



City of Auburn

Library

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | Last Year | Dept. Request | Manager Request |
|-----------------------|--------------|----------------|-----------------|
| Public Library | Total | 919,407 | 933,953 |

Estimated Detail of All Accounts

Actual expenses may vary according to changing circumstances

| Public Library | FY10 | FY11 | FY12 | Change (FY12-FY11) | Dept. Request | Manager Request |
|-----------------------|---------------------|---------------------|---------------------|--------------------|-------------------|-------------------|
| <u>Revenues</u> | | | | | | |
| City of Auburn | \$ 919,407 | \$ 919,407 | \$ 933,953 | \$ 14,546 | \$ 933,953 | \$ 933,953 |
| Donations | \$ 59,295 | \$ 49,200 | \$ 63,900 | \$ 14,700 | | |
| Endowment Income | \$ 55,212 | \$ 43,059 | \$ 43,059 | \$ - | | |
| Investment Earnings | \$ 14,614 | \$ 17,870 | \$ 18,100 | \$ 230 | | |
| Other | \$ 81,974 | \$ 79,790 | \$ 82,289 | \$ 2,499 | | |
| | <u>\$ 1,130,502</u> | <u>\$ 1,109,326</u> | <u>\$ 1,141,301</u> | <u>\$ 31,975</u> | | |
| <u>Expenses</u> | | | | | | |
| Automation Expense | \$ 5,800 | \$ 7,000 | \$ 7,000 | \$ - | | |
| Commodities | \$ 31,310 | \$ 26,950 | \$ 28,700 | \$ 1,750 | | |
| Financial | \$ 16,764 | \$ 19,400 | \$ 22,400 | \$ 3,000 | | |
| Insurance | \$ 12,326 | \$ 10,022 | \$ 10,324 | \$ 302 | | |
| Library Materials | \$ 77,411 | \$ 90,099 | \$ 92,622 | \$ 2,523 | | |
| Maintenance | \$ 71,404 | \$ 78,468 | \$ 84,460 | \$ 5,992 | | |
| Miscellaneous | \$ - | \$ 500 | \$ 850 | \$ 350 | | |
| Personnel | \$ 831,685 | \$ 799,474 | \$ 814,020 | \$ 14,546 | | |
| Personnel Development | \$ 1,200 | \$ 2,400 | \$ 2,000 | \$ (400) | | |
| Programs | \$ 7,807 | \$ 10,813 | \$ 11,525 | \$ 712 | | |
| Utilities | \$ 74,795 | \$ 64,200 | \$ 67,400 | \$ 3,200 | | |
| | <u>\$ 1,130,502</u> | <u>\$ 1,109,326</u> | <u>\$ 1,141,301</u> | <u>\$ 31,975</u> | <u>\$ 933,953</u> | <u>\$ 929,407</u> |

Line Item Narrative

Library: See Above.



City of Auburn

Assessing

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|------------------|-------|--------------|------------------|--------------------|
| Regular Salaries | Total | 145,561 | 162,961 | 162,961 |
| Longevity Bonus | Total | - | - | - |

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

| Regular Salaries | Dept. Request | Manager Request |
|------------------|-------------------|--------------------|
| Lead Assessor | \$ 70,000 | \$ 70,000 |
| Appraiser | \$ 43,000 | \$ 43,000 |
| Appraiser | \$ 49,961 | \$ 49,961 |
| | \$ 162,961 | \$ 162,961 |

Estimated Detail of Longevity Bonus

Actual expenses may vary according to changing circumstances

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

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.

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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|--------------------|-------|--------------|------------------|--------------------|
| PS - General | Total | 46,300 | 17,000 | 17,000 |
| PS - Recording Fee | Total | 1,700 | 500 | 500 |

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

| | Total Parcels | Annual Review | Cost | Dept. Request | Manager Request |
|----------------------|------------------|------------------|------|------------------|--------------------|
| PS - General | | | | | |
| Contracted Services | | | | | |
| <u>Parcel Count</u> | | | | | |
| Commercial | 837 | 209 | | | |
| Industrial | 145 | 36 | | | |
| Personal Property | 1,021 | 1,021 | | | |
| Residential | 7,086 | 1,772 | \$25 | \$ 16,000 | \$ 16,000 |
| Utilities CMP, FPL | 128 | - | | | |
| | 9,217 | 3,039 | | | |
| Building Inspections | 600 | | | | |
| | 9,817 | | | | |
| Mileage | | | | \$ 1,000 | \$ 1,000 |
| | | | | \$ 17,000 | \$ 17,000 |

Estimated Detail of PS - Recording Fee

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Request |
|--------------------------|------------------|--------------------|
| PS - Recording Fee | | |
| Cost for Recording Deeds | \$ - | \$ - |
| Number of Deeds | \$ 500 | \$ 500 |
| | \$ 500 | \$ 500 |

Line Item Narrative

Purchased Services - General: This account will be used for privatizing assessing inspections. Also, the cost of office supplies is charged to this account.

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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|------------------------------|-------|--------------|------------------|--------------------|
| Reports, Printing, & Binding | Total | 300 | 300 | 300 |
| Office Supplies | Total | 700 | 700 | 700 |
| 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 | Manager Request |
|------------------------------|--|------------------|--------------------|
| Commitment Book | | \$ 300 | \$ 300 |
| | | \$ 300 | \$ 300 |

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

| Office Supplies | | Dept. Request | Manager Request |
|-----------------|--|------------------|--------------------|
| See Below | | \$ 700 | \$ 700 |
| | | \$ 700 | \$ 700 |

Estimated Detail of MV Sup-Gas & Oil

Actual expenses may vary according to changing circumstances

| MV Sup-Gas & Oil | | Dept. Request | Manager Request |
|------------------|--|------------------|--------------------|
| 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 for one vehicle.



City of Auburn

Assessing

Fiscal Year 2012
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| Line Items | | Last Year | Dept. Request | Manager Request |
|--------------------|-------|--------------|------------------|--------------------|
| Comm - Telephone | Total | 912 | 1,380 | 1,380 |
| Advertising | Total | - | 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 | Manager Request |
|----------------------|--------------|------------------|--------------------|
| 2 Air Cards | \$ 100 | \$ 1,200 | \$ 1,200 |
| Shared Celluar Phone | \$ 12 | \$ 180 | \$ 180 |
| | | \$ 1,380 | \$ 1,380 |

Estimated Detail of 2 Air Cards

Actual expenses may vary according to changing circumstances

| Advertising | Dept. Request | Manager Request |
|-----------------------|------------------|--------------------|
| Newspaper Advertising | \$ 485 | \$ 485 |
| | \$ 485 | \$ 485 |

Estimated Detail of Repairs - Vehicles

Actual expenses may vary according to changing circumstances

| Repairs - Vehicles | Dept. Request | Manager Request |
|----------------------|------------------|--------------------|
| 2005 Hyundai Elantra | \$ 300 | \$ 300 |
| | \$ 300 | \$ 300 |

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 2012
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| Line Items | | Last Year | Dept. Request | Manager Request |
|--------------------|-------|--------------|------------------|--------------------|
| Training & Tuition | Total | 2,100 | 3,300 | 2,600 |
| Travel-Mileage | Total | 600 | 600 | 600 |

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

| Training & Tuition | Note: This account covers Code Enforcement Training. | Dept. Request | Manager Request |
|----------------------------------------------------------------|------------------------------------------------------|------------------|--------------------|
| Appraisal Institute | | \$ - | \$ - |
| Code Enforcement | | \$ 500 | \$ 500 |
| Maine Assessing Certification per M.R.S.A Title 36 Section 311 | | \$ 2,800 | \$ 2,100 |
| | | \$ 3,300 | \$ 2,600 |

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

| Travel-Mileage | Dept. Request | Manager Request |
|----------------|------------------|--------------------|
| Mileage | \$ 600 | \$ 600 |
| | \$ 600 | \$ 600 |

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. One staff member is a code enforcement officer and local plumbing inspector.

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 2012
Adopted 6.13.2011

| Line Items | Last Year | Dept. Request | Manager Request |
|---------------------------------|--------------|---------------|-----------------|
| Dues & Subscriptions | Total | 1,240 | 1,680 |

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

| Dues & Subscriptions | Dept. Request | Manager Request |
|-----------------------------------------------------------------|-----------------|-----------------|
| IAAO (International Association of Assessing Officers) National | \$ 175 | \$ 175 |
| IAAO State Chapter | \$ 90 | \$ 90 |
| MAAO (Maine Association of Assessing Officers) | \$ 30 | \$ 30 |
| State Appraisal License/Appraisal Institute | \$ 1,385 | \$ 1,385 |
| | \$ 1,680 | \$ 1,680 |

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

City Clerk

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|----------------------|-------|--------------|------------------|--------------------|
| Regular Salaries | Total | 105,022 | 110,786 | 110,786 |
| Temporary Assistance | Total | 2,000 | 4,000 | 3,000 |

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

| Regular Salaries | Pay | Hours/ Week | Dept. Request | Manager Request |
|------------------------------------------|----------|-------------|-------------------|--------------------|
| City Clerk | Salary | 37.5 | \$ 65,000 | \$ 65,000 |
| Deputy City Clerk | Salary | 37.5 | \$ 32,136 | \$ 32,136 |
| Part-time Clerk/Voter Reg/Info Assistant | \$ 10.50 | 25 | \$ 13,650 | \$ 13,650 |
| | | | \$ 110,786 | \$ 110,786 |

Estimated Detail of Temporary Assistance

Actual expenses may vary according to changing circumstances

| Temporary Assistance | Dept. Request | Manager Request |
|--------------------------------------------|------------------|--------------------|
| Temporary Assistance Prior to Election Day | \$ 4,000 | \$ 3,000 |
| | \$ 4,000 | \$ 3,000 |

Line Item Narrative

Regular Salaries: Additional hours for a Switchboard/Information Assistant have been added, especially in preparation for elections.

Temporary Assistance: These funds are for temporary staff prior to the elections in November 2011 and June 2012 (Presidential Primary). The increase in this account allows the Information Assistant and an Assistant Clerk/Voter Registrar to work full time for three and a half weeks prior to both the November 2011 and June 2012 elections. Staff from other departments will also be used for assistance.



City of Auburn

City Clerk

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|---------------------|-------|--------------|------------------|--------------------|
| Office Supplies | Total | 4,100 | 1,000 | 1,000 |
| Other Sup - Voter | Total | 750 | 1,000 | 1,000 |
| Repairs - Equipment | Total | 150 | 500 | 500 |

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

| Office Supplies | Dept. Request | Manager Request |
|-------------------------|------------------|--------------------|
| Accuvote Supplies | \$ 700 | \$ 700 |
| General office supplies | \$ 300 | \$ 300 |
| | \$ 1,000 | \$ 1,000 |

Estimated Detail of Other Sup - Voter

Actual expenses may vary according to changing circumstances

| Other Sup - Voter | Dept. Request | Manager Request |
|--------------------------|------------------|--------------------|
| Voter Registration Cards | \$ 300 | \$ 300 |
| Voter Certificates | \$ 100 | \$ 100 |
| Confirmation Cards | \$ 150 | \$ 150 |
| Dymo Labels | \$ 200 | \$ 200 |
| General Office Supplies | \$ 250 | \$ 250 |
| | \$ 1,000 | \$ 1,000 |

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

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

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. We are required to review and possible re-draw the ward boundaries based on the information collected in the 2010 decennial census. These are required programs and projects through both state and federal election laws.

Other Supplies - Voter: See Above.

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



City of Auburn

City Clerk

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-----------------------|--------------|--------------|------------------|--------------------|
| Training & Tuition | Total | 500 | 1,500 | 500 |
| Advertising | Total | 600 | 1,200 | 1,200 |
| Professional Services | Total | - | 2,500 | 2,500 |
| Travel-Mileage | Total | 200 | 500 | 500 |

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Request |
|--------------------|------------------|--------------------|
| Training & Tuition | | |
| Employee Training | \$ 1,500 | \$ 500 |
| | \$ 1,500 | \$ 500 |

Estimated Detail of Advertising

Actual expenses may vary according to changing circumstances

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

Note: There is a \$400 revenue associated with this line item resulting from liquor licenses application fees.

Estimated Detail of Professional Services

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Request |
|--------------------------------|------------------|--------------------|
| Travel-Mileage | | |
| Employee Mileage Reimbursement | \$ 500 | \$ 500 |
| | \$ 500 | \$ 500 |

Line Item Narrative

Training & Tuition: The increase is due to the certification process for staff offered through the Maine Town and City Clerk Association (MTCCA) and the New England City and Town Clerks Association, which includes areas of Vital Statistics, Election Laws, and business licensing.

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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-----------------------|-------|--------------|------------------|--------------------|
| Dues & Subscriptions | Total | 230 | 455 | 455 |
| Wardens & Ward Clerks | Total | 2,000 | 10,850 | 8,609 |

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

| Dues & Subscriptions | | Dept. Request | Manager Request |
|----------------------------------------------|---------------------------|------------------|--------------------|
| Lewiston Sun-Journal | | \$ 195 | \$ 195 |
| Maine Town and City Clerk's Association | (all three staff members) | \$ 60 | \$ 60 |
| New England Clerk's Association | (Clerk only) | \$ 25 | \$ 25 |
| International Institute of Municipal Clerk's | (Clerk only) | \$ 175 | \$ 175 |
| | | \$ 455 | \$ 455 |

Estimated Detail of Wardens & Ward Clerks

Actual expenses may vary according to changing circumstances

| Wardens & Ward Clerks | Hourly | Dept. Request | Manager Request | |
|--------------------------------------------------------|---------|------------------|--------------------|-----------------|
| <u>Nov 1, 2011 State Referendum/Municipal Election</u> | | | | |
| Ballot Clerks | \$ 7.75 | \$ 3,100 | ↓ | |
| Instructional Training | | \$ 375 | | |
| Sub-Registrars - Voter Registration | \$ 7.75 | \$ 500 | | |
| Wardens and Ward Clerks - 5 polling places | \$ 8.00 | \$ 1,320 | | |
| <u>May 2012 Municipal School Budget Referendum</u> | | | | |
| Ballot Clerks | \$ 7.75 | \$ 235 | | |
| Warden and Ward Clerk - 1 polling place | \$ 8.00 | \$ 250 | | |
| <u>June 2012 State Primary and Referendum</u> | | | | |
| Ballot Clerks | \$ 7.75 | \$ 3,100 | | |
| Instructional Training for workers | | \$ 150 | | |
| Sub-Registrars - Voter Registration | \$ 7.75 | \$ 500 | | |
| Wardens and Ward Clerks - 5 polling places | \$ 8.00 | \$ 1,320 | | |
| | | \$ 10,850 | | \$ 8,609 |

Line Item Narrative

Dues & Subscriptions: See Above.

Wardens & Warden Clerks: This line item funds the cost of election clerks on election day.



City of Auburn

City Clerk

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | Last Year | Dept. Request | Manager Request |
|-----------------|-----------|---------------|-----------------|
| Voting Machines | Total | 2,260 | 6,950 |

Estimated Detail of Voting Machines

Actual expenses may vary according to changing circumstances

| Voting Machines | Machines | Fees | Dept. Request | Manager Request |
|-------------------------------------------------------|----------|-----------|-----------------|-----------------|
| Batteries for Accuvote Machines | 6 | \$ 50.00 | \$ 300 | \$ 300 |
| Maintenance Agreement for Accuvote Machines | 6 | \$ 175.00 | \$ 1,050 | \$ 1,050 |
| Printing of Municipal Ballots | 13,000 | \$ 0.23 | \$ 3,000 | \$ 3,000 |
| Software Programming for Nov. '11 & June '12 Election | | | \$ 2,600 | \$ 2,600 |
| | | | \$ 6,950 | \$ 6,950 |

Line Item Narrative

Voting Machines: FY 2012 Elections - November 2011 Municipal Candidate and State Referendum, May 2012 School Budget Validation and June 2012 Presidential Primary and possible state referendum.

The May School Budget election ballots will be created and copied by the Clerk's Office or School Department and they will be hand counted.



City of Auburn

City Manager

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|------------------|-------|--------------|------------------|--------------------|
| Regular Salaries | Total | 358,596 | 345,765 | 263,691 |
| PS - General | Total | 500 | 500 | 500 |
| Office Supplies | Total | 800 | 800 | 800 |

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

| Regular Salaries | | Dept. Request | Manager Request |
|----------------------------------|-----------------|-------------------|--------------------|
| City Manager | | \$ 111,241 | \$ 109,167 |
| Assistant City Manager | | \$ 80,000 | \$ - |
| Community Business Specialist | | \$ 36,000 | \$ 36,000 |
| Director of Economic Development | | \$ 77,724 | \$ 77,724 |
| Executive Assistant | | \$ 40,800 | \$ 40,800 |
| Receptionist | | \$ - | \$ - |
| | | \$ 345,765 | \$ 263,691 |
| | TIF Offset | 100% | \$ 77,724 |
| | TIF Offset | 100% | \$ 36,000 |
| | Net Cost | | \$ 149,967 |

Note: The wages of the Director of Economic Development and the Community Business Specialist are paid for 100% by TIF Revenues.

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

| PS - General | | Dept. Request | Manager Request |
|--------------------|--|------------------|--------------------|
| Purchased Services | | \$ 500 | \$ 500 |
| | | \$ 500 | \$ 500 |

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

| Office Supplies | | Dept. Request | Manager Request |
|-------------------------|--|------------------|--------------------|
| General Office Supplies | | \$ 800 | \$ 800 |
| | | \$ 800 | \$ 800 |

Line Item Narrative

Regular Wages: This line item has increased due to the hiring of the new Executive Secretary.

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

City Manager

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|------------------|-------|--------------|------------------|--------------------|
| Comm - Telephone | Total | 2,526 | 2,526 | 1,518 |
| Special Events | Total | 3,000 | 3,000 | 3,000 |

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

| Comm - Telephone | Cost / Month | Dept. Request | Manager Request |
|-------------------------------|--------------|------------------|--------------------|
| City Manager | \$ 76.00 | \$ 912 | \$ 912 |
| Assistant City Manager | \$ 84.00 | \$ 1,008 | \$ - |
| Replacement Phone | | \$ 150 | \$ 150 |
| Economic Development Director | \$ 38.00 | \$ 456 | \$ 456 |
| | | \$ 2,526 | \$ 1,518 |
| | TIF Offset | 100% | \$ 456 |
| | Net Cost | | \$ 1,062 |

Note: The Ec. Development Director's Phone is paid for with TIF Revenues.

Estimated Detail of Special Events

Actual expenses may vary according to changing circumstances

| Special Events | Dept. Request | Manager Request |
|-----------------------------------------|------------------|--------------------|
| Santa's Arrival | \$ 3,000 | \$ 3,000 |
| Summer Music Festivals | ↓ | ↓ |
| Winter Celebration/Christmas Decorating | ↓ | ↓ |
| | \$ 3,000 | \$ 3,000 |

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, etc.



City of Auburn

City Manager

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|----------------------|--------------|--------------|------------------|--------------------|
| Training & Tuition | Total | 3,074 | 5,874 | 2,774 |
| Travel-Mileage | Total | 7,100 | 6,700 | 6,600 |
| Travel-Seminar Costs | Total | - | - | - |

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

| Training & Tuition | | Dept. Request | Manager Request |
|---------------------------------------------------------------------|-------------------------------------------------------------------|------------------|--------------------|
| <u>ABA Monthly Meetings</u> | Note: Those items underlined are funded with TIF Revenues. | \$ 200 | \$ 200 |
| <u>Chamber Awards Dinner</u> | | \$ 100 | \$ 100 |
| <u>Chamber Breakfast</u> | | \$ 384 | \$ 384 |
| <u>EDCM Quarterly Meetings</u> | | \$ 240 | \$ 240 |
| ICMA Conference | | \$ 1,200 | \$ - |
| <u>LAEGC Awards Dinner - Staff Table & Awards Winners Table</u> | | \$ 1,000 | \$ 400 |
| <u>LAEGC B to B Trade Show</u> | | \$ 500 | \$ 500 |
| <u>MEREDA Trade Show & Seminars</u> | | \$ 650 | \$ 650 |
| MMA Convention | | \$ 200 | \$ 100 |
| MTCMA Conference | | \$ 400 | \$ 200 |
| Various Events for City Manager & Assistant City Manager | | \$ 1,000 | \$ - |
| | | \$ 5,874 | \$ 2,774 |
| | TIF Offset | 100% | \$ 2,474 |
| | Net Cost | | \$ 300 |

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

| Travel-Mileage | Dept. Request | Manager Request |
|-------------------------------------------|------------------|--------------------|
| City Manager Vehicle Stipend per contract | \$ 6,600 | \$ 6,600 |
| Miscellaneous Department Mileage | \$ 100 | \$ - |
| | \$ 6,700 | \$ 6,600 |

Line Item Narrative

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

Travel & Mileage: The City Manager's Employment Contract calls for a vehicle stipend of \$550 per month.

Travel, Seminar Costs: This line item was combined with the Training and Tuition.



City of Auburn

City Manager

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | Last Year | Dept. Request | Manager Request |
|----------------------|-----------|---------------|-----------------|
| Dues & Subscriptions | Total | 2,335 | 2,735 |
| | | 2,035 | |

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

| Dues & Subscriptions | Membership | Dept. Request | Manager Request |
|-----------------------------------------------------------------|-----------------|-----------------|-----------------|
| <u>American Planners Association (APA)</u> | 0 | \$ 240 | \$ - |
| <u>Auburn Business Association (ABA)</u> | 1 | \$ 120 | \$ 120 |
| <u>Economic Development Council of Maine (EDCM)</u> | 1 | \$ 100 | \$ 100 |
| ICMA Dues | 2 | \$ 1,440 | \$ 1,440 |
| <u>Maine Biz</u> | 1 | \$ 100 | \$ 100 |
| <u>Maine Real Estate & Development Association (MEREDA)</u> | 1 | \$ 275 | \$ 275 |
| MTCMA Dues | 0 | \$ 300 | \$ - |
| Sun Journal Subscription | 0 | \$ 160 | \$ - |
| | | \$ 2,735 | \$ 2,035 |
| | TIF Offset | 100% | \$ 595 |
| | Net Cost | | \$ 1,440 |

Note: Those items underlined are funded with TIF Revenues.

Line Item Narrative

Dues & Subscriptions: This account funds the dues for the City Manager, and Assistant City Manager. It also funds activities for the Economic Development Director and the Business Relations Specialist.



City of Auburn

Community Programs

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|----------------------|-------|--------------|------------------|--------------------|
| Veterans Observances | Total | 1,100 | 1,100 | 1,100 |
| Liberty Festival | Total | 8,750 | 10,000 | 8,750 |
| Knight House | Total | - | - | - |

Estimated Detail of Veterans Observances

Actual expenses may vary according to changing circumstances

| Veterans Observances | | Dept. Request | Manager Request |
|----------------------|--|------------------|--------------------|
| American Flags | | \$ 1,100 | \$ 1,100 |
| | | \$ 1,100 | \$ 1,100 |

Estimated Detail of Liberty Festival

Actual expenses may vary according to changing circumstances

| Liberty Festival | Fireworks | Auburn's Share | Lewiston's Share | Dept. Request | Manager Request |
|------------------|-----------|-------------------|---------------------|------------------|--------------------|
| Fireworks | \$ 20,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 8,750 |
| | | | | \$ 10,000 | \$ 8,750 |

Estimated Detail of Knight House

Actual expenses may vary according to changing circumstances

| Knight House | Dept. Request | Manager Request |
|--------------|------------------|--------------------|
| See Below. | \$ - | \$ - |
| | \$ - | \$ - |

Line Item Narrative

Veterans Observances: State Statute Title 30-A, §2901 reads, "Each municipality, as directed by its municipal officers, shall annually decorate on May 30th the graves of veterans of the Armed Forces of the United States of America with an American Flag and appropriate floral decorations." Veterans' groups place the flags for the City.

Liberty Festival: The Cities of Auburn and Lewiston share in the expense of fireworks. The City Manager is keeping the funding request level with last year.

Knight House circa 1796: This is an historic building located along the Androscoggin Riverwalk, next to West Pitch Park. These funds are a donation to the cost of maintaining the building. In 2009, the City Council took possession of this building. **(This line item was moved to the Properties Budget.)**



City of Auburn

Community Programs

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-----------------------------|-------|--------------|------------------|--------------------|
| First Auburn Seniors | Total | 1,400 | 1,400 | 1,400 |
| New Auburn Seniors | Total | 1,400 | 1,400 | 1,400 |
| Snowmobile Trail Investment | Total | - | 3,700 | - |

Estimated Detail of First Auburn Seniors

Actual expenses may vary according to changing circumstances

| First Auburn Seniors | Dept. Request | Manager Request |
|---------------------------------------------------|------------------|--------------------|
| Program Activities at Auburn Parks and Recreation | \$ 1,400 | \$ 1,400 |
| | \$ 1,400 | \$ 1,400 |

Estimated Detail of New Auburn Seniors

Actual expenses may vary according to changing circumstances

| New Auburn Seniors | Dept. Request | Manager Request |
|----------------------------------------|------------------|--------------------|
| Program Activities at St. Louis Church | \$ 1,400 | \$ 1,400 |
| | \$ 1,400 | \$ 1,400 |

Estimated Detail of Snowmobile Trail Investment

Actual expenses may vary according to changing circumstances

| Snowmobile Trail Investment | Dept. Request | Manager Request |
|---------------------------------------------------|------------------|--------------------|
| Program Activities at Auburn Parks and Recreation | \$ 3,700 | \$ - |
| | \$ 3,700 | \$ - |

Line Item Narrative

First Auburn Seniors and New Auburn Senior: These are community support services, which helps pay for its activities, such as lunches or recreational trips.

Snowmobile Trail Investment: State law permits municipalities to dedicate \$6.62 of each resident snowmobile registration to a snowmobile club for snow-grooming trail equipment. The City registered 552 resident snowmobiles last year, which would equate to a \$3,654.24 donation from the City to the Snow Club. The City also registered 175 non-resident snowmobiles, though the State does not distribute those funds in the same manner as resident snowmobile registrations. If approved, the City would enter into an agreement with the clubs for trail development and trail grooming. There are three clubs in Auburn.



City of Auburn

Customer Service

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|----------------------|-------|--------------|------------------|--------------------|
| Training & Tuition | Total | - | 5,000 | - |
| Employee Recognition | Total | - | - | - |
| Public Relations | Total | 1,500 | 3,000 | 1,500 |

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Request |
|---------------------------------------------------------------------|------------------|--------------------|
| Training & Tuition | | |
| Employee Computer Training (SkillSoft Programming for 184 Accounts) | \$ 5,000 | \$ - |
| | \$ 5,000 | \$ - |

Estimated Detail of Employee Recognition

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Request |
|------------------------------|------------------|--------------------|
| Employee Recognition | | |
| Employee Holiday | \$ - | \$ - |
| October Employee Recognition | \$ 7,500 | \$ - |
| | \$ - | \$ - |

Estimated Detail of Public Relations

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Request |
|------------------|------------------|--------------------|
| Public Relations | | |
| See Below. | \$ 3,000 | \$ 1,500 |
| | \$ 3,000 | \$ 1,500 |

Line Item Narrative

Training & Tuition: This is for City-wide supervisory training, technology training, This is the account that is used for computer software training for all employees.

Employee Recognition: In the past, the City has hosted a dinner for the employees to express its appreciation for our employee's public service. For FY 10 and FY 11 this request has not been made.

Public Relations: This account is used for newsletters, the website, awards, announcements, signage, community information, Council requests, etc.



City of Auburn

Customer Service

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | Last Year | Dept. Request | Manager Request |
|-----------------------|-----------|---------------|-----------------|
| Workplace Improvement | Total | 500 | 500 |

Estimated Detail of Workplace Improvement

Actual expenses may vary according to changing circumstances

| Workplace Improvement | Dept. Request | Manager Request |
|-----------------------|---------------|-----------------|
| Operating Supplies | \$ 500 | \$ 500 |
| | \$ 500 | \$ 500 |

Line Item Narrative

Workplace Improvement: This account is used to fund notices of changes in schedules, changes in the workplace, for example, meeting or parking signage.



City of Auburn

Debt Service

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | Last Year | Dept. Request | Manager Request |
|--------------|-----------|---------------|-----------------|
| Debt Service | Total | 6,816,314 | 6,810,550 |
| | | 6,810,550 | 6,810,550 |

Estimated Detail of Debt Service

Actual expenses may vary according to changing circumstances

| Debt Service | Maturity | Issued Amount | Balance | Principal | Interest | Dept. Request | Manager Request |
|--------------------------------|--------------|---------------|---------------|--------------|--------------|---------------------|---------------------|
| Public Impr. 01/02 | 4.98% 11/11 | \$ 5,500,000 | \$ 550,000 | \$ 409,500 | \$ 8,615 | \$ 418,115 | \$ 418,115 |
| Public Impr. 02/03 | 4.98% 11/12 | \$ 4,000,000 | \$ 800,000 | \$ 390,000 | \$ 20,413 | \$ 410,413 | \$ 410,413 |
| City Building | 3.89% 11/22 | \$ 8,200,000 | \$ 4,920,000 | \$ 410,000 | \$ 205,180 | \$ 615,180 | \$ 615,180 |
| Library | 4.088% 9/24 | \$ 3,500,000 | \$ 2,450,000 | \$ 175,000 | \$ 96,250 | \$ 271,250 | \$ 271,250 |
| Public Impr. 03/04 | 4.0% 9/14 | \$ 4,680,000 | \$ 1,860,000 | \$ 330,000 | \$ 46,200 | \$ 376,200 | \$ 376,200 |
| Public Impr. 03/04 | 3.058% 11/13 | \$ 2,770,000 | \$ 831,000 | \$ 223,500 | \$ 19,552 | \$ 243,052 | \$ 243,052 |
| MMWAC Refi. | 4.0% 11/14 | \$ 11,950,000 | \$ 2,040,000 | \$ 835,000 | \$ 64,900 | \$ 899,900 | \$ 899,900 |
| Public Impr. 05/06 | 4.23% 9/15 | \$ 5,000,000 | \$ 2,500,000 | \$ 390,000 | \$ 70,200 | \$ 460,200 | \$ 460,200 |
| Public Impr. 06/07 | 4.036% 9/16 | \$ 5,000,000 | \$ 3,000,000 | \$ 361,008 | \$ 79,422 | \$ 440,430 | \$ 440,430 |
| Public Impr. 07/08 | 3.47% 9/17 | \$ 6,000,000 | \$ 4,800,000 | \$ 398,220 | \$ 92,586 | \$ 490,806 | \$ 490,806 |
| Public Impr. 08/09 | 3.65% 9/18 | \$ 5,730,000 | \$ 4,580,000 | \$ 500,000 | \$ 136,875 | \$ 636,875 | \$ 636,875 |
| Public Impr. 09/10 | 3.0% 3/20 | \$ 5,455,000 | \$ 4,909,500 | \$ 545,500 | \$ 132,966 | \$ 678,466 | \$ 678,466 |
| Public Impr. 10/11 | 3/21 | \$ 7,900,000 | \$ 7,900,000 | \$ 640,000 | \$ 131,200 | \$ 771,200 | \$ 771,200 |
| MMBB Clean Water ARRA | | \$ 827,854 | \$ 745,068 | \$ 41,393 | \$ 2,070 | \$ 43,463 | \$ 43,463 |
| Other Expenses | | \$ 76,512,854 | \$ 41,885,568 | \$ 5,649,121 | \$ 1,106,429 | \$ 5,000 | \$ 5,000 |
| Interest Payment for FY12 Bond | | | | | | \$ 50,000 | \$ 50,000 |
| | | | | | | \$ 6,810,550 | \$ 6,810,550 |

| | |
|----------------------------------|---------------------|
| Debt Limit Calculation | |
| State Valuation | \$ 2,054,450,000.00 |
| Total Debt Limit | \$ 308,167,500.00 |
| City Debt Balance | \$ 76,512,853.50 |
| Percent of Allowable Debt | 25% |

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 \$50,000 for an interest payment in the event the City Council approves of the FY12 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

Emergency Reserve

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------|-------|--------------|------------------|--------------------|
| Emergency Reserve | Total | 336,336 | 328,608 | 328,608 |

Estimated Detail of Emergency Reserve

Actual expenses may vary according to changing circumstances

| Emergency Reserve | FY12 | Charter Requirement | Dept. Request | Manager Request |
|---------------------------|---------------|------------------------|-------------------|--------------------|
| Total Gross Budget City | \$ 30,844,550 | \$ 154,223 | \$ 155,082 | \$ 155,082 |
| Total Gross Budget School | \$ 34,705,246 | \$ 173,526 | \$ 173,526 | \$ 173,526 |
| | | | \$ 328,608 | \$ 328,608 |

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

Engineering

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------|-------|--------------|------------------|--------------------|
| Regular Salaries | Total | 327,239 | 287,125 | 257,276 |
| Longevity Bonus | Total | - | 400 | 400 |
| Uniform Allowance | Total | - | - | - |

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

| Regular Salaries | | Total Staff | Dept. Request | Manager Request |
|--------------------------------|------------------------------------------------------------------------------------------------|-------------|-------------------|--------------------|
| Information Assistant | | 1 | \$ 23,500 | \$ - |
| Assistant City Engineer | Note: The Land Use /Construction Inspector is to be shared between P&P and Engineering. | 1 | \$ 70,910 | \$ 70,910 |
| Assistant Project Engineer | | 1 | \$ 49,426 | \$ 49,426 |
| City Engineer/Project Manager | | 1 | \$ 60,000 | \$ 60,000 |
| Director of Community Services | | 0 | \$ - | \$ - |
| Excavation Technician | | 1 | \$ 38,289 | \$ 31,940 |
| Office Manager | | 1 | \$ 45,000 | \$ 45,000 |
| Project Engineer/Facilities | | 1 | \$ - | \$ - |
| | | | \$ 287,125 | \$ 257,276 |

Estimated Detail of Longevity Bonus

Actual expenses may vary according to changing circumstances

| Longevity Bonus | | Dept. Request | Manager Request |
|---------------------------|--|------------------|--------------------|
| Non-union Longevity Bonus | | \$ 400 | \$ 400 |
| | | \$ 400 | \$ 400 |

Estimated Detail of Uniform Allowance

Actual expenses may vary according to changing circumstances

| Uniform Allowance | Cost | Staff | Dept. Request | Manager Request |
|-------------------|-----------|-------|------------------|--------------------|
| Employee Boots | \$ 150.00 | 4 | \$ - | \$ - |
| | | | \$ - | \$ - |

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. This year Geri Crane reaches her 15 years of service with the City of Auburn.



City of Auburn

Engineering

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------------------|--------------|---------------|------------------|--------------------|
| PS - Gen/Professional | Total | 1,600 | 1,600 | 1,600 |
| PS - Water Quality Monitoring | Total | 10,000 | 13,000 | 13,000 |

Estimated Detail of PS - Gen/Professional

Actual expenses may vary according to changing circumstances

| PS - Gen/Professional | Calls | Cost | Dept. Request | Manager Request |
|-----------------------------|-------|---------|------------------|--------------------|
| Dig Safe | 1600 | \$ 1.00 | \$ 1,600 | \$ 1,600 |
| Facility Inventory Contract | | | \$ - | \$ - |
| | | | \$ 1,600 | \$ 1,600 |

Note: Facility Management is a concern and should be funded.

Estimated Detail of PS - Water Quality Monitoring

Actual expenses may vary according to changing circumstances

| PS - Water Quality Monitoring | Dept. Request | Manager Request |
|-----------------------------------------------------------------------------|------------------|--------------------|
| Fall 2011 Sampling (Ash & Gracelawn Landfills) & Annual Report to Maine DEP | \$ 6,500 | \$ 6,500 |
| Spring 2012 Sampling (Ash & Gracelawn Landfills) | \$ 6,500 | \$ 6,500 |
| | \$ 13,000 | \$ 13,000 |

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 1,600 notifications annually. The Facility Inventory will help us properly budget for capital improvements to our facilities--so that we avoid another EL situation.

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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|------------------------------|-------|--------------|------------------|--------------------|
| PS - Recording Fee | Total | 200 | 250 | 250 |
| Reports, Printing, & Binding | Total | 300 | 300 | 300 |
| Office Supplies | Total | 500 | 500 | 500 |

Estimated Detail of PS - Recording Fee

Actual expenses may vary according to changing circumstances

| PS - Recording Fee | Dept. Request | Manager Request |
|--------------------|------------------|--------------------|
| Recording Fee | \$ 250 | \$ 250 |
| | \$ 250 | \$ 250 |

Estimated Detail of Reports, Printing, & Binding

Actual expenses may vary according to changing circumstances

| Reports, Printing, & Binding | Dept. Request | Manager Request |
|------------------------------|------------------|--------------------|
| See Below | \$ 300 | \$ 300 |
| | \$ 300 | \$ 300 |

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

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

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. An increase cost provides for shared access with other departments which will provide for online deed research at the registry site.

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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|------------------------------|-------|--------------|------------------|--------------------|
| Other Sup - Operating | Total | 2,000 | 2,500 | 2,500 |
| Other Sup - Maintenance | Total | 1,000 | 1,000 | 1,000 |
| Other Sup - Safety Equipment | Total | 500 | 500 | 500 |

Estimated Detail of Other Sup - Operating

Actual expenses may vary according to changing circumstances

| Other Sup - Operating | Dept. Request | Manager Request |
|-----------------------------------------------------|------------------|--------------------|
| Copy Paper | \$ 120 | \$ 120 |
| Ink Cartridges | \$ 840 | \$ 840 |
| Marking Paint | \$ 135 | \$ 135 |
| Misc. Surveying Supplies, Batteries and Field Books | \$ 485 | \$ 485 |
| Plotter Paper | \$ 210 | \$ 210 |
| Print Heads | \$ 210 | \$ 210 |
| Toner | \$ 500 | \$ 500 |
| | \$ 2,500 | \$ 2,500 |

Note: The increase is offset by a reduction in the ICT account that previously funded supplies for the large format plotter.

Estimated Detail of Other Sup - Maintenance

Actual expenses may vary according to changing circumstances

| Other Sup - Maintenance | Dept. Request | Manager Request |
|-------------------------|------------------|--------------------|
| Maintenance Xerox 3040 | \$ 1,000 | \$ 1,000 |
| | \$ 1,000 | \$ 1,000 |

Estimated Detail of Other Sup - Safety Equipment

Actual expenses may vary according to changing circumstances

| Other Sup - Safety Equipment | Dept. Request | Manager Request |
|-------------------------------|------------------|--------------------|
| Personal Protective Equipment | \$ 500 | \$ 500 |
| | \$ 500 | \$ 500 |

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. The increase is offset by a reduction in the ICT account that previously funded the plotter supplies.

Other Supplies - Maintenance: This account funds maintenance costs associated with non-vehicle items. Yearly cleaning of the plan copier (2hr +one charge) cavity, fuser wires etc. cleaned to prevent future high repair costs.

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 etc.



City of Auburn

Engineering

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------------|-------|--------------|------------------|--------------------|
| Other Sup - Small Tools | Total | 1,100 | 1,300 | 1,300 |
| Other Sup - MV Repair | Total | 800 | 800 | 800 |
| MV Sup - Tires | Total | 1,000 | 500 | 500 |

Estimated Detail of Other Sup - Small Tools

Actual expenses may vary according to changing circumstances

| Other Sup - Small Tools | Dept. Request | Manager Request |
|-------------------------------|------------------|--------------------|
| Distance Measuring Instrument | \$ 800 | \$ 800 |
| Small Hand Tools | \$ 500 | \$ 500 |
| | \$ 1,300 | \$ 1,300 |

Estimated Detail of Other Sup - MV Repair

Actual expenses may vary according to changing circumstances

| Other Sup - MV Repair | Vehicle Year | Vehicle Number | Dept. Request | Manager Request |
|-----------------------|-----------------|-------------------|------------------|--------------------|
| Dodge Caravan | 1990 | 88 | \$ 800 | \$ 800 |
| Ford Explorer | 2000 | 87 | ↓ | ↓ |
| Ford Focus | 2008 | 93 | ↓ | ↓ |
| Jeep Cherokee | 1996 | 89 | ↓ | ↓ |
| | | | \$ 800 | \$ 800 |

Estimated Detail of MV Sup - Tires

Actual expenses may vary according to changing circumstances

| MV Sup - Tires | Dept. Request | Manager Request |
|----------------|------------------|--------------------|
| Tires | \$ 500 | \$ 500 |
| | \$ 500 | \$ 500 |

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. The increase reflects 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.



City of Auburn

Engineering

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|--------------------|-------|--------------|------------------|--------------------|
| MV Sup - Gas & Oil | Total | 2,700 | 4,400 | 4,400 |
| MV Sup - Other | Total | 800 | 500 | 500 |
| Comm - Telephone | Total | 1,707 | 1,566 | 1,566 |

Estimated Detail of MV Sup - Gas & Oil

Actual expenses may vary according to changing circumstances

| MV Sup - Gas & Oil | Price | Gallons | Dept. Request | Manager Request |
|--------------------|---------|---------|------------------|--------------------|
| Gasoline | \$ 2.90 | 1500 | \$ 4,350 | \$ 4,350 |
| Oil | | | \$ 50 | \$ 50 |
| | | | \$ 4,400 | \$ 4,400 |

Estimated Detail of MV Sup - Other

Actual expenses may vary according to changing circumstances

| MV Sup - Other | Dept. Request | Manager Request |
|----------------|------------------|--------------------|
| See Below. | \$ 500 | \$ 500 |
| | \$ 500 | \$ 500 |

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

| Comm - Telephone | Per Month | Annual Cost | Dept. Request | Manager Request |
|-------------------------------|-----------|-------------|------------------|--------------------|
| Assistant Project Engineer | \$ 46.00 | \$ 552.00 | \$ 552 | \$ 552 |
| City Engineer/Project Manager | \$ 46.00 | \$ 552.00 | \$ 552 | \$ 552 |
| Engineering Technician | \$ 38.51 | \$ 462.12 | \$ 462 | \$ 462 |
| | | | \$ 1,566 | \$ 1,566 |

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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|---------------------|-------|--------------|------------------|--------------------|
| Repairs - Vehicles | Total | 1,000 | 1,000 | 1,000 |
| Repairs - Equipment | Total | 1,000 | 1,000 | 1,000 |
| Training & Tuition | Total | 2,000 | 2,500 | 2,500 |

Estimated Detail of Repairs - Vehicles

Actual expenses may vary according to changing circumstances

| Repairs - Vehicles | Dept. Request | Manager Request |
|--------------------------------------|------------------|--------------------|
| Fleet Repairs by Auburn Public Works | \$ 1,000 | \$ 1,000 |
| | \$ 1,000 | \$ 1,000 |

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

| Repairs - Equipment | Dept. Request | Manager Request |
|---------------------|------------------|--------------------|
| See Below | \$ 1,000 | \$ 1,000 |
| | \$ 1,000 | \$ 1,000 |

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

| Training & Tuition | Dept. Request | Manager Request |
|-------------------------------------------------|------------------|--------------------|
| Employee Continuing Education Licenses | \$ 1,000 | \$ 1,000 |
| Maine Municipal Association | \$ 250 | \$ 250 |
| Maine Nonpoint Source Training, | \$ 350 | \$ 350 |
| MDOT Local Roads | \$ 250 | \$ 250 |
| Paving Inspector NETTCP | \$ 500 | \$ 500 |
| Road Maintenance, Paving, Supervisory Practices | \$ 150 | \$ 150 |
| | \$ 2,500 | \$ 2,500 |

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, and the plan copier.

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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|--------------------------------|--------------|--------------|------------------|--------------------|
| Travel - Mileage Reimbursement | Total | 750 | 500 | 500 |
| Travel - Seminar Costs | Total | 500 | 500 | 500 |
| Dues & Subscriptions | Total | 1,500 | 1,720 | 1,720 |

Estimated Detail of Travel - Mileage Reimbursement

Actual expenses may vary according to changing circumstances

| Travel - Mileage Reimbursement | | Dept. Request | Manager Request |
|----------------------------------------|--|------------------|--------------------|
| Personal Vehicle Mileage Reimbursement | | \$ 500 | \$ 500 |
| | | \$ 500 | \$ 500 |

Estimated Detail of Travel - Seminar Costs

Actual expenses may vary according to changing circumstances

| Travel - Seminar Costs | | Dept. Request | Manager Request |
|------------------------|--|------------------|--------------------|
| 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 | Manager Request |
|-------------------------------|-----------|-------|------------------|--------------------|
| APWA Annual Dues | \$ 110.00 | 4 | \$ 440 | \$ 440 |
| 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 | \$ 215 | \$ 215 |
| PE Bi-annual License Renewal | \$ 80.00 | 2 | \$ 160 | \$ 160 |
| PLS Bi-annual License Renewal | \$ 275.00 | 1 | \$ 275 | \$ 275 |
| | | | \$ 1,720 | \$ 1,720 |

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 of Transportation Engineers, The Maine Society of Land Surveyors.



City of Auburn

Finance

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|------------------|-------|--------------|------------------|--------------------|
| Regular Salaries | Total | 334,341 | 340,454 | 330,454 |
| PS - General | Total | 20,154 | 20,154 | 20,154 |

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

| Regular Salaries | | Dept. Request | Manager Request |
|----------------------|----------------------------------------------------------------------------------------------------------|-------------------|--------------------|
| Finance Director | Note: There is a corresponding \$8,000 revenue from the CDBG Budget for financial administration. | \$ 84,049 | \$ 84,049 |
| Accountant | | \$ 53,509 | \$ 53,509 |
| Accountant | | \$ 41,231 | \$ 41,231 |
| Part-Time Assistance | | \$ 10,000 | \$ - |
| Tax Clerk | | \$ 37,167 | \$ 37,167 |
| Tax Clerk | | \$ 32,112 | \$ 32,112 |
| Tax Clerk | | \$ 27,469 | \$ 27,469 |
| Tax Collector | | \$ 54,917 | \$ 54,917 |
| | | \$ 340,454 | \$ 330,454 |

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

| PS - General | | Dept. Request | Manager Request |
|----------------------------------------------|--|------------------|--------------------|
| CAFR & Annual Report Filing Fee | | \$ 500 | \$ 500 |
| Discharge of Liens | | \$ 6,500 | \$ 6,500 |
| Filing Tax Liens | | \$ 6,110 | \$ 6,110 |
| Research deeds for liens/foreclosures | | \$ 1,020 | \$ 1,020 |
| Tax Bill Preparation & City Manager's Letter | | \$ 6,024 | \$ 6,024 |
| | | \$ 20,154 | \$ 20,154 |

Line Item Narrative

Salaries: We have added to the part time work as a result of the FY11 labor reduction in the Clerk's Department.

Purchase Services - General: See Above.



City of Auburn

Finance

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|------------------------------|-------|--------------|------------------|--------------------|
| Reports, Printing, & Binding | Total | 1,450 | 1,250 | 1,250 |
| Office Supplies | Total | 2,450 | 1,700 | 1,700 |

Estimated Detail of Reports, Printing, & Binding

Actual expenses may vary according to changing circumstances

| Reports, Printing, & Binding | Dept. Request | Manager Request |
|------------------------------|------------------|--------------------|
| Checks | \$ 500 | \$ 500 |
| Tax Office Receipts | \$ 400 | \$ 400 |
| W-2, 1099,& Tax Supplies | \$ 350 | \$ 350 |
| | \$ 1,250 | \$ 1,250 |

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

| Office Supplies | Dept. Request | Manager Request |
|----------------------|------------------|--------------------|
| Signage | \$ 250 | \$ 250 |
| Envelopes | \$ 500 | \$ 500 |
| Binders and Supplies | \$ 450 | \$ 450 |
| Miscellaneous | \$ 500 | \$ 500 |
| | \$ 1,700 | \$ 1,700 |

Line Item Narrative

Reports, Printing & Binding: See Above.

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



City of Auburn

Finance

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|----------------------|-------|--------------|------------------|--------------------|
| Training & Tuition | Total | 3,650 | 2,650 | 2,650 |
| Dues & Subscriptions | Total | 1,185 | 1,115 | 1,115 |

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

| Training & Tuition | Staff | Cost Each | Dept. Request | Manager Request |
|---------------------------|-------|-----------|------------------|--------------------|
| GFOA Conference | 1 | \$ 600 | \$ 600 | \$ 600 |
| Seminar Costs | All | \$ 1,200 | \$ 1,200 | \$ 1,200 |
| Maine Municipal | | | | |
| Annual Conference | 2 | \$ 85 | \$ 170 | \$ 170 |
| Human Resource | 2 | \$ 80 | \$ 160 | \$ 160 |
| Tax Collectors/Treasurers | 3 | \$ 70 | \$ 210 | \$ 210 |
| Maine GFOA Training | 1 | \$ 60 | \$ 60 | \$ 60 |
| Mileage | All | \$ 250 | \$ 250 | \$ 250 |
| | | | \$ 2,650 | \$ 2,650 |

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

| Dues & Subscriptions | Dept. Request | Manager Request |
|----------------------------------------|------------------|--------------------|
| Registry of Deeds | \$ 70 | \$ 70 |
| Excise Publications/Books | \$ 300 | \$ 300 |
| GFOA Membership | \$ 250 | \$ 250 |
| Maine Tax Collectors and Treasurers | \$ 45 | \$ 45 |
| Updates to GAAP,GAAS and Price Digests | \$ 450 | \$ 450 |
| | \$ 1,115 | \$ 1,115 |

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 online service charge for Tax Office.



City of Auburn

Fire

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|------------------|-------|--------------|------------------|--------------------|
| Regular Salaries | Total | 2,861,613 | 3,040,570 | 2,988,570 |
| Acting Rank | Total | 7,102 | 7,309 | 7,309 |

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

| Regular Salaries | Staff | Dept. Request | Manager Request |
|--------------------------|-------|------------------|--------------------|
| Administrative Assistant | 1 | \$ 31,824 | \$ 31,824 |
| Battalion Chief | 4 | \$ 240,075 | \$ 240,075 |
| Fire Chief | 0 | \$ - | \$ - |
| Captain | 4 | \$ 222,985 | \$ 222,985 |
| Deputy Chief | 2 | \$ 134,000 | \$ 134,000 |
| Division Chief | 1 | \$ 52,000 | \$ - |
| Firefighters | 36 | \$ 1,491,182 | \$ 1,491,182 |
| Lieutenant | 16 | \$ 828,135 | \$ 828,135 |
| Office Manager | 1 | \$ 40,369 | \$ 40,369 |
| | 65 | \$ 3,040,570 | \$ 2,988,570 |

Estimated Detail of Acting Rank

Actual expenses may vary according to changing circumstances

| Acting Rank | Dept. Request | Manager Request |
|-----------------------------------|------------------|--------------------|
| Per Union Contract - 2011 Budget | \$ 7,102 | \$ 7,102 |
| Increase of 3% for step increases | \$ 207 | \$ 207 |
| | \$ 7,309 | \$ 7,309 |

Line Item Narrative

Regular Salaries: This line item accounts of step increases for longevity and experience, not merit.

Division Chief: This is an additional administrator in our structure. Currently several important administrative and management duties are performed at levels below where they should be. While the staff makes every attempt to perform those duties their efforts often fall short resulting in administrative deficiencies. This position will reabsorb many of those duties reducing liability to the department and city.

Acting Rank: The firefighters who serve in acting rank are paid a 5% stipend while serving in that capacity. Increase is due to step increases of 3% but actual expenses in this line item over the past 5 budget years have averaged \$9,294.



City of Auburn

Fire

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------|-------|--------------|------------------|--------------------|
| Holiday Pay | Total | 127,579 | 134,640 | 134,640 |
| Uniform Allowance | Total | 19,470 | 19,805 | 19,470 |

Estimated Detail of Holiday Pay

Actual expenses may vary according to changing circumstances

| Holiday Pay | # of Firefighters | Avg. Hol. Pay | # of Holidays | Dept. Request | Manager Request |
|--------------------|----------------------|------------------|------------------|-------------------|--------------------|
| Per Union Contract | 60 | \$ 204 | 11 | \$ 134,640 | \$ 134,640 |
| | | | | \$ 134,640 | \$ 134,640 |

Estimated Detail of Uniform Allowance

Actual expenses may vary according to changing circumstances

| Uniform Allowance | Staff | Cost | Dept. Request | Manager Request |
|-------------------|-------|--------|------------------|--------------------|
| Captains | 4 | \$ 335 | \$ 1,340 | \$ 1,340 |
| Chief Officers | 7 | \$ 335 | \$ 2,345 | \$ 2,010 |
| Lieutenants | 16 | \$ 310 | \$ 4,960 | \$ 4,960 |
| Privates | 36 | \$ 310 | \$ 11,160 | \$ 11,160 |
| | | | \$ 19,805 | \$ 19,470 |

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 \$204. 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 2/24/11, of all of the firefighter's is \$24,307. This will increase on July 1st when the firefighters are issued their allotted amounts as indicated above.



City of Auburn

Fire

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|------------|-------|--------------|------------------|--------------------|
| Physicals | Total | 1,404 | 1,404 | 1,404 |

Estimated Detail of Physicals

Actual expenses may vary according to changing circumstances

| Physicals | Quantity | Cost | Dept. Request | Manager Request |
|----------------------------------|----------|----------|------------------|--------------------|
| Audiogram | 4 | \$ 29.00 | \$ 116 | \$ 116 |
| Drug Collection | 4 | \$ 20.00 | \$ 80 | \$ 80 |
| Exam for Provider | 4 | \$ 93.00 | \$ 372 | \$ 372 |
| Hepatitis B Surf Antibody (LAB) | 4 | \$ 56.00 | \$ 224 | \$ 224 |
| MRO Services | 4 | \$ 19.00 | \$ 76 | \$ 76 |
| Non DOT Drug Screen | 4 | \$ 23.00 | \$ 92 | \$ 92 |
| Respiratory Clearance Evaluation | 4 | \$ 31.00 | \$ 124 | \$ 124 |
| Spirometry | 4 | \$ 31.00 | \$ 124 | \$ 124 |
| TB/Intrademal (PPD) | 4 | \$ 16.00 | \$ 64 | \$ 64 |
| Urine Dip | 4 | \$ 11.00 | \$ 44 | \$ 44 |
| Venepuncture/Collection | 4 | \$ 22.00 | \$ 88 | \$ 88 |
| | | | \$ 1,404 | \$ 1,404 |

Line Item Narrative

Physicals: This account funds the cost of pre-employment exams for new firefighters at an average of \$350. 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.



City of Auburn

Fire

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------|--------------|---------------|------------------|--------------------|
| OSHA Safety Costs | Total | 11,710 | 16,635 | 9,885 |
| Turnout Gear | Total | 11,780 | 33,975 | 17,720 |

Estimated Detail of OSHA Safety Costs

Actual expenses may vary according to changing circumstances

| OSHA Safety Costs | Quantity | Dept. Request | Manager Request |
|--------------------------------------------------------------|----------|------------------|--------------------|
| Bio Gear - Biohazard Bags & Boxes | | \$ 385 | \$ 385 |
| OSHA Accepted Reflective Vests | 10 | \$ 400 | \$ 400 |
| Disinfectant Spray | 8 | \$ 480 | \$ 480 |
| Fit Testing Supplies | | \$ 300 | \$ 300 |
| 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) | 480 | \$ 3,800 | \$ 2,200 |
| PPE Equipment N95s (Pandemic Flu Inventory) | | \$ 5,000 | \$ - |
| Safety Glasses | 120 | \$ 300 | \$ 150 |
| Splash Guard Masks and Goggles | 120 | \$ 550 | \$ 550 |
| Tuberculosis Plants and Reads/Respiratory Clearance | 60 | \$ 4,620 | \$ 4,620 |
| | | \$ 16,635 | \$ 9,885 |

Estimated Detail of Turnout Gear

Actual expenses may vary according to changing circumstances

| Turnout Gear | Quantity | Cost Each | Dept. Request | Manager Request |
|---------------------------------|----------|-----------------|------------------|--------------------|
| Boots | 20 | \$ 220 | \$ 4,400 | \$ 1,760 |
| Gloves | 15 | \$ 55 | \$ 825 | \$ 440 |
| Helmets | 15 | \$ 210 | \$ 3,150 | \$ 1,680 |
| Hood | 15 | \$ 30 | \$ 450 | \$ 240 |
| Pants | 15 | \$ 690 | \$ 10,350 | \$ 5,520 |
| Repairs/Mending to Turnout Gear | | | \$ 400 | \$ 400 |
| Turnout Coat | 15 | \$ 960 | \$ 14,400 | \$ 7,680 |
| | | \$ 2,165 | \$ 33,975 | \$ 17,720 |

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 such as the firefighters. The equipment for the respiratory fit testing was purchased through the Homeland Security Grant and is jointly used by Auburn and Lewiston Fire Departments. The contract for respiratory fitness is renewed yearly.

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. However, at this time BLS is not enforcing that mandate.



City of Auburn

Fire

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|----------------------|-------|--------------|------------------|--------------------|
| OT - Vac Replacement | Total | 20,004 | 20,798 | 20,798 |
| 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

| OT - Vac Replacement | Hours | Overtime Rate | Dept. Request | Manager Request |
|---------------------------------------------|-------|------------------|------------------|--------------------|
| Overtime Wages for Firefighters on Vacation | 672 | \$ 30.95 | \$ 20,798 | \$ 20,798 |
| | | | \$ 20,798 | \$ 20,798 |

Estimated Detail of OT - Sick Replace LT

Actual expenses may vary according to changing circumstances

| OT - Sick Replace LT | 2008 LT Sick Hours | 2009 LT Sick Hours | 2010 LT Sick Hours | Dept. Request | Manager Request |
|----------------------|-----------------------|-----------------------|-----------------------|------------------|--------------------|
| Illness | 432 | 0 | 72 | ↓ | ↓ |
| Injuries | 720 | 552 | 192 | ↓ | ↓ |
| Paternity/Maternity | 336 | 0 | 144 | | |
| | 1488 | 552 | 408 | \$ 20,000 | \$ 20,000 |

Line Item Narrative

Overtime-Vacation: The requested amount is for those unplanned events that will require overtime for vacation such as promotions, military service, etc.

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. The average yearly cost for this account is \$25,829.



City of Auburn

Fire

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------------|-------|--------------|------------------|--------------------|
| OT - Sick Replace ST | Total | 68,959 | 72,000 | 69,000 |
| OT - Mandatory Training | Total | 5,520 | 11,280 | 8,480 |

Estimated Detail of OT - Sick Replace ST

Actual expenses may vary according to changing circumstances

| OT - Sick Replace ST | 2008 ST Sick Hours | 2009 ST Sick Hours | 2010 ST Sick Hours | Dept. Request | Manager Request |
|----------------------------------|-----------------------|-----------------------|-----------------------|------------------|--------------------|
| Overtime Wages for FF on ST Sick | 4148 | 4833 | 6062 | \$ 72,000 | \$ 69,000 |
| | | | | \$ 72,000 | \$ 69,000 |

Estimated Detail of OT - Mandatory Training

Actual expenses may vary according to changing circumstances

| OT - Mandatory Training | Instructor Cost | Hours | Dept. Request | Manager Request |
|---------------------------------------------|--------------------|-------|------------------|--------------------|
| Blood Borne Pathogens Training ³ | \$ 30.00 | 32 | \$ 960 | \$ 960 |
| Confined Space Training ³ | \$ 30.00 | 64 | \$ 1,920 | \$ 1,920 |
| Extrication Refresher Training | \$ 30.00 | 32 | \$ 960 | \$ 960 |
| Haz-Mat Refresher Training ³ | \$ 30.00 | 32 | \$ 960 | \$ 960 |
| New Hire Orientation ¹ | \$ 30.00 | 160 | \$ 4,800 | \$ 2,000 |
| Rope Refresher Training ³ | \$ 30.00 | 32 | \$ 960 | \$ 960 |
| SCBA Maintenance Training ² | \$ 30.00 | 24 | \$ 720 | \$ 720 |
| | | | \$ 11,280 | \$ 8,480 |

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. This short-term line item has also only existed since 2007 in which \$96,432 was expended, in 2008 \$87,219 was expended, in 2009 \$83,066 was expended and 2010 \$89,489 was expended, which averages out to \$89,626.

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.

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

² This training certifies staff for general maintenance and BLS mandated fit testing.

³ BLS requirement.



City of Auburn

Fire

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|------------------------|-------|--------------|------------------|--------------------|
| OT - Outside Jobs | Total | - | - | - |
| OT - Extra Assignments | Total | 12,189 | 14,794 | 12,069 |

Estimated Detail of OT - Outside Jobs

Actual expenses may vary according to changing circumstances

| OT - Outside Jobs | Dept. Request | Manager Request |
|-------------------------------|------------------|--------------------|
| 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 | Manager Request |
|-----------------------------|-------|------------------|------------------|--------------------|
| Balloon Festival | 40 | \$ 30.95 | \$ 1,238 | \$ - |
| Boat/Computer/Radio Repairs | 15 | \$ 30.95 | \$ 464 | \$ 464 |
| Dept Business Travel | 50 | \$ 30.95 | \$ 1,548 | \$ 774 |
| Fire Calls Report | 60 | \$ 30.95 | \$ 1,857 | \$ 1,857 |
| Jury Duty | 5 | \$ 30.95 | \$ 155 | \$ 155 |
| Military Coverage | 288 | \$ 30.95 | \$ 8,914 | \$ 8,200 |
| SCBA Flow Tests/Fit Tests | 20 | \$ 30.95 | \$ 619 | \$ 619 |
| | | | \$ 14,794 | \$ 12,069 |

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. 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 FY10 there were two firefighters in the military. It is apparent that one of these firefighters will be deployed in the near future.

Fire calls that extended beyond regular duty hours involved 63 hrs in FY10.

Over the last four fiscal years, the average cost for this line item has been \$19,600.



City of Auburn

Fire

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|----------------------------|-------|--------------|------------------|--------------------|
| OT - Vacancies/Retirement | Total | 11,397 | 11,885 | 11,885 |
| OT - Work Related Injuries | Total | 15,000 | 20,000 | 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 | Manager Request |
|---------------------------------------------|----------|----------------------|-------------|------------------|--------------------|
| Wages Paid Due to Vacancies and Retirements | 4 | \$ 2,971 | \$ 11,885 | \$ 11,885 | \$ 11,885 |
| | | | | \$ 11,885 | \$ 11,885 |

Estimated Detail of OT - Work Related Injuries

| OT - Work Related Injuries | Quantity | # of Shifts Out of Work | Hours of OT | 2009 Costs | Dept. Request | Manager Request |
|----------------------------|----------|----------------------------|----------------|------------------|------------------|--------------------|
| Ankle sprain | 1 | 13 | 312 | \$ 9,656 | ↓ | ↓ |
| Lower back strains | 4 | 17 | 401 | \$ 12,411 | ↓ | ↓ |
| Mental health | 1 | 3 | 68 | \$ 2,105 | ↓ | ↓ |
| Shoulder injury | 1 | 2 | 48 | \$ 1,486 | ↓ | ↓ |
| | 7 | 35 | 829 | \$ 25,658 | \$ 20,000 | \$ 15,000 |

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. Unfortunately, over the past 4 years we have averaged an expense of \$21,337 per year in this account due to late notifications.

Based on the assumption that each firefighter will give a month's notice and that there is a certified list of applicants available, the minimum amount of overtime would be 2 weeks, or 96 hours. If the number of hours, 96, is multiplied by the average overtime rate of \$30.95, the cost of overtime per retiring firefighter is \$2,971.

Overtime - Work Related Injuries: This account funds wages for firefighters who replace firefighters out of work due to work-related injuries. Average expense in this account over the past 5 years is \$21,815 per year. Actual expenses have ranged from \$4,600 to \$56,000 per year. The overtime cost for 2010 would have been \$25,658, though to offset this cost, manpower was dropped to 13 firefighters per shift instead of hiring for overtime.



City of Auburn

Fire

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|----------------------|-------|--------------|------------------|--------------------|
| OT - Meetings | Total | 4,418 | 5,321 | 2,525 |
| OT - Funeral Leave | Total | 5,000 | 5,000 | 2,500 |
| OT - Multiple Alarms | Total | 8,830 | 9,208 | 9,208 |

Estimated Detail of OT - Meetings

| OT - Meetings | OT Rate | Hours | Dept. Request | Manager Request |
|---------------------------------------------------|----------|-------|------------------|--------------------|
| EMS Meetings | \$ 38.84 | 11 | \$ 427 | \$ 427 |
| Health & Safety Monthly Meetings (Average 6 FF's) | \$ 38.84 | 72 | \$ 2,796 | \$ - |
| SMT Monthly Meetings (Average 4 FF's) | \$ 38.84 | 54 | \$ 2,097 | \$ 2,097 |
| | | 137 | \$ 5,321 | \$ 2,525 |

Estimated Detail of OT - Funeral Leave

Actual expenses may vary according to changing circumstances

| OT - Funeral Leave | Occurrences | Dept. Request | Manager Request |
|--------------------------------------------------------|-------------|------------------|--------------------|
| 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 | Manager Request |
|----------------------|---------|-------------|------------------------|-----------------------|-------------|------------------|--------------------|
| Multiple Alarms | \$30.95 | 7 | 10 | 4.25 | 297.5 | \$ 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.

Overtime - Funeral: These wages are for firefighters who cover other firefighters who are out due to funeral leave. The 5 year average is \$5,438 per year with the high being \$9,000 in 2008.

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 7 multiple alarms each year with 10 firefighters responding with an average of 4.25 hours per firefighter. This amounts to 297.5 overtime hours per year at a rate of \$30.95 which totals \$9,208. However, for FY10 the expended cost for this account was \$18,104.



City of Auburn

Fire

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|----------------|-------|--------------|------------------|--------------------|
| OT - Pump team | Total | - | - | - |
| PS - General | Total | 2,470 | 2,510 | 2,010 |

Estimated Detail of OT - Pump team

Actual expenses may vary according to changing circumstances

| OT - Pump team | Dept. Request | Manager Request |
|-----------------------|------------------|--------------------|
| Pump Testing | \$ - | \$ - |
| Pump Repair (example) | \$ - | \$ - |
| | \$ - | \$ - |
| | \$ - | \$ - |

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

| PS - General | Qty | Dept. Request | Manager Request |
|---------------------------------------|-----|------------------|--------------------|
| Annual Hazardous Chemical Inventories | 1 | \$ 150 | \$ 150 |
| Annual Tank Inspections | 1 | \$ 210 | \$ 210 |
| Annual Tank Registration | 1 | \$ 100 | \$ 100 |
| Compressed Air License | 1 | \$ 10 | \$ 10 |
| Flags | 3 | \$ 270 | \$ 270 |
| Food for Training and Fires | | \$ 1,500 | \$ 1,000 |
| Retirement Plaques | 4 | \$ 240 | \$ 240 |
| Signs for Stations | 3 | \$ 30 | \$ 30 |
| | | \$ 2,510 | \$ 2,010 |

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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-----------------------|-------|--------------|------------------|--------------------|
| PS - Uniform Cleaning | Total | 6,200 | 6,610 | 6,610 |
| Office Supplies | Total | 1,468 | 725 | 725 |

Estimated Detail of PS - Uniform Cleaning

Actual expenses may vary according to changing circumstances

| PS - Uniform Cleaning | Est. Monthly Cost | Est. Annual Cost | Dept. Request | Manager Request |
|-------------------------------------|----------------------|---------------------|------------------|--------------------|
| Central Station | \$ 210 | \$ 2,520 | \$ 2,520 | \$ 2,520 |
| E2 Station | \$ 110 | \$ 1,320 | \$ 1,320 | \$ 1,320 |
| E5 Station | \$ 210 | \$ 2,520 | \$ 2,520 | \$ 2,520 |
| Specialized Cleaning for biohazards | \$ - | \$ 250 | \$ 250 | \$ 250 |
| | \$ 530 | \$ 6,610 | \$ 6,610 | \$ 6,610 |

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

| Office Supplies | Dept. Request | Manager Request |
|------------------|------------------|--------------------|
| General Supplies | \$ 725 | \$ 725 |
| | \$ 725 | \$ 725 |

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, etc.



City of Auburn

Fire

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-----------------------------|-------|--------------|------------------|--------------------|
| Other Sup - Fire Prevention | Total | 975 | 2,535 | 620 |
| Other Sup - Maintenance | Total | 5,015 | 4,915 | 4,465 |

Estimated Detail of Other Sup - Fire Prevention

Actual expenses may vary according to changing circumstances

| Other Sup - Fire Prevention | Dept. Request | Manager Request |
|-----------------------------|------------------|--------------------|
| Inspection Report Forms | \$ 120 | \$ 120 |
| Annual Open House | \$ 855 | \$ - |
| Fire Prevention Month | \$ 1,560 | \$ 500 |
| | \$ 2,535 | \$ 620 |

Estimated Detail of Other Sup - Maintenance

Actual expenses may vary according to changing circumstances

| Other Sup - Maintenance | Dept. Request | Manager Request |
|---------------------------------------------------|------------------|--------------------|
| AC Unit | \$ 125 | \$ 125 |
| Blankets/Bedspreads | \$ 150 | \$ 150 |
| Cleaning Supplies | \$ 1,300 | \$ 1,300 |
| Floor Wax | \$ 450 | \$ 450 |
| Hose/Nozzles | \$ 300 | \$ 300 |
| Light Bulbs | \$ 200 | \$ 200 |
| Mattresses | \$ 900 | \$ 450 |
| Misc Kitchen Utensils - bowls, knives, cups, etc. | \$ 200 | \$ 200 |
| Paper Towels/Toilet Paper | \$ 1,290 | \$ 1,290 |
| | \$ 4,915 | \$ 4,465 |

Line Item Narrative

Other Sup - Fire Prevention: Costs for materials for community education, Fire Prevention Week materials and the yearly open house. 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.



City of Auburn

Fire

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | Last Year | Dept. Request | Manager Request |
|---------------------------|-----------|---------------|-----------------|
| Other Sup - Pump Team | - | - | - |
| Other Sup - Fire Training | 4,055 | 6,080 | 3,420 |

Estimated Detail of Other Sup - Pump Team

Actual expenses may vary according to changing circumstances

| Other Sup - Pump Team | Dept. Request | Manager Request |
|---------------------------------------|---------------|-----------------|
| Pump Testing Gauges | \$ - | \$ - |
| Discharge Gauges | \$ - | \$ - |
| Drain Valves | \$ - | \$ - |
| Ball Valves | \$ - | \$ - |
| Gear Oil | \$ - | \$ - |
| Pressure Lines | \$ - | \$ - |
| Misc. parts (gaskets, washers, rings) | \$ - | \$ - |
| | \$ - | \$ - |

Estimated Detail of Other Sup - Fire Training

Actual expenses may vary according to changing circumstances

| Other Sup - Fire Training | Qty | Dept. Request | Manager Request |
|----------------------------------------------------------------------|-----|-----------------|-----------------|
| Brannigan's Building Construction for the Fire Service | 3 | \$ 270 | \$ 270 |
| Class A Foam for Training Purposes | | \$ 2,000 | \$ - |
| Compressed Air Foam Systems Manual | 3 | \$ 170 | \$ 170 |
| CPR Cards | 60 | \$ 150 | \$ 150 |
| Driver/Operator for Aerial Apparatus Manuals | 4 | \$ 200 | \$ 200 |
| Driver/Operator for Pumping Apparatus Manuals | 4 | \$ 200 | \$ 200 |
| Fire Officer Bundle | 4 | \$ 490 | \$ 490 |
| Fire Officer I and II Exam Prep Manuals | 3 | \$ 120 | \$ 120 |
| Firefighter I and Firefighter II Exam Prep Manuals | 3 | \$ 120 | \$ 120 |
| Flash Drives for New Firefighters | 4 | \$ 80 | \$ - |
| Fundamentals of Firefighter Skills Bundle | 4 | \$ 620 | \$ 620 |
| Instructor's Curriculum for Driver/Operator | 1 | \$ 600 | \$ 600 |
| New Probationary FFs Initial Material Package & Fire Officer Package | 4 | \$ 480 | \$ 480 |
| Training Videos | 3 | \$ 580 | \$ - |
| | | \$ 6,080 | \$ 3,420 |

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 2012
Adopted 6.13.2011

| Line Items | Last Year | Dept. Request | Manager Request |
|---------------------|---------------|---------------|-----------------|
| Other Sup - Medical | 20,213 | 16,920 | 15,845 |
| Total | 20,213 | 16,920 | 15,845 |

Estimated Detail of Other Sup - Medical

Actual expenses may vary according to changing circumstances

| Other Sup - Medical | Qty | Dept. Request | Manager Request |
|--------------------------------------------------------|-----|------------------|------------------|
| Airway Supplies | | \$ 425 | \$ 425 |
| Bio-Hazard Containers | | \$ 400 | \$ 400 |
| C-Collars | 20 | \$ 300 | \$ 300 |
| Diagnostic Equipment such as BP Cuffs and Stethoscopes | 6 | \$ 375 | \$ 125 |
| Diagnostic Thermometers | 4 | \$ 880 | \$ 880 |
| Disposable and Non-disposable Patient Blankets | 5 | \$ 65 | \$ 65 |
| EKG Paper and Monitor Supplies | | \$ 450 | \$ 450 |
| EMS Trauma Bags | 4 | \$ 1,250 | \$ 1,250 |
| Epinephrine Pen Replacements | 20 | \$ 1,250 | \$ 1,250 |
| Finger Probes | 3 | \$ 500 | \$ 500 |
| Glucometer Strips - Boxes | 15 | \$ 845 | \$ 845 |
| Ice Commander Cold Water Rescue Suits | 2 | \$ 1,650 | \$ 825 |
| Large Adult Catheters | 12 | \$ 750 | \$ 750 |
| Miscellaneous | | \$ 500 | \$ 500 |
| Nitrile Gloves - Boxes | 480 | \$ 3,800 | \$ 3,800 |
| Oxygen | | \$ 2,500 | \$ 2,500 |
| Patient Information Pads | 265 | \$ 250 | \$ 250 |
| RIT Drag Bags | 2 | \$ 675 | \$ 675 |
| Trauma Shears and Pen Lights | 100 | \$ 55 | \$ 55 |
| | | \$ 16,920 | \$ 15,845 |

Line Item Narrative

Other Supplies--Medical: Above is a sample of what is purchased with this account.



City of Auburn

Fire

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | Last Year | Dept. Request | Manager Request |
|-------------------------|--------------|------------------|--------------------|
| Other Sup - Small Tools | Total | 1,530 | 7,242 |
| | | | 4,342 |

Estimated Detail of Other Sup - Small Tools

Actual expenses may vary according to changing circumstances

| Other Sup - Small Tools | QTY | Dept. Request | Manager Request |
|-----------------------------------------------|-----|------------------|--------------------|
| 100' x 1 3/4" Hose with 1 1/2" NPSH Couplings | | \$ 1,202 | \$ 1,202 |
| 100' x 4" Hose with Storz Couplings | | \$ 2,000 | \$ - |
| Fire Nozzles | 5 | \$ 1,500 | \$ 600 |
| Hand Tools | | \$ 1,200 | \$ 1,200 |
| Miscellaneous | | \$ 500 | \$ 500 |
| Passports | | \$ 50 | \$ 50 |
| Rope Rescue Equipment | | | |
| 300' Dynamic Kern Mantel Rope | | \$ 225 | \$ 225 |
| Pruissick 8mm Cord | 1 | \$ 190 | \$ 190 |
| Webbing | | \$ 125 | \$ 125 |
| Salvage Equipment | | \$ 250 | \$ 250 |
| | | \$ 7,242 | \$ 4,342 |

Line Item Narrative

Other Supplies - Small Tools: This account funds small tools primarily used for vehicle and building maintenance. Added to this fund this year are small operating tools and equipment that need to be replaced.

Hand Tools: 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.



City of Auburn

Fire

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------|-------|--------------|------------------|--------------------|
| Other Sup - Other | Total | 6,006 | 16,010 | 8,240 |

Estimated Detail of Other Sup - Other

Actual expenses may vary according to changing circumstances

| Other Sup - Other | Qty | Dept. Request | Manager Request |
|------------------------------------------|-----|------------------|--------------------|
| Batteries for flashlights, pagers, misc. | | \$ 900 | \$ 900 |
| Class A Foam (5 gallon pails) | 42 | \$ 4,000 | \$ 4,000 |
| Flashlights | 4 | \$ 500 | \$ 500 |
| Hazardous-Materials Division | | | |
| Drain Protector | 3 | \$ 945 | \$ 945 |
| Spill Berm | 1 | \$ 503 | \$ 503 |
| Polypro Shovels | 4 | \$ 256 | \$ - |
| Poly Salvage Drums | 3 | \$ 558 | \$ - |
| Three-Compartment Decon Berm | 1 | \$ 1,269 | \$ - |
| 2 1/2" Manifold Kit | 1 | \$ 555 | \$ - |
| Decon Wands | 6 | \$ 180 | \$ - |
| 100' Garden Hose | 6 | \$ 540 | \$ - |
| Decon Brushes | 6 | \$ 102 | \$ - |
| Grey Water Pump | 1 | \$ 500 | \$ - |
| Sand Bags and Scoops | | \$ 272 | \$ 272 |
| Plastic Sheeting | 2 | \$ 120 | \$ 120 |
| PVC Piping | 5 | \$ 145 | \$ - |
| Reference Manuals | | \$ 1,000 | \$ 1,000 |
| Knox Box System | | | |
| Key Secure Master Key Retention | 6 | \$ 2,970 | \$ - |
| Key Secure Software and Cable | 1 | \$ 245 | \$ - |
| Lightbox | 3 | \$ 300 | \$ - |
| Speedy dry | | \$ 150 | \$ - |
| | | \$ 16,010 | \$ 8,240 |

Note: The Hazardous Materials Division is new and would be necessary to meet NFPA 472: Standards for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction incidents.

Line Item Narrative

Other Sup - Other: Specialized firefighting supplies such as firefighting foams, absorbents and specialized batteries. Added this year is the knox box system which is in need of updating.

The Key Secure Master Key Retention equipment will more securely safeguard our Knox Box master keys, along with providing a recordable audit trail of key removal date, time and personnel who authorized removal. The Key Secure software and cable is necessary to key in security codes into the master key retention system and to download data collected by the system for its audit trail.



City of Auburn

Fire

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|---------------------------|-------|--------------|------------------|--------------------|
| MV Sup - Tires/Tube/Chain | Total | 13,275 | 13,275 | 13,275 |
| MV Sup - Gas & Oil | Total | 11,250 | 14,500 | 11,250 |

Estimated Detail of MV Sup - Tires/Tube/Chain

Actual expenses may vary according to changing circumstances

| MV Sup - Tires/Tube/Chain | Qty | Dept. Request | Manager Request |
|------------------------------|-----|------------------|--------------------|
| E315 Platoon Chief's Vehicle | 2 | \$ 310 | \$ 310 |
| Engine 1 (spare apparatus) | 0 | \$ - | \$ - |
| Engine 2 | 6 | \$ 2,500 | \$ 2,500 |
| Engine 3 | 6 | \$ 2,755 | \$ 2,755 |
| Engine 5 | 6 | \$ 2,755 | \$ 2,755 |
| Mounting Fee (\$18/tire) | 30 | \$ 540 | \$ 540 |
| Rescue 1 | 0 | \$ - | \$ - |
| Tower 1 | 6 | \$ 4,055 | \$ 4,055 |
| Unit 316 | 0 | \$ - | \$ - |
| Unit 317 | 2 | \$ 180 | \$ 180 |
| Unit 322 | 2 | \$ 180 | \$ 180 |
| | | \$ 13,275 | \$ 13,275 |

Estimated Detail of MV Sup - Gas & Oil

Actual expenses may vary according to changing circumstances

| MV Sup - Gas & Oil | Price | Usage Gallons | Dept. Request | Manager Request |
|--------------------|---------|------------------|------------------|--------------------|
| Gasoline | \$ 2.90 | 5,000 | \$ 14,500 | \$ 11,250 |
| | | | \$ 14,500 | \$ 11,250 |

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.



City of Auburn

Fire

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------------|-------|--------------|------------------|--------------------|
| Utilities - Water/Sewer | Total | 5,348 | 5,260 | 5,260 |
| Comm - Telephone | Total | 5,800 | 7,184 | 6,606 |

Estimated Detail of Utilities - Water/Sewer

Actual expenses may vary according to changing circumstances

| Utilities - Water/Sewer | Percent Increase | Estimated FY11 Expense | Cost Increase | Dept. Request | Manager Request |
|-------------------------|---------------------|------------------------------|------------------|------------------|--------------------|
| <u>Water</u> | | | | | |
| | 0% | | | | |
| Central Station | | \$ 925.00 | \$ - | \$ 925 | \$ 925 |
| E2 Station | | \$ 210.00 | \$ - | \$ 210 | \$ 210 |
| E5 Station | | \$ 300.00 | \$ - | \$ 300 | \$ 300 |
| <u>Sewer</u> | | | | | |
| | 0% | | | | |
| Central Station | | \$ 2,600.00 | \$ - | \$ 2,600 | \$ 2,600 |
| E2 Station | | \$ 450.00 | \$ - | \$ 450 | \$ 450 |
| E5 Station | | \$ 775.00 | \$ - | \$ 775 | \$ 775 |
| | | | | \$ 5,260 | \$ 5,260 |

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

| Comm - Telephone | Qty | Dept. Request | Manager Request |
|------------------------|-----|------------------|--------------------|
| Air Cards | 7 | \$ 4,044 | \$ 3,466 |
| Cell Phones | 4 | \$ 2,340 | \$ 2,340 |
| Long Distance Charges | | \$ 400 | \$ 400 |
| Telephone Line Charges | 9 | \$ 400 | \$ 400 |
| | | \$ 7,184 | \$ 6,606 |

Note: Aircards will be used for only 315, each pumper, and Tower 1; all others will be discontinued. We also will be switching phone lines to Voice over IP, causing a significant savings.

Line Item Narrative

Utilities - Water/Sewer: No rate increases.

Comm - Telephone: Communication services such as long distance phone charges, four cell phones and one pager, 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 9 lines located at Central Station, Engine 5 Station and Engine 2 Station. Each line is \$24 plus the above monthly fees.



City of Auburn

Fire

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------------|-------|--------------|------------------|--------------------|
| Utilities - Natural Gas | Total | 5,209 | 5,495 | 5,495 |
| Utilities - Electricity | Total | 37,721 | 40,679 | 37,179 |

Estimated Detail of Utilities - Natural Gas

Actual expenses may vary according to changing circumstances

| Utilities - Natural Gas | Percent Increase | FY11 Expense | Increase | Dept. Request | Manager Request |
|-------------------------|---------------------|-----------------|----------|------------------|--------------------|
| Natural Gas | 5.5% | \$ 5,209 | \$ 286 | \$ 5,495 | \$ 5,495 |
| | | | | \$ 5,495 | \$ 5,495 |

Estimated Detail of Utilities - Electricity

Actual expenses may vary according to changing circumstances

| Utilities - Electricity | Percent Increase | FY11 Expense | Increase | Dept. Request | Manager Request |
|-------------------------|---------------------|-----------------|----------|------------------|--------------------|
| Central Station | 5.0% | \$ 30,000 | \$ 1,500 | \$ 31,500 | \$ 28,000 |
| E2 Station | | \$ 2,048 | \$ 102 | \$ 2,150 | \$ 2,150 |
| E5 Station | | \$ 6,694 | \$ 335 | \$ 7,029 | \$ 7,029 |
| | | | | \$ 40,679 | \$ 37,179 |

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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|--------------------------|-------|--------------|------------------|--------------------|
| Utilities - Bottled Gas | Total | 847 | 847 | 847 |
| Utilities - Heating Fuel | Total | 15,312 | 19,536 | 19,536 |
| Utilities - Diesel | Total | 53,360 | 71,300 | 71,300 |

Estimated Detail of Utilities - Bottled Gas

Actual expenses may vary according to changing circumstances

| Utilities - Bottled Gas | | Dept. Request | Manager Request |
|-------------------------|--|------------------|--------------------|
| Bottle LP Gas | | \$ 847 | \$ 847 |
| | | \$ 847 | \$ 847 |

Estimated Detail of Utilities - Heating Fuel

Actual expenses may vary according to changing circumstances

| Utilities - Heating Fuel | Price/Gallon | Gallons | Dept. Request | Manager Request |
|--------------------------|--------------|---------|------------------|--------------------|
| Engine 5--Center Street | \$ 2.96 | 6,600 | \$ 19,536 | \$ 19,536 |
| | | | \$ 19,536 | \$ 19,536 |

Estimated Detail of Utilities - Diesel

Actual expenses may vary according to changing circumstances

| Utilities - Diesel | Price/Gallon | Gallons | Dept. Request | Manager Request |
|--------------------|--------------|---------|------------------|--------------------|
| Central Station | \$ 3.10 | 23,000 | \$ 71,300 | \$ 71,300 |
| | | | \$ 71,300 | \$ 71,300 |

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 2012
Adopted 6.13.2011

| Line Items | Last Year | Dept. Request | Manager Request |
|----------------------------|--------------|---------------|-----------------|
| Repairs - Buildings | Total | 17,810 | 19,635 |

Estimated Detail of Repairs - Buildings

Actual expenses may vary according to changing circumstances

| Repairs - Buildings | Dept. Request | Manager Request |
|------------------------------------------------------------|------------------|------------------|
| Annual Boiler Certificates | \$ 390 | \$ 390 |
| Ant Extermination | \$ 775 | \$ 775 |
| Diesel Exhaust Repairs & Maintenance | \$ 1,000 | \$ 1,000 |
| Light Replacement & Repairs | \$ 700 | \$ 700 |
| Misc Repairs & Maintenance to Boilers/General Plumbing | \$ 8,500 | \$ 7,500 |
| Overhead Door Repairs & Maintenance | \$ 1,530 | \$ 1,530 |
| Point-of-Use Water Heater | \$ 200 | \$ 200 |
| Repairs to Driveways | \$ 1,000 | \$ 1,000 |
| Repairs to Roof | \$ 1,000 | \$ 1,000 |
| Repairs to Underground Tanks | \$ 2,400 | \$ 1,000 |
| Repairs - Training Building | | |
| Misc Repairs & Maintenance (plywood, pallets, nails, etc.) | \$ 500 | \$ 500 |
| Repair Burn Room Walls | \$ 400 | \$ 400 |
| Repair Roof | \$ 500 | \$ 500 |
| Repair to Escape Prop | \$ 400 | \$ 400 |
| Replace Broken Windows | \$ 340 | \$ 340 |
| | \$ 19,635 | \$ 17,235 |

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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|--------------------|-------|--------------|------------------|--------------------|
| Repairs - Vehicles | Total | 52,560 | 57,875 | 57,875 |

Estimated Detail of Repairs - Vehicles

Actual expenses may vary according to changing circumstances

| Repairs - Vehicles | FY09 | FY10 | Dept. Request | Manager Request |
|--------------------------------------------------------|-----------|-----------|------------------|--------------------|
| BC #315 Vehicle Repair (2004 Ford Excursion) | \$ 1,637 | \$ 625 | \$ 1,500 | \$ 1,500 |
| Engine 1 Vehicle Repair (1988 E-One Centry) | \$ 2,008 | \$ 2,400 | \$ 3,000 | \$ 3,000 |
| Engine 2 Vehicle Repair (1999 American LaFrance Eagle) | \$ 6,022 | \$ 8,050 | \$ 8,200 | \$ 8,200 |
| Engine 3 Vehicle Repair (2006 E-One Cylone II) | \$ 7,202 | \$ 10,625 | \$ 6,675 | \$ 6,675 |
| Engine 5 Vehicle Repair (2008 E-One Cylcone) | \$ 5,337 | \$ 6,675 | \$ 7,000 | \$ 7,000 |
| General Vehicle Repair | \$ 835 | \$ 775 | \$ 1,000 | \$ 1,000 |
| Pickup Truck #322 Vehicle Repair (1999 F-150) | \$ 1,742 | \$ 500 | \$ 1,500 | \$ 1,500 |
| Pump Certification Repairs | | | \$ 3,000 | \$ 3,000 |
| Rescue 1 Vehicle Repair (2000 GMC C7500) | \$ 5,413 | \$ 350 | \$ 1,000 | \$ 1,000 |
| Tower 1 Vehicle Repair (2003 KME LoPro Prowler) | \$ 17,086 | \$ 23,425 | \$ 24,000 | \$ 24,000 |
| Utility Truck #317 Vehicle Repair (1991 Ford F-150) | \$ 867 | \$ 300 | \$ 1,000 | \$ 1,000 |
| | \$ 48,149 | \$ 53,725 | \$ 57,875 | \$ 57,875 |

Line Item Narrative

Repairs - Vehicle: See Above. Vehicle repairs not performed by fire department staff including repairs to 9 department vehicles, a boat, motor and trailer. Pump certification repairs were added this year since repairs will now be done by an outside vendor.



City of Auburn

Fire

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | Last Year | Dept. Request | Manager Request |
|----------------------------|--------------|---------------|-----------------|
| Repairs - Equipment | Total | 17,548 | 33,459 |

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

| Repairs - Equipment | Dept. Request | Manager Request |
|-------------------------------------------|------------------|------------------|
| Breathing Air Cascade Repair | \$ 1,510 | \$ 1,510 |
| Fire Extinguisher Maintenance and Repairs | \$ 2,000 | \$ 1,500 |
| Flow Testing | \$ 2,500 | \$ 2,500 |
| Ground Ladder Testing | \$ 1,575 | \$ 1,575 |
| Hydro Testing | \$ 1,000 | \$ 1,000 |
| Knox Box Repairs | \$ 150 | \$ 150 |
| Lawn Mower and Chain Saw Repairs | \$ 1,075 | \$ 500 |
| Miscellaneous | \$ 650 | \$ 200 |
| Repair of Battery Packs and Gas Meters | \$ 3,760 | \$ 2,200 |
| Repairs to hydraulic extrication tools | \$ 1,028 | \$ 1,028 |
| SCBA | \$ 17,461 | \$ 10,000 |
| Smoke Machine Repairs | \$ 500 | \$ 250 |
| Tool Mounting Hardware | \$ 250 | \$ 250 |
| | \$ 33,459 | \$ 22,663 |

Note: Gas Meter calibration occurs every 3 months. There is an \$1,880 reimbursement from the City of Lewiston for sharing this expense.

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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|--------------------------------|-------|--------------|------------------|--------------------|
| Repairs - Radio Equipment | Total | 6,399 | 6,370 | 6,050 |
| Repairs - Maintenance Contract | Total | 14,715 | 14,715 | 14,715 |

Estimated Detail of Repairs - Radio Equipment

Actual expenses may vary according to changing circumstances

| Repairs - Radio Equipment | Qty | Dept. Request | Manager Request |
|--------------------------------------------------|-----|------------------|--------------------|
| Antennas | | \$ 250 | \$ 250 |
| Belt Clips | 10 | \$ 140 | \$ - |
| Carry Holders | 5 | \$ 80 | \$ - |
| Communications in 315 (Incident Command Vehicle) | | | |
| Hands-free Bluetooth Cell Adapter | 1 | \$ 100 | \$ - |
| Headset Repairs | | \$ 500 | \$ 500 |
| Headsets (Four on each truck) | 6 | \$ 1,650 | \$ 1,650 |
| Hygiene Kits | 5 | \$ 550 | \$ 550 |
| Radio Batteries | 10 | \$ 1,000 | \$ 1,000 |
| Radio Repairs (reprogramming/tune-up) | | \$ 1,500 | \$ 1,500 |
| Speaker microphones | 6 | \$ 600 | \$ 600 |
| | | \$ 6,370 | \$ 6,050 |

Estimated Detail of Repairs - Maintenance Contract

Actual expenses may vary according to changing circumstances

| Repairs - Maintenance Contract | Dept. Request | Manager Request |
|------------------------------------------------------|------------------|--------------------|
| 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 | \$ 5,600 |
| 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 | \$ 1,005 |
| | \$ 14,715 | \$ 14,715 |

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. The communications for Vehicle 315 are for a wireless headset and bluetooth cell phone adapter for the Incident Commanders so that they may be able to adjust location and remain hands free.

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



City of Auburn

Fire

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|--------------------|-------|--------------|------------------|--------------------|
| Training & Tuition | Total | 14,225 | 53,900 | 22,080 |
| Comm - Postage | Total | 600 | 600 | 600 |

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

| Training & Tuition | Qty | Dept. Request | Manager Request |
|------------------------------------------|-----|------------------|--------------------|
| Accreditation Training | 2 | \$ 5,000 | \$ 4,000 |
| ACLS Class - 2 yr renewal | 6 | \$ 1,200 | \$ 1,200 |
| Boat Rescue Program - Outside Instructor | | \$ 7,500 | \$ - |
| CEU Subscription | | \$ 2,400 | \$ - |
| EMS Licensure Courses | 4 | \$ 18,600 | \$ 9,330 |
| Fire Instructor Class | 4 | \$ 3,000 | \$ 1,500 |
| Fire Leadership Course | 1 | \$ 3,500 | \$ 3,500 |
| Fire Officer Academy | 6 | \$ 4,500 | \$ 1,500 |
| Outside Classes/Conferences/Seminars | | \$ 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 | \$ 1,050 |
| Rapid Intervention Team Training | | \$ 2,000 | \$ - |
| | | \$ 53,900 | \$ 22,080 |

Estimated Detail of Comm - Postage

Actual expenses may vary according to changing circumstances

| Comm - Postage | Dept. Request | Manager Request |
|----------------|------------------|--------------------|
| Postage | \$ 600 | \$ 600 |
| | \$ 600 | \$ 600 |

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.

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



City of Auburn

Fire

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|----------------------|-------|--------------|------------------|--------------------|
| Travel-Seminar Costs | Total | 500 | 1,200 | 500 |
| Dues & Subscriptions | Total | 2,955 | 3,555 | 3,555 |

Estimated Detail of Travel-Seminar Costs

Actual expenses may vary according to changing circumstances

| Travel-Seminar Costs | | Dept. Request | Manager Request |
|----------------------|--|------------------|--------------------|
| Travel Costs | | \$ 1,200 | \$ 500 |
| | | \$ 1,200 | \$ 500 |

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

| Dues & Subscriptions | | Dept. Request | Manager Request |
|----------------------------------------------------------------------|--|------------------|--------------------|
| Accreditation Fee | | \$ 525 | \$ 525 |
| 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 | | \$ 400 | \$ 400 |
| Maine Fire Chiefs Association | | \$ 300 | \$ 300 |
| National Fire Protection Association | | \$ 1,025 | \$ 1,025 |
| Tri-County EMS | | \$ 910 | \$ 910 |
| | | \$ 3,555 | \$ 3,555 |

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

Fringe Benefits

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|------------------|-------|--------------|------------------|--------------------|
| Health Insurance | Total | 2,481,152 | 2,631,037 | 2,576,037 |
| FICA/Medicare | Total | 471,782 | 461,234 | 461,234 |

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 | Manager Request |
|----------------------|------|------------|-------------------|-------------|------------|---------------------|---------------------|
| Non Union | ↓ | ↓ | ↓ | \$ 741,013 | \$ 74,880 | \$ 815,893 | \$ 815,893 |
| Police | ↓ | ↓ | ↓ | \$ 445,880 | \$ 70,478 | \$ 516,358 | \$ 516,358 |
| Fire | ↓ | ↓ | ↓ | \$ 569,616 | \$ 136,086 | \$ 705,702 | \$ 705,702 |
| Public Works | ↓ | ↓ | ↓ | \$ 505,010 | \$ 33,074 | \$ 538,084 | \$ 538,084 |
| OMC Wellness Program | ↓ | ↓ | ↓ | | | \$ 55,000 | \$ - |
| | | | | | | \$ 2,631,037 | \$ 2,576,037 |

| Rates | 85% | | 15% | |
|----------------|----------|----------|--------|--|
| Single | \$ 681 | \$ 619 | \$ 109 | |
| Employee/Child | \$ 1,188 | \$ 1,010 | \$ 178 | |
| Family | \$ 1,633 | \$ 1,388 | \$ 245 | |

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. This year our premiums increased 5% for calendar year 2011.

Estimated Detail of FICA/Medicare

Actual expenses may vary according to changing circumstances

| FICA/Medicare | FICA | FICA OT | Medicare | Medicare OT | Dept. Request | Manager Request |
|---------------------|-------------------|------------|-------------------|-------------|-------------------|--------------------|
| Non Union | \$ 201,917 | \$ 10,000 | \$ 50,628 | \$ 10,000 | | |
| Police | \$ - | | \$ 33,424 | \$ 96,417 | | |
| Fire | \$ - | | \$ 38,481 | \$ 261,882 | | |
| Public Works | \$ 96,103 | \$ 160,058 | \$ 22,476 | \$ 160,058 | | |
| | \$ 298,020 | | \$ 145,009 | | \$ 443,029 | \$ 443,029 |
| FICA Percentage | 6.20% | \$ 170,058 | | | \$ 10,544 | \$ 10,544 |
| Medicare Percentage | 1.45% | | | \$ 528,357 | \$ 7,661 | \$ 7,661 |
| | | | | | \$ 461,234 | \$ 461,234 |

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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-----------------|-------|--------------|------------------|--------------------|
| MSRS Retirement | Total | 467,027 | 575,685 | 575,685 |
| ICMA Retirement | Total | 226,470 | 9,603 | 9,603 |

Estimated Detail of MSRS Retirement

Actual expenses may vary according to changing circumstances

| MSRS Retirement | Debt | MSRS | OT | Dept. Request | Manager Request |
|--------------------|------------|------------|-----------|-------------------|--------------------|
| Non Union | | \$ 82,148 | | \$ 82,148 | \$ 82,148 |
| Police | | \$ 154,180 | \$ 6,074 | \$ 160,254 | \$ 160,254 |
| Fire | | \$ 177,715 | \$ 16,499 | \$ 194,214 | \$ 194,214 |
| Public Works | | \$ 12,203 | | \$ 12,203 | \$ 12,203 |
| Pension Obligation | \$ 126,866 | | | \$ 126,866 | \$ 126,866 |
| | | | | \$ 575,685 | \$ 575,685 |

Estimated Detail of ICMA Retirement

Actual expenses may vary according to changing circumstances

| ICMA Retirement | Retirement | Overtime | Dept. Request | Manager Request |
|-----------------------|------------|------------|------------------|--------------------|
| Non Union | \$ 97,293 | \$ - | | |
| Police | \$ - | | | |
| Fire | \$ - | | | |
| Public Works | \$ 70,174 | \$ 160,058 | | |
| Employer Contribution | | 6% | \$ 160,058 | \$ 9,603 |
| | | | | \$ 9,603 |

Line Item Narrative

MSRS: Maine State Retirement increased the employer's contribution from 3.5% to 4.4% for non-public safety employees and 5% to 6.3% 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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|----------------|-------|--------------|------------------|--------------------|
| City Pension | Total | 195,000 | 180,000 | 180,000 |
| Cafeteria Plan | Total | 150,050 | 186,900 | 186,900 |

Estimated Detail of City Pension

Actual expenses may vary according to changing circumstances

| City Pension | | Dept. Request | Manager Request |
|--------------|--|-------------------|--------------------|
| Participants | | \$ 180,000 | \$ 180,000 |
| | | \$ 180,000 | \$ 180,000 |

Estimated Detail of Cafeteria Plan

Actual expenses may vary according to changing circumstances

| Cafeteria Plan | | Dept. Request | Manager Request |
|----------------|--|-------------------|--------------------|
| Non Union | | \$ 76,600 | \$ 76,600 |
| Police | | \$ 47,750 | \$ 47,750 |
| Fire | | \$ 33,150 | \$ 33,150 |
| Public Works | | \$ 29,400 | \$ 29,400 |
| | | \$ 186,900 | \$ 186,900 |

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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|--------------------|-------|--------------|------------------|--------------------|
| Life Ins(Retirees) | Total | 23,175 | 23,175 | 23,175 |
| Salary Reserves | Total | 382,398 | 161,990 | 197,295 |

Estimated Detail of Life Ins(Retirees)

Actual expenses may vary according to changing circumstances

| Life Ins(Retirees) | Dept. Request | Manager Request |
|--------------------|------------------|--------------------|
| See Below. | \$ 23,175 | \$ 23,175 |
| | \$ 23,175 | \$ 23,175 |

Estimated Detail of Salary Reserves

Actual expenses may vary according to changing circumstances

| Salary Reserves | <i>Retirement</i> | <i>COLA</i> | <i>Performance</i> | Dept. Request | Manager Request |
|-----------------|-------------------|-----------------|--------------------|-------------------|--------------------|
| Non Union | | \$ - | \$ 35,305 | \$ - | \$ 35,305 |
| Police | \$ 60,371 | \$ 6,448 | \$ 25,933 | \$ 92,752 | \$ 92,752 |
| Fire | | \$ - | \$ 54,052 | \$ 54,052 | \$ 54,052 |
| Public Works | | \$ - | \$ 15,186 | \$ 15,186 | \$ 15,186 |
| | \$ 60,371 | \$ 6,448 | \$ 130,476 | \$ 161,990 | \$ 197,295 |

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.



City of Auburn

General Assistance

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|---------------------|-------|--------------|------------------|--------------------|
| Regular Salaries | Total | 65,948 | 67,927 | 67,927 |
| Office Supplies | Total | 100 | 100 | 100 |
| Other Sup-Operating | Total | 100 | 320 | 320 |
| Training & Tuition | Total | 100 | 150 | 150 |

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Request |
|---------------------|------------------|--------------------|
| Regular Salaries | | |
| Welfare Director | \$ 53,771 | \$ 53,771 |
| Part Time Assistant | \$ 14,156 | \$ 14,156 |
| | \$ 67,927 | \$ 67,927 |

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Request |
|-------------------------|------------------|--------------------|
| Office Supplies | | |
| General Office Supplies | \$ 100 | \$ 100 |
| | \$ 100 | \$ 100 |

Estimated Detail of Other Sup-Operating

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Request |
|---------------------|------------------|--------------------|
| Other Sup-Operating | | |
| Vouchers | \$ 320 | \$ 320 |
| | \$ 320 | \$ 320 |

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Request |
|--------------------------|------------------|--------------------|
| Training & Tuition | | |
| Professional Development | \$ 150 | \$ 150 |
| | \$ 150 | \$ 150 |

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.

Other Supplies-Operating: This account provides supplies for influenza clinics, lead screenings, and vouchers for the General Assistance program and for the cost of interpreters when needed as mandated by the Federal government.

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



City of Auburn

General Assistance

Fiscal Year 2012
Adopted 6.13.2011

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

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

| Travel-Mileage | | Dept. Request | Manager Request |
|-------------------------|--|------------------|--------------------|
| 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 | Manager Request |
|----------------------|--|------------------|--------------------|
| Registration Costs | | \$ 200 | \$ 200 |
| | | \$ 200 | \$ 200 |

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

| Dues & Subscriptions | | Dept. Request | Manager Request |
|----------------------|--|------------------|--------------------|
| 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.

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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-----------------|-------|--------------|------------------|--------------------|
| PA - Electrical | Total | 6,510 | 5,200 | 5,200 |
| PA - Medical | Total | 2,220 | 680 | 680 |
| PA - Burial | Total | 1,790 | 1,790 | 1,790 |

Estimated Detail of PA - Electrical

Actual expenses may vary according to changing circumstances

| PA - Electrical | Avg. Applicants | Avg. Cost | Dept. Request | Manager Request |
|-------------------|--------------------|-----------|------------------|--------------------|
| Electricity Bills | 80 | \$ 65 | \$ 5,200 | \$ 5,200 |
| | | | \$ 5,200 | \$ 5,200 |

Estimated Detail of PA - Medical

Actual expenses may vary according to changing circumstances

| PA - Medical | Avg. Applicants | Avg. Cost | Dept. Request | Manager Request |
|------------------|--------------------|-----------|------------------|--------------------|
| Medical Supplies | 20 | \$ 34 | \$ 680 | \$ 680 |
| | | | \$ 680 | \$ 680 |

Estimated Detail of PA - Burial

Actual expenses may vary according to changing circumstances

| PA - Burial | Avg. Applicants | Average Cost | Opening/ Closing | Dept. Request | Manager Request |
|-------------|--------------------|-----------------|---------------------|------------------|--------------------|
| Burials | 2 | \$ 795 | \$ 200 | \$ 1,790 | \$ 1,790 |
| | | | | \$ 1,790 | \$ 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 cost are the removal of the body from a local residence, casket, and a reasonable cost for overhead.



City of Auburn

General Assistance

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-----------------|-------|--------------|------------------|--------------------|
| PA - Fuel | Total | 3,556 | 2,868 | 2,868 |
| PA - Provisions | Total | 1,188 | 1,188 | 1,188 |
| PA - Rent | Total | 67,760 | 79,926 | 70,000 |

Estimated Detail of PA - Fuel

Actual expenses may vary according to changing circumstances

| PA - Fuel | Avg. Applicants | Avg. Cost | Dept. Request | Manager Request |
|--------------|--------------------|-----------|------------------|--------------------|
| Heating Fuel | 12 | \$ 239 | \$ 2,868 | \$ 2,868 |
| | | | \$ 2,868 | \$ 2,868 |

Estimated Detail of PA - Provisions

Actual expenses may vary according to changing circumstances

| PA - Provisions | Avg. Applicants | Average Cost | Dept. Request | Manager Request |
|-----------------|--------------------|-----------------|------------------|--------------------|
| Food | 18 | \$ 66 | \$ 1,188 | \$ 1,188 |
| | | | \$ 1,188 | \$ 1,188 |

Estimated Detail of PA - Rent

Actual expenses may vary according to changing circumstances

| PA - Rent | Avg. Applicants | Average Cost | Dept. Request | Manager Request |
|-----------------|--------------------|-----------------|------------------|--------------------|
| Rental Payments | 346 | \$ 231 | \$ 79,926 | \$ 70,000 |
| | | | \$ 79,926 | \$ 70,000 |

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 Stamps 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

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|------------|-------|--------------|------------------|--------------------|
| PA - Other | Total | 2,520 | 3,128 | 3,128 |

Estimated Detail of PA - Other

Actual expenses may vary according to changing circumstances

| PA - Other | Avg. Applicants | Average Cost | Dept. Request | Manager Request |
|---------------|--------------------|-----------------|------------------|--------------------|
| Miscellaneous | 136 | \$ 23 | \$ 3,128 | \$ 3,128 |
| | | | \$ 3,128 | \$ 3,128 |

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 other programs.



City of Auburn

Human Resources

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------------|-------|--------------|------------------|--------------------|
| Regular Salaries | Total | 118,346 | 119,165 | 119,165 |
| Other Sup-Operating | Total | 2,000 | 1,500 | 1,500 |
| PS - Emp Assist Program | Total | 3,920 | 3,800 | 3,800 |

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

| Regular Salaries | Dept. Request | Manager Request |
|--------------------------|-------------------|--------------------|
| Human Resources Director | \$ 77,318 | \$ 77,318 |
| Administrative Assistant | \$ 41,847 | \$ 41,847 |
| | \$ 119,165 | \$ 119,165 |

Estimated Detail of Other Sup-Operating

Actual expenses may vary according to changing circumstances

| Other Sup-Operating | Dept. Request | Manager Request |
|-------------------------------------|------------------|--------------------|
| PPE Equipment N95s (Pandemic Event) | \$ 1,500 | \$ 1,500 |
| | \$ 1,500 | \$ 1,500 |

Estimated Detail of PS - Emp Assist Program

Actual expenses may vary according to changing circumstances

| PS - Emp Assist Program | Dept. Request | Manager Request |
|-----------------------------|------------------|--------------------|
| Employee Assistance Program | \$ 3,800 | \$ 3,800 |
| | \$ 3,800 | \$ 3,800 |
| Grant Offset | | \$ 1,940 |
| Net Cost | | \$ 1,860 |

Line Item Narrative

Salaries: This account pays for the Human Resource Director and the Human Resource Assistant .

Purchased Services- General: This account is new and will be used to purchase PPE equipment.

Employee Assistance Program: This program assists employees who are experiencing personal problems so they can work to the best of their abilities. 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 receives a grant in the amount of \$1,940 from the Maine Municipal Employees Health Trust which reduces the amount that must be budgeted for this program. In addition to having an EAP Program to assist employees and their families through difficult times, the 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).



City of Auburn

Human Resources

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------------------|-------|--------------|------------------|--------------------|
| PS - Drug Testing & Physicals | Total | 5,156 | 4,434 | 4,218 |
| PS - Testing | Total | 1,500 | 1,500 | 1,500 |

Estimated Detail of PS - Drug Testing & Physicals

Actual expenses may vary according to changing circumstances

| PS - Drug Testing & Physicals | Quantity | Cost | Dept. Request | Manager Request |
|-----------------------------------|----------|--------|------------------|--------------------|
| Pre-employment Physicals (Admin) | 8 | \$ 124 | \$ 992 | \$ 992 |
| DOT Random Drug Test | 30 | \$ 61 | \$ 1,830 | \$ 1,830 |
| DOT Breath-Alcohol Tests | 6 | \$ 39 | \$ 233 | \$ 233 |
| DOT Pre-Use CDL Tests | 3 | \$ 61 | \$ 183 | \$ 183 |
| DOT Return-to-Work/Follow-up | 8 | \$ 61 | \$ 488 | \$ 488 |
| Bloodborne Pathogens series | 4 | \$ 177 | \$ 708 | \$ 708 |
| Random Drug Pool Annual Admin Fee | 150 | | \$ - | \$ - |
| | | | \$ 4,434 | \$ 4,218 |

Estimated Detail of PS - Testing

Actual expenses may vary according to changing circumstances

| PS - Testing | Dept. Request | Manager Request |
|------------------|------------------|--------------------|
| Employee Testing | \$ 1,500 | \$ 1,500 |
| | \$ 1,500 | \$ 1,500 |

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 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 funds 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 specifically designed for the Public Safety Departments. The Human Resource Department, in conjunction with the Police and Fire Chiefs, test candidates seeking to be promoted to a higher rank. Since the elimination of the Civil Service Commission from the City Charter, the Department has found less expensive alternatives to the testing process.



City of Auburn

Human Resources

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|--------------------|-------|--------------|------------------|--------------------|
| Office Supplies | Total | 200 | 200 | 200 |
| Training & Tuition | Total | 990 | 990 | 990 |
| Advertising | Total | 5,500 | 5,000 | 3,000 |

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

| Office Supplies | | Dept. Request | Manager Request |
|-------------------------|--|------------------|--------------------|
| General Office Supplies | | \$ 200 | \$ 200 |
| | | \$ 200 | \$ 200 |

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

| Training & Tuition | | Dept. Request | Manager Request |
|--------------------------|--|------------------|--------------------|
| Professional Development | | \$ 990 | \$ 990 |
| | | \$ 990 | \$ 990 |

Estimated Detail of Advertising

Actual expenses may vary according to changing circumstances

| Advertising | | Dept. Request | Manager Request |
|-----------------------------------------------|--|------------------|--------------------|
| Advertising for City-wide Employee Recruiting | | \$ 5,000 | \$ 3,000 |
| | | \$ 5,000 | \$ 3,000 |

Line Item Narrative

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

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

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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|----------------------|-------|--------------|------------------|--------------------|
| 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

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

Estimated Detail of Travel-Seminar Costs

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

| Dues & Subscriptions | | Dept. Request | Manager Request |
|----------------------------|--|------------------|--------------------|
| Professional Subscriptions | | \$ 240 | \$ 240 |
| | | \$ 240 | \$ 240 |

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 subscriptions to publications and memberships in professional organizations. The memberships provide an opportunity to network with other professionals and utilize membership assistance provided by the organizations.



City of Auburn

ICT

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|------------------|-------|--------------|------------------|--------------------|
| Regular Salaries | Total | 149,926 | 172,199 | 172,199 |
| Longevity Bonus | Total | - | - | - |
| PS - General | Total | 10,400 | 10,400 | 10,400 |

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Request |
|-----------------------------|-------------------|--------------------|
| Regular Salaries | | |
| ICT Manager | \$ 67,100 | \$ 67,100 |
| Geospatial Database Manager | \$ 45,000 | \$ 45,000 |
| Network Administrator | \$ 60,099 | \$ 60,099 |
| | \$ 172,199 | \$ 172,199 |

Estimated Detail of Longevity Bonus

Actual expenses may vary according to changing circumstances

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

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Request |
|--------------------------------------------------------------------------|------------------|--------------------|
| PS - General | | |
| Communication Consulting (Central Maine Communication / Oxford Networks) | \$ 3,000 | \$ 3,000 |
| Domain Name Registry | \$ 400 | \$ 400 |
| Network Consulting (Downeast Networks) | \$ 7,000 | \$ 7,000 |
| | \$ 10,400 | \$ 10,400 |

Line Item Narrative

Salaries: See Above.

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. One Asset Technology employee is eligible for the 15 years of service bonus.

PS General: This account is used when there is a need to augment 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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------------------|-------|--------------|------------------|--------------------|
| Other Sup - Operating | Total | 8,340 | 8,400 | 8,400 |
| Other Sup - Computer Hardware | Total | 12,000 | 12,000 | 12,000 |
| Repairs - Equipment | Total | 3,000 | 3,000 | 3,000 |

Estimated Detail of Other Sup - Operating

Actual expenses may vary according to changing circumstances

| Other Sup - Operating | Dept. Request | Manager Request |
|--------------------------------------|------------------|--------------------|
| Toner, Ink, Accessory Computer Needs | \$ 8,400 | \$ 8,400 |
| | \$ 8,400 | \$ 8,400 |

Estimated Detail of Other Sup - Computer Hardware

Longevity Bonus

| Other Sup - Computer Hardware | Dept. Request | Manager Request |
|-------------------------------|------------------|--------------------|
| PC Replacements | \$ 12,000 | \$ 12,000 |
| | \$ 12,000 | \$ 12,000 |

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

| Repairs - Equipment | Dept. Request | Manager Request |
|---------------------|------------------|--------------------|
| Equipment Repair | \$ 3,000 | \$ 3,000 |
| | \$ 3,000 | \$ 3,000 |

Line Item Narrative

Other Supplies - Operating: This account funds the cost of computer supplies (blank CDs, DVDs) and printer supplies (ink, toner) for all City Departments. 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.

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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|----------------------|-------|--------------|------------------|--------------------|
| Training & Tuition | Total | 2,950 | 600 | 600 |
| Travel-Mileage | Total | 350 | 350 | 350 |
| Travel-Seminar Costs | Total | 450 | 2,269 | 2,269 |

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

| Training & Tuition | Dept. Request | Manager Request |
|--------------------------------|------------------|--------------------|
| Crystal Report Online Training | \$ 600 | \$ 600 |
| | \$ 600 | \$ 600 |

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

| Travel-Mileage | Dept. Request | Manager Request |
|-------------------------------------|------------------|--------------------|
| Reimbursement For Personal Vehicles | \$ 350 | \$ 350 |
| | \$ 350 | \$ 350 |

Estimated Detail of Travel-Seminar Costs

Actual expenses may vary according to changing circumstances

| Travel-Seminar Costs | Dept. Request | Manager Request |
|----------------------|------------------|--------------------|
| EnerGov | \$ 1,135 | \$ 1,135 |
| NEARC | \$ 1,134 | \$ 1,134 |
| | \$ 2,269 | \$ 2,269 |

Line Item Narrative

Training & Tuition: The City has new staff, new software, and new software updates that we will need outside instruction. These classes provide assurance that we are making the most of our investment. This training also includes our project of creating mirror servers with Lewiston and vice versa for backups.

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 Sarasota Springs, NY, and traveling to Atlanta for enerGov training.



City of Auburn

ICT

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|--------------------|-------|--------------|------------------|--------------------|
| Computer Software | Total | 9,000 | 9,175 | 9,175 |
| Software Licensing | Total | 125,800 | 142,665 | 142,665 |

Estimated Detail of Computer Software

Actual expenses may vary according to changing circumstances

| Computer Software | Copies | Dept. Request | Manager Request |
|-------------------|-----------|------------------|--------------------|
| MUNIS seats | unlimited | \$ 5,775 | \$ 5,775 |
| VmWare Vsphere | | \$ 3,400 | \$ 3,400 |
| | | \$ 9,175 | \$ 9,175 |

Estimated Detail of Software Licensing

Actual expenses may vary according to changing circumstances

| Software Licensing | FY10 | FY11 | Dept. Request | Manager Request |
|----------------------------------------------|------------------|-------------------|-------------------|--------------------|
| Auto Desk Subscription | \$ - | \$ - | \$ 200 | \$ 200 |
| CopLogic | \$ - | \$ - | \$ 5,450 | \$ 5,450 |
| EnerGov (Permitting, Planning and Licensing) | \$ - | \$ 16,000 | \$ 18,400 | \$ 18,400 |
| ESRI (GIS Software) | \$ 16,500 | \$ 21,000 | \$ 18,000 | \$ 18,000 |
| Gba (Asset Management) | \$ 8,160 | \$ 9,000 | \$ 9,500 | \$ 9,500 |
| Gba (Licenses) | \$ - | \$ - | \$ 4,000 | \$ 4,000 |
| IMC (Public Safety for Fire and Police) | \$ 15,000 | \$ 19,000 | \$ 19,000 | \$ 19,000 |
| MUNIS (Financials, Purchasing, Budgeting) | \$ 43,000 | \$ 46,100 | \$ 53,015 | \$ 53,015 |
| Patriot (Computer-Aided Mass Appraisal) | \$ 12,000 | \$ 12,000 | \$ 13,800 | \$ 13,800 |
| Symantic (Anti-Virus) | \$ 1,400 | \$ 1,400 | \$ - | \$ - |
| Website Hosting | \$ 1,300 | \$ 1,300 | \$ 1,300 | \$ 1,300 |
| | \$ 97,360 | \$ 125,800 | \$ 142,665 | \$ 142,665 |

Line Item Narrative

Computer Software: This account includes the costs of new software or software updates. Increasing our MUNIS license seats will allow more staff to work in MUNIS concurrently. VMWare is the software application that we are using to virtualize our servers. This will allow us to complete this project.

Software Licensing: This account funds annual licensing fees associated with our major applications. This year reflects the Energov software coming online, and increases in MUNIS, Autodesk Subscription contract and IMC. We have been able to decrease our licensing fees to ESRI by re-evaluating some of our process and distributing some of the fees to outside agencies. We have added the Police Department's CopLogic software, and dropped Symantec's Anti-virus software.



City of Auburn

Intergovernmental

Fiscal Year 2012
Draft 6.13.2011

| Line Items | Last Year | Dept. Request | Manager Request |
|------------|-----------|---------------|---------------------|
| All Groups | Total | \$ 1,731,459 | 1,783,463 1,755,219 |

Estimated Detail of All Groups

Actual expenses may vary according to changing circumstances

| All Intergovernmental Groups | Last Year | Dept. Request | Manager Request |
|-------------------------------------------|---------------------|---------------------|---------------------|
| Aub-Lew Airport | \$ 139,250 | \$ 106,750 | \$ 106,750 |
| EMA | \$ 6,760 | \$ 5,806 | \$ 2,903 |
| LA Arts | \$ 20,161 | \$ 24,300 | \$ 20,160 |
| LAEGC | \$ 167,487 | \$ 167,487 | \$ 160,687 |
| Lew-Aub 911 | \$ 927,500 | \$ 978,347 | \$ 968,347 |
| Lew-Aub Transit | \$ 176,362 | \$ 212,180 | \$ 207,779 |
| Tax Sharing | \$ 293,939 | \$ 288,593 | \$ 288,593 |
| <i>(See Following Page For Breakdown)</i> | <u>\$ 1,731,459</u> | <u>\$ 1,783,463</u> | <u>\$ 1,755,219</u> |

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

Intergovernmental

Fiscal Year 2012
Draft 6.13.2011

| Line Items | Last Year | Dept. Request | Manager Request |
|--------------|----------------|------------------|--------------------|
| Tax Sharing | 293,939 | 288,593 | 288,593 |
| Total | 293,939 | 288,593 | 288,593 |

Estimated Detail of Tax Sharing

Actual expenses may vary according to changing circumstances

| Tax Sharing | \$ 19.30 | <u>Valuation</u> | <u>Total Tax Revenue</u> | <u>Auburn's Share</u> | <u>Lewiston's Share</u> | <u>Dept. Request</u> | <u>Manager Request</u> |
|---------------------------------------------|---------------|------------------|--------------------------|-----------------------|-------------------------|----------------------|------------------------|
| <u>Airport Industrial Park Taxes</u> | | | | | | | |
| Real Estate Value | \$ 20,036,200 | | \$ 386,699 | | | | |
| Personal Property Tax | \$ 4,490,100 | | \$ 86,659 | | | | |
| | | | <u>\$ 473,358</u> | \$ 307,682 | \$ 165,675 | \$ 165,675 | \$ 165,675 |
| <u>Airport Excise Taxes</u> | | | | | | | |
| Aircraft | | | \$ 5,000 | | | | |
| Vehicle | | | \$ 50,000 | | | | |
| | | | <u>\$ 55,000</u> | \$ 22,000 | \$ 13,750 | \$ 13,750 | \$ 13,750 |
| Retained by A-L Airport | 35% | | \$ 19,250 | | | | |
| <u>Railroad</u> | | | | | | | |
| St. Lawerent & Atlantic | \$ 1,086,500 | | \$ 20,969 | | | | |
| | | | <u>\$ 20,969</u> | \$ 17,300 | \$ 3,670 | \$ 3,670 | \$ 3,670 |
| <u>Spin-off Area</u> | | | | | | | |
| | \$ 17,912,100 | | \$ 345,704 | | | | |
| | | | <u>\$ 345,704</u> | \$ 285,205 | \$ 60,498 | \$ 60,498 | \$ 60,498 |
| | | Totals | \$ 895,031 | \$ 632,188 | \$ 243,593 | | |
| | | | | 71% | 27% | | |
| <u>Monty Hydro</u> | | | | | | | |
| Income from Lewiston | | | \$ - | \$ 158,362 | | | |
| Expenses Due to Lewiston | | | | | \$ 45,000 | \$ 45,000 | \$ 45,000 |
| Total Due Lewiston | | | | | <u>\$ 288,593</u> | <u>\$ 288,593</u> | <u>\$ 288,593</u> |

Line Item Narrative

Airport Industrial Park Formula: Auburn retains 30%, and shares remainder 50/50 with Lewiston.

Airport Excise Formula: Auburn retains 40%, Airport retains 35%, Lewiston 25%.

Railroad Formula: Auburn retains 30%, and shares the remainder in a 75/25 split with Lewiston, which receives the 25%.

Spin-off Industrial Area Formula: Auburn retains 82.5%, and Lewiston is given 17%.

Monty Hydro: The City of Lewiston shares the Monty Hydro property taxes with Auburn, at 17.5%. The Monty Hydro project is valued at **\$35,628,050**. The City of Lewiston retains **\$912,078** and Auburn's share is approximately \$158,362. In terms of program revenues, the Monty Hydro facility does not generate enough electricity to produce enough revenues to generate a profit. So therefore, the cities of Auburn and Lewiston must share in the expense of maintaining the facility. To compensate for this operating loss, Auburn returned \$41,070 to the City of Lewiston.



City of Auburn

Legal

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | Last Year | Dept. Request | Manager Request |
|--------------|---------------|---------------|-----------------|
| PS-Legal | 73,000 | 72,000 | 72,000 |
| Total | 73,000 | 72,000 | 72,000 |

Estimated Detail of PS-Legal

Actual expenses may vary according to changing circumstances

| PS-Legal | FY 08 | FY 09 | FY 10 | Contract Expires | Dept. Request | Manager Request |
|--------------------|-----------|-----------|-----------|------------------|------------------|------------------|
| Legal Services | ↓ | ↓ | ↓ | | | |
| Fire Negotiations | | | | 12/31/2011 | \$ 12,000 | \$ 12,000 |
| Other | | | | | \$ 30,000 | \$ 30,000 |
| Police Command | | | | 6/30/2011 | \$ 10,000 | \$ 10,000 |
| Police Patrol | | | | 6/30/2011 | \$ 10,000 | \$ 10,000 |
| Public Works Union | | | | 6/30/2011 | \$ 10,000 | \$ 10,000 |
| | \$ 77,800 | \$ 76,233 | \$ 61,750 | | \$ 72,000 | \$ 72,000 |

Local & Non-local Legal Representation

FY10/FY11

| | |
|-------------------------|------------------|
| Linnell Choate & Webber | 22,222.75 |
| Brann & Issacson | 45,528.67 |
| Skelton | 1,686.08 |
| | <u>69,437.50</u> |
| Jensen Baird | 8,336.60 |
| Bernstein | 24,351.70 |
| Pierce Atwood | 6,124.82 |
| | <u>38,813.12</u> |

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. For the past 18 months we've spent \$69,437 in local attorney fees and \$38,813 from non-local. The non-local fees are represented by legal representation secured years ago; for instance, the Great Falls litigation. The City has hired Jensen Baird, who happens to have attorneys experienced in commercial abatement claims.

For reference, one collective bargaining arbitration recently cost the City over \$12,000 in just legal representation.



City of Auburn

Mayor & Council

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|------------------|-------|--------------|------------------|--------------------|
| Regular Salaries | Total | 16,600 | 16,600 | 16,600 |
| PS - General | Total | 28,000 | 33,000 | 28,000 |
| Office Supplies | Total | 250 | 250 | 250 |

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

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

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

| | | Dept. Request | Manager Request |
|----------------------------------------------------|--|------------------|--------------------|
| PS - General | | | |
| Community Event Registration (LAEGC, Chamber, ABA) | | \$ 2,000 | \$ 2,000 |
| Annual City Audit | | \$ 24,000 | \$ 24,000 |
| Community/Employee Recognition | | \$ 3,500 | \$ 1,000 |
| Council Dinners, Chamber Breakfasts, Water, etc. | | \$ 3,500 | \$ 1,000 |
| | | \$ 33,000 | \$ 28,000 |

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

| | | Dept. Request | Manager Request |
|-------------------------|--|------------------|--------------------|
| Office Supplies | | | |
| General Office Supplies | | \$ 250 | \$ 250 |
| | | \$ 250 | \$ 250 |

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.

Office Supplies: This account is used to charge items to such as paper, printer cartridges, etc.



City of Auburn

Mayor & Council

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|----------------------|-------|--------------|------------------|--------------------|
| Travel-Mileage | Total | 100 | 250 | 100 |
| Dues & Subscriptions | Total | 48,390 | 48,390 | 48,390 |
| Joint Services | Total | 10,000 | - | - |

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

| Travel-Mileage | | Dept. Request | Manager Request |
|------------------------------------------------|--|------------------|--------------------|
| Mileage Reimbursement for Mayor and Councilors | | \$ 250 | \$ 100 |
| | | \$ 250 | \$ 100 |

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

| Dues & Subscriptions | | Dept. Request | Manager Request |
|-------------------------------------------|--|------------------|--------------------|
| AVCOG | | \$ 25,000 | \$ 25,000 |
| L/A Chamber of Commerce | | \$ 1,200 | \$ 1,200 |
| Maine Development Foundation | | \$ 350 | \$ 350 |
| Maine Municipal Association | | \$ 21,840 | \$ 21,840 |
| Maine Real Estate Development Association | | \$ - | \$ - |
| Maine Service Centers | | \$ - | \$ - |
| National League of Cities | | \$ - | \$ - |
| | | \$ 48,390 | \$ 48,390 |

Estimated Detail of Joint Services

Actual expenses may vary according to changing circumstances

| Joint Services | | Dept. Request | Manager Request |
|-------------------------------------|--|------------------|--------------------|
| 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

Parks & Recreation

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|---------------------|-------|--------------|------------------|--------------------|
| Regular Salaries | Total | 406,560 | 424,665 | 395,023 |
| Sal-Parks Part-Time | Total | 55,200 | 55,200 | 50,200 |

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

| Regular Salaries | Staff | Arena | Recreation | Dept. Request | Manager Request |
|---------------------------------|-------|-----------|------------|------------------|--------------------|
| Parks & Recreation Director | 1 | \$ 9,450 | \$ 53,550 | \$ 63,000 | \$ 63,000 |
| Administrative Assistant | 1 | \$ 1,994 | \$ 37,881 | \$ 39,875 | \$ 39,875 |
| Board Meeting Attendance | | | \$ 185 | \$ 185 | \$ - |
| Building Maintenance Technician | 1 | | \$ 33,563 | \$ 33,563 | \$ 33,563 |
| Parks Maintenance Workers | 6 | | \$ 176,742 | \$ 176,742 | \$ 147,285 |
| Parks Superintendent | 1 | | \$ 45,000 | \$ 45,000 | \$ 45,000 |
| Recreation Program Leader | 1 | | \$ 35,700 | \$ 35,700 | \$ 35,700 |
| Recreation Specialist | 1 | | \$ 30,600 | \$ 30,600 | \$ 30,600 |
| | 12 | \$ 11,444 | \$ 413,221 | \$ 424,665 | \$ 395,023 |

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 | Manager Request |
|---------------------|-------------|-------|-------|-------|------------------|--------------------|
| Part-Time Staff | \$ 10.00 | 20 | 40 | 4 | \$ 32,000 | ↓ |
| | \$ 10.00 | 10 | 20 | 2 | \$ 4,000 | |
| | \$ 10.00 | 12 | 40 | 4 | \$ 19,200 | |
| | | | | | \$ 55,200 | \$ 50,200 |

Line Item Narrative

Wages: This line item reflects an account change to reflect actual cost centers; recreation verses arena.

Part-Time Wages: This account includes staffing for the additional parks responsibilities for mowing medians and the Knight House maintenance.



City of Auburn

Parks & Recreation

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------|-------|--------------|------------------|--------------------|
| Sal-Rec Part-Time | Total | 4,000 | 24,000 | 4,000 |
| Longevity Bonus | Total | 400 | 500 | 500 |

Estimated Detail of Sal-Rec Part-Time

Actual expenses may vary according to changing circumstances

| Sal-Rec Part-Time | Rate of Pay | Weeks | Hours | Staff | Dept. Request | Manager Request |
|--------------------------|-------------|-------|-------|--------|------------------|--------------------|
| Recreation Programmer(s) | \$ 10.00 | | 2400 | varies | \$ 24,000 | \$ 4,000 |
| | | | | | \$ 24,000 | \$ 4,000 |

Estimated Detail of Longevity Bonus

Actual expenses may vary according to changing circumstances

| Longevity Bonus | Dept. Request | Manager Request |
|--------------------|------------------|--------------------|
| Employee Longevity | \$ 500 | \$ 500 |
| | \$ 500 | \$ 500 |

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. Mike Bolduc is due for a longevity bonus in 2012 for 25 years.



City of Auburn

Parks & Recreation

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------|-------|--------------|------------------|--------------------|
| Uniform Allowance | Total | 2,800 | 2,800 | 2,800 |
| OT - Regular | Total | 7,949 | 8,020 | 8,020 |

Estimated Detail of Uniform Allowance

Actual expenses may vary according to changing circumstances

| Uniform Allowance | Staff | Cost | Dept. Request | Manager Request |
|---------------------------------|-------|--------|------------------|--------------------|
| Work Related Clothing Allowance | 8 | \$ 350 | \$ 2,800 | \$ 2,800 |
| | | | \$ 2,800 | \$ 2,800 |

Estimated Detail of OT - Regular

Actual expenses may vary according to changing circumstances

| OT - Regular | OT Hours | Avg O/T Rate / HR | Dept. Request | Manager Request |
|--------------------------------------------|------------|----------------------|------------------|--------------------|
| Cemeteries/County Jail Program Supervision | 80 | \$ 21.50 | \$ 1,720 | \$ 1,720 |
| Elections | 15 | \$ 21.50 | \$ 323 | \$ 323 |
| Miscellaneous | 60 | \$ 21.50 | \$ 1,290 | \$ 1,290 |
| Plowing | 200 | \$ 21.50 | \$ 4,300 | \$ 4,300 |
| Special Events | 18 | \$ 21.50 | \$ 387 | \$ 387 |
| | 373 | | \$ 8,020 | \$ 8,020 |

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; and, also weekend trash removal, setting up and taking down voting booths for elections, cemetery maintenance, weekend field lining for tournaments and games, and city special events.



City of Auburn

Parks & Recreation

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|--------------|-------|--------------|------------------|--------------------|
| PS - General | Total | 5,485 | 5,440 | 5,440 |
| PS - Testing | Total | 1,835 | 2,148 | 2,148 |

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

| PS - General | Dept. Request | Manager Request |
|-----------------------------------------|------------------|--------------------|
| Dumping Permits | \$ 90 | \$ 90 |
| Hazardous Chemicals/Reg. Inventory Fees | \$ 250 | \$ 250 |
| Landscape Company Contract | \$ 5,000 | \$ 5,000 |
| Maine DEP Tank Registration Fees | \$ 100 | \$ 100 |
| | \$ 5,440 | \$ 5,440 |

Estimated Detail of PS - Testing

Actual expenses may vary according to changing circumstances

| PS - Testing | Personnel | Test Cost | Dept. Request | Manager Request |
|----------------|-----------|-----------|------------------|--------------------|
| Hearing Tests | 8 | \$ 35.00 | \$ 280 | \$ 280 |
| Physical Exams | 10 | \$ 186.75 | \$ 1,868 | \$ 1,868 |
| | | | \$ 2,148 | \$ 2,148 |

Line Item Narrative

Purchased Services - General: See Above. This includes funding to maintain the Auburn Mall traffic areas. This price is an estimate based upon the company that has maintained the areas for the past two years. The amount includes chemicals, labor, and replacements.

Testing: This account includes the cost of physical exams and hearing tests for new full-time and seasonal employees. This account also funds the annual hearing tests for all existing parks staff.



City of Auburn

Parks & Recreation

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|----------------------|-------|--------------|------------------|--------------------|
| Office Supplies | Total | 1,000 | 1,500 | 1,500 |
| Other Sup-Janitorial | Total | 2,300 | 2,600 | 2,600 |

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

| Office Supplies | | Dept. Request | Manager Request |
|------------------|--|------------------|--------------------|
| General Supplies | | \$ 1,500 | \$ 1,500 |
| | | \$ 1,500 | \$ 1,500 |

Estimated Detail of Other Sup-Janitorial

Actual expenses may vary according to changing circumstances

| Other Sup-Janitorial | | Dept. Request | Manager Request |
|-------------------------------|--|------------------|--------------------|
| 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 |
| | | \$ 2,600 | \$ 2,600 |

Line Item Narrative

Office Supplies: This account includes the cost of general office supplies including ink and masters for the duplicating machine, writing implements, staples, paper clips, envelopes, laminating supplies, binders, folders, etc. This does not include paper, which is purchased from program accounts.



City of Auburn

Parks & Recreation

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|--------------------------|-------|--------------|------------------|--------------------|
| Other Sup - Maintenance | Total | 4,000 | 6,500 | 6,500 |
| Other Sup-Traffic Safety | Total | 100 | 300 | 300 |

Estimated Detail of Other Sup - Maintenance

Actual expenses may vary according to changing circumstances

| Other Sup - Maintenance | Dept. Request | Manager Request |
|----------------------------------------------|------------------|--------------------|
| Benches | \$ 2,400 | \$ 2,400 |
| 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 |
| | \$ 6,500 | \$ 6,500 |

Estimated Detail of Other Sup-Traffic Safety

Actual expenses may vary according to changing circumstances

| Other Sup-Traffic Safety | Dept. Request | Manager Request |
|--------------------------|------------------|--------------------|
| Traffic Safety Devices | \$ 300 | \$ 300 |
| | \$ 300 | \$ 300 |

Line Item Narrative

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

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 gear.



City of Auburn

Parks & Recreation

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|----------------------------|-------|--------------|------------------|--------------------|
| Other Sup-Safety Equipment | Total | 300 | 600 | 600 |
| Other Sup-Small Tools | Total | 3,500 | 3,500 | 3,500 |
| MV Sup-Tires/Tube/Chain | Total | 1,248 | 1,500 | 1,500 |

Estimated Detail of Other Sup-Safety Equipment

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Request |
|-------------------------------|------------------|--------------------|
| Other Sup-Safety Equipment | | |
| Personal Protective Equipment | \$ 600 | \$ 600 |
| | \$ 600 | \$ 600 |

Estimated Detail of Other Sup-Small Tools

Actual expenses may vary according to changing circumstances

| | Quantity | Cost | Dept. Request | Manager Request |
|-----------------------|----------|----------|------------------|--------------------|
| Other Sup-Small Tools | | | | |
| Chain Saw | 1 | \$ 400 | \$ 400 | \$ 400 |
| Grass Trimmers | 6 | \$ 175 | \$ 1,050 | \$ 1,050 |
| Portable Generator | 1 | \$ 650 | \$ 650 | \$ 650 |
| Rototiller | 1 | \$ 1,400 | \$ 1,400 | \$ 1,400 |
| | | | \$ 3,500 | \$ 3,500 |

Estimated Detail of MV Sup-Tires/Tube/Chain

Actual expenses may vary according to changing circumstances

| | Quantity | Cost | Dept. Request | Manager Request |
|-------------------------|----------|-----------|------------------|--------------------|
| MV Sup-Tires/Tube/Chain | | | | |
| Department Vehicles | 12 | \$ 125.00 | \$ 1,500 | \$ 1,500 |
| | | | \$ 1,500 | \$ 1,500 |

Line Item Narrative

Other Supplies - Safety Equipment: This account includes the cost of personal safety equipment such as safety glasses, earplugs, ear muffers, first aid kits, etc.

Other Supplies - Small Tools: This is a new line item. It was switched from the Capital CIP Budget because the individual items do not reflect CIP purchases; those purchases that exceed \$3,500 or more and is anticipated to last more than 3 years.

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



City of Auburn

Parks & Recreation

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|------------------|-------|--------------|------------------|--------------------|
| MV Sup-Gas & Oil | Total | 11,300 | 16,540 | 16,540 |
| MV Sup-Other | Total | 300 | 1,100 | 1,100 |

Estimated Detail of MV Sup-Gas & Oil

Actual expenses may vary according to changing circumstances

| MV Sup-Gas & Oil | Gallons | Price | Dept. Request | Manager Request |
|---------------------------------|---------|---------|------------------|--------------------|
| Gasoline | 5,600 | \$ 2.90 | \$ 16,240 | \$ 16,240 |
| Oil, Transmission Fluid, Grease | | | \$ 300 | \$ 300 |
| | | | \$ 16,540 | \$ 16,540 |

Estimated Detail of MV Sup-Other

Actual expenses may vary according to changing circumstances

| MV Sup-Other | Dept. Request | Manager Request |
|--------------------------------------|------------------|--------------------|
| Plow Blades | \$ - | \$ - |
| Wiper Blades, Batteries, Spark Plugs | \$ 1,100 | \$ 1,100 |
| | \$ 1,100 | \$ 1,100 |

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.



City of Auburn

Parks & Recreation

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------------|-------|--------------|------------------|--------------------|
| Utilities - Water/Sewer | Total | 5,691 | 5,380 | 5,380 |
| Comm - Telephone | Total | 1,152 | 960 | 960 |

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 Request |
|--------------------------------|-------------|---------------------|-------------|---------------------|------------------|--------------------|
| | | 0% | | 0% | | |
| Beach (Fair Street 2-Quarters) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Festival Plaza | \$ 490.00 | \$ - | \$ - | \$ - | \$ 490 | \$ 490 |
| Hasty Community Center | \$ 686.00 | \$ - | \$ 1,625.00 | \$ - | \$ 2,311 | \$ 2,311 |
| Oak Hill Cemetery | \$ 266.00 | \$ - | | | \$ 266 | \$ 266 |
| Parks Garage | \$ 1,298.00 | \$ - | \$ 628.00 | \$ - | \$ 1,926 | \$ 1,926 |
| Pond Building | \$ 143.00 | \$ - | \$ 244.00 | \$ - | \$ 387 | \$ 387 |
| | | | | | \$ 5,380 | \$ 5,380 |

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

| Comm - Telephone | Quantity | Cost / Month | Dept. Request | Manager Request |
|-------------------------|----------|--------------|------------------|--------------------|
| Cellular Phone | 2 | \$ 70.00 | \$ 840 | \$ 840 |
| Long Distance Land Line | | | \$ 120 | \$ 120 |
| | | | \$ 960 | \$ 960 |

Line Item Narrative

Utilities Water & Sewer: This accounts includes Hasty Community Center, pond building, Auburn Municipal Beach, and parks garage.

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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|--------------------------|-------|--------------|------------------|--------------------|
| Utilities - Electricity | Total | 16,697 | 15,410 | 15,410 |
| Utilities - Heating Fuel | Total | 41,937 | 54,552 | 54,552 |

Estimated Detail of Utilities - Electricity

Actual expenses may vary according to changing circumstances

| Utilities - Electricity | Percent Increase | CMP | Constel- lation | Increase | Dept. Request | Manager Request |
|-----------------------------|---------------------|----------|--------------------|----------|------------------|--------------------|
| Fair Street Beach | 5% | \$ 20 | \$ 11 | \$ 2 | \$ 33 | \$ 33 |
| Festival Plaza (41,000 KWH) | | \$ 3,400 | \$ 1,315 | \$ 236 | \$ 4,951 | \$ 4,951 |
| Fish Hatchery (Tot Lot) | | \$ 115 | \$ 58 | \$ 9 | \$ 182 | \$ 182 |
| Hasty Community Center | | \$ 4,150 | \$ 2,300 | \$ 323 | \$ 6,773 | \$ 6,773 |
| Parks Garage | | \$ 1,790 | \$ 991 | \$ 139 | \$ 2,920 | \$ 2,920 |
| Pond Building | | \$ 500 | \$ 26 | \$ 26 | \$ 552 | \$ 552 |
| | | \$ 9,975 | \$ 4,701 | \$ 734 | \$ 15,410 | \$ 15,410 |

Estimated Detail of Utilities - Heating Fuel

Actual expenses may vary according to changing circumstances

| Utilities - Heating Fuel | Quantity | Cost / Unit | Dept. Request | Manager Request |
|-------------------------------|----------|-------------|------------------|--------------------|
| Diesel for Equipment | 400 | \$ 3.10 | \$ 1,240 | \$ 1,240 |
| Hasty Community Center | 16,000 | \$ 2.96 | \$ 46,080 | \$ 46,080 |
| Pond Building #2 | 1,400 | \$ 2.96 | \$ 4,144 | \$ 4,144 |
| Propane-Garage Heat | 1,200 | \$ 1.90 | \$ 2,280 | \$ 2,280 |
| Propane - Hasty Kitchen | 100 | \$ 4.04 | \$ 404 | \$ 404 |
| Propane - Emergency Tanks (4) | 100 | \$ 4.04 | \$ 404 | \$ 404 |
| | | | \$ 54,552 | \$ 54,552 |

Line Item Narrative

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

Utilities - Heating Fuel: See Above.



City of Auburn

Parks & Recreation

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|---------------------|-------|--------------|------------------|--------------------|
| Repairs - Buildings | Total | 6,000 | 6,000 | 6,000 |
| Repairs - Vehicles | Total | 4,000 | 6,500 | 6,500 |

Estimated Detail of Repairs - Buildings

Actual expenses may vary according to changing circumstances

| Repairs - Buildings | Dept. Request | Manager Request |
|-----------------------------------|------------------|--------------------|
| Door Repairs | \$ 200 | \$ 200 |
| Furnace Gun | \$ 2,800 | \$ 2,800 |
| Miscellaneous Repairs to Building | \$ 3,000 | \$ 3,000 |
| | \$ 6,000 | \$ 6,000 |

Estimated Detail of Repairs - Vehicles

Actual expenses may vary according to changing circumstances

| Repairs - Vehicles | Dept. Request | Manager Request |
|-----------------------------------------------------|------------------|--------------------|
| 1997 Ford F350 4X4 p-up w/plow (Blue) | \$ 6,500 | \$ 6,500 |
| 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) | ↓ | ↓ |
| | \$ 6,500 | \$ 6,500 |

Line Item Narrative

Repairs - Building: This account includes the cost of replacing two interior doors in the parks garage and one in the main office. It also includes paint for the parks garage and normal repairs to the buildings.

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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|----------------------|-------|--------------|------------------|--------------------|
| Repairs - Equipment | Total | 2,500 | 4,500 | 4,500 |
| Repairs - Facilities | Total | 17,750 | 17,750 | 17,750 |

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

| Repairs - Equipment | Dept. Request | Manager Request |
|---------------------------------------------------------|------------------|--------------------|
| 1989 Toro Tractor 2/mower & blower | \$ 4,500 | \$ 4,500 |
| 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 | | |
| 2 John Deere Mowers - 18 hp with 48" Mower Decks | | |
| 4 Echo Pro Sweepers - 2400 | | |
| 4 Snow Blowers - 18 hp with 32" Chutes | | |
| 1 Rotary Broom - 60" Attachment | | |
| 2 Walk-Behind Mowers - 18 hp with 60" Mower Decks | | |
| 1 John Deere Riding Tractor - 14 hp with 36" Mower Deck | | |
| 1 Husqvarna Riding Tractor - 20 hp with 42" Mower Deck | | |
| | \$ 4,500 | \$ 4,500 |

Estimated Detail of Repairs - Facilities

Actual expenses may vary according to changing circumstances

| Repairs - Facilities | Dept. Request | Manager Request |
|--------------------------------|------------------|--------------------|
| Bark Mulch | \$ 2,600 | \$ 2,600 |
| Field Supplies | \$ 1,550 | \$ 1,550 |
| Loam | \$ 1,500 | \$ 1,500 |
| Paint & Grafitti Remover | \$ 1,100 | \$ 1,100 |
| Plants, Fertilizer & Peat Moss | \$ 5,000 | \$ 5,000 |
| Playground Equipment Repair | \$ 2,000 | \$ 2,000 |
| Playground Mulch | \$ 4,000 | \$ 4,000 |
| | \$ 17,750 | \$ 17,750 |

Line Item Narrative

Repairs - Equipment: This account includes the cost of repairs to grounds maintenance 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 and ball field seed mix.



City of Auburn

Parks & Recreation

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|--------------------------------|-------|--------------|------------------|--------------------|
| Repairs - Maintenance Contract | Total | 915 | 636 | 636 |
| Training & Tuition | Total | 750 | 750 | 750 |
| Comm - Postage | Total | 264 | 440 | 440 |

Estimated Detail of Repairs - Maintenance Contract

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Request |
|--------------------------------|------------------|--------------------|
| Repairs - Maintenance Contract | | |
| Central Maine Fire Pros | \$ 146 | \$ 146 |
| Sprinkler System Parks Garage | \$ 490 | \$ 490 |
| | \$ 636 | \$ 636 |

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Request |
|-------------------------------------------|------------------|--------------------|
| Training & Tuition | | |
| New England Parks & Recreation Conference | \$ 250 | \$ 250 |
| New England Training Institute | \$ 250 | \$ 250 |
| Maine Parks & Recreation | \$ 250 | \$ 250 |
| | \$ 750 | \$ 750 |

Estimated Detail of Comm - Postage

Actual expenses may vary according to changing circumstances

| | Quantity | Cost | Dept. Request | Manager Request |
|----------------|----------|----------|------------------|--------------------|
| Comm - Postage | | | | |
| Postage Stamps | 10 | \$ 44.00 | \$ 440 | \$ 440 |
| | | | \$ 440 | \$ 440 |

Line Item Narrative

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

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

Postage: This account includes the cost of ten (10) rolls of .44 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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|----------------------|-------|--------------|------------------|--------------------|
| Travel-Mileage | Total | 200 | 200 | 200 |
| Dues & Subscriptions | Total | 200 | 509 | 509 |

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

| Travel-Mileage | | Dept. Request | Manager Request |
|----------------|--|------------------|--------------------|
| See Below | | \$ 200 | \$ 200 |
| | | \$ 200 | \$ 200 |

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

| Dues & Subscriptions | | Dept. Request | Manager Request |
|-------------------------------------|--|------------------|--------------------|
| Maine Cemetery Assoc. | | \$ 25 | \$ 25 |
| Maine Recreation & Park Assoc. | | \$ 125 | \$ 125 |
| New England Park Assoc. | | \$ 25 | \$ 25 |
| Southern Maine Assoc. of Rec. Tech. | | \$ 25 | \$ 25 |
| ASCAP | | \$ 309 | \$ 309 |
| | | \$ 509 | \$ 509 |

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 and dues to professional organizations.



City of Auburn Planning

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------|--------------|--------------|------------------|--------------------|
| Regular Salaries | Total | 372,197 | 384,554 | 380,765 |
| Longevity Bonus | Total | - | - | - |
| Uniform Allowance | Total | 1,050 | 900 | 900 |

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

| Regular Salaries | Total Staff | Dept. Request | Manager Request |
|---------------------------------------------------------|-------------|-------------------|--------------------|
| Administrative Assistant | 1 | \$ 38,053 | \$ 38,053 |
| Building / Code Compliance Officer/ Plumbing Inspector | 1 | \$ 53,872 | \$ 53,872 |
| City Electrician | 1 | \$ 59,488 | \$ 59,488 |
| City Planner / Code Compliance Officer | 1 | \$ 53,484 | \$ 56,158 |
| Electrician | 1 | \$ 51,210 | \$ 51,210 |
| Information Assistant | | \$ - | \$ 23,500 |
| Land Use/Construction Inspector/Code Compliance Officer | 1 | \$ - | \$ 45,000 |
| Planning Director | 1 | \$ 74,963 | \$ - |
| Sanitarian / Code Compliance Officer | 1 | \$ 53,484 | \$ 53,484 |
| | | \$ 384,554 | \$ 380,765 |

Estimated Detail of Longevity Bonus

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Uniform Allowance

Actual expenses may vary according to changing circumstances

| Uniform Allowance | Staff | Cost | Dept. Request | Manager Request |
|-------------------------------|-------|-----------|------------------|--------------------|
| Electrical Employees Uniforms | 2 | \$ 300.00 | \$ 600 | \$ 600 |
| Field Inspectors | 3 | \$ 100.00 | \$ 300 | \$ 300 |
| | | | \$ 900 | \$ 900 |

Line Item Narrative

Wages: These wage amounts are as of June 30, 2010.

Longevity: For the upcoming fiscal year, no employee is due to have a longevity bonus payout.

Uniform Allowance: This account funds the day to day non-fire retardent 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 retardent clothing would be shortened.



City of Auburn

Planning

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-----------------|-------|--------------|------------------|--------------------|
| OT - Regular | Total | 6,900 | 7,755 | 5,155 |
| PS - General | Total | 1,500 | 14,500 | 3,000 |
| Office Supplies | Total | 1,200 | 1,200 | 1,200 |

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 Request |
|-----------------------------------------|-------|-----------------|------------------|------------------|--------------------|
| AFD Electrical Related | 20 | \$ 42.58 | \$ 852 | \$ 852 | \$ 852 |
| Electrical Events/ Accidents & Dig Safe | 10 | \$ 42.58 | \$ 426 | \$ 426 | \$ 426 |
| Fire Alarm Maintenance | 10 | \$ 42.58 | \$ 426 | \$ 426 | \$ 426 |
| Fire Alarm Resets | 10 | \$ 42.58 | \$ 426 | \$ 426 | \$ 426 |
| On-Call Stipend | 0 | \$ - | \$ - | \$ 5,200 | \$ 2,600 |
| Traffic Signal | 10 | \$ 42.58 | \$ 426 | \$ 426 | \$ 426 |
| | 60 | | \$ 2,555 | \$ 7,755 | \$ 5,155 |

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

| PS - General | Dept. Request | Manager Request |
|---------------------------------|------------------|--------------------|
| Contracted Services (see below) | \$ 2,500 | \$ 1,500 |
| Contracted Electrical Services | \$ 12,000 | \$ 1,500 |
| | \$ 14,500 | \$ 3,000 |

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

| Office Supplies | Dept. Request | Manager Request |
|------------------|------------------|--------------------|
| General Supplies | \$ 1,200 | \$ 1,200 |
| | \$ 1,200 | \$ 1,200 |

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.

Purchased Service - General: This account funds third party inspections and plan review for plumbing and electrical.

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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|------------------------------|-------|--------------|------------------|--------------------|
| Other Sup - Operating | Total | 2,000 | 2,000 | 2,000 |
| Other Sup - Safety Equipment | Total | 2,893 | 1,490 | 1,490 |

Estimated Detail of Other Sup - Operating

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Other Sup - Safety Equipment

Actual expenses may vary according to changing circumstances

| Other Sup - Safety Equipment | Quantity | Cost | Dept. Request | Manager Request |
|-----------------------------------|----------|--------|------------------|--------------------|
| Bashlin safety harness | 2 | \$ 150 | \$ 300 | \$ 300 |
| Buckingham Aerial self rescue kit | 1 | \$ 300 | \$ 300 | \$ 300 |
| FR coveralls | 2 | \$ 105 | \$ 210 | \$ 210 |
| FR jeans | 4 | \$ 70 | \$ 280 | \$ 280 |
| FR work shirts | 4 | \$ 50 | \$ 200 | \$ 200 |
| Hi Volt gloves | 2 | \$ 100 | \$ 200 | \$ 200 |
| | | | \$ 1,490 | \$ 1,490 |

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.

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 and reflector vests for safety equipment, electric footwear and hard hats, face shields, FR clothing, rescue fall equipment.



City of Auburn Planning

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|---------------------------|-------|--------------|------------------|--------------------|
| MV Sup - Tires/Tube/Chain | Total | - | - | - |
| MV Sup - Gas & Oil | Total | 3,499 | 4,410 | 3,308 |
| Comm - Telephone | Total | 2,742 | 4,830 | 4,398 |

Estimated Detail of MV Sup - Tires/Tube/Chain

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Request |
|---------------------------|------------------|--------------------|
| MV Sup - Tires/Tube/Chain | | |
| Vehicle Repair | \$ - | \$ - |
| | \$ - | \$ - |

Estimated Detail of MV Sup - Gas & Oil

Actual expenses may vary according to changing circumstances

| | Gallons FY11 | Gallons FY12 | Price | Dept. Request | Manager Request |
|------------------------------|-----------------|-----------------|---------|------------------|--------------------|
| MV Sup - Gas & Oil | | | | | |
| Gasoline, Oil, Filters, etc. | 1280 | 900 | \$ 2.90 | \$ 3,712 | \$ 2,610 |
| Diesel | 225 | 225 | \$ 3.10 | \$ 698 | \$ 698 |
| | | | | \$ 4,410 | \$ 3,308 |

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

| | Quantity | Per Month | Dept. Request | Manager Request |
|---------------------------------------------------|----------|-----------|------------------|--------------------|
| Comm - Telephone | | | | |
| Aircards | 4 | \$ 50.00 | \$ 2,400 | \$ 2,400 |
| Cellular Phones | 4 | \$ 38.50 | \$ 1,848 | \$ 1,848 |
| Maintenance Contract Motorola Electrical Division | | \$ 12.50 | \$ 150 | \$ 150 |
| Pagers | 2 | \$ 18.00 | \$ 432 | \$ - |
| | | | \$ 4,830 | \$ 4,398 |

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. Permits and inspections have been down this year, reducing miles traveled. It is anticipated that we will reduce fuel consumption with MobileGov implementation and inspectors ability to enter inspection data without returning to the office as often.

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 aircards for MobileGov use in the field.



City of Auburn Planning

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------------|-------|--------------|------------------|--------------------|
| Utilities - Electricity | Total | 293,587 | 299,587 | 299,587 |
| Repairs - Vehicles | Total | 2,455 | 2,455 | 2,455 |

Estimated Detail of Utilities - Electricity

Actual expenses may vary according to changing circumstances

| Utilities - Electricity | Quantity 2009 | Quantity 2010 | Quantity 2011 | Dept. Request | Manager Request |
|----------------------------------------------|------------------|------------------|------------------|-------------------|--------------------|
| City Owned Street Lights | | 317 | 317 | \$ 32,568 | \$ 32,568 |
| Electrical Division Building (Electric Heat) | | | | \$ 9,400 | \$ 9,400 |
| Goff Hill Radio Site | | | | \$ 1,742 | \$ 1,742 |
| Leased Street Lights | 1448 | 1313 | 1313 | \$ 244,056 | \$ 244,056 |
| Traffic Signal Equipment | | 37 | 37 | \$ 11,821 | \$ 11,821 |
| | | | | \$ 299,587 | \$ 299,587 |

Estimated Detail of Repairs - Vehicles

Actual expenses may vary according to changing circumstances

| Repairs - Vehicles | Preventive Maint. | Annual Testing | Dept. Request | Manager Request |
|--------------------------------------------------------|----------------------|-------------------|------------------|--------------------|
| 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 | \$ 70 | | \$ 70 | \$ 70 |
| Inspection / Service Pick-up Truck - City Electrician | \$ 70 | | \$ 70 | \$ 70 |
| Miscellaneous: Tires, car washes, wiper blades, etc. | \$ 1,000 | | \$ 1,000 | \$ 1,000 |
| | | | \$ 2,455 | \$ 2,455 |

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 is due to the reduction in inventory of leased street lights, transfer of leased street lights to city owned metered equipment and purchasing of a five year energy contract from Maine Power Options.

Vehicle Repairs: This account funds the maintenance of 5 vehicles used by the staff in the performance of their duties. The increase is for the cost of OSHA inspection for the Elec. Div. aerial truck and due to a prior FY line item that was removed from the P & P budget. MV Supplies (tires, tubes & chains) account was combined within this account.



City of Auburn

Planning

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | Last Year | Dept. Request | Manager Request |
|---------------------|--------------|---------------|-----------------|
| Repairs - Equipment | 1,500 | 1,500 | 1,500 |
| Total | 1,500 | 1,500 | 1,500 |

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

| Repairs - Equipment | Customers | Annual Charge | Revenues | Dept. Request | Manager Request |
|-----------------------------|-----------|---------------|----------|-----------------|-----------------|
| Municipal Fire Alarm System | | | | \$ 800 | \$ 800 |
| Other Miscellaneous | | | | \$ 700 | \$ 700 |
| | | | | \$ 1,500 | \$ 1,500 |

Municipal Fire Alarm Program

Revenues

| | | | | |
|---------------------|----------------|----|------------------|-----------|
| Group 1 Subscribers | Mechanical Box | 43 | \$ 425 | \$ 18,275 |
| Group 2 Subscribers | Electronic Box | 23 | \$ 400 | \$ 9,200 |
| Group 3 Subscribers | Municipal | 8 | \$ - | \$ - |
| Group 4 Subscribers | School | 7 | \$ - | \$ - |
| | | | <u>\$ 27,475</u> | |

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 \$28,000 per year, and in addition is proving approximately \$3,200 and \$2,800 of fire alarm service to the City and School respectively. Put another way, had this service not exist, the City and School would need to purchase this service.

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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|--------------------------------|-------|--------------|------------------|--------------------|
| Repairs - Street Lights | Total | 3,000 | 3,000 | 2,500 |
| Repairs - Traffic Signal Maint | Total | 9,000 | 9,000 | 5,000 |

Estimated Detail of Repairs - Street Lights

Actual expenses may vary according to changing circumstances

| Repairs - Street Lights | | Dept. Request | Manager Request |
|--------------------------------------|--|------------------|--------------------|
| Municipally Owned Lighting Equipment | | \$ 3,000 | \$ 2,500 |
| | | \$ 3,000 | \$ 2,500 |

Estimated Detail of Repairs - Traffic Signal Maint

Actual expenses may vary according to changing circumstances

| Repairs - Traffic Signal Maint | | Dept. Request | Manager Request |
|--------------------------------|--|------------------|--------------------|
| Parts and Replacement | | \$ 9,000 | \$ 5,000 |
| | | \$ 9,000 | \$ 5,000 |

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. The increase is to cover the cost of damages not covered by insurance claims. Additional fixtures will be added to the municipal infrastructure this FY at the Auburn River Walk project and the Colonial Ridge housing development.

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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|--------------------|-------|--------------|------------------|--------------------|
| Training & Tuition | Total | 2,000 | 2,000 | 2,000 |
| Advertising | Total | 2,000 | 2,000 | 2,000 |

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

| Training & Tuition | Dept. Request | Manager Request |
|--------------------|------------------|--------------------|
| See Below. | \$ 2,000 | \$ 2,000 |
| | \$ 2,000 | \$ 2,000 |

Estimated Detail of Advertising

Actual expenses may vary according to changing circumstances

| Advertising | Dept. Request | Manager Request |
|------------------------|------------------|--------------------|
| Public Notice Hearings | \$ 2,000 | \$ 2,000 |
| | \$ 2,000 | \$ 2,000 |

Line Item Narrative

Training & Tuition: This account includes the cost of tuition and fees for professional development and required “continued education” for State certified Code Enforcement Officers. 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: This account funds the cost of publishing public notices as required by law.



City of Auburn

Planning

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|----------------------|-------|--------------|------------------|--------------------|
| Travel-Mileage | Total | 400 | 500 | 400 |
| Travel-Seminar Costs | Total | 200 | 1,200 | 1,200 |
| Dues & Subscriptions | Total | 900 | 900 | 900 |

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Request |
|--------------------------|------------------|--------------------|
| Travel-Mileage | | |
| Personal Use of Vehicles | \$ 500 | \$ 400 |
| | \$ 500 | \$ 400 |

Estimated Detail of Travel-Seminar Costs

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Request |
|----------------------|------------------|--------------------|
| Travel-Seminar Costs | | |
| Registration Fees | \$ 1,200 | \$ 1,200 |
| | \$ 1,200 | \$ 1,200 |

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

| | Dept. Request | Manager Request |
|----------------------------|------------------|--------------------|
| Dues & Subscriptions | | |
| Professional Subscriptions | \$ 900 | \$ 900 |
| | \$ 900 | \$ 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: This account funds the cost for staff to attend local and regional training seminars. The increase is to allow staff to attend the Energov User conference to identify functions and efficiencies that other users have attained.

Dues & Subscriptions: This account funds the costs of dues for professional affiliations for the planning and inspection staff, and the purchase of code materials and state licenses. This request also includes membership to the Planning Advisory Service which is a research resource regarding land use issues and laws.



City of Auburn

Police

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | Last Year | Dept. Request | Manager Request |
|------------------|-----------------|---------------|-----------------|
| Regular Salaries | Total 2,727,946 | 2,762,500 | 2,762,499 |

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

| Organizational Structure | Sworn | Civilian | Total Staff | Dept. Request | Manager Request |
|--------------------------|-------|----------|-------------|---------------|-----------------|
| Administration | 2 | 4.5 | 6.5 | \$ 340,104 | \$ 340,104 |
| Criminal Investigations | 10 | 1 | 11 | \$ 571,441 | \$ 571,441 |
| Patrol | | | | | \$ - |
| Patrol A Squad | 8 | | 34 | \$ 374,706 | \$ 374,706 |
| Patrol B Squad | 9 | | | \$ 423,227 | \$ 423,227 |
| Patrol C Squad | 8 | | | \$ 375,014 | \$ 375,014 |
| Patrol D Squad | 9 | | | \$ 409,473 | \$ 409,473 |
| Support Services | 4 | 2 | 6 | \$ 268,534 | \$ 268,534 |
| | 50 | 7.5 | 57.5 | \$ 2,762,500 | \$ 2,762,499 |

Note: There are three positions funded through grants amounting to \$154,161 (See Revenues)

Positional Structure

| | | | | | |
|----------------------------|--|--|------|--------------|--------------|
| Chief | | | 1 | \$ 94,184 | \$ 94,184 |
| Community Resource Officer | | | 2 | \$ 146,983 | \$ 146,983 |
| Corporal | | | 4 | \$ 207,186 | \$ 207,186 |
| Court Officer | | | 1 | \$ 38,054 | \$ 38,054 |
| Deputy Chief | | | 1 | \$ 77,462 | \$ 77,462 |
| Detective | | | 3 | \$ 154,113 | \$ 154,113 |
| GIS Crime Analyst | | | 1 | \$ 55,994 | \$ 55,994 |
| Information Assist. | | | 1.5 | \$ 48,406 | \$ 48,406 |
| Lieutenant | | | 6 | \$ 370,188 | \$ 370,188 |
| Maintenance | | | 1 | \$ 27,084 | \$ 27,084 |
| MDEA - Funded | | | 1 | \$ 49,670 | \$ 49,670 |
| MDEA - Resident | | | 1 | \$ 53,560 | \$ 53,560 |
| Office Manager | | | 1 | \$ 46,000 | \$ 46,000 |
| Patrol Officer | | | 21 | \$ 826,884 | \$ 826,884 |
| Patrol Officer-CHRP Grant | | | 2 | \$ 73,431 | \$ 73,431 |
| Parking Enforcement | | | 1 | \$ 31,547 | \$ 31,547 |
| Police Planner | | | 1 | \$ 36,000 | \$ 36,000 |
| School Resource Officer | | | 3 | \$ 138,838 | \$ 138,838 |
| Sergeant | | | 5 | \$ 286,915 | \$ 286,915 |
| | | | 57.5 | \$ 2,762,499 | \$ 2,762,499 |

Note: The Auburn Police respond to over 30,000 calls for service in a year, effecting over 1,000 physical arrests. The Police Planner organizes and administers the 15 Auburn Citizen Patrol Team. Since 20% of calls for police do not require a sworn officer, there is plenty of assistance these Volunteers can provide, which ultimately improves our Customer Service!

Line Item Narrative

Regular Salaries: The Department is organized into four divisions including: Administration, Support Services, Patrol, and Criminal Investigations. Of the funded positions, two officers were awarded under the COPS Hiring Recovery Program, one Crime Analyst is being funded through the State of Maine Byrne-Justice Assistance Grant and the department assigns an officer to the Maine Drug Enforcement Agency Regional Task Force Program.



City of Auburn

Police

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|----------------------|--------------|--------------|------------------|--------------------|
| Lateral Transfer-APD | Total | - | - | - |
| Extra Pay-On Call | Total | 7,800 | 7,800 | 7,800 |
| Holiday Pay | Total | 103,845 | 111,270 | 111,270 |

Estimated Detail of Lateral Transfer-APD

Actual expenses may vary according to changing circumstances

| Lateral Transfer-APD | Cost | Dept. Request | Manager Request |
|----------------------|-----------|------------------|--------------------|
| 1st Year | \$ 30,000 | \$ - | \$ - |
| 2nd Year | \$ 24,000 | \$ - | \$ - |
| 3rd Year | \$ 18,000 | \$ - | \$ - |
| 4th Year | \$ 12,000 | \$ - | \$ - |
| 5th Year | \$ 6,000 | \$ - | \$ - |
| | | \$ - | \$ - |

Estimated Detail of Extra Pay-On Call

Actual expenses may vary according to changing circumstances

| Extra Pay-On Call | Weekly Rate | Dept. Request | Manager Request |
|--------------------------------|-------------|------------------|--------------------|
| Detective 24-hour Availability | \$ 150.00 | \$ 7,800 | \$ 7,800 |
| | | \$ 7,800 | \$ 7,800 |

Estimated Detail of Holiday Pay

Actual expenses may vary according to changing circumstances

| Holiday Pay | Average Wage | Days | Staff | Dept. Request | Manager Request |
|--------------|-----------------|------|-------|-------------------|--------------------|
| Police Staff | \$ 23.10 | 499 | 48 | \$ 111,270 | \$ 111,270 |
| | | | | \$ 111,270 | \$ 111,270 |

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.

On-Call: Detectives are required to be available for critical incidents during off duty hours. Detectives rotate each week.

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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-----------------------|-------|--------------|------------------|--------------------|
| Longevity Bonus | Total | - | 300 | 300 |
| Educational Incentive | Total | 7,856 | 13,076 | 8,716 |
| Sick Leave Incentive | Total | 11,803 | 11,000 | 11,000 |

Estimated Detail of Longevity Bonus

Actual expenses may vary according to changing circumstances

| Longevity Bonus | Amount | Dept. Request | Manager Request |
|-----------------|-----------|------------------|--------------------|
| 7 Years | \$ 300.00 | \$ 300 | \$ 300 |
| 15 Years | \$ 400.00 | \$ - | \$ - |
| 25 Years | \$ 500.00 | \$ - | \$ - |
| | | \$ 300 | \$ 300 |

Estimated Detail of Educational Incentive

Actual expenses may vary according to changing circumstances

| Educational Incentive | CEU Rate | CEU | Dept. Request | Manager Request |
|------------------------------|-----------|-----|------------------|--------------------|
| Tuition Rate (Undergraduate) | \$ 242.00 | 42 | \$ 10,164 | \$ 7,260 |
| Tuition Rate (Graduate) | \$ 364.00 | 8 | \$ 2,912 | \$ 1,456 |
| | | | \$ 13,076 | \$ 8,716 |

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 | Manager Request |
|----------------------|-------------------|--------------------|------------------|--------------------|
| | 40 | \$ 275 | \$ 11,000 | \$ 11,000 |
| | | | \$ 11,000 | \$ 11,000 |

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.

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 6 officers currently pursuing their undergraduate degree while two officers are pursuing a master's 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. Historical analysis shows that the average number of days that are converted by union members is 40.



City of Auburn

Police

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------|-------|--------------|------------------|--------------------|
| Uniform Allowance | Total | 12,886 | 17,460 | 17,460 |
| Physicals | Total | 1,650 | 3,250 | 3,250 |

Estimated Detail of Uniform Allowance

Actual expenses may vary according to changing circumstances

| Uniform Allowance | Quantity | Price Each | Dept. Request | Manager Request |
|----------------------------------|----------|------------|------------------|--------------------|
| Command Allowance | 13 | \$ 600.00 | \$ 7,800 | \$ 7,800 |
| Detectives Allowance | 3 | \$ 550.00 | \$ 1,650 | \$ 1,650 |
| Uniforms - Quarter Master System | | | | |
| Alterations | | | \$ 300 | \$ 300 |
| BDU Pant | 40 | \$ 58.00 | \$ 2,320 | \$ 2,320 |
| BDU Shirt L/S | 20 | \$ 54.00 | \$ 1,080 | \$ 1,080 |
| BDU Shirt S/S | 20 | \$ 48.00 | \$ 960 | \$ 960 |
| Boots | 15 | \$ 100.00 | \$ 1,500 | \$ 1,500 |
| Jacket | 2 | \$ 225.00 | \$ 450 | \$ 450 |
| Vests - Replacement | | | | |
| Bulletproof - 50% reimbursement | 4 | \$ 350.00 | \$ 1,400 | \$ 1,400 |
| | | | \$ 17,460 | \$ 17,460 |

Note: This line item has increased due to 5 retirements and outfitting new officers.

Estimated Detail of Physicals

Actual expenses may vary according to changing circumstances

| Physicals | Quantity | Price Each | Dept. Request | Manager Request |
|-----------------------------|----------|------------|------------------|--------------------|
| Command Annual Examinations | 11 | \$ 150.00 | \$ 1,650 | \$ 1,650 |
| Pre-Employment | 4 | \$ 400.00 | \$ 1,600 | \$ 1,600 |
| | | | \$ 3,250 | \$ 3,250 |

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 of \$550.00 annually. A replacement schedule for bulletproof vests requires the purchase of three vests this year. Fifty percent of the cost of the bulletproof vest is reimbursed by a federal grant.

Physicals: Pursuant to the collective bargaining agreement, Lieutenants and Sergeants must have an annual physical examination, the cost of which will not exceed \$150 per officer. This account also covers the pre-employment physical examinations for all new officers. The cost of these exams is \$400.



City of Auburn

Police

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | Last Year | Dept. Request | Manager Request |
|------------------------------|-----------|---------------|-----------------|
| OSHA Safety Costs | 752 | 752 | 752 |
| Volunteers in Police Service | 500 | 500 | 500 |

Estimated Detail of OSHA Safety Costs

Actual expenses may vary according to changing circumstances

| OSHA Safety Costs | Quantity | Price Each | Dept. Request | Manager Request |
|----------------------------------|----------|------------|---------------|-----------------|
| Disposable gloves (cases) | 3 | \$ 202.00 | \$ 606 | \$ 606 |
| Sharp Containers | 2 | \$ 7.00 | \$ 14 | \$ 14 |
| Traffic Vest (ANSI 207 Approved) | 4 | \$ 33.00 | \$ 132 | \$ 132 |
| | | | \$ 752 | \$ 752 |

Estimated Detail of Volunteers in Police Service

Actual expenses may vary according to changing circumstances

| Volunteers in Police Service | Dept. Request | Manager Request |
|------------------------------|---------------|-----------------|
| Meeting / Training Supplies | \$ 150 | \$ 150 |
| Recognition Items | \$ 200 | \$ 200 |
| VIPS Polo Shirts | \$ 150 | \$ 150 |
| | \$ 500 | \$ 500 |

Note: To date, the program has 76 members who, during January 1, 2010 to Decemeber 31, 2010, have donated 3,581 hours of service to the city at at total value of \$74,664.

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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|----------------------|-------|--------------|------------------|--------------------|
| OT - Regular | Total | 33,917 | 32,752 | 32,752 |
| OT - Vac Replacement | Total | 17,957 | 22,125 | 22,125 |

Estimated Detail of OT - Regular

Actual expenses may vary according to changing circumstances

| OT - Regular | Hours Needed | Average OT Rate | Dept. Request | Manager Request |
|---------------------------|-----------------|--------------------|------------------|--------------------|
| Balloon Festival | 120 | \$ 35.40 | \$ 4,248 | \$ 4,248 |
| Dempsey Challenge | 90 | \$ 35.40 | \$ 3,186 | \$ 3,186 |
| Emily's Run | 6 | \$ 35.40 | \$ 212 | \$ 212 |
| Festival of Lights | 12 | \$ 35.40 | \$ 425 | \$ 425 |
| Investigation Call-In | 125 | \$ 38.29 | \$ 4,786 | \$ 4,786 |
| L/A 5 K | 6 | \$ 35.40 | \$ 212 | \$ 212 |
| LA Arts Du-Athelon | 12 | \$ 35.40 | \$ 425 | \$ 425 |
| Liberty Festival | 50 | \$ 35.40 | \$ 1,770 | \$ 1,770 |
| Maine Cycling Club | 38 | \$ 35.40 | \$ 1,345 | \$ 1,345 |
| Patrol Emergency Holdover | 275 | \$ 35.40 | \$ 9,735 | \$ 9,735 |
| Workers Comp Replacement | 175 | \$ 35.40 | \$ 6,195 | \$ 6,195 |
| YMCA 5K | 6 | \$ 35.40 | \$ 212 | \$ 212 |
| | | | \$ 32,752 | \$ 32,752 |

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 | Manager Request |
|----------------------|------------------------|-------------------------------|-----------------------------|------------------|--------------------|
| Vacation | 9,376 | 625 | \$ 35.40 | \$ 22,125 | \$ 22,125 |
| | | | | \$ 22,125 | \$ 22,125 |

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 71,522 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 510 hours to maintain minimum staffing levels.



City of Auburn

Police

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------------|-------|--------------|------------------|--------------------|
| OT - Sick Replacement | Total | 14,964 | 15,930 | 15,930 |
| OT - Mandatory Training | Total | 2,000 | 2,600 | 2,600 |

Estimated Detail of OT - Sick Replacement

Actual expenses may vary according to changing circumstances

| OT - Sick Replacement | Sick Hours Used | Sick Hours Replaced | Average Overtime Rate | Dept. Request | Manager Request |
|-----------------------|--------------------|------------------------|-----------------------------|------------------|--------------------|
| Sick | 4,300 | 450 | \$ 35.40 | \$ 15,930 | \$ 15,930 |
| | | | | \$ 15,930 | \$ 15,930 |

Estimated Detail of OT - Mandatory Training

Actual expenses may vary according to changing circumstances

| OT - Mandatory Training | Dept. Request | Manager Request |
|-------------------------|------------------|--------------------|
| EVOC Instructors | \$ 1,500 | \$ 1,500 |
| Firearm Instructors | \$ 650 | \$ 650 |
| MARC Instructors | \$ 300 | \$ 300 |
| TASER Instructor | \$ 150 | \$ 150 |
| | \$ 2,600 | \$ 2,600 |

Line Item Narrative

Overtime - Sick Replacement: In a year, the department has 71,522 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 450 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 \$99,714. 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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|--------------|--------------|---------------|------------------|--------------------|
| OT - Court | Total | 18,000 | 23,010 | 23,010 |
| PS - General | Total | 6,270 | 9,870 | 7,470 |
| PS - Testing | Total | - | 1,800 | 1,800 |

Estimated Detail of OT - Court

Actual expenses may vary according to changing circumstances

| OT - Court | Court Overtime Hours | Officer Overtime Rate | Dept. Request | Manager Request |
|------------|----------------------------|-----------------------------|------------------|--------------------|
| Court Time | 650 | \$ 35.40 | \$ 23,010 | \$ 23,010 |
| | | | \$ 23,010 | \$ 23,010 |

Note: The Court has been adding an additional traffic court day if it can't clear its docket in one day.

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

| PS - General | Quantity | Price Each | Dept. Request | Manager Request |
|--------------------------|----------|------------|------------------|--------------------|
| Unlimited Cruiser Washes | 12 | \$ 800.00 | \$ 9,600 | \$ 7,200 |
| Towing | 3 | \$ 90.00 | \$ 270 | \$ 270 |
| | | | \$ 9,870 | \$ 7,470 |

Estimated Detail of PS - Testing

Actual expenses may vary according to changing circumstances

| PS - Testing | Quantity | Price Each | Dept. Request | Manager Request |
|-----------------------|----------|------------|------------------|--------------------|
| Psychological Testing | 4 | \$ 450.00 | \$ 1,800 | \$ 1,800 |
| | | | \$ 1,800 | \$ 1,800 |

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 \$15,000. The State reimbursement is placed in the general fund and is not reflected in this account.

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 \$405 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.



City of Auburn

Police

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-----------------------|-------|--------------|------------------|--------------------|
| PS - Animal Control | Total | 53,207 | 57,454 | 57,454 |
| PS - Uniform Cleaning | Total | 19,495 | 20,020 | 20,020 |

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 | Manager Request |
|---------------------------------------|------------------|------------------------|----------------------|------------------|--------------------|
| Humane Society--\$1.49 Per Capita Fee | | | \$ 34,695 | \$ 34,695 | \$ 34,695 |
| Veterinary ER Services | | | | \$ 500 | \$ 500 |
| Apparel | \$ 245 | \$ 147 | \$ 98 | \$ 98 | \$ 98 |
| Cell phone | \$ 360 | \$ 216 | \$ 144 | \$ 144 | \$ 144 |
| Claims & Expenditures | \$ 100 | \$ 60 | \$ 40 | \$ 40 | \$ 40 |
| Deferred Comp | \$ 2,000 | \$ 1,200 | \$ 800 | \$ 800 | \$ 800 |
| FICA-Medicare | \$ 2,502 | \$ 1,501 | \$ 1,001 | \$ 1,001 | \$ 1,001 |
| Fuel | \$ 3,900 | \$ 2,340 | \$ 1,560 | \$ 1,560 | \$ 1,560 |
| Health Insurance - (employee-child) | \$ 11,740 | \$ 7,044 | \$ 4,696 | \$ 4,696 | \$ 4,696 |
| Other Supplies | \$ 300 | \$ 180 | \$ 120 | \$ 120 | \$ 120 |
| Overtime | \$ 275 | \$ 165 | \$ 110 | \$ 110 | \$ 110 |
| Repairs to Vehicle | \$ 300 | \$ 180 | \$ 120 | \$ 120 | \$ 120 |
| Retirement Health Savings | \$ 250 | \$ 150 | \$ 100 | \$ 100 | \$ 100 |
| Tires/tubes | \$ 280 | \$ 168 | \$ 112 | \$ 112 | \$ 112 |
| Wages | \$ 32,429 | \$ 19,457 | \$ 12,972 | \$ 12,972 | \$ 12,972 |
| Wellness Benefit | \$ 267 | \$ 160 | \$ 107 | \$ 107 | \$ 107 |
| Worker's Comp | \$ 700 | \$ 420 | \$ 280 | \$ 280 | \$ 280 |
| | \$ 55,648 | \$ 33,389 | \$ 22,259 | \$ 57,454 | \$ 57,454 |

Estimated Detail of PS - Uniform Cleaning

Actual expenses may vary according to changing circumstances

| | | |
|-----------------------|------------------|--------------------|
| PS - Uniform Cleaning | Dept. Request | Manager Request |
| | \$ 20,020 | \$ 20,020 |
| | \$ 20,020 | \$ 20,020 |

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, which has increased. The split was 65%/35%.

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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|------------------------------|-------|--------------|------------------|--------------------|
| Reports, Printing, & Binding | Total | 1,308 | 1,308 | 1,308 |
| Office Supplies | Total | 1,412 | 1,412 | 1,412 |

Estimated Detail of Reports, Printing, & Binding

Actual expenses may vary according to changing circumstances

| Reports, Printing, & Binding | Quantity | Price Each | Dept. Request | Manager Request |
|------------------------------|----------|------------|------------------|--------------------|
| Criminal Statute Law | 21 | \$ 25.00 | \$ 525 | \$ 525 |
| Envelopes | | \$ 178.00 | \$ 178 | \$ 178 |
| Motor Vehicle Law | 21 | \$ 25.00 | \$ 525 | \$ 525 |
| Vehicle Release Forms | | \$ 80.00 | \$ 80 | \$ 80 |
| | | | \$ 1,308 | \$ 1,308 |

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

| Office Supplies | Average Purchase | Dept. Request | Manager Request |
|-----------------------------------------------|---------------------|------------------|--------------------|
| <u>95% of All Supplies Are Less Than \$20</u> | \$ 8.90 | \$ 1,412 | \$ 1,412 |
| | | \$ 1,412 | \$ 1,412 |

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.

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



City of Auburn

Police

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|---------------------------|-------|--------------|------------------|--------------------|
| Other Sup - Operating | Total | 11,527 | 15,140 | 15,140 |
| MV Sup - Tires/Tube/Chain | Total | 9,778 | 11,696 | 11,696 |

Estimated Detail of Other Sup - Operating

Actual expenses may vary according to changing circumstances

| Other Sup - Operating | Average Purchase | Dept. Request | Manager Request |
|------------------------------------|---------------------|------------------|--------------------|
| Evidence Supplies | \$ 33.75 | \$ 3,749 | \$ 3,749 |
| Janitorial Supplies--Miscellaneous | \$ 152.34 | \$ 1,587 | \$ 1,587 |
| Miscellaneous Supplies | \$ 296.81 | \$ 3,633 | \$ 3,633 |
| TASER --Replacement | | \$ 2,400 | \$ 2,400 |
| Training Supplies | | \$ 1,000 | \$ 1,000 |
| Uniform Equipment--Miscellaneous | \$ 175.50 | \$ 2,247 | \$ 2,247 |
| Vehicle Supplies--Miscellaneous | \$ 151.88 | \$ 524 | \$ 524 |
| | | \$ 15,140 | \$ 15,140 |

Estimated Detail of MV Sup - Tires/Tube/Chain

Actual expenses may vary according to changing circumstances

| MV Sup - Tires/Tube/Chain | Quantity | Cost | Mounting | Dept. Request | Manager Request |
|---------------------------|----------|-----------|----------|------------------|--------------------|
| Snow Tires | 44 | \$ 117.94 | \$ 15.00 | \$ 5,849 | \$ 5,849 |
| Summer Tires | 44 | \$ 117.88 | \$ 15.00 | \$ 5,847 | \$ 5,847 |
| | | | | \$ 11,696 | \$ 11,696 |

Line Item Narrative

Other Supplies - Operating: This account funds operating supplies including: portable radio batteries, flashlights, batons, cases, web and leather gear, pepper spray, ammunition, uniform patches, 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, Tubes, 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.



City of Auburn

Police

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------------|-------|--------------|------------------|--------------------|
| MV Sup - Gas & Oil | Total | 65,306 | 83,303 | 83,303 |
| Utilities - Water/Sewer | Total | 1,150 | - | - |
| Comm - Telephone | Total | 13,816 | 14,596 | 14,596 |

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 | Manager Request |
|--------------------------|----------|---------|-------------------|------------------|--------------------|
| Patrol Vehicles | 11 | 25,300 | \$ 2.90 | \$ 73,370 | \$ 73,370 |
| Support & Administration | 8 | 3,425 | \$ 2.90 | \$ 9,933 | \$ 9,933 |
| | | | | \$ 83,303 | \$ 83,303 |

Estimated Detail of Utilities - Water/Sewer

Actual expenses may vary according to changing circumstances

| Utilities - Water/Sewer | Gallons | Water | Sewer | Dept. Request | Manager Request |
|-------------------------|---------|--------|--------|------------------|--------------------|
| Water and Sewer | 14,800 | \$ 350 | \$ 800 | \$ - | \$ - |
| | | | | \$ - | \$ - |

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

| Comm - Telephone | Units | Monthly Fee | Dept. Request | Manager Request |
|--------------------------------------|-------|-------------|------------------|--------------------|
| Air Cards (Mobile Data Transmission) | 12 | \$ 588.00 | \$ 7,056 | \$ 7,056 |
| Cell Phones | 7 | \$ 395.00 | \$ 4,740 | \$ 4,740 |
| Long Distance | | \$ 83.33 | \$ 1,000 | \$ 1,000 |
| Teletype Line | | \$ 150.00 | \$ 1,800 | \$ 1,800 |
| | | | \$ 14,596 | \$ 14,596 |

Line Item Narrative

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

Utilities - Water & Sewer: This account will no longer be necessary after the APD moves to Auburn Hall.

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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|--------------------------|-------|--------------|------------------|--------------------|
| Utilities - Electricity | Total | 30,500 | - | - |
| Utilities - Heating Fuel | Total | 15,088 | - | - |
| Repairs - Buildings | Total | 1,995 | - | - |

Estimated Detail of Utilities - Electricity

Actual expenses may vary according to changing circumstances

| Utilities - Electricity | Killowats Used | Cost Per Day | Dept. Request | Manager Request |
|-------------------------|-------------------|-----------------|------------------|--------------------|
| | 222,000 | \$ 83.56 | \$ - | \$ - |
| | | | \$ - | \$ - |

Estimated Detail of Utilities - Heating Fuel

Actual expenses may vary according to changing circumstances

| Utilities - Heating Fuel | Gallons | Cost | Dept. Request | Manager Request |
|--------------------------|---------|---------|------------------|--------------------|
| Heating | 6,500 | \$ 2.32 | \$ - | \$ - |
| | | | \$ - | \$ - |

Estimated Detail of Repairs - Buildings

Actual expenses may vary according to changing circumstances

| Repairs - Buildings | Quantity | Price Each | Dept. Request | Manager Request |
|---------------------|----------|------------|------------------|--------------------|
| Building Repairs | | | \$ - | \$ - |
| | | | \$ - | \$ - |

Line Item Narrative

Utilities - Electric: With the closing of One Minot Avenue facility there will be no further costs.

Utilities - Heating Fuel: With the closing of One Minot Avenue facility there will be no further costs.

Repairs - Building: With the closing of One Minot Avenue facility there will be no further costs.



City of Auburn

Police

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|---------------------|--------------|--------------|------------------|--------------------|
| Repairs - Vehicles | Total | 9,700 | 9,700 | 9,700 |
| Repairs - Equipment | Total | 2,500 | 3,850 | 3,850 |

Estimated Detail of Repairs - Vehicles

Actual expenses may vary according to changing circumstances

| Repairs - Vehicles | Vehicles | Preventive | Alignments | Trans- mission | Brakes | Dept. Request | Manager Request |
|--------------------------------------------------------|----------|------------|------------|-------------------|----------|------------------|--------------------|
| Patrol | 11 | \$ 3,828 | \$ 484 | \$ - | \$ 2,000 | \$ 6,312 | \$ 6,312 |
| Support & Admin. | 8 | \$ 1,360 | \$ 264 | | \$ 1,764 | \$ 3,388 | \$ 3,388 |
| Note: This is predicated upon leasing vehicles. | | | | | | \$ 9,700 | \$ 9,700 |

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

| Repairs - Equipment | Quantity | Cost | Dept. Request | Manager Request |
|------------------------------|----------|-----------|------------------|--------------------|
| Radar Calibration | 15 | \$ 80.00 | \$ 1,200 | \$ 1,200 |
| Radar Repairs | 2 | \$ 150.00 | \$ 300 | \$ 300 |
| Taser Repairs | 3 | \$ 450.00 | \$ 1,350 | \$ 1,350 |
| Mobile Radio Repairs | | | \$ 500 | \$ 500 |
| Mobile Data Terminal Repairs | | | \$ 500 | \$ 500 |
| | | | \$ 3,850 | \$ 3,850 |

Line Item Narrative

Repairs Vehicle: The preventative maintenance performed on the cruisers averages \$5,000 per year for nineteen vehicles. Approximately \$5,000 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 successful collaboration on vehicle repair with Public Works has continues to show a savings in this line item.

Repairs Equipment: This account funds expenditures for repairs to police equipment including: Mobile Data Terminals, mobile radios, tasers, 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.



City of Auburn

Police

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|--------------------------------|-------|--------------|------------------|--------------------|
| Repairs - Maintenance Contract | Total | 6,297 | 904 | 904 |
| Training & Tuition | Total | 9,000 | 23,700 | 23,700 |

Estimated Detail of Repairs - Maintenance Contract

Actual expenses may vary according to changing circumstances

| Repairs - Maintenance Contract | Dept. Request | Manager Request |
|----------------------------------|------------------|--------------------|
| AAA Fire-Extinguisher Inspection | \$ 54 | \$ 54 |
| ID Card System | \$ 300 | \$ 300 |
| Recharge Fire Extinguishers | \$ 250 | \$ 250 |
| Replace Extinguishers | \$ 300 | \$ 300 |
| | \$ 904 | \$ 904 |

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

| Training & Tuition | Dept. Request | Manager Request |
|--------------------------|------------------|--------------------|
| Field Training Officer | \$ 1,125 | \$ 1,125 |
| Firearms Facility Rental | \$ 300 | \$ 300 |
| JPMA - Online Training | \$ 2,900 | \$ 2,900 |
| MCJA Cadet Training | \$ 8,000 | \$ 8,000 |
| Officer Development | \$ 1,500 | \$ 1,500 |
| PepperBall Ammunition | \$ 500 | \$ 500 |
| Supervisor Development | \$ 1,500 | \$ 1,500 |
| TASER Recertification | \$ 1,875 | \$ 1,875 |
| Training Ammunition | \$ 6,000 | \$ 6,000 |
| | \$ 23,700 | \$ 23,700 |

Note: The State of Maine requires that all police officers maintain their certification of proficiency annually with a total of no less than 22 hours. The department is also participating 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. In the past, we only budgeted for our sworn officers (49) when in fact all staff (57.5) must participate in the mandatory trainings. The cost for participation in this program is reduced because of our participation in the association.

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 (law enforcement is experiencing ammunition shortages and increased costs), 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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|----------------------|--------------|--------------|------------------|--------------------|
| Comm - Postage | Total | 800 | 800 | 800 |
| Travel-Seminar Costs | Total | 2,600 | 1,350 | 1,350 |
| Dues & Subscriptions | Total | 6,053 | 5,420 | 5,420 |

Estimated Detail of Comm - Postage

Actual expenses may vary according to changing circumstances

| Comm - Postage | | Dept. Request | Manager Request |
|-------------------------------------|--|------------------|--------------------|
| Postage - Return Equipment Shipping | | \$ 800 | \$ 800 |
| | | \$ 800 | \$ 800 |

Estimated Detail of Travel-Seminar Costs

Actual expenses may vary according to changing circumstances

| Travel-Seminar Costs | Staff | Cost | Dept. Request | Manager Request |
|------------------------------------------|-------|-----------|------------------|--------------------|
| FBI Conference | 1 | \$ 150.00 | \$ 150 | \$ 150 |
| Maine Chiefs of Police Fall Conference | 2 | \$ 300.00 | \$ 600 | \$ 600 |
| Maine Chiefs of Police Winter Conference | 2 | \$ 300.00 | \$ 600 | \$ 600 |
| | | | \$ 1,350 | \$ 1,350 |

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

| Dues & Subscriptions | | Dept. Request | Manager Request |
|----------------------|--|------------------|--------------------|
| CALEA | | \$ 4,000 | \$ 4,000 |
| FBI National Academy | | \$ 150 | \$ 150 |
| IACP NET | | \$ 800 | \$ 800 |
| IACP, MACP, NEACP | | \$ 370 | \$ 370 |
| NESPIN | | \$ 100 | \$ 100 |
| | | \$ 5,420 | \$ 5,420 |

Note: The first \$10,000 of CALEA Accreditation was paid for by a grant. This expenditure is year 3 of CALEA, the accreditation on-site will take place in August.

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.

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 first year of our CALEA accreditation cycle.



City of Auburn

Police

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|------------------|-------|-----------|---------------|-----------------|
| Lease - Vehicles | Total | 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 | Manager Request |
|------------------|----------|-----------|---------------|-----------------|
| Motorcycles | 2 | \$ 500.00 | \$ 1,000 | \$ 1,000 |
| | | | \$ 1,000 | \$ 1,000 |

Line Item Narrative

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



City of Auburn

Property

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|------------------|-------|--------------|------------------|--------------------|
| Regular Salaries | Total | 18,655 | 19,032 | 19,032 |
| Advertising | Total | - | 500 | 500 |
| PS - General | Total | 99,143 | 88,384 | 88,384 |

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

| Regular Salaries | Rate | Hours / Week | Staff | Dept. Request | Manager Request |
|------------------|----------|-----------------|-------|------------------|--------------------|
| Custodian | \$ 14.64 | 25 | 1 | \$ 19,032 | \$ 19,032 |
| | | | 1 | \$ 19,032 | \$ 19,032 |

Estimated Detail of Advertising

Actual expenses may vary according to changing circumstances

| Advertising | Dept. Request | Manager Request |
|-------------|------------------|--------------------|
| Advertising | \$ 500 | \$ 500 |
| | \$ 500 | \$ 500 |

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

| PS - General | Notes | Dept. Request | Manager Request |
|-----------------------------------|------------------------------|------------------|--------------------|
| Annual Fire Alarm Testing | NFPA 10 | \$ 1,900 | \$ 1,900 |
| Copier Maintenance Contract | IKON & Portland Computer | \$ 16,866 | \$ 16,866 |
| Elevator Certificate | Stanley or Otis (In process) | \$ 350 | \$ 350 |
| Elevator Contract | Stanley or Otis (In process) | \$ 4,740 | \$ 4,740 |
| Fire Extinguishers Annual Testing | Hydrostatic Testing | \$ 100 | \$ 100 |
| HVAC Maintenance Contract | Siemens | \$ 17,481 | \$ 17,481 |
| IP Phones Maintenance | Central Maine Communication | \$ 9,000 | \$ 9,000 |
| Janitorial Services | Pat's Cleaning (Yr 1 of 1) | \$ 36,097 | \$ 36,097 |
| LAWPCA Holding Tank Fee | | \$ 250 | \$ 250 |
| Lift Rental For Window Cleaning | | \$ 1,200 | \$ 1,200 |
| Sprinkler Quarterly Testing | | \$ 400 | \$ 400 |
| | | \$ 88,384 | \$ 88,384 |

Line Item Narrative

Regular Salaries: This line funds the custodian at Auburn Hall.

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 Copier contract includes Auburn Hall, Public Works, Fire, Police and Parks & Recreation (a total of 9 machines). The IP Phone Maintenance Contract includes Auburn Hall, Parks & Recreation, Police, Public Works, and Fire.



City of Auburn

Property

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------------|-------|--------------|------------------|--------------------|
| Other Sup-Operating | Total | 4,600 | 5,600 | 5,600 |
| Utilities - Water/Sewer | Total | 2,724 | 4,550 | 4,550 |

Estimated Detail of Other Sup-Operating

Actual expenses may vary according to changing circumstances

| Other Sup-Operating | Dept. Request | Manager Request |
|--------------------------------|------------------|--------------------|
| Misc. Supplies | \$ 1,000 | \$ 1,000 |
| Towels , Toilet Paper & Liners | \$ 4,600 | \$ 4,600 |
| | \$ 5,600 | \$ 5,600 |

Estimated Detail of Utilities - Water/Sewer

Actual expenses may vary according to changing circumstances

| Utilities - Water/Sewer | <i>Sprinkler</i> | <i>Sewer</i> | <i>Water</i> | <i>Percent Increase</i> | Dept. Request | Manager Request |
|-------------------------|------------------|--------------|--------------|-----------------------------|------------------|--------------------|
| Auburn Hall | \$ 750 | \$ 1,800 | \$ 2,000 | | \$ 4,550 | \$ 4,550 |
| Sewer | | \$ - | | 0% | \$ - | \$ - |
| Water | | | \$ - | 0% | \$ - | \$ - |
| | | | | | \$ 4,550 | \$ 4,550 |

Line Item Narrative

Other Supplies - Operating: See Above.

Utilities - Water& Sewer: See Above.



City of Auburn

Property

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------------|--------------|---------------|------------------|--------------------|
| Comm - Telephone | Total | 33,372 | 51,360 | 51,360 |
| Utilities - Electricity | Total | 80,000 | 97,930 | 97,930 |

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

| Comm - Telephone | | | Dept. Request | Manager Request |
|---------------------------------------------------|-----------------|----------------------------|------------------|--------------------|
| Item | Location | | | |
| Dark Fiber (Lease) | Oxford Networks | AH, PD, PW, FD, PR, E2, E5 | \$ 9,000 | \$ 9,000 |
| Elevator Emergency Phone | | AH | \$ 460 | \$ 460 |
| High Speed Internet | | AH, PD, PW, FD, PR | \$ 3,600 | \$ 3,600 |
| Copper Line | | | \$ 19,828 | \$ 19,828 |
| Two Primary Rate Interface Lines - Phone Switches | | All Locations | \$ 14,472 | \$ 14,472 |
| Long Distance | | AH | \$ 4,000 | \$ 4,000 |
| | | | \$ 51,360 | \$ 51,360 |
| | | | | \$ (24,000) |
| | | | | \$ (2,400) |
| Net Cost | | | | \$ 24,960 |

Estimated Detail of Utilities - Electricity

Actual expenses may vary according to changing circumstances

| Utilities - Electricity | Usage KW | Cost | Dept. Request | Manager Request |
|-------------------------|----------|--------|------------------|--------------------|
| Auburn Hall--Estimated | 491,112 | 0.1998 | \$ 97,930 | \$ 97,930 |
| | | | \$ 97,930 | \$ 97,930 |
| | | | | \$ (2,000) |
| Net Cost | | | | \$ 95,930 |

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. We do anticipate an increase in demand as a result of APD moving to Auburn Hall.



City of Auburn

Property

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|--------------------------|-------|--------------|------------------|--------------------|
| Utilities - Heating Fuel | Total | 39,061 | 39,000 | 39,000 |
| Repairs - Buildings | Total | 10,000 | 10,000 | 10,500 |

Estimated Detail of Utilities - Heating Fuel

Actual expenses may vary according to changing circumstances

| Utilities - Heating Fuel | Usage- gallons | Usage- Cubic feet | Dept. Request | Manager Request |
|---------------------------|-------------------|----------------------|------------------|--------------------|
| Natural Gas | | 30,240 | \$ 38,000 | \$ 38,000 |
| Diesel Fuel for Generator | \$ 1,000 | | \$ 1,000 | \$ 1,000 |
| | | | \$ 39,000 | \$ 39,000 |

Estimated Detail of Repairs - Buildings

Actual expenses may vary according to changing circumstances

| Repairs - Buildings | Dept. Request | Manager Request |
|---------------------------|------------------|--------------------|
| General Repairs | \$ 10,000 | \$ 10,000 |
| Knight House (Circa 1796) | \$ - | \$ 500 |
| | \$ 10,000 | \$ 10,500 |

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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-----------------------|-------|--------------|------------------|--------------------|
| Repairs - Equipment | Total | 1,000 | 2,000 | 2,000 |
| Rental - Photocopiers | Total | 8,000 | 8,000 | 8,000 |
| Insurance Premiums | Total | 300,151 | 284,753 | 284,753 |

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

| Repairs - Equipment | | Dept. Request | Manager Request |
|----------------------------|--|------------------|--------------------|
| Door and Equipment Repairs | | \$ 2,000 | \$ 2,000 |
| | | \$ 2,000 | \$ 2,000 |

Estimated Detail of Rental - Photocopiers

Actual expenses may vary according to changing circumstances

| Rental - Photocopiers | Quantity | Dept. Request | Manager Request |
|-----------------------|----------|------------------|--------------------|
| Copier Paper | 250 | \$ 8,000 | \$ 8,000 |
| | | \$ 8,000 | \$ 8,000 |

Estimated Detail of Insurance Premiums

Actual expenses may vary according to changing circumstances

| Insurance Premiums | Total Coverage | Dept. Request | Manager Request |
|---------------------------------|----------------------|-------------------|--------------------|
| Automobile Coverage | \$ 11,456,376 | \$ 284,753 | \$ 284,753 |
| Buildings and Contents Coverage | \$ 45,040,382 | | |
| General/Public Safety Liability | | | |
| Public Officials Liability | | | |
| Other | \$ 2,083,589 | | |
| | \$ 58,580,347 | \$ 284,753 | \$ 284,753 |

Line Item Narrative

Repairs - Equipment: See Above.

Rental - Photocopiers: This account is used for the purchase of copier paper.

Insurance Premiums: 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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|--------------------------|-------|--------------|------------------|--------------------|
| Insurance Reimbursements | Total | 24,500 | 32,000 | 32,000 |
| Comm - Postage | Total | 28,000 | 30,000 | 30,000 |

Estimated Detail of Insurance Reimbursements

Actual expenses may vary according to changing circumstances

| Insurance Reimbursements | Deductibles | Dept. Request | Manager Request |
|--------------------------|-------------|------------------|--------------------|
| Auto | \$ 1,000 | \$ 7,000 | \$ 7,000 |
| Buildings | \$ 5,000 | \$ 10,000 | \$ 10,000 |
| Professional Liability | \$ 7,500 | \$ 15,000 | \$ 15,000 |
| | | \$ 32,000 | \$ 32,000 |

Estimated Detail of Comm - Postage

Actual expenses may vary according to changing circumstances

| Comm - Postage | Dept. Request | Manager Request |
|---------------------------------|------------------|--------------------|
| Metered Postage for Auburn Hall | \$ 28,000 | \$ 28,000 |
| Rental of Machine | \$ 2,000 | \$ 2,000 |
| | \$ 30,000 | \$ 30,000 |

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. Finance will continue to lower postage in coming years due to more items being emailed instead of mailed. Increase in postage due to mass mailing ward line districting.



City of Auburn

Public Works

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|------------------|-------|--------------|------------------|--------------------|
| Regular Salaries | Total | 1,981,453 | 2,123,804 | 2,123,804 |

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

| Regular Salaries | FY09 Staffing Level | FY10 Staffing Level | FY11 Staffing Level | Dept. Request | Manager Request |
|-------------------------------|------------------------|------------------------|------------------------|------------------|--------------------|
| Public Works Director | 1 | 1 | 1 | \$ 84,407 | \$ 84,407 |
| Deputy Public Works Director | 1 | 1 | 1 | \$ 79,200 | \$ 79,200 |
| Administrative Assistant | 1 | 1 | 1 | \$ 33,197 | \$ 33,197 |
| Arborist & Arborist Assistant | 2 | 2 | 2 | \$ 65,418 | \$ 65,418 |
| Building Maintenance | 1 | 1 | 1 | \$ 28,985 | \$ 28,985 |
| Building Maintenance Tech I | 2 | 2 | 3 | \$ 103,370 | \$ 103,370 |
| Equipment Operator | 17 | 17 | 16 | \$ 440,584 | \$ 440,584 |
| Equipment Operator I | 4 | 4 | 4 | \$ 141,898 | \$ 141,898 |
| Equipment Operator II | 10 | 10 | 10 | \$ 348,975 | \$ 348,975 |
| Fleet Supervisor | 1 | 1 | 1 | \$ 58,828 | \$ 58,828 |
| Highway Supervisors | 4 | 4 | 4 | \$ 190,702 | \$ 190,702 |
| Information Assistant | 0 | 0 | 1 | \$ 23,500 | \$ 23,500 |
| Inventory Technician I | 1 | 1 | 1 | \$ 36,255 | \$ 36,255 |
| Maintenance Person | 2 | 2 | 0 | \$ - | \$ - |
| Mechanics | 6 | 6 | 6 | \$ 218,312 | \$ 218,312 |
| Office Manager | 1 | 1 | 0 | \$ - | \$ - |
| Operations Manager | 1 | 1 | 2 | \$ 123,529 | \$ 123,529 |
| Recycling Collector | 2 | 2 | 1 | \$ 31,921 | \$ 31,921 |
| Stock Room Attendant | 1 | 1 | 1 | \$ 37,363 | \$ 37,363 |
| Traffic Technicians | 2 | 2 | 0 | \$ - | \$ - |
| Welders | 2 | 2 | 2 | \$ 77,360 | \$ 77,360 |
| | 62 | 62 | 58 | \$ 2,123,804 | \$ 2,123,804 |

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. Our goal is to provide **superior services at an affordable cost.**



City of Auburn

Public Works

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-----------------------|-------|--------------|------------------|--------------------|
| Longevity Bonus | Total | - | 300 | 300 |
| Educational Incentive | Total | 9,250 | 12,000 | 9,000 |

Estimated Detail of Longevity Bonus

Actual expenses may vary according to changing circumstances

| Longevity Bonus | Staff | Cost | Dept. Request | Manager Request |
|--------------------|-------|--------|------------------|--------------------|
| Employee Longevity | 1 | \$ 300 | \$ 300 | \$ 300 |
| | | | \$ 300 | \$ 300 |

Estimated Detail of Educational Incentive

Actual expenses may vary according to changing circumstances

| Educational Incentive | Certificates | Cost | Dept. Request | Manager Request |
|-------------------------------|--------------|----------|------------------|--------------------|
| Automotive Service Excellence | 18 | \$ 250 | \$ 4,500 | \$ 4,500 |
| Class A License | 10 | \$ 100 | \$ 1,000 | \$ 1,000 |
| Inspection License | 1 | \$ 100 | \$ 100 | \$ 100 |
| Lead Mechanic Stipend | 1 | \$ 950 | \$ 950 | \$ 950 |
| Lead Mechanic Stipend II | 1 | \$ 1,250 | \$ 1,250 | \$ 1,250 |
| Lead Persons-Highway | 3 | \$ 1,000 | \$ 3,000 | \$ - |
| Tanker Endorsement | 10 | \$ 100 | \$ 1,000 | \$ 1,000 |
| Welding Certification | 2 | \$ 100 | \$ 200 | \$ 200 |
| | | | \$ 12,000 | \$ 9,000 |

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.



City of Auburn

Public Works

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | Last Year | Dept. Request | Manager Request |
|----------------------|-----------|---------------|-----------------|
| Sick Leave Incentive | 10,841 | 11,150 | 11,150 |
| Uniform Allowance | 36,875 | 35,689 | 35,689 |

Estimated Detail of Sick Leave Incentive

Actual expenses may vary according to changing circumstances

| Sick Leave Incentive | Eligible Employees | Partip. Employees | Earned Sick Days | Converted Vacation Days | Dept. Request | Manager Request |
|-------------------------|--------------------|-------------------|------------------|-------------------------|------------------|------------------|
| Converted Sick Days | 47 | 15.67 | 47.01 | | \$ 6,085 | \$ 6,085 |
| Converted Vacation Days | 47 | 9.4 | | 37.6 | \$ 5,065 | \$ 5,065 |
| | | | | | \$ 11,150 | \$ 11,150 |

Estimated Detail of Uniform Allowance

Actual expenses may vary according to changing circumstances

| Uniform Allowance | Admin | Highway Maint. | Fleet Services | Cost Each | Dept. Request | Manager Request |
|----------------------------------------|-------|----------------|----------------|-----------|------------------|------------------|
| 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 |
| Safety Toe Footware | | | | \$ - | \$ - | \$ - |
| Steel Toe Hip Boots Loaned (As Needed) | | 2 | | \$ 50.00 | \$ 100 | \$ 100 |
| Uniform Allowance | | 42 | 9 | \$ 570.00 | \$ 29,070 | \$ 29,070 |
| 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 |
| | | | | | \$ 35,689 | \$ 35,689 |

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.)



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| Line Items | | Last Year | Dept. Request | Manager Request |
|--------------|-------|--------------|------------------|--------------------|
| Physicals | Total | 1,725 | 1,905 | 1,105 |
| OT - Regular | Total | 14,390 | 14,129 | 14,129 |

Estimated Detail of Physicals

Actual expenses may vary according to changing circumstances

| Physicals | Pre- Employment | Annual Physical Co- Pay | Cost | Dept. Request | Manager Request |
|-----------|--------------------|-------------------------------|--------|------------------|--------------------|
| Personnel | 8 | | \$ 210 | \$ 1,680 | \$ 880 |
| | | 15 | \$ 15 | \$ 225 | \$ 225 |
| | | | | \$ 1,905 | \$ 1,105 |

Estimated Detail of OT - Regular

Actual expenses may vary according to changing circumstances

| OT - Regular | Units | OT Hours | Rate | Dept. Request | Manager Request |
|-----------------------|-------|----------|----------|------------------|--------------------|
| Construction Overtime | | 0 | \$ - | \$ - | \$ - |
| Emergency Call-ins | | 410 | \$ 34.46 | \$ 14,129 | \$ 14,129 |
| | | | | \$ 14,129 | \$ 14,129 |

Line Item Narrative

Physicals: This account funds pre-employment physicals, annual physical co-pays and disability assessments.

OSHA Safety: This accounts funds expenses such as: safety equipment, facility improvements, personal protective equipment, hazard communication, etc.

OT Regular: This account funds call-outs for weather related emergencies; sink holes, trees down, etc.



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| Line Items | | Last Year | Dept. Request | Manager Request |
|------------------------------|-------|--------------|------------------|--------------------|
| OT - Winter Road Maintenance | Total | 126,100 | 138,000 | 138,000 |
| OT - Fleet Services | Total | 5,000 | 2,500 | 2,500 |

Estimated Detail of OT - Winter Road Maintenance

Actual expenses may vary according to changing circumstances

| OT - Winter Road Maintenance | Total Winter Overtime Hours | Amount | Inches of Snow | Storms | Dept. Request | Manager Request |
|------------------------------|-----------------------------------|------------|-------------------|--------|-------------------|--------------------|
| FY 2000-2001 | 8,656 | \$ 148,148 | 103 | 27 | ↓ | ↓ |
| FY 2001-2002 | 5,399 | \$ 102,371 | 44.5 | 22 | | |
| FY 2002-2003 | 6,462 | \$ 139,953 | 60.25 | 21 | | |
| FY 2003-2004 | 4,905 | \$ 97,428 | 46.75 | 11 | | |
| FY 2004-2005 | 8,513 | \$ 171,190 | 104.8 | 24 | | |
| FY 2005-2006 | 4,703 | \$ 99,667 | 32.5 | 23 | | |
| FY 2006-2007 | 6,434 | \$ 142,537 | 69 | 12 | | |
| 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 | | |
| Average | 6,778 | 144,211 | 74 | 19 | | |
| Est. FY12 | 6,000 | | | | \$ 138,000 | \$ 138,000 |

Estimated Detail of OT - Fleet Services

Actual expenses may vary according to changing circumstances

| OT - Fleet Services | Dept. Request | Manager Request |
|---------------------|------------------|--------------------|
| | \$ 2,500 | \$ 2,500 |
| | \$ 2,500 | \$ 2,500 |

Line Item Narrative

Winter Road Maintenance: This account funds overtime for snow plowing, sanding and snow removal. The department has nearly 7,066 hours per year over the past 9 years. The request has been reduced to **6,000** hours reflecting the reduced overnight plowing plan that was implemented in FY11, which reduces plowing Priority 3 and Priority 4 roads during some overnight periods as well as reduced staffing of the Public Works facility on weekends.

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.



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| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------|-------|--------------|------------------|--------------------|
| OT - Recycling | Total | - | 1,842 | 1,842 |
| OT - Traffic | Total | 3,042 | 1,287 | 1,287 |
| OT - Sand Removal | Total | 2,300 | 2,300 | 2,300 |

Estimated Detail of OT - Recycling

Actual expenses may vary according to changing circumstances

| OT - Recycling | FY09 | FY10 | FY11 | Dept. Request | Manager Request |
|----------------------|-----------|-----------|------|------------------|--------------------|
| Recycling Operations | \$ 13,301 | \$ 14,000 | \$ - | \$ 1,842 | \$ 1,842 |
| | | | | \$ 1,842 | \$ 1,842 |

Estimated Detail of OT - Traffic

Actual expenses may vary according to changing circumstances

| OT - Traffic | Avg. OT Rate | Hours | Dept. Request | Manager Request |
|-----------------------------------|-----------------|-------|------------------|--------------------|
| Elections | \$ 23.40 | 30 | \$ 702 | \$ 702 |
| Special Events | \$ 23.40 | 15 | \$ 351 | \$ 351 |
| Traffic Control Pavement Markings | \$ 23.40 | 10 | \$ 234 | \$ 234 |
| | | | \$ 1,287 | \$ 1,287 |

Estimated Detail of OT - Sand Removal

| OT - Sand Removal | Miles | Hours | Dept. Request | Manager Request |
|-------------------|-------|-------|------------------|--------------------|
| | 112 | 100 | \$ 2,300 | \$ 2,300 |
| | | | \$ 2,300 | \$ 2,300 |

Line Item Narrative

Overtime - Recycling: This number reflects the 44 hours that are paid holidays plus 36 misc. OT hours for heavy collection days.

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.

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.



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| Line Items | Last Year | Dept. Request | Manager Request |
|--------------|--------------|------------------|--------------------|
| PS - General | Total | 12,325 | 24,260 |

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

| PS - General | Dept. Request | Manager Request |
|-------------------------------------------------------|------------------|--------------------|
| Contractual Ledge Blasting | \$ 2,000 | \$ - |
| Equipment Rental (Replacement) | \$ 2,500 | \$ 2,500 |
| Equipment Rental (Specialty) | \$ 2,000 | \$ 2,000 |
| Fire Extinguisher Maintenance | \$ 500 | \$ 500 |
| Fuel Tank Annual Inspections | \$ 200 | \$ 200 |
| Hazardous Material Registration Fees | \$ 150 | \$ 150 |
| Herbicide Application Program (new) | \$ 10,000 | \$ - |
| Motor Vehicle Inspection Stickers | \$ 400 | \$ 400 |
| Sprinkler System Testing | \$ 235 | \$ 235 |
| Technical Assistance- Cost Accounting | \$ 1,000 | \$ 1,000 |
| The Lease of Land for Materials Storage | \$ 2,000 | \$ 2,000 |
| Timetrack System Annual Fee | \$ 775 | \$ 775 |
| Video of Combined Stormwater and Sanitary Sewer Lines | \$ 500 | \$ 500 |
| Wrecker Services (towing) | \$ 2,000 | \$ 2,000 |
| | \$ 24,260 | \$ 12,260 |

Line Item Narrative

Purchased Services - General: See Above. The Herbicide Application program is a pilot program. Highly visible urban areas that would benefit from this program are: Union St. bypass, Lower Turner St., Center St, Minot Ave, etc. Herbicide application would allow us to avoid the labor intensive and time consuming task of weeding by hand.



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| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------|-------|--------------|------------------|--------------------|
| PS - Snow Removal | Total | 12,200 | 14,450 | 12,200 |
| PS - Tree Removal | Total | 5,400 | 5,730 | 5,730 |

Estimated Detail of PS - Snow Removal

Actual expenses may vary according to changing circumstances

| PS - Snow Removal | Dept. Request | Manager Request |
|--------------------------------------------------|------------------|--------------------|
| Intermittent--Bulldozer Rental | \$ 2,000 | \$ 2,000 |
| | \$ 2,250 | \$ - |
| Snow Storage Area Lease | \$ 2,000 | \$ 2,000 |
| Snow Equipment Rental As Needed (truck & loader) | \$ 8,200 | \$ 8,200 |
| | \$ 14,450 | \$ 12,200 |

Estimated Detail of PS - Tree Removal

Actual expenses may vary according to changing circumstances

| PS - Tree Removal | Occurrence | Cost | Dept. Request | Manager Request |
|--------------------------------------------|------------|-----------|------------------|--------------------|
| Crane Rental | | | \$ 1,000 | \$ 1,000 |
| Stump Chipping (140 inches @ \$3 per inch) | 40 | \$ 68.25 | \$ 2,730 | \$ 2,730 |
| Tree plantings / Replacement | 10 | \$ 200.00 | \$ 2,000 | \$ 2,000 |
| | | | \$ 5,730 | \$ 5,730 |

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.



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| Line Items | Last Year | Dept. Request | Manager Request |
|--------------------------|---------------|---------------|-----------------|
| PS - Centerline Striping | 70,988 | 74,118 | 69,470 |
| Total | 70,988 | 74,118 | 69,470 |

Estimated Detail of PS - Centerline Striping

Actual expenses may vary according to changing circumstances

| PS - Centerline Striping | Quantity | Linear Feet | Cost | Dept. Request | Manager Request |
|--------------------------------------|----------|-------------|-----------|------------------|------------------|
| <u>Part I - Fall 2011 Program</u> | | | | | |
| Double Yellow Centerline | | 70,000 | \$ 0.0630 | \$ 4,410 | \$ 4,410 |
| White & Yellow Edge and lane lines | | 10,000 | \$ 0.0350 | \$ 350 | \$ 350 |
| White Lane Lines | | 30,000 | \$ 0.0350 | \$ 1,050 | \$ 1,050 |
| Striping Paving Projects | | | | \$ 2,500 | \$ 2,500 |
| Crosswalks | 307 | | \$ 64.00 | \$ 19,648 | \$ 15,000 |
| Stop Bars (12") | 140 | | \$ 18.39 | \$ 2,575 | \$ 2,575 |
| Arrows (single) | 620 | | \$ 8.50 | \$ 5,270 | \$ 5,270 |
| Arrows (double) | 180 | | \$ 12.00 | \$ 2,160 | \$ 2,160 |
| <u>Part II - Spring 2012 Program</u> | | | | | |
| Double Yellow Centerline | | 480,000 | \$ 0.0630 | \$ 30,240 | \$ 30,240 |
| White & Yellow Edge and lane lines | | 66,000 | \$ 0.0350 | \$ 2,310 | \$ 2,310 |
| White Lane Lines | | 103,000 | \$ 0.0350 | \$ 3,605 | \$ 3,605 |
| | | | | \$ 74,118 | \$ 69,470 |

Note: 31 crosswalks were eliminated in FY11.

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.



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| Line Items | | Last Year | Dept. Request | Manager Request |
|----------------------|-------|--------------|------------------|--------------------|
| Solid Waste Disposal | Total | 287,550 | 305,680 | 259,630 |

Estimated Detail of Solid Waste Disposal

Actual expenses may vary according to changing circumstances

| Solid Waste Disposal | Quantity | Cost/Ton | Dept. Request | Manager Request |
|--------------------------------------------|----------|----------|-------------------|--------------------|
| Auburn Curbside Waste Disposal (MMWAC) | 7,500 | 29 | \$ 217,500 | \$ 217,500 |
| 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 | 50 | 70 | \$ 3,500 | \$ 3,500 |
| 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 | | | \$ 700 | \$ - |
| Chip Wood | | | \$ 3,600 | \$ - |
| Metal | | | \$ - | \$ - |
| OBW Residential Spring Cleanup | | | \$ 28,500 | \$ - |
| Propane Tanks | | | \$ 450 | \$ - |
| Tire Disposal (residential) | | | \$ 4,200 | \$ - |
| Waste Hauling | | | \$ 8,600 | \$ - |
| | | | \$ 305,680 | \$ 259,630 |

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 not included.



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| Line Items | | Last Year | Dept. Request | Manager Request |
|------------------------|-------|--------------|------------------|--------------------|
| Solid Waste Collection | Total | 334,949 | 399,568 | 399,568 |

Estimated Detail of Solid Waste Collection

Actual expenses may vary according to changing circumstances

| Solid Waste Collection | Note: New Contract award for FY12. | <i>FY 11</i> | Dept. Request | Manager Request |
|------------------------|------------------------------------------|--------------|------------------|--------------------|
| Private Contract | | 334,949 | \$ 399,568 | \$ 399,568 |
| | | | \$ 399,568 | \$ 399,568 |

Note: Solid Waste Disposal Cost \$ **78.33** per ton.

Line Item Narrative

Solid Waste Collection: The City is in the process of soliciting and reviewing bid proposals.



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| Line Items | | Last Year | Dept. Request | Manager Request |
|------------------------------|-------|--------------|------------------|--------------------|
| Reports, Printing, & Binding | Total | 350 | 350 | 350 |
| Office Supplies | Total | 2,200 | 2,310 | 2,200 |

Estimated Detail of Reports, Printing, & Binding

Actual expenses may vary according to changing circumstances

| Reports, Printing, & Binding | Dept. Request | Manager Request |
|------------------------------|------------------|--------------------|
| | \$ 350 | \$ 350 |
| | \$ 350 | \$ 350 |

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

| Office Supplies | Dept. Request | Manager Request |
|-----------------|------------------|--------------------|
| | \$ 2,310 | \$ 2,200 |
| | \$ 2,310 | \$ 2,200 |

Line Item Narrative

Reports, Printing & Binding: This account funds the printing costs of items which cannot be done in-house.

Office Supplies: This account funds miscellaneous supplies which are necessary for the office to operate.



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| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------------|-------|--------------|------------------|--------------------|
| Other Sup - Operating | Total | 3,278 | 2,590 | 2,590 |
| Other Sup - Maintenance | Total | 33,280 | 34,648 | 33,280 |

Estimated Detail of Other Sup - Operating

Actual expenses may vary according to changing circumstances

| Other Sup - Operating | Quantity | Cost | Dept. Request | Manager Request |
|---------------------------------|----------|----------|------------------|--------------------|
| Highway Maintenance | | | | |
| 12" asphalt cutting blades | 12 | \$ 87.15 | \$ 1,046 | \$ 1,046 |
| 14" asphalt cutting blades | 4 | \$ 96.60 | \$ 386 | \$ 386 |
| Concrete cutting blades @ \$200 | 2 | \$ 78.75 | \$ 158 | \$ 158 |
| Miscellaneous | | | \$ 1,000 | \$ 1,000 |
| | | | \$ 2,590 | \$ 2,590 |

Estimated Detail of Other Sup - Maintenance

Actual expenses may vary according to changing circumstances

| Other Sup - Maintenance | Dept. Request | Manager Request |
|-----------------------------|------------------|--------------------|
| Highway Services | \$ - | |
| Field Operating Supplies | \$ 1,470 | ↓ |
| Facility Operating Supplies | \$ 2,394 | |
| Fleet Services | \$ - | |
| Solvents/Paint/Fluids | \$ 2,600 | |
| Hardware/Fasteners | \$ 18,720 | |
| Facility Operating Supplies | \$ 3,952 | |
| Vehicle Supplies | \$ 5,512 | |
| | \$ 34,648 | |

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. Vendors predict an increase of 3 to 5%.



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| Line Items | | Last Year | Dept. Request | Manager Request |
|---------------------------|-------|--------------|------------------|--------------------|
| Other Supplies - Welding | Total | 15,000 | 25,000 | 20,000 |
| Other Sup - Traffic Paint | Total | 1,692 | 2,565 | 2,565 |

Estimated Detail of Other Supplies - Welding

Actual expenses may vary according to changing circumstances

| Other Supplies - Welding | Dept. Request | Manager Request |
|--------------------------------------------------|------------------|--------------------|
| Other Supplies - Welding | | |
| All Welding Supplies (Mig, Tig, Stick, Gas, Arc) | \$ 25,000 | \$ 20,000 |
| | \$ 25,000 | \$ 20,000 |

Estimated Detail of Other Sup - Traffic Paint

Actual expenses may vary according to changing circumstances

| Other Sup - Traffic Paint | Quantity | Paint Cost | Dept. Request | Manager Request |
|------------------------------------|----------|------------|------------------|--------------------|
| Green Sealant | Gallons | 0 | \$ - | \$ - |
| Glass Beads | Bags | 0 | \$ - | \$ - |
| Latex White Paint | Gallons | 100 | \$ 1,027 | \$ 1,027 |
| Latex Yellow Paint | Gallons | 100 | \$ 1,038 | \$ 1,038 |
| Miscellaneous Paint Supplies, etc. | | 0 | \$ 500 | \$ 500 |
| | | | \$ 2,565 | \$ 2,565 |

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. After inquiring with steel vendors about steel cost projections for the upcoming budget year, we were informed that as of December 31, 2010 steel has increased 28% and the outlook for next year could be as high as double that.

Other Supplies - Traffic Paint: This account funds materials used to produce traffic control markings such as arrows, 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 will be contracted out. Miscellaneous paint supplies are for machine maintenance.



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| Line Items | | Last Year | Dept. Request | Manager Request |
|-----------------------------|-------|--------------|------------------|--------------------|
| Other Sup - Sign Material | Total | 29,700 | 35,014 | 35,014 |
| Other Sup - Pre-Mix Asphalt | Total | 79,150 | 115,150 | 80,000 |

Estimated Detail of Other Sup - Sign Material

Actual expenses may vary according to changing circumstances

| Other Sup - Sign Material | | Dept. Request | Manager Request |
|-----------------------------------------------|--|------------------|--------------------|
| Street Signs (In-house Fabrication) | | | |
| Aluminum Blanks | | \$ 9,600 | \$ 9,600 |
| Channel Posts (3', 8', 10') | | \$ 9,000 | \$ 9,000 |
| Vinyl Sheeting | | \$ 1,000 | \$ 1,000 |
| Brackets and Hardware | | \$ 3,874 | \$ 3,874 |
| Complete Signs (Purchased from Vendor) | | \$ 9,740 | \$ 9,740 |
| Folding Signs and Barricades | | | |
| Lumber | | \$ 1,000 | \$ 1,000 |
| Paint, Misc. Supplies, Barricade Tape | | \$ 800 | \$ 800 |
| | | \$ 35,014 | \$ 35,014 |

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 | Manager Request |
|---------------------------------|------|-------------|-------------------|--------------------|
| Summer use of hot mix asphalt | 1200 | \$ 72.00 | \$ 86,400 | \$ 52,000 |
| Winter use of pre-mixed asphalt | 250 | \$ 115.00 | \$ 28,750 | \$ 28,000 |
| | | | \$ 115,150 | \$ 80,000 |

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.



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| Line Items | Last Year | Dept. Request | Manager Request |
|---------------------------|-----------|---------------|-----------------|
| Other Sup - Culvert/Basin | 43,127 | 41,855 | 30,000 |
| Other Sup - Bridge/Fence | 2,000 | 2,000 | 2,000 |

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 | Manager Request |
|---------------------------|------|----------|---------|----------|------------------|------------------|
| Aluminized Culverts | 20' | 12" | 10 | \$ 12.16 | \$ 243.20 | \$ 2,432 |
| Culvert Clamps | | 12" | 4 | \$ 12.16 | \$ 12.16 | \$ 49 |
| Plastic PVC Culverts | 20' | 15" | 50 | \$ 7.15 | \$ 143.11 | \$ 7,156 |
| | 20' | 18" | 20 | \$ 11.12 | \$ 222.44 | \$ 4,449 |
| | 20' | 24" | 10 | \$ 16.70 | \$ 334.00 | \$ 3,340 |
| | 20' | 30" | 5 | \$ 26.12 | \$ 522.44 | \$ 2,612 |
| | 20' | 36" | 3 | \$ 30.22 | \$ 604.44 | \$ 1,813 |
| | 20' | 6" | 20 | \$ 2.04 | \$ 40.88 | \$ 818 |
| Pipes/Underdrain | 20' | 8" | 20 | \$ 3.46 | \$ 69.33 | \$ 1,387 |
| | 20' | 10" | 0 | \$ - | \$ - | |
| | 20' | 12" | 50 | \$ 5.56 | \$ 111.20 | \$ 556 |
| Catch Basin Supplies | | | | | | |
| Brick & Cement | | | | | \$ 1,218 | |
| Frames | | | | | \$ 6,000 | |
| Miscellaneous | | | | | \$ 1,986 | |
| Pre-Cast Basins | | | | | \$ 8,040 | |
| | | | | | \$ 41,855 | \$ 30,000 |

Estimated Detail of Other Sup - Bridge/Fence

Actual expenses may vary according to changing circumstances

| Other Sup - Bridge/Fence | Dept. Request | Manager Request |
|--------------------------------------|-----------------|-----------------|
| Misc. Lumber, Materials, Fence, etc. | \$ 1,000 | \$ 1,000 |
| Used Terminal Guardrail Ends | \$ 1,000 | \$ 1,000 |
| | \$ 2,000 | \$ 2,000 |

Line Item Narrative

Other Supplies - Culvert & Basins: This account funds the cost of supplies maintenance and repair of drainage facilities (i.e., culverts, underdrains, 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.

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.



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| Line Items | | Last Year | Dept. Request | Manager Request |
|------------------------------|-------|--------------|------------------|--------------------|
| Other Sup - Loam/Seed | Total | 14,579 | 14,381 | 14,381 |
| Other Sup - Calcium Chloride | Total | 45,950 | 45,950 | 45,950 |

Estimated Detail of Other Sup - Loam/Seed

Actual expenses may vary according to changing circumstances

| Other Sup - Loam/Seed | Quantity | Cost | Dept. Request | Manager Request |
|--------------------------------------|----------|-----------|------------------|--------------------|
| Conservation Mix | 30 | \$ 79.00 | \$ 2,370 | \$ 2,370 |
| Construction Fabric | 4 | \$ 457.00 | \$ 1,828 | \$ 1,828 |
| Excelsior | 75 | \$ 25.00 | \$ 1,875 | \$ 1,875 |
| Fertilizer | 25 | \$ 8.65 | \$ 216 | \$ 216 |
| Hay Bales | 1000 | \$ 3.50 | \$ 3,500 | \$ 3,500 |
| Lime | 20 | \$ 1.25 | \$ 25 | \$ 25 |
| Loam | 100 | \$ 15.00 | \$ 1,500 | \$ 1,500 |
| Non Woven Construction Fabric (140N) | 2 | \$ 381.00 | \$ 762 | \$ 762 |
| Park Athletic Mix | 10 | \$ 109.00 | \$ 1,090 | \$ 1,090 |
| Siltation Control Fence | 30 | \$ 20.00 | \$ 600 | \$ 600 |
| Sludge Compost | 100 | \$ 3.00 | \$ 300 | \$ 300 |
| Staples (Box) | 7 | \$ 45.00 | \$ 315 | \$ 315 |
| | | | \$ 14,381 | \$ 14,381 |

Estimated Detail of Other Sup - Calcium Chloride

Actual expenses may vary according to changing circumstances

| Other Sup - Calcium Chloride | Storms | Gallons / Storm | Gallons / Season | Cost | Dept. Request | Manager Request |
|--------------------------------------------|--------|--------------------|---------------------|----------|------------------|--------------------|
| Liquid Calcium | | | | | \$ - | \$ - |
| Winter Use (Pre-wet Rock Salt) | 24 | 1,336 | 32,064 | \$ 1.24 | \$ 39,759 | \$ 39,759 |
| Summer Use (Dust Control-Gravel Roads) | | | 4,500 | \$ 1.24 | \$ 5,580 | \$ 5,580 |
| Flake Calcium(thawing drainage structures) | | | 48 | \$ 12.72 | \$ 611 | \$ 611 |
| | | | | | \$ 45,950 | \$ 45,950 |

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.

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 over a one hour period by an average of about 10% at 15 degrees F and about 25% at 5 degrees F. The use of liquid calcium can also provide responsive dust control along gravel roads (flake is now used). Expanded salt and calcium usage has enhanced overall productivity by reducing the need for winter sand clean-up, which runs about \$40 per cubic yard.



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| Line Items | Last Year | Dept. Request | Manager Request |
|-----------------------|----------------|----------------|-----------------|
| Other Sup - Road Salt | 233,255 | 264,720 | 264,720 |
| Total | 233,255 | 264,720 | 264,720 |

Estimated Detail of Other Sup - Road Salt

Actual expenses may vary according to changing circumstances

| Other Sup - Road Salt | Tons | FY09 | FY10 | FY11 | FY12 | Dept. Request | Manager Request |
|---------------------------|------|------------|------------|------------|------------|-------------------|-------------------|
| Price Per Ton (167/storm) | | \$ 73.43 | \$ 63.03 | \$ 63.03 | \$ 66.18 | \$ - | \$ - |
| Total Cost | | \$ 263,040 | \$ 292,619 | \$ 252,120 | \$ 264,720 | \$ 264,720 | \$ 264,720 |
| | | | | | | \$ 264,720 | \$ 264,720 |

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. As recommended by vendors, this request is 5% 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. Estimate average annual usage is for 24 events @ 167 tons per storm = \$4000 x 66.18= \$264,720. In FY11 the total amount of mileage that is salted was reduced, bringing the yearly amount from 4200 to 4000 tons.



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| Line Items | | Last Year | Dept. Request | Manager Request |
|------------------------------|-------|--------------|------------------|--------------------|
| Other Sup - Safety Equipment | Total | 16,474 | 19,008 | 19,008 |

Estimated Detail of Other Sup - Safety Equipment

Actual expenses may vary according to changing circumstances

| Other Sup - Safety Equipment | Quantity | Unit Cost | Dept. Request | Manager Request |
|-------------------------------------------------|----------|-------------|------------------|--------------------|
| Chaps (tree crew) | 6 | \$ 69.00 | \$ 414 | \$ 414 |
| CPR Barrier Shield | 10 | \$ 25.00 | \$ 250 | \$ 250 |
| Ear Plugs and Protectors | 10 | \$ 75.00 | \$ 750 | \$ 750 |
| Fire Extinguishers | 10 | \$ 12.00 | \$ 120 | \$ 120 |
| Fire Extinguishers | 10 | \$ 20.00 | \$ 200 | \$ 200 |
| Fire Extinguishers Test (quarterly) | 4 | \$ 200.00 | \$ 800 | \$ 800 |
| First Aid Kit Supplies | 20 | \$ 34.00 | \$ 680 | \$ 680 |
| 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 | \$ 5.00 | \$ 250 | \$ 250 |
| Hard Hat Liners | 25 | \$ 8.00 | \$ 200 | \$ 200 |
| Hard Hats (with ratchet) | 40 | \$ 13.00 | \$ 520 | \$ 520 |
| Hearing Tests etc. | | \$ 1,700.00 | \$ 1,700 | \$ 1,700 |
| Insect Repellent - per dozen | 12 | \$ 73.00 | \$ 876 | \$ 876 |
| 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 | 4 | \$ 26.00 | \$ 104 | \$ 104 |
| Safety Glasses | 4 | \$ 30.00 | \$ 120 | \$ 120 |
| Safety Lines | 1 | \$ 150.00 | \$ 150 | \$ 150 |
| Safety Masks | 10 | \$ 13.00 | \$ 130 | \$ 130 |
| Traffic Cones | 500 | \$ 15.00 | \$ 7,500 | \$ 7,500 |
| | | | \$ 19,008 | \$ 19,008 |

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.



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| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------------|-------|--------------|------------------|--------------------|
| Other Sup - Small Tools | Total | 16,650 | 11,600 | 11,600 |
| Other Sup - Gravel | Total | 58,297 | 85,800 | 85,800 |

Estimated Detail of Other Sup - Small Tools

Actual expenses may vary according to changing circumstances

| Other Sup - Small Tools | Dept. Request | Manager Request |
|-------------------------|------------------|--------------------|
| Pole Saw | \$ 600 | \$ 600 |
| Power Broom (2) | \$ 1,000 | \$ 1,000 |
| Replacement Tools | \$ 10,000 | \$ 10,000 |
| | \$ 11,600 | \$ 11,600 |

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 | Manager Request |
|---------------------------|-----------------|------------------|----------|------------------|--------------------|
| 1 1/2" road gravel | 600 | | \$ 10.50 | \$ 6,300 | \$ 6,300 |
| 3/4" crushed gravel | 600 | | \$ 10.75 | \$ 6,450 | \$ 6,450 |
| 4" road gravel | 1,700 | | \$ 10.25 | \$ 17,425 | \$ 17,425 |
| Crushed Ledge Riprap | | 225 | \$ 17.00 | \$ 3,825 | \$ 3,825 |
| Crushed Stone | | 100 | \$ 18.00 | \$ 1,800 | \$ 1,800 |
| Recycled Asphalt Pavement | 4,500 | | \$ - | \$ - | \$ - |
| Winter Sand | 10,000 | | \$ 5.00 | \$ 50,000 | \$ 50,000 |
| | | | | \$ 85,800 | \$ 85,800 |

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. **NOTE: Last year we were able to carry forward sand inventory due to a mild winter. That sand is now gone and needs to be restocked.**



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| Line Items | | Last Year | Dept. Request | Manager Request |
|---------------------------|--------------|----------------|------------------|--------------------|
| Other Sup - MV Repair | Total | 110,000 | 113,300 | 113,300 |
| Other Sup - Equip Repairs | Total | 75,000 | 79,336 | 75,000 |

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 | Manager Request |
|-----------------------------------------------------------|------------------|------------------|-------------------|--------------------|
| Brake Systems | \$ 4,635 | \$ 16,480 | \$ 21,115 | \$ 21,115 |
| Charging Systems (Bateries, belts, starters, alternators) | \$ 2,575 | \$ 4,635 | \$ 7,210 | \$ 7,210 |
| Cooling Systems | \$ 1,545 | \$ 8,240 | \$ 9,785 | \$ 9,785 |
| Electrical | \$ 2,060 | \$ 4,120 | \$ 6,180 | \$ 6,180 |
| Engines | \$ 3,090 | \$ 10,300 | \$ 13,390 | \$ 13,390 |
| Exhaust Systems | \$ 618 | \$ 4,017 | \$ 4,635 | \$ 4,635 |
| Lights/Mirrors/Wipers | \$ 309 | \$ 4,120 | \$ 4,429 | \$ 4,429 |
| Preventative Maintenance | \$ 5,562 | \$ 17,510 | \$ 23,072 | \$ 23,072 |
| Suspension Systems | \$ 2,060 | \$ 8,240 | \$ 10,300 | \$ 10,300 |
| Transmissions | \$ 3,090 | \$ 10,094 | \$ 13,184 | \$ 13,184 |
| | \$ 25,544 | \$ 87,756 | \$ 113,300 | \$ 113,300 |

Note: Equipment includes 22 dump trucks.

Estimated Detail of Other Sup - Equip Repairs

Actual expenses may vary according to changing circumstances

| Other Sup - Equip Repairs | Dept. Request | Manager Request |
|------------------------------------------------------------|------------------|--------------------|
| Brake Systems | \$ 7,725 | ↓ |
| Charging Systems (Batteries, belts, starters, alternators) | \$ 7,957 | |
| Cooling Systems | \$ 11,936 | |
| Electrical | \$ 1,591 | |
| Engines | \$ 3,978 | |
| Exhaust Systems | \$ 795 | |
| Lights/Mirrors/Wipers | \$ 1,591 | |
| Preventative Maintenance | \$ 27,849 | |
| Suspension Systems | \$ 11,936 | |
| Transmissions | \$ 3,978 | |
| | \$ 79,336 | \$ 75,000 |

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.



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| Line Items | | Last Year | Dept. Request | Manager Request |
|---------------------------|--------------|----------------|------------------|--------------------|
| MV Sup - Tires/Tube/Chain | Total | 70,000 | 90,793 | 75,000 |
| MV Sup - Gas & Oil | Total | 316,190 | 366,320 | 366,320 |

Estimated Detail of MV Sup - Tires/Tube/Chain

Actual expenses may vary according to changing circumstances

| MV Sup - Tires/Tube/Chain | Dept. Request | Manager Request |
|---------------------------|------------------|--------------------|
| | \$ 90,793 | \$ 75,000 |
| | \$ 90,793 | \$ 75,000 |

Estimated Detail of MV Sup - Gas & Oil

Actual expenses may vary according to changing circumstances

| MV Sup - Gas & Oil | Gallons | Cost / Unit | Dept. Request | Manager Request |
|---------------------------------------|---------|-------------|-------------------|--------------------|
| Diesel | 76,000 | \$ 3.10 | \$ 235,600 | \$ 235,600 |
| Diesel Delivery Charge | 76,000 | \$ 0.010 | \$ 760 | \$ 760 |
| Fuel Additives | | | \$ 1,910 | \$ 1,910 |
| Grease, Oil and Lubricants | | | \$ 26,250 | \$ 26,250 |
| Number #2 Heating Fuel (Diesel) | 20,000 | \$ 2.96 | \$ 59,200 | \$ 59,200 |
| Propane For Patch Machine & Forklifts | | | \$ 2,000 | \$ 2,000 |
| Unleaded Gasoline | 14,000 | \$ 2.90 | \$ 40,600 | \$ 40,600 |
| | | | \$ 366,320 | \$ 366,320 |

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. This amount also includes an On Spot trial to determine real cost savings and safety features of the system.

Motor Vehicle Supplies - Gas & Oil: This account funds the purchase of motor vehicle gas and oil, and expenditures for heating fuel. 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.



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| Line Items | | Last Year | Dept. Request | Manager Request |
|-----------------------------|-------|--------------|------------------|--------------------|
| MV Sup - Plow/Grader Blades | Total | 33,147 | 33,147 | 33,147 |
| MV Sup - Other | Total | 46,000 | 47,381 | 47,381 |

Estimated Detail of MV Sup - Plow/Grader Blades

Actual expenses may vary according to changing circumstances

| MV Sup - Plow/Grader Blades | Quantity | Cost | Dept. Request | Manager Request |
|------------------------------------|----------|----------|------------------|--------------------|
| 2 Graders | 6 | \$ 607 | \$ 3,642 | \$ 3,642 |
| 8 Bucket Loaders | 8 | \$ 210 | \$ 1,680 | \$ 1,680 |
| Plow Bolts | | | \$ 2,100 | \$ 2,100 |
| Replacement of blades on 21 trucks | 21 | \$ 1,225 | \$ 25,725 | \$ 25,725 |
| | | | \$ 33,147 | \$ 33,147 |

Estimated Detail of MV Sup - Other

Actual expenses may vary according to changing circumstances

| MV Sup - Other | Dept. Request | Manager Request |
|---------------------------|------------------|--------------------|
| Batteries | \$ 8,034 | \$ 8,034 |
| Filters | \$ 8,240 | \$ 8,240 |
| Belts & Hoses | \$ 7,622 | \$ 7,622 |
| Tune up Supplies | \$ 2,575 | \$ 2,575 |
| Lights, Bulbs, Electrical | \$ 8,550 | \$ 8,550 |
| Wipers, Mats, Misc. | \$ 7,210 | \$ 7,210 |
| Fluids, Lubricants, Etc. | \$ 5,150 | \$ 5,150 |
| | \$ 47,381 | \$ 47,381 |

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.



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| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------------|-------|--------------|------------------|--------------------|
| Utilities - Water/Sewer | Total | 3,832 | 4,502 | 4,000 |
| Comm - Telephone | Total | 4,140 | 4,740 | 4,740 |

Estimated Detail of Utilities - Water/Sewer

Actual expenses may vary according to changing circumstances

| Utilities - Water/Sewer | Per Period | Periods | Total | Increase | Dept. Request | Manager Request |
|-------------------------|------------|---------|----------|----------|------------------|--------------------|
| Hydrant Meter | \$ 214 | 1 | \$ 214 | 0.0% | \$ 244 | ↓ |
| Sewer | \$ 151 | 12 | \$ 1,812 | 0.0% | \$ 1,812 | |
| Sprinkler | \$ 117 | 12 | \$ 1,404 | 0.0% | \$ 1,599 | |
| Water | \$ 62 | 12 | \$ 744 | 0.0% | \$ 847 | |
| | | | | | \$ 4,502 | \$ 4,000 |

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

| Comm - Telephone | Quantity | Cost/Mth | Dept. Request | Manager Request |
|-----------------------|----------|----------|------------------|--------------------|
| Wi-Fi laptop cards | 1 | \$ 50 | \$ 600 | \$ 600 |
| Cell phones and usage | 7 | \$ 320 | \$ 3,840 | \$ 3,840 |
| Long distance service | | \$ 25 | \$ 300 | \$ 300 |
| | | | \$ 4,740 | \$ 4,740 |

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.

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.



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| Line Items | | Last Year | Dept. Request | Manager Request |
|-------------------------|-------|--------------|------------------|--------------------|
| Utilities - Electricity | Total | 45,000 | 38,556 | 38,556 |
| Repairs - Buildings | Total | 19,000 | 21,000 | 21,000 |

Estimated Detail of Utilities - Electricity

Actual expenses may vary according to changing circumstances

| Utilities - Electricity | Avg Cost / Month | Dept. Request | Manager Request |
|-------------------------|---------------------|------------------|--------------------|
| | \$ 3,213 | \$ 38,556 | \$ 38,556 |
| | | \$ 38,556 | \$ 38,556 |

Estimated Detail of Repairs - Buildings

Actual expenses may vary according to changing circumstances

| Repairs - Buildings | Dept. Request | Manager Request |
|------------------------------------------------------|------------------|--------------------|
| Boilers, Piping, Overhead Heaters | \$ 6,000 | \$ 6,000 |
| Compressor | \$ 1,000 | \$ 1,000 |
| Construction Materials (Wood, Steel, Masonry blocks) | \$ 2,500 | \$ 2,500 |
| Electrical Supplies | \$ 1,500 | \$ 1,500 |
| Generator | \$ 500 | \$ 500 |
| HVAC Unit, Exhaust Fans | \$ 500 | \$ 500 |
| Overhead Cranes | \$ 1,000 | \$ 1,000 |
| Overhead Doors | \$ 6,000 | \$ 6,000 |
| Pressure Washer | \$ 500 | \$ 500 |
| Roof | \$ 1,000 | \$ 1,000 |
| Windows, Doors | \$ 500 | \$ 500 |
| | \$ 21,000 | \$ 21,000 |

Line Item Narrative

Utilities - Electrical: This account funds electrical costs at the Public Works Garage.

Repairs - Building: This account funds preventative maintenance as well as unexpected problems.



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| Line Items | | Last Year | Dept. Request | Manager Request |
|---------------------|--------------|---------------|------------------|--------------------|
| Repairs - Vehicles | Total | 29,000 | 31,900 | 31,900 |
| Repairs - Equipment | Total | 27,000 | 29,510 | 29,510 |

Estimated Detail of Repairs - Vehicles

Actual expenses may vary according to changing circumstances

| Repairs - Vehicles | | Dept. Request | Manager Request |
|--------------------------------------------|--|------------------|--------------------|
| Alignments | | \$ 550 | \$ 550 |
| Alternators | | \$ 2,200 | \$ 2,200 |
| Glass Replacement | | \$ 2,200 | \$ 2,200 |
| Hydraulic Systems (Cylinders/Pumps/Motors) | | \$ 8,250 | \$ 8,250 |
| Radiators | | \$ 2,750 | \$ 2,750 |
| Re-build Motors | | \$ 8,250 | \$ 8,250 |
| Re-build Transmissions | | \$ 5,500 | \$ 5,500 |
| Starters | | \$ 2,200 | \$ 2,200 |
| | | \$ 31,900 | \$ 31,900 |

Note: As an example, a V-8 motor costs \$7,000, or \$9,000 if it has a turbo. Transmissions cost \$4,500. The recycling truck motor cost \$18,240.

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

| Repairs - Equipment | <i>Est. Breakdown</i> | Dept. Request | Manager Request |
|-----------------------------------|---------------------------|------------------|--------------------|
| Chain Saws | | \$ 400 | \$ 400 |
| Pumps | | \$ 1,500 | \$ 1,500 |
| Heavy Duty Construction Equipment | | | |
| Engines | \$ 5,500 | | |
| Transmissions | \$ 5,500 | | |
| Brakes | \$ 2,200 | | |
| Diagnostics | \$ 2,750 | | |
| Pumps | \$ 3,080 | | |
| | \$ 19,030 | \$ 19,030 | \$ 19,030 |
| Specialty Repairs | | \$ 5,500 | \$ 5,500 |
| Survey Equipment | | \$ 330 | \$ 330 |
| Machine Shop Work | | \$ 2,750 | \$ 2,750 |
| | | \$ 29,510 | \$ 29,510 |

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.



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| Line Items | | Last Year | Dept. Request | Manager Request |
|---------------------------|-------|--------------|------------------|--------------------|
| Repairs - Radio Equipment | Total | 1,000 | 1,000 | 1,000 |
| Training & Tuition | Total | 5,945 | 7,445 | 7,445 |

Estimated Detail of Repairs - Radio Equipment

Actual expenses may vary according to changing circumstances

| Repairs - Radio Equipment | Dept. Request | Manager Request |
|---------------------------|------------------|--------------------|
| See Below. | \$ 1,000 | \$ 1,000 |
| | \$ 1,000 | \$ 1,000 |

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

| Training & Tuition | Personnel | Cost | Dept. Request | Manager Request |
|---------------------------------------------|-----------|--------|------------------|--------------------|
| Administrative Staff Training | 2 | \$ 500 | \$ 1,000 | \$ 1,000 |
| APWA Supervisor Training/Program | 2 | \$ 250 | \$ 500 | \$ 500 |
| Arborist Training | 2 | \$ 750 | \$ 1,500 | \$ 1,500 |
| BOL 30 Hour Const. Safety Course | 2 | \$ - | \$ - | \$ - |
| CDL Defensive Driving - Me. Motor Transport | 10 | \$ 25 | \$ 250 | \$ 250 |
| Chainsaw Training | 12 | \$ 15 | \$ 180 | \$ 180 |
| Continuing Education Classes | 2 | \$ 125 | \$ 250 | \$ 250 |
| Cutting Torch Safety | 12 | \$ 20 | \$ 240 | \$ 240 |
| Heavy Duty Brake School (Air) | 1 | \$ 405 | \$ 405 | \$ 405 |
| MDOT - Grader Training | 2 | \$ 125 | \$ 250 | \$ 250 |
| MDOT - Local Road Program | 60 | \$ 25 | \$ 1,500 | \$ 1,500 |
| MMA Meetings/ Seminars | 2 | \$ 85 | \$ 170 | \$ 170 |
| Municipal Leadership | 2 | \$ 500 | \$ 1,000 | \$ 1,000 |
| Vendor Sponsored Equipment Mechanics | 2 | \$ 100 | \$ 200 | \$ 200 |
| Welder Training | 0 | \$ 500 | \$ - | \$ - |
| | | | \$ 7,445 | \$ 7,445 |

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.



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| Line Items | | Last Year | Dept. Request | Manager Request |
|----------------|-------|--------------|------------------|--------------------|
| 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

| Comm - Postage | | Dept. Request | Manager Request |
|----------------|--|------------------|--------------------|
| See Below. | | \$ 400 | \$ 400 |
| | | \$ 400 | \$ 400 |

Estimated Detail of Advertising

Actual expenses may vary according to changing circumstances

| Advertising | | Dept. Request | Manager Request |
|-------------|--|------------------|--------------------|
| See Below. | | \$ 1,000 | \$ 1,000 |
| | | \$ 1,000 | \$ 1,000 |

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.



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| Line Items | | Last Year | Dept. Request | Manager Request |
|----------------------|-------|--------------|------------------|--------------------|
| 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 | Manager Request |
|--------------------------------|------------------|--------------------|
| Employee Mileage Reimbursement | \$ 350 | \$ 350 |
| | \$ 350 | \$ 350 |

Estimated Detail of Travel-Seminar Costs

Actual expenses may vary according to changing circumstances

| Travel-Seminar Costs | Dept. Request | Manager Request |
|----------------------|------------------|--------------------|
| | \$ 175 | \$ 175 |
| | \$ 175 | \$ 175 |

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.



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| Line Items | Last Year | Dept. Request | Manager Request |
|----------------------|-----------|---------------|-----------------|
| Dues & Subscriptions | Total | 1,301 | 4,045 |

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

| Dues & Subscriptions | Dept. Request | Manager Request |
|-----------------------------------------------------------------------|-----------------|-----------------|
| <u>Licenses:</u> | | |
| 55 CDL's renewed each 6th year plus new drivers | \$ 306 | \$ 306 |
| Annual Arborist License (Mike, Ben, Rick, Bill) | \$ 165 | \$ 165 |
| <u>Memberships:</u> | | |
| APWA (Gary W. Terry (Bob, no charge) | \$ 464 | \$ 464 |
| ASCE | \$ 215 | \$ 215 |
| Maine Arborist (Mike, Rick) | \$ 90 | \$ 90 |
| Maine Resource Recovery Association | \$ 40 | \$ 40 |
| <u>Training, Reports, Periodicals:</u> | | |
| Misc. Training Manuals | \$ 75 | \$ 75 |
| <u>Subscriptions:</u> | | |
| Diagnostic Software (Mitchel 1) | \$ 2,500 | \$ 2,500 |
| <u>Tech Manuals - Specifications (Intermittent Purchases):</u> | | |
| Sign Manual | \$ 90 | \$ 90 |
| Uniform Traffic Control | \$ 100 | \$ 100 |
| | \$ 4,045 | \$ 4,045 |

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 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|------------------|-------|--------------|------------------|--------------------|
| Leachate Hauling | Total | 35,210 | 35,210 | 35,210 |

Estimated Detail of Leachate Hauling

Actual expenses may vary according to changing circumstances

| Leachate Hauling | Quantity | Cost | Dept. Request | Manager Request |
|---------------------|-----------|------------|------------------|--------------------|
| Hauling Fee | 2,100,000 | \$0.013167 | \$ 27,651 | \$ 27,651 |
| Weighing Fee | 400 | \$5.00 | \$ 2,000 | \$ 2,000 |
| Disposal per 100 CF | 2,808 | \$1.98 | \$ 5,559 | \$ 5,559 |
| | | | \$ 35,210 | \$ 35,210 |

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.



City of Auburn

Water & Sewer

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-----------------------------|-------|--------------|------------------|--------------------|
| Catch Basin Maintenance Fee | Total | 12,500 | 12,500 | 12,500 |
| Public Fire Protection Fee | Total | 513,752 | 546,335 | 546,335 |

Estimated Detail of Catch Basin Maintenance Fee

Actual expenses may vary according to changing circumstances

| Catch Basin Maintenance Fee | Dept. Request | Manager Request |
|---------------------------------------|------------------|--------------------|
| Paid to Auburn Water & Sewer District | \$ 12,500 | \$ 12,500 |
| | \$ 12,500 | \$ 12,500 |

Estimated Detail of Public Fire Protection Fee

Actual expenses may vary according to changing circumstances

| Public Fire Protection Fee | Dept. Request | Manager Request |
|---------------------------------------|-------------------|--------------------|
| Paid to Auburn Water & Sewer District | \$ 546,335 | \$ 546,335 |
| | \$ 546,335 | \$ 546,335 |

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.



City of Auburn

Workers Compensation

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | | Last Year | Dept. Request | Manager Request |
|-----------------------|-------|--------------|------------------|--------------------|
| WC Operating Transfer | Total | 200,000 | 451,890 | 451,890 |

Estimated Detail of WC Operating Transfer

Actual expenses may vary according to changing circumstances

| WC Operating Transfer | Actual FY 2010 | Budgeted FY11 | Dept. Request | Manager Request |
|-------------------------------------------|-------------------|-------------------|-------------------|--------------------|
| <u>Expenses</u> | | | | |
| Salaries | \$ 29,732 | \$ 30,000 | \$ 31,250 | \$ 31,250 |
| Operating Supplies | \$ 316 | \$ 200 | \$ 300 | \$ 300 |
| Training and Tuition | \$ 539 | \$ 200 | \$ 200 | \$ 200 |
| Mileage | \$ - | \$ 200 | \$ 100 | \$ 100 |
| Purchased Services: | | | | |
| Annual Actuarial | \$ 6,750 | \$ 6,500 | \$ 6,950 | \$ 6,950 |
| Third Party Admin - HRH | \$ 40,074 | \$ 23,000 | \$ 26,750 | \$ 26,750 |
| Loss Control Services - HRH | \$ 10,785 | \$ 4,000 | \$ 8,640 | \$ 8,640 |
| Dues and Subscriptions: | | | | |
| State Admin Assessment for Self Insurance | \$ 21,403 | \$ - | \$ 20,000 | \$ 20,000 |
| Fee to operate State W/C Board | \$ 8,429 | \$ 14,500 | \$ 4,000 | \$ 4,000 |
| Renewal application fee | \$ 400 | \$ 400 | \$ 400 | \$ 400 |
| State Supplemental Benefits Fund | \$ 6,420 | \$ 4,700 | \$ 4,000 | \$ 4,000 |
| Medical Claims | \$ 262,307 | \$ 205,000 | \$ 350,000 | \$ 300,000 |
| Insurance | \$ 45,605 | \$ 48,000 | \$ 48,000 | \$ 48,000 |
| Capital Costs | \$ 125 | \$ 1,300 | \$ 1,300 | \$ 1,300 |
| Total | \$ 432,884 | \$ 338,000 | \$ 501,890 | \$ 451,890 |
| <u>Revenues</u> | | | | |
| Municipal General Fund (City's Share) | \$ 200,000 | \$ 200,000 | \$ 219,256 | \$ 219,256 |
| School General Fund (School's Share) | \$ 38,500 | \$ 138,000 | \$ 232,634 | \$ 232,634 |
| Total | \$ 238,500 | \$ 338,000 | \$ 451,890 | \$ 451,890 |

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 Ingersoll

Fiscal Year 2012
Adopted 6.13.2011

Projected Revenues and Expenses for FY12

Actual expenses may vary according to changing circumstances

Ingersoll Arena

| | FY11 | FY12 | Change | Dept. Request | Manager Request |
|----------------|------------|------------|-----------|------------------|--------------------|
| Total Revenues | \$ 512,200 | \$ 568,550 | \$ 56,350 | \$ 568,550 | \$ 568,550 |
| Total Expenses | \$ 471,785 | \$ 500,685 | \$ 28,900 | \$ 500,685 | \$ 500,685 |
| Profit (Loss) | \$ 40,415 | \$ 67,865 | \$ 27,450 | \$ 67,865 | \$ 67,865 |

| Debt Service | Maturity | Issued Amount | Balance | Principal | Interest | Dept. Request | Manager Request |
|---------------|----------|------------------|------------|-----------|-----------|------------------|--------------------|
| Sold 10/30/08 | 09/01/18 | \$ 700,000 | \$ 700,000 | \$ 70,000 | \$ 19,163 | \$ 89,163 | \$ 89,163 |
| Sold 10/29/09 | | \$ 45,000 | \$ 45,000 | \$ 4,500 | \$ 1,097 | \$ 5,597 | \$ 5,597 |
| | | \$ 745,000 | \$ 745,000 | \$ 74,500 | \$ 20,260 | \$ 94,760 | \$ 94,760 |

| Ingersoll Arena Revenue Summary | FY11 | FY12 | Change | Dept. Request | Manager Request |
|---------------------------------|------------|------------|-------------|------------------|--------------------|
| <u>Revenues</u> | | | | | |
| Concession | \$ 13,200 | \$ 9,600 | \$ (3,600) | \$ 9,600 | \$ 9,600 |
| Sign Advertisements | \$ 40,000 | \$ 36,950 | \$ (3,050) | \$ 36,950 | \$ 36,950 |
| Ice Rental Income | \$ 360,000 | \$ 360,000 | \$ - | \$ 360,000 | \$ 360,000 |
| Public Skate | \$ 18,000 | \$ 15,000 | \$ (3,000) | \$ 15,000 | \$ 15,000 |
| Skating Instruction | \$ 22,000 | \$ 12,000 | \$ (10,000) | \$ 12,000 | \$ 12,000 |
| Shinny Hockey | \$ 12,000 | \$ 15,000 | \$ 3,000 | \$ 15,000 | \$ 15,000 |
| Pro Shop | \$ 4,000 | \$ 10,000 | \$ 6,000 | \$ 10,000 | \$ 10,000 |
| Programs | \$ 43,000 | \$ 110,000 | \$ 67,000 | \$ 110,000 | \$ 110,000 |
| | \$ 512,200 | \$ 568,550 | \$ 56,350 | \$ 568,550 | \$ 568,550 |

Line Item Narrative

Projected Revenues and Expenses: In Fiscal Year 2009, the City Council approved of a bond to fund arena improvements that would allow the facility to be open all year. The improvements included; new compressors, concrete floor, boards, and glass. The arena now has a full time staff; a coordinator and maintenance staff. The Ingersoll Arena is an Enterprise Account so therefore is self-supporting and funded by its own revenue generation.



City of Auburn Ingersoll

Fiscal Year 2012
Adopted 6.13.2011

| Line Items | Last Year | Dept. Request | Manager Request |
|----------------------------------------|-------------------|--------------------------|----------------------------|
| Ingersoll Arena | Total | 471,785 | 500,685 |
| Ingersoll Arena Expense Summary | FY11 | FY12 | Change |
| | | Dept. Request | Manager Request |
| <u>Expenses</u> | | | |
| Regular Salaries | \$ 93,042 | \$ 127,500 | \$ 34,458 |
| Fringe Benefits | \$ 46,205 | \$ 57,300 | \$ 11,095 |
| Part-time Salaries | \$ 8,000 | \$ 5,000 | \$ (3,000) |
| Uniform Allowance | \$ 1,000 | \$ 1,000 | \$ - |
| Temporary Assistance | \$ 27,000 | \$ 5,500 | \$ (21,500) |
| Overtime Salaries | \$ 2,500 | \$ 2,500 | \$ - |
| Pro-shop Supplies | \$ - | \$ 2,000 | \$ 2,000 |
| Programs | \$ - | \$ 16,400 | \$ 16,400 |
| Purchased Services-General | \$ 7,000 | \$ 5,000 | \$ (2,000) |
| Office Supplies | \$ 200 | \$ 400 | \$ 200 |
| Other Supplies - Operating | \$ 7,000 | \$ 5,000 | \$ (2,000) |
| Other Supplies - Safety | \$ 300 | \$ 300 | \$ - |
| Utilities - Water & Sewer | \$ 4,000 | \$ 4,700 | \$ 700 |
| Communications - Telephone | \$ 100 | \$ 2,000 | \$ 1,900 |
| Utilities - Electricity | \$ 100,000 | \$ 100,000 | \$ - |
| Propane & Bottled Gas | \$ 35,000 | \$ 30,000 | \$ (5,000) |
| Repairs - Buildings | \$ 6,000 | \$ 9,000 | \$ 3,000 |
| Repairs - Equipment | \$ 6,000 | \$ 6,000 | \$ - |
| Repairs - Maintenance Contracts | \$ 12,000 | \$ 1,000 | \$ (11,000) |
| Training & Tuition | \$ 1,000 | \$ 1,000 | \$ - |
| Insurance Premiums | \$ 1,200 | \$ 1,200 | \$ - |
| Advertising | \$ 5,000 | \$ 5,000 | \$ - |
| Travel - Mileage Reimbursement | \$ 400 | \$ 1,000 | \$ 600 |
| Depreciation Expense | \$ - | \$ - | \$ - |
| Subscriptions & Dues | \$ 125 | \$ 125 | \$ - |
| Debt Service Principle and Interest | \$ 93,713 | \$ 94,760 | \$ 1,047 |
| Capital - General | \$ 10,000 | \$ 12,000 | \$ 2,000 |
| Capital - Small Tools | \$ 5,000 | \$ 5,000 | \$ - |
| | \$ 471,785 | \$ 500,685 | \$ 28,900 |
| | | \$ 500,685 | \$ 500,685 |



City of Auburn Parking Garage

Fiscal Year 2012
Adopted 6.13.2011

Projected Revenues and Expenses for FY12

Actual expenses may vary according to changing circumstances

Parking Garage

| | FY10 | FY11 as of 3/8/11 | FY12 | Dept. Request | Manager Request |
|-----------------------|-------------|----------------------|-------------|------------------|--------------------|
| Total Revenues | \$ 129,013 | \$ 127,470 | \$ 109,696 | \$ 109,696 | \$ 109,696 |
| Total Expenses | \$ 209,163 | \$ 235,776 | \$ 193,293 | \$ 193,293 | \$ 193,293 |
| Profit (Loss) | \$ (80,150) | \$ (108,306) | \$ (28,156) | \$ (83,597) | \$ (83,597) |

Revenues

| | | | | | |
|----------|------------|------------|------------|------------|------------|
| Permits | \$ 128,326 | \$ 94,240 | \$ 109,000 | \$ 109,000 | \$ 109,000 |
| Grant | \$ - | \$ 32,825 | \$ - | \$ - | \$ - |
| Interest | \$ 687 | \$ 405 | \$ 696 | \$ 696 | \$ 696 |
| | \$ 129,013 | \$ 127,470 | \$ 109,696 | \$ 109,696 | \$ 109,696 |

Expenses

| | | | | | |
|-------------------------------|------------|------------|------------|------------|------------|
| Advertising - Parking Lots | \$ - | \$ 23 | \$ 23 | \$ 23 | \$ 23 |
| Professional Service - Lots | \$ 37,800 | \$ 41,175 | \$ 60,000 | \$ 60,000 | \$ 60,000 |
| Professional Service - Garage | \$ 20,021 | \$ 25,286 | \$ 30,000 | \$ 30,000 | \$ 30,000 |
| Repairs Facilities - Garage | \$ 5,002 | \$ 132 | \$ - | \$ - | \$ - |
| Other Supplies - Garage | \$ 1,079 | \$ 263 | \$ 300 | \$ 300 | \$ 300 |
| Other Supplies - Great Falls | \$ - | \$ 204 | \$ 300 | \$ 300 | \$ 300 |
| Telephone - Parking Lots | \$ 721 | \$ 483 | \$ 800 | \$ 800 | \$ 800 |
| Water/Sewer - Garage | \$ 1,499 | \$ 1,117 | \$ 1,370 | \$ 1,370 | \$ 1,370 |
| Electricity - Garage | \$ 51,672 | \$ 26,409 | \$ 30,000 | \$ 30,000 | \$ 30,000 |
| Postage | \$ 496 | \$ 398 | \$ 500 | \$ 500 | \$ 500 |
| Capital Outlay | \$ 74,178 | \$ 70,286 | \$ - | \$ - | \$ - |
| Capital - Software | \$ 16,695 | \$ - | \$ - | \$ - | \$ - |
| Capital - Infrastructure | \$ - | \$ 70,000 | \$ 70,000 | \$ 70,000 | \$ 70,000 |
| | \$ 209,163 | \$ 235,776 | \$ 193,293 | \$ 193,293 | \$ 193,293 |

Line Item Narrative

Projected Revenues and Expenses: The Mechanics Row Garage is a five level parking structure completed in 2002 that provides 446 parking spaces for visitors, employees of Auburn City Hall and surrounding businesses. The garage was constructed using precast concrete frames and floors. The structure also includes two stair towers and a hydraulic elevator. FY12 reflects an estimated 5% increase in electrical cost and 3% increase in maintenance costs.



City of Auburn Great Falls TV

Fiscal Year 2012
Adopted 6.13.2011

Projected Revenues and Expenses for FY12

Actual expenses may vary according to changing circumstances

Great Falls TV

Revenues

Franchise Fees - Auburn
other revenues

Revenue Total

Revenues

\$ 56,000

\$ 81,000

\$ 137,000

Expenses

Salaries
F.I.C.A. / Medicare
Fringe Benefits
Communications
Rent
Food Service
Equipment Repairs
Vehicle Repairs
Dues & Subscriptions
Office Supplies
Ops Supplies-studio
Ops Supplies-field
Vehicle-gas/oil
Small Tools & Equip

Expense Total

Expenses

\$ 73,938

\$ 650

\$ 36,123

\$ 600

\$ 4,299

\$ 600

\$ 6,000

\$ 150

\$ 600

\$ 500

\$ 1,500

\$ 200

\$ 500

\$ 15,000

\$ 140,660

Profit (Loss)

\$ (3,660)

Line Item Narrative

Projected Revenues and Expenses: Time Warner Cable charges a Franchise Fee to its subscribers. 3% of a Time Warner subscriber's bill goes to the City for the use of right of ways for distribution of services. The City anticipates receiving \$140,000 in FY12 from Time Warner Cable, and of that 40% is given to Great Falls TV for operating the governmental channel and programming.



City of Auburn Recreation Programs

Fiscal Year 2012
Adopted 6.13.2011

Projected Revenues and Expenses for FY12

Actual expenses may vary according to changing circumstances

Recreation Programs

| | Revenues | Expenses | Variance |
|--------------------------------|-------------------|-------------------|------------------|
| <u>Youth Programs</u> | | | |
| Boys Travel Basketball | \$ 360 | \$ 687 | \$ (327) |
| February Vacation Camp | \$ 1,125 | \$ 607 | \$ 518 |
| Fishing Derby | \$ 2,200 | \$ 1,770 | \$ 430 |
| Football (4th-6th grade) | \$ 3,930 | \$ 3,136 | \$ 794 |
| Football Camp | \$ 1,230 | \$ 170 | \$ 1,060 |
| Football (Flag) | \$ 2,410 | \$ 888 | \$ 1,522 |
| Football (Middle school) | \$ 7,620 | \$ 8,578 | \$ (958) |
| Football (Pee wee) | \$ 1,575 | \$ 501 | \$ 1,074 |
| Golf Lessons | \$ 860 | \$ 317 | \$ 543 |
| Indoor Soccer | \$ 2,500 | \$ 1,320 | \$ 1,180 |
| Kickball | \$ 1,810 | \$ 706 | \$ 1,104 |
| Lacrosse (1st-2nd grade) | \$ 655 | \$ 378 | \$ 277 |
| Lacrosse (3rd-4th grade) | \$ 2,200 | \$ 1,456 | \$ 744 |
| Lacrosse (5th-6th grade) | \$ 2,275 | \$ 1,508 | \$ 767 |
| Lacrosse (Middle school) | \$ 1,875 | \$ 1,569 | \$ 306 |
| Soccer Camp | \$ 2,875 | \$ 2,433 | \$ 442 |
| Soccer (Pee wee) | \$ 2,860 | \$ 1,377 | \$ 1,483 |
| Recess Warriors | \$ 1,520 | \$ 520 | \$ 1,000 |
| Running Club | \$ 1,250 | \$ 831 | \$ 419 |
| Summer Camp | \$ 117,750 | \$ 102,212 | \$ 15,538 |
| T-Ball | \$ 3,600 | \$ 1,982 | \$ 1,618 |
| Tennis Lessons | \$ 800 | \$ 506 | \$ 294 |
| Track and Field | \$ 6,280 | \$ 6,050 | \$ 230 |
| Youth Basketball | \$ 12,630 | \$ 11,773 | \$ 857 |
| Youth Programs Subtotal | \$ 182,190 | \$ 151,275 | \$ 30,915 |
| <u>Adult Programs</u> | | | |
| Open Gym | \$ 960 | \$ - | \$ 960 |
| Dodgeball | \$ 1,500 | \$ 350 | \$ 1,150 |
| Mens Basketball A League | \$ 6,200 | \$ 4,575 | \$ 1,625 |
| Mens Basketball B League | \$ 5,800 | \$ 4,567 | \$ 1,233 |
| Seniors Dinners | \$ 2,386 | \$ 2,386 | \$ - |
| Softball | \$ 29,120 | \$ 18,185 | \$ 10,935 |
| Volleyball | \$ 1,800 | \$ 1,677 | \$ 123 |
| Womens Basketball | \$ 4,350 | \$ 2,627 | \$ 1,723 |
| Adult Programs Subtotal | \$ 52,116 | \$ 34,367 | \$ 17,749 |



City of Auburn Recreation Programs

Fiscal Year 2012
Adopted 6.13.2011

Special Events

5K Poker Run
 Fright Fest
 Hot Shot Competition
 Spring Celebration
 Summer Concerts
 Summer Movies
 Valentines Day
 Winter Festival
Special Event Subtotal

| Revenues | Expenses | Variance |
|-------------------|-------------------|------------------|
| \$ 1,600 | \$ 532 | \$ 1,068 |
| \$ 250 | \$ 350 | \$ (100) |
| \$ - | \$ 150 | \$ (150) |
| \$ 500 | \$ 450 | \$ 50 |
| \$ 600 | \$ 960 | \$ (360) |
| \$ 1,000 | \$ 1,340 | \$ (340) |
| \$ 1,500 | \$ 630 | \$ 870 |
| \$ 3,950 | \$ 2,825 | \$ 1,125 |
| \$ 9,400 | \$ 7,237 | \$ 2,163 |
| \$ 243,706 | \$ 192,879 | \$ 50,827 |

Grand Totals

Line Item Narrative

Projected Revenues and Expenses: Revenues are calculated by registration fees, concession sales, and sponsorships or donations. Expenses include equipment, day camp employees, coaching stipends, part time employees, shirts/jerseys, concession inventory, league fees, referees/umpires, awards, prizes, school rental fees, and portable toilets.