

CITY OF AUBURN, MAINE

FY 14 - 15

ADOPTED BUDGET

Adopted by City Council

June 16, 2014

CITY OF AUBURN
FY 2015 EXPENDITURES
COMPARISON FY14 AND FY15 BUDGETS

	COUNCIL ADOPTED BUDGET FY 13-14	MANAGER PROPOSED BUDGET FY 14-15	COUNCIL ADOPTED BUDGET FY 14-15	\$ Change	% Change
City Expenses					
Operating Expenses	23,586,783	25,296,343	25,296,343	1,709,560	7.25%
Debt Service/TIF	8,877,307	8,847,968	8,847,968	(29,339)	-0.33%
Intergovernmental	3,676,418	3,723,639	3,723,639	47,221	1.28%
Total City Expenses	36,140,508	37,885,467	37,867,950	1,727,442	4.78%
School Expenses					
Operating Expenses	34,456,042	35,882,953	35,534,192	1,078,150	3.13%
Debt Service	2,671,986	2,707,131	2,707,131	35,145	1.32%
Total School Expenses	37,128,028	38,590,084	38,241,323	1,113,295	3.00%
Total Expenses	73,268,536	76,475,551	76,109,273	2,840,737	3.88%
Less: Non-Tax Revenues					
City	10,710,337	11,256,313	12,390,584	1,680,247	15.69%
School	21,766,728	22,140,765	22,092,693	325,965	1.50%
Total Non-Tax Revenues	32,477,065	33,397,078	34,483,277	2,006,212	6.18%
Tax Levy					
City	23,419,158	24,582,274	23,430,486	11,328	0.05%
School	15,361,300	16,449,319	16,148,630	787,330	5.13%
County	2,029,513	2,046,880	2,046,880	17,367	0.86%
Overlay	166,917				
Total Tax Levy	40,809,971	43,078,473	41,625,996	816,025	2.00%
Total Assessed Value	2,005,721,383	2,005,721,383	2,005,721,383		
Tax Rate					
City	11.76	12.26	11.68	(0.08)	-0.66%
School	7.66	8.20	8.05	0.39	5.13%
County	1.01	1.02	1.02	0.01	0.86%
Total	20.43	21.48	20.75	0.32	1.58%

CITY OF AUBURN
FY 2015 EXPENDITURES
COMPARISON FY14 AND FY15 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 13-14	PROJECTED FY 14-15	DEPARTMENT PROPOSED BUDGET FY 14-15	MANAGER PROPOSED BUDGET FY 14-15	COUNCIL ADOPTED BUDGET FY 14-15	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>Administration</u>							
Assessing	172,277	173,245	191,970	177,320	177,320	5,043	2.93%
City Clerk	162,045	171,080	194,214	170,243	164,593	2,548	1.57%
City Manager	238,903	237,313	319,505	270,750	280,750	41,847	17.52%
Economic Development	318,933	119,705	385,755	359,500	359,500	40,567	12.72%
Finance	405,976	409,215	418,675	428,315	427,815	21,839	5.38%
Human Resources	139,566	137,778	139,578	139,578	139,578	12	0.01%
ICT	395,350	374,853	422,979	418,329	413,829	18,479	4.67%
Legal Services	100,000	80,000	85,000	65,000	65,000	(35,000)	-35.00%
Mayor & Council	71,079	72,065	78,532	78,532	78,532	7,453	10.49%
Total Administration	2,004,129	1,775,254	2,236,208	2,107,567	2,106,917	102,788	5.13%
<u>Community Services</u>							
Health & Social Services							
Administration	83,557	83,557	86,972	86,972	86,972	3,415	4.09%
Assistance	105,982	161,684	144,381	144,381	105,982	0	0.00%
Planning & Permitting	775,230	795,030	915,544	804,494	804,494	29,264	3.77%
Public Library	927,237	927,237	942,407	941,192	941,192	13,955	1.51%
Total Community Services	1,892,006	1,967,508	2,089,304	1,977,039	1,938,640	46,634	2.46%
<u>Fiscal Services</u>							
Debt Service	6,321,584	6,301,531	6,263,936	6,263,936	6,263,936	(57,648)	-0.91%
Emergency Reserve	375,289	0	375,289	375,289	375,289	0	0.00%
Facilities	715,667	678,552	729,870	698,335	698,335	(17,332)	-2.42%
Transfer to TIF	2,555,723	2,584,032	2,584,032	2,584,032	2,584,032	28,309	1.11%
Fringe Benefits	4,397,585	4,500,000	4,945,117	4,945,117	4,915,117	517,532	11.77%
Workers' Compensation	431,446	415,000	468,081	468,081	468,081	36,635	8.49%
Total Fiscal Services	14,797,294	14,479,115	15,366,325	15,334,790	15,304,790	507,496	3.43%
<u>Public Safety</u>							
Fire	4,024,789	4,113,156	4,300,126	4,120,633	4,047,633	22,844	0.57%
Fire EMS Transport	0	0	0	0	635,468	635,468	0.00%
Police	3,589,583	3,324,191	3,958,119	3,884,183	3,738,108	148,525	4.14%
Total Public Safety	7,614,372	7,437,347	8,258,245	8,004,816	8,421,209	806,837	10.60%
<u>Public Services</u>							
Public Services	5,577,954	5,521,226	5,890,448	5,780,179	5,785,879	207,925	3.73%
Water & Sewer	558,835	558,835	599,013	599,013	599,013	40,178	7.19%
Total Public Works	6,136,789	6,080,061	6,489,461	6,379,192	6,384,892	248,103	4.04%
<u>Capital Improvement Projects</u>							
City Clerk (see Clerk Budget)	18,500		0	0	0	(18,500)	-100.00%
Engineering-Paving			100,000	0	0	0	0.00%

CITY OF AUBURN
FY 2015 EXPENDITURES
COMPARISON FY14 AND FY15 BUDGETS

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Fire	0		83,000	83,000	10,000	10,000	0.00%
LA 911			17,863	0	17,863	17,863	0.00%
Planning			98,000	98,000	98,000	98,000	0.00%
PW			63,700	63,700	0	0	0.00%
Recreation			20,500	20,500	20,500	20,500	0.00%
Airport			25,000	25,000	0	0	0.00%
Library	19,500	0	45,227	45,227	19,500	0	0.00%
Total CIP	38,000	0	453,290	335,427	165,863	127,863	336.48%
Salary Reductions	0	0	0	0	(178,000)	(178,000)	0.00%
Total Municipal	32,482,590	31,739,285	34,892,833	34,138,831	34,144,311	1,839,721	5.66%
Intergovernmental Programs							
County Taxes	2,029,513	2,006,244	2,046,880	2,046,880	2,046,880	17,367	0.86%
Tax Sharing	270,000	288,593	270,000	270,000	270,000	0	0.00%
Auburn-Lewiston Municipal Airport	105,000	105,000	113,750	113,750	105,000	0	0.00%
Community Little Theater	0	20,160	0	0	0	0	0.00%
LA Arts	0	0	17,064	17,064	17,000	17,000	0.00%
Museum LA	0	0	37,500	0	0	0	0.00%
Low-Aub Economic Growth Council (see EconDev)	0	160,687	0	0	0	0	0.00%
Low-Aug Transit Committee	235,496	235,548	237,021	237,021	211,377	(24,119)	-10.24%
Auburn Only Transportation					23,996		
Low-Aub 911 Communications Center	1,036,409	1,035,381	1,093,533	1,061,921	1,049,386	12,977	1.25%
Total Intergovernmental Programs	3,676,418	3,851,613	3,815,748	3,746,636	3,723,639	47,221	1.28%
Grand Total Municipal	36,159,008	35,590,898	38,708,581	37,885,467	37,867,950	1,708,942	4.73%
Education Operation	34,456,042	33,419,500	36,337,263	35,882,953	35,534,192	1,078,150	3.13%
Education Debt Service	2,671,986	2,483,582	2,707,131	2,707,131	2,707,131	35,145	1.32%
Total School	37,128,028	35,903,082	39,044,394	38,590,084	38,241,323	1,113,295	3.00%
Total Budget	73,287,036	71,493,980	77,752,975	76,475,551	76,109,273	2,822,237	3.85%

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Non-Property Tax Revenue							
Municipal	10,710,337		11,256,313	11,256,313	12,390,584	1,680,247	15.69%
Education	21,766,728		22,140,765	22,140,765	22,092,693	325,965	1.50%
Total	32,477,065		33,397,078	33,397,078	34,483,277	2,006,212	6.18%
Property Tax Dollars Needed							
Municipal	25,448,671		27,452,268	26,629,154	25,477,366	28,695	0.11%
Education	15,361,300		16,903,629	16,449,319	16,148,630	787,330	5.13%
Total	40,809,971		44,355,897	43,078,473	41,625,996	816,025	2.00%
Property Tax Rate Based on Assessed Values of :	20.43 2,005,721,383		22.11 2,005,721,383	21.48 2,005,721,383	20.75 2,005,721,383	0.32	1.58%
Property Tax Rate							
Municipal Tax Rate	12.77		\$13.69	\$13.28	\$12.70	(0.07)	-0.53%
Education Tax Rate	7.66		\$8.43	\$8.20	\$8.05	0.39	5.11%
	20.43		22.11	21.48	20.75	0.32	1.58%

CITY OF AUBURN
 FY 2015 REVENUES
 COMPARISON FY14 AND FY15 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 13-14	MANAGER PROPOSED BUDGET FY 14-15	COUNCIL ADOPTED BUDGET FY 14-15	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>General Government</u>					
Homestead Exemption Reimbursement	482,575	495,000	495,000	12,425	2.57%
Personal Property Reimbursement	1,230,000	1,350,000	1,350,000	120,000	0.00%
Tree Growth Reimbursement	10,000	10,000	10,000	-	0.00%
Veterans Reimbursement	18,000	18,000	18,000	-	0.00%
CDBG Reimbursement	8,000	8,000	8,000	-	0.00%
In Lieu of Taxes	80,000	80,000	80,000	-	0.00%
Excise Tax-Vehicles	3,050,000	3,160,000	3,160,000	110,000	3.61%
Excise Tax-Boats	15,000	15,000	15,000	-	0.00%
Excise Tax-Aircraft	3,500	10,000	10,000	6,500	185.71%
State Revenue Sharing	1,649,470	1,649,470	1,649,470	-	0.00%
Other State Aid	4,000	4,000	4,000	-	0.00%
Penalties & Interest	140,000	140,000	145,000	5,000	3.57%
Investment Income	20,000	10,000	10,000	(10,000)	-50.00%
Interest from Bonds	2,000	2,000	2,000	-	0.00%
Transfer in from TIF	500,000	500,000	500,000	-	0.00%
Transfer in from Special Revenue Funds	20,000	310,000	310,000	290,000	1450.00%
Transfer in from Parking Program	-	-	55,000	55,000	0.00%
Transfer in from Police Drug Money	-	-	45,000	45,000	0.00%
Transfer in from Recreation Special Revenue	-	-	41,720	41,720	0.00%
Rental Income (Intermodal)	122,000	122,000	122,000	-	0.00%
Sale of Property	20,000	20,000	20,000	-	0.00%
Tax Sharing Revenue	155,000	155,000	155,000	-	0.00%
Cable Television Franchise	126,000	126,000	126,000	-	0.00%
MMWAC Host Fees	204,000	206,000	206,000	2,000	0.98%
Energy Efficiency	2,000	-	-	(2,000)	-100.00%
Reimbursement-Other	10,000	10,000	10,000	-	0.00%
Utility Reimbursement	27,500	27,500	27,500	-	0.00%
Unclassified	7,500	10,000	10,000	2,500	33.33%
Fund Balance Contribution	1,350,000	1,350,000	1,350,000	-	0.00%
Total General Government	9,256,545	9,787,970	9,934,690	678,145	7.33%

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<u>City Clerk</u>					
Hunting/Fishing/Dogs	2,000	2,000	2,000	-	0.00%
Neutered Animals	3,000	3,000	3,000	-	0.00%
Voter Reg List	100	100	100	-	0.00%
Clerk/Sale of Copies	200	200	200	-	0.00%
City Clerk Notary	1,800	1,800	1,800	-	0.00%
Banner Hanging Fee	3,300	3,300	3,300	-	0.00%
Garage Sale Permits	-	3,000	3,000	3,000	0.00%
Commercial License	40,000	40,000	40,000	-	0.00%
Taxi License	3,000	4,000	4,000	1,000	33.33%
Marriage License	5,000	5,000	5,000	-	0.00%
Birth/Death/Marriage Cert	25,000	25,000	25,000	-	0.00%
Permits - Burial	7,000	7,000	7,000	-	0.00%
Fines-Dog	3,000	3,000	3,000	-	0.00%
Total City Clerk	93,400	97,400	97,400	4,000	4.28%
<u>Finance</u>					
Reg - Vehicles	60,000	60,000	60,000	-	0.00%
Total Finance	60,000	60,000	60,000	-	0.00%
<u>Community Services-ICT</u>					
GIS/Data & Maps	20	20	20	-	0.00%
Total Community Services-ICT	20	20	20	-	0.00%
<u>Assessing</u>					
Maps & Copies	20	20	20	-	0.00%
Total Assessing	20	20	20	-	0.00%
<u>Health & Social Services</u>					
GA Reimbursement	53,000	70,000	70,000	17,000	32.08%
Total Health & Social Services	53,000	70,000	70,000	17,000	32.08%

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<u>Planning & Permitting</u>					
Maps & Copies	500	500	500	-	0.00%
Departmental Reviews	16,000	16,000	16,000	-	0.00%
Planning/Codes & Ordinance	3,000	-	-	(3,000)	-100.00%
Fire Alarm Inspections	29,000	29,000	29,000	-	0.00%
Citation Ordinance	2,000	2,000	2,000	-	0.00%
Advertising Costs	5,000	5,000	5,000	-	0.00%
Lisbon Reimbursement for Services	10,000	10,000	10,000	-	0.00%
Permits - Building	110,000	110,000	110,000	-	0.00%
CDBG Reimbursement for Services	50,000	50,000	50,000	-	0.00%
Permits - Electrical	16,000	16,000	16,000	-	0.00%
Permits - Plumbing	10,500	10,500	10,500	-	0.00%
Permits - Sign	5,000	5,000	5,000	-	0.00%
Total Planning & Permitting	257,000	254,000	254,000	(3,000)	-1.17%
<u>Parks & Recreation</u>					
Arena	-	-	-	-	0.00%
Recreation Program	-	-	-	-	0.00%
Total Parks & Recreation	-	-	-	-	0.00%
<u>Community Services-Engineering</u>					
Fees - Eng-Misc	200	-	-	(200)	-100.00%
Fees - Inspection	10,000	5,000	5,000	(5,000)	-50.00%
Fees - Drive Opening	200	200	200	-	0.00%
Fees - Bid Documents	1,000	1,000	1,000	-	0.00%
Permits - Fill	1,000	1,000	1,000	-	0.00%
Permits - Street Opening	25,000	25,000	25,000	-	0.00%
Total Community Services-Engineering	37,400	32,200	32,200	(5,200)	-13.90%
<u>Fire Department</u>					
Copies of Reports	200	200	200	-	0.00%
Inspections	10,000	-	-	(10,000)	-100.00%
EMS Transport	-	-	987,551	987,551	0.00%
EMS Agreement	100,000	-	-	(100,000)	-100.00%
Salvage Calls	100	100	100	-	0.00%
Permits - Oil Burner	800	800	800	-	0.00%
Total Fire Department	111,100	1,100	988,651	877,551	789.87%

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<u>Police Department</u>					
Accident & Police	13,000	13,000	13,000	-	0.00%
Court	15,000	15,000	15,000	-	0.00%
Photos & Tapes	500	2,000	2,000	1,500	300.00%
False Alarms	10,000	15,000	15,000	5,000	50.00%
Animal Impound	300	1,000	1,000	700	233.33%
Veh Rel/Non Driver	6,000	2,000	2,000	(4,000)	-66.67%
Veh Rel/Driver Licence	15,000	11,000	11,000	(4,000)	-26.67%
ARRA Cops Grant	-	119,351	119,351	119,351	0.00%
MDEA Reimbursement	60,102	60,102	60,102	-	0.00%
School Resource Officers	173,150	173,150	173,150	-	0.00%
Computer Crimes	56,000	72,000	72,000	16,000	28.57%
Permits - Alarms	5,000	-	-	(5,000)	-100.00%
Permits - Firearms	3,000	4,000	4,000	1,000	33.33%
Fines - Parking Violations	40,000	26,000	26,000	(14,000)	-35.00%
Total Police Department	397,052	513,603	513,603	116,551	29.35%
<u>Public Works</u>					
Community Cords	4,800	-	-	(4,800)	
State/Local Road Assistance	440,000	440,000	440,000	-	0.00%
Total Public Works	444,800	440,000	440,000	(4,800)	-1.08%
Total Municipal	10,710,337	11,256,313	12,390,584	1,680,247	15.69%

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School Department					
Reg Secondary Tuition	134,266	134,266	134,266	-	0.00%
SOS Tuition	90,000	90,000	90,000	-	0.00%
Adult Ed Tuition	93,800	93,300	93,300	(500)	-0.53%
State Subsidy for Education	18,976,018	19,339,405	19,291,333	315,315	1.66%
Debt Service Reimbursement	1,161,010	1,119,906	1,119,906	(41,104)	-3.54%
PreK/CDS	55,000	55,000	55,000	-	0.00%
Special Ed/Mainecare	125,000	125,000	125,000	-	0.00%
State Agency Clients	30,000	30,000	30,000	-	0.00%
State Aid for Adult Education	96,246	98,500	98,500	2,254	2.34%
Miscellaneous	98,506	98,506	98,506	-	0.00%
Daycare Rent	50,000	50,000	50,000	-	0.00%
Fund Balance	856,882	906,882	906,882	50,000	0.00%
Total School	21,766,728	22,140,765	22,092,693	325,965	1.50%
Total Non-Property Tax Revenue - Municipal					
Total Non-Property Tax Revenue - Municipal	10,710,337	11,256,313	12,390,584	1,680,247	15.69%
Total Non-Property Tax Revenue - School	<u>21,766,728</u>	<u>22,140,765</u>	<u>22,092,693</u>	<u>325,965</u>	<u>1.50%</u>
Total Non-Property Tax Revenue	32,477,065	33,397,078	34,483,277	2,006,212	6.18%
Total Proposed Budget - Municipal					
Total Proposed Budget - Municipal	36,140,508	37,885,467	37,867,950	1,727,442	4.78%
Total Proposed Budget - School	<u>37,128,028</u>	<u>38,590,084</u>	<u>38,241,323</u>	<u>1,113,295</u>	<u>3.00%</u>
Total Proposed Budget	73,268,536	76,475,551	76,109,273	2,840,737	3.88%
Total Property Tax Dollars Needed - Municipal					
Total Property Tax Dollars Needed - Municipal	25,430,171	26,629,154	25,477,366	47,195	0.19%
Total Property Tax Dollars Needed - School	<u>15,361,300</u>	<u>16,449,319</u>	<u>16,148,630</u>	<u>787,330</u>	<u>5.13%</u>
Total Property Tax Dollars Needed	40,791,471	43,078,473	41,625,996	834,525	2.05%



City of Auburn

Master List

Fiscal Year 2015
Adopted 6.16.2014

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Council Adopted	Increase/ Decrease	%
<i>0135 Assessing Services</i>							
Regular Salaries	161,557	158,192	160,920	172,330	158,830	638	0%
Longevity Bonus	0	0	0	0	0	0	0%
PS - General	5,000	5,000	5,000	8,000	8,000	3,000	60%
PS - Recording Fee	916	1,500	500	1,500	1,500	0	0%
Reports, Printing, & Binding	248	300	0	300	300	0	0%
Office Supplies	448	600	1,000	1,200	1,200	600	60%
MV Sup-Gas & Oil	383	400	400	400	400	0	0%
Comm - Telephone	1,138	1,200	1,300	1,200	1,200	0	0%
Advertising	271	485	235	500	500	15	6%
Repairs - Vehicles	245	300	0	1,000	1,000	700	0%
Training & Tuition	540	2,200	1,900	2,200	1,700	(500)	-26%
Travel-Mileage	137	400	280	400	950	550	196%
Travel-Seminar Costs	439	0	0	0	0	0	0%
Dues & Subscriptions	1,700	1,700	1,710	1,740	1,740	40	2%
Leased Vehicle	0	0	0	1,200	0	0	0%
TOTAL	173,022	172,277	173,245	191,970	177,320	5,043	2.9%



City of Auburn

Assessing

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Regular Salaries	Total	158,192	172,330	158,830
Longevity Bonus	Total	-	-	-

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

		Dept. Request	Council Adopted
Regular Salaries			
Lead Assessor (non-union)		\$ 71,950	\$ 71,950
Deputy Assessor (non-union)		\$ 58,450	\$ 58,450
Appraiser (union)		\$ 39,355	\$ 39,355
Office Assistant (Part-time)(new position)		\$ 13,500	
		\$ 183,255	\$ 169,755
	TIF Offset	\$ 10,925	\$ 10,925
		\$ 172,330	\$ 158,830

Estimated Detail of Longevity Bonus

Actual expenses may vary according to changing circumstances

		Dept. Request	Council Adopted
Longevity Bonus			
Employee Longevity		\$ -	\$ -
		\$ -	\$ -

Line Item Narrative

Regular Wages: The successful operation of the Assessing Department requires skilled employees in the assessing field. Regular salaries reflects the combination of administrative duties and technical duties. The part time assistant will work with the department on administrative duties and public communications. According to the IAAO, one full time employee for every 2,500 parcels is typical for a municipality having computer assistance.

Longevity Bonus: This account includes the costs of bonuses paid to employees for years of service to the City of Auburn. The longevity bonus is paid to non-union members at their 7 (\$300), 15 (\$400), and 25 (\$500) year anniversaries.



City of Auburn

Assessing

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
PS - General	Total	5,000	8,000	8,000
PS - Recording Fee	Total	1,500	1,500	1,500

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

PS - General		Dept. Request	Council Adopted
Contract acted Services		\$ 8,000	\$ 8,000
<u>Parcel Count</u>			
Real Estate	9,329		
Personal Property	1,118		
		\$ 8,000	\$ 8,000

Estimated Detail of PS - Recording Fee

Actual expenses may vary according to changing circumstances

PS - Recording Fee		Dept. Request	Council Adopted
Annual Fee and Deed Copies		\$ 1,500	\$ 1,500
		\$ 1,500	\$ 1,500

Line Item Narrative

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

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



City of Auburn

Assessing

Fiscal Year 2015
Adopted 6.16.2014

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

Estimated Detail of Reports, Printing, & Binding

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Reports, Printing, & Binding		
Commitment Book	\$ 300	\$ 300
	\$ 300	\$ 300

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

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

Estimated Detail of MV Sup-Gas & Oil

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
MV Sup-Gas & Oil		
See Below	\$ 400	\$ 400
	\$ 400	\$ 400

Line Item Narrative

Reports, Printing & Binding: This account includes the cost of binding the Valuations Book, "True and Perfect List." The Valuation book is the sole official record of real estate and personal property assessments, exemptions and municipal valuation return documents of any given year. The valuation books also contain the Tax Rate Calculation sheet, Assessor's Certification, and the Collector's Warrant and Certification of Commitment.

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

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



City of Auburn

Assessing

Fiscal Year 2015
Adopted 6.16.2014

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

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

Comm - Telephone	Cost / Month	Dept. Request	Council Adopted
2 Air Cards and 1 Shared Cellular Phone	\$ 100	\$ 1,200	\$ 1,200
		\$ 1,200	\$ 1,200

Estimated Detail of Advertising

Actual expenses may vary according to changing circumstances

Advertising	Dept. Request	Council Adopted
Newspaper Advertising	\$ 500	\$ 500
	\$ 500	\$ 500

Estimated Detail of Repairs - Vehicles

Actual expenses may vary according to changing circumstances

Repairs - Vehicles	Dept. Request	Council Adopted
2005 Hyundai Elantra	\$ 1,000	\$ 1,000
	\$ 1,000	\$ 1,000

Line Item Narrative

Telephone: This account includes the cost of a cell phone to be shared by staff while operating in the field. It allows the appraiser to communicate with both the office and property owners. In emergency situations, the phone has been known to be very helpful. The air cards will be used to provide internet access to the field computers so that we can directly load our property inspection information into the Patriot CAMA system. The department is currently using two unreimbursed personal cell phones.

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

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



City of Auburn

Assessing

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Training & Tuition	Total	2,200	2,200	1,700
Travel-Mileage	Total	400	400	950

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

Training & Tuition		Dept. Request	Council Adopted
Continuing Education for Certifications and Licenses - Mandatory		\$ 2,200	\$ 1,700
		\$ 2,200	\$ 1,700

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

Travel-Mileage		Dept. Request	Council Adopted
Mileage		\$ 400	\$ 950
		\$ 400	\$ 950

Line Item Narrative

Training: This account funds certification for Maine Assessors, C.M.A. Certification is required by Maine State Statutes, (Title 36 Section 311). All staff are required complete 16 hours of continuing education per year to maintain Certified Maine Assessor status. The assessor is also a State of Maine Certified General Appraiser and is a Senior Residential Appraiser member of the Appraisal Institute. These appraisal disciplines require an additional 34 hours of continuing education.

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



City of Auburn

Assessing

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Last Year		Dept. Request		Council Adopted
Dues & Subscriptions	Total	1,700	\$	1,740	\$	1,740
Leased Vehicle	Total	-		1,200		-

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Leased Vehicle

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Leased Vehicle		
Vehicle Lease 2 cars (1 month - October)	\$ 1,200	\$ -
	\$ 1,200	\$ -

Line Item Narrative

Dues & Memberships: This account includes the costs of memberships in professional organizations. Membership in professional organizations provides the opportunity to enroll in educational courses at a discounted rate, associate with other professionals, share information and gain member assistance from those organizations.

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



City of Auburn

Master List

Fiscal Year 2015
Adopted 6.16.2014

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Council Adopted	Increase/ Decrease	%
0115 City Clerk							
Regular Salaries	115,103	113,024	108,796	147,759	123,813	10,789	10%
Longevity Bonus	0	0	0	0	0	0	0%
Temporary Assistance	550	0	16,038	0	0	0	0%
OT- Regular	1,016	1,500	0	1,000	1,000	(500)	-33%
Office Supplies	1,822	2,500	1,200	2,500	2,250	(250)	-10%
Other Sup - Voter	990	5,520	5,800	3,380	3,380	(2,140)	-39%
Repairs - Equipment	0	500	0	500	500	0	0%
Training & Tuition	1,417	1,750	1,750	1,575	1,375	(375)	-21%
Advertising	1,036	1,200	1,100	1,200	1,200	0	0%
Professional Services	4,626	2,500	2,521	2,500	2,500	0	0%
Travel-Mileage	367	500	475	700	500	0	0%
Reports, Printing & Binding	0	0	0			0	0%
Dues & Subscriptions	481	506	455	611	586	80	16%
Wardens & Ward Clerks	7,641	10,600	12,000	17,834	17,834	7,234	68%
Voting Machines	1,577	3,445	3,445	2,155	2,155	(1,290)	-37%
Voting Booths	0	6,000	5,000	0	0	(6,000)	-100%
Record Restoration	0	12,500	12,500	12,500	7,500	(5,000)	-40%
TOTAL	136,626	162,045	171,080	194,214	164,593	2,548	1.6%



City of Auburn

City Clerk

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Regular Salaries	Total	113,024	147,759	123,813
OT - Regular	Total	1,500	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	Council Adopted
City Clerk (non-union)	Salary	37.5	\$ 62,700	\$ 62,700
Licensing Specialist/Deputy City Clerk (union)	\$ 17.34	37.5	\$ 33,813	\$ 33,813
Switchboard/Information (union)	\$ 12.28	37.5	\$ 23,946	\$ 27,300
Office Assistant/Assistant Clerk (new position)(union)	\$ 14.00	37.5	\$ 27,300	\$ -
			\$ 147,759	\$ 123,813

Estimated Detail of OT - Regular

Actual expenses may vary according to changing circumstances

OT - Regular	Dept. Request	Council Adopted
	\$ 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	Council Adopted
Temporary Assistance Prior to Election Day	\$ -	\$ -
	\$ -	\$ -

Line Item Narrative

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

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



City of Auburn

City Clerk

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Office Supplies	Total	2,500	2,500	2,250
Other Sup - Voter	Total	5,520	3,380	3,380
Repairs - Equipment	Total	500	500	500

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Office Supplies		
General office supplies	\$ 1,250	\$ 1,000
Voter cards, labels and certificates	\$ 1,250	\$ 1,250
	\$ 2,500	\$ 2,250

Estimated Detail of Other Sup - Voter

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Other Sup - Voter		
Election supplies (miscellaneous)	\$ 500	\$ 500
Ballots	\$ 2,880	\$ 2,880
	\$ 3,380	\$ 3,380

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Repairs - Equipment		
Office Equipment Repairs	\$ 500	\$ 500
	\$ 500	\$ 500

Line Item Narrative

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

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

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



City of Auburn

City Clerk

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Training & Tuition	Total	1,750	1,575	1,375
Advertising	Total	1,200	1,200	1,200
Professional Services	Total	2,500	2,500	2,500
Travel-Mileage	Total	500	700	500

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Training & Tuition		
Employee Training	\$ 1,575	\$ 1,375
	\$ 1,575	\$ 1,375

Estimated Detail of Advertising

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
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	Council Adopted
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	Council Adopted
Travel-Mileage		

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

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

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

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



City of Auburn

City Clerk

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Dues & Subscriptions	Total	506	611	586
Wardens & Ward Clerks	Total	10,600	17,834	17,834

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

Dues & Subscriptions		Dept. Request	Council Adopted
Lewiston Sun-Journal		\$ 251	\$ 251
Maine Town and City Clerk's Association	(four staff members)	\$ 100	\$ 75
Maine Tax Collectors & Treasurers Association	(Deputy Clerk)	\$ 25	\$ 25
New England Clerk's Association	(Clerk and Deputy Clerk)	\$ 50	\$ 50
International Institute of Municipal Clerk's	(Clerk only)	\$ 185	\$ 185
		\$ 611	\$ 586

Estimated Detail of Wardens & Ward Clerks

Actual expenses may vary according to changing circumstances

Wardens & Ward Clerks	Hourly	Dept. Request	Council Adopted	
<u>November 2014 General Election (Gubernatorial)</u>				
Wardens and Ward Clerks - 5 polling places	\$ 8.00	\$ 1,600	↓	
Election Clerks	\$ 7.75	\$ 4,420		
Deputy Registrars	\$ 7.75	\$ 900		
<u>2015 Municipal School Budget Referendum</u>				
Wardens and Ward Clerks - 1 polling place	\$ 8.00	\$ 300		
Election Clerks	\$ 7.75	\$ 790		
Deputy Registrars	\$ 7.75	\$ -		
Temporary Assistance - Absentee Voting, Nursing Homes, Registrations		\$ 2,000		
Special Election-School Committee Ward 1		\$ 3,000		
<u>June 2015 Referendum Election</u>				
Wardens and Ward Clerks - 5 polling places	\$ 8.00	\$ 1,600		
Election Clerks	\$ 7.75	\$ 2,790		
Deputy Registrars	\$ 7.75	\$ 434		
		\$ 17,834		\$ 17,834

Line Item Narrative

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

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



City of Auburn

City Clerk

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Voting Machines	Total	3,445	2,155	2,155
Voting Booths	Total	6,000	-	-
Record Restoration	Total	12,500	12,500	7,500

Estimated Detail of Voting Machines

Actual expenses may vary according to changing circumstances

Voting Machines	Dept. Request	Council Adopted
Software Programming for Voting Equipment	\$ 1,410	\$ 1,410
Lease voting equipment (1 machine)	\$ 745	\$ 745
	\$ 2,155	\$ 2,155

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	Council Adopted
Record Restoration	\$ 12,500	\$ 7,500
	\$ 12,500	\$ 7,500

Line Item Narrative

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



City of Auburn

Master List

Fiscal Year 2015
Adopted 6.16.2014

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Council Adopted	Increase/ Decrease	%
0110 City Manager							
Regular Salaries	297,136	202,948	202,948	228,790	230,135	27,187	13.4%
PS - General	1,851	700	1,100	50,700	700	0	0.0%
Office Supplies	766	700	685	700	700	0	0%
Veterans Markers & Flags	0	0	0	0	10,000	10,000	
Comm - Telephone	1,395	1,680	1,680	1,680	1,680	0	0%
Special Events	1,359	20,000	18,000	22,000	22,000	2,000	10%
Training & Tuition	1,860	5,275	5,000	7,975	7,975	2,700	51%
Travel-Mileage	3,746	5,600	5,500	5,600	5,600	0	0%
Dues & Subscriptions	1,762	2,000	2,400	2,060	1,960	(40)	-2%
TOTAL	309,875	238,903	237,313	319,505	280,750	41,847	17.5%



City of Auburn

City Manager

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Regular Salaries	Total	235,783	228,790	230,135
PS - General	Total	450	50,700	700
Office Supplies	Total	700	700	700

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Regular Salaries		
City Manager (non-union)	\$ 99,000	\$ 99,000
Assistant City Manager (non-union)	\$ 85,000	\$ 85,000
Executive Assistant (non-union)	\$ 44,790	\$ 46,135
	\$ 228,790	\$ 230,135
TIF Offset	25%	\$ 24,750
Net Cost		\$ 204,040

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

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
PS - General		
Purchased Services	\$ 50,700	\$ 700
	\$ 50,700	\$ 700

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Office Supplies		
General Office Supplies	\$ 700	\$ 700
	\$ 700	\$ 700

Line Item Narrative

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

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

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



City of Auburn

City Manager

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Comm - Telephone	Total	1,974	1,680	1,680
Special Events	Total	20,000	22,000	22,000
Veterans Markers & Flags	Total	-	-	10,000

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

	<i>Cost / Month</i>	Dept. Request	Council Adopted
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	Council Adopted
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	\$ -	\$ 10,000
	\$ -	\$ 10,000

Line Item Narrative

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

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



City of Auburn

City Manager

Fiscal Year 2015
Adopted 6.16.2014

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

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Travel-Mileage		
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 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Dues & Subscriptions	Total	2,200	2,060	1,960

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

Dues & Subscriptions	Dept. Request	Council Adopted
Auburn Business Association (ABA)	\$ 60	\$ 60
ICMA Dues	\$ 1,600	\$ 1,600
Maine Biz	\$ 100	
MTCMA Dues	\$ 300	\$ 300
	\$ 2,060	\$ 1,960

Line Item Narrative

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



City of Auburn

Master List

Fiscal Year 2015
Adopted 6.16.2014

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



City of Auburn

County Tax

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
County Tax	Total	2,029,513	2,046,880	2,046,880

Estimated Detail of County Tax

Actual expenses may vary according to changing circumstances

County Tax	Dept. Request	Council Adopted
	\$ 2,046,880	\$ 2,046,880
	\$ 2,046,880	\$ 2,046,880

Line Item Narrative

County Tax:



City of Auburn

Master List

Fiscal Year 2015
Adopted 6.16.2014

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Council Adopted	Increase/ Decrease	%
<i>0305 Debt Service</i>							
Principal	5,571,820	5,329,623	5,309,570	5,332,149	5,332,149	2,526	0%
Interest	1,045,204	991,961	991,961	931,787	931,787	(60,174)	-6%
Other Expenses	0	0	0	0	0	0	0%
TOTAL	6,617,024	6,321,584	6,301,531	6,263,936	6,263,936	(57,648)	-0.9%



City of Auburn

Debt Service

Fiscal Year 2015
Adopted 6.16.2014

Line Items	Last Year	Dept. Request	Council Adopted
Debt Service	Total	6,321,584	6,263,936

Estimated Detail of Debt Service

Actual expenses may vary according to changing circumstances

Debt Service	Maturity	Issued Amount	Balance	Principal	Interest	Dept. Request	Council Adopted
City Building 3.89%	11/22	\$ 8,200,000	\$ 3,690,000	\$ 410,000	\$ 132,244		
Library 4.088%	9/24	\$ 3,500,000	\$ 1,920,000	\$ 175,000	\$ 10,500		
Public Impr. 03/04 4.0%	9/14	\$ 4,680,000	\$ 465,000	\$ 365,000	\$ 7,300		
MMWAC Refi. 4.0%	11/14	\$ 11,950,000	\$ 200,000	\$ 200,000	\$ 4,000		
Public Impr. 05/06 4.23%	9/15	\$ 5,000,000	\$ 1,000,000	\$ 400,000	\$ 24,000		
Public Impr. 06/07 4.03%	9/16	\$ 5,000,000	\$ 1,500,000	\$ 400,000	\$ 40,000		
Public Impr. 07/08 3.47%	9/17	\$ 6,000,000	\$ 2,400,000	\$ 510,000	\$ 64,707		
Public Impr. 08/09 3.65%	9/18	\$ 5,730,000	\$ 2,855,000	\$ 500,000	\$ 86,250		
Public Impr. 09/10 3.0%	3/20	\$ 5,455,000	\$ 3,273,000	\$ 545,500	\$ 93,418		
Public Impr. 10/11	3/21	\$ 7,900,000	\$ 5,530,000	\$ 640,000	\$ 92,800		
MMBB Clean Water ARR	6/12	\$ 827,854	\$ 620,890	\$ 41,393	\$ 2,070		
Public Impr 11/12	11/22	\$ 4,500,000	\$ 3,600,000	\$ 350,000	\$ 58,188		
Public Impr. 12/13	9/22	\$ 5,600,000	\$ 5,075,000	\$ 370,730	\$ 104,699		
Library Refunding	9/22	\$ 1,590,000	\$ 1,585,000	\$ 5,000	\$ 51,625		
Public Impr. 13/14	9/23	\$ 5,625,000	\$ 5,625,000	\$ 419,526	\$ 99,986		
		<u>\$ 81,557,854</u>	<u>\$ 39,338,890</u>	<u>\$ 5,332,149</u>	<u>\$ 871,787</u>	\$ 6,203,936	\$ 6,203,936
Other Expenses						\$ -	\$ -
Interest Payment for FY14 Bond						\$ 60,000	\$ 60,000
						<u>\$ 6,263,936</u>	<u>\$ 6,263,936</u>

Debt Limit Calculation	
State Valuation	\$1,954,400,000
Total Debt Limit	\$293,160,000
City Debt Balance	39,338,890
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 2015
Adopted 6.16.2014

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Council Adopted	Increase/ Decrease	%
<i>0110 Economic Development</i>							
Regular Salaries	115,724	144,280	143,000	145,960	139,705	(4,575)	-3.2%
PS - General	0	50	4,250	50,050	30,050	30,000	60000.0%
Office Supplies	50	100	90	100	100	0	0%
Comm - Telephone	0	360	360	360	360	0	0%
Training & Tuition	2,827	1,690	1,600	1,040	1,040	(650)	-38%
Travel-Mileage	82	100	50	100	100	0	0%
Dues & Subscriptions	255	172,353	172,353	188,145	188,145	15,792	9%
TOTAL	118,938	318,933	321,703	385,755	359,500	40,567	12.7%



City of Auburn

Economic Dev

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Regular Salaries	Total	144,280	145,960	139,705
PS - General	Total	50	50,050	30,050
Office Supplies	Total	100	100	100

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

		Dept. Request	Council Adopted
Regular Salaries			
Economic Development Specialist (non-union)		\$ 56,431	\$ 59,816
Administrative Assistant (see Finance)(union)		\$ 9,640	
Director of Economic Development (non-union)		\$ 79,889	\$ 79,889
		\$ 145,960	\$ 139,705
	TIF Offset	100%	\$ 139,705
	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	Council Adopted
PS - General			
Purchased Services		\$ 50,050	\$ 30,050
		\$ 50,050	\$ 30,050
	TIF Offset	100%	\$ 30,050
	Net Cost		\$ -

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

		Dept. Request	Council Adopted
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, etc. The addition is for contract services for Downtown Program Land Use Code.

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

Last Dept. Council



City of Auburn

Economic Dev

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Year	Request	Adopted
Comm - Telephone	Total	360	360	360
Training & Tuition	Total	1,690	1,040	1,040

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

Comm - Telephone	Cost / Month	Dept. Request	Council Adopted
Economic Development Director	\$ 30.00	\$ 360	\$ 360
		\$ 360	\$ 360
	TIF Offset	100%	\$ 360
	Net Cost		\$ -

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

Training & Tuition	Dept. Request	Council Adopted
ABA Monthly Meetings	\$ -	\$ -
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
	\$ 1,040	\$ 1,040
	100%	\$ 1,040
		\$ -

Line Item Narrative

Communications: Cell phone usage .

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

Last Dept. Council



City of Auburn

Economic Dev

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Year	Request	Adopted
Travel-Mileage	Total	100	100	100
Dues & Subscriptions	Total	172,353	188,145	188,145

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Travel-Mileage		
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

	Dept. Request	Council Adopted
Dues & Subscriptions		
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)	\$ 160,410	\$ 160,410
Economic Development Council of Maine (EDCM)	\$ 100	\$ 100
Maine Biz	\$ 100	\$ 100
Maine Real Estate & Development Association (MEREDA)	\$ 275	\$ 275
	\$ 188,145	\$ 188,145
TIF Offset	100%	\$ 188,145
Net Cost		\$ -

Line Item Narrative

Travel-Mileage: Miscellanous department mileage.

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



City of Auburn

Master List

Fiscal Year 2015
Adopted 6.16.2014

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Council Adopted	Increase/ Decrease	%
<i>0325 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 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Emergency Reserve	Total	375,289	375,289	375,289

Estimated Detail of Emergency Reserve

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Emergency Reserve		
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

Master List

Fiscal Year 2015
Adopted 6.16.2014

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Council Adopted	Increase/ Decrease	%
<i>0310 Facilities</i>							
Regular Salaries	17,926	19,409	19,032	19,612	19,612	203	1%
Advertising	0	500	500	500	500	0	0%
PS - General	73,493	86,330	85,000	86,330	86,330	0	0%
Office Supplies	7,178	0	700	0	0	0	0%
Other Sup-Operating	6,304	9,600	9,500	9,600	9,600	0	0%
Utilities - Water/Sewer	3,244	4,215	3,550	4,215	7,680	3,465	98%
Comm - Telephone	35,538	42,800	39,770	42,800	42,800	0	0%
Utilities - Electricity	82,693	98,000	85,000	98,000	98,000	0	0%
Utilities - Heating Fuel	35,979	41,075	39,000	41,075	41,075	0	0%
Repairs - Buildings	10,783	10,500	10,500	10,500	10,500	0	0%
Repairs - Equipment	2,065	2,000	2,000	2,000	2,000	0	0%
Repairs - Maintenance Contrac	0	0	0	0	0	0	0%
Photocopiers	12,433	37,000	37,000	37,000	37,000	0	0%
LAWPCA Holding T.	0	0	0	0	0	0	0%
Insurance Premiums	283,957	306,000	290,000	320,000	285,000	(21,000)	-7%
Insurance Deductibles	9,278	24,500	24,500	24,500	24,500	0	0%
Comm - Postage	28,783	32,988	32,000	32,988	32,988	0	0%
Travel - Mileage Reimburseme	221	750	500	750	750	0	0%
Rental Expense	0	0	0	0	0	0	0%
Utility Reimbursement from Sc	0	0	0	0	0	0	0%
TOTAL	609,875	715,667	678,552	729,870	698,335	(17,332)	-2.4%



City of Auburn

Facilities

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Regular Salaries	Total	19,409	19,612	19,612
Advertising	Total	500	500	500
PS - General	Total	86,330	86,330	86,330

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

	Rate	Hours / Week	Staff	Dept. Request	Council Adopted
Regular Salaries					
Maintenance	\$ 15.0858	25	1	\$ 19,612	\$ 19,612
			1	\$ 19,612	\$ 19,612

Estimated Detail of Advertising

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Advertising		
Advertising	\$ 500	\$ 500
	\$ 500	\$ 500

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
PS - General		
Annual Fire Alarm Testing	\$ 725	\$ 725
Boiler Certificate Auburn Hall	\$ 160	\$ 160
Elevator Inspection & License	\$ 185	\$ 185
Elevator Contract	\$ 1,930	\$ 1,930
Fire Extinguishers Annual Testing, Inspection & Maintenance	\$ 250	\$ 250
HVAC Maintenance Contract	\$ 12,700	\$ 12,700
IP Phones Maintenance	\$ 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	\$ 1,500	\$ 1,500
Sprinkler Quarterly Testing	\$ 450	\$ 450
State of Maine Fees Boilers	\$ 1,280	\$ 1,280
Underground Tank fees	\$ 500	\$ 500
	\$ 86,330	\$ 86,330

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 (\$25 x 20 = \$500). Ads are \$23 for most but pre-bid ads run \$34.

Purchased Services: The IP Phone Maintenance Contract includes Auburn Hall, Parks & Recreation, Police, Public Works, and Fire.



City of Auburn

Facilities

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Other Sup-Operating	Total	9,600	9,600	9,600
Utilities - Water/Sewer	Total	4,215	4,215	7,680

Estimated Detail of Other Sup-Operating

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Other Sup-Operating		
Misc. Supplies	\$ 1,200	\$ 1,200
Towels , Toilet Paper & Liners	\$ 4,200	\$ 4,200
HVAC Filters	\$ 1,200	\$ 1,200
Ice Melt	\$ 1,000	\$ 1,000
Lighting	\$ 2,000	\$ 2,000
	\$ 9,600	\$ 9,600

Estimated Detail of Utilities - Water/Sewer

Actual expenses may vary according to changing circumstances

	<i>Spinkler</i>	<i>Sewer</i>	<i>Water</i>	Dept. Request	Council Adopted
Utilities - Water/Sewer					
Auburn Hall	\$ 750	\$ 1,815	\$ 1,650	\$ 4,215	\$ 7,680
				\$ 4,215	\$ 7,680

Line Item Narrative

Other Supplies - Operating: See Above.

Utilities - Water& Sewer: A 10% increase in Sewer is expected June 2014.



City of Auburn

Facilities

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Comm - Telephone	Total	42,800	42,800	42,800
Utilities - Electricity	Total	98,000	98,000	98,000

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

Comm - Telephone	<i>Location</i>	Dept. Request	Council Adopted
Dark Fiber (Lease)	AH, PW, FD, PR, E2, E5, Library	\$ 12,000	\$ 12,000
High Speed Internet @ 600 month	AH, PW, FD, PR, E2, E5, Library	\$ 7,200	\$ 7,200
Cell Phone		\$ 1,150	\$ 1,150
Pine Tree System @ \$227 month		\$ 2,750	\$ 2,750
Two Primary Rate Interface Lines - Phone Switches	All Locations	\$ 14,500	\$ 14,500
Long Distance	AH	\$ 5,200	\$ 5,200
		\$ 42,800	\$ 42,800

Estimated Detail of Utilities - Electricity

Actual expenses may vary according to changing circumstances

Utilities - Electricity	<i>Usage KW</i>	<i>Cost</i>	Dept. Request	Council Adopted
Auburn Hall--Estimated	657,321	0.14909	\$ 98,000	\$ 98,000
			\$ 98,000	\$ 98,000

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: The City has an agreement to switch its electrical use to generator during times of high-peak electrical demands; most often during the summer months. In return for our generator use, the City will receive \$2,000. This amount is simply for the City to be on "stand by". We will also receive additional funding if we actually do need to switch to our generators. This money is budgeted under revenue.



City of Auburn

Facilities

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Utilities - Heating Fuel	Total	41,075	41,075	41,075
Repairs - Buildings	Total	10,500	10,500	10,500

Estimated Detail of Utilities - Heating Fuel

Actual expenses may vary according to changing circumstances

	<i>Usage- gallons</i>	<i>Usage- Cubic feet</i>	Dept. Request	Council Adopted
Utilities - Heating Fuel				
Natural Gas		28,000	\$ 40,000	\$ 40,000
Diesel Fuel for Generator	\$ 1,000		\$ 1,000	\$ 1,000
Propane Tank Rental (Goff Hill Generator)			\$ 75	\$ 75
			\$ 41,075	\$ 41,075

Estimated Detail of Repairs - Buildings

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

Utilities - Heating Fuel: See Above.

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



City of Auburn

Facilities

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Repairs - Equipment	Total	2,000	2,000	2,000
Photocopiers	Total	37,000	37,000	37,000
Travel - Mileage Reimbursement	Total	750	750	750
Insurance Premiums	Total	306,000	320,000	285,000

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Repairs - Equipment		
Equipment Repairs not otherwise included in building repairs	\$ 2,000	\$ 2,000
	\$ 2,000	\$ 2,000

Estimated Detail of Photocopiers

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Photocopiers		
Photocopier Lease (Previously CIP)	\$ 13,000	\$ 13,000
Copier Maintenance Contract	\$ 17,000	\$ 17,000
Copier Paper	\$ 7,000	\$ 7,000
	\$ 37,000	\$ 37,000

Estimated Detail of Insurance Premiums

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Insurance Premiums	\$ 320,000	\$ 285,000
	\$ 320,000	\$ 285,000

Line Item Narrative

Estimated Detail of Travel - Mileage Reimbursement

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Travel - Mileage Reimbursement	\$ 750	\$ 750
	\$ 750	\$ 750

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 5% increase budgeted over last year.



City of Auburn

Facilities

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
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	Council Adopted
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	Council Adopted
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 2015
Adopted 6.16.2014

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Council Adopted	Increase/ Decrease	%
0120 Finance							
Regular Salaries	377,842	377,091	381,885	385,950	395,590	18,499	5%
Longevity Bonus	400						
PS - General	21,829	19,700	19,700	23,520	23,520	3,820	19%
Reports, Printing, & Binding	855	1,400	1,300	2,000	2,000	600	43%
Office Supplies	2,611	3,700	3,250	3,700	3,700	0	0%
Training & Tuition	1,609	2,760	1,980	2,210	1,710	(1,050)	-38%
Travel-Mileage	382	0	0	0	0	0	0%
Travel-Seminar Costs	0	0	0	0	0	0	0%
Dues & Subscriptions	655	1,325	1,100	1,295	1,295	(30)	-2%
Software	3,000	0	0	0	0	0	0%
TOTAL	409,183	405,976	409,215	418,675	427,815	21,839	5.4%



City of Auburn

Finance

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Regular Salaries	Total	377,091	385,950	395,590
PS - General	Total	19,700	23,520	23,520

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Regular Salaries		
Finance Director (non-union)	\$ 82,228	\$ 82,228
Accounting Assistant (union)	\$ 57,219	\$ 57,219
Accounting Assistant (union)	\$ 38,560	\$ 48,200
Facilities Mgr/Purchasing (non-union)	\$ 55,425	\$ 55,425
Tax Clerk (union)	\$ 39,745	\$ 39,745
Tax Clerk (union)	\$ 27,138	\$ 27,138
Tax Clerk (union)	\$ 34,755	\$ 34,755
Tax Collector (non-union)	\$ 50,880	\$ 50,880
	\$ 385,950	\$ 395,590

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

<p>Salaries: See Above.</p>	Purchase
<p>Services - General: See Above.</p>	



City of Auburn

Finance

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Reports, Printing, & Binding	Total	1,400	2,000	2,000
Office Supplies	Total	3,700	3,700	3,700

Estimated Detail of Reports, Printing, & Binding

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Office Supplies		
Signage	\$ 200	\$ 200
Envelopes	\$ 500	\$ 500
Binders and Supplies	\$ 2,000	\$ 2,000
Toner Check Printer	\$ 500	\$ 500
Miscellaneous	\$ 500	\$ 500
	\$ 3,700	\$ 3,700

Line Item Narrative

Reports, Printing & Binding: See Above.

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



City of Auburn

Finance

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Training & Tuition	Total	2,760	2,210	1,710
Dues & Subscriptions	Total	1,325	1,295	1,295

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Training & Tuition		
NESGFOA Conference	\$ -	
Seminar Costs	\$ 1,000	\$ 500
Maine Municipal		
Annual Conference	\$ 170	\$ 170
Payroll Updates	\$ 160	\$ 160
Tax Collectors/Treasurers	\$ 330	\$ 330
Maine GFOA Training	\$ 300	\$ 300
Mileage	\$ 250	\$ 250
	\$ 2,210	\$ 1,710

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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



City of Auburn

Master List

Fiscal Year 2015
Adopted 6.16.2014

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Council Adopted	Increase/ Decrease	%
0405 Fire							
Regular Salaries	3,037,413	3,193,444	3,097,221	3,188,859	3,188,859	(4,585)	0%
Acting Rank	12,593	7,892	13,309	8,129	8,129	237	2%
Holiday Pay	137,577	140,699	138,916	154,440	154,440	13,741	10%
Sick Leave Incentive	0	0	0	0	0	0	0%
Uniform Allowance	19,403	19,805	19,470	30,830	30,830	11,025	57%
Physicals	1,411	1,430	1,400	9,100	7,100	5,670	405%
OSHA Safety Costs	7,081	9,845	9,000	20,603	8,033	(1,812)	-20%
Protective Clothing	34,125	27,950	17,720	50,430	29,950	2,000	11%
OT - Vac Replacement	66,056	30,000	118,000	20,000	20,000	(10,000)	-8%
OT - Sick Replace LT	50,941	20,000	116,000	20,000	20,000	0	0%
OT - Sick Replace ST	121,749	89,000	130,000	89,000	89,000	0	0%
OT - Mandatory Training	11,720	16,868	8,480	18,464	18,463	1,595	19%
OT - Outside Jobs	0	0	0	0	0	0	0%
OT - Extra Assignments	33,652	27,063	54,968	28,366	15,990	(11,073)	-20%
OT - Vacancies/Retirement	70,692	12,196	11,000	12,844	12,844	648	6%
OT - Work Related Injuries	15,533	15,000	15,000	15,000	15,000	0	0%
OT - Meetings	8,782	5,000	5,769	14,425	6,425	1,425	25%
OT - Funeral Leave	5,758	2,500	3,556	5,000	5,000	2,500	70%
OT - Multiple Alarms	13,786	9,208	6,000	9,208	6,000	(3,208)	-53%
OT - Pump team	0	0	0	0	0	0	0%
PS - General	7,311	1,760	1,700	3,350	2,350	590	35%
PS - Uniform Cleaning	6,169	6,610	6,610	210	210	(6,400)	-97%
Office Supplies	2,652	4,150	2,600	14,650	12,650	8,500	327%
Other Sup - Fire Prevention	1,878	2,935	2,000	10,460	8,460	5,525	276%
Other Sup - Maintenance	7,593	5,465	5,000	16,365	6,865	1,400	28%
Other Sup - Pump Team	0	0	0	0	0	0	0%
Other Sup - Fire Training	762	6,138	1,000	7,500	6,138	0	0%
Other Sup - Medical	14,812	14,750	14,750	22,671	9,750	(5,000)	-34%
Other Sup - Small Tools	5,615	11,920	8,766	41,545	12,500	580	7%
Other Sup - Other	8,311	5,658	5,600	20,240	6,185	527	9%
MV Sup - Tires/Tube/Chain	8,158	9,500	8,000	13,040	6,230	(3,270)	-41%
MV Sup - Gas & Oil	4,540	5,440	4,600	5,120	5,120	(320)	-7%
Utilities - Water/Sewer	5,393	5,262	5,400	6,394	6,395	1,133	21%
Comm - Telephone	7,517	8,210	7,840	8,585	8,385	175	2%



City of Auburn

Master List

Fiscal Year 2015
Adopted 6.16.2014

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Council Adopted	Increase/ Decrease	%
Utilities - Natural Gas	3,759	5,797	4,000	50,797	40,797	35,000	875%
Utilities - Electricity	28,405	40,615	28,931	40,000	35,000	(5,615)	-19%
Utilities - Bottled Gas	640	954	847	900	900	(54)	-6%
Utilities - Heating Fuel	15,908	18,700	18,700	19,250	18,250	(450)	-2%
Utilities - Diesel	54,460	79,350	66,660	44,160	43,160	(36,190)	-54%
Repairs - Buildings	38,468	19,660	18,840	31,935	26,435	6,775	36%
Repairs - Vehicles	118,097	68,175	65,000	69,875	56,375	(11,800)	-18%
Repairs - Equipment	12,320	24,000	22,663	61,860	45,860	21,860	96%
Repairs - Radio Equipment	4,224	4,700	3,500	8,000	7,000	2,300	66%
Repairs - Maintenance Contrac	7,511	12,660	11,000	14,715	14,715	2,055	19%
Training & Tuition	30,925	30,000	28,660	88,965	27,000	(3,000)	-10%
Comm - Postage	370	600	500	600	600	0	0%
Travel-Seminar Costs	1,700	500	800	500	500	0	0%
Dues & Subscriptions	2,821	3,380	3,380	3,740	3,740	360	11%
TOTAL	4,048,591	4,024,789	4,113,156	4,300,126	4,047,633	22,844	0.6%



City of Auburn

Fiscal Year 2015
Adopted 6.16.2014

Fire

Line Items		Last Year	Dept. Request	Council Adopted
Regular Salaries	Total	3,101,681	3,188,859	3,188,859
Acting Rank	Total	7,516	8,129	8,129

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

Regular Salaries	Staff	Dept. Request	Council Adopted
Fire Prevention Officer (union)	1	\$ 50,224	\$ 50,224
Battalion Chief (union)	4	\$ 267,025	\$ 267,025
Fire Chief (non-union)	1	\$ 78,500	\$ 78,500
Captain (union)	4	\$ 242,065	\$ 242,065
Deputy Chief (non-union)	1	\$ 77,156	\$ 77,156
Fire Planner (non-union)	1	\$ 31,824	\$ 31,824
Firefighters (union)	40	\$ 1,716,024	\$ 1,716,024
Lieutenant (union)	12	\$ 683,414	\$ 683,414
Office Manager (union)	1	\$ 42,627	\$ 42,627
	65	\$ 3,188,859	\$ 3,188,859

Estimated Detail of Acting Rank

Actual expenses may vary according to changing circumstances

Acting Rank ¹	Dept. Request	Council Adopted
Per Union Contract - 2014 Budget	\$ 7,892	\$ 7,892
Increase of 3% for step increases	\$ 237	\$ 237
	\$ 8,129	\$ 8,129

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 step increases of 3% .

¹Contractual obligation.



City of Auburn

Fiscal Year 2015
Adopted 6.16.2014

Fire

Line Items		Last Year	Dept. Request	Council Adopted
Holiday Pay	Total	137,940	154,440	154,440
Uniform Allowance	Total	19,805	30,830	30,830

Estimated Detail of Holiday Pay

Actual expenses may vary according to changing circumstances

	# of Firefighters	Avg. Hol. Pay	# of Holidays	Dept. Request	Council Adopted
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	Council Adopted
Uniform Allowance				
Captains	4	\$ 510	\$ 2,040	\$ 2,040
Chief Officers	7	\$ 510	\$ 3,570	\$ 3,570
Lieutenants	12	\$ 485	\$ 5,820	\$ 5,820
Privates	40	\$ 485	\$ 19,400	\$ 19,400
			\$ 30,830	\$ 30,830

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 12/27/13, of all of the firefighter's is \$32,203. This will increase on July 1st when the firefighters are issued their allotted amounts as indicated above.



City of Auburn

Fire

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Physicals	Total	1,430	9,100	7,100

Estimated Detail of Physicals

Actual expenses may vary according to changing circumstances

Physicals ¹	Quantity	Cost	Dept. Request	Council Adopted
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	\$ 500.00	\$ 5,000	\$ 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
			\$ 9,100	\$ 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 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
OSHA Safety Costs	Total	9,845	20,603	8,033
Protective Clothing	Total	32,715	50,430	29,950

Estimated Detail of OSHA Safety Costs

Actual expenses may vary according to changing circumstances

OSHA Safety Costs	Quantity	Dept. Request	Council Adopted
Bio Gear - Biohazard Bags & Boxes		\$ 390	\$ -
OSHA Accepted Reflective Vests	20	\$ 900	\$ 900
Disinfectant Spray	8	\$ 480	\$ -
Fit Testing Supplies		\$ 1,453	\$ 1,453
Hearing Tests for Firefighters		\$ 2,100	\$ -
Lancets for Blood Draw to Measure Blood Sugar Levels (Boxes)	7	\$ 200	\$ -
Lens for Self-Contained Breathing Apparatus	6	\$ 600	\$ -
Nitrile Gloves for Pandemic Flu (Boxes)		\$ 3,800	\$ -
PPE Equipment N95s (Pandemic Flu Inventory)		\$ 5,000	\$ -
Safety Glasses		\$ 210	\$ 210
Splash Guard Masks and Goggles		\$ 550	\$ 550
Tuberculosis Plants and Reads/Respiratory Clearance	60	\$ 4,920	\$ 4,920
		\$ 20,603	\$ 8,033

Estimated Detail of Protective Clothing

Actual expenses may vary according to changing circumstances

Protective Clothing	Quantity	Cost Each	Dept. Request	Council Adopted
Boots	20	\$ 230	\$ 4,600	\$ 2,300
Forestry Shirts & Goggles			\$ 7,080	\$ -
Gloves	40	\$ 55	\$ 2,200	\$ 1,100
Helmets & Repair Parts	2	\$ 550	\$ 1,100	\$ 1,100
Hood	15	\$ 30	\$ 450	\$ 450
Pants	15	\$ 1,100	\$ 16,500	\$ 11,000
Repairs/Mending to Turnout Gear		\$ 2,000	\$ 2,000	\$ 3,000
Turnout Coat	15	\$ 1,100	\$ 16,500	\$ 11,000
		\$ 5,065	\$ 50,430	\$ 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.

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



City of Auburn

Fiscal Year 2015
Adopted 6.16.2014

Fire

Line Items		Last Year	Dept. Request	Council Adopted
OT - Vac Replacement	Total	30,000	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	Council Adopted
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	Council Adopted
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). This line item has only existed since the 2007 Budget.

¹ Contractual obligation for Battalion Chief overtime.

² Contractual obligation for apparatus staffing.



City of Auburn

Fire

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
OT - Sick Replace ST	Total	89,000	89,000	89,000
OT - Mandatory Training	Total	15,000	18,464	18,463

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	Council Adopted
OT - Sick Replace ST ¹					
Overtime Wages for FF on ST Sick	3024	6892	3949	\$ 89,000	\$ 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	Council Adopted
OT - Mandatory Training				
Blood Borne Pathogens Training ⁴	\$ 33.45	32	\$ 1,070	\$ 1,070
Confined Space Training ⁴	\$ 33.45	64	\$ 2,141	\$ 2,140
EVOG Training	\$ 33.45		\$ -	
Extrication Refresher Training	\$ 33.45	32	\$ 1,070	\$ 1,070
Haz-Mat Refresher Training ⁴	\$ 33.45	32	\$ 1,070	\$ 1,070
New Hire Orientation ²	\$ 33.45	320	\$ 10,704	\$ 10,704
Rope Refresher Training ⁴	\$ 33.45	48	\$ 1,606	\$ 1,606
SCBA Maintenance Training ³	\$ 33.45	24	\$ 803	\$ 803
			\$ 18,464	\$ 18,463

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 Contractual 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

Fiscal Year 2015
Adopted 6.16.2014

Fire

Line Items		Last Year	Dept. Request	Council Adopted
OT - Outside Jobs	Total	-	-	-
OT - Extra Assignments	Total	15,113	28,366	15,990

Estimated Detail of OT - Outside Jobs

Actual expenses may vary according to changing circumstances

OT - Outside Jobs	Dept. Request	Council Adopted
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	Council Adopted
Balloon Festival ¹	40	\$ 33.45	\$ 1,338	\$ 1,338
Boat/Computer/Radio Repairs	15	\$ 33.45	\$ 502	\$ 502
Dept Business Travel	50	\$ 33.45	\$ 1,673	\$ 1,673
Equipment Repairs ²	170	\$ 33.45	\$ 5,687	\$ -
Fire Calls Report ³	60	\$ 33.45	\$ 2,007	\$ 2,007
Jury Duty	5	\$ 33.45	\$ 167	\$ 167
Military Coverage ⁴	288	\$ 33.45	\$ 9,634	\$ 9,634
Open House	0	\$ 33.45	\$ -	\$ -
SCBA Flow Tests/Fit Tests ⁵	20	\$ 33.45	\$ 669	\$ 669
Storm Coverage	200	\$ 33.45	\$ 6,690	\$ -
			\$ 28,366	\$ 15,990

Line Item Narrative

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

Overtime - Extra Assignments: This account includes time for events such as storms, court attendance, fire investigations, military leave and community events, such as the Liberty 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 1 weekend a month and 2 weeks per year. In FY13 there were two firefighters in the military. At this time one of these firefighters is deployed.

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.

⁵ BLS mandated.



City of Auburn

Fire

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
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	Council Adopted
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 ²	Quantity	# of Shifts Out of Work	Hours of OT	2013 Costs	Dept. Request	Council Adopted
Hand injury	1	2			↓	
Lower back strains	2	20				
Knee injury	1	10				
Shoulder injury	2	1				
	6	33	494.5	\$ 15,533	\$ 15,000	\$ 15,000

Line Item Narrative

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

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.

²Contractual obligation for apparatus staffing.



City of Auburn

Fire

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
OT - Meetings	Total	5,000	14,425	6,425
OT - Funeral Leave	Total	2,500	5,000	5,000
OT - Multiple Alarms	Total	9,208	9,208	6,000

Estimated Detail of OT - Meetings

OT - Meetings	OT Rate	Hours	Dept. Request	Council Adopted
EMS Meetings	\$ 43.71	11	\$ 481	\$ 481
Health & Safety Monthly Meetings (Average 6 FF's)	\$ 43.71	82	\$ 3,584	\$ 2,084
Joint AFD/LFD Projects; Senior Staffing Meetings ¹	\$ 43.71	183	\$ 8,000	\$ 1,500
SMT Monthly Meetings (Average 4 FF's)	\$ 43.71	54	\$ 2,360	\$ 2,360
		330	\$ 14,425	\$ 6,425

Estimated Detail of OT - Funeral Leave

Actual expenses may vary according to changing circumstances

OT - Funeral Leave ²	FY 13 Occurrences	Dept. Request	Council Adopted
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	Council Adopted
Multiple Alarms	\$33.45	10	13	3	390	\$ 9,208	\$ 6,000
						\$ 9,208	\$ 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. In FY13, we had 10 multiple alarms with an average of 13 firefighters responding with an average of 3 hours per firefighter. This amounts to 390 overtime hours per year at a rate of \$33.45. For FY13 the expended cost for this account was \$13,786.

¹Matrix recommendation.¹Matrix recommendation.



City of Auburn

Fire

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
OT - Pump team	Total	-	-	-
PS - General	Total	1,760	3,350	2,350

Estimated Detail of OT - Pump team

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
OT - Pump team		
Pump Testing	\$ -	\$ -
Pump Repair (example)	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

	Qty	Dept. Request	Council Adopted
PS - General			
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	\$ 2,000	\$ 1,000
Retirement Plaques	6	\$ 240	\$ 240
		\$ 3,350	\$ 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 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
PS - Uniform Cleaning	Total	6,610	210	210
Office Supplies	Total	4,150	14,650	12,650

Estimated Detail of PS - Uniform Cleaning

Actual expenses may vary according to changing circumstances

	Fy12 Costs	Dept. Request	Council Adopted
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	Council Adopted
Office Supplies		
General Supplies	\$ 4,650	\$ 2,650
Record management computer program	\$ 10,000	\$ 10,000
	<u>\$ 14,650</u>	<u>\$ 12,650</u>

Line Item Narrative

Purchased Services - Uniform Cleaning: Laundering bed sheets, pillow cases, blankets and towels, as well as the cost of biohazard gear and uniforms that must be sent to a specific cleaner for specialized cleaning.

Office Supplies: This account funds the general office supplies such as paper, pens, folders, binders, ink cartridges, toner, calendars, office equipment, etc. Paper costs will now be included in the department's expenses as of FY15.

¹Maine BLS requirement.



City of Auburn

Fire

Fiscal Year 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Other Sup - Fire Prevention	Total	2,935	10,460	8,460
Other Sup - Maintenance	Total	5,465	16,365	6,865

Estimated Detail of Other Sup - Fire Prevention

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Other Sup - Fire Prevention		
Inspection Report Forms	\$ 150	\$ 150
Citizen's Fire Academy Supplies	\$ 2,400	\$ 2,400
Fire Investigation Supplies	\$ 1,120	\$ 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	\$ 1,000	\$ 750
Fire Prevention Month School Coloring Contest (t-shirts, calend	\$ 1,000	\$ 750
Fire Prevention Education Supplies	\$ 2,300	\$ 1,300
	\$ 10,460	\$ 8,460

Estimated Detail of Other Sup - Maintenance

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
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	\$ 11,000	\$ 1,500
Paper Towels/Toilet Paper	\$ 1,290	\$ 1,290
Vacuum Cleaner/Shop Vacuum	\$ 300	\$ 300
	\$ 16,365	\$ 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 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Other Sup - Pump Team	Total	-	-	-
Other Sup - Fire Training	Total	6,138	7,500	6,138

Estimated Detail of Other Sup - Pump Team

Actual expenses may vary according to changing circumstances

Other Sup - Pump Team	Dept. Request	Council Adopted
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

Other Sup - Fire Training	Qty	Dept. Request	Council Adopted
Brannigan's Building Construction for the Fire Service	3	\$ 270	
Class A Foam for Training Purposes		\$ 2,200	
Compressed Air Foam Systems Manual	3	\$ 170	
CPR Cards	60	\$ 150	
Driver/Operator for Aerial Apparatus Manuals	4	\$ 200	
Driver/Operator for Pumping Apparatus Manuals	4	\$ 200	
Fire Officer Bundle	4	\$ 490	
Fire Officer I and II Exam Prep Manuals	3	\$ 120	
Firefighter I and Firefighter II Exam Prep Manuals	3	\$ 120	
Flash Drives for New Firefighters	4	\$ 80	
Fundamentals of Firefighter Skills Bundle	4	\$ 620	
Hydrant & Street Maps		\$ 100	
Instructor's Curriculum for Driver/Operator	1	\$ 600	
Liquid Smoke for Smoke Machine	8	\$ 640	
New Probationary FFs Initial Material Package & Fire Officer Package	8	\$ 960	
Projector for Classroom		\$ -	
Training Videos	3	\$ 580	
		\$ 7,500	\$ 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 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Other Sup - Medical	Total	14,750	22,671	9,750

Estimated Detail of Other Sup - Medical

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Other Sup - Medical		
Airway Supplies ¹	\$ 500	
Board & Straps ¹	\$ 1,500	
Diagnostic Equipment ¹	\$ 500	
Diagnostic Thermometers ¹	\$ 500	
EMS Room Building Materials	\$ 250	
EMS Trauma Bags	\$ 900	
Epinephrine Pen Replacements ¹	\$ 985	
Glucometer Strips - Boxes ¹	\$ 500	
Ice Commander Cold Water Rescue Suits ²	\$ 3,000	
IV Warmers ¹	\$ 350	
Keds ¹	\$ 336	
Mannequins	\$ 3,000	
Miscellaneous Supplies	\$ 250	
Monitor Supplies ¹	\$ 4,000	
Nitrile Gloves - Boxes ¹	\$ 3,000	
Oxygen ¹	\$ 2,500	
Patient Information Pads	\$ 250	
ResQmax Pelican Case	\$ -	
Storage Containers	\$ 350	
Trauma Shears and Pen Lights	\$ -	
	\$ 22,671	\$ 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

Fiscal Year 2015
Adopted 6.16.2014

Fire

Line Items		Last Year	Dept. Request	Council Adopted
Other Sup - Small Tools	Total	11,920	41,545	12,500

Estimated Detail of Other Sup - Small Tools

Actual expenses may vary according to changing circumstances

Other Sup - Small Tools	QTY	Dept. Request	Council Adopted
100' x 4" Hose with Storz Couplings		\$ 12,000	
50' x 1 3/4" Attack Hose		\$ 720	
100' x 1 3/4" Attack Hose		\$ 3,600	
100' x 2 1/2" Attack Hose		\$ 3,000	
100' x 1 3/4" High Rise Attack Hose		\$ 1,600	
Accountability Name Tags/Helmet Shields ¹		\$ 400	
Bolt Cutters	2	\$ 280	
Collapsible Backpack Pump Extinguishers	10	\$ 2,000	
Door Opener Tool		\$ -	
Equipment Structural Tool		\$ 3,000	
Forestry Pump		\$ 1,000	
Forestry Tools		\$ 2,500	
Hose Nozzle - 1 1/2" Nozzle w/ 15/16" Tips	4	\$ 2,600	
Hose Nozzle - 2 1/2" Nozzle w/ Playpipe and Tip	4	\$ 4,000	
Hydrant Assist Valves		\$ 1,400	
Rope Rescue Equipment ²			
Steel/Aluminum Carabineers		\$ 910	
Storage Bags		\$ 560	
Water Rope		\$ 250	
Webbing		\$ 125	
Salvage Covers	8	\$ 200	
Sawzalls	4	\$ 1,400	
		\$ 41,545	\$ 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

Fiscal Year 2015
Adopted 6.16.2014

Fire

Line Items		Last Year	Dept. Request	Council Adopted
Other Sup - Other	Total	5,658	20,240	6,185

Estimated Detail of Other Sup - Other

Actual expenses may vary according to changing circumstances

Other Sup - Other	Dept. Request	Council Adopted
Abrasive Gut-Off Blades	\$ 150	
Barricade Tape	\$ 375	
Batteries for flashlights, pagers, misc.	\$ 1,080	
Chem Guard Tape	\$ 90	
Class A Foam (5 gallon pails)	\$ 3,300	
Class B Foam (5 gallon pails)	\$ 1,500	
Collapsible Traffic Cones ¹	\$ 500	
Flashlights	\$ 720	
Gated Wyes	\$ 2,880	
Gloves	\$ 360	
Hazardous Materials Division Supplies	\$ 6,945	
LDH Hose Testing Manifold w/Dual Inlet	\$ -	
Lightbox	\$ 400	
MAST Slings for RIT Kit	\$ 150	
Piston Intake Valves	\$ 1,300	
Rescue Support Air Hose	\$ 490	
	\$ 20,240	\$ 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

Fiscal Year 2015
Adopted 6.16.2014

Fire

Line Items		Last Year	Dept. Request	Council Adopted
MV Sup - Tires/Tube/Chain	Total	9,500	13,040	6,230
MV Sup - Gas & Oil	Total	5,440	5,120	5,120

Estimated Detail of MV Sup - Tires/Tube/Chain

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
MV Sup - Tires/Tube/Chain		
Chief's Vehicle	\$ -	
E315 Platoon Chief's Vehicle	\$ -	
Engine 1 (spare apparatus)	\$ -	
Engine 2	\$ 2,755	\$ 2,755
Engine 3	\$ 2,755	\$ 2,755
Engine 5	\$ 2,755	\$ -
Mounting Fee (\$18/tire)	\$ 540	\$ 540
Rescue 1	\$ -	
Tower 1	\$ 4,055	\$ -
Unit 316 Pick-up Truck	\$ -	
Unit 317 Utility Truck	\$ -	
Unit 319 Car	\$ -	
Unit 322 FPO's Vehicle	\$ 180	\$ 180
	\$ 13,040	\$ 6,230

Estimated Detail of MV Sup - Gas & Oil

Actual expenses may vary according to changing circumstances

	Price/Gallon	Gallons	Dept. Request	Council Adopted
MV Sup - Gas & Oil				
Gasoline	\$ 3.20	1,600	\$ 5,120	\$ 5,120
			\$ 5,120	\$ 5,120

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 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Utilities - Water/Sewer	Total	5,262	6,394	6,395
Comm - Telephone	Total	8,210	8,585	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	Council Adopted
<u>Water</u>	10%				
Central Station		\$ 1,000.00	\$ 100.00	\$ 1,100	\$ 1,100
E2 Station		\$ 248.00	\$ 24.80	\$ 273	\$ 273
E5 Station		\$ 385.00	\$ 38.50	\$ 424	\$ 424
<u>Sewer</u>	10%				
Central Station		\$ 2,849.00	\$ 284.90	\$ 3,134	\$ 3,134
E2 Station		\$ 528.00	\$ 52.80	\$ 581	\$ 581
E5 Station		\$ 803.00	\$ 80.30	\$ 883	\$ 883
				\$ 6,394	\$ 6,395

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

Comm - Telephone	Qty	Dept. Request	Council Adopted
Air Cards	7	\$ 4,800	\$ 4,800
Cell Phones	2	\$ 1,500	\$ 1,500
Chief's Cell Phone Stipend		\$ 910	\$ 910
Long Distance Charges		\$ 500	\$ 300
Telephone Line Charges	3	\$ 875	\$ 875
		\$ 8,585	\$ 8,385

Line Item Narrative

Utilities - Water/Sewer: This reflects a 10% increase.

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. Each line is \$24 plus the above monthly fees.



City of Auburn

Fiscal Year 2015
Adopted 6.16.2014

Fire

Line Items		Last Year	Dept. Request	Council Adopted
Utilities - Natural Gas	Total	5,797	50,797	40,797
Utilities - Electricity	Total	40,615	40,000	35,000

Estimated Detail of Utilities - Natural Gas

Actual expenses may vary according to changing circumstances

	Percent Increase	FY14 Est Expense	Increase	Dept. Request	Council Adopted
Utilities - Natural Gas					
Natural Gas-Engine 2 Station	5.0%	\$ 4,000		\$ 5,797	\$ 5,797
Natural Gas-Central Station	5.0%	\$ 4,000		\$ 45,000	\$ 35,000
				\$ 50,797	\$ 40,797

Estimated Detail of Utilities - Electricity

Actual expenses may vary according to changing circumstances

	Percent Increase	FY14 Est Expense	Increase	Dept. Request	Council Adopted
Utilities - Electricity					
Central Station	10.0%		\$ -	\$ 29,000	\$ 24,000
E2 Station			\$ -	\$ 2,500	\$ 2,500
E5 Station			\$ -	\$ 8,500	\$ 8,500
			\$35,000	\$ 40,000	\$ 35,000

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

Fiscal Year 2015

Adopted 6.16.2014

Fire

Line Items		Last Year	Dept. Request	Council Adopted
Utilities - Bottled Gas	Total	954	900	900
Utilities - Heating Fuel	Total	18,700	19,250	18,250
Utilities - Diesel	Total	79,350	44,160	43,160

Estimated Detail of Utilities - Bottled Gas

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Utilities - Bottled Gas	\$ 900	\$ 900
Bottle LP Gas	\$ 900	\$ 900

Estimated Detail of Utilities - Heating Fuel

Actual expenses may vary according to changing circumstances

	Price/Gallon	Gallons	Dept. Request	Council Adopted
Utilities - Heating Fuel				
Engine 5--Center Street	\$ 3.50	5,500	\$ 19,250	\$ 18,250
			\$ 19,250	\$ 18,250

Estimated Detail of Utilities - Diesel

Actual expenses may vary according to changing circumstances

	Price/Gallon	Gallons	Dept. Request	Council Adopted
Utilities - Diesel				
Central Station	\$ 3.45	12,800	\$ 44,160	\$ 43,160
			\$ 44,160	\$ 43,160

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 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Repairs - Buildings	Total	19,660	31,935	26,435

Estimated Detail of Repairs - Buildings

Actual expenses may vary according to changing circumstances

Repairs - Buildings	Dept. Request	Council Adopted
Annual Boiler Certificates	\$ 390	\$ 390
Ant Extermination	\$ 1,000	\$ 750
Diesel Exhaust Repairs & Maintenance	\$ 1,000	\$ 750
Light Replacement & Repairs (Efficiency Maine - Central Fire Replacements)	\$ 12,975	\$ 12,975
Misc Repairs & Maintenance to Boilers/General Plumbing	\$ 8,500	\$ 4,000
Overhead Door Repairs & Maintenance	\$ 1,530	\$ 1,530
Repairs to Driveways	\$ 1,000	\$ 750
Repairs to Roof	\$ 1,000	\$ 750
Repairs to Underground Tanks	\$ 2,400	\$ 2,400
Repairs - Training Building	\$ 2,140	\$ 2,140
	\$ 31,935	\$ 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 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Repairs - Vehicles	Total	68,175	69,875	56,375

Estimated Detail of Repairs - Vehicles

Actual expenses may vary according to changing circumstances

Repairs - Vehicles	FY13	Dept. Request	Council Adopted
BC #315 Vehicle Repair (2004 Ford Excursion)	\$ 4,929	\$ 2,500	\$ 1,500
Chief's Vehicle (2012 Ford Explorer)	\$ -	\$ 100	\$ 100
Engine 1 Vehicle Repair (1988 E-One Centry)	\$ 11,381	\$ 5,000	\$ 4,000
Engine 2 Vehicle Repair (New truck)	\$ 6,929	\$ 1,000	\$ 1,000
Engine 3 Vehicle Repair (2006 E-One Cyclone II)	\$ 10,868	\$ 8,500	\$ 5,500
Engine 5 Vehicle Repair (2008 E-One Cyclone)	\$ 17,086	\$ 8,000	\$ 5,000
Engine 6 Vehicle Repair (1995 Central States International)	\$ 1,163	\$ -	\$ -
Grand Marquis Vehicle #319 (2001)	\$ 664	\$ 2,500	\$ -
General Vehicle Repair	\$ 388	\$ 2,000	\$ 2,500
Pickup Truck #3162 Vehicle Repair (2012 Ford F-350)	\$ 583	\$ 100	\$ 100
Pickup Truck #322 Vehicle Repair (1999 F-150)	\$ 1,826	\$ 2,500	\$ 2,000
Pump Certification Repairs	\$ -	\$ 6,000	\$ 6,000
Rescue Boat	\$ -	\$ 1,000	\$ 1,000
Rescue 1 Vehicle Repair (2000 GMC C7500)	\$ -	\$ 1,000	\$ 1,000
Tower 1 Vehicle Repair (2003 KME LoPro Prowler)	\$ 61,991	\$ 28,675	\$ 25,675
Utility Truck #317 Vehicle Repair (1991 Ford F-150)	\$ 148	\$ 1,000	\$ 1,000
	\$ 117,956	\$ 69,875	\$ 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 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Repairs - Equipment	Total	24,000	61,860	45,860

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

Repairs - Equipment	Dept. Request	Council Adopted
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	\$ 3,760	\$ 2,760
Repairs to hydraulic extrication tools	\$ 1,030	\$ 1,030
SCBA	\$ 45,250	\$ 30,250
Smoke Machine Repairs	\$ 500	\$ 500
Tool Mounting Hardware	\$ 250	\$ 250
	\$ 61,860	\$ 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 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Repairs - Radio Equipment	Total	4,700	8,000	7,000
Repairs - Maintenance Contract	Total	12,660	14,715	14,715

Estimated Detail of Repairs - Radio Equipment

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
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	\$ 1,500	\$ 1,000
Radio Repairs (reprogramming/tune-up)	\$ 1,500	\$ 1,000
Wireless Headsets	\$ 830	\$ 830
	\$ 8,000	\$ 7,000

Estimated Detail of Repairs - Maintenance Contract

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
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 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Training & Tuition	Total	30,000	88,965	27,000
Comm - Postage	Total	600	600	600

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

Training & Tuition	Qty	Dept. Request	Council Adopted
ACLS Class - 2 yr renewal ¹	6	\$ 1,200	
Admin Training:			
Fire Rescue International (FRI) Conference	3	\$ 8,010	
Fire Dept Instructor's Conference (FDIC)	2	\$ 3,860	
New England Fire, Rescue and EMS Conference		\$ 2,320	
Boat Rescue Program - Outside Instructor		\$ 7,500	
CEU Subscription ¹		\$ 2,100	
Committee Meetings		\$ 7,000	
EMS Licensure Courses	4	\$ 18,600	
Fire Instructor Class	4	\$ 3,000	
Fire Officer Academy		\$ 5,175	
Fire Prevention Officer Training/Classes		\$ 2,000	
Outside Classes/Conferences/Seminars		\$ 1,500	
PALS Class - 2 yr renewal ¹	6	\$ 1,200	
PEPP Class - 2 yr renewal ¹	7	\$ 1,400	
PHTLS Class - 4 yr renewal ¹	12	\$ 2,100	
Rapid Intervention Team Training		\$ 2,000	
Strategic Planning Consultant		\$ 20,000	
		\$ 88,965	\$ 27,000

Estimated Detail of Comm - Postage

Actual expenses may vary according to changing circumstances

Comm - Postage	Dept. Request	Council Adopted
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 16 paramedics and a total of 58 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 2015
Adopted 6.16.2014

Line Items		Last Year	Dept. Request	Council Adopted
Travel-Seminar Costs	Total	500	500	500
Dues & Subscriptions	Total	3,380	3,740	3,740

Estimated Detail of Travel-Seminar Costs

Actual expenses may vary according to changing circumstances

Travel-Seminar Costs		Dept. Request	Council Adopted
Travel Costs		\$ 500	\$ 500
		\$ 500	\$ 500

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

Dues & Subscriptions		Dept. Request	Council Adopted
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. New to this line item is Accreditation Fees. Accreditation is a process to ensure that we are meeting industry best practices, providing superior services, and continually improving.

¹Maine EMS statutory mandates.



City of Auburn

Master List

Fiscal Year 2015
Adopted 06.16.14

Account Title	FY 2013 Actual	FY 2014 Approved	FY 2014 Projected	FY 2015 Dept. Request	FY 2015 Council Adopted	Increase/ Decrease	%
0406 Fire EMS Transport							
Regular Salaries	0	0	0	73,000	73,000	73,000	0%
Fringe Benefits	0	0	0	12,000	12,000	12,000	0%
PS - Professional Fees	0	0	0	163,100	133,100	133,100	0%
Other Sup - Other	0	0	0	61,000	61,000	61,000	0%
Office Supplies	0	0	0	1,000	1,000	1,000	0%
MV Sup - Tires/Tube/Chain	0	0	0	8,000	8,000	8,000	0%
MV Sup - Vehicle Fuel	0	0	0	10,000	10,000	10,000	0%
Repairs & Maint - Vehicles	0	0	0	12,500	12,500	12,500	0%
Vehicle Lease/Purchase	0	0	0	144,500	124,500	124,500	0%
Advertising	0	0	0	2,500	2,500	2,500	0%
Repairs - Maintenance Contract	0	0	0	19,500	19,500	19,500	0%
Other Program Expenses	0	0	0	15,500	15,500	15,500	0%
Comm - Postage	0	0	0	1,000	1,000	1,000	0%
Printing	0	0	0	1,000	1,000	1,000	0%
Public Relations	0	0	0	2,500	2,500	2,500	0%
Communication Equipment	0	0	0	10,000	10,000	10,000	0%
Computer Software/Hardware	0	0	0	2,500	2,500	2,500	0%
Dues & Subscriptions	0	0	0	2,500	2,500	2,500	0%
Contingency 8%	0	0	0	43,368	43,368	43,368	0%
Capital Reserve	0	0	0	135,000	100,000	100,000	0%
TOTAL	-	-	-	720,468	635,468	635,468	0.0%



City of Auburn

Fire EMS

Fiscal Year 2015
Adopted 06.16.14

Line Items		Last Year	Dept. Request	Council Adopted
Regular Salaries	Total	-	73,000	73,000
Fringe Benefits	Total	-	12,000	12,000

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

Regular Salaries	<i>Staff</i>	Dept. Request	Council Adopted
Deputy Chief (non-union)	1	\$ 73,000	\$ 73,000
	1	\$ 73,000	\$ 73,000

Estimated Detail of

Actual expenses may vary according to changing circumstances

Fringe Benefits	Dept. Request	Council Adopted
Fringe Benefits	\$ 12,000	\$ 12,000
	\$ 12,000	\$ 12,000

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 2015
Adopted 06.16.14

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

Estimated Detail of PS - Professional Fees

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
PS - Professional Fees		
Professional Fees	\$ 163,100	\$ 133,100
	\$ 163,100	\$ 133,100

Estimated Detail of Other Sup - Other

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
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 2015
Adopted 06.16.14

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

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

Office Supplies	Dept. Request	Council Adopted
Office Supplies	\$ 1,000	\$ 1,000
	\$ 1,000	\$ 1,000

Estimated Detail of MV Sup - Tires/Tube/Chai

Actual expenses may vary according to changing circumstances

MV Sup - Tires/Tube/Chain	Dept. Request	Council Adopted
Tires and Supplies	\$ 8,000	\$ 8,000
	\$ 8,000	\$ 8,000

Estimated Detail of MV Sup - Vehicle Fuel

Actual expenses may vary according to changing circumstances

MV Sup - Vehicle Fuel	Dept. Request	Council Adopted
Gas & Oil	\$ 10,000	\$ 10,000
	\$ 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 2015
Adopted 06.16.14

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

Estimated Detail of Repairs & Maint - Vehicle:

Actual expenses may vary according to changing circumstances

Repairs & Maint - Vehicles	Dept. Request	Council Adopted
Repairs & Maint	\$ 12,500	\$ 12,500
	\$ 12,500	\$ 12,500

Estimated Detail of Vehicle Lease/Purchase

Actual expenses may vary according to changing circumstances

Vehicle Lease/Purchase	Dept. Request	Council Adopted
Lease/Purchase Ambulances	\$ 144,500	\$ 124,500
	\$ 144,500	\$ 124,500

Estimated Detail of Advertising

Actual expenses may vary according to changing circumstances

Advertising	Dept. Request	Council Adopted
Advertising	\$ 2,500	\$ 2,500
	\$ 2,500	\$ 2,500

Line Item Narrative

Repairs/Maintenance Vehicles: This account will fund preventative maintenance of the rescue vehicles as well as any repairs that are necessary.

Vehicle Lease/Purchase: This account will fund the lease or purchase payments for the 3 Rescue Units.

Advertising: This account will fund advertising.



City of Auburn

Fire EMS

Fiscal Year 2015
Adopted 06.16.14

Line Items		Last Year	Dept. Request	Council Adopted
Repairs - Maintenance Contract	Total	-	19,500	19,500
Other Program Expenses	Total	-	15,500	15,500
Comm - Postage	Total	-	1,000	1,000
Printing	Total	-	1,000	1,000

Estimated Detail of Repairs - Maintenance Co

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Repairs - Maintenance Contract		
Service Contracts	\$ 19,500	\$ 19,500
	\$ 19,500	\$ 19,500

Estimated Detail of Other Program Expenses

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Other Program Expenses		
Other Program Expenses	\$ 15,500	\$ 15,500
	\$ 15,500	\$ 15,500

Estimated Detail of Comm - Postage

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Comm - Postage		
Other Program Expenses	\$ 1,000	\$ 1,000
	\$ 1,000	\$ 1,000

Estimated Detail of Printing

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Printing		
Printing	\$ 1,000	\$ 1,000
	\$ 1,000	\$ 1,000

Line Item Narrative

Repairs-Maintenance Contracts: This account will fund maintenance contracts on various equipment used by EMS.

Other Program Expenses: This account will fund miscellaneous items not listed separately



City of Auburn

Fire EMS

Fiscal Year 2015
Adopted 06.16.14

Line Items		Last Year	Dept. Request	Council Adopted
Public Relations	Total	-	2,500	2,500
Communication Equipment	Total	-	10,000	10,000
Computer Software/Hardware	Total	-	2,500	2,500
Dues & Subscriptions	Total	-	2,500	2,500

Estimated Detail of Public Relations

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Public Relations	\$ 2,500	\$ 2,500
Public Relations	\$ 2,500	\$ 2,500

Estimated Detail of Communication Equipme

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Communication Equipment	\$ 10,000	\$ 10,000
Communication Equipment	\$ 10,000	\$ 10,000

Estimated Detail of Computer Software/Hardv

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Computer Software/Hardware	\$ 2,500	\$ 2,500
Computer Software/Hardware	\$ 2,500	\$ 2,500

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

	Dept. Request	Council Adopted
Dues & Subscriptions	\$ 2,500	\$ 2,500
Dues & Subscription	\$ 2,500	\$ 2,500

Line Item Narrative



City of Auburn

Fire EMS

Fiscal Year 2015
Adopted 06.16.14

Line Items		Last Year	Dept. Request	Council Adopted
Contingency 8%	Total	-	43,368	43,368
Capital Reserve	Total	-	135,000	100,000

Estimated Detail of Contingency 8%

Actual expenses may vary according to changing circumstances

Contingency 8%	Dept. Request	Council Adopted
Contingency	\$ 43,368	\$ 43,368
	\$ 43,368	\$ 43,368

Estimated Detail of Capital Reserve

Actual expenses may vary according to changing circumstances

Capital Reserve	Dept. Request	Council Adopted
Capital Reserve	\$ 135,000	\$ 100,000
	\$ 135,000	\$ 100,000

Line Item Narrative