide Employee Recruiting | \$ 2,000 | \$ 2,000 |
| | \$ 2,000 | \$ 2,000 |

Line Item Narrative

Office Supplies: This account includes the cost of general office supplies including paper, folders, envelopes, labels and miscellaneous supplies.

Training & Tuition: This account includes the cost of tuition and fees for professional development. This line item accounts for the Maine Human Resources Convention, MMA Conventions, as well as the Personnel Labor Law Seminar for department staff.

Advertising: This account covers the cost of recruiting candidates for vacant positions. Advertisements may be done locally, statewide or nationally depending upon the type of position for which the City is recruiting. The Human Resources Department posts vacancies on the following websites: MMA, Maine Career Center, City of Auburn and targeted professional websites. This account also includes the subscription to JobsInMe.com.



City of Auburn

Human Resources

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | | Last Year | Dept. Request | Manager Proposed |
|----------------------|-------|--------------|------------------|---------------------|
| Travel-Mileage | Total | 300 | 300 | 300 |
| Travel-Seminar Costs | Total | 450 | 450 | 450 |
| Dues & Subscriptions | Total | 240 | 250 | 250 |

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

| Travel-Mileage | | Dept. Request | Manager Proposed |
|-------------------------|--|------------------|---------------------|
| Personal Use of Vehicle | | \$ 300 | \$ 300 |
| | | \$ 300 | \$ 300 |

Estimated Detail of Travel-Seminar Costs

Actual expenses may vary according to changing circumstances

| Travel-Seminar Costs | | Dept. Request | Manager Proposed |
|----------------------|--|------------------|---------------------|
| See Below | | \$ 450 | \$ 450 |
| | | \$ 450 | \$ 450 |

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

| Dues & Subscriptions | | Dept. Request | Manager Proposed |
|----------------------------|--|------------------|---------------------|
| Professional Subscriptions | | \$ 250 | \$ 250 |
| | | \$ 250 | \$ 250 |

Line Item Narrative

Travel & Mileage: This account covers the cost of reimbursement to staff for use of personal vehicles on City business.

Travel-Seminar Costs: This account covers travel expenses to a human resources convention for the staff, including mileage, meals and lodging.

Dues & Subscriptions: This account includes the cost of annual updates to an employment law handbook and membership to the Human Resources organization which provides the professionally prepared written exams for public safety recruitments and promotions. This account also covers subscriptions to publications and memberships to professional organizations.

Information Technology

MISSION

Leaders in technology that transform how departments connect, communicate, and collaborate.

DESCRIPTION

The Information Technology department currently consists of 2 staff members and exists primarily as a technological support resource for all other departments of the City. Our role is to provide the City's staff with the tools they need to best perform their duties. IT also strives to keep current with the newest technologies in order to provide services to staff, citizens, and our City. We approach each project with the utmost thought and consideration and take our role as a support resource very seriously. Our tasks range from supporting public safety initiatives to helping the environment. Our day can start by recovering lost data and can end with analyzing environmental impacts of stormwater. We allow access to information on events and policies, yet we secure our network from threats and exploits.

IT PROGRAMS

- Support – *Help Desk, licensing, maintenance, software, training*
- Geographical Information Systems – *All GIS related functions; mapping, analysis, support, data collection projects*
- Security – *Malware/virus protection, network redundancy measures, access controls*
- Website- *Content management, social networking, City/resident communications*

GOALS AND OBJECTIVES

Goal:

- ***Sustain and secure data for the needs of the City.***

Objectives:

- ✓ Implement additional Group Policy Objects
- ✓ Achieve network redundancy and resilience through the thoughtful mix of local and off-site (Cloud) resources
- ✓ deploy document scanning and storage hardware and software to additional departments for securing confidential information

Goal:

- ***Maintain data inventory and analysis***

Objectives:

- ✓ Implement, and guide other Departments in, a government-based information model for Geographical Information Systems (GIS)
- ✓ Upgrade inventory management software to current version
- ✓ Develop and maintain a collection of Online GIS maps and applications for use by employees and the public

- ✓ Continue the transition of GIS services towards the online models, the latest proven technologies

Goal:

- *Continue to develop better communications between the City, staff, and residents*

Objectives:

- Expand use of self-service Online GIS mapping
- Continue to develop policy and best practices on social networking initiatives

BUDGET DRIVERS

Support:

- Maintenance and licensing annual fee increases
- Replacement of large-format printer/scanner for maps and plans
- Network and Telephony Services – *This is not a new cost, but it is new to the IT budget. In the past, the costs of our phone and internet services were borne by the Facilities budget. These infrastructure costs are highly technology-related, incorporating the lease of the Wide-Area-Network fiber and two Prime Rate Interface (PRI) circuits for the City’s voice traffic. This year, they are removed from Facilities and added to IT. This creates a significant “bump” in the IT budget, but in fact contains no increase. It is just a shift from one department to another.*

Security:

- Document Scanning and Storage Project – *This project supports the Human Resource Department goals by managing sensitive and confidential information and storing it digitally for easy retrieval ,decreased paper usage, all while decreasing physical storage space.*

GIS:

- GIS Consulting – *This, too, is not really a budget increase. In prior years, this was inexplicably included in the Computer – Software line item. It should, and will now be, in the Purchased Services – Professional line item.*

| PROGRAM BUDGET | | | |
|---------------------|-------------------|-------------------|---------------------|
| | Actual FY 2014 | Actual FY 2015 | Proposed FY 2016 |
| Salaries | \$219,435 | \$221,651 | \$125,000 |
| Contracted Services | \$10,250 | \$11,250 | \$19,000 |
| Operations | \$216,290 | \$239,590 | \$251,190 |

PROGRAM BUDGET *(further broken down)*

Support

| Program | FTE | Actual 2014 | Actual 2015 | Budgeted FY16 | Budgeted FY16 Percentage |
|---------------------|-----|------------------|------------------|------------------|--------------------------|
| Salary | .55 | \$109,130 | \$110,632 | \$37,000 | 29.6% |
| Contracted Services | | \$6,050 | \$6,075 | \$2,000 | 10.5% |
| Operational | | \$172,920 | \$159,420 | \$230,190 | 92% |
| Total | | \$288,100 | \$276,604 | \$269,190 | |

GIS

| Program | FTE | Actual 2014 | Actual 2015 | Budgeted FY16 | Budgeted FY16 Percentage |
|---------------------|-----|-----------------|-----------------|-----------------|--------------------------|
| Salary | .90 | \$46,775 | \$47,488 | \$49,500 | 39.6% |
| Contracted Services | | \$0 | 0 | \$9,000 | 47.4% |
| Operational | | \$21,420 | \$35,520 | \$8,000 | 3% |
| Total | | \$68,195 | \$83,008 | \$66,500 | |

Security

| Program | FTE | Actual 2014 | Actual 2015 | Budgeted FY16 | Budgeted FY16 Percentage |
|---------------------|-----|-----------------|-----------------|-----------------|--------------------------|
| Salary | .50 | \$17,009 | \$17,009 | \$35,000 | 28% |
| Contracted Services | | \$6,050 | \$6,075 | \$7,600 | 40% |
| Operational | | \$13,850 | \$23,850 | \$13,000 | 5% |
| Total | | \$36,909 | \$46,934 | \$55,600 | |

Website

| Program | FTE | Actual 2014 | Actual 2015 | Budgeted FY16 | Budgeted FY16 Percentage |
|---------------------|-----|-----------------|-----------------|----------------|--------------------------|
| Salary | .05 | \$46,522 | \$46,522 | \$3,500 | 2.8% |
| Contracted Services | | \$400 | \$250 | \$400 | 2.1% |
| Operational | | \$3,000 | \$4,000 | \$0 | 0% |
| Total | | \$49,772 | \$50,772 | \$3,900 | |

| PERFORMANCE MEASURES | | | |
|--|--|---------|------------------|
| GOALS | MEASURES | FY 2014 | FY 2015 |
| Support <ul style="list-style-type: none"> Help Desk Response time | <ul style="list-style-type: none"> To respond within 4 business hours and resolve within 5 business days | N/A | 83% ¹ |
| GIS <ul style="list-style-type: none"> Maintain geodatabase of Auburn's assets, infrastructure, and resources. Develop mobile data collection applications for users (as needed) Keep GIS technology – server, desktop and online -- current based on latest proven technologies | <ul style="list-style-type: none"> Conduct quarterly meetings with the City of Auburn's GIS users to review GIS needs Annual review of technology available compared to actual usage | N/A | Yes ² |
| Security <ul style="list-style-type: none"> Utilize 100% of security measures included in Windows servers Operate with 0% downtime on telephony systems Maintaining 95% network uptime | <ul style="list-style-type: none"> Minimize loss of staff productivity caused by malware attacks Decrease amount of ICT staff time by updating individual PCs for security solutions | N/A | Yes ³ |
| Website <ul style="list-style-type: none"> Decrease the amount of incoming phone calls requesting general information Solicit increased 2 way communication between the City and Auburn residents Increase public's awareness of available features on City website | <ul style="list-style-type: none"> Switchboard operator will track number and nature of incoming phone calls Increase responses in resident feedback modules (say it, report it, alert me, map it, request it) Increased public traffic as measured through embedded analytics code | N/A | N/A ⁴ |
| Staff <ul style="list-style-type: none"> Maintain a stabilized operation with 4 FTE employees through retention and professional development. | <ul style="list-style-type: none"> Currently 3 FTE employees with additional funding reserved for a fourth FTE employee. | N/A | No ⁵ |

Footnotes:

1. Our records indicate that we responded to HelpDesk request within 4 hours approximately 83% of the time. Resolution was all over the map, with some issues resolved within minutes and others unresolved months later. The nature of the request drives our resolution of it. Some can be addressed right away by staff, others must be budgeted for in future years.
2. This Performance Measure was met.
3. The roll-out of the Kaspersky Anti-malware and the installation of the Barracuda Web Content Filter have dramatically reduced the amount of time spent chasing viruses and spam.
4. This Performance Measure was never implemented or tracked. No excuse, or reason, we just never got to it.
5. This Performance Measure was NOT met, in fact we reduced our FTE to two for this fiscal year. So, as a Performance Measure it was a fail, but we have continued operations with half of the staff called for in the Performance Measure, which is a dramatic savings to the City. We are very pleased that we were able to fail this Performance Measure! But we are very conscious of the eventual need for at least a third staff person, and will be re-evaluating staffing as we move through FY2016.



City of Auburn

Master List

Fiscal Year 2016
Proposed 3.23.2015

| Account Title | FY 2014 Actual | FY 2015 Approved | FY 2015 Projected | FY 2016 Dept. Request | FY 2016 Manager Proposed | Increase/ Decrease | % |
|--------------------------------------|-------------------|---------------------|----------------------|-----------------------------|--------------------------------|-----------------------|--------------|
| <i>Information Technology</i> | | | | | | | |
| Regular Salaries | 178,044 | 170,689 | 115,000 | 167,684 | 125,000 | (45,689) | -27% |
| Longevity Bonus | 0 | 300 | 0 | 0 | 0 | (300) | -100% |
| PS - General | 18,828 | 11,250 | 10,448 | 29,000 | 29,000 | 17,750 | 158% |
| Office Supplies | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Other Sup - Operating | 345 | 3,000 | 4,500 | 3,000 | 3,000 | 0 | 0% |
| Other Sup - Computer Hardware | 34,364 | 28,600 | 27,500 | 22,000 | 22,000 | (6,600) | -23% |
| Repairs - Equipment | 4,807 | 2,500 | 2,500 | 2,500 | 2,500 | 0 | 0% |
| Training & Tuition | 1,675 | 4,020 | 2,000 | 3,020 | 3,020 | (1,000) | -25% |
| Travel-Mileage | 33 | 200 | 150 | 200 | 200 | 0 | 0% |
| Travel-Seminar Costs | 430 | 1,320 | 1,200 | 1,320 | 1,320 | 0 | 0% |
| Computer Software | 14,564 | 33,050 | 38,000 | 9,000 | 9,000 | (24,050) | -73% |
| Software Licensing | 133,593 | 158,900 | 194,000 | 158,700 | 158,700 | (200) | 0% |
| Comm - Network | 0 | 0 | 0 | 36,450 | 36,450 | 36,450 | 0% |
| CIP - Computer Software | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| TOTAL | 386,683 | 413,829 | 395,298 | 432,874 | 390,190 | (23,639) | -5.7% |



City of Auburn

IT

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | | Last Year | Dept. Request | Manager Proposed |
|------------------|-------|-----------|---------------|------------------|
| Regular Salaries | Total | 170,689 | 167,684 | 125,000 |
| Longevity Bonus | Total | 300 | - | - |
| PS - General | Total | 11,250 | 29,000 | 29,000 |

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|----------------------------------|-------------------|-------------------|
| Regular Salaries | | |
| IT Manager/Network Administrator | \$ 63,684 | \$ 70,000 |
| Geospatial Database Manager | \$ 55,000 | \$ 55,000 |
| Database Staff Support Manager | \$ 49,000 | |
| | \$ 167,684 | \$ 125,000 |

Estimated Detail of Longevity Bonus

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|-----------------|---------------|------------------|
| Longevity Bonus | | |
| Longevity | \$ - | \$ - |

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|----------------------|------------------|------------------|
| PS - General | | |
| Telephony Consulting | \$ 3,000 | \$ 3,000 |
| GIS Consulting | \$ 9,000 | \$ 9,000 |
| Contracted Service | \$ 10,000 | \$ 10,000 |
| Network Consulting | \$ 7,000 | \$ 7,000 |
| | \$ 29,000 | \$ 29,000 |

Line Item Narrative

Salaries: The Department is requesting a new position, the Database Staff Support Manager (DSSM). This position would allow us to better support our critical database application - MUNIS, enerGov, Lucity and Patriot. This position would also add to our depth of HelpDesk support. This would be a re-purposing of the (unfilled) website Support Technician position, which would have been 100% TIF funded..

Longevity Bonus: No department staff are currently at the 7-, 15- or 25-year thresholds for longevity bonuses.

PS General: This account is used when there is a need to support City staff, on a short-term, project-specific basis. It pays for outside consultants on a time and materials basis for projects such as phone system or network upgrades or for a special GIS project. Previously, GIS Consulting had been funded through the Computer Software account but it more properly belongs here.



City of Auburn

IT

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | | Last Year | Dept. Request | Manager Proposed |
|-------------------------------|-------|-----------|---------------|------------------|
| Other Sup - Operating | Total | 3,000 | 3,000 | 3,000 |
| Other Sup - Computer Hardware | Total | 28,600 | 22,000 | 22,000 |
| Repairs - Equipment | Total | 2,500 | 2,500 | 2,500 |

Estimated Detail of Other Sup - Operating

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|--------------------------|---------------|------------------|
| Other Sup - Operating | | |
| Accessory Computer Needs | \$ 3,000 | \$ 3,000 |
| | \$ 3,000 | \$ 3,000 |

Estimated Detail of Other Sup - Computer Hardware

Longevity Bonus

| | Dept. Request | Manager Proposed |
|--------------------------------|---------------|------------------|
| Other Sup - Computer Hardware | | |
| Expanded wireless access at PW | \$ 2,000 | \$ 2,000 |
| PC Replacements | \$ 20,000 | \$ 20,000 |
| | \$ 22,000 | \$ 22,000 |

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|---------------------|---------------|------------------|
| Repairs - Equipment | | |
| Equipment Repair | \$ 2,500 | \$ 2,500 |
| | \$ 2,500 | \$ 2,500 |

Line Item Narrative

Other Supplies - Operating: This account funds the cost of computer supplies (blank CDs, DVDs) for the ICT Department. Small computer peripherals (mice, keyboards) are also purchased through this account.

Other Supplies - Computer Hardware: This account funds acquisition and replacement of computers, and other information technology equipment for all departments. This year's projects include creating complete wireless connectivity at the Highway building, replacement of the large-format printer, and the annual replacement of our oldest computers.

Equipment Repair: This account funds in-house repairs to printers, computers and network devices.



City of Auburn

IT

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | | Last Year | Dept. Request | Manager Proposed |
|----------------------|-------|-----------|---------------|------------------|
| Training & Tuition | Total | 4,020 | 3,020 | 3,020 |
| Travel-Mileage | Total | 200 | 200 | 200 |
| Travel-Seminar Costs | Total | 1,320 | 1,320 | 1,320 |

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|--------------------------|-----------------|------------------|
| Training & Tuition | | |
| URISA GISP Certification | \$ 1,000 | \$ 1,000 |
| ESRI GIS Training | \$ 2,020 | \$ 2,020 |
| | \$ 3,020 | \$ 3,020 |

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|-------------------------------------|---------------|------------------|
| Travel-Mileage | | |
| Reimbursement For Personal Vehicles | \$ 200 | \$ 200 |
| | \$ 200 | \$ 200 |

Estimated Detail of Travel-Seminar Costs

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Proposed |
|----------------------|-----------------|------------------|
| Travel-Seminar Costs | | |
| NEARC | \$ 1,000 | \$ 1,000 |
| MMA | \$ 120 | \$ 120 |
| MEGUG | \$ 200 | \$ 200 |
| | \$ 1,320 | \$ 1,320 |

Line Item Narrative

Training & Tuition: It is important that ICT Staff stay current with technological best practices. This training allows staff to become more knowledgeable in industry trends. This year, we will be attempting to gain GIS Professional (GISP) certification for our Geospatial Database Manager. We will also be pursuing further GIS training through ESRI..

Travel Mileage: This account reimburses department personnel when they use personal vehicles for job related activities when municipal vehicles are not available.

Travel, Seminar Costs: This account funds travel, lodging, and entrance fees for staff to attend industry conferences, which helps them maintain their proficiency. This year, staff will be attending the NorthEast ARC user conference (NEARC) in Burlington, VT, the MMA technology conference in Augusta, and the quarterly Maine GIS Users Group.



City of Auburn

IT

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | | Last Year | Dept. Request | Manager Proposed |
|--------------------|-------|-----------|---------------|------------------|
| Computer Software | Total | 33,050 | 9,000 | 9,000 |
| Software Licensing | Total | 158,900 | 158,700 | 158,700 |

Estimated Detail of Computer Software

Actual expenses may vary according to changing circumstances

| Computer Software | Copies | Dept. Request | Manager Proposed |
|--------------------|--------|-----------------|------------------|
| Server OS upgrades | | \$ 6,000 | \$ 6,000 |
| Office Upgrades | | \$ 3,000 | \$ 3,000 |
| | | \$ 9,000 | \$ 9,000 |

Estimated Detail of Software Licensing

Actual expenses may vary according to changing circumstances

| Software Licensing | Dept. Request | Manager Proposed |
|--|-------------------|-------------------|
| Auto Desk Subscription (Engineering) | \$ 200 | \$ 200 |
| CopLogic (APD) | \$ 6,000 | \$ 6,000 |
| EnerGov (Permitting, Planning and Licensing) | \$ 18,000 | \$ 18,000 |
| ESRI (GIS Software) | \$ 25,000 | \$ 25,000 |
| Lucity (Asset Management) | \$ 12,000 | \$ 12,000 |
| IMC (Public Safety for Fire and Police) | \$ 20,500 | \$ 20,500 |
| MUNIS (Financials, Purchasing, Budgeting) | \$ 57,000 | \$ 57,000 |
| Patriot (Computer-Aided Mass Appraisal) | \$ 16,000 | \$ 16,000 |
| Website Hosting | \$ 4,000 | \$ 4,000 |
| | \$ 158,700 | \$ 158,700 |

Line Item Narrative

Computer Software: This account funds new software acquisitions. As we upgrade our major applications, we find that the operating systems and support software on our servers is not always up to the new task. We will begin systematically upgrading operating systems on all of our servers, bringing them to current standards. The Document and Scanning project will streamline the Human Resource Department by managing sensitive and confidential information and storing it digitally for easy retrieval, decreased paper usage, all while decreasing physical storage space. This will be an expansion of the Tyler Content Manager software put in place by Finance in FY15. The significant decrease in this account was caused by moving GIS Consulting from this account to the Purchased Services account, where it belongs.

Software Licensing: This account funds annual licensing fees associated with the City's major applications. Most licensing fees increase annually by a small percentage.

Last Dept. Manager



City of Auburn

IT

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | | Year | Request | Proposed |
|----------------|-------|------|---------|----------|
| Comm - Network | Total | - | 36,450 | 36,450 |

Estimated Detail of Comm - Network

Actual expenses may vary according to changing circumstances

| | Copies | Dept. Request | Manager Proposed |
|---|--------|------------------|---------------------|
| Comm - Network | | | |
| Dark Fiber (Lease) | | \$ 12,000 | \$ 12,000 |
| High Speed Internet @ 600 a month | | \$ 7,200 | \$ 7,200 |
| Elevator Emergency Lines @ \$227 a month | | \$ 2,750 | \$ 2,750 |
| Primary Rate Interface (PRI) Linesx2 - Phone Switches | | \$ 14,500 | \$ 14,500 |
| | | \$ 36,450 | \$ 36,450 |

Line Item Narrative

Comm -- Network: These are new items to the IT Budget, they were previously in the Facilities budget.



City of Auburn

Master List

Fiscal Year 2016
Proposed 3.23.2015

| Account Title | FY 2014 Actual | FY 2015 Approved | FY 2015 Projected | FY 2016 Dept. Request | FY 2016 Manager Proposed | Increase/ Decrease | % |
|------------------------------|-------------------|---------------------|----------------------|-----------------------------|--------------------------------|-----------------------|-------------|
| <i>Legal Services</i> | | | | | | | |
| PS-Legal | 84,239 | 65,000 | 80,000 | 65,000 | 65,000 | 0 | 0% |
| TOTAL | 84,239 | 65,000 | 80,000 | 65,000 | 65,000 | - | 0.0% |



City of Auburn

Legal

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | Last Year | Dept. Request | Manager Proposed |
|---|-----------|---------------|------------------|
| PS-Legal Total | 65,000 | 65,000 | 65,000 |

Estimated Detail of PS-Legal

Actual expenses may vary according to changing circumstances

| PS-Legal | Dept. Request | Manager Proposed |
|----------------|------------------|------------------|
| Legal Services | \$ 65,000 | \$ 65,000 |
| | \$ 65,000 | \$ 65,000 |

Line Item Narrative

Legal: Legal representation resulting from claims made upon the city is determined by the insurance companies. When the City hires legal representation, it's largely based upon the type of legal representation required. For example, it may be land use, personnel, board of appeals, real estate, general, etc.



City of Auburn

Master List

Fiscal Year 2016
Proposed 3.23.2015

| Account Title | FY 2014 Actual | FY 2015 Approved | FY 2015 Projected | FY 2016 Dept. Request | FY 2016 Manager Proposed | Increase/ Decrease | % |
|---------------------------------|-------------------|---------------------|----------------------|-----------------------------|--------------------------------|-----------------------|-------------|
| <i>Mayor and Council</i> | | | | | | | |
| Regular Salaries | 16,750 | 16,600 | 16,600 | 16,600 | 16,600 | 0 | 0.0% |
| PS - General | 23,357 | 35,500 | 36,916 | 38,850 | 37,850 | 2,350 | 6.6% |
| Office Supplies | 616 | 500 | 400 | 500 | 500 | 0 | 0.0% |
| Travel-Mileage | 0 | 200 | 0 | 200 | 200 | 0 | 0.0% |
| Dues & Subscriptions | 22,615 | 25,732 | 25,732 | 25,983 | 25,983 | 251 | 1.0% |
| TOTAL | 63,338 | 78,532 | 79,648 | 82,133 | 81,133 | 2,601 | 3.3% |



City of Auburn

Mayor & Council

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | | Last Year | Dept. Request | Manager Proposed |
|------------------|-------|--------------|------------------|---------------------|
| Regular Salaries | Total | 16,600 | 16,600 | 16,600 |
| PS - General | Total | 35,500 | 38,850 | 37,850 |
| Office Supplies | Total | 500 | 500 | 500 |

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

| | | Dept. Request | Manager Proposed |
|------------------|-----------|------------------|---------------------|
| Regular Salaries | | | |
| Mayor | Mayor | \$ 4,000 | \$ 4,000 |
| City Councilors | Wards 1-5 | \$ 12,600 | \$ 12,600 |
| | | \$ 16,600 | \$ 16,600 |

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

| | | Dept. Request | Manager Proposed |
|--|--|------------------|---------------------|
| PS - General | | | |
| Community Event Registration (LAEGC, Chamber, ABA) | | \$ 2,000 | \$ 2,000 |
| Annual City Audit | | \$ 29,850 | \$ 29,850 |
| Community/Employee Recognition | | \$ 3,500 | \$ 3,000 |
| Council Dinners, Chamber Breakfasts, Water, etc. | | \$ 3,500 | \$ 3,000 |
| | | \$ 38,850 | \$ 37,850 |

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

| | | Dept. Request | Manager Proposed |
|-------------------------|--|------------------|---------------------|
| Office Supplies | | | |
| General Office Supplies | | \$ 500 | \$ 500 |
| | | \$ 500 | \$ 500 |

Line Item Narrative

Regular Salaries: Established by Charter.

Purchases Services General: This account includes the cost of the annual audit and for the Mayor and Council to attend community events, give community and employee recognition, send flowers, cards, and certificates, etc.



City of Auburn

Mayor & Council

Fiscal Year 2016
Proposed 3.30.2015

| Line Items | | Last Year | Dept. Request | Manager Proposed |
|----------------------|-------|--------------|------------------|---------------------|
| Travel-Mileage | Total | 200 | 200 | 200 |
| Dues & Subscriptions | Total | 25,732 | 25,983 | 25,983 |

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

| Travel-Mileage | | Dept. Request | Manager Proposed |
|--|--|------------------|---------------------|
| Mileage Reimbursement for Mayor and Councilors | | \$ 200 | \$ 200 |
| | | \$ 200 | \$ 200 |

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

| Dues & Subscriptions | | Dept. Request | Manager Proposed |
|--------------------------------|--|------------------|---------------------|
| Maine Development Foundation | | \$ 350 | \$ 350 |
| Maine Service Center Coalition | | \$ 2,767 | \$ 2,767 |
| Mayor's Coalition | | \$ 1,000 | \$ 1,000 |
| Maine Municipal Association | | \$ 21,866 | \$ 21,866 |
| | | \$ 25,983 | \$ 25,983 |

Line Item Narrative

Travel & Mileage: This account is used for mileage reimbursement.

Dues & Subscriptions: These organizations are support services to our City, whether it be transportation, business, lobbying, resources, training, or representation.

Joint Services: This account was used to fund the Public Safety Department Task Force Study.