



## **City Council Workshop May 23, 2016 Agenda**

**5:30 P.M.**

**A. Additional Joint Agency Review**

- Auburn Lewiston Airport
- Lewiston Auburn Transit Committee
- Lewiston Auburn 911

**B. Budget Discussion - Remaining City Departments**

- Water and Sewer
- Workers Comp
- Norway Arena
- Parking
- Other



# City of Auburn Intergovernmental

Fiscal Year 2017  
Proposed 4.11.2016

Line Items	Last Year	Dept. Request	Manager Proposed
<b>All Groups</b>	<b>Total</b>	<b>\$ 1,653,366</b>	<b>1,680,122</b>

***Estimated Detail of All Groups***

*Actual expenses may vary according to changing circumstances*

	<i>Last Year</i>	Dept. Request	Manager Proposed
All Intergovernmental Groups			
Aub-Lew Airport	\$ 105,000	\$ 106,000	\$ 106,000
LAEGC (see Economic Development)			
Lew-Aub 911	\$ 1,069,122	\$ 1,069,122	\$ 855,298
Lew-Aub Transit	\$ 209,244	\$ 235,000	\$ 182,244
Tax Sharing	\$ 270,000	\$ 270,000	\$ 270,000
	\$ 1,653,366	<b>\$ 1,680,122</b>	<b>\$ 1,413,542</b>

***Line Item Narrative***

**Intergovernmental:** This account is a matter of Council Policy. Councilors and staff alike participate on these boards.



## Fiscal Year 2017 Budget Proposal

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

### Mission

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

### Vision

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

### Programs

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

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



## Auburn-Lewiston Airport Fiscal Year 2017 Budget Proposal

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

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

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

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

## Goals

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

#### Objectives:

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



## Auburn-Lewiston Airport Fiscal Year 2017 Budget Proposal



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

#### Objectives:

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

### GOAL 3: PROVIDE RELIABLE, DEPENDABLE SERVICE TO BASED AIRCRAFTS

#### Objectives:

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

### GOAL 4: MAINTAIN FACILITIES AND GROUNDS

#### Objectives:

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

### GOAL 5: SEEK OUT AND ESTABLISH STABLE AND DEPENDABLE REVENUE

#### Objectives:

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

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

#### Objectives:

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



# Auburn-Lewiston Airport Fiscal Year 2017 Budget Proposal



## Budget Drivers

### Airport Operations

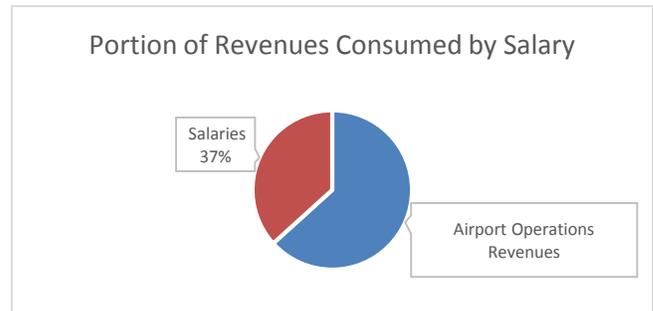
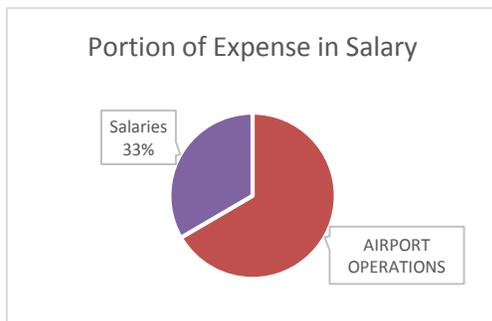
- Decreased heating expense for facilities
- Professional Development training paying off in decreased insurance costs (certifications reduce perceived risk of operations)
- Increased Competition from airports with newer/available infrastructure
- Diminishing customer base because of outside forces
-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

### Flight Continuation Services (Fixed Base Operation)

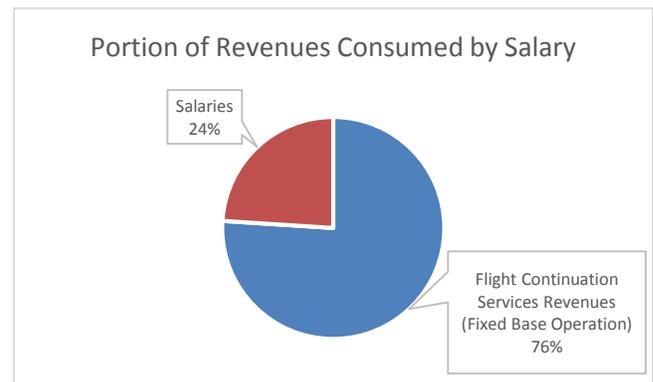
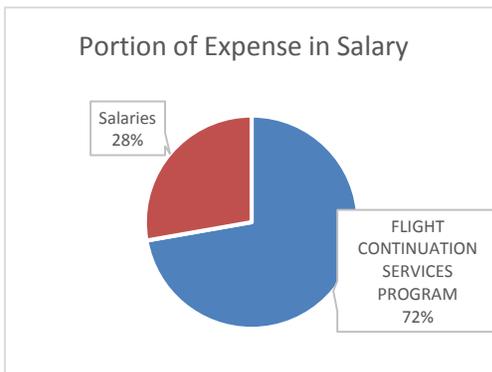
- Fuel Price Competition with reduced price point in market
- Opportunity for increased aircraft maintenance revenues
- Reducing Utility costs through updates in infrastructure
- 9% increase in health care benefit for employees
- Missed opportunity when obsolete ground support equipment fails

## Effort

### Airport Operations



### Flight Continuation Services (Fixed Base Operation)





# Auburn Lewiston Airport

## Proposed FY 17 Operations Budget

### Summary

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



# Auburn Lewiston Airport

## Proposed FY 17 Operations Budget

### Airport Revenues

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY16/FY17 Variance	Percent Change
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#### Operations Revenues

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

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



# Auburn Lewiston Airport

## Proposed FY 17 Operations Budget

### Airport Revenues

	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY16/FY17 Variance	Percent Change
<b>Services Revenues</b>						
Fuel and Oil Sales	585,118.00	575,000.00	597,650.00	470,400.00	(104,600.00)	-18.19%
	The airport bought the Fixed Base Operation (FBO) in December 2012. Providing flight continuation services is essential to the airport and owning the FBO simplifies the customer service delivery. Supply cost and local competition drive the fuel price. The drop in cost of the fuel is the reason for the nearly 20% reduction of revenues. This is a benchmark for the airport but not a significant one.					
Tie-Down/Hangaring	48,788.00	34,000.00	32,045.00	51,300.00	17,300.00	50.88%
	In short supply at the airport, the storage of aircraft is a service charge for most aircraft because of the liability and risk the FBO and by extension the airport assumes. Rates vary by size, weight and type of aircraft. This is a benchmark for the FBO.					
Catering	3,863.00	3,000.00	12,000.00	9,500.00	6,500.00	216.67%
	Corporate and Charter aircraft request various food items for the flight to the next destination. There are high standards of service for some operators that merit extra attention and produce extra revenues. The significant increase in this item is due the closure of the restaurant and the airport performing this service until another source can be found.					
Rental Car	3,026.00	3,500.00	3,876.00	3,300.00	(200.00)	-5.71%
	The airport has location agreements with two rental car companies and provide rental services for passengers and local customers. The airport earns a percentage of each rental agreement value.					
After Hour Call-out	1,703.00	1,500.00	3,000.00	2,000.00	500.00	33.33%
Aircraft Maintenance	47,450.00	35,750.00	42,784.00	39,000.00	3,250.00	9.09%
	Aircraft Maintenance is a very good revenue source for an FBO. Aircraft maintenance is a benchmark of the FBO's success. The airport has taken steps to increase maintenance revenues and the increase is due to those steps.					
<b>SUBTOTAL SERVICES</b>	<b>689,948.00</b>	<b>652,750.00</b>	<b>691,355.00</b>	<b>575,500.00</b>	<b>(77,250.00)</b>	<b>-11.83%</b>
<b>TOTAL REVENUE</b>	<b>1,196,777.00</b>	<b>1,201,434.20</b>	<b>1,217,482.24</b>	<b>1,082,510.20</b>	<b>(118,924.00)</b>	<b>-9.90%</b>



# Auburn Lewiston Airport

## Proposed FY 17 Operations Budget

### Airport Expenses

#### Airport Operations

##### Personnel

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

Justification:

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

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

Justification:

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

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

Justification:

Increase to bring budget proposal in line with previous years experience

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

Justification:

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

<b>TOTAL PERSONNEL</b>	<b>301,283.00</b>	<b>295,586.15</b>	<b>281,821.84</b>	<b>260,010.71</b>	<b>(35,575.44)</b>	<b>-12.04%</b>
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# Auburn Lewiston Airport

## Proposed FY 17 Operations Budget

### Airport Expenses

#### Airport Operations

##### Airfield Operations

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

Justification:

Trash Pickup Service  
Cleaning Supplies

FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
4,420.00	4,420.00		0.00%
2,000.00	2,000.00		0.00%

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

Justification:

Heating Fuel  
Electric (CMP)  
Water and Sewer

FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
15,325.00	12,500.00	conversion to natural gas	-18.43%
18,000.00	18,416.00		2.31%
2,500.00	1,800.00	reduction of vehicle washing	-28.00%

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

Justification:

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

FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
5,250.00	1,000.00	Reduction in Price and usage	-80.95%
2,500.00	750.00	Reduction in usage	-70.00%
16,875.00	5,000.00	Reduction in Price and usage	-70.37%

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

Justification:

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

FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
9,310.00	5,586.00	usage reduction	-40.00%
14,300.00	5,720.00	usage reduction	-60.00%

<b>SUBTOTAL AIRFIELD OPERATIONS</b>	<b>53,839.00</b>	<b>70,310.00</b>	<b>60,362.04</b>	<b>57,192.00</b>	<b>(13,118.00)</b>	<b>-18.66%</b>
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# Auburn Lewiston Airport

## Proposed FY 17 Operations Budget

### Airport Expenses

#### Airport Operations

##### Maintenance

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

Justification:

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

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

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

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

Justification:

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

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

Justification:

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

Airport had rotating replacement of least effective radio program. Deferred



# Auburn Lewiston Airport

## Proposed FY 17 Operations Budget

### Airport Expenses

#### Airport Operations

##### Maintenance (cont'd)

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

Justification:

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
Engine Repairs and Parts	2,000.00	3,000.00		50.00%
Tires	-	900.00		
Inspections	175.00	175.00		0.00%
Touchup Paint	250.00	-		-100.00%
Repair/ mower decks	-	-		
Repair/plow units	2,000.00	1,000.00		-50.00%
Repair/ snow blower units	2,000.00	1,000.00		-50.00%
Hand Tool Replacement	500.00	-		-100.00%
Parts Cleaner Service	-	-		
Oil Water Separator Maintenance	500.00	-		-100.00%

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

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

Justification:

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
Fuel Farm	12,000.00	7,500.00		-37.50%
Fencing and Gates	1,000.00	1,000.00	See Note 1	0.00%
Runway and Taxiway Lighting	2,795.30	8,448.00	See Note 2	202.22%
Grounds Maintenance	1,375.00	1,750.00	See Note 3	27.27%

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

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

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

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

Justification:

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
Vibratory Roller Rent for RSAs	0	-	Deferred in FY16	
Runway Edge Repair	0	-	Deferred in FY16	
Paint for Runway and Taxiways	1,875.00	500.00		-73.33%
Glass Bead	4,750.00	-		-100.00%

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

<b>SUBTOTAL MAINTENANCE</b>	<b>66,377.00</b>	<b>64,040.30</b>	<b>74,353.38</b>	<b>35,297.00</b>	<b>(28,743.30)</b>	<b>-44.88%</b>
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# Auburn Lewiston Airport

## Proposed FY 17 Operations Budget

### Airport Expenses

#### Airport Operations

##### Administration

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

Justification:

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

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

Justification:

Loan from cities to purchase leased hangar.

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

Justification:

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

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

Justification:

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

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

Justification:

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

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



# Auburn Lewiston Airport

## Proposed FY 17 Operations Budget

### Airport Expenses

#### Airport Operations

##### Administration (cont'd)

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

Justification:

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

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

Justification:

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

<b>SUBTOTAL ADMINISTRATION</b>	<b>139,876.00</b>	<b>269,096.00</b>	<b>269,893.18</b>	<b>272,557.00</b>	<b>3,461.00</b>	<b>1.29%</b>
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	FY 15 Actual	FY 16 Budget	FY 16 Projected Actual	FY17 Budget	FY 16 / FY17 Variance	Percent change
<b>TOTAL OPERATIONS PROGRAM</b>	<b>561,375.00</b>	<b>699,032.45</b>	<b>686,430.44</b>	<b>625,056.71</b>	<b>(73,975.74)</b>	<b>-10.58%</b>



# Auburn Lewiston Airport

## Proposed FY 17 Operations Budget

### Airport Expenses

#### Services (Fixed Base Operation) Expenses

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

Justification:

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

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

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

Justification:

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

A shift in staff make up changed the overall benefits costs

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

Justification:

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



# Auburn Lewiston Airport

## Proposed FY 17 Operations Budget

### Airport Expenses

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

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

Justification:

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

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

Justification:

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

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

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

Justification:

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

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

Justification:

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
Heating Fuel	9,139.00	7,200.00		-21%
Electric (CMP)	7,176.00	6,800.00		-5%
Water and Sewer	500.00	500.00		0%
Telephone and Internet	2,317.00	2,400.00		4%



# Auburn Lewiston Airport

## Proposed FY 17 Operations Budget

### Airport Expenses

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

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

Justification:

AvFuel POS System  
Other Miscellaneous

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
	265.00	265.00		0.00%
	1,735.00	1,735.00		0.00%

Some Plant Equipment have been moved to Ground Support Equipment

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

Justification:

Rent for Mobile Fueler  
Filters and Repair Parts

	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
	16,500.00	14,400.00	Negotiated lower re	-12.73%
	3,500.00	4,500.00		28.57%

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

Justification:

parts  
other service

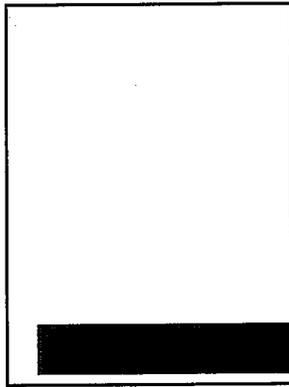
	FY 16 Annual	FY 17 Annual	Reason for change	Percent Change
	11,000.00	16,156.28		46.88%
	1,000.00	1,500.00		50.00%

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

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

## Airport Capital Improvement Budget Plan FY 2017 to FY 2021

Line Number	Priority			Total of Project	Local Funding					Federal and/or State Portion
					Funded Through Prior Year Fund Surplus	Estimated Funding Through Public Debt (Bond)	Estimated Funding Through Private Debt (Mortgage)	Estimated Funding Through Fund Balance	Estimated Funding Through Sponsor Operation	
Proposed for FY 17										
1	1	Wildlife Control Equipment	Purchase 150hp tractor with pavement and mowing attachments	300,000.00		300,000.00				
2	1.5	Taxiway B Crack Repair Maintenance	Cut and fill all large cracks to create a smoother surface for small aircraft	190,000.00					9,500.00	180,500.00
3	1	Taxiway A Pavement Maintenance (Emulsified Asphalt Seal Coat Treatment)	Crack seal and Treat pavement with GSB 88 Asphalt Preservative; repaint treated area	82,000.00					4,100.00	77,900.00
4	1	Airport Parking Lot	Build, Rebuild, Enlarge and Delineate, Correct deficiencies, install meters in short term parking	700,000.00		700,000.00				
5	2	Replace Aircraft Tug	Current Tug has many issues and is beyond practical maintenance service life	35,000.00				35,000.00		
6	2	Aircraft Hangar (Nested T)	Construct Nested Hangar, 8 to 10 NFPA 409 Design Group III (wing span <50ft tail depth <35 tail height <18ft)	650,000.00			650,000.00			
7	2	Aircraft Hangar (Corporate)	Construct Corporate Hangar, NFPA 409 Design Group II (wing span <100ft tail depth <100 tail height <30ft)	1,000,000.00			1,000,000.00			
8	1	Maintenance Building Roof Replacement	Sand Shed/ Equipment Storage Building	7,500.00				7,500.00		
9	3	Ground Support Equipment	Additional Start Cart	7,500.00				7,500.00		
10			<b>Total</b>	2,972,000.00	-	1,000,000.00	1,650,000.00	50,000.00	13,600.00	258,400.00
Proposed for FY 18										
12	1	Runway Maintenance	Reimbursable Agreement for Instrument Landing System Relocation	400,000.00					20,000.00	380,000.00
13	2	Aircraft Hangar (Nested T)	Construct Nested Hangar, 8 to 10 NFPA 409 Design Group III (wing span <50ft tail depth <35 tail height <18ft)	600,000.00			600,000.00			
14	1	Runway Maintenance	Clear all TERPS obstructions (Including Trees and Poles)	8,000.00				8,000.00		
15	2	Service Vehicle #1	Replace Highest Mileage Pickup	35,000.00				35,000.00		
16			<b>Total</b>	1,043,000.00	-	-	600,000.00	43,000.00	20,000.00	380,000.00
Proposed for FY19										
18	1	Runway Maintenance (RWY 4-22)	Reconstruction of Runway 4-22 including Runway Safety Areas for RDC B-II with ILS Cat I Precision standards (APV lower than 3/4 mile)	6,000,000.00					300,000.00	5,700,000.00
19	3	Aircraft Hangar (Corporate)	Construct Corporate Hangar, NFPA 409 Design Group II (wing span <100ft tail depth <100 tail height <30ft)	1,000,000.00			1,000,000.00			
20	2	Service Vehicle #2	Replace Highest Mileage Pickup	35,000.00				35,000.00		
21			<b>Total</b>	7,035,000.00	-	-	1,000,000.00	35,000.00	300,000.00	5,700,000.00
Proposed for FY 20										
23	1	Construct New Fuel Farm	Fuel Tank replacement required by Law for Underground Storage Tanks (Relocating fuel farm highly desired)	750,000.00					37,500.00	712,500.00
24	1	Reconstruct Aircraft Parking Apron	FBO Ramp Area (after fuel tank removal)	600,000.00		600,000.00				
25	2	Service Vehicle	Replace Airport Managers Vehicle	30,000.00				30,000.00		
26			<b>Total</b>	1,380,000.00	-	600,000.00	-	30,000.00	37,500.00	712,500.00
Proposed for FY 21										
27	1	Runway Maintenance (RWY 17-35)	"Grind and Re-use" Overlay of Runway 17-35, chg. to LED MITLS	1,050,000.00					50,000.00	1,000,000.00
28	3	Aircraft Hangar (Corporate)	Construct Corporate Hangar, NFPA 409 Design Group II (wing span <100ft tail depth <100 tail height <30ft)	900,000.00			900,000.00			
29	2	Service Vehicle #2	Replace Highest Mileage Pickup	35,000.00				35,000.00		
			<b>Total</b>	1,985,000.00	-	-	900,000.00	35,000.00	50,000.00	1,000,000.00
		Priority is defined as follows: 1 - Immediate need 2 - Important but not immediate need 3- Offers growth opportunity	Plan Grand Total	14,415,000.00	-	1,600,000.00	4,150,000.00	193,000.00	421,100.00	8,050,900.00



**BY - LAWS**

**OF THE**

**AUBURN-LEWISTON MUNICIPAL AIRPORT**

**BOARD OF DIRECTORS**

**AUBURN, MAINE**

Revised and Approved  
on 6/22/90.

Revised and Approved  
on 12/7/00.

**BY-LAWS  
OF THE  
BOARD OF DIRECTORS  
AUBURN-LEWISTON MUNICIPAL AIRPORT  
AUBURN, MAINE**

**ARTICLE I PREAMBLE**

**Section 1. Name**

The name of the board is the Auburn-Lewiston Municipal Airport Board of Directors (hereinafter referred to as Board).

**Section 2. Scope**

These By-Laws are intended to augment the Interlocal Agreement by addressing items not fully covered there.

**Section 3. Purpose**

The purpose of this Board will be to:

- Operate and maintain the Auburn-Lewiston Municipal Airport.
- Conduct strategic planning and implement projects and improvements necessary to maintain and improve the infrastructure of the airport to provide for continued access by the cities of Auburn and Lewiston as well as the surrounding communities to the national airspace system.
- Encourage the economic growth of the airport by attracting new businesses to the airport and surrounding airpark(s).
- Develop policies that encourage the economic self sufficiency of the airport.

Specifically, the purpose of this Board is to stimulate aeronautical development and expansion at the Auburn-Lewiston Municipal Airport, as appropriate to users' needs and the needs of the cities of Auburn and Lewiston as well as those of the area communities, through defining and setting into motion policies, projects, and programs that will increase airport viability and result in increased airport and community growth. To manage the existing Auburn-Lewiston Municipal Airport, its primary property being situated on the Hotel and Lewiston Junction Roads, Auburn, consisting of land and buildings, easements, fixtures, equipment and tools, and all other property both real and personal which is part of or used at the existing airport facility together with all leases, bank accounts, accounts receivable, and all other intangible property.

#### Section 4. Intentions

It is the intention of the Board to seek assistance from federal, state and local government as well as the private sector in the forms of grants, loans, and any other available assistance to carry out the goals of this Board. The Board will seek laws, ordinances, codes, and so forth, at local, state and national levels to further the growth and development of the Auburn-Lewiston Municipal Airport. The Board shall endeavor to assist and influence both the public and private sectors of the cities of Auburn and Lewiston as well as surrounding communities, as it may be appropriate to furthering the purposes of the Board.

#### Section 5. Principal Officers

The Officers shall be a Chairperson, a Vice Chairperson, and a Treasurer. The Chairperson, Vice Chairperson, and Treasurer must be Board Members and shall be elected by the Board. The Board's Secretary shall be the airport manager, unless otherwise elected by the Board.

### ARTICLE II. AUBURN-LEWISTON AIRPORT BOARD OF DIRECTORS

#### Section 1. Membership

(See Interlocal Agreement. The structure is explained in Article III therein.)

#### Section 2. Officers

##### 2a. Chairperson

The Chairperson shall have the general control and management of the Board, subject to any specific power delegated by the Board and shall preside at all meetings of the Board. The Chairperson shall be allowed to vote on all matters. S/he shall perform such other duties as may be prescribed by the Board from time to time, and shall execute all deeds, leases, bonds, mortgages, and all other contracts and papers of which this Board is a party under the seal of the Board or airport.

##### 2b. Vice Chairperson

The Vice Chairperson shall assist the Chairperson in carrying out the latter's duties. Additionally, the Vice Chairperson shall preside at Board meetings in the Chairperson's absence and assumes the responsibilities of the Chairperson in the Chairperson's absence.

## 2c. Treasurer

The Treasurer shall review the financial condition of the Airport and report to the Board on a regular basis.

## 2d. Secretary

The Secretary shall keep a faithful record of all meetings of the Board and send proper notices of the meetings of said Board and generally perform those duties as may be required by the Chairperson and Board Members.

## Section 3. Removal of Officers from Office

A two-thirds majority vote of the total Board membership shall be required for removal from office.

## ARTICLE III. MEETINGS

### Section 1. Regular Meetings

Regular meetings of the Board shall be held on a monthly basis at a time and public place previously designated by the Board. Voting may only be in person with no written proxy permitted. Notices of a regular meeting shall be sent by the Secretary to each Board Member at least five days before such meetings. Each member is required 66% attendance (i.e., attend 8 out of 12 concurrent meetings) unless excused by the Chair. Failure to meet required meetings may result in dismissal.

### Section 2. Special Meetings

Special meetings of the Board can be called by the Chairperson or simple majority of the total Board membership upon reasonable notice to all members to administer the affairs of the Board.

### Section 3. Proceedings

All meetings shall be conducted in accordance with Robert's Rules of Order and the Articles of the Maine State "Right to Know" Law Title 1, Section 401 and following.

### Section 4. Quorum

A simple majority of the total Board membership of the Board shall constitute a quorum.

**Section 5. Board of Directors**

All motions must be passed by a simple majority of the total Board membership in order to constitute action.

**ARTICLE IV. ADMINISTRATION**

**Section 1. Fiscal Year**

The fiscal year of the Board shall begin on the first day of July in each year and end at midnight on the thirtieth day of June in the following year.

**Section 2. Estimating Annual Expenses and Revenues**

The Board will annually prepare a budget for its next fiscal year itemizing expenses of operations, maintenance and repairs, costs of contemplated capital improvements and payments of principal and interest on fixed indebtedness and other borrowing. The budget will also include such other details as to present assets, surplus, accounts receivable, expenses, and liabilities as the Board shall deem advisable and as the cities of Auburn and Lewiston may reasonably require. The Board will also estimate the anticipated revenues of the Board for the forthcoming fiscal year to be derived from rentals of buildings and equipment, fees charged for the use of the airport facilities, sale of surplus property, and any other source(s).

**Section 3. Notice of Apportionment**

In any year which the airport's anticipated expenses exceed anticipated revenues, the Board shall give notice of apportionment to the cities of Auburn and Lewiston. Such notice of apportionment will be submitted to each city in time for inclusion in their respective budgets for their next fiscal year.

**ARTICLE V. COMMITTEES**

The Chairperson may from time to time appoint committees composed of Board Members and other, whenever deemed necessary or desirable in carrying out the business of the Board.

**ARTICLE VI. AMENDMENTS**

The foregoing By-Laws may be amended at any regular or special meeting of the Board by a vote of a simple majority of the total Board membership.

**END OF BY-LAWS**

## INTERLOCAL AGREEMENT

**This document was scanned from its original format. Errors may have occurred during the scanning process. The original document is on file at the Auburn-Lewiston Airport.**

This agreement is made and entered into by and between the Cities of Auburn and Lewiston, both political subdivisions of the State of Maine in accordance with the State of Maine Interlocal Cooperation statute (Chapter 115 Title 30A). As amended, this agreement supersedes agreements Tiled with the Office of Secretary of State in Volume 30, pp. 396-404, November 15, 1977 and in Volume 32, pp. 192-199, December 11, 1978.

### ARTICLE I - PREAMBLE

#### Incorporation

Pursuant to Resolutions passed by the Auburn City Council November 6, 1978 and March 19, 1979 and Resolutions passed by the Lewiston Board of Mayor and Aldermen on November 1, 1970 and March 20, 1979; there is hereby created an independent corporate entity to be known as the "Auburn-Lewiston Municipal Airport", hereinafter called the "Airport Board" or "Board"; and pursuant to the State of Maine Non Profit Corporation Act 13-B MRSA para. 403, Articles of Incorporation shall be filed with the Secretary of State.

#### Purpose

The purpose of the Airport Board will be to operate, maintain and improve the Auburn-Lewiston Municipal Airport, hereinafter called the "Airport"; arid to plan, acquire facilities for, construct and operate as may be necessary to provide optimum air transportation service for Auburn, Lewiston and the surrounding area. In addition, the purposes of the corporation shall be to foster, encourage, and assist the physical location, settlement, or resettlement of industrial, manufacturing, and other business enterprises at the Auburn-Lewiston Municipal Airport including the Airpark.

### ARTICLE II - DELEGATION OF POWERS TO THE AIRPORT BOARD

The Cities of Auburn and Lewiston delegate or otherwise transfer to the Airport Board the management of the existing Auburn-Lewiston Municipal Airport, its property situated on the Hotel and Lewiston Junction Roads in Auburn, consisting of land and buildings, easements, fixtures, equipment and tools and all other property both real and personal which is a part of or used at the existing airport facility together with all leases, bank accounts, accounts receivable and all other intangible property previously administered by the Auburn-Lewiston Airport Committee.

Without limiting the generality of the foregoing, there is delegated the power to construct industrial and/or commercial buildings on any or all of the real property conveyed to the Cities of Lewiston and Auburn by Deeds of the United States of America dated December 18, 1947 and December 15, 1948 in book 611, page 459 and book 621, page 627 respectively, and to execute mortgages to secure all or part of the construction costs thereof provided, however, that any such mortgage shall first be approved by the Cities of Lewiston and Auburn.

## ARTICLE III - AIRPORT BOARD ORGANIZATIONAL STRUCTURE

### Board of Directors

#### Section 1. Membership

The Board will consist of seven members. The Finance Director of Lewiston and the City Manager of the City of Auburn or their designated representatives will be members of the Board by virtue of their respective offices. A third member of the Board shall be a Councilor of the City of Lewiston and shall be nominated by the Mayor and confirmed by the Lewiston City Council at their first regular meeting. A fourth member of the Board shall be a Councilor of the City of Auburn and shall be nominated by the Mayor and confirmed by the Auburn City Council at their first regular meeting. A fifth member of the Board will be a resident of the City of Auburn and will be appointed by the Auburn City Council. The sixth member of the Board will be a resident of the City of Lewiston and will be appointed by the Lewiston City Council. The seventh member of the Board shall be nominated by the Chamber of Commerce and will be elected by the above six members. The seventh member shall be a resident of Auburn or Lewiston, but will not hold any public municipal office or be a member of any municipal board or committee. After the first election of the seventh member, that member thereafter will be a resident of the alternate city of the previous seventh member. If the six are unable to agree upon the naming of a seventh member to the Board, any Justice of the Superior Court or Supreme Judicial Court will, on petition of any three members, select the seventh member of the Board. In the event the Lewiston Finance Director or the Auburn City Manager shall die, become incapacitated, resign or is discharged from said offices, their respective City Council shall appoint a member to the Board and such member shall serve only until the respective offices are filled.

The third and fourth members of the Board shall only serve while a Councilor of the City of Lewiston and a Councilor of the City of Auburn, respectfully. In the event that either of said additional members and the fifth, sixth or seventh members shall cease to be residents of their respective Cities or should die, become incapacitated, resign from the Board or are discharged from membership, a successor shall be appointed in the same manner as indicated above to serve out the remainder of his term.

By a majority vote of four members, formal written notice may be given by the Board to the appointing authority of any member of the Board requesting the removal of said member. The decision of the appointing authority shall be binding.

Members of the Board will serve without compensation but may be reimbursed for their actual expenses incurred in the performance of their duties upon approval of the Board.

#### Section 2. Terms of Office (After Initial Appointments)

Lewiston Finance Director - By virtue of the office.

Auburn City Manager - By virtue of the office.

Lewiston Councilor - While a Councilor of the City of Lewiston.

Auburn Councilor - While a Councilor of the City of Auburn.

Fifth Member (Auburn Resident) - Three year term.

Sixth Member (Lewiston Resident) - Three year term.

Seventh Member (Alternating Resident) - Three year term.

## Election of Officers

The Directors will annually elect a Chairperson, Vice-Chair, Treasurer, Secretary and such other officers as it may establish in its By-Laws. All Officers of the Board shall be elected annually by ballot of the members of the Board and shall hold office until their successors are chosen and qualified. The Secretary need not be a member of the Board.

The duties of the Chairperson and other officers will be those established in the By-Laws of the Airport Board; and in addition, such duties as may from time to time be prescribed by the Board of Directors and shall otherwise be those duties usually appertaining to their offices. The Treasurer will furnish to the Board a bond, payable to the Airport, issued by a surety company authorized to transact business with the State and satisfactory to the Board of Directors in such sum as the Directors may prescribe and conditioned upon the faithful performance of his duties.

The Directors may appoint an Airport Director on a full-time basis to direct the general administration of the Airport and Industrial Park. The Directors may also, on their own initiative or upon recommendation of the Airport Director, employ such engineers and experts, agents, officers, clerks, and other employees, as it deems necessary for the proper operation and administration of the Airport and may prescribe their duties and compensation.

## ARTICLE IV - GENERAL ADMINISTRATION

### Fiscal Year, Rates and Charges

The Board of Directors will adopt a fiscal year and will adopt and may thereafter amend by-laws for the conduct of the affairs of the Board. The Directors will also establish a schedule of reasonable rates for the use of the landing area, ramps and other Airport facilities. In fixing such rates, the Directors will take into account the total capital investment of the Airport Board and the Cities of Auburn and Lewiston, the expense of properly maintaining the Airport facilities and the nature, frequency and extent of the use of the Airport facilities which the tenant or licensee propose to make.

### Office of the Airport

The Directors will establish an office at the Airport, at which their business may be conducted and in which maps, plans, records and other papers relating to the operation of the Airport will be kept, but the Directors may vote to hold their meetings at either the Lewiston City Building, the Auburn City Building or the Airport. The Directors will, at all times, keep full and accurate accounts of receipts, expenditures, liabilities and assets which will at all reasonable times be open to inspection.

### Annual Report - Financial Statement

The Airport Board will make an annual report of its activities and submit audited financial statements for the preceding fiscal year to the Mayor and Council of the City of Auburn and the Mayor and Council of the City of Lewiston.

## Seal

The Airport Board will have a seal consisting of a circular die bearing the words "Auburn-Lewiston Municipal Airport - 1978" which may be used whenever deemed advisable by the Board of Directors on papers and documents issued or executed by it or its officers or employees on its behalf.

## Estimating Annual Expenses and Revenues

The Board will annually prepare a budget for its next fiscal year itemizing expenses of operations, maintenance and repairs, costs of contemplated capital improvements and payments of principal and interest on fixed indebtedness and other borrowings. The budget will also include such other details as to present assets, surplus, accounts receivable, expenses and liabilities as the Board shall deem advisable and as the Cities of Lewiston and Auburn may reasonably require. The Board will also estimate the anticipated revenues of the Board for the forth-coming fiscal year to be derived from rentals of buildings and equipment, fees charged for the use of the Airport facilities, sale of surplus property and any other source.

## City Contribution

In any year in which the anticipated expenses of the Airport Board exceed anticipated revenues, the Directors shall give notice of the estimated net deficit to the Cities of Lewiston and Auburn in time for inclusion in their respective budgets for the next fiscal year. The Cities agree to meet jointly prior to May 20th to review the Airport Board's budget. Each City will include 50% of the estimated deficit in the budget as finally approved in its own budget for the coming fiscal year and will make provisions through assessment of taxes or otherwise to obtain sufficient revenues to pay the same. If the Cities are unable to agree on a budget, each City will include in its respective budget for the coming fiscal year an amount equal to the sum appropriated to the Airport's budget for the previous year.

## ARTICLE VI - GENERAL PROVISIONS REGARDING BOKKOWING

### Issuance of Notes

The Airport Board is authorized to issue, from time to time, its temporary notes and renewal notes in anticipation of revenues. The aggregate amount of such temporary notes shall not exceed the total of anticipated revenues for the fiscal year in which the temporary notes are to be issued, and any such temporary notes will be payable during such fiscal year. If the budget for the existing fiscal year has not yet been approved, the aggregate amount of such temporary notes shall not exceed the revenues budgeted for the previous fiscal year.

### Appeal Process

In the event of default in the payment of any such notes, the Airport Board will be entitled to exercise the remedies provided by the Revised Statutes of 1964, Title 30, Section 5053, and any amendments thereto in collecting the same.

## ARTICLE VII - CONTRACTS

The Airport Board is authorized to enter binding contracts with other persons, corporations and governmental bodies or agencies thereof, including contracts to lease the use of land, buildings or other Airport facilities presently existing or to be constructed for the purposes set forth in Article I upon such terms as the Directors

shall approve. The Airport Board may also negotiate for, receive and use grants and loans from any governmental body or agency which are available for use in the furtherance of any of the purposes of the Airport Board. The Auburn-Lewiston Airport shall continue to be a "municipal airport" for the purposes of state statutes regarding state aid for airport construction, extension and improvement and the Airport Board shall receive such state aid to which the Cities of Lewiston and Auburn acting jointly would have been entitled.

#### ARTICLE VIII - DISPOSAL OF SURPLUS PROPERTY

When the Directors determine that any of the Airport Board's real or personal property or interests therein are no longer necessary to the accomplishment of the purposes of the Airport, it may dispose of the same, subject to any restrictions which may be imposed by the Federal Government or its regulatory agencies having administrative jurisdiction over the Airport Board's operation, upon such terms as it considers advisable. Any proposed disposal of real estate or personal property having a value in excess of One Thousand Dollars (\$1,000.00) shall be first approved by the Lewiston and Auburn City Councils.

#### ARTICLE IX - ACQUISITION OF PROPERTY & RIGHT OF EMINENT DOMAIN

##### Acquisition of Property

The Airport Board may acquire by purchase, lease, gift, or in any other manner such real and personal property, easements, air rights and property rights, whether or not located in Auburn, as may be necessary or convenient to the accomplishment of its purposes, provided that the purchase of any such personal property that is in excess of the sum of Five Hundred (\$500.00) Dollars shall be made only after public advertising giving notice thereof and the submission of competitive bids therefore. The Airport is authorized to extend its runways and related facilities over or across the public highways of the City of Auburn where alternative means of access are or can be made available to persons served by the highway and where such construction would not unduly interfere with some other existing public purpose of the City or State.

##### Crossing Public Utilities

The Board of Directors is authorized to recommend to both the Lewiston City Council and the Auburn City Council the taking by eminent domain of any part of the right-of-way or facilities of the Lewiston and Auburn Railroad Company, including the interest of any person or company who may then be leasing the same, where such action is reasonably necessary to the accomplishment of the purposes of the Airport Board. Where it is otherwise proposed that the runways or other installations of the Airport shall cross or otherwise interfere with property or service of a public utility and where consent of the utility to such crossing is refused, application shall be made to the Public Utilities Commission to determine the place, manner of crossing and the conditions upon which the same is made. Such runway or other installation interfering with the property or service of the public utility shall thereafter be constructed only to the extent permitted by and subject to conditions imposed by the Public Utilities Commission and such work shall be performed under its supervision.

##### Procedure in Eminent Domain Proceedings

The Airport Board may exercise the power of eminent domain in the names of the Cities of Auburn and Lewiston in the manner provided by 6 MSRA, Section 122 to acquire property required for expansion of or proper operation of the Airport after first obtaining the consent of the Lewiston and Auburn City Councils.

## ARTICLE X - PROPERTY TAX EXEMPT

The real and personal property rights of the Airport Board will be exempt from taxation.

## ARTICLE XI - RULES AND REGULATIONS

The Board of Directors shall adopt and publish rules and regulations governing the use of the Airport and related facilities.

### Violation

Any. violation of those regulations which require compliance with standards of safe conduct by persons and corporations using the Airport and its related facilities shall constitute a misdemeanor punishable by a fine of up to One Hundred (\$100.00) Dollars.

### Enforcement

The access ways, landing areas, taxiways, ramps, terminal and other parts of the Airport, used in common by persons operating aircraft or other motor vehicles, passengers or guests at the Airport are declared to be public areas with respect to which the regulatory provisions of the Maine Revised Statutes and the Ordinances of the City of Auburn are also applicable.

## ARTICLE XII - TERMINATION AND MODIFICATION

The Airport Board will remain in existence for an indefinite term and until terminated by majority vote of the Auburn City Council and a majority vote of the Lewiston City Council. This agreement may also be modified by a majority vote of the Auburn City Council and by a majority vote of the Lewiston City Council. In the event that either municipal body shall vote to modify or terminate this agreement, notice in writing shall immediately be given to the Board of Directors and to the City not initiating the action. In case of decision to terminate, the Board of Directors shall within seven (7) days meet and vote as may be necessary to accomplish the same and the management and control of all of the operations and facilities of the Airport shall be returned to the Cities of Auburn and Lewiston. When both the Auburn City Council and Lewiston City Council have voted to modify this agreement, the Board of Directors shall promptly take such action including amending the articles of incorporation as may be necessary to carry out the terms of the amendment.

In the event that the Airport Board is dissolved, the Cities of Auburn and Lewiston agree to share equally the lifetime contingent liability associated with the Maine State Retirement Plan in which the Board may have elected to participate as an independent local district.

Witness page is on file at the Auburn Lewiston Municipal Airport.

## **AMENDMENT**

**December 6, 2007**

### ARTICLE III - AIRPORT BOARD ORGANIZATIONAL STRUCTURE

#### Board of Directors

##### Section 1. Membership

The Board will consist of *nine* members. The Finance Director of Lewiston and the City Manager of the City of Auburn or their designated representatives will be members of the Board by virtue of their respective offices. A third member of the Board shall be a Councilor of the City of Lewiston and shall be nominated by the Mayor and confirmed by the Lewiston City Council at their first regular meeting. A fourth member of the Board shall be a Councilor of the City of Auburn and shall be nominated by the Mayor and confirmed by the Auburn City Council at their first regular meeting. A fifth member of the Board will be a resident of the City of Auburn and will be appointed by the Auburn City Council. The sixth member of the Board will be a resident of the City of Lewiston and will be appointed by the Lewiston City Council. The seventh member of the Board shall be nominated by the Chamber of Commerce and will be elected by the above six members. The seventh member shall be a resident of Auburn or Lewiston, but will not hold any public municipal office or be a member of any municipal board or committee. *The eighth member of the board shall be an employee representative of the Androscoggin Valley Council of Governments. The ninth member would be a employee representative of the Lewiston Auburn Economic Growth Council.* After the first election of the seventh member, that member thereafter will be a resident of the alternate city of the previous seventh member. If the eight other members are unable to agree upon the naming of a seventh member to the Board, any Justice of the Superior Court or Supreme Judicial Court will, on petition of any *five* members, select the seventh member of the Board. In the event the Lewiston Finance Director or the Auburn City Manager shall die, become incapacitated, resign or is discharged from said offices, their respective City Council shall appoint a member to the Board and such member shall serve only until the respective offices are filled.

The third and fourth members of the Board shall only serve while a Councilor of the City of Lewiston and a Councilor of the City of Auburn, respectfully. In the event that either of said additional members and the fifth, sixth, seventh, members shall cease to be residents of their respective Cities or should die, become incapacitated, resign from the Board or are discharged from membership, a successor shall be appointed in the same manner as indicated above to serve out the remainder of his term.

*In the event the employee representative of the Androscoggin Valley Council of Governments or the Employee representative of the Lewiston Auburn Economic Growth Council shall die, become incapacitated, resign or is discharged from said offices, their respective agency director shall appoint a member to the Board and such member shall serve only until the respective offices are filled.*

By a majority vote of five members, formal written notice may be given by the Board to the appointing authority of any member of the Board requesting the removal of said member. The decision of the appointing authority shall be binding.

Members of the Board will serve without compensation but may be reimbursed for their actual expenses incurred in the performance of their duties upon approval of the Board.

Section 2. Terms of Office (After Initial Appointments)

Lewiston Finance Director - By virtue of the office.

Auburn City Manager - By virtue of the office.

Lewiston Councilor - While a Councilor of the City of Lewiston.

Auburn Councilor - While a Councilor of the City of Auburn.

Fifth Member (Auburn Resident) - Three-year term.

Sixth Member (Lewiston Resident) - Three-year term.

Seventh Member (Alternating Resident) - Three-year term.

*Eighth Member (AVCOG) - By virtue of position*

*Ninth Member (LAEGC)-By virtue of position*

AUBURN-LEWISTON MUNICIPAL AIRPORT  
BOARD OF DIRECTORS  
AUBURN, MAINE

December 6, 2007

The Auburn-Lewiston Municipal Airport Board of Directors December Social was held on Thursday, December 6, 2007 at 5:30 p.m. with meeting at 6:00 p.m. at the Auburn-Lewiston Municipal Airport, 80 Airport Drive, Auburn, Maine.

Present

Board Members: Metivier, Jean, Sargent, Smith.

Absent Board Members: Chairman Plourde, Bickford, Lunt.

New Members: Thompson, Dycio.

Also Present: Airport Manager, Rick Cloutier; HTA representative Mr. David Guadalupe.

Board Member Metivier called the meeting to order at 6:00 p.m.

**ON MOTION BY MR. SARGENT SECONDED BY MR. JEAN IT WAS VOTED (1) TO ACCEPT THE MINUTES OF NOVEMBER 1, 2007 AND PLACE THEM ON FILE.**

**VOTE: 4:0**

Mr. Metivier stated according to our Airport Master Plan, it is suggested to add two additional board members to the airport board. The Airport Manager has received approval from both Auburn and Lewiston City Councils over the last few months for the addition of one representative from Androscoggin Valley Council of Governments (AVCOG) and one representative from Lewiston Auburn Economic Growth Council (LAEGC).

**ON MOTION BY MR. JEAN SECONDED BY MS. SMITH IT WAS VOTED (2) TO ACCEPT THE NOMINATION OF BOB THOMPSON FROM AVCOG AND GEORGE DYCIO FROM LAEGC AS REPRESENTATIVES TO THE AIRPORT BOARD OF DIRECTORS.**

**VOTE: 4:0**

Welcome Mr. Thompson and Mr. Dycio!

TREASURER'S REPORT

Mr. Metivier reviewed the treasurer's report with the board. Landing fees have caught up to the projected revenues of 45% collected and Christian Hill has exceeded predicted projections with 72% collected. Vehicle maintenance is over budget due to aging maintenance vehicles. Legal fees will be reimbursable with ongoing FAA projects in the near future.

**ON MOTION BY MR. SARGENT SECONDED BY MR. JEAN IT WAS VOTED (3) TO ACCEPT THE TREASURER'S REPORT AS PRESENTED.**

**VOTE: 6:0**

ALLIED CONTINENTAL DEVELOPMENT

Michael Haberski, Allied Continental, is a hotel developer, which has built the Choice Hotels on numerous airports throughout the country. The Airport Manager and Mr. Haberski are reviewing the possibility of a land lease with a percentage of gross. Preferred location is the corner of Lewiston Junction Road/Airport Drive, due to the land being already clear and very flat.

CITY OF AUBURN LAND LEASE PROPOSAL – HOTEL ROAD

Mr. Miller will be discussing this item with the new city council in a workshop session. Due to the location, the Airport Manager has proposed a larger lease rate for a more fair use of land per acreage of land. The FAA will also review the lease.

LCIP PLANNING DOCUMENT

The Airport Manager presented the 5-year capital improvement planning document for the airport.

**ON MOTION BY MR. JEAN SECONDED BY MR. SARGENT IT WAS VOTED (4) TO ACCEPT THE LCIP PLANNING DOCUMENT AS PRESENTED.**

**VOTE: 6:0**

The airport draft budget will be submitted in January to the board for review.

TAXIWAY UPDATE – DAVID GUADALUPE, HTA

Mr. Guadalupe introduced Ms. Dale Wilde, Director of Aviation Marketing for HTA. The taxiway construction has shutdown for the winter, but the electrical subcontractor is out on the field and will be throughout the winter. Sargent will be back around mid April and should be completed by mid June. Looking toward a July 2008 ribbon cutting ceremony!

January 3, 2008 currently looks good for members present for the next board meeting.

OPEN SESSION

Twin Cities Air Service, Nate Humphrey, requested researching chemical use on the runway. Lose of jet traffic occurs during winter months due to poor runway conditions hurts both FBO's on the field. Silver Wings, Mr. Roundy, stated a sweeper could also benefit the airport. The Airport Manager will research both possibilities and report to the board.

Mr. Metivier stated this would be Mr. Jean's last board meeting, as his term will end on the Lewiston City Council at the end of the month. Mr. Jean attended most if not all the board meetings during the course of his appointment and provided the board with input and insight, his concern and dedication for the airport is much appreciated. Thank you Ron!

**ON MOTION BY MR. SARGENT SECONDED BY MR. JEAN IT WAS VOTED (5) TO GO INTO EXECUTIVE SESSION TO DISCUSS THE FAA COMPLAINT.**

**VOTE: 6:0**

**ON MOTION BY MR. JEAN SECONDED BY MR. SARGENT IT WAS VOTED (6) TO COME OUT OF EXECUTIVE SESSION AND ADJOURN THE MEETING AT 6:45 PM.**

**VOTE: 6:0**

Respectfully Submitted,

Richard Cloutier  
Airport Manager



## MEMORANDUM

TO: Mayor Jonathan LaBonte  
Auburn City Council  
Howard Kroll, City Manager  
Jill Eastman, Finance Director

FR: Marsha Bennett, Transit Coordinator

DT: May 18, 2016

RE: Lewiston-Auburn Transit Committee Proposed FY 2017 Budget

Attached is the Lewiston Auburn Transit Committee (LATC) FY 2017 budget package along with some supplemental information in response to the city manager's proposed budget reduction. Below are some of the highlights of the budget:

- The FY 2017 LATC budget includes a \$25,756 increase in local funding from each city. As explained in the Budget Drivers, the increase is caused by a projected increase in the contract with Western Maine Transportation Services. The LATC is currently out to bid for these services and the estimated cost will most likely change. However, the current contract estimate is the best information we have at this point.
- The city manager's budget indicates a \$27,000 reduction in LATC funding. This is a reduction from the 2016 approved budget. The actual cut from the LATC 2017 request is \$52,756.
- Any reduction in local funding will have the effect of reducing federal funding by (at the minimum) an equal amount. Thus, the city manager's budget will result in a decrease in total LATC funding of more than \$105,500.
- During the city manager's budget presentation, it was suggested that the LATC can reduce administrative staff as a result of the budget cut. The total administrative costs in the 2017 LATC budget are \$100,000. Obviously the \$105,500 cut cannot all come from administrative staff.
- Included in the package is a comparison of administrative staffing costs for LATC, Bangor's Community Connector, and Portland Metro. Administrative costs per rider are 21 cents for LATC, nearly 26 cents for Bangor, and more than 74 cents for Metro. This demonstrates that the LATC is not over-staffed.
- The Mayor's May 2<sup>nd</sup> Powerpoint presentation suggests that AVCOG/LATC administrative costs are \$240,000. It is assumed that this figure includes the \$100,000 in the LATC budget and \$140,000 in FTA funding in the Androscoggin Transportation Resource Center (ATRC) budget. Of the \$140,000, a little more than one half can only be used for rural transit planning which is not an LATC function. Of the remaining half, about \$36,000 is budgeted to fund the current Fixed Route Study being done by Maine Street Connections (an outside consultant). This leaves less than \$35,000 in federal funds which are necessary to comply with FTA regulations, procedures, and monitoring.
- In order to reduce the budget by \$105,500, the LATC has determined that one bus and driver will need to be eliminated from the route schedule. Enclosed is a graph which shows that this can be accomplished by reducing service somewhat on the Minot Avenue, New Auburn, and Auburn Mall Shuttle Routes ("Proposed" in the enclosed graphs). The Transit Committee feels that these service reductions will affect the fewest number of riders, and maintain ADA paratransit service throughout the city.
- Reducing service will have a negative effect on ridership, fare box revenues, passenger convenience.



# Lewiston-Auburn Transit Committee Budget Presentation FY2017



## COMMITTEE MEMBERS

### Lewiston

Phil Nadeau, Deputy City Administrator, Chair

Joline Beam, City Councilor

Lucy Bisson, Citizen

Belinda Gerry, Citizen-at-Large

### Auburn

Ernestine Gilbert, City Councilor

Denis D'Auteuil, Assistant City Manager

Karen Veilleux, Executive Assistant

## **FY 2017 LATC Budget Drivers**

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

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

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

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

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

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

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

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

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

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

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

### **Personnel Costs:**

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

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

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

**Unrestricted Fund Balance:**

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

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

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

	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Approved</b>	<b>FY 2017 Proposed</b>
<b>Fixed Route</b>				
<b>Expenses:</b>				
WMTS Contract	\$1,169,100	\$1,180,000	\$1,197,700	\$1,402,310
Fuel	\$199,338	\$205,593	\$188,370	\$157,450
Maintenance Review Contract			\$5,000	\$5,000
Staff (Project administration)			\$79,893	\$100,000
<b>Total Expense</b>	<b>\$1,368,438</b>	<b>\$1,385,593</b>	<b>\$1,470,963</b>	<b>\$1,664,760</b>
<b>Revenue:</b>				
Federal (5307 PM & Capital)	\$680,449	\$277,920	\$304,615	\$361,677
Federal (5307 Operating)		\$412,373	\$437,597	\$498,832
State	\$48,196	\$98,115	\$98,115	\$98,115
Local	\$426,873	\$383,738	\$415,636	\$491,136
Fare Box	\$212,921	\$213,447	\$215,000	\$215,000
<b>Total Revenue</b>	<b>\$1,368,438</b>	<b>\$1,385,593</b>	<b>\$1,470,963</b>	<b>\$1,664,760</b>
<b>ADA Complementary Paratransit:</b>				
<b>Expenses:</b>				
WMTS Contract	\$153,400	\$155,700	\$158,000	\$179,173
Staff (Project Administration)			\$9,107	\$0
<b>Revenue:</b>				
Federal (5307 ADA)	\$97,914	\$103,107	\$108,886	\$100,000
State	\$0	\$0	\$0	\$0
Local	\$24,478	\$25,776	\$27,221	\$55,173
Fare Box	\$31,008	\$26,817	\$31,000	\$24,000
	\$153,400	\$155,700	\$167,107	\$179,173
<b>Local Subsidy:</b>				
<b>Bus Station/LATC Operating</b>	<b>-\$28,629</b>	<b>-\$13,532</b>	<b>-\$24,369</b>	<b>-\$23,194</b>
<b>Fixed Route</b>	<b>\$426,873</b>	<b>\$383,738</b>	<b>\$415,636</b>	<b>\$491,136</b>
<b>ADA Comp. Paratransit</b>	<b>\$24,478</b>	<b>\$25,776</b>	<b>\$27,221</b>	<b>\$55,173</b>
	<b>\$422,722</b>	<b>\$395,982</b>	<b>\$418,488</b>	<b>\$523,115</b>
<b>Less Reserves (negative is a surplus)</b>	<b>-\$48,024</b>	<b>-\$26,774</b>	<b>\$0</b>	<b>\$53,115</b>
<b>Auburn</b>	<b>\$235,373</b>	<b>\$211,378</b>	<b>\$209,244</b>	<b>\$235,000</b>
<b>Lewiston</b>	<b>\$235,373</b>	<b>\$211,378</b>	<b>\$209,244</b>	<b>\$235,000</b>

Surplus/Deficit	\$48,024	\$26,774	\$17,500	-\$53,115
Capital match				
Capital match - Auburn	\$40,000	\$40,000	\$40,000	\$40,000
Capital match - Lewiston	\$40,000	\$40,000	\$40,000	\$40,000
Match for study	\$0	0	7500	0
Net surplus/deficit				
Available Reserves	\$178,668	\$205,442	\$215,442	\$162,327
One month expenses	\$131,228	\$132,831	\$141,518	\$157,911

FY 2014 actual fuel cost based on \$3.33/gallon, 59,804 gallons  
FY 2015 actual fuel cost based on \$3.05/gallon, 67,298 gallons  
FY 2016 fuel projection is based on \$3.15/gallon, 59,800 gallons  
FY 2017 fuel projection is based on \$2.35/gallon, 67,000 gallons

Total Federal Required	\$874,812	\$889,741	\$951,173	\$1,056,009
Federal Allocation	\$1,020,378	\$994,194		

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

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

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

## LATC FY 2017 Proposed Staffing Plan

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

### Notes:

FY 2015 salary increases totaled 2.0%

FY 2016 salary increases totaled 1.5%.

FY 2017 salary increases will not be determined until later in the summer.

### Health Insurance:

Employees contribute 10% towards individual coverage

Employees contribute 40% towards dependent coverage



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

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



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

Hours of Operation:

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

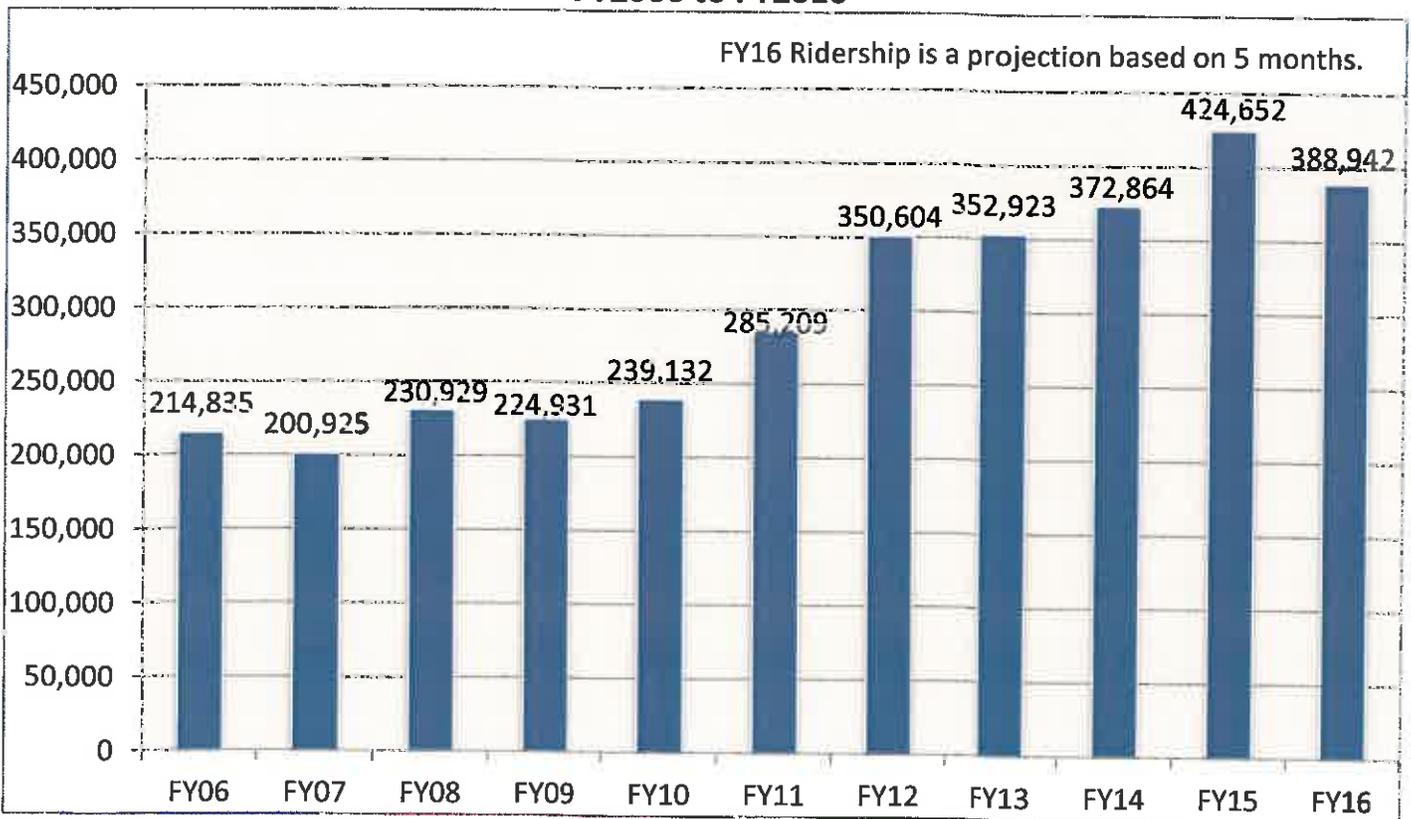
Level of Service:

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

**TRANSIT RIDERSHIP**

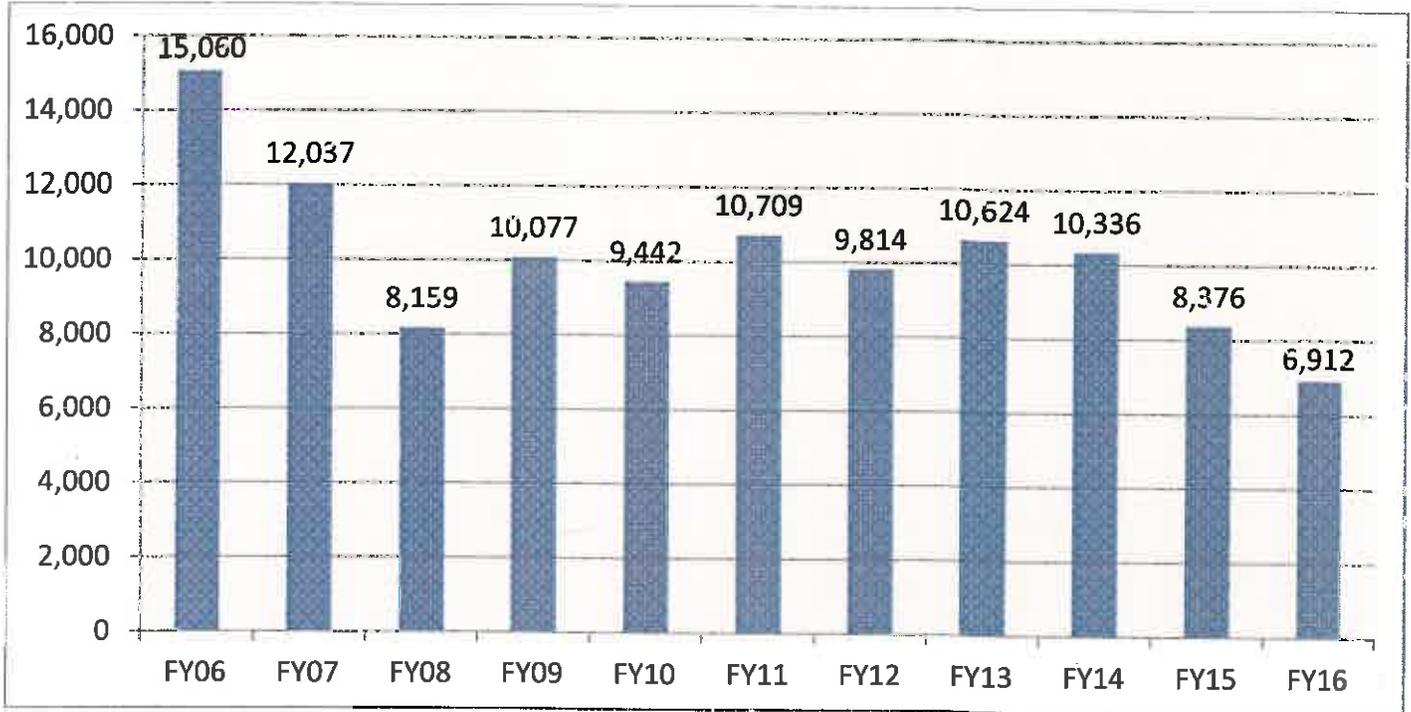
Ridership for FY2015 saw the 12% increased over FY2013. Over the last 10 years, ridership has continued to grow. Some of the increase in ridership is directly related to improvements to the system. The last series of improvements made to the *citylink* service was in FY2011 and FY2012 with the addition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

**citylink Ridership  
- FY2006 to FY2016 -**



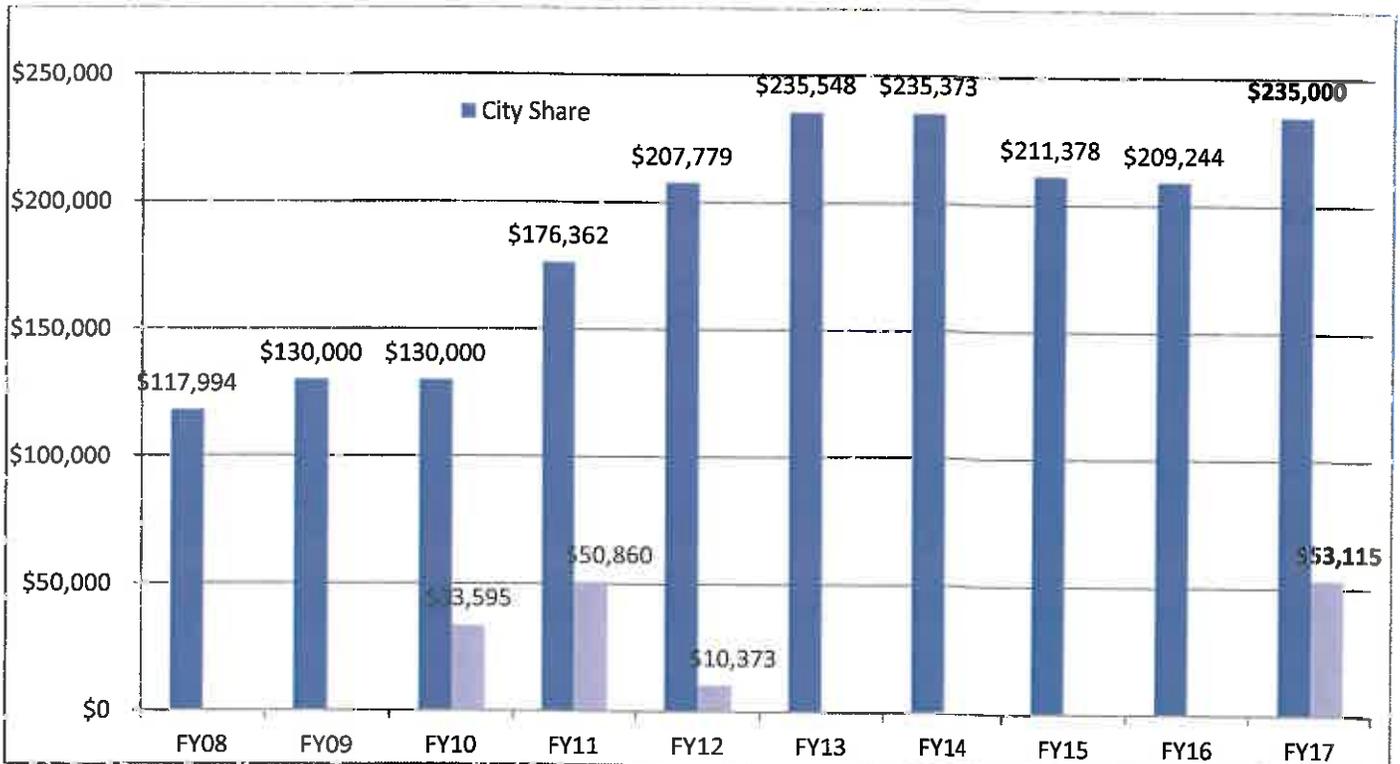


**citylink ADA Complementary  
Paratransit Ridership  
- FY2006 to FY2016 -**

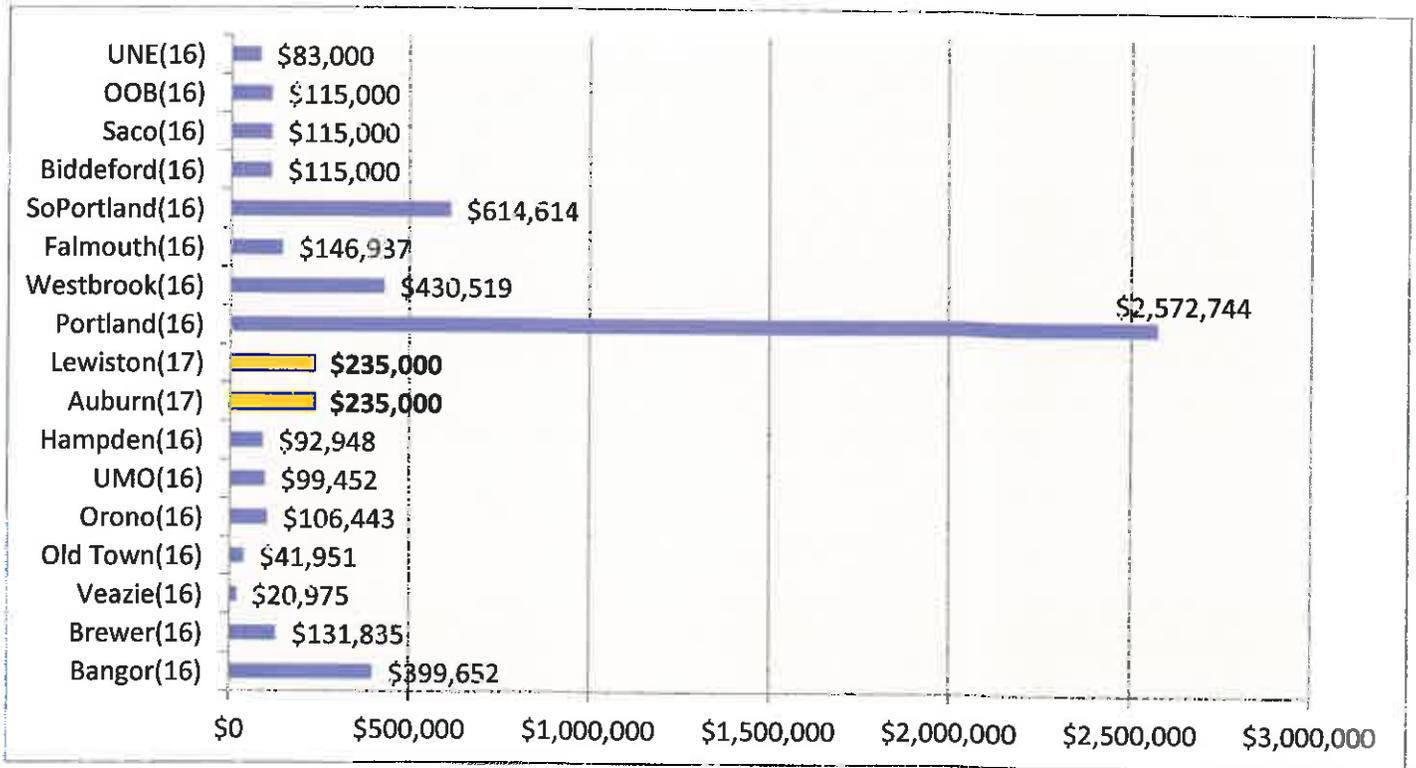


FY16 Ridership is a projection based on the first 5 months of 2016.

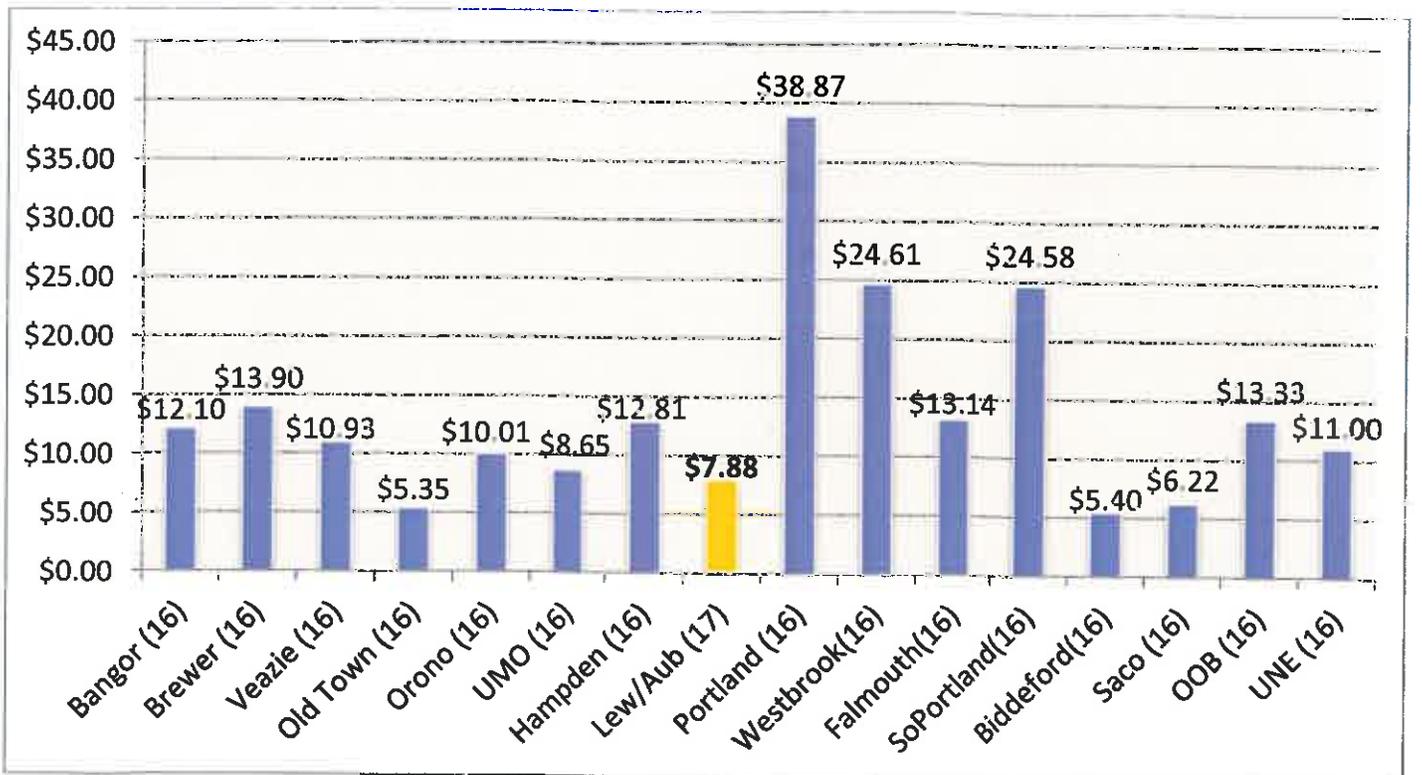
**Local Share per City  
- FY2008 to FY2017 -**



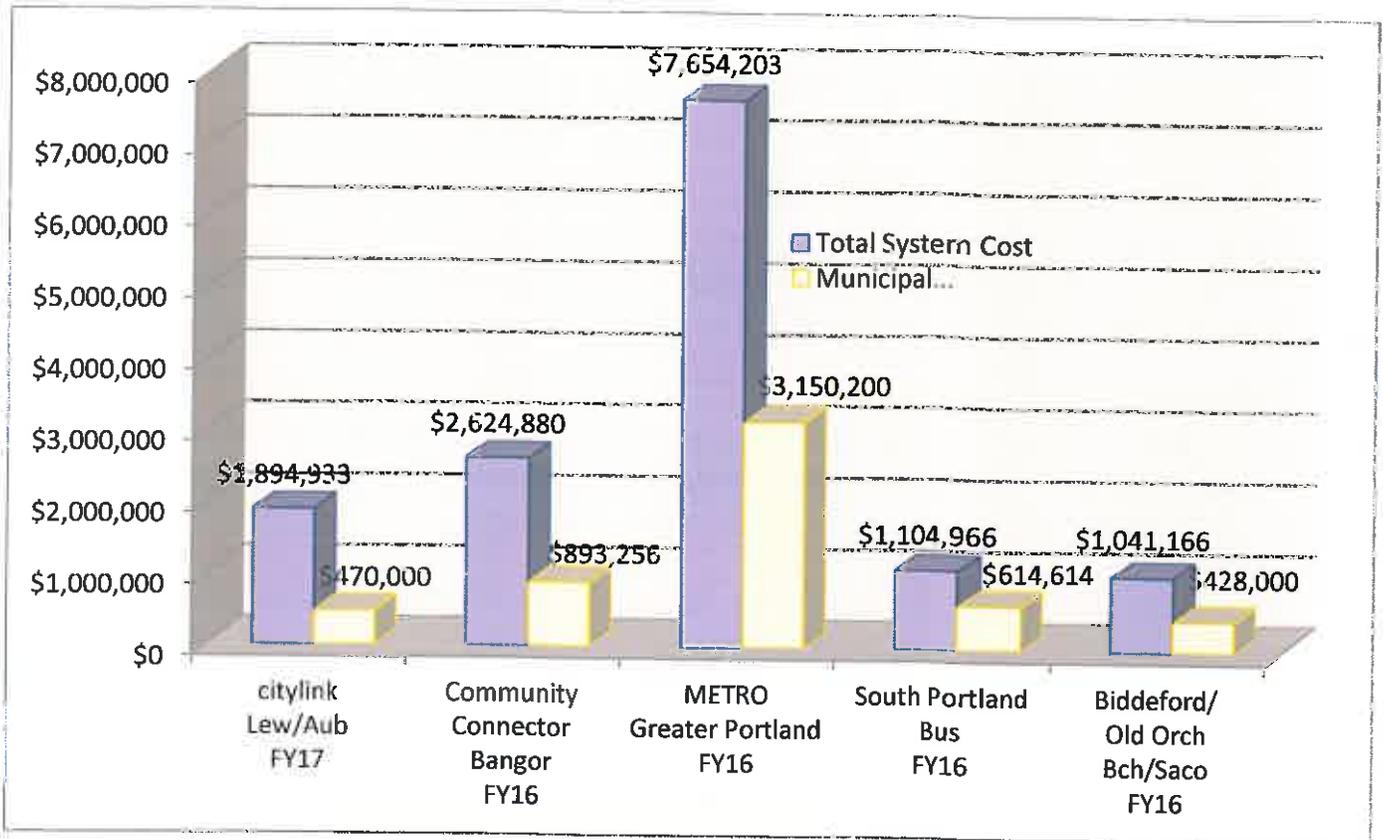
### Municipal Contribution Comparison -FY2016 Approved/FY2017 Proposed-



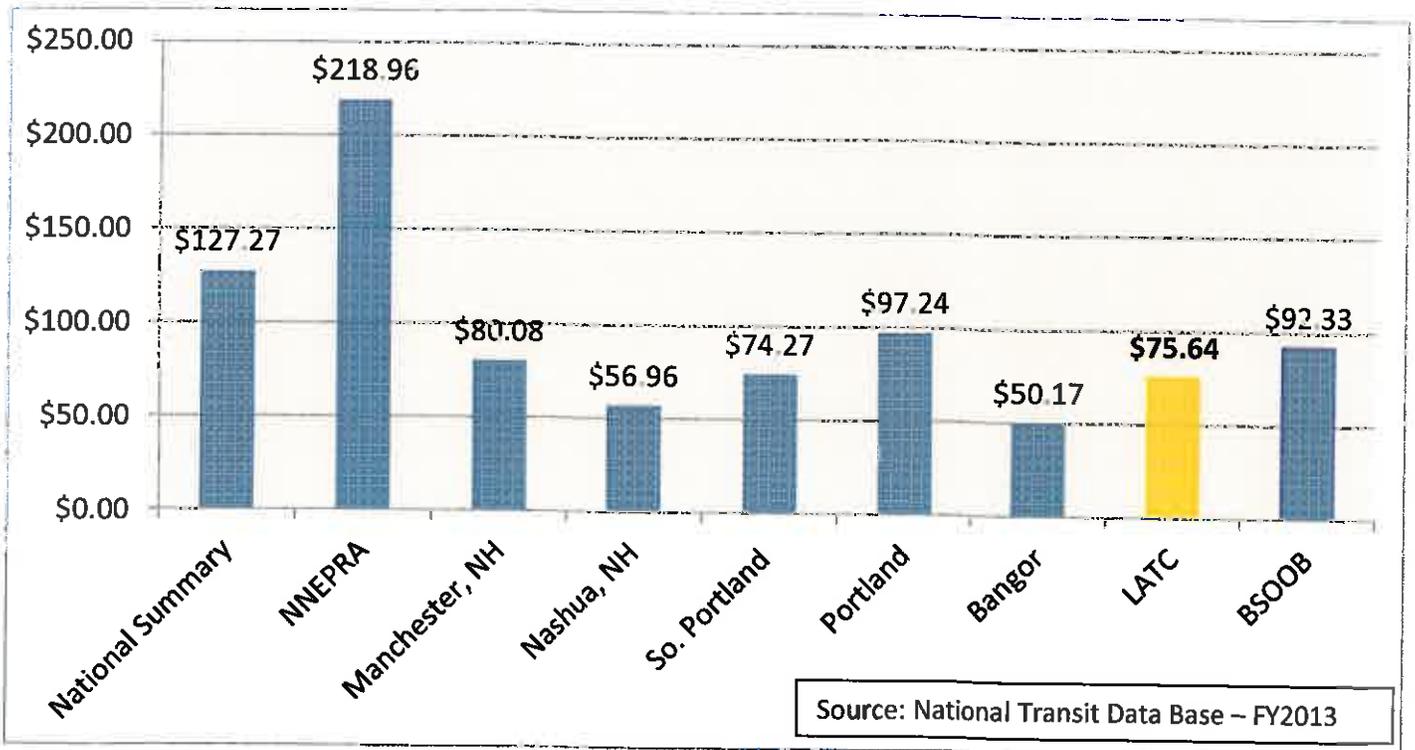
### Local Funding per Capita -FY2016 Approved/FY2017 Proposed-



### System Cost Comparison



### System Comparison Cost per Revenue Hour

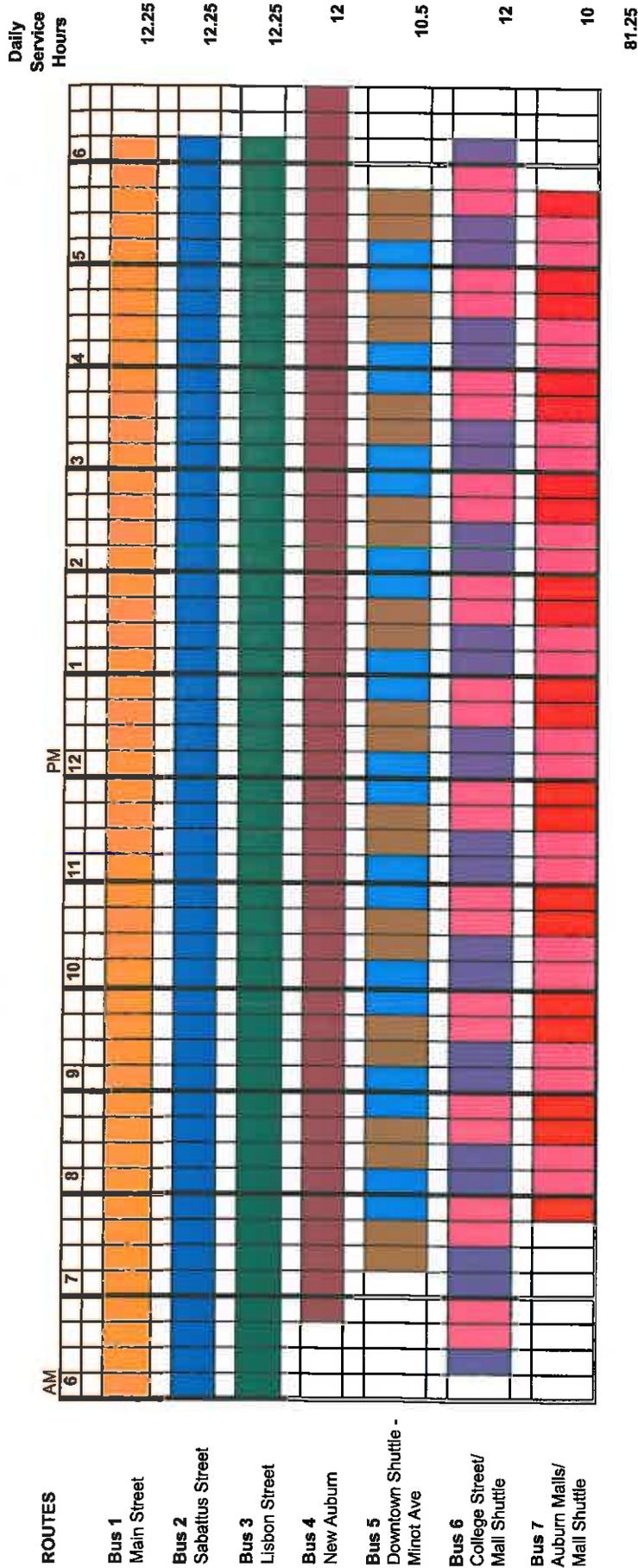


BUS SERVICE ADMINISTRATIVE COSTS ANALYSIS  
 Phil Nadeau  
 5.17.16

MOST RECENT APPROVED BUDGET INFORMATION & ANNUAL RIDERSHIP INFORMATION

BUS SERVICE	FY16 BUDGET	TOTAL FY16 ADMIN	TOTAL FY15 BOARDINGS	TOT BUDGET COST PER RIDER	TOTAL ADMIN COST PER RIDER
L-A Transit Committee	\$ 1,471,000	\$ 90,000	424652	\$ 3.46	\$ 0.2119
Bangor Connector	\$ 2,896,000	\$ 231,500	895000	\$ 3.24	\$ 0.2587
Portland Metro	\$ 7,654,000	\$ 1,119,300	1500000	\$ 5.10	\$ 0.7462

**CURRENT - citylink hours of service and utilization of buses.**



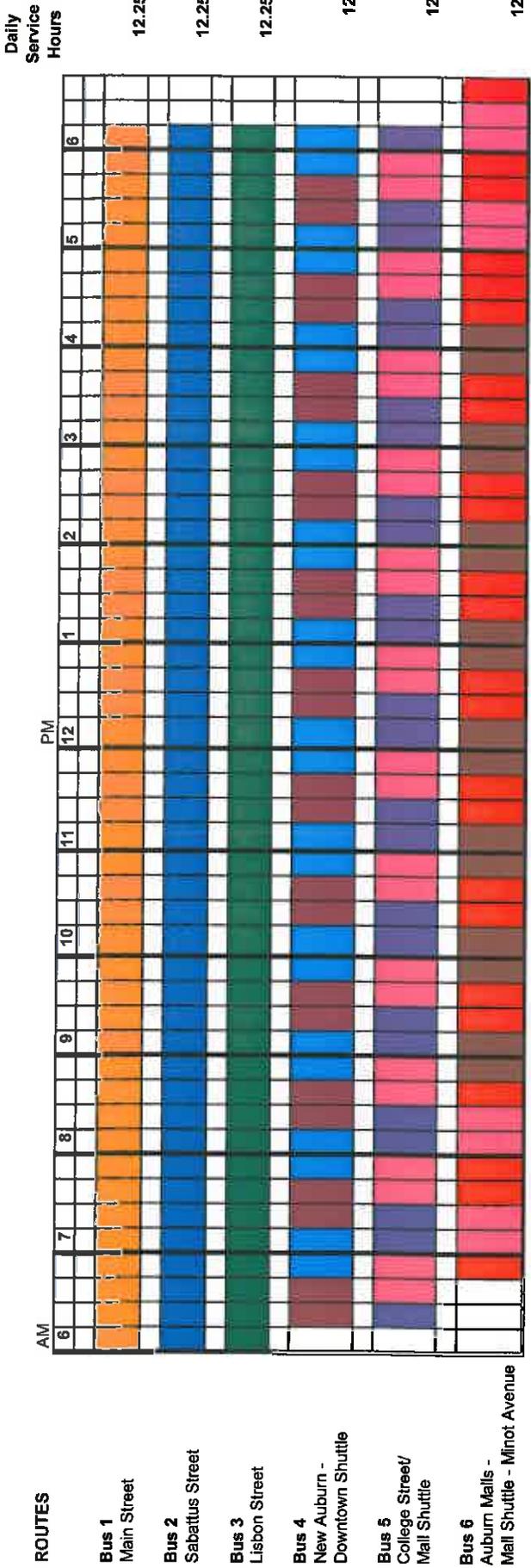
**LEGEND**

- MAIN STREET**- 1 hour headway, 60 minute run
- SABATTUS STREET**- 1 hour headway, 60 minute run
- LISBON STREET**- 1 hour headway, 60 minute run
- NEW AUBURN**- 1 hour headway, 60 minute run
- DOWNTOWN SHUTTLE**- 1 hour headway, 30 minute run
- COLLEGE STREET**- 1 hour headway, 30 minute run
- MALL SHUTTLE**- 30 minute headways (AM and PM), 1 hour headways (midday), 30 minute run
- AUBURN MALLS**- 1 hour headways, 30 minute run
- MINOT AVENUE**- 1 hour headways, 30 minute run

**CURRENT SYSTEM**

- Bus 5 alternates between the Downtown Shuttle route and the Minot Avenue route.
- Bus 6 alternates between College Street and the Mall Shuttle routes.
- Bus 7 alternates between the Auburn Malls and the Mall Shuttle routes.
- Seven buses used to serve nine bus routes.

**PROPOSED - Eliminate one bus, operate New Auburn and the Downtown Shuttle routes using one bus, and use one bus to operate the Auburn Malls, Mall Shuttle and Minot Avenue routes.**



**LEGEND**

- MAIN STREET**- 1 hour headway, 60 minute run
- SABATTUS STREET**- 1 hour headway, 60 minute run
- LISBON STREET**- 1 hour headway, 60 minute run
- NEW AUBURN**- 1 hour headway, 30 minute run
- DOWNTOWN SHUTTLE**- 1 hour headway, 30 minute run
- COLLEGE STREET**- 1 hour headway, 30 minute run
- MALL SHUTTLE**- 30 minute headways (AM and PM), 1 hour headways (midday), 30 minute run
- AUBURN MALLS**- 1 hour headways, 30 minute run
- MINOT AVENUE**- 1 hour headways, 30 minute run

**CHANGES**

- Cut 8.5 hours of services.
- New Auburn becomes a 30-minute route that stays in Auburn (start and end at Great Falls).
- New Auburn route starts 30 minutes earlier and ends 60 minutes earlier.
- Downtown Shuttle route start 60 minutes earlier and ends 60 minutes later.
- The Downtown Shuttle and New Auburn routes are operated using one bus (alternating routes).
- Mall Shuttle service is reduced to 60 minute headways between 9 AM and 5 PM.
- Minot Avenue service begins later in the day and ends earlier, and is reduced from 11 trips per day to 8.
- Auburn Malls begins 60 minutes earlier and ends 60 minutes later.
- 6 buses serving 9 routes.

72.75



Lewiston-Auburn Transit Committee

MEMORANDUM

TO: Heather Hunter, Finance Director, Lewiston  
Jill Eastman, Finance Director, Auburn  
FR: Marsha Bennett MB  
DT: January 22, 2016  
FR: LATC FY2017 Budget

Enclosed is the Lewiston-Auburn Transit Committee's FY2017 budget. LATC's contract with WMTS ends September 30, 2016. LATC was working with WMTS to extend its contract with for one year, but due to a significant increase in WMTS' operating costs (letter from WMTS enclosed) the committee felt it necessary to go out to bid. A final budget will not be approved by LATC until a new contract has been awarded mid-summer.

LATC's FY2017 budget request per city is 13% higher than FY2016, but level to FY2014 funding. In order to keep FY2014 funding levels, LATC committed using \$34,690 from reserves. Below are notable highlights to LATC's budget.

**FY 2017 LATC Budget Drivers:**

- The LATC FY 2017 budget reflects an INCREASE in funding in the amount of \$25,756 per city.
- The funding request is about the same as in fiscal year 2014.
- The Fixed Route contract with WMTS is projected to increase by 17.08%. The LATC will be going out to bid for transit services before the beginning of FY 2017.
- The ADA contract with WMTS is projected to increase by 13.4%. The LATC will be going out to bid for this service as well.
- ADA Federal subsidy is projected to decrease because of FTA funding limits.
- Farebox is projected to be flat in FY 2017 as ridership increases have leveled off.
- Fuel expenses are projected to decrease by \$67,700 as a result of the City of Lewiston locking in at a very favorable price.
- Advertising revenues are projected to be higher than 2015, but lower than budgeted in FY 2016.
- The LATC is projecting to utilize \$34,690 in reserve funds in order to minimize the increase in funding from the cities.
- Bus station expenses assume janitorial services being performed 3 days per week at each station. The LATC will be looking at increasing this to 6 days per week. Any additional janitorial expenses will be funded with reserve funds.
- LATC has approved a 5 year Capital Improvement Plan. The capital funding request for FY 2017 is \$40,000 per city.

**Personnel Costs:**

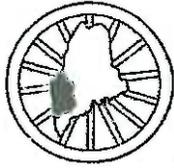
Personnel costs are projected to increase by 11% because of additional staff required to meet FTA regulations. In 2014 the Androscoggin Valley Council of Governments (AVCOG) became a Direct

Recipient of funds provided by the Federal Transit Administration (FTA) as a result of a 2012 directive from Governor LePage.

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

Major new tasks include:

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



**Western  
Maine  
Transportation  
Services**

*Ruth Cushman, Chairperson*

*Sandra E. Buchanan, General Manager*

To: Phil Nadeau, Chairman, LATC  
From: Russ Soule, Deputy Manager, Dir. of Finance & Administration  
Date: January 22, 2016  
Subject: Explanation of Increased Cost of Fixed Route Contract

RS

Proposed cost increase for the FY 2017 Citylink operations contract are based on multiple factors, including an increased overhead rate that more accurately reflects the true costs of this operation, 50% increase in the size of the LATC fleet since signing the current contract, increased insurance costs, improved maintenance practices, procedures, and skill sets of the maintenance staff and the need to maintain a parts inventory that is sufficient to cover multiple makes, models and years. Two-thirds of the Citylink fleet is at or beyond its useful life. The maintenance of a vehicle can expect to double each year the vehicle is in service and the majority of the vehicles in this fleet are at or beyond the point of being cost effective to operate, largely due to the limited availability of parts and/or the cost of the parts. Even the newer vehicles are more costly to maintain due to increased sophistication of the vehicle systems which in turn drives up the cost of the parts and maintenance. The size of this fleet has grown from a size that could be maintained by two maintenance persons to one that requires the attention of three maintenance personnel and the occasional need to have repairs performed by expensive third parties which are not available locally. WMTS has worked diligently to provide LATC with cleaner and safer vehicles over the past two years without asking for an increase to cover these costs. Going forward, we cannot afford to not pass these costs on to LATC.

WMTS specifically identifies every expense possible and assigns it to the appropriate program. An expense that is relative to fixed route is charged to fixed route, expenses relative to paratransit are charged to paratransit, etc. Expenses that cannot be charged to a specific project are classified as overhead. A few examples of overhead expenses are building mortgage payments, security, insurance (non-vehicle), utilities, certain wages and fringes, and legal and accounting services. The total of these expenses need to be shared by the various programs that are run by WMTS. Our Auditors, RHR Smith & Company developed an Indirect Cost Allocation model that was approved by the State of Maine. The current cost allocation rate is 24.1%. When considering the contract revenue for the past three years, the fixed route contribution to overhead has only been 5.99%, 14.6% and 7.51% for FY 2013, 2014 and 2015 respectively. The State approved overhead rate was 19.81% for 2013 and 24.1% for 2014 and 2015, creating a shortfall that was absorbed by WMTS. The shortfall for FY 2013, FY 2014 and FY 2015 was \$149,757.82, \$101,352.70 and \$185,089.95 respectively.

In the past, WMTS was in the position to absorb the additional overhead charges and pass a lower rate on to our various programs. With recent economic changes, WMTS is no longer in the position to absorb these differences.

*Administration*  
(207) 333-6972  
fax: (207) 795-6725

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Auburn, Maine  
04210

*Customer Service:*  
(207) 784-9335  
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*Email: [info@westernmainetrans.org](mailto:info@westernmainetrans.org)*



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

	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Approved</b>	<b>FY 2017 Proposed</b>
<b>Fixed Route</b>				
<b>Expenses:</b>				
WMTS Contract	\$1,169,100	\$1,180,000	\$1,197,700	\$1,402,310
Fuel	\$199,338	\$205,593	\$188,370	\$120,600
Maintenance Review Contract			\$5,000	\$5,000
Staff (Project administration)			\$79,893	\$100,000
<b>Total Expense</b>	<b>\$1,368,438</b>	<b>\$1,385,593</b>	<b>\$1,470,963</b>	<b>\$1,627,910</b>
<b>Revenue:</b>				
Federal (5307 PM & Capital)	\$680,449	\$277,920	\$304,615	\$361,677
Federal (5307 Operating)		\$412,373	\$437,597	\$480,407
State	\$48,196	\$98,115	\$98,115	\$98,115
Local	\$426,873	\$383,738	\$415,636	\$472,711
Fare Box	\$212,921	\$213,447	\$215,000	\$215,000
<b>Total Revenue</b>	<b>\$1,368,438</b>	<b>\$1,385,593</b>	<b>\$1,470,963</b>	<b>\$1,627,910</b>
<b>ADA Complementary Paratransit:</b>				
<b>Expenses:</b>				
WMTS Contract	\$153,400	\$155,700	\$158,000	\$179,173
Staff (Project Administration)			\$9,107	\$0
<b>Revenue:</b>				
Federal (5307 ADA)	\$97,914	\$103,107	\$108,886	\$100,000
State	\$0	\$0	\$0	\$0
Local	\$24,478	\$25,776	\$27,221	\$55,173
Fare Box	\$31,008	\$26,817	\$31,000	\$24,000
	\$153,400	\$155,700	\$167,107	\$179,173
<b>Local Subsidy:</b>				
Bus Station/LATC Operating	-\$28,629	-\$13,532	-\$24,369	-\$23,194
Fixed Route	\$426,873	\$383,738	\$415,636	\$472,711
ADA Comp. Paratransit	<u>\$24,478</u>	<u>\$25,776</u>	<u>\$27,221</u>	<u>\$55,173</u>
	\$422,722	\$395,982	\$418,488	\$504,690
<b>Less Reserves (negative is a surplus)</b>	<b>-\$48,024</b>	<b>-\$26,774</b>	<b>\$0</b>	<b>\$34,690</b>
<b>Auburn</b>	<b>\$235,373</b>	<b>\$211,378</b>	<b>\$209,244</b>	<b>\$235,000</b>
<b>Lewiston</b>	<b>\$235,373</b>	<b>\$211,378</b>	<b>\$209,244</b>	<b>\$235,000</b>

Surplus/Deficit	\$48,024	\$26,774	<b>\$40,000</b>	-\$34,690
Capital match				
Capital match - Auburn	\$40,000	\$40,000	\$40,000	\$40,000
Capital match - Lewiston	\$40,000	\$40,000	\$40,000	\$40,000
Match for study	\$0	0	7500	0
Net surplus/deficit				
Available Reserves	\$178,668	\$205,442	\$237,942	\$203,252
One month expenses	\$131,228	\$132,831	\$141,518	\$154,840

FY 2014 actual fuel cost based on \$3.33/gallon, 59,804 gallons  
FY 2015 actual fuel cost based on \$3.05/gallon, 67,298 gallons  
FY 2016 fuel projection is based on \$3.15/gallon, 59,800 gallons  
FY 2017 fuel projection is based on \$1.80/gallon, 67,000 gallons

Total Federal Required	\$874,812	\$889,741	\$951,173	\$1,037,584
Federal Allocation	<b>\$1,020,378</b>	<b>\$994,194</b>		

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

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

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

LOCAL Requested                   \$ (28,629)   \$ (13,532)   \$ (24,369)   \$ (23,194)

## LATC FY 2017 Proposed Staffing Plan

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

**Lewiston Auburn Transit Committee** **\$235,000**

Lewiston Auburn Transit Committee	FY 16	FY 17	Change (FY16-FY15)	
<b>Revenues</b>				
City of Auburn	\$209,244	\$235,000	\$25,756	12.31%
City of Lewiston	\$209,244	\$235,000	\$25,756	12.31%
Fixed Route Fare Box	\$215,000	\$215,000	\$0	0.00%
ADA Fare Box	\$31,000	\$24,000	-\$7,000	-22.58%
FTA 5307 Operating	\$467,672	\$505,907	\$38,235	8.18%
FTA 5307 PM & Capital	\$304,615	\$361,677	\$57,062	18.73%
FTA 5307 ADA	\$108,886	\$100,000	-\$8,886	-8.16%
State Operating	\$98,115	\$98,115	\$0	0.00%
Advertising	\$39,550	\$33,800	-\$5,750	-14.54%
Rent	\$12,144	\$12,144	\$0	0.00%
Vending	\$2,500	\$2,500	\$0	0.00%
Interest	\$250	\$250	\$0	0.00%
Reserve funds		\$34,690	\$34,690	
<b>Total Revenues</b>	<b>\$1,698,220</b>	<b>\$1,858,083</b>	<b>\$159,863</b>	<b>9.41%</b>

**Expenses**

Fixed Route Contract	\$1,197,700	\$1,402,310	\$204,610	17.08%
ADA Paratransit Contract	\$158,000	\$179,173	\$21,173	13.40%
Fuel	\$188,370	\$120,600	-\$67,770	-35.98%
Maintenance Review Contract	\$5,000	\$5,000	\$0	0.00%
Personnel	\$90,000	\$100,000	\$10,000	11.11%
Janitorial	\$18,800	\$18,800	\$0	0.00%
Bus station maintenance & repairs	\$9,000	\$6,000	-\$3,000	-33.33%
Supplies	\$2,000	\$3,000	\$1,000	50.00%
Snow Removal	\$4,000	\$4,500	\$500	12.50%
Natural Gas	\$5,000	\$5,500	\$500	10.00%
Electricity	\$5,500	\$5,500	\$0	0.00%
H2O/Sewer	\$1,200	\$1,200	\$0	0.00%
Insurance	\$1,300	\$1,300	\$0	0.00%
Meetings	\$2,000	\$100	-\$1,900	-95.00%
Advertising & Marketing	\$3,000	\$3,000	\$0	0.00%
Audit	\$6,750	\$1,500	-\$5,250	-77.78%
Legal Services	\$600	\$600	\$0	0.00%
<b>Total Expenses</b>	<b>\$1,698,220</b>	<b>\$1,858,083</b>	<b>\$159,863</b>	<b>9.41%</b>
<b>Surplus (deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

PROGRAM REVENUES AND EXPENSES					
<b>Fixed Route</b>					
	FTE	FY 2016 Approved	FY 2017 Proposed	Inc./Dec.	% Change
<b>Revenues</b>					
City of Auburn		188,043	202,111	14,068	7.48%
City of Lewiston		188,043	202,111	14,068	7.48%
Reserve Funds		0	34,690	34,690	
Fare Box		215,000	215,000	0	0.00%
FTA 5307 Operating		437,597	480,407	42,810	9.78%
FTA 5307 PM & Capital Maintenance		304,615	361,677	57,062	18.73%
State Operating		98,115	98,115	0	0.00%
Advertising		<u>39,550</u>	<u>33,800</u>	<u>-5,750</u>	<u>-14.54%</u>
<b>Total Revenues</b>		<u>1,470,963</u>	<u>1,627,910</u>	<u>156,947</u>	<u>10.67%</u>
<b>Expenses</b>					
Fixed Route Contract		1,197,700	1,402,310	204,610	17.08%
Fuel		188,370	120,600	-67,770	-35.98%
Maintenance Contract		5,000	5,000	0	0.00%
Personnel	0.82	79,893	100,000	20,107	25.17%
<b>Total Expenses</b>		<u>1,470,963</u>	<u>1,627,910</u>	<u>156,947</u>	<u>10.67%</u>
<b>ADA Paratransit</b>					
	FTE	FY 2016 Approved	FY 2017 Proposed	Inc./Dec.	% Change
<b>Revenues</b>					
City of Auburn		13,611	27,587	13,976	102.68%
City of Lewiston		13,611	27,587	13,976	102.68%
Fare Box		31,000	24,000	-7,000	-22.58%
FTA 5307 ADA		108,885	100,000	-8,885	-8.16%
<b>Total Revenues</b>		<u>167,107</u>	<u>179,173</u>	<u>12,066</u>	<u>7.22%</u>
<b>Expenses</b>					
ADA Paratransit Contract		158,000	179,173	21,173	13.40%
Personnel		9,107	0	-9,107	-100.00%
<b>Total Expenses</b>		<u>167,107</u>	<u>179,173</u>	<u>12,066</u>	<u>7.22%</u>

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

**AN AGREEMENT TO ESTABLISH  
THE LEWISTON-AUBURN TRANSIT COMMITTEE**

This Agreement made and entered into this 10th day of September in the year nineteen hundred and seventy six by the City of Lewiston and the City of Auburn, and amended on this 17 day of February, 1998.

WITNESSETH, that whereas the City of Lewiston and the City of Auburn agree to cooperatively establish the Lewiston-Auburn Transit Committee, and

WHEREAS, the City of Lewiston and the City of Auburn provide financial assistance to maintain public mass transportation, and

WHEREAS, the City of Lewiston and the City of Auburn intend to receive federal financial assistance for public mass transportation through grant programs sponsored by the U.S. Department of Transportation, Federal Transit Administration, and

WHEREAS, a public entity charged with administering said Federal grant programs is desired,

Now, THEREFORE, the City of Lewiston and the City of Auburn agree as follows:

**CONDITIONS OF AGREEMENT**

**ARTICLE 1 - PREAMBLE**

Section 1.1 Incorporation

Pursuant to Chapter 203 of Title 30 of the Maine State Statutes, there is hereby created as administrative agency of the Cities of Lewiston and Auburn to be known as the Lewiston-Auburn Transit Committee, herein-after called the "Committee".

Section 1.2 Purpose

The purpose of the Committee shall be to establish, maintain and implement a short- and long-range bus transit development program, and to apply for, receive and administer Federal and State grants-in-aid for mass transit on behalf of the Cities of Lewiston and Auburn to provide adequate and efficient mass transit for the Lewiston-Auburn area.

## **ARTICLE 2 – DELEGATION OF POWERS TO THE COMMITTEE**

The Cities of Lewiston and Auburn delegate or otherwise transfer to the Committee the administrative responsibilities of providing for the planning of mass transportation in the Lewiston–Auburn area and overseeing the utilization of public funds provided by the cities of Lewiston and Auburn for the purpose of subsidizing mass transportation in the Lewiston–Auburn area. The cities further delegate to the Committee the other powers incorporated herein.

## **ARTICLE 3 – CONTRACTS**

The Committee is authorized to enter binding contracts with other persons, corporations and governmental bodies or agencies thereof, including contracts to plan for and purchase mass transit capital equipment and services for the purposes set forth in ARTICLE 1 Section 1.2 upon such terms as the Committee shall approve. The Committee may also negotiate for, receive and use grants and loans from any governmental body or agency which are available for use in the furtherance of any of the purposes of the Committee.

## **ARTICLE 4 – ANNUAL EXPENSES**

### **Section 4.1 Estimating Annual Expenses**

The private operator of scheduled, fixed route mass transit service in the Lewiston–Auburn area shall annually prepare and present to the Committee a budget for its next fiscal year, itemizing expenses of operations, maintenance and repairs, costs of contemplated capital improvement, and other costs incidental to the provision of transit service in the Lewiston–Auburn area. In addition, the private transit operator shall furnish the Committee with a description of services to be offered, fare structure and routing. The Committee will review the budget and operating plan for the next fiscal year, and jointly with the private transit operator establish a recommended estimate budget showing anticipated revenues, both farebox and non–farebox, for the forthcoming fiscal year. The budget will also include the costs of performing any necessary mass transit planning which is not specifically a part of the mass transit service operating budget submitted by the private mass transit operator.

### **Section 4.2 Requests for Public Funds**

In any fiscal year in which the recommended budget, as approved by the Committee, shows anticipated expenses exceeding anticipated revenues, the Committee shall request the participating municipalities for the

difference. If a majority of the members of the Lewiston City Council and the Auburn City Council approve the amount of this request, the proportionate share of each city shall be calculated on the basis of: fifty percent (50%) of the requested amount shall be paid by the City of Auburn, and fifty percent (50%) of the requested amount shall be paid by the City of Lewiston. In any year in which a request is made, the Committee shall give notice to the Cities of Lewiston and Auburn. Such requests shall be submitted to each city in time for inclusion in their respective budgets for their next fiscal year, and if approved, they shall make provision through assessment of taxes or otherwise to obtain sufficient revenues to pay the same. Such amount shall be due and payable on or about the beginning of the fiscal year of each city.

## **ARTICLE 5 – LEWISTON–AUBURN TRANSIT COMMITTEE**

### **Section 5.1 Membership**

The Lewiston–Auburn Transit Committee shall be composed of seven (7) members determined on the basis of: three (3) members will be appointed by the Lewiston City Council with at least one (1) member being an elected public official, three (3) members will be appointed by the Auburn City Council with at least one (1) member being an elected public official, and alternate seventh member each city. The seventh member will initially be appointed by the Transit Committee and will be a citizen of Lewiston or Auburn. Subsequent appointments will be made by the City Council from the alternate city and the position will continue to alternate between cities. Four (4) members shall constitute a quorum.

### **Section 5.2 Term of Membership**

Members of the Lewiston–Auburn Transit Committee will serve three (3) year terms with the exception of elected public officials whose term shall run concurrent with their term in office. Members shall not be limited to one (1) term.

### **Section 5.3 Election of Officers**

The Lewiston–Auburn Transit Committee shall elect from their membership a Chair–person who shall have full voting rights. A Vice–Chairperson shall also be elected from the Committee membership to serve in the Chair–person's absence. Election of officers shall occur at such time when the current Chairperson or Vice–Chairperson desires to resign from their position.

## **ARTICLE 6 – GENERAL ADMINISTRATION**

### **Section 6.1 Fiscal Year**

The Committee shall adopt as their fiscal year October 1 to September 30 or be such other fiscal year as the Committee may by resolution adopt.

### **Section 6.2 Reports**

Reports detailing revenues and costs, ridership and other pertinent information shall be submitted to the Committee each month by the private transit operator being financially aided by public funds. These reports will be combined at the end of each fiscal year to produce an annual report.

### **Section 6.3 Meeting**

Regular meetings of the Committee will be held on a monthly basis.

## **ARTICLE 7 – REAL AND PERSONAL PROPERTY**

### **Section 7.1 Ownership**

All real or personal property acquired for the purposes set forth in Section 1.2 through Federal capital grants received by the Committee will be owned by the Committee or leased by the Committee from the Maine Department of Transportation. All major purchases will be subject to a depreciation schedule covering the usable life of the property.

### **Section 7.2 Maintenance of Property**

All real and personal property, including but not limited to, buses, bus washers, fareboxes, acquired by the Committee through Federal grants to be directly used by the private transit operator in providing service shall be leased to the private operator and maintained in good repair by the private operator. All property not used directly by the private operator in providing service, including but not limited to bus shelters and bus stop signs, shall not be leased to the private operator and shall be maintained by the city in which the property is located, or through some method mutually agreeable to both the City of Lewiston and the City of Auburn. Disposition of fully depreciated property upon termination of the Committee shall be considered in any agreement made in the latter case.

### **Section 7.3 Disposition of Property**

All real property owned or leased by the Committee either fully or partially depreciated, that is no longer needed for the originally authorized purpose, shall be disposed as follows, pursuant awarding agency instructions:

- (a) The Committee shall retain clear title to real property, fully or partially depreciated, upon compensating the awarding agency for their share if the current fair market value is greater than \$5,000.
- (b) The Committee shall competitively sell real property, compensating the awarding agency for their share of the proceeds if the current fair market value is greater than \$5,000.
- (c) The Committee shall transfer title of fully depreciated real property to the awarding agency or to a third party designated/approved by the awarding agency. For real property not fully depreciated, the Committee shall be compensated a proportion equal to their share of the initial purchase based on the current fair market value of the property.
- (d) Real property leased by the Committee shall revert to the lessor at such time the property is no longer needed for the original authorized purpose. The Committee shall be compensated a proportion equal to their share based on the original purchase price and the current fair market value.

### **Section 7.4 Disposition of Property Upon Termination**

If the Committee is terminated for any reason and still holds ownership of or is leasing property either fully or partially depreciated, this property will be distributed as follows:

- (a) All fully depreciated property being leased and maintained by the private operator with a current fair market value less than \$5,000 will become the joint property of the City of Lewiston and the City of Auburn, each holding a share equal to fifty percent (50%) of the value of the property. The property may be sold and the proceeds of the sale divided equally between the City of Lewiston and the City of Auburn, or may be retained under any understanding agreeable to both the Cities of Lewiston and Auburn.
- (b) All fully depreciated property not being leased and maintained by the private operator will become the property of the City in which it is located and by which it has been maintained. Disposition of

property being maintained by mutual agreement shall have been determined at the time of mutual agreement.

- (c) All partially depreciated property owned by the Committee shall be sold, and the proceeds of the sale shall be divided as follows: a proportion equal to the Federal share of the original grant monies used to purchase the equipment shall be returned to the Federal government, and the remainder shall be divided equally between the City of Lewiston and the City of Auburn.
- (d) All partially depreciated property being leased by the Committee from the MDOT shall be returned to the MDOT with the City of Lewiston and the City of Auburn receiving a proportion equal to the local share of the original grant monies used to purchase the equipment.

#### **ARTICLE 8 – TERMINATION**

The Committee shall remain in existence for an indefinite term and until terminated by a majority vote of both the Auburn City Council and the Lewiston City Council. The provisions of this agreement may also be amended by a majority vote of both the Auburn City Council and the Lewiston City Council. In the event that either municipal body shall vote to modify this agreement or terminate the Committee, notice in writing shall immediately be given to the Committee.

#### **ARTICLE 9 – AMENDMENTS**

Amendments to this Agreement may be discussed at any meeting of the Committee, and any revisions emanating therefrom will be subject to approval by the City of Lewiston and the City of Auburn.

WITNESS

CITY OF LEWISTON

Garthby P. Pesham-Whittier

Kaileigh A. Tara  
Mayor Kaileigh Tara

WITNESS

CITY OF AUBURN

James E. Thompson

Lee Young  
Mayor Lee Young

**AMENDMENT TO AGREEMENT TO ESTABLISH  
THE LEWISTON-AUBURN TRANSIT COMMITTEE**

THIS AGREEMENT made this 12<sup>th</sup> day of February, 2001, by and between the City of Lewiston and the City of Auburn.

I. WHEREAS,

A. By Agreement dated as of September 10, 1976, the aforesaid Cities entered into an agreement establishing THE LEWISTON-AUBURN TRANSIT COMMITTEE ("LATC"), as an administrative agency of the aforesaid Cities;

B. By Agreement dated on or about January 20, 1998, an agreement amending said 1976 Agreement was approved and executed by the aforesaid Cities, a copy of which amendatory agreement ("the 1998 Agreement") is hereto annexed as Exhibit A;

C. The aforesaid Cities wish to further amend the 1998 Agreement;

D. The aforesaid Cities have reached an agreement with respect to the same which they wish to reduce to a written memorandum.

II. NOW THEREFORE, for consideration paid, each to the other, receipt and sufficiency of which is hereby mutually acknowledged, the aforesaid Cities do hereby agree as follows:

A. That the 1998 Agreement be and hereby is amended by striking from ARTICLE 7 Subsection 7.3(b) and substituting in its place the following subsection:

"(b) In the event that the Committee wishes to sell real property, such property shall be sold either by (i) a negotiated at price equal at least to the fair market value as disclosed by an appraisal process satisfying the requirements of the U.S. Department of Transportation, Federal Transit Administration, and approved by the City Councils of both Cities; or (ii) by a process of competitive bidding. In either case, the proceeds shall be used either (a) to compensate the awarding agency for its share of the proceeds if the current fair market value is greater than \$5,000; or (b) for the purpose of acquiring or constructing a replacement or substitute facility."

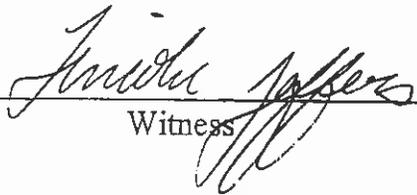
B. Except as specifically modified herein, the 1998 Agreement is hereby ratified and reconfirmed, and nothing in this Agreement shall impair or abrogate the authority of LATC

under the 1998 Agreement or under the terms of 30-A M.R.S.A. §2201, *et. seq.*

C. Pursuant to 30-A M.R.S.A. §2204, This Agreement shall become effective upon being filed with the City Clerks of the Cities of Lewiston and Auburn and with the Secretary of State.

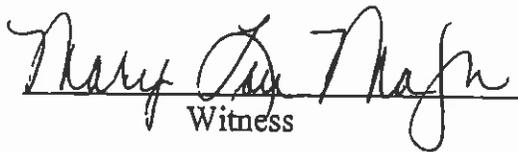
IN WITNESS WHEREOF, the City of Lewiston has caused this Agreement to be executed on its behalf by Kaileigh Tara, its Mayor, thereunto duly authorized, and the City of Auburn has caused this Agreement to be executed on its behalf by Lee Young, its Mayor, thereunto duly authorized.

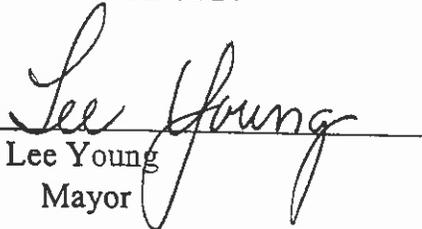
CITY OF LEWISTON

  
\_\_\_\_\_  
Witness

BY:   
\_\_\_\_\_  
Kaileigh Tara  
Mayor

CITY OF AUBURN

  
\_\_\_\_\_  
Witness

BY:   
\_\_\_\_\_  
Lee Young  
Mayor

# Lewiston - Auburn 9-1-1 Emergency Communications Center

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

**Estimated Detail of Salaries / Wages**

*Actual expenses may vary according to changing circumstances*

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

**Line Item Narrative**

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

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

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

9-1-1 Emergency Communications Center

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

**Estimated Detail of OT - Regular**

*Actual expenses may vary according to changing circumstances*

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

**Estimated Detail of MSRS - Employer**

*Actual expenses may vary according to changing circumstances*

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

**Estimated Detail of ICMA - Employer**

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

**Estimated Detail of FICA - Employer**

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

**Line Item Narrative**

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

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

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

**FICA Employer:** The required employer contribution is 0.0765

9-1-1 Emergency Communications Center

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

**Estimated Detail of MMEHT Health Ins.**

*Actual expenses may vary according to changing circumstances*

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

**Estimated Detail of Wellness / Medical**

*Actual expenses may vary according to changing circumstances*

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

**Estimated Detail of Health Reimbursement Account**

*Actual expenses may vary according to changing circumstances*

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

**Line Item Narrative**

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

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

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

9-1-1 Emergency Communications Center

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

**Estimated Detail of Unemployment Comp**

*Actual expenses may vary according to changing circumstances*

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

**Estimated Detail of Workers Comp**

*Actual expenses may vary according to changing circumstances*

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

**Line Item Narrative**

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

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

# 9-1-1 Emergency Communications Center

Line Items	Account Code		Last Year	Committee Approved	Council Approved
Printing	420500	Total	125	125	-
Postage	421500	Total	200	200	-

**Estimated Detail of Printing**

*Actual expenses may vary according to changing circumstances*

Printing	Quantity	Price Each	Committee Approved	Council Approved
Forms	50	\$ 1.00	\$ 50	\$ -
Envelopes	1000	0.15	\$ 75	\$ -
			<b>\$ 125</b>	<b>\$ -</b>

*Actual expenses may vary according to changing circumstances*

**Estimated Detail of Postage**

*Actual expenses may vary according to changing circumstances*

Postage	Committee Approved	Council Approved
Routine mailings	\$ 200	\$ -
	<b>\$ 200</b>	<b>\$ -</b>

**Line Item Narrative**

**Printing:** This account includes the costs of purchasing special created forms for communication operations as well as franked business envelopes. The center does not provide business cards for administration or for supervisors; the cards must be purchased at the employees' expense.

**Postage:** This account includes routine mailings, certified mail and those shipping that require insurance such as equipment being shipped to a vendor for repair.

# Lewiston - Auburn

## 9-1-1 Emergency Communications Center

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

**Estimated Detail of Telephones**

*Actual expenses may vary according to changing circumstances*

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

**Estimated Detail of Utilities: Light/Water/Diesel**

*Actual expenses may vary according to changing circumstances*

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

**Line Item Narrative**

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

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

# 9-1-1 Emergency Communications Center

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

**Estimated Detail of CALEA/Mileage reimburseme**

*Actual expenses may vary according to changing circumstances*

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

**Estimated Detail of Medical Exams**

*Actual expenses may vary according to changing circumstances*

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

**Line Item Narrative**

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

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

# 9-1-1 Emergency Communications Center

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

**Estimated Detail of Maintenance / Licensing**

*Actual expenses may vary according to changing circumstances*

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

**Estimated Detail of Repairs - Building**

*Actual expenses may vary according to changing circumstances*

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

**Estimated Detail of Legal Expenses**

*Actual expenses may vary according to changing circumstances*

Legal Expenses	Committee Approved	Council Approved
Attorney Costs	\$ 2,500	\$ -
	<b>\$ 2,500</b>	<b>\$ -</b>

**Line Item Narrative**

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

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

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

# 9-1-1 Emergency Communications Center

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

**Estimated Detail of Miscellaneous Services**

*Actual expenses may vary according to changing circumstances*

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

**Estimated Detail of In-Service Training**

*Actual expenses may vary according to changing circumstances*

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

**Line Item Narrative**

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

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

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

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

Dispatcher continuing education: \$5,800

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

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

# 9-1-1 Emergency Communications Center

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

**Estimated Detail of Office Supplies**

*Actual expenses may vary according to changing circumstances*

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

**Estimated Detail of Printing Supplies**

*Actual expenses may vary according to changing circumstances*

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

**Estimated Detail of Other Supplies**

*Actual expenses may vary according to changing circumstances*

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

**Line Item Narrative**

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

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

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

# Lewiston - Auburn

## 9-1-1 Emergency Communications Center

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

**Estimated Detail of Dues**

*Actual expenses may vary according to changing circumstances*

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

**Estimated Detail of Insurances**

*Actual expenses may vary according to changing circumstances*

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

**Line Item Narrative**

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

**Insurances:** Required insurance on Center operations and management.

# 9-1-1 Emergency Communications Center

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

**Estimated Detail of Principal**

*Actual expenses may vary according to changing circumstances*

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

**Estimated Detail of Interest**

*Actual expenses may vary according to changing circumstances*

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

**Estimated Detail of Lease/Purchase**

*Actual expenses may vary according to changing circumstances*

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

**Line Item Narrative**

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

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

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

9-1-1 Emergency Communications Center

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

**Estimated Detail of Office Equipment**

*Actual expenses may vary according to changing circumstances*

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

**Estimated Detail of Communication Equip**

*Actual expenses may vary according to changing circumstances*

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

*Actual expenses may vary according to changing circumstances*

**Line Item Narrative**

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

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

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

# LEWISTON-AUBURN 911 AGREEMENT

This agreement made and entered into by and between the City of Lewiston, a body corporate and politic of the State of Maine and the City of Auburn a body corporate and politic of the State of Maine.

## ARTICLE I - PREAMBLE

### INCORPORATION

Pursuant to a Resolution passed by the Lewiston City Council on January 26, 1978 and a Resolution passed by the Auburn City Council on February 6, 1978 there is hereby created an administrative agency of the Cities of Lewiston and Auburn to be known as the Lewiston-Auburn 9-1-1 Committee, hereinafter called the "Committee".

### PURPOSE

The purpose of this Committee will be to establish, operate, and maintain a 9-1-1 Emergency Reporting Communications System for the Lewiston-Auburn area.

## ARTICLE II - LEWISTON-AUBURN 9-1-1 COMMITTEE

### MEMBERSHIP

The Committee will consist of nine (9) members. The respective Police and Fire Chiefs of both Lewiston and Auburn will be members of the Committee by virtue of their respective offices and in the event of their death, incapacity, resignation, or discharge from said offices, their successors shall fill the vacancy thus created. A fifth and sixth member, who must be a resident of the city or city employee, of the Committee shall be nominated by the Mayor and confirmed by the Lewiston City Council pursuant to Article IV, Section 4 of the City Charter, as amended. The seventh and eighth member, who must be a resident of the city or a city employee, of the Committee shall be nominated by the Mayor and confirmed by the Auburn City Council. The appointed members shall take office at the first meeting in January.

In the event that either of said additional members of the Committee shall cease to be residents of their respective cities, cease to be employed by their respective cities, or should die, become incapacitated, or resign from the Committee, a successor shall be appointed to serve for the remainder of the term in the same manner as the original appointments are made.

The eight (8) above-named members of the Committee shall elect the ninth member who shall be a resident of Auburn or Lewiston but does not hold any public municipal office nor is a member of any municipal board or commission. After the election of the ninth member, the ninth member must not be a resident of the same city as the previous ninth member, unless this provision is waived by the opposite municipality. The ninth member of the Committee will serve for a three-year (3) term and thereafter until a successor is appointed.

## COMPENSATION

Members of the Committee will serve without compensation but may be reimbursed for their actual expenses incurred in the performance of their duties upon the approval of the Committee.

## ELECTION OF OFFICERS

All officers of the Committee shall be elected annually at the first regular meeting in January by members of the Committee and shall hold office until their successors are chosen and qualified. The Clerk and Treasurer need not be members of the Committee, and both offices may, in the discretion of the Committee, be held by the same person, except as provided in the agreement.

## OFFICERS

4a. Chairperson            The Chairperson shall have the general control and management of the Committee, subject to any specific power delegated by the Committee and shall preside at all meetings of the Lewiston- Auburn 9-1-1 Committee.

The Chairperson shall execute all deeds, leases, bonds, mortgages, and all other contracts and papers of which this Committee is party under the seal of the Committee. The Chairperson shall vote only in the event of a tie.

4b. Vice-Chairperson    The Vice-Chairperson shall be a member of and be elected from among the Committee members. The Vice-Chairperson shall assist the Chairperson in carrying out the latter's duties and shall preside at meetings in his absence.

4c. Treasurer            The Treasurer shall be the Treasurer of the Cities of Lewiston or Auburn or such other qualified city employees and shall have the custody of the funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Committee and shall deposit all monies and other valuable effects in the name of and to the credit of the Committee at such depositories as may be designated by the Committee.

The Treasurer shall render to the members at the regular meetings of the Committee or whenever they may require it, an account of all transactions as Treasurer and of the financial condition of the Committee from time to time. The Treasurer shall perform such other duties as may be prescribed by the Committee from time to time.

4d. Clerk                The Clerk of the Committee shall keep a faithful record of all meetings of the Committee and send proper notices of the meeting of said Committee and generally perform those duties as may be required by the Chairperson and members.

All minutes of the Committee shall be filed at the Clerk's Office of the respective Cities of Lewiston and Auburn.

## **REMOVAL OF OFFICERS FROM OFFICE**

A majority of five (5) members to be required for removal from office.

## **METRO SYSTEM**

The police chiefs of the Cities of Lewiston and Auburn shall have responsibility for ensuring compliance of the 9-1-1 Committee with the rules and regulations governing access to the Maine Telecommunications and Radio Operations (METRO) system. In the event that the Committee takes action that would result in loss of the access by the Committee to the METRO system, the police chiefs of the Cities of Lewiston and Auburn, acting together, shall have authority to take such action binding on the Committee as in necessary to preserve the Committee's continued access to the METRO system.

## **ARTICLE III - MEETINGS**

### **REGULAR MEETINGS**

Regular meetings of the Committee for the transaction of any business that may come before the Committee shall be held monthly at a time and date mutually agreed upon by the Committee at a public place previously designated by the Committee.

Notices of a regular meeting shall be sent by the Clerk to each Committee member at least five (5) days before such meetings.

### **SPECIAL MEETINGS**

Special meetings of the Committee can be called by the Chairperson or majority of the Committee members upon reasonable notice to all members to administer the affairs of the Committee.

### **QUORUM**

A majority of the members of the Committee shall constitute a quorum.

## **ARTICLE IV - ADMINISTRATION**

### **OFFICE**

The Committee will establish an office at the same location as the 9-1-1 Dispatch Center where its business may be conducted and in which maps, plans, records, and other papers relating to operation of the Committee will be kept, but the Committee may vote to hold its meetings in any public building in Lewiston or Auburn.

The Committee will at all times keep full and accurate accounts of its receipts, expenditures, liabilities, and assets, which will at all reasonable times be open to inspection.

### **FISCAL YEAR**

The fiscal year of the Committee shall be the same fiscal year as that of both cities, being the first day of July in each year and end at midnight on the thirtieth day of June in each year.

## **ANNUAL REPORT**

The Committee will make an annual report of its activities and submit audited financial statements for the preceding fiscal year to the Mayor and Council of the Cities of Lewiston and Auburn.

The Committee will adopt the same annual report date as that of both cities, the first day of July in each year.

## **ARTICLE V - ANNUAL EXPENSES AND REVENUES**

The Committee will annually prepare a budget for its next fiscal year, itemizing expenses of operations, maintenance and repairs, costs of contemplated capital improvements, and payments of principal and interest on fixed indebtedness and other borrowing. The budget will also include such other details as to present assets, surplus, accounts receivable, expenses, and liabilities as the Committee shall deem advisable and as the Cities of Lewiston and Auburn may reasonably require. The Committee will also estimate all anticipated revenues of the Committee for the forthcoming fiscal year.

## **NOTICE OF APPORTIONMENT**

In any year in which it is anticipated expenses exceed anticipated revenues, the Committee shall give notice of apportionment to the Cities of Lewiston and Auburn.

Such notice of apportionment will be submitted to each city in time for inclusion in their respective budgets for their next fiscal year.

The Cities of Lewiston & Auburn agree to meet jointly prior to May 31st of each year to review the Committee's budget. Upon approval of the majority of the members of the Lewiston & Auburn City Councils the Committee's budget and amount of the apportionment, the Cities of Lewiston & Auburn agree to include said apportionment in their respective city budgets for the coming fiscal year and shall make provisions through assessment of taxes or otherwise to obtain sufficient revenues to pay the same.

The proportionate share of each City shall be calculated on the basis of fifty percent (50%) of the difference.

If either the City Council of Lewiston or Auburn do not approve an apportionment, the City of Auburn and the City of Lewiston will include in their respective budgets, for the coming fiscal year, an amount equal to their respective apportionment for the previous year, less any part of those apportionments representing the costs of contemplated capital improvements.

## **ARTICLE VI - CONTRACTS**

The Committee is authorized to enter into binding contracts with other persons, corporations and governmental bodies or agencies thereof, including contracts to lease existing buildings upon such terms as the Committee shall approve. The Committee may also negotiate for, receive and use grants and loans from any governmental body or agency which are available for use in the furtherance of any of the purposes of the Committee.

**ARTICLE VII- DISPOSAL OF SURPLUS PROPERTY**

When the Committee determines that any real or personal property or interests therein in its possession are no longer necessary to the accomplishments of the purposes of the Committee, it may dispose of the same.

**ARTICLE VIII - PROPERTY TAX EXEMPT**

The real and personal property rights of the Committee will be exempt from taxation.

**ARTICLE IX - RULES AND REGULATIONS**

The Committee will adopt and publish rules and regulations governing the use of the communications center and related facilities.

**ARTICLE X - TERMINATION & MODIFICATION**

The Committee will remain in existence for an indefinite term and until terminated by a majority vote of the Lewiston and Auburn City Councils. This agreement may also be modified by a majority vote of both the Lewiston & Auburn City Councils. In the event that either municipal body shall vote to modify this agreement, notice in writing shall immediately be given to the Committee or an authorized administrative representative thereof and to the City not initiating the action. If the existence of the Committee is terminated, notice in writing shall immediately be given to the Committee or an authorized representative thereof. In the event of said termination, all of the operations of the 9-1-1 reporting system and the property, real and personal, of the Committee shall be returned to the Cities of Lewiston & Auburn within sixty (60) days of receipt of such written notification. Assets jointly owned shall be divided equally while other assets shall become property of the grantor.

IN WITNESS THEREOF, the parties have caused these presents to be executed on the date indicated below:

ATTEST Kathleen M. Montgo  
DATE January 18, 2000

CITY OF LEWISTON  
BY: Kaileigh A. Tara  
Kaileigh A. Tara, Mayor

ATTEST Mary Ann Thayer  
DATE February 28, 2000

CITY OF AUBURN  
BY: Lee Young  
Lee Young, Mayor

# LEWISTON-AUBURN 911 COMMITTEE

## BY-LAWS

### ARTICLE I PREAMBLE

**Section 1 - Name:** The name of this Committee is the Lewiston-Auburn 911 Committee, hereinafter called the "Committee."

**Section 2 - Purpose:** The purpose of this Committee will be to establish, operate, and maintain a 911 Emergency Reporting Communications System for the Lewiston-Auburn area.

**Section 3 - Intentions:** It is the intention of this Committee to seek assistance from federal, state, and local governments as well as the private sector in the form of grants, loans, and any other available assistance to carry out the goals of this Committee. The Committee will seek laws, ordinances, codes, and so forth at local, state and national levels to further the growth and development of the 911 Emergency Reporting communications System. The Committee shall endeavor to assist and influence both the public and private sectors of the cities and surrounding communities, as it may be appropriate to furthering the purposes of the Committee.

**Section 4 - Principal Officers:** The officers shall be a Chairperson, a Vice-Chairperson, a Treasurer, and a Clerk, to be elected by the Committee members.

## ARTICLE II LEWISTON-AUBURN 911 COMMITTEE

**Section 1 - Membership:** The Committee will consist of nine (9) members. The respective Police and Fire Chiefs of both Lewiston and Auburn will be members of the Committee by virtue of their respective offices and in the event of their death, incapacity, resignation, or discharge from said offices, their successors shall fill the vacancy thus created.

A fifth and sixth member, who must be a resident of the city or a city employee, of the Committee shall be nominated by the Mayor and confirmed by the Lewiston City Council, at their first regular meeting in January, pursuant to Article IV, Section 4 of the City Charter, as amended. These two additional members must be residents of the City of Lewiston or a city employee, and shall be appointed to a two (2) year term.

The seventh and eighth member of the Committee shall be nominated by the Mayor and confirmed by the Auburn City Council, at their first regular meeting in January. These two additional members must be residents of the City of Auburn or a city employee, and shall be appointed to a two (2) year term.

In the event that either of said additional members of the Committee shall cease to be residents of their respective cities or cease to be employed by their respective city, or should die, become incapacitated, or resign from the Committee, a successor shall be appointed to serve for the remainder of the term in the same manner as the original appointments are made.

The eight (8) above-named members of the Committee shall elect the ninth member who shall be a resident of Auburn or Lewiston but does not hold any public municipal office nor is a member of any municipal board or commission. After the election of the ninth member, the ninth member must not be a resident of the same city as the previous ninth member, unless this provision is waived by the opposite municipality. The ninth member of the Committee will serve for a three-year (3) term and thereafter until a successor is appointed.

**Section 2 - Compensation:** Members of the Committee will serve without compensation but may be reimbursed for their actual expenses incurred in the performance of their duties upon the approval of the Committee.

**Section 3 - Election of Officers:** All officers of the Committee shall be elected annually, with the exception of the Chairperson, at the first regular meeting in January by members of the Committee and shall hold office until their successors are chosen and qualified. The Clerk and Treasurer need not be members of the committee, and both offices may, in the discretion of the Committee, be held by the same person, except as provided in the agreement.

**Section 4 - Officers:**

4a: Chairperson      The Chairperson shall have the general control and management of the Committee, subject to any specific power delegated by the Committee and shall preside at all meetings of the Lewiston-Auburn 911 Committee.

The Chairperson shall execute all deeds, leases, bonds, mortgages, and all other contracts and papers of which this Committee is party under the seal of the Committee. The Chairperson shall vote only in the event of a tie.

4b: Vice  
Chairperson      The Vice-Chairperson shall be a member of, and be elected from among the Committee members. The Vice-Chairperson shall assist the Chairperson in carrying out the latter's duties and shall preside at meetings in his absence.

4c: Treasurer      The Treasurer shall be the Treasurer of the Cities of Lewiston or Auburn or such other qualified city employee and shall have the custody of the funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Committee and

shall deposit all monies and other valuable effects in the name of and to the credit of the Committee at such depositories as may be designated by the Committee.

The Treasurer shall render to the members at the regular meetings of the Committee or whenever they may require it, an account of all transactions as Treasurer and of the financial condition of the Committee from time to time. The Treasurer shall perform such other duties as may be prescribed by the Committee from time to time.

4d: Clerk

The Clerk of the Committee shall keep a faithful record of all meetings of the Committee and send proper notices of the meeting of said Committee and generally perform those duties as may be required by the Chairperson and members.

All minutes of the Committee shall be filed at the Clerk's Office of the respective Cities of Lewiston and Auburn.

**Section 5 - Removal of Officers from office:** A majority of five (5) members to be required for removal from office.

**Section 6 - METRO System:** The Police Chiefs of the Cities of Lewiston and Auburn shall have responsibility for ensuring compliance of the 911 Committee with the rules and regulations governing access to the Maine Telecommunications and Radio Operations (METRO) system. In the event that the Committee takes action that would result in loss of the access by the Committee to the METRO system, the Police Chiefs of the Cities of Lewiston and Auburn, acting together, shall have authority to take such action binding on the Committee as is necessary to preserve the Committee's continued access to the METRO system.

## ARTICLE III MEETINGS

**Section 1 - Regular Meetings:** Regular meetings of the Committee for the transaction of any business that may come before the Committee shall be held monthly or, as designated by the Committee, at a time and date mutually agreed upon by the Committee at a public place previously designated by the Committee.

Notices of a regular meeting shall be sent by the Clerk to each Committee member at least five (5) days before such meetings.

**Section 2 - Special Meetings:** Special meetings of the Committee can be called by the Chairperson or majority of the Committee members upon reasonable notice to all members to administer the affairs of the Committee.

**Section 3 - Order of Business:** At regular meetings of the Committee, the following shall be the order of business:

- a) Roll Call
- b) Reading and Approval of the Previous Meeting Minutes
- c) Communications
- d) Reports of the Treasurer
- e) Reports to the Committee
- f) Reports of the 911 Director
- g) Old Business
- h) New Business
- i) Adjournment

**Section 4 - Quorum:** A majority of the members of the Committee shall constitute a quorum.

**Section 5 - Committee Decisions:** The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Committee.

**Section 6 - Waivers:** Notice of any and all special meetings of the Committee may be waived by any Committee member and any special meeting, notice of which shall have been so waived by each Committee member not there present shall be open for transaction of any business within the powers of the Committee without special notice of such business.

## ARTICLE IV ADMINISTRATION

**Section 1 - Office:** The Committee will establish an office at the same location as the 911 Dispatch Center or other suitable location as determined by the Committee where its business may be conducted and in which maps, plans, records, and other papers relating to operation of the Committee will be kept, but the Committee may vote to hold its meetings in any public building in Lewiston or Auburn.

The Committee will, at all times, keep full and accurate accounts of its receipts, expenditures, liabilities, and assets, which will, at all reasonable times be open to inspection.

**Section 2 - Fiscal Year:** The fiscal year of the Committee shall be the same fiscal year as that of both cities, being the first day of July in each year and end at midnight on the thirtieth day of June in each year.

**Section 3 - Estimating Annual Expenses and Revenues:** The Committee will annually prepare a budget for its next fiscal year, itemizing expenses of operations, maintenance and repairs, costs of contemplated capital improvements, and payment of principal and interest on fixed indebtedness and other borrowing. The budget will also include such other details as to present assets, surplus, accounts receivable, expenses, and liabilities as the Committee shall deem advisable and as the Cities of Lewiston and Auburn may reasonably require. The Committee will also estimate all anticipated revenues of the Committee for the forthcoming fiscal year.

**Section 4 - Notice of Apportionment:** In any year in which it is anticipated expenses exceed anticipated revenues, the Committee shall give notice of apportionment to the Cities of Lewiston and Auburn.

Such notice of apportionment will be submitted to each city in time for inclusion in their respective budgets for their next fiscal year.

**Section 5 - Annual Report:** The Committee will make an annual report of its activities and submit audited financial statements for the preceding fiscal year to the Mayor and Council of the Cities of Lewiston and Auburn.

The Committee will adopt the same annual report date as that of both cities, the first day of July in each year.

**Section 6 - Appointments:** The Committee may appoint a 911 Director on a full-time basis to direct the general administration of the Communications Center and related facilities.

The Committee may also, on its own initiative or upon recommendation of the 911 Director, employ such engineers and experts, agents, officers, clerks, and other employees and agents as it deems necessary for the proper operation and administration of the 911 Emergency Communications System and it may prescribe their duties.

## ARTICLE V COMMITTEE

The Chairperson may from time to time appoint committees composed of Committee members and other, whenever deemed necessary or desirable, in carrying out the business of the Committee.

**ARTICLE VI  
AMENDMENTS**

The foregoing By-Laws may be amended at any regular or special meeting of the Committee by a vote of a majority of the members.

A TRUE COPY ATTEST:

Alison Wickson  
Clerk, Lewiston-Auburn 911 Committee

Revisions:

November 2, 1995

1/21/99 Committee Meeting - Delete Article IV, Section 6, 3<sup>rd</sup> Paragraph

2/18/00 Changes to Membership and Office of Treasurer

9/4/2001 Changes to Article III, Section 1, Section 3 & Article IV, Section 6



# City of Auburn NSB Arena

Fiscal Year 2017  
Proposed 4.11.2016

## Projected Revenues and Expenses for FY17

*Actual expenses may vary according to changing circumstances*

### Norway Savings Bank Arena

	Last Year	Dept. Request	Manager Proposed
<b>Total Revenues</b>	\$ 997,000	\$ 1,059,750	\$ 1,059,750
<b>Total Expenses</b>	\$ 1,188,850	\$ 1,199,256	\$ 1,199,256
<b>Profit (Loss)</b>	\$ (191,850)	\$ (139,506)	\$ (139,506)

### NSB Arena Revenue Summary

#### Revenues

#### Ice Rental Revenue

	Last Year	Dept. Request	Manager Proposed
Gladiators	\$ 250,000	\$ 290,000	\$ 290,000
Edward Little	\$ 22,000	\$ 22,000	\$ 22,000
Red Hornets	\$ 19,500	\$ 22,250	\$ 22,250
Leavitt	\$ 14,000	\$ 14,000	\$ 14,000
St Doms (Boys & Girls)	\$ 38,000	\$ 43,000	\$ 43,000
Poland/Gray New Gloucester	\$ 18,000	\$ 18,000	\$ 18,000
Central Maine Community College	\$ -	\$ 18,000	\$ 18,000
SMMHL	\$ 12,000	\$ 14,000	\$ 14,000
Adult Leagues	\$ 90,000	\$ 95,000	\$ 95,000
Camps/Clinics	\$ 50,000	\$ 50,000	\$ 50,000
Tournaments	\$ 50,000	\$ 50,000	\$ 50,000
Private Rentals	\$ 85,000	\$ 80,000	\$ 80,000
Public Skate	\$ 30,000	\$ 30,000	\$ 30,000
Shinny Hockey	\$ 20,000	\$ 20,000	\$ 20,000
Programs	\$ 30,000	\$ 30,000	\$ 30,000
Fundraising Program	\$ -	\$ 1,000	\$ 1,000
Non Ice and Facility Rental	\$ -	\$ 6,000	\$ 6,000
Concession	\$ 30,000	\$ 18,000	\$ 18,000
Pro Shop	\$ 8,500	\$ 8,500	\$ 8,500
Sponsorships	\$ 230,000	\$ 230,000	\$ 230,000
	<b>\$ 997,000</b>	<b>\$ 1,059,750</b>	<b>\$ 1,059,750</b>

#### Line Item Narrative

**Projected Revenues and Expenses:** In Fiscal Year 2009, the City Council approved of a bond to fund arena improvements that would allow the facility to be open all year. The improvements included; new compressors, concrete floor, boards, and glass. The arena now has a full time staff; a coordinator and maintenance staff. The Ingersoll Arena is an Enterprise Account so therefore is self-supporting and funded by its own revenue generation.



# City of Auburn

## NSB Arena

Fiscal Year 2017  
Proposed 4.11.2016

Line Items	Last Year	Dept. Request	Manager Proposed
<b>NSB Arena</b>	<b>Total</b>	<b>1,188,850</b>	<b>1,199,256</b>
<b>Ingersoll Arena Expense Summary</b>			
<u>Expenses</u>	<u>Last Year</u>	<u>Dept. Request</u>	<u>Manager Proposed</u>
Regular Salaries (including fringe)	\$ 260,000	\$ 260,000	\$ 260,000
Part-time Salaries	\$ 40,000	\$ 40,000	\$ 40,000
Insurance	\$ 28,500	\$ 28,500	\$ 28,500
Lease	\$ 507,000	\$ 507,000	\$ 507,000
Advertising	\$ 15,000	\$ 8,000	\$ 8,000
Utilities	\$ 200,200	\$ 199,800	\$ 199,800
Repairs	\$ 43,000	\$ 40,000	\$ 40,000
Supplies	\$ 17,500	\$ 17,500	\$ 17,500
Training & Tuition	\$ 1,000	\$ 1,000	\$ 1,000
Subscriptions & Dues	\$ 2,000	\$ 7,000	\$ 7,000
Professional Services	\$ 6,650	\$ 6,650	\$ 6,650
Programs	\$ 11,000	\$ 11,000	\$ 11,000
Capital Improvements	\$ 57,000	\$ 57,000	\$ 57,000
Postage	\$ -	\$ 150	\$ 150
Safety Equipment	\$ -	\$ 4,000	\$ 4,000
Advertising Signs	\$ -	\$ 8,500	\$ 8,500
PS Security	\$ -	\$ 2,000	\$ 2,000
Solid Waste Disposal	\$ -	\$ 756	\$ 756
Drug Testing	\$ -	\$ 400	\$ 400
	<b>\$ 1,188,850</b>	<b>\$ 1,199,256</b>	<b>\$ 1,199,256</b>



# City of Auburn Parking

Fiscal Year 2017  
Proposed 4.19.2016

## Projected Revenues and Expenses for FY17

*Actual expenses may vary according to changing circumstances*

### Parking Program

	FY 14	FY 15	FY 16 Projected	Dept. Request	Council Adopted
<b>Total Revenues</b>	\$ 133,395	\$ 213,773	\$ 220,400	\$ 220,400	\$ -
<b>Total Expenses</b>	\$ 103,378	\$ 122,378	\$ 209,440	\$ 210,808	\$ -
<b>Profit (Loss)</b>	\$ 30,017	\$ 91,395	\$ 10,960	\$ 9,592	\$ -
<b>Revenues</b>					
Permits	\$ 115,000	\$ 147,524	\$ 155,000	\$ 155,000	
Fines	\$ 18,000	\$ 65,854	\$ 65,000	\$ 65,000	
Interest	\$ 395	\$ 395	\$ 400	\$ 400	\$ -
	\$ 133,395	\$ 213,773	\$ 220,400	\$ 220,400	\$ -
<b>Expenses</b>					
Staff Salary	\$ -	\$ 49,090	\$ 49,090	\$ 50,458	\$ -
Staff Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Collection Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Fuel	\$ -	\$ -	\$ -	\$ -	\$ -
Uniforms	\$ -	\$ -	\$ -	\$ -	\$ -
Advertising - Parking Lots	\$ -	\$ -		\$ -	\$ -
Professional Service - Lots	\$ 42,779	\$ 42,779	\$ 30,000	\$ 30,000	\$ -
Professional Service - Garage	\$ 23,093	\$ 23,093	\$ 25,000	\$ 25,000	\$ -
Repairs Facilities - Garage	\$ 857	\$ 857	\$ 1,000	\$ 1,000	\$ -
Other Supplies - Garage	\$ 3,299	\$ 3,299	\$ 1,500	\$ 1,500	\$ -
Other Supplies - Great Falls	\$ 3,350	\$ 3,350	\$ 1,500	\$ 1,500	\$ -
Security Cameras - Parking Garage	\$ -	\$ -		\$ -	\$ -
Electricity - Garage	\$ 30,000	\$ 30,000	\$ 33,000	\$ 33,000	\$ -
Postage	\$ -	\$ -	\$ 350	\$ 350	\$ -
Capital Vehicle	\$ -	\$ 19,000		\$ -	\$ -
Capital - Software	\$ -	\$ -		\$ -	\$ -
Capital - Infrastructure	\$ -	\$ -	\$ 68,000	\$ 68,000	\$ -
	\$ 103,378	\$ 122,378	\$ 209,440	\$ 210,808	\$ -

#### Line Item Narrative

**Projected Revenues and Expenses:** The Mechanics Row Garage is a five level parking structure completed in 2002 that provides 446 parking spaces for visitors, employees of Auburn City Hall and surrounding businesses. The garage was constructed using precast concrete frames and floors. The structure also includes two stair towers and a hydraulic elevator. The police department has reviewed all agreements with surrounding businesses to ensure permit fees are current. The increase is a result of capturing all of the current costs associated with parking and the capital expense for four "Pay and Display" kiosk units.