

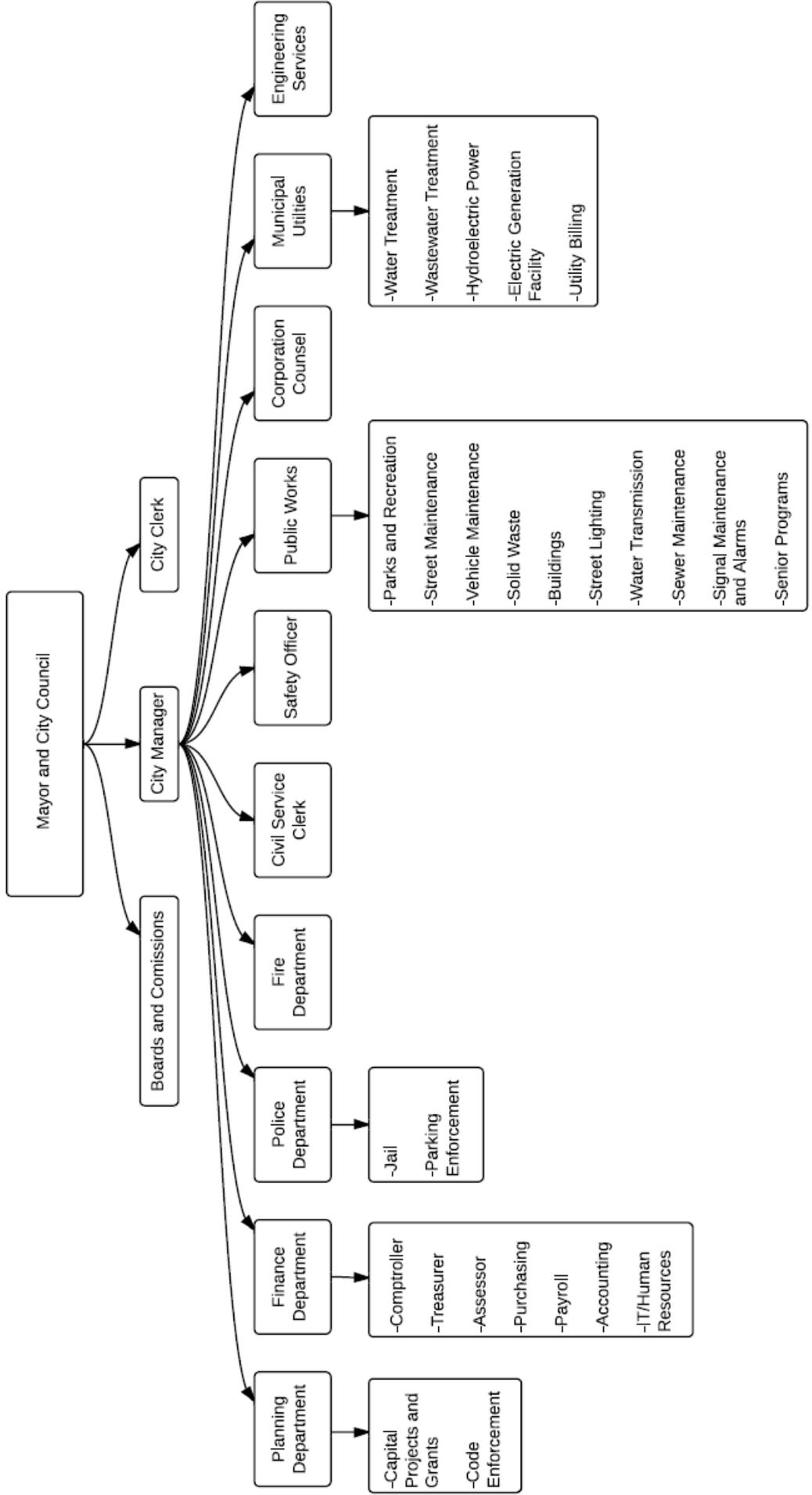
City of Auburn, New York 2014-15 Adopted Budget

Mayor Michael Quill
Councilor John Camardo
Councilor Terrance Cuddy
Councilor Debra McCormick
Councilor Peter Ruzicka

City Manager
Doug Selby

City Comptroller
Laura Wills, CPA

City of Auburn, New York 2014-15 Budget Year City Wide Structure



City of Auburn, New York
2014-15 Adopted Budget
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**City of Auburn, New York
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Budget Message and General Information**

July 1, 2014

Mayor and Councilors,

For the first time in three years the 2014-15 budget does not rely on fund balance and it maintains a property tax levy at the tax cap and well below the maximum allowed under state law. The proposed budget includes a levy that will save the owner of a \$100,000 property (assuming no assessment change) \$18 per year. Comparable levies by the school district and the county will cost an additional \$2.08 and \$2.66 per month, respectively.

Expenditures in the proposed budget are down by 0.93% from this year. Excluding the one time addition to the debt stabilization reserve of approximately \$1.0 million expenditures are down 3.83%.

The CSEA Local 100 and Police contracts expired on June 30, 2014 and are currently under negotiations. This budget includes all steps already promised under these contracts and a 0% cost of living adjustment.

Pension leveling was used to help balance the budget. The amount to be amortized is approximately \$500,000. This is about \$240,000 less than the \$740,000 allowable under the pension amortization program. Pension expenses are \$3,637,340 in the adopted budget, with \$3,097,444 of the total belonging to the general fund and the balance charged to the special revenue and enterprise funds.

The health insurance budget will decrease slightly for fiscal 2014-15. The budget for health insurance is \$5,562,359 for next year (included in revenue are contributions of \$1,350,000 by covered employees and retirees). The budget is set to the halfway point between maximum and expected costs. The slight decrease is due to multiple factors. The plan was changed slightly to remove a cash smoothing benefit. This benefit caused the plan to be considered "insured" even though the City pays 100% of the claims, removing this benefit caused no changes to the plan but did allow the City to save approximately \$275,000 per year in administrative costs. The stop loss point was also aggressively bid and this allowed the City to lower its maximum liability.

This budget includes a new fund, the refuse collection fund which allows an incremental move from a tax based system to a "fee for service" like water and sewer. Adopted with this budget was a fee schedule for multi-unit dwellings and businesses which do not have a private hauler. Exemptions are also available if an apartment in a multi-unit dwelling is vacant. This program still requires \$712,000 in general fund support.

During fiscal 2013-14 the City purchased the Landfill Gas to Electricity Cogeneration Facility. This power plant is budgeted in the Power Utility Fund. This purchase saved the City a significant amount of money annually. \$800,000 and \$1,500,000 was transferred from the general fund to the power utility in 2013-14 and 2012-13, respectively, to fund the energy services contract with the previous owner. During 2014-15 the general fund support is cut to \$148,000.

Another cost saving item was the elimination of the month to month lease in Boyle Center which cost \$6,100 annually.

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There was an addition of two light duty trucks to the DPW fleet for an estimated cost of \$40,000 and the addition of road patching equipment to the DPW budget at an estimated cost of \$20,000.

Special revenue funds for refuse, water and sewer are balanced without the need for rate increases in water and sewer.

Solid waste and power utilities are currently balanced on a cash flow basis but show an operational deficit as they are enterprise funds and must report depreciation and amortization which are non-cash expenses.

Included in this budget are certain personnel changes which will create efficiencies and enhance services to the public. A keyboard specialist was added to codes to reopen the service counter five days per week. A full time secretary position was re-established in the City Manager's office. There were no personnel cuts in the 2014-15 budget.

Respectfully submitted,



City Manager



City Director of Finance

CITY BUDGET

FOR FISCAL YEAR ENDING JUNE 30, 2015

CITY OF AUBURN
IN
COUNTY CAYUGA

BUDGET CERTIFICATION

I CERTIFY THAT THIS IS A TRUE COPY OF THE BUDGET OF THE CITY OF AUBURN FOR THE FISCAL YEAR ENDING JUNE 30, 2015 AS IT WAS ADOPTED BY THE CITY ON JUNE 19, 2014.

I ALSO CERTIFY THAT THE TAXABLE ASSESSED VALUATION ON WHICH TAXES ARE LEVIED FOR THE 2014-15 YEAR IS \$982,530,564 AND THAT THE ASSESSMENT ROLL IS DATED JUNE 1, 2014.

Signed _____



Title: Comptroller

Dated: August 15, 2014

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Calculation of Real Property Tax

	Total	General Tax	CIP Tax
Real Property Tax Revenue	11,574,413	8,677,313	2,987,100
Reserve for Uncollected Taxes	<u>609,180</u>	<u>609,180</u>	
Amount needed to be Raised by taxes	<u>12,183,593</u>	<u>9,286,493</u>	<u>2,987,100</u>
2014-15 Taxable Assessed Valuation		<u>982,530,564</u>	<u>982,530,564</u>
2014-15 Tax Rate:	<u>12.40</u>	<u>9.45</u>	<u>2.95</u>

<u>YEAR</u>	<u>TAXABLE ASSESSED VALUE</u>	<u>TAX RATE</u>	<u>PROPERTY TAX LEVY</u>
02-03	619,529,401	13.25	8,209,880
03-04	626,876,740	13.91	8,719,855
04-05	631,951,665	14.40	9,100,104
05-06	640,178,968	14.95	9,570,676
06-07	784,610,912	12.81	10,505,866
07-08	822,061,907	12.81	10,530,613
08-09	830,017,054	12.81	10,632,518
09-10	837,718,763	12.81	10,731,177
10-11	969,433,741	11.22	10,877,047
11-12	976,138,123	11.74	10,462,426
12-13	944,237,215	12.32	11,634,362
13-14	938,419,652	12.58	11,808,877
14-15	982,530,564	12.40	12,183,593

The City

General Information

The City of Auburn is located in Cayuga County in the beautiful “Finger Lakes Region” of Central New York and is situated on the northern end of Owasco Lake, which is one of the six Finger Lakes. The City is about 25 miles southwest of the City of Syracuse, about 55 miles east of the City of Rochester and about 40 miles north of the City of Ithaca. The Syracuse Hancock International Airport serves the residents with air transportation via American, US Air, and United Airlines, as well as Jet Blue and various other commuter lines. Major highways through, or in close proximity to, the City include U.S. 20, and State highways 5, 34 and 38. An exit of the New York State Thruway is located 8 miles north of the City. Exits to Interstate Highway 81, which extends from Canada through Pennsylvania, are located within 20 miles of the City.

Auburn was incorporated as a village on April 18, 1815 and as a City on March 21, 1848. The City operates under the Council/Manager form of government which was established in 1920 and was one of the first cities in the country to adopt the so called simplified form of government defined as Plan C under the optional City Government Laws of the State of New York passed in 1914. The legislative body is the City Council, composed of a Mayor and four Councilors, all of whom are elected at large. The City Manager is the Chief Executive Officer and the administrative head of the City. The City Manager, the City Clerk, the Deputy Clerk and most Boards and Commissions are appointed by Mayor and Council and serve at their pleasure. All other City officers are appointed by the City Manager and serve at the pleasure of the City Manager.

It is the responsibility of the City Comptroller, the Chief Financial Officer of the City, to receive, disburse and account for all financial transactions of the City, manage cash flow, investments and capital financing, to determine real property assessments and to levy taxes. The City Comptroller is assisted in these pursuits by the City Treasurer and City Assessor.

The City provides a full range of services. These services include police and fire protection; sanitation collection and disposal; construction and maintenance of streets and infrastructure; recreational activities and cultural events; a system of parks; planning and zoning; water and sewer utilities and off-street parking facilities.

AUBURN: A Community Snapshot

Date of Incorporation: March 21, 1848
Form of Government: Council/Manager
Area: 8.5 square miles

Population Trends

	City of Auburn	Cayuga County	State of New York
1970	34,999	77,439	18,236,882
1980	32,548	79,894	17,558,072
1990	31,258	82,313	17,990,445
2000	28,574	81,963	18,976,457
2010	27,687	80,026	19,378,102

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	<u>2000</u>	<u>2010</u>
Median Age:	36.9	39.1

Population by Age Group

% School Age	19.0	17.2
% Working Age	56.8	66.2
% 65 and Over	17.3	16.3
Persons per household	2.3	
Persons by Age:		
Under 5	1,806	1,713
5-19	5,445	4,761
20-24	1,912	1,853
25-44	8,656	7,657
45-64	5,659	7,188
65+	5,096	4,515

Population by Ethnicity

White	88.57%	86.3%
Black	7.59%	8.5%
Hispanic	2.82%	3.6%
Other	1.02%	1.6%

Population by Income Level

Per Capital Income	\$17,083	\$21,424
Median Family Income	\$41,169	\$54,834
Median Household Income	\$30,281	\$37,973

Household Income Distribution

Under \$25,000	41.9%	34.4%
\$25,000 - \$34,999	13.9%	11.2%
\$35,000 - \$49,999	16.9%	12.8%
\$50,000 +	27.3%	41.7%

Population by Education Level (Persons 25 years and older)

Less than high school graduate	23.4%	18.5%
High School Diploma	34.1%	33%
Some College	18.1%	18.99%
Associate Degree	10.4%	12.3%
Bachelor Degree	8.4%	11.4%
Graduate or professional degree	5.6%	5.9%

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Housing

Number of dwelling units	12,637	12,639
% Owner-occupied dwelling units	51.9%	48.5%
Median value owner-occupied units	\$66,000	\$93,700
Median gross rent	\$ 475	\$ 627

Climate

Average Low Temperature January	18° F
Average High Temperature July	80° F
Average Rainfall	39 inches
Average Snowfall	74 inches
Average Relative Humidity	77.8%

Historical Sites

William Seward's House
 Harriet Tubman Home for the Aged
 Cayuga County Museum
 Willard Memorial Chapel and Welch Memorial Building
 Willard Mansion (Case Museum)
 Case Memorial Library
 Auburn Schine Theater
 Judge Charles C. Dwight Residence
 Grover Street Local Historic District
 South Street National Historic District

Recreational and Cultural

Parks and Playgrounds	25
Library	1
Minor League Baseball Team	1

Public Safety

Fire Stations	2
Number of Firefighters	69
Number of EMT Certified	69
Police Stations	1
Number of Police Officers	67
Regional Hospitals	1

Infrastructure

Miles of Water Mains	109
Number of Consumers	55,000 approx.
Average Daily Consumption	4.5 (Millions of gallons per day)
Number of Streets	315
Acres of Landfill	29.3

Major Employers

Company	Type	Number of Employees
Auburn Correctional Facility	State Prison	801
Cayuga County	Government	800
Auburn Enlarged School District	Public Education	608
Auburn Memorial Hospital	Medical	531
City of Auburn	Government	400
McQuay International	Manufacturing	363
Cayuga Community College	Education	269

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NUCOR	Manufacturing	305
Gould's	Manufacturing	230
Wal-Mart	Retail	412
Wegman's	Retail	225

Source: U.S. Census, 2007- 2011 ACS Community Survey, <http://www.usa.com/auburn-ny.htm>

The Budgeting Process

Budget Development

The City of Auburn adopts its budget annually. The City budget is on a basis consistent with generally accepted accounting principles. The City's budgetary and accounting systems are organized on a "fund" basis, which is the basic fiscal and accounting entity in governmental accounting. The operations of each fund are separately budgeted. The City's budget figures are provided in line item format. The line item budget format separately lists each expenditure and revenue category for each department, along with the dollar amounts budgeted for each specified category. The budget resolution adopted by City Council is for the total of each fund budget.

Departments develop their budgets for review by the City Manager based on the following parameters

- Develop budget to maintain existing levels of service, or with changes as directed by the City Manager
- Personnel costs should be increased by contract increases, step increases and changes in longevity pay.

The City Manager reviewed the information submitted, assessed the revenue parameters, decided on the relative priorities of expenditures, and balanced the budget.

The major steps in preparation of the budget were:

- Council input on priorities
- Estimate revenue and fund balance
- Identify desired Reserve Balances
- Determine staffing priorities
- Determine "other costs"
- Balance the budget
- Present to Council
- Council reviews, amends and adopts

The Budget Schedule page depicts the process in more detail.

State Tax Limit

NYS imposes a tax levy limitation computed on the prior year's levy. The maximum taxing power for the 2014-2015 budget is \$19,042,877. The 2014-15 amount to be raised in taxes is \$12,183,593. Due to certain exclusions, this leaves a constitutional tax margin of 55.7%. While this indicator appears to give

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the City the ability to raise an additional \$10,611,000 in taxes, it does not take into consideration other factors that offset the taxpayers' ability to pay higher taxes. The City's median household income and the City's per capita income are both below the State level. Another factor taken into consideration, exclusive of the tax rate, is the substantial increase in the user fees for sewer that have been necessary to cover the debt service on a DEC-mandated project that cost the City about \$60 million to build.

State Debt Limit

Pursuant to Article VIII of the State Constitution and Title 9 of Article 2 of the Local Finance Law, the debt limit of the City is calculated by taking 7% of the latest five-year average of the full valuation of all taxable real property. The debt limit for the 2014-15 budget is \$67,351,000. While the total amount of the City's outstanding debt is \$70,887,000, only \$36,287,000 or 48.8% is subject to the debt limitation imposed by the State. This leaves a net contracting debt margin of 46.1%. Both Water and Sewer debt are excluded from this limitation pursuant to Sections 136.00 (2) and 124.10, respectively, of the Local Finance Law. The total debt principal together with debt interest is payable through fiscal 2029.

Budget Amendments

Once the Council adopts the preliminary budget, it can only be increased by Council Resolution.

Transfers between budget line items are submitted throughout the year to align the budget with actual experience and requirements. This provides a more refined picture of spending requirements.

The City budgets for contingencies in the following funds:

- General
- Water
- Sewer
- Solid Waste
- Power Utility

Budget Carry forward

If an encumbrance is outstanding at the end of a fiscal year, the amount is included as an adjustment to the following fiscal year budget.

Budgetary Basis

The City's Governmental Funds consist of the General Fund and include Water and Sewer Funds and Special Revenue Funds (Community Development and Refuse Collection). Governmental fund type budgets are developed using the modified accrual basis of accounting.

Under the modified accrual basis, revenues are estimated for the fiscal year if they are accrued (amounts can be determined and will be collected within the current period). Principal and interest on general long-term debt is budgeted as an expenditure when due, whereas other expenditures are budgeted as liabilities expected to be incurred during the current period.

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Proprietary (Enterprise) Fund Budgets – Solid Waste and Power Utility Funds – are adopted using the full accrual basis of accounting, whereby revenue projections are developed recognizing revenues earned in the period. Expenditure estimates are developed for all expenses incurred during the fiscal year.

The major differences are:

- Certain revenues, expenditures, and transfers are not included in the budget, but are accrued and reported on the GAAP basis. An example of this is the increase or decrease in compensated absences.
- Indirect administrative cost allocations to the Enterprise Funds are accounted for as transfers in or out on the budgetary basis, but are recorded as revenues and expenses on the GAAP basis.
- Capital outlays in the Enterprise Funds are presented as expenses in the budget, but recorded as assets on the GAAP basis.
- Debt service principal payments in the Enterprise Fund are not presented as expenses in the budget, but reported as reduction of long-term debt liability on the budget basis as well as the GAAP basis.

Budget Calendar

January	Departments prepare goals, objectives, and budget requests
February	Departments make budget requests Finance prepares revenue forecast
March	Finance updates revenue forecast City Manager discusses proposed base budget and adjustments to base with Departments City Manager prioritizes requests for additions to budget. City Manager prioritizes personnel requests, approves reclassifications
April	City Manager balances budget requests
May	City Manager presents proposed budget to Council City Manager decides final revisions based on Council input and revenue forecast
June	Public Hearing on Budget Council adopts Final Budget

Contingency

The City appropriates dollars in the major operating funds for unknown events. The Enterprise Fund budgets also include a contingency amount to provide a reserve for unforeseen expenditures. The Council must approve all budget transfers from contingency. The contingency account is used for emergency or unforeseen actions.

Revenue

User fees in Enterprise Fund operations are calculated to recover the entire cost of operations, including indirect costs, debt service and overhead costs.

The City is conservative in revenue estimates. Revenues resulting from possible changes in laws or ordinances are not included in revenue estimates unless they are guaranteed.

Debt Management

The City annually reviews the status of outstanding and future potential debt in relation to capacity to repay to facilitate financial planning.

Investments

The City keeps all idle funds fully invested as authorized by State Statute and the City's investment policy.

Accounting, Auditing and Financial Reporting Policies

An independent audit is performed annually. The City produces their financials in accordance with generally accepted accounting principles (GAAP) as outlined by the Governmental Accounting Standards Board (GASB).

The City's basis of budgeting is the same as its basis of accounting. Basis of accounting refers to when revenues and expenditures and the related assets and liabilities are recognized in the accounts and reported in the general-purpose financial statements.

Types of Fund

The financial accounts for the City of Auburn are organized on the basis of funds or account groups. In governmental accounting, a fund is a separate self-balancing set of accounts used to account for money for a particular purpose. Funds are governmental, proprietary or fiduciary. Different Fund types are found within each of these three classifications.

Governmental Funds

Governmental Fund types are those through which most governmental functions are financed. The acquisition, use, and balance of expendable financial resources and the related liabilities are accounted for through Governmental Funds. The measurement focus of Governmental Funds is based upon determination of financial position. Revenues for Governmental Funds come from traditional sources such as property taxes, sales taxes, and transfers from other governments.

This fund type accounts for most traditional operations of government, and utilizes the modified accrual basis of accounting. Under this basis of accounting, revenues are recorded when measurable and available. Available means collectible within the current period or soon enough thereafter to be used to

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pay liabilities of the current period. Material revenues that are susceptible to accrual include real property taxes, state and federal aid, sales tax, and certain user charges. If expenditures are the prime factor for determining eligibility, revenues from federal and state grants are accrued when the expenditure is made. Expenditures are recorded when incurred, with a few exceptions. These exceptions include: expenditures for prepaid expenses and inventory-type items, which are recognized at the time of the purchase; principal and interest on indebtedness, which are not recognized as an expenditure until due; and compensated absences, such as vacation, which vests or accumulates and is charged as an expenditure when paid.

Auburn's Governmental Funds include the General Fund, the Special Revenue Funds (Water, Sewer, Refuse Collection and Community Development) and the Capital Projects Fund.

Proprietary Funds

Proprietary Fund types are used to account for activities which are financed and operated in a manner similar to commercial enterprises. The cost of providing goods or services to the general public are financed or recovered primarily through user fees.

Enterprise Funds – These funds are used to account for electric and landfill operations and operate under the same guidelines as any private sector corporation. They are established to be self-supporting entities operated through collections from utility payments. The enterprise funds (Power Utility and Solid Waste) are accounted for using the accrual basis of accounting. The accrual basis of accounting recognizes revenues when earned. Expenses are recorded when incurred.

Fiduciary Funds

Fiduciary Fund types are used to account for assets held by the local government in a trustee or custodial capacity. The City cannot use these funds for its own discretionary use.

Trust and Agency Funds – These funds are used to account for money and/or property received and held in capacity of trustee, custodian or agent. These include expendable and non-expendable agency funds and trust funds. Examples include union dues withdrawn from paychecks and other monies for local community groups.

Account Structure

A number of accounts are found within each fund. A fund is divided into responsibility centers that relate to a functional area such as Police. The responsibility center is further divided into separate object codes to identify the particular revenue or expenditure type. For example, within the Police Department there is an object code for office supplies that accumulates the costs paid for office supplies during the fiscal year.

Example – Account A3120.411, A designates the general fund, 3120 designates the police department and 411 indicates the expense was for office supplies.

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Budget Summaries and Descriptions**

General Fund – The general fund is the principal operating fund and includes all operations not required to be recorded in other funds. The General Fund is the largest of the funds.

General Fund 2014-15 Budget Summary

Revenues and Other Sources

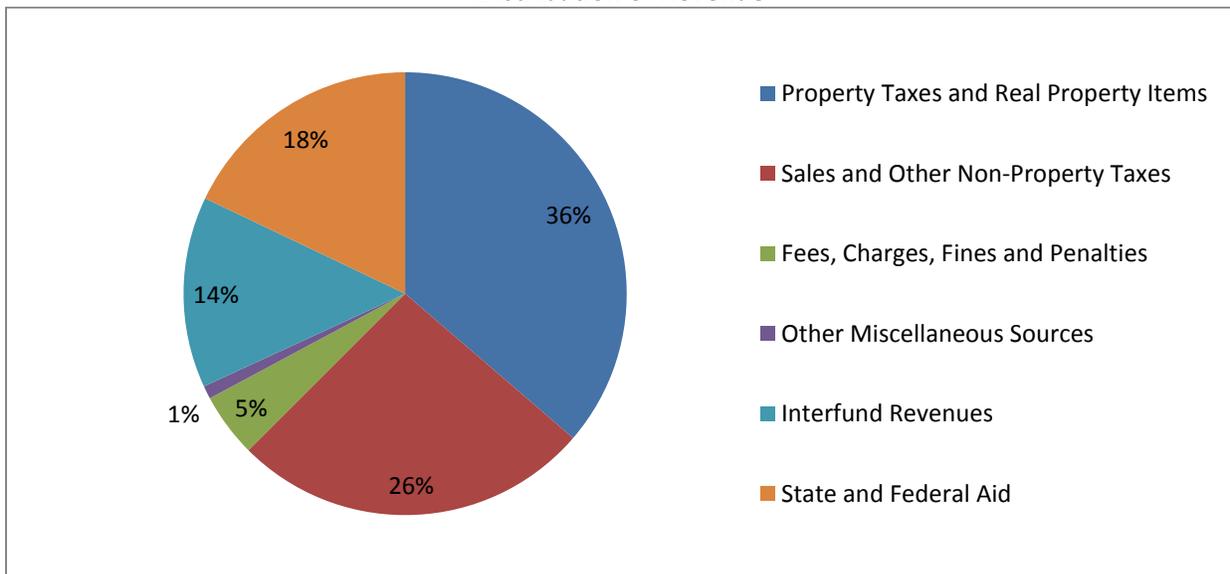
Property Taxes and Real Property Items	\$ 12,451,000
Sales and Other Non-Property Taxes	8,985,000
Fees, Charges, Fines and Penalties	1,601,000
Other Miscellaneous Sources	327,000
Interfund Revenues	4,788,000
State and Federal Aid	6,145,000
	<hr/>
	34,297,000

Expenditures and Other Uses

General Government	4,610,000
Public Safety	17,724,000
Transportation	1,718,000
Culture and Recreation	1,887,000
Home and Community Services	1,751,000
Unallocated Employee Benefits	2,705,000
Debt Service	3,902,000
	<hr/>
	34,297,000

Budget Surplus (Deficit)	<hr/> <hr/> \$ -
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Distribution of Revenue



**City of Auburn, New York
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Budget Summaries and Descriptions**

The expenses in the general fund are classified into seven categories. The classifications include such services as follows:

General Government – General government is the business side of the City, this includes the Mayor and City Council, City Manager, City Clerk, the finance department, corporation counsel, civil service, engineering, records management, buildings and grounds, public works garage, liability insurance and other various central services.

Public Safety – Public safety encompasses the police department, fire department, the codes department and animal control.

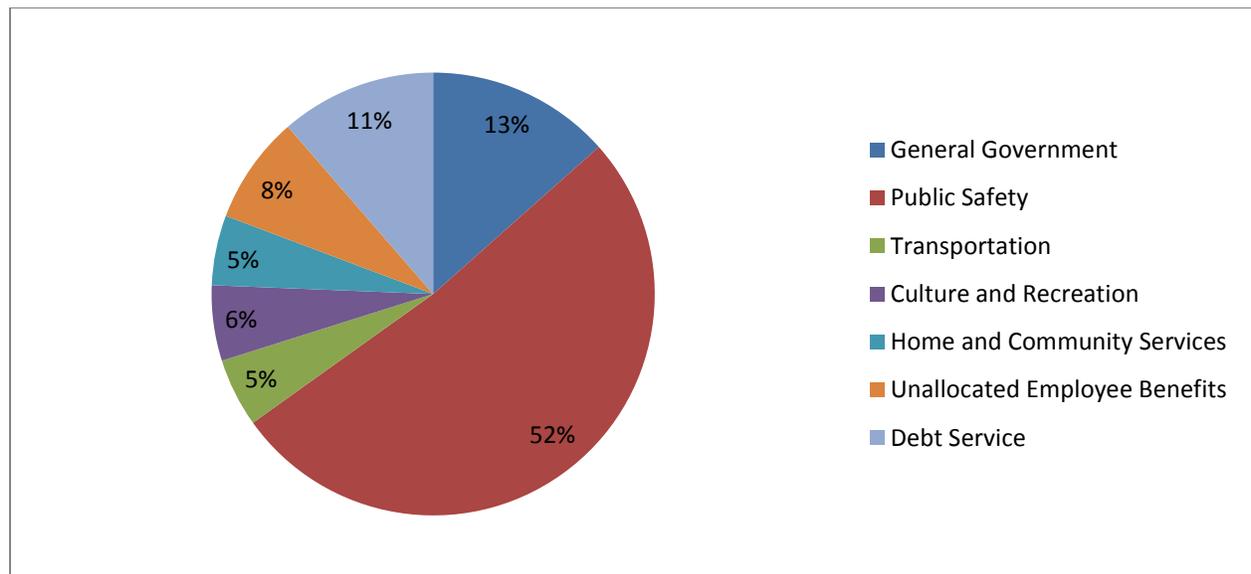
Transportation – The transportation function takes care of the City streets and snow removal, street lighting and signal maintenance is also included in this function

Culture and Recreation – Culture and recreation provides parks maintenance including the City playgrounds, both Casey and Falcon parks, senior programs and other special events such as band concerts, movies in the park and parades.

Home and Community Services – These services include the planning department, refuse collection, street cleaning, urban forestry and cemetery maintenance.

Unallocated Employee Benefits – The majority of this classification is made up of costs for retiree health insurance and other benefits not directly attributable to specific departments.

Debt Service – This category includes payments for principal and interest on debt obligations. Debt obligations include bonds and BANS (bond anticipation notes) issued to fund capital projects throughout the City.



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Solid Waste Fund – This fund is used to account for disposal activities of the City’s solid waste management facility. This includes recycling, disposal of waste collected by City crews, and methane gas operations.

Solid Waste Fund 2014-15 Budget Summary

Revenues and Other Sources

Landfill Service Charges	2,429,000
Late Fees, Special Charges and Other	269,000
	<u>2,698,000</u>

Expenses and Other Uses

Solid Waste Administration	873,000
Refuse Disposal	835,000
Recycling	182,000
Methane Gas Utilities	148,000
Closure and Post-Closure Expenses	500,000
Depreciation and Amortization	945,000
Debt Service	884,000
	<u>4,367,000</u>

Use of Fund Balance	<u>(1,669,000)</u>
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Refuse Collection Fund – This fund is used to account for the curbside collection of refuse.

Refuse Collection Fund 2014-15 Budget Summary

Revenues and Other Sources

Refuse Collection Fees	356,000
Transfer from General Fund	712,000
	<u>1,068,000</u>

Expenditures and Other Uses

Salaries, Wages and Benefits	630,000
Disposal Services	260,000
Operating Expenses	178,000
	<u>1,068,000</u>

Budget Surplus (Deficit)	<u>-</u>
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Power Utility Fund - This fund consists of two hydro-electric facilities, one of which generates electricity that is sold to local utilities.

Power Utility Fund 2014-15 Budget Summary

Revenues and Other Sources

Sale of Electricity	990,000
Transfer from Other Funds	146,000
	1,136,000

Expenses and Other Uses

Hydro-electric Services	77,000
Landfill to Gas Electric Generation Facility	720,000
Depreciation and Amortization	751,000
Debt Service	268,000
	1,816,000

Use of Fund Balance	(680,000)
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Water Fund – This fund is established by law to account for revenues derived from charges for water consumption and the application of such revenues toward related operating expenses and revenues derived from benefited assessments used for debt retirement.

Water Fund 2014-15 Budget Summary

Revenues and Other Sources

Metered Water Sales	4,220,000
Other Charges and Fees	358,000
	4,578,000

Expenditures and Other Uses

Administration	603,000
Utility Billing	218,000
Pumping Stations	221,000
Water Filtration	1,185,000
Transmission and Distribution	819,000
Unallocated Employee Benefits	109,000
Debt Service	928,000
	4,083,000

Addition to Capital Reserves	495,000
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Sewer Fund – This fund is established by law to account for revenues derived from charges for sewer usage, and the application of such revenues toward related operating expenses and revenues derived from benefited assessments used for debt retirement.

Sewer Fund 2014-15 Budget Summary

Revenues and Other Sources

Sewer Rents	7,100,000
Other Charges and Fees	751,000
	7,851,000

Expenditures and Other Uses

Administration	1,304,000
Sanitary Sewers	917,000
Sewage Treatment	2,467,000
Unallocated Employee Benefits	88,000
Capital Outlay	100,000
Debt Service	2,751,000
	7,627,000

Addition to Capital Reserves	224,000
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Special Grant Fund – This fund is used to account for Community Development Block Grants and other funding used for community development.

Special Grant Fund 2014-15 Budget Summary

Revenues and Other Sources

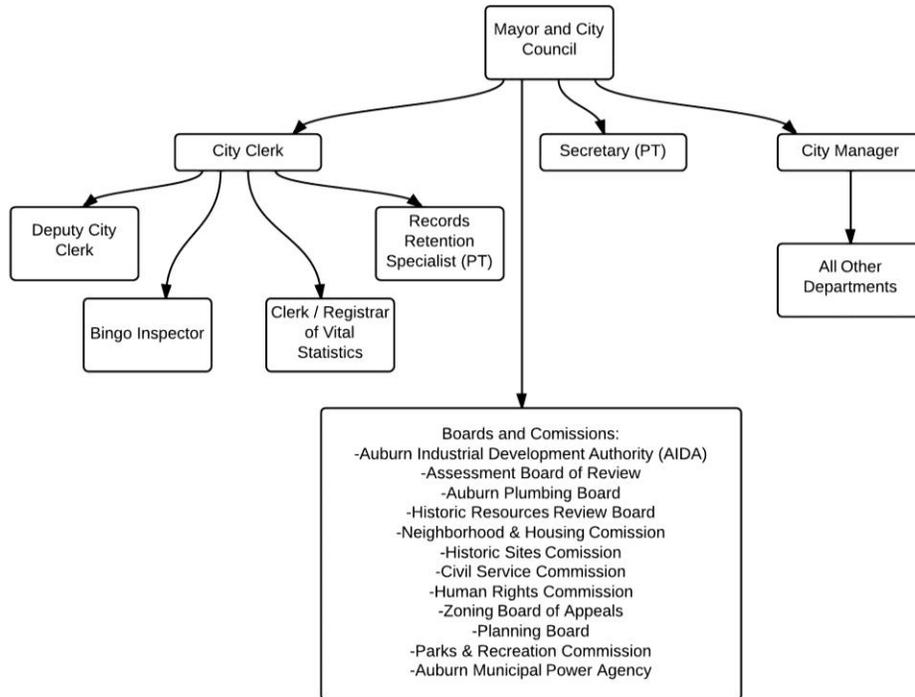
Community Development Block Grant	845,676
	845,676

Expenditures and Other Uses

Community Programs	289,176
Non-profit Assistance	116,500
Sidewalks and Curbing	100,000
Debt Repayment	180,000
Administration	160,000
	845,676

Budget Surplus (Deficit)	-
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City of Auburn, New York
 2014-15 Budget Year
 Mayor, City Council, City Clerk, Boards and Comissions



Mayor and City Council

Mission

It is the Mission of the Mayor and City Council to represent the citizens of Auburn in an open and democratic manner; to meet weekly and establish a forum for issues; and to further enact legislation, appoint officers and oversee City operations.

Organization Structures and Duties

The Mayor and City Council serve as a legislative body of the City. The Council is chaired by the Mayor, and is comprised of four other members, which are each elected to serve four-year terms. The Council meets weekly to approve various resolutions, ordinances, and other measures including the City's annual budget and to conduct work sessions on various topics. The Council appoints the City Manager, the City Clerk and the Deputy City Clerk, while the Mayor appoints citizens, most often with the approval of Council, to a number of city wide commissions and boards.

City of Auburn, New York
2014-15 Adopted Budget
Department Descriptions and Structures

Commissions and Boards

Procedures and Rules

There are numerous commissions and /or boards in the City of Auburn- the Civil Service Commission, Human Rights Commission, Planning Board, Zoning Board of Appeals, Historic Sites Commission, Auburn Industrial Development Authority (AIDA), Board of Assessment Review, Auburn Plumbing Board, Historic Resources Review Board, Neighborhood and Housing Commission – Each serving different functions as prescribed by the City Charter or by statutes. All commissions are appointed by the City Council and/or the Mayor.

ORGANIZATIONAL STRUCTURE AND DUTIES

Civil Service Commission – The Civil Service Commission serves as an impartial, unbiased broker to conduct matters of personnel administration in the City of Auburn. The three commissioners are appointed by the City Council who act as a liaison between the Civil Service, City Manager and the Commission. The Civil Service Commission establishes a variety of policies, objectives, and plans in order to maintain fair and uniform programs for personnel administration. These Civil Service functions include:

- Drafting, announcing and administering Civil Service Exams.
- Certify individuals from eligible lists.
- Certifying positions and salaries for payroll.
- Preparing, conducting and transcribing meetings as needed to address changes in law or other Civil Service related questions.
- Conducting public hearings to address new positions or changes in job classifications.
- Updating all personnel changes, monitoring step and longevity increases, and tracking required licenses for employment.

Human Rights Commission – The Auburn Human Rights Commission was established by the City Council in 1964 to encourage and ensure that every individual has an equal opportunity to participate in the economic, cultural, and intellectual life of the community regardless of disability, creed, race, sex, age of national origin. The Commission consists of nine Board members, including one Youth Member and is appointed by City Council. The Commission sponsors a variety of events and activities including, but not limited to, Legal Aid for the Economically Disadvantaged, Food Pantry, Multi-Cultural Art Classes, Annual Human Rights Recognition Awards, Education Ad Campaign, a web-site, and the Annual Human Rights Scholarship and Reception.

Zoning Board of Appeals – The Zoning Board of Appeals is a seven-member board appointed by the Mayor. Their major duty is to hear complaints on zoning requirements and/or violations and to issue area or yard variances to allow construction throughout the City.

Planning Board – The Mayor appoints the Planning Board, which acts in an advisory capacity to address issues regarding public improvements, streets, parks and other matters of the general welfare. The

City of Auburn, New York
2014-15 Adopted Budget
Department Descriptions and Structures

Planning Board reviews and acts on submitted site plans, subdivisions, special permit applications, amendments to Chapter 305 of the City Ordinance, and matters requiring review under the New York State Environmental Quality Review Act.

Historic Sites Commission – The Historic Sites Commission’s purpose and goals, include, but are not limited to, the development of the tourism strategy for the City of Auburn; development of a plan to link all historic sites in the City of Auburn for marketing and promotional purposes; endeavor toward becoming a New York State Heritage Area; develop a Visitor’s Center; review and revise all promotional literature and signage; and development of special historical related events.

Auburn Industrial Development Authority (AIDA) – The City Council appoints members to AIDA. The purpose is to promote, develop, encourage, and assist in the acquiring, constructing, reconstructing, improving, maintain, equipping, and furnishing of industrial, manufacturing, warehouse, commercial, and research facilities.

Board of Assessment Review – The City Council appoints members. The purpose is to annually review all assessment grievances.

Auburn Plumbing Board – The Mayor appoints members. The purpose is to regulate all plumbing work done in the City of Auburn.

Historic Resources Review Board – The City Council appoints members. The purpose is to review and act on matters subject to historic preservation regulations in the City of Auburn.

Neighborhood & Housing Commission – The City Council appoints members. The purpose is to study the housing and neighborhood issues and concerns facing the City of Auburn and to recommend programs to address, minimize, and /or resolve the problems.

Auburn Municipal Power Agency – The City Manager appoints with City Council approval. The purpose of this Agency is to determine, develop and implement the delivery of low cost, safe and reliable public energy services.

The Office of the City Clerk

Mission

It is the Mission of the Office of the City Clerk to provide citizens of Auburn with timely and efficient service when obtaining licensing, permits, information and access to city information and records, as permitted by NYS rules and regulations. The Clerk’s office is also committed to providing current and relevant information to citizens, visitors and business by pro-actively and enthusiastically maintaining the City’s website.

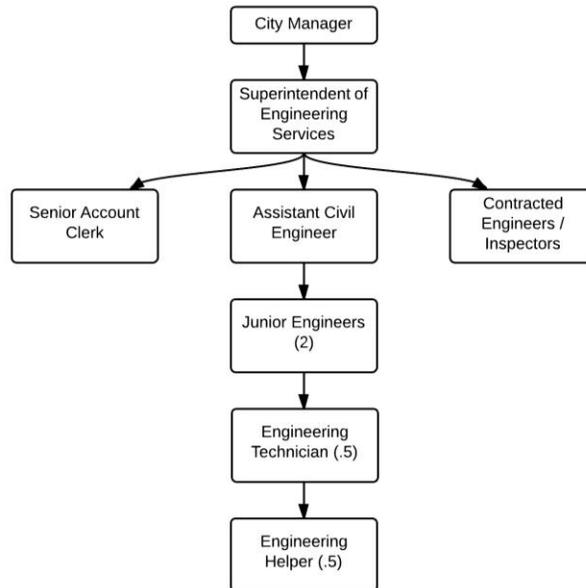
City of Auburn, New York
2014-15 Adopted Budget
Department Descriptions and Structures

Organizational Structure and Duties

The City Clerk is appointed by the City Council and is the official custodian of all City of Auburn government records, vital records (birth, death and marriage) and the City Seal. The City Clerk serves as a City's Registrar of Vital Records, Website Administrator, and Records Management and Access Officer. The Clerk authenticates all contracts and agreements authorized by City officials. The Clerk is responsible for preparing official minutes of City Council meetings. The Clerk manages edits/updates and publication of the City's Municipal Code. Other responsibilities of the Office of the City Clerk include the issuance of a variety of license, including marriage license, dog licenses, bingo and games of chance licenses, fire prevention inspection permits, certificates of marriage, birth and death, performing genealogical searches, and enforcing local and state dog control laws.

Title	2013-14 FTE	2014-15 FTE	7/1/14 Total Salary
Mayor and Councilors			
Mayor	0.5	0.5	10,889
Councilors	0.5 x 4	0.5 x 4	36,292
Secretary to the Mayor	0.5	0.5	20.37 / hour
City Clerk			
City Clerk	1	1	50,939
Deputy City Clerk	1	1	47,192
Clerk / Registrar	1	1	44,312
Bingo Inspector	0.5	0.5	5,500
Records Retention Clerk	0.5	0.5	18.12 / hour
Civil Service Commission and Electrical Board			
Civil Service Clerk	1	1	43,534
Civil Service Commissioners	0.5 x 3	0.5 x 3	9,900
Secretary to Electrical Board	0.5	0.5	17.38 / hour

City of Auburn, New York 2014-15 Budget Year Engineering Department



Engineering Services

Mission

It is the mission of this department to operate and maintain a variety of functions in an efficient and cost-effective manner. These functions include contract administration of Public Works projects; the layout, engineering, and management of the city's public streets and right-of-ways including all utilities and appurtenances contained within; and overall support to other city departments and agencies by providing engineering services as needed.

Organization Structure and Duties

The NYS Education Law requires that the construction of Public Works projects and the providing of engineering services to be under the supervision of a registered licensed professional engineer. These requirements are met by the Superintendent of Engineering Services, who is a licensed professional engineer.

The Engineering Department is responsible for the administration and management of most all major capital Public Works projects, including the projects included in the NYSDOT's Five-Year Capital Improvement Program (such as York Street Reconstruction Project, the South Street Water Main & Paving Project, the East and West Genesee Street Reconstruction projects, the Walnut Street Culvert Replacement Project, etc.), City projects such as the State Dam Rehabilitation Project, the Falcon Park

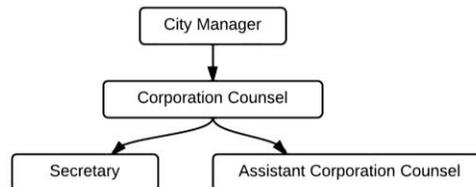
City of Auburn, New York
2014-15 Adopted Budget
Department Descriptions and Structures

Field Renovation Project, the Sewer Collection Project, the Franklin Street Water Main Project, the City's Annual Road Improvement Program, the Community Development Block Grant Program's sidewalk and curb projects, the CDBG Parks/Playground projects, the City's Sidewalk, curb and handicap ramps program, the City's Revolving Loan Sidewalk program, Demolition of Unsafe Buildings, Various City Buildings Improvement Projects, and the Energy Performance contracts with Siemens and Wendel Energy. The Engineering Department also assists in the bidding process for other City projects including major equipment, energy and chemical purchases.

The Superintendent of Engineering services also assists the City's Public Works Department's Water Division in the management of the Backflow Prevention Program and is in charge of all public rights-of-way.

Title	2013-14 FTE	2014-15 FTE	7/1/14 Total Salary
Superintendent of Engineering Services	1	1	92,289
Senior Account Clerk	1	1	50,666
Assistant Civil Engineer	1	1	74,320
Junior Engineers	2	2	132,571
Engineering Technician	0.5	0.5	22.49 / hour
Engineering Helper	0.5	0.5	26.10 / hour

City of Auburn, New York
 2014-15 Budget Year
 Office of the Corporation Counsel



The Office of the Corporation Counsel

Mission

It is the Mission of the Corporation Counsel to provide to the City of Auburn, its legislative body and various departments, the highest quality legal services in a professional and timely manner. This office will strive to serve the public fairly and equitably and is committed to representing the City of Auburn to the best of its ability.

Organization Structure and Duties

The Office of the Corporation Counsel provides a wide range of legal services to the City of Auburn its legislative body and its various departments. The office acts as a general practice law firm for use by the City.

The City Manager, together with the Corporation Counsel, coordinates the implementation of personnel policies and programs; assists and advises Department Heads with matters pertaining to employees’ ensures compliance with all applicable Federal and State employment laws; provides administration of the workers’ compensation program; manages labor relations and grievance resolution; facilitates total performance management; employee development; education and training; and acts as a liaison to Civil Service.

Title	2013-14 FTE	2014-15 FTE	7/1/14 Total Salary
Corporation Counsel	0.75	0.75	64,354
Secretary to Corporation Counsel	1	1	43,287

**City of Auburn, New York
2014-15 Adopted Budget
Department Descriptions and Structures**

Office of the City Manager *(See flow chart on cover sheet)*

Mission

It is the Mission of the Office of the City Manager to oversee all of the city's day-to-day operations ensuring that activities, projects, and expenditures are performed with the greatest effectiveness and efficiency for the least cost. While giving administrative direction and vision to Department Heads and advising the City Council on policy issues, the Office of the City Manager seeks to ensure that the goals and priorities of the City Council and the citizens are carried out promptly and successfully.

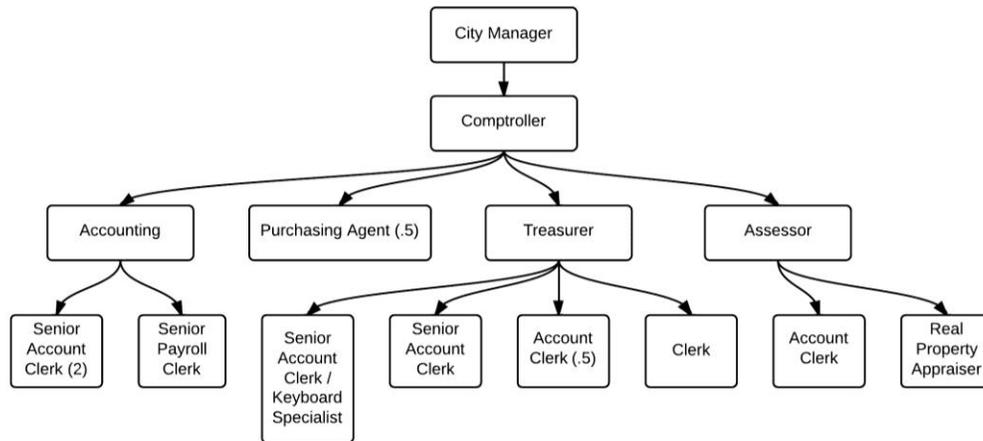
Organization Structure and Duties

The City Manager is appointed by the City Council and serves at the Council's pleasure as the Chief Executive Officer of the City. The City Manager is charged with overseeing the day-to-day operations of the City and providing policy guidance and advice to the City Council. In his administrative capacity, the City Manager supervises each of the department heads, approves all purchases over \$5,000, maintains official personnel records, is responsible for the annual budget, negotiating employee contracts, preparing weekly Council agendas and other City Communications and finally, serves as the point person for a plethora of citizen issues and complaints. In his policy role, The City Manager represents the City on a variety of regional boards and advises the Council on various resolutions and ordinance. The City Manager also assists the Council in achieving and enacting the City's goals, and enforces all laws and regulations set forth by the City Charter and Municipal Code. The Office of the City Manager seeks to provide each of these services in a positive, entrepreneurial, and creative manner providing high levels of customer service to the citizenry, while communicating the goals and vision of the City to all employees.

The City Manager also functions as the human resource function and administers the risk management program providing various training opportunities and programs to provide a safe working environment and ensure compliance with OSHA and State Public Employee Safety and Health (PESH) standards. The office also works with the City's Safety Committee, which is comprised of members of all city departments, allowing the concerns of all city employees, but also reduces the city's insurance premiums and provide more accurate record-keeping.

Title	2013-14 FTE	2014-15 FTE	7/1/14 Total Salary
City Manager	1	1	108,000
Secretary to the City Manager	0	1	42,250
Health and Safety Coordinator	0	0.5	18.54 / hour

City of Auburn, New York
 2014-15 Budget Year
 Finance Department



The Finance Department

Mission

It is the mission of the Finance Department to provide timely, accurate and useful information for citizens, staff, and elected officials that will assist in making appropriate decisions. This department strives to safeguard the City's assets by properly maintaining systems and procedures to ensure the proper use of all the City's assets and at all times present fairly the financial position of the City.

Organization Structure and Duties

The Finance Department is responsible for all financial controls, transactions and reports for the City of Auburn.

Comptroller's Office – The Comptroller is the Chief Financial Officer of the City and the head of the Finance Department. The Comptroller has the responsibility for capital financing, preparation of the City's Annual Financial Report, payments of unallocated budget items, budget maintenance and forecasting and also acts as the City's Budget Officer. Purchasing is also a function under the Comptroller's office. The Purchasing Agent assists all departments in their purchases by providing coordinated purchasing services and maintaining a central stores inventory for janitorial, operating and office supplies.

Accounting Office – The Accounting Office, under supervision of the Comptroller, is responsible for the preparation and maintenance of all of the financial reports, vendor payments, payroll and payroll records, Community Development loans, and all required State and Federal reports. In addition to

City of Auburn, New York
2014-15 Adopted Budget
Department Descriptions and Structures

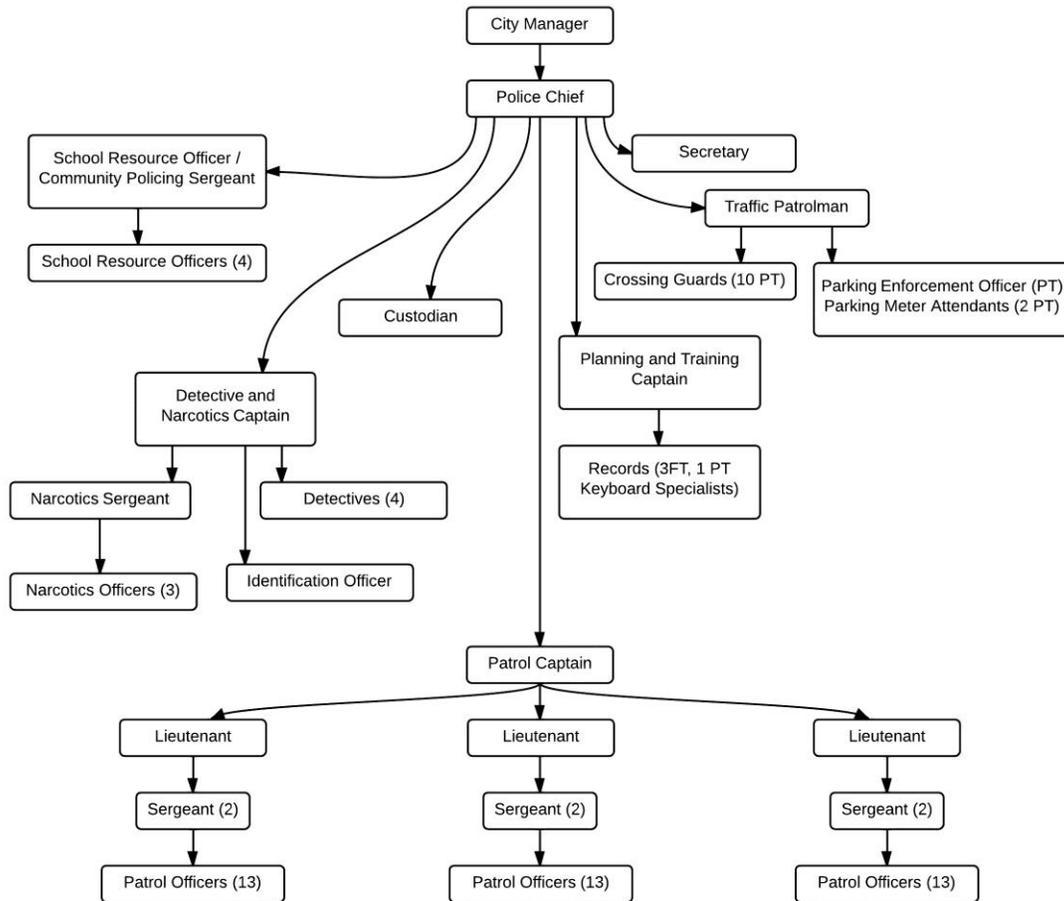
monthly financial reports, this office prepares approximately 10,000 payroll checks and 5,000 checks for payment of approximately 12,000 purchases annually.

City Treasurer's Office – The City Treasurer's Office, under supervision of the Treasurer, is responsible for the preparation and mailing of all City tax bills, collection of all revenue, including City tax, delinquent County and School tax, water and sewer bills, landfill fees, parking tickets and miscellaneous departmental fees. This office receives payment for at least 60,000 bills annually. The administration of all issued parking tickets is also handled through this office. The Treasurer is responsible for all tax delinquency procedures, and serves as custodian of all City money and monitors the daily balances of all accounts to optimize return and ensure availability when needed.

Assessor's Office – The Assessor's Office, under supervision of the Assessor, is responsible for the valuation of all properties within the City. Currently there approximately 9,000 parcels. All exemptions such as Veterans, Commercial 485-b, Senior Citizen, Non-Profit and the STAR exemption are administered through this office. The management of City-owned property is also a function of this office.

Title	2013-14 FTE	2014-15 FTE	7/1/14 Total Salary
Comptroller	1	1	88,014
Treasurer	1	1	83,915
Assessor	1	1	78,270
Office Systems Training Coordinator	1	1	57,376
Real Property Appraiser	1	1	51,849
Senior Account Clerk/Keyboard Specialist	1	1	53,200
Senior Payroll Clerk	1	1	53,450
Senior Account Clerks	3	3	154,748
Account Clerk	2	1	37,021
Clerk	1	1	40,812
Account Clerk	0	0.5	15.00 / hour
Purchasing Agent	0.5	0.5	27.84 / hour

City of Auburn, New York
 2014-15 Budget Year
 Police Department



The Police Department

Mission

The mission of the Auburn Police Department is to enhance the quality of life in the City of Auburn by working cooperatively with the citizenry to enforce the laws, preserve the peace, reduce fear, and provide a safe environment in a way which strikes the optimum balance between the collective interests of all citizens and the personal rights of all individuals.

City of Auburn, New York
2014-15 Adopted Budget
Department Descriptions and Structures

Organization Structure and Duties

The police department is responsible for enforcing the laws governing the City of Auburn, for preserving the peace, and for providing a safe City environment. The Police Department includes the following organizational units:

Patrol Division- The Patrol Division is responsible for patrolling the entire City of Auburn, an area of approximately 8.6 miles. The patrol division responds to dispatched calls, which include both criminal incidents, such as stabbings, robberies and burglaries and non-criminal service calls, such as neighbor disputes, missing persons, and youth complaints. The patrol unit also enforces traffic and parking law. In 2013, the Police Department responded to 29,860 calls for service and logged over 405,250 miles on patrol. 3,367 Uniformed Traffic Tickets were issued, 3,409 parking tickets and 1,312 motor vehicle accidents were investigated.

Emergency Response Team- The Emergency Response Team is responsible for safe resolution of critical incidents. Such incidents may include handling barricaded gunman-hostage situations, and executing violent felony warrants, parole warrants, and drug search warrants. The team also assists other law enforcement agencies in Cayuga County. Fortunately, in 2013, there were no instances where the team needed to be called out.

Detective Bureau- The Detective Bureau is responsible for conducting and coordinating Police Department investigations. The bureau investigates crimes including homicides, robberies, serious assaults, burglaries and rapes. They are also responsible for investigating crimes involving juveniles. The Detective Bureau was assigned 433 new cases and closed 329 previously assigned cases during 2013. 100 cases were closed by arrest or warrant application for a total of 259 charges. This included 147 felonies and 112 misdemeanors. In addition, 35 juveniles were petitioned to Cayuga County Family Court.

Identification Bureau - The Identification Bureau processes all crime scenes, logs and secures all evidence, maintains fingerprint files of arrested subjects, processes fingerprints of subjects used for employment application purposes, processes surveillance videos, processes computers taken as evidence, secures court ordered D.N.A. samples and maintains the sex offender registry. In 2013, the Identification Bureau handled 980 new cases. 297 items were submitted to the crime lab, 28 background checks were completed, 39 new and renewed taxi licenses were processed, and 96 public I.D's were issued. In addition, 102 sex offenders were monitored on average, with 586 sex offender contacts and 5 sex offenders arrested. 28 surveillance videos were processed using the AVID System and 2 computers were processed using the F.T.K. Forensic Toolkit System. 945 photo evidence cards were processed, along with 42 items processed in house for latent prints and 63 court ordered DNA submissions completed.

Fugitive Task Force Warrant Initiative - The Auburn Police Department participated in the US Marshal Service's Joint Law Enforcement Regional Task Force from January through September 2013. Task Force members were deputized by the US Marshal Service and were engaged in locating and arresting individuals wanted on active arrest warrants held by our agency. Funding for this program was provided

City of Auburn, New York
2014-15 Adopted Budget
Department Descriptions and Structures

by the US Marshal Service. The City of Auburn benefitted greatly from this program as it enhanced the department's ability to apprehend wanted persons. During the length of the program, a total of 82 persons were arrested, which included 22 felonies, 76 misdemeanors and 37 violations.

Finger Lakes Drug Task Force - The Finger Lakes Drug Task Force, which is comprised of members from the Auburn Police Department, Cayuga County Sheriff's Department and the Drug Enforcement Administration, is responsible for investigating and combating the illegal distribution of narcotics in the City of Auburn. In 2013, the task force conducted 161 new cases and arrested 84 subjects on 382 charges. 1098 grams of cocaine, 254 dosage units of opiates / pharmaceuticals, 480 dosage units of Heroin, and 2,003 grams of marihuana were seized. 31 unlawfully possessed firearms were seized, as was \$15,350.87 in U.S. currency. The task force also executed 24 search warrants.

K-9 Unit- The K-9 Unit patrols with, handles, and trains the police canines. The canines provide assistance in tracking, doing building searches, crowd control, and suspect apprehensions. They also serve as drug detection dogs, able to detect such drugs as marijuana, cocaine, and heroin.

Drug Abuse Resistance Education (D.A.R.E)- The police department administers the Drug Abuse Resistance Education (D.A.R.E) program. D.A.R.E is a collaborative effort by certified law enforcement officers, educators, students, parents, and the community, to offer an educational program in the classroom to prevent drug abuse and violence among children and youth. In 2013, 322 5th grade elementary school children received D.A.R.E instruction.

Community Oriented Policing Initiative (C.O.P) – The police department also administers the Community Oriented Policing (C.O.P) Initiative. The initiative operates in several City neighborhoods that have a history of noise, drug activity, and crime. Initiative neighborhood activities include: increased officer interaction with residents, organization of neighborhood clean-up days, increased efforts to rid neighborhoods and neighborhood housing of troublemakers and drug activity, and greater officer involvement with community centers and neighborhood youth. Additional activities include addressing street narcotic activity throughout the City and the business owner's concerns in the shopping areas.

School Resource Officers (S.R.O) – The School Resource Officers began their duties in the Auburn School District in September, 2000. For calendar year 2013, the four Auburn Police Officers assigned to the program had intervened in over 1,145 incidents within the confines of the Auburn Enlarged School District properties. Of those incidents, there were 11 adult arrests (students 16 years of age and older). In addition, 10 juveniles were charged with crimes that were furthered in family court. Overall, the program is a success. It has strengthened a relationship that we have with the school administration, and has given both teacher and students a different outlook on policing. Currently we have four School Resource Officers assigned to the seven schools within the district. Our goal is to provide a community law enforcement resource for the students, parents and staff of the Auburn Enlarged City School District while engaging in activities that promote safety, security and the well-being of students and staff.

Jail- The City maintains a temporary lock-up facility for the overnight holding of arrested persons. The City's facilities can house up to eight men. In 2013, 189 persons were processed through the City Jail.

City of Auburn, New York
2014-15 Adopted Budget
Department Descriptions and Structures

Police Department Administration (Police Chief's Office) – The Police Department administrative staff coordinates and oversees a wide variety of functions and services for the Chief of Police, police personnel, and the general public along with other agencies. Responsibilities include payroll and maintaining personnel files.

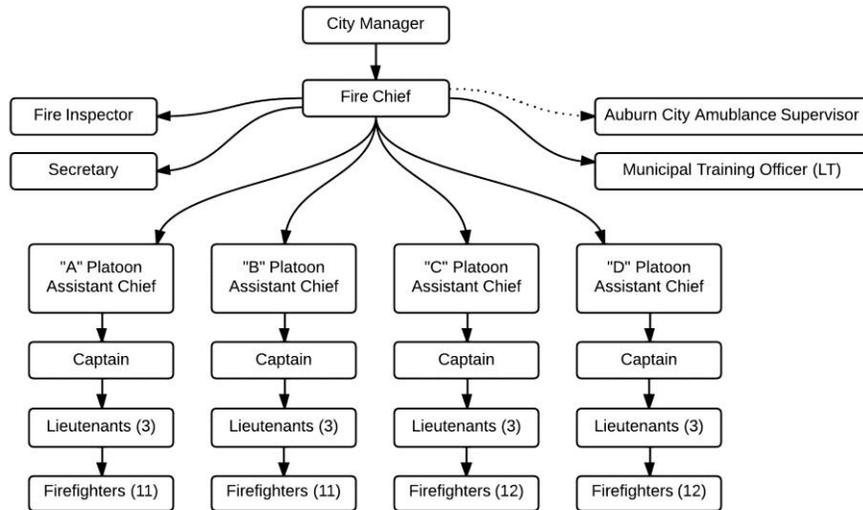
Records Bureau - Two keyboard specialists work in the Records Office, with responsibilities including case report management, document scanning / archiving, data entry, public service for the request of records, background checks, monthly crime reporting to NYS DCJS, as well as the reporting of departmental statistics to various agencies. In addition, one keyboard specialist works in the Identification Bureau, where his responsibilities include creating a daily arrest report, maintaining APD's website, crime analysis, the sealing of dispositions, and entering of parking tickets.

Custodian - One full time custodian performs routine maintenance on the facility. Some responsibilities include stocking supplies and furniture, storing file boxes, recycling, and performing minor repairs within the facility.

Parking Enforcement – In addition to all patrol officers, who are responsible for issuing parking tickets, the Auburn Police Department employs one part time parking enforcement officer and two part time parking meter attendants. Duties include issuing tickets for various parking violations and monitoring city meters for overtime violations.

Title	2013-14 FTE	2014-15 FTE	7/1/14 Total Salary
Police Chief	1	1	87,776
Police Captains	3	3	234,606
Lieutenants	3	3	221,910
Sergeants	8	8	574,624
Detectives	4	4	278,823
Police Officers	48	48	3,040,406
Secretary	1	1	53,985
Keyboard Specialists	3	3	140,253
Custodian	1	1	46,555
Crossing Guards	5 x 0.5	10 x 0.5	11.30 / hour
Clerk	0.5	0.5	13.20 / hour
Part Time Enforcement Officer	1	1	14.04 / hour
Parking Meter Attendants	2	2	18.20-22.73 / hour

City of Auburn, New York
 2014-2015 Budget Year
 Fire Department



The Fire Department

Mission

The City of Auburn Fire Department is dedicated to preventing or minimizing the loss of life and property from fire, and natural and man-made emergencies. The Fire Department strives to improve the quality of life through public education and prevention of fire, and with the resources available, provide a fire suppression force capable of handling emergencies, which may include structural firefighting, pre-hospital medical assistance, and response to hazardous materials incidents. The members of this Department, working together, provide a professional and caring environment that is fair, honest, ethical and that treats all individuals with respect and dignity. The Department is a progressive, service-oriented organization that strives to provide innovative and effective leadership. Department members support and respond to the needs of city government in a loyal, ethical, and professional manner.

Organization Structure and Duties

The Fire Department provides fire suppression, fire inspection, fire prevention education, and emergency medical, technical rescue, and hazardous materials response services for the citizens of Auburn and other areas of our region when requested.

City of Auburn, New York
2014-15 Adopted Budget
Department Descriptions and Structures

2014-15 Work Force – The 2014 – 2015 budget reflects the restoration of four out of ten firefighter positions lost in the previous budget year. There are also four positions being restored through a Federal Emergency Management Agency SAFER Grant. The total uniformed force of the Auburn Fire Department is 73 personnel for 2014-15.

Fire Department Line Personnel (Emergency Response Personnel) – The Fire Department Line Personnel are responsible for responding to fires and other emergencies, including medical, rescue, hazardous materials or conditions, and false alarms. In 2013 Fire Department personnel responded to 5,749 calls for service. Emergency medical service calls make up roughly 63 percent of all emergency calls. Line personnel cover four shifts, providing 24-hour service to the residents of the City of Auburn. The line personnel are divided into four companies, with companies located at the main Fire Station on Market Street and at our Clark Street Station to ensure a quick response to emergencies. The department operates three engine companies and one truck company. Responders control, contain, salvage, mitigate, and coordinate relief efforts through effective use of a wide variety of equipment, personal skills, and experience.

While all Fire Department Line Personnel aid in emergency response efforts, many individuals also provide additional services for the city: These include:

Fire Investigation – The Fire Investigation Team is responsible for determining the cause and origin of fires, in accordance with the New York State requirement that the Fire Department seek to determine the cause and origin of all fires that it responds to. The team also investigates cases of arson, and works with the NYS Office of Fire Prevention and Control and local law enforcement officials to successfully resolve these cases. Currently, the team includes six Level 2 Investigators and five Level 1 Investigators.

Fire Prevention Education – Many members of the Fire Department (including both line personnel and administrative staff) provide fire prevention education to the public, to help reduce the risk of fire. These programs reach out to business, industry, institutions, and schools, and target many age groups. Our “Fire and Safety Educator” organizes our prevention efforts and provides safety training for all city employees.

Juvenile Fire Setter Intervention Program – This is part of a national effort to identify potential juvenile fire-setters and provide a program to educate and correct this type of behavior. The program is actually a community coalition consisting of police, fire, public health, social services and the judicial system. Successful programs identify and educate at-risk youths and further reduce the fire threat to the community. The Department currently has four members trained to provide interventions.

Fire Inspection – A full time Fire Inspector works with the Codes Office to handle fire safety related inspections and issues. This member also coordinates fire inspections performed by the Fire Department Companies. The Department inspects restaurants, gas stations, businesses, and places of public assembly on an annual basis. The Fire Inspector works with building owners and contractors to ensure new construction and renovations meet the NYS Fire Code and are safe.

City of Auburn, New York
2014-15 Adopted Budget
Department Descriptions and Structures

Vacant Building Registry – The Fire and Codes Departments will work jointly in 2014 to implement a new Vacant Building Registry program to track vacant structures, encourage owners to keep properties safe and attractive, and ultimately either remove or re-occupy these vacant buildings.

Pre-Fire Planning – Each year in-service companies visit and update our pre-fire plans on every commercial building in the City. This process is a recommended practice by NFPA (National Fire Protection Association) and a requirement of ISO (Insurance Services Office). This is just one of the many requirements the department must meet to maintain its ISO Class 2 rating. This rating is used by most insurance companies to rate local fire protection capabilities and set insurance rates for homeowners and businesses.

Fire Department Training Office – A full time Municipal Training Officer (MTO) coordinates and provides training and certification to Fire Department personnel. Fire Department personnel are required to receive 130 to 140 hours of training each year, including a state required 100 hours and a locally required 30 to 40 hours. Training subjects include, but are not limited to, basic firefighting, emergency medical services, building codes, hazardous materials, and technical rescue. All Department Officers (Assistant Chiefs, Captains, and Lieutenants) assist with the training programs and are certified as Municipal Fire Instructors (MFIs). Several of our officers teach programs for Cayuga County and are Adjunct Faculty at the NYS Fire Academy in Montour Falls, NY.

Training Facility – The Fire Department conducts much of its training at the Cayuga County Training Facility on Quarry Road.

Fire Department Mechanic – A line firefighter takes on the additional duties of mechanic. He coordinates all vehicle repairs, routine maintenance, and emergency service. Major repairs are contracted out on an as-needed basis.

Regional Hazardous Materials Response Team – Through cooperative agreements with Cayuga County and the State of New York, the fire department provides the staff and houses a large cache of specialized equipment to respond specifically to hazardous materials and weapons of mass destruction incidents. Membership on this team is voluntary. Currently thirty-five members participate on the team, attend training classes, and provide emergency responses when requested. In addition to our regular responses to accidental chemical releases; the team has been working with local law enforcement agencies dealing with illicit drug labs.

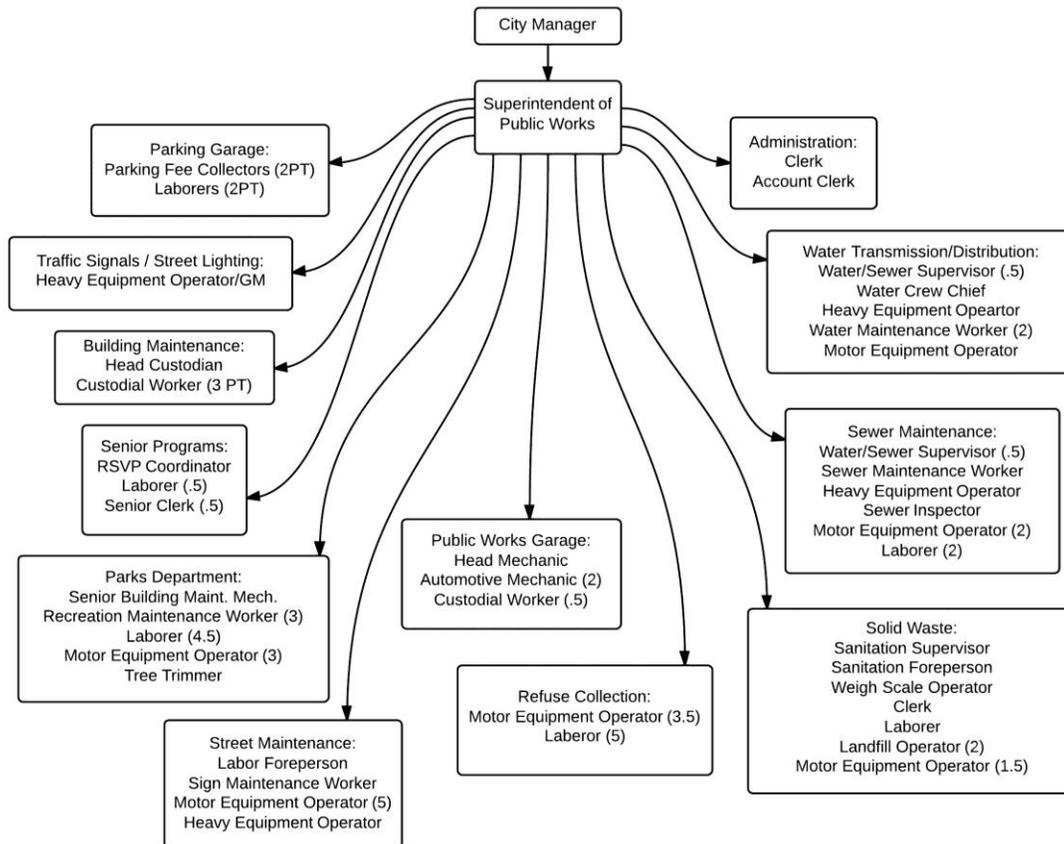
Technical Rescue - The Auburn Fire Department has provided technical rescue services for years. Due to the extreme hazards associated with some technical rescues the department began to obtain equipment and training in the 1990's to more safely and effectively provide technical rescue service. Recently, State and Federal grant programs have helped the department increase its capabilities and improve the safety of our responders and the community. The department has equipment and personnel trained to deal with situations involving confined spaces, trenches, machinery, incidents requiring rope access, water, swift water, ice, and structural collapse.

City of Auburn, New York
2014-15 Adopted Budget
Department Descriptions and Structures

Fire Department Staff (Administrative) – The Fire Department Staff coordinates and oversees the wide variety of functions and services provided by the other department components.

Title	2013-14 FTE	2014-15 FTE	7/1/14 Total Salary
Fire Chief	1	1	87,601
Assistant Fire Chiefs	4	4	330,510
Captains	4	4	291,715
Lieutenants	12	12	825,252
Training Officer (Lieutenant)	1	1	70,003
Firefighters	41	46	2,746,270
Fire Inspector	1	1	65,280
Fire & Safety Educator	1	0	-
Secretary	1	1	53,985

**City of Auburn, New York
2014-15 Budget Year
Department of Public Works Structure**



Department of Public Works

Mission

It is the mission of the Department of Public Works to provide, plan, develop, operate and maintain a broad variety of traditional functions in a responsive, efficient and cost effective manner. These services include street maintenance and repair, park and facility maintenance, water supply and distribution, storm sewer drainage and maintenance, vehicle maintenance and repair, solid waste operations, building maintenance, street lighting, traffic signal maintenance and a variety of recreation programs and special events.

Organizational Structures and Duties

Public Works conducts a variety of functions that are typical in traditional government organizations. The work of the office is divided into multiple divisions:

City of Auburn, New York
2014-15 Adopted Budget
Department Descriptions and Structures

Administration- The Administration Division's primary responsibility is to coordinate activities between the other divisions and multiple operations of the Department of Public Works. The administration Division is managed by the Superintendent of Public Works. In addition to coordination operations, the office oversees personnel and budgetary issues and specifically provides oversight to the following operational units:

- Recreation: Recreation includes the operation of sporting events at Casey Park (outdoor pool and ice rink seasonally); support to the Auburn Doubledays; management of Falcon Baseball Park; and, coordination of concerts, celebrations, parades and various recreational activities for adults and youth.
- RSVP: The Retired Seniors Volunteer Program works with senior adults to provide an array of volunteer community activities in which they may participate.
- Senior Citizens: This operational unit provides management and oversight for recreational opportunities for seniors in Auburn.
- Fleet Maintenance: This operation runs the City Garage and ensures that the City Fleet is fully functional.

Street Maintenance- Provides for sweeping, plowing, and repair of the City's 315 streets consisting of over 103.8 miles.

Building Maintenance- This division of Public Works is responsible for maintain and repairing City Hall and assisting in the maintenance of other City-owned buildings.

Traffic Signals- Public Works is responsible for maintaining the operation of the traffic signals in the City.

Street Lighting- The Public Works Department is responsible for maintaining all City street lights.

Parks Maintenance- Services the City's 26 (approximately 105 acres) parks and playgrounds and installs new playground facilities and equipment as needed.

Water Distribution- This operation maintains and repairs the distribution of potable water to both our City and surrounding communities. The City oversees over 109 miles of water main and provides fresh water to approximately 55,000 customers.

Sewer Maintenance- Maintains and repairs the City's sewer system, which consists of 109 miles of sanitary sewers.

Solid Waste- Solid Waste involves the collection and disposal of curbside trash and debris, including recyclable materials, throughout the City. The City currently owns and operates its own landfill.

Municipal Parking- The Public Works Department is responsible for overseeing the City's Municipal Parking Garage, with responsibilities for operations and maintenance.

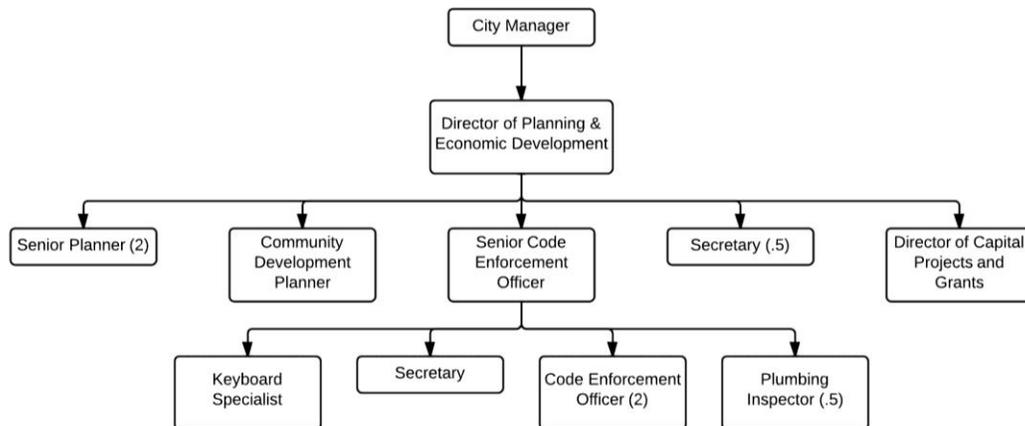
**City of Auburn, New York
2014-15 Adopted Budget
Department Descriptions and Structures**

Title	2013-14 FTE	2014-15 FTE	7/1/14 Total Salary
Buildings			
Head Custodian	1	1	53,046
Custodial Worker	.5 x 2	.5 x 3	17.58-18.12 / hour
Public Works Garage			
Head Automotive Mechanic	1	1	60,256
Automotive Mechanic	2	2	106,848
Custodial Worker	0.5	0.5	18.12 / hour
Traffic Signals/Street Lighting			
Heavy Equipment Operator/Mechanic	1	1	40,502
Public Works Administration			
Superintendent of Public Works	1	1	78,435
Account Clerk	1	1	38,123
Clerk	1	1	42,399
Parks Department (Including Casey and Falcon Parks)			
Senior Building Maintenance Mechanic	1	1	59,094
Labor Foreperson	1	0	-
Recreation Maintenance Worker	3	3	149,477
Laborer	4	4	188,216
Laborer	0.5	0.5	17.58 / hour
Motor Equipment Operator	2	3	150,522
Tree Trimmer	1	1	56,168
Street Maintenance			
Labor Foreperson	1	1	58,749
Sign Maintenance Worker	1	1	57,418
Motor Equipment Operator	5	5	227,523
Heavy Equipment Operator	1	1	55,577
Municipal Parking Garage			
Parking Fee Collector	0.5 x 2	0.5 x 2	14.78-17.58 / hour
Laborer	0.5 x 2	0.5 x 2	13.20-18.12 / hour
Clerk	0.5	0	-
Senior Programs			
RSVP Coordinator	1	1	46,385
Laborer	0.5	0.5	18.12 / hour
Senior Clerk	0.5	0.5	24.14 / hour

City of Auburn, New York
2014-15 Adopted Budget
Department Descriptions and Structures

Title	2013-14 FTE	2014-15 FTE	7/1/14 Total Salary
Solid Waste			
Sanitation Supervisor	1	1	62,665
Sanitation Foreperson	1	1	61,006
Weigh Scale Operator	1.5	1.5	52,296
Laborer	2	1	32,580
Landfill Operator	2	2	117,498
Motor Equipment Operator 2	1.5	1.5	71,367
Clerk	1	1	47,040
Refuse Collection			
Motor Equipment Operator 2	3.5	3.5	158,142
Laborer	5	5	220,458
Transmission and Distribution			
Water/Sewer Supervisor	0.5	0.5	35,218
Water Crew Chief	1	1	58,499
Heavy Equipment Operator	1	1	54,577
Water Maintenance Worker	2	2	101,980
Motor Equipment Operator	1	1	51,490
Sanitary Sewers			
Water/Sewer Supervisor	0.5	0.5	35,218
Sewer Maintenance Worker	1	1	50,990
Heavy Equipment Operator	1	1	54,577
Sewer Inspector	1	1	50,990
Motor Equipment Operator	2	2	106,067
Laborer	2	2	93,858

City of Auburn, New York 2014-2015 Budget Year Planning Department



The Office of Planning and Economic Development

Mission

It is the mission of this office to be responsive to community needs by utilizing community planning and development resources and skills to promote economic opportunity, self-sufficiency and neighborhood revitalization throughout the community.

Organization Structures and Duties

The Office of Planning and Economic Development is directly responsible for the coordination and administration of a broad scope of physical planning and development, community development and capital projects and grants functions which, in traditional government organizations, are typically organized into separate agencies or departmental units. By combining these responsibilities in to one central organization the office is able to minimize administrative and overhead costs while maximizing efficiencies in the delivery and coordination of service.

Physical Planning – These services encompass a wide range of activities designed to ensure adequate infrastructure, appropriate development and the policies to support these goals. Some primary responsibilities include: implementing Comprehensive Plan goals and projects, administering ongoing development and zoning ordinances, responding to resident inquiries on zoning and development procedures, providing special assistance for park, playground and public space development, overseeing downtown development and neighborhood improvements, and providing advice and counsel to a variety of community planning boards.

Community Development – Community Development encompasses all activities which have the goal of improving the quality of life for City residents, our community, and its neighborhoods. Specific duties

City of Auburn, New York
2014-15 Adopted Budget
Department Descriptions and Structures

include: producing the Five Year Consolidated Planning Strategy and the related Annual Action Plans, managing the Housing Rehabilitation Program, coordinating the Neighborhood Facilities Improvement Program, overseeing Human Services funding and contract administration, and coordinating all CDBG funding.

Empire Zone Administration – A responsibility of the Office is the administration of Auburn’s New York State Empire Zone, which includes the preparation of reports for the State and other aspects of Empire Zone evaluation, monitoring and record-keeping.

Capital Improvement Planning – Capital Improvement Planning is a fundamental component of responsible fiscal planning for the long-range capital needs of the organization. CIP functions include: identifying and prioritizing large scale improvement projects vital to city services, providing a framework and reporting process for the City manager and City Council to support proactive fiscal planning for projects, seeking and securing alternative and grant funding resources for significant capital projects, and coordinating the implementation of improvements between departments and outside agencies.

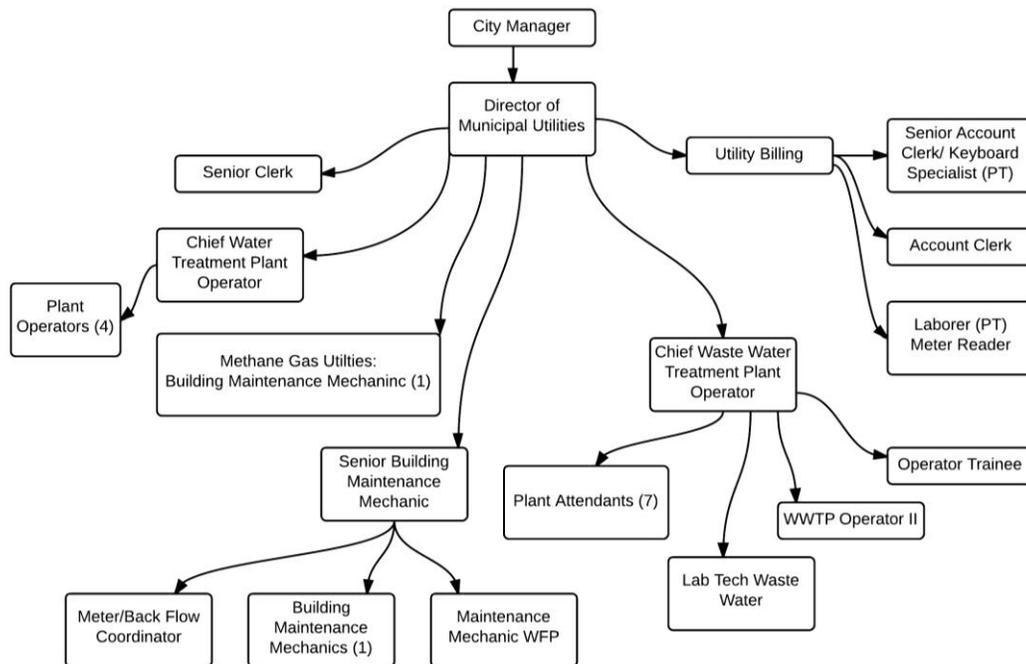
Code Enforcement - The Code Enforcement office is responsible for ensuring compliance with the New York State Uniform Fire Prevention and Building Code, as well as local building, housing, and zoning codes. By enforcing these codes, the Office works to reduce the risk of fire throughout the City. The Office coordinates and performs plan reviews, new construction inspections, and housing code inspections. It is also responsible for responding to housing code violations, issuing appearance tickets, and attending court dates. The Office also completes data on properties, reviews and comments on projects for the Zoning and Planning Boards, and handles complaints. The Office receives assistance from fire personnel in the inspection of gas stations and places of public assembly, such as restaurants and churches, and in the re-inspection of housing code violations. In addition, the Office employs a part-time Plumbing Inspector.

Administrative costs for OPED are not entirely borne by the City. Some of the State and Federal programs used to fund community and economic development projects provide funds to cover staff costs incurred in administration of the program. Historically, these sources provide *up to 50 percent or more* to cover staff costs incurred to maintain OPED, including staff time, supplies and fees for technical consultants.

City of Auburn, New York
2014-15 Adopted Budget
Department Descriptions and Structures

Title	2013-14 FTE	2014-15 FTE	7/1/14 Total Salary
Planning			
Director of Planning and Economic Devel.	1	1	89,889
Director of Capital Projects and Grants	1	1	76,810
Senior Planner	2	2	128,871
Community Development Planner	1	1	52,512
Secretary to the Director of Planning and E.	0.5	0.5	20.96 / hour
Code Enforcement			
Senior Code Enforcement Officer	1	1	64,850
Secretary	1	1	46,885
Code Enforcement Officer	2	2	109,806
Keyboard Specialist	0	1	42,141
Plumbing Inspector	0.5	0.5	28.05 / hour

City of Auburn, New York
 2014-2015 Budget Year
 Department of Municipal Utilities



Department of Municipal Utilities

The Department of Municipal Utilities conducts a variety of traditional government functions. These include water treatment and distribution, wastewater collection and treatment, utility billing, landfill gas collection and conveyance for electricity generation and hydro-electric power generation.

Water Department

The Auburn Water Department exists to serve our customers by providing a safe, reliable and aesthetically pleasing supply of fresh potable water, in an abundant amount, at adequate pressures to meet fire flow requirements, at the lowest possible cost.

Water Department Functions and Responsibilities:

- Meet and/or exceed Federal, State and local guidelines as they apply to water
- 24 hour emergency water main repair
- Service connections and renewals
- Operation and maintenance of all storage and pumping facilities
- 24 hour operation and maintenance of treatment facilities
- Quarterly billings for Auburn residents and monthly billings for towns and businesses

City of Auburn, New York
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Department Descriptions and Structures

- Cross connection control
- Meter installation and maintenance
- Maintain a long-range comprehensive master plan for our service areas to insure future service

Title	2013-14 FTE	2014-15 FTE	7/1/14 Total Salary
Water Filtration			
Director of Municipal Utilities	0.5	0.5	39,053
Chief Water Treatment Plant Operator	1	1	68,450
Maintenance Mechanic	1	1	62,773
Water Treatment Operator	4	4	219,058
Senior Clerk	0.5	0.5	25,495
Utility Billing			
Meter/Backflow Coordinator	1	1	58,999
Account Clerk	1	1	42,752
Senior Account Clerk/Keyboard Specialist	0.5	0.5	28.05 / hour
Laborer (Meter Reader)	0.5	0.5	13.20 / hour

Sewer Department

The Auburn Sewer Department exists to provide safe, reliable, and responsible collection and treatment of wastewater and storm water for our current and future customers at the lowest possible cost, while protecting the environment and maintaining and/or improving water quality.

Sewer Department Functions and Responsibilities:

- Meet and/or exceed Federal, State and local guidelines as they apply to wastewater
- 24 hour emergency sanitary sewer and storm water line repairs
- Operation and maintenance of all pumping facilities
- 24 hour operation and maintenance of treatment facilities
- Accept hauled septage delivery for treatment
- Provide EPA industrial discharge permits to affected industries
- Maintain a long-range comprehensive master plan for our service areas to insure future service

Power Utility Fund

The Power Utility Fund exists to generate sustainable power that can be used to generate revenue for the City. It includes the hydro-electric facilities and the Landfill Gas to Electric Facility (LFGGE).

- Hydro-power- Responsible for maintenance and operation of the North Division Street hydro and the Mill Street hydro. The lake level is also controlled by this department to comply with Federal regulations and ensure the safety of the community.
- Landfill Gas to Electric Facility- Responsible for the operation and maintenance of the collection of the City landfill methane gas via vertical gas wells and horizontal collection lines and conveyance of the gas to the generation plant where it is converted to electricity. The generation plant consists of two generators capable of 1 Mwh each for a total plant capacity of 2 Mwh.

City of Auburn, New York
2014-15 Adopted Budget
Department Descriptions and Structures

Title	2013-14 FTE	2014-15 FTE	7/1/14 Total Salary
Wastewater Treatment			
Director of Municipal Utilities	0.5	0.5	39,053
Chief Wastewater Treatment Plant Oper.	1	1	66,850
Senior Building Maintenance Mechanic	1	1	66,042
Building Maintenance Mechanic	2	.5 x 2	54,702
Sewage Treatment Plant Operator	1	1	61,101
Sewage Treatment Plant Trainee	1	1	39,798
Laboratory Technician	1	1	52,546
Sewage Plant Attendant	7	7	328,023
Senior Clerk	0.5	0.5	25,495
Methane Gas Utilities			
Building Maintenance Mechanic	0	.5 x 2	54,702

City of Auburn, New York
2014-15 Adopted Budget
Department Descriptions and Structures

Description of Revenues

Real Property Taxes and Tax Items

Real Property Tax

The real property tax is levied on real property based on the property's full value. The full value is the property's assessed value for City Tax and is the property's assessed value multiplied by the State equalization rate for the County and School Taxes levied in the City. The assessed value is the value placed on the property by the City Assessor. It is important to note that assessed value may differ from the property's market value – the amount for which the property could be sold on the market. The State equalization rate is determined each year by the State Board of Equalization and Assessment and is used to adjust for differences in assessment practices among assessing jurisdictions.

The property tax rate is expressed in terms of a rate per thousand dollars of full value. The City's property tax levy is the amount of revenue that must be raised through the property tax. The tax rate is determined by dividing the tax levy by the City's total full value. Once determined, the tax rate is applied to the property's full or assessed value to determine the amount of tax owed by each property owner.

Tax Items

Tax items are related to the real property tax. These items include projected collections of unpaid taxes, other payments in lieu of taxes (tax payments negotiated with businesses in conjunction with economic development efforts), and interest and penalties on delinquent taxes.

Non-Property Taxes

Sales and Use Tax

The sales and use tax is collected on the purchase of a variety of consumer goods in the City. In addition to the 4 percent tax collected by the State of New York, a 4 percent sales and use tax is collected by Cayuga County. The City of Auburn pre-empts County sales tax collections. Under pre-emption provisions, Auburn is entitled to half of all County sales and use taxes generated within the City. Thus, for the City, this is equivalent to a sales and use tax rate of 2 percent.

Utilities Gross Receipt Taxes

Under State law, Auburn is authorized to collect taxes on the revenues of utilities, including electric, gas, and telephone utilities. The one-percent utilities gross receipts tax is collected from consumers by the utilities (the tax is listed on consumer utility bills), who then provide these revenues to the City.

City of Auburn, New York
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Department Descriptions and Structures

Franchise Taxes – Subway and Cable TV

Auburn collects a per-unit franchise tax from entities, such as cable television and telephone companies, that use the City-owned underground (subway) cable system.

Other Revenue Sources

Departmental Income

Departmental income is income earned by the City departments from the provision of services to the public or to other departments. Examples of fees and charges encompassed in departmental income include City Clerk's fees, parking garage fees, parking meter charges, parking permit charges, parks and recreation charges, charges for cemetery services, and charges for refuse collection.

Intergovernmental Charges

Intergovernmental charges are income received for services provided to other governments. In the proposed 2009-10 budget, these include civil service charges to the Auburn school district, and charges to the School District for providing School Resource Officers.

Use of Money and Property

This category contains interest earned by the investment of City money and revenues received as payment for the use of City property. Also included in this category is rental income from City-owned properties.

Licenses and Permits

This category contains all revenues received from City issuance of licenses and permits. The City issues licenses and permits for a wide variety of purposes, including specific business activities, legal gaming (bingo, games of chance, and bell jar), dogs, and building and construction activities.

Fine and Forfeitures

This category contains revenues received from fines and forfeitures. The City receives fines from parking and traffic violations, dog violations, and other sources.

Sale of Property

The City receives revenue from the sale of real property and other items such as scrap materials, and surplus equipment.

City of Auburn, New York
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Department Descriptions and Structures

Miscellaneous

This category encompasses relatively small specific revenues not included in any of the other categories. Examples of items in this category are gifts and donations made to the City, collections associated from the contract with Auburn Community Baseball, and insurance recoveries.

Interfund Revenues

Interfund Revenues are monies provided from one City fund to another. For example, this account includes transfers from the Solid Waste, Water, and Sewer Funds into the General Fund, similar to a return on investment and allocation of General Fund administration costs.

State Aid

This category contains all aid monies provided to Auburn by the State of New York. The State provides both general aid and aid for specific purposes including economic development, justice and law enforcement, road maintenance, elderly and youth programs, housing, and administration.

Federal Aid

This category contains all aid monies provided to Auburn by the United States Federal Government. The Federal government provides aid to the City for elderly programs.

Other

This category accounts for various uses of fund balances, such as the use of tax stabilization reserve and the equipment reserve, to balance the budget.