



City of Auburn

60 Court St. • Auburn, ME 04210
TEL (207)333-6600 • FAX (207)333-6620

FY08 Joint Budget Meeting for the Cities of Lewiston and Auburn



City of Lewiston

27 Pine St. • Lewiston, ME 04240
TEL (207)784-2951 • FAX (207)784-2959

Monday, March 26, 2007
7:00 p.m.
Auburn Hall Council Chambers

Agenda

Welcome

- L/A Arts
- Auburn-Lewiston Municipal Airport
- Emergency Management Agency
- Lewiston-Auburn Economic Growth Council
- Lewiston-Auburn Transit Committee
- Lewiston-Auburn 911 Communications Center
- Other Business

Adjourn

Board of Directors:

Chair: Nerys Bayley
Vice Chair: Janice Marston
Treasurer: Lee Griswold
Clerk: Dennis Grafflin
Past Clerk: Jon Oxman

Carrie Agren
Leighton Cooney
Valerie Ferrante
Linda Hertell
Lillian O'Brien
Gabrielle Russell

L/A Arts

Budget Summary:

Total FY08 Operational Budget.....	\$450,000
Less: Estimated Revenues	<u>399,240</u>
Total Allocation needed:.....	\$50,760

Requested from Lewiston	28,080
Requested from Auburn	22,680

Lewiston City Administrator Recommendation.....	\$28,080
Auburn City Manager Recommendation.....	\$22,680

Prior Year Allocations:

	<u>Lewiston</u>	<u>Auburn</u>
FY07	26,000	21,000
FY06	26,000	21,000
FY05	26,000	21,000
FY04	25,000	21,000



To: The Mayors & Members of the Council of L & A
From: Andrew Harris, L/A Arts Executive Director
Subject: Funding Request, FY 07-08
Date: March 19, 2007

221 Lisbon Street
Lewiston, ME 04240
Email: mail@laarts.org
(207) 782-7228 FAX 782-8192
www.laarts.org

BOARD OF DIRECTORS

Nerys Bayley, *Chair*
Jon Oxman, *Past Chair*
Janice Marston, *Vice Chair*
Lee Griswold, *Treasurer*
Dennis Grafflin, *Clerk*

Carrie Agren
Leighton Cooney
Valerie Ferrante
Linda Hertell
Lillian O'Brien
Gabrielle Russell

STAFF

Andrew Harris
Executive Director

Penny Drumm
Business Manager

Cheri Donahue
Marketing Director

Education Director

In this 34th year of operation for L/A Arts, the Staff, supported by the Board:

- **Have expanded the comprehensive program of arts provision,** providing relevant experiences which enhance, enrich and extend the lives of all those who live, work and visit the area.
- **Have strengthened the financial stability of the organization.**
- **Have been highly visible and significant in local Arts and Economic Development.**

L/A Arts, is a **unique institution, highly respected in the Arts Industry,** which in a time when the arts (both nationally, and internationally) are financially under constraint, still performs a **professional and comprehensive service as both, 'an artistic and economic engine', for the Twin Cities.**

Our services include:

- **An extensive and enviable Arts-in-Education program which impacts both students and educators.**
- **A Community Outreach program which provides, concerts/workshops/ and arts experiences for free or at a greatly subsidized cost**
- **A Performance Series (which identifies areas of the arts not served by others providers)**
- **A Visual Arts program which provides multiple outlet for artists in the area, and an economic draw to the region.**
- **A facilitator role for other arts and service organizations**
- **An advisor for other organizations.**
- **A serious and active employer of artists.**

Lewiston and Auburn both financially commit to L/A Arts.

This funding represents about **10%** of overall operating budget, and the *joint* status of funding gives legitimacy to our work and substantial leverage in gaining support from others.

Our operating budget, annually, is 10 times greater than the initial city investment.

In recent years our annual operating expenditure, has featured in the region of **\$460,000 - \$480,000** and for simplification, figures and percentages are a close approximation.

Our income is realized thus: - **5% Foundations - 10% City Funding - 10% Individuals - 10% Fees & Services - 15% In-kind - 20% Earned Income - 30% Business**

Expected operating budget FY 07-08 \$475,000

If you have any questions or wish for clarification prior to the date of the joint council's consideration on March 26th please contact me at andrewh@laarts.org. Your Support and continued commitment is greatly appreciated.

Andrew Harris, Executive Director, L/A Arts



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Debra Trafton

STAFF

Andrew Harris
Executive Director
Penny Drumm
Business Manager
Cheri Donahue
Marketing Director
Jennifer Ryan
Education Director

James A. Bennett
City Administrator
City of Lewiston
27 Pine Street
Lewiston, ME 04240

01/11/07

Dear Jim,

As requested, here is our submission for annual support from the General Fund of The City of Lewiston for FY08. Also included in this proposal is our wish for The City to help us move, over the next five years, to a more secure and realistic financial position!

Over the past two years L/A Arts has worked to have a **greater impact on the community**, to be **more efficient financially**, and to play an increasing role in the **economic revitalization of the area**. We believe, even a casual observer of our efforts will readily see where these elements are being implemented.

Our civic funding has been maintained at a flat rate since 2000, yet the fees and services we contract have increased considerably. The support given by business and individuals thankfully has increased, but access to and availability of grants has lessened.

With a track record that now spans 35 years, a national reputation and a diversity of programming that is unique in New England, we must have a vision that will carry us into the next decade and beyond.

We are in the process of establishing a foundation which will enable us to have a financial safety-net but we need to plan to increase all avenues of our funding considerably to ensure success, continuance and expansion in the years to come! As the cities' Joint Arts Agency we need to match your vision, as laid out in the Cultural Plan of 1996.

We therefore respectfully submit the attached matrix which will give us a structure to work with and hope, in turn, both cities and education committees will support our endeavor.

Our request for FY'08 is \$28,080 with us maintaining and finding the remaining to support an operating budget, for the year, of \$550,000.

On behalf of The Board, The Staff and all who benefit from the arts being fully evident in our community, Thank You.

Sincerely,

Andrew Harris
Executive Director

Nerys Bayley
Board Chairperson

cc. Richard Metivier, Finance Director



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Executive Director
Penny Drumm
Business Manager
Cheri Donahue
Marketing Director
Jennifer Ryan
Education Director

Pat Finnigan
City Manager
City of Auburn
60 Court Street
Auburn, ME 04210

01/11/07

Dear Pat,

As requested, here is our submission for annual support from the General Fund of The City of Auburn for FY08. Also included in this proposal is our wish for The City to help us move, over the next five years, to a more secure and realistic financial position!

Over the past two years L/A Arts has worked to have a **greater impact on the community**, to be **more efficient financially**, and to play an increasing role in the **economic revitalization of the area**. We believe, even a casual observer of our efforts will readily see where these elements are being implemented.

Our civic funding has been maintained at a flat rate since 2000, yet the fees and services we contract have increased considerably. The support given by business and individuals thankfully has increased, but access to and availability of grants has lessened.

With a track record that now spans 35 years, a national reputation and a diversity of programming that is unique in New England, we must have a vision that will carry us into the next decade and beyond.

We are in the process of establishing a foundation which will enable us to have a financial safety-net but we need to plan to increase all avenues of our funding considerably to ensure success, continuance and expansion in the years to come! As the cities' Joint Arts Agency we need to match your vision, as laid out in the Cultural Plan of 1996.

We therefore respectfully submit the attached matrix which will give us a structure to work with and hope, in turn, both cities and education committees will support our endeavor.

Our request for FY'08 is \$22,680 with us maintaining and finding the remaining to support an operating budget, for the year, of \$550,000.

On behalf of The Board, The Staff and all who benefit from the arts being fully evident in our community, Thank You.

Sincerely,

Andrew Harris
Executive Director

Nerys Bayley
Board Chairperson

cc. Christopher R. Trenholm, Finance Director

Cities Funding Request

L/A Arts the Twin Cities Arts Agency FY08 – FY12 Development Plan

We cordially request, along with the consideration for funding from the Twin Cities for FY08, willingness from both cities and their respective school districts to make a commitment to help L/A Arts re-establish a realistic level of funding which has been held in abeyance as a result of a flat-funding policy implemented in 2000.

As the Twin Cities designated Arts Agency we have a clearly defined mission which was outlined in the Cultural Plan for Lewiston-Auburn, Maine.

The practical application of the mission we have maintained and expanded on.

We have spent the last two years bringing the organization in line financially and eradicating any waste in our expenditure.

We have stabilized our expenditure and have maintained our annual operating budget of around \$500,000 through the generous support of local business and individual support.

Above all else we have filled, and continue to, fill the brief that makes us the Twin Cities Agency

Project Justification:

The Cultural Plan cited a number of major goals which annually we address in full:-

- Effective integration of the arts into the education process
- The establishing of conditions that allow artists to flourish within this community
- The coordination and alliance of cultural organizations
- An arts overview which provides a diversity of programming.

In recent years we have made, and do make a conscious effort to consider the creative economy and strive to implement activity which impacts the economic growth of the area.

Identification of City Projects:

- Arts in Education
- Summer Concert Series
- Young People's Out of School Arts Program
- Outreach Work including Programming for senior Citizens
- Alternative Film Series
- Performance Series of Music and Theatre
- Visual Artists Opportunities and Support
- Area Arts Support
- Professional arts administration by qualified staff

Alternatives/Impacts:

If the funding program is not implemented then it is likely that we will need to consider a lessening of services. Individual and corporate support is reaching its maximum and there is little to no chance that the national prospects for arts funding will improve in the foreseeable future.

Board of Directors:

Chairman: Edouard Plourde

Members: Patricia Finnigan

Steve Lunt

Richard Metivier

Ron Jean

Albert Sargent

Bruce Bickford

Auburn-Lewiston Municipal Airport

Budget Summary:

Total FY08 Operational Budget.....	\$430,000
Less: Anticipated Revenues.....	<u>234,000</u>
Total subsidy of operation.....	196,000
Proposed Capital Expenditures.....	<u>175,000</u>
Total Allocation needed:.....	\$371,000

Requested Lewiston Share 50%	185,500
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Requested Auburn Share 50%	185,500
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Lewiston City Administrator Recommendation.....	\$185,500
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Auburn City Manager Recommendation.....	\$185,500
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Prior Year Allocations:

	<u>Lewiston</u>	<u>Auburn</u>
FY07	136,269	136,269
FY06	136,269	136,269
FY05	130,000	130,000
FY04	130,000	130,000



Auburn-Lewiston Municipal Airport
80 Airport Drive ♦ Auburn, Maine 04210

March 16, 2007

The Honorable John Jenkins, Mayor of Auburn
Auburn Council Members
The Honorable Laurent F. Gilbert Sr., Mayor of Lewiston
Lewiston Council Members

Dear Mayor John Jenkins, Mayor Laurent Gilbert Sr. and Council Members:

I am pleased to submit the Airport's proposed annual budget for Fiscal Year 2007-2008. The proposed budget reflects the fiscal constraints of the airport board and the city councils. Please note the operating budget subsidy paid by the cities has been kept to a bare minimum, only making capital improvements that are critical to safety. Also, please note that in this budget the airport has projected a 6% increase in revenues and a lower operational budget over 2006-2007. This shows that the airport is diligently working to increase revenues and lower operating costs. You will see the only increase in this year's budget comes from the construction of a much-needed parallel taxiway that has been projected to be a cost of 5.6 million. This project will be funded 95% from federal grants that require a small 2.5% local funds match. This is an opportunity for the communities to increase air traffic safety at the airport with little cost to the local communities.

Our airport does not have a scheduled airline service, which often creates enough revenue to allow the airport to function financially independently. We do however have a fantastic location for business traffic that has spurred a 25% operational growth rate over the last five years. Even without airline service, we are the third busiest airport in the state. If our traffic continues to grow at its current rate, we may actually surpass the Portland or Bangor airports in five to ten years.

As of last year, almost 500 companies use this airport to enter our gateway to the local community. Our revenues are at an all time high due to this success. However, this also creates usage problems. Our ramp space is too small to safely accommodate the number of aircraft during peak season, the terminal building is inadequate as the gateway to our cities, parking lots and roadways require complete reconstruction, and the non-availability of hangar space is turning profitable traffic away in the winter months. Without a serious investment in infrastructure, other airports, which are currently investing, such as Sanford, Augusta, and Waterville, will become more attractive and our growth will dramatically slow or even stop. Investing smartly in the airport and making some much need capital improvements will lead to continued growth, possibly accompanied by business development at the airport, thereby increasing revenues and lessening the cities budget burden.

I hope that you will find our proposed FY07-08 budget in line with the goals of the cities and approve our budget in its entirety.

Sincerely,

AUBURN-LEWISTON MUNICIPAL AIRPORT

Rick Cloutier
Airport Manager

FY 2007-2008

	Budgeted		Proposed	ALBD Approved
	FY 06-07		FY 07-08	FY 07-08
On-site Revenues	206,295		210,115	225,000
Excise Tax Revenues	15,000		9,000	9,000
Surplus (fund balance money)	-		-	-
Less Operational Expenses	(434,133)		(440,203)	(430,000)
Subtotal of Airport Maintenance	(212,838)		(221,088)	(196,000)
Total City Subsidy/Proposed to Cover Operational Budget	212,838		153,536	196,000
Capital Improvement Projects	59,700		290,500	175,000
TOTAL CITY SUBSIDY	272,538		444,036	371,000

**TOTAL SUBSIDY EACH CITY
(AUBURN & LEWISTON)**

136,269

222,018

185,500

Summary of Revenues

	Actual FY 05-06	Budgeted FY 06-07	Projected FY 06-07	Proposed FY 07-08	ALBD Approved
FEMA		-		-	
Tiedown Fees Collected	17,730	16,100	13,000	15,700	16,000
Landing Fees Collected	13,334	11,500	12,000	11,600	16,000
Fuel Flowage Fees Collected	21,809	30,000	22,000	22,000	24,000
Rental Fees Collected	91,641	72,195	78,500	79,815	83,000
Christian Hill Materials	55,483	50,000	60,000	60,000	60,000
Services (Mowing, etc) Fees Collected	1,753	1,500	1,400	1,000	1,000
Interest (land fund and general account)	35,452	25,000	26,000	20,000	25,000
SUBTOTAL REVENUES	237,202	206,295	212,900	210,115	225,000
Excise Tax Revenues	8,514	15,000	8,500	9,000	9,000
Surplus (fund balance)	-	-	-	-	-
TOTAL REVENUES	245,716	221,295	221,400	219,115	234,000
Municipal Operating Subsidy	272,538	272,538	272,538	444,036	371,000
TOTAL INCOME	518,254	493,833	493,938	663,151	605,000

Summary of Expenses

	Actual FY 05-06	Budgeted FY 06-07	Projected FY 06-07	Proposed FY 07-08	ALBD Approved FY 07-08
Salaries	176,392	178,476	180,000	188,000	188,000
Fringe Benefits	76,689	83,682	80,000	84,403	79,675
Overtime (10 storms @ 10 hours ea)	4,875	7,785	7,500	7,500	7,000
Unemployment Benefits					
SUBTOTAL PERSONNEL	257,956	269,943	267,500	279,903	274,675
Advertising and Promotion	2,305	2,250	2,100	2,000	1,500
EAA	4,000	4,047	2,570	-	-
Telephone	3,085	3,250	3,250	3,300	3,300
Insurance	13,367	13,754	13,850	14,500	14,500
Legal Fees	10,416	12,000	8,000	9,000	7,500
Professional Fees/Contract Services (Inspections, Testing, HAZMAT, Alarms, Audits)	12,783	9,655	11,000	12,000	12,000
Lights and Power	15,496	16,000	16,000	16,000	16,000
Heating Fuel Oil	5,649	4,480	4,800	5,500	5,500
Sewer /Water	983	1,168	1,168	1,175	1,175
SUBTOTAL OPERATIONS	68,084	66,604	62,738	63,475	61,475
Building Maintenance	9,477	18,800	19,000	18,000	17,000
Electrical Maintenance	3,118	6,000	6,000	5,000	5,000
Radio Maintenance	1,079	2,000	2,000	4,000	4,000
Vehicle Maintenance (11 Large Vehicles)	14,155	10,000	12,000	12,000	12,000
Airfield Maintenance (Inground Fuel Tanks, Fuel Pumps, Rental of Misc Equipment, Landscaping, Fence & Gate Repairs	7,206	10,750	11,000	16,500	16,500
Runway / Taxiway Striping	8,734	9,500	5,000	2,000	2,000
Runway Crack Sealing	-	5,500	5,500	5,000	4,500
SUBTOTAL MAINTENANCE	43,769	62,550	60,500	62,500	61,000

Summary of Expenses (cont)

Computer/Office Machine Maintenance Support	1,952	3,350	3,000	2,000	2,000
Memberships (Professional & Local)	1,013	1,090	1,085	1,100	1,100
Certification & Training, & Associated Travel costs	6,375	6,281	6,000	5,750	5,750
Office Supplies	3,945	2,950	3,000	3,100	3,000
Materials and Supplies	2,510	2,865	2,500	2,875	2,500
Gas and Oil for Vehicles	19,298	18,500	18,500	19,500	18,500
SUBTOTAL ADMINISTRATION	35,093	35,036	34,085	34,325	32,850
TOTAL OPERATIONAL EXPENSES	404,902	434,133	424,823	440,203	430,000
TOTAL EXPENSES	404,902	434,133	424,823	440,203	430,000

Summary of Capital Improvements

	Budgeted FY 04-05	Budgeted FY 05-06	Budgeted FY 06-07	Proposed FY 07-08	ALBD Approved FY 07-08
Obstruction, Safety Area, Grub, Culvert/Beacon	10,000				
Snowblower	9,000				
Rehab Hangar #2 Siding Cold Storage	10,000				
Install riprap along ditches	6,000				
Update Masterplan		3,750			
Design and Expand aircraft parking apron adjacent to the terminal building.		7,500			
Rehabilitate Hangar #2		10,000			
Install riprap along ditches on airport.		6,000			
Terminal Building roof and Chimney Repair/Replacement		25,000			
Repair Roof on Hangar #3					
Security Fence					
Design and EA of Parallel Runway			10,950		
Snowblower			8,750		
Plow for frontend loader			5,000		
Expansion of the Snow Removal Equipment Garage			15,000		
RipRap installation					
Security Fence prep work			10,000		
Expansion of the terminal building for café					
Expand ramp on east & west ramp including 8 new tie-downs			10,000		
Expansion of East Ramp for Hangar Development (Phase 1)				75,000	
Taxiway Match phase				145,000	145,000
Hangar 3 Rehab for code compliance (Phase 1 of 3)(Total 150,000)				50,000	25,000
Security Fence				15,000	
Signage for East Ramp				5,500	5,000
Expansion of Maintenance Garage (Phase 2)				-	
Total CIP Requests	35,000	52,250	59,700	290,500	175,000

Board of Directors:

Director: Joanne Polvin
Deputy Director: Timothy Bubier

Emergency Management Agency

Budget Summary:

Total FY08 Operational Budget.....	\$19,107
Less: Estimated Federal Revenues from EMA Grant.....	<u>5,752</u>
Total Allocation needed:.....	\$13,355

Requested Lewiston Share 50%	6,678
Requested Auburn Share 50%	6,678

Lewiston City Administrator Recommendation.....	\$6,678
Auburn City Manager Recommendation.....	\$6,678

Prior Year Allocations:

	<u>Lewiston</u>	<u>Auburn</u>
FY07	6,468	6,468
FY06	6,508	6,508
FY05	4,145	4,145
FY04	5,804	5,804

Fiscal Year 2008
Budget Request - Emergency Management Agency
Operational Budget Request - 42810

Account Number	Account Description	FY 2005 Actual	FY 2006 Budget	FY 2006 Actual	FY 2007 Budget	FY 2007 Est. Expended	FY 2008 Dept. Req.	FY 2008 Adm. Recom.	FY 2008 CC Action
4022000	Telephone	6,005	6,240	4,864	4,764	4,780	4,953	0	0
4022500	Light/Water/Gas Utilities	4,245	4,904	4,928	4,964	5,420	5,424	0	0
4027000	Repairs to Equipment	266	450	169	450	230	450	0	0
4027500	Repairs to Building	850	2,000	92	2,000	1,894	2,000	0	0
TOTAL CONTRACTUAL SERVICES		11,366	13,594	10,053	12,178	12,324	12,827	0	0
4031500	Fuel Supplies	4,164	3,348	5,147	6,080	6,080	6,080	0	0
4035500	Household Supplies	144	200	191	200	200	200	0	0
TOTAL SUPPLIES & MATERIALS		4,308	3,548	5,338	6,280	6,280	6,280	0	0
4050500	Office Equipment	0	0	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0	0	0
TOTAL		15,674	17,142	15,391	18,458	18,604	19,107	0	0



**Fiscal Year 2008
Budget Request
Detail Account Information**

March 16, 2007

Department: **Emergency Mgmt Agency**

Division Number: **42810**

Division Title: **Emergency Mgmt Agency**

Account Number: **4027000**

Account Title: **Repairs to Equipment**

FY 2005 Actual	FY 2006 Budget	FY 2006 Actual	FY 2007 Budget	FY 2007 Est. Expended
\$ 266	\$ 450	\$ 169	\$ 450	\$ 230

FY 2008 Line Budget	Department Request	Administrator Recommendation	Council Action	Increase (Decrease)
	\$ 450	\$ -	\$ -	\$ -

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

--

1) covers cost of emergency repairs to six radio base stations, computer and other EOC equipment - annual expense is estimated at \$450 ~ radios and computer are yet another year older in 2008 and the EOC radio for EOC/911 interface will require re-programming to accommodate Lewiston and Auburn Fire Departments' new repeater frequencies

NOTE: Waiting on completion of L/A frequency communication project to be completed before we expend the required funds to re-program the EOC / 911 radio - anticipate completion by June



**Fiscal Year 2008
Budget Request
Detail Account Information**

March 16, 2007

Department: **Emergency Mgmt Agency**

Division Number:

42810

Division Title:

Emergency Mgmt Agency

Account Number:

4027500

Account Title:

Repairs to Building

FY 2005 Actual	FY 2006 Budget	FY 2006 Actual	FY 2007 Budget	FY 2007 Est. Expended
\$ 850	\$ 2,000	\$ 92	\$ 2,000	\$ 1,894

FY 2008 Line Budget	Department Request	Administrator Recommendation	Council Action	Increase (Decrease)
	\$ 2,000	\$ -	\$ -	\$ -

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

1) cost of maintenance and repairs to heating, ventilation, air conditioning, electric generator, plumbing and electrical systems within the Emergency Operations Center - this is a shared expense with Fire Dept and costs attributed to the EOC vary from 25% to 50% of costs incurred - **annual expense dependent upon extent of repairs needed** - building and equipment is yet another year older in 2008 - estimate annual expense at \$2,000



Fiscal Year 2008 Budget Request Detail Account Information

March 16, 2007

Department: **Emergency Mgmt Agency**

Division Number: **42810**

Division Title: **Emergency Mgmt Agency**

Account Number: **4031500**

Account Title: **Fuel Supplies**

FY 2005 Actual	FY 2006 Budget	FY 2006 Actual	FY 2007 Budget	FY 2007 Est. Expended
\$ 4,164	\$ 3,348	\$ 5,147	\$ 6,080	\$ 6,080

FY 2008 Line Budget	Department Request	Administrator Recommendation	Council Action	Increase (Decrease)
	\$ 6,080	\$ -	\$ -	\$ -

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

- 1) 25% of Central Fire Station's heating fuel usage is attributed to the Emergency Operations Center (EOC) - estimate annual fuel use per Lewiston Fire Dept = 3,200 gallons attributed to the EOC; at the current cost per gallon - per LFD - EOC share is assessed at \$6,080 (no increase)



**Fiscal Year 2008
Budget Request
Detail Account Information**

March 16, 2007

Department: **Emergency Mgmt Agency**

Division Number: **42810**

Division Title: **Emergency Mgmt Agency**

Account Number: **4035500**

Account Title: **Household Supplies**

FY 2005 Actual	FY 2006 Budget	FY 2006 Actual	FY 2007 Budget	FY 2007 Est. Expended
\$ 144	\$ 200	\$ 191	\$ 200	\$ 200

FY 2008 Line Budget	Department Request	Administrator Recommendation	Council Action	Increase (Decrease)
	\$ 200	\$ -	\$ -	\$ -

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

1) cost for disposable cleaning and maintenance supplies for Emergency Operations Center (EOC) - ave annual expense of \$200

Fiscal Year 2008
Revenue Estimate - Emergency Management Agency
Revenue Status - 42810

Account Number	Account Description	FY 2005 Actual	FY 2006 Budget	FY 2006 Actual	FY 2007 Budget	FY 2007 Est. Revenue	FY 2008 Dept. Estim.	FY 2008 Adm. Recom.	FY 2008 CC Action
3341500	E.M.A. Grants	12,799	12,750	9,846	14,750	14,750	15,305	-	-
TOTAL INTERGOVERNMENTAL REVENUES		12,799	12,750	9,846	14,750	14,750	15,305	-	-
TOTAL		12,799	12,750	9,846	14,750	14,750	15,305	-	-



**Fiscal Year 2008
Revenue Estimates
Detail Account Information**

March 16, 2007

Department: **Emergency Mgmt Agency**

Division Number: **42810**

Division Title: **Emergency Mgmt Agency**

Account Number: **3341500**

Account Title: **E.M.A. Grants**

FY 2005 Actual	FY 2006 Budget	FY 2006 Actual	FY 2007 Budget	FY 2007 Est. Revenue
\$ 12,799	\$ 12,750	\$ 9,846	\$ 14,750	\$ 14,750

FY 2008 Line Budget	Department Estimate	Administrator Recommendation	Council Action	Increase (Decrease)
	\$ 15,305	\$ -	\$ -	\$ 555

Support for Revenue Estimate: Provide justification for the budget estimate using as much detail as possible to support it.

Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Revenues = 50% of entire budget reimbursed to Lewiston from Auburn (based on department request this = \$9,553 AND 50% of \$11,544 in eligible expenses for water, sewer, lights and heating oil attributed to the Emergency Operations Center (EOC) = \$5,752

Total estimated revenues based on Department FY 2008 Request = \$15,305

Board of Directors:

Chair:	Kathie Leonard	Janet Barrett
Vice Chair:	Eugene Geiger	Jim Bennett
Secretary:	Peter Garcia	Peter Chalke
Treasurer:	Norm Albert	Gerard Dennison
Mayor of Lewiston:	Laurence Gilbert, Sr.	Martin Eisenstein
Mayor of Auburn:	John Jenkins	Patricia Finnigan
LC Chair:	Marcel Bilodeau	Lincoln Jeffers
LDC President:	Alan Hahnel	David MacMahon
ABDC President:	Dan Thayer	Roland Miller
LARC President:	Robert Thorpe	Gregory Nadeau
		Norm Rousseau
		Eric Sampson

Lewiston-Auburn Economic Growth Council

Budget Summary:

Total FY08 Operational Budget.....	\$596,268
Less: Estimated Revenues	<u>383,410</u>
Total Allocation needed:.....	\$212,858

Requested Lewiston Share 50% 106,429

Requested Auburn Share 50% 106,429

Lewiston City Administrator Recommendation..... \$106,429

Auburn City Manager Recommendation..... \$106,429

Prior Year Allocations:

	<u>Lewiston</u>	<u>Auburn</u>
FY07	106,429	106,429
FY06	90,000	90,000
FY05	92,270	92,270
FY04	92,270	92,270

Lewiston-Auburn Economic Growth Council
FY 2008 Statement of Activities

Page 1 of 3

Classification	Actual		FY 2007 Projected	FY 2008 Budget
	FY 2005	FY 2006		
REVENUE				
AUBURN				
City of Auburn (CDBG)	83,000	70,000	83,000	83,000
City of Auburn General Fund	92,270	90,000	106,429	106,429
Sub-Total	175,270	160,000	189,429	189,429
LEWISTON				
City of Lewiston (CDBG)	75,000	75,000	75,000	75,000
Lewiston (CDBG-ESLP Marketing Program Fee)	5,000	5,000	5,000	5,000
City of Lewiston General Fund	92,270	90,000	106,429	106,429
Sub-Total	172,270	170,000	186,429	186,429
ABDC Asset Service Fee	16,119	14,684	20,000	23,000
LDC Asset Service Fee	21,768	19,159	23,000	28,000
L/A Railroad Company Asset Service Fee	7,703	11,423	5,000	5,000
Empower Lewiston Asset Service Fee	971	2,913	500	2,000
Foreign Trade Zone Asset Service Fee	6,702	2,627	7,200	0
Cities of Androscoggin (FAME-Admin)	16,100	30,000	30,000	25,000
EDI Administration Fee	7,700	7,000	8,000	10,000
RECD - IRP	25,000	25,000	25,000	25,000
Origination Fees (ESLP, RLF, FAME, EDI)	5,200	6,000	10,000	10,000
Business to Business Trade Show	66,251	75,493	55,000	68,000
Other				
Interest	1,954	6,271	5,000	4,000
Special Events - Annual Meeting	11,597	17,975	7,000	7,000
Marketing Campaign - Image Campaign	6,815	35,600	0	0
Misc. Other	0	0	0	0
Foreign Trade Zone	24,305	0	0	0
Marketing Grant	0	0	0	0
415 Lisbon Street Sub-Lease Income	0	0	9,500	13,410
In-Kind Contributions (Rent)	5,400	900	0	0
Total Revenue	571,125	585,045	581,058	596,268

Lewiston-Auburn Economic Growth Council
FY 2008 Statement of Activities

Page 2 of 3

Classification	Actual		FY 2007	FY 2008
	FY 2005	FY 2006	Projected	Budget
<i>EXPENSES</i>				
Personnel/Compensation				
Salaries	269,636	276,528	296,867	310,918
Benefits (Health, Life, Dental, LTD)	46,284	48,743	60,000	56,000
FICA (Social Security & Medicare)	19,661	20,631	23,000	23,000
FUTA (Federal Unemployment)	340	363	350	350
MESC (State Unemployment)	745	959	900	1,000
Workers Compensation	1,658	2,216	2,500	3,000
Pension	7,708	7,983	8,900	9,400
Total Personnel/Compensation	346,032	357,423	392,517	403,668
Contracted Services				
Legal & Audit	3,351	3,776	7,000	7,000
Loan Underwriting	9,049	11,107	16,000	16,000
Insurance (Prop, D&O, Fidel, Umb, Liability)	4,758	4,662	5,400	4,000
Misc. (credit reports, bank fees, payroll services)	2,397	2,326	2,000	2,500
Total Contracted Services	19,555	21,871	30,400	29,500
Administration				
Auto expense/mileage	6,082	8,110	8,000	8,000
Equip. repair/Photocopier maint. Contract	675	2,731	3,000	3,000
Office Supplies	6,799	6,412	5,500	6,000
Equipment (non-depreciated)	-375	0	500	500
Telephone (non-tangibles)	5,052	4,944	5,000	5,000
Internet	683	720	840	900
Postage	1,734	1,674	2,500	2,500
Pubs/Subs/Mail lists	735	600	800	800
Dues/Memberships	1,500	4,150	1,900	2,000
Staff Development/Travel	2,176	2,858	6,800	6,000
Office Cleaning	1,032	1,032	2,000	2,000
Computer Software	1,326	1,138	1,000	1,500
Business Meals	3,094	3,825	3,500	3,000
Other	277	0	0	0
Total Administration	30,790	38,194	41,340	41,200

Lewiston-Auburn Economic Growth Council
FY 2008 Statement of Activities

Page 3 of 3

Classification	Actual		FY 2007	FY 2008
	FY 2005	FY 2006	Projected	Budget
<i>EXPENSES (continued)</i>				
Fixed Charges				
Rent	10,020	22,802	40,000	52,400
Parking	3,680	4,812	4,825	3,600
Depreciation	6,883	6,316	6,000	6,000
Total Fixed Charges	20,583	33,930	50,825	62,000
Marketing				
Printing	1,063	1,398	3,000	2,000
Advertising/Promotion	13,029	12,615	20,000	15,000
Marketing - Grant Related	0	0	0	0
Image Campaign	16,627	32,870	12,000	10,000
Trade Shows	175	350	425	300
Special Events - Annual Meeting	9,907	17,043	7,300	7,300
Foreign Trade Zone	15,293	0	2,000	0
Client Services	0	304	300	300
Business to Business Trade Show	27,694	24,984	25,000	25,000
Misc. moving expenses	0	0	5,000	0
Total Marketing	83,788	89,564	75,025	59,900
Total Expenditures	500,748	540,982	590,107	596,268
SUMMARY				
Total Revenues	571,125	585,045	581,058	596,268
Total Expenditures	500,748	540,982	590,107	596,268
Total Surplus or (Deficit)	70,377	44,063	-9,049	0

Board of Directors:

ATRC Director: Don Craig
Transit Coordinator: Marsha Bennett

Lewiston-Auburn Transit Committee

Budget Summary:

Total Fixed Route FY08 Expenditures.....	\$821,457
ADA.....	93,661
Bus Station/LATC.....	<u>49,400</u>
Total Expenditures.....	\$964,518
Less: Estimated Revenues	<u>728,530</u>
Total Allocation needed:.....	\$235,988

Requested Lewiston Share 50% 117,994

Requested Auburn Share 50% 117,994

Lewiston City Administrator Recommendation..... \$117,994

Auburn City Manager Recommendation..... \$117,994

Prior Year Allocations:

	<u>Lewiston</u>	<u>Auburn</u>
FY07	117,994	117,994
FY06	117,994	117,994
FY05	112,583	112,583
FY04	97,925	97,925



Lewiston-Auburn Transit Committee

To: Mayor John Jenkins
Mayor Larry Gilbert
Members of the Auburn City Council
Members of the Lewiston City Council

From: Marsha Bennett, Transit Coordinator *MB*
Lewiston-Auburn Transit Committee

Date: March 19, 2007

Re: **LATC – FY 2008 Budget Request**

On behalf of the Lewiston-Auburn Transit Committee (LATC), I am pleased to submit to you the FY2008 budget request. LATC is requesting from each city **\$117,994** for Fiscal Year 2008. This is a zero percent increase over last year, and is the same funding request for the third straight year.

LATC has made a conscious effort to hold its budget request level. They were able to do that this year by increasing passenger fares thereby increasing farebox revenue, using \$21,691 from reserve funds, and reducing service.

LATC recommends your support for the FY2008 budget request.

Lewiston-Auburn Transit Committee
FY2008 Budget
- Fixed Route, ADA, Bus Station/LATC Operating -

	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY2007 Proposed	07 Contract Amendment	FY2008 Proposed
Fixed Route						
Expenses:						
Contract	\$660,386	\$748,351	\$779,781	\$762,535	\$774,959	\$821,457
Revenue:						
Federal	\$371,992	\$429,456	\$442,807	\$397,305	\$403,537	\$429,009
State	\$51,051	\$51,051	\$49,540	\$49,540	\$55,921	\$55,921
Local	\$163,995	\$186,531	\$195,306	\$225,690	\$225,501	\$241,527
Fare Box	\$73,348	\$81,313	\$92,128	\$90,000	\$90,000	\$95,000
	<u>\$660,386</u>	<u>\$748,351</u>	<u>\$779,781</u>	<u>\$762,535</u>	<u>\$774,959</u>	<u>\$821,457</u>
Surplus/Deficit	\$0	\$0	\$0	\$0	\$0	\$0
ADA Complementary Paratransit:						
Expenses:						
Contract	\$74,188	\$78,640	\$83,358	\$88,359	\$88,359	\$93,661
Revenue:						
Federal	\$35,286	\$37,355	\$42,586	\$46,687	\$46,687	\$50,929
State	\$0	\$0	\$0	\$0	\$0	\$0
Local	\$8,822	\$9,339	\$10,646	\$11,672	\$11,672	\$12,732
Fare Box	\$30,080	\$31,946	\$30,126	\$30,000	\$30,000	\$30,000
	<u>\$74,188</u>	<u>\$78,640</u>	<u>\$83,358</u>	<u>\$88,359</u>	<u>\$88,359</u>	<u>\$93,661</u>
Surplus/Deficit	\$0	\$0	\$0	\$0	\$0	\$0
<hr/>						
Local Subsidy:						
Bus Station/LATC Operating	\$18,075	\$17,830	\$17,450	\$17,800	\$3,000	\$3,420
Fixed Route	\$163,995	\$186,531	\$207,066	\$225,690	\$225,501	\$241,527
ADA Comp. Paratransit	<u>\$8,822</u>	<u>\$9,339</u>	<u>\$10,646</u>	<u>\$11,672</u>	<u>\$11,672</u>	<u>\$12,732</u>
	\$190,892	\$213,700	\$235,162	\$255,162	\$240,173	\$257,679
Less Reserves				\$19,173	\$4,184	\$21,691
Auburn	\$97,925	\$112,583	\$117,994	\$117,994	\$117,994	\$117,994
Lewiston	\$97,925	\$112,583	\$117,994	\$117,994	\$117,994	\$117,994
Surplus/Deficit	\$4,958	\$11,466	\$826	-\$19,173	-\$4,184	-\$21,691

Lewiston-Auburn Transit Committee

FY2008 Budget

- Bus Station/LATC Operating -

BUS STATION	FY 2004 ACTUAL	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 BUDGETED	FY 2007 UPDATED BUDGET	FY 2008 PROPOSED
Revenues: Rent	\$ -	\$ 6,000.00	\$ 11,200.00	\$ 12,000.00		\$ -
EXPENSES:						
JANITORIAL	\$ 5,920	\$ 6,673	\$ 5,436	\$ 6,000	\$ 6,000	\$ 6,000
MAINTENANCE/REPAIRS	\$ 674	\$ 1,067	\$ 611	\$ 1,200	\$ 1,200	\$ 1,200
SUPPLIES - INCL. JANIT.	\$ 187	\$ 875	\$ 629	\$ 1,500	\$ 1,500	\$ 800
SNOW REMOVAL	\$ 3,342	\$ 6,761	\$ 1,448	\$ 8,000	\$ 8,000	\$ 5,000
RESTROOM RENTAL	\$ 665	\$ 1,140	\$ 1,140	\$ 1,200	\$ 1,200	\$ 1,200
UTILITIES:						
GAS	\$ 1,858	\$ 2,412	\$ 2,991	\$ 3,500	\$ 3,500	\$ 3,500
ELECTRIC	\$ 3,227	\$ 3,383	\$ 4,309	\$ 3,500	\$ 3,500	\$ 4,500
H2O/SEWER	\$ 309	\$ 393	\$ 536	\$ 400	\$ 400	\$ 600
INSURANCE	\$ 528	\$ 949	\$ 928	\$ 1,000	\$ 1,000	\$ 1,000
TOTAL	\$ 16,710	\$ 23,653	\$ 18,028	\$ 26,300	\$ 26,300	\$ 23,800
ITF DEFICIT:	\$ (16,710)	\$ (17,653)	\$ (6,828)	\$ (14,300)	\$ (26,300)	\$ (23,800)
LATC Operating						
EXPENSES:						
AVCOG - PLANNING/FIN.	\$ 12,826	\$ 12,256	\$ 13,149	\$ 13,000	\$ 13,000	\$ 13,000
MEETINGS/CONFERENCE	\$ 1,133	\$ 879	\$ 1,047	\$ 1,200	\$ 1,200	\$ 1,200
ADVERTISING/MARKETING	\$ 5,954	\$ 1,728	\$ 1,472	\$ 1,500	\$ 1,500	\$ 6,000
AUDIT	\$ 3,400	\$ 2,950	\$ 2,950	\$ 5,000	\$ 5,000	\$ 4,800
LEGAL SERVICES	\$ 863	\$ 195	\$ 575	\$ 600	\$ 600	\$ 600
MISC. EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 24,176	\$ 18,008	\$ 19,193	\$ 21,300	\$ 21,300	\$ 25,600
LATC Operating DEFICIT	\$ (24,176)	\$ (18,008)	\$ (19,193)	\$ (21,300)	\$ (21,300)	\$ (25,600)
TOTAL EXPENDITURES -						
BUS STATION/LATC Operating	\$ (40,886)	\$ (35,661)	\$ (26,021)	\$ (35,600)	\$ (47,600)	\$ (49,400)

DEFICIT FUNDING						
FEDERAL	\$ 20,443	\$ 17,830	\$ 13,010	\$ 17,800	\$ 23,800	\$ 24,700
STATE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LOCAL - Rent					\$ 12,000	\$ 12,480
- Vending					\$ 800	\$ 800
- ATA Advertising					\$ 5,000	\$ 5,000
- Interest					\$ 3,000	\$ 3,000
LOCAL	\$ 20,443	\$ 17,830	\$ 13,010	\$ 17,800	\$ 3,000	\$ 3,420
TOTAL REVENUE	\$ 40,886	\$ 35,661	\$ 26,021	\$ 35,600	\$ 47,600	\$ 49,400

LOCAL Requested	\$14,915	\$18,075	\$17,830	\$17,800	\$17,800	\$3,420
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Board of Directors:

Chief William Welch
Chief Wayne Werts
Chief Paul Leclair
Chief Phil Crowell

Dr. David Stuchiner
Ron Guerin
Heather Hunter
Paul Samson
Ellen Peters

Lewiston-Auburn 911 Communications Center

Budget Summary:

Total FY08 Operational Budget.....	\$1,910,044
Less: Estimated Revenues	<u>7,500</u>
Total Allocation needed:.....	1,902,544

Requested Lewiston Share 50%	951,272
Requested Auburn Share 50%	951,272

Lewiston City Administrator Recommendation.....	\$951,272
Auburn City Manager Recommendation.....	\$951,272

Prior Year Allocations:

	<u>Lewiston</u>	<u>Auburn</u>
FY07	867,500	867,500
FY06	874,118	874,118
FY05	830,000	830,000
FY04	788,421	788,421

Lewiston - Auburn 911 Communication Systems - Fiscal Year 2008									
EXPENDITURE SUMMARY									
ACCOUNT	TITLE	FY05 ACTUAL	FY06 ACTUAL	FY07 BUDGET	YEAR - END PROJECTED TOTAL	FY08 BUDGET	RECOMMENDED	APPROPRIATED	
4011000	SALARIES/WAGES	748,628	784,320	822,091		943,672			
4012000	OVERTIME - REGULAR	128,008	145,748	152,522		158,494			
4017001	MSRS - EMPLOYER	18,775	20,900	18,269		18,500			
4017002	ICMA - EMPLOYER	27,120	38,838	43,892		47,727			
4017501	FICA - EMPLOYER	67,515	72,176	74,558		84,316			
4046004	MMEHT HEALTH INSURANCE	182,821	205,842	200,569		225,941			
4046010	WELLNESS & MEDICAL	6,000	6,000	6,000		12,000			
4046500	UNEMPLOYMENT COMP.	5,716	6,706	5,275		3,855			
4047000	WORKERS COMPENSATION	4,924	5,139	7,153		7,835			
TOTAL	PERSONAL SERVICES	1,189,507	1,285,669	1,330,329	-	1,502,339	-		
	ACTUAL DIFFERENCE					172,010			
	PERCENTAGE					12.93%			
4020500	PRINTING SERVICES	500	400	400		400			
4021000	ADVERTISING	1,000	1,000	1,000		900			
4021500	POSTAGE	700	500	500		300			
4022000	TELEPHONE	122,609	123,944	124,483		124,000			
4022500	LIGHTS / WATER / GAS	14,750	23,750	26,489		27,284			
4023000	TRAVEL EXPENSE	2,000	2,000	2,000		2,200			

