

Community Development

Code Enforcement, Planning, Economic Development, Assessing & IT/GIS

Assumed Outcomes:

- To ensure basic life safety standards are met
- To balance private property rights with codified community values/needs
- To articulate community vision with regard to development
- To grow the Town's tax base
- To provide high quality service to the public
- To provide fair and equitable assessment of all real and personal properties
- To provide information technology services to all municipal departments

Mandates:

- Growth Management Act: Assuring that Land Use Ordinance is consistent with the Town's Comprehensive Plan, which in turn must be consistent with the terms of the Growth Management Act
- Administration and enforcement of Maine Uniform Building and Energy Codes (MUBEC)
- MS4 requirements in planning and code enforcement, per the Town's general stormwater discharge permit
- Use State legislated minimum assessing standards to annually certify the equalized just value of all real and personal property in the community

Current Methods:

- Enforce Building and Land Use Codes
- Facilitate and Provide Technical Support to Planning Board
- Facilitate and Provide Technical Support to Board of Appeals
- Manage Integrated Land Use Ordinance that includes zoning, subdivision regulations, site plan review, shoreland zoning, and flood plains
- Review Codes for compliance in an ever changing regulatory environment and make recommendations for additions/revisions to better meet community needs
- Facilitate the Comprehensive Planning process to codify vision and legal structure for Town Ordinances
- Work with current and prospective businesses to grow and retain commercial enterprises in Orono
- Review plans, approve permits, and perform inspections for new construction and property renovations
- Oversee Rental Ordinance and Registration Process
- Monthly inspection of Town to proactively identify potential code issues

- Assistance to Orono Economic Development Corp., Town Manager, regional entities in support of economic growth
- Provide Information Technical (IT) Support to all Municipal Departments
- Process Tree Growth Roster for the State of Maine
- Complete Municipal Valuation Report and all associated documents for the Maine Revenue Service
- Process abatement applications related to valuation
- Complete BETE applications for Maine Revenue Services
- Discuss valuations with taxpayers, real estate brokers and appraisers, and processing abatements and supplemental tax assessments

Current Resources:

Personnel: 5 FTE

- (1) Economic Development Director
- (1) Code Enforcement Officer
- (1) Administrative Assistance for Code, Planning, Economic Development & Assessing
- (1) Assessor
- (1) GIS / IT Analyst

Contractual Support: 1.87 FTE

- (1) Contracted Town Planner
 - 20 hours per week / 48 weeks per year
 - Funded by Planning and Economic Development Departments
- (3) Contracted Assessing Consultant
 - (1) 20 hours per week / 39 weeks per year
 - (1) 15 hours per week / 39 weeks per year
 - (1) 40 hours per week / 39 weeks per year
 - Funded by the Assessing Department

Areas of Discussion:

- Planning: FY18 is a transitional year for the Planning Department. For over a decade, the Town has enjoyed the opportunity to have the services of Evan Richert as an independent contractor. As the former Director of the State Planning Office, Evan is considered one of the most knowledgeable Planners within the State of Maine. FY18 will include a new, full-time Planner. If funding is made available, Mr. Richert has agreed to work with the new Planner for a period not to exceed 40 hours/ month as needed. This could include overseeing special projects or working with a less experienced Planner as needed. The proposed budget includes the following scope of

work for the Planning Department:

- Continue to review and take actions on the Comprehensive Plan
 - Monitor, evaluate and respond to (2) moratoriums (Retail Sale of Marijuana and Development Along the Park Street Corridor)
 - Serve as Staff for the Planning Board
 - Assist applicants as they continue through the local review process
 - Provide Town representation on local and regional public transit committees – ensuring leadership and collaboration during a period of transition
 - Begin to transition to a significant role in the administration and oversight of the Town’s MS4 Permit compliance activities
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- Code Enforcement:
 - Continue the Transition to a more proactive code enforcement response (as opposed to primarily complaint based).
 - Revision and simplification of Town ordinances – with special attention to enforcement strategies and penalties.
 - Work with staff, management, and policymakers in the creation and implementation of a more robust inspection program for rental properties.
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- Economic Development:
 - Continue to coordinate the services from all of the municipal departments within the Community Development Office to streamline permitting
 - Market the Town of Orono in order to attract/retain investment into the community
 - Oversee and report on the Tax Incremental Financing (TIF) Program
 - Serve as staff for the Orono Economic Development Corporation (OEDC)
 - Town Liaison with business community
 - Supervise all employees and budgets within Community Development
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- Assessing:
 - During the second half of FY17 the Assessing Department began the field work

required for a revaluation of the town. It was decided that we would complete this enormous task in-house under the direction of the new Assessor for the following reasons:

- During conversations with companies providing this service within Maine, we learned that their existing workload wouldn't allow them to begin work in Orono for at least three years.
- The cost of outsourcing this project would cost approx. \$250,000.
- Completing this project in-house would allow us to save over \$100,000 and to fund it over a three-year period.

This project required us to hire two Assessors Agents to visit all of the single family homes this year in order to measure all buildings and evaluate the construction of those buildings. I expect this work to be completed by the end of FY18. Once this is completed, all of the collected data will need to be inputted into our assessing software. Using this method, I expect to have the revaluation completed in approx. 3 years. If this method is approved, additional funding of \$53,000 will need to be added in the FY18 budget to augment the remaining funds approved in FY17.

FY18 will be the first year of a new method of providing assessing services to Orono. We have hired a new full-time Assessor who will begin work in July, working three days a week in Orono. In an effort to reduce the net cost to taxpayers for this very technical and professional service, up to two days a week the Town will contract her services out to several smaller communities. In addition, the Administrative Assistant within Community Development is being trained to assist citizens with basic services when the Assessor is not available to the public.

- IT/GIS:

- Support all departments with their Information Technology (IT) needs
- Continue the conversion from a local server system to a cloud based system
- Provide Geographic Information System (GIS) services to all departments

ASSESSING DEPARTMENT

Assumed Outcomes:

- Provide equitable, accurate, and timely valuation data
- Provide responsive service responding to public inquiries

Mandates:

- The assessment function is a State of Maine mandate.

Methods:

- Find, list and value all taxable real and personal property as of April 1st of each year
- Compile results of annual work into the annual tax commitment
- Assist Maine Revenue Services with the State Valuation for Orono
- Development marked based adjustments
- Process abatement applications related to valuation
- Provide digital access to assessment records
- Discuss valuation concerns with taxpayers

RESOURCES:

Personnel: (1.0 FTE Operations and Additional Support for Data Collection Project)

- Assessor (Full-Time, Contracted to 4 other communities for an average of 7-10 days per month)
- Project support personnel includes: data collection clerk (10 hours/wk for 44 weeks); property listers (2 at 40-60 total hours per week as weather allows); and a technical advisor to assist with the creation of new cost schedules.

Financial FY18 Budget

- Personnel: \$ 101,687.19
- Operating: \$ 67,744.81
- Capital: \$ -

Areas of Discussion:

As previously approved by Council, the Town has embarked on a multi-year, multi-phase revaluation in an effort to update Town assessing data and standardize Orono's approach to assessing. A new Assessor has been hired, is currently working part-time, and will begin work

full-time on July 1, 2017. The data collection effort that is currently underway is of highest priority in the Town's workplan for FY2018 and FY2019. The proposed budget requests an additional \$42,500 to continue the second phase of data collection and to fund expenses related to increasing a current part-time employee's hours by 10 hours/week beginning in early September to provide support with the process of transferring the field data collected into the Town's software system. This is a temporary increase in hours planned to last until the end of the fiscal year (6/30/2018). When this project has been completed, the Town should be in a position to support assessing with a shared Assessor (full-time with Orono but contracted out) and support from the current Community Development Administrative Assistant. The service level provided to the community should be seen as an improvement as records will be up to date and available online.

Areas of Concern:

Staff has created a sound plan for collecting and updating data; however, the pace is moving slower than expected. Orono's Assessor is working to identify additional resources available to assist increase the pace.

Suggestions for Potential Reductions in Service Level:

None - the method proposed to update, modernize, and standardize Orono's assessing data is a paired down process aimed at trying to mitigate the impact on the general fund tax rate.

Town of Orono - Community Development				
Services Review for Budget Year 2017-2018				
Budget Year 2017-18				
<u>Service Levels</u>				
Tier I:	Minimum service level required by law regardless of need			
Tier II:	Minimum requirements to meet basic needs of the community			
Tier III:	Meets or exceeds service level required by law, utilizes best practices and provides additional services to meet needs of the community			
Tier IV:	Highest level of service available, meeting all needs and wants of the entire community			
Current Level of Service	Best approximation of current level of services provided			
Service	Tier I:	Tier II:	Tier III:	Tier IV:
Planning				
Develops planning studies and reports in support of new and updated plans, programs and regulations	All Planning functions are performed by the Code Enforcement Officer. With extensive responsibilities, these functions would likely not occur.	All Planning functions are performed by a contract for service whether an individual or a company. Functions tend to be limited as funding limits dictate quantity of work provided.	All Planning functions are performed by a full time staff position. This allows for more in-depth, consistent and timely completed work.	A Planning Department includes a Director of Planning who oversees employees who specialize in the areas of engineering, traffic, landuse, environmental planning.
Reviews and coordinates departmental reviews of development proposals and site plans for conformance with codes, plans, and regulations	All Planning functions are performed by the Code Enforcement Officer. With extensive responsibilities, these functions would likely require additional time and delayed decisions.	All Planning functions are performed by a contract for service whether an individual or a company. Functions tend to be limited as funding limits dictate quantity of work provided.	All Planning functions are performed by a full time staff position. This allows for more in-depth, consistent and timely completed work.	A Planning Department includes a Director of Planning who oversees employees who specialize in the areas of engineering, traffic, landuse, environmental planning.
Staffs the Planning Board and prepares and presents detailed reports on development proposals to the Planning Board and other government bodies	All Planning functions are performed by the Code Enforcement Officer.	All Planning functions are performed by a contract for service whether an individual or a company. Functions tend to be limited as funding limits dictate quantity of work provided.	All Planning functions are performed by a full time staff position. This allows for more in-depth, consistent and timely completed work.	A Planning Department includes a Director of Planning who oversees employees who specialize in the areas of engineering, traffic, landuse, environmental planning.
Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data, and occupancy rates	Information would only be available through public or for cost sources	All Planning functions are performed by a contract for service whether an individual or a company.	All Planning functions are performed by a full time staff position. This allows for more in-depth, consistent and timely completed work.	A Planning Department includes a Director of Planning who oversees employees who specialize in the areas of engineering, traffic, landuse, environmental planning.
Evaluates or assists in the evaluation of rezonings, ordinance amendments, site plans, special use permits, variances and other proposals	All Planning functions are performed by the Code Enforcement Officer.	All Planning functions are performed by a contract for service whether an individual or a company. Functions tend to be limited as funding limits dictate quantity of work provided.	All Planning functions are performed by a full time staff position. This allows for more in-depth, consistent and timely completed work.	A Planning Department includes a Director of Planning who oversees employees who specialize in the areas of engineering, traffic, landuse, environmental planning.
Acts as liaison between community groups, government agencies, developers and elected officials in developing neighborhood, transportation, natural resource and similar plans	All Planning functions are performed by the Code Enforcement Officer.	All Planning functions are performed by a contract for service whether an individual or a company. Functions tend to be limited as funding limits dictate quantity of work provided.	All Planning functions are performed by a full time staff position. This allows for more in-depth, consistent and timely completed work.	A Planning Department includes a Director of Planning who oversees employees who specialize in the areas of engineering, traffic, landuse, environmental planning.
Coordinates community review of public and private development projects	All Planning functions are performed by the Code Enforcement Officer.	All Planning functions are performed by a contract for service whether an individual or a company. Functions tend to be limited as funding limits dictate quantity of work provided.	All Planning functions are performed by a full time staff position. This allows for more in-depth, consistent and timely completed work.	A Planning Department includes a Director of Planning who oversees employees who specialize in the areas of engineering, traffic, landuse, environmental planning.
Provides information to the public regarding development regulations	Information would be made available online.	All Planning functions are performed by a contract for service whether an individual or a company. Functions tend to be limited as funding limits dictate quantity of work provided.	All Planning functions are performed by a full time staff position. This allows for more in-depth, consistent and timely completed work.	A Planning Department includes a Director of Planning who oversees employees who specialize in the areas of engineering, traffic, landuse, environmental planning.
Assists in resolving citizen and customer issues	All Planning functions are performed by the Code Enforcement Officer.	All Planning functions are performed by a contract for service whether an individual or a company. Functions tend to be limited as funding limits dictate quantity of work provided.	All Planning functions are performed by a full time staff position. This allows for more in-depth, consistent and timely completed work.	A Planning Department includes a Director of Planning who oversees employees who specialize in the areas of engineering, traffic, landuse, environmental planning.
Oversees the work of consultants and interns	These functions would be undertaken by the Town Managers Office.	All Planning functions are performed by a contract for service whether an individual or a company. Functions tend to be limited as funding limits dictate quantity of work provided.	All Planning functions are performed by a full time staff position. This allows for more in-depth, consistent and timely completed work.	A Planning Department includes a Director of Planning who oversees employees who specialize in the areas of engineering, traffic, landuse, environmental planning.

Code Enforcement				
Maintain all records in the Code Enforcement Office	Title 38, §441, requires the Municipal Officers to appoint a Code Enforcement Officer annually though the municipal officers may appoint the Planning Board to act as the Code Enforcement Officer. Maintaining the records is required by state law so the Planning Board would have to perform these tasks.	All Code Enforcement functions would be contracted out to an outside agency/organization/individual.	All Code Enforcement functions would be performed by a full-time employee under the direction of the Community Development Director.	An Enforcement Department would be responsible for all inspections, enforcements and penalties for ordinances/laws pertaining to land use, shore land zoning, life safety and building codes, storm water and environmental as permissible by local ordinances, state and federal laws.
Perform required inspections and issue permits	Title 38, §441, requires the Municipal Officers to appoint a Code Enforcement Officer annually though the municipal officers may appoint the planning board to act as the code enforcement officer. The Town Manager's Office would oversee the Planning Board as they perform these tasks.	All Code Enforcement functions would be contracted out to an outside agency/organization/individual.	All Code Enforcement functions would be performed by a full-time employee under the direction of the Community Development Director.	An Enforcement Department would be responsible for all inspections, enforcements and penalties for ordinances/laws pertaining to land use, shore land zoning, life safety and building codes, storm water and environmental as permissible by local ordinances, state and federal laws.
Investigate land use complaints and violations. Issue violation notices as necessary	Title 38, §441, requires the Municipal Officers to appoint a Code Enforcement Officer annually though the municipal officers may appoint the planning board to act as the code enforcement officer. The Town Manager's Office would oversee the Planning Board as they perform these tasks.	All Code Enforcement functions would be contracted out to an outside agency/organization/individual.	All Code Enforcement functions would be performed by a full-time employee under the direction of the Community Development Director.	An Enforcement Department would be responsible for all inspections, enforcements and penalties for ordinances/laws pertaining to land use, shore land zoning, life safety and building codes, storm water and environmental as permissible by local ordinances, state and federal laws.
Maintain required CEO certification	If the Planning Board is appointed as the Code Officer, all prosecutions would require hiring an attorney to represent the Town. The Board is not required to maintain the certification.	All Code Enforcement functions would be contracted out to an outside agency/organization/individual.	All Code Enforcement functions would be performed by a full-time employee under the direction of the Community Development Director.	An Enforcement Department would be responsible for all inspections, enforcements and penalties for ordinances/laws pertaining to land use, shore land zoning, life safety and building codes, storm water and environmental as permissible by local ordinances, state and federal laws.
Maintain the E9-1-1 addressing database and related official records	Title 38, §441, requires the Municipal Officers to appoint a Code Enforcement Officer annually though the municipal officers may appoint the Planning Board to act as the Code Enforcement Officer. Maintaining the records is required by state law so the Planning Board would have to perform these tasks. Rules adopted through 25 M.R.S.A. § 2926 require every municipality to designate an Address Officer.	All Code Enforcement functions would be contracted out to an outside agency/organization/individual..	All Code Enforcement functions would be performed by a full-time employee under the direction of the Community Development Director.	An Enforcement Department would be responsible for all inspections, enforcements and penalties for ordinances/laws pertaining to land use, shore land zoning, life safety and building codes, storm water and environmental as permissible by local ordinances, state and federal laws.
Document all official actions and determinations	Title 38, §441, requires the Municipal Officers to appoint a Code Enforcement Officer annually though the municipal officers may appoint the Planning Board to act as the Code Enforcement Officer. Maintaining the records is required by state law so the Planning Board would have to perform these tasks.	All Code Enforcement functions would be contracted out to an outside agency/organization/individual.	All Code Enforcement functions would be performed by a full-time employee under the direction of the Community Development Director.	An Enforcement Department would be responsible for all inspections, enforcements and penalties for ordinances/laws pertaining to land use, shore land zoning, life safety and building codes, storm water and environmental as permissible by local ordinances, state and federal laws.
Economic Development				
Responsible for working closely with the OEDC and other town staff in promoting the business and economic development interests within the community. This position will include working with municipal departments in providing guidance to individuals and companies to establish, relocate, or expand their businesses within the community. The position will include assistance in the planning and coordination of community development projects, assisting business and residential applicants with local and State permitting processes, and providing research for Town sponsored projects	These functions would be undertaken by the Town Managers Office.	These functions would be undertaken by town staff such as the Planner, Code Enforcement Officer and the Town Manager. Due to other responsibilities, the assistance would be limited and results consistent with the level of assistance.	These functions would be taken by a full-time Economic Development Director who has the ability to provide specialized services required for clients. It will also require outsourcing specific analytical services necessary to attract investment into the community.	The Economic Development functions would be performed by an employee who reports to the Director of Community Development. This allows for full-time commitment to the required functions and permits the Director to oversee ALL of the departments as needed.
Supervise all municipal and contracted staff who report to this position.	These functions would be undertaken by the Town Managers Office.	These functions would be undertaken by the Town Managers Office.	These functions would be undertaken by the Town Managers Office.	These functions would be taken by a full-time Director of Community Development who oversees all departments within Community Development.

Oversee the operation and use of all TIF District Activities	These functions would be undertaken by the Town Managers Office.	These functions would be undertaken by town staff such as the Planner, Code Enforcement Officer and the Town Manager. Due to other responsibilities, the assistance would be limited and results consistent with the level of assistance.	These functions would be taken by a full-time Economic Development Director.	These functions would be taken by a full-time Director of Community Development who oversees all departments within Community Development. This system best enables common goals and creates a team approach with all members understanding their roles.
Oversee all financial aspects of Community Development	These functions would be undertaken by the Town Managers Office.	These functions would be undertaken by town staff such as the Planner, Code Enforcement Officer and the Town Manager. Due to other responsibilities, the assistance would be limited and results consistent with the level of assistance.	The Economic Development Director would be responsible for that department and the other departments would be overseen by the Town Managers Office.	These functions would be taken by a full-time Director of Community Development who oversees all departments within Community Development.
Assessing				
Plans and administers the assessment/appraisal system for the Town in maintaining current property valuation through visitation and data collection. Appraises all properties i.e. residential, commercial, agricultural, industrial properties, special rights and interests, exempt, personal property, and public utility properties and equipment. Determines the valuations to be placed on new, renovated, and existing property based on changing market values.	Title 30-A, §2526 requires every municipality to appoint either a single assessor or a Board of Assessment containing 3,5 or 7 members. Orono Town Charter Sec. 1.1.5 identifies the use of a single Assessor who is appointed by the Town Manager. All of the identified functions are undertaken by the Assessor though the Town could amend the charter to allow the contracting of this service to an outside company.	With an amendment to the Town Charter, these functions would be contracted to an outside company or individual on a project basis.	These functions will be undertaken by a full-time Assessor. It places a value on a consistent, accurate, and fair assessment system.	These functions will be undertaken by a staff of Assessors Agents who report to a full-time Assessor. Experience relating to the individual property types; single family residential, multi-family residential, commercial, would best identify the most accurate and consistent system.
Maintains and reviews the maintenance both in hard copy and data base of official maps, transfers, declarations of value, roads, street numbers, multiple types of plans, building permits, tax acquired property, municipal holdings, county assessment, historic tax rates, historic interest rates, historic municipal valuations, historic state valuations, exemptions of all types, and a myriad of other official records which are the responsibility of the assessment office; supervises all valuations and other data in valuation commitment books;		These functions will be undertaken by a part-time employee who is responsible for maintaining the data and providing the information to citizens online.	These functions will be undertaken by a full-time Assessor. A Community Development Administrative Assistance will assist the Assessor with the maintenance of records, data and other information.	These functions will be undertaken by a full-time staff assistant who is responsible for the maintaining, filing and preserving of all collectable data. As the liaison with all other departments, this employee will collect all pertinent information for the Assessor to use.
Administers and maintains a pricing manual of real and personal property prices to utilize the cost approach to value. Administers and maintains Income and expense information to utilize the income approach to value. Administers and maintains a collection of sales data to utilize the market approach to value. Collects all economic and social data effecting property values; prepares appraisal and other reports as necessary.		With an amendment to the Town Charter, these functions would be contracted to an outside company or individual on a project basis.	These functions will be undertaken by a full-time Assessor. It places a value on a consistent, accurate, and fair assessment system.	These functions will be undertaken by a full-time Assessor. It places a value on a consistent, accurate, and fair assessment system.
Maintains a positive relationship with the public and real estate professionals in obtaining information pertaining to the sale of real estate. Answers complex questions related to tax bills inquiries and property information. Performs related work as required.		These functions will be undertaken by a part-time employee who is responsible for maintaining the data and providing the information to citizens online.	These functions will be undertaken by a full-time Assessor. A Community Development Administrative Assistance will assist the citizens requests for information when the Assessor is not available.	A Full-time staffed department will enable prompt responses to all inquiries.
IT / GIS				
Diagnose computer problems, monitor computer processing systems, install software and perform tests on computer equipment and programs. Technicians also set up computer equipment, schedule maintenance and teach staff to use programs. Manage security options and software in computers and networks to maintain privacy and protection from attacks. Keep records of repairs and fixes for future reference.	There are no local, state or federal legal requirements mandating this service.	These functions will be undertaken by a pay for use service. Private companies will contract with a municipality to provide these services. It is expensive and time lost waiting for technicians to arrive increases that expense.	These functions will be undertaken by a full-time employee serving as an IT technician and a GIS Analyst. The value includes full understanding of the existing systems and what systems work best with each other. This position would also be responsible for GIS analytical responsibilities, working closely with the Planner.	These functions will be undertaken by a full-time IT Technician whose sole responsibility is to provide IT services.
Oversees all aspects of the Local Access Channel including broadcasting designated public meetings.	There are no local, state or federal legal requirements mandating this service.	These functions will be provided by volunteers and overseen by the Town Managers Office.	These functions will be undertaken by the full-time IT/GIS Analyst as part of their overall responsibilities.	These functions will be undertaken by a part-time audio / video employee who will oversee all aspects of producing and broadcasting of items of public interest; as well as the broadcasting of public meetings.

Utilizes Geographic Information System techniques to provide a better understanding of certain variables in a given geographic location. GIS analysts use their talent in a variety of fields that use geographic or location-based data stored in GIS databases. GIS analysts analyze the data based on certain criteria and generate reports that are then used in other projects. GIS analysts need to be skilled computer users, understand databases, be able to create well-written and detailed reports, solve technical problems, and use math and statistics to analyze data.	There are no local, state or federal legal requirements mandating this service.	These services will be undertaken by contracts for individual projects by an outside company/individual. Consistency is very important with GIS work as layers of work need to be able to work together.	These functions will be undertaken by a full-time employee serving as an IT technician and a GIS Analyst. The value includes full understanding of the existing systems and what systems work best with each other. This position would also be responsible for GIS analytical responsibilities, working closely with the Planner.	These functions will be undertaken by a full-time GIS Analyst whose sole responsibility is to provide GIS services.
Administrative Assistant				
Maintains all records (i.e. - permits, complaints, etc.) in a filing system of departmental records.	There are no local, state or federal legal requirements mandating this service.	These functions will be undertaken by the individual departments.	These functions will be undertaken by a full-time staff member.	These functions will be undertaken by a Records Keeper position that would serve Community Development .
Types, transcribes, assembles and disseminates information for Planning Board meetings, and other meetings as required. Attends meetings of the Planning Board and other meetings as required. Does clerical and secretarial work for the Planning Board including public notification of meetings and recording minutes. Compiles annual reports of Planning Board and permit activities.	There are no local, state or federal legal requirements mandating this service.	These functions will be undertaken by the Planner.	These functions will be undertaken by a full-time staff member who also serves other departments within Community Development.	These functions will be undertaken by a part-time staff member . This will enable more concise and extensive work for the Planning Board.
May issue permits for limited activities under the direction of the Code Enforcement Officer when Code Enforcement Officer is not available. Also permits under direction of Public Works director and Water Pollution Control Facility director.	There are no local, state or federal legal requirements mandating this service.	These functions will be undertaken by the individual departments.	These functions will be undertaken by a full-time staff member who also serves other departments within Community Development.	These functions will be undertaken by a full-time staff member who also serves other departments within Community Development.
Answers and does research pertaining to zoning, code, economic development and assessing questions.	There are no local, state or federal legal requirements mandating this service.	These functions will be undertaken by the individual departments.	These functions will be undertaken by a full-time staff member who also serves other departments within Community Development.	These functions will be undertaken by a full-time staff member who also serves other departments within Community Development.
Maintains web pages for code enforcement, planning, economic development and assessing.	There are no local, state or federal legal requirements mandating this service.	These functions will be undertaken by the individual departments.	These functions will be undertaken by a full-time staff member who also serves other departments within Community Development.	These functions will be undertaken by a full-time staff member who also serves other departments within Town government.

				FY2017 Approved Budget	YTD Expended (05/10/2017)	FY2017 Unexpended Balance YTD	FY2018 Budget Estimated Request	Difference \$	Difference %	Comments:
610 - Travel & Training										
	311 - Training			8,600	1,729	6,871	4,570	-4,030	-46.86%	This expense relates to training for planning and IT/GIS
New**	Travel						1,070	1,070	100.00%	This expense relates to required travel by planning and IT/GIS
620 - Dues & Subscriptions										
	320 - Membership Dues			500	474	26	500	0	0.00%	This expense relates to industry trade associations for planning and IT/GIS.
630 - Advertising & Outreach										
	330 - Advertising			1,000	3,995	-2,995	2,500	1,500	150.00%	This expense relates to publishing public meetings (Ordinance changes, etc.)
640 - Computers & Devices										
	420 - IT/GIS : Computer Network Repair				2,497	-2,497	1,800	1,800	#DIV/0!	This expense is associated with the town's network
	421 - IT/GIS: Cloud Based Computing				3,188	-3,188	7,100	7,100	#DIV/0!	This expense is associated with the town's Cloud Based Computing platform
650 - Materials & Supplies										
	431 - Office Supplies			1,500	901	599	1,500	0	0.00%	Consummable office supplies used in Planning and IT/GIS.
	432 - Postage			2,500	2,064	436	2,500	0	0.00%	This expense relates to mailings to those affected by ordinance changes.
680 - Equipment & Maintenance										
	560 - Repairs/Maint.			0	0	0	500	500	100%	Associated with repairs to printers, scanners, etc. associated with Planning and IT/GIS.
690 - Professional Services										
	614 - Planning Services			42,700	34,157	8,543	10,000	-32,700	-76.58%	This reduction is a result of moving from consultant to full-time employee.
	643 - Mapping Services			1,000	0	1,000	1,000	0	0.00%	Associated with outside services for GIS.
New	NEW	Legal Services					3,000	3,000	100.00%	Proposed use is for legal reviews of ordinances, etc.
710 - Special Projects										
	729 - Comprehensive Plan Implementat			0	9,122	-9,122	5,000	5,000	0.00%	This expense is associated with the work related to research and implementation of the Comprehensive Plan
	Division....			109,467	166,377	-56,910	166,211	56,744	51.84%	
18 - Code Enforcement										
510 - Wages										
	110 - Full-Time Salary			68,858	0	68,858	72,604	3,746	5.44%	See departmental payroll sheet
520 - Benefits										
	210 - Health Insurance			8,644	0	8,644	4,500	-4,144	-47.94%	See departmental payroll sheet
	220 - MPERS Retirement			6,542	0	6,542	6,970	428	6.54%	See departmental payroll sheet
	230 - FICA/Medicare			5,268	0	5,268	5,554	286	5.43%	See departmental payroll sheet
610 - Travel & Training										
	310 - Travel			500	1,401	-901	250	-250	-50.00%	This expense is associated with travel when the code vehicle is not available.
New**	311 - Training						500	500	100.00%	This expense is associated with training for Code Enforcement staff
620 - Dues & Subscriptions										
	320 - Membership Dues			200	210	-10	400	200	100.00%	Industry trade association like Maine Building Officials and Inspector Association.

				FY2017 Approved Budget	YTD Expended (05/10/2017)	FY2017 Unexpended Balance YTD	FY2018 Budget Estimated Request	Difference \$	Difference %	Comments:
650 - Materials & Supplies										
431 - Office Supplies				1,000	452	548	1,500	500	50.00%	consumable office supplies used by the Code Enforcement office.
680 - Vehicles & Maintenance										
513 - Vehicle Repair				500	981	-481	1,000	500	100.00%	Expenses associated with the operation of the code enforcement vehicle.
561 - Gasoline				500	183	317	500	0	0.00%	
690 - Professional Services										
610 - Professional Services				4,125	856	3,269	4,125	0	0.00%	This expense is associated with legal services associated with code enforcement services.
	Division....			96,137	4,083	92,054	97,903	1,766	1.84%	
19 - Economic Development										
510 - Wages										
110 - Full-Time Salary				127,526	99,797	27,729	185,681	58,155	45.60%	This expense is a compilation of all staff funded through TIF funds.
520 - Benefits										
210 - Health Insurance				17,432	12,807	4,625	40,372	22,940	131.60%	
220 - Retirement				13,420	9,359	4,061	15,404	1,984	14.78%	
230 - FICA/Medicare				9,756	7,662	2,094	14,205	4,449	45.60%	
New** 260 - Cell Phone				660	513	148	600	-60	-9.09%	Expense for annual stipend for Economic Development Director
273 - Travel Allowance				2,360	3,459	-1,099	2,360	0	0.00%	Expense associated with Economic Development Director travel within the Bangor region.
610 - Travel & Training										
310 - Travel							250	250	100.00%	This expense is associated with travel outside of the Bangor region.
311 - Training				500	314	186	500	0	0.00%	This expense is for training associated with economic development.
620 - Dues & Subscriptions										
320 - Membership Dues				500	300	200	500	0	0.00%	Associated with trade association memberships.
322 - BACTS Assessment				2,312	2,312	0	2,500	188	8.13%	Associated with Orono's dues as a member of the Bangor Area Comprehensive Transportation System.
630 - Advertisement										
331 - Marketing & Outreach				10,000	6,955	3,045	10,000	0	0.00%	This expense is associated with economic development marketing efforts.
640 - Computers & Devices										
420 - Repairs				1,480	0	1,480	1,000	-480	-32.43%	This expense is associated with equipment repairs within Economic Development
650 - Materials & Supplies										
431 - Office Supplies				400	0	400	400	0	0.00%	Consumable office supplies associated with Economic Development

