

**LEWISTON CITY COUNCIL
BUDGET WORKSHOP AGENDA**

Thursday, March 28, 2019

City Council Chambers

6:00 pm Workshop

Pledge of Allegiance to the Flag.

BUDGET WORK SESSION

Police	pgs. 51-53
Drug Enforcement Fund	pgs. 54
Fire	pgs. 55-57
911	pg. 75 & attached memos
TIFF & LA Arts	pg. 39 & attached memos
CDBG	attached memos

Lewiston-Auburn 9-1-1
Emergency Communications System

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March 13, 2019

Cities of Lewiston & Auburn

RE: FY2020 Budget Reviews

Attached please find the FY2020 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. The LA911 Committee request for the FY20 operating budget represents a 1% increase over the FY19 Budget.

Unlike previous budgets, the FY20 request reflects and projects dispatcher positions being filled for the majority of the budget year. Effective July 1, 2018, the LA911 Committee and the Dispatchers Union entered into a new three year labor agreement. Wage increases noted in the labor agreement are in line with City of Lewiston & Auburn union contracts.

Contractual Services decreased -13.11%. Supplies and Materials also decreased -8.07%. Fixed charges rose slightly by 0.01% as a result of a small increase in dues. Debt services decreased due to each municipality carrying the cost of debt service associated with LA911 as part of their municipal budget.

Capital cost for FY19 were pre-purchased in FY18 and are reflected as an increase for FY20. Also, the 1st year cost of the server project totaled \$143,000 and was funded through the LA911 Fund Balance. The 2nd year cost of the server project was funded through each municipality's capital program.

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 successfully negotiated a lease agreement to co-locate cellular equipment at the Gracelawn Tower site in Auburn. The \$24,000 of additional revenue will further reduce the Committee's request to the Cities. The lease agreement became effective in January of 2019.

In FY20 the Center enters the final year of the radio network upgrade. FY18 & FY19 capital projects included new antenna sites, new communication equipment shelters, new microwave connectivity and a fiber connection from LA911 to the Androscoggin County Building.

Incoming 9-1-1 call volume for 2018 placed LA911 as one of the busiest PSAP Centers in the State of Maine. Dispatchers managed 42,297 9-1-1 calls (116 9-1-1 calls per day). 70% of all incoming 9-1-1 calls originated from a cellular phone.

Dispatchers created 99,211 in-house police, fire and ems records in 2018.

2018 9-1-1 Committee Members

Lewiston:

Chief Brian O'Malley, Lewiston Police Department, Chairperson

Chief Brian Stockdale, Lewiston Fire Department

Councilor Michel Lajoie, Lewiston City Council

Treasurer Heather Hunter, City of Lewiston Finance Director & Lewiston Citizen Representative

Auburn:

Chief Jason Moen, Auburn Police Department

Chief Robert Chase, Auburn Fire Department, Vice-Chairperson

Councilor LeRoy Walker, Auburn City Council

Patricia Mador, Auburn Citizen Representative

Wayne Werts, Retired Auburn Fire Chief, Citizen at Large

*Ninth member appointment rotates between cities every three years.

Thank you,



Paul M. LeClair, Director

Lewiston-Auburn 9-1-1 Emergency Communications System

**Fiscal Year 2020
Budget Request - Lewiston Auburn 911
Operational Budget Request**

Account Number	Account Description	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended	FY 2020 Director Req.	FY 2020 Admin Recom.	FY 2019 JT-CC Action
411000	Salaries	1,056,978	1,245,325	1,177,562	1,282,959	1,225,000	1,299,266	0	0
412000	Overtime	307,340	156,963	239,613	157,199	225,000	179,880	0	0
417001	MSRS - Employer	79,272	100,340	84,450	102,636	98,000	106,013	0	0
417002	ICMA - Employer	23,910	25,526	31,063	24,770	24,500	25,601	0	0
417003	FICA - Employer	106,740	107,247	112,158	110,172	109,000	113,155	0	0
417100	MMEHT Health Insurance	278,853	374,187	309,690	318,572	306,000	372,859	0	0
417200	Wellness & Medical	3,378	23,802	20,159	23,982	23,000	25,757	0	0
417250	Health Reimburse. Account	15,403	25,820	15,503	21,962	20,000	25,750	0	0
417400	Workers Compensation	6,068	7,215	6,132	7,900	6,054	7,295	0	0
417500	Unemployment Comp	1,351	1,500	1,760	2,600	2,600	2,600	0	0
TOTAL PERSONNEL SERVICES		1,879,294	2,067,925	1,998,090	2,052,752	2,039,154	2,158,177	0	0
420500	Printing Services	127	125	127	125	125	125	0	0
421500	Postage	121	200	206	200	200	230	0	0
422000	Telephone	47,505	43,963	44,890	40,584	40,500	40,584	0	0
422500	Utilities	23,093	21,065	20,127	24,708	24,000	26,767	0	0
423000	Mileage Reimb	217	5,500	6,720	2,050	2,000	2,000	0	0
425500	Medical Exams	624	728	508	728	728	728	0	0
426200	Maintenance / Licensing	75,219	75,043	75,077	83,376	83,376	56,158	0	0
427500	Repairs to Building	25,200	13,500	19,764	15,600	15,000	15,600	0	0
428000	Legal Fees	5,277	1,500	5,248	500	400	500	0	0
428800	Miscellaneous Services	2,740	3,000	3,303	3,000	3,000	3,000	0	0
428900	In Service Training	11,591	17,190	9,140	13,600	12,000	13,600	0	0
TOTAL CONTRACTUAL SERVICES		191,713	181,814	185,110	184,471	181,329	159,292	0	0
430500	Office Supplies	2,268	2,200	1,612	2,200	2,100	2,200	0	0
431000	Printing Supplies	1,235	2,000	1,030	2,000	1,500	1,500	0	0
439800	Other Supplies	2,056	2,000	1,202	2,000	2,000	2,000	0	0
TOTAL SUPPLIES & MATERIALS		5,559	6,200	3,845	6,200	5,600	5,700	0	0
442000	Dues	4,114	4,214	3,993	4,639	4,639	4,643	0	0
446000	Insurances	20,157	20,416	25,171	25,152	25,636	26,020	0	0
TOTAL FIXED CHARGES		24,271	24,630	29,164	29,791	30,275	30,663	0	0
449001	Principal	19,800	19,800	19,800	19,800	19,800	0	0	0
449002	Interest	1,782	1,188	985	41,188	41,188	0	0	0
449008	Lease/Purchase	0	0	0	0	0	0	0	0
TOTAL DEBT SERVICES		21,582	20,988	20,785	60,988	60,988	0	0	0
450500	Office Equipment	9,126	10,300	7,373	1,500	1,500	7,000	0	0
452800	Communication Equipment	20,845	19,500	39,102	5,000	5,000	20,750	0	0
TOTAL Capital Outlay		29,971	29,800	46,475	6,500	6,500	27,750	0	0
409900	Contingency	0	0	0	0	0	0	0	0
Sub-Total 911 Committee		2,152,389	2,331,357	2,283,469	2,340,702	2,323,846	2,381,581	0	0
Investment Revenue		(3,783)	(1,500)	(1,500)	(2,500)	(3,500)	(2,500)	0	0
Poland User Fee (dispatch and 911)		(37,814)	(38,578)	(38,578)	(39,539)	(38,578)	(39,735)	0	0
Rental Revenue		(6,118)	0	0	0	(12,000)	(24,240)	0	0
Outside Agency IT Support		0	0	0	(5,500)	(5,500)	(6,000)	0	0
ASO IT Support		(20,000)	(25,000)	(25,000)	(25,000)	(25,000)	(30,000)	0	0
Fund Balance Carry Forward		0	(128,035)	(128,035)	(22,000)	(22,000)	(10,500)	0	0
TOTAL		2,084,673	2,138,244	2,090,356	2,246,163	2,217,268	2,268,606	0	0
Appropriation by each Municipality			1,069,122.00		1,123,081.00		1,134,303.22		

NAME	DOH	GRADE	FY 2020 Wages			Retirement Benefits			HEALTH INSURANCE LIABILITY			TOTAL
			PAY RATE	ANNUAL WAGES	REGULAR HOLIDAY	HOLIDAY OVERTIME	FICA	MSRS	ICMA	INS 1ST HALF	INS 2ND HALF 6%	
07/07/08		TC4/Supervisor	\$ 28.50	\$ 55,323.06	\$ 2,508.00	\$ 2,052.00	\$ 4,581.05	\$ -	\$ 3,592.98	\$ 11,008.91	\$ 11,669.44	\$ 22,678.35
12/30/14		TC4/Supervisor	\$ 27.14	\$ 52,683.08	\$ 2,388.32	\$ 1,954.08	\$ 4,362.45	\$ -	\$ 3,421.53	\$ -	\$ -	\$ -
09/27/17		TC4/Supervisor	\$ 27.14	\$ 52,683.08	\$ 2,388.32	\$ 1,954.08	\$ 4,362.45	\$ -	\$ 3,421.53	\$ 11,008.91	\$ 11,669.44	\$ 22,678.35
01/30/11		TC3/Supervisor	\$ 26.10	\$ 50,664.28	\$ 2,296.80	\$ 1,879.20	\$ 4,195.28	\$ 5,484.03	\$ -	\$ 11,008.91	\$ 11,669.44	\$ 22,678.35
12/13/10		TC3/Supervisor	\$ 26.10	\$ 50,664.28	\$ 2,296.80	\$ 1,879.20	\$ 4,195.28	\$ 5,484.03	\$ -	\$ 11,008.91	\$ 11,669.44	\$ 22,678.35
09/27/17		TC3/Supervisor	\$ 25.72	\$ 49,926.64	\$ 2,263.36	\$ 1,851.84	\$ 4,134.20	\$ 5,404.18	\$ -	\$ -	\$ -	\$ -
05/16/83		dispatcher	\$ 24.50	\$ 47,558.42	\$ 2,156.00	\$ 1,764.00	\$ 3,938.10	\$ 5,147.84	\$ -	\$ 11,008.91	\$ 11,669.44	\$ 22,678.35
06/11/01		dispatcher	\$ 24.50	\$ 47,558.42	\$ 2,156.00	\$ 1,764.00	\$ 3,938.10	\$ 5,147.84	\$ -	\$ 11,008.91	\$ 11,669.44	\$ 22,678.35
03/24/08		dispatcher	\$ 23.33	\$ 45,287.26	\$ 2,053.04	\$ 1,679.76	\$ 3,750.03	\$ 4,902.01	\$ -	\$ 4,907.83	\$ 5,202.30	\$ 10,110.13
08/17/13		dispatcher	\$ 21.37	\$ 41,482.59	\$ 1,880.56	\$ 1,538.64	\$ 3,434.99	\$ 4,490.18	\$ -	\$ 8,008.17	\$ 8,488.66	\$ 16,496.83
01/05/15		dispatcher	\$ 21.37	\$ 41,482.59	\$ 1,880.56	\$ 1,538.64	\$ 3,434.99	\$ 4,490.18	\$ -	\$ 11,008.91	\$ 11,669.44	\$ 22,678.35
07/26/16		dispatcher	\$ 19.36	\$ 37,580.86	\$ 1,703.68	\$ 1,393.92	\$ 3,111.90	\$ 4,067.85	\$ -	\$ 8,008.17	\$ 8,488.66	\$ 16,496.83
11/28/16		dispatcher	\$ 19.36	\$ 37,580.86	\$ 1,703.68	\$ 1,393.92	\$ 3,111.90	\$ -	\$ 2,440.71	\$ -	\$ -	\$ -
12/19/16		dispatcher	\$ 19.36	\$ 37,580.86	\$ 1,703.68	\$ 1,393.92	\$ 3,111.90	\$ 4,067.85	\$ -	\$ -	\$ -	\$ -
05/15/17		dispatcher	\$ 19.36	\$ 37,580.86	\$ 1,703.68	\$ 1,393.92	\$ 3,111.90	\$ 4,067.85	\$ -	\$ 4,907.83	\$ 5,202.30	\$ 10,110.13
12/11/17		dispatcher	\$ 18.19	\$ 35,309.70	\$ 1,600.72	\$ 1,309.68	\$ 2,923.84	\$ 3,822.01	\$ -	\$ -	\$ -	\$ -
07/31/18		dispatcher	\$ 18.19	\$ 35,309.70	\$ 1,600.72	\$ 1,309.68	\$ 2,923.84	\$ -	\$ 2,293.21	\$ 8,008.17	\$ 8,488.66	\$ 16,496.83
10/15/18		dispatcher	\$ 17.90	\$ 34,746.76	\$ 1,575.20	\$ 1,288.80	\$ 2,877.22	\$ 3,761.08	\$ -	\$ 4,907.83	\$ 5,202.30	\$ 10,110.13
10/22/18		dispatcher	\$ 17.90	\$ 34,746.76	\$ 1,575.20	\$ 1,288.80	\$ 2,877.22	\$ 3,761.08	\$ -	\$ 4,907.83	\$ 5,202.30	\$ 10,110.13
11/05/18		dispatcher	\$ 21.37	\$ 41,482.59	\$ 1,880.56	\$ 1,538.64	\$ 3,434.99	\$ 4,490.18	\$ -	\$ -	\$ -	\$ -
TBD		dispatcher	\$ 17.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATIONS SUB-TOTAL			\$ 464.06	\$ 867,232.64	\$ 39,314.88	\$ 32,166.72	\$ 71,811.64	\$ 68,588.17	\$ 15,169.95	\$ 120,718.20	\$ 127,961.29	\$ 248,679.49
ADMINISTRATION				ANNUAL WAGES			FICA	MSRS	ICMA	1ST HALF	2ND HALF	TOTAL
		Director	\$	91,552.50			\$ 7,003.77	\$	8,239.73	\$ 11,008.91	\$ 11,669.44	\$ 22,678.35
		IT Director	\$	87,817.28			\$ 6,718.02	\$ 8,781.73	\$	\$ -	\$ -	\$ -
		IT Support Specialist	\$	39,000.00			\$ 2,983.50	\$ 3,900.00	\$	\$ 11,008.91	\$ 11,669.44	\$ 22,678.35
		Office Manager	\$	36,523.50			\$ 2,794.05	\$	2,191.41	\$ 11,008.91	\$ 11,669.44	\$ 22,678.35
		Operations Manager	\$	62,439.00			\$ 4,776.58	\$ 6,243.90	\$	\$ 4,907.83	\$ 5,202.30	\$ 10,110.13
ADMINISTRATION SUB-TOTAL			\$	317,332.28			\$ 24,275.92	\$ 18,925.63	\$ 10,431.14	\$ 37,934.56	\$ 40,210.63	\$ 78,145.19
		Salary Adjustments and Anniversary Steps	\$	16,140.00			\$ 1,234.71	\$ 1,614.00	\$	\$ -	\$ -	\$ -
		Shift differential .35 per night/morning shift	\$	9,198.00			\$ 703.65	\$ 919.80	\$	\$ -	\$ -	\$ -
		Part-Time Personnel 2,200	\$	38,104.00			\$ 2,914.96	\$		\$	\$	\$
		Sick Incentive 280	\$	5,832.40			\$ 446.18	\$ 583.24	\$	\$	\$	\$
		EMD QA reviewers \$800 x 4	\$	3,200.00			\$ 244.80	\$ 320.00	\$	\$	\$	\$
		CTO Stipend \$2,912	\$	2,912.00			\$ 222.77	\$ 291.20	\$	\$	\$	\$
PERSONNEL SERVICES SUB-TOTAL			\$	75,386.40	\$ -	\$ -	\$ 5,767.06	\$ 3,728.24	\$ -	\$ -	\$ -	\$ -
TOTAL SALARY			\$	1,299,266.20	\$ 39,314.88	\$ 32,166.72	\$ 101,854.62	\$ 91,242.03	\$ 10,431.14	\$ 158,652.76	\$ 168,171.93	\$ 326,824.69
OVERTIME							FICA	MSRS	ICMA			
		Holiday DOT (H2) 245	\$	13,535.08			\$ 1,035.43	\$ 1,353.51				
		IT Overtime 75	\$	2,250.00			\$ 172.13	\$ 225.00				
		EMD Overtime 0	\$	-			\$ -	\$ -				
		Training OT 770	\$	25,523.30			\$ 1,952.53	\$ 2,552.33				
		Sick OT 1,200	\$	39,776.57			\$ 3,042.91	\$ 3,977.66				
		Force incentive 24	\$	408.00			\$ 31.21	\$ 40.80				
		Acting & Acting OT	\$	16,500.00			\$ 1,262.25	\$ 1,650.00				
		Vacant Overtime 0	\$	-			\$ -	\$ -				
		Vacation OT 1,500	\$	49,720.71			\$ 3,803.63	\$ 4,972.07				
OVERTIME SUB-TOTAL			\$	179,880.39			\$ 11,300.10	\$ 14,771.37	\$ -			
TOTALS				\$1,479,146.59			\$ 113,154.71	\$ 106,013.40	\$ 25,601.09			

Budget - Regular	\$	1,299,266.20
Budget - Overtime	\$	179,880.39
Average	Hourly Rate	\$ 22.10
Average	OT Rate	\$ 33.15
Part Time	Hourly Rate	\$ 17.32

MMEHT opt out incentive	\$ 46,034.14
Total 911 Health Prem	\$ 372,858.83
Health Reimbursement Acct	\$ 24,800.00
HRA Fees	\$ 950.00
Wellness / LIFE INS	\$ 25,757.00

**Fiscal Year 2020
Budget Request
Detail Account Information**

March 13, 2019 Department: LA911
 Division Number: 9111 Division Title: Personnel Services
 Account Number: 411000 Account Title: Regular Salaries

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ 1,056,978	\$ 1,245,325	\$ 1,177,562	\$ 1,282,959	\$ 1,225,000

FY 2020 Line	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
Budget	\$ 1,299,266	\$ -	\$ -	\$ 16,307

Operations	\$ 867,233
Administration	\$ 317,332
Personnel Services	\$ 75,386
Holiday Pay	\$ 39,315
Total	\$ 1,299,266

Operations: The current collective bargaining agreement, which was signed August 31, 2018 is in effect through June 30, 2021. LA911 staffs 20 Full Time Emergency Telecommunication Dispatch Positions.

The CBA provides for a 2% cola increase for FY20.

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

Step Increases: Four employees are due for step increases in FY20, per the collective bargaining agreement and LA911 Policy.			
Union:			
LAC665 eligible for the 2nd anniversary step on 07/31/19	18.19 - 19.36 - 48 weeks	FY20 impact	\$2,096.45
LAC165 eligible for the 2nd anniversary step on 10/15/19	17.90 - 18.19 - 37 weeks	FY20 impact	\$ 400.55
LAC127 eligible for the 2nd anniversary step on 10/22/19	17.90 - 18.19 - 36 weeks	FY20 impact	\$ 389.73
LAC277 eligible for the 2nd anniversary step on 12/11/19	18.19 - 19.36 - 30 weeks	FY20 Impact	<u>\$1,310.28</u>
		Total:	\$4,197.01

**Fiscal Year 2020
Budget Request
Detail Account Information**

March 13, 2019 Department: LA911
 Division Number: 9111 Division Title: Personnel Services
 Account Number: 412000 Account Title: Overtime

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2018 Est. Expended
\$ 307,340	\$ 156,963	\$ 239,613	\$ 157,199	\$ 225,000

FY 2020 Line Budget	Agency Request	Committee Recommendation	Council Action	Increase (Decrease)
	\$ 179,880	\$ -	\$ -	\$ 22,681

Item	Hours		\$\$
Holiday DOT (H2)	245	\$	13,535.08
Holiday OT	N/A	\$	32,166.72
IT Overtime	75	\$	2,250.00
EMD Overtime	0	\$	-
Training OT	770	\$	25,523.30
Sick OT	1,200	\$	39,776.57
Force incentive	N/A	\$	408.00
Acting & Acting OT	N/A	\$	16,500.00
Vacant Overtime	Funded through regular salar	\$	-
Vacation OT	1,500	\$	49,720.71
OVERTIME SUB-TOTAL		\$	179,880.39

**Fiscal Year 2020
Budget Request
Detail Account Information**

March 13, 2019 Department: LA911
 Division Number: 9111 Division Title: Personnel Services
 Account Number: 417001 Account Title: MSRS - Employer

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ 79,272	\$ 100,340	\$ 84,450	\$ 102,636	\$ 98,000

FY 2020 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 106,013	\$ -	\$ -	\$ 3,377

18 Employees Participate

**Fiscal Year 2020
Budget Request
Detail Account Information**

March 13, 2019 Department: LA911
 Division Number: 9111 Division Title: Personnel Services
 Account Number: 417002 Account Title: ICMA - Employer

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ 23,910	\$ 25,526	\$ 31,063	\$ 24,770	\$ 24,500

FY 2020 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 25,601	\$ -	\$ -	\$ 831

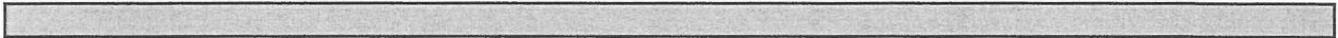
7 Employees Participate

**Fiscal Year 2020
Budget Request
Detail Account Information**

March 13, 2019 Department: LA911
 Division Number: 9111 Division Title: Personnel Services
 Account Number: 417003 Account Title: FICA - Employer

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ 106,740	\$ 107,247	\$ 112,158	\$ 110,172	\$ 109,000

FY 2020 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 113,155	\$ -	\$ -	\$ 2,983



**Fiscal Year 2020
Budget Request
Detail Account Information**

March 13, 2019 Department: LA911
 Division Number: 9111 Division Title: Personnel Services
 Account Number: 417100 Account Title: MMEHT Health Ins.

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ 278,853	\$ 374,187	\$ 309,690	\$ 318,572	\$ 306,000

FY 2020 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 372,859	\$ -	\$ -	\$ 54,287

	1st Half FY20 (2019)	2nd Half FY20 (2020)	% Increase
Health Insurance Premium	\$ 158,652.76	\$ 168,171.93	6%
Total FY20 Premium	\$ 326,824.69	This amount is based on 1 vacancy recurring during FY20	
Opt Out Incentive FY20	\$ 46,034.14	Actual amount to budget based on current employee status.	
Total Prem. & Opt Out	\$ 372,858.83		

Detail	Participants	
Family Plan (PPO500)	11	
Single-Dependent (PPO500)	3	
Single Plan (PPO500)	5	
Opt Out Health Incentives	8	Full and partial based on CBA

Contribution: Employer 85% / Employee 15%

**Fiscal Year 2020
Budget Request
Detail Account Information**

March 13, 2019 Department: LA911
 Division Number: 9111 Division Title: Personnel Services
 Account Number: 417200 Account Title: Wellness & Medical

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ 3,378	\$ 23,802	\$ 20,159	\$ 23,982	\$ 23,000

FY 2020 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 25,757	\$ -	\$ -	\$ 1,775

Wellness Medical	Staff	Benefit	Request
Wellness Benefit	26	\$ 900	\$ 23,400
Renewal/Maintenance Fees \$500 Annualy	26	\$4.75pp/Month	\$ 1,982
Life Insurance - No Medical Insurance	5	\$75 per Month	\$ 375
			<u>\$ 25,757</u>

Collective Bargaining Agreement Increase to Wellness Benefit from 800 to 900 annually.

**Fiscal Year 2020
Budget Request
Detail Account Information**

March 13, 2019 Department: LA911
 Division Number: 9111 Division Title: Personnel Services
 Account Number: 417250 Account Title: Health Reimbursement

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ 15,401	\$ 25,820	\$ 15,503	\$ 21,962	\$ 20,000

FY 2020 Line	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
Budget	\$ 25,750	\$ -	\$ -	\$ 3,788

	<i>Staff</i>	<i>Benefit</i>	<i>Request</i>
Health Reimbursement Acct			
Health Reimbursement Acct	18	various	24,800.00
Renewal/Maintenance Fees \$350 Annually	18	\$50/Month (min)	950.00
			\$ 25,750

Currently at full staff with majority of employees participating in Health Insurance.

**Fiscal Year 2020
Budget Request
Detail Account Information**

March 13, 2019 Department: LA911
 Division Number: 9111 Division Title: Personnel Services
 Account Number: 417400 Account Title: Workers Compensation

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ 6,068	\$ 7,215	\$ 6,132	\$ 7,900	\$ 6,054

FY 2020 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 7,295	\$ -	\$ -	\$ (605)

2019	\$	7,900.00	\$1,251.34 dividends for 2015 policy year
2018	\$	7,215.00	\$1,285.69 dividends for 2014 policy year
2017	\$	9,738.00	\$948.00 Refund of Premium (audit) + \$844.49 dividends for 2103 policy year

Reduction in Workers Compensation Policy cost based on improved rating and decline in claims.

**Fiscal Year 2020
Budget Request
Detail Account Information**

March 13, 2019

Department: LA911

Division Number: 9111

Division Title: Personnel Services

Account Number: 417500

Account Title: Unemployment Comp.

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ 1,351	\$ 1,500	\$ 1,760	\$ 2,600	\$ 2,600

FY 2020 Line	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
Budget	\$ 2,600	\$ -	\$ -	\$ -



There will be no change in unemployment rates for FY20.

	FY19	FY20
1st QTR	\$ 650.00	\$ 650.00
2nd QTR	\$ 650.00	\$ 650.00
3rd QTR	\$ 650.00	\$ 650.00
4th QTR	\$ 650.00	\$ 650.00
Total	\$ 2,600.00	\$ 2,600.00

**Fiscal Year 2020
Budget Request
Detail Account Information**

March 13, 2019 Department: LA911
 Division Number: 9111 Division Title: Contractual Services
 Account Number: 420500 Account Title: Printing Services

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ 127	\$ 125	\$ 127	\$ 125	\$ 125

FY 2020 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 2020
Budget Request
Detail Account Information**

March 13, 2019 Department: LA911
 Division Number: 9111 Division Title: Contractual Services
 Account Number: 421500 Account Title: Postage

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ 121	\$ 200	\$ 206	\$ 200	\$ 200

FY 2020 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 230	\$ -	\$ -	\$ 30



Routine mailings	\$ 230
Total	\$ 230

Postage rates are scheduled to increase to \$0.55 per unit in 2019

**Fiscal Year 2020
Budget Request
Detail Account Information**

March 13, 2019 Department: LA911
 Division Number: 9111 Division Title: Contractual Services
 Account Number: 422000 Account Title: Telephone

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ 47,505	\$ 43,963	\$ 44,890	\$ 40,584	\$ 40,500

FY 2020 Line	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
Budget	\$ 40,584	\$ -	\$ -	\$ -

	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
Telephone line for Metro per month	1	\$ 54.00	\$	648
Telephone Lines per month	2	\$ 32.00	\$	768
Maine State Metro Line fee per month	1	\$ 120.00	\$	1,440
	Total		\$	40,584

No increases projected for the FY20 Phone Line accounts.

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.

**Fiscal Year 2020
Budget Request
Detail Account Information**

March 13, 2019 Department: LA911
 Division Number: 9111 Division Title: Contractual Services
 Account Number: 422500 Account Title: Utilities

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ 23,093	\$ 21,065	\$ 20,127	\$ 24,708	\$ 24,000

FY 2020 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 26,767	\$ -	\$ -	\$ 2,059

	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)	\$ 324.45	\$ 3,893
Diesel (100 gal at \$2.50)	\$ 20.83	\$ 250
Electricity Usage (40% of Central Fire usage)	\$ 1,194.80	\$ 14,338
Electricity Usage at Gracelawn, East Ave., Goff, Webber & Landfill towers	\$ 625.00	\$ 7,500
Propane Usage Goff, Gracelawn and Webber & Landfill Towers	\$ 67.00	\$ 804
UAS and County share of Utilities for Tower Sites	\$ (58.00)	\$ (696)
Spectrum (Taxes and Fees)	\$ 6.52	\$ 78
Total	\$ 2,282.08	\$ 26,767

Lights/Water/Gas: The communication center is located in the lower level 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 contributes 25% of Electrical cost for the East Ave Tower \$25.00 monthly
 Andro. County contributes 33% of Electrical cost for the Goff Hill Tower \$33.00 monthly
 Additional increase in Electricity & Propane cost due to new shelter building at the Landfill Antenna Site.
 Projected 3% increase for Natural Gas and Electricity.

**Fiscal Year 2020
Budget Request
Detail Account Information**

March 13, 2019 Department: LA911
 Division Number: 9111 Division Title: Contractual Services
 Account Number: 423000 Account Title: Mileage

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ 217	\$ 5,500	\$ 6,720	\$ 2,050	\$ 2,000

FY 2020 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 2,000	\$ -	\$ -	\$ (50)

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	0.58		Est. Mileage & Tolls
Director		\$	250.00
Operations Manager		\$	250.00
IT Director		\$	1,000.00
IT Specialist		\$	500.00
Total Mileage		\$	2,000.00

*The IRS mileage reimbursement rate has increased to \$0.58/mi from \$0.545/mi (6.4%)

**Fiscal Year 2020
Budget Request
Detail Account Information**

March 13, 2019 Department: LA911
 Division Number: 9111 Division Title: Contractual Services
 Account Number: 425500 Account Title: Medical Exams

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ 624	\$ 728	\$ 508	\$ 728	\$ 728

FY 2020 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 728	\$ -	\$ -	\$ -

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

**Fiscal Year 2020
Budget Request
Detail Account Information**

March 13, 2019 Department: LA911
 Division Number: 9111 Division Title: Contractual Services
 Account Number: 426200 Account Title: Maintenance/Licensing

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ 75,219	\$ 75,043	\$ 75,077	\$ 83,376	\$ 83,376

FY 2020 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 56,158	\$ -	\$ -	\$ (27,219)

Item

Motorola Radio (Service and Warranty covered by new Purchase Agreement)	\$	-	\$31,636.00
Reimbursement billed out to fire and law enforcement agencies	\$	-	-8298
PowerDMS 35 Licenses	\$	2,100	
Attendance on Demand	\$	960	
ADT Access Control Licensing \$185 monthly	\$	2,300	
CPI	\$	750	
IMC - Records Management System shared by 911, Police and Fire (Increase of \$4356)	\$	96,193	
Reimbursement billed out to fire and local and county law enforcement (Increased credit of \$3031)	\$	(68,564)	
Keystone (access to historical records) - four users	\$	750	
Software Licensing (Office/Windows, servers, Crystal Reports, remote access tokens)	\$	11,635	
Reimbursement billed out to fire and local and county law enforcement	\$	(3,860)	
Acorn Recording for Phone Lines and Frequencies	\$	2,750	
Firewall service renewal	\$	3,614	
Biddle Suitability Screening for CALEA	\$	800	
SymQuest (LA911 IT Support Services)	\$	2,000	
Zetron/Digitizer	\$	2,000	
Vmware View License and Maintenance	\$	3,100	
Reimbursement billed out to fire and local and county law enforcement (Increased credit of \$510)	\$	(2,820)	
Priority Dispatch (EMD, ProQA, EFD)	\$	1,750	
Norris Inc (Video Surveillance License Renewal)	\$	700	
Total	\$	56,158	

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.

**Fiscal Year 2020
Budget Request
Detail Account Information**

March 13, 2019 Department: LA911
 Division Number: 9111 Division Title: Contractual Services
 Account Number: 427500 Account Title: Repairs to Building

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ 25,200	\$ 13,500	\$ 19,764	\$ 15,600	\$ 15,000

FY 2020 Line	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
Budget	\$ 15,600	\$ -	\$ -	\$ -

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.

**Fiscal Year 2020
Budget Request
Detail Account Information**

March 13, 2019 Department: LA911
 Division Number: 9111 Division Title: Contractual Services
 Account Number: 428000 Account Title: Legal Fees

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ 5,277	\$ 1,500	\$ 5,248	\$ 500	\$ 400

FY 2020 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 500	\$ -	\$ -	\$ -

Item	Total
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.

**Fiscal Year 2020
Budget Request
Detail Account Information**

March 13, 2019

Department: LA911

Division Number: 9111

Division Title: Contractual Services

Account Number: 428800

Account Title: Miscellaneous Services

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ 2,740	\$ 3,000	\$ 3,303	\$ 3,000	\$ 3,000

FY 2020 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 2020
Budget Request
Detail Account Information**

March 13, 2019 Department: LA911
 Division Number: 9111 Division Title: Contractual Services
 Account Number: 428900 Account Title: In-Service Training

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ 11,591	\$ 17,190	\$ 9,140	\$ 13,600	\$ 12,000

FY 2020 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 13,600	\$ -	\$ -	\$ -

Item	
Disptacher State Mandated Training and Recertification -JPMA Annual	3,900.00
Dispatcher Training Travel Expenses	1,800.00
IT Annual Training for Director and Specialists	4,000.00
IT Training Travel expense for Director and Specialists	1,500.00
Administration Training	2,000.00
Administration Training Travel Expenses	400.00
Total	13,600.00

Dispatcher Training: Tuition and Material for various classes and annual recertification
 IT Training IT Conference for Director, Technical Training for new IT specialists
 Admin Training: HR & Personnel Training and Resources

**Fiscal Year 2020
Budget Request
Detail Account Information**

March 13, 2019 Department: LA911
 Division Number: 9111 Division Title: Supplies & Materials
 Account Number: 430500 Account Title: Office Supplies

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ 2,268	\$ 2,200	\$ 1,612	\$ 2,200	\$ 2,100

FY 2020 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 2,200	\$ -	\$ -	\$ -

Item		
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 2020
Budget Request
Detail Account Information**

March 13, 2019 Department: LA911
 Division Number: 9111 Division Title: Supplies & Materials
 Account Number: 431000 Account Title: Printing Supplies

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ 1,235	\$ 2,000	\$ 1,030	\$ 2,000	\$ 1,500

FY 2020 Line	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
Budget	\$ 1,500	\$ -	\$ -	\$ (500)



Item		
Photo copier supplies	\$	900
Printer cartridges	\$	500
Fax supplies	\$	100
Total	\$	1,500

agencies 24 X 7 is critical, this funds the paper and toner.

**Fiscal Year 2020
Budget Request
Detail Account Information**

March 13, 2019

Department: LA911

Division Number: 9111

Division Title: Supplies & Materials

Account Number: 439800

Account Title: Other Supplies

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ 2,056	\$ 2,000	\$ 1,202	\$ 2,000	\$ 2,000

FY 2020 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

**Fiscal Year 2020
Budget Request
Detail Account Information**

March 13, 2019 Department: LA911
 Division Number: 9111 Division Title: Fixed Charges
 Account Number: 442000 Account Title: Dues

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ 4,114	\$ 4,214	\$ 3,993	\$ 4,639	\$ 4,639

FY 2020 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 4,643	\$ -	\$ -	\$ 4

Item		
Notary Renewals 1 \$50/each	\$	50
Maine Municipal Association	\$	600
CALEA Annual Membership	\$	3,685
NENA	\$	141
MLGHRA	\$	25
PSCASN	\$	50
APCO	\$	92
Total	\$	4,643

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 2020
Budget Request
Detail Account Information**

March 13, 2019 Department: LA911
 Division Number: 9111 Division Title: Fixed Charges
 Account Number: 446000 Account Title: Insurances

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ 20,157	\$ 20,416	\$ 25,171	\$ 25,152	\$ 25,636

FY 2020 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 26,020	\$ -	\$ -	\$ 868

Item				
Dispatcher Errors and Omissions			\$ 5,137	\$ 5,214
General Liability and Auto Insurance			\$ 13,651	\$ 13,855
Public Officials Liability Insurance			\$ 6,848	\$ 6,951
			Total	\$ 26,020

Insurances: Required insurance on Center operations and management. Estimated 1.5% increase for FY20.

**Fiscal Year 2020
Budget Request
Detail Account Information**

March 13, 2019 Department: LA911
 Division Number: 9111 Division Title: Debt Services
 Account Number: 449001 Account Title: Principal

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ 19,800	\$ 19,800	\$ 19,800	\$ 19,800	\$ 19,800

FY 2020 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ -	\$ -	\$ -	\$ (19,800)

Item	Total
	\$ -
	\$ -

Debt Service to be assumed by each municipality

**Fiscal Year 2020
Budget Request
Detail Account Information**

March 13, 2019 Department: LA911
 Division Number: 9111 Division Title: Debt Services
 Account Number: 449008 Account Title: Lease/Purchase

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ -	\$ -	\$ -	\$ -	\$ -

FY 2020 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ -	\$ -	\$ -	\$ -

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Item				\$ -
				\$ -

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

**Fiscal Year 2020
Budget Request
Detail Account Information**

March 13, 2019 Department: LA911
 Division Number: 9111 Division Title: Capital Outlay
 Account Number: 450500 Account Title: Office Equipment

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ 9,126	\$ 10,300	\$ 7,373	\$ 1,500	\$ 1,500

FY 2020 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 7,000	\$ -	\$ -	\$ 5,500

Item		
Copier Maintenance Contract	\$	1,500
Building Appliances	\$	500
Shredder (confidential information)	\$	-
Outdoor Items	\$	-
Dispatch Chairs, Desk and Chair Repair	\$	5,000
Total	\$	7,000

Office Equipment purchases reinstated for FY20, pre-purchased in FY19.

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 2020
Budget Request
Detail Account Information**

March 13, 2019 Department: LA911
 Division Number: 9111 Division Title: Capital Outlay
 Account Number: 452800 Account Title: Communications Equip.

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ 20,845	\$ 19,500	\$ 39,102	\$ 5,000	\$ 5,000

FY 2020 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ 20,750	\$ -	\$ -	\$ 15,750

Item		
Headsets, Y-cords, Ear and Mouth Pieces	\$	3,500
Keyboards/Mice	\$	1,000
Monitors	\$	1,250
Computer Replacement (8)	\$	12,000
Printers		
Network Equipment	\$	2,500
Misc. Equipment	\$	500
Total	\$	20,750

Communications Equipment purchases reinstated for FY20, pre-purchased in FY19.

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 13, 2019 Department: LA911
 Division Number: 9111 Division Title: 911 Committee
 Account Number: 409900 Account Title: Contingency

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$ -	\$ -	\$ -	\$ -	\$ -

FY 2020 Line Budget	Agency Request	Admin Recommendation	Council Action	Increase (Decrease)
	\$ -	\$ -	\$ -	\$ -

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\$ -



221 Lisbon Street

Lewiston ME 04240

207.782.7228 Lewiston City Council

laarts.org Lewiston City Hall
27 Pine Street
Lewiston, ME 04240

March 19, 2019

Dear City Councilors:

On behalf of the board of directors of L/A Arts, I am pleased to present our budget package for Fiscal Year 2020, which includes our request for renewal of our grant of \$30,000 from the City of Lewiston. In transmitting this request, let me describe the momentous transformation of our organization in Fiscal 2019 that is still continuing, explaining along the way some of the striking ups and downs in our revenues and expenses that will be apparent across the lines of our budget.

In the fall of 2017, under financial pressure, we terminated our staff positions (one full-time and one half-time) and set off on the path of sustaining and developing our programming solely on the strength of the commitment of our board members and a few volunteers (with business matters contracted out to Penny Drumm of SmartManagement). We operated on this basis throughout Calendar 2018. In this period our grant from the City of Lewiston was life-saving: it allowed us to pay our bills more promptly than before, it sent a signal to the community that we were going forward (something that some of our longtime corporate sponsors clearly doubted), and it allowed us to store up enough of a cash reserve that we could responsibly hire a half-time administrator (since a completely board-operated organization was not feasible in the long run).

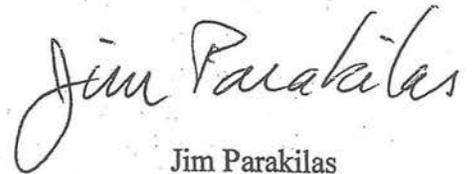
To fill that position we searched for someone with marketing and management skills—our greatest unmet needs—and hired Alison Gibbs to fill the position; she began work in January this year and has already given a tremendous boost to the efficiency and professionalism of our work. The difference between Fiscal '19, when we budgeted for no employee and ended up paying one for the second half of the year, and Fiscal '20, when we expect to pay Ms. Gibbs for the whole year, shows in the “Employee Expenses” line of our budget. The comparably fluctuating line for “Non-Employee Expenses” includes our payments to Penny Drumm, our business manager; stipends to performers who perform at the Art Walk and in our Downstage; and stipends to teachers and artists under our two big government grants. Let me explain those.

In January the Maine Arts Commission awarded the L-A Metro Chamber of Commerce, along with us, a \$75,000 matching grant to implement the public art portion of the L-A Cultural Plan. We have entered \$15,000 of that (the portion awarded for the first of three years) under Govt and Public Inst. Grants as well as under Non-Employee Expenses, since that money will be used principally to pay an artist to create a work of public art.

The second principal ingredient of the Govt and Public Inst Grants item in our FY20 Budget is approximately \$33,000 remaining in the Our Town grant we were awarded by the National Endowment for the Arts to complete our crafts entrepreneurship project called A Place for Makers. A slightly higher amount (approximately \$36,500) figures in our FY19 Budget under Govt & Publ Inst Grants, but we managed to use and be reimbursed for only \$3500 that year; instead we requested and received a one-year extension of the grant, which we expect to use to spend the remainder of the grant this year. Hence the \$33,000 is also included in our FY20 line for Govt and Public Inst grants.

Otherwise, our revenue figures are fairly steady from one year to the next. Our Donated Services figures are largely determined by the amount of free advertising that the Sun Journal gives us every year. Our Program Service Fees have gone down substantially because we no longer produce the Performance Playbill that the Public Theatre and Maine Music Society used to pay us to produce for their programs.

Under Expenses the greatest fluctuations are in the Employee and Non-Employee lines, and those are explained above. Our Program Production Expenses are down substantially since we have given up some of the expensive festival and fund-raising events we used to produce. Instead we are concentrating on modest but sustained community programming in our own Gallery (exhibits of local artists year-round) and Downstage (film-showings and concerts); the Art Walk (now incorporating more performance arts than ever, along with visual arts); arts programming in the Lewiston schools (we have big new plans for programming that complements the schools' curricula as well as after-school offerings); a new version of our online community arts and culture calendar; and collaborations with organizations as diverse as Healthy Neighborhoods, New Beginnings, and the Stanton Bird Club. In these ways and others we can touch the lives of people across Lewiston with arts opportunities while running an operation that is increasingly sophisticated yet still low in overhead. The \$30,000 grant we are asking the City of Lewiston to renew not only continues to be the cornerstone of our budget; it also inspires us with the confidence that our fellow citizens appreciate the mission we are carrying out with them.



Jim Parakilas
Chair, L/A Arts Board of Directors

LA Arts Funds Request for the City of Lewiston

Revenue	FY18 Actual	FY19 Budget	as of 1/21/19	FY 19 Estimated Actual	FY20Budget
50001 Government & Public Inst Grants	\$ 51,338.00	\$ 67,062.00	\$ 22,750.00	\$ 45,350.00	\$ 76,112.00
50002 Private Grants - Foundations	\$ 50,916.00	\$ 15,625.00	\$ 6,850.00	\$ 11,100.00	\$ 7,100.00
50003 Corporate Donations & Sponsorships	\$ 27,261.24	\$ 15,000.00	\$ 11,599.92	\$ 15,250.00	\$ 15,250.00
50004 Individual Donations	\$ 11,918.34	\$ 7,500.00	\$ 8,592.50	\$ 11,590.00	\$ 11,000.00
50007 Donated Goods	\$ -	\$ 400.00	\$ -	\$ -	\$ 1,000.00
50008 Donated Services	\$ 16,103.35	\$ 2,000.00	\$ 9,339.22	\$ 13,514.00	\$ 14,600.00
Total Contributions, Grants & Gifts	\$ 157,536.93	\$ 107,587.00	\$ 59,131.64	\$ 96,804.00	\$ 125,062.00
50201 Advertising	\$ 166.68	\$ 1,500.00	\$ -	\$ -	\$ -
50202 Ticket Sales	\$ 825.00	\$ 5,000.00	\$ 0	\$ -	\$ -
50203 Art Work Sales	\$ -	\$ -	\$ 0	\$ -	\$ -
50204 Program Service Fees	\$ 9,496.17	\$ 7,995.00	\$ 2,654.85	\$ 5,785.00	\$ 5,785.00
50205 Administrative Service Fees	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -
50206 Sales Commissions	\$ -	\$ -	\$ -	\$ -	\$ -
50400 Other Revenues and Gains	\$ 478.10	\$ 12.00	\$ 12.28	\$ 21.00	\$ 20.00
Total Program Service Revenue	\$ 11,965.95	\$ 14,507.00	\$ 2,667.13	\$ 5,806.00	\$ 5,805.00
Total Revenue	\$ 169,502.88	\$ 122,094.00	\$ 61,798.77	\$ 102,610.00	\$ 130,867.00
Expenses					
70000 Employee Expenses	\$ 32,686.37	\$ -	\$ 767.63	\$ 10,127.00	\$ 19,028.00
70200 Non-Employee Expense	\$ 15,206.35	\$ 58,800.00	\$ 11,679.95	\$ 21,436.00	\$ 59,812.00
70400 Advertising & Promotion	\$ 16,733.07	\$ 3,520.00	\$ 9,856.17	\$ 12,400.00	\$ 12,950.00
70600 Office Expenses	\$ 4,247.34	\$ 5,000.00	\$ 1,763.56	\$ 3,451.00	\$ 4,000.00
70800 Information Technology	\$ 1,163.31	\$ 2,000.00	\$ 403.55	\$ 546.00	\$ 1,000.00
71200 Occupancy Costs	\$ 12,909.07	\$ 16,100.00	\$ 9,341.59	\$ 13,778.00	\$ 16,400.00
72400 Insurance Expense	\$ 2,901.00	\$ 2,000.00	\$ 2,101.60	\$ 2,102.00	\$ 2,500.00
72600 Program Production Expenses	\$ 14,267.40	\$ 35,612.00	\$ 2,186.02	\$ 7,790.00	\$ 4,350.00
All Other Expenses	\$ 1,358.33	\$ 1,026.00	\$ 2,249.59	\$ 4,000.00	\$ 1,350.00
Total Expenses	\$ 101,472.24	\$ 124,058.00	\$ 40,349.66	\$ 75,630.00	\$ 121,390.00
Net Income	\$ 68,030.64	\$ (1,964.00)	\$ 21,449.11	\$ 26,980.00	\$ 9,477.00

Economic and Community Development

Lincoln Jeffers
Director



WORKSHOP

To: Honorable Mayor and Members of the City Council
From: Lincoln Jeffers
RE: **Proposed CDBG and HOME Budgets and Action Plan**
Date: March 25, 2019

Lewiston is a Community Development Block Grant (CDBG) Entitlement Community. The City receives a Federal grant each year which is to be spent to benefit low to moderate income residents. As with the municipal budget, the City Council decides how CDBG funds are invested each year. However, as a Federal grant, there are regulations and processes which must be abided by in coming to that decision. Following is more detail on CDBG and the process for how those funds are to be spent.

Background

The CDBG program was created in 1974 to help states and communities combat poverty and assist in the development of viable urban communities. It is administered by the Department of Housing and Urban Development (HUD). The overarching goals of the program are to help provide the following, principally for persons of low and moderate income:

- Decent housing
- A suitable living environment
- Expanded economic opportunities

To achieve these goals, CDBG regulations set forth eligible activities and the national objectives that each activity must meet. As a recipient of CDBG funds, Lewiston is charged with ensuring that these requirements are met.

Lewiston has been a CDBG Entitlement Community since 1974 and annually receives a funding allocation directly from HUD based on a formula established by Congress. Other communities in Maine designated as Entitlement Communities are Portland, Bangor, Auburn, Biddeford, and Cumberland County. The State of Maine also receives a funding allocation that is distributed by the state to other non-entitlement communities on a competitive, per project basis each year.

The bulk of Lewiston's CDBG funds are invested in, or to the benefit of the residents of a Target Area, Census Tracts 201 -204 (map attached). Historically,

the city has used its funds primarily on housing improvements, economic development, infrastructure improvements in the Target Area, and social services. So long as the broad national goals of the program are met there is considerable flexibility in how the funds are spent.

Planning and Goals

As an Entitlement Community, Lewiston must meet significant administrative and reporting requirements from HUD. Among those requirements is developing and adopting a 5 year strategic plan, known as the *Consolidated Plan*, which outlines how CDBG funds will be utilized over the term of the plan. In 2014 Lewiston's CDBG Citizen Advisory Committee (CAC), along with staff and consultant, held six public meetings and numerous interviews with stakeholder groups to identify the most critical eligible needs to which Lewiston's CDBG funds should be targeted. Those discussions informed development of the 2015 -2019 Consolidated Plan, which was approved by the City Council in 2015.

To very briefly summarize, the Plan has 4 high priority, 3 medium priority and 1 low priority goals. They are:

High Priority

- A. Support people in their efforts to transition out of poverty
- B. Prevent homelessness
- C. Improve the safety and energy efficiency of the housing stock
- D. Reduce lead hazards in housing

Medium Priority

- A. Increase neighborhood pride through investment in infrastructure
- B. Promote jobs and economic growth
- C. Create more stable and diverse mixed income neighborhoods

Low Priority

- A. Support Fair Housing and increase housing choice.

The full Consolidated Plan can be viewed on the city's web site at <http://www.lewistonmaine.gov/DocumentCenter/Home/View/151>

New Consolidated Plan to Developed

We are in the final year of the 2015 – 2019 Consolidated Plan. This summer and fall staff, the CAC, stakeholders and residents will be engaged in developing Lewiston's next Consolidated Plan. You are invited to participate in that process.

HOME Program

Lewiston and Auburn formed a consortium in July 2002 to receive HOME funds from HUD. Traditionally, HOME funds are allocated to communities on an entitlement basis similar to CDBG. However, since the criteria for receipt of a HOME entitlement are different than for CDBG, neither city qualifies to receive HOME entitlement funding on its own. In such cases, HUD allows neighboring communities to apply jointly for these funds. The City of Auburn is the Lead applicant and administers the program for both cities. Unlike CDBG funds, which

may be used for a wide variety of project types, HOME funds are designed exclusively to finance affordable housing projects. As with CDBG, the City of Lewiston's share from the HOME consortium varies annually, but the recent annual allocation is +/- \$264,000.

Funding Levels

The level of funding Lewiston will receive in FY 2020 has not yet been determined. As was the case in 2018 and 2019, President Trump's 2020 recommended budget eliminated funding for CDBG and HOME. Congress has consistently pushed back on its elimination, with Senator Collins, Senate Chair of Appropriations, Subcommittee on Transportation, Housing and Urban Development being a strong proponent for continuing funding of these programs. In FY 2019 Lewiston received 12% more in CDBG funding than the prior year (\$893,534 vs. \$800,805). The Auburn Lewiston HOME Consortium received a 60% increase in funding between FY 2018 and FY 2019, receiving \$194,674 more than the previous year (\$517,461 vs. \$322,787).

As we worked to develop CDBG and HOME budget recommendations for City Council action without a specified allocation from Congress, our HUD regional representatives have recommended using FY 2019 funding levels. They believe the programs will be flat funded or receive a slight increase. The CAC developed their recommendations expecting an \$893,534 CDBG allocation; and Lewiston's share of the HOME allocation at \$264,243.

Citizen Advisory Committee FY 2020 Funding Recommendations

HUD regulations caps the amount of funding that can go to social service agencies at 15% of the annual allocation plus the prior year program income. HUD caps the amount of CDBG funds that can be used for Administration and Planning at 20% of the annual allocation plus the current year program income.

In December 2018 the City issued a Notice of Funding Availability and invited social service providers and others to submit requests for CDBG funds. The CAC reviews all requests for funds, interviews the submitting agency or entity, and then scores those applications based on how well each application meets the following criteria:

- a) Supports the 5 Year Strategic Plan and its goals (can score up to 35 points)
- b) Meets a critical unmet need (can score up to 35 points)
- c) Is within the applicants capacity to carry out (can score up to 20 points)
- d) Is cost effective (can score up to 10 points)

The majority of the CAC's time is spent evaluating the agency and public infrastructure requests. The scoring process has evolved and been fine-tuned by the CAC to improve its objectivity.

This year federal regulation changes impacting CDBG and HOME resulted in additional changes to how agencies were scored. In year's past agencies that met multiple Consolidated Plan Goals were able to score higher. CDBG reporting

requirements only allow agencies to report progress on one goal. With only one year left in the Consolidated Plan it was determined there should not be dramatic changes to scoring criteria used for the last four years. Agencies needed to pick one goal, but if they achieved that goal utilizing more than one strategy from the Consolidated Plan, they could be scored higher. With other significant changes coming down from Washington over the last year on CDBG accounting, reporting, and policies; that also extended to agencies receiving funds; the city held a mandatory training for agencies applying for funds to make them aware of the new requirements. Of the applications received, two did not meet the threshold requirements to be eligible for funding and were not considered.

Attached is the budget showing the CAC's recommendations for the city's CDBG spending in FY 2020. The City received 15 compliant social service agency applications requesting a total of \$246,041 in funding. Included in those 15 funding requests were two requests that were not scored: \$51,654 for a case worker in Lewiston's General Assistance office; and \$1,802 in funding for required fair housing activities. Lewiston's GA office provides front line assistance to help very low income residents meet their most basic needs, meeting the national objectives of providing decent housing and a suitable living environment. However, it should be noted that the city has funded a General Assistance case worker for the last 5 years. FY 2020 is the last year that position can be funded with CDBG dollars.

The CAC developed their funding recommendations for the other 13 agencies based on the following formulas:

For those agencies that scored 91 or above:

Amount requested X score expressed as a % X 70%

For those agencies that scored 88 - 90

Amount requested X score expressed as a % X 60%

Agencies that scored below 88 were not recommended for funding.

The recommended level of funding is \$62,851, or 35% below HUD mandated 15% agency cap. Historically the city has funded closer to the cap, but match requirements to be funded with CDBG did not allow that level of funding for agencies this year.

Administration & Planning

HUD regulations have a 20% cap on CD Office Administration and Planning. The recommended budget includes \$172,707 to fund staff salaries and costs of operation for the Community Development office; and \$6,000 for consultant fees to assist the City in updating the city's mandated *Impediments to Fair Housing* report. The update to the *Impediments to Fair Housing* is being done in conjunction with Auburn, who will also provide \$6,000 in funding. The combined budget is \$178,707, which is 17% (\$36,000) below the HUD cap of \$214,707. It should be noted that Economic and Community Development Department staff

salaries and benefits are paid from a variety of federal grants and TIF agreements and do not affect the General Fund.

Housing

CDBG has been funding a Code Enforcement position dedicated to the target area since FY 2012. The position has played an essential role in identifying and recommending properties to be demolished, working with landlords to improve the quality of the housing stock, and addressing resident concerns. The CAC recommends continuing to fund the position at a cost of \$73,690. As with the GA position, this is the last year that this position will be eligible for CDBG funding.

Also recommended for funding is \$40,389 for administration of the city's rehabilitation loan programs. This funding is used for salaries, benefits and office supplies for the staff that promote, intake, and underwrite loans, document and process disbursements for those loans, and report to HUD. This is a 61% drop in funding for this line item from FY 2019. With CDBG dollars needing to be allocated to match requirements for other federal loans there is less money available for residential lending. The portion of salaries attributable to federal reporting requirements have been shifted to CD Office Administration.

The CAC recommends \$7,500 in funding to Community Concepts to provide construction management services on city funded loans and grants.

Lewiston Auburn received a \$3.4 million Lead Hazard Reduction Demonstration Grant. That grant requires a \$72,000 match over three years to assist owners of 5+ unit buildings that receive Lead or Healthy Homes grant funds to add insulation to the attic or basement of their building. CAC recommends \$55,000 in Lead Weatherization funding to help meet this match requirement.

Choice Grant Match

In FY 2019 Lewiston was awarded a \$1.3 million Choice Neighborhood Planning and Action Grant. Misty Parker has been leading the Choice Neighborhood planning effort, working closely with the Healthy Neighborhoods Planning Council, Community Concepts, and hundreds of residents to create a Transformation Plan for the Tree Streets area of the City. The Transformation Plan focuses on three areas:

- **Housing-** replace distressed housing in the area with high quality mixed income housing that is responsive to the needs of the surrounding neighborhood
- **People-** improve outcomes of households living in the target housing related to employment and income, health, and children's education
- **Neighborhood-** create the conditions necessary for public and private reinvestment in distressed neighborhoods that result in the kinds of amenities and assets, including safety, good schools and commercial activity that are important to families choices and their community.

Prior to the City applying for the grant the City Council committed to a \$237,500 cash match if the Choice grant was awarded. The match funding could come from CDBG or other municipal resources. In FY 2019 \$118,750 was allocated from CDBG to meet 50% of the match requirement. Over the course of the year \$100,000 of that money was reallocated to fund completion of Jude's Place Park. The FY 2020 CAC recommended budget replaces the reallocated \$100,000 match. The FY 2021 CDBG budget will include an additional \$118,750 allocation of CDBG to complete the City's match requirement. The match will be combined with \$900,000 of the Choice grant to make physical improvements in the Choice Neighborhood area that have been determined by residents as part of the planning process.

Public Improvements/Infrastructure

The CAC recommends an additional \$259,200 in CDBG funds to be used to assist in implementing the housing portion of the Choice Transformation Plans.

The City has applied for a \$500,000 EPA Brownfield Clean Up grant to be used to mitigate lead, asbestos, and PCB's in Bates Mill #5. If the City receives the grant it requires a \$100,000 (20%) local match. The CAC recommends funding the match with CDBG.

Federal Budget Change Strategy

As noted earlier in this memo, the amount of CDBG funds Lewiston will receive in FY 2020 has not yet been determined. HUD recommended recipients develop CDBG funding plans based on the FY 19 allocation. They also recommended that a strategy be put in place if the funding approved by Congress is higher or lower than the FY 2019 allocation.

If Lewiston receives more CDBG funds in FY 2020 than in FY 2019 the CAC recommends using the additional funds to increase funding to the social service agencies already recommended for funding, using the same formula, up to the agencies ask, not to exceed the 15% agency cap. If the amount of additional funds received exceed the cap, the CAC recommends additional funds be allocated to Choice Neighborhood Implementation.

If Lewiston's CDBG allocation is reduced the CAC recommended reducing the funding going to agencies proportional to the size of the reduction. If there is a substantial reduction in the size of Lewiston's CDBG allocation the CAC will need to reconvene to discuss how to reallocate funds.

Other HUD Required Determinations

In addition to approving the CDBG budget, HUD is seeking more detailed explanations of how program income (loan repayments), HOME, and other federal dollars will be used to be articulated in the Action Plan that is submitted to HUD with the CDBG budget. Drafts of the CDBG and HOME Action Plans are available on the City's ECD department's web page. A public notice announcing availability of the plan and a 30 day public comment period was published in the Sun Journal on March 22nd. The public comment period will end on April 22nd.

HOME Budget

HUD regulations allow 10% of a HOME allocation for Administration. Auburn as the lead entity in the Consortium receives 4% of that cap for administration. Lewiston and Auburn equally split the remaining 6% of the total allocation for administration to pay a portion of HOME involved staff salaries and benefits on each side of the river.

HOME funding can only be used to support home ownership assistance, owner occupied housing rehabilitation, tenant based rental assistance, or the creation of new housing for low income households. Lewiston has four long established HOME funded programs:

- Homebuyer Assistance that assist income qualified buyers save for the down payment with a 5:1 city match to private dollars capped at \$5,000 from the city, as well as closing cost assistance,
- Homeowner Rehabilitation Loans of up to \$40,000 for non-emergency repairs, such as HVAC system updates, energy improvements, roof replacement etc.
- Security Deposit Assistance Loans for homeless or at risk of homelessness households
- Support for development of new affordable housing, such as the Lofts at Bates Mill, Hartley Block, Healey Terrace and other similar projects.

Staff created a new program named *Staying at Home* that is modeled after a pilot program implemented in Auburn in FY 2018. The intent of the program is to provide up to two years of rental assistance to families with school age children who are homeless or at risk of being homeless in order to keep the children in the same school and a stable home environment.

Recommended Budget

Attached is the CAC recommended HOME budget. It only shows the Lewiston portion of the HOME allocation. Lewiston is projected to receive \$264,243 in new allocation. The HOME program receives loan repayments from the Homebuyer, Homeowner Rehabilitation, and Security Deposit Programs. Income generated from these programs, or unspent from year to year, does not need to remain in the same program, but rather, can be reallocated annually to programs based on need.

The recommended HOME budget allocates \$25,000 to the Homebuyer program which will support 3 homebuyer with down payment and closing costs of an estimated \$8,000 per buyer. The Homeowner Rehabilitation Program is recommended for \$24,084 in funding to assist 2 homeowners repair their homes at an average cost of \$15,000 per unit. CDBG revolving loan funds have a lower regulatory burden and will also be used to fund homeowner improvements.

The Security Deposit Program is recommended for \$17,000 in funding which will provide 19 security deposits of \$900 each.

The recommended budget includes \$340,000 for a new affordable housing project similar to The Hartley Block, or The Lofts at Bates Mill. These funds help cover gaps in financing and make projects economically viable.

Lewiston's *Staying at Home* project is recommended for \$75,000 in funding. It is expected 5 families will be assisted with security deposit, utility hook ups, and average monthly rental assistance of \$900.

If the HOME allocation received is more or less than the amount projected the amount going to the *Staying at Home* program will be increased or decreased by the difference.

Revolving Loan Funds

Many years ago Lewiston used CDBG funds to initially capitalize two Revolving Loan Funds (RLF); one for the city's residential loan programs and another for the commercial programs. The RLF's were intended to be self-perpetuating, with loan repayments being used to recapitalize the loan programs. The RLF programs have worked pretty well; but because of the need to meet the CDBG 1.5X spend down requirement in 2018, the balance of the RLF is significantly smaller than in recent years, limiting our ability to fund loans and grants. The approximate balance of the RLF is \$327,000. The City expects to receive approximately \$120,000 in program income over the course of the year. These funds will be used to support economic growth, job creation and improve housing.

Conclusion

The CAC takes considerable time and care in developing their recommendations for the City Council. Their deliberations are always engaged and spirited with many viewpoints expressed. Their challenge is significant. The CAC's goal is to make recommendations to invest these scarce dollars in ways that will provide the most benefit to the city and its low to moderate income residents, following the guidelines of the *Consolidated Plan*.

While the CAC makes recommendations, the final decision on how CDBG dollars are invested is the City Council's.

I look forward to our discussion at the March 28th Workshop.

The council is scheduled to take final action on the CDBG and HOME budgets and the CDBG Action Plan at the May 7th council meeting.

**COMMUNITY DEVELOPMENT BLOCK GRANT
CITY FY 2020 BUDGET**

BUDGET CATEGORIES	FY2019		FY2019	FY2020 (FFY19)		
	Requested Amount	Score CDBG CAC	Approved Council	Requested Amount	Score CDBG CAC	CAC Recommends
PUBLIC SERVICE AGENCIES						
COL - Social Services Department	\$58,500	NOT SCORED	\$58,500	\$51,654	NOT SCORED	\$51,654
Fair Housing Activities	\$0	NOT SCORED	\$0	\$2,000	NOT SCORED	\$1,802
The Center for Wisdom's Women - Sophia's House	\$11,016	76	\$0	\$17,940	93	\$11,679
Healthy Homeworks - Build A Bed Program	\$36,004	89	\$19,547	\$23,072	90	\$12,459
Tedford Housing - Lewiston Supportive Housing	\$8,500	82	\$3,555	\$8,500	90	\$4,590
Trinity Jubilee Center - Day Shelter & Resource Center	\$24,000	91	\$15,506	\$29,000	90	\$15,660
Promise Early Education Center - Extended Care	\$15,000	88	\$8,052	\$15,000	89	\$8,010
Lewiston Adult Education - Work Readiness	\$23,348	88	\$12,533	\$24,875	88	\$13,134
New Beginnings, Inc.- Youth Educational Support	\$0	NEW	\$0	\$12,000	87	
Pine Tree Society	\$5,000	83	\$2,117	\$5,000	86	
Seniors Plus-MOW	\$25,000	92	\$16,330	\$25,000	86	
Literacy Volunteers - Workplace Literacy	\$5,000	89	\$2,715	\$5,000	85	
Safe Voices Androscoggin Justice	\$8,000	89	\$4,343	\$8,000	84	
Trinity Jubilee Center - Food Pantry	\$9,000	93	\$5,943	\$9,000	84	
Catholic Charities - Senior Wrap	\$0	NEW	\$0	\$10,000	73	
Maine Immigrant and Refugee Services - Application Incomplete	\$0	NEW	\$0	\$0	NOT SCORED	
African Youth Alliance - Application Incomplete	\$0	NEW	\$0	\$0	NOT SCORED	
SUBTOTAL	\$160,868		\$84,697	\$246,041		\$118,988
Amount over/under Public Service Agency Cap				\$64,202		(\$62,851)
ADMINISTRATION & PLANNING						
CD Office Administration	\$146,830	NOT SCORED	\$146,830	\$172,707	NOT SCORED	\$172,707
Fair Housing Consultant	\$0	NOT SCORED	\$0	\$6,000	NOT SCORED	\$6,000
SUBTOTAL	\$146,830		\$146,830	\$178,707		\$178,707
Amount over/under Administration & Planning Cap				\$0		\$0
HOUSING						
COL-Code Enforcement	\$68,274	NOT SCORED	\$68,274	\$73,690	NOT SCORED	\$73,690
Choice Neighborhood Match	\$118,750	NOT SCORED	\$18,750	\$100,000	NOT SCORED	\$100,000
Lead Weatherization		NOT SCORED		\$55,000	NOT SCORED	\$55,000
CCI Construction Management		NOT SCORED		\$7,500	NOT SCORED	\$7,500
COL-Rehab Administration	\$102,279	NOT SCORED	\$102,279	\$40,389	NOT SCORED	\$40,389
SUBTOTAL	\$289,303		\$189,303	\$276,579		\$276,579
PUBLIC IMPROVEMENTS/INFRASTRUCTURE						
Choice Neighborhood Housing Implementation				\$259,260		\$259,260
Brownfield	\$40,000		\$0	\$60,000		\$60,000
SUBTOTAL	\$40,000		\$0	\$319,260		\$319,260
TOTAL OF ALL PROGRAMS	\$637,001		\$420,830	\$1,020,587		\$893,534
Amount under/over projected allocation:				(\$127,053)		\$0

COMMUNITY DEVELOPMENT BLOCK GRANT
CITY FY 2020 BUDGET

	FY2019	FY2019	FY2020 (FFY19)
SOURCES OF FUNDS:			
A. FY20 (FFY19) Allocation: \$	\$893,534		
Fair Housing Activities	(\$1,802)		
Less Lead Weatherization	(\$55,000)		
Less Choice Neighborhood Match	(\$100,000)		
Choice Neighborhood Housing Implementation	(\$259,260)		
Brownfield Match	(\$60,000)		
Social Services	(\$51,654)		
CCI Construction Management	(\$7,500)		
Less Enhanced Code Enforcement	(\$73,690)		
Less Housing Rehab Admin: \$	(\$40,389)		
Less CD Admin: \$	(\$178,707)		
Total available for programs:	\$65,532		
B. FY 19 Program Income (FFY18)	\$318,726		
C. FY20 (FFY19) Projected Program Income			
Housing	\$84,000		
Commercial	\$72,000		
ESLP:	\$24,000		
Total FY20 Projected Program Income	\$180,000		
<p>*Note: Program Income generated from CDBG Revolving Loan Pools cannot be used to fund other projects. It must be used to recapitalize the loan pools. However, total program income is used when determining the caps set for Administrative Expenses and Public Service Agency funding (CFR 24.200(g)) CFR24.201(e)(1).</p> <p>Program Income generated by the Economic Stimulus Loan Pool (ESLP), administered by the LAEGC is counted as CDBG program income</p>			
Caps:			
CD: Administration - (20% of Entitlement \$):			\$178,707
Public Services -			
15% x (Grant + FY18 Program Income):			\$181,839
Administration & Planning -			
20% x (Grant + Projected FY17 Program Income):			\$214,707

LEWISTON HOME BUDGET

	FFY18 Budget	Staff & CAC Remmended FFY 2019 Budget
<u>PROGRAM ADMINISTRATION</u>		
General Administration	\$17,622	\$17,287
Subtotal	\$17,622	\$17,287
<u>INCREASE OWNER OCCUPANCY</u>		
Homebuyer Assistance	\$49,484	\$25,000
Subtotal	\$49,484	\$25,000
<u>PREVENT DETERIORATION OF HOUSING STOCK</u>		
Homeowner Rehabilitation	\$111,720	\$24,084
<u>PREVENT HOMELESSNESS</u>		
Security Deposits	\$22,601	\$17,000
Staying Home Rental Assistance	\$115,000	\$75,000
Subtotal	\$137,601	\$92,000
<u>SUPPORT CONSTRUCTION OF AFFORDABLE HOUSING UNITS</u>		
Hartley Block-(2nd year fundng)	\$47,813	\$0
Rental Housing	\$0	\$340,000
	\$0	
Sub Total	\$47,813	\$340,000
TOTAL BUDGET	\$364,240	\$498,371

The new allocation is expected to be \$264,243 plus carryover of \$234,128 = \$498,371 in FFY 19
 Any funds remaining in administration will be added to the project budget.



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CDBG Target Area

Scale: 1" = 100'

