



City of Auburn

Master List

Fiscal Year 2017
Proposed 4.11.2016

Account Title	FY 2015 Actual	FY 2016 Approved	FY 2017 Dept. Request	FY 2017 Manager Proposed	FY 2017 Council Adopted	Increase/ Decrease	%
<i>Health & Social Services Administration</i>							
Regular Salaries	71,574	73,762	71,736	71,736	0	(2,026)	-2%
Office Supplies	62	300	300	300	0	0	0%
Other Sup-Operating	309	800	800	800	0	0	0%
Training & Tuition	70	200	200	200	0	0	0%
Travel-Mileage	0	200	200	200	0	0	0%
Travel-Seminar Costs	387	400	400	400	0	0	0%
Dues & Subscriptions	60	60	60	60	0	0	0%
TOTAL	72,462	75,722	73,696	73,696	-	(2,026)	-2.7%



City of Auburn General Assistance

Fiscal Year 2017
Proposed 4.11.2016

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	73,762	71,736	71,736
Office Supplies	Total	300	300	300
Other Sup-Operating	Total	800	800	800
Training & Tuition	Total	200	200	200

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Regular Salaries		
Welfare Director (non-union)	\$ 51,736	\$ 51,736
Case Worker (union)	\$ 20,000	\$ 20,000
	\$ 71,736	\$ 71,736

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Office Supplies		
General Office Supplies	\$ 300	\$ 300
	\$ 300	\$ 300

Estimated Detail of Other Sup-Operating

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup-Operating		
Vouchers	\$ 800	\$ 800
	\$ 800	\$ 800

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Training & Tuition		
Professional Development	\$ 200	\$ 200
	\$ 200	\$ 200

Line Item Narrative

Salaries: Full time director and part time caseworker.

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.



City of Auburn General Assistance

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

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Travel-Mileage		
Personal Use of Vehicle	\$ 200	\$ 200
	\$ 200	\$ 200

Estimated Detail of Travel-Seminar Costs

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Travel-Seminar Costs		
Registration Costs	\$ 400	\$ 400
	\$ 400	\$ 400

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Dues & Subscriptions		
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.



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Account Title	FY 2015 Actual	FY 2016 Approved	FY 2017 Dept. Request	FY 2017 Manager Proposed	FY 2017 Council Adopted	Increase/ Decrease	%
<i>Health & Social Services--Assistance</i>							
PA - Electrical	3,070	4,320	3,400	3,400	0	(920)	-24%
PA - Medical	4,575	4,920	2,500	2,500	0	(2,420)	-50%
PA - Burial	2,923	3,185	8,150	8,150	0	4,965	166%
PA - Fuel	486	1,064	1,064	1,064	0	0	0%
PA - Provisions	857	1,664	1,664	1,664	0	0	0%
PA - Rent	87,509	89,300	78,000	78,000	0	(11,300)	-13%
PA - Other	745	4,536	3,000	3,000	0	(1,536)	-34%
TOTAL	100,165	108,989	97,778	97,778	-	(11,211)	-10.3%



City of Auburn General Assistance

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Line Items		Last Year	Dept. Request	Manager Proposed
PA - Electrical	Total	4,320	3,400	3,400
PA - Medical	Total	4,920	2,500	2,500
PA - Burial	Total	3,185	8,150	8,150

Estimated Detail of PA - Electrical

Actual expenses may vary according to changing circumstances

PA - Electrical	Avg. Applicants	Avg. Cost	Dept. Request	Manager Proposed
Electricity Bills	40	\$ 85	\$ 3,400	\$ 3,400
			\$ 3,400	\$ 3,400

Estimated Detail of PA - Medical

Actual expenses may vary according to changing circumstances

PA - Medical	Avg. Applicants	Avg. Cost	Dept. Request	Manager Proposed
Medical Supplies	105	\$ 19	\$ 2,500	\$ 2,500
			\$ 2,500	\$ 2,500

Estimated Detail of PA - Burial

Actual expenses may vary according to changing circumstances

PA - Burial	Avg. Applicants	Average Cost	Opening/ Closing	Dept. Request	Manager Proposed
Burials	10	\$ 795	\$ 200	\$ 8,150	\$ 8,150
				\$ 8,150	\$ 8,150

Line Item Narrative

Electricity: This account is used to assist eligible households whose income is insufficient to pay their electric bill. Residents frequently use electricity as alternative heat in order to keep warm.

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.



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Line Items		Last Year	Dept. Request	Manager Proposed
PA - Fuel	Total	1,064	1,064	1,064
PA - Provisions	Total	1,664	1,664	1,664
PA - Rent	Total	89,300	78,000	78,000

Estimated Detail of PA - Fuel

Actual expenses may vary according to changing circumstances

PA - Fuel	Avg. Applicants	Avg. Cost	Dept. Request	Manager Proposed
Heating Fuel	4	\$ 266	\$ 1,064	\$ 1,064
			\$ 1,064	\$ 1,064

Estimated Detail of PA - Provisions

Actual expenses may vary according to changing circumstances

PA - Provisions	Avg. Applicants	Average Cost	Dept. Request	Manager Proposed
Food			\$ 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	Manager Proposed
Rental Payments	286	\$ 273	\$ 78,000	\$ 78,000
			\$ 78,000	\$ 78,000

Line Item Narrative

Fuel: This account funds the costs of heating, hot water and cooking fuel for eligible applicants. Community Cords has helped keep this line item down.

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.



City of Auburn General Assistance

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Line Items	Last Year	Dept. Request	Manager Proposed
PA - Other	Total	4,536	3,000

Estimated Detail of PA - Other

Actual expenses may vary according to changing circumstances

PA - Other	<i>Avg.</i> Applicants	<i>Average</i> Cost	Dept. Request	Manager Proposed
Miscellaneous	120	\$ 25	\$ 3,000	\$ 3,000
			\$ 3,000	\$ 3,000

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 pantry is utilized for immediate needs. This pantry is supported by donations and trust funds.



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<i>Economic and Community Development</i>							
Regular Salaries	492,216	629,984	810,935	752,161	0	122,177	27%
Longevity Bonus	0	400	800	800	0	400	0%
Uniform Allowance	1,100	1,000	1,000	650	0	(350)	-39%
OT - Regular	10,190	10,630	10,651	0	0	(10,630)	-236%
PS - General	1,350	33,000	639,000	696,000	0	663,000	26520%
Office Supplies	1,151	1,300	1,500	1,500	0	200	18%
Other Sup - Operating	2,015	2,000	2,000	2,000	0	0	0%
Other Sup - Safety Equi	1,735	3,015	3,015	2,000	0	(1,015)	-51%
MV Sup - Tires/Tube/Ct	23	900	900	900	0	0	0%
MV Sup - Gas & Oil	4,104	4,300	3,237	2,744	0	(1,556)	-32%
Comm - Telephone	3,410	5,430	5,430	5,430	0	0	0%
Utilities - Electricity	311,619	337,861	338,533	336,161	0	(1,700)	-1%
Utilities - Bottled Gas	2,199					0	0%
Repairs - Vehicles	1,586	2,035	2,250	2,250	0	215	14%
Repairs - Equipment	1,254	5,500	5,500	5,500	0	0	0%
Repairs - Street Lights	689	4,600	4,600	4,600	0	0	0%
Repairs - Traffic Signal	6,094	11,506	11,506	11,506	0	0	0%
Training & Tuition	3,734	4,135	3,400	3,000	0	(1,135)	-62%
Advertising	1,965	2,400	2,800	2,800	0	400	18%
Travel-Mileage	322	600	1,000	1,000	0	400	100%
Travel-Seminar Costs	561	1,500	1,600	1,600	0	100	8%
Dues & Subscriptions	1,378	190,045	190,310	3,700	0	(186,345)	-98%
Capital Operating	27,325	16,050	57,784	15,000	0	(1,050)	-7%
TOTAL	876,020	1,268,191	2,097,751	1,851,302	-	583,111	46.0%



City of Auburn

Economic & Community Development

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Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	629,984	810,935	752,161
Longevity Bonus	Total	400	800	800
Uniform Allowance	Total	1,000	1,000	650

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

Regular Salaries	Total Staff	Dept. Request	Manager Proposed
Administrative Assistant (50% TIF)	1	\$ 41,594	\$ 41,594
Building / Code Compliance Officer/ Plumbing Inspector	1	\$ 57,455	\$ 57,455
City Electrician	1	\$ 65,024	\$ 65,024
City Planner / Land Use Code Compliance Officer (25% TIF)	1	\$ 61,800	\$ 61,800
Electrician I	1	\$ 58,774	\$ -
Information Assistant	1	\$ 27,300	\$ 27,300
Housing Code Compliance Officer (up to \$50K, CDBG)	1	\$ 47,277	\$ 47,277
Director (60% TIF, 40% CDBG)	1	\$ 91,500	\$ 91,500
Deputy Director (65% TIF, 10% CDBG)	1	\$ 85,000	\$ 85,000
Neighborhood Service Coordinator (100% CDBG)	1	\$ 52,514	\$ 52,514
Downtown & Neighborhood Development Specialist (100% CDBG)	1	\$ 60,000	\$ 60,000
CDBG Accounting Compliance & Underwriter (100% CDBG)	1	\$ 49,236	\$ 49,236
Development Manager (100% TIF)	1	\$ 55,000	\$ 55,000
Sanitarian / Code Compliance Officer	1	\$ 58,461	\$ 58,461
	14	\$ 810,935	\$ 752,161
		TIF Offset	\$ 201,397
		CDBG Offset	\$ 206,850
	Net	\$ 402,688	\$ 296,637

Estimated Detail of Longevity Bonus

Actual expenses may vary according to changing circumstances

Longevity Bonus	Dept. Request	Manager Proposed
Employee Longevity	\$ 800	\$ 800
	\$ 800	\$ 800

Estimated Detail of Uniform Allowance

Actual expenses may vary according to changing circumstances

Uniform Allowance	Staff	Cost	Dept. Request	Manager Proposed
Electrical Employees Uniforms	2	\$ 350.00	\$ 700	\$ 350
Field Inspectors	3	\$ 100.00	\$ 300	\$ 300
			\$ 1,000	\$ 650

Line Item Narrative

Wages: These wage amounts are as of January 2016 .

Longevity: For the upcoming fiscal year 2 employees are due to receive a \$400 longevity bonus payout.

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. \$350 of the increase is for the reinstated electrician, if approved, and \$100 is based on MSEA union contractual increase.



City of Auburn

Economic & Community Development

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Line Items		Last Year	Dept. Request	Manager Proposed
OT - Regular	Total	10,630	10,651	-
PS - General	Total	33,000	639,000	696,000
Office Supplies	Total	1,300	1,500	1,500

Estimated Detail of OT - Regular

Actual expenses may vary according to changing circumstances

OT - Regular	Hours	Avg O/T Rate	Est. Overtime	Dept. Request	Manager Proposed
AFD Electrical Related	68	\$ 46.54	\$ 3,165	\$ 3,165	
Electrical Events/ Accidents & Dig Safe	9	\$ 46.54	\$ 419	\$ 419	
Fire Alarm Maintenance	31	\$ 46.54	\$ 1,443	\$ 1,443	
Fire Alarm Resets	3	\$ 46.54	\$ 140	\$ 140	
Miscellaneous Call-outs	45	\$ 46.54	\$ 2,094	\$ 2,094	
On-Call Stipend		\$ 2,600	\$ 2,600	\$ 2,600	
Traffic Signal	17	\$ 46.54	\$ 791	\$ 791	
	173		\$ 10,651	\$ 10,651	\$ -

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

PS - General	Dept. Request	Manager Proposed
Contracted Inspection Services (See Below)	\$ 1,500	
Community Concepts (TIF)	\$ 100,000	\$ 100,000
GIS Support (TIF)	\$ 34,000	\$ 34,000
Marketing Support (TIF)	\$ 26,000	\$ 26,000
Workforce Development (TIF)	\$ 476,000	\$ 476,000
Contracted Electrical Services	\$ 1,500	\$ 60,000
	\$ 639,000	\$ 696,000

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

Office Supplies	Dept. Request	Manager Proposed
General Supplies (TIF 33%)	\$ 1,500	\$ 1,500
	\$ 1,500	\$ 1,500

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, 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. The union contract requires a 2.5 hour minimum call out pay for incidents.

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 within 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 projects, City Council, Planning Board, Zoning Board of Appeals and internal and external memos and correspondence.



City of Auburn

Economic & Community Development

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Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Operating	Total	2,000	2,000	2,000
Other Sup - Safety Equipment	Total	3,015	3,015	2,000

Estimated Detail of Other Sup - Operating

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Operating	\$ 2,000	\$ 2,000
	\$ 2,000	\$ 2,000

Estimated Detail of Other Sup - Safety Equipment

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Safety Equipment		
Safety Equipment	\$ 3,015	\$ 2,000
	\$ 3,015	\$ 2,000

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: 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, reflective vests, electric insulated footwear, face shields, FR clothing, rescue fall equipment.



City of Auburn

Economic & Community Development

Fiscal Year 2017
Proposed 4.11.2016

Line Items		Last Year	Dept. Request	Manager Proposed
MV Sup - Tires/Tube/Chain	Total	900	900	900
MV Sup - Gas & Oil	Total	4,300	3,237	2,744
Comm - Telephone	Total	5,430	5,430	5,430

Estimated Detail of MV Sup - Tires/Tube/Chain

Actual expenses may vary according to changing circumstances

MV Sup - Tires/Tube/Chain		Dept. Request	Manager Proposed
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 FY15	Projected Gallons FY16	Price	Dept. Request	Manager Proposed
Gasoline, Oil, Filters, etc.	1380	1518	\$ 1.69	\$ 3,036	\$ 2,565
Diesel	92	95	\$ 1.88	\$ 201	\$ 179
				\$ 3,237	\$ 2,744

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

Comm - Telephone	Quantity	Per Month	Dept. Request	Manager Proposed
Aircards	4	\$ 50.00	\$ 2,400	\$ 2,400
Cellular Phones (TIF)	1	\$ 60.00	\$ 720	\$ 720
Cellular Phones	5	\$ 38.50	\$ 2,310	\$ 2,310
			\$ 5,430	\$ 5,430

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. The electrical bucket truck needs a tire this year for \$300 above normal expenses.

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.



City of Auburn

Economic & Community Development

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Line Items		Last Year	Dept. Request	Manager Proposed
Utilities - Electricity	Total	337,861	338,533	336,161
Repairs - Vehicles	Total	2,035	2,250	2,250

Estimated Detail of Utilities - Electricity

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Utilities - Electricity		
City Owned Street Lights	\$ 41,935	\$ 41,935
Electrical Division Building	\$ 3,000	\$ 3,000
Goff Hill Radio Site	\$ 2,243	\$ 2,243
Leased Street Lights	\$ 273,763	\$ 273,763
Traffic Signal Equipment	\$ 15,220	\$ 15,220
Utilities - Gas	\$ 2,372	
	\$ 338,533	\$ 336,161

Estimated Detail of Repairs - Vehicles

Actual expenses may vary according to changing circumstances

	<i>Preventive Maint.</i>	<i>Annual Testing</i>	Dept. Request	Manager Proposed
Repairs - Vehicles				
Bucket Truck – Electrical Division	\$ 100	\$ 1,000	\$ 1,100	\$ 1,100
Electrical Service Van – Electrical Division	\$ 600		\$ 600	\$ 600
Ford Focus – Code Enforcement / Inspections	\$ 250		\$ 250	\$ 250
Jeep Patriot– Code Enforcement / Inspections	\$ 100		\$ 100	\$ 100
Inspection / Service Pick-up Truck - City Electrician	\$ 100		\$ 100	\$ 100
Miscellaneous: Tires, car washes, wiper blades, etc.	\$ 100		\$ 100	\$ 100
			\$ 2,250	\$ 2,250

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 . Current CIP for municipal ownership of leased street lights will result in substantial savings when implemented. The PUC will hopefully have the new procedures in place to allow municipalities to take advantage by spring of 2105. The increase is based on projected rate increases for 2015.

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

Economic & Community Development

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Line Items	Last Year	Dept. Request	Manager Proposed
Repairs - Equipment	5,500	5,500	5,500
Total	5,500	5,500	5,500

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

Repairs - Equipment	<i>Customers</i>	<i>Annual Charge</i>	<i>Revenues</i>	Dept. Request	Manager Proposed
Municipal Fire Alarm System				\$ 2,800	\$ 2,800
Other Miscellaneous				\$ 2,700	\$ 2,700
				\$ 5,500	\$ 5,500

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 reporting to the 911 Communication Center. The program is being evaluated to determine how to increase subscriptions throughout the community. The program is generating approximately \$28 K per year, and additionally is providing \$8,000+ worth of fire alarm services at no charge to city buildings and schools respectively. Put another way, if this service did not exist, the city and schools would need to purchase this service. This account also funds electrical materials and maintenance for seasonal events and expenses .



City of Auburn

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Line Items		Last Year	Dept. Request	Manager Proposed
Repairs - Street Lights	Total	4,600	4,600	4,600
Repairs - Traffic Signal Maint	Total	11,506	11,506	11,506

Estimated Detail of Repairs - Street Lights

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Street Lights		
Municipally Owned Lighting Equipment	\$ 4,600	\$ 4,600
	\$ 4,600	\$ 4,600

Estimated Detail of Repairs - Traffic Signal Maint

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Traffic Signal Maint		
Parts and Replacement	\$ 11,506	\$ 11,506
	\$ 11,506	\$ 11,506

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 Kitty hawk 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



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Economic & Community Development

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Line Items		Last Year	Dept. Request	Manager Proposed
Training & Tuition	Total	4,135	3,400	3,000
Advertising	Total	2,400	2,800	2,800

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Training & Tuition		
Training & Tuition (TIF)	\$ 1,135	\$ 1,135
See Below.	\$ 3,400	\$ 3,000
	\$ 3,400	\$ 3,000

Estimated Detail of Advertising

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Advertising		
Public Notice Hearings	\$ 2,800	\$ 2,800
	\$ 2,800	\$ 2,800

Line Item Narrative

Training & Tuition: This account includes the cost of tuition, training materials 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.

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

Economic & Community Development

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Line Items		Last Year	Dept. Request	Manager Proposed
Travel-Mileage	Total	600	1,000	1,000
Travel-Seminar Costs	Total	1,500	1,600	1,600
Dues & Subscriptions	Total	190,045	190,310	3,700
Capital Operating	Total	16,050	57,784	15,000

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

Travel-Mileage		Dept. Request	Manager Proposed
Personal Use of Vehicles (TIF 50%)		\$ 1,000	\$ 1,000
		\$ 1,000	\$ 1,000

Estimated Detail of Travel-Seminar Costs

Actual expenses may vary according to changing circumstances

Travel-Seminar Costs		Dept. Request	Manager Proposed
Registration Fees		\$ 1,600	\$ 1,600
		\$ 1,600	\$ 1,600

Actual expenses may vary according to changing circumstances

Dues & Subscriptions		Dept. Request	Manager Proposed
LAECG		\$ 160,610	\$ -
AVCOG		\$ 26,000	\$ -
Dues & Subscriptions (TIF \$2000)		\$ 3,700	\$ 3,700
		\$ 190,310	\$ 3,700

Estimated Detail of Capital Operating

Actual expenses may vary according to changing circumstances

Capital Operating		Dept. Request	Manager Proposed
Operating Capital Items-See CIP		\$ 57,784	\$ 15,000
		\$ 57,784	\$ 15,000

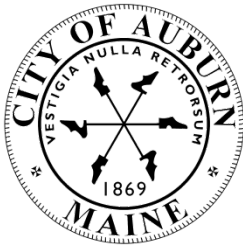
Line Item Narrative

Travel & Mileage: This account reimburses employees for use of their personal vehicles for job related activities.

Travel & Seminar Costs: This account funds the cost for staff to attend local and regional training seminars and will fund training for Planning Board members in 2015.

Dues & Subscriptions: **Added \$200 over last years request for staff certifications and licensing including electrical and planning.** 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.

Capital Operating: See FY 16 CIP.



City of Auburn
Recreation Department

RECREATION PROGRAM BUDGET FY17

MISSION

Developed with guidance from our Recreation and Special Events Advisory Board, “The Auburn Recreation Department supports a healthy lifestyle through leisure, cultural, and physical activity.”

VISION

The Recreation Department mission statement embraces the nature of how the department should serve our community. The statement and elements contained within are meant to define the philosophy of the department and to act as a guide for staff in all department functions and their daily activities. The primary goal is to provide quality recreational opportunities for the community. The Recreation Department is dedicated to meet, or surpass, citizen expectations and to provide recreational opportunities that move toward meeting the need of every segment of the population. The Department will research and identify opportunities for alternative and/or supplemental organized programming for youth, adults, seniors, and families. The proposed FY17 Recreation budget seeks to expand current recreation programming to better serve all demographics with a focus on senior programming, special events, and new sporting opportunities. The proposed budget will continue to meet primary standards and to ensure that the department can manage appropriate service levels and the expectations of the community. The proposed budget also addresses other chief departmental goals: To encourage active citizen participation and maintain community outreach efforts; and to acknowledge and empower our most significant resource, by offering staff at all levels training and professional development opportunities to ensure success in all aspects of their position.

DESCRIPTION

The Recreation Department is comprised of four full-time and one permanent part-time staff members. Staff is responsible for managing and providing support with the necessary resources to design, plan, organize, implement, supervise, and evaluate all municipal recreation programming and special events. Our staff has three new members, all bringing a new level of energy, experience, and innovative ideas. In a collaborative effort with the Public Services Dept. a new energy has been directed to bringing the current conditions of parks, athletic fields, and trails back up to standards. Currently the Recreation Dept. is offering around 65 programs that range from Senior Trips, Summer Day Camp for kids, Summer Festival, and Adult Softball Leagues.

PROGRAM DESCRIPTIONS

1. **Administration:** Provides management and oversight of all Recreation Department activities. Activities include, but are not limited to; allocation of staff resources, payroll functions, budget development & management, purchasing, reporting, employee performance, overall departmental performance, and safety & training programs. The administration program includes: staff, office supplies, communication services, training, professional development, postage, travel mileage, and professional association memberships. This program accounts for 27% of the total Recreation Budget.
2. **Recreation Programming:** Design, plan, organize, implement, supervise, and evaluate all municipal recreation programming. Staff also has responsibility in special event planning/support. The recreation programming program includes: staff, training, professional association memberships, and department vehicle costs. This program accounts for 43% of the total Recreation Budget.
3. **Facilities:** The facilities program includes staff, utilities, maintenance contracts, building repairs, equipment repairs, operating supplies, janitorial supplies, and safety equipment for Recreation Department facilities. This program accounts for 25% of the total Recreation Budget.
4. **Community Programs & Special Events:** This program includes funding for several community programs which includes: Veterans observances, the Liberty Festival, snowmobile club match funds, First Auburn Senior Citizens, and New Auburn Senior Citizens. This program accounts for 5% of the total Recreation Budget.

PROGRAM BUDGET BREAK DOWN

PROGRAM BUDGET – Administration

ADMINISTRATION					
Description	FTE	FY16	FY17	Increase/Decrease	Change
Salaries	1.4	\$106,010.00	\$91,500.00	(\$14,510.00)	-13.69%
Operating Supplies		\$8,901.00	\$7,670.00	(\$1,231.00)	-13.83%
Total		\$114,911.00	\$99,170.00	(\$15,741.00)	-13.70%

PROGRAM BUDGET – Recreation Programming

RECREATION PROGRAMMING					
Description	FTE	FY16	FY17	Increase/Decrease	Change
Salaries	3.5	\$79,686.00	\$158,246.00	\$78,560.00	98.59%
Operating Supplies		\$3,059.00	\$2,244.00	(\$815.00)	-26.64%
Total		\$82,745.00	\$160,490.00	\$77,745.00	93.96%

PROGRAM BUDGET – Facilities

FACILITIES					
Description	FTE	FY16	FY17	Increase/Decrease	Change
Salaries	-	\$43,585.00	\$0.00	(\$43,585.00)	-100.00%
Operating Supplies		\$81,798.00	\$85,816.00	\$4,018.00	4.91%
Contracted Services		\$1,720.00	\$1,720.00	-	0.00%
Total		\$127,103.00	\$87,536.00	(\$39,567.00)	-31.13%

PROGRAM BUDGET – Community Programs & Special Events

COMMUNITY PROGRAMS & SPECIAL EVENTS					
Description	FTE	FY16	FY17	Increase/Decrease	Change
Funding	-	\$17,800.00	\$17,800.00	\$0.00	0.00%
Total		\$17,800.00	\$17,800.00	\$0.00	0.00%

BUDGET DRIVERS

Regular Salaries - Increased by 3%

Adjusted to account for salary increases for staff covered by the approved MSEA bargaining agreement.

Sal-Rec Part-Time - Increased by 300%

Adjusted to reflect appropriate use of temporary employee staffing needs. This includes building supervisors not associated with programs and customer service representative.

Longevity Bonus - Increased by 300%

There is one employee longevity bonus due this fiscal year.

Uniform Allowance – Decreased by 100%

There is no Uniform Allowance due this fiscal year.

PS – General - Increased by 3,194%

Adjusted to more accurately reflect historical usage.

PS – Testing – Decreased by 100%

No current employees needing Testing.

Other Sup-Safety Equip. – Decreased by 100%

No longer needed.

Repairs – Building - Increased 24%

Increase is to accurately reflect historical usage.

Travel – Mileage – Decreased 100%

No longer needed.

GOALS AND OBJECTIVES

GOAL

Encourage active citizen participation and maintain community outreach efforts.

- Solicit, gather and evaluate feedback from citizens about recreation services and facilities using various methods of collection (website, paper, phone, and in-person).
- Ensure the use of customer program review surveys to improve the value of our programs and services as well as increase the number of registrations in the programs.
- Ensure feedback forms are available online and interactive.
- Use all forms of media to communicate with the public including city website, Teamsideline calendar, program brochures, local cable access channel, print media, school department distribution channels, and social media.
- Continue to work with the Recreation & Special Events Advisory Board to champion programs, activities, and events offered by the department.

GOAL

Provide recreational opportunities that move toward meeting the need of every segment of the population.

- Offer scholarships for youth programming to those who are in need of financial assistance.
- Research and identify opportunities for alternative and/or supplemental organized programming for youth.
- Research and identify demand for alternative and/or supplemental organized recreation programming for adults.
- Research and identify demand for alternative and/or supplemental organized programming for senior citizens.

GOAL

To acknowledge and empower our most significant resource, by offering staff at all levels with the training and professional development opportunities needed to ensure success in all aspects of their position.

- Offer training opportunities to staff and utilize professional organization resources such as: National Recreation and Parks Association, and Maine Recreation and Parks Association.
- Provide competitive salary packages in order to attract, recruit, and retain the finest and most qualified workforce.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

Performance Measure	Actual FY14	Actual FY15	YTD FY16	GOAL FY17
Number of recreation program registrations compared to prior years.	2,953	2,577*	2,429*	3,400*
Percentage of prime hours utilized at recreational facilities during applicable season.	31.4%	34.5%	29.6%	40%

*Numbers based off actual enrollment reports and estimated special/community event participation.

Workload Indicators	Actual FY14	Actual FY15	YTD FY16
Man hours spent by recreation staff managing/facilitating all recreation programs annually.	16,662	15,318	15,472
Number of registrants processed for recreation programming annually.	1,304	1,355	1,429

JANUARY

- Bureau of Labor building inspection
- Fleet maintenance inspections
- Valentine's day preparations
- Women's Basketball
- Indoor Soccer

FEBRUARY

- Winter Festival week
- School vacation programs
- Spring program flyers finalized
- Safety training – in house
- Valentine's Dance

MARCH

- Spring Celebration preparations
- Adult softball registration
- Spring program registration
- Spring arena programs begin
- Seasonal programs review/analysis
- Kickball begins
- Spring Travel Basketball

APRIL

- Spring programs begin
- Wednesdays in the Park bookings for summer
- School vacation programs
- Ballfield preparations
- Summer movie and concert set
- TBall
- Bureau of Labor buildings inspection
- Football preparations
- Spring Celebration
- Spring Running
- Youth Lacrosse

MAY

- Alternative sentencing program with County Jail
- Open Festival Plaza
- Docks in at North River Road
- Seasonal programs review/analysis
- Adult softball
- Rec and school fields mowed/lined daily
- Fishing Derbies at Pettengill Park

JUNE

- Day camp
- Track & Field
- Open beach

JULY

- 4th of July celebration
- Summer movies/concerts starts
- Wednesdays in the Park series
- Fall Program Preparations

AUGUST

- Fall sport fields laid out and lined
- Fall program registrations
- Youth Football Camp
- 3rd- 8th Grade Football begins
- Seasonal programs review/analysis
- Golf Lessons

SEPTEMBER

- Youth Football
- Flag Football
- Pee Wee soccer begins
- Fall Cheering Program begins

OCTOBER

- Halloween Fright Fest
- Shut down Festival Plaza
- Winter program flyers out
- Alternative sentencing program with County Jail
- Youth basketball preparations
- Travel basketball preparations
- Weekend Recess Warriors
- Winter Festival Planning with Lost Valley

NOVEMBER

- Santa's Arrival
- Youth and adult basketball
- Bring in docks from Boat Launch
- Seasonal programs review/analysis
- Winter Festival Planning with Lost Valley

DECEMBER

- School vacation programs
- City Christmas Party at Hasty
- Men's Adult basketball



City of Auburn

Master List

Fiscal Year 2017
Proposed 4.11.2016

Account Title	FY 2015 Actual	FY 2016 Approved	FY 2017 Dept. Request	FY 2017 Manager Proposed	FY 2017 Council Adopted	Increase/ Decrease	%
<i>Recreation and Special Events</i>							
Regular Salaries	206,669	219,819	225,746	188,746	0	(31,073)	-14%
Sal-Rec Part-Time	1,956	6,000	24,000	24,000	0	18,000	300%
Longevity Bonus	0	0	300	0	0	0	0%
Uniform Allowance	0	350	0	0	0	(350)	-100%
PS - General	0	0	3,194	3,194	0	3,194	0%
PS - Testing	0	226	0	0	0	(226)	-100%
Office Supplies	1,004	2,600	2,600	2,600	0	0	0%
Other Sup-Janitorial	1,559	2,600	2,600	2,600	0	0	0%
Other Sup - Maintenance	1,990	2,350	2,350	2,350	0	0	0%
Other Sup-Safety Equip	241	600	0	0	0	(600)	-100%
MV Sup-Tires/Tube/Cha	93	250	250	250	0	0	0%
MV Sup-Gas & Oil	4,000	894	894	550	0	(344)	-38%
Utilities - Water/Sewer	5,328	19,820	19,820	19,820	0	0	0%
Comm - Telephone	1,041	1,920	1,920	1,920	0	0	0%
Utilities - Electricity	11,325	12,190	12,190	12,190	0	0	0%
Utilities - Natural Gas	30,474	34,262	34,262	34,262	0	0	0%
Repairs - Buildings	10,816	8,500	10,500	10,500	0	2,000	24%
Repairs - Vehicles	0	800	800	800	0	0	0%
Repairs - Equipment	0	900	900	900	0	0	0%
Repairs - Maintenance	392	1,720	1,720	1,720	0	0	0%
Training & Tuition	1,920	3,300	3,300	3,300	0	0	0%
Comm - Postage	219	540	540	540	0	0	0%
Travel-Mileage	8	200	200	200	0	0	0%
Dues & Subscriptions	1,658	1,230	1,230	1,230	0	0	0%
Community Programs	13,998	17,800	17,800	17,800	0	0	0%
TOTAL	294,691	338,871	367,116	329,472	-	(9,399)	-2.8%



City of Auburn Recreation & Special Events

Fiscal Year 2017
Proposed 4.11.2016

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	219,819	225,746	188,746
Sal-Rec Part-Time	Total	6,000	24,000	24,000
Longevity Bonus	Total	-	300	-
Uniform Allowance	Total	350	-	-

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

	Staff	Recreation	Dept. Request	Manager Proposed
Regular Salaries				
Recreation Director	1		\$ 72,000	\$ 72,000
Administrative Assistant	1		\$ 19,500	\$ 19,500
Senior Programmer (PT)	1		\$ 23,246	\$ 23,246
Recreation Program Specialist	1		\$ 37,000	\$ 37,000
Recreation Program Specialist	1		\$ 37,000	\$ 37,000
Recreation Program Specialist	1		\$ 37,000	\$ 37,000
	6	\$ -	\$ 225,746	\$ 188,746

Estimated Detail of Sal-Rec Part-Time

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Sal-Rec Part-Time		
Customer Service Rep	\$ 12,000	\$ 12,000
Part-Time Staff	\$ 12,000	\$ 12,000
	\$ 24,000	\$ 24,000

Estimated Detail of Longevity Bonus

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Longevity Bonus		
Longevity Bonus	\$ 300	\$ 300
	\$ 300	\$ -

Estimated Detail of Uniform Allowance

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Uniform Allowance		
1 Staff Person	\$ -	\$ -
	\$ -	\$ -

Line Item Narrative

Wages: This line item reflects the salaries of all full-time recreation department staff. Factored in to these amounts are 3% increases for staff covered by the approved MSEA bargaining agreement.

Part-Time Wages: This account includes seasonal staffing for various recreation programs.

Longevity Bonus: The longevity bonus is paid to employees on their 7th (\$300), 15th(\$400), and 25th(\$500) year anniversaries. There is 1 longevity recipients this year.

Uniform Allowance: This account includes the cost of work-relate clothing such as shirts, pants, work shoes gloves, etc for all fulltime



City of Auburn Recreation & Special Events

Fiscal Year 2017
Proposed 4.11.2016

Line Items		Last Year	Dept. Request	Manager Proposed
PS - General	Total	-	3,194	3,194
PS - Testing	Total	226	-	-
Office Supplies	Total	2,600	2,600	2,600

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - General		
Fire/Sprinkler System	\$ 350	\$ 350
Trash Pick-up	\$ 2,664	\$ 2,664
Security System	\$ 180	\$ 180
	\$ 3,194	\$ 3,194

Estimated Detail of PS - Testing

Actual expenses may vary according to changing circumstances

	Personnel	Test Cost	Dept. Request	Manager Proposed
PS - Testing				
Hearing Test		\$38	\$ -	
Physical Exam	1	\$226		
Respiratory Fit Test		\$38	\$ -	
Respiratory Clearance		\$36	\$ -	
Drug Testing		\$8	\$ -	
			\$ -	\$ -

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Office Supplies		
Office supplies	\$ 2,600	\$ 2,600
	\$ 2,600	\$ 2,600

Line Item Narrative

PS - General: This account includes in-ground tank fees (which are \$100.00 every 3 years. Paid 1/2015) There is no tank fee due in FY 2016.

PS - Testing: This account includes physical exams for new, full-time and seasonal employees. It also includes Hep B vaccines and respirator fit testing, respiratory clearance testing in addition to the annual hearing conservation tests.

Office Supplies: This account includes the cost of general office supplies, such as pens, pencils, staples, paper



City of Auburn Recreation & Special Events

Fiscal Year 2017
Proposed 4.11.2016

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup-Janitorial	Total	2,600	2,600	2,600
Other Sup - Maintenance	Total	2,350	2,350	2,350

Estimated Detail of Other Sup-Janitorial

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup-Janitorial		
Bathroom spray		
Brown hand towels		
Cleaning Fluids for Bathrooms		
Floor cleaner		
Hand soap		
Misc. items		
Mops		
Paper towels		
Toilet tissue		
Trash bags		
	\$ 2,600	\$ 2,600

Estimated Detail of Other Sup - Maintenance

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Maintenance		
Maintenance Supplies		
	\$ 2,350	\$ 2,350
	\$ 2,350	\$ 2,350

Line Item Narrative

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

Other Sup-Maintenance: This account includes miscellaneous maintenance supplies such as keys, padlocks, light bulbs, entry matting, trash receptacles, etc.



City of Auburn Recreation & Special Events

Fiscal Year 2017
Proposed 4.11.2016

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup-Safety Equipmen	Total	600	-	-
MV Sup-Tires/Tube/Chain	Total	250	250	250

Estimated Detail of Other Sup-Safety Equipment

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup-Safety Equipmen	\$ -	-
Personal Protective Gear	\$ -	\$ -

Estimated Detail of MV Sup-Tires/Tube/Chain

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
MV Sup-Tires/Tube/Chain	\$ 250	\$ 250
Department Vehicles	\$ 250	\$ 250

Line Item Narrative

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

MV Sup-Tires/Tube/Chain: This account includes the cost of tires, tubes & Chains for the department van.



City of Auburn Recreation & Special Events

Fiscal Year 2017
Proposed 4.11.2016

Line Items		Last Year	Dept. Request	Manager Proposed
MV Sup-Gas & Oil	Total	894	894	550
MV Sup-Other	Total	-		
Utilities - Water/Sewer	Total	19,820	19,820	19,820

Estimated Detail of MV Sup-Gas & Oil

Actual expenses may vary according to changing circumstances

MV Sup-Gas & Oil	Quantity	Cost/Unit	Dept. Request	Manager Proposed
Departmental Vehicles	325	\$ 2.75	\$ 894	\$ 550
			\$ 894	\$ 550

Estimated Detail of MV Sup-Other

Actual expenses may vary according to changing circumstances

MV Sup-Other	Dept. Request	Manager Proposed
Departmental Vehicles	\$ -	
	\$ -	\$ -

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	Manager Proposed
		0%		0%		
Lake Grove Park	\$ -		\$ -		\$ -	
Festival Plaza	\$ 17,320		\$ -		\$ 17,320	\$ 17,320
Hasty Community Center	\$ 700		\$ 1,400		\$ 2,100	\$ 2,100
Pond Building	\$ 200		\$ 200		\$ 400	\$ 400
					\$ 19,820	\$ 19,820

Line Item Narrative

MV Sup-Gas & Oil: This account includes the cost of gas and oil for the department van.

MV Sup-Other: This account includes the purchase of other motor vehicle supplies, such as: windshield wipers, batteries, spark plugs, etc, based on wear and tear and regularly scheduled maintenance for the dept van.

Utilites-Water/Sewer: This account kincludes water and sewer charges for Lake Grove Park, Festival Plaza, Hasty Community Center and pond building. No increases anticipated for this fiscal year.



City of Auburn Recreation & Special Events

Fiscal Year 2017
Proposed 4.11.2016

Line Items		Last Year	Dept. Request	Manager Proposed
Comm - Telephone	Total	1,920	1,920	1,920
Utilities - Electricity	Total	12,190	12,190	12,190

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

Comm - Telephone	Quantity	Cost/Mo.	Dept. Request	Manager Proposed
Cellular Phone	2	\$60	\$ 1,440	\$ 1,440
Long Distance Land Line	12	\$40	\$ 480	\$ 480
			\$ 1,920	\$ 1,920

Estimated Detail of Utilities - Electricity

Actual expenses may vary according to changing circumstances

Utilities - Electricity	Dept. Request	Manager Proposed
Hasty Community Center	\$ 4,000	\$ 4,000
Pond Building	\$ 1,300	\$ 1,300
Fish Hatchery (Tot Lot)	\$ 400	\$ 400
Festival Plaza	\$ 6,490	\$ 6,490
	\$ 12,190	\$ 12,190

Line Item Narrative

Comm - Telephone: This account includes long distance land line service and cell phones for the Hasty Community Center and recreation staff.

Utilities - Electricity: This account includes the cost of electricity at the Hasty Community Center, pond building, Tot Lot and Festival Plaza.



City of Auburn Recreation & Special Events

Fiscal Year 2017
Proposed 4.11.2016

Line Items		Last Year	Dept. Request	Manager Proposed
Utilities - Natural Gas	Total	34,262	34,262	34,262
Repairs - Buildings	Total	8,500	10,500	10,500
Repairs - Vehicles	Total	800	800	800

Estimated Detail of Utilities - Natural Gas

Actual expenses may vary according to changing circumstances

	Units	Cost/Unit	Dept. Request	Manager Proposed
Utilities - Natural Gas				
Hasty Community Center	22000	\$ 1.55	\$ 34,100	\$ 34,100
Hasty Kitchen (Propane)	60	\$ 2.70	\$ 162	\$ 162
			\$ 34,262	\$ 34,262

Estimated Detail of Repairs - Buildings

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Buildings		
Misc Building	\$ 8,500	\$ 8,500
Pond Building-Door	\$ 1,000	\$ 1,000
Pond Building-Oil Tank	\$ 1,000	\$ 1,000
	\$ 10,500	\$ 10,500

Estimated Detail of Repairs - Vehicles

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Vehicles		
Department Vehicles	\$ 800	\$ 800
	\$ 800	\$ 800

Line Item Narrative

Utilities - Natural Gas: This account includes the cost of natural gas for the Hasty Community Center, Hasty kitchen and emergency generators.

Repairs - Buildings: This account includes miscellaneous repairs to buildings, such as: broken windows, broken doors, vandalism repairs, restroom repairs, door locks, tile repair, etc., as needed.

Repairs - Vehicles: This account includes the cost of repairs to the department van.



City of Auburn Recreation & Special Events

Fiscal Year 2017
Proposed 4.11.2016

Line Items		Last Year	Dept. Request	Manager Proposed
Repairs - Equipment	Total	900	900	900
Repairs - Maintenance Contract	Total	1,720	1,720	1,720
Training & Tuition	Total	3,300	3,300	3,300

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Equipment	\$ 900	\$ 900
	\$ 900	\$ 900

Estimated Detail of Repairs - Maintenance Contract

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Maintenance Contract		
Fire Ext Inspection & Maintenance	\$ 240	\$ 240
Furnace Cleaning & Maintenance	\$ 1,480	\$ 1,480
	\$ 1,720	\$ 1,720

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Training & Tuition		
MRPA Conference	\$ 500	\$ 500
Professional Development	\$ 2,800	\$ 2,800
	\$ 3,300	\$ 3,300

Line Item Narrative

Repairs - Equipment: This account includes the cost of repairs to the floor washer, PA sound system, the office duplicating machine and other department small equipment.

Repairs - Maintenance Contracts: This account includes the fire extinguisher inspections for Hasty and the pond building and furnace cleaning/maintenance for Hasty.

Training & Tuition: This account includes the cost of staff training and the attendance of two recreation division staff at the MRPA recreation conference.



City of Auburn Recreation & Special Events

Fiscal Year 2017
Proposed 4.11.2016

Line Items		Last Year	Dept. Request	Manager Proposed
Comm - Postage	Total	540	540	540
Travel-Mileage	Total	200	200	200

Estimated Detail of Comm - Postage

Actual expenses may vary according to changing circumstances

Comm - Postage	Dept. Request	Manager Proposed
	\$ 540	\$ 540
	\$ 540	\$ 540

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

Travel-Mileage	Dept. Request	Manager Proposed
	\$ 200	\$ 200
	\$ 200	\$ 200

Line Item Narrative

Comm - Postage: This account includes the cost of ten (10) rolls of .49 cent stamps, used for sending out statements for past due accounts, mailings for programs, pay checks and includes additional funds for other miscellaneous mail. There is no anticipated postage increase this year.

Travel - Mileage: This account reimburses employees for use of their personal vehicles for city business.



City of Auburn Recreation & Special Events

Fiscal Year 2017
Proposed 4.11.2016

Line Items		Last Year	Dept. Request	Manager Proposed
Dues & Subscriptions	Total	1,230	1,230	1,230
Community Programs	Total	17,800	17,800	17,800

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

Dues & Subscriptions	Dept. Request	Manager Proposed
Maine Recreation & Park Assoc	\$ 175	\$ 175
National Recreation & Park Assoc	\$ 390	\$ 390
BMI Licensing	\$ 330	\$ 330
ASCAP	\$ 335	\$ 335
	\$ 1,230	\$ 1,230

Estimated Detail of Community Programs

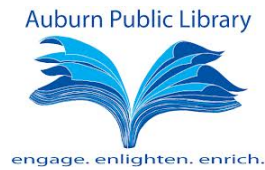
Actual expenses may vary according to changing circumstances

Community Programs	Dept. Request	Manager Proposed
Veterans Observances	\$ 2,000	\$ 2,000
Liberty Festival	\$ 10,000	\$ 10,000
Snowmobile Club matching grant money	\$ 3,000	\$ 3,000
First Auburn Seniors	\$ 1,400	\$ 1,400
New Auburn Seniors	\$ 1,400	\$ 1,400
	\$ 17,800	\$ 17,800

Line Item Narrative

Dues and Subscriptions: This account includes the cost of subscriptions for publications, dues to professional organizations and music licensing.

Community Programs: This account provides funding associated with community programs as listed above.



AUBURN PUBLIC LIBRARY FY2017

DESCRIPTION

The Auburn Public Library, a Maine not-for-profit corporation founded in 1890, is a full-service public library providing an organized collection of information resources made accessible to all Auburn residents for reference or borrowing. We provide physical or digital access to a wide variety of materials, including books, periodicals, newspapers, microforms, CDs, DVDs, e-books, audiobooks, local history resources, and databases. We provide free computer and Wi-Fi access to all. We offer a variety of programming for all ages that instructs, informs and entertains. We provide meeting spaces for small and large community groups. We also offer a media lab for all cardholders and a computer lab for those with targeted needs. We collaborate with Lewiston Public Library and the Town of Minot. Approximately 80% of the Library's operating funds come from the City of Auburn.

MISSION STATEMENT

Auburn Public Library brings people, resources and ideas together to *engage, enlighten and enrich* community.

GOALS AND OBJECTIVES

Goal 1: Help customers of all generations to learn, grow, and have fun.

Objectives:

- ❖ Provide a variety of family programming that both educates and entertains our community.
- ❖ Assist with the development of early literacy skills.
- ❖ Foster and increase independent learning and research/literacy skills among teens through the use of library resources including but not limited to books and online resources.
- ❖ Teach technology skills to adults so that they may access information, apply for services, correspond with others, etc. in a virtual world.
- ❖ Ensure that customers are able to find materials that satisfy their need for rewarding reading, viewing and listening experiences.
- ❖ Establish services for customers unable to visit the library.

Goal 2: Prepare children to start school ready to learn.

Objectives:

- ❖ Offer parents and teachers materials and programs to prepare children to succeed in school and in life.
- ❖ Provide programs and materials that enrich the classroom experience.
- ❖ Assist parents, especially teen parents, in providing early childhood education to their children.

Goal 3: Foster an organizational and community culture of innovation.

Objectives:

- ❖ Increase adult/teen career and technological skills.
- ❖ Offer programs that will provide opportunities for adult library users to demonstrate and enhance their abilities to create and innovate.
- ❖ Encourage staff to broaden outlook and increase knowledge.
- ❖ Support local authors.
- ❖ Continue creating a maker space within the Library.

Goal 4: Promote community workforce and economic development.

Objectives:

- ❖ Support teens in developing career and/or college goals.
- ❖ Work with local agencies and business consultants and organizations to educate small business owners, entrepreneurs and job seekers.
- ❖ Explore opportunities to co-host events that will encourage entrepreneurship.

Goal 5: Broaden and strengthen community connections.

Objectives:

- ❖ Continue to partner with local area agencies who serve children in collaborating to bring library services to children.
- ❖ Strengthen links and foster future partnerships with teen community resources.
- ❖ Ensure that non-library users are aware of library resources and avenues of access to them.
- ❖ Increase community interaction through website, social media and presentations to the community.

Goal 6: Maintain facilities, resources and systems.

- ❖ Ensure that the Library facility is operated as cost-effectively as possible.
- ❖ Ensure security of building, contents and staff.
- ❖ Minimize damage in the event of a natural disaster.
- ❖ Work with vendors and custodians to ensure that all funded capital improvements are completed in a thorough and cost-effective manner.

Goal 7: Ensure stable and dependable funding.

- ❖ Continue to grow an annual special event that benefits APL.
- ❖ Create and implement planned giving program.
- ❖ Maximize use of fundraising technology to provide better data for fundraising purposes.

PROGRAMS

Board of Trustees: The Auburn Public Library is operated under a thirteen member Board of Trustees. Ten members (including one designated Minot resident) are elected by the Library's corporators, one is the Mayor of the City of Auburn or his/her designee, one is appointed by Superintendent of the Auburn Education Department, and one is appointed by the Town of Minot's Board of Selectman. The Board is the governing body, responsible for policies and the overall operation of the Library through the Library Director. The Board reviews the annual budget, major expenditures and investment of funds. Board members serve as active advocates; provide professional counsel and guidance; provide volunteer support, as needed; and assist in fundraising activities. *Associated Goals: 3,4,5,7.*

Administration: Administration includes the Director, Bookkeeper/Administrative Assistant, Development Coordinator, and Maintenance Coordinator. The Administration carries out the business aspects of providing library services. It provides support services to all other departments. It generates public awareness and marketing campaigns and raises funds to ensure the institution's financial security. Public meeting rooms and art exhibit/display spaces are coordinated and scheduled. Vendor/library operated food service and retail operations are managed by this department. Building and ground maintenance is coordinated through this department. Administration, primarily through the Library Director, works on behalf of the Board to respond to community's needs. Administrative staff members are committed to serving the public and staff with excellent customer services. *Associated goals: 1 – 7.*

Collection Services: Collection Services includes the Assistant Director for Resource Sharing, Innovation and Staff Development. The Assistant Director is responsible for Technology Systems; Collection Services, and direct supervision of Lending Services. The Assistant Director oversees our website development and maintenance and encourages use of social media to inform the public about library services and events. Collection Services also includes the Collection Services Assistant, an Associate (shared with Lending Services), and shelvers. The Collection Services Department supports the Library's print and non-print collections and bibliographic online catalog. The department acquires titles to include in the circulating and reference collection, catalogs, and processes these materials. It also has responsibility for periodical acquisition and management. The collection includes books, e-books, audio books, videos, music CD's, periodicals and online resources. This department also is responsible for the Technology Systems Coordinator who maintains the hardware, software, and associated programs to keep the Library's technology in working order. *Associated Goals: 1,2,5,6*

Lending Services: Lending Services includes the Lending Services Manager, a Lending Services Technician, and Lending Services associates. This department offers the public one of the library's most traditional core services by providing customers assistance with selecting materials of interest to each customer and checking materials in and out. Lending Services is responsible for the circulation desk and monitoring the activities of the main part of the Library. The department is also engaged in maintaining our interlibrary loan activities, including the delivery service among consortium libraries. Customer accounts are monitored by this staff. The department manages the Library's retail efforts. *Associated Goals: 1,5,7.*

Children’s Services: Children’s Services includes the Children’s Services Manager, the Children’s Services Assistant, and Children’s Services associates. This department caters to the developmental needs of children with age appropriate collections, services, and programs. It helps to satisfy children’s curiosity about the world around them and encourages literacy at all levels. This department also provides academic and digital support with collections and services that supplement and enhance local schools. *Associated Goals: 1,2,3,5*

Adult Services: Adult Services includes the Adult Services Manager, the Teen and Collaboration Librarian, and associates. This department contains the bulk of the adult nonfiction collection and electronic resources, including those directed at teens. The department’s core function is to assist people in finding information on a wide range of subjects related to their general interests and self-directed personal growth and development. The department meets their needs by assisting them in effectively evaluating and using the information. The department is the primary resource for assisting the public with technology. This department is also responsible for the local history collection. Adult Services offers programs, activities, and events relevant to the general public’s interest, including teens’ popular interests and academic goals, and support of entrepreneurs/local businesses. *Associated Goals: 1,2,3,4,5.*

BUDGET DRIVERS

- ❖ No salary increases for FY2017. A 12% increase in health insurance expenses is predicted due to increased rates and employee changes.
- ❖ A 10% decrease in heating expenses per the recommendation of the City.
- ❖ Other adjustments have been made where prudent to help meet prescribed budget limitations.

PROGRAM EXPENSES AND REVENUES

Board of Trustees					
Description	FTE	FY 2016 Approved	FY 2017 Proposed	Inc./Dec.	% Change
Salaries	0	0	0	0	0
Operations		500	500	0	0
Contracted Services		0	0	0	0
Total:	0	500	500	0	0

Administration					
Description	FTE	FY2016 Approved	FY 2017 Proposed	Inc./Dec.	% Change
Salaries	2.1	138286	139408	1122	1.0
Operations		67512	69885	2373	3.5
Contracted Services		14156	14224	68	0
Total:		219954	223517	3563	1.6

Collection Services					
Description	FTE	FY2016 Approved	FY 2017 Proposed	Inc./Dec.	% Change
Salaries	3.9	214129	216180	2051	1.0
Operations		70989	73318	2329	3.2
Contracted Services		15809	17993	2184	1.4
Total:		300927	307491	6564	2.1

Lending Services					
Description	FTE	FY2016 Approved	FY2017 Proposed	Inc./Dec.	% Change
Salaries	3.9	183202	184493	1291	0.0
Operations		60858	58654	-2204	-3.6
Contracted Services		15073	15030	-43	0.0
Total:		259133	258177	-956	0.0

Children's Services					
Description	FTE	FY2016 Approved	FY2017 Proposed	Inc./Dec.	% Change
Salaries	3.3	151841	153464	1623	1.0
Operations		48668	49856	1188	2.4
Contracted Services		13304	13252	-52	0.0
Total:		213813	216572	2759	1.3

Adult Services					
Description	FTE	FY2016 Approved	FY2017 Proposed	Inc./Dec.	% Change
Salaries	2.9	159505	161419	1914	1.2
Operations		43154	41058	-2096	-4.9
Contracted Services		9318	11474	2156	2.3
Total:		211977	213951	1974	1.0

PROGRAM EXPENSES				
Description	FY2016 Approved	FY2017 Proposed	Inc./Dec.	% Change
Trustees	500	500	0	0.0
Administration	219954	223517	3563	1.6
Collection Services	300927	307491	6564	2.1
Lending Services	259133	258177	-956	0.0
Children's Services	213813	216572	2759	1.3
Adult Services	211977	213951	1974	1.0
Total:	1206304	1220208	13904	1.1

REVENUES				
Description	FY2016 Approved	FY2017 Proposed	Inc./Dec.	% Change
City of Auburn	960016	969116	18824	1.0
Endowment Income	55988	55988	0	0.0
Investment Income	21025	21050	-339	0.0
Other Revenue	89525	89025	2787	3.0
Donations & Gains	79750	85029	3100	3.8
Total:	1206304	1220208	24372	1.1

PERFORMANCE MEASURES

General Measures:

	FY15
Items Loaned	233,036
Daily Average Visitors	654
New Registrations	1,117
Study Room Reservations	1,689
Total Program Attendance	15,076
Volunteer Hours	3,274

FY16 Measures (through 1/15/2016):

Goal:	Objective:	Strategy:	Results:
Help customers of all generations to learn, grow, and have fun	Provide family programming, increase independent learning; teach technology, establish services for customers unable to visit the Library	Host educational programs, movies, concerts, author visits, DIY programming, other educational programming	Summer reading program, hosting monthly movies, hosting children's and adult authors, Young Engineers Club, DIY Tweens and Teens, lending services continued for senior residences; ongoing computer classes and help sessions for adults; collaborations with L/A College and Camden Conference; added foreign language database.
Prepare children to start school ready to	Offer parents/teachers materials and programs;	Offer family literacy events; promote	Weekly storytimes for ages 0 to 6; special

learn	assist teen parents	BookReach program for daycares; offer mini-sessions for teen parents	programming such as “Let’s Pretend;” Math Night for Head Start parents; Bedtime Math pilot program, teen parenting skills, CDS collaboration
Foster a culture of innovation	Increase career and technology skills; assist adults in enhancing abilities to create and innovate; encourage staff to broaden outlook and increase knowledge; support local authors; create a makerspace	Offer DIY programs for all ages; encourage use of Media Lab; conduct workshops for staff; support local authors; create a makerspace	DIY programs for crafts and STEM projects; Media Lab bookings are strong; staff attending online workshops and regional conferences; makerspace launched. Part of STEM grant pilot program with Maine State Library and Cornerstones of Science (1 of 3 in Maine, 1 of 6 in New England); participating in Maine State Library’s ILEAD program*
Promote community workforce and economic development	Support adults and teens in career/education goals; work with local agencies to educate small business owners/entrepreneurs/job seekers; support small business success in L/A area	Partner with Lewiston PL to offer Teen Opportunities Fair; work with high school guidance counselors; work with small business agencies; construct business incubator space within the Library; create tool lending library	Teen Opportunities Fair scheduled; hosted college fair; continued association with SCORE and local business consultants to provide business counseling; offering technology and social media classes for entrepreneurs.
Broaden and strengthen community connections	Continue partnerships with local agencies serving children and special needs; strengthen links and foster future partnerships with teen-oriented groups; ensure non-library users aware of library resources	Continue collaboration with school department and other educational organizations; work with PAL; work with district customized learning team; have presence at community locations; increase use of website and social media	Teen librarian serves on PAL board; Children’s Services represented at customized learning meetings; high school librarian is APL trustee; participated in Winter Festival, holiday parade, and Dempsey Challenge; presentations given to

			local groups; brought a mini-lending library to Festival Plaza
Maintain facilities, resources and systems	Ensure security of building, content, and staff; minimize effects of natural disaster; work with vendors and custodian to ensure capital improvements are completed; ensure facility is operated cost-effectively	Work with internal security team to address issues and maintain readiness; create disaster plan; create project calendar; review vendor relationships on an on-going basis	Disaster kit completed; building repairs scheduled and in progress; project calendar reviewed (update needed) vendor relationships reviewed and adjusted to reflect cost savings
Ensure stable and dependable funding	Maintain and build solid fundraising programs	Establish stronger annual giving program create planned giving program; maximize use of fundraising technology, initiate new fundraising activities	Initial contacts made by board; online silent auction successful, annual fund donor list expanded; personal visits initiated.

*ILEAD-Maine is a nationally funded project of the Maine State Library. It is designed to strengthen a library’s leadership in the community by enhancing leadership skills and the ability to develop community-related projects. There are four teams throughout the State. APL is involved in a collaboration with Central Maine Medical Center Library, Bethel Public Library, Norway Memorial Library, and Lewiston Public Library. Our project, “Tech for Seniors,” is designed to reach out to seniors in our communities to help them become more familiar and comfortable with personal technology.

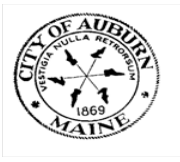


City of Auburn

Master List

Fiscal Year 2017
Proposed 4.11.2016

Account Title	FY 2015 Actual	FY 2016 Approved	FY 2017 Dept. Request	FY 2017 Manager Proposed	FY 2017 Council Adopted	Increase/ Decrease	%
<i>Public Library</i>							
Public Library	941,192	960,016	969,116	919,116	0	(40,900)	-4%
Property Condition Ass	7,000.00	0	14,500	14,500	-	14,500	0%
Carpet Replacement		17,000	0	-	-	(17,000)	-100%
New Insight Server		2,500	0	-	-	(2,500)	-100%
Water Heater	12,500	0	0	-	-	0	0%
TOTAL	960,692	979,516	983,616	933,616	-	(45,900)	-4.7%



City of Auburn Library

Fiscal Year 2017
Proposed 4.11.2016

Line Items	Last Year	Dept. Request	Manager Proposed
Public Library	Total	960,016	969,116

Estimated Detail of All Accounts

Actual expenses may vary according to changing circumstances

Public Library	FY16	FY17	Change (FY17- FY16)	Dept. Request	Manager Proposed
Revenues					
City of Auburn	\$ 960,016	\$ 969,116	\$ 9,100	\$ 969,116	\$ 919,116
Donations	\$ 79,750	\$ 85,025	\$ 5,275		
Endowment Income	\$ 55,988	\$ 55,988	\$ -		
Investment Earnings	\$ 21,025	\$ 21,050	\$ 25		
Other	\$ 89,525	\$ 89,025	\$ (500)		
	<u>\$ 1,206,304</u>	<u>\$ 1,220,204</u>	<u>\$ 13,900</u>		
Expenses					
Automation Expense	\$ 15,180	\$ 15,180	\$ -		
Commodities	\$ 30,914	\$ 29,820	\$ (1,094)		
Financial	\$ 24,800	\$ 24,800	\$ -		
Insurance	\$ 9,500	\$ 10,090	\$ 590		
Library Materials	\$ 94,600	\$ 92,380	\$ (2,220)		
Maintenance	\$ 95,198	\$ 93,697	\$ (1,501)		
Miscellaneous	\$ 1,850	\$ 2,350	\$ 500		
Personnel	\$ 834,662	\$ 854,962	\$ 20,300		
Personnel Development	\$ 3,000	\$ 3,000	\$ -		
Programs	\$ 15,600	\$ 15,600	\$ -		
Utilities	\$ 81,000	\$ 78,325	\$ (2,675)		
	<u>\$ -</u>	<u>\$ 1,206,304</u>	<u>\$ 1,220,204</u>	<u>\$ 969,116</u>	<u>\$ 919,116</u>

Line Item Narrative

Library: See Above.



City of Auburn Library

Fiscal Year 2017
Proposed 4.11.2016

Line Items		Last Year	Dept. Request	Manager Proposed
Property Condition Assessr	Total	-	14,500	14,500
Carpet Replacement	Total	17,000	-	-
Insight Server	Total	2,500	-	-
Water Heater	Total	-	-	-

Estimated Detail of All Accounts

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Property Condition Assessment	\$ 14,500	\$ 14,500
Carpet Replacement		
Insight Server		
Water Heater		
	\$ 14,500	\$ 14,500

Line Item Narrative

Operating Capital: Detail available in the FY 16 CIP