Special City Council Workshop and Meeting
February 24, 2014
(Postponed Meeting of February 18, 2014)
Agenda

5:30 P.M. Workshop

A. Executive Session - Discussion on labor negotiations (MAP Patrol), pursuant to 1 M.R.S.A. §405(6)(D) (10-15 minutes).
B. Auburn Water District Bond Issuance – John Storer (30 minutes)
C. Budget Presentations
    a. Public Administration (Health and Social Services, Assessing, Clerk, Finance, Human resources, ICT) – *Public Comment*
    b. Planning and Permitting Budget Presentation - *Public Comment*
    c. City Manager, County Tax, Fringe Benefits, Legal, Mayor and Council, Worker's Compensation, Special Funds, and Enterprise Funds - *Public Comment*

Budget presentations will continue after the meeting if more time is needed.

7:00 P.M. City Council Meeting

Roll call votes will begin with Councilor Lee

Pledge of Allegiance

I. Consent Items – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.

1. Order 14-02182014*
Accepting the transfer of $4,491.00 forfeiture assets in U.S. currency (Gary Wallace).

2. Order 15-02182014*
Accepting the transfer of $6,250.00 forfeiture assets in U.S. currency (Herbert Simmons).

3. Order 16-02182014*
Accepting the transfer of $2,634.00 forfeiture asseta in U.S. currency (Taurus Allen).

II. Minutes

- February 3, 2014 Regular Council Meeting
- February 10, 2014 Special Council Meeting

III. Reports

Mayor's Report

City Councilors' Reports

City Manager Report

- Street Lights Ownership Update

Finance Director, Jill Eastman

- January 2014 Monthly Finance Report

IV. Communications, Presentations and Recognitions

- Recognition – Stephen Martelli
- Coffee with a Cop – Sgt. Barry Schmieks

V. Open Session –

Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*. Time limit for open sessions, by ordinance, is 45 minutes.

VI. Unfinished Business

1. Ordinance 01-02032014

Amending an Ordinance – Chapter 2, Article VI, Division 2, Section 2-514). Second reading.

VII. New Business

2. Order 17-02182014

Reappointing Renee LaChapelle as the City Assessor for a two year term beginning March 15, 2014 through March 15, 2016.

VIII. Executive Session

IX. Open Session -

Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.

X. Adjournment

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

A. Discussion of personnel issues
B. Discussion or consideration by a school board of suspension of expulsion
C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency
D. Labor contracts
E. Contemplated litigation
F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.

City Council Information Sheet

City of Auburn

Council Meeting Date: February 24, 2014

Subject: Executive Session- Discussion on the Labor Negotiations (MAP Patrol), pursuant to 1 M.R.S.A. §405(6)(D).

Information: Staff will present recommendations during the Executive Session.

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

(1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;

(2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;

(3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and

(4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

(1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.

City Council
Workshop Information Sheet

City of Auburn

Council Workshop Date: February 24, 2014 **Item** B

Author: Jim Saffian, of Pierce Atwood

Item(s) checked below represent the subject matter related to this workshop item.

☐**Comprehensive Plan** ☐**Work Plan** ☐**Budget** ☐**Ordinance/Charter** ☒**Other Business*** ☐**Council Goals****

****If Council Goals please specify type:** ☐***Safety*** ☐***Economic Development*** ☐***Citizen Engagement***

Subject: Auburn Water District – Auburn City Council permission to issue $1,000,000 of Water District Bonds

Information:

Auburn Water District plans to finance an in-lake aluminum sulfate (alum) or other chemical treatment to Lake Auburn to mitigate algae growth related to excess phosphorus in the water, and to the extent funds remain therefore, to finance upgrades to the Water District's water distribution system, including water main replacement, with other improvements ancillary and related thereto.

Section 13 of the Auburn Water District Charter provides that the Auburn City Council must give its permission before the Auburn Water District issues its bonds.

Financial: The bonds are an obligation of the Auburn Water District, not the City of Auburn. The District has established rates (approved by the Public Utilities Commission) to cover the proposed bond issuance. There will not be any additional rate adjustments related to the bonds.

Action Requested at this Meeting:

Previous Meetings and History:

Attachments: Draft Resolve

**Agenda items are not limited to these categories.*

Auburn Water District

Proposed 2014 Bond Issuance

Auburn City Council Workshop
February 18, 2014

John B. Storer, Superintendent

Control Algae by Reducing Phosphorus

Phosphorus (P) inactivation: anti-fertilizer treatments

Potential $2 million 2014 for treatment

Aluminum compounds most often applied to lake to

- Strip P from water column
- Bind P in bottom sediments

Lake Auburn Water Quality Outlook

- Long-Term – remain optimistic
  - Lake has 4-year retention time, so will take awhile for excess phosphorus to pass
  - Lake remains relatively well-protected
  - Continue to monitor development pressure and land use
  - Work to control erosion issues
  - Education & Outreach on phosphorus issues
- Short-Term
  - Planning for potential 2014 in-lake treatment

Auburn Water District - $1 Million Bond

- City Council approval required for issuance of debt
  - Per 1923 Legislative Charter – The Water District *"...is hereby authorized, with the permission of the city council of the city of Auburn first obtained, and under the further permission of the public utilities commission, to issue bonds..."*
- City is not liable any of the debt
- Revenue comes from existing rate structure
- Rates went into effect January 1, 2014
  - MPUC approved rates sufficient to cover bond

CITY OF AUBURN COMPREHENSIVE PLAN: 2010 UPDATE

A. NATURAL RESOURCES POLICIES

A. 1 LAKE AUBURN

Goal A.1: Maintain the exceptional water quality of Lake Auburn and existing waiver from filtration to avoid or delay the need for costly treatment.

To minimize future threats to the water quality and maintain current drinking water standards, the City, Auburn Water District (AWD), Lake Auburn Watershed Protection Commission (LAWPC), and Lake Auburn watershed residents need to continue to protect the lake from contamination that could affect water quality or trigger the need for additional treatment. If additional treatment becomes necessary then all options should be considered for the most cost effective solution.

City of Auburn Ordinances

Division 4. Lake Auburn Watershed Overlay District

Sec. 60-950. Purpose.

"***The Lake Auburn Watershed District is intended to maintain safe and healthful environmental conditions; prevent and control water pollution; protect spawning ground for fish, aquatic life, bird and other wildlife habitats; control building sites; provide visual and physical points of access to waters and natural beauty; and protect and maintain the present quality and volume of potable water supplied from the Lake Auburn Watershed to the population of the Auburn-Lewiston area.*** "

(Ord. of 9-21-2009, § 5.3B)

STATE OF MAINE
PUBLIC UTILITIES COMMISSION

Docket No. 2014-00025

February 20, 2014

AUBURN WATER DISTRICT
Application for Approval of Issue
Of Securities Pursuant to
35-A M.R.S.A. §902

ORDER

WELCH, Chairman; LITTELL and VANNOY, Commissioners

I. SUMMARY

In this Order the Commission authorizes the Auburn Water District to issue a bond in a sum not to exceed $1,000,000 at an average rate over the term of the issuance not to exceed 4.0 percent through the Maine Municipal Bond Bank for a term not to exceed 23 years.[1]

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[1] Pursuant to an Amended Delegation Order dated January 9, 1996 in Docket No. 93-169, the Commission delegated to the Director of Finance its authority under 35-A M.R.S.A., Chapter 9 and 11, to approve water utility financing applications, including those that involve mortgaging utility property, for Maine Municipal Bond Bank, Rural Economic & Community Development Administration and their successors. This delegation in no way limits the Commission's authority to review the decision of the Director of Finance pursuant thereto or to directly consider requests for variations. The Director of Finance's approval shall be in the form of an Order, copies of which shall be maintained in the files of the office of the Administrative Director. On September 12, 2009, in Docket No. 2009-260, statutory changes took effect that change the title of this position. P.L. 2009, ch. 122. The Director of the Finance Division will be the Director of Telephone and Water Utility Industries. All existing delegation orders that delegate Commission authority to the Director of the Finance Division will now read that we delegate our authority to the Director of Telephone and Water Utility Industries.

II. BACKGROUND

On February 2, 2014, the Auburn Water District (the District) filed with the Commission its application for authority to issue a revenue bond in a sum not to exceed $1,000,000 through the Maine Municipal Bond Bank, at an average rate over the term of the issuance not to exceed 4.0 percent. The debt will be paid over a term not to exceed 23 years.

The District requires these funds to finance in-lake water treatment to mitigate algae growth.

III. DISCUSSION

In approving an application to issue securities, the Commission considers the factors set forth in 35-A M.R.S.A §902(2): 1) the reasonableness of the purpose for which the proceeds of the issuance will be applied, 2) other resources that the utility may have available for those purposes, 3) the justness and reasonableness of the estimated cost of the issuance, and 4) the effect of the issuance upon the utility's capital structure.

Having reviewed the application of the District, together with data filed in support of it, it is the opinion of the Commission that the purpose for which the District is issuing the bond is reasonable, that the issuance is reasonable given the other resources that may be available to the District to complete this purpose, that the estimated costs of the issuance through the Maine Municipal Bond Bank (specifically, the interest rate and term) are just and reasonable, and that the issuance will not be detrimental to the

District capital structure.[2] Additionally, it is the opinion of the Commission that the proceeds of the issuance of the bond are required in good faith for the purposes enumerated in 35-A M.R.S.A. § 901. The Commission's approval of this securities issue, consistent with normal practice and pursuant to §902(4) does not imply approval of the District capital needs or capitalization ratio for ratemaking purposes, nor does this Order limit or restrict the powers of the Commission in determining or fixing any rate.

Accordingly, pursuant to the Amended Delegation Order dated January 9, 1996, in Docket No. 93-169, I

ORDER

1. That the Auburn Water District is hereby authorized to issue its bond in a sum not to exceed $1,000,000, to be used solely for the purposes described in this Order, and at an average rate over the term of the issuance not to exceed 4.0 percent through the Maine Municipal Bond Bank for a term not to exceed 23 years.

2. That the District report to the Commission through the Case Management System the status of this bond pursuant to this Order within sixty (60) days of the date of the issue of the proposed bond, or May 1, 2014, whichever may come first.

Dated at Hallowell, Maine, this 20th day of February, 2014

[2] The District is a consumer-owned water utility that does not receive a return on its rate base. Therefore, it does not have a traditional capital structure and any impact is not relevant to its costs.

BY ORDER OF THE DIRECTOR OF TELEPHONE AND WATER UTILITY INDUSTRIES

Andrew S. Hagler

Andrew S. Hagler

NOTICE OF RIGHTS TO REVIEW OR APPEAL

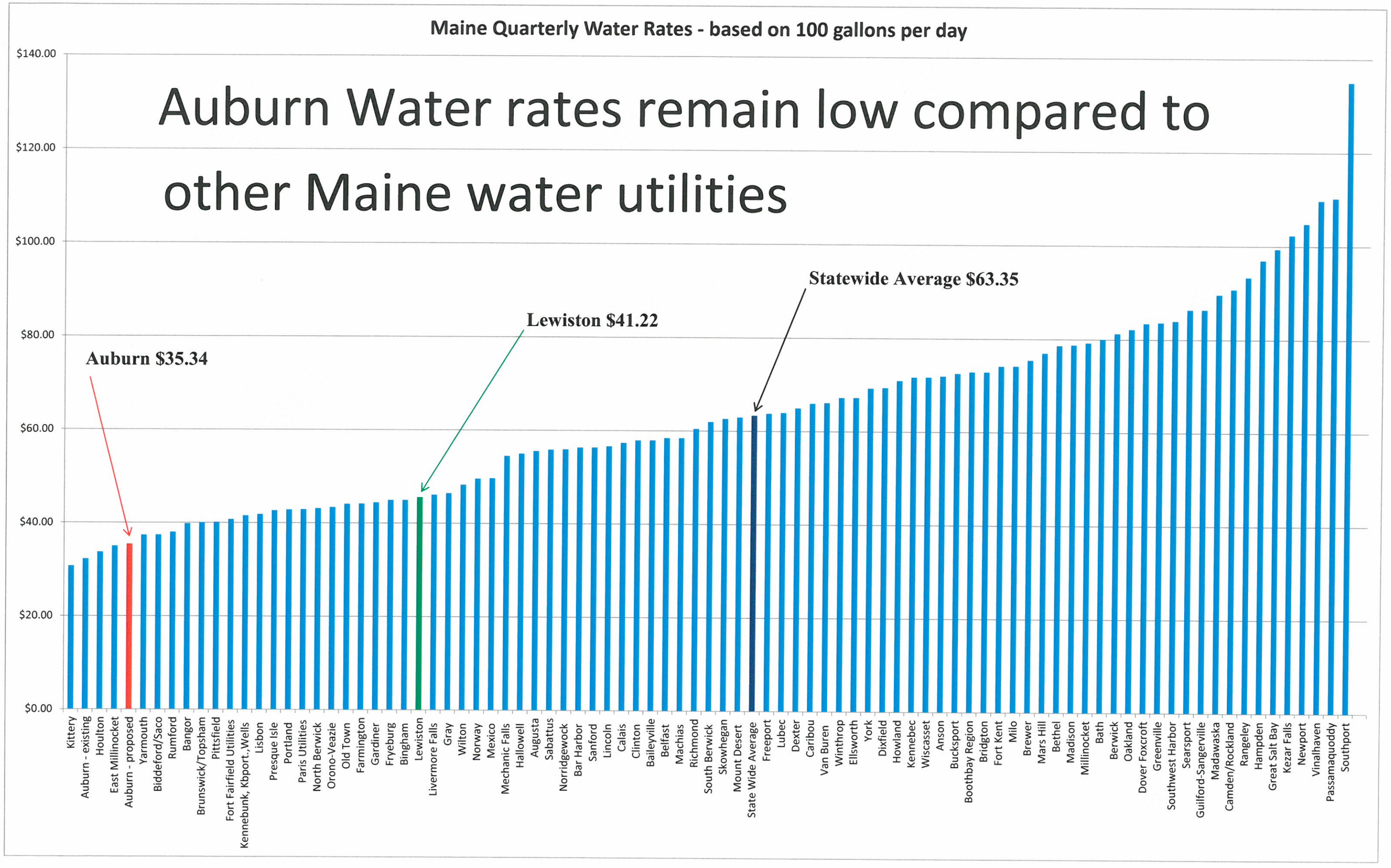
5 M.R.S.A. § 9061 requires the Public Utilities Commission to give each party to an adjudicatory proceeding written notice of the party's rights to review or appeal of its decision made at the conclusion of the adjudicatory proceeding. The methods of review or appeal of PUC decisions at the conclusion of an adjudicatory proceeding are as follows:

1. Reconsideration of the Commission's Order may be requested under Section 1004 of the Commission's Rules of Practice and Procedure (65-407 C.M.R.110) within 20 days of the date of the Order by filing a petition with the Commission stating the grounds upon which reconsideration is sought. Any petition not granted within **20** days from the date of filing is denied.

2. Appeal of a final decision of the Commission may be taken to the Law Court by filing, within **21** days of the date of the Order, a Notice of Appeal with the Administrative Director of the Commission, pursuant to 35-A M.R.S.A. § 1320(1)-(4) and the Maine Rules of Appellate Procedure.

3. Additional court review of constitutional issues or issues involving the justness or reasonableness of rates may be had by the filing of an appeal with the Law Court, pursuant to 35-A M.R.S.A. § 1320(5).

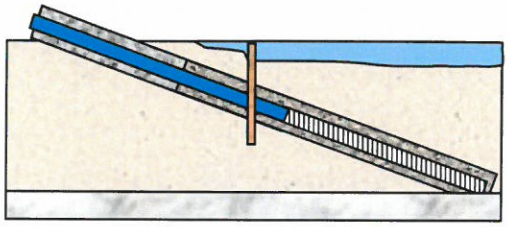
Note: The attachment of this Notice to a document does not indicate the Commission's view that the particular document may be subject to review or appeal. Similarly, the failure of the Commission to attach a copy of this Notice to a document does not indicate the Commission's view that the document is not subject to review or appeal.


Maine Quarterly Water Rates - based on 100 gallons per day
Auburn Water rates remain low compared to other Maine water utilities
$140.00
$120.00
$100.00
$80.00
$60.00
$40.00
$20.00
$0.00
Auburn $35.34
Lewiston $41.22
Statewide Average $63.35
Kittery
Auburn - existing
Houlton
East Millinocket
Auburn - proposed
Yarmouth
Biddeford/Saco
Rumford
Bangor
Brunswick/Topsham
Pittsfield
Fort Fairfield Utilities
Kennebunk, Kbport.,Wells
Lisbon
Presque Isle
Portland
Paris Utilities
North Berwick
Orono-Veazie
Old Town
Farmington
Gardiner
Fryeburg
Bingham
Lewiston
Livermore Falls
Gray
Wilton
Norway
Mexico
Mechanic Falls
Hallowell
Augusta
Sabattus
Norridgewock
Bar Harbor
Sanford
Lincoln
Calais
Clinton
Baileyville
Belfast
Machias
Richmond
South Berwick
Skowhegan
Mount Desert
State Wide Average
Freeport
Lubec
Dexter
Caribou
Van Buren
Winthrop
Ellsworth
York
Dixfield
Howland
Kennebec
Wiscasset
Anson
Bucksport
Boothbay Region
Bridgton
Fort Kent
Milo
Brewer
Mars Hill
Bethel
Madison
Millinocket
Bath
Berwick
Oakland
Dover Foxcroft
Greenville
Southwest Harbor
Searsport
Guilford-Sangerville
Madawaska
Camden/Rockland
Rangeley
Hampden
Great Salt Bay
Kezar Falls
Newport
Vinalhaven
Passamaquoddy
Southport

Groundwater Development

Angle Wells

Angle well drilling 5.0 mgd supply beneath Hudson River



20° angle well beneath Hudson River

Angle Test Well 10 mgd supply Manchester Water Works, NH

23° angle well Orange County Water District, CA

Recent advancements in drilling technology, now allows for the installation of large diameter wells at angles ranging from 10° to 80° from horizontal. The wells can be completed with or without a gravel pack. The first application of this technology was for the Town of Bethlehem, New York in 2001. Five 24-inch diameter angle wells were drilled beneath the bed of the Hudson River to provide a turbid free source of supply for the water treatment facility. Since this time, other water suppliers such as the Orange County Water District in California have constructed large diameter high capacity (1,600 gpm) angle wells beneath or adjacent to surface water bodies.

Mr. Gary Smith of Wright-Pierce pioneered the development of angle well technology for the Bethlehem, N.Y. project and recently applied the technology for the Orange County Water District. Massachusetts, Connecticut and New Hampshire water suppliers are currently applying this technology.

Benefits

- Higher well yields than conventional vertical wells
- Bank filtration- Log credit removal
- Eliminate turbidity, algae and other microorganisms
- Increased capacity of existing gravel well fields
- Reduce operating and maintenance cost, eliminate debris common with surface water intakes
- Consistent temperature and quality
- Eliminate odor and susceptibility to invasive plant infestation
- Lower construction and operating costs
- Minimize impacts to recreational users, fisheries and aquatic life
- Reduced permitting and time
- Ability to penetrate man made obstacles such as seawalls

Applications

- Fresh water intakes beneath river and lake beds
- Saltwater intakes beneath ocean floor
- Offset well head from wetlands, buildings and floodplains
- Single well pumping capacities up to 6000 gpm
- Intake diameters up to 40 inches
- Utilize aquifers beneath river and lakes to provided pre-filtration and enhanced raw water quality
- Tap aquifers from a distance where land constraints prevent drill rig access

For additional information, contact Gary Smith P.G. 207-751-0762

Wright-Pierce
Civil and Environmental Engineering Services

Auburn Water District - Top 10 Water Customers
2013 Projected Revenue = $ 3.114 million

Rank	Customer	2013	% 2013 Rev.
1	Cascades	$185,233	5.95%
2	General Electric	$87,468	2.81%
3	Poland Spring Bottling	$83,193	2.67%
4	Tambrands	$39,103	1.26%
5	Aubrurn Housing Auth.	$31,781	1.02%
6	Pioneer Plastics	$28,955	0.93%
7	MMWAC	$27,790	0.89%
8	Clover Manor	$20,287	0.65%
9	Auburn Mall Apts.	$14,301	0.46%
10	Gates Formed Fiber	$14,270	0.46%
	Totals =	**$532,382**	**17.10%**

Filtration Estimates

- 2005 - CDM Smith completed "Safe Drinking Water Act Compliance Study" (max day 16 mgd)
  - Ozone, Chlorine Dioxide were researched
  - UV Disinfection recommended (Final Cost ~ $10 million)
  - Filtration Options
    - Membrane w Chlorine - $25.4 to $33.8 million
    - Direct Filtration w Ozone sidestream - $42.3 million
    - Direct Filtration w Ozone contactors - $50.7 million
- 2010 Bangor Water – Black & Veatch completed "Treatment Requirements for the US EPA's LT2ESWTR" (max day 7.2 mgd)
  - UV Disinfection - $5 to $10 million
  - Direct Filtration - $30 to $40 million
  - Membrane Filtration - $45 to $55 million

CDM Smith

Long-Term Budget Projections

- 3 Scenarios to evaluate potential impacts
- #1 - $1 million bond 2014, no Lake treatment
- #2 - $1 million bond 2014, treat Lake
- #3 - $15 million bond 2016, ½ of Treat. Plant
- We run 15 to 20 year financial projections
- Consider O&M and Debt Service
- Adequate CIP Budget for System Sustainability
  - Target 1 mile water main replace. per year
- Impact to Customers?

Scenario #1 - Budget Projection

- $1 million bond 2014, no Lake treatment
  - Annual CIP – 1 mile main replacement
    - Approx. $600K/year for water mains
    - Unit pricing about $100/foot of main +/-
  - Assume Annual O&M increase of 2%
  - Maintain sufficient reserves R&R (repair & replace.) and WCR (working capital reserve)
- Potential Rate Adjustment 2017 (maintain CIP)
  - Estimate 9%+/- for 2017
  - No others for 10 years

Scenario #2 - Budget Projection

- $1 million bond 2014, Treat Lake
  - Annual CIP – 1 mile main replacement
  - Assume Annual O&M increase of 2%
  - Maintain sufficient reserves R&R and WCR
- Potential Rate Adjustment 2016 (maintain CIP)
  - Approx. 10%
- Increase in CIP 2018
- 3% Rate Adjustment 2020
- 3% Rate Adjustment 2024
- No others projected

Scenario #3 - Budget Projection

- $15 million bond 2016, Treatment Plant
- Partner 50/50 w Lewiston
  - Annual CIP – 1 mile main replacement
  - O&M Bump of $750K – chemicals, power, staff
  - Annual O&M increases of 2%
  - Maintain sufficient reserves R&R and WCR
- 50% Rate Increase 2016
- Another 16% Increase 2019
- Increased Depreciation due to extra equip.

Auburn Water District - Top 10 Water Customers
Scenario #3 - Filter Plant
Impact on Annual Water Bill

Rank	Customer	2013	2019	Increase
1	Cascades	$185,233	$322,306	**$137,073**
2	General Electric	$87,468	$152,194	**$64,726**
3	Poland Spring Bottling	$83,193	$144,756	**$61,563**
4	Tambrands	$39,103	$68,040	**$28,936**
5	Auburn Housing Auth.	$31,781	$55,300	**$23,518**
6	Pioneer Plastics	$28,955	$50,381	**$21,426**
7	MMWAC	$27,790	$48,355	**$20,565**
8	Clover Manor	$20,287	$35,299	**$15,012**
9	Auburn Mall Apts.	$14,301	$24,883	**$10,583**
10	Gates Formed Fiber	$14,270	$24,830	**$10,560**
	Auburn School Dept	$13,467	$23,433	**$9,966**
	* City and Parks & Rec	$7,150	$12,441	**$5,291**
			City Impact =	**$15,257**

** Includes City Hall, Public Works, Library - Ice Arena not included*

Potential Rate Impact
Filter Plant - 2016

- <u>Typcial Residential Home</u>
  (Using 2,000 cf/qtr approximately 165 gallons per day)

  Current Charge: $53.38 per quarter
  Monthly Bill = $17.80
  Or 58 cents per day for 165 gals/day

  2019 Projections: $92.88 per quarter
  Monthly Bill = $30.97
  Or $1.01 per day for 165 gals/day

AUBURN
WATER DISTRICT
2014 BUDGET

Proposed Final Draft
December 18, 2013

For Final Approval at Trustee Meeting of December 18, 2013

Trustees:
- KC Geiger, President
- Preston Chapman, Treasurer
- James Wilkins
- Robert Cavanagh
- Richard Whiting
- Lee Upton
- Mayor's Representative, Tizz Crowley

Officers:
- John B. Storer, Superintendent
- Sid Hazelton, District Engineer
- Greg Leighton, Financial Advisor

FINAL 12-18-13

AUBURN WATER DISTRICT

2014 Budget

	Actual 2011	Actual 2012	Budget 2013	PROJECTED 2013	BUDGET 2014		Notes
Residential	$1,202,956	$1,204,128	$1,207,000	$1,183,804	$1,270,814		*Per Rate Filing for 1/1/14 Increase*
Commercial	$362,499	$366,997	$372,000	$370,127	$403,498		*Per Rate Filing for 1/1/14 Increase*
Industrial	$398,910	$438,117	$442,380	$466,500	$508,560		*Per Rate Filing for 1/1/14 Increase*
Public Authorities	$108,175	$118,989	$119,400	$93,699	$102,147		*Per Rate Filing for 1/1/14 Increase*
Seasonal	$11,032	$11,189	$11,189	$10,775	$11,391		*Per Rate Filing for 1/1/14 Increase*
Total Metered Water Sales	$2,083,572	$2,139,420	$2,151,969	$2,124,905	$2,296,409	8.1%	
Rents from Property	51,720	54,165	54,165	54,466	54,466		*Rent on Towers*
Interest Income	28,991	19,754	17,000	12,408	13,000		*Interest Income, Finance Fees*
Merchandise & Jobbing	83,408	47,000	30,000	42,244	42,500		*Jobbing & CIAC*
Public Fire Protection	556,916	556,918	556,918	556,916	611,494		*Public or "City" Hydrant Charges including Poland*
Private Fire Protection	272,250	272,745	273,845	275,637	302,066		*Private sprinklers and hydrants*
Other Revenues	63,929	50,828	51,000	50,983	51,000		*50K from ASD for meters plus Lewiston Motive Water*
Total Revenues	**$3,140,786**	**$3,140,830**	**$3,134,897**	**$3,117,559**	**$3,370,935**	**8.1%**	
Payroll	644,438	634,557	661,872	699,595	713,082		*See Labor Details*
UV Treatment Plant	213,358	240,957	254,731	236,002	258,841		*See Details on Page 2*
Chloramine Facility	0	0	0	5,600	8,075		*See Details on Page 2*
Laboratory	31,401	42,810	40,781	51,300	36,000		*See Details on Page 2*
Transmission/Distribution	186,951	170,108	153,903	158,093	159,885		*See Details on Page 2*
Administration	471,703	486,022	506,735	492,678	516,775		*See Details on Page 3*
Vehicle Maintenance	63,483	67,191	69,830	77,700	88,925		*See Vehicle Details*
Gull Management	76,120	97,533	87,599	79,477	84,377		*50% shared cost with Lewiston, 3 yr avg*
Watershed Protection	154,270	116,517	187,558	187,558	212,500		*See Watershed Budget*
Interest Payments	211,267	200,910	186,810	186,186	204,734		*See Debt Schedules*
Total Expenses	**$2,052,991**	**$2,056,605**	**$2,149,819**	**$2,174,189**	**$2,283,194**	**5.0%**	
Net from Operations	**$1,087,795**	**$1,084,225**	**$985,078**	**$943,370**	**$1,087,741**		
Bond Payments - Principal	724,110	809,850	815,203	815,203	831,494		*See Debt Schedules*
Surplus from Operations	**$363,685**	**$274,375**	**$169,875**	**$128,167**	**$256,247**		
General Equipment	44,270	36,759	258,300	173,266	153,250		*See Equipment Details*
Capital Projects	149,617	275,212	555,000	539,692	1,646,250		*See Capital Details*
Change in Cash after Capital	**$169,798**	**($37,596)**	**($643,425)**	**($584,791)**	**($1,543,253)**		
Total Expenses	***2,821,371***	***2,903,214***	***3,223,322***	***3,162,658***	***3,267,938***		*Total Expenses, Bond Payments, General Equipment*

FINAL 12-18-13

AUBURN WATER DISTRICT

2014 Budget

	Actual 2011	Actual 2012	Budget 2013	PROJECTED 2013	BUDGET 2014	Notes
UV TREATMENT PLANT						
Treatment Chemicals	$58,262	$76,473	$94,815	$73,044	$92,000	*Chlorine, Fluoride, Polyphosphate, CO2 (First Full Year with CO2)*
Power	150,115	150,046	130,414	122,258	123,481	*Electricity for pumping water, UV Power & Pumps - Net of Lewiston*
Contracted Maintenance	4,298	18,411	23,131	18,700	18,000	*Generators, HVAC, UV, Sprinklers, IT, Cleaning*
Materials & Supplies	744	1,000	1,030	10,000	13,000	*Analyzer Reagents, Buffers, Seals, Pumps, Etc*
Propane	4,237	-4,973	5,341	12,000	12,360	*Propane at UV Treatment Plant*
TOTAL:	**$217,656**	**$240,957**	**$254,731**	**$236,002**	**$258,841**	
CHLORAMINE FACILITY						
Power	0	0	0	2,100	3,000	*Electricity for pumping water*
Propane	0	0	0	1,000	2,500	*Propane at Chloramine Facility*
All Other	0	0	0	2,500	2,575	*Supplies, Maintenance, Other*
TOTAL:	**$0**	**$0**	**$0**	**$5,600**	**$8,075**	
LAB						
Contracted Services	14,252	14,831	22,085	24,800	22,000	*Contracted Lab Work (HETL, Etc), Alternate Year Certification*
Supplies	17,149	27,979	18,696	26,500	14,000	*HACH, Idexx, VWR Supplies for Internal Lab*
TOTAL:	**$31,401**	**$42,810**	**$40,781**	**$51,300**	**$36,000**	
TRANSMISSION/ DISTRIBUTION						
Maint of Mains	$70,749	$76,007	$67,519	$55,733	$67,496	*Materials & Supplies, Paving, Dig Safe, Misc (3 year avg)*
Dist System - Power	11,349	11,727	13,751	12,010	12,130	*Power - Court Street, Reservoirs*
Dist System - Fuel, Misc	14,026	20,893	16,950	22,000	18,973	*Propane for Buildings - Unitil, Other Misc Maint (3 year avg)*
Dist System - Services	12,019	22,580	15,000	21,000	18,533	*All materials for repairs & maint. of approx. 6,300 services*
Dist System - Meters	2,859	4,217	4,400	4,100	3,725	*All materials for repairs & maint. of approx. 6,300 meters*
Dist System - Hydrants	2,512	1,977	2,000	5,000	3,163	*All materials for repairs & maint. of approx. 560 hydrants*
Dist System - All Other	9,767	4,168	8,532	7,250	8,500	*Cell Phones, ROWs, Other Misc*
Dist System - Dues & Training	16,451	13,283	12,816	16,000	15,245	*Assoc. Dues, Training & Subscriptions. Measure the Lake (3 year avg)*
Other - Misc	3,604	9,392	4,935	4,000	4,120	*SCADA, Phone, Misc Other*
Other - Building Maint	7,916	5,864	8,000	11,000	8,000	*Office (Bisson), Repairs (Thayer), Sprinklers, Trash, Re-Key Doors (2014)*
TOTAL:	**$151,252**	**$170,108**	**$153,903**	**$158,093**	**$159,885**	

FINAL 12-18-13

AUBURN WATER DISTRICT

2014 Budget

	Actual 2011	Actual 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	Notes
ADMINISTRATION						
Employer FICA Payments	57,873	63,153	64,410	67,825	73,142	*Wages x 7.65%*
Unemployment Insurance	1,597	2,155	2,638	3,596	3,668	*Maine Municipal*
MSRS Retirement	34,988	35,363	35,934	37,081	37,452	*ME-PERS*
ICMA (401 Plan) Retirement	26,116	32,290	32,597	34,185	35,211	*6% rate for participants*
Misc. & Clothing Allowance	5,736	13,912	4,855	6,751	6,819	*Retiree Life, Clothing, Misc (2012 includes HR Assistance)*
Shared EE w/Lewiston	6,036	7,189	6,782	7,410	7,484	*Dan Rodrique*
Health Insurance	191,769	187,480	208,288	207,741	224,528	*PPO-500 with HRA Account at 33% Utilization - 4% Increase*
Billed TO Lewiston	(12,993)	(24,196)	(19,500)	(28,160)	(38,400)	*MJ, Rod Hill & Mike Broadbent*
Billed TO ASD	(20,275)	(20,227)	(20,000)	(17,606)	(17,500)	*Billed to Auburn Sewer Monthly*
Sub-Total EE Benefits	**290,847**	**297,119**	**316,004**	**318,823**	**332,403**	
Regulatory Expenses	$7,212	$15,770	$18,125	$18,715	$22,000	*MPUC, Public Advocate & DWP Annual Fees*
Electricity	3,200	3,166	3,235	2,370	2,394	*Power for Office Building*
Supplies	8,556	3,660	4,864	4,465	4,510	*Paper, computer supplies, & forms*
Legal & Audit	35,034	27,657	28,580	29,600	29,896	*Accounting (G Leighton), Audit (Horton, McFarland), Legal*
Customer Billing & Accounting	9,634	3,786	10,486	9,180	9,272	*NDS - Software, Postage & Bills, Bad Debts*
Machine Maintenance	2,519	2,308	2,424	2,415	2,439	*Maint. Contracts for computer/copier/fax/postage*
Telephone	1,823	1,519	2,778	1,250	1,263	*Office telephone lines*
Miscellaneous	55,321	75,209	61,416	54,755	59,798	*Jobbing, Software, Dues, Postage, Newsletter (2x/yr)*
Vehicle Insurance	7,909	8,236	8,483	8,825	9,090	*Automobile Insurance, all vehicles/ MMA*
Liability & Property Insurance	14,621	13,238	13,900	8,150	8,558	*Liability, Fire, & Umbrella Insurance/MMA*
Workmen's Compensation	28,115	24,213	25,995	20,210	20,816	*Net of Reimbursements, Dividend*
Other Insurances	6,912	10,141	10,445	13,920	14,338	*Directors & Officers Insurance/ MMA*
TOTAL:	**$471,703**	**$486,022**	**$506,735**	**$492,678**	**$516,775**	

AUBURN WATER DISTRICT

2014 Budget

BONDS & NOTES	Actual 2011	Actual 2012	BUDGET 2013	Projected 2013	BUDGET 2014	Projected 2015	Projected 2016	Projected 2017
Principal	$682,778	$809,850	$815,203	$815,203	$831,494	$732,500	$741,116	$745,462
Interest	$218,930	$200,911	$186,810	$186,186	$204,734	$159,960	$149,183	$137,566
TOTAL:	$901,708	$1,010,761	$1,002,013	$1,001,389	$1,036,228	$892,460	$890,299	$883,028

CURRENT BONDED INDEBTEDNESS:

Issue Date	Balance	Principal	Interest	*Term*	*Interest*	Notes
23-May-02	$868,224	$90,461	$38,148	*20 years*	*4.86%*	*General Improvements*
23-May-02	$995,400	$124,425	$12,946	*20 years*	*0.00%*	*General Improvements*
1-Dec-07	$492,915	$31,709	$9,692	*20 years*	*1.59%*	*Little Androscoggin River 24" Main*
18-Jun-08	$386,394	$23,580	$6,026	*20 years*	*1.25%*	*Clean & Line Mains*
20-May-09	$1,837,138	$118,525	$5,926	*20 years*	*0.00%*	*UV Phase I, Phase II Design, Rehab Mains*
20-May-09	$887,961	$57,288	$2,864	*20 years*	*0.00%*	*UV Phase I, Phase II Design, Rehab Mains*
28-Oct-10	$2,458,843	$119,851	$68,278	*20 years*	*4.50%*	*UV Phase II & Meter Replacement*
28-Oct-10	$1,247,292	$248,108	$24,715	*15 years*	*1.00%*	*Refinance Old Bonds (1994, 1998, 2005)*
10-Dec-10	$323,395	$17,547	$4,227	*20 years*	*1.00%*	*Chloramination Facility*
23-May-14	$0	$0	$31,912	*20 years*	*4.08%*	*$2M Bond for Treatment*
TOTAL CURRENT BONDS:	**$9,497,562**	**$831,494**	**$204,734**			

AUBURN WATER DISTRICT - LONG TERM DEBT PAYMENT SCHEDULE

Year	2002 (c)		2002 (b)		2008 (a)		2008 (b)		2009 (a)		2009 (b)		2010-ReFi		2010-Chloramines		2010-UV-Meters		TOTAL		
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Yearly Totals
2002	57,846.00	33,504.80	124,425.00	0.00															182,271.00	33,504.80	215,775.80
2003	59,581.00	74,864.98	124,425.00	12,943.54															184,006.00	87,808.52	271,814.52
2004	61,369.00	73,047.76	124,425.00	12,942.08															185,794.00	85,989.84	271,783.84
2005	63,287.00	71,176.00	124,425.00	12,944.40															187,712.00	84,120.40	271,832.40
2006	65,343.00	69,166.64	124,425.00	12,946.74															189,768.00	82,113.38	271,881.38
2007	67,631.00	67,010.32	124,425.00	12,953.32															192,056.00	79,963.64	272,019.64
2008	70,336.00	64,609.42	124,425.00	12,968.53	28,842.00	8,879.50	0.00	1,895.86											223,603.00	88,353.31	311,956.31
2009	73,149.00	61,760.82	124,425.00	12,966.74	29,300.00	12,232.72	22,160.00	7,525.16	8,750.00	437.50	8,750.00	437.50							266,534.00	95,360.44	361,894.44
2010	76,148.00	58,798.28	124,425.00	12,968.57	29,768.00	11,766.34	22,437.00	7,246.35	17,500.00	875.00	17,500.00	875.00							287,778.00	92,529.54	380,307.54
2011	79,346.00	43,822.69	124,425.00	12,970.45	30,241.00	11,292.41	22,718.00	6,964.07	68,012.50	3,400.63	37,393.88	1,869.69	236,107.63	57,196.24	17,030.74	4,034.35	108,835.00	77,995.19	724,109.75	219,545.72	943,655.47
2012	82,758.00	44,000.40	124,425.00	12,972.45	30,722.00	10,810.94	23,002.00	6,678.23	118,525.00	5,926.26	57,287.76	2,864.38	241,107.63	45,428.16	17,201.05	4,618.74	114,821.00	71,364.68	809,849.44	204,664.24	1,014,513.68
2013	86,482.00	43,030.88	124,425.00	12,978.65	31,212.00	10,321.88	23,289.00	6,388.79	118,525.00	5,926.26	57,287.76	2,864.38	239,107.63	32,167.24	17,373.06	4,446.72	117,501.00	68,684.76	815,202.45	186,809.56	1,002,012.01
2014	90,461.00	38,849.32	124,425.00	12,980.86	31,709.00	9,824.99	23,580.00	6,095.75	118,525.00	5,926.26	57,287.76	2,864.38	248,107.63	25,541.56	17,546.79	4,272.98	119,851.00	66,334.74	831,493.18	172,690.84	1,004,184.02
2015	95,097.00	34,434.13	124,425.00	13,002.32	32,213.00	9,320.15	23,875.00	5,799.07	118,525.00	5,926.26	57,287.76	2,864.38	141,107.63	20,579.42	17,722.26	4,097.52	122,248.00	63,937.72	732,500.65	159,960.97	892,461.62
2016	99,971.00	29,222.83	124,425.00	12,999.96	32,726.00	8,807.32	24,174.00	5,498.70	118,525.00	5,926.26	57,287.76	2,864.38	142,107.63	17,757.26	17,899.48	3,920.30	124,000.00	62,185.78	741,115.87	149,182.79	890,298.66
2017	105,094.00	23,675.81	124,425.00	12,997.45	33,248.00	8,286.36	24,475.00	5,194.49	118,525.00	5,926.26	57,287.76	2,864.38	138,107.63	14,915.10	18,078.48	3,741.30	126,221.00	59,964.64	745,461.87	137,565.79	883,027.66
2018	110,480.00	17,845.09	124,425.00	12,994.81	33,776.00	7,757.00	24,782.00	4,886.58	118,525.00	5,926.26	57,287.76	2,864.38	144,107.63	12,152.96	18,259.26	3,560.52	128,810.00	57,375.56	760,452.65	125,363.16	885,815.81
2019	116,225.00	11,735.14	124,425.00	12,996.20	34,314.00	7,219.30	25,091.00	4,574.73	118,525.00	5,926.26	57,287.76	2,864.38	58,107.63	9,270.80	18,441.85	3,377.91	131,739.00	54,446.96	684,156.24	112,411.68	796,567.92
2020	122,269.00	7,586.02	124,425.00	12,993.30	34,861.00	6,673.05	25,405.00	4,259.05	118,525.00	5,926.26	57,287.76	2,864.38	57,107.63	8,108.66	18,626.27	3,193.50	134,905.00	51,280.56	693,411.66	102,884.78	796,296.44
2021	128,627.00	4,126.46	124,425.00	12,990.24	35,416.00	6,118.08	25,723.00	3,939.42	118,525.00	5,926.26	57,287.76	2,864.38	61,107.63	6,966.50	18,812.54	3,007.24	138,147.00	48,038.04	708,070.93	93,976.62	802,047.55
2022					35,979.00	5,554.21	26,044.00	3,615.75	118,525.00	5,926.26	57,287.76	2,864.38	65,107.63	5,744.34	19,000.66	2,819.12	141,648.00	44,538.02	463,592.05	71,062.08	534,654.13
2023					36,552.00	4,981.44	26,369.00	3,288.03	118,525.00	5,926.26	57,287.76	2,864.38	65,107.63	4,442.20	19,190.67	2,629.12	145,328.00	40,857.22	468,360.06	64,988.65	533,348.71
2024					37,134.00	4,399.54	26,700.00	2,956.30	118,525.00	5,926.26	57,287.76	2,864.38	64,107.63	3,140.04	19,382.57	2,437.21	149,199.00	36,986.34	472,335.96	58,710.07	531,046.03
2025					37,725.00	3,808.35	27,033.00	2,620.32	118,525.00	5,926.26	57,287.76	2,864.38	63,107.61	1,857.88	19,576.40	2,243.40	153,319.00	32,866.88	476,573.77	52,187.47	528,761.24
2026					38,326.00	3,207.80	27,371.00	2,280.19	118,525.00	5,926.26	57,287.76	2,864.38			19,772.16	2,047.64	157,652.00	28,534.02	418,933.92	44,860.29	463,794.21
2027					38,936.00	2,597.66	27,713.00	1,935.80	118,525.00	5,926.26	57,287.76	2,864.38			19,969.89	1,849.92	162,985.00	23,200.48	425,416.65	38,374.50	463,791.15
2028							28,059.00	1,587.09	118,525.00	5,926.26	57,287.76	2,864.38			20,169.58	1,650.22	168,499.00	17,686.54	392,540.34	29,714.49	422,254.83
2029									59,262.50	2,963.13	28,644.20	1,432.19			20,371.28	1,448.52	174,199.00	11,986.06	282,476.98	17,829.90	300,306.88
2030															20,575.01	1,244.79	180,093.00	6,092.72	200,668.01	7,337.51	208,005.52
TOTAL	1,711,500.00	872,267.79	2,488,500.00	246,510.61	673,000.00	153,859.04	500,000.00	95,229.73	2,168,450.00	108,422.68	1,066,180.00	53,308.84	1,963,614.43	265,268.36	375,000.00	60,641.02	2,800,000.00	924,356.91	13,746,244.43	2,779,864.98	16,526,109.41

Lake Auburn Watershed Commission
Proposed Budget
For the Fiscal Year 2014

	2011 Actual	2012 Actual	2013 Budget	Estimated 2013 Actual	2014 Budget
Expenditures:					
Auburn Water District	12,713.87	12,779.12	20,000.00	18,000.00	13,000.00
Lewiston Water Division	6,080.00	9,999.00	10,000.00	7,000.00	10,000.00
Executive Administration	6,994.17	7,087.37	6,000.00	6,500.00	6,500.00
Contingency	-	-	250.00	-	0.00
Source Protection Management	9,322.50	36,592.58	35,300.00	32,361.00	54,000.00
Forestry	6,046.43	4,427.07	5,100.00	6,584.00	3,100.00
Outside Services	3,090.00	4,357.74	4,400.00	5,700.00	5,500.00
Sanitary Facilities	3,208.50	3,304.00	3,360.00	3,353.00	3,360.00
Repairs to Property & Equipment	17,565.05	11,637.48	17,000.00	17,000.00	9,000.00
Public Education	4,362.55	738.31	76,000.00	62,405.00	72,750.00
Insurances	6,426.50	7,927.33	6,250.00	9,188.00	11,090.00
Legal	9,426.06	1,231.24	4,000.00	6,243.00	5,500.00
Audit/Financial Services	5,791.26	6,091.26	6,392.00	6,192.00	6,592.00
Property Taxes	3,105.07	3,713.05	3,860.00	3,805.00	3,940.00
Operational Supplies	-	-	6,100.00	6,335.00	2,100.00
Miscellaneous	1,781.91	985.39	2,405.00	2,065.00	2,250.00
Total Operating Expenditures	95,913.87	110,870.94	206,417.00	192,731.00	208,682.00
Capital Expenditures:					
Pontoon Motor		7,400.00			
GIS Flyover			10,000.00	10,000.00	
Boat Lift			6,000.00	5,830.00	
Forestry Plan				10,000.00	
Dash Boat			15,000.00		
Total Capital Expenditures	-	7,400.00	31,000.00	25,830.00	-
Total Expenditures	**95,913.87**	**118,270.94**	**237,417.00**	**218,561.00**	**208,682.00**
Revenues:					
Contributions - AWD	54,270.00	70,607.00	62,558.00	62,558.00	87,500.00
Contributions - LWD	54,270.00	70,607.00	62,558.00	62,558.00	87,500.00
Fund Balance Carryforward			100,000.00		24,450.00
Sale of Timber/Assets	29,725.90	20,346.91	7,000.00	20,967.00	4,000.00
Intergovernmental	3,850.00	5,000.00	5,000.00	5,805.00	5,000.00
Interest	368.98	273.45	301.00	215.00	232.00
Total Revenues	**142,484.88**	**166,834.36**	**237,417.00**	**152,103.00**	**208,682.00**
Surplus	**46,571.01**	**48,563.42**	**0.00**	**-66,458.00**	**0.00**
Total contributions from each entity:					
Operations	54,270.00	70,607.00	62,558.00	62,558.00	87,500.00
Land Acquisition	100,000.00	70,000.00	125,000.00	125,000.00	125,000.00
	154,270.00	**140,607.00**	**187,558.00**	**187,558.00**	**212,500.00**
					13.30%
Water Withdrawal Revenue	877.54	966.55	850.00	1,042.00	1,000.00
Accumulative Balance	4,232.06	5,198.61		6,240.61	**7,240.61**

Health Insurance Summary

CURRENT (2013) Health Insurance Cost
PLAN = PPO-500

Employee	District	Plan	Monthly Total Premium	Monthly Employee Cost	Monthly District Cost
Bales	AWD	Family	$1,434.33	$215.15	$1,219.18
Bell	AWD	Emp & Sp.	$1,434.33	$215.15	$1,219.18
Bouyea	AWD	Family	$1,434.33	$215.15	$1,219.18
Broadbent	AWD	Family	$1,434.33	$215.15	$1,219.18
Dillingham	AWD	Emp & Sp.	$1,434.33	$215.15	$1,219.18
Fortin	AWD	Family	$1,434.33	$215.15	$1,219.18
Hill	AWD	Family	$1,434.33	$215.15	$1,219.18
Holmes	AWD	Single	$639.42	$95.91	$543.50
Lajoie	AWD	Family	$1,434.33	$215.15	$1,219.18
Lane	AWD	Emp & Child	$1,043.33	$156.50	$886.83
Leavitt	AWD	Family	$1,434.33	$215.15	$1,219.18
Martin	AWD	Emp & Sp.	$1,434.33	$215.15	$1,219.18
Stevens	AWD	Family	$1,434.33	$215.15	$1,219.18
Storer	AWD	Single	$639.42	$95.91	$543.50
Tribou	AWD	Single	$639.42	$95.91	$543.50
Replace D.T.	AWD	Family	$1,434.33	$215.15	$1,219.18
Whitlock	AWD	Emp & Sp.	$1,434.33	$215.15	$1,219.18
Noyes	ASD	Opt-Out	$0.00	$0.00	$0.00
Bassalone	ASD	Opt-Out	$0.00	$0.00	$0.00
Dinkwater	ASD	Emp & Sp.	$1,434.33	$215.15	$1,219.18
Fame	ASD	Family	$1,434.33	$215.15	$1,219.18
Mamaeb	ASD	Emp & Child	$1,043.33	$156.50	$886.83
Hazelton	ASD	Family	$1,434.33	$215.15	$1,219.18
Talbot	ASD	Family	$1,434.33	$215.15	$1,219.18
Miller	ASD	Family	$1,434.33	$215.15	$1,219.18
		MONTHLY EXPENSE:	$29,822.92	$4,473.44	$25,349.48
		ANNUAL EXPENSE:	$357,875.00	$53,681.25	$304,193.75

ASD Annual share:		27.5%	$83,793.00
AWD Annual Share:		72.5%	$220,400.75
TOTAL:			$304,193.75

PROJECTED 2014 Cost with Current Plan @ 4% Increase per MMEHT
PLAN = PPO-500

Monthly Total Premium	Monthly Employee Cost	Monthly District Cost
$1,491.71	$223.76	$1,267.95
$1,491.71	$223.76	$1,267.95
$1,491.71	$223.76	$1,267.95
$1,491.71	$223.76	$1,267.95
$1,491.71	$223.76	$1,267.95
$1,491.71	$223.76	$1,267.95
$1,491.71	$223.76	$1,267.95
$664.99	$99.75	$565.24
$1,491.71	$223.76	$1,267.95
$1,085.07	$162.76	$922.31
$1,491.71	$223.76	$1,267.95
$1,491.71	$745.85	$745.85
$1,491.71	$223.76	$1,267.95
$664.99	$99.75	$565.24
$664.99	$99.75	$690.24
$1,491.71	$223.76	$1,267.95
$1,491.71	$223.76	$1,267.95
$250.00	$0.00	$250.00
$250.00	$0.00	$250.00
$1,491.71	$223.76	$1,267.95
$1,491.71	$223.76	$1,267.95
$1,085.07	$162.76	$922.31
$1,491.71	$223.76	$1,267.95
$1,491.71	$223.76	$1,267.95
$1,491.71	$223.76	$1,267.95
$31,515.83	$5,174.47	$26,466.36
$378,190.00	$62,093.67	$317,596.33

ASD share:	29.3%	$93,144.72
AWD Share:	70.7%	$224,451.61
TOTAL:		$317,596.33

Set Up HRA Account

3 Single	$1,500.00	$4,500.00
6 Emp/Sp/Child	$3,000.00	$18,000.00
13 Family	$3,000.00	$39,000.00
HRA Fees	$2,500.00	$2,500.00
	Total =	$64,000.00

2011 POS C Comprehensive Plan - Actual

ASD Annual share:	$116,387.00	33.2%	$95,474.00
AWD Annual Share:	$231,806.00	66.8%	$191,769.00
TOTAL:	$348,193.00		$287,243.00

2012 PPO 500 Plan - Actual

ASD Annual share:	$101,869.22	30.9%	$83,776.70
AWD Annual Share:	$227,451.84	69.1%	$187,479.85
TOTAL:	$329,321.06		$271,256.55

2013 PPO 500 Plan - Forecast

ASD Annual share:	$112,266.69	33.9%	$106,733.00
AWD Annual Share:	$250,016.18	66.1%	$207,741.00
TOTAL:	$362,282.87		$314,474.00

2014 PPO 500 Plan - Budget

ASD Annual share:	$119,379.84	29.3%	$99,401.36
AWD Annual Share:	$293,243.49	70.7%	$239,528.30
TOTAL - 2013:	$412,623.33		$338,929.67

Worst Case - 100% Utilization

		$64,000.00
		$317,596.33
		$381,596.33
ASD Cost:	29.3%	$111,914.65
AWD Cost:	70.7%	$269,681.68
TOTAL PLAN COST:		$381,596.33

Scenario w/ 33% Utilization

		$21,333.33
		$317,596.33
		$338,929.67
ASD Cost:	29.3%	$99,401.36
AWD Cost:	70.7%	$239,528.30
TOTAL PLAN COST - 2014:		$338,929.67

Recommendation for 2014

FINAL 12-18-13

AUBURN WATER DISTRICT
AUBURN SEWERAGE DISTRICT
2014 Budget

VEHICLES, WATER	Actual 2011	Actual 2012	BUDGET 2013	Projected 2013	BUDGET 2014	Notes
Unit # 16, 2000 Chevy Pickup	1,910	609	1,743	1,500	3,340	*Gas & Maintenance*
Unit # 19, 2002 GMC Sierra 1500 P/U	1,920	3,409	2,973	1,500	2,276	*Gas & Maintenance*
Unit # 22, 2003 Ford Focus Wagon	401	702	1,743	650	3,500	*Gas & Maintenance*
Unit # 23, 2004 GMC 8 cy Dump Truck	427	5,235	3,075	2,500	8,721	*Gas & Maintenance*
Unit # 24, 2005 Chevy 1 Ton Utility	6,523	10,340	10,019	8,500	5,000	*Replacing in 2014*
Unit # 25, 2005 Chevy Silverado	2,014	1,804	2,255	1,300	1,706	*Gas & Maintenance*
Unit # 26, 2006 Chevy 1 Ton 2 WD	3,867	5,075	5,228	3,500	4,147	*Gas & Maintenance*
Unit # 28, 2007 Ford 1 Ton Utility	5,067	7,280	5,945	6,100	10,149	*Gas & Maintenance*
Unit # 29, 2008 Chevy Colorado	3,739	4,027	3,895	7,500	5,089	*Gas & Maintenance*
Unit # 30, 2008 JD Backhoe-Loader	17,272	3,961	4,818	3,700	3,831	*Gas & Maintenance*
Unit # 31, 2010 Ford Transit Van	2,434	2,614	2,870	2,000	2,349	*Gas & Maintenance*
Unit # 32, 2011 Ford F-350 P/U	3,316	4,863	5,330	3,100	3,760	*Gas & Maintenance*
Unit # 33, 2012 Ford Service Truck	0	1,943	2,050	3,000	1,648	*Gas & Maintenance*
Unit # 34, 2004 Dump Truck	0	0	0	8,000	8,000	*Gas & Maintenance*
Unit # 36, 2013 Ford 150	0	0	0	1,000	3,000	*Gas & Maintenance*
Unit # XX, New Mini-Loader	0	0	0	0	3,000	*Gas & Maintenance*
All Other Miscellaneuos Transportation	5,254	3,287	7,688	2,000	5,000	*Trailers, Tools, Etc*
Labor on Vehicles & Equipment	9,339	12,042	10,200	21,850	14,410	*In-House Work on Equip*
TOTAL:	**$63,483**	**$67,191**	**$69,830**	**$77,700**	**$88,925**	

VEHICLES, SEWER	Actual 2011	Actual 2012	BUDGET 2013	Projected 2013	BUDGET 2014	Notes
Unit #21, 2002 Chevy Service Truck	5,055	4,107	4,911	4,150	3,500	*Replacing in 2014*
Unit #27, 2006 Chevy Plow Truck	2,914	5,665	3,588	5,500	4,693	*Gas & Maintenance*
Leased Vacuum Truck	0	0	6,500	5,000	7,850	*Gas & Maintenance*
All Other Vehicle Related	512	377	844	650	513	*Durand Flusher*
TOTAL:	**$8,481**	**$10,149**	**$15,843**	**$15,300**	**$16,556**	

AUBURN WATER DISTRICT
AUBURN SEWERAGE DISTRICT
2014 Equipment Budget

2014 Equipment Budget	BUDGET COST	AWD SHARE	ASD SHARE	LEW SHARE	Notes
Water Operations					
L35 mini-loader	$75,000	$37,500	$37,500	$0	*Multi-use, snow removal, load @ reservoir, trench backfilling*
Plow for one-ton dump (#32)	$6,000	$6,000	$0	$0	*Plowing reservoirs, hydrants, Spring Road*
Utility Truck	$35,000	$35,000	$0	$0	*Replace T-24, year 2005, high mileage*
Cost of Service Study	$30,000	$15,000	$15,000	$0	*Cost of Service Study, Rate Design (Chris Woodcock)*
	$146,000	**$93,500**	**$52,500**	**$0**	
Sewer Operations					
Utility Truck	$45,000	$0	$45,000	$0	*Replace T-21, include crane for pump removal*
Vacuum truck & flusher	$0	$0	$68,500	$0	*Capital Lease - 5 Years @ $68,500 per year - 2014 = Year 2*
	$45,000	**$0**	**$113,500**	**$0**	
SCADA & Electrical					
Generator at Ipswich	$5,000	$2,500	$2,500	$0	*SCADA Reliability for data transmission*
SCADA Tablets	$15,000	$7,500	$7,500	$0	*New Tablets for SCADA Use*
SCADA Laptop	$2,500	$1,250	$1,250	$0	*Replacment Computer for SCADA*
	$22,500	**$11,250**	**$11,250**	**$0**	
UV Plant & Lab					
Entrance gate	$20,000	$10,000	$0	$10,000	*Automatic gate w/ card reader*
Concrete walkways	$20,000	$10,000	$0	$10,000	*Share 50/50 with Lewiston*
Tissue Culture Microscope	$8,000	$4,000	$0	$4,000	*Lab Equipment*
Process Analyzers	$8,000	$4,000	$0	$4,000	*Lab Equipment*
	$56,000	**$28,000**	**$0**	**$28,000**	
Office & Administrative					
Computers	$8,000	$4,000	$4,000	$0	*Replace Desktop Computers in Office (No XP Support)*
Digital Imaging System	$15,000	$7,500	$7,500	$0	*Konica KIP 700 Digital Imaging System (Scan, Maps, Etc)*
Office rehab	$8,000	$4,000	$4,000	$0	*Remove woodstove, renovate old lab office, garage storage*
E.O.P. lighting	$10,000	$5,000	$5,000	$0	*Replace 90 troffers, $3,100 annual savings - 20,000 kwhr's*
	$41,000	**$20,500**	**$20,500**	**$0**	
TOTAL 2013:	**$310,500**	**$153,250**	**$197,750**	**$28,000**	

AUBURN WATER DISTRICT
AUBURN SEWERAGE DISTRICT

Capital Projects Summary

2014 Project Capital Improvement Projects (not budgeted in regular O&M)

2014 Water District Projects	BUDGET COST	Priority BUDGET COST	Future BUDGET COST	Notes
MAINS & INFRASTRUCTURE				
S. Main - Cook back to Bolster	$216,000	$216,000	$0	*City Repaving, All New, 1800 feet*
Hotel Road - Minot back to Steevens Mill Rd	$240,000	$240,000	$0	*City Repaving, All New, 2400 feet*
Littlefield Bridge Removal	$26,500	$26,500	$0	*$53,000 Total, Split 50/50 with ASD*
Poland Road - Hammond Lumber towards Manley	$350,000	$0	$350,000	*Poor Condition - Needs Replacement*
Valview	$200,000	$0	$200,000	*Poor Condition - Needs Replacement*
Silva	$75,000	$0	$75,000	*Deteriorated Galvanized Line*
Sub-Total =	**$1,107,500**	**$482,500**	**$625,000**	
LAKE STUDY & REMEDIATION				
Temp Labor/Assistance	$6,250	$6,250	$0	1 Intern - Field Technician
Bates College - Data Buoy & Research	$16,500	$16,500	$0	Realtime Data Buoy, Gloeotrichia Research
VLMP	$6,000	$6,000	$0	Baseline Monitoring in Watershed
Dr. Ken Wagner	$5,000	$5,000	$0	Ongoing Algae Consultation
Lake Testing	$30,000	$30,000	$0	Outsourced phosphorus, chloraphyll, nitrates
Lake Treatment	$1,000,000	$1,000,000	$0	Nutrient binder or phosphorus stripping
Sub-Total =	**$1,063,750**	**$1,063,750**	**$0**	
Groundwater Exploration *	$100,000	$100,000	$0	Alternate - dependent on Lake treatment
WATER TOTALS:	**$2,271,250**	**$1,646,250**	**$625,000**	

2014 Sewer District Projects	BUDGET COST	Priority BUDGET COST	Future BUDGET COST	Notes
I&I Remediation Projects & CSO Work	$2,600,000	$250,000	$2,350,000	*5yr CSO Plan Updated. Begin Implementations*
I&I Additional Investigation	$75,000	$75,000	$0	*Additional smoke-testing and evaluation*
Clean Interceptor	$10,000	$10,000	$0	*Remove debris from 36-inch Interceptor - In-House*
Sewer Liner - Academy Street	$54,000	$54,000	$0	*Re-Line: 1250 feet of 10-12" sewer main*
Sewer Liner - James Street	$47,000	$47,000	$0	*Re-Line: 1050 feet of 12" sewer main*
Sewer Liner - Newbury Street	$30,000	$30,000	$0	*Re-Line: 720 feet of 10-12" sewer main*
Sewer Liner - 3rd Street	$20,000	$20,000	$0	*Re-Line: 415 feet of 8" sewer main*
Sewer Liner - Western View	$15,000	$0	$15,000	*Re-Line: 300 feet of 8" sewer main*
Replace Sewer Main - 5th Street	$45,000	$45,000	$0	*Replace: 400 feet of 12" sewer main*
Sewer Liner - S Main (Roy to Ipswich)	$180,000	$0	$180,000	*Re-Line: 4000 feet of 12" sewer main - Future Project*
E5 & E6 Stations	$30,000	$30,000	$0	*Valve Pits*
Rehab Taylor Pond West Side Stations	$25,000	$25,000	$0	*New pumps W-3, New electrical & controls W-6*
E-2 Station Upgrade	$45,000	$45,000	$0	*New pumps & electrical service and VFD's*
Littlefield Bridge Removal	$26,500	$26,500	$0	*$53,000 total, split 50/50 with water*
TOTAL:	**$3,202,500**	**$657,500**	**$2,545,000**	

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
Adam R. Lee, Ward Four

Leroy Walker, Ward Five
Belinda Gerry, At Large
David Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

RESOLVE XX-XXXX2014

RESOLVED, that the Auburn City Council, in accordance with Section 13 of the Auburn Water District Charter, hereby grants permission to the Auburn Water District (the "Water District") to issue its bonds (and notes in anticipation thereof) (referred to herein as the "Water District Bonds") in the aggregate principal amount not to exceed $1,000,000 to finance an in-lake aluminum sulfate (alum) or other chemical treatment to Lake Auburn to mitigate algae growth related to excess phosphorus in the water, and to the extent funds remain therefore, to finance upgrades to the Water District's water distribution system, including water main replacement, with other improvements ancillary and related thereto.

Be it further resolved by the Auburn City Council, that the Water District Bonds shall not constitute any debt or liability of the City or a pledge of the faith and credit of the City, but shall be payable solely by the Water District; and the issuance of the Water District Bonds shall not directly or indirectly or contingently obligate the City to levy or to pledge any form of taxation whatever therefor or to make any appropriation for their payment.

This resolve shall be final immediately upon enactment.

DRAFT

City Council
Workshop Information Sheet

City of Auburn

Council Workshop Date: February 24, 2014 **Item** C

Author: Sue Clements-Dallaire, City Clerk

Item(s) checked below represent the subject matter related to this workshop item.

☐**Comprehensive Plan** ☐**Work Plan** ☒**Budget** ☐**Ordinance/Charter** ☐**Other Business*** ☐**Council Goals****

****If Council Goals please specify type: ☐***Safety*** ☐***Economic Development*** ☐***Citizen Engagement***

Subject: Budget Presentations - #1

Information: Budgets for Public Administration (Assessing, Clerk, Finance, Health and Social Services, Human Resources, and ICT), Planning and Permitting, and City Manager, County Tax, Fringe Benefits, Legal, Mayor and Council, Workers Compensation, Special Funds, and Enterprise Funds.

Financial:

Action Requested at this Meeting: Discussion and public comment

Previous Meetings and History:

Attachments:
Budget documents

**Agenda items are not limited to these categories.*

Mission Statement

Enabling Auburn families to achieve self-sufficiency in a financially responsible way.

Description

State Statutes mandate the City of Auburn to provide services and financial assistance to citizens in need.

Programs

1. Public Health: The State requires all cities and towns have a Local Health Officer to ensure the public health of its citizens, according to **22 M.R.S.A., §451** (2%)

2. General Assistance program: A State mandated program, **22 M.R.S.A., § 1161**, which provides a specific amount and type of aid for defined basic necessity, such as shelter, fuel, and electricity or other commodity or service determined essential by the overseer in accordance with the municipality's ordinance and Statutes during a limited period of time. (80%)

3. Emergency Assistance program: A combination of Trust Funds, and other sources of revenue to assist on an emergency basis individual and households who are not eligible for General Assistance. These funds are not intended to be used as an ongoing source of revenue for individual who can utilize the General Assistance program. (10% of time, this can increase a great deal in the winter time. (10%)

4. Work Ready program: This program provides opportunities for clients to increase their ability to look for work, interview for a job, increase their skills and education. (8%)

Goals

- To transition households relying on public assistance to become more self sufficient.
- To be financially responsible to the taxpayers of Auburn.

Objectives

- To increase partnership with area agencies for better service to our clients.
- Seek out more charity donations for the pantry.
- Recruit nonprofit agencies to accept workfare clients.
- Work with Maine Welfare Directors Association and the Legislation to decrease the welfare cost.

Budget Drivers

- Housing cost; FY 12-13, 85% or $131,160 of the total allocated assistance went towards housing cost.
- Sixty month TANF timed out; FY 12-13, 22% or $33,720, of the budget was spent on households who have exhausted the TANF program.
- An increase in applicants has driven our budget, as more people have been found eligible for assistance.

Five year history of General Assistance.

Year	Number of Applications	Amount Assisted
2007-2008	507	$45,412.00
2008-2009	815	$96,110.00
2009-2010	800	$71,176.00
2010-2011	851	$103,345.00
2011-2012	1109	$121,990.00
2012-2013	1310	$156,454.00

PERFORMANCE MEASURES

MEASURE	GOALS	FY 2013	FY 2014
HOUSING COST	Decrease the length of time a household receives housing assistance.	3.3 mo. average	Not available
STATE REIMBURSEMENT	Monitor General Assistance spending to continue to receive 50% reimbursement and not reach the State Threshold amount of $597,540,	50%	50%
COST PER CAPITA	Maintain or lowering the cost per capita for Auburn.	6.76	Not Available
COST PER HOUSEHOLD	Manage the average cost per household for the duration of assistance given.	$777.63	Not Available

PROGRAM BUDGET - Public Health

Description	FTE	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Increase/Decrease	% Change
Salaries	.04	$ 1,367	$ 1,632	$ 1,700	$ 68	4.17%
Contracted Services					$ -	
Operations					$ -	
General Fund		$ 1,367	$ 1,632	$ 1,700	$ 68	4.17%

PROGRAM BUDGET - General Assistance

Description	FTE	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Increase/Decrease	% Change
Salaries	1.6	$ 54,690	$ 65,277	$ 68,018	$ 2,741	4.20%
Contracted Services		$ -	$ -	$ -	$ -	
Operations		$ 157,262	$ 107,862	$ 146,261	$ 38,399	35.60%
General Fund		$ 211,952	$ 173,139	$ 214,279	$ 41,140	23.76%

PROGRAM BUDGET - Emergency Assistance

Description	FTE	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Increase/Decrease	% Change
Salaries	.2	$ 6,836	$ 8,160	$ 8,501	$ 341	4.18%
Contracted Services					$ -	
Operations		$ 8	$ 80	$ 80	$ -	0.00%
General Fund		$ 6,844	$ 8,240	$ 8,581	$ 341	4.14%
Trust Fund Allocation		$ 3,420	$ 3,460	$ 3,610	$ 150	4.34%
Community Cords		$ 9,942	$ 10,455	$ 10,500	$ 45	0.43%
Total Funding		$ 20,206	$ 22,155	$ 22,691	$ 536	2.42%

PROGRAM BUDGET - Work Ready Program

Description	FTE	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Increase/Decrease	% Change
Salaries	.16	$ 5,469	$ 6,528	$ 6,793	$ 265	4.06%
Contracted Services			$ -	$ -	$ -	
Operations			$ -	$ -	$ -	
General Fund		$ 5,469	$ 6,528	$ 6,793	$ 265	4.06%

City of Auburn

Master List

Fiscal Year 2015
Proposed 3.18.2014

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Manager Proposed	Increase/ Decrease	%
0205 Health & Social Services Administration							
Regular Salaries	68,362	81,597	67,125	85,012	0	3,415	5%
Office Supplies	307	300	275	300	0	0	0%
Other Sup-Operating	78	800	135	800	0	0	0%
Training & Tuition	85	200	150	200	0	0	0%
Travel-Mileage	30	200	87	200	0	0	0%
Travel-Seminar Costs	0	400	100	400	0	0	0%
Dues & Subscriptions	30	60	60	60	0	0	0%
TOTAL	**68,892**	**83,557**	**67,932**	**86,972**	**-**	**3,415**	**4.1%**

City of Auburn

Master List

Fiscal Year 2015
Proposed 3.18.2014

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Manager Proposed	Increase/ Decrease	%
0210 Health & Social Services--Assistance							
PA - Electrical	6,772	4,400	7,494	10,032	0	5,632	75%
PA - Medical	4,651	3,754	4,232	8,670	0	4,916	116%
PA - Burial	3,812	1,790	2,892	2,585	0	795	27%
PA - Fuel	4,968	3,960	5,110	1,064	0	(2,896)	-57%
PA - Provisions	1,538	1,664	1,840	1,664	0	0	0%
PA - Rent	130,983	86,190	136,190	115,830	0	29,640	22%
PA - Other	4,016	4,224	3,926	4,536	0	312	7%
TOTAL	**156,740**	**105,982**	**161,684**	**144,381**	**-**	**38,399**	**36.2%**

City of Auburn

General Assistance

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	**Total**	**81,597**	**85,012**	**-**
Office Supplies	**Total**	**300**	**300**	**-**
Other Sup-Operating	**Total**	**800**	**800**	**-**
Training & Tuition	**Total**	**200**	**200**	**-**

Estimated Detail of **Regular Salaries**

Actual expenses may vary according to changing circumstances

Regular Salaries	Dept. Request	Manager Proposed
Welfare Director (non-union)	$ 55,567	
Case Worker (union)	$ 29,445	
	$ 85,012	**$ -**

Estimated Detail of **Office Supplies**

Actual expenses may vary according to changing circumstances

Office Supplies	Dept. Request	Manager Proposed
General Office Supplies	$ 300	
	$ 300	**$ -**

Estimated Detail of **Other Sup-Operating**

Actual expenses may vary according to changing circumstances

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

Estimated Detail of **Training & Tuition**

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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

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

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

City of Auburn

General Assistance

Fiscal Year 2015
Proposed 3.18.2014

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

Estimated Detail of **Travel-Mileage**

Actual expenses may vary according to changing circumstances

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

Estimated Detail of **Travel-Seminar Costs**

Actual expenses may vary according to changing circumstances

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

Estimated Detail of **Dues & Subscriptions**

Actual expenses may vary according to changing circumstances

Dues & Subscriptions	Dept. Request	Manager Proposed
See Below.	$ 60	
	$ 60	**$ -**

Line Item Narrative

Travel & Mileage: This account covers the cost of reimbursement to staff for use of personal vehicles on City business.
Travel & Seminar Costs: This account covers the cost of the Maine Welfare Directors Association (MWDA) Spring Seminar and the MMA convention in the fall for the director and caseworker. These are mandated professional development to be a certified GA administrator.
Dues & Subscriptions: This account includes the cost of subscriptions to publications and memberships in professional organizations. The memberships provide an opportunity to network with other professionals and utilize membership assistance as provided by the organizations.

City of Auburn

General Assistance

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
PA - Electrical	**Total**	**4,400**	**10,032**	**-**
PA - Medical	**Total**	**3,754**	**8,670**	**-**
PA - Burial	**Total**	**1,790**	**2,585**	**-**

Estimated Detail of **PA - Electrical**

Actual expenses may vary according to changing circumstances

PA - Electrical	*Avg. Applicants*	*Avg. Cost*	Dept. Request	Manager Proposed
Electricity Bills	66	$ 152	$ 10,032	
			$ 10,032	**$ -**

Estimated Detail of **PA - Medical**

Actual expenses may vary according to changing circumstances

PA - Medical	*Avg. Applicants*	*Avg. Cost*	Dept. Request	Manager Proposed
Medical Supplies	30	$ 289	$ 8,670	
			$ 8,670	**$ -**

Estimated Detail of **PA - Burial**

Actual expenses may vary according to changing circumstances

PA - Burial	*Avg. Applicants*	*Average Cost*	*Opening/ Closing*	Dept. Request	Manager Proposed
Burials	3	$ 795	$ 200	$ 2,585	
				$ 2,585	**$ -**

Line Item Narrative

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

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

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

City of Auburn

General Assistance

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
PA - Fuel	**Total**	**3,960**	**1,064**	**-**
PA - Provisions	**Total**	**1,664**	**1,664**	**-**
PA - Rent	**Total**	**86,190**	**115,830**	**-**

Estimated Detail of **PA - Fuel**

Actual expenses may vary according to changing circumstances

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

Estimated Detail of **PA - Provisions**

Actual expenses may vary according to changing circumstances

PA - Provisions	*Avg. Applicants*	*Average Cost*	Dept. Request	Manager Proposed
Food			$ 1,664	
			$ 1,664	**$ -**

Estimated Detail of **PA - Rent**

Actual expenses may vary according to changing circumstances

PA - Rent	*Avg. Applicants*	*Average Cost*	Dept. Request	Manager Proposed
Rental Payments	130	$ 891	$ 115,830	
			$ 115,830	**$ -**

Line Item Narrative

Fuel: This account funds the costs of heating, hot water and cooking fuel for eligible applicants. According to the Federal Regulations, Low Income Home Energy Programs (LiHEAP) cannot be considered as income when figuring a household budget, however; all applicants are referred to LiHEAP to apply for energy assistance. The increase is requested as a result of the increase in fuel prices and increase in number of applicants needing fuel assistance.
Provisions: This account is used to provide food for persons who are unable to provide for themselves or their dependents. According to the Federal Regulations, Food Supplement cannot be considered as income or taken into consideration when determining household income. Due to the mandated minimum standard of assistance under State Statutes and DHHS, this department is required to meet such standard as it increases each year. A small food pantry is maintained to help keep this line item down. The food pantry is supplied by employee donations.
Rent: This account is used to pay rent and sometimes mortgages for eligible households. Housing costs have escalated in the past years with the high cost of fuel, property maintenance and landlords unwilling to waive the security deposit or negotiate payment arrangements with tenants. General Assistance has a maximum on housing which helps keep the cost down, but makes it more challenging for clients to find housing within our guidelines. The large increase is a result of he increase in the number of applicants who are now applying for assistance and are found eligible.

City of Auburn

General Assistance

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
PA - Other	**Total**	**4,224**	**4,536**	**-**

Estimated Detail of **PA - Other**

Actual expenses may vary according to changing circumstances

PA - Other	*Avg. Applicants*	*Average Cost*	Dept. Request	Manager Proposed
Miscellaneous	168	$ 27	$ 4,536	
			$ 4,536	**$ -**

Line Item Narrative

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

MISSION STATEMENT

The Assessing Department's primary mission is to maintain equity for valuation purposes in compliance with the Constitution of the State of Maine and the governing statutes.

DESCRIPTION

The Assessing Department is comprised of the Assessor, Deputy Assessor and an Appraiser. The Assessing Department is mandated to operate an assessment program in compliance with the Constitution of the State of Maine under Title 36 of the Maine State Statute as promulgated by the legislature of the State of Maine.

The department works closely with the Finance Department for the commitment of taxes, abatement of taxes and supplemental assessments and the Economic Development, Code and Planning Departments on new development and permits.

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

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

As a public service agency, the Assessing Department strives to provide outstanding customer service, and educate the general public regarding property information, valuation, exemptions and tax relief programs.

PROGRAMS

1. ADMINISTRATION:

   (Title 36) Oversee the operations of the department and related programs, projects and the Patriot CAMA system. Management of staff which includes a full time Deputy Assessor, Appraiser as well as a shared person from planning and a contracted person for processing personal property Form 706 and BETE Exemption filings in addition to the appraiser and deputy assessor. Activities include but are not limited to completing all state required reports, budget management, purchasing, safety, evaluating employee performance, assisting in the LD1 and tax share agreement calculation, supplemental tax assessments and calculating the twelve TIF districts. Administration includes the State Sales Ratio Analysis and the State Reported Quality Rating. Staff spends approximately 15% of its time annually on administrative duties.

2. REAL ESTATE:

(Title 36 §706, 708) The department is responsible for managing 9,329 real estate accounts including all title and address changes. We apply and administer all of the exemptions to qualifying properties. We are responsible for reviewing, researching and qualifying over 500 deeds and property transfers annually. We coordinate all map changes with the city engineer and ICT for the WEBGIS property updates. We review 3 mobile home parks annually for ownership changes. We are responsible for all special land classifications and related programs. Staff spends approximately 19% of its time annually on the real estate accounts, inspections and taxpayer inquiries.

3. PERSONAL PROPERTY:

(Title 36 §706, 708) The department is responsible for managing 1,118 personal property accounts. This includes conducting a canvas of all businesses every spring and updating the business changes to complete a mass mailing of the 706 Detail Asset List and Business Equipment Tax Exemption forms. Once these forms are received we process them to update the personal property valuation for commitment. In the fall we process the Business Equipment Reimbursement Forms 801A & 801B. The department utilizes contract help and a shared person from the planning staff for this project. Staff spends approximately 31% of its time annually on the processing and management of the personal property accounts.

4. PERMITS:

(Title 36 §328-7) The department receives all permit applications and enters them into the Patriot system so that reports can be generated by staff to conduct permit inspections annually during the month of March. The data collected on changes to properties is analyzed and loaded into the Patriot system. Staff spends approximately 8% of its time annually on permit work.

5. COMMITMENT:

(Title 36 §709 & 753) The commitment process requires a full audit of all exemptions, real estate and personal property valuations. After the audit process, the bridge with Munis is completed with the tax collector in order to establish the tax role. Completing the Municipal Valuation Return is part of this program. Staff spends approximately 11% of its time annually on the commitment process.

6. QUARTERLY REVIEWS:

(Title 36 §328-7) The department is mandated to physically inspect and inventory all real property in the city every 4 years. Approximately 2,100 properties per year are reviewed primarily during the month of October to meet this requirement. These are exterior reviews where we note changes to properties including additions, deletions etc. We also input the data into the Patriot System to update valuation. The department shares a staff person from the Planning Department for one month for this project. Staff spends approximately 10% of its time annually on the quarterly reviews.

7. ABATEMENTS & APPEALS:

   (Title 36 §841-843) Within 185 days from the date of commitment applications can be filed by taxpayers stating the grounds for an abatement. Once the abatement is filed the property and any supporting real estate appraisal or documents are reviewed. If the abatement is denied the taxpayer can then file a tax appeal to the Board of Assessment Review and an appeal hearing is scheduled. We act as administrators for the Board of Assessment Review during the preliminary process to meet scheduling requirements set forth by Maine State Statute. Staff spends approximately 6% of its time annually on abatements & appeals.

GOALS AND OBJECTIVES

- The primary goal of the assessing department is to fairly and equitably value all taxable property within the municipality and to deliver the commitment of taxes in a timely manner that coincides with the adoption of the city budget.
- Maintain, educate and improve the transfer of information internally and externally to local businesses, the general public and city departments. Work closely with other departments in communicating issues that involve them.
- Encourage staff to maintain accreditations, seek education to enhance personal growth and development. Promote positive employee morale and keep communications open between management and staff.
- Research innovative ways to educate the general public on the assessment process and the available tax relief programs. Assist and educate our local businesses on personal property statutes, forms and programs.
- Build on the interactions between citizens of the community to create an open and transparent relationship that builds public trust.
- Report observed safety issues discovered on field inspections that affect the quality of life in our community.
- Attend safety training courses and attend updates annually.
- Keep the Assessing Department Web Page updated.
- Survey and visit other communities for better ways to create efficiencies.

BUDGET DRIVERS

1. Regular Salaries – Salaries has been increased by $13,500 for a part time administrative assistant. This person will assist us with public communications and administrative duties. According to the IAAO, one full time employee for every 2,500 parcels is typical for a municipality having computer assistance.

2. PS - General has been increased by $3,000 for contracted services which allows us to complete the personal property 706 returns in a timely manner for commitment and for any special valuation needs.

3. Office supplies have increased by $600 to obtain the Marshall & Swift Valuation cost manual updates annually. These updates are required to keep the cost manual current and there were never budgeted prior to this year.

4. Vehicle repairs have increased by $700 anticipating increased maintenance costs associated to an 8 year old vehicle.

5. $1,200 is budgeted for vehicle leasing of 2 cars to assure the department will have enough city vehicles to conduct our quarterly reviews during the month of October.

PERFORMANCE MEASURES

MEASURE	GOALS	FY 2013	FY 2014
STATE SALES RATIO 70 TO 110%	To attain an assessment ratio of 100%	Based on FY 2011 105%	Based on FY 2012 104%
STATE REPORTED QUALITY RATING/UNIFORMITY OF ASSESSMENTS State's Quality Rating Scale • Less than 10 – Excellent • 10-15 Good • 15-20 Acceptable • Over 20 - unacceptable	Achieve a quality rating less than 10	Based on FY 2011 105% 10	Based on FY 2012 104% 10
COMMITMENT	Complete the commitment no later than July 15th	Aug 7	Aug 21
ABATEMENTS & **APPEALS**	Total abatements not to exceed 120 per year Total appeals not to exceed 3 per year	78 1	66 to date 0
EMPLOYEES – FTE 3.5	International Association of Assessing Officers (IAAO) recommends an appraiser for every 2,000 properties – Goal is to maintain a stabilized operation with 3.5 employees with contracted help and shared staff for the major projects.	3	3.5

PROGRAM BUDGET

	Actual FY 2013	Actual FY 2014	Budgeted FY 2015
Salaries	$169,156	$158,192 (TIF Reduced $10,964)	$172,330 (TIF Reduced $10,925)
Contracted Services	$5,000	$5,000	$8,000
Operations	$9,625	$9,065	11,640

City of Auburn

Master List

Fiscal Year 2015
Proposed 3.18.2014

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Manager Proposed	Increase/ Decrease	%
0135 Assessing Services							
Regular Salaries	161,557	158,192	160,920	172,330	0	14,138	9%
Longevity Bonus	0	0	0	0	0	0	0%
PS - General	5,000	5,000	4,000	8,000	0	3,000	75%
PS - Recording Fee	916	1,500	1,000	1,500	0	0	0%
Reports, Printing, & Binding	248	300	250	300	0	0	0%
Office Supplies	448	600	550	1,200	0	600	109%
MV Sup-Gas & Oil	383	400	400	400	0	0	0%
Comm - Telephone	1,138	1,200	1,300	1,200	0	0	0%
Advertising	271	485	235	500	0	15	6%
Repairs - Vehicles	245	300	200	1,000	0	700	350%
Training & Tuition	540	2,200	1,755	2,200	0	0	0%
Travel-Mileage	137	400	280	400	0	0	0%
Travel-Seminar Costs	439	0	0	0	0	0	0%
Dues & Subscriptions	1,700	1,700	1,790	1,740	0	40	2%
Leased Vehicle	0	0	0	1,200	0	1,200	0%
TOTAL	**173,022**	**172,277**	**172,680**	**191,970**	**-**	**19,693**	**11.4%**

City of Auburn

Assessing

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	**Total**	**158,192**	**172,330**	**-**
Longevity Bonus	**Total**	**-**	**-**	**-**

Estimated Detail of **Regular Salaries**

Actual expenses may vary according to changing circumstances

Regular Salaries		Dept. Request	Manager Proposed
Lead Assessor (non-union)		$ 71,950	
Deputy Assessor (non-union)		$ 58,450	
Appraiser (union)		$ 39,355	
Office Assistant (Part-time)(new position)		$ 13,500	
		$ 183,255	**$ -**
	TIF Offset	**$ 10,925**	
		$ 172,330	**$ -**

Estimated Detail of **Longevity Bonus**

Actual expenses may vary according to changing circumstances

Longevity Bonus	Dept. Request	Manager Proposed
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. The part time assistant will work with the department on administrative duties and public communications. According to the IAAO, one full time employee for every 2,500 parcels is typical for a municipality having computer assistance.

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 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
PS - General	**Total**	**5,000**	**8,000**	**-**
PS - Recording Fee	**Total**	**1,500**	**1,500**	**-**

Estimated Detail of **PS - General**

Actual expenses may vary according to changing circumstances

PS - General		Dept. Request	Manager Proposed
Contract acted Services		$ 8,000	
Parcel Count			
Real Estate	9,329		
Personal Property	1,118		
		$ 8,000	**$ -**

Estimated Detail of **PS - Recording Fee**

Actual expenses may vary according to changing circumstances

PS - Recording Fee	Dept. Request	Manager Proposed
Annual Fee and Deed Copies	$ 1,500	
	$ 1,500	**$ -**

Line Item Narrative

Purchased Services - General: Every year we contract a person to assist us with the processing of business personal property 706 and BETE applications during the months of April and May. This account will also fund special valuation needs.

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 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Reports, Printing, & Binding	**Total**	**300**	**300**	**-**
Office Supplies	**Total**	**600**	**1,200**	**-**
MV Sup-Gas & Oil	**Total**	**400**	**400**	**-**

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

Actual expenses may vary according to changing circumstances

Reports, Printing, & Binding	Dept. Request	Manager Proposed
Commitment Book	$ 300	
	$ 300	**$ -**

Estimated Detail of **Office Supplies**

Actual expenses may vary according to changing circumstances

Office Supplies	Dept. Request	Council Adopted
See Below	$ 1,200	
	$ 1,200	**$ -**

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

Actual expenses may vary according to changing circumstances

MV Sup-Gas & Oil	Dept. Request	Manager Proposed
See Below	$ 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 real estate and personal property assessments, exemptions and municipal valuation return documents of any given year. The valuation books also contain the Tax Rate Calculation sheet, Assessor's Certification, and the Collector's Warrant and Certification of Commitment.

Office Supplies: Account includes the cost of general office supplies, report folders for hearings with the Board of Assessment Review and the Marshall & Swift Valuation cost manual updates. Theupdates were never budgeted before and are needed to keep our current cost schedules up to date.

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

City of Auburn

Assessing

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Comm - Telephone	**Total**	**1,200**	**1,200**	**-**
Advertising	**Total**	**485**	**500**	**-**
Repairs - Vehicles	**Total**	**300**	**1,000**	**-**

Estimated Detail of **Comm - Telephone**

Actual expenses may vary according to changing circumstances

Comm - Telephone	*Cost / Month*	Dept. Request	Manager Proposed
2 Air Cards and 1 Shared Cellular Phone	$ 100	$ 1,200	
		$ 1,200	**$ -**

Estimated Detail of **Advertising**

Actual expenses may vary according to changing circumstances

Advertising	Dept. Request	Manager Proposed
Newspaper Advertising	$ 500	
	$ 500	**$ -**

Estimated Detail of **Repairs - Vehicles**

Actual expenses may vary according to changing circumstances

Repairs - Vehicles	Dept. Request	Manager Proposed
2005 Hyundai Elantra	$ 1,000	
	$ 1,000	**$ -**

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. The department is currently using two unreimbursed personal cell phones.

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 unexpected repairs to the Department's vehicle 9 year old vehicle. The Assessing Department uses a 2005 Hyundai Elantra.

City of Auburn

Assessing

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Training & Tuition	**Total**	**2,200**	**2,200**	**-**
Travel-Mileage	**Total**	**400**	**400**	**-**

Estimated Detail of **Training & Tuition**

Actual expenses may vary according to changing circumstances

Training & Tuition	Dept. Request	Manager Proposed
Continuing Education for Certifications and Licenses - Mandatory	$ 2,200	
	$ 2,200	**$ -**

Estimated Detail of **Travel-Mileage**

Actual expenses may vary according to changing circumstances

Travel-Mileage	Dept. Request	Manager Proposed
Mileage	$ 400	
	$ 400	**$ -**

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). All staff are required complete 16 hours of continuing education per year to maintain Certified Maine Assessor status. The assessor is also a State of Maine Certified General Appraiser and is a Senior Residential Appraiser member of the Appraisal Institute. These appraisal diciplines require an additional 34 hours of continuing education.

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

City of Auburn

Assessing

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Dues & Subscriptions	**Total**	**1,700**	**$ 1,740**	**$ -**
Leased Vehicle	**Total**	**-**	**1,200**	**-**

Estimated Detail of **Dues & Subscriptions**

Actual expenses may vary according to changing circumstances

Dues & Subscriptions	Dept. Request	Manager Proposed
IAAO (International Association of Assessing Officers) National - Deputy Assessor	$ 175	
IAAO State Chapter - all staff	$ 90	
MAAO (Maine Association of Assessing Officers) - all staff	$ 90	
State Appraisal License - Assessor	$ 380	
Appraisal Institute - Assessor	$ 1,005	
	$ 1,740	**$ -**

Estimated Detail of **Leased Vehicle**

Actual expenses may vary according to changing circumstances

Leased Vehicle	Dept. Request	Manager Proposed
Vehicle Lease 2 cars (1 month - October)	$ 1,200	
	$ 1,200	**$ -**

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.

Vehicle Lease: The Assessing Deptartment has 1 vehicle to be shared amongst 4 people for our quartely property review project. We need to have 2 additional vehicles guaranteed to be avaiable plus 1 vehicle shared from another department to conduct over 2,000 annual quarterly property reviews during the month of October.

City Clerk

MISSION STATEMENT

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

DESCRIPTION

The Office of the City Clerk is currently staffed with 3 full time employees (the City Clerk, the License Specialist/Deputy Clerk, and the Information Assistant/Switchboard Operator).

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

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

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

PROGRAMS

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

RECORD MANAGEMENT - One of the primary responsibilities of the municipal clerk is the care and preservation and disposition of the municipal records under his/her control and following the State rules for disposition of local government records. We are responsible for filing and issuing certified copies of

vital records (births, deaths, and marriages), attending Council meetings and the preparing and filing of meeting agendas, minutes, and actions of the City Council. It is the responsibility of this office for submitting ordinance updates to Municipal Code to ensure that the Code of Ordinances is up to date.

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

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

GOALS AND OBJECTIVES

- Achieve and maintain certification and professional training and development. The laws are frequently changing which makes it crucial for staff to be informed and up to date on those changes. The target date for the Deputy Clerk to receive Clerk of Maine (CCM) certification is October of 2014; the target date for the City Clerk to receive Clerk of Maine (CCM) re-certification is October of 2018 and to receive Certified Municipal Clerk (CMC) certification through the International Institute of Municipal Clerks by 2017.
- To bring staffing levels to where they should be in order to best serve our community and meet their needs by;
    - Devoting the time needed for business licensing to help to ensure the health and safety of citizens and visitors in our City.
    - To enhance communication and information sharing.
    - Creating new and improved processes in order to gain efficiencies while also keeping in compliance with City, State, and federal laws.
    - Cross training with the tax office in an effort to utilize staff to the fullest and offer support during busy periods and vacations/absences.
    - Succession planning
    - Increasing services and revenue (performing simple marriages)
    - To ensure that we are meeting statutory obligations and deadlines
- Record restoration – One of the primary responsibilities of the Municipal Clerk is the care and preservation of the municipal records under his/her control. All municipal officials are under a general obligation to "carefully protect and preserve the records of their office from deterioration, mutilation, lost or destruction" (5 M.R.S.A. §95-B). These records include, but are not limited to, vital records (birth, death, marriage); council records, and other historic documents. This is an ongoing project.

BUDGET DRIVERS

1. Salary increase for the City Clerk upon receiving certification (September 2013).
2. Elections - For Fiscal Year 2015, there will be a gubernatorial election in November of 2014, a School Budget election either in May or June of 2015. At this point in time, we do not know if there will be a State Referendum Election however, we have included that election in the City Clerk's budget in case needed.

3. Request for a full time “Assistant Clerk” to meet staffing needs and in line with other Municipalities similar in population. A few years ago, a Deputy Registrar position was eliminated and the office has felt the strain, especially during elections and absences. This additional position should reduce or eliminate the need for overtime and temporary office assistance during elections.
4. In FY14 we budgeted $6,000 for new voting booths. We’ve replaced the booths and that line item will not be included in the FY15 budget. Also in FY14 budget, we included the cost to replace stanchions. Those have been replaced and there is a reduction in the FY15 budget on that line item (Other Supplies – Voter).

PROGRAM BUDGET - Totals

Description		FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Increase/Decrease	% Change
Salaries		$ 115,103	$ 113,024	$ 146,862	$ 33,838	29.94%
Contracted Services		$ 15,384	$ 41,065	$ 35,869	$ (5,196)	-12.65%
Operations		$ 6,139	$ 7,956	$ 7,586	$ (370)	-4.65%
General Fund		$ 136,626	$ 162,045	$ 190,317	$ 28,272	17.45%

PROGRAM BUDGET - Elections

Description	FTE	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Increase/Decrease	% Change
Salaries	.65/1.00	$ 30,574	$ 30,574	$ 42,651	$ 12,077	39.50%
Contracted Services		$ 9,218	$ 25,565	$ 20,369	$ (5,196)	-20.32%
Operations		$ 4,356	$ 3,800	$ 3,480	$ (320)	-8.42%
General Fund		$ 44,148	$ 59,939	$ 66,500	$ 6,561	10.95%

PROGRAM BUDGET - Records Management

Description	FTE	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Increase/Decrease	% Change
Salaries	.70/1.00	$ 32,503	$ 33,424	$ 52,512	$ 19,088	57.11%
Contracted Services		$ 4,626	$ 15,500	$ 15,500	$ -	
Operations		$ 3,123	$ 3,856	$ 3,841	$ (15)	-0.39%
General Fund		$ 40,252	$ 52,780	$ 71,853	$ 19,073	36.14%

PROGRAM BUDGET - Licensing

Description	FTE	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Increase/Decrease	% Change
Salaries	.65/1.00	$ 26,419	$ 23,419	$ 27,014	$ 3,595	15.35%
Contracted Services		$ -	$ -	$ -	$ -	#DIV/0!
Operations		$ 100	$ 200	$ 155	$ (45)	-22.50%
General Fund		$ 26,519	$ 23,619	$ 27,169	$ 3,550	15.03%

PROGRAM BUDGET - Information/Switchboard

Description	FTE	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Increase/Decrease	% Change
Salaries	1.00	$ 25,607	$ 25,607	$ 24,685	$ (922)	-3.60%
Contracted Services		$ -	$ -	$ -	$ -	
Operations		$ 100	$ 100	$ 110	$ 10	10.00%
General Fund		$ 25,707	$ 25,707	$ 24,795	$ (912)	-3.55%

PERFORMANCE MEASURES

GOALS	MEASURES	FY 2013	FY 2014
• Achieve and maintain certification status	• The target date for the Deputy City Clerk to achieve CCM (Certified Clerk of Maine) status is October of 2014. • The target date for the City Clerk to achieve re-certification of her CCM status is October of 2018 (5 years after receiving CCM status) and to receive CMC (Certified Municipal Clerk) certification through the International Institute of Municipal Clerks by 2017.		The City Clerk received CCM status in September of 2013.
• Enhance Communication and information sharing	• Post City Council Agendas at least 2 business days prior to the meeting per Charter requirement • Post City Council Meeting minutes to the website within 5 business days after they've been approved by Council • Submit newly adopted and amended Ordinances to Municipal Code quarterly for update	✓	✓
• Business Licensing compliance	• Send renewal notices to businesses 30 days prior to their expiration to reduce the number of expired licenses.		
• Elections-meeting statutory obligations and deadlines	• Record the attested copies of the election return with the Secretary of State within 3 business days after Election Day in accordance with State Statute. • Remain compliant with Ballot Retention Schedule in accordance with State Statute. o Incoming Voter lists – 5 years o Absentee materials (applications, used envelopes) – 2 years o Ballots used for County, Municipal, Referenda, or Special Legislative Elections- 2 months o Ballots for all other Elections – 22 months	✓	✓

City of Auburn

Master List

Fiscal Year 2015
Proposed 3.18.2014

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Manager Proposed	Increase/ Decrease	%
0115 City Clerk							
Regular Salaries	115,103	113,024	116,805	147,759	0	34,735	31%
Longevity Bonus	0	0	0	0	0	0	0%
Temporary Assistance	550	0	1,400	0	0	0	0%
OT- Regular	1,016	1,500	0	1,000	0	(500)	-33%
Office Supplies	1,822	2,500	1,200	2,500	0	0	0%
Other Sup - Voter	990	5,520	5,800	3,380	0	(2,140)	-39%
Repairs - Equipment	0	500	0	500	0	0	0%
Training & Tuition	1,417	1,750	1,750	1,575	0	(175)	-10%
Advertising	1,036	1,200	1,100	1,200	0	0	0%
Professional Services	4,626	2,500	2,500	2,500	0	0	0%
Travel-Mileage	367	500	475	700	0	200	40%
Reports, Printing & Binding	0	0	0			0	0%
Dues & Subscriptions	481	506	455	611	0	105	21%
Wardens & Ward Clerks	7,641	10,600	12,000	14,834	0	4,234	40%
Voting Machines	1,577	3,445	3,445	2,155	0	(1,290)	-37%
Voting Booths	0	6,000	5,000	0	0	(6,000)	-100%
Record Restoration	0	12,500	12,500	12,500	0	0	0%
TOTAL	**136,626**	**162,045**	**164,430**	**191,214**	**-**	**29,169**	**18.0%**

City of Auburn

City Clerk

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	**Total**	**113,024**	**147,759**	**-**
OT - Regular	**Total**	**1,500**	**1,000**	**-**
Temporary Assistance	**Total**	**-**	**-**	**-**

Estimated Detail of **Regular Salaries**

Actual expenses may vary according to changing circumstances

Regular Salaries	*Pay*	*Hours/ Week*	Dept. Request	Manager Proposed
City Clerk (non-union)	Salary	37.5	$ 62,700	
Licensing Specialist/Deputy City Clerk (union)	$ 17.34	37.5	$ 33,813	
Switchboard/Information (union)	$ 12.28	37.5	$ 23,946	
Office Assistant/Assistant Clerk (new position)(union)	$ 14.00	37.5	$ 27,300	$ -
			$ 147,759	**$ -**

Estimated Detail of **OT - Regular**

Actual expenses may vary according to changing circumstances

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

Estimated Detail of **Temporary Assistance**

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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

City of Auburn

City Clerk

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Office Supplies	**Total**	**2,500**	**2,500**	**-**
Other Sup - Voter	**Total**	**5,520**	**3,380**	**-**
Repairs - Equipment	**Total**	**500**	**500**	**-**

Estimated Detail of **Office Supplies**

Actual expenses may vary according to changing circumstances

Office Supplies	Dept. Request	Manager Proposed
General office supplies	$ 1,250	
Voter cards, labels and certificates	$ 1,250	
	$ 2,500	**$ -**

Estimated Detail of **Other Sup - Voter**

Actual expenses may vary according to changing circumstances

Other Sup - Voter	Dept. Request	Manager Proposed
Election supplies (miscellaneous)	$ 500	
Ballots	$ 2,880	
	$ 3,380	**$ -**

Estimated Detail of **Repairs - Equipment**

Actual expenses may vary according to changing circumstances

Repairs - Equipment	Dept. Request	Manager Proposed
Office Equipment Repairs	$ 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.

Other Supplies - Voter: This includes the cost of printing ballots for the November election. In an effort to save on cost, we will hand count the School Budget Election. This will save on the cost to print the ballots and the cost to program the tabulating machines.

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

City of Auburn

City Clerk

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Training & Tuition	**Total**	**1,750**	**1,575**	**-**
Advertising	**Total**	**1,200**	**1,200**	**-**
Professional Services	**Total**	**2,500**	**2,500**	**-**
Travel-Mileage	**Total**	**500**	**700**	**-**

Estimated Detail of **Training & Tuition**

Actual expenses may vary according to changing circumstances

Training & Tuition	Dept. Request	Manager Proposed
Employee Training	$ 1,575	
	$ 1,575	**$ -**

Estimated Detail of **Advertising**

Actual expenses may vary according to changing circumstances

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

Estimated Detail of **Professional Services**

Actual expenses may vary according to changing circumstances

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

Estimated Detail of **Travel-Mileage**

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

Training & Tuition: This account funds staff training offered through the Maine Town and City Clerk Association (MTCCA) and the New England City and Town Clerks Association The laws are continually changing, so it is important for staff to be informed and up to date on those changes. The training is also necessary to receive and maintain certification status.
Advertising: This account includes the cost of publishing public notices as required by State Statute, City Ord and/or City Charter.
Professional Services: This account is for the hosting of the code on web and updates to the codification.
Travel-Mileage: Reimbursement to employees that use personal vehicles for City business. This also includes lodging costs for costs for the Secretary of State's Conference and the New England Association of City and Town Clerk's Conference.

City of Auburn

City Clerk

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Dues & Subscriptions	**Total**	**506**	**611**	**-**
Wardens & Ward Clerks	**Total**	**10,600**	**14,834**	**-**

Estimated Detail of **Dues & Subscriptions**

Actual expenses may vary according to changing circumstances

Dues & Subscriptions		Dept. Request	Manager Proposed
Lewiston Sun-Journal		$ 251	
Maine Town and City Clerk's Association	(four staff members)	$ 100	
Maine Tax Collectors & Treasurers Association	(Deputy Clerk)	$ 25	
New England Clerk's Association	(Clerk and Deputy Clerk)	$ 50	
International Institute of Municipal Clerk's	(Clerk only)	$ 185	
		$ 611	**$ -**

Estimated Detail of **Wardens & Ward Clerks**

Actual expenses may vary according to changing circumstances

Wardens & Ward Clerks	*Hourly*	Dept. Request	Manager Proposed
November 2014 General Election (Gubernatorial)			
Wardens and Ward Clerks - 5 polling places	$ 8.00	$ 1,600	
Election Clerks	$ 7.75	$ 4,420	
Deputy Registrars	$ 7.75	$ 900	
2015 Municipal School Budget Referendum			
Wardens and Ward Clerks - 1 polling place	$ 8.00	$ 300	
Election Clerks	$ 7.75	$ 790	
Deputy Registrars	$ 7.75	$ -	
Temporary Assistance - Absentee Voting, Nursing Homes, Registrations		$ 2,000	
June 2015 Referendum Election			
Wardens and Ward Clerks - 5 polling places	$ 8.00	$ 1,600	
Election Clerks	$ 7.75	$ 2,790	
Deputy Registrars	$ 7.75	$ 434	
		$ 14,834	**$ -**

Line Item Narrative

Dues & Subscriptions: See Above. The cost of some of the dues and subscriptions (Sun Journal, IIMC, and MTCCA) have increased since the FY14 budget was adopted.

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

City of Auburn

City Clerk

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Voting Machines	**Total**	**3,445**	**2,155**	**-**
Voting Booths	**Total**	**6,000**	**-**	**-**
Record Restoration	**Total**	**12,500**	**12,500**	**-**

Estimated Detail of **Voting Machines**

Actual expenses may vary according to changing circumstances

Voting Machines	Dept. Request	Manager Proposed
Software Programming for Voting Equipment	$ 1,410	
Lease voting equipment (1 machine)	$ 745	
	$ 2,155	**$ -**

Estimated Detail of **Voting Booths**

Actual expenses may vary according to changing circumstances

Voting Booths	Dept. Request	Manager Proposed
Voting Booths	$ -	
	$ -	**$ -**

Estimated Detail of **Record Restoration**

Actual expenses may vary according to changing circumstances

Record Restoration	Dept. Request	Manager Proposed
Record Restoration	$ 12,500	
	$ 12,500	**$ -**

Line Item Narrative

Voting Machines: FY 2015 Elections - November 2014 General (Gubernatorial) Election and the May 2015 School Budget Validation referendum. The State has provided us with 6 tabulating machines and I've included the leasing cost for one machine (a spare) . The biennial maintenance fee is included in the lease, however programming is $370.00 per tabulating machine, per election, with a cap of $1,350 (plus $60 in shipping and handling costs for the memory sticks) per jurisdiction, per election. I've included the programming cost for the November General Election. To cut back on costs, we will not use the tabulating machines for the School Budget Election.

City of Auburn, Maine

"Maine's City of Opportunity"

Finance Department

Finance Department Program Budget FY15

MISSION STATEMENT

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

DESCRIPTION

The finance department is responsible for the billing and collection of all property tax revenue, motor vehicle registrations, hunting, fishing and dog licenses, all accounting functions of the City including payroll, accounts payable, purchasing, accounts receivable and facilities management. We have a staff of 7.8 full time employees. One of the accounting clerks works for the economic development department one day a week.

PROGRAMS

Administration

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

Accounting Services

The accounting services program consists of 1.8 full time equivalent employees and is responsible for the processing of the weekly payroll and all related federal and state reporting, the weekly accounts payable processing, billing and accounts receivable, and all bank reconciliations.

Tax Collection

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

Facilities

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

GOALS AND OBJECTIVES

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

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

Goal
Review all of the City's Insurance Policies.

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

Goal
Prepare bid specifications for banking services.

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

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

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

BUDGET DRIVERS

1. Regular Salaries increase due to Certification of Tax Collector and Union Contract increases.
2. PS-General increase due to increase in Registry of Deeds filing fees from $13.00 per page to $19.00 per page.

PROGRAM BUDGET - Administration

Description	FTE	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Increase/Decrease	% Change
Salaries	1.6		$ 113,430	$ 114,120	$ 690	0.61%
Contracted Services			$ 500	$ 505	$ 5	1.00%
Operations			$ 3,640	$ 3,975	$ 335	9.20%
General Fund		$ -	$ 117,570	$ 118,600	$ 1,030	0.88%

PROGRAM BUDGET - Accounting

Description	FTE	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Increase/Decrease	% Change
Salaries	1.8		$ 90,224	$ 95,779	$ 5,555	6.16%
Contracted Services			$ -	$ -	$ -	
Operations			$ 2,350	$ 2,385	$ 35	1.49%
General Fund		$ -	$ 92,574	$ 98,164	$ 5,590	6.04%

PROGRAM BUDGET - Tax

Description	FTE	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Increase/Decrease	% Change
Salaries	3.7		$ 134,167	$ 137,254	$ 3,087	2.30%
Contracted Services			$ 19,200	$ 23,015	$ 3,815	19.87%
Operations			$ 2,820	$ 2,595	$ (225)	-7.98%
General Fund		$ -	$ 156,187	$ 162,864	$ 6,677	4.28%

PROGRAM BUDGET - Facilities

Description	FTE	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Increase/Decrease	% Change
Salaries	.7		$ 39,270	$ 38,797	$ (473)	-1.20%
Contracted Services			$ -	$ -	$ -	
Operations			$ 375	$ 250	$ (125)	-33.33%
General Fund		$ -	$ 39,645	$ 39,047	$ (598)	-1.51%

PERFORMANCE MEASURES

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

City of Auburn

Master List

Fiscal Year 2015
Proposed 3.18.2014

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Manager Proposed	Increase/ Decrease	%
0120 Finance							
Regular Salaries	377,842	377,091	381,885	385,950	0	8,859	2%
Longevity Bonus	400						
PS - General	21,829	19,700	19,700	23,520	0	3,820	19%
Reports, Printing, & Binding	855	1,400	1,175	2,000	0	600	43%
Office Supplies	2,611	3,700	2,450	3,700	0	0	0%
Training & Tuition	1,609	2,760	1,980	2,210	0	(550)	-20%
Travel-Mileage	382	0	0	0	0	0	0%
Travel-Seminar Costs	0	0	0	0	0	0	0%
Dues & Subscriptions	655	1,325	1,100	1,295	0	(30)	-2%
Software	3,000	0	0	0	0	0	0%
TOTAL	**409,183**	**405,976**	**408,290**	**418,675**	**-**	**12,699**	**3.1%**

City of Auburn

Finance

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	**Total**	**377,091**	**385,950**	**-**
PS - General	**Total**	**19,700**	**23,520**	**-**

Estimated Detail of **Regular Salaries**

Actual expenses may vary according to changing circumstances

Regular Salaries	Dept. Request	Manager Proposed
Finance Director (non-union)	$ 82,228	
Accounting Assistant (union)	$ 57,219	
Accounting Assistant (80%), See Economic Development (20%) (union)	$ 38,560	
Facilities Mgr/Purchasing (non-union)	$ 55,425	
Tax Clerk (union)	$ 39,745	
Tax Clerk (union)	$ 27,138	
Tax Clerk (union)	$ 34,755	
Tax Collector (non-union)	$ 50,880	
	$ 385,950	**$ -**

Estimated Detail of **PS - General**

Actual expenses may vary according to changing circumstances

PS - General	Dept. Request	Manager Proposed
CAFR & Annual Report Filing Fee	$ 505	
Discharge of Liens	$ 8,455	
Filing Tax Liens	$ 8,360	
Research deeds for liens/foreclosures	$ 1,200	
Tax Bill Preparation & City Manager's Letter	$ 5,000	
	$ 23,520	**$ -**

Line Item Narrative

Salaries: See Above**.**

Purchase

Services - General: See Above.

City of Auburn

Finance

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Reports, Printing, & Binding	**Total**	**1,400**	**2,000**	**-**
Office Supplies	**Total**	**3,700**	**3,700**	**-**

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

Actual expenses may vary according to changing circumstances

Reports, Printing, & Binding	Dept. Request	Manager Proposed
Checks	$ 600	
CAFR (Comprehensive Annual Financial Report)	$ 1,000	
Tax Office Receipts	$ 200	
W-2, 1099,& Tax Supplies	$ 200	
	$ 2,000	**$ -**

Estimated Detail of **Office Supplies**

Actual expenses may vary according to changing circumstances

Office Supplies	Dept. Request	Manager Proposed
Signage	$ 200	
Envelopes	$ 500	
Binders and Supplies	$ 2,000	
Toner Check Printer	$ 500	
Miscellaneous	$ 500	
	$ 3,700	**$ -**

Line Item Narrative

Reports, Printing & Binding: See Above.

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

City of Auburn

Finance

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Training & Tuition	**Total**	**2,760**	**2,210**	**-**
Dues & Subscriptions	**Total**	**1,325**	**1,295**	**-**

Estimated Detail of **Training & Tuition**

Actual expenses may vary according to changing circumstances

Training & Tuition	Dept. Request	Manager Proposed
NESGFOA Conference	$ -	
Seminar Costs	$ 1,000	
Maine Municipal		
Annual Conference	$ 170	
Payroll Updates	$ 160	
Tax Collectors/Treasurers	$ 330	
Maine GFOA Training	$ 300	
Mileage	$ 250	
	$ 2,210	**$ -**

Estimated Detail of **Dues & Subscriptions**

Actual expenses may vary according to changing circumstances

Dues & Subscriptions	Dept. Request	Manager Proposed
Registry of Deeds	$ 70	
Excise Publications/Books	$ 300	
GFOA Membership	$ 250	
Maine GFOA		
Maine Tax Collectors and Treasurers	$ 125	
Maine Town & City Clerks	$ 100	
Updates to GAAP,GAAS and Price Digests	$ 450	
	$ 1,295	**$ -**

Line Item Narrative

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

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

City of Auburn, Maine

"Maine's City of Opportunity"

Department of Human Resources

Human Resources Department Program Budget FY15

MISSION STATEMENT

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

DESCRIPTION

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

PROGRAMS

Employee Recruitment

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

Administration of Compensation and Fringe Benefits

The City provides a competitive benefits package to attract and maintain employees. The benefits package includes health, dental, vision, disability and life insurance; core retirement plans as well as supplemental retirement plan options, medical and dependent care accounts; and accrued time off (vacation, sick leave and holidays). The City's core benefits package is supplemented by programs provided by outside vendors. The Human Resources Staff conducts annual open enrollments for health, vision and dental insurance as well as medical and

dependent care reimbursement accounts. Bills from the various benefit providers are reconciled and submitted to Finance Department for processing every month.

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

Labor Relations

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

Federal and State Compliance

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

GOALS AND OBJECTIVES

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

Objectives:

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

Goal
Fill all vacancies in a timely manner.

Objectives:

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

Goal
Maintain accurate, up-to-date employee records

Objectives:

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

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

- Implement the requirements of the federal healthcare program by offering health insurance plans that meet the standards of the ACA and providing on-going employee notices of options.
- Review all personnel policies annually and update as necessary.
- Develop new policies as necessary.

BUDGET DRIVERS

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

PROGRAM BUDGET - Employee Recruitment

Description	FTE	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Increase/Decrease	% Change
Salaries	.26		$ 17,198	$ 17,319	$ 121	0.70%
Contracted Services			$ -	$ -	$ -	#DIV/0!
Operations			$ 6,739	$ 5,739	$ (1,000)	-14.84%
General Fund		$ -	$ 23,937	$ 23,058	$ (879)	-3.67%

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

Description	FTE	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Increase/Decrease	% Change
Salaries	1.08		$ 56,784	$ 57,754	$ 970	1.71%
Contracted Services			$ 1,350	$ 1,150	$ (200)	
Operations			$ 957	$ 957	$ -	0.00%
General Fund		$ -	$ 59,091	$ 59,861	$ 770	1.30%

PROGRAM BUDGET - Labor Relations

Description	FTE	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Increase/Decrease	% Change
Salaries	.40		$ 32,000	$ 32,000	$ -	0.00%
Contracted Services			$ 1,000	$ 1,000	$ -	0.00%
Operations			$ 557	$ 557	$ -	0.00%
General Fund		$ -	$ 33,557	$ 33,557	$ -	0.00%

PROGRAM BUDGET - Federal and State Compliance

Description	FTE	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Increase/Decrease	% Change
Salaries	.26		$ 17,998	$ 18,119	$ 121	0.67%
Contracted Services			$ 675	$ 675	$ -	
Operations			$ 4,306	$ 4,306	$ -	0.00%
General Fund		$ -	$ 22,979	$ 23,100	$ 121	0.53%

PERFORMANCE MEASURES

MEASURE	GOALS	FY 2013	FY 2014
TURNOVER RATES	Turnover Rates not to exceed 10%.	Not available	Not available
VACANCIES	Reduce the time vacancies are vacant by 25%	Not available	Not available
HEALTH INSURANCE	100% of employees will be on new health plan by end of 6/30/15	0	68%
PERSONNEL POLICIES	Review 100% of current personnel policies and revise if necessary	Not available	Not available
EMPLOYEE RECORDS	Scan in 25% of current employees records	0	0

City of Auburn

Master List

Fiscal Year 2015
Proposed 3.18.2014

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Manager Proposed	Increase/ Decrease	%
0125 Human Resources							
Regular Salaries	123,635	123,980	123,126	125,192	0	1,212	1%
Longevity Bonus	0	0	0	0	0	0	0%
Other Sup-Operating	177	500	1,000	500	0	0	0%
PS-Professional Development	525	2,000	1,500	2,000	0	0	0%
PS - Emp Assist Program	0	850	750	650	0	(200)	-24%
PS - Drug Testing & Physicals	2,999	4,206	4,678	4,206	0	0	0%
PS - Testing	570	2,410	750	2,410	0	0	0%
Office Supplies	58	400	200	400	0	0	0%
Training & Tuition	617	1,230	1,100	1,230	0	0	0%
Advertising	1,700	3,000	2,500	2,000	0	(1,000)	-33%
Travel-Mileage	173	300	300	300	0	0	0%
Travel-Seminar Costs	210	450	450	450	0	0	0%
Dues & Subscriptions	250	240	240	240	0	0	0%
TOTAL	**130,914**	**139,566**	**136,594**	**139,578**	**-**	**12**	**0.0%**

City of Auburn

Human Resources

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	**Total**	**123,980**	**125,192**	**-**
Other Sup-Operating	**Total**	**500**	**500**	**-**
PS - Emp Assist Program	**Total**	**850**	**650**	**-**
PS-Professional Development	**Total**	**2,000**	**2,000**	**-**

Estimated Detail of **Regular Salaries**

Actual expenses may vary according to changing circumstances

Regular Salaries	Dept. Request	Manager Proposed
Human Resources Director (non-union)	$ 80,442	
Administrative Assistant (non-union)	$ 44,750	
	$ 125,192	**$ -**

Estimated Detail of **Other Sup-Operating**

Actual expenses may vary according to changing circumstances

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

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

Actual expenses may vary according to changing circumstances

PS - Emp Assist Program	Dept. Request	Manager Proposed
Employee Assistance Program	$ 650	
	$ 650	**$ -**

Line Item Narrative

Salaries: This account pays for the Human Resource Director and the Human Resource Assistant . The Safety Coordinator's salary os paid from the City's self insured Workers' Compensation account.
Purchased Services- General: This account provides for the purchase PPE equipment., such as face masks for pandemic flu, Bloodborne pathogens kits and first aid kits.
Employee Assistance Program: This program assists the employee or family members in identifying the problem and helping to address it. EAP provides confidential assessment and short-term counseling (up to 3 visits). Supervisors may also refer employees to the program if the employee exhibits behaviors which have a negative impact at work. The City's health insurance provider, the Maine Municipal Employees Health Trust, is now offering free Employee Assistance Services through the regular network of medical providers. Certain services will not be provided however. These include the services of a Certified Substance Abuse Counselor in the event of positive drug tests resulting from the Federal Department of Transportation Substance Abuse Testing Program for CDL Drivers and Crisis Debriefing Services resulting from a serious traumatic event(s) experienced by our employees. City is required to have an EAP to comply with Federal Department of Transportation (DOT) Substance Abuse Testing regulations for employees with Commercial Drivers Licenses (CDL's). This account provides for those services not covered by the MMEHT EAP Program.

City of Auburn

Human Resources

Fiscal Year 2015
Proposed 3.18.2014

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

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

Actual expenses may vary according to changing circumstances

PS - Drug Testing & Physicals	Dept. Request	Manager Proposed
Pre-employment Physicals (Admin)	$ 632	
DOT Random Drug Test	$ 2,158	
DOT Breath-Alcohol Tests	$ 398	
DOT Pre-Use CDL Tests	$ 185	
DOT Return-to-Work/Follow-up	$ 308	
Bloodborne Pathogens series	$ 200	
Non-DOT Applicant Testing	$ 150	
Random Drug Pool Annual Admin Fee	$ 175	
	$ 4,206	**$ -**

Estimated Detail of **PS - Testing**

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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

City of Auburn

Human Resources

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Office Supplies	**Total**	**400**	**400**	**-**
Training & Tuition	**Total**	**1,230**	**1,230**	**-**
Advertising	**Total**	**3,000**	**2,000**	**-**

Estimated Detail of **Office Supplies**

Actual expenses may vary according to changing circumstances

Office Supplies	Dept. Request	Manager Proposed
General Office Supplies	$ 400	
	$ 400	**$ -**

Estimated Detail of **Training & Tuition**

Actual expenses may vary according to changing circumstances

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

Estimated Detail of **Advertising**

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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

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

City of Auburn

Human Resources

Fiscal Year 2015
Proposed 3.18.2014

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

Estimated Detail of **Travel-Mileage**

Actual expenses may vary according to changing circumstances

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

Estimated Detail of **Travel-Seminar Costs**

Actual expenses may vary according to changing circumstances

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

Estimated Detail of **Dues & Subscriptions**

Actual expenses may vary according to changing circumstances

Dues & Subscriptions	Dept. Request	Manager Proposed
Professional Subscriptions	$ 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 annual updates to an employment law handbook and membership to the Human Resources organization which proveds the professionally prepared written exams for public safety recruitments and promotions. subscriptions to publications and memberships in professional organizations.

Information and Communication Technology

MISSION

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

DESCRIPTION

The Information and Communication Technology department currently consists of 3 staff members and exists primarily as a support resource for all other departments of the City. Our role is to provide the City's staff with the tools they need to best perform their duties. ICT also strives to keep current with the newest technologies in order to provide services to staff, citizens, and ultimately, our City. We approach each project with the utmost thought and consideration and take our role as a support resource very seriously. Our tasks range from supporting public safety initiatives to helping the environment. Our day can start by recovering lost data and can end with analyzing environmental impacts of stormwater. We search for better ways to communicate with our citizens. We allow access to information on events and policies, yet we secure our network from threats and exploits.

ICT PROGRAMS

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

GOALS AND OBJECTIVES

Goal:

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

Objectives:

- ✓ Implement additional Group Policy Objects
- ✓ Achieve network redundancy by purchasing and implementing mirrored virtual hosts
- ✓ Implement document scanning and storage hardware and software for securing confidential information

Goal:

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

Objectives:

- ✓ Implement government-based information model for Geographical Information Systems (GIS)
- ✓ Purchase and implement parks-related asset inventory software
- ✓ Purchase and configure tablets for Public Services field data collection initiatives
- ✓ Develop and maintain a collection of Online GIS maps and applications for use by employees and the public

- ✓ Keep GIS technology – server, desktop and online -- current based on latest proven technologies

Goal:

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

Objectives:

- Expand use of self-service Online GIS mapping
- Implement "employees only" section of the website
- Purchase and Implement call recording and accounting software for existing telephony
- Continue to develop policy and best practices on social networking initiatives

BUDGET DRIVERS

Support:

- Maintenance and licensing annual fee increase
- City Council Paperless Initiative – *Goal is to reduce the amount of paper by providing digital agendas and supporting material.*
- Lucity Parks Management - *Module will be used for managing Parks-related assets and infrastructure through inventory accounting, preventative maintenance schedules, and work order tracking. Integrates with existing work order database.*

Security:

- ESX host for network redundancy – *Allows for creating complete network redundancy through the purchase and configuration of mirrored virtual hosts.*
- Document Scanning and Storage Project – *This project supports the Human Resource Department goals by managing sensitive and confidential information and storing it digitally for easy retrieval ,decreased paper usage, all while decreasing physical storage space.*

GIS:

- Local Government Information Model – *This software module based on an integrated information model of GIS datasets, web services, and maps that brings increased usage and services to staff and citizens, thus leveraging our existing data resources.*
- Site license upgrade – *Upgrading GIS site license.*

PROGRAM BUDGET

	Actual FY 2013	Actual FY 2014	Proposed FY 2015
Salaries	$175,572	$219,435 (TIF Reduced $50,625)	$219,435 (TIF Reduced $50,625)
Contracted Services	$10,400	$10,250	$12,400
Operations	$200,660	$216,290	$239,590

PROGRAM BUDGET *(further broken down)*

Support

Program	FTE	Actual 2013	Actual 2014	Budgeted FY15	Budgeted FY15 Percentage
Salary	1.65	$106,618	$109,130	$109,130	49.7%
Contracted Services		$10,000	$6,050	$6,075	49%
Operational		$176,490	$172,920	$159,420	71%
Total		$293,108	$288,100	$274,625	

GIS

Program	FTE	Actual 2013	Actual 2014	Budgeted FY15	Budgeted FY15 Percentage
Salary	.96	$50,382	$46,775	$46,775	21.3%
Contracted Services		$0	0	0	0
Operational		$22,370	$21,420	$35,520	16%
Total		$72,752	$68,195	$82,295	

Security

Program	FTE	Actual 2013	Actual 2014	Budgeted FY15	Budgeted FY15 Percentage
Salary	.27	$16,830	$17,009	$17,009	7.8%
Contracted Services		$0	$6,050	$6,075	49%
Operational		$5000	$13,850	$23,850	11%
Total		$21,830	$36,909	$46,934	

Website

Program	FTE	Actual 2013	Actual 2014	Budgeted FY15	Budgeted FY15 Percentage
Salary	1.12	$7,838	$46,522	$46,522	21.2%
Contracted Services		$400	$250	$250	2%
Operational		$1,800	$3,000	$4,000	2%
Total		$10,038	$49,772	$50,772	

PERFORMANCE MEASURES

GOALS	MEASURES	FY 2013	FY 2014
Support • Help Desk Response time	• To respond within 4 business hours and resolve within 5 business days	N/A	N/A
GIS • Maintain geodatabase of Auburn's assets, infrastructure, and resources. • Develop mobile data collection applications for users (as needed) • Keep GIS technology – server, desktop and online -- current based on latest proven technologies	• Conduct quarterly meetings with the City of Auburn's GIS users to review GIS needs • Annual review of technology available compared to actual usage	N/A	N/A
Security • Utilize 100% of security measures included in Windows servers • Operate with 0% downtime on telephony systems • Maintaining 95% network uptime	• Minimize loss of staff productivity caused by malware attacks • Decrease amount of ICT staff time by updating individual PCs for security solutions	N/A	N/A
Website • Decrease the amount of incoming phone calls requesting general information • Solicit increased 2 way communication between the City and Auburn residents • Increase public's awareness of available features on City website	• Switchboard operator will track number and nature of incoming phone calls • Increase responses in resident feedback modules (say it, report it, alert me, map it, request it) • Increased public traffic as measured through embedded analytics code	N/A	N/A
Staff • Maintain a stabilized operation with 4 FTE employees through retention and professional development.	• Currently 3 FTE employees with additional funding reserved for a fourth FTE employee.	N/A	N/A

City of Auburn

Master List

Fiscal Year 2015
Proposed 3.18.2014

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Manager Proposed	Increase/ Decrease	%
0130 Information & Communication Technology							
Regular Salaries	164,508	168,810	165,360	209,189	0	40,379	24%
Longevity Bonus	0	0	0	300	0	300	0%
PS - General	18,388	12,350	10,448	12,400	0	50	0%
Office Supplies	0	0	0	0	0	0	0%
Other Sup - Operating	732	3,000	8,405	3,000	0	0	0%
Other Sup - Computer Hardwa	12,013	26,100	13,140	35,100	0	9,000	34%
Repairs - Equipment	3,844	4,000	3,750	4,000	0	0	0%
Training & Tuition	367	4,020	1,500	4,020	0	0	0%
Travel-Mileage	59	200	350	200	0	0	0%
Travel-Seminar Costs	0	1,320	1,400	1,320	0	0	0%
Computer Software	5,003	21,350	10,500	33,050	0	11,700	55%
Software Licensing	156,736	154,200	160,000	158,900	0	4,700	3%
CIP - Computer Software	0	0	0	0	0	0	0%
TOTAL	**361,650**	**395,350**	**374,853**	**461,479**	**-**	**66,129**	**16.7%**

City of Auburn

ICT

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	**Total**	**168,810**	**209,189**	**-**
Longevity Bonus	**Total**	**-**	**300**	**-**
PS - General	**Total**	**12,350**	**12,400**	**-**

Estimated Detail of **Regular Salaries**

Actual expenses may vary according to changing circumstances

Regular Salaries		Dept. Request	Manager Proposed
ICT Manager		$ 70,000	
Geospatial Database Manager (25% TIF funded)		$ 49,467	
Website Support Technician (citizen engagement coordinator)		$ 38,500	
Network Administrator		$ 63,684	
		$ 221,651	**$ -**
	TIF Offset	**$ 12,462**	
	Net	**$ 209,189**	**$ -**

Estimated Detail of **Longevity Bonus**

Actual expenses may vary according to changing circumstances

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

Estimated Detail of **PS - General**

Actual expenses may vary according to changing circumstances

PS - General	Dept. Request	Manager Proposed
Communication Consulting	$ 3,000	
Domain Name Registry	$ 250	
Network Consulting	$ 9,150	
	$ 12,400	**$ -**

Line Item Narrative

Salaries: See .
Longevity Bonus: Longevity bonuses are awarded to non-union employees who have reached the 7, 15 and 25 years of service milestones. Upon these anniversary dates, employees are awarded $300, $400 and $500 respectively.
PS General: This account is used when there is a need to support City staff, on a short-term, project-specific basis. It pays for outside consultants on a time and materials basis to ensure our phone system and network remain active and functional.

City of Auburn

ICT

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Operating	**Total**	**3,000**	**3,000**	**-**
Other Sup - Computer Hardware	**Total**	**26,100**	**35,100**	**-**
Repairs - Equipment	**Total**	**4,000**	**4,000**	**-**

Estimated Detail of **Other Sup - Operating**

Actual expenses may vary according to changing circumstances

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

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

Longevity Bonus

Other Sup - Computer Hardware	Dept. Request	Manager Proposed
PW Data Collection Tablets and Cases	$ 1,500	
Mirroring ESX Host	$ 12,000	
7 Tablet computers (City Council Paperless Agendas)	$ 4,500	
PC Replacements	$ 17,100	
	$ 35,100	**$ -**

Estimated Detail of **Repairs - Equipment**

Actual expenses may vary according to changing circumstances

Repairs - Equipment	Dept. Request	Manager Proposed
Equipment Repair	$ 4,000	
	$ 4,000	**$ -**

Line Item Narrative

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

Other Supplies - Computer Hardware: This account funds acquisition and replacement of computers, and other information technology equipment for all departments. This year's main project include creating complete network redundancy through the purchase and configuration of mirrored virtual hosts. Other projects include handheld data collection units for Public Works and the introduction of tablet computers for the Council. The goal of the Council tablet project is to reduce the use of paper. The Council tablet project will require the installation of a secured wireless network in the Council Chambers which was already approved in last years budget.

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

City of Auburn

ICT

Fiscal Year 2015
Proposed 3.18.2014

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

Estimated Detail of **Training & Tuition**

Actual expenses may vary according to changing circumstances

Training & Tuition	Dept. Request	Manager Proposed
HP Data Switch Configuration Training	$ 2,000	
ESRI Online Mapping	$ 1,010	
ESRI Parcel Fabric Mapping	$ 1,010	
	$ 4,020	**$ -**

Estimated Detail of **Travel-Mileage**

Actual expenses may vary according to changing circumstances

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

Estimated Detail of **Travel-Seminar Costs**

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

Training & Tuition: It is important that ICT Staff stay current with technological best practices. This training allows staff to become more knowledgeable in industry trends. HP Data Switch Configuration training will help staff develop the skills to manage the data switches in our organization. This will reduce our reliance on outside vendor services. ESRI Online Mapping and ESRI Parcel Fabric Mapping training courses will help staff to increase usage and reconizing efficiencies in existing software.
Travel Mileage: This account reimburses department personnel when they use personal vehicles for job related activities when municipal vehicles are not available.
Travel, Seminar Costs: This account funds travel, lodging, and entrance fees for staff to attend industry conferences, which helps them maintain their proficiency. This year, staff will be attending the NorthEast ARC user conference (NEARC) in Nashua, NH, the MMA technology conference in Augusta, and the quarterly Maine GIS Users

City of Auburn

ICT

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Computer Software	**Total**	**21,350**	**33,050**	**-**
Software Licensing	**Total**	**154,200**	**158,900**	**-**

Estimated Detail of **Computer Software**

Actual expenses may vary according to changing circumstances

Computer Software	*Copies*	Dept. Request	Manager Proposed
MUNIS Employee Self Services		$ 9,900	
ESRI ArcGIS Local Government Information Model		$ 9,300	
Lucity Parks Management		$ 4,000	
Document Scanning and Storage Project		$ 9,850	
		$ 33,050	**$ -**

Estimated Detail of **Software Licensing**

Actual expenses may vary according to changing circumstances

Software Licensing	Dept. Request	Manager Proposed
Auto Desk Subscription (Engineering)	$ 200	
CopLogic (APD)	$ 6,000	
EnerGov (Permitting, Planning and Licensing)	$ 18,000	
ESRI (GIS Software)	$ 23,000	
Lucity (Asset Management)	$ 11,500	
IMC (Public Safety for Fire and Police)	$ 20,500	
MUNIS (Financials, Purchasing, Budgeting)	$ 57,000	
Patriot (Computer-Aided Mass Appraisal)	$ 15,000	
Endpoint Security	$ 3,700	
Website Hosting	$ 4,000	
	$ 158,900	**$ -**

Line Item Narrative

Computer Software: This account funds new software acquisitions. The MUNIS Employee Self Service module will allow the City to abandon the existing timesheet process by digitizing the information. This will save on data entry, paper usage and administrative time. This module integrates with our existing enterprise financial software. ArcGIS for Local Government is a software module based on an integrated information model of GIS Datasets, web services, and maps that bring increased usage and services to staff and citizens, thus leveraging our existing data resources. The new Lucity module would be used for manging Parks-related assets and infrastructure through inventory accounting, preventative maintenance schedules, and work order tracking. The Document and Scanning project will streamline the Human Resource Department by managing sensitive and confidential information and storing it digitally for easy retrieval, decreased paper usage, all while decreasing physical storage space.
Software Licensing: This account funds annual licensing fees associated with the City's major applications. Most licensing fees increase annually by a marginal percentage. A slight increase in the ESRI maintenance reflects an upgrade to our existing agreement. This upgrade will give us unlimited licensing, access to all GIS extensions, unlimited staff training and will keep the City at the forefront of GIS by fully utilizing ESRI on-line mapping services. Endpoint Security purchased as

Planning and Permitting

MISSION STATEMENT

Protecting and improving the community's environment, infrastructure and economy through the establishment of land use policies and ordinances, enforcement of certain public health and safety codes and electrical maintenance.

DESCRIPTION

The Planning, Permitting & Code Department is charged with protecting and improving the community's environment, infrastructure and economy through the establishment of land use policies and ordinances, and enforcement of certain public health and safety codes. Our motto is "We Want Development!" We have a staff of nine, including the electrical division with two of the nine positions shared with other departments and one with another community. The Department administers land use, building, housing, plumbing and electrical codes and provides for the maintenance of streetlights and traffic signals.

Staff in the Planning & Permitting Department recognizes the value of new development and the need to grow our economy. We also recognize the need to create a predictable environment for residents and investors to feel comfortable living and doing business in Auburn. Maintaining and improving the quality of life in Auburn through planning, zoning infrastructure, accommodating all modes of transportation, recreational opportunities, protection of residential neighborhoods, code compliance and creating economic opportunities are all high priorities. We strive to provide helpful, friendly service to all of our customers every day. We are a Maine Certified Business Friendly Community. For larger projects, Auburn also has State Delegated Review Authority for traffic, stormwater and Site Location of Development to provide a streamlined one-stop development permitting experience.

On the permitting and compliance front, we aim to keep the City safe, clean and help people complete their projects on time and in compliance with State codes and local ordinances as code compliance facilitators whenever possible, not code enforcers. We want Auburn to be on the top of the list when people are looking to locate their home or business in the great State of Maine.

PROGRAMS

Planning: Maintaining and improving the quality of life in Auburn through planning, zoning infrastructure, accommodating all modes of transportation, recreational opportunities, protection of residential neighborhoods, code compliance while creating a predictable environment for economic development. Planning represents 12.5% of the P&P budget without the proposed Lake Auburn Study or 20% if the study is funded in FY15.

Planning Board: Staff support, information and training to help the Planning Board find the information they need to make informed decisions and follow laws, public process and notice requirements.

Zoning Board: Staff support, information and training to help the Zoning Board of Appeals find the information they need to make informed decisions and follow laws, public process and notice requirements.

Comprehensive Plan: The 2010 Update of the City's Comprehensive Plan serves as a guide for the decisions the City must make about growth, development, redevelopment, and change over the coming 10-20 years. The Plan continues the City's established long range planning process, and creates a framework for managing future development. The

department processes updates to the plan and zoning to accomplish the goals of the plan. We also process ordinance updates and advocate for funding and for the completion of recommendations in the plan.
Development Review: Organizing Interdepartmental reviews of projects requiring site plan, subdivision and special exception approval. Assist developers and the Planning board in meeting ordinance requirements and promoting quality development.
State Delegated Review: The State of Maine requires permits for traffic, stormwater, fire code and large developments. The Planning and Permitting Department has updated local ordinances for compliance with state requirements and proven technical ability to substitute local review for the State process. The State process typically takes longer (sometimes multiple months) and is less predictable than local review. This one-stop permit shop places Auburn at a competitive advantage for attracting larger projects and increasing taxable value.
Special Projects: Neighborhood or localized planning efforts and Council and Planning Board initiatives.

Permits, Inspections and Code Compliance: Accepting plans, applications, assisting contractors and homeowners and processing applications for the following trades. Inspections for compliance and corrections of violations whether identified by staff or by complaints. Permits, Inspections and Code Compliance services represent 24% of the P&P budget expenditures with associated revenues off-setting a substantial portion of the costs.

Electrical: Permitting and inspection of electrical installations in residential and commercial structures and property for compliance with the National Electrical Code.
Sanitation: Inspections of restaurants, cafeterias, tattoo establishments, lodging and boarding facilities for compliance with state and local licensing and sanitation codes.
Buildings: Accepting plans, applications, assisting contractors and homeowners and processing applications for the Maine Uniform Building and Energy Codes and follow-up inspections.
Internal Plumbing: Permitting and Inspections of plumbing installations for compliance with the Maine State Plumbing code.
Certificates of Occupancy: Coordination of interdepartmental inspections for the issuance of certificates for new uses and structures.
Fire: Building and electrical support for the Fire Department and coordination of life safety plan inspections.
External Plumbing (Subsurface Wastewater Disposal: Inspections of new and malfunctioning subsurface wastewater disposal systems.
General Code: Responding to code complaints and violations to obtain compliance with state and local codes. Vacant buildings, trash and debris, safety hazards, deteriorated structures, fire hazards, work without permits, junkyards, lack of heat etc.
Violation Process: When voluntary compliance cannot be achieved there are a few options to help motivate compliance including fines, citations and legal action. Ultimately legal action is the way to get Court Ordered compliance and legal fees.
Signs: Accepting applications, assisting contractors and homeowners and processing applications for advertising signs within the City. The Assessor's office assists with this by reviewing the applications and sign value.

Electrical: Protect the citizens of Auburn from the improper use of electricity and maintain the cities electrical infrastructure. Municipal electrical maintenance and utilities represents 55% of the P&P expenditures.

Fire Alarms: The Electrical division maintains a City Fire Alarm System that allows an affordable option for connecting to a supervised fire alarm. This allows for a quick fire alarm response without dependence on out-of-state or out-of-town monitoring and free service to City buildings.
Traffic Signal Repair and Upgrades: Maintaining repairing and upgrading traffic signals throughout the City.
City Maintenance: Electrical work on municipal buildings and infrastructure. With decreased budgets, other departments are asking for electrical help more often than they used to. At the same time we have reduced the electrical division from three to two staff and this is making it difficult to keep up with service demands.

Street Lights: Maintaining repairing and upgrading street lights throughout the City. We will be working to eliminate more leased lights and transfer to city owned lights in 2014 and 2015.
Holiday/Festival Preparation and Power Supply: Holiday lighting power supply and other festival or celebration lighting. The demands for service in this area have grown substantially over the past few years.
Emergency Response: Emergency response for accidents and damage to electrical lines or infrastructure. Staff helps deal with electrical safety hazards as needed to help first responders work safely.
Fire Investigation:
Assist the fire department in fire investigations to identify electrical causes if they exist.

Department Administration: Managing staff and department functions to ensure that all work is accomplished safely and efficiently. Administration represents 6% of P&P expenditures. Administrative services for other departments (Engineering, Assessing, Economic Development) and contracted services for Lisbon represent approximately 3% of P&P expenditures.

Department Budget/Finances: Annual, special project and CIP budgeting. Indentifying revenue and service delivery discrepancies and recommending changes
Personnel: Advocating for staff to be adequately supplied to complete their jobs and evaluating staff performance as a group and individually.
Performance: Measuring work load and quality and identifying ways to do more without increased costs.
Cost Controls: Monitor weekly and monthly expenses and identify new ways to save.
Management Activities: Participate in interdepartmental meetings and assist the City Manager's Office as requested.
Customer Service Delivery and Information:
Front desk coverage, telephone, website and email delivery of information and assisting the public in accomplishing goals related to the department. Since 2009 we have added departments to the first floor east wing of City Hall which increases administrative demands and administrative staff has been reduced. This is a current challenge to provide quality service to customers and other departments out of the Planning and Permitting Budget and Staff resources. The department also assists the assessing office with one staff person for 2-3 months per year based on prior budget cuts and agreements. We also use an email list to inform interested citizen of planning related functions. Please email participate@auburnmaine.gov to be included.

2014 DEPARTMENTAL GOALS

- Efficient Services
  - Minimize permit review time with available resources.
  - Maintain delegated review authority and process applications faster and at less cost than the State
  - Take advantage of joint service opportunities if they are more efficient
- Cost Controls
  - Pursue street light ownership
  - Stay within Budget
- Increase revenues to cover more of the costs of services
  - Delegated Review fee adjustment
  - Budget shared staff according to actual time allocations
- Ensure Code Compliance
  - Monitor Opened Cases, Closed Cases and Legal Action
- Comprehensive Plan and New Auburn Master Plan Implementation
  - Develop better tracking system
  - Increase frequency of Planning Board Review of Implementation to 2 times per year and increase rate of associated ordinance updates

- Engage the public in decision making
    - Increase outreach efforts with participate @auburnmaine.gov email
    - Increase subscriber numbers to participate @auburnmaine.gov email

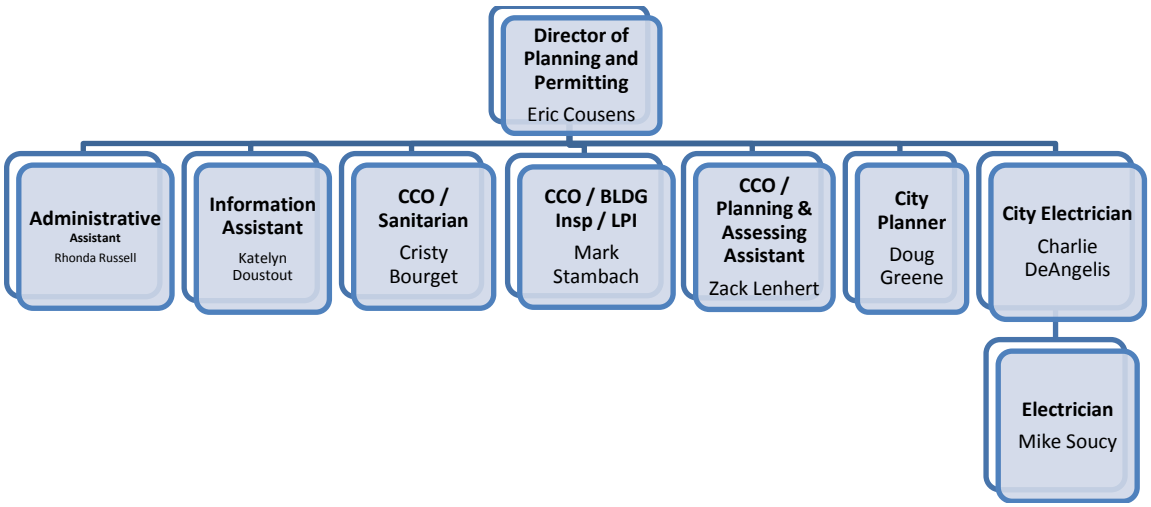
PERFORMANCE MEASURES			
MEASURE	GOALS	FY 2014	FY 2015
Efficient Services	Average Commercial permit turn-around times of 10 business days or less (14 calendar days)		
	Average Residential permit turn-around times of less than 1 week (7 calendar days)		
	Provide Delegated Review Services faster and at less cost than the State		
Cost Controls	Stay within Budget		
	Reduce Expenses with streetlight ownership		
Comprehensive Plan Implementation	Develop better reporting and tracking on progress/project completion		
	Zoning Map/Ordinance Amendments		
Revenues	Revenues reflect permitting service costs		
Public Engagement	Develop tracking and metric and increase subscriber numbers and outreach frequency		
	Public Meetings Staffed – Track and Report		

PROGRAM BUDGET				
Program	Proposed FY 2015	Full Time Equivalent Staff	2013 Associated Revenue	Estimated Net Cost Using Last Full year Revenues For Comparison
Planning	$108, 384/188,384*	1.9	$9494	$98,890
Salaries	$105521.5			
Operational	$2862			
Contracted	$80000*			
Permits Inspections and Code Compliance	$202,550	4.05	$170,588	$31,962
Salaries	$200323.8			
Operational	$3564			
Contracted	$1500			
Municipal Electrical Maintenance and Utilities	$478,380	2.6	$25,825	$452,555
Salaries	$133119.3			
Operational	$343761			
Contracted	$1500			
Department Administration	$54,095	.7	$241	$53,854
Salaries	$38114.9			
Operational	$15980			
Contracted	$0			
Services to other Departments/Towns	$21,798	.65	$10,000	$11,798
Salaries	$21797.5			
Operational	$0			
Contracted	$0			

*Reflects $80,000 Lake Auburn Watershed Environmental and Economic Opportunity Study that was requested by City Manager but will now remove from budget to seek alternate funding sources.

Budget Drivers	Description	Increase
Salaries	Reinstate entry level Electrical Position	$30,000
Uniform Allowance	New MSEA Contract member employees	$450
Overtime Regular	New MSEA Contract 2.5 hour minimum call out	$852
Purchased Services	Lake Auburn Watershed Environmental and Economic Opportunity Study (See previous page)	$80,000 if funded
Other Supplies-Safety	Safety Equipment for reinstated electrical position	$1000
Utilities-Electricity	Favorable contract rate ends December 2014 and must renegotiate	$10,500
Repairs-Equipment	Generator at Goff Hill Tower- will bill proportional reimbursement to users	$2,000
Training and Tuition	State COE free training cutbacks, City Planner and Electrician increases.	$1000
Travel Seminar	State COE free training cutbacks and City Planner	$250
Dues and Subscriptions	Code Enforcement, Planning and Landscape Architecture professional certification and licensing	$600

Overall our Department has been reduced to a critical minimum staffing and workloads are high. Staff has been trying to make up for the reductions by "running faster" but we are at risk of burning out staff if we continue to stretch them thinner. Now that all vacant positions are full we will be looking at everything that we do and may have some suggestions for eliminating or prioritizing some services differently to ensure that we complete our core responsibilities efficiently and can make time for proactive efforts like increased comprehensive plan implementation and the street light ownership project.



City of Auburn

Master List

Fiscal Year 2015
Proposed 3.18.2014

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Manager Proposed	Increase/ Decrease	%
0220 Planning and Permitting							
Regular Salaries	396,126	416,557	369,659	459,519	0	42,962	12%
Longevity Bonus	300	0	0	0	0	0	0%
Uniform Allowance	667	900	900	1,350	0	450	50%
OT - Regular	2,921	6,006	3,469	6,858	0	852	25%
PS - General	0	3,000	2,500	3,000	0	0	0%
Reports, Printing, & Binding	0	0	0	0	0	0	0%
Office Supplies	689	1,200	1,110	1,200	0	0	0%
Other Sup - Operating	538	2,500	1,700	2,500	0	0	0%
Other Sup - Safety Equipment	706	2,015	1,490	3,015	0	1,000	67%
MV Sup - Tires/Tube/Chain	0	900	0	1,200	0	300	0%
MV Sup - Gas & Oil	4,334	4,856	4,140	4,856	0	0	0%
Comm - Telephone	2,637	4,710	4,149	4,710	0	0	0%
Utilities - Electricity	285,774	303,075	301,565	313,575	0	10,500	3%
Repairs - Vehicles	2,196	1,755	2,377	1,755	0	0	0%
Repairs - Equipment	1,064	3,500	1,500	5,500	0	2,000	133%
Repairs - Street Lights	1,423	5,400	2,500	5,600	0	200	8%
Repairs - Traffic Signal Maint	1,968	11,306	12,695	11,506	0	200	2%
Training & Tuition	645	2,400	1,836	3,400	0	1,000	54%
Advertising	1,436	2,400	2,241	2,400	0	0	0%
Travel-Mileage	259	500	327	500	0	0	0%
Travel-Seminar Costs	530	1,350	1,200	1,600	0	250	21%
Dues & Subscriptions	1,057	900	1,167	1,500	0	600	67%
TOTAL	**705,270**	**775,230**	**716,525**	**835,544**	**-**	**60,314**	**7.8%**

City of Auburn

Planning

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	**Total**	**416,557**	**459,519**	**-**
Longevity Bonus	**Total**	**-**	**-**	**-**
Uniform Allowance	**Total**	**900**	**1,350**	**-**

Estimated Detail of **Regular Salaries**

Actual expenses may vary according to changing circumstances

Regular Salaries	*Total Staff*	Dept. Request	Manager Proposed
Administrative Assistant	1	$ 40,383	
Building / Code Compliance Officer/ Plumbing Inspector	1	$ 56,054	
City Electrician	1	$ 63,130	
Planner / Land Use Code Compliance Officer	1	$ 56,000	
Electrician I	1	$ 54,345	
Electrician II (reinstatement)		$ 30,000	
Information Assistant	1	$ 24,449	
Land Use/Construction Inspector/Code Compliance Officer	1	$ 45,900	
Planning Director (50% paid by TIF)	1	$ 65,000	
Sanitarian / Code Compliance Officer	1	$ 56,758	
	9	**$ 492,019**	**$ -**
TIF Offset		**$ 32,500**	
	Net	**$ 459,519**	**$ -**

Estimated Detail of **Longevity Bonus**

Actual expenses may vary according to changing circumstances

Longevity Bonus	Dept. Request	Manager Proposed
Employee Longevity	$ -	
	$ -	**$ -**

Estimated Detail of **Uniform Allowance**

Actual expenses may vary according to changing circumstances

Uniform Allowance	*Staff*	*Cost*	Dept. Request	Manager Proposed
Electrical Employees Uniforms	3	$ 350.00	$ 1,050	
Field Inspectors	3	$ 100.00	$ 300	
			$ 1,350	**$ -**

Line Item Narrative

Wages: These wage amounts are as of January 10. 2014 for non union personnel. The substantial increase in wages is for reinstatementof an entry level electrician for the the Electrical Division and Union contracted wage increases. The electrical position will bring the Division back to three staff and allow for the repair and maintenance of Municipal Roadway Lighting, fire alarm and other electrical infrastructure.
Longevity: For the upcoming fiscal year no employees are due to have a longevity bonus payout.
Uniform Allowance: This account funds the day to day non-fire retardant clothing for the Electrical Division such as work pants, work shirts, work boots and gloves. This type of clothing is worn when the employee is not working on energized circuits, otherwise the longevity of the fire retardant clothing would be shortened. $350 of the increase is

City of Auburn

Planning

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
OT - Regular	**Total**	**6,006**	**6,858**	**-**
PS - General	**Total**	**3,000**	**3,000**	**-**
Office Supplies	**Total**	**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 Proposed
AFD Electrical Related	24	$ 42.58	$ 1,022	$ 1,022	
Electrical Events/ Accidents & Dig Safe	14	$ 42.58	$ 596	$ 596	
Fire Alarm Maintenance	14	$ 42.58	$ 596	$ 596	
Fire Alarm Resets	14	$ 42.58	$ 596	$ 596	
On-Call Stipend		$ 2,600	$ 2,600	$ 2,600	
Traffic Signal	34	$ 42.58	$ 1,448	$ 1,448	
	100		$ 6,858	**$ 6,858**	**$ -**

Estimated Detail of **PS - General**

Actual expenses may vary according to changing circumstances

PS - General	Dept. Request	Manager Proposed
Contracted Electrical Services	$ 3,000	$ -
	$ 3,000	**$ -**

Estimated Detail of **Office Supplies**

Actual expenses may vary according to changing circumstances

Office Supplies	Dept. Request	Manager Proposed
General Supplies	$ 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. The use of these funds varies widely based on call out volume and storm damage. The recent union contract requires a 2.5 hour minimum call out pay for incidents and will increase costs slightly based on the current year and projections.

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

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

City of Auburn

Planning

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Operating	**Total**	**2,500**	**2,500**	**-**
Other Sup - Safety Equipment	**Total**	**2,015**	**3,015**	**-**

Estimated Detail of **Other Sup - Operating**

Actual expenses may vary according to changing circumstances

Other Sup - Operating	Dept. Request	Manager Proposed
	$ 2,500	
	$ 2,500	**$ -**

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

Actual expenses may vary according to changing circumstances

Other Sup - Safety Equipment	Dept. Request	Manager Proposed
Safety Equipment	$ 3,015	
	$ 3,015	**$ -**

Line Item Narrative

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

Other Sup - Safety Equipment: Added $1,000 to fund one additional electrician's safety wear and 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 insulated footwear and hard hats, face shields, FR clothing, rescue fall equipment.

City of Auburn

Planning

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
MV Sup - Tires/Tube/Chain	**Total**	**900**	**1,200**	**-**
MV Sup - Gas & Oil	**Total**	**4,856**	**4,856**	**-**
Comm - Telephone	**Total**	**4,710**	**4,710**	**-**

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

Actual expenses may vary according to changing circumstances

MV Sup - Tires/Tube/Chain	Dept. Request	Manager Proposed
Tires	$ 1,200	
	$ 1,200	**$ -**

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

Actual expenses may vary according to changing circumstances

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

Estimated Detail of **Comm - Telephone**

Actual expenses may vary according to changing circumstances

Comm - Telephone	*Quantity*	*Per Month*	Dept. Request	Manager Proposed
Aircards	4	$ 50.00	$ 2,400	
Cellular Phones	5	$ 38.50	$ 2,310	
			$ 4,710	**$ -**

Line Item Narrative

MV Sup-Tires/Tube/Chain: This account funds the cost of tire replacement and other supplies for the vehicles used by the staff in the inspection division. The electrical bucket truck need a tire this year for $300 above normal expenses.

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

Communication--Telephone: This account funds cell phones for the staff so they can be reached while in the field and be responsive to citizens.

City of Auburn

Planning

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Utilities - Electricity	**Total**	**303,075**	**313,575**	**-**
Repairs - Vehicles	**Total**	**1,755**	**1,755**	**-**

Estimated Detail of **Utilities - Electricity**

Actual expenses may vary according to changing circumstances

Utilities - Electricity	Dept. Request	Manager Proposed
City Owned Street Lights	$ 33,545	
Electrical Division Building (Electric Heat)	$ 9,682	
Goff Hill Radio Site	$ 1,794	
Leased Street Lights	$ 256,378	
Traffic Signal Equipment	$ 12,176	
	$ 313,575	**$ -**

Estimated Detail of **Repairs - Vehicles**

Actual expenses may vary according to changing circumstances

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

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 . The CIP item to take ownership of leased street lights could result in substantial savings if implemented but is taking toime as the PUC determines the rules associated with LD1251 and then we negotiate with CMP. The increase is based on projected rate increases when we renegotiate electricity rates in December 2014. We currently have a contract rate that is better than the market rate.

Vehicle Repairs: This account funds the maintenance of 5 vehicles used by the staff in the performance of their duties. Also includes the cost of OSHA inspection for the Electrical Division aerial truck. MV Supplies (tires, tubes & chains) account was combined within this account. We anticipate a sllight reduction if the vehicle proposed in the CIP replaces the old police cruiser and an overexpenditure if it is not replaced and we continue to use it.

City of Auburn

Planning

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Repairs - Equipment	**Total**	**3,500**	**5,500**	**-**

Estimated Detail of **Repairs - Equipment**

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

Repairs Equipment: The Municipal Fire Alarm system is a 28 mile network looped-system of copper wire throughout the City serving fire alarm transmitters. The program is being evaluated to determine if we should expand the infrastructure to increase earnings. The program is generating approximately $29,050 per year, and in addition is proving approximately $3,000 worth of fire alarm service to the City and School respectively. Put another way, if this service did not exist, the City and School would need to purchase this service. The addition is for electronic parts for equipment repair of the fire alarm system. The increase of $2000 is to replace a generator transfer switch at Goff Hill and we will work with the users of that raidio tower (Water/Sewer Dist, Auburn School Buses, State Fire, and Androscoggin County Sherrifs) to split the costs and recoup some of the expense.

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

City of Auburn

Planning

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Repairs - Street Lights	**Total**	**5,400**	**5,600**	**-**
Repairs - Traffic Signal Maint	**Total**	**11,306**	**11,506**	**-**

Estimated Detail of **Repairs - Street Lights**

Actual expenses may vary according to changing circumstances

Repairs - Street Lights	Dept. Request	Manager Proposed
Municipally Owned Lighting Equipment	$ 5,600	
	$ 5,600	**$ -**

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

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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

City of Auburn

Planning

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Training & Tuition	**Total**	**2,400**	**3,400**	**-**
Advertising	**Total**	**2,400**	**2,400**	**-**

Estimated Detail of **Training & Tuition**

Actual expenses may vary according to changing circumstances

Training & Tuition	Dept. Request	Manager Proposed
See Below.	$ 3,400	
	$ 3,400	**$ -**

Estimated Detail of **Advertising**

Actual expenses may vary according to changing circumstances

Advertising	Dept. Request	Manager Proposed
Public Notice Hearings	$ 2,400	
	$ 2,400	**$ -**

Line Item Narrative

Training & Tuition: Added $500 to fund new Electrician's anticipated training classes. This account includes the cost of tuition and fees for professional development and required "continued education" for State certified Code Enforcement Officers. The training continues to be mandatory to maintain certification but the State is cutting back on free training. It funds the registration fees for required safety courses, conferences, and seminars for Department staff so that they can maintain mandatory State certifications and are knowledgeable in their fields. On average each of the City's certified Code Enforcement Officers attends approximately 8 to 10 training seminars per year. The training sessions are in the areas of legal issues, 80K actions, building standards, shoreland zoning and plumbing standards (internal & external) to name a few. Training includes (with fees): 3 electricians keeping master electrician licenses updated, training for traffic equipment, New England Building Officials and Inspectors Association, American Planning Association conference, State Planning Office meetings and seminars, and Northern New England Chapter of American Planning Association meetings. The State continues to cut free training opportunities and accessing required training is increasingly difficult within this budget.

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

City of Auburn

Planning

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Travel-Mileage	**Total**	**500**	**500**	**-**
Travel-Seminar Costs	**Total**	**1,350**	**1,600**	**-**
Dues & Subscriptions	**Total**	**900**	**1,500**	**-**

Estimated Detail of **Travel-Mileage**

Actual expenses may vary according to changing circumstances

Travel-Mileage	Dept. Request	Manager Proposed
Personal Use of Vehicles	$ 500	
	$ 500	**$ -**

Estimated Detail of **Travel-Seminar Costs**

Actual expenses may vary according to changing circumstances

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

Estimated Detail of **Dues & Subscriptions**

Actual expenses may vary according to changing circumstances

Dues & Subscriptions	Dept. Request	Manager Proposed
Professional Subscriptions	$ 1,500	
	$ 1,500	**$ -**

Line Item Narrative

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

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

Dues & Subscriptions: Added $200 over last years request ($600 over approved) for staff certifications and licensing including electrical and planning. This account funds the costs of dues for professional affiliations/ resources for the planning and inspection staff, and the purchase of code materials and state licenses.

City of Auburn

Master List

Fiscal Year 2015
Proposed 3.18.2014

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Manager Proposed	Increase/ Decrease	%
0110 City Manager							
Regular Salaries	297,136	202,948	202,948	228,790	0	25,842	12.7%
PS - General	1,851	700	800	50,700	0	50,000	7142.9%
Office Supplies	766	700	685	700	0	0	0%
Comm - Telephone	1,395	1,680	1,680	1,680	0	0	0%
Special Events	1,359	20,000	20,000	2,000	0	(18,000)	-90%
Training & Tuition	1,860	5,275	5,000	7,975	0	2,700	51%
Travel-Mileage	3,746	5,600	5,500	5,600	0	0	0%
Dues & Subscriptions	1,762	2,000	2,000	2,060	0	60	3%
TOTAL	**309,875**	**238,903**	**238,613**	**299,505**	**-**	**60,602**	**25.4%**

City of Auburn

City Manager

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	**Total**	**235,783**	**228,790**	**-**
PS - General	**Total**	**450**	**50,700**	**-**
Office Supplies	**Total**	**700**	**700**	**-**

Estimated Detail of **Regular Salaries**

Actual expenses may vary according to changing circumstances

Regular Salaries	Dept. Request	Manager Proposed
City Manager (non-union)	$ 99,000	
Assistant City Manager (non-union)	$ 85,000	
Executive Assistant (non-union)	$ 44,790	
	$ 228,790	**$ -**
TIF Offset	25%	$ 24,750
Net Cost		**$ 204,040**

Note: 25% of the City Manager's wages are paid for by TIF Revenues.

Estimated Detail of **PS - General**

Actual expenses may vary according to changing circumstances

PS - General	Dept. Request	Manager Proposed
Purchased Services	$ 50,700	
	$ 50,700	**$ -**

Estimated Detail of **Office Supplies**

Actual expenses may vary according to changing circumstances

Office Supplies	Dept. Request	Manager Proposed
General Office Supplies	$ 700	
	$ 700	**$ -**

Line Item Narrative

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

Purchased Services- General: This line item includes printing, business lunches, training, etc. The increase in this line Item is to fund a consultant to assist the City in immediate development of a priority based budget.

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

City of Auburn

City Manager

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Comm - Telephone	**Total**	**1,974**	**1,680**	**-**
Special Events	**Total**	**20,000**	**2,000**	**-**

Estimated Detail of **Comm - Telephone**

Actual expenses may vary according to changing circumstances

Comm - Telephone	*Cost / Month*	Dept. Request	Manager Proposed
City Manager	$ 70.00	$ 840	
Assistant City Manager	$ 70.00	$ 840	
		$ 1,680	**$ -**

Estimated Detail of **Special Events**

Actual expenses may vary according to changing circumstances

Special Events	Dept. Request	Manager Proposed
Special Events	$ 2,000	
	$ 2,000	**$ -**

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, Holiday Luncheon, plaques, etc.

City of Auburn

City Manager

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Training & Tuition	**Total**	**5,275**	**7,975**	**-**
Travel-Mileage	**Total**	**5,600**	**5,600**	**-**

Estimated Detail of **Training & Tuition**

Actual expenses may vary according to changing circumstances

Training & Tuition	Dept. Request	Manager Proposed
ABA Monthly Meetings	$ 200	
Chamber Awards Dinner	$ 100	
Chamber Breakfast	$ 275	
ICMA Conference	$ 3,000	
National League of Cities	$ 2,500	
LAEGC Awards Dinner - Staff Table & Awards Winners Table	$ 200	
MMA Convention	$ 200	
MTCMA Conference	$ 1,000	
Other Events	$ 500	
	$ 7,975	**$ -**

Estimated Detail of **Travel-Mileage**

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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

City of Auburn

City Manager

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Dues & Subscriptions	**Total**	**2,200**	**2,060**	**-**

Estimated Detail of **Dues & Subscriptions**

Actual expenses may vary according to changing circumstances

Dues & Subscriptions	Dept. Request	Manager Proposed
Auburn Business Association (ABA)	$ 60	$ -
ICMA Dues	$ 1,600	
Maine Biz	$ 100	
MTCMA Dues	$ 300	
	$ 2,060	**$ -**

Line Item Narrative

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

City of Auburn

Master List

Fiscal Year 2015
Proposed 3.18.2014

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Manager Proposed	Increase/ Decrease	%
0110 County Tax							
County Tax	2,006,244	2,029,513	2,029,513	2,046,880	0	17,367	1%
TOTAL	**2,006,244**	**2,029,513**	**2,029,513**	**2,046,880**	**-**	**17,367**	**0.9%**

City of Auburn

County Tax

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
County Tax	**Total**	**2,029,513**	**2,046,880**	**-**

Estimated Detail of **County Tax**

Actual expenses may vary according to changing circumstances

County Tax	Dept. Request	Manager Proposed
	$ -	$ -
	$ -	**$ -**

Line Item Narrative

County Tax:

City of Auburn

Master List

Fiscal Year 2015
Proposed 3.18.2014

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Manager Proposed	Increase/ Decrease	%
0320 Fringe Benefits							
Health Insurance	2,418,389	2,468,124		2,465,840	0	(2,284)	0%
FICA/Medicare	495,193	568,909		566,499	0	(2,410)	0%
MSRS Retirement	746,431	733,643		967,803	0	234,160	32%
ICMA Retirement	151,960	192,774		162,000	0	(30,774)	-16%
City Pension	155,683	170,000		160,000	0	(10,000)	-6%
Cafeteria Plan	165,465	187,000		175,550	0	(11,450)	-6%
Life Ins(Retirees)	23,175	23,175		23,175	0	0	0%
Salary Reserves	42,084	53,960		250,000	0	196,040	363%
Health Reimbursement Accour	0	0		174,250	0	174,250	0%
TOTAL	**4,198,380**	**4,397,585**	**-**	**4,945,117**	**-**	**547,532**	**12.5%**

City of Auburn

Fringe Benefits

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Health Insurance	**Total**	**2,468,124**	**2,465,840**	**-**
FICA/Medicare	**Total**	**568,909**	**566,499**	**-**

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 Proposed
Non Union				$ 304,596	$ 57,132	$ 361,728	
MSEA				$ 395,506	$ 33,552	$ 429,058	
Police				$ 416,087	$ 58,413	$ 474,500	
Fire				$ 480,337	$ 153,108	$ 633,445	
Public Works				$ 467,289	$ 44,820	$ 512,109	
OMC Wellness Program						$ 55,000	
						$ 2,465,840	**$ -**

Rates - PPO 500		**85%**	**15%**
Single	$ 561	$ 477	$ 84
Employee/Child	$ 916	$ 779	$ 137
Family	$ 1,259	$ 1,070	$ 189

Note: The City's premium is based upon two pools; 50% our own pool, and the other 50% with all other Maine Municipal Association participants. Our premiums increased 2% for calendar year 2014.

Estimated Detail of **FICA/Medicare**

Actual expenses may vary according to changing circumstances

FICA/Medicare		*FICA*	*FICA OT*	*Medicare*	*Medicare OT*	Dept. Request	Manager Proposed
Non Union		$ 120,482		$ 31,971			
MSEA		$ 95,381	$ 12,000	$ 22,307	$ 6,000		
Police		$ -		$ 40,035	$ 12,000		
Fire		$ -		$ 40,391	$ 18,000		
Public Works		$ 110,687	$ 26,000	$ 24,245	$ 7,000		
		$ 326,550	$ 38,000	$ 158,949	$ 43,000		
FICA Percentage	6.20%					$ 364,550	
Medicare Percentage	1.45%					$ 201,949	
						$ 566,499	**$ -**

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 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
MSRS Retirement	**Total**	**733,643**	**967,803**	**-**
ICMA Retirement	**Total**	**192,774**	**162,000**	**-**

Estimated Detail of **MSRS Retirement**

Actual expenses may vary according to changing circumstances

MSRS Retirement	*Debt*	*MSRS*	*OT & Other*	Dept. Request	Manager Proposed
Non Union		$ 110,105		$ 110,105	
MSEA		$ 68,806	$ 9,000	$ 77,806	
Police		$ 229,168	$ 30,000	$ 259,168	
Fire		$ 335,103	$ 55,000	$ 390,103	
Public Works		$ 39,527	$ 15,000	$ 54,527	
Pension Obligation	$ 126,094			$ 76,094	
				$ 967,803	**$ -**

Estimated Detail of **ICMA Retirement**

Actual expenses may vary according to changing circumstances

ICMA Retirement	*Retirement*	*Overtime*	Dept. Request	Manager Proposed
Non Union	$ 51,500	$ -		
MSEA	$ 39,500			
Public Works	$ 65,000	$ 6,000		
Employer Contribution	$ 156,000	$ 6,000	$ 162,000	
			$ 162,000	**$ -**

Line Item Narrative

MSRS: Maine State Retirement increased the employer's contribution from 6.5% to 7.3% for non-public safety employees and 7.9% to 8.3% 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 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
City Pension	**Total**	**170,000**	**160,000**	**-**
Cafeteria Plan	**Total**	**187,000**	**175,550**	**-**

Estimated Detail of **City Pension**

Actual expenses may vary according to changing circumstances

City Pension	Dept. Request	Manager Proposed
Participants	$ 160,000	
	$ 160,000	**$ -**

Estimated Detail of **Cafeteria Plan**

Actual expenses may vary according to changing circumstances

Cafeteria Plan	Dept. Request	Manager Proposed
Non Union	$ 34,200	
MSEA	$ 37,600	
Police	$ 41,600	
Fire	$ 39,650	
Public Works	$ 22,500	
	$ 175,550	**$ -**

Line Item Narrative

City Pension: This is a pre-existing retirement plan with 14 remaining participants. Nine spouses are paid $1,200 per year for a total of $10,800. Five employees are paid an average of $11,600 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 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Life Ins(Retirees)	**Total**	**23,175**	**23,175**	**-**
Salary Reserves	**Total**	**53,960**	**250,000**	**-**
Health Reimbursement Account	**Total**	**-**	**174,250**	**-**

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

Actual expenses may vary according to changing circumstances

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

Estimated Detail of **Salary Reserves**

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Salary Reserves	$ 250,000	
	$ 250,000	**$ -**

Estimated Detail of **Health Reimbursement Account**

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Health Reimbursement Account	$ 174,250	
	$ 174,250	**$ -**

Line Item Narrative

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

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

City of Auburn

Master List

Fiscal Year 2015
Proposed 3.18.2014

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Manager Proposed	Increase/ Decrease	%
0140 Legal Services							
PS-Legal	46,460	100,000	35,200	85,000	0	(15,000)	-15%
TOTAL	**46,460**	**100,000**	**35,200**	**85,000**	**-**	**(15,000)**	**-15.0%**

City of Auburn

Legal

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
PS-Legal	**Total**	**100,000**	**85,000**	**-**

Estimated Detail of **PS-Legal**

Actual expenses may vary according to changing circumstances

PS-Legal	Dept. Request	Manager Proposed
Legal Services	$ 42,500	
Legal Services-Reserve Fund	$ 42,500	
	$ 85,000	**$ -**

Line Item Narrative

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

City of Auburn

Master List

Fiscal Year 2015
Proposed 3.18.2014

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Manager Proposed	Increase/ Decrease	%
0105 Mayor and Council							
Regular Salaries	16,600	16,600	16,600	16,600	0	0	0.0%
PS - General	22,380	32,000	32,000	35,500	0	3,500	10.9%
Office Supplies	495	0	0	500	0	500	0.0%
Travel-Mileage	0	200	200	200	0	0	0.0%
Dues & Subscriptions	49,793	22,279	22,279	25,732	0	3,453	15.5%
Communication - Tel	0	0	0	0	0	0	0.0%
Joint Services	0	0	0	0	0	0	0.0%
TOTAL	**89,268**	**71,079**	**71,079**	**78,532**	**-**	**7,453**	**10.5%**

City of Auburn

Mayor & Council

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	**Total**	**16,600**	**16,600**	**-**
PS - General	**Total**	**32,000**	**35,500**	**-**
Office Supplies	**Total**	**-**	**500**	**-**

Estimated Detail of **Regular Salaries**

Actual expenses may vary according to changing circumstances

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

Estimated Detail of **PS - General**

Actual expenses may vary according to changing circumstances

PS - General	Dept. Request	Manager Proposed
Community Event Registation (LAEGC, Chamber, ABA)	$ 2,000	
Annual City Audit	$ 26,500	
Community/Employee Recognition	$ 3,500	
Council Dinners, Chamber Breakfasts, Water, etc.	$ 3,500	
	$ 35,500	**$ -**

Estimated Detail of **Office Supplies**

Actual expenses may vary according to changing circumstances

Office Supplies	Dept. Request	Manager Proposed
General Office Supplies	$ 500	$ -
	$ 500	**$ -**

Line Item Narrative

Regular Salaries: Established by Charter.

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

City of Auburn

Mayor & Council

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
Travel-Mileage	**Total**	**200**	**200**	**-**
Dues & Subscriptions	**Total**	**22,279**	**25,732**	**-**
Joint Services	**Total**	**-**	**-**	**-**

Estimated Detail of **Travel-Mileage**

Actual expenses may vary according to changing circumstances

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

Estimated Detail of **Dues & Subscriptions**

Actual expenses may vary according to changing circumstances

Dues & Subscriptions	Dept. Request	Manager Proposed
Maine Development Foundation	$ 350	
Maine Service Center Coalition	$ 2,767	
Mayor's Coaltition	$ 1,000	
Maine Municipal Association	$ 21,615	
	$ 25,732	**$ -**

Estimated Detail of **Joint Services**

Actual expenses may vary according to changing circumstances

Joint Services	Dept. Request	Manager Proposed
Public Safety Deparment Task Force	$ -	$ -
	$ -	**$ -**

Line Item Narrative

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

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

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

City of Auburn

Master List

Fiscal Year 2015
Proposed 3.18.2014

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Manager Proposed	Increase/ Decrease	%
0315 Workers Compensation							
WC Operating Transfer	415,000	431,446	415,000	468,081	0	36,635	8%
TOTAL	**415,000**	**431,446**	**415,000**	**468,081**	**-**	**36,635**	**8.5%**

City of Auburn

Workers Compensation

Fiscal Year 2015
Proposed 3.18.2014

Line Items		Last Year	Dept. Request	Manager Proposed
WC Operating Transfer	**Total**	**431,446**	**468,081**	**-**

Estimated Detail of **WC Operating Transfer**

Actual expenses may vary according to changing circumstances

WC Operating Transfer	Dept. Request	Manager Proposed
Expenses		
Salaries	$ 32,396	
Operating Supplies	$ 300	
Training and Tuition	$ 200	
Mileage	$ 100	
Purchased Services:		
Annual Actuarial	$ 6,950	
Third Party Admin - Willis	$ 28,685	
Loss Control Services - Willis	$ 8,640	
Dues and Subscriptions:		
State Admin Assessment for Self Insurance	$ 25,000	
Fee to operate State W/C Board	$ 3,410	
Renewal application fee	$ 400	
State Supplemental Benefits Fund	$ 4,000	
Claims	$ 300,000	
Insurance	$ 58,000	
Capital Costs	$ -	
Total	**$ 468,081**	**$ -**

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
Recreation Programs

Fiscal Year 2015
Proposed 3.18.2014

Projected Revenues and Expenses for FY15

Actual expenses may vary according to changing circumstances

Recreation Programs

Youth Programs	Revenues	Expenses	Variance
Fishing Derby	$ 1,550	$ 1,181	$ 369
Football (3rd-6th grade)	$ 8,050	$ 6,100	$ 1,950
Football Camp	$ 525	$ 260	$ 265
Football (Flag, 1st-2nd)	$ 1,220	$ 782	$ 438
Football (7th-8th)	$ 5,200	$ 8,074	$ (2,874)
Golf Lessons	$ 540	$ 461	$ 79
Indoor Soccer	$ 2,600	$ 2,277	$ 323
Lacrosse (1st-2nd grade)	$ 520	$ 361	$ 159
Lacrosse (3rd-4th grade)	$ 1,340	$ 1,400	$ (60)
Lacrosse (5th-6th grade)	$ 2,340	$ 1,552	$ 788
Lacrosse (Middle school)	$ 2,850	$ 1,992	$ 858
Soccer Camp (Spring)	$ 1,165	$ 897	$ 268
Soccer Camp (Summer)	$ 740	$ 570	$ 170
Soccer (Peewee)	$ 2,500	$ 2,290	$ 210
Pillo Hockey	$ 1,020	$ 325	$ 695
Recess Warriors	$ 600	$ 132	$ 468
Softball Pitching 101	$ 750	$ 515	$ 235
Running Club	$ 380	$ 248	$ 132
Summer Camp	$ 138,450	$ 104,830	$ 33,620
Spring Soccer	$ 4,705	$ 4,080	$ 625
T-Ball	$ 1,820	$ 1,537	$ 283
Track and Field	$ 10,950	$ 8,849	$ 2,101
Skills & Drills Basketball Camp	$ 770	$ 235	$ 535
Pre-K/K Instructional Basketball	$ 675	$ 210	$ 465
Youth Basketball	$ 12,500	$ 11,548	$ 952
Skating Instruction I	$ 2,925	$ 3,420	$ (495)
Skating Instruction II	$ 4,470	$ 3,420	$ 1,050
Skating Instruction III	$ 2,425	$ 3,420	$ (995)
Youth Programs Subtotal	**$ 213,580**	**$ 170,966**	**$ 42,614**

Adult Programs	Revenues	Expenses	Variance
Dodgeball	$ 1,200	$ 530	$ 670
Mens Basketball A League	$ 6,200	$ 5,124	$ 1,076
Mens Basketball B League	$ 6,525	$ 5,691	$ 834
Mens Basketball C League	$ 4,350	$ 3,724	
Co-ed Softball	$ 12,880	$ 8,046	$ 4,834
Men's Softball	$ 25,600	$ 13,823	$ 11,777
Womens Basketball	$ 5,800	$ 4,292	$ 1,508
Adult Programs Subtotal	**$ 62,555**	**$ 41,230**	**$ 21,325**

City of Auburn
Recreation Programs

Fiscal Year 2015
Proposed 3.18.2014

	Revenues	Expenses	Variance
Special Events			
Fright Fest	$ 500	$ 500	$ -
Hot Shot Competition	$ -	$ 150	$ (150)
Spring Celebration	$ 400	$ 400	$ -
Family Fun Day	$ 600	$ 600	
Wednesdays in the Park	$ 2,250	$ 2,250	$ -
Box Car Drive-in Movie	$ 250	$ 250	$ -
Valentines Day	$ 1,600	$ 780	$ 820
Holiday Celebration	$ 1,300	$ 1,300	$ -
Winter Festival	$ 3,000	$ 3,000	$ -
Special Event Subtotal	**$ 9,900**	**$ 9,230**	**$ 670**
Grand Totals	**$ 286,035**	**$ 221,426**	**$ 64,609**

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.

CITY OF AUBURN
SPECIAL REVENUE FUNDS
As of June 30, 2014

(as of January 31, 2014)

	1901 Police Outside Jobs	1902 Riverwatch	1904 Great Falls School	1905 Winter Festival	1908 Mt Apatite	1909 Kittyhawk Park	1910 Community Service	1911 Fire Prevention Trailer	1912 EMS Billing	1913 Police Fitness Equipment	1914 Oak Hill Cemeteries	1915 Fire Training Building	1916 Ahrens Fox	1917 Wellness Grant
Fund Balance 7/1/13	$ 59,733.28	$ 1,119,140.60	$ (273,443.56)	$ 5,320.98	$ 4,405.88	$ 599,895.98	$ 3,464.57	$ 4,544.65	$ (5,115.91)	$ 5,960.03	$ 23,377.18	$ 2,257.69	$ 42.83	$ 7,782.53
Revenues FY14		$ 38,269.40	$ -	$ 1,500.00	$ -	$ -	$ (203.17)	$ -		$ -	$ 600.00	$ -	$ -	$ 4,068.62
Expenditures FY14	$ 20,000.00	$ 118,301.09		$ 1,500.00	$ -	$ 9,136.99	$ 282.90		$ -	$ -		$ 59.90	$ -	$ 5,023.87
Fund Balance 6/30/14	**$ 39,733.28**	**$ 1,039,108.91**	**$ (273,443.56)**	**$ 5,320.98**	**$ 4,405.88**	**$ 590,758.99**	**$ 2,978.50**	**$ 4,544.65**	**$ (5,115.91)**	**$ 5,960.03**	**$ 23,977.18**	**$ 2,197.79**	**$ 42.83**	**$ 6,827.28**

	1922 Walmart Risk/Homeless	1924 Lucy Hood	1927 Insurance Reimbursement	1928 Vending	1929 Fire Prevention	1930 211 Fairview	1931 Donations	1932 PW Surplus	1933 Police Vehicles	1934 Fire Surplus	2000 City	2001 Donation
Fund Balance 7/1/13	$ 3,361.04	$ 861.04	$ (5,083.26)	$ 285.03	$ 6,094.56	$ (566,303.71)	$ 4,409.06	$ 2,567.94	$ (101,792.88)	$ 5,500.00	$ (45,318.15)	$ 356.75
Revenues FY14	$ 5,115.05	$ -	$ 20,795.53	$ 433.48	$ -	$ -	$ -	$ 1.47	$ -	$ -	$ 48.90	$ -
Expenditures FY14	$ 4,368.27	$ -	$ 24,085.98	$ (50.04)	$ 2,374.28	$ -	$ 970.68	$ 396.36	$ -	$ 5,500.00	$ -	$ -
Fund Balance 6/30/14	**$ 4,107.82**	**$ 861.04**	**$ (8,373.71)**	**$ 768.55**	**$ 3,720.28**	**$ (566,303.71)**	**$ 3,438.38**	**$ 2,173.05**	**$ (101,792.88)**	**$ -**	**$ (45,269.25)**	**$ 356.75**

	2002 FEMA	2003 Byrne JAG	2004 ATRC	2005 MDOT	2006 PEACE	2007 Seatbelt Grant	2008 Homeland Security	2009 Thermal Imaging Camera	2010 State Drug Money	2013 OUI Grant	2014 Speed Grant	2015 Juvenile Firesetter	2017 Drug Free Commuities	2018 Substance Abuse Prevention
Fund Balance 7/1/13	$ 61,388.95	$ (388.96)	$ 64,198.91	$ (417,877.17)	$ 11,109.40	$ 1,107.00	$ 131,208.25	$ 8,721.94	$ 24,398.18	$ 9,937.78	$ 2,944.00	$ 2,192.94	$ 1,763.82	$ 10,523.67
Revenues FY14	$ -	$ 19,421.79	$ -	$ 150,000.00	$ -	$ -	$ 241.43	$ -	$ 92,997.00	$ 4,739.97	$ 4,920.00	$ -	$ 5,975.00	$ -
Expenditures FY14	$ -	$ 13,392.77	$ -	$ 1,273,980.91	$ -	$ -	$ 199,458.94	$ 250.00	$ 19,191.43	$ 4,706.95	$ 3,304.00	$ -	$ 4,557.00	$ -
Fund Balance 6/30/14	**$ 61,388.95**	**$ 5,640.06**	**$ 64,198.91**	**$ (1,541,858.08)**	**$ 11,109.40**	**$ 1,107.00**	**$ (68,009.26)**	**$ 8,471.94**	**$ 98,203.75**	**$ 9,970.80**	**$ 4,560.00**	**$ 2,192.94**	**$ 3,181.82**	**$ 10,523.67**

	2019 Law Enforcement Training	2020 CDBG	2021 Brownfield Grant	2023 Evidence Liquidation	2025 Community Cords	2028 Weed & Seed	2029 Domestic Violence	2030 Parking	2031 Holiday Grant	2032 HEAPP	2033 Safe School/ Health	2034 Enforcement Underage Drinking	2035 ARRA	2036 COPSAP	2037 Bulletproof Vests
Fund Balance 7/1/13	$ 12,051.36	$ 4,496,408.43	$ (9,105.24)	$ 1,881.54	$ 25,473.77	$ 4,318.49	$ 352.53	$ 79,059.96	$ 3,009.00	$ (1,782.50)	$ (4,296.25)	$ (10,076.38)	$ 20,586.00	$ 32,151.86	$ (3,407.50)
Revenues FY14	$ 1,042.00	$ 275,851.24	$ -	$ 73.72	$ 5,916.92	$ -	$ -	$ 66,631.07	$ -	$ -	$ 2,997.16	$ 3,112.50	$ -	$ -	$ 7,929.18
Expenditures FY14	$ 11,006.45	$ 822,727.25	$ -	$ -	$ 7,113.20	$ -	$ -	$ 70,681.59	$ -	$ 1,218.00	$ 1,729.00	$ 1,036.00	$ -	$ -	$ -
Fund Balance 6/30/14	**$ 2,086.91**	**$ 3,949,532.42**	**$ (9,105.24)**	**$ 1,955.26**	**$ 24,277.49**	**$ 4,318.49**	**$ 352.53**	**$ 75,009.44**	**$ 3,009.00**	**$ (3,000.50)**	**$ (3,028.09)**	**$ (7,999.88)**	**$ 20,586.00**	**$ 32,151.86**	**$ 4,521.68**

	2038 Community Action Team	2039 Energy Grant Energov	2040 Great Falls TV	2041 Blanche Stevens	2042 High Visibility	2044 Federal Drug Money	2045 Forest Management	2046 Joint Land Use Study	2047 American FireFighters	2048 Tree Days Grant	2049 Teen Driver Safety	2201 EDI Grant	2500 Parks & Recreation	2501 Recreation Donation
Fund Balance 7/1/13	$ 2,117.66	$ (1,723.94)	$ 133,574.16	$ 47,118.48	$ 3,528.71	$ 19,682.77	$ 4,865.15	$ (59,068.41)	$ -	$ -	$ -	$ -	$ 257,087.43	$ 1,737.00
Revenues FY14	$ 16,778.50	$ -	$ 16,038.67	$ 3,460.00	$ -	$ 15,967.74	$ -	$ 41,080.00	$ -	$ 10,520.00	$ -	$ -	$ 90,790.11	$ -
Expenditures FY14	$ 53,832.88	$ -	$ 75,411.34	$ 2,285.98	$ -	$ 23.95	$ -	$ 18,764.30	$ 84,411.69	$ 10,095.90	$ -	$ 296,803.11	$ 150,711.65	$ -
Fund Balance 6/30/14	**$ (34,936.72)**	**$ (1,723.94)**	**$ 74,201.49**	**$ 48,292.50**	**$ 3,528.71**	**$ 35,626.56**	**$ 4,865.15**	**$ (36,752.71)**	**$ (84,411.69)**	**$ 424.10**	**$ -**	**$ (296,803.11)**	**$ 197,165.89**	**$ 1,737.00**

	2600 TIFS	2600 Tambrands TIF 4	2600 J Enterprises TIF 5	2600 Tambrands II TIF 6	2600 J & A Properties TIF 7	2600 Formed Fiber TIF 8	2600 Mall TIF 9	2600 Downtown TIF 10	2600 Safe Handling TIF 11	2600 Auburn Industria TIF 12	2600 Auburn Plaza TIF 13	2600 Auburn Plaza II TIF 14	2600 Webster School TIF 16	2600 Bedard Pharm TIF 17	Total Special Revenues
Fund Balance 7/1/13	$ (663,883.50)	$ (21,612.42)	$ 3,928.48	$ 609,772.31	$ (24,740.50)	$ 1,472.09	$ 1,140,114.02	$ 845,415.12	$ 7,151.46	$ (239,837.35)	$ 388,355.96	$ (466,387.50)	$ 360.36	$ 389.30	$ 7,409,574.77
Revenues FY14	$ -				$ -										$ 907,113.28
Expenditures FY14							$ 281,104.11	$ 356,802.29	$ -	$ 124,281.26	$ 63,628.15	$ 510,852.15	$ 13,647.44		$ 4,668,959.97
Fund Balance 6/30/14	**$ (663,883.50)**	**$ (21,612.42)**	**$ 3,928.48**	**$ 609,772.31**	**$ (24,740.50)**	**$ 1,472.09**	**$ 859,009.91**	**$ 488,612.83**	**$ 7,151.46**	**$ (364,118.61)**	**$ 324,727.81**	**$ (977,239.65)**	**$ (13,287.08)**	**$ 389.30**	$ 3,647,728.08

CITY OF AUBURN
RECREATION SPECIAL REVENUE PROGRAMS
As of June 30, 2014

(as of January 31, 2014)

	RA002 Auburn Community Band	RA003 Municipal Beach	RA004 Outdoor Education	RA005 Special Events	RA006 Recess Warriors	RA007 Spring Running	RA008 Pee Wee Soccer	RA009 Tee Ball	RA010 Summer Track & Field	RA011 Fishing Derby	RA012 Lacrosse	RA014 Tennis Lessons	RA015 Day Camp	RA017 MPS Soccer Camp	RA020 Football	RA022 Football Cheering	RA025 Pillo Hockey
Fund Balance 7/1/13	$ 4,186.34	$ 1,200.00	$ 432.90	$ 3,736.74	$ 466.62	$ 1,514.70	$ 2,046.45	$ 2,706.86	$ 5,444.75	$ 2,462.81	$ 9,549.12	$ 468.54	$ 62,860.04	$ (4,239.16)	$ 8,105.65	$ 2,780.86	$ 552.33
Revenues FY14	$ -	$ -	$ -	$ 696.00	$ -	$ -	$ 2,370.91	$ 97.50	$ 1,914.91	$ -	$ 236.98	$ -	$ 15,418.85	$ 107.25	$ 11,759.23	$ -	$ 987.79
Expenditures FY14	$ 50.00	$ -	$ -	$ 712.54	$ -	$ -	$ 2,164.52	$ -	$ 5,800.55	$ -	$ 34.82	$ -	$ 71,618.01	$ 110.00	$ 16,026.94	$ -	$ 312.45
Fund Balance 6/30/14	**$ 4,136.34**	**$ 1,200.00**	**$ 432.90**	**$ 3,720.20**	**$ 466.62**	**$ 1,514.70**	**$ 2,252.84**	**$ 2,804.36**	**$ 1,559.11**	**$ 2,462.81**	**$ 9,751.28**	**$ 468.54**	**$ 6,660.88**	**$ (4,241.91)**	**$ 3,837.94**	**$ 2,780.86**	**$ 1,227.67**

	RA026 Softball Pitching 101	RA028 Youth Basketball Lg	RA030 Indoor Soccer	RA031 Spring Soccer	RA032 Golf Lessons	RA035 Adult Basketball Lg	RA037 Adult Softball	RA040 Open Gym	RA042 Seniors Meals	RA044 Seniors Cribbage/Trips	RA047 Excursions	RA048 Vending	RA049 Scholarships	RA050 Facility Rentals	RA053 Mad Science	RA054 Ticket Sales	RA055 Skating Instruction	Total Special Revenues
Fund Balance 7/1/13	$ 1,654.04	$ 25,959.52	$ 4,056.97	$ (336.76)	$ 997.96	$ 42,098.70	$ 38,927.85	$ 1,201.30	$ (2,106.06)	$ 2,191.95	$ 734.50	$ 8,841.65	$ (2,702.19)	$ 38,447.63	$ (225.00)	$ (6,930.18)	$ -	$ 257,087.43
Revenues FY14	$ -	$ 12,724.76	$ 1,844.91	$ 100.02	$ 398.46	$ 20,602.09	$ 285.23	$ -	$ 2,599.29	$ 185.25	$ -	$ 500.80	$ 10.00	$ 4,507.00	$ -	$ 8,960.81	$ 4,482.07	$ 90,790.11
Expenditures FY14	$ 629.06	$ 9,075.89	$ 337.50	$ -	$ 550.00	$ 12,271.93	$ 14,033.41	$ 120.00	$ 2,066.38	$ 139.54	$ -	$ 179.49	$ 1,495.00	$ 2,154.62	$ -	$ 10,459.00	$ 370.00	$ 150,711.65
Fund Balance 6/30/14	**$ 1,024.98**	**$ 29,608.39**	**$ 5,564.38**	**$ (236.74)**	**$ 846.42**	**$ 50,428.86**	**$ 25,179.67**	**$ 1,081.30**	**$ (1,573.15)**	**$ 2,237.66**	**$ 734.50**	**$ 9,162.96**	**$ (4,187.19)**	**$ 40,800.01**	**$ (225.00)**	**$ (8,428.37)**	**$ 4,112.07**	$ 197,165.89

DESCRIPTION:

Norway Saving Bank Arena is an Enterprise Fund of the City of Auburn, Maine. It operates financially as the Ice Arena Enterprise Fund dba Norway Savings Bank Arena, and is responsible for the coordination, direction and implementation of a profit center for the City of Auburn. The General Manager of the Enterprise reports directly to the City Manager and oversees the operation, maintenance, fiscal oversight (specifically budget creation and capital improvements) and long range planning of the Enterprise.

MISSION:

The "Norway Savings Bank Arena" is designed to serve the Auburn Community and the region through opportunities for skating activities. The Arena shall provide exceptional, year round, affordable ice skating opportunities in a safe, healthy, community based skating environment. We shall provide for a comfortable, well designed, skating and events center that serves as a community gathering place: focused primarily on ice related recreational activities and its viewership.

VISION/PURPOSE: "Serving Our Community through Skating"

In the spirit of community; through teamwork, safety, and sportsmanship, we shall seek a high quality level of programming and facilities to teach and support the sports of ice hockey, figure skating and other ice related activities for people of all ages.

The Arena shall provide safe, stable and reliable recreational skating opportunities to area residents, with regularly scheduled recreational skating, shinny hockey and "stick & puck" time that is open to all.

In addition to its commitment to the community, the arena shall support multiple local user groups including the Twin City Titans Youth Hockey Association, Maine Gladiators Youth Hockey, Edward Little High School Hockey, St. Dominics Academy Hockey, Poland-Gray/New Gloucester High School Hockey, Leavitt Area High School Hockey, Southern Maine Middle School Hockey League, and Community based recreational opportunities with multiple other local, regional and national user groups. Norway Savings Bank Arena shall operate as a year round facility. Marketing, promotions and the scheduling of ice time and other programming shall be scheduled to maximize the directive of the mission statement, provide financial stability and provide a balance among the many regional skating and viewing interests. The Arena shall strive to be the premier ice surfaces in the state and New England.

PROGRAMS

1. OPERATIONS:

Oversight of all events, activities, and related programming of the Enterprise to ensure proper staffing, goals, objectives, and coordination for the operation of a multipurpose, multi-use ice skating facility. Management of staff which includes a Director of Operations and Scheduling, Olympia Drivers and all part time staff. Coordinating the Activities include but are not limited to: scheduling of events, activities, negotiate, maintain and evaluate third party contracts for leased/contracted space. Provide a clean, safe and friendly environment for patrons in accordance with all facility policies and procedures. Operations consist of the bulk of staff time, preparing, maintaining and post event activities.

2. FINANCE AND ADMINISTRATION:

Provide financial oversight and administration of all activities of the facility. Together, the General Manager and the Administrative Assistant monitor budgets, accounts payable and receivable in conjunction with the municipal finance department to maintain the economic viability and fiscal responsibility of the Arena. Developing a budget and fee based structure that provides excellent services at a minimal cost. Reports consistently to City Manager and City Council financial budgeting quarterly, and cooperates monthly with financial health of the Enterprise in the monthly financial reports as presented by the Finance Department. Consistently review the value of the long term economic impact on the facility on the community.

3. MARKETING AND ADVERTISING:

The Marketing and Advertising within the facility is the responsibility of the General Manager with assistance from the Administrative Assistant. By building and managing local, regional and national marketing and advertising partnerships, the GM is responsible for the overall economic viability and fiscal responsibility of the Arena. Annual advertising and marketing of these partnerships within the facility and for special events, activities the local and regional participation provide for unlimited exposure and additional resources for the facility. Website development and promotion provide for electronic media growth and additional avenues for promoting the facility. Through programming and development of tournaments, and other regional events and activities, the Arena works to serve as an Economic Development opportunity for the community; bringing people from outside of the region supporting local businesses and community as a whole.

GOALS AND OBJECTIVES

- Provide a premier safe, affordable, entertainment experience for customers, participants and spectators. Instituting procedures and a culture to engage and welcome the community.
- Develop an internal programming and rental base that provide consistent revenue stream to properly maintain the facility and grow economic opportunities in the region
- Provide clean and quality services throughout the facility.
- Build staffing levels to maximize efficiency and operation of the facility.
- Operate 100% as an Enterprise Fund, using a budget model based on using zero community tax based revenue.
- Develop a fee based structure that is commensurate to the operation, minimizing expenditures, maintaining a high quality delivery of services.
- Monitor and coordinate Utility expenses to remain on budget
- Maintain a positive social and electronic media interface to interact and communicate with our users, including updated website and point of sale.
- Develop and implement a Marketing strategy for branding Arena activities, events and rental uses.

PERFORMANCE MEASURES

PERFORMANCE MEASURES			
MEASURE	GOALS	FY 2013	FY 2014
Achieve 100% Enterprise Sustainability	Develop financial budgets and policies intended on operating without municipal tax assistance, while maintaining fees commensurate to the operation/market demand.	N/A	Unknown
Ice Commitments	Maximize prime time ice rental, achieving 85-90% of all primetime ice rental filled, generating ice/facility rental income of $800,000	N/A	Monitoring
Advertising Revenue	To attain 95%-100% revenue renewal rate from advertising partnerships equivalent to or greater than $185,000 annually	N/A	At Least $188,350
Utilities and Services	Monitor and coordinate utility expenses to maintain a strong level of customer satisfaction, while remaining on budget. Finding new ways to reduce utility expenses.	N/A	N/A
Tournament Play/ Economic Development	Provide a minimum of 5 stay and play tournament opportunities, generating a minimum of $40,000 in annual income, and 350 hotel nights within the community.	N/A	Monitoring

BUDGET DRIVERS

1. **Rent:** The triple net lease with Slapshot LLC, ($528,408), represents 44% of the overall budget for the facility. The largest financial commitment of the facility is a fixed expense and shall remain in place through the entirety of the lease agreement.

2. **Utilities:** Utilities are a function of operation and time. Efforts are made to monitor and reduce utility costs, and are currently based upon projections of current use and trends. Fluctuations in commodity pricing create vulnerability in the budget process and are a significant portion of the remaining 56% of budget expenditures. (17% or $209,146)

3. **Regular Salaries/ Additional Labor:** Staffing levels are maintained at a minimum to provide the level of service and maintenance to the facility. Efforts are made to reduce overtime, maximize the skills of the staff, but consist of approximately 26% ($318.446) of the overall budget.

PROGRAM BUDGET-Operations

Full Time Equivalent	4.5	Budgeted FY 2014	Actual FY 2014	Budgeted FY 2015
Revenue				$988,710
Salaries				$155,199
Contracted Services				$24,500
Operations				$850,554

PROGRAM BUDGET-Finance and Administration

Full Time Equivalent	1.05	Budgeted FY 2014	Actual FY 2014	Budgeted FY 2015
Revenue				$0
Salaries				$63,922
Contracted Services				$500
Operations				$1000

PROGRAM BUDGET-Marketing and Advertising

Full Time Equivalent	0.85	Budgeted FY 2014	Actual FY 2014	Budgeted FY 2015
Revenue				$237,225
Salaries				$59,748
Contracted Services				$13,500
Operations				$2,844

City of Auburn
Norway Savings Arena Summary

Fiscal Year 2015
Proposed 2.18.2014

Projected Revenues and Expenses for FY15

Actual expenses may vary according to changing circumstances

Norway Savings Bank Arena

	FY14	FY15	Change	Dept. Request	Manager Proposed
Total Revenues		$ 1,221,935			
Total Expenses		$ 1,208,500			
Profit (Loss)	$ -	$ 13,435	$ 13,435	**$ -**	**$ -**

Debt Service	Principal	Interest	Dept. Request	Manager Proposed
			$ -	
			$ -	
	$ -	$ -	**$ -**	**$ -**

Ingersoll Arena Revenue Summary	FY14	FY15	Change	Dept. Request	Manager Proposed
Revenues					
Ice Rental Income		$ 753,260			
Sign Advertisements		$ 233,225			
Programs/Tournaments		$ 172,450			
Subleased Space		$ 38,500			
Events/Facility Rentals		$ 24,500			
	$ -	$ 1,221,935	$ -	**$ -**	**$ -**

Line Item Narrative

Projected Revenues and Expenses:

City of Auburn
Norway Savings Arena Summary

Fiscal Year 2015
Proposed 2.18.2014

Line Items			Last Year	Dept. Request	Manager Request
Norway Savings Bank Arena	Proposed	**Projected**			
Ingersoll Arena Expense Summary	***FY14***	***FY15***	***Change***	**Dept. Request**	**Manager Proposed**
Expenses					
Full Time Employee (Salary and Fringe)	$ 316,572.00	$ 277,446.00	$ (39,126)	$ 277,446	
Part-time Salaries		$ 41,000.00	$ 41,000	$ 41,000	
Insurance Premiums	$ 7,500.00	$ 25,000.00	$ 17,500	$ 25,000	
Rent Payment	$ -	$ 528,408.00	$ 528,408	$ 528,408	
Advertising	$ 10,000.00	$ 12,000.00	$ 2,000	$ 12,000	
Professional Services	$ 2,500.00	$ 3,500.00	$ 1,000	$ 3,500	
Utilities-Total		$ 209,146.00			
Repairs - Buildings	$ 2,500.00	$ 5,000.00	$ 2,500	$ 5,000	
Repairs -Vehicles	$ 1,000.00	$ 1,500.00	$ 500	$ 1,500	
Repairs - Equipment	$ 5,000.00	$ 7,500.00	$ 2,500	$ 7,500	
Repairs - Maintenance Contracts	$ 2,824.00	$ 3,500.00	$ 676	$ 3,500	
Training & Tuition	$ 2,500.00	$ 2,500.00	$ -	$ 2,500	
Travel - Mileage Reimbursement	$ 1,500.00	$ 1,000.00	$ (500)	$ 1,000	
Travel - Seminar Costs	$ -	$ -	$ -	$ -	
Subscriptions & Dues	$ 2,850.00	$ 2,500.00	$ (350)	$ 2,500	
Office Supplies	$ 1,500.00	$ 1,500.00	$ -	$ 1,500	
Other Supplies - Operating	$ 6,250.00	$ 5,000.00	$ (1,250)	$ 5,000	
Other Supplies - Safety	$ 250.00	$ 500.00	$ 250	$ 500	
Other Supplies - Concessions	$ 22,750.00	$ -	$ (22,750)	$ -	
Other Supplies - Pro Shop	$ -	$ -	$ -	$ -	
Other Supplies - Programs	$ 500.00	$ 1,500.00	$ 1,000	$ 1,500	
Capital - General	$ -	$ 25,000.00	$ 25,000	$ 25,000	
Capital Blg Improv.	$ -	$ 35,000.00	$ 35,000	$ 35,000	
Capital - Small Tools	$ -	$ 5,000.00	$ 5,000	$ 5,000	
Machinery and Equipment	$ 15,000.00	$ 15,000.00	$ -	$ 15,000	
	$400,996.00	$ 1,208,500.00	$ 598,358.00	$ 999,354.00	

City of Auburn
Norway Savings Arena Ice Revenu

Fiscal Year 2015
Proposed 1.10.2014

Projected Revenues and Expenses for FY15

Actual expenses may vary according to changing circumstances

Norway Savings Bank Arena	***FY14***	***FY15***	***Change***		
				Dept.	**Manager**
Ice Revenue Detail		$ 964,210		**Request**	**Proposed**
Ice Rental Income		**$ 753,260**		**$ 753,260**	
Youth Hockey		$ 387,750		$ 387,750	
High School Teams		$ 162,150		$ 162,150	
L/A Seniors-Adult		$ 67,680		$ 67,680	
Private Rentals		$ 32,900		$ 32,900	
Russeau Clinics		$ 28,905		$ 28,905	
Boston Kremes		$ 22,560		$ 22,560	
MHD Womens League/rentals		$ 9,400		$ 9,400	
Summer Camp Rentals		$ 11,250		$ 11,250	
Middle School Hockey League		$ 10,575		$ 10,575	
Stride Envy		$ 6,450		$ 6,450	
Grahame Townsend		$ 5,640		$ 5,640	
Pro Ambitions Sports Camp		$ 4,000		$ 4,000	
Youth Activities		$ 4,000		$ 4,000	
Programs/Tournaments		**$ 172,450**		**$ 172,450**	
USA Hockey-Festivals		$ 7,050		$ 7,050	
USA Hockey- Regionals		$ 6,110		$ 6,110	
Great Falls Shootout		$ 90,240		$ 90,240	
Public Skate		$ 32,500		$ 32,500	
Shinny/Stick and Puck Hockey		$ 18,500		$ 18,500	
Skating Instruction		$ 11,000		$ 11,000	
Birthday Parties		$ 7,050		$ 7,050	
				$ -	
Subleased Rental Space		**$ 38,500**		**$ 38,500**	
Concession/Conference		$ 30,000		$ 30,000	
Pro Shop		$ 8,500		$ 8,500	
				$ -	
Events/Facility Rentals		**$ 24,500**		**$ 24,500**	
Graduation		$ 7,000		$ 7,000	
Dance Recital		$ 3,500		$ 3,500	
Room Rental		$ 4,000		$ 4,000	
Concert/Shows		$ 10,000		$ 10,000	
Line Item Narrative				$ -	

Projected Revenues and Expenses:

City of Auburn
Norway Savings Arena Addtl Rev

Fiscal Year 2015
Proposed 1.10.2014

Projected Revenues and Expenses for FY15

Actual expenses may vary according to changing circumstances

Norway Savings Bank Arena	*FY14*	*FY15*	*Change*		
Norway Savings Bank Arena Revenue Detail				**Dept. Request**	**Manager Proposed**
Advertising Revenue	**$ 174,275**	**$ 233,225**			
Naming Rights - Norway Savings Bank	$ 50,000	$ 80,000			
Concessions License - Pepsi	$ 10,000	$ 5,000			
Concessions License -Tim Hortons	$ 8,000	$ 10,000			
Corporate Marketing and Ad Space	$ 106,275	$ 138,225			

Projected Revenues and Expenses:

City of Auburn
Norway Savings Arena HR

Fiscal Year 2015
Proposed 1.10.2014

Projected Revenues and Expenses for FY15

Actual expenses may vary according to changing circumstances

Norway Savings Bank Arena

Line Items			FY 14	FY 15	Last Year		
Norway Savings Bank Arena			Proposed	**Projected**	***Change***		**Manager**
Human Resource Expenses			***$278,218***	***$277,446***	**($772)**	**Dept.**	**Proposed**
Full Time Salaries: by Position							
General Manager			$ 61,500	$ 62,500	$ 1,000		
Director of Operations			$ 54,639	$ 54,639	$ -		
Administrative			$ 35,802	$ 35,802	$ -		
Maintenance Supervisor			$ 24,907	$ 24,907	$ -		
Olympia Operator			$ 22,064	$ 22,064	$ -		
FICA (6.2%) by Position					$ -		
General Manager			$ 3,813	$ 3,875	$ 62		
Director of Operations			$ 3,388	$ 3,388	$ -		
Administrative			$ 2,220	$ 2,220	$ -		
Maintenance Supervisor			$ 1,544	$ 1,544	$ -		
Olympia Operator			$ 1,368	$ 1,368	$ -		
Medicare (1.45%) by Position					$ -		
General Manager			$ 892	$ 906	$ 15		
Director of Operations			$ 792	$ 792	$ -		
Administrative			$ 519	$ 519	$ -		
Maintenance Supervisor			$ 361	$ 361	$ -		
Olympia Operator			$ 320	$ 320	$ -		
Health Insurance Coverage by Position (individual selections)					$ -		
General Manager	(waived)		$ 3,776	$ 3,776	$ -		
Director of Operations			$ 12,838	$ 12,838	$ -		
Administrative			$ 12,838	$ 12,838	$ -		
Maintenance Supervisor			$ 5,724	$ 5,724	$ -		
Olympia Operator			$ 5,724	$ 5,724	$ -		
Cafeteria Plan by Position (individual selections)					$ -		
General Manager			$ 950	$ 950	$ -		
Director of Operations			$ 950	$ 950	$ -		
Administrative			$ 950	$ 950	$ -		
Maintenance Supervisor			$ 950	$ 950	$ -		
Olympia Operator			$ 950	$ 950	$ -		
Retirement Plan by Position (individual selections)					$ -		
General Manager	MPERS	6.50%	$ 3,998	$ 4,063	$ 65		
Director of Operations	None	0%	$ -	$ -	$ -		
Administrative		6.00%	$ 2,148	$ 2,148	$ -		
Maintenance Supervisor		6.50%	$ 1,619	$ 1,619	$ -		
Olympia Operator		6.50%	$ 1,434	$ 1,434	$ -		
MSEA Uniform Allowance			$ 1,050	$ 1,050	$ -	$ 1,050	
Overtime Salaries			$ 7,176	$ 5,500	$ (1,676)	$ 5,500	
Overtime Benefits	14.15%		$ 1,015	$ 778	$ (237)		

City of Auburn
Norway Savings Utilities

Fiscal Year 2015
Proposed 1.10.2014

Projected Revenues and Expenses for FY15

Actual expenses may vary according to changing circumstances

Norway Savings Bank Arena	***FY14 Proposed***	***FY15 Proposed***			
Norway Savings Bank Arena Expense Detail	***$ 224,615***	***$ 209,146***	***Change***	**Dept. Request**	**Manager Proposed**
Expenses					
Utilities - Water & Sewer	$ 12,000	$ 11,750	$ (250)	$ 11,750	
Utilities - Electricity	$ 156,000	$ 142,200	$ (13,800)	$ 142,200	
Utilities - Natural Gas	$ 46,115	$ 36,600	$ (9,515)	$ 36,600	
Utilites - Propane (AmeriGas)	$ 9,000	$ 6,200	$ (2,800)	$ 6,200	
Utilities - Security Monitoring	$ 1,500	$ 1,500	$ -	$ 1,500	
Utilities - Communications		$ 8,596	$ 8,596	$ 8,596	
Utilities - Waste Disposal		$ 2,300	$ 2,300	$ 2,300	

City Council
Agenda Information Sheet

City of Auburn

Council Meeting Date: February 24, 2014 **Order** 14-02182014*

Author: Phillip L. Crowell, Jr., Chief of Police

Item(s) checked below represent the subject matter related to this workshop item.

☐**Comprehensive Plan** ☐**Work Plan** ☐**Budget** ☐**Ordinance/Charter** ☒**Other Business*** ☐**Council Goals****

****If Council Goals please specify type:** ☐***Safety*** ☐***Economic Development*** ☐***Citizen Engagement***

Subject: Transfer of Forfeiture Asset – Gary Wallace

Information:
In November 2013, Auburn police officers executed a search warrant at a downtown residential apartment building in the City of Auburn. Upon executing the warrant officers located and seized 2.7 grams of marijuana, .3 grams of crack cocaine, digital scale with white residue as well as numerous other related items associated with trafficking in illegal drugs. In addition, $4,491.00 in US Currency was seized as suspected drug proceeds.

Mr. Wallace was arrested and charged with Aggravated Trafficking in Schedule "W" Drugs (Cocaine Base), Class A; Title 17-A Sec. 1105-A.E.1. The charge is elevated to "Aggravated" due to the fact the suspects residence was within 1000' of a designated "SAFE ZONE" (Bonney Park) pursuant to Title 30-A sec. 3253.

Financial: The State of Maine, Office of the Attorney General, seeks to transfer $4,491.00 U.S. Currency, to the Auburn Police Department.

Action Requested at this Meeting: Vote to accept transfer of $4,491.00 in U.S. Currency.

Previous Meetings and History: N/A

Attachments:
- Memo to City Manager
- Order 14-02182014

**Agenda items are not limited to these categories.*

Auburn Police Department

Memorandum

Phillip L. Crowell
Chief of Police

Jason D. Moen
Deputy Chief

Rita P. Beaudry
Executive Assistant

To: Clinton Deschene, City Manager

From: Phillip L. Crowell, Jr., Chief of Police

Date: February 7, 2014

Re: Criminal Forfeiture Funds – **Gary Wallace**

The Auburn Police Department seeks to accept the following Criminal forfeited assets:

- **Superior Court Criminal Docket No. CR-13-1311 – Gary Wallace $4,491.00**

In November 2013, Auburn police officers executed a search warrant at a downtown residential apartment building in the City of Auburn. Upon executing the warrant officers located and seized 2.7 grams of marijuana, .3 grams of crack cocaine, digital scale with white residue as well as numerous other related items associated with trafficking in illegal drugs. In addition, $4,491.00 in US Currency was seized as suspected drug proceeds.

The male subject was arrested and charged with Aggravated Trafficking in Schedule "W" Drugs (Cocaine Base), Class A; Title 17-A Sec. 1105-A.E.1. The charge is elevated to "Aggravated" due to the fact the suspects residence was within 1000' of a designated "SAFE ZONE" (Bonney Park) pursuant to Title 30-A sec. 3253.

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
Adam R. Lee, Ward Four

Leroy Walker, Ward Five
Belinda Gerry, At Large
David Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 14-02182014

ORDERED, that the municipality of Auburn, Maine, by and through its municipal officers, does hereby grant approval pursuant to 15 M.R.S.A. §5824(3) & §5826(6) to the transfer of Defendant (Gary Wallace) in Rem, or any portion thereof ($4,491.00 U.S. Currency) on the grounds that the Auburn Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the municipality of Auburn, Maine does hereby approve of the transfer of the Defendant (Gary Wallace) in Rem, or any portion thereof ($4,491.00 U.S. Currency), pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) by vote of the Auburn municipal legislative body on or about February 18, 2014.

City Council
Agenda Information Sheet

City of Auburn

Council Meeting Date: February 24, 2014 **Order** 15-02182014*

Author: Phillip L. Crowell, Jr., Chief of Police

Item(s) checked below represent the subject matter related to this workshop item.

☐**Comprehensive Plan** ☐**Work Plan** ☐**Budget** ☐**Ordinance/Charter** ☒**Other Business*** ☐**Council Goals****

****If Council Goals please specify type:** ☐***Safety*** ☐***Economic Development*** ☐***Citizen Engagement***

Subject: Transfer of Forfeiture Asset – Herbert Simmons

Information:
In November of 2012, Auburn Police officers responded to a burglary in progress complaint. In conducting their investigation with the assistance of Auburn Police Department's assigned MDEA drug agent, officers were able to determine the true nature of the incident.

The investigation revealed the incident was not a burglary complaint but rather a disturbance as a result of a drug deal "rip off". The "rip off" involved only money, $6,250.00 which was intended to be used to purchase illegal drugs. Officers seized the money due to the nature of the intent in which the money was to be used.

Financial: The State of Maine, Office of the Attorney General, seeks to transfer $6,250.00 U.S. Currency, to the Auburn Police Department.

Action Requested at this Meeting: Vote to accept transfer of $6,250.00 in U.S. Currency.

Previous Meetings and History: N/A

Attachments:
- Memo to City Manager
- Order 15-02182014

**Agenda items are not limited to these categories.*

Auburn Police Department

Memorandum

Phillip L. Crowell
Chief of Police

Jason D. Moen
Deputy Chief

Rita P. Beaudry
Executive Assistant

To: Clinton Deschene, City Manager

From: Phillip L. Crowell, Jr., Chief of Police

Date: February 7, 2014

Re: Criminal Forfeiture Funds – **Herbert Simmons**

The Auburn Police Department seeks to accept the following Criminal forfeited assets:

- **Superior Court Criminal Docket No. CR-13-1230 – Herbert Simmons $6,250.00**

In November of 2012, Auburn Police officers responded to a burglary in progress complaint. In conducting their investigation with the assistance of Auburn Police Department's assigned MDEA drug agent, officers were able to determine the true nature of the incident.

The investigation revealed the incident was not a burglary complaint but rather a disturbance as a result of a drug deal "rip off". The "rip off" involved only money, $6,250.00 which was intended to be used to purchase illegal drugs. Officers seized the money due to the nature of the intent in which the money was to be used

No criminal drug charges were brought against any of the involved parties.

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Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
Adam Lee, Ward Four

Leroy Walker, Ward Five
Belinda Gerry, At Large
David Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 15-02182014

ORDERED, that the municipality of Auburn, Maine, by and through its municipal officers, does hereby grant approval pursuant to 15 M.R.S.A. §5824(3) & §5826(6) to the transfer of Defendant (Herbert Simmons) in Rem, or any portion thereof ($6,250.00 U.S. Currency) on the grounds that the Auburn Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the municipality of Auburn, Maine does hereby approve of the transfer of the Defendant (Herbert Simmons) in Rem, or any portion thereof ($6,250.00 U.S. Currency), pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) by vote of the Auburn municipal legislative body on or about February 18, 2014.

City Council
Agenda Information Sheet

City of Auburn

Council Meeting Date: February 24, 2014 **Order** 16-02182014*

Author: Phillip L. Crowell, Jr., Chief of Police

Item(s) checked below represent the subject matter related to this workshop item.

☐**Comprehensive Plan** ☐**Work Plan** ☐**Budget** ☐**Ordinance/Charter** ☒**Other Business*** ☐**Council Goals****

****If Council Goals please specify type:** ☐***Safety*** ☐***Economic Development*** ☐***Citizen Engagement***

Subject: Transfer of Forfeiture Asset – Taurus Allen

Information:
In October 2013, Auburn police officers executed a search warrant at a local motel in the City of Auburn. Upon executing the warrant a male subject who had an active warrant for his arrest for Unlawful Trafficking in Schedule Drugs was located and arrested. The search of his person and room resulted in the seizure of 6.0 grams of marijuana, .6 grams of crack cocaine, digital scale containing a white residue and other related items associated with trafficking in illegal drugs. In addition, $2,634.00 in US Currency was seized as suspected drug proceeds.

Mr. Allen was arrested on the warrant. The case was submitted to the District Attorney's Office for additional charges of trafficking.

Financial: The State of Maine, Office of the Attorney General, seeks to transfer $2,634.00 U.S. Currency, to the Auburn Police Department.

Action Requested at this Meeting: Vote to accept transfer of $2,634.00 in U.S. Currency.

Previous Meetings and History: N/A

Attachments:
- Memo to City Manager
- Order 16-02182014

**Agenda items are not limited to these categories.*

Auburn Police Department

Phillip L. Crowell
Chief of Police

Jason D. Moen
Deputy Chief

Rita P. Beaudry
Executive Assistant

Memorandum

To: Clinton Deschene, City Manager

From: Phillip L. Crowell, Jr., Chief of Police

Date: February 7, 2014

Re: Criminal Forfeiture Funds – **Taurus Allen**

The Auburn Police Department seeks to accept the following Criminal forfeited assets:

- **Superior Court Criminal Docket No. CR-13-1409 – Taurus Allen $2,634.00**

In October 2013, Auburn police officers executed a search warrant at a local motel in the City of Auburn. Upon executing the warrant a male subject who had an active warrant for his arrest for Unlawful Trafficking in Schedule Drugs was located and arrested. The search of his person and room resulted in the seizure of 6.0 grams of marijuana, .6 grams of crack cocaine, digital scale containing a white residue and other related items associated with trafficking in illegal drugs. In addition, $2,634.00 in US Currency was seized as suspected drug proceeds.

Mr. Allen was arrested on the warrant. The case was submitted to the District Attorney's Office for additional charges of trafficking.

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Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
Adam Lee, Ward Four

Leroy Walker, Ward Five
Belinda Gerry, At Large
David Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 16-02182014

ORDERED, that the municipality of Auburn, Maine, by and through its municipal officers, does hereby grant approval pursuant to 15 M.R.S.A. §5824(3) & §5826(6) to the transfer of Defendant (Taurus Allen) in Rem, or any portion thereof ($2,634.00 U.S. Currency) on the grounds that the Auburn Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the municipality of Auburn, Maine does hereby approve of the transfer of the Defendant (Taurus Allen) in Rem, or any portion thereof ($2,634.00 U.S. Currency), pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) by vote of the Auburn municipal legislative body on or about February 18, 2014.

Mayor LaBonte called the meeting to order at 7:00 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. Councilor Hayes had an excused absence. All other Councilors were present.

I. Consent Items* - None

II. Minutes

- January 21, 2014 Regular Council Meeting

Motion was made by Councilor LaFontaine and seconded by Councilor Walker to approve the minutes of January 21, 2014 as presented. Passage 6-0.

III. Reports

Mayor's Report – reported

City Manager's Report – reported on the items below and provided an update on the transportation center.

- Sale of the Chilling System at Ingersoll Arena being put out with bid process
- Joint School and City Budget calendar

City Committee Reports – Councilors Walker and Crowley reported. Councilor Crowley also had a Sewer District slide presentation.

Councilor Reports- Councilors Gerry and Crowley reported.

IV. Communications, Presentations and Recognitions - None

V. Open Session

Dom Casavant, 158 Valview Drive
Dan Herrick, 470 Hatch Road
Ginger Lee Smith, River Road

VI. Unfinished Business - None

VII. New Business

1. Public Hearing

Public hearing on Solid Waste and Recycling contracts.

Dom Casavant, 158 Valview Drive
Robert Hansen, 376 Lake Street
Larry Pelletier, 129 Second Street
Deb Desjardins, Turner Road
Betty Ann Sheets, 32 Waterboro Drive

2. **Order 11-02032014**

Naming the ball field at Pettengill Park. Public hearing.

Colby Dill, post 153 vice commander who would like to name the field The Ted Ricker Memorial Field.

Motion was made by Councilor LaFontaine and seconded by Councilor Young not to name the ball field at Pettengill Park. Passage 6-0.

3. **Ordinance 01-02032014**

Amending an Ordinance – Chapter 2, Article VI, Division 2, Section 2-514). First reading.

Motion was made by Councilor LaFontaine and seconded by Councilor Lee to amend the Ordinance (Chapter 2, Article VI, Division 2, Section 2-514) by striking the second line as presented. Passage 6-0. A roll call vote was taken.

4. **Resolve 01-02032014**

Supporting the Rail to Trail Project.

Motion was made by Councilor LaFontaine and seconded by Councilor Walker supporting the Rail to Trail Project. Passage 6-0.

5. **Resolve 02-02032014**

Opposing the State Revenue Sharing Reduction.

The City Manager will rewrite this Resolve and will bring it back to the February 18, 2014.

6. **Order 12-02032014**

Authorizing the City Manager to reinstate funding ($2,205 to be taken from the Fund Balance) to support five polling places instead of one for the June 10, 2014 election.

Motion was made by Councilor LaFontaine and seconded by Councilor Crowley authorizing the City Manager to reinstate funding ($2,205 to be taken from the Fund Balance) to support five polling places instead of one for the June 10, 2014 election.
Passage 6-0.

VIII Open Session

Betty Ann Sheets on behalf of Colby Dill.

IX. Executive Session

- Discussion regarding a personnel matter, pursuant to 1 M.R.S.A. §405(6)(A).

  Motion was made by Councilor LaFontaine and seconded by Councilor Crowley to enter into Executive Session. Passage 4-0-1 (Councilor Lee abstained and Councilor Walker was out of the room during the vote). Time 9:25 P.M.

  The Mayor declared Council out of Executive Session at 10:25 P.M.

X. Adjournment

Motion was made by Councilor LaFontaine and seconded by Councilor Crowley to adjourn. Passage 5-0 (Councilor Young was not present for this vote), 10:25 P.M.

A True Copy.

ATTEST Susan Clements-Dallaire

Susan Clements-Dallaire, City Clerk

IN COUNCIL SPECIAL MEETING FEBRUARY 10, 2014 VOL. 34 PAGE 10

Mayor LaBonté called the meeting to order at 7:25 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. Councilor LaFontaine had an excused absence. All other Councilors were present.

I. New Business

1. Order 13-02102014

Authorizing the City Manager to sign an easement with Slap Shot, LLC.

Motion was made by Councilor Lee and seconded by Councilor Walker to authorize the City Manager to sign an easement with Slap Shot, LLC. Passage 6-0.

II. Adjournment

Motion was made by Councilor Walker and seconded by Councilor Crowley to adjourn. Passage 6-0, 7:30 P.M.

A True Copy.

ATTEST Susan Clements-Dallaire

Susan Clements-Dallaire, City Clerk

L.D. 1251

Date: (Filing No. H-)

ENERGY, UTILITIES AND TECHNOLOGY

Reproduced and distributed under the direction of the Clerk of the House.

STATE OF MAINE

HOUSE OF REPRESENTATIVES

126TH LEGISLATURE

FIRST REGULAR SESSION

COMMITTEE AMENDMENT " " to H.P. 885, L.D. 1251, Bill, "An Act To Lower Costs to Municipalities and Reduce Energy Consumption through Increased Competition in the Municipal Street Light Market"

Amend the bill by striking out everything after the enacting clause and before the summary and inserting the following:

'**Sec. 1. 35-A MRSA §2523** is enacted to read:

§2523. Street lights; use of poles

This section governs street lights that are attached to utility poles in the public way.

1. Ownership and maintenance options. On or after October 1, 2014, a transmission and distribution utility shall provide the following options to municipalities for street and area lighting provided by light fixtures attached to poles owned by the transmission and distribution utility or on shared-use poles in the electrical space under the contractual management of the transmission and distribution utility located in the public way:

A. The transmission and distribution utility provides all of the components of the street lighting system, including installation on the utility poles and maintenance, and provides electricity delivery to the street lighting system from a power vendor selected by the municipality. The transmission and distribution utility shall apply a monthly charge for these services as approved by the commission that reflects the total cost to provide street lighting equipment for each light and a separate charge for power delivery consistent with subsection 3;

B. The transmission and distribution utility installs all of the components of the street lighting hardware as selected, purchased and owned by the municipality on utility poles owned by the transmission and distribution utility or in the electrical space under contractual management of the transmission and distribution utility on shared-use poles and connects the light to the power source on the pole. The transmission and distribution utility may apply a one-time charge per light fixture for installation as established by the commission.

Any repairs made by the transmission and distribution utility to the mounting hardware or the power supply wire connection following installation must be billed at a rate established by the commission. Maintenance of all components of the light fixture is the responsibility of the municipality or its contractor. Any person performing maintenance work on behalf of the municipality pursuant to this provision must be qualified pursuant to applicable federal or state standards or any standards established by the commission for such work and must have liability insurance in an amount and with terms determined by the commission. Light locations, the street lighting hardware installed and delivery charges are governed by subsections 2 and 3; and

C. The transmission and distribution utility connects to the power lines a light fixture either owned by or owned and installed by the municipality or its contractor on a pole owned by the transmission and distribution utility or on a shared-use pole in the electrical space under the contractual management of the transmission and distribution utility. Light locations, the street lighting hardware installed and delivery charges are governed by subsections 2 and 3. Maintenance of the light fixture and mounting hardware is the responsibility of the municipality or its contractor. Any person installing or working on municipally owned street lighting equipment pursuant to this paragraph on behalf of the municipality must be qualified pursuant to applicable federal and state standards or any standards established by the commission for such work and must have liability insurance in an amount and with terms determined by the commission. The transmission and distribution utility may apply a one-time power connection charge per light fixture as established by the commission.

2. Lighting location and installation. For municipally owned street lighting hardware located on poles owned by the transmission and distribution utility or in the electrical space under the contractual management of the transmission and distribution utility on shared-use poles in the public way, the location on the pole and the street lighting hardware installed, as well as any associated charges, are governed by the following provisions.

A. The commission shall establish criteria, based on standard utility industry practice, for determining possible locations on the utility pole for the street lighting hardware, determining any changes that may be needed, including, but not limited to, relocating equipment already on the pole, installing a taller pole or bracing an existing pole, as well as determining any one-time fees the transmission and distribution utility may charge the municipality for making the determinations and undertaking the work necessitated by the determinations. The criteria must also specify the conditions under which a request from a municipality to locate a light fixture on a pole may reasonably be denied by the transmission and distribution utility.

B. The commission shall establish basic criteria, consistent with standard utility industry practice, for municipally owned street lighting hardware installed on utility poles that address any reasonable safety and compatibility issues with other equipment on or uses of the pole. The criteria must provide a basis for determining when no additional assessment work, and related fees pursuant to paragraph A, would be warranted for a replacement light fixture because the new light fixture places

comparable or lower demands on the utility pole and related utility equipment than the light fixture being replaced.

3. Delivery rates and associated charges. The commission shall establish through appropriate proceedings the charges for the transmission and distribution utility to deliver electricity to the municipal street lighting systems as provided in subsection 1. For municipal street lighting system options described in subsection 1, paragraphs B and C, the commission shall determine what, if any, ongoing fees beyond the power-only delivery charge may be assessed, including a pole attachment fee. In making this determination, the commission shall weigh, among other factors, the municipal interest to serve the general public and the location of the poles in municipal rights-of-way.

4. Transfer of ownership. A transmission and distribution utility shall allow a municipality to transfer utility-owned street and area lighting for which the municipality is billed to either form of municipal ownership in subsection 1, paragraphs B and C in a time frame and under terms established by the commission. The commission shall also determine a fair and equitable cost for all aspects of the transfer and establish guidelines to best enable the contiguous ownership of lighting fixtures.'

SUMMARY

This amendment strikes and replaces the provisions of the bill. The amendment requires electricity transmission and distribution utilities to provide new options for municipal street lighting programs and provides for how a municipality may be charged for the utility infrastructure services provided, how the location of street and area lighting will be provided, at what rates or by what methods the electricity delivery charges may be assessed and how a municipality may transition from one option to another during the course of any year.

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

TO: **Clinton Deschene, City Manager**

FROM: **Jill Eastman, Finance Director**

REF: **January 2014 Financial Report**

DATE: **February 10, 2014**

The following is a discussion regarding the significant variances found in the City's January financial report. Please note that although the monthly financial report contains amounts reported by the School Department, this discussion is limited to the City's financial results and does not attempt to explain any variances for the School Department.

The City has completed its seventh month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 58.3% of the annual budget. However, not all costs and revenues are distributed evenly throughout the year; individual line items can vary based upon cyclical activity.

Revenues

Revenues collected through January 31st, including the school department were $39,980,481, or 55.22%, of the budget. The municipal revenues including property taxes were $29,355,889, or 56.19% of the budget which is less than the same period last year by 0.55%. The accounts listed below are noteworthy.

A. The current year tax revenue is at 55.95% the same as last year.

B. Excise tax for the month of January is at 62.59%. This is a $141,147 increase from FY 13. Our excise revenues for FY14 are 4.29% above projections as of January 31, 2014.

C. State Revenue Sharing at the end of January is 57.68% or $951,460. This is 31.2% decrease this year from last January.

D. Licenses and Permits are behind last year at this time, but still within budget projections.

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Expenditures

City expenditures through January 2014 were $22,294,764 or 61.69%, of the budget. This is 5.97% less than the same period last year. Noteworthy variances are:

A. The operating departments are all in line with where they should be at this time. Several line items are paid quarterly, semi-annually or annually thus creating the appearance of being over budget. I have and will continue to monitor each department's expenditures throughout the fiscal year.
B. The TIF transfer has not been made yet this year which is the major variance compared to last year at this time.

Investments

This section contains an investment schedule as of January 31st. Currently the City's funds are earning an average interest rate of .22%.

Respectfully submitted,

Jill M. Eastman
Finance Director

CITY OF AUBURN, MAINE
BALANCE SHEET - CITY GENERAL FUND, WC AND UNEMPLOYMENT FUND
AS of January 2014, December 2013, and June 2013 (audited)

	UNAUDITED Jan 31 2014	UNAUDITED Dec 31 2013	Increase (Decrease)	AUDITED JUNE 30 2013
ASSETS				
CASH	$ 8,110,464	$ 9,886,084	$ (1,775,619)	$ 11,268,551
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	761,606	758,244	3,361	1,178,345
TAXES RECEIVABLE-CURRENT	18,437,902	19,098,386	(660,484)	89,723
DELINQUENT TAXES	546,197	548,004	(1,806)	543,772
TAX LIENS	612,253	677,344	(65,091)	1,267,670
NET DUE TO/FROM OTHER FUNDS	5,352,562	4,980,663	371,898	1,602,354
TOTAL ASSETS	**$ 33,820,984**	**$ 35,948,725**	**$ (2,127,741)**	**$ 15,950,415**
LIABILITIES & FUND BALANCES				
ACCOUNTS PAYABLE	$ (230,826)	$ (140,531)	$ (90,295)	$ (536,867)
PAYROLL LIABILITIES	20,123	10,830	9,293	(93,082)
ACCRUED PAYROLL	(4,655)	(4,655)	-	(1,066,178)
STATE FEES PAYABLE	(47,539)	(56,991)	9,452	-
ESCROWED AMOUNTS	(41,865)	(41,865)	-	(41,865)
DEFERRED REVENUE	(19,469,483)	(20,196,140)	726,657	(1,832,681)
TOTAL LIABILITIES	**$ (19,774,246)**	**$ (20,429,353)**	**$ 655,107**	**$ (3,570,673)**
FUND BALANCE - UNASSIGNED	$ (13,180,905)	$ (14,653,539)	$ 1,472,634	$ (8,775,150)
FUND BALANCE - RESTRICTED FOR WORKERS COMP & UNEMPLOYMENT	1,001,137	1,001,137	-	(2,450,020)
FUND BALANCE - ASSIGNED	(1,866,970)	(1,866,970)	-	(1,154,572)
TOTAL FUND BALANCE	**$ (14,046,738)**	**$ (15,519,372)**	**$ 1,472,634**	**$ (12,379,742)**
TOTAL LIABILITIES AND FUND BALANCE	**$ (33,820,984)**	**$ (35,948,725)**	**$ 2,127,741**	**$ (15,950,415)**

CITY OF AUBURN, MAINE
REVENUES - GENERAL FUND COMPARATIVE
THROUGH January 31, 2014 VS January 31, 2013

REVENUE SOURCE	FY 2014 BUDGET	ACTUAL REVENUES THRU JAN 2014	% OF BUDGET	FY 2013 BUDGET	ACTUAL REVENUES THRU JAN 2013	% OF BUDGET	VARIANCE
TAXES							
PROPERTY TAX REVENUE-	$ 42,844,641	$ 23,972,057	55.95%	$ 42,121,141	$ 23,568,422	55.95%	$ 403,635
PRIOR YEAR REVENUE	$ -	$ 717,865		$ -	761,164		$ (43,299)
HOMESTEAD EXEMPTION REIMBURSEMENT	$ 482,575	$ 371,573	77.00%	$ 514,584	$ 377,161	73.29%	$ (5,588)
ALLOWANCE FOR ABATEMENT	$ -	$ -		$ -	$ -		$ -
ALLOWANCE FOR UNCOLLECTIBLE TAXES	$ -	$ -		$ -	$ -		$ -
EXCISE	$ 3,068,500	$ 1,920,550	62.59%	$ 3,018,500	$ 1,779,403	58.95%	$ 141,147
PENALTIES & INTEREST	$ 140,000	$ 72,023	51.44%	$ 140,000	$ 87,576	62.55%	$ (15,553)
TOTAL TAXES	$ 46,535,716	$ 27,054,068	58.14%	$ 45,794,225	$ 26,573,726	58.03%	$ 480,342
LICENSES AND PERMITS							
BUSINESS	$ 47,300	$ 32,939	69.64%	$ 39,900	$ 39,405	98.76%	$ (6,466)
NON-BUSINESS	$ 338,300	$ 198,866	58.78%	$ 260,700	$ 208,019	79.79%	$ (9,153)
TOTAL LICENSES	$ 385,600	$ 231,805	60.12%	$ 300,600	$ 247,424	82.31%	$ (15,619)
INTERGOVERNMENTAL ASSISTANCE							
STATE-LOCAL ROAD ASSISTANCE	$ 440,000	$ 473,451	107.60%	$ 378,000	$ 228,022	60.32%	$ 245,429
STATE REVENUE SHARING	$ 1,649,470	$ 951,460	57.68%	$ 2,400,000	$ 1,383,572	57.65%	$ (432,112)
WELFARE REIMBURSEMENT	$ 53,000	$ 29,234	55.16%	$ 53,083	$ 29,644	55.84%	$ (410)
OTHER STATE AID	$ 22,000	$ 3,025	13.75%	$ 21,000	$ 20,742	98.77%	$ (17,717)
CITY OF LEWISTON	$ 155,000	$ -	0.00%	$ 158,362	$ -	0.00%	$ -
TOTAL INTERGOVERNMENTAL ASSISTANCE	$ 2,319,470	$ 1,457,170	62.82%	$ 3,010,445	$ 1,661,980	55.21%	$ (204,810)
CHARGE FOR SERVICES							
GENERAL GOVERNMENT	$ 140,240	$ 81,426	58.06%	$ 130,955	$ 93,877	71.69%	$ (12,451)
PUBLIC SAFETY	$ 366,152	$ 164,930	45.04%	$ 263,102	$ 70,308	26.72%	$ 94,622
EMS AGREEMENT	$ 100,000	$ 58,333	58.33%	$ 100,000	$ 50,000	50.00%	$ 8,333
TOTAL CHARGE FOR SERVICES	$ 606,392	$ 304,690	50.25%	$ 494,057	$ 214,185	43.35%	$ 90,505
FINES							
PARKING TICKETS & MISC FINES	$ 40,000	$ 14,875	37.19%	$ 45,000	$ 14,192	31.54%	$ 683
MISCELLANEOUS							
INVESTMENT INCOME	$ 20,000	$ 289	1.44%	$ 30,000	$ 13,762	45.87%	$ (13,473)
INTEREST-BOND PROCEEDS	$ 2,000	$ -	0.00%	$ 2,000	$ -	0.00%	$ -
RENTS	$ 122,000	$ -	0.00%	$ 122,000	$ 121,827	99.86%	$ (121,827)
UNCLASSIFIED	$ 17,500	$ 47,794	273.11%	$ 5,150	$ 32,123	623.75%	$ 15,671
SALE OF RECYCLABLES	$ 4,800	$ -	0.00%	$ -	$ -		$ -
COMMERCIAL SOLID WASTE FEES	$ -	$ 30,935		$ -	$ 32,038		$ (1,103)
SALE OF PROPERTY	$ 20,000	$ 60,164	300.82%	$ 20,000	$ 16,694	83.47%	$ 43,470
RECREATION PROGRAMS/ARENA	$ -	$ -		$ 43,275	$ -	0.00%	$ -
MMWAC HOST FEES	$ 204,000	$ 120,046	58.85%	$ 197,400	$ 117,779	59.67%	$ 2,267
9-1-1 DEBT SERVICE REIMBURSEMENT	$ -	$ -		$ -	$ (20)	0.00%	$ 20
TRANSFER IN: TIF	$ 520,000	$ -	0.00%	$ 324,212	$ 324,212	100.00%	$ (324,212)
ENERGY EFFICIENCY	$ 2,000	$ 279	13.96%	$ 2,000	$ 858	42.90%	$ (579)
CDBG	$ 58,000	$ 20,443	35.25%	$ 8,000	$ 1,334	16.68%	$ 19,109
UTILITY REIMBURSEMENT	$ 37,500	$ 13,332	35.55%	$ 37,500	$ 13,728	36.61%	$ (396)
CITY FUND BALANCE CONTRIBUTION	$ 1,350,000	$ -	0.00%	$ 1,350,000	$ -	0.00%	$ -
TOTAL MISCELLANEOUS	$ 2,357,800	$ 293,282	12.44%	$ 2,141,537	$ 674,335	31.49%	$ (381,053)
					$ -		
TOTAL GENERAL FUND REVENUES	**$ 52,244,978**	**$ 29,355,889**	56.19%	**$ 51,785,864**	**$ 29,385,842**	56.74%	**$ (29,953)**
SCHOOL REVENUES							
EDUCATION SUBSIDY	$ 17,942,071	$ 10,343,942	57.65%	$ 17,942,071	$ 9,938,100	55.39%	$ 405,842
EDUCATION	$ 1,358,724	$ 280,650	20.66%	$ 1,358,724	$ 248,167	18.26%	$ 32,483
SCHOOL FUND BALANCE CONTRIBUTION	$ 855,251	$ -	0.00%	$ 855,251	$ -	0.00%	$ -
TOTAL SCHOOL	$ 20,156,046	$ 10,624,592	52.71%	$ 20,156,046	$ 10,186,267	50.54%	$ 438,325
GRAND TOTAL REVENUES	**$ 72,401,024**	**$ 39,980,481**	**55.22%**	**$ 71,941,910**	**$ 39,572,109**	**55.01%**	**$ 408,372**

CITY OF AUBURN, MAINE
EXPENDITURES - GENERAL FUND COMPARATIVE
THROUGH January 31, 2014 VS January 31, 2013

DEPARTMENT	FY 2014 BUDGET	Unaudited EXP THRU JAN 2014	% OF BUDGET	FY 2013 BUDGET	Unaudited EXP THRU JAN 2013	% OF BUDGET	VARIANCE
ADMINISTRATION							
MAYOR AND COUNCIL	$ 71,079	$ 38,663	54.39%	$ 99,690	$ 61,407	61.60%	$ (22,744)
CITY MANAGER	$ 238,903	$ 143,517	60.07%	$ 343,296	$ 155,958	45.43%	$ (12,441)
ECONOMIC DEVELOPMENT	$ 318,933	$ 143,928	45.13%	$ -	$ -		$ 143,928
ASSESSING SERVICES	$ 172,277	$ 101,852	59.12%	$ 183,801	$ 97,259	52.92%	$ 4,593
CITY CLERK	$ 162,045	$ 95,536	58.96%	$ 150,676	$ 81,283	53.95%	$ 14,253
FINANCIAL SERVICES	$ 405,976	$ 233,602	57.54%	$ 419,539	$ 234,519	55.90%	$ (917)
HUMAN RESOURCES	$ 139,566	$ 74,997	53.74%	$ 137,836	$ 74,764	54.24%	$ 233
INFORMATION COMMUNICATION TECHNOLOGY	$ 395,350	$ 278,356	70.41%	$ 386,632	$ 233,772	60.46%	$ 44,584
LEGAL SERVICES	$ 100,000	$ 29,291	29.29%	$ 85,000	$ 14,667	17.26%	$ 14,624
TOTAL ADMINISTRATION	$ 2,004,129	$ 1,139,742	56.87%	$ 1,806,470	$ 953,629	52.79%	$ 186,113
COMMUNITY SERVICES							
ENGINEERING	$ 280,188	$ 152,727	54.51%	$ 320,370	$ 176,019	54.94%	$ (23,292)
COMMUNITY PROGRAMS	$ -	$ -		$ 14,050	$ 10,850	77.22%	$ (10,850)
PLANNING & PERMITTING	$ 775,230	$ 450,547	58.12%	$ 776,532	$ 377,377	48.60%	$ 73,170
PARKS AND RECREATION	$ 567,334	$ 307,709	54.24%	$ 602,191	$ 320,315	53.19%	$ (12,606)
HEALTH & SOCIAL SERVICES	$ 189,539	$ 133,131	70.24%	$ 176,567	$ 133,603	75.67%	$ (472)
PUBLIC LIBRARY	$ 946,737	$ 619,158	65.40%	$ 968,292	$ 645,528	66.67%	$ (26,370)
TOTAL COMMUNITY SERVICES	$ 2,759,028	$ 1,663,272	60.28%	$ 2,858,002	$ 1,663,692	58.21%	$ (420)
FISCAL SERVICES							
DEBT SERVICE	$ 6,321,584	$ 5,801,562	91.77%	$ 6,682,797	$ 6,083,464	91.03%	$ (281,902)
PROPERTY	$ 715,667	$ 421,951	58.96%	$ 699,114	$ 468,885	67.07%	$ (46,934)
WORKERS COMPENSATION	$ 431,446	$ -	0.00%	$ 415,000	$ -	0.00%	$ -
WAGES & BENEFITS	$ 4,397,585	$ 2,624,795	59.69%	$ 4,602,545	$ 2,467,329	53.61%	$ 157,466
EMERGENCY RESERVE (10108062-670000)	$ 375,289	$ -	0.00%	$ 333,818	$ -	0.00%	$ -
TOTAL FISCAL SERVICES	$ 12,241,571	$ 8,848,308	72.28%	$ 12,733,274	$ 9,019,678	70.84%	$ (171,370)
PUBLIC SAFETY							
FIRE DEPARTMENT	$ 4,024,789	$ 2,395,670	59.52%	$ 3,904,344	$ 2,259,867	57.88%	$ 135,803
POLICE DEPARTMENT	$ 3,589,583	$ 2,030,925	56.58%	$ 3,439,583	$ 1,949,382	56.67%	$ 81,543
TOTAL PUBLIC SAFETY	$ 7,614,372	$ 4,426,595	58.13%	$ 7,343,927	$ 4,209,249	57.32%	$ 217,346
PUBLIC WORKS							
PUBLIC WORKS DEPARTMENT	$ 4,730,432	$ 2,597,940	54.92%	$ 4,617,744	$ 2,604,093	56.39%	$ (6,153)
WATER AND SEWER	$ 558,835	$ 429,591	76.87%	$ 558,835	$ 418,214	74.84%	$ 11,377
TOTAL PUBLIC WORKS	$ 5,289,267	$ 3,027,531	57.24%	$ 5,176,579	$ 3,022,307	58.38%	$ 5,224
INTERGOVERNMENTAL PROGRAMS							
AUBURN-LEWISTON AIRPORT	$ 105,000	$ 105,000	100.00%	$ 105,000	$ 78,750	75.00%	$ 26,250
E911 COMMUNICATION CENTER	$ 1,036,409	$ 777,638	75.03%	$ 1,035,381	$ 776,339	74.98%	$ 1,299
LATC-PUBLIC TRANSIT	$ 235,496	$ 235,373	99.95%	$ 235,548	$ 176,635	74.99%	$ 58,738
LAEGC-ECONOMIC COUNCIL	$ -	$ -		$ 160,687	$ 80,343	50.00%	$ (80,343)
COMMUNITY LITTLE THEATER	$ -	$ -		$ 20,160	$ -	0.00%	$ -
TAX SHARING	$ 270,000	$ 41,793	15.48%	$ 289,000	$ 43,602	15.09%	$ (1,809)
TOTAL INTERGOVERNMENTAL	$ 1,646,905	$ 1,159,804	70.42%	$ 1,845,776	$ 1,155,669	62.61%	$ 4,135
COUNTY TAX	$ 2,029,513	$ 2,029,512	100.00%	$ 2,006,244	$ 2,006,244	100.00%	$ 23,268
TIF (10108058-580000)	$ 2,555,723	$ -	0.00%	$ 2,619,142	$ 2,590,947	98.92%	$ (2,590,947)
OVERLAY	$ -	$ -		$ -	$ -	0.00%	$ -
							$ -
TOTAL CITY DEPARTMENTS	**$ 36,140,508**	**$ 22,294,764**	**61.69%**	**$ 36,389,414**	**$ 24,621,415**	**67.66%**	**$ (2,326,651)**
EDUCATION DEPARTMENT	$ 37,128,028	$ 16,227,761	43.71%	$ 34,705,246	$ 14,700,262	42.36%	$ 1,527,499
TOTAL GENERAL FUND EXPENDITURES	**$ 73,268,536**	**$ 38,522,525**	**52.58%**	**$ 71,094,660**	**$ 39,321,677**	**55.31%**	**$ (799,152)**

CITY OF AUBURN, MAINE
INVESTMENT SCHEDULE
AS Of January 31, 2014

INVESTMENT		FUND	BALANCE January 31, 2014	BALANCE December 31, 2013	INTEREST RATE	WEIGHTED AVG YIELD
BANKNORTH MNY MKT	24-1242924	GENERAL FUND	$ 55,376.86	$ 55,369.81	**0.20%**	
BANKNORTH MNY MKT	24-1745910	GF-WORKERS COMP	$ 49,264.67	$ 49,261.32	**0.10%**	
BANKNORTH MNY MKT	24-1745944	GF-UNEMPLOYMENT	$ 66,954.30	$ 66,945.77	**0.20%**	
BANKNORTH CD	7033	GF-UNEMPLOYMENT	$ 102,404.84	$ 102,404.84	**2.64%**	
BANKNORTH MNY MKT	24-1809302	SPECIAL REVENUE	$ 52,599.15	$ 52,592.45	**0.20%**	
BANKNORTH MNY MKT	24-1745902	SR-PERMIT PARKING	$ 198,148.99	$ 198,123.75	**0.20%**	
BANKNORTH MNY MKT	24-1745895	SR-TIF	$ 1,118,706.94	$ 1,118,564.44	**0.20%**	
BANKNORTH MNY MKT	24-1746819	CAPITAL PROJECTS	$ 11,767,424.73	$ 11,765,925.78	**0.20%**	
BANKNORTH MNY MKT	24-1745928	ICE ARENA	$ 249,490.96	$ 249,459.18	**0.10%**	
GRAND TOTAL			**$ 13,660,371.44**	**$ 13,658,647.34**		**0.22%**

City of Auburn, Maine
"Maine's City of Opportunity"
Financial Services

To: Clinton Deschene, City Manager
From: Jill Eastman, Finance Director
Re: Arena Financial Reports for January 31, 2014

Attached you will find a Statement of Net Assets and a Statement of Activities for the Ingersoll Arena and the Norway Savings Bank Arena as of January 31, 2014. After comments on the December Financial Report I have separated the balance sheets to reflect both arenas.

INGERSOLL ARENA

Statement of Net Assets:
The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets.

Current Assets:
As of the end of January 2014 the total current assets of Ingersoll were $213,662. These consisted of cash and cash equivalents of $249,484, accounts receivable of $24,950 and an interfund payable of $60,772, which means that Ingersoll owes the General Fund $60,772, so net cash available to Ingersoll is $188,712 at the end of January.

The accounts receivable of $24,950 remains the same as it was last month.

Noncurrent Assets:
Ingersoll's noncurrent assets are the building, equipment and any building and land improvements, less depreciation. There will be an adjustment to the equipment, since some of this has been transferred to Norway Savings Bank Arena. The total value of the noncurrent assets as of January 31, 2014 were $630,402.

Liabilities:
Ingersoll had no liabilities as of January 31, 2014.

Statement of Activities:

The statement of activities shows the current operating revenue collected for the fiscal year and the operating expenses as well as any nonoperating revenue and expenses.

The operating revenues for Ingersoll Arena through January 2014, are $72,336. This revenue comes from the concessions, sign advertisements, pro shop lease, youth programming, shinny hockey, public skating and ice rentals.

The operating expenses for Ingersoll Arena through January 2014, were $143,076. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of January 2014 Ingersoll Arena has an operating losses of $70,740.

60 Court Street • Suite 411 • Auburn, ME 04210
(207) 333-6600 Voice • (207) 333-6601 Automated • (207) 333-6620 Fax
www.auburnmaine.org

Non-operating revenue and expenses consist of interest income and debt service payments. The interest income to date is $757 and debt service expense to date is $82,801.

As of January 31, 2014 Ingersoll Arena has a decrease in net assets of $152,784.

NORWAY SAVINGS BANK ARENA

Statement of Net Assets:
The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets.

Current Assets:
As of the end of January 2014 the total current assets of Norway Savings Bank Arena were ($137,278). These consisted of cash and cash equivalents of $454, and an interfund payable of $137,732, which means that Norway owes the General Fund $137,732 at the end of January.

Noncurrent Assets:
Norway's noncurrent assets are equipment that was purchased, less depreciation (depreciation is posted at year end). There will be an adjustment to the equipment to account for the equipment that was transferred from Ingersoll Arena. The total value of the noncurrent assets as of January 31, 2014 were $200,454.

Liabilities:
Norway Arena had accounts payable of $14,805 as of January 31, 2014.

Statement of Activities:

The statement of activities shows the current operating revenue collected for the fiscal year and the operating expenses as well as any nonoperating revenue and expenses.

The operating revenues for Norway Arena through January 2014 are $317,020. This revenue comes from the concessions, sign advertisements, pro shop lease, youth programming, shinny hockey, public skating and ice rentals.

The operating expenses for Norway Arena through January 2014 were $268,649. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of January 2014 Norway Arena has an operating gain of $48,371.

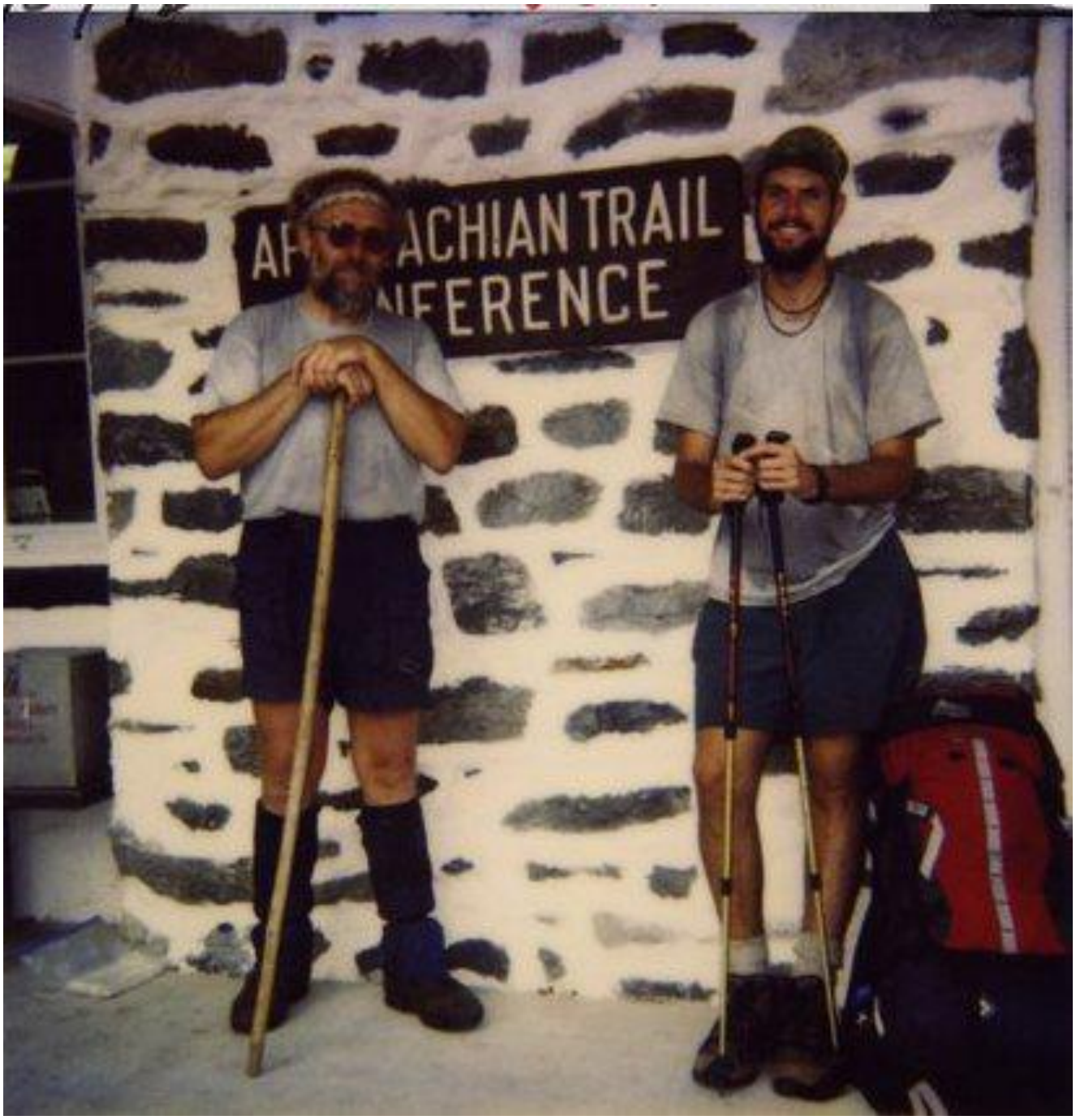
As of January 31, 2014 Norway Arena has a increase in net assets of $48,371.

CITY OF AUBURN, MAINE
Statement of Net Assets
Proprietary Funds
January 31, 2014

	Business-type Activities - Enterprise Funds		
	Ingersoll	**Norway Savings**	**Combined**
ASSETS			
Current assets:			
Cash and cash equivalents	$ 249,484	$ 454	$ 249,938
Interfund receivables	$ (60,772)	$ (137,732)	(198,504)
Accounts receivable	24,950		24,950
Total current assets	213,662	(137,278)	76,384
Noncurrent assets:			
Capital assets:			
Buildings	18,584		18,584
Equipment	672,279	200,454	872,733
Land improvements	826,911		826,911
Less accumulated depreciation	(887,372)		(887,372)
Total noncurrent assets	630,402	200,454	830,856
Total assets	844,064	63,176	907,240
LIABILITIES			
Accounts payable		$ 14,805	14,805
Total liabilities	-	14,805	14,805
NET ASSETS			
Invested in capital assets	$ 630,402	$ 200,454	830,856
Unrestricted	$ 213,662	$ (152,083)	61,579
Total net assets	**$ 844,064**	**$ 48,371**	**$ 892,435**

CITY OF AUBURN, MAINE
Statement of Revenues, Expenses and Changes in Net Assets
Proprietary Funds
Business-type Activities - Enterprise Funds
Statement of Activities
January 31, 2014

	Ingersoll Ice Arena	Norway Savings Arena	Total
Operating revenues:			
Charges for services	$ 72,336	$ 317,020	$ 389,356
Operating expenses:			
Personnel	70,196	78,419	148,615
Supplies	6,799	72,433	79,232
Utilities	52,802	24,029	76,831
Repairs and maintenance	9,612	2,157	11,769
Depreciation	-	-	-
Capital expenses		4,500	4,500
Other expenses	3,667	87,111	90,778
Total operating expenses	143,076	268,649	411,725
Operating gain (loss)	(70,740)	48,371	(22,369)
Nonoperating revenue (expense):			
Interest income	757	-	757
Interest expense (debt service)	(82,801)	-	(82,801)
Total nonoperating expense	(82,044)	-	(82,044)
Gain before transfer	(152,784)	48,371	(104,413)
Transfers out	-	-	
Change in net assets	(152,784)	48,371	(104,413)
Total net assets, July 1	996,848	-	996,848
Total net assets, December 31, 2013	**$ 844,064**	**$ 48,371**	**$ 892,435**


ACHIAN TRAIL
ERENCE

The **Auburn Police Department's** "Coffee with a Cop" Program is a brand new initiative of the APD.

There will be no agenda, no speeches...just a chance for community members to ask questions, voice concerns, and get to know the officers who serve their community & neighborhood.

PROGRAM HIGHLIGHTS:

- An informal, neutral space to discuss community issues, build relationships and drink some coffee
- Mobilize citizens to participate in neighborhood watch groups
- Our first "Coffee with a Cop" event will be Tuesday, March 4, from 9:00 - 11:00am at Rolly's Diner, 87 Mill Street
- Creates lasting connections with citizens, one cup at a time
- **This is Auburn's community-police partnership at its very best!**

City Council
Agenda Information Sheet

City of Auburn

Council Meeting Date: February 24, 2014 **Ordinance** 01-02032014

Author: Sue Clements-Dallaire, City Clerk

Item(s) checked below represent the subject matter related to this workshop item.

☐**Comprehensive Plan** ☐**Work Plan** ☐**Budget** ☒**Ordinance/Charter** ☐**Other Business*** ☐**Council Goals****

****If Council Goals please specify type:** ☐***Safety*** ☐***Economic Development*** ☐***Citizen Engagement***

Subject: Proposal to repeal the second sentence of an Ordinance (Chapter 2, Article VI, Division 2 Section 2-514)

Information: We are proposing to repeal the second sentence of Chapter 2, Article VI, Division 2 (under Capital Improvement Program) as it conflicts with Section 8.10 (Action on Capital Program) in our City Charter. Please see attached.

Financial: N/A

Action Requested at this Meeting: Recommend passage (second reading).

Previous Meetings and History: Discussed at the 1/21/2014 Council Workshop and passage of first reading was on February 3, 2014.

Attachments:

Capital Program - Charter Sec. 8.10
Capital Program Ordinance Sec 2-514
Ordinance 01-02032014

**Agenda items are not limited to these categories.*

Sec. 8.10. Action on capital program.

A. *Notice and hearing.* The city council and school committee shall publish the general summary of the capital program and a notice stating:

1. The times and places where copies of the capital program are available for inspection by the public; and
2. The time and place, not less than two weeks after such publication, for joint public hearing(s) on the capital program.

B. *Adoption.* The city council by resolution shall adopt the capital program with or without amendment after the public hearing and on or before the last day of the last month of the current fiscal year.

Sec. 2-514. Public notice and hearing.

The council shall publish its capital improvements program on its website and make it available for inspection in the office of the city clerk. ~~Notice of public hearing on the capital improvements program shall be given not less than seven nor more than 15 calendar days prior to the date of hearing.~~

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
Adam R. Lee, Ward Four

Leroy Walker, Ward Five
Belinda Gerry, At Large
David Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDINANCE 01-02032014

ORDERED, that the Code of Ordinances (Chapter 2, Article VI, Division 2 Section 2-514) hereby be amended as follows;

Sec. 2-514. Public notice and hearing.

The council shall publish its capital improvements program on its website and make it available for inspection in the office of the city clerk. ~~Notice of public hearing on the capital improvements program shall be given not less than seven nor more than 15 calendar days prior to the date of hearing.~~

City Council
Agenda Information Sheet

City of Auburn

Council Meeting Date: February 24, 2014 **Order** 17-02182014

Author: Clint Deschene, City Manager

Item(s) checked below represent the subject matter related to this workshop item.

☐**Comprehensive Plan** ☐**Work Plan** ☐**Budget** ☒**Ordinance/Charter** ☐**Other Business*** ☐**Council Goals****

****If Council Goals please specify type:** ☐***Safety*** ☐***Economic Development*** ☐***Citizen Engagement***

Subject: Appointment of Tax Assessor

Information: Approval of this order will confirm the City Manager's appointment of Renee Lachapelle as Tax Assessor for a period of two years from March 15, 2014 to March 14, 2016.

Financial: N/A

Action Requested at this Meeting: Recommend passage

Previous Meetings and History: Renee Lachapelle was originally appointed to Tax Assessor on March 15, 2010. She was reappointed on March 15, 2012 for a two year term.

Attachments:

- Order 17-02182014

**Agenda items are not limited to these categories.*

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
Adam R. Lee, Ward Four

Leroy Walker, Ward Five
Belinda Gerry, At Large
David Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

Order 17-02182014

ORDERED, that Renee Lachapelle be and hereby appointed as Tax Assessor for the period of March 15, 2014 to March 14, 2016.