

**LEWISTON CITY COUNCIL
BUDGET WORKSHOP AGENDA**

**Tuesday, March 29, 2016
City Council Chambers**

6:00 pm Workshop

Pledge of Allegiance to the Flag.
Moment of Silence.

BUDGET WORK SESSION

Police	pgs. 64-67
Drug Forfeitures Fund	pgs. 68
Fire	pgs. 69-72
Intergovernmental - A-L Airport, LATC, 911	pgs. 94

EXECUTIVE SESSION

Executive Session to discuss Disposition of Property of which the premature disclosure of the information would prejudice the competitive bargaining position of the City.



Auburn-Lewiston Airport



Fiscal Year 2017 Budget Proposal

Auburn-Lewiston Municipal Airport, a quasi-municipal corporation formed in 1979, by the City of Lewiston and the City of Auburn, Maine, is comprised of Auburn-Lewiston Airport and the Auburn-Lewiston Municipal Airport Industrial Airpark. The Airport Board of Directors operates the airport through the airport manager, who is a contractual employee of the Board. The airport currently has two runways with a supporting taxiway for the primary runway and a partial taxiway for the crosswind. The primary runway system is designed for aircraft that are no wider than 80 feet and weigh less than 180,000 pounds. The crosswind runway system is designed for aircraft no wider than 80 feet and weighs less than 30,000. The airport acts as a support base for Life Flight of Maine, the Civil Air Patrol, the Maine Warden Service and other public service organizations. The airport provides an opportunity for a wide variety of aviation activities including flight training, aircraft maintenance, and repair, and air cargo as well as flight-continuing services such as fuel and food for passengers and flight crews.

Mission

To provide a safe, economical transportation interchange for people and freight thereby enhancing the prosperity of the region.

Vision

An Airport that demonstrates the culture and character of the Lewiston-Auburn community to the people that use its services made available with willingness of effort and respect of person.

Programs

Airport Operations: The Airport is divided into landside and airside areas. Landside areas include parking lots, public transportation stations, and access roads. Airside areas include places accessible to aircraft, including runways, taxiways and aprons. Access from landside areas to airside areas is tightly controlled. Passengers access the airside areas through terminals. The area where aircraft park next to a terminal to load passengers and baggage is known as a *ramp* (or incorrectly, "the tarmac"). Parking areas for aircraft away from terminals are called aprons.

Maintaining all of the areas named earlier is the responsibility of the Airport Operations Specialist. Operations Specialists inspect all airport areas, including hangars, runways, and fuel storage areas for compliance with airport and Federal Aviation Administration safety regulations. Operations Specialists ensure airfield safety by monitoring weather conditions, wildlife activity, and runway conditions. Operations Specialists perform general maintenance work on the building and grounds, vehicles and specialized machinery used at the airport. Operations specialists



Auburn-Lewiston Airport Fiscal Year 2017 Budget Proposal

coordinate the arrival, departure, and parking of aircraft, although most of the work is done by the flight crew. Other duties include using radios to direct emergency response units and providing first aid during airfield emergencies.

Airport Administration is included in the Airport Operations Program. Serving as the command center for all airport programs, airport administration also serves as the public face of the airport. Airport Administration is the part of the Airport Operations program that governs the Auburn-Lewiston Airport, and its property situated on the Hotel and Lewiston Junction Roads in Auburn. This consists of land, buildings, easements, fixtures, equipment and tools. Administration also maintains all leases, bank accounts, accounts receivable, and all other intangible property. Administration defines and sets into motion policies, projects, and programs that will increase airport viability and that encourage the economic self-sufficiency of the airport by stimulating aeronautical and non-aeronautical development and expansion at the airport.

Flight Continuation Services: The airport apron is the area of an airport where aircraft are parked, unloaded or loaded, refueled, or boarded. Although the use of the apron is covered by regulations, such as lighting on vehicles, it is typically more accessible to users than the runway or taxiway. However, the apron is not open to the general public. All vehicles, aircraft and people using the apron are referred to as apron traffic. The airport apron or "ramp" is the working area of the Line Service Technician, whose work center is normally called the Fixed Base Operation (or FBO for short)

The Line Service Technician is a customer service position that is responsible for supporting all ground operations for inbound and outbound aircraft, flight crews and passengers. In addition, Line Service is a support position to Airport Operations. Line Service Technicians must have good decision-making skills, the ability to follow procedures; flexibility in a dynamic working environment; as well as possess good interpersonal skills. Line Service Technicians work with fuels and other flammable and hazardous materials in high noise environments, operating vehicles and moving aircraft in close proximity of people, buildings and other aircraft. Line Service Technicians and the equipment they use to do their work represent the airport and the community to all visitors and usually are the first impression new visitors have of the community.

Goals

GOAL 1: ENSURE AN ENVIRONMENT OF SAFETY DURING PROVISION OF SERVICE THROUGH CONTINUING TRAINING AND EDUCATION

Objectives:

- Operation Specialist Professional Development
- Line Service Technician Continuing Education
- First Responder Training
- Winter Operations/Driver Training
- Emergency and Irregular Operations Training
- Wildlife Hazard Mitigation Training
- Environmental Compliance Training



Auburn-Lewiston Airport Fiscal Year 2017 Budget Proposal



GOAL 2: ASSIST TRANSIENT AIRCRAFT PASSENGERS AND CREWMEMBERS IN A FAST AND EFFICIENT MANNER

Objectives:

- Ensure employees are prepared and capable of accomplishing all requested services
- Take and accurately fulfill all service requests
- Arrange ground transportation and lodging prior to arrivals
- Have needed aircraft ground support equipment on stand by
- Provide after-hours and on-call services to assist in late night and emergencies

GOAL 3: PROVIDE RELIABLE, DEPENDABLE SERVICE TO BASED AIRCRAFTS

Objectives:

- Ensure employees are prepared and capable of accomplishing all requested services
- Take and accurately fulfill all service requests
- Properly park, tow, and store aircrafts
- Provide tie-down spots that safeguard the aircraft
- Provide on-site aircraft maintenance
- Provide and maintain customer accounts

GOAL 4: MAINTAIN FACILITIES AND GROUNDS

Objectives:

- Maintain runways and taxiways to meet operational demands in all seasons
- Maintain airfield and runway lighting for safety
- Ensure the Airport facilities operate as cost-effectively as possible.
- Ensure security of buildings, airfield, aircraft, employees, and public
- Maintain leased spaces efficiently and timely

GOAL 5: SEEK OUT AND ESTABLISH STABLE AND DEPENDABLE REVENUE

Objectives:

- Build and maintain leased structures
- Expand the aeronautical and non-aeronautical business based at the airport
- Increase the number of airport users
- Increase services revenue
- Facilitate events that financially benefit Auburn-Lewiston Airport

GOAL 6: INCREASE AWARENESS OF AIRPORT TO LOCAL COMMUNITY AND AVIATION COMMUNITY

Objectives:

- Market services offered to include rental cars, lodging, catering, winter runway conditions, maintenance, café, and deicing.
- Utilize social media to inform general local community of Airport happenings.
- Participate in targeted advertising to draw in Charter flights
- Build services to attract "weekend flyers"
- Maintain a user-friendly website that is easily accessible to pilot required information



Auburn-Lewiston Airport Fiscal Year 2017 Budget Proposal



Budget Drivers

Airport Operations

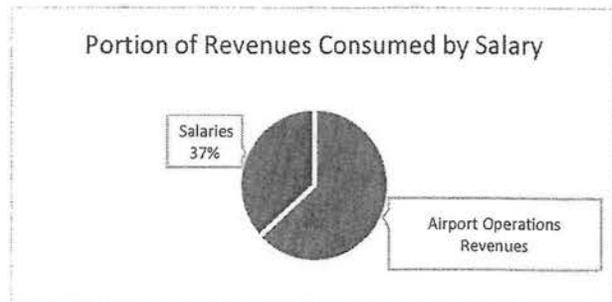
- Decreased heating expense for facilities
- Professional Development training paying off in decreased insurance costs (certifications reduce perceived risk of operations)
- Increased Competition from airports with newer/available infrastructure
- Diminishing customer base because of outside forces
- Merit Raises for Employees
- 9% increase in health care benefit for employees
- Increased Maintenance expenses due to previously deferred maintenance

Flight Continuation Services (Fixed Base Operation)

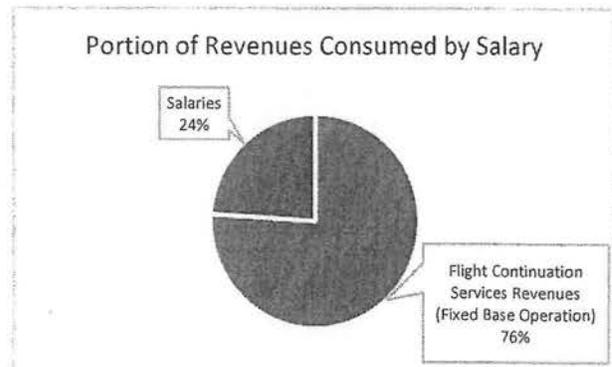
- Fuel Price Competition with reduced price point in market
- Opportunity for increased aircraft maintenance revenues
- Reducing Utility costs through updates in infrastructure
- 9% increase in health care benefit for employees
- Missed opportunity when obsolete ground support equipment fails

Effort

Airport Operations



Flight Continuation Services (Fixed Base Operation)





Auburn Lewiston Airport

Proposed FY 17 Operations Budget

Summary

		FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Proposed Budget	FY 16 / FY17 Variance	Percent change
Revenues							
	Operations	470,187.00	483,534.20	485,019.74	471,210.20	(12,324.00)	-2.55%
	FBO Services	689,948.00	652,750.00	691,355.00	575,500.00	(77,250.00)	-11.83%
	Other Income	36,642.00	65,150.00	41,107.50	35,800.00	(29,350.00)	-45.05%
	Total	1,196,777.00	1,201,434.20	1,217,482.24	1,082,510.20	(118,924.00)	-9.90%
Expenses							
	Operations	561,375.00	699,032.45	686,430.44	625,056.71	(73,975.74)	-10.58%
	FBO Services	737,192.00	709,097.79	699,034.67	669,453.49	(39,644.30)	-5.59%
	Total	1,298,567.00	1,408,130.24	1,385,465.11	1,294,510.20	(113,620.04)	-8.07%
	Net Earnings	(101,790.00)	(206,696.04)	(167,982.87)	(212,000.00)	(5,303.96)	2.57%
	Sponsor Contribution	210,000.00	210,000.00	210,000.00	212,000.00	2,000.00	0.95%
	<i>Amount per City</i>	105,000.00	105,000.00	105,000.00	106,000.00	1,000.00	0.95%
	Net	108,210.00	3,303.96	42,017.13	(0.00)	(3,303.96)	-100.00%
Capital Improvement Plan							
	Proposed Plan Total	3,505,000.00	2,570,000.00	2,570,000.00	2,972,000.00	402,000.00	15.64%
	<i>Amount funded by City Participation</i>	0.00	31,000.00	31,000.00	1,013,600.00	982,600.00	3169.68%
	<i>Amount funded by Each City</i>	0.00	15,500.00	15,500.00	506,800.00	491,300.00	3169.68%
	Airport Total Cost per City	105,000.00	120,500.00	120,500.00	612,800.00	492,300.00	408.55%



Auburn Lewiston Airport

Proposed FY 17 Operations Budget

Airport Revenues

FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY16/FY17 Variance	Percent Change
--------------	--------------	---------------------------	-------------	-----------------------	-------------------

Operations Revenues

FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY16/FY17 Variance	Percent Change
Landing Fees Collected	20,718.00	20,000.00	22,285.60	20,032.00	32.00 0.16%
	Landing Fees are charged to aircraft weighing more than 4000 pounds when they land at the airport. The fee is based on the landing weight of the aircraft. The purpose of the fee is offset the wear on the airport infrastructure. The proposed amount is based on the annual average landing collections times the average annual fee collection. In FY 15 there were 800 commercial landings at an average fee of \$25.04 per landing. This is a benchmark for the airport				
Fuel Flowage Fees Collected	10,024.00	9,000.00	9,800.00	8,960.00	(40.00) -0.44%
	Fuel Flowage Fee is charged on the fuel brought into the airport for retail purpose. The fee purpose is to maintain the fuel delivery system. This is a benchmark for the airport				
Rental Fees Collected	351,127.00	369,534.20	366,293.90	358,218.20	(11,316.00) -3.06%
	Landlord is one of the main functions of an airport. Strategies are being developed to increase this revenue stream. This current projected drop in revenue comes from the closure of both the restaurant and the flight schools. Their replacement is part of the strategic development				
Christian Hill Materials	88,318.00	85,000.00	86,640.24	84,000.00	(1,000.00) -1.18%
	The airport has a contractor quarrying Christian Hill to reduce the height of the hill. The contract in turn finances the operation through sale of materials taken from the quarry. The airport receives 30 cents per ton of sold materials as a fee. The quantities sold have been in decline for the last two years based on the monthly reports received from the contractor.				
SUBTOTAL OPERATIONS	470,187.00	483,534.20	485,019.74	471,210.20	(12,324.00) -2.55%

FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY16/FY17 Variance	Percent Change
Non-Operations Revenues					
Tax Sharing Revenues	18,748.00	18,500.00	18,500.00	18,500.00	0.00%
	Received as part of a Tax-Sharing Agreement. Total is a percentage of excise taxes taken for aircraft and vehicles on the airport varies marginally year to year.				
Interest (land fund and general account)	1,094.00	1,000.00	607.50	800.00	(200.00) -20.00%
Service Fees Collected	16,800.00	45,650.00	22,000.00	16,500.00	(29,150.00) -63.86%
Sale of Asset	-				
TOTAL Non-Operations Revenue	36,642.00	65,150.00	41,107.50	35,800.00	(29,350.00) -45.05%



Auburn Lewiston Airport

Proposed FY 17 Operations Budget

Airport Revenues

FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY16/FY17 Variance	Percent Change
--------------	--------------	---------------------------	-------------	-----------------------	-------------------

Services Revenues

Fuel and Oil Sales	585,118.00	575,000.00	597,650.00	470,400.00	(104,600.00) -18.19%
	The airport bought the Fixed Base Operation (FBO) in December 2012. Providing flight continuation services is essential to the airport and owning the FBO simplifies the customer service delivery. Supply cost and local competition drive the fuel price. The drop in cost of the fuel is the reason for the nearly 20% reduction of revenues. This is a benchmark for the airport but not a significant one.				
Tie-Down/Hangaring	48,788.00	34,000.00	32,045.00	51,300.00	17,300.00 50.88%
	In short supply at the airport, the storage of aircraft is a service charge for most aircraft because of the liability and risk the FBO and by extension the airport assumes. Rates vary by size, weight and type of aircraft. This is a benchmark for the FBO.				
Catering	3,863.00	3,000.00	12,000.00	9,500.00	6,500.00 216.67%
	Corporate and Charter aircraft request various food items for the flight to the next destination. There are high standards of service for some operators that merit extra attention and produce extra revenues. The significant increase in this item is due the closure of the restaurant and the airport performing this service until another source can be found.				
Rental Car	3,026.00	3,500.00	3,876.00	3,300.00	(200.00) -5.71%
	The airport has location agreements with two rental car companies and provide rental services for passengers and local customers. The airport earns a percentage of each rental agreement value.				
After Hour Call-out	1,703.00	1,500.00	3,000.00	2,000.00	500.00 33.33%
Aircraft Maintenance	47,450.00	35,750.00	42,784.00	39,000.00	3,250.00 9.09%
	Aircraft Maintenance is a very good revenue source for an FBO. Aircraft maintenance is a benchmark of the FBO's success. The airport has taken steps to increase maintenance revenues and the increase is due to those steps.				
SUBTOTAL SERVICES	689,948.00	652,750.00	691,355.00	575,500.00	(77,250.00) -11.83%
TOTAL REVENUE	1,196,777.00	1,201,434.20	1,217,482.24	1,082,510.20	(118,924.00) -9.90%



Auburn Lewiston Airport

Proposed FY 17 Operations Budget

Airport Expenses

Airport Operations

Personnel

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Proposed Budget	FY 16 / FY17 Variance	Percent change
Salaries	203,287.00	198,702.40	190,163.82	172,744.00	(25,958.40)	-13.06%

Justification:

Position	FY 16 Staffing Level	FY 17 Staffing Level	FY 16 Annual Salary	FY 17 Annual Salary	Reason for change	Percent Change
Airport Manager	1	1	70,005.00	70,005.00		0.00%
Airport Secretary	1	1	40,755.00	40,755.00		0.00%
Operations Supervisor	0	0				
Operations Specialist II	1	1	32,240.00	33,280.00	Merit Increase	3.23%
Operations Specialist I	1	1	27,872.00	28,704.00	Merit increase	2.99%
Operations Specialist I	1	1	27,040.00	-	Temporary	-100.00%

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Fringe Benefits	90,697.00	86,268.95	85,556.02	81,051.71	(5,217.24)	-6.05%

Justification:

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
FICA	12,315.68	10,710.13	wages increase	-13.04%
Medicare	2,880.28	2,504.79	wages increase	-13.04%
Healthcare	53,242.55	49,426.11	Increase in MMEHT premium	-7.17%
Retirement	15,130.44	16,410.68	Increase in participants	8.46%
Health Reimbursement Account	900.00	600.00		-33.33%
Flexible Spending Account	1,000.00	800.00		-20.00%
Clothing	800.00	600.00		-25.00%

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Overtime	4,011.00	3,000.00	4,000.00	4,000.00	1,000.00	33.33%

Justification:

Increase to bring budget proposal in line with previous years experience

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Professional Development	3,288.00	7,614.80	2,102.00	2,215.00	(5,399.80)	-70.91%

Justification:

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
Memberships	1,690.00	1,090.00		-35.50%
Employee Training	4,274.80	1,125.00	only recurrent training needed	-73.68%
Industry Conference	1,650.00	-		-100.00%

TOTAL PERSONNEL	301,283.00	295,586.15	281,821.84	260,010.71	(35,575.44)	-12.04%
------------------------	-------------------	-------------------	-------------------	-------------------	--------------------	----------------



Auburn Lewiston Airport

Proposed FY 17 Operations Budget

Airport Expenses

Airport Operations

Airfield Operations

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Contract Services	3,874.00	5,000.00	12,467.94	6,420.00	1,420.00	28.40%

Justification:

Trash Pickup Service
Cleaning Supplies

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
Trash Pickup Service	4,420.00	4,420.00		0.00%
Cleaning Supplies	2,000.00	2,000.00		0.00%

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Utilities	34,088.00	28,700.00	24,116.38	32,716.00	4,016.00	13.99%

Justification:

Heating Fuel
Electric (CMP)
Water and Sewer

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
Heating Fuel	15,325.00	12,500.00	conversion to natural gas	-18.43%
Electric (CMP)	18,000.00	18,416.00		2.31%
Water and Sewer	2,500.00	1,800.00	reduction of vehicle washing	-28.00%

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Fuels and Oil for Vehicles	15,877.00	13,000.00	12,852.30	6,750.00	(6,250.00)	-48.08%

Justification:

Auto Gas
Motor oil & Lubricants
Diesel Fuel for equipment/vehicles

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
Auto Gas	5,250.00	1,000.00	Reduction in Price and usage	-80.95%
Motor oil & Lubricants	2,500.00	750.00	Reduction in usage	-70.00%
Diesel Fuel for equipment/vehicles	16,875.00	5,000.00	Reduction in Price and usage	-70.37%

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Snow and Ice Control Supplies		23,610.00	10,925.42	11,306.00	(12,304.00)	-52.11%

Justification:

Solid De-ice compound (non-corrosive)
Liquid Anti-ice Compound (non-corrosive)

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
Solid De-ice compound (non-corrosive)	9,310.00	5,586.00	usage reduction	-40.00%
Liquid Anti-ice Compound (non-corrosive)	14,300.00	5,720.00	usage reduction	-60.00%

SUBTOTAL AIRFIELD OPERATIONS	53,839.00	70,310.00	60,362.04	57,192.00	(13,118.00)	-18.66%
-------------------------------------	------------------	------------------	------------------	------------------	--------------------	----------------



Auburn Lewiston Airport

Proposed FY 17 Operations Budget

Airport Expenses

Airport Operations

Maintenance

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Building Maintenance	18,960.00	24,170.00	15,023.40	8,450.00	(15,720.00)	-65.04%

Justification:

Repairs and improvements
Inspections
Recurring Maintenance

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
Repairs and improvements	4,000.00	-	Deferring	-100%
Inspections	7,000.00	7,000.00		0%
Recurring Maintenance	6,750.00	1,450.00		-79%

Deferred Repairs range from fixing leaking roofs to replacing rusty metal on building sides.

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Electrical Maintenance	225.00	1,000.00	580.00	1,000.00	-	0.00%

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Computer/Office Machine Maintenance	1,137.00	2,000.00	1,161.94	324.00	(1,676.00)	-83.80%

Justification:

Maintenance
Network/IT Maintenance

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
Maintenance	1,000.00	324.00	Past experience	-67.60%
Network/IT Maintenance	1,000.00	-	Past experience	-100.00%

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Radio Maintenance	-	5,650.00	5,000.00	250.00	(5,400.00)	-95.58%

Justification:

Handheld Batteries
Handheld PW Band Radio Replacement
Handheld Aviation Band Radio Replacement
Aviation Mobile Radios
PW Band Mobile Radio
Automatic dependent surveillance – broadcast (ADS-B) Receiver

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
Handheld Batteries	1,000.00	250.00		-75.00%
Handheld PW Band Radio Replacement	1,000.00	-		-100.00%
Handheld Aviation Band Radio Replacement	1,000.00	-		-100.00%
Aviation Mobile Radios	1,150.00	-		-100.00%
PW Band Mobile Radio	1,200.00	-		-100.00%
Automatic dependent surveillance – broadcast (ADS-B) Receiver	300.00	-	Purchased	

Airport had rotating replacement of least effective radio program. Deferred



Auburn Lewiston Airport

Proposed FY 17 Operations Budget

Airport Expenses

Airport Operations

Maintenance (cont'd)

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Vehicle Maintenance	8,141.00	7,425.00	18,794.92	6,075.00	(1,350.00)	-18.18%

Justification:

Engine Repairs and Parts
Tires
Inspections
Touchup Paint
Repair/ mower decks
Repair/plow units
Repair/ snow blower units
Hand Tool Replacement
Parts Cleaner Service
Oil Water Separator Maintenance

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
	2,000.00	3,000.00		50.00%
	-	900.00		
	175.00	175.00		0.00%
	250.00	-		-100.00%
	-	-		
	2,000.00	1,000.00		-50.00%
	2,000.00	1,000.00		-50.00%
	500.00	-		-100.00%
	-	-		
	500.00	-		-100.00%

Stocks of spares and replacement parts are exhausted and vehicles continue in service without alternative. These amounts reflect mostly parts and materials and exclude labor. Airport staff performs required maintenance and repairs.

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Airfield Maintenance	37,914.00	17,170.30	32,293.12	18,698.00	1,527.70	8.90%

Justification:

Fuel Farm
Fencing and Gates
Runway and Taxiway Lighting
Grounds Maintenance

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
	12,000.00	7,500.00		-37.50%
	1,000.00	1,000.00	See Note 1	0.00%
	2,795.30	8,448.00	See Note 2	202.22%
	1,375.00	1,750.00	See Note 3	27.27%

Note #1 The fence needs to be lowered to the ground and in some cases replaced.

Note #2 Stocks of spares and replacement parts of airfield lighting system are exhausted

Note #3 Paint for wind direction indicators and concentric circle grass seed to cover fresh dirt and new windsocks are all components of Grounds Maintenance

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Pavement Maintenance	-	6,625.00	1,500.00	500.00	(6,125.00)	-92.45%

Justification:

Vibratory Roller Rent for RSAs
Runway Edge Repair
Paint for Runway and Taxiways
Glass Bead

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
	0	-	Deferred in FY16	
	0	-	Deferred in FY16	
	1,875.00	500.00		-73.33%
	4,750.00	-		-100.00%

The Runway Safety Area needs to be filled in and rolled with heavy vibrating roller. This all of this work has been deferred for 3 years. Runways and Taxiways require repainting.

SUBTOTAL MAINTENANCE	66,377.00	64,040.30	74,353.38	35,297.00	(28,743.30)	-44.88%
-----------------------------	------------------	------------------	------------------	------------------	--------------------	----------------



Auburn Lewiston Airport

Proposed FY 17 Operations Budget

Airport Expenses

Airport Operations

Administration

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Advertising and Promotion	1,472.00	2,500.00	2,210.00	2,000.00	(500.00)	-20.00%

Justification:

Internet Marketing
Print Marketing
Events

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
Internet Marketing	1,500.00	500.00		-66.67%
Print Marketing	1,000.00	1,000.00	Change of Strategy	0.00%
Events	0	0	Deferred	

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Hangar Loan Amortization	56,760.00	201,375.00	201,370.00	201,370.00	(5.00)	0.00%

Justification:

Loan from cities to purchase leased hangar.

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Insurance	55,161.00	43,221.00	41,396.00	42,077.00	(1,144.00)	-2.65%

Justification:

Worker's Comprehensive Coverage
Property Casualty
Public Officials
Auto Liability
Airport Liability

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
Worker's Comprehensive Coverage	13,522.00	13,800.00		2.06%
Property Casualty	9,779.00	9,850.00		0.73%
Public Officials	5,638.00	5,750.00		1.99%
Auto Liability	5,445.00	5,550.00		1.93%
Airport Liability	6,985.00	7,127.00		2.03%

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Professional Services	11,669.00	10,000.00	11,000.00	10,000.00	-	0.00%

Justification:

Annual Audit

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
Annual Audit	10,000.00	10,000.00		0

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Legal Services	5,997.00	2,500.00	2,184.00	5,000.00	2,500.00	100.00%

Justification:

Counsel Fee
Document Prep

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
Counsel Fee	2,500.00	2,500.00		0.00%
Document Prep	0	2,500.00		

Airport Counsel achieved promotion at firm and rates increased. To keep our work he changed the rate schedule adding Document prep as a way to keep fees lower. Historically airport has spent \$5000 or more on legal fees for lease prep and other necessary formalities but occasionally asked for legal advice. This fee schedule allows both to be charged separately.



Auburn Lewiston Airport

Proposed FY 17 Operations Budget

Airport Expenses

Airport Operations

Administration (cont'd)

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Office Supplies	5,199.00	5,000.00	7,438.86	6,500.00	1,500.00	30.00%

Justification:

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
printer Ink	2,000.00	3,000.00	New printers	50.00%
paper	2,000.00	2,000.00		0.00%
other supplies	1,000.00	1,500.00	Previously overlooked costs included	50.00%

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Telephone and Internet	3,618.00	4,500.00	4,294.32	5,610.00	1,110.00	24.67%

Justification:

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
Terminal	1,840.00	1,840.00		0.00%
Pilots Lounge/Conference Room	1,760.00	1,760.00		0.00%
Maintenance Building	650.00	1,760.00	No longer sharing	170.77%
Cell Phones	250.00	250.00		0.00%

SUBTOTAL ADMINISTRATION	139,876.00	269,096.00	269,893.18	272,557.00	3,461.00	1.29%
--------------------------------	-------------------	-------------------	-------------------	-------------------	-----------------	--------------

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
TOTAL OPERATIONS PROGRAM	561,375.00	699,032.45	686,430.44	625,056.71	(73,975.74)	-10.58%



Auburn Lewiston Airport

Proposed FY 17 Operations Budget

Airport Expenses

Services (Fixed Base Operation) Expenses

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Salaries	165,251.00	155,188.80	167,369.12	194,641.20	39,452.40	25.42%

Justification:

Position	FY 16 Staffing Level	FY 17 Staffing Level	FY 16 Annual Salary	FY 17 Annual Salary	Reason for change	Percent Change
FBO Supervisor	1	1	39,624.00	48,880.00	See Footnote 1	23.36%
Aircraft Mechanic	0	0	0	0		
Line Service Agent						
Line II	1	1	28,080.00	28,912.00		2.96%
Line I	1	1	25,168.00	25,916.80		2.98%
Line I	1	0	24,440.00	0	Temporary	-100.00%
Customer Service						
Customer Service Rep	1	1	27,040.00	27,872.00	Merit Increase	3.08%
P/T & On call staff						
Customer Service Rep	1	1	17,160.00	17,690.40	Merit Increase	3.09%
Customer Service Rep	1	1	11,440.00	11,440.00		0.00%
Customer Service Rep	0	0	-	-		
Line I	1	1	9,360.00	9,360.00		0.00%
Line I	1	1	13,650.00	13,650.00		0.00%
Line I	1	1	10,920.00	10,920.00		0.00%

FBO Supervisor also serves as aircraft mechanic. As part of an imitative to increase maintenance business revenues, the individual obtained higher certification on FAA Mechanics license. The increase in pay is to match current market salary for the certification. The expectation is that with higher capabilities will come more maintenance revenues.

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Fringe Benefits	52,418.00	56,858.99	60,831.56	66,501.01	9,642.02	16.96%

Justification:

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
FICA	11,961.04	12,067.75	salary increase	0.89%
Medicare	2,797.34	2,822.30	salary increase	0.89%
Healthcare	26,436.85	40,420.72	Increase in premiums and participants	52.90%
Retirement	11,563.76	7,390.24	decrease in participants	-36.09%
Health Reimbursement Account	900.00	600.00	decrease in participants	-33.33%
Flexible Spending Account	1,400.00	1,400.00		0.00%
Clothing	1,800.00	1,800.00		0.00%

A shift in staff make up changed the overall benefits costs

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Overtime	3,630.00	3,800.00	6,088.76	4,000.00	200.00	5.26%

Justification:

Increase to bring budget proposal in line with previous years' experience



Auburn Lewiston Airport

Proposed FY 17 Operations Budget

Airport Expenses

Services (Fixed Base Operation) Expenses (cont'd)

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Catering/ Professional	3,874.00	2,000.00	15,367.45	3,755.00	1,755.00	87.75%

Justification:

Food Tax
Catering
Audit

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
		55.00	Restaurant	
	-	1,000.00	Closed	
	2,000.00	2,700.00		35.00%

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Advertising	3,388.00	5,000.00	3,426.10	3,500.00	(1,500.00)	-30.00%

Justification:

Internet Marketing
Print Marketing
Events

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
	2,000.00	1,000.00		-50.00%
	500.00	-		-100.00%
	2,500.00	2,500.00		0.00%

Shift in emphasis on airport events to enhance airport exposure and increase use

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Fuels and Oils Merchandise	450,244.00	431,250.00	400,140.34	341,600.00	(89,650.00)	-20.79%

Justification:

The drop in cost of the fuel is the reason for the nearly 20% reduction of cost.

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Utilities	18,996.00	21,000.00	12,170.02	16,900.00	(4,100.00)	-19.52%

Justification:

Heating Fuel
Electric (CMP)
Water and Sewer
Telephone and Internet

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
	9,139.00	7,200.00		-21%
	7,176.00	6,800.00		-5%
	500.00	500.00		0%
	2,317.00	2,400.00		4%



Auburn Lewiston Airport

Proposed FY 17 Operations Budget

Airport Expenses

Services (Fixed Base Operation) Expenses (cont'd)

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Plant Equipment	952.00	2,000.00	1,696.74	2,000.00	-	0.00%

Justification:

AvFuel POS System
Other Miscellaneous

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
AvFuel POS System	265.00	265.00		0.00%
Other Miscellaneous	1,735.00	1,735.00		0.00%

Some Plant Equipment have been moved to Ground Support Equipment

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Ground Support Equipment (GSE)	17,463.00	20,000.00	18,423.16	18,900.00	(1,100.00)	-5.50%

Justification:

Rent for Mobile Fueler
Filters and Repair Parts

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
Rent for Mobile Fueler	16,500.00	14,400.00	Negotiated lower re	-12.73%
Filters and Repair Parts	3,500.00	4,500.00		28.57%

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
Materials and Supplies (Aircraft Maintenance)	20,976.00	12,000.00	13,521.42	17,656.28	5,656.28	47.14%

Justification:

parts
other service

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
parts	11,000.00	16,156.28		46.88%
other service	1,000.00	1,500.00		50.00%

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
SUBTOTAL SERVICE (FBO OPERATIONS)	737,192.00	709,097.79	699,034.67	669,453.49	(39,644.30)	-5.59%

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
TOTAL EXPENSES	1,298,567.00	1,408,130.24	1,385,465.11	1,294,510.20	(113,620.04)	-8.07%



Lewiston-Auburn Transit Committee

TO: Mayor Robert Macdonald
Lewiston City Council
Edward Barrett, City Administrator
Heather Hunter, Finance Director
FR: Marsha Bennett, Transit Coordinator *MB*
DT: March 23, 2016
RE: Lewiston-Auburn Transit Committee - FY2017 Proposed Budget

On behalf of the Lewiston-Auburn Transit Committee (LATC), I am pleased to submit a FY2017 budget request of \$235,000 per city, an 11% increase over last year's request. For more detail on LATC's budget, please see the attached "Budget Driver's."

LATC's FY17 budget request is based on an estimate. LATC is in the process of bidding out the operation and maintenance for the fixed route and ADA Complementary Paratransit service for a new 3-year contract effective October 1, 2016. LATC anticipates awarding a new contract in July.

FY 2017 LATC Budget Drivers

The LATC FY 2017 budget reflects an INCREASE in funding in the amount of \$25,756 per city.

The funding request is about the same as in fiscal year 2014.

The Fixed Route contract with WMTS is projected to increase by 17.08%. The LATC will be going out to bid for transit services before the beginning of FY 2017.

The ADA contract with WMTS is projected to increase by 13.4%. The LATC will be going out to bid for this service as well.

ADA Federal subsidy is projected to decrease because of FTA funding limits.

Farebox is projected to be flat in FY 2017 as ridership increases have leveled off.

Fuel expenses are projected to decrease by approximately \$31,000 as a result of the City of Lewiston locking in at a very favorable price.

Advertising revenues are projected to be higher than 2015, but lower than budgeted in FY 2016.

The LATC is projecting to utilize \$53,115 in reserve funds in order to minimize the increase in funding from the cities. See note below on Fund Balance.

Bus station expenses assume janitorial services being performed 3 days per week at each station. The LATC will be looking at increasing this to 6 days per week. Any additional janitorial expenses will be funded with reserve funds.

LATC has approved a 5 year Capital Improvement Plan. The capital funding request for FY 2017 is \$40,000 per city.

Personnel Costs:

Personnel costs are projected to increase by 11% because of additional staff required to meet FTA regulations. In 2014 the Androscoggin Valley Council of Governments (AVCOG) became a Direct Recipient of funds provided by the Federal Transit Administration (FTA) as a result of a 2012 directive from Governor LePage.

AVCOG's status as a Direct Recipient of FTA 5307 funds has resulted in many new tasks for AVCOG/LATC staff and has resulted in a substantial increase in staff costs for the LATC. Prior to becoming a Direct Recipient, these tasks were done by the Maine Department of Transportation, at no cost to the LATC. Major new tasks include:

- Development and maintenance of a Title VI (Civil Rights) Plan
- Development and maintenance of a Disadvantaged Business Enterprise (DBE) Plan
- Applying for FTA grants utilizing the TEAM (soon to be converted to TRAM) on-line system
- Periodic grant reporting utilizing TEAM (TRAM)
- FTA reimbursement requests utilizing the FTA's ECHO on-line system
- Developing bid specifications, soliciting proposals, reviewing bids, and awarding contracts for capital acquisitions
- Reviewing bus maintenance (some of this task will be performed by an outside consultant)
- Development and maintenance of numerous other written policies and procedures.

Unrestricted Fund Balance:

9/30 2015 Unrestricted Fund Balance:	205,000
Plus: Projected FY 2016 surplus (reduction in fuel costs)	10,000
Less: Earmarked for Auburn Bus Station	-90,000
FY 2017 budgeted shortfall	<u>-53,115</u>
 Projected 2017 year end Fund Balance	 71,885

LATC is projecting to utilize a little more than \$53,000 in unrestricted fund balance to balance its FY 2017 budget. Because of the projected erosion of unrestricted funds, the LATC will not be able to utilize its unrestricted fund balance to subsidize its FY 2018 budget. Thus, the cities can expect a sizeable increase in the LATC funding request in FY 2018.

Lewiston-Auburn Transit Committee
FY 2017 Proposed Budget
- Fixed Route, ADA, Bus Station/LATC Operating

	FY 2014 Actual	FY 2015 Actual	FY 2016 Approved	FY 2017 Proposed
Fixed Route				
Expenses:				
WMTS Contract	\$1,169,100	\$1,180,000	\$1,197,700	\$1,402,310
Fuel	\$199,338	\$205,593	\$188,370	\$157,450
Maintenance Review Contract			\$5,000	\$5,000
Staff (Project administration)			\$79,893	\$100,000
Total Expense	\$1,368,438	\$1,385,593	\$1,470,963	\$1,664,760
Revenue:				
Federal (5307 PM & Capital)	\$680,449	\$277,920	\$304,615	\$361,677
Federal (5307 Operating)		\$412,373	\$437,597	\$498,832
State	\$48,196	\$98,115	\$98,115	\$98,115
Local	\$426,873	\$383,738	\$415,636	\$491,136
Fare Box	\$212,921	\$213,447	\$215,000	\$215,000
Total Revenue	\$1,368,438	\$1,385,593	\$1,470,963	\$1,664,760
ADA Complementary Paratransit:				
Expenses:				
WMTS Contract	\$153,400	\$155,700	\$158,000	\$179,173
Staff (Project Administration)			\$9,107	\$0
Revenue:				
Federal (5307 ADA)	\$97,914	\$103,107	\$108,886	\$100,000
State	\$0	\$0	\$0	\$0
Local	\$24,478	\$25,776	\$27,221	\$55,173
Fare Box	\$31,008	\$26,817	\$31,000	\$24,000
	\$153,400	\$155,700	\$167,107	\$179,173
Local Subsidy:				
Bus Station/LATC Operating	-\$28,629	-\$13,532	-\$24,369	-\$23,194
Fixed Route	\$426,873	\$383,738	\$415,636	\$491,136
ADA Comp. Paratransit	\$24,478	\$25,776	\$27,221	\$55,173
	\$422,722	\$395,982	\$418,488	\$523,115
Less Reserves (negative is a surplus)	-\$48,024	-\$26,774	\$0	\$53,115
Auburn	\$235,373	\$211,378	\$209,244	\$235,000
Lewiston	\$235,373	\$211,378	\$209,244	\$235,000
Surplus/Deficit	\$48,024	\$26,774	\$17,500	-\$53,115
Capital match				
Capital match - Auburn	\$40,000	\$40,000	\$40,000	\$40,000
Capital match - Lewiston	\$40,000	\$40,000	\$40,000	\$40,000
Match for study	\$0	0	7500	0
Net surplus/deficit				
Available Reserves	\$178,668	\$205,442	\$215,442	\$162,327
One month expenses	\$131,228	\$132,831	\$141,518	\$157,911
FY 2014 actual fuel cost based on \$3.33/gallon, 59,804 gallons				
FY 2015 actual fuel cost based on \$3.05/gallon, 67,298 gallons				
FY 2016 fuel projection is based on \$3.15/gallon, 59,800 gallons				
FY 2017 fuel projection is based on \$2.35/gallon, 67,000 gallons				
Total Federal Required	\$874,812	\$889,741	\$951,173	\$1,056,009
Federal Allocation	\$1,020,378	\$994,194		

Lewiston-Auburn Transit Committee
FY 2017 Proposed Budget
- Bus Station/LATC Operating -

	FY 2014 Actual	FY 2015 Actual	FY 2016 Approved	FY 2017 Proposed
BUS STATION				
Revenues: Rent	\$ -	\$ -	\$ -	\$ -
EXPENSES:				
JANITORIAL	\$ 9,410	\$ 9,361	\$ 18,800	\$ 18,800
MAINTENANCE/REPAIRS	\$ 4,163	\$ 3,226	\$ 9,000	\$ 6,000
SUPPLIES - INCL. JANIT.	\$ 912	\$ 1,541	\$ 2,000	\$ 3,000
SNOW REMOVAL	\$ 7,595	\$ 4,502	\$ 4,000	\$ 4,500
RESTROOM RENTAL	\$ 1,260	\$ 1,260	\$ -	\$ -
UTILITIES:				
GAS	\$ 3,120	\$ 3,150	\$ 5,000	\$ 5,500
ELECTRIC	\$ 3,095	\$ 2,707	\$ 5,500	\$ 5,500
H2O/SEWER	\$ 647	\$ 666	\$ 1,200	\$ 1,200
INSURANCE	\$ 665	\$ 787	\$ 1,300	\$ 1,300
TOTAL	\$ 30,868	\$ 27,200	\$ 46,800	\$ 45,800
ITF DEFICIT:	\$ (30,868)	\$ (27,200)	\$ (46,800)	\$ (45,800)
LATC Operating				
EXPENSES:				
STAFF (Project Administration)	\$ 13,389	\$ 13,979	\$ 1,000	\$ -
MEETINGS	\$ 1,726	\$ 1,358	\$ 2,000	\$ 100
ADVERTISING/MARKETING	\$ 446	\$ 3,542	\$ 3,000	\$ 3,000
AUDIT	\$ 6,250	\$ 6,350	\$ 6,750	\$ 1,500
LEGAL SERVICES	\$ 220	\$ 213	\$ 600	\$ 600
MISC. EXPENSES	\$ -	\$ 40	\$ -	\$ -
TOTAL	\$ 22,031	\$ 25,482	\$ 13,350	\$ 5,200
LATC Operating DEFICIT	\$ (22,031)	\$ (25,482)	\$ (13,350)	\$ (5,200)
TOTAL EXPENDITURES -				
BUS STATION/LATC Operating	\$ (52,899)	\$ (52,682)	\$ (60,150)	\$ (51,000)

DEFICIT FUNDING				
FEDERAL (5307 Operating)	\$ 26,449	\$ 26,341	\$ 30,075	\$ 25,500
STATE				
LOCAL - Rent	\$ 12,144	\$ 12,144	\$ 12,144	\$ 12,144
- Vending	\$ 1,392	\$ 1,043	\$ 2,500	\$ 2,500
- ATA Advertising	\$ 41,189	\$ 26,436	\$ 39,550	\$ 33,800
- Interest	\$ 353	\$ 250	\$ 250	\$ 250
LOCAL	\$ (28,629)	\$ (13,532)	\$ (24,369)	\$ (23,194)
TOTAL REVENUE	\$ 52,899	\$ 52,682	\$ 60,150	\$ 51,000
LOCAL Requested	\$ (28,629)	\$ (13,532)	\$ (24,369)	\$ (23,194)

Lewiston Auburn Transit Committee \$235,000

Lewiston Auburn Transit Committee	FY 16	FY 17	Change (FY16-FY15)	
<u>Revenues</u>				
City of Auburn	\$209,244	\$235,000	\$25,756	12.31%
City of Lewiston	\$209,244	\$235,000	\$25,756	12.31%
Fixed Route Fare Box	\$215,000	\$215,000	\$0	0.00%
ADA Fare Box	\$31,000	\$24,000	-\$7,000	-22.58%
FTA 5307 Operating	\$467,672	\$524,332	\$56,660	12.12%
FTA 5307 PM & Capital	\$304,615	\$361,677	\$57,062	18.73%
FTA 5307 ADA	\$108,886	\$100,000	-\$8,886	-8.16%
State Operating	\$98,115	\$98,115	\$0	0.00%
Advertising	\$39,550	\$33,800	-\$5,750	-14.54%
Rent	\$12,144	\$12,144	\$0	0.00%
Vending	\$2,500	\$2,500	\$0	0.00%
Interest	\$250	\$250	\$0	0.00%
Reserve funds		\$53,115	\$53,115	
Total Revenues	\$1,698,220	\$1,894,933	\$196,713	11.58%
<u>Expenses</u>				
Fixed Route Contract	\$1,197,700	\$1,402,310	\$204,610	17.08%
ADA Paratransit Contract	\$158,000	\$179,173	\$21,173	13.40%
Fuel	\$188,370	\$157,450	-\$30,920	-16.41%
Maintenance Review Contract	\$5,000	\$5,000	\$0	0.00%
Personnel	\$90,000	\$100,000	\$10,000	11.11%
Janitorial	\$18,800	\$18,800	\$0	0.00%
Bus station maintenance & repairs	\$9,000	\$6,000	-\$3,000	-33.33%
Supplies	\$2,000	\$3,000	\$1,000	50.00%
Snow Removal	\$4,000	\$4,500	\$500	12.50%
Natural Gas	\$5,000	\$5,500	\$500	10.00%
Electricity	\$5,500	\$5,500	\$0	0.00%
H2O/Sewer	\$1,200	\$1,200	\$0	0.00%
Insurance	\$1,300	\$1,300	\$0	0.00%
Meetings	\$2,000	\$100	-\$1,900	-95.00%
Advertising & Marketing	\$3,000	\$3,000	\$0	0.00%
Audit	\$6,750	\$1,500	-\$5,250	-77.78%
Legal Services	\$600	\$600	\$0	0.00%
Total Expenses	\$1,698,220	\$1,894,933	\$196,713	11.58%
Surplus (deficit)	\$0	\$0	\$0	

PROGRAM REVENUES AND EXPENSES					
Fixed Route					
	FTE	FY 2016 Approved	FY 2017 Proposed	Inc./Dec.	% Change
Revenues					
City of Auburn		188,043	202,111	14,068	7.48%
City of Lewiston		188,043	202,111	14,068	7.48%
Reserve Funds		0	53,115	53,115	
Fare Box		215,000	215,000	0	0.00%
FTA 5307 Operating		437,597	498,832	61,235	13.99%
FTA 5307 PM & Capital Maintenance		304,615	361,677	57,062	18.73%
State Operating		98,115	98,115	0	0.00%
Advertising		39,550	33,800	-5,750	-14.54%
Total Revenues		<u>1,470,963</u>	<u>1,664,760</u>	<u>193,797</u>	<u>13.17%</u>
Expenses					
Fixed Route Contract		1,197,700	1,402,310	204,610	17.08%
Fuel		188,370	157,450	-30,920	-16.41%
Maintenance Contract		5,000	5,000	0	0.00%
Personnel	0.82	79,893	100,000	20,107	25.17%
Total Expenses		<u>1,470,963</u>	<u>1,664,760</u>	<u>193,797</u>	<u>13.17%</u>
ADA Paratransit					
	FTE	FY 2016 Approved	FY 2017 Proposed	Inc./Dec.	% Change
Revenues					
City of Auburn		13,611	27,587	13,976	102.68%
City of Lewiston		13,611	27,587	13,976	102.68%
Fare Box		31,000	24,000	-7,000	-22.58%
FTA 5307 ADA		108,885	100,000	-8,885	-8.16%
Total Revenues		<u>167,107</u>	<u>179,173</u>	<u>12,066</u>	<u>7.22%</u>
Expenses					
ADA Paratransit Contract		158,000	179,173	21,173	13.40%
Personnel		9,107	0	-9,107	-100.00%
Total Expenses		<u>167,107</u>	<u>179,173</u>	<u>12,066</u>	<u>7.22%</u>

Bus Station & Operations					
	FTE	FY 2016 Approved	FY 2017 Proposed	Inc./Dec.	% Change
Revenues					
City of Auburn		7,591	5,303	-2,288	-30.14%
City of Lewiston		7,591	5,303	-2,288	-30.14%
FTA 5307 Operating		30,075	25,500	-4,575	-15.21%
Rent		12,144	12,144	0	0.00%
Vending		2,500	2,500	0	0.00%
Interest		250	250	0	0.00%
Total Revenues		<u>60,150</u>	<u>51,000</u>	<u>-9,150</u>	<u>-15.21%</u>
Expenses					
Personnel		1,000	0	-1,000	
Janitorial		18,800	18,800	0	0.00%
Maintenance & repairs		9,000	6,000	-3,000	-33.33%
Supplies		2,000	3,000	1,000	50.00%
Snow Removal		4,000	4,500	500	12.50%
Natural Gas		5,000	5,500	500	10.00%
Electricity		5,500	5,500	0	0.00%
H2O/Sewer		1,200	1,200	0	0.00%
Insurance		1,300	1,300	0	0.00%
Meetings		2,000	100	-1,900	-95.00%
Advertising/Marketing		3,000	3,000	0	0.00%
Audit		6,750	1,500	-5,250	-77.78%
Legal Services		600	600	0	0.00%
Total Expenses		<u>60,150</u>	<u>51,000</u>	<u>-9,150</u>	<u>-15.21%</u>
Note: In FY 2017, all personnel expenses are included in Fixed Route					
Audit expenses reduced as a result of combining LATC audit with AVCOG audit..					
Meeting expenses reduced as a result of eliminating lunch at LATC meetings.					
Maintenance expenses reduces as a result of actual experience.					

LATC FY 2017 Proposed Staffing Plan

Staff		% of time
Marsha Bennett, Transit Coordinator (see attached tasks)	25,855	45%
Joan Walton, Civil Rights	<u>11,658</u>	20%
Greg Whitney, Finance Director (see attached tasks)	<u>16,487</u>	17%
Total Salaries	54,000	
Fringe Benefits	17,000	
Indirect Costs (Federally approved Indirect Cost Plan)	<u>29,000</u>	
Total	<u>100,000</u>	



Lewiston-Auburn Transit Committee Budget Presentation FY2017



COMMITTEE MEMBERS

Lewiston

Phil Nadeau, Deputy City Administrator, Chair

Joline Beam, City Councilor

Lucy Bisson, Citizen

Belinda Gerry, Citizen-at-Large

Auburn

Ernestine Gilbert, City Councilor

Denis D'Auteuil, Assistant City Manager

Karen Veilleux, Executive Assistant



The Lewiston-Auburn Transit Committee, owners of the *citylink* bus system, has contracted with Western Maine Transportation Services, Inc., for operations and vehicle maintenance of the fixed route system and for operations of the ADA Complementary Paratransit Service since 2002. FY2016 is the final year of a 3-year contract. LATC is in the process of soliciting bids for operation and maintenance of the *citylink* fixed route service and ADA Complementary Paratransit Service.

Hours of Operation:

citylink and the ADA Complementary Paratransit service operates Monday through Friday between 6:00 AM to 6:15 PM (New Auburn to 6:47 PM) and a limited Saturday schedule between 9:15 AM to 5:45 PM.

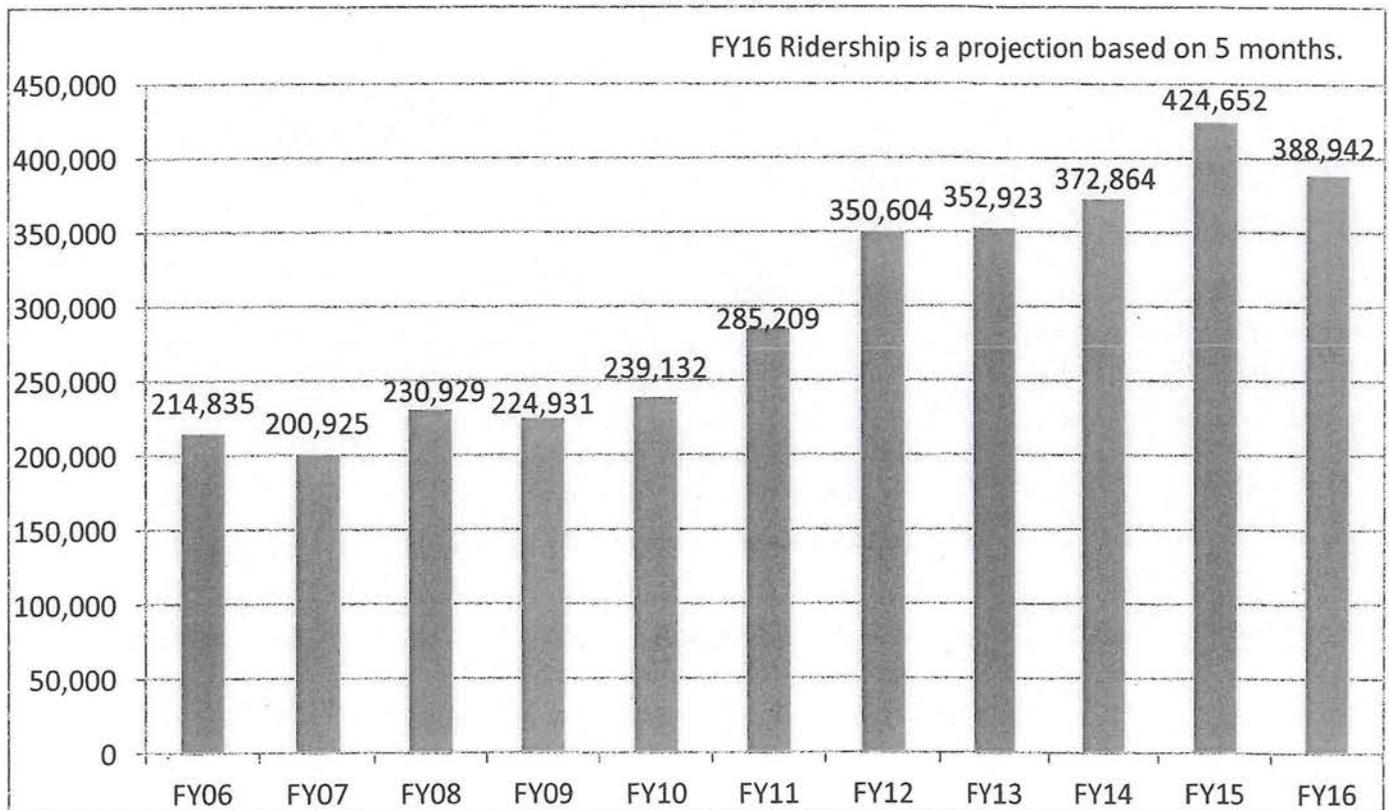
Level of Service:

During weekdays *citylink* operates nine (9) bus routes with buses departing every 60 and 30 minutes. *citylink's* Saturday service consists of seven (7) bus routes with buses departing every two (2) hours (Main St., Sabattus St., Lisbon St. and New Auburn), 60 minutes (Auburn Malls and College Street) and 30 minutes (Mall Shuttle).

TRANSIT RIDERSHIP

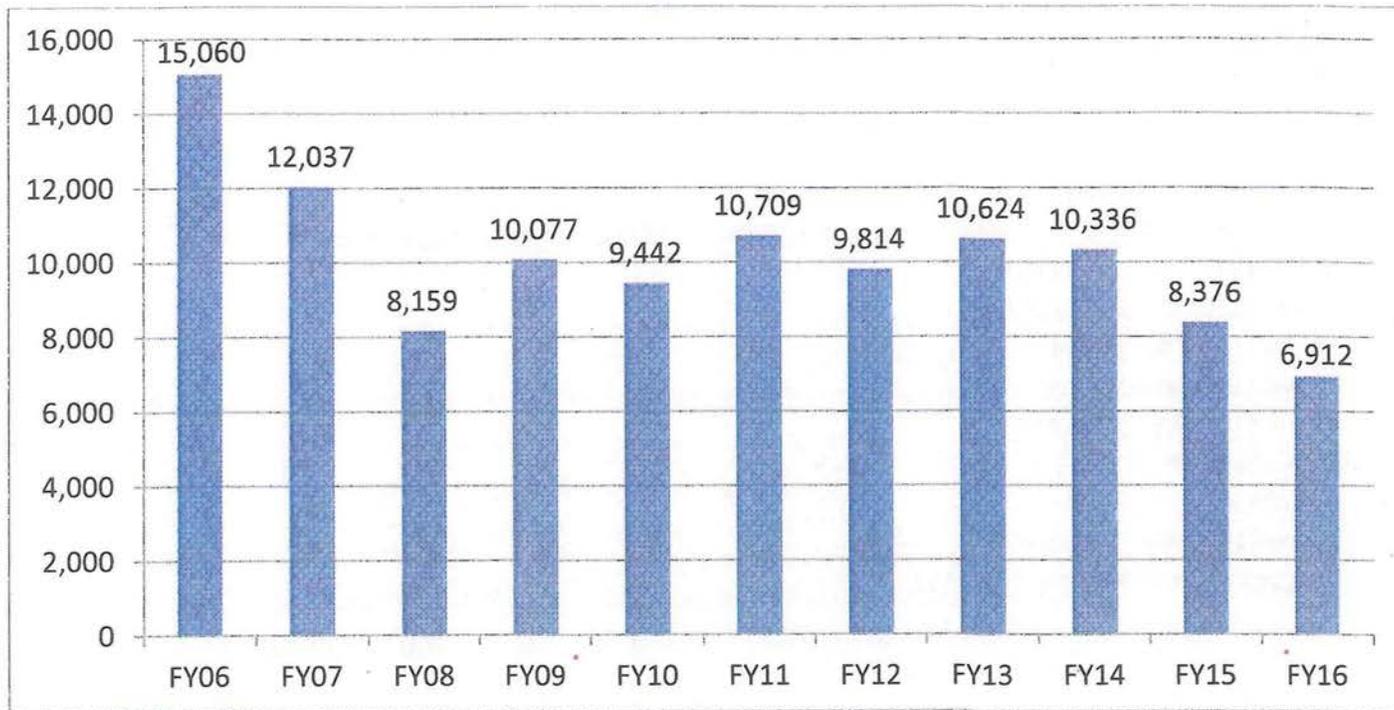
Ridership for FY2015 saw the 12% increased over FY2013. Over the last 10 years, ridership has continued to grow. Some of the increase in ridership is directly related to improvements to the system. The last series of improvements made to the *citylink* service was in FY2011 and FY2012 with the addition of limited Saturday service and an increase in routes and hours of service. LATC is undergoing a short range transit study that will identify future system improvements. LATC is projecting a drop in ridership for FY2016 over FY15's record ridership. Low fuel prices are the most significant factor attributed to the decrease. (The projection is based on passenger trip for the first five months of 2015.)

***citylink* Ridership
- FY2006 to FY2016 -**



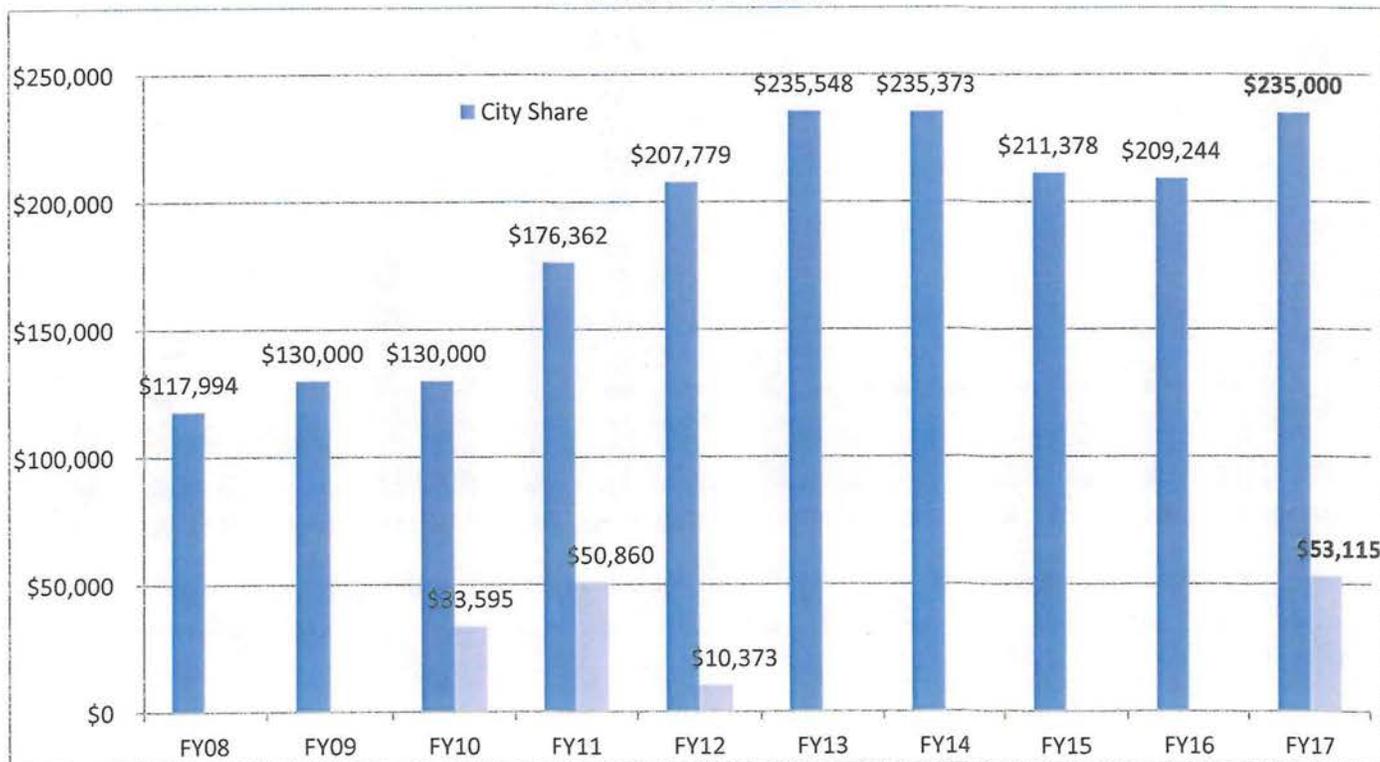


citylink ADA Complementary Paratransit Ridership - FY2006 to FY2016 -



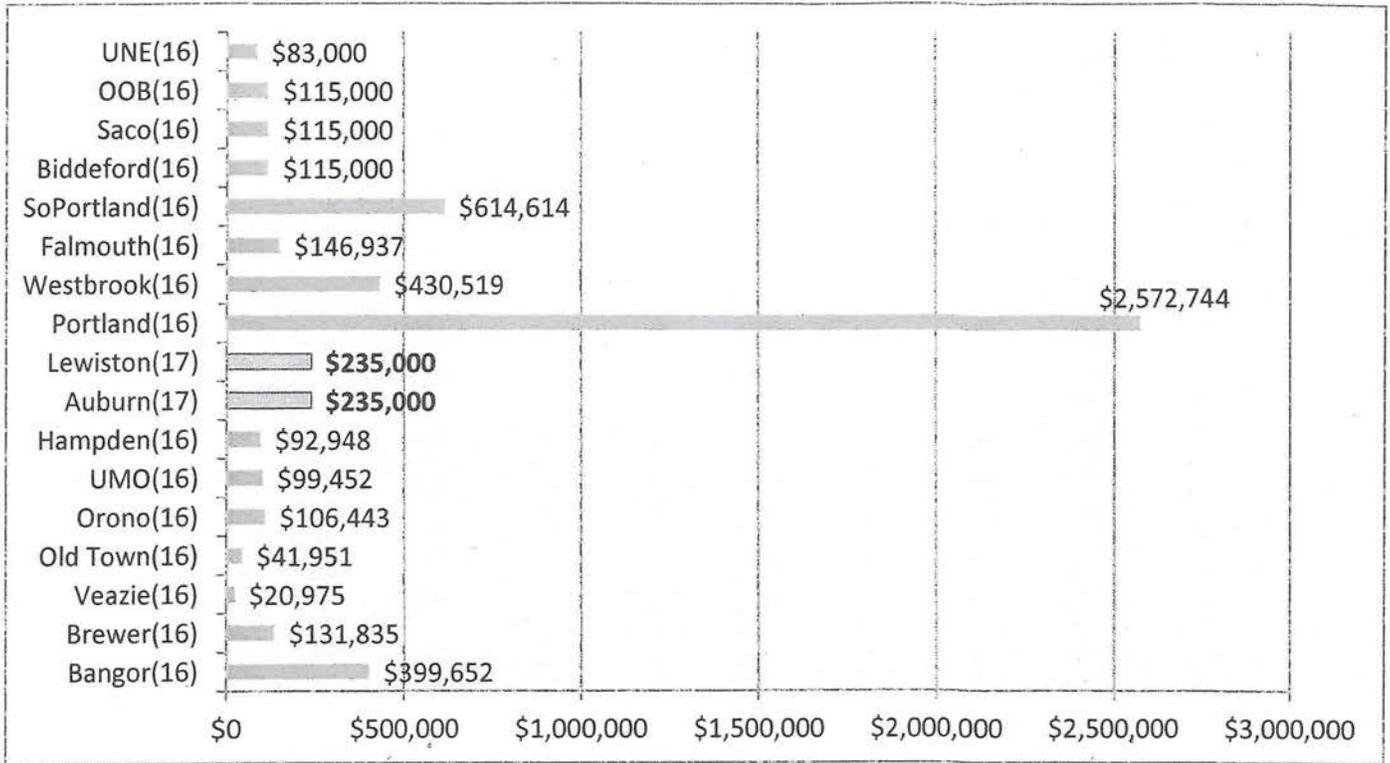
FY16 Ridership is a projection based on the first 5 months of 2016.

Local Share per City - FY2008 to FY2017 -

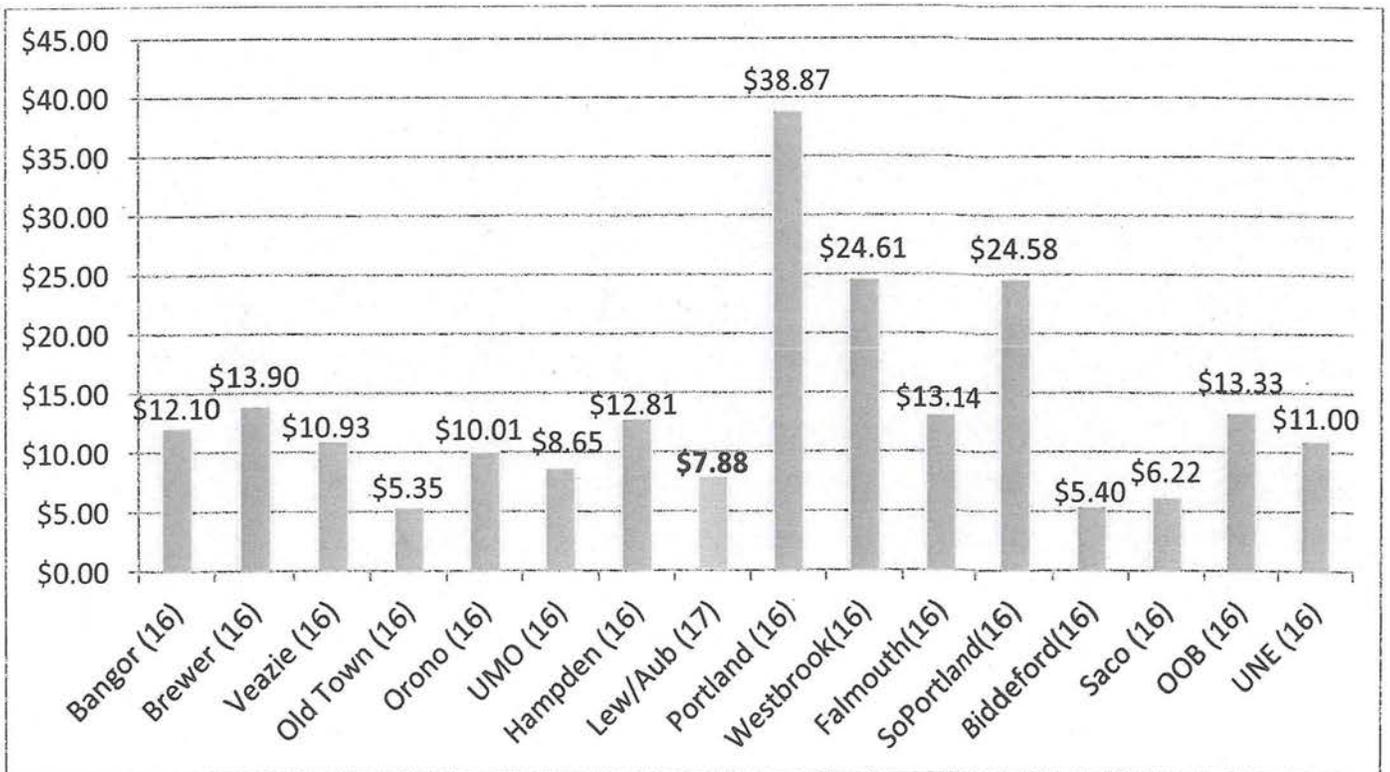




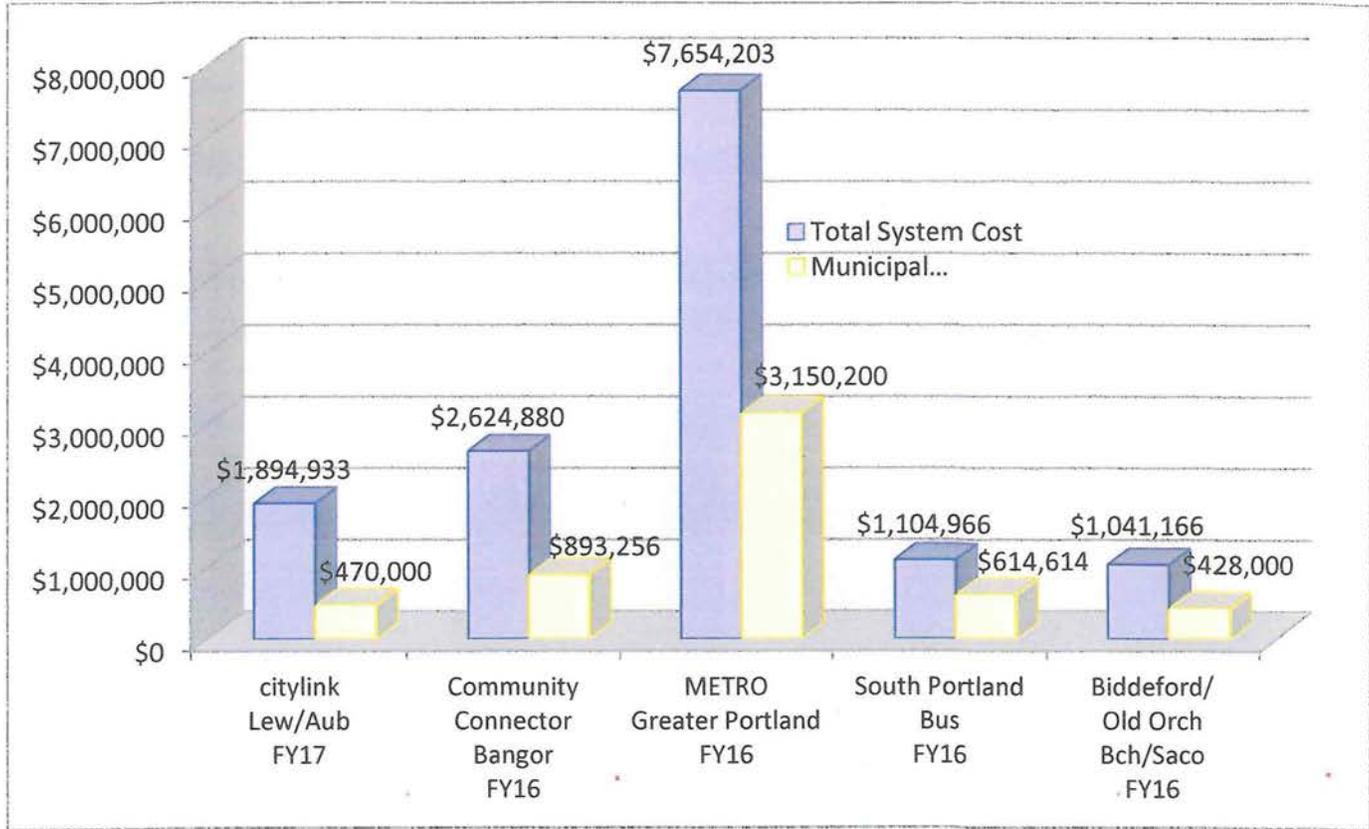
Municipal Contribution Comparison -FY2016 Approved/FY2017 Proposed-



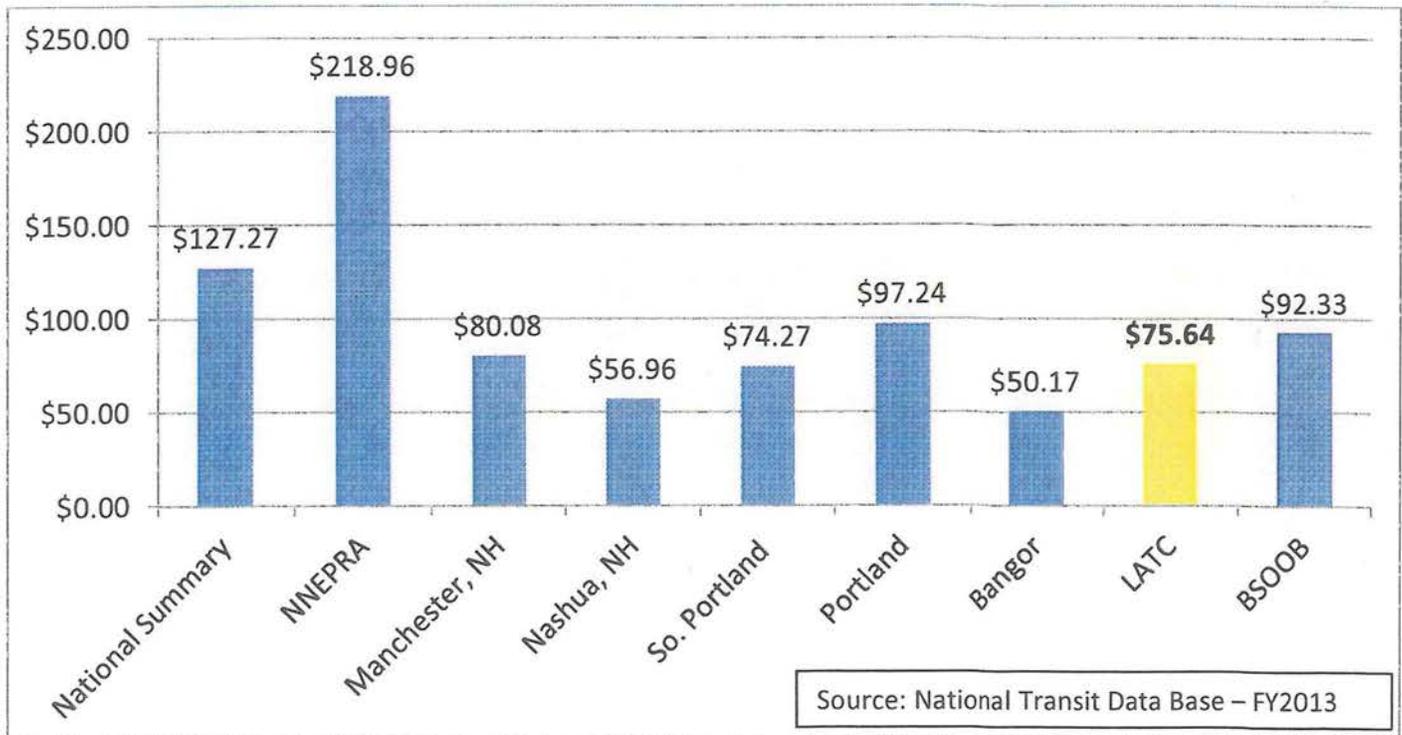
Local Funding per Capita -FY2016 Approved/FY2017 Proposed-



System Cost Comparison



System Comparison Cost per Revenue Hour



**Lewiston-Auburn 9-1-1
Emergency Communications System**

Phyllis Gamache, Director
552 Minot Avenue, Auburn, Maine 04210
207.786.5380 ~ 207.795.0743 fax



Cities of Lewiston & Auburn
Budget Reviews

March 10, 2016

Attached please find the FY2017 budget proposal from the Lewiston-Auburn Emergency Communications System. This proposal has been reviewed by the Lewiston-Auburn 9-1-1 Committee, and was approved for submission February 5, 2016. The Center's overall bottom line reflects a 0% increase in funding over FY16 levels.

The 0% increase is due to several factors. While there are increases in salary, retirement accounts and the implementation of a new Health Reimbursement Account associated with a change in health care plans, there are also significant decreases in utilities, the repayment of outstanding loans and capital outlay. Additionally, the Center's undesignated fund balance has increased 188% since 2013, from \$145,365 to \$419,570, which allows the 911 Committee to absorb the \$65,281 increase through its saved funds.

Changes in the Center with budgetary impacts include a newly signed, three-year union contract that shifted the primary health care system from the Point of Service C (POS C) plan to the Preferred Provider Organization 500 (PPO 500) plan. The PPO 500 plan offers lower costs to both the employee and the employer and includes the implementation of a Health Reimbursement Account. Currently the Center pays 85% of health care premiums on all three plans offered to employees (single, employee and spouse, and employee and family) and the employees pay 15% of their health care premiums.

The new contract also included a 2.5% cost of living increase for union members. Increases over the last three years were 2.5% (2015), 2.5% (2016) and 2.5% (2017).

The Center has entered into the first phase of an extensive and thorough radio network upgrade. Markers have been in place for four years for a multiyear purchase to replace the radio infrastructure on which both cities' police, fire and public works departments rely for mobile communication. That system, which was designed and built 20 years ago, is technologically obsolete, and construction and communications modalities have diminished the effectiveness of the existing network. The radio network is currently experiencing decreased reliability, an increased need for repairs and a lack of available repair and replacement parts.

The Center hired a consultant to assess the existing infrastructure, review next generation upgrade opportunities and draft a Request for Proposal to solicit solutions and bids from a wide variety of vendors.

Incoming 9-1-1 call volume dropped slightly in 2015. Incoming 9-1-1 calls were down 3% from 43,977 calls in 2014 (120 9-1-1 calls per day) to 42,615 calls in 2015 (117 9-1-1 calls per day). Cellular phones continue to be the primary source of incoming calls; in 2015, 70% of all incoming 9-1-1 calls came from a cellular phone.

Dispatchers created 117,246 in-house police, fire and ems records in 2015, up 5.4% over 2014 111,201 records.

2015-2016 9-1-1 Committee Members

Lewiston:

Chief Paul LeClair, Lewiston Fire Department, Chair
Chief Mike Bussiere, Lewiston Police Department
Councilor Tim Lajoie, Lewiston City Council
Heather Hunter, Lewiston citizen representative, Treasurer
Vacant, Lewiston citizen-at-large*

Auburn:

Chief Phil Crowell, Auburn Police Department, Vice Chair
Chief Frank Roma, Auburn Fire Department
Councilor LeRoy Walker, Auburn City Council
Patricia Mador, Auburn citizen representative

*Ninth member appointment rotates between cities every three years.

Thank you for your consideration.

Phyllis Gamache, Director
Lewiston-Auburn Emergency Communications System

ACCOUNT CODE	ACCOUNTS	FY16 Approved	FY16 Projections	FY17 Proposed	FY16 Difference	
411000	Regular Salaries	\$ 1,117,011	\$ 902,200	\$ 1,185,779	\$ 68,768	6.2%
412000	Overtime - Regular	\$ 173,275	\$ 173,275	\$ 157,252	\$ (16,023)	-9.2%
417001	MSRS - Employer	\$ 53,402	\$ 45,000	\$ 79,878	\$ 26,476	49.6%
417002	ICMA - Employer	\$ 25,601	\$ 18,000	\$ 25,678	\$ 77	0.3%
417003	FICA - Employer	\$ 98,707	\$ 88,000	\$ 102,742	\$ 4,035	4.1%
417100	MMEHT Health Insurance	\$ 365,674	\$ 320,000	\$ 366,477	\$ 803	0.2%
417200	Wellness & Medical	\$ 18,200	\$ 18,200	\$ 22,036	\$ 3,836	21.1%
417250	Health Reimbursement Account	\$ -	\$ -	\$ 21,000	\$ 21,000	100%
417500	Unemployment Comp.	\$ 5,696	\$ 4,500	\$ 1,779	\$ (3,917)	-68.8%
417400	Workers Compensation	\$ 8,633	\$ 8,633	\$ 9,738	\$ 1,105	12.8%
TOTAL	Personnel Services	\$ 1,866,199	\$ 1,577,808	\$ 1,972,358	\$ 106,159	5.7%
420500	Printing Service	\$ 125	\$ 100	\$ 125	\$ -	0.0%
421500	Postage	\$ 200	\$ 150	\$ 200	\$ -	0.0%
422000	Telephone	\$ 75,839	\$ 70,000	\$ 72,803	\$ (3,036)	-4.0%
422500	Utilities	\$ 27,957	\$ 20,000	\$ 22,360	\$ (5,597)	-20.0%
423000	CALEA/mileage reimbursement	\$ 3,500	\$ 5,875	\$ 500	\$ (3,000)	-85.7%
425500	Medical Exams	\$ 414	\$ 1,500	\$ 725	\$ 311	75.0%
426200	Maintenance / Licensing	\$ 88,428	\$ 88,428	\$ 78,592	\$ (9,836)	-11.1%
427500	Repairs - Building	\$ 12,600	\$ 12,600	\$ 13,350	\$ 750	6.0%
42800	Legal Fees	\$ 3,500	\$ 2,500	\$ 2,500	\$ (1,000)	-28.6%
428800	Miscellaneous Services	\$ 5,400	\$ 4,500	\$ 2,500	\$ (2,900)	-53.7%
428900	In-Service Training	\$ 9,119	\$ 9,000	\$ 11,270	\$ 2,151	23.6%
TOTAL	Contractual Services	\$ 227,082	\$ 214,653	\$ 204,924	\$ (22,158)	-9.8%
430500	Office Supplies	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.0%
431000	Printing Supplies	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.0%
439800	Other Supplies	\$ 2,340	\$ 2,000	\$ 2,328	\$ (12)	-0.5%
TOTAL	Supplies & Materials	\$ 5,340	\$ 5,000	\$ 5,328	\$ (12)	-0.2%
442000	Dues	\$ 3,589	\$ 3,500	\$ 4,247	\$ 658	18.3%
446000	Insurances	\$ 20,804	\$ 20,804	\$ 19,888	\$ (916)	-4.4%
TOTAL	Fixed Charges	\$ 24,393	\$ 24,304	\$ 24,135	\$ (258)	-1.1%
449001	Principal	\$ 51,500	\$ 51,500	\$ 19,800	\$ (31,700)	-61.6%
449002	Interest	\$ 3,052	\$ 4,004	\$ 1,782	\$ (1,270)	-41.6%
449008	Lease/Purchase	\$ 10,734	\$ 10,734	\$ -	\$ (10,734)	-100.0%
TOTAL	Debt Services	\$ 65,286	\$ 66,238	\$ 21,582	\$ (43,704)	-66.9%
450500	Office Equipment	\$ 53,305	\$ 50,000	\$ 8,830	\$ (44,475)	-83.4%
452800	Communication Equipment	\$ 26,320	\$ 31,722	\$ 31,300	\$ 4,980	18.9%
TOTAL	Capital Outlay	\$ 79,625.00	\$ 81,722	\$ 40,130.00	\$ (39,495)	-49.6%
4099000	Contingency	\$ -	\$ -	\$ -	\$ -	0.0%
Sub-total	911 Committee	\$ 2,267,925	\$ 1,969,725	\$ 2,268,457	\$ 532	0.0%
	Investment Revenue	\$ (500)	\$ (500)	\$ (1,000)		100.0%
	Poland User Fee (dispatch and 911)	\$ (36,713)	\$ (36,713)	\$ (37,814)		2.5%
	Rental Revenue	\$ (6,118)	\$ (6,118)	\$ (6,118)		0.0%
	ASO IT surcharge	\$ (20,000)	\$ (20,000)	\$ (20,000)		0.0%
	Fund Balance Carry Forward	\$ (48,675)	\$ -	\$ (65,281)		
	TOTALS	\$ 2,138,244	\$ 2,138,244	\$ 2,138,244	\$ (0)	0.0%
	Appropriation by each Municipality	\$ 1,069,122	\$ 1,069,122	\$ 1,069,122	\$ (0)	0.0%

NAME	DOH	GRADE	FY 2017 Wages			Retirement Benefits			HEALTH INSURANCE LIABILITY			TOTAL
			PAY RATE	ANNUAL WAGES	REGULAR HOLIDAY	HOLIDAY OVERTIME	FICA	MSRS	ICMA	HEALTH INS 1ST HALF 8.25%	HEALTH INS 2ND HALF 10%	
Hall, Timothy	07/28/09	TC4/Supervisor	\$ 26.87	\$ 52,158.97	\$ 2,364.56	\$ 1,934.64	\$ 4,319.05	\$ 5,337.84	\$ -	\$ 4,707.96	\$ 5,178.76	\$ 9,886.72
Arsenault, Celeste	07/07/08	TC4/Supervisor	\$ 25.18	\$ 48,878.41	\$ 2,215.84	\$ 1,812.96	\$ 4,047.40	\$ -	\$ 3,174.43	\$ 10,560.54	\$ 11,616.59	\$ 22,177.13
Lare, Timothy	12/30/14	TC4/Supervisor	\$ 25.18	\$ 48,878.41	\$ 2,215.84	\$ 1,812.96	\$ 4,047.40	\$ 5,026.18	\$ -	\$ -	\$ -	\$ -
Cayer, Mark	01/30/11	TC3/Supervisor	\$ 23.75	\$ 46,102.55	\$ 2,090.00	\$ 1,710.00	\$ 3,817.55	\$ 4,740.74	\$ -	\$ 10,560.54	\$ 11,616.59	\$ 22,177.13
Matthew Pontbriand	12/13/10	TC3/Supervisor	\$ 23.75	\$ 46,102.55	\$ 2,090.00	\$ 1,710.00	\$ 3,817.55	\$ 4,740.74	\$ -	\$ 4,707.96	\$ 5,178.76	\$ 9,886.72
Keyser, Freda	12/15/15	TC3/Supervisor	\$ 23.75	\$ 46,102.55	\$ 2,090.00	\$ 1,710.00	\$ 3,817.55	\$ -	\$ 2,288.16	\$ 10,560.54	\$ 11,616.59	\$ 22,177.13
Vermette, Claire	05/16/83	dispatcher	\$ 22.77	\$ 44,200.21	\$ 2,003.76	\$ 1,639.44	\$ 3,660.02	\$ 4,545.12	\$ -	\$ 10,560.54	\$ 11,616.59	\$ 22,177.13
Lessard, Debra	06/11/01	dispatcher	\$ 22.77	\$ 44,200.21	\$ 2,003.76	\$ 1,639.44	\$ 3,660.02	\$ 4,545.12	\$ -	\$ 10,560.54	\$ 11,616.59	\$ 22,177.13
Lebel, Jill	09/15/02	dispatcher	\$ 21.87	\$ 42,453.17	\$ 1,924.56	\$ 1,574.64	\$ 3,515.36	\$ 4,365.48	\$ -	\$ 4,707.96	\$ 5,178.76	\$ 9,886.72
Berube, Anita	03/24/08	dispatcher	\$ 20.73	\$ 40,240.25	\$ 1,824.24	\$ 1,492.56	\$ 3,332.11	\$ 4,137.92	\$ -	\$ 4,707.96	\$ 5,178.76	\$ 9,886.72
Kelly, Jocelyn	02/06/13	dispatcher	\$ 20.04	\$ 38,900.85	\$ 1,763.52	\$ 1,442.88	\$ 3,221.20	\$ -	\$ 2,526.43	\$ 10,560.54	\$ 11,616.59	\$ 22,177.13
Fox, Jessica	06/24/13	dispatcher	\$ 20.04	\$ 38,900.85	\$ 1,763.52	\$ 1,442.88	\$ 3,221.20	\$ 4,000.19	\$ -	\$ 7,682.04	\$ 8,450.24	\$ 16,132.28
Cormier, Joseph	08/05/13	dispatcher	\$ 18.15	\$ 35,232.05	\$ 1,597.20	\$ 1,306.80	\$ 2,917.41	\$ 3,622.93	\$ -	\$ 10,560.54	\$ 11,616.59	\$ 22,177.13
Hart, Darrin	08/17/13	dispatcher	\$ 18.15	\$ 35,232.05	\$ 1,597.20	\$ 1,306.80	\$ 2,917.41	\$ 3,622.93	\$ -	\$ 7,682.04	\$ 8,450.24	\$ 16,132.28
Estabrook, Michelle	12/30/13	dispatcher	\$ 18.15	\$ 35,232.05	\$ 1,597.20	\$ 1,306.80	\$ 2,917.41	\$ -	\$ 2,288.16	\$ 4,707.96	\$ 5,178.76	\$ 9,886.72
Kennagh, Jessica D.	04/22/14	dispatcher	\$ 18.15	\$ 35,232.05	\$ 1,597.20	\$ 1,306.80	\$ 2,917.41	\$ -	\$ -	\$ -	\$ -	\$ -
Lemieux, Taylor	08/18/14	dispatcher	\$ 18.15	\$ 35,232.05	\$ 1,597.20	\$ 1,306.80	\$ 2,917.41	\$ -	\$ 1,100.00	\$ -	\$ -	\$ -
Reny, Laura	01/05/15	dispatcher	\$ 18.15	\$ 35,232.05	\$ 1,597.20	\$ 1,306.80	\$ 2,917.41	\$ 3,622.93	\$ -	\$ 10,560.54	\$ 11,616.59	\$ 22,177.13
Griffin, Erin	12/17/14	dispatcher	\$ 17.06	\$ 33,116.19	\$ 1,501.28	\$ 1,228.32	\$ 2,742.20	\$ 3,405.35	\$ -	\$ 4,707.96	\$ 5,178.76	\$ 9,886.72
Vacant	TBD	vacant dispatcher	\$ 16.79	\$ 32,592.08	\$ 1,477.52	\$ 1,208.88	\$ 2,698.80	\$ 3,351.46	\$ -	\$ 4,707.96	\$ 5,178.76	\$ 9,886.72
Vacant	TBD	vacant dispatcher	\$ 16.79	\$ 32,592.08	\$ 1,477.52	\$ 1,208.88	\$ 2,698.80	\$ 3,351.46	\$ -	\$ 4,707.96	\$ 5,178.76	\$ 9,886.72
Vacant	TBD	vacant dispatcher	\$ 16.22	\$ 15,742.81	\$ 1,427.36	\$ 1,167.84	\$ 1,402.86	\$ 1,742.11	\$ -	\$ -	\$ 5,178.76	\$ 5,178.76
OPERATIONS SUB-TOTAL			\$ 452.46	\$ 882,554.45	\$ 39,816.48	\$ 32,577.12	\$ 71,523.53	\$ 64,158.49	\$ 11,377.19	\$ 137,512.08	\$ 156,442.06	\$ 293,954.14
ADMINISTRATION				ANNUAL WAGES			FICA	MSRS	ICMA	1ST HALF	2ND HALF	TOTAL
Gamache, Phyllis	Director		\$ 85,411.09			\$ 6,533.95		\$ 5,124.67	\$ -	\$ -	\$ -	\$ -
Drew McKinley	Systems Manager		\$ 80,372.89			\$ 6,148.53	\$ 7,635.42		\$ -	\$ -	\$ -	\$ -
	IT Support Specialist		\$ 42,879.69			\$ 3,280.30	\$ 4,073.57		\$ 7,682.04	\$ 8,450.24	\$ 16,132.28	\$ 16,132.28
	Office Manager		\$ 35,139.00			\$ 2,688.13		\$ 2,108.34	\$ 7,682.04	\$ 8,450.24	\$ 16,132.28	\$ 16,132.28
ADMINISTRATION SUB-TOTAL			\$ 243,802.67			\$ 18,650.90	\$ 11,709.00	\$ 7,233.01	\$ 15,364.08	\$ 16,900.49	\$ 32,264.57	\$ 32,264.57
Salary Adjustments and Anniversary Steps			\$ 7,500.00			\$ 573.75	\$ 712.50	\$ -				
Shift differential	.25 per night/morning shift		\$ 1,250.00			\$ 95.63	\$ 1,187.50					
Part-Time Personnel	1,000		\$ 16,650.00			\$ 1,273.73	\$ 1,581.75					
Sick and Force incentive	250		\$ 8,637.58			\$ 660.77		\$ -				
EMD QA reviewers	\$400		\$ 1,200.00			\$ 91.80	\$ 114.00					
CTO Stipend	\$2,912		\$ 4,367.61			\$ 334.12	\$ 414.92					
PERSONNEL SERVICES SUB-TOTAL			\$ 39,605.19		\$ -	\$ 3,029.80	\$ 4,010.67	\$ -				
TOTAL SALARY			\$ 1,185,778.79		\$ 39,816.48	\$ 32,577.12	\$ 93,204.23	\$ 79,878.15	\$ 7,233.01	\$ 152,876.16	\$ 173,342.54	\$ 326,218.70
OVERTIME							FICA	MSRS	ICMA			
Holiday DOT	188		\$ 9,666.19			\$ 739.46		\$ 579.97		MMEHT opt out incentive		40,258.00
IT Overtime	208		\$ 6,881.00			\$ 526.40	\$ 653.70			Health Reimbursement Acct		21,000.00
EMD Overtime	60		\$ 1,850.97			\$ 141.60		\$ 111.06		Total 911 Health Prem		366,476.70
Training OT	176		\$ 2,930.40			\$ 224.18		\$ 175.82		Wellness / LIFE INS		22,036.00
Sick OT	1,350		\$ 41,646.89			\$ 3,185.99		\$ 2,498.81				
Vacation OT	2,000		\$ 61,699.09			\$ 4,719.98		\$ 3,701.95				
OVERTIME SUB-TOTAL			\$ 157,251.66			\$ 9,537.60		\$ 7,067.61				
TOTALS			\$ 1,343,030.45			\$ 102,741.83	\$ 79,878.15	\$ 25,677.81				

Budget - Regular	\$ 1,185,778.79
Budget - Overtime	\$ 157,251.66
Average Hourly Rate	\$ 20.57
Average OT Rate	\$ 30.85
Part Time Hourly Rate	\$ 16.65

9-1-1 Emergency Communications Center

Line Item	Account Code		Last Year	Committee Approved	Council Approved
Salaries / Wages	411000	Total	1,117,011	1,185,779	-

Estimated Detail of Salaries / Wages

Actual expenses may vary according to changing circumstances

Organizational Structure	Staff	Committee Approved	Council Approved
Director	1	\$ 85,411.09	\$ -
Systems Manager	1	\$ 80,372.89	\$ -
IT Tech	1	\$ 42,879.69	\$ -
Office Manager	1	\$ 35,139.00	\$ -
Shift Supervisors (non-union)	3	\$ 149,915.79	\$ -
Supervisor (union)	3	\$ 138,307.65	\$ -
Line Dispatchers (union)	15.5	\$ 574,331.01	\$ -
Part-time Personnel	2	\$ 16,650.00	\$ -
Sick Incentive		\$ 8,637.58	\$ -
EMD Reviewers	3	\$ 1,200.00	\$ -
CTO Stipend		\$ 4,367.61	\$ -
Shift differential	12 shifts	\$ 1,250.00	\$ -
Holiday Regular		\$ 39,816.48	\$ -
Salary Adjustment / Step Increases		\$ 7,500.00	\$ -
		\$ 1,185,778.79	\$ -

Line Item Narrative

Salaries / Wages: The agency is organized into two functions: Operations and Administration.

Operations: Salaries listed are current or reflect negotiated COLA and step increases the current Collective Bargaining Agreement, which was signed December 27, 2015. There is currently one person in training, and there are three additional vacant dispatch positions. Of those three vacant positions, two are routinely filled at a 1.5 overtime rate. The third vacancy is not anticipated to be filled until after Jan. 1, 2017 so it has been funded at 50%.

Administration: Administration is made up of four fulltime employees: including one director, two IT personnel, and one office manager.

9-1-1 Emergency Communications Center

Line Item	Account code		Last Year	Committee Approved	Council Approved
OT - Regular		Total	149,232	118,222	-
OT - Holiday		Total	30,687	32,577	
OT - IT staff			-	6,881	
Overtime - Regular	412000		179,919	157,680	
MSRS - Employer	417001	Total	57,440	79,878	
ICMA - Employer	417002	Total	29,104	25,678	
FICA - Employer	417003	Total	100,111	102,742	

Estimated Detail of OT - Regular*Actual expenses may vary according to changing circumstances*

OT - Regular	Hours Needed	Average OT Rate	Committee Approved	Council Approved
Holiday DOT	188	\$ 30.85	\$ 9,666	\$ -
Training OT	176	\$ 30.85	\$ 2,930	\$ -
EMD OT	60	\$ 30.85	\$ 1,851	\$ -
Sick OT	1,350	\$ 30.85	\$ 41,647	\$ -
Vacation OT	2,000	\$ 30.85	\$ 61,699	\$ -
			\$ 118,222	\$ -

Estimated Detail of MSRS - Employer*Actual expenses may vary according to changing circumstances*

MSRS - Employer	MSRS Employer	Committee Approved	Council Approved
18 employees participate	\$ 79,878	\$ 79,878	\$ -

Estimated Detail of ICMA - Employer

ICMA - Employer	ICMA Employer	Committee Approved	Council Approved
7 employees participate	\$ 25,678	\$ 25,678	\$ -

Estimated Detail of FICA - Employer

FICA - Employer	FICA Employer	Committee Approved	Council Approved
Employer Contribution	\$ 102,742	\$ 102,742	\$ -
		\$ 102,742	\$ -

Line Item Narrative

Overtime - Regular: Due to minimum staffing, most vacancies created by vacation, sick time, disability and/or training must be filled at a 1.5 rate, which averages 30.96 per hour. Also included in this account is the contractual 1.5 hr. rate for 11 holidays and the double overtime rate for fills for vacancies on holidays. There is one new hire in training and three unfilled vacancies. Once full staffing is achieved, there will be some limited ability to absorb vacancies without the need for an overtime backfill. However, dispatch centers of this size average a 20% turnover in dispatch staff annually, which would be a predicted annual loss of 4 dispatchers per year.

MSRS Employer: Staff is provided the opportunity to participate in the Maine State Retirement System plan. This year's employer contribution is a 9.5% salary match.

ICMA Employer: Staff is provided the opportunity to participate in the ICMA Retirement plan. The employer contributes a 6% salary match.

FICA Employer: The required employer contribution is 0.0765

9-1-1 Emergency Communications Center

Line Items	Account Code		Last Year	Committee Approved	Council Approved
MMEHT Health Ins.	417100	Total	365,674	366,477	-
Wellness / Medical	417200	Total	18,200	22,036	-
Health Reimbursement Account	417250	Total	-	21,000	-

Estimated Detail of MMEHT Health Ins.*Actual expenses may vary according to changing circumstances*

MMEHT Health Ins.	Participants	Cost	Committee Approved	Council Approved
Family Plan (PPO500)	8	\$ 22,177.13	177,417.04	-
Single-Dependent (PPO500)	4	\$ 16,132	64,529.12	-
Single Plan (PPO500)	8	\$ 9,887	79,093.76	-
Health Incentives	5	various	40,258.08	\$ -
			\$ 361,298	\$ -

Estimated Detail of Wellness / Medical*Actual expenses may vary according to changing circumstances*

Wellness / Medical	Staff	Benefit	Committee Approved	Council Approved
Wellness Benefit	26	\$ 800	\$ 20,800	-
Life Insurance Medical Insurance	5	\$ 103	\$ 1,236	-
			\$ 22,036	\$ -

Estimated Detail of Health Reimbursement Account*Actual expenses may vary according to changing circumstances*

Health Reimbursement Acct	Staff	Benefit	Committee Approved	Council Approved
Health Reimbursement Acct	20	various	21,000.00	-
			\$ 21,000	\$ -

Line Item Narrative

MMEHT Health Insurance: All Center personnel have either shifted to the PPO500 Health Plan or are being reimbursed at PPO500 levels. The Center pays 85% of the cost of the health care plans, while employees pay 15% of health care plan costs. Health care premiums for the PPO500 plan increased by 8.25% for the first half of calendar year 2016; the second half is budgeted to incur a 10% increase. New hire coverage levels are predicted at two single coverage plans and one employee plus dependent plan. Five employees choose a full or partial health care opt-out incentive and two employees who previously opted out have chosen to be covered under our health care program. One employee has chosen to remain on the POSC plan but is being paid at PPO500 rates and is not eligible for the HRA account.

Wellness / Medical: This account funds a benefit which allows the employee to contribute to a wellness benefit flex account. The expenditures can be used for medical related costs such as copays, dental work, etc. The agency provides \$800 annually to each employee. The agency also provides for a life insurance premium for five employees.

Health Retirement Account: HRA accounts have been established for the employees who have transition from POSC to the PPO500. Eleven employees are enrolled at the family/dependent rate (\$1500 per account) and six are enrolled at the single rate (\$750).

9-1-1 Emergency Communications Center

Line Items	Account Code		Last Year	Committee Approved	Council Approved
Unemployment Compensation	417500	Total	5,696	1,779	-
Workers Compensation	417400	Total	8,633	9,738	-

Estimated Detail of Unemployment Comp

Actual expenses may vary according to changing circumstances

	Amount	Committee Approved	Council Approved
Unemployment Comp			
Estimated Employer Costs from MMA	\$ 1,779	\$ 1,779	\$ -
		\$ 1,779	\$ -

Estimated Detail of Workers Comp

Actual expenses may vary according to changing circumstances

	Amount	Committee Approved	Council Approved
Workers Comp			
MEMIC Premium	\$ 9,738	\$ 9,738	\$ -
		\$ 9,738	\$ -

Line Item Narrative

Unemployment Compensation: This account includes the costs for unemployment benefits through Maine Municipal Coverage, which continues to drop significantly. MMA estimates the Center's FY16 rate to be \$2,379, which is 58% lower than FY15 costs.

Workers Compensation: The Center's mod rating increased 12.8% this year due to a workplace related injury.

9-1-1 Emergency Communications Center

Line Items	Account Code		Last Year	Committee Approved	Council Approved
Telephones	422000	Total	76,975	72,803	-
Utilities: Light/Water/Diesel	422500	Total	29,160	22,360	-

Estimated Detail of Telephones

Actual expenses may vary according to changing circumstances

Telephones	Quantity	Price Each	Committee Approved	Council Approved
Cell phone stipend for Director/IT	3	\$ 65.00	\$ 2,340	\$ -
Evacuation cell phones (data plan)	2	\$ 83.50	\$ 2,004	\$ -
Radio Circuits per month	12	\$ 235.88	\$ 33,967	\$ -
Radio Circuits APD/LPD radios to 911 Center	4	\$ 145.48	\$ 6,983	
Radio Circuits FDs to Zetron	6	\$ 120.60	\$ 8,683	
Radio Circuits to Goff, StateWide and StateFire Car-to-Car	3	\$ 120.60	\$ 4,342	
Telephone line for Metro per month	1	\$ 132.00	\$ 1,584	
Telephone Lines per month	12	\$ 1,075.00	\$ 12,900	\$ -
			\$ 72,803	\$ -

Estimated Detail of Utilities: Light/Water/Diesel

Actual expenses may vary according to changing circumstances

Utilities: Light/Water/Diesel	Monthly Costs	Committee Approved	Council Approved
Water and Sewerage (12% of Central Fire usage)	\$63.95	\$ 767	\$ -
Natural Gas (28% of Central Fire usage)	\$ 537.00	\$ 6,444	\$ -
Diesel (100 gal at \$2.45)	\$ 20.42	\$ 245	
Electricity Usage (40% of Central Fire usage)	\$ 1,000.00	\$ 12,000	\$ -
Electricity Usage at Gracelawn and East Ave. towers	\$ 242.00	\$ 2,904	\$ -
		\$ 22,360	\$ -

Line Item Narrative

Telephone: The account funds five cell phones: one for the director, one for the system manager, one for the IT tech support position and two pre-paid phones which are for the 'grab-and-go bag' in case of an emergency evacuation of the center. This line has stabilized significantly in the last five years and is down 40% from FY13 levels due to technology upgrades and a careful review of the number of lines being funded vs the number of lines needed.

Lights / Water / Gas: The communication center is located in the basement of the Auburn Central Fire Station. Utility costs are shared at percentage rates agreed upon when the center first moved into the building; the estimates mirror Auburn Fire's estimated utility costs. Also included in this line item is the cost for the electric usage of the tower on Gracelawn Road and the tower on East Ave. Diesel costs are for weekly and quarterly generator tests and the potential for operating on generator power for extended periods.

9-1-1 Emergency Communications Center

Line Items	Account Code		Last Year	Committee Approved	Council Approved
CALEA/Mileage reimbursement	423000	Total	3,500	500	-
Medical Exams	425500	Total	414	725	

Estimated Detail of CALEA/Mileage reimbursement

Actual expenses may vary according to changing circumstances

	Committee Approved	Council Approved
CALEA/Mileage reimbursement		
Mileage Reimbursement	\$ 500	\$ -
	\$ 500	\$ -

Estimated Detail of Medical Exams

Actual expenses may vary according to changing circumstances

Medical Exams	Exams	Costs	Committee Approved	Council Approved
Pre-employment and return-to-work medical screening	7	\$ 103.50	\$ 725	\$ -
			\$ 725	\$ -

Line Item Narrative

Travel Expenses: This account reimburses employees for local travel associated with CALEA accreditation.

Medical Exams: It is a requirement for all new employees to receive a medical screening to determine fitness for duty; the Center budgets for a turnover of four staff per years. Also included are medical exams that assess the ability of employees returning to work from long-term vacancies based on illness or disability. The cost of these exams are \$103.50.

9-1-1 Emergency Communications Center

Line Items	Account Code		Last Year	Committee Approved	Council Approved
Maintenance / Licensing	426200	Total	88,428	78,592	-
Repairs - Building	427500	Total	12,600	13,350	-
Legal Expenses	428000	Total	3,500	2,500	-

Estimated Detail of Maintenance / Licensing

Actual expenses may vary according to changing circumstances

Maintenance / Licensing		Committee Approved	Council Approved
Motorola Radio		\$ 38,678	\$ -
Reimbursement billed out to fire and law enforcement agencies		\$ (8,055)	
CPI		\$ 750	\$ -
IMC - Records Management system shared by 911, Police and Fire		\$ 83,778	\$ -
Reimbursement billed out to fire and local and county law enforcement		\$ (59,879)	
Keystone (access to historical records) - four users		\$ 750	\$ -
Software Licensing (Office/Windows, servers, Crystal Reports, remote access tokens)		\$ 7,700	\$ -
Acorn Recording for phone lines and frequencies		\$ 2,500	\$ -
Biddle Suitability screening for CALEA		\$ 700	\$ -
SymQuest (formerly Downeast Networks)		\$ 2,000	\$ -
Zetron/Digitizer		\$ 2,000	
Cisco Smartnet		\$ 1,200	
Vmware license and maintenance		\$ 1,950	
Equallogic storage maintenance		\$ 3,700	
Priority Dispatch (EMD, ProQA)		\$ 820	\$ -
		\$ 78,592	\$ -

Estimated Detail of Repairs - Building

Actual expenses may vary according to changing circumstances

Repairs - Building	Quantity	Price Each	Committee Approved	Council Approved
Carpet and floor cleaning, floor mats	1	\$ 260.00	\$ 260	\$ -
Janitorial service	1	\$ 189.23	\$ 9,840	\$ -
Fire Extinguishers	5	\$ 150.00	\$ 750	
Misc. Repairs			\$ 2,500	\$ -
			\$ 13,350	\$ -

Estimated Detail of Legal Expenses

Actual expenses may vary according to changing circumstances

Legal Expenses	Committee Approved	Council Approved
Attorney Costs	\$ 2,500	\$ -
	\$ 2,500	\$ -

Line Item Narrative

Maintenance Licensing: Changes and improvements to software utilization and better accountability of licensed and maintained equipment have resulted in a 12% decrease in this line item.

Repairs - Building: This account includes general repairs to and maintenance of the communication center and maintenance on the heating system.

Legal Fees: This account funds attorney fees for contract negotiations, grievances, worker's compensation cases and other legal opinions. Costs have been trending lower, which reflects this year's 28% decrease.

Lewiston - Auburn
9-1-1 Emergency Communications Center

Line Items	Account Code		Last Year	Committee Approved	Council Approved
Miscellaneous Services	428800	Total	5,400	2,500	-
In-Service Training	428900	Total	9,214	11,270	-

Estimated Detail of Miscellaneous Services

Actual expenses may vary according to changing circumstances

Miscellaneous Services	Cost	Committee Approved	Council Approved
CPA Audit	\$ 1,500	\$ 1,500	\$ -
Employee Recognition Program	\$ -	\$ 500	\$ -
Public Outreach		\$ 500	\$ -
		\$ 2,500	\$ -

Estimated Detail of In-Service Training

Actual expenses may vary according to changing circumstances

In-Service Training	Committee Approved	Council Approved
Telecommunicator training	\$ 7,670	\$ -
Information Technology training	\$ 3,600	\$ -
	\$ 11,270	\$ -

Line Item Narrative

Miscellaneous Services: An independent audit of the fiscal operation of the center is required annually. This account also funds the employee recognition and assistance program, and allows the Center to use public out reach events for community education.

In-Service Training: State-mandated new-hire training is held at the MCJA, which is 96.2 miles round trip, and consists of the following. Current mileage reimbursement rate is .54 per mile.

NextGen 9-1-1 certification, 2 days:	96.2 X 2 days X .54=	103.90
911 Basic Training, 5 days:	96.2 X 2 days X .54=	103.90
Basic Emergency Medical Dispatch, 2 days:	96.2 X 2 days X .54=	103.90
NCIC/AIU, 5 days:	96.2 X 2 days X .54=	103.90
ProQA, 1 day:	96.2 X 1 day X .54=	51.95
		467.55
Four vacancies anticipated in FY17		X 4
		\$1870.20

When multiple employees attend the same training, they are required to work out carpool arrangements that result in a singular cost for transportation.

Dispatcher continuing education:

\$5,800

Continuing education is vital to the development of new dispatchers and to keeping seasoned dispatchers up to date on current trends and technology. Classes for new hires include 9-1-1 Liabilities, Handling Suicidal Callers, Fire Dispatching and Verbal Judo. Seasoned dispatchers benefit from training in Domestic Violence Intervention, Protecting Law Enforcement Responders, Active Shooter Response and Managing Crisis Callers. At an average cost of \$209 per class, this line item allows for 21 of 22 full time dispatchers to take one continuing education course per year and leaves some room for remedial training that may make the difference between a dispatcher who fails to meet minimum standards and one who successfully completes the training program. Throughout the year, in an effort to save costs, this agency hosts classes in exchange for several free seats.

IT Continuing Education: Cisco/HP Networking training on network infrastructure, maintenance and operation and IMC Users conference in Boston.

9-1-1 Emergency Communications Center

Line Items	Account Code		Last Year	Committee Approved	Council Approved
Office Supplies	430500	Total	2,000	2,000	-
Printing Supplies	431000	Total	1,000	1,000	-
Other Supplies	439800	Total	2,340	2,328	-

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

Office Supplies	Committee Approved	Council Approved
Office Supplies		
<u>95% of All Supplies Are Less Than \$20</u>	\$ 2,000	\$ -
	\$ 2,000	\$ -

Estimated Detail of Printing Supplies

Actual expenses may vary according to changing circumstances

Printing Supplies	Committee Approved	Council Approved
Printing Supplies		
Photo copier supplies	\$ 400	\$ -
Printer cartridges	\$ 500	\$ -
Fax supplies	\$ 100	
	\$ 1,000	\$ -

Estimated Detail of Other Supplies

Actual expenses may vary according to changing circumstances

Other Supplies	Quantity	Cost	Committee Approved	Council Approved
Toilet Paper	5	\$ 55.06	\$ 275.30	\$ -
Towels	18	\$ 39.59	\$ 712.62	\$ -
Trash bags (small)	2	\$ 23.10	\$ 46.20	
Trash bags (large)	7	\$ 27.69	\$ 193.83	
Misc. Supplies			\$ 1,100.00	
			\$ 2,328	\$ -

Line Item Narrative

Office Supplies: This account funds general office supplies for the agency. This line remains stable with past years' expenditures.

Printing Supplies: The center has printers and fax machines in constant operation. Receiving teletypes and faxes from other agencies 24 X 7 is critical.

Other Supplies: Due to the sharing of common equipment (keyboards, phones, desktops), dispatch centers have very high rates of illness due to minor but contagious diseases. To combat this, the center provides anti-bacterial hand sanitizer and wipes, which is included in the funds for janitorial supplies. Cleaning supply costs have gone up in the last 12 months, particularly paper products and hand soap.

9-1-1 Emergency Communications Center

Line Items	Account Code		Last Year	Committee Approved	Council Approved
Dues	442200	Total	3,589	4,247	-
Insurances	446000	Total	20,804	19,888	-

Estimated Detail of Dues*Actual expenses may vary according to changing circumstances*

Dues		Committee Approved	Council Approved
Notary renewals 3 at \$50/each		\$ 150	\$ -
Maine Municipal Association		\$ 600	\$ -
CALEA		\$ 3,235	\$ -
NENA		\$ 170	\$ -
APCO		\$ 92	\$ -
		\$ 4,247	\$ -

Estimated Detail of Insurances*Actual expenses may vary according to changing circumstances*

Insurances		Committee Approved	Council Approved
Dispatcher Errors and Omissions		\$ 5,196	\$ -
General Liability		\$ 7,983	\$ -
Public Officials Liability Insurance		\$ 6,709	\$ -
		\$ 19,888	\$ -

Line Item Narrative

Dues: This account funds the membership to communication organizations as well as the fees to have staff notarized. The cost for the CALEA on-site assessment is divided over a three year period. NENA and APCO are professional 9-1-1 organizations with active chapters in Maine and New England.

Insurances: Required insurance on Center operations and management.

9-1-1 Emergency Communications Center

Line Items	Account Code		Last Year	Committee Approved	Council Approved
Principal	449001	Total	51,500	19,800	-
Interest	449002	Total	3,052	1,782	-
Lease/Purchase	449008	Total	10,734	-	-

Estimated Detail of Principal

Actual expenses may vary according to changing circumstances

Principal		Committee Approved	Council Approved
Phase III Virtualization Project		\$ 19,800	\$ -
		\$ 19,800	\$ -

Estimated Detail of Interest

Actual expenses may vary according to changing circumstances

Interest		Committee Approved	Council Approved
		\$ 1,782	\$ -
		\$ 1,782	\$ -

Estimated Detail of Lease/Purchase

Actual expenses may vary according to changing circumstances

Lease/Purchase		Committee Approved	Council Approved
		\$ -	\$ -
		\$ -	\$ -

Line Item Narrative

Principal: This account includes repayment of Lewiston's bond fees (\$9,900) associated with the purchase of Phase III of the virtualization project and Auburn's matching \$9,900.

Interest:
This account funds the interest on the construction bond and the loan for Phase III of the virtualization project.

Lease/Purchase: There are no outstanding leases/purchases at this time.

9-1-1 Emergency Communications Center

Line Items	Account Code		Last Year	Committee Approved	Council Approved
Office Equipment	450500	Total	53,305	8,830	-
Communications Equipment	452800	Total	26,320	31,300	-

Estimated Detail of Office Equipment*Actual expenses may vary according to changing circumstances*

Office Equipment	Committee Approved	Council Approved
Copier Maintenance Contract	\$ 1,830	\$ -
Dispatch furniture - round bookcase	\$ 1,600	
Kitchen stove/refrigerator	\$ 1,000	
Outdoor waste storage shed	\$ 500	
Dispatch chairs, desk and chair repair	\$ 3,900	\$ -
	\$ 8,830	\$ -

Estimated Detail of Communication Equip*Actual expenses may vary according to changing circumstances*

Communication Equip	Committee Approved	Council Approved
Headsets, Y-cords, ear and mouth pieces	\$ 2,000	
Keyboards/Mice	\$ 1,000	
Monitors (12)	\$ 2,400	
Computer replacement (4)	\$ 6,000	
Printers	\$ 2,500	
Cellular repeater	\$ 3,000	
Grab and Go bags	\$ 700	
Laptops for emergency evac	\$ 3,200	
Network switches	\$ 4,000	
Misc. equipment	\$ 6,500	
	\$ 31,300	\$ -

*Actual expenses may vary according to changing circumstances***Line Item Narrative**

Office Equipment: This account funds copier maintenance and dispatch chairs. An evaluation of dispatch chairs shows the more expensive chairs designed for dispatch use have a significantly longer life than the less expensive chairs designed for normal wear and tear. Dispatch-specific chairs are designed for 24X7 use and carry extensive warranties; one dispatch-specific chair purchased in 2000 is still in use, as is a second purchased in 2003, while the \$400 chairs last 6 to 12 months. The intention is to purchase 2 dispatch-specific chairs in FY16 and purchase cheaper chairs as needed.

Communication Equipment: This account funds equipment is vital to the daily operation of the center. Miscellaneous equipment includes computer cleaning supplies, tools, cables, jacks, meters, batteries, connectors, testing equipment, network cards, switches, file storage, back up tools, etc. Cisco firewall protects the center from external devices (laptops, agencies sharing IMC, SROs) with spam or malware.

LEWISTON CITY COUNCIL
MEETING OF MARCH 29, 2016

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. ES-1

SUBJECT:

Executive Session to discuss Disposition of Property of which the premature disclosure of the information would prejudice the competitive bargaining position of the City.

INFORMATION:

The Maine State Statutes, Title 1, section 405, define the permissible grounds and subject matters of executive sessions for public meetings.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.

EAB/kmm

REQUESTED ACTION:

1	2	3	4	5	6	7	M
---	---	---	---	---	---	---	---

To enter into an Executive Session, pursuant to MRSA Title 1, section 405(6)(c), to discuss Disposition of Property, of which the premature disclosure of the information would prejudice the competitive bargaining position of the City.