

**LEWISTON CITY COUNCIL
BUDGET WORKSHOP AGENDA**

Tuesday, April 10, 2018

City Council Chambers

6:00 pm Workshop

Pledge of Allegiance to the Flag.

EXECUTIVE SESSION

ES-1. Executive Session regarding a Legal Matter.

BUDGET WORK SESSION

Municipal Revenues	pgs. 13-17
Library	pgs. 71-72
Debt Service	pgs. 73
Intergovernmental including AL Airport, LA Transit and 9-1-1	pgs. 74 & attached handouts
General Discussions	

LEWISTON CITY COUNCIL

MEETING OF APRIL 10, 2018

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. ES-1

SUBJECT:

Executive Session regarding a Legal Matter.

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 state statutes outline the issues that will be discussed in executive session.

EAB/imm

REQUESTED ACTION:

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To enter into an Executive Session pursuant to MRSA Title 1, section 405(6)(E) to discuss a legal matter.



Fiscal Year 2019 Budget

03/06/2018



Auburn-Lewiston Airport

Fiscal Year 2019 Budget Proposal

Auburn-Lewiston Municipal Airport, a quasi-municipal corporation formed in 1979, by the City of Lewiston and the City of Auburn, Maine, is comprised of Auburn-Lewiston Airport and the Auburn-Lewiston Municipal Airport Industrial Airpark. The Airport Board of Directors operates the airport through the airport manager, who is a contractual employee of the Board. The airport currently has two runways with a supporting taxiway for the primary runway and a partial taxiway for the crosswind. The primary runway system is designed for aircraft that are no wider than 80 feet and weigh less than 180,000 pounds. The crosswind runway system is designed for aircraft no wider than 80 feet and weighs less than 30,000 pounds. The airport acts as a support base for Life Flight of Maine, the Civil Air Patrol, the Maine Warden Service, and other public service organizations. The airport provides an opportunity for a wide variety of aviation activities including flight training, aircraft maintenance and repair, and air cargo as well as flight-continuing services such as fuel and food for passengers and flight crews. For calendar year 2016, the Federal Aviation Administration reported Auburn-Lewiston Airport as the operationally busiest non-commercial airport in Maine and one of the busier General Aviation airports in New England.

Mission

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

Vision

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

Programs

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

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



Auburn-Lewiston Airport Fiscal Year 2019 Budget Proposal

the work. Other duties include using radios to direct emergency response units and providing first aid during airfield emergencies.

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

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

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

Goals

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

Objectives:

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



Auburn-Lewiston Airport Fiscal Year 2019 Budget Proposal

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

Objectives:

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

GOAL 3: PROVIDE RELIABLE, DEPENDABLE SERVICE TO BASED AIRCRAFTS

Objectives:

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

GOAL 4: MAINTAIN FACILITIES AND GROUNDS

Objectives:

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

GOAL 5: SEEK OUT AND ESTABLISH STABLE AND DEPENDABLE REVENUE

Objectives:

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

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

Objectives:

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



Auburn-Lewiston Airport Fiscal Year 2019 Budget Proposal

Budget Drivers

Airport Operations

- Recurring building maintenance expenses to prevent heavy repair expense. (\$3950)
- Missed opportunity due to failed or inadequate infrastructure
 - Unable to service transient international aircraft because of lack of facilities to house customs office since Intermodal Center ceased operation.
- Overall 5% decrease in health care benefit cost for employees through changes in individual staff members. (-2,174)
- Reducing utility costs through updates in infrastructure
 - LED conversion of air field lighting; pay back is 2 years in electricity cost and light bulb replacement (\$9,000 annually)
- Increased competition from airports with newly developed infrastructures
 - Oxford County Regional Airport is returning to service
 - Brunswick Executive Airport is near final conversion to civilian airport
 - Augusta State Airport has new hangar construction on field
 - Twitchell's Airport in Turner has new hangar construction

Flight Continuation Services (Fixed Base Operation)

- Volatility in Fuels Markets making product costs rise unpredictably
- Fuel price competition with reduced price point in the marketplace; noncompetitive prices means no customers thus no sales.
- 26% increase in health care benefit cost for employees (\$14,910)
- Maintenance costs for near End-of-Life Equipment not yet ready for replacement
- Reducing utility costs through updates in infrastructure
 - Obtaining electric vehicles to lower fuel usage (\$3,500)



Effort

Cost of Human Resources in Airport Programs

Aviation is an industry that has not found a way to automate completely. Innovations in many areas use technology to make the work streamlined and more efficient, but the human is still a requirement in the operation. That said, having the correct number of employees to work safely is a requirement in all industries.

When the decision to purchase the Fixed Base Operation (formerly Twin Cities Air Service) was made, it meant finding the adequate staffing level for both the airport and for the Fixed Base Operation (FBO). Over time, this has been accomplished so that today the service levels and expertise training of the airport staff is now as close to industry standard as it has ever been.

Airport Operations

The Airport Operations program is the same as it was before the purchase of the FBO. The focus is on the airfield and the day-to-day operation of the facilities used by tenants and visitors. These activities produce revenues but require supplies and properly trained employees to make the operation safe and efficient.

The Airport Operations program contains five full-time positions. The salaries of the program make up approximately 28% of the program's operation and consume approximately 32% of the revenues generated.

Flight Continuation Services (Fixed Base Operation)

The Flight Continuation Services program is comprised of Customer Service Representatives, Line Service Technicians, and Airframe and Powerplant Mechanics. The servicing of aircraft is a very demanding undertaking. Knowledge of the basic skills is as important as knowledge individual aircraft requirements.

The Flight Continuation Services program contains five full-time positions that are the mainstay of the program. In addition, the Flight Continuation Services program contains three full-time equivalent positions utilizing part-time workers to provide assistance and provide relief in the case of illness or vacations. The salaries of the program make up approximately 28% of the program's operation and consume approximately 26% of the revenues generated.

Subsidy or Investment?

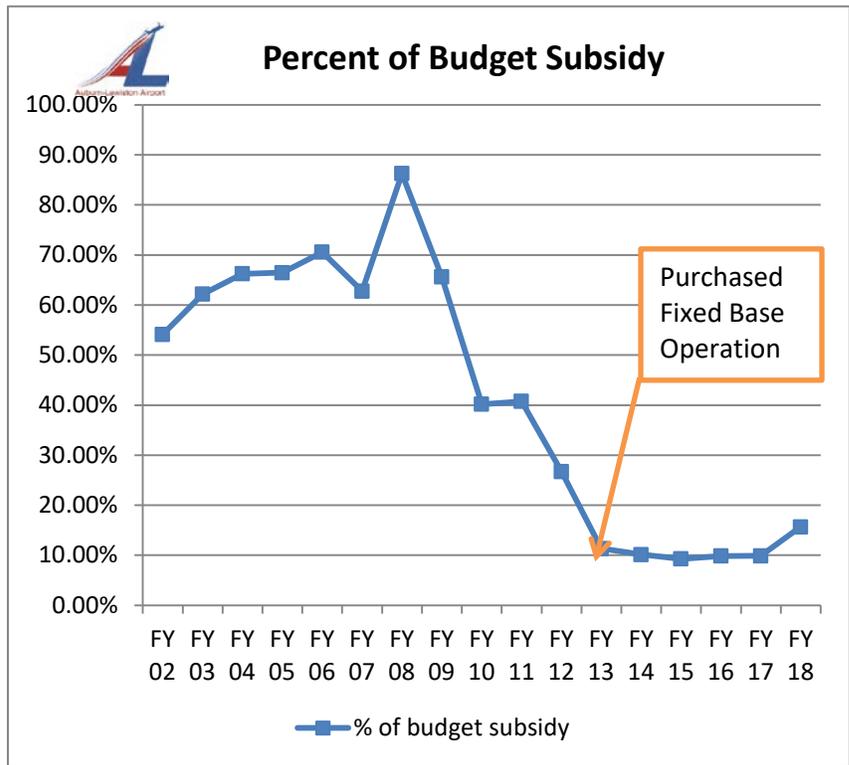
Through the intergovernmental agreement, the Cities of Auburn and Lewiston are co-owners of the airport. The Cities agree that they would support the airport for both operations and capital improvements. The agreement also establishes a Board of Directors for the oversight and operation of the Airport. This financial arrangement is common for the thirty airports in the State of Maine that do not have airline service. The amount of subsidization at those thirty airports ranges from 13% to 81% of the total annual operations budget annually.



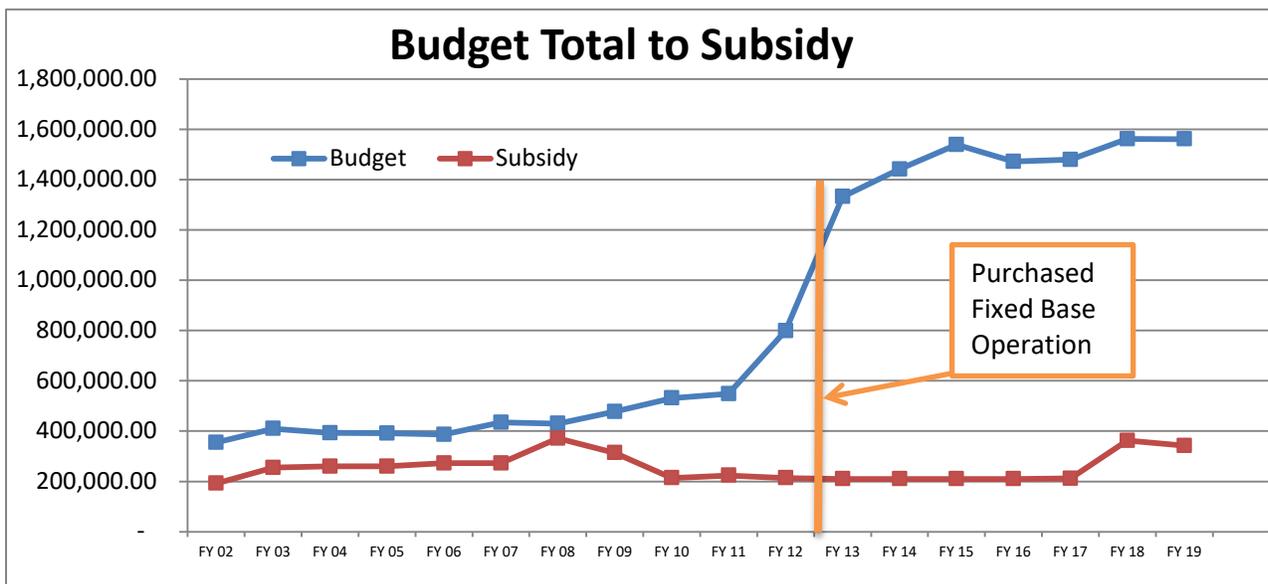
Auburn-Lewiston Airport Fiscal Year 2019 Budget Proposal

Auburn Lewiston Airport has been **among the lowest** subsidized airports for several years. This has been made possible through deferred maintenance, which jeopardizes best management practices. Repeatedly deferring maintenance and not replacing inexpensive equipment has resulted in expensive repairs and costly replacements as the airport struggles to maintain a required level of safety.

The FY18 operating budget subsidy of \$172,000 per City represents 11% of the total proposed fiscal year operating budget of \$1,563,325. The combined 22% operating budget subsidy is still among the lowest of the public-use general aviation airports in Maine.



A report from the Alliance for Aviation across America shows that of the thirty aforementioned airports, Auburn-Lewiston Airport has an economic benefit for its community of \$24,627,000. This is \$7 million more than the next similar airport in the State of Maine and is competitive with smaller seasonal commercial airports like Knox County Regional and Bar Harbor–Hancock County Airports. The subsidy investment needed in the operating budget as well as support for capital investment, creates new money in the community. An investment of \$172,000 per City is justified as it produces over 142% return on investment.





Auburn Lewiston Airport

Proposed FY 19 Operations Budget

Summary

		FY17 Actual	FY18 Budget	FY18 Projected Actual	FY19 Proposed Budget	FY18 / FY19 Variance	Percent Change
Revenues							
	Operations	501,612	485,164	516,980	482,521	(2,644)	-0.54%
	FBO Services	633,148	649,949	685,917	711,505	61,556	9.47%
	Other Income	26,298	25,300	22,400	25,315	15	0.06%
	Total	1,161,058	1,160,413	1,225,297	1,219,341	58,928	5.08%
Expenses							
	Operations	638,635	767,267	769,598	761,786	(5,481)	-0.71%
	FBO Services	712,664	729,681	754,455	801,540	71,859	9.85%
	Total	1,351,299	1,496,948	1,524,053	1,563,325	66,377	4.43%
	Net Earnings	(190,241)	(336,535)	(298,756)	(343,985)	(7,450)	2.21%
	Sponsor Contribution	212,000	335,600	335,600	344,000	8,400	2.50%
	<i>Amount per City</i>	106,000	167,800	167,800	172,000	4,200	2.50%
	Net	21,759	(935)	36,844	15	950	-101.63%
						0	
	Airport Total Request per City	106,000	167,800	167,800	172,000	4,200	2.50%



Auburn Lewiston Airport

Proposed FY 19 Operations Budget

Airport Revenues

	FY17 Actual	FY18 Budget	FY18 Projected Actual	FY19 Proposed Budget	FY18 / FY19 Variance	Percent Change
Operations Revenues						
Landing Fees Collected	26,062	22,536	24,500	23,788	1,252	5.56%
	Landing fees are charged to aircraft weighing more than 4000 pounds when they land at the airport. The fee is based on the landing weight of the aircraft. The fee offsets the wear on the airport infrastructure. The proposed amount is based on the annual average landing collections times the average annual fee collection.					
Fuel Flowage Fees Collected	11,660	13,083	12,480	13,550	467	3.57%
	Fuel flowage fee is charged on the fuel sold at retail. The fee maintains the fuel delivery system.					
Rental Fees Collected	378,706	365,320	400,000	366,500	1,180	0.32%
	Landlord is one of the main functions of an airport. Strategies are being developed to increase this revenue stream.					
Christian Hill Materials	85,184	84,225	80,000	78,683	(5,543)	-6.58%
	The airport has a contractor quarrying Christian Hill to reduce the height of the hill. The contract in turn finances the operation through sale of materials removed. The airport receives 30 cents per ton of materials taken as a fee. The quantities sold have been declining for the last two years based on the monthly reports received from the contractor.					
SUBTOTAL OPERATIONS	501,612	485,164	516,980	482,521	(2,644)	-0.54%
Non-Operations Revenues						
Tax Sharing Revenues	20,984	22,000	20,000	22,000	-	0.00%
	Received as part of a tax-sharing agreement on the Industrial Air Park. Total is a percentage of excise taxes collected for aircraft and vehicles on the airport and varies marginally year to year.					
Interest (Land Fund and General Fund)	918	800	900	815	15	1.88%
Service Fees Collected	2,751	2,500	1,500	2,500	-	0.00%
	Miscellaneous charges for uncommon activities. (i.e.: emergency repair of hangar door not owned by the airport)					
Sale of Asset	1,645					
TOTAL Non-Operations Revenue	26,298	25,300	22,400	25,315	15	0.06%



Auburn Lewiston Airport

Proposed FY 19 Operations Budget

Airport Revenues

FY17 Actual	FY18 Budget	FY18 Projected Actual	FY19 Proposed Budget	FY18 / FY19 Variance	Percent Change
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Services Revenues

Fuel and Oil Sales	514,928	550,849	606,572	611,105	60,256	10.94%
	The airport bought the Fixed Base Operation (FBO) in December 2012. It is quite common in today's general aviation industry where 45% of all FBO's are municipally owned and operated. Providing flight continuation services is essential to the airport and owning the FBO simplifies the customer service delivery. Supply cost and local competition drive the fuel price. Changes in the fuel marketplace is the reason for the nearly 11% increase of revenues as prices are currently rising.					
Tie-Down/Hangaring	50,168	51,300	41,250	51,300	-	0.00%
	In short supply at the airport, the storage of aircraft is a service charge for most aircraft because of the liability and risk the FBO and by extension the airport assumes. Rates vary by size, weight and type of aircraft.					
Catering	4,420	2,100	3,000	2,100	-	0.00%
	Corporate and charter aircraft request various food items for the flight to the next destination. There are high standards of service for some operators that merit extra attention and produce extra revenues. The restaurant operator at the airport provides this service now. However, there are usually items that we provide in addition to their menu for a nominal fee.					
Rental Car	2,314	3,200	1,895	4,500	1,300	40.63%
	The airport has agreements with two rental car companies and provides rental services for passengers and local customers. The airport earns a percentage of each rental agreement value.					
After Hour Call-out	4,500	3,500	2,200	3,500	-	0.00%
Aircraft Maintenance	56,818	39,000	31,000	39,000	-	0.00%
	Aircraft maintenance is a very good revenue source for an FBO.					
SUBTOTAL SERVICES	633,148	649,949	685,917	711,505	61,556	9.47%
TOTAL REVENUE	1,161,058	1,160,413	1,225,297	1,219,341	58,928	5.08%



Auburn Lewiston Airport

Proposed FY 19 Operations Budget

Airport Expenses

Airport Operations

Personnel						
	FY17 Actual	FY18 Budget	FY18 Projected Actual	FY19 Proposed Budget	FY18 / FY19 Variance	Percent Change
Salaries	165,279	216,392	215,000	219,525	3,133	1%

Justification:

Position	FY18 Staffing Level	FY19 Staffing Level	FY18 Annual Salary	FY19 Annual Salary	Reason for change	Percent Change
Airport Manager	1	1	76,655	76,650	Set by Airport Board	0%
Airport Secretary	1	1	41,978	43,243	Merit	3%
Operations Supervisor	1	1	39,936	39,936		0%
Operations Specialist II	1	1	31,720	32,656	Merit	3%
Operations Specialist I	1	1	27,040	27,040		0%
Operations Specialist I	-	-		-		

Fringe Benefits	80,091	100,360	94,000	98,186	(2,174)	-2%
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Justification:

	FY18 Budget	FY19 Budget	Reason for change	Percent Change
FICA	13,416	13,611		1%
Medicare	3,138	3,183		1%
Healthcare	62,164	59,119		-5%
Retirement	18,201	18,434		1%
Health Reimbursement Account (includes service fee)	1,168	1,566		34%
Flexible Spending Account (includes service fee)	1,473	1,473		0%
Clothing	800	800		0%

Overtime	2,165	4,000	2,700	4,000	-	0.00%
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Justification:

Professional Development	5,443	6,536	6,900	9,465	2,929	45%
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Justification:

	FY18 Budget	FY19 Budget	Reason for change	Percent Change
Memberships	1,090	1,760	See Note #1	61%
Employee Training	3,370	3,305		-2%
Industry Conference	2,076	4,400	See Note#2	112%

Note #1 - includes Membership in Maine Municipal Association required by Maine Municipal Employee Health Trust

Note #2 - Attendance at two of the listed conferences will be necessary for Airport Manager to retain his professional accreditation.

TOTAL PERSONNEL	252,978	327,288	318,600	331,176	3,888	1%
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Auburn Lewiston Airport

Proposed FY 19 Operations Budget

Airport Expenses

Airport Operations

Airfield Operations

	FY17 Actual	FY18 Budget	FY18 Projected Actual	FY19 Proposed Budget	FY18 / FY19 Variance	Percent Change
Contract Services	-	8,000	6,000	6,500	(1,500)	See Note

Justification:

	FY18 Budget	FY19 Budget	Reason for change	Percent Change
Engineering On Call	3,500	2,000		
Solvent Parts Cleaner Service	1,500	1,500		
Oil Water Separator	3,000	3,000		0%

Utilities	34,092	37,576	36,000	32,441	(5,135)	-14%
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Justification:

	FY18 Budget	FY19 Budget	Reason for change	Percent Change
Heating Fuel	16,225	11,050		-32%
Electric (CMP)	19,151	19,191		0%
Water and Sewer	2,200	2,200		0%

Fuels and Oil for Vehicles	13,086	10,500	11,000	10,500	-	0%
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Justification:

	FY18 Budget	FY19 Budget	Reason for change	Percent Change
Auto Gas	2,000	2,000		0%
Motor Oil & Lubricants	1,000	1,000		0%
Diesel Fuel for Equipment/Vehicles	7,500	7,500		0%

Snow and Ice Control Supplies	13,353	23,500	25,000	24,000	500	2%
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Justification:

	FY18 Budget	FY19 Budget	Reason for change	Percent Change
Solid De-ice Compound (non-corrosive)	11,500	12,000	Based on	4%
Liquid Anti-ice Compound (non-corrosive)	12,000	12,000	average quantity	0%

The presence of ice on a runway or taxiway can require closure of that facility. FAA standard require the use of non-corrosive chemicals to assist in ice removal. Each application of materials costs up to \$10900.

SUBTOTAL AIRFIELD OPERATIONS	60,531	79,576	78,000	73,441	(6,135)	-8%
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Auburn Lewiston Airport

Proposed FY 19 Operations Budget

Airport Expenses

Airport Operations

Maintenance

	FY17 Actual	FY18 Budget	FY18 Projected Actual	FY19 Proposed Budget	FY18 / FY19 Variance	Percent Change
Building Maintenance	17,289	30,670	28,500	26,950	(3,720)	-12%

Justification:

Repairs and Improvements
 Trash Pickup Service
 Cleaning Supplies
 Inspections
 Recurring Maintenance

	FY18 Budget	FY19 Budget	Reason for change	Percent Change
Repairs and Improvements	9,800	5,500		-44%
Trash Pickup Service	4,420	4,500		2%
Cleaning Supplies	2,500	2,500		0%
Inspections	10,500	10,500		0%
Recurring Maintenance	3,450	3,950		14%

Electrical Maintenance	410	1,000	650	1,000	-	-
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Computer/Office Machine Maintenance	3,539	2,000	1,250	2,000	-	0%
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Justification:

Machine Maintenance
 Network/IT Maintenance

	FY18 Budget	FY19 Budget	Reason for change	Percent Change
Machine Maintenance	1,500	1,500		0%
Network/IT Maintenance	500	500		0%

Radio Maintenance	237	5,650	5,300	5,650	-	0%
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Justification:

Handheld Batteries
 Handheld PW Band Radio Replacement
 Handheld Aviation Band Radio Replacement
 Aviation Mobile Radios
 PW Band Mobile Radios
 Automatic Dependent Surveillance –

	FY18 Budget	FY19 Budget	Reason for change	Percent Change
Handheld Batteries	1,000	1,000		0%
Handheld PW Band Radio Replacement	1,000	1,000		100%
Handheld Aviation Band Radio Replacement	1,000	1,000		100%
Aviation Mobile Radios	1,150	1,150		100%
PW Band Mobile Radios	1,200	1,200		100%
Automatic Dependent Surveillance –	300	300		100%

Airport has rotating replacement of least effective radio program. This is to ensure good operation of the essential tool needed to communicate air to ground and between staff members on the airfield. Our ability to communicate is a safety concern.



Auburn Lewiston Airport

Proposed FY 19 Operations Budget

Airport Expenses

Airport Operations

Maintenance (cont'd)

	FY17 Actual	FY18 Budget	FY18 Projected Actual	FY19 Proposed Budget	FY18 / FY19 Variance	Percent Change
Vehicle Maintenance	16,290	16,075	24,500	16,075	-	0%

Justification:

	FY18 Budget	FY19 Budget	Reason for change	Percent Change
Engine Repairs and Parts	6,500	6,500		0%
Tires	2,250	2,250		0%
Inspections	175	175		0%
Touchup Paint	250	250		0%
Repair/ Mower Decks	400	400		0%
Repair/Plow Units	2,000	2,000		0%
Repair/ Snow Blower Unit	2,000	2,000		0%
Hand Tool Replacement	2,500	2,500		0%

Airfield Maintenance	10,501	21,598	24,000	22,459	861	4%
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Justification:

	FY18 Budget	FY19 Budget	Reason for change	Percent Change
Fuel Farm	7,500	9,000	Filters and Inspections	20%
Fencing and Gates	3,900	3,900	See Note 1	0%
Runway and Taxiway Lighting	8,448	7,809		-8%
Grounds Maintenance	1,750	1,750	See Note 2	0%

Note #1 The fence needs to be replaced in places. It has rusted to the point of being ineffective.

Note #2 Paint for wind direction indicators and concentric circle, grass seed to cover fresh dirt, and new windsocks are all components of Grounds Maintenance

Pavement Maintenance	-	4,000	-	4,000	-	0%
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Justification:

	FY18 Budget	FY19 Budget	Reason for change	Percent Change
Vibratory Roller Rent for RSAs	1,500	1,500	See Note	
Runway Edge Repair	2,000	2,000		
Paint for Runway and Taxiways	500	500		0%
Glass Bead	-	-		

Note - The Runway Safety Areas need to be filled in and rolled with heavy vibrating roller.

SUBTOTAL MAINTENANCE	48,266	80,993	84,200	78,134	(2,859)	-4%
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Auburn Lewiston Airport

Proposed FY 19 Operations Budget

Airport Expenses

Airport Operations

Administration

	FY17 Actual	FY18 Budget	FY18 Projected Actual	FY19 Proposed Budget	FY18 / FY19 Variance	Percent Change
Advertising and Promotion	3,842	5,500	9,000	5,500	-	0%
Justification:						
			FY18 Budget	FY19 Budget	Reason for change	Percent Change
Internet Marketing			1,500	1,500		0%
Print Marketing			1,500	1,500		0%
Events			2,500	2,500		
Hangar Loan Amortization	201,348	201,348	201,348	201,348	-	0%
Justification:						
Loan from cities to purchase leased hangar.						
Insurance	38,308	41,212	40,000	43,536	2,324	6%
Justification:						
			FY18 Budget	FY19 Budget	Reason for change	Percent Change
Worker's Comprehensive Coverage			12,087	12,087		0%
Property Casualty			11,900	11,900		0%
Public Officials			5,923	6,100	Increase Assume	3%
Auto Liability			5,717	5,888	Increase Assume	3%
Airport Liability			7,341	7,561	Increase Assume	3%
Professional Services	14,099	15,000	10,550	12,300	(2,700)	-18%
Justification:						
			FY18 Budget	FY19 Budget	Reason for change	Percent Change
Annual Audit			15,000	12,300	See note	-18%
Note - Includes Single Audit for Federal Grant due to revenues in excess of \$750,000 in the fiscal						
Legal Services	5,997	5,000	15,000	5,000	-	0%
Justification:						
			FY18 Budget	FY19 Budget	Reason for change	Percent Change
Counsel Fee			2,500	2,500		0%
Document Prep			2,500	2,500		0%
Office Supplies	6,508	6,500	7,000	6,500	-	0%
Justification:						
			FY18 Budget	FY19 Budget	Reason for change	Percent Change
printer Ink			3,000	3,000		0%
paper			2,000	2,000		0%
other supplies			1,500	1,500		0%
Telephone and Internet	6,758	4,850	5,900	4,850	-	0%
Justification:						
			FY18 Budget	FY19 Budget	Reason for change	Percent Change
Terminal			2,840	2,840		0%
Maintenance Building			1,760	1,760		0%
Cell Phones			250	250		0%
SUBTOTAL ADMINISTRATION	276,860	279,410	288,798	279,034	(376)	0%
TOTAL FOR OPERATIONS	638,635	767,267	769,598	761,786	(5,481)	-1%



Auburn Lewiston Airport

Proposed FY 19 Operations Budget

Airport Expenses

Services (Fixed Base Operation) Expenses

	FY17 Actual	FY18 Budget	FY18 Projected Actual	FY19 Proposed Budget	FY18 / FY19 Variance	Percent Change
Salaries	181,634	179,270	193,180	185,557	6,287	4%

Justification:

Position	FY 18 Staffing Level	FY 19 Staffing Level	FY 18 Annual Salary	FY 19 Annual Salary	Reason for change	Percent Change
FBO Supervisor	1		48,880	50,357	Merit Increase	3%
Aircraft Mechanic	0	0	-	-		
Line Service Agent						
Line II	1	0		-	Note#1	
Line I	1	1	27,040	27,040		0%
Line I	0	1	24,440	25,480	Merit Increase	4%
Customer Service						
Customer Service R	1	1	26,780	27,560	Merit Increase	3%
P/T & On call staff						
Customer Service R	1	1	11,440	11,960	Merit Increase	5%
Customer Service R	1	1	11,440	11,960	Merit Increase	5%
Line I	1	0	-	-		
Line I	1	1	15,275	15,600		2%
Line I	1	1	15,275	15,600		2%

Note #1 - Position vacated by Employee leaving

Fringe Benefits	64,738	91,042	75,000	108,168	17,126	19%
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Justification:

	FY18 Budget	FY19 Budget	Reason for change	Percent Change
FICA	11,276	11,505	See Note	2%
Medicare	2,637	2,691		2%
Healthcare	57,834	72,744	See Note	26%
Retirement	13,853	15,790		14%
Health Reimbursement Acc Flexible	1,766	1,766	includes service fees	0%
Spending Account Clothing	2,073	2,073	includes service fees	0%
	1,600	1,600		0%

Note - A change in staff make-up changed the overall benefits costs.

Overtime	5,008	4,000	5,175	4,000	-	0%
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Justification:



Auburn Lewiston Airport

Proposed FY 19 Operations Budget

Airport Expenses

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

	FY17 Actual	FY18 Budget	FY18 Projected Actual	FY19 Proposed Budget	FY18 / FY19 Variance	Percent Change
Catering/ Professional	10,350	3,755	1,950	3,255	(500)	-13%
Justification:						
			FY18 Budget	FY19 Budget	Reason for change	Percent Change
Food Tax			55	55		
Catering			1,000	500		
Audit			2,700	2,700		0%
Advertising	3,290	6,000	5,500	6,000	-	0%
Justification:						
			FY18 Budget	FY19 Budget	Reason for change	Percent Change
Internet Marketing			1,500	1,500		0%
Print Marketing			1,500	1,500		0%
Events			3,000	3,000		0%
Utilities	14,258	17,407	15,500	16,995	(412)	-2%
Justification:						
			FY18 Budget	FY19 Budget	Reason for change	Percent Change
Heating Fuel			7,416	7,004		-6%
Electric (CMP)			7,004	7,107		1%
Water and Sewer			515	618		20%
Telephone and Internet			2,472	2,266		-8%
Fuels and Oils Merchandise	375,018	384,242	415,000	433,600	49,358	13%
Justification:						
Note - Changes in the cost of fuel are reflected in the increase or decrease of this line.						
Plant Equipment	1,052	2,065	650	2,065	-	0%
Justification:						
			FY18 Budget	FY19 Budget	Reason for change	Percent Change
AvFuel POS System			265	265		0%
Equipment Repairs			1,735	1,800		4%
Ground Support Equipment (GSE)	18,899	18,900	17,500	18,900	-	0%
Justification:						
			FY18 Budget	FY19 Budget	Reason for change	Percent Change
Rent for Mobile Fueller			14,400	14,400		0%
Filters and Repair Parts			4,500	4,500		0%
Materials and Supplies (Aircraft Maintenance)	38,417	23,000	25,000	23,000	-	0%
Justification:						
			FY18 Budget	FY19 Budget	Reason for change	Percent Change
Parts			16,156	16,500		2%
Maintenance Publications			3,500	3,500		0%
Other Services			3,000	3,000		0%
SUBTOTAL SERVICE (FBO OPERATIONS)	712,663.91	729,681.00	754,455.00	801,539.54	71,858.54	9.85%

Lewiston-Auburn Transit Committee Budget Presentation FY2019



COMMITTEE MEMBERS

Lewiston

Denis D'Auteuil, Deputy City Administrator, Chair
Joline Beam, City Councilor
Lucy Bisson, Citizen

Auburn

Peter Crichton, City Manager
Jody Durisko, Executive Assistant
Belinda Gerry, City Councilor
Chad Roberts, Citizen

MEMORANDUM

TO: Mayor Jason Levesque and Auburn City Council Mayor Shane Bouchard and Lewiston City Council
City Manager Peter Crichton City Administrator Ed Barrett
Director of Finance Jill Eastman Finance Director Heather Hunter

FR: Lewiston-Auburn Transit Committee

RE: FY 2019 Budget

Attached is the Lewiston-Auburn Transit Committee (LATC) FY 2019 budget package. Below are some of the highlights of the budget:

- At the request of Auburn and Lewiston staff, budgets have been prepared for the current level of service along with restoring the full level of service in Auburn. The current service budget includes a \$9,181 increase in local match from Auburn and an \$11,828 increase from Lewiston. This is an increase of approximately 4.8%. The full service budget shows a \$66,000 increase in Auburn and an \$11,300 increase in Lewiston.
- The Full Service budget is based on an estimate from Western Maine Transportation Services, Inc. (WMTS). If full service is restored the contract with WMTS will have to be renegotiated.

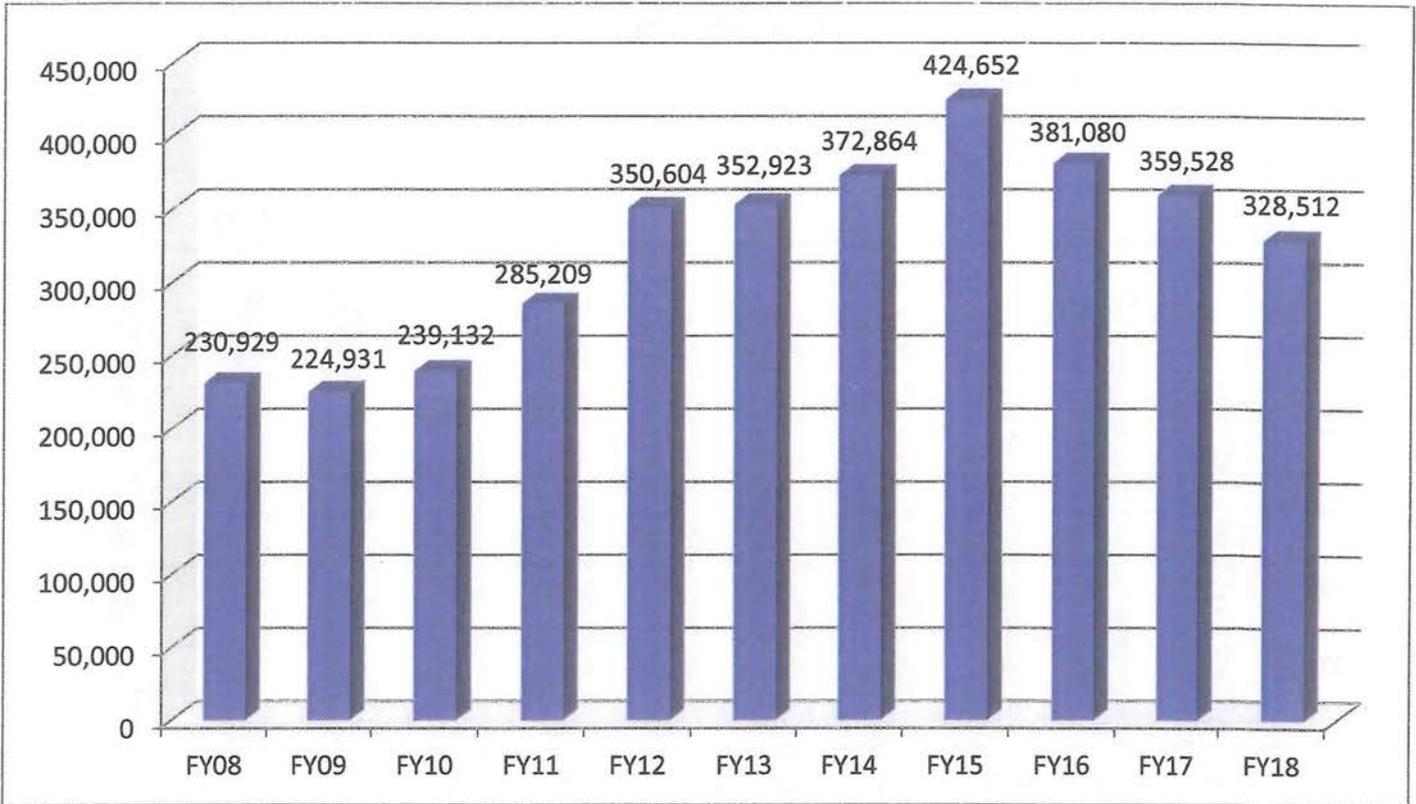
Current Level Budget Drivers:

- The major reason for the budget increase is a projected 25% increase in fuel prices. Fuel is purchased from the City of Lewiston. In FY 2018 the projected fuel cost is \$1.85 per gallon. Based on Lewiston's fuel bid, the estimated cost in FY 2019 is \$2.35 per gallon.
- The budget includes a 1% increase in the contract with Western Maine Transportation Services. FY 2019 will be the third year of a 3-year contract with WMTS.
- Staffing costs are projected to increase by 4.5% as a result of inflation and increased civil rights reporting required by the FTA.
- Fixed Route fare box revenues are projected to fall by about \$14,000 to the actual amount received in FY 2017. The primary reason for the reduction in fare box revenues is the reduction in ridership as a result of reducing service in Auburn. ADA revenues are projected to be lower than in FY 2017, but higher than the 2018 budget as a result of changes in the State's brokerage system for MaineCare transportation.
- Janitorial expenses are being increased in order to clean both bus stations on a daily basis during the winter months.
- Janitorial supplies are being reduced based on historical costs.
- Snow removal expenses are being increased to more closely resemble historical costs.
- Electricity is being reduced based on historical costs.
- Vending revenues are being reduced because the demand for vending machines in Auburn has not materialized.
- Advertising revenues are reduced to reflect historical performance and the fact that smaller sized buses cannot generate as much income as the full sized transit buses.
- **FY 2018 Federal funding has been reduced by a little more than \$200,000, and it is anticipated that the FY 2019 funding level will be similar to FY 2018. The decrease will not have a major effect on FY 2018 because about \$225,000 in FY 2017 funds have been carried over to FY 2018. In addition, the anticipated decrease in FY 2019 will be covered by Federal capital funds that can be reprogrammed to cover operating expenses. However, the FY 2020 budget will be a challenge unless Federal funding is increased.**

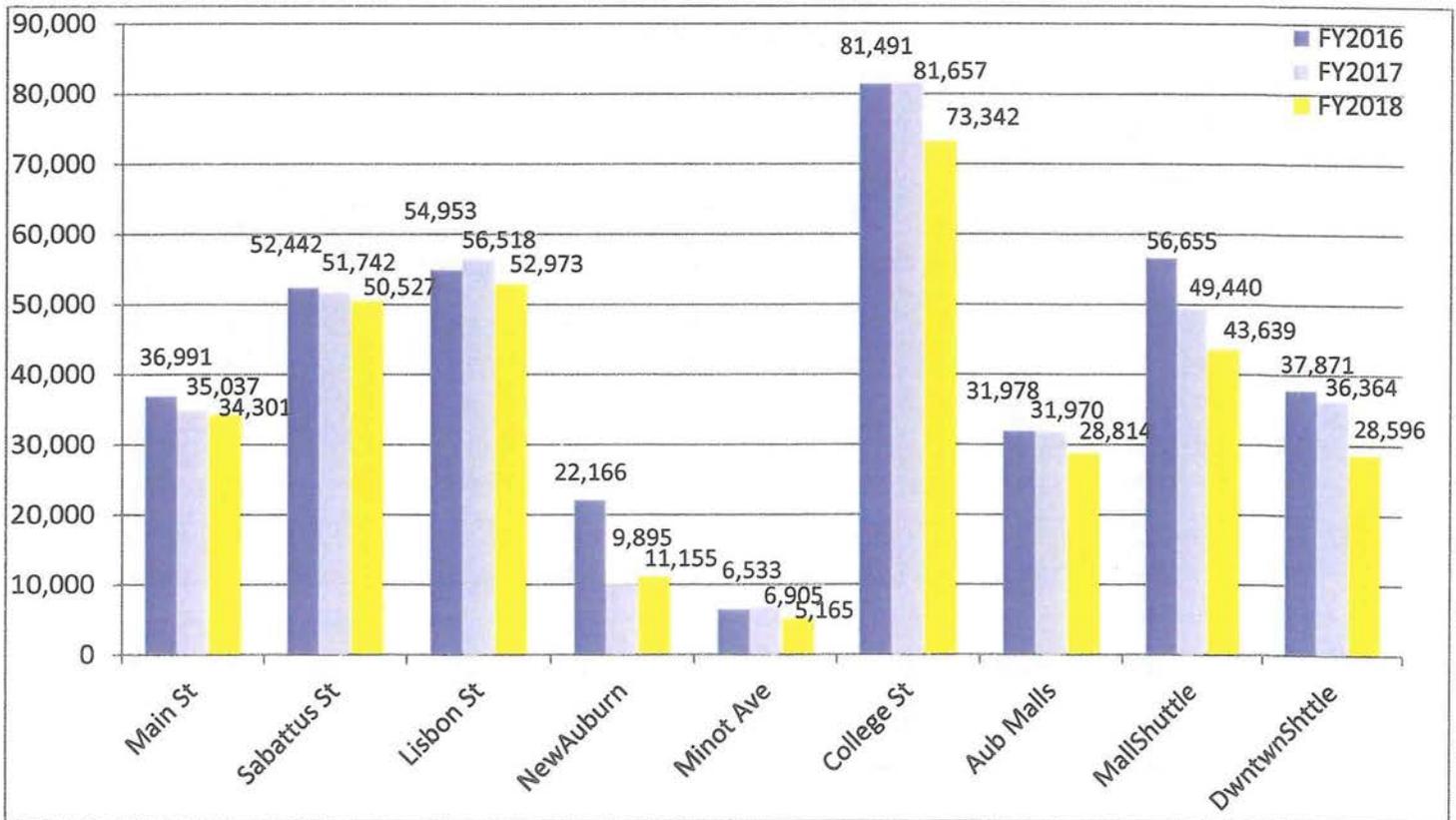
Lewiston-Auburn Transit Committee
FY 2019 Proposed Budget
- Fixed Route, ADA, Bus Station/LATC Operating

	FY 2016 Actual	FY 2017 Actual	FY 2018 Approved	FY 2019 Proposed	FY 2019 Proposed FULL SERVICE
Fixed Route					
Expenses:					
WMTS Contract	\$1,197,700	\$1,245,960	\$1,256,865	\$1,267,705	\$1,362,475
Fuel	\$147,748	\$97,662	\$99,900	\$124,550	\$148,050
Maintenance Review Contract	\$0	\$0	\$0	\$0	\$0
Staff (Project administration)	\$101,810	\$97,219	\$110,000	\$115,000	\$115,000
Total Expense	\$1,447,258	\$1,440,841	\$1,466,765	\$1,507,255	\$1,625,525
Revenue:					
Federal (5307 PM & Capital)	\$282,080	\$332,982	\$334,808	\$336,640	\$346,456
Federal (5307 Operating)	\$437,851	\$410,475	\$414,628	\$440,728	\$491,228
State	\$98,503	\$97,494	\$98,115	\$98,115	\$98,115
Local	\$409,868	\$396,226	\$400,215	\$426,773	\$479,727
Fare Box	\$218,956	\$203,664	\$219,000	\$205,000	\$210,000
Total Revenue	\$1,447,258	\$1,440,841	\$1,466,765	\$1,507,255	\$1,625,525
ADA Complementary Paratransit:					
Expenses:					
WMTS Contract	\$158,000	\$182,510	\$183,995	\$185,495	\$189,820
Staff (Project Administration)	\$0	\$0	\$0		
Revenue:					
Federal (5307 ADA)	\$95,877	\$111,513	\$100,000	\$113,798	\$113,798
State	\$0	\$0	\$0	\$0	\$0
Local	\$23,969	\$27,878	\$53,995	\$36,697	\$40,022
Fare Box	\$38,154	\$43,119	\$30,000	\$35,000	\$36,000
	\$158,000	\$182,510	\$183,995	\$185,495	\$189,820
Local Subsidy:					
Bus Station/LATC Operating	-\$30,145	-\$20,158	-\$19,544	-\$7,794	-\$7,794
Fixed Route	\$409,868	\$396,226	\$400,215	\$426,773	\$479,727
ADA Comp. Paratransit	\$23,969	\$27,878	\$53,995	\$36,697	\$40,022
	\$403,692	\$403,946	\$434,666	\$455,676	\$511,955
Less Reserves (negative is a surplus)	-\$14,796	-\$13,298	\$0	\$0	\$0
Auburn	\$209,244	\$182,244	\$189,949	\$199,130	\$255,977
Lewiston	\$209,244	\$235,000	\$244,717	\$256,545	\$255,977
Surplus/Deficit	\$17,500				
Capital match					
Capital match - Auburn	\$40,000	\$40,000	\$40,000	\$50,000	\$50,000
Capital match - Lewiston	\$40,000	\$40,000	\$40,000	\$50,000	\$50,000
Match for study	7500				
Net surplus/deficit					
Available Reserves	#REF!	#REF!	#REF!		
One month expenses	\$136,040	\$139,676	\$141,888	\$145,304	\$155,520
FY 2015 actual fuel cost based on \$3.05/gallon, 67,298 gallons					
FY 2016 actual fuel cost based on \$2.34/gallon, 63,162 gallons					
FY 2017 fuel projection is based on \$2.25/gallon, 63,000 gallons					
FY 2018 fuel projection is based on \$1.85/gallon, 54,000 gallons (route reductions & smaller buses)					
FY 2019 fuel projection is based on \$2.35/gallon, 53,000 gallons/FULL 63,000 gallons					
Total Federal Required	\$899,416	\$951,348	\$945,386	\$986,616	\$1,046,932
Federal Allocation					

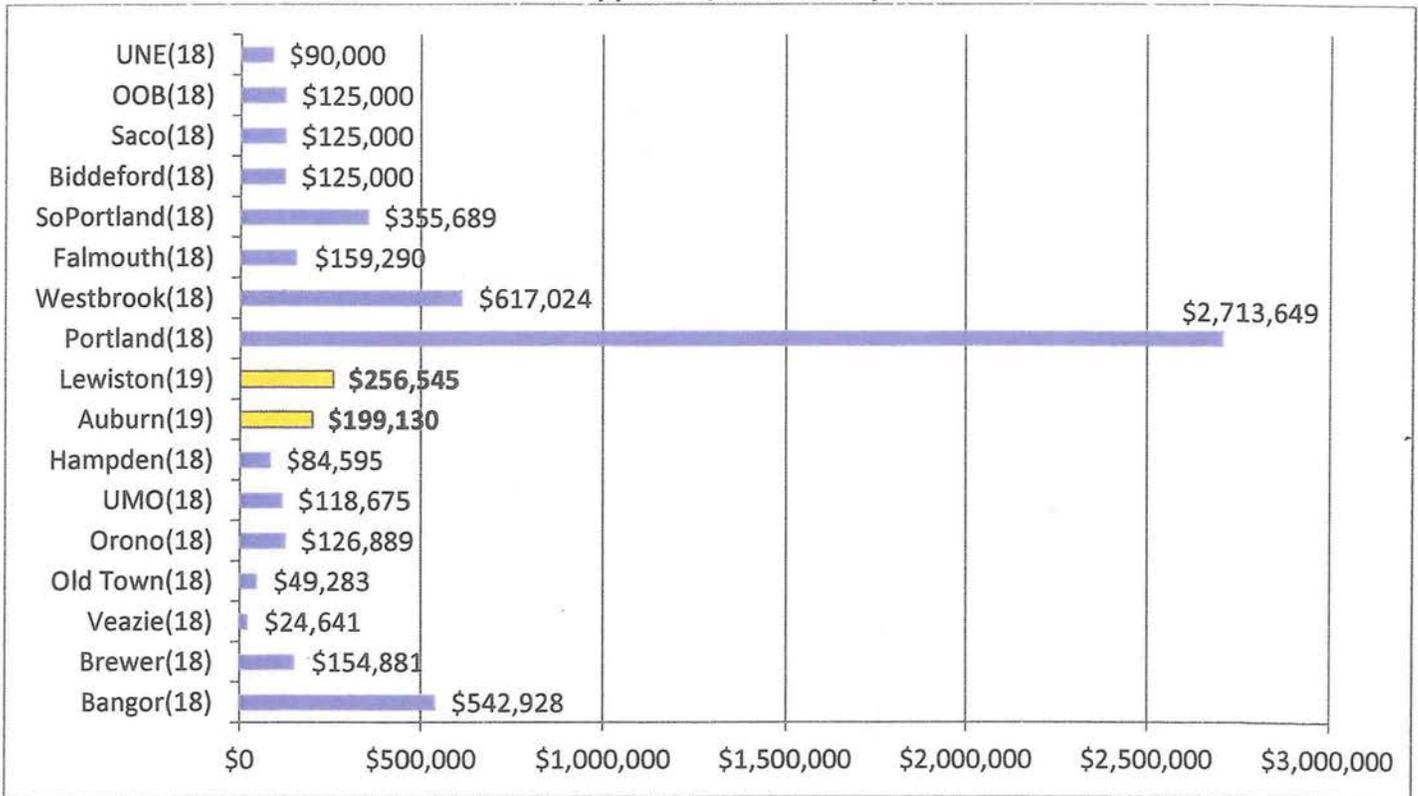
citylink Ridership
- FY2008 to FY2018 -



citylink Ridership by Route
- 2016 - 2017 - FY2018 -



Municipal Contribution Comparison -FY2018 Approved/FY2019 Proposed-



Local Funding per Capita -FY2018 Approved/FY2019 Proposed-



System Administrative Costs

Each transit system in Maine is unique in how it is structured and the service it provides. The comparison of administrative costs below are not a like comparison, but to be used as information. The costs below do not include benefits or drivers and maintenance wages and benefits.

Bangor – Community Connector

The Community Connector is owned and operated by the City of Bangor. Community Connector has arrangements with outlying towns to provide service to Bangor which is paid for by each town. Community Connector is able to use other municipal staffing resources, such as, Purchasing, Finance and Human Resources.

\$220,000 – Salaries – Bus Superintendent, Operations Officer, Compliance Officer, Dispatch

Biddeford/Saco/Old Orchard Beach – ShuttleBus – ZOOM Bus

ShuttleBus-ZOOM Bus is owned by the towns of Biddeford, Saco and Old Orchard Beach, and operated by the BSOOB Transit Committee which is a legal entity, independent from the towns.

\$373,906 – Salaries – Executive Director, Deputy Director, HR director, Finance Manager, Customer Service Representative, Administrative Assistant (50%) and Mobility Manager (10%)

Greater Portland Transit District – METRO

METRO is the Greater Portland Transit District which is a District created by state statute. As a Transit District they have the authority to assess and collect taxes from District municipalities. The Greater Portland Transit District is comprised of Portland, Westbrook and Falmouth. In addition to the three District municipalities, METRO serves Brunswick, Yarmouth and Freeport.

\$648,414 – Administration Wages

Lewiston-Auburn Transit Committee – *citylink*

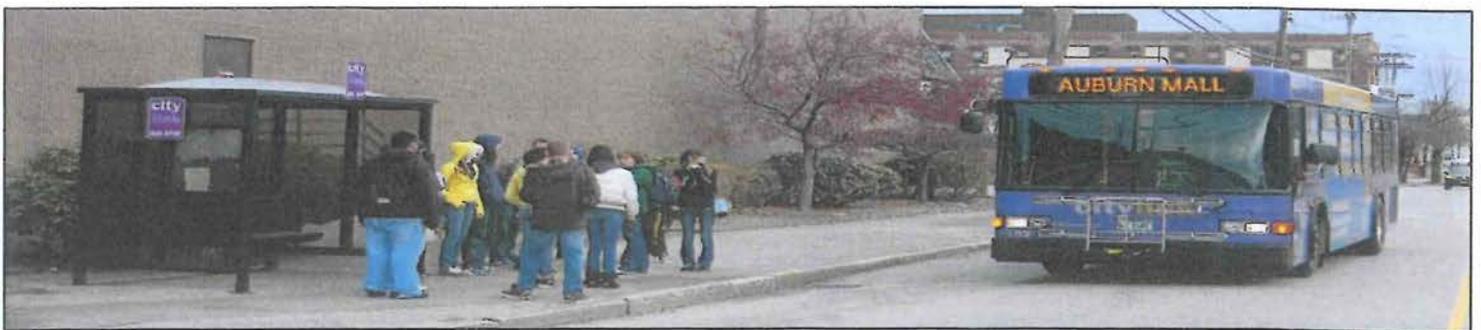
The Lewiston-Auburn Transit Committee is a committee created by interlocal agreement by the Cities of Lewiston and Auburn. LATC is not an independent legal entity and does not have its own staff. Staff services are provided through AVCOG, an FTA Direct Recipient. LATC contracts with WMTS for bus operations.

\$63,500 – Salaries (AVCOG) – Transit Coordinator (35%), Civil Rights Officer (30%) and Finance Director (17%)

South Portland – South Portland Bus

The South Portland Bus is owned and operated by the City of South Portland. The South Portland Bus is able to use other municipal staffing resources, such as, Purchasing, Finance and Human Resources.

\$95,194 – Salary – Director



Lewiston-Auburn 9-1-1 Emergency Communications System

Paul M. LeClair, Director
552 Minot Avenue, Auburn, Maine 04210
207.786.5380 ~ 207.795.0743 fax



Cities of Lewiston & Auburn
Budget Reviews

March 16, 2018

Attached please find the FY2019 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 March 15, 2018. The Center's overall bottom line reflects a 6.22% increase in funding over FY18 levels.

The 6.22% increase is due to several factors. Interest for the first year of the Radio Project is estimated to add \$40,000 to LA911's Debt Services. Also for FY2019, available Fund Balance will not equal the \$128,000 amount applied to FY2018. The Committee has approved the use of \$22,000 of Fund Balance to offset the overall budget request. While there are increases to the salary line, overall Personnel Services is essentially flat-funded due to the Director's recommendation to freeze funding for one full-time dispatcher position. The Committee will enter into contract negotiations with the Dispatchers Union in April of 2018.

Contractual Services increase 1.46% while Supplies and Materials remains flat-funded. Fixed charges rose by 21% as a result of our yearlong efforts to ensure our agency was adequately insured by both property and liability insurance. The Committee was further able to reduce their funding request from the Cities by continuing agency support and services agreements with the Town of Poland, Androscoggin County and the Mechanic Falls, Sabattus and Livermore Police Departments. The additional revenue totals slightly more than \$70,000.

The Committee is currently negotiating a lease agreement to co-locate cellular equipment at the Gracelawn Tower site in Auburn. The additional revenue will further reduce the Committee's request to the Cities. The Committee's goal is to have the lease become effective in the early part of FY2019.

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.

Incoming 9-1-1 call volume for 2017 placed LA911 as the 2nd busiest PSAP Center in the State of Maine. Incoming 9-1-1 calls were up by 600 from 41,896 calls in 2016 (114 9-1-1 calls per day) to 42,504 calls in 2017 (116 9-1-1 calls per day). Cellular phones continue to be the primary source of incoming calls; in 2017, 70% of all incoming 9-1-1 calls came from a cellular phone.

Dispatchers created 94,101 in-house police, fire and ems records in 2017 and 94,527 in 2016.

2018 9-1-1 Committee Members

Lewiston:

Chief Brian O'Malley, Lewiston Police Department, Vice-Chair
Chief Brian Stockdale, Lewiston Fire Department
Councilor Michel Lajoie, Lewiston City Council
Heather Hunter, Lewiston Citizen Representative, Treasurer
Paul Robinson, Lewiston Citizen-at-Large*

Auburn:

Chief Phil Crowell, Auburn Police Department
Chief Geoff Low, Auburn Fire Department, Chair
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.

Paul M. LeClair, Director
Lewiston-Auburn 9-1-1 Emergency Communications System

**Fiscal Year 2019
Budget Request - Lewiston Auburn 911
Operational Budget Request**

Account Number	Account Description	FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended	FY 2019 Director Req.	FY 2019 Admin Recom.	FY 2019 JT-CC Action	
411000	Salaries	1,024,248	1,185,779	1,056,978	1,245,325	1,195,000	1,282,959	0	0	3.02%
412000	Overtime	245,424	157,252	307,340	156,963	225,000	157,199	0	0	0.15%
417001	MSRS - Employer	67,448	79,878	79,272	100,340	86,000	102,636	0	0	2.29%
417002	ICMA - Employer	16,155	25,678	23,910	25,526	31,000	24,770	0	0	-2.96%
417003	FICA - Employer	102,205	102,742	106,740	107,247	115,000	110,172	0	0	2.73%
417100	MMEHT Health Insurance	272,601	366,477	278,853	374,187	319,000	318,572	0	0	-14.86%
417200	Wellness & Medical	14,153	22,036	3,378	23,802	23,000	23,982	0	0	0.76%
417250	Health Reimburse. Account	459	21,000	15,403	25,820	20,000	23,462	0	0	-9.13%
417400	Workers Compensation	9,471	9,738	6,068	7,215	6,292	7,900	0	0	9.49%
417500	Unemployment Comp	2,797	1,779	1,351	1,500	2,050	2,600	0	0	73.33%
TOTAL PERSONNEL SERVICES		1,754,962	1,972,359	1,879,294	2,067,925	2,022,342	2,054,252	0	0	-0.66%
420500	Printing Services	0	125	127	125	125	125	0	0	0.00%
421500	Postage	91	200	121	200	200	200	0	0	0.00%
422000	Telephone	68,243	72,803	47,505	43,963	43,963	40,584	0	0	-7.69%
422500	Utilities	21,736	22,360	23,093	21,065	21,000	24,708	0	0	17.29%
423000	Mileage Reimb	6,630	500	217	5,500	7,000	2,050	0	0	-62.73%
425500	Medical Exams	1,340	725	624	728	432	728	0	0	0.00%
426200	Maintenance / Licensing	81,729	78,592	75,219	75,043	75,043	83,376	0	0	11.10%
427500	Repairs to Building	30,305	13,350	25,200	13,500	13,225	15,600	0	0	15.56%
428000	Legal Fees	525	2,500	5,277	1,500	200	500	0	0	-66.67%
428800	Miscellaneous Services	2,344	2,500	2,740	3,000	2,900	3,000	0	0	0.00%
428900	In Service Training	5,902	11,270	11,591	17,190	12,000	13,600	0	0	-20.88%
TOTAL CONTRACTUAL SERVICES		218,846	204,925	191,713	181,814	176,088	184,471	0	0	1.46%
430500	Office Supplies	2,046	2,000	2,268	2,200	2,000	2,200	0	0	0.00%
431000	Printing Supplies	658	1,000	1,235	2,000	1,900	2,000	0	0	0.00%
439800	Other Supplies	1,627	2,328	2,056	2,000	2,000	2,000	0	0	0.00%
TOTAL SUPPLIES & MATERIALS		4,331	5,328	5,559	6,200	5,900	6,200	0	0	0.00%
442000	Dues	4,164	4,247	4,114	4,214	3,944	4,639	0	0	10.09%
446000	Insurances	18,456	19,888	20,157	20,416	25,172	25,152	0	0	23.20%
TOTAL FIXED CHARGES		22,620	24,135	24,271	24,630	29,116	29,791	0	0	20.95%
449001	Principal	52,300	19,800	19,800	19,800	19,800	19,800	0	0	0.00%
449002	Interest	2,813	1,782	1,782	1,188	1,188	41,188	0	0	3367.00%
449008	Lease/Purchase	10,734	0	0	0	0	0	0	0	#DIV/0!
TOTAL DEBT SERVICES		65,847	21,582	21,582	20,988	20,988	60,988	0	0	190.59%
450500	Office Equipment	6,579	8,830	9,126	10,300	9,000	9,500	0	0	-7.77%
452800	Communication Equipment	29,717	31,300	20,845	19,500	19,500	19,500	0	0	0.00%
TOTAL Capital Outlay		36,296	40,130	29,971	29,800	28,500	29,000	0	0	-2.68%
409900	Contingency	0	0	0	0	0	0	0	0	#DIV/0!
Sub-Total 911 Committee		2,102,902	2,268,459	2,152,389	2,331,357	2,282,934	2,364,701	0	0	1.43%
Investment Revenue		(1,707)	(1,000)	(3,783)	(1,500)	(1,500)	(1,500)	0	0	0.00%
Poland User Fee (dispatch and 911)		(36,713)	(37,814)	(37,814)	(38,578)	(38,578)	(39,539)	0	0	2.49%
Rental Revenue		(6,118)	(6,118)	(6,118)	0	0	0	0	0	#DIV/0!
Outside Agency IT Support		0	0	0	0	0	(5,500)	0	0	#DIV/0!
ASO IT Support		(20,000)	(20,000)	(20,000)	(25,000)	(25,000)	(25,000)	0	0	0.00%
Fund Balance Carry Forward		0	(65,281)	0	(128,035)	(128,035)	(22,000)	0	0	-82.82%
TOTAL		2,038,365	2,138,246	2,084,673	2,138,244	2,089,821	2,271,162	0	0	6.22%
Appropriation by each Municipality			\$1,069,122		\$1,069,122		\$1,135,581			

NAME	DOH	GRADE	FY 2019 Wages			Retirement Benefits			HEALTH INSURANCE LIABILITY			TOTAL								
			PAY RATE	ANNUAL WAGES	REGULAR HOLIDAY	HOLIDAY OVERTIME	FICA	MSRS	ICMA	INS										
										1ST HALF	2ND HALF 6%									
07/07/08		TC4/Supervisor	\$ 26.96	\$ 52,333.67	\$ 2,372.48	\$ 1,941.12	\$ 4,333.52	\$ -	\$ 3,398.84	\$ 10,586.00	\$ 11,221.16	\$ 21,807.16								
12/30/14		TC4/Supervisor	\$ 25.68	\$ 49,848.99	\$ 2,259.84	\$ 1,848.96	\$ 4,127.77	\$ -	\$ 3,237.47	\$ -	\$ -	\$ -								
04/22/14		TC4/Supervisor	\$ 25.68	\$ 49,848.99	\$ 2,259.84	\$ 1,848.96	\$ 4,127.77	\$ -	\$ 3,237.47	\$ -	\$ -	\$ -								
01/30/11		TC3/Supervisor	\$ 24.45	\$ 47,461.36	\$ 2,151.60	\$ 1,760.40	\$ 3,930.06	\$ 5,137.34	\$ -	\$ 10,586.00	\$ 11,221.16	\$ 21,807.16								
12/13/10		TC3/Supervisor	\$ 24.23	\$ 47,034.31	\$ 2,132.24	\$ 1,744.56	\$ 3,894.70	\$ 5,091.11	\$ -	\$ 4,720.00	\$ 5,003.20	\$ 9,723.20								
09/27/17		TC3/Supervisor	\$ 24.23	\$ 47,034.31	\$ 2,132.24	\$ 1,744.56	\$ 3,894.70	\$ 5,091.11	\$ -	\$ 10,586.00	\$ 11,221.16	\$ 21,807.16								
05/16/83		dispatcher	\$ 23.22	\$ 45,073.74	\$ 2,043.36	\$ 1,671.84	\$ 3,732.35	\$ 4,878.89	\$ -	\$ 10,586.00	\$ 11,221.16	\$ 21,807.16								
06/11/01		dispatcher	\$ 23.22	\$ 45,073.74	\$ 2,043.36	\$ 1,671.84	\$ 3,732.35	\$ 4,878.89	\$ -	\$ 10,586.00	\$ 11,221.16	\$ 21,807.16								
03/24/08		dispatcher	\$ 22.31	\$ 43,307.28	\$ 1,963.28	\$ 1,606.32	\$ 3,586.08	\$ 4,687.69	\$ -	\$ 4,720.00	\$ 5,003.20	\$ 9,723.20								
08/17/13		dispatcher	\$ 20.44	\$ 39,677.31	\$ 1,798.72	\$ 1,471.68	\$ 3,285.50	\$ 4,294.77	\$ -	\$ 7,701.00	\$ 8,163.06	\$ 15,864.06								
01/05/15		dispatcher	\$ 18.52	\$ 35,950.28	\$ 1,629.76	\$ 1,333.44	\$ 2,976.88	\$ 3,891.35	\$ -	\$ 10,586.00	\$ 11,221.16	\$ 21,807.16								
12/17/15		dispatcher	\$ 18.52	\$ 35,950.28	\$ 1,629.76	\$ 1,333.44	\$ 2,976.88	\$ 3,891.35	\$ -	\$ -	\$ -	\$ -								
07/02/16		dispatcher	\$ 18.52	\$ 35,950.28	\$ 1,629.76	\$ 1,333.44	\$ 2,976.88	\$ -	\$ 2,334.81	\$ 4,720.00	\$ 5,003.20	\$ 9,723.20								
07/26/16		dispatcher	\$ 18.52	\$ 35,950.28	\$ 1,629.76	\$ 1,333.44	\$ 2,976.88	\$ 3,891.35	\$ -	\$ 7,701.00	\$ 8,163.06	\$ 15,864.06								
11/28/16		dispatcher	\$ 17.40	\$ 33,776.18	\$ 1,531.20	\$ 1,252.80	\$ 2,796.85	\$ 3,656.02	\$ -	\$ -	\$ -	\$ -								
12/19/16		dispatcher	\$ 17.40	\$ 33,776.18	\$ 1,531.20	\$ 1,252.80	\$ 2,796.85	\$ 3,656.02	\$ -	\$ 10,586.00	\$ 11,221.16	\$ 21,807.16								
05/09/17		dispatcher	\$ 18.52	\$ 35,950.28	\$ 1,629.76	\$ 1,333.44	\$ 2,976.88	\$ -	\$ 2,334.81	\$ -	\$ -	\$ -								
05/15/17		dispatcher	\$ 17.40	\$ 33,776.18	\$ 1,531.20	\$ 1,252.80	\$ 2,796.85	\$ 3,656.02	\$ -	\$ -	\$ -	\$ -								
12/11/17		dispatcher	\$ 17.12	\$ 33,232.66	\$ 1,506.56	\$ 1,232.64	\$ 2,751.85	\$ 3,597.19	\$ -	\$ -	\$ -	\$ -								
Vacant		TBD	\$ 16.55	\$ 32,126.20	\$ 1,456.40	\$ 1,191.60	\$ 2,660.23	\$ 3,477.42	\$ -	\$ 10,586.00	\$ 11,221.16	\$ 21,807.16								
Vacant		TBD	\$ 16.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
OPERATIONS SUB-TOTAL			\$ 435.44	\$ 813,132.51	\$ 36,862.32	\$ 30,160.08	\$ 67,331.85	\$ 63,776.51	\$ 14,543.39	\$ 114,250.00	\$ 121,105.00	\$ 235,355.00								
ADMINISTRATION			ANNUAL WAGES			FICA	MSRS	ICMA	1ST HALF	2ND HALF	TOTAL									
		Director	\$	89,760.00	\$	6,866.64	\$	8,078.40	\$	10,586.00	\$	11,221.16	\$	21,807.16						
		IT Director	\$	81,997.50	\$	6,272.81	\$	8,199.75	\$	-	\$	-	\$	-						
		IT Support Specialist	\$	45,903.00	\$	3,511.58	\$	4,590.30	\$	7,701.00	\$	8,163.06	\$	15,864.06						
		Office Manager	\$	35,802.00	\$	2,738.85	\$	2,148.12	\$	10,586.00	\$	11,221.16	\$	21,807.16						
		Operations Manager	\$	61,210.50	\$	4,682.60	\$	6,121.05	\$	4,720.00	\$	5,003.20	\$	9,723.20						
ADMINISTRATION SUB-TOTAL			\$	314,673.00	\$	24,072.48	\$	18,911.10	\$	10,226.52	\$	33,593.00	\$	35,608.58	\$	69,201.58				
		Salary Adjustments and Anniversary Steps	\$	55,000.00	\$	4,207.50	\$	5,500.00	\$	-	\$	-	\$	-						
		Shift differential .25 per night/morning shift	\$	7,500.00	\$	573.75	\$	750.00	\$	-	\$	-	\$	-						
		Part-Time Personnel 2,700	\$	45,846.00	\$	3,507.22	\$	-	\$	-	\$	-	\$	-						
		Sick Incentive 280	\$	5,832.40	\$	446.18	\$	583.24	\$	-	\$	-	\$	-						
		EMD QA reviewers \$400 x 3	\$	1,200.00	\$	91.80	\$	120.00	\$	-	\$	-	\$	-						
		CTO Stipend \$2,912	\$	2,912.00	\$	222.77	\$	291.20	\$	-	\$	-	\$	-						
PERSONNEL SERVICES SUB-TOTAL			\$	118,290.40	\$	9,049.22	\$	7,244.44	\$	-	\$	-	\$	-						
TOTAL SALARY			\$	1,282,958.23	\$	36,862.32	\$	30,160.08	\$	100,453.55	\$	89,932.05	\$	10,226.52	\$	147,843.00	\$	156,713.58	\$	304,556.58
OVERTIME						FICA	MSRS	ICMA												
		Holiday DOT (H2) 262	\$	13,581.58	\$	1,038.99	\$	1,358.16												
		IT Overtime 100	\$	3,363.00	\$	257.27	\$	336.30												
		EMD Overtime 60	\$	1,866.17	\$	142.76	\$	186.62			MMEHT opt out incentive \$ 48,572.00									
		Training OT 400	\$	12,000.00	\$	918.00	\$	1,200.00			Total 911 Health Prem \$ 353,128.58									
		Sick OT 1,000	\$	31,102.86	\$	2,379.37	\$	3,110.29			Health Reimbursement Acct \$ 22,500.00									
		Force Incentive 360	\$	360.00	\$	27.54	\$	36.00			HRA Fees \$ 962.00									
		Acting & Acting OT 15,000.00	\$	15,000.00	\$	1,147.50	\$	1,500.00			Wellness / LIFE INS \$ 23,802.00									
		Vacant Overtime 0	\$	-	\$	-	\$	-												
		Vacation OT 1,600	\$	49,764.57	\$	3,806.99	\$	4,976.46												
OVERTIME SUB-TOTAL			\$	157,198.26	\$	9,718.42	\$	12,703.82	\$	-										
TOTALS			\$	1,440,156.49	\$	110,171.97	\$	102,635.87	\$	24,769.91										

Budget - Regular \$ 1,282,958.23
 Budget - Overtime \$ 157,198.26
 Average Hourly Rate \$ 20.74
 Average OT Rate \$ 31.10
 Part Time Hourly Rate \$ 16.98

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Personnel Services
 Account Number: 411000 Account Title: Regular Salaries

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 1,024,248	\$ 1,185,779	\$ 1,056,978	\$ 1,245,325	\$ 1,195,000

FY 2019 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 1,282,959	\$ -	\$ -	\$ 37,634

Operations	\$	813,133
Administration	\$	314,673
Personnel Services	\$	118,290
Holiday Pay	\$	36,862
Total	\$	1,282,959

Operations: The current collective bargaining agreement, which was signed December 27, 2015 expires June 30, 2018.
 LA911 staffs 21 Full Time Emergency Telecommunication Dispatch Positions.

Administration: Administration is staffed with five fulltime employees: 911 Director, IT Director, IT Specialist, Operations Manager, Office Manager



**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Personnel Services
 Account Number: 412000 Account Title: Overtime

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 245,424	\$ 157,252	\$ 307,340	\$ 156,963	\$ 225,000

FY 2019 Line Budget	Agency Request	Committee Recommendation	Council Action	Increase (Decrease)
	\$ 157,199	\$ -	\$ -	\$ 236

Item	Hours		\$\$
Holiday DOT (H2)	262	\$	13,582.00
Holiday OT	N/A	\$	30,160.08
IT Overtime	100	\$	3,363.00
EMD Overtime	60	\$	1,866.17
Training OT	400	\$	12,000.00
Sick OT	1,000	\$	31,102.86
Force incentive	N/A	\$	360.00
Acting & Acting OT	N/A	\$	15,000.00
Vacant Overtime	Funded through regular salar	\$	-
Vacation OT	1,600	\$	49,765.00
OVERTIME SUB-TOTAL		\$	157,199.11

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Personnel Services
 Account Number: 417001 Account Title: MSRS - Employer

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 67,448	\$ 79,878	\$ 79,272	\$ 100,340	\$ 86,000

FY 2019 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 102,636	\$ -	\$ -	\$ 2,296



18 Employees Participate

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Personnel Services
 Account Number: 417002 Account Title: ICMA - Employer

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 16,155	\$ 25,678	\$ 23,910	\$ 25,526	\$ 31,000

FY 2019 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 24,770	\$ -	\$ -	\$ (756)

7 Employees Participate

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911

Division Number: 9111 Division Title: Personnel Services

Account Number: 417003 Account Title: FICA - Employer

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 102,205	\$ 102,742	\$ 106,740	\$ 107,247	\$ 115,000

FY 2019 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 110,172	\$ -	\$ -	\$ 2,925



**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Personnel Services
 Account Number: 417100 Account Title: MMEHT Health Ins.

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 272,601	\$ 366,477	\$ 278,853	\$ 374,187	\$ 319,000

FY 2019 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 318,572	\$ -	\$ -	\$ (55,615)

	1st Half FY19 (2018)	2nd Half FY19 (2019)	% Increase
Health Insurance Premium	\$ 147,843.00	\$ 156,713.58	6%
Total FY19 Premium	\$ 270,000.00	This amount is based on 2 vacancies recurring during FY19	
Opt Out Incentive FY19	\$ 48,572.00	Actual amount to budget based on current employee status.	
Total Prem. & Opt Out	\$ 318,572.00		

Detail	Participants	
Family Plan (PPO500)	10	
Single-Dependent (PPO500)	3	
Single Plan (PPO500)	4	
Opt Out Health Incentives	11	Full and partial based on CBA

Contribution: Employer 85% / Employee 15%

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Personnel Services
 Account Number: 417200 Account Title: Wellness & Medical

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 14,153	\$ 22,036	\$ 3,378	\$ 23,802	\$ 23,000

FY 2019 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 23,982	\$ -	\$ -	\$ 180

	<i>Staff</i>	<i>Benefit</i>	<i>Request</i>
Wellness Medical			
Wellness Benefit	26	\$ 800	\$ 20,800
Renewal/Maintenance Fees \$500 Annualy	26	\$4.75pp/Month	\$ 1,982
Life Insurance - No Medical Insurance	6	\$100 per Month	\$ 1,200
			<u>\$ 23,982</u>

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Personnel Services
 Account Number: 417250 Account Title: Health Reimbursement

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 459	\$ 21,000	\$ 15,401	\$ 25,820	\$ 20,000

FY 2019 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 23,462	\$ -	\$ -	\$ (2,358)

Health Reimbursement Acct	<i>Staff</i>	<i>Benefit</i>	<i>Request</i>
Health Reimbursement Acct	17	various	22,500.00
Renewal/Maintenance Fees \$350 Annually	17	\$3pp/Month	962.00
			\$ 23,462

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Personnel Services
 Account Number: 417400 Account Title: Workers Compensation

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 9,471	\$ 9,738	\$ 6,068	\$ 7,215	\$ 6,292

FY 2019 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 7,900	\$ -	\$ -	\$ 685

2018	\$	7,692.00	\$1,285.69 dividends for 2014 policy year	
2017	\$	7,215.00	\$948.00 Refund of Premium (audit) + \$844.49 dividends for 2103 policy year	

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Personnel Services
 Account Number: 417500 Account Title: Unemployment Comp.

FY 2015 Actual	FY 2016 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 2,797	\$ 1,779	\$ 1,351	\$ 1,500	\$ 2,050

FY 2019 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 2,600	\$ -	\$ -	\$ 1,100



We experienced two unemployment claims over the reporting period which impacted our rates for 2018

	FY18	FY19
1st QTR	\$ 375.00	\$ 650.00
2nd QTR	\$ 375.00	\$ 650.00
3rd QTR	\$ 650.00	\$ 650.00
4th QTR	\$ 650.00	\$ 650.00
Total	\$ 2,050.00	\$ 2,600.00

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Contractual Services
 Account Number: 420500 Account Title: Printing Services

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ -	\$ 125	\$ 127	\$ 125	\$ 125

FY 2019 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 125	\$ -	\$ -	\$ -

	<i>Quantity</i>	<i>Price Each</i>		
Forms	50	\$ 1.00	\$	50
Envelopes	1000	0.15	\$	75
Total			\$	125

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Contractual Services
 Account Number: 421500 Account Title: Postage

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 91	\$ 200	\$ 121	\$ 200	\$ 200

FY 2019 Line	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
Budget	\$ 200	\$ -	\$ -	\$ -



Routine mailings	\$	200
Total	\$	200

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Contractual Services
 Account Number: 422000 Account Title: Telephone

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 68,243	\$ 72,803	\$ 47,505	\$ 43,963	\$ 43,963

FY 2019 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 40,584	\$ -	\$ -	\$ (3,379)

	Quantity	Price Each		
Cell phone stipend for Director/IT/Ops Mngr	4	\$ 65.00	\$	3,120
Verizon Data Modems	3	\$ 40.00	\$	1,440
Evacuation cell phones	2	\$ 50.00	\$	1,200
Radio Circuits 20M per month LA911	1	\$ 600.00	\$	7,200
Radio Circuits EVC per month	6	\$ 65.00	\$	4,680
Radio Circuits 1.5M per month	6	\$ 154.00	\$	11,088
Radio Circuits FDs to Zetron	6	\$ 125.00	\$	9,000
Radio Circuits to Goff, StateWide and StateFire	2	\$ 125.00	\$	-
Telephone line for Metro per month	1	\$ 54.00	\$	648
Telephone Lines per month	2	\$ 32.00	\$	768
Maine State Metro Line fee (New Item billed Monthly)	12	\$ 120.00	\$	1,440
	Total		\$	40,584

Need one time equipment purchase from Capital

Telephone: The account funds six cell phones: one for the director, one for the operations manager, one for the IT director, 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, and three cellular modems used in IT. Overall increase is caused by the new Maine State Metro monthly line fee.

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Contractual Services
 Account Number: 422500 Account Title: Utilities

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 21,736	\$ 22,360	\$ 23,093	\$ 21,065	\$ 21,000

FY 2019 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 24,708	\$ -	\$ -	\$ 3,643

	Monthly Costs	Annual Costs
Utilities: Light/Water/Diesel		
Water and Sewerage (12% of Central Fire usage)	\$ 50.00	\$ 600
Natural Gas (28% of Central Fire usage)	\$ 310.00	\$ 3,720
Diesel (100 gal at \$2.45)	\$ 20.42	\$ 245
Electricity Usage (40% of Central Fire usage)	\$ 1,160.00	\$ 13,920
Electricity Usage at Gracelawn, East Ave., Goff, Webber towers	\$ 509.12	\$ 6,109
Propane Usage Goff, Gracelawn and Webber Towers	\$ 67.00	\$ 804
UAS and County share of Utilities for Tower Sites	\$ (58.00)	\$ (696)
Spectrum (Taxes and Fees)*	\$ 0.45	\$ 5
Total	\$ 2,116.54	\$ 24,708

Increase in Utilities due to new Electrical and Propane accounts to support the Webber Ave Comm. Building and the Goff Hill Tower & Comm. Building. (Plus a 18.4% increase for CMP)

*Previously TimeWarner waived taxes and fees for our cable usage. Spectrum is charging us for this.

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 for the towers on Gracelawn Road, East Ave, Goff Hill, Webber Ave. Diesel costs are for weekly and quarterly generator tests and the potential for operating on generator power for extended periods.

UAS will contribute 25% of Electrical cost for the East Ave Tower \$25.00 monthly
 County will contribute 33% of Electrical cost for the Goff Hill Tower \$33.00 monthly

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Contractual Services
 Account Number: 423000 Account Title: Mileage

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 6,630	\$ 500	\$ 217	\$ 5,500	\$ 7,000

FY 2019 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 2,050	\$ -	\$ -	\$ (3,450)

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	0.545	Est. Mileage & Tolls	
Director		\$	400.00
Operations Manager		\$	500.00
IT Director		\$	700.00
IT Specialist		\$	450.00
Total Mileage		\$	2,050.00

Reduction due to CALEA Travel Funding not required for FY19.

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Contractual Services
 Account Number: 425500 Account Title: Medical Exams

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 1,340	\$ 725	\$ 624	\$ 728	\$ 432

FY 2019 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 728	\$ -	\$ -	\$ -

Medical Exams	Exams	Per		
screening	7	\$ 104.00	\$	728
	Total		\$	728

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Contractual Services
 Account Number: 426200 Account Title: Maintenance/Licensing

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 81,729	\$ 78,592	\$ 75,219	\$ 75,043	\$ 75,043

FY 2019 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 83,376	\$ -	\$ -	\$ 8,333

Item

Motorola Radio (Increase of \$2105)	\$	40,783
Reimbursement billed out to fire and law enforcement agencies (Increased credit of \$243)	\$	(8,298)
PowerDMS 40 Licenses New Line Item assists with Accreditation Requirements	\$	2,225
Attendance on Demand Line Item Increased due to Software Upgrade	\$	960
Protection One Access Control Licensing \$185 monthly New Line Item addresses facility security	\$	2,220
CPI	\$	750
IMC - Records Management System shared by 911, Police and Fire (Increase of \$12,056)	\$	91,837
Reimbursement billed out to fire and local and county law enforcement (Increased credit of \$11,367)	\$	(65,533)
Keystone (access to historical records) - four users	\$	750
Software Licensing (Office/Windows, servers, Crystal Reports, remote access tokens)	\$	12,305
Reimbursement billed out to fire and local and county law enforcement	\$	(4,123)
Acorn Recording for Phone Lines and Frequencies	\$	2,500
Biddle Suitability Screening for CALEA	\$	800
SymQuest (formerly Downeast Networks)	\$	2,000
Zetron/Digitizer	\$	2,000
VMware License and Maintenance	\$	2,800
Reimbursement billed out to fire and local and county law enforcement	\$	(2,250)
Priority Dispatch (EMD, ProQA, EFD)	\$	1,650
Total	\$	83,376

Maintenance Licensing: This line item incorporates the renewal of currently used systems and software to allow for the Communications Center to operate at current standards. IMC licensing and integration cost account of the bulk of the proposed increase. Itemized billing to individual agencies is included as credits shown above, these are for remote connections and software licenses used to accommodate access to IMC by each department. Agency IT support credit of \$5,500 removed from this section, now noted on Operation Budget Page.

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911

Division Number: 9111 Division Title: Contractual Services

Account Number: 427500 Account Title: Repairs to Building

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 30,305	\$ 13,350	\$ 25,200	\$ 13,500	\$ 13,225

FY 2019 Line	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
Budget	\$ 15,600	\$ -	\$ -	\$ 2,100

Item	Quantity	Price Each		
Carpet and Floor Cleaning, Floor Mats	2	\$ 260.00	\$	520
Weekly Cleaning Charge	52	\$ 180.00	\$	9,360
Annual Floor Strip & Wax	1	\$ 220.00	\$	220
Generator Service	1	\$ 500.00	\$	500
HVAC Service for the Center and extenal sites			\$	4,000
Misc. Repairs			\$	1,000
		Total	\$	15,600

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

The HVAC Upgrade completed in FY17 was funded through LA911 Fund Balance per LA911 Committee approval.
HVAC Upgrade Not initially funded as part of the FY17 Budget.

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Contractual Services
 Account Number: 428000 Account Title: Legal Fees

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 525	\$ 2,500	\$ 5,277	\$ 1,500	\$ 200

FY 2019 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 500	\$ -	\$ -	\$ (1,000)

Item			
Legal Fees			\$ 500
	Total		\$ 500

This account funds attorney fees for contract negotiations, grievances, worker's compensation cases and other legal opinions.

2018 LLC Annual Report (LA911 - Androscoggin County) to Maine Secretary of State due January 2019.

Reduction in Legal expences based on historical cost prior to FY17.

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Contractual Services
 Account Number: 428800 Account Title: Miscellaneous Services

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 2,344	\$ 2,500	\$ 2,740	\$ 3,000	\$ 2,900

FY 2019 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 3,000	\$ -	\$ -	\$ -



Item		
CPA Audit	\$	1,500
Employee Recognition Program	\$	1,000
Public Outreach	\$	500
	\$	3,000

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Contractual Services
 Account Number: 428900 Account Title: In-Service Training

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 5,902	\$ 11,270	\$ 11,591	\$ 17,190	\$ 12,000

FY 2019 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 13,600	\$ -	\$ -	\$ (3,590)



Item	
Telecommunicator Training, Mandated Training and Recertifications	4,000.00
IT Annual Training for Director and Specialists	4,500.00
IT Training Travel expense for Director and Specialists	1,100.00
Dispathcer Training Travel Expenses	3,000.00
Administration Training	1,000.00
Total	13,600.00

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Supplies & Materials
 Account Number: 430500 Account Title: Office Supplies

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 2,046	\$ 2,000	\$ 2,268	\$ 2,200	\$ 2,000

FY 2019 Line	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
Budget	\$ 2,200	\$ -	\$ -	\$ -

Item	Total
Pens, notebooks, white out, tape, staples, etc.	\$ 2,200
Total	\$ 2,200

Office Supplies: This account funds general office supplies for the agency.

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Supplies & Materials
 Account Number: 431000 Account Title: Printing Supplies

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 658	\$ 1,000	\$ 1,235	\$ 2,000	\$ 1,900

FY 2019 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 2,000	\$ -	\$ -	\$ -

Item		
Photo copier supplies	\$	900
Printer cartridges	\$	1,000
Fax supplies	\$	100
Total	\$	2,000

Printing Supplies: The center has printers and fax machines in constant operation. Receiving teletypes and faxes from other agencies 24 X 7 is critical, this funds the paper and toner needed for these machines. This line item increased by \$1,000 due to elimination of a service contract on a leased copier. We now own the copier and purchase supplies directly.

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Supplies & Materials
 Account Number: 439800 Account Title: Other Supplies

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 1,627	\$ 2,328	\$ 2,056	\$ 2,000	\$ 2,000

FY 2019 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 2,000	\$ -	\$ -	\$ (0)

Item	Quantity	Cost		
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			\$	772.00
	Total		\$	2,000

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

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Fixed Charges
 Account Number: 442000 Account Title: Dues

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 4,164	\$ 4,247	\$ 4,114	\$ 4,214	\$ 3,944

FY 2019 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 4,639	\$ -	\$ -	\$ 425

Item		
Notary Renewals 1 \$50/each	\$	50
Maine Municipal Association	\$	600
CALEA Annual Membership	\$	3,685
NENA	\$	137
MLGHRA	\$	25
PSCASN	\$	50
APCO	\$	92
Total	\$	4,639

Dues: This account funds the membership to communication organizations as well as the fees to have staff notarized. The cost for CALEA is our required annual fee and is separate from the travel line which covers the cost of our attendance at the conference and the cost of our on site assessment which currently occurs every three years. NENA and APCO are professional 9-1-1 organizations with active chapters in Maine and New England.

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Fixed Charges
 Account Number: 446000 Account Title: Insurances

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 18,456	\$ 19,888	\$ 20,157	\$ 20,416	\$ 25,172

FY 2019 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 25,152	\$ -	\$ -	\$ 4,736

Item				
Dispatcher Errors and Omissions		\$	5,137	\$ 5,214
General Liability and Auto Insurance		\$	12,031	\$ 12,987
Public Officials Liability Insurance		\$	6,848	\$ 6,951
	Total			\$ 25,152

Insurances: Required insurance on Center operations and management. Recent audit of 2016-2017 period found insured exposure was under reported. Center recieved retro invoice for 2016-2017 and 2017-2018. Auto Liability added \$1,545.00 in FY18 . Adding in 1.5% for inflation. (These amounts include Maine Surplus Lines Tax and Brokerage Fees). Proposed Liability premium based on adjusted esposure.

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Debt Services
 Account Number: 449001 Account Title: Principal

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 52,300	\$ 19,800	\$ 19,800	\$ 19,800	\$ 19,800

FY 2019 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 19,800	\$ -	\$ -	\$ -

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Item		
2015 III Phase Virtualization Project. Replacement project introduced as part of Capital Plan.	\$	19,800
Total	\$	19,800

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Debt Services
 Account Number: 449002 Account Title: Interest

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 2,813	\$ 1,782	\$ 1,782	\$ 1,188	\$ 1,188

FY 2019 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 41,188	\$ -	\$ -	\$ 40,000

Item				
Interest	Radio Project	Auburn	\$	20,000
Interest	Radio Project	Lewiston	\$	20,000
Interest	Virtual Server	Auburn	\$	594
Interest	Virtual Server	Lewiston	\$	594
			\$	41,188

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Debt Services
 Account Number: 449008 Account Title: Lease/Purchase

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 10,734	\$ -	\$ -	\$ -	\$ -

FY 2019 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ -	\$ -	\$ -	\$ -

		\$	-
Item		\$	-

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

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Capital Outlay
 Account Number: 450500 Account Title: Office Equipment

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 6,579	\$ 8,830	\$ 9,126	\$ 10,300	\$ 9,000

FY 2019 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 9,500	\$ -	\$ -	\$ (800)

Item		
Copier Maintenance Contract	\$	1,500
Building Appliances	\$	1,000
Dispatch LED Wall Display with Mount	\$	2,000
Outdoor Items	\$	-
Dispatch Chairs, Desk and Chair Repair	\$	5,000
Total	\$	9,500

Individual Dispatcher Chairs are \$1300.00 / Researching Service Agreement for Shredding

Office Equipment: This account funds the maintenance for our copiers, replacement office furniture, and dispatcher 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.

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: Capital Outlay
 Account Number: 452800 Account Title: Communications Equip.

FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ 29,717	\$ 31,300	\$ 20,845	\$ 19,500	\$ 19,500

FY 2019 Line	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
Budget	\$ 19,500	\$ -	\$ -	\$ -

Item		
Headsets, Y-cords, Ear and Mouth Pieces	\$	2,000
Keyboards/Mice	\$	3,000
Monitors	\$	-
Computer Replacement (4)	\$	6,000
Printers	\$	1,000
Network Switches	\$	6,000
Misc. Equipment	\$	1,500
Total	\$	19,500

Communication Equipment: This account funds equipment that 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, network security, etc. Wireless Radio Control allows dispatchers mobility and freedom from wired connections. This also reduces stress on wired equipment from pulling/tangling. PC/Monitor replacements are units not associated with the capitol request projects. Network Switches are needed due to age and technological limitations.

**Fiscal Year 2019
Budget Request
Detail Account Information**

March 16, 2018 Department: LA911
 Division Number: 9111 Division Title: 911 Committee
 Account Number: 409900 Account Title: Contingency

FY 2015 Actual	FY 2016 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$ -	\$ -	\$ -	\$ -	\$ -

FY 2019 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ -	\$ -	\$ -	\$ -

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\$ -