

City of Auburn, Maine

"Maine's City of Opportunity"

Office of the City Manager

Date: 23 March 2015

To: Mayor LaBonte and Members of the Auburn City Council

From: Howard Kroll, Acting City Manager
Jill Eastman, Finance Director

RE: FY2016 Municipal Budget Submission

Please find enclosed the FY 2016 municipal budget. The budget can be considered a continuation of the Council's desire to follow the charter and budget by goals and programs. All City departments were tasked with complying with City Council Directive to present an overall municipal budget at 1.8% growth or less. **We have met that directive.** It was not easy. Many departments either came in flat funded or even less. This is not a budget based on a "wish list" but one that the departments recommended to support the systems, services, and programs Councils have set, while taking into consideration a realistic balance of revenues and taxes.

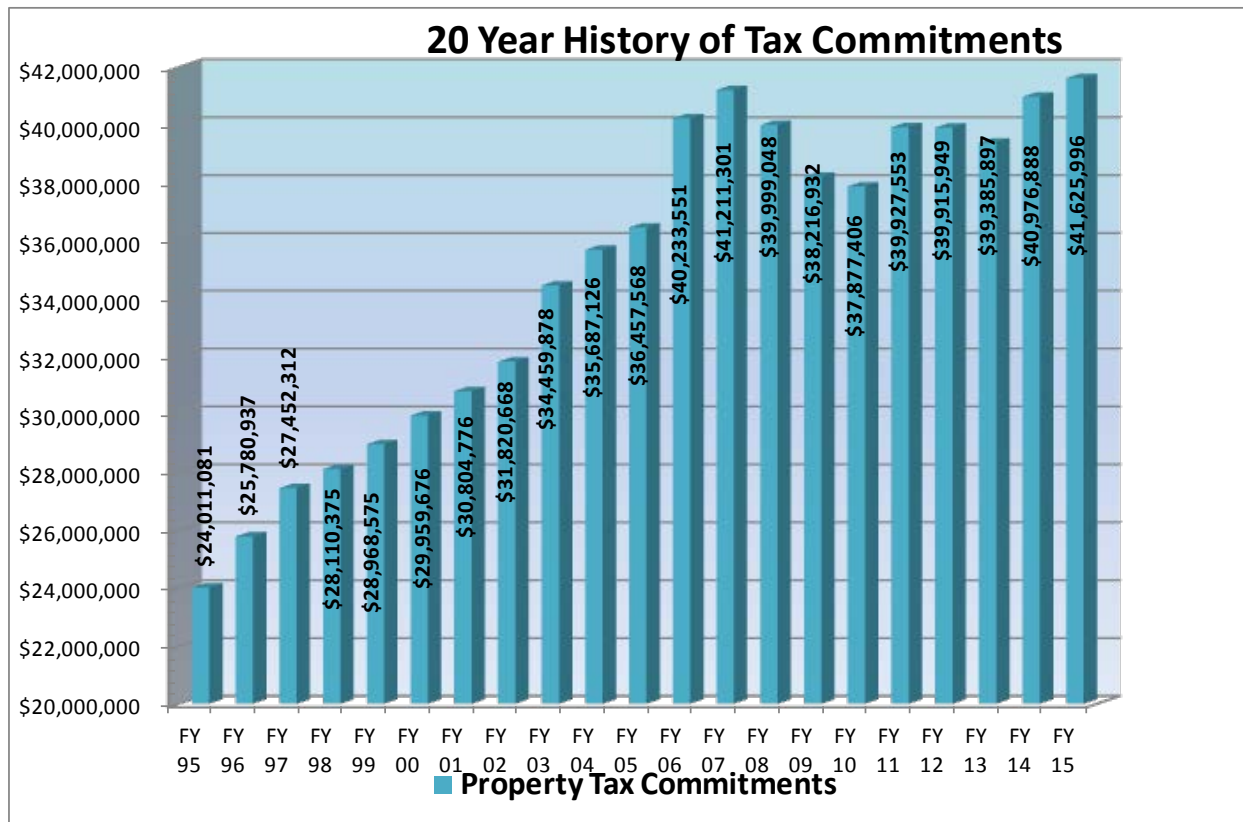
Now as the Council reviews the manager's recommended budget and takes votes to change policies or funding, the documents provided contain the information needed to debate and consider changes. Decisions will no longer be just a number but will be a statement of direction or policy.

Tax Commitment

The City of Auburn's history for tax commitment going back to 1994 is charted below. As Acting City Manager I focus mostly on tax commitment. Tax commitment is the amount of money we need to raise from the taxpayers to balance the city's expense budget. It is this number that can show increases and decreases in spending.

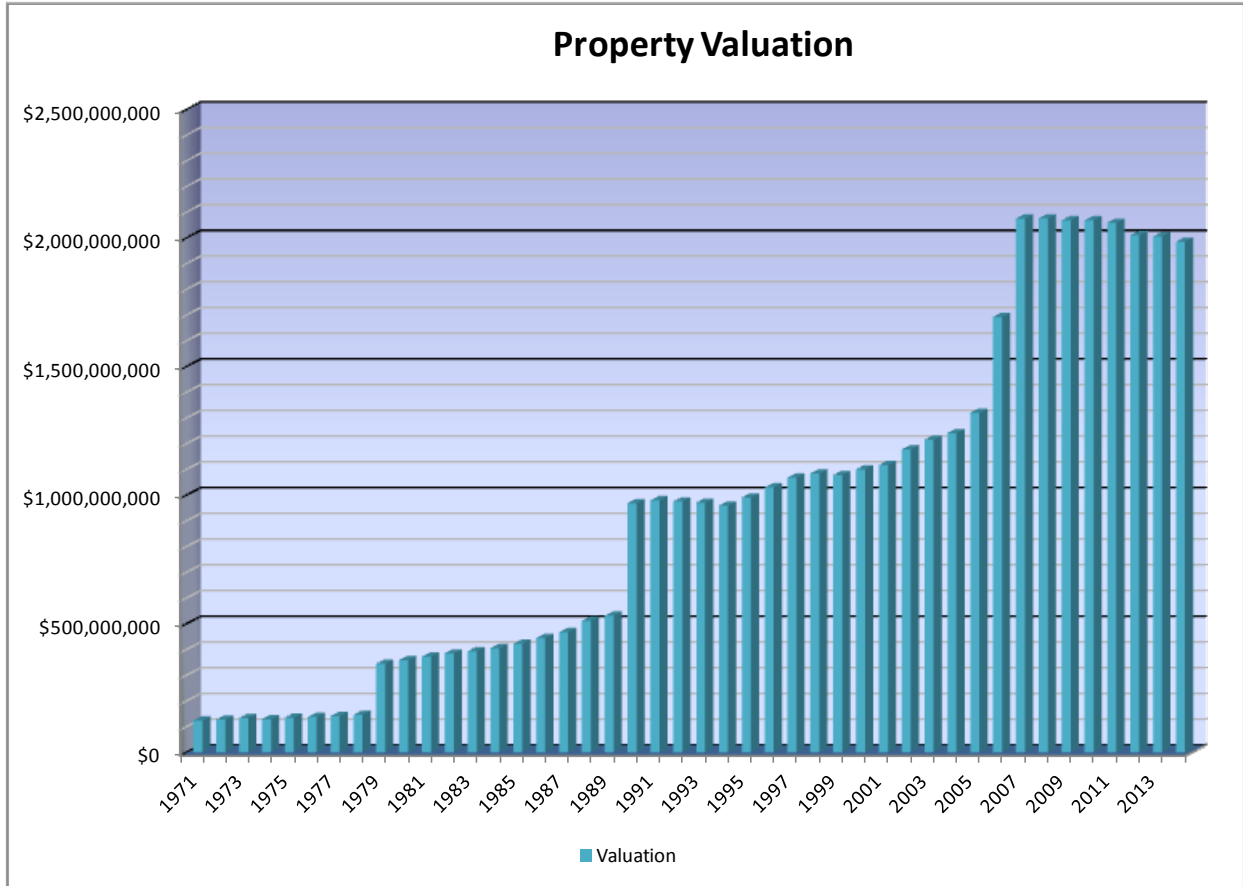
The Chart below shows that tax commitment for Auburn steadily increased from 1994 to 2007. In 1994 the Commitment was \$23,323,812 and by 2007 was \$41,211,301, a 76.6% increase. The 2015 tax commitment was \$41,625,996 which was a 1.6% increase and was the first time in 8 years that the tax commitment was more than in 2007. My point is that property taxes increased by 5.89% per year for 14 years up to 2007 and since 2007 had not increased compared to 2007 until FY15.

As Acting City Manager I recommend Auburn seek methods to find a controlled and sustainable amount of tax growth.



Assessment

The City of Auburn has had a difficult transition in updating its assessing records. Prior to 2006 minimum updates should have been occurring to values. The updates finally, fully implemented, in 2006 were long overdue. Unfortunately the turn in the economy that coincides with the valuation changes creates many problems. It moved the focus from the valuation change being a correction of past years to being incorrect compared to current market conditions. As the Chart below indicates what resulted are no increases in valuation since the implementation. This means that even new added valued couldn't compensate for the declined market. This is further aggravated by the phasing out of personal property in the State BETR (Business Equipment Tax Reimbursement) program.



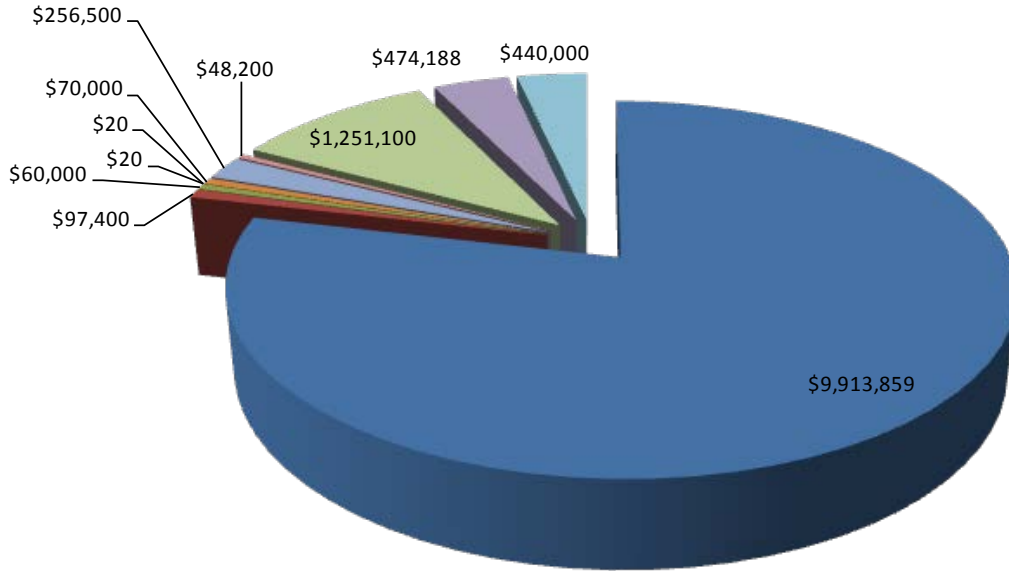
Auburn’s value is still fair and equitable under the law. However, staff works diligently to sustain these while also anticipating a change in the economy. As the Acting City Manager I can report that a number of projects occurred in 2014/15. There are potential projects that we see on the horizon that will not impact the City until FY2017. The number of projects that the City is working on will show a change to values and growth. Many existing businesses are considering expansions or renovations. The new industrial park has had measurable interest since the lots became available for purchase. And plans for New Auburn and the Downtown show the potential for significant economic recovery.

The projected valuation at this time for FY 2016 is **\$1,976,187,978**, a decrease of **\$8,729,400** compared to last year. Not all of the new value has been added to the valuation yet. I will continue to update the valuation as the data becomes available.

City Revenues

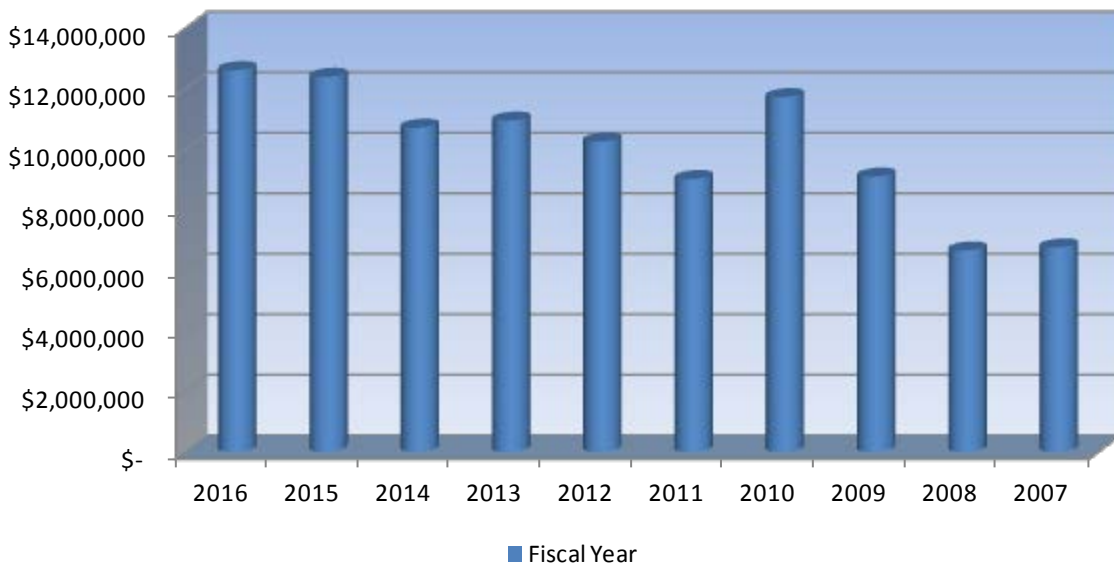
The total revenues for FY 2016 are budgeted at **\$12,611,287**. In comparison this is **1.78X%** higher than last year. Considering the overall reduction of revenue sharing as detailed below, the City of Auburn has been exceptional at developing the statutorily very limited options for local revenue.

Proposed Non Property Tax Revenue FY 16



- General Government
- City Clerk
- Finance
- ICT
- Assessing
- Health & Social Services
- Planning & Permitting
- Engineering
- Fire Department
- Police Department
- Public Works

10 Yr History of Non Property Tax Revenue

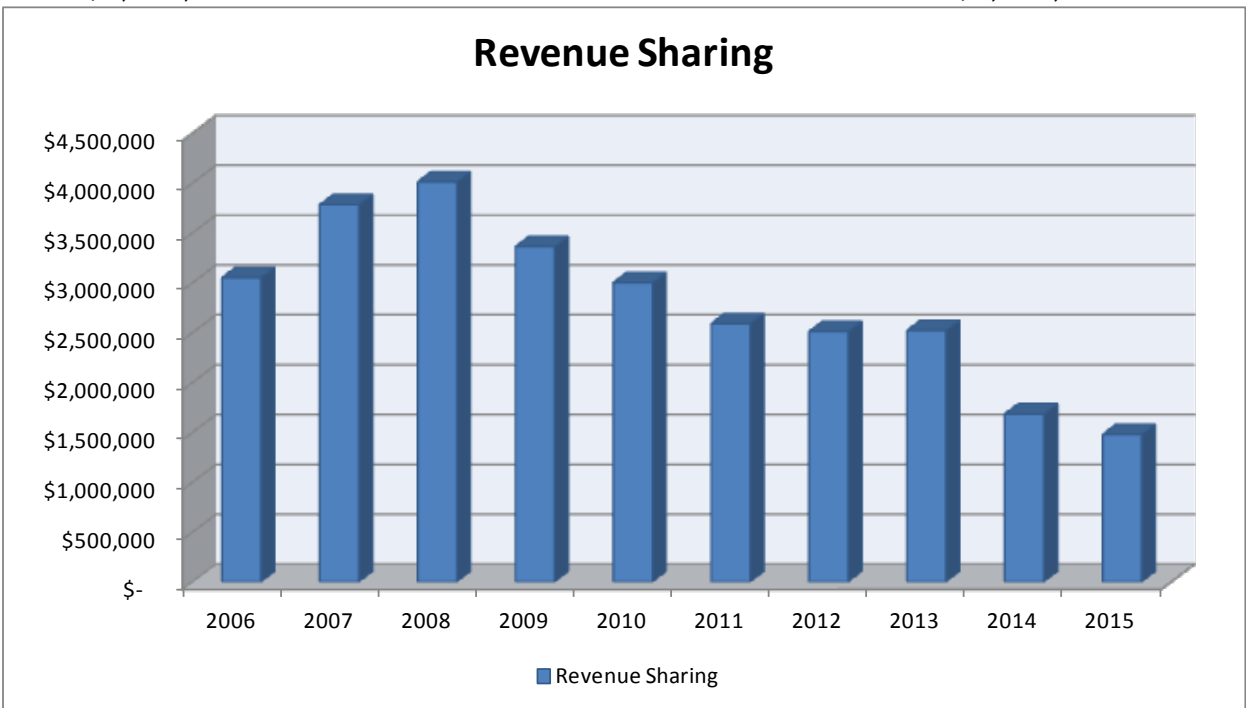


The use of fund balance at \$1.3 million has been acceptable however with the use of a one-time special revenue line in the current budget staff recommends increasing this number to \$1.6 million. With FY16 being a year of transition we can safely make the change. As long as fund balance does not begin to shrink this amount should be sustainable.

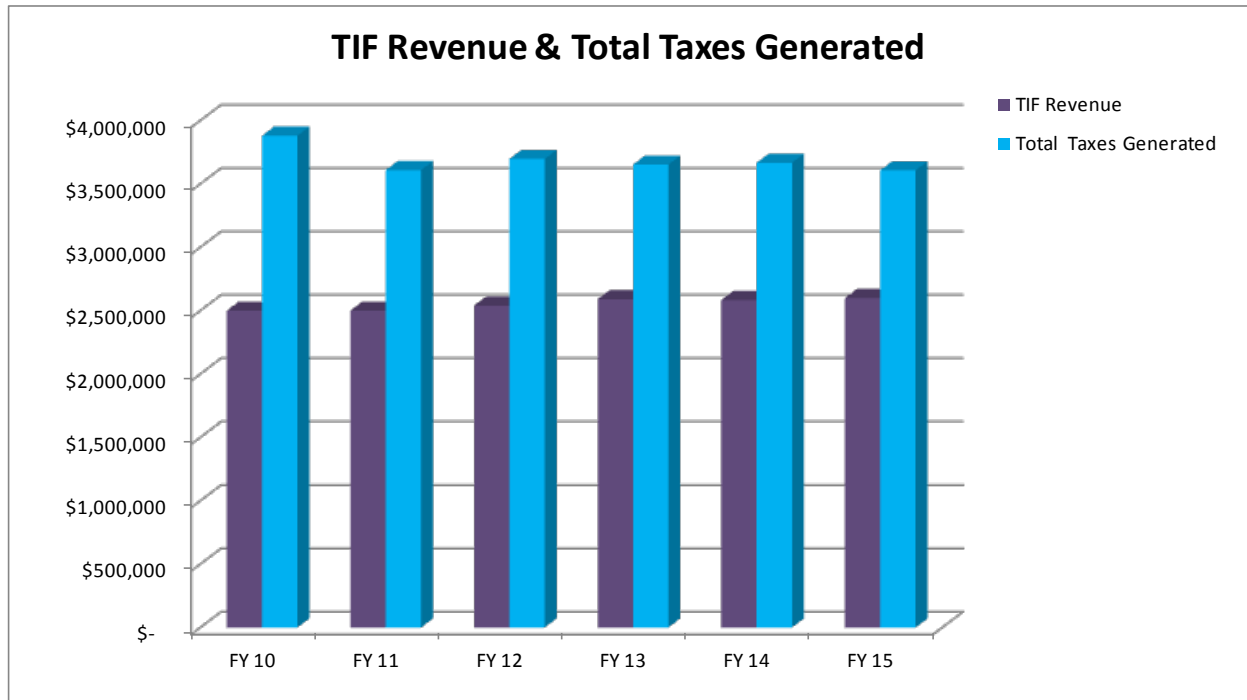
Revenue Sharing

In 2007 the City of Auburn received \$3,781,007 in revenue sharing from the State of Maine. In 2015 revenue sharing was \$1,649,570. The point to make is that full funding of department requests for FY 2015 would be less than the amount of revenue sharing lost since 2007.

Even more alarming is that for FY 2016 Auburn is scheduled to receive \$1,477,641. This is the lowest since 1993 when we received \$1,728,085.



TIF



Capital Improvement Plan

The City's CIP has been expanded to include more information and to develop a longer-term vision. The amount of bonding adopted by the Council for the Capital Plan will not impact the FY 2016 budget. Bonding is always one year delayed in financial impact. Since the City is retiring \$8,544,732 this year, the FY 2016 budget will not increase if bonding remains under this total.

A recent policy direction that has impacted the City budget is the decision to stop bonding items that are more operational. This year the change shifts approximately \$170,000 from bonding to operating budgets. This goal is one that I support and commend but under the current economic climate I feel is challenging. The Acting City Manager's budget funds the operational capital items from general fund tax dollars.

As I stated at the 23 February 2015 Joint City Council and School Committee CIP Submission meeting that I recommend bonding no more than \$5.5 million per year until we get below \$40 million in outstanding debt. At that juncture we will revisit and determine what our next steps will be.

By borrowing no more than \$5.5 million we will annually retire \$2.5-\$3 million. My reason is two-fold- (1) we reduce our outstanding debt in an organized effort and set a limit to borrowing and (2) we need to be in a position that if the opportunity presents

itself for a major capital/infrastructure project or one is necessary/mandated we can present to the voters capacity to do so.

We have to start somewhere and I felt \$5.5 million allows us to continue to make improvements to infrastructure as well as replace/update equipment that needs to be retired or costs more to maintain than to purchase new.

Please note that the City Charter dictates that any project that exceeds 9% of the annual appropriation resolve the City Council may place such bond proposal on the ballot for a city wide election.

CITYWIDE TEN YEAR			
CAPITAL IMPROVEMENT PLAN			
FY 16 Only			
	Description		Operating
Facilities	Security Cameras-PS Garage		\$ 24,000
Facilities	Replace Card Access System Components Phase II		\$ 20,000
Fire	Replace expired SCBA cylinders		\$ 10,000
Library	Carpet Replacement		\$ 17,000
Library	New Insight Server		\$ 2,500
Planning	Municipal Fire Alarm System-Electrical Shop		\$ 16,050
Police	Vehicle Replacement		\$ 79,000
TOTAL CIP			\$ 168,550

If the City selected to bond the highlighted items listed above, the annual debt service would be under \$20,000 per year and the budget could save approximately \$168,550.

Debt Service (City Only)

The City of Auburn is reducing its total annual debt service for municipal items. The chart below shows that the average debt service in Auburn at the beginning of fiscal years averages \$65 million dating back to fY 2005. However the current balance of \$54,616,925, plus an additional \$5.5 million for FY 2016 leaves the City over \$11 million under the average for the beginning of a year.

Debt Service Analysis				
	Outstanding			Outstanding
	Debt at Beginning	Debt	Debt	Debt at End of
	of Fiscal Year	Issued	Retirement	Fiscal Year
FY 05-06	\$63,248,668	\$13,291,307	\$7,552,775	\$68,987,200
FY 06-07	\$68,987,200	\$13,000,000	\$8,612,399	\$73,374,801
FY 07-08	\$73,374,801	\$6,000,000	\$8,489,239	\$70,885,562
FY 08-09	\$70,885,562	\$6,430,000	\$8,895,484	\$68,420,078
FY 09-10	\$68,420,078	\$6,500,000	\$8,575,483	\$66,344,595
FY 10-11	\$66,344,595	\$8,344,565	\$8,535,485	\$66,153,675
FY 11-12	\$66,153,675	\$4,500,000	\$8,816,077	\$61,837,598
FY 12-13	\$61,837,598	\$5,600,000	\$8,421,077	\$59,016,521
FY 13-14	\$59,016,521	\$5,625,000	\$8,368,864	\$56,272,657
FY 14-15	\$56,272,657	\$6,800,000	\$8,455,732	\$54,616,925
FY 15-16	\$54,616,925		\$8,684,488	\$45,932,437

LD 1 Tax Cap

The LD 1 Tax Cap has been in effect since 2006. Per the calculation worksheet, the City of Auburn has the capacity to raise \$28,153,296 in property taxes for the Municipal portion of the budget.

City Tax Commitment Ordinance

Pursuant to City Ordinances (see below) the total tax commitment increase of the City and School combined is limited to the consumer price index (urban). The CPI-U for December 31, 2014 was 1.8%.

Sec. 2-485. Council action on budget increase.

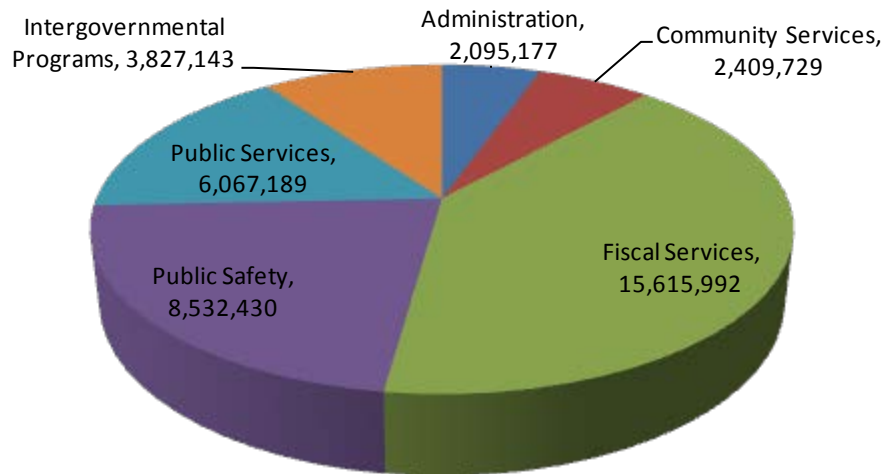
(a) **Budget tax commitment cap.** Beginning with the fiscal year 2016 budget, the city council will not approve any increase in the budget which exceeds the consumer price index (urban) as compiled for the 12-month period ending as of December 31 prior the start of the succeeding fiscal year.

(b) **Exception.** When deemed necessary by the city council, this provision may be waived by a majority vote of the city council.

The Acting City Manager's proposed budget, including school, does exceed the cap and the final budget resolve would have to include an exception per section (b). In order to reduce the City Manager's recommended budget to satisfy the ordinance without an exception would require **\$1,090,690** in cuts to expenses.¹

¹ The amount needed to develop a City budget with 0% impact on taxes would require a cut of \$1,839,958 from the City Manager's recommended budget.

Manager's Proposed Budget FY 16



- Administration
- Community Services
- Fiscal Services
- Public Safety
- Public Services
- Intergovernmental Programs

Budget Drivers

Attached are changes made to the departmental requests that lead to the Acting City Manager's recommended budget. Included in the list are policy directives or issues that I feel need to be identified as major contributors to this budget and took a large percentage of the 1.8% expense increase City Council requested the Acting City Manager to meet. A few of some of the more noteworthy increases:

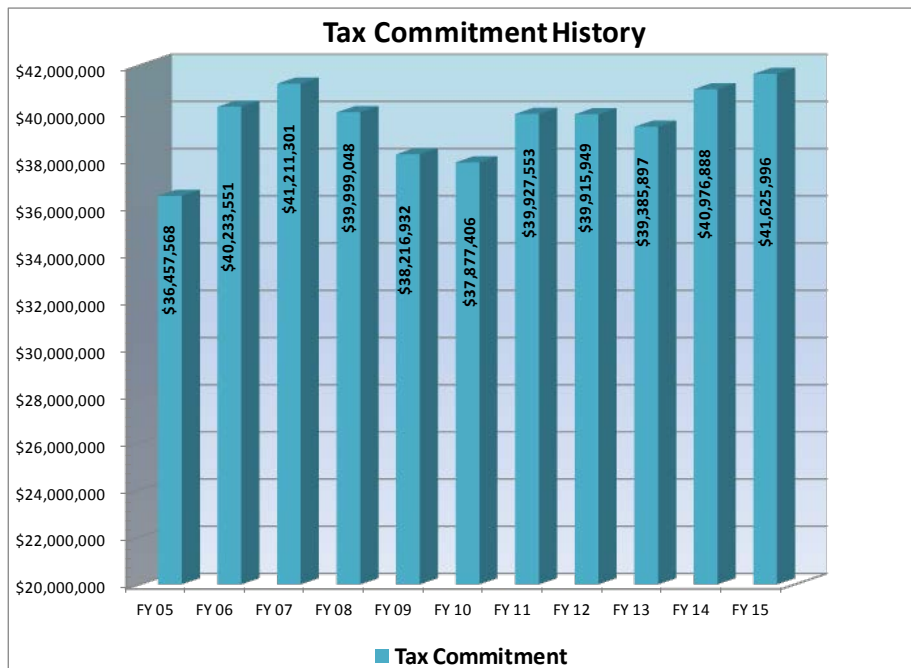
<u>Androscoggin County:</u>	\$ 95,388 (4.66%)
<u>Solid Waste (MMWAC)</u>	\$105,207 (12.80%)
<u>Lew-Aub 911 Communications Center</u>	\$ 33,382 (3.13%)
<u>Debt Service (funding Quint)</u>	\$ 90,808 (0.97%)
<u>MSRS (Maine State Retirement System)</u>	\$245,955 (21.26%)
	<u>\$570,740</u>

County Tax

The FY15 Androscoggin County increased over 4%. Due to Maine Revenue Services Property Tax Division increasing our valuation from \$1,926,000,000 to \$1,963,550,000 we account for \$37,350,000 of valuation increase across the County. This coupled with the remaining municipalities seeing either a slight increase or loss in valuation placed the largest increase to the County budget with Auburn.

I suggest we, in coordination with our partner municipalities, look at changing the County Charter so that it takes into consideration Municipal Revenue Sharing levels so that if a municipality takes a loss so does the County. We are subsidizing the rest of the County due to our size (25.63% of the County valuation, Lewiston is 28.38%). It is time for change.

Tax Rate Projection



Impact of Proposed Budget on Tax Rate			
		Manager	
		Proposed	
	FY 15	FY 16	
	Tax Rate	Tax Rate	Increase
	12.82	13.12	0.30
City Budget			
\$150,000 Home	\$ 1,923.00	\$ 1,968.00	\$ 45.00
		Proposed	
	FY 15	FY 16	
	Tax Rate	Tax Rate	Increase
	8.13	8.87	0.74
School Budget			
\$150,000 Home	\$ 1,219.50	\$ 1,330.50	\$ 111.00
		Proposed	
	FY 15	FY 16	
	Tax Rate	Tax Rate	Increase
	20.95	21.99	1.04
Combined Budget			
\$150,000 Home	\$ 3,142.50	\$ 3,298.50	\$ 156.00

Enterprise Funds and Special Revenues

The City currently operates one Enterprise fund, Norway Savings Bank Arena. We are proposing another enterprise fund, Ingersoll Arena Turf Facility. Upon the recommendation of the Recreation and Special Events Advisory Board City Council authorized the reallocation of bond proceeds to cover the project (phase II of II). The facility is scheduled to be open in early fall 2015.

Succession Planning

A budgetary item that is often overlooked is succession planning. As a City it is my goal to work with staff in the coming year to develop more specific plans for succession. Planning departmental structures and transitions will allow Auburn to effectively and cost-efficiently navigate any changes in current staff.

Forecast

The future for local government continues to be one I see as extremely challenging. In recent years budgets and services have been reduced. As Acting City Manager I will

continue to deliver efficient services, but any reductions in cost or staff will not be cloaked. Reductions will impact the level of service.

The reality that must be conveyed is, lowered costs must mean lowered services and conversely, increased services will mean increased cost. Bartering of services is an option, meaning that a service can be cancelled for the addition of a new service, but these must be a clear policy decision of the Council.

Auburn however is poised to respond. The slow or no growth years that we have been enduring appear to show a change. Projects for commercial development are beginning to take form. Over the last year Auburn has seen multiple projects begin or take hold. This will be a benefit to our valuation and create jobs.

Conclusion

I would like to take this opportunity to thank all City Staff. They understood the City Council directive and made it happen. They are the same people who work hard every day to make Auburn a better place to live, work, and play. Additionally I want to thank Jill Eastman, Finance Director, for putting together this document and working with each Department Director on their budget. The budget document grew exponentially this year to be a planning and policy resource that complies with the City Charter.

Since becoming the Acting City Manager I have stated and will continue to state that the annual budget is the most important policy document the Council considers. It sets the stage not only for the fiscal year budget but also furthers the decisions of years past and sets a direction for years to come.

Finally, as Acting City Manager it is my privilege to present this budget and begin discussions. Operationally I recommend the Council review this budget and make changes by motion and vote. Propose the ideas or directions you want to consider and allow the issues to be vetted. The staff and I stand ready to work with you to finalize a budget that serves the needs of our fine City.

As always I am available to the public each Monday evening until 8 p.m. on non-City Council meeting nights as well as by phone/email. My door is always open.

Respectfully submitted,

Howard Kroll
Acting City Manager

CITY OF AUBURN
FY 2016 EXPENDITURES
COMPARISON FY15 AND FY16 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 14-15	DEPARTMENT PROPOSED BUDGET FY 15-16	MANAGER PROPOSED BUDGET FY 15-16	COUNCIL ADOPTED BUDGET FY 15-16	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>Administration</u>						
City Clerk	164,593	201,296	165,053		460	0.28%
City Manager	280,750	269,340	269,340		(11,410)	-4.06%
Economic Development	359,500	361,080	361,080		1,580	0.44%
Finance	605,135	621,705	619,855		14,720	2.43%
Human Resources	139,578	147,319	143,526		3,948	2.83%
IT	413,829	433,825	390,190		(23,639)	-5.71%
Legal Services	65,000	65,000	65,000		0	0.00%
Mayor & Council	78,532	82,133	81,133		2,601	3.31%
Total Administration	2,106,917	2,181,698	2,095,177	0	(11,740)	-0.56%
<u>Community Services</u>						
Health & Social Services						
Administration	86,972	87,855	75,722		(11,250)	-12.94%
Assistance	105,982	108,989	108,989		3,007	2.84%
Planning & Permitting	902,494	1,000,215	906,631		4,137	0.46%
Recreation & Special Events	355,469	340,871	338,871		(16,598)	-4.67%
Public Library	960,692	987,516	979,516		18,824	1.96%
Total Community Services	2,411,609	2,525,446	2,409,729	0	(1,880)	-0.08%
<u>Fiscal Services</u>						
Debt Service	6,263,936	6,324,864	6,324,864		60,928	0.97%
Emergency Reserve	375,289	375,289	375,289		0	0.00%
Facilities	698,335	686,736	653,080		(45,255)	-6.48%
Transfer to TIF	2,584,032	2,599,914	2,599,914		15,882	0.61%
Fringe Benefits	4,737,117	5,318,296	5,166,309		429,192	9.06%
Workers' Compensation	468,081	496,536	496,536		28,455	6.08%
Total Fiscal Services	15,126,790	15,801,635	15,615,992	0	489,202	3.23%
<u>Public Safety</u>						
Fire	4,057,633	4,111,634	4,101,634		44,001	1.08%
Fire EMS Transport	635,468	622,801	549,801		(85,667)	-13.48%
Police	3,738,108	4,149,848	3,880,995		142,887	3.82%
Total Public Safety	8,431,209	8,884,283	8,532,430	0	101,221	1.20%
<u>Public Services</u>						
Public Services	4,628,839	4,576,189	4,540,898		(87,941)	-1.90%
Solid Waste	822,071	927,278	927,278		105,207	12.80%
Water & Sewer	599,013	599,013	599,013		0	0.00%
Total Public Works	6,049,923	6,102,480	6,067,189	0	17,266	0.29%
<u>Capital Improvement Projects</u>						
City Clerk (see Clerk Budget)	0	0			0	0.00%

CITY OF AUBURN
 FY 2016 EXPENDITURES
 COMPARISON FY15 AND FY16 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 14-15	DEPARTMENT PROPOSED BUDGET FY 15-16	MANAGER PROPOSED BUDGET FY 15-16	COUNCIL ADOPTED BUDGET FY 15-16	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
Engineering-Paving		0			0	0.00%
Fire	0				0	0.00%
LA 911					0	0.00%
Planning					0	0.00%
PW					0	0.00%
Recreation					0	0.00%
Airport		65,500			0	0.00%
Library	0				0	0.00%
Total CIP	0	65,500	0	0	0	0.00%
Salary Reductions	0	0	0	0	0	0.00%
Total Municipal	34,126,448	35,561,042	34,720,517	0	594,069	1.74%
Intergovernmental Programs						
County Taxes	2,046,880	2,142,268	2,142,268		95,388	4.66%
Tax Sharing	270,000	270,000	270,000		0	0.00%
Auburn-Lewiston Municipal Airport	105,000	182,000	105,000		0	0.00%
Community Little Theater	0				0	0.00%
LA Arts	17,000	0			(17,000)	-100.00%
Museum LA	0	0			0	0.00%
Lew-Aub Economic Growth Council (see EconDev)		0			0	0.00%
Lew-Aug Transit Committee	211,377	209,244	209,244		(2,133)	-1.01%
Auburn Only Transportation	23,996				(23,996)	-100.00%
Lew-Aub 911 Communications Center	1,067,249	1,100,631	1,100,631		33,382	3.13%
Total Intergovernmental Programs	3,741,502	3,904,143	3,827,143	0	85,641	2.29%
Grand Total Municipal	37,867,950	39,465,185	38,547,660	0	679,710	1.79%
Education Operation	35,534,192	37,305,671	37,305,671		1,771,479	4.99%
Education Debt Service	2,707,131	2,842,071	2,842,071		134,940	4.98%
Total School	38,241,323	40,147,742	40,147,742	0	1,906,419	4.99%
Total Budget	76,109,273	79,612,927	78,695,402	0	2,586,129	3.40%

CITY OF AUBURN
 FY 2016 EXPENDITURES
 COMPARISON FY15 AND FY16 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 14-15	DEPARTMENT PROPOSED BUDGET FY 15-16	MANAGER PROPOSED BUDGET FY 15-16	COUNCIL ADOPTED BUDGET FY 15-16	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
Non-Property Tax Revenue						
Municipal	12,390,584	12,611,287	12,611,287	0	220,703	1.78%
Education	22,092,693	22,618,161	22,618,161	0	525,468	2.38%
Total	34,483,277	35,229,448	35,229,448	0	746,171	2.16%
Property Tax Dollars Needed						
Municipal	25,477,366	26,853,898	25,936,373	0	459,007	1.80%
Education	16,148,630	17,529,581	17,529,581	0	1,380,951	8.55%
Total	41,625,996	44,383,479	43,465,954	0	1,839,958	4.42%
Property Tax Rate Based on Assessed Values of :	20.95	22.46	21.99	0.00	1.04	4.99%
	1,984,917,378	1,976,187,978	1,976,187,978	1,976,187,978		
Property Tax Rate						
Municipal Tax Rate	\$12.82	\$13.59	\$13.12	\$0.00	0.30	2.37%
Education Tax Rate	\$8.13	\$8.87	\$8.87	\$0.00	0.74	9.11%
	<u>20.95</u>	<u>22.46</u>	<u>21.99</u>	<u>0.00</u>	<u>1.04</u>	<u>4.99%</u>

CITY OF AUBURN
FY 2016 EXPENDITURES
COMPARISON FY15 AND FY16 BUDGETS

	COUNCIL ADOPTED BUDGET FY 14-15	MANAGER PROPOSED BUDGET FY 15-16	\$ Change	% Change
City Expenses				
Operating Expenses	25,278,480	25,795,739	517,259	2.05%
Debt Service/TIF	8,847,968	8,924,778	76,810	0.87%
Intergovernmental	3,741,502	3,827,143	85,641	2.29%
Total City Expenses	37,867,950	38,547,660	679,710	1.79%
School Expenses				
Operating Expenses	35,534,192	37,305,671	1,771,479	4.99%
Debt Service	2,707,131	2,842,071	134,940	4.98%
Total School Expenses	38,241,323	40,147,742	1,906,419	4.99%
Total Expenses	76,109,273	78,695,402	2,586,129	3.40%
Less: Non-Tax Revenues				
City	12,390,584	12,611,287	220,703	1.78%
School	22,092,693	22,618,161	525,468	2.38%
Total Non-Tax Revenues	34,483,277	35,229,448	746,171	2.16%
Tax Levy				
City	23,430,486	23,794,105	363,619	1.55%
School	16,148,630	17,529,581	1,380,951	8.55%
County Overlay	2,046,880	2,142,268	95,388	4.66%
Total Tax Levy	41,625,996	43,465,954	1,839,958	4.42%
Total Assessed Value	1,984,917,378	1,976,187,978		
Tax Rate				
City	11.79	12.04	0.25	2.13%
School	8.13	8.87	0.74	9.11%
County	1.03	1.08	0.05	5.12%
Total	20.95	21.99	1.04	4.99%

CITY OF AUBURN
FY 2016 REVENUES
COMPARISON FY15 AND FY16 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 14-15	MANAGER PROPOSED BUDGET FY 15-16	COUNCIL ADOPTED BUDGET FY 15-16	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>General Government</u>					
Homestead Exemption Reimbursement	495,000	505,000		10,000	2.02%
Personal Property Reimbursement	1,350,000	1,475,000		125,000	0.00%
Tree Growth Reimbursement	10,000	10,000		-	0.00%
Veterans Reimbursement	18,000	18,000		-	0.00%
CDBG Reimbursement	8,000	8,000		-	0.00%
In Lieu of Taxes	80,000	90,000		10,000	12.50%
Excise Tax-Vehicles	3,160,000	3,275,000		115,000	3.64%
Excise Tax-Boats	15,000	15,000		-	0.00%
Excise Tax-Aircraft	10,000	20,000		10,000	100.00%
State Revenue Sharing	1,649,470	1,477,641		(171,829)	-10.42%
Other State Aid	4,000	4,000		-	0.00%
Penalties & Interest	145,000	150,000		5,000	3.45%
Investment Income	10,000	5,000		(5,000)	-50.00%
Interest from Bonds	2,000	2,000		-	0.00%
Transfer in from TIF	500,000	545,000		45,000	9.00%
Transfer in from Special Revenue Funds	310,000			(310,000)	-100.00%
Transfer in from Parking Program	55,000	-		(55,000)	-100.00%
Transfer in from Police Drug Money	45,000	45,000		-	0.00%
Transfer in from Recreation Special Revenue	41,720	42,718		998	2.39%
Rental Income (Intermodal)	122,000	18,000		(104,000)	-85.25%
Sale of Property	20,000	20,000		-	0.00%
Tax Sharing Revenue	155,000	155,000		-	0.00%
Cable Television Franchise	126,000	126,000		-	0.00%
MMWAC Host Fees	206,000	210,000		4,000	1.94%
Energy Efficiency	-	-		-	#DIV/0!
Reimbursement-Other	10,000	10,000		-	0.00%
Utility Reimbursement	27,500	27,500		-	0.00%
Unclassified	10,000	10,000		-	0.00%
Fund Balance Contribution	1,350,000	1,650,000		300,000	22.22%
Total General Government	9,934,690	9,913,859	-	(20,831)	-0.21%

CITY OF AUBURN
FY 2016 REVENUES
COMPARISON FY15 AND FY16 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 14-15	MANAGER PROPOSED BUDGET FY 15-16	COUNCIL ADOPTED BUDGET FY 15-16	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)																																																																														
<u>City Clerk</u>																																																																																			
Hunting/Fishing/Dogs	2,000	2,000		-	0.00%																																																																														
Neutered Animals	3,000	3,000		-	0.00%																																																																														
Voter Reg List	100	100		-	0.00%																																																																														
Clerk/Sale of Copies	200	200		-	0.00%																																																																														
City Clerk Notary	1,800	1,800		-	0.00%																																																																														
Banner Hanging Fee	3,300	3,300		-	0.00%																																																																														
Garage Sale Permits	3,000	3,000		-	0.00%																																																																														
Commercial License	40,000	40,000		-	0.00%																																																																														
Taxi License	4,000	4,000		-	0.00%																																																																														
Marriage License	5,000	5,000		-	0.00%																																																																														
Birth/Death/Marriage Cert	25,000	25,000		-	0.00%																																																																														
Permits - Burial	7,000	7,000		-	0.00%																																																																														
Fines-Dog	3,000	3,000		-	0.00%	Total City Clerk	97,400	97,400	-	-	0.00%	<u>Finance</u>						Reg - Vehicles	60,000	60,000		-	0.00%	Total Finance	60,000	60,000	-	-	0.00%	<u>Community Services-ICT</u>						GIS/Data & Maps	20	20		-	0.00%	Total Community Services-ICT	20	20	-	-	0.00%	<u>Assessing</u>						Maps & Copies	20	20		-	0.00%	Total Assessing	20	20	-	-	0.00%	<u>Health & Social Services</u>						GA Reimbursement	70,000	70,000		-	0.00%	Total Health & Social Services	70,000	70,000	-	-	0.00%
Total City Clerk	97,400	97,400	-	-	0.00%																																																																														
<u>Finance</u>																																																																																			
Reg - Vehicles	60,000	60,000		-	0.00%																																																																														
Total Finance	60,000	60,000	-	-	0.00%																																																																														
<u>Community Services-ICT</u>																																																																																			
GIS/Data & Maps	20	20		-	0.00%																																																																														
Total Community Services-ICT	20	20	-	-	0.00%																																																																														
<u>Assessing</u>																																																																																			
Maps & Copies	20	20		-	0.00%																																																																														
Total Assessing	20	20	-	-	0.00%																																																																														
<u>Health & Social Services</u>																																																																																			
GA Reimbursement	70,000	70,000		-	0.00%																																																																														
Total Health & Social Services	70,000	70,000	-	-	0.00%																																																																														

CITY OF AUBURN
FY 2016 REVENUES
COMPARISON FY15 AND FY16 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 14-15	MANAGER PROPOSED BUDGET FY 15-16	COUNCIL ADOPTED BUDGET FY 15-16	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>Planning & Permitting</u>					
Maps & Copies	500	500		-	0.00%
Departmental Reviews	16,000	16,000		-	0.00%
Planning/Codes & Ordinance	-	-		-	0.00%
Fire Alarm Inspections	29,000	29,000		-	0.00%
Citation Ordinance	2,000	2,000		-	0.00%
Advertising Costs	5,000	5,000		-	0.00%
Lisbon Reimbursement for Services	10,000	10,000		-	0.00%
Permits - Building	110,000	110,000		-	0.00%
CDBG Reimbursement for Services	50,000	50,000		-	0.00%
Permits - Electrical	16,000	18,000		2,000	12.50%
Permits - Plumbing	10,500	11,000		500	4.76%
Permits - Sign	5,000	5,000		-	0.00%
Total Planning & Permitting	254,000	256,500	-	2,500	0.98%
<u>Parks & Recreation</u>					
Arena	-	-	-	-	0.00%
Recreation Program	-	-	-	-	0.00%
Total Parks & Recreation	-	-	-	-	0.00%
<u>Community Services-Engineering</u>					
Fees - Eng-Misc	-	-	-	-	0.00%
Fees - Inspection	5,000	6,000		1,000	20.00%
Fees - Drive Opening	200	200		-	0.00%
Fees - Bid Documents	1,000	1,000		-	0.00%
Permits - Fill	1,000	1,000		-	0.00%
Permits - Street Opening	25,000	40,000		15,000	60.00%
Total Community Services-Engineering	32,200	48,200	-	16,000	49.69%
<u>Fire Department</u>					
Copies of Reports	200	200		-	0.00%
Inspections	-	-		-	0.00%
EMS Transport	987,551	1,250,000		262,449	26.58%
EMS Agreement	-	-	-	-	0.00%
Salvage Calls	100	100		-	0.00%
Permits - Oil Burner	800	800		-	0.00%
Total Fire Department	988,651	1,251,100	-	262,449	26.55%

CITY OF AUBURN
 FY 2016 REVENUES
 COMPARISON FY15 AND FY16 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 14-15	MANAGER PROPOSED BUDGET FY 15-16	COUNCIL ADOPTED BUDGET FY 15-16	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>Police Department</u>					
Accident & Police	13,000	13,000		-	0.00%
Court	15,000	15,000		-	0.00%
Photos & Tapes	2,000	2,000		-	0.00%
False Alarms	15,000	15,000		-	0.00%
Animal Impound	1,000	1,000		-	0.00%
Veh Rel/Non Driver	2,000	2,000		-	0.00%
Veh Rel/Driver Licence	11,000	11,000		-	0.00%
ARRA Cops Grant	119,351	95,685		(23,666)	-19.83%
MDEA Reimbursement	60,102	61,000		898	1.49%
School Resource Officers	173,150	173,150		-	0.00%
Computer Crimes	72,000	21,353		(50,647)	-70.34%
Permits - Alarms	-	-		-	0.00%
Permits - Firearms	4,000	4,000		-	0.00%
Fines - Parking Violations	26,000	60,000		34,000	130.77%
Total Police Department	513,603	474,188	-	(39,415)	-7.67%
<u>Public Works</u>					
Community Cords	-	-	-	-	
State/Local Road Assistance	440,000	440,000		-	0.00%
Total Public Works	440,000	440,000	-	-	0.00%
Total Municipal	12,390,584	12,611,287	-	220,703	1.78%

CITY OF AUBURN
FY 2016 REVENUES
COMPARISON FY15 AND FY16 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 14-15	MANAGER PROPOSED BUDGET FY 15-16	COUNCIL ADOPTED BUDGET FY 15-16	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
School Department					
Reg Secondary Tuition	134,266	179,620		45,354	33.78%
SOS Tuition	90,000	107,576		17,576	19.53%
Adult Ed Tuition	93,300	93,300		-	0.00%
State Subsidy for Education	19,291,333	19,775,072		483,739	2.51%
Debt Service Reimbursement	1,119,906	1,079,600		(40,306)	-3.60%
PreK/CDS	55,000	40,000		(15,000)	-27.27%
Special Ed/Mainecare	125,000	125,000		-	0.00%
State Agency Clients	30,000	48,350		18,350	61.17%
State Aid for Adult Education	98,500	104,761		6,261	6.36%
Miscellaneous	98,506	108,000		9,494	9.64%
Daycare Rent	50,000	50,000		-	0.00%
Fund Balance	906,882	906,882		-	0.00%
Total School	22,092,693	22,618,161	-	525,468	2.38%
<hr/>					
Total Non-Property Tax Revenue - Municipal	12,390,584	12,611,287	-	220,703	1.78%
Total Non-Property Tax Revenue - School	<u>22,092,693</u>	<u>22,618,161</u>	-	<u>525,468</u>	<u>2.38%</u>
Total Non-Property Tax Revenue	34,483,277	35,229,448	-	746,171	2.16%
<hr/>					
Total Proposed Budget - Municipal	37,867,950	38,547,660	-	679,710	1.79%
Total Proposed Budget - School	<u>38,241,323</u>	<u>40,147,742</u>	-	<u>1,906,419</u>	<u>4.99%</u>
Total Proposed Budget	76,109,273	78,695,402	-	2,586,129	3.40%
<hr/>					
Total Property Tax Dollars Needed - Municipal	25,477,366	25,936,373	-	459,007	1.80%
Total Property Tax Dollars Needed - School	<u>16,148,630</u>	<u>17,529,581</u>	-	<u>1,380,951</u>	<u>8.55%</u>
Total Property Tax Dollars Needed	41,625,996	43,465,954	-	1,839,958	4.42%

City Clerk

MISSION STATEMENT

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

DESCRIPTION

The Office of the City Clerk is currently staffed with 2 full time employees (the City Clerk, the License Specialist/Deputy Clerk), and two part time staff (Information Assistant/Switchboard Operator).

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

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

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

PROGRAMS

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

RECORD MANAGEMENT - One of the primary responsibilities of the municipal clerk is the care and preservation of the municipal records under his/her control and following the State rules for disposition of local government records. We are responsible for filing and issuing certified copies of vital records (births, deaths, and marriages), attending Council meetings and preparing and filing meeting agendas,

minutes, and actions of the City Council. It is the responsibility of this office for submitting ordinance updates to Municipal Code to ensure that the Code of Ordinances is up to date.

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

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

GOALS

- Achieve and maintain certification and professional training and development to enhance skills and to stay abreast of State, Federal, and local laws.
- To bring staffing levels to where they should be in order to best serve our community and meet their needs by;
 - Devoting the time needed for business licensing to help to ensure the health and safety of citizens and visitors in our City;
 - To enhance communication and information sharing;
 - To improve the customer service experience for our customers and callers;
 - Creating new and improved processes in order to gain efficiencies while also keeping in compliance with City, State, and federal laws;
 - Cross training with the tax office in an effort to utilize staff to the fullest and offer support during busy periods and vacations/absences;
 - Succession planning;
 - Increasing services and revenue (performing simple marriages);
 - To ensure that we are meeting statutory obligations and deadlines.
- Record restoration – One of the primary responsibilities of the Municipal Clerk is the care and preservation of the municipal records under his/her control. All municipal officials are under a general obligation to “carefully protect and preserve the records of their office from deterioration, mutilation, lost or destruction” (5 M.R.S.A. §95-B). These records include, but are not limited to, vital records (birth, death, marriage); council records, and other historic documents. This is an ongoing project.

BUDGET DRIVERS

1. Salary increase for the License Specialist/Deputy City Clerk.
2. Request for a full time Assistant Clerk. This is a position I’ve requested previously however the position has been cut from the budget. I feel that in order to meet staffing needs, particularly during elections, this is a position that must be considered.

We are a front line office and someone has to be available at all times during our normal business hours to serve the needs of our customers and callers. Only two full time City staff members are

fully trained in all areas of the City Clerk duties creating a hardship during lunches, vacations, training and development opportunities, and unplanned absences.

We've been fortunate to have been able to hire a retired city employee, fully trained and experienced to assist us with elections for the last several years on a part time, seasonal basis. She has recently expressed that she plans to fully retire soon and will likely not be available to work future elections. This will create an additional strain in the Clerk's office. This is a position that requires a lot of training and hands on experience in order to understand the process. It requires strict adherence to local, State, and Federal laws and will take time to fully train the right individual. This additional position should reduce or eliminate the need for overtime and temporary office assistance during elections.

3. For Fiscal Year 2016, there will be a State Referendum and Municipal Election in November of 2015, a School Budget election and State Primary/Referendum Election in June of 2016.
4. The State provides us with 6 tabulating machines and in fiscal year 2015, we leased an additional machine to use as a spare. We found that the new machines are slower and there were complaints statewide about long lines at the polls. We had a one time opportunity to lease additional machines at a discounted price so we leased an additional five machines giving us a total of two machines per polling place and two for central processing (absentee ballots).

PROGRAM BUDGET - Totals						
Description		FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	Increase/ Decrease	% Change
Salaries		\$ 110,998	\$ 123,813	\$ 158,990	\$ 35,177	28.41%
Contracted Services		\$ 36,931	\$ 13,855	\$ 17,710	\$ 3,855	27.82%
Operations		\$ 28,857	\$ 26,925	\$ 24,596	\$ (2,329)	-8.65%
General Fund		\$ 176,786	\$ 164,593	\$ 201,296	\$ 36,703	22.30%
PROGRAM BUDGET - Elections						
Description	FTE	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	Increase/ Decrease	% Change
Salaries	.65/1.00	\$ 31,436	\$ 31,438	\$ 45,555	\$ 14,117	44.90%
Contracted Services		\$ 4,023	\$ 2,755	\$ 7,110	\$ 4,355	158.08%
Operations		\$ 26,345	\$ 23,774	\$ 21,880	\$ (1,894)	-7.97%
General Fund		\$ 61,804	\$ 57,967	\$ 74,545	\$ 16,578	28.60%
PROGRAM BUDGET - Records Management						
Description	FTE	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	Increase/ Decrease	% Change
Salaries	.75/1.20	\$ 36,300	\$ 36,589	\$ 52,944	\$ 16,355	44.70%
Contracted Services		\$ 15,931	\$ 10,500	\$ 10,000	\$ (500)	
Operations		\$ 2,057	\$ 2,250	\$ 2,035	\$ (215)	-9.56%
General Fund		\$ 54,288	\$ 49,339	\$ 64,979	\$ 15,640	31.70%
PROGRAM BUDGET - Licensing						
Description	FTE	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	Increase/ Decrease	% Change
Salaries	.60/.8	\$ 26,259	\$ 26,317	\$ 32,145	\$ 5,828	22.15%
Contracted Services		\$ 981	\$ 600	\$ 600	\$ -	0.00%
Operations		\$ 355	\$ 801	\$ 581	\$ (220)	-27.47%
General Fund		\$ 27,595	\$ 27,718	\$ 33,326	\$ 5,608	20.23%
PROGRAM BUDGET - Information/Switchboard						
Description	FTE	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	Increase/ Decrease	% Change
Salaries	1.00	\$ 17,003	\$ 29,469	\$ 28,346	\$ (1,123)	-3.81%
Contracted Services		\$ 15,996		\$ -	\$ -	
Operations		\$ 100	\$ 100	\$ 100	\$ -	0.00%
General Fund		\$ 33,099	\$ 29,569	\$ 28,446	\$ (1,123)	-3.80%

PERFORMANCE MEASURES			
GOALS	MEASURES	FY 2014	FY 2015
<ul style="list-style-type: none"> Achieve and maintain certification and professional training and development 	<ol style="list-style-type: none"> The target date for the Deputy City Clerk to achieve CCM (Certified Clerk of Maine) status is October of 2014. The target date for the City Clerk to achieve re-certification of her CCM status is October of 2018 (within 5 years after receiving CCM status) and to receive CMC (Certified Municipal Clerk) certification through the International Institute of Municipal Clerks by 2017. Complete the 3 year program at the New England Municipal Clerk's Institute and Academy 	<ol style="list-style-type: none"> The City Clerk received CCM status in September of 2013. The City Clerk completed year 2 at NEMCI&A in July of 2013 	<ol style="list-style-type: none"> The Deputy Clerk received certification in October 2014. The City Clerk completed the 3 year program at NEMCI&A in July of 2014
<ul style="list-style-type: none"> Enhance Communication and information sharing 	<ol style="list-style-type: none"> Post City Council Agendas at least 2 business days prior to the meeting per Charter requirement Post City Council Meeting minutes to the website within 5 business days after they've been approved by Council Submit newly adopted and amended Ordinances to Municipal Code quarterly for update 		<ol style="list-style-type: none"> 100% 66% 100%
<ul style="list-style-type: none"> Business Licensing compliance 	<ol style="list-style-type: none"> Send renewal notices to businesses 30 days prior to their expiration to reduce the number of expired licenses. Send notices and license all businesses that sell prepackaged foods per City Ordinance. 		<ol style="list-style-type: none"> 66% average Completed in July
<ul style="list-style-type: none"> Elections-meeting statutory obligations and deadlines 	<ol style="list-style-type: none"> Record the attested copies of the election return with the Secretary of State within 3 business days after Election Day in accordance with State Statute. Remain compliant with Ballot Retention Schedule in accordance with State Statute. <ul style="list-style-type: none"> Incoming Voter lists – 5 years Absentee materials (applications, used envelopes) – 2 years Ballots used for County, Municipal, Referenda, or Special Legislative Elections – 2 months Ballots for all other Elections – 22 months 	<ol style="list-style-type: none"> 100% 100% 	<ol style="list-style-type: none"> 100% 100%

CITY CLERK WORK PLAN

JANUARY

- Certification of petitions when applicable
- Send second notices to Taxi Cab companies and drivers who have not renewed their permits
- Begin budget preparation
- Board and Committee appointments

FEBRUARY

- Attend biennial caucuses when scheduled (even numbered years)

MARCH

- A biennial municipal caucus of any party must be held during the general election year before March 20th
- Absentee ballot applications shall be made available for June Elections
- Board and Committee appointments

APRIL

- Banner season begins April 15
- Prepare and approve Municipal ballots for printing for the June School Budget or Municipal Elections when applicable
- Notify School Department of June Election and fill out appropriate building use forms
- Line up election workers for June Election

MAY

- Election Clerks are appointed by the municipal officers of each municipality no later than May 1st of each general election year (even numbered years)
- Conduct absentee voting to all licensed nursing homes, licensed residential care facilities and certified assisted living housing units with 6 or more beds
- Absentee Ballots for June Election available (30-45 days before the election)

CITY CLERK WORK PLAN

- Accessible Voting Solutions (AVS) equipment testing for Election when applicable
- Link City ballot to State ballot on Accessible Voting Solutions (AVS) when applicable
- Conduct Election training
- Post notice of election at least 7 days before election

JUNE

- School Budget Elections are to be held on the second Tuesday of June each year
- State Primary and Referendum Elections are held on the second Tuesday of June with the Primary Elections being held in even-numbered years
- Coin operated devices, and juke Box licenses expire June 30th- renewal letters sent

JULY

- All Voter participation information has to be entered into the Central Voter Registration System no later than 20 business days after the Election (unless there is a recount)
- Make Municipal nomination papers available for the November election

AUGUST

- Absentee ballot applications shall be made available for November Elections
- Deadline for nomination papers to be submitted to the City Clerk

SEPTEMBER

- Auto graveyard/junkyard permits expire September 30. Renewal letters sent, Public Hearing and City Council approval required.
- Secretary of State Election Conferences held
- Prepare and approve Municipal Ballots for printing for the November Municipal Election (odd numbered years)
- Notify School Department of November Election and fill out appropriate building use forms

CITY CLERK WORK PLAN

- Line up election workers for November Election

OCTOBER

- Maine Municipal Association Annual Convention held
- Absentee ballots available for November Elections (30-45 days before the election)
- Conduct absentee voting to all licensed nursing homes, licensed residential care facilities and certified assisted living housing units with 6 or more beds
- Link City ballot to State ballot on Accessible Voting Solutions (AVS) when applicable
- Accessible Voting Solutions (AVS) equipment testing for Election
- Conduct Election training
- Post notice of election at least 7 days before election
- Board and Committee appointments

NOVEMBER

- Municipal Election (odd years)
- State of Maine General and Referendum Elections (held the first Tuesday after the first Monday in November with General Elections being held on even numbered years)
- Banner season ends November 15
- Enter voter participation history no later than 20 business days after the election unless there is a recount
- Within 10 business days after any statewide election, the registrar is responsible for making sure all voter registration changes and updates are made in the Central Voter Registration system and has to notify the Secretary of State as soon as these tasks are complete.
- Certification of petitions when applicable
- Inauguration of newly elected Municipal Officers either November or December

DECEMBER

- All Voter participation information has to be entered into the Central Voter Registration System no later than 20 business days after the Election (unless there is a recount)

CITY CLERK WORK PLAN

- Taxi cab and drivers licenses expire December 31 – send renewal letters
- Certification of petitions when applicable
- The municipal officers of each municipality are required to appoint a Registrar of voters by January 1st of each odd numbered year (2 year term), pursuant to 21-A MRS section 101.2



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	%
City Clerk							
Regular Salaries	110,998	123,813	123,813	158,990	129,772	5,959	5%
Longevity Bonus	0	0	0	0	0	0	0%
Temporary Assistance	15,996	0	0	0	0	0	0%
OT- Regular	0	1,000	0	1,000	1,000	0	0%
Office Supplies	997	2,250	0	1,600	1,600	(650)	-29%
Other Sup - Voter	7,098	3,380	0	3,200	3,200	(180)	-5%
Repairs - Equipment	0	500	0	500	500	0	0%
Training & Tuition	1,480	1,375	0	1,535	1,535	160	12%
Advertising	1,471	1,200	0	1,200	1,200	0	0%
Professional Services	3,071	2,500	0	2,500	2,500	0	0%
Travel-Mileage	498	500	0	700	700	200	40%
Reports, Printing & Binding	0	0	0			0	0%
Dues & Subscriptions	429	586	0	581	556	(30)	-5%
Wardens & Ward Clerks	13,868	17,834	0	15,980	15,980	(1,854)	-10%
Voting Machines	3,532	2,155	0	6,510	6,510	4,355	202%
Voting Booths	4,989	0	0	0	0	0	0%
Record Restoration	12,360	7,500	7,500	7,000	0	(7,500)	-100%
TOTAL	176,787	164,593	131,313	201,296	165,053	460	0.3%



City of Auburn

City Clerk

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	123,813	158,990	129,772
OT - Regular	Total	1,000	1,000	1,000
Temporary Assistance	Total	-	-	-

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

Regular Salaries	<i>Pay</i>	<i>Hours/ Week</i>	Dept. Request	Manager Proposed
City Clerk (non-union)	Salary	37.5	\$ 65,873	\$ 63,955
Licensing Specialist/Deputy City Clerk (union)	\$ 19.81	37.5	\$ 38,624	\$ 38,624
Switchboard/Information (union)		37.5	\$ 27,193	\$ 27,193
Office Assistant/Assistant Clerk (new position)(union)	\$ 14.00	37.5	\$ 27,300	\$ -
			\$ 158,990	\$ 129,772

Estimated Detail of OT - Regular

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Temporary Assistance

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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



City of Auburn

City Clerk

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Council Adopted
Office Supplies	Total	2,250	1,600	1,600
Other Sup - Voter	Total	3,380	3,200	3,200
Repairs - Equipment	Total	500	500	500

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Office Supplies		
General office supplies	\$ 800	\$ 800
Voter cards, labels and certificates	\$ 800	\$ 800
	\$ 1,600	\$ 1,600

Estimated Detail of Other Sup - Voter

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Voter		
Election supplies (miscellaneous)	\$ 500	\$ 500
Ballots	\$ 2,700	\$ 2,700
	\$ 3,200	\$ 3,200

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

Other Supplies - Voter: This includes the cost of printing ballots for the School Budget and Municipal elections.

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



City of Auburn

City Clerk

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Council Adopted
Training & Tuition	Total	1,375	1,535	1,535
Advertising	Total	1,200	1,200	1,200
Professional Services	Total	2,500	2,500	2,500
Travel-Mileage	Total	500	700	700

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Training & Tuition		
Employee Training	\$ 1,535	\$ 1,535
	\$ 1,535	\$ 1,535

Estimated Detail of Advertising

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Professional Services

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

Training & Tuition: This account funds staff training offered through the Maine Town and City Clerk Association (MTCCA) and the New England City and Town Clerks Association. The laws are continually changing, so it is important for staff to be informed and up to date on those changes. The training is also necessary to receive and maintain certification status.

Advertising: This account includes the cost of publishing public notices as required by State Statute, City Ordinance and/or City Charter.

Professional Services: This account is for the hosting of the code on web and updates to the codification.

Travel-Mileage: Reimbursement to employees that use personal vehicles for City business. This also includes lodging costs for costs for the Secretary of State's Conference and the New England Association of City and Town Clerk's Conference.



City of Auburn

City Clerk

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Council Adopted
Dues & Subscriptions	Total	586	581	556
Wardens & Ward Clerks	Total	17,834	15,980	15,980

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

Dues & Subscriptions		Dept. Request	Manager Proposed
Lewiston Sun-Journal		\$ 251	\$ 251
Maine Town and City Clerk's Association	(3 staff members)	\$ 75	\$ 50
Androscoggin County Clerks Association	(Clerk and Deputy Clerk)	\$ 20	\$ 20
New England Clerk's Association	(Clerk and Deputy Clerk)	\$ 40	\$ 40
International Institute of Municipal Clerk's	(Clerk only)	\$ 195	\$ 195
		\$ 581	\$ 556

Estimated Detail of Wardens & Ward Clerks

Actual expenses may vary according to changing circumstances

Wardens & Ward Clerks	Hourly	Dept. Request	Manager Proposed
<u>November 2015 Municipal and State Referendum Election</u>			
Wardens and Ward Clerks - 5 polling places	\$ 8.00	\$ 1,750	\$ 1,750
Election Clerks	\$ 7.75	\$ 3,300	\$ 3,300
Deputy Registrars	\$ 7.75	\$ 440	\$ 440
<u>2016 State Primary and School Budget Referendum</u>			
Wardens and Ward Clerks - 5 polling place	\$ 8.00	\$ 1,750	\$ 1,750
Election Clerks	\$ 7.75	\$ 3,300	\$ 3,300
Deputy Registrars	\$ 7.75	\$ 440	\$ 440
Temporary Assistance - Absentee Voting, Nursing Homes, Registrations and testing election equipment		\$ 5,000	\$ 5,000
		\$ 15,980	\$ 15,980

Line Item Narrative

Dues & Subscriptions: See Above. The cost of the IIMC membership has increased and the Deputy City Clerk is now a member of the NEACTC.

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



City of Auburn

City Clerk

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Council Adopted
Voting Machines	Total	2,155	6,510	6,510
Voting Booths	Total	-	-	-
Record Restoration	Total	7,500	7,000	-

Estimated Detail of Voting Machines

Actual expenses may vary according to changing circumstances

Voting Machines	Dept. Request	Manager Proposed
Software Programming for Voting Equipment	\$ 2,820	\$ 2,820
Lease voting equipment (6 machine)	\$ 3,690	\$ 3,690
	\$ 6,510	\$ 6,510

Estimated Detail of Voting Booths

Actual expenses may vary according to changing circumstances

Voting Booths	Dept. Request	Council Adopted
Voting Booths	\$ -	-
	\$ -	\$ -

Estimated Detail of Record Restoration

Actual expenses may vary according to changing circumstances

Record Restoration	Dept. Request	Manager Proposed
Record Restoration	\$ 7,000	\$ -
	\$ 7,000	\$ -

Line Item Narrative

Voting Machines: FY 2016 Elections - November 2015 Municipal and State Referendum Election and June 2016 State Primary and School Budget Validation Referendum Election. The State has provided us with 6 tabulating machines and we've leased 6 additional machines (2 per polling place including Central Processing of Absentee Ballots). The biennial maintenance fee is included in the lease, however programming is \$370.00 per tabulating machine, per election, with a cap of \$1,350 (plus \$60 in shipping and handling costs for the memory sticks) per jurisdiction, per election



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>City Manager</i>							
Regular Salaries	227,953	230,135	208,555	236,000	236,000	5,865	2.5%
PS - General	1,241	700	2,500	700	700	0	0.0%
Office Supplies	1,140	700	1,200	700	700	0	0%
Veterans Markers & Flags	0	10,000	10,000	0	0	(10,000)	
Comm - Telephone	1,680	1,680	1,680	1,680	1,680	0	0%
Special Events	7,869	22,000	20,000	22,000	22,000	0	0%
Training & Tuition	7,530	7,975	1,500	1,500	1,500	(6,475)	-81%
Travel-Mileage	1,957	5,600	3,478	5,600	5,600	0	0%
Dues & Subscriptions	3,147	1,960	2,400	1,160	1,160	(800)	-41%
TOTAL	252,517	280,750	251,313	269,340	269,340	(11,410)	-4.1%



City of Auburn

City Manager

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	235,783	236,000	236,000
PS - General	Total	450	700	700
Office Supplies	Total	700	700	700

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

Regular Salaries	Dept. Request	Manager Proposed
City Manager (non-union)	\$ 99,000	\$ 99,000
Assistant City Manager (non-union)	\$ 87,000	\$ 87,000
Executive Assistant (non-union)	\$ 50,000	\$ 50,000
	\$ 236,000	\$ 236,000

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

PS - General	Dept. Request	Manager Proposed
Purchased Services	\$ 700	\$ 700
	\$ 700	\$ 700

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

Office Supplies	Dept. Request	Manager Proposed
General Office Supplies	\$ 700	\$ 700
	\$ 700	\$ 700

Line Item Narrative

Regular Wages: This line item funds all full time staff.

Purchased Services- General: This line item includes printing, business lunches, training, etc.

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



City of Auburn

City Manager

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Comm - Telephone	Total	1,974	1,680	1,680
Special Events	Total	22,000	22,000	22,000
Veterans Markers & Flags	Total	10,000	-	-

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Special Events

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Special Events		
Special Events	\$ 22,000	\$ 22,000
	\$ 22,000	\$ 22,000

Estimated Detail of Veterans Markers & Flags

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Veterans Markers & Flags		
Veterans Markers & Flags	\$ -	\$ -
	\$ -	\$ -

Line Item Narrative

Communications: Cell phone usage and one replacement phone, if necessary.

Special Events: This account funds for special events and supplies, such as Christmas tree lighting, Holiday Luncheon, plaques, etc.



City of Auburn

City Manager

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Training & Tuition	Total	7,975	1,500	1,500
Travel-Mileage	Total	5,600	5,600	5,600

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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



City of Auburn

City Manager

Fiscal Year 2016
Proposed 3.30.2015

Line Items	Last Year	Dept. Request	Manager Proposed
Dues & Subscriptions	Total	2,200	1,160

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

Dues & Subscriptions	Dept. Request	Manager Proposed
Auburn Business Association (ABA)	\$ 60	\$ 60
ICMA Dues	\$ 800	\$ 800
Maine Biz	\$ 300	\$ 300
MTCMA Dues	\$ 1,160	\$ 1,160

Line Item Narrative

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

City of Auburn, Maine

"Maine's City of Opportunity"

Economic Development Department

Economic Development Department Program Budget FY16

DESCRIPTION

The Department of Economic Development is responsible for the coordination, direction and leadership of all economic development activities in the City. The Economic Development staff works closely with the City Manager, Elected Officials, State and Federal Agencies, non-profit organizations such as AVCOG, LAEGC, Auburn Business Development Corporation(ABDC), Chamber of Commerce, business partners both current and prospective as well Auburn citizens in the promotion and recruitment of Auburn businesses that grow our tax base as well as give our residents employment opportunities with some of the most prestigious businesses in America. The Department oversees the development of our industrial parks, Tax Increment Financing (TIF) Districts, downtown business sector and all other economic development activity within Auburn.

MISSION

The Auburn Economic Development Department is committed to creating and maintaining a vibrant community environment and enhancing the quality of life for our residents, businesses, customers and partners. We accomplish this endeavor by providing exceptional facilities, programs and services that our citizens desire in a fiscally responsible manner.

VISION

The many restored mill buildings in the downtown, and the potential for business park-type growth around the city's outskirts, make Auburn a tantalizing target for all types of businesses – from independent start-ups to large corporations. Auburn is part of one of the most desirable regions in New England – the Cities of the Androscoggin – yet Auburn is still the affordable City. Whether you are starting, relocating, or expanding a business in Auburn, you'll find the price is right for your enterprise – and for the families you employ.

Auburn offers opportunities for all types of businesses. Prime downtown, and even waterfront, locations are still available, and perfect for retail, office space, and service enterprises.

Several industrial and business parks lie just outside the downtown. Opportunities here range from manufacturing and industry, to warehousing, shipping, service industries, office space, retail, and more. All offer major highway access and many have rail access.

Auburn is within easy reach of our airport that is a designated Foreign Trade Zone location. From Auburn, you can do business with the enterprise next door, nationwide, or around the world.

Auburn's workforce is highly educated, skilled, and committed. In fact, Auburn has one of the premiere educational systems in the state. Our mill heritage has imbued us with a strong work ethic, and the innovation and drive to continually reinvent ourselves and move forward. When the mills declined, Auburn could have become another sad story of faded glory. But that was not the case. The people of Auburn sought new enterprises, new ways to make the mills flourish, and an identity far beyond being just a "mill town." The result has been a city reborn. Our downtown is gaining attention and unheralded momentum. Our waterfront is alive with commerce, with recreation, with families enjoying parkland. Auburn is strong, growing, with a future of unlimited potential.

The Economic Development Department is motivated to meet or exceed citizen expectations through accountability, transparency, ethical practices, excellence, and constant communication. The Department is committed to improving efficiencies in all interactions with citizens, businesses both current and potential and all of our partners. The Department will continue to maintain and improve existing programs and services in a cost effective and efficient manner. As the Chief Economic Development Officer I will ensure that the City of Auburn is prepared for new growth opportunities and creating relationships that will benefit and strengthen the City. I am committed to providing a positive work environment in which employees can share in the overall health, safety, and welfare of the community. Each employee is a member of the Auburn Economic Development Team and will always strive to represent the City in a professional, courteous manner.

PROGRAMS

1. Administration: Oversight and management of all economic development operations to ensure compliance with all local, state and federal guidelines, Staffing is at an appropriate level that delivers services in accordance with expectations, goals are achievable yet at the same time allows for the creation of opportunities, insures that objectives and strategies are in coordination with City initiatives and with other municipal departments work programs.

This program accounts for 2.24% of the total Economic Development Department Budget and 11.4% of staff resources.

Department Budget/Finances: Annual, special project and CIP budgeting.

Personnel: Advocating for staff to be adequately supplied with resources to complete their jobs. Evaluate staff performance.

Performance: Monitoring workload and quality to identify ways to do more with no additional resources.

Management Activities: Participate in administrative meetings and assist the City Manager's office.

Customer service: Make sure all contacts are positive experience for the customer.

2. Downtown Development & Redevelopment: It is proposed to administer the Downtown Auburn Development & Redevelopment Program for FY 16 through a "Geo-Spatial Sector-based" strategic and tactical approach. This approach will identify, delineate, rank, and target Downtown Auburn & New Auburn streets, corridors, neighborhoods and districts for concentrated program activities. A vigorous, cross-departmental "geo-spatial sector" revitalization team will direct all possible expertise, knowledge, resources and support to the downtown sectors.

This program accounts for 13.27% of the total Economic Development Department Budget and 61% of staff resources.

Inventory, Mapping & Modeling: Produce and maintain a comprehensive inventory of all private and publicly owned properties in the downtown.

Private/Public Property Coordination & Communication: Meet with all private property owners in each downtown geo-spatial sector. Encourage and help to organize "happenings, gatherings and informational sessions.

Application of Complete Streets Design Standards: On street parking, bicycle lanes, pedestrian movements and traffic regulation enforcement are examples of issues to be addressed.

Form-Based Code: Downtown Auburn/New Auburn is proposed to have new land use regulations. Staff will assist the Planning Department to promulgate and administer the new code.

Special Events: It is proposed to initiate a new "Arts and Humanities Festival". This would be undertaken with the assistance of L/A Arts and the coordinated with our sister City Lewiston.

3. Industrial Development: Working in partnership with the Auburn Business Development Corporation (ABDC) this department is responsible for oversight in the physical construction of the public infrastructure to create a new industrial park (a.k.a. Auburn Enterprise Center). Additionally, environmental compliance with permit stipulations is a significant part of this project. Contracted services will continue through FY 16. This department will continue to market both public and private options to investors.

This program accounts for 6.13% of the total Economic Development Department Budget and 31.4% of staff resources.

Auburn Enterprise Center: Complete the construction of Auburn's newest industrial park.

Marketing: Together with the ABDC real estate development committee market the new lots.

Inventory: Maintain an accurate inventory of public and private parcels suitable for development.

4. Mall Area: Working in partnership with property owners this department continues to concentrate on attracting additional investment to the mall area. Continued development will necessitate the implementation of programmed Phase 2 public improvements.

This program accounts for 3.07% of the total Economic Development Department Budget and 16% of staff resources.

Marketing: Together with private property owners market development opportunities.

Public Improvements: Monitor development to ensure the proper timing for phase 2 public improvements.

5. Redevelopment Projects along Entrance Corridors: The area that has been identified for a concentrated redevelopment effort is along both sides of Minot Avenue, between Court Street and Elm Street. One project is currently underway, a second about be initiated and the repurposing of the most significant vacant building will be a focus for FY16. To realize this redevelopment it will be necessary to invest in additional public infrastructure (street extension, underground utilities, decorative lighting and the provision of parking).

This program accounts for 6.13% of the total Economic Development Department Budget and 31.4% of staff resources.

Marketing: Together with private property owners market development opportunities.

Public Improvements: Coordinate public improvements with redevelopment projects.

Financing: Identify financing opportunities for redevelopment in this area.

6. Marketing & Operations: The economic development program is accomplished by leveraging Auburn staff resources with partnership organizations. Through these relationships we coordinate marketing efforts with our economic development partners, assist businesses with site location, financing etc., conduct recruitment efforts and work to support and retain existing businesses. The business visitation and special event programs are included here. The budget request of \$25,000 is to engage a marketing consultant to produce a marketing program for the City of Auburn and implement recommendation both for printed materials and web site inputs.

This program accounts for 17% of the total Economic Development Department Budget and 48.8% of staff resources.

Operational Support: Items such as office supplies, mileage and telephone are included here.

Marketing activities at trade shows and participation in monthly and annual event sponsored by partnership agencies are also covered under this budget.

Business Assistance: This represents the center of all core activities for this department.

7. Memberships: This includes organizations such as AVCOG, LAEGC, Chamber of Commerce, Auburn Business Association, Economic Development Council of Maine, Maine Real Estate & Development Association and Maine Biz. Each of these organizations is part of the network providing resources, information and development opportunities to our community.

This program accounts for 52.16% of the total Economic Development Department budget.

PROGRAM BUDGET

PROGRAM	FTE	FY 2016Proposed	FY 2016Adopted
Administration <i>Salaries</i> <i>Operations and Maintenance</i> <i>Organization Support</i> <i>TIF Offset (100%)</i> <i>Total</i>	.114	\$8086.00 0.00 0.00 <u>-8086.00</u> \$0.00	
Downtown Development <i>Salaries</i> <i>Operations and Maintenance</i> <i>Organization Support</i> <i>TIF Offset (100%)</i> <i>Total</i>	.61	\$42,923.00 5,000.00 0.00 <u>-47,923.00</u> \$0.00	
Industrial Development <i>Salaries</i> <i>Operations and Maintenance</i> <i>Organization Support</i> <i>TIF Offset (100%)</i> <i>Total</i>	.314	\$22,155.00 0.00 0.00 <u>-22,115.00</u> \$0.00	
Mall Area Development <i>Salaries</i> <i>Operations and Maintenance</i> <i>Organization Support</i> <i>TIF Offset (100%)</i> <i>Total</i>	.16	\$11,077.00 0.00 0.00 <u>-11,077.00</u> \$0.00	
Minot Avenue Corridor <i>Salaries</i> <i>Operations and Maintenance</i> <i>Organization Support</i> <i>TIF Offset (100%)</i> <i>Total</i>	.314	\$22,155.00 0.00 0.00 <u>-22,115.00</u> \$0.00	
Marketing &Operations <i>Salaries</i> <i>Operations and Maintenance</i> <i>Organization Support</i> <i>TIF Offset (100%)</i> <i>Total</i>	.488	\$34,284.00 27,055.00 0.00 <u>-61,339.00</u> \$0.00	
Memberships <i>Salaries</i> <i>Operations and Maintenance</i> <i>Organization Support</i> <i>TIF Offset (100%)</i> <i>Total</i>		\$0.00 0.00 \$188,345.00 <u>-188,345.00</u> \$0.00	
<u>TOTAL</u>	2	\$361,080	

GOALS & WORK PLAN

1. Complete the construction of the new "Auburn Enterprise Center" industrial park.
2. Complete the full wetland mitigation program required by the environmental permitting agencies for the "Auburn Enterprise Center".
3. Complete the adoption of the new "downtown form-based code" and assist the City Planner in the administration of this code.
4. Initiate a new special event which could be titled "The Arts and Humanities Festival".
5. Assist in the implementation of the development recommendations contained in Auburn's comprehensive plan.
6. Continued to market Auburn's unique assets as a tourist destination and a place for investment.
7. Initiate a systematic business visitation program.
8. Provide Professional leadership and integrity in the operational and administrative functions of the Economic Development Department; so as to instill confidence within the community.
9. Develop complete, unbiased and timely information for the City Council to allow informed decisions in a transparent environment.
10. Continue to assist our existing businesses so they can grow and prosper.
11. Spearhead efforts to develop our downtown through citizen input and engagement.
12. Continue to work with our sister City Lewiston in creating a superior infrastructure to move goods and services throughout North America and beyond.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

PERFORMANCE MEASURES				
MEASURE	Goal FY 2016	Actual YTD FY 2016	Goal FY 2017	Actual FY 2017
1. Track # of prospective client contacts				
2. # of, City Wide, Business Visitations & follow-ups	24			
3. Property inventory of Downtown Geo-Spatial sectors and meet property owners	2 Sectors			
4. Design/redesign Informational materials for prospective clients (printed & Auburn Web site)	Complete			
5. Attend DOL job fairs to interview recruiters of growing businesses & follow-ups	12			
6. Hold quarterly small business informational sessions	4			
7. Construction of Auburn Enterprise Center	Complete			
8. Environmental Permit Conditions for the Auburn Enterprise Center	Complete			
9. Formed Based Code for Auburn Downtown	Present to Planning Board and City Council			



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>Economic Development</i>							
Regular Salaries	142,434	139,705	143,000	140,680	140,680	975	0.7%
PS - General	5,494	30,050	4,250	30,000	30,000	(50)	-0.2%
Office Supplies	328	100	90	100	100	0	0%
Comm - Telephone	553	360	360	720	720	360	100%
Training & Tuition	70	1,040	1,600	1,135	1,135	95	9%
Travel-Mileage	66	100	50	100	100	0	0%
Dues & Subscriptions	171,933	188,145	172,353	188,345	188,345	200	0%
TOTAL	320,878	359,500	321,703	361,080	361,080	1,580	0.4%



City of Auburn

Economic Dev

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	139,705	140,680	140,680
PS - General	Total	30,050	30,000	30,000
Office Supplies	Total	100	100	100

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

		Dept. Request	Manager Proposed
Regular Salaries			
Economic Development Specialist (non-union)		\$ 59,816	\$ 59,816
Administrative Assistant (see Finance)(union)		\$ -	
Director of Economic Development (non-union)		\$ 80,864	\$ 80,864
		\$ 140,680	\$ 140,680
	TIF Offset	100%	\$ 140,680
	Net Cost		\$ -

Note: The wages of the Director of Economic Development the ED assistant and admin asst are paid for 100% by TIF Revenues.

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

		Dept. Request	Manager Proposed
PS - General			
Purchased Services		\$ 30,000	\$ 30,000
		\$ 30,000	\$ 30,000
	TIF Offset	100%	\$ 30,000
	Net Cost		\$ -

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

Regular Wages:

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

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



City of Auburn

Economic Dev

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Comm - Telephone	Total	360	720	720
Training & Tuition	Total	1,040	1,135	1,135

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

Comm - Telephone	Cost / Month	Dept. Request	Manager Proposed
Economic Development Director	\$ 30.00	\$ 720	\$ 720
		\$ 720	\$ 720
TIF Offset		100%	\$ 720
Net Cost			\$ -

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

Training & Tuition	Dept. Request	Manager Proposed
NE Chapter Congress for New Urbanism	\$ 95	\$ 95
Chamber Awards Dinner	\$ 50	\$ 50
Chamber Breakfast	\$ 100	\$ 100
EDCM Quarterly Meetings	\$ 240	\$ 240
LAEGC Awards Dinner	\$ -	\$ -
LAEGC B to B Trade Show	\$ -	\$ -
MEREDA Trade Show & Seminars	\$ 650	\$ 650
	\$ 1,135	\$ 1,135
	100%	\$ 1,135
		\$ -

Line Item Narrative

Communications: Cell phone usage .

Training & Tuition: This account funds the training needs for the Economic Development staff.



City of Auburn

Economic Dev

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Travel-Mileage	Total	100	100	100
Dues & Subscriptions	Total	188,145	188,345	188,345

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

Travel-Mileage		Dept. Request	Manager Proposed
Miscellaneous Department Mileage		\$ 100	\$ 100
		\$ 100	\$ 100
	TIF Offset	100%	\$ 100
	Net Cost		\$ -

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

Dues & Subscriptions		Dept. Request	Manager Proposed
Auburn Business Association (ABA)		\$ 60	\$ 60
AVCOG		\$ 26,000	\$ 26,000
L/A Chamber of Commerce		\$ 1,200	\$ 1,200
Lewiston Auburn Economic Growth Council (LAEGC)		\$ 160,610	\$ 160,610
Economic Development Council of Maine (EDCM)		\$ 100	\$ 100
Maine Biz		\$ 100	\$ 100
Maine Real Estate & Development Association (MEREDA)		\$ 275	\$ 275
		\$ 188,345	\$ 188,345
	TIF Offset	100%	\$ 188,345
	Net Cost		\$ -

Line Item Narrative

Travel-Mileage: Miscellaneous department mileage.

Dues & Subscriptions: This account funds the dues for the Economic Development Director and various memberships as well as LAEGC .

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services Department

Financial Services Department Program Budget FY16

MISSION STATEMENT

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

DESCRIPTION

The financial services department is responsible for the assessment, billing and collection of all property tax revenue, motor vehicle registrations, hunting, fishing and dog licenses, all accounting functions of the City including payroll, accounts payable, purchasing, accounts receivable and facilities management. We have a staff of 11 full time employees.

PROGRAMS

Administration

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

Accounting Services

The accounting services program consists of 2 full time equivalent employees and is responsible for the processing of the weekly payroll and all related federal and state reporting, the weekly accounts payable processing, billing and accounts receivable, and all bank reconciliations.

Tax Collection

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

Assessing

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

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

Facilities

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

GOALS AND OBJECTIVES

Goal

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

Objectives:

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

Goal

Review all of the City's Insurance Policies.

Objectives:

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

Goal

Prepare bid specifications for banking services.

Objectives:

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

Goal

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

Objectives:

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

Goal

To fairly and equitably value all taxable property within the municipality and to deliver the commitment of taxes in a timely manner that coincides with the adoption of the city budget.

BUDGET DRIVERS

- Regular Salaries increases due to Union Contract increases and merit increases.
- PS-General decrease due to a reduction in contracted services for the Assessing division.

PROGRAM BUDGET - Administration						
Description	FTE	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	Increase/ Decrease	% Change
Salaries	1.6	\$ 114,726	\$ 114,120	\$ 116,982	\$ 2,862	2.51%
Contracted Services		\$ 505	\$ 505	\$ 505	\$ -	0.00%
Operations			\$ 2,500	\$ 2,060	\$ (440)	-17.60%
General Fund		\$ 115,231	\$ 117,125	\$ 119,547	\$ 2,422	2.07%
PROGRAM BUDGET - Accounting						
Description	FTE	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	Increase/ Decrease	% Change
Salaries	2	\$ 93,740	\$ 105,419	\$ 105,130	\$ (289)	-0.27%
Contracted Services			\$ -	\$ -	\$ -	
Operations			\$ 2,160	\$ 2,710	\$ 550	25.46%
General Fund		\$ 93,740	\$ 107,579	\$ 107,840	\$ 261	0.24%
PROGRAM BUDGET - Tax						
Description	FTE	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	Increase/ Decrease	% Change
Salaries	3.7	\$ 134,639	\$ 137,254	\$ 148,368	\$ 11,114	8.10%
Contracted Services		\$ 23,203	\$ 23,015	\$ 23,015	\$ -	0.00%
Operations			\$ 3,545	\$ 3,590	\$ 45	1.27%
General Fund		\$ 157,842	\$ 163,814	\$ 174,973	\$ 11,159	6.81%
PROGRAM BUDGET - Facilities						
Description	FTE	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	Increase/ Decrease	% Change
Salaries	.7	\$ 40,025	\$ 38,797	\$ 42,700	\$ 3,903	10.06%
Contracted Services			\$ -	\$ -	\$ -	
Operations			\$ 500	\$ 250	\$ (250)	-50.00%
General Fund		\$ 40,025	\$ 39,297	\$ 42,950	\$ 3,653	9.30%
PROGRAM BUDGET - Assessing						
Description	FTE	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	Increase/ Decrease	% Change
Salaries	3	\$ 163,367	\$ 158,830	\$ 167,700	\$ 8,870	5.58%
Contracted Services		\$ 5,000	\$ 8,000	\$ 3,000	\$ (5,000)	
Operations		\$ 7,389	\$ 10,490	\$ 5,695	\$ (4,795)	-45.71%
General Fund		\$ 175,756	\$ 177,320	\$ 176,395	\$ (925)	-0.52%

PERFORMANCE MEASURES			
MEASURE	GOALS	FY 2013	FY 2014
CAFR	Receive Certificate of Excellence in Financial Reporting	Yes	Not available
MANGEMENT LETTER	Receive no more than 5 management letter comments per year.	Total 7, 3 City, 4 School	Total 6, 3 City, 3 School
ACCOUNTS PAYABLE	Pay all invoices in 30 days	Not available	Not available
PROPERTY TAXES	95% paid after 30 day notice is sent out	97.4%	Not available
BIDS & RFPS	All posted to web site	Yes	Yes

Annual Work Plan

January

- Prepare Employee W-2s
- Reconcile quarterly 941 Payroll Withholding reports with W-2s
- Prepare Vendor 1099s
- Prepare Budget and CIP worksheets for departments
- Send past due reminders to dog owners that have not licensed their dogs
- Develop departmental budgets

February

- Work with City Manager on Departmental Budgets and Capital Improvements
- Hazardous tank materials report to Maine Emergency Management Agency
- Quarterly sprinkler system testing

March

- Work with City Manager to finalize the proposed budget and CIP.
- The 2nd half of real estate taxes are due on the 15th.
- Calculate and send Tax Sharing Payment to Lewiston
- Quarterly elevator inspection

April

- Prepare TIF Payments for Credit Enhancement TIFs
- Send Courtesy Notices to taxpayers who have not paid their taxes (both personal property and real estate)
- Meet with council to review manager's proposed budget and CIP
- Boiler inspection with insurance carrier

May

- Auditors come in and do preliminary audit work
- Send 30 day demand notice for outstanding real estate taxes
- Begin preparing schedules for audit
- Meet with council to continue review of proposed budget
- Quarterly sprinkler system testing
- Fire extinguisher testing and inspection

June

- Update Fixed Asset changes for the year
- Continue preparing audit schedules
- File Tax Liens
- Input new budget in MUNIS
- Prepare Bond Order for CIP and post Public Hearing Notice
- Contact Bond Council and Financial Advisor and begin work on Bond Documents
- Quarterly elevator inspection

July

- Begin year end process. Prepare Journal Entries, Reconcile Accounts, compile documents for Audit Work Papers.
- Receive Tax Commitment from Assessor and prepare tax bills for processing and mailing.
- Send Lien Notices to Mortgage Companies

August

- Continue on finalizing year end and Audit Work Papers
- Provide tax information to Mortgage Holders as requested
- Quarterly sprinkler system testing

September

- Auditors are here for three weeks to perform field work
- The first half of real estate taxes and all of the personal property taxes are due
- Work with Bond Council and Financial Advisor to finalize Bonding
- Work on Comprehensive Annual Financial Report
- Bid copy paper
- Quarterly elevator inspection

October

- Finalize Comprehensive Annual Financial Report and prepare documentation to submit to Government Finance Officers Association (GFOA) for review.
- Sent out foreclosure notices on tax liens that will mature in December
- Annual testing of alarm system (elevators)
- Annual fire alarm testing, Auburn Hall and Parking Garage

November

- Auditor's Presentation to Council

December

- Begin work on next year's budget
- Develop Capital Improvement Plan

Daily Tasks

- Prepare bank deposits
- Wait on customers

Weekly Tasks

- Prepare payroll
- Prepare accounts payable

Monthly Tasks

- Prepare Bank Reconciliations
- Reconcile Taxes Receivable
- Prepare Monthly Financial Reports
- Reconcile City and School Financials



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>Financial Services</i>							
Regular Salaries	541,715	554,420	571,638	580,880	580,880	26,460	5%
Longevity Bonus	-	-	-	-	-	0	
PS - General	28,708	31,520	26,600	26,520	25,120	(6,400)	-20%
Reports, Printing, & Binding	1,558	2,300	1,800	1,800	1,800	(500)	-22%
Office Supplies	3,439	4,900	5,000	4,550	4,550	(350)	-7%
Training & Tuition	1,158	3,410	2,300	3,130	3,130	(280)	-8%
Dues & Subscriptions	2,216	3,035	1,800	1,775	1,325	(1,710)	-56%
PS - Recording Fee	916	1,500	1,000	1,000	1,000	(500)	-33%
MV Sup - Gas & Oil	383	400	350	400	400	0	
Comm-Telephone	1,138	1,200	200	200	200	(1,000)	
Advertising	271	500	299	300	300	(200)	
Travel-Mileage	408	950	500	750	750	(200)	-21%
Travel-Seminar Costs	439	-	-	-	-	0	0%
Repairs - Vehicles	245	1,000	350	400	400	(600)	
TOTAL	582,594	605,135	611,837	621,705	619,855	14,720	2.4%



City of Auburn

Financial Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	554,420	580,880	580,880
PS - General	Total	31,520	26,520	25,120

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

Regular Salaries	Dept. Request	Manager Proposed
Finance Director (non-union)	\$ 83,232	\$ 83,232
Accounting Assistant (union)	\$ 58,486	\$ 58,486
Accounting Assistant (union)	\$ 46,644	\$ 46,644
Facilities Mgr/Purchasing (non-union)	\$ 61,000	\$ 61,000
Assessor (non-union)	\$ 78,000	\$ 78,000
Appraiser (union)	\$ 59,500	\$ 59,500
Admin Asst (union)	\$ 30,200	\$ 30,200
Tax Clerk (union)	\$ 41,844	\$ 41,844
Tax Clerk (union)	\$ 31,590	\$ 31,590
Tax Clerk (union)	\$ 38,884	\$ 38,884
Tax Collector (non-union)	\$ 51,500	\$ 51,500
	\$ 580,880	\$ 580,880

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

PS - General	Dept. Request	Manager Proposed
CAFR & Annual Report Filing Fee	\$ 505	\$ 505
Contracted Services-Assessing	\$ 3,000	\$ 2,000
Discharge of Liens	\$ 8,455	\$ 8,455
Filing Tax Liens	\$ 8,360	\$ 8,360
Research deeds for liens/foreclosures	\$ 1,200	\$ 800
Tax Bill Preparation & City Manager's Letter	\$ 5,000	\$ 5,000
	\$ 26,520	\$ 25,120

Line Item Narrative

Salaries: See Above.

Purchase Services - General: See Above.



City of Auburn

Financial Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Reports, Printing, & Binding	Total	2,300	1,800	1,800
Office Supplies	Total	4,900	4,550	4,550

Estimated Detail of Reports, Printing, & Binding

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Reports, Printing, & Binding		
Checks	\$ 600	\$ 600
CAFR (Comprehensive Annual Financial Report)	\$ 500	\$ 500
Commitment Book	\$ 300	\$ 300
Tax Office Receipts	\$ 200	\$ 200
W-2, 1099,& Tax Supplies	\$ 200	\$ 200
	\$ 1,800	\$ 1,800

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Office Supplies		
Envelopes	\$ 750	\$ 750
Binders and Supplies	\$ 2,200	\$ 2,200
Toner Check Printer	\$ 500	\$ 500
Miscellaneous	\$ 1,100	\$ 1,100
	\$ 4,550	\$ 4,550

Line Item Narrative

Reports, Printing & Binding: See Above.

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



City of Auburn

Financial Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Training & Tuition	Total	3,410	3,130	3,130
Dues & Subscriptions	Total	3,035	1,775	1,325

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

Training & Tuition		Dept. Request	Manager Proposed
Continuing Education for Certifications & Licenses-Assessing		\$ 1,500	\$ 1,500
Seminar Costs		\$ 500	\$ 500
Maine Municipal			
Annual Conference		\$ 170	\$ 170
Payroll Updates		\$ 160	\$ 160
Tax Collectors/Treasurers		\$ 250	\$ 250
Maine GFOA Training		\$ 300	\$ 300
Mileage		\$ 250	\$ 250
		\$ 3,130	\$ 3,130

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

Dues & Subscriptions		Dept. Request	Manager Proposed
Registry of Deeds		\$ 70	\$ 70
Excise Publications/Books		\$ 200	\$ 200
GFOA Membership		\$ 250	\$ 250
Maine GFOA		\$ 35	\$ 35
Maine Tax Collectors and Treasurers		\$ 100	\$ 100
IAAO(International Association of Assessing Officers) National-Assessor		\$ 175	\$ 175
IAAO State Chapter		\$ 90	\$ 90
MAAO		\$ 90	\$ 90
Appraisal Institute-Assessor		\$ 315	\$ 315
Updates to GAAP,GAAS and Price Digests		\$ 450	\$ -
		\$ 1,775	\$ 1,325

Line Item Narrative

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

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

Last Dept. Manager



City of Auburn

Financial Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Year	Request	Proposed
PS - Recording Fee	Total	1,500	1,000	1,000
MV Sup - Gas & Oil	Total	400	400	400
Comm-Telephone	Total	1,200	200	200
Advertising	Total	500	300	300

Estimated Detail of PS - Recording Fee

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - Recording Fee		
Annual Fee and Deed Copies	\$ 1,000	\$ 1,000
	\$ 1,000	\$ 1,000

Estimated Detail of MV Sup - Gas & Oil

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
MV Sup - Gas & Oil		
See Below	\$ 400	\$ 400
	\$ 400	\$ 400

Estimated Detail of Comm-Telephone

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Comm-Telephone		
Shared Cell Phone	\$ 200	\$ 200
	\$ 200	\$ 200

Estimated Detail of Advertising

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Advertising		
Newspapers Advertising	\$ 300	\$ 300
	\$ 300	\$ 300

Line Item Narrative

Recording Fee: This account includes the cost of electronic deed transfers from the Androscoggin Registry of Deeds, which provides the City with the legal information necessary for accurate property tax billing, maintenance of property records and tax maps. The information is also used for updating the parcel-mapping layer of the GIS System and serves as vital information for other departments and the professional sector as well.

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

Telephone: This account includes the cost of a cell phone to be shared by staff while operating in the field.

Advertising: The Department equally shares in the cost of a notification published in the Sun Journal each year, with the Lewiston Assessing Department. This notification informs property owners of the various tax relief programs for both real estate and personal property. It also services as a 706 notification to property owners as well. Public Notices are also posted in the local paper for abatement hearings and the Board of Assessment Review meetings.



City of Auburn

Financial Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Travel-Mileage	Total	950	750	750
Repairs - Vehicles	Total	1,000	400	400

Estimated Detail of Travel-Mileage

Travel-Mileage		Dept. Request	Manager Proposed
Mileage		\$ 750	\$ 750
		\$ 750	\$ 750

Estimated Detail of Repairs - Vehicles

Repairs - Vehicles		Dept. Request	Manager Proposed
2005 Hyundai Elantra		\$ 400	\$ 400
		\$ 400	\$ 400

Line Item Narrative

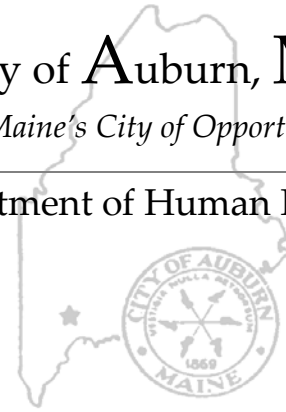
Travel & Mileage: This account reimburses staff for mileage when it is necessary to use their personal vehicles for City business.

Repairs - Vehicles: This account includes the costs of unexpected repairs to the Department's vehicle 9 year old vehicle. The Assessing Department uses a 2005 Hyundai Elantra.

City of Auburn, Maine

"Maine's City of Opportunity"

Department of Human Resources



Human Resources Department Program Budget FY16

MISSION STATEMENT

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

DESCRIPTION

The Human Resources Department provides support services to applicants, employees, department managers, retirees and the City Manager's Office. The Human Resources Staff interacts with every employee multiple times throughout their careers with the City of Auburn and that relationship often continues into their retirement.

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

PROGRAMS

Employee Recruitment

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

Administration of Compensation and Fringe Benefits

The City provides a competitive benefits package to attract and maintain employees. The benefits package includes health, dental, vision, disability and life insurance; core retirement plans as well as supplemental retirement plan options, medical and dependent care accounts; Health Reimbursement Accounts, Retirement Health Savings Plan and accrued time off (vacation, sick leave and holidays). The City's core benefits package is supplemented by programs provided by outside vendors. The Human Resources Staff conducts annual open enrollments for health, vision and dental insurance as well as medical and dependent care reimbursement accounts. Bills from the various benefit providers are reconciled and submitted to Finance Department for processing every month.

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

Labor Relations

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

Federal and State Compliance

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

GOALS AND OBJECTIVES

Goal

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

Objectives:

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

Goal

Fill all vacancies in a timely manner.

Objectives:

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

Goal

Maintain accurate, up-to-date employee records

Objectives:

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

Goal

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

Objectives:

- Implement the requirements of the federal healthcare program by offering health insurance plans that meet the standards of the ACA and providing on-going employee notices of options.
- Participate in the Public Services Department accreditation process, including review and update policies and procedures consistent with best practices.
- Develop new policies as necessary.

BUDGET DRIVERS

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

PROGRAM BUDGET - Employee Recruitment

Description	FTE	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	Increase/D crease	% Change
Salaries	.30		\$ 18,779	\$ 19,538	\$ 759	4.04%
Contracted Services			\$ -	\$ -	\$ -	#DIV/0!
Operations			\$ 5,432	\$ 5,849	\$ 417	7.68%
General Fund		\$ -	\$ 24,211	\$ 25,387	\$ 1,176	4.86%

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

Description	FTE	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Increase/D crease	% Change
Salaries	.85		\$ 43,391	\$ 44,696	\$ 1,305	3.01%
Contracted Services			\$ 1,150	\$ 1,350	\$ 200	
Operations			\$ 957	\$ 758	\$ (199)	-20.79%
General Fund		\$ -	\$ 45,498	\$ 46,804	\$ 1,306	2.87%

PROGRAM BUDGET - Labor Relations

Description	FTE	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Increase/D crease	% Change
Salaries	.50		\$ 40,221	\$ 42,256	\$ 2,035	5.06%
Contracted Services			\$ 1,000	\$ 1,000	\$ -	0.00%
Operations			\$ 557	\$ 657	\$ 100	17.95%
General Fund		\$ -	\$ 41,778	\$ 43,913	\$ 2,135	5.11%

PROGRAM BUDGET - Federal and State Compliance

Description	FTE	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Increase/D crease	% Change
Salaries	.35		\$ 22,801	\$ 23,763	\$ 962	4.22%
Contracted Services			\$ 675	\$ 675	\$ -	
Operations			\$ 3,802	\$ 6,777	\$ 2,975	78.25%
General Fund		\$ -	\$ 27,278	\$ 31,215	\$ 3,937	14.43%

**PERFORMANCE
MEASURES**

MEASURE	GOALS	FY 2014	FY 2015	FY 2016
TURNOVER RATES	Turnover Rates not to exceed 10%.	9.2%	4.1% (Effective 2/29/15)	8%
VACANCIES	Reduce the time to fill vacancies (from date of posting ad to start date of new employee) by 25%	Not available	12 Weeks	9 weeks
HEALTH INSURANCE	100% of employees will be on new health plan by end of 6/30/15	68%	80%	100%
PERSONNEL POLICIES	As part of the Public Services Department Accreditation Process, review 100% of current personnel policies and revise if necessary.	Not available	25%	100%
EMPLOYEE RECORDS	Scan in 25% of current employees records	0	0	25%

City of Auburn, Maine

"Maine's City of Opportunity"

Department of Human Resources



Human Resources Annual Work Plan

January

- Implement Employee Benefit Cost Share Changes (Health/Vision/Dental)
- Reconciliation of Employee Benefits and Billing
- Submit and Post OSHA Log
- Annual Drug Testing Report to Maine Dept of Labor
- Prepare HR Budget/Goals/Performance Measures

March

- Update Employee Handbook
- Budget Workshops

May

- Open Enrollments for Medical and Dependent Care Accounts
- Contract Negotiations
- Maine HR Conference

July

- Reconciliation of Employee Benefits and Billing
- Implementation of Labor Contract Changes
- MMA Salary Survey

February

- Heart Awareness Month
- Job Description Updates
- Review Work-related Injury and Lost Time Data
- Review and Update City Safety Programs
- Prepare HR Budget/Goals/Performance Measures
- Staff Evaluations

April

- Open Enrollment for Medical and Dependent Care Accounts
- Management Team Prep meetings for labor negotiations

June

- Fiscal Year salary adjustments
- Fiscal Year benefits adjustments
- Contract Negotiations

August

- AFLAC Open Enrollment

September

- American Heart Association Heart Walk
- Joint Auburn/Lewiston Firefighter Recruitment

October

- Employee Wellness Fair

November

- United Way and Charitable Giving Campaigns
- Open Enrollment for Health/Dental/Vision/IPP Benefits
- Staff Evaluations

December

- Open Enrollment for Health/Vision/Dental/IPP Benefits
- Notification to Employees re: premium adjustments for benefits
- Excess Life Insurance Spreadsheet for W-2's

Activities that are done on a monthly basis:

- Submission of benefits bills for payment
- Salary adjustments to MMEHT
- Vacation/Sick leave Accrual in MUNIS
- Department of Transportation Substance Abuse Tests
- Health Insurance Waiver Payments to Finance for payment
- Attend regular meetings – Wellness Team, Community Service Team, City and Department Safety Teams, Department Manager Meetings, Administration Team Meetings, NIMS Workgroup, Web Team, Public Services Department Accreditation Meetings
- Facilities Safety Inspections

Activities done on an as needed basis

- Advertisizing for vacancies
- New employee orientations
- Accident investigation
- Updating training records
- Responding to benefits related questions
- Responding to policy related questions
- FMLA and Income Protection paperwork to injured or ill employees
- Submit First Reports of Injury, wage statements and work related medical bills to workers comp third party administrator
- Safety inspections and consultations
- Safety training
- Schedule pre-employment physicals
- NIMS compliance training
- Personnel records maintenance in MUNIS
- Pension Updates
- Exit interviews for resignations or retirements and related documents



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>Human Resources</i>							
Regular Salaries	124,464	125,192	125,988	130,253	126,460	1,268	1%
Longevity Bonus	0	0	400	0	0	0	0%
Other Sup-Operating	214	500	300	500	500	0	0%
PS-Professional Development	0	2,000	1,500	2,000	2,000	0	0%
PS - Emp Assist Program	850	650	650	850	850	200	31%
PS - Drug Testing & Physicals	2,789	4,206	2,958	6,576	6,576	2,370	56%
PS - Testing	149	2,410	750	2,410	2,410	0	0%
Office Supplies	160	400	1,200	500	500	100	25%
Training & Tuition	1,110	1,230	1,230	1,230	1,230	0	0%
Advertising	1,700	2,000	2,500	2,000	2,000	0	0%
Travel-Mileage	193	300	195	300	300	0	0%
Travel-Seminar Costs	362	450	350	450	450	0	0%
Dues & Subscriptions	101	240	240	250	250	10	4%
TOTAL	132,092	139,578	138,261	147,319	143,526	3,948	2.8%



City of Auburn

Human Resources

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	125,192	130,253	126,460
Other Sup-Operating	Total	500	500	500
PS - Emp Assist Program	Total	650	850	850
PS-Professional Development	Total	2,000	2,000	2,000

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Regular Salaries		
Human Resources Director (non-union)	\$ 84,512	\$ 82,051
Administrative Assistant (non-union)	\$ 45,741	\$ 44,409
	\$ 130,253	\$ 126,460

Estimated Detail of Other Sup-Operating

Actual expenses may vary according to changing circumstances

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

Estimated Detail of PS - Emp Assist Program

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - Emp Assist Program		
Employee Assistance Program	\$ 850	\$ 850
	\$ 850	\$ 850

Line Item Narrative

Salaries: This account pays for the Human Resource Director and the Human Resource Assistant . The Safety Coordinator's salary os paid from the City's self insured Workers' Compensation account.

Purchased Services- General: This account provides for the purchase PPE equipment., such as face masks for pandemic flu, Bloodborne pathogens kits and first aid kits.

Employee Assistance Program: This program assists the employee or family members in identifying the problem and helping to address it. EAP provides confidential assessment and short-term counseling (up to 3 visits). Supervisors may also refer employees to the program if the employee exhibits behaviors which have a negative impact at work. The City's health insurance provider, the Maine Municipal Employees Health Trust, is now offering free Employee Assistance Services through the regular network of medical providers. Certain services will not be provided however. These include the services of a Certified Substance Abuse Counselor in the event of positive drug tests resulting from the Federal Department of Transportation Substance Abuse Testing Program for CDL Drivers and Crisis Debriefing Services resulting from a serious traumatic event(s) experienced by our employees. City is required to have an EAP to comply with Federal Department of Transportation (DOT) Substance Abuse Testing regulations for employees with Commercial Drivers Licenses (CDL's). This account provides for those services not covered by the MMEHT EAP Program.



City of Auburn

Human Resources

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
PS - Drug Testing & Physicals	Total	4,206	6,576	6,576
PS - Testing	Total	2,410	2,410	2,410

Estimated Detail of PS - Drug Testing & Physicals

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - Drug Testing & Physicals		
Pre-employment Physicals (Admin)	\$ 632	\$ 632
DOT Random Drug Test	\$ 4,528	\$ 4,528
DOT Breath-Alcohol Tests	\$ 398	\$ 398
DOT Pre-Use CDL Tests	\$ 185	\$ 185
DOT Return-to-Work/Follow-up	\$ 308	\$ 308
Bloodborne Pathogens series	\$ 200	\$ 200
Non-DOT Applicant Testing	\$ 150	\$ 150
Random Drug Pool Annual Admin Fee	\$ 175	\$ 175
	\$ 6,576	\$ 6,576

Estimated Detail of PS - Testing

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

Drug Testing: The Department of Transportation (DOT) Substance Abuse testing regulations mandates drug and alcohol testing for all employees with Commercial Driver's Licenses (CDL). The City must test under certain situations: pre-employment, after certain types of motor vehicle accidents, promotions into positions requiring CDL's, random drug and alcohol testing and follow-up testing after an employee receives a positive drug test. Annually, 50% of the employees are tested for drugs and 10% for alcohol. The account includes the administrative costs for an outside agency to administer the random drug pool, cost of drug collection and reporting of test results. Also included are pre-employment physicals and drug screening for new employees. An additional \$2,370 is requested in the substance abuse testing account to cover projected expenses due to implementing a program in the Fire Department.

Employee Testing: This account covers the costs of professionally prepared written exams for entry level and promotions specifically designed for the Public Safety Departments.



City of Auburn

Human Resources

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Office Supplies	Total	400	500	500
Training & Tuition	Total	1,230	1,230	1,230
Advertising	Total	2,000	2,000	2,000

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Office Supplies		
General Office Supplies	\$ 500	\$ 500
	\$ 500	\$ 500

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Advertising

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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

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



City of Auburn

Human Resources

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Travel-Mileage	Total	300	300	300
Travel-Seminar Costs	Total	450	450	450
Dues & Subscriptions	Total	240	250	250

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Travel-Seminar Costs

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Dues & Subscriptions		
Professional Subscriptions	\$ 250	\$ 250
	\$ 250	\$ 250

Line Item Narrative

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

Travel-Seminar Costs: This account covers travel expenses to a human resources convention for the staff, including mileage, meals and lodging.

Dues & Subscriptions: This account includes the cost of annual updates to an employment law handbook and membership to the Human Resources organization which provides the professionally prepared written exams for public safety recruitments and promotions. This account also covers subscriptions to publications and memberships to professional organizations.

Information Technology

MISSION

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

DESCRIPTION

The Information Technology department currently consists of 2 staff members and exists primarily as a technological support resource for all other departments of the City. Our role is to provide the City's staff with the tools they need to best perform their duties. IT also strives to keep current with the newest technologies in order to provide services to staff, citizens, and our City. We approach each project with the utmost thought and consideration and take our role as a support resource very seriously. Our tasks range from supporting public safety initiatives to helping the environment. Our day can start by recovering lost data and can end with analyzing environmental impacts of stormwater. We allow access to information on events and policies, yet we secure our network from threats and exploits.

IT PROGRAMS

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

GOALS AND OBJECTIVES

Goal:

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

Objectives:

- ✓ Implement additional Group Policy Objects
- ✓ Achieve network redundancy and resilience through the thoughtful mix of local and off-site (Cloud) resources
- ✓ deploy document scanning and storage hardware and software to additional departments for securing confidential information

Goal:

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

Objectives:

- ✓ Implement, and guide other Departments in, a government-based information model for Geographical Information Systems (GIS)
- ✓ Upgrade inventory management software to current version
- ✓ Develop and maintain a collection of Online GIS maps and applications for use by employees and the public

- ✓ Continue the transition of GIS services towards the online models, the latest proven technologies

Goal:

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

Objectives:

- Expand use of self-service Online GIS mapping
- Continue to develop policy and best practices on social networking initiatives

BUDGET DRIVERS

Support:

- Maintenance and licensing annual fee increases
- Replacement of large-format printer/scanner for maps and plans
- Network and Telephony Services – *This is not a new cost, but it is new to the IT budget. In the past, the costs of our phone and internet services were borne by the Facilities budget. These infrastructure costs are highly technology-related, incorporating the lease of the Wide-Area-Network fiber and two Prime Rate Interface (PRI) circuits for the City’s voice traffic. This year, they are removed from Facilities and added to IT. This creates a significant “bump” in the IT budget, but in fact contains no increase. It is just a shift from one department to another.*

Security:

- Document Scanning and Storage Project – *This project supports the Human Resource Department goals by managing sensitive and confidential information and storing it digitally for easy retrieval ,decreased paper usage, all while decreasing physical storage space.*

GIS:

- GIS Consulting – *This, too, is not really a budget increase. In prior years, this was inexplicably included in the Computer – Software line item. It should, and will now be, in the Purchased Services – Professional line item.*

PROGRAM BUDGET			
	Actual FY 2014	Actual FY 2015	Proposed FY 2016
Salaries	\$219,435	\$221,651	\$125,000
Contracted Services	\$10,250	\$11,250	\$19,000
Operations	\$216,290	\$239,590	\$251,190

PROGRAM BUDGET *(further broken down)*

Support

Program	FTE	Actual 2014	Actual 2015	Budgeted FY16	Budgeted FY16 Percentage
Salary	.55	\$109,130	\$110,632	\$37,000	29.6%
Contracted Services		\$6,050	\$6,075	\$2,000	10.5%
Operational		\$172,920	\$159,420	\$230,190	92%
Total		\$288,100	\$276,604	\$269,190	

GIS

Program	FTE	Actual 2014	Actual 2015	Budgeted FY16	Budgeted FY16 Percentage
Salary	.90	\$46,775	\$47,488	\$49,500	39.6%
Contracted Services		\$0	0	\$9,000	47.4%
Operational		\$21,420	\$35,520	\$8,000	3%
Total		\$68,195	\$83,008	\$66,500	

Security

Program	FTE	Actual 2014	Actual 2015	Budgeted FY16	Budgeted FY16 Percentage
Salary	.50	\$17,009	\$17,009	\$35,000	28%
Contracted Services		\$6,050	\$6,075	\$7,600	40%
Operational		\$13,850	\$23,850	\$13,000	5%
Total		\$36,909	\$46,934	\$55,600	

Website

Program	FTE	Actual 2014	Actual 2015	Budgeted FY16	Budgeted FY16 Percentage
Salary	.05	\$46,522	\$46,522	\$3,500	2.8%
Contracted Services		\$400	\$250	\$400	2.1%
Operational		\$3,000	\$4,000	\$0	0%
Total		\$49,772	\$50,772	\$3,900	

PERFORMANCE MEASURES			
GOALS	MEASURES	FY 2014	FY 2015
Support <ul style="list-style-type: none"> Help Desk Response time 	<ul style="list-style-type: none"> To respond within 4 business hours and resolve within 5 business days 	N/A	83% ¹
GIS <ul style="list-style-type: none"> Maintain geodatabase of Auburn's assets, infrastructure, and resources. Develop mobile data collection applications for users (as needed) Keep GIS technology – server, desktop and online -- current based on latest proven technologies 	<ul style="list-style-type: none"> Conduct quarterly meetings with the City of Auburn's GIS users to review GIS needs Annual review of technology available compared to actual usage 	N/A	Yes ²
Security <ul style="list-style-type: none"> Utilize 100% of security measures included in Windows servers Operate with 0% downtime on telephony systems Maintaining 95% network uptime 	<ul style="list-style-type: none"> Minimize loss of staff productivity caused by malware attacks Decrease amount of ICT staff time by updating individual PCs for security solutions 	N/A	Yes ³
Website <ul style="list-style-type: none"> Decrease the amount of incoming phone calls requesting general information Solicit increased 2 way communication between the City and Auburn residents Increase public's awareness of available features on City website 	<ul style="list-style-type: none"> Switchboard operator will track number and nature of incoming phone calls Increase responses in resident feedback modules (say it, report it, alert me, map it, request it) Increased public traffic as measured through embedded analytics code 	N/A	N/A ⁴
Staff <ul style="list-style-type: none"> Maintain a stabilized operation with 4 FTE employees through retention and professional development. 	<ul style="list-style-type: none"> Currently 3 FTE employees with additional funding reserved for a fourth FTE employee. 	N/A	No ⁵

Footnotes:

1. Our records indicate that we responded to HelpDesk request within 4 hours approximately 83% of the time. Resolution was all over the map, with some issues resolved within minutes and others unresolved months later. The nature of the request drives our resolution of it. Some can be addressed right away by staff, others must be budgeted for in future years.
2. This Performance Measure was met.
3. The roll-out of the Kaspersky Anti-malware and the installation of the Barracuda Web Content Filter have dramatically reduced the amount of time spent chasing viruses and spam.
4. This Performance Measure was never implemented or tracked. No excuse, or reason, we just never got to it.
5. This Performance Measure was NOT met, in fact we reduced our FTE to two for this fiscal year. So, as a Performance Measure it was a fail, but we have continued operations with half of the staff called for in the Performance Measure, which is a dramatic savings to the City. We are very pleased that we were able to fail this Performance Measure! But we are very conscious of the eventual need for at least a third staff person, and will be re-evaluating staffing as we move through FY2016.



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>Information Technology</i>							
Regular Salaries	178,044	170,689	115,000	167,684	125,000	(45,689)	-27%
Longevity Bonus	0	300	0	0	0	(300)	-100%
PS - General	18,828	11,250	10,448	29,000	29,000	17,750	158%
Office Supplies	0	0	0	0	0	0	0%
Other Sup - Operating	345	3,000	4,500	3,000	3,000	0	0%
Other Sup - Computer Hardware	34,364	28,600	27,500	22,000	22,000	(6,600)	-23%
Repairs - Equipment	4,807	2,500	2,500	2,500	2,500	0	0%
Training & Tuition	1,675	4,020	2,000	3,020	3,020	(1,000)	-25%
Travel-Mileage	33	200	150	200	200	0	0%
Travel-Seminar Costs	430	1,320	1,200	1,320	1,320	0	0%
Computer Software	14,564	33,050	38,000	9,000	9,000	(24,050)	-73%
Software Licensing	133,593	158,900	194,000	158,700	158,700	(200)	0%
Comm - Network	0	0	0	36,450	36,450	36,450	0%
CIP - Computer Software	0	0	0	0	0	0	0%
TOTAL	386,683	413,829	395,298	432,874	390,190	(23,639)	-5.7%



City of Auburn

IT

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	170,689	167,684	125,000
Longevity Bonus	Total	300	-	-
PS - General	Total	11,250	29,000	29,000

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Regular Salaries		
IT Manager/Network Administrator	\$ 63,684	\$ 70,000
Geospatial Database Manager	\$ 55,000	\$ 55,000
Database Staff Support Manager	\$ 49,000	
	\$ 167,684	\$ 125,000

Estimated Detail of Longevity Bonus

Actual expenses may vary according to changing circumstances

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

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - General		
Telephony Consulting	\$ 3,000	\$ 3,000
GIS Consulting	\$ 9,000	\$ 9,000
Contracted Service	\$ 10,000	\$ 10,000
Network Consulting	\$ 7,000	\$ 7,000
	\$ 29,000	\$ 29,000

Line Item Narrative

Salaries: The Department is requesting a new position, the Database Staff Support Manager (DSSM). This position would allow us to better support our critical database application - MUNIS, enerGov, Lucity and Patriot. This position would also add to our depth of HelpDesk support. This would be a re-purposing of the (unfilled) website Support Technician position, which would have been 100% TIF funded..

Longevity Bonus: No department staff are currently at the 7-, 15- or 25-year thresholds for longevity bonuses.

PS General: This account is used when there is a need to support City staff, on a short-term, project-specific basis. It pays for outside consultants on a time and materials basis for projects such as phone system or network upgrades or for a special GIS project. Previously, GIS Consulting had been funded through the Computer Software account but it more properly belongs here.



City of Auburn

IT

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Operating	Total	3,000	3,000	3,000
Other Sup - Computer Hardware	Total	28,600	22,000	22,000
Repairs - Equipment	Total	2,500	2,500	2,500

Estimated Detail of Other Sup - Operating

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Other Sup - Computer Hardware

Longevity Bonus

	Dept. Request	Manager Proposed
Other Sup - Computer Hardware		
Expanded wireless access at PW	\$ 2,000	\$ 2,000
PC Replacements	\$ 20,000	\$ 20,000
	\$ 22,000	\$ 22,000

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Equipment		
Equipment Repair	\$ 2,500	\$ 2,500
	\$ 2,500	\$ 2,500

Line Item Narrative

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

Other Supplies - Computer Hardware: This account funds acquisition and replacement of computers, and other information technology equipment for all departments. This year's projects include creating complete wireless connectivity at the Highway building, replacement of the large-format printer, and the annual replacement of our oldest computers.

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



City of Auburn

IT

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Training & Tuition	Total	4,020	3,020	3,020
Travel-Mileage	Total	200	200	200
Travel-Seminar Costs	Total	1,320	1,320	1,320

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Training & Tuition		
URISA GISP Certification	\$ 1,000	\$ 1,000
ESRI GIS Training	\$ 2,020	\$ 2,020
	\$ 3,020	\$ 3,020

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Travel-Mileage		
Reimbursement For Personal Vehicles	\$ 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		
NEARC	\$ 1,000	\$ 1,000
MMA	\$ 120	\$ 120
MEGUG	\$ 200	\$ 200
	\$ 1,320	\$ 1,320

Line Item Narrative

Training & Tuition: It is important that ICT Staff stay current with technological best practices. This training allows staff to become more knowledgeable in industry trends. This year, we will be attempting to gain GIS Professional (GISP) certification for our Geospatial Database Manager. We will also be pursuing further GIS training through ESRI..

Travel Mileage: This account reimburses department personnel when they use personal vehicles for job related activities when municipal vehicles are not available.

Travel, Seminar Costs: This account funds travel, lodging, and entrance fees for staff to attend industry conferences, which helps them maintain their proficiency. This year, staff will be attending the NorthEast ARC user conference (NEARC) in Burlington, VT, the MMA technology conference in Augusta, and the quarterly Maine GIS Users Group.



City of Auburn

IT

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Computer Software	Total	33,050	9,000	9,000
Software Licensing	Total	158,900	158,700	158,700

Estimated Detail of Computer Software

Actual expenses may vary according to changing circumstances

Computer Software	Copies	Dept. Request	Manager Proposed
Server OS upgrades		\$ 6,000	\$ 6,000
Office Upgrades		\$ 3,000	\$ 3,000
		\$ 9,000	\$ 9,000

Estimated Detail of Software Licensing

Actual expenses may vary according to changing circumstances

Software Licensing	Dept. Request	Manager Proposed
Auto Desk Subscription (Engineering)	\$ 200	\$ 200
CopLogic (APD)	\$ 6,000	\$ 6,000
EnerGov (Permitting, Planning and Licensing)	\$ 18,000	\$ 18,000
ESRI (GIS Software)	\$ 25,000	\$ 25,000
Lucity (Asset Management)	\$ 12,000	\$ 12,000
IMC (Public Safety for Fire and Police)	\$ 20,500	\$ 20,500
MUNIS (Financials, Purchasing, Budgeting)	\$ 57,000	\$ 57,000
Patriot (Computer-Aided Mass Appraisal)	\$ 16,000	\$ 16,000
Website Hosting	\$ 4,000	\$ 4,000
	\$ 158,700	\$ 158,700

Line Item Narrative

Computer Software: This account funds new software acquisitions. As we upgrade our major applications, we find that the operating systems and support software on our servers is not always up to the new task. We will begin systematically upgrading operating systems on all of our servers, bringing them to current standards. The Document and Scanning project will streamline the Human Resource Department by managing sensitive and confidential information and storing it digitally for easy retrieval, decreased paper usage, all while decreasing physical storage space. This will be an expansion of the Tyler Content Manager software put in place by Finance in FY15. The significant decrease in this account was caused by moving GIS Consulting from this account to the Purchased Services account, where it belongs.

Software Licensing: This account funds annual licensing fees associated with the City's major applications. Most licensing fees increase annually by a small percentage.

Last Dept. Manager



City of Auburn

IT

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Year	Request	Proposed
Comm - Network	Total	-	36,450	36,450

Estimated Detail of Comm - Network

Actual expenses may vary according to changing circumstances

	Copies	Dept. Request	Manager Proposed
Comm - Network			
Dark Fiber (Lease)		\$ 12,000	\$ 12,000
High Speed Internet @ 600 a month		\$ 7,200	\$ 7,200
Elevator Emergency Lines @ \$227 a month		\$ 2,750	\$ 2,750
Primary Rate Interface (PRI) Linesx2 - Phone Switches		\$ 14,500	\$ 14,500
		\$ 36,450	\$ 36,450

Line Item Narrative

Comm -- Network: These are new items to the IT Budget, they were previously in the Facilities budget.



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>Legal Services</i>							
PS-Legal	84,239	65,000	80,000	65,000	65,000	0	0%
TOTAL	84,239	65,000	80,000	65,000	65,000	-	0.0%



City of Auburn

Legal

Fiscal Year 2016
Proposed 3.30.2015

Line Items	Last Year	Dept. Request	Manager Proposed
PS-Legal Total	65,000	65,000	65,000

Estimated Detail of PS-Legal

Actual expenses may vary according to changing circumstances

PS-Legal	Dept. Request	Manager Proposed
Legal Services	\$ 65,000	\$ 65,000
	\$ 65,000	\$ 65,000

Line Item Narrative

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



City of Auburn

Master List

Fiscal Year 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>Mayor and Council</i>							
Regular Salaries	16,750	16,600	16,600	16,600	16,600	0	0.0%
PS - General	23,357	35,500	36,916	38,850	37,850	2,350	6.6%
Office Supplies	616	500	400	500	500	0	0.0%
Travel-Mileage	0	200	0	200	200	0	0.0%
Dues & Subscriptions	22,615	25,732	25,732	25,983	25,983	251	1.0%
TOTAL	63,338	78,532	79,648	82,133	81,133	2,601	3.3%



City of Auburn

Mayor & Council

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	16,600	16,600	16,600
PS - General	Total	35,500	38,850	37,850
Office Supplies	Total	500	500	500

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

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

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

		Dept. Request	Manager Proposed
PS - General			
Community Event Registration (LAEGC, Chamber, ABA)		\$ 2,000	\$ 2,000
Annual City Audit		\$ 29,850	\$ 29,850
Community/Employee Recognition		\$ 3,500	\$ 3,000
Council Dinners, Chamber Breakfasts, Water, etc.		\$ 3,500	\$ 3,000
		\$ 38,850	\$ 37,850

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

		Dept. Request	Manager Proposed
Office Supplies			
General Office Supplies		\$ 500	\$ 500
		\$ 500	\$ 500

Line Item Narrative

Regular Salaries: Established by Charter.

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



City of Auburn

Mayor & Council

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Travel-Mileage	Total	200	200	200
Dues & Subscriptions	Total	25,732	25,983	25,983

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

Dues & Subscriptions		Dept. Request	Manager Proposed
Maine Development Foundation		\$ 350	\$ 350
Maine Service Center Coalition		\$ 2,767	\$ 2,767
Mayor's Coalition		\$ 1,000	\$ 1,000
Maine Municipal Association		\$ 21,866	\$ 21,866
		\$ 25,983	\$ 25,983

Line Item Narrative

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

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

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

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	<i>Avg.</i> <u>Applicants</u>	<i>Average</i> <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.**

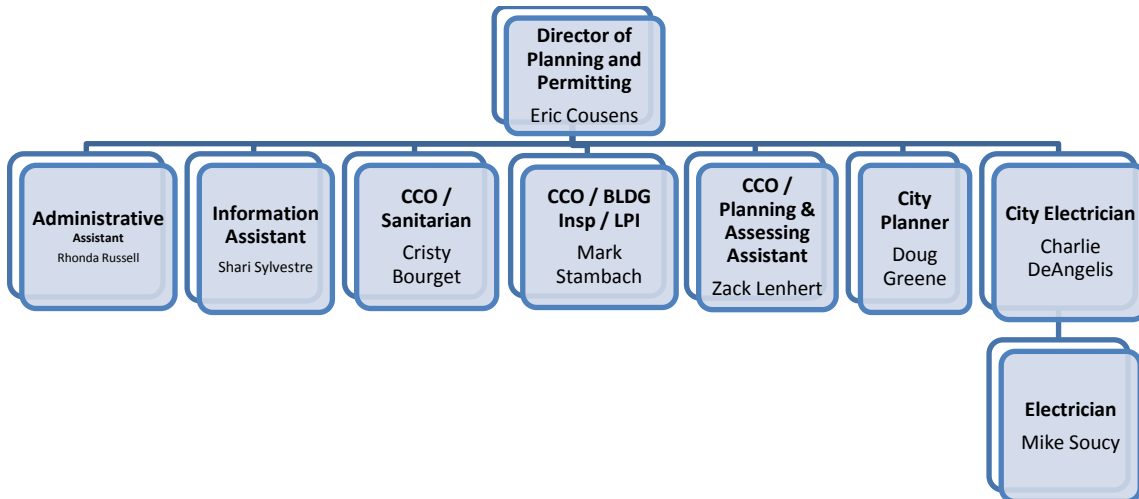
Planning and Development Department

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

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

Estimated Detail of Other Sup - Safety Equipment

Actual expenses may vary according to changing circumstances

Other Sup - Safety Equipment Safety Equipment	Dept. Request	Manager Proposed
	\$ 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

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

Estimated Detail of MV Sup - Gas & Oil

Actual expenses may vary according to changing circumstances

Line Item	Actual Gallons FY14	Projected Gallons FY16	Price	Dept. Request	Manager Proposed
MV Sup - Gas & Oil					
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

Line Item	Quantity	Per Month	Dept. Request	Manager Proposed
Comm - Telephone				
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

Utilities - Electricity	Dept. Request	Manager Proposed
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

Repairs - Vehicles	Preventive Maint.	Annual Testing	Dept. Request	Manager Proposed
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

	Dept. Request	Manager Proposed
Training & Tuition		
See Below.	\$ 3,400	\$ 3,000
	\$ 3,400	\$ 3,000

Estimated Detail of Advertising

Actual expenses may vary according to changing circumstances

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

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

Estimated Detail of PS - Testing

Actual expenses may vary according to changing circumstances

	Personnel	Test Cost	Dept. Request	Manager Proposed
PS - Testing				
Hearing Test		\$38	\$ -	
Physical Exam	1	\$226	\$ 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

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

Line Item Narrative

PS - General: This account includes in-ground 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

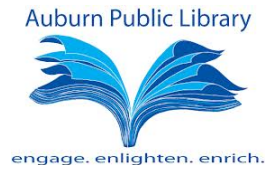
Fright Fest
Spring Celebration
Spring Fever - **NEW**
Wednesdays in the Park
Box Car Drive-in Movie
Valentines Day Dance - **NEW**
Holiday Celebration/Parade of Lights
Winter Festival

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>\$ 1,206,305</u>	<u>\$ 23,373</u>	
				\$ 960,016	\$ 960,016

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



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>Debt Service</i>							
Principal	5,330,266	5,332,149	5,332,149	5,291,344	5,291,344	(40,805)	-1%
Interest	1,000,416	931,787	931,787	1,033,520	1,033,520	101,733	11%
TOTAL	6,330,682	6,263,936	6,263,936	6,324,864	6,324,864	60,928	1.0%



City of Auburn

Debt Service

Fiscal Year 2016
Proposed 3.30.2015

Line Items	Last Year	Dept. Request	Manager Proposed
Debt Service	Total	6,263,936	6,324,864

Estimated Detail of Debt Service

Actual expenses may vary according to changing circumstances

Debt Service	Maturity	Issued Amount	Balance	Principal	Interest	Dept. Request	Manager Proposed
City Building 3.89%	11/22	\$ 8,200,000	\$ 3,280,000	\$ 410,000	\$ 133,985		
Library 4.088%	9/24	\$ 3,500,000	\$ 175,000	\$ 175,000	\$ 3,500		
Public Impr. 05/06 4.23%	9/15	\$ 5,000,000	\$ 500,000	\$ 400,000	\$ 8,000		
Public Impr. 06/07 4.03%	9/16	\$ 5,000,000	\$ 1,000,000	\$ 400,000	\$ 24,000		
Public Impr. 07/08 3.47%	9/17	\$ 6,000,000	\$ 1,800,000	\$ 510,000	\$ 46,219		
Public Impr. 08/09 3.65%	9/18	\$ 5,730,000	\$ 2,280,000	\$ 500,000	\$ 68,750		
Public Impr. 09/10 3.0%	3/20	\$ 5,455,000	\$ 2,727,500	\$ 545,500	\$ 79,099		
Public Impr. 10/11	3/21	\$ 7,900,000	\$ 4,740,000	\$ 640,000	\$ 80,000		
MMBB Clean Water ARR	6/12	\$ 827,854	\$ 579,498	\$ 82,788	\$ 4,140		
Public Impr 11/12	11/22	\$ 4,500,000	\$ 3,150,000	\$ 350,000	\$ 51,188		
Public Impr. 12/13	9/22	\$ 5,600,000	\$ 4,100,000	\$ 370,730	\$ 93,577		
Library Refunding	9/22	\$ 1,590,000	\$ 1,580,000	\$ 5,000	\$ 51,475		
Public Impr. 13/14	9/23	\$ 5,625,000	\$ 5,060,000	\$ 419,526	\$ 93,939		
Public Impr. 14/15	9/24	\$ 6,800,000	\$ 6,800,000	\$ 482,800	\$ 144,840		
		<u>\$ 71,727,854</u>	<u>\$ 37,771,998</u>	<u>\$ 5,291,344</u>	<u>\$ 882,712</u>	<u>\$ 6,174,056</u>	<u>\$ 6,174,056</u>
Quint Lease						\$ 90,808	\$ 90,808
Interest Payment for FY15 Bond						\$ 60,000	\$ 60,000
						<u>\$ 6,324,864</u>	<u>\$ 6,324,864</u>

Debt Limit Calculation	
State Valuation	\$1,926,200,000
Total Debt Limit	\$288,930,000
City Debt Balance	37,771,998
Percent of Allowable Debt	13%

Line Item Narrative

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



City of Auburn

Master List

Fiscal Year 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>Emergency Reserve</i>							
Emergency Reserve	0	375,289	0	375,289	375,289	0	0%
TOTAL	-	375,289	-	375,289	375,289	-	0.0%



City of Auburn

Emergency Reserve

Fiscal Year 2016
Proposed 3.30.2015

Line Items	Last Year	Dept. Request	Manager Proposed
Emergency Reserve	Total	375,289	375,289

Estimated Detail of Emergency Reserve

Actual expenses may vary according to changing circumstances

Emergency Reserve	Dept. Request	Manager Proposed
Emergency Reserve	\$ 375,289	\$ 375,289
	\$ 375,289	\$ 375,289

Line Item Narrative

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

City of Auburn Facilities Management



12/10/2014

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Mission

The mission of the Facilities Management Team is to serve The City of Auburn through the planning, design, construction, operation, protection, and maintenance of its physical facilities. The team will provide direction and support to staff in planning, deferred maintenance, enhancement of buildings, new capital investment in facilities, and strive to create an identity that exemplifies integrity, professionalism, and excellence.

Facilities Team Functions

Ensure the provision of attractive buildings, with properly functioning components and systems, that are properly maintained and that provide conditions that are aesthetically pleasing, clean, sanitary, and safe.

The City of Auburn Facilities staff shall inspect and assess all buildings, (exterior, interior, and systems) as required to ensure compliance with applicable standards and codes, and to ensure the proper planning of needed repair/replacement needed of building components to provide fully functional, efficient buildings at all times.

All building systems, including but not limited to electrical, plumbing, HVAC, voice, data, fire, security, and signage shall be inspected as deemed appropriate by recognized industry standards for each respective system. Components needing repair/replacement shall be identified by building and associated costs generated.

Priorities for maintenance and improvement projects are to be determined annually based on the availability of funding and a review of the Capital Improvement Program submittal. General work priorities and budget allocations will be determined in the following order:

- (1) Health, fire safety code needs/handicapped accessibility
- (2) Building Systems and components functionality
- (3) Occupant comfort
- (4) Energy Efficiency/Sustainability

Goals

- Centralize all budget expenditures and CIP requests into one facilities budget
- Reduce operating expenses by updating technology and improving efficiency
- Increase Operations & Maintenance funding levels to the industry standard 2-3%CRV (Current Replacement Value)
- Establish a responsible Facilities Space Plan, to meet the current and the future needs of each department
- Incorporate environmental sustainability and an energy management plan into future renovations and construction of City infrastructure
- Bring all facilities into compliance with current occupancy, egress, and ADA requirements
- Development of Alternative Energy Sources

Goal

Create a Facilities Management Team and budget for all City owned Facilities.

Objective

Centralize all budget expenditures and CIP requests into one facilities budget.

Centralized facilities management allows the priorities across all sites to be set in order to maximize performance, adopt industry best practices, maximize resources, review operating procedures, standardize cost-estimating practices, and establish processes for prioritizing work and allocating funds.

A centralized approach to decision making places the strategic direction for the facilities at a single point, promotes uniform policies and procedures, improves accountability, and avoids duplication. Department Heads will be able to redirect the time currently spent on Facilities items to focus on the core responsibilities of their position.

Benefits include:

- Energy/ Utility Consumption Tracking
- Centralized Work Order System
- Prioritized Capital Improvement Plan
- Proper funding and allocation of resources based on priority
- Reduce operating expenses
- Maximize asset value and life cycle

Goal

Improve efficiency through process and technology to reduce operating expenses.

Objective

Conduct Facilities Condition Assessments at all City buildings through the implementation facilities and capital asset management software.

Professional Facility Condition Assessments will allow for the management of relevant data to make educated decisions during the budget and capitol planning process. Data driven decision-making enables prioritization of limited resources and defensible budget requests.

Years of deferred maintenance and limited capital funding have allowed the facilities systems and components to remain well beyond their useful life. Increasing expenses and reducing occupant comfort.

Reduce costs: With data in hand, staff will be able to shift the maintenance and asset replacement schedule from *reactive to proactive*, minimize costly emergency repairs and downtime, increase efficiency and sustainability.

Goal

Generate 10 percent of electricity used in The City of Auburn municipal facilities from alternative energy sources by 2020.

Objective

Identify potential sources of alternative energy, wind, solar, hydro, etc.

In cooperation with staff, local residents, and businesses, locate potential sites and the most viable sources available. Develop cost estimates to implement, seek funding and resources to complete the projects. Look for grant opportunities and potential partnerships with private organizations. Define performance metrics and develop a strategy for implementation.

Electricity and Energy rates are predicted to rise substantially over the next few years. Developing alternative sources of renewable energy will help to protect the taxpayers of Auburn from future increases.

Facilities Team

Facilities Manager

- Facilities Management
- Sustainability Coordinator
- Purchasing Agent

Facilities Committee

- Sustainability
- Alternative Energy
- Space Planning

Building
Maintenance
Coordinator
(7.5Hrs)

Auburn Hall
Maintenance
Technician
(20 Hrs)

Admin. Assistant
Facilities/
Purchasing
(7.5 Hrs)

Parks &
Recreation
Representative

Public
Services
Representative

Fire
Department
Representative

City Facilities

ID #	Department	Facility	Year Built	Address	F_Type	% Cur	2%	SF Rate	2.35
						Repl.Value	Maint @ 2%	Total SqFt	Maint @\$2.35
						CRV			SqFt
1001	Auburn Hall	Auburn Hall	2004	60 Court Street	Building	\$ 12,000,000	240,000	58,000	136,300
	Electrical	Electrical Building /Storage	1900	20 Library Ave	Building&Gar	\$ 250,000	5,000	2,498	5,870
1139	Fire Department	Central Fire Station	1969	550 Minot Ave	Building	\$ 2,900,000	58,000	23,370	54,920
1060	Fire Department	Engine 2 Fire Station	1952	180 South Main St	Building	\$ 459,000	9,180	2,804	6,589
1096	Fire Department	Engine 5 Fire Station	1976	651 Center St	Building	\$ 1,010,000	20,200	6,962	16,361
1061	Fire Department	Engine 2 Fire Station - Building #2	1996	180 South Main St	Shed	\$ 2,000	40	116	273
	Library	Auburn Public Library	1940+2006	20 Library ave	Building	\$ 5,000,000	100,000	35,805	84,142
1222	Parks & Recreation	Ingersoll Ice Arena	1996	48 Pettengill Park Rd	Building	\$ 2,100,000	42,000	26,400	62,040
1223	Parks & Recreation	Hasty Community Center	1950	48 Pettengill Park Rd	Building	\$ 2,400,000	48,000	20,800	48,880
1224	Parks & Recreation	Parks Garage Pettengill Park	1998	48 Pettengill Park Rd	Parks Garage	\$ 515,000	10,300	7,200	16,920
1229	Parks & Recreation	Pond building Pettengill Park	1994	48 Pettengill Park Rd	Building	\$ 147,000	2,940	1,208	2,839
1021	Police	Old Police Station	1990	1 Minot Ave	Building	\$ 1,100,000	22,000	9,858	23,166
1232	Police	PAL Center	2012	24 Chestnut St	Building	\$ 135,000	2,700	2,448	5,753
1088	Public Works	Auburn Public Works	1971	296 Gracelawn Rd	Building	\$ 2,900,000	58,000	50,100	117,735
1089	Public Works	Auburn Public Works - Outbuilding #1	2003	296 Gracelawn Rd	Salt Shed	\$ 229,000	4,580	4,200	9,870
1091	Public Works	Auburn Public Works - Outbuilding #3	1975	296 Gracelawn Rd	Cold Storage	\$ 110,000	2,200	6,000	14,100
1002		Auburn Hall Parking Garage*	2002	60 Court Street	Parking Garage	\$ 8,000,000	80,000	126,720	80,000
		Great Falls Performing Arts Center	1900	277 Main St	Building	\$ 3,400,000	68,000	32,038	75,289
		Community Center (Boys & Girls Club)	1992	43 Second St	Building	\$ 1,800,000	36,000	12,680	29,798
1203		Tot Lot - Parcel #1 - Building #1-rental	1900	114 Fish Hatchery Rd	House	\$ 121,000	2,420	1,300	3,055
1205		Tot Lot - Parcel #1 - Building #3 Barn	1900	114 Fish Hatchery Rd	Barn	\$ 69,000	1,380	1,292	3,036
						\$ 44,647,000	\$ 812,940	431,799	\$ 796,936

* Parking Garage maintenance budget not typical of other facilities *



Facilities Maintenance

Cumulative Maintenance (Surplus)/ Shortfall Analysis

BENCHMARKS

Maintenance is an expense.

Information contained in this spreadsheet is derived from the IFMA Benchmark Report #32, Operations and Maintenance Benchmarks, published by the International Facility Management Association, Houston, TX 2009.

Maintenance Costs include:

External Building Maintenance

Roof, Skin, exterior signage

Interior Systems Maintenance

Electrical systems (including UPS, generators and other appurtenant items) , mechanical systems (HVAC, chillers, boilers, plumbing, extinguishing systems, back flow preventers, refrigeration and non-process related pumps),

Roads and Grounds Maintenance

Roadways, paving repair, snow removal, de-icing, power washing, lighting, Landscape Maintenance (planting, mowing, irrigation, parking structures, storm sewers, underground fire systems an hydrants.

Utility/ Central System Maintenance

Electrical generation/ distribution and mechanical system (steam, hot and cold water systems).

Process Treatment and Environmental Systems

Process cooling water system, process gas systems, air discharge scrubbers, Water treatment plants, incinerator operation, solid waste management system

Facilities Maintenance

Cumulative Maintenance (Surplus)/ Shortfall Analysis

Average Maintenance costs	\$/RSF
<i>Costs are reported in \$ per rentable sq. ft</i>	
Headquarters	\$2.28
Courthouse	\$1.91
Regional Office/ Branch	\$1.93
Mixed Use- Office	\$2.53
Research Center	\$3.19
Education	\$2.15
Library	\$2.15
Manufacturing	\$2.18
Multi Use	\$2.15
Post Office	\$1.78
Hospital	\$3.12
Data Center	\$2.05
Call Center	\$2.01
Museum	\$2.57
Retail-Branch	\$2.45
Correctional	\$2.11
Transportation	\$3.96
Religious	\$1.59

Regional Maint. Costs	\$/RSF
<i>Costs are reported in \$ per rentable sq. ft</i>	
Canada	\$2.70 C
New England	\$2.68 US
Northeast	\$2.62 US
Mid Atlantic	\$2.21 US
Southeast	\$1.85 US
Midwest	\$1.80 US
North Central	\$1.90 US
Heartland	\$2.03 US
South Central	\$1.75 US
Mountain	\$1.87 US
Pacific	\$2.23 US

Average Maintenance costs	\$/RSF
<i>Costs are reported in \$ per rentable sq. ft</i>	
Service	
Banking	\$2.47
Health Care	\$2.85
Hospitality	\$1.50
Information Services	\$1.96
Insurance	\$2.26
Investment Services	\$2.48
Professional Services	\$2.13
Telecommunications	\$2.20
Trade	\$2.22
Transportation	\$2.23
Utilities	\$2.32
Other Services	\$2.40
Manufacturing	
Aircraft/ Industrial	\$2.51
Building	\$2.11
Chemical/ Pharmaceutical	\$3.04
Computer	\$2.48
Consumer Products	\$3.16
Electronics	\$2.79
Energy	\$1.59
Medical Equipment	\$2.14
Motor Vehicles	\$1.78
Institutional	
Association	\$3.45
Cultural	\$3.43
Education	\$2.28
Federal Government	\$2.19
State/ Provincial Government	\$1.82
City/County Government	\$2.20
Religious	\$1.78
Research	\$4.73

Average Maintenance costs	\$/RSF
<i>Costs are reported in \$ per rentable sq. ft</i>	
Age	
Less than 5 years	\$1.73
5-10 years	\$2.16
11-15 years	\$2.23
16-20 years	\$2.43
21-30 years	\$2.25
31-50 years	\$2.83
51-100 years	\$3.16
More than 100 years	\$3.09

Facility Operating Current Replacement Value (CRV) Index

The CRV is a measure of funding for maintenance. The index is derived by dividing the total annual maintenance expenditures by current replacement value, then multiplying by 100. The 1990 National Research Council report "Committing to the Cost of Ownership: the Maintenance and Repair of Public Buildings" recommends a budget allocation for maintenance to be in 2-4% range of aggregate current replacement value. the 2008 IFMA average is 1.55% indicating widespread underfunding of maintenance. In other words, the averages contained herein do not identify the ideal, they identify what other organizations are spending.

2014 Annual Budgeted Maintenance

Department	2014 Budget					Industry Standard					
	Prof Services	Expenses/ Repairs	Janitorial	Staff	Total	CRV*	Maint @ 2%**	Deficit @ 2%	Total SqFt	Maint @ \$2.35 SqFt	Deficit @ \$2.35 SqFt
Auburn Hall	\$ 31,930	\$ 22,100	\$ 53,650	\$ 19,409	\$ 127,089	\$ 12,000,000	\$ 240,000	\$ (112,911)	58,000	\$ 136,300	\$ (9,211)
Electrical Building	-	-	-	-	-	250,000	5,000	(5,000)	2,498	5,870	(5,870)
Fire Department	-	15,125	-	-	15,125	4,371,000	87,420	(72,295)	33,252	78,142	(63,017)
Ingersoll	1,000	9,000	5,000	12,000	27,000	2,100,000	42,000	(15,000)	26,400	62,040	(35,040)
Library	13,800	94,097	-	12,000	119,897	5,000,000	100,000	19,897	35,805	84,142	35,755
Pal Center	-	500	-	-	500	135,000	2,700	(2,200)	2,448	5,753	(5,253)
Parks and Recreation	636	8,500	2,600	38,955	50,691	3,062,000	61,240	(10,549)	29,208	68,639	(17,948)
Public Works	-	24,100	5,780	30,763	60,643	3,239,000	64,780	(4,137)	60,300	141,705	(81,062)
Total	47,366	173,422	67,030	113,127	400,945	30,157,000	603,140	(202,195)	247,911	582,591	(181,646)

* CRV - Current Replacement Value

** CRV recommended industry standard is between 2% and 4%

Energy Management Overview

Everyone is aware that costs are rising and are projected to continue to rise in the foreseeable future. Minimal investment and lack of an established energy management plan in Auburn have been the cause of major inefficiencies resulting in inflated energy costs at City owned Facilities. Beginning in 2013, the Facilities staff has focused on reducing the City's energy costs/ consumption by targeting the most inefficient and expensive buildings. We have been able to make significant progress over the past two years by negotiating with Unitil to bring Natural Gas to these locations at no cost to the City, other than the conversion of our heating systems. We were able to leverage the savings achieved by the fuel conversions to purchase more efficient equipment, in most cases the Return on Investment was less than 4 years, and we are projected to save the City of Auburn over \$100,000 annually in energy expenses (see attached summary). Although a lot has been achieved, there are still a lot of deferred maintenance and efficiency upgrades to be completed.

Past focus has been on the immediate concerns, failing systems, and projects with a quicker return on investment. All of these projects have made the City of Auburn a more sustainable City, but committee driven goals tied to Energy reduction, Carbon Footprint, or producing a defined number of Kilowatts by a certain date from renewable energy, could ensure the concept maintains traction.

We should also investigate the potential for Alternative or Renewable Energy initiatives. The City of Auburn would be a great candidate for Renewable energy. Auburn's multiple building sites and landfills could be potential solar sites. The City's proximity to the Androscoggin River makes Hydropower a great potential resource. The Gracelawn site could harness Wind power. The Facilities Team will continue to improve City infrastructure with an eye on sustainable practices and look at alternative sources of energy that may be realized to make the City of Auburn a better place for residents and employees.

**CITY OF AUBURN
ENERGY USAGE COMPARISON
PRE-EXISTING USAGE VS POST RETRO-COMMISSIONING PROJECTED USAGE**

NOTE	LOCATION	DESCRIPTION OF WORK	PROJECTED				PROJECTED						IMPLEMENTATION COST	INCENTIVES	SIMPLE PAYBACK (YEARS)
			PRE-EXISTING ELECTRICAL COSTS	ELECTRICAL SAVINGS	POST RCx ELECTRICAL	% REDUCTION ELECTRICITY	PRE-EXISTING FUEL COSTS	FUEL SAVINGS	POST RCx FUEL	% REDUCTION FUEL	TOTAL \$ ENERGY REDUCTION	TOTAL % ENERGY REDUCTION			
1.	Engine #2 Fire Station	Natural gas condensing boiler replacement, new pumps and accessories, new indirect hot water heater, new vent and combustion air ducts, new condensate piping and neutralizer, controls and wiring, close off existing chimney and louver.	\$1,168	\$0	\$1,168	0%	\$3,739	\$598	\$2,975	16%	\$598	12%	\$11,787	\$1,000	18.0
2.	Central Fire Station	Burner conversion to natural gas on three boilers, controls, demo fuel oil lines, venting, flue liners, elec. wiring, natural gas supply piping, dampers and spill switches, replace flow check valve, and repair pump P-3.	\$25,526	\$41	\$25,485	0.16%	\$27,855	\$17,503	\$10,352	63%	\$17,544	33%	\$67,437	\$0	3.8
3.	Public Works Highway Garage	a. Office/Locker area: New boiler, controls, demo, pumps, piping, venting, electric wiring, natural gas supply, pipe mains, pipe insulation, zone valves, t-stats. b. Garage Bay: New radiant heating system. c. Mechanics', Welding, and Sign Shop: New radiant heating system, gas fired unit heaters. d. Carpentry Shop: New electric heater. e. Locker Room: Occupancy sensors and thermostats. f. Welding shop exhaust make-up air. g. LED Lighting & control upgrades.	\$21,798	\$14,643	\$7,155	67%	\$61,158	\$40,070	\$21,088	66%	\$54,713	66%	\$278,714	\$54,225	4.1
4.	Hasty Community Center	a. New natural gas fired steam boiler, housekeeping pad, controls, demo, piping, venting, flue liner, electric wiring, natural gas supply, pipe insulation, zone valves, and t-stats. New natural gas fired domestic hot water heater. Thermostatically controlled zone valves for unit heaters, AHU-1, and fin tube radiation.	\$3,067	\$97	\$2,970	3%	\$37,496	\$24,821	\$12,675	66%	\$24,918	61%	\$67,106	\$1,194	2.6
5.	Ingersoll Arena - Lighting Only	LED lighting replacement and fixture eliminations.	\$16,207	\$10,531	\$5,676	65%	\$0	\$0	\$0	0%	\$10,531	65%	\$54,790	\$12,240	4.0
TOTALS:			\$67,766	\$25,312	\$42,454	37%	\$130,248	\$82,992	\$47,090	64%	\$108,304	55%	\$479,834	\$68,659	3.8

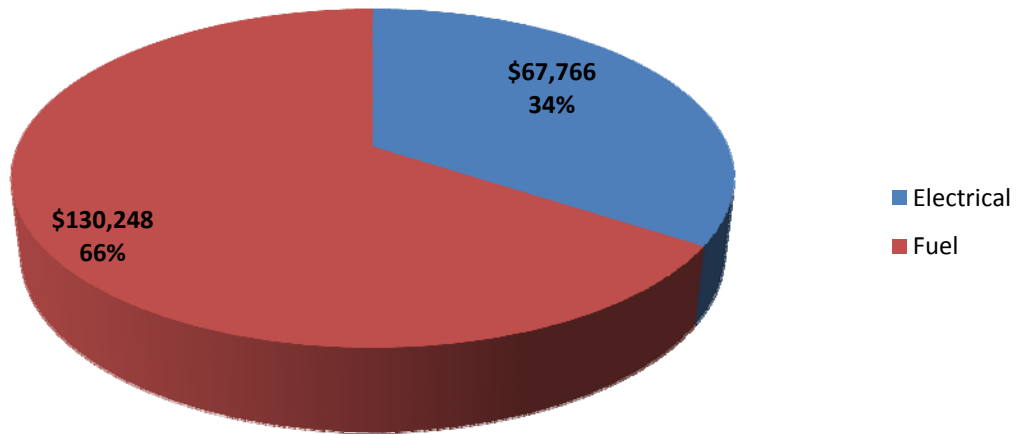
1. Based on Electrical Usage from May 2013 to April 2014 and Fuel Usage 12/31/2012 to 11/21/2013, Inclusive of All Charges
2. Based on Electrical Usage from 7/27/2012 to 6/26/2013 and Fuel Usage for Fiscal Year 2012, Inclusive of All Charges
3. Based on Electrical Usage from 7/26/2012 to 6/25/2013 and Fuel Usage from Feb 2012 to Feb 2013
4. Based on Electrical Usage from 7/18/2012 to 6/18/2013 and Fuel Usage for Fiscal Year 2012, Inclusive of All Charges
5. Electricity Usage is based on the existing light fixtures functioning on the new operating schedule as provided by the City of Auburn.

NOTE: STATE ENERGY OFFICIALS ENCOURAGE BUSINESSES TO PREPARE FOR WINTER AND HIGH PRICES - Nearly Unprecedented Regional Spike in Electricity Costs This Winter (Source: Press Release, October 6, 2014, Director Governor's Energy Office)

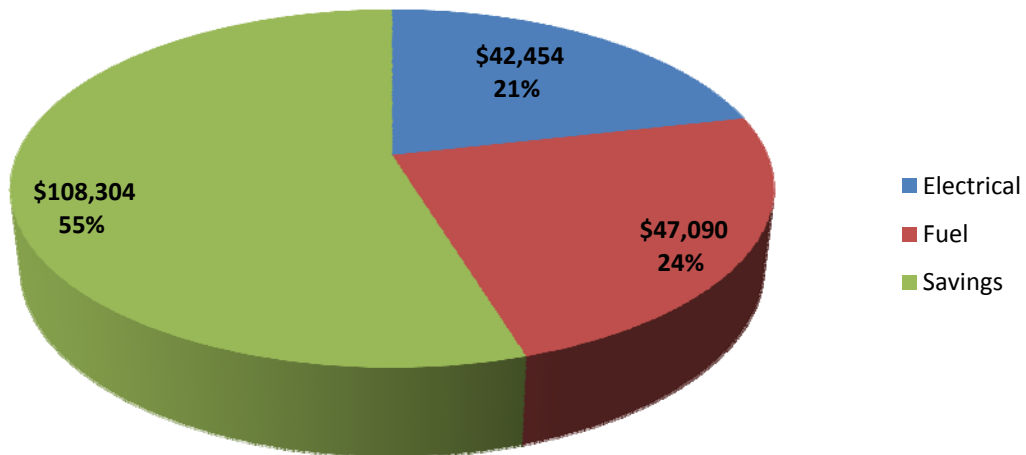
Augusta - State energy officials are encouraging Maine businesses to prepare for a sharp rise in electricity prices this winter. According to the Maine Public Utilities Commission, these price increases will be most pronounced for medium-sized business customers on the standard offer, as well as for customers whose electricity price fluctuates with the time of use. For example, the price of the electricity supply for a medium-sized commercial and industrial customer, such as a grocery store or a small saw mill, under the Standard Offer rate in Central Maine Power's territory will rise from 6 cents/kWh this month up to 15 cents/kWh in January.

This will be the highest monthly price for these customers since 2008. For a typical customer—without any mitigating measures—this would increase their monthly electricity bill by more than \$1,100 compared to their current bill (the electricity supply portion of their bill would increase from \$870 per month in September to over \$2,000 per month in January).

Existing Energy Usage



Projected Energy Usage



City of Auburn, Maine

"Maine's City of Opportunity"

Facilities Management

Facilities Program Budget FY16

MISSION STATEMENT

The mission of the Facilities Management Team is to serve The City of Auburn through the planning, design, construction, operation, protection, and maintenance of its physical facilities, and to provide direction and support to staff in planning, deferred maintenance, enhancement of buildings, and new capital investment in facilities.

DESCRIPTION

Facilities Management provides operations and maintenance services to ensure City facilities are clean and well-maintained, while promoting responsible and efficient use of resources. The department provides routine maintenance, as well as emergency repairs. Services also include repairing, remodeling, and maintaining building structures, equipment, and fixtures. Asset Management, Construction Management, and Utility Contract Negotiation at all city facilities are also essential functions. Additionally, sustainability and providing for an energy management plan into future renovations and construction fall under facilities management.

PROGRAMS

Facilities

The facilities program consists of .5 full time equivalent employees and is responsible for the maintenance of Auburn Hall.

GOALS AND OBJECTIVES

The facilities goals are listed under the finance department because the facilities manager salaries are part of finance.

BUDGET DRIVERS

1. Regular Salaries increase due to Union Contract increases.
2. Insurance Premium due to a projected 7% decrease.
3. Electricity increased due to rising supply costs over the last year in part due to the rise in Natural Gas prices and supply constraints to New England.

PROGRAM BUDGET - Facilities

Description	FTE	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	Increase/ Decrease	% Change
Salaries	.5	\$ 16,064	\$ 19,612	\$ 20,200	\$ 588	3%
Contracted Services		\$ 430,298	\$ 451,130	\$ 365,755	\$ (79,025)	(19%)
Operations		\$ 163,093	\$ 227,593	\$ 300,781	\$ 66,383	32%
General Fund		\$ 609,455	\$ 698,335	\$ 653,748	\$ (11,599)	(1.70%)



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	%
Facilities							
Regular Salaries	16,064	19,612	19,032	20,200	20,200	588	3%
Advertising	234	500	500	500	500	0	0%
PS - General	86,620	86,330	85,000	85,660	85,660	(670)	-1%
Office Supplies	482	0	700	0	0	0	0%
Other Sup-Operating	11,017	9,600	9,500	10,700	10,700	1,100	12%
Utilities - Water/Sewer	2,545	7,680	3,550	3,612	3,612	(4,068)	-115%
Comm - Telephone	34,776	42,800	39,770	6,350	6,350	(36,450)	-92%
Utilities - Electricity	55,972	98,000	85,000	98,766	85,000	(13,000)	-15%
Utilities - Heating Fuel	41,788	41,075	39,000	44,475	44,475	3,400	9%
Repairs - Buildings	7,523	10,500	10,500	10,500	10,500	0	0%
Operating Capital Expenditure	0	0	0	63,640	44,000	44,000	
Repairs - Equipment	2,533	2,000	2,000	4,000	4,000	2,000	100%
Repairs - Maintenance Contra	0	0	0	0	0	0	0%
Photocopiers	28,189	37,000	37,000	33,095	33,095	(3,905)	-11%
LAWPCA Holding T.	0	0	0	0	0	0	0%
Insurance Premiums	280,963	285,000	290,000	247,000	247,000	(38,000)	-13%
Insurance Deductibles	14,895	24,500	24,500	24,500	24,500	0	0%
Comm - Postage	25,496	32,988	32,000	32,988	32,988	0	0%
Travel - Mileage Reimburseme	358	750	500	750	500	(250)	-50%
Rental Expense	0	0	0	0	0	0	0%
Utility Reimbursement from S	0	0	0	0	0	0	0%
TOTAL	609,455	698,335	678,552	686,736	653,080	(45,255)	-6.5%



City of Auburn

Facilities

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	19,612	20,200	20,200
Advertising	Total	500	500	500
PS - General	Total	86,330	85,660	85,660

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

	Rate	Hours / Week	Staff	Dept. Request	Manager Proposed
Regular Salaries					
Maintenance	\$ 15.0858	25	1	\$ 20,200	\$ 20,200
			1	\$ 20,200	\$ 20,200

Estimated Detail of Advertising

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Advertising		
Advertising	\$ 500	\$ 500
	\$ 500	\$ 500

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - General		
Annual Fire Alarm Testing	\$ 725	\$ 725
Boiler Certificate Auburn Hall	\$ 160	\$ 160
Elevator Inspection & License	\$ 185	\$ 185
Elevator Contract	\$ 1,990	\$ 1,990
Fire Extinguishers Annual Testing, Inspection & Maintenance	\$ 400	\$ 400
HVAC Maintenance Contract	\$ 12,700	\$ 12,700
Consulting/Engineering Services	\$ 12,000	\$ 12,000
Janitorial Services (Auburn Hall including Police)	\$ 53,650	\$ 53,650
Land Lease	\$ 750	\$ 750
LAWPCA Administrative Fee	\$ 250	\$ 250
Lift Rental For Window Cleaning	\$ 1,700	\$ 1,700
Sprinkler Quarterly Testing	\$ 650	\$ 650
State of Maine Fees Boilers	\$ -	\$ -
Underground Tank fees	\$ 500	\$ 500
	\$ 85,660	\$ 85,660

Line Item Narrative

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

Advertising: Ads for Bids for all departments .

Purchased Services: Includes all annual professional maintenance and testing performed at Auburn Hall.



City of Auburn

Facilities

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup-Operating	Total	9,600	10,700	10,700
Utilities - Water/Sewer	Total	7,680	3,612	3,612

Estimated Detail of Other Sup-Operating

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup-Operating		
Misc. Supplies	\$ 2,000	\$ 2,000
Towels , Toilet Paper & Liners	\$ 4,500	\$ 4,500
HVAC Filters	\$ 1,200	\$ 1,200
Ice Melt	\$ 1,000	\$ 1,000
Lighting	\$ 2,000	\$ 2,000
	\$ 10,700	\$ 10,700

Estimated Detail of Utilities - Water/Sewer

Actual expenses may vary according to changing circumstances

	Sewer	Water	Dept. Request	Manager Proposed
Utilities - Water/Sewer				
Auburn Hall	\$ 1,836	\$ 1,776	\$ 3,612	\$ 3,612
			\$ 3,612	\$ 3,612

Line Item Narrative

Other Supplies - Operating: See Above.

Utilities - Water& Sewer: No Increase is expected this year.



City of Auburn Facilities

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Comm - Telephone	Total	42,800	6,350	6,350
Utilities - Electricity	Total	98,000	98,766	85,000

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

Comm - Telephone	<i>Location</i>	Dept. Request	Manager Proposed
Cell Phone		\$ 1,150	\$ 1,150
Long Distance	AH	\$ 5,200	\$ 5,200
		\$ 6,350	\$ 6,350

Estimated Detail of Utilities - Electricity

Actual expenses may vary according to changing circumstances

Utilities - Electricity	<i>Usage KW</i>	<i>Cost</i>	Dept. Request	Manager Proposed
Auburn Hall--Estimated	620,000	0.1593	\$ 98,766	\$ 85,000
			\$ 98,766	\$ 85,000

Line Item Narrative

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

Utilities - Electricity: We have seen a significant increase in supply costs over the last year due to the rise in Natural Gas prices and supply constraints to New England.



City of Auburn

Facilities

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Utilities - Heating Fuel	Total	41,075	44,475	44,475
Repairs - Buildings	Total	10,500	10,500	10,500
Operating Capital Expenditures	Total	-	63,640	44,000

Estimated Detail of Utilities - Heating Fuel

Actual expenses may vary according to changing circumstances

Utilities - Heating Fuel	<i>Usage- gallons</i>	<i>Usage- Cubic feet</i>	Dept. Request	Manager Proposed
Natural Gas		28,000	\$ 43,400	\$ 43,400
Diesel Fuel for Generator	\$ 1,000		\$ 1,000	\$ 1,000
Propane Tank Rental (Goff Hill Generator)			\$ 75	\$ 75
			\$ 44,475	\$ 44,475

Estimated Detail of Repairs - Buildings

Actual expenses may vary according to changing circumstances

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

Operating Capital Expenditures	Dept. Request	Manager Proposed
City Hall Access and Security Upgrades (2)	\$ 20,000	\$ 20,000
Security Cameras-PS Garage (4)	\$ 24,000	\$ 24,000
Courtyard Entrance - Brick paver repairs (1)	\$ 6,000	\$ -
Replace Carpeting/flooring at Auburn Hall (3)	\$ 7,000	\$ -
Install Automatic Door Openers for Highway Garage to Improve Efficiencies (5)	\$ 6,640	\$ -
	\$ 63,640	\$ 44,000

Line Item Narrative

Utilities - Heating Fuel: See Above.

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



City of Auburn

Facilities

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Repairs - Equipment	Total	2,000	4,000	4,000
Photocopiers	Total	37,000	33,095	33,095
Travel - Mileage Reimbursement	Total	750	750	500
Insurance Premiums	Total	285,000	247,000	247,000

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Equipment		
Equipment Repairs not otherwise included in building repairs	\$ 4,000	\$ 4,000
	\$ 4,000	\$ 4,000

Estimated Detail of Photocopiers

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Photocopiers		
Photocopier Lease (Previously CIP)	\$ 11,095	\$ 11,095
Copier Maintenance Contract	\$ 15,000	\$ 15,000
Copier Paper	\$ 7,000	\$ 7,000
	\$ 33,095	\$ 33,095

Estimated Detail of Insurance Premiums

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Insurance Premiums	\$ 247,000	\$ 247,000
	\$ 247,000	\$ 247,000

Line Item Narrative

Estimated Detail of Travel - Mileage Reimbursement

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Travel - Mileage Reimbursement	\$ 750	\$ 500
	\$ 750	\$ 500

Line Item Narrative

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

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

Insurance Premiums: A 7% decrease over last year.



City of Auburn

Facilities

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Insurance Deductibles	Total	24,500	24,500	24,500
Comm - Postage	Total	32,988	32,988	32,988

Estimated Detail of Insurance Deductibles

Actual expenses may vary according to changing circumstances

Insurance Deductibles	# of Claims	Deductibles	Dept. Request	Manager Proposed
Auto	7	\$ 1,000	\$ 7,000	\$ 7,000
Buildings	2	\$ 5,000	\$ 10,000	\$ 10,000
Professional Liability	1	\$ 7,500	\$ 7,500	\$ 7,500
			\$ 24,500	\$ 24,500

Estimated Detail of Comm - Postage

Actual expenses may vary according to changing circumstances

Comm - Postage	Dept. Request	Manager Proposed
Metered Postage for Auburn Hall	\$ 30,000	\$ 30,000
Rental of Machine	\$ 2,988	\$ 2,988
	\$ 32,988	\$ 32,988

Line Item Narrative

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

Communication - Postage: The postage machine weighs the mail and assigns postage based on weight.



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>Fringe Benefits</i>							
Health Insurance	2,490,468	2,435,840	2,341,335	2,508,693	2,478,693	42,853	2%
FICA/Medicare	520,967	566,499	568,909	567,488	567,488	989	0%
MSRS Retirement	851,357	967,803	985,000	1,205,267	1,213,758	245,955	25%
ICMA Retirement	157,343	162,000	171,162	155,145	155,145	(6,855)	-4%
City Pension	149,845	160,000	155,000	160,000	160,000	0	0%
Cafeteria Plan	168,914	175,550	17,000	191,225	191,225	15,675	9%
Life Ins(Retirees)	23,175	23,175	0	0	0	(23,175)	-100%
Health Reimbursement Accou	0	174,250	104,550	175,000	175,000	750	0%
Salary Reductions	0	-178,000	0	0	0	178,000	
Salary Reserves	55,809	250,000	250,000	250,000	225,000	(25,000)	-10%
TOTAL	4,417,878	4,737,117	4,592,956	5,212,818	5,166,309	429,192	9.1%



City of Auburn

Fringe Benefits

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Health Insurance	Total	2,435,840	2,508,693	2,478,693
FICA/Medicare	Total	566,499	567,488	567,488

Estimated Detail of Health Insurance

Actual expenses may vary according to changing circumstances

Health Insurance	Rate	City Share	Employee Share	Health Ins.	Waivers	Dept. Request	Manager Proposed
Non Union	↓	↓	↓	\$ 297,544	\$ 69,048	\$ 366,592	\$ 366,592
MSEA	↓	↓	↓	\$ 421,748	\$ 40,629	\$ 462,377	\$ 462,377
Police	↓	↓	↓	\$ 436,285	\$ 76,848	\$ 513,133	\$ 513,133
Fire	↓	↓	↓	\$ 505,175	\$ 135,060	\$ 640,235	\$ 640,235
Public Works	↓	↓	↓	\$ 416,336	\$ 55,020	\$ 471,356	\$ 471,356
OMC Wellness Program	↓	↓	↓			\$ 55,000	\$ 25,000
						\$ 2,508,693	\$ 2,478,693

Rates - PPO 500	85%		15%	
Single	\$ 589	\$ 501	\$	88
Employee/Child	\$ 961	\$ 817	\$	144
Family	\$ 1,321	\$ 1,123	\$	198

Estimated Detail of FICA/Medicare

Actual expenses may vary according to changing circumstances

FICA/Medicare	FICA	FICA OT	Medicare	Medicare OT	Dept. Request	Manager Proposed
Non Union	\$ 118,447		\$ 32,407			
MSEA	\$ 99,414	\$ 12,000	\$ 23,250	\$ 6,000		
Police	\$ -		\$ 42,788	\$ 12,000		
Fire	\$ -		\$ 43,942	\$ 18,000		
Public Works	\$ 102,240	\$ 26,000	\$ 24,000	\$ 7,000		
	\$ 320,101	\$ 38,000	\$ 166,387	\$ 43,000		
FICA Percentage	6.20%				\$ 358,101	\$ 358,101
Medicare Percentage	1.45%				\$ 209,387	\$ 209,387
					\$ 567,488	\$ 567,488

Line Item Narrative

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

FICA/ Medicare: See Above.



City of Auburn

Fringe Benefits

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
MSRS Retirement	Total	967,803	1,205,267	1,213,758
ICMA Retirement	Total	162,000	155,145	155,145

Estimated Detail of MSRS Retirement

Actual expenses may vary according to changing circumstances

MSRS Retirement	<i>Debt</i>	<i>MSRS</i>	<i>OT & Other</i>	Dept. Request	Manager Proposed
Non Union		\$ 146,043		\$ 146,043	\$ 146,043
MSEA		\$ 73,559	\$ 9,000	\$ 82,559	\$ 82,559
Police		\$ 336,401	\$ 30,000	\$ 366,401	\$ 366,401
Fire		\$ 353,556	\$ 45,000	\$ 398,556	\$ 408,556
Public Works		\$ 50,222	\$ 15,000	\$ 65,222	\$ 63,713
Pension Obligation	\$ 146,486			\$ 146,486	\$ 146,486
				\$ 1,205,267	\$ 1,213,758

Estimated Detail of ICMA Retirement

Actual expenses may vary according to changing circumstances

ICMA Retirement	<i>Retirement</i>	<i>Overtime</i>	Dept. Request	Manager Proposed
Non Union	\$ 38,946	\$ -		
MSEA	\$ 46,617			
Public Works	\$ 61,582	\$ 8,000		
Employer Contribution	\$ 147,145	\$ 8,000	\$ 155,145	\$ 155,145
			\$ 155,145	\$ 155,145

Line Item Narrative

MSRS: Maine State Retirement increased the employer's contribution from 7.8% to 8.9% for non-public safety employees and 11.0% to 11.4% for public safety employees.

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



City of Auburn

Fringe Benefits

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
City Pension	Total	160,000	160,000	160,000
Cafeteria Plan	Total	175,550	191,225	191,225

Estimated Detail of City Pension

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Cafeteria Plan

Actual expenses may vary according to changing circumstances

Cafeteria Plan		Dept. Request	Manager Proposed
Non Union		\$ 32,300	\$ 32,300
MSEA		\$ 39,425	\$ 39,425
Police		\$ 42,400	\$ 42,400
Fire		\$ 40,300	\$ 40,300
Public Works		\$ 36,800	\$ 36,800
		\$ 191,225	\$ 191,225

Line Item Narrative

City Pension: This is a pre-existing retirement plan with 14 remaining participants. Nine spouses are paid \$1,200 per year for a total of \$10,800. Five employees are paid an average of \$11,600 per month with an additional increase as paid to current employees.

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



City of Auburn

Fringe Benefits

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Life Ins(Retirees)	Total	23,175	-	-
Health Reimbursement Account	Total	174,250	175,000	175,000
Salary Reductions	Total	(178,000)	-	-
Salary Reserves	Total	250,000	250,000	225,000

Estimated Detail of Life Ins(Retirees)

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Life Ins(Retirees) See Below.	-	-
	\$ -	\$ -

Estimated Detail of Health Reimbursement Account

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Health Reimbursement Account	\$ 175,000	\$ 175,000
	\$ 175,000	\$ 175,000

Estimated Detail of Salary Reductions

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Salary Reductions	-	-
	\$ -	\$ -

Estimated Detail of Salary Reserves

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Salary Reserves	\$ 250,000	\$ 225,000
	\$ 250,000	\$ 225,000

Line Item Narrative

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

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



City of Auburn

Master List

Fiscal Year 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>Workers Compensation</i>							
WC Operating Transfer	431,446	468,081	468,081	496,536	496,536	28,455	6%
TOTAL	431,446	468,081	468,081	496,536	496,536	28,455	6.1%



City of Auburn

Workers Compensation

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
WC Operating Transfer	Total	468,081	496,536	496,536

Estimated Detail of WC Operating Transfer

Actual expenses may vary according to changing circumstances

WC Operating Transfer	Dept. Request	Manager Proposed
<u>Expenses</u>		
Salaries	\$ 34,036	\$ 34,036
Operating Supplies	\$ 300	\$ 300
Training and Tuition	\$ 200	\$ 200
Mileage	\$ 100	\$ 100
Purchased Services:		
Annual Actuarial	\$ 6,950	\$ 6,950
Third Party Admin - Willis	\$ 30,000	\$ 30,000
Loss Control Services - Willis	\$ 8,640	\$ 8,640
Dues and Subscriptions:		
State Admin Assessment for Self Insurance	\$ 30,000	\$ 30,000
Fee to operate State W/C Board	\$ 3,410	\$ 3,410
Renewal application fee	\$ 400	\$ 400
State Supplemental Benefits Fund	\$ 6,000	\$ 6,000
Claims	\$ 300,000	\$ 300,000
Insurance	\$ 76,500	\$ 76,500
Capital Costs	\$ -	\$ -
Total	\$ 496,536	\$ 496,536

Line Item Narrative

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



City of Auburn

Master List

Fiscal Year 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	%
Fire							
Regular Salaries	3,106,161	3,188,859	3,205,128	3,235,921	3,235,921	47,062	1%
Acting Rank	15,589	8,129	16,672	8,292	8,292	163	1%
Holiday Pay	138,704	154,440	147,001	154,440	154,440	0	0%
Sick Leave Incentive	0	0	0	0	0	0	0%
Uniform Allowance	23,372	30,830	30,830	31,340	31,340	510	2%
Physicals	4,586	7,100	7,100	7,100	7,100	0	0%
OSHA Safety Costs	7,451	8,033	9,735	8,033	8,033	0	0%
Protective Clothing	27,893	29,950	32,450	29,950	29,950	0	0%
OT - Vac Replacement	80,415	20,000	43,633	20,000	20,000	0	0%
OT - Sick Replace LT	94,064	20,000	81,224	20,000	20,000	0	0%
OT - Sick Replace ST	157,578	89,000	120,230	89,000	89,000	0	0%
OT - Mandatory Training	12,185	18,463	35,846	18,464	18,464	1	0%
OT - Outside Jobs	0	0	0	0	0	0	0%
OT - Extra Assignments	67,953	15,990	40,285	15,990	15,990	0	0%
OT - Vacancies/Retirement	37,562	12,844	41,967	12,844	12,844	0	0%
OT - Work Related Injuries	24,299	15,000	60,761	15,000	15,000	0	0%
OT - Meetings	11,264	6,425	9,595	6,425	6,425	0	0%
OT - Funeral Leave	6,208	5,000	5,000	5,000	5,000	0	0%
OT - Multiple Alarms	6,259	6,000	9,171	6,000	6,000	0	0%
OT - Pump team	0	0	0	0	0	0	0%
PS - General	2,598	2,350	4,456	2,350	2,350	0	0%
PS - Uniform Cleaning	6,080	210	700	210	210	0	0%
Office Supplies	3,497	12,650	12,650	12,650	2,650	(10,000)	-79%
Other Sup - Fire Prevention	831	8,460	7,460	8,460	8,460	0	0%
Other Sup - Maintenance	7,106	6,865	8,656	6,865	6,865	0	0%
Other Sup - Pump Team	0	0	0	0	0	0	0%
Other Sup - Fire Training	1,679	6,138	3,138	6,138	6,138	0	0%
Other Sup - Medical	12,148	9,750	23,000	9,750	9,750	0	0%
Other Sup - Small Tools	10,771	12,500	19,000	12,500	12,500	0	0%
Other Sup - Other	5,510	6,185	6,185	6,185	6,185	0	0%
MV Sup - Tires/Tube/Chain	5,410	6,230	6,000	6,230	6,230	0	0%
MV Sup - Gas & Oil	4,149	5,120	10,000	4,400	4,400	(720)	-7%
Utilities - Water/Sewer	5,276	6,395	5,700	6,395	6,395	0	0%
Comm - Telephone	8,456	8,385	8,385	8,385	8,385	0	0%



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	%
Utilities - Natural Gas	9,053	40,797	32,000	46,917	46,917	6,120	19%
Utilities - Electricity	26,539	35,000	20,000	43,750	43,750	8,750	44%
Utilities - Bottled Gas	513	900	900	900	900	0	0%
Utilities - Heating Fuel	16,745	18,250	16,500	15,125	15,125	(3,125)	-19%
Utilities - Diesel	44,046	43,160	43,160	38,400	38,400	(4,760)	-11%
Repairs - Buildings	24,722	26,435	33,400	26,435	26,435	0	0%
Repairs - Vehicles	112,020	56,375	79,635	56,375	56,375	0	0%
Repairs - Equipment	19,315	45,860	37,000	45,860	45,860	0	0%
Repairs - Radio Equipment	12,005	7,000	5,000	7,000	7,000	0	0%
Repairs - Maintenance Contra	5,794	14,715	15,000	14,715	14,715	0	0%
Training & Tuition	29,354	27,000	27,000	27,000	27,000	0	0%
Comm - Postage	600	600	600	600	600	0	0%
Travel-Seminar Costs	1,261	500	500	500	500	0	0%
Dues & Subscriptions	3,391	3,740	3,740	3,740	3,740	0	0%
SCBA Cyliner Replacement	0	10,000	10,000	10,000	10,000	0	0%
TOTAL	4,200,412	4,057,633	4,336,393	4,111,634	4,101,634	44,001	1.1%



City of Auburn

Fire

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	3,101,681	3,235,921	3,235,921
Acting Rank	Total	7,516	8,292	8,292

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

Regular Salaries	Staff	Dept. Request	Manager Proposed
Fire Prevention Officer (union)	1	\$ 51,228	\$ 51,228
Battalion Chief (union)	4	\$ 269,647	\$ 269,647
Fire Chief (non-union)	1	\$ 80,070	\$ 80,070
Captain (union)	4	\$ 241,561	\$ 241,561
Deputy Chief (non-union)	1	\$ 76,407	\$ 76,407
Fire Planner (non-union)	1	\$ 32,460	\$ 32,460
Firefighters (union)	37	\$ 1,563,048	\$ 1,563,048
Lieutenant (union)	16	\$ 878,018	\$ 878,018
Office Manager (union)	1	\$ 43,482	\$ 43,482
	66	\$ 3,235,921	\$ 3,235,921

Estimated Detail of Acting Rank

Actual expenses may vary according to changing circumstances

Acting Rank ¹	Dept. Request	Manager Proposed
Per Union Contract - 2015 Budget	\$ 8,129	\$ 8,129
Increase of 2% for COLA increases	\$ 163	\$ 163
	\$ 8,292	\$ 8,292

Line Item Narrative

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

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

¹ Contractual obligation.



City of Auburn

Fire

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Holiday Pay	Total	137,940	154,440	154,440
Uniform Allowance	Total	19,805	31,340	31,340

Estimated Detail of Holiday Pay

Actual expenses may vary according to changing circumstances

	# of Firefighters	Avg. Hol. Pay	# of Holidays	Dept. Request	Manager Proposed
Holiday Pay Per Union Contract	60	\$ 234	11	\$ 154,440	\$ 154,440
				\$ 154,440	\$ 154,440

Estimated Detail of Uniform Allowance

Actual expenses may vary according to changing circumstances

	Staff	Cost	Dept. Request	Manager Proposed
Uniform Allowance				
Captains	4	\$ 510	\$ 2,040	\$ 2,040
Chief Officers	8	\$ 510	\$ 4,080	\$ 4,080
Lieutenants	12	\$ 485	\$ 5,820	\$ 5,820
Privates	40	\$ 485	\$ 19,400	\$ 19,400
			\$ 31,340	\$ 31,340

Line Item Narrative

Holiday Pay: The Holiday pay is computed by multiplying the number of holidays (11) by 1/4 of a week's pay which averages to be \$234. This figure is then multiplied by 60 firefighters.

Uniform Allowance: This account funds the annual uniform allowance. Due to the fact that these balances are allowed to be carried forward, there is always a balance that is potentially unfunded. The current combined balance, as of 1/13/15 of all of the firefighter's is \$32,302. This will increase on July 1st when the firefighters are issued their allotted amounts as indicated above.



City of Auburn

Fire

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Physicals	Total	1,430	7,100	7,100

Estimated Detail of Physicals

Actual expenses may vary according to changing circumstances

Physicals ¹	Quantity	Cost	Dept. Request	Manager Proposed
Audiogram	10	\$ 36.00	\$ 360	\$ 360
Drug Collection	10	\$ 26.00	\$ 260	\$ 260
Exam for Provider	10	\$ 98.00	\$ 980	\$ 980
Hepatitis B Surf Antibody (LAB)	10	\$ 80.00	\$ 800	\$ 800
MRO Services	10	\$ 23.00	\$ 230	\$ 230
Non DOT Drug Screen	10	\$ 24.00	\$ 240	\$ 240
Psychological Exams	10	\$ 300.00	\$ 3,000	\$ 3,000
Respiratory Clearance Evaluation	10	\$ 34.00	\$ 340	\$ 340
Spirometry	10	\$ 34.00	\$ 340	\$ 340
TB/Intrademal (PPD)	10	\$ 19.00	\$ 190	\$ 190
Urine Dip	10	\$ 11.00	\$ 110	\$ 110
Venepuncture/Collection	10	\$ 25.00	\$ 250	\$ 250
			\$ 7,100	\$ 7,100

Line Item Narrative

Physicals: This account funds the cost of pre-employment exams for new firefighters at an average of \$910/firefighter. The above breakdown is based on a normal prehire physical. However, there have been instances where other tests are needed such as a chest PA & lateral radiograph. Depending on turnover, this account could be depleted quickly.

¹The quantity has increased because of the need to hire more EMTs when we begin transporting.



City of Auburn

Fire

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
OSHA Safety Costs	Total	8,033	8,033	8,033
Protective Clothing	Total	32,715	29,950	29,950

Estimated Detail of OSHA Safety Costs

Actual expenses may vary according to changing circumstances

OSHA Safety Costs	Dept. Request	Manager Proposed
Bio Gear - Biohazard Bags & Boxes	\$ -	\$ -
OSHA Accepted Reflective Vests	\$ 900	\$ 900
Disinfectant Spray	\$ -	\$ -
Fit Testing Supplies	\$ 1,453	\$ 1,453
Hearing Tests for Firefighters	\$ -	\$ -
Lancets for Blood Draw to Measure Blood Sugar Levels (Boxes)	\$ -	\$ -
Lens for Self-Contained Breathing Apparatus	\$ -	\$ -
Nitrile Gloves for Pandemic Flu (Boxes)	\$ -	\$ -
PPE Equipment N95s (Pandemic Flu Inventory)	\$ -	\$ -
Safety Glasses	\$ 210	\$ 210
Splash Guard Masks and Goggles	\$ 550	\$ 550
Tuberculosis Plants and Reads/Respiratory Clearance	\$ 4,920	\$ 4,920
	\$ 8,033	\$ 8,033

Estimated Detail of Protective Clothing

Actual expenses may vary according to changing circumstances

Protective Clothing	Quantity	Cost Each	Dept. Request	Manager Proposed
Boots	10	\$ 230	\$ 2,300	\$ 2,300
Forestry Shirts & Goggles			\$ -	\$ -
Gloves	20	\$ 55	\$ 1,100	\$ 1,100
Helmets & Repair Parts	2	\$ 550	\$ 1,100	\$ 1,100
Hood	15	\$ 30	\$ 450	\$ 450
Pants	10	\$ 1,100	\$ 11,000	\$ 11,000
Repairs/Mending to Turnout Gear			\$ 3,000	\$ 3,000
Turnout Coat	10	\$ 1,100	\$ 11,000	\$ 11,000
		\$ 3,065	\$ 29,950	\$ 29,950

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

Line Item Narrative

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

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



City of Auburn

Fire

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
OT - Vac Replacement	Total	20,000	20,000	20,000
OT - Sick Replace LT	Total	20,000	20,000	20,000

Estimated Detail of OT - Vac Replacement

Actual expenses may vary according to changing circumstances

OT - Vac Replacement ¹	Overtime Rate	Dept. Request	Manager Proposed
Overtime Wages for Firefighters on Vacation	\$ 33.45	\$ 20,000	\$ 20,000
		\$ 20,000	\$ 20,000

Estimated Detail of OT - Sick Replace LT

Actual expenses may vary according to changing circumstances

OT - Sick Replace LT ²	2010 LT Sick Hours	2011 LT Sick Hours	2012 LT Sick Hours	Dept. Request	Manager Proposed
Illness	72	120	0		
Injuries	192	240	758		
Paternity/Maternity	144	168	48		
	408	528	806	\$ 20,000	\$ 20,000

Line Item Narrative

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

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

¹ Contractual obligation for apparatus staffing.



City of Auburn

Fire

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
OT - Sick Replace ST	Total	89,000	89,000	89,000
OT - Mandatory Training	Total	15,000	18,464	18,464

Estimated Detail of OT - Sick Replace ST

Actual expenses may vary according to changing circumstances

	2011 ST Sick Hours	2012 ST Sick Hours	2013 ST Sick Hours	Dept. Request	Manager Proposed
OT - Sick Replace ST ¹					
Overtime Wages for FF on ST Sick	3024	6892	3949	\$ 89,000	
				\$ 89,000	\$ 89,000

Estimated Detail of OT - Mandatory Training

Actual expenses may vary according to changing circumstances

	Instructor Cost	Hours	Dept. Request	Manager Proposed
OT - Mandatory Training				
Blood Borne Pathogens Training ⁴	\$ 33.45	32	\$ 1,070	
Confined Space Training ⁴	\$ 33.45	64	\$ 2,141	
EVOC Training	\$ 33.45		\$ -	
Extrication Refresher Training	\$ 33.45	32	\$ 1,070	
Haz-Mat Refresher Training ⁴	\$ 33.45	32	\$ 1,070	
New Hire Orientation ²	\$ 33.45	320	\$ 10,704	
Rope Refresher Training ⁴	\$ 33.45	48	\$ 1,606	
SCBA Maintenance Training ³	\$ 33.45	24	\$ 803	
			\$ 18,464	\$ 18,464

Line Item Narrative

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

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

¹ Contracted obligation for apparatus staffing.

² BLS requirement, ensures firefighters are prepared to enter IDLH (Immediately Dangerous to Life & Health) areas.

³ This training certifies staff for general maintenance and BLS mandated fit testing.

⁴ BLS requirement.



City of Auburn

Fire

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
OT - Outside Jobs	Total	-	-	-
OT - Extra Assignments	Total	15,113	15,990	15,990

Estimated Detail of OT - Outside Jobs

Actual expenses may vary according to changing circumstances

OT - Outside Jobs	Dept. Request	Manager Proposed
Off Duty Billable Assignments	\$ -	\$ -
	\$ -	\$ -

Estimated Detail of OT - Extra Assignments

Actual expenses may vary according to changing circumstances

OT - Extra Assignments	Hours	Overtime Rate	Dept. Request	Manager Proposed
Balloon Festival ¹	40	\$ 33.45	\$ 1,338	
Boat/Computer/Radio Repairs	15	\$ 33.45	\$ 502	
Dept Business Travel	50	\$ 33.45	\$ 1,673	
Equipment Repairs ²	170	\$ 33.45	\$ -	
Fire Calls Report ³	60	\$ 33.45	\$ 2,007	
Jury Duty	5	\$ 33.45	\$ 167	
Military Coverage ⁴	288	\$ 33.45	\$ 9,634	
Open House	0	\$ 33.45	\$ -	
SCBA Flow Tests/Fit Tests ⁵	20	\$ 33.45	\$ 669	
Storm Coverage	200	\$ 33.45	\$ -	
			\$ 15,990	\$ 15,990

Line Item Narrative

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

Overtime - Extra Assignments: This account includes time for events such as storms, court attendance, fire investigations, military leave and community events, such as the Balloon Festival. The need for equipment repair overtime costs is due to the necessary repairs for hose (conducted in Lewiston), ladders, vapor barrier, and the training building. It also funds the cost of providing personnel who must travel for department business. Military coverage requires each member of the military to report for duty one weekend a month and two weeks per year. We currently have two firefighters in the military. One of these firefighters will be deployed in April, 2015, for six months.

¹ Council directed coverage.

² Repairs made by firefighters instead of hiring outside contractors at a higher rate.

³ Overtime for incident reports to be completed after end of shift, due to late calls.

⁴ Contractual obligation for apparatus staffing.



City of Auburn

Fire

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
OT - Vacancies/Retirement	Total	12,196	12,844	12,844
OT - Work Related Injuries	Total	15,000	15,000	15,000

Estimated Detail of OT - Vacancies/Retirement

Actual expenses may vary according to changing circumstances

OT - Vacancies/Retirement ¹	Quantity	Minimum Cost / FF	Actual Cost	Dept. Request	Manager Proposed
Wages Paid Due to Vacancies and Retirements	4	\$ 3,211	\$ 12,844	\$ 12,844	\$ 12,844
				\$ 12,844	\$ 12,844

Estimated Detail of OT - Work Related Injuries

OT - Work Related Injuries ¹	Quantity	# of Shifts Out of Work	Hours of OT	2013 Costs	Dept. Request	Manager Proposed
Hand injury	1	2			↓	↓
Lower back strains	2	20				
Knee injury	1	10				
Shoulder injury	2	1				
	6	33	494.5	\$ 15,533		

Line Item Narrative

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

Overtime - Work Related Injuries: This account funds wages for firefighters who replace firefighters out of work due to work-related injuries. Actual expenses have ranged from \$4,600 to \$56,000 per year.

¹Contractual obligation for apparatus staffing.



City of Auburn

Fire

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
OT - Meetings	Total	6,425	6,425	6,425
OT - Funeral Leave	Total	5,000	5,000	5,000
OT - Multiple Alarms	Total	6,000	6,000	6,000

Estimated Detail of OT - Meetings

OT - Meetings	OT Rate	Hours	Dept. Request	Manager Proposed
EMS Meetings	\$ 43.71	11	\$ 481	\$ 481
Health & Safety Monthly Meetings (Average 6 FF's)	\$ 43.71	82	\$ 2,084	\$ 2,084
Joint AFD/LFD Projects; Senior Staffing Meetings ¹	\$ 43.71	183	\$ 1,500	\$ 1,500
SMT Monthly Meetings (Average 4 FF's)	\$ 43.71	54	\$ 2,360	\$ 2,360
		330	\$ 6,425	\$ 6,425

Estimated Detail of OT - Funeral Leave

Actual expenses may vary according to changing circumstances

OT - Funeral Leave ¹	FY 13 Occurrences	Dept. Request	Manager Proposed
Wages Paid to Cover Absences Due to Funeral Attendance	9	\$ 5,000	\$ 5,000
		\$ 5,000	\$ 5,000

Estimated Detail of OT - Multiple Alarms

Actual expenses may vary according to changing circumstances

OT - Multiple Alarms	Rate	FY 13 Occurrences	# of FF/ Occurrence	Average # of Hours	Total Hours	Dept. Request	Manager Proposed
Multiple Alarms	\$33.45	10	13	3	390	\$ 6,000	\$ 6,000
						\$ 6,000	\$ 6,000

Line Item Narrative

Overtime - Meeting: Overtime wages for Captains and Battalion Chiefs who attend monthly senior management team meetings while off duty as well as other firefighters who attend department related meetings off duty. This is also for professional standards meetings, which include policy reviews, quality assurance, and meetings for apparatus specifications.

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

Overtime - Multiple Alarms: This account funds the cost of overtime wages for firefighters who are off duty and return to work to respond to multiple alarm, large fires or emergency situations.

¹Contractual obligation for apparatus staffing.



City of Auburn

Fire

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
OT - Pump team	Total	-	-	-
PS - General	Total	1,760	2,350	2,350

Estimated Detail of OT - Pump team

Actual expenses may vary according to changing circumstances

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

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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

¹Maine DEP requirement.

²Maine BLS requirement.



City of Auburn

Fire

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
PS - Uniform Cleaning	Total	210	210	210
Office Supplies	Total	12,650	12,650	2,650

Estimated Detail of PS - Uniform Cleaning

Actual expenses may vary according to changing circumstances

	<i>Fy12 Costs</i>	Dept. Request	Manager Proposed
PS - Uniform Cleaning			
Central Station	\$ 2,033	\$ -	
E2 Station	\$ 1,705	\$ -	
E5 Station	\$ 2,332	\$ -	
Specialized Cleaning for biohazards ¹	\$ 50	\$ 210	\$ 210
	<u>\$ 6,120</u>	<u>\$ 210</u>	<u>\$ 210</u>

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Office Supplies		
General Supplies	\$ 2,650	\$ 2,650
Record management computer program	\$ 10,000	\$ -
	<u>\$ 12,650</u>	<u>\$ 2,650</u>

Line Item Narrative

Purchased Services - Uniform Cleaning: Cost of biohazard gear and uniforms that must be sent to a specific cleaner for specialized cleaning.

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

¹Maine BLS requirement.



City of Auburn

Fire

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Fire Prevention	Total	8,460	8,460	8,460
Other Sup - Maintenance	Total	6,865	6,865	6,865

Estimated Detail of Other Sup - Fire Prevention

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Fire Prevention		
Inspection Report Forms	\$ 150	\$ 150
Citizen's Fire Academy Supplies	\$ 2,400	\$ 2,400
Fire Investigation Supplies	\$ 620	\$ 620
Flammable Evidence Storage Locker	\$ 380	\$ 380
Fogger Fluid - Smoke Machine	\$ 120	\$ 120
Generator	\$ 500	\$ 500
Portable Pelican Lighting System	\$ 690	\$ 690
Smoke Trailer Transfer Fees & Repairs	\$ 800	\$ 800
Annual Open House	\$ 750	\$ 750
Fire Prevention Month School Coloring Contest (t-shirts, calenc	\$ 750	\$ 750
Fire Prevention Education Supplies	\$ 1,300	\$ 1,300
	\$ 8,460	\$ 8,460

Estimated Detail of Other Sup - Maintenance

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Maintenance		
AC Unit	\$ 125	\$ 125
Cleaning Supplies	\$ 1,300	\$ 1,300
Floor Wax	\$ 450	\$ 450
Hose/Nozzles	\$ 300	\$ 300
Light Bulbs	\$ 200	\$ 200
Linens, towels, laundry supplies	\$ 1,200	\$ 1,200
Misc Kitchen Utensils - bowls, knives, cups, etc.	\$ 200	\$ 200
Paint, Furniture and Linens for the Stations	\$ 1,500	\$ 1,500
Paper Towels/Toilet Paper	\$ 1,290	\$ 1,290
Vacuum Cleaner/Shop Vacuum	\$ 300	\$ 300
	\$ 6,865	\$ 6,865

Line Item Narrative

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

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



City of Auburn

Fire

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Pump Team	Total	-	-	-
Other Sup - Fire Training	Total	6,138	6,138	6,138

Estimated Detail of Other Sup - Pump Team

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Pump Team	-	-
Pump Testing Gauges	\$ -	\$ -
Pressure Lines	\$ -	\$ -
Misc. parts (gaskets, washers, rings)	\$ -	\$ -
	\$ -	\$ -

Estimated Detail of Other Sup - Fire Training

Actual expenses may vary according to changing circumstances

	Qty	Dept. Request	Manager Proposed
Other Sup - Fire Training			
Brannigan's Building Construction for the Fire Service	3		
Class A Foam for Training Purposes			
Compressed Air Foam Systems Manual	3		
CPR Cards	60		
Driver/Operator for Aerial Apparatus Manuals	4		
Driver/Operator for Pumping Apparatus Manuals	4		
Fire Officer Bundle	4		
Fire Officer I and II Exam Prep Manuals	3		
Firefighter I and Firefighter II Exam Prep Manuals	3		
Flash Drives for New Firefighters	4		
Fundamentals of Firefighter Skills Bundle	4		
Hydrant & Street Maps			
Instructor's Curriculum for Driver/Operator	1		
Liquid Smoke for Smoke Machine	8		
New Probationary FFs Initial Material Package & Fire Officer Package	8		
Projector for Classroom			
Training Videos	3		
		\$ 6,138	\$ 6,138

Line Item Narrative

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

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



City of Auburn

Fire

Fiscal Year 2016
Proposed 3.30.2015

Line Items	Last Year	Dept. Request	Manager Proposed
Other Sup - Medical	Total	9,750	9,750

Estimated Detail of Other Sup - Medical

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Medical		
Airway Supplies ¹		
Board & Straps ¹		
Diagnostic Equipment ¹		
Diagnostic Thermometers ¹		
EMS Room Building Materials		
EMS Trauma Bags		
Epinephrine Pen Replacements ¹		
Glucometer Strips - Boxes ¹		
Ice Commander Cold Water Rescue Suits ²		
IV Warmers ¹		
Keds ¹		
Mannequins		
Miscellaneous Supplies		
Monitor Supplies ¹		
Nitrile Gloves - Boxes ¹		
Oxygen ¹		
Patient Information Pads		
ResQmax Pelican Case		
Storage Containers		
Trauma Shears and Pen Lights		
	\$ 9,750	\$ 9,750

Line Item Narrative

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

¹EMS equipment required by Maine EMS.

²Equipment required to perform cold water rescue. BLS requires use of approved equipment for this task.



City of Auburn

Fire

Fiscal Year 2016
Proposed 3.30.2015

Line Items	Last Year	Dept. Request	Manager Proposed
Other Sup - Small Tools	Total	12,500	12,500

Estimated Detail of Other Sup - Small Tools

Actual expenses may vary according to changing circumstances

	QTY	Dept. Request	Manager Proposed
Other Sup - Small Tools			
100' x 4" Hose with Storz Couplings			
50' x 1 3/4" Attack Hose			
100' x 1 3/4" Attack Hose			
100' x 2 1/2" Attack Hose			
100' x 1 3/4" High Rise Attack Hose			
Accountability Name Tags/Helmet Shields ¹			
Bolt Cutters	2		
Collapsible Backpack Pump Extinguishers	10		
Door Opener Tool			
Equipment Structural Tool			
Forestry Pump			
Forestry Tools			
Hose Nozzle - 1 1/2" Nozzle w/ 15/16" Tips	4		
Hose Nozzle - 2 1/2" Nozzle w/ Playpipe and Tip	4		
Hydrant Assist Valves			
Rope Rescue Equipment ²			
Steel/Aluminum Carabineers			
Storage Bags			
Water Rope			
Webbing			
Salvage Covers	8		
Sawzalls	4		
		\$ 12,500	\$ 12,500

Line Item Narrative

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

¹ Maine BLS requirement to maintain accountability of firefighters at an incident.

² Equipment required to perform cold water rescue. BLS requires the use of approved equipment for this task.



City of Auburn

Fire

Fiscal Year 2016
Proposed 3.30.2015

Line Items	Last Year	Dept. Request	Manager Proposed
Other Sup - Other	Total	6,185	6,185

Estimated Detail of Other Sup - Other

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Other		
Abrasive Gut-Off Blades		
Barricade Tape		
Batteries for flashlights, pagers, misc.		
Chem Guard Tape		
Class A Foam (5 gallon pails)		
Class B Foam (5 gallon pails)		
Collapsible Traffic Cones ¹		
Flashlights		
Gated Wyes		
Gloves		
Hazardous Materials Division Supplies		
LDH Hose Testing Manifold w/Dual Inlet		
Lightbox		
MAST Slings for RIT Kit		
Piston Intake Valves		
Rescue Support Air Hose		
	\$ 6,185	\$ 6,185

Line Item Narrative

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

¹Maine BLS requirement.



City of Auburn

Fire

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
MV Sup - Tires/Tube/Chain	Total	6,230	6,230	6,230
MV Sup - Gas & Oil	Total	5,120	4,400	4,400

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		
Chief's Vehicle	\$ -	\$ -
E315 Platoon Chief's Vehicle	\$ 2,000	\$ 2,000
Engine 1 (spare apparatus)	\$ -	\$ -
Engine 2	\$ -	\$ -
Engine 3	\$ -	\$ -
Engine 5	\$ 2,300	\$ 2,300
Mounting Fee (\$18/tire)	\$ 550	\$ 550
Rescue 1	\$ -	\$ -
Rescue 2	\$ 200	\$ 200
Rescue 3	\$ 500	\$ 500
Rescue 5	\$ 500	\$ 500
Truck 1	\$ -	\$ -
Unit 316 Pick-up Truck	\$ -	\$ -
Unit 317 Utility Truck	\$ -	\$ -
Unit 319 Car	\$ -	\$ -
Unit 322 FPO's Vehicle	\$ 180	\$ 180
	\$ 6,230	\$ 6,230

Estimated Detail of MV Sup - Gas & Oil

Actual expenses may vary according to changing circumstances

	Price/Gallon	Gallons	Dept. Request	Manager Proposed
MV Sup - Gas & Oil				
Gasoline	\$ 2.75	1,600	\$ 4,400	\$ 4,400
			\$ 4,400	\$ 4,400

Line Item Narrative

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

MV Sup - Gas&Oil: Gas usage for all department vehicles.



City of Auburn

Fire

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Utilities - Water/Sewer	Total	6,395	6,395	6,395
Comm - Telephone	Total	8,385	8,385	8,385

Estimated Detail of Utilities - Water/Sewer

Actual expenses may vary according to changing circumstances

Utilities - Water/Sewer	Percent Increase	Estimated FY14 Expense	Cost Increase	Dept. Request	Manager Proposed
<u>Water</u>	0%				
Central Station		\$ 1,100.00	\$ -	\$ 1,100	\$ 1,100
E2 Station		\$ 273.00	\$ -	\$ 273	\$ 273
E5 Station		\$ 424.00	\$ -	\$ 424	\$ 424
<u>Sewer</u>	0%				
Central Station		\$ 3,134.00	\$ -	\$ 3,134	\$ 3,134
E2 Station		\$ 581.00	\$ -	\$ 581	\$ 581
E5 Station		\$ 883.00	\$ -	\$ 883	\$ 883
				\$ 6,395	\$ 6,395

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

Comm - Telephone	Qty	Dept. Request	Manager Proposed
Air Cards	7	\$ 4,800	\$ 4,800
Cell Phones	2	\$ 1,500	\$ 1,500
Chief's Cell Phone Stipend		\$ 910	\$ 910
Long Distance Charges		\$ 300	\$ 300
Telephone Line Charges	3	\$ 875	\$ 875
		\$ 8,385	\$ 8,385

Line Item Narrative

Utilities - Water/Sewer: This reflects no increase from FY16.

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



City of Auburn

Fire

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Utilities - Natural Gas	Total	40,797	46,917	46,917
Utilities - Electricity	Total	35,000	43,750	43,750

Estimated Detail of Utilities - Natural Gas

Actual expenses may vary according to changing circumstances

Utilities - Natural Gas	<i>Percent Increase</i>	<i>FY15</i>	<i>Increase</i>	<i>Dept. Request</i>	<i>Manager Proposed</i>
Natural Gas-Engine 2 Station	15.0%	\$ 5,797	\$ 870	\$ 6,667	\$ 6,667
Natural Gas-Central Station		\$ 35,000	\$ 5,250	\$ 40,250	\$ 40,250
				\$ 46,917	\$ 46,917

Estimated Detail of Utilities - Electricity

Actual expenses may vary according to changing circumstances

Utilities - Electricity	<i>Percent Increase</i>	<i>FY15</i>	<i>Increase</i>	<i>Dept. Request</i>	<i>Manager Proposed</i>
Central Station	25.0%	\$ 24,000	\$ 6,000	\$ 30,000	\$ 30,000
E2 Station		\$ 2,500	\$ 625	\$ 3,125	\$ 3,125
E5 Station		\$ 8,500	\$ 2,125	\$ 10,625	\$ 10,625
		<u>\$35,000</u>		\$ 43,750	\$ 43,750

Line Item Narrative

Utilities - Natural Gas: Natural gas for Engine Two (New Auburn) station boiler and stove and Central Station (Minot Ave) boiler.

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



City of Auburn

Fire

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Utilities - Bottled Gas	Total	900	900	900
Utilities - Heating Fuel	Total	18,250	15,125	15,125
Utilities - Diesel	Total	43,160	38,400	38,400

Estimated Detail of Utilities - Bottled Gas

Actual expenses may vary according to changing circumstances

Utilities - Bottled Gas		Dept. Request	Manager Proposed
Bottle LP Gas		\$ 900	\$ 900
		\$ 900	\$ 900

Estimated Detail of Utilities - Heating Fuel

Actual expenses may vary according to changing circumstances

Utilities - Heating Fuel	Price/Gallon	Gallons	Dept. Request	Manager Proposed
Engine 5--Center Street	\$ 2.75	5,500	\$ 15,125	\$ 15,125
			\$ 15,125	\$ 15,125

Estimated Detail of Utilities - Diesel

Actual expenses may vary according to changing circumstances

Utilities - Diesel	Price/Gallon	Gallons	Dept. Request	Manager Proposed
Central Station	\$ 3.00	12,800	\$ 38,400	\$ 38,400
			\$ 38,400	\$ 38,400

Line Item Narrative

Utilities - Bottled Gas: This account covers expenses for stove at Central Station.

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

Utilities - Diesel: This account covers expenses to operate vehicles and equipment.



City of Auburn

Fire

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Repairs - Buildings	Total	26,435	26,435	26,435

Estimated Detail of Repairs - Buildings

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Buildings		
Annual Boiler Certificates		
Ant Extermination		
Diesel Exhaust Repairs & Maintenance		
Light Replacement & Repairs (Efficiency Maine - Central Fire Replacements)		
Misc Repairs & Maintenance to Boilers/General Plumbing		
Overhead Door Repairs & Maintenance		
Repairs to Driveways		
Repairs to Roof		
Repairs to Underground Tanks		
Repairs - Training Building		
	\$ 26,435	\$ 26,435

Line Item Narrative

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



City of Auburn

Fire

Fiscal Year 2016
Proposed 3.30.2015

Line Items	Last Year	Dept. Request	Manager Proposed
Repairs - Vehicles	Total	56,375	56,375

Estimated Detail of Repairs - Vehicles

Actual expenses may vary according to changing circumstances

Repairs - Vehicles	Dept. Request	Manager Proposed
BC #315 Vehicle Repair (2004 Ford Excursion)	\$ 4,500	\$ 4,500
Chief's Vehicle (2012 Ford Explorer)	\$ 200	\$ 200
Engine 1 Vehicle Repair (1988 E-One Centry)	\$ 5,000	\$ 5,000
Engine 2 Vehicle Repair (New truck)	\$ 4,000	\$ 4,000
Engine 3 Vehicle Repair (2006 E-One Cyclone II)	\$ 5,900	\$ 5,900
Engine 5 Vehicle Repair (2008 E-One Cyclone)	\$ 6,375	\$ 6,375
Unit 319 Vehicle Repair (2001 Grand Marquis)	\$ 200	\$ 200
General Vehicle Repair	\$ 3,000	\$ 3,000
Pickup Truck #3162 Vehicle Repair (2012 Ford F-350)	\$ 200	\$ 200
Pickup Truck #322 Vehicle Repair (1999 F-150)	\$ 5,000	\$ 5,000
Pump Certification Repairs	\$ 6,500	\$ 6,500
Rescue Boat	\$ 1,000	\$ 1,000
Rescue 1 Vehicle Repair (2000 GMC C7500)	\$ 1,000	\$ 1,000
Rescue 2 Vehicle Repair	\$ 1,500	\$ 1,500
Rescue 3 Vehicle Repair	\$ 2,500	\$ 2,500
Rescue 5 Vehicle Repair	\$ 2,500	\$ 2,500
Truck 1 Vehicle Repair	\$ 5,000	\$ 5,000
Utility Truck #317 Vehicle Repair (1991 Ford F-150)	\$ 2,000	\$ 2,000
	\$ 56,375	\$ 56,375

Line Item Narrative

Repairs - Vehicle: See Above. Vehicle repairs not performed by fire department staff including repairs to 12 department vehicles, a rescue boat, motor and trailer. It also includes pump certification repairs.



City of Auburn

Fire

Fiscal Year 2016
Proposed 3.30.2015

Line Items	Last Year	Dept. Request	Manager Proposed
Repairs - Equipment	Total	45,860	45,860

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

Repairs - Equipment	Dept. Request	Manager Proposed
Breathing Air Cascade Repair	\$ 1,510	\$ 1,510
Fire Extinguisher Maintenance and Repairs	\$ 2,000	\$ 2,000
Flashlight Repairs	\$ 300	\$ 300
Flow Testing	\$ 2,500	\$ 2,500
Ground Ladder Testing	\$ 1,575	\$ 1,575
Hose repairs	\$ 310	\$ 310
Hydro Testing	\$ 1,000	\$ 1,000
Knox Box Repairs	\$ 150	\$ 150
Lawn Mower and Chain Saw Repairs	\$ 1,075	\$ 1,075
Miscellaneous	\$ 650	\$ 650
Repair of Battery Packs and Gas Meters	\$ 2,760	\$ 2,760
Repairs to hydraulic extrication tools	\$ 1,030	\$ 1,030
SCBA	\$ 30,250	\$ 30,250
Smoke Machine Repairs	\$ 500	\$ 500
Tool Mounting Hardware	\$ 250	\$ 250
	\$ 45,860	\$ 45,860

Note: Gas Meter calibration occurs every 3 months.

Line Item Narrative

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

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



City of Auburn

Fire

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Repairs - Radio Equipment	Total	7,000	7,000	7,000
Repairs - Maintenance Contract	Total	14,715	14,715	14,715

Estimated Detail of Repairs - Radio Equipment

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Radio Equipment		
Antennas	\$ 250	\$ 250
Belt Clips	\$ 140	\$ 140
Carry Holders	\$ 80	\$ 80
Headset Repairs	\$ 500	\$ 500
Headsets (Four on each truck)	\$ 1,650	\$ 1,650
Hygiene Kits	\$ 550	\$ 550
Radio Batteries	\$ 1,000	\$ 1,000
Radio Install & Removals from New/Old Vehicles	\$ 1,000	\$ 1,000
Radio Repairs (reprogramming/tune-up)	\$ 1,000	\$ 1,000
Wireless Headsets	\$ 830	\$ 830
	\$ 7,000	\$ 7,000

Estimated Detail of Repairs - Maintenance Contract

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Maintenance Contract		
Air Quality Testing for SCBA Fill Station (Air Tech) ¹	\$ 1,760	\$ 1,760
Fire Extinguishers (AAA Fire) ¹	\$ 1,700	\$ 1,700
Heart Defibrillators (Physio Controls) ³	\$ 5,600	\$ 5,600
Hoist Wench (Konecranes) ¹	\$ 250	\$ 250
Ladder Certification on Tower Truck (Greenwood) ¹	\$ 1,100	\$ 1,100
Portable Radios (City of Lewiston) ²	\$ 1,800	\$ 1,800
Pump Certification (Northeast Apparatus) ¹	\$ 1,500	\$ 1,500
Service Contract for Lifepack 12 (Physio Controls) ³	\$ 1,005	\$ 1,005
	\$ 14,715	\$ 14,715

Line Item Narrative

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

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

¹Maine BLS requirement.

²Existing contract.



City of Auburn

Fire

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Training & Tuition	Total	27,000	27,000	27,000
Comm - Postage	Total	600	600	600

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

Training & Tuition	Dept. Request	Manager Proposed
ACLS Class - 2 yr renewal ¹		
Admin Training:		
Fire Rescue International (FRI) Conference		
Fire Dept Instructor's Conference (FDIC)		
New England Fire, Rescue and EMS Conference		
Boat Rescue Program - Outside Instructor		
CEU Subscription ¹		
Committee Meetings		
EMS Licensure Courses		
Fire Instructor Class		
Fire Officer Academy		
Fire Prevention Officer Training/Classes		
Outside Classes/Conferences/Seminars		
PALS Class - 2 yr renewal ¹		
PEPP Class - 2 yr renewal ¹		
PHTLS Class - 4 yr renewal ¹		
Rapid Intervention Team Training		
Strategic Planning Consultant		
	\$ 27,000	\$ 27,000

Estimated Detail of Comm - Postage

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

Training & Tuition: Funds the costs of tuition reimbursement. As specified in the collective bargaining agreement, firefighters receive full reimbursement for all pre-approved fire related and EMS courses and textbooks. Training is one of the most effective ways to improve safety. It includes training for professional development, arson investigation, code enforcement, juvenile fire setter training, Maine Fire and Education courses, National Fire Academy, fire technology and various command classes. Current costs go as high as \$5,000 per student for EMS licensure courses. The fire department currently has 11 paramedics and a total of 59 EMT's. We are seeing increased needs and requests for increase in EMS licensure levels and other kinds of professional development along with required Continued Education credits for relicensure program. A subscription to CEU (Continued Education Units) solutions for all EMS personnel to maintain their licenses with mandatory CEU categories is \$2,400.

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

¹Helps firefighters meet Maine EMS relicensing requirements.



City of Auburn

Fire

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Travel-Seminar Costs	Total	500	500	500
Dues & Subscriptions	Total	10,000	3,740	3,740

Estimated Detail of Travel-Seminar Costs

Actual expenses may vary according to changing circumstances

Travel-Seminar Costs		Dept. Request	Manager Proposed
Travel Costs		\$ 500	\$ 500
		\$ 500	\$ 500

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

Dues & Subscriptions		Dept. Request	Manager Proposed
Accreditation Fee		\$ 50	\$ 50
CLIA Lab Fees (For blood drawing & testing of patients at med calls)		\$ 150	\$ 150
Emergency Medical State of Maine Service License		\$ 220	\$ 220
IAAI		\$ 75	\$ 75
International Association of Fire Chiefs (3)		\$ 625	\$ 625
Maine EMS Service License ¹		\$ 100	\$ 100
Maine Fire Chiefs Association (3)		\$ 300	\$ 300
National Fire Protection Association		\$ 1,280	\$ 1,280
Tri-County EMS		\$ 940	\$ 940
		\$ 3,740	\$ 3,740

Line Item Narrative

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

Dues & Subscriptions: Mandatory dues and fees of certifying agencies as well as membership in professional organizations. This provides the opportunity to associate with other professionals, share information and gain member assistance from those organizations

¹Maine EMS statutory mandates.



City of Auburn

Fire

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
SCBA Cyliner Replacement	Total	10,000	10,000	10,000

Estimated Detail of SCBA Cyliner Replacement

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
SCBA Cyliner Replacement	\$ 10,000	\$ 10,000
Year 2 of 5 year replacement	\$ 10,000	\$ 10,000



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>Fire EMS Transport</i>							
Regular Salaries	0	0	0	77,333	4,333	4,333	0%
Fringe Benefits	0	0	0	0	0	0	0%
PS - Professional Fees	0	163,100	0	133,100	133,100	(30,000)	0%
Other Sup - Other	0	61,000	0	61,000	61,000	0	0%
Office Supplies	0	1,000	0	1,000	1,000	0	0%
MV Sup - Tires/Tube/Chain	0	8,000	0	8,000	8,000	0	0%
MV Sup - Vehicle Fuel	0	10,000	0	10,000	10,000	0	0%
Repairs & Maint - Vehicles	0	12,500	0	12,500	12,500	0	0%
Vehicle Lease/Purchase	0	144,500	0	124,500	124,500	(20,000)	0%
Advertising	0	2,500	0	2,500	2,500	0	0%
Repairs - Maint Contract	0	19,500	0	19,500	19,500	0	0%
Other Program Expenses	0	15,500	0	15,500	15,500	0	0%
Comm - Postage	0	1,000	0	1,000	1,000	0	0%
Printing	0	1,000	0	1,000	1,000	0	0%
Public Relations	0	2,500	0	2,500	2,500	0	0%
Communication Equipment	0	10,000	0	5,000	5,000	(5,000)	-50%
Computer Software/Hardware	0	2,500	0	2,500	2,500	0	0%
Dues & Subscriptions	0	2,500	0	2,500	2,500	0	0%
Contingency 8%	0	43,368	0	43,368	43,368	0	0%
Capital Reserve	0	135,000	0	100,000	100,000	(35,000)	-26%
TOTAL	-	635,468	-	622,801	549,801	(85,667)	-13.5%



City of Auburn

Fire EMS

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	-	77,333	4,333
Fringe Benefits	Total	-	-	-

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

Regular Salaries	Staff	Dept. Request	Manager Proposed
Deputy Chief (non-union)	1	\$ 73,000	\$ 73,000
Paramedic stipend for DC		\$ 4,333	\$ 4,333
	1	\$ 77,333	\$ 4,333

Estimated Detail of

Actual expenses may vary according to changing circumstances

Fringe Benefits	Dept. Request	Manager Proposed
Fringe Benefits	-	-

Line Item Narrative

Regular Salaries: This line item accounts for annual salary of Deputy Chief to manage the EMS Transport Program.

Fringe Benefits: This account funds the fringe benefits for the Deputy Chief, including Maine Public Employees Retirement, Health insurance, Medicare, etc.



City of Auburn

Fire EMS

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
PS - Professional Fees	Total	163,100	133,100	133,100
Other Sup - Other	Total	61,000	61,000	61,000

Estimated Detail of PS - Professional Fees

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - Professional Fees		
Professional Fees	\$ 133,100	\$ 133,100
	\$ 133,100	\$ 133,100

Estimated Detail of Other Sup - Other

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Other		
Medical Supplies	\$ 40,000	\$ 40,000
Oxygen	\$ 8,000	\$ 8,000
Medical Equipment	\$ 13,000	\$ 13,000
	\$ 61,000	\$ 61,000

Line Item Narrative

Professional Fees: This account will fund the cost of Licenses Upgrades for the EMTs, outside training instructors, State service licenses, medical billing fees and the cost of the medical director.

Operating Supplies: This account funds the the items listed above.



City of Auburn

Fire EMS

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Office Supplies	Total	1,000	1,000	1,000
MV Sup - Tires/Tube/Chain	Total	8,000	8,000	8,000
MV Sup - Vehicle Fuel	Total	10,000	10,000	10,000

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Office Supplies	\$ 1,000	\$ 1,000
Office Supplies	\$ 1,000	\$ 1,000

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	\$ 8,000	\$ 8,000
Tires and Supplies	\$ 8,000	\$ 8,000

Estimated Detail of MV Sup - Vehicle Fuel

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
MV Sup - Vehicle Fuel	\$ 10,000	\$ 10,000
Gas & Oil	\$ 10,000	\$ 10,000

Line Item Narrative

Office Supplies: This account funds the cost of general office supplies.

MV Sup-Tires/Tubes/Chains: This account funds tires for the ambulances.

MV Sup-Vehicle Fuel: This account funds fuel to run the ambulances.



City of Auburn

Fire EMS

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Repairs & Maint - Vehicles	Total	12,500	12,500	12,500
Vehicle Lease/Purchase	Total	144,500	124,500	124,500
Advertising	Total	2,500	2,500	2,500

Estimated Detail of Repairs & Maint - Vehicles

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs & Maint - Vehicles	\$ 12,500	\$ 12,500
Repairs & Maint - Vehicles	\$ 12,500	\$ 12,500

Estimated Detail of Vehicle Lease/Purchase

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Vehicle Lease/Purchase	\$ 124,500	\$ 124,500
Ambulance Annual Lease	\$ 124,500	\$ 124,500

Estimated Detail of Advertising

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Advertising	\$ 2,500	\$ 2,500
Advertising	\$ 2,500	\$ 2,500

Line Item Narrative



City of Auburn

Fire EMS

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Repairs - Maint Contract	Total	19,500	19,500	19,500
Other Program Expenses	Total	15,500	15,500	15,500
Comm - Postage	Total	1,000	1,000	1,000

Estimated Detail of Repairs - Maint Contract

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Maint Contract	\$ 19,500	\$ 19,500
Maintenance Contracts	\$ 19,500	\$ 19,500

Estimated Detail of Other Program Expenses

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Program Expenses	\$ 15,500	\$ 15,500
Other Program Expnses	\$ 15,500	\$ 15,500

Estimated Detail of Comm - Postage

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Comm - Postage	\$ 1,000	\$ 1,000
Postage	\$ 1,000	\$ 1,000

Line Item Narrative



City of Auburn

Fire EMS

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Printing	Total	1,000	1,000	1,000
Public Relations	Total	2,500	2,500	2,500
Communication Equipment	Total	10,000	5,000	5,000

Estimated Detail of Printing

Actual expenses may vary according to changing circumstances

		Dept. Request	Manager Proposed
Printing			
Printing		\$ 1,000	\$ 1,000
		\$ 1,000	\$ 1,000

Estimated Detail of Public Relations

Actual expenses may vary according to changing circumstances

		Dept. Request	Manager Proposed
Public Relations			
Public Relation		\$ 2,500	\$ 2,500
		\$ 2,500	\$ 2,500

Estimated Detail of Communication Equipment

Actual expenses may vary according to changing circumstances

		Dept. Request	Manager Proposed
Communication Equipment			
Communication Equipment		\$ 5,000	\$ 5,000
		\$ 5,000	\$ 5,000

Line Item Narrative



City of Auburn

Fire EMS

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Computer Software/Hardware	Total	2,500	2,500	2,500
Dues & Subscriptions	Total	2,500	2,500	2,500
Contingency 8%	Total	43,368	43,368	43,368
Capital Reserve	Total	135,000	100,000	100,000

Estimated Detail of Computer Software/Hardware

Actual expenses may vary according to changing circumstances

		Dept. Request		Manager Proposed
Computer Software/Hardware				
Computer Softwar/Hardware		\$ 2,500		\$ 2,500
		\$ 2,500		\$ 2,500

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

		Dept. Request		Manager Proposed
Dues & Subscriptions				
Dues & Subscription		\$ 2,500		\$ 2,500
		\$ 2,500		\$ 2,500

Estimated Detail of Contingency 8%

Actual expenses may vary according to changing circumstances

		Dept. Request		Manager Proposed
Contingency 8%				
Contingecy		\$ 43,368		\$ 43,368
		\$ 43,368		\$ 43,368

Estimated Detail of Capital Reserve

Actual expenses may vary according to changing circumstances

		Dept. Request		Manager Proposed
Capital Reserve				
Capital Reserve		\$ 100,000		\$ 100,000
		\$ 100,000		\$ 100,000

Line Item Narrative

POLICE

MISSION

The mission of the Auburn Police department is to protect the quality of life in our community through our core values of: Honor, Excellence, Loyalty, and Professionalism.

DESCRIPTION

The Auburn Police Department is charged with the preservation of life and property through the enforcement of all Federal and State laws, as well as Municipal ordinances and regulations. An integral part of achieving excellence in law enforcement is the adequate training of police officers, combined with a sound community relations and customer service program. The APD is committed to excellence in all aspects of its performance of duties. Our organizational structure provides an efficient and cost-effective delivery of service to its citizens.

PROGRAMS

Administration | The Administrative Division consists of the Chief of Police; Deputy Chief; Executive Assistant/Grant Writer; Police Planner and Information Assistant. Administration is responsible for the day-to-day operations of financial management, staffing, training, community partnerships and overall efficiency of the department. [Budget: 8%](#) | [Staff: 8%](#)

Patrol | Patrol is responsible for the overall protection of lives and property, maintaining law and order and responding to requests for services (emergency and non-emergency). The Patrol Division enforces all criminal laws that are mandated by Federal, State or Municipal Government. Patrol consists of four Lieutenants; four Sergeants; four Corporals; twenty-two Patrol Officers; and two K9s (Dutch & Rocky). [Budget: 59%](#) | [Staff: 56%](#)

Support Services | This Division is responsible for all functions that support the overall operations of the Police Department. Some of these responsibilities are: traffic and parking enforcement, front counter service, vehicle & equipment maintenance, licensing and ordinance concerns, and community event coordination. It includes a Support Services Commander (Lieutenant); Support Sergeant; one Information Assistant; Court Officer; Animal Control Officer; and three Traffic Enforcement Officers. The Lieutenant is also part of the notification and response protocol along with the Chief and Deputy Chief. [Budget: 10%](#) | [Staff: 11%](#)

Criminal Investigations | Investigations is comprised of one Sergeant; four Detectives; and a Crime Analyst/GIS Coordinator. Also assigned to CID is one patrol officer on special assignment to the Maine Drug Enforcement Agency, one corporal assigned to the Computer Crimes Task Force, as well as one officer who is assigned to the Federal DEA HIDTA (High Intensity Drug Trafficking Areas) Task Force. The detectives are responsible for the investigation of all felony cases and other related cases that are referrals from the Patrol Division or other agencies. The Support Services Commander and CID Sergeant are responsible for case assignments and serve as the lead detectives in all serious cases. [Budget: 14%](#) | [Staff: 15%](#)

Training/Resource | The Training and Resource Unit is comprised of one Sergeant; four School Resource Officers; and a Support Services Technician. The School Resource Officers are assigned to work with the School Department with children from Grades K-12. They participate in after-school programs and assist with DHHS referrals of child abuse and neglect. SROs also conduct classes in a variety of safety topics and participate in many outside activities. [Budget: 9%](#) | [Staff: 10%](#)

POLICE

GOALS AND OBJECTIVES

FY16 BUDGET GOAL 1

CREATE A NEIGHBORHOOD MOBILIZATION INITIATIVE

- Establish two additional Neighborhood Watch groups and recruit volunteer leadership
- Facilitate five neighborhood block parties (*National Night Out*)
- Conduct four neighborhood forums to discuss safety concerns and opportunities (*Coffee with a Cop*)
- Conduct two Citizen Police Academies to increase citizen knowledge
- Participate in *Community Partnerships for Protecting Children*
- Provide Education on the use of technology-based communication for citizen interaction

SUPPORTING DIRECTIVES

City Council Goal: Focus on community safety through community-driven priorities.

Comprehensive Plan Vision: Auburn is a community that balances urban and rural amenities. Neighborhoods are safe and well connected; people take pride in their community; open space is preserved and protected; and there are adequate economic, recreation, and housing opportunities to meet the needs of all residents.

Objective H.1.1: Create neighborhood area plans that encourage residents to take active roles in addressing issues and enhancing the quality of life within their neighborhoods.

Strategy H.1.2.a: Support the establishment of neighborhood watch programs.

Police Strategic Plan: Priority 3, Objective 2 - enhance the safety and security of citizens through expanded police programs.

Police SOP 45 – Community Relations & Involvement: It is essential that an effective liaison be established between the community and the department to encourage continuous cooperation of the citizenry to combat crime. It is this agency’s policy to develop, implement and maintain proactive crime prevention programs designed to anticipate, recognize and react to crime risks.

FY16 BUDGET GOAL 2

ENHANCE TRAFFIC SAFETY

- Promote a “*Target Zero*” – *Survive your Drive* model for all Auburn drivers to eliminate texting and driving
- Provide data-driven analysis of high crash areas, crosswalk safety concerns and excessive speed to the traffic unit for effective deployment and increased deterrence
- Improved driver behavior and attitude as a countermeasure to reduce death and injury to promote safe, “walkable” streets
- Promote the “*Stop for Me*” crosswalk safety campaign
- Submit DDACTS (Data Driven Approach to Crime and Traffic Safety) operation model for implementation

POLICE

SUPPORTING DIRECTIVES

City Council Goal: Undertake a targeted public awareness campaign.

Comprehensive Plan

Objective G.2.1: Ensure that the Route 4 corridor (Union Street/Center Street/Turner Road) allows for the effective movement of traffic, while continuing to provide safe access to area businesses and neighborhoods.

Strategy G.2.12.c: Make enforcement of speed limits on local streets a priority.

Strategy H.1.2.c: Manage traffic and limit the potential for “cut through” traffic in neighborhoods, support traffic calming measures where necessary, and invest in sidewalk and bike route development as appropriate.

Police Strategic Plan: Priority 3, Obj. 1: enhance safety and security of citizens through expanded police services.

FY16 BUDGET GOAL 3

CONTROL COSTS

- Research and assess innovative solutions to reduce taxpayer burden
- Enhance regional partnerships for the continuation of cost-effective services
- Equip personnel to respond to critical incidents and protect our community
- Continue to build our volunteer program
- Conduct a space needs facility assessment
- Analyze all programs and service to determine the value in meeting the organization’s mission

SUPPORTING DIRECTIVES

City Council Goal: Focus on community safety by establishing long-term advantages to support change and improvement in the City of Auburn.

Comprehensive Plan

Objective C.1.1: Provide appropriate buildings and facilities to adequately house and maintain emergency services, with a focus on possibilities for local and regional consolidation whenever feasible.

Strategy C.1.1.a: Fund a comprehensive feasibility study, such as the proposed Public Services Study, to determine a cost-effective plan for housing and delivering police, fire, and EMT services. The City should fund the recommendations made by such a study.

Objective C.1.2: Support the efficient and cost-effective delivery of emergency services.

Strategy C.1.2.b: Support efforts to develop a volunteer program to help with the day-to-day operations of the police department, in an effort to manage costs and encourage public involvement.

Police Strategic Plan:

Priority 1, Objective 5: develop and maintain intergovernmental and regional collaborations.

Priority 3, Objective 1 and 2: Evaluate present police methods and programs to determine their efficiency and effectiveness.

Police SOP 4 – Relationship with Other Agencies: The Auburn Police Department recognizes the value of coordination with other law enforcement agencies and participation in interagency task forces as a means of curtailing criminal activity. To ensure such coordination and participation, the Chief of Police or his designee shall assign liaisons to work with other law enforcement agencies, interagency task forces, community groups and traffic safety groups on an as-needed basis.

POLICE

PROGRAM BUDGET

Description	FTE	FY15 Approved	FY16 Proposed	Increase /Decrease	%
Administration	5	\$ 336,270	\$ 338,077	\$ 1,807	0.5%
Patrol	34	\$ 2,082,815	\$ 2,414,991	\$ 332,176	15.9%
Support Services	7	\$ 416,546	\$ 415,095	\$ (1,451)	-0.3%
Criminal Investigations	9	\$ 556,633	\$ 572,102	\$ 15,469	2.8%
Training / Resource	6	\$ 345,845	\$ 353,009	\$ 7,164	2.1%
General Fund	61	\$ 3,738,108	\$ 4,093,274	\$ 355,166	9.5%

Administration	FY15	FY16
Wages	\$ 283,213	\$ 283,213
Contracted Services	\$ 40,709	\$ 40,795
Operations	\$ 12,348	\$ 14,069
TOTAL	\$ 336,270	\$ 338,077

Patrol	FY15	FY16
Wages	\$ 1,853,130	\$ 1,989,261
Contracted Services	\$ 15,441	\$ 17,469
Operations	\$ 150,677	\$ 167,261
Capital	\$ 63,567	\$ 241,000
TOTAL	\$ 2,082,815	\$ 2,414,991

Training/Resource	FY15	FY16
Wages	\$302,978	\$310,652
Contracted Services	\$2,050	\$2,140
Operations	\$40,817	\$40,217
TOTAL	\$345,845	\$353,009

Support Services	FY15	FY16
Wages	\$370,609	\$382,965
Contracted Services	\$24,777	\$12,855
Operations	\$16,860	\$19,275
TOTAL	\$416,246	\$415,095

Criminal Investigations	FY15	FY16
Wages	\$532,512	\$548,546
Contracted Services	\$3,288	\$3,323
Operations	\$20,833	\$20,233
TOTAL	\$556,633	\$572,102

Revenue	FY15	FY16
COPS Grant	\$(119,351)	\$(95,685)
Officer Reimbursement	\$(293,935)	\$(250,745)
Parking Fines	\$(26,000)	\$(60,000)
Parking Permits	\$(121,000)	\$(150,000)
MISC Fees	\$(62,800)	\$(63,000)
TOTAL	\$(623,086)	\$(619,430)

BUDGET HIGHLIGHTS/DRIVERS

1. Salary increases equate to nearly 50% of the proposed budget increase which was driven by the recent contract negotiations.
2. Vehicle purchase has been added to the operating budget. Includes five vehicles, the past years of not funding vehicles continues to drive up vehicle repair, cruisers out of service, and staff time coordinating vehicles repairs and transportation. The vehicle purchases equate to nearly 50% of the proposed budget increase.

POLICE

PERFORMANCE MEASURES

Administration

1. Reduce work related injuries by 5%.
2. Increase the number of on-line reporting by 10%.
3. Increase the number of participants in the citizen police academy by 10%.
4. Increase the number of volunteer hours by 10%
5. Increase the respondents in the community survey by 20%.

Patrol

1. Increase OUI arrests by 5%.
2. Decrease the occurrences of use of force by 5%.
3. Decrease cruiser accidents by 5%.
4. Decrease overall crime rate by 2%.
5. Increase motor-vehicle traffic stops by 15%.

Support Services

1. Increase motor-vehicle traffic stops by 15%.
2. Reduce motor-vehicle crashes by 5%.
3. Reduce animal complaint repeat offenses by 5%.
4. Increase traffic calming activities by 5%.
5. Reduce the time a cruiser is out of service by 5%.

Criminal Investigations

1. Decrease the amount of cases assigned to a detective by 5%.
2. Maintain our clearance rate of crimes.
3. Increase the number of drug arrests by 5%.

Training/Resource

1. Increase the number of training hours per officer by 3%.
2. Increase the number of advance certifications by 10%.
3. Match training offered to training identified in career development session at 15% rate.
4. Conduct four "Coffee with a Cop" sessions.
5. Start two "Neighborhood Watch" groups.
6. Reduce juvenile crime by 3%.
7. Increase the number of juvenile informal adjustments by 5%.

POLICE

WORKLOAD

ADMINISTRATION

Major Task Responsibility	Weight
<ul style="list-style-type: none"> • Chief and Deputy Chief act upon all matters regarding the police department, such as serious events, calls for action/service(s), community service, negotiations, effective and efficient operations, administrative actions (awards, discipline, promotions, demotions, hiring, firing), budget (credits, expenditures,) departmental goals and objectives, etc. 	30%
<ul style="list-style-type: none"> • Oversees the daily operations of the Patrol, Criminal Investigations and Support Services Divisions, and Administrative Services, including daily review of activities and events in the city, holding staff and other operational committee/sub-committee meetings. 	15%
<ul style="list-style-type: none"> • Perform daily administrative duties, such as annual budget preparation, legal research, grants, internal affairs, purchasing, performance evaluations, labor-management meetings and other functions. 	5%
<ul style="list-style-type: none"> • Coordinates with City Administration, other agencies, and the public in matters of mutual concern, such as policing, crime prevention, training, and other matters. 	2%
<ul style="list-style-type: none"> • Periodically promulgates, but annually or as needed, reviews, updates, and/or modifies rules, regulations, policies, procedures, organizational structure and functions or positions. 	2%
<ul style="list-style-type: none"> • Regularly attends periodic, monthly, and annual meetings regarding police, city community service, departmental, inter-departmental, and inter-agency matters. 	5%
<ul style="list-style-type: none"> • Responsible for the complete and accurate daily maintenance and administering of all personnel files (confidential, training, et al) and budgetary files, to include receipts and expenditures, other fiduciary matters, and security of said files. 	15%
<ul style="list-style-type: none"> • Maintains databases for personnel pay purposes, internal memos, time postings to account for vacations, holiday, sick leave, compensatory times, et al. 	5%
<ul style="list-style-type: none"> • Perform the department's weekly payroll, the time-sensitive Workers' Compensatory "First Report of Injury", and related paperwork. 	5%
<ul style="list-style-type: none"> • Actively assists the Human Resources Director with new hires and resignations during the testing process and initial supply for new recruits or candidates. 	2%
<ul style="list-style-type: none"> • Management of CALEA reaccreditation. 	2%
<ul style="list-style-type: none"> • Recruitment, screening, training and placement of agency volunteers. 	2%
<ul style="list-style-type: none"> • Research, analysis and preparation of material for grant proposals, annual reports, etc. 	2%
<ul style="list-style-type: none"> • Marketing of agency to community and partners, including press releases, and web site & social media management. 	2%
<ul style="list-style-type: none"> • Planning & execution of police events. 	1%
<ul style="list-style-type: none"> • Represent agency on city- and community-based committees, boards, and task forces. 	2%
<ul style="list-style-type: none"> • Administers the parking program, including generation of fine notices and issuance of parking permits. 	2%
<ul style="list-style-type: none"> • Maintains Alarm Billing. 	1%
<ul style="list-style-type: none"> • Accounts Payable entry. 	2%
Total =	100%

POLICE

PATROL

Major Task Responsibility	Weight
• Oversee the overall daily operations of the patrol force.	10%
• Daily review all cases; assign tasks, review and approve reports.	2%
• Draft the division’s work schedule; ensure required staffing for all activities and details.	2%
• Oversee all functions and activities during shift, including interacting with the media.	2%
• Perform administrative notifications, when necessary.	1%
• Command staff directly supervises the patrol officers in the field and provide needed services at the station, including the conduct of daily line inspections and maintenance of resources.	5%
• Manages event scenes/resources and maintain police resources.	2%
• Daily conducts reactive and proactive area patrols, by being as visible and in as many places as possible, and responding to calls for services.	60%
• Daily issues summonses, citations, and warnings.	2%
• Coordinate Special Enforcement Details.	1%
• Daily reviews complaints, crime analysis, and current local police-related events for action.	1%
• Serves subpoenas, petitions, or executes protection/harassment order/warnings.	2%
• Daily writes (updates case) reports.	6%
• Daily inspects vehicle and equipment.	1%
• Attends training to ensure certification and contractual compliance.	2%
• Initiate community policing activities when availability permits.	1%
Total =	100%

POLICE

SUPPORT SERVICES

Major Task Responsibility	Weight
• Command staff supervises the operations/administration of the Support Services Division, including support, training/resource and CID Units.	5%
• Coordinates department purchasing.	5%
• Coordinates traffic control and special events within the city.	5%
• Manages Sex Offender Monitoring Program.	2%
• Liaison with the City Clerk on Business Licensing.	2%
• Periodically chairs various committee or sub-committees.	2%
• Assists in selection process, coordinating background investigations.	2%
• Manages the department’s equipment inventory.	5%
• Serve as Department Liaison on traffic construction projects, coordinating traffic control requirements.	3%
• Daily enforces the parking regulations of the city and city-contracted business lots between 8:00 a.m. and 4:30 p.m.	15%
• Conduct selective traffic enforcement.	6%
• Is responsible for the organization and presentation of all city ordinance, civil, and criminal cases at the District Court level.	2%
• Reviews and signs all court complaints from District Court.	2%
• Actively assists officers in preparing affidavits and obtaining arrest warrants.	2%
• Maintains officer court attendance logs and case adjudication results logs.	2%
• Managing Evidence/Property Control, including inspections and disposition.	5%
• Coordinating discovery requests with the District Attorney’s Office.	2%
• Managing the Department’s METRO System.	2%
• Managing the Citizen Online Reporting System (CORS).	2%
• Assisting CIU with paperwork / follow-up.	2%
• Conducting various records analysis.	2%
• Field all incoming calls and in-person inquiries at the front desk.	15%
• Daily review all cases; Coordinates Records requests and assists Court Officer with entering statements and data into Records Management System.	5%
• Maintain the department’s individual “Concealed Weapons Permit” files, including running background criminal records checks on applicants and informing the Chief or Deputy Chief on changes of statuses.	5%
Total =	100%

POLICE

CRIMINAL INVESTIGATIONS

Major Task Responsibility	Weight
<ul style="list-style-type: none"> • Command staff supervises the criminal investigations of the unit, consisting of investigations (four detectives), two drug agents, crime analyst, and one computer crimes task force officer. 	10%
<ul style="list-style-type: none"> • Daily review all cases; assign tasks, cases needing follow-up, Review and approve final product of same. 	5%
<ul style="list-style-type: none"> • Projects assigned by the Support Services Commander, IE Background Investigations, and IA Investigations. 	2%
<ul style="list-style-type: none"> • Investigates and solves assigned cases, including: the detection and arrest of law offenders, interviewing and interrogation of suspects/victims/witnesses, evidence collection, and inter-agency coordination. 	60%
<ul style="list-style-type: none"> • Collects city-wide pawn/buy slips, maintains file of same; coordinates with other law enforcement agencies about same. 	2%
<ul style="list-style-type: none"> • Performs other duties as may be required, including crime prevention, public speaking (seminars, instructing), etc. 	2%
<ul style="list-style-type: none"> • Daily review of all dispatch calls; Update weekly Criminal Activity Report (Crime Bulletin); Maintain Warrant Sheet and Vacant Property lists; Generate Criminal Activity Alerts as needed. 	10%
<ul style="list-style-type: none"> • Direct information / intelligence gleaned from dispatch entries, report narratives and other sources within and outside of the APD to the appropriate personnel. 	2%
<ul style="list-style-type: none"> • Utilize databases, GIS (Geographic Information Systems) and related technologies to extract information from the agency's record management system in order to analyze, map and / or run statistics on the results. 	5%
<ul style="list-style-type: none"> • Present the results of spatial and tabular data analyses to department command staff. Conduct training to APD staff on subjects related to crime analysis. 	2%
Total =	100%

POLICE

TRAINING/RESOURCE

Major Task Responsibility	Weight
<ul style="list-style-type: none"> Schedule, coordinate, and maintain all mandated training classes and records, i.e. MCJA, JPMA, Policy – Annual Reviews, BLS Standards, etc. Manage and coordinate the department’s Field Training Program (specific to new recruits). 	15%
<ul style="list-style-type: none"> Command staff supervises, manages, and oversee the Resources Unit, consisting of three School Resource Officers, and one Community Resource Officer. Daily review all cases; assign tasks, cases needing follow-up, review and approve final product of same. 	5%
<ul style="list-style-type: none"> Command staff supervises, manages, and oversees all functions and responsibilities associated with the Evidence Technician. 	2%
<ul style="list-style-type: none"> Projects assigned by the Support Services Commander, i.e. Background Investigations, Internal Affairs Investigations, etc. 	2%
<ul style="list-style-type: none"> SROs are in uniform and on assigned school campus(es) and deal with law-related matters, to include but not limited to crime prevention, drugs abuse, alcohol and tobacco subjects, safety, security, harassment, intimidation, conflict resolution, and other law matters. 	50%
<ul style="list-style-type: none"> SROs educate, instruct, counsel school staff, students, parents on law-related matters and other issues. 	10%
<ul style="list-style-type: none"> Investigates, write reports on law violation matters. 	
<ul style="list-style-type: none"> SROs employ the TRIAD (Teacher, Counselor, and Law Enforcement) Concept in the Police-School effort toward administering the youth population of our community. 	4%
<ul style="list-style-type: none"> SROs participate in Youth Court activities. 	2%
<ul style="list-style-type: none"> Coordinate & participate in youth prevention and diversion activities. 	10%
Total =	100%



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	%
Police							
Regular Salaries	2,965,914	3,105,181	3,000,500	3,264,225	3,264,225	159,044	5%
Extra Pay-On Call	11,000	10,400	12,000	13,000	13,000	2,600	22%
Holiday Pay	113,232	131,021	135,000	137,573	130,000	(1,021)	-1%
Longevity Bonus	400	300	300	0	0	(300)	-100%
Educational Incentive	6,615	12,000	8,000	12,000	10,000	(2,000)	-25%
Sick Leave Incentive	7,368	14,500	10,064	11,000	11,000	(3,500)	-35%
Uniform Allowance	58,771	29,195	33,000	29,195	29,195	0	0%
Physicals	2,049	0	449	0	0	0	0%
OSHA Safety Costs	469	1,430	1,430	1,430	1,430	0	0%
Volunteers in Police Service	749	750	750	750	750	0	0%
OT - Regular	40,566	16,341	35,000	16,341	16,341	(0)	0%
OT - Vac Replacement	20,894	28,320	25,000	28,320	28,320	0	0%
OT - Sick Replacement	22,807	18,408	20,000	18,408	18,408	0	0%
OT - Mandatory Training	425	2,600	1,000	2,600	2,600	0	0%
OT - Court	27,923	34,170	36,000	34,170	30,000	(4,170)	-12%
PS - General	7,506	7,545	8,000	7,545	7,545	0	0%
PS - Testing	2,150	1,134	440	1,134	1,134	0	0%
PS - Animal Control	61,800	50,351	55,000	38,352	38,352	(11,999)	-22%
PS - Uniform Cleaning	21,060	21,700	21,700	22,360	22,360	660	3%
Reports, Printing, & Binding	2,574	3,818	3,818	3,818	1,818	(2,000)	-52%
Office Supplies	1,754	2,000	2,000	2,000	2,000	0	0%
Other Sup - Operating	20,408	14,450	35,000	14,450	14,450	0	0%
MV Sup - Tires/Tube/Chain	13,808	15,070	15,070	15,070	15,070	0	0%
MV Sup - Gas & Oil	84,463	88,000	88,000	79,750	79,750	(8,250)	-9%
Comm - Telephone	14,193	16,488	16,500	16,488	16,488	0	0%
Repairs - Buildings	93	500	500	500	500	0	0%
Repairs - Vehicles	27,071	14,000	28,000	28,000	14,000	0	0%
Repairs - Equipment	2,153	2,610	4,500	2,610	1,300	(1,310)	-29%
Repairs - Maintenance Contra	599	904	904	904	604	(300)	-33%
Training & Tuition	28,694	23,400	30,273	23,400	23,400	0	0%
Comm - Postage	836	1,000	800	1,000	1,000	0	0%
Travel-Seminar Costs	1,956	820	900	820	820	0	0%
Dues & Subscriptions	5,675	6,135	6,135	6,135	6,135	0	0%
Lease - Vehicles	1,000	0	0	0	0	0	0%
Mobile Radar & Radar Trailer	0	0	0	58,000	0	0	0%
Mobile Radios	19,926	20,000	17,685	39,500	0	(20,000)	-113%
Vehicles	77,102	43,567	57,163	233,000	79,000	35,433	81%
TOTAL	3,677,927	3,738,108	3,710,881	4,163,848	3,880,995	142,887	3.8%



City of Auburn

Police

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	3,105,181	3,264,225	3,264,225

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

Organizational Structure	Sworn	Civilian	Total Staff	Dept. Request	Manager Proposed
Administration	2	2.5	4.5	\$ 283,213	\$ 283,213
Support Services	18	4	22	\$ 1,179,245	\$ 1,179,245
Patrol	34	0	34	\$ 1,801,767	\$ 1,801,767
	54	6.5	60.5	\$ 3,264,225	\$ 3,264,225

Positional Structure	Total Staff	Dept. Request	Manager Proposed
Chief	1	\$ 97,369	\$ 97,369
Corporal	5	\$ 289,720	\$ 289,720
Deputy Chief	1	\$ 82,203	\$ 82,203
Detective	4	\$ 232,436	\$ 232,436
Lieutenant	5	\$ 358,552	\$ 358,552
Non-Sworn	6.5	\$ 271,266	\$ 271,266
Officer	27	\$ 1,289,348	\$ 1,289,348
School Resource Officer	4	\$ 199,855	\$ 199,855
Sergeant	7	\$ 443,477	\$ 443,477
	60.5	\$ 3,264,226	\$ 3,264,226

Line Item Narrative

Regular Salaries: The Department is organized into three divisions including: Administration, Support Services, and Patrol. The department is fortunate to have reimbursed positions, four school resource officers, two officer positions are reimbursed from the COPS Hiring Program, the computer crimes investigator is reimbursed by the State of Maine and one of our drug investigators, assigned to the Maine Drug Enforcement Agency Regional Task Force Program is also reimbursed. The increase in this line item is as a result of negotiated step increases and wage increases. One non-sworn position was reduced by 50% and allocated to the parking program.



City of Auburn

Police

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Lateral Transfer-APD	Total	-	-	-
Extra Pay-On Call	Total	10,400	13,000	13,000
Holiday Pay	Total	131,021	137,573	130,000

Estimated Detail of Lateral Transfer-APD

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Extra Pay-On Call

Actual expenses may vary according to changing circumstances

Extra Pay-On Call	Weekly Rate	Dept. Request	Manager Proposed
Detective 24-hour Availability	\$ 250.00	\$ 13,000	\$ 13,000
		\$ 13,000	\$ 13,000

Estimated Detail of Holiday Pay

Actual expenses may vary according to changing circumstances

Holiday Pay	Days	Staff	Dept. Request	Manager Proposed
Police Staff	532	52	\$ 137,573	\$ 130,000
			\$ 137,573	\$ 130,000

Line Item Narrative

Lateral Transfer: This account funds the required reimbursement costs for hiring a certified officer from another agency within five years of graduating from the Maine Criminal Justice Academy. The Academy consists of 18 weeks and an APD 12 week Field Training Program is required prior to an officer filling a vacancy. The hiring of an experienced officer as a lateral transfer reduces those 30 weeks to approximately eight weeks. (Statutorial)

On-Call: Detectives are required to be available for critical incidents during off duty hours. Detectives, who rotate each week, receive an additional \$250 when they are on call. This is a fifty dollar a week negotiated increase from last year. (Contractual)

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



City of Auburn

Police

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Longevity Bonus	Total	300	-	-
Educational Incentive	Total	12,000	12,000	10,000
Sick Leave Incentive	Total	14,500	11,000	11,000

Estimated Detail of Longevity Bonus

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Educational Incentive

Actual expenses may vary according to changing circumstances

Educational Incentive	CEU Rate	CEU	Dept. Request	Manager Proposed
Tuition Rate (Undergraduate)	\$ 253.00	47	\$ 12,000	\$ 10,000
Tuition Rate (Graduate)	\$ 380.00	0	\$ -	
			\$ 12,000	\$ 10,000

Estimated Detail of Sick Leave Incentive

Actual expenses may vary according to changing circumstances

Sick Leave Incentive	Sick Inc. Days	Avg. Daily Rate	Dept. Request	Manager Proposed
	38	\$ 290	\$ 11,000	\$ 11,000
			\$ 11,000	\$ 11,000

Line Item Narrative

Longevity Bonus: This account includes the costs of bonuses paid to employees for longevity. The longevity bonus is paid to non-sworn members at their 7 (\$300), 15 (\$400), and 25 (\$500) year anniversaries. We have no employees eligible for a longevity increase this year. (Contractual)

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

Sick Leave Incentive: Union members have an opportunity to convert the cash value of up to two sick incentive days towards their Benefit Strategies program. Analysis shows that the average number of days that are converted by union members is 38 - a reduction from the previous year. (Contractual)



City of Auburn

Police

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Uniform Allowance	Total	29,195	29,195	29,195
Physicals	Total	-	-	-

Estimated Detail of Uniform Allowance

Actual expenses may vary according to changing circumstances

	Quantity	Price Each	Dept. Request	Manager Proposed
Uniform Allowance				
Command Allowance	14	\$ 600.00	\$ 8,400	\$ 8,400
Detectives Allowance	4	\$ 550.00	\$ 2,200	\$ 2,200
Uniforms - Quarter Master System				
Alterations			\$ 800	\$ 800
BDU Pant	80	\$ 58.00	\$ 4,640	\$ 4,640
BDU Shirt L/S	55	\$ 58.00	\$ 3,190	\$ 3,190
BDU Shirt S/S	55	\$ 58.00	\$ 3,190	\$ 3,190
Boots	20	\$ 125.00	\$ 2,500	\$ 2,500
Jacket	5	\$ 225.00	\$ 1,125	\$ 1,125
Dress Uniforms	0	\$ 1,000.00	\$ -	\$ -
Bulletproof - 50% reimbursement	9	\$ 350.00	\$ 3,150	\$ 3,150
			\$ 29,195	\$ 29,195

Estimated Detail of Physicals

Actual expenses may vary according to changing circumstances

	Quantity	Price Each	Dept. Request	Manager Proposed
Physicals				
Pre-Employment	0	\$ 425.00	\$ -	\$ -
			\$ -	\$ -

Line Item Narrative

Uniform Allowance: This account includes the costs of purchasing uniforms and bullet proof vests for police officers and the clothing allowance for Command officers and detectives. The department uses a "Quartermaster" system, for the Patrol Officers, replacing uniforms as needed, rather than making direct payments to the officers. The benefit of the Quartermaster system is that uniforms are replaced as needed and there is better accountability of the funds expended. Officer's uniforms are well maintained which creates a more professional appearance. The Command Officers and Detectives receive an annual clothing allowance. (Contractual)

Physicals: This account covers the pre-employment physical examinations for all new officers. We have not budgeted for any new hires this year. (Statutorial)



City of Auburn

Police

Fiscal Year 2016
Proposed 3.30.2015

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

Estimated Detail of OSHA Safety Costs

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Volunteers in Police Service

Actual expenses may vary according to changing circumstances

Volunteers in Police Service	Dept. Request	Manager Proposed
Meeting / Training Supplies	\$ 150	\$ 150
Equipment	\$ 150	\$ 150
Recognition Items	\$ 300	\$ 300
VIPS Polo Shirts	\$ 150	\$ 150
	\$ 750	\$ 750

Line Item Narrative

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

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



City of Auburn

Police

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
OT - Regular	Total	16,341	16,341	16,341
OT - Vac Replacement	Total	28,320	28,320	28,320

Estimated Detail of OT - Regular

Actual expenses may vary according to changing circumstances

OT - Regular	Hours Needed	Average OT Rate	Dept. Request	Manager Proposed
Operation Activities				
Command Briefings	84	\$ 47.34	\$ 3,977	\$ 3,977
Investigation Call-In	80	\$ 40.68	\$ 3,254	\$ 3,254
Patrol Emergency Holdover	220	\$ 33.00	\$ 7,260	\$ 7,260
Weather Emergency	0	\$ 33.00	\$ -	\$ -
Workers Comp Replacement	50	\$ 37.00	\$ 1,850	\$ 1,850
	434		\$ 16,341	\$ 16,341

Estimated Detail of OT - Vac Replacement

Actual expenses may vary according to changing circumstances

OT - Vac Replacement	Vacation Hours Used	Vacation Hours Replaced	Average Overtime Rate	Dept. Request	Manager Proposed
Vacation	9,376	800	\$ 35.40	\$ 28,320	\$ 28,320
				\$ 28,320	\$ 28,320

Line Item Narrative

Overtime - Regular: This account includes the cost of overtime pay for officers being held over from a shift, being called in for an investigation and emergencies. This account also includes the overtime paid for the replacement of an officer who is unable to work because of a work related injury. Special Event overtime was transferred to the City Manager's account . (Contractual)

Overtime - Replacement: In a year, the department has 68,255 scheduled patrol work hours. This account includes the costs of overtime wages for the coverage of officers who are on vacation. Officers will use approximately 9,376 hours of vacation time. This account reflects the replacement of approximately 800 hours to maintain minimum



City of Auburn

Police

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
OT - Sick Replacement	Total	18,408	18,408	18,408
OT - Mandatory Training	Total	2,600	2,600	2,600

Estimated Detail of OT - Sick Replacement

Actual expenses may vary according to changing circumstances

	<i>Sick Hours Used</i>	<i>Sick Hours Replaced</i>	<i>Average Overtime Rate</i>	Dept. Request	Manager Proposed
OT - Sick Replacement					
Sick	4,300	520	\$ 35.40	\$ 18,408	\$ 18,408
				\$ 18,408	\$ 18,408

Estimated Detail of OT - Mandatory Training

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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



City of Auburn

Police

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
OT - Court	Total	34,170	34,170	30,000
PS - General	Total	7,545	7,545	7,545
PS - Testing	Total	1,134	1,134	1,134

Estimated Detail of OT - Court

Actual expenses may vary according to changing circumstances

OT - Court	Court Overtime Hours	Officer Overtime Rate	Dept. Request	Manager Proposed
Court Time	1020	\$ 33.50	\$ 34,170	\$ 30,000
			\$ 34,170	\$ 30,000

Note: It is now mandated that all officers appear for Grand Jury. We had an on-duty officer represent an off duty in the

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

PS - General	Dept. Request	Manager Proposed
Unlimited Cruiser Washes	\$ 7,275	\$ 7,275
Towing	\$ 270	\$ 270
	\$ 7,545	\$ 7,545

Estimated Detail of PS - Testing

Actual expenses may vary according to changing circumstances

PS - Testing	Quantity	Price Each	Dept. Request	Manager Proposed
Psychological Testing	0	\$ 450.00	\$ -	\$ -
Workmed HEPB	0	\$ 175.00	\$ -	\$ -
N95 Review	54	\$ 21.00	\$ 1,134	\$ 1,134
			\$ 1,134	\$ 1,134

Line Item Narrative

Overtime - Court: This account funds overtime for wages paid to officers for their appearance at Superior and District Courts, Grand Jury, and Administrative hearings for the Secretary of State. Officers will be paid a minimum of 3 overtime hours for each appearance (average \$105) pursuant to collective bargaining agreements. The City of Auburn receives a \$50 reimbursement from the State for each court appearance. A new mandate from the district attorneys office will now require officers to attend grand jury. In the past, an on-duty officer would present the case eliminating the need to pay overtime. The expenditures and proposed budget figures do not reflect the revenues that are received from the State which is approximately \$13,000. (Contractual)

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

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



City of Auburn

Police

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
PS - Animal Control	Total	50,351	38,352	38,352
PS - Uniform Cleaning	Total	21,700	22,360	22,360

Estimated Detail of PS - Animal Control

Actual expenses may vary according to changing circumstances

PS - Animal Control	Dept. Request	Manager Proposed
Humane Society--\$1.49 Per Capita Fee	\$ 34,352	\$ 34,352
Equipment	\$ 1,500	\$ 1,500
Training Certificaitons	\$ 500	\$ 500
Veterinary ER Services	\$ 2,000	\$ 2,000
	\$ 38,352	\$ 38,352

Estimated Detail of PS - Uniform Cleaning

Actual expenses may vary according to changing circumstances

PS - Uniform Cleaning	Dept. Request	Manager Proposed
	\$ 22,360	\$ 22,360
	\$ 22,360	\$ 22,360

Line Item Narrative

Purchased Services - Animal Control: By Maine law, the City must take the responsibility for injured and stray animals as well as provide the community with an ACO. The city must either provide a shelter for these animals or contract with an agency to provide for the care. Auburn contracts with the Androscoggin Humane Society. As of February 2015, the city no longer shares ACO services with the City of Lewiston. These services are now provided by our support services officer who has completed the necessary state certifications. (Contractual)

Purchased Services - Uniform Cleaning: As part of the Quartermaster System, the city provides for the cleaning of officers' clothing. By providing this service, the quality and care of the officers uniforms is well maintained, reducing the cost for unnecessary replacement. The increase is due to an anticipated contractual increase. (Contractual)



City of Auburn

Police

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Reports, Printing, & Binding	Total	3,818	3,818	1,818
Office Supplies	Total	2,000	2,000	2,000

Estimated Detail of Reports, Printing, & Binding

Actual expenses may vary according to changing circumstances

Reports, Printing, & Binding	Quantity	Price Each	Dept. Request	Manager Proposed
Criminal Statute Law	25	\$ 25.00	\$ 625	\$ 625
Envelopes		\$ 178.00	\$ 178	\$ 178
LEOM	2	\$ 55.00	\$ 110	\$ 110
Motor Vehicle Law	25	\$ 25.00	\$ 625	\$ 625
Receipts		\$ 200.00	\$ 200	\$ 200
Record Archive		\$ -	\$ 2,000	\$ -
Vehicle Release Forms		\$ 80.00	\$ 80	\$ 80
			\$ 3,818	\$ 1,818

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

Office Supplies	Average Purchase	Dept. Request	Manager Proposed
<u>95% of All Supplies Are Less Than \$20</u>	\$ 8.90	\$ 2,000	\$ 2,000
		\$ 2,000	\$ 2,000

Line Item Narrative

Reports, Printing & Binding: This account funds the printing of all department receipts, vehicle release forms and envelopes. Each year, we must purchase copies of the Maine Motor Vehicle Statutes as well as copies of the Maine Criminal Statute books. Record Archive - In an effort to reduce storage allocation, required retention of documents are being scanned and microfiched.

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



City of Auburn

Police

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Operating	Total	14,450	14,450	14,450
MV Sup - Tires/Tube/Chain	Total	15,070	15,070	15,070

Estimated Detail of Other Sup - Operating

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Operating		
Equipment Supplies	\$ 5,500	\$ 5,500
Evidence Supplies	\$ 3,600	\$ 3,600
Janitorial Supplies--Miscellaneous	\$ 250	\$ 250
Special Equipment--Miscellaneous	\$ 275	\$ 275
TASER	\$ 1,050	\$ 1,050
Uniform Equipment--Miscellaneous	\$ 3,250	\$ 3,250
Vehicle Supplies--Miscellaneous	\$ 525	\$ 525
	\$ 14,450	\$ 14,450

Estimated Detail of MV Sup - Tires/Tube/Chain

Actual expenses may vary according to changing circumstances

	Quantity	Cost	Mounting	Dept. Request	Manager Proposed
MV Sup - Tires/Tube/Chain					
Snow Tires	55	\$ 122.00	\$ 15.00	\$ 7,535	\$ 7,535
Summer Tires	55	\$ 122.00	\$ 15.00	\$ 7,535	\$ 7,535
				\$ 15,070	\$ 15,070

Line Item Narrative

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

Motor Vehicle Supplies - Tires, Tables, Chains: This account funds high performance tires for the police cruisers. The department participates in the statewide tire bid process. We then pay for the installation and service of tires from a local vendor.



City of Auburn

Police

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
MV Sup - Gas & Oil	Total	88,000	79,750	79,750
Comm - Telephone	Total	16,488	16,488	16,488

Estimated Detail of MV Sup - Gas & Oil

Actual expenses may vary according to changing circumstances

MV Sup - Gas & Oil	Vehicles	Gallons	Price / Gallon	Dept. Request	Manager Proposed
Patrol Vehicles	12	24,000	\$ 2.75	\$ 66,000	\$ 66,000
Support & Administration	11	5,000	\$ 2.75	\$ 13,750	\$ 13,750
				\$ 79,750	\$ 79,750

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

Comm - Telephone	Units	Dept. Request	Manager Proposed
Air Cards (Mobile Data Transmission)	13	\$ 8,232	\$ 8,232
Cell Phones	10	\$ 5,120	\$ 5,120
Long Distance		\$ 1,000	\$ 1,000
Teletype Line		\$ 2,136	\$ 2,136
		\$ 16,488	\$ 16,488

Line Item Narrative

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

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



City of Auburn

Police

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Utilities - Electricity	Total	-	-	-
Utilities - Heating Fuel	Total	-	-	-
Repairs - Buildings	Total	500	500	500

Estimated Detail of Utilities - Electricity

Actual expenses may vary according to changing circumstances

Utilities - Electricity	Kilowatts Used	Cost Per Day	Dept. Request	Manager Proposed
	0	\$ -	\$ -	\$ -
			\$ -	\$ -

Estimated Detail of Utilities - Heating Fuel

Actual expenses may vary according to changing circumstances

Utilities - Heating Fuel Heating	Gallons	Cost	Dept. Request	Manager Proposed
	0	\$ -		
			\$ -	\$ -

Estimated Detail of Repairs - Buildings

Actual expenses may vary according to changing circumstances

Repairs - Buildings Building Repairs	Dept. Request	Manager Proposed
	\$ 500	\$ 500
	\$ 500	\$ 500

Line Item Narrative

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



City of Auburn

Police

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Repairs - Vehicles	Total	14,000	14,000	14,000
Repairs - Equipment	Total	2,610	2,610	1,300

Estimated Detail of Repairs - Vehicles

Actual expenses may vary according to changing circumstances

Repairs - Vehicles	Vehicles	Preventative	Alignments	Trans- mission	Brakes	Dept. Request	Manager Proposed
Patrol	12	\$ 3,000	\$ 1,000	\$ 1,500	\$ 4,000	\$ 9,500	\$ 9,500
Support & Admin.	11	\$ 2,000	\$ 500		\$ 2,000	\$ 4,500	\$ 4,500
						\$ 14,000	\$ 14,000

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

Repairs - Equipment	Quantity	Cost	Dept. Request	Manager Proposed
Bicycle Tune-up	3	\$ 100.00	\$ 300	\$ 300
Mobile Data Terminal Repairs			\$ -	\$ -
Mobile Radio Repairs			\$ -	\$ -
Pepperball Repairs			\$ 50	\$ 50
Portable Radio Repairs		\$ 1,200.00	\$ 1,200	\$ 1,200
Radar Calibration	17	\$ 125.00	\$ 1,360	\$ 50
Radar Repairs	8	\$ 100.00	\$ 300	\$ 300
Rifle Repairs			\$ 500	\$ 500
Taser Repairs		\$ 450.00	\$ 450	\$ 450
			\$ 2,610	\$ 1,300

Line Item Narrative

Repairs Vehicle: The preventative maintenance performed on the cruisers averages \$9,000 per year for twenty-three vehicles. Approximately \$15,000 will be expended for repairs to vehicles which are either beyond the scope of the warranty or for repairs after the expiration of the warranty. These repairs include: ball joints, alignments, tie rods, batteries, and transmissions. The scheduled replacement of vehicles has not been followed for the past two budgets which is having a direct impact on this account.

Repairs Equipment: This account funds expenditures for repairs to police equipment including: Mobile Data Terminals, mobile radios, tasers, portables, radar sets, gas nozzles and bicycles. The department has been aggressive in applying for and receiving funding for the purchases of much needed equipment. The repairs to the equipment are minimal compared to the purchase cost savings realized by the department.



City of Auburn

Police

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Repairs - Maintenance Contract	Total	904	904	604
Training & Tuition	Total	23,400	23,400	23,400

Estimated Detail of Repairs - Maintenance Contract

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Maintenance Contract		
Fire Extinguisher Inspection	\$ 54	\$ 54
ID Card System	\$ 300	\$ 300
Recharge Fire Extinguishers	\$ 250	\$ 250
Replace Extinguishers	\$ 300	\$ -
	\$ 904	\$ 604

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Training & Tuition		
Firearms Facility Rental	\$ 300	\$ 300
JPMA - Online Training	\$ 3,240	\$ 3,240
MCJA Cadet Training	\$ -	\$ -
Officer Development	\$ 3,500	\$ 3,500
PepperBall Ammunition	\$ 500	\$ 500
School Resource Officer	\$ 1,500	\$ 1,500
Staff Development	\$ 1,000	\$ 1,000
Supervisor Development	\$ 3,160	\$ 3,160
TASER Recertification	\$ 1,200	\$ 1,200
Training Ammunition	\$ 9,000	\$ 9,000
	\$ 23,400	\$ 23,400

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

Line Item Narrative

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

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



City of Auburn

Police

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Comm - Postage	Total	1,000	1,000	1,000
Travel-Seminar Costs	Total	820	820	820
Dues & Subscriptions	Total	6,135	6,135	6,135

Estimated Detail of Comm - Postage

Actual expenses may vary according to changing circumstances

Comm - Postage		Dept. Request	Manager Proposed
Postage - Return Equipment Shipping		\$ 1,000	\$ 1,000
		\$ 1,000	\$ 1,000

Estimated Detail of Travel-Seminar Costs

Actual expenses may vary according to changing circumstances

Travel-Seminar Costs	Staff	Cost	Dept. Request	Manager Proposed
CALEA Conference	0	\$ -	\$ -	\$ -
FBI Conference	2	\$ 150.00	\$ 300	\$ 300
Maine Chiefs of Police Conference	2	\$ 260.00	\$ 520	\$ 520
			\$ 820	\$ 820

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

Dues & Subscriptions		Dept. Request	Manager Proposed
CALEA		\$ 4,065	\$ 4,065
FBI National Academy		\$ 300	\$ 300
IACP NET		\$ 800	\$ 800
IACP, MACP, NEACP		\$ 370	\$ 370
NESPIN		\$ 100	\$ 100
Notary Fees		\$ 500	\$ 500
		\$ 6,135	\$ 6,135

Note: The Department was reaccredited in November 2013 after a successful on site assessment. The CALEA amount is year three of a three year agreement.

Line Item Narrative

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

Travel - Seminar Costs: This account funds the registration fees for conferences presented by the Maine Chiefs of Police Association and the FBI National Association.

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



City of Auburn

Police

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Mobile Radios	Total	20,000	\$ 39,500	\$ -
Mobile Radar & Radar Trailer	Total	-	\$ 58,000	\$ -
Vehicles	Total	43,567	233,000	78,500

Estimated Detail of Mobile Radios

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Mobile Radios	\$ 39,500	\$ -
Mobile Radios	\$ 39,500	\$ -

Estimated Detail of Mobile Radar & Radar Trailer

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Mobile Radar & Radar Trail	\$ 28,000	\$ -
Radar Trailer	\$ 30,000	\$ -
Radar Replacement	\$ 58,000	\$ -

Estimated Detail of Vehicles

Actual expenses may vary according to changing circumstances

	Quantity	Dept. Request	Manager Proposed
Vehicles			
Cruisers	6	\$ 232,000	\$ 77,500
Motorcycles	2	\$ 1,000	\$ 1,000
		\$ 233,000	\$ 78,500

Line Item Narrative

Special Equipment : Mobile Radio Replacement - this would be the final year of the three year mobile radio replacement project. (See CIP for more details) Mobile Radar Replacement - the current radar units in the patrol vehicles have reached the end of their useful service life. These fifteen units are critical to our traffic safety efforts.

Vehicles: The account funds the annual lease for two police motorcycles and the purchase replacement of cruisers. The department has a replacement schedule requiring four vehicles to be replaced annually. During the last two budget years the amount of vehicle replacement has been reduced.

City of Auburn, Maine

"Maine's City of Opportunity"

Public Services Department

Public Services Program Budget FY16



DESCRIPTION

The Public Services Department is comprised of two divisions, which are Public Works/ Parks and Engineering. The Divisions of Public Works/Parks and Engineering are responsible for maintaining city streets, parks, and athletic facilities throughout the city of Auburn.

MISSION

The Auburn Public Services Department is dedicated to providing high quality services to the community through economically sound infrastructure preservation, and constructing streets that are safe for all modes of travel while continuing to provide outstanding customer service to our internal and external customers.

VISION

Public Services will strive to meet or exceed the citizen expectations through accountability, fairness, consistency, and increased communication. The Department will never stop striving for improvement in all Divisions and all levels. The Department will continue to maintain and improve upon existing infrastructure in a cost effective and efficient manner. Through proper planning Public Services will ensure that the City of Auburn is prepared for new growth opportunities. Public Services is committed to providing a positive work environment in which employees can share in the overall health, safety, and welfare of the community. Team work will be prevalent in every aspect of our operations.

PROGRAMS

1. Administration: Management and oversight of the two divisions within the Public Services Department. Activities include, but not limited to ensuring work plans are carried out, proper allocation of staff resources, budget management, purchasing, safety, and coordinating all projects within the city. Evaluate employee performance, evaluate department overall performance, negotiate with MSEA and Teamsters Unions, provide training opportunities to all levels of the department, and work with human resources on all employee benefit related matters. Administrative staff also manages all public engagement opportunities in order to maintain open and clear communication lines with our residents. This program accounts for 4% of the total Public Services Budget.
2. Highway Maintenance: Project management on all spring, summer, fall and winter maintenance activities on roadways. All winter related activities include, but not limited to: plowing, sand/salt, and snow removal. The department is responsible for maintaining, all streets, sidewalks, and city owned parking lots during winter storm events. This program accounts for 44% of the total Public Services Budget.
3. Engineering: Development and management of all infrastructure and paving projects within the city. Managing all environmental compliance related projects, street addressing, right of way control, private development review, permits, and providing technical assistance to various departments on an as needed basis. This program accounts for 4% of the total Public Services Budget.
4. Facilities: Maintenance and upkeep of all Public Services facilities located throughout the city of auburn. This also includes all athletic facilities. General maintenance activities include: mowing, weed whacking, litter clean up, ball field lining, cleaning, repairs, and other maintenance as needed. This program accounts for 5% of the total Public Services Budget.
5. Cemetery and Open Spaces: Staff is dedicated to the upkeep and maintenance of 17 cemeteries and all parks and open spaces located throughout the city. General maintenance activities include: mowing, weed whacking, litter clean up, head stone maintenance and repair, and other duties as needed. This program accounts for 4% of the total Public Services Budget.
6. Environmental: Management of solid waste and recycling contracts, storm water maintenance, street sweeping, e-waste recycling, universal waste recycling, Stormwater Pollution Prevention Plan(SWPPP), National Pollutant Discharge Elimination System (NPDES), and catch basin cleaning. This program accounts for 19% of the total Public Services Budget.
7. Fleet Services: Responsible for the management of all repairs and preventative maintenance programs for all departments of the city. Oversight of seasonal equipment changeover for Public Works division, small tool maintenance, tire and part inventories, and welding services. This program accounts for 20% of the total Public Services Budget.

PROGRAM BUDGET

PROGRAM BUDGET			
PROGRAM	FTE	FY 2016 Proposed	FY 2016 Adopted
Administration <i>Salaries</i> <i>Operating Supplies</i> <i>Contracted Services</i> <i>Total</i>	4	\$201,464 23,005 <u>0</u> \$224,469	
Highway Maintenance <i>Salaries</i> <i>Operating Supplies</i> <i>Contracted Services</i> <i>Total</i>	39.5	\$1,617,656 629,055 <u>128,236</u> \$2,374,947	
Engineering <i>Salaries</i> <i>Operating Supplies</i> <i>Contracted Services</i> <i>Total</i>	3.5	\$202,082 13,044 <u>20,000</u> \$235,126	
Facilities <i>Salaries</i> <i>Operating Supplies</i> <i>Contracted Services</i> <i>Total</i>	4	\$146,324 130,537 <u>1,832</u> \$278,693	
Cemetery and Open Spaces <i>Salaries</i> <i>Operating Supplies</i> <i>Contracted Services</i> <i>Total</i>	5	\$126,296 37,550 <u>58,125</u> \$221,971	
Environmental <i>Salaries</i> <i>Operating Supplies</i> <i>Contracted Services</i> <i>Total</i>	0	\$0 2,937 <u>1,019,268</u> \$1,022,205	
Fleet Services <i>Salaries</i> <i>Operating Supplies</i> <i>Contracted Services</i> <i>Total</i>	9	\$316,725 736,441 <u>19,260</u> \$1,072,426	

BUDGET DRIVERS

Administration Program

OT-Regular: Up 4% - The rates of pay were adjusted per current CBA.

OT-Winter: Up 7% - The rates of pay were adjusted per current CBA.

OT-Sand Removal: Up 11% - The rates of pay were adjusted per current CBA.

PS-General: Up 21%- The increase is due to the final payment in the 3 year contract for the GPS units.

PS- Water Quality: Up 47%- The increase is primarily due to a requirement for an updated monitoring plan for both landfills.

PS- Snow Removal: Up 300%- Original FY15 request was \$8,000, it was cut to \$2,000. \$8,000 is needed to fully fund the rental of the dozer.

PS- Centerline Striping: Up 30% - Increase is to cover the costs to go back to piano keys at all crosswalks and for the additional striping in the downtown district. Also there is an anticipated 5% increase from vendors on paint.

PS – Solid Waste Disposal: Up 24% - Increase is due to an increase in tipping fees from \$29/ton to \$41/ton.

PS- Solid Waste Collection: Up 2% - per contract. In year 5 of a 5 year contract.

Utilities- Water/Sewer: Up 15% - There is a 15% increase in the water and sewer rates this year.

Utilities- Electricity: Up 25% - There is a 25% increase in the water and sewer rates this year.

Utilities – Heating Fuel: Up 15% - Reflects an anticipated 15% increase in cost for natural gas.

Leachate Hauling: Up 24% - Reflects an increase in hauling and disposal costs.

GOALS AND OBJECTIVES

Goal: To invest in and recognize our most valuable assets by providing City employees at all levels with the type of training and career development opportunities needed to ensure their ability to succeed at their jobs.

Objectives:

- Provide career path and succession planning for all levels of employment.
- Offer Employee Training Opportunities and utilize outside resources such as Maine Local Roads workshops.
- Provide competitive compensation in order to retain the best and brightest workforce.

Goal: Provide safe and efficient transportation systems.

Objectives:

- Look for improvements to the road and highway system and traffic flow.
- Manage a proactive road maintenance and preservation program to avoid higher costs in the future and maintain older infrastructure.
- Promote public safety through engineering/maintenance practice.
- Create a walkable community with a network of sidewalks and trails.
- Direct available capital funding toward priority mobility and safety projects.

Goal: Increase communication and outreach to community to “get the word out” regarding road conditions, announcements, events, programs, and resources.

Objectives:

- Use all forms of media to communicate with the public including Cable Access Channel, City website, Community Calendar, Fax Lists, e-mail groups, Radio, and Print media.
- Explore with other public, private and community based organizations the benefits and possibilities of producing a citywide recreational opportunities seasonal brochure, organized media campaign or creating a central informational kiosk.
- Continue to improve upon the Departments use of Lucity work order system in order to track resident concerns and provide responses to those residents.
- Continue to build upon the record keeping and historical information to better identify trends.
- Maximize the information available from GPS tracking that has been installed in PW vehicles to allow for quicker response times.

Goal: All activities will be performed in the safest possible conditions; Safety First!

Objectives:

- Provide all the safety training possible and in accordance with Bureau of Labor requirements Enhance communication with employees creating a conducive environment for reporting safety concerns and suggesting ideas and solutions.
- Promote safety by incorporating best management practices in shop and maintenance operations.
- Ensure state of the art personal protective equipment is provided to employees.

Goal: Maintain facilities, resources and equipment.

Objectives:

- Identify and plan for the future options that the City has with regards to solid waste management.
- Develop long range repair and rehabilitation plans for the City street system thru the use of the Lucity Pavement Management Software.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

PERFORMANCE MEASURES				
MEASURE	Goal FY 2014	FY 2014	Goal FY 2015	YTD FY 2015
1. Public works/Parks Staff will inspect and maintain all cemeteries at least once a month to provide the best cemetery grounds possible.	100%	100%	100%	100%
2. Complete all City Council approved road construction projects within 2 years of CIP approval.	7/15	100%	8/16	13.3%
3. All reported pot holes will be repaired within 1 business day.	100%	89.79%	100%	67.34%
4. Complete all Preventative Maintenance inspections within 1,000 miles of the scheduled inspection.	100%	90.86%	100%	99.1%
5. All sweeping in the city accomplished by June 15 th of each year.	6/15/14	6/27/2014	6/19/15	N/A
6. Number of catch basins inspected/cleaned annually.	2750	2296	2750	2281
7. All mandatory BOL training accomplished annually for Public Services employees.	11 of 11	10 of 11	11 of 11	10 of 11

WORKLOAD INDICATORS

MEASURE	FY 2014	YTD FY 2015
1. Number of man hours spent on ground maintenance for cemeteries.	540	864
2. Man hours and office hours spent by Engineering staff to coordinate all infrastructure projects throughout the city.	3600	1500
3. Number of permits processed annually.	348	218
4. Work orders closed annually.	2,165 (1/2 yr)	4,814
5. Man hours spent on completing all preventative maintenance inspection and repairs.	466.25 (only PM's)	10,256
6. Number of trainings offered to employees mandatory or voluntary improvement.	111	90

JANUARY

- Prepare Draft Operating Budget
- CIP preparation
- Project Planning
- Pavement Management
- Ordinance Review & Revisions
- Prepare Draft Operating Budget
- Phase II program semi-annual stakeholder meeting
- Prepare Draft Capital Improvement (Construction Projects)
- Holiday Decorations Down
- Spill Prevention Control Countermeasure Plan Review
- Mailbox Repair (Jan-April)
- Plow Repair (Jan-April)
- Chain Repair (Jan-April)
- Snow Removal (Jan-April)
- OSHA Reporting
- Tier II Reporting

FEBRUARY

- Prepare/submit annual budget
- Project Planning
- Pavement Management
- Ordinance Review & Revisions
- Prepare Draft Capital Improvement Plan
- Annual EMA Resource Inventory Report
- Stream Culverts (Feb-March)
- Take Down Christmas Decorations
- Develop Spring Sweeping plan

MARCH

- Finalize Operating Budget & CIP
- Review CIP
- Bid phase for early spring construction projects
- Database management
- Finalize Operating Budget & CIP
- Annual wood brush grinding bid – Spring clean-up
- Annual removal of Bulky Waste Bid – Spring Clean Up

- Annual State Planning Office Recycling Report
- Annual Road Striping Bid
- Annual Traffic Paint Bid
- Annual Sign Stock Bid
- Annual Road Posting

APRIL

- Begin Construction Inspections (Public & Private) – April 15th
- Begin Private and Public Property Issuance of Permits-Fill and Drive Openings
- GIS parcel updates complete
- Prepare flyers and advertise open house
- Planning begins for APWA National PW week event
- Removal of Winter Sand (April-June)
- Tree Pruning and Removal (April-November)
- End of Season Plow Repair
- Equipment change-over
- End of Season Sander Maintenance

MAY

- Landfill Water Quality Sampling
- Budget Committee Meetings
- Begin Crack Sealing Program
- Begin Full Depth Street Reconstruction Projects
- Begin Pavement resurface and reclamation program
- Begin CSO Projects
- Begin Sidewalks Program
- Budget Committee Meetings
- Alternative Sentencing program
- Cemetery cleanup
- Spring cleanup of all facilities
- Parking garage cleaning
- Open Festival Plaza
- Docks in at North River Road
- Bucket Truck Inspection
- Annual Landscaping Materials Purchase

- Gravel Bid
- Spring Clean-up
- Storm Water system Maintenance (May-November)
- Contracted Traffic Line Markings
- Traffic Line Markings In-house (May-October)
- Gravel Road Grading
- Public Services open house
- APWA National PW week event
- Right-of-Way Restoration (May-July)
- Street Sweeping (May-July)
- Flower/Tree Planting
- Parking Garage Cleaning
- Festival Plaza Maintenance (May-October)

JUNE

- Final budget process
- Carry-Forwards
- End of year budget closeout
- Construction Season (Ongoing)
- Bid Phase for late summer/early fall projects
- Submit Annual NPDES Phase II Report to Maine DEP
- Welders Certificate Renewal (every 6 years)
- Loam/Seed/Fertilizer Purchase
- Chemical Inventory Report to State Emergency management Agency
- Annual Landfill Inspection Report Review
- Street Paving Preparation (June-October)
- Roadside Mowing (June-October)
- Culvert/Catch Basin Replacement (June-November)
- Capital Improvement Projects (June-November)
- Maintain Vortechincs & Downstream Defender
- Hot Mix Asphalt Pavement Restoration (June-Nov)

- Pull Shoulders and Ditch Restoration (June-Sept)

JULY

- Construction Season (Ongoing)
- Mow cemeteries for holiday
- Annual Tire Bid
- Annual Blades/Chains Bid
- Annual Fasteners Bid
- Underground Tank Inspection
- Annual Culverts and Catch Basin Bid
- Annual Guard Rail Bid
- Annual Stump Grinding Bid
- Annual Cold Patch Bid

AUGUST

- Phase II program semi-annual stakeholder meeting
- Construction Season (Ongoing)
- Mow cemeteries for holiday
- Annual Towing Bid
- Annual Road Salt Bi
- Bids out on all approved CIP items

SEPTEMBER

- Construction Season (Ongoing)
- Evaluate Energy Usage
- Order holiday lights
- Inspect Public Easement Streets
- Landfill Mowing
- Tree Planting

OCTOBER

- Wrap up construction projects
- Begin holiday decorations
- Alternative Sentencing Program
- Mow cemeteries for holiday
- Shut down Festival Plaza
- Parking Garage cleaning
- Plow Route – Review and Design
- Deadly Fixed Object Letter to Utility Companies
- Annual Snow Removal Bid
- Inter-local Winter Road Maintenance Agreements
- Annual Winter Sand Bid
- Annual Liquid Calcium Bid

-
- Bagged Leaf Collection (Oct.-Dec.)
 - Contracted Traffic Line Markings
 - Gravel Road Grading

NOVEMBER

- Begin budget
- Strategic Plan review and updates
- Project closeouts/punch list
- Snow Equipment Change-over
- Annual Overhead Door Inspection
- Annual Recycled Asphalt Bid
- Christmas Light Decorations

DECEMBER

- Review/Plan CIP long term goals
- Document Management
- GIS Engineering layers updated
- GIS Stormwater Database in compliance
- Make ice rinks at Walton/Chestnut
- Christmas/New Years Waste Collection
- Notices/Plowing/Sanding/Snow Removal(Dec.-April)



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	%
Public Services							
Regular Salaries	2,438,804	2,584,709	2,679,172	2,482,833	2,458,892	(125,817)	-5%
Longevity Bonus	600	0	600	300	300	300	50%
Educational Incentive	5,900	8,000	8,200	8,000	8,000	0	0%
Sick Leave Incentive	5,839	11,150	9,318	11,150	11,150	0	0%
Uniform Allowance	35,755	40,639	39,629	40,289	39,939	(700)	-2%
Safety Compliance	14,917	9,568	9,835	9,586	9,586	18	0%
OT - Regular	33,753	17,892	17,893	18,568	18,568	676	4%
OT - Winter Road Maintenanc	262,161	167,718	200,000	178,877	178,877	11,159	6%
OT - Fleet Services	4,360	1,600	1,600	1,600	1,600	0	0%
OT - Sand Removal	0	2,651	2,643	2,937	2,937	286	11%
PS - General	57,437	75,456	56,431	93,492	93,492	18,036	32%
PS - Water Quality Monitoring	9,196	15,000	14,000	22,000	22,000	7,000	50%
PS - Recording Fee	51	250	200	250	250	0	0%
PS - Snow Removal	7,500	2,000	10,200	8,000	8,000	6,000	59%
PS - Tree Removal	3,264	8,800	5,800	8,800	8,800	0	0%
PS - Centerline Striping	96,503	84,964	80,000	112,376	112,376	27,412	34%
Reports, Printing, & Binding	2,089	3,155	3,000	3,155	2,155	(1,000)	-33%
Office Supplies	3,846	6,960	3,556	4,360	4,360	(2,600)	-73%
Other Sup - Operating	1,997	2,750	3,750	2,750	2,750	0	0%
Other Sup - Maintenance	32,847	30,216	14,000	30,216	30,216	0	0%
Other Sup - Parks/Open Space	11,132	18,750	16,250	18,750	18,750	0	0%
Other Supplies - Welding	18,292	12,300	15,000	12,300	12,300	0	0%
Other Sup - Traffic Paint	1,013	5,163	1,432	5,163	5,163	(1)	0%
Other Sup - Sign Material	20,384	27,014	26,800	27,014	27,014	0	0%
Other Sup - Pre-Mix Asphalt	91,183	103,348	103,348	103,346	103,346	(2)	0%
Other Sup - Culvert/Basin	24,931	31,154	30,000	31,154	31,154	(0)	0%
Other Sup - Bridge/Fence	1,824	500	2,500	500	500	0	0%
Other Sup - Loam/Seed	4,233	10,000	11,091	9,999	9,999	(1)	0%
Other Sup - Calcium Chloride	51,834	45,705	47,385	45,705	45,705	0	0%
Other Sup - Road Salt	331,150	237,377	260,000	234,629	234,629	(2,748)	-1%
Other Sup - Safety Equipment	11,605	17,177	17,778	17,177	17,177	0	0%
Other Sup - Small Tools	22,332	20,820	26,000	20,820	20,820	0	0%
Other Sup - Gravel	53,099	75,773	80,000	78,466	78,466	2,693	3%
Other Sup - MV Repair	77,911	122,198	129,998	121,198	121,198	(1,000)	-1%



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	%
Other Sup - Equip Repairs	96,412	70,340	70,000	69,440	69,440	(900)	-1%
MV Sup - Tires/Tube/Chain	54,542	66,750	66,750	66,250	66,250	(500)	-1%
MV Sup - Gas & Oil	297,192	323,973	336,944	304,833	304,833	(19,141)	-6%
MV Sup - Plow/Grader Blades	37,215	36,684	33,656	36,632	36,632	(52)	0%
MV Sup - Other	20,334	38,200	22,000	38,200	38,200	0	0%
Utilities - Water/Sewer	3,569	22,782	9,138	8,035	8,035	(14,747)	-161%
Comm - Telephone	7,123	7,740	8,292	7,740	7,740	0	0%
Utilities - Electricity	28,151	45,488	38,556	42,761	42,761	(2,727)	-7%
Utilities - Heating Fuel	52,033	35,247	100,000	43,385	43,385	8,138	8%
Repairs - Buildings	22,890	19,900	31,000	18,500	18,500	(1,400)	-5%
Repairs - Vehicles	32,453	29,500	25,000	29,500	29,500	0	0%
Repairs - Equipment	34,719	19,260	23,533	19,260	19,260	0	0%
Repairs - Radio Equipment	3,649	2,200	2,684	2,500	2,500	300	11%
Training & Tuition	10,152	16,065	11,000	16,065	16,065	0	0%
Comm - Postage	184	400	870	400	400	0	0%
Travel-Mileage	297	500	500	500	500	0	0%
Travel-Seminar Costs	45	675	600	500	500	(175)	-29%
Dues & Subscriptions	4,924	5,884	7,184	5,934	5,934	50	1%
Leachate Hauling	53,346	56,494	56,293	69,994	69,994	13,500	24%
Crack Sealing	9,377	20,000	9,376	20,000	10,000	(10,000)	-107%
Guardrail Replacement	8,690	10,000	20,000	10,000	10,000	0	0%
TOTAL	4,515,039	4,628,839	4,800,785	4,576,189	4,540,898	(87,941)	-1.9%



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items	Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	2,584,709	2,482,833

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

Regular Salaries	FY 13 Staffing Level	FY 14 Staffing Level	FY 15 Staffing Level	FY 16 Staffing Level	Dept. Request	Manager Proposed
Public Services Director	1	1	1	1	\$ 85,730	\$ 85,730
Deputy Director/City Engineer	1	1	1	1	\$ 73,556	\$ 73,556
Operations Manager	2	2	2	2	\$ 130,454	\$ 130,454
Fleet Supervisor	1	1	1	0	\$ -	\$ -
Highway Supervisors	4	4	5	5	\$ 233,097	\$ 233,097
Public Services Planner	0	1	1	1	\$ 35,703	\$ 35,703
Office Manager	1	1	1	1	\$ 47,754	\$ 47,754
Administrative Assistant	2	2	2	1	\$ 35,229	\$ 35,229
Information Assistant	1	1	1	0	\$ -	\$ -
Assistant City Engineer	1	1	1	1	\$ 75,250	\$ 75,250
Project Engineer	1	1	2	2	\$ 90,054	\$ 90,054
Excavation Technician	1	1	0	0	\$ -	\$ -
Parks Superintendant	1	0	0	0	\$ -	\$ -
Assistant Parks Supervisor	0	1	1	0	\$ -	\$ -
Parks Maintenance Workers	4	4	4	5	\$ 126,296	\$ 102,355
Parks Maintenance-Part Time					\$ 30,000	\$ 30,000
Arborist & Arborist Assistant	2	2	2	2	\$ 70,343	\$ 70,343
Building Maintenance	1	1	1	1	\$ 30,760	\$ 30,760
Building Maintenance Tech I	3	3	3	3	\$ 115,564	\$ 115,564
Equipment Operator	16	16	16	16	\$ 455,583	\$ 455,583
Equipment Operator I	4	4	4	4	\$ 156,306	\$ 156,306
Equipment Operator II	10	10	10	10	\$ 374,429	\$ 374,429
Inventory Technician I	1	1	1	1	\$ 37,354	\$ 37,354
Mechanics	6	6	6	6	\$ 203,526	\$ 203,526
Stock Room Attendant	1	1	1	1	\$ 34,217	\$ 34,217
Welders	1	1	1	1	\$ 41,628	\$ 41,628
	66	67	68	65	\$ 2,482,833	\$ 2,458,892

Line Item Narrative

Regular Salaries: Public Services has been combined to include Parks , Public Works and Engineering. These staffs maintain 20 plow routes, 515 lane miles, 14 Parks, 17 Cemeteries, 9 Athletic Facilities and manage 4 million dollars worth of construction projects. Staffing was reduced by 3 individuals from last year.



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Longevity Bonus	Total	-	300	300
Educational Incentive	Total	8,000	8,000	8,000

Estimated Detail of Longevity Bonus

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Educational Incentive

Actual expenses may vary according to changing circumstances

	Certificates	Cost	Dept. Request	Manager Proposed
Educational Incentive				
Automotive Service Excellence	16	\$ 250	\$ 4,000	\$ 4,000
Class A License	11	\$ 100	\$ 1,100	\$ 1,100
Inspection License	2	\$ 200	\$ 400	\$ 400
Lead Mechanic Stipend	2	\$ 750	\$ 1,500	\$ 1,500
Tanker Endorsement	8	\$ 100	\$ 800	\$ 800
Welding Certification	2	\$ 100	\$ 200	\$ 200
			\$ 8,000	\$ 8,000

Line Item Narrative

Longevity Bonus: Longevity bonuses are awarded to employees who have reached the 7, 15, and 25 years of services milestones. Upon these anniversary dates employees are awarded \$300, \$400 or \$500 respectively. There is one Public Works employee that is eligible for the 7 year milestone.

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

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

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



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Sick Leave Incentive	Total	11,150	11,150	11,150
Uniform Allowance	Total	40,639	40,289	39,939

Estimated Detail of Sick Leave Incentive

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Uniform Allowance

Actual expenses may vary according to changing circumstances

	Parks	Highway Maint.	Fleet Services	Cost Each	Dept. Request	Manager Proposed
Uniform Allowance						
Neoprene Snorkel Gloves		0		\$ 25.00	\$ -	\$ -
Prescription Safety Glasses		10	2	\$ 250.00	\$ 3,000	\$ 3,000
Rain Boots		30	5	\$ 18.00	\$ 630	\$ 630
Rainsuits		19	6	\$ 45.00	\$ 1,125	\$ 1,125
Replacement Gear Bags		5		\$ 19.25	\$ 96	\$ 96
Rubber Work Gloves (12 doz.)		12	3	\$ 24.00	\$ 360	\$ 360
Safety Toe Footware		0		\$ -		
Steel Toe Hip Boots		2		\$ 50.00	\$ 100	\$ 100
Uniform Allowance		45	11	\$ 570.00	\$ 31,920	\$ 31,920
Waders		3		\$ 110.00	\$ 330	\$ 330
Winter Work Gloves (doz)		12		\$ 43.00	\$ 516	\$ 516
Work Gloves - 3 Pair/EE		11	1	\$ 38.50	\$ 462	\$ 462
Parks & Recreation	5			\$ 350.00	\$ 1,750	\$ 1,400
					\$ 40,289	\$ 39,939

Line Item Narrative

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

Uniform Allowance: Uniforms and protective gear are provided in accordance with the collective bargaining agreement. This account includes funding for the uniform allowance, plus rain suits, rain coats, safety boots, waders, neoprene snorkel gloves, prescription safety glasses, work gloves (etc.)



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Safety Compliance	Total	9,568	9,586	9,586
OT - Regular	Total	17,892	18,568	18,568

Estimated Detail of Safety Compliance

Actual expenses may vary according to changing circumstances

	Pre- Employment	Annual Physical Co- Pay	Cost	Dept. Request	Manager Proposed
Safety Compliance					
Public Services Personnel	7		\$ 210	\$ 1,470	\$ 1,470
Hepatitis/Titre test	9		\$ 249	\$ 2,241	\$ 2,241
Hearing Conv. Yearly	65		\$ 35	\$ 2,275	\$ 2,275
Respiratory Fit-Tests	50		\$ 72	\$ 3,600	\$ 3,600
				\$ 9,586	\$ 9,586

Estimated Detail of OT - Regular

Actual expenses may vary according to changing circumstances

	OT Hours	Rate	Dept. Request	Manager Proposed
OT - Regular				
Emergency Call-ins	410	\$ 34.06	\$ 13,965	\$ 13,965
Elections	30	\$ 25.02	\$ 751	\$ 751
Special Events	48	\$ 25.02	\$ 1,201	\$ 1,201
Traffic Control Pavement Markings	10	\$ 25.02	\$ 250	\$ 250
Alternative Sentencing	96	\$ 25.02	\$ 2,402	\$ 2,402
			\$ 18,568	\$ 18,568

Line Item Narrative

Physicals: This account funds pre-employment physicals, Hepatitis testing, Hearing Tests, respiratory fit tests, and disability assessments. These are all Bureau of Labor mandates that were unfunded in FY12. Previously we were not required to have these programs in place. After a BOL inspection in 2011 we had to implement the hepatitis and respiratory.

Public Services OT - Regular: This account funds call-outs for weather related emergencies; sink holes, trees down. It also includes weekend trash removal, setting up and taking down voting booths for elections,(when required) cemetery maintenance, city special events and scheduled alternative sentencing at the Hasty Community Center. Parks winter overtime along with PW Traffic overtime has been combined with the PW winter overtime account. The increase is due to contractual wage increases.



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
OT - Winter Road Maintenance	Total	167,718	178,877	178,877
OT - Fleet Services	Total	1,600	1,600	1,600
OT - Sand Removal	Total	2,651	2,937	2,937

Estimated Detail of OT - Winter Road Maintenance

Actual expenses may vary according to changing circumstances

OT - Winter Road Maintenance		Dept. Request	Manager Proposed
Winter Road Maintenance		\$ 178,877	\$ 178,877
		\$ 178,877	\$ 178,877

Estimated Detail of OT - Fleet Services

Actual expenses may vary according to changing circumstances

OT - Fleet Services		Dept. Request	Manager Proposed
		\$ 1,600	\$ 1,600
		\$ 1,600	\$ 1,600

Estimated Detail of OT - Sand Removal

Actual expenses may vary according to changing circumstances

OT - Sand Removal	Avg OT Rate	Hours	Dept. Request	Manager Proposed
	29.37	100	\$ 2,937	\$ 2,937
			\$ 2,937	\$ 2,937

Line Item Narrative

Winter Road Maintenance: This account funds overtime for snow plowing, sanding and snow removal. This account is used for plowing snow in emergency parking areas, downtown sidewalks, the fire and police stations, the community center, public outdoor skating rinks, Auburn Hall, the library and the Mechanic's Row parking garage. Historically this funds an average of 20 storms per year. Parks OT has been added to the total request amount. Parks budgets \$6,000 per year for winter OT. The increase is due to contractual wage increases.

Overtime - Fleet Services: Overtime occurs periodically throughout the year as needed to keep the City fleet operational.

Overtime - Sand Removal: Overtime is incurred while removing winter sand accumulations within the urban areas. As a requirement of federal mandates, municipalities are required to develop and implement a program to sweep all publicly accepted paved streets and parking areas at least once a year as soon as possible after snowmelt. The goal is to do this in as little time as possible so spring rains will not wash the sand into the storm water systems. This practice will also allow for earlier road maintenance. Sand removal begins in the Spring as soon as possible, typically around April 15th. The increase is due to contractual wage increases.



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items	Last Year	Dept. Request	Manager Proposed
PS - General	Total	75,456	93,492

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

PS - General	Dept. Request	Manager Proposed
Consumable Supplies	\$ 300	\$ 300
Contractual Ledge Blasting	\$ -	\$ -
Dig Safe Notifications	\$ 1,800	\$ 1,800
Dumping Permits - 6 @ \$15.00 each	\$ 90	\$ 90
Equipment Rental (Replacement)	\$ 2,500	\$ 2,500
Equipment Rental (Specialty)	\$ 2,500	\$ 2,500
Fire Extinguisher Maintenance	\$ 1,436	\$ 1,436
Fuel Tank Annual Inspections	\$ 200	\$ 200
GPS Contract Fee	\$ 16,400	\$ 16,400
Hazardous Chemicals/Reg. Inventory Fees	\$ 100	\$ 100
Hazardous Material Registration Fees (every 3 years \$150)	\$ -	\$ -
Herbicide Application Program (new)	\$ 20,425	\$ 20,425
Lease of Land for Materials Storage, Snow Dump, Laydown Area	\$ 6,000	\$ 6,000
Maine DEP Tank Registration Fees	\$ -	\$ -
Mowing at Oak Hill Cemetery	\$ 37,700	\$ 37,700
Motor Vehicle Inspection Stickers	\$ 400	\$ 400
Sprinkler System Testing	\$ 470	\$ 470
Televant-DTN Weather Service	\$ -	\$ -
Timetrack System Annual Fee	\$ 775	\$ 775
Video of Combined Stormwater and Sanitary Sewer Lines	\$ 500	\$ 500
Water filtration unit	\$ 396	\$ 396
Wrecker Services (towing)	\$ 1,500	\$ 1,500
	\$ 93,492	\$ 93,492

Line Item Narrative

Purchased Services - General : The Herbicide Application program is designated for highly visible urban areas. Locations that would benefit from this program are: Union St. bypass, Lower Turner St., Center St, Minot Ave, etc. Herbicide application would allow us to avoid the labor intensive and time consuming task of weeding by hand. The GPS line item is the payment for the final year of a 3 year contract with our GPS Contractor. The increase is due to this GPS contract payment.



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
PS - Snow Removal	Total	2,000	8,000	8,000
PS - Tree Removal	Total	8,800	8,800	8,800

Estimated Detail of PS - Snow Removal

Actual expenses may vary according to changing circumstances

PS - Snow Removal	Dept. Request	Manager Proposed
Intermittent--Bulldozer Rental	\$ 8,000	\$ 8,000
Snow Equipment Rental As Needed (truck & loader)	\$ -	\$ -
	\$ 8,000	\$ 8,000

Estimated Detail of PS - Tree Removal

Actual expenses may vary according to changing circumstances

PS - Tree Removal	Stumps (inches)	Occurrence	Cost	Dept. Request	Manager Proposed
Crane Rental				\$ 1,000	\$ 1,000
Stump Chipping (140 inches @ \$3 per inch)	1200	40	\$ 1.50	\$ 1,800	\$ 1,800
Tree plantings / Replacement		20	\$ 300.00	\$ 6,000	\$ 6,000
				\$ 8,800	\$ 8,800

Line Item Narrative

Purchased Services - Snow Removal: The costs of this line item reflect the severity of winter as well as issues such as the need for emergency relief parking, requests for snow plowing and removal in the Great Falls lot area and downtown parking areas. This request also reflects ongoing service during snow storms. Included within this account is contracted snow removal from parking lots, bulldozer rental and the snow storage area lease. APW now plows several parking lots previously contracted out: Cook St. parking lot, New Auburn Area and Community Center and the Pleasant/Drummond St. parking lot. The department's bulldozer is no longer in service and the increase to this line item is needed to rent a bulldozer the duration of the winter season to maintain the city's snow dumps. It costs the Department \$8000 to rent the dozer. The line item was cut last year and the Department will be overrunning that account this year to pay for the dozer.

Purchased Services - Tree Removal: This account funds the rental of a private bucket truck for tree removals in and around inaccessible areas as needed and to provide contracted stump chipping. Remaining funds are also used to cover the costs of replacing trees or landscaping. The tree planting program needs to be increased. Urban forest renewal programs are designed throughout the country to replace each tree removed w/a newly planted tree. Previous years did not budget an equal amount of removals and tree plantings. Instead of trying to get it all in one year we want to slowly move closer to getting a 1 for 1 replacement program.



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
PS - Centerline Striping	Total	84,964	112,376	112,376

Estimated Detail of PS - Centerline Striping

Actual expenses may vary according to changing circumstances

	Quantity	Linear Feet	Cost	Dept. Request	Manager Proposed
PS - Centerline Striping					
<u>Part I - Fall 2015 Program</u>					
Double Yellow Centerline		70,000	\$ 0.0750	\$ 5,250	\$ 5,250
White & Yellow Edge and lane lines		10,000	\$ 0.0417	\$ 417	\$ 417
White Lane Lines		30,000	\$ 0.0417	\$ 1,251	\$ 1,251
Striping Paving Projects		60,000	\$ 0.0417	\$ 2,502	\$ 2,502
				\$ 9,420	\$ 9,420
<u>Part II - Spring 2016 Program</u>					
Double Yellow Centerline		480,000	\$ 0.0750	\$ 36,000	\$ 36,000
White & Yellow Edge and lane lines		323,000	\$ 0.0417	\$ 13,469	\$ 13,469
White Lane Lines		103,000	\$ 0.0417	\$ 4,295	\$ 4,295
				\$ 53,764	\$ 53,764
Crosswalks Piano Keys	4914		\$ 6.6150	\$ 32,506	\$ 32,506
Stop Bars (12")		4,785	\$ 0.6615	\$ 3,165	\$ 3,165
Arrows (single)	825		\$ 9.9225	\$ 8,186	\$ 8,186
Arrows (double)	215		\$ 14.8838	\$ 3,200	\$ 3,200
RR Crossing Symbol	20		\$ 27.5625	\$ 551	\$ 551
Handicap Parking	20		\$ 27.5625	\$ 551	\$ 551
Parking Stall Lines		10,000	\$ 0.0772	\$ 772	\$ 772
Bike Lane	20		\$ 8.0000	\$ 160	\$ 160
Gore Painting		1,000	\$ 0.1000	\$ 100	\$ 100
				\$ 49,192	\$ 49,192
TOTAL				\$ 112,376	\$ 112,376

Line Item Narrative

Purchased Services - Centerline Striping: This account funds contractual services for painting traffic control markings (double yellow center lines, white lane lines, white and yellow edge lines and bicycle lane lines, crosswalks, stop bars and arrows). Pavement marking is considered to be one of the least expensive and most effective means of conveying certain traffic regulations, warnings, and guidance to motorists. They are most beneficial along rural roadways, at night and during inclement weather. This program consists of two phases: In the fall, portions of the arterials are re-striped for greater visibility and any designated streets that have been recently resurfaced are re-marked; the second phase, which is the major part of the striping of all designated arterial and collector roadways serving important transportation routes. This is an account directly influenced by the price of oil. Contractual service for road striping crosswalk and other traffic control markings. Numbers reflect a 5% increase as well as additional striping in the downtown district at two applications.



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Reports, Printing, & Binding	Total	3,155	3,155	2,155
Office Supplies	Total	6,960	4,360	4,360

Estimated Detail of Reports, Printing, & Binding

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Reports, Printing, & Binding		
Reports, Printing, & Binding	\$ 3,155	\$ 2,155
	\$ 3,155	\$ 2,155

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Office Supplies		
General Office Supplies	\$ 2,810	\$ 2,810
Printer Ink	\$ 500	\$ 500
Plotter Paper (36X500)	\$ 100	\$ 100
Plotter Paper (24X500)	\$ 100	\$ 100
Ink Cartridges	\$ 400	\$ 400
Print Heads	\$ 250	\$ 250
Toner	\$ 200	\$ 200
	\$ 4,360	\$ 4,360

Line Item Narrative

Reports, Printing & Binding: This account funds the printing costs of items which cannot be done in-house, envelopes (due to large volumes of mailings during construction season). There can be as many as 1,500 notices. Will need to print door hangers, flyers, and information handouts for Spring and Summer programs. Informational brochures for recycling changes.

Office Supplies: This account funds miscellaneous supplies which are necessary for the office to operate. Increase due to moving engineering printer supplies from operating supplies other.



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Operating	Total	2,750	2,750	2,750
Other Sup - Maintenance	Total	30,216	30,216	30,216

Estimated Detail of Other Sup - Operating

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Operating		
12" asphalt cutting blades	\$ 1,500	\$ 1,500
14" asphalt cutting blades	\$ 600	\$ 600
Concrete cutting blades @ \$200	\$ 400	\$ 400
Misc Surveying Supplies, Batteries and Field Books	\$ 250	\$ 250
	\$ 2,750	\$ 2,750

Estimated Detail of Other Sup - Maintenance

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Maintenance		
Field Operating Supplies	\$ 3,500	\$ 3,500
Facility Operating Supplies	\$ 4,500	\$ 4,500
Holiday Lights and Decorations	\$ 3,000	\$ 3,000
Solvents/Paint/Fluids	\$ 3,439	\$ 3,439
Hardware/Fasteners	\$ 8,067	\$ 8,067
Facility Operating Supplies	\$ 2,521	\$ 2,521
Vehicle Supplies	\$ 3,439	\$ 3,439
Mower Blades	\$ 710	\$ 710
Power Broom Brushes & Belts	\$ 740	\$ 740
Trash Barrels	\$ 300	\$ 300
	\$ 30,216	\$ 30,216

Line Item Narrative

Other Supplies - Operating: This account funds small tools primarily used for vehicle and building maintenance. Reduction due to moving engineering printer supplies to office supplies.

Other Supplies - Maintenance: This account funds non-vehicle supplies necessary for Highway, Parks and Fleet Services maintenance. Examples include fasteners, hoses, maintenance supplies for equipment and crews. Holiday lights and decorations have not been accounted for in past budgets.



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Parks/Open Spaces	Total	18,750	18,750	18,750
Other Supplies - Welding	Total	12,300	12,300	12,300

Estimated Detail of Other Sup - Parks/Open Spac

Actual expenses may vary according to changing circumstances

Other Sup - Parks/Open Spaces	Dept. Request	Manager Proposed
Cemetery Maintenance Supplies		
Bark Mulch	\$ 2,100	\$ 2,100
Field Supplies	\$ 1,550	\$ 1,550
Loam	\$ 1,500	\$ 1,500
Paint & Grafitti Remover	\$ 1,100	\$ 1,100
Plants, Fertilizer & Peat Moss	\$ 5,000	\$ 5,000
Playground Equipment Repair	\$ 3,000	\$ 3,000
Playground Mulch	\$ 4,500	\$ 4,500
Bleacher Repair/Replacement		
Planters		
	\$ 18,750	\$ 18,750

Estimated Detail of Other Supplies - Welding

Actual expenses may vary according to changing circumstances

Other Supplies - Welding	Dept. Request	Manager Proposed
All welding supplies	\$ 12,300	\$ 12,300
	\$ 12,300	\$ 12,300

Line Item Narrative

Other Supplies - Maintenance: This account funds non-vehicle supplies necessary for Highway and Fleet Services maintenance. Examples include fasteners, hoses, maintenance supplies for equipment and crews. Holiday lights and decorations have not been accounted for in past budgets.

Other Supplies - Welding: This account funds operational supplies that are used by the Fleet Welding shop. Items typically include steel, welding rods, oxygen/acetylene, etc. This year vendors will not give any predictions due to the vulnerability of the market.



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Traffic Paint	Total	5,163	5,163	5,163
Other Sup - Sign Material	Total	27,014	27,014	27,014

Estimated Detail of Other Sup - Traffic Paint

Actual expenses may vary according to changing circumstances

Other Sup - Traffic Paint		Quantity	Paint Cost	Dept. Request	Manager Proposed
Green Sealant	Gallons	300	\$ 11.35	\$ 3,405	\$ 3,405
Glass Beads	Bags	0	\$ 20.35	\$ -	\$ -
Latex White Paint	Gallons	50	\$ 11.65	\$ 583	\$ 583
Latex Yellow Paint	Gallons	100	\$ 11.75	\$ 1,175	\$ 1,175
Miscellaneous Paint Supplies, etc.		0	\$ 500.00	\$ -	\$ -
				\$ 5,163	\$ 5,163

Estimated Detail of Other Sup - Sign Material

Actual expenses may vary according to changing circumstances

Other Sup - Sign Material	Dept. Request	Manager Proposed
Street Signs (In-house Fabrication)		
Aluminum Blanks	\$ 7,600	\$ 7,600
Channel Posts (3', 8', 10')	\$ 7,000	\$ 7,000
Vinyl Sheeting	\$ 1,000	\$ 1,000
Brackets and Hardware	\$ 3,874	\$ 3,874
Complete Signs (Purchased from Vendor)	\$ 5,740	\$ 5,740
Folding Signs and Barricades	\$ -	\$ -
Lumber	\$ 1,000	\$ 1,000
Paint, Misc. Supplies, Barricade Tape	\$ 800	\$ 800
		\$ 27,014
		\$ 27,014

Line Item Narrative

Other Supplies - Traffic Paint: This account funds materials used to produce traffic control markings such as parking stalls, parking garage, handicap stalls, traffic islands and lines to indicate catch basin locations, and also include materials for sealing traffic islands which do not have plantings. The majority of the paint program is contracted out. Miscellaneous paint supplies are for machine maintenance. Figure shows an 8% increase in traffic paint, per vendor. Increase due to the need to paint newly paved traffic islands.

Other Supplies - Sign Material: This account funds materials used to produce street signs, miscellaneous signs, folding signs and barricades. This account reflects the need to systematically replace the inventory of signs which fade with age or are damaged. Specialty signs are also produced for other departments, i.e. Parks and Recreation, School, Airport and City events. Signs are cut from vinyl sheeting and rolled onto aluminum blanks. Inventory of sheeting and other materials used in the process will be built up over time. A change affecting this account during the next several years is a systematic Federally required upgrading of the street signs to 6" lettering.



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Pre-Mix Asphalt	Total	103,348	103,346	103,346
Other Sup - Culvert/Basin	Total	31,154	31,154	31,154

Estimated Detail of Other Sup - Pre-Mix Asphalt

Actual expenses may vary according to changing circumstances

	Tons	Square Yds	Cost / Unit	Dept. Request	Manager Proposed
Other Sup - Pre-Mix Asphalt					
Contracted Paving		2600	\$ 28.88	\$ 75,075	\$ 75,075
Summer use of hot mix asphalt	85		\$ 84.00	\$ 7,140	\$ 7,140
Winter pre-mix cold patch	175		\$ 120.75	\$ 21,131	\$ 21,131
				\$ 103,346	\$ 103,346

Estimated Detail of Other Sup - Culvert/Basin

Actual expenses may vary according to changing circumstances

	Size	Quantity	Cost/Ft	Unit	Dept. Request	Manager Proposed
Other Sup - Culvert/Basin						
Aluminized Culverts	20'	12"	8	\$ 11.87	\$ 237.40	\$ 1,899
Culvert Clamps		12"	4	\$ 11.87	\$ 237.40	\$ 950
Plastic PVC Culverts	20'	15"	20	\$ 8.78	\$ 175.60	\$ 3,512
	20'	18"	20	\$ 13.28	\$ 265.60	\$ 5,312
	20'	24"	6	\$ 18.41	\$ 368.20	\$ 2,209
	20'	30"	4	\$ 31.56	\$ 631.20	\$ 2,525
	20'	36"	4	\$ 33.31	\$ 666.20	\$ 2,665
	20'	6"	4	\$ 44.87	\$ 897.40	\$ 3,590
Pipes/Underdrain	20'	8"	0	\$ 2.14	\$ 42.80	\$ -
	20'	10"	0	\$ 3.63	\$ 72.60	\$ -
	20'	12"	0	\$ -	\$ -	\$ -
Catch Basin Supplies					\$ -	\$ -
Brick & Cement					\$ 1,279	\$ 1,279
Frames		10	\$ 295.45		\$ 2,955	\$ 2,955
Miscellaneous						
Pre-Cast Basins					\$ 4,259	\$ 4,259
					\$ 31,154	\$ 31,154

Line Item Narrative

Other Supplies - Pre-Mix Asphalt: Asphalt patch material is used annually to repair potholes and deteriorated pavement along streets, roads and sidewalks, and to restore pavement following restoration activities. Amount reflects a 5% estimated price increase.

Other Supplies - Culvert & Basins: This account funds the cost of supplies maintenance and repair of drainage facilities (i.e., culverts, underdrains, catch basins, inlet structures, etc.). The escalation in cost during the past several years is due to several major factors: increased maintenance required along rural roads that were previously maintained by the State, efforts to reduce flood damage, increased concentration on deteriorated structures in areas to receive new pavement, escalating cost of steel and metallic rust inhibiting coatings, fewer companies with casting capabilities. To increase system capacity, movement toward installing precast catch basins, replacement of grates and frames with bicycle friendly ones and a change in State law requiring municipalities to maintain driveway culverts. YTD amount is low because ordering of pipe occurs in Spring. Indications from vendors are no increase in metal prices. and a 5% increase in poly and concrete prices. This budget reflects those increases.



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Bridge/Fence	Total	500	500	500
Other Sup - Loam/Seed	Total	10,000	9,999	9,999

Estimated Detail of Other Sup - Bridge/Fence

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Bridge/Fence		
Mail box repair, Lumber, Materials, Fence Repair, etc.	\$ 500	\$ 500
Used Terminal Guardrail Ends		\$ -
Snow Fence Materials		\$ -
	\$ 500	\$ 500

Estimated Detail of Other Sup - Loam/Seed

Actual expenses may vary according to changing circumstances

	Quantity	Cost	Dept. Request	Manager Proposed
Other Sup - Loam/Seed				
Conservation Mix	25	\$ 80.58	\$ 2,015	\$ 2,015
Construction Fabric	4	\$ 457.00	\$ 1,828	\$ 1,828
Excelsior	25	\$ 35.00	\$ 875	\$ 875
Fertilizer	24	\$ 8.65	\$ 208	\$ 208
Hay Bales	500	\$ 3.50	\$ 1,750	\$ 1,750
Lime	20	\$ 1.25	\$ 25	\$ 25
Loam	28	\$ 15.00	\$ 420	\$ 420
Non Woven Construction Fabric (140N)	2	\$ 400.00	\$ 800	\$ 800
Park Athletic Mix	10	\$ 109.00	\$ 1,090	\$ 1,090
Siltation Control Fence	20	\$ 20.00	\$ 400	\$ 400
Sludge Compost	100	\$ 3.00	\$ 300	\$ 300
Staples (Box)	4	\$ 72.31	\$ 289	\$ 289
			\$ 9,999	\$ 9,999

Line Item Narrative

Other Supplies - Bridge & Fence: This account is used to purchase materials for repairs to snow fences, bridges, guardrails, fence, steps, temporary mailbox supports, etc., which have deteriorated from age or have been damaged by snow removal activities.

Other Supplies - Loam & Seed: The Department uses loam to stabilize and finish maintenance projects and to repair winter snowplow damages as required. Greater emphasis has been placed on erosion control methods for all roadside ditching and construction projects, especially in proximity to water resources, due to Environmental requirements.



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Calcium Chloride	Total	45,705	45,705	45,705
Other Sup - Road Salt	Total	237,377	234,629	234,629

Estimated Detail of Other Sup - Calcium Chloride

Actual expenses may vary according to changing circumstances

Other Sup - Calcium Chloride	Storms	Gallons / Storm	Gallons / Season	Cost	Dept. Request	Manager Proposed
Liquid Calcium						
Winter Use (Pre-wet Rock Salt)	17	1,336	32,064	\$ 1.25	\$ 40,080	\$ 40,080
Summer Use (Dust Control-Gravel Roads)			4,500	\$ 1.25	\$ 5,625	\$ 5,625
Flake Calcium(thawing drainage structures)			0	\$ 12.72	\$ -	\$ -
					\$ 45,705	\$ 45,705

Estimated Detail of Other Sup - Road Salt

Actual expenses may vary according to changing circumstances

Other Sup - Road Salt	FY12	FY13	FY14	FY15	Dept. Request	Manager Proposed
Price Per Ton (225/storm)	\$ 61.53	\$ 58.83	\$ 50.77	\$ 55.85	\$ 234,629	\$ 234,629
					\$ 234,629	\$ 234,629

Line Item Narrative

Other Supplies - Calcium Chloride: Calcium chloride is used to keep roads clear of ice and snow and for dust control.. A calcium chloride and salt mixture works faster than salt alone and is more effective at lower temperatures (0-20 degrees F). The Department uses liquid calcium to wet the salt which has proven to be cost effective. Wetting salt with liquid calcium chloride increases melting capacity over a one hour period by an average of about 10% at 15 degrees F and about 25% at 5 degrees F. The use of liquid calcium can also provide responsive dust control along gravel roads (flake is now used). Expanded salt and calcium usage has enhanced overall productivity by reducing the need for winter sand clean-up, which runs about \$40 per cubic yard.

Projecting that we will use 2850 tons of salt which means we'll use 8 gallons per ton of calcium bringing the projection to 28500.

Other Supplies - Road Salt: Road salt is the most commonly used chemical for snow melting and de-icing pavements. Greater amounts of salt are used on collector and arterial roads, on hills and at intersections in an effort to remove snow and ice and to increase travel safety. Per contract we must purchase 75%(2850 tons) of predicted amounts to retain contract pricing. As recommended by vendors, this request is 5% more than the unit price during the previous year.

Note: more salt is being used as we lessen the amount of sand use, especially in the NPDES areas where streets are swept and catch basins are cleaned. Estimate average annual usage is for 24 events @ 167 tons per storm = \$4000 x 64.61 = \$258,426. In FY11 the total amount of mileage that is salted was reduced, bringing the yearly amount from 4200 to 4000 tons.



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Safety Equipment	Total	17,177	17,177	17,177

Estimated Detail of Other Sup - Safety Equipment

Actual expenses may vary according to changing circumstances

Other Sup - Safety Equipment	Quantity	Unit Cost	Dept. Request	Manager Proposed
Chaps (tree crew)	6	\$ 70.00	\$ 420	\$ 420
Ear Plugs and Protectors 100 Count	10	\$ 85.00	\$ 850	\$ 850
Fire Extinguishers Small	10	\$ 45.00	\$ 450	\$ 450
Fire Extinguishers Large	5	\$ 72.00	\$ 360	\$ 360
First Aid Kit Supplies	20	\$ 7.25	\$ 145	\$ 145
Fluorescent Vests - type II	100	\$ 15.00	\$ 1,500	\$ 1,500
Fluorescent Vests XX-LG	20	\$ 22.00	\$ 440	\$ 440
Forestry Helmets	6	\$ 54.00	\$ 324	\$ 324
Four Element Gas Detector, Confined Space Entry	3	\$ 200.00	\$ 600	\$ 600
Goggles & Face Shields	50	\$ 5.95	\$ 298	\$ 298
Hard Hat Liners	25	\$ 9.30	\$ 233	\$ 233
Hard Hats (with ratchet)	40	\$ 15.00	\$ 600	\$ 600
Insect Repellent - per dozen	6	\$ 77.00	\$ 462	\$ 462
Lanyard	2	\$ 80.00	\$ 160	\$ 160
Lifting Straps	4	\$ 30.00	\$ 120	\$ 120
Lock out tag out		\$ 500.00	\$ 500	\$ 500
Miscellaneous Supplies and Safety Equipment		\$ 600.00	\$ 1,200	\$ 1,200
Safety Glasses Clear	4	\$ 27.00	\$ 108	\$ 108
Safety Glasses Tinted	4	\$ 32.00	\$ 128	\$ 128
Safety Lines	1	\$ 150.00	\$ 150	\$ 150
Safety Masks	10	\$ 13.00	\$ 130	\$ 130
Traffic Cones 28"	500	\$ 16.00	\$ 8,000	\$ 8,000
			\$ 17,177	\$ 17,177

Line Item Narrative

Other Supplies - Safety Equipment: This account funds safety equipment required by OSHA, our insurance carrier, and other regulatory agencies to meet general safety practices and policies. Items purchased as necessary by the department include charges for the recharging of fire extinguishers, hard hats, traffic cones, respirators, chaps, hearing protectors, safety vests, signs etc.

Request reduced due to moving hearing tests to safety compliance account.



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items	Last Year	Dept. Request	Manager Proposed
Other Sup - Small Tools	Total	20,820	20,820

Estimated Detail of Other Sup - Small Tools

Actual expenses may vary according to changing circumstances

	<i>Quantity</i>	<i>Unit Cost</i>	Dept. Request	Manager Proposed
Other Sup - Small Tools				
Fleet Mechanic Specialty tool			\$ 6,000	\$ 6,000
Replacement Tools			\$ 5,800	\$ 5,800
			\$ 11,800	\$ 11,800
Engineering				
Small Hand Tools			\$ 500	\$ 500
			\$ 500	\$ 500
Parks				\$ -
Back Pack Leaf Blowers	2	410	\$ 820	\$ 820
Force Leaf Blower	1	1600	\$ 1,600	\$ 1,600
Leaf Vacuum	1	4800	\$ 4,800	\$ 4,800
928 Snow Blower	1	1300	\$ 1,300	\$ 1,300
			\$ 8,520	\$ 8,520
TOTAL			\$ 20,820	\$ 20,820

Line Item Narrative

Other Supplies--Small Tools: This account funds the cost of small tools and equipment which are used by the various divisions within the Department .



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Gravel	Total	75,773	78,466	78,466
Other Sup - MV Repair	Total	122,198	121,198	121,198

Estimated Detail of Other Sup - Gravel

Actual expenses may vary according to changing circumstances

Other Sup - Gravel	Quantity	C/Y	Quantity Tons	Cost	Dept. Request	Manager Proposed
1 1/2" road gravel	800			\$ 11.61	\$ 9,288	\$ 9,288
3/4" crushed gravel	600			\$ 11.80	\$ 7,080	\$ 7,080
4" road gravel	1,000			\$ 11.32	\$ 11,320	\$ 11,320
Crushed Ledge Riprap			250	\$ 18.78	\$ 4,695	\$ 4,695
Crushed Stone			100	\$ 19.89	\$ 1,989	\$ 1,989
PMRAP	4,500			\$ -	\$ -	\$ -
Winter Sand	7,500			\$ 5.52	\$ 41,400	\$ 41,400
Erosion Control Mix	200			\$ 13.47	\$ 2,694	\$ 2,694
					\$ 78,466	\$ 78,466

Estimated Detail of Other Sup - MV Repair

Actual expenses may vary according to changing circumstances

Other Sup - MV Repair	Light Duty	Heavy Duty	Dept. Request	Manager Proposed
Brake Systems	\$ 4,785	\$ 15,964	\$ 20,749	\$ 20,749
Charging Systems (Batteries, belts, starters, alternators)	\$ 1,634	\$ 5,793	\$ 7,427	\$ 7,427
Cooling Systems	\$ 2,217	\$ 7,861	\$ 10,078	\$ 10,078
Electrical	\$ 1,400	\$ 4,965	\$ 6,365	\$ 6,365
Engines	\$ 3,034	\$ 15,758	\$ 18,792	\$ 18,792
Exhaust Systems	\$ 1,050	\$ 3,724	\$ 4,774	\$ 4,774
Lights/Mirrors/Wipers	\$ 1,004	\$ 3,558	\$ 4,562	\$ 4,562
Preventative Maintenance	\$ 3,402	\$ 12,061	\$ 15,463	\$ 15,463
Suspension Systems	\$ 2,334	\$ 8,275	\$ 10,609	\$ 10,609
Transmissions	\$ 2,987	\$ 10,592	\$ 13,579	\$ 13,579
Engineering Vehicle Repairs	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
Parks Vehicle Repairs	\$ 7,800	\$ -	\$ 7,800	\$ 7,800
	\$ 32,647	\$ 88,551	\$ 121,198	\$ 121,198

Line Item Narrative

Other Supplies--Gravel: This account includes winter sand, gravel, crushed ledge and stone rip-rap. Where possible the department uses recyclable asphalt pavement (RAP) is being funded through a material swap with a contractor

Other Supplies - Motor Vehicle Repair: This account funds the cost of materials and parts used in the repair of motor vehicles such as cars, pick-up trucks, dump trucks, forklift trucks and is performed by our fleet mechanics. More engine repairs are being done in house versus sending to outside vendors. Showing a \$8,000 increase in this account, but a \$10,000 reduction in PS Equip repair.



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Equip Repairs	Total	70,340	69,440	69,440
MV Sup - Tires/Tube/Chain	Total	66,750	66,250	66,250

Estimated Detail of Other Sup - Equip Repairs

Actual expenses may vary according to changing circumstances

Other Sup - Equip Repairs	Dept. Request	Manager Proposed
Brake Systems	\$ 7,874	\$ 7,874
Charging Systems (Batteries, belts, starters, alternators)	\$ 8,196	\$ 8,196
Cooling Systems	\$ 7,320	\$ 7,320
Electrical	\$ 1,639	\$ 1,639
Engines	\$ 4,170	\$ 4,170
Exhaust Systems	\$ 819	\$ 819
Lights/Mirrors/Wipers	\$ 1,103	\$ 1,103
Preventative Maintenance	\$ 8,834	\$ 8,834
Sweeping Consumables	\$ 11,000	\$ 11,000
Suspension Systems	\$ 9,888	\$ 9,888
Transmissions	\$ 4,097	\$ 4,097
Parks Equipment Repairs	\$ 4,500	\$ 4,500
	\$ 69,440	\$ 69,440

Estimated Detail of MV Sup - Tires/Tube/Chain

Actual expenses may vary according to changing circumstances

MV Sup - Tires/Tube/Chain	Dept. Request	Manager Proposed
Tires	\$ 55,250	\$ 55,250
Chains	\$ 11,000	\$ 11,000
	\$ 66,250	\$ 66,250

Line Item Narrative

PW Other Supplies - Equipment Repair: This account funds the cost of **in-house** repairs to construction equipment including: graders, excavators, back hoes, bull dozers, multi use tractors and front end loaders. Sweeping consumables consist of brooms, dust shoes, belts, sprockets, suction hoses for our sweeper trucks and vactor truck(basin cleaner).

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

Motor Vehicle Supplies - Tires, Tubes, & Chain: The Department has more than 324 tires mounted on vehicles at any one time. Although most of these are truck tires which can be replaced at a cost of \$145 to \$295 each, some of the common heavy equipment tires run \$350 to \$500, road grader tires at \$950 with the largest loader tires costing \$1,350 each. The onset of winter conditions escalates usage and is followed by motor vehicle inspections, which necessitates tire



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
MV Sup - Gas & Oil	Total	323,973	304,833	304,833
MV Sup - Plow/Grader Blades	Total	36,684	36,632	36,632

Estimated Detail of MV Sup - Gas & Oil

Actual expenses may vary according to changing circumstances

	Gallons	Cost / Unit	Dept. Request	Manager Proposed
MV Sup - Gas & Oil				
Diesel	76,000	\$ 3.00	\$ 228,000	\$ 228,000
Diesel Delivery Charge	76,000	\$ 0.010	\$ 760	\$ 760
Fuel Additives			\$ 1,910	\$ 1,910
Grease, Oil and Lubricants			\$ 26,870	\$ 26,870
Propane For Patch Machine & Forklifts			\$ 2,000	\$ 2,000
Unleaded Gasoline	16,470	\$ 2.75	\$ 45,293	\$ 45,293
			\$ 304,833	\$ 304,833

Estimated Detail of MV Sup - Plow/Grader Blades

Actual expenses may vary according to changing circumstances

	Quantity	Cost	Dept. Request	Manager Proposed
MV Sup - Plow/Grader Blades				
2 Graders	6	\$ 637	\$ 3,822	\$ 3,822
8 Bucket Loaders	8	\$ 582	\$ 4,656	\$ 4,656
Plow Bolts			\$ 1,379	\$ 1,379
Replacement of blades on 21 trucks	21	\$ 1,275	\$ 26,775	\$ 26,775
			\$ 36,632	\$ 36,632

Line Item Narrative

Motor Vehicle Supplies - Gas & Oil: This account funds the purchase of motor vehicle gas and oil, and expenditures for heating fuel. The Department relies heavily on mechanized equipment which is energy intensive (i.e., grease, oil, diesel, gas). The consumption of diesel fuel is quite variable and increases with the amount of snow which must be plowed. The reduction in this account is due to splitting out the heating oil and diesel to get better accounting of usage. Combined gasoline amounts from PW, Parks and Engineering.

Motor Vehicle Supplies - Plow & Grader Blades: This account funds the purchase of plow and grader blades, plus plow shoes, wing tips, nuts, bolts, plow points, etc. Blades provide a durable cutting edge that serves to protect the more valuable plow and buckets; and by using carbide blades, the blades do not wear out as fast as steel blades by a factor of 4.



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
MV Sup - Other	Total	38,200	38,200	38,200
Utilities - Water/Sewer	Total	22,782	8,035	8,035

Estimated Detail of MV Sup - Other

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
MV Sup - Other		
Batteries	\$ 6,100	\$ 6,100
Filters	\$ 13,200	\$ 13,200
Belts & Hoses	\$ 1,850	\$ 1,850
Tune up Supplies	\$ 1,750	\$ 1,750
Lights, Bulbs, Electrical	\$ 6,900	\$ 6,900
Wipers, Mats, Misc.	\$ 4,500	\$ 4,500
Fluids, Lubricants, Etc.	\$ 3,900	\$ 3,900
	\$ 38,200	\$ 38,200

Estimated Detail of Utilities - Water/Sewer

Actual expenses may vary according to changing circumstances

	Per Period	Periods	Total	Increase	Dept. Request	Manager Proposed
Utilities - Water/Sewer						
Hydrant Meter	\$ 235	1	\$ 235	15.0%	\$ 270	\$ 270
Sewer	\$ 166	12	\$ 1,993	15.0%	\$ 2,292	\$ 2,292
Sprinkler	\$ 129	12	\$ 1,544	15.0%	\$ 1,776	\$ 1,776
Water	\$ 68	12	\$ 818	15.0%	\$ 941	\$ 941
					\$ 5,279	\$ 5,279
Parks						
Oak Hill Cemetery			\$ 433	15.0%	\$ 498	\$ 498
Parks Garage			\$ 1,964	15.0%	\$ 2,259	\$ 2,259
					\$ 2,757	\$ 2,757
					\$ 8,035	\$ 8,035

Line Item Narrative

Motor Vehicle Supplies - Other: This account includes all other supplies such as batteries, plugs, filters, lights, automotive wire, belts and hoses. These supplies are used to maintain our fleet of over 100 motor vehicles and pieces of equipment. Performing preventative maintenance helps to stabilize repair costs. Improved inventory control procedures and increased tracking through work order system contributed to reduction in this line item. Combined amounts from PW, Parks and Engineering.

Utilities - Water & Sewer: This account funds water and sewer expenses at the Highway Garage and Parks & Recreation facilities. This includes domestic water and sewer service, a sprinkler charge and a hydrant fee. There is a 15% increase in the



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Comm - Telephone	Total	7,740	7,740	7,740
Utilities - Electricity	Total	45,488	42,761	42,761

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

Comm - Telephone	Quantity	Cost/Month	Dept. Request	Manager Proposed
Public Works				
Cell Phones and usage	7	\$ 60	\$ 5,040	\$ 5,040
Long Distance Service		\$ 25	\$ 300	\$ 300
			\$ 5,340	\$ 5,340
Engineering				
Cell Phones and usage	4	\$ 50	\$ 2,400	\$ 2,400
			\$ 7,740	\$ 7,740

Estimated Detail of Utilities - Electricity

Actual expenses may vary according to changing circumstances

Utilities - Electricity	Dept. Request	Manager Proposed
Public Works Facilities	\$ 39,708	\$ 39,708
Parks Garage	\$ 3,053	\$ 3,053
	\$ 42,761	\$ 42,761

Line Item Narrative

Communication - Telephone: This account funds the telephone lines, fax lines, cellular phones.

Per City Electrician in FY12 adjustments were made citywide to lower our electricity costs. FY11 was \$45,000; FY12 went to 38,556. Estimated 25% increase on electricity prices.



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Utilities - Heating Fuel	Total	35,247	43,385	43,385
Repairs - Buildings	Total	19,900	18,500	18,500

Estimated Detail of Utilities - Heating Fuel

Actual expenses may vary according to changing circumstances

	Units	Cost/Unit	Dept. Request	Manager Proposed
Utilities - Heating Fuel				
Natural Gas - PW Garage	26,790	\$ 1.55	\$ 41,525	\$ 41,525
Natural Gas-Parks Garage	1,200	\$ 1.55	\$ 1,860	\$ 1,860
			\$ 43,385	\$ 43,385

Estimated Detail of Repairs - Buildings

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Buildings		
Boilers, Piping, Overhead Heaters	\$ 4,000	\$ 4,000
Compressor	\$ 1,000	\$ 1,000
Construction Materials (Wood, Steel, Masonry blocks)	\$ 2,500	\$ 2,500
Electrical Supplies	\$ 1,500	\$ 1,500
Generator	\$ 500	\$ 500
HVAC Unit, Exhaust Fans	\$ 1,000	\$ 1,000
Overhead Cranes	\$ 1,000	\$ 1,000
Overhead Doors	\$ 5,000	\$ 5,000
Pressure Washer	\$ 500	\$ 500
Roof	\$ 1,000	\$ 1,000
Windows, Doors	\$ 500	\$ 500
	\$ 18,500	\$ 18,500

Line Item Narrative

Heating Fuel: Natural Gas increase reflects a projected 15% increase natural gas prices.

Repairs - Building: This account funds preventative maintenance as well as unexpected problems. With an aging building costs to repair doors, HVAC system, Boilers and heating system we must increase account to be able to keep up with repairs.

P&R repairs to buildings, i.e. broken windows, broken doors, vandalism repairs, restroom repairs, door locks tile repair. etc.



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Repairs - Vehicles	Total	29,500	29,500	29,500
Repairs - Equipment	Total	19,260	19,260	19,260

Estimated Detail of Repairs - Vehicles

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Vehicles		
Alignments	\$ 550	\$ 550
Alternators	\$ 500	\$ 500
Glass Replacement	\$ 2,600	\$ 2,600
Hydraulic Systems (Cylinders/Pumps/Motors)	\$ 5,000	\$ 5,000
Radiators	\$ 5,000	\$ 5,000
Re-build Motors/Transmissions	\$ 12,000	\$ 12,000
Body Work	\$ 3,000	\$ 3,000
Starters	\$ 600	\$ 600
Engineering Vehicles	\$ 250	\$ 250
	\$ 29,500	\$ 29,500

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Equipment		
Chain Saws	\$ 400	\$ 400
Pumps	\$ 1,500	\$ 1,500
Heavy Duty Construction Equipment	\$ 12,110	\$ 12,110
Specialty Repairs	\$ 2,500	\$ 2,500
Survey Equipment	\$ 1,250	\$ 1,250
Machine Shop Work	\$ 1,500	\$ 1,500
	\$ 19,260	\$ 19,260

Line Item Narrative

Repairs - Vehicle: This account funds those repairs that are contracted out. These services have to be contracted out due to the sophistication of vehicles and the tools/equipment needed to diagnose and repair. Typically your larger repair parts run higher than most others due to the steel content in the make up of the part.

Repairs - Equipment: This account funds those repairs that are contracted out. The work includes repairs to the following: chainsaws, pumps, heavy duty construction equipment - repairs requiring specialty tools, survey equipment, machine shop work, plan copier, etc This account is historically high because of the private machine shop work which is required for some of the older pieces of equipment with limited parts availability.



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Repairs - Radio Equipment	Total	2,200	2,500	2,500

Estimated Detail of Repairs - Radio Equipment

Actual expenses may vary according to changing circumstances

Repairs - Radio Equipment See Below.	Dept. Request	Manager Proposed
	\$ 2,500	\$ 2,500
	\$ 2,500	\$ 2,500

Line Item Narrative

Repairs - Radio Equipment: This account funds the repairs and modifications to the radio system used by the Public Works Department to dispatch and communicate with the fleet. The department uses 64 mobile and 5 portables to coordinate maintenance activities and to report emergency situations.



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Training & Tuition	Total	16,065	16,065	16,065

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

Training & Tuition	<i>Personnel</i>	<i>Cost</i>	Dept. Request	Manager Proposed
Administrative Staff Training	2	\$ 500	\$ 1,000	\$ 1,000
APWA Supervisor Training/Program	4	\$ 250	\$ 1,000	\$ 1,000
Arborist Training	2	\$ 750	\$ 1,500	\$ 1,500
BOL 30 Hour Const. Safety Course	2	\$ 250	\$ 500	\$ 500
CDL Defensive Driving - Me. Motor Transport	10	\$ 25	\$ 250	\$ 250
Chainsaw Training	10	\$ 15	\$ 150	\$ 150
Continuing Education Classes	2	\$ 125	\$ 250	\$ 250
Cutting Torch Safety	12	\$ 20	\$ 240	\$ 240
Heavy Duty Brake School (Air)	1	\$ 405	\$ 405	\$ 405
MDOT - Grader Training	2	\$ 125	\$ 250	\$ 250
MDOT - Local Road Program	60	\$ 25	\$ 1,500	\$ 1,500
MMA Meetings/ Seminars	2	\$ 85	\$ 170	\$ 170
Municipal Leadership	2	\$ 500	\$ 1,000	\$ 1,000
Vendor Sponsored Equipment Mechanics	2	\$ 100	\$ 200	\$ 200
Welder Training	0	\$ 500	\$ -	\$ -
Professional Development	2	\$ 1,800	\$ 3,600	\$ 3,600
			\$ 12,015	\$ 12,015
Engineering				
Employee Continuing Education Licenses			\$ 2,500	\$ 2,500
Maine Municipal Association			\$ 200	\$ 200
Maine Nonpoint Source Training			\$ 350	\$ 350
MDOT Local Road			\$ 250	\$ 250
Paving Inspector NETTCP			\$ 600	\$ 600
Road Maintenance, Paving, Supervisory Practices			\$ 150	\$ 150
			\$ 4,050	\$ 4,050
			\$ 16,065	\$ 16,065

Line Item Narrative

Training & Tuition: This account funds registration fees for seminars and classes including: road maintenance, welding, hydraulics, first aid, bloodborne pathogens, paving, supervisory practices, construction safety, performance evaluation, masonry, environmental regulations, Geographic Information System (GIS), and snow and ice removal. This account reflects our department goal to provide training to employees in order to receive peak output from them, and insure that they will accomplish work that is assigned to them.



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Comm - Postage	Total	400	400	400
Travel-Mileage	Total	500	500	500
Travel-Seminar Costs	Total	675	500	500

Estimated Detail of Comm - Postage

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Comm - Postage	\$ 400	\$ 400
Public Works	\$ 400	\$ 400

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Travel-Mileage		
Public Works & Parks	\$ 350	\$ 350
Engineering	\$ 150	\$ 150
	\$ 500	\$ 500

Estimated Detail of Travel-Seminar Costs

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Travel-Seminar Costs		
Public Services	\$ 500	\$ 500
	\$ 500	\$ 500

Line Item Narrative

Communication - Postage: This account is for postage and stamps. Increase is due to the possibility of an increase in postage come January 2014.

Travel-Mileage: Account used for compensating employees for use of their personal vehicles.

Travel & Seminar Costs: This account funds conference meeting and seminar costs. Most notably the attendance of the APWA-MMA semi annual conferences.



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items	Last Year	Dept. Request	Manager Proposed
Dues & Subscriptions	Total	5,884	5,934

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Dues & Subscriptions		
<u>Licenses:</u>		
55 CDL's renewed each 6th year plus new drivers	\$ 306	\$ 306
Annual Arborist License (Mike, Jim, Rick, Bill)	\$ 165	\$ 165
<u>Memberships:</u>		
APWA	\$ 492	\$ 492
ASCE	\$ 215	\$ 215
Maine Arborist	\$ 90	\$ 90
Maine Resource Recovery Association	\$ 40	\$ 40
<u>Training, Reports, Periodicals:</u>		
Misc. Training Manuals	\$ 75	\$ 75
<u>Subscriptions:</u>		
Diagnostic Software (Mitchel 1)	\$ 2,500	\$ 2,500
<u>Tech Manuals - Specifications (Intermittent Purchases):</u>		
Sign Manual	\$ 90	\$ 90
Uniform Traffic Control	\$ 100	\$ 100
<u>Engineering:</u>		
APWA Annual Dues	\$ 492	\$ 492
ASCE Annual Dues	\$ 430	\$ 430
CPESC Renewal	\$ 100	\$ 100
CPSWQ	\$ 100	\$ 100
MSLS Annual Dues	\$ 220	\$ 220
PE Bi-Annual License Renewal	\$ 160	\$ 160
PLS Bi-Annual License Renewal	\$ 275	\$ 275
CDL	\$ 34	\$ 34
<u>Parks</u>		
Maine Cemetery Assoc.	\$ 25	\$ 25
New England Park Assoc	\$ 25	\$ 25
	\$ 5,934	\$ 5,934

Line Item Narrative

Dues & Subscriptions: This account pays for subscriptions, annual professional fees, and dues for professional associations. Memberships include: Arborist licenses, APWA, ASCE and various technical periodicals and newsletters. This account also funds the costs of the Commercial Drivers License (CDL) reimbursement. Mitchel 1 is an online diagnostic software that provides the most up to date information in the industry.



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Leachate Hauling	Total	56,494	69,994	69,994
Guardrail Replacement	Total	10,000	10,000	10,000
Crack Sealing	Total	20,000	20,000	10,000

Estimated Detail of Leachate Hauling

Actual expenses may vary according to changing circumstances

	Quantity	Cost	Dept. Request	Manager Proposed
Leachate Hauling				
Hauling Fee	3,000,000	\$0.013167	\$ 39,501	\$ 39,501
Weighing Fee	820	\$10.50	\$ 8,610	\$ 8,610
Disposal per 100 CF	4,011	\$2.09	\$ 8,383	\$ 8,383
Leachate Collection System Cleaning			\$ 13,500	\$ 13,500
			\$ 69,994	\$ 69,994

Estimated Detail of Guardrail Replacement

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Guardrail Replacement	\$ 10,000	\$ 10,000
	\$ 10,000	\$ 10,000

Estimated Detail of Crack Sealing

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Crack Sealing	\$ 20,000	\$ 10,000
	\$ 20,000	\$ 10,000

Line Item Narrative

Leachate Hauling: This account funds a state mandated cost to haul leachate from the ash landfill located near Exit 75 to a disposal location on Goldwaith Road. Other expenses result from the fee for weighing loads on the MMWAC scale, and from fees for disposal into the Auburn Sewerage District manhole.

**Previous years budget #'s based upon 2,100,000 gallons pumped. Contract is written and bid upon 3,000,000 gallons pumped. Disposal per 100CF of Leachate pricing up from \$1.97 to \$2.09. Scale fees were based upon \$5 weighing fee, new weighing fee is \$10.50. Number of loads based upon 6900 gallons per load, actual loads are 3660 each. Leachate collection system is required per DEP mandate.

Purchased Services - Crack Seal: Crack sealing increases the lifespan of asphalt pavement. Typically roads that were reconstructed 3 to 5 years ago are targeted for sealing.



City of Auburn

Public Services

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
PS - Water Quality Monitoring	Total	15,000	22,000	22,000
PS - Recording Fee	Total	250	250	250

Estimated Detail of PS - Water Quality Monitoring

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - Water Quality Monitoring		
Water Quality Monitoring	\$ 22,000	\$ 22,000
	\$ 22,000	\$ 22,000

Estimated Detail of PS - Recording Fee

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

Purchased Services - Water Quality Monitoring: This account funds State mandated water quality monitoring of the closed Ash landfill and Gracelawn Road area landfill: sampling, testing and reporting, plus maintenance of well caps and locks. There has been an increase in the lab and tech costs and updated monitoring plans for both landfills has been required by the Maine DEP.

Purchased Services - Recording Fee: This account funds the recording of deeds and plans at the County Registry. Expenditures reflect the number of deeds recorded for easements for street and sidewalk improvement projects.



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>Solid Waste</i>							
Solid Waste Disposal	213,784	391,780	257,195	486,230	486,230	94,450	24%
Solid Waste Collection	437,061	430,291	419,796	441,048	441,048	10,757	2%
TOTAL	650,845	822,071	676,991	927,278	927,278	105,207	12.8%



City of Auburn

Solid Waste

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Solid Waste Disposal	Total	391,780	486,230	486,230
Solid Waste Collection	Total	430,291	441,048	441,048

Estimated Detail of Solid Waste Disposal

Actual expenses may vary according to changing circumstances

	Quantity	Cost/Ton	Dept. Request	Manager Proposed
Solid Waste Disposal				
Auburn Curbside Waste Disposal (MMWAC)	7,500	41	\$ 307,500	\$ 307,500
Auburn Residential Drop-Off	600	41	\$ 24,600	\$ 24,600
Dead Animal Disposal			\$ 500	\$ 500
Dumpster Rental	12	215	\$ 2,580	\$ 2,580
Hazardous Waste Abatement			\$ 500	\$ 500
Household Hazardous Waste disposal program			\$ 9,000	\$ 9,000
Illicit Waste Removal	50	70	\$ 3,500	\$ 3,500
Leaves	200	41	\$ 8,200	\$ 8,200
Recycling Program			\$ 102,000	\$ 102,000
Rolloff Container (rental & transp.)			\$ 1,000	\$ 1,000
Spring Cleanup (50% funded)			\$ 25,000	\$ 25,000
Tires			\$ 1,500	\$ 1,500
Universal Waste Disposal			\$ 350	\$ 350
			\$ 486,230	\$ 486,230

Estimated Detail of Solid Waste Collection

Actual expenses may vary according to changing circumstances

	FY 15	Dept. Request	Manager Proposed
Solid Waste Collection			
Private Contract	430,291	\$ 441,048	\$ 441,048
		\$ 441,048	\$ 441,048

Line Item Narrative

Solid Waste Disposal: This account funds the costs of the City's solid waste disposal program. This year's program costs are based on the MMWAC tip fee of \$29 per ton for solid waste. Included in this year's budget request is HHW Program, wood chipping, hauling, Universal Waste disposal. Spring clean-up is not included. Leaf pick up is now included in the Solid Waste contract.

**Our current Member MSW tip fee is \$29/ton for FY15 which ends 6/30/15. The MMWAC Board of Director's adopted a resolution January 2014 to set a goal for the FY16 Budget of a Member MSW tip fee that would not exceed \$41/ton. The FY16 Budget will not be adopted until the spring, so until that happens we will not know the actual tip fee.

Solid Waste Collection: The amounts reflect the new solid waste contract. In year 1 the amount was \$399,568, in Year 2 the amount is \$409,557, Year 3 is \$419, 796, Year 4 is \$430,291, and year 5 is \$441,048.



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>Water & Sewer</i>							
Catch Basin Maintenance Fee	12,500	12,500	12,500	12,500	12,500	0	0%
Public Fire Protection Fee	563,719	586,513	586,513	586,513	586,513	0	0%
TOTAL	576,219	599,013	599,013	599,013	599,013	-	0.0%



City of Auburn

Water & Sewer

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
Catch Basin Maintenance Fee	Total	12,500	12,500	12,500
Public Fire Protection Fee	Total	586,513	586,513	586,513

Estimated Detail of Catch Basin Maintenance Fee

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Public Fire Protection Fee

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Public Fire Protection Fee		
Paid to Auburn Water & Sewer District	\$ 586,513	\$ 586,513
	\$ 586,513	\$ 586,513

Line Item Narrative

Catch Basin Maintenance Fee: The City's catch basins drain into the sanitary sewer. As we continue our stormwater separation projects, this fee should decrease. There are about 400 catch basins that are still connected.

Public Fire Protection Fee: This fee is paid to the Auburn Water & Sewer District for the water that is ready and available from the hydrants, for fire suppression.



City of Auburn

Master List

Fiscal Year 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	%
County Tax							
County Tax	2,029,512	2,046,880	2,046,880	2,142,268	2,142,268	95,388	5%
TOTAL	2,029,512	2,046,880	2,046,880	2,142,268	2,142,268	95,388	4.7%



City of Auburn

County Tax

Fiscal Year 2016
Proposed 3.30.2015

Line Items		Last Year	Dept. Request	Manager Proposed
County Tax	Total	2,046,880	2,142,268	2,142,268

Estimated Detail of County Tax

Actual expenses may vary according to changing circumstances

County Tax		Dept. Request	Manager Proposed
		\$ 2,142,268	\$ 2,142,268
		\$ 2,142,268	\$ 2,142,268

Line Item Narrative

County Tax:



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>Tax Sharing</i>							
Tax Sharing	256,525	270,000	269,000	270,000	270,000	0	0%
TOTAL	256,525	270,000	269,000	270,000	270,000	-	0.0%
<i>Auburn-Lewiston Airport</i>							
Aub-Lew Airport	105,000	105,000	105,000	182,000	116,500	11,500	11%
TOTAL	105,000	105,000	105,000	182,000	116,500	11,500	11.0%
<i>LA Growth Council</i>							
LAEGC	0	0	0	0	0	0	0%
TOTAL	-	0	-	-	-	-	0.0%
<i>LA Transit Authority</i>							
Lew-Aub Transit	235,496	211,377	211,377	209,244	209,244	(2,133)	-1%
Auburn Only Transportation	0	23,996	0	-	-	(23,996)	-100%
TOTAL	235,496	235,373	211,377	209,244	209,244	(26,129)	-11.1%
<i>LA 911</i>							
Lew-Aub 911	1,030,802	1,049,386	1,049,386	1,088,857	1,088,857	39,471	4%
LA 911-Recorder	-	14,113				(14,113)	
LA 911-Reverse 911	0	3,750				(3,750)	-100%
TOTAL	1,030,802	1,067,249	1,049,386	1,088,857	1,088,857	21,608	2.0%
<i>Community Little Theater</i>							
Community Little Theater	0	0		0	0	0	0%
TOTAL	-	0	-	-	-	-	0.0%
<i>Arts and Culture-Auburn</i>							
Arts & Culture Auburn	0	17,000	8,000	0	0	(17,000)	-100%
TOTAL	-	17,000	8,000	-	-	(17,000)	-100.0%
TOTAL	1,627,823	1,694,622	1,642,763	1,750,101	1,684,601	(10,021)	-0.6%



**Strategic Plan
FY16-FY17**

<p><u>Mission Statement:</u> Norway Savings Bank Arena is designed to serve the region through opportunities for skating activities. The Arena shall provide exceptional, year round, affordable ice skating opportunities in a safe, healthy, community based skating environment. We shall provide for a comfortable, well designed, skating and events center that serves as a community gathering place: focused primarily on ice related activities and its viewership.</p>	
<p>FY16 BUDGET GOAL 1</p>	<p>Provide a balanced schedule for the general public and the arena user groups</p> <ul style="list-style-type: none">• Consistent public skate and learn to skate ice times• Fill in remaining open ice with the other major user groups• Attract figure skating groups
<p><u>OVERVIEW</u></p> <p>In order to obtain maximum revenue, we must provide a balanced schedule. This is often times very difficult as special interest groups pursue contracting as many prime hours as are available. A balanced schedule will provide consistent revenue on a year round basis and continue to build programs with a new influx of skaters.</p> <p>While public skaters are at the arena they need to have access to materials that promote learn to skate, hockey programs, birthday parties, and other special events that will make them a regular user of the facility. Public sessions need to be consistently scheduled and rarely relinquished for hockey tournaments, competitions, etc. User groups will put pressure on us to secure these prime times for their special events but this is not a sound business practice to disrupt the consistency of these sessions designated for the general public. The goal is for the public to know our hours and not expect them to change on a sporadic basis.</p> <p>It is very important to this management team that we stay consistent with our scheduling and programming. These sound practices will also create a more user friendly atmosphere in the community.</p>	

<p>FY16 BUDGET GOAL 2</p>	<p>Create and implement camps/clinics and programs for off season ice times</p> <ul style="list-style-type: none"> • Youth 3 versus 3 league • Training camps • Skills camps • Learn to skate program
<p><u>OVERVIEW</u></p> <p>The development of a Spring 3 versus 3 league allows the facility to gain an untapped market. Ice hockey, like many other sports, has become a year-round sport. The league has been developed to appeal to youth hockey players of all levels and operates during the spring. The 3 versus 3 league will be a way to sustain the core group of users during a bridge period before training and skills camps begin in the summer months.</p> <p>The development of in-house training and skills camps provides the facility with the opportunity to generate revenue over ice rental income. The model is to provide high end professional training to participants during the off season. Day and night time sessions, along with week-long camps will assist in keeping a balanced year round schedule.</p> <p>Our learn to skate program is in the implementation stage and ties in to drawing figure skating to Norway Savings Bank Arena. The program offers 3 different levels of participation and caters to multiple skill levels ranging from those who will skate for recreation to those who desire to become figure skaters and hockey players.</p>	

<p>FY16 BUDGET GOAL 3</p>	<p>Increase the advertising/sponsorships</p> <ul style="list-style-type: none">• Invite new potential sponsors to high school games and or tournaments so they can see the amount of activity going on in the arena• Get out and meet with existing clients on a personal level• Create a more user friendly environment
<p>OVERVIEW</p> <p>It is very important that we invite our existing sponsors to the arena during a tournament or high school game so they may see the extent of their advertisement exposure. We also need to invite new potential sponsors as well. This is really the best time for a sponsor to see and feel the electric atmosphere that a double ice sheet produces. The arena has agreed to terms with a company named Live Barn, which provides a live video streaming service. They will provide all of the necessary equipment and cameras at no charge. This will allow users to stream games and other events at the arena and provide a live view from inside the arena to televisions placed in the lobby and or mezzanine. People will be able to purchase a monthly membership that will give them access to what is going on in the arena and the arena will receive 50% of the memberships. In the event someone was unable to attend a high school game here they could purchase a membership and watch the game from home on their computer. This service also provides our sponsors with additional exposure.</p> <p>We do feel that the arena could use some assistance with attracting new sponsors as well as keeping our current sponsors. Currently we are working with City management to make this a reality and bring in much needed support. The economic impact to the local community is also a priority to us. By working closely with the Economic Development Department this will afford us the opportunity to gather necessary information regarding the actual impact felt in the local community.</p>	

DEPARTMENT MULTI YEAR GOALS

GOAL 1: Evaluate current practices, procedures, staffing and scheduling models to maximize efficiency and ensure evolving improvement.

OBJECTIVE 1: Evaluate current structure and identify areas of improvement.

OBJECTIVE ACTIVITIES

1

Gain input from user groups, community and staff.

Implementation Activity – Meet with user groups and staff to gain insight on expectations and improvement areas.

Outcome Measurement – Evaluate information and develop course of action to meet expectations and needs.

Status: Meetings with user groups are currently being conducted as part of ice scheduling. Staff will meet at the end of March with an estimated course of action designed for May 2015.

2

Assess scheduling and staffing models to create a balanced schedule and maximize ice rental while reducing costs.

Implementation Activity – Conduct a study utilizing usage reports and information from other multi-ice surface facilities about their scheduling and staffing models.

Outcome Measurement - Adjust scheduling and staffing models if needed based on information retrieved to maximize efficiency and reduce delays.

Status: Internal study is being conducted and external information continues to be received. Scheduling model may see minor adjustments.

GOAL 2: Grow Internal Programming

OBJECTIVE ACTIVITIES

1

Evaluate program participation

Implementation Activity – Review Physical participant numbers of programs in FY15.

Outcome Measurement - Develop yearly target growth ratio for programs and locate best advertising avenues.

Status: Current programs are being implemented; Participant numbers will not be available until October of FY16.

OBJECTIVE 3: Develop an on-site training and fitness facility.

OBJECTIVE ACTIVITIES

Implementation Activity - Meet with interested parties on developing an athletic focused training center through partnership. Partnership will provide the best opportunity for long term success and sustainability.

Outcome Measurement - Follow City protocol and develop binding contracts to bring an athletic focused training facility into the arena. This will also attract new people that might not otherwise visit the arena, and add another revenue source not dependant on the ice.

Status: Meetings with interested parties are still being conducted. We have also started to work with contractors on designs, timeline, and construction costs.

CAPITAL IMPROVEMENT MULTI- YEAR PLAN

FY17 - New Zamboni

The Norway Savings Bank Arena has reached a point where it needs a new Zamboni to replace the 1996 Olympia that was brought over from Ingersoll. Service life of a machine is roughly 20 years depending on the maintenance and type of use. We are starting to incur repair and maintenance costs that are exceeding the cost of acquiring a new machine. Several machine failures caused our new 2013 machine to maintain both ice surfaces. Prolonged use of one machine will shorten the life expectancy. Replacement would allow for repairs to be reduced by \$5,000 annually.

Replacement Costs:

Zamboni Propane \$105,000.

Zamboni Electric \$125,000.

We are actively searching for a sponsor to help cover some, if not all of the cost.

FY17-Rubber flooring in the vestibule-with City Seal In-Lay

Removal of commercial Grade carpeting in vestibule will create a cleaner and more uniform building appearance. Rubber flooring with the City Seal would promote the City of Auburn. Currently there is nothing in the Arena that promotes or represents the City.



City of Auburn NSB Arena

Fiscal Year 2016
Proposed 3.23.2015

Projected Revenues and Expenses for FY16

Actual expenses may vary according to changing circumstances

Norway Savings Bank Arena

	Last Year	Dept. Request	Manager Proposed
Total Revenues	\$ 1,221,935	\$ 997,000	\$ 997,000
Total Expenses	\$ 1,208,500	\$ 1,188,850	\$ 1,188,850
Profit (Loss)	\$ 13,435	\$ (191,850)	\$ (191,850)

	Last Year	Dept. Request	Manager Proposed
NSB Arena Revenue Summary			
<u>Revenues</u>			
Ice Rental Revenue			
Gladiators		\$ 250,000	\$ 250,000
Edward Little		\$ 22,000	\$ 22,000
Red Hornets		\$ 19,500	\$ 19,500
Leavitt		\$ 14,000	\$ 14,000
St Doms (Boys & Girls)		\$ 38,000	\$ 38,000
Poland/Gray New Gloucester		\$ 18,000	\$ 18,000
SMMHL		\$ 12,000	\$ 12,000
Adult Leagues		\$ 90,000	\$ 90,000
Camps/Clinics		\$ 50,000	\$ 50,000
Tournaments		\$ 50,000	\$ 50,000
Private Rentals		\$ 85,000	\$ 85,000
Public Skate		\$ 30,000	\$ 30,000
Shinny Hockey		\$ 20,000	\$ 20,000
Programs		\$ 30,000	\$ 30,000
Concession		\$ 30,000	\$ 30,000
Pro Shop		\$ 8,500	\$ 8,500
Sponsorships		\$ 230,000	\$ 230,000
	\$ 1,221,935	\$ 997,000	\$ 997,000

Line Item Narrative

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



City of Auburn NSB Arena

Fiscal Year 2016
Proposed 3.23.2015

Line Items		Last Year	Dept. Request	Manager Proposed
NSB Arena	Total	1,208,500	1,188,850	1,188,850

Ingersoll Arena Expense Summary		Dept. Request	Manager Proposed
<u>Expenses</u>			
Regular Salaries (including fringe)		\$ 260,000	\$ 260,000
Part-time Salaries		\$ 40,000	\$ 40,000
Insurance		\$ 28,500	\$ 28,500
Lease		\$ 507,000	\$ 507,000
Advertising		\$ 15,000	\$ 15,000
Utilities		\$ 200,200	\$ 200,200
Repairs		\$ 43,000	\$ 43,000
Supplies		\$ 17,500	\$ 17,500
Training & Tuition		\$ 1,000	\$ 1,000
Subscriptions & Dues		\$ 2,000	\$ 2,000
Professional Services		\$ 6,650	\$ 6,650
Programs		\$ 11,000	\$ 11,000
Capital Improvements		\$ 57,000	\$ 57,000
		\$ 1,188,850	\$ 1,188,850



City of Auburn Parking

Fiscal Year 2016
Proposed 3.23.2015

Projected Revenues and Expenses for FY16

Actual expenses may vary according to changing circumstances

Parking Program

	<i>FY 13</i>	<i>FY 14</i>	<i>FY 15 Projected</i>	Dept. Request	Council Adopted
Total Revenues	\$ 146,275	\$ 133,395	\$ 210,400	\$ 215,400	\$ 215,400
Total Expenses	\$ 91,500	\$ 103,378	\$ 161,300	\$ 142,300	\$ 142,300
Profit (Loss)	\$ 54,775	\$ 30,017	\$ 49,100	\$ 73,100	\$ 73,100
<u>Revenues</u>					
Permits	\$ 105,880	\$ 115,000	\$ 150,000	\$ 155,000	\$ 155,000
Grant	\$ -	\$ -	\$ -	\$ -	\$ -
Fines	\$ 40,000	\$ 18,000	\$ 60,000	\$ 60,000	\$ 60,000
Interest	\$ 395	\$ 395	\$ 400	\$ 400	\$ 400
	\$ 146,275	\$ 133,395	\$ 210,400	\$ 215,400	\$ 215,400
<u>Expenses</u>					
Enforcement Salary	\$ -	\$ -	\$ 31,200	\$ 32,136	\$ 32,136
Clerical Salary	\$ -	\$ -	\$ 16,622	\$ 16,954	\$ 16,954
Supplies	\$ -	\$ -	\$ 300	\$ 300	\$ 300
Collection Fees	\$ -	\$ -	\$ 960	\$ 960	\$ 960
Fuel	\$ -	\$ -	\$ 900	\$ 900	\$ 900
Uniforms	\$ -	\$ -	\$ 400	\$ 400	\$ 400
Advertising - Parking Lots	\$ 158	\$ -	\$ 150	\$ 150	\$ 150
Professional Service - Lots	\$ 28,112	\$ 42,779	\$ 30,000	\$ 30,000	\$ 30,000
Professional Service - Garage	\$ 20,185	\$ 23,093	\$ 25,000	\$ 25,000	\$ 25,000
Repairs Facilities - Garage	\$ 1,009	\$ 857	\$ 1,000	\$ 1,000	\$ 1,000
Other Supplies - Garage	\$ 323	\$ 3,299	\$ 1,500	\$ 1,500	\$ 1,500
Other Supplies - Great Falls	\$ -	\$ 3,350	\$ 1,500	\$ 1,500	\$ 1,500
Telephone - Parking Lots	\$ 463	\$ -	\$ -	\$ -	\$ -
Electricity - Garage	\$ 41,250	\$ 30,000	\$ 33,000	\$ 33,000	\$ 33,000
Postage	\$ -	\$ -	\$ 150	\$ 150	\$ 150
Capital Vehicle	\$ -	\$ -	\$ 19,000	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Capital - Software	\$ -	\$ -	\$ -	\$ -	\$ -
Capital - Infrastructure	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000
	\$ 91,500	\$ 103,378	\$ 161,300	\$ 142,300	\$ 142,300

Line Item Narrative

Projected Revenues and Expenses: The Mechanics Row Garage is a five level parking structure completed in 2002 that provides 446 parking spaces for visitors, employees of Auburn City Hall and surrounding businesses. The garage was constructed using precast concrete frames and floors. The structure also includes two stair towers and a hydraulic elevator. The police department has reviewed all agreements with surrounding businesses to ensure permit fees are current. The increase in permits is a result of efficiencies and enforcement activities. These