

# **CITY OF AUBURN, MAINE**

## **FY 13 - 14**

### **ADOPTED BUDGET**

**Adopted by City Council**

**June 24, 2013**

**Amended by City Council**

**July 1, 2013**

CITY OF AUBURN  
FY 2014 EXPENDITURES  
COMPARISON FY13 AND FY14 BUDGETS

CLASSIFICATION	COUNCIL		DEPARTMENT	MANAGER	COUNCIL	Increase	Percentage of Increase (Decrease)
	ADOPTED BUDGET FY 12-13	PROJECTED FY 12-13	PROPOSED BUDGET FY 13-14	PROPOSED BUDGET FY 13-14	DIRECTIVE BUDGET FY 13-14	(Decrease) from Prior Year Budget	
<b><u>Administration</u></b>							
Assessing	183,801	172,680	194,802	183,202	172,277	(11,524)	-6.27%
City Clerk	150,676	145,438	173,095	145,750	143,545	(7,131)	-4.73%
City Manager	223,591	221,705	221,163	221,163	238,903	15,312	6.85%
Economic Development	119,705	119,705	343,672	339,672	318,933	199,228	166.43%
Finance	419,539	408,290	405,976	405,976	405,976	(13,563)	-3.23%
Human Resources	137,836	136,594	140,566	140,566	139,566	1,730	1.26%
ICT	386,632	374,853	445,975	395,350	395,350	8,718	2.25%
Legal Services	85,000	35,200	85,000	80,000	100,000	15,000	17.65%
Mayor & Council	99,690	99,509	75,079	75,079	71,079	(28,611)	-28.70%
<b>Total Administration</b>	<b>1,806,470</b>	<b>1,713,974</b>	<b>2,085,328</b>	<b>1,986,758</b>	<b>1,985,629</b>	<b>179,159</b>	<b>9.92%</b>
<b><u>Community Services</u></b>							
Health & Social Services							
Administration	70,401	67,932	83,557	83,557	83,557	13,156	18.69%
Assistance	106,166	161,684	153,388	105,982	105,982	(184)	-0.17%
Parks & Recreation	616,241	596,445	706,579	649,634	567,334	(48,907)	-7.94%
Planning & Permitting	776,532	716,525	845,680	775,230	775,230	(1,302)	-0.17%
Public Library	968,292	968,292	961,069	961,069	927,237	(41,055)	-4.24%
<b>Total Community Services</b>	<b>2,537,632</b>	<b>2,510,878</b>	<b>2,750,273</b>	<b>2,575,472</b>	<b>2,459,340</b>	<b>(78,292)</b>	<b>-3.09%</b>
<b><u>Fiscal Services</u></b>							
Debt Service	6,682,797	6,682,797	6,326,584	6,321,584	6,321,584	(361,213)	-5.41%
Emergency Reserve	333,818	0	375,289	375,289	375,289	41,471	12.42%
Property	699,114	680,137	722,067	715,667	715,667	16,553	2.37%
Transfer to TIF	2,619,142	2,619,142	2,619,142	2,619,142	2,555,723	(63,419)	-2.42%
Wages & Benefits	4,602,545	4,500,000	4,952,625	4,802,585	4,397,585	(204,960)	-4.45%
Workers' Compensation	415,000	415,000	431,446	431,446	431,446	16,446	3.96%
<b>Total Fiscal Services</b>	<b>15,352,416</b>	<b>14,897,076</b>	<b>15,427,153</b>	<b>15,265,713</b>	<b>14,797,294</b>	<b>(555,122)</b>	<b>-3.62%</b>
<b><u>Public Safety</u></b>							
Fire	3,904,344	3,731,806	4,428,795	4,067,224	4,024,789	120,445	3.08%
Police	3,439,583	3,234,191	3,656,119	3,584,558	3,499,583	60,000	1.74%
<b>Total Public Safety</b>	<b>7,343,927</b>	<b>6,965,997</b>	<b>8,084,914</b>	<b>7,651,782</b>	<b>7,524,372</b>	<b>180,445</b>	<b>2.46%</b>
<b><u>Public Works</u></b>							
Public Works	4,597,744	4,226,632	5,254,363	4,791,837	4,730,432	132,688	2.89%
Engineering	340,370	335,470	343,188	300,788	280,188	(60,182)	-17.68%
Water & Sewer	558,835	558,835	558,835	558,835	558,835	0	0.00%
<b>Total Public Works</b>	<b>5,496,949</b>	<b>5,120,937</b>	<b>6,156,386</b>	<b>5,651,460</b>	<b>5,569,455</b>	<b>72,506</b>	<b>1.32%</b>

CITY OF AUBURN  
FY 2014 EXPENDITURES  
COMPARISON FY13 AND FY14 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 12-13	PROJECTED FY 12-13	DEPARTMENT PROPOSED BUDGET FY 13-14	MANAGER PROPOSED BUDGET FY 13-14	COUNCIL DIRECTIVE BUDGET FY 13-14	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<b>Capital Improvement Projects</b>							
City Clerk-Record Restoration				12,500	12,500	12,500	
City Clerk-Voting Booths				6,000	6,000	6,000	
Police-Cruiser Replacement				140,000	70,000	70,000	
Police-Mobile Radio Replacement				45,000	20,000	20,000	
Library-HVAC Automation System				7,500	7,500	7,500	
Library-Technology Replacement	0	0	1,361,841	12,000	12,000	12,000	
<b>Total CIP</b>	<b>0</b>	<b>0</b>	<b>1,361,841</b>	<b>223,000</b>	<b>128,000</b>	<b>128,000</b>	
<b>Total Municipal</b>	<b>32,537,394</b>	<b>31,208,862</b>	<b>35,865,895</b>	<b>33,354,185</b>	<b>32,464,090</b>	<b>(73,304)</b>	<b>-0.23%</b>
<b>Intergovernmental Programs</b>							
County Taxes	2,006,244	2,006,244	2,029,513	2,029,513	2,029,513	23,269	1.16%
Tax Sharing	289,000	288,593	270,000	270,000	270,000	(19,000)	-6.57%
Auburn-Lewiston Municipal Airport	105,000	105,000	200,000	132,500	105,000	0	0.00%
Community Little Theater	20,160	20,160	20,160	20,160	0	(20,160)	-100.00%
LA Arts	0	0	0	10,000	0	0	#DIV/0!
Lew-Aub Economic Growth Council (see EconDev)	160,687	160,687	160,687	0	0	(160,687)	-100.00%
Lew-Aug Transit Committee	235,548	235,548	235,496	235,496	235,496	(52)	-0.02%
Lew-Aub 911 Communications Center	1,035,381	1,035,381	1,042,909	1,042,909	1,036,409	1,028	0.10%
<b>Total Intergovernmental Programs</b>	<b>3,852,020</b>	<b>3,851,613</b>	<b>3,958,765</b>	<b>3,740,578</b>	<b>3,676,418</b>	<b>(175,602)</b>	<b>-4.56%</b>
<b>Grand Total Municipal</b>	<b>36,389,414</b>	<b>35,060,475</b>	<b>39,824,660</b>	<b>37,094,763</b>	<b>36,140,508</b>	<b>(248,906)</b>	<b>-0.68%</b>
Education Operation	33,419,500	33,419,500	34,954,516	35,706,292	35,001,777	1,582,277	4.73%
Education Debt Service	2,483,582	2,483,582	2,671,986	2,671,986	2,671,986	188,404	7.59%
<b>Total School</b>	<b>35,903,082</b>	<b>35,903,082</b>	<b>37,626,502</b>	<b>38,378,278</b>	<b>37,673,763</b>	<b>1,770,681</b>	<b>4.93%</b>
<b>Total Budget</b>	<b>72,292,496</b>	<b>70,963,557</b>	<b>77,451,162</b>	<b>75,473,041</b>	<b>73,814,271</b>	<b>1,521,775</b>	<b>2.11%</b>

CITY OF AUBURN  
 FY 2014 EXPENDITURES  
 COMPARISON FY13 AND FY14 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 12-13	PROJECTED FY 12-13	DEPARTMENT PROPOSED BUDGET FY 13-14	MANAGER PROPOSED BUDGET FY 13-14	COUNCIL DIRECTIVE BUDGET FY 13-14	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
Non-Property Tax Revenue							
Municipal	10,944,240			11,089,617	10,710,337	(233,903)	-2.14%
Education	20,506,782			21,269,293	21,569,293	1,062,511	5.18%
<b>Total</b>	<b>31,451,022</b>			<b>32,358,910</b>	<b>32,279,630</b>	<b>828,608</b>	<b>2.63%</b>
Property Tax Dollars Needed							
Municipal	25,445,174			26,005,146	25,430,171	(15,003)	-0.06%
Education	15,396,300			17,108,985	16,104,470	708,170	4.60%
<b>Total</b>	<b>40,841,474</b>			<b>43,114,131</b>	<b>41,534,641</b>	<b>693,167</b>	<b>1.70%</b>
<b>Property Tax Rate Based on Assessed Values of :</b>	<b>19.59</b>			<b>21.44</b>	<b>20.70</b>	<b>1.11</b>	<b>5.66%</b>
	<b>2,010,510,334</b>			<b>2,010,510,334</b>	<b>2,006,545,827</b>		
<b>Property Tax Rate</b>							
Municipal Tax Rate	11.93			\$12.93	\$12.67	0.74	6.23%
Education Tax Rate	7.66			\$8.51	\$8.03	0.37	4.78%
	<u>19.59</u>			<u>21.44</u>	<u>20.70</u>	<u>1.11</u>	<u>5.66%</u>

CITY OF AUBURN  
FY 2014 REVENUES  
COMPARISON FY13 AND FY14 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 12-13	MANAGER PROPOSED BUDGET FY 13-14	COUNCIL DIRECTIVE BUDGET FY 13-14	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<b><u>General Government</u></b>					
Homestead Exemption Reimbursement	514,584	482,575	482,575	(32,009)	-6.22%
Personal Property Reimbursement	1,209,667	1,200,000	1,230,000	20,333	0.00%
Tree Growth Reimbursement	5,000	10,000	10,000	5,000	0.00%
Veterans Reimbursement	17,000	18,000	18,000	1,000	0.00%
CDBG Reimbursement	8,000	8,000	8,000	-	0.00%
In Lieu of Taxes	70,000	80,000	80,000	10,000	14.29%
Excise Tax-Vehicles	3,000,000	3,000,000	3,050,000	50,000	1.67%
Excise Tax-Boats	15,000	15,000	15,000	-	0.00%
Excise Tax-Aircraft	3,500	3,500	3,500	-	0.00%
State Revenue Sharing	2,400,000	2,400,000	1,649,470	(750,530)	-31.27%
Other State Aid	4,000	4,000	4,000	-	0.00%
Penalties & Interest	140,000	140,000	140,000	-	0.00%
Investment Income	30,000	20,000	20,000	(10,000)	-33.33%
Interest from Bonds	2,000	2,000	2,000	-	0.00%
Transfer in from TIF	324,212	500,000	500,000	175,788	54.22%
Transfer in from Police Outside Jobs	-	-	20,000	20,000	
Rental Income (Intermodal)	122,000	122,000	122,000	-	0.00%
Sale of Property	20,000	20,000	20,000	-	0.00%
Tax Sharing Revenue	158,362	155,000	155,000	(3,362)	-2.12%
Cable Television Franchise	96,000	96,000	126,000	30,000	31.25%
MMWAC Host Fees	197,400	204,000	204,000	6,600	3.34%
Energy Efficiency	2,000	2,000	2,000	-	0.00%
Reimbursement-Other	10,000	10,000	10,000	-	0.00%
Utility Reimbursement	27,500	27,500	27,500	-	0.00%
Unclassified	2,000	7,500	7,500	5,500	275.00%
Fund Balance Contribution	1,350,000	1,350,000	1,350,000	-	0.00%
<b>Total General Government</b>	<b>9,728,225</b>	<b>9,877,075</b>	<b>9,256,545</b>	<b>(471,680)</b>	<b>-4.85%</b>

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FY 2014 REVENUES  
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<b><u>City Clerk</u></b>					
Hunting/Fishing/Dogs	2,000	2,000	2,000	-	0.00%
Neutered Animals	2,400	3,000	3,000	600	25.00%
Voter Reg List	100	100	100	-	0.00%
Clerk/Sale of Copies	100	100	200	100	100.00%
City Clerk Notary	800	800	1,800	1,000	125.00%
Banner Hanging Fee	1,300	1,300	3,300	2,000	153.85%
Commercial License	35,000	40,000	40,000	5,000	14.29%
Taxi License	2,600	3,000	3,000	400	15.38%
Marriage License	5,000	5,000	5,000	-	0.00%
Birth/Death/Marriage Cert	25,000	25,000	25,000	-	0.00%
Permits - Burial	7,000	7,000	7,000	-	0.00%
Fines-Dog	3,000	3,000	3,000	-	0.00%
<b>Total City Clerk</b>	<b>84,300</b>	<b>90,300</b>	<b>93,400</b>	<b>9,100</b>	<b>10.79%</b>
<b><u>Finance</u></b>					
Reg - Vehicles	60,000	60,000	60,000	-	0.00%
<b>Total Finance</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>-</b>	<b>0.00%</b>
<b><u>Community Services-ICT</u></b>					
GIS/Data & Maps	20	20	20	-	0.00%
<b>Total Community Services-ICT</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>-</b>	<b>0.00%</b>
<b><u>Assessing</u></b>					
Maps & Copies	20	20	20	-	0.00%
<b>Total Assessing</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>-</b>	<b>0.00%</b>
<b><u>Health &amp; Social Services</u></b>					
GA Reimbursement	53,083	53,000	53,000	(83)	-0.16%
<b>Total Health &amp; Social Services</b>	<b>53,083</b>	<b>53,000</b>	<b>53,000</b>	<b>(83)</b>	<b>-0.16%</b>

CITY OF AUBURN  
FY 2014 REVENUES  
COMPARISON FY13 AND FY14 BUDGETS

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<b><u>Planning &amp; Permitting</u></b>					
Maps & Copies	500	500	500	-	0.00%
Departmental Reviews	16,000	16,000	16,000	-	0.00%
Planning/Codes & Ordinance	3,000	3,000	3,000	-	0.00%
Fire Alarm Inspections	29,000	29,000	29,000	-	0.00%
Citation Ordinance	2,000	2,000	2,000	-	0.00%
Advertising Costs	5,000	5,000	5,000	-	0.00%
Lisbon Reimbursement for Services	-	10,000	10,000	10,000	#DIV/0!
Permits - Building	70,000	95,000	110,000	40,000	57.14%
CDBG Reimbursement for Services			50,000	50,000	
Permits - Electrical	16,000	16,000	16,000	-	0.00%
Permits - Plumbing	10,500	10,500	10,500	-	0.00%
Permits - Sign	4,000	5,000	5,000	1,000	25.00%
<b>Total Planning &amp; Permitting</b>	<b>156,000</b>	<b>192,000</b>	<b>257,000</b>	<b>101,000</b>	<b>64.74%</b>
<b><u>Parks &amp; Recreation</u></b>					
Arena	13,275	-	-	(13,275)	-100.00%
Recreation Program	30,000	-	-	(30,000)	-100.00%
<b>Total Parks &amp; Recreation</b>	<b>43,275</b>	<b>-</b>	<b>-</b>	<b>(43,275)</b>	<b>-100.00%</b>
<b><u>Community Services-Engineering</u></b>					
Fees - Eng-Misc	15	200	200	185	1233.33%
Fees - Inspection	10,000	10,000	10,000	-	0.00%
Fees - Drive Opening	200	200	200	-	0.00%
Fees - Bid Documents	1,000	1,000	1,000	-	0.00%
Permits - Fill	1,000	1,000	1,000	-	0.00%
Permits - Street Opening	20,000	25,000	25,000	5,000	25.00%
<b>Total Community Services-Engineering</b>	<b>32,215</b>	<b>37,400</b>	<b>37,400</b>	<b>5,185</b>	<b>16.09%</b>
<b><u>Fire Department</u></b>					
Copies of Reports	200	200	200	-	0.00%
Inspections	10,000	10,000	10,000	-	0.00%
EMS Agreement	100,000	100,000	100,000	-	0.00%
Salvage Calls	100	100	100	-	0.00%
Permits - Oil Burner	800	800	800	-	0.00%
<b>Total Fire Department</b>	<b>111,100</b>	<b>111,100</b>	<b>111,100</b>	<b>-</b>	<b>0.00%</b>

CITY OF AUBURN  
 FY 2014 REVENUES  
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CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 12-13	MANAGER PROPOSED BUDGET FY 13-14	COUNCIL DIRECTIVE BUDGET FY 13-14	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<b><u>Police Department</u></b>					
Accident & Police	15,000	13,000	13,000	(2,000)	-13.33%
Court	15,000	15,000	15,000	-	0.00%
Photos & Tapes	2,000	500	500	(1,500)	-75.00%
False Alarms	20,000	10,000	10,000	(10,000)	-50.00%
Animal Impound	1,000	300	300	(700)	-70.00%
Veh Rel/Non Driver	2,000	6,000	6,000	4,000	200.00%
Veh Rel/Driver Licence	15,000	15,000	15,000	-	0.00%
ARRA Cops Grant	120,000	-	-	(120,000)	-100.00%
MDEA Reimbursement	60,102	60,102	60,102	-	0.00%
School Resource Officers			173,150	173,150	
Computer Crimes		56,000	56,000	56,000	
Permits - Alarms	900	5,000	5,000	4,100	455.56%
Permits - Firearms	2,000	3,000	3,000	1,000	50.00%
Fines - Parking Violations	45,000	40,000	40,000	(5,000)	-11.11%
<b>Total Police Department</b>	<b>298,002</b>	<b>223,902</b>	<b>397,052</b>	<b>99,050</b>	<b>33.24%</b>
<b><u>Public Works</u></b>					
Community Cords	-	4,800	4,800	4,800	
State/Local Road Assistance	378,000	440,000	440,000	62,000	16.40%
<b>Total Public Works</b>	<b>378,000</b>	<b>444,800</b>	<b>444,800</b>	<b>66,800</b>	<b>17.67%</b>
<b>Total Municipal</b>	<b>10,944,240</b>	<b>11,089,617</b>	<b>10,710,337</b>	<b>(233,903)</b>	<b>-2.14%</b>



CITY OF AUBURN  
 FY 2014 REVENUES  
 COMPARISON FY13 AND FY14 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 12-13	MANAGER PROPOSED BUDGET FY 13-14	COUNCIL DIRECTIVE BUDGET FY 13-14	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<b>School Department</b>					
Reg Secondary Tuition	97,500	134,266	134,266	36,766	37.71%
SOS Tuition	120,000	90,000	90,000	(30,000)	-25.00%
Adult Ed Tuition	93,800	93,800	93,800	-	0.00%
State Subsidy for Education	17,633,827	18,482,390	18,782,390	1,148,563	6.51%
Debt Service Reimbursement	1,225,447	1,161,010	1,161,010	(64,437)	-5.26%
PreK/CDS	70,200	55,000	55,000	(15,200)	-21.65%
Special Ed/Mainecare	125,000	125,000	125,000	-	0.00%
State Agency Clients	30,000	30,000	30,000	-	0.00%
State Aid for Adult Education	96,246	96,246	96,246	-	0.00%
Miscellaneous	127,265	98,506	98,506	(28,759)	-22.60%
Daycare Rent	30,000	50,000	50,000	20,000	66.67%
Fund Balance	857,497	853,075	853,075	(4,422)	0.00%
<b>Total School</b>	<b>20,506,782</b>	<b>21,269,293</b>	<b>21,569,293</b>	<b>1,062,511</b>	<b>5.18%</b>
<b>Total Non-Property Tax Revenue - Municipal</b>					
Total Non-Property Tax Revenue - Municipal	10,944,240	11,089,617	10,710,337	(233,903)	-2.14%
Total Non-Property Tax Revenue - School	<u>20,506,782</u>	<u>21,269,293</u>	<u>21,569,293</u>	<u>1,062,511</u>	<u>5.18%</u>
<b>Total Non-Property Tax Revenue</b>	<b>31,451,022</b>	<b>32,358,910</b>	<b>32,279,630</b>	<b>828,608</b>	<b>2.63%</b>
<b>Total Proposed Budget - Municipal</b>					
Total Proposed Budget - Municipal	36,389,414	37,094,763	36,140,508	(248,906)	-0.68%
Total Proposed Budget - School	<u>35,903,082</u>	<u>38,378,278</u>	<u>37,673,763</u>	<u>1,770,681</u>	<u>4.93%</u>
<b>Total Proposed Budget</b>	<b>72,292,496</b>	<b>75,473,041</b>	<b>73,814,271</b>	<b>1,521,775</b>	<b>2.11%</b>
<b>Total Property Tax Dollars Needed - Municipal</b>					
Total Property Tax Dollars Needed - Municipal	25,445,174	26,005,146	25,430,171	(15,003)	-0.06%
Total Property Tax Dollars Needed - School	<u>15,396,300</u>	<u>17,108,985</u>	<u>16,104,470</u>	<u>708,170</u>	<u>4.60%</u>
<b>Total Property Tax Dollars Needed</b>	<b>40,841,474</b>	<b>43,114,131</b>	<b>41,534,641</b>	<b>693,167</b>	<b>1.70%</b>



# City of Auburn

## Master List

Fiscal Year 2014  
Adopted 6.24.2013

Account Title	FY 2012 Actual	FY 2013 Approved	FY 2013 Projected	FY 2014 Dept. Request	FY 2014 Council Adopted	Increase/ Decrease	%
<b>0135 Assessing Services</b>							
Regular Salaries	156,337	169,156	160,920	186,117	158,192	(10,964)	-7%
Longevity Bonus	0	0	0	0	0	0	0%
PS - General	18,000	5,000	4,000	0	5,000	0	0%
PS - Recording Fee	931	1,500	1,000	1,500	1,500	0	0%
Reports, Printing, & Binding	216	300	250	300	300	0	0%
Office Supplies	656	600	550	600	600	0	0%
MV Sup-Gas & Oil	460	400	400	400	400	0	0%
Comm - Telephone	1,011	1,380	1,300	1,200	1,200	(180)	-14%
Advertising	181	485	235	485	485	0	0%
Repairs - Vehicles	109	300	200	300	300	0	0%
Training & Tuition	1,982	2,600	1,755	1,800	2,200	(400)	-23%
Travel-Mileage	86	400	280	400	400	0	0%
Travel-Seminar Costs	0	0	0	0	0	0	0%
Furniture and Fixtures	1,000	0	0	0	0	0	0%
Dues & Subscriptions	1,700	1,680	1,790	1,700	1,700	20	1%
<b>TOTAL</b>	<b>182,669</b>	<b>183,801</b>	<b>172,680</b>	<b>194,802</b>	<b>172,277</b>	<b>(11,524)</b>	<b>-6.3%</b>



# City of Auburn

## Assessing

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
Regular Salaries	Total	169,156	186,117	158,192
Longevity Bonus	Total	-	-	-

***Estimated Detail of Regular Salaries***

*Actual expenses may vary according to changing circumstances*

		Dept. Request	Council Adopted
Regular Salaries			
Lead Assessor		\$ 72,828	\$ 72,828
Deputy Assessor (reclassification)		\$ 58,000	\$ 58,000
Appraiser		\$ 38,289	\$ 38,289
Assessor Assistant (Part-time)(new position)		\$ 17,000	\$ -
		<b>\$ 186,117</b>	<b>\$ 169,117</b>
	TIF Offset		<b>\$ 10,925</b>
			<b>\$ 158,192</b>

***Estimated Detail of Longevity Bonus***

*Actual expenses may vary according to changing circumstances*

		Dept. Request	Council Adopted
Longevity Bonus			
Employee Longevity		\$ -	\$ -
		<b>\$ -</b>	<b>\$ -</b>

***Line Item Narrative***

**Regular Wages:** The successful operation of the Assessing Department requires skilled employees in the assessing field. Regular salaries reflects the combination of administrative duties and technical duties. If PT position is not funded the \$5,000 reduction in purchased services-general will need to be reinstated.

**Longevity Bonus:** This account includes the costs of bonuses paid to employees for years of service to the City of Auburn. The longevity bonus is paid to non-union members at their 7 (\$300), 15 (\$400), and 25 (\$500) year anniversaries.



# City of Auburn

## Assessing

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
PS - General	Total	5,000	-	5,000
PS - Recording Fee	Total	1,500	1,500	1,500

***Estimated Detail of PS - General***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
PS - General		
Contract acted Services		
<u>Parcel Count</u>		
Commercial		
Personal Property		
Residential		
Building Inspections		
Mileage		
	\$ -	\$ -

***Estimated Detail of PS - Recording Fee***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
PS - Recording Fee		
Annual Fee and Deed Copies	\$ 1,500	\$ 1,500
	<b>\$ 1,500</b>	<b>\$ 1,500</b>

***Line Item Narrative***

**Purchased Services - General:** This account will be used for privatizing assessing inspections. Contracted services will be eliminated if the Assessor Assistant position is filled.

**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.



# City of Auburn

## Assessing

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Reports, Printing, & Binding	Total	300	300	300
Office Supplies	Total	600	600	600
MV Sup-Gas & Oil	Total	400	400	400

***Estimated Detail of Reports, Printing, & Binding***

*Actual expenses may vary according to changing circumstances*

Reports, Printing, & Binding		Dept. Request	Council Adopted
Commitment Book		\$ 300	\$ 300
		\$ 300	\$ 300

***Estimated Detail of Office Supplies***

*Actual expenses may vary according to changing circumstances*

Office Supplies		Dept. Request	Council Adopted
See Below		\$ 600	\$ 600
		\$ 600	\$ 600

***Estimated Detail of MV Sup-Gas & Oil***

*Actual expenses may vary according to changing circumstances*

MV Sup-Gas & Oil		Dept. Request	Council Adopted
See Below		\$ 400	\$ 400
		\$ 400	\$ 400

***Line Item Narrative***

**Reports, Printing & Binding:** This account includes the cost of binding the Valuations Book, "True and Perfect List." The Valuation book is the sole official record of the assessments of any given year and contains the following information: Principle property owners, valuation, location, etc. List of taxable and exempt property, both personal and real, Tax Rate calculation sheet, Municipal Valuation Return, Special Land Classification, Collector's Warrant and Certification of Commitment, Assessor's Certification, Municipal Appropriations, State-Municipal Revenue Sharing Aid, Abatements and Supplemental Assessments (Warrants & Certificates), TIF allocations, Top Tax Payers, Special Land Classifications, Base Valuation Mix.

**Office Supplies:** Account includes the cost of general office supplies, including paper, writing utensils, staples, file folders, and report folders for hearings with the Board of Assessment Review.

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



# City of Auburn

## Assessing

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Comm - Telephone	Total	1,380	1,200	1,200
Advertising	Total	485	485	485
Repairs - Vehicles	Total	300	300	300

**Estimated Detail of Comm - Telephone**

*Actual expenses may vary according to changing circumstances*

Comm - Telephone	Cost / Month	Dept. Request	Council Adopted
2 Air Cards	\$ 100	\$ 1,200	\$ 1,200
Shared Cellular Phone			
		<b>\$ 1,200</b>	<b>\$ 1,200</b>

**Estimated Detail of Advertising**

*Actual expenses may vary according to changing circumstances*

Advertising	Dept. Request	Council Adopted
Newspaper Advertising	\$ 485	\$ 485
	<b>\$ 485</b>	<b>\$ 485</b>

**Estimated Detail of Repairs - Vehicles**

*Actual expenses may vary according to changing circumstances*

Repairs - Vehicles	Dept. Request	Council Adopted
2005 Hyundai Elantra	\$ 300	\$ 300
	<b>\$ 300</b>	<b>\$ 300</b>

**Line Item Narrative**

**Telephone:** This account includes the cost of a cell phone to be shared by staff while operating in the field. It allows the appraiser to communicate with both the office and property owners. In emergency situations, the phone has been known to be very helpful. The air cards will be used to provide internet access to the field computers so that we can directly load our property inspection information into the Patriot CAMA system.

**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.

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



# City of Auburn

## Assessing

**Fiscal Year 2014**  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Training & Tuition	Total	2,600	1,800	2,200
Travel-Mileage	Total	400	400	400

### *Estimated Detail of Training & Tuition*

*Actual expenses may vary according to changing circumstances*

Training & Tuition		Dept. Request	Council Adopted
Continuing Education for Certifications and Licenses	□	\$ 1,800	\$ 2,200
		<b>\$ 1,800</b>	<b>\$ 2,200</b>

### *Estimated Detail of Travel-Mileage*

*Actual expenses may vary according to changing circumstances*

Travel-Mileage		Dept. Request	Council Adopted
Mileage		\$ 400	\$ 400
		<b>\$ 400</b>	<b>\$ 400</b>

#### **Line Item Narrative**

**Training:** This account funds certification for Maine Assessors, C.M.A. Certification is required by Maine State Statutes, (Title 36 Section 311). The Department has staff members who are certified by the Maine Revenue Service Property Tax Division who each must complete 16 hours of continuing education per year to maintain certified assessor status. The assessor is also a State of Maine Certified General Appraiser and a Senior Residential Appraiser of the Appraisal Institute. These appraisal certification levels require an additional 20 hours of continuing education.

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



# City of Auburn

## Assessing

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items	Last Year	Dept. Request	Council Adopted
<b>Dues &amp; Subscriptions</b>	<b>Total</b>	<b>1,680</b>	<b>1,700</b>

***Estimated Detail of Dues & Subscriptions***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Dues & Subscriptions		
IAAO (International Association of Assessing Officers) National	\$ 175	\$ 175
IAAO State Chapter	\$ 90	\$ 90
MAAO (Maine Association of Assessing Officers)	\$ 60	\$ 60
State Appraisal License/Appraisal Institute	\$ 1,375	\$ 1,375
	<b>\$ 1,700</b>	<b>\$ 1,700</b>

***Line Item Narrative***

**Dues & Memberships:** This account includes the costs of memberships in professional organizations. Membership in professional organizations provides the opportunity to enroll in educational courses at a discounted rate, associate with other professionals, share information and gain member assistance from those organizations. One person has the IAAO National membership, 3 people have the State Chapter of the IAAO membership, one person has the State License, and two people are members of the Appraisal Institute.





# City of Auburn

## Master List

Fiscal Year 2014  
Adopted 6.24.2013

Account Title	FY 2012 Actual	FY 2013 Approved	FY 2013 Projected	FY 2014 Dept. Request	FY 2014 Council Adopted	Increase/ Decrease	%
<b>0115 City Clerk</b>							
Regular Salaries	117,839	119,561	119,138	140,324	113,024	(6,537)	-5%
Longevity Bonus	0	0	0	0	0	0	0%
Temporary Assistance	13,020	0	430	0	0	0	0%
OT- Regular	9	1,500	1,500	1,500	1,500	0	0%
Office Supplies	1,111	2,500	2,150	2,500	2,500	0	0%
Other Sup - Voter	370	980	990	5,520	5,520	4,540	463%
Repairs - Equipment	0	500	500	500	500	0	0%
Training & Tuition	530	1,450	1,400	1,750	1,750	300	21%
Advertising	1,195	1,200	1,200	1,200	1,200	0	0%
Professional Services	900	7,500	2,500	2,500	2,500	(5,000)	-67%
Travel-Mileage	297	500	475	500	500	0	0%
Reports, Printing & Binding	0	0	0			0	0%
Dues & Subscriptions	356	455	455	551	506	51	11%
Wardens & Ward Clerks	9,898	12,080	12,000	12,805	10,600	(1,480)	-12%
Voting Machines	5,898	2,450	2,800	3,445	3,445	995	41%
<b>TOTAL</b>	<b>151,423</b>	<b>150,676</b>	<b>145,538</b>	<b>173,095</b>	<b>143,545</b>	<b>(7,131)</b>	<b>-4.7%</b>



# City of Auburn

## City Clerk

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Regular Salaries	Total	119,561	140,324	113,024
OT - Regular	Total	1,500	1,500	1,500
Temporary Assistance	Total	-	-	-

**Estimated Detail of Regular Salaries**

*Actual expenses may vary according to changing circumstances*

Regular Salaries	Pay	Hours/ Week	Dept. Request	Council Adopted
City Clerk	Salary	37.5	\$ 57,000	\$ 57,000
Licensing Specialist/Deputy City Clerk	\$ 17.00	37.5	\$ 33,150	\$ 33,150
Switchboard/Information	\$ 11.73	37.5	\$ 22,874	\$ 22,874
Office Assistant/Assistant Clerk (new position)	\$ 14.00	37.5	\$ 27,300	\$ -
			<b>\$ 140,324</b>	<b>\$ 113,024</b>

**Estimated Detail of OT - Regular**

*Actual expenses may vary according to changing circumstances*

OT - Regular	Dept. Request	Council Adopted
	\$ 1,500	\$ 1,500
	<b>\$ 1,500</b>	<b>\$ 1,500</b>

**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	\$ -	\$ -
	<b>\$ -</b>	<b>\$ -</b>

**Line Item Narrative**

**Regular Salaries:** I am requesting an additional position for an Office Assistant /Assistant City Clerk. This person would also be fully cross trained with Tax Office duties and would primarily work on the Tax Counter assisting with both Tax and City Clerk duties. This person would fill in on the Switchboard/Information window when needed and would also be instrumental in helping out with Voter Registration and Election duties as needed. In the past, the Clerk's office was staffed with a Deputy Clerk, a Deputy Registrar, Switchboard Operator/Information Assistant and the City Clerk. The Deputy Registrar position was eliminated over a year ago and the office has felt the strain of eliminating that position.

**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 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
Office Supplies	Total	2,500	2,500	2,500
Other Sup - Voter	Total	980	5,520	5,520
Repairs - Equipment	Total	500	500	500

***Estimated Detail of Office Supplies***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Office Supplies		
General office supplies	\$ 1,250	\$ 1,250
Voter cards, labels and certificates	\$ 1,250	\$ 1,250
	<b>\$ 2,500</b>	<b>\$ 2,500</b>

***Estimated Detail of Other Sup - Voter***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Other Sup - Voter		
Election supplies (miscellaneous)	\$ 2,320	\$ 2,320
Ballots	\$ 3,200	\$ 3,200
	<b>\$ 5,520</b>	<b>\$ 5,520</b>

***Estimated Detail of Repairs - Equipment***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Repairs - Equipment		
Office Equipment Repairs	\$ 500	\$ 500
	<b>\$ 500</b>	<b>\$ 500</b>

***Line Item Narrative***

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

**Other Supplies - Voter:** Separate of the CIP for new voting booths, this line item under miscellaneous election supplies is for stanchions (crowd control barriers) which provide safety and order in the polling places. The stanchions we are currently using are 20-30 years old. They are in poor shape. They are made of a heavy plastic and the bases of the posts are filled with sand for weight to keep them upright. There are small leaks and the sand leaks out of the bases. We also do not have enough to properly set up the polling areas. I've also included the cost for ordering ballots for the November local ballot and the June local ballot (School Budget Validation). This is an increase from FY13 because we did not print any local ballots during that fiscal year.



# City of Auburn

## City Clerk

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Training & Tuition	Total	1,450	1,750	1,750
Advertising	Total	1,200	1,200	1,200
Professional Services	Total	7,500	2,500	2,500
Travel-Mileage	Total	500	500	500

### *Estimated Detail of Training & Tuition*

*Actual expenses may vary according to changing circumstances*

Training & Tuition		Dept. Request	Council Adopted
Employee Training		\$ 1,750	\$ 1,750
		<b>\$ 1,750</b>	<b>\$ 1,750</b>

### *Estimated Detail of Advertising*

*Actual expenses may vary according to changing circumstances*

Advertising		Dept. Request	Council Adopted
Public Notice requirements		\$ 1,200	\$ 1,200
		<b>\$ 1,200</b>	<b>\$ 1,200</b>

### *Estimated Detail of Professional Services*

*Actual expenses may vary according to changing circumstances*

Professional Services		Dept. Request	Council Adopted
Codification		\$ 2,500	\$ 2,500
		<b>\$ 2,500</b>	<b>\$ 2,500</b>

### *Estimated Detail of Travel-Mileage*

*Actual expenses may vary according to changing circumstances*

Travel-Mileage		Dept. Request	Manager Proposed
Employee Mileage Reimbursement		\$ 500	\$ 500
		<b>\$ 500</b>	<b>\$ 500</b>

### **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.

**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.



# City of Auburn

## City Clerk

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
Dues & Subscriptions	Total	455	551	506
Wardens & Ward Clerks	Total	12,080	12,805	10,600

***Estimated Detail of Dues & Subscriptions***

*Actual expenses may vary according to changing circumstances*

Dues & Subscriptions		Dept. Request	Council Adopted
Lewiston Sun-Journal		\$ 221	\$ 221
Maine Town and City Clerk's Association	(all four staff members)	\$ 80	\$ 60
Maine Tax Collectors & Treasurers Association	(Deputy & Assistant Clerk)	\$ 50	\$ 25
New England Clerk's Association	(Clerk only)	\$ 25	\$ 25
International Institute of Municipal Clerk's	(Clerk only)	\$ 175	\$ 175
		<b>\$ 551</b>	<b>\$ 506</b>

***Estimated Detail of Wardens & Ward Clerks***

*Actual expenses may vary according to changing circumstances*

Wardens & Ward Clerks	Hourly	Dept. Request	Council Adopted	
<u>November 2013</u>				
Wardens and Ward Clerks - 5 polling places	\$ 8.00	\$ 1,760		
Election Clerks	\$ 7.75	\$ 4,185		
Deputy Registrars	\$ 7.75	\$ 900		
<u>June 2014 Municipal School Budget Referendum - June Primary</u>				
Wardens and Ward Clerks - 5 polling places	\$ 8.00	\$ 1,520		
Election Clerks	\$ 7.75	\$ 2,790		
Deputy Registrars	\$ 7.75	\$ 450		
Temporary Assistance - Absentee Voting, Nursing Homes, Registrations		\$ 1,200		
		<b>\$ 12,805</b>		<b>\$ 10,600</b>

***Line Item Narrative***

**Dues & Subscriptions:** See Above.

**Wardens & Warden Clerks:** This line item funds the cost of election clerks on election day and help with training prior to the election. I've also added extra training for the Wardens and Ward Clerks for the November 2013 Election because we will be using new tabulating machines.



# City of Auburn

## City Clerk

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items	Last Year	Dept. Request	Council Adopted
Voting Machines	Total	2,450	3,445

***Estimated Detail of Voting Machines***

*Actual expenses may vary according to changing circumstances*

Voting Machines	<i>Machines</i>	<i>Fees</i>	Dept. Request	Council Adopted
Software Programming for Voting Equipment	6	\$ 2,700.00	\$ 2,700	\$ 2,700
Lease voting equipment (1 machine)			\$ 745	\$ 745
			<b>\$ 3,445</b>	<b>\$ 3,445</b>

***Line Item Narrative***

**Voting Machines:** FY 2014 Elections - November 2013 Municipal Candidate and State Referendum, June 2014 School Budget Validation, and Gubernatorial Primary. The State has signed a contract to lease new tabulating machines and ballot boxes. For efficiency purposes, they have signed with one vendor and all municipalities will be using the same style tabulating machine. They are in the process of allocating the machines. At this point, it appears that we will be receiving 6 machines, so I've included the leasing cost for one machine (a spare) in this budget. 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 per jurisdiction, per election. The cost for programming these new machines is higher than our



# City of Auburn

## Master List

Fiscal Year 2014  
Adopted 6.24.2013

Account Title	FY 2012 Actual	FY 2013 Approved	FY 2013 Projected	FY 2014 Dept. Request	FY 2014 Council Adopted	Increase/ Decrease	%
<b>0110 City Manager</b>							
Regular Salaries	344,189	205,533	205,000	202,948	202,948	(2,585)	-1.3%
PS - General	3,215	450	800	700	700	250	55.6%
Office Supplies	1,065	700	800	700	700	0	0%
Comm - Telephone	223	1,974	1,505	1,680	1,680	(294)	-15%
Special Events	1,327	3,000	3,000	2,000	20,000	17,000	567%
Training & Tuition	3,297	3,134	3,100	5,475	5,275	2,141	68%
Travel-Mileage	82	6,600	5,500	5,600	5,600	(1,000)	-15%
Dues & Subscriptions	1,167	2,200	2,000	2,060	2,000	(200)	-9%
<b>TOTAL</b>	<b>354,565</b>	<b>223,591</b>	<b>221,705</b>	<b>221,163</b>	<b>238,903</b>	<b>15,312</b>	<b>6.8%</b>



# City of Auburn

## City Manager

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Regular Salaries	Total	235,783	202,948	202,948
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*

		Dept. Request	Council Adopted
Regular Salaries			
City Manager		\$ 99,000	\$ 99,000
Assistant City Manager		\$ 85,000	\$ 85,000
Executive Assistant		\$ 43,698	\$ 43,698
		<b>\$ 227,698</b>	<b>\$ 227,698</b>
	TIF Offset 25%		\$ 24,750
	<b>Net Cost</b>		<b>\$ 202,948</b>

**Note:** 20% of the City Manager's wages are paid for by TIF Revenues.

### **Estimated Detail of PS - General**

*Actual expenses may vary according to changing circumstances*

		Dept. Request	Council Adopted
PS - General			
Purchased Services		\$ 700	\$ 700
		<b>\$ 700</b>	<b>\$ 700</b>

### **Estimated Detail of Office Supplies**

*Actual expenses may vary according to changing circumstances*

		Dept. Request	Council Adopted
Office Supplies			
General Office Supplies		\$ 700	\$ 700
		<b>\$ 700</b>	<b>\$ 700</b>

#### **Line Item Narrative**

**Regular Wages:** This line item has decreased due to the transfer of the Economic Development Department being shown in a separate budget and 20% of the City Manager being funded by TIF revenue.

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





# City of Auburn

## City Manager

**Fiscal Year 2014**  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Comm - Telephone	Total	1,974	1,680	1,680
Special Events	Total	3,000	2,000	20,000

***Estimated Detail of Comm - Telephone***

*Actual expenses may vary according to changing circumstances*

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

***Estimated Detail of Special Events***

*Actual expenses may vary according to changing circumstances*

Special Events	Dept. Request	Council Adopted
Special Events	\$ 2,000	\$ 20,000
	<b>\$ 2,000</b>	<b>\$ 20,000</b>

***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, In kind services for the Balloon Festival, Liberty Fest, Dempsey Challenge, etc.



# City of Auburn

## City Manager

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
Training & Tuition	Total	3,134	5,475	5,275
Travel-Mileage	Total	6,600	5,600	5,600

### ***Estimated Detail of Training & Tuition***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Training & Tuition		
ABA Monthly Meetings	\$ 200	\$ -
Chamber Awards Dinner	\$ 100	\$ 100
Chamber Breakfast	\$ 275	\$ 275
ICMA Conference	\$ 3,000	\$ 3,000
LAEGC Awards Dinner - Staff Table & Awards Winners Table	\$ 200	\$ 200
MMA Convention	\$ 200	\$ 200
MTCMA Conference	\$ 1,000	\$ 1,000
Other Events	\$ 500	\$ 500
	<b>\$ 5,475</b>	<b>\$ 5,275</b>

### ***Estimated Detail of Travel-Mileage***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Travel-Mileage		
City Manager Vehicle Stipend per contract	\$ 4,800	\$ 4,800
Miscellaneous Department Mileage	\$ 800	\$ 800
	<b>\$ 5,600</b>	<b>\$ 5,600</b>

### ***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 2014**  
**Adopted 6.24.2013**

Line Items	Last Year	Dept. Request	Council Adopted
Dues & Subscriptions	Total	2,200	2,060
			2,000

***Estimated Detail of Dues & Subscriptions***

*Actual expenses may vary according to changing circumstances*

Dues & Subscriptions	Dept. Request	Council Adopted
Auburn Business Association (ABA)	\$ 60	\$ -
ICMA Dues	\$ 1,600	\$ 1,600
Maine Biz	\$ 100	\$ 100
MTCMA Dues	\$ 300	\$ 300
	<b>\$ 2,060</b>	<b>\$ 2,000</b>

***Line Item Narrative***

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



# City of Auburn

## Master List

Fiscal Year 2014  
Adopted 6.24.2013

Account Title	FY 2012 Actual	FY 2013 Approved	FY 2013 Projected	FY 2014 Dept. Request	FY 2014 Council Adopted	Increase/ Decrease	%
<b><i>0110 Economic Development</i></b>							
Regular Salaries	115,724	115,724	88,000	148,280	144,280	28,556	24.7%
PS - General	0	50	50	50	50	0	0.0%
Office Supplies	50	100	75	100	100	0	0%
Comm - Telephone	0	456	0	360	360	(96)	-21%
Training & Tuition	2,827	2,740	1,600	1,690	1,690	(1,050)	-38%
Travel-Mileage	82	100	50	100	100	0	0%
Dues & Subscriptions	255	535	248	193,092	172,353	171,818	32116%
<b>TOTAL</b>	<b>118,938</b>	<b>119,705</b>	<b>90,023</b>	<b>343,672</b>	<b>318,933</b>	<b>199,228</b>	<b>166.4%</b>



# City of Auburn

## Economic Dev

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Regular Salaries	Total	115,724	148,280	144,280
PS - General	Total	50	50	50
Office Supplies	Total	100	100	100

### **Estimated Detail of Regular Salaries**

*Actual expenses may vary according to changing circumstances*

		Dept. Request	Council Adopted
Regular Salaries			
Economic Development Specialist		\$ 60,000	\$ 56,000
Administrative Assistant (see Finance)		\$ 9,000	\$ 9,000
Director of Economic Development		\$ 79,280	\$ 79,280
		<b>\$ 148,280</b>	<b>\$ 144,280</b>
	TIF Offset	100%	\$ 144,280
	<b>Net Cost</b>		<b>\$ -</b>

**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	Council Adopted
PS - General			
Purchased Services		\$ 50	\$ 50
		<b>\$ 50</b>	<b>\$ 50</b>
	TIF Offset	100%	\$ 50
	<b>Net Cost</b>		<b>\$ -</b>

### **Estimated Detail of Office Supplies**

*Actual expenses may vary according to changing circumstances*

		Dept. Request	Manager Proposed
Office Supplies			
General Office Supplies		\$ 100	\$ 100
		<b>\$ 100</b>	<b>\$ 100</b>
	TIF Offset	100%	\$ 100
	<b>Net Cost</b>		<b>\$ -</b>

#### **Line Item Narrative**

**Regular Wages:**

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

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



# City of Auburn

## Economic Dev

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Comm - Telephone	Total	456	360	360
Training & Tuition	Total	2,740	1,690	1,040

**Estimated Detail of Comm - Telephone**

*Actual expenses may vary according to changing circumstances*

Comm - Telephone	Cost / Month	Dept. Request	Council Adopted
Economic Development Director	\$ 30.00	\$ 360	\$ 360
		<b>\$ 360</b>	<b>\$ 360</b>
TIF Offset		100%	\$ 360
Net Cost			\$ -

**Estimated Detail of Training & Tuition**

*Actual expenses may vary according to changing circumstances*

Training & Tuition	Dept. Request	Council Adopted
ABA Monthly Meetings	\$ 100	\$ -
Chamber Awards Dinner	\$ 50	\$ 50
Chamber Breakfast	\$ 100	\$ 100
EDCM Quarterly Meetings	\$ 240	\$ 240
LAEGC Awards Dinner	\$ 50	\$ -
LAEGC B to B Trade Show	\$ 500	\$ -
MEREDA Trade Show & Seminars	\$ 650	\$ 650
	<b>\$ 1,690</b>	<b>\$ 1,040</b>
	100%	\$ 1,690
		\$ -

**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 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Travel-Mileage	Total	100	100	100
Dues & Subscriptions	Total	535	193,092	172,353

### *Estimated Detail of Travel-Mileage*

*Actual expenses may vary according to changing circumstances*

Travel-Mileage		Dept. Request	Council Adopted
Miscellaneous Department Mileage		\$ 100	\$ 100
		<b>\$ 100</b>	<b>\$ 100</b>
	TIF Offset	100%	\$ 100
	<b>Net Cost</b>		<b>\$ -</b>

### *Estimated Detail of Dues & Subscriptions*

*Actual expenses may vary according to changing circumstances*

Dues & Subscriptions		Dept. Request	Council Adopted
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)		\$ 160,687	\$ 144,618
Economic Development Council of Maine (EDCM)		\$ 100	\$ 100
Maine Service Centers Coalition		\$ 2,770	\$ -
National League of Cities		\$ 1,900	\$ -
Maine Biz		\$ 100	\$ 100
Maine Real Estate & Development Association (MEREDA)		\$ 275	\$ 275
		<b>\$ 193,092</b>	<b>\$ 172,353</b>
	TIF Offset	100%	\$ 193,092
	<b>Net Cost</b>		<b>\$ -</b>

### **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 LAEGC .



# City of Auburn

## Master List

Fiscal Year 2014  
Adopted 6.24.2013

Account Title	FY 2012 Actual	FY 2013 Approved	FY 2013 Projected	FY 2014 Dept. Request	FY 2014 Council Adopted	Increase/ Decrease	%
<b>0120 Financial Services</b>							
Regular Salaries	331,317	392,454	381,885	377,091	377,091	(15,363)	-4%
PS - General	58,622	19,810	19,700	19,700	19,700	(110)	-1%
Reports, Printing, & Binding	854	1,250	1,175	1,400	1,400	150	12%
Office Supplies	2,253	2,500	2,450	3,700	3,700	1,200	48%
Training & Tuition	573	2,150	1,980	2,760	2,760	610	28%
Travel-Mileage	278	0	0	0	0	0	0%
Travel-Seminar Costs	30	0	0	0	0	0	0%
Dues & Subscriptions	892	1,375	1,100	1,325	1,325	(50)	-4%
Software	2,500	0	0	0	0	0	0%
<b>TOTAL</b>	<b>397,319</b>	<b>419,539</b>	<b>408,290</b>	<b>405,976</b>	<b>405,976</b>	<b>(13,563)</b>	<b>-3.2%</b>





# City of Auburn

## Finance

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Regular Salaries	Total	392,454	377,091	377,091
PS - General	Total	19,810	19,700	19,700

### *Estimated Detail of Regular Salaries*

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Regular Salaries		
Finance Director	\$ 81,600	\$ 81,600
Accounting Assistant	\$ 54,578	\$ 54,578
Accounting Assistant (80%), See Economic Development (20%)	\$ 35,646	\$ 35,646
Facilities Mgr/Purchasing	\$ 56,100	\$ 56,100
Tax Clerk	\$ 38,670	\$ 38,670
Tax Clerk	\$ 27,742	\$ 27,742
Tax Clerk	\$ 32,755	\$ 32,755
Tax Collector	\$ 50,000	\$ 50,000
	<b>\$ 377,091</b>	<b>\$ 377,091</b>

### *Estimated Detail of PS - General*

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
PS - General		
CAFR & Annual Report Filing Fee	\$ 500	\$ 500
Discharge of Liens	\$ 6,500	\$ 6,500
Filing Tax Liens	\$ 6,500	\$ 6,500
Research deeds for liens/foreclosures	\$ 1,200	\$ 1,200
Tax Bill Preparation & City Manager's Letter	\$ 5,000	\$ 5,000
	<b>\$ 19,700</b>	<b>\$ 19,700</b>

### *Line Item Narrative*

**Salaries:** See Above.

**Purchase Services - General:** See Above.



# City of Auburn

## Finance

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
Reports, Printing, & Binding	Total	1,250	1,400	1,400
Office Supplies	Total	2,500	3,700	3,700

***Estimated Detail of Reports, Printing, & Binding***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Reports, Printing, & Binding		
Checks	\$ 600	\$ 600
CAFR ( Comprehensive Annual Financial Report)	\$ 400	\$ 400
Tax Office Receipts	\$ 200	\$ 200
W-2, 1099,& Tax Supplies	\$ 200	\$ 200
	<b>\$ 1,400</b>	<b>\$ 1,400</b>

***Estimated Detail of Office Supplies***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Office Supplies		
Signage	\$ 200	\$ 200
Envelopes	\$ 500	\$ 500
Binders and Supplies	\$ 1,500	\$ 1,500
Toner Check Printer	\$ 500	\$ 500
Miscellaneous	\$ 1,000	\$ 1,000
	<b>\$ 3,700</b>	<b>\$ 3,700</b>

***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

## Finance

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Training & Tuition	Total	2,150	2,760	2,760
Dues & Subscriptions	Total	1,375	1,325	1,325

### *Estimated Detail of Training & Tuition*

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Training & Tuition		
NESGFOA Conference	\$ 600	\$ 600
Seminar Costs	\$ 1,000	\$ 1,000
Maine Municipal		
Annual Conference	\$ 170	\$ 170
Payroll Updates	\$ 160	\$ 160
Tax Collectors/Treasurers	\$ 330	\$ 330
Maine GFOA Training	\$ 250	\$ 250
Mileage	\$ 250	\$ 250
	<b>\$ 2,760</b>	<b>\$ 2,760</b>

### *Estimated Detail of Dues & Subscriptions*

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Dues & Subscriptions		
Registry of Deeds	\$ 70	\$ 70
Excise Publications/Books	\$ 300	\$ 300
GFOA Membership	\$ 300	\$ 300
Maine Tax Collectors and Treasurers	\$ 125	\$ 125
Maine Town & City Clerks	\$ 80	\$ 80
Updates to GAAP,GAAS and Price Digests	\$ 450	\$ 450
	<b>\$ 1,325</b>	<b>\$ 1,325</b>

### **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



# City of Auburn

## Master List

Fiscal Year 2014  
Adopted 6.24.2013

Account Title	FY 2012 Actual	FY 2013 Approved	FY 2013 Projected	FY 2014 Dept. Request	FY 2014 Council Adopted	Increase/ Decrease	%
<b>0125 Human Resources</b>							
Regular Salaries	121,687	121,548	123,126	123,980	123,980	2,432	2%
Longevity Bonus	0	0	0	0	0	0	0%
Other Sup-Operating	17	1,500	1,000	1,500	500	(1,000)	-67%
PS-Professional Development	799	2,000	1,500	2,000	2,000	0	0%
PS - Emp Assist Program	350	975	750	850	850	(125)	-13%
PS - Drug Testing & Physicals	3,923	4,923	4,678	4,206	4,206	(717)	-15%
PS - Testing	355	1,500	750	2,410	2,410	910	61%
Office Supplies	178	300	200	400	400	100	33%
Training & Tuition	820	1,100	1,100	1,230	1,230	130	12%
Advertising	1,700	3,000	2,500	3,000	3,000	0	0%
Travel-Mileage	296	300	300	300	300	0	0%
Travel-Seminar Costs	207	450	450	450	450	0	0%
Dues & Subscriptions	223	240	240	240	240	0	0%
<b>TOTAL</b>	<b>130,555</b>	<b>137,836</b>	<b>136,594</b>	<b>140,566</b>	<b>139,566</b>	<b>1,730</b>	<b>1.3%</b>



# City of Auburn

## Human Resources

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Regular Salaries	Total	121,548	123,980	123,980
Other Sup-Operating	Total	1,500	1,500	500
PS - Emp Assist Program	Total	975	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	Council Adopted
Regular Salaries		
Human Resources Director	\$ 80,442	\$ 80,442
Administrative Assistant	\$ 43,538	\$ 43,538
	<b>\$ 123,980</b>	<b>\$ 123,980</b>

### *Estimated Detail of Other Sup-Operating*

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Other Sup-Operating		
PPE Equipment N95s (Pandemic Event)	\$ 1,500	\$ 500
	<b>\$ 1,500</b>	<b>\$ 500</b>

### *Estimated Detail of PS - Emp Assist Program*

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
PS - Emp Assist Program		
Employee Assistance Program	\$ 850	\$ 850
	<b>\$ 850</b>	<b>\$ 850</b>

### **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 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
PS - Drug Testing & Physicals	Total	4,923	4,206	4,206
PS - Testing	Total	1,500	2,410	2,410

### **Estimated Detail of PS - Drug Testing & Physicals**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
PS - Drug Testing & Physicals		
Pre-employment Physicals (Admin)	\$ 632	\$ 632
DOT Random Drug Test	\$ 2,158	\$ 2,158
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
	<b>\$ 4,206</b>	<b>\$ 4,206</b>

### **Estimated Detail of PS - Testing**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
PS - Testing		
Employee Testing	\$ 2,410	\$ 2,410
	<b>\$ 2,410</b>	<b>\$ 2,410</b>

### **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.

**Employee Testing:** This account covers the costs of professionally prepared written exams for entry level and promotions specifically designed for the Public Safety Departments. New this year is a request to fund written exams for entry level Fire/EMS candidates for a projected pool of about 80 candidates.



# City of Auburn

## Human Resources

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Office Supplies	Total	300	400	400
Training & Tuition	Total	1,100	1,230	1,230
Advertising	Total	3,000	3,000	3,000

### *Estimated Detail of Office Supplies*

*Actual expenses may vary according to changing circumstances*

Office Supplies		Dept. Request	Council Adopted
General Office Supplies		\$ 400	\$ 400
		<b>\$ 400</b>	<b>\$ 400</b>

### *Estimated Detail of Training & Tuition*

*Actual expenses may vary according to changing circumstances*

Training & Tuition		Dept. Request	Council Adopted
Professional Development		\$ 1,230	\$ 1,230
		<b>\$ 1,230</b>	<b>\$ 1,230</b>

### *Estimated Detail of Advertising*

*Actual expenses may vary according to changing circumstances*

Advertising		Dept. Request	Council Adopted
Advertising for City-wide Employee Recruiting		\$ 3,000	\$ 3,000
		<b>\$ 3,000</b>	<b>\$ 3,000</b>

#### **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 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Travel-Mileage	Total	300	300	300
Travel-Seminar Costs	Total	450	450	450
Dues & Subscriptions	Total	240	240	240

***Estimated Detail of Travel-Mileage***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Travel-Mileage		
Personal Use of Vehicle	\$ 300	\$ 300
	<b>\$ 300</b>	<b>\$ 300</b>

***Estimated Detail of Travel-Seminar Costs***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Travel-Seminar Costs		
See Below	\$ 450	\$ 450
	<b>\$ 450</b>	<b>\$ 450</b>

***Estimated Detail of Dues & Subscriptions***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Dues & Subscriptions		
Professional Subscriptions	\$ 240	\$ 240
	<b>\$ 240</b>	<b>\$ 240</b>

***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 an out-of-state technology conference and 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. subscriptions to publications and memberships in professional organizations.





# City of Auburn

## Master List

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Account Title	FY 2012 Actual	FY 2013 Approved	FY 2013 Projected	FY 2014 Dept. Request	FY 2014 Council Adopted	Increase/ Decrease	%
<b><i>0130 Information &amp; Communication Technology</i></b>							
Regular Salaries	171,102	175,572	165,360	219,435	168,810	(6,762)	-4%
Longevity Bonus	0	0	0	0	0	0	0%
PS - General	16,146	10,400	10,448	10,250	12,350	1,950	19%
Office Supplies	10,573	0	0	0	0	0	0%
Other Sup - Operating	9,749	3,000	8,405	3,000	3,000	0	0%
Other Sup - Computer Hardware	13,958	15,000	13,140	28,200	26,100	11,100	74%
Repairs - Equipment	2,183	5,000	3,750	4,000	4,000	(1,000)	-20%
Training & Tuition	334	2,500	1,500	4,020	4,020	1,520	61%
Travel-Mileage	47	350	350	200	200	(150)	-43%
Travel-Seminar Costs	924	2,720	1,400	1,320	1,320	(1,400)	-51%
Computer Software	5,103	11,775	10,500	21,350	21,350	9,575	81%
Software Licensing	138,489	160,315	160,000	154,200	154,200	(6,115)	-4%
CIP - Computer Software	0	0	0	0	0	0	0%
<b>TOTAL</b>	<b>368,608</b>	<b>386,632</b>	<b>374,853</b>	<b>445,975</b>	<b>395,350</b>	<b>8,718</b>	<b>2.3%</b>



# City of Auburn

## ICT

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Regular Salaries	Total	175,572	219,435	168,810
Longevity Bonus	Total	-	-	-
PS - General	Total	10,400	10,250	12,350

### *Estimated Detail of Regular Salaries*

*Actual expenses may vary according to changing circumstances*

Regular Salaries		Dept. Request	Council Adopted
ICT Manager		\$ 70,000	\$ 70,000
Geospatial Database Manager (25% TIF funded)		\$ 48,500	\$ 48,500
Website Support Technician (citizen engagement coordinator)(new position)		\$ 38,500	\$ 38,500
Network Administrator		\$ 62,435	\$ 62,435
		<b>\$ 219,435</b>	<b>\$ 219,435</b>
	TIF Offset		\$ 50,625
	Net		<b>\$ 168,810</b>

### *Estimated Detail of Longevity Bonus*

*Actual expenses may vary according to changing circumstances*

Longevity Bonus		Dept. Request	Council Adopted
Longevity		\$ -	\$ -
		<b>\$ -</b>	<b>\$ -</b>

### *Estimated Detail of PS - General*

*Actual expenses may vary according to changing circumstances*

PS - General		Dept. Request	Council Adopted
Communication Consulting		\$ 3,000	\$ 3,000
Domain Name Registry		\$ 250	\$ 250
Network Consulting		\$ 7,000	\$ 9,100
		<b>\$ 10,250</b>	<b>\$ 12,350</b>

#### **Line Item Narrative**

**Salaries:** One additional position is being requested (Support Technician) to assist ICT in daily help desk support requests. This position will also administer and manage content of the website and support our growing citizen engagement initiative.

**Longevity Bonus:** Longevity bonuses are awarded to non-union employees who have reached the 7, 15 and 25 years of service milestones. Upon these anniversary dates, employees are awarded \$300, \$400 and \$500 respectively.

**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 to ensure our phone system and network remain active and functional.



# City of Auburn

## ICT

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Other Sup - Operating	Total	3,000	3,000	3,000
Other Sup - Computer Hardware	Total	15,000	28,200	26,100
Repairs - Equipment	Total	5,000	4,000	4,000

**Estimated Detail of Other Sup - Operating**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Other Sup - Operating		
Toner, Ink, Accessory Computer Needs	\$ 3,000	\$ 3,000
	<b>\$ 3,000</b>	<b>\$ 3,000</b>

**Estimated Detail of Other Sup - Computer Hardware**

*Longevity Bonus*

	Dept. Request	Council Adopted
Other Sup - Computer Hardware		
Tax Counter Bar Code	\$ 1,600	\$ 1,600
16 Tablet computers (City Council, 7, Fire, 9)	\$ 9,600	\$ 5,400
Secured wireless access in Council Chambers	\$ 2,000	\$ 2,000
PC Replacements	\$ 15,000	\$ 17,100
	<b>\$ 28,200</b>	<b>\$ 26,100</b>

**Estimated Detail of Repairs - Equipment**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Repairs - Equipment		
Equipment Repair	\$ 4,000	\$ 4,000
	<b>\$ 4,000</b>	<b>\$ 4,000</b>

**Line Item Narrative**

**Other Supplies - Operating:** This account funds the cost of computer supplies (blank CDs, DVDs) and printer supplies (ink, toner) 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, printers, and other information technology equipment for all departments. This year's projects include a bar-code scanning system in the Tax Office, and the introduction of tablet computers for the Council and for the apparatus at Fire. The goal of the Council tablet project is to reduce the use of paper and the Fire tablets are replacements for outdated equipment in the vehicles. The Council tablet project will require the installation of a secured wireless network in the Council Chambers.

**Equipment Repair:** This account funds repairs to printers, computers and network devices. Printers are typically repaired by vendors such as IKON or Spillers, and the balance of this account is applied to our in-house repairs.



# City of Auburn

## ICT

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Training & Tuition	Total	2,500	4,020	4,020
Travel-Mileage	Total	350	200	200
Travel-Seminar Costs	Total	2,720	1,320	1,320

### ***Estimated Detail of Training & Tuition***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Training & Tuition		
Cisco Router training	\$ 2,000	\$ 2,000
ESRI Server Migration	\$ 1,010	\$ 1,010
ESRI Javascript	\$ 1,010	\$ 1,010
	<b>\$ 4,020</b>	<b>\$ 4,020</b>

### ***Estimated Detail of Travel-Mileage***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Travel-Mileage		
Reimbursement For Personal Vehicles	\$ 200	\$ 200
	<b>\$ 200</b>	<b>\$ 200</b>

### ***Estimated Detail of Travel-Seminar Costs***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Travel-Seminar Costs		
NEARC	\$ 1,000	\$ 1,000
MMA	\$ 120	\$ 120
MEGUG	\$ 200	\$ 200
	<b>\$ 1,320</b>	<b>\$ 1,320</b>

### ***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. Cisco Router training will help staff develop the skills to manage our security infrastructure (firewalls and routers). ESRI Server Migration and ESRI Javascript courses will help staff upgrade GIS software more efficiently and further develop programming skills for GIS customization.

**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 Nashua, NH, the MMA technology conference in Augusta, and the quarterly Maine GIS Users Group.



# City of Auburn

## ICT

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Computer Software	Total	11,775	21,350	21,350
Software Licensing	Total	160,315	154,200	154,200

### **Estimated Detail of Computer Software**

*Actual expenses may vary according to changing circumstances*

Computer Software	<i>Copies</i>	Dept. Request	Council Adopted
MUNIS Dog Licensing		\$ 6,000	\$ 6,000
Microsoft Outlook Client Licenses		\$ 1,500	\$ 1,500
Lucity Facilities Management		\$ 4,000	\$ 4,000
Endpoint Security (anti-virus)		\$ 9,850	\$ 9,850
		<b>\$ 21,350</b>	<b>\$ 21,350</b>

### **Estimated Detail of Software Licensing**

*Actual expenses may vary according to changing circumstances*

Software Licensing	Dept. Request	Council Adopted
Auto Desk Subscription (Engineering)	\$ 200	\$ 200
CopLogic (APD)	\$ 6,000	\$ 6,000
EnerGov (Permitting, Planning and Licensing)	\$ 18,000	\$ 18,000
ESRI (GIS Software)	\$ 18,000	\$ 18,000
Lucity (Asset Management)	\$ 11,500	\$ 11,500
IMC (Public Safety for Fire and Police)	\$ 20,500	\$ 20,500
MUNIS (Financials, Purchasing, Budgeting)	\$ 57,000	\$ 57,000
Patriot (Computer-Aided Mass Appraisal)	\$ 15,000	\$ 15,000
Cardinal ( Ticketing Software)	\$ 5,000	\$ 5,000
Website Hosting	\$ 3,000	\$ 3,000
	<b>\$ 154,200</b>	<b>\$ 154,200</b>

### **Line Item Narrative**

**Computer Software:** This account funds new software acquisitions. The MUNIS Dog License module will allow us to integrate license fees with the financial software. The project will allow us to better track dog licenses and better manage our fee collection process. The Outlook email licenses are being requested for the Fire Department to have more secure logins and facilitate departmental communication. The new Lucity module would be used by the Facilities Manager, a new position in Finance last year. The Endpoint Protection software would better protect our network and PCs from malware threats, a recommendation made by; our recent Security Audit.

**Software Licensing:** This account funds annual licensing fees associated with our major applications. Most licensing fees increase annually by a marginal percentage. Decrease of \$6,000 occurred due to a scale back in software modules under an existing enterprise software system agreement.



# City of Auburn

## Master List

Fiscal Year 2014  
Adopted 6.24.2013

Account Title	FY 2012 Actual	FY 2013 Approved	FY 2013 Projected	FY 2014 Dept. Request	FY 2014 Council Adopted	Increase/ Decrease	%
<b><i>0140 Legal Services</i></b>							
PS-Legal	84,301	85,000	35,200	85,000	100,000	15,000	18%
<b>TOTAL</b>	<b>84,301</b>	<b>85,000</b>	<b>35,200</b>	<b>85,000</b>	<b>100,000</b>	<b>15,000</b>	<b>17.6%</b>



# City of Auburn

## Legal

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
PS-Legal	Total	85,000	85,000	100,000

*Estimated Detail of PS-Legal*

*Actual expenses may vary according to changing circumstances*

PS-Legal	Dept. Request	Council Adopted
Legal Services	\$ 42,500	\$ 60,000
Legal Services-Reserve Fund	\$ 42,500	\$ 40,000
	<b>\$ 85,000</b>	<b>\$ 100,000</b>

**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 2014  
Adopted 6.24.2013

Account Title	FY 2012 Actual	FY 2013 Approved	FY 2013 Projected	FY 2014 Dept. Request	FY 2014 Council Adopted	Increase/ Decrease	%
<b>0105 Mayor and Council</b>							
Regular Salaries	16,600	16,600	16,600	16,600	16,600	0	0.0%
PS - General	46,770	34,000	33,000	35,500	32,000	(2,000)	-5.9%
Office Supplies	1,551	500	1,500	500	0	(500)	-100.0%
Travel-Mileage	0	200	200	200	200	0	0.0%
Dues & Subscriptions	48,097	48,390	48,209	22,279	22,279	(26,111)	-54.0%
Communication - Tel	0	0	0	0	0	0	0.0%
Joint Services	0	0	0	0	0	0	0.0%
<b>TOTAL</b>	<b>113,018</b>	<b>99,690</b>	<b>99,509</b>	<b>75,079</b>	<b>71,079</b>	<b>(24,611)</b>	<b>-24.7%</b>





# City of Auburn

## Mayor & Council

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
Regular Salaries	Total	16,600	16,600	16,600
PS - General	Total	34,000	35,500	32,000
Office Supplies	Total	500	500	-

***Estimated Detail of Regular Salaries***

*Actual expenses may vary according to changing circumstances*

		Dept. Request	Council Adopted
Regular Salaries			
Mayor	Mayor	\$ 4,000	\$ 4,000
City Councilors	Wards 1-5	\$ 12,600	\$ 12,600
		<b>\$ 16,600</b>	<b>\$ 16,600</b>

***Estimated Detail of PS - General***

*Actual expenses may vary according to changing circumstances*

		Dept. Request	Council Adopted
PS - General			
Community Event Registration (LAEGC, Chamber, ABA)		\$ 2,000	\$ 2,000
Annual City Audit		\$ 26,500	\$ 26,500
Community/Employee Recognition		\$ 3,500	\$ 3,500
Council Dinners, Chamber Breakfasts, Water, etc.		\$ 3,500	\$ -
		<b>\$ 35,500</b>	<b>\$ 32,000</b>

***Estimated Detail of Office Supplies***

*Actual expenses may vary according to changing circumstances*

		Dept. Request	Council Adopted
Office Supplies			
General Office Supplies		\$ 500	\$ -
		<b>\$ 500</b>	<b>\$ -</b>

***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 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
Travel-Mileage	Total	200	200	200
Dues & Subscriptions	Total	48,390	22,279	22,279
Joint Services	Total	-	-	-

***Estimated Detail of Travel-Mileage***

*Actual expenses may vary according to changing circumstances*

Travel-Mileage		Dept. Request	Council Adopted
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	Council Adopted
Maine Development Foundation		\$ 350	\$ 350
Maine Municipal Association		\$ 21,929	\$ 21,929
		\$ 22,279	\$ 22,279

***Estimated Detail of Joint Services***

*Actual expenses may vary according to changing circumstances*

Joint Services		Dept. Request	Council Adopted
Public Safety Department Task Force		\$ -	\$ -
		\$ -	\$ -

***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.



# City of Auburn

## Master List

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Account Title	FY 2012 Actual	FY 2013 Approved	FY 2013 Projected	FY 2014 Dept. Request	FY 2014 Council Adopted	Increase/ Decrease	%
<b><i>0205 Health &amp; Social Services Administration</i></b>							
Regular Salaries	66,995	69,286	67,125	81,597	81,597	12,311	18%
Office Supplies	84	300	275	300	300	0	0%
Other Sup-Operating	39	155	135	800	800	645	478%
Training & Tuition	90	200	150	200	200	0	0%
Travel-Mileage	150	200	87	200	200	0	0%
Travel-Seminar Costs	237	200	100	400	400	200	200%
Dues & Subscriptions	30	60	60	60	60	0	0%
<b>TOTAL</b>	<b>67,625</b>	<b>70,401</b>	<b>67,932</b>	<b>83,557</b>	<b>83,557</b>	<b>13,156</b>	<b>18.7%</b>



# City of Auburn

## Master List

Fiscal Year 2014  
Adopted 6.24.2013

Account Title	FY 2012 Actual	FY 2013 Approved	FY 2013 Projected	FY 2014 Dept. Request	FY 2014 Council Adopted	Increase/ Decrease	%
<b><i>0210 Health &amp; Social Services--Assistance</i></b>							
PA - Electrical	4,176	4,400	7,494	7,198	4,400	0	0%
PA - Medical	3,113	3,754	4,232	4,340	3,754	0	0%
PA - Burial	1,473	1,790	2,892	2,585	1,790	0	0%
PA - Fuel	5,112	3,960	5,110	4,736	3,960	0	0%
PA - Provisions	1,450	1,848	1,840	1,664	1,664	(184)	-10%
PA - Rent	81,899	86,190	136,190	128,329	86,190	0	0%
PA - Other	3,293	4,224	3,926	4,536	4,224	0	0%
<b>TOTAL</b>	<b>100,516</b>	<b>106,166</b>	<b>161,684</b>	<b>153,388</b>	<b>105,982</b>	<b>(184)</b>	<b>-0.2%</b>



# City of Auburn

## General Assistance

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Regular Salaries	Total	69,286	81,597	81,597
Office Supplies	Total	300	300	300
Other Sup-Operating	Total	155	800	800
Training & Tuition	Total	200	200	200

### **Estimated Detail of Regular Salaries**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Regular Salaries		
Welfare Director	\$ 55,567	\$ 55,567
Full Time Case Worker (new, currently part-time)	\$ 26,030	\$ 26,030
	<b>\$ 81,597</b>	<b>\$ 81,597</b>

### **Estimated Detail of Office Supplies**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Office Supplies		
General Office Supplies	\$ 300	\$ 300
	<b>\$ 300</b>	<b>\$ 300</b>

### **Estimated Detail of Other Sup-Operating**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Other Sup-Operating		
Vouchers	\$ 800	\$ 800
	<b>\$ 800</b>	<b>\$ 800</b>

### **Estimated Detail of Training & Tuition**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Training & Tuition		
Professional Development	\$ 200	\$ 200
	<b>\$ 200</b>	<b>\$ 200</b>

### **Line Item Narrative**

**Salaries:** Full time wages are charged to this line item.

**Office Supplies:** This account includes the cost of supplies such as file folders, paper, batteries and sanitizer.

**Other Supplies-Operating:** This account provides security paper for our vouchers (DocuGuard \$32 ream), laser ink cartridge for two printers, projected cost of laser jets is \$600 for the year.

**Training & Tuition:** This account includes the cost of tuition and fees for professional development for the director.



# City of Auburn

## General Assistance

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Travel-Mileage	Total	200	200	200
Travel-Seminar Costs	Total	200	400	400
Dues & Subscriptions	Total	60	60	60

**Estimated Detail of Travel-Mileage**

*Actual expenses may vary according to changing circumstances*

Travel-Mileage		Dept. Request	Council Adopted
Personal Use of Vehicle		\$ 200	\$ 200
		\$ 200	\$ 200

**Estimated Detail of Travel-Seminar Costs**

*Actual expenses may vary according to changing circumstances*

Travel-Seminar Costs		Dept. Request	Council Adopted
Registration Costs		\$ 400	\$ 400
		\$ 400	\$ 400

**Estimated Detail of Dues & Subscriptions**

*Actual expenses may vary according to changing circumstances*

Dues & Subscriptions		Dept. Request	Council Adopted
See Below.		\$ 60	\$ 60
		\$ 60	\$ 60

**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 the cost of the Maine Welfare Directors Association (MWDA) Spring Seminar and the MMA convention in the fall for the director and caseworker. These are mandated professional development to be a certified GA administrator.

**Dues & Subscriptions:** This account includes the cost of subscriptions to publications and memberships in professional organizations. The memberships provide an opportunity to network with other professionals and utilize membership assistance as provided by the organizations.



# City of Auburn

## General Assistance

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
PA - Electrical	Total	4,400	7,198	4,400
PA - Medical	Total	3,754	4,340	3,754
PA - Burial	Total	1,790	2,585	1,790

**Estimated Detail of PA - Electrical**

*Actual expenses may vary according to changing circumstances*

PA - Electrical	Avg. Applicants	Avg. Cost	Dept. Request	Council Adopted
Electricity Bills	122	\$ 59	\$ 7,198	\$ 4,400
			\$ 7,198	\$ 4,400

**Estimated Detail of PA - Medical**

*Actual expenses may vary according to changing circumstances*

PA - Medical	Avg. Applicants	Avg. Cost	Dept. Request	Council Adopted
Medical Supplies	124	\$ 35	\$ 4,340	\$ 3,754
			\$ 4,340	\$ 3,754

**Estimated Detail of PA - Burial**

*Actual expenses may vary according to changing circumstances*

PA - Burial	Avg. Applicants	Average Cost	Opening/ Closing	Dept. Request	Council Adopted
Burials	3	\$ 795	\$ 200	\$ 2,585	\$ 1,790
				\$ 2,585	\$ 1,790

**Line Item Narrative**

**Electricity:** This account is used to assist eligible households whose income is insufficient to pay their electric bill. With the high cost of fuel, residents are forced to use alternative heat in order to keep warm. Electricity is the most convenient form of alternative heat.

**Medical:** This account provides medical supplies, prescriptions, over-the-counter medications and non-elective medical treatment to eligible persons.

**Burials:** This account is for burial / cremation costs when there is no liable relative or other resource able or available to pay. Included in such costs are the removal of the body from a local residence, casket, and a reasonable cost for overhead.



# City of Auburn

## General Assistance

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
PA - Fuel	Total	3,960	4,736	3,960
PA - Provisions	Total	1,848	1,664	1,664
PA - Rent	Total	86,190	128,329	86,190

### Estimated Detail of PA - Fuel

*Actual expenses may vary according to changing circumstances*

PA - Fuel	Avg. Applicants	Avg. Cost	Dept. Request	Council Adopted
Heating Fuel	16	\$ 296	\$ 4,736	\$ 3,960
			\$ 4,736	\$ 3,960

### Estimated Detail of PA - Provisions

*Actual expenses may vary according to changing circumstances*

PA - Provisions	Avg. Applicants	Average Cost	Dept. Request	Council Adopted
Food	32	\$ 52	\$ 1,664	\$ 1,664
			\$ 1,664	\$ 1,664

### Estimated Detail of PA - Rent

*Actual expenses may vary according to changing circumstances*

PA - Rent	Avg. Applicants	Average Cost	Dept. Request	Council Adopted
Rental Payments	709	\$ 181	\$ 128,329	\$ 86,190
			\$ 128,329	\$ 86,190

### Line Item Narrative

**Fuel:** This account funds the costs of heating, hot water and cooking fuel for eligible applicants. According to the Federal Regulations, Low Income Home Energy Programs (LiHEAP) cannot be considered as income when figuring a household budget, however; all applicants are referred to LiHEAP to apply for energy assistance. The increase is requested as a result of the increase in fuel prices and increase in number of applicants needing fuel assistance.

**Provisions:** This account is used to provide food for persons who are unable to provide for themselves or their dependents. According to the Federal Regulations, Food Supplement cannot be considered as income or taken into consideration when determining household income. Due to the mandated minimum standard of assistance under State Statutes and DHHS, this department is required to meet such standard as it increases each year. A small food pantry is maintained to help keep this line item down. The food pantry is supplied by employee donations.

**Rent:** This account is used to pay rent and sometimes mortgages for eligible households. Housing costs have escalated in the past years with the high cost of fuel, property maintenance and landlords unwilling to waive the security deposit or negotiate payment arrangements with tenants. General Assistance has a maximum on housing which helps keep the cost down, but makes it more challenging for clients to find housing within our guidelines. The large increase is a result of the increase in the number of applicants who are now applying for assistance and are found eligible.





# City of Auburn

## General Assistance

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
PA - Other	Total	4,224	4,536	4,224

*Estimated Detail of PA - Other*

*Actual expenses may vary according to changing circumstances*

	Avg. Applicants	Average Cost	Dept. Request	Council Adopted
PA - Other				
Miscellaneous	168	\$ 27	\$ 4,536	\$ 4,224
			\$ 4,536	\$ 4,224

**Line Item Narrative**

**Other:** This is a miscellaneous category for items not covered under any other category of General Assistance. Examples include personal hygiene products, diapers and household supplies. To defer costs, our small food pantry is utilized for items to help individuals that are homeless or not eligible for a voucher or other programs.



# City of Auburn

## Master List

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Account Title	FY 2012 Actual	FY 2013 Approved	FY 2013 Projected	FY 2014 Dept. Request	FY 2014 Council Adopted	Increase/ Decrease	%
<b>0225 Parks &amp; Recreation</b>							
Regular Salaries	331,480	383,197	331,640	410,027	340,527	(42,670)	-13%
Sal-Parks Part-Time	10,603	40,000	50,200	55,200	0	(40,000)	-80%
Sal-Rec Part-Time	42,780	4,000	4,000	4,000	4,000	0	0%
Longevity Bonus	500	0	500	600	600	600	120%
Uniform Allowance	1,801	2,800	2,800	2,800	2,800	0	0%
OT - Regular	6,174	7,780	5,375	7,780	7,780	0	0%
PS - General	3,941	240	31,266	29,190	29,190	28,950	93%
PS - Testing	978	1,176	1,153	1,206	1,206	30	3%
Office Supplies	1,017	2,600	1,500	2,600	2,600	0	0%
Other Sup-Janitorial	2,006	2,600	2,600	2,600	2,600	0	0%
Other Sup - Maintenance	6,476	4,100	5,508	4,100	4,100	0	0%
Other Sup-Traffic Safety	45	600	300	600	600	0	0%
Other Sup-Safety Equipment	359	600	600	600	600	0	0%
Other Sup-Small Tools	3,675	2,075	3,390	7,320	7,320	5,245	155%
Other Sup-Other	0	0	51	0	0	0	0%
MV Sup-Tires/Tube/Chain	0	1,500	500	1,500	1,500	0	0%
MV Sup-Gas & Oil	14,322	18,500	12,682	17,324	17,324	(1,176)	-9%
MV Sup-Other	0	0	0	0	0	0	0%
MV Sup-Plow/Grader	561	1,100	561	1,100	1,100	0	0%
Utilities - Water/Sewer	10,226	10,301	10,261	20,709	4,964	(5,337)	-52%
Comm - Telephone	992	840	7,001	1,188	1,188	348	5%
Utilities - Electricity	11,012	14,676	11,881	11,599	11,599	(3,077)	-26%
Utilities - Heating Fuel	40,723	60,420	55,780	63,830	63,830	3,410	6%
Repairs - Buildings	5,692	8,500	5,363	8,500	8,500	0	0%
Repairs - Vehicles	1,840	6,500	2,374	6,500	7,800	1,300	55%
Repairs - Equipment	4,579	4,500	3,900	4,500	5,400	900	23%
Repairs - Facilities	17,077	17,750	17,750	19,750	18,750	1,000	6%
Repairs - Maintenance Contract	123	636	636	636	636	0	0%
Training & Tuition	1,905	3,350	534	3,350	3,350	0	0%
Comm - Postage	289	450	440	470	470	20	5%
Travel-Mileage	0	200	39	200	200	0	0%
Dues & Subscriptions	905	1,200	560	1,200	1,200	0	0%
Community Programs	12,694	14,050	12,650	15,600	15,600	1,550	11%
<b>TOTAL</b>	<b>534,775</b>	<b>616,241</b>	<b>583,795</b>	<b>706,579</b>	<b>567,334</b>	<b>(48,907)</b>	<b>-7.9%</b>



# City of Auburn

## Parks & Recreation

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Regular Salaries	Total	383,197	410,027	340,527
Sal-Parks Part-Time	Total	40,000	55,200	-

### **Estimated Detail of Regular Salaries**

*Actual expenses may vary according to changing circumstances*

Regular Salaries	Staff	Recreation	Dept. Request	Council Adopted
Parks & Recreation Director	1	\$ 62,425	\$ 62,425	\$ 62,425
Administrative Assistant	1	\$ 41,486	\$ 41,486	\$ 41,486
Building Maintenance Technician	1	\$ 38,955	\$ 38,955	\$ 38,955
Parks Maintenance Workers (1 new currently 5)	6	\$ 153,346	\$ 153,346	\$ 128,346
Parks Superintendent	1	\$ 44,836	\$ 44,836	\$ 336
Recreation Program Leader	1	\$ 37,143	\$ 37,143	\$ 37,143
Recreation Specialist	1	\$ 31,836	\$ 31,836	\$ 31,836
	12	\$ 410,027	<b>\$ 410,027</b>	<b>\$ 340,527</b>

### **Estimated Detail of Sal-Parks Part-Time**

*Actual expenses may vary according to changing circumstances*

Sal-Parks Part-Time	Rate of Pay	Weeks	Hours	Staff	Dept. Request	Council Adopted
Part-Time Staff	\$ 10.00	20	40	4	\$ 32,000	↓
	\$ 10.00	10	20	2	\$ 4,000	↓
	\$ 10.00	12	40	4	\$ 19,200	↓
					<b>\$ 55,200</b>	<b>\$ -</b>

### **Line Item Narrative**

**Wages:** This line item reflects the salaries of all full-time staff, with an accounting for work performed in both the recreation division and the Ingersoll Arena for the purpose of cost allocation. The proposed increase in this line item is due to the addition of a full time parks maintenance worker.

**Part-Time Wages:** This account includes seasonal staffing in the spring, summer, and fall, for the additional parks responsibilities which include mowing medians, maintaining city gateways, cemeteries, traffic islands, flower bed planting, parking garage maintenance, fall raking and clean-up, etc. The proposed increase in this line item is intended to restore this line item to the FY11 funding level.



# City of Auburn

## Parks & Recreation

Fiscal Year 2014  
Adopted 6.24.2013

Line Items	Last Year	Dept. Request	Council Adopted
Sal-Rec Part-Time	4,000	4,000	4,000
Longevity Bonus	-	600	600
<b>Total</b>			

**Estimated Detail of Sal-Rec Part-Time**

*Actual expenses may vary according to changing circumstances*

	<i>Rate of Pay</i>	<i>Weeks</i>	<i>Hours</i>	<i>Staff</i>	Dept. Request	Council Adopted
Sal-Rec Part-Time						
Recreation Programmer(s)	\$ 10.00		400	varies	\$ 4,000	\$ 4,000
					<b>\$ 4,000</b>	<b>\$ 4,000</b>

**Estimated Detail of Longevity Bonus**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Longevity Bonus		
Employee Longevity	\$ 600	\$ 600
	<b>\$ 600</b>	<b>\$ 600</b>

**Line Item Narrative**

**Salaries-Recreation Part Time:** This account pays for part-time staff who are hired to supervise the building during program operation or other building usage.

**Longevity:** The longevity bonus is paid to non-union members at their 7 (\$300), 15 (\$400), and 25 (\$500) year anniversaries. Seven-year longevity bonuses will be paid to Tony Prosper and Ravi Sharma.



# City of Auburn

## Parks & Recreation

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Uniform Allowance	Total	2,800	2,800	2,800
OT - Regular	Total	7,780	7,780	7,780

### *Estimated Detail of Uniform Allowance*

*Actual expenses may vary according to changing circumstances*

Uniform Allowance	Staff	Cost	Dept. Request	Council Adopted
Work Related Clothing Allowance	8	\$ 350	\$ 2,800	\$ 2,800
			<b>\$ 2,800</b>	<b>\$ 2,800</b>

### *Estimated Detail of OT - Regular*

*Actual expenses may vary according to changing circumstances*

OT - Regular	OT Hours	Avg O/T Rate / HR	Dept. Request	Council Adopted
Cemeteries/County Jail Program Supervision	96	\$ 20.00	\$ 1,920	\$ 1,920
Elections	15	\$ 20.00	\$ 300	\$ 300
Miscellaneous	60	\$ 20.00	\$ 1,200	\$ 1,200
Plowing	200	\$ 20.00	\$ 4,000	\$ 4,000
Special Events	18	\$ 20.00	\$ 360	\$ 360
	<b>389</b>		<b>\$ 7,780</b>	<b>\$ 7,780</b>

**Note:** There are 4,974 hours of volunteer work the City receives from the County Prisoner program, Catholic Charities of Maine, and the City's Workfare program.

### **Line Item Narrative**

**Uniform Allowance:** This account includes the cost of work-related clothing such as shirts, pants, work shoes, gloves, etc.

**Overtime - Regular:** This account is used for plowing snow in emergency parking areas, downtown sidewalks, the fire and police stations, the community center, public outdoor skating rinks, Auburn Hall, the library and the Mechanic's Row parking garage. It also includes weekend trash removal, setting up and taking down voting booths for elections,(when required) cemetery maintenance, city special events and scheduled alternative sentencing at the Hasty Community Center.



# City of Auburn

## Parks & Recreation

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
PS - General	Total	240	29,190	29,190
PS - Testing	Total	1,176	1,206	1,206

***Estimated Detail of PS - General***

*Actual expenses may vary according to changing circumstances*

PS - General	Dept. Request	Council Adopted
Dumping Permits - 6 @ \$15.00 ea.	\$ 90	\$ 90
Hazardous Chemicals/Reg. Inventory Fees	\$ 100	\$ 100
Mowing at Oak Hill Cemetery	\$ 29,000	\$ 29,000
Maine DEP Tank Registration Fees	\$ -	\$ -
	<b>\$ 29,190</b>	<b>\$ 29,190</b>

***Estimated Detail of PS - Testing***

*Actual expenses may vary according to changing circumstances*

PS - Testing	Personnel	Test Cost	Dept. Request	Council Adopted
Hearing Tests	8	\$ 36.00	\$ 288	\$ 288
Fit Tests	8	\$ 36.00	\$ 288	\$ 288
Physical Exams	3	\$ 210.00	\$ 630	\$ 630
			<b>\$ 1,206</b>	<b>\$ 1,206</b>

***Line Item Narrative***

**PS - General:** This account includes dumping permits, hazardous chemical fees and in-ground tank fees (which are \$100.00 every 3 years. Paid 1/2012) There is no tank fee due in FY 2013. The proposed increase in this line item is to fund contracted mowing of Oak Hill Cemetery. This contract would include 10 mowing cycles.\

**PS - Testing:** This account includes the cost of physical exams, drug and hearing tests for new full-time and seasonal employees. It also includes Hep B vaccines and respirator fit testing, in addition to the annual hearing tests for all existing parks staff.



# City of Auburn

## Parks & Recreation

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
Office Supplies	Total	2,600	2,600	2,600
Other Sup-Janitorial	Total	2,600	2,600	2,600

***Estimated Detail of Office Supplies***

*Actual expenses may vary according to changing circumstances*

Office Supplies		Dept. Request	Council Adopted
General Supplies		\$ 2,600	\$ 2,600
		<b>\$ 2,600</b>	<b>\$ 2,600</b>

***Estimated Detail of Other Sup-Janitorial***

*Actual expenses may vary according to changing circumstances*

Other Sup-Janitorial		Dept. Request	Council Adopted
Bathroom spray		\$ 100	\$ 100
Brown hand towels		\$ 200	\$ 200
Cleaning Fluids for Bathrooms		\$ 350	\$ 350
Floor cleaner		\$ 300	\$ 300
Hand soap		\$ 200	\$ 200
Misc. items		\$ 150	\$ 150
Mops		\$ 200	\$ 200
Paper towels		\$ 150	\$ 150
Toilet tissue		\$ 450	\$ 450
Trash bags		\$ 500	\$ 500
		<b>\$ 2,600</b>	<b>\$ 2,600</b>

***Line Item Narrative***

**Office Supplies:** This account includes the cost of general office supplies pens, pencils, staples, paper clips, envelopes, laminating supplies, binders, folders, etc. This does not include paper, which is purchased from program accounts.

**Other Supplies - Janitorial:** See above. (This is a general listing of items that are purchased annually, as needed, from this account.)



# City of Auburn

## Parks & Recreation

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
Other Sup - Maintenance	Total	4,100	4,100	4,100
Other Sup-Traffic Safety	Total	600	600	600

***Estimated Detail of Other Sup - Maintenance***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Other Sup - Maintenance		
FL Washer Battery	\$ 175	\$ 175
Hand Tools (Shovels, Rakes, Brooms, Pruners)	\$ 900	\$ 900
Hose	\$ 125	\$ 125
Ice Melt	\$ 650	\$ 650
Light Bulbs	\$ 100	\$ 100
Mower Blades	\$ 710	\$ 710
Paint	\$ 400	\$ 400
Power Broom Brushes & Belts	\$ 740	\$ 740
Trash Barrels	\$ 300	\$ 300
	<b>\$ 4,100</b>	<b>\$ 4,100</b>

***Estimated Detail of Other Sup-Traffic Safety***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Other Sup-Traffic Safety		
Traffic Safety Devices	\$ 600	\$ 600
	<b>\$ 600</b>	<b>\$ 600</b>

***Line Item Narrative***

**Other Supplies - Maintenance:** This account includes the cost of maintenance supplies for buildings and parks including the community center, parks garage and pond building.

**Other Supplies - Traffic Safety:** This account includes the cost of traffic safety supplies such as reflective vests, cones, barriers, and signs. We purchase these items jointly with public works. The parks staff is often working beside the road and must wear protective equipment. Items will be purchased based on wear and tear replacement, to replenish depleted stock, or for larger or smaller sizes, as needed.





# City of Auburn

## Parks & Recreation

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Other Sup-Safety Equipmer	Total	600	600	600
Other Sup-Small Tools	Total	2,075	7,320	7,320
MV Sup-Tires/Tube/Chain	Total	-	1,500	1,500

**Estimated Detail of Other Sup-Safety Equipment**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Other Sup-Safety Equipment		
Personal Protective Equipment	\$ 600	\$ 600
	<b>\$ 600</b>	<b>\$ 600</b>

**Estimated Detail of Other Sup-Small Tools**

*Actual expenses may vary according to changing circumstances*

	Quantity	Cost	Dept. Request	Council Adopted
Other Sup-Small Tools				
Back Pack Leaf Blowers	2	\$ 410	\$ 820	\$ 820
Force Leaf Blower	1	\$ 1,600	\$ 1,600	\$ 1,600
Leaf Vacuum (Replacement)	1	\$ 3,600	\$ 3,600	\$ 3,600
928 Snow Blower	1	\$ 1,300	\$ 1,300	\$ 1,300
			<b>\$ 7,320</b>	<b>\$ 7,320</b>

**Estimated Detail of MV Sup-Tires/Tube/Chain**

*Actual expenses may vary according to changing circumstances*

	Quantity	Cost	Dept. Request	Council Adopted
MV Sup-Tires/Tube/Chain				
Department Vehicles	12	\$ 125.00	\$ 1,500	\$ 1,500
			<b>\$ 1,500</b>	<b>\$ 1,500</b>

**Line Item Narrative**

**Other Supplies - Safety Equipment:** This account includes the cost of personal safety equipment such as safety glasses, earplugs, eye wash, ear muffers, first aid kits, etc. These items are purchased to replenish those items that have expired, worn out or are out of stock, or for additional items that are needed.

**Other Supplies - Small Tools:** This account includes the purchase of small tools whose costs does not exceed \$3,500 and whose life span are not anticipated to last more than 3 years. The proposed increase in this line item is to fund replacement of the department's leaf vacuum. The life expectancy of this unit does not meet CIP criteria.

**Motor Vehicle, Tires, Tubes, Chains:** This account includes the cost of tires, tubes & chains for department vehicles.



# City of Auburn

## Parks & Recreation

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
MV Sup-Gas & Oil	Total	18,500	17,324	17,324
MV Sup-Other	Total	-	1,100	1,100

**Estimated Detail of MV Sup-Gas & Oil**

*Actual expenses may vary according to changing circumstances*

	<i>Gallons</i>	<i>Price</i>	Dept. Request	Council Adopted
MV Sup-Gas & Oil				
Gasoline	5,320	\$ 3.20	\$ 17,024	\$ 17,024
Oil, Transmission Fluid, Grease			\$ 300	\$ 300
			<b>\$ 17,324</b>	<b>\$ 17,324</b>

**Estimated Detail of MV Sup-Other**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
MV Sup-Other		
Plow Blades	\$ -	\$ -
Wiper Blades, Batteries, Spark Plugs	\$ 1,100	\$ 1,100
	<b>\$ 1,100</b>	<b>\$ 1,100</b>

**Line Item Narrative**

**Motor Vehicle Supplies Gas & Oil:** This account includes the cost of gas and oil for all Department vehicles.

**Motor Vehicle Supplies:** This account includes the cost of vehicle supplies such as wiper blades, batteries, spark plugs, etc., as needed, based on wear and tear and regularly scheduled maintenance.



# City of Auburn

## Parks & Recreation

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Utilities - Water/Sewer	Total	10,301	20,709	4,964
Comm - Telephone	Total	840	1,188	1,188

**Estimated Detail of Utilities - Water/Sewer**

*Actual expenses may vary according to changing circumstances*

Utilities - Water/Sewer	Water	Percent Increase	Sewer	Percent Increase	Dept. Request	Council Adopted
		10%		0%		
Beach (Fair Street 2-Quarters)	\$ 399		\$ -	\$ -	\$ 399	\$ 399
Festival Plaza	\$ 15,745		\$ -	\$ -	\$ 15,745	\$ -
Hasty Community Center	\$ 2,010		\$ -	\$ -	\$ 2,010	\$ 2,010
Oak Hill Cemetery	\$ 394		\$ -	\$ -	\$ 394	\$ 394
Parks Garage	\$ 1,785		\$ -	\$ -	\$ 1,785	\$ 1,785
Pond Building	\$ 376		\$ -	\$ -	\$ 376	\$ 376
					<b>\$ 20,709</b>	<b>\$ 4,964</b>

**Estimated Detail of Comm - Telephone**

*Actual expenses may vary according to changing circumstances*

Comm - Telephone	Quantity	Cost / Month	Dept. Request	Council Adopted
Cellular Phone	2	\$ 62.00	\$ 744	\$ 744
Long Distance Land Line			\$ 444	\$ 444
			<b>\$ 1,188</b>	<b>\$ 1,188</b>

**Line Item Narrative**

**Utilities Water & Sewer:** This accounts includes Hasty Community Center, pond building, Auburn Municipal Beach, Oak Hill Cemetery, Festival Plaza and parks garage. The increase in this line item accounts for a 10% service increase as well as, accurate costs for the operation of Festival Plaza.

**Communication Telephone:** This account includes the Hasty Community Center and the parks garage. It includes long distance & cell phones.



# City of Auburn

## Parks & Recreation

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Utilities - Electricity	Total	14,676	11,599	11,599
Utilities - Heating Fuel	Total	60,420	63,830	63,830

**Estimated Detail of Utilities - Electricity**

*Actual expenses may vary according to changing circumstances*

	Percent Increase	Dept. Request	Council Adopted
Utilities - Electricity			
Fair Street Beach	3%	\$ 268	\$ 268
Festival Plaza (41,000 KWH)		\$ 4,715	\$ 4,715
Fish Hatchery (Tot Lot)		\$ 271	\$ 271
Hasty Community Center		\$ 3,000	\$ 3,000
Parks Garage		\$ 2,775	\$ 2,775
Pond Building		\$ 570	\$ 570
		<b>\$ 11,599</b>	<b>\$ 11,599</b>

**Estimated Detail of Utilities - Heating Fuel**

*Actual expenses may vary according to changing circumstances*

	Quantity	Cost / Unit	Dept. Request	Council Adopted
Utilities - Heating Fuel				
Diesel for Equipment	400	\$ 3.45	\$ 1,380	\$ 1,380
Hasty Community Center	16,000	\$ 3.40	\$ 54,400	\$ 54,400
Pond Building #2	1,400	\$ 3.50	\$ 4,900	\$ 4,900
Propane-Garage Heat	1,200	\$ 2.10	\$ 2,520	\$ 2,520
Propane - Hasty Kitchen	100	\$ 2.10	\$ 210	\$ 210
Propane - Emergency Tanks (4)	200	\$ 2.10	\$ 420	\$ 420
			<b>\$ 63,830</b>	<b>\$ 63,830</b>

**Line Item Narrative**

**Utilities Electricity:** This account includes the cost of electricity at the Hasty Community Center, pond building, Camp Exchange clubhouse, Auburn Municipal Beach, Festival Plaza and the parks garage.

**Utilities - Heating Fuel:** This account includes the cost of #2 heating fuel for the Hasty Community Center, pond building, and propane for the parks garage, Hasty kitchen, and emergency generator tanks.



# City of Auburn

## Parks & Recreation

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Repairs - Buildings	Total	8,500	8,500	8,500
Repairs - Vehicles	Total	6,500	6,500	7,800

### ***Estimated Detail of Repairs - Buildings***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Repairs - Buildings		
Miscellaneous Repairs to Building (see below)	\$ 8,500	\$ 8,500
	<b>\$ 8,500</b>	<b>\$ 8,500</b>

### ***Estimated Detail of Repairs - Vehicles***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Repairs - Vehicles		
1999 Chevy Dump Truck - 1 Ton (Blue)	↓	↓
2000 Ford 15 Passenger Van (Green)	↓	↓
2002 GMC 4 X 2 Stake Body (Red)	↓	↓
2006 Ford F150 w/7' Straight Plow (Blue)	↓	↓
2008 Ford F350 1 ton 4X4 P-up with 8' V Plow (Blue)	↓	↓
2009 Ford F150 4X2 (Blue)	↓	↓
2012 Ford F350 4X4 Club Cab with plow	↓	↓
	<b>\$ 6,500</b>	<b>\$ 7,800</b>

#### ***Line Item Narrative***

**Repairs - Building:** This account includes miscellaneous repairs to buildings, i.e. broken windows, broken doors, vandalism repairs, restroom repairs, door locks, tile repair, etc.

**Vehicle Repairs:** This account includes the cost of repairs to the seven (7) vehicles used by the Department .



# City of Auburn

## Parks & Recreation

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Repairs - Equipment	Total	4,500	4,500	5,400
Repairs - Facilities	Total	17,750	19,750	18,750

### *Estimated Detail of Repairs - Equipment*

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Repairs - Equipment		
1998 4X4 Massey Ferguson Tractor w/Bucket & Mower		
2000 Holder Tractor w/Blower, Mower & Watering Tank		
2001 Tennant Vacuum Vehicle		
2 Exmark Mowers - 18 hp with 48" Mower Decks		
4 Echo Pro Sweepers - 2400		
1 Rotary Broom - 60" Attachment		
1 2012 ExMark Zero Turn Mower		
1 Husqvarna Riding Tractor - 20 hp with 42" Mower Deck		
1 2006 Cub Cadet Zero Turn Riding Mower		
1 2004 Exmark Zero Turn Mower		
1 2003 Husqvarna Zero Turn Mower		
	↓	↓
	\$ 4,500	\$ 5,400

### *Estimated Detail of Repairs - Facilities*

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Repairs - Facilities		
Bark Mulch	\$ 2,600	\$ 2,100
Field Supplies	\$ 1,550	\$ 1,550
Loam	\$ 1,500	\$ 1,500
Paint & Graffiti Remover	\$ 1,100	\$ 1,100
Plants, Fertilizer & Peat Moss	\$ 5,000	\$ 5,000
Playground Equipment Repair	\$ 3,000	\$ 3,000
Playground Mulch	\$ 5,000	\$ 4,500
	\$ 19,750	\$ 18,750

#### **Line Item Narrative**

**Repairs - Equipment:** This account includes the cost of repairs to grounds maintenance and winter snow removal equipment.

**Repairs - Facilities:** This account includes the cost of various repairs and maintenance to facilities such as playground surfaces, playground equipment, park benches and tables, fencing, wood chips, loam, dugouts, marking paint and lime for fields, ball field seed mix, purchase of annuals and perennials, paint and graffiti removal supplies, etc.



# City of Auburn

## Parks & Recreation

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Repairs - Maintenance Contract	Total	636	636	636
Training & Tuition	Total	3,350	3,350	3,350
Comm - Postage	Total	450	470	470

***Estimated Detail of Repairs - Maintenance Contract***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Repairs - Maintenance Contract		
Central Maine Fire Pros	\$ 146	\$ 146
Sprinkler System Parks Garage	\$ 490	\$ 490
	<b>\$ 636</b>	<b>\$ 636</b>

***Estimated Detail of Training & Tuition***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Training & Tuition		
New England Parks & Recreation Conference	\$ 250	\$ 250
New England Training Institute	\$ 250	\$ 250
MRPA Conference	\$ 250	\$ 250
Professional Development	\$ 2,600	\$ 2,600
	<b>\$ 3,350</b>	<b>\$ 3,350</b>

***Estimated Detail of Comm - Postage***

*Actual expenses may vary according to changing circumstances*

	Quantity	Cost	Dept. Request	Council Adopted
Comm - Postage				
Postage Stamps	10	\$ 47.00	\$ 470	\$ 470
			<b>\$ 470</b>	<b>\$ 470</b>

***Line Item Narrative***

**Repairs - Maintenance Contracts:** This account includes the fire inspection and sprinkler system contracts for the Hasty Community Center, parks garage, and pond building.

**Training and Tuition:** This account includes the cost of staff training and the attendance of two recreation division staff at the recreation conferences.

**Postage:** This account includes the cost of ten (10) rolls of .47 cent stamps, used for sending out program statements through Activenet for past due accounts, mailings for programs, and other miscellaneous mail, i.e. mailing employee checks.



# City of Auburn

## Parks & Recreation

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Travel-Mileage	Total	200	200	200
Dues & Subscriptions	Total	1,200	1,200	1,200
Community Programs	Total	14,050	15,600	15,600

***Estimated Detail of Travel-Mileage***

*Actual expenses may vary according to changing circumstances*

Travel-Mileage		Dept. Request	Council Adopted
See Below		\$ 200	\$ 200
		<b>\$ 200</b>	<b>\$ 200</b>

***Estimated Detail of Dues & Subscriptions***

*Actual expenses may vary according to changing circumstances*

Dues & Subscriptions		Dept. Request	Council Adopted
Maine Cemetery Assoc.		\$ 25	\$ 25
Maine Recreation & Park Assoc.		\$ 175	\$ 175
National Recreation & Park Assoc.		\$ 360	\$ 360
BMI Licensing		\$ 320	\$ 320
ASCAP		\$ 320	\$ 320
		<b>\$ 1,200</b>	<b>\$ 1,200</b>

***Estimated Detail of Community Programs***

*Actual expenses may vary according to changing circumstances*

Community Programs		Dept. Request	Council Adopted
Veterans Observances		\$ 1,400	\$ 1,400
Liberty Festival		\$ 10,000	\$ 10,000
Knight House		\$ 1,400	\$ 1,400
First Auburn Seniors		\$ 1,400	\$ 1,400
New Auburn Seniors		\$ 1,400	\$ 1,400
		<b>\$ 15,600</b>	<b>\$ 15,600</b>

***Line Item Narrative***

**Travel Mileage:** This account reimburses employees for use of their personal vehicles.

**Dues & Subscriptions:** This account includes the cost of subscriptions for publications, dues to professional organizations and licensing for concerts and movies in the parks.





# City of Auburn

## Master List

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Account Title	FY 2012 Actual	FY 2013 Approved	FY 2013 Projected	FY 2014 Dept. Request	FY 2014 Council Adopted	Increase/ Decrease	%
<b><i>0220 Planning and Permitting</i></b>							
Regular Salaries	382,044	422,793	369,659	478,557	416,557	(6,236)	-2%
Longevity Bonus	300	300	0	0	0	(300)	0%
Uniform Allowance	849	900	900	1,200	900	0	0%
OT - Regular	3,514	5,155	3,469	6,006	6,006	851	25%
PS - General	84	3,000	2,500	3,000	3,000	0	0%
Reports, Printing, & Binding	0	0	0	0	0	0	0%
Office Supplies	1,052	1,200	1,110	1,200	1,200	0	0%
Other Sup - Operating	1,794	2,500	1,700	2,500	2,500	0	0%
Other Sup - Safety Equipment	1,532	1,790	1,490	3,015	2,015	225	15%
MV Sup - Tires/Tube/Chain	0	0	0	900	900	900	0%
MV Sup - Gas & Oil	4,371	4,936	4,140	4,856	4,856	(80)	-2%
Comm - Telephone	2,748	4,710	4,149	4,710	4,710	0	0%
Utilities - Electricity	286,637	299,587	301,565	308,575	303,075	3,488	1%
Repairs - Vehicles	1,543	2,455	2,377	1,755	1,755	(700)	-29%
Repairs - Equipment	2,703	3,500	1,500	3,500	3,500	0	0%
Repairs - Street Lights	2,520	5,400	2,500	5,400	5,400	0	0%
Repairs - Traffic Signal Maint	1,810	11,306	12,695	11,306	11,306	0	0%
Training & Tuition	1,500	2,400	1,836	3,400	2,400	0	0%
Advertising	1,978	2,000	2,241	2,400	2,400	400	18%
Travel-Mileage	305	500	327	500	500	0	0%
Travel-Seminar Costs	992	1,200	1,200	1,600	1,350	150	13%
Dues & Subscriptions	1,062	900	1,167	1,300	900	0	0%
<b>TOTAL</b>	<b>699,338</b>	<b>776,532</b>	<b>716,525</b>	<b>845,680</b>	<b>775,230</b>	<b>(1,302)</b>	<b>-0.2%</b>



# City of Auburn Planning

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Regular Salaries	Total	422,793	478,557	416,557
Longevity Bonus	Total	300	-	-
Uniform Allowance	Total	900	1,200	900

### **Estimated Detail of Regular Salaries**

*Actual expenses may vary according to changing circumstances*

Regular Salaries	Total Staff	Dept. Request	Council Adopted
Administrative Assistant	1	\$ 38,814	\$ 38,814
Building / Code Compliance Officer/ Plumbing Inspector	1	\$ 53,877	\$ 53,877
City Electrician	1	\$ 60,678	\$ 60,678
Planner / Land Use Code Compliance Officer	1	\$ 55,900	\$ 55,900
Electrician I	1	\$ 52,234	\$ 52,234
Electrician II (new position)		\$ 30,000	\$ -
Information Assistant	1	\$ 23,500	\$ 23,500
Land Use/Construction Inspector/Code Compliance Officer	1	\$ 45,000	\$ 45,000
Planning Director (50% paid by TIF)	1	\$ 64,000	\$ 64,000
Sanitarian / Code Compliance Officer	1	\$ 54,554	\$ 54,554
	<b>9</b>	<b>\$ 478,557</b>	<b>\$ 448,557</b>
	TIF Offset		<b>\$ 32,000</b>
	<b>Net</b>		<b>\$ 416,557</b>

### **Estimated Detail of Longevity Bonus**

*Actual expenses may vary according to changing circumstances*

Longevity Bonus	Dept. Request	Council Adopted
Employee Longevity	\$ -	\$ -
	<b>\$ -</b>	<b>\$ -</b>

### **Estimated Detail of Uniform Allowance**

*Actual expenses may vary according to changing circumstances*

Uniform Allowance	Staff	Cost	Dept. Request	Council Adopted
Electrical Employees Uniforms	3	\$ 300.00	\$ 900	\$ 600
Field Inspectors	3	\$ 100.00	\$ 300	\$ 300
			<b>\$ 1,200</b>	<b>\$ 900</b>

### **Line Item Narrative**

**Wages:** These wage amounts are as of January 10, 2013. The substantial increase in wages is for the staff addition of an entry level electrician for the the Electrical Division and a full time planning position that was budgeted for 9 months in FY13, to allow for vacancy during the hiring process. The electrical position will bring the Division back to three staff and allow for the repair and maintenance of Municipal Roadway Lighting, fire alarm and other electrical infrastructure.

**Longevity:** For the upcoming fiscal year no employees are due to have a longevity bonus payout.

**Uniform Allowance:** **Added \$300 to fund one additional electrician's uniform allowance.** This account funds the day to day non-fire retardant clothing for the Electrical Division such as work pants, work shirts, work boots and gloves. This type of clothing is worn when the employee is not working on energized circuits, otherwise the longevity of the fire retardant clothing would be shortened.



# City of Auburn Planning

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
OT - Regular	Total	5,155	6,006	6,006
PS - General	Total	3,000	3,000	3,000
Office Supplies	Total	1,200	1,200	1,200

**Estimated Detail of OT - Regular**

*Actual expenses may vary according to changing circumstances*

	Hours	Avg O/T Rate	Est. Overtime	Dept. Request	Council Adopted
OT - Regular					
AFD Electrical Related	20	\$ 42.58	\$ 852		
Electrical Events/ Accidents & Dig Safe	10	\$ 42.58	\$ 426		
Fire Alarm Maintenance	10	\$ 42.58	\$ 426		
Fire Alarm Resets	10	\$ 42.58	\$ 426		
On-Call Stipend		\$ 2,600	\$ 2,600		
Traffic Signal	30	\$ 42.58	\$ 1,277		
	<u>80</u>		<u>\$ 6,006</u>	<u>\$ 6,006</u>	<u>\$ 6,006</u>

**Estimated Detail of PS - General**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
PS - General		
Contracted Services (see below)	\$ 1,500	\$ 1,500
Contracted Electrical Services	\$ 1,500	\$ 1,500
	<u>\$ 3,000</u>	<u>\$ 3,000</u>

**Estimated Detail of Office Supplies**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Office Supplies		
General Supplies	\$ 1,200	\$ 1,200
	<u>\$ 1,200</u>	<u>\$ 1,200</u>

**Line Item Narrative**

**Overtime - Regular:** This account funds overtime expenses for the Electrical Division and P&P field Inspectors. Examples of after hour call-outs are traffic signal accidents, fire department call-outs, and damage to municipal infrastructure, major storm events and seasonal municipal events. The use of these funds varies widely based on call out volume and storm damage.

**Purchased Service - General:** This account funds third party inspections, contracted projects and plan review for plumbing and electrical. The use varies based on staff vacancies and projects that the department is tasked with in a given year.

**Office Supplies:** This account funds basic office supplies such as stationery, pens, file folders, etc. In addition, this account funds the materials and printing costs associated with various projects such as reports and maps to the City Council, Planning Board, Zoning Board of Appeals and internal and external memos and correspondence.



# City of Auburn Planning

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Other Sup - Operating	Total	2,500	2,500	2,500
Other Sup - Safety Equipment	Total	1,790	3,015	2,015

***Estimated Detail of Other Sup - Operating***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Other Sup - Operating	\$ 2,500	\$ 2,500
	<b>\$ 2,500</b>	<b>\$ 2,500</b>

***Estimated Detail of Other Sup - Safety Equipment***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Other Sup - Safety Equipment		
Safety Equipment	\$ 3,015	\$ 2,015
	<b>\$ 3,015</b>	<b>\$ 2,015</b>

***Line Item Narrative***

**Other Supplies - Operating:** This account funds items needed to conduct code and plan reviews as well as the purchase of other equipment, and printing the 3-ply inspection reports that are used by the City's Building, Plumbing, Electrical, and Code Inspectors. (Toner for 3 printers and payment for copies to Engineering.)

**Other Sup - Safety Equipment: Added \$1,225 to fund one additional electrician's safety wear and one additional High Volt Tester.** This account funds both Federal and State OSHA requirements mandated for all employees as well as NFPA 70E standards for electrical workers. Examples of the equipment purchased include hard hats, PPE for electricians, safety glasses, ear protection devices and reflector vests for safety equipment, electric insulated footwear and hard hats, face shields, FR clothing, rescue fall equipment.



# City of Auburn Planning

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
MV Sup - Tires/Tube/Chain	Total	-	900	900
MV Sup - Gas & Oil	Total	4,936	4,856	4,856
Comm - Telephone	Total	4,710	4,710	4,710

**Estimated Detail of MV Sup - Tires/Tube/Chain**

*Actual expenses may vary according to changing circumstances*

MV Sup - Tires/Tube/Chain		Dept. Request	Council Adopted
Tires		\$ 900	\$ 900
		\$ 900	\$ 900

**Estimated Detail of MV Sup - Gas & Oil**

*Actual expenses may vary according to changing circumstances*

MV Sup - Gas & Oil	Actual Gallons FY12	Projected Gallons FY13	Price	Dept. Request	Council Adopted
Gasoline, Oil, Filters, etc.	1348	1275	\$ 3.20	\$ 4,080	\$ 4,080
Diesel	60	225	\$ 3.45	\$ 776	\$ 776
				\$ 4,856	\$ 4,856

**Estimated Detail of Comm - Telephone**

*Actual expenses may vary according to changing circumstances*

Comm - Telephone	Quantity	Per Month	Dept. Request	Council Adopted
Aircards	4	\$ 50.00	\$ 2,400	\$ 2,400
Cellular Phones	5	\$ 38.50	\$ 2,310	\$ 2,310
			\$ 4,710	\$ 4,710

**Line Item Narrative**

**MV Sup-Tires/Tube/Chain:** This account funds the cost of tire replacement and other supplies for the vehicles used by the staff in the inspection division.

**MV Sup-Gas & Oil:** This account funds the cost of gas, replacement filters and other maintenance items for the vehicles used by the staff in the inspection division.

**Communication--Telephone:** This account funds cell phones for the staff so they can be reached while in the field and be responsive to citizens. The increase in this account is due to the addition of a cell phone for the new electrician. We are exploring the option of offering a \$20-\$30 per month stipend for employees willing to use a personal phone in lieu of a City phone.



# City of Auburn Planning

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Utilities - Electricity	Total	299,587	308,575	303,075
Repairs - Vehicles	Total	2,455	1,755	1,755

**Estimated Detail of Utilities - Electricity**

*Actual expenses may vary according to changing circumstances*

Utilities - Electricity	Dept. Request	Council Adopted
City Owned Street Lights	\$ 33,545	\$ 33,545
Electrical Division Building (Electric Heat)	\$ 9,682	\$ 7,182
Goff Hill Radio Site	\$ 1,794	\$ 1,794
Leased Street Lights	\$ 251,378	\$ 248,378
Traffic Signal Equipment	\$ 12,176	\$ 12,176
	<b>\$ 308,575</b>	<b>\$ 303,075</b>

**Estimated Detail of Repairs - Vehicles**

*Actual expenses may vary according to changing circumstances*

Repairs - Vehicles	Preventive Maint.	Annual Testing	Dept. Request	Council Adopted
Bucket Truck – Electrical Division	\$ 75	\$ 1,000	\$ 1,075	\$ 1,075
Electrical Service Van – Electrical Division	\$ 70		\$ 70	\$ 70
Ford Focus – Code Enforcement / Inspections	\$ 170		\$ 170	\$ 170
Former Police Cruiser – Code Enforcement / Inspections	\$ 270		\$ 270	\$ 270
Inspection / Service Pick-up Truck - City Electrician	\$ 70		\$ 70	\$ 70
Miscellaneous: Tires, car washes, wiper blades, etc.	\$ 100		\$ 100	\$ 100
			<b>\$ 1,755</b>	<b>\$ 1,755</b>

**Line Item Narrative**

**Utilities:** This account funds electrical utility costs covered by this department. This account funds the Electrical Div., Goff Hill radio site, leased CMP roadway lighting and traffic signal equipment . Decrease last year was due to the reduction in inventory of leased street lights, transfer of leased street lights to city owned metered equipment. CIP item to take ownership of leased street lights could result in substantial savings if implemented but will require an additional electrician position.

**Vehicle Repairs:** This account funds the maintenance of 5 vehicles used by the staff in the performance of their duties. Also includes the cost of OSHA inspection for the Electrical Division aerial truck. MV Supplies (tires, tubes & chains) account was combined within this account.



# City of Auburn Planning

Fiscal Year 2014  
Adopted 6.24.2013

Line Items	Last Year	Dept. Request	Council Adopted
Repairs - Equipment	3,500	3,500	3,500
<b>Total</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>

**Estimated Detail of Repairs - Equipment**

*Actual expenses may vary according to changing circumstances*

Repairs - Equipment	Customers	Annual Charge	Revenues	Dept. Request	Council Adopted
Municipal Fire Alarm System				\$ 2,800	\$ 2,800
Other Miscellaneous				\$ 700	\$ 700
				<b>\$ 3,500</b>	<b>\$ 3,500</b>

**Line Item Narrative**

**Repairs Equipment:** The Municipal Fire Alarm system is a 28 mile network looped-system of copper wire throughout the City serving fire alarm transmitters. The program is being evaluated to determine if we should expand the infrastructure to increase earnings. The program is generating approximately \$29,050 per year, and in addition is proving approximately \$3,000 worth of fire alarm service to the City and School respectively. Put another way, if this service did not exist, the City and School would need to purchase this service. The addition is for electronic parts for equipment repair of the fire alarm system.

This account also funds the electrical materials for seasonal expenses incurred for holiday lighting, municipal events and the Balloon Festival.



# City of Auburn

## Planning

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Repairs - Street Lights	Total	5,400	5,400	5,400
Repairs - Traffic Signal Maint	Total	11,306	11,306	11,306

***Estimated Detail of Repairs - Street Lights***

*Actual expenses may vary according to changing circumstances*

Repairs - Street Lights		Dept. Request	Council Adopted
Municipally Owned Lighting Equipment		\$ 5,400	\$ 5,400
		<b>\$ 5,400</b>	<b>\$ 5,400</b>

***Estimated Detail of Repairs - Traffic Signal Maint***

*Actual expenses may vary according to changing circumstances*

Repairs - Traffic Signal Maint		Dept. Request	Council Adopted
Parts and Replacement		\$ 11,306	\$ 11,306
		<b>\$ 11,306</b>	<b>\$ 11,306</b>

***Line Item Narrative***

**Repairs Street Lights:** This account is for the installation and maintenance of municipally owned lighting equipment. The city maintains in excess of 300 poles and fixtures including Kittyhawk Industrial park lighting, and downtown area lighting.

**Repairs Traffic Signals:** This account funds the maintenance of the municipal traffic signal system. Repairs are unpredictable due to storms, traffic accidents and road damage. Maintenance is required to maintain minimum MDOT standards





# City of Auburn Planning

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Training & Tuition	Total	2,400	3,400	2,400
Advertising	Total	2,000	2,400	2,400

***Estimated Detail of Training & Tuition***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Training & Tuition		
See Below.	\$ 3,400	\$ 2,400
	\$ 3,400	\$ 2,400

***Estimated Detail of Advertising***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Advertising		
Public Notice Hearings	\$ 2,400	\$ 2,400
	\$ 2,400	\$ 2,400

***Line Item Narrative***

**Training & Tuition: Added \$1,000 to fund new Electrician's anticipated training classes in MA.** This account includes the cost of tuition and fees for professional development and required "continued education" for State certified Code Enforcement Officers. The training continues to be mandatory to maintain certification but the State is cutting back on free training. It funds the registration fees for required safety courses, conferences, and seminars for Department staff so that they can maintain mandatory State certifications and are knowledgeable in their fields. On average each of the City's certified Code Enforcement Officers attends approximately 8 to 10 training seminars per year. The training sessions are in the areas of legal issues, 80K actions, building standards, shoreland zoning and plumbing standards (internal & external) to name a few. Training includes (with fees): 3 electricians keeping master electrician licenses updated, training for traffic equipment, New England Building Officials and Inspectors Association, American Planning Association conference, State Planning Office meetings and seminars, and Northern New England Chapter of American Planning Association meetings. The State continues to cut free training opportunities and accessing required training is increasingly difficult within this budget.

**Advertising: Added \$400 to fund anticipated increase in Planning Board activity as we increase Comprehensive Plan supported zoning changes.** This account funds the cost of publishing public notices as required by law. A corresponding revenue is collected from applicants/petitioners but paid for from this account. An increase in ordinance changes may increase costs during the Comprehensive Plan implementation.



# City of Auburn Planning

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Travel-Mileage	Total	500	500	500
Travel-Seminar Costs	Total	1,200	1,600	1,350
Dues & Subscriptions	Total	900	1,300	900

***Estimated Detail of Travel-Mileage***

*Actual expenses may vary according to changing circumstances*

Travel-Mileage		Dept. Request	Council Adopted
Personal Use of Vehicles		\$ 500	\$ 500
		\$ 500	\$ 500

***Estimated Detail of Travel-Seminar Costs***

*Actual expenses may vary according to changing circumstances*

Travel-Seminar Costs		Dept. Request	Council Adopted
Registration Fees		\$ 1,600	\$ 1,350
		\$ 1,600	\$ 1,350

***Estimated Detail of Dues & Subscriptions***

*Actual expenses may vary according to changing circumstances*

Dues & Subscriptions		Dept. Request	Council Adopted
Professional Subscriptions		\$ 1,300	\$ 900
		\$ 1,300	\$ 900

***Line Item Narrative***

**Travel & Mileage:** This account reimburses employees for use of their personal vehicles for job related activities. Additionally, this account covers the costs of the back-up plumbing inspector when he/she is needed to cover inspections.

**Travel & Seminar Costs: Added \$400 to fund City Electricians EC&M Seminar in FY14 due to code changes proposed by the State.** This account funds the cost for staff to attend local and regional training seminars and will fund training for Planning Board members in 2014.

**Dues & Subscriptions: Added \$400 to fund new Electrician's licensing and increased costs for existing staff due to State training reductions.** This account funds the costs of dues for professional affiliations/ resources for the planning and inspection staff, and the purchase of code materials and state licenses.



# City of Auburn

## Master List

Fiscal Year 2014  
Adopted 6.24.2013

Account Title	FY 2012 Actual	FY 2013 Approved	FY 2013 Projected	FY 2014 Dept. Request	FY 2014 Council Adopted	Increase/ Decrease	%
<b>0230 Public Library</b>							
Public Library	929,407	968,292	968,292	961,069	927,237	(41,055)	-4%
<b>TOTAL</b>	<b>929,407</b>	<b>968,292</b>	<b>968,292</b>	<b>961,069</b>	<b>927,237</b>	<b>(41,055)</b>	<b>-4.2%</b>



# City of Auburn

## Library

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items	Last Year	Dept. Request	Council Adopted
<b>Public Library</b>	<b>Total</b>	<b>968,292</b>	<b>961,069</b>
			<b>927,237</b>

**Estimated Detail of All Accounts**

*Actual expenses may vary according to changing circumstances*

Public Library	FY13	FY14	Change (FY14-FY13)	Dept. Request	Council Adopted
<u>Revenues</u>					
City of Auburn	\$ 968,292	\$ 961,069	\$ (7,223)	\$ 961,069	\$ 927,237
Donations	\$ 70,900	\$ 74,400	\$ 3,500		
Endowment Income	\$ 55,988	\$ 55,988	\$ -		
Investment Earnings	\$ 21,132	\$ 21,343	\$ 211		
Other	\$ 87,800	\$ 86,638	\$ (1,162)		
	\$ 1,204,112	\$ 1,199,438	\$ (4,674)		
<u>Expenses</u>					
Automation Expense	\$ 13,209	\$ 13,600	\$ 391		
Commodities	\$ 27,700	\$ 27,700	\$ -		
Financial	\$ 22,950	\$ 23,550	\$ 600		
Insurance	\$ 10,800	\$ 10,138	\$ (662)		
Library Materials	\$ 89,826	\$ 95,100	\$ 5,274		
Maintenance	\$ 92,368	\$ 96,097	\$ 3,729		
Miscellaneous	\$ 1,700	\$ 1,700	\$ -		
Personnel	\$ 861,913	\$ 843,353	\$ (18,560)		
Personnel Development	\$ 2,500	\$ 3,000	\$ 500		
Programs	\$ 13,500	\$ 14,200	\$ 700		
Utilities	\$ 67,646	\$ 71,000	\$ 3,354		
	\$ -	\$ 1,204,112	\$ 1,199,438	\$ 961,069	\$ 927,237

**Line Item Narrative**

Library: See Above.



# City of Auburn

## Master List

Fiscal Year 2014  
Adopted 6.24.2013

Account Title	FY 2012 Actual	FY 2013 Approved	FY 2013 Projected	FY 2014 Dept. Request	FY 2014 Council Adopted	Increase/ Decrease	%
<b>0305 Debt Service</b>							
Principal	5,641,009	5,568,893	5,649,121	5,329,623	5,329,623	(239,270)	-4%
Interest	1,142,895	1,108,904	1,156,429	991,961	991,961	(116,943)	-10%
Other Expenses	0	5,000	5,000	5,000	5,000	0	0%
<b>TOTAL</b>	<b>6,783,904</b>	<b>6,682,797</b>	<b>6,810,550</b>	<b>6,326,584</b>	<b>6,326,584</b>	<b>(356,213)</b>	<b>-5.3%</b>



# City of Auburn

## Debt Service

Fiscal Year 2014  
Adopted 6.24.2013

Line Items	Last Year	Dept. Request	Council Adopted
<b>Debt Service</b>	<b>Total</b>	<b>6,682,797</b>	<b>6,326,584</b>

**Estimated Detail of Debt Service**

*Actual expenses may vary according to changing circumstances*

Debt Service	Maturity	Issued Amount	Balance	Principal	Interest	Dept. Request	Council Adopted
City Building 3.89%	11/22	\$ 8,200,000	\$ 4,100,000	\$ 410,000	\$ 144,721		
Library 4.088%	9/24	\$ 3,500,000	\$ 2,100,000	\$ 175,000	\$ 17,500		
Public Impr. 03/04 4.0%	9/14	\$ 4,680,000	\$ 930,000	\$ 365,000	\$ 21,900		
Public Impr. 03/04 3.058%	11/13	\$ 2,770,000	\$ 277,000	\$ 227,000	\$ 4,097		
MMWAC Refi. 4.0%	11/14	\$ 11,950,000	\$ 590,000	\$ 390,000	\$ 15,800		
Public Impr. 05/06 4.23%	9/15	\$ 5,000,000	\$ 1,500,000	\$ 400,000	\$ 40,000		
Public Impr. 06/07 4.036%	9/16	\$ 5,000,000	\$ 2,000,000	\$ 400,000	\$ 56,000		
Public Impr. 07/08 3.47%	9/17	\$ 6,000,000	\$ 3,000,000	\$ 510,000	\$ 82,875		
Public Impr. 08/09 3.65%	9/18	\$ 5,730,000	\$ 3,430,000	\$ 500,000	\$ 103,438		
Public Impr. 09/10 3.0%	3/20	\$ 5,455,000	\$ 3,818,500	\$ 545,500	\$ 107,055		
Public Impr. 10/11	3/21	\$ 7,900,000	\$ 6,320,000	\$ 640,000	\$ 105,600		
MMBB Clean Water ARRA	6/12	\$ 827,854	\$ 662,283	\$ 41,393	\$ 2,070		
Public Impr 11/12	11/22	\$ 4,500,000	\$ 4,050,000	\$ 350,000	\$ 65,188		
Public Impr. 12/13	9/13	\$ 5,600,000	\$ 5,600,000	\$ 370,730	\$ 113,967		
Library Refunding	9/13	\$ 1,590,000	\$ 1,590,000	\$ 5,000	\$ 51,750		
		<u>\$ 78,702,854</u>	<u>\$ 39,967,783</u>	<u>\$ 5,329,623</u>	<u>\$ 931,961</u>	<u>\$ 6,261,584</u>	<u>\$ 6,261,584</u>
Other Expenses						\$ 5,000	\$ -
Interest Payment for FY14 Bond						\$ 60,000	\$ 60,000
						<u>\$ 6,326,584</u>	<u>\$ 6,321,584</u>

Debt Limit Calculation	
State Valuation	\$2,049,091,720
Total Debt Limit	\$307,363,758
City Debt Balance	39,967,783
<b>Percent of Allowable Debt</b>	<b>13%</b>

**Line Item Narrative**

**Debt Service:** The City is subject to a statutory limitation by the State of Maine of its general long-term debt equal to 15% of the State's valuation of the City. This request includes \$60,000 for an interest payment in the event the City Council approves of the FY14 Bond. The MMBB debt is financed at 0%. The Total principal loaned was \$2,345,000 and of that amount, \$689,293 has been forgiven and the principal amount to be repaid is \$1,655,707. This financing package was made possible by the American Reinvestment and Recovery Act.



# City of Auburn

## Master List

Fiscal Year 2014  
Adopted 6.24.2013

Account Title	FY 2012 Actual	FY 2013 Approved	FY 2013 Projected	FY 2014 Dept. Request	FY 2014 Council Adopted	Increase/ Decrease	%
<b><i>0325 Emergency Reserve</i></b>							
Emergency Reserve	0	328,608	0	375,289	375,289	46,681	14%
<b>TOTAL</b>	-	<b>328,608</b>	-	<b>375,289</b>	<b>375,289</b>	<b>46,681</b>	<b>14.2%</b>



# City of Auburn

## Emergency Reserve

Fiscal Year 2014  
Adopted 6.24.2013

Line Items	Last Year	Dept. Request	Council Adopted
Emergency Reserve	Total	328,608	375,289

***Estimated Detail of Emergency Reserve***

*Actual expenses may vary according to changing circumstances*

Emergency Reserve	Dept. Request	Council Adopted
Emergency Reserve	\$ 375,289	\$ 375,289
	<b>\$ 375,289</b>	<b>\$ 375,289</b>

***Line Item Narrative***

**Emergency Reserve:** In accordance with the City Charter, Section 8.12, Emergency Reserve Fund, the Emergency Reserve fund shall be annually funded in an amount equal to at least one-half of one percent (0.5%) of the total amount to be appropriated for all purchases of the current fiscal year.





# City of Auburn

## Master List

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Account Title	FY 2012 Actual	FY 2013 Approved	FY 2013 Projected	FY 2014 Dept. Request	FY 2014 Council Adopted	Increase/ Decrease	%
<b>0310 Property</b>							
Regular Salaries	12,852	19,409	19,032	19,409	19,409	0	0%
Advertising	457	500	753	500	500	0	0%
PS - General	76,993	103,076	93,659	86,330	86,330	(16,746)	-18%
Office Supplies	0	0	0	0	0	0	0%
Other Sup-Operating	8,297	8,500	5,600	8,500	9,600	1,100	20%
Utilities - Water/Sewer	3,466	5,700	4,550	4,215	4,215	(1,485)	-33%
Comm - Telephone	37,578	40,625	51,360	42,800	42,800	2,175	4%
Utilities - Electricity	73,760	110,000	97,930	98,000	98,000	(12,000)	-12%
Utilities - Heating Fuel	28,302	41,075	39,000	41,075	41,075	0	0%
Repairs - Buildings	3,858	10,500	10,500	10,500	10,500	0	0%
Repairs - Equipment	1,305	2,000	2,000	2,000	2,000	0	0%
Repairs - Maintenance Contract	8	0	0	0	0	0	0%
Photocopiers	15,112	7,000	8,000	37,000	37,000	30,000	375%
LAWPCA Holding T.	0	0	0	0	0	0	0%
Insurance Premiums	281,859	293,691	284,753	306,000	306,000	12,309	4%
Insurance Deductibles	10,394	24,500	33,000	32,000	24,500	0	0%
Comm - Postage	19,897	31,788	30,000	32,988	32,988	1,200	4%
Travel - Mileage Reimbursement	85	750	0	750	750	0	0%
Rental Expense	0	0	0	0	0	0	0%
Utility Reimbursement from Sch	0	0	0	0	0	0	0%
<b>TOTAL</b>	<b>574,223</b>	<b>699,114</b>	<b>680,137</b>	<b>722,067</b>	<b>715,667</b>	<b>16,553</b>	<b>2.4%</b>



# City of Auburn

## Property

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Regular Salaries	Total	19,409	19,409	19,409
Advertising	Total	500	500	500
PS - General	Total	103,076	86,330	86,330

### **Estimated Detail of Regular Salaries**

*Actual expenses may vary according to changing circumstances*

	Rate	Hours / Week	Staff	Dept. Request	Council Adopted
Regular Salaries					
Maintenance	\$ 14.9297	25	1	\$ 19,409	\$ 19,409
			1	\$ 19,409	\$ 19,409

### **Estimated Detail of Advertising**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Advertising		
Advertising	\$ 500	\$ 500
	\$ 500	\$ 500

### **Estimated Detail of PS - General**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
PS - General		
Annual Fire Alarm Testing	\$ 725	\$ 725
Boiler Certificate Auburn Hall	\$ 160	\$ 160
Elevator Inspection & License	\$ 185	\$ 185
Elevator Contract	\$ 1,930	\$ 1,930
Fire Extinguishers Annual Testing, Inspection & Maintenance	\$ 250	\$ 250
HVAC Maintenance Contract	\$ 12,700	\$ 12,700
IP Phones Maintenance	\$ 12,000	\$ 12,000
Janitorial Services (Auburn Hall including Police)	\$ 53,650	\$ 53,650
Land Lease	\$ 750	\$ 750
LAWPCA Administrative Fee	\$ 250	\$ 250
Lift Rental For Window Cleaning	\$ 1,500	\$ 1,500
Sprinkler Quarterly Testing	\$ 450	\$ 450
State of Maine Fees Boilers	\$ 1,280	\$ 1,280
Underground Tank fees	\$ 500	\$ 500
	<b>\$ 86,330</b>	<b>\$ 86,330</b>

### **Line Item Narrative**

**Regular Salaries:** This line funds the custodian at Auburn Hall, 25 hours per week. This position is shared with the Library.

**Advertising:** Ads for Bids for all departments (\$25 x 20 = \$500). Ads are \$23 for most but pre-bid ads run \$34.

**Purchased Services:** The IP Phone Maintenance Contract includes Auburn Hall, Parks & Recreation, Police, Public Works, and Fire.



# City of Auburn

## Property

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Other Sup-Operating	Total	8,500	8,500	9,600
Utilities - Water/Sewer	Total	5,700	4,215	4,215

***Estimated Detail of Other Sup-Operating***

*Actual expenses may vary according to changing circumstances*

Other Sup-Operating	Dept. Request	Council Adopted
Misc. Supplies	\$ 1,000	\$ 1,000
Towels , Toilet Paper & Liners	\$ 4,000	\$ 4,000
HVAC Filters	\$ 1,000	\$ 1,000
Ice Melt	\$ 1,000	\$ 1,000
Lighting	\$ 1,500	\$ 2,600
	<b>\$ 8,500</b>	<b>\$ 9,600</b>

***Estimated Detail of Utilities - Water/Sewer***

*Actual expenses may vary according to changing circumstances*

Utilities - Water/Sewer	<i>Spinkler</i>	<i>Sewer</i>	<i>Water</i>	Dept. Request	Council Adopted
Auburn Hall	\$ 750	\$ 1,815	\$ 1,650	\$ 4,215	\$ 4,215
				<b>\$ 4,215</b>	<b>\$ 4,215</b>

***Line Item Narrative***

**Other Supplies - Operating:** See Above.

**Utilities - Water& Sewer:** Water 10% increase; Sewer 10% increase mid year.



# City of Auburn

## Property

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
Comm - Telephone	Total	40,625	42,800	42,800
Utilities - Electricity	Total	110,000	98,000	98,000

***Estimated Detail of Comm - Telephone***

*Actual expenses may vary according to changing circumstances*

Comm - Telephone	<i>Location</i>	Dept. Request	Council Adopted
Dark Fiber (Lease)	AH, PW, FD, PR, E2, E5, Library	\$ 12,000	\$ 12,000
High Speed Internet @ 600 month	AH, PW, FD, PR, E2, E5, Library	\$ 7,200	\$ 7,200
Cell Phone		\$ 1,150	\$ 1,150
Pine Tree System @ \$227 month		\$ 2,750	\$ 2,750
Two Primary Rate Interface Lines - Phone Switches	All Locations	\$ 14,500	\$ 14,500
Long Distance	AH	\$ 5,200	\$ 5,200
		<b>\$ 42,800</b>	<b>\$ 42,800</b>

***Estimated Detail of Utilities - Electricity***

*Actual expenses may vary according to changing circumstances*

Utilities - Electricity	<i>Usage KW</i>	<i>Cost</i>	Dept. Request	Council Adopted
Auburn Hall--Estimated	657,321	0.14909	\$ 98,000	\$ 98,000
			<b>\$ 98,000</b>	<b>\$ 98,000</b>

***Line Item Narrative***

**Communication - Telephone:** See Above. The Dark Fiber is part of the Wide Area Network that connects our city buildings, schools, and also some of the Lewiston municipal buildings.

**Utilities - Electricity:** The City has an agreement to switch its electrical use to generator during times of high-peak electrical demands; most often during the summer months. In return for our generator use, the City will receive \$2,000. This amount is simply for the City to be on "stand by". We will also receive additional funding if we actually do need to switch to our generators. This money is budgeted under revenue.



# City of Auburn

## Property

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Utilities - Heating Fuel	Total	41,075	41,075	41,075
Repairs - Buildings	Total	10,500	10,500	10,500

### ***Estimated Detail of Utilities - Heating Fuel***

*Actual expenses may vary according to changing circumstances*

	<i>Usage- gallons</i>	<i>Usage- Cubic feet</i>	Dept. Request	Council Adopted
Utilities - Heating Fuel				
Natural Gas		28,000	\$ 40,000	\$ 40,000
Diesel Fuel for Generator	\$ 1,000		\$ 1,000	\$ 1,000
Propane Tank Rental (Goff Hill Generator)			\$ 75	\$ 75
			<b>\$ 41,075</b>	<b>\$ 41,075</b>

### ***Estimated Detail of Repairs - Buildings***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Repairs - Buildings		
General Repairs	\$ 10,000	\$ 10,000
Knight House (Circa 1796)	\$ 500	\$ 500
	<b>\$ 10,500</b>	<b>\$ 10,500</b>

#### ***Line Item Narrative***

**Utilities - Heating Fuel:** See Above.

**Repairs - Buildings:** This account is used for the general maintenance of Auburn Hall. The Knight house was moved to this line item from the Community Programs Budget once the City Council accepted the property.



# City of Auburn

## Property

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Repairs - Equipment	Total	2,000	2,000	2,000
Photocopiers	Total	7,000	37,000	37,000
Travel - Mileage Reimbursement	Total	750	750	750
Insurance Premiums	Total	293,691	306,000	306,000

### **Estimated Detail of Repairs - Equipment**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Repairs - Equipment		
Equipment Repairs not otherwise included in building repairs	\$ 2,000	\$ 2,000
	<b>\$ 2,000</b>	<b>\$ 2,000</b>

### **Estimated Detail of Photocopiers**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Photocopiers		
Photocopier Lease (Previously CIP)	\$ 13,000	\$ 13,000
Copier Maintenance Contract	\$ 17,000	\$ 17,000
Copier Paper	\$ 7,000	\$ 7,000
	<b>\$ 37,000</b>	<b>\$ 37,000</b>

### **Estimated Detail of Insurance Premiums**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Insurance Premiums	\$ 306,000	\$ 306,000
	<b>\$ 306,000</b>	<b>\$ 306,000</b>

### **Line Item Narrative**

#### **Estimated Detail of Travel - Mileage Reimbursement**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Travel - Mileage Reimbursement	\$ 750	\$ 750
	<b>\$ 750</b>	<b>\$ 750</b>

### **Line Item Narrative**

**Repairs - Equipment:** Examples of equipment that may need repair include: smoke detectors and strobes, fire alarm system, AED, AC units, sprinkler system, and security systems (option sensors)

**Rental - Photocopiers:** The photocopier lease and maintenance contract were moved from purchased services so that all photocopier expenses are in one account. This account also funds copy paper.

**Insurance Premiums:** A 5% increase budgeted over last year. The City has not solicited bids for insurance for many years and should perhaps hire a consultant to oversee the bid process. That cost would be estimated at \$7,000 to \$8,000.



# City of Auburn

## Property

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Insurance Deductibles	Total	24,500	32,000	24,500
Comm - Postage	Total	31,788	32,988	32,988

**Estimated Detail of Insurance Deductibles**

*Actual expenses may vary according to changing circumstances*

Insurance Deductibles	# of Claims	Deductibles	Dept. Request	Council Adopted
Auto	7	\$ 1,000	\$ 7,000	
Buildings	2	\$ 5,000	\$ 10,000	
Professional Liability	2	\$ 7,500	\$ 15,000	
			<b>\$ 32,000</b>	<b>\$ 24,500</b>

**Estimated Detail of Comm - Postage**

*Actual expenses may vary according to changing circumstances*

Comm - Postage	Dept. Request	Council Adopted
Metered Postage for Auburn Hall	\$ 30,000	\$ 30,000
Rental of Machine	\$ 2,988	\$ 2,988
	<b>\$ 32,988</b>	<b>\$ 32,988</b>

**Line Item Narrative**

**Insurance Premiums:** This line item funds the City's insurance deductibles.

**Communication - Postage:** The postage machine weighs the mail and assigns postage based on weight, not article or piece Implementation of new electronic return receipt processing, to improve department efficiency, will have initial cost around \$1,500 for supplies.



# City of Auburn

## Master List

Fiscal Year 2014  
Adopted 6.24.2013

Account Title	FY 2012 Actual	FY 2013 Approved	FY 2013 Projected	FY 2014 Dept. Request	FY 2014 Council Adopted	Increase/ Decrease	%
<b>0320 Fringe Benefits</b>							
Health Insurance	2,323,010	2,607,200		2,773,124	2,468,124	(139,076)	-5%
FICA/Medicare	474,455	485,400		582,909	568,909	83,509	17%
MSRS Retirement	602,039	687,175		733,643	733,643	46,468	7%
ICMA Retirement	153,017	204,345		192,774	192,774	(11,571)	-6%
City Pension	168,684	170,000		170,000	170,000	0	0%
Cafeteria Plan	163,252	187,000		187,000	187,000	0	0%
Life Ins(Retirees)	23,175	23,175		23,175	23,175	0	0%
Salary Reserves	188,934	238,250		290,000	53,960	(184,290)	-77%
<b>TOTAL</b>	<b>4,096,566</b>	<b>4,602,545</b>	<b>-</b>	<b>4,952,625</b>	<b>4,397,585</b>	<b>(204,960)</b>	<b>-4.5%</b>





# City of Auburn

## Fringe Benefits

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
Health Insurance	Total	2,607,200	2,773,124	2,468,124
FICA/Medicare	Total	485,400	582,909	568,909

### Estimated Detail of Health Insurance

*Actual expenses may vary according to changing circumstances*

Health Insurance	Rate	City Share	Employee Share	Health Ins.	Waivers	Dept. Request	Council Adopted
Non Union	↓	↓	↓	\$ 818,421	\$ 79,928	\$ 898,349	\$ 848,349
Police	↓	↓	↓	\$ 502,936	\$ 69,485	\$ 572,421	\$ 472,421
Fire	↓	↓	↓	\$ 601,210	\$ 144,852	\$ 746,062	\$ 636,062
Public Works	↓	↓	↓	\$ 504,296	\$ 51,996	\$ 556,292	\$ 511,292
OMC Wellness Program	↓	↓	↓				
						<b>\$ 2,773,124</b>	<b>\$ 2,468,124</b>

Rates	85%		15%	
Single	\$ 716	\$ 609	\$ 107	
Employee/Child	\$ 1,168	\$ 993	\$ 175	
Family	\$ 1,606	\$ 1,365	\$ 241	

**Note:** The City's premium is based upon two pools; 50% our own pool, and the other 50% with all other Maine Municipal Association participants. Our premiums increased 4.7% for calendar year 2013.

### Estimated Detail of FICA/Medicare

*Actual expenses may vary according to changing circumstances*

FICA/Medicare	FICA	FICA OT	Medicare	Medicare OT	Dept. Request	Council Adopted
Non Union	\$ 216,350	\$ 12,000	\$ 54,482	\$ 6,000		
Police	\$ -		\$ 35,650	\$ 10,000		
Fire	\$ -		\$ 40,391	\$ 15,000		
Public Works	\$ 132,944	\$ 26,000	\$ 31,092	\$ 3,000		
	<b>\$ 349,294</b>	<b>\$ 38,000</b>	<b>\$ 161,615</b>	<b>\$ 34,000</b>		
FICA Percentage	6.20%				\$ 387,294	\$ 387,294
Medicare Percentage	1.45%				\$ 195,615	\$ 181,615
					<b>\$ 582,909</b>	<b>\$ 568,909</b>

#### Line Item Narrative

**Health Insurance:** Our health provider is the Maine Municipal Association. In order to participate, the City must be a participating member, hence the membership fee in the Mayor & Council Budget. Employees who participate in the Health Promotion Plan pay 15% of the monthly insurance premiums. The City offers to pay a waiver to employees who opt out of the program in lieu of receiving a 3 month premium cashout. There are about 187 out of about 226 employees who participate.

**FICA/ Medicare:** See Above.



# City of Auburn

## Fringe Benefits

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
MSRS Retirement	Total	687,175	733,643	733,643
ICMA Retirement	Total	204,345	192,774	192,774

**Estimated Detail of MSRS Retirement**

*Actual expenses may vary according to changing circumstances*

MSRS Retirement	Debt	MSRS	OT & Other	Dept. Request	Council Adopted
Non Union		\$ 127,965	\$ 9,828	\$ 137,793	\$ 137,793
Police		\$ 198,000	\$ 22,896	\$ 220,896	\$ 220,896
Fire		\$ 225,100	\$ 28,196	\$ 253,296	\$ 253,296
Public Works		\$ 33,102	\$ 12,462	\$ 45,564	\$ 45,564
Pension Obligation	\$ 126,094			\$ 76,094	\$ 76,094
				<b>\$ 733,643</b>	<b>\$ 733,643</b>

**Estimated Detail of ICMA Retirement**

*Actual expenses may vary according to changing circumstances*

ICMA Retirement	Retirement	Overtime	Dept. Request	Council Adopted
Non Union	\$ 130,455	\$ -		
Police	\$ -			
Fire	\$ -			
Public Works	\$ 58,603	\$ 3,716		
Employer Contribution	\$ 189,058	\$ 3,716	\$ 192,774	\$ 192,774
			<b>\$ 192,774</b>	<b>\$ 192,774</b>

**Line Item Narrative**

**MSRS:** Maine State Retirement increased the employer's contribution from 5.3% to 6.5% for non-public safety employees and 7.5% to 7.9% for public safety employees.

**ICMA Retirement:** Employee contributions are generally matched equally by the City. This is in addition to Social Security.



# City of Auburn

## Fringe Benefits

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
City Pension	Total	170,000	170,000	170,000
Cafeteria Plan	Total	187,000	187,000	187,000

### *Estimated Detail of City Pension*

*Actual expenses may vary according to changing circumstances*

City Pension		Dept. Request	Council Adopted
Participants		\$ 170,000	\$ 170,000
		<b>\$ 170,000</b>	<b>\$ 170,000</b>

### *Estimated Detail of Cafeteria Plan*

*Actual expenses may vary according to changing circumstances*

Cafeteria Plan		Dept. Request	Council Adopted
Non Union		\$ 78,000	\$ 78,000
Police		\$ 47,750	\$ 47,750
Fire		\$ 33,150	\$ 33,150
Public Works		\$ 28,100	\$ 28,100
		<b>\$ 187,000</b>	<b>\$ 187,000</b>

### **Line Item Narrative**

**City Pension:** This is a pre-existing retirement plan with 14 remaining participants. Eight spouses are paid \$1,200 per year for a total of \$9,600. Six employees are paid an average of \$13,200 per month with an additional increase as paid to current employees.

**Cafeteria Plan:** The City contributes between \$400 and \$950 annually, depending upon the bargaining unit to a bonafide IRS Cafeteria Benefit Plan. Employees contribute \$150 through payroll deduction.



# City of Auburn

## Fringe Benefits

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Life Ins(Retirees)	Total	23,175	23,175	23,175
Salary Reserves	Total	238,250	290,000	53,960

**Estimated Detail of Life Ins(Retirees)**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Life Ins(Retirees)		
See Below.	\$ 23,175	\$ 23,175
	<b>\$ 23,175</b>	<b>\$ 23,175</b>

**Estimated Detail of Salary Reserves**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Salary Reserves		
	\$ 290,000	\$ 53,960
	<b>\$ 290,000</b>	<b>\$ 53,960</b>

**Line Item Narrative**

**Life Insurance:** Life Insurance is the annual payment on a term policy purchased for retirees. The final payment will be in FY 2014

**Salary Reserves:** This line item is used to allow the City to cash out employees upon retirement or resignation. It also funds the cost of what Cola or Performance allowance the City Council approves of and related benefit increases.



# City of Auburn

## Master List

Fiscal Year 2014  
Adopted 6.24.2013

Account Title	FY 2012 Actual	FY 2013 Approved	FY 2013 Projected	FY 2014 Dept. Request	FY 2014 Council Adopted	Increase/ Decrease	%
<b><i>0315 Workers Compensation</i></b>							
WC Operating Transfer	451,720	415,000	415,000	431,446	431,446	16,446	4%
<b>TOTAL</b>	<b>451,720</b>	<b>415,000</b>	<b>415,000</b>	<b>431,446</b>	<b>431,446</b>	<b>16,446</b>	<b>4.0%</b>



# City of Auburn

## Workers Compensation

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
WC Operating Transfer	Total	415,000	431,446	431,446

***Estimated Detail of WC Operating Transfer***

*Actual expenses may vary according to changing circumstances*

WC Operating Transfer	Dept. Request	Council Adopted
<u>Expenses</u>		
Salaries	\$ 31,761	\$ 31,761
Operating Supplies	\$ 300	\$ 300
Training and Tuition	\$ 200	\$ 200
Mileage	\$ 100	\$ 100
Purchased Services:		
Annual Actuarial	\$ 6,950	\$ 6,950
Third Party Admin - Willis	\$ 28,685	\$ 28,685
Loss Control Services - Willis	\$ 8,640	\$ 8,640
Dues and Subscriptions:		
State Admin Assessment for Self Insurance	\$ 14,000	\$ 14,000
Fee to operate State W/C Board	\$ 3,410	\$ 3,410
Renewal application fee	\$ 400	\$ 400
State Supplemental Benefits Fund	\$ 4,000	\$ 4,000
Medical Claims	\$ 275,000	\$ 275,000
Insurance	\$ 58,000	\$ 58,000
Capital Costs	\$ -	\$ -
<b>Total</b>	<b>\$ 431,446</b>	<b>\$ 431,446</b>

***Line Item Narrative***

**Workers Compensation:** The City is self-insured and therefore the management of this program must follow and be in accordance with Maine State Title 39-A. According to 39-A MRSA 154 (4), every self-insured employer must pay an assessment on aggregate benefits paid, which is called the State Admin Assessment for Self Insurance. Due to years of underfunding, the City of Auburn has a Workers Compensation deficit of \$887,289.53, that has drawn on the City's Undesignated Fund Balance to create the necessary and statutory self-insured reserve balance.



# City of Auburn

## Master List

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Account Title	FY 2012 Actual	FY 2013 Approved	FY 2013 Projected	FY 2014 Dept. Request	FY 2014 Council Adopted	Increase/ Decrease	%
<b>0405 Fire</b>							
Regular Salaries	2,857,735	3,101,681	2,838,908	3,260,974	3,193,444	91,763	3%
Acting Rank	13,481	7,516	13,309	7,892	7,892	376	3%
Holiday Pay	130,574	137,940	130,000	149,820	140,699	2,759	2%
Sick Leave Incentive	0	0	0	0	0	0	0%
Uniform Allowance	23,819	19,805	19,470	20,215	20,215	410	2%
Physicals	2,477	1,430	1,900	5,334	3,556	2,126	112%
OSHA Safety Costs	7,493	9,845	9,885	20,603	17,603	7,758	78%
Protective Clothing	16,411	32,715	17,720	50,430	27,950	(4,765)	-27%
OT - Vac Replacement	19,300	20,798	20,798	140,133	20,000	(798)	-4%
OT - Sick Replace LT	26,225	20,000	28,000	20,000	20,000	0	0%
OT - Sick Replace ST	101,284	89,000	89,000	89,000	89,000	0	0%
OT - Mandatory Training	22,583	15,000	8,480	17,906	12,952	(2,048)	-24%
OT - Outside Jobs	0	0	0	0	0	0	0%
OT - Extra Assignments	19,504	15,113	20,069	27,508	0	(15,113)	-75%
OT - Vacancies/Retirement	144,164	12,196	120,000	12,456	11,000	(1,196)	-1%
OT - Work Related Injuries	631	15,000	10,000	15,000	15,000	0	0%
OT - Meetings	2,278	2,525	2,525	6,272	5,000	2,475	98%
OT - Funeral Leave	5,114	2,500	2,500	5,000	2,500	0	0%
OT - Multiple Alarms	3,780	9,208	6,650	9,208	9,208	0	0%
OT - Pump team	0	0	0	0	0	0	0%
PS - General	27,030	1,760	26,610	3,350	1,760	0	0%
PS - Uniform Cleaning	6,120	6,610	6,610	6,610	6,610	0	0%
Office Supplies	2,052	4,150	1,225	4,650	4,150	0	0%
Other Sup - Fire Prevention	1,314	2,935	1,300	10,460	6,720	3,785	291%
Other Sup - Maintenance	6,542	5,465	5,465	15,165	10,165	4,700	86%
Other Sup - Pump Team	0	0	0	0	0	0	0%
Other Sup - Fire Training	2,159	6,534	3,420	7,500	6,138	(396)	-12%
Other Sup - Medical	11,769	15,853	15,845	22,671	14,750	(1,103)	-7%
Other Sup - Small Tools	6,810	11,920	4,342	41,545	13,200	1,280	29%
Other Sup - Other	11,449	5,658	23,240	23,240	10,658	5,000	22%
MV Sup - Tires/Tube/Chain	4,611	9,500	13,275	15,855	9,500	0	0%
MV Sup - Gas & Oil	2,360	3,000	3,000	5,440	5,440	2,440	81%
Utilities - Water/Sewer	5,201	5,262	5,260	5,814	5,814	552	10%
Comm - Telephone	8,244	6,300	8,500	8,585	8,210	1,910	22%



# City of Auburn

## Master List

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Account Title	FY 2012 Actual	FY 2013 Approved	FY 2013 Projected	FY 2014 Dept. Request	FY 2014 Council Adopted	Increase/ Decrease	%
Utilities - Natural Gas	3,200	5,797	5,495	5,797	5,797	0	0%
Utilities - Electricity	31,893	40,615	37,179	41,833	41,833	1,218	3%
Utilities - Bottled Gas	899	847	847	900	900	53	6%
Utilities - Heating Fuel	12,621	19,536	15,000	18,700	18,700	(836)	-6%
Utilities - Diesel	52,375	71,300	71,300	79,350	79,350	8,050	11%
Repairs - Buildings	17,453	19,660	17,235	31,935	25,935	6,275	36%
Repairs - Vehicles	75,169	69,675	57,875	71,075	68,175	(1,500)	-3%
Repairs - Equipment	19,771	24,000	22,663	61,860	28,000	4,000	18%
Repairs - Radio Equipment	5,728	6,500	6,050	8,000	4,700	(1,800)	-30%
Repairs - Maintenance Contract	6,801	14,715	14,715	14,715	12,660	(2,055)	-14%
Training & Tuition	22,439	30,000	22,080	61,290	34,900	4,900	22%
Comm - Postage	399	600	6	600	600	0	0%
Travel-Seminar Costs	2,582	500	500	500	500	0	0%
Dues & Subscriptions	3,043	3,380	3,555	3,605	3,605	225	7%
<b>TOTAL</b>	<b>3,746,887</b>	<b>3,904,344</b>	<b>3,731,806</b>	<b>4,428,795</b>	<b>4,024,789</b>	<b>120,445</b>	<b>3.1%</b>





# City of Auburn

## Fire

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
Regular Salaries	Total	3,101,681	3,260,974	3,193,444
Acting Rank	Total	7,516	7,892	7,892

***Estimated Detail of Regular Salaries***

*Actual expenses may vary according to changing circumstances*

Regular Salaries	Staff	Dept. Request	Council Adopted
Fire Prevention Officer	1	\$ 48,762	\$ 48,762
Battalion Chief	4	\$ 261,465	\$ 261,465
Fire Chief	1	\$ 78,500	\$ 78,500
Captain	7	\$ 393,065	\$ 393,065
Deputy Chief (1 new position)	2	\$ 142,440	\$ 74,910
Fire Planner	1	\$ 33,434	\$ 33,434
Firefighters	36	\$ 1,540,637	\$ 1,540,637
Lieutenant	13	\$ 720,671	\$ 720,671
Office Manager	1	\$ 42,000	\$ 42,000
	66	<b>\$ 3,260,974</b>	<b>\$ 3,193,444</b>

***Estimated Detail of Acting Rank***

*Actual expenses may vary according to changing circumstances*

Acting Rank	Dept. Request	Council Adopted
Per Union Contract - 2013 Budget	\$ 7,516	\$ 7,516
Increase of 2% for COLA increases	\$ 150	\$ 150
Increase of 3% for step increases	\$ 226	\$ 226
	<b>\$ 7,892</b>	<b>\$ 7,892</b>

***Line Item Narrative***

**Regular Salaries:** This line item accounts of step increases for longevity and experience, not merit. The addition of a second Deputy Chief is CRITICAL to the success of the department moving forward. This was clearly recognized in the Matrix report and is a recommendation of that report. The current organizational structure with one Deputy Chief is inefficient and will not allow for the department to be able to adopt as many "best practices" within the fire service as we may wish moving forward. The primary responsibilities of the second Deputy Chief (the AFD had three as recently as 1997) will allow for a balanced and equitable reassignment of tasks and duties department wide increasing efficiencies department wide. This position, at a minimum, would oversee training, facilities, apparatus and equipment, and should we choose to become accredited (a Matrix recommendation) our accreditation process.

**Acting Rank:** The firefighters who serve in acting rank are paid a 5% stipend while serving in that capacity. Increase is due to negotiated COLA increases of 2% and step increases of 3% .



# City of Auburn

## Fire

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Holiday Pay	Total	137,940	149,820	140,699
Uniform Allowance	Total	19,805	20,215	20,215

### Estimated Detail of Holiday Pay

*Actual expenses may vary according to changing circumstances*

Holiday Pay	# of Firefighters	Avg. Hol. Pay	# of Holidays	Dept. Request	Council Adopted
Per Union Contract	60	\$ 227	11	\$ 149,820	\$ 140,699
				<b>\$ 149,820</b>	<b>\$ 140,699</b>

### Estimated Detail of Uniform Allowance

*Actual expenses may vary according to changing circumstances*

Uniform Allowance	Staff	Cost	Dept. Request	Council Adopted
Captains	7	\$ 335	\$ 2,345	\$ 2,345
Chief Officers	8	\$ 335	\$ 2,680	\$ 2,680
Lieutenants	13	\$ 310	\$ 4,030	\$ 4,030
Privates	36	\$ 310	\$ 11,160	\$ 11,160
			<b>\$ 20,215</b>	<b>\$ 20,215</b>

### Line Item Narrative

**Holiday Pay:** The Holiday pay is computed by multiplying the number of holidays (11) by 1/4 of a week's pay which averages to be \$227. This figure is then multiplied by 60 firefighters.

**Uniform Allowance:** This account funds the annual uniform allowance. Due to the fact that these balances are allowed to be carried forward, there is always a balance that is potentially unfunded. The current combined balance, as of 1/4/13, of all of the firefighter's is \$29,462. This will increase on July 1st when the firefighters are issued their allotted amounts as indicated above.



# City of Auburn

## Fire

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
<b>Physicals</b>	<b>Total</b>	<b>1,430</b>	<b>5,334</b>	<b>3,556</b>

***Estimated Detail of Physicals***

*Actual expenses may vary according to changing circumstances*

Physicals	Quantity	Cost	Dept. Request	Council Adopted
Audiogram	6	\$ 30.00	\$ 180	\$ 120
Drug Collection	6	\$ 25.00	\$ 150	\$ 100
Exam for Provider	6	\$ 96.00	\$ 576	\$ 384
Hepatitis B Surf Antibody (LAB)	6	\$ 75.00	\$ 450	\$ 300
MRO Services	6	\$ 19.00	\$ 114	\$ 76
Non DOT Drug Screen	6	\$ 28.00	\$ 168	\$ 112
Psychological Exams	6	\$ 500.00	\$ 3,000	\$ 2,000
Respiratory Clearance Evaluation	6	\$ 32.00	\$ 192	\$ 128
Spirometry	6	\$ 32.00	\$ 192	\$ 128
TB/Intrademal (PPD)	6	\$ 18.00	\$ 108	\$ 72
Urine Dip	6	\$ 11.00	\$ 66	\$ 44
Venepuncture/Collection	6	\$ 23.00	\$ 138	\$ 92
			<b>\$ 5,334</b>	<b>\$ 3,556</b>

***Line Item Narrative***

**Physicals:** This account funds the cost of pre-employment exams for new firefighters at an average of \$889. The above breakdown is based on a normal prehire physical. However, there have been instances where other tests are needed such as a chest PA & lateral radiograph. Depending on turnover, this account could be depleted quickly. We have also added psychological exams this year.



# City of Auburn

## Fire

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
<b>OSHA Safety Costs</b>	<b>Total</b>	<b>9,845</b>	<b>20,603</b>	<b>17,603</b>
<b>Protective Clothing</b>	<b>Total</b>	<b>32,715</b>	<b>50,430</b>	<b>27,950</b>

### **Estimated Detail of OSHA Safety Costs**

*Actual expenses may vary according to changing circumstances*

OSHA Safety Costs	Quantity		Dept. Request	Council Adopted
Bio Gear - Biohazard Bags & Boxes			\$ 390	\$ 390
OSHA Accepted Reflective Vests	20		\$ 900	\$ 450
Disinfectant Spray	8		\$ 480	\$ 480
Fit Testing Supplies			\$ 1,453	\$ 1,453
Hearing Tests for Firefighters			\$ 2,100	\$ 2,100
Lancets for Blood Draw to Measure Blood Sugar Levels (Boxes)	7		\$ 200	\$ 200
Lens for Self-Contained Breathing Apparatus	6		\$ 600	\$ 600
Nitrile Gloves for Pandemic Flu (Boxes)			\$ 3,800	\$ 3,000
PPE Equipment N95s (Pandemic Flu Inventory)			\$ 5,000	\$ 3,500
Safety Glasses			\$ 210	\$ 210
Splash Guard Masks and Goggles			\$ 550	\$ 300
Tuberculosis Plants and Reads/Respiratory Clearance	60		\$ 4,920	\$ 4,920
			<b>\$ 20,603</b>	<b>\$ 17,603</b>

### **Estimated Detail of Protective Clothing**

*Actual expenses may vary according to changing circumstances*

Protective Clothing	Quantity	Cost Each		Dept. Request	Council Adopted
Boots	20	\$ 230		\$ 4,600	\$ 4,600
Forestry Shirts & Goggles				\$ 7,080	\$ -
Gloves	40	\$ 55		\$ 2,200	\$ 2,200
Helmets & Repair Parts	2	\$ 550		\$ 1,100	\$ 1,100
Hood	15	\$ 30		\$ 450	\$ 450
Pants	15	\$ 1,100		\$ 16,500	\$ 8,800
Repairs/Mending to Turnout Gear		\$ 2,000		\$ 2,000	\$ 2,000
Turnout Coat	15	\$ 1,100		\$ 16,500	\$ 8,800
		<b>\$ 5,065</b>		<b>\$ 50,430</b>	<b>\$ 27,950</b>

**Note:** Our goal is to cycle through all our turnout gear every 5 to 10 years.

### **Line Item Narrative**

**OSHA Safety:** This account funds the cost of equipment, supplies, and medical testing for yearly mandatory blood-borne and air-borne pathogen programs required by OSHA. Also included are the costs for the mandated respiratory standard and clearance evaluations and consultations which are required by law if you wear a self-contained breathing apparatus. As a part of a comprehensive respiratory safety program, and in compliance with OSHA standards, the N95 respirator is the most common of the seven types of particulate filtering face piece respirators. This product filters at least 95% of airborne particles. NIOSH and OSHA require these masks to be "fit tested" for proper fit for each individual who may have cause to wear an N95. All members of the Auburn Fire Department who may be expected to operate in environments where the use of an N95 mask may be required are fit tested each year and a proper size mask is issued to them and or made available for their use.

**Turnout Gear:** NFPA 1971 Standard on Protective Ensembles for Structural Firefighting lists the minimum standards necessary to protect firefighters in IDLH atmospheres. NFPA 1971 is enforced by the Bureau of Labor Standards (BLS). Manufacturers estimate the life expectancy of turnout gear is 3 – 5 years, whereas NFPA 1871 mandates the retirement of turnout gear 10 years from manufacturing date. Each full set of gear costs approximately \$3,065.



# City of Auburn

## Fire

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
OT - Vac Replacement	Total	20,798	140,133	20,000
OT - Sick Replace LT	Total	20,000	20,000	20,000

**Estimated Detail of OT - Vac Replacement**

*Actual expenses may vary according to changing circumstances*

	Hours	Overtime Rate	Dept. Request	Council Adopted
OT - Vac Replacement				
Overtime Wages for Firefighters on Vacation	4320	\$ 32.44	\$ 140,133	\$ 20,000
			<b>\$ 140,133</b>	<b>\$ 20,000</b>

**Estimated Detail of OT - Sick Replace LT**

*Actual expenses may vary according to changing circumstances*

	2010 LT Sick Hours	2011 LT Sick Hours	2012 LT Sick Hours	Dept. Request	Council Adopted
OT - Sick Replace LT					
Illness	72	120	0		
Injuries	192	240	758		
Paternity/Maternity	144	168	48		
	<b>408</b>	<b>528</b>	<b>806</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>

**Line Item Narrative**

**Overtime-Vacation:** There is an increase in this line item because minimum staffing has increased from 13 to 14 men. The budget was calculated by taking the average number of service years for all firefighters (13 yrs) to arrive at the average number of vacation hours earned per year (144 hrs). The average number of vacation hours was then multiplied by the number of firefighters (60). This brings the average number of all vacation hours for all firefighters combined to 8,640 hrs per year. The average number of vacation hours was then multiplied by the average overtime rate of \$32.4381 to arrive at a cost of \$280,265. Since it is not necessary to hire a replacement if only one firefighter is out on vacation and manpower drops to 14, the need to hire replacement only happens half the time, which totals \$140,133.

**Overtime - Long Term (LT) Illness:** This is for firefighters who work overtime shifts to cover a firefighter who is out due to long-term illness or injury. Long-term is defined as more than three shifts as per Family Medical Leave Act (FMLA). This line item has only existed since the 2007 Budget.



# City of Auburn

## Fire

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
OT - Sick Replace ST	Total	89,000	89,000	89,000
OT - Mandatory Training	Total	15,000	17,906	12,952

**Estimated Detail of OT - Sick Replace ST**

*Actual expenses may vary according to changing circumstances*

	2010 ST Sick Hours	2011 ST Sick Hours	2012 ST Sick Hours	Dept. Request	Council Adopted
OT - Sick Replace ST					
Overtime Wages for FF on ST Sick	6062	3024	6892	\$ 89,000	\$ 89,000
				<b>\$ 89,000</b>	<b>\$ 89,000</b>

**Estimated Detail of OT - Mandatory Training**

*Actual expenses may vary according to changing circumstances*

	Instructor Cost	Hours	Dept. Request	Council Adopted
OT - Mandatory Training				
Blood Borne Pathogens Training <sup>3</sup>	\$ 32.44	32	\$ 1,038	\$ 1,038
Confined Space Training <sup>3</sup>	\$ 32.44	64	\$ 2,076	\$ 2,076
EVOC Training	\$ 32.44		\$ -	\$ -
Extrication Refresher Training	\$ 32.44	32	\$ 1,038	\$ -
Haz-Mat Refresher Training <sup>3</sup>	\$ 32.44	32	\$ 1,038	\$ 1,038
New Hire Orientation <sup>1</sup>	\$ 32.44	320	\$ 10,380	\$ 6,464
Rope Refresher Training <sup>3</sup>	\$ 32.44	48	\$ 1,557	\$ 1,557
SCBA Maintenance Training <sup>4</sup>	\$ 32.44	24	\$ 779	\$ 779
			<b>\$ 17,906</b>	<b>\$ 12,952</b>

**Line Item Narrative**

**Overtime - Sick Replace (ST):** These wages are for covering firefighters who are out due to short-term illness or injury. Short-term is defined by illness or injury of eight days or less.

**Overtime - Mandatory Training:** These wages are for firefighters who are off-duty and are required to attend or conduct mandatory training. By paying our own firefighters to do the training required, we save significantly as compared to paying a vendor for the same training.

<sup>1</sup> BLS requirement, ensures firefighters are prepared to enter IDLH (Immediately Dangerous to Life & Health) areas.

<sup>2</sup> This training certifies staff for general maintenance and BLS mandated fit testing.

<sup>3</sup> BLS requirement.



# City of Auburn

## Fire

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
OT - Outside Jobs	Total	-	-	-
OT - Extra Assignments	Total	15,113	27,508	-

**Estimated Detail of OT - Outside Jobs**

*Actual expenses may vary according to changing circumstances*

OT - Outside Jobs	Dept. Request	Council Adopted
Off Duty Billable Assignments	\$ -	\$ -
	\$ -	\$ -

**Estimated Detail of OT - Extra Assignments**

*Actual expenses may vary according to changing circumstances*

OT - Extra Assignments	Hours	Overtime Rate	Dept. Request	Council Adopted
Balloon Festival	40	\$ 32.44	\$ 1,298	\$ -
Boat/Computer/Radio Repairs	15	\$ 32.44	\$ 487	\$ -
Dept Business Travel	50	\$ 32.44	\$ 1,622	\$ -
Equipment Repairs	170	\$ 32.44	\$ 5,515	\$ -
Fire Calls Report	60	\$ 32.44	\$ 1,946	\$ -
Jury Duty	5	\$ 32.44	\$ 162	\$ -
Military Coverage	288	\$ 32.44	\$ 9,342	\$ -
Open House	0	\$ 32.44	\$ -	\$ -
SCBA Flow Tests/Fit Tests	20	\$ 32.44	\$ 649	\$ -
Storm Coverage	200	\$ 32.44	\$ 6,488	\$ -
			\$ 27,508	\$ -

**Line Item Narrative**

**Over Time - Outside Jobs:** This account does not require funding. Firefighters are paid \$35 per hour when they cover special functions while off duty. The function's sponsor is billed \$50 per hour to cover the cost of the firefighter and related costs.

**Overtime - Extra Assignments:** This account includes time for events such as storms, court attendance, military leave and community events, such as the Balloon Festival. The need for equipment repair overtime costs is due to the necessary repairs for hose (conducted in Lewiston), ladders, vapor barrier, and the training building. It also funds the cost of providing personnel who must travel for department business. Military coverage requires each member of the military to report for duty 1 weekend a month and 2 weeks per year. In FY 12 and FY13 there were two firefighters in the military. It is expected that one of these firefighters will be deployed in FY14.



# City of Auburn

## Fire

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
OT - Vacancies/Retirement	Total	12,196	12,456	11,000
OT - Work Related Injuries	Total	15,000	15,000	15,000

**Estimated Detail of OT - Vacancies/Retirement**

*Actual expenses may vary according to changing circumstances*

OT - Vacancies/Retirement	Quantity	Minimum Cost / FF	Actual Cost	Dept. Request	Council Adopted
Wages Paid Due to Vacancies and Retirements	4	\$ 3,114	\$ 12,456	\$ 12,456	\$ 11,000
				<b>\$ 12,456</b>	<b>\$ 11,000</b>

**Estimated Detail of OT - Work Related Injuries**

OT - Work Related Injuries	Quantity	# of Shifts Out of Work	Hours of OT	2011 Costs	Dept. Request	Council Adopted
Hand injury	1	2			↓	↓
Lower back strains	2	1.5			↓	↓
Knee injury	0	0			↓	↓
Shoulder injury	0	0			↓	↓
	<b>3</b>	<b>3.5</b>	<b>24</b>	<b>\$ 631</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>

**Line Item Narrative**

**Overtime - Vacancies & Retirement:** This account covers overtime wages for covering unexpected vacancies or retirement. We encourage firefighters to give advance notice of their intention to retire so a replacement can be hired in a timely manner.

**Overtime - Work Related Injuries:** This account funds wages for firefighters who replace firefighters out of work due to work-related injuries. Actual expenses have ranged from \$4,600 to \$56,000 per year. This account was low for FY12 because there were vacancies and overtime was charged to the vacancies account.





# City of Auburn

## Fire

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
OT - Meetings	Total	2,525	6,272	5,000
OT - Funeral Leave	Total	2,500	5,000	2,500
OT - Multiple Alarms	Total	9,208	9,208	9,208

### ***Estimated Detail of OT - Meetings***

OT - Meetings	OT Rate	Hours	Dept. Request	Council Adopted
EMS Meetings	\$ 42.67	11	\$ 469	
Health & Safety Monthly Meetings (Average 6 FF's)	\$ 42.67	82	\$ 3,499	
SMT Monthly Meetings (Average 4 FF's)	\$ 42.67	54	\$ 2,304	
		147	\$ 6,272	\$ 5,000

### ***Estimated Detail of OT - Funeral Leave***

*Actual expenses may vary according to changing circumstances*

OT - Funeral Leave	Occurrences	Dept. Request	Council Adopted
Wages Paid to Cover Absences Due to Funeral Attendance	7	\$ 5,000	\$ 2,500
		\$ 5,000	\$ 2,500

### ***Estimated Detail of OT - Multiple Alarms***

*Actual expenses may vary according to changing circumstances*

OT - Multiple Alarms	Rate	Occurrences	# of FF / Occurrence	Average # of Hours	Total Hours	Dept. Request	Council Adopted
Multiple Alarms	\$32.44	7	8	3	106.5	\$ 9,208	\$ 9,208
						\$ 9,208	\$ 9,208

### ***Line Item Narrative***

**Overtime - Meeting:** Overtime wages for Captains and Battalion Chiefs who attend monthly senior management team meetings while off duty as well as other firefighters who attend department related meetings off duty. This is also for professional standards meetings, which include policy reviews, quality assurance, and meetings for apparatus specifications. This account has been cut over the past couple of years. In FY08 through FY11, there was a budget of \$5,000 in this account.

**Overtime - Funeral:** These wages are for firefighters who cover other firefighters who are out due to funeral leave.

**Overtime - Multiple Alarms:** This account funds the cost of overtime wages for firefighters who are off duty and return to work to respond to multiple alarm, large fires or emergency situations. We average about 9 multiple alarms each year with 9 firefighters responding with an average of 3 hours per firefighter. This amounts to 243 overtime hours per year at a rate of



# City of Auburn

## Fire

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
OT - Pump team	Total	-	-	-
PS - General	Total	1,760	3,350	1,760

**Estimated Detail of OT - Pump team**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
OT - Pump team		
Pump Testing	\$ -	\$ -
Pump Repair (example)	\$ -	\$ -
	\$ -	\$ -

**Estimated Detail of PS - General**

*Actual expenses may vary according to changing circumstances*

	Qty	Dept. Request	Council Adopted
PS - General			
Annual Awards	6	\$ 240	
Annual Hazardous Chemical Inventories	1	\$ 150	
Annual Tank Inspections	1	\$ 210	
Annual Tank Registration	1	\$ 100	
Compressed Air License	1	\$ 10	
Flags	4	\$ 400	
Food for Training and Fires	0	\$ 2,000	
Retirement Plaques	6	\$ 240	
		\$ 3,350	\$ 1,760

**Line Item Narrative**

**Overtime - Pump Team:** This function has been contracted to Northeast in Auburn.

**Purchased Services - General:** This account funds the costs of miscellaneous expenses and fees including keys, flags, meals for training exercises, fees for annual tank registrations, and inspections of underground tank repairs.



# City of Auburn

## Fire

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
PS - Uniform Cleaning	Total	6,610	6,610	6,610
Office Supplies	Total	4,150	4,650	4,150

**Estimated Detail of PS - Uniform Cleaning**

*Actual expenses may vary according to changing circumstances*

	<i>Fy12 Costs</i>	Dept. Request	Council Adopted
PS - Uniform Cleaning			
Central Station	\$ 2,033	\$ 2,200	\$ 2,200
E2 Station	\$ 1,705	\$ 1,700	\$ 1,700
E5 Station	\$ 2,332	\$ 2,500	\$ 2,500
Specialized Cleaning for biohazards	\$ 50	\$ 210	\$ 210
	\$ 6,120	\$ 6,610	\$ 6,610

**Estimated Detail of Office Supplies**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Office Supplies		
General Supplies	\$ 4,650	\$ 4,150
	\$ 4,650	\$ 4,150

**Line Item Narrative**

**Purchased Services - Uniform Cleaning:** Laundering bed sheets, pillow cases, blankets and towels, as well as the cost of biohazard gear and uniforms that must be sent to a specific cleaner for specialized cleaning.

**Office Supplies:** This account funds the general office supplies such as paper, pens, folders, binders, ink cartridges, toner, calendars, office equipment, etc.



# City of Auburn

## Fire

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
<b>Other Sup - Fire Prevention</b>	<b>Total</b>	<b>2,935</b>	<b>10,460</b>	<b>6,720</b>
<b>Other Sup - Maintenance</b>	<b>Total</b>	<b>5,465</b>	<b>15,165</b>	<b>10,165</b>

***Estimated Detail of Other Sup - Fire Prevention***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Other Sup - Fire Prevention		
Inspection Report Forms	\$ 150	\$ 150
Citizen's Fire Academy Supplies	\$ 2,400	\$ 1,800
Fire Investigation Supplies	\$ 1,120	\$ 550
Flammable Evidence Storage Locker	\$ 380	\$ -
Fogger Fluid - Smoke Machine	\$ 120	\$ 120
Generator	\$ 500	\$ -
Portable Pelican Lighting System	\$ 690	\$ -
Smoke Trailer Transfer Fees & Repairs	\$ 800	\$ 800
Annual Open House	\$ 1,000	\$ 1,000
Fire Prevention Month School Coloring Contest (t-shirts, calenc	\$ 1,000	\$ 500
Fire Prevention Education Supplies	\$ 2,300	\$ 1,800
	<b>\$ 10,460</b>	<b>\$ 6,720</b>

***Estimated Detail of Other Sup - Maintenance***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Other Sup - Maintenance		
AC Unit	\$ 125	\$ 125
Cleaning Supplies	\$ 1,300	\$ 1,300
Floor Wax	\$ 450	\$ 450
Hose/Nozzles	\$ 300	\$ 300
Light Bulbs	\$ 200	\$ 200
Misc Kitchen Utensils - bowls, knives, cups, etc.	\$ 200	\$ 200
Paint, Furniture and Linens for the Stations	\$ 11,000	\$ 6,000
Paper Towels/Toilet Paper	\$ 1,290	\$ 1,290
Vacuum Cleaner/Shop Vacuum	\$ 300	\$ 300
	<b>\$ 15,165</b>	<b>\$ 10,165</b>

***Line Item Narrative***

**Other Sup - Fire Prevention:** This is for community education, Fire Prevention Week and the yearly open house materials. Typical items purchased would include, but not be limited to: books, videos for public education, calendars for fire prevention week school poster winners, training sessions, fire prevention week activities, t-shirts for school poster contest winners, open house supplies such as helium for balloons, handouts and safety information materials.

**Other Sup - Maintenance:** Maintenance supplies for three fire stations; for example, paper products, linens, blankets, towels, lawn and garden supplies, cleaning supplies, paint and supplies, small appliances, minor electrical repairs, racks, eye wash station repairs, and squeegees. This request also includes replacement of worn and damaged furniture at the stations. The FD has not received funding for the replacement of furniture and has had to rely on the availability of surplus office, kitchen, day room, meeting room and sleeping quarters furniture and accessories. As a result, the stations have an interesting mix of non matching and in some cases, broken and or patched together furniture and fixtures. This request (\$7,500.00) would allow for an average of \$2,500.00 for repair and or replacement of furniture at each station.



# City of Auburn

## Fire

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Other Sup - Pump Team	Total	-	-	-
Other Sup - Fire Training	Total	6,534	7,500	6,138

**Estimated Detail of Other Sup - Pump Team**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Other Sup - Pump Team		
Pump Testing Gauges	\$ -	\$ -
Pressure Lines	\$ -	\$ -
Misc. parts (gaskets, washers, rings)	\$ -	\$ -
	<b>\$ -</b>	<b>\$ -</b>

**Estimated Detail of Other Sup - Fire Training**

*Actual expenses may vary according to changing circumstances*

	Qty	Dept. Request	Council Adopted
Other Sup - Fire Training			
Brannigan's Building Construction for the Fire Service	3	\$ 270	\$ 270
Class A Foam for Training Purposes		\$ 2,200	\$ 1,300
Compressed Air Foam Systems Manual	3	\$ 170	\$ 170
CPR Cards	60	\$ 150	\$ 150
Driver/Operator for Aerial Apparatus Manuals	4	\$ 200	\$ 150
Driver/Operator for Pumping Apparatus Manuals	4	\$ 200	\$ 150
Fire Officer Bundle	4	\$ 490	\$ 368
Fire Officer I and II Exam Prep Manuals	3	\$ 120	\$ -
Firefighter I and Firefighter II Exam Prep Manuals	3	\$ 120	\$ -
Flash Drives for New Firefighters	4	\$ 80	\$ 80
Fundamentals of Firefighter Skills Bundle	4	\$ 620	\$ 620
Hydrant & Street Maps		\$ 100	\$ 100
Instructor's Curriculum for Driver/Operator	1	\$ 600	\$ 600
Liquid Smoke for Smoke Machine	8	\$ 640	\$ 640
New Probationary FFs Initial Material Package & Fire Officer Package	8	\$ 960	\$ 960
Projector for Classroom		\$ -	\$ -
Training Videos	3	\$ 580	\$ 580
		<b>\$ 7,500</b>	<b>\$ 6,138</b>

**Line Item Narrative**

**Other Supplies - Pump Team:** This service has been contracted to Northeast in Auburn. Pump repairs are now charged to vehicle repairs.

**Other Supplies - Fire Training:** This account covers the fire training supplies, which include items such as CPR cards, firefighter training videos, officer manuals for new officers as well as training manuals and student guides for new firefighters. This line item fluctuates depending on new hires and promotions throughout the year.



# City of Auburn

## Fire

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
<b>Other Sup - Medical</b>	<b>Total</b>	<b>15,853</b>	<b>22,671</b>	<b>14,750</b>

***Estimated Detail of Other Sup - Medical***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Other Sup - Medical		
Airway Supplies	\$ 500	\$ 500
Board & Straps	\$ 1,500	\$ 1,500
Diagnostic Equipment	\$ 500	\$ 500
Diagnostic Thermometers	\$ 500	\$ -
EMS Room Building Materials	\$ 250	\$ -
EMS Trauma Bags	\$ 900	\$ 900
Epinephrine Pen Replacements	\$ 985	\$ 850
Glucometer Strips - Boxes	\$ 500	\$ 500
Ice Commander Cold Water Rescue Suits	\$ 3,000	\$ 2,000
IV Warmers	\$ 350	\$ 350
Keds	\$ 336	\$ 300
Mannequins	\$ 3,000	\$ -
Miscellaneous Supplies	\$ 250	\$ 250
Monitor Supplies	\$ 4,000	\$ 3,000
Nitrile Gloves - Boxes	\$ 3,000	\$ 2,000
Oxygen	\$ 2,500	\$ 1,500
Patient Information Pads	\$ 250	\$ 250
ResQmax Pelican Case	\$ -	\$ -
Storage Containers	\$ 350	\$ 350
Trauma Shears and Pen Lights	\$ -	\$ -
	<b>\$ 22,671</b>	<b>\$ 14,750</b>

***Line Item Narrative***

**Other Supplies--Medical:** Above is a sample of what is purchased with this account. There is an increase in the monitor supplies line item due to the fact that we have to replace our outdated LP12 12-lead EKG cables with new and updated cables on 4 units and have one spare in stock. They are approximately \$800.00 per set.



# City of Auburn

## Fire

Fiscal Year 2014  
Adopted 6.24.2013

Line Items	Last Year	Dept. Request	Council Adopted
<b>Other Sup - Small Tools</b>	<b>Total</b>	<b>11,920</b>	<b>41,545</b>
			<b>13,200</b>

**Estimated Detail of Other Sup - Small Tools**

*Actual expenses may vary according to changing circumstances*

Other Sup - Small Tools	QTY	Dept. Request	Council Adopted
100' x 4" Hose with Storz Couplings		\$ 12,000	
50' x 1 3/4" Attack Hose		\$ 720	
100' x 1 3/4" Attack Hose		\$ 3,600	
100' x 2 1/2" Attack Hose		\$ 3,000	
100' x 1 3/4" High Rise Attack Hose		\$ 1,600	
Accountability Name Tags/Helmet Shields		\$ 400	
Bolt Cutters	2	\$ 280	
Collapsible Backpack Pump Extinguishers	10	\$ 2,000	
Door Opener Tool		\$ -	
Equipment Structural Tool		\$ 3,000	
Forestry Pump		\$ 1,000	
Forestry Tools		\$ 2,500	
Hose Nozzle - 1 1/2" Nozzle w/ 15/16" Tips	4	\$ 2,600	
Hose Nozzle - 2 1/2" Nozzle w/ Playpipe and Tip	4	\$ 4,000	
Hydrant Assist Valves		\$ 1,400	
Rope Rescue Equipment			
Steel/Aluminum Carabineers		\$ 910	
Storage Bags		\$ 560	
Water Rope		\$ 250	
Webbing		\$ 125	
Salvage Covers	8	\$ 200	
Sawzalls	4	\$ 1,400	
		<b>\$ 41,545</b>	<b>\$ 13,200</b>

**Line Item Narrative**

**Other Supplies - Small Tools:** This account funds small tools primarily used for vehicle and building maintenance. It also includes small operating tools and equipment that need to be replaced. These are the tools that we use to open walls, ceilings, and floors to locate fire or access hidden fire. Examples of these tools include axes, pulling hooks and pry bars. The hazardous materials equipment funds have been requested over the past few years but have been cut each year. While this line item has not been funded in the past, the need to maintain the level of protection is still there. We have had to use funds from other areas to cover the costs. The LDH hose testing manifold is needed to test multiple lengths of large diameter hose more efficiently.



# City of Auburn

## Fire

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items	Total	Last Year	Dept. Request	Council Adopted
<b>Other Sup - Other</b>	<b>5,658</b>	<b>23,240</b>	<b>10,658</b>	

*Estimated Detail of Other Sup - Other*

*Actual expenses may vary according to changing circumstances*

Other Sup - Other	Dept. Request	Council Adopted
Abrasive Gut-Off Blades	\$ 150	
Barricade Tape	\$ 375	
Batteries for flashlights, pagers, misc.	\$ 1,080	
Chem Guard Tape	\$ 90	
Class A Foam (5 gallon pails)	\$ 3,300	
Class B Foam (5 gallon pails)	\$ 1,500	
Collapsible Traffic Cones	\$ 500	
Flashlights	\$ 720	
Gated Wyes	\$ 2,880	
Gloves	\$ 360	
Hazardous Materials Division Supplies	\$ 6,945	
LDH Hose Testing Manifold w/Dual Inlet	\$ 3,000	
Lightbox	\$ 400	
MAST Slings for RIT Kit	\$ 150	
Piston Intake Valves	\$ 1,300	
Rescue Support Air Hose	\$ 490	↓
	<b>\$ 23,240</b>	<b>\$ 10,658</b>

**Line Item Narrative**

**Other Sup - Other:** Specialized firefighting supplies such as firefighting foams, absorbents and specialized batteries. The increase for this account is the addition of the hazardous materials division supplies and the LDH hose testing manifold.





# City of Auburn

## Fire

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
MV Sup - Tires/Tube/Chain	Total	9,500	15,855	9,500
MV Sup - Gas & Oil	Total	3,000	5,440	5,440

**Estimated Detail of MV Sup - Tires/Tube/Chain**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
MV Sup - Tires/Tube/Chain		
Chief's Vehicle	\$ -	↓
E315 Platoon Chief's Vehicle	\$ 310	
Engine 1 (spare apparatus)	\$ 2,400	
Engine 2	\$ 2,500	
Engine 3	\$ 2,755	
Engine 5	\$ 2,755	
Engine 6 (spare apparatus)	\$ -	
Mounting Fee (\$18/tire)	\$ 540	
Rescue 1	\$ -	
Tower 1	\$ 4,055	
Unit 316 Pick-up Truck	\$ -	
Unit 317 Utility Truck	\$ 180	
Unit 319 Car	\$ 180	
Unit 322 FPO's Vehicle	\$ 180	
	\$ 15,855	\$ 9,500

**Estimated Detail of MV Sup - Gas & Oil**

*Actual expenses may vary according to changing circumstances*

	Price/Gallon	Gallons	Dept. Request	Council Adopted
MV Sup - Gas & Oil				
Gasoline	\$ 3.40	1,600	\$ 5,440	\$ 5,440
			\$ 5,440	\$ 5,440

**Line Item Narrative**

**MV Sup - Tires/Tube/Chain:** Tires, mounting and balancing as well as road and flat tire response for all department vehicles. The budget figures above are based on a set of tires per year, per vehicle. A set of tires includes two front tires and four rear tires.

**MV Sup - Gas&Oil:** Gas usage for all department vehicles. Included this year is a vehicle for the Fire Chief and gas allowance for two Deputy Chiefs.



# City of Auburn

## Fire

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Utilities - Water/Sewer	Total	5,262	5,814	5,814
Comm - Telephone	Total	6,300	8,585	8,210

**Estimated Detail of Utilities - Water/Sewer**

*Actual expenses may vary according to changing circumstances*

Utilities - Water/Sewer	Percent Increase	Estimated FY12 Expense	Cost Increase	Dept. Request	Council Adopted
<u>Water</u>					
	<b>10%</b>				
Central Station		\$ 910.00	\$ 91.00	\$ 1,001	\$ 1,001
E2 Station		\$ 225.00	\$ 22.50	\$ 248	\$ 248
E5 Station		\$ 350.00	\$ 35.00	\$ 385	\$ 385
<u>Sewer</u>					
	<b>10%</b>				
Central Station		\$ 2,590.00	\$ 259.00	\$ 2,849	\$ 2,849
E2 Station		\$ 480.00	\$ 48.00	\$ 528	\$ 528
E5 Station		\$ 730.00	\$ 73.00	\$ 803	\$ 803
				<b>\$ 5,814</b>	<b>\$ 5,814</b>

**Estimated Detail of Comm - Telephone**

*Actual expenses may vary according to changing circumstances*

Comm - Telephone	Qty	Dept. Request	Council Adopted
Air Cards	8	\$ 4,800	\$ 4,800
Cell Phones	4	\$ 1,500	\$ 1,125
Chief's Cell Phone Stipend		\$ 910	\$ 910
Long Distance Charges		\$ 500	\$ 500
Telephone Line Charges	3	\$ 875	\$ 875
		<b>\$ 8,585</b>	<b>\$ 8,210</b>

**Line Item Narrative**

**Utilities - Water/Sewer:** This reflects a 10% increase.

**Comm - Telephone:** Communication services such as long distance phone charges, four cell phones, as well as the mobile data terminals (MDT's) air cards that were paid for under a grant in previous years. These are the conduits that the mobile data terminals (MDT's) utilize to contact the communications center and access the internet for real time information. Telephone line charges include Maine School & Library Fund, Maine Universal Fund, Federal Universal Fund and ConnectME for 3 lines - one located at Central Station, and 2 at Engine 2 Station. Each line is \$24 plus the above monthly fees.



# City of Auburn

## Fire

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Utilities - Natural Gas	Total	5,797	5,797	5,797
Utilities - Electricity	Total	40,615	41,833	41,833

**Estimated Detail of Utilities - Natural Gas**

*Actual expenses may vary according to changing circumstances*

	<i>Percent Increase</i>	<i>FY13 Est Expense</i>	<i>Increase</i>	Dept. Request	Council Adopted
Utilities - Natural Gas					
Natural Gas	2.0%	\$ 4,000		\$ 5,797	\$ 5,797
				\$ 5,797	\$ 5,797

**Estimated Detail of Utilities - Electricity**

*Actual expenses may vary according to changing circumstances*

	<i>Percent Increase</i>	<i>FY13 Est Expense</i>	<i>Increase</i>	Dept. Request	Council Adopted
Utilities - Electricity					
Central Station	3.0%		\$ -	\$ 32,007	\$ 32,007
E2 Station			\$ -	\$ 2,225	\$ 2,225
E5 Station			\$ -	\$ 7,601	\$ 7,601
		\$35,000		\$ 41,833	\$ 41,833

**Line Item Narrative**

**Utilities - Natural Gas:** Natural gas for Engine Two (New Auburn) station boiler and stove.

**Utilities - Electricity:** This account covers expenses for all three stations.



# City of Auburn

## Fire

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Utilities - Bottled Gas	Total	847	900	900
Utilities - Heating Fuel	Total	19,536	18,700	18,700
Utilities - Diesel	Total	71,300	79,350	79,350

**Estimated Detail of Utilities - Bottled Gas**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Utilities - Bottled Gas	\$ 900	\$ 900
Bottle LP Gas	\$ 900	\$ 900

**Estimated Detail of Utilities - Heating Fuel**

*Actual expenses may vary according to changing circumstances*

	Price/Gallon	Gallons	Dept. Request	Council Adopted
Utilities - Heating Fuel			\$ 18,700	\$ 18,700
Engine 5--Center Street	\$ 3.40	5,500	\$ 18,700	\$ 18,700

**Estimated Detail of Utilities - Diesel**

*Actual expenses may vary according to changing circumstances*

	Price/Gallon	Gallons	Dept. Request	Council Adopted
Utilities - Diesel			\$ 79,350	\$ 79,350
Central Station	\$ 3.45	23,000	\$ 79,350	\$ 79,350

**Line Item Narrative**

**Utilities - Bottled Gas:** This account covers expenses for stove at Central Station. We're not seeing any appreciable increase in bottled gas; we are flat funding this line item.

**Utilities - Heating Fuel:** Heating fuel for Engine Five Station on Center Street.

**Utilities - Diesel:** This account covers expenses to operate vehicles and equipment, and heating Central Station.



# City of Auburn

## Fire

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
Repairs - Buildings	Total	19,660	31,935	25,935

***Estimated Detail of Repairs - Buildings***

*Actual expenses may vary according to changing circumstances*

Repairs - Buildings	Dept. Request	Council Adopted
Annual Boiler Certificates	\$ 390	
Ant Extermination	\$ 1,000	
Diesel Exhaust Repairs & Maintenance	\$ 1,000	
Light Replacement & Repairs (Efficiency Maine - Central Fire Replacements)	\$ 12,975	
Misc Repairs & Maintenance to Boilers/General Plumbing	\$ 8,500	
Overhead Door Repairs & Maintenance	\$ 1,530	
Repairs to Driveways	\$ 1,000	
Repairs to Roof	\$ 1,000	
Repairs to Underground Tanks	\$ 2,400	
Repairs - Training Building	\$ 2,140	
	<b>\$ 31,935</b>	<b>\$ 25,935</b>

***Line Item Narrative***

**Repairs - Building:** Various repairs and general upkeep at the three fire stations plus training building, including cleaning and servicing of heating systems, repairs to overhead doors, roofs, driveways, plumbing and furniture.



# City of Auburn

## Fire

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items	Total	Last Year	Dept. Request	Council Adopted
Repairs - Vehicles	Total	69,675	71,075	68,175

***Estimated Detail of Repairs - Vehicles***

*Actual expenses may vary according to changing circumstances*

Repairs - Vehicles	FY12	Dept. Request	Council Adopted
BC #315 Vehicle Repair (2004 Ford Excursion)	\$ 3,276	\$ 2,500	\$ 2,500
Chief's Vehicle (2012 Ford Explorer)	\$ -	\$ 100	\$ 100
Engine 1 Vehicle Repair (1988 E-One Centry)	\$ 15,519	\$ 5,000	\$ 5,000
Engine 2 Vehicle Repair (New truck)	\$ -	\$ 1,000	\$ 1,000
Engine 3 Vehicle Repair (2006 E-One Cyclone II)	\$ 11,253	\$ 8,500	\$ 8,500
Engine 5 Vehicle Repair (2008 E-One Cyclone)	\$ 6,543	\$ 8,000	\$ 8,000
Engine 6 Vehicle Repair (1995 Central States International)	\$ 6,032	\$ 1,200	\$ 1,200
Grand Marquis Vehicle #319 (2001)	\$ 303	\$ 2,500	\$ 1,000
General Vehicle Repair	\$ 795	\$ 2,000	\$ 2,000
Pickup Truck #3162 Vehicle Repair (2012 Ford F-350)	\$ 53	\$ 100	\$ 100
Pickup Truck #322 Vehicle Repair (1999 F-150)	\$ 1,027	\$ 2,500	\$ 2,500
Pump Certification Repairs	\$ -	\$ 6,000	\$ 6,000
Rescue Boat	\$ 949	\$ 1,000	\$ 1,000
Rescue 1 Vehicle Repair (2000 GMC C7500)	\$ 547	\$ 1,000	\$ 1,000
Tower 1 Vehicle Repair (2003 KME LoPro Prowler)	\$ 18,173	\$ 28,675	\$ 27,275
Utility Truck #317 Vehicle Repair (1991 Ford F-150)	\$ -	\$ 1,000	\$ 1,000
	\$ 64,470	\$ 71,075	\$ 68,175

***Line Item Narrative***

**Repairs - Vehicle:** See Above. Vehicle repairs not performed by fire department staff including repairs to 13 department vehicles, a rescue boat, motor and trailer. It also includes pump certification repairs.



# City of Auburn

## Fire

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Repairs - Equipment	Total	24,000	61,860	28,000

### Estimated Detail of Repairs - Equipment

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Repairs - Equipment		
Breathing Air Cascade Repair	\$ 1,510	
Fire Extinguisher Maintenance and Repairs	\$ 2,000	
Flashlight Repairs	\$ 300	
Flow Testing	\$ 2,500	
Ground Ladder Testing	\$ 1,575	
Hose repairs	\$ 310	
Hydro Testing	\$ 1,000	
Knox Box Repairs	\$ 150	
Lawn Mower and Chain Saw Repairs	\$ 1,075	
Miscellaneous	\$ 650	
Repair of Battery Packs and Gas Meters	\$ 3,760	
Repairs to hydraulic extrication tools	\$ 1,030	
SCBA	\$ 45,250	
Smoke Machine Repairs	\$ 500	
Tool Mounting Hardware	\$ 250	
	<b>\$ 61,860</b>	<b>\$ 28,000</b>

**Note:** Gas Meter calibration occurs every 3 months.

**Note:** In FY11, 25 new SCBA's were purchased for \$158,540 with Homeland Security Grant Funds. However, maintenance equipment for units were not

### Line Item Narrative

**Repairs - Equipment:** See Above. Repairs and/or parts to nozzles, couplings, adaptors, CO, H2, O2 combustible gas meter sensors, batteries and calibration as required, as well as maintenance of the breathing air cascade system shared with Lewiston Fire Department. A few examples include maintenance and repairs of fire extinguishers, breathing air cascade repairs, repair of battery packs and gas meters for calibration, self-contained breathing devices repair, tool mounting hardware, lawn mower and chain saw repairs, and repairs to the hydraulic extrication tools.

Auburn Fire currently has 7 firefighters trained in field repair of our SCOTT Self-Contained Breathing Apparatus. These types of field repairs done by our personnel save us \$75/hr bench costs, not to mention the out of service time if we had to ship them off. Also required is hydrostatic cylinder tests required by DOT and flow tests to verify units are performing as per specifications. Hydrostatic and flow tests must still be done by an outside agency but all other repairs are done by our trained personnel. Both off site issues and inventory for maintenance done by our personnel are included in this budget.



# City of Auburn

## Fire

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Repairs - Radio Equipment	Total	6,500	8,000	4,700
Repairs - Maintenance Contract	Total	14,715	14,715	12,660

### ***Estimated Detail of Repairs - Radio Equipment***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Repairs - Radio Equipment		
Antennas	\$ 250	\$ 250
Belt Clips	\$ 140	\$ -
Carry Holders	\$ 80	\$ -
Headset Repairs	\$ 500	\$ 500
Headsets (Four on each truck)	\$ 1,650	\$ 900
Hygiene Kits	\$ 550	\$ 550
Radio Batteries	\$ 1,000	\$ 1,000
Radio Install & Removals from New/Old Vehicles	\$ 1,500	\$ -
Radio Repairs (reprogramming/tune-up)	\$ 1,500	\$ 1,500
Wireless Headsets	\$ 830	\$ -
	<b>\$ 8,000</b>	<b>\$ 4,700</b>

### ***Estimated Detail of Repairs - Maintenance Contract***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Repairs - Maintenance Contract		
Air Quality Testing for SCBA Fill Station (Air Tech)	\$ 1,760	\$ 1,760
Fire Extinguishers (AAA Fire)	\$ 1,700	\$ 1,700
Heart Defibrillators (Physio Controls)	\$ 5,600	\$ 4,550
Hoist Wench (Konecranes)	\$ 250	\$ 250
Ladder Certification on Tower Truck (Greenwood)	\$ 1,100	\$ 1,100
Portable Radios (City of Lewiston)	\$ 1,800	\$ 1,800
Pump Certification (Northeast Apparatus)	\$ 1,500	\$ 1,500
Service Contract for Lifepack 12 (Physio Controls)	\$ 1,005	\$ -
	<b>\$ 14,715</b>	<b>\$ 12,660</b>

#### ***Line Item Narrative***

**Repairs - Radio Equipment:** Installation and repairs to mobile and portable radio equipment. There are 19 mobile radios, 26 portable radios and 22 FireCom headsets in the department

**Repairs Maintenance Contract:** We are not aware of any increases for the above at this time.





# City of Auburn

## Fire

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Training & Tuition	Total	30,000	61,290	34,900
Comm - Postage	Total	600	600	600

### *Estimated Detail of Training & Tuition*

*Actual expenses may vary according to changing circumstances*

	Qty	Dept. Request	Council Adopted
Training & Tuition			
ACLS Class - 2 yr renewal	6	\$ 1,200	\$ 1,200
Admin Training:			
Fire Rescue International (FRI) Conference	3	\$ 8,010	\$ -
Fire Dept Instructor's Conference (FDIC)	2	\$ 3,860	\$ -
New England Fire, Rescue and EMS Conference		\$ 2,320	\$ -
Boat Rescue Program - Outside Instructor		\$ 7,500	\$ -
CEU Subscription		\$ 2,100	\$ 2,100
EMS Licensure Courses	4	\$ 18,600	\$ 18,600
Fire Instructor Class	4	\$ 3,000	\$ 3,000
Fire Officer Academy	6	\$ 4,500	\$ 4,500
Fire Prevention Officer Training/Classes		\$ 2,000	\$ 2,000
Outside Classes/Conferences/Seminars		\$ 1,500	\$ 1,500
PALS Class - 2 yr renewal	6	\$ 1,200	\$ -
PEPP Class - 2 yr renewal	7	\$ 1,400	\$ -
PHTLS Class - 4 yr renewal	12	\$ 2,100	\$ -
Rapid Intervention Team Training		\$ 2,000	\$ 2,000
		<b>\$ 61,290</b>	<b>\$ 34,900</b>

### *Estimated Detail of Comm - Postage*

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Comm - Postage		
Postage	\$ 600	\$ 600
	<b>\$ 600</b>	<b>\$ 600</b>

### **Line Item Narrative**

**Training & Tuition:** Funds the costs of tuition reimbursement. As specified in the collective bargaining agreement, firefighters receive full reimbursement for all pre-approved fire related and EMS courses and textbooks. Training is one of the most effective ways to improve safety. It includes training for professional development, arson investigation, code enforcement, juvenile fire setter training, Maine Fire and Education courses, National Fire Academy, fire technology and various command classes. Current costs go as high as \$5,000 per student for EMS licensure courses. The fire department currently has 13 paramedics and a total of 57 EMT's. We are seeing increased needs and requests for increase in EMS licensure levels and other kinds of professional development along with required Continued Education credits for relicensure program. A subscription to CEU (Continued Education Units) solutions for all EMS personnel to maintain their licenses with mandatory CEU categories is \$2,400. The new Engine that is on order incorporates state of the art technology in the onboard CAFS System that is a part of this apparatus. We also have two smaller CAFS systems on Engines 2 and 5. Training is key to effectively and safely using this technology to maximum effect. This request will allow us to fully recognize the benefits of our investment of nearly \$590,000 in the new engine and for the public to recognize the benefits of this technology. This training will also allow us to take advantage of the CAFS credit through ISO.

**Comm - Postage:** Cost of postage for correspondence as well as postage for mailing packages containing gear and equipment.



# City of Auburn

## Fire

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Travel-Seminar Costs	Total	500	500	500
Dues & Subscriptions	Total	3,380	3,605	3,605

***Estimated Detail of Travel-Seminar Costs***

*Actual expenses may vary according to changing circumstances*

Travel-Seminar Costs		Dept. Request	Council Adopted
Travel Costs		\$ 500	\$ 500
		<b>\$ 500</b>	<b>\$ 500</b>

***Estimated Detail of Dues & Subscriptions***

*Actual expenses may vary according to changing circumstances*

Dues & Subscriptions		Dept. Request	Council Adopted
Accreditation Fee		\$ 50	\$ 50
CLIA Lab Fees (For blood drawing & testing of patients at med calls)		\$ 150	\$ 150
Emergency Medical State of Maine Service License		\$ 220	\$ 220
IAAI		\$ 25	\$ 25
International Association of Fire Chiefs (3)		\$ 625	\$ 625
Maine EMS Service License		\$ 100	\$ 100
Maine Fire Chiefs Association (3)		\$ 300	\$ 300
National Fire Protection Association		\$ 1,225	\$ 1,225
Tri-County EMS		\$ 910	\$ 910
		<b>\$ 3,605</b>	<b>\$ 3,605</b>

***Line Item Narrative***

**Travel - Seminar Costs:** For reimbursement to staff for use of personal vehicle and various travel related expenses to attend seminars and conferences.

**Dues & Subscriptions:** Mandatory dues and fees of certifying agencies as well as membership in professional organizations. This provides the opportunity to associate with other professionals, share information and gain member assistance from those organizations. New to this line item is Accreditation Fees. Accreditation is a process to ensure that we are meeting industry best practices, providing superior services, and continually improving.



# City of Auburn

## Master List

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Account Title	FY 2012 Actual	FY 2013 Approved	FY 2013 Projected	FY 2014 Dept. Request	FY 2014 Council Adopted	Increase/ Decrease	%
<b>0410 Police</b>							
Regular Salaries	2,634,232	2,857,028	2,612,499	3,023,124	2,944,407	87,379	3%
Lateral Transfer-APD	0	0	0	0	0	0	0%
Extra Pay-On Call	10,900	10,400	10,400	10,400	10,400	0	0%
Extra Pay-EMT	280	0	280	0	0	0	0%
Holiday Pay	107,921	113,771	111,270	113,235	108,711	(5,060)	-5%
Longevity Bonus	600	0	600	400	400	400	67%
Educational Incentive	8,718	16,128	8,716	19,957	12,000	(4,128)	-47%
Sick Leave Incentive	5,112	5,500	5,112	8,990	8,000	2,500	49%
Uniform Allowance	22,153	27,648	30,000	31,970	28,074	426	1%
Physicals	1,386	1,275	2,000	1,700	850	(425)	-21%
OSHA Safety Costs	285	1,430	700	1,430	1,430	0	0%
Volunteers in Police Service	278	750	500	750	750	0	0%
OT - Regular	58,120	33,861	48,000	33,910	16,374	(17,487)	-36%
OT - Vac Replacement	23,386	30,090	38,000	30,090	28,320	(1,770)	-5%
OT - Sick Replacement	35,207	21,240	33,000	21,240	18,408	(2,832)	-9%
OT - Mandatory Training	2,037	2,600	3,000	2,600	2,600	0	0%
OT - Outside Jobs	0	0	0	0	0	0	0%
OT - Extra Assignments	0	0	0	0	0	0	0%
Extra Pay - On Call	0	0	0	0	0	0	0%
OT - Court	30,667	31,860	32,000	31,860	31,860	0	0%
PS - General	10,433	7,545	7,470	7,545	7,545	0	0%
PS - Testing	4,949	2,895	4,500	3,520	2,270	(625)	-14%
PS - Animal Control	58,020	62,563	58,000	63,735	63,735	1,172	2%
PS - Uniform Cleaning	20,395	20,540	20,020	21,060	21,060	520	3%
Reports, Printing, & Binding	2,035	1,893	1,482	3,943	1,943	50	3%
Office Supplies	2,032	1,500	1,400	2,000	1,500	0	0%
Other Sup - Operating	30,083	21,741	22,000	21,864	13,935	(7,806)	-35%
MV Sup - Tires/Tube/Chain	11,675	13,000	12,500	15,892	14,796	1,796	14%
MV Sup - Gas & Oil	84,726	85,000	83,303	102,240	88,000	3,000	4%
Utilities - Water/Sewer	1,066	0	1,000	600	600	600	60%
Comm - Telephone	15,424	15,376	14,000	16,988	16,988	1,612	12%
Utilities - Electricity	11,193	0	11,500	1,200	1,200	1,200	10%
Utilities - Heating Fuel	9,696	0	3,000	1,493	1,493	1,493	50%



# City of Auburn

## Master List

Fiscal Year 2014  
Adopted 6.24.2013

Account Title	FY 2012 Actual	FY 2013 Approved	FY 2013 Projected	FY 2014 Dept. Request	FY 2014 Council Adopted	Increase/ Decrease	%
Repairs - Buildings	309	500	500	500	500	0	0%
Repairs - Vehicles	6,988	8,500	9,700	13,580	13,580	5,080	52%
Repairs - Equipment	8,197	3,200	5,000	2,610	2,160	(1,040)	-21%
Repairs - Maintenance Contract	3,745	904	1,119	904	904	0	0%
Training & Tuition	35,193	32,075	33,000	33,400	23,400	(8,675)	-26%
Comm - Postage	1,480	1,000	1,000	1,000	1,000	0	0%
Travel-Seminar Costs	1,655	1,350	1,200	3,320	3,320	1,970	164%
Dues & Subscriptions	5,650	5,420	5,420	6,070	6,070	650	12%
Lease - Vehicles	1,000	1,000	1,000	1,000	1,000	0	0%
<b>TOTAL</b>	<b>3,267,226</b>	<b>3,439,583</b>	<b>3,234,191</b>	<b>3,656,119</b>	<b>3,499,583</b>	<b>60,000</b>	<b>1.7%</b>



# City of Auburn

## Police

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
Regular Salaries	Total	2,857,028	3,023,124	2,944,407

**Estimated Detail of Regular Salaries**

*Actual expenses may vary according to changing circumstances*

Organizational Structure	Sworn	Civilian	Total Staff	Dept. Request	Council Adopted
Administration	2	3	5	\$ 299,329	\$ 299,329
Support Services	18	5	23	\$ 1,080,488	\$ 1,024,475
Patrol	34	0	34	\$ 1,643,307	\$ 1,620,603
	54	8	62	\$ 3,023,124	\$ 2,944,407

Positional Structure	Total Staff	Dept. Request	Council Adopted
Chief	1	\$ 95,460	\$ 95,460
Corporal / Detective	9	\$ 485,049	\$ 485,049
Deputy Chief	1	\$ 85,964	\$ 85,964
Lieutenant	5	\$ 297,735	\$ 297,735
Non-Sworn	8	\$ 298,094	\$ 279,532
Officer	27	\$ 1,165,456	\$ 1,105,302
School Resource Officer	4	\$ 186,824	\$ 186,824
Sergeant	7	\$ 408,541	\$ 408,541
	62	\$ 3,023,123	\$ 2,944,407

**Note:** The Auburn Police respond to approximately 27,000 calls for service in a year, effecting over 1,000 physical arrests. The national average for a local police department is \$260 per resident. Auburn's cost per resident is \$150.

**Line Item Narrative**

**Regular Salaries:** The Department is organized into three divisions including: Administration, Support Services, and Patrol. The department is fortunate to have reimbursed positions, two officer positions would be reimbursed following a successful award from the COPS Hiring Program, the computer crimes investigator is reimbursed by the State of Maine and one of our drug investigators, assigned to the Maine Drug Enforcement Agency Regional Task Force Program will also be reimbursed. The amount reimbursed by other organizations is \$176,102. New in this budget are the two positions from the COPS Hiring Grant which will allow for the creation of a traffic unit. A non-sworn fleet and equipment specialist will be hired to transfer the necessary supervisor to the new traffic unit.



# City of Auburn

## Police

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Lateral Transfer-APD	Total	-	-	-
Extra Pay-On Call	Total	10,400	10,400	10,400
Holiday Pay	Total	113,771	113,235	108,711

**Estimated Detail of Lateral Transfer-APD**

*Actual expenses may vary according to changing circumstances*

Lateral Transfer-APD	Cost	Dept. Request	Council Adopted
1st Year	\$ 30,000	\$ -	\$ -
2nd Year	\$ 24,000	\$ -	\$ -
3rd Year	\$ 18,000	\$ -	\$ -
4th Year	\$ 12,000	\$ -	\$ -
5th Year	\$ 6,000	\$ -	\$ -
		<b>\$ -</b>	<b>\$ -</b>

**Estimated Detail of Extra Pay-On Call**

*Actual expenses may vary according to changing circumstances*

Extra Pay-On Call	Weekly Rate	Dept. Request	Council Adopted
Detective 24-hour Availability	\$ 200.00	\$ 10,400	\$ 10,400
		<b>\$ 10,400</b>	<b>\$ 10,400</b>

**Estimated Detail of Holiday Pay**

*Actual expenses may vary according to changing circumstances*

Holiday Pay	Days	Staff	Dept. Request	Council Adopted
Police Staff	500	52	\$ 113,235	\$ 108,711
			<b>\$ 113,235</b>	<b>\$ 108,711</b>

**Line Item Narrative**

**Lateral Transfer:** This account funds the required reimbursement costs for hiring a certified officer from another agency within five years of graduating from the Maine Criminal Justice Academy. The Academy consists of 18 weeks and an 11 week Field Training Program is required prior to an officer filling a vacancy. A lateral transfer reduces those 29 weeks to approximately six weeks for an experienced officer. It is unsure if an officer will be selected as lateral. The selection process will begin in April 2013.

**On-Call:** Detectives are required to be available for critical incidents during off duty hours. Detectives rotate each week and receive \$200.

**Holiday Pay:** This account funds a benefit which recognizes that officers are required to work some holidays during the year. Holiday pay is based on 1/4 of a week's pay (10 hours) for each of the allowed holidays. Holidays include eleven for Superior Officers and ten for Patrol.



# City of Auburn

## Police

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Longevity Bonus	Total	-	400	400
Educational Incentive	Total	16,128	19,957	12,000
Sick Leave Incentive	Total	5,500	8,990	8,000

### **Estimated Detail of Longevity Bonus**

*Actual expenses may vary according to changing circumstances*

Longevity Bonus	Amount	Dept. Request	Council Adopted
7 Years	\$ 300.00	\$ -	\$ -
15 Years	\$ 400.00	\$ 400	\$ 400
25 Years	\$ 500.00	\$ -	\$ -
		<b>\$ 400</b>	<b>\$ 400</b>

### **Estimated Detail of Educational Incentive**

*Actual expenses may vary according to changing circumstances*

Educational Incentive	CEU Rate	CEU	Dept. Request	Council Adopted
Tuition Rate (Undergraduate)	\$ 355.00	51	\$ 18,105	
Tuition Rate (Graduate)	\$ 463.00	4	\$ 1,852	
			<b>\$ 19,957</b>	<b>\$ 12,000</b>

### **Estimated Detail of Sick Leave Incentive**

*Actual expenses may vary according to changing circumstances*

Sick Leave Incentive	Sick Inc. Days	Avg. Daily Rate	Dept. Request	Council Adopted
	31	\$ 290	\$ 8,990	\$ 8,000
			<b>\$ 8,990</b>	<b>\$ 8,000</b>

### **Line Item Narrative**

**Longevity Bonus:** This account includes the costs of bonuses paid to employees for longevity. The longevity bonus is paid to non-union members at their 7 (\$300), 15 (\$400), and 25 (\$500) year anniversaries. We have one employee reaching his 15 year anniversary.

**Educational Incentive:** This account funds the tuition reimbursement for all employees. We encourage all staff to continue their education which will improve the employee's performance and benefit the City of Auburn. There are a total of 8 employees currently pursuing their degree.

**Sick Leave Incentive:** Union members have an opportunity to convert the cash value of up to two sick incentive days towards their Benefit Strategies program. Analysis shows that the average number of days that are converted by union members is 31.



# City of Auburn

## Police

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Uniform Allowance	Total	27,648	31,970	28,074
Physicals	Total	1,275	1,700	850

### **Estimated Detail of Uniform Allowance**

*Actual expenses may vary according to changing circumstances*

	Quantity	Price Each	Dept. Request	Council Adopted
Uniform Allowance				
Command Allowance	14	\$ 600.00	\$ 8,400	\$ 8,400
Detectives Allowance	4	\$ 550.00	\$ 2,200	\$ 2,200
Uniforms - Quarter Master System				
Alterations			\$ 800	\$ 800
BDU Pant	80	\$ 58.00	\$ 4,640	\$ 4,234
BDU Shirt L/S	55	\$ 58.00	\$ 3,190	\$ 2,900
BDU Shirt S/S	55	\$ 58.00	\$ 3,190	\$ 2,900
Boots	20	\$ 125.00	\$ 2,500	\$ 2,250
Jacket	10	\$ 225.00	\$ 2,250	\$ 2,640
Dress Uniforms	2	\$ 1,000.00	\$ 2,000	\$ -
Bulletproof - 50% reimbursement	8	\$ 350.00	\$ 2,800	\$ 1,750
			<b>\$ 31,970</b>	<b>\$ 28,074</b>

### **Estimated Detail of Physicals**

*Actual expenses may vary according to changing circumstances*

	Quantity	Price Each	Dept. Request	Council Adopted
Physicals				
Pre-Employment	4	\$ 425.00	\$ 1,700	\$ 850
			<b>\$ 1,700</b>	<b>\$ 850</b>

### **Line Item Narrative**

**Uniform Allowance:** This account includes the costs of purchasing uniforms and bullet proof vests for police officers and the clothing allowance for Command officers and detectives. The department uses a "Quartermaster" system, for the Patrol Officers, replacing uniforms as needed, rather than making direct payments to the officers. The benefit of the Quartermaster system is that uniforms are replaced as needed and there is better accountability of the funds expended. Officer's uniforms are well maintained which creates a more professional appearance. The Command Officers and Detectives receive a clothing allowance annually. A replacement schedule for bulletproof vests requires the purchase of eight vests this year. Fifty percent of the cost of the bulletproof vest is reimbursed by a federal grant.

**Physicals:** This account covers the pre-employment physical examinations for all new officers. We will replace two retired officers as well as hire two officers from the COPS Hiring program. We have budgeted for four physicals that include N95 screening and Hepatitis B series.





# City of Auburn

## Police

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
OSHA Safety Costs	Total	1,430	1,430	1,430
Volunteers in Police Service	Total	750	750	750

***Estimated Detail of OSHA Safety Costs***

*Actual expenses may vary according to changing circumstances*

OSHA Safety Costs	Quantity	Price Each	Dept. Request	Council Adopted
Disposable gloves (cases)	6	\$ 115.00	\$ 690	\$ 690
3M N95 Protective Masks	9	\$ 20.00	\$ 180	\$ 180
Disposable Blankets (cases)	3	\$ 50.00	\$ 150	\$ 150
Sharp Containers	2	\$ 7.00	\$ 14	\$ 14
Traffic Vest (ANSI 207 Approved)	12	\$ 33.00	\$ 396	\$ 396
			<b>\$ 1,430</b>	<b>\$ 1,430</b>

***Estimated Detail of Volunteers in Police Service***

*Actual expenses may vary according to changing circumstances*

Volunteers in Police Service	Dept. Request	Council Adopted
Meeting / Training Supplies	\$ 150	\$ 150
Equipment	\$ 150	\$ 150
Recognition Items	\$ 300	\$ 300
VIPS Polo Shirts	\$ 150	\$ 150
	<b>\$ 750</b>	<b>\$ 750</b>

***Line Item Narrative***

**OSHA Safety Costs:** In order to deliver excellent service as well as protect law enforcement officers, it is critical that we provide OSHA approved safety items.

**Volunteers in Police Service:** Volunteers in Police Service (VIPS) is a program that encourages community members to volunteer at the police department. Volunteers support what sworn officers and staff do on a day-to-day basis. Volunteers help our department to maximize our resources and allow officers and staff to concentrate on their primary duties. Incorporating volunteers allows us to enhance the services we provide and to achieve the best possible public safety product. Allowing rigorously-screened, highly qualified, and well-trained volunteers to become trusted members of the police department strengthens the community-police partnership.



# City of Auburn

## Police

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
OT - Regular	Total	33,861	33,910	16,374
OT - Vac Replacement	Total	30,090	30,090	28,320

**Estimated Detail of OT - Regular**

*Actual expenses may vary according to changing circumstances*

OT - Regular	Hours Needed	Average OT Rate	Dept. Request	Council Adopted
<b>Community Events</b>				
Balloon Festival	120	\$ 35.40	\$ 4,248	\$ -
Dempsey Challenge	90	\$ 35.40	\$ 3,186	\$ -
Emily's Run	6	\$ 35.40	\$ 212	\$ -
Festival of Lights	12	\$ 35.40	\$ 425	\$ -
Heart Walk	6	\$ 35.40	\$ 212	\$ -
L/A 5 K	6	\$ 35.40	\$ 212	\$ -
LA Arts Du-Athelon	12	\$ 35.40	\$ 425	\$ -
Liberty Festival	60	\$ 35.40	\$ 2,124	\$ -
Maine Cycling Club	38	\$ 35.40	\$ 1,345	\$ -
YMCA 5K	6	\$ 35.40	\$ 212	\$ -
	356	\$ 35.40	\$ 12,602	\$ -
<b>Operation Activities</b>				
Command Briefings	115	\$ 46.00	\$ 5,290	\$ 3,680
Investigation Call-In	120	\$ 38.83	\$ 4,660	\$ 3,106
Patrol Emergency Holdover	220	\$ 35.40	\$ 7,788	\$ 7,788
Weather Emergency	50	\$ 35.40	\$ 1,770	\$ -
Workers Comp Replacement	50	\$ 36.00	\$ 1,800	\$ 1,800
	555		\$ 21,308	\$ 16,374

**Estimated Detail of OT - Vac Replacement**

*Actual expenses may vary according to changing circumstances*

OT - Vac Replacement	Vacation Hours Used	Vacation Hours Replaced	Average Overtime Rate	Dept. Request	Council Adopted
Vacation	9,376	850	\$ 35.40	\$ 30,090	\$ 28,320
				\$ 30,090	\$ 28,320

**Line Item Narrative**

**Overtime - Regular:** This account includes the cost of overtime pay for officers being held over from a shift, being called in for an investigation, emergencies and special events. This account also includes the overtime paid for the replacement of an officer who is unable to work because of a work related injury.

**Overtime - Replacement:** In a year, the department has 68,255 scheduled patrol work hours. This account includes the costs of overtime wages for the coverage of officers who are on vacation. Officers will use approximately 9,376 hours of vacation time. This account reflects the replacement of approximately 850 hours to maintain minimum staffing levels.



# City of Auburn

## Police

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
OT - Sick Replacement	Total	21,240	21,240	18,408
OT - Mandatory Training	Total	2,600	2,600	2,600

**Estimated Detail of OT - Sick Replacement**

*Actual expenses may vary according to changing circumstances*

	Sick Hours Used	Sick Hours Replaced	Average Overtime Rate	Dept. Request	Council Adopted
OT - Sick Replacement					
Sick	4,300	600	\$ 35.40	\$ 21,240	\$ 18,408
				\$ 21,240	\$ 18,408

**Estimated Detail of OT - Mandatory Training**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
OT - Mandatory Training		
EVOG Instructors	\$ 900	\$ 900
Firearm Instructors	\$ 900	\$ 900
MARC Instructors	\$ 400	\$ 400
TASER Instructor	\$ 400	\$ 400
	\$ 2,600	\$ 2,600

**Line Item Narrative**

**Overtime - Sick Replacement:** In a year, the department has 68,255 scheduled patrol work hours. This account includes the costs of overtime wages for the coverage of officers who are out sick. Officers will use approximately 4,564 hours of sick time. This account reflects the replacement of approximately 600 hours to maintain minimum staffing levels.

**Overtime - Mandatory Training:** The department has incorporated four training days into the current work schedule. This allows for all mandatory training standards to be met in-house. Had we not implemented this change, and if the officers received overtime wages for all training hours, the cost would have been \$55,000. The department has realized these savings by incorporating the use of in-house instructors and incorporating the four on-duty training days. Our employees receive an average of 59 training hours annually.



# City of Auburn

## Police

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
OT - Court	Total	31,860	31,860	31,860
PS - General	Total	7,545	7,545	7,545
PS - Testing	Total	2,895	3,520	2,270

**Estimated Detail of OT - Court**

*Actual expenses may vary according to changing circumstances*

OT - Court	Court Overtime Hours	Officer Overtime Rate	Dept. Request	Council Adopted
Court Time	900	\$ 35.40	\$ 31,860	\$ 31,860
			<b>\$ 31,860</b>	<b>\$ 31,860</b>

**Note:** A change with the officer reporting time in 2012 has allowed us to reduce the increase in the account for this year.

**Estimated Detail of PS - General**

*Actual expenses may vary according to changing circumstances*

PS - General	Dept. Request	Council Adopted
Unlimited Cruiser Washes	\$ 7,275	\$ 7,275
Towing	\$ 270	\$ 270
	<b>\$ 7,545</b>	<b>\$ 7,545</b>

**Estimated Detail of PS - Testing**

*Actual expenses may vary according to changing circumstances*

PS - Testing	Quantity	Price Each	Dept. Request	Council Adopted
Psychological Testing	4	\$ 450.00	\$ 1,800	\$ 900
Workmed HEPB	4	\$ 175.00	\$ 700	\$ 350
N95 Review	51	\$ 20.00	\$ 1,020	\$ 1,020
			<b>\$ 3,520</b>	<b>\$ 2,270</b>

**Line Item Narrative**

**Overtime - Court:** This account funds overtime for wages paid to officers for their appearance at Superior and District Courts, Grand Jury, and Administrative hearings for the Secretary of State. Officers will be paid a minimum of 3 overtime hours for each appearance (average \$105) pursuant to collective bargaining agreements. The City of Auburn receives a \$50 reimbursement from the State for each court appearance. The expenditures and proposed budget figures do not reflect the revenues that are received from the State which is approximately \$13,000.

**Purchased Services - General:** This account maintains the professional appearance of the police department fleet and the towing of incapacitated police vehicles. The city has contracted for unlimited exterior washing.

**Purchased Services - Psychological Testing:** This account funds psychological testing of new officer candidates, which is a State of Maine requirement for an officer to become certified. The cost of the psychological testing is \$450 per candidate. The polygraph testing of new candidates is another mandate by the State of Maine. The department has entered into an agreement with a private polygrapher for tests to be performed at no charge, in exchange for the use of our interview rooms for the administration of private exams. N95 review is a recent requirement annually per BLS.



# City of Auburn

## Police

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
PS - Animal Control	Total	62,563	63,735	63,735
PS - Uniform Cleaning	Total	20,540	21,060	21,060

**Estimated Detail of PS - Animal Control**

*Actual expenses may vary according to changing circumstances*

PS - Animal Control	Total Cost	Lewiston's Cost 60%	Auburn's Cost 40%	Dept. Request	Council Adopted
Humane Society--\$1.49 Per Capita Fee				\$ 34,352	\$ 34,352
Veterinary ER Services				\$ 1,000	\$ 1,000
Apparel	\$ 245	\$ 147	\$ 98	\$ 98	\$ 98
Cell phone	\$ 360	\$ 216	\$ 144	\$ 144	\$ 144
Claims & Expenditures	\$ 366	\$ 220	\$ 146	\$ 146	\$ 146
FICA-Medicare	\$ 2,530	\$ 1,518	\$ 1,012	\$ 1,012	\$ 1,012
Gas	\$ 4,914	\$ 2,948	\$ 1,966	\$ 1,966	\$ 1,966
Health Insurance	\$ 17,091	\$ 10,255	\$ 6,836	\$ 6,836	\$ 6,836
MainePERS	\$ 8,979	\$ 5,387	\$ 3,592	\$ 3,592	\$ 3,592
Repairs to Vehicle	\$ 400	\$ 240	\$ 160	\$ 160	\$ 160
Retirement Health Savings	\$ 509	\$ 305	\$ 204	\$ 204	\$ 204
Tires/tubes	\$ 280	\$ 168	\$ 112	\$ 112	\$ 112
Wages	\$ 33,733	\$ 20,240	\$ 13,493	\$ 13,493	\$ 13,493
Flex Spending	\$ 366	\$ 220	\$ 146	\$ 146	\$ 146
Worker's Comp	\$ 1,184	\$ 710	\$ 474	\$ 474	\$ 474
	<b>\$ 70,957</b>	<b>\$ 42,574</b>	<b>\$ 28,383</b>	<b>\$ 63,735</b>	<b>\$ 63,735</b>

**Estimated Detail of PS - Uniform Cleaning**

*Actual expenses may vary according to changing circumstances*

PS - Uniform Cleaning	Dept. Request	Council Adopted
	\$ 21,060	\$ 21,060
	<b>\$ 21,060</b>	<b>\$ 21,060</b>

**Line Item Narrative**

**Purchased Services - Animal Control:** By Maine law, the City must take the responsibility for injured and stray animals as well as provide the community with an ACO. The city must either provide a shelter for these animals or contract with an agency to provide for the care, which it contracts with the Androscoggin Humane Society. The City also has a shared ACO with the City of Lewiston. This account is shared with Lewiston in a 60/40 split which is determined by calls for service.

**Purchased Services - Uniform Cleaning:** As part of the Quartermaster System, the city provides for the cleaning of officers' clothing. By providing this service, the quality and care of the officers uniforms is well maintained, reducing the cost for unnecessary replacement. The increase is due to the three year bid with the supplier.



# City of Auburn

## Police

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Reports, Printing, & Binding	Total	3,943	3,943	1,943
Office Supplies	Total	2,000	2,000	1,500

***Estimated Detail of Reports, Printing, & Binding***

*Actual expenses may vary according to changing circumstances*

Reports, Printing, & Binding	Quantity	Price Each	Dept. Request	Council Adopted
Criminal Statute Law	30	\$ 25.00	\$ 750	\$ 750
Envelopes		\$ 178.00	\$ 178	\$ 178
LEOM	2	\$ 55.00	\$ 110	\$ 110
Motor Vehicle Law	25	\$ 25.00	\$ 625	\$ 625
Receipts		\$ 200.00	\$ 200	\$ 200
Record Archive		\$ -	\$ 2,000	\$ -
Vehicle Release Forms		\$ 80.00	\$ 80	\$ 80
			<b>\$ 3,943</b>	<b>\$ 1,943</b>

***Estimated Detail of Office Supplies***

*Actual expenses may vary according to changing circumstances*

Office Supplies	Average Purchase	Dept. Request	Council Adopted
<u>95% of All Supplies Are Less Than \$20</u>	\$ 8.90	\$ 2,000	\$ 1,500
		<b>\$ 2,000</b>	<b>\$ 1,500</b>

***Line Item Narrative***

**Reports, Printing & Binding:** This account funds the printing of all department receipts, vehicle release forms and envelopes. Each year, we must purchase copies of the Maine Motor Vehicle Statutes as well as copies of the Maine Criminal Statute books. In an effort to reduce storage allocation, required retention of documents are being scanned and microfiched. This has been a multi-year project which we hope to have caught up in 2014.

**Office Supplies:** This account funds general office supplies for the department including: paper, notebooks, folders, binders, pens, etc.



# City of Auburn

## Police

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
<b>Other Sup - Operating</b>	<b>Total</b>	<b>21,741</b>	<b>21,864</b>	<b>13,935</b>
<b>MV Sup - Tires/Tube/Chain</b>	<b>Total</b>	<b>13,000</b>	<b>15,892</b>	<b>14,796</b>

***Estimated Detail of Other Sup - Operating***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Other Sup - Operating		
Equipment Supplies	\$ 6,493	\$ 5,943
Evidence Supplies	\$ 5,885	\$ 4,805
Janitorial Supplies--Miscellaneous	\$ 250	\$ 250
Special Equipment--Miscellaneous	\$ 275	\$ 275
TASER	\$ 3,786	\$ -
Training Supplies	\$ 1,000	\$ 1,000
Uniform Equipment--Miscellaneous	\$ 3,651	\$ 1,138
Vehicle Supplies--Miscellaneous	\$ 524	\$ 524
	<b>\$ 21,864</b>	<b>\$ 13,935</b>

***Estimated Detail of MV Sup - Tires/Tube/Chain***

*Actual expenses may vary according to changing circumstances*

	Quantity	Cost	Mounting	Dept. Request	Council Adopted
MV Sup - Tires/Tube/Chain					
Snow Tires	58	\$ 122.00	\$ 15.00	\$ 7,946	\$ 7,398
Summer Tires	58	\$ 122.00	\$ 15.00	\$ 7,946	\$ 7,398
				<b>\$ 15,892</b>	<b>\$ 14,796</b>

***Line Item Narrative***

**Other Supplies - Operating:** This account funds operating supplies including: portable radio batteries, flashlights, cases, web and leather gear, pepper spray, ammunition, uniform patches, printer toner, chairs, measuring tapes, digital film developing, investigation supplies, janitorial supplies, road flares, fingerprinting materials, badges, insignia, radio lapel holders, drug test kits, evidence packaging supplies, and notepads for officers. Evidence collection is becoming more sophisticated. The packaging requirements for the submission of forensic evidence for lab analysis are very stringent.

**Motor Vehicle Supplies - Tires, Tables, Chains:** This account funds high performance tires for the police cruisers. The department participates in the statewide tire bid process. We then pay for the installation and service of tires from a local vendor. With the need to change cruisers by 2011, the inventory of tires for the Ford vehicles has been depleted. The increase will fund the actual use of tires for the Dodge cruiser.



# City of Auburn

## Police

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
MV Sup - Gas & Oil	Total	85,000	102,240	88,000
Utilities - Water/Sewer	Total	-	600	600
Comm - Telephone	Total	15,376	16,988	16,988

**Estimated Detail of MV Sup - Gas & Oil**

*Actual expenses may vary according to changing circumstances*

MV Sup - Gas & Oil	Vehicles	Gallons	Price / Gallon	Dept. Request	Council Adopted
Patrol Vehicles	13	26,400	\$ 3.20	\$ 84,480	\$ 75,000
Support & Administration	13	5,550	\$ 3.20	\$ 17,760	\$ 13,000
				<b>\$ 102,240</b>	<b>\$ 88,000</b>

**Estimated Detail of Utilities - Water/Sewer**

*Actual expenses may vary according to changing circumstances*

Utilities - Water/Sewer	Gallons	Water	Sewer	Dept. Request	Council Adopted
Water and Sewer	0	\$ -	\$ -	\$ 600	\$ 600
				<b>\$ 600</b>	<b>\$ 600</b>

**Estimated Detail of Comm - Telephone**

*Actual expenses may vary according to changing circumstances*

Comm - Telephone	Units	Dept. Request	Council Adopted
Air Cards (Mobile Data Transmission)	14	\$ 8,232	\$ 8,232
Cell Phones	10	\$ 5,120	\$ 5,120
PAL Center Phone		\$ 500	\$ 500
Long Distance		\$ 1,000	\$ 1,000
Teletype Line		\$ 2,136	\$ 2,136
		<b>\$ 16,988</b>	<b>\$ 16,988</b>

**Line Item Narrative**

**Motor Vehicle Supplies - Gas & Oil:** This account funds expenditures for gasoline for the fleet.

**Utilities - Water & Sewer:** This account will now include the operation of the PAL Center.

**Communication - Telephone:** This account funds communications services for the department such as telephones, cellular phone and broadband access cards for the mobile data terminals.





# City of Auburn

## Police

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Utilities - Electricity	Total	-	1,200	1,200
Utilities - Heating Fuel	Total	-	1,493	1,493
Repairs - Buildings	Total	500	500	500

**Estimated Detail of Utilities - Electricity**

*Actual expenses may vary according to changing circumstances*

Utilities - Electricity	Kilowatts Used	Cost Per Day	Dept. Request	Council Adopted
	0	\$ -	\$ 1,200	\$ 1,200
			<b>\$ 1,200</b>	<b>\$ 1,200</b>

**Estimated Detail of Utilities - Heating Fuel**

*Actual expenses may vary according to changing circumstances*

Utilities - Heating Fuel	Gallons	Cost	Dept. Request	Council Adopted
Heating	750	\$ 1.99	\$ 1,493	\$ 1,493
			<b>\$ 1,493</b>	<b>\$ 1,493</b>

**Estimated Detail of Repairs - Buildings**

*Actual expenses may vary according to changing circumstances*

Repairs - Buildings	Dept. Request	Council Adopted
Building Repairs	\$ 500	\$ 500
	<b>\$ 500</b>	<b>\$ 500</b>

**Line Item Narrative**

**Utilities - Electric:** This account will now include the operation of the PAL Center.

**Utilities - Heating Fuel:** This account will now include the operation of the PAL Center.

**Repairs - Building:** This account provides for building repairs such as paint, hardware and associated supplies.



# City of Auburn

## Police

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
Repairs - Vehicles	Total	8,500	13,580	13,580
Repairs - Equipment	Total	3,200	2,610	2,160

**Estimated Detail of Repairs - Vehicles**

*Actual expenses may vary according to changing circumstances*

Repairs - Vehicles	Vehicles	Preventative	Alignments	Trans- mission	Brakes	Dept. Request	Council Adopted
Patrol	13	\$ 4,524	\$ 572	\$ -	\$ 4,500	\$ 9,596	\$ 9,596
Support & Admin.	12	\$ 1,824	\$ 396		\$ 1,764	\$ 3,984	\$ 3,984
						<b>\$ 13,580</b>	<b>\$ 13,580</b>

**Estimated Detail of Repairs - Equipment**

*Actual expenses may vary according to changing circumstances*

Repairs - Equipment	Quantity	Cost	Dept. Request	Council Adopted
Bicycle Tune-up	3	\$ 100.00	\$ 300	\$ 300
Mobile Data Terminal Repairs			\$ -	\$ -
Mobile Radio Repairs			\$ -	\$ -
Pepperball Repairs			\$ 50	\$ 50
Portable Radio Repairs		\$ 1,200.00	\$ 1,200	\$ 12,000
Radar Calibration	17	\$ 80.00	\$ 1,360	\$ 1,360
Radar Repairs	3	\$ 100.00	\$ 300	\$ 300
Rifle Repairs			\$ 500	\$ 500
Taser Repairs		\$ 450.00	\$ 450	\$ -
			<b>\$ 2,610</b>	<b>\$ 2,160</b>

**Line Item Narrative**

**Repairs Vehicle:** The preventative maintenance performed on the cruisers averages \$6,000 per year for twenty-five vehicles. Approximately \$6,000 will be expended for repairs to vehicles which are either beyond the scope of the warranty or for repairs after the expiration of the warranty. These repairs include: ball joints, alignments, tie rods, batteries, and transmissions. The introduction of the Dodge Charger has demonstrated a considerable increase for brake replacements. We are working with the manufacturer and have recovered some costs.

**Repairs Equipment:** This account funds expenditures for repairs to police equipment including: Mobile Data Terminals, mobile radios, tasers, portables, radar sets, gas nozzles and bicycles. The department has been aggressive in applying for and receiving funding for the purchases of much needed equipment. The repairs to the equipment are minimal compared to the purchase cost savings realized by the department. Replacement Mobile Data Terminals were funded in the FY13 CIP budget and replacement mobile radios are budgeted in the FY 14 CIP budget which is why there are no repair cost. In the past portable radio repairs were included in the mobile repair line item, this has been broken out to show actual costs.



# City of Auburn

## Police

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Repairs - Maintenance Contract	Total	904	904	904
Training & Tuition	Total	32,075	33,400	23,400

**Estimated Detail of Repairs - Maintenance Contract**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Repairs - Maintenance Contract		
Fire Extinguisher Inspection	\$ 54	\$ 54
ID Card System	\$ 300	\$ 300
Recharge Fire Extinguishers	\$ 250	\$ 250
Replace Extinguishers	\$ 300	\$ 300
	<b>\$ 904</b>	<b>\$ 904</b>

**Estimated Detail of Training & Tuition**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Training & Tuition		
Firearms Facility Rental	\$ 300	\$ 300
JPMA - Online Training	\$ 2,900	\$ 2,900
MCJA Cadet Training	\$ 7,500	\$ 5,000
Officer Development	\$ 3,500	\$ 1,500
PepperBall Ammunition	\$ 500	\$ 500
School Resource Officer	\$ 3,000	\$ -
Staff Development	\$ 1,500	\$ 1,500
Supervisor Development	\$ 6,000	\$ 4,500
TASER Recertification	\$ 1,200	\$ 1,200
Training Ammunition	\$ 7,000	\$ 6,000
	<b>\$ 33,400</b>	<b>\$ 23,400</b>

**Note:** The State of Maine requires that all police officers maintain their certification of proficiency annually with a total of no less than 30 hours. The department participates in an on-line training service through the Maine Chiefs of Police Association. The on-line training includes all of the mandatory and elective courses required by the Maine Criminal Justice Academy Board of Trustees. . The cost for participation in this program is reduced because of our participation in the association. The officers are also required to complete the bureau of labor standards training (fire extinguisher, PPE, sexual harassment and Incident Command).

**Line Item Narrative**

**Repairs - Maintenance Contract:** This account funds maintenance contracts on equipment and software.

**Training & Tuition:** This account funds the cost of training for various courses, specialized courses and training equipment and materials. It includes annual tactical firearms, OUI Detection, Investigative Courses, Maine Criminal Justice Academy for new hires, Field Training Officers, Pepper Spray, Baton, Civil Rights, and Police Commander Supervisory course at the New England Law Enforcement Institute in Rhode Island.



# City of Auburn

## Police

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Comm - Postage	Total	1,000	1,000	1,000
Travel-Seminar Costs	Total	1,350	3,320	3,320
Dues & Subscriptions	Total	5,420	6,070	6,070

**Estimated Detail of Comm - Postage**

*Actual expenses may vary according to changing circumstances*

Comm - Postage		Dept. Request	Council Adopted
Postage - Return Equipment Shipping		\$ 1,000	\$ 1,000
		<b>\$ 1,000</b>	<b>\$ 1,000</b>

**Estimated Detail of Travel-Seminar Costs**

*Actual expenses may vary according to changing circumstances*

Travel-Seminar Costs	Staff	Cost	Dept. Request	Council Adopted
CALEA Conference	3	\$ 833.00	\$ 2,500	\$ 2,500
FBI Conference	2	\$ 150.00	\$ 300	\$ 300
Maine Chiefs of Police Conference	2	\$ 260.00	\$ 520	\$ 520
			<b>\$ 3,320</b>	<b>\$ 3,320</b>

**Estimated Detail of Dues & Subscriptions**

*Actual expenses may vary according to changing circumstances*

Dues & Subscriptions		Dept. Request	Council Adopted
CALEA		\$ 4,000	\$ 4,000
FBI National Academy		\$ 300	\$ 300
IACP NET		\$ 800	\$ 800
IACP, MACP, NEACP		\$ 370	\$ 370
NESPIN		\$ 100	\$ 100
Notary Fees		\$ 500	\$ 500
		<b>\$ 6,070</b>	<b>\$ 6,070</b>

**Note:** The Department was reaccredited in November 2010 after a successful on site assessment. The CALEA amount is year 3 of a three year agreement.

**Line Item Narrative**

**Communication - Postage:** This account funds postage costs general, alarm, and billing mailings.

**Travel - Seminar Costs:** This account funds the registration fees for conferences presented by the Maine Chiefs of Police Association and the FBI National Association. Every three years the police department is reaccredited. The department must appear before the commissioners and present the findings of the on-site.

**Dues & Subscriptions:** This account funds expenditures for dues for professional organizations. By having membership with these organizations the department receives discounts to training, access to research materials and intelligence information and the opportunity to network at membership meetings. We are currently in our third year of our CALEA accreditation cycle.



# City of Auburn

## Police

Fiscal Year 2014  
Adopted 6.24.2013

Line Items	Last Year	Dept. Request	Council Adopted
Lease - Vehicles <span style="float: right;">Total</span>	1,000	1,000	1,000

***Estimated Detail of Lease - Vehicles***

*Actual expenses may vary according to changing circumstances*

Lease - Vehicles	Quantity	Cost	Dept. Request	Council Adopted
Motorcycles	2	\$ 500.00	\$ 1,000	\$ 1,000
			<b>\$ 1,000</b>	<b>\$ 1,000</b>

***Line Item Narrative***

**Lease Vehicles:** The account funds the annual lease for two police motorcycles.



# City of Auburn

## Master List

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Account Title	FY 2012 Actual	FY 2013 Approved	FY 2013 Projected	FY 2014 Dept. Request	FY 2014 Council Adopted	Increase/ Decrease	%
<b>0505 Public Works</b>							
Regular Salaries	2,028,095	2,079,585	1,968,636	2,209,529	2,208,346	128,761	7%
Longevity Bonus	300	0	300	0	0	0	0%
Educational Incentive	7,175	8,200	8,200	8,200	8,200	0	0%
Sick Leave Incentive	11,887	11,150	11,887	11,150	11,150	0	0%
Uniform Allowance	34,079	33,689	35,000	36,829	36,829	3,140	9%
Safety Compliance	8,296	8,296	8,981	8,629	8,629	333	4%
OT - Regular	15,883	14,014	14,129	14,321	14,321	307	2%
OT - Winter Road Maintenance	100,654	154,802	90,000	157,604	157,604	2,802	3%
OT - Fleet Services	2,178	1,500	1,300	1,600	1,600	100	8%
OT - Recycling	839	766	1,133	817	0	(766)	-68%
OT - Traffic	1,920	1,287	1,663	2,584	2,584	1,297	78%
OT - Sand Removal	1,572	2,331	2,300	2,643	2,643	312	14%
PS - General	14,511	25,406	10,806	77,441	25,441	35	0%
PS - Snow Removal	2,173	10,200	5,000	10,200	10,200	0	0%
PS - Tree Removal	6,874	5,800	5,730	9,250	5,800	0	0%
PS - Centerline Striping	67,443	77,702	70,483	85,474	80,000	2,298	3%
Solid Waste Disposal	295,909	259,630	248,385	310,300	257,195	(2,435)	-1%
Solid Waste Collection	399,568	409,557	399,568	419,796	419,796	10,239	3%
Solid Waste Recycling	0	0	0	256,000	0	0	0%
Reports, Printing, & Binding	945	350	200	2,905	2,905	2,555	1278%
Office Supplies	2,922	2,810	2,000	3,975	3,975	1,165	58%
Other Sup - Operating	189	2,500	2,248	2,500	2,500	0	0%
Other Sup - Maintenance	23,661	20,457	19,910	25,466	21,000	543	3%
Other Supplies - Welding	13,373	15,000	15,000	15,000	15,000	0	0%
Other Sup - Traffic Paint	1,370	2,432	2,545	2,432	2,432	(1)	0%
Other Sup - Sign Material	31,848	35,014	34,061	26,800	26,800	(8,214)	-24%
Other Sup - Pre-Mix Asphalt	59,513	103,348	111,515	113,348	103,348	0	0%
Other Sup - Culvert/Basin	27,348	31,155	30,000	33,667	31,155	0	0%
Other Sup - Bridge/Fence	364	2,500	1,800	2,500	2,500	0	0%
Other Sup - Loam/Seed	8,463	12,988	12,000	14,341	10,000	(2,988)	-25%
Other Sup - Calcium Chloride	39,667	45,705	28,500	47,385	47,385	1,680	6%
Other Sup - Road Salt	223,513	233,426	175,361	240,784	233,325	(101)	0%
Other Sup - Safety Equipment	19,321	14,987	16,500	16,578	16,578	1,591	10%
Other Sup - Small Tools	10,810	11,700	11,105	12,800	12,000	300	3%
Other Sup - Gravel	47,351	73,358	48,706	85,773	75,773	2,415	5%
Other Sup - MV Repair	123,992	121,699	113,300	136,314	121,698	(1)	0%



# City of Auburn

## Master List

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Account Title	FY 2012 Actual	FY 2013 Approved	FY 2013 Projected	FY 2014 Dept. Request	FY 2014 Council Adopted	Increase/ Decrease	%
Other Sup - Equip Repairs	95,142	75,975	70,171	90,340	70,340	(5,635)	-8%
MV Sup - Tires/Tube/Chain	51,579	74,990	73,171	79,500	65,000	(9,990)	-14%
MV Sup - Gas & Oil	248,665	320,620	289,775	326,610	315,620	(5,000)	-2%
MV Sup - Plow/Grader Blades	2,857	37,591	15,861	37,556	32,556	(5,035)	-32%
MV Sup - Other	31,683	35,866	34,822	38,200	35,866	0	0%
Utilities - Water/Sewer	4,154	4,265	3,780	4,174	4,174	(91)	-2%
Comm - Telephone	3,340	5,124	3,576	5,304	5,304	180	5%
Utilities - Electricity	37,461	38,556	38,556	39,708	39,708	1,152	3%
Utilities - Heating Fuel	39,458	32,000	32,000	36,000	32,000	0	0%
Repairs - Buildings	22,545	22,500	21,000	29,500	22,500	0	0%
Repairs - Vehicles	33,322	29,250	29,000	29,950	29,950	700	2%
Repairs - Equipment	14,398	19,010	19,000	21,050	20,010	1,000	5%
Repairs - Radio Equipment	1,903	1,000	800	1,500	1,100	100	13%
Training & Tuition	6,128	6,445	5,000	7,445	5,000	(1,445)	-29%
Comm - Postage	247	400	390	400	400	0	0%
Advertising	106	1,000	900	1,000	1,000	0	0%
Travel-Mileage	278	350	240	350	350	0	0%
Travel-Seminar Costs	37	175	0	175	175	0	0%
Dues & Subscriptions	3,943	4,073	4,045	4,173	4,173	100	2%
Leachate Hauling	59,311	35,210	56,293	56,494	46,494	11,284	32%
Guardrail Replacement	0	20,000	20,000	40,000	20,000	0	0%
<b>TOTAL</b>	<b>4,290,563</b>	<b>4,597,744</b>	<b>4,226,632</b>	<b>5,254,363</b>	<b>4,730,432</b>	<b>132,688</b>	<b>2.9%</b>



# City of Auburn

## Public Works

Fiscal Year 2014  
Adopted 6.24.2013

Line Items	Last Year	Dept. Request	Council Adopted
<b>Regular Salaries</b>	<b>Total</b>	<b>2,079,585</b>	<b>2,209,529</b>

**Estimated Detail of Regular Salaries**

*Actual expenses may vary according to changing circumstances*

	FY 11 Staffing Level	FY 12 Staffing Level	FY 13 Staffing Level	FY 14 Staffing Level	Dept. Request	Council Adopted
Regular Salaries						
Public Works Director	1	1	1	1	\$ 81,600	\$ 81,600
Deputy Public Works Director	1	1	1	1	\$ 69,999	\$ 69,999
Operations Manager	1	2	1	1	\$ 64,800	\$ 64,800
Fleet Supervisor	1	1	1	1	\$ 54,999	\$ 54,999
Highway Supervisors	4	4	4	4	\$ 190,853	\$ 190,853
2nd Shift Supervisor	0	0	0	1	\$ 43,000	\$ 43,000
Office Manager	1	0	0	1	\$ 45,899	\$ 45,899
Administrative Assistant	1	1	1	1	\$ 33,861	\$ 33,861
Information Assistant	0	1	1	1	\$ 23,499	\$ 23,499
<b>Total Administration</b>	<b>10</b>	<b>11</b>	<b>10</b>	<b>12</b>	<b>\$ 608,510</b>	<b>\$ 608,510</b>
Arborist & Arborist Assistant	2	2	2	2	\$ 39,651	\$ 39,651
Building Maintenance	1	1	1	1	\$ 30,759	\$ 30,759
Building Maintenance Tech I	2	3	3	3	\$ 111,629	\$ 111,629
Equipment Operator	17	17	17	18	\$ 525,087	\$ 524,413
Equipment Operator I	4	4	4	4	\$ 153,168	\$ 153,168
Equipment Operator II	10	10	10	9	\$ 377,355	\$ 377,355
Inventory Technician I	1	1	1	1	\$ 25,509	\$ 25,509
Maintenance Person	2	0	0	0	\$ -	\$ -
Recycling Collector	2	1	1	1	\$ 25,509	\$ 25,000
Traffic Technicians	2	0	0	0	\$ -	\$ -
<b>Total Highway</b>	<b>43</b>	<b>39</b>	<b>39</b>	<b>39</b>	<b>\$ 1,288,667</b>	<b>\$ 1,287,484</b>
Mechanics	6	6	6	6	\$ 236,509	\$ 236,509
Stock Room Attendant	1	1	1	1	\$ 34,216	\$ 34,216
Welders	2	2	2	1	\$ 41,627	\$ 41,627
<b>Total Fleet</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>8</b>	<b>\$ 312,352</b>	<b>\$ 312,352</b>
	<b>62</b>	<b>59</b>	<b>58</b>	<b>59</b>	<b>\$ 2,209,529</b>	<b>\$ 2,208,346</b>

**Line Item Narrative**

**Regular Salaries:** This budget continues to reduce its labor--despite continuing to add more mileage year after year. There are 20 plow routes, 515 lane miles to plow and maintain, or 240 center lane miles. Through the use of improved technology we will continue to evaluate all that we do to determine what we do efficiently and what should be privatized. The department continues to change and we still have a great deal of work to do.





# City of Auburn

## Public Works

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
Longevity Bonus	Total	-	-	-
Educational Incentive	Total	8,200	8,200	8,200

***Estimated Detail of Longevity Bonus***

*Actual expenses may vary according to changing circumstances*

	Staff	Cost	Dept. Request	Council Adopted
Longevity Bonus				
Employee Longevity	0	\$ 500	\$ -	\$ -
Employee Longevity	0	\$ 400	\$ -	\$ -
			\$ -	\$ -

***Estimated Detail of Educational Incentive***

*Actual expenses may vary according to changing circumstances*

	Certificates	Cost	Dept. Request	Council Adopted
Educational Incentive				
Automotive Service Excellence	16	\$ 250	\$ 4,000	\$ 4,000
Class A License	12	\$ 100	\$ 1,200	\$ 1,200
Inspection License	2	\$ 200	\$ 400	\$ 400
Lead Mechanic Stipend	2	\$ 750	\$ 1,500	\$ 1,500
Tanker Endorsement	9	\$ 100	\$ 900	\$ 900
Welding Certification	2	\$ 100	\$ 200	\$ 200
			\$ 8,200	\$ 8,200

***Line Item Narrative***

**Longevity Bonus:** Longevity bonuses are awarded to non-union employees who have reached the 7, 15, and 25 years of services milestones. Upon these anniversary dates employees are awarded \$300, \$400 or \$500 respectively.

**Educational Incentive:** In order to encourage on-going skill development, the City funds an annual incentive for employees who obtain certain Maine licenses/endorsements. For each of the 3 Automotive Service Excellence certifications earned and maintained, each Mechanic receives a \$250 annual bonus. For each State of Maine license/endorsement, earned and maintained, the employee receives a \$100 annual bonus. All such certifications must meet the following conditions:

1. The certifications and/or licenses must not be required by the employee's current job description.
2. The certifications and/or licenses must be reasonably beneficial to the Public Works Department and its work activities. The Public Works Director will render the final decision.

Employees must show proof of certification and/or license (annually) in order to receive the specified bonus. Annual bonuses (\$250) for every 3 ASE certifications, \$100 annual bonus for Maine's license/endorsement not currently required by current job description. These incentives are included in the current Collective Bargaining Agreement.



# City of Auburn

## Public Works

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Sick Leave Incentive	Total	11,150	11,150	11,150
Uniform Allowance	Total	33,689	36,829	36,829

**Estimated Detail of Sick Leave Incentive**

*Actual expenses may vary according to changing circumstances*

	Eligible Employees	Partip. Employees	Earned Sick Days	Converted Vacation Days	Dept. Request	Council Adopted
Sick Leave Incentive						
Converted Sick Days	47	15.67	47.01		\$ 6,085	\$ 6,085
Converted Vacation Days	47	9.4		37.6	\$ 5,065	\$ 5,065
					<b>\$ 11,150</b>	<b>\$ 11,150</b>

**Estimated Detail of Uniform Allowance**

*Actual expenses may vary according to changing circumstances*

	Admin	Highway Maint.	Fleet Services	Cost Each	Dept. Request	Council Adopted
Uniform Allowance						
Neoprene Snorkel Gloves		0		\$ 25.00	\$ -	
Prescription Safety Glasses		10	2	\$ 250.00	\$ 3,000	\$ 3,000
Rain Boots, (Up to 1 Set Each)		30	5	\$ 18.00	\$ 630	\$ 630
Rainsuits (Up to 1 Set Each)		19	6	\$ 45.00	\$ 1,125	\$ 1,125
Replacement Gear Bags		5		\$ 19.25	\$ 96	\$ 96
Rubber Work Gloves (12 doz.)		12	3	\$ 24.00	\$ 360	\$ 360
Steel Toe Hip Boots Loaned (As Needed)		2		\$ 50.00	\$ 100	\$ 100
Uniform Allowance		42	11	\$ 570.00	\$ 30,210	\$ 30,210
Waders (As Needed)		3		\$ 110.00	\$ 330	\$ 330
Winter Work Gloves (doz)		12		\$ 43.00	\$ 516	\$ 516
Work Gloves - 3 Pair/EE		11	1	\$ 38.50	\$ 462	\$ 462
					<b>\$ 36,829</b>	<b>\$ 36,829</b>

**Line Item Narrative**

**Sick Leave Incentive:** In order to reduce sick leave usage, the city provides employees one vacation day for every three consecutive months without using sick leave. EE may take the vacation day or credit the monetary amount to their Wellness Account. The budget assumes that one fifth of the 47 employees will earn 4 days per year and 1/3 of them will convert the cash value to their wellness accounts.

**Uniform Allowance:** Uniforms and protective gear are provided in accordance with the collective bargaining agreement. This account includes funding for the uniform allowance (\$570 per employee), plus rain suits, rain coats, safety boots, waders, neoprene snorkel gloves, prescription safety glasses, work gloves (etc.)



# City of Auburn

## Public Works

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Safety Compliance	Total	8,296	8,629	8,629
OT - Regular	Total	14,014	14,321	14,321

### *Estimated Detail of Safety Compliance*

*Actual expenses may vary according to changing circumstances*

Safety Compliance	<i>Pre- Employment</i>	<i>Annual Physical Co- Pay</i>	<i>Cost</i>	<i>Dept. Request</i>	<i>Council Adopted</i>
Personnel	5		\$ 210	\$ 1,050	\$ 1,050
Hepatitis/Titre test	5		\$ 249	\$ 1,245	\$ 1,245
Hearing Conv. Yearly	52		\$ 35	\$ 1,820	\$ 1,820
Hearing re-test	25		\$ 74	\$ 1,850	\$ 1,850
Respiratory Fit-Tests	37		\$ 72	\$ 2,664	\$ 2,664
		15	\$ -	\$ -	
				<b>\$ 8,629</b>	<b>\$ 8,629</b>

### *Estimated Detail of OT - Regular*

*Actual expenses may vary according to changing circumstances*

OT - Regular	<i>Units</i>	<i>OT Hours</i>	<i>Rate</i>	<i>Dept. Request</i>	<i>Council Adopted</i>
Construction Overtime		0	\$ -	\$ -	\$ -
Emergency Call-ins		410	\$ 34.93	\$ 14,321	\$ 14,321
				<b>\$ 14,321</b>	<b>\$ 14,321</b>

#### **Line Item Narrative**

**Physicals:** This account funds pre-employment physicals, Hepatitis testing, hearing tests, respiratory fit tests and disability assessments. These are all Bureau of Labor mandates that were unfunded in FY12. Previously we were not required to have these programs in place. After a BOL inspection in 2011 we had to implement the hepatitis and respiratory. Account increased by \$1,850 for hearing retests.

**OT Regular:** This account funds call-outs for weather related emergencies; sink holes, trees down, etc.



# City of Auburn

## Public Works

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
OT - Winter Road Maintenance	Total	154,802	157,604	157,604
OT - Fleet Services	Total	1,500	1,600	1,600

**Estimated Detail of OT - Winter Road Maintenance**

*Actual expenses may vary according to changing circumstances*

	Total Winter Overtime Hours	Amount	Inches of Snow	Storms	Dept. Request	Council Adopted
OT - Winter Road Maintenance						
FY 2007-2008	10,896	\$ 247,357	133.75	28		
FY 2008-2009	7,622	\$ 179,275	100	14		
FY 2009-2010	4,192	\$ 114,181	42	10		
FY 2010-2011	4,062	\$ 118,554	81	14		
FY 2011-2012	5,094	\$ 125,974	64	18		
Average	6,373	157,068	84	17	\$ 157,604	\$ 157,604

**Estimated Detail of OT - Fleet Services**

*Actual expenses may vary according to changing circumstances*

OT - Fleet Services	Dept. Request	Council Adopted
	\$ 1,600	\$ 1,600
	<b>\$ 1,600</b>	<b>\$ 1,600</b>

**Line Item Narrative**

**Winter Road Maintenance:** This account funds overtime for snow plowing, sanding and snow removal. Over the past 5 years the department has averaged 17 storm events, 84 inches and 6,146 OT hours at an average of \$24.73 per OT hour per year. Average OT over the past 5 years is \$152,004.

**Overtime - Fleet Services:** Overtime occurs primarily during the winter months when plow and truck breakdowns are more frequent and rise to the level of emergency repairs. Two mechanics are on duty during snow storms. The garage crew will occasionally work Saturdays as needed following a snowstorm to restore operability of the fleet.



# City of Auburn

## Public Works

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
OT - Recycling	Total	766	817	-
OT - Traffic	Total	1,287	2,584	2,584
OT - Sand Removal	Total	2,331	2,643	2,643

**Estimated Detail of OT - Recycling**

*Actual expenses may vary according to changing circumstances*

OT - Recycling		Dept. Request	Council Adopted
Recycling Operations		\$ 817	\$ -
		\$ 817	\$ -

**Estimated Detail of OT - Traffic**

*Actual expenses may vary according to changing circumstances*

OT - Traffic	Avg. OT Rate	Hours	Dept. Request	Council Adopted
Elections	\$ 23.28	16	\$ 372	\$ 372
Special Events	\$ 23.28	60	\$ 1,397	\$ 1,397
Traffic Control Pavement Markings	\$ 23.28	35	\$ 815	\$ 815
			\$ 2,584	\$ 2,584

**Estimated Detail of OT - Sand Removal**

OT - Sand Removal	Avg OT Rate	Hours	Dept. Request	Council Adopted
	26.43	100	\$ 2,643	\$ 2,643
			\$ 2,643	\$ 2,643

**Line Item Narrative**

**Overtime - Recycling:** This number reflects the 44 hours that are paid holidays plus 36 misc. OT hours for heavy collection days. These figures reflect single stream recycling. If the recycling program were to change back to a sorted program then these OT amounts would need to be adjusted to reflect the additional time needed for a sorted program.

**Overtime - Traffic:** Overtime is paid to employees for elections, special events, traffic control, and traffic emergencies. The traffic control pavement markings represents staff time working with private contractors who are hired to paint center and edge lines throughout the City.

Public Works supports the following special events: Dempsey Challenge, Liberty Festival, various road races, balloon festival, Festival of lights, Touch a truck, New Auburn community events, and other events as needed. This account needed to be adjusted to reflect true special event OT. Some special events OT had to be charged to PW's regular OT account. Requests for PW coverage at special events has been increasing over the past 2 years.

**Overtime - Sand Removal:** Overtime is incurred while removing winter sand accumulations within the urban areas. All other sand removal is done during normal work hours. As a requirement of federal mandates, municipalities are required to develop and implement a program to sweep all publicly accepted paved streets and parking areas at least once a year as soon as possible after snowmelt. The goal is to do this in as little time as possible so spring rains will not wash the sand into the storm water systems. This practice will also allow for earlier road maintenance. Sand removal begins in the Spring as soon as possible, typically around April 15th.



# City of Auburn

## Public Works

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items	Last Year	Dept. Request	Council Adopted
<b>PS - General</b>	<b>Total</b>	<b>25,406</b>	<b>77,441</b>
		<b>25,441</b>	<b>25,441</b>

*Estimated Detail of PS - General*

*Actual expenses may vary according to changing circumstances*

PS - General	Dept. Request	Council Adopted
Consumable Supplies	\$ 300	\$ 300
Equipment Rental (Replacement)	\$ 2,500	\$ 2,500
Equipment Rental (Specialty)	\$ 4,000	\$ 4,000
Fire Extinguisher Maintenance	\$ 1,100	\$ 1,100
Fuel Tank Annual Inspections	\$ 400	\$ 400
Hazardous Material Registration Fees (every 3 years \$150)	\$ -	\$ -
Herbicide Application Program (new)	\$ 15,000	\$ 3,000
Island Paving	\$ 40,000	\$ -
Lease of Land for Materials Storage	\$ 6,000	\$ 6,000
Motor Vehicle Inspection Stickers	\$ 700	\$ 700
Sprinkler System Testing	\$ 470	\$ 470
Televant-DTN Weather Service	\$ 2,800	\$ 2,800
Timetrack System Annual Fee	\$ 775	\$ 775
Video of Combined Stormwater and Sanitary Sewer Lines	\$ 1,500	\$ 1,500
Water filtration unit	\$ 396	\$ 396
Wrecker Services (towing)	\$ 1,500	\$ 1,500
	<b>\$ 77,441</b>	<b>\$ 25,441</b>

**Line Item Narrative**

**Purchased Services - General:** The Herbicide Application program is in it's second year. Highly visible urban areas that benefit from this program are: Union St. bypass, Lower Turner St., Center St, Minot Ave, etc. Herbicide application allows us to avoid the labor intensive and time consuming task of weeding by hand.



# City of Auburn

## Public Works

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
PS - Snow Removal	Total	10,200	10,200	10,200
PS - Tree Removal	Total	5,800	9,250	5,800

**Estimated Detail of PS - Snow Removal**

*Actual expenses may vary according to changing circumstances*

PS - Snow Removal	Dept. Request	Council Adopted
Intermittent--Bulldozer Rental	\$ 6,000	\$ -
Snow Storage Area Lease	\$ -	\$ -
Snow Equipment Rental As Needed (truck & loader)	\$ 4,200	\$ 10,200
	<b>\$ 10,200</b>	<b>\$ 10,200</b>

**Estimated Detail of PS - Tree Removal**

*Actual expenses may vary according to changing circumstances*

PS - Tree Removal	Stumps (inches)	Occurrence	Cost	Dept. Request	Council Adopted
Crane Rental				\$ 1,000	\$ -
Stump Chipping (140 inches @ \$3 per inch)	1500	40	\$ 1.50	\$ 2,250	\$ -
Tree plantings / Replacement		20	\$ 300.00	\$ 6,000	\$ -
				<b>\$ 9,250</b>	<b>\$ 5,800</b>

**Line Item Narrative**

**Purchased Services - Snow Removal:** The costs of this line item reflect the severity of winter as well as issues such as the need for emergency relief parking, requests for snow plowing and removal in the Great Falls lot area and downtown parking areas. This request also reflects ongoing service during snow storms. Included within this account is contracted snow removal from parking lots, bulldozer rental and the snow storage area lease. APW now plows several parking lots previously contracted out: Cook St. parking lot, New Auburn Area and Community Center and the Pleasant/Drummond St. parking lot.

**Purchased Services - Tree Removal:** This account funds the rental of a private bucket truck for tree removals in and around inaccessible areas as needed and to provide contracted stump chipping. Remaining funds are also used to cover the costs of replacing trees or landscaping. The tree planting program needs to be increased. Urban forest renewal programs are designed throughout the country to replace each tree removed with a newly planted tree. Previous years did not budget an equal amount of removals and tree plantings. Instead of trying to get it all in one year we want to slowly move closer to getting a 1 for 1 replacement program. Balance of \$4,800 to come from Community Cords.



# City of Auburn

## Public Works

Fiscal Year 2014  
Adopted 6.24.2013

Line Items	Last Year	Dept. Request	Council Adopted
PS - Centerline Striping	77,702	85,474	80,000
<b>Total</b>	<b>77,702</b>	<b>85,474</b>	<b>80,000</b>

**Estimated Detail of PS - Centerline Striping**

*Actual expenses may vary according to changing circumstances*

	Quantity	Linear Feet	Cost	Dept. Request	Council Adopted
PS - Centerline Striping					
<u>Part I - Fall 2012 Program</u>					
Double Yellow Centerline		70,000	\$ 0.0660	\$ 4,620	\$ -
White & Yellow Edge and lane lines		10,000	\$ 0.0360	\$ 360	\$ -
White Lane Lines		30,000	\$ 0.0360	\$ 1,080	\$ -
Striping Paving Projects				\$ 2,500	\$ -
Crosswalks	307		\$ 78.89	\$ 24,219	\$ -
Stop Bars (12")	140		\$ 18.75	\$ 2,625	\$ -
Arrows (single)	620		\$ 6.42	\$ 3,980	\$ -
Arrows (double)	180		\$ 10.70	\$ 1,926	\$ -
RR Crossing Symbol	20		\$ 37.45	\$ 749	\$ -
Handicap Parking	20		\$ 16.05	\$ 321	\$ -
<u>Part II - Spring 2013 Program</u>					
Double Yellow Centerline		425,000	\$ 0.0660	\$ 28,050	\$ -
White & Yellow Edge and lane lines		314,860	\$ 0.0360	\$ 11,335	\$ -
White Lane Lines		103,000	\$ 0.0360	\$ 3,708	\$ -
				<b>\$ 85,474</b>	<b>\$ 80,000</b>

**Line Item Narrative**

**Purchased Services - Centerline Striping:** This account funds contractual services for painting traffic control markings (double yellow center lines, white lane lines, white and yellow edge lines and bicycle lane lines, crosswalks, stop bars and arrows). Pavement marking is considered to be one of the least expensive and most effective means of conveying certain traffic regulations, warnings, and guidance to motorists. They are most beneficial along rural roadways, at night and during inclement weather. This program consists of two phases: In the fall, portions of the arterials are re-striped for greater visibility and any designated streets that have been recently resurfaced are re-marked; the second phase, which is the major part of the striping of all designated arterial and collector roadways serving important transportation routes. This is an account directly influenced by the price of oil. Contractual service for road striping crosswalk and other traffic control markings. The department requested amount in FY14 reflects a 7% increase anticipated by the paint vendors. Amount of edge lines increased, per MUTCD requirements of 6,000 AADT be edge lined.





# City of Auburn

## Public Works

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
Solid Waste Disposal	Total	259,630	310,300	257,195

***Estimated Detail of Solid Waste Disposal***

*Actual expenses may vary according to changing circumstances*

	<i>Quantity</i>	<i>Cost/Ton</i>	Dept. Request	Council Adopted
Solid Waste Disposal				
Auburn Curbside Waste Disposal (MMWAC)	7,500	29	\$ 217,500	\$ 207,500
Auburn Residential Drop-Off	600	29	\$ 17,400	\$ 17,400
Dead Animal Disposal			\$ 500	\$ 500
Dumpster Rental	12	215	\$ 2,580	\$ 2,580
E Waste Hauling			\$ -	\$ -
Hazardous Waste Abatement			\$ 500	\$ 500
Household Hazardous Waste disposal program			\$ 9,000	\$ 9,000
Illicit Waste Removal	100	70	\$ 7,000	\$ 7,000
Leaves	200	29	\$ 5,800	\$ 5,800
Processing Area Lease			\$ -	\$ -
Processing Recyclables			\$ -	\$ -
Rolloff Container (rental & transp.)			\$ 1,000	\$ 1,000
Tires			\$ 1,500	\$ 1,500
Universal Waste Disposal			\$ 350	\$ 350
<u>Spring Clean Up Costs</u>				
Chip Brush			\$ 2,200	\$ -
Chip Wood			\$ 2,750	\$ -
OBW Residential Spring Cleanup			\$ 34,100	\$ -
Propane Tanks			\$ 220	\$ 220
Tire Disposal (residential)			\$ 4,400	\$ 345
Contracted Services			\$ 3,500	\$ 3,500
			<b>\$ 310,300</b>	<b>\$ 257,195</b>

***Line Item Narrative***

**Solid Waste Disposal:** This account funds the costs of the City's solid waste disposal program. This year's program costs are based on the MMWAC tip fee of \$29 per ton for solid waste. Included in this year's budget request is HHW Program, wood chipping, hauling, Universal Waste disposal. Spring clean-up is included. Leaf pick up is now included in the Solid Waste contract. Curbside waste disposal tonnage increased by 200 to account for leaves.



# City of Auburn

## Public Works

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
Solid Waste Collection	Total	409,557	419,796	419,796
Solid Waste Recycling	Total	-	256,000	-

**Estimated Detail of Solid Waste Collection**

*Actual expenses may vary according to changing circumstances*

Solid Waste Collection	FY 13	Dept. Request	Council Adopted
Private Contract	409,557	\$ 419,796	\$ 419,796
		<b>\$ 419,796</b>	<b>\$ 419,796</b>

**Estimated Detail of Solid Waste Recycling**

*Actual expenses may vary according to changing circumstances*

Solid Waste Recycling	Qty	Savings	FY 13	Dept. Request	Council Adopted
Private Single Sort Curbside Weekly Collection			0	\$ 256,000	\$ -
Avoided City Costs					
Fuel	4,000	\$ 13,800			
Maintenance		\$ 20,000			
Overtime		\$ 817			
Vehicle Insurance		\$ 2,299			
		<u>\$ 36,916</u>		<b>\$ 256,000</b>	<b>\$ -</b>

**Note: Recycling Costs      \$280.00 per ton**

**Line Item Narrative**

**Solid Waste Collection:** The amounts reflect the new solid waste contract. In year 1 the amount was \$399,568, in year 2 the amount is \$409,557, year 3 is \$419,796, year 4 is \$430,291 and year 5 is \$441,048.

**Solid Waste Recycling:** This account will fund the new Single Sort program that is serving as a stop-gap measure until we solicit solid waste/recycling bids for a July 2013 start up date. We would anticipate selling our three recycling vehicles as well.

If this is not funded for contracting recycling services the CIP request for 2 new recycling trucks would be required to meet the current recycling program.



# City of Auburn

## Public Works

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
Reports, Printing, & Binding	Total	350	2,905	2,905
Office Supplies	Total	2,810	3,975	3,975

***Estimated Detail of Reports, Printing, & Binding***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Reports, Printing, & Binding		
Vehicle Inspection Reports	\$ 2,500	\$ 2,500
Vacation Request Forms	\$ 405	\$ 405
	<b>\$ 2,905</b>	<b>\$ 2,905</b>

***Estimated Detail of Office Supplies***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Office Supplies		
General Office Supplies	\$ 2,475	\$ 2,475
Computer Supplies	\$ 1,000	\$ 1,000
Printer Ink	\$ 500	\$ 500
	<b>\$ 3,975</b>	<b>\$ 3,975</b>

***Line Item Narrative***

**Reports, Printing & Binding:** This account funds the printing costs of items which cannot be done in-house. We will need to print vehicle inspection reports, request forms, door hangers, flyers, and information handouts for Spring and Summer programs. Information brochures for recycling changes.

**Office Supplies:** This account funds miscellaneous supplies which are necessary for the office to operate

Computer supplies are used for various computer parts that need replacement from time to time. These include, but are not limited to battery back-ups, cables, power cords, etc.



# City of Auburn

## Public Works

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Other Sup - Operating	Total	2,500	2,500	2,500
Other Sup - Maintenance	Total	20,457	25,466	21,000

**Estimated Detail of Other Sup - Operating**

*Actual expenses may vary according to changing circumstances*

Other Sup - Operating	Quantity	Cost	Dept. Request	Council Adopted
Highway Maintenance				
12" asphalt cutting blades	12	\$ 125.00	\$ 1,500	\$ 1,500
14" asphalt cutting blades	4	\$ 150.00	\$ 600	\$ 600
Concrete cutting blades @ \$200	2	\$ 200.00	\$ 400	\$ 400
			<b>\$ 2,500</b>	<b>\$ 2,500</b>

**Estimated Detail of Other Sup - Maintenance**

*Actual expenses may vary according to changing circumstances*

Other Sup - Maintenance	Dept. Request	Council Adopted
Highway Services		
Field Operating Supplies	\$ 2,500	↓
Facility Operating Supplies	\$ 4,500	
Fleet Services		
Solvents/Paint/Fluids	\$ 3,439	
Hardware/Fasteners	\$ 9,067	
Facility Operating Supplies	\$ 2,521	
Vehicle Supplies	\$ 3,439	
	<b>\$ 25,466</b>	

**Line Item Narrative**

**Other Supplies - Operating:** This account funds small tools primarily used for vehicle and building maintenance.

**Other Supplies - Maintenance:** This account funds non-vehicle supplies necessary for Highway and Fleet Services maintenance. Examples include fasteners, hoses, maintenance supplies for equipment and crews.



# City of Auburn

## Public Works

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
Other Supplies - Welding	Total	15,000	15,000	15,000
Other Sup - Traffic Paint	Total	2,432	2,432	2,432

***Estimated Detail of Other Supplies - Welding***

*Actual expenses may vary according to changing circumstances*

Other Supplies - Welding	Dept. Request	Council Adopted
All Welding Supplies (Mig, Tig, Stick, Gas, Arc)	\$ 15,000	\$ 15,000
	<b>\$ 15,000</b>	<b>\$ 15,000</b>

***Estimated Detail of Other Sup - Traffic Paint***

*Actual expenses may vary according to changing circumstances*

Other Sup - Traffic Paint	Quantity	Paint Cost	Dept. Request	Council Adopted
Green Sealant	Gallons	70	\$ 10.80	\$ 756
Glass Beads	Bags	0	\$ 20.35	\$ -
Latex White Paint	Gallons	50	\$ 11.09	\$ 555
Latex Yellow Paint	Gallons	100	\$ 11.21	\$ 1,121
Miscellaneous Paint Supplies, etc.		0	\$ 500.00	\$ -
			<b>\$ 2,432</b>	<b>\$ 2,432</b>

**Note:** The majority of the paint program is contracted out.

***Line Item Narrative***

**Other Supplies - Welding:** This account funds operational supplies that are used by the Fleet Welding shop. Items typically include steel, welding rods, oxygen/acetylene, etc. This year vendors will not give any predictions due to the vulnerability of the market.

**Other Supplies - Traffic Paint:** This account funds materials used to produce traffic control markings such as parking stalls, parking garage, handicap stalls, traffic islands and lines to indicate catch basin locations, and also include materials for sealing traffic islands which do not have plantings. The majority of the paint program is contracted out. Miscellaneous paint supplies are for machine maintenance.



# City of Auburn

## Public Works

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Other Sup - Sign Material	Total	35,014	26,800	26,800
Other Sup - Pre-Mix Asphalt	Total	103,348	113,348	103,348

**Estimated Detail of Other Sup - Sign Material**

*Actual expenses may vary according to changing circumstances*

Other Sup - Sign Material		Dept. Request	Council Adopted
<b>Street Signs (In-house Fabrication)</b>			
Aluminum Blanks		\$ 4,500	\$ 4,500
Channel Posts (3', 8', 10')		\$ 4,500	\$ 4,500
Vinyl Sheeting		\$ 3,000	\$ 3,000
Brackets and Hardware		\$ 2,000	\$ 2,000
<b>Complete Signs (Purchased from Vendor)</b>		\$ 11,000	\$ 11,000
<b>Folding Signs and Barricades</b>			
Lumber		\$ 1,000	\$ 1,000
Paint, Misc. Supplies, Barricade Tape		\$ 800	\$ 800
		<b>\$ 26,800</b>	<b>\$ 26,800</b>

**Estimated Detail of Other Sup - Pre-Mix Asphalt**

*Actual expenses may vary according to changing circumstances*

Other Sup - Pre-Mix Asphalt	Tons	Cost / Unit	Dept. Request	Council Adopted
Summer use of hot mix asphalt	1100	\$ 75.60	\$ 83,160	
Winter use of pre-mixed asphalt	250	\$ 120.75	\$ 30,188	
			<b>\$ 113,348</b>	<b>\$ 103,348</b>

**Line Item Narrative**

**Other Supplies - Sign Material:** This account funds materials used to produce street signs, miscellaneous signs, folding signs and barricades. This account reflects the need to systematically replace the inventory of signs which fade with age or are damaged. Specialty signs are also produced for other departments, i.e. Parks and Recreation, School, Airport and City events. Signs are cut from vinyl sheeting and rolled onto aluminum blanks. Inventory of sheeting and other materials used in the process will be built up over time. A change affecting this account during the next several years is a systematic Federally required upgrading of the street signs to 6" lettering.

**Other Supplies - Pre-Mix Asphalt:** Asphalt patch material is used annually to repair potholes and deteriorated pavement along streets, roads and sidewalks, and to restore pavement following restoration activities. Amount reflects a 5% estimated price increase.



# City of Auburn

## Public Works

Fiscal Year 2014  
Adopted 6.24.2013

Line Items	Last Year	Dept. Request	Council Adopted
Other Sup - Culvert/Basin	31,155	33,667	31,155
Other Sup - Bridge/Fence	2,500	2,500	2,500

### Estimated Detail of Other Sup - Culvert/Basin

*Actual expenses may vary according to changing circumstances*

Other Sup - Culvert/Basin	Size	Quantity	Cost/Ft	Unit	Dept. Request	Council Adopted
Aluminized Culverts	20'	12"	0	\$ 11.87	\$ 237.40	\$ -
Culvert Clamps		12"	0	\$ 11.87	\$ 237.40	\$ -
Plastic PVC Culverts	20'	15"	0	\$ 8.36	\$ 167.20	\$ -
	20'	18"	14	\$ 12.65	\$ 253.00	\$ 3,542
	20'	24"	14	\$ 17.54	\$ 350.80	\$ 4,911
	20'	30"	2	\$ 30.06	\$ 601.20	\$ 1,202
	20'	36"	6	\$ 31.73	\$ 634.60	\$ 3,808
	20'	6"	10	\$ 2.04	\$ 40.80	\$ 408
Pipes/Underdrain	20'	8"	20	\$ 3.46	\$ 69.20	\$ 1,384
	20'	10"	0	\$ -	\$ -	\$ -
	20'	12"	10	\$ 5.84	\$ 116.80	\$ 1,168
Catch Basin Supplies					\$ -	
Brick & Cement					\$ 1,218	
Frames			20	295.45	\$ 6,000	
Miscellaneous					\$ 1,986	
Pre-Cast Basins					\$ 8,040	
					<b>\$ 33,667</b>	<b>\$ 31,155</b>

### Estimated Detail of Other Sup - Bridge/Fence

*Actual expenses may vary according to changing circumstances*

Other Sup - Bridge/Fence	Dept. Request	Council Adopted
Misc. Lumber, Materials, Fence, etc.	\$ 1,500	\$ 1,500
Used Terminal Guardrail Ends	\$ 1,000	\$ 1,000
	<b>\$ 2,500</b>	<b>\$ 2,500</b>

#### Line Item Narrative

**Other Supplies - Culvert & Basins:** This account funds the cost of supplies, maintenance and repair of drainage facilities (i.e., culverts, under drains, catch basins, inlet structures, etc.). The escalation in cost during the past several years is due to several major factors: increased maintenance required along rural roads that were previously maintained by the State, efforts to reduce flood damage, increased concentration on deteriorated structures in areas to receive new pavement, escalating cost of steel and metallic rust inhibiting coatings, fewer companies with casting capabilities. To increase system capacity, movement toward installing precast catch basins, replacement of grates and frames with bicycle friendly ones and a change in State law requiring municipalities to maintain driveway culverts. YTD amount is low because ordering of pipe occurs in spring.

**\*\*\*The quantities above factor in our current inventory levels and anticipated projects through July 2014\*\*\*\*\***

**Other Supplies - Bridge & Fence:** This account is used to purchase materials for repairs to snow fences, bridges, guardrails, fence, steps, temporary mailbox supports, etc., which have deteriorated from age or have been damaged by snow removal activities.



# City of Auburn

## Public Works

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Other Sup - Loam/Seed	Total	12,988	14,341	10,000
Other Sup - Calcium Chloride	Total	45,705	47,385	47,385

**Estimated Detail of Other Sup - Loam/Seed**

*Actual expenses may vary according to changing circumstances*

	Quantity	Cost	Dept. Request	Council Adopted
Other Sup - Loam/Seed				
Conservation Mix	25	\$ 80.58	\$ 2,015	\$ 1,115
Construction Fabric	4	\$ 457.00	\$ 1,828	\$ 1,328
Excelsior	50	\$ 40.56	\$ 2,028	\$ 1,128
Fertilizer	25	\$ 8.65	\$ 216	\$ 200
Hay Bales (Mulch Type)	900	\$ 3.50	\$ 3,150	\$ 2,150
Lime	20	\$ 1.25	\$ 25	\$ -
Loam	75	\$ -	\$ -	\$ -
Loam screen rental	1	\$ 2,200.00	\$ 2,200	\$ 1,700
Non Woven Construction Fabric (140N)	2	\$ 400.00	\$ 800	\$ 800
Park Athletic Mix	10	\$ 109.00	\$ 1,090	\$ 590
Siltation Control Fence	20	\$ 20.00	\$ 400	\$ 400
Sludge Compost	100	\$ 3.00	\$ 300	\$ 300
Staples (Box)	4	\$ 72.31	\$ 289	\$ 289
			<b>\$ 14,341</b>	<b>\$ 10,000</b>

**Estimated Detail of Other Sup - Calcium Chloride**

*Actual expenses may vary according to changing circumstances*

	Storms	Gallons / Storm	Gallons / Season	Cost	Dept. Request	Council Adopted
Other Sup - Calcium Chloride						
Liquid Calcium					\$ -	\$ -
Winter Use (Pre-wet Rock Salt)	17	1,800	30,600	\$ 1.35	\$ 41,310	\$ 41,310
Summer Use (Dust Control-Gravel Roads)			4,500	\$ 1.35	\$ 6,075	\$ 6,075
Flake Calcium(thawing drainage structures)			0	\$ 12.72	\$ -	\$ -
					<b>\$ 47,385</b>	<b>\$ 47,385</b>

**Line Item Narrative**

**Other Supplies - Loam & Seed:** The Department uses loam to stabilize and finish maintenance projects and to repair winter snowplow damages as required. Greater emphasis has been placed on erosion control methods for all roadside ditching and construction projects, especially in proximity to water resources, due to Environmental requirements.

**\*\*\*We screened approximately 3,500 CY of loam in the fall of 2012, which is why we budgeted \$0 for loam this year. We screened enough loam to save the purchase of loam in 2013\*\*\***

**Other Supplies - Calcium Chloride:** Calcium chloride is used to keep roads clear of ice and snow and for dust control.. A calcium chloride and salt mixture works faster than salt alone and is more effective at lower temperatures (0-20 degrees F). The Department uses liquid calcium to wet the salt which has proven to be cost effective. Wetting salt with liquid calcium chloride increases melting capacity of salt and also helps reduce bounce and scatter of the salt to keep it in the roadway (MDOT estimates without liquid calcium, 30% of the salt ends up off of the roadway). Liquid calcium is also used to provide dust control on gravel roads.

Projecting that we will use 3,825 tons of salt which means we will use 8 gallons per ton of calcium bringing the projection to 30,600 gallons.





# City of Auburn

## Public Works

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items	Last Year	Dept. Request	Council Adopted
Other Sup - Road Salt	233,426	240,784	233,325
<b>Total</b>	<b>233,426</b>	<b>240,784</b>	<b>233,325</b>

*Estimated Detail of Other Sup - Road Salt*

*Actual expenses may vary according to changing circumstances*

	FY11	FY12	FY13	FY14 Est	Dept. Request	Council Adopted
Other Sup - Road Salt						
Price Per Ton (225/storm)	\$ 63.03	\$ 61.53	\$ 58.83	\$ 62.95		
Total Cost	\$ 252,120	\$ 246,120	\$ 235,320	\$ 240,784	\$ 240,784	\$ 233,325
					<b>\$ 240,784</b>	<b>\$ 233,325</b>

**Line Item Narrative**

**Other Supplies - Road Salt:** Road salt is the most commonly used chemical for snow melting and de-icing pavements. Greater amounts of salt are used on collector and arterial roads, on hills and at intersections in an effort to remove snow and ice and to increase travel safety. Per contract, we must purchase 75% (2850 tons) of predicted amounts to retain contract pricing. As recommended by vendors, this request is 3% more than the unit price during the previous year.

**Note:** More salt is being used as we lessen the amount of sand use, especially in the NPDES areas where streets are swept and catch basins are cleaned. **MDOT estimates the cost of winter sand (including removal in the spring) is about \$100 per ton.** Estimate average annual usage is for 17 events @ 225 tons per storm = \$3,825 x 62.95= \$240,784.



# City of Auburn

## Public Works

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
<b>Other Sup - Safety Equipment</b>	<b>Total</b>	<b>14,987</b>	<b>16,578</b>	<b>16,578</b>

***Estimated Detail of Other Sup - Safety Equipment***

*Actual expenses may vary according to changing circumstances*

Other Sup - Safety Equipment	Quantity	Unit Cost	Dept. Request	Council Adopted
Chaps (tree crew)	6	\$ 70.00	\$ 420	\$ 420
CPR Barrier Shield	0	\$ 25.00	\$ -	\$ -
Ear Plugs and Protectors	100 Count	\$ 85.00	\$ 850	\$ 850
Fire Extinguishers	Small	\$ 45.00	\$ 450	\$ 450
Fire Extinguishers	Large	\$ 72.00	\$ 360	\$ 360
First Aid Kit Supplies	20	\$ 7.25	\$ 145	\$ 145
Fluorescent Vests - type II	100	\$ 15.00	\$ 1,500	\$ 1,500
Fluorescent Vests XX-LG	20	\$ 22.00	\$ 440	\$ 440
Forestry Helmets	6	\$ 54.00	\$ 324	\$ 324
Four Element Gas Detector, Confined Space Entry	3	\$ 200.00	\$ 600	\$ 600
Goggles & Face Shields	50	\$ 5.95	\$ 298	\$ 298
Hard Hat Liners	25	\$ 9.30	\$ 233	\$ 233
Hard Hats (with ratchet)	40	\$ 15.00	\$ 600	\$ 600
Insect Repellent - per dozen	6	\$ 77.00	\$ 462	\$ 462
Lanyard	2	\$ 80.00	\$ 160	\$ 160
Lifting Straps	4	\$ 30.00	\$ 120	\$ 120
Lock out tag out		\$ 500.00	\$ 500	\$ 500
Miscellaneous Supplies and Safety Equipment		\$ 600.00	\$ 600	\$ 600
Safety Glasses	Clear	\$ 27.00	\$ 108	\$ 108
Safety Glasses	Tinted	\$ 32.00	\$ 128	\$ 128
Safety Lines	1	\$ 150.00	\$ 150	\$ 150
Safety Masks	10	\$ 13.00	\$ 130	\$ 130
Traffic Cones	28"	\$ 16.00	\$ 8,000	\$ 8,000
			<b>\$ 16,578</b>	<b>\$ 16,578</b>

***Line Item Narrative***

**Other Supplies - Safety Equipment:** This account funds safety equipment required by OSHA, our insurance carrier, and other regulatory agencies to meet general safety practices and policies. Items purchased as necessary by the department include charges for the recharging of fire extinguishers, hard hats, traffic cones, respirators, chaps, hearing protectors, safety vests, signs etc.



# City of Auburn

## Public Works

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Other Sup - Small Tools	Total	11,700	12,800	12,000
Other Sup - Gravel	Total	73,358	85,773	75,773

**Estimated Detail of Other Sup - Small Tools**

*Actual expenses may vary according to changing circumstances*

Other Sup - Small Tools		Dept. Request	Council Adopted
Whacker Plate	MVC82 Compactor Light	\$ 2,000	\$ -
Fleet mechanic specialty tool		\$ 6,000	
Replacement Tools		\$ 4,800	\$ -
		<b>\$ 12,800</b>	<b>\$ 12,000</b>

**Estimated Detail of Other Sup - Gravel**

*Actual expenses may vary according to changing circumstances*

Other Sup - Gravel	Quantity	C/Y	Quantity Tons	Cost	Dept. Request	Council Adopted
1 1/2" road gravel	800			\$ 11.03	\$ 8,824	\$ -
3/4" crushed gravel	600			\$ 11.29	\$ 6,774	\$ -
4" road gravel	1,500			\$ 10.76	\$ 16,140	\$ -
Crushed Ledge Riprap			300	\$ 17.85	\$ 5,355	\$ -
Crushed Stone			100	\$ 18.90	\$ 1,890	\$ -
Recycled Asphalt Pavement	1,230			\$ 13.00	\$ 15,990	\$ -
Winter Sand	7,000			\$ 4.40	\$ 30,800	\$ -
					<b>\$ 85,773</b>	<b>\$ 75,773</b>

**Line Item Narrative**

**Other Supplies--Small Tools:** This account funds the cost of small tools and equipment which are used by the various divisions within the Department .

**Other Supplies--Gravel:** This account includes winter sand, gravel, crushed ledge and stone rip-rap. Where possible the department uses recyclable asphalt pavement (RAP) is being funded through a material swap with a contractor for loam. The winter sand bid has been lowered to 7,000 yds. coupled with a more competitive bid, we have decreased to amount by .85 per yd (saving \$425.00). according to vendors prices have stayed the same.

The large increase in this account is due to our need to purchase winter sand. Due to a mild winter in 2010 we were able to carry over winter sand reducing our budget for 2011 and 2012. Our surplus Winter Sand has balanced out requiring us to purchase again at our normal usage levels.



# City of Auburn

## Public Works

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Other Sup - MV Repair	Total	121,699	136,314	121,698
Other Sup - Equip Repairs	Total	75,975	90,340	70,340

**Estimated Detail of Other Sup - MV Repair**

*Actual expenses may vary according to changing circumstances*

Other Sup - MV Repair	Light Duty	Heavy Duty	Dept. Request	Council Adopted
Brake Systems	\$ 5,359	\$ 18,999	\$ 24,358	\$ -
Charging Systems (Batteries, belts, starters, alternators)	\$ 1,830	\$ 6,488	\$ 8,318	\$ -
Cooling Systems	\$ 2,483	\$ 8,804	\$ 11,287	\$ -
Electrical	\$ 1,586	\$ 5,560	\$ 7,146	\$ -
Engines	\$ 3,398	\$ 17,648	\$ 21,046	\$ -
Exhaust Systems	\$ 1,176	\$ 4,170	\$ 5,346	\$ -
Lights/Mirrors/Wipers	\$ 1,124	\$ 3,984	\$ 5,108	\$ -
Preventative Maintenance	\$ 5,855	\$ 20,760	\$ 26,615	\$ -
Suspension Systems	\$ 2,614	\$ 9,268	\$ 11,882	\$ -
Transmissions	\$ 3,345	\$ 11,863	\$ 15,208	\$ -
	<b>\$ 28,770</b>	<b>\$ 107,544</b>	<b>\$ 136,314</b>	<b>\$ 121,698</b>

**Estimated Detail of Other Sup - Equip Repairs**

*Actual expenses may vary according to changing circumstances*

Other Sup - Equip Repairs	Dept. Request	Council Adopted
Brake Systems	\$ 8,100	↓
Charging Systems (Batteries, belts, starters, alternators)	\$ 9,100	
Cooling Systems	\$ 7,400	
Electrical	\$ 1,740	
Engines	\$ 4,300	
Exhaust Systems	\$ 950	
Lights/Mirrors/Wipers	\$ 12,200	
Sweeping Consumables	\$ 17,500	
Preventative Maintenance	\$ 14,250	
Suspension Systems	\$ 10,200	
Transmissions	\$ 4,600	
	<b>\$ 90,340</b>	<b>\$ 70,340</b>

**Note:** Equipment includes 2 Forklifts, 3 1-1/4 ton trucks, 2 Backhoes, 1 Vacuum Truck, 2 Stake Body Trucks, 7 Pick-up trucks, 3 Sweepers, 1 Pulp Loader, 1 Bulldozer, 4 Loaders, 2 Excavators, 1 Bucket Truck, 1 Tractor Truck, 4 Sidewalk Tractors, 3 Recycling Trucks, 2 Skid Steers, & 3 Road Graders.

**Line Item Narrative**

**Other Supplies - Motor Vehicle Repair:** This account funds the cost of materials and parts used in the repair of motor vehicles such as cars, pick-up trucks, dump trucks, forklift trucks and is performed by our fleet mechanics.

**Other Supplies - Equipment Repair:** This account funds the cost of **in-house** repairs to construction equipment including: graders, excavators, back hoes, bull dozers, multi use tractors and front end loaders. Sweeping consumables consists of brooms, dust shoes, belts, sprockets, suction hoses for our sweeper trucks and vactor truck (basin cleaner).



# City of Auburn

## Public Works

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
MV Sup - Tires/Tube/Chain	Total	74,990	79,500	65,000
MV Sup - Gas & Oil	Total	320,620	326,610	315,620

**Estimated Detail of MV Sup - Tires/Tube/Chain**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
MV Sup - Tires/Tube/Chain		
Tires	\$ 64,000	\$ -
Chains	\$ 15,500	\$ -
	<b>\$ 79,500</b>	<b>\$ 65,000</b>

**Estimated Detail of MV Sup - Gas & Oil**

*Actual expenses may vary according to changing circumstances*

	Gallons	Cost / Unit	Dept. Request	Council Adopted
MV Sup - Gas & Oil				
Diesel	76,000	\$ 3.45	\$ 262,200	\$ 251,210
Fuel Additives			\$ 1,910	\$ 1,910
Grease, Oil and Lubricants			\$ 28,000	\$ 28,000
Propane For Patch Machine & Forklifts			\$ 2,500	\$ 2,500
Unleaded Gasoline	10,000	\$ 3.20	\$ 32,000	\$ 32,000
			<b>\$ 326,610</b>	<b>\$ 315,620</b>

**Line Item Narrative**

**Motor Vehicle Supplies - Tires, Tubes, & Chain:** The Department has more than 324 tires mounted on vehicles at any one time. Although most of these are truck tires which can be replaced at a cost of \$145 to \$295 each, some of the common heavy equipment tires run \$350 to \$500, road grader tires at \$950 with the largest loader tires costing \$1,350 each. The onset of winter conditions escalates usage and is followed by motor vehicle inspections, which necessitates tire replacement. Purchasing of tires have been slowed down in 2012/13 while our new Fleet Manager can evaluate the tire replacement program and make necessary improvements before purchasing.

**Motor Vehicle Supplies - Gas & Oil:** This account funds the purchase of motor vehicle gas and oil. The Department relies heavily on mechanized equipment which is energy intensive (i.e., grease, oil, diesel, gas). The consumption of diesel fuel is quite variable and increases with the amount of snow which must be plowed.



# City of Auburn

## Public Works

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
MV Sup - Plow/Grader Blades	Total	37,591	37,556	32,556
MV Sup - Other	Total	35,866	38,200	35,866

**Estimated Detail of MV Sup - Plow/Grader Blades**

*Actual expenses may vary according to changing circumstances*

	Quantity	Cost	Dept. Request	Council Adopted
MV Sup - Plow/Grader Blades				
2 Graders	6	\$ 675	\$ 4,050	\$ 4,050
8 Bucket Loaders	8	\$ 616	\$ 4,928	\$ 4,928
Plow Bolts			\$ 2,226	\$ 2,226
Replacement of blades on 21 trucks	18	\$ 1,464	\$ 26,352	\$ 21,352
			<b>\$ 37,556</b>	<b>\$ 32,556</b>

**Estimated Detail of MV Sup - Other**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
MV Sup - Other		
Batteries	\$ 6,100	\$ 6,100
Filters	\$ 13,200	\$ 12,200
Belts & Hoses	\$ 1,850	\$ 1,850
Tune up Supplies	\$ 1,750	\$ 1,750
Lights, Bulbs, Electrical	\$ 6,900	\$ 5,900
Wipers, Mats, Misc.	\$ 4,500	\$ 4,166
Fluids, Lubricants, Etc.	\$ 3,900	\$ 3,900
	<b>\$ 38,200</b>	<b>\$ 35,866</b>

**Line Item Narrative**

**Motor Vehicle Supplies - Plow & Grader Blades:** This account funds the purchase of plow and grader blades, plus plow shoes, wing tips, nuts, bolts, plow points, etc. Blades provide a durable cutting edge that serves to protect the more valuable plow and buckets; and by using carbide blades, the blades do not wear out as fast as steel blades by a factor of 4.

**Motor Vehicle Supplies - Other:** This account includes all other supplies such as batteries, plugs, filters, lights, automotive wire, belts and hoses. These supplies are used to maintain our fleet of over 100 motor vehicles and pieces of equipment. Performing preventative maintenance helps to stabilize repair costs.



# City of Auburn

## Public Works

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Utilities - Water/Sewer	Total	4,265	4,174	4,174
Utilities - Heating Fuel	Total	32,000	36,000	32,000
Comm - Telephone	Total	5,124	5,304	5,304

**Estimated Detail of Utilities - Water/Sewer**

*Actual expenses may vary according to changing circumstances*

Utilities - Water/Sewer	Per Period	Periods	Total	Dept. Request	Council Adopted
Hydrant Meter	\$ 214	1	\$ 214	\$ 214	\$ 214
Sewer	\$ 151	12	\$ 1,812	\$ 1,812	\$ 1,812
Sprinkler	\$ 117	12	\$ 1,404	\$ 1,404	\$ 1,404
Water	\$ 62	12	\$ 744	\$ 744	\$ 744
				<b>\$ 4,174</b>	<b>\$ 4,174</b>

**Estimated Detail of Utilities - Heating Fuel**

*Actual expenses may vary according to changing circumstances*

Utilities - Heating Fuel		Dept. Request	Council Adopted
Natural Gas		\$ 36,000	\$ 32,000
		<b>\$ 36,000</b>	<b>\$ 32,000</b>

**Estimated Detail of Comm - Telephone**

*Actual expenses may vary according to changing circumstances*

Comm - Telephone	Quantity	Cost/Mth	Dept. Request	Council Adopted
Wi-Fi laptop cards	4	\$ 43	\$ 2,064	\$ 2,064
Cell phones and usage	7	\$ 270	\$ 3,240	\$ 3,240
			<b>\$ 5,304</b>	<b>\$ 5,304</b>

**Line Item Narrative**

**Utilities - Water & Sewer:** This account funds water and sewer expenses at the Highway Garage. This includes domestic water and sewer service, a sprinkler charge and a hydrant fee.

**Utilities-Heating Fuel:** We switched from Oil to Natural Gas in the spring of 2013. This usage is based on an estimate based on current usage of oil. Last yrs budget was based on an estimate of the diesel that is used for heating only. This estimate was 10,000 gal for heat and our actual usage is approximately 16,000 gallons.

**Communication - Telephone:** This account funds the telephone lines, fax lines, cellular phones, and air cards for internet access for Gba Mobile . The air cards will allow for PW Supervisors to remain on site with their crews and keep up with data entry of their work orders.



# City of Auburn

## Public Works

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Utilities - Electricity	Total	38,556	39,708	39,708
Repairs - Buildings	Total	22,500	29,500	22,500

**Estimated Detail of Utilities - Electricity**

*Actual expenses may vary according to changing circumstances*

Utilities - Electricity	Avg Cost / Month	Dept. Request	Council Adopted
	\$ 3,309	\$ 39,708	\$ 39,708
		<b>\$ 39,708</b>	<b>\$ 39,708</b>

**Estimated Detail of Repairs - Buildings**

*Actual expenses may vary according to changing circumstances*

Repairs - Buildings	Dept. Request	Council Adopted
Boilers, Piping, Overhead Heaters	\$ 10,000	\$ -
Compressor	\$ 1,000	\$ -
Construction Materials (Wood, Steel, Masonry blocks)	\$ 2,500	\$ -
Contracted Electrical Repairs	\$ 3,500	\$ -
Generator	\$ 500	\$ -
HVAC Unit, Exhaust Fans	\$ 1,000	\$ -
Overhead Cranes	\$ 1,000	\$ -
Overhead Doors	\$ 5,000	\$ -
Pressure Washer	\$ 1,000	\$ -
Roof	\$ 3,500	\$ -
Windows, Doors	\$ 500	\$ -
	<b>\$ 29,500</b>	<b>\$ 22,500</b>

**Line Item Narrative**

**Utilities - Electrical:** Per the City Electrician, in FY12 adjustments were made citywide to lower our electricity costs. FY11 was \$45,000; FY12 was \$38,556 and no increase for FY13. This request is based on an expected 3% increase.

**Repairs - Building:** This account funds preventative maintenance as well as unexpected problems. With an aging building costs to repair doors, HVAC system, boilers and heating system we must increase account to be able to keep up with repairs.





# City of Auburn

## Public Works

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Repairs - Vehicles	Total	29,250	29,950	29,950
Repairs - Equipment	Total	19,010	21,050	20,010

***Estimated Detail of Repairs - Vehicles***

*Actual expenses may vary according to changing circumstances*

Repairs - Vehicles	Dept. Request	Council Adopted
Alignments	\$ 650	\$ -
Alternators	\$ 700	\$ -
Glass Replacement	\$ 3,000	\$ -
Hydraulic Systems (Cylinders/Pumps/Motors)	\$ 4,000	\$ -
Radiators	\$ 5,500	\$ -
Re-build Motors	\$ 10,000	\$ -
Re-build Transmissions	\$ 5,300	\$ -
Starters	\$ 800	\$ -
	<b>\$ 29,950</b>	<b>\$ 29,950</b>

***Estimated Detail of Repairs - Equipment***

*Actual expenses may vary according to changing circumstances*

Repairs - Equipment	Est. Breakdown	Dept. Request	Council Adopted
Chain Saws		\$ 800	\$ -
Pumps		\$ 200	\$ -
Heavy Duty Construction Equipment			
Engines	\$ 3,000		
Transmissions	\$ 3,000		
Brakes	\$ 2,500		
Diagnostics	\$ 3,400		
Pumps	\$ 2,950		
	<b>\$ 14,850</b>	<b>\$ 14,850</b>	<b>\$ -</b>
Specialty Repairs		\$ 3,500	\$ -
Survey Equipment		\$ 1,500	\$ -
Machine Shop Work		\$ 200	\$ -
		<b>\$ 21,050</b>	<b>\$ 20,010</b>

**Line Item Narrative**

**Repairs - Vehicle:** This account funds those repairs that are contracted out. These services have to be contracted out due to the sophistication of vehicles and the tools/equipment needed to diagnose and repair. Typically your larger repair parts run higher than most others due to the steel content in the make up of the part.

**Repairs - Equipment:** This account funds those repairs that are contracted out. The work includes repairs to the following: chainsaws, pumps, heavy duty construction equipment - repairs requiring specialty tools, survey equipment, machine shop work, plan copier, etc This account is historically high because of the private machine shop work which is required for some of the older pieces of equipment with limited parts availability.



# City of Auburn

## Public Works

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Repairs - Radio Equipment	Total	1,000	1,500	1,100
Training & Tuition	Total	6,445	7,445	5,000

***Estimated Detail of Repairs - Radio Equipment***

*Actual expenses may vary according to changing circumstances*

Repairs - Radio Equipment See Below.	Dept. Request	Council Adopted
	\$ 1,500	\$ 1,100
	<b>\$ 1,500</b>	<b>\$ 1,100</b>

***Estimated Detail of Training & Tuition***

*Actual expenses may vary according to changing circumstances*

Training & Tuition	Personnel	Cost	Dept. Request	Council Adopted
Administrative Staff Training	2	\$ 500	\$ 1,000	\$ -
APWA Supervisor Training/Program	2	\$ 250	\$ 500	\$ -
Arborist Training	2	\$ 750	\$ 1,500	\$ -
BOL 30 Hour Const. Safety Course	2	\$ -	\$ -	\$ -
CDL Defensive Driving - Me. Motor Transport	10	\$ 25	\$ 250	\$ -
Chainsaw Training	12	\$ 15	\$ 180	\$ -
Continuing Education Classes	2	\$ 125	\$ 250	\$ -
Cutting Torch Safety	12	\$ 20	\$ 240	\$ -
Heavy Duty Brake School (Air)	1	\$ 405	\$ 405	\$ -
MDOT - Grader Training	2	\$ 125	\$ 250	\$ -
MDOT - Local Road Program	60	\$ 25	\$ 1,500	\$ -
MMA Meetings/ Seminars	2	\$ 85	\$ 170	\$ -
Municipal Leadership	2	\$ 500	\$ 1,000	\$ -
Vendor Sponsored Equipment Mechanics	2	\$ 100	\$ 200	\$ -
Welder Training	0	\$ 500	\$ -	\$ -
			<b>\$ 7,445</b>	<b>\$ 5,000</b>

***Line Item Narrative***

**Repairs - Radio Equipment:** This account funds the repairs and modifications to the radio system used by the Public Works Department to dispatch and communicate with the fleet. The department uses 64 mobile and 5 portables to coordinate maintenance activities and to report emergency situations.

**Training & Tuition:** This account funds registration fees for seminars and classes including: road maintenance, welding, hydraulics, first aid, bloodborne pathogens, paving, supervisory practices, construction safety, performance evaluation, masonry, environmental regulations, Geographic Information System (GIS), and snow and ice removal. This account reflects our department goal to provide training to employees in order to receive peak output from them, and insure that they will accomplish work that is assigned to them.

**Local roads have not been very active and available in the past 2 years. We have received word recently that funding is available and the local roads have been active as of late. We anticipate this account being used later in FY13.**



# City of Auburn

## Public Works

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Comm - Postage	Total	400	400	400
Advertising	Total	1,000	1,000	1,000

***Estimated Detail of Comm - Postage***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Comm - Postage		
See Below.	\$ 400	\$ 400
	<b>\$ 400</b>	<b>\$ 400</b>

***Estimated Detail of Advertising***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Advertising		
See Below.	\$ 1,000	\$ 1,000
	<b>\$ 1,000</b>	<b>\$ 1,000</b>

***Line Item Narrative***

**Communication - Postage:** This account is for postage and stamps.

**Advertising:** The Department uses a combination of the City's website, print ads and flyers and submits a joint ad with Lewiston whenever possible.



# City of Auburn

## Public Works

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
Travel-Mileage	Total	350	350	350
Travel-Seminar Costs	Total	175	175	175

***Estimated Detail of Travel-Mileage***

*Actual expenses may vary according to changing circumstances*

Travel-Mileage		Dept. Request	Council Adopted
Employee Mileage Reimbursement		\$ 350	\$ 350
		<b>\$ 350</b>	<b>\$ 350</b>

***Estimated Detail of Travel-Seminar Costs***

*Actual expenses may vary according to changing circumstances*

Travel-Seminar Costs		Dept. Request	Council Adopted
		\$ 175	\$ 175
		<b>\$ 175</b>	<b>\$ 175</b>

***Line Item Narrative***

**Travel & Mileage:** This account funds the costs associated with attending quarterly Public Works conferences and meetings, and reimbursement of tolls etc., and reimbursing employees for the use of personal vehicles while on City business.

**Travel & Seminar Costs:** This account funds conference meeting and seminar costs. Most notably the attendance of the APWA-MMA semi annual conferences.



# City of Auburn

## Public Works

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items	Last Year	Dept. Request	Council Adopted
<b>Dues &amp; Subscriptions</b>	<b>Total</b>	<b>4,073</b>	<b>4,173</b>

***Estimated Detail of Dues & Subscriptions***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Dues & Subscriptions		
<b><u>Licenses:</u></b>		
55 CDL's renewed each 6th year plus new drivers	\$ 306	\$ 306
Annual Arborist License (Mike, Asst. Arborist, Rick, Bill)	\$ 165	\$ 165
Survey Monkey	\$ 100	\$ 100
<b><u>Memberships:</u></b>		
APWA (Gary W. , Ted, Nick, Denis)	\$ 492	\$ 492
ASCE	\$ 215	\$ 215
Maine Arborist (Mike, Asst. Arborist, Rick)	\$ 90	\$ 90
Maine Resource Recovery Association	\$ 40	\$ 40
<b><u>Training, Reports, Periodicals:</u></b>		
Misc. Training Manuals	\$ 75	\$ 75
<b><u>Subscriptions:</u></b>		
Diagnostic Software (Mitchel 1)	\$ 2,500	\$ 2,500
<b><u>Tech Manuals - Specifications (Intermittent Purchases):</u></b>		
Sign Manual	\$ 90	\$ 90
Uniform Traffic Control	\$ 100	\$ 100
	<b>\$ 4,173</b>	<b>\$ 4,173</b>

**Line Item Narrative**

**Dues & Subscriptions:** This account pays for subscriptions, annual professional fees, and dues for professional associations. Memberships include: Arborist licenses, APWA, ASCE and various technical periodicals and newsletters. This account also funds the costs of the Commercial Drivers License (CDL) reimbursement. Mitchel 1 is an online diagnostic software that provides the most up to date information in the industry.



# City of Auburn

## Public Works

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Leachate Hauling	Total	35,210	56,494	46,494
Guardrail Replacement	Total	20,000	40,000	20,000

**Estimated Detail of Leachate Hauling**

*Actual expenses may vary according to changing circumstances*

	Quantity	Cost	Dept. Request	Council Adopted
Leachate Hauling				
Hauling Fee	3,000,000	\$0.013167	\$ 39,501	\$ 32,501
Weighing Fee	820	\$10.50	\$ 8,610	\$ 7,110
Disposal per 100 CF	4,011	\$2.09	\$ 8,383	\$ 6,883
			<b>\$ 56,494</b>	<b>\$ 46,494</b>

**Estimated Detail of Guardrail Replacement**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Guardrail Replacement	\$ 40,000	\$ 20,000
	<b>\$ 40,000</b>	<b>\$ 20,000</b>

**Estimated Detail of Crack Sealing (see Engineering)**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Crack Sealing (see Engineering)	\$ -	\$ -
	<b>\$ -</b>	<b>\$ -</b>

**Line Item Narrative**

**Leachate Hauling:** This account funds a state mandated cost to haul leachate from the ash landfill located near Exit 75 to a disposal location on Goldwaith Road. Other expenses result from the fee for weighing loads on the MMWAC scale, and from fees for disposal into the Auburn Sewerage District manhole.

\*\*Previous years budget #'s based upon 2,100,000 gallons pumped. Contract is written and bid upon 3,000,000 gallons pumped. Disposal per 100CF of Leachate pricing up from \$1.97 to \$2.09. Scale fees were based upon \$5 weighing fee, new weighing fee is \$10.50. Number of loads based on 6,000 gallons per load, actual loads are 3,660.



# City of Auburn

## Master List

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Account Title	FY 2012 Actual	FY 2013 Approved	FY 2013 Projected	FY 2014 Dept. Request	FY 2014 Council Adopted	Increase/ Decrease	%
<b>0235 Engineering</b>							
Regular Salaries	267,568	278,701	0	287,877	235,877	(42,824)	0%
Longevity Bonus	400	0	0	0	0	0	0%
Uniform Allowance	0	0	0	0	0	0	0%
OT - Regular	0	0	0	0	0	0	0%
PS - Gen/Professional	1,096	1,700	0	1,800	1,800	100	0%
PS - Testing & Monitoring	0	0	0	0	0	0	0%
PS - Water Quality Monitoring	9,395	14,000	0	14,000	14,000	0	0%
PS - Recording Fee	10	250	250	250	250	0	0%
Reports, Printing, & Binding	201	250	250	250	250	0	0%
Office Supplies	508	750	700	500	500	(250)	-36%
Other Sup - Operating	1,562	2,715	2,000	1,250	1,250	(1,465)	-73%
Other Sup - Maintenance	868	1,000	1,000	0	0	(1,000)	-100%
Other Sup - Safety Equipment	446	1,100	500	1,500	1,500	400	80%
Other Sup - Small Tools	837	3,415	1,300	1,500	1,500	(1,915)	-147%
Other Sup - MV Repair	231	800	500	500	500	(300)	-60%
MV Sup - Tires	0	250	0	250	250	0	0%
MV Sup - Gas & Oil	3,312	4,955	4,200	4,000	4,000	(955)	-23%
MV Sup - Other	131	0	500	100	100	100	20%
Comm - Telephone	1,177	2,808	1,200	2,400	1,800	(1,008)	-84%
Repairs - Vehicles	128	500	350	250	250	(250)	-71%
Repairs - Equipment	2	1,000	900	250	250	(750)	-83%
Training & Tuition	1,262	4,050	634	4,050	3,650	(400)	-63%
Travel - Mileage Reimbursement	144	250	100	150	150	(100)	-100%
Travel - Seminar Costs	0	500	350	500	500	0	0%
Dues & Subscriptions	1,439	1,376	1,600	1,811	1,811	435	32%
Crack Sealing	20,000	20,000	20,000	20,000	10,000	(10,000)	-50%
<b>TOTAL</b>	<b>310,717</b>	<b>340,370</b>	<b>36,334</b>	<b>343,188</b>	<b>280,188</b>	<b>(60,182)</b>	<b>-17.7%</b>



# City of Auburn

## Engineering

Fiscal Year 2014  
Adopted 6.24.2013

71375

Line Items		Last Year	Dept. Request	Council Adopted
Regular Salaries	Total	278,701	287,877	235,877
Longevity Bonus	Total	-	-	-
Uniform Allowance	Total	-	-	-

### **Estimated Detail of Regular Salaries**

*Actual expenses may vary according to changing circumstances*

	Total Staff	Dept. Request	Council Adopted
Regular Salaries			
City Engineer/Project Manager	1	\$ 71,375	\$ 71,375
Assistant City Engineer	1	\$ 72,621	\$ 72,621
Project Engineer	1	\$ 53,975	\$ 53,975
Excavation Technician	1	\$ 37,906	\$ 37,906
Office Manager (moved to Public Works)	0	\$ -	
Summer Interns (2)		\$ 10,000	\$ -
Engineering Technician (new position)	1	\$ 42,000	\$ -
		<b>\$ 287,877</b>	<b>\$ 235,877</b>

### **Estimated Detail of Longevity Bonus**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Longevity Bonus		
Non-union Longevity Bonus	\$ -	\$ -
	<b>\$ -</b>	<b>\$ -</b>

### **Estimated Detail of Uniform Allowance**

*Actual expenses may vary according to changing circumstances*

	Cost	Staff	Dept. Request	Council Adopted
Uniform Allowance				
Employee Boots	\$ 150.00	4	\$ -	\$ -
			<b>\$ -</b>	<b>\$ -</b>

### **Line Item Narrative**

**Wages:** Changes in this account include upgrading the Administrative Assistant to Office Manager and adding an entry level Administrative Asst. We request the restoration of the Construction Inspection position to be combined with P&P's Building Inspector in creating one Code Compliance Inspector. A need for a "Facilities Manager" position has been identified in order to properly oversee the city's various facilities.

**Longevity:** Longevity bonuses are awarded to non-union employees who have reached the 7, 15 and 25 years of service milestones. Upon these anniversary dates employees are awarded \$300, \$400 and \$500 respectively. No one will be receiving this year.

**Uniform Allowance:**





# City of Auburn

## Engineering

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
PS - Gen/Professional	Total	1,700	1,800	1,800
PS - Water Quality Monitoring	Total	14,000	14,000	14,000

**Estimated Detail of PS - Gen/Professional**

*Actual expenses may vary according to changing circumstances*

PS - Gen/Professional	Calls	Cost	Dept. Request	Council Adopted
Dig Safe	1800	\$ 1.00	\$ 1,800	\$ 1,800
			\$ -	\$ -
			<b>\$ 1,800</b>	<b>\$ 1,800</b>

**Estimated Detail of PS - Water Quality Monitoring**

*Actual expenses may vary according to changing circumstances*

PS - Water Quality Monitoring	Dept. Request	Council Adopted
Fall 2013 Sampling (Ash & Gracelawn Landfills) & Annual Report to Maine DEP	\$ 7,000	\$ 7,000
Spring 2014 Sampling (Ash & Gracelawn Landfills)	\$ 7,000	\$ 7,000
	<b>\$ 14,000</b>	<b>\$ 14,000</b>

**Line Item Narrative**

**Purchased Services - General Services:** Dig Safe expenses are charged to this account. The City is charged \$1 per each Dig Safe Notification, and we receive approximately 1,800 for the small portion of the City that has been identified as critical awareness areas. If the City were to be notified on every digsafe within the City limits the cost would be \$7,200.

**Purchased Services -Water Quality Monitoring:** This account funds State-mandated water quality monitoring of the closed Ash landfill and Gracelawn Road landfills. This consists of 2 rounds of monitoring at the ash landfill and the Gracelawn Road area landfills: sampling, testing and reporting, plus maintenance of well caps and locks.



# City of Auburn

## Engineering

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
PS - Recording Fee	Total	250	250	250
Reports, Printing, & Binding	Total	250	250	250
Office Supplies	Total	750	500	500

**Estimated Detail of PS - Recording Fee**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
PS - Recording Fee		
Recording Fee	\$ 250	\$ 250
	<b>\$ 250</b>	<b>\$ 250</b>

**Estimated Detail of Reports, Printing, & Binding**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Reports, Printing, & Binding		
See Below	\$ 250	\$ 250
	<b>\$ 250</b>	<b>\$ 250</b>

**Estimated Detail of Office Supplies**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Office Supplies		
General Office Supplies	\$ 500	\$ 500
	<b>\$ 500</b>	<b>\$ 500</b>

**Line Item Narrative**

**Recording Fee:** This account funds the recording of deeds and plans at the County Registry. Expenditures reflect the number of deeds recorded for easements for street and sidewalk improvement projects.

**Reports, Binding, & Printing:** This account funds the printing costs of items, which cannot be done in-house, envelopes (due to large volumes of mailings during construction season). There can be as many as 1,500 notices.

**Office Supplies:** This account funds miscellaneous supplies, which are necessary to operate the office functions of the Department: binders, labels, business card stock, staples, filing items, yearly calendars, typewriter supplies and writing supplies.



# City of Auburn

## Engineering

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Other Sup - Operating	Total	2,715	1,250	1,250
Other Sup - Maintenance	Total	1,000	-	-
Other Sup - Safety Equipment	Total	1,100	1,500	1,500

**Estimated Detail of Other Sup - Operating**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Other Sup - Operating		
Plotter Paper (36 x 500)	\$ 100	\$ 100
Plotter Paper (24 x 500)	\$ 100	\$ 100
Ink Cartridges	\$ 400	\$ 400
Misc Surveying Supplies, Batteries and Field Books	\$ 250	\$ 250
Print Heads	\$ 200	\$ 200
Toner	\$ 200	\$ 200
	<b>\$ 1,250</b>	<b>\$ 1,250</b>

**Estimated Detail of Other Sup - Maintenance**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Other Sup - Maintenance		
Maintenance Xerox 3040		
	<b>\$ -</b>	<b>\$ -</b>

**Estimated Detail of Other Sup - Safety Equipment**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Other Sup - Safety Equipment		
Personal Protective Equipment	\$ 1,500	\$ 1,500
	<b>\$ 1,500</b>	<b>\$ 1,500</b>

**Line Item Narrative**

**Other Supplies - Operating:** This account funds supplies such as: toner for the plan copier, surveying supplies (which include marking paint, grade stakes & flagging tape), plan copier paper, plotter paper and cartridges/head cleaners. The cost of supplies for the large format printer (plotter) have been added to this account.

**Other Supplies - Maintenance:** The work on the copier previously paid for out of this account is now handled by the Facilities Manager.

**Other Supplies - Safety Equipment:** This account funds personal protective equipment as part of OSHA safety requirements for field work as well as other regulatory agencies to meet general safety practices and policies. Items such as hard hats, cones, safety vest and safety footwear. In addition, this account funds personal work wear such



# City of Auburn

## Engineering

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Other Sup - Small Tools	Total	3,415	1,500	1,500
Other Sup - MV Repair	Total	800	500	500
MV Sup - Tires	Total	250	250	250

**Estimated Detail of Other Sup - Small Tools**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Other Sup - Small Tools		
DMI	\$ 1,000	\$ 1,000
Small Hand Tools	\$ 500	\$ 500
	<b>\$ 1,500</b>	<b>\$ 1,500</b>

**Estimated Detail of Other Sup - MV Repair**

*Actual expenses may vary according to changing circumstances*

	Vehicle Year	Vehicle Number	Dept. Request	Council Adopted
Other Sup - MV Repair				
Jeep Patriot	2013	88	\$ 50	\$ 50
Jeep Patriot	2013	87	\$ 50	\$ 50
Ford Focus	2008	93	\$ 200	\$ 200
Ford Ranger	2010	89	\$ 200	\$ 200
			<b>\$ 500</b>	<b>\$ 500</b>

**Estimated Detail of MV Sup - Tires**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
MV Sup - Tires		
Tires	\$ 250	\$ 250
	<b>\$ 250</b>	<b>\$ 250</b>

**Line Item Narrative**

**Other Supplies - Small Tools:** This account funds the cost of small tools necessary to perform every day job duties; i.e. folding rulers, pop level, plumb bobs, pry bars, shovels, tape measures, and scientific calculator. This includes the purchase of an in vehicle distance measuring instrument (DMI), which will assist in measuring the length of roadway segments accurately and for tracking of quantities.

**Other Supplies - Motor Vehicle:** This account funds the cost of parts and materials for motor vehicle repairs which are performed at APW by fleet maintenance personnel.

**Motor Vehicle Supplies - Tires:** This account funds the cost of needed replacement tires for department vehicles, which is performed by Auburn Public Works. We account for the replacement of 2 tires due to damage.



# City of Auburn

## Engineering

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
MV Sup - Gas & Oil	Total	4,955	4,000	4,000
MV Sup - Other	Total	-	100	100
Comm - Telephone	Total	2,808	2,400	1,800

**Estimated Detail of MV Sup - Gas & Oil**

*Actual expenses may vary according to changing circumstances*

	Price	Gallons	Dept. Request	Council Adopted
MV Sup - Gas & Oil				
Gasoline	\$ 3.20	1150	\$ 3,680	\$ 3,680
Oil			\$ 320	\$ 320
			<b>\$ 4,000</b>	<b>\$ 4,000</b>

**Estimated Detail of MV Sup - Other**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
MV Sup - Other		
See Below.	\$ 100	\$ 100
	<b>\$ 100</b>	<b>\$ 100</b>

**Estimated Detail of Comm - Telephone**

*Actual expenses may vary according to changing circumstances*

	Per Month	Annual Cost	Dept. Request	Council Adopted
Comm - Telephone				
Project Engineer	\$ 50.00	\$ 600.00	\$ 600	\$ 600
City Engineer/Project Manager	\$ 50.00	\$ 600.00	\$ 600	\$ 600
Assistant Engineer	\$ 50.00	\$ 600.00	\$ 600	\$ -
Excavation Technician	\$ 50.00	\$ 600.00	\$ 600	\$ 600
			<b>\$ 2,400</b>	<b>\$ 1,800</b>

**Line Item Narrative**

**Motor Vehicle Supplies - Gasoline & Oil:** This account funds the expenditure of gas and oil.

**Motor Vehicle Supplies - Other:** This account includes all other motor vehicle operating supplies (e.g., lights, filters, batteries, plugs, antifreeze and belts).

**Communication Telephone:** This account funds the cost of cell phones for field personnel allowing them to communicate with necessary contacts while performing inspections.



# City of Auburn

## Engineering

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Repairs - Vehicles	Total	500	250	250
Repairs - Equipment	Total	1,000	250	250
Training & Tuition	Total	4,050	4,050	3,650

***Estimated Detail of Repairs - Vehicles***

*Actual expenses may vary according to changing circumstances*

Repairs - Vehicles		Dept. Request	Council Adopted
Fleet Repairs by Auburn Public Works		\$ 250	\$ 250
		<b>\$ 250</b>	<b>\$ 250</b>

***Estimated Detail of Repairs - Equipment***

*Actual expenses may vary according to changing circumstances*

Repairs - Equipment		Dept. Request	Council Adopted
See Below		\$ 250	\$ 250
		<b>\$ 250</b>	<b>\$ 250</b>

***Estimated Detail of Training & Tuition***

*Actual expenses may vary according to changing circumstances*

Training & Tuition		Dept. Request	Council Adopted
Employee Continuing Education Licenses		\$ 2,500	\$ 2,100
Maine Municipal Association		\$ 200	\$ 200
Maine Nonpoint Source Training,		\$ 350	\$ 350
MDOT Local Roads		\$ 250	\$ 250
Paving Inspector NETTCP		\$ 600	\$ 600
Road Maintenance, Paving, Supervisory Practices		\$ 150	\$ 150
		<b>\$ 4,050</b>	<b>\$ 3,650</b>

***Line Item Narrative***

**Repairs - Vehicle:** This account funds repairs to vehicles, which must be contracted. These can include glass replacement, motor repairs, transmissions, radiators, engine maintenance, etc.

**Repairs - Equipment:** This account funds the cost of repairs to equipment (non-vehicle) necessary during the year such as: survey equipment repair and recalibration.

**Training & Tuition:** This account funds the registration fees for required courses and classes including: road maintenance, paving, supervisory practices and environmental regulations.



# City of Auburn

## Engineering

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Travel - Mileage Reimbursement	Total	250	150	150
Travel - Seminar Costs	Total	500	500	500
Dues & Subscriptions	Total	1,376	1,811	1,811

**Estimated Detail of Travel - Mileage Reimbursement**

*Actual expenses may vary according to changing circumstances*

Travel - Mileage Reimbursement		Dept. Request	Council Adopted
Personal Vehicle Mileage Reimbursement		\$ 150	\$ 150
		\$ 150	\$ 150

**Estimated Detail of Travel - Seminar Costs**

*Actual expenses may vary according to changing circumstances*

Travel - Seminar Costs		Dept. Request	Council Adopted
See Below.		\$ 500	\$ 500
		\$ 500	\$ 500

**Estimated Detail of Dues & Subscriptions**

*Actual expenses may vary according to changing circumstances*

Dues & Subscriptions	Cost	Staff	Dept. Request	Council Adopted
APWA Annual Dues	\$ 123.00	4	\$ 492	\$ 492
ASCE Annual Dues	\$ 215.00	2	\$ 430	\$ 430
CPESC Renewal	\$ 100.00	1	\$ 100	\$ 100
CPSWQ	\$ 100.00	1	\$ 100	\$ 100
MSLS Annual Dues	\$ 220.00	1	\$ 220	\$ 220
PE Bi-annual License Renewal	\$ 80.00	2	\$ 160	\$ 160
PLS Bi-annual License Renewal	\$ 275.00	1	\$ 275	\$ 275
CDL	\$ 34.00	1	\$ 34	\$ 34
			\$ 1,811	\$ 1,811

**Line Item Narrative**

**Travel - Mileage Reimbursement:** This account is used for compensating employees for use of their personal vehicles.

**Travel - Seminar Costs:** This account funds staff to attend required continuing education courses to maintain their licenses along with local and regional training and seminars, most notably the attendance of the APWA-MMA semi annual conferences.

**Dues & Subscriptions:** This account pays for subscriptions, annual professional fees, and dues for professional associations (some licenses are alternating years). Memberships include: Professional Engineer Licensing, Professional Land Surveyor's License, various technical periodicals and newsletters, Maine Safety Council, Institute



# City of Auburn

## Engineering

Fiscal Year 2014  
Adopted 6.24.2013

Line Items		Last Year	Dept. Request	Council Adopted
Crack Sealing	Total	20,000	20,000	10,000

***Estimated Detail of Crack Sealing***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Crack Sealing		
Crack Sealing	\$ 20,000	\$ 10,000
	<b>\$ 20,000</b>	<b>\$ 10,000</b>

***Line Item Narrative***

**Crack Sealing:** This program was under the Public Works budget in prior years.





# City of Auburn

## Master List

Fiscal Year 2014  
Adopted 6.24.2013

Account Title	FY 2012 Actual	FY 2013 Approved	FY 2013 Projected	FY 2014 Dept. Request	FY 2014 Council Adopted	Increase/ Decrease	%
<b><i>0510 Water &amp; Sewer</i></b>							
Catch Basin Maintenance Fee	12,500	12,500	12,500	12,500	12,500	0	0%
Public Fire Protection Fee	540,926	546,335	546,335	546,335	546,335	0	0%
<b>TOTAL</b>	<b>553,426</b>	<b>558,835</b>	<b>558,835</b>	<b>558,835</b>	<b>558,835</b>	<b>-</b>	<b>0.0%</b>



# City of Auburn

## Water & Sewer

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
Catch Basin Maintenance Fee	Total	12,500	12,500	12,500
Public Fire Protection Fee	Total	546,335	546,335	546,335

***Estimated Detail of Catch Basin Maintenance Fee***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Catch Basin Maintenance Fee		
Paid to Auburn Water & Sewer District	\$ 12,500	\$ 12,500
	<b>\$ 12,500</b>	<b>\$ 12,500</b>

***Estimated Detail of Public Fire Protection Fee***

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Council Adopted
Public Fire Protection Fee		
Paid to Auburn Water & Sewer District	\$ 546,335	\$ 546,335
	<b>\$ 546,335</b>	<b>\$ 546,335</b>

***Line Item Narrative***

**Catch Basin Maintenance Fee:** The City's catch basins drain into the sanitary sewer. As we continue our stormwater separation projects, this fee should decrease. There are about 400 catch basins that are still connected.

**Public Fire Protection Fee:** This fee is paid to the Auburn Water & Sewer District for the water that is ready and available from the hydrants, for fire suppression.



# City of Auburn

## Master List

Fiscal Year 2014  
Adopted 6.24.2013

Account Title	FY 2012 Actual	FY 2013 Approved	FY 2013 Projected	FY 2014 Dept. Request	FY 2014 Council Adopted	Increase/ Decrease	%
<b>0610 Tax Sharing</b>							
Tax Sharing	303,198	289,000	288,593	270,000	270,000	(19,000)	-7%
<b>TOTAL</b>	<b>303,198</b>	<b>289,000</b>	<b>288,593</b>	<b>270,000</b>	<b>270,000</b>	<b>(19,000)</b>	<b>-6.6%</b>
<b>0615 Auburn-Lewiston Airport</b>							
Aub-Lew Airport	139,250	105,000	105,000	132,500	105,000	0	0%
<b>TOTAL</b>	<b>139,250</b>	<b>105,000</b>	<b>105,000</b>	<b>132,500</b>	<b>105,000</b>	<b>-</b>	<b>0.0%</b>
<b>0620 LA Growth Council</b>							
LAEGC	167,487	160,687	160,687	0	0	(160,687)	-100%
<b>TOTAL</b>	<b>167,487</b>	<b>160,687</b>	<b>160,687</b>	<b>-</b>	<b>-</b>	<b>(160,687)</b>	<b>-100.0%</b>
<b>0625 LA Transit Authority</b>							
Lew-Aub Transit	130,000	235,548	235,548	235,496	235,496	(52)	0%
<b>TOTAL</b>	<b>130,000</b>	<b>235,548</b>	<b>235,548</b>	<b>235,496</b>	<b>235,496</b>	<b>(52)</b>	<b>0.0%</b>
<b>0630 LA 911</b>							
Lew-Aub 911	927,500	1,035,381	1,035,381	1,042,909	1,036,409	1,028	0%
<b>TOTAL</b>	<b>927,500</b>	<b>1,035,381</b>	<b>1,035,381</b>	<b>1,042,909</b>	<b>1,036,409</b>	<b>1,028</b>	<b>0.1%</b>
<b>Community Little Theater</b>							
Community Little Theater	0	20,160	20,160	0	0	(20,160)	-100%
<b>TOTAL</b>	<b>-</b>	<b>20,160</b>	<b>20,160</b>	<b>-</b>	<b>-</b>	<b>(20,160)</b>	<b>-100.0%</b>
<b>0635 LA Arts</b>							
LA Arts	20,160	0	0	20,160	0	0	0%
<b>TOTAL</b>	<b>20,160</b>	<b>0</b>	<b>-</b>	<b>20,160</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL</b>	<b>1,687,595</b>	<b>1,845,776</b>	<b>1,845,369</b>	<b>1,701,065</b>	<b>1,646,905</b>	<b>(198,871)</b>	<b>-10.8%</b>



# City of Auburn

## Intergovernmental

**Fiscal Year 2014**  
**Adopted 6.24.2013**

Line Items		Last Year	Dept. Request	Council Adopted
<b>All Groups</b>	<b>Total</b>	<b>\$ 1,845,776</b>	<b>1,701,065</b>	<b>1,646,905</b>

*Estimated Detail of All Groups*

*Actual expenses may vary according to changing circumstances*

	<i>Last Year</i>	Dept. Request	Council Adopted
All Intergovernmental Groups			
Aub-Lew Airport	\$ 105,000	\$ 132,500	\$ 105,000
EMA	\$ -	\$ -	
Community Little Theater	\$ 20,160	\$ -	
LA Arts	\$ -	\$ 20,160	
LAEGC (see Economic Development)	\$ 160,687	\$ -	
Lew-Aub 911	\$ 1,035,381	\$ 1,042,909	\$ 1,036,409
Lew-Aub Transit	\$ 235,548	\$ 235,496	\$ 235,496
Tax Sharing <span style="float: right;"><i>(See Following Page For Breakdown)</i></span>	\$ 289,000	\$ 270,000	\$ 270,000
	<b>\$ 1,845,776</b>	<b>\$ 1,701,065</b>	<b>\$ 1,646,905</b>

**Line Item Narrative**

**Intergovernmental:** This account is a matter of Council Policy. Councilors and staff alike participate on these boards.

**LATC:** Last year LATC introduced Saturday service and this year's proposal includes continuing that service.

**CITY OF AUBURN - CAPITAL IMPROVEMENT PROGRAM  
FY 2014**

	<b>OPERATING</b>	<b>BOND</b>	<b>OTHER</b>
<b><u>ASSESSING</u></b>			
Vehicle Replacement	\$0		
<b>Total Assessing</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b><u>AUBURN-LEWISTON AIRPORT</u></b>			
Loader/Sweeper Replacement	\$0		
Mower Attachment	\$0		
<b>Total Auburn-Lewiston Airport</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b><u>CITY CLERK</u></b>			
Record Restoration	\$12,500		
Voting Booths	\$6,000		
<b>Total City Clerk</b>	<b>\$18,500</b>	<b>\$0</b>	<b>\$0</b>
<b><u>ECONOMIC DEVELOPMENT</u></b>			
South Goff Street Extension		\$0	
<b>Total Economic Development</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b><u>ENGINEERING</u></b>			
Drainage Projects:			
Major Areas		\$60,000	
State Projects:			
MDOT Transportation Improvement Projects		\$500,000	
Street Improvement Projects:			
Reclaim/Resurfacing Program		\$1,250,000	
Retaining Wall (Engineering and Design)		\$0	
Reconstruction/Construction Projects		\$1,000,000	
Bridge Repairs		\$125,000	
<b>Total Engineering Department</b>	<b>\$0</b>	<b>\$2,935,000</b>	<b>\$0</b>
<b><u>FIRE DEPARTMENT</u></b>			
Generator South Main Street Fire Station		\$0	
Security/Proximity Locking System		\$0	
Thermal Imaging Cameras		\$0	
Reclaim and repave Central Station back yard		\$0	
Tablets	\$0		
<b>Total Fire Department</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b><u>INFORMATION COMMUNICATION TECHNOLOGY</u></b>			
Call Recording		\$0	
Web Site - Second Phase			\$20,000 (1)
Network Security		\$40,000	
<b>Total ICT</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$20,000</b>
<b><u>LA911</u></b>			
Server Upgrade/Virtualization Project - Phase III			\$49,772 (1)
<b>Total LA911</b>	<b>\$0</b>	<b>\$0</b>	<b>\$49,772</b>
<b><u>LATC</u></b>			
Bus Replacement Funds			\$40,000 (1)
<b>Total LATC</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,000</b>
<b><u>PARKING FACILITIES</u></b>			
Mechanics Row Parking Garage Maintenance		\$0	
<b>Total Parking Facilities</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b><u>PARKS &amp; RECREATION</u></b>			
Asbestos Removal @ Hasty Community Center			\$85,000 (1)
Tractor w/Attachments		\$0	
Replace Holder Tractor		\$165,000	
Turf Machine			\$0 (3)
Remove Underground Storage Tank		\$0	
Repair and Replace Playground Equipment City Wide			\$38,000 (1,3)
Hasty Window Replacement			\$46,000 (1)
Hasty Kitchen Upgrade	\$0	\$0	\$3,500 (1)

**CITY OF AUBURN - CAPITAL IMPROVEMENT PROGRAM  
FY 2014**

	<b>OPERATING</b>	<b>BOND</b>	<b>OTHER</b>
<b>Total Parks &amp; Recreation</b>	<b>\$0</b>	<b>\$165,000</b>	<b>\$172,500</b>
<b><u>PLANNING &amp; CODE DEPARTMENT</u></b>			
Municipal Street Light Purchase		\$750,000	
Traffic Signal Pole Replacement		\$10,736	
Street Light Pole Replacement and Wiring (21 poles)		\$25,000	
Replacement of Traffic Signal Controller Equipment Fype TSII		\$0	
Replace existing HPS fixtures and poles with LED fixtures		\$26,000	
Traffic Signal Controller Upgrades		\$0	
Vehicle Replacement	\$0		
Comprehensive Plan Property Acquisition Program			\$0 (4)
Androscoggin Greenway Signage and Wayfinding Pilot Program			\$75,000 (4)
<b>Total Planning &amp; Code Department</b>	<b>\$0</b>	<b>\$811,736</b>	<b>\$75,000</b>
<b><u>POLICE DEPARTMENT</u></b>			
Scheduled Vehicle Replacement	\$70,000		
Mobile Radio Replacement	\$20,000		\$0 (1)
<b>Total Police Department</b>	<b>\$90,000</b>	<b>\$0</b>	<b>\$0</b>
<b><u>PUBLIC LIBRARY</u></b>			
Building Improvements		\$24,136	
HVAC Automation System	\$7,500		
Technology Replacement	\$12,000		
<b>Total Public Library</b>	<b>\$19,500</b>	<b>\$24,136</b>	<b>\$0</b>
<b><u>PUBLIC WORKS DEPARTMENT</u></b>			
Heavy Equipment			
Dump Trucks		\$320,000	
Street Sweeper		\$0	
Vehicles		\$38,000	
Floor Sweeper/Scrubber		\$0	
Non Vehicle Equipment			
Trench Box	\$0		\$17,000 (1)
Message Sign Board	\$0		
Portable Traffic Signals	\$0		
Replace Festival Plaza Canopies			\$20,000 (4)
Cemetery Improvements			\$24,000 (1)
<b>Total Public Works Department</b>	<b>\$0</b>	<b>\$358,000</b>	<b>\$61,000</b>
<b>Contingency</b>		<b>\$66,128</b>	
<b>Total Municipal Capital Improvements</b>	<b>\$128,000</b>	<b>\$4,400,000</b>	<b>\$418,272</b>
<b><u>SCHOOL DEPARTMENT</u></b>			
<b>Total School Department</b>	<b>\$0</b>	<b>\$1,500,000</b>	<b>\$0</b>
<b>Total Capital Improvement Program - Municipal and Schools</b>	<b>\$128,000</b>	<b>\$5,900,000</b>	<b>\$418,272</b>
<b>(1) Unallocated Bond Funds</b>	<b>\$285,272</b>		
<b>(3) Recreation Special Revenue Funds</b>	<b>\$38,000</b>		
<b>(4) Downtown TIF</b>	<b>\$95,000</b>		
	<b>\$418,272</b>		

## **SPECIAL REVENUE FUNDS**

Special revenue funds are used to account for specific revenues that are restricted either by law or by administrative action, to expenditure for particular purposes.

The FY 13-14 operating budget has incorporated funds from the TIF's (Tax Increment Financing Districts) and the Police Outside Jobs to help offset taxes.

The following pages are a listing of the Special Revenue Funds that the City has as of the end of May 2013.

CITY OF AUBURN  
SPECIAL REVENUE FUNDS  
As of June 30, 2013

(as of May 31, 2013)

	1901 Police Outside Jobs	1902 Riverwatch	1904 Great Falls School	1905 Winter Festival	1908 Mt Apatite	1909 Kittyhawk Park	1910 Community Service	1911 Fire Prevention Trailer	1912 EMS Billing	1913 Police Fitness Equipment	1914 Oak Hill Cemeteries	1915 Fire Training Building	1916 Ahrens Fox	1917 Wellness Grant				
Fund Balance 7/1/12	\$ 35,520.22	\$ 1,154,421.20	\$ (272,829.97)	\$ 5,617.38	\$ 4,405.88	\$ 599,895.98	\$ 3,636.21	\$ 4,746.65	\$ (5,715.91)	\$ 5,965.02	\$ 37,314.61	\$ 3,998.85	\$ 42.83	\$ 7,016.65				
Revenues FY13	\$ 82,819.75	\$ 91,142.10	\$ -	\$ 2,750.00	\$ -	\$ -	\$ 979.79	\$ -	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ 4,906.32				
Expenditures FY13	\$ 58,015.43	\$ 144,335.11	\$ 613.59	\$ 3,046.40	\$ -	\$ -	\$ 1,314.80	\$ 202.00	\$ -	\$ 4.99	\$ 14,001.97	\$ 1,741.23	\$ -	\$ 4,915.36				
<b>Fund Balance 6/30/13</b>	<b>\$ 60,324.54</b>	<b>\$ 1,101,228.19</b>	<b>\$ (273,443.56)</b>	<b>\$ 5,320.98</b>	<b>\$ 4,405.88</b>	<b>\$ 599,895.98</b>	<b>\$ 3,301.20</b>	<b>\$ 4,544.65</b>	<b>\$ (5,115.91)</b>	<b>\$ 5,960.03</b>	<b>\$ 23,312.64</b>	<b>\$ 2,257.62</b>	<b>\$ 42.83</b>	<b>\$ 7,007.61</b>				
	1922 Walmart Risk/Homeless	1924 Lucy Hood	1927 Insurance Reimbursement	1928 Vending	1929 Fire Prevention	1930 211 Fairview	1931 Donations	1932 PW Surplus	1933 Police Vehicles	1934 Fire Surplus	2000 City	2001 Donation						
Fund Balance 7/1/12	\$ 3,470.48	\$ 861.04	\$ 4,278.59	\$ 758.20	\$ 10,879.56	\$ (566,303.71)	\$ 11,367.51	\$ 3,279.19	\$ (107,792.88)	\$ 5,500.00	\$ (45,422.97)	\$ 356.75						
Revenues FY13	\$ 2,694.48	\$ -	\$ 20,637.33	\$ 810.97	\$ -	\$ -	\$ 475.00	\$ 2,762.44	\$ -	\$ -	\$ 87.26	\$ -						
Expenditures FY13	\$ 3,678.92	\$ -	\$ 30,999.18	\$ 841.12	\$ -	\$ -	\$ 54.00	\$ 3,384.99	\$ (6,000.00)	\$ -	\$ -	\$ -						
<b>Fund Balance 6/30/13</b>	<b>\$ 2,486.04</b>	<b>\$ 861.04</b>	<b>\$ (6,083.26)</b>	<b>\$ 728.05</b>	<b>\$ 3,594.56</b>	<b>\$ (566,303.71)</b>	<b>\$ 11,788.51</b>	<b>\$ 2,656.64</b>	<b>\$ (101,792.88)</b>	<b>\$ 5,500.00</b>	<b>\$ (45,335.71)</b>	<b>\$ 356.75</b>						
	2002 FEMA	2003 Byrne JAG	2004 ATRC	2005 MDOT	2006 PEACE	2007 Seatbelt Grant	2008 Homeland Security	2009 Thermal Imaging Camera	2010 State Drug Money	2013 OUI Grant	2014 Speed Grant	2015 Juvenile Firesetter	2017 Drug Free Communities	2018 Substance Abuse Prevention				
Fund Balance 7/1/12	\$ 64,387.95	\$ 1,784.89	\$ 64,494.14	\$ (241,126.42)	\$ 10,879.58	\$ (613.00)	\$ (90,146.71)	\$ 8,721.94	\$ 37,165.85	\$ 8,929.79	\$ 2,084.00	\$ 2,192.94	\$ (1,386.18)	\$ 10,523.67				
Revenues FY13	\$ -	\$ 30,076.29	\$ 482,500.00	\$ 817,959.54	\$ 1,243.78	\$ 1,720.00	\$ 66,475.55	\$ -	\$ 11,632.50	\$ 7,138.00	\$ 4,407.50	\$ -	\$ 3,710.00	\$ -				
Expenditures FY13	\$ 3,000.00	\$ 34,021.31	\$ 482,500.00	\$ 767,069.57	\$ 462.99	\$ 280.00	\$ 37,230.27	\$ -	\$ 23,147.04	\$ 7,718.65	\$ 2,747.50	\$ -	\$ 560.00	\$ -				
<b>Fund Balance 6/30/13</b>	<b>\$ 61,387.95</b>	<b>\$ (2,160.13)</b>	<b>\$ 64,494.14</b>	<b>\$ (190,236.45)</b>	<b>\$ 11,660.37</b>	<b>\$ 827.00</b>	<b>\$ (60,901.43)</b>	<b>\$ 8,721.94</b>	<b>\$ 25,651.31</b>	<b>\$ 8,349.14</b>	<b>\$ 3,744.00</b>	<b>\$ 2,192.94</b>	<b>\$ 1,763.82</b>	<b>\$ 10,523.67</b>				
	2019 Law Enforcement Training	2020 CDBG	2021 Brownfield Grant	2023 Evidence Liquidation	2025 Community Cords	2028 Weed & Seed	2029 Domestic Violence	2030 Parking	2031 Holiday Grant	2032 HEAPP	2033 Safe School/ Health	2034 Enforcement Underage Drinkir	2035 ARRA	2036 COPSAP				
Fund Balance 7/1/12	\$ (2,178.28)	\$ 4,603,432.35	\$ (9,105.24)	\$ 1,657.85	\$ 19,841.81	\$ 4,318.49	\$ 352.53	\$ 64,285.07	\$ 3,009.00	\$ (347.50)	\$ (1,992.50)	\$ (9,086.88)	\$ 20,586.00	\$ 12,186.24				
Revenues FY13	\$ 21,338.15	\$ 2,421,849.34	\$ -	\$ 177.24	\$ 15,574.23	\$ -	\$ -	\$ 104,320.52	\$ -	\$ 5,740.00	\$ 13,710.00	\$ 6,028.00	\$ -	\$ 21,569.67				
Expenditures FY13	\$ 6,920.71	\$ 1,704,635.56	\$ -	\$ -	\$ 9,942.27	\$ -	\$ -	\$ 87,796.38	\$ -	\$ 7,175.00	\$ 15,495.00	\$ 5,110.00	\$ -	\$ 22,390.99				
<b>Fund Balance 6/30/13</b>	<b>\$ 12,239.16</b>	<b>\$ 5,320,646.13</b>	<b>\$ (9,105.24)</b>	<b>\$ 1,835.09</b>	<b>\$ 25,473.77</b>	<b>\$ 4,318.49</b>	<b>\$ 352.53</b>	<b>\$ 80,809.21</b>	<b>\$ 3,009.00</b>	<b>\$ (1,782.50)</b>	<b>\$ (3,777.50)</b>	<b>\$ (8,168.88)</b>	<b>\$ 20,586.00</b>	<b>\$ 11,364.92</b>				
	2037 Bulletproof Vests	2038 Community Action Team	2039 Energy Grant Envolv	2040 Great Falls TV	2041 Blanche Stevens	2042 High Visibility	2044 Federal Drug Money	2045 Forest Management	2046 Joint Land Use Study	2500 Parks & Recreation	2501 Recreation Donation	2600 TIF5	2600 Tambrands TIF 4	2600 J Enterprises TIF 5	2600 Tambrands II TIF 6	2600 J & A Properties TIF 7	2600 Formed Fiber TIF 8	2600 Mall TIF 9
Fund Balance 7/1/12	\$ 1,021.50	\$ 90,364.87	\$ (1,723.94)	\$ 134,893.22	\$ 45,662.34	\$ 3,528.71	\$ -	\$ 5,000.00	\$ -	\$ 247,954.91	\$ 3,791.73	\$ (663,583.50)	\$ (28,030.34)	\$ 4,576.97	\$ 933,784.15	\$ (24,740.50)	\$ 1,067.60	\$ 737,280.02
Revenues FY13	\$ (4,429.00)	\$ 121,333.68	\$ -	\$ 59,215.29	\$ 3,280.00	\$ -	\$ 32,557.14	\$ -	\$ 24,779.00	\$ 232,638.99	\$ 1,737.00	\$ 1,482.81	\$ 472,097.00	\$ 10,920.00	\$ 14,714.00	\$ -	\$ 29,742.00	\$ 402,834.00
Expenditures FY13	\$ -	\$ 79,469.49	\$ -	\$ 123,010.90	\$ 1,220.49	\$ -	\$ 13,685.00	\$ 134.85	\$ 46,019.32	\$ 210,290.33	\$ 3,791.73	\$ 823.60	\$ 465,679.08	\$ 10,771.07	\$ 338,725.84	\$ -	\$ -	\$ -
<b>Fund Balance 6/30/13</b>	<b>\$ (3,407.50)</b>	<b>\$ 132,229.06</b>	<b>\$ (1,723.94)</b>	<b>\$ 71,097.61</b>	<b>\$ 47,721.85</b>	<b>\$ 3,528.71</b>	<b>\$ 18,872.14</b>	<b>\$ 4,865.15</b>	<b>\$ (21,240.32)</b>	<b>\$ 270,303.57</b>	<b>\$ 1,737.00</b>	<b>\$ (662,924.29)</b>	<b>\$ (21,612.42)</b>	<b>\$ 4,725.90</b>	<b>\$ 609,772.31</b>	<b>\$ (24,740.50)</b>	<b>\$ 30,809.60</b>	<b>\$ 1,140,114.02</b>
	2600 Downtown TIF 10	2600 Safe Handling TIF 11	2600 Auburn Industrial TIF 12	2600 Auburn Plaza TIF 13	2600 Auburn Plaza II TIF 14	2600 Webster School TIF 16	2600 Bedard Pharm TIF 17	Total Special Revenues										
Fund Balance 7/1/12	\$ 674,816.21	\$ 7,151.46	\$ (195,875.85)	\$ 215,777.06	\$ (254,199.83)	\$ -	\$ -	\$ 7,421,350.53										
Revenues FY13	\$ 691,682.00	\$ -	\$ 130,901.00	\$ 294,649.00	\$ 488,233.00	\$ 26,533.00	\$ 28,642.00	\$ 7,311,377.66										
Expenditures FY13	\$ 521,002.10	\$ -	\$ 175,213.68	\$ 122,070.10	\$ 703,084.51	\$ 26,172.64	\$ 28,252.70	\$ 6,348,769.76										
<b>Fund Balance 6/30/13</b>	<b>\$ 845,496.11</b>	<b>\$ 7,151.46</b>	<b>\$ (240,188.53)</b>	<b>\$ 388,355.96</b>	<b>\$ (469,051.34)</b>	<b>\$ 360.36</b>	<b>\$ 389.30</b>	<b>\$ 8,383,958.43</b>										



**ARENA MERGER YEAR BUDGET**

**FY 13-14**

<b>Auburn Ice Arena Transition Year Budget</b>						
<i>FISCAL YEAR ENDING June 30, 2014</i>						
<i>Draft: June 2013</i>						
<b>INCOME:</b>				<b>Ingersoll</b>	<b>A/L Dual Surface</b>	<b>TOTAL</b>
Ice Time		<i>Hours</i>		\$ 144,480.00	\$ 302,400.00	446,880.00
	Twin City Titans	1,050				
	Gladiators	600				
	Maine Develop.	294				
	L/A Seniors	300				
	Rouesseau's	100				
	Power Play	80				
	Boston Kremes	100				
	Tuesday Night Mens	52				
	Monday Night Co-ed	52				
	Mike Berube	36				
	Bolts	40				
	Fons Group	30				
	Greg Gilbert	26				
	L/A Edge	-				
	Townsend Clinic	50				
	Gardiner Area Youth					
	Central Maine Area Youth					
	Tribal Men's League					
	Midcoast Youth					
	Maine Amateur					
High Schools						
	ELHS Practice	41			\$ 9,225.00	\$ 9,225.00
	Leavitt Practice	41			\$ 9,225.00	\$ 9,225.00
	Poland/GNG Practice	35			\$ 7,875.00	\$ 7,875.00
	Red Hornets Practice	35			\$ 7,875.00	\$ 7,875.00
	ELHS Games	9			\$ 2,025.00	\$ 2,025.00
	Leavitt Games	9			\$ 2,025.00	\$ 2,025.00
	Poland /GNG Games	9			\$ 2,025.00	\$ 2,025.00
	Red Hornets Games	8			\$ 1,800.00	\$ 1,800.00
Growth In Year One for rentals		St. Doms			\$ 65,000.00	65,000.00
Concession Stand				\$ 7,500.00	\$ 35,000.00	42,500.00
Proshop/Sharpening				\$ 2,500.00	\$ 5,000.00	7,500.00
Sign Advertisement				\$ -	\$ 32,000.00	32,000.00
Tournament Revenues				\$ -	\$ 16,480.00	16,480.00
Miscellaneous				\$ -	\$ 2,500.00	2,500.00
Public Skating				\$ -	\$ 10,500.00	10,500.00
Skating Instruction				\$ -	\$ 13,800.00	13,800.00
Room Rentals				\$ -	\$ 4,800.00	4,800.00
Birthday Parties				\$ -	\$ 6,000.00	6,000.00
Special Events				\$ -	\$ 1,200.00	1,200.00
Shinny Hockey				\$ -	\$ 12,498.00	12,498.00
In-house Clinics				\$ -	\$ 10,000.00	10,000.00
Naming				\$ -	\$ 50,000.00	\$ 50,000.00
<b>TOTAL INCOME</b>				\$ 154,480.00	\$ 609,253.00	\$ 763,733.00
<b>EXPENSES:</b>						
Lease				\$ -	\$ -	0.00

Taxes				\$ -	\$ -	0.00
Payroll	Director / Marketing			\$ -	\$ 65,000.00	65,000.00
	Operations and Facilities				\$ 54,112.00	54,112.00
	Admin. Assist				\$ 31,200.00	31,200.00
	Maintenance Supervisor				\$ -	0.00
	Ice Attendant (2)				\$ 45,600.00	45,600.00
	Part-time Ice (2)			\$ -	\$ 10,900.00	10,900.00
	Overtime			\$ -	\$ 1,979.00	1,979.00
Uniforms				\$ -	\$ 1,400.00	1,400.00
Health Insurance				\$ -	\$ 74,440.00	74,440.00
Fica/Med				\$ -	\$ 15,972.51	\$ 15,972.51
Retirement				\$ -	\$ 12,527.46	\$ 12,527.46
Cafeteria Plan				\$ -	\$ 4,750.00	4,750.00
Marketing Consultant				\$ -	\$ -	0.00
CPA services				\$ -	\$ 2,100.00	2,100.00
Advertising					\$ 20,000.00	20,000.00
Equipment Inspection					\$ 2,095.00	2,095.00
Repairs-Building				\$ -	\$ 8,464.00	8,464.00
Repairs-Equip.				\$ -	\$ 22,256.00	22,256.00
Repairs-Maintenance Contract				\$ -	\$ 2,824.00	2,824.00
Training and Tuition				\$ -	\$ 1,000.00	1,000.00
Travel				\$ -	\$ 1,500.00	1,500.00
Dues				\$ -	\$ 150.00	150.00
Insurance				\$ 1,200.00	\$ 7,500.00	8,700.00
Supplies-				\$ -	\$ 25,000.00	25,000.00
Postage				\$ -	\$ -	
Phone and Internet				\$ -	\$ 2,500.00	2,500.00
Water and Sewer				\$ 1,531.19	\$ 5,082.00	6,613.19
Electricity				\$ 25,500.00	\$ 65,000.00	90,500.00
Gas				\$ -	\$ 27,127.00	27,127.00
CIP				\$ -	\$ -	0.00
Debt Service Ingersoll				\$ 94,759.38	\$ -	\$ 94,759.38
Contingency Expenses						
<b>TOTAL PROGRAM EXPENSES</b>				\$ 122,990.57	\$ 510,478.97	\$ 633,469.54
<b>NET INCOME</b>				\$ 31,489.43	\$ 98,774.03	\$ 130,263.46