

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 13-14, 90% or \$120,009 of the total allocated assistance went towards housing cost.
- ❖ Sixty month TANF timed out; FY 13-14, 30% or \$33,737, of the budget was spent on households who have exhausted the TANF program.

Six year history of General Assistance.

Year	Number of Applications	Amount Assisted
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
2013-2014	980	\$139,371.00

PERFORMANCE MEASURES			
MEASURE	GOALS	FY 2013	FY 2014
HOUSING COST	Decrease the length of time a household receives housing assistance.	3.3 mo. average	3.8
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	\$6.02
COST PER HOUSEHOLD	Manage the average cost per household for the duration of assistance given.	\$777.63	\$749.30

PROGRAM BUDGET - Public Health						
Description	FTE	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	Increase/D crease	% Change
Salaries	.04	\$ 2,067	\$ 2,223	\$ 2,223	\$ -	0.00%
Contracted Services					\$ -	
Operations					\$ -	
General Fund		\$ 2,067	\$ 2,223	\$ 2,223	\$ -	0.00%
PROGRAM BUDGET - General Assistance						
Description	FTE	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	Increase/D crease	% Change
Salaries	1.2	\$ 66,220	\$ 66,503	\$ 67,386	\$ 883	1.33%
Contracted Services		\$ -	\$ -	\$ -	\$ -	
Operations		\$140,084	\$107,862	\$110,869	\$ 3,007	2.79%
General Fund		\$206,304	\$174,365	\$178,255	\$ 3,890	2.23%
PROGRAM BUDGET - Emergency Assistance						
Description	FTE	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	Increase/D crease	% Change
Salaries	.2	\$ 8,501	\$ 9,684	\$ 9,684	\$ -	0.00%
Contracted Services					\$ -	
Operations		\$ 8	\$ 80	\$ 80	\$ -	0.00%
General Fund		\$ 8,509	\$ 9,764	\$ 9,764	\$ -	0.00%
Trust Fund Allocation		\$ 3,460	\$ 3,610	\$ 3,610	\$ -	0.00%
Community Cords		\$ 8,768	\$ 10,500	\$ 10,500	\$ -	0.00%
Total Funding		\$ 20,737	\$ 23,874	\$ 23,874	\$ -	0.00%
PROGRAM BUDGET - Work Ready Program						
Description	FTE	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	Increase/D crease	% Change
Salaries	.16	\$ 5,469	\$ 6,602	\$ 6,602	\$ -	0.00%
Contracted Services			\$ -	\$ -	\$ -	
Operations			\$ -	\$ -	\$ -	
General Fund		\$ 5,469	\$ 6,602	\$ 6,602	\$ -	0.00%

Social Service Department, Monthly Work Plan | 2015

<p>January :</p> <ol style="list-style-type: none"> 1. Complete monthly reports to State 2. Start working on budget 3. Submit request for Community Cords amount 	<p>July:</p> <ol style="list-style-type: none"> 1. Complete monthly reports to State 2. Purge files over 3 years old 3. Calculate expenditures for previous FY 4. New Ordinance change goes into effect 5. Verify Trust Fund amounts.
<p>February:</p> <ol style="list-style-type: none"> 1. Complete monthly reports to State 2. Complete Budget 3. Complete SS reports on Payee account 	<p>August:</p> <ol style="list-style-type: none"> 1. Complete monthly reports to State
<p>March:</p> <ol style="list-style-type: none"> 1. Complete monthly reports to State 	<p>September :</p> <ol style="list-style-type: none"> 1. Complete monthly reports to State 2. Prepare Ordinance changes for Council
<p>April :</p> <ol style="list-style-type: none"> 1. Complete monthly reports to State 2. MWDA Spring Seminar , 2 days 3. Final report for the HALP due 	<p>October</p> <ol style="list-style-type: none"> 1. Complete monthly reports to State 2. Request municipal expenditures from state 3. New Ordinance changes goes into effect 4. MMA Conference
<p>May:</p> <ol style="list-style-type: none"> 1. Complete monthly reports to State 2. Prepare Trust Fund report 	<p>November</p> <ol style="list-style-type: none"> 1. Complete monthly reports to State 2. Start taking HALP application 3. Start taking names for Christmas 4. Send out Winter Emergency flow chart and plan
<p>June :</p> <ol style="list-style-type: none"> 1. Complete monthly reports to State 2. Submit Trust Fund report 3, Prepare Ordinance changes for Council 	<p>December :</p> <ol style="list-style-type: none"> 1. Complete monthly reports to State 2.. Evaluation on case worker 3. Work with organizations for Christmas 4. Verify Adult Education schedule



City of Auburn

Master List

Fiscal Year 2016
Proposed 3.23.2015

Account Title	FY 2014 Actual	FY 2015 Approved	FY 2015 Projected	FY 2016 Dept. Request	FY 2016 Manager Proposed	Increase/ Decrease	%
<i>Health & Social Services Administration</i>							
Regular Salaries	82,257	85,012	85,012	85,895	73,762	(11,250)	-13%
Office Supplies	371	300	300	300	300	0	0%
Other Sup-Operating	56	800	800	800	800	0	0%
Training & Tuition	115	200	150	200	200	0	0%
Travel-Mileage	144	200	156	200	200	0	0%
Travel-Seminar Costs	169	400	200	400	400	0	0%
Dues & Subscriptions	60	60	60	60	60	0	0%
TOTAL	83,172	86,972	86,678	87,855	75,722	(11,250)	-12.9%



City of Auburn

General Assistance

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	85,012	85,895	73,762
Office Supplies	Total	300	300	300
Other Sup-Operating	Total	800	800	800
Training & Tuition	Total	200	200	200

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Regular Salaries		
Welfare Director (non-union)	\$ 55,567	\$ 55,567
Case Worker (union)	\$ 30,328	\$ 18,195
	\$ 85,895	\$ 73,762

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Other Sup-Operating

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

Salaries: Full time 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 2016
Proposed 3.30.2015

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

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Travel-Seminar Costs

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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

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



City of Auburn

Master List

Fiscal Year 2016
Proposed 3.23.2015

Account Title	FY 2014 Actual	FY 2015 Approved	FY 2015 Projected	FY 2016 Dept. Request	FY 2016 Manager Proposed	Increase/ Decrease	%
<i>Health & Social Services--Assistance</i>							
PA - Electrical	6,481	4,400	3,758	4,320	4,320	(80)	-2%
PA - Medical	6,132	3,754	4,870	4,920	4,920	1,166	24%
PA - Burial	1,570	1,790	3,000	3,185	3,185	1,395	47%
PA - Fuel	2,528	1,064	600	1,064	1,064	0	0%
PA - Provisions	495	1,664	1,200	1,664	1,664	0	0%
PA - Rent	119,761	88,774	87,000	89,300	89,300	526	1%
PA - Other	2,210	4,536	1,000	4,536	4,536	0	0%
TOTAL	139,177	105,982	101,428	108,989	108,989	3,007	2.8%



City of Auburn

General Assistance

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
PA - Electrical	Total	4,400	4,320	4,320
PA - Medical	Total	3,754	4,920	4,920
PA - Burial	Total	1,790	3,185	3,185

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	\$ 4,320	\$ 4,320
			\$ 4,320	\$ 4,320

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	\$ 4,920	\$ 4,920
			\$ 4,920	\$ 4,920

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	\$ 3,185	\$ 3,185
				\$ 3,185	\$ 3,185

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 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
PA - Fuel	Total	1,064	1,064	1,064
PA - Provisions	Total	1,664	1,664	1,664
PA - Rent	Total	88,774	89,300	89,300

Estimated Detail of PA - Fuel

Actual expenses may vary according to changing circumstances

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

Estimated Detail of PA - Provisions

Actual expenses may vary according to changing circumstances

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

Estimated Detail of PA - Rent

Actual expenses may vary according to changing circumstances

PA - Rent	Avg. Applicants	Average Cost	Dept. Request	Manager Proposed
Rental Payments	380	\$ 235	\$ 89,300	\$ 89,300
			\$ 89,300	\$ 89,300

Line Item Narrative

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

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

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



City of Auburn

General Assistance

Fiscal Year 2016
Proposed 3.30.2015

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

Estimated Detail of PA - Other

Actual expenses may vary according to changing circumstances

PA - Other	<u>Avg.</u> <u>Applicants</u>	<u>Average</u> <u>Cost</u>	Dept. Request	Manager Proposed
Miscellaneous	168	\$ 27	\$ 4,536	\$ 4,536
			\$ 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.

Planning and Development Department

Planning and Permitting Division

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 vibrant community and 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 13.2% of the P&P budget without any of the additional programs as options.

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

Planning and Development Department

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, urban planning and special project management.

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 22.8% 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 55.2% 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

Planning and Development Department

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 6.4% 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. Identifying 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.

2015 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-with PUC Approval of rules
 - 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

Planning and Development Department

- 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)	10.07/6.99*	
	Average Residential permit turn-around times of less than 1 week (7 calendar days)	7.38/5.06*	
	Provide Delegated Review Services faster and at less cost than the State		
Cost Controls	Stay within Budget	101.6%**	
	Reduce Expenses with streetlight ownership	Not Done***	
Comprehensive Plan Implementation	Develop better reporting and tracking on progress/project completion	May Reports To Council	
Revenues	Revenues reflect permitting service costs	See Program Budget	
Public Engagement	Develop tracking and metric and increase subscriber numbers and outreach frequency	Tracking****	

***Average wait / Average wait if incomplete applications are removed**

****MSEA Union Increases were not included in department the previous year**

*****Currently waiting for PUC Rule making process to be complete so we can accurately predict expenses and avoid legal costs. Rules should be complete in Spring/Summer 2015.**

******Not available. FY 15 will be first complete year of this Data.**

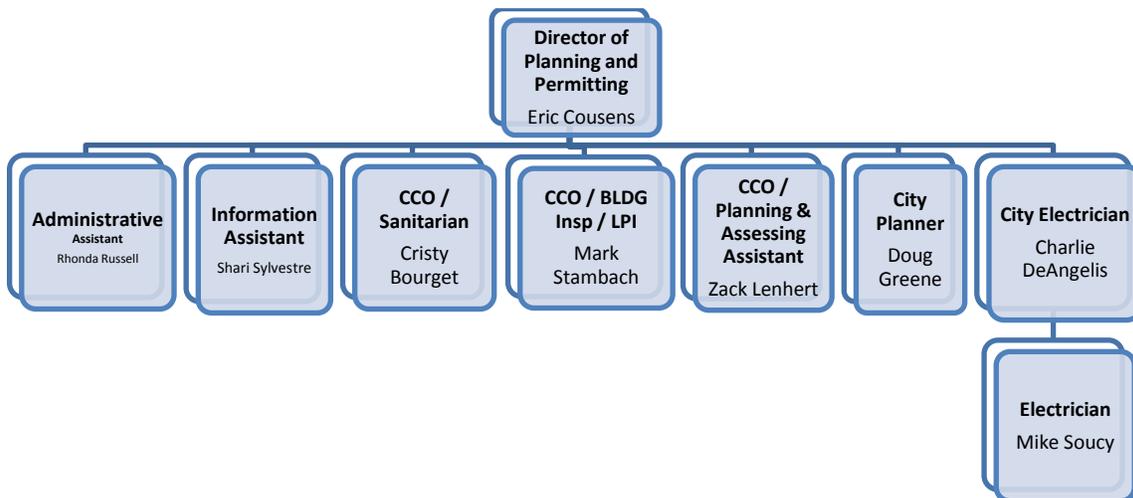
Planning and Development Department

PROGRAM BUDGET				
Program	Proposed FY 2015	Full Time Equivalent Staff	2014 Associated Revenue	Estimated Net Cost Using Last Full year Revenues For Comparison
Planning	\$120,973	1.9	\$13,550	\$107,423
Salaries	\$117,712			
Operational	\$3262			
Contracted				
Permits Inspections and Code Compliance	\$209,192	4.05	\$110,120	\$99,072
Salaries	\$204,328			
Operational	\$3364			
Contracted	\$1500			
Municipal Electrical Maintenance and Utilities	\$506,872	1.6/2.6*	\$27,828	\$479,044
Salaries	\$138,816			
Operational	\$366,556			
Contracted	\$1500			
Department Administration	\$58,992	.7	\$632	\$58,360
Salaries	\$43,677			
Operational	\$15,315			
Contracted	\$0			
Services to other Departments/Towns	\$22,233	.65	\$10,000	\$12,233
Salaries	\$22,233			
Operational	\$0			
Contracted	\$0			
*Currently 1.6 and we are not keeping up with service calls, maintenance and are being asked to do more electrical work within buildings as other department budgets are trimmed. This is the third year in a row that we have asked to reinstate the helper electrician position.				

Planning and Development Department

Budget Drivers	Description	Increase
Salaries	Reinstate entry level Electrical Position and 2% MSEA contract wage increases for July 1, 2015.	\$36,820
Utilities-Electricity	25% increase in electrical rates based on updated pricing from Finance Department	\$29,268
Other Supplies-Safety	Safety Equipment for reinstated electrical position	\$1000
Utilities – Heat for Electrical Building	Change from Electric to Natural Gas Heat Savings	-\$4982

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.



2016 Annual Work Plan Calendar

Planning and Development Department - Planning & Permitting Division

City of Auburn

January

- Begin next FY budget preparation
- Begin CIP preparation
- Home Occupations due
- Seasonal lighting / electrical breakdown
- Inspection of Motion Picture Theater
- Multi units to be in compliance with heating requirements

February

- Complete next FY budget preparation & submit to City Manager
- Electrical Code research
- JETTC SWW Training
- DHHS Sanitation meeting
- Multi units to be in compliance with heating requirements

March

- Review Lakes and River for Shore land zoning violations
- Multi units to be in compliance with heating requirements
- Lisbon Victualer's Inspections

April

- Victualer's License Inspection (ongoing)
- Traffic signal site evaluations
- Annual inspection sweep
- Inspection of Roller Skating Rink
- Multi units to be in compliance with heating requirements
- Lisbon Victualer's Inspections

May

- Roving Diner/Mobile Food Vendor Inspections
- Survey traffic sequel loop for damage
- Festival Plaza fountain electrical / lighting
- CIP traffic signal installations
- Fire alarm upgrades as needed
- DHHS Sanitation meetings
- Multi units to be in compliance with heating requirements until May 15th

June

- Back Flow Checks
- Bike Race electrical inspections
- Weekly concerts electrical setup

- Plumbing report and funds to state
- Report number of illicit discharges
- Roving Diner/Mobile Food Vendor Inspections
- Monitor/run generators for utility cap saving

July

- Roving Diner/Mobile Food Vendor Inspections
- Liberty Festival inspections (sanitation, electrical)
- Monitor/run generators for utility cap saving

August

- Junkyard recycling license renewals and findings to City Clerk
- Balloon Festival inspections (sanitation, electrical)
- Roving Diner/Mobile Food Vendor Inspections
- Monitor/run generators for utility cap saving

September

- Junkyard license inspections/renewals
- Holiday décor meeting for season
- FEMA Community Rating System Certification
- Multi units to be in compliance with heating requirements begins September 15th
- DHHS Sanitation meetings

October

- Shore land zoning review
- Installation Holiday electrical
- Multi units to be in compliance with heating requirements

November

- Building permit review
- Seasonal Holiday electrical
- Compliance with heating requirements
- Multi units to be in compliance with heating requirements

December

- Home occupation renewal letters mailed
- Fire Alarm subscriber invoices mailed
- Seasonal Holiday electrical
- Multi units to be in compliance with heating requirement

DHHS Sanitation Meetings

On-going daily tasks: Customer counter activity, issue permits (plumbing, building, electrical, sign & home occupation), perform data entry, phone calls, issue certificates and close out permits. File documents, gather & sort mail, maintain current liability & insurance bonds log. Approve victualers licenses; daycare zoning approval, inspect massage, tattoo, restaurant / take-out establishments, manage housing / code complaints, investigate food borne illness complaints, Ordinance review & recommended amendments, create abutters lists/letters and mailings, complaint response, customer inquiries (property owner info, zone & property use, etc., research and provide information,) zoning & building conformation letters, schedule and install electrical jobs as requested, citizen electrical complaints / repairs as needed, fire alarm and traffic signal maintenance as needed, electrical inspections as requested, code research/development, monitor electrical demand response from EnerNoc. Dig Safe locates. Call-outs for fires as needed. Send Auburn restaurant inspections to DHHS on a daily basis.

Weekly Tasks: Weekly report to City Manager, Cash up, payroll/time cards processing (Assessing/Electrical/P&D), generator testing, fire alarm box testing, street light requests as needed, property foreclosure report, no heat report. Deposit permit fees collected, pay bills and keep tabs on the status of the budget.

Monthly Tasks: City Council Information, Planning Board (PB) agenda, minutes, public notices for PB/CC meetings, PB Staff reports, Building, Plumbing, Sign, Code and Electrical inspections and reports, Building and maintenance issues as they present themselves. Review and print business cards as needed, State reports as required. Plumbing revenues and State plumbing permits mailed to the State. Web Site review / update. Review Comprehensive Plan Goals & Policy implementation, Create monthly permit spreadsheets for internal and external customers, create monthly inspection report, Code enforcement/illegal junkyard inspections, budget review. Create monthly stats of various inspections from the Sanitarian. Revise budget status & submit to Director.



City of Auburn

Master List

Fiscal Year 2016
Proposed 3.23.2015

Account Title	FY 2014 Actual	FY 2015 Approved	FY 2015 Projected	FY 2016 Dept. Request	FY 2016 Manager Proposed	Increase/ Decrease	%
<i>Planning and Permitting</i>							
Regular Salaries	447,155	429,519	445,363	519,304	489,304	59,785	13%
Longevity Bonus	0	0	0	400	400	400	0%
Uniform Allowance	1,061	1,000	900	1,350	1,000	0	0%
OT - Regular	5,365	6,858	4,500	10,630	10,630	3,772	84%
PS - General	3,006	4,500	2,500	23,000	3,000	(1,500)	-60%
Reports, Printing, & Binding	0	0	0	0	0	0	0%
Office Supplies	566	1,200	1,110	1,200	1,200	0	0%
Other Sup - Operating	2,364	2,000	2,300	2,500	2,000	0	0%
Other Sup - Safety Equipment	896	3,015	2,000	3,015	3,015	0	0%
MV Sup - Tires/Tube/Chain	0	900	0	900	900	0	0%
MV Sup - Gas & Oil	4,486	4,856	4,823	4,300	4,300	(556)	-12%
Comm - Telephone	3,451	4,710	3,930	4,710	4,710	0	0%
Utilities - Electricity	293,477	313,575	301,565	337,861	337,861	24,286	8%
Utilities - Bottled Gas	1,698					0	
Repairs - Vehicles	1,939	1,755	1,500	1,555	1,555	(200)	-13%
Repairs - Equipment	3,213	5,500	1,500	5,500	5,500	0	0%
Repairs - Street Lights	5,302	4,600	3,500	4,600	4,600	0	0%
Repairs - Traffic Signal Maint	31,961	11,506	12,695	11,506	11,506	0	0%
Training & Tuition	1,165	3,000	1,836	3,400	3,000	0	0%
Advertising	1,632	2,400	2,241	2,800	2,400	0	0%
Travel-Mileage	508	500	400	500	500	0	0%
Travel-Seminar Costs	930	1,600	1,200	1,600	1,500	(100)	-8%
Dues & Subscriptions	1,660	1,500	1,167	1,700	1,700	200	13%
Capital Operating	0	98,000	98,000	57,784	16,050	(81,950)	-84%
TOTAL	811,835	902,494	893,030	1,000,115	906,631	4,137	0.5%



City of Auburn Planning

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	429,519	519,304	489,304
Longevity Bonus	Total	-	400	400
Uniform Allowance	Total	1,000	1,350	1,000

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

Regular Salaries	Total Staff	Dept. Request	Manager Proposed
Administrative Assistant	1	\$ 41,594	\$ 41,594
Building / Code Compliance Officer/ Plumbing Inspector	1	\$ 57,735	\$ 57,735
City Electrician	1	\$ 65,024	\$ 65,024
Planner / Land Use Code Compliance Officer	1	\$ 60,000	\$ 60,000
Electrician I	1	\$ 55,975	\$ 55,975
Electrician II (reinstatement)		\$ 30,000	\$ -
Information Assistant	1	\$ 24,938	\$ 24,938
Land Use/Construction Inspector/Code Compliance Officer	1	\$ 47,277	\$ 47,277
Planning Director (50% paid by TIF)	1	\$ 78,300	\$ 78,300
Sanitarian / Code Compliance Officer	1	\$ 58,461	\$ 58,461
	9	\$ 519,304	\$ 489,304
		TIF Offset \$ 69,150	
		CDBG Offset \$ 50,000	
	Net	\$ 400,154	\$ 489,304

Estimated Detail of Longevity Bonus

Actual expenses may vary according to changing circumstances

Longevity Bonus	Dept. Request	Manager Proposed
Employee Longevity	\$ 400	\$ 400
	\$ 400	\$ 400

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	\$ 700
Field Inspectors	3	\$ 100.00	\$ 300	\$ 300
			\$ 1,350	\$ 1,000

Line Item Narrative

Wages: These wage amounts are as of January 20, 2015 for P & D Personnel + the added 3% based on MSEA Union contractual increase which is set to occur on July 1, 2015. The increase in wages is for reinstatement of an entry level electrician for the Electrical Division and Union contracted wage increases. The position will return the Electrical Division to full staffing and allow for a more proactive functionality for the City and their programs. The Division is responsible for electrical infrastructure of Auburn including traffic signals, municipal fire alarm equipment, street lighting, wiring of all municipal buildings, dig safe locates, electrical inspections, plan review and permitting.

Longevity: For the upcoming fiscal year Mike Soucy is due to receive a \$400 longevity bonus payout.

Uniform Allowance: This account funds the day to day non-fire retardant clothing for the Electrical Division such as work pants, work shirts, work boots and gloves. This type of clothing is worn when the employee is not working on energized circuits, otherwise the longevity of the fire retardant clothing would be shortened. \$350 of the increase is for the reinstated electrician, if approved, and \$100 is based on MSEA



City of Auburn Planning

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
OT - Regular	Total	6,858	10,630	10,630
PS - General	Total	4,500	23,000	3,000
Office Supplies	Total	1,200	1,200	1,200

Estimated Detail of OT - Regular

Actual expenses may vary according to changing circumstances

	Hours	Avg O/T Rate	Est. Overtime	Dept. Request	Manager Proposed
OT - Regular					
AFD Electrical Related	100	\$ 31.49	\$ 3,149	\$ 3,149	\$ 3,149
Electrical Events/ Accidents & Dig Safe	13	\$ 31.49	\$ 409	\$ 409	\$ 409
Fire Alarm Maintenance	46	\$ 31.49	\$ 1,449	\$ 1,449	\$ 1,449
Fire Alarm Resets	5	\$ 31.49	\$ 157	\$ 157	\$ 157
Miscellaneous Call-outs	66	\$ 31.49	\$ 2,078	\$ 2,078	\$ 2,078
On-Call Stipend		\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600
Traffic Signal	25	\$ 31.49	\$ 787	\$ 787	\$ 787
	255		\$ 10,630	\$ 10,630	\$ 10,630

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - General		
Contracted Inspection Services (See Below)	\$ 1,500	\$ 1,500
Comp Plan/Ag Zone Implementation Grant Match	\$ 20,000	\$ -
Contracted Electrical Services	\$ 1,500	\$ 1,500
	\$ 23,000	\$ 3,000

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

Overtime - Regular: This account funds overtime expenses for the Electrical Division and P&P field Inspectors. Examples of after hour call-outs are traffic signal accidents, fire department call-outs, damage to municipal infrastructure, major storm events and seasonal municipal events. The use of these funds varies widely based on call out volume and storm damage. The union contract requires a 2.5 hour minimum call out pay for incidents.

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

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



City of Auburn Planning

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Operating	Total	2,000	2,500	2,000
Other Sup - Safety Equipment	Total	3,015	3,015	3,015

Estimated Detail of Other Sup - Operating

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Operating	\$ 2,500	\$ 2,000
	\$ 2,500	\$ 2,000

Estimated Detail of Other Sup - Safety Equipment

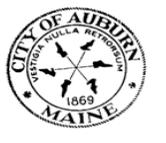
Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Safety Equipment		
Safety Equipment	\$ 3,015	\$ 3,015
	\$ 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: This account funds both Federal and State OSHA requirements mandated for all employees as well as NFPA 70E standards for electrical workers. Examples of the equipment purchased include hard hats, PPE for electricians, safety glasses, ear protection devices, reflective vests, electric insulated footwear, face shields, FR clothing, rescue fall equipment.



City of Auburn Planning

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
MV Sup - Tires/Tube/Chain	Total	900	900	900
MV Sup - Gas & Oil	Total	4,856	4,300	4,300
Comm - Telephone	Total	4,710	4,710	4,710

Estimated Detail of MV Sup - Tires/Tube/Chain

Actual expenses may vary according to changing circumstances

MV Sup - Tires/Tube/Chain Tires	Dept. Request	Manager Proposed
	\$ 900	\$ 900
	\$ 900	\$ 900

Estimated Detail of MV Sup - Gas & Oil

Actual expenses may vary according to changing circumstances

MV Sup - Gas & Oil	Actual Gallons FY14	Projected Gallons FY16	Price	Dept. Request	Manager Proposed
Gasoline, Oil, Filters, etc.	1459	1460	\$ 2.75	\$ 4,015	\$ 4,015
Diesel	92	95	\$ 3.00	\$ 285	\$ 285
				\$ 4,300	\$ 4,300

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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

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



City of Auburn Planning

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Utilities - Electricity	Total	313,575	337,861	337,861
Repairs - Vehicles	Total	1,755	1,555	1,555

Estimated Detail of Utilities - Electricity

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Utilities - Electricity		
City Owned Street Lights	\$ 41,935	\$ 41,935
Electrical Division Building	\$ 4,700	\$ 4,700
Goff Hill Radio Site	\$ 2,243	\$ 2,243
Leased Street Lights	\$ 273,763	\$ 273,763
Traffic Signal Equipment	\$ 15,220	\$ 15,220
	\$ 337,861	\$ 337,861

Estimated Detail of Repairs - Vehicles

Actual expenses may vary according to changing circumstances

	Preventive Maint.	Annual Testing	Dept. Request	Manager Proposed
Repairs - Vehicles				
Bucket Truck – Electrical Division	\$ 75	\$ 1,000	\$ 1,075	\$ 1,075
Electrical Service Van – Electrical Division	\$ 70		\$ 70	\$ 70
Ford Focus – Code Enforcement / Inspections	\$ 170		\$ 170	\$ 170
Jeep Patriot– Code Enforcement / Inspections	\$ 70		\$ 70	\$ 70
Inspection / Service Pick-up Truck - City Electrician	\$ 70		\$ 70	\$ 70
Miscellaneous: Tires, car washes, wiper blades, etc.	\$ 100		\$ 100	\$ 100
			\$ 1,555	\$ 1,555

Line Item Narrative

Utilities: This account funds electrical utility costs covered by this department. This account funds the Electrical Div., Goff Hill radio site, leased CMP roadway lighting and traffic signal equipment . Current CIP for municipal ownership of leased street lights will result in substantial savings when implemented. The PUC will hopefully have the new procedures in place to allow municipalities to take advantage by spring of 2105. The increase is based on projected rate increases for 2015.

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



City of Auburn Planning

Fiscal Year 2016
Proposed 3.30.2015

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

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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



City of Auburn

Planning

Fiscal Year 2016
Proposed 3.30.2015

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

Estimated Detail of Repairs - Street Lights

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Repairs - Traffic Signal Maint

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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



City of Auburn Planning

Fiscal Year 2016
Proposed 3.30.2015

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

Estimated Detail of Advertising

Actual expenses may vary according to changing circumstances

Advertising		Dept. Request	Manager Proposed
Public Notice Hearings		\$ 2,800	\$ 2,400
		\$ 2,800	\$ 2,400

Line Item Narrative

Training & Tuition: Added \$400 to fund new Electrician's anticipated training classes. This account includes the cost of tuition, training materials and fees for professional development and required "continued education" for State certified Code Enforcement Officers. The training continues to be mandatory to maintain certification but the State is cutting back on free training. It funds the registration fees for required safety courses, conferences, and seminars for Department staff so that they can maintain mandatory State certifications and are knowledgeable in their fields. On average each of the City's certified Code Enforcement Officers attends approximately 8 to 10 training seminars per year. The training sessions are in the areas of legal issues, 80K actions, building standards, shoreland zoning and plumbing standards (internal & external) to name a few. Training includes (with fees): 3 electricians keeping master electrician licenses updated, training for traffic equipment, New England Building Officials and Inspectors Association, American Planning Association conference, State Planning Office meetings and seminars, and Northern New England Chapter of American Planning Association meetings.

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



City of Auburn Planning

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Travel-Mileage	Total	500	500	500
Travel-Seminar Costs	Total	1,600	1,600	1,500
Dues & Subscriptions	Total	1,500	1,700	1,700
Capital Operating	Total	98,000	57,784	16,050

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Travel-Seminar Costs

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Travel-Seminar Costs		
Registration Fees	\$ 1,600	\$ 1,500
	\$ 1,600	\$ 1,500

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Dues & Subscriptions		
Dues & Subscriptions	\$ 1,700	\$ 1,700
	\$ 1,700	\$ 1,700

Estimated Detail of Capital Operating

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Capital Operating		
Operating Capital Items-See CIP	\$ 57,784	\$ 16,050
	\$ 57,784	\$ 16,050

Line Item Narrative

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

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

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

Capital Operating: See FY 16 CIP.

City of Auburn, Maine

"Maine's City of Opportunity"

Recreation Department

Recreation Program Budget FY16



DESCRIPTION

The Recreation Department is comprised of five full-time staff members, who are responsible for managing or providing support and the necessary resources to design, plan, organize, implement, supervise, and evaluate all municipal recreation programming and special events. Our staff has a total of 72 years of combined experience in the recreation industry.

MISSION

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

VISION

The Recreation Department has a newly crafted mission statement which we believe embraces the nature of how the department should serve our community. The statement and the elements contained within are meant to define the philosophy of the department and to act as a guide for staff in all department functions and their daily activities. Clearly expressed by the statement is the primary goal of providing quality recreation opportunities for the community. The Recreation Department will venture to meet or surpass citizen expectations and to provide recreational opportunities that move toward meeting the need of every segment of the population. The Department will continually research and identify opportunities for alternative and/or supplemental organized programming for youth, adults, and seniors. The proposed FY16 Recreation budget seeks to maintain current recreation programming standards and to ensure that the department can manage appropriate service levels and the expectations of the community. The proposed budget also addresses other chief departmental goals: To encourage active citizen participation and maintain community outreach efforts; and to acknowledge and empower our most significant resource, by offering staff at all levels training and professional development opportunities to ensure success in all aspects of their position.

PROGRAMS

1. **Administration:** Provides management and oversight of all Recreation Department activities. Activities include, but are not limited to; allocation of staff resources, payroll functions, budget development & management, purchasing, reporting, employee performance, overall departmental performance, and safety & training programs. The administration program includes: staff, office supplies, communication services, training, professional development, postage, travel mileage, and professional association memberships. This program accounts for 34% of the total Recreation Budget.
2. **Recreation Programming:** Design, plan, organize, implement, supervise, and evaluate all municipal recreation programming. Staff also has responsibility in special event planning/support. The recreation programming program includes: staff, training, professional association memberships, and department vehicle costs. This program accounts for 24% of the total Recreation Budget.
3. **Facilities:** The facilities program includes staff, utilities, maintenance contracts, building repairs, equipment repairs, operating supplies, janitorial supplies, and safety equipment for Recreation Department facilities. This program accounts for 37% of the total Recreation Budget.
4. **Community Programs:** This program includes funding for several community programs which includes: Veterans observances, the Liberty Festival, snowmobile club match funds, First Auburn Senior Citizens, and New Auburn Senior Citizens. This program accounts for 5% of the total Recreation Budget.

PROGRAM BUDGET

PROGRAM BUDGET		
PROGRAM	FTE	FY 2016 Proposed
Administration		
<i>Salaries</i>	2	\$106,010
<i>Operating Supplies</i>		<u>\$8,901</u>
<i>Total</i>		\$114,911
Recreation Programming		
<i>Salaries</i>	2	\$79,686
<i>Operating Supplies</i>		<u>\$3,059</u>
<i>Total</i>		\$82,745
Facilities		
<i>Salaries</i>	1	\$40,123
<i>Operating Supplies</i>		\$83,572
<i>Contracted Services</i>		<u>\$1,720</u>
<i>Total</i>		\$125,415
Community Programs		
<i>Funding</i>		\$17,800
<i>Total</i>		<u>17,800</u>
		\$17,800

BUDGET DRIVERS

Regular Salaries: Increased by 2% - Adjusted to account for salary increases for staff covered by the approved MSEA bargaining agreement.

Longevity Bonus: Decreased by 600% - No longevity bonuses are due this fiscal year.

PS - General: Decreased 146% - No underground tank registration fees are expected this fiscal year.

MV Sup-Gas & Oil: Decreased 1% - Adjusted to more accurately reflect gas and oil usage.

Utilities - Water/Sewer: Decreased 3% - Adjusted to reflect historical usage.

Comm - Telephone: Increased 22% - Adjusted to more accurately reflect historical usage.

Utilities - Electricity: Increased 20% - Adjusted to reflect historical usage and a projected 25% increase in supply rates.

Utilities – Natural Gas: Decreased 1% - Adjusted to reflect historical usage and a projected 15% increase in supply costs.

Repairs - Buildings: Increased 19% - Increase is to fund replacement of a door and fuel oil tank for the Pond Building.

Repairs – Maintenance Contracts: Increased 83% - Increase is to fund maintenance contract for the furnace/boiler at Hasty Community Center.

Training & Tuition: Decreased 8% - Adjusted to exclude NETI conference.

Comm - Postage: Increased 7% - Adjusted to include additional postage expenses for certified mail services.

Dues & Subscriptions: Increased 2% - Adjusted to reflect increases in membership costs and music licensing.

GOALS AND OBJECTIVES

Goal: Encourage active citizen participation and maintain community outreach efforts.

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

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

Objectives:

- Offer scholarships for youth programming to those who are in need of financial assistance.
- Research and identify opportunities for alternative and/or supplemental organized programming for youth.
- Research and identify demand for alternative and/or supplemental organized recreation programming for adults.
- Research and identify demand for alternative and/or supplemental organized programming for senior citizens.
- Re-purpose Ingersoll Arena in order to expand the recreation opportunities available to residents and our surrounding communities.

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

Objectives:

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

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

PERFORMANCE MEASURES			
MEASURE	Actual FY 2014	YTD FY 2015	Goal FY 2016
1. Number of recreation program registrations compared to prior years.	2953	1407	2619
2. Percentage of prime hours utilized at recreational facilities during applicable season.	31.4%	17.14%	40%

WORKLOAD INDICATORS	
MEASURE	YTD FY 2015
1. Man hours spent by recreation staff managing/facilitating all recreation programs annually.	16,184
2. Number of registrants processed for recreation programming annually.	1407

JANUARY

- Prepare Draft Operating Budget
- Prepare Draft Program Budgets
- Prepare Draft Capital Improvement Budget
- Winter Festival Planning/Meetings
- Spring Program Planning
- Youth Indoor Soccer Begins
- Instructional Basketball Begins
- Review/Prepare OSHA 300, 300A, 301 Reports for Previous Year
- Annual Safety Refresher Training

FEBRUARY

- Prepare/Submit Operating Budget
- Prepare/Submit Program Budgets
- Prepare/Submit Capital Improvement Budget
- Winter Festival Event
- Spring Program Planning
- Youth Basketball Concludes
- Youth Indoor Soccer Concludes
- Instructional Basketball Concludes
- Display OSHA 300A Log
- CDBG Public Service Application

MARCH

- Finalize Operating Budget
- Finalize Program Budgets
- Finalize Capital Improvement Budget
- Spring Celebration Planning
- Spring Program Registrations
- Summer Camp Registrations Open
- Adult Basketball Concludes
- Adult Softball Registrations Begin
- Recess Warriors Begins
- Adult Dodgeball Begins

APRIL

- Summer Program Registrations
- Spring Celebration Event
- Recess Warriors Concludes
- Softball Pitching Concludes
- Adult Dodgeball Concludes
- Tee-Ball Begins

- Soccer Camp Begins
- Youth Lacrosse 3-8th Begins
- Summer Program Planning

MAY

- Alternative Sentencing Program
- Summer Program Planning
- Spring Fever Event
- Youth Lacrosse 1-2nd Begins
- Youth Fishing Derbies
- Spring Soccer Begins
- Spring Running Begins
- Adult Softball Begins

JUNE

- Final Budget Process
- Budget Carry-Forwards
- Year-End Program Financial Assessment
- End of Year Budget Closeout
- Summer Program Planning
- Tee-Ball Concludes
- Spring Soccer Concludes
- Youth Lacrosse Concludes
- Spring Running Concludes
- Summer Day Camp Begins
- Wednesdays in the Park Begins
- Youth Track & Field Begins
- Adult Summer Basketball Begins

JULY

- Youth Football Preparations
- Fall Program Planning
- Golf Lessons Begins & Concludes
- Summer Soccer Camp Begins
- Underground Tank Inspection
- Capital Improvement Project Bids
- Written Safety Program Review

AUGUST

- Refinish Gym Floor
- Fall Program Registration
- Youth Track & Field Concludes
- Summer Day Camp Concludes
- Wednesdays in the Park Concludes
- Adult Summer Basketball Concludes
- Youth Football Camp begins

- Youth Football Begins
- Box Car Drive-In Movie

SEPTEMBER

- Fright Fest Planning
- Flag Football Begins
- Pee Wee Soccer Begins
- Winter Festival Planning/Meetings

OCTOBER

- Winter Program Planning
- Fright Fest
- Flag Football Concludes
- Pee Wee Soccer Concludes
- Recess Warriors Begins
- Holiday Celebration/Festival of Lights Planning/Meetings
- Alternative Sentencing Program
- Winter Festival Planning/Meetings

NOVEMBER

- Begin Draft Operating Budget
- Begin Draft Program Budgets
- Begin Draft Capital Improvement Budget
- Winter Festival Sponsor Letter Distribution
- Recess Warriors Concludes

- Youth Basketball Skills & Drills Camp
- Youth Instructional Basketball Begins
- Holiday Celebration/Festival of Lights Planning/Meetings
- Winter Festival Planning/Meetings & Initial Schedule
- Youth Football Concludes
- Pillow Hockey Begins
- Youth Basketball Begins

DECEMBER

- Prepare Draft Operating Budget
- Prepare Draft Program Budgets
- Prepare Draft Capital Improvement Budget
- Pillow Hockey Concludes
- Youth Instructional Basketball Concludes
- Adult Basketball Begins
- Holiday Celebration/Festival of Lights Event
- Winter Festival Planning/Meetings & Promotion
- City Holiday Party



City of Auburn

Master List

Fiscal Year 2016
Proposed 3.23.2015

Account Title	FY 2014 Actual	FY 2015 Approved	FY 2015 Projected	FY 2016 Dept. Request	FY 2016 Manager Proposed	Increase/ Decrease	%
<i>Recreation and Special Events</i>							
Regular Salaries	206,669	214,834		219,819	219,819	4,985	0%
Sal-Rec Part-Time	1,956	6,000		6,000	6,000	0	0%
Longevity Bonus	0	0		0	0	0	0%
Uniform Allowance	0	350		350	350	0	0%
PS - General	0	1,636		0	0	(1,636)	0%
PS - Testing	0	0		226	226	226	0%
Office Supplies	1,004	3,000		2,600	2,600	(400)	0%
Other Sup-Janitorial	1,559	2,600		2,600	2,600	0	0%
Other Sup - Maintenance	1,990	2,350		2,350	2,350	0	0%
Other Sup-Safety Equipment	241	0		600	600	600	0%
MV Sup-Tires/Tube/Chain	93	0		250	250	250	0%
MV Sup-Gas & Oil	4,000	5,000		894	894	(4,106)	0%
MV Sup-Other	0	0		0	0	0	0%
Utilities - Water/Sewer	5,328	20,384		19,820	19,820	(564)	0%
Comm - Telephone	1,041	1,500		1,920	1,920	420	0%
Utilities - Electricity	11,325	9,707		12,190	12,190	2,483	0%
Utilities - Natural Gas	30,474	36,958		34,262	34,262	(2,696)	0%
Repairs - Buildings	10,816	8,500		10,500	8,500	0	0%
Repairs - Vehicles	0	0		800	800	800	0%
Repairs - Equipment	0	0		900	900	900	0%
Repairs - Maintenance Contra	392	300		1,720	1,720	1,420	0%
Training & Tuition	1,920	3,550		3,300	3,300	(250)	0%
Comm - Postage	219	500		540	540	40	0%
Travel-Mileage	8	200		200	200	0	0%
Dues & Subscriptions	1,658	1,200		1,230	1,230	30	3%
Community Programs	13,998	16,400		17,800	17,800	1,400	9%
Hasty Kitchen Upgrade		5,500		0	0	(5,500)	
Underground Tank Removal		15,000		0	0	(15,000)	-100%
TOTAL	294,691	355,469	-	340,871	338,871	(16,598)	-4.7%



City of Auburn

Recreation & Special Events

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	214,834	219,819	219,819
Sal-Rec Part-Time	Total	6,000	6,000	6,000
Longevity Bonus	Total	-	-	-
Uniform Allowance	Total	350	350	350

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

Regular Salaries	Staff	Recreation	Dept. Request	Manager Proposed
Recreation Director	1		\$ 62,425	\$ 62,425
Administrative Assistant /Programmer	1		\$ 43,585	\$ 43,585
Building Maintenance Technician	1		\$ 40,123	\$ 40,123
Recreation Program Leader	1		\$ 39,022	\$ 39,022
Recreation Specialist	1		\$ 34,664	\$ 34,664
	5	\$ -	\$ 219,819	\$ 219,819

Estimated Detail of Sal-Rec Part-Time

Actual expenses may vary according to changing circumstances

Sal-Rec Part-Time	Dept. Request	Manager Proposed
Part-Time Staff	\$ 6,000	\$ 6,000
	\$ 6,000	\$ 6,000

Estimated Detail of Longevity Bonus

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Uniform Allowance

Actual expenses may vary according to changing circumstances

Uniform Allowance	Dept. Request	Manager Proposed
1 Staff Person	\$ 350	\$ 350
	\$ 350	\$ 350

Line Item Narrative

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

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

Longevity Bonus: The longevity bonus is paid to employees on their 7th (\$300), 15th(\$400), and 25th(\$500) year anniversaries. There are no longevity recipients this year.

Uniform Allowance: This account includes the cost of work-relate clothing such as shirts, pants, work shoes gloves, etc for 1



City of Auburn

Recreation & Special Events

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
PS - General	Total	1,636	-	-
PS - Testing	Total	-	226	226
Office Supplies	Total	3,000	2,600	2,600

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

PS - General	Dept. Request	Manager Proposed
	\$ -	\$ -

Estimated Detail of PS - Testing

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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

Office Supplies: This account includes the cost of general office supplies, such as pens, pencils, staples, paper clips, envelopes, laminating supplies, duplicating machine supplies, colored paper, etc.



City of Auburn

Recreation & Special Events

Fiscal Year 2016
Proposed 3.30.2015

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

Estimated Detail of Other Sup-Janitorial

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Other Sup - Maintenance

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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



City of Auburn

Recreation & Special Events

Fiscal Year 2016
Proposed 3.30.2015

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

Estimated Detail of Other Sup-Safety Equipment

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup-Safety Equipmen	\$ 600	\$ 600
Personal Protective Gear	\$ 600	\$ 600

Estimated Detail of MV Sup-Tires/Tube/Chain

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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



City of Auburn

Recreation & Special Events

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
MV Sup-Gas & Oil	Total	5,000	894	894
MV Sup-Other	Total	-		
Utilities - Water/Sewer	Total	20,384	19,820	19,820

Estimated Detail of MV Sup-Gas & Oil

Actual expenses may vary according to changing circumstances

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

Estimated Detail of MV Sup-Other

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Utilities - Water/Sewer

Actual expenses may vary according to changing circumstances

Utilities - Water/Sewer	Water	Percent Increase	Sewer	Percent Increase	Dept. Request	Manager Proposed
		0%		0%		
Lake Grove Park	\$ -		\$ -		\$ -	
Festival Plaza	\$ 17,320		\$ -		\$ 17,320	\$ 17,320
Hasty Community Center	\$ 700		\$ 1,400		\$ 2,100	\$ 2,100
Pond Building	\$ 200		\$ 200		\$ 400	\$ 400
					\$ 19,820	\$ 19,820

Line Item Narrative

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

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

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



City of Auburn

Recreation & Special Events

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Comm - Telephone	Total	1,500	1,920	1,920
Utilities - Electricity	Total	9,707	12,190	12,190

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Utilities - Electricity

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

Utilities - Electricity: This account includes the cost of electricity at the Hasty Community Center, pond building, Tot Lot and Festival Plaza. A 25% increase in electricity prices is anticipated for this fiscal year.



City of Auburn

Recreation & Special Events

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Utilities - Natural Gas	Total	36,958	34,262	34,262
Repairs - Buildings	Total	8,500	10,500	8,500
Repairs - Vehicles	Total	-	800	800

Estimated Detail of Utilities - Natural Gas

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Repairs - Buildings

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Repairs - Vehicles

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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

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



City of Auburn

Recreation & Special Events

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Repairs - Equipment	Total	-	900	900
Repairs - Maintenance Contract	Total	300	1,720	1,720
Training & Tuition	Total	3,550	3,300	3,300

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Repairs - Maintenance Contract

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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

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



City of Auburn

Recreation & Special Events

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Comm - Postage	Total	500	540	540
Travel-Mileage	Total	200	200	200

Estimated Detail of Comm - Postage

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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



City of Auburn

Recreation & Special Events

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Dues & Subscriptions	Total	1,200	1,230	1,230
Community Programs	Total	16,400	17,800	17,800

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Community Programs

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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



City of Auburn Recreation Programs

Fiscal Year 2016
Proposed 3.23.2015

Projected Revenues and Expenses for FY16

Actual expenses may vary according to changing circumstances

Recreation Programs

	Revenues	Expenses	Variance
<u>Youth Programs</u>			
Fishing Derby	\$ 1,450	\$ 1,184	\$ 266
Football Camp (Eddies)	\$ 220	\$ 115	\$ 105
Football Camp (Falcons) - NEW	\$ 625	\$ 313	\$ 312
Flag Football (1st-2nd grade)	\$ 1,000	\$ 570	\$ 430
Football (3rd-4th grade)	\$ 2,295	\$ 2,416	\$ (121)
Football (5th-6th grade)	\$ 3,750	\$ 1,547	\$ 2,203
Football (7th-8th grade)	\$ 4,357	\$ 7,795	\$ (3,438)
Golf Lessons	\$ 540	\$ 416	\$ 124
Indoor Soccer	\$ 3,150	\$ 2,707	\$ 443
Lacrosse (1st-2nd grade)	\$ 625	\$ 552	\$ 73
Lacrosse (3rd-4th grade)	\$ 1,100	\$ 1,022	\$ 78
Lacrosse (5th-6th grade)	\$ 1,950	\$ 1,289	\$ 661
Lacrosse (Middle school)	\$ 2,250	\$ 1,395	\$ 855
Soccer Camp (Spring)	\$ 1,090	\$ 944	\$ 146
Soccer Camp (Summer)	\$ 1,435	\$ 1,248	\$ 187
Soccer (Peewee)	\$ 2,880	\$ 2,523	\$ 357
Recess Warriors (Spring)	\$ 920	\$ 168	\$ 752
Recess Warriors (Fall)	\$ 920	\$ 168	\$ 752
Running Club	\$ 600	\$ 492	\$ 108
Summer Camp	\$ 128,275	\$ 109,630	\$ 18,645
Spring Soccer	\$ 5,900	\$ 5,233	\$ 667
T-Ball	\$ 2,450	\$ 1,004	\$ 1,446
Track and Field	\$ 9,460	\$ 9,164	\$ 296
Skills & Drills Basketball Camp	\$ 1,270	\$ 135	\$ 1,135
Pre-K/K Instructional Basketball	\$ 1,680	\$ 209	\$ 1,471
Youth Basketball	\$ 12,400	\$ 8,908	\$ 3,492
Youth Programs Subtotal	\$ 192,592	\$ 161,147	\$ 31,445

Adult Programs

	Revenues	Expenses	Variance
Dodgeball	\$ 3,600	\$ 1,424	\$ 2,176
Mens Basketball A League	\$ 6,200	\$ 4,538	\$ 1,662
Mens Basketball B League	\$ 6,525	\$ 5,168	\$ 1,357
Mens Basketball C League	\$ 5,075	\$ 3,931	\$ 1,144
Men's FB Summer Basketball	\$ 3,450	\$ 2,833	\$ 617
Men's SD Summer Basketball	\$ 3,450	\$ 2,833	\$ 617
Co-ed League Softball	\$ 11,200	\$ 8,307	\$ 2,893
Player's League Softball	\$ 24,000	\$ 14,687	\$ 9,313
Womens Basketball	\$ 4,350	\$ 3,390	\$ 960
Pickleball - NEW	\$ 990	\$ 500	\$ 490



City of Auburn Recreation Programs

Fiscal Year 2016
Proposed 3.23.2015

First Auburn Senior Citizens
Adult Programs Subtotal

Special Events

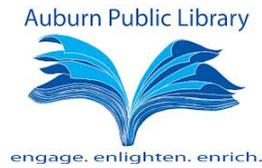
Fright Fest
Spring Celebration
Spring Fever - **NEW**
Wednesdays in the Park
Box Car Drive-in Movie
Valentines Day Dance - **NEW**
Holiday Celebration/Parade of Lights
Winter Festival

Special Event Subtotal

Grand Totals

Revenues	Expenses	Variance
\$ 7,900	\$ 7,518	\$ 382
\$ 76,740	\$ 55,129	\$ 21,611
\$ 500	\$ 500	\$ -
\$ 500	\$ 500	\$ -
\$ 500	\$ 500	\$ -
\$ 1,750	\$ 1,750	\$ -
\$ 300	\$ 300	\$ -
\$ 1,000	\$ 768	\$ 232
\$ 1,500	\$ 1,500	\$ -
\$ 2,500	\$ 2,500	\$ -
\$ 8,550	\$ 8,318	\$ 232
\$ 277,882	\$ 224,594	\$ 53,288

Projected Revenues and Expenses: Revenues are calculated by participant registration fees, concession sales, and sponsorships or donations. Expenses include, but are not limited to: equipment, staff, coaching stipends, shirts/jerseys, concession inventory, league fees, referees/umpires, awards, prizes, school rental fees, and portable toilets.



AUBURN PUBLIC LIBRARY FY2016

DESCRIPTION

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

MISSION STATEMENT

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

GOALS AND OBJECTIVES

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

Objectives:

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

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

Objectives:

- ❖ Offer parents and teachers materials and programs to prepare children to succeed in school and in life.
- ❖ Assist teen parents in providing early childhood education to their children.

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

Objectives:

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

Goal 4: Promote community workforce and economic development.

Objectives:

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

Goal 5: Broaden and strengthen community connections.

Objectives:

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

Goal 6: Maintain facilities, resources and systems.

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

Goal 7: Ensure stable and dependable funding.

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

PROGRAMS

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

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

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

Lending Services: Lending Services includes the Lending Services Manager, a Lending Services Technician, and Lending Services associates. This department offers the public one of the library's most traditional core services by providing customers assistance with selecting materials of interest to each customer and checking materials in and out. Lending Services is responsible for the circulation desk and monitoring the activities of the main part of the Library. The department manages the Library's retail efforts. *Associated Goals: 1,5,7.*

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

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

BUDGET DRIVERS

- ❖ Salary increase of 1% coupled with a 10% increase in health insurance expenses. There are some savings in a reallocation of staff with the elimination of a vacant part-time position that was to be shared among departments.
- ❖ A 9% increase in electricity expense and a 16% increase in heating expense per the recommendation of the City.
- ❖ Addition of a line item to reflect leases replacing four aging copiers/printers and the ability to offer color printing for the public (Dec. 2015) (\$5,520 in operations).
- ❖ A 10% increase in automation services to reflect expected increases for the state-wide interlibrary loan and downloadable library consortiums.

PROGRAM EXPENSES AND REVENUES

Board of Trustees					
Description	FTE	FY 2015 Approved	FY 2016 Proposed	Inc./Dec.	% Change
Salaries	0	0	0	0	0
Operations		500	500	0	0
Contracted Services		0	0	0	0
Total:	0	500	500	0	0

Administration					
Description	FTE	FY 2015 Approved	FY 2016 Proposed	Inc./Dec.	% Change
Salaries	2.1	132977	133357	380	0.0
Operations		68590	72441	3851	6.0
Contracted Services		13802	14156	354	3.0
Total:		215369	219954	4585	2.0

Collection Services					
Description	FTE	FY 2015 Approved	FY 2016 Proposed	Inc./Dec.	% Change
Salaries	3.9	201633	209137	7504	4.0
Operations		71969	75981	4012	6.0
Contracted Services		15341	15809	468	3.0
Total:		288943	300927	11984	4.0

Lending Services					
Description	FTE	FY 2015 Approved	FY 2016 Proposed	Inc./Dec.	% Change
Salaries	3.9	184106	183217	-889	0.0
Operations		57575	60843	3268	6.0
Contracted Services		14458	15073	615	4.0
Total:		256139	259133	2994	1.0

Children's Services					
Description	FTE	FY 2015 Approved	FY 2016 Proposed	Inc./Dec.	% Change
Salaries	3.3	149737	148842	-895	0.0
Operations		48939	51667	2728	6.0
Contracted Services		12732	13304	572	3.0
Total:		211408	213813	2405	1.0

Adult Services					
Description	FTE	FY 2015 Approved	FY 2016 Proposed	Inc./Dec.	% Change
Salaries	2.9	160259	160110	-149	0.0
Operations		40302	42549	2247	6.0
Contracted Services		9012	9318	306	3.0
Total:		209573	211977	2404	1.0

PROGRAM EXPENSES					
Description	FY 2015 Approved	FY 2016 Proposed	Inc./Dec.	% Change	
Trustees	500	500	0	0.0	
Administration	215369	219954	4585	2.0	
Collection Services	288943	300927	11984	4.0	
Lending Services	256139	259133	2994	1.0	
Children's Services	211408	213813	2405	1.0	
Adult Services	209573	211977	2404	1.0	
Total:	1181932	1206304	24314	2.0	

REVENUES				
Description	FY 2015 Approved	FY 2016 Proposed	Inc./Dec.	% Change
City of Auburn	941192	960016	18824	2.0
Endowment Income	55988	55988	0	0.0
Investment Income	21364	21025	-339	0.0
Other Revenue	86738	89525	2787	2.0
Donations & Gains	76650	79750	3100	4.0
Total:	1181932	1206304	24372	2.0

PERFORMANCE MEASURES

General Measures:

	FY14
Items Loaned	244,551
Daily Average Visitors	700
Total Computer Sessions	33,018
Study Room Reservations	1,689
Total Program Attendance	151,818
Volunteer Hours	3,336

FY15 Measures (through 1/15/2015):

Goal:	Objective:	Strategy:	Results:
Help customers of all generations to learn, grow, and have fun	Provide family programming, increase independent learning; teach technology, establish services for customers unable to visit the Library	Host movies, concerts, author visits, DIY programming, other educational programming	Summer reading program, hosting monthly movies, hosting children's and adult authors, Young Engineers Club, DIY Tweens and Teens, lending services continued for senior residences; ongoing computer classes and help sessions for adults; added foreign language database.
Prepare children to start school ready to learn	Offer parents/teachers materials and programs; assist teen parents	Offer family literacy events; promote BookReach program for daycares; offer mini-sessions for teen parents	Weekly storytimes for ages 0 to 6; special programming such as "Let's Pretend;" Math Night for Head Start parents; teen parenting skills.

Foster a culture of innovation	Increase teen career and technology skills; assist adults in enhancing abilities to create and innovate; encourage staff to broaden outlook and increase knowledge; support local authors; create a makerspace	Offer DIY programs for all ages; encourage use of Media Lab; conduct workshops for staff; support local authors; create a makerspace	DIY programs for crafts and STEM projects; Media Lab bookings are strong; staff attending online workshops and regional conferences; makerspace area under consideration and grant applied for. Part of STEM grant pilot program (decision due in Apr. 2015.)
Promote community workforce and economic development	Support teens in career/education goals; work with local agencies to educate small business owners/entrepreneurs/job seekers; create small business incubator space; support small business success in L/A area	Partner with Lewiston PL to offer Teen Opportunities Fair; work with high school guidance counselors; work with small business agencies; construct business incubator space within the Library; create tool lending library	Teen Opportunities Fair scheduled; hosted college fair; continued association with SCORE to provide business counseling; offering technology and social media classes for entrepreneurs; represented at Start Up Weekend in Portland; Start Up Weekend for Auburn postponed. (Library a lead partner in planning.)
Broaden and strengthen community connections	Continue partnerships with local agencies serving children and special needs; strengthen links and foster future partnerships with teen-oriented groups; ensure non-library users aware of library resources	Continue collaboration with school department and other educational organizations; work with PAL; work with district customized learning team; have presence at community locations; increase use of website and social media	Teen librarian serves on PAL board; Children's Services represented at customized learning meetings; high school librarian is APL trustee; participated in Winter Festival, holiday parade, and Dempsey Challenge; presentations given to local groups

Maintain facilities, resources and systems	Ensure security of building, content, and staff; minimize effects of natural disaster; work with vendors and custodian to ensure capital improvements are completed; ensure facility is operated cost-effectively	Work with internal security team to address issues and maintain readiness; create disaster plan; create project calendar; review vendor relationships on an on-going basis	Disaster kit near completion; staff attending preparation seminars on regular basis; building repairs scheduled and in progress; project calendar prepared and reviewed; vendor relationships reviewed and adjusted to reflect cost savings; able to purchase computers at significant cost savings
Ensure stable and dependable funding	Maintain and build solid fundraising programs	Redesign and staff development position; establish stronger annual giving program create planned giving program; maximize use of fundraising technology	Initial contacts made by board; worked with consultants to revitalize fundraising efforts; development coordinator position filled (Jan. 2015).

Auburn Public Library Calendar

Annually:

Operational:

- ✓ Maine State Library Annual Report (April)
- ✓ Corporators Annual Meeting (September)
- ✓ Financial audit (June-October)
- ✓ Annual Fund Campaign (June-December)
- ✓ Annual Work Plan (June)
- ✓ Public Library Directors Institute (June)
- ✓ Budget preparation (November through June)
- ✓ Maine State Library Annual Report (April)

Programming:

- ✓ Winter Festival programs (January/February)
- ✓ Children, teen and adult summer reading programs (June through August)
- ✓ Parks and Rec Camp visits (June through August)
- ✓ Public Library Directors Institute (Maine State Library) (June)
- ✓ Balloon Festival Parade (August)
- ✓ Maggie Trafton Authors for Young Readers Evening (October)
- ✓ School children visits for library orientation (October through March)
- ✓ Film discussion series (in collaboration with Lewiston Public Library) (October through March)
- ✓ Book Sale (April/November)
- ✓ Gingerbread House making (December)

Semi-annually:

- ✓ Auburn Public Library/Lewiston Public Library joint board meeting
- ✓ Statistics survey (April and October)
- ✓ Central Maine Library District Council Meetings (Spring and Fall)

Monthly:

- ✓ Board of Trustees meeting
- ✓ Staff meeting
- ✓ Leadership Team meeting
- ✓ Media Lab orientation
- ✓ Author presentations

Weekly:

- ✓ Update website and social media
- ✓ Electronic newsletter
- ✓ Programs for preschool children (Sept. through May)
- ✓ Afterschool programs for children and tweens
- ✓ Teen Space programs Adult programs
- ✓ Computer assistance programs
- ✓ BookReach for home-based daycares



City of Auburn

Master List

Fiscal Year 2016
Proposed 3.23.2015

Account Title	FY 2014 Actual	FY 2015 Approved	FY 2015 Projected	FY 2016 Dept. Request	FY 2016 Manager Proposed	Increase/ Decrease	%
<i>Public Library</i>							
Public Library	936,987	941,192	941,192	960,016	960,016	18,824	2%
Skylight Replacement		7,000	7,000	0	-	(7,000)	-100%
Carpet Replacement		0	-	25,000	17,000	17,000	0%
New Insight Server		0	-	2,500	2,500	2,500	0%
Water Heater		12,500	12,500	0	-	(12,500)	-100%
TOTAL	936,987	960,692	960,692	987,516	979,516	18,824	2.0%



City of Auburn

Library

Fiscal Year 2016
Proposed 3.30.2015

Line Items	Last Year	Dept. Request	Manager Proposed
Public Library	Total	941,192	960,016

Estimated Detail of All Accounts

Actual expenses may vary according to changing circumstances

Public Library	FY15	FY16	Change (FY16-FY15)	Dept. Request	Manager Proposed
<u>Revenues</u>					
City of Auburn	\$ 941,192	\$ 960,016	\$ 18,824	\$ 960,016	\$ 960,016
Donations	\$ 76,650	\$ 79,750	\$ 3,100		
Endowment Income	\$ 55,988	\$ 55,988	\$ -		
Investment Earnings	\$ 21,364	\$ 21,025	\$ (339)		
Other	\$ 86,738	\$ 89,526	\$ 2,788		
	<u>\$ 1,181,932</u>	<u>\$ 1,206,305</u>	<u>\$ 24,373</u>		
<u>Expenses</u>					
Automation Expense	\$ 13,800	\$ 15,180	\$ 1,380		
Commodities	\$ 25,835	\$ 30,914	\$ 5,079		
Financial	\$ 23,550	\$ 24,800	\$ 1,250		
Insurance	\$ 10,138	\$ 9,500	\$ (638)		
Library Materials	\$ 94,100	\$ 94,600	\$ 500		
Maintenance	\$ 94,097	\$ 95,198	\$ 1,101		
Miscellaneous	\$ 1,700	\$ 1,850	\$ 150		
Personnel	\$ 828,712	\$ 834,663	\$ 5,951		
Personnel Development	\$ 3,000	\$ 3,000	\$ -		
Programs	\$ 14,700	\$ 15,600	\$ 900		
Utilities	\$ 73,300	\$ 81,000	\$ 7,700		
	<u>\$ -</u>	<u>\$ 1,182,932</u>	<u>\$ 23,373</u>	<u>\$ 960,016</u>	<u>\$ 960,016</u>

Line Item Narrative

Library: See Above.



City of Auburn

Library

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Skylight Replacement	Total	7,000	-	-
Carpet Replacement	Total	-	25,000	17,000
Insight Server	Total	-	2,500	2,500
Water Heater	Total	12,500	-	-

Estimated Detail of All Accounts

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Skylight Replacement		
Carpet Replacement	\$ 25,000	\$ 17,000
Insight Server	\$ 2,500	\$ 2,500
Water Heater		
	\$ 27,500	\$ 19,500

Line Item Narrative

Operating Capital: Detail available in the FY 16 CIP