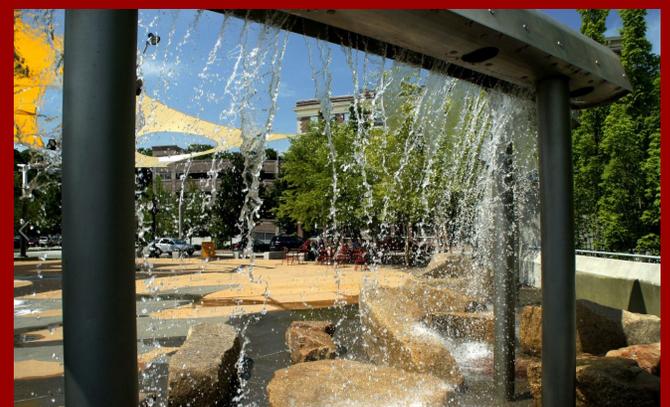


2017-2018

BUDGET

City of Auburn, Maine





City of Auburn, Maine

Office of the City Manager

www.auburnmaine.gov | 60 Court Street

Auburn, Maine 04210

207.333.6601

TO: Mayor LaBonté and Members of the Auburn City Council
FROM: City Manager Peter Crichton
RE: Proposed Budget for FY17-18
DATE: April 24, 2017

It is a privilege and honor to serve the City of Auburn and present my first budget as the new City Manager. First, I would like to acknowledge the hard work that has been done on the proposed budget by the Finance Director Jill Eastman, Acting Assistant City Manager John Bubier, and the Department Directors. I appreciate all their work. That being said, I am happy to accept full responsibility for this proposed budget.

As often seems to be the case, this budget is difficult. There are a number of factors. They include a large request from the School Department, as well as an increase in the City's health insurance, the City's health and social services assistance, Maine State Retirement, the Auburn-Lewiston Airport, Androscoggin County Government, and a modest cost of living increase for the workforce. Together, these items mean a tax increase of 5.84% absent an increase in state aid to education or other changes.

BUDGET OVERVIEW

The proposed tax rate increase for the City can be divided into three categories with the proposed increase:

- City: \$937,604 or 3.77%
- School Department: \$1,442,338 or 8.17%
- County: \$128,400 or 5.92%

The above figures make for a total increase of \$2,508,342 or 5.62%. School Department represents 58% of the proposed increase, with 37% for the City, and 5% for the County. Specifically, the primary drivers of the budget are the following items:

- School Department: \$1,012,087
- City's Health Insurance: \$330,246
- Health and Social Services Assistance: \$45,692

- Androscoggin County Government: \$128,400
- Auburn-Lewiston Airport: \$61,800
- Maine State Retirement: \$192,413

One positive note is that the Homestead Exemption for homeowners increases from \$15,000 to \$20,000. So, those with homes valued at \$150,000, will actually see an increase in their property tax of \$70.75 instead of \$189.00.

BUDGET HIGHLIGHTS

The budget highlights can be divided into three areas:

- 1) Organization
- 2) Management
- 3) Capital Needs

Organization

The largest single component of the City's budget is, of course, the School Department. I have met with Katy Grondin, Superintendent of Schools, three times since I began my job as City Manager on April 10 to discuss and review the school budget. Two key points are that the School Committee has not changed the budget from what Katy has proposed and state aid to education has been reduced by \$430,251 helping to create an increased tax levy for the schools of \$1,442,338 or 8.17% as compared to the City with a proposed increase of \$937,604 or 3.77%.

The good news is that the Superintendent is confident that the state subsidy for education is going to increase. I hope she is correct. And as a result, I have discussed with the Superintendent the following scenarios utilizing any subsidy increase:

- 1) lower the tax rate
- 2) lower both the rate and replenish the fund balance

The City invests \$2,891,200 annually in taxpayer dollars for our employees' health insurance. Recognizing the importance of this issue and that the City has had a 12.3% increase in our health insurance, this needs to be a high priority for the organization if we are to develop a highly effective employee wellness program, including a Work Plan with specific goals and objectives. We want to continue the efforts that are already underway and build upon them to create a culture of health and well-being.

Of utmost importance organizationally, is more economic development. We had minimal, if any, growth in the property tax base to help offset the increases in the budget. I believe it is not for a lack of effort. If anything, we have many Council directives and initiatives that are promising and show potential. What we need now is an economic development strategy that will help us focus on a few of the most promising opportunities. As stated above, the change in the Homestead Exemption from \$15,000 to \$20,000 also has an effect on the property nontax revenues through a \$5,000 loss in taxable valuation or \$533,669 in loss property tax revenues. By current law, the state must reimburse the City 62.5% which results in a net revenue loss of \$200,126 for next year.

Management

In order to stay competitive with the surrounding municipalities there is a modest 2% COLA included in this budget. Two Public Service operator positions have been restored to ensure that the streets and sidewalks are getting the maintenance they need. One Clerk position that is shared between Finance and IT is also in the budget. The question of how much should be appropriated from the Undesignated Fund Balance is an important one. The Council requires that the City maintain a minimum of 12.5% of total expenditures. Most financial experts are recommending between 10% - 15%. In the City's case, the Unassigned Fund Balance is 7% of proposed. Based on my discussions with Finance Director Jill Eastman, I am recommending the use of \$412,500, which is half the amount that was used in FY 17. My proposal for next year's budget will be a similar amount until eventually we are not appropriating funds from the Unassigned Fund Balance. Jill Eastman projects we will finish the current fiscal year \$450,000 to the good between revenues and expenditures. In addition to the municipal services supported by the General Fund, the City has several joint agencies between the two cities that we support with:

- L/A 9-1-1: \$1,088,857
- LATC: \$189,949
- Auburn-Lewiston Airport: \$167,800
- Androscoggin County Government: \$2,296,224

All of these are important contributors to the economy and the general well-being of the community.

Capital Needs

The City has a 5-Year Capital Improvement Plan (CIP) with capital needs that are projected over the next five years. Long range capital planning is an important management tool that I will be working on in collaboration with the Department Directors, with a special focus on strengthening the linkages between the Council and Staff. Most important is balancing the community infrastructure needs and the financial capacity of the City.

- Auburn-Lewiston Airport: \$369,150
- Economic Development & Planning: \$1,110,000
- Facilities: \$432,000
- Fire: \$458,000
- Ingersoll Turf Facility: \$42,490
- Information Technology: \$240,000
- LATC: \$40,000
- L/A 9-1-1: \$606,500
- Norway Savings Bank Arena: \$125,500
- Police: \$342,600
- Public Services: \$3,583,500
- Recreation: \$24,000
- Education: \$1,250,000
- Contingency: \$24,500

TOTAL Proposed: \$8,648,240

CONCLUSION

As I wrote at the outset of this letter, this proposed budget is being driven primarily by six items with the School Department representing the largest component of the budget. As a fan of democracy and good local government, I am looking forward to the review and discussion that will be taking place over the next few weeks. I would like to thank the Department Directors for their hard work on the budget. I am especially grateful to the Finance Director Jill Eastman and the Acting Assistant City Manager John Bubier for all of their heavy lifting over the past several weeks.

CITY OF AUBURN
 FY 2018 EXPENDITURES
 COMPARISON FY17 AND FY18 BUDGETS

	COUNCIL ADOPTED BUDGET FY 16-17	DEPARTMENT PROPOSED BUDGET FY 17-18	MANAGER PROPOSED BUDGET FY 17-18	COUNCIL ADOPTED BUDGET FY 17-18	\$ Change	% Change
City Expenses						
Operating Expenses	26,740,830	28,347,184	28,131,122	0	1,390,292	5.20%
Debt Service/TIF	9,231,648	9,151,336	9,191,336	0	(40,312)	-0.44%
Intergovernmental	3,814,925	4,026,280	4,012,830	0	197,905	5.19%
Total City Expenses	39,787,403	41,524,800	41,335,288	0	1,547,885	3.89%
School Expenses						
Operating Expenses	37,864,537	39,528,124	39,430,081	0	1,565,544	4.13%
Debt Service	2,878,831	2,325,374	2,325,374	0	(553,457)	-19.23%
Total School Expenses	40,743,368	41,853,498	41,755,455	0	1,012,087	2.48%
Total Expenses	80,530,771	83,378,298	83,090,743	0	2,559,972	3.18%
Less: Non-Tax Revenues						
City	13,248,577	13,256,184	13,256,184	0	7,607	0.06%
School	23,094,759	22,664,508	22,664,508	0	(430,251)	-1.86%
Total Non-Tax Revenues	36,343,336	35,920,692	35,920,692	0	(422,644)	-1.16%
Tax Levy						
City	24,845,276	25,972,392	25,782,880	0	937,604	3.77%
School	17,648,609	19,188,990	19,090,947	0	1,442,338	8.17%
County Overlay	2,167,824	2,296,224	2,296,224	0	128,400	5.92%
Total Tax Levy	44,661,709	47,457,606	47,170,051	0	2,508,342	5.62%
Total Assessed Value	1,998,286,739	1,998,286,739	1,998,286,739	1,998,286,769		
Tax Rate						
City	12.44	13.00	12.90	0.00	0.47	3.76%
School	8.83	9.60	9.55	0.00	0.72	8.20%
County Overlay	1.08	1.15	1.15	0.00	0.06	5.92%
				0.00	0.00	0.00%
Total	22.35	23.75	23.61	0.00	1.26	5.62%

CITY OF AUBURN
FY 2018 EXPENDITURES
COMPARISON FY17 AND FY18 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 16-17	DEPARTMENT PROPOSED BUDGET FY 17-18	MANAGER PROPOSED BUDGET FY 17-18	COUNCIL ADOPTED BUDGET FY 17-18	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>Administration</u>						
City Clerk	177,906	181,332	181,332		3,426	1.93%
City Manager	378,880	472,670	476,170		97,290	25.68%
Finance	637,754	675,239	675,239		37,485	5.88%
Human Resources	150,435	159,435	156,887		6,452	4.29%
IT	479,324	652,551	531,551		52,227	10.90%
Legal Services	45,650	50,000	50,000		4,350	9.53%
Mayor & Council	78,464	80,300	80,300		1,836	2.34%
Total Administration	1,948,413	2,271,527	2,151,479	0	203,066	10.42%
<u>Community Services</u>						
Health & Social Services						
Administration	73,696	77,400	77,400		3,704	5.03%
Assistance	97,778	143,470	143,470		45,692	46.73%
Economic and Community Development	1,938,437	1,717,028	1,717,028		(221,409)	-11.42%
Recreation & Special Events	341,772	390,581	390,581		48,809	14.28%
Public Library	979,516	998,189	998,189		18,673	1.91%
Total Community Services	3,431,199	3,326,668	3,326,668	0	(104,531)	-3.05%
<u>Fiscal Services</u>						
Debt Service	6,406,845	6,326,533	6,366,533		(40,312)	-0.63%
Emergency Reserve	375,289	375,289	375,289		0	0.00%
Facilities	645,756	654,411	640,201		(5,555)	-0.86%
Transfer to TIF	2,824,803	2,824,803	2,824,803		0	0.00%
Fringe Benefits	5,274,528	5,980,970	5,960,970		686,442	13.01%
Workers' Compensation	522,088	555,164	555,164		33,076	6.34%
Total Fiscal Services	16,049,309	16,717,170	16,722,960	0	673,651	4.20%
<u>Public Safety</u>						
Fire	4,049,396	4,346,199	4,332,575		283,179	6.99%
Fire EMS Transport	590,997	578,828	538,828		(52,169)	-8.83%
Police	3,875,113	4,043,998	4,043,998		168,885	4.36%
Total Public Safety	8,515,506	8,969,025	8,915,401	0	399,895	4.70%
<u>Public Services</u>						
Public Services	4,496,349	4,617,296	4,609,116		112,767	2.51%
Solid Waste	932,689	964,118	964,118		31,429	3.37%
Water & Sewer	599,013	632,716	632,716		33,703	5.63%
Total Public Works	6,028,051	6,214,130	6,205,950	0	177,899	2.95%

CITY OF AUBURN
FY 2018 EXPENDITURES
COMPARISON FY17 AND FY18 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 16-17	DEPARTMENT PROPOSED BUDGET FY 17-18	MANAGER PROPOSED BUDGET FY 17-18	COUNCIL ADOPTED BUDGET FY 17-18	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
Total Municipal	35,972,478	37,498,520	37,322,458	0	1,349,980	3.75%
<u>Intergovernmental Programs</u>						
County Taxes	2,167,824	2,296,224	2,296,224		128,400	5.92%
Tax Sharing	270,000	270,000	270,000		0	0.00%
Auburn-Lewiston Municipal Airport	106,000	181,250	167,800		61,800	58.30%
Lew-Aub Transit Committee	182,244	189,949	189,949		7,705	4.23%
Lew-Aub 911 Communications Center	1,088,857	1,088,857	1,088,857		0	0.00%
Total Intergovernmental Programs	3,814,925	4,026,280	4,012,830	0	197,905	5.19%
Grand Total Municipal	39,787,403	41,524,800	41,335,288	0	1,547,885	3.89%
Education Operation	37,864,537	39,528,124	39,430,081		1,565,544	4.13%
Education Debt Service	2,878,831	2,325,374	2,325,374		(553,457)	-19.23%
Total School	40,743,368	41,853,498	41,755,455	0	1,012,087	2.48%
Total Budget	80,530,771	83,378,298	83,090,743	0	2,559,972	3.18%

CITY OF AUBURN
 FY 2018 EXPENDITURES
 COMPARISON FY17 AND FY18 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 16-17	DEPARTMENT PROPOSED BUDGET FY 17-18	MANAGER PROPOSED BUDGET FY 17-18	COUNCIL ADOPTED BUDGET FY 17-18	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
Non-Property Tax Revenue						
Municipal	13,248,577	13,256,184	13,256,184	0	7,607	0.06%
Education	23,094,759	22,664,508	22,664,508	0	(430,251)	-1.86%
Total	36,343,336	35,920,692	35,920,692	0	(422,644)	-1.16%
Property Tax Dollars Needed						
Municipal	27,013,100	28,268,616	28,079,104	0	1,066,004	3.95%
Education	17,648,609	19,188,990	19,090,947	0	1,442,338	8.17%
Total	44,661,709	47,457,606	47,170,051	0	2,508,342	5.62%
Property Tax Rate Based on Assessed Values of :	22.35	23.75	23.61	0.00	1.26	5.62%
	1,998,286,739	1,998,286,739	1,998,286,739	1,998,286,739		
Property Tax Rate						
Municipal Tax Rate	\$13.52	\$14.15	\$14.05	\$0.00	0.53	3.93%
Education Tax Rate	\$8.83	\$9.60	\$9.55	\$0.00	0.72	8.20%
	22.35	23.75	23.61	0.00	1.26	5.62%

CITY OF AUBURN
FY 2018 REVENUES
COMPARISON FY17 AND FY18 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 16-17	MANAGER PROPOSED BUDGET FY 17-18	COUNCIL ADOPTED BUDGET FY 17-18	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>General Government</u>					
Homestead Exemption Reimbursement	750,000	750,000		-	0.00%
Personal Property Reimbursement	1,755,000	1,775,000		20,000	0.00%
Tree Growth Reimbursement	10,000	10,000		-	0.00%
Veterans Reimbursement	18,000	18,000		-	0.00%
CDBG Reimbursement				-	0.00%
In Lieu of Taxes	90,000	90,000		-	0.00%
Excise Tax-Vehicles	3,330,000	3,775,000		445,000	13.36%
Excise Tax-Boats	15,000	15,000		-	0.00%
Excise Tax-Aircraft	20,000	20,000		-	0.00%
State Revenue Sharing	1,468,313	1,509,117		40,804	2.78%
Other State Aid	4,000	4,000		-	0.00%
Penalties & Interest	150,000	150,000		-	0.00%
Investment Income	10,000	32,000		22,000	220.00%
Interest from Bonds	-	-		-	#DIV/0!
Transfer in from TIF	1,087,818	1,087,818		-	0.00%
Transfer in from TIF Workforce Development	450,000	200,000		(250,000)	-55.56%
Transfer in from Parking Program				-	0.00%
Transfer in from Police Drug Money				-	0.00%
Transfer in from Recreation Special Revenue	54,718	54,718		-	0.00%
Rental Income (Intermodal)	18,000	35,000		17,000	94.44%
Sale of Property	20,000	20,000		-	0.00%
Tax Sharing Revenue	160,000	165,000		5,000	3.13%
Cable Television Franchise	140,000	150,000		10,000	7.14%
Cable Television Franchise - City of Lewiston	63,384	63,384		-	0.00%
MMWAC Host Fees	210,000	215,000		5,000	2.38%
				-	0.00%
Reimbursement-Other	-	-		-	#DIV/0!
Utility Reimbursement	27,500	27,500		-	0.00%
Unclassified	10,000	10,000		-	0.00%
Fund Balance Contribution	825,000	412,500		(412,500)	-50.00%
Total General Government	10,686,733	10,589,037		-	(97,696)
				(97,696)	-0.91%

CITY OF AUBURN
FY 2018 REVENUES
COMPARISON FY17 AND FY18 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 16-17	MANAGER PROPOSED BUDGET FY 17-18	COUNCIL ADOPTED BUDGET FY 17-18	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)																																																																														
<u>City Clerk</u>																																																																																			
Hunting/Fishing/Dogs	2,000	2,000		-	0.00%																																																																														
Neutered Animals	3,000	3,000		-	0.00%																																																																														
Voter Reg List	100	100		-	0.00%																																																																														
Clerk/Sale of Copies	100	100		-	0.00%																																																																														
City Clerk Notary	1,500	1,500		-	0.00%																																																																														
Banner Hanging Fee	3,000	3,000		-	0.00%																																																																														
Garage Sale Permits	3,200	3,200		-	0.00%																																																																														
Commercial License	40,000	50,000		10,000	25.00%																																																																														
Taxi License	4,000	4,000		-	0.00%																																																																														
Marriage License	5,000	5,000		-	0.00%																																																																														
Birth/Death/Marriage Cert	25,000	25,000		-	0.00%																																																																														
Permits - Burial	7,000	7,000		-	0.00%																																																																														
Fines-Dog	3,000	3,000		-	0.00%	Total City Clerk	96,900	106,900	-	10,000	10.32%	<u>Finance</u>						Reg - Vehicles	60,000	60,000		-	0.00%	Total Finance	60,000	60,000	-	-	0.00%	<u>Community Services-ICT</u>						GIS/Data & Maps	20	20		-	0.00%	Total Community Services-ICT	20	20	-	-	0.00%	<u>Assessing</u>						Maps & Copies	20	20		-	0.00%	Total Assessing	20	20	-	-	0.00%	<u>Health & Social Services</u>						GA Reimbursement	59,000	95,000		36,000	61.02%	Total Health & Social Services	59,000	95,000	-	36,000	61.02%
Total City Clerk	96,900	106,900	-	10,000	10.32%																																																																														
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CITY OF AUBURN
FY 2018 REVENUES
COMPARISON FY17 AND FY18 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 16-17	MANAGER PROPOSED BUDGET FY 17-18	COUNCIL ADOPTED BUDGET FY 17-18	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>Planning & Permitting</u>					
Maps & Copies	500	500		-	0.00%
Departmental Reviews	16,000	16,000		-	0.00%
Planning/Codes & Ordinance				-	0.00%
Fire Alarm Inspections	29,000	29,000		-	0.00%
Citation Ordinance	2,000	2,000		-	0.00%
Advertising Costs	5,000	5,000		-	0.00%
Lisbon Reimbursement for Services	-	-		-	0.00%
Permits - Building	100,000	100,000		-	0.00%
CDBG Reimbursement for Services	254,127	214,430		(39,697)	-15.62%
Permits - Electrical	18,000	18,000		-	0.00%
Permits - Plumbing	11,000	11,000		-	0.00%
Permits - Sign	5,000	5,000		-	0.00%
Total Planning & Permitting	440,627	400,930	-	(39,697)	-9.01%
<u>Parks & Recreation</u>					
Arena	-	-	-	-	0.00%
Recreation Program	-	-	-	-	0.00%
Total Parks & Recreation	-	-	-	-	0.00%
<u>Community Services-Engineering</u>					
Fees - Eng-Misc	-	-	-	-	0.00%
Fees - Inspection	6,000	6,000		-	0.00%
Fees - Drive Opening	200	200		-	0.00%
Fees - Bid Documents	1,000	1,000		-	0.00%
Permits - Fill	1,000	1,000		-	0.00%
Permits - Street Opening	40,000	40,000		-	0.00%
Total Community Services-Engineering	48,200	48,200	-	-	0.00%
<u>Fire Department</u>					
Copies of Reports	200	200		-	0.00%
Inspections	-	-		-	0.00%
EMS Transport	1,250,000	1,250,000		-	0.00%
EMS Agreement	-	-		-	0.00%
Salvage Calls	100	100		-	0.00%
Permits - Oil Burner	800	800		-	0.00%
Total Fire Department	1,251,100	1,251,100	-	-	0.00%

CITY OF AUBURN
 FY 2018 REVENUES
 COMPARISON FY17 AND FY18 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 16-17	MANAGER PROPOSED BUDGET FY 17-18	COUNCIL ADOPTED BUDGET FY 17-18	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>Police Department</u>					
Accident & Police	12,000	12,000		-	0.00%
Court	10,000	10,000		-	0.00%
Photos & Tapes	3,500	3,500		-	0.00%
False Alarms	12,000	12,000		-	0.00%
Animal Impound	1,000	1,000		-	0.00%
Veh Rel/Non Driver	2,000	2,000		-	0.00%
Veh Rel/Driver Licence	13,000	13,000		-	0.00%
ARRA Cops Grant	12,477	12,477		-	0.00%
MDEA Reimbursement	71,000	170,000		99,000	139.44%
School Resource Officers	-	-		-	0.00%
Computer Crimes	-	-		-	0.00%
Permits - Alarms	-	-		-	0.00%
Permits - Firearms	4,000	4,000		-	0.00%
Fines - Parking Violations	65,000	65,000		-	0.00%
Total Police Department	205,977	304,977	-	99,000	48.06%
<u>Public Works</u>					
Community Cords	-	-	-	-	
State/Local Road Assistance	400,000	400,000		-	0.00%
Total Public Works	400,000	400,000	-	-	0.00%
Total Municipal	13,248,577	13,256,184	-	7,607	0.06%

CITY OF AUBURN
 FY 2018 REVENUES
 COMPARISON FY17 AND FY18 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 16-17	MANAGER PROPOSED BUDGET FY 17-18	COUNCIL ADOPTED BUDGET FY 17-18	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
School Department					
Reg Secondary Tuition	179,620	160,174		(19,446)	-10.83%
SOS Tuition	107,576	107,576		-	0.00%
Adult Ed Tuition	93,300	93,300		-	0.00%
State Subsidy for Education	20,330,362	20,304,092		(26,270)	-0.13%
Debt Service Reimbursement	1,042,975	641,790		(401,185)	-38.47%
PreK/CDS				-	#DIV/0!
Special Ed/Mainecare	135,000	135,000		-	0.00%
State Agency Clients	53,350	70,000		16,650	31.21%
State Aid for Adult Education	107,694	107,694		-	0.00%
Miscellaneous	88,000	88,000		-	0.00%
Daycare Rent	50,000	50,000		-	0.00%
Fund Balance	906,882	906,882		-	0.00%
Total School	23,094,759	22,664,508	-	(430,251)	-1.86%
Total Non-Property Tax Revenue - Municipal					
Total Non-Property Tax Revenue - Municipal	13,248,577	13,256,184	-	(13,248,577)	-100.00%
Total Non-Property Tax Revenue - School	<u>23,094,759</u>	<u>22,664,508</u>	-	<u>(23,094,759)</u>	<u>-100.00%</u>
Total Non-Property Tax Revenue	36,343,336	35,920,692	-	(36,343,336)	-100.00%
Total Proposed Budget - Municipal					
Total Proposed Budget - Municipal	39,787,403	41,335,288	-	(39,787,403)	-100.00%
Total Proposed Budget - School	<u>40,743,368</u>	<u>41,755,455</u>	-	<u>(40,743,368)</u>	<u>-100.00%</u>
Total Proposed Budget	80,530,771	83,090,743	-	(80,530,771)	-100.00%
Total Property Tax Dollars Needed - Municipal					
Total Property Tax Dollars Needed - Municipal	26,538,826	28,079,104	-	(26,538,826)	-100.00%
Total Property Tax Dollars Needed - School	<u>17,648,609</u>	<u>19,090,947</u>	-	<u>(17,648,609)</u>	<u>-100.00%</u>
Total Property Tax Dollars Needed	44,187,435	47,170,051	-	(44,187,435)	-100.00%



City of Auburn, Maine

City Clerk

www.auburnmaine.gov | 207.333.6601

60 Court Street | Auburn, Maine 04210

MISSION

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

DESCRIPTION

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

Our office is often the first point of contact for visitors of the City. We welcome visitors coming into Auburn Hall, providing them with direction and information.

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

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

PROGRAMS

ELECTIONS - This includes all aspects of the election process. Voter registration, absentee voting (including visiting licensed nursing home facilities to conduct absentee voting at those locations), the appointment, hiring, and training of election staff (anywhere between 6 to 100 election workers per election, depending on the type of election), set up of our five polling places as well as processing absentee ballots centrally, preparing Warden materials for the polls, creating and ordering ballots for local elections, testing ballots and election equipment (tabulating machines and accessible voting solution equipment), certifying election results, issuing and validating nomination papers, validating petitions, campaign finance reporting, and more.

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

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

LICENSING- Administration, issuance, and enforcement of approximately 30 different business license and permit types. We currently license approximately 200 businesses. We are also responsible for issuing and filing marriage licenses.

- Achieve and maintain certification and professional training and development to enhance skills and to stay informed and up to date on State, Federal, and local laws
- Devoting the time needed for business licensing to help to ensure the health and safety of citizens and visitors in our City
- To enhance communication, information sharing, and greater transparency
- To improve the customer service experience for our customers
- To create new and improved processes in order to gain efficiencies while also keeping in compliance with City, State, and Federal laws
- Succession planning
- Ensure that we are meeting our statutory obligations and deadlines
- Cross training with other departments
- Record restoration- One of the primary responsibilities of the Municipal Clerk is the care and preservation of the municipal records under his/her control. Municipal officials are under a general obligation to "carefully protect and preserve the records of their office from deterioration, mutilation, lost or destruction" (5 M.R.S.A. §95-B). These records include, but are not limited to, vital records (birth, death, marriage); council records, and other historic documents. This is an ongoing project, however due to budget constraints, funding has been eliminated

BUDGET DRIVERS

1. Salary increase for the City Clerk and Administrative Assistants hours were expanded rather than filling the Information Assistant position.
2. Elections - For Fiscal Year 2018, there will be at least two elections.
 - a. In November, the Municipal Election (for Mayor, City Council, and School Committee) will be held. There will likely be a Special Municipal Election for the Consolidation of Lewiston and Auburn and potentially a State Referendum Election in November as well. I would expect there to be a high turnout due to the consolidation question and it is crucial that we have appropriate staffing.
 - b. In June of 2018, there will be a School Budget Validation Referendum Election as well as the State Primary Election.

This includes the cost of ballots for all local elections, election supplies, and the cost to lease and program the tabulating machines, as well as the public notice costs. We also have to be sure that we hire the appropriate number of election staff (Wardens, Ward Clerks, Election Clerks, Deputy Registrars), and due to the new minimum wage law, we will have to increase the rate of pay for each of those positions.

PERFORMANCE MEASURES	
GOALS	MEASURES
Enhance Communication and information sharing	<ol style="list-style-type: none"> 1. Post City Council Agendas at least 2 business days prior to the meeting per Charter requirement. 100%. 2. Post City Council Meeting minutes to the website within 5 business days after they've been approved by Council. 73%. 3. Submit newly adopted and amended Ordinances to Municipal Code quarterly for update. 100%
Elections-meeting statutory obligations and deadlines	<ol style="list-style-type: none"> 1. Record the attested copies of the election return with the Secretary of State within 3 business days after Election Day in accordance with State Statute. 100%. 2. Remain compliant with Ballot Retention Schedule in accordance with State Statute. 100%. <ol style="list-style-type: none"> a. Incoming Voter lists - 5 years b. Absentee materials (applications, used envelopes) - 2 years c. Ballots used for County, Municipal, Referenda, or Special Legislative Elections - 2 months d. Ballots for all other Elections - 22 months 3. Enter Voter Participation History within 45 days of elections in accordance with State Statute. 100%.
Filling vacant board and committee seats within 30 days of term expirations	<ol style="list-style-type: none"> 1. Initiate application process as outlined in the Appointment Process Policy and meet with the Appointment Committee at least 4 times per year.

WORKPLAN

JANUARY

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

FEBRUARY

- Attend biennial caucuses when scheduled (even numbered years)
- Budgets

MARCH

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

APRIL

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

MAY

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

- Absentee Ballots for June Election available (30-45 days before the election)
- AVS and DS200 tabulating equipment for the June Election when applicable
- Prepare training materials and conduct election training
- Post notice of election at least 7 days before election

JUNE

- School Budget Elections are to be held on the second Tuesday of June each year
- State Primary and Referendum Elections are held on the second Tuesday of June with the Primary Elections being held in even numbered years
- Coin operated devices, and juke Box licenses expire June 30th and renewal letters are sent
- All Voter participation information has to be entered into the Central Voter Registration System no later than 45 business days after the Election (unless there is a recount)
- Make Municipal nomination papers available for the November election (odd numbered years)
- New England Municipal Clerks' Institute and Academy Training is held

AUGUST

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

SEPTEMBER

- Auto graveyard/junkyard permits expire September 30. Renewal letters sent, Public Hearing and City Council approval required.
- Maine Town and City Clerks' Association Networking Day and Annual Business meeting held
- Secretary of State Election Conferences held
- Prepare/approve Municipal Ballots for printing for the November Municipal Election (odd numbered years)
- Notify School Department of November Election and fill out appropriate building use forms
- Line up election workers for November Election
- Begin preparing Election paperwork and supplies for Wardens

OCTOBER

- Maine Municipal Association Annual Convention held
- Absentee ballots available for November Elections (30-45 days before the election)
- Conduct absentee voting to all licensed nursing homes, licensed residential care facilities and certified assisted living housing units with 6 or more beds
- Prepare materials and conduct Election training
- Post notice of election at least 7 days before election
- Board and Committee appointments
- Test AVS and DS200 tabulating equipment for the June Election when applicable

NOVEMBER

- Municipal Election (odd years) and State of Maine General and Referendum Elections (held the first Tuesday after the first Monday in November with General Elections being held on even numbered years)
- Certify election results
- Within 15 business days after any statewide election, the registrar is responsible for making sure all voter registration changes and updates are made in the Central Voter Registration system and has to notify the Secretary of State as soon as these tasks are complete.
- Enter voter participation history no later than 45 business days after the election unless there is a recount
- Certification of petitions when applicable
- Banner season ends November 15
- New England City and Town Clerks' Association Conference is held

DECEMBER

- Inauguration of newly elected Municipal Officers either November or December
- All Voter participation information has to be entered into the Central Voter Registration System no later than 45 business days after the Election (unless there is a recount)
- Taxi cab and drivers licenses expire December 31- send renewal letters
- Certification of petitions when applicable
- The municipal officers of each municipality are required to appoint a Registrar of voters by January 1st of each odd numbered year (2 year term), pursuant to 21-A MRS section 101.2



City of Auburn

Master List

Fiscal Year 2018
Proposed 4.24.2017

Account Title	FY 2016 Actual	FY 2017 Approved	FY 2018 Dept. Request	FY 2018 Manager Proposed	FY 2018 Council Adopted	Increase/ Decrease	%
City Clerk							
Regular Salaries	141,086	137,148	137,732	137,732	0	584	0%
Longevity Bonus	0	0	0	0	0	0	0%
Temporary Assistance	210	0	0	0	0	0	0%
OT- Regular	0	500	500	500	0	0	0%
Office Supplies	2,027	1,200	1,200	1,200	0	0	0%
Other Sup - Voter	4,711	5,600	5,542	5,542	0	(58)	-1%
Repairs - Equipment	0	0	0	0	0	0	0%
Training & Tuition	1,090	220	1,480	1,480	0	1,260	573%
Advertising	1,232	800	800	800	0	0	0%
Professional Services	5,821	2,500	2,500	2,500	0	0	0%
Travel-Mileage	375	100	790	790	0	690	690%
Dues & Subscriptions	523	536	466	466	0	(70)	-13%
Wardens & Ward Clerks	14,486	19,712	20,732	20,732	0	1,020	5%
Voting Machines	7,170	9,590	9,590	9,590	0	0	0%
Voting Booths	0	0	0	0	0	0	0%
Record Restoration	0	0	0	0	0	0	0%
TOTAL	178,731	177,906	181,332	181,332	-	3,426	1.9%



City of Auburn City Clerk

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	137,148	137,732	137,732
OT - Regular	Total	500	500	500
Temporary Assistance	Total	-	-	-

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

Regular Salaries	Pay	Hours/ Week	Dept. Request	Manager Proposed
City Clerk (non-union)	Salary	37.5	\$ 70,000	\$ 70,000
Licensing Specialist/Deputy City Clerk (union)	\$ 18.24	37.5	\$ 35,565	\$ 35,565
Switchboard/Information (union)		37.5		
Office Assistant/Assistant Clerk (union)	\$ 16.50	37.5	\$ 32,167	\$ 32,167
			\$ 137,732	\$ 137,732

Estimated Detail of OT - Regular

Actual expenses may vary according to changing circumstances

OT - Regular	Dept. Request	Manager Proposed
	\$ 500	\$ 500
	\$ 500	\$ 500

Estimated Detail of Temporary Assistance

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

Regular Salaries: During FY2017 budget, Council approved the proposal that the switchboard duties would either be shared with all departments (ACD Agents) which was done several years ago, or utilize the auto attendant feature. This also frees up that staff person to better assist with voter registration, elections, business licensing, vital records and other clerk duties. We have not had to change over to the ACD agents or auto attendant yet because we have had assistance from the National ABLE Network and have been able to staff the switchboard through that program.

OT-Regular: This covers overtime paid to Deputy City Clerk when she works extended hours before and after major elections and when additional coverage is needed in the office.



City of Auburn City Clerk

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Office Supplies	Total	1,200	1,200	1,200
Other Sup - Voter	Total	5,600	5,542	5,542
Repairs - Equipment	Total	-	-	-

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Office Supplies		
General office supplies	\$ 600	\$ 600
Voter cards, labels and certificates	\$ 600	\$ 600
	\$ 1,200	\$ 1,200

Estimated Detail of Other Sup - Voter

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Voter		
Election supplies (miscellaneous)	\$ 300	\$ 300
Ballots	\$ 5,242	\$ 5,242
	\$ 5,542	\$ 5,542

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

Other Supplies - Voter: This includes the cost of printing ballots for the November 2017 Municipal election and the June 2018 School Budget Referendum Ballots.

Repairs - Equipment: This grouping of accounts also includes funding for unexpected equipment repairs (City Seal & typewriters). In the past, we've budgeted \$500 for this line item, however we have not had to expend the funds. With the cuts we've been asked to make, I've decided to eliminate this line item from the budget.



City of Auburn City Clerk

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Training & Tuition	Total	220	1,480	1,480
Advertising	Total	800	800	800
Professional Services	Total	2,500	2,500	2,500
Travel-Mileage	Total	100	790	790

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Training & Tuition		
Employee Training	\$ 1,480	\$ 1,480
	\$ 1,480	\$ 1,480

Estimated Detail of Advertising

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Advertising		
Public Notice requirements	\$ 800	\$ 800
	\$ 800	\$ 800

Estimated Detail of Professional Services

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Travel-Mileage		
Employee Mileage Reimbursement	\$ 790	\$ 790
	\$ 790	\$ 790

Line Item Narrative

Training & Tuition: This account funds staff training offered through the Maine Town and City Clerk Association (MTCCA) and the New England City and Town Clerks Association (NEACTC), and the International Institute of Municipal Clerks (IIMC). The laws are continually changing, so it is important for staff to be informed and up to date on those changes. We are required by Maine law (21-A Sec. 505(7-A)) to attend a training session that is approved by the Secretary of State at least once every 2 years in regard to the conduct of elections.

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

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

Travel-Mileage: This includes lodging costs for the Secretary of State's Conference and the New England Association of City and Town Clerk's Conference as well as mileage reimbursement.



City of Auburn City Clerk

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Dues & Subscriptions	Total	536	466	466
Wardens & Ward Clerks	Total	19,712	20,732	20,732

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

Dues & Subscriptions		Dept. Request	Manager Proposed
Lewiston Sun-Journal		\$ 156	\$ 156
Maine Town and City Clerk's Association (3 staff members)		\$ 75	\$ 75
New England Clerk's Association		\$ 35	\$ 35
International Institute of Municipal Clerk's		\$ 200	\$ 200
		\$ 466	\$ 466

Estimated Detail of Wardens & Ward Clerks

Actual expenses may vary according to changing circumstances

Wardens & Ward Clerks	Hourly	Dept. Request	Manager Proposed
November 2017 Election			
Wardens and Ward Clerks - 5 polling places	\$ 9.50	\$ 1,900	\$ 1,900
Election Clerks	\$ 9.00	\$ 4,860	\$ 4,860
Deputy Registrars	\$ 9.00	\$ 1,512	\$ 1,512
Cental Processing			
June 2018 Election-State Primary and School Budget Election			
Wardens and Ward Clerks - 5 polling places	\$ 10.50	\$ 2,100	\$ 2,100
Election Clerks	\$ 10.00	\$ 3,600	\$ 3,600
Deputy Registrars	\$ 10.00	\$ 560	\$ 560
Cental Processing			
Temporary Assistance - Absentee Voting, Nursing Homes, Registrations and testing election equipment (for both elections)		\$ 6,200	\$ 6,200
		\$ 20,732	\$ 20,732

Line Item Narrative

Dues & Subscriptions: See Above. Membership to the MTCCA, NEACTC, and IIMC provides Clerk staff with training, scholarships, networking and certification opportunities.

Wardens & Warden Clerks: This line item funds the cost of election clerks on election day and training prior to the election. I increased staffing for the November 2017 Election (with the assumption that the Auburn - Lewiston consolidation question will appear on the ballot which would likely result in high voter turnout. **There is also and increase in overall wages due to the new minimum wage law.**



City of Auburn City Clerk

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Voting Machines	Total	9,590	9,590	9,590
Voting Booths	Total	-	-	-
Record Restoration	Total	-	-	-

Estimated Detail of Voting Machines

Actual expenses may vary according to changing circumstances

Voting Machines	Dept. Request	Manager Proposed
Software Programming for Voting Equipment	\$ 5,900	\$ 5,900
Lease voting equipment (6 machines)	\$ 3,690	\$ 3,690
	\$ 9,590	\$ 9,590

Estimated Detail of Voting Booths

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Record Restoration

Actual expenses may vary according to changing circumstances

Record Restoration	Dept. Request	Manager Proposed
Record Restoration	-	\$ -
	\$ -	\$ -

Line Item Narrative

Voting Machines: FY 2018 Elections - November 2017 Municipal (which will likely include the Auburn Lewiston Consolidation referendum) and the June 2018 State Primary Election and School Budget Validation Referendum Election. The State has provided us with 6 DS200 tabulating machines and we've leased 6 additional machines (2 per polling place including Central Processing of Absentee Ballots). The biennial maintenance fee is included in the lease, however programming is \$370.00 per tabulating machine, per election, with a cap of \$1,350 (plus \$60 in shipping and handling costs for the memory sticks) per jurisdiction, per election. In 2016, the State provided us with 5 new AVS (Assessable Voting Solutions) machines. We do have to cover the cost of programming the AVS machines for local elections as well. The cost is \$370 per unit with a cap of \$1,480.



City of Auburn

Master List

Fiscal Year 2018
Proposed 4.24.2017

Account Title	FY 2016 Actual	FY 2017 Approved	FY 2018 Dept. Request	FY 2018 Manager Proposed	FY 2018 Council Adopted	Increase/ Decrease	%
<i>City Manager</i>							
Regular Salaries	250,969	347,790	432,850	432,850	0	85,060	24.5%
PS - General	3,065	450	450	450	0	0	0.0%
Office Supplies	1,612	700	1,100	1,100	0	400	57%
Comm - Telephone	2,000	1,680	1,680	1,680	0	0	0%
Special Events	29,491	20,000	29,000	29,000	0	9,000	45%
Training & Tuition	1,360	1,500	5,200	5,200	0	3,700	247%
Travel-Mileage	5,865	5,600	4,400	4,400	0	(1,200)	-21%
Dues & Subscriptions	1,316	1,160	1,490	1,490	0	330	28%
TOTAL	295,678	378,880	476,170	476,170	-	97,290	25.7%



City of Auburn City Manager

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	347,790	432,850	432,850
PS - General	Total	450	450	450
Office Supplies	Total	700	1,100	1,100

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Regular Salaries		
City Manager (non-union)	\$ 130,000	\$ 130,000
Assistant City Manager (non-union)	\$ 95,790	\$ 95,790
Executive Assistant (non-union)	\$ 54,060	\$ 54,060
Communication and Compliance Manager (non-union)	\$ 53,000	\$ 53,000
City Solicitor	\$ 100,000	\$ 100,000
	\$ 432,850	\$ 432,850

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - General		
Purchased Services	\$ 450	\$ 450
	\$ 450	\$ 450

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Office Supplies		
General Office Supplies	\$ 1,100	\$ 1,100
	\$ 1,100	\$ 1,100

Line Item Narrative

Regular Wages: This line item funds all full time staff. The Communication and Compliance Manager was created after the elimination of the Fire Planner and Public Services Planner positions. This position works with Police, Fire and Public Services on accreditation (75% of time) and the balance of time is used for communications for the entire City.,

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

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



City of Auburn City Manager

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Comm - Telephone	Total	1,680	1,680	1,680
Special Events	Total	20,000	29,000	29,000
Veterans Markers & Flags	Total	-	-	-

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Special Events

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Special Events		
Special Events	\$ 20,000	\$ 20,000
Tourism Grant	\$ 4,000	\$ 4,000
Farmer's Market	\$ 5,000	\$ 5,000
	\$ 29,000	\$ 29,000

Estimated Detail of Veterans Markers & Flags

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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



City of Auburn City Manager

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Training & Tuition	Total	1,500	5,200	5,200
Travel-Mileage	Total	5,600	4,400	4,400

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Training & Tuition		
ABA Monthly Meetings	\$ 200	\$ 200
Chamber Awards Dinner	\$ 100	\$ 100
Chamber Breakfast	\$ 200	\$ 200
ICMA Conference	\$ 3,000	\$ 3,000
National League of Cities		
LAEGC Awards Dinner - Staff Table & Awards Winners Table		
MMA Convention	\$ 200	\$ 200
MTCMA Conference	\$ 1,000	\$ 1,000
Other Events	\$ 500	\$ 500
	\$ 5,200	\$ 5,200

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Travel-Mileage		
City Manager Vehicle Stipend per contract	\$ 3,600	\$ 3,600
Miscellaneous Department Mileage	\$ 800	\$ 800
	\$ 4,400	\$ 4,400

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.

Line Items	Last Year	Dept. Request	Manager Proposed
Dues & Subscriptions	Total	1,160	1,490

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

Dues & Subscriptions	Dept. Request	Manager Proposed
Auburn Business Association (ABA)	\$ 60	\$ 60
ICMA Dues	\$ 800	\$ 800
Photoshop & Graphic Design	\$ 330	\$ 330
MTCMA Dues	\$ 300	\$ 300
	\$ 1,490	\$ 1,490

Line Item Narrative

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



City of Auburn, Maine

Financial Services

www.auburnmaine.gov | 207.333.6601

60 Court Street | Auburn, Maine 04210

MISSION STATEMENT

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

DESCRIPTION

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

PROGRAMS

Administration

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

Accounting Services

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

Tax Collection

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

Assessing

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

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

Facilities

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

GOALS AND OBJECTIVES

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

Objectives:

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

Goal: Review all of the City's Insurance Policies.

Objectives:

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

Goal: Prepare bid specifications for banking services.

Objectives:

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

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

Objectives:

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

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

BUDGET DRIVERS

- Regular Salaries increases due to Union Contract increases and merit increases
- PS-General increase due to a increase in contracted services for the Assessing Division due to the retirement of City Engineer, Gary Johnson

PROGRAM BUDGET

ADMINISTRATION					
Description	FTE	FY17 Approved	FY18 Proposed	Increase/ Decrease	% Change
Salaries	1.6	\$120,484	\$127,948	\$7,464	6.20%
Contracted Services		\$505	\$505	-	0.00%
Operations		\$2,085	\$2,085	-	0.00%
General Fund		\$123,074	\$130,538	\$7,464	6.06%

ACCOUNTING					
Description	FTE	FY17 Approved	FY18 Proposed	Increase/ Decrease	% Change
Salaries	2	\$107,462	\$114,007	\$6,545	6.09%
Contracted Services		-	\$2,025	\$2,025	
Operations		\$2,175	\$2,245	\$70	3.22%
General Fund		\$109,637	\$118,277	\$8,640	7.88%

TAX					
Description	FTE	FY17 Approved	FY18 Proposed	Increase/ Decrease	% Change
Salaries	3.7	\$157,712	\$163,320	\$5,608	3.56%
Contracted Services		\$23,000	\$23,000	-	0.00%
Operations		\$2,270	\$2,320	\$50	2.20%
General Fund		\$182,982	\$188,640	\$5,658	3.09%

FACILITIES					
Description	FTE	FY17 Approved	FY18 Proposed	Increase/ Decrease	% Change
Salaries	.7	\$43,981	\$44,861	\$880	2.00%
Contracted Services		-	-	-	
Operations		\$250	\$250	-	0.00%
General Fund		\$44,231	\$45,111	\$880	1.99%

ASSESSING					
Description	FTE	FY17 Approved	FY18 Proposed	Increase/ Decrease	% Change
Salaries	3	\$171,280	\$181,123	\$9,843	5.75%
Contracted Services		-	\$5,000	\$5,000	
Operations		\$6,550	\$6,550	-	0.00%
General Fund		\$177,830	\$192,673	\$14,843	8.35%

PERFORMANCE MEASURES

Measure	Goals	FY2014	FY2015	FY2016
CAFR	Receive Certificate of Excellence in Financial Reporting	Yes	Yes	Yes
MANGEMENT LETTER	Receive no more than 5 management letter comments per year	Total 6, 3 City, 3 School	Total 4, 3 City, 1 School	Total 2, 1 CDBG, 1 City/School
PROPERTY TAXES	95% paid after 30 day notice is sent out	97.4%	97.5%	97.6%
BIDS & RFPS	All posted to web site	Yes	Yes	Yes



City of Auburn

Master List

Fiscal Year 2018
Proposed 4.24.2017

Account Title	FY 2016 Actual	FY 2017 Approved	FY 2018 Dept. Request	FY 2018 Manager Proposed	FY 2018 Council Adopted	Increase/ Decrease	%
<i>Financial Services</i>							
Regular Salaries	600,757	600,519	631,259	631,259	-	30,740	5%
Longevity Bonus	-	400	-	-	-	(400)	-100%
PS - General	30,028	23,505	28,550	28,550	-	5,045	21%
Reports, Printing, & Bin	1,106	1,700	2,200	2,200	-	500	29%
Office Supplies	2,613	4,250	4,250	4,250	-	0	0%
Training & Tuition	2,046	2,950	4,650	4,650	-	1,700	58%
Dues & Subscriptions	1,914	1,880	1,880	1,880	-	0	0%
PS - Recording Fee	-	500	400	400	-	(100)	-20%
MV Sup - Gas & Oil	75	400	300	300	-	(100)	-25%
Comm-Telephone	83	200	150	150	-	(50)	-25%
Advertising	173	300	300	300	-	0	0%
Travel-Mileage	414	750	1,000	1,000	-	250	33%
Repairs - Vehicles	27	400	300	300	-	(100)	-25%
TOTAL	639,236	637,754	675,239	675,239	-	37,485	5.9%



City of Auburn Financial Services

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	600,519	631,259	631,259
Longevity Bonus	Total	400	-	-
PS - General	Total	23,505	28,550	28,550

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Regular Salaries		
Finance Director (non-union)	\$ 92,500	\$ 92,500
Accounting Assistant (union)	\$ 62,048	\$ 62,048
Accounting Assistant (union)	\$ 51,959	\$ 51,959
Facilities Mgr/Purchasing (non-union)	\$ 64,086	\$ 64,086
Assessor (non-union)	\$ 80,340	\$ 80,340
Assistant Assessor (non-union) Classification change	\$ 68,820	\$ 68,820
Admin Asst (union)	\$ 31,963	\$ 31,963
Tax Clerk (union)	\$ 44,316	\$ 44,316
Tax Clerk (union)	\$ 47,409	\$ 47,409
Tax Clerk (union)	\$ 33,743	\$ 33,743
Tax Collector (non-union)	\$ 54,075	\$ 54,075
	\$ 631,259	\$ 631,259

Estimated Detail of Longevity Bonus

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

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - General		
CAFR & Annual Report Filing Fee	\$ 550	\$ 550
Discharge of Liens	\$ 8,500	\$ 8,500
Filing Tax Liens	\$ 8,500	\$ 8,500
Research deeds for liens/foreclosures	\$ 1,000	\$ 1,000
Assessing help with splits, subdivisions, etc	\$ 5,000	\$ 5,000
Tax Bill Preparation & City Manager's Letter	\$ 5,000	\$ 5,000
	\$ 28,550	\$ 28,550

Line Item Narrative

Salaries: See Above.
Purchase Services - General: See Above.



City of Auburn Financial Services

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Reports, Printing, & Binding	Total	1,700	2,200	2,200
Office Supplies	Total	4,250	4,250	4,250

Estimated Detail of Reports, Printing, & Binding

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Reports, Printing, & Binding		
Checks	\$ 900	\$ 900
CAFR (Comprehensive Annual Financial Report)	\$ 100	\$ 100
Commitment Book	\$ 800	\$ 800
Tax Office Receipts	\$ 200	\$ 200
W-2, 1099,& Tax Supplies	\$ 200	\$ 200
	\$ 2,200	\$ 2,200

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Office Supplies		
Envelopes	\$ 750	\$ 750
Binders and Supplies	\$ 2,000	\$ 2,000
Toner Check Printer	\$ 500	\$ 500
Miscellaneous	\$ 1,000	\$ 1,000
	\$ 4,250	\$ 4,250

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 the tax, assessing and finance offices.



City of Auburn Financial Services

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Training & Tuition	Total	2,950	4,650	4,650
Dues & Subscriptions	Total	1,880	1,880	1,880

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

Training & Tuition	Dept. Request	Manager Proposed
Continuing Education for Certifications & Licenses-Assessing	\$ 2,000	\$ 2,000
Seminar Costs	\$ 200	\$ 200
Tuition Reimbursement	\$ 1,650	\$ 1,650
Maine Municipal		
Annual Conference	\$ 150	\$ 150
Payroll Updates	\$ 100	\$ 100
Tax Collectors/Treasurers	\$ 150	\$ 150
Maine GFOA Training	\$ 150	\$ 150
Mileage	\$ 250	\$ 250
	\$ 4,650	\$ 4,650

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

Dues & Subscriptions	Dept. Request	Manager Proposed
Registry of Deeds	\$ 70	\$ 70
Excise Publications/Books	\$ 100	\$ 100
GFOA Membership	\$ 250	\$ 250
Maine GFOA	\$ 35	\$ 35
Maine Tax Collectors and Treasurers	\$ 100	\$ 100
IAAO(International Association of Assessing Officers) National-Assessor	\$ 190	\$ 190
IAAO State Chapter	\$ 105	\$ 105
MAAO	\$ 90	\$ 90
Appraisal Institute-Assessor	\$ 315	\$ 315
Marshall & Swift Valuation Service updates	\$ 625	\$ 625
	\$ 1,880	\$ 1,880

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

Line Items		Last Year	Dept. Request	Manager Proposed
PS - Recording Fee	Total	500	400	400
MV Sup - Gas & Oil	Total	400	300	300
Comm-Telephone	Total	200	150	150
Advertising	Total	300	300	300

Estimated Detail of PS - Recording Fee

Actual expenses may vary according to changing circumstances

		Dept. Request	Manager Proposed
PS - Recording Fee			
Annual Fee and Deed Copies		\$ 400	\$ 400
		\$ 400	\$ 400

Estimated Detail of MV Sup - Gas & Oil

Actual expenses may vary according to changing circumstances

		Dept. Request	Manager Proposed
MV Sup - Gas & Oil			
See Below		\$ 300	\$ 300
		\$ 300	\$ 300

Estimated Detail of Comm-Telephone

Actual expenses may vary according to changing circumstances

		Dept. Request	Manager Proposed
Comm-Telephone			
Shared Cell Phone		\$ 150	\$ 150
		\$ 150	\$ 150

Estimated Detail of Advertising

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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

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

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

Line Items		Last Year	Dept. Request	Manager Proposed
Travel-Mileage	Total	750	1,000	1,000
Repairs - Vehicles	Total	400	300	300

Estimated Detail of Travel-Mileage

Travel-Mileage		Dept. Request	Manager Proposed
Mileage		\$ 1,000	\$ 1,000
		\$ 1,000	\$ 1,000

Estimated Detail of Repairs - Vehicles

Repairs - Vehicles		Dept. Request	Manager Proposed
2005 Hyundai Elantra		\$ 300	\$ 300
		\$ 300	\$ 300

Line Item Narrative

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

Repairs - Vehicles: This account includes the costs of unexpected repairs to the Department's vehicle 12 year old vehicle. The Assessing Department uses a 2005 Hyundai Elantra.



City of Auburn

Master List

Fiscal Year 2018
Proposed 4.24.2017

Account Title	FY 2016 Actual	FY 2017 Approved	FY 2018 Dept. Request	FY 2018 Manager Proposed	FY 2018 Council Adopted	Increase/ Decrease	%
<i>Human Resources</i>							
Regular Salaries	141,099	140,048	147,048	145,000	0	4,952	4%
Longevity Bonus	0	0	0	0	0	0	0%
Other Sup-Operating	0	500	500	500	0	0	0%
PS-Professional Develop	193	0	2,000	1,000	0	1,000	0%
PS - Emp Assist Program	0	850	850	850	0	0	0%
PS - Drug Testing & Phy	3,325	3,087	3,087	3,087	0	0	0%
PS - Testing	223	2,000	2,000	2,000	0	0	0%
Office Supplies	106	500	500	500	0	0	0%
Training & Tuition	787	700	700	700	0	0	0%
Advertising	2,068	2,000	2,000	2,500	0	500	25%
Travel-Mileage	74	500	500	500	0	0	0%
Travel-Seminar Costs	81	0	0	0	0	0	0%
Dues & Subscriptions	174	250	250	250	0	0	0%
TOTAL	148,130	150,435	159,435	156,887	-	6,452	4.3%



City of Auburn Human Resources

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	140,048	147,048	145,000
Other Sup-Operating	Total	500	500	500
PS - Emp Assist Program	Total	850	850	850
PS-Professional Development	Total	-	2,000	1,000

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

Regular Salaries	Dept. Request	Manager Proposed
Human Resources Director (non-union)	\$ 87,048	\$ 85,000
Administrative Assistant (non-union)	\$ 60,000	\$ 60,000
	\$ 147,048	\$ 145,000

Estimated Detail of Other Sup-Operating

Actual expenses may vary according to changing circumstances

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

Estimated Detail of PS - Emp Assist Program

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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

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



City of Auburn Human Resources

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
PS - Drug Testing & Physicals	Total	3,087	3,087	3,087
PS - Testing	Total	2,000	2,000	2,000

Estimated Detail of PS - Drug Testing & Physical:

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - Drug Testing & Physicals		
Pre-employment Physicals (Admin)	\$ 645	\$ 645
DOT Random Drug Test	\$ 1,000	\$ 1,000
DOT Breath-Alcohol Tests	\$ 406	\$ 406
DOT Pre-Use CDL Tests	\$ 189	\$ 189
DOT Return-to-Work/Follow-up	\$ 314	\$ 314
Bloodborne Pathogens series	\$ 204	\$ 204
Non-DOT Applicant Testing	\$ 153	\$ 153
Random Drug Pool Annual Admin Fee	\$ 176	\$ 176
	\$ 3,087	\$ 3,087

Estimated Detail of PS - Testing

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - Testing		
Employee Testing	\$ 2,000	\$ 2,000
	\$ 2,000	\$ 2,000

Line Item Narrative

Drug Testing: The Department of Transportation (DOT) Substance Abuse testing regulations mandates drug and alcohol testing for all employees with Commercial Driver's Licenses (CDL). The City must test under certain situations: pre-employment, after certain types of motor vehicle accidents, promotions into positions requiring CDL's, random drug and alcohol testing and follow-up testing after an employee receives a positive drug test. Annually, 50% of the employees are tested for drugs and 10% for alcohol. The account includes the administrative costs for an outside agency to administer the random drug pool, cost of drug collection and reporting of test results. Also included are pre-employment physicals and drug screening for new employees who work in the administrative offices. Pre-employment physicals for Public Services, Police and Fire Departments are paid through the respective department's account. 2% price increase is anticipated from the City's primary occupational health provider.

Employee Testing: This account covers the costs of professionally prepared written exams for entry level and



City of Auburn Human Resources

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Office Supplies	Total	500	500	500
Training & Tuition	Total	700	700	700
Advertising	Total	2,000	2,000	2,500

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

Training & Tuition		Dept. Request	Manager Proposed
Professional Development		\$ 700	\$ 700
		\$ 700	\$ 700

Estimated Detail of Advertising

Actual expenses may vary according to changing circumstances

Advertising		Dept. Request	Manager Proposed
Advertising for City-wide Employee Recruiting		\$ 2,000	\$ 2,500
		\$ 2,000	\$ 2,500

Line Item Narrative

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

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

Advertising: This account covers the cost of recruiting candidates for vacant positions. The Human Resources Department posts vacancies on the following websites: MMA, Maine Career Center, City of Auburn and targeted professional websites. This account also includes the subscription to JobsInMe.com.



City of Auburn Human Resources

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Travel-Mileage	Total	500	500	500
Travel-Seminar Costs	Total	-	-	-
Dues & Subscriptions	Total	250	250	250

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Travel-Seminar Costs

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

Travel-Seminar Costs: This account covers travel expenses to a human resources convention for the staff, including mileage, meals and lodging. No funds are requested for FY 2017 because training and professional development planned do not include meals and lodging, only mileage.

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



City of Auburn, Maine

Information Technology

www.auburnmaine.gov | 207.333.6601
60 Court Street | Auburn, Maine 04210

MISSION

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

DESCRIPTION

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

IT PROGRAMS

- Support- *Help Desk, licensing, maintenance, software, training*
- Geographical Information Systems- *All GIS related functions; mapping, analysis, support, data collection projects*
- Great Falls TV- *Production, distribution and Public Access*
- Security- *Malware/virus protection, network redundancy measures, physical and digital access controls*

GOALS AND OBJECTIVES

Goal: *Sustain and secure data for the needs of the City.*

Objectives:

- Implement additional Group Policy Objects
- Achieve network redundancy and resilience through the thoughtful mix of local and off-site (Cloud) resources

Goal: *Maintain data inventory and analysis*

Objectives:

- Implement, and guide other Departments in a government-based information model for Geographical Information Systems (GIS)
- Develop and maintain a collection of Online GIS maps and applications for use by employees and the public
- Continue the transition of GIS services towards the online models, the latest proven technologies

Goal: Continue to develop better communications between the City, staff, and residents

Objectives:

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

BUDGET DRIVERS

Support:

- Maintenance and licensing annual fee increases
- Staffing- *Providing adequate staff support is no longer supportable with the current staffing model*
- Increases in PC inventory consume both budgetary and staff resources

Security:

- Cyber Security- *Cyber threats are increasing at a rapid pace, requiring increased and more-complex controls.*

GIS:

- GIS Consulting- *The success of the GIS On-line applications has accelerated the speed of development possible with only in-house staff. Outside consultants will be used on a project-specific basis.*

Great Falls TV:

- Integration of Great Falls TV Staff and Functions- *Hardware improvements, and the transition to High Definition video.*

PROGRAM BUDGET

PROGRAM BUDGET	Actual FY 2016	Actual FY 2017	Proposed FY 2018
Salaries	\$ 125,000	\$213,434	\$320,851
Contracted Services	\$19,000	\$32,495	\$67,000
Operations	\$251,190	\$274,517	\$262,900

PROGRAM BUDGET (further broken down)

SUPPORT

Program	FTE	Actual 2016	Actual 2017	Budgeted FY18	Budgeted FY18 Percentage
Salary	2.5	\$110,632	\$53,375	\$133,050	41.46%
Contracted Services		\$6,000	\$6,000	\$13,000	19.40%
Operational		\$159,420	\$230,190	\$238,000	90.52%
Total		\$274,625	\$342,822	\$384,050	

GIS

Program	FTE	Actual 2016	Actual 2017	Budgeted FY18	Budgeted FY18 Percentage
Salary	1	\$47,488	\$47,488	\$60,000	18.70%
Contracted Services		\$9,000	\$9,000	\$49,000	73.13%
Operational		\$35,520	\$8,000	\$8,000	1.14%
Total		\$82,295	\$64,480	\$117,000	

GREAT FALLS TV

Program	FTE	Actual 2016	Actual 2017	Budgeted FY18	Budgeted FY18 Percentage
Salary	2	\$	\$76,009	\$91,751	28.59%
Contracted Services		\$	\$	\$0	0.00%
Operational		\$	\$4500	\$4500	3.80%
Total		\$	\$	\$96,250	

SECURITY

Program	FTE	Actual 2016	Actual 2017	Budgeted FY18	Budgeted FY18 Percentage
Salary	.50	\$36,050	\$36,050	\$36,050	11.24%
Contracted Services		\$6,050	\$6,075	\$5,000	7.46%
Operational		\$13,850	\$23,850	\$11,900	4.53%
Total		\$36,909	\$46,934	\$52,950	

PERFORMANCE MEASURES

PERFORMANCE MEASURES			
GOALS	MEASURES	FY 2016	FY 2017
Support <ul style="list-style-type: none"> • Help Desk Response time 	<ul style="list-style-type: none"> • To respond within 4 business hours and resolve within 5 business days 	75%	85% ¹
GIS <ul style="list-style-type: none"> • Maintain geodatabase of Auburn's assets, Infrastructure, and resources. • Develop mobile data collection applications for users (as needed) • Keep GIS technology - server, desktop and online - current based on latest proven technologies 	<ul style="list-style-type: none"> • Conduct quarterly meetings with the City of Auburn's GIS users to review GIS needs • Annual review of technology available compared to actual usage 	Yes	Yes ²
Security <ul style="list-style-type: none"> • Utilize 100% of security measures included in Windows servers • Operate with 0% downtime on telephony systems • Maintaining 95% network uptime 	<ul style="list-style-type: none"> • Minimize loss of staff productivity caused by malware attacks • Decrease amount of ICT staff time by updating individual PCs for security solutions 	Yes	Yes ³
Staff <ul style="list-style-type: none"> • Maintain a stabilized operation with 5 FTE employees through retention and professional development 	<ul style="list-style-type: none"> • Currently 4 FTE employees with additional funding reserved for a fourth FTE employee. 	N/A	No ⁴

Footnotes:

1. Our records indicate that we responded to HelpDesk request within 4 hours approximately 85% of the time. Resolution was all over the map, with some issues resolved within minutes and others unresolved months later. The nature of the request drives our resolution of it. Some can be addressed right away by staff; others must be budgeted for in future years. This number demonstrates the need for an increased IT staff, as shown in the Axiomatic study in 2015.
2. This Performance Measure was met.
3. The roll-out of the Kaspersky Anti-malware and the installation of the Barracuda Web Content Filter have dramatically reduced the amount of time spent chasing viruses and spam.
4. This Performance Measure was NOT met, in fact, even though we increased our FTE to four for this fiscal year. Adding the two GFTV FTEs has not had a noticeable impact on IT-related functions, since their time is pretty much consumed by GFTV functions. So, as a Performance Measure it was a fail, but we have continued operations with less than the staff called for in the Performance Measure, which is a dramatic savings to the City. We are very conscious of the eventual need for at least a fifth staff person, and will be re-evaluating staffing as we move through FY2017.



City of Auburn

Master List

Fiscal Year 2018
Proposed 4.24.2017

Account Title	FY 2016 Actual	FY 2017 Approved	FY 2018 Dept. Request	FY 2018 Manager Proposed	FY 2018 Council Adopted	Increase/ Decrease	%
<i>Information Technology</i>							
Regular Salaries	148,828	213,434	322,651	251,651	0	38,217	18%
PS - General	17,389	23,000	67,000	27,000	0	4,000	17%
Office Supplies	0	0	0	0	0	0	0%
Other Sup - Operating	5,621	4,000	5,000	5,000	0	1,000	25%
Computer Hardware	27,440	24,500	35,400	25,400	0	900	4%
Repairs - Equipment	3,434	2,500	2,700	2,700	0	200	8%
Training & Tuition	2,215	3,020	5,600	5,600	0	2,580	85%
Travel-Mileage	0	400	1,100	1,100	0	700	175%
Travel-Seminar Costs	140	1,320	1,650	1,650	0	330	25%
Computer Software	11,833	7,000	6,000	6,000	0	(1,000)	-14%
Software Licensing	139,017	161,700	167,500	167,500	0	5,800	4%
Comm - Network	39,772	38,450	37,950	37,950	0	(500)	-1%
CIP - Computer Softwar	0	0	0	0	0	0	0%
TOTAL	395,689	479,324	652,551	531,551	-	52,227	10.9%



City of Auburn IT

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	213,434	322,651	251,651
Longevity Bonus	Total	-	-	-
PS - General	Total	23,000	67,000	27,000

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Regular Salaries		
IT Manager/Network Administrator	\$ 72,100	\$ 72,100
Geospatial Database Manager	\$ 61,800	\$ 61,800
IT Support Tech	\$ 45,000	\$ 22,500
Database Staff Support Manager	\$ 52,000	\$ 26,000
GFTV Station Manager	\$ 46,751	\$ 46,751
GFTV Video Technician	\$ 45,000	\$ 22,500
	\$ 322,651	\$ 251,651

Estimated Detail of Longevity Bonus

Actual expenses may vary according to changing circumstances

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

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - General		
Telephony Consulting	\$ 3,000	\$ 3,000
GIS Consulting	\$ 9,000	\$ 9,000
State Fly Over Contract	\$ 40,000	\$ -
Contracted Service	\$ 8,000	\$ 8,000
Network Consulting	\$ 7,000	\$ 7,000
	\$ 67,000	\$ 27,000

Line Item Narrative

Salaries: The Department is requesting two new positions, the Database Staff Support and IT Support Tech . These positions would allow us to better support our critical database application - MUNIS, enerGov, Lucity and Patriot and help with PC configuration, maintenance and support. This position would also add to our depth of HelpDesk support. We've reached the point where technological advancement is constrained by our lack of support staff.

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

PS General: This account is used when there is a need to support City staff, on a short-term, project-specific basis. It pays for outside consultants on a time and materials basis for projects such as phone system or network upgrades or for a special GIS project.



City of Auburn IT

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Operating	Total	4,000	5,000	5,000
Computer Hardware	Total	24,500	35,400	25,400
Repairs - Equipment	Total	2,500	2,700	2,700

Estimated Detail of Other Sup - Operating

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Operating		
GFTV Field	\$ 2,000	\$ 2,000
Accessory Computer Needs	\$ 3,000	\$ 3,000
	\$ 5,000	\$ 5,000

Estimated Detail of Computer Hardware

Longevity Bonus

	Dept. Request	Manager Proposed
Computer Hardware		
Expanded wirelss access at AH	\$ 1,400	\$ 1,400
Server replacements	\$ 4,000	\$ 4,000
GFTV studio equipment updates	\$ 10,000	\$ 10,000
PC Replacements	\$ 20,000	\$ 10,000
	\$ 35,400	\$ 25,400

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Equipment		
Equipment Repair	\$ 2,700	\$ 2,700
	\$ 2,700	\$ 2,700

Line Item Narrative

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

Other Supplies - Computer Hardware: This account funds acquisition and replacement of computers, and other information technology equipment for all departments. This year's projects include creating complete wireless connectivity at Auburn Hall, the replacement of our Cisco firewalls (end-of-life) and the annual replacement of our oldest computers. New this year will be the purchase of a consumer-grade video camera for circulation to qualified individuals.

Equipment Repair: This account funds in-house repairs to printers, computers and network devices, and outside repair of GFTV equipment.



City of Auburn IT

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Training & Tuition	Total	3,020	5,600	5,600
Travel-Mileage	Total	400	1,100	1,100
Travel-Seminar Costs	Total	1,320	1,650	1,650

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Training & Tuition		
ESRI GIS Training	\$ 2,000	\$ 2,000
Staff Tuition	\$ 3,600	\$ 3,600
	\$ 5,600	\$ 5,600

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Travel-Mileage		
Reimbursement For Personal Vehicles	\$ 300	\$ 300
Fuel and Maintenance for GFTV Vehicle	\$ 800	\$ 800
	\$ 1,100	\$ 1,100

Estimated Detail of Travel-Seminar Costs

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Travel-Seminar Costs		
NAPSG	\$ 1,000	\$ 1,000
MS-ISAC	\$ 300	\$ 300
MMA	\$ 150	\$ 150
MEGUG	\$ 200	\$ 200
	\$ 1,650	\$ 1,650

Line Item Narrative

Training & Tuition: It is important that IT Staff stay current with technological best practices. This training allows staff to become more knowledgeable in industry trends. We will be pursuing further GIS training through ESRI, and network training through the UMaine System.

Travel Mileage: This account reimburses department personnel when they use personal vehicles for job related activities when municipal vehicles are not available. This account will also include the GFTV vehicle.

Travel, Seminar Costs: This account funds travel, lodging, and entrance fees for staff to attend industry conferences, which helps them maintain their proficiency. This year, staff will be attending the National Alliance of Public Safety GIS user conference (NAPSG) in Washington DC the MMA technology conference in Augusta, and the quarterly Maine GIS Users Group. MS-ISAC is the Multi-State Information Sharing and Action Center of the Department of Homeland security, which holds an annual conference.



City of Auburn IT

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Computer Software	Total	7,000	6,000	6,000
Software Licensing	Total	161,700	167,500	167,500

Estimated Detail of Computer Software

Actual expenses may vary according to changing circumstances

Computer Software	<i>Copies</i>	Dept. Request	Manager Proposed
Server OS upgrades		\$ 3,000	\$ 3,000
Office Upgrades		\$ 3,000	\$ 3,000
		\$ 6,000	\$ 6,000

Estimated Detail of Software Licensing

Actual expenses may vary according to changing circumstances

Software Licensing	Dept. Request	Manager Proposed
Auto Desk Subscription (Engineering)	\$ 200	\$ 200
CopLogic (APD)	\$ 6,000	\$ 6,000
EnerGov (Permitting, Planning and Licensing)	\$ 18,000	\$ 18,000
ESRI (GIS Software)	\$ 25,000	\$ 25,000
Lucity (Asset Management)	\$ 16,000	\$ 16,000
IMC (Public Safety for Fire and Police)	\$ 21,300	\$ 21,300
MUNIS (Financials, Purchasing, Budgeting)	\$ 61,000	\$ 61,000
Patriot (Computer-Aided Mass Appraisal)	\$ 16,000	\$ 16,000
Website Hosting	\$ 4,000	\$ 4,000
	\$ 167,500	\$ 167,500

Line Item Narrative

Computer Software: This account funds new software acquisitions. As we upgrade our major applications, we find that the operating systems and support software on our servers is not always up to the new task. We will begin systematically upgrading operating systems on all of our servers, bringing them to current standards.

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

Line Items		Last Year	Dept. Request	Manager Proposed
Comm - Network	Total	38,450	37,950	37,950

Estimated Detail of Comm - Network

Actual expenses may vary according to changing circumstances

Comm - Network	<i>Copies</i>	Dept. Request	Manager Proposed
Dark Fiber (Lease)		\$ 13,500	\$ 13,500
High Speed Internet @ 600 a month		\$ 7,200	\$ 7,200
Elevator Emergency Lines @ \$227 a month		\$ 2,750	\$ 2,750
Primary Rate Interface (PRI) Linesx2 - Phone Switches		\$ 14,500	\$ 14,500
		\$ 37,950	\$ 37,950

Line Item Narrative

Comm -- Network: These are the City's infrastructure costs for the wide-area network fiber and phone trunks.



City of Auburn

Master List

Fiscal Year 2018
Proposed 4.24.2017

Account Title	FY 2016 Actual	FY 2017 Approved	FY 2018 Dept. Request	FY 2018 Manager Proposed	FY 2018 Council Adopted	Increase/ Decrease	%
<i>Legal Services</i>							
PS-Legal	107,588	45,650	50,000	50,000	0	4,350	10%
TOTAL	107,588	45,650	50,000	50,000	-	4,350	9.5%

Line Items	Last Year	Dept. Request	Manager Proposed
PS-Legal Total	45,650	50,000	50,000

Estimated Detail of PS-Legal

Actual expenses may vary according to changing circumstances

PS-Legal	Dept. Request	Manager Proposed
Legal Services	\$ 50,000	\$ 50,000
	\$ 50,000	\$ 50,000

Line Item Narrative

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



City of Auburn

Master List

Fiscal Year 2018
Proposed 4.24.2017

Account Title	FY 2016 Actual	FY 2017 Approved	FY 2018 Dept. Request	FY 2018 Manager Proposed	FY 2018 Council Adopted	Increase/ Decrease	%
<i>Mayor and Council</i>							
Regular Salaries	16,511	16,600	16,600	16,600	0	0	0.0%
PS - General	36,823	38,700	39,650	39,650	0	950	2.5%
Office Supplies	232	500	500	500	0	0	0.0%
Travel-Mileage	159	200	200	200	0	0	0.0%
Dues & Subscriptions	22,414	22,464	23,350	23,350	0	886	3.9%
TOTAL	76,139	78,464	80,300	80,300	-	1,836	2.3%



City of Auburn Mayor & Council

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	16,600	16,600	16,600
PS - General	Total	38,700	39,650	39,650
Office Supplies	Total	500	500	500

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

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

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

		Dept. Request	Manager Proposed
PS - General			
Community Event Registration (LAEGC, Chamber, ABA)		\$ 2,000	\$ 2,000
Annual City Audit		\$ 31,650	\$ 31,650
Community/Employee Recognition		\$ 3,500	\$ 3,500
Council Dinners, Chamber Breakfasts, Water, etc.		\$ 2,500	\$ 2,500
		\$ 39,650	\$ 39,650

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

Regular Salaries: Established by Charter.

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



City of Auburn Mayor & Council

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Travel-Mileage	Total	200	200	200
Dues & Subscriptions	Total	22,464	23,350	23,350

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

Dues & Subscriptions		Dept. Request	Manager Proposed
Maine Development Foundation		\$ 350	\$ 350
Maine Service Center Coalition			
Mayor's Coalition			
Maine Municipal Association		\$ 23,000	\$ 23,000
		\$ 23,350	\$ 23,350

Line Item Narrative

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

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

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



City of Auburn

Master List

Fiscal Year 2018
Proposed 4.24.2017

Account Title	FY 2016 Actual	FY 2017 Approved	FY 2018 Dept. Request	FY 2018 Manager Proposed	FY 2018 Council Adopted	Increase/ Decrease	%
<i>Health & Social Services Administration</i>							
Regular Salaries	68,900	71,736	75,150	75,150	0	3,414	4%
Office Supplies	344	300	300	300	0	0	0%
Other Sup-Operating	179	800	800	800	0	0	0%
Training & Tuition	65	200	300	300	0	100	67%
Travel-Mileage	147	200	250	250	0	50	32%
Travel-Seminar Costs	271	400	540	540	0	140	70%
Dues & Subscriptions	60	60	60	60	0	0	0%
TOTAL	69,966	73,696	77,400	77,400	-	3,704	5.0%



City of Auburn General Assistance

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	71,736	75,150	75,150
Office Supplies	Total	300	300	300
Other Sup-Operating	Total	800	800	800
Training & Tuition	Total	200	300	300

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Regular Salaries		
Welfare Director (non-union)	\$ 55,000	\$ 55,000
Case Worker (union)	\$ 20,150	\$ 20,150
	\$ 75,150	\$ 75,150

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Other Sup-Operating

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Training & Tuition		
Professional Development	\$ 300	\$ 300
	\$ 300	\$ 300

Line Item Narrative

Salaries: Full time director and part time caseworker.

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

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

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



City of Auburn General Assistance

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Travel-Mileage	Total	200	250	250
Travel-Seminar Costs	Total	400	540	540
Dues & Subscriptions	Total	60	60	60

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Travel-Mileage		
Personal Use of Vehicle	\$ 250	\$ 250
	\$ 250	\$ 250

Estimated Detail of Travel-Seminar Costs

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Travel-Seminar Costs		
Registration Costs	\$ 540	\$ 540
	\$ 540	\$ 540

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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

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



City of Auburn

Master List

Fiscal Year 2018
Proposed 4.24.2017

Account Title	FY 2016 Actual	FY 2017 Approved	FY 2018 Dept. Request	FY 2018 Manager Proposed	FY 2018 Council Adopted	Increase/ Decrease	%
<i>Health & Social Services--Assistance</i>							
PA - Electrical	3,783	3,400	6,000	6,000	0	2,600	69%
PA - Medical	2,008	2,500	3,400	3,400	0	900	18%
PA - Burial	4,044	8,150	5,570	5,570	0	(2,580)	-86%
PA - Fuel	929	1,064	1,000	1,000	0	(64)	-11%
PA - Provisions	352	1,664	6,000	6,000	0	4,336	361%
PA - Rent	71,408	78,000	120,000	120,000	0	42,000	48%
PA - Other	313	3,000	1,500	1,500	0	(1,500)	-50%
TOTAL	82,837	97,778	143,470	143,470	-	45,692	46.7%

City of Auburn General Assistance

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
PA - Electrical	Total	3,400	6,000	6,000
PA - Medical	Total	2,500	3,400	3,400
PA - Burial	Total	8,150	5,570	5,570

Estimated Detail of PA - Electrical

Actual expenses may vary according to changing circumstances

PA - Electrical	Avg. Applicants	Avg. Cost	Dept. Request	Manager Proposed
Electricity Bills	100	\$ 60	\$ 6,000	\$ 6,000
			\$ 6,000	\$ 6,000

Estimated Detail of PA - Medical

Actual expenses may vary according to changing circumstances

PA - Medical	Avg. Applicants	Avg. Cost	Dept. Request	Manager Proposed
Medical Supplies	155	\$ 22	\$ 3,400	\$ 3,400
			\$ 3,400	\$ 3,400

Estimated Detail of PA - Burial

Actual expenses may vary according to changing circumstances

PA - Burial	Avg. Applicants	Average Cost	Opening/ Closing	Dept. Request	Manager Proposed
Burials	6	\$ 795	\$ 800	\$ 5,570	\$ 5,570
				\$ 5,570	\$ 5,570

Line Item Narrative

Electricity: This account is used to assist eligible households whose income is insufficient to pay their electric bill. Residents frequently use electricity as alternative heat in order to keep warm.

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

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



City of Auburn General Assistance

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
PA - Fuel	Total	1,064	1,000	1,000
PA - Provisions	Total	1,664	6,000	6,000
PA - Rent	Total	78,000	120,000	120,000

Estimated Detail of PA - Fuel

Actual expenses may vary according to changing circumstances

PA - Fuel	Avg. Applicants	Avg. Cost	Dept. Request	Manager Proposed
Heating Fuel	5	\$ 200	\$ 1,000	\$ 1,000
			\$ 1,000	\$ 1,000

Estimated Detail of PA - Provisions

Actual expenses may vary according to changing circumstances

PA - Provisions	Avg. Applicants	Average Cost	Dept. Request	Manager Proposed
Food	120	\$ 50	\$ 6,000	\$ 6,000
			\$ 6,000	\$ 6,000

Estimated Detail of PA - Rent

Actual expenses may vary according to changing circumstances

PA - Rent	Avg. Applicants	Average Cost	Dept. Request	Manager Proposed
Rental Payments	500	\$ 240	\$ 120,000	\$ 120,000
			\$ 120,000	\$ 120,000

Line Item Narrative

Fuel: This account funds the costs of heating, hot water and cooking fuel for eligible applicants. Community Cords has helped keep this line item down.

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

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

City of Auburn General Assistance

Fiscal Year 2018
Proposed 4.24.2017

Line Items	Last Year	Dept. Request	Manager Proposed
PA - Other	3,000	1,500	1,500
Total	3,000	1,500	1,500

Estimated Detail of PA - Other

Actual expenses may vary according to changing circumstances

PA - Other	<i>Avg.</i> Applicants	<i>Average</i> Cost	Dept. Request	Manager Proposed
Miscellaneous	60	\$ 25	\$ 1,500	\$ 1,500
			\$ 1,500	\$ 1,500

Line Item Narrative

Other: This is a miscellaneous category for items not covered under any other category of General Assistance. Examples include personal hygiene products, diapers and household supplies. To defer costs, our small pantry is utilized for immediate needs. This pantry is supported by donations and trust funds.



City of Auburn

Master List

Fiscal Year 2018
Proposed 4.24.2017

Account Title	FY 2016 Actual	FY 2017 Approved	FY 2018 Dept. Request	FY 2018 Manager Proposed	FY 2018 Council Adopted	Increase/ Decrease	%
<i>Economic and Community Development</i>							
Regular Salaries	618,040	812,161	847,626	847,626	0	35,465	8%
Longevity Bonus	400	800	0	0	0	(800)	0%
Uniform Allowance	900	650	650	650	0	0	0%
OT - Regular	5,599	0	10,652	10,652	0	10,652	237%
PS - General	36,466	696,000	421,500	421,500	0	(274,500)	-10980%
Office Supplies	1,329	1,500	1,500	1,500	0	0	0%
Other Sup - Operating	1,657	2,000	2,200	2,200	0	200	9%
Other Sup - Safety Equip	3,156	2,000	2,000	2,000	0	0	0%
MV Sup - Tires/Tube/Ch	177	900	900	900	0	0	0%
MV Sup - Gas & Oil	2,502	2,744	2,420	2,420	0	(324)	-7%
Comm - Telephone	3,993	5,430	3,768	3,768	0	(1,662)	-42%
Utilities - Electricity	337,678	336,161	338,061	338,061	0	1,900	1%
Repairs - Vehicles	1,256	2,250	2,450	2,450	0	200	13%
Repairs - Equipment	7,342	5,500	5,500	5,500	0	0	0%
Repairs - Street Lights	8,149	4,600	6,000	6,000	0	1,400	40%
Repairs - Traffic Signal N	13,072	11,506	11,506	11,506	0	0	0%
Training & Tuition	2,766	4,135	4,135	4,135	0	0	0%
Advertising	2,178	2,800	3,360	3,360	0	560	25%
Travel-Mileage	821	1,000	1,000	1,000	0	0	0%
Travel-Seminar Costs	616	1,600	1,600	1,600	0	0	0%
Dues & Subscriptions	189,961	29,700	30,200	30,200	0	500	2%
Capital Operating	79,694	15,000	20,000	20,000	0	5,000	33%
TOTAL	1,317,752	1,938,437	1,717,028	1,717,028	-	(221,409)	-11.4%



City of Auburn Economic and CD

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	812,161	847,626	847,626
Longevity Bonus	Total	800	-	-
Uniform Allowance	Total	650	650	650

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

Regular Salaries	Total Staff	Dept. Request	Manager Proposed
Administrative Assistant (50% TIF)	1	\$ 44,128	\$ 44,128
Building / Code Compliance Officer/ Plumbing Inspector	1	\$ 60,954	\$ 60,954
City Electrician	1	\$ 68,984	\$ 68,984
City Planner / Land Use Code Compliance Officer (25% TIF)	1	\$ 57,000	\$ 57,000
Electrician I		\$ -	\$ -
Information Assistant	1	\$ 31,554	\$ 31,554
Housing Code Compliance Officer (up to \$50K, CDBG)	1	\$ 50,156	\$ 50,156
Director (80% TIF, 20% CDBG)	1	\$ 91,500	\$ 91,500
Deputy Director (65% TIF, 10% CDBG)	1	\$ 86,700	\$ 86,700
Neighborhood Service Coordinator (100% CDBG)	1	\$ 55,713	\$ 55,713
Economic Development Specialist (100% CDBG)	1	\$ 65,000	\$ 65,000
Urban Development Specialist/Grant Administration (100% TIF)	1	\$ 65,000	\$ 65,000
CDBG Accounting Compliance & Underwriter (100% CDBG)	1	\$ 48,916	\$ 48,916
Development Manager (100% CDBG)	1	\$ 60,000	\$ 60,000
Sanitarian / Code Compliance Officer	1	\$ 62,021	\$ 62,021
	14	\$ 847,626	\$ 847,626
		TIF Offset	\$ 225,869
		CDBG Offset	\$ 196,599
	Net	\$ 425,158	\$ 425,158

Estimated Detail of Longevity Bonus

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Uniform Allowance

Actual expenses may vary according to changing circumstances

Uniform Allowance	Staff	Cost	Dept. Request	Manager Proposed
Electrical Employees Uniforms	1	\$ 350.00	\$ 350	\$ 350
Field Inspectors	3	\$ 100.00	\$ 300	\$ 300
			\$ 650	\$ 650

Line Item Narrative

Wages: These wage amounts are as of January 20, 20167

Longevity: There are no employees due to receive a longevity bonus in FY18

Uniform Allowance: This account funds the day to day non-fire retardant clothing for the Electrical Division such as work pants, work shirts, work boots and gloves. This type of clothing is worn when the employee is not working on energized circuits, otherwise the longevity of the fire retardant clothing would be shortened.

Line Items		Last Year	Dept. Request	Manager Proposed
OT - Regular	Total	-	10,652	10,652
PS - General	Total	696,000	421,500	421,500
Office Supplies	Total	1,500	1,500	1,500

Estimated Detail of OT - Regular

Actual expenses may vary according to changing circumstances

	Hours	Avg O/T Rate	Est. Overtime	Dept. Request	Manager Proposed
OT - Regular					
AFD Electrical Related	68	\$ 46.54	\$ 3,165	\$ 3,165	\$ 3,165
Electrical Events/ Accidents & Dig Safe	9	\$ 46.54	\$ 419	\$ 419	\$ 419
Fire Alarm Maintenance	31	\$ 46.54	\$ 1,443	\$ 1,443	\$ 1,443
Fire Alarm Resets	3	\$ 46.54	\$ 140	\$ 140	\$ 140
Miscellaneous Call-outs	45	\$ 46.54	\$ 2,094	\$ 2,094	\$ 2,094
On-Call Stipend		\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600
Traffic Signal	17	\$ 46.54	\$ 791	\$ 791	\$ 791
	173		\$ 10,651	\$ 10,652	\$ 10,652

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - General		
Contracted Inspection Services (See Below)	\$ 1,500	\$ 1,500
Community Concepts (TIF)	\$ 100,000	\$ 100,000
GIS Support (TIF)	\$ 34,000	\$ 34,000
Marketing Support (TIF)	\$ 26,000	\$ 26,000
Workforce Development (TIF)	\$ 200,000	\$ 200,000
Contracted Electrical Services	\$ 60,000	\$ 60,000
	\$ 421,500	\$ 421,500

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Office Supplies		
General Supplies (TIF 33%)	\$ 1,500	\$ 1,500
	\$ 1,500	\$ 1,500

Line Item Narrative

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

Purchased Service - General: This account funds third party inspections, contracted projects, storage space for electrical and plan review for plumbing and electrical. Last year the Council added Community Concepts loan pool, GIS support, marketing and workforce development. The use varies based on staff vacancies and projects that the department is tasked with.

Office Supplies: This account funds basic office supplies such as stationery, pens, file folders, etc. In addition, this account funds the materials and printing

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Operating	Total	2,000	2,200	2,200
Other Sup - Safety Equipment	Total	2,000	2,000	2,000

Estimated Detail of Other Sup - Operating

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Operating	\$ 2,200	\$ 2,200
	\$ 2,200	\$ 2,200

Estimated Detail of Other Sup - Safety Equipment

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Safety Equipment		
Safety Equipment	\$ 2,000	\$ 2,000
	\$ 2,000	\$ 2,000

Line Item Narrative

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

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



City of Auburn Economic and CD

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
MV Sup - Tires/Tube/Chain	Total	900	900	900
MV Sup - Gas & Oil	Total	2,744	2,420	2,420
Comm - Telephone	Total	5,430	3,768	3,768

Estimated Detail of MV Sup - Tires/Tube/Chain

Actual expenses may vary according to changing circumstances

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

Estimated Detail of MV Sup - Gas & Oil

Actual expenses may vary according to changing circumstances

MV Sup - Gas & Oil	Actual Gallons FY15	Projected Gallons FY16	Price	Dept. Request	Manager Proposed
Gasoline, Oil, Filters, etc.	1380	1380	\$ 1.63	\$ 2,250	\$ 2,250
Diesel	92	95	\$ 1.78	\$ 170	\$ 170
				\$ 2,420	\$ 2,420

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

Comm - Telephone	Quantity	Per Month	Dept. Request	Manager Proposed
Aircards	2	\$ 50.00	\$ 1,200	\$ 1,200
Cellular Phones (TIF)	1	\$ 60.00	\$ 720	\$ 720
Cellular Phones	4	\$ 38.50	\$ 1,848	\$ 1,848
			\$ 3,768	\$ 3,768

Line Item Narrative

MV Sup-Tires/Tube/Chain: This account funds the cost of tire replacement and other supplies for the vehicles used by the staff in the inspection division

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

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

Line Items		Last Year	Dept. Request	Manager Proposed
Utilities - Electricity	Total	336,161	338,061	338,061
Repairs - Vehicles	Total	2,250	2,450	2,450

Estimated Detail of Utilities - Electricity

Actual expenses may vary according to changing circumstances

Utilities - Electricity	Dept. Request	Manager Proposed
City Owned Street Lights	\$ 41,935	\$ 41,935
Electrical Division Building	\$ 3,000	\$ 3,000
Goff Hill Radio Site	\$ 2,243	\$ 2,243
Leased Street Lights	\$ 273,763	\$ 273,763
Traffic Signal Equipment	\$ 15,220	\$ 15,220
Utilities - Gas	\$ 1,900	\$ 1,900
	\$ 338,061	\$ 338,061

Estimated Detail of Repairs - Vehicles

Actual expenses may vary according to changing circumstances

Repairs - Vehicles	<i>Preventive Maint.</i>	<i>Annual Testing</i>	Dept. Request	Manager Proposed
Bucket Truck – Electrical Division	\$ 100	\$ 1,000	\$ 1,100	\$ 1,100
Electrical Service Van – Electrical Division	\$ 600		\$ 600	\$ 600
Ford Focus – Code Enforcement / Inspections	\$ 250		\$ 250	\$ 250
Jeep Patriot– Code Enforcement / Inspections	\$ 100		\$ 100	\$ 100
Inspection / Service Pick-up Truck - City Electrician	\$ 100		\$ 300	\$ 300
Miscellaneous: Tires, car washes, wiper blades, etc.	\$ 100		\$ 100	\$ 100
			\$ 2,450	\$ 2,450

Line Item Narrative

Utilities: This account funds electrical utility costs covered by this department. This account funds the Electrical Div., Goff Hill radio site, leased CMP roadway lighting and traffic signal equipment . Current CIP for municipal ownership of leased street lights will result in substantial savings when implemented. The PUC will hopefully have the new procedures in place to allow municipalities to take advantage by spring of 2107.

Vehicle Repairs: This account funds the maintenance of 5 vehicles used by the staff in the performance of their duties. Also includes the cost of OSHA inspection for the Electrical Division aerial truck.

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

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

Line Items		Last Year	Dept. Request	Manager Proposed
Repairs - Street Lights	Total	4,600	6,000	6,000
Repairs - Traffic Signal Maint	Total	11,506	11,506	11,506

Estimated Detail of Repairs - Street Lights

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Street Lights		
Municipally Owned Lighting Equipment	\$ 6,000	\$ 6,000
	\$ 6,000	\$ 6,000

Estimated Detail of Repairs - Traffic Signal Maint

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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

Line Items		Last Year	Dept. Request	Manager Proposed
Training & Tuition	Total	4,135	4,135	4,135
Advertising	Total	2,800	3,360	3,360

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

Training & Tuition	Dept. Request	Manager Proposed
Training & Tuition (TIF)	\$ 4,135	\$ 4,135
See Below.		
	\$ 4,135	\$ 4,135

Estimated Detail of Advertising

Actual expenses may vary according to changing circumstances

Advertising	Dept. Request	Manager Proposed
Public Notice Hearings	\$ 3,360	\$ 3,360
	\$ 3,360	\$ 3,360

Line Item Narrative

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

Advertising: Added 20% to fund anticipated increase in Planning Board activity as we increase Comprehensive Plan supported zoning changes and increased outreach to the public. This account funds the cost of publishing public notices as required by law. A corresponding revenue is collected from applicants/petitioners but paid for from this account. An increase in ordinance changes may increase costs during the Comprehensive Plan implementation.



City of Auburn Economic and CD

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Travel-Mileage	Total	1,000	1,000	1,000
Travel-Seminar Costs	Total	1,600	1,600	1,600
Dues & Subscriptions	Total	29,700	30,200	30,200
Capital Operating	Total	15,000	20,000	20,000

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Travel-Mileage		
Personal Use of Vehicles (TIF 50%)	\$ 1,000	\$ 1,000
	\$ 1,000	\$ 1,000

Estimated Detail of Travel-Seminar Costs

Actual expenses may vary according to changing circumstances

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

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Dues & Subscriptions		
LAEGC	\$ 26,500	\$ 26,500
AVCOG	\$ 3,700	\$ 3,700
Dues & Subscriptions (TIF \$2,000)	\$ 30,200	\$ 30,200

Estimated Detail of Capital Operating

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Capital Operating		
Operating Capital Items-See CIP	\$ 20,000	\$ 20,000
	\$ 20,000	\$ 20,000

Line Item Narrative

Travel & Mileage: This account reimburses employees for use of their personal vehicles for job related activities.
Travel & Seminar Costs: This account funds the cost for staff to attend local and regional training seminars and will fund training for Planning Board members in 2017.
Dues & Subscriptions: This account funds the costs of dues for professional affiliations/ resources for the planning and inspection staff, and the purchase of code materials and state licenses.
Capital Operating: See FY 18 CIP.



City of Auburn, Maine

Recreation Department

www.auburnmaine.gov | 207.333.6601

60 Court Street | Auburn, Maine 04210

MISSION

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

VISION

The Recreation Department mission statement embraces the nature of how the department should serve our community. The statement and elements contained within are meant to define the philosophy of the department and to act as a guide for staff in all department functions and their daily activities. The primary goal is to provide quality recreational opportunities for the community. The Recreation Department is dedicated to meet, or surpass, citizen expectations and to provide recreational opportunities that move toward meeting the need of every segment of the population. The Department will research and identify opportunities for alternative and/or supplemental organized programming for youth, adults, seniors, and families. The proposed FY18 Recreation budget seeks to expand current recreation programming to better serve all demographics with a focus on senior programming, special events, and new sporting opportunities. The proposed budget will continue to meet primary standards and to ensure that the department can manage appropriate service levels and the expectations of the community. The proposed budget also addresses other chief departmental goals: To encourage active citizen participation and maintain community outreach efforts; and to acknowledge and empower our most significant resource, by offering staff at all levels training and professional development opportunities to ensure success in all aspects of their position.

DESCRIPTION

The Recreation Department is comprised of four full-time and one permanent part-time staff member. Staff is responsible for managing and providing support with the necessary resources to design, plan, organize, implement, supervise, and evaluate all municipal recreation programming and special events. Our staff has three new members, all bringing a new level of energy, experience, and innovative ideas. In a collaborative effort with the Public Services Dept. a new energy has been directed to bringing the current conditions of parks, athletic fields, and trails back up to standards. Currently the Recreation Dept. is offering around 65 programs that range from Senior Trips, Summer Day Camp for kids, Summer Festival, and Adult Softball Leagues.

PROGRAM DESCRIPTIONS

1. **Administration:** Provides management and oversight of all Recreation Department activities. Activities include, but are not limited to; allocation of staff resources, payroll functions, budget development & management, purchasing, reporting, employee performance, overall departmental performance, and safety & training programs. The administration program includes: staff, office

supplies, communication services, training, professional development, postage, travel mileage, and professional association memberships. This program accounts for 27% of the total Recreation Budget.

2. Recreation Programming: Design, plan, organize, implement, supervise, and evaluate all municipal recreation programming. Staff also has responsibility in special event planning/support. The recreation programming program includes: staff, training, professional association memberships, and department vehicle costs. This program accounts for 31% of the total Recreation Budget.

3. Facilities: The facilities program includes staff, utilities, maintenance contracts, building repairs, equipment repairs, operating supplies, janitorial supplies, and safety equipment for Recreation Department facilities. This program accounts for 32% of the total Recreation Budget.

4. Community Programs & Special Events: This program includes funding for several community programs which includes: Veterans observances, the Liberty Festival, snowmobile club match funds, First Auburn Senior Citizens, and New Auburn Senior Citizens. This program accounts for 10% of the total Recreation Budget.

PROGRAM BUDGET BREAKDOWN

ADMINISTRATION					
Description	FTE	FY17	FY18	Increase/Decrease	Change
Salaries	2	\$103,500.00	\$95,708.00	(\$7,792.00)	-7.53%
Operating Supplies		\$7,825.00	\$8,685.00	\$860.00	10.99%
Total		\$111,325.00	\$104,393.00	(\$6,932.00)	-6.23%

RECREATION PROGRAMMING					
Description	FTE	FY17	FY18	Increase/Decrease	Change
Salaries	3.5	\$109,246.00	\$119,277.00	\$10,031.00	9.18%
Operating Supplies		\$3,865.00	\$3,350.00	(\$515.00)	-13.32%
Total		\$113,111.00	\$122,627.00	\$9,516.00	8.41%

FACILITIES					
Description	FTE	FY17	FY18	Increase/Decrease	Change
Salaries	0.4	\$0.00	\$19,000.00	\$19,000.00	100.00%
Operating Supplies		\$97,816.00	\$103,755.00	\$5,939.00	6.07%
Total		\$99,536.00	\$124,475.00	\$24,939.00	25.06%

COMMUNITY PROGRAMS & SPECIAL EVENTS					
Description	FTE	FY17	FY18	Increase/Decrease	Change
Funding	-	\$17,800.00	\$37,800.00	\$20,000.00	112.36%
Total		\$17,800.00	\$37,800.00	\$20,000.00	112.36%

BUDGET DRIVERS

Regular Salaries -Increased by 13%

Increased the Administrative Assistant position to full-time capacity to reflect the demand and job duties currently being performed on a part time basis. This position will be funded 50% out of the Special Revenues account as this position will be able to collect unpaid balances and increase building rentals. There is an addition for a Recreation Specialist to be paid 50% out of Ingersoll and 25% out of Special Revenues; this position will increase the amount of programs run out of Ingersoll and Recreation.

Sal-Rec Part-Time- Decreased by 21%: Moved line items for part time staff and office customer service coverage to regular salaries.

Longevity Bonus - Decrease by 100%: There are no employee longevity bonuses due this fiscal year.

OT - Regular - Increased by 100%: This account was added to include OT pay for the newly reclassified non-exempt salary positions (Recreation Specialist), as a result of new federal overtime rule.

PS - General-Increased by 78%: Adjusted to include registration software system annual dues.

Medical Supplies - Increased by 100%: This account was added to supply the building with safety medical supplies for both employees and participants.

Office Supplies - Increased by 15%: Adjusted to include Senior Center needs.

Janitorial Supplies - Increased by 54%: Adjusted to include Senior Center needs.

MV Sup- Gas & Oil - Increased by 18%: Adjusted to reflect anticipated increase in trips and use of department vehicle.

Utilities- Water/Sewer - Increased by 30%: Adjusted to reflect 19% increase in water.

Comm-Telephone - Increased 6%: Increase is to accurately reflect historical usage.

Utilities-Electricity - Increased by 28%: Adjusted to include Senior Center needs.

Utilities- Natural Gas -Increased 19%: Increase is to reflect projected usage.

Repairs- Building - Decreased 19%: Decrease to reflect projected usage.

Repairs- Equipment - Decreased 92%: Decrease to reflect projected usage.

Comm- Postage - Decreased 35%: Decrease to reflect historical usage.

Dues & Subscriptions -Increased 17%: Increased to reflect historical usage.

Community Programs -Increased 112%: Increased to reflect historical usage.

GOALS AND OBJECTIVES

GOAL	Encourage active citizen participation and maintain community outreach efforts.
	<ul style="list-style-type: none"> Solicit, gather and evaluate feedback from citizens about recreation services and facilities using various methods of collection (website, paper, phone and in-person) Ensure the use of customer program review surveys to improve the value of programs and services as well as increase the number of program registrations Ensure feedback forms are available online and interactive Use all forms of media to communicate with the public including city website, Team Sideline calendar, program brochures, local cable access channel, print media, school department distribution channels and social media Continue to work with the Recreation & Special Events Advisory Board to champion programs, activities, and events offered by the department

GOAL	Provide recreational opportunities that move toward meeting the need of every segment of the population.
	<ul style="list-style-type: none"> Offer scholarships for youth programming to those who are in need of financial assistance Research and identify opportunities for alternative and/or supplemental organized programming for youth Research and identify demand for alternative and/or supplemental organized programming for adults Research and identify demand for alternative and/or supplemental organized programming for senior citizens

GOAL	Acknowledge and empower our most significant resource, by offering staff at all levels the training and professional development opportunities needed to ensure success in all aspects of their position.
	<ul style="list-style-type: none"> Offer training opportunities to staff and utilize professional organization resources, such as: National Recreation and Parks Association, and Maine Recreation and Parks Association Provide competitive salary packages in order to attract, recruit, and retain the finest and most qualified workforce

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

Performance Measure	Actual FY15	Actual FY16	Projected FY17	Goal FY18
Number of recreation program participants compared to prior year	2,577*	6,556*	7,250	7,775
Percentage of prime hours utilized at rec facilities during applicable season.	34.5%	41.5%	45.8%	55%

*Numbers based upon actual enrollment reports and estimated special/community event participation

Workload Indicators	Actual FY15	Actual FY16	Projected FY17
Man hours spent by recreation staff managing/facilitating all recreation programs annually	15,318	14,472	15,720
Number of registrants processed for recreation programming annually.	1,355	2,959	3,200

12 MONTH RECREATION PLANNER

JANUARY

- Indoor Soccer (Ages 3-14) Winter
- Basketball Pre-K Skills
- Winter Festival
- Youth and Family Open gyms
- Pickleball Drop-in
- Line Dance Drop-in
- Senior Walking Drop-in
- Start Smart Sports (Ages 3-5)
- Ski/Snowboard Lessons begin
- Youth Basketball Games
- Men's and Women's Basketball Games
- Senior Trip- Butterfly Stained Glass
- Senior Trip- Shopping Stores

FEBRUARY

- February Vacation Camp
- Spring program flyers finalized
- Father/Daughter Dance
- Youth and Family Open gyms
- Pickleball Drop-in
- Line Dance Drop-in
- Senior Walking Drop-in
- Parent & Me Cook Series
- Ski Merrick Program begin
- Youth Basketball end
- Men's and Women's Basketball
- Senior Meal - Valentine's Lunch

MARCH

- Spring Celebration
- Spring program registration
- Spring Travel Basketball
- L/A Swish Basketball Clinics
- Youth and Family Open gyms
- Pickleball Drop-in
- Line Dance Drop-in
- Senior Walking Drop-in
- Parent & Me Cook Series
- Parent & Me Craft Time Series
- Indoor Soccer (ages 3-14) Spring
- Men's and Women's Basketball
- Senior Trip- Shopping Stores

APRIL

- Spring programs begin
- Spring Travel Basketball
- April Vacation Camp
- Ballfield preparations
- Spring Celebration
- Spring Running
- Youth Lacrosse (grades 3-8) begins
- Youth and Family Open gyms
- Pickleball Drop-in
- Line Dance Drop-in
- Senior Walking Drop-in
- Men's and Women's Basketball end
- Senior Trip - Shopping Stores

MAY

- Alternative sentencing program with County Jail
- Docks in at North River Road
- Men's Softball begin
- Coed Softball begin
- Fishing Derbies at Pettengill Park
- Art Walk
- Youth and Family Open gyms
- Pickleball Drop-in
- Line Dance Drop-in
- Senior Walking Drop-in
- Track & Field begins
- Senior Trip -Bermuda Cruise

JUNE

- Youth Lacrosse ends
- Summer Day Camp Staff Training
- Track & Field
- Art Walk
- Rec to Rec Run/Walk 5k
- Men's Softball Games
- Coed Softball Games
- Men's Summer Basketball begin
- Senior Trip- Sawyers Foundation
- Senior Trip- Foster's Clambake
- Senior Trip - State Park/Beach

JULY

- 4th of July celebration
- Movies in the Park series
- Wednesdays in the Park series
- Fall Program Preparations
- Art Walk
- Summer Day Camp begins
- Soccer Camp (ages 3-14) Summer
- Men's Softball Games
- Coed Softball Games
- Men's Summer Basketball Games
- Track & Field ends
- Senior Trip - Songo River
- Senior Trip - State Park/Beach

AUGUST

- Fall sport fields laid out and lined
- Fall Brochure printed
- Fall program registration opens
- Summer Festival
- Youth Football Camp
- Youth Football (grades 3-8) begins
- Art Walk
- Wednesdays in the Park
- Summer Day Camp ends
- Men's Softball end
- Coed Softball end
- Men's Summer Basketball end
- Shut Down Hasty for cleaning
- Annual Gym Floor Refinished

SEPTEMBER

- Flag Football (grades 1-2)
- Fall Soccer begins (ages 3-14)
- Art Walk
- Youth and Family Open gyms begin
- Pickleball Drop-in
- Line Dance Drop-in
- Senior Walking Drop-in
- Senior Meal - Pancake Breakfast

OCTOBER

- Football Ends
- Fall Soccer Ends
- Halloween Fright Fest
- Alternative sentencing program with County Jail
- Recess Warriors
- L/A Swish Basketball Clinics
- Youth and Family Open gyms
- Pickleball Drop-in
- Senior Trip - Fryeburg Fair
- Line Dance Drop-in
- Senior Walking Drop-in

NOVEMBER

- Youth Basketball (Grades 1-12) begins
- Women's Basketball begins
- Men's Basketball begins
- Holiday Parade
- Youth and Family Open gyms
- Pickleball Drop-in
- Line Dance Drop-in
- Senior Walking Drop-in
- Senior Meal- Rolly's
- Senior Trip - Shopping Stores

DECEMBER

- CIP Preparation
- Budget Preparation
- Winter programs registration opens
- December Vacation Camp
- City Employee Holiday Party at Hasty
- Youth and Family Open gyms
- Pickleball Drop-in
- Line Dance Drop-in
- Senior Walking Drop-in
- Basketball Pre-K Skills
- Celtics Trip
- Bruins Trip
- Drop and Shop
- Breakfast with Santa
- Youth Basketball Games
- Men's and Women's Basketball Games
- Senior Trip- Casco Bay Symphony
- Senior Meal - Holiday Dinner



City of Auburn

Master List

Fiscal Year 2018
Proposed 4.24.2017

Account Title	FY 2016 Actual	FY 2017 Approved	FY 2018 Dept. Request	FY 2018 Manager Proposed	FY 2018 Council Adopted	Increase/ Decrease	%
<i>Recreation and Special Events</i>							
Regular Salaries	190,484	188,746	214,115	214,115	0	25,369	13%
Sal-Rec Part-Time	19,823	24,000	19,000	19,000	0	(5,000)	-21%
Longevity Bonus	0	300	0	0	0	(300)	-100%
OT-Regular	350	0	2,276	2,276	0	2,276	0%
PS - General	5,187	3,194	5,694	5,694	0	2,500	78%
Medical Supplies	368	0	300	300	0	300	0%
Office Supplies	2,508	2,600	3,000	3,000	0	400	15%
Other Sup-Janitorial	2,901	2,600	4,000	4,000	0	1,400	54%
Other Sup - Maintenance	3,622	2,350	2,350	2,350	0	0	0%
Other Sup-Safety Equip	464	0	0	0	0	0	0%
MV Sup-Tires/Tube/Cha	15	250	250	250	0	0	0%
MV Sup-Gas & Oil	576	550	530	530	0	(20)	-4%
Utilities - Water/Sewer	5,735	19,820	25,672	25,672	0	5,852	30%
Comm - Telephone	2,691	1,920	2,040	2,040	0	120	6%
Utilities - Electricity	5,015	12,190	15,590	15,590	0	3,400	28%
Utilities - Natural Gas	14,859	34,262	40,649	40,649	0	6,387	19%
Repairs - Buildings	12,466	10,500	8,500	8,500	0	(2,000)	-19%
Repairs - Vehicles	1,311	800	800	800	0	0	0%
Repairs - Equipment	116	12,900	1,000	1,000	0	(11,900)	-92%
Repairs - Maintenance	3,108	1,720	1,720	1,720	0	0	0%
Training & Tuition	2,026	3,300	3,300	3,300	0	0	0%
Comm - Postage	253	540	350	350	0	(190)	-35%
Travel-Mileage	99	200	200	200	0	0	0%
Dues & Subscriptions	1,780	1,230	1,445	1,445	0	215	17%
Community Programs	17,832	17,800	37,800	37,800	0	20,000	112%
TOTAL	293,589	341,772	390,581	390,581	-	48,809	14.3%



**City of Auburn
Recreation & Special Events**

**Fiscal Year 2018
Proposed 4.24.2017**

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	188,746	214,115	214,115
Sal-Rec Part-Time	Total	24,000	19,000	19,000
Longevity Bonus	Total	300	-	-
OT-Regular	Total	-	2,276	2,276

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

	Staff	Recreation	Dept. Request	Manager Proposed
Regular Salaries				
Recreation Director	1		\$ 70,000	\$ 70,000
Administrative Assistant w/ fringe (50% Special Revenue)	1		\$ 51,417	\$ 51,417
Senior Programmer (PT)	1		\$ 24,661	\$ 24,661
Recreation Program Specialist	1		\$ 39,254	\$ 39,254
Recreation Program Specialist	1		\$ 39,254	\$ 39,254
Recreation Program Specialist w/fringe(new)	1		\$ 60,951	\$ 60,951
(25% GF, 25% SR, 50% Turf)	6	\$ -	\$ 285,537	\$ 285,537
Ingeroll Turf Offset			\$ (30,476)	\$ (30,476)
Special Revene-Adult Leagues			\$ (40,946)	\$ (40,946)
			\$ 214,115	\$ 214,115

Estimated Detail of Sal-Rec Part-Time

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Sal-Rec Part-Time		
Custodian/Maintenance	\$ 19,000	\$ 19,000
	\$ 19,000	\$ 19,000

Estimated Detail of Longevity Bonus

Actual expenses may vary according to changing circumstances

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

Estimated Detail of OT-Regular

Actual expenses may vary according to changing circumstances

	OT Hours	Avg Rate	Dept. Request	Manager Proposed
OT-Regular				
OT-Regular	80	28.45	\$ 2,276	\$ 2,276
			\$ 2,276	\$ 2,276

Line Item Narrative

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

Part-Time Wages: This account includes seasonal staffing for various recreation programs, added a custodian/maintenance line, recreation specialist will be split between Ingersoll and Recreation.

Longevity Bonus: The longevity bonus is paid to employees on their 7th (\$300), 15th(\$400), and 25th(\$500) year anniversaries.

OT Regular: This account includes Ot pay for full time no-exempt employees for special events and programs. (new due to law change)

Line Items		Last Year	Dept. Request	Manager Proposed
PS - General	Total	3,194	5,694	5,694
Medical Supplies	Total	-	300	300
Office Supplies	Total	2,600	3,000	3,000

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - General		
Fire/Sprinkler System	\$ 350	\$ 350
Trash Pick-up	\$ 2,664	\$ 2,664
Registration System	\$ 2,500	\$ 2,500
Security System	\$ 180	\$ 180
	\$ 5,694	\$ 5,694

Estimated Detail of Medical Supplies

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Medical Supplies		
Medical Supplies	\$ 300	\$ 300
	\$ 300	\$ 300

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Office Supplies		
Office supplies	\$ 3,000	\$ 3,000
	\$ 3,000	\$ 3,000

Line Item Narrative

PS - General: See above.
Medical Supplies: This account includes basic medical supplies for building staff, and program participants.
Office Supplies: This account includes the cost of general office supplies, such as pens, pencils, staples, paper clips, envelopes, laminating supplies, duplicating machine supplies, colored paper, etc. This covers Hasty and the Seniors.

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup-Janitorial	Total	2,600	4,000	4,000
Other Sup - Maintenance	Total	2,350	2,350	2,350

Estimated Detail of Other Sup-Janitorial

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup-Janitorial		
Bathroom spray		
Brown hand towels		
Cleaning Fluids for Bathrooms		
Floor cleaner		
Hand soap		
Misc. items		
Mops		
Paper towels		
Toilet tissue		
Trash bags		
	\$ 4,000	\$ 4,000

Estimated Detail of Other Sup - Maintenance

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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

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

Estimated Detail of Other Sup-Safety Equipment

Actual expenses may vary according to changing circumstances

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

Estimated Detail of MV Sup-Tires/Tube/Chain

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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

Line Items		Last Year	Dept. Request	Manager Proposed
MV Sup-Gas & Oil	Total	550	530	530
MV Sup-Other	Total	-		
Utilities - Water/Sewer	Total	19,820	25,672	25,672

Estimated Detail of MV Sup-Gas & Oil

Actual expenses may vary according to changing circumstances

MV Sup-Gas & Oil	Quantity	Cost/Unit	Dept. Request	Manager Proposed
Departmental Vehicles	325	\$ 1.63	\$ 530	\$ 530
			\$ 530	\$ 530

Estimated Detail of MV Sup-Other

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Utilities - Water/Sewer

Actual expenses may vary according to changing circumstances

Utilities - Water/Sewer	Water	Percent Increase	Sewer	Percent Increase	Dept. Request	Manager Proposed
		19%		0%		
Festival Plaza	\$ 17,320	\$ 20,611			\$ 20,611	\$ 20,611
Pettengill Irrigation	\$ 1,000	\$ 1,190	\$ -		\$ 1,190	\$ 1,190
Hasty Community Center	\$ 700	\$ 833	\$ 1,400		\$ 2,233	\$ 2,233
Parks Garage (Senior Center)					\$ 1,200	\$ 1,200
Pond Building	\$ 200	\$ 238	\$ 200		\$ 438	\$ 438
					\$ 25,672	\$ 25,672

Line Item Narrative

MV Sup-Gas & Oil: This account includes the cost of gas and oil for the department van.
MV Sup-Other: This account includes the purchase of other motor vehicle supplies, such as: windshield wipers, batteries, spark plugs, etc, based on wear and tear and regularly scheduled maintenance for the dept van.
Utilites-Water/Sewer: This account kincludes water and sewer charges for Parks Garage (senior Center), Festival Plaza, Hasty Community Center and pond building. There is a 19% increase for water for this fiscal year.

Line Items		Last Year	Dept. Request	Manager Proposed
Comm - Telephone	Total	1,920	2,040	2,040
Utilities - Electricity	Total	12,190	15,590	15,590

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

Comm - Telephone	Quantity	Cost/Mo.	Dept. Request	Manager Proposed
Cellular Phone	3	\$50	\$ 1,800	\$ 1,800
Long Distance Land Line	12	\$20	\$ 240	\$ 240
			\$ 2,040	\$ 2,040

Estimated Detail of Utilities - Electricity

Actual expenses may vary according to changing circumstances

Utilities - Electricity	Dept. Request	Manager Proposed
Hasty Community Center	\$ 4,000	\$ 4,000
Pond Building	\$ 1,300	\$ 1,300
Parks Garage (Senior Center)	\$ 3,400	\$ 3,400
Fish Hatchery (Tot Lot)	\$ 400	\$ 400
Festival Plaza	\$ 6,490	\$ 6,490
	\$ 15,590	\$ 15,590

Line Item Narrative

Comm - Telephone: This account includes long distance land line service and cell phones for the Hasty Community Center and recreation staff.
Utilities - Electricity: This account includes the cost of electricity at the Hasty Community Center, Parks Garage (Senior Center), pond building, Tot Lot and Festival Plaza.

Line Items		Last Year	Dept. Request	Manager Proposed
Utilities - Natural Gas	Total	34,262	40,649	40,649
Repairs - Buildings	Total	10,500	8,500	8,500
Repairs - Vehicles	Total	800	800	800

Estimated Detail of Utilities - Natural Gas

Actual expenses may vary according to changing circumstances

Utilities - Natural Gas	Units	Cost/Unit	Dept. Request	Manager Proposed
Hasty Community Center	22000	\$ 1.55	\$ 34,100	\$ 34,100
Hasty Kitchen (Propane)	573	\$ 2.70	\$ 1,549	\$ 1,549
Parks Garage (Senior Center)			\$ 5,000	\$ 5,000
			\$ 40,649	\$ 40,649

Estimated Detail of Repairs - Buildings

Actual expenses may vary according to changing circumstances

Repairs - Buildings	Dept. Request	Manager Proposed
Misc Building	\$ 8,500	\$ 8,500
	\$ 8,500	\$ 8,500

Estimated Detail of Repairs - Vehicles

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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

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

Line Items		Last Year	Dept. Request	Manager Proposed
Repairs - Equipment	Total	12,900	1,000	1,000
Repairs - Maintenance Contract	Total	1,720	1,720	1,720
Training & Tuition	Total	3,300	3,300	3,300

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Equipment		
General Repairs	\$ 1,000	\$ 1,000
Union Gully Basketball Courts		
	\$ 1,000	\$ 1,000

Estimated Detail of Repairs - Maintenance Contract

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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

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

Line Items		Last Year	Dept. Request	Manager Proposed
Comm - Postage	Total	540	350	350
Travel-Mileage	Total	200	200	200

Estimated Detail of Comm - Postage

Actual expenses may vary according to changing circumstances

Comm - Postage		Dept. Request	Manager Proposed
		\$ 350	\$ 350
		\$ 350	\$ 350

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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

Line Items		Last Year	Dept. Request	Manager Proposed
Dues & Subscriptions	Total	1,230	1,445	1,445
Community Programs	Total	17,800	37,800	37,800

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

Dues & Subscriptions		Dept. Request	Manager Proposed
Maine Recreation & Park Assoc		\$ 175	\$ 175
National Recreation & Park Assoc		\$ 600	\$ 600
BMI Licensing		\$ 335	\$ 335
ASCAP		\$ 335	\$ 335
		\$ 1,445	\$ 1,445

Estimated Detail of Community Programs

Actual expenses may vary according to changing circumstances

Community Programs		Dept. Request	Manager Proposed
Veterans Observances		\$ 2,000	\$ 2,000
Liberty Festival		\$ 10,000	\$ 10,000
Arts & Culture		\$ 20,000	\$ 20,000
Snowmobile Club matching grant money		\$ 3,000	\$ 3,000
First Auburn Seniors		\$ 1,400	\$ 1,400
New Auburn Seniors		\$ 1,400	\$ 1,400
		\$ 37,800	\$ 37,800

Line Item Narrative

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

Community Programs: This account provides funding associated with community programs as listed above. Arts, History, and Culture will cover Art Walk, Artist Days in LA, Winterfest and/or Summerfest Art events, and any potential new event presented by any other arts, history, or culture group.



City of Auburn

Master List

Fiscal Year 2018
Proposed 4.24.2017

Account Title	FY 2016 Actual	FY 2017 Approved	FY 2018 Dept. Request	FY 2018 Manager Proposed	FY 2018 Council Adopted	Increase/ Decrease	%
<i>Public Library</i>							
Public Library	960,016	969,116	998,189	998,189	0	29,073	3%
Property Condition Ass	-	10,400	0	-	-	(10,400)	-100%
Carpet Replacement	17,000	0	0	-	-	0	0%
New Insight Server	2,500	0	0	-	-	0	0%
Water Heater	0	0	0	-	-	0	0%
TOTAL	979,516	979,516	998,189	998,189	-	18,673	1.9%



City of Auburn Library

**Fiscal Year 2018
Proposed 4.24.2017**

Line Items	Last Year	Dept. Request	Manager Proposed
Public Library	Total	969,116	998,189

Estimated Detail of All Accounts

Actual expenses may vary according to changing circumstances

Public Library	FY17	FY18	Change (FY18- FY17)	Dept. Request	Manager Proposed
Revenues					
City of Auburn	\$ 969,116	\$ 998,189	\$ 29,073	\$ 998,189	\$ 998,189
Donations	\$ 85,025	\$ 85,150	\$ 125		
Endowment Income	\$ 55,988	\$ 57,000	\$ 1,012		
Investment Earnings	\$ 21,050	\$ 21,050	\$ -		
Other	\$ 89,025	\$ 89,355	\$ 330		
	<u>\$ 1,220,204</u>	<u>\$ 1,250,744</u>	<u>\$ 30,540</u>		
Expenses					
Automation Expense	\$ 15,180	\$ 16,698	\$ 1,518		
Commodities	\$ 29,820	\$ 31,660	\$ 1,840		
Financial	\$ 24,800	\$ 35,150	\$ 10,350		
Insurance	\$ 10,090	\$ 11,310	\$ 1,220		
Library Materials	\$ 92,380	\$ 97,166	\$ 4,786		
Maintenance	\$ 93,697	\$ 91,730	\$ (1,967)		
Miscellaneous	\$ 2,350	\$ 2,350	\$ -		
Personnel	\$ 854,962	\$ 864,490	\$ 9,528		
Personnel Development	\$ 3,000	\$ 3,750	\$ 750		
Programs	\$ 15,600	\$ 16,913	\$ 1,313		
Utilities	\$ 78,325	\$ 79,527	\$ 1,202		
	<u>\$ -</u>	<u>\$ 1,220,204</u>	<u>\$ 1,250,744</u>	<u>\$ 998,189</u>	<u>\$ 998,189</u>

Line Item Narrative

Library: See Above.



City of Auburn Library

**Fiscal Year 2018
Proposed 4.24.2017**

Line Items		Last Year	Dept. Request	Manager Proposed
Property Condition Assessr	Total	10,400	-	-
Carpet Replacement	Total	-	-	-
Insight Server	Total	-	-	-
Water Heater	Total	-	-	-

Estimated Detail of All Accounts

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Property Condition Assessment		\$ -
Carpet Replacement		
Insight Server		
Water Heater		
	\$ -	\$ -

Line Item Narrative

Operating Capital: Detail available in the FY 16 CIP



City of Auburn

Master List

Fiscal Year 2018
Proposed 4.24.2017

Account Title	FY 2016 Actual	FY 2017 Approved	FY 2018 Dept. Request	FY 2018 Manager Proposed	FY 2018 Council Adopted	Increase/ Decrease	%
<i>Debt Service</i>							
Principal	5,249,948	5,428,894	5,389,667	5,389,667	5,389,667	(39,227)	-1%
Interest	997,066	977,951	976,866	976,866	976,866	(1,085)	0%
TOTAL	6,247,014	6,406,845	6,366,533	6,366,533	6,366,533	(40,312)	-0.6%



City of Auburn Debt Service

Fiscal Year 2018
Proposed 4.24.2017

Line Items	Last Year	Dept. Request	Manager Proposed
Debt Service	Total	6,406,845	6,366,533

Estimated Detail of Debt Service

Actual expenses may vary according to changing circumstances

Debt Service	<i>Maturity</i>	<i>Issued Amount</i>	<i>Balance 06/30/17</i>	<i>Principal</i>	<i>Interest</i>	Dept. Request	Manager Proposed
City Building 3.89%	11/22	\$ 8,200,000	\$ 2,460,000	\$ 410,000	\$ 101,563		
Public Impr. 07/08	9/17	\$ 6,000,000	\$ 600,000	\$ 510,000	\$ 9,244		
Public Impr. 08/09	9/18	\$ 6,000,000	\$ 1,135,000	\$ 570,000	\$ 35,626		
Public Impr. 09/10	3/20	\$ 5,500,000	\$ 1,650,000	\$ 550,000	\$ 46,751		
Public Impr. 10/11	3/21	\$ 7,900,000	\$ 3,160,000	\$ 640,000	\$ 53,600		
MMBB Clean Water	6/12	\$ 827,854	\$ 579,498	\$ 82,788	\$ 4,140		
Public Impr 11/12	11/22	\$ 4,500,000	\$ 2,250,000	\$ 350,000	\$ 37,188		
Public Impr. 12/13	9/22	\$ 5,600,000	\$ 3,050,000	\$ 363,670	\$ 74,220		
Library Refunding	9/22	\$ 1,590,000	\$ 1,395,000	\$ 175,000	\$ 44,725		
Public Impr. 13/14	9/23	\$ 5,625,000	\$ 3,930,000	\$ 419,526	\$ 70,619		
Public Impr. 14/15	9/24	\$ 6,800,000	\$ 5,440,000	\$ 482,800	\$ 115,872		
Public Impr. 15/16	9/25	\$ 5,700,000	\$ 5,130,000	\$ 467,550	\$ 88,835		
Public Impr. 16/17	9/26	\$ 5,040,000	\$ 5,040,000	\$ 368,333	\$ 103,675		
		\$ 69,282,854	\$ 35,819,498	\$ 5,389,667	\$ 786,058	\$ 6,175,725	\$ 6,175,725
Quint Lease						\$ 90,808	\$ 90,808
Interest Payment for FY18 Bond						\$ 100,000	\$ 100,000
						\$ 6,366,533	\$ 6,366,533

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 FY18 Bond.



City of Auburn

Master List

Fiscal Year 2018
Proposed 4.24.2017

Account Title	FY 2016 Actual	FY 2017 Approved	FY 2018 Dept. Request	FY 2018 Manager Proposed	FY 2018 Council Adopted	Increase/ Decrease	%
<i>Emergency Reserve</i>							
Emergency Reserve	0	375,289	375,289	375,289	0	0	0%
TOTAL	-	375,289	375,289	375,289	-	-	0.0%



City of Auburn Emergency Reserve

Fiscal Year 2018
Proposed 4.24.2017

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

Estimated Detail of Emergency Reserve

Actual expenses may vary according to changing circumstances

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

Facilities

www.auburnmaine.gov | 207.333.6601

60 Court Street | Auburn, Maine 04210

MISSION STATEMENT

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

DESCRIPTION

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

PROGRAMS

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

GOALS AND OBJECTIVES

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

BUDGET DRIVERS

- Regular Salaries increase due to Union Contract increases
- Insurance Premium due to a projected 2% increase
- A 19% increase expected by AWSD for water

PROGRAM BUDGET

Description	FTE	FY17 Approved	FY18 Proposed	Increase/ Decrease	% Change
Salaries	.5	\$20,596	\$21,851	\$1,255	6%
Contracted Services		\$347,210	\$360,972	\$13,762	4%
Operations		\$277,950	\$257,378	\$(20,572)	-8%
General Fund		\$645,756	\$640,201	\$(5,555)	-0.87%



City of Auburn

Master List

Fiscal Year 2018
Proposed 4.24.2017

Account Title	FY 2016 Actual	FY 2017 Approved	FY 2018 Dept. Request	FY 2018 Manager Proposed	FY 2018 Council Adopted	Increase/ Decrease	%
Facilities							
Regular Salaries	18,392	20,596	21,851	21,851	0	1,255	7%
Advertising	23	250	250	250	0	0	0%
PS - General	87,742	95,210	103,932	103,932	0	8,722	10%
Office Supplies	(290)	0	0	0	0	0	0%
Other Sup-Operating	10,422	10,700	11,200	11,200	0	500	5%
Utilities - Water/Sewer	3,366	3,612	3,950	3,950	0	338	10%
Comm - Telephone	3,560	4,150	4,150	4,500	0	350	1%
Utilities - Electricity	68,674	72,000	88,000	78,000	0	6,000	7%
Utilities - Heating Fuel	19,029	40,135	40,135	36,075	0	(4,060)	-10%
Repairs - Buildings	10,108	10,500	10,500	10,500	0	0	0%
Operating Capital Exper	42,016	42,000	18,000	18,000	0	(24,000)	
Repairs - Equipment	4,360	3,000	3,500	3,000	0	0	0%
Photocopiers	33,463	33,095	33,095	33,095	0	0	0%
Insurance Premiums	236,774	252,000	257,040	257,040	0	5,040	2%
Insurance Deductibles	25,742	24,500	24,500	24,500	0	0	0%
Comm - Postage	26,880	33,808	33,808	33,808	0	0	0%
Travel - Mileage Reimbu	627	200	500	500	0	300	60%
TOTAL	590,888	645,756	654,411	640,201	-	(5,555)	-0.9%



City of Auburn Facilities

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	20,596	21,851	21,851
Advertising	Total	250	250	250
PS - General	Total	95,210	103,932	103,932

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

	Rate	Hours / Week	Staff	Dept. Request	Manager Proposed
Regular Salaries					
Maintenance	\$ 16.1615	26	1	\$ 21,851	\$ 21,851
			1	\$ 21,851	\$ 21,851

Estimated Detail of Advertising

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Advertising		
Advertising	\$ 250	\$ 250
	\$ 250	\$ 250

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - General		
Annual Fire Alarm Testing	\$ 1,350	\$ 1,350
Boiler Certificate Auburn Hall		
Elevator Inspection & License	\$ 185	\$ 185
Elevator Contract	\$ 2,025	\$ 2,025
Fire Extinguishers Annual Testing, Inspection & Maintenance	\$ 400	\$ 400
HVAC Maintenance Contract	\$ 12,832	\$ 12,832
Consulting/Engineering Services	\$ 12,000	\$ 12,000
Janitorial Services (Auburn Hall including Police)	\$ 53,650	\$ 53,650
Land Lease	\$ 750	\$ 750
LAWPCA Administrative Fee		
Lift Rental For Window Cleaning	\$ 1,700	\$ 1,700
Security System Services	\$ 17,750	\$ 17,750
Sprinkler Quarterly Testing	\$ 450	\$ 450
Storage Rental	\$ 840	\$ 840
	\$ 103,932	\$ 103,932

Line Item Narrative

Regular Salaries: This line funds the custodian at Auburn Hall, 26 hours per week. This position is shared with the Library.
Advertising: Ads for Bids for all departments .
Purchased Services: Includes all annual professional maintenance and testing performed at Auburn Hall. Increase in security system due to the new access control system and additional cameras for added security.

City of Auburn Facilities

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup-Operating	Total	10,700	11,200	11,200
Utilities - Water/Sewer	Total	3,612	3,950	3,950

Estimated Detail of Other Sup-Operating

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup-Operating		
Misc. Supplies	\$ 2,500	\$ 2,500
Towels , Toilet Paper & Liners	\$ 4,500	\$ 4,500
HVAC Filters	\$ 1,200	\$ 1,200
Ice Melt	\$ 1,000	\$ 1,000
Lighting	\$ 2,000	\$ 2,000
	\$ 11,200	\$ 11,200

Estimated Detail of Utilities - Water/Sewer

Actual expenses may vary according to changing circumstances

	Sewer	Water	Dept. Request	Manager Proposed
Utilities - Water/Sewer				
Auburn Hall	\$ 1,836	\$ 2,114	\$ 3,950	\$ 3,950
			\$ 3,950	\$ 3,950

Line Item Narrative

Other Supplies - Operating: See Above.

Utilities - Water& Sewer: A 19% increase is expected this year for water.

City of Auburn Facilities

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Comm - Telephone	Total	4,150	4,150	4,500
Utilities - Electricity	Total	72,000	88,000	78,000

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

Comm - Telephone	<i>Location</i>	Dept. Request	Manager Proposed
Cell Phone		\$ 1,150	\$ 1,500
Long Distance	AH	\$ 3,000	\$ 3,000
		\$ 4,150	\$ 4,500

Estimated Detail of Utilities - Electricity

Actual expenses may vary according to changing circumstances

Utilities - Electricity	Dept. Request	Manager Proposed
Auburn Hall--Estimated	\$ 88,000	\$ 78,000
	\$ 88,000	\$ 78,000

Line Item Narrative

Communication - Telephone: Includes contracted cell phones for maintenance technician and facilities manager. Covers long distance service from City Hall with the exception of Police

Utilities - Electricity: The current contracted supply rate for all accounts is \$0.08184. No increase is expected later this year from CMP (the delivery portion).



City of Auburn Facilities

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Utilities - Heating Fuel	Total	40,135	40,135	36,075
Repairs - Buildings	Total	10,500	10,500	10,500
Operating Capital Expenditures	Total	42,000	18,000	18,000

Estimated Detail of Utilities - Heating Fuel

Actual expenses may vary according to changing circumstances

Utilities - Heating Fuel	Dept. Request	Manager Proposed
Natural Gas	\$ 39,060	\$ 35,000
Diesel Fuel for Generator	\$ 1,000	\$ 1,000
Propane Tank Rental (Goff Hill Generator)	\$ 75	\$ 75
	\$ 40,135	\$ 36,075

Estimated Detail of Repairs - Buildings

Actual expenses may vary according to changing circumstances

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

Operating Capital Expenditures	Dept. Request	Manager Proposed
Engine #2 Efficiency Upgrades Auburn Hall	\$ 18,000	\$ 18,000
	\$ 18,000	\$ 18,000

Line Item Narrative

Utilities - Heating Fuel: See Above.

Repairs - Buildings: This account is used for the general maintenance of Auburn Hall.

City of Auburn Facilities

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Repairs - Equipment	Total	3,000	3,500	3,000
Photocopiers	Total	33,095	33,095	33,095
Travel - Mileage Reimbursement	Total	200	500	500
Insurance Premiums	Total	252,000	257,040	257,040

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Equipment		
Equipment Repairs not otherwise included in building repairs	\$ 3,500	\$ 3,000
	\$ 3,500	\$ 3,000

Estimated Detail of Photocopiers

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Insurance Premiums

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Insurance Premiums	\$ 257,040	\$ 257,040
	\$ 257,040	\$ 257,040

Line Item Narrative

Estimated Detail of Travel - Mileage Reimbursement

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

Rental - Photocopiers: The photocopier lease and maintenance contract and copy paper.

Insurance Premiums: A 2% increase over last year.

City of Auburn Facilities

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Insurance Deductibles	Total	24,500	24,500	24,500
Comm - Postage	Total	33,808	33,808	33,808

Estimated Detail of Insurance Deductibles

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Comm - Postage

Actual expenses may vary according to changing circumstances

Comm - Postage	Dept. Request	Manager Proposed
Metered Postage for Auburn Hall	\$ 30,000	\$ 30,000
Rental of Machine	\$ 3,808	\$ 3,808
	\$ 33,808	\$ 33,808

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 2018
Proposed 4.24.2017

Account Title	FY 2016 Actual	FY 2017 Approved	FY 2018 Dept. Request	FY 2018 Manager Proposed	FY 2018 Council Adopted	Increase/ Decrease	%
<i>Fringe Benefits</i>							
Health Insurance	2,269,705	2,560,954	2,891,200	2,891,200	0	330,246	13%
FICA/Medicare	534,750	568,352	628,914	628,914	0	60,562	11%
MSRS Retirement	1,221,070	1,226,709	1,419,122	1,419,122	0	192,413	16%
ICMA Retirement	184,625	143,910	164,284	164,284	0	20,374	14%
City Pension	114,266	130,000	120,000	120,000	0	(10,000)	-8%
Cafeteria Plan	230,224	188,603	230,450	230,450	0	41,847	22%
RHSP (Fire)	0	0	67,000	67,000	0	67,000	0%
Health Reimbursement	99,569	146,000	200,000	200,000	0	54,000	37%
Unemployment	0	110,000	60,000	40,000	0	(70,000)	-64%
Salary Reserves	98,115	200,000	200,000	200,000	0	0	0%
TOTAL	4,752,324	5,274,528	5,980,970	5,960,970	-	686,442	13.0%



City of Auburn Fringe Benefits

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Health Insurance	Total	2,560,954	2,891,200	2,891,200
FICA/Medicare	Total	568,352	628,914	628,914

Estimated Detail of Health Insurance

Actual expenses may vary according to changing circumstances

	Health Ins.	Waivers	Dept. Request	Manager Proposed
Health Insurance				
Non Union	\$ 499,100	\$ 22,887	\$ 521,987	\$ 521,987
MSEA	\$ 371,468	\$ 28,352	\$ 399,820	\$ 399,820
Police	\$ 573,416	\$ 54,231	\$ 627,647	\$ 627,647
Fire	\$ 652,690	\$ 108,341	\$ 761,031	\$ 761,031
Public Works	\$ 548,410	\$ 32,305	\$ 580,715	\$ 580,715
OMC Wellness Program				
			\$ 2,891,200	\$ 2,891,200

Estimated Detail of FICA/Medicare

Actual expenses may vary according to changing circumstances

	FICA	FICA OT	Medicare	Medicare OT	Dept. Request	Manager Proposed
FICA/Medicare						
Non Union	\$ 176,362		\$ 39,485		\$ 215,847	\$ 215,847
MSEA	\$ 89,301	\$ 12,000	\$ 20,885	\$ 6,000	\$ 128,186	\$ 128,186
Police	\$ -		\$ 44,500	\$ 12,000	\$ 56,500	\$ 56,500
Fire	\$ -		\$ 47,820	\$ 18,000	\$ 65,820	\$ 65,820
Public Works	\$ 105,001	\$ 26,000	\$ 24,560	\$ 7,000	\$ 162,561	\$ 162,561
	\$ 370,664	\$ 38,000	\$ 177,250	\$ 43,000		
FICA Percentage	6.20%					
Medicare Percentage	1.45%					
					\$ 628,914	\$ 628,914

Line Item Narrative

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

FICA/ Medicare: See Above.



City of Auburn Fringe Benefits

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
MSRS Retirement	Total	1,226,709	1,419,122	1,419,122
ICMA Retirement	Total	143,910	164,284	164,284

Estimated Detail of MSRS Retirement

Actual expenses may vary according to changing circumstances

	Debt	MSRS	OT & Other	Dept. Request	Manager Proposed
MSRS Retirement					
Non Union		\$ 225,120		\$ 225,120	\$ 225,120
MSEA		\$ 99,314	\$ 9,000	\$ 108,314	\$ 108,314
Police		\$ 366,033	\$ 30,000	\$ 396,033	\$ 396,033
Fire		\$ 404,795	\$ 45,000	\$ 449,795	\$ 449,795
Public Works		\$ 74,418	\$ 15,000	\$ 89,418	\$ 89,418
Pension Obligation	\$ 150,442			\$ 150,442	\$ 150,442
				\$ 1,419,122	\$ 1,419,122

Estimated Detail of ICMA Retirement

Actual expenses may vary according to changing circumstances

	Retirement	Overtime	Dept. Request	Manager Proposed
ICMA Retirement				
Non Union	\$ 69,114	\$ -	\$ 69,114	\$ 69,114
MSEA	\$ 31,770		\$ 31,770	\$ 31,770
Public Works	\$ 55,400	\$ 8,000	\$ 63,400	\$ 63,400
Employer Contribution	\$ 156,284	\$ 8,000		
			\$ 164,284	\$ 164,284

Line Item Narrative

MSRS: Maine State Retirement increased the employer's contribution from 8.9% to 9.6% for non-public safety employees and 11.4% to 12.2% for public safety employees.

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



City of Auburn Fringe Benefits

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
City Pension	Total	130,000	120,000	120,000
Cafeteria Plan	Total	188,603	230,450	230,450

Estimated Detail of City Pension

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
City Pension		
Participants	\$ 120,000	\$ 120,000
	\$ 120,000	\$ 120,000

Estimated Detail of Cafeteria Plan

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Cafeteria Plan		
Non Union	\$ 42,000	\$ 42,000
MSEA	\$ 34,000	\$ 34,000
Police	\$ 48,450	\$ 48,450
Fire	\$ 61,000	\$ 61,000
Public Works	\$ 45,000	\$ 45,000
	\$ 230,450	\$ 230,450

Line Item Narrative

City Pension: This is a pre-existing retirement plan with 9 remaining participants.

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



City of Auburn Fringe Benefits

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
RHSP (Fire)	Total	-	67,000	67,000
Health Reimbursement Account	Total	146,000	200,000	200,000
Unemployment	Total	110,000	60,000	40,000
Salary Reserves	Total	200,000	200,000	200,000

Estimated Detail of RHSP (Fire)

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
RHSP (Fire)		
See Below.	\$ 67,000	\$ 67,000
	\$ 67,000	\$ 67,000

Estimated Detail of Health Reimbursement Account

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Health Reimbursement Account	\$ 200,000	\$ 200,000
	\$ 200,000	\$ 200,000

Estimated Detail of Unemployment

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Unemployment	\$ 60,000	\$ 40,000
	\$ 60,000	\$ 40,000

Estimated Detail of Salary Reserves

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Salary Reserves	\$ 200,000	\$ 200,000
	\$ 200,000	\$ 200,000

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

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



City of Auburn

Master List

Fiscal Year 2018
Proposed 4.24.2017

Account Title	FY 2016 Actual	FY 2017 Approved	FY 2018 Dept. Request	FY 2018 Manager Proposed	FY 2018 Council Adopted	Increase/ Decrease	%
<i>Workers Compensation</i>							
WC Operating Transfer	496,536	522,088	555,164	555,164	0	33,076	6%
TOTAL	496,536	522,088	555,164	555,164	-	33,076	6.3%



City of Auburn Workers Comp

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
WC Operating Transfer	Total	522,088	555,164	555,164

Estimated Detail of WC Operating Transfer

Actual expenses may vary according to changing circumstances

WC Operating Transfer Expenses	Dept. Request	Manager Proposed
Salaries	\$ 36,164	\$ 36,164
Operating Supplies	\$ 300	\$ 300
Training and Tuition	\$ 200	\$ 200
Mileage	\$ 100	\$ 100
Purchased Services:		
Annual Actuarial	\$ 6,950	\$ 6,950
Third Party Admin - Cross Insurance	\$ 33,000	\$ 33,000
Loss Control Services - Cross Insurance	\$ 8,640	\$ 8,640
Dues and Subscriptions:		
State Admin Assessment for Self Insurance	\$ 30,000	\$ 30,000
Fee to operate State W/C Board	\$ 3,410	\$ 3,410
Renewal application fee	\$ 400	\$ 400
State Supplemental Benefits Fund	\$ 6,000	\$ 6,000
Claims	\$ 350,000	\$ 350,000
Insurance	\$ 80,000	\$ 80,000
Capital Costs	\$ -	\$ -
Total	\$ 555,164	\$ 555,164

Line Item Narrative

Workers Compensation: The City is self-insured and therefore the management of this program must follow and be in accordance with Maine State Title 39-A. According to 39-A MRSA 154 (4), every self-insured employer must pay an assessment on aggregate benefits paid, which is called the State Admin Assessment for Self Insurance.



City of Auburn, Maine

Fire Department

www.auburnmaine.gov | 207.333.6601

60 Court Street | Auburn, Maine 04210

MISSION

"The Auburn Fire Department is dedicated to providing the community with the highest standards of service through prevention, training, education, suppression and emergency medical services. We will provide this service with loyalty, integrity, accountability and teamwork." We will reflect our mission and values by adhering to our decision and action expectations:

1. Do the right thing.
2. Do your best.
3. Treat others the way you want to be treated.

DESCRIPTION

The fire department is an all hazards response force that answers a variety of service requests ranging from fire suppression, to answering requests for public service, to delivering emergency ambulance services. The structure of the Fire Department is divided into six functional areas that distribute the workload among staff. Each of these areas has a supervisor with a Deputy Fire Chief providing general oversight. This division of labor allows us to better manage the agency by splitting the workload and addressing the varying needs of the community in a more proficient manner.

PROGRAMS

Operations

Suppression - These are activities that we undertake as they pertain to fire. Each has its own specialty training subsection and objectives that must be accomplished. Examples include:

- Residential fires
- Commercial fires
- Industrial fires
- Grass and brush fires
- Hydrocarbon and hazardous materials fires
- Vehicle fires including cars, trucks, trains, and any other conveyance except aircraft

Emergency Medical Services (EMS) - This is the delivery of pre-hospital care to the sick and injured including transportation to the hospital by city owned ambulances. EMS provided by Auburn Fire is not limited to the typical arena of ambulance transportation. For example, Auburn firefighters can deliver pre-hospital care in confined spaces, at elevation while attached to ropes, or in areas below grade.

Hazardous Materials - The control, confinement, or mitigation of a release of hazardous materials into the environment. This project manages most hazardous materials releases in the city with the available resources on hand, preventing the costly call out of a state or private contractor hazardous materials team.

Special Operations - These are calls that we respond to that do not really fall into the other categories. Most of these sub-projects pertain to some form of life safety. If we did not perform them we would most likely wait an extended time for a private contractor. Like fires, each has its own training specialty subsection. Examples of these things include:

- Confined space rescue
- Trench rescue
- Surface water rescue
- Rope rescue
- Vehicle extrication
- Ice rescue

Salvage - Salvage is a function we perform to reduce or lessen the impact of fire suppression operations or other occurrence where someone's property is in danger. Salvage operations include covering or removing furniture during a fire, pumping out a basement, protecting property that is being or might be damaged due to leaking water pipes, and so on.

Fire Prevention

Inspections - Working with Planning and Permitting, we conduct life safety inspections utilizing NFPA 101, known as the Life Safety Code, and its associated codes. We also conduct licensing inspections as per city ordinance.

Public Education - Public education comes in many forms. We provide educational opportunities to school children year round, not just during fire prevention week. We conduct fire extinguisher training to outside non-profit companies. Our Citizens Fire Academy gives residents an insider's view of the operations of the department over the course of the ten week program. We support other city departments by providing CPRIAED and blood borne pathogen training. We also engage in impromptu training opportunities when approached in public. We will also deliver fire prevention/general safety lectures when approached by a group.

Community Outreach - This project is represented by conducting blood pressure clinics, checking smoke detector problems and recommending installation locations, providing station tours year round and interacting with local stakeholders to better meet their needs.

Permits- This includes permits for oil burner installations, open burning, blasting, and approving building demolition and underground tank removal.

Pre-Planning- Pre-planning is a new addition to the project. Pre-planning enables us to better respond and know the hazards we may confront in an occupancy. It also allows us to better manage the response to the public's concerns and needs during an emergency.

Administration

Finance - Simply put this is managing the finances of the department. This includes revenues, payroll, budget preparation and tracking, planning, cost comparison, trending, and forecasting.

Personnel- This project manages all this personnel related. Examples include:

- Attendance
- Performance evaluations
- Discipline
- Promotions
- Job descriptions
- Hiring and dismissal

Records - Tracking and maintenance of vital records such as inspections, permits, payroll, employee records, and so forth.

Training - This project encompasses training for the entire department. Sub-projects include:

- Bureau of Labor Standards compliance training
- EMS continuing education and certification
- Fire suppression training (all disciplines)
- Other training as it relates to operations program and its related topics
- Professional development
- Other training required by the department, city or legislature

Health and Safety - This project is another large project that encompasses several smaller subprojects. These include risk management, assistance with Bureau of Labor Standards compliance, ensuring the safety of the work place, work task analysis, and other items as they relate to safety and health. This is not limited to the station atmosphere; it includes the emergency scene as well.

Logistics

Maintenance - This includes equipment, fleet, and station maintenance.

Utilities - Water, sewer, electricity, natural gas, diesel, telephone and gasoline.

Supplies - Cleaning supplies, station uniforms, paper products, linens and other associated supplies necessary for station operations.

PROGRAM BUDGET

Program	Budgeted FY18
Administration	\$216,399
Wages	206,499
Operations	3,250
Contract Services	6,650
Operations	\$3,691,909
Wages	3,627,241
Operations	56,283
Contract Services	8,385
Fire Prevention	\$101,258
Wages	92,798
Operations	8,460
Contract Services	0
Logistics	\$331,518
Wages	2,175
Operations	205,658
Contract Services	123,685

GOALS AND OBJECTIVES

GOAL 1: SAFETY

Strategies

Targets:

- Response time of 5 minutes or less 85% of the time for first-in engine company or fire department ambulance.
- Continue to improve emergency response by collaborating and sharing resources with other agencies to ensure closest available units are dispatched based on the type of incident. (*Matrix Recommendations 22 and 23*)
- Provide the best possible coverage for the city within our means.
- Work with the Communications Center to address delays in dispatching apparatus and managing the types of calls the fire department is dispatched to. (*Matrix Recommendations 42, 43, and N44*)

Objective 2: Ensure that responders have adequate and dependable resources.

Targets:

- Develop or redesign preventive maintenance and replacement programs to improve equipment and apparatus reliability and safety. Maintain current vehicle replacement schedule.
- Ensure firefighting and EMS infrastructure is adequately maintained.
- Adopt technological supports that improve response.
- Continue to be an active member in LEPC, City IMT, Androscoggin County Chiefs Association, and other committees or groups to develop good relations and awareness of each other's capabilities.
- Involve the Community Emergency Response Team members in areas where they can provide logistical support.

Objective 3: Improve responder communications, procedures, and interoperability.

Targets:

- Develop and maintain pre-incident plans. (*Matrix Recommendation 36*)
- Work with other agencies to enhance emergency response by standardizing emergency and administrative policies.
- Explore opportunities for regional cooperation and shared operational procedures.
- Utilize the mobile data terminals to their full capability.
- Maintain awareness of best practices in the use of technology and consider applicable uses.

Objective 4: Effectively mitigate fire related hazards in the community.

Targets:

- Continue to adopt and employ the latest fire and life safety codes.
- Prevent further degradation of our ISO rating. (*Matrix Recommendation 1*)
- Provide inspection education and observation opportunities for Company Officers. (*Matrix Recommendation 35*)
- Implement the self-inspection program. (*Matrix Recommendation 37*)
- Continue to take an active and where able, pro-active role in the plans review process.

Objective 5: Provide exceptional customer service and create an understanding and awareness of the department's programs and services.

Targets:

- Measure customer satisfaction utilizing a survey and improve department services based off information obtained from the surveys. *(Matrix Recommendation 12)*
- Continue to cultivate strong customer service focus in all aspects of departmental operations.
- Actively seek out venues and opportunities to highlight what services we provide and the benefits of those services. *(Matrix Recommendation 40)*

GOAL 2: ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT - Our goal is to ensure that the department workforce not only meets today's needs but also is prepared and capable of managing the City's future response needs.

Objective 1: Properly train firefighters to effectively and safely respond to incidents.

Targets:

- Provide a safe work environment for responders.
- Prepare responders to quickly and effectively communicate with the public.
- Teach responders the skills necessary to respond to specific emergencies requiring specialized response. *(Matrix Recommendation 28)*
- Identify, encourage, and create training partnerships with other response agencies.
- Review and update policies and procedures for responders and provide training so that policies and procedures are clearly defined and understood.
- Improve firefighter skill sets by offering more opportunities for training in all disciplines. *(Matrix Recommendation 28)*

Objective 2: Provide career development and succession training to ensure long-term stability of the department.

Targets:

- Identify rungs of the career ladder to better prepare firefighters for promotion. *(Matrix Recommendation 27)*
- Ensure that front line supervisors are adequately trained and are capable of leading staff and managing resources. *(Matrix Recommendation 27)*
- Solidify the promotional process for all ranks.
- Ensure that firefighters are able to perform basic engine company inspections and have a working knowledge of basic fire and building codes.

Objective 3: Create an environment that encourages the retention of quality employees.

Targets:

- Implement organizational practices that place value in employee contributions, encourage and support learning, and promote employee wellness. *(Matrix Recommendation 7 and 8)*
- Provide meaningful, challenging work.
- Maintain a safe, secure workplace with reliable equipment.
- Engage employees and the labor union through open discussion to solicit input, resolve issues and encourage employee participation. *(Matrix Recommendation 7 and 8)*

GOAL 3: PREPARING THE COMMUNITY - Our goal is to ensure that the community remains safe from natural and man-made hazards by providing public education and community outreach. The agency recognizes that the citizens can play a role in supporting the department's mission.

Objective 1: Prepare and educate the citizens through mailings, postings on the city's website and distribution of printed materials.

Targets:

- Educate the public about sprinkler systems and their benefits. Explore ways to incorporate sprinkler systems as an element in the support of economic growth and development as a part of a sustainable community.
- Provide residents with winter weather and flood preparedness information.
- Utilize the city's website to educate residents on preparing for natural and man-made hazards. *(Matrix Recommendation 11)*
- Provide residents with information about outdoor burning, wildfire hazards, and wildland urban interface. *(Matrix Recommendation 28)*

Objective 2: Provide hands-on safety education and promote preparedness and awareness throughout the community.

Targets:

- Become involved with the city's Community Emergency Response Team.
- Develop a standardized, focused, age appropriate, fire safety presentation.
- Educate seniors on the importance of fire safety, injury prevention and disaster preparedness.
- Identify at risk community populations and create risk reduction programs aimed at reducing their risk profile
- Prepare local businesses for potential disaster planning and impacts.

GOAL 4: LONG TERM INFRASTRUCTURE SUSTAINABILITY - Our goal is to maintain and improve the department's facilities in a cost effective, environmentally sensitive manner.

Objective 1: Ensure reliability of department facilities and their ability to meet current and future operational needs.

Targets:

- Coordinate departmental or city projects to affect cost savings and avoid redundant efforts.
- Support public safety facilities planning study.
- Ensure quality control during the work process.
- Improve operational efficiency and reduce maintenance expenditures through facility improvements.
- Improve response capabilities by replacing or remodeling existing stations.
- Reduce future costs by implementing preventive, predictive and corrective maintenance programs. *(Matrix Recommendation 39)*

GOAL 5: FISCAL RESPONSIBILITY - Our goal is to effectively manage the department's budget in a cost-effective manner to meet its present and future goals.

Objective 1: Make the best use of allocated funds.

Targets:

- Regularly re-examine business processes to lower costs and/or improve services.
- Develop a process for reviewing and prioritizing budget requests, providing oversight and identifying cost saving strategies.
- Develop a system for tracking inventory and accounting for lost or damaged property.
- Consider policies that reduce operational costs.

Objective 2: Identify and pursue alternative funding for equipment and programs.

Targets:

Actively pursue grant funding.

- Look at cost sharing for educational opportunities with area fire departments or industry.
- Look at cost sharing when purchasing specialized equipment.

Objective 3: Invest in technology to reduce costs.

Targets:

- Look at video conferencing as a means to reduce travel costs.
- Develop or seek out additional on-line training opportunities.

Objective 4: Plan for the future replacement of critical resources.

Targets:

- Establish a financial reserve for the replacement of apparatus and big-ticket items.
- Develop an apparatus replacement plan.

BUDGET DRIVERS

1. Salary - This line was increased to add additional FTE's in order to reduce overtime and meet contractual obligations.

2. Protective Clothing - Repairs, replacement, and alterations for fall protection will continue in this fiscal year.

3. OT -Sick leave L T - There has been no increase to this line however it is noted because it does affect financial resources of the department.

4. Other Sup- Maintenance - There has been no increase to this line however it is noted because it does affect financial resources of the department.

5. Utilities-All - Budget adjustments made to meet the projected increase in commodity cost.

6. Repairs-Equipment - There has been no increase to this line however it is noted because it does affect financial resources of the department.

PERFORMANCE MEASURES		
GOALS	MEASURES	ACTUAL FY18
1. Maintain and average response time of 5 minutes or less 85% of the time for the first-in fire company ¹	Evaluate data provided by dispatch for the targeted fiscal year	60.3%
2. Complete all required equipment inspections annually	Evaluate records to ensure that inspections were completed	100%
3. Complete all mandatory training as required by Maine DOL, Maine EMS, and other guiding agencies	Evaluate training records to ensure that required training is completed	100%
4. Annually review all policies and procedures to ensure they are current and relevant	Evaluate policies, procedures, and program documents to ensure that document review sheets have been filled out	100%
5. Conduct quarterly budget assessments to ensure that expenditures are in line	Document meeting with quarterly projections and identification of internal and external fiscal threats	100%

WORKLOAD INDICATORS ²	
MEASURES	ACTUAL FY17
1. Number of staff hours spent conducting training	14,206
2. Number of suppression staff hours spent conducting inspections	428
3. Number of violation notices sent	335
4. Number of times Auburn Fire provided mutual aid (including EMS)	63
5. Number of burning permits issued	257
6. Number of boiler permits issued	5
7. Number of certificate of occupancy inspections completed	10
8. Number of license inspections completed	154
9. Number of fire investigations conducted	7

2 Our records management system does not capture or allow for easy retrieval of the above data. Obtaining current or previous information would require several staff hours and likely would not be accurate. Going forward we will take what steps we can, within our abilities, to capture the information, but it will likely not be complete.

Because of our inability to capture specific data and our dependence on others for data collection, any data sets noted above should be considered speculative and should not be used to definitively measure activity.



City of Auburn

Master List

Fiscal Year 2018
Proposed 4.24.2017

Account Title	FY 2016 Actual	FY 2017 Approved	FY 2018 Dept. Request	FY 2018 Manager Proposed	FY 2018 Council Adopted	Increase/ Decrease	%
Fire							
Regular Salaries	3,385,011	3,256,562	3,545,260	3,433,630	0	177,068	6%
Acting Rank	7,873	8,292	8,292	8,292	0	0	0%
Holiday Pay	146,294	159,698	171,072	171,072	0	11,374	8%
Uniform Allowance	36,191	31,825	31,825	31,825	0	0	0%
Physicals	0	4,785	4,840	4,840	0	55	1%
OSHA Safety Costs	9,899	8,033	8,033	8,033	0	0	0%
Protective Clothing	39,772	27,750	27,750	27,750	0	0	0%
OT - Vac Replacement	120,844	20,000	20,000	100,000	0	80,000	183%
OT - Sick Replace LT	75,588	20,000	20,000	25,000	0	5,000	6%
OT - Sick Replace ST	146,154	89,000	89,000	109,000	0	20,000	17%
OT - Mandatory Trainin	10,924	18,768	18,768	18,768	0	0	0%
OT - Extra Assignments	43,571	16,083	16,083	16,083	0	0	0%
OT - Vacancies/Retirem	5,728	12,844	12,844	12,844	0	0	0%
OT - Work Related Injur	18,440	15,000	15,000	15,000	0	0	0%
OT - Meetings	14,081	6,509	6,509	6,509	6,509	0	0%
OT - Funeral Leave	5,645	5,000	5,000	5,000	0	0	0%
OT - Multiple Alarms	19,126	6,000	6,000	6,000	0	0	0%
PS - General	5,907	2,350	2,350	2,350	0	0	0%
PS - Uniform Cleaning	10	210	210	210	0	0	0%
Office Supplies	2,586	2,650	2,650	2,650	0	0	0%
Other Sup - Fire Preven	6,102	8,460	8,460	8,460	0	0	0%
Other Sup - Maintenanc	5,036	6,865	6,865	6,865	0	0	0%
Other Sup - Fire Trainin	2,272	6,138	6,138	6,138	0	0	0%
Other Sup - Medical	1,281	9,750	9,750	9,750	0	0	0%
Other Sup - Small Tools	9,253	15,700	15,700	15,700	0	0	0%
Other Sup - Other	6,459	6,185	6,185	6,185	0	0	0%
MV Sup - Tires/Tube/Ch	7,308	5,800	5,800	5,800	0	0	0%
MV Sup - Gas & Oil	3,206	2,740	1,956	1,956	0	(784)	-8%
Utilities - Water/Sewer	6,103	6,395	6,460	6,460	0	65	1%
Comm - Telephone	6,171	8,385	8,385	8,385	0	0	0%



City of Auburn

Master List

Fiscal Year 2018
Proposed 4.24.2017

Account Title	FY 2016 Actual	FY 2017 Approved	FY 2018 Dept. Request	FY 2018 Manager Proposed	FY 2018 Council Adopted	Increase/ Decrease	%
Utilities - Natural Gas	10,728	23,000	23,000	23,000	0	0	0%
Utilities - Electricity	32,472	30,000	30,000	30,000	0	0	0%
Utilities - Bottled Gas	526	900	900	900	0	0	0%
Utilities - Heating Fuel	3,098	13,750	0	0	0	(13,750)	-83%
Utilities - Diesel	37,510	24,064	24,950	24,950	0	886	2%
Repairs - Buildings	39,022	26,435	26,435	26,435	0	0	0%
Repairs - Vehicles	124,570	51,375	51,375	51,375	0	0	0%
Repairs - Equipment	30,136	42,260	42,260	42,260	0	0	0%
Repairs - Radio Equipm	4,265	7,000	7,000	7,000	0	0	0%
Repairs - Maintenance	19,485	9,455	13,190	13,190	0	3,735	25%
Training & Tuition	6,033	20,000	20,000	20,000	0	0	0%
Comm - Postage	488	600	600	600	0	0	0%
Travel-Seminar Costs	291	500	500	500	0	0	0%
Dues & Subscriptions	1,043	2,280	1,810	1,810	0	(470)	-21%
SCBA Cyliner Replacem	10,440	10,000	10,000	10,000	0	0	0%
TOTAL	4,466,942	4,049,396	4,339,205	4,332,575	6,509	283,179	7.0%



City of Auburn Fire

**Fiscal Year 2018
Proposed 4.24.2017**

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	3,256,562	3,545,260	3,433,630
Acting Rank	Total	8,292	8,292	8,292

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

Regular Salaries	Staff	Dept. Request	Manager Proposed
Fire Prevention Officer (union)	1	\$ 53,298	\$ 53,298
Battalion Chief (union)	4	\$ 292,223	\$ 292,223
Fire Chief (non-union)	1	\$ 85,000	\$ 85,000
Captain (union)	4	\$ 258,209	\$ 258,209
Deputy Chief (non-union)	1	\$ 76,694	\$ 76,694
Fire Prevention Admin (non-union)	1	\$ 41,905	\$ 41,905
Firefighters (union)	40	\$ 1,774,037	\$ 1,662,407
Lieutenant (union)	16	\$ 916,379	\$ 916,379
Office Manager (union)	1	\$ 47,515	\$ 47,515
	69	\$ 3,545,260	\$ 3,433,630

Estimated Detail of Acting Rank

Actual expenses may vary according to changing circumstances

Acting Rank ¹	Dept. Request	Manager Proposed
Per Union Contract - 2018 Budget	\$ 8,292	\$ 8,292
Increase of 2% for COLA increases		
	\$ 8,292	\$ 8,292

Line Item Narrative

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

Acting Rank: The firefighters who serve in acting rank are paid a 5% stipend while serving in that capacity.

¹ Contractual obligation.



City of Auburn Fire

**Fiscal Year 2018
Proposed 4.24.2017**

Line Items		Last Year	Dept. Request	Manager Proposed
Holiday Pay	Total	159,698	171,072	171,072
Uniform Allowance	Total	31,825	31,825	31,825

Estimated Detail of Holiday Pay

Actual expenses may vary according to changing circumstances

Holiday Pay	# of Firefighter	Avg. Hol. Pay	# of Holidays	Dept. Request	Manager Proposed
Per Union Contract	64	\$ 243	11	\$ 171,072	\$ 171,072
				\$ 171,072	\$ 171,072

Estimated Detail of Uniform Allowance

Actual expenses may vary according to changing circumstances

Uniform Allowance	Staff	Cost	Dept. Request	Manager Proposed
Captains	4	\$ 510	\$ 2,040	\$ 2,040
Chief Officers	8	\$ 510	\$ 4,080	\$ 4,080
Lieutenants	16	\$ 485	\$ 7,760	\$ 7,760
Privates	37	\$ 485	\$ 17,945	\$ 17,945
			\$ 31,825	\$ 31,825

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 \$243. This figure is then multiplied by 64 firefighters.

Uniform Allowance: This account funds the annual uniform allowance.

Line Items	Last Year	Dept. Request	Manager Proposed
Physicals	Total	4,785	4,840

Estimated Detail of Physicals

Actual expenses may vary according to changing circumstances

Physicals ¹	Quantity	Cost	Dept. Request	Manager Proposed
Audiogram	5	\$ 38.00		
Drug Collection	5	\$ 30.00		
Exam for Provider	5	\$ 98.00		
Hepatitis B Surf Antibody (LAB)	5	\$ 80.00		
MRO Services	5	\$ 25.00		
Non DOT Drug Screen	5	\$ 28.00		
Psychological Exams	5	\$ 525.00		
Respiratory Clearance Evaluation	5	\$ 36.00		
Spirometry	5	\$ 36.00		
TB/Intrademal (PPD)	5	\$ 20.00		
Urine Dip	5	\$ 15.00		
Venepuncture/Collection	5	\$ 26.00		
			\$ 4,840	\$ 4,840

Line Item Narrative

Physicals: This account funds the cost of pre-employment exams for new firefighters at an average of \$968/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.

Line Items		Last Year	Dept. Request	Manager Proposed
OSHA Safety Costs	Total	8,033	8,033	8,033
Protective Clothing	Total	27,750	27,750	27,750

Estimated Detail of OSHA Safety Costs

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Protective Clothing

Actual expenses may vary according to changing circumstances

			Dept. Request	Manager Proposed
Protective Clothing				
Boots	10	\$ 280		
Forestry Shirts & Goggles				
Gloves	20	\$ 55		
Helmets & Repair Parts	2	\$ 550		
Hood	15	\$ 30		
Pants	10	\$ 1,390		
Repairs/Mending to Turnout Gear				
Turnout Coat	10	\$ 1,220		
		\$ 3,525	\$ 27,750	\$ 27,750

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

Line Item Narrative

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

Protective Clothing: NFPA 1971 Standard on Protective Ensembles for Structural Firefighting lists the minimum standards necessary to protect firefighters in IDLH atmospheres. NFPA 1971 is enforced by the Bureau of Labor Standards (BLS). Manufacturers estimate the life expectancy of turnout gear is 3 – 5 years, whereas NFPA 1871 mandates the retirement of turnout gear 10 years from manufacturing date. Each full set of gear costs approximately \$3,525.



City of Auburn Fire

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
OT - Vac Replacement	Total	20,000	20,000	100,000
OT - Sick Replace LT	Total	20,000	20,000	25,000

Estimated Detail of OT - Vac Replacement

Actual expenses may vary according to changing circumstances

OT - Vac Replacement ¹	Overtime Rate	Dept. Request	Manager Proposed
Overtime Wages for Firefighters on Vacation	\$ 34.66	\$ 20,000	\$ 100,000
		\$ 20,000	\$ 100,000

Estimated Detail of OT - Sick Replace LT

Actual expenses may vary according to changing circumstances

OT - Sick Replace LT ²	Dept. Request	Manager Proposed
Illness		
Injuries		
Paternity/Maternity		
	\$ 20,000	\$ 25,000

Line Item Narrative

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

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

¹ Contractual obligation for apparatus staffing.



City of Auburn Fire

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
OT - Sick Replace ST	Total	89,000	89,000	109,000
OT - Mandatory Training	Total	18,768	18,768	18,768

Estimated Detail of OT - Sick Replace ST

Actual expenses may vary according to changing circumstances

OT - Sick Replace ST ¹		Dept. Request	Manager Proposed
Overtime Wages for FF on ST Sick		\$ 89,000	\$ 109,000
		\$ 89,000	\$ 109,000

Estimated Detail of OT - Mandatory Training

Actual expenses may vary according to changing circumstances

OT - Mandatory Training	Instructor Cost	Hours	Dept. Request	Manager Proposed
Blood Borne Pathogens Training ⁴	\$ 34.00	32		
Confined Space Training ⁴	\$ 34.00	64		
EVOC Training	\$ 34.00			
Extrication Refresher Training	\$ 34.00	32		
Haz-Mat Refresher Training ⁴	\$ 34.00	32		
New Hire Orientation ²	\$ 34.00	320		
Rope Refresher Training ⁴	\$ 34.00	48		
SCBA Maintenance Training ³	\$ 34.00	24		
			\$ 18,768	\$ 18,768

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 2 shifts) or less.

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

¹ Contracted obligation for apparatus staffing.

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

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

⁴ BLS requirement.



City of Auburn Fire

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
OT - Outside Jobs	Total	-	-	-
OT - Extra Assignments	Total	16,083	16,083	16,083

Estimated Detail of OT - Outside Jobs

Actual expenses may vary according to changing circumstances

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

Estimated Detail of OT - Extra Assignments

Actual expenses may vary according to changing circumstances

OT - Extra Assignments	Hours	Overtime Rate	Dept. Request	Manager Proposed
Balloon Festival ¹	40	\$ 34.66		
Boat/Computer/Radio Repairs	15	\$ 34.66		
Dept Business Travel	50	\$ 34.66		
Equipment Repairs ²	170	\$ 34.66		
Fire Calls Report ³	60	\$ 34.66		
Jury Duty	5	\$ 34.66		
Military Coverage ⁴	288	\$ 34.66		
Open House	0	\$ 34.66		
SCBA Flow Tests/Fit Tests ⁵	20	\$ 34.66		
Storm Coverage	200	\$ 34.66		
			\$ 16,083	\$ 16,083

Line Item Narrative

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

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

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.

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

Estimated Detail of OT - Vacancies/Retirement

Actual expenses may vary according to changing circumstances

OT - Vacancies/Retirement ¹	Quantity	Minimum Cost / FF	Actual Cost	Dept. Request	Manager Proposed
Wages Paid Due to Vacancies and Retirement	4	\$ 3,327	\$ 13,308	\$ 12,844	\$ 12,844
				\$ 12,844	\$ 12,844

Estimated Detail of OT - Work Related Injuries

OT - Work Related Injuries ¹	Dept. Request	Manager Proposed
Hand injury		
Lower back strains		
Knee injury		
Shoulder injury		
	\$ 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.

¹Contractual obligation for apparatus staffing.



City of Auburn Fire

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
OT - Meetings	Total	6,509	6,509	6,509
OT - Funeral Leave	Total	5,000	5,000	5,000
OT - Multiple Alarms	Total	6,000	6,000	6,000

Estimated Detail of OT - Meetings

OT - Meetings	<i>OT Rate</i>	<i>Hours</i>	Dept. Request	Manager Proposed
EMS Meetings	\$ 47.26	11		
Health & Safety Monthly Meetings (Average 6 FF's)	\$ 47.26	82		
Joint AFD/LFD Projects; Senior Staffing Meetings ¹	\$ 47.26	183		
SMT Monthly Meetings (Average 4 FF's)	\$ 47.26	54		
		330	\$ 6,509	\$ 6,509

Estimated Detail of OT - Funeral Leave

Actual expenses may vary according to changing circumstances

OT - Funeral Leave ¹	Dept. Request	Manager Proposed
Wages Paid to Cover Absences Due to Funeral Attendar	\$ 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	Dept. Request	Manager Proposed
Multiple Alarms	\$ 6,000	\$ 6,000
	\$ 6,000	\$ 6,000

Line Item Narrative

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

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

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

¹Contractual obligation for apparatus staffing.



City of Auburn Fire

Fiscal Year 2018
Proposed 4.24.2017

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

Estimated Detail of OT - Pump team

Actual expenses may vary according to changing circumstances

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

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

	Qty	Dept. Request	Manager Proposed
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	\$ 1,000	\$ 1,000
Retirement Plaques	6	\$ 240	\$ 240
Strategic Planning Consultant			
		\$ 2,350	\$ 2,350

Line Item Narrative

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

Purchased Services - General: This account funds the costs of miscellaneous expenses and fees including keys, flags, meals for training exercises, fees for annual tank registrations, and inspections of underground tank repairs. The increase this year is due to the addition of the strategic planning consultant.

¹Maine DEP requirement.
²Maine BLS requirement.



City of Auburn Fire

Fiscal Year 2018
Proposed 4.24.2017

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

Estimated Detail of PS - Uniform Cleaning

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - Uniform Cleaning		
Specialized Cleaning for biohazards ¹	\$ 210	\$ 210
	\$ 210	\$ 210

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Office Supplies		
General Supplies	\$ 2,650	\$ 2,650
	\$ 2,650	\$ 2,650

Line Item Narrative

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

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

¹Maine BLS requirement.



City of Auburn Fire

Fiscal Year 2018
Proposed 4.24.2017

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

Estimated Detail of Other Sup - Fire Prevention

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Fire Prevention		
Inspection Report Forms		
Citizen's Fire Academy Supplies		
Fire Investigation Supplies		
Flammable Evidence Storage Locker		
Fogger Fluid - Smoke Machine		
Generator		
Portable Pelican Lighting System		
Smoke Trailer Transfer Fees & Repairs		
Annual Open House		
Fire Prevention Month School Coloring Contest (t-shirts)		
Fire Prevention Education Supplies		
	\$ 8,460	\$ 8,460

Estimated Detail of Other Sup - Maintenance

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Maintenance		
AC Unit	\$ 125	\$ 125
Cleaning Supplies	\$ 1,600	\$ 1,600
Floor Wax	\$ 450	\$ 450
Hose/Nozzles	\$ 300	\$ 300
Light Bulbs	\$ 200	\$ 200
Linens, towels, laundry supplies	\$ 1,200	\$ 1,200
Misc Kitchen Utensils - bowls, knives, cups, etc.	\$ 200	\$ 200
Paint, Furniture and Linens for the Stations	\$ 1,500	\$ 1,500
Paper Towels/Toilet Paper	\$ 1,290	\$ 1,290
	\$ 6,865	\$ 6,865

Line Item Narrative

Other Sup - Fire Prevention: This is for community education, Fire Prevention Week and the yearly open house materials. Typical items purchased would include, but not be limited to: books, videos for public education, training sessions, fire prevention week activities, 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 2018
Proposed 4.24.2017

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

Estimated Detail of Other Sup - Pump Team

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Other Sup - Fire Training

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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



City of Auburn Fire

Fiscal Year 2018
Proposed 4.24.2017

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

Estimated Detail of Other Sup - Medical

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

¹EMS equipment required by Maine EMS.

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

Line Items	Last Year	Dept. Request	Manager Proposed
Other Sup - Small Tools	Total	15,700	15,700

Estimated Detail of Other Sup - Small Tools

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Small Tools		
100' x 4" Hose with Storz Couplings		
50' x 1 3/4" Attack Hose		
100' x 1 3/4" Attack Hose		
100' x 2 1/2" Attack Hose		
100' x 1 3/4" High Rise Attack Hose		
Accountability Name Tags/Helmet Shields ¹		
Bolt Cutters		
Collapsible Backpack Pump Extinguishers		
Door Opener Tool		
Equipment Structural Tool		
Forestry Pump		
Forestry Tools		
Hose Nozzle - 1 1/2" Nozzle w/ 15/16" Tips		
Hose Nozzle - 2 1/2" Nozzle w/ Playpipe and Tip		
Hydrant Assist Valves		
Rope Rescue Equipment ²		
Steel/Aluminum Carabineers		
Storage Bags		
Water Rope		
Webbing		
Salvage Covers		
Sawzalls		
	\$ 15,700	\$ 15,700

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.

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

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



City of Auburn Fire

**Fiscal Year 2018
Proposed 4.24.2017**

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

Estimated Detail of Other Sup - Other

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

Other Sup - Other: Specialized firefighting supplies such as firefighting foams, absorbents and specialized batteries.

¹Maine BLS requirement.



City of Auburn Fire

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
MV Sup - Tires/Tube/Chain	Total	5,800	5,800	5,800
MV Sup - Gas & Oil	Total	2,740	1,956	1,956

Estimated Detail of MV Sup - Tires/Tube/Chain

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
MV Sup - Tires/Tube/Chain		
Chief's Vehicle		
E315 Platoon Chief's Vehicle		
Engine 1 (spare apparatus)		
Engine 2		
Engine 3		
Engine 5		
Mounting Fee (\$18/tire)		
Rescue 1		
Rescue 2		
Rescue 3		
Rescue 5		
Truck 1		
Unit 316 Pick-up Truck		
Unit 317 Utility Truck		
Unit 319 Car		
Unit 322 FPO's Vehicle		
	\$ 5,800	\$ 5,800

Estimated Detail of MV Sup - Gas & Oil

Actual expenses may vary according to changing circumstances

	Price/Gallon	Gallons	Dept. Request	Manager Proposed
MV Sup - Gas & Oil				
Gasoline	\$ 1.63	1,200	\$ 1,956	\$ 1,956
			\$ 1,956	\$ 1,956

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 Engine. A set of tires includes two front tires and four rear tires.

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



City of Auburn Fire

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Utilities - Water/Sewer	Total	6,395	6,460	6,460
Comm - Telephone	Total	8,385	8,385	8,385

Estimated Detail of Utilities - Water/Sewer

Actual expenses may vary according to changing circumstances

Utilities - Water/Sewer	Percent Increase	FY16 Expense	Cost Increase	Dept. Request	Manager Proposed
<u>Water</u>	19%				
Central Station		\$ 1,115.00	\$ 211.85	\$ 1,327	\$ 1,327
E2 Station		\$ 300.00	\$ 57.00	\$ 357	\$ 357
E5 Station		\$ 400.00	\$ 76.00	\$ 476	\$ 476
<u>Sewer</u>	0%				
Central Station		\$ 2,900.00	\$ -	\$ 2,900	\$ 2,900
E2 Station		\$ 610.00	\$ -	\$ 610	\$ 610
E5 Station		\$ 790.00	\$ -	\$ 790	\$ 790
				\$ 6,460	\$ 6,460

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

Utilities - Water/Sewer: Water reflects a 19% increase from FY 17 and sewer reflects no increase from FY17.

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



City of Auburn Fire

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Utilities - Natural Gas	Total	23,000	23,000	23,000
Utilities - Electricity	Total	30,000	30,000	30,000

Estimated Detail of Utilities - Natural Gas

Actual expenses may vary according to changing circumstances

Utilities - Natural Gas	Percent Increase	FY16	Increase	Dept. Request	Manager Proposed
Natural Gas-Engine 2 Station	0.0%	\$ 1,750	\$ -	\$ 2,000	\$ 2,000
Natural Gas-Engine 5 Station				\$ 7,000	\$ 7,000
Natural Gas-Central Station		\$ 13,000	\$ -	\$ 14,000	\$ 14,000
				\$ 23,000	\$ 23,000

Estimated Detail of Utilities - Electricity

Actual expenses may vary according to changing circumstances

Utilities - Electricity	Percent Increase	FY16	Increase	Dept. Request	Manager Proposed
Central Station	0.0%	\$ 23,400	\$ -	\$ 20,000	\$ 20,000
E2 Station		\$ 2,570	\$ -	\$ 3,000	\$ 3,000
E5 Station		\$ 6,505	\$ -	\$ 7,000	\$ 7,000
		<u>\$32,475</u>		\$ 30,000	\$ 30,000

Line Item Narrative

Utilities - Natural Gas: Natural gas for Engine Two (New Auburn) station boiler and stove, Engine 5 (Center St) station boiler and Central Station (Minot Ave) boiler.

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



City of Auburn Fire

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Utilities - Bottled Gas	Total	900	900	900
Utilities - Heating Fuel	Total	13,750	-	-
Utilities - Diesel	Total	24,064	24,950	24,950

Estimated Detail of Utilities - Bottled Gas

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Utilities - Heating Fuel

Actual expenses may vary according to changing circumstances

Utilities - Heating Fuel	Price/Gallon	Gallons	Dept. Request	Manager Proposed
Engine 5--Center Street			\$ -	\$ -

Estimated Detail of Utilities - Diesel

Actual expenses may vary according to changing circumstances

Utilities - Diesel	Price/Gallon	Gallons	Dept. Request	Manager Proposed
Central Station	\$ 1.78	14,000	\$ 24,950	\$ 24,950
			\$ 24,950	\$ 24,950

Line Item Narrative

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

Utilities - Heating Fuel: Engine Five Station on Center Street has been converted to natural gas.

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



City of Auburn Fire

Fiscal Year 2018
Proposed 4.24.2017

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

Estimated Detail of Repairs - Buildings

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

Line Items	Last Year	Dept. Request	Manager Proposed
Repairs - Vehicles	Total	51,375	51,375

Estimated Detail of Repairs - Vehicles

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Vehicles		
BC #315 Vehicle Repair (2004 Ford Excursion)		
Chief's Vehicle (2012 Ford Explorer)		
Engine 1 Vehicle Repair (1988 E-One Centry)		
Engine 2 Vehicle Repair (New truck)		
Engine 3 Vehicle Repair (2006 E-One Cyclone II)		
Engine 5 Vehicle Repair (2008 E-One Cyclone)		
Unit 319 Vehicle Repair (2001 Grand Marquis)		
General Vehicle Repair		
Pickup Truck #3162 Vehicle Repair (2012 Ford F-350)		
Pump Certification Repairs		
Rescue Boat		
Rescue 1 Vehicle Repair (2000 GMC C7500)		
Rescue 2 Vehicle Repair		
Rescue 3 Vehicle Repair		
Rescue 5 Vehicle Repair		
Truck 1 Vehicle Repair		
Utility Truck #317 Vehicle Repair (1991 Ford F-150)		
	\$ 51,375	\$ 51,375

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 2018
Proposed 4.24.2017**

Line Items	Last Year	Dept. Request	Manager Proposed
Repairs - Equipment	Total	42,260	42,260

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Equipment		
Breathing Air Cascade Repair		
Fire Extinguisher Maintenance and Repairs		
Flashlight Repairs		
Flow Testing		
Ground Ladder Testing		
Hose repairs		
Hydro Testing		
Knox Box Repairs		
Lawn Mower and Chain Saw Repairs		
Miscellaneous		
Repair of Battery Packs and Gas Meters		
Repairs to hydraulic extrication tools		
SCBA		
Smoke Machine Repairs		
Tool Mounting Hardware		
Trench Rescue Equipment Repairs		
	\$ 42,260	\$ 42,260

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



City of Auburn Fire

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Repairs - Radio Equipment	Total	7,000	7,000	7,000
Repairs - Maintenance Contract	Total	9,455	13,190	13,190

Estimated Detail of Repairs - Radio Equipment

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Repairs - Maintenance Cont

Actual expenses may vary according to changing circumstances

Repairs - Maintenance Contract	Dept. Request	Manager Proposed
Air Quality Testing for SCBA Fill Station (Air Tech) ¹	\$ 1,760	\$ 1,760
Fire Extinguishers (AAA Fire) ¹	\$ 1,700	\$ 1,700
Hoist Wench (Konecranes) ¹	\$ 350	\$ 350
Ladder Certification on Tower Truck (Greenwood) ¹	\$ 1,240	\$ 1,240
Microsoft License (L/A 911)	\$ 1,035	\$ 1,035
Boiler Maintenance Contract	\$ 2,940	\$ 2,940
Portable Radios (L/A 911)	\$ 2,865	\$ 2,865
Pump Certification (Northeast Apparatus) ¹	\$ 1,300	\$ 1,300
	\$ 13,190	\$ 13,190

Line Item Narrative

Repairs - Radio Equipment: Installation and repairs to mobile and portable radio equipment. There are 16 mobile radios, 25 portable radios and 22 FireCom headsets in the department.

Repairs Maintenance Contract: Added this year is the annual contract with Nason's for boiler maintenance at all 3 stations.

¹Maine BLS requirement.

²Existing contract.



City of Auburn Fire

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Training & Tuition	Total	20,000	20,000	20,000
Comm - Postage	Total	600	600	600

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

Training & Tuition	Dept. Request	Manager Proposed
Admin Training:		
Fire Rescue International (FRI) Conference		
Fire Dept Instructor's Conference (FDIC)		
New England Fire, Rescue and EMS Conference		
Boat Rescue Program - Outside Instructor		
Committee Meetings		
Fire Instructor Class		
Fire Officer Academy		
Fire Prevention Officer Training/Classes		
Outside Classes/Conferences/Seminars		
Rapid Intervention Team Training		
Strategic Planning Consultant		
Technical Rescue Training		
Wildland Fire Training		
	\$ 20,000	\$ 20,000

Estimated Detail of Comm - Postage

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

Training & Tuition: Funds the costs of tuition reimbursement. As specified in the collective bargaining agreement, firefighters receive full reimbursement for all pre-approved fire related and EMS courses and textbooks. Training is one of the most effective ways to improve safety. It includes training for professional development, arson investigation, code enforcement, juvenile fire setter training, Maine Fire and Education courses, National Fire Academy, fire technology and various command classes.

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



City of Auburn Fire

**Fiscal Year 2018
Proposed 4.24.2017**

Line Items		Last Year	Dept. Request	Manager Proposed
Travel-Seminar Costs	Total	500	500	500
Dues & Subscriptions	Total	10,000	1,810	1,810

Estimated Detail of Travel-Seminar Costs

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Dues & Subscriptions		
Androscoggin County Firefighter's Association	\$ 50	\$ 50
IAAI	\$ 25	\$ 25
International Association of Fire Chiefs	\$ 240	\$ 240
Maine Fire Chiefs Association	\$ 95	\$ 95
National Fire Protection Association	\$ 1,450	\$ 1,450
	\$ 1,810	\$ 1,810

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



City of Auburn Fire

Fiscal Year 2018
Proposed 4.24.2017

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

Estimated Detail of SCBA Cyliner Replacement

Actual expenses may vary according to changing circumstances

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



City of Auburn

Master List

Fiscal Year 2018
Proposed 4.24.2017

Account Title	FY 2016 Actual	FY 2017 Approved	FY 2018 Dept. Request	FY 2018 Manager Proposed	FY 2018 Council Adopted	Increase/ Decrease	%
<i>Fire EMS Transport</i>							
Regular Salaries	79,453	79,697	67,528	67,528	0	(12,169)	-15%
Fringe Benefits	0	0	0	0	0	0	0%
PS - Professional Fees	64,771	125,000	125,000	125,000	0	0	0%
Other Sup - Other	69,377	61,000	61,000	61,000	0	0	0%
Office Supplies	434	800	800	800	0	0	0%
MV Sup - Tires/Tube/Ct	3,187	8,000	8,000	8,000	0	0	0%
MV Sup - Vehicle Fuel	15,787	10,000	10,000	10,000	0	0	0%
Repairs & Maint - Vehic	4,113	12,000	12,000	12,000	0	0	0%
Vehicle Lease/Purchase	121,822	124,500	124,500	124,500	0	0	0%
Advertising	0	1,000	1,000	1,000	0	0	0%
Repairs - Maint Contrac	0	15,000	15,000	15,000	0	0	0%
Other Program Expense	964	15,000	15,000	15,000	0	0	0%
Comm - Postage	0	1,000	1,000	1,000	0	0	0%
Printing	489	1,500	1,500	1,500	0	0	0%
Public Relations	300	2,000	2,000	2,000	0	0	0%
Communication Equipm	0	4,500	4,500	4,500	0	0	0%
Computer Software/Ha	3,647	2,500	2,500	2,500	0	0	0%
Dues & Subscriptions	1,959	2,500	2,500	2,500	0	0	0%
Contingency 8%	0	25,000	25,000	25,000	0	0	0%
Capital Reserve	100,000	100,000	100,000	60,000	0	(40,000)	-40%
TOTAL	466,303	590,997	578,828	538,828	-	(52,169)	-8.8%



City of Auburn Fire EMS

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	79,697	67,528	67,528
Fringe Benefits	Total	-	-	-

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

Regular Salaries	Staff	Dept. Request	Manager Proposed
Ambulance Stipend		\$ 4,944	\$ 4,944
EMS Coordinator	1	\$ 58,527	\$ 58,527
Paramedic stipend for DC		\$ 4,057	\$ 4,057
	1	\$ 67,528	\$ 67,528

Estimated Detail of

Actual expenses may vary according to changing circumstances

Fringe Benefits	Dept. Request	Manager Proposed
Fringe Benefits	-	-

Line Item Narrative

Regular Salaries: This line item accounts for annual salary of an EMS Coordinator to manage the EMS Transport Program, Ambulance stipends, and paramedic stipend for the Chief.

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



City of Auburn Fire EMS

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
PS - Professional Fees	Total	125,000	125,000	125,000
Other Sup - Other	Total	61,000	61,000	61,000

Estimated Detail of PS - Professional Fees

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - Professional Fees		
Professional Fees	\$ 125,000	\$ 125,000
	\$ 125,000	\$ 125,000

Estimated Detail of Other Sup - Other

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Other		
Medical Supplies		
Oxygen		
Medical Equipment		
	\$ 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 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Office Supplies	Total	800	800	800
MV Sup - Tires/Tube/Chain	Total	8,000	8,000	8,000
MV Sup - Vehicle Fuel	Total	10,000	10,000	10,000

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Office Supplies	\$ 800	\$ 800
Office Supplies	\$ 800	\$ 800

Estimated Detail of MV Sup - Tires/Tube/Chain

Actual expenses may vary according to changing circumstances

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

Estimated Detail of MV Sup - Vehicle Fuel

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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

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



City of Auburn Fire EMS

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Repairs & Maint - Vehicles	Total	12,000	12,000	12,000
Vehicle Lease/Purchase	Total	124,500	124,500	124,500
Advertising	Total	1,000	1,000	1,000

Estimated Detail of Repairs & Maint - Vehicles

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs & Maint - Vehicles		
Repairs & Maint - Vehicles	\$ 12,000	\$ 12,000
	\$ 12,000	\$ 12,000

Estimated Detail of Vehicle Lease/Purchase

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Advertising

Actual expenses may vary according to changing circumstances

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

Line Item Narrative



City of Auburn Fire EMS

Fiscal Year 2018
Proposed 4.24.2017

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

Estimated Detail of Repairs - Maint Contract

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Maint Contract		
Maintenance Contracts	\$ 15,000	\$ 15,000
	\$ 15,000	\$ 15,000

Estimated Detail of Other Program Expenses

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Program Expenses		
Other Program Expnses	\$ 15,000	\$ 15,000
	\$ 15,000	\$ 15,000

Estimated Detail of Comm - Postage

Actual expenses may vary according to changing circumstances

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

Line Item Narrative



City of Auburn Fire EMS

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Printing	Total	1,500	1,500	1,500
Public Relations	Total	2,000	2,000	2,000
Communication Equipment	Total	4,500	4,500	4,500

Estimated Detail of Printing

Actual expenses may vary according to changing circumstances

Printing	Dept. Request	Manager Proposed
Printing	\$ 1,500	\$ 1,500
	\$ 1,500	\$ 1,500

Estimated Detail of Public Relations

Actual expenses may vary according to changing circumstances

Public Relations	Dept. Request	Manager Proposed
Public Relation	\$ 2,000	\$ 2,000
	\$ 2,000	\$ 2,000

Estimated Detail of Communication Equipment

Actual expenses may vary according to changing circumstances

Communication Equipment	Dept. Request	Manager Proposed
Communication Equipment	\$ 4,500	\$ 4,500
	\$ 4,500	\$ 4,500

Line Item Narrative



City of Auburn Fire EMS

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Computer Software/Hardware	Total	2,500	2,500	2,500
Dues & Subscriptions	Total	2,500	2,500	2,500
Contingency 8%	Total	25,000	25,000	25,000
Capital Reserve	Total	100,000	100,000	60,000

Estimated Detail of Computer Software/Hardwar

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Contingency 8%

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Contingency 8%	\$ 25,000	\$ 25,000
Contingency	\$ 25,000	\$ 25,000

Estimated Detail of Capital Reserve

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Capital Reserve	\$ 100,000	\$ 60,000
Capital Reserve	\$ 100,000	\$ 60,000

Line Item Narrative



City of Auburn, Maine

Police Department

www.auburnmaine.gov | 207.333.6601

60 Court Street | Auburn, Maine 04210

MISSION

To prevent crime and protect our community

VISION

To be community focused in all we do

VALUES

Honor, Excellence, Loyalty, and Professionalism

MOTTO

Expect Excellence

DESCRIPTION

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

PROGRAMS

Administration is responsible for the day-to-day operations of the financial, staffing, training, community and overall efficiency of the department. Administration is comprised of the Chief of Police and the Deputy Chief, as well as the Executive Assistant and an Administrative Assistant.

Budget: 5% | Staff: 7%

Patrol Division is responsible for the overall protection of lives and property, maintaining law and order and responding to requests for services (emergency and non-emergency). Patrol enforces all criminal laws that are mandated by Federal, State or Municipal Government. Additionally, Patrol is responsible for emergency management, court services, records, and scheduling. At full staff, Patrol consists of two lieutenants; eight sergeants; twenty-four patrol officers; two Information Assistants; Court Officer, and two canines (Dutch and Rocky). Budget: 61% | Staff: 61%

Support Services Division is responsible for all functions that support the overall operations of the Police Department. These responsibilities include: recruitment & selection, training, fleet services and equipment readiness, accreditation, the Volunteers in Police Service Program (VIPS), property & evidence, special events, parking enforcement, animal control, Project Lifesaver, social media/website, and department policy. Support Services is comprised of one lieutenant, two sergeants, three Proactive Community Enforcement Officers, Parking Enforcement Officer, Property & Evidence Coordinator, two Drug Agents assigned to task forces, Crime Analyst, and the Accreditation Manager.

Budget: 18% | Staff: 16%

Criminal Investigations Division is responsible for major crimes, cold cases, sex offenders, victim services, School Resource Officers, youth services, child protective services, federal agency liaisons, city licensing, and much more. This division is comprised of a lieutenant, a sergeant, five detectives and three SRO's. Budget: 16% | Staff: 16%

BUDGET GOALS & OBJECTIVES

<p>FY18 BUDGET</p> <p>GOAL 1</p>	<p>CREATE A NEIGHBORHOOD MOBILIZATION INITIATIVE</p> <ul style="list-style-type: none"> • Establish two additional Neighborhood Watch groups and recruit volunteer leadership • Promote NWG at National Night Out (<i>Identify groups with special t-shirts</i>) • Conduct four neighborhood forums to discuss safety concerns and opportunities (<i>Coffee with a Cop</i>) - introduce one (<i>Coffee with Clergy</i>) to promote the community chaplain program • Conduct two Citizen Police Academies to increase citizen knowledge • Collaborate with Landlord/Tenant Associations to build partnerships to reduce crime • Provide Education on the use of technology-based communication for citizen interaction
<p>SUPPORTING DIRECTIVES</p> <p>City Council Goal: Focus on community safety through community-driven priorities.</p> <p>Comprehensive Plan Vision: Auburn is a community that balances urban and rural amenities. Neighborhoods are safe and well connected; people take pride in their community; open space is preserved and protected; and there are adequate economic, recreation, and housing opportunities to meet the needs of all residents.</p> <p style="padding-left: 20px;">Objective H.1.1: Create neighborhood area plans that encourage residents to take active roles in addressing issues and enhancing the quality of life within their neighborhoods.</p> <p style="padding-left: 20px;">Strategy H.1.2.a: Support the establishment of neighborhood watch programs.</p> <p>CDBG Plan D: Make neighborhoods streets safer and more "walkable"</p> <p>Police Strategic Plan: Goal 3, Objective 1- enhance the safety and security of citizens through expanded police programs.</p> <p>Police SOP 45 - Community Relations & Involvement: It is essential that an effective liaison be established between the community and the department to encourage continuous cooperation of the citizenry to combat crime. It is this agency's policy to develop, implement and maintain proactive crime prevention programs designed to anticipate, recognize and react to crime risks.</p>	

FY18 BUDGET GOAL 2	ENHANCE TRAFFIC SAFETY <ul style="list-style-type: none"> • Promote the "Target Zero"- <i>Survive your Drive</i> model for all Auburn drivers to eliminate texting and driving • Provide data-driven analysis of high crash areas, crosswalk safety concerns and excessive speed to the traffic unit for effective deployment and increased deterrence • Improve driver behavior and attitude as a countermeasure to reduce death and injury to promote safe, "walkable" streets • Promote the "Stop for Me" crosswalk safety campaign • Submit DDACTS (Data Driven Approach to Crime and Traffic Safety) operation model for implementation
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SUPPORTING DIRECTIVES

City Council Goal: Undertake a targeted public awareness campaign.

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

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

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

Police Strategic Plan: Goal 3, Objective 1: enhance safety and security of citizens through expanded services.

CDBG Consolidated Plan: Priority Goal4: Make Neighborhood Streets Safe and Walkable

FY18 BUDGET GOAL 3	CONTROL COSTS <ul style="list-style-type: none"> • Research and assess innovative solutions to reduce taxpayer burden • Enhance regional partnerships for the continuation of cost effective services • Equip personnel to respond to critical incidents and protect our community • Continue to build our volunteer program • Conduct a space needs facility assessment • Analyze all programs and service to determine the value in meeting our mission
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SUPPORTING DIRECTIVES

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

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

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

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

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

Police Strategic Plan: Goal 1, Objective 1.2: analyze the costs associated with turnover of sworn personnel.

Goal 1, Objective 2: evaluate and prioritize needs of agency.

Goal 3, Objective 3: develop and maintain intergovernmental and business collaborations.

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

PERFORMANCE MEASURES

Patrol

1. Increase OUI arrests by 5%.
2. Decrease the occurrences of use of force by 5%.
3. Reduce work related injuries by 5%.
4. Decrease cruiser accidents by 5%.
5. Decrease property crime rate by 5%.
6. Increase motor-vehicle traffic stops by 15%.
7. Increase community contacts* (field interviews) by 3%

**A community contact or field interview is a community policing tool that allows officers to connect with members of the public. This connection reinforces our officers' commitment to the safety of our citizens and visitors.*

Criminal Investigations

1. Maintain our clearance rate of crimes.
2. Reduce juvenile crime by 3%.
3. Increase the number of juvenile informal adjustments by 5%.
4. Maintain victim contact/follow-up within 72 hours of being assigned a case.
5. Increase "in house" CID training and roll call training

Support Services

1. Increase the number of training hours per officer by 3%.
2. Increase the number of on-line reporting by 10%.
3. Reduce animal complaint repeat offenses by 5%.
4. Increase the number of volunteer hours by 10%
5. Increase the respondents in the community survey by 20%.
6. Increase the number of participants in the citizen police academy by 10%.
7. Conduct four "Coffee with a Cop" and one "Coffee with a Clergy" sessions.
8. Start two "Neighborhood Watch" groups.
9. Increase motor-vehicle traffic stops by 10%.
10. Reduce motor-vehicle crashes by 5%.
11. Increase traffic calming activities by 5%.

WORKLOAD - Administration

Major Task Responsibility	Weight
Chief and Deputy Chief act upon all matters regarding the police department, such as serious events, calls for action/service(s), community service, negotiations, effective and efficient operations, administrative actions (awards, discipline, promotions, demotions, hiring, firing), budget (credits, expenditures,) departmental goals and objectives, etc.	30%
Oversees the daily operations of the Patrol, Criminal Investigations, and Support Services Divisions, and Administrative Services, including daily review of activities and events in the city, holding staff and other operational committee/sub-committee meetings.	15%
Perform daily administrative duties, such as accounts payable, annual budget preparation, legal research, grants, internal affairs, purchasing, performance evaluations, labor-management meetings and other functions.	10%
Coordinates with City Administration, other agencies, and the public in matters of mutual concern, such as policing, crime prevention, training, and other matters.	5%
Periodically promulgates, but annually or as needed, reviews, updates, and/or modifies rules, regulations, policies, procedures, organizational structure and functions or positions.	3%
Regularly attends periodic, monthly, and annual meetings regarding police, city community service, departmental, inter-departmental, and inter-agency matters.	5%
Responsible for the complete and accurate daily maintenance and administering of all personnel files (confidential, training, et al) and budgetary files, to include receipts and expenditures, other fiduciary matters, and security of said files.	10%
Maintains databases for personnel pay purposes, internal memos, time postings to account for paid time off.	5%
Perform the department's weekly payroll, the time-sensitive Workers' Compensatory "First Report of Injury" paperwork.	5%
Actively assists the Human Resources Director with new hires and resignations during the testing process and initial supply for new recruits or candidates.	2%
Research, analysis and preparation of material for grant proposals, annual reports, etc.	5%
Represent agency on city- and community-based committees, boards, and task forces.	5%
Planning & execution of police events.	5%
Total:	100%

WORKLOAD - Patrol

Major Task Responsibility	Weight
Oversee the overall daily operations of the patrol force.	10%
Daily review all cases; assign tasks, review and approve reports.	2%
Draft the division's work schedule; ensure required staffing for all activities and details.	2%
Oversee all functions and activities during shift, including interacting with the media.	1%
Perform administrative notifications, when necessary.	5%
Command staff directly supervises the patrol officers in the field and provide needed services at the station, including the conduct of daily line inspections and maintenance of resources.	2%
Manages event scenes/resources and maintain police resources. Serve as Department Liaison on traffic construction projects, coordinating traffic control requirements.	44%
Daily conducts reactive and proactive area patrols, by being as visible and in as many places as possible, and responding to calls for services.	5%
Daily issues summonses, citations, and warnings.	5%
Coordinate Special Enforcement Details and Outside Jobs.	2%
Daily reviews complaints, crime analysis, and current local police-related events for action.	2%
Serves subpoenas, petitions, or executes protection/harassment order/warnings.	2%
Daily writes (updates case) reports and conduct daily inspections of vehicle and equipment.	2%
Emergency Management liaison.	1%
Initiate community policing activities when availability permits.	5%
Maintains officer court attendance logs and case adjudication results logs.	2%
Field all incoming calls and in-person inquiries at the front desk.	2%
Conducts various records analysis.	1%
Daily review of all cases; Coordinates Records requests and assists Court Officer with entering statements and data into Records Management System.	2%
Maintain the department's individual "Concealed Weapons Permit" files, including running background criminal records checks on applicants and informing the Chief or Deputy Chief on changes of statuses.	1%
Total:	100%

WORKLOAD - Support Services

Major Task Responsibility	Weight
Command staff supervises all support functions within the organization.	5%
Coordinates department equipment and uniform purchases.	2%
Periodically chairs various committee or sub-committees.	2%
Management of CALEA reaccreditation.	2%
Recruitment, screening, training and placement of agency volunteers.	2%
Oversees the recruitment and selection process for new hires.	2%
Marketing of agency to community and partners, including press releases, and web site & social media management.	2%
Administers parking program, including fine notices, issuance of parking permits.	15%
Manages the department's equipment inventory.	2%
Maintains Alarm Billing.	1%
Managing Evidence/Property Control, including inspections and disposition.	5%
Coordinating discovery requests with the District Attorney's Office.	2%
Managing the Department's METRO System and Citizen Online Reporting System (CORS).	1%
Schedule, coordinate, and maintain all mandated training classes and records, i.e. MCJA, JPMA, Policy- Annual Reviews, BLS Standards, etc. Manage and coordinate the department's Field Training Program (specific to new recruits).	5%
Update weekly Criminal Activity Report (Crime Bulletin); Maintain Warrant Sheet and Vacant Property lists; Generate Criminal Activity Alerts as needed.	3%
Utilize databases, GIS (Geographic Information Systems) and related technologies to extract information from the agency's record management system in order to analyze, map and/or run statistics on the results.	2%
Present the results of spatial and tabular data analyses to department command staff. Conduct training to APD staff on subjects related to crime analysis.	2%
Directed Proactive Enforcement (speeding, crosswalk, and other highway safety initiatives).	40%
Coordinate community outreach programs (coffee with a cop, citizen police academies, neighborhood watch groups, and community education forums).	5%
Total:	100%

WORKLOAD - Criminal Investigations

Major Task Responsibility	Weight
Command staff supervises the criminal investigations of the unit, consisting of investigations (five detectives) and the school resource officers (three SRO's).	10%
Daily review all cases; assign tasks, cases needing follow-up, Review and approve final product of same.	2%
Projects assigned by Administration, IE Background Investigations, and IA Investigations.	2%
Investigates and solves assigned cases, including: the detection and arrest of law offenders, interviewing and interrogation of suspects/victims/witnesses, evidence collection, and inter-agency coordination.	60%
Collects city-wide pawn/buy slips, maintains file of same; coordinates with other law enforcement agencies about same.	2%
Performs other duties as may be required, including crime prevention, public speaking (seminars, instructing), etc.	2%
Daily review of all dispatch calls.	10%
Manages Sex Offender Monitoring Program.	
Liaison with the City Clerk on Business Licensing.	
SROs are in uniform and on assigned school campus(es) and deal with law-related matters, to include but not limited to crime prevention, drugs abuse, alcohol and tobacco subjects, safety, security, harassment, intimidation, conflict resolution, and other law matters.	2%
SROs educate, instruct, counsel school staff, students, parents on law-related matters and other issues.	2%
Investigates, write reports on law violation matters.	2%
SROs employ the TRIAD (Teacher, Counselor, and Law Enforcement) Concept in the Police-School effort toward administering the youth population of our community.	2%
SROs participate in Youth Court activities.	2%
Coordinate & participate in youth prevention and diversion activities.	2%
Manage intelligence files, informants, and vice activity.	
Total:	100%



City of Auburn

Master List

Fiscal Year 2018
Proposed 4.24.2017

Account Title	FY 2016 Actual	FY 2017 Approved	FY 2018 Dept. Request	FY 2018 Manager Proposed	FY 2018 Council Adopted	Increase/ Decrease	%
Police							
Regular Salaries	3,192,509	3,323,922	3,500,567	3,500,567	0	176,645	6%
Lateral Transfer-APD	24,000	0	0	0	0	0	0%
Extra Pay-On Call	13,100	13,000	13,000	13,000	0	0	0%
Holiday Pay	131,922	133,900	133,900	133,900	0	0	0%
Longevity Bonus	300	900	0	0	0	(900)	-300%
Educational Incentive	6,511	8,000	8,000	8,000	0	0	0%
Sick Leave Incentive	8,974	9,000	9,000	9,000	0	0	0%
Uniform Allowance	25,874	32,141	32,159	32,159	0	18	0%
Physicals	1,810	425	1,275	1,275	0	850	189%
OSHA Safety Costs	799	870	888	888	0	18	1%
Volunteers in Police Ser	583	300	300	300	0	0	0%
OT - Regular	58,553	26,465	34,299	34,299	0	7,834	22%
OT - Vac Replacement	27,797	32,745	32,745	32,745	0	0	0%
OT - Sick Replacement	40,613	18,408	18,408	18,408	0	0	0%
OT - Mandatory Trainin	2,219	1,000	1,000	1,000	0	0	0%
OT - Court	17,028	30,000	25,375	25,375	0	(4,625)	-13%
PS - General	7,944	7,545	7,545	7,545	0	0	0%
PS - Testing	1,800	1,759	1,759	1,759	0	0	0%
PS - Animal Control	35,584	37,602	35,104	35,104	0	(2,498)	-5%
PS - Uniform Cleaning	21,675	23,140	24,000	24,000	0	860	4%
Reports, Printing, & Bin	2,007	2,178	2,178	2,178	0	0	0%
Office Supplies	1,959	2,000	3,000	3,000	0	1,000	50%
Other Sup - Operating	26,440	19,225	20,650	20,650	0	1,425	4%
MV Sup - Tires/Tube/Cl	14,828	15,070	15,070	15,070	0	0	0%
MV Sup - Gas & Oil	63,459	57,460	43,195	43,195	0	(14,265)	-16%
Comm - Telephone	13,873	18,468	18,468	18,468	0	0	0%
Repairs - Buildings	385	500	500	500	0	0	0%
Repairs - Vehicles	13,940	11,300	10,250	10,250	0	(1,050)	-4%
Repairs - Equipment	1,643	3,750	3,750	3,750	0	0	0%
Repairs - Maintenance	2,366	3,950	2,823	2,823	0	(1,127)	-125%
Training & Tuition	33,021	28,740	32,440	32,440	0	3,700	12%
Comm - Postage	642	1,000	1,000	1,000	0	0	0%
Travel-Seminar Costs	957	3,500	4,500	4,500	0	1,000	111%
Dues & Subscriptions	7,448	5,850	5,850	5,850	0	0	0%
Vehicles	84,265	1,000	1,000	1,000	0	0	0%
TOTAL	3,886,828	3,875,113	4,043,998	4,043,998	-	168,885	4.4%



City of Auburn Police

**Fiscal Year 2018
Proposed 4.24.2017**

Line Items	Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	3,323,922	3,500,567

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

Organizational Structure	Sworn	Non-Sworn	Total Staff	Dept. Request	Manager Proposed
Administration	2	2	4	\$ 279,776	\$ 279,776
Criminal Investigations	10	0	10	\$ 603,656	\$ 603,656
Patrol	34	3	37	\$ 1,966,471	\$ 1,966,471
Support Services	9	1	10	\$ 650,664	\$ 650,664
	55	6	61	\$ 3,500,567	\$ 3,500,567

Positional Structure	Total Staff	Dept. Request	Manager Proposed
Chief	1	\$ 102,296	\$ 102,296
Deputy Chief	1	\$ 90,270	\$ 90,270
Detective	5	\$ 298,684	\$ 298,684
Lieutenant	4	\$ 300,685	\$ 300,685
Non-Sworn	7	\$ 295,766	\$ 295,766
Officer	29	\$ 1,533,586	\$ 1,533,586
School Resource Officer	3	\$ 162,326	\$ 162,326
Sergeant	11	\$ 716,955	\$ 716,955
	61	\$ 3,500,568	\$ 3,500,568

Line Item Narrative

Regular Salaries: The Department is organized into four divisions including: Administration, Criminal Investigations, Support Services, and Patrol. The department is fortunate to have a reimbursed position for our drug investigator who is assigned to the Maine Drug Enforcement Agency Regional Task Force Program. The increase in this line item is as a result of negotiated step increases and adding necessary non-sworn staff to manage mandated reporting, grant activities and other clerical duties.



City of Auburn Police

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Lateral Transfer-APD	Total	-	-	-
Extra Pay-On Call	Total	13,000	13,000	13,000
Holiday Pay	Total	133,900	133,900	133,900

Estimated Detail of Lateral Transfer-APD

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Extra Pay-On Call

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Holiday Pay

Actual expenses may vary according to changing circumstances

Holiday Pay	Days	Staff	Dept. Request	Manager Proposed
Police Staff	532	52	\$ 133,900	\$ 133,900
			\$ 133,900	\$ 133,900

Line Item Narrative

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

On-Call: Detectives are required to be available for critical incidents during off duty hours. Detectives, who rotate each week, receive an additional \$250 when they are on call. (Contractual)

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



City of Auburn Police

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Longevity Bonus	Total	900	-	-
Educational Incentive	Total	8,000	8,000	8,000
Sick Leave Incentive	Total	9,000	9,000	9,000

Estimated Detail of Longevity Bonus

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Educational Incentive

Actual expenses may vary according to changing circumstances

Educational Incentive	CEU Rate	Dept. Request	Manager Proposed
Tuition Rate (Undergraduate)	\$ 253.00	\$ 5,000	\$ 5,000
Tuition Rate (Graduate)	\$ 380.00	\$ 3,000	\$ 3,000
		\$ 8,000	\$ 8,000

Estimated Detail of Sick Leave Incentive

Actual expenses may vary according to changing circumstances

Sick Leave Incentive	Sick Inc. Days	Avg. Daily Rate	Dept. Request	Manager Proposed
	31	\$ 290	\$ 9,000	\$ 9,000
			\$ 9,000	\$ 9,000

Line Item Narrative

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

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

Sick Leave Incentive: Union members have an opportunity to convert the cash value of up to two sick incentive days towards their Benefit Strategies program. (Contractual)



City of Auburn Police

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Uniform Allowance	Total	32,141	32,159	32,159
Physicals	Total	425	1,275	1,275

Estimated Detail of Uniform Allowance

Actual expenses may vary according to changing circumstances

	Quantity	Price Each	Dept. Request	Manager Proposed
Uniform Allowance				
Command Allowance	15	\$ 600.00	\$ 9,000	\$ 9,000
Detectives Allowance	5	\$ 550.00	\$ 2,750	\$ 2,750
Uniforms - Quarter Master System				
New Hire Full Issue	1	\$ 2,400.00	\$ 2,400	\$ 2,400
Uniform Replacements	185	\$ 58.00	\$ 10,730	\$ 10,730
Boots	18	\$ 125.00	\$ 2,250	\$ 2,250
Jacket	5	\$ 225.00	\$ 1,125	\$ 1,125
Bulletproof - 50% reimbursement	8	\$ 488.00	\$ 3,904	\$ 3,904
			\$ 32,159	\$ 32,159

Estimated Detail of Physicals

Actual expenses may vary according to changing circumstances

	Quantity	Price Each	Dept. Request	Manager Proposed
Physicals				
Pre-Employment	3	\$ 425.00	\$ 1,275	\$ 1,275
			\$ 1,275	\$ 1,275

Line Item Narrative

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

Physicals: This account covers the pre-employment physical examinations for all new officers. We have budgeted for one new hire this year. (Statutorial)



City of Auburn Police

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
OSHA Safety Costs	Total	870	888	888
Volunteers in Police Service	Total	300	300	300

Estimated Detail of OSHA Safety Costs

Actual expenses may vary according to changing circumstances

OSHA Safety Costs	Quantity	Price Each	Dept. Request	Manager Proposed
Disposable gloves (cases)	6	\$ 115.00	\$ 690	\$ 690
3M N95 Protective Masks	0	\$ 20.00	\$ -	\$ -
Disposable Blankets (cases)	0	\$ 50.00	\$ -	\$ -
Sharp Containers	0	\$ 7.00	\$ -	\$ -
Traffic Vest (ANSI 207 Approved)	6	\$ 33.00	\$ 198	\$ 198
			\$ 888	\$ 888

Estimated Detail of Volunteers in Police Service

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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



City of Auburn Police

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
OT - Regular	Total	26,465	34,299	34,299
OT - Vac Replacement	Total	32,745	32,745	32,745

Estimated Detail of OT - Regular

Actual expenses may vary according to changing circumstances

OT - Regular	Hours Needed	Average OT Rate	Dept. Request	Manager Proposed
Operation Activities				
Command Briefings	40	\$ 47.34	\$ 1,894	\$ 1,894
Staff Shortage	75	\$ 36.25	\$ 3,219	\$ 3,219
Investigation Call-In	150	\$ 43.20	\$ 6,480	\$ 6,480
Patrol Emergency Holdover	415	\$ 36.25	\$ 16,544	\$ 16,544
Weather Emergency	95	\$ 36.25	\$ 3,444	\$ 3,444
Workers Comp Replacement	75	\$ 36.25	\$ 2,719	\$ 2,719
	850		\$ 34,299	\$ 34,299

Estimated Detail of OT - Vac Replacement

Actual expenses may vary according to changing circumstances

OT - Vac Replacement	Vacation Hours Used	Vacation Hours Replaced	Average Overtime Rate	Dept. Request	Manager Proposed
Vacation	9,376	825	\$ 36.25	\$ 32,745	\$ 32,745
				\$ 32,745	\$ 32,745

Line Item Narrative

Overtime - Regular: This account includes the cost of overtime pay for officers being held over from a shift, being called in for an investigation and emergencies. This account also includes the overtime paid for the replacement of an officer who is unable to work because of a work related injury. The increase is as a result of more criminal investigations and staff shortages. (Contractual)

Overtime - Replacement: Each year, the department has 68,255 scheduled patrol work hours. This account includes the costs of overtime wages for the coverage of officers who are on vacation. Officers will use approximately 9,376 hours of vacation time. This account reflects the replacement of approximately 800 hours to maintain minimum staffing levels. Command staff has done a good job in managing time off requests. (Contractual)



City of Auburn Police

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
OT - Sick Replacement	Total	18,408	18,408	18,408
OT - Mandatory Training	Total	1,000	1,000	1,000

Estimated Detail of OT - Sick Replacement

Actual expenses may vary according to changing circumstances

OT - Sick Replacement	Sick Hours Used	Sick Hours Replaced	Average Overtime Rate	Dept. Request	Manager Proposed
Sick	4,300	420	\$ 36.25	\$ 18,408	\$ 18,408
				\$ 18,408	\$ 18,408

Estimated Detail of OT - Mandatory Training

Actual expenses may vary according to changing circumstances

OT - Mandatory Training	Dept. Request	Manager Proposed
EVOG Instructors	\$ 300	\$ 300
Firearm Instructors	\$ 300	\$ 300
MARC Instructors	\$ -	\$ -
TASER Instructor	\$ 400	\$ 400
	\$ 1,000	\$ 1,000

Line Item Narrative

Overtime - Sick Replacement: Each year, the department has 68,255 scheduled patrol work hours. This account includes the costs of overtime wages for the coverage of officers who are out sick. Officers will use approximately 4,564 hours of sick time. This account reflects the replacement of approximately 520 hours to maintain minimum staffing levels. Command staff has done a good job in managing time off requests. (Contractual)

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



City of Auburn Police

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
OT - Court	Total	30,000	25,375	25,375
PS - General	Total	7,545	7,545	7,545
PS - Testing	Total	1,759	1,759	1,759

Estimated Detail of OT - Court

Actual expenses may vary according to changing circumstances

OT - Court	Court Overtime Hours	Officer Overtime Rate	Dept. Request	Manager Proposed
Court Time	700	\$ 36.25	\$ 25,375	\$ 25,375
			\$ 25,375	\$ 25,375

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

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

Estimated Detail of PS - Testing

Actual expenses may vary according to changing circumstances

PS - Testing	Quantity	Price Each	Dept. Request	Manager Proposed
Psychological Testing	1	\$ 450.00	\$ 450	\$ 450
Workmed HEPB	1	\$ 175.00	\$ 175	\$ 175
N95 Review	54	\$ 21.00	\$ 1,134	\$ 1,134
			\$ 1,759	\$ 1,759

Line Item Narrative

Overtime - Court: This account funds overtime for wages paid to officers for their appearance at Superior and District Courts, Grand Jury, and Administrative hearings for the Secretary of State. Officers will be paid a minimum of 3 overtime hours for each appearance (average \$105) pursuant to collective bargaining agreements. The City of Auburn receives a \$50 reimbursement from the State for each court appearance. The courts have transitioned to a unified docket which has decreased officers appearance in court. (Contractual)

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

Purchased Services - Psychological Testing: This account funds psychological testing of new officer candidates, which is a State of Maine requirement for an officer to become certified. The cost of the psychological testing is \$450 per candidate. Annual N95 mask review is a recent requirement mandated by BLS. (Statutorial)



City of Auburn Police

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
PS - Animal Control	Total	37,602	35,104	35,104
PS - Uniform Cleaning	Total	23,140	24,000	24,000

Estimated Detail of PS - Animal Control

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - Animal Control		
Humane Society--\$1.49 Per Capita Fee	\$ 32,104	\$ 32,104
Equipment	\$ 500	\$ 500
Training Certificaitons	\$ 500	\$ 500
Veterinary ER Services	\$ 2,000	\$ 2,000
	\$ 35,104	\$ 35,104

Estimated Detail of PS - Uniform Cleaning

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - Uniform Cleaning		
	\$ 24,000	\$ 24,000
	\$ 24,000	\$ 24,000

Line Item Narrative

Purchased Services - Animal Control: By Maine law, the City must take the responsibility for injured and stray animals as well as provide the community with an ACO. The city must either provide a shelter for these animals or contract with an agency to provide for the care. Auburn contracts with the Androscoggin Humane Society. (Contractual)

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



City of Auburn Police

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Reports, Printing, & Binding	Total	2,178	2,178	2,178
Office Supplies	Total	3,000	3,000	3,000

Estimated Detail of Reports, Printing, & Binding

Actual expenses may vary according to changing circumstances

Reports, Printing, & Binding	Quantity	Price Each	Dept. Request	Manager Proposed
Criminal Statute Law	30	\$ 25.00	\$ 750	\$ 750
Envelopes		\$ 178.00	\$ 178	\$ 178
LEOM	4	\$ 55.00	\$ 220	\$ 220
Motor Vehicle Law	30	\$ 25.00	\$ 750	\$ 750
Receipts		\$ 200.00	\$ 200	\$ 200
Record Archive		\$ -		
Vehicle Release Forms		\$ 80.00	\$ 80	\$ 80
			\$ 2,178	\$ 2,178

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

Office Supplies	Average Purchase	Dept. Request	Manager Proposed
<u>95% of All Supplies Are Less Than \$20</u>	\$ 8.90	\$ 3,000	\$ 3,000
		\$ 3,000	\$ 3,000

Line Item Narrative

Reports, Printing & Binding: This account funds the printing of all department receipts, vehicle release forms and envelopes. Each year, we must purchase copies of the Maine Motor Vehicle Statutes as well as copies of the Maine Criminal Statute books.

Office Supplies: This account funds general office supplies for the department including: paper, notebooks, folders, binders, pens, etc. This account has not been increased in several years. Many purchases are done in large quantities and supplies have been depleted.



City of Auburn Police

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Operating	Total	19,225	20,650	20,650
MV Sup - Tires/Tube/Chain	Total	15,070	15,070	15,070

Estimated Detail of Other Sup - Operating

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Operating		
Equipment Supplies	\$ 11,000	\$ 11,000
Evidence Supplies	\$ 2,000	\$ 2,000
Janitorial Supplies	\$ 250	\$ 250
Specialized Equipment	\$ 600	\$ 600
Uniform Equipment	\$ 6,000	\$ 6,000
Vehicle Supplies	\$ 800	\$ 800
	\$ 20,650	\$ 20,650

Estimated Detail of MV Sup - Tires/Tube/Chain

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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

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



City of Auburn Police

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
MV Sup - Gas & Oil	Total	57,460	43,195	43,195
Comm - Telephone	Total	18,468	18,468	18,468

Estimated Detail of MV Sup - Gas & Oil

Actual expenses may vary according to changing circumstances

MV Sup - Gas & Oil	Vehicles	Gallons	Price / Gallon	Dept. Request	Manager Proposed
Patrol Vehicles	15	22,000	\$ 1.63	\$ 35,860	\$ 35,860
Support & Administration	11	4,500	\$ 1.63	\$ 7,335	\$ 7,335
				\$ 43,195	\$ 43,195

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

Comm - Telephone	Units	Dept. Request	Manager Proposed
Air Cards (Mobile Data Transmission)	13	\$ 8,232	\$ 8,232
Cell Phones	14	\$ 7,100	\$ 7,100
Long Distance		\$ 1,000	\$ 1,000
Teletype Line		\$ 2,136	\$ 2,136
		\$ 18,468	\$ 18,468

Line Item Narrative

Motor Vehicle Supplies - Gas & Oil: This account funds expenditures for gasoline for the fleet. The fuel tanks are now located at Public Services. The reduction is because we no longer maintain the tanks which required additional fuel for other departments to have available before billing was incurred. The decrease reflects a reduction in the contracted fuel price.

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



City of Auburn Police

Fiscal Year 2018
Proposed 4.24.2017

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

Estimated Detail of Utilities - Electricity

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Utilities - Heating Fuel

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Repairs - Buildings

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

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



City of Auburn Police

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Repairs - Vehicles	Total	11,300	10,250	10,250
Repairs - Equipment	Total	3,750	3,750	3,750

Estimated Detail of Repairs - Vehicles

Actual expenses may vary according to changing circumstances

Repairs - Vehicles	Vehicles	Preventative	Alignments	Trans- mission	Brakes	Dept. Request	Manager Proposed
Patrol	15	\$ 3,000	\$ 1,300	\$ 1,500	\$ 2,000	\$ 7,800	\$ 7,800
Support & Admin.	11	\$ 2,000	\$ 500		\$ 1,000	\$ 2,450	\$ 2,450
						\$ 10,250	\$ 10,250

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

Repairs - Equipment	Quantity	Cost	Dept. Request	Manager Proposed
Pepperball Repairs		\$ 100.00	\$ 100	\$ 100
Radar Calibration	22	\$ 125.00	\$ 2,750	\$ 2,750
Radar Repairs	6	\$ 100.00	\$ 600	\$ 600
Rifle Repairs	3	\$ 100.00	\$ 300	\$ 300
Taser Repairs		\$ 450.00		
			\$ 3,750	\$ 3,750

Line Item Narrative

Repairs Vehicle: Approximately \$11,000 will be expended for repairs to vehicles which are either beyond the scope of the warranty or for repairs after the expiration of the warranty. These repairs include: ball joints, alignments, tie rods, batteries, and transmissions. The department has transferred almost the entire fleet from Dodge Chargers to Ford Interceptors. We have been able to save money on brakes and other repairs as a result of this change.

Repairs Equipment: This account funds expenditures for repairs to police equipment including: Mobile Data Terminals, mobile radios, tasers, portables, radar sets, gas nozzles and bicycles. The department has been aggressive in applying for and receiving funding for the purchases of much needed equipment. The repairs to the equipment are minimal compared to the purchase cost savings realized by the department.



City of Auburn Police

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Repairs - Maintenance Contract	Total	3,950	2,823	2,823
Training & Tuition	Total	28,740	32,440	32,440

Estimated Detail of Repairs - Maintenance Contract

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Maintenance Contract		
Motorola	\$ 1,723	\$ 1,723
ID Card System	\$ 300	\$ 300
Recharge Fire Extinguishers	\$ 500	\$ 500
Replace Extinguishers	\$ 300	\$ 300
	\$ 2,823	\$ 2,823

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Training & Tuition		
Firearms Facility Rental	\$ 300	\$ 300
JPMA - Online Training	\$ 3,240	\$ 3,240
MCJA Cadet Training	\$ 2,500	\$ 2,500
Officer Development	\$ 2,500	\$ 2,500
PepperBall Ammunition	\$ 500	\$ 500
School Resource Officer	\$ 500	\$ 500
Staff Development	\$ 1,200	\$ 1,200
Supervisor Development	\$ 5,500	\$ 5,500
TASER Recertification	\$ 2,200	\$ 2,200
Training Ammunition	\$ 14,000	\$ 14,000
	\$ 32,440	\$ 32,440

Note: The State of Maine requires that all police officers maintain their certification of proficiency annually with a total of no less than 30 hours. The department participates in an on-line training service through the Maine Chiefs of Police Association. The on-line training includes all of the mandatory and elective courses required by the Maine Criminal Justice Academy Board of Trustees. . The cost for membership in this program is reduced because of our participation in the association. The officers are also required to complete the bureau of labor standards training (fire extinguisher, PPE, sexual harassment and Incident Command).

Line Item Narrative

Repairs - Maintenance Contract: This account funds maintenance contracts on equipment and software.

Training & Tuition: This account funds the cost of training for various courses, training equipment and materials. It includes annual tactical firearms, investigative courses, academy for new hires, pepper spray, baton, and Police Commander Supervisory course. The increase is due to ammunition prices, one new hire to attend the academy, and mandated training requirements,



City of Auburn Police

**Fiscal Year 2018
Proposed 4.24.2017**

Line Items		Last Year	Dept. Request	Manager Proposed
Comm - Postage	Total	1,000	1,000	1,000
Travel-Seminar Costs	Total	3,500	4,500	4,500
Dues & Subscriptions	Total	5,850	5,850	5,850

Estimated Detail of Comm - Postage

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Travel-Seminar Costs

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Travel-Seminar Costs		
Training Conference	\$ 4,500	\$ 4,500
	\$ 4,500	\$ 4,500

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Dues & Subscriptions		
CALEA	\$ 4,065	\$ 4,065
FBI National Academy	\$ 335	\$ 335
IACP NET	\$ 800	\$ 800
IACP, MACP, NEACP	\$ 400	\$ 400
NESPIN	\$ 150	\$ 150
Notary Fees	\$ 100	\$ 100
	\$ 5,850	\$ 5,850

Line Item Narrative

Communication - Postage: This account funds postage costs general, alarm, and billing mailings.

Travel - Seminar Costs: This account funds the travel costs to attend law enforcement conferences which are essential to ensure our responses to national trends and best practice procedures for law enforcement. .

Dues & Subscriptions: This account funds expenditures for membership dues to professional organizations. By having membership with these organizations, the department receives discounts to training, access to research materials and intelligence information and the opportunity to network at membership meetings. We are currently in year two of a four year accreditation cycle.



City of Auburn Police

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Mobile Radios	Total	-	\$ -	\$ -
Mobile Radar & Radar Trailer	Total	-	\$ -	\$ -
Vehicles	Total	1,000	1,000	1,000

Estimated Detail of Mobile Radios

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Mobile Radios		
Mobile Radios		\$ -
	\$ -	\$ -

Estimated Detail of Mobile Radar & Radar Trailer

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Mobile Radar & Radar Trail		
Radar Trailer		\$ -
Radar Replacement		\$ -
	\$ -	\$ -

Estimated Detail of Vehicles

Actual expenses may vary according to changing circumstances

	<i>Quantity</i>		Dept. Request	Manager Proposed
Vehicles				
Motorcycles	2	\$	500	\$ 1,000
			\$ 1,000	\$ 1,000

Line Item Narrative

Special Equipment :

Vehicles: The account funds the annual lease for two police motorcycles.



City of Auburn, Maine

Public Services

www.auburnmaine.gov | 207.333.6601

60 Court Street | Auburn, Maine 04210

DESCRIPTION

The Public Services Department is comprised of two divisions, which are Public Works/Parks and Engineering. The Divisions of Public Works/Parks and Engineering are responsible for maintaining city streets, parks, and athletic facilities throughout the city of Auburn.

MISSION

The Auburn Public Services Department is dedicated to providing high quality services to the community through economically sound infrastructure preservation, and constructing streets that are safe for all modes of travel while continuing to provide outstanding customer service to our internal and external customers.

VISION

Public Services will strive to meet or exceed the citizen expectations through accountability, fairness, consistency, and increased communication. The Department will never stop striving for improvement in all Divisions and all levels. The Department will continue to maintain and improve upon existing infrastructure in a cost effective and efficient manner. Through proper planning Public Services will ensure that the City of Auburn is prepared for new growth opportunities. Public Services is committed to providing a positive work environment in which employees can share in the overall health, safety, and welfare of the community. Team work will be prevalent in every aspect of our operations.

PROGRAMS

1. Administration: Management and oversight of the two divisions within the Public Services Department. Activities include, but not limited to ensuring work plans are carried out, proper allocation of staff resources, budget management, purchasing, safety, and coordinating all projects within the city. Evaluate employee performance, evaluate department overall performance, negotiate with MSEA and Teamsters Unions, provide training opportunities to all levels of the department, and work with human resources on all employee benefit related matters. Administrative staff also manages all public engagement opportunities in order to maintain open and clear communication lines with our residents. This program accounts for 3% of the total Public Services Budget.

2. Highway Maintenance: Project management on all spring, summer, fall and winter maintenance activities on roadways. All winter related activities include, but not limited to: plowing, sand/salt, and snow removal. The department is responsible for maintaining all streets, sidewalks and city-owned parking lots during winter storm events. This program accounts for 50% of the total PS Budget.

3. Engineering: Development and management of all infrastructure and paving projects within the city. Managing all environmental compliance related projects, street addressing, right of way control, private development review, permits, and providing technical assistance to various departments on an as needed basis. This program accounts for 3% of the total Public Services Budget.

4. Facilities: Maintenance and upkeep of all Public Services facilities located throughout the city of auburn. This also includes all athletic facilities. General maintenance activities include: mowing, weed

whacking, litter clean up, ball field lining, cleaning, repairs, and other maintenance as needed. This program accounts for 4% of the total Public Services Budget.

5. Cemetery and Open Spaces: Staff is dedicated to the upkeep and maintenance of 17 cemeteries and all parks and open spaces located throughout the city. General maintenance activities include: mowing, weed whacking, litter clean up, head stone maintenance and repair, and other duties as needed. This program accounts for 5% of the total Public Services Budget.

6. Environmental: Management of solid waste and recycling contracts, storm water maintenance, street sweeping, e-waste recycling, universal waste recycling, Stormwater Pollution Prevention Plan(SWPPP), National Pollutant Discharge Elimination System (NPDES), and catch basin cleaning. This program accounts for 19% of the total Public Services Budget.

7. Fleet Services: Responsible for the management of all repairs and preventative maintenance programs for all departments of the city. Oversight of seasonal equipment changeover for Public Works division, small tool maintenance, tire and part inventories, and welding services. This program accounts for 16% of the total Public Services Budget.

PROGRAM BUDGET

PROGRAM	FTE	FY2017 PROPOSED	FY2016 ADOPTED
Administration			
Salaries		\$178,473	
Operating Supplies	3	6,850	
Contracted Services		<u>0</u>	
Total		\$185,323	
Highway Maintenance			
Salaries		\$1,786,415	
Operating Supplies	40.5	736,943	
Contracted Services		<u>321,056</u>	
Total		\$2,844,414	
Engineering			
Salaries		\$139,556	
Operating Supplies	2.5	8,361	
Contracted Services		<u>20,000</u>	
Total		\$167,917	
Facilities			
Salaries		\$127,502	
Operating Supplies	3	97,317	
Contracted Services		<u>0</u>	
Total		\$224,819	
Cemetery & Open Spaces			
Salaries		\$172,322	
Operating Supplies	5.5	46,598	
Contracted Services		<u>38,000</u>	
Total		\$256,920	
Environmental			
Salaries		\$0	
Operating Supplies	0	0	
Contracted Services		<u>1,053,132</u>	
Total		\$1,053,132	

Fleet Services			
Salaries			\$360,839
Operating Supplies	8.5		557,967
Contracted Services			0
Total			\$918,806

BUDGET DRIVERS

Regular Salaries: Up 3% -This is due to contractual increases as well as the addition of two Equipment Operator positions.

OT Regular: Up 58% - This increase reflects more accurately all of the costs that are annually charged to this account for overtime.

PS-General: Up 7%- The increase is due to an increase in the cost of herbicide application.

PS- Centerline Striping: Up 17% - Increase is based on last year's bid prices.

Other Supplies - Calcium Chloride: Down 37% due to the use of salt brine.

Other Supplies- Road Salt: Down 12% based on the latest bid prices.

Motor Vehicle Supplies - Gas and Oil: Up 10% based on the latest bid prices.

Leachate Hauling: Down 13% due to anticipated force main installation.

GOALS AND OBJECTIVES

GOAL: To invest in and recognize our most valuable assets by providing City employees at all levels with the type of training and career development opportunities needed to ensure their ability to succeed at their jobs.

Objectives:

- Provide career path and succession planning for all levels of employment.
- Offer employee training opportunities and utilize outside resources such as Maine Local Roads workshops.
- Provide competitive compensation in order to retain the best and brightest workforce.

GOAL: Provide safe and efficient transportation systems.

Objectives:

- Look for improvements to the road and highway system and traffic flow.
- Manage a proactive road maintenance and preservation program to avoid higher costs in the future and maintain older infrastructure.
- Promote public safety through engineering/maintenance practice.
- Create a walkable community with a network of sidewalks and trails.
- Direct available capital funding toward priority mobility and safety projects.

GOAL: Increase communication and outreach to community to "get the word out" regarding road conditions, announcements, events, programs, and resources.

Objectives:

- Use all forms of media to communicate with the public including Cable Access Channel, City website, Community Calendar, Fax Lists, e-mail groups, Radio, and Print media.

- Explore with other public, private and community based organizations the benefits and possibilities of producing a citywide recreational opportunities seasonal brochure, organized media campaign or creating a central informational kiosk.
- Continue to improve upon the Departments use of Lucity work order system in order to track resident concerns and provide responses to those residents.
- Continue to build upon the record keeping and historical information to better identify trends.
- Maximize the information available from GPS tracking that has been installed in PW vehicles to allow for quicker response times.

GOAL: All activities will be performed in the safest possible conditions; Safety First!

Objectives:

- Provide all the safety training possible and in accordance with Bureau of Labor requirements
- Enhance communication with employees creating a environment conducive to reporting safety concerns and suggesting ideas and solutions.
- Promote safety by incorporating best management practices in shop/maintenance operations.
- Ensure state of the art personal protective equipment is provided to employees.

GOAL: Maintain facilities, resources and equipment.

Objectives:

- Identify and plan for the future options that the City has with regards to solid waste management.
- Develop long range repair and rehabilitation plans for the City street system thru the use of the Lucity Pavement Management Software.

PERFORMANCE MEASURES

Measure	Goal FY2016	FY2016	Goal FY2017	YTD FY2017
1. Complete all City Council approved road construction projects within 2 years of CIP approval.	7/16	100%	8/17	75%
2. All reported pot holes will be repaired within 1 business day.	100%	62 of 74 84%	100%	21 of 23 91%
3. Complete all Preventative Maintenance inspections within 1,000 miles of the scheduled inspection.	100%	108 of 142 76%	100%	28 of 34 82%
4. All sweeping in city accomplished by June 15 of each year.	6/15/16	6/28/16	6/17/17	N/A
5. Number of catch basins inspected/cleaned annually.	2,750	2,288	2,750	1,820
6. All mandatory BOL training accomplished annually for Public Services employees.	11 of 11	11 of 11	11 of 11	7 of 11

WORKLOAD INDICATORS

Measure	FY2016	YTD FY2017
1. Number of man hours spent on ground maintenance for cemeteries.	contracted	contracted
2. Man hours and office hours spent by Engineering staff to coordinate all infrastructure projects throughout the city.	3,600	1,500
3. Number of permits processed annually.	330	158
4. Work orders closed annually.	3,896	As of 11/18/16 1,588
5. Man hours spent on completing all preventative maintenance inspection and repairs.	10,093	As of 11/22/16 3,130
6. Number of trainings offered to employee's mandatory or voluntary improvement.	136	41



City of Auburn

Master List

Fiscal Year 2018
Proposed 4.24.2017

Account Title	FY 2016 Actual	FY 2017 Approved	FY 2018 Dept. Request	FY 2018 Manager Proposed	FY 2018 Council Adopted	Increase/ Decrease	%
Public Services							
Regular Salaries	2,463,783	2,467,470	2,548,087	2,548,087	0	80,617	3%
Longevity Bonus	300	300	0	0	0	(300)	-50%
Educational Incentive	7,650	8,000	9,750	9,750	0	1,750	21%
Sick Leave Incentive	3,787	11,150	9,150	9,150	0	(2,000)	-21%
Uniform Allowance	39,160	39,939	39,586	39,586	0	(354)	-1%
Safety Compliance	9,393	9,586	10,447	10,447	0	861	9%
OT - Regular	29,131	21,340	33,659	33,659	0	12,319	69%
OT - Winter Road Maint	98,225	181,790	189,151	189,151	0	7,361	4%
OT - Fleet Services	481	1,000	1,000	1,000	0	0	0%
OT - Sand Removal	0	1,409	1,460	1,460	0	51	2%
PS - General	124,546	123,002	181,282	181,282	0	58,280	103%
PS - Water Quality Mon	21,000	22,000	22,000	22,000	0	0	0%
PS - Recording Fee	23	250	250	250	0	0	0%
PS - Snow Removal	2,500	8,000	8,000	8,000	0	0	0%
PS - Tree Removal	3,369	8,875	11,315	11,315	0	2,440	42%
PS - Centerline Striping	146,129	120,267	141,092	141,092	0	20,825	26%
Reports, Printing, & Bin	2,759	2,200	2,200	2,200	0	0	0%
Office Supplies	4,320	3,300	3,300	3,300	0	0	0%
Other Sup - Operating	816	2,650	2,750	2,750	0	100	3%
Other Sup - Maintenance	43,166	30,619	34,119	34,119	0	3,500	25%
Other Sup - Parks/Open	25,643	18,750	23,200	23,200	0	4,450	27%
Other Supplies - Weldin	14,366	12,300	14,300	14,300	0	2,000	13%
Other Sup - Traffic Pain	0	2,030	2,090	2,090	0	60	4%
Other Sup - Sign Materi	31,769	27,014	27,830	27,830	0	816	3%
Other Sup - Pre-Mix Asp	116,595	108,137	111,364	111,364	0	3,227	3%
Other Sup - Culvert/Bas	22,415	31,241	33,320	33,320	0	2,079	7%
Other Sup - Bridge/Fenc	4,921	1,000	4,000	4,000	0	3,000	120%
Other Sup - Loam/Seed	10,100	10,000	10,000	10,000	0	0	0%
Other Sup - Calcium Chl	32,401	30,367	19,198	19,198	0	(11,169)	-24%
Other Sup - Road Salt	203,952	256,819	225,475	225,475	0	(31,344)	-12%
Other Sup - Safety Equi	9,746	16,381	16,381	16,381	0	0	0%
Other Sup - Small Tools	20,467	25,944	26,144	26,144	0	200	1%
Other Sup - Gravel	84,853	83,234	87,789	87,789	0	4,555	6%
Other Sup - MV Repair	88,182	120,978	120,978	120,978	0	0	0%



City of Auburn

Master List

Fiscal Year 2018
Proposed 4.24.2017

Account Title	FY 2016 Actual	FY 2017 Approved	FY 2018 Dept. Request	FY 2018 Manager Proposed	FY 2018 Council Adopted	Increase/ Decrease	%
Other Sup - Equip Repa	85,299	69,930	69,930	69,930	0	0	0%
MV Sup - Tires/Tube/Ct	61,157	66,250	66,250	66,250	0	0	0%
MV Sup - Gas & Oil	194,750	202,254	182,976	182,976	0	(19,279)	-6%
MV Sup - Plow/Grader I	9,111	34,383	34,383	34,383	0	0	0%
MV Sup - Other	15,997	36,300	36,300	36,300	0	0	0%
Utilities - Water/Sewer	6,080	8,468	8,648	8,648	0	180	2%
Comm - Telephone	8,903	8,568	9,312	9,312	0	744	9%
Utilities - Electricity	22,831	30,000	30,000	28,000	0	(2,000)	-5%
Utilities - Heating Fuel	19,780	35,784	35,280	33,600	0	(2,184)	-2%
Repairs - Buildings	24,331	18,500	18,500	18,500	0	0	0%
Repairs - Vehicles	18,244	29,500	29,500	29,500	0	0	0%
Repairs - Equipment	20,250	19,260	21,260	21,260	0	2,000	8%
Repairs - Radio Equipm	399	2,500	2,500	2,500	0	0	0%
Training & Tuition	10,361	16,065	17,065	17,065	0	1,000	9%
Comm - Postage	189	400	350	350	0	(50)	-6%
Travel-Mileage	732	500	500	500	0	0	0%
Travel-Seminar Costs	0	500	500	500	0	0	0%
Dues & Subscriptions	7,699	5,934	6,270	6,270	0	336	5%
Leachate Hauling	43,393	53,911	47,106	42,606	0	(11,305)	-21%
Crack Sealing	24,370	10,000	10,000	10,000	0	0	0%
Guardrail Replacement	17,886	20,000	20,000	20,000	0	0	0%
Traffic Calming-Mill St	0	20,000	0	0	0	(20,000)	-100%
TOTAL	4,257,710	4,496,349	4,617,296	4,609,116	-	112,767	2.5%



City of Auburn Public Services

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	2,467,470	2,548,087	2,548,087

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

	FY 15 Staffing Level	FY 16 Staffing Level	FY 17 Staffing Level	FY 18 Staffing Level	Dept. Request	Manager Proposed
Regular Salaries						
Public Services Director	1	1	1	1	\$ 93,000	\$ 93,000
Deputy Director	0.5	0.5	1	1	\$ 71,400	\$ 71,400
City Engineer	0.5	0.5	1	1	\$ 71,400	\$ 71,400
Operations Manager	2	2	2	1	\$ 70,830	\$ 70,830
Fleet Supervisor	1	0	0	1	\$ 47,507	\$ 47,507
Highway Supervisors	5	5	5	5	\$ 240,283	\$ 240,283
Public Services Planner	1	1	1	0	\$ -	\$ -
Office Manager	1	1	1	1	\$ 52,182	\$ 52,182
Administrative Assistant	2	1	1	1	\$ 38,496	\$ 38,496
Information Assistant	1	0	0	0		
Assistant City Engineer	1	1	1	0		
Project Engineer	2	2	1	1	\$ 53,045	\$ 53,045
Excavation Technician	0	0	1	1	\$ 36,311	\$ 36,311
Parks Superintendant	0	0	0	0		
Assistant Parks Supervisor	1	0	0	0		
Parks Maintenance Workers	4	4	4	4	\$ 85,601	\$ 85,601
Parks Maintenance-Part Time				0	\$ 30,000	\$ 30,000
Arborist & Arborist Assistant	2	2	2	2	\$ 74,958	\$ 74,958
Building Maintenance	1	1	1	0		
Building Maintenance Tech I	3	3	3	3	\$ 127,502	\$ 127,502
Equipment Operator	16	16	15	17	\$ 498,614	\$ 498,614
Equipment Operator I	4	4	4	4	\$ 170,829	\$ 170,829
Equipment Operator II	10	10	10	10	\$ 412,651	\$ 412,651
Inventory Technician I	1	1	1	1	\$ 43,327	\$ 43,327
Mechanics	6	6	6	6	\$ 256,781	\$ 256,781
Stock Room Attendant	1	1	1	1	\$ 38,483	\$ 38,483
Welders	1	1	1	1	\$ 34,887	\$ 34,887
	68	64	64	63	\$ 2,548,087	\$ 2,548,087

Line Item Narrative

Regular Salaries: Public Services includes Parks , Public Works and Engineering. These staffs maintain 20 plow routes, 515 lane miles, 14 Parks, 17 Cemeteries, 9 Athletic Facilities and manage 4 million dollars worth of construction projects. There is an increase of two Equipment Operators so that we can have some redundancy., If an employee is sick we currently do not have anyone to fill that empty truck. In addition, this would allow us to start on sidewalks earlier as we currently have to take people out of trucks to clean sidewalks and in the summer would allow more time



City of Auburn Public Services

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Longevity Bonus	Total	300	-	-
Educational Incentive	Total	8,000	9,750	9,750

Estimated Detail of Longevity Bonus

Actual expenses may vary according to changing circumstances

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

Estimated Detail of Educational Incentive

Actual expenses may vary according to changing circumstances

	Certificates	Cost	Dept. Request	Manager Proposed
Educational Incentive				
Automotive Service Excellence	16	\$ 300	\$ 4,800	\$ 4,800
Class A License	11	\$ 150	\$ 1,650	\$ 1,650
Inspection License	2	\$ 150	\$ 300	\$ 300
Lead Mechanic Stipend	2	\$ 750	\$ 1,500	\$ 1,500
Tanker Endorsement	8	\$ 150	\$ 1,200	\$ 1,200
Welding Certification	2	\$ 150	\$ 300	\$ 300
			\$ 9,750	\$ 9,750

Line Item Narrative

Longevity Bonus: Longevity bonuses are awarded to employees who have reached the 7, 15, and 25 years of services milestones. Upon these anniversary dates employees are awarded \$300, \$400 or \$500 respectively.

Educational Incentive (PW Division): In order to encourage on-going skill development, the City funds an annual incentive for employees who obtain certain Maine licenses/endorsements. For each of the 3 Automotive Service Excellence certifications earned and maintained, each Mechanic receives a \$300 annual bonus. For each State of Maine license/endorsement, earned and maintained, the employee receives a \$150 annual bonus. All such certifications must meet the following conditions:

1. The certifications and/or licenses must not be required by the employee's current job description.
2. The certifications and/or licenses must be reasonably beneficial to the Public Works Division and its work activities. The Public Services Director will render the final decision.

Employees must show proof of certification and/or license (annually) in order to receive the specified bonus. Annual bonuses (\$300) for every 3 ASE certifications, \$150 annual bonus for Maine's license/endorsement not currently required by current job description. These incentives are included in the current Teamsters Collective Bargaining Agreement.

Line Items		Last Year	Dept. Request	Manager Proposed
Sick Leave Incentive	Total	11,150	9,150	9,150
Uniform Allowance	Total	39,939	39,586	39,586

Estimated Detail of Sick Leave Incentive

Actual expenses may vary according to changing circumstances

	<i>Eligible Employee es</i>	<i>Partip. Employee es</i>	<i>Earned Sick Days</i>	<i>Converted Vacation Days</i>	Dept. Request	Manager Proposed
Sick Leave Incentive						
Converted Sick Days	47	16	47		\$ 5,085	\$ 5,085
Converted Vacation Days	47	9		38	\$ 4,065	\$ 4,065
					\$ 9,150	\$ 9,150

Estimated Detail of Uniform Allowance

Actual expenses may vary according to changing circumstances

	<i>Highway Maint.</i>	<i>Fleet Services</i>	<i>Cost Each</i>	Dept. Request	Manager Proposed
Uniform Allowance					
Prescription Safety Glasses	15	2	\$ 250.00	\$ 4,250	\$ 4,250
Rain Boots	30	5	\$ 18.00	\$ 630	\$ 630
Rainsuits	25	6	\$ 45.00	\$ 1,395	\$ 1,395
Replacement Gear Bags	10		\$ 19.25	\$ 193	\$ 193
Steel Toe Hip Boots	2		\$ 50.00	\$ 100	\$ 100
Waders	3	0	\$ 110.00	\$ 330	\$ 330
Rubber Work Gloves (doz)	12	3	\$ 24.00	\$ 360	\$ 360
Winter Work Gloves (doz)	12		\$ 43.00	\$ 516	\$ 516
Work Gloves - 3 Pair/EE	11	1	\$ 38.50	\$ 462	\$ 462
Uniform Allowance	46	9	\$ 570.00	\$ 31,350	\$ 31,350
				\$ 39,586	\$ 39,586

Line Item Narrative

Sick Leave Incentive: In order to reduce sick leave usage, the city provides employees one vacation day for every three consecutive months without using sick leave. EE may take the vacation day or credit the monetary amount to their Wellness Account. The budget assumes that one fifth of the 47 employees will earn 4 days per year and 1/3 of them will convert the cash value to their wellness accounts. These incentives are included in the current Teamsters Collective Bargaining Agreement.

Uniform Allowance: Uniforms and protective gear are provided in accordance with the collective bargaining agreement. This account includes funding for the uniform allowance, plus rain suits, rain coats, safety boots, waders, neoprene snorkel gloves, prescription safety glasses, work gloves (etc.)

Line Items		Last Year	Dept. Request	Manager Proposed
Safety Compliance	Total	9,586	10,447	10,447
OT - Regular	Total	21,340	33,659	33,659

Estimated Detail of Safety Compliance

Actual expenses may vary according to changing circumstances

	Pre- Employment	Annual Physical Co- Pay	Cost	Dept. Request	Manager Proposed
Safety Compliance					
Public Services Personnel	7		\$ 333	\$ 2,331	\$ 2,331
Hepatitis/Titre test	9		\$ 249	\$ 2,241	\$ 2,241
Hearing Consv. Yearly	65		\$ 35	\$ 2,275	\$ 2,275
Respiratory Fit-Tests	50		\$ 72	\$ 3,600	\$ 3,600
				\$ 10,447	\$ 10,447

Estimated Detail of OT - Regular

Actual expenses may vary according to changing circumstances

	OT Hours	Rate	Dept. Request	Manager Proposed
OT - Regular				
Emergency Call-ins Supervisor	500	\$ 34.59	\$ 17,295	\$ 17,295
Emergency Call-ins Crew	400	\$ 25.73	\$ 10,292	\$ 10,292
Elections	30	\$ 25.73	\$ 772	\$ 772
Special Events	100	\$ 25.73	\$ 2,573	\$ 2,573
Traffic Control Pavement Markings	10	\$ 25.73	\$ 257	\$ 257
Alternative Sentencing	96	\$ 25.73	\$ 2,470	\$ 2,470
			\$ 33,659	\$ 33,659

Line Item Narrative

Physicals: This account funds pre-employment physicals, Hepatitis testing, Hearing Tests, respiratory fit tests, and disability assessments.

Public Services OT - Regular: This account funds call-outs for weather related emergencies; sink holes, trees down etc. It also includes setting up and taking down voting booths for elections,(when required) , City special events and scheduled alternative sentencing at the Hasty Community Center. The increase is due to more accurate reflection of hours of emergency call in.



City of Auburn Public Services

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
OT - Winter Road Maintenance	Total	181,790	189,151	189,151
OT - Fleet Services	Total	1,000	1,000	1,000
OT - Sand Removal	Total	1,409	1,460	1,460

Estimated Detail of OT - Winter Road Maintenance

Actual expenses may vary according to changing circumstances

OT - Winter Road Maintenance		Dept. Request	Manager Proposed
Winter Road Maintenance		\$ 189,151	\$ 189,151
Average Winter OT Hours	- 7,000	\$ 189,151	\$ 189,151
Average OT Hourly Rate	- \$27.02		

Estimated Detail of OT - Fleet Services

Actual expenses may vary according to changing circumstances

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

Estimated Detail of OT - Sand Removal

Actual expenses may vary according to changing circumstances

OT - Sand Removal	Avg OT Rate	Hours	Dept. Request	Manager Proposed
	29.19	50	\$ 1,460	\$ 1,460
			\$ 1,460	\$ 1,460

Line Item Narrative

Winter Road Maintenance: This account funds overtime for snow plowing, sanding and snow removal. This account is used for plowing snow in emergency parking areas, downtown sidewalks, the fire and police stations, the community center, public outdoor skating rinks, Auburn Hall, the Auburn Public Library. Historically this funds an average of 20 storms per year.

Overtime - Fleet Services: Overtime occurs periodically throughout the year as needed to keep the City fleet operational.

Overtime - Sand Removal: Overtime is incurred while removing winter sand accumulations within the urban areas. As a requirement of federal mandates, municipalities are required to develop and implement a program to sweep all publicly accepted paved streets and parking areas at least once a year as soon as possible after snowmelt. The goal is to do this in as little time as possible so spring rains will not wash the sand into the storm water systems. This practice will also allow for earlier road maintenance. Sand removal begins in the Spring as soon as possible, typically around April 15th.



City of Auburn Public Services

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
PS - General	Total	123,002	181,282	181,282

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

PS - General	Dept. Request	Manager Proposed
Consumable Supplies	\$ 300	\$ 300
Contractual Ledge Blasting	\$ -	\$ -
Dig Safe Notifications	\$ 1,800	\$ 1,800
Equipment Rental (Replacement)	\$ 2,500	\$ 2,500
Equipment Rental (Specialty)	\$ 52,500	\$ 52,500
Fire Extinguisher Maintenance	\$ 1,436	\$ 1,436
Fuel Tank Annual Inspections	\$ 200	\$ 200
GPS Contract Fee	\$ 24,000	\$ 24,000
Hazardous Chemicals/Reg. Inventory Fees	\$ 100	\$ 100
Hazardous Material Registration Fees (every 3 years \$150)	\$ -	\$ -
Herbicide Application Program	\$ 24,750	\$ 24,750
Janitorial Services	\$ 11,640	\$ 11,640
Lease of Land for Materials Storage, Snow Dump, Laydown Area	\$ 6,000	\$ 6,000
Maine DEP Tank Registration Fees	\$ -	\$ -
Contracted Cemetery Mowing	\$ 50,000	\$ 50,000
Motor Vehicle Inspection Stickers	\$ 600	\$ 600
Sprinkler System Testing	\$ 500	\$ 500
Timetrack System Annual Fee	\$ 2,160	\$ 2,160
Video of Combined Stormwater and Sanitary Sewer Lines	\$ -	\$ -
Water filtration unit	\$ 396	\$ 396
Weather Forcasting service	\$ -	\$ -
Wrecker Services (towing)	\$ 2,400	\$ 2,400
	\$ 181,282	\$ 181,282

Line Item Narrative

Purchased Services - General : The Herbicide Application program is designated for highly visible urban areas. Locations that benefit from this program are: Union St bypass, Lower Turner St., Center St, Minot Ave, etc. Herbicide application allows us to avoid the labor intensive and time consuming task of weeding by hand. The increase can be attributed to an increase in herbicide application costs.



City of Auburn Public Services

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
PS - Snow Removal	Total	8,000	8,000	8,000
PS - Tree Removal	Total	8,875	11,315	11,315

Estimated Detail of PS - Snow Removal

Actual expenses may vary according to changing circumstances

PS - Snow Removal	Dept. Request	Manager Proposed
Intermittent--Bulldozer Rental	\$ 8,000	\$ 8,000
Snow Equipment Rental As Needed (truck & loader)	\$ -	
	\$ 8,000	\$ 8,000

Estimated Detail of PS - Tree Removal

Actual expenses may vary according to changing circumstances

PS - Tree Removal	Stumps (inches)	Occurrence	Cost	Dept. Request	Manager Proposed
Crane Rental				\$ 1,000	\$ 1,000
Stump Chipping (2085 inches @ \$135 per incl	2085	58	\$ 1.35	\$ 2,815	\$ 2,815
Tree plantings / Replacement		25	\$ 300.00	\$ 7,500	\$ 7,500
				\$ 11,315	\$ 11,315

Line Item Narrative

Purchased Services - Snow Removal: This account funds the rental of a bulldozer for pushing snow during snow removal operations. During extreme winters it also funds the hiring of contracted trucks and operators to supplement Public Services snow removal operations.

Purchased Services - Tree Removal: This account funds the rental of a private bucket truck for tree removals in and around inaccessible areas as needed and to provide contracted stump chipping. Remaining funds are also used to cover the costs of replacing trees or landscaping.

The tree planting program needs to be increased. Urban forest renewal programs are designed throughout the country to replace each tree removed w/a newly planted tree. The increase is due to an increase in tree work within the City.

Line Items		Last Year	Dept. Request	Manager Proposed
PS - Centerline Striping	Total	120,267	141,092	141,092

Estimated Detail of PS - Centerline Striping

Actual expenses may vary according to changing circumstances

	Quantity	Linear Feet	Cost	Dept. Request	Manager Proposed
PS - Centerline Striping					
<u>Part I - Fall 2016 Program</u>					
Double Yellow Centerline		70,000	\$ 0.0800	\$ 5,600	\$ 5,600
White & Yellow Edge and lane lines		10,000	\$ 0.0430	\$ 430	\$ 430
White Lane Lines		30,000	\$ 0.0430	\$ 1,290	\$ 1,290
Striping Paving Projects		6,000	\$ 0.0430	\$ 258	\$ 258
				\$ 7,578	\$ 7,578
<u>Part II - Spring 2017 Program</u>					
Double Yellow Centerline		480,000	\$ 0.0800	\$ 38,400	\$ 38,400
White & Yellow Edge and lane lines		338,000	\$ 0.0430	\$ 14,534	\$ 14,534
White Lane Lines		103,000	\$ 0.0430	\$ 4,429	\$ 4,429
				\$ 57,363	\$ 57,363
Crosswalks Piano Keys	5200		\$ 6.8300	\$ 35,516	\$ 35,516
Stop Bars (12")		5,050	\$ 1.0300	\$ 5,202	\$ 5,202
Arrows (single)	850		\$ 17.5200	\$ 14,892	\$ 14,892
Arrows (double)	225		\$ 39.1400	\$ 8,807	\$ 8,807
RR Crossing Symbol	20		\$ 51.5000	\$ 1,030	\$ 1,030
Handicap Parking	20		\$ 51.5000	\$ 1,030	\$ 1,030
Parking Stall Lines		20,000	\$ 0.3600	\$ 7,200	\$ 7,200
Bike Lane	75		\$ 20.6000	\$ 1,545	\$ 1,545
Gore Painting		1,500	\$ 0.6200	\$ 930	\$ 930
				\$ 76,151	\$ 76,151
TOTAL				\$ 141,092	\$ 141,092

Line Item Narrative

Purchased Services - Centerline Striping: This account funds contractual services for painting traffic control markings (double yellow center lines, white lane lines, white and yellow edge lines and bicycle lane lines, crosswalks, stop bars and arrows). Pavement marking is considered to be one of the least expensive and most effective means of conveying certain traffic regulations, warnings, and guidance to motorists. They are most beneficial along rural roadways, at night and during inclement weather. This program consists of two phases: In the fall, portions of the arterials are re-striped for greater visibility and any designated streets that have been recently resurfaced are re-marked; the second phase, which is the major part of the striping of all designated arterial and collector roadways serving important transportation routes. This is an account directly influenced by the price of oil. Contractual service for road striping crosswalk and other traffic control markings. This includes two downtown district applications. Numbers reflect a 8% increase in glass beads that are applies to all traffic



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Line Items		Last Year	Dept. Request	Manager Proposed
Reports, Printing, & Binding	Total	2,200	2,200	2,200
Office Supplies	Total	3,300	3,300	3,300

Estimated Detail of Reports, Printing, & Binc

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Reports, Printing, & Binding	\$ 2,200	\$ 2,200
Reports, Printing, & Binding	\$ 2,200	\$ 2,200

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Office Supplies		
General Office Supplies	\$ 1,500	\$ 1,500
Printer Ink	\$ 500	\$ 500
Plotter Paper (36X500)	\$ 100	\$ 100
Plotter Paper (24X500)	\$ 100	\$ 100
Ink Cartridges	\$ 650	\$ 650
Print Heads	\$ 250	\$ 250
Toner	\$ 200	\$ 200
	\$ 3,300	\$ 3,300

Line Item Narrative

Reports, Printing & Binding: This account funds the printing costs of items which cannot be done in-house, envelopes (due to large volumes of mailings during construction season). There can be as many as 1,500 notices. Will need to print door hangers, flyers, and information handouts for Spring and Summer programs. Informational brochures for recycling changes.

Office Supplies: This account funds miscellaneous supplies which are necessary for the office to operate.

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Operating	Total	2,650	2,750	2,750
Other Sup - Maintenance	Total	30,619	34,119	34,119

Estimated Detail of Other Sup - Operating

Actual expenses may vary according to changing circumstances

Other Sup - Operating	<i>Quantity</i>	<i>Cost</i>	Dept. Request	Manager Proposed
14" asphalt cutting blades	16	\$ 60.00	\$ 960	\$ 960
Concrete cutting blades @ \$240	6	\$ 240.00	\$ 1,440	\$ 1,440
Misc Surveying Supplies, Batteries and Field Books			\$ 350	\$ 350
			\$ 2,750	\$ 2,750

Estimated Detail of Other Sup - Maintenance

Actual expenses may vary according to changing circumstances

Other Sup - Maintenance	Dept. Request	Manager Proposed
Field Operating Supplies	\$ 3,500	\$ 3,500
Facility Operating Supplies	\$ 4,800	\$ 4,800
Holiday Lights and Decorations	\$ 3,000	\$ 3,000
Flags	\$ 3,500	\$ 3,500
Solvents/Paint/Fluids	\$ 3,439	\$ 3,439
Hardware/Fasteners	\$ 8,067	\$ 8,067
Facility Operating Supplies	\$ 2,521	\$ 2,521
Vehicle Supplies	\$ 3,439	\$ 3,439
Mower Blades	\$ 710	\$ 710
Power Broom Brushes & Belts	\$ 843	\$ 843
Trash Barrels	\$ 300	\$ 300
	\$ 34,119	\$ 34,119

Line Item Narrative

Other Supplies - Operating: This account funds small tools primarily used for vehicle and building maintenance.

Other Supplies - Maintenance: This account funds non-vehicle supplies necessary for Highway, Parks and Fleet Services maintenance. Examples include fasteners, hoses, maintenance supplies for equipment and crews. The increase is largely due to carrying the cost of flags within this account.



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Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Parks/Open Spaces	Total	18,750	23,200	23,200
Other Supplies - Welding	Total	12,300	14,300	14,300

Estimated Detail of Other Sup - Parks/Open :

Actual expenses may vary according to changing circumstances

Other Sup - Parks/Open Spaces	Dept. Request	Manager Proposed
Cemetery Maintenance Supplies	\$ 500	\$ 500
Bark Mulch	\$ 2,700	\$ 2,700
Playground Mulch	\$ 4,500	\$ 4,500
Infield Mix	\$ 4,000	\$ 4,000
Field Marking Paint/Chalk	\$ 3,000	\$ 3,000
Ballfield Supplies - (Bases, Outfield Fence)	\$ 1,000	\$ 1,000
Flowers, Fertilizer & Peat Moss	\$ 1,500	\$ 1,500
Playground Equipment Repair	\$ 3,000	\$ 3,000
Bleacher Repair/Replacement	\$ 2,000	\$ 2,000
Park bench/Trash Receptical Replacement	\$ 1,000	\$ 1,000
	\$ 23,200	\$ 23,200

Estimated Detail of Other Supplies - Welding

Actual expenses may vary according to changing circumstances

Other Supplies - Welding	Dept. Request	Manager Proposed
All welding supplies	\$ 14,300	\$ 14,300
	\$ 14,300	\$ 14,300

Line Item Narrative

Other Supplies - Maintenance: This account funds non-vehicle supplies necessary Parks maintenance. The increase will be used to replace trash receptacles and street furniture.

Other Supplies - Welding: This account funds operational supplies that are used by the Fleet Welding shop. Items typically include steel, welding rods, oxygen/acetylene, etc. The increase is to cover the costs to keep work in-house to save on contracting costs.

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Traffic Paint	Total	2,030	2,090	2,090
Other Sup - Sign Material	Total	27,014	27,830	27,830

Estimated Detail of Other Sup - Traffic Paint

Actual expenses may vary according to changing circumstances

Other Sup - Traffic Paint		Quantity	Paint Cost	Dept. Request	Manager Proposed
Green Sealant (traffic islands)	Gallons	50	\$ 13.91	\$ 696	\$ 696
Glass Beads	Bags	0	\$ 20.35		
Latex White Paint	Gallons	25	\$ 13.94	\$ 349	\$ 349
Latex Yellow Paint (basin lines)	Gallons	75	\$ 13.94	\$ 1,046	\$ 1,046
Miscellaneous Paint Supplies, etc.		0	\$ 500.00	\$ -	\$ -
				\$ 2,090	\$ 2,090

Estimated Detail of Other Sup - Sign Material

Actual expenses may vary according to changing circumstances

Other Sup - Sign Material		Dept. Request	Manager Proposed
Street Signs (In-house Fabrication)			
Aluminum Blanks		\$ 7,830	\$ 7,830
Channel Posts (3', 8', 10')		\$ 7,210	\$ 7,210
Vinyl Sheeting		\$ 1,030	\$ 1,030
Brackets and Hardware		\$ 3,990	\$ 3,990
Complete Signs (Purchased from Vendor)		\$ 5,915	\$ 5,915
Folding Signs and Barricades			
Lumber		\$ 1,030	\$ 1,030
Paint, Misc. Supplies, Barricade Tape		\$ 825	\$ 825
		\$ 27,830	\$ 27,830

Line Item Narrative

Other Supplies - Traffic Paint: This account funds materials used to produce traffic control markings such as parking stalls, parking garage, handicap stalls, traffic islands and lines to indicate catch basin locations, and also include materials for sealing traffic islands which do not have plantings. The majority of the paint program is contracted out

Other Supplies - Sign Material: This account funds materials used to produce street signs, miscellaneous signs, folding signs and barricades. This account reflects the need to systematically replace the inventory of signs which fade with age or are damaged. Specialty signs are also produced for other departments, i.e. Parks and Recreation, School, Airport and City events. Signs are cut from vinyl sheeting and rolled onto aluminum blanks. Inventory of sheeting and other materials used in the process will be built up over time. This number reflects a 3% increase in sign materials per our sign vendor.

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Pre-Mix Asphalt	Total	108,137	111,364	111,364
Other Sup - Culvert/Basin	Total	31,241	33,320	33,320

Estimated Detail of Other Sup - Pre-Mix Aspl

Actual expenses may vary according to changing circumstances

Other Sup - Pre-Mix Asphalt	Tons	Square Yds	Cost / Unit	Dept. Request	Manager Proposed
Contracted Paving		2730	\$ 29.74	\$ 81,190	\$ 81,190
Summer use of hot mix asphalt	90		\$ 86.52	\$ 7,787	\$ 7,787
Winter pre-mix cold patch	180		\$ 124.37	\$ 22,387	\$ 22,387
				\$ 111,364	\$ 111,364

Estimated Detail of Other Sup - Culvert/Basii

Actual expenses may vary according to changing circumstances

Other Sup - Culvert/Basin	Size	Quantity	Cost/Ft	Unit	Dept. Request	Manager Proposed
Aluminized Culverts	20' 12"	10	\$ 13.06	\$ 261.20	\$ 2,612	\$ 2,612
Plastic PVC Culverts	20' 15"	18	\$ 9.66	\$ 193.20	\$ 3,478	\$ 3,478
	20' 18"	16	\$ 14.61	\$ 292.20	\$ 4,675	\$ 4,675
	20' 24"	6	\$ 20.25	\$ 405.00	\$ 2,430	\$ 2,430
	20' 30"	4	\$ 34.72	\$ 694.40	\$ 2,778	\$ 2,778
	20' 36"	4	\$ 36.64	\$ 732.80	\$ 2,931	\$ 2,931
	20' 6"	4	\$ 49.36	\$ 987.20	\$ 3,949	\$ 3,949
Pipes/Underdrain	20' 8"	0		\$ 42.80		
	20' 10"	0		\$ 72.60		
	20' 12"	0		\$ -		
Catch Basin Supplies			6.13	122.6		
Brick & Cement					\$ 1,325	\$ 1,325
Frames		16	\$ 305.25		\$ 4,884	\$ 4,884
Miscellaneous						
Pre-Cast Basins					\$ 4,259	\$ 4,259
					\$ 33,320	\$ 33,320

Line Item Narrative

Other Supplies - Pre-Mix Asphalt: Asphalt patch material is used annually to repair potholes and deteriorated pavement along streets, roads and sidewalks, and to restore pavement following restoration activities. Amount reflects a 5% estimated price increase. Over the past 2 years we began contracting out trench paving from Public Services road repairs.

Other Supplies - Culvert & Basins: This account funds the cost of supplies maintenance and repair of drainage facilities (i.e., culverts, underdrains, catch basins, inlet structures, etc.). The escalation in cost during the past several years is due to several major factors: increased maintenance required along rural roads that were previously maintained by the State, efforts to reduce flood damage, increased concentration on deteriorated structures in areas to receive new pavement, escalating cost of steel and metallic rust inhibiting coatings, fewer companies with casting capabilities. To increase system capacity, movement toward installing precast catch basins, replacement of grates and frames with bicycle friendly ones and a change in State law requiring municipalities to maintain driveway culverts. This request includes a 10% increase for the ads



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Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Bridge/Fence	Total	1,000	4,000	4,000
Other Sup - Loam/Seed	Total	10,000	10,000	10,000

Estimated Detail of Other Sup - Bridge/Fence

Actual expenses may vary according to changing circumstances

Other Sup - Bridge/Fence	Dept. Request	Manager Proposed
Mail box repair, Lumber, Materials, Fence Repair, etc.	\$ 3,000	\$ 3,000
Used Terminal Guardrail Ends	\$ 1,000	\$ 1,000
Snow Fence Materials		
	\$ 4,000	\$ 4,000

Estimated Detail of Other Sup - Loam/Seed

Actual expenses may vary according to changing circumstances

Other Sup - Loam/Seed	Quantity	Cost	Dept. Request	Manager Proposed
Conservation Mix	25	\$ 80.58	\$ 2,015	\$ 2,015
Construction Fabric	4	\$ 457.00	\$ 1,828	\$ 1,828
Excelsior	25	\$ 35.00	\$ 875	\$ 875
Fertilizer	24	\$ 8.66	\$ 208	\$ 208
Hay Bales	500	\$ 3.50	\$ 1,750	\$ 1,750
Lime	20	\$ 1.25	\$ 25	\$ 25
Loam	28	\$ 15.00	\$ 420	\$ 420
Non Woven Construction Fabric (140N)	2	\$ 400.00	\$ 800	\$ 800
Park Athletic Mix	10	\$ 109.00	\$ 1,090	\$ 1,090
Siltation Control Fence	20	\$ 20.00	\$ 400	\$ 400
Sludge Compost	100	\$ 3.00	\$ 300	\$ 300
Staples (Box)	4	\$ 72.31	\$ 289	\$ 289
			\$ 10,000	\$ 10,000

Line Item Narrative

Other Supplies - Bridge & Fence: This account is used to purchase materials for repairs to snow fences, bridges, guardrails, fence, steps, temporary mailbox supports, etc., which have deteriorated from age or have been damaged by snow removal activities. Increase reflects more accurate amounts needed in this accounts. We have overdrafted this account the past couple of years.

Other Supplies - Loam & Seed: The Department uses loam to stabilize and finish maintenance projects and to repair winter snowplow damages as required. Greater emphasis has been placed on erosion control methods for all roadside ditching and construction projects, especially in proximity to water resources, due to Environmental requirements.

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Calcium Chloride	Total	30,367	19,198	19,198
Other Sup - Road Salt	Total	256,819	225,475	225,475

Estimated Detail of Other Sup - Calcium Chl

Actual expenses may vary according to changing circumstances

Other Sup - Calcium Chloride	Storms	Gallons / Storm	Gallons / Season	Cost	Dept. Request	Manager Proposed
Liquid Calcium						
Winter Use (Pre-wet Rock Salt)	12	600	7,200	\$ 1.63	\$ 11,736	\$ 11,736
Summer Use (Dust Control-Gravel Roads)			4,500	\$ 1.63	\$ 7,335	\$ 7,335
Flake Calcium(thawing drainage structures)			10	\$ 12.72	\$ 127	\$ 127
					\$ 19,198	\$ 19,198

Estimated Detail of Other Sup - Road Salt

Actual expenses may vary according to changing circumstances

Other Sup - Road Salt	Actual FY15	Actual FY16	Actual FY17	Estimated FY18	Dept. Request	Manager Proposed
Price Per Ton (190/storm)	\$ 55.85	\$ 61.44	\$ 56.51	\$ 59.34	\$ 225,475	\$ 225,475
					\$ 225,475	\$ 225,475

Line Item Narrative

Other Supplies - Calcium Chloride: Calcium chloride is used in conjunction with rock salt to keep roads clear of ice and snow and additionally for dust control on gravel roads. A calcium chloride and salt mixture works faster than salt alone and is more effective at lower temperatures (0-20 degrees F). The Department uses liquid calcium to wet the salt which has proven to be cost effective. Wetting salt with liquid calcium chloride increases melting capacity over a one hour period by an average of about 10% at 15 degrees F and about 25% at 5 degrees F. Expanded salt and calcium usage has enhanced overall productivity by reducing the need for winter sand clean-up, which runs about \$40 per cubic yard.

The reduction in this account is due to the fact that the Department is in the process of procuring a salt brine making unit which is used to create salt brine. Salt brine is used to replace liquid calcium, when temperatures are above 25 degrees. Salt brine will be used in the same manner as liquid calcium but the cost of salt brine is estimated at around 20 cents per gallon as opposed to \$1.60 per gallon for liquid calcium.

The use of liquid calcium also provides responsive dust control along gravel roads.

Other Supplies - Road Salt: Road salt is the most commonly used chemical for snow melting and de-icing pavements. Greater amounts of salt are used on collector and arterial roads, on hills and at intersections in an effort to remove snow and ice and to increase travel safety. This request reflects a 5% increase in salt over this years actual bid cost There is a decrease in the budget amount as FY17 was estimated using a 5% increase over FY16's cost and the actual cost was lower.



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Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Safety Equipment	Total	16,381	16,381	16,381

Estimated Detail of Other Sup - Safety Equip

Actual expenses may vary according to changing circumstances

Other Sup - Safety Equipment	Quantity	Unit Cost	Dept. Request	Manager Proposed
Chaps (tree crew)	6	\$ 70.00	\$ 420	\$ 420
Ear Plugs and Protectors	100 Count	10	\$ 85.00	\$ 850
Ear Muffs	20	\$ 18.80	\$ 376	\$ 376
Fire Extinguishers	Small	10	\$ 45.00	\$ 450
Fire Extinguishers	Large	5	\$ 72.00	\$ 360
First Aid Kit Supplies	40	\$ 7.25	\$ 290	\$ 290
Fluorescent Vests - type II	60	\$ 15.00	\$ 900	\$ 900
Fluorescent Vests XX-LG	20	\$ 22.00	\$ 440	\$ 440
Forestry Helmets	6	\$ 56.00	\$ 336	\$ 336
Four Element Gas Detector, Confined Space Entry	3	\$ 200.00	\$ 600	\$ 600
Goggles & Face Shields	50	\$ 7.00	\$ 350	\$ 350
Hard Hat Liners	25	\$ 9.30	\$ 233	\$ 233
Hard Hats (with ratchet)	30	\$ 15.00	\$ 450	\$ 450
Insect Repellent - per dozen	6	\$ 77.00	\$ 462	\$ 462
Lanyard	2	\$ 80.00	\$ 160	\$ 160
Lifting Straps	4	\$ 35.00	\$ 140	\$ 140
Lock out tag out		\$ 500.00	\$ 500	\$ 500
Safety Glasses	Clear	4	\$ 27.90	\$ 112
Safety Glasses	Tinted	4	\$ 32.00	\$ 128
Safety Lines	1	\$ 150.00	\$ 150	\$ 150
Respiratory Masks	10	\$ 15.00	\$ 150	\$ 150
Traffic Cones	28"	500	\$ 17.05	\$ 8,525
			\$ 16,381	\$ 16,381

Line Item Narrative

Other Supplies - Safety Equipment: This account funds safety equipment required by OSHA, our insurance carrier, and other regulatory agencies to meet general safety practices and policies. Items purchased as necessary by the department include charges for the recharging of fire extinguishers, hard hats, traffic cones, respirators, chaps, hearing protectors, safety vests, signs etc.



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Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Small Tools	Total	25,944	26,144	26,144

Estimated Detail of Other Sup - Small Tools

Actual expenses may vary according to changing circumstances

	Quantity	Unit Cost	Dept. Request	Manager Proposed
Other Sup - Small Tools				
Fleet Mechanic Specialty tool			\$ 9,600	\$ 9,600
Replacement Tools			\$ 10,624	\$ 10,624
			\$ 20,224	\$ 20,224
Engineering				
Small Hand Tools			\$ 500	\$ 500
			\$ 500	\$ 500
Parks				\$ -
Back Pack Leaf Blowers	1	410	\$ 410	\$ 410
Power Broom	2	800	\$ 1,600	\$ 1,600
Truck mounted leaf blower	1	3410	\$ 3,410	\$ 3,410
			\$ 5,420	\$ 5,420
			\$ 26,144	\$ 26,144

TOTAL

Line Item Narrative

Other Supplies--Small Tools: This account funds the cost of small tools and equipment which are used by the various divisions within the Department .

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Gravel	Total	83,234	87,789	87,789
Other Sup - MV Repair	Total	120,978	120,978	120,978

Estimated Detail of Other Sup - Gravel

Actual expenses may vary according to changing circumstances

Other Sup - Gravel	Quantity C/Y	Quantity Tons	Cost	Dept. Request	Manager Proposed
1 1/2" road gravel	1,000		\$ 12.77	\$ 12,770	\$ 12,770
3/4" crushed gravel	400		\$ 15.02	\$ 6,008	\$ 6,008
4" road gravel	1,000		\$ 12.18	\$ 12,180	\$ 12,180
Crushed Ledge Riprap		250	\$ 20.48	\$ 5,120	\$ 5,120
Crushed Stone		200	\$ 16.28	\$ 3,256	\$ 3,256
PMRAP	4,500		\$ -		
Winter Sand	7,000		\$ 6.71	\$ 46,970	\$ 46,970
Erosion Control Mix	100		\$ 14.85	\$ 1,485	\$ 1,485
				\$ 87,789	\$ 87,789

Estimated Detail of Other Sup - MV Repair

Actual expenses may vary according to changing circumstances

Other Sup - MV Repair	Light Duty	Heavy Duty	Dept. Request	Manager Proposed
Brake Systems	\$ 4,565	\$ 15,964	\$ 20,529	\$ 20,529
Charging Systems (Batteries, belts, starters, alternators)	\$ 1,634	\$ 5,793	\$ 7,427	\$ 7,427
Cooling Systems	\$ 2,217	\$ 7,861	\$ 10,078	\$ 10,078
Electrical	\$ 1,400	\$ 4,965	\$ 6,365	\$ 6,365
Engines	\$ 3,034	\$ 15,758	\$ 18,792	\$ 18,792
Exhaust Systems	\$ 1,050	\$ 3,724	\$ 4,774	\$ 4,774
Lights/Mirrors/Wipers	\$ 1,004	\$ 3,558	\$ 4,562	\$ 4,562
Preventative Maintenance	\$ 3,402	\$ 12,061	\$ 15,463	\$ 15,463
Suspension Systems	\$ 2,334	\$ 8,275	\$ 10,609	\$ 10,609
Transmissions	\$ 2,987	\$ 10,592	\$ 13,579	\$ 13,579
Engineering Vehicle Repairs	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
Parks Vehicle Repairs	\$ 7,800	\$ -	\$ 7,800	\$ 7,800
	\$ 32,427	\$ 88,551	\$ 120,978	\$ 120,978

Line Item Narrative

Other Supplies--Gravel: This account includes winter sand as well as gravel, crushed stone and stone rip-rap used in repairs and drainage projects. Reflects a projected 5% increase in unit pricing.

Other Supplies - Motor Vehicle Repair: This account funds the cost of materials and parts used in the repair of motor vehicles such as cars, pick-up trucks, dump trucks, forklift trucks and is performed by our fleet mechanics. More engine repairs are being done in house versus sending to outside vendors.



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Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup - Equip Repairs	Total	69,930	69,930	69,930
MV Sup - Tires/Tube/Chain	Total	66,250	66,250	66,250

Estimated Detail of Other Sup - Equip Repair

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Equip Repairs		
Brake Systems	\$ 7,874	\$ 7,874
Charging Systems (Batteries, belts, starters, alternators)	\$ 7,196	\$ 7,196
Cooling Systems	\$ 5,320	\$ 5,320
Electrical	\$ 1,639	\$ 1,639
Engines	\$ 3,170	\$ 3,170
Exhaust Systems	\$ 819	\$ 819
Lights/Mirrors/Wipers	\$ 1,103	\$ 1,103
Preventative Maintenance	\$ 8,834	\$ 8,834
Sweeping Consumables	\$ 18,490	\$ 18,490
Suspension Systems	\$ 7,888	\$ 7,888
Transmissions	\$ 3,097	\$ 3,097
Parks Equipment Repairs	\$ 4,500	\$ 4,500
	\$ 69,930	\$ 69,930

Estimated Detail of MV Sup - Tires/Tube/Cha

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
MV Sup - Tires/Tube/Chain		
Tires	\$ 55,250	\$ 55,250
Chains	\$ 11,000	\$ 11,000
	\$ 66,250	\$ 66,250

Line Item Narrative

PW Other Supplies - Equipment Repair: This account funds the cost of **in-house** repairs to construction equipment including: graders, excavators, back hoes, bull dozers, multi use tractors and front end loaders. Sweeping consumables consist of brooms, dust shoes, belts, sprockets, suction hoses for our sweeper trucks and vactor truck(basin cleaner).

Parks Repairs - Equipment: This account includes the cost of repairs to grounds maintenance and winter snow removal equipment.

Motor Vehicle Supplies - Tires, Tubes, & Chain: The Department has more than 324 tires mounted on vehicles at any one time. Although most of these are truck tires which can be replaced at a cost of \$145 to \$295 each, some of the common heavy equipment tires run \$350 to \$500, road grader tires at \$950 with the largest loader tires costing \$1,350 each. The onset of winter conditions escalates usage and is followed by motor vehicle inspections, which necessitates tire replacement.



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Line Items		Last Year	Dept. Request	Manager Proposed
MV Sup - Gas & Oil	Total	202,254	182,976	182,976
MV Sup - Plow/Grader Blades	Total	34,383	34,383	34,383

Estimated Detail of MV Sup - Gas & Oil

Actual expenses may vary according to changing circumstances

	Gallons	Cost / Unit	Dept. Request	Manager Proposed
MV Sup - Gas & Oil				
Diesel	70,000	\$ 1.78	\$ 124,320	\$ 124,320
Diesel Delivery Charge	70,000	\$ 0.010	\$ 700	\$ 700
Fuel Additives			\$ 1,910	\$ 1,910
Grease, Oil and Lubricants			\$ 26,870	\$ 26,870
Propane For Patch Machine & Forklifts			\$ 2,000	\$ 2,000
Unleaded Gasoline	16,470	\$ 1.65	\$ 27,176	\$ 27,176
			\$ 182,976	\$ 182,976

Estimated Detail of MV Sup - Plow/Grader BI

Actual expenses may vary according to changing circumstances

	Quantity	Cost	Dept. Request	Manager Proposed
MV Sup - Plow/Grader Blades				
2 Graders	6	\$ 669	\$ 4,014	\$ 4,014
8 Bucket Loaders	8	\$ 611	\$ 4,888	\$ 4,888
Plow Bolts			\$ 1,379	\$ 1,379
Replacement of blades on 21 trucks	18	\$ 1,339	\$ 24,102	\$ 24,102
			\$ 34,383	\$ 34,383

Line Item Narrative

Motor Vehicle Supplies - Gas & Oil: This account funds the purchase of motor vehicle gas and oil, and expenditures for heating fuel. The Department relies heavily on mechanized equipment which is energy intensive (i.e., grease, oil, diesel, gas). The consumption of diesel fuel is quite variable and increases with the amount of snow which must be plowed. The increase is a reflection of the increase in fuel costs.

Motor Vehicle Supplies - Plow & Grader Blades: This account funds the purchase of plow and grader blades, plus plow shoes, wing tips, nuts, bolts, plow points, etc. Blades provide a durable cutting edge that serves to protect the more valuable plow and buckets; and by using carbide blades, the blades do not wear out as fast as steel blades by a factor of 4.

Line Items		Last Year	Dept. Request	Manager Proposed
MV Sup - Other	Total	36,300	36,300	36,300
Utilities - Water/Sewer	Total	8,468	8,648	8,648

Estimated Detail of MV Sup - Other

Actual expenses may vary according to changing circumstances

MV Sup - Other	Dept. Request	Manager Proposed
Batteries	\$ 6,100	\$ 6,100
Filters	\$ 11,300	\$ 11,300
Belts & Hoses	\$ 1,850	\$ 1,850
Tune up Supplies	\$ 1,750	\$ 1,750
Lights, Bulbs, Electrical	\$ 6,900	\$ 6,900
Wipers, Mats, Misc.	\$ 4,500	\$ 4,500
Fluids, Lubricants, Etc.	\$ 3,900	\$ 3,900
	\$ 36,300	\$ 36,300

Estimated Detail of Utilities - Water/Sewer

Actual expenses may vary according to changing circumstances

Utilities - Water/Sewer	Per Period	Periods	Total	Increase	Dept. Request	Manager Proposed
Hydrant Meter	\$ 235	1	\$ 271	0.0%	\$ 271	\$ 271
Sewer	\$ 166	12	\$ 2,636	0.0%	\$ 2,636	\$ 2,636
Sprinkler	\$ 148	12	\$ 1,776	0.0%	\$ 1,776	\$ 1,776
Water	\$ 78	12	\$ 936	19.0%	\$ 1,114	\$ 1,114
					\$ 5,797	\$ 5,797
			<i>Water & Sewer</i>	<i>Increase</i>		
Parks						
Oak Hill Cemetery			\$ 498	19.0%	\$ 593	\$ 593
Parks Garage			\$ 2,258	0.0%	\$ 2,258	\$ 2,258
					\$ 2,851	\$ 2,851
					\$ 8,648	\$ 8,648

Line Item Narrative

Motor Vehicle Supplies - Other: This account includes all other supplies such as batteries, plugs, filters, lights, automotive wire, belts and hoses. These supplies are used to maintain our fleet of over 100 motor vehicles and pieces of equipment. Performing preventative maintenance helps to stabilize repair costs. Improved inventory control procedures and increased tracking through work order system contributed to reduction in this line item. Combined amounts from PW, Parks and Engineering. We have changed from 3000 mile Pm to 5000 mile Preventative maintenance using synthetic oil, this will allow us to use less filters.

Utilities - Water & Sewer: This account funds water and sewer expenses at the Highway Garage and Parks & Recreation facilities. This includes domestic water and sewer service, a sprinkler charge and a hydrant fee. There no increase in the sewer rates for FY17 and an



City of Auburn Public Services

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Comm - Telephone	Total	8,568	9,312	9,312
Utilities - Electricity	Total	30,000	30,000	28,000

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

Comm - Telephone	Quantity	Cost/Month	Dept. Request	Manager Proposed
Public Works				
Cell Phones and usage	10	\$ 62	\$ 7,440	\$ 7,440
			\$ -	
			\$ 7,440	\$ 7,440
Engineering				
Cell Phones and usage	3	\$ 52	\$ 1,872	\$ 1,872
			\$ 9,312	\$ 9,312

Estimated Detail of Utilities - Electricity

Actual expenses may vary according to changing circumstances

Utilities - Electricity	Dept. Request	Manager Proposed
Public Works Facilities	\$ 30,000	\$ 28,000
	\$ 30,000	\$ 28,000

Line Item Narrative

Communication - Telephone: This account funds the telephone lines, fax lines, cellular phones.

Line Items		Last Year	Dept. Request	Manager Proposed
Utilities - Heating Fuel	Total	35,784	35,280	33,600
Repairs - Buildings	Total	18,500	18,500	18,500

Estimated Detail of Utilities - Heating Fuel

Actual expenses may vary according to changing circumstances

	Units	Cost/Unit	Dept. Request	Manager Proposed
Utilities - Heating Fuel				
Natural Gas - PW Garage	24,000	\$ 1.40	\$ 33,600	\$ 33,600
Natural Gas-Parks Garage	1,200	\$ 1.40	\$ 1,680	\$ -
			\$ 35,280	\$ 33,600

Estimated Detail of Repairs - Buildings

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Buildings		
Boilers, Piping, Overhead Heaters	\$ 4,000	\$ 4,000
Compressor	\$ 1,000	\$ 1,000
Construction Materials (Wood, Steel, Masonry blocks)	\$ 2,500	\$ 2,500
Electrical Supplies	\$ 1,500	\$ 1,500
Generator	\$ 500	\$ 500
HVAC Unit, Exhaust Fans	\$ 1,000	\$ 1,000
Overhead Cranes	\$ 1,000	\$ 1,000
Overhead Doors	\$ 5,000	\$ 5,000
Pressure Washer	\$ 500	\$ 500
Roof	\$ 1,000	\$ 1,000
Windows, Doors	\$ 500	\$ 500
	\$ 18,500	\$ 18,500

Line Item Narrative

This account funds the cost of heating the Public services facility along with the parks maintenance garage. These facilities were converted to natural gas in the last 2 years and the decrease more accurately represents the actual experienced savings.

Repairs - Building: This account funds preventative maintenance as well as unexpected problems. With an aging building costs to repair doors, HVAC system, Boilers and heating system we must increase account to be able to keep up with repairs.

P&R repairs to buildings, i.e. broken windows, broken doors, vandalism repairs, restroom repairs, door locks



City of Auburn Public Services

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Repairs - Vehicles	Total	29,500	29,500	29,500
Repairs - Equipment	Total	19,260	21,260	21,260

Estimated Detail of Repairs - Vehicles

Actual expenses may vary according to changing circumstances

Repairs - Vehicles	Dept. Request	Manager Proposed
Alignments	\$ 550	\$ 550
Alternators	\$ 500	\$ 500
Glass Replacement	\$ 2,600	\$ 2,600
Hydraulic Systems (Cylinders/Pumps/Motors)	\$ 5,000	\$ 5,000
Radiators	\$ 5,000	\$ 5,000
Re-build Motors/Transmissions	\$ 12,000	\$ 12,000
Body Work	\$ 3,000	\$ 3,000
Starters	\$ 600	\$ 600
Engineering Vehicles	\$ 250	\$ 250
	\$ 29,500	\$ 29,500

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

Repairs - Equipment	Dept. Request	Manager Proposed
Chain Saws	\$ 400	\$ 400
Pumps	\$ 1,500	\$ 1,500
Heavy Duty Construction Equipment	\$ 14,110	\$ 14,110
Specialty Repairs	\$ 2,500	\$ 2,500
Survey Equipment	\$ 1,250	\$ 1,250
Machine Shop Work	\$ 1,500	\$ 1,500
	\$ 21,260	\$ 21,260

Line Item Narrative

Repairs - Vehicle: This account funds those repairs that are contracted out. These services have to be contracted out due to the sophistication of vehicles and the tools/equipment needed to diagnose and repair. Typically your larger repair parts run higher than most others due to the steel content in the make up of the part.

Repairs - Equipment: This account funds those repairs that are contracted out. The work includes repairs to the following: chainsaws, pumps, heavy duty construction equipment - repairs requiring specialty tools, survey equipment, machine shop work, plan copier, etc This account is historically high because of the private machine shop work which is required for some of the older pieces of equipment with limited parts availability.

Line Items		Last Year	Dept. Request	Manager Proposed
Repairs - Radio Equipment	Total	2,500	2,500	2,500

Estimated Detail of Repairs - Radio Equipme

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Radio Equipment See Below.	\$ 2,500	\$ 2,500
	\$ 2,500	\$ 2,500

Line Item Narrative

Repairs - Radio Equipment: This account funds the repairs and modifications to the radio system used by the Public Works Department to dispatch and communicate with the fleet. The department uses 64 mobile and 5 portables to coordinate maintenance activities and to report emergency situations.



City of Auburn Public Services

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Training & Tuition	Total	16,065	17,065	17,065

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

Training & Tuition	Personnel	Cost	Dept. Request	Manager Proposed
Administrative Staff Training	2	\$ 500	\$ 1,000	\$ 1,000
APWA Supervisor Training/Program	4	\$ 250	\$ 1,000	\$ 1,000
Arborist Training	2	\$ 750	\$ 1,500	\$ 1,500
BOL 30 Hour Const. Safety Course	2	\$ 250	\$ 500	\$ 500
CDL Defensive Driving - Me. Motor Transport	10	\$ 25	\$ 250	\$ 250
Chainsaw Training	10	\$ 15	\$ 150	\$ 150
Continuing Education Classes	2	\$ 125	\$ 250	\$ 250
Cutting Torch Safety	12	\$ 20	\$ 240	\$ 240
Heavy Duty Brake School (Air)	1	\$ 405	\$ 405	\$ 405
MDOT - Grader Training	2	\$ 125	\$ 250	\$ 250
MDOT - Local Road Program	60	\$ 25	\$ 1,500	\$ 1,500
MMA Meetings/ Seminars	2	\$ 85	\$ 170	\$ 170
Municipal Leadership	2	\$ 500	\$ 1,000	\$ 1,000
Vendor Sponsored Equipment Mechanics	6	\$ 200	\$ 1,200	\$ 1,200
Welder Training	0	\$ 500	\$ -	\$ -
Professional Development	2	\$ 1,800	\$ 3,600	\$ 3,600
			\$ 13,015	\$ 13,015
Engineering				
Employee Continuing Education Licenses			\$ 2,500	\$ 2,500
Maine Municipal Association			\$ 200	\$ 200
Maine Nonpoint Source Training			\$ 350	\$ 350
MDOT Local Road			\$ 250	\$ 250
Paving Inspector NETTCP			\$ 600	\$ 600
Road Maintenance, Paving, Supervisory Practices			\$ 150	\$ 150
			\$ 4,050	\$ 4,050
			\$ 17,065	\$ 17,065

Line Item Narrative

Training & Tuition: This account funds registration fees for seminars and classes including: road maintenance, welding, hydraulics, first aid, bloodborne pathogens, paving, supervisory practices, construction safety, performance evaluation, masonry, environmental regulations, Geographic Information System (GIS), and snow and ice removal. This account reflects our department goal to provide training to employees in order to receive peak output from them, and insure that they will accomplish work that is assigned to them.

Line Items		Last Year	Dept. Request	Manager Proposed
Comm - Postage	Total	400	350	350
Travel-Mileage	Total	500	500	500
Travel-Seminar Costs	Total	500	500	500

Estimated Detail of Comm - Postage

Actual expenses may vary according to changing circumstances

Comm - Postage		Dept. Request	Manager Proposed
Public Works		\$ 350	\$ 350
		\$ 350	\$ 350

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

Travel-Mileage		Dept. Request	Manager Proposed
Public Works & Parks		\$ 350	\$ 350
Engineering		\$ 150	\$ 150
		\$ 500	\$ 500

Estimated Detail of Travel-Seminar Costs

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

Communication - Postage: This account is for postage and stamps.

Travel-Mileage: Account used for compensating employees for use of their personal vehicles, while conducting City business.

Travel & Seminar Costs: This account funds conference meeting and seminar costs. Most notably the attendance of the APWA-MMA semi annual conferences.



City of Auburn Public Services

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Dues & Subscriptions	Total	5,934	6,270	6,270

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

Dues & Subscriptions	Dept. Request	Manager Proposed
Licenses:		
55 CDL's renewed each 6th year plus new drivers	\$ 306	\$ 306
Annual Arborist License (Mike, Jim, Rick, Bill)	\$ 165	\$ 165
Memberships:		
APWA	\$ 960	\$ 960
ASCE	\$ 215	\$ 215
Maine Arborist	\$ 90	\$ 90
Maine Resource Recovery Association	\$ 40	\$ 40
Training, Reports, Periodicals:		
Misc. Training Manuals	\$ 75	\$ 75
Subscriptions:		
Diagnostic Software (Mitchel 1)	\$ 2,220	\$ 2,220
Tech Manuals - Specifications (Intermittent Purchases):		
Sign Manual	\$ 90	\$ 90
Uniform Traffic Control	\$ 100	\$ 100
Engineering:		
APWA Annual Dues	\$ 640	\$ 640
ASCE Annual Dues	\$ 430	\$ 430
CPESC Renewal	\$ 100	\$ 100
CPSWQ	\$ 100	\$ 100
MSLS Annual Dues	\$ 220	\$ 220
PE Bi-Annual License Renewal	\$ 160	\$ 160
PLS Bi-Annual License Renewal	\$ 275	\$ 275
CDL	\$ 34	\$ 34
Parks		
Maine Cemetery Assoc.	\$ 25	\$ 25
New England Park Assoc	\$ 25	\$ 25
	\$ 6,270	\$ 6,270

Line Item Narrative

Dues & Subscriptions: This account pays for subscriptions, annual professional fees, and dues for professional associations. Memberships include: Arborist licenses, APWA, ASCE and various technical periodicals and newsletters. This account also funds the costs of the Commercial Drivers License (CDL) reimbursement. Mitchel 1 is an online diagnostic software that provides the most up to date information in the industry.



City of Auburn Public Services

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Leachate Hauling	Total	53,911	47,106	42,606
Crack Sealing	Total	10,000	20,000	20,000
Guardrail Replacement	Total	20,000	10,000	10,000

Estimated Detail of Leachate Hauling

Actual expenses may vary according to changing circumstances

	Quantity	Cost	Dept. Request	Manager Proposed
Leachate Hauling				
Hauling Fee	2,000,000	\$0.011000	\$ 22,000	\$ 17,500
Weighing Fee	546	\$10.50	\$ 5,738	\$ 5,738
Disposal per 100 CF	2,674	\$2.19	\$ 5,868	\$ 5,868
Leachate Collection System Cleaning			\$ 13,500	\$ 13,500
			\$ 47,106	\$ 42,606

Estimated Detail of Crack Sealing

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Crack Sealing	\$ 20,000	\$ 20,000
	\$ 20,000	\$ 20,000

Estimated Detail of Guardrail Replacement

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Guardrail Replacement	\$ 10,000	\$ 10,000
	\$ 10,000	\$ 10,000

Line Item Narrative

Leachate Hauling: This account funds a Department of Environmental Protection mandated cost to haul leachate from the closed ash landfill site, located near Exit 75, to a disposal location on Goldwaith Road. Other expenses result from the fee for weighing loads on the MMWAC scale, and from fees for disposal into the Auburn Sewerage District manhole. Contract is written and bid upon estimated 3,000,000 gallons pumped. Disposal per 100 CF of Leachate pricing estimated to increase by 5%, from \$2.09 to \$2.19. Scale fees are based upon \$10.50 weighing fee. The reduction in this account reflects that the department is in the process of having piping installed which will pump the leachate directly into the sewer treatment system which will eliminate the need for hauling leachate sometime during FY18. In FY19 the hauling costs will be completely eliminated, significantly reducing the funding needed in this account.

Purchased Services - Crack Seal: Crack sealing increases the lifespan of asphalt pavement. Typically roads that were reconstructed 3 to 5 years ago are targeted for sealing.



City of Auburn Public Services

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
PS - Water Quality Monitoring	Total	22,000	22,000	22,000
PS - Recording Fee	Total	250	250	250
Traffic Calming-Mill St	Total	20,000		-

Estimated Detail of PS - Water Quality Monit

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - Water Quality Monitoring		
Water Quality Monitoring	\$ 22,000	\$ 22,000
	\$ 22,000	\$ 22,000

Estimated Detail of PS - Recording Fee

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - Recording Fee		
	\$ 250	\$ 250
	\$ 250	\$ 250

Estimated Detail of Traffic Calming-Mill St

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Traffic Calming-Mill St		
		\$ -
	\$ -	\$ -

Line Item Narrative

Purchased Services - Water Quality Monitoring: This account funds State mandated water quality monitoring of the closed Ash landfill and Gracelawn Road area landfill: sampling, testing and reporting, plus maintenance of well caps and locks. There has been an increase in the lab and tech costs and updated monitoring plans for both landfills has been required by the Maine DEP.

Purchased Services - Recording Fee: This account funds the recording of deeds and plans at the County Registry. Expenditures reflect the number of deeds recorded for easements for street and sidewalk improvement projects.



City of Auburn

Master List

Fiscal Year 2018
Proposed 4.24.2017

Account Title	FY 2016 Actual	FY 2017 Approved	FY 2018 Dept. Request	FY 2018 Manager Proposed	FY 2018 Council Adopted	Increase/ Decrease	%
Solid Waste							
Solid Waste Disposal	461,630	486,230	499,838	499,838	0	13,608	3%
Solid Waste Collection	418,685	445,459	463,280	463,280	0	17,821	4%
Advertising	0	1,000	1,000	1,000	0	0	0%
TOTAL	880,315	932,689	964,118	964,118	-	31,429	3.4%



City of Auburn Solid Waste

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Solid Waste Disposal	Total	486,230	499,838	499,838
Solid Waste Collection	Total	445,459	463,280	463,280
Advertising	Total	1,000	1,000	1,000

Estimated Detail of Solid Waste Disposal

Actual expenses may vary according to changing circumstances

Solid Waste Disposal	Quantity	Cost/Ton	Dept. Request	Manager Proposed
Auburn Curbside Waste Disposal (MMWAC)	7,500	43	\$ 322,500	\$ 322,500
Auburn Residential Drop-Off	600	43	\$ 25,800	\$ 25,800
Dead Animal Disposal				
Dumpster Rental	12	224	\$ 2,688	\$ 2,688
Hazardous Waste Abatement				
Household Hazardous Waste disposal program				
Illicit Waste Removal	50	73	\$ 3,650	\$ 3,650
Leaves	200	43	\$ 8,600	\$ 8,600
Recycling Program	12	9,300	\$ 111,600	\$ 111,600
Rolloff Container (rental & transp.)				
Spring Cleanup (50% funded)			\$ 25,000	\$ 25,000
Tires				
Universal Waste Disposal				
			\$ 499,838	\$ 499,838

Estimated Detail of Solid Waste Collection

Actual expenses may vary according to changing circumstances

Solid Waste Collection	FY 17	Dept. Request	Manager Proposed
Private Contract	445,459	\$ 463,280	\$ 463,280
		\$ 463,280	\$ 463,280

Estimated Detail of Auburn Residential Drop-

Actual expenses may vary according to changing circumstances

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

Line Item Narrative

Solid Waste Disposal: This account funds the costs of the City's solid waste disposal program. This year's program costs are based on the MMWAC tip fee of \$43 per ton for solid waste. Included in this year's budget request is HHW Program, wood chipping, hauling, Universal Waste disposal. Spring clean-up is included.

Solid Waste Collection: The amounts reflect the new solid waste contract.



City of Auburn

Master List

Fiscal Year 2018
Proposed 4.24.2017

Account Title	FY 2016 Actual	FY 2017 Approved	FY 2018 Dept. Request	FY 2018 Manager Proposed	FY 2018 Council Adopted	Increase/ Decrease	%
<i>Water & Sewer</i>							
Catch Basin Maintenance	12,500	12,500	12,500	12,500	0	0	0%
Public Fire Protection Fee	586,513	586,513	632,716	632,716	0	46,203	8%
TOTAL	599,013	599,013	645,216	645,216	-	46,203	7.7%



City of Auburn Water & Sewer

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
Catch Basin Maintenance Fee	Total	12,500	12,500	12,500
Public Fire Protection Fee	Total	586,513	632,716	632,716

Estimated Detail of Catch Basin Maintenance Fee

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Catch Basin Maintenance Fee		
Paid to Auburn Water & Sewer District	\$ 12,500	\$ 12,500
	\$ 12,500	\$ 12,500

Estimated Detail of Public Fire Protection Fee

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Public Fire Protection Fee		
Paid to Auburn Water & Sewer District	\$ 632,716	\$ 632,716
	\$ 632,716	\$ 632,716

Line Item Narrative

Catch Basin Maintenance Fee: The City's catch basins drain into the sanitary sewer. As we continue our stormwater separation projects, this fee should decrease. There are about 400 catch basins that are still connected.

Public Fire Protection Fee: This fee is paid to the Auburn Water & Sewer District for the water that is ready and available from the hydrants, for fire suppression.



City of Auburn

Master List

Fiscal Year 2018
Proposed 4.24.2017

Account Title	FY 2016 Actual	FY 2017 Approved	FY 2018 Dept. Request	FY 2018 Manager Proposed	FY 2018 Council Adopted	Increase/ Decrease	%
County Tax							
County Tax	2,142,268	2,167,824	2,296,224	2,296,224	0	128,400	6%
TOTAL	2,142,268	2,167,824	2,296,224	2,296,224	-	128,400	5.9%



City of Auburn County Tax

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
County Tax	Total	2,167,824	2,296,224	2,296,224

Estimated Detail of County Tax

Actual expenses may vary according to changing circumstances

County Tax	Dept. Request	Manager Proposed
	\$ 2,296,224	\$ 2,296,224
	\$ 2,296,224	\$ 2,296,224

Line Item Narrative

County Tax:



City of Auburn

Master List

Fiscal Year 2018
Proposed 4.24.2017

Account Title	FY 2016 Actual	FY 2017 Approved	FY 2018 Dept. Request	FY 2018 Manager Proposed	FY 2018 Council Adopted	Increase/ Decrease	%
<i>Tax Sharing</i>							
Tax Sharing	228,985	270,000	270,000	270,000	0	0	0%
TOTAL	228,985	270,000	270,000	270,000	-	-	0.0%
<i>Auburn-Lewiston Airport</i>							
Aub-Lew Airport	105,000	106,000	181,250	167,800	-	61,800	58%
TOTAL	105,000	106,000	181,250	167,800	-	61,800	58.3%
<i>LA Growth Council</i>							
LAEGC	0	0	0	0	0	0	0%
TOTAL	-	0	-	-	-	-	0.0%
<i>LA Transit Authority</i>							
Lew-Aub Transit	209,244	182,244	189,949	189,949	-	7,705	4%
Auburn Only Transport:	24,105	0	-	-	-	0	0%
TOTAL	233,349	182,244	189,949	189,949	-	7,705	4.2%
<i>LA 911</i>							
Lew-Aub 911	1,069,122	1,088,857	1,088,857	1,088,857	0	0	0%
LA 911-Recorder	-	0	-	-	-	0	0%
LA 911-Reverse 911	0	0	-	-	-	0	0%
TOTAL	1,069,122	1,088,857	1,088,857	1,088,857	-	-	0.0%
<i>Community Little Theater</i>							
Community Little Theat	0	0	0	0	0	0	0%
TOTAL	-	0	-	-	-	-	0.0%
<i>Arts and Culture-Auburn</i>							
Arts & Culture Auburn	0	0	0	0	0	0	0%
TOTAL	-	0	-	-	-	-	0.0%
TOTAL	1,636,456	1,647,101	1,730,056	1,716,606	-	69,505	4.2%



City of Auburn Intergovernmental

Fiscal Year 2018
Proposed 4.24.2017

Line Items		Last Year	Dept. Request	Manager Proposed
All Groups	Total	\$ 1,647,101	1,730,056	1,716,606

Estimated Detail of All Groups

Actual expenses may vary according to changing circumstances

	Last Year	Dept. Request	Manager Proposed
All Intergovernmental Groups			
Aub-Lew Airport	\$ 106,000	\$ 181,250	\$ 167,800
LAEGC (see Economic Development)			
Lew-Aub 911	\$ 1,088,857	\$ 1,088,857	\$ 1,088,857
Lew-Aub Transit	\$ 182,244	\$ 189,949	\$ 189,949
Tax Sharing	\$ 270,000	\$ 270,000	\$ 270,000
	\$ 1,647,101	\$ 1,730,056	\$ 1,716,606

Line Item Narrative

Intergovernmental: This account is a matter of Council Policy. Councilors and staff alike participate on these boards.



Fiscal Year 2018 Budget

02/15/2017



Auburn-Lewiston Airport

Fiscal Year 2018 Budget Proposal

Executive Summary

Auburn-Lewiston Municipal Airport, a quasi-municipal corporation formed in 1979, by the City of Lewiston and the City of Auburn, Maine, is comprised of Auburn-Lewiston Airport and the Auburn-Lewiston Municipal Airport Industrial Airpark. The Airport Board of Directors operates the airport through the airport manager, who is a contractual employee of the Board.

The stated mission of the airport is to provide a safe, economical transportation interchange for people and freight thereby enhancing the prosperity of the region. Airport Staff carry out this mission with a vision of an airport that demonstrates the culture and character of the Lewiston-Auburn community to the people that use its services made available with willingness of effort and respect of person. The staff works as a team operating the airport on a 24-hour daily basis and regularly staffing the airport for approximately 85 hours each week.

The airport accomplishes its mission through two basic programs:

The Airport Operations program wherein Operations Specialists ensure airfield safety by monitoring weather conditions, wildlife activity, and runway conditions. Airport Administration is included in the Airport Operations Program. Administration defines and sets into motion policies, projects, and programs that will increase airport viability

The Flight Continuation Services program where the airport apron or "ramp" is the working area of the Line Service Technician, whose work center is normally called the Fixed Base Operation (or FBO for short). Line Service Technicians and the equipment they use to do their work represent the airport and the community to all visitors and usually are the first impression new visitors have of the community.

The airport has six major goals designed to enable the airport staff in attaining the vision of the airport. Each goal encompasses the myriad of activities needed to operate a safe general aviation reliever airport in New England.

The budget drivers in this budget produce a requirement for investment by the cities that is only 35% of the request for last fiscal year and is less than double of what was actually provided. By program, this year's requirements include

Airport Operations

- Increased Maintenance expenses due to previously deferred maintenance
In some cases, this has compromised safety. (\$31,800)
- Missed opportunity due to failed or inadequate infrastructure
- Promotions and Merit Raises for Employees in absence of COLA (\$11,828)
- 11% increase in health care benefit cost for employees (\$18,568)
- Increased competition from airports with newly developed infrastructures

Flight Continuation Services (Fixed Base Operation)

- Fuel price competition with reduced price point in market (noncompetitive prices means no customers, no sales)



Auburn-Lewiston Airport Fiscal Year 2018 Budget Proposal

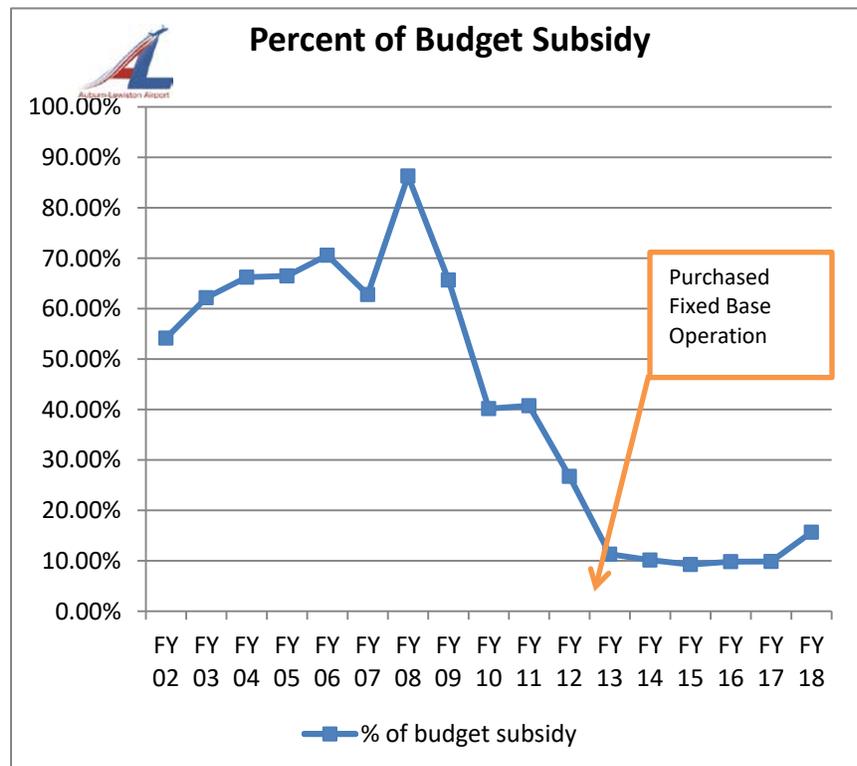
- Missed opportunity when obsolete ground support equipment fails
- 11% increase in health care benefit cost for employees
- Reducing utility costs through updates in infrastructure (up to \$9,000 annually)
- Opportunity for increased aircraft maintenance revenues with upgraded certifications and required support (\$5,700)

The cost of human resources in airport programs changed when the decision to purchase the Fixed Base Operation (formerly Twin Cities Air Service) was made, it meant finding the adequate staffing level for both the airport and for the Fixed Base Operation (FBO). Over time, this has been accomplished so that today the service levels and acumen training of the airport staff is now as close to industry standard as it has ever been. The Airport Operations program contains five full-time positions. The salaries of the program make up approximately 34% of the program's operation and consume approximately 29% of the revenues generated. The Flight Continuation Services program contains seven full-time and part-time positions that provide the mainstay of the program. The salaries of the program make up approximately 24% of the program's operation and consume approximately 26% of the revenues generated.

Through the intergovernmental agreement, the Cities of Auburn and Lewiston are co-owners of the airport. The Cities agree that they would support the airport for both operations and capital improvements. The agreement also establishes a Board of Directors for the oversight and operation of the Airport. This financial arrangement is common for the thirty airports in the State of Maine that do not have airline service. The amount of subsidization at those thirty airports ranges from 13% to 81% of the total annual operations budget annually.

Auburn Lewiston Airport has been **among the lowest** subsidized airports for several years. This has been made possible through deferred maintenance, which jeopardizes best management practices. Repeatedly deferring maintenance and not replacing inexpensive equipment has resulted in expensive repairs and costly replacements as the airport struggles to maintain a required level of safety.

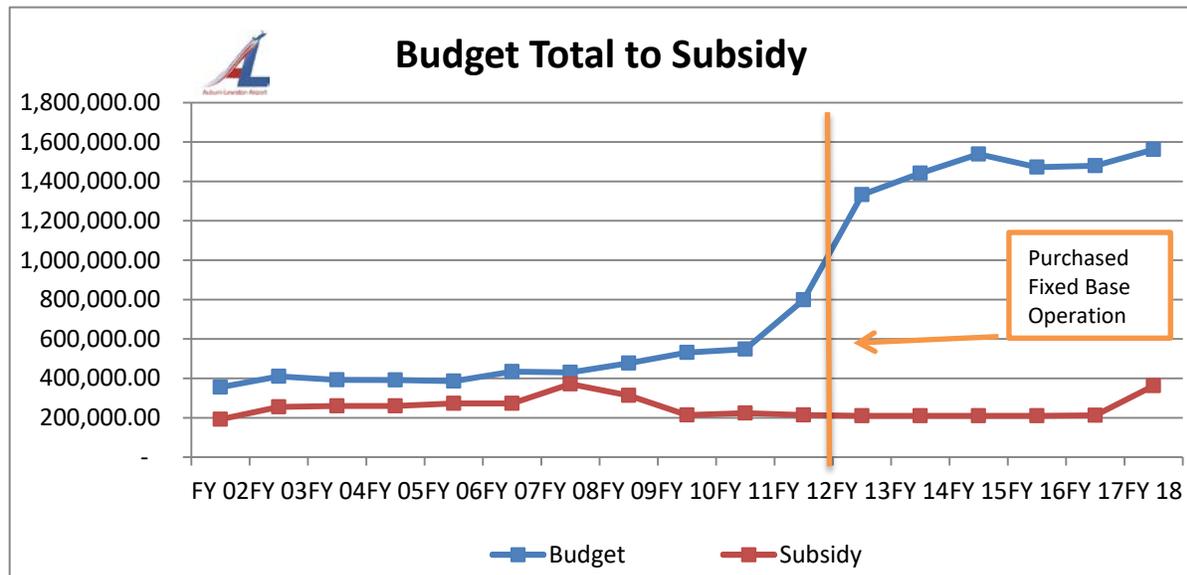
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Auburn-Lewiston Airport Fiscal Year 2018 Budget Proposal

A report from the Alliance for Aviation across America shows that of the thirty aforementioned airports, Auburn-Lewiston Airport has an economic benefit for its community of \$24,627,000. This is \$7 million more than the next similar airport in the State of Maine and is competitive with smaller seasonal commercial airports like Knox County Regional and Bar Harbor-Hancock County Airports. The subsidy investment needed in the operating budget as well as support for capital investment, creates new money in the community. An investment of \$167,800 per City is justified as it produces over 145% return on investment.





Auburn-Lewiston Airport

Fiscal Year 2018 Budget Proposal

Auburn-Lewiston Municipal Airport, a quasi-municipal corporation formed in 1979, by the City of Lewiston and the City of Auburn, Maine, is comprised of Auburn-Lewiston Airport and the Auburn-Lewiston Municipal Airport Industrial Airpark. The Airport Board of Directors operates the airport through the airport manager, who is a contractual employee of the Board. The airport currently has two runways with a supporting taxiway for the primary runway and a partial taxiway for the crosswind. The primary runway system is designed for aircraft that are no wider than 80 feet and weigh less than 180,000 pounds. The crosswind runway system is designed for aircraft no wider than 80 feet and weighs less than 30,000 pounds. The airport acts as a support base for Life Flight of Maine, the Civil Air Patrol, the Maine Warden Service, and other public service organizations. The airport provides an opportunity for a wide variety of aviation activities including flight training, aircraft maintenance and repair, and air cargo as well as flight-continuing services such as fuel and food for passengers and flight crews. For calendar year 2016, the Federal Aviation Administration reported Auburn-Lewiston Airport as the operationally busiest non-commercial airport in Maine and one of the busier General Aviation airports in New England.

Mission

To provide a safe, economical transportation interchange for people and freight thereby enhancing the prosperity of the region.

Vision

An Airport that demonstrates the culture and character of the Lewiston-Auburn community to the people that use its services made available with willingness of effort and respect of person.

Programs

Airport Operations: The Airport is divided into landside and airside areas. Landside areas include parking lots, public transportation stations, and access roads. Airside areas include places accessible to aircraft, including runways, taxiways, and aprons. Access from landside areas to airside areas is tightly controlled. Passengers access the airside areas through terminals. The area where aircraft park next to a terminal to load passengers and baggage is known as a *ramp* (or incorrectly, "the tarmac"). Parking areas for aircraft away from terminals are called aprons.

Maintaining all of the areas named earlier is the responsibility of the Airport Operations Specialist. Operations Specialists inspect all airport areas, including hangars, runways, and fuel storage areas for compliance with airport and Federal Aviation Administration safety regulations. Operations Specialists ensure airfield safety by monitoring weather conditions, wildlife activity, and runway conditions. Operations Specialists perform general maintenance work on the building and grounds, vehicles and specialized machinery used at the airport. Operation Specialists coordinate the arrival, departure, and parking of aircraft, although the flight crew does most of



Auburn-Lewiston Airport Fiscal Year 2018 Budget Proposal

the work. Other duties include using radios to direct emergency response units and providing first aid during airfield emergencies.

Airport Administration is included in the Airport Operations Program. Serving as the command center for all airport programs, airport administration also serves as the public face of the airport. Airport Administration is the part of the Airport Operations program that governs the Auburn-Lewiston Airport, and its property situated on the Hotel and Lewiston Junction Roads in Auburn. Administration also maintains all leases, accounts receivable, and all other intangible property. Administration defines and sets into motion policies, projects, and programs that will increase airport viability and that encourage the economic self-sufficiency of the airport by stimulating aeronautical and non-aeronautical development and expansion at the airport.

Flight Continuation Services: The airport apron is the area of an airport where aircraft are parked, unloaded or loaded, refueled, or boarded. Although the use of the apron is covered by regulations, such as lighting on vehicles, it is typically more accessible to users than the runway or taxiway. However, the apron is not open to the general public. All vehicles, aircraft and people using the apron are referred to as apron traffic. The airport apron or “ramp” is the working area of the Line Service Technician, whose work center is normally called the Fixed Base Operation (or FBO for short)

The Line Service Technician is a customer service position that is responsible for supporting all ground operations for inbound and outbound aircraft, flight crews and passengers. In addition, Line Service is a support position to airport operations. Line Service Technicians must have good decision-making skills, the ability to follow procedures; flexibility in a dynamic working environment; as well as possess good interpersonal skills. Line Service Technicians work with fuels and other flammable and hazardous materials in high noise environments, operating vehicles and moving aircraft in close proximity of people, buildings and other aircraft. Line Service Technicians and the equipment they use to do their work represent the airport and the community to all visitors and usually are the first impression new visitors have of the community.

Goals

GOAL 1: ENSURE AN ENVIRONMENT OF SAFETY DURING SERVICE THROUGH CONTINUING TRAINING AND EDUCATION

Objectives:

- Operation Specialist Professional Development
- Line Service Technician Continuing Education
- First Responder Training
- Winter Operations/Driver Training
- Emergency and Irregular Operations Training
- Wildlife Hazard Mitigation Training
- Environmental Compliance Training



Auburn-Lewiston Airport

Fiscal Year 2018 Budget Proposal

GOAL 2: ASSIST TRANSIENT AIRCRAFT PASSENGERS AND CREWMEMBERS IN A FAST AND EFFICIENT MANNER

Objectives:

- Ensure employees are prepared and capable of accomplishing all requested services
- Take and accurately fulfill all service requests
- Arrange ground transportation and lodging prior to arrivals
- Have needed aircraft ground support equipment on stand by
- Provide after-hours and on-call services to assist in late night and emergency traffic

GOAL 3: PROVIDE RELIABLE, DEPENDABLE SERVICE TO BASED AIRCRAFTS

Objectives:

- Ensure employees are prepared and capable of accomplishing all requested services
- Take and accurately fulfill all service requests
- Properly park, tow, and store aircrafts
- Provide tie-down spots that safeguard the aircraft
- Provide on-site aircraft maintenance
- Provide and maintain customer accounts

GOAL 4: MAINTAIN FACILITIES AND GROUNDS

Objectives:

- Maintain runways and taxiways to meet operational demands in all seasons
- Maintain airfield and runway lighting for safety
- Ensure the airport facilities operate as cost-effectively as possible.
- Ensure security of buildings, airfield, aircraft, employees, and public
- Maintain leased spaces efficiently and timely

GOAL 5: SEEK OUT AND ESTABLISH STABLE AND DEPENDABLE REVENUE

Objectives:

- Build and maintain leased structures
- Expand the aeronautical and non-aeronautical business based at the airport
- Increase the number of airport users
- Increase services revenue
- Facilitate events that financially benefit Auburn-Lewiston Airport

GOAL 6: INCREASE AWARENESS OF AIRPORT TO LOCAL COMMUNITY AND AVIATION COMMUNITY

Objectives:

- Market services offered to include rental cars, lodging, catering, winter runway conditions, maintenance, café, and deicing.
- Utilize social media to inform general local community of airport events.
- Participate in targeted advertising to draw in charter flights
- Build services to attract “weekend flyers”
- Maintain a user-friendly website that is easily accessible to pilot required information



Auburn-Lewiston Airport Fiscal Year 2018 Budget Proposal

Budget Drivers

Airport Operations

- Increased maintenance expenses due to previously deferred maintenance. In some cases, this has compromised safety because of failing condition.
 - Roof repair on FBO Hangar and Equipment Building (\$11,800)
 - Repair hangar doors (2) and rigging to open/close (\$10,000)
 - Runway Safety Area maintenance (\$7,000)
 - Airport vehicles with cracked exhaust manifolds, treads nearly below allowable limits, needing tune-ups causing more fuel usage (\$3,800)

- Missed opportunity due to failed or inadequate infrastructure
 - Airport landside parking is undersized and out of standard for transportation facilities. It does not meet TSA regulation requirements for airports.
 - Unable to service transient international aircraft because of lack of facilities to house customs office since Intermodal Center ceased operation.
 - Airport closed or partially available because of inadequate deice/anti-ice materials supply (closed 168 hours this fiscal year so far)

- Promotions and merit raises for employees in absence of COLA (\$11,828)

- 23% increase in health care benefit cost for employees (\$18,568)

- Increased competition from airports with newly developed infrastructures
 - Oxford County Regional Airport is returning to service
 - Brunswick Executive Airport is near final conversion to civilian airport
 - Augusta State Airport has new hangar construction on field
 - Twitchell's Airport in Turner has new hangar construction

Flight Continuation Services (Fixed Base Operation)

- Fuel price competition with reduced price point in the market; noncompetitive prices means no customers thus no sales

- Missed service opportunity due to obsolete ground support equipment failure
 - Ground Power Unit will not start or keep running
 - Aircraft preheater leaks gasoline and is unusable
 - Ground PW radio fails preventing call for assistance

- 38% increase in health care benefit cost for employees (\$25,058)

- Reducing utility costs through updates in infrastructure
 - LED conversion of air field lighting; pay back is 2 years in electricity cost and light bulb replacement (\$9,000 annually)
 - Obtaining electric vehicles to lower fuel usage (\$3,500)

- Opportunity for increased aircraft maintenance revenues with upgraded certifications and required support (\$5,700)



Auburn-Lewiston Airport Fiscal Year 2018 Budget Proposal

Effort

Cost of Human Resources in Airport Programs

Aviation is an industry that has not found a way to automate completely. Innovations in many areas use technology to make the work streamlined and more efficient, but the human is still a requirement in the operation. That said, having the correct number of employees to work safely is a requirement in all industries.

When the decision to purchase the Fixed Base Operation (formerly Twin Cities Air Service) was made, it meant finding the adequate staffing level for both the airport and for the Fixed Base Operation (FBO). Over time, this has been accomplished so that today the service levels and acumen training of the airport staff is now as close to industry standard as it has ever been.

Airport Operations

The Airport Operations program is the same as it was before the purchase of the FBO. The focus is on the airfield and the day-to-day operation of the facilities used by tenants and visitors. These activities produce revenues but require supplies and properly trained employees to make the operation safe and efficient.

The Airport Operations program contains five full-time positions. The salaries of the program make up approximately 34% of the program's operation and consume approximately 29% of the revenues generated.

Flight Continuation Services (Fixed Base Operation)

The Flight Continuation Services program is comprised of Customer Service Representatives, Line Service Technicians, and Airframe and Powerplant Mechanics. The servicing of aircraft is a very demanding undertaking. Knowledge of the basic skills is as important as knowledge individual aircraft requirements.

The Flight Continuation Services program contains five full-time positions that are the mainstay of the program. In addition, the Flight Continuation Services program contains three full-time equivalent positions utilizing part-time workers to provide assistance and provide relief in the case of illness or vacations. The salaries of the program make up approximately 24% of the program's operation and consume approximately 26% of the revenues generated.

Subsidy or Investment?

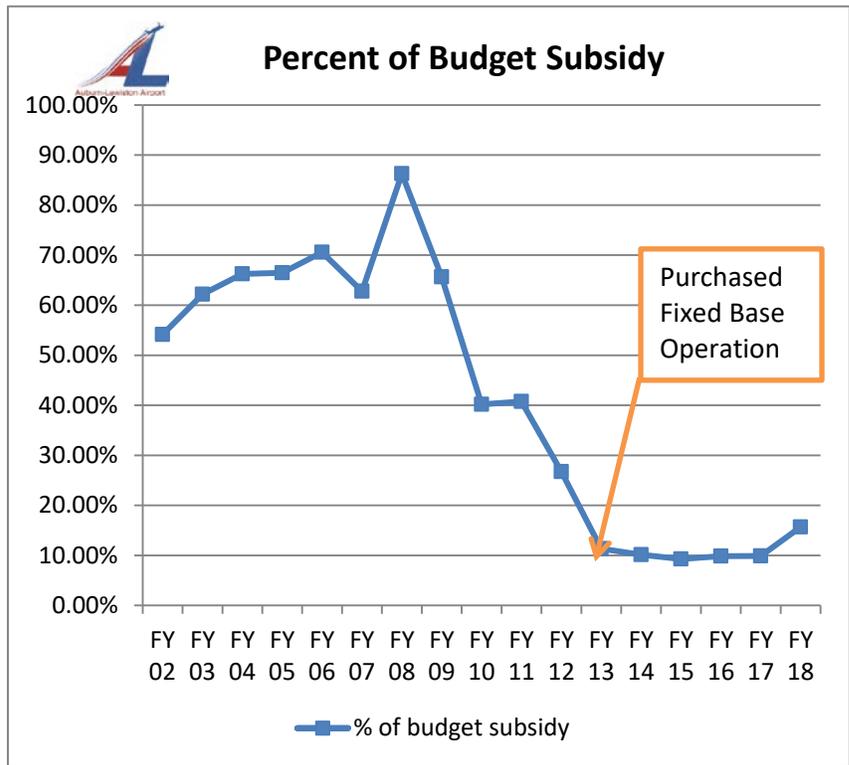
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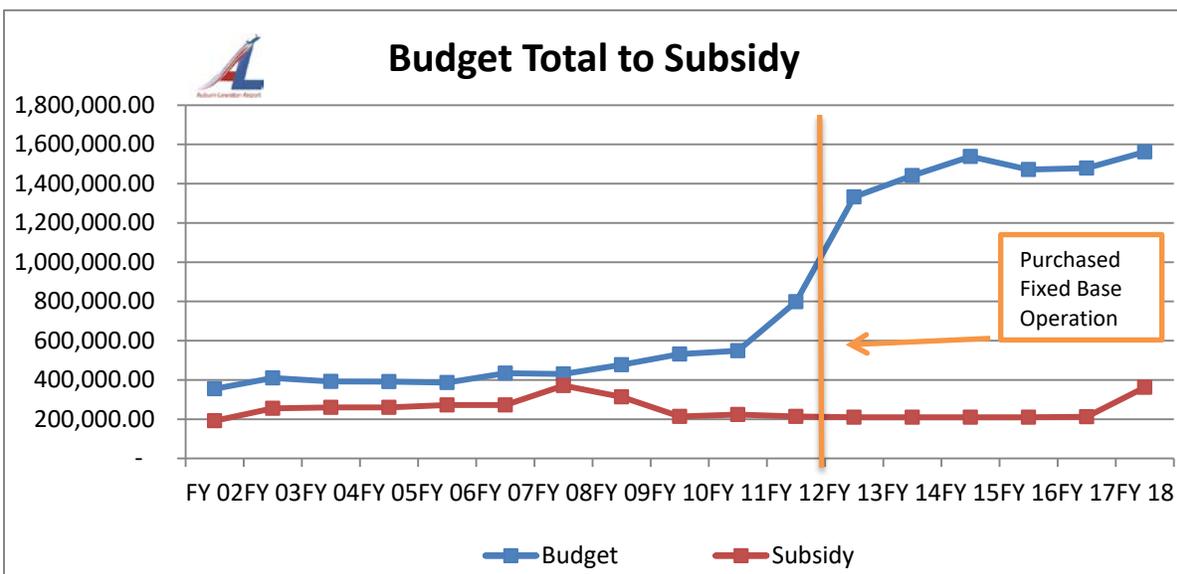
Auburn-Lewiston Airport Fiscal Year 2018 Budget Proposal

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Auburn Lewiston Airport

Proposed FY 18 Operations Budget

Summary

		FY16 Actual	FY17 Budget	FY17 Projected Actual	FY18 Proposed Budget	FY17 / FY18 Variance	Percent Change
Revenues							
	Operations	468,691	471,210	493,584	485,164	13,954	2.96%
	FBO Services	635,712	575,500	620,275	649,949	74,449	12.94%
	Other Income	30,083	36,000	25,108	25,300	(10,700)	-29.72%
	Total	1,134,486	1,082,710	1,138,966	1,160,413	77,703	7.18%
Expenses							
	Operations	581,159	628,537	681,641	766,526	137,989	21.95%
	FBO Services	672,545	669,453	739,826	729,482	60,029	8.97%
	Total	1,253,704	1,297,990	1,421,467	1,496,008	198,018	15.26%
	Net Earnings	(119,218)	(215,280)	(282,501)	(335,595)	(120,315)	55.89%
	Sponsor Contribution	210,000	212,000	212,000	335,600	123,600	58.30%
	<i>Amount per City</i>	105,000	106,000	106,000	167,800	61,800	58.30%
	Net	90,782	(3,280)	(70,501)	5	3,285	-100.15%
Capital Improvement Plan							
	Proposed Plan Total	2,570,000	2,972,000	2,570,000	849,000	(2,123,000)	-71.43%
	<i>Amount to be funded by City Participation</i>	31,000	1,013,600.00	13,600.00	88,050.00	(925,550)	-91.31%
	<i>Amount funded by City of Auburn</i>	31,000	6,800.00	6,800.00	44,025.00		
	<i>Amount funded by City of Lewiston</i>	31,000	356,800.00	6,800.00	44,025.00		
	Airport Total Request per City	136,000	612,800	112,800	211,825	(400,975)	-65.43%



Auburn Lewiston Airport

Proposed FY 18 Operations Budget

Airport Revenues

FY16 Actual	FY17 Budget	FY17 Projected Actual	FY18 Proposed Budget	FY17 / FY18 Variance	Percent Change
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Operations Revenues

Landing Fees Collected	23,188	20,032	25,340	22,536	2,504	12.50%
	Landing fees are charged to aircraft weighing more than 4000 pounds when they land at the airport. The fee is based on the landing weight of the aircraft. The fee offsets the wear on the airport infrastructure. The proposed amount is based on the annual average landing collections times the average annual fee collection. In FY16 there were 932 commercial landings at an average fee of \$24.89 per landing.					
Fuel Flowage Fees Collected	10,024	8,960	12,450	13,083	4,123	46.02%
	Fuel flowage fee is charged on the fuel sold at retail. The fee maintains the fuel delivery system.					
Rental Fees Collected	356,207	358,218	366,294	365,320	7,102	1.98%
	Landlord is one of the main functions of an airport. Strategies are being developed to increase this revenue					
Christian Hill Materials	79,272	84,000	89,500	84,225	225	0.27%
	The airport has a contractor quarrying Christian Hill to reduce the height of the hill. The contract in turn finances the operation through sale of materials removed. The airport receives 30 cents per ton of materials taken as a fee. The quantities sold have been declining for the last two years based on the monthly reports received from the contractor.					
SUBTOTAL OPERATIONS	468,691	471,210	493,584	485,164	13,954	2.96%

Non-Operations Revenues

Tax Sharing Revenues	24,174	18,500	22,000	22,000	3,500	18.92%
	Received as part of a tax-sharing agreement on the Industrial Air Park. Total is a percentage of excise taxes collected for aircraft and vehicles on the airport and varies marginally year to year. FY16 actual represents approximately 5% of the total collected					
Interest (Land Fund and General Fund)	1,094	1,000	608	800	(200)	-20.00%
Service Fees Collected	-	16,500	2,500	2,500	(14,000)	-84.85%
	Miscellaneous charges for uncommon activities. (i.e.: emergency repair of hangar door not owned by the airport)					
Sale of Asset	4,815					
TOTAL Non-Operations Revenue	30,083	36,000	25,108	25,300	(10,700)	-29.72%



Auburn Lewiston Airport

Proposed FY 18 Operations Budget

Airport Revenues

FY16 Actual	FY17 Budget	FY17 Projected Actual	FY18 Proposed Budget	FY17 / FY18 Variance	Percent Change
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Services Revenues

Fuel and Oil Sales	551,025	470,400	510,000	550,849	80,449	17.10%
	The airport bought the Fixed Base Operation (FBO) in December 2012. It is quite common in today's general aviation industry where 45% of all FBO's are municipally owned and operated. Providing flight continuation services is essential to the airport and owning the FBO simplifies the customer service delivery. Supply cost and local competition drive the fuel price. Changes in the fuel marketplace is the reason for the nearly 20% increase of revenues as prices are currently rising.					
Tie-Down/Hangaring	40,723	51,300	48,500	51,300	-	0.00%
	In short supply at the airport, the storage of aircraft is a service charge for most aircraft because of the liability and risk the FBO and by extension the airport assumes. Rates vary by size, weight and type of aircraft.					
Catering	10,180	9,500	7,000	2,100	(7,400)	-77.89%
	Corporate and charter aircraft request various food items for the flight to the next destination. There are high standards of service for some operators that merit extra attention and produce extra revenues. The restaurant operator at the airport provides this service now. However, there are usually items that we provide in addition to their menu for a nominal fee.					
Rental Car	2,421	3,300	3,275	3,200	(100)	-3.03%
	The airport has agreements with two rental car companies and provides rental services for passengers and local customers. The airport earns a percentage of each rental agreement value.					
After Hour Call-out	3,648	2,000	3,000	3,500	1,500	75.00%
Aircraft Maintenance	27,715	39,000	48,500	39,000	-	0.00%
	Aircraft maintenance is a very good revenue source for an FBO. The FBO has taken steps to increase maintenance revenues.					
SUBTOTAL SERVICES	635,712	575,500	620,275	649,949	74,449	12.94%
TOTAL REVENUE	1,134,486	1,082,710	1,138,966	1,160,413	77,703	7.18%



Auburn Lewiston Airport

Proposed FY 18 Operations Budget

Airport Expenses

Airport Operations

Personnel

	FY16 Actual	FY17 Budget	FY17 Projected Actual	FY18 Proposed Budget	FY17 / FY18 Variance	Percent Change
Salaries	203,287	175,747	190,164	216,392	40,645	23%

Justification:

Position	FY17 Staffing Level	FY18 Staffing Level	FY17 Annual Salary	FY18 Annual Salary	Reason for change	Percent Change
Airport Manager	1	1	73,008	76,655	Set by Airport Board	5%
Airport Secretary	1	1	40,755	41,978		3%
Operations Supervisor	-	1	-	39,520	See Note #1	New
Operations Specialist II	1	1	33,280	31,200	See Note #2	-6%
Operations Specialist I	1	1	28,704	27,040	See Note #3	-6%
Operations Specialist I	-	-	-	-		

Note #1 - Promotion to Supervisor from Operations Specialist II. Supervisor position has been open for 4 years causing Airport Manager to assume the role. The candidate has been filling the position for more than 1 year as a Operations Specialist II and has a good ability to perform the skills listed in the supervisor job description.

Note #2 - Promotion to Operations Specialist II from Operations Specialist I. The Operations Specialist II position is the journeyman position for the Airfield Operations program. The candidate has 4 years of experience in the Operations Specialist I and can be relied on to assume the role of lead as needed. Not promoting could become a retention problem.

Note #3 - Operations Specialist I hired. This position was not filled for the FY16-17 budget and it was a mistake. The lack of manning has curtailed detailed maintenance so that overtime is being used to accomplish required inspections and maintenance. This translates into less than best performance of airport as only the most important repairs are accomplished. Overtime is also degrading moral and causing retention issues. This position adds \$27,040 to Airport Salary expense line.

Fringe Benefits	90,697	81,051	85,556	99,618	18,568	23%
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Justification:

	FY17 Budget	FY18 Budget	Reason for change	Percent Change
FICA	10,710	13,416	wages increase	25%
Medicare	2,505	3,138	wages increase	25%
Healthcare	49,426	62,164	Increase in MMEHT premium	26%
Retirement	16,410	18,201	Increase in cost and participants	11%
Health Reimbursement Account (includes service fee)	600	900		50%
Flexible Spending Account (includes service fee)	800	1,000	Increase in participants	25%
Clothing	600	800		33%

Overtime	3,231	4,000	3,800	4,000	-	0.00%
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Justification:

Professional Development	3,288	2,215	2,102	6,536	4,321	195%
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Justification:

	FY17 Budget	FY18 Budget	Reason for change	Percent Change
Memberships	1,090	1,090		0%
Employee Training	1,125	3,370	See Note #1	200%
Industry Conference		2,076	See Note #2	

Note #1 - Employee Training program provides industry accreditation to the employee and provides insurance premium reductions for the airport. Amount includes OSHA required annual training

Note #2 - Attendance at two of the listed conferences will be necessary for Airport Manager to retain his professional accreditation.

TOTAL PERSONNEL	300,503	263,013	281,622	326,546	63,534	24%
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Auburn Lewiston Airport

Proposed FY 18 Operations Budget

Airport Expenses

Airport Operations

Airfield Operations

	FY16 Actual	FY17 Budget	FY17 Projected Actual	FY18 Proposed Budget	FY17 / FY18 Variance	Percent Change
Contract Services	10,350	500	600	8,000	7,500	See Note

Justification:

Engineering On Call
Solvent Parts Cleaner Service
Oil Water Separator Maintenance

FY17 Budget	FY18 Budget	Reason for change	Percent Change
	3,500		
	1,500	Note #1	
500	3,000	Note #2	500%

NOTE - variance in FY17 budget results when trash collection and cleaning supplies amounts were moved to Building Maintenance budget line under Airport Maintenance section. Engineering On Call is a new item due to site plan adjustments and other minor issues. Part Cleaner Service and Oil/Water Separator Maintenance were moved to contracted services to better show their requirement and cost.

Note #1 - Solvent parts cleaner service deferred last year. Mistake. Not possible to defer this service.

Note #2 - Service has been deferred or done on a minimal level. Not possible this year. EPA Clean Water Act requirements are not being met currently until system receives service. This is a lost service-revenue source (airplane wash cost up to \$150 each).

Utilities	30,583	32,716	34,600	37,576	4,860	15%
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Justification:

Heating Fuel
Electric (CMP)
Water and Sewer

FY17 Budget	FY18 Budget	Reason for change	Percent Change
12,500	16,225	Based on current price for same use	30%
18,416	19,151		4%
1,800	2,200	Announced increase	22%

Fuels and Oil for Vehicles	9,971	6,750	9,890	10,500	3,750	56%
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Justification:

Auto Gas
Motor Oil & Lubricants
Diesel Fuel for Equipment/Vehicles

FY17 Budget	FY18 Budget	Reason for change	Percent Change
1,000	2,000	FY actuals clearly show under budgeting	100%
750	1,000		33%
5,000	7,500		50%

Snow and Ice Control Supplies	15,152	11,306	13,352	23,500	12,194	108%
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Justification:

Solid De-ice Compound (non-corrosive)
Liquid Anti-ice Compound (non-corrosive)

FY17 Budget	FY18 Budget	Reason for change	Percent Change
5,586	11,500	Based on average quantity usage	106%
5,720	12,000		110%

The presence of ice on a runway or taxiway can require closure of that facility. FAA standard require the use of non-corrosive chemicals to assist in ice removal. Each application of materials costs up to \$10900.

SUBTOTAL AIRFIELD OPERATIONS	66,056	51,272	58,442	79,576	28,304	55%
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Auburn Lewiston Airport

Proposed FY 18 Operations Budget

Airport Expenses

Airport Operations

Maintenance

	FY16 Actual	FY17 Budget	FY17 Projected Actual	FY18 Proposed Budget	FY17 / FY18 Variance	Percent Change
Building Maintenance	23,782	14,870	21,570	30,670	15,800	106%

Justification:

Repairs and Improvements
 Trash Pickup Service
 Cleaning Supplies
 Inspections
 Recurring Maintenance

	FY17 Budget	FY18 Budget	Reason for change	Percent Change
	-	9,800	See Note	
	4,420	4,420		0%
	2,000	2,500		25%
	7,000	10,500		50%
	1,450	3,450	See Note	138%

Note - Deferred repairs throughout facility. Added trash pickup and cleaning supplies costs from Contract Services.

Electrical Maintenance	241	1,000	580	1,000	-	-
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Computer/Office Machine Maintenance	7,202	324	2,876	2,000	1,676	517%
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Justification:

Machine Maintenance
 Network/IT Maintenance

	FY17 Budget	FY18 Budget	Reason for change	Percent Change
	324	1,500		363%
		500		#DIV/0!

NOTE- FY17 Budget shows cost of maintenance contract only and doesn't show any parts or other charges for maintenance.

Radio Maintenance	2,270	250	765	5,650	5,400	2160%
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Justification:

Handheld Batteries
 Handheld PW Band Radio Replacement
 Handheld Aviation Band Radio Replacement
 Aviation Mobile Radios
 PW Band Mobile Radios
 Automatic Dependent Surveillance –
 Broadcast (ADS-B) Receiver

	FY17 Budget	FY18 Budget	Reason for change	Percent Change
	250	1,000		300%
	-	1,000		100%
	-	1,000		100%
	-	1,150		100%
	-	1,200		100%
	-	300		100%

Airport has rotating replacement of least effective radio program. This is to ensure good operation of the essential tool needed to communicate air to ground and between staff members on the airfield. This program has been deferred for the last two years. We have 3 handheld radios remaining out of 7 needed (4 PW Freq and 3 AV Freq). Our ability to communicate is a safety concern.



Auburn Lewiston Airport

Proposed FY 18 Operations Budget

Airport Expenses

Airport Operations Maintenance (cont'd)

	FY16 Actual	FY17 Budget	FY17 Projected Actual	FY18 Proposed Budget	FY17 / FY18 Variance	Percent Change
Vehicle Maintenance	12,766	6,075	11,436	16,075	10,000	165%

Justification:

	FY17 Budget	FY18 Budget	Reason for change	Percent Change
Engine Repairs and Parts	3,000	6,500	See Note	117%
Tires	900	2,250	See Note	150%
Inspections	175	175	See Note	0%
Touchup Paint	-	250	See Note	
Repair/ Mower Decks	-	400	Blades and Pins	
Repair/Plow Units	1,000	2,000	See Note	100%
Repair/ Snow Blower Unit	1,000	2,000	See Note	100%
Hand Tool Replacement	-	2,500	See Note	

Note - Stocks of spares and replacement parts are exhausted and vehicles continue in service without alternative. These amounts reflect mostly parts and materials and exclude labor. Airport staff performs required labor for maintenance and repairs.

Airfield Maintenance	37,914	18,698	32,293	21,598	2,900	16%
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Justification:

	FY17 Budget	FY18 Budget	Reason for change	Percent Change
Fuel Farm	7,500	7,500	Filters and Inspections	0%
Fencing and Gates	1,000	3,900	See Note 1	290%
Runway and Taxiway Lighting	8,448	8,448	See Note 2	0%
Grounds Maintenance	1,750	1,750	See Note 3	0%

Note #1 The fence needs to be replaced in places. It has rusted to the point of being ineffective.

Note #2 Stocks of spares and replacement parts of airfield lighting system are exhausted.

Note #3 Paint for wind direction indicators and concentric circle, grass seed to cover fresh dirt, and new windsocks are all components of Grounds Maintenance

Pavement Maintenance	-	500	1,500	4,000	3,500	700%
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Justification:

	FY17 Budget	FY18 Budget	Reason for change	Percent Change
Vibratory Roller Rent for RSAs	-	1,500	See Note	
Runway Edge Repair	-	2,000		
Paint for Runway and Taxiways	500	500		0%
Glass Bead	-	-		

Note - The Runway Safety Areas need to be filled in and rolled with heavy vibrating roller. All of this work has been deferred for 4 years.

SUBTOTAL MAINTENANCE	84,175	41,717	71,020	80,993	39,276	94%
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Auburn Lewiston Airport

Proposed FY 18 Operations Budget

Airport Expenses

Airport Operations

Administration

	FY16 Actual	FY17 Budget	FY17 Projected Actual	FY18 Proposed Budget	FY17 / FY18 Variance	Percent Change
Advertising and Promotion	6,132	2,000	2,210	5,500	3,500	175%
Justification:						
			FY17 Budget	FY18 Budget	Reason for change	Percent Change
Internet Marketing			1,000	1,500		50%
Print Marketing			1,000	1,500		50%
Events			-	2,500		
Hangar Loan Amortization	53,030	201,348	201,348	201,348	-	0%
Justification: Loan from cities to purchase leased hangar.						
Insurance	48,910	42,077	41,396	41,212	(865)	-2%
Justification:						
			FY17 Budget	FY18 Budget	Reason for change	Percent Change
Worker's Comprehensive Coverage			13,800	12,087	Cost Reduced	-12%
Property Casualty			9,850	10,146	Increase Assumed	3%
Public Officials			5,750	5,923	Increase Assumed	3%
Auto Liability			5,550	5,717	Increase Assumed	3%
Airport Liability			7,127	7,341	Increase Assumed	3%
Professional Services	5,193	10,000	11,000	15,000	5,000	50%
Justification:						
			FY17 Budget	FY18 Budget	Reason for change	Percent Change
Annual Audit			10,000	15,000	See note	50%
Note - Includes Single Audit for Federal Grant due to revenues in excess of \$750,000 in the fiscal year.						
Legal Services	5,997	5,000	2,184	5,000	-	0%
Justification:						
			FY17 Budget	FY18 Budget	Reason for change	Percent Change
Counsel Fee			2,500	2,500		0%
Document Prep			2,500	2,500		0%
Office Supplies	5,199	6,500	7,439	6,500	-	0%
Justification:						
			FY17 Budget	FY18 Budget	Reason for change	Percent Change
printer Ink			3,000	3,000		0%
paper			2,000	2,000		0%
other supplies			1,500	1,500		0%
Telephone and Internet	5,964	5,610	4,980	4,850	(760)	-14%
Justification:						
			FY17 Budget	FY18 Budget	Reason for change	Percent Change
Terminal			1,840	2,840		54%
Pilots Lounge/Conference Room			1,760	-		-100%
Maintenance Building			1,760	1,760		0%
Cell Phones			250	250		0%
SUBTOTAL ADMINISTRATION	130,425	272,535	270,557	279,410	6,875	3%
TOTAL FOR OPERATIONS	581,159	628,537	681,641	766,526	137,989	22%



Auburn Lewiston Airport

Proposed FY 18 Operations Budget

Airport Expenses

Services (Fixed Base Operation) Expenses

	FY16 Actual	FY17 Budget	FY17 Projected Actual	FY18 Proposed Budget	FY17 / FY18 Variance	Percent Change
Salaries	165,251	194,641	200,574	179,270	(15,371)	-8%

Justification:

Position	FY 17 Staffing Level	FY 18 Staffing Level	FY 17 Annual Salary	FY 18 Annual Salary	Reason for change	Percent Change
FBO Supervisor	1	1	48,880	48,880		0%
Aircraft Mechanic	0	0	-	-		
Line Service Agent						
Line I I	1	0	28,912	-	Note #1	-100%
Line I	1	1	25,917	24,440	Note #2	-6%
Line I	0	1	-	24,440	Note #2	
Customer Service						
Customer Service Rep	1	1	27,872	26,780		-4%
P/T & On call staff						
Customer Service Rep	1	1	17,690	14,300		-19%
Customer Service Rep	1	1	11,440	10,400	New Employee	-9%
Line I	1	0	9,360	-		-100%
Line I	1	1	13,650	13,650		0%
Line I	1	1	10,920	16,380		50%

Note #1 - Position vacated by Employee leaving

Note #2 - Positions filled by newer employees.

Fringe Benefits	52,418	66,501	60,832	90,843	24,342	37%
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Justification:

		FY17 Budget	FY18 Budget	Reason for change	Percent Change
FICA		12,068	11,115	wage increase	-8%
Medicare		2,822	2,599	wage increase	-8%
Healthcare		40,421	57,834	Increase in premiums and participants	43%
Retirement		7,390	13,853	increase in participants	87%
Health Reimbursement Account	includes service fees	600	1,768	increase in participants	195%
Flexible Spending Account	includes service fees	1,400	2,073		48%
Clothing		1,800	1,600		-11%

Note - A shift in staff make-up changed the overall benefits costs.

Overtime	4,232	4,000	5,208	4,000	-	0%
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Justification:



Auburn Lewiston Airport

Proposed FY 18 Operations Budget

Airport Expenses

Services (Fixed Base Operation) Expenses (cont'd)

	FY16 Actual	FY17 Budget	FY17 Projected Actual	FY18 Proposed Budget	FY17 / FY18 Variance	Percent Change
Catering/ Professional	10,350	3,755	5,200	3,755	-	0%

Justification:

	FY17 Budget	FY18 Budget	Reason for change	Percent Change
Food Tax	55	55		
Catering	1,000	1,000		
Audit	2,700	2,700		0%

Advertising	4,174	3,500	3,426	6,000	2,500	71%
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Justification:

	FY17 Budget	FY18 Budget	Reason for change	Percent Change
Internet Marketing	1,000	1,500		50%
Print Marketing		1,500		
Events	2,500	3,000		20%

Note - Shift in emphasis on airport events such as a fly-in to enhance Air Center exposure and increase use

Utilities	13,078	16,900	14,170	17,407	507	3%
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Justification:

	FY17 Budget	FY18 Budget	Reason for change	Percent Change
Heating Fuel	7,200	7,416		3%
Electric (CMP)	6,800	7,004		3%
Water and Sewer	500	515		3%
Telephone and Internet	2,400	2,472		3%

Fuels and Oils Merchandise	388,865	341,600	400,140	384,242	42,642	12%
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Justification:

Note - Changes in the cost of fuel are reflected in the increase or decrease of this line.

Plant Equipment	1,778	2,000	1,697	2,065	65	3%
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Justification:

	FY17 Budget	FY18 Budget	Reason for change	Percent Change
AvFuel POS System	265	265		0%
Equipment Repairs	1,735	1,800		4%

Ground Support Equipment (GSE)	17,463	18,900	18,423	18,900	-	0%
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Justification:

	FY17 Budget	FY18 Budget	Reason for change	Percent Change
Rent for Mobile Fueler	14,400	14,400		0%
Filters and Repair Parts	4,500	4,500		0%

Materials and Supplies (Aircraft Maintenance)	14,936	17,656	30,156	23,000	5,344	30%
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Justification:

	FY17 Budget	FY18 Budget	Reason for change	Percent Change
Parts	16,156	16,500		2%
Maintenance Publications	-	3,500	See Note	
Other Services	1,500	3,000		100%

Note - Maintenance publications are required by FAA. Publications give approved methods of repairs and servicing of aircraft. This fee is for upkeep of publications only.

SUBTOTAL SERVICE (FBO OPERATIONS)	672,545.00	669,453.01	739,825.92	729,481.88	60,028.87	8.97%
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Airport Capital Improvement Budget Plan FY 2018 to FY 2022

Line Number	Priority	Project	Total of Project	Local Funding					Federal and/or State Portion	
				Funded Through Prior Year Fund Surplus	Estimated Funding Through Public Debt (Bond)	Estimated Funding Through Private Debt (Mortgage)	Estimated Funding Through Fund Balance	Estimated Funding Through Sponsor Operation		
Proposed for FY 18										
1	1	Runway Maintenance	Reimbursable Agreement for Instrument Landing System Relocation Design	150,000.00				7,500.00	142,500.00	
2	1	Taxiway B Full Depth Reconstruction	Reconstruct Twy B, remove old runway, install LED edge lights	611,000.00				30,550.00	580,450.00	
3	1	Airport Parking Lot	Planning to Build, Rebuild, Enlarge and Delineate, Correct deficiencies, install meters in short term parking	50,000.00		50,000.00				
4	1	Runway Maintenance	Clear all TERPS obstructions (Including Trees and Poles)	8,000.00			8,000.00			
5	2	Hangar Door Repair	Retrofit door opening hardware to replace 40 year old system.	10,000.00			10,000.00			
6	1	Energy Saving Airfield Sign Maintenance	Convert Airfield Signs to LED State	20,000.00			10,000.00		10,000.00	
Total				849,000.00	-	50,000.00	-	28,000.00	38,050.00	732,950.00
Proposed for FY19										
9	1	Runway Maintenance (RWY 4-22)	Reconstruction of Runway 4-22 including Runway Safety Areas for RDC B-II with ILS Cat I Precision standards (APV lower than 3/4 mile)	6,000,000.00				300,000.00	5,700,000.00	
10	1	Wildlife Control Equipment	Purchase 150hp tractor with pavement attachments	300,000.00		300,000.00				
11	1	Airport Parking Lot	Build, Rebuild, Enlarge and Delineate, Correct deficiencies, install meters in short term parking	350,000.00		350,000.00				
12	2	Aircraft Hangar (Nested T)	Construct Nested Hangar, 8 to 10 NFPA 409 Design Group III (wing span <50ft tail depth <35 tail height <18ft)	750,000.00			750,000.00			
13	3	Aircraft Hangar (Corporate)	Construct Corporate Hangar, NFPA 409 Design Group II (wing span <100ft tail depth <100 tail height <30ft)	1,000,000.00			1,000,000.00			
14	2	Hangar Door Repair	Retrofit door and opening hardware to replace 40 year old system.	10,000.00			10,000.00			
15	2	Service Vehicle #1	Replace Highest Mileage Pickup	35,000.00			35,000.00			
Total				8,445,000.00	-	650,000.00	1,750,000.00	45,000.00	300,000.00	5,700,000.00
Proposed for FY 20										
18	1	Construct New Fuel Farm	Fuel Tank replacement required by Law for Underground Storage Tanks (Relocating fuel farm highly desired)	750,000.00				37,500.00	712,500.00	
19	1	Reconstruct Aircraft Parking Apron	FBO Ramp Area (after fuel tank removal)	400,000.00		400,000.00				
20	1	Airport Parking Lot	Build, Rebuild, Enlarge and Delineate, Correct deficiencies, install meters in short term parking	300,000.00		300,000.00				
21	2	Service Vehicle #2	Replace Highest Mileage Pickup	30,000.00			30,000.00			
Total				1,480,000.00	-	700,000.00	-	30,000.00	37,500.00	712,500.00
Proposed for FY 21										
24	2	Aircraft Hangar (Nested T)	Construct Nested Hangar, 8 to 10 NFPA 409 Design Group III (wing span <50ft tail depth <35 tail height <18ft)	750,000.00			750,000.00			
25				-						
26				-						
Proposed for FY 22										
28	1	Runway Maintenance (RWY 17-35)	"Grind and Re-use" Overlay of Runway 17-35, chg. to LED MITLS	1,050,000.00				50,000.00	1,000,000.00	
29	3	Aircraft Hangar (Corporate)	Construct Corporate Hangar, NFPA 409 Design Group II (wing span <100ft tail depth <100 tail height <30ft)	900,000.00			900,000.00			
30	2	Service Vehicle	Replace Airport Managers Vehicle	35,000.00			35,000.00			
Total				1,985,000.00	-	-	900,000.00	35,000.00	50,000.00	1,000,000.00
		Priority is defined as follows: 1 - Immediate need 2 - Important but not immediate need 3- Offers growth opportunity								
Plan Grand Total			12,759,000.00	-	1,400,000.00	2,650,000.00	138,000.00	425,550.00	8,145,450.00	



Lewiston-Auburn Transit Committee Budget Presentation FY2018



COMMITTEE MEMBERS

Lewiston

Phil Nadeau, Deputy City Administrator, Chair

Joline Beam, City Councilor

Lucy Bisson, Citizen

Belinda Gerry, Citizen-at-Large

Auburn

Denis D'Auteuil, Assistant City Manager

Karen Veilleux, Executive Assistant

Vacant, City Councilor



MEMORANDUM

TO: Mayor LaBonte and Auburn City Council Mayor MacDonald and Lewiston City Council
Acting City Manager John Bubier City Administrator Ed Barrett
Finance Director Jill Eastman Finance Director Heather Hunter

FR: Lewiston-Auburn Transit Committee

RE: LATC FY 2018 Budget

Attached is the Lewiston-Auburn Transit Committee (LATC) FY 2018 budget package. Below are some of the highlights of the budget:

- At the request of Auburn and Lewiston staff, budgets have been prepared for the current level of service along with restoring the full level of service in Auburn. The current service budget includes an approximate \$7,700 increase in local match from Auburn and a \$9,700 increase from Lewiston. The full service budget shows a \$62,000 increase in Auburn and a \$9,300 increase in Lewiston.
- The major reason for the budget increase is the fact that in FY 2017, the LATC budget included a deficit of \$37,569 which is being funded with reserves. For FY 2018, we have presented a balanced budget.
- The budget includes a 1% increase in the contract with Western Maine Transportation Services. FY 2018 will be the second year of a 3 year contract with WMTS.
- The budget shows a significant decrease in fuel costs. This is a result of reduced service levels in Auburn along with a very favorable fuel bid received by the City of Lewiston.
- Staffing costs are projected to increase by 5% as a result of increased civil rights reporting required by the FTA.
- Fare box revenues are projected to remain stable as ridership has leveled off.
- Because the Auburn bus station has only been opened for a few months, these expenses are still being analyzed.
- Janitorial expenses are being increased in order to clean both bus stations on a daily basis during the winter months.
- Snow removal expenses are being increased to reflect the need to remove snow from the roof of the Lewiston station.
- Natural gas is being reduced and electricity is being increased because the Auburn station is heated with electricity.

- Water & sewer is being increased to reflect higher costs in Auburn than anticipated.
- Insurance is being increased to reflect actual costs.

- Audit costs are being increased to reflect the actual bid received. These costs decreased dramatically in FY 2016 as a result of including the LATC audit as a separate schedule in AVCOG's audit.

- Vending revenues are being reduced because the demand for vending machines in Auburn has not materialized.

- Advertising revenues are budgeted to show little change.

Lewiston-Auburn Transit Committee
FY 2018 Proposed Budget
- Fixed Route, ADA, Bus Station/LATC Operating

	FY 2015 Actual	FY 2016 Actual	FY 2017 Approved	FY 2018 Proposed
Fixed Route				
Expenses:				
WMTS Contract	\$1,180,000	\$1,197,700	\$1,245,960	\$1,256,865
Fuel	\$205,593	\$147,748	\$142,000	\$99,900
Maintenance Review Contract		\$0	\$5,000	\$0
Staff (Project administration)		\$101,810	\$100,000	\$110,000
Total Expense	\$1,385,593	\$1,447,258	\$1,492,960	\$1,466,765
Revenue:				
Federal (5307 PM & Capital)	\$277,920	\$282,080	\$336,982	\$334,808
Federal (5307 Operating)	\$412,373	\$437,851	\$433,366	\$414,628
State	\$98,115	\$98,503	\$98,115	\$98,115
Local	\$383,738	\$409,868	\$419,497	\$400,215
Fare Box	\$213,447	\$218,956	\$205,000	\$219,000
Total Revenue	\$1,385,593	\$1,447,258	\$1,492,960	\$1,466,765
ADA Complementary Paratransit:				
Expenses:				
WMTS Contract	\$155,700	\$158,000	\$182,510	\$183,995
Staff (Project Administration)		\$0	\$0	\$0
Revenue:				
Federal (5307 ADA)	\$103,107	\$95,877	\$100,000	\$100,000
State	\$0	\$0	\$0	\$0
Local	\$25,776	\$23,969	\$58,510	\$53,995
Fare Box	\$26,817	\$38,154	\$24,000	\$30,000
	\$155,700	\$158,000	\$182,510	\$183,995
Local Subsidy:				
Bus Station/LATC Operating	-\$20,522	-\$30,145	-\$23,194	-\$19,544
Fixed Route	\$383,738	\$409,868	\$419,497	\$400,215
ADA Comp. Paratransit	\$25,776	\$23,969	\$58,510	\$53,995
	\$388,993	\$403,692	\$454,813	\$434,666
Less Reserves (negative is a surplus)	-\$33,764	-\$14,796	\$37,569	\$0
Auburn	\$211,378	\$209,244	\$182,244	\$189,949
Lewiston	\$211,378	\$209,244	\$235,000	\$244,717
Surplus/Deficit	\$33,764	\$17,500		
Capital match				
Capital match - Auburn	\$40,000	\$40,000	\$40,000	\$40,000
Capital match - Lewiston	\$40,000	\$40,000	\$40,000	\$40,000
Match for study	0	7500		
Net surplus/deficit				
Available Reserves	\$212,432	\$237,228	\$199,659	\$199,659
One month expenses	\$131,666	\$136,040	\$143,873	\$141,888
FY 2015 actual fuel cost based on \$3.05/gallon, 67,298 gallons				
FY 2016 actual fuel cost based on \$2.34/gallon, 63,162 gallons				
FY 2017 fuel projection is based on \$2.25/gallon, 63,000 gallons				
FY 2018 fuel projection is based on \$1.85/gallon, 54,000 gallons (route reductions & smaller buses)				

Lewiston-Auburn Transit Committee
FY 2018 Proposed Budget
- Bus Station/LATC Operating -

	FY 2015 Actual	FY 2016 Actual	FY 2017 Approved	FY 2018 Proposed
BUS STATION				
Revenues: Rent		\$ -	\$ -	\$ -
EXPENSES:				
JANITORIAL	\$ 9,361	\$ 9,672	\$ 18,800	\$ 19,300
MAINTENANCE/REPAIRS	\$ 3,226	\$ 1,687	\$ 6,000	\$ 6,000
SUPPLIES - INCL. JANIT.	\$ 1,541	\$ 1,368	\$ 3,000	\$ 3,000
SNOW REMOVAL	\$ 4,502	\$ 1,316	\$ 4,500	\$ 5,500
RESTROOM RENTAL	\$ 1,260	\$ 1,260	\$ -	\$ -
UTILITIES:				
GAS	\$ 3,150	\$ 2,198	\$ 5,500	\$ 3,000
ELECTRIC	\$ 2,707	\$ 2,540	\$ 5,500	\$ 6,000
H2O/SEWER	\$ 666	\$ 715	\$ 1,200	\$ 1,600
INSURANCE	\$ 787	\$ 806	\$ 1,300	\$ 1,700
TOTAL	\$ 27,200	\$ 21,562	\$ 45,800	\$ 46,100
ITF DEFICIT:	\$ (27,200)	\$ (21,562)	\$ (45,800)	\$ (46,100)
LATC Operating				
EXPENSES:				
TRAINING	\$ 1,358	\$ 467	\$ 100	\$ 500
ADVERTISING/MARKETING	\$ 3,542	\$ 1,990	\$ 3,000	\$ 2,000
AUDIT	\$ 6,350	\$ 1,200	\$ 1,500	\$ 1,800
LEGAL SERVICES	\$ 213	\$ 1,920	\$ 600	\$ 1,500
MISC. EXPENSES	\$ 40	\$ 77	\$ -	\$ -
TOTAL	\$ 11,503	\$ 5,654	\$ 5,200	\$ 5,800
LATC Operating DEFICIT	\$ (11,503)	\$ (5,654)	\$ (5,200)	\$ (5,800)
TOTAL EXPENDITURES - BUS STATION/LATC Operating				
	\$ (38,703)	\$ (27,216)	\$ (51,000)	\$ (51,900)
DEFICIT FUNDING				
FEDERAL (5307 Operating)	\$ 19,352	\$ 13,608	\$ 25,500	\$ 25,950
STATE				
LOCAL - Rent	\$ 12,144	\$ 12,144	\$ 12,144	\$ 12,144
- Vending	\$ 1,043	\$ 1,483	\$ 2,500	\$ 1,500
- ATA Advertising	\$ 26,436	\$ 29,749	\$ 33,800	\$ 31,500
- Interest	\$ 250	\$ 377	\$ 250	\$ 350
LOCAL	\$ (20,522)	\$ (30,145)	\$ (23,194)	\$ (19,544)
TOTAL REVENUE	\$ 38,703	\$ 27,216	\$ 51,000	\$ 51,900
LOCAL Requested	\$ (20,522)	\$ (30,145)	\$ (23,194)	\$ (19,544)

Lewiston-Auburn Transit Committee
FY 2018 Proposed Budget
- Fixed Route, ADA, Bus Station/LATC Operating

	FY 2015 Actual	FY 2016 Actual	FY 2017 Approved	FY 2018 Proposed, FULL SERVICE
Fixed Route				
Expenses:				
WMTS Contract	\$1,180,000	\$1,197,700	\$1,245,960	\$1,351,749
Fuel	\$205,593	\$147,748	\$142,000	\$118,400
Maintenance Review Contract		\$0	\$5,000	\$0
Staff (Project administration)		\$101,810	\$100,000	\$110,000
Total Expense	\$1,385,593	\$1,447,258	\$1,492,960	\$1,580,149
Revenue:				
Federal (5307 PM & Capital)	\$277,920	\$282,080	\$336,982	\$345,901
Federal (5307 Operating)	\$412,373	\$437,851	\$433,366	\$461,387
State	\$98,115	\$98,503	\$98,115	\$98,115
Local	\$383,738	\$409,868	\$419,497	\$449,747
Fare Box	\$213,447	\$218,956	\$205,000	\$225,000
Total Revenue	\$1,385,593	\$1,447,258	\$1,492,960	\$1,580,149
ADA Complementary Paratransit:				
Expenses:				
WMTS Contract	\$155,700	\$158,000	\$182,510	\$188,365
Staff (Project Administration)		\$0	\$0	\$0
Revenue:				
Federal (5307 ADA)	\$103,107	\$95,877	\$100,000	\$100,000
State	\$0	\$0	\$0	\$0
Local	\$25,776	\$23,969	\$58,510	\$58,365
Fare Box	\$26,817	\$38,154	\$24,000	\$30,000
	\$155,700	\$158,000	\$182,510	\$188,365
Local Subsidy:				
Bus Station/LATC Operating	-\$20,522	-\$30,145	-\$23,194	-\$19,544
Fixed Route	\$383,738	\$409,868	\$419,497	\$449,747
ADA Comp. Paratransit	\$25,776	\$23,969	\$58,510	\$58,365
	\$388,993	\$403,692	\$454,813	\$488,568
Less Reserves (negative is a surplus)	-\$33,764	-\$14,796	\$37,569	\$0
Auburn	\$211,378	\$209,244	\$182,244	244,284
Lewiston	\$211,378	\$209,244	\$235,000	\$244,284
Surplus/Deficit	\$33,764	\$17,500		
Capital match				
Capital match - Auburn	\$40,000	\$40,000	\$40,000	\$40,000
Capital match - Lewiston	\$40,000	\$40,000	\$40,000	\$40,000
Match for study	0	7500		
Net surplus/deficit				
Available Reserves	\$212,432	\$237,228	\$199,659	\$199,659
One month expenses	\$131,666	\$136,040	\$143,873	\$151,701
FY 2015 actual fuel cost based on \$3.05/gallon, 67,298 gallons				
FY 2016 actual fuel cost based on \$2.34/gallon, 63,162 gallons				
FY 2017 fuel projection is based on \$2.25/gallon, 63,000 gallons				
FY 2018 fuel projection is based on \$1.85/gallon, 64,000 gallons				

LEWISTON-AUBURN TRANSIT COMMITTEE - CAPITAL IMPROVEMENT PLAN PROPOSAL - FY18

3.20.17 WORKSHEET

		2017	2017	2018	2018	2019	2019	2020	2020	2021	2021	2022	2022	Future 2023-27
CAPITAL RESERVE FUNDING			150,000.00	80,000.00	230,000.00	100,000.00	129,750.00	100,000.00	116,625.00	100,000.00	103,500.00	100,000.00	116,375.00	500,000.00
		6 BUSES - 9 ROUTES		6 BUSES - 9 ROUTES		7 BUSES - 9 ROUTES		7 BUSES - 9 ROUTES		7 BUSES - 9 ROUTES		7 BUSES - 9 ROUTES		
Heavy-Duty Large Bus (35'-40') 33,000-40,000 GVW - 12 Years/500,000 Miles -		Mileage (12/31/16)												
Bus No.														
9766	1997 - GILLIG TK	329,953	Active	Active		Spare		Dispose						
9768	1997 - GILLIG TK	212,805	Spare	Dispose/Parts										
1101	2011 - GILLIG	205,317	Active	Midlife - Active	\$ (26,000)	Active		Active		Spare		Spare		Replace 2025
1102	2011 - GILLIG	167,506	Active	Active		Active		Midlife - Active	\$ (26,000)	Active		Spare		Replace 2027
1103	2011 - GILLIG	192,693	Active	Active		Midlife - Active	\$ (26,000)	Active		Active		Active		Replace 2026
Heavy-Duty Small Bus (30'-35') 26,000-33,000 GVW - 10 Years/350,000 Miles -														
0601	2006 - BLUEBIRD L4RE	244,755	Spare	Dispose/Parts										
0603	2006 - BLUEBIRD L4RE	210,409	Active	Spare		Dispose								
Medium-Duty* & Purpose-Built Bus (25'-35') 16,000-26,000 GVW - 7 Years/200,000 Miles -														
0501	2005 - CHEVROLET ELDORADO 290	286,285	Spare	Soare		Spare		Dispose						
0502	2005 - CHEVROLET ELDORADO 290	281,325	Spare	Spare		Spare		Dispose						
0802	2008 - CHEVROLET ELDORADO	169,059	Spare	Dispose										
0803	2008 - CHEVROLET ELDORADO C5500	215,015	Spare	Spare		Spare		Spare		Dispose				
0901	2009 - CHEVROLET ELDORADO C5500	226,922	Spare	Spare		Active		Spare		Spare		Dispose		
1401	2014 - ELDORADO NATIONAL F550	40,869	Active	Active		Active		Active		Spare		Spare		Replace 2023
Light-Duty Mid-Sized Bus (25'-35') 10,000-16,000 GVW - 5 Years/150,000 Miles -														
0605	2006 - CHAMPION CHALLENGER (FORD 450)	141,380	Spare	Spare		Spare		Dispose						
2018	NEW 30-35' (\$435,000) - 12yr			NEW BUS - Active	\$ (87,125)	Active		Active		Active		Active		Midlife 2024
2018	NEW 30-35' (\$435,000) - 12yr			NEW BUS - Active	\$ (87,125)	Active		Active		Active		Active		Midlife 2024
2019	NEW 30-35' (\$435,000) - 12yr					NEW BUS - Active	\$ (87,125)	Active		Active		Active		Midlife 2025
2020	NEW 30-35' (\$435,000) - 12yr							NEW BUS - Active	\$ (87,125)	Active		Active		Midlife 2026
2021	NEW 30-35' (\$435,000) - 12yr									NEW BUS - Active	\$ (87,125)	Active		Midlife 2027
2022	NEW 30-35' (\$435,000) - 12yr											NEW BUS - Active	\$ (87,125)	Midlife 2028
LOCAL FUND BALANCE			\$ 150,000		\$ 29,750		\$ 16,625		\$ 3,500		\$ 16,375		\$ 29,250	
Federal Funding Balance begin of year			\$1,078,293.00		\$1,158,293.00		\$437,293.00		\$65,293.00		-\$306,707.00		-\$574,707.00	
	5307 Capital	\$306,392.00	\$0.00	\$0.00 (est)		\$0.00		\$0.00		\$0.00		\$0.00		
	5339 Capital	\$317,294.00	\$80,000.00	\$80,000.00 (est)		\$80,000.00		\$80,000.00		\$80,000.00		\$80,000.00		
	State 5339 (MDOT)	\$454,607.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	Bus Purchase			-\$697,000.00		-\$348,000.00		-\$348,000.00		-\$348,000.00		-\$348,000.00		
	Overhauls & Rebuilds			-\$104,000.00		-\$104,000.00		-\$104,000.00		-\$104,000.00		-\$104,000.00		
Federal Funding Balance end of year		\$1,078,293.00	\$1,158,293.00	\$437,293.00		\$65,293.00		-\$306,707.00		-\$574,707.00		-\$842,707.00		
Fleet Size			14	13		13		10		10		10		



The Lewiston-Auburn Transit Committee, owners of the **citylink** bus system, has contracted with Western Maine Transportation Services, Inc., for operations and vehicle maintenance of the fixed route system and for operations of the ADA Complementary Paratransit Service since 2002. LATC and WMTS are in the first year of a 3-year contract.

In October 2016, LATC opened its new bus station facility in Auburn. The facility is approximately 1,500 sq. ft., offers a climate controlled waiting area and public restrooms, as well as, a break room and restroom amenities for the drivers.

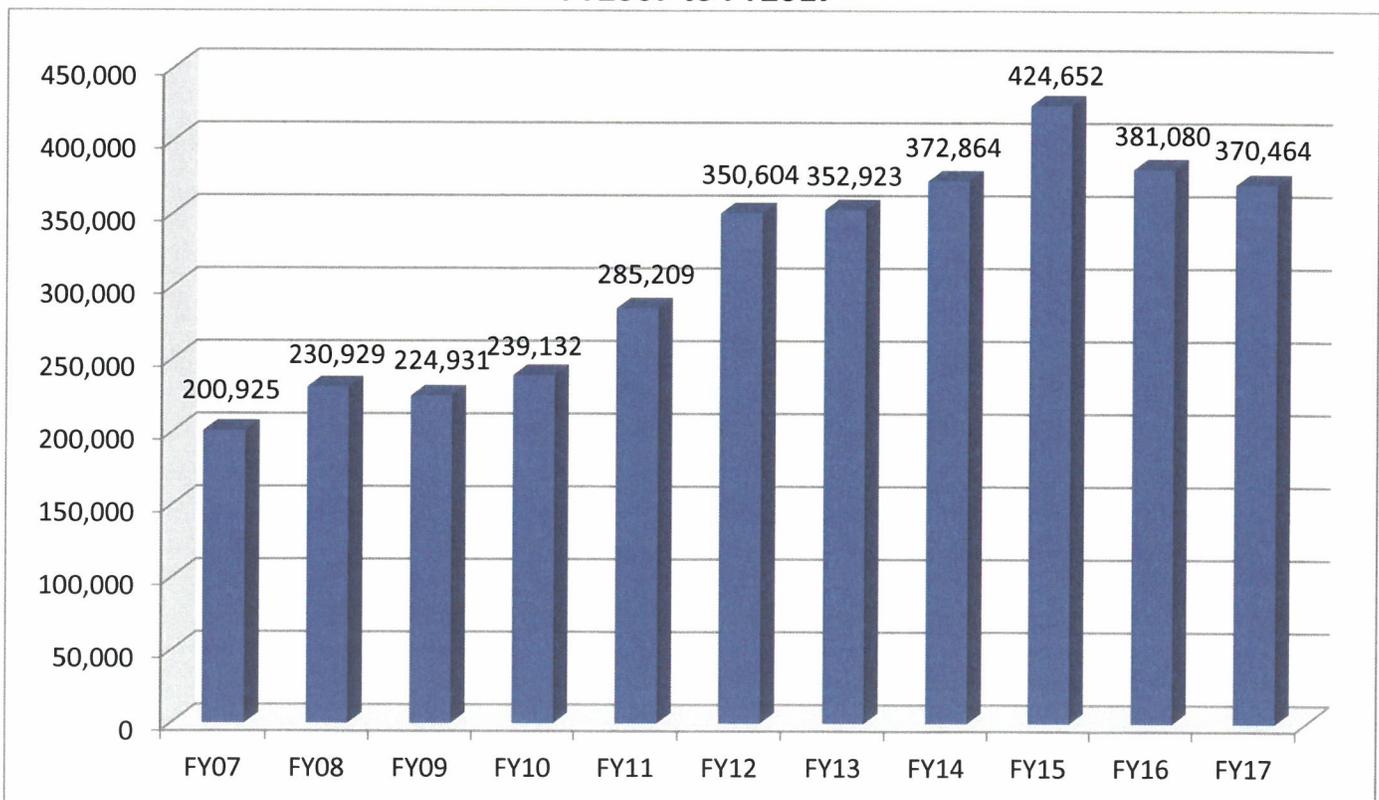
Service:

citylink and the ADA Complementary Paratransit service operates Monday through Friday between 6:00 AM to 6:15 PM and a limited Saturday schedule between 9:15 AM to 5:45 PM. During weekdays **citylink** operates nine (8) bus routes with buses departing every 60 and 30 minutes. **citylink's** Saturday service consists of seven (7) bus routes with buses departing every two (2) hours (Main St., Sabattus St., Lisbon St. and New Auburn), 60 minutes (Auburn Malls and College Street) and 30 minutes (Mall Shuttle).

TRANSIT RIDERSHIP

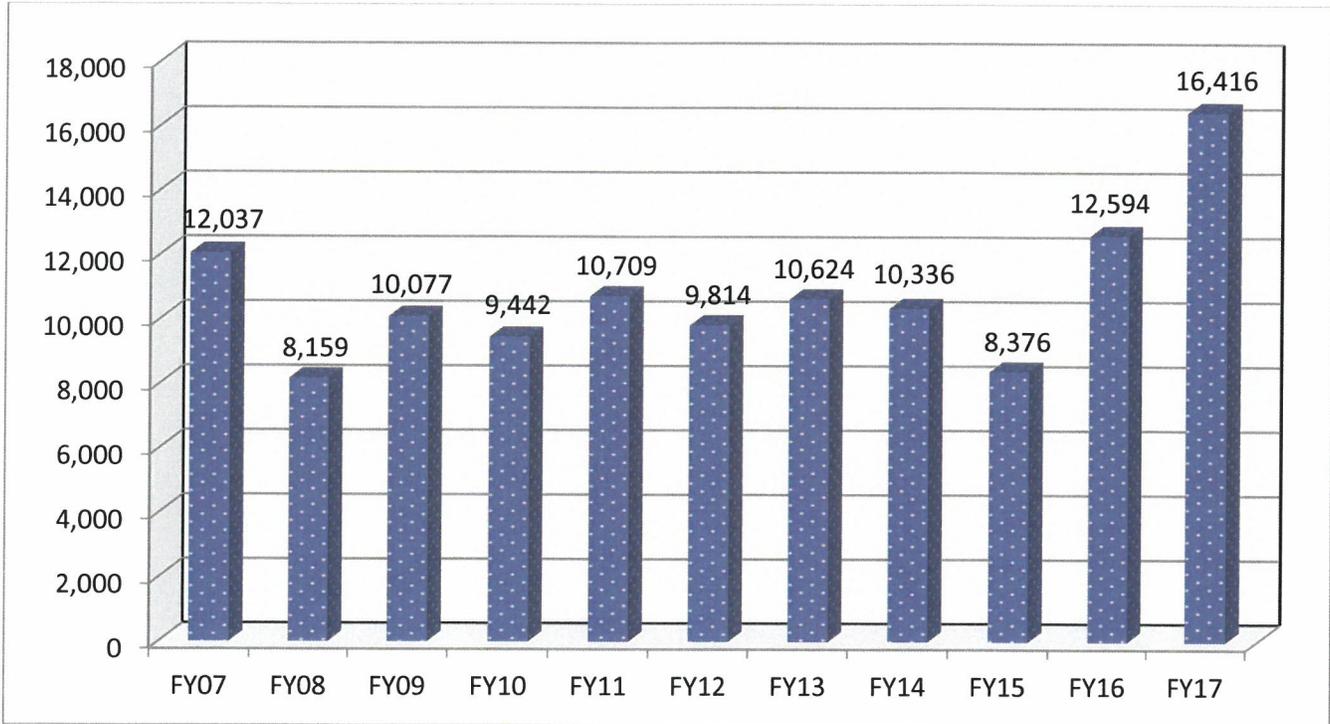
Ridership has seen a 10% decrease since a ridership high of 424,000 passenger trips in FY2015. Citylink had been experiencing annual increases in ridership for over the 10 years prior to 2015. The increase can be attributed to improvements made to the system which included the addition of Saturday service and improved headways and frequencies of buses. Over the years, increases in ridership coincided with high fuel prices. For FY2017, LATC was forced to take one bus out of service due to reduced funding. This cut in service is a contributing factor in the current decline in ridership.

**citylink Ridership
- FY2007 to FY2017 -**



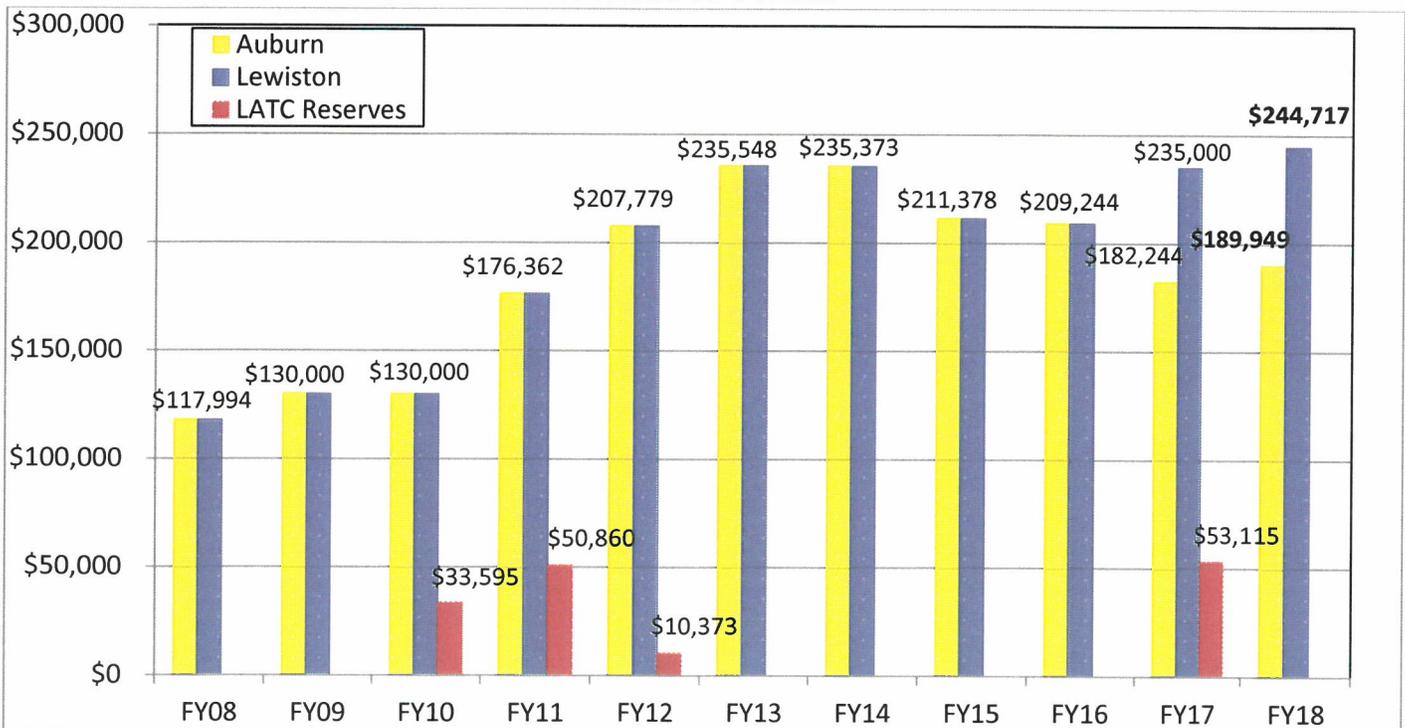


**citylink ADA Complementary
Paratransit Ridership
- FY2007 to FY2017 -**



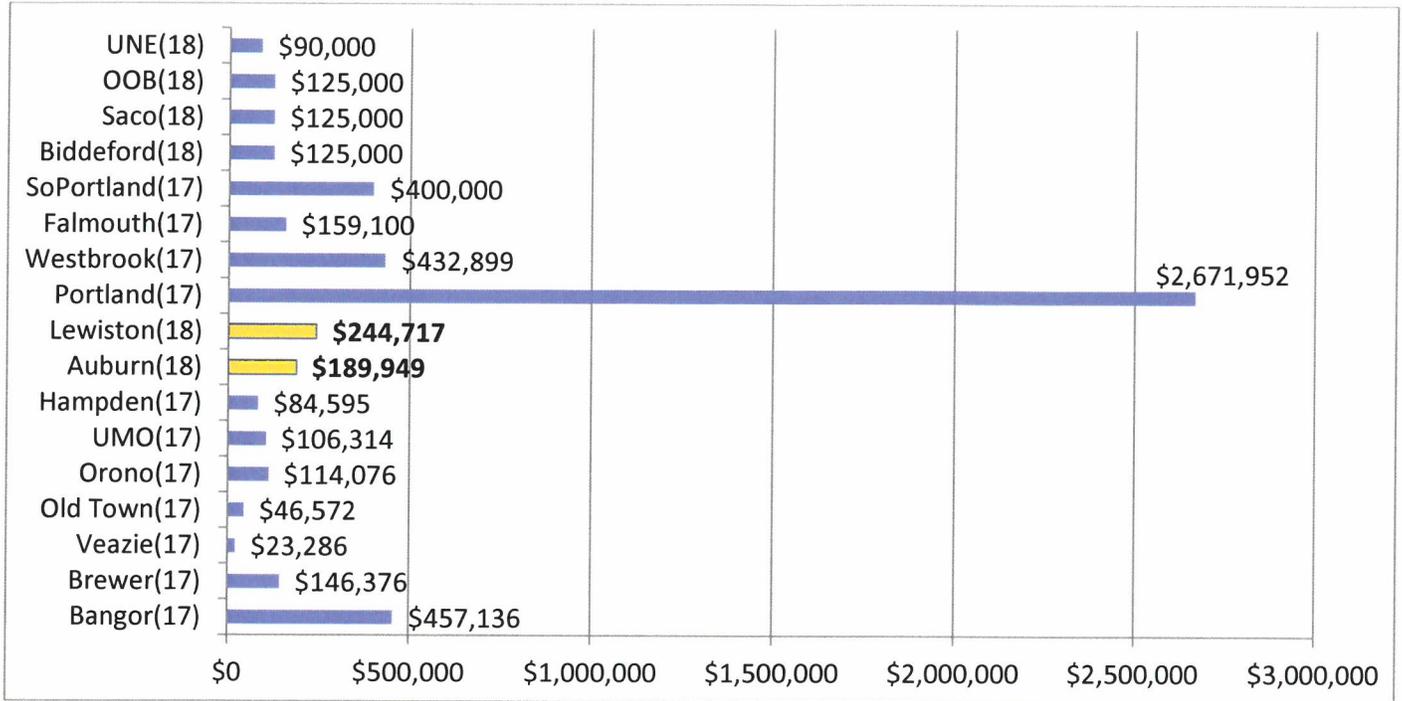
FY17 Ridership is estimated.

**Local Share per City
- FY2008 to FY2017 -**

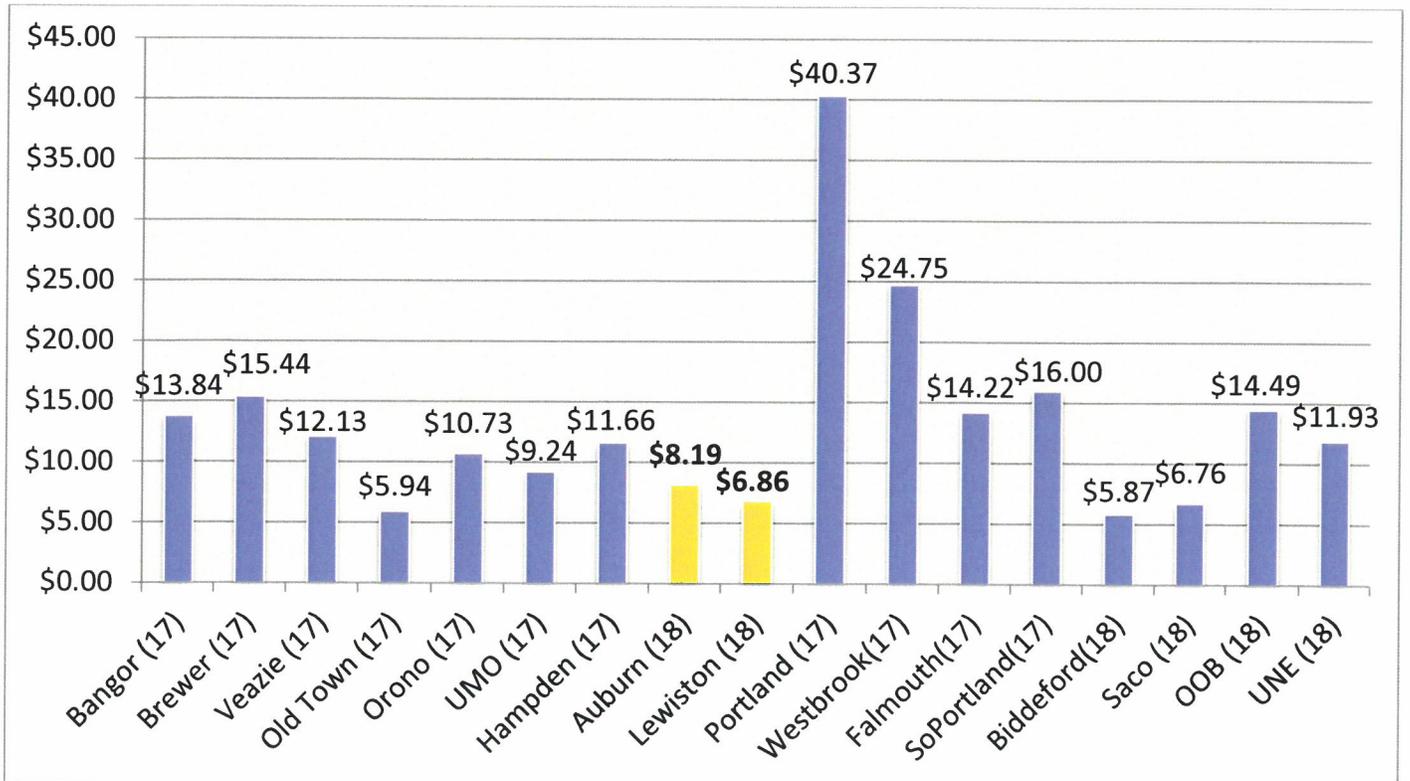




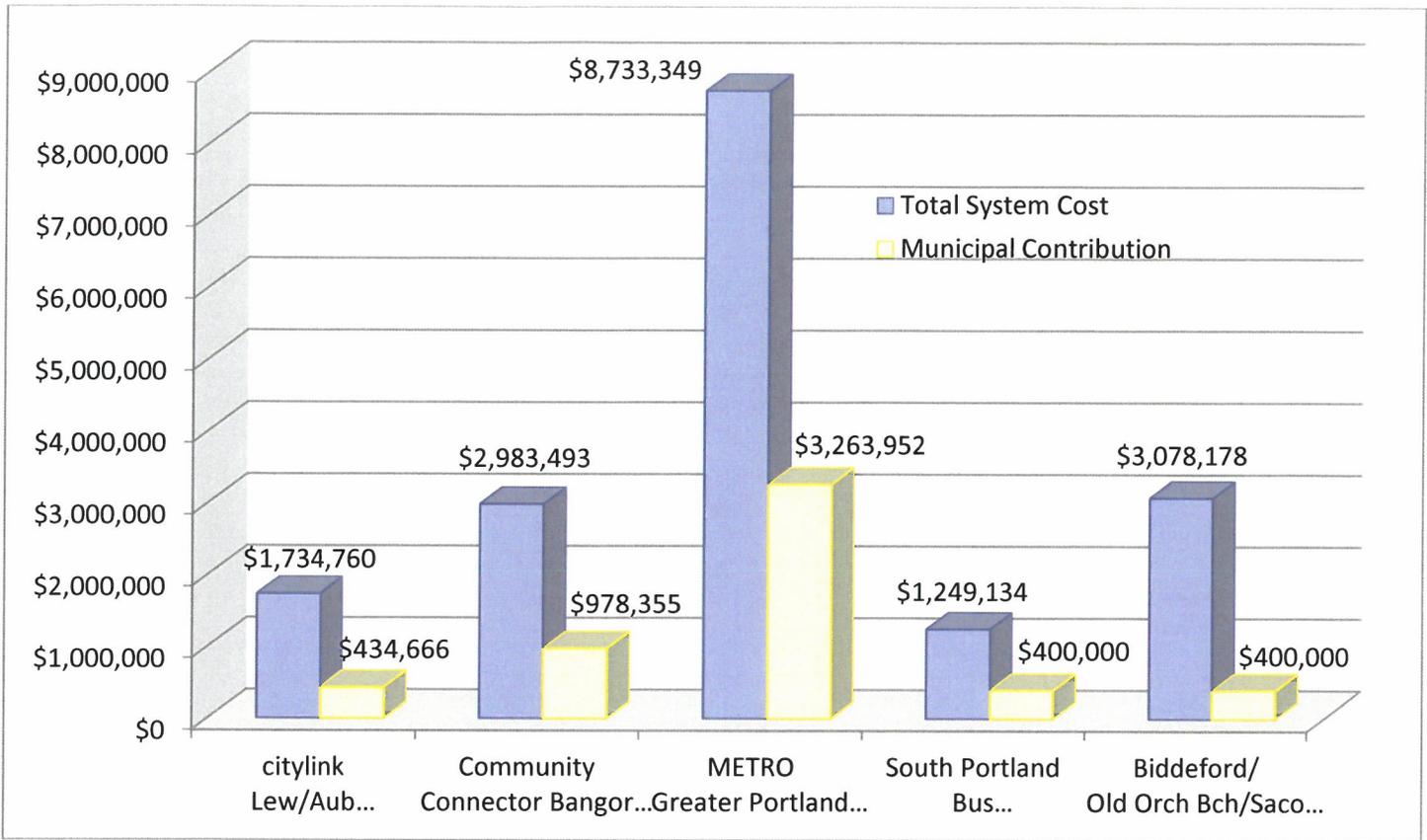
Municipal Contribution Comparison -FY2017 Approved/FY2018 Proposed-



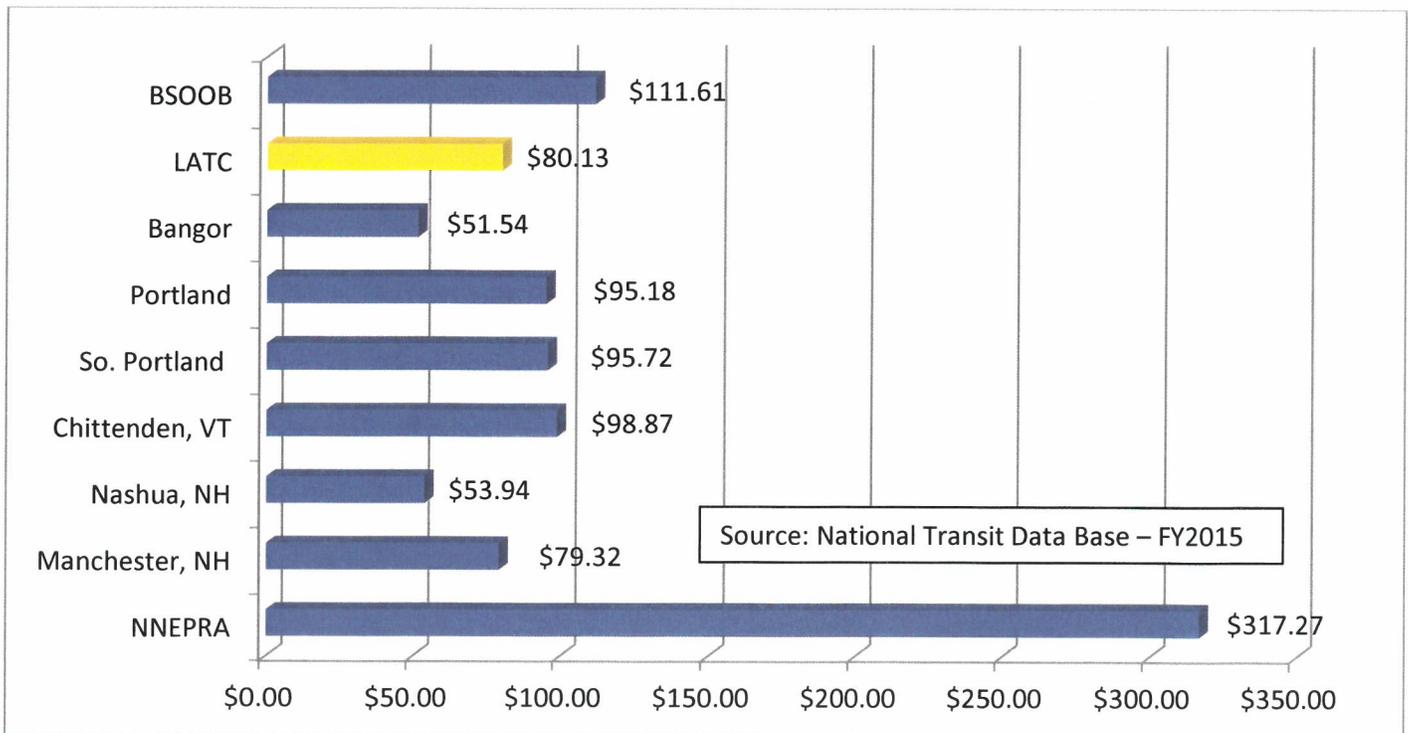
Local Funding per Capita -FY2017 Approved/FY2018 Proposed-



System Cost Comparison



System Comparison Cost per Revenue Hour



Projected Revenues and Expenses for FY17

Actual expenses may vary according to changing circumstances

Norway Savings Bank Arena

	Last Year	Dept. Request	Manager Proposed
Total Revenues	\$ 1,069,750	\$ 1,137,750	\$ -
Total Expenses	\$ 1,199,256	\$ 1,234,906	\$ -
Profit (Loss)	\$ (129,506)	\$ (97,156)	\$ -

NSB Arena Revenue Summary	Last Year	Dept. Request	Manager Proposed
<u>Revenues</u>			
Ice Rental Revenue			
Gladiators	\$ 290,000	\$ 305,000	
Edward Little	\$ 22,000	\$ 22,000	
Red Hornets	\$ 22,250	\$ 22,250	
Leavitt	\$ 14,000	\$ -	
St Doms (Boys & Girls)	\$ 43,000	\$ 46,000	
Poland/Gray New Gloucester	\$ 18,000	\$ 18,000	
Central Maine Community College	\$ 18,000	\$ 18,000	
SMMHL	\$ 14,000	\$ 14,000	
Adult Leagues	\$ 95,000	\$ 120,000	
Camps/Clinics	\$ 50,000	\$ 50,000	
Tournaments	\$ 50,000	\$ 50,000	
Private Rentals	\$ 80,000	\$ 80,000	
Public Skate	\$ 40,000	\$ 20,000	
Shinny Hockey	\$ 20,000	\$ 10,000	
Programs	\$ 30,000	\$ 30,000	
Fundraising Program	\$ 1,000	\$ 1,000	
Non Ice and Facility Rental	\$ 6,000	\$ 30,000	
Concession	\$ 18,000	\$ 18,000	
Pro Shop	\$ 8,500	\$ 8,500	
Sponsorships	\$ 230,000	\$ 275,000	
	\$ 1,069,750	\$ 1,137,750	\$ -

Line Item Narrative

Projected Revenues and Expenses: In Fiscal Year 2009, the City Council approved of a bond to fund arena improvements that would allow the facility to be open all year. The improvements included; new compressors, concrete floor, boards, and glass. The arena now has a full time staff; a coordinator and maintenance staff. The Ingersoll Arena is an Enterprise Account so therefore is self-supporting and funded by its own revenue generation.



City of Auburn NSB Arena

**Fiscal Year 2018
Proposed 4.24.2017**

Line Items	Last Year	Dept. Request	Manager Proposed
NSB Arena	Total	1,199,256	1,234,906
			-

Ingersoll Arena Expense Summary	Last Year	Dept. Request	Manager Proposed
<u>Expenses</u>			
Regular Salaries (including fringe)	\$ 260,000	\$ 312,000	
Part-time Salaries	\$ 40,000	\$ 20,000	
Insurance	\$ 28,500	\$ 28,500	
Lease	\$ 507,000	\$ 507,000	
Advertising	\$ 8,000	\$ 6,000	
Utilities	\$ 199,800	\$ 225,000	
Repairs	\$ 40,000	\$ 28,000	
Supplies	\$ 17,500	\$ 22,500	
Training & Tuition	\$ 1,000	\$ 1,000	
Subscriptions & Dues	\$ 7,000	\$ 4,600	
Professional Services	\$ 6,650	\$ 5,000	
Programs	\$ 11,000	\$ 12,000	
Capital Improvements	\$ 57,000	\$ 50,000	
Postage	\$ 150	\$ 150	
Safety Equipment	\$ 4,000	\$ 2,000	
Advertising Signs	\$ 8,500	\$ 8,000	
PS Security	\$ 2,000	\$ 2,000	
Solid Waste Disposal	\$ 756	\$ 756	
Drug Testing	\$ 400	\$ 400	
	\$ 1,199,256	\$ 1,234,906	\$ -

Projected Revenues and Expenses for FY18

Actual expenses may vary according to changing circumstances

Ingersoll Turf Facility

	Last Year	Department Proposed	Manager Proposed
Total Revenues	\$ 214,940	\$ 212,170	\$ -
Total Expenses	\$ 178,102	\$ 191,385	\$ -
Profit (Loss)	\$ 36,838	\$ 20,785	\$ -

Ingersoll Turf Facility Revenue Summary

Revenues

- Sponsorships
- Programs
- Batting Cages
- Rental Income

	Last Year	Department Proposed	Manager Proposed
Sponsorships	\$ 15,000	\$ 17,000	
Programs	\$ 90,000	\$ 80,000	
Batting Cages	\$ 9,940	\$ 11,520	
Rental Income	\$ 100,000	\$ 103,650	
Total	\$ 214,940	\$ 212,170	\$ -

Ingersoll Turf Facility Expense Summary

Expenses

- Regular Salaries (including fringe)
- Part-time Salaries
- Insurance
- Office Supplies
- Advertising
- Utilities
- Repairs
- Supplies
- Travel-Mileage Reimbursement
- Subscriptions & Dues
- Professional Services
- Training
- Diesel Fuel
- Program Expense
- Postage

	Last Year	Department Proposed	Manager Proposed
Regular Salaries (including fringe)	\$ 83,899	\$ 105,624	
Part-time Salaries	\$ 18,000	\$ 10,000	
Insurance	\$ 2,383	\$ 2,431	
Office Supplies	\$ 1,000	\$ 1,000	
Advertising	\$ 3,000	\$ 2,000	
Utilities	\$ 41,320	\$ 38,820	
Repairs	\$ 16,050	\$ 15,000	
Supplies	\$ 5,000	\$ 4,000	
Travel-Mileage Reimbursement	\$ 200	\$ 200	
Subscriptions & Dues	\$ 500	\$ 500	
Professional Services	\$ 1,500	\$ 3,110	
Training	\$ -	\$ 800	
Diesel Fuel	\$ -	\$ 800	
Program Expense	\$ 5,000	\$ 7,000	
Postage	\$ 250	\$ 100	
Total	\$ 178,102	\$ 191,385	\$ -

Line Item Narrative

Projected Revenues and Expenses: New lines that did not exist last year, Training & Diesel Fuel. Utilities lowered after having a year of operation to see what actuals would be. Professional Services increased to reflect new contracted work; to include website and generator maintenance. Salaries line increased to show a new full-time programmer which will be split 50/50 with the Recreation Department. This person will focus mainly on adult sports for both departments. Portion of part-time staff was moved into the full-time line to help offset not needing as much part-time help.

Projected Revenues and Expenses for FY18

Actual expenses may vary according to changing circumstances

Recreation Programs

Youth Programs

	Participants	Revenues	Expenses	Variance
Father/Daughter Dance	126	\$ 3,400	\$ 3,227	\$ 173
Fishing Derby	105	\$ 1,525	\$ 1,196	\$ 329
Flag Football (1st-2nd grade)	11	\$ 550	\$ 250	\$ 300
Football (3rd-4th grade)	27	\$ 2,295	\$ 1,780	\$ 515
Football (5th-6th grade)	35	\$ 2,975	\$ 1,547	\$ 1,428
Football (7th-8th grade)	53	\$ 8,480	\$ 7,795	\$ 685
Football Camp (Eddies)	19	\$ 380	\$ 115	\$ 265
Football Camp (Falcons)	27	\$ 675	\$ 408	\$ 267
Lacrosse (3rd-4th grade)	16	\$ 1,440	\$ 804	\$ 636
Lacrosse (5th-6th grade)	33	\$ 2,970	\$ 1,491	\$ 1,479
Lacrosse (Middle school)	27	\$ 2,430	\$ 2,189	\$ 241
Parent & Me Craft Time	12	\$ 434	\$ 344	\$ 90
Recess Warriors (Spring)	15	\$ 385	\$ 270	\$ 115
Ski - Lessons	10	\$ 675	\$ 625	\$ 50
Ski - Merrick - NEW	35	\$ 2,800	\$ 2,450	\$ 350
Soccer Camp (Summer)	6	\$ 700	\$ 490	\$ 210
Soccer Fall	81	\$ 3,685	\$ 2,881	\$ 804
Soccer Indoor (Winter)	73	\$ 3,301	\$ 2,860	\$ 441
Soccer Spring	123	\$ 5,535	\$ 4,675	\$ 860
Start Smart Sports - NEW	20	\$ 700	\$ 650	\$ 50
Summer Camp	211	\$ 105,500	\$ 90,680	\$ 14,820
Track and Field	90	\$ 5,850	\$ 8,533	\$ (2,683)
Travel Basketball Spring	12	\$ 3,550	\$ 3,416	\$ 134
Travel Basketball Summer - NEW	30	\$ 6,000	\$ 5,000	\$ 1,000
Vacation Camp (3) - NEW	37	\$ 2,960	\$ 2,880	\$ 80
Youth Basketball (1-2 Grade)	51	\$ 2,540	\$ 2,128	\$ 412
Youth Basketball (3-4 Grade)	48	\$ 2,320	\$ 2,128	\$ 192
Youth Basketball (5-6 Grade)	47	\$ 2,280	\$ 2,128	\$ 152
Youth Basketball (7-8 Grade)	56	\$ 2,740	\$ 2,128	\$ 612
Youth Basketball (9-12 Grade)	60	\$ 2,900	\$ 2,128	\$ 772
Youth Basketball Pre-K	53	\$ 550	\$ 450	\$ 100
Youth Programs Subtotal	1549	\$ 182,525	\$ 157,646	\$ 24,879

Adult Programs

	Teams	Revenues	Expenses	Variance
Mens Basketball A League	10	\$ 7,750	\$ 4,538	\$ 3,212



City of Auburn Recreation Programs

Fiscal Year 2018
Proposed 4.24.2017

	Participants	Revenues	Expenses	Variance
Mens Basketball B League	6	\$ 4,350	\$ 3,489	\$ 861
Mens Basketball C League	6	\$ 4,350	\$ 3,489	\$ 861
Men's FB Summer Basketball	8	\$ 4,600	\$ 2,869	\$ 1,731
Men's SD Summer Basketball	6	\$ 3,450	\$ 2,163	\$ 1,287
Co-ed League Softball	19	\$ 12,350	\$ 8,307	\$ 4,043
Player's League Softball	22	\$ 18,150	\$ 14,687	\$ 3,463
Womens Basketball	5	\$ 3,625	\$ 1,991	\$ 1,634
Adult Programs Subtotal	82	\$ 58,625	\$ 41,533	\$ 17,092
*Average 10 players per team				
Senior Programs				
	Participants	Revenues	Expenses	Variance
Trips (15)	189	\$ 2,995	\$ 2,289	\$ 706
Meals (5)	89	\$ 1,055	\$ 1,028	\$ 27
Pickleball	750	\$ 2,000	\$ 500	\$ 1,500
Line Dancing	440	\$ 1,331	\$ 1,160	\$ 171
Senior Programs Subtotal	1468	\$ 7,381	\$ 4,977	\$ 2,404
Special Events				
	Participants	Revenues	Expenses	Variance
Fright Fest	100	\$ 500	\$ 400	\$ 100
Spring Celebration	100	\$ 1,000	\$ 751	\$ 249
Art Walk (5)	250	\$ -	\$ 1,300	
Wednesdays in the Park	750	\$ 250	\$ 250	\$ -
Box Car Drive-in Movie	150	\$ 500	\$ 500	\$ -
Bruins Game	17	\$ 2,235	\$ 2,138	\$ 97
Celtics Game	30	\$ 3,000	\$ 2,030	\$ 970
Holiday Celebration/Parade of Lights	150	\$ -	\$ -	\$ -
Winter Festival	1000	\$ 6,000	\$ 5,800	\$ 200
Summer Festival	500	\$ 13,720	\$ 15,350	\$ (1,630)
Special Event Subtotal	3047	\$ 27,205	\$ 28,519	\$ (1,314)
*Special Event Participant numbers are approximate.				
Grand Totals	6884	\$ 275,736	\$ 232,675	\$ 43,061

Line Item Narrative

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