



# 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	%
<b><i>Debt Service</i></b>							
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%
<b>TOTAL</b>	<b>6,330,682</b>	<b>6,263,936</b>	<b>6,263,936</b>	<b>6,324,864</b>	<b>6,324,864</b>	<b>60,928</b>	<b>1.0%</b>



# City of Auburn

## Debt Service

Fiscal Year 2016  
Proposed 3.30.2015

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

### 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
<b>Percent of Allowable Debt</b>	<b>13%</b>

#### 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	%
<b><i>Emergency Reserve</i></b>							
Emergency Reserve	0	375,289	0	375,289	375,289	0	0%
<b>TOTAL</b>	-	<b>375,289</b>	-	<b>375,289</b>	<b>375,289</b>	-	<b>0.0%</b>



# 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
	<b>\$ 375,289</b>	<b>\$ 375,289</b>

**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

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**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>	
<b>Service</b>	
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
<b>Manufacturing</b>	
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
<b>Institutional</b>	
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>	
<b>Age</b>	
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)
<b>Total</b>	<b>47,366</b>	<b>173,422</b>	<b>67,030</b>	<b>113,127</b>	<b>400,945</b>	<b>30,157,000</b>	<b>603,140</b>	<b>(202,195)</b>	<b>247,911</b>	<b>582,591</b>	<b>(181,646)</b>

\* 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
<b>TOTALS:</b>			<b>\$67,766</b>	<b>\$25,312</b>	<b>\$42,454</b>	<b>37%</b>	<b>\$130,248</b>	<b>\$82,992</b>	<b>\$47,090</b>	<b>64%</b>	<b>\$108,304</b>	<b>55%</b>	<b>\$479,834</b>	<b>\$68,659</b>	<b>3.8</b>

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.

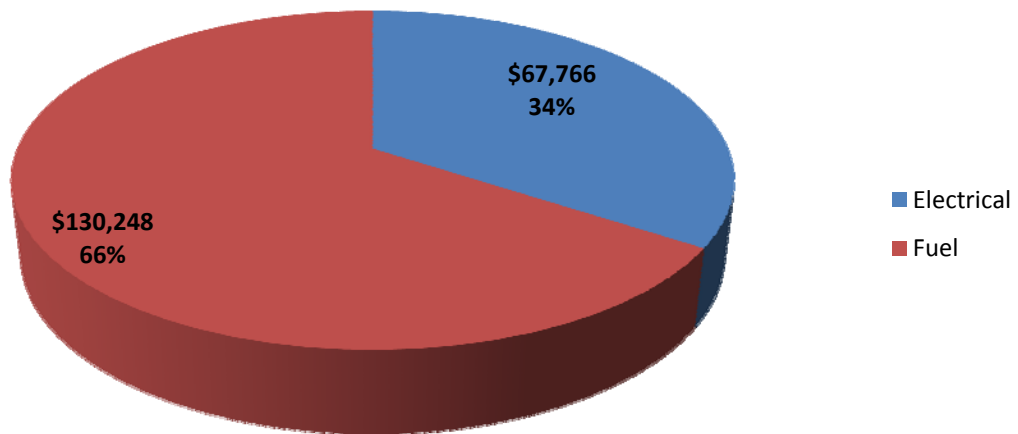
NOTE: STATE ENERGY OFFICIALS ENCOURAGE BUSINESSES TO PREPARE FOR WINTER AND HIGH PRICES - Nearly Unprecedented Regional Spike in Electricity Costs This Winter (Source: Press Release, October 6, 2014, Director Governor's Energy Office)

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.

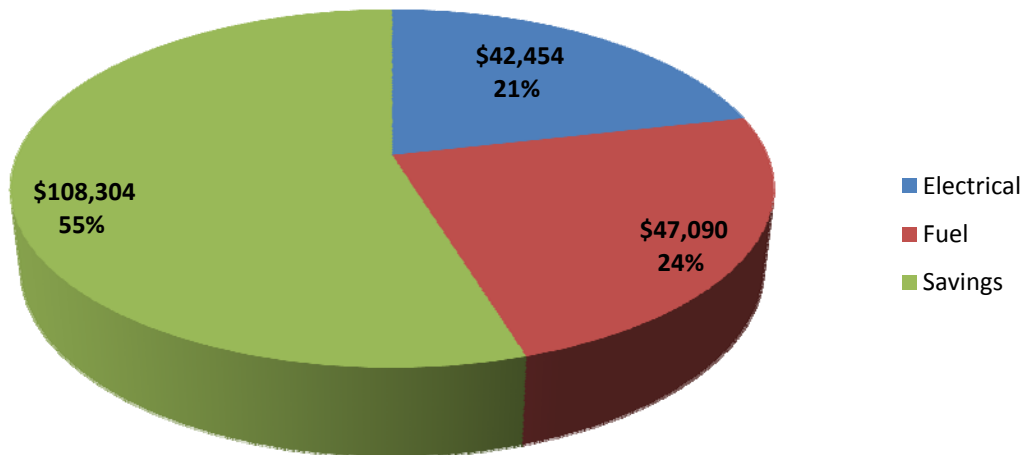
This will be the highest monthly price for these customers since 2008. For a typical customer—without any mitigating measures—this would increase their monthly electricity bill by more than \$1,100 compared to their current bill (the electricity supply portion of their bill would increase from \$870 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	%
<b>Facilities</b>							
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%
<b>TOTAL</b>	<b>609,455</b>	<b>698,335</b>	<b>678,552</b>	<b>686,736</b>	<b>653,080</b>	<b>(45,255)</b>	<b>-6.5%</b>



# 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
	<b>\$ 85,660</b>	<b>\$ 85,660</b>

### **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
	<b>\$ 10,700</b>	<b>\$ 10,700</b>

***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
			<b>\$ 3,612</b>	<b>\$ 3,612</b>

***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
		<b>\$ 6,350</b>	<b>\$ 6,350</b>

***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
			<b>\$ 98,766</b>	<b>\$ 85,000</b>

***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
			<b>\$ 44,475</b>	<b>\$ 44,475</b>

### ***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
	<b>\$ 10,500</b>	<b>\$ 10,500</b>

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	\$ -
	<b>\$ 63,640</b>	<b>\$ 44,000</b>

### ***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
	<b>\$ 4,000</b>	<b>\$ 4,000</b>

### **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
	<b>\$ 33,095</b>	<b>\$ 33,095</b>

### **Estimated Detail of Insurance Premiums**

*Actual expenses may vary according to changing circumstances*

	Dept. Request	Manager Proposed
Insurance Premiums	\$ 247,000	\$ 247,000
	<b>\$ 247,000</b>	<b>\$ 247,000</b>

### **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
	<b>\$ 750</b>	<b>\$ 500</b>

### **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
			<b>\$ 24,500</b>	<b>\$ 24,500</b>

**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
	<b>\$ 32,988</b>	<b>\$ 32,988</b>

**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	%
<b><i>Fringe Benefits</i></b>							
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%
<b>TOTAL</b>	<b>4,417,878</b>	<b>4,737,117</b>	<b>4,592,956</b>	<b>5,212,818</b>	<b>5,166,309</b>	<b>429,192</b>	<b>9.1%</b>



# 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
						<b>\$ 2,508,693</b>	<b>\$ 2,478,693</b>

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		
	<b>\$ 320,101</b>	<b>\$ 38,000</b>	<b>\$ 166,387</b>	<b>\$ 43,000</b>		
FICA Percentage	6.20%				\$ 358,101	\$ 358,101
Medicare Percentage	1.45%				\$ 209,387	\$ 209,387
					<b>\$ 567,488</b>	<b>\$ 567,488</b>

#### 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	Debt	MSRS	OT & Other	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
				<b>\$ 1,205,267</b>	<b>\$ 1,213,758</b>

**Estimated Detail of ICMA Retirement**

*Actual expenses may vary according to changing circumstances*

ICMA Retirement	Retirement	Overtime	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
			<b>\$ 155,145</b>	<b>\$ 155,145</b>

**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
		<b>\$ 160,000</b>	<b>\$ 160,000</b>

### *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
		<b>\$ 191,225</b>	<b>\$ 191,225</b>

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





# 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	\$ -	\$ -
<b>Total</b>	<b>\$ 496,536</b>	<b>\$ 496,536</b>

***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.