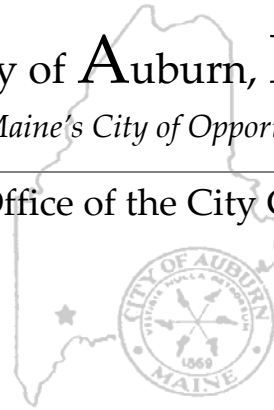


# City of Auburn, Maine

*"Maine's City of Opportunity"*

Office of the City Clerk



## Council Meeting Agenda Packet

August 18, 2008

This packet contains the City Council Agenda and supporting documents. The items in this packet are bookmarked in Adobe Acrobat .pdf format. You may need to click on the Bookmark tab on the left to open the Bookmark window. If you do not see a Bookmark tab on the left, you may need to select the Show/Hide Navigation Pane button in your icon toolbar above or update your version of the Adobe Reader. You can download the free Adobe Reader application at [www.adobe.com](http://www.adobe.com).



# City Council Meeting and Workshop August 18, 2008

*"While your responsibility may  
be individual, your authority is  
collective"* <sup>1</sup>

## Agenda

**5:00 p.m. Dinner**

**5:30 p.m. Workshop**

- A. Discussion: Re: Designating Main St traffic flow from Parking Garage to Court Street as One-Way travel in a northerly direction
- B. Review: Patriot Program and Inspections
- C. Discussion: Ingersoll Arena
- D. Discussion: County Wide District Meeting
- E. Schedule: Safe Handling Tour (Optional dates Aug 28, Sept 11, 18 or 25)
- F. Discussion: Procedure of Workshops
- G. Reminder: Tuesday, Sept. 2<sup>nd</sup> City Council Meeting

### **If necessary Workshop will continue following adjournment**

**7:00 p.m. City Council Meeting**  
Pledge of Allegiance

\* **Consent Items** – All items listed with an asterisk (\*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.

### **Minutes**

\*081808-00 Minutes of August 4, 2008 Council Meeting

### **Reports**

#### **Mayor**

#### **City Councilors**

- **Michael Farrell:** Water Dist., L/A Jt. City Council Planning, Audit and Procurement
- **Bob Hayes:** Railroad, Library, Audit and Procurement
- **Dan Herrick:** MMWAC, Auburn Housing
- **Bruce Bickford:** A-L Airport, ABDC, L/A Joint City Council Planning, AVCOG
- **Ray Berube:** LAEGC, Planning Board, L/A Joint City/School
- **Bob Mennealy:** Sewer District, University of Maine L-A,
- **Ron Potvin:** School Committee, 9-1-1, LATC, L/A Joint City/School

#### **City Manager**

Finance Report – Month of July

### **Communications and Recognitions**

\*081808-00 Communication from Danville Jct. Grange Re: Waive fee for Victualers License

<sup>1</sup> Denis Culley, Attorney/Planning Board Member, Town of Mercer

\*081808-00 Communication from John F. Murphy Homes, Inc. Re: Waive fee for Garage Sale Permit

**Open Session** – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not* on this agenda

## **Unfinished Business**

081808-01 – Resolve – Waiver of Foreclosure – Stevens Mills/Auburn HOME Project (Tabled 8/4/08)  
(Workshop 7/21/08)

## **New Business**

081808-02 – Resolve – Authorize \$10,000 Funding for a Passenger Air Service Study

081809-03 – Executive Session – Labor Negotiations (Title 1 M.R.S.A. Section 405)

**Open Session** - Members of the public are invited to speak to the Council about any issue directly related to City business which is *not* on this agenda

## **Future Agenda/Workshop Items**

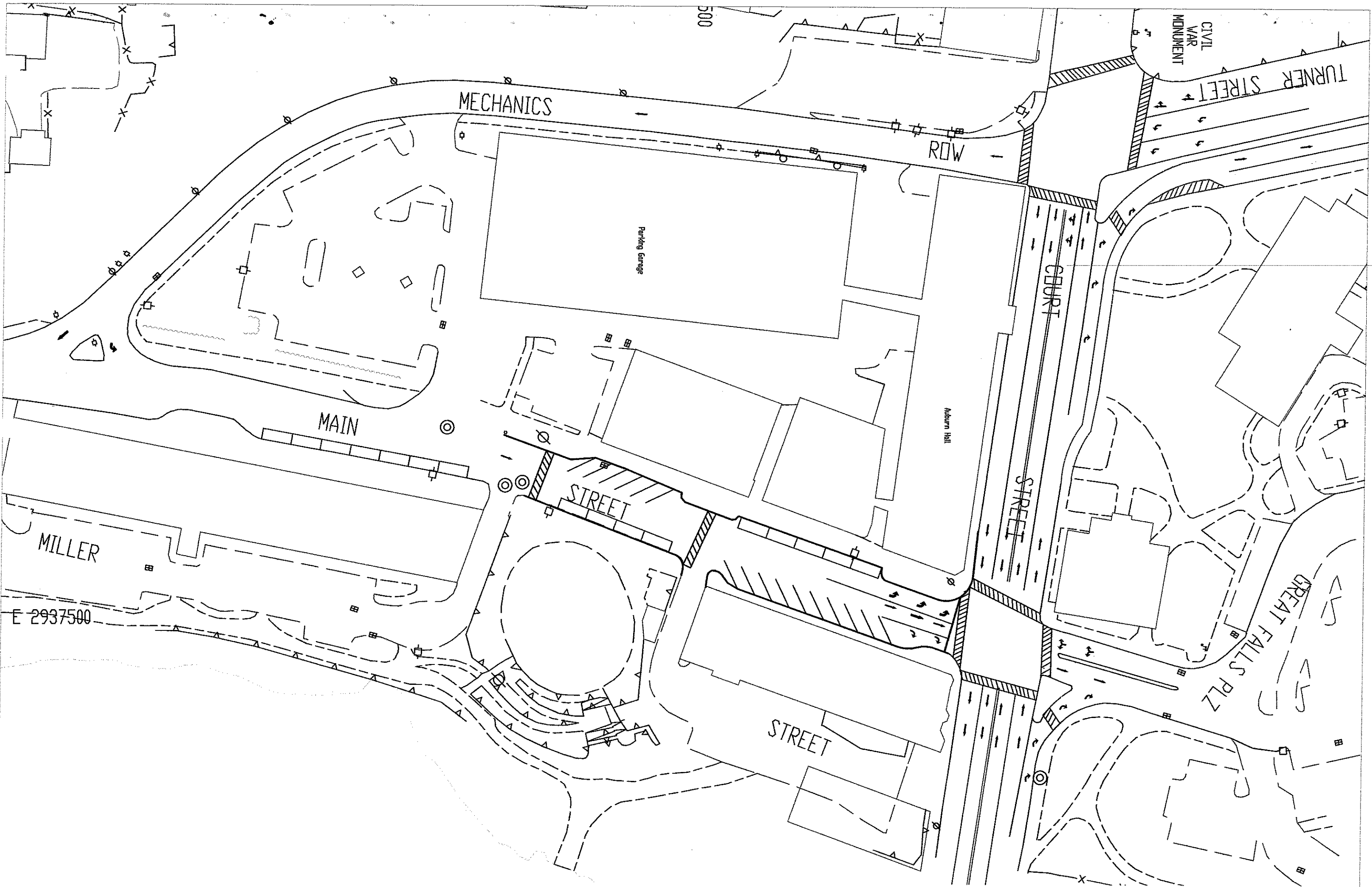
## **ADJOURNMENT**

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**Executives Sessions:** On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda.

The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405. Those applicable to municipal government are:

1. Discussion of personnel issues
2. Discussion or consideration of the condition, acquisition, or the use of real or personal property or economic development if premature disclosure of the information would prejudice the competitive or bargaining position of the body or agency.
3. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators.
4. Consultations between a body or agency and its attorney
5. Discussion of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute.
6. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes
7. Consultations between municipal officers and a code enforcement officer relating to enforcement matter pending in District Court.



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500

MECHANICS

ROW

CIVIL  
WAR  
MONUMENT

TURNER STREET

Parking Garage

COURT

Auburn Hall

MAIN

MILLER

STREET

STREET

GREAT FALLS PLZ

STREET

**CITY OF AUBURN  
AUGUST 4, 2008  
CITY COUNCIL MEETING**

**PRESENT**

Mayor John T. Jenkins, Councilors Michael J. Farrell, Robert P. Hayes, Daniel R. Herrick, Bruce A. Bickford, Raymond C. Berube, Ronald W. Potvin and Robert C. Mennealy, City Manager Glenn Aho, Assistant City Manager Laurie Smith, and City Clerk Mary Lou Magno. There were 45 people in the audience.

Mayor Jenkins called the meeting to order at 7:00 p.m. in the Council Chambers of Auburn Hall with a salute to the flag.

**CONSENT AGENDA**

Councilor Berube moved to accept, approve and place on file the items marked with an asterisk. Seconded by Councilor Bickford. Vote: 7 Yeas.

**\*MINUTES OF JULY 21, 2008 COUNCIL MEETING**

Approved under consent agenda.

**REPORTS OF THE MAYOR**

Mayor Jenkins recognized and swore in Police Officer Aaron R. Washington, Jr. Mayor Jenkins also noted that on Saturday, August 9<sup>th</sup> at the Lewiston Armory from 9 am until 2 pm the Maine State Housing Authority will host a Homebuyers and Home Owners Summit. The Mayor noted that the City is considering making some of its public wood available to heat local homes this winter; logistics of a program such as this are still being researched. Mayor Jenkins reminded everyone that Tuesday, August 5<sup>th</sup> at Festival Plaza, National Night Out will be celebrated.

**REPORTS OF CITY COUNCILORS**

Councilors reported on their respective Council Committee Assignments.

**REPORTS OF THE CITY MANAGER**

Glenn Aho, City Manager, updated the Council on the following three items: 261 Main Street; City purchase of heating oil; and a judges ruling regarding the Androscoggin Budget Committee.

**COMMUNICATIONS AND RECOGNITIONS**

**COMMUNICATION FROM POLICE CHIEF CROWELL RE: CONSTABLE**

Approved under consent agenda.

**OPEN SESSION**

Guy Mahon, 216 Poland Road; Francois Bussiere, 9 Winter Street; and Beverly Heath, 25 Dennison Street.

**CLOSED OPEN SESSION**

**UNFINISHED BUSINESS**

**1. ORDINANCE – AMENDMENT TO ZONING MAP IN THE VICINITY OF PRINCETON AVENUE AND BROWN STREET (SECOND READING)**

Councilor Berube moved for acceptance of second reading and final passage. Seconded by Councilor Bickford. Vote: 7 Yeas.

**NEW BUSINESS**

**2. RESOLVE – AMENDMENT TO THE HOMEBUYER LOAN PROGRAM**

Councilor Berube moved for passage of the resolve. Seconded by Councilor Bickford. Reine Mynahan, Community Development Block Grant Administrator, explained the above resolve and answered Councilors questions.

Councilor Farrell moved to remove proposed change #1 – to decrease the amount of income required to participate in the program from \$25,000 to \$20,000. Seconded by Councilor Potvin.

Vote on the amendment: 4 Yeas with Councilors Hayes, Bickford and Berube voting Nay.

Vote on passage of the resolve as amended: 5 Yeas with Councilors Hayes and Bickford voting Nay.

**3. RESOLVE – WAIVER OF FORECLOSURE – STEVENS MILLS/AUBURN HOME PROJECT**

Councilor Potvin moved for passage of the resolve. Seconded by Councilor Mennealy.

Reine Mynahan, Community Development Block Grant Administrator, explained the resolve and answered Councilors questions.

Councilor Hayes moved to table. Seconded by Councilor Farrell. Vote: 4 Yeas with Councilors Bickford, Berube and Potvin voting Nay.

**4. RESOLVE – AMENDMENT TO TIF #14 & #15**

Councilor Bickford moved for passage of the resolve. Seconded by Councilor Berube.

Roland Miller, Economic Development Director, explained the resolve and answered Councilors questions.

Councilor Mennealy moved the question. Seconded by Councilor Farrell. Vote: 5 Yeas with Councilors Hayes and Bickford voting Nay.

Vote: 4 Nays with Councilors Hayes, Bickford and Berube voting Yea. **NOT PASSED**

**5. RESOLVE – ACCEPTING CERTAIN FORFEITED PROPERTY**

Councilor Farrell moved for passage of the resolve. Seconded by Councilor Herrick.

Police Chief Crowell, explained both items #5 and #6.

Vote: 7 Yeas.

**6. RESOLVE – ACCEPTING CERTAIN FORFEITED PROPERTY**

Councilor Bickford moved for passage of the resolve. Seconded by Councilor Farrell. Vote: 7 Yeas.

**7. RESOLVE – AUTHORIZE CITY MANAGER TO CONVEY PROPERTY ON SOUTH MAIN STREET TO SD HERRIN ENTERPRISES, INC.**

Councilor Bickford moved for passage of the resolve. Seconded by Councilor Berube.

Councilor Berube moved to amend the resolve by adding that Mr. Herrin pay the City \$600, which is the amount appraised by the City Assessor. Seconded by Councilor Herrick.

Vote on the amendment: 6 Yeas, with Councilor Farrell abstaining.

Fire Chief Werts answered Councilors questions.

Vote on passage of the resolve as amended: 6 Yeas with Councilor Hayes voting Nay.

**8. PUBLIC HEARING – SPECIAL AMUSEMENT PERMIT – RACK-M-UP BILLIARDS**

Mayor Jenkins opened and closed the public hearing with no public comment.

Councilor Farrell moved to issue the permit. Seconded by Councilor Potvin. Vote: 7 Yeas.

**9. RESOLVE - ADOPTION OF EMERGENCY MEDICAL SERVICE TRANSPORT PLAN**

Councilor Potvin moved for passage of the resolve. Seconded by Councilor Bickford.

Glenn Aho, City Manager, Wayne Werts, Fire Chief, and Capt. Dean Milligan commented and answered Councilors questions.

Vote: 6 Yeas with Councilor Berube voting Nay.

**OPEN SESSION**

No one spoke

**CLOSED OPEN SESSION**

**FUTURE AGENDA/WORKSHOP ITEMS**

**ADJOURNMENT – 10:10 P.M.**

Councilor Berube moved to adjourn. Seconded by Councilor Herrick. Vote: 5 Yeas, No Nays (Councilors Mennealy and Potvin out of the room).

**A TRUE RECORD**

**ATTEST:** \_\_\_\_\_  
**CITY CLERK**

# *City of Auburn, Maine*

## FINANCIAL MANAGEMENT REPORT JULY 2008



PREPARED BY THE FINANCE DEPARTMENT  
BETTY GRIEBEL, INTERIM FINANCE DIRECTOR



**CITY OF AUBURN, MAINE**  
**BALANCE SHEET - GENERAL FUND**  
**JULY 31, 2008**

<u>ASSETS</u>	UNAUDITED July 31 2008	UNAUDITED June 30 2008 Note	Increase (Decrease)
CASH	8,364,998	\$11,822,119	(3,457,120)
RECEIVABLES			-
ACCOUNTS RECEIVABLES	481,491	\$336,799	144,693
TAXES RECEIVABLE-CURRENT	37,444,700	138,082	37,306,618
DELINQUENT TAXES	493,616	369,327	124,289
TAX LIENS	1,346,109	1,458,514	(112,404)
NET DUE TO/FROM OTHER FUNDS	3,269,713	1,722,218	1,547,494
<b>TOTAL ASSETS</b>	<b>51,400,628</b>	<b>15,847,059</b>	<b>35,553,569</b>
 <b><u>LIABILITIES &amp; FUND BALANCES</u></b>			
ACCOUNTS PAYABLE	1,989,639	376,415	1,613,225
WAGES & TAXES PAYABLE	11,031	(78,629)	89,659
ACCRUED PAYROLL	391,624	2,598,247	(2,206,623)
STATE FEES PAYABLE	37,729	456	37,274
PREPAID TAXES		-	-
IN LIEU OF BONDS	61,205	61,205	-
DEFERRED REVENUE	38,780,501	1,461,999	37,318,503
			-
<b>TOTAL LIABILITIES</b>	<b>41,271,729</b>	<b>4,419,692</b>	<b>36,852,037</b>
			-
FUND BALANCE - NOT DESIGNATED	10,865,465	9,038,895	1,826,570
FUND BALANCE - DESIGNATED FOR WORKERS COMP & UNEMPLOYMENT	561,902	561,902	-
FUND BALANCE - DESIGNATED		-	-
NET CHANGE IN FUND BALANCE	(1,298,468)	1,826,570	(3,125,038)
			-
<b>TOTAL FUND BALANCES</b>	<b>10,128,899</b>	<b>11,427,367</b>	<b>(1,298,468)</b>
			-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>51,400,628</b>	<b>15,847,059</b>	<b>35,553,569</b>
	0	0	

**Note: The June Balance Sheet is preliminary and unaudited**

**CITY OF AUBURN, MAINE**  
**REVENUES - GENERAL FUND COMPARATIVE**  
**AS OF July 31, 2008 vs. July 31, 2007**

REVENUE SOURCE	FY 2009 BUDGET	ACTUAL REVENUES THROUGH JULY 31	% OF TOTAL BUDGET	FY 2008 BUDGET	ACTUAL REVENUES THROUGH JULY 31	% OF TOTAL BUDGET
<b><u>TAXES</u></b>						
PROPERTY TAX REVENUE- PRIOR YEAR REVENUE	\$ 37,959,647	\$ 823,706	0.00%	\$ 40,283,147	\$ -	0.00%
HOMESTEAD EXEMPTION REIMBURSEMENT ALLOWANCE FOR ABATEMENT	\$ 648,980	\$ -	0.00%	\$ -	\$ 246,188	-
ALLOWANCE FOR UNCOLLECTIBLE TAXES	\$ -	\$ -	-	\$ -	\$ -	-
EXCISE	\$ 3,200,000	\$ 307,229	9.60%	\$ 3,200,000	\$ 301,981	9.44%
PENALTIES & INTEREST	\$ 125,000	\$ 12,818	10.25%	\$ 90,000	\$ 14,611	16.23%
<b>TOTAL TAXES</b>	<b>\$ 41,933,627</b>	<b>\$ 1,143,752</b>	<b>2.73%</b>	<b>\$ 43,573,147</b>	<b>\$ 562,780</b>	<b>1.29%</b>
<b><u>LICENSES AND PERMITS</u></b>						
BUSINESS	\$ 51,000	\$ 3,530	6.92%	\$ 49,600	\$ 4,155	8.38%
NON-BUSINESS	\$ 274,200	\$ -	0.00%	\$ 325,700	\$ 19,274	5.92%
<b>TOTAL LICENSES</b>	<b>\$ 325,200</b>	<b>\$ 3,530</b>	<b>1.09%</b>	<b>\$ 375,300</b>	<b>\$ 23,429</b>	<b>6.24%</b>
<b><u>INTERGOVERNMENTAL ASSISTANCE</u></b>						
STATE-LOCAL ROAD ASSISTANCE	\$ 450,000	\$ -	0.00%	\$ 460,000	\$ -	0.00%
STATE REVENUE SHARING	\$ 3,775,000	\$ 939,055	24.88%	\$ 3,775,000	\$ 936,206	24.80%
WELFARE REIMBURSEMENT	\$ 22,500	\$ 5,065	22.51%	\$ 22,500	\$ 1,882	8.37%
OTHER STATE AID	\$ 30,000	\$ 2,761	9.20%	\$ 25,000	\$ -	0.00%
FEMA REIMBURSEMENT	\$ -	\$ -	-	\$ -	\$ -	-
CITY OF LEWISTON	\$ 154,000	\$ -	0.00%	\$ 150,000	\$ -	0.00%
EDUCATION SUBSIDY	\$ 16,418,792	\$ 1,373,008	8.36%	\$ 16,118,582	\$ 1,348,630	8.37%
<b>TOTAL INTERGOVERNMENTAL ASSISTANCE</b>	<b>\$ 20,850,292</b>	<b>\$ 2,319,890</b>	<b>11.13%</b>	<b>\$ 20,551,082</b>	<b>\$ 2,286,718</b>	<b>11.13%</b>
<b><u>CHARGE FOR SERVICES</u></b>						
GENERAL GOVERNMENT	\$ 115,175	\$ 30,799	26.74%	\$ 163,950	\$ 8,490	5.18%
PUBLIC SAFETY	\$ 80,000	\$ 8,724	10.91%	\$ 71,000	\$ 3,969	5.59%
EMS TRANSPORT	\$ 310,000	\$ 986	0.32%	\$ 20,000	\$ 50	0.25%
EDUCATION	\$ 2,212,514	\$ 141,779	6.41%	\$ 2,132,980	\$ 6,885	0.32%
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 2,717,689</b>	<b>\$ 182,288</b>	<b>6.71%</b>	<b>\$ 2,387,930</b>	<b>\$ 19,395</b>	<b>0.81%</b>
<b><u>FINES</u></b>						
PARKING TICKETS & MISC FINES	\$ -	\$ -	-	\$ 50,000	\$ 2,737	5.47%
<b><u>MISCELLANEOUS</u></b>						
INVESTMENT INCOME	\$ 400,000	\$ 7,496	1.87%	\$ 385,000	\$ -	0.00%
INTEREST-BOND PROCEEDS	\$ 125,000	\$ -	0.00%	\$ 125,000	\$ -	0.00%
RENTS	\$ 132,500	\$ 275	0.21%	\$ 132,500	\$ -	0.00%
UNCLASSIFIED	\$ 40,000	\$ 76,021	190.05%	\$ 75,000	\$ 39,345	52.46%
SALE OF RECYCLABLES	\$ 85,000	\$ 23,196	27.29%	\$ 60,000	\$ 148	0.25%
COMMERCIAL SOLID WASTE FEES	\$ 57,500	\$ 24,108	41.93%	\$ 56,000	\$ -	0.00%
SALE OF PROPERTY	\$ 490,000	\$ -	0.00%	\$ 30,000	\$ -	0.00%
RECREATION PROGRAMS	\$ 20,000	\$ -	0.00%	\$ 20,000	\$ -	0.00%
MMWAC HOST FEES	\$ 190,400	\$ 15,520	8.15%	\$ 190,400	\$ 15,375	8.08%
9-1-1 DEBT SERVICE REIMBURSEMENT	\$ -	\$ -	-	\$ -	\$ -	0.00%
TRANSFER IN: TIF	\$ -	\$ -	-	\$ 60,000	\$ -	0.00%
TRANSFER OUT: TIF	\$ 2,500,000	\$ -	0.00%	\$ (3,149,839)	\$ -	0.00%
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 4,040,400</b>	<b>\$ 146,615</b>	<b>3.63%</b>	<b>\$ (2,015,939)</b>	<b>\$ 54,867</b>	<b>-2.72%</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 69,867,208</b>	<b>\$ 3,796,075</b>	<b>5.43%</b>	<b>\$ 64,921,520</b>	<b>\$ 2,949,928</b>	<b>4.54%</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - GENERAL FUND COMPARATIVE**  
**AS OF JULY 31, 2008 vs. JULY 31, 2007**

DEPARTMENT	FY 2009 BUDGET	ACTUAL EXPENDITURES THROUGH JULY 31	% OF TOTAL BUDGET	FY 2008 BUDGET	ACTUAL EXPENDITURES THROUGH JULY 31	% OF TOTAL BUDGET
<b>ADMINISTRATION</b>						
MAYOR AND COUNCIL	\$ 103,500	\$ 30,717	29.68%	\$ 102,275	\$ 1,112	1.09%
LEGAL SERVICES	\$ 55,000	\$ 51	0.09%	\$ 55,000	\$ -	0.00%
CITY CLERK	\$ 140,367	\$ 11,820	8.42%	\$ 133,399	\$ 9,148	6.86%
CITY MANAGER	\$ 227,703	\$ 17,897	7.86%	\$ 214,776	\$ 10,162	4.73%
HUMAN RESOURCES	\$ 125,797	\$ 9,204	7.32%	\$ 110,878	\$ 6,872	6.20%
ASSESSING SERVICES	\$ 270,103	\$ 17,550	6.50%	\$ 267,575	\$ 20,239	7.56%
FINANCIAL SERVICES	\$ 374,058	\$ 52,838	14.13%	\$ 364,296	\$ 27,862	7.65%
CUSTOMER SERVICE	\$ 16,000	\$ 111	0.70%	\$ 16,000	\$ -	0.00%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 1,312,528</b>	<b>\$ 140,188</b>	<b>10.68%</b>	<b>\$ 1,264,199</b>	<b>\$ 75,395</b>	<b>5.96%</b>
<b>COMMUNITY SERVICES</b>						
HEALTH & SOCIAL SERVICES						
ADMINISTRATION	\$ 49,240	\$ 3,682	7.48%	\$ 47,798	\$ 3,424	7.16%
ASSISTANCE	\$ 48,450	\$ 4,478	9.24%	\$ 48,750	\$ 1,531	3.14%
INFORMATION SYSTEMS						
ICT	\$ 258,809	\$ 11,388	4.40%	\$ 196,562	\$ 11,107	5.65%
ENGINEERING	\$ 435,626	\$ 29,944	6.87%			
PLANNING & PERMITTING	\$ 829,982	\$ 57,873	6.97%	\$ 768,591	\$ 57,769	7.52%
PARKS AND RECREATION	\$ 613,361	\$ 42,894	6.99%	\$ 552,261	\$ 37,699	6.83%
PUBLIC LIBRARY	\$ 919,407	\$ 76,617	8.33%	\$ 919,407	\$ 76,617	8.33%
COMMUNITY PROGRAMS	\$ 13,650	\$ 10,450	76.56%	\$ 13,550	\$ 9,450	69.74%
<b>TOTAL COMMUNITY SERVICES</b>	<b>\$ 3,168,525</b>	<b>\$ 237,325</b>	<b>7.49%</b>	<b>\$ 2,546,919</b>	<b>\$ 197,598</b>	<b>7.76%</b>
<b>FISCAL SERVICES</b>						
DEBT SERVICE	\$ 7,026,199		0.00%	\$ 7,176,622	\$ 1,946	0.03%
PROPERTY	\$ 553,307	\$ 144,865	26.18%	\$ 543,614	\$ 160,498	29.52%
WORKERS COMPENSATION	\$ 200,000	\$ -	0.00%	\$ 200,000	\$ -	0.00%
WAGES & BENEFITS	\$ 4,120,408	\$ 321,332	7.80%	\$ 4,130,343	\$ 298,905	7.24%
EMERGENCY RESERVE	\$ 329,500	\$ -	0.00%	\$ 326,900	\$ -	0.00%
<b>TOTAL FISCAL SERVICES</b>	<b>\$ 12,229,414</b>	<b>\$ 466,197</b>	<b>3.81%</b>	<b>\$ 12,377,479</b>	<b>\$ 461,349</b>	<b>3.73%</b>
<b>PUBLIC SAFETY</b>						
EMERGENCY MGMT AGENCY	\$ 7,120	\$ -	0.00%	\$ 6,678	\$ -	0.00%
FIRE DEPARTMENT	\$ 3,642,524	\$ 253,722	6.97%	\$ 3,643,879	\$ 281,804	7.73%
POLICE DEPARTMENT	\$ 2,995,571	\$ 224,144	7.48%	\$ 2,712,013	\$ 226,244	8.34%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 6,645,215</b>	<b>\$ 477,866</b>	<b>7.19%</b>	<b>\$ 6,362,570</b>	<b>\$ 508,048</b>	<b>7.98%</b>
<b>PUBLIC WORKS</b>						
PUBLIC WORKS DEPARTMENT	\$ 4,548,651	\$ 216,610	4.76%	\$ 4,667,059	\$ 214,890	4.60%
WATER AND SEWER	\$ 504,700	\$ 122,906	24.35%	\$ 472,500	\$ 112,860	23.89%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 5,053,351</b>	<b>\$ 339,517</b>	<b>6.72%</b>	<b>\$ 5,139,559</b>	<b>\$ 327,750</b>	<b>6.38%</b>
<b>INTERGOVERNMENTAL PROGRAMS</b>						
AUBURN-LEWISTON AIRPORT	\$ 96,750	\$ -	0.00%	\$ 98,000	\$ 46,375	47.32%
E911 COMMUNICATION CENTER	\$ 950,589	\$ 237,647	25.00%	\$ 930,934	\$ 89	0.01%
LATC-PUBLIC TRANSIT	\$ 130,000	\$ -	0.00%	\$ 117,994	\$ -	0.00%
LAEGC-ECONOMIC COUNCIL	\$ 106,429	\$ -	0.00%	\$ 106,429	\$ -	0.00%
L-A ARTS	\$ 24,267	\$ 6,067	25.00%	\$ 22,680	\$ 5,670	25.00%
COUNTY TAX	\$ 1,969,765	\$ 1,969,765	100.00%	\$ 1,877,972	\$ -	0.00%
TAX SHARING	\$ 325,000	\$ -	0.00%	\$ 350,000	\$ -	0.00%
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 3,602,800</b>	<b>\$ 2,213,479</b>	<b>61.44%</b>	<b>\$ 3,504,009</b>	<b>\$ 52,134</b>	<b>1.49%</b>
<b>EDUCATION DEPARTMENT</b>	<b>\$ 34,206,840</b>	<b>\$ 1,244,737</b>	<b>3.64%</b>	<b>\$ 33,726,785</b>	<b>\$ 729,014</b>	<b>2.16%</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 66,218,673</b>	<b>\$ 5,119,309</b>	<b>7.73%</b>	<b>\$ 64,921,520</b>	<b>\$ 2,351,287</b>	<b>3.62%</b>

**CITY OF AUBURN, MAINE  
INVESTMENT SCHEDULE  
AS OF JULY 31, 2008**

INVESTMENT	FUND	ACCOUNT BALANCE	INTEREST RATE	VALUE		WEIGHTED AVG YIELD
				BOOK	MARKET	
BANKNORTH MNY MKT	GENERAL FUND	6,993,207.44	1.71%	6,993,207.44	6,993,207.44	
BANKNORTH MNY MKT	GF-WORKERS COMP	48,862.47	1.00%	48,862.47	48,862.47	
BANKNORTH MNY MKT	GF-UNEMPLOYMENT	65,668.03	1.71%	65,668.03	65,668.03	
BANKNORTH CD	GF-UNEMPLOYMENT	98,754.32	2.64%	98,754.32	98,754.32	
BANKNORTH MNY MKT	SPECIAL REVENUE	1,736,833.09	1.71%	1,736,833.09	1,736,833.09	
BANKNORTH MNY MKT	SR-PERMIT PARKING	194,342.27	1.71%	194,342.27	194,342.27	
BANKNORTH MNY MKT	SR-TIF	2,782,969.38	1.71%	2,782,969.38	2,782,969.38	
BANKNORTH MNY MKT	CAPITAL PROJECTS	11,698,048.86	1.71%	11,698,048.86	11,698,048.86	
BANKNORTH MNY MKT	CAPITAL PROJECTS	269,305.36	1.71%	269,305.36	269,305.36	
BANKNORTH CD	CAPITAL PROJECTS	32,001.19	2.96%	32,001.19	32,001.19	
BANKNORTH MNY MKT	ICE ARENA	46,793.05	1.00%	46,793.05	46,793.05	
<b>GRAND TOTAL</b>		<b>23,966,785.46</b>		<b>23,966,785.46</b>	<b>23,966,785.46</b>	<b>1.71%</b>

Note: Banknorth CD Capital Projects balance 2008 was not available at the time of this report. The figure used is from June 30, 2008.

**CITY OF AUBURN, MAINE  
INVESTMENT SCHEDULE  
COMPARISON OF JULY 31, 2007  
AND JUNE 30, 2007**

FUND	JUNE 30, 2008		JULY 31, 2008		INCREASE (DECREASE)	
	VALUE		VALUE		VALUE	
	BOOK	MARKET	BOOK	MARKET	BOOK	MARKET
GENERAL FUND	6,983,152.46	6,983,152.46	6,993,207.44	6,993,207.44	10,054.98	10,054.98
WORKERS COMP	48,821.12	48,821.12	48,862.47	48,862.47	41.35	41.35
UNEMPLOYMENT	65,573.61	65,573.61	65,668.03	65,668.03	94.42	94.42
UNEMPLOYMENT	98,533.39	98,533.39	98,754.32	98,754.32	220.93	220.93
SPECIAL REVENUE	1,734,335.84	1,734,335.84	1,736,833.09	1,736,833.09	2,497.25	2,497.25
PERMIT PARKING	194,062.84	194,062.84	194,342.27	194,342.27	279.43	279.43
TIF	2,778,967.97	2,778,967.97	2,782,969.38	2,782,969.38	4,001.41	4,001.41
CAPITAL PROJECTS	14,523,048.12	14,523,048.12	11,698,048.86	11,698,048.86	(2,824,999.26)	(2,824,999.26)
CAPITAL PROJECTS	268,918.15	268,918.15	269,305.36	269,305.36	387.21	387.21
CAPITAL PROJECTS	32,001.19	32,001.19	31,647.96	31,647.96	(353.23)	(353.23)
ICE ARENA	46,753.45	46,753.45	46,793.05	46,793.05	39.60	39.60
	<b>26,774,168.14</b>	<b>26,774,168.14</b>	<b>23,966,432.23</b>	<b>23,966,432.23</b>	<b>-2,807,735.91</b>	<b>-2,807,735.91</b>

Market Value for July 31, 2008 were not available at time of reporting. The figures reported are May 31, 2008 figures.

August 11,2008

TO: Mayor Jenkins and the Auburn City Council  
C/O City Clerk, Mary Lou Magno  
60 Court Street  
Auburn, ME 04210

FROM: Wesley V. Ryder, Danville Jct. Grange #65  
P.O.Box 128  
Danville, ME 04223  
Tel: 783-6897

Dear Mayor Jenkins and the Auburn City Council:

Danville Jct. Grange #65 on behalf of itself and the Danville Union Church request that you waive the Victualer's License fee for the monthly suppers they will jointly hold during the 2008-2009 season. (October - May)

These are two non-profit organizations located in the city of Auburn. We appreciate your cooperation with this matter as you have always done so in the past.

Sincerely,

A handwritten signature in cursive script that reads "Wesley V. Ryder". The signature is written in black ink and is positioned above the printed name.

Wesley V. Ryder



The John F. Murphy Homes, Inc.

Dear: City of Auburn

John F. Murphy Homes inc's Recreation department will be having a yardsale on Saturday Aug 23<sup>rd</sup>, 2008 at 1512 Minot ave from 8am-3pm. Sales from the yard sale will benefit the John F. Murphy's Special Olympic team to help the them buy new uniforms. The lawnsale will be run by Dan Field (JFM'S Recreational coordinator).

Daniel Field, Recreational Coordinator  
John F. Murphy Homes, Inc.  
1512 Minot Ave.  
Auburn, Maine 04210

Tel# 782-9268

Cell# 212-7764

Thank you

Dan Field

# City Council

## Agenda Information Sheet

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**Council Meeting Date** 8/4/08

**Agenda Item No.** 1

---

**SUBJECT:**

**RESOLVE – APPROVE WAIVE OF FORECLOSURE ON 2006 AND 2007 REAL ESTATE TAX LIENS FOR CONDOMINIUMS OWNED BY STEVENS MILLS ROAD PROPERTIES LLC**

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**INFORMATION:**

Approval of the waiver will allow Northeast Bank to move forward on a financial restructuring of debt that will avert a foreclosure auction of the condominiums, and provide an additional 24 months for condominium units to be publicly sold. The price of condominiums will drop between \$18,000 and \$26,000 to encourage sales. The current taxes will be paid, and the City will recover the 2006 and 2007 taxes plus interest within the next 24 months.

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**STAFF COMMENTS/RECOMMENDATION:**

Staff recommends passage of the resolve.

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**REQUESTED ACTION:**

Motion for passage of the resolve.  
Motion to remove from the table.

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**VOTE:**



# City of Auburn

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City Council, Auburn, Maine

Date: August 4, 2008

TITLE: RESOLVE – AUTHORIZE TREASURER TO FILE A WAIVER OF FORECLOSUR ON 2006 AND 2007 REAL ESTATE TAX LIENS FOR CONDOMINIUM UNITED OWNED BY STEVENS MILLS ROAD PROPERTIES LLC

Be It Resolved by the Auburn City Council, That the Treasurer is authorized to file a Waiver of Foreclosure on 2006 and 2007 Real Estate Tax Liens for condominiums owned by Stevens Mills Road Properties LLC as recommended by Community Development staff.

Aug 4, 2008 – Councilor Hayes moved to table. Seconded by Councilor Farrell.  
Vote: 4 Yeas with Councilor Bickford, Berube and Potvin voting Nay.

Motion for acceptance: Ronald Potvin

Seconded by: Robert Mennealy

Vote:

Action by the City Council:

Date:

Attest:

City Clerk

# MEMORANDUM

CDBG



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**TO:** Glenn Aho, City Manager

**FROM:** Reine Mynahan, Community Development Administrator

**RE:** Stevens Mills Condominium Project

**DATE:** July 15, 2008

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Community Development staff is requesting that the City Council approve a waiver of foreclosure on the real estate tax liens for 2006 and 2007 on the Stevens Mills Condominium Project. By agreeing to the waiver, the City Council will be taking a step towards saving the \$200,000 HOME funds that is owed the City. The City's goal is first to protect its investment then second, to fulfill a condition that six of the remaining units become owned and occupied by low-income households.

In January 2006 the City Council approved an amendment to the Community Development Program to provide HOME assistance for the Stevens Mills Condominium project. The project involved converting 20 housing units from rentals to condominiums. The conversion required a \$750,000 investment to completely renovate all interior surfaces (windows, doors, walls, floors, kitchen, bathrooms), as well as landscaping and paving. The construction project was completed and the units became available for sale in the summer of 2006.

The \$250,000 HOME assistance was used to pay for a third of the renovation cost. In return for the HOME assistance, the developer was required to sell 10 condominiums to low-income persons. The loan was to be repaid by the low-income buyers—one-tenth of the loan debt was to be assumed as an interest-free loan amortized over 30 years.

The 20 units were expected to sell within a period of 2 years. To date, only 4 units have been purchased. Over the two year period, the developer has dropped the asking price from \$125,000/\$140,000 for two and three-bedroom units to the current offering price of \$118,000/\$125,000.

In June 2008 Northeast Bank filed a Notice of Foreclosure Sale for Stevens Mill Road Properties, LLC. Under a Power of Sale the property auction was scheduled for July 11. Staff held several consultations and met with the management team at Northeast Bank in an effort to save the project. To stop the foreclosure action, the City developed a proposal that involved considerations by all three parties, the City, the developer and the bank. One requirement of the City is to file a waiver of foreclosure on the 2006 and 2007 real estate taxes. A memorandum from Betty Griebel explains this process.

I am requesting that the City Council approve this waiver. In exchange for the waiver of foreclosure on the tax lien (and other concessions by the developer), the bank has agreed to forego the foreclosure for a 12-month period.

During this 12-month period, some of the units will be available as rentals and others will be left open for sale. The developer will be required to pay current taxes, drop the sale price to a break even point. The significant drop in price should result in greater sales activity. Each sale will then result in the payment of the taxes, as part of the closing, for that particular unit. In worse-case scenario, if there are no sales the receipt for the 2006 and 2007 taxes will be delayed for another year, or the taxes will be paid with the transfer of title if the property goes to auction.

# City Council

## Agenda Information Sheet

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Council Meeting Date 8/18/2008      Agenda Item No. 2

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**SUBJECT:**

**RESOLVE – AUTHORIZE CITY MANAGER TO EXPEND \$10,000 FOR PASSENGER AIR SERVICE TRUE MARKET STUDY AND FACILITIES SURVEY**

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**INFORMATION:**

The Airport is submitting a funding request for Passenger Air Service True Market Study and facilities survey. This request reflects the airports' continued drive to expand the usage of the airport to meet the needs of the citizens of the Auburn – Lewiston area. This request is being made in both cities to pay for the initial survey and facilities study that will answer the questions of feasibility of scheduled passenger air service to the Auburn-Lewiston Municipal Airport.

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**STAFF COMMENTS/RECOMMENDATION:**

Staff recommends approval of this resolve.

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**REQUESTED ACTION:**

Motion for passage of the resolve.

---

**VOTE:**

# **CITY OF AUBURN**

**CITY COUNCIL, AUBURN, MAINE**

**DATE: August 18, 2008**

**TITLE: RESOLVE – AUTHORIZE CITY MANAGER TO EXPEND  
\$10,000 FOR PASSENGER AIR SERVICE  
TRUE MARKET STUDY AND FACILITIES  
SURVEY**

Be It Resolved by the Auburn City Council, that the City Manager is hereby authorized to expend \$10,000 for the purpose of a Passenger Air Service True Market Study and Facilities Survey.

Motion for passage: Seconded by:

Vote:

**ACTION BY COUNCIL:**

**DATE:**

**ATTEST:**

**CITY CLERK**

July 24, 2008

The Honorable John Jenkins, Mayor of Auburn  
Auburn Council Members  
Auburn Hall, 60 Court Street  
Auburn, Maine 04210

Dear Mayor John Jenkins and Council Members:

I am pleased to submit the Airports funding request for Passenger Air Service True Market Study and facilities survey. The proposed request reflects the airports continued drive to expand the usage of the airport to meet the needs of the citizens of the Auburn / Lewiston area. This request is for an amount of \$10,000 per city to pay for the initial survey and facilities study that will answer the questions of feasibility of scheduled passenger air service to the Auburn-Lewiston Municipal Airport.

As you know, our airport is a fantastic location for business traffic that continues to increase in operational growth rate over the last five years. We are currently the third busiest airport in the state. However, our airport does not have a scheduled airline service. Having scheduled airline service at an airport often creates enough revenue to allow the airport to function financially independently. The Federal Aviation Administration's yearly entitlement-funding program for airports is based upon the number of annual enplanements at an airport. Having scheduled airline service would drastically increase the annual enplanements at the Auburn-Lewiston Municipal Airport, thus increasing our annual FAA funding. Also, having scheduled airline service in the community would be a valuable service to the citizens and is a valuable economic tool to the Cities of Auburn and Lewiston.

In summary, as you can see, having sustainable passenger air service could be a great boost to the airport and the local communities. The first step in this process is performing the passenger and facilities study to see if passenger air service would be feasible to the area. I would ask that you please review the attached proposals and approve this request, the Airport Board of Directors feel that this would be a great service to the communities.

Sincerely,

AUBURN-LEWISTON MUNICIPAL AIRPORT

Rick Cloutier  
Airport Manager



**Air Service Development Proposal  
Auburn-Lewiston Municipal Airport**  
July 2008

Parties:

Client: *Auburn-Lewiston, Maine, including:  
City of Lewiston, Maine  
City of Auburn, Maine  
Lewiston-Auburn Economic Growth Council  
The Chamber of Androscoggin County*

Consultant: *Sixel Consulting Group*

Scope of Work Proposal:

This proposal assumes work on air service development in the Auburn-Lewiston market would begin by August 2008. Due to the state of the airline industry and the uncertainty surrounding many of the carriers, new air service would be targeted for no sooner than the summer of 2010. In order for this proposal to meet its deadlines, the Airport must receive FAA Part 139 certification by spring of 2010. Deadlines are meant for general planning purposes, and may be changed due to airport or community circumstances at the request of any of the involved parties.

The costs provided herein, for the projects concluded in this proposal, will be locked-in through the end of August 2008, after which, should a contract not be entered into between the parties, a new scope of work will be prepared. These projects are deemed necessary to study the market, to determine, first, if local air service is feasible, and second, which airlines could successfully provide service. If additional projects are required by the Airport or the community, they will be priced separately from those included in this proposal.

Payment for each project shall be payable with a deposit of half the project price at commencement of work, and the other half of the project price upon delivery of the work to the Airport Director. Travel expenses will be submitted to the Airport director within 15 business days of the completion of the trip. Additional work beyond the scope of this proposal will be charged at the hourly rates included herein. Invoices for hourly work shall be submitted to the Airport Director at the end of each month.

### **True Market Study/Air Service Development Master Plan**

Sixel Consulting Group will prepare a comprehensive analysis of the Auburn-Lewiston Municipal Airport Catchment Area's (ACA) economy and passenger traffic (by origin and destination). The Air Service Development Master Plan will give a concise picture of the strength of the local market and the market's performance as compared to other communities in the region, and around the country. SCG will also analyze airfares at airports in the region, as compared to other airports around the country.

As part of the master plan, SCG will collect and analyze airline tickets collected directly from travel agencies within the airport's catchment area (ACA). SCG will also rely on the Chamber of Androscoggin County and the Lewiston-Auburn Economic Growth Council to contact the major employers within the ACA to inquire about their travel patterns. This information will be included in the study if the businesses book their travel out of the local area. This extensive analysis of potential passenger traffic is a key to recruiting a new airline or adding additional air service.

SCG will also conduct a survey of airport facilities at the Auburn-Lewiston Municipal Airport during this portion of work, determining exactly what upgrades must be made to the existing facilities in order to make the airport suitable for commercial air service.

Sixel Consulting Group will summarize the above research into a report containing an Executive Summary and pages detailing the study, the findings and the recommendations to be undertaken. The final report will be in PowerPoint and contains numerous maps, charts and photos. An example is available upon request.

*Study Cost: \$10,000*

Time frame: August – December 2008

### **Small Community Air Service Development Grant**

Using the data and information compiled in the True Market Study/Air Service Development Master Plan, SCG will write a Small Community Air Service Development Grant proposal on behalf of the Auburn-Lewiston Municipal Airport in 2009. This grant will be used to obtain federal funding to be used in recruiting an airline to the market, with federal funding allocated to risk mitigation programs and marketing and advertising support for the new carrier. The grant will also be used to pay for the new carrier's start-up expenses in Auburn-Lewiston, including, but not limited to, improvements to the terminal such as airline signage, airline ticket counters, and purchasing general in-terminal equipment for the airline. The grant will be roughly 70-80 pages in length.

Should a grant not be awarded in 2009, SCG will re-purpose the work into a grant proposal for 2010, at an additional cost of \$2,500 – a discount of half the standard price.

*Grant Cost: \$5,000*

Time frame: Spring 2009, Due May 2009, Awarded September 2009



## **Development of Airline Presentations**

SCG will develop full-scale airline presentations to deliver to each potential airline at airline headquarters. The presentations will include, not only, SCG's passenger and revenue models for the routes, but also background on the market's economy, its major employers, tourism in the region, and a historical look at air service. An SCG team member will travel to the airline headquarters to deliver each airline presentation. The Airport Director and other community leaders are encouraged to travel to each presentation, but will not be required to do so under the terms of this agreement.

Presentations will be created in Microsoft Power Point, with slides describing the region, its economy, its tourism, its higher education, and its potential traffic. Statistics developed in the True Market Study will be used to highlight potential travel to/from the Airport.

The Airport may choose a video option for the presentation. SCG team members will travel to Auburn-Lewiston, interview a number of community and business leaders, shoot video of the cities and their surrounding region, and video of the Airport and its facilities. SCG will then produce a 7 to 10 minute mini-documentary on the region that will be included in all airline presentations. The video may also be used by the Chamber, the Economic Development Corporation, and other community organizations to promote the region. The cost will add an extra cost of \$3,000 to this project, not including travel expenses.

It should also be noted the cost of the airline presentations quoted herein does not include travel expenses, which will be billed separately, upon completion of each presentation.

*Presentation Cost: \$5,000  
With Video: \$8,000*

Time frame: Spring 2009 through Summer 2010

## **Airport/Airline Conferences**

Should SCG team members and Auburn-Lewiston community leaders determine it necessary, SCG will represent the Auburn-Lewiston Municipal Airport at various airport/airline conferences. SCG team members will give 25 minute presentations on the case for air service in Auburn-Lewiston to no fewer than three airlines at each conference. These presentations will include much of the information compiled in Auburn-Lewiston's True Market Study. Presentations will also include the community video, if previously produced.

The price of air service development conference representation does not include travel expenses or conference registration fees.

*Conference Cost: \$2,500*

Time frame: March 2009 (Network), June 2009 (JumpStart)

**Other Expenses**

Consultant will invoice for reimbursement of reasonable and necessary travel expenses. Applicable expenses include airfare, hotel, car rental, gas and printing charges. Printing is billed at \$1 per color page for additional copies requested by the client.

**On-Call Consulting**

Consultants will be available on an on-demand, on-call basis for all Auburn-Lewiston work. Consultants will provide analysis of opportunities and challenges when requested. On-call work will be charged at hourly rates.

**Project Team Members/Hourly Rates**

The Auburn-Lewiston project will be directed by Sixel Consulting Group Principal and President, Mark Sixel. He will be assisted by Analyst Jack Penning. Work done by either, outside the specifics of the programs provided herein, will be charged at their respective hourly rates.

*Mark Sixel: \$200/hour  
Jack Penning: \$150/hour*



## Scope of Services

# Air Service Feasibility Study

July 10, 2008

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The goal of the described project is to provide guidance to Auburn-Lewiston Municipal Airport (LEW) on two topics relative to the potential of securing scheduled airline passenger service:

- A. The feasibility and cost of complying with Title 14, Code of Federal Regulations, Part 139 (14 CFR Part 139) certification and alternatives to compliance.
  - B. Facility requirements and costs associated with accommodating scheduled airline passenger service.
1. Scope of Services development and Project Administration. Note that this assumes no funding by the FAA or MeDOT.
    - 1.1 Develop Scope of Services and cost for Air Service Feasibility Study and distribute for comment.
    - 1.2 Prepare for, coordinate, and attend two on-site meetings and one meeting at Hancock Co. – Bar Harbor Airport (BHB)
    - 1.3 Coordination and information sharing with Sixel Group
  2. 14 CFR Part 139 Certification
    - 2.1 Case study review of the process and costs of Part 139 compliance at BHB
    - 2.2 Comparison of BHB example to the needs at LEW and development of an approximate check list of items to accomplish Part 139 certification at LEW.
    - 2.3 Update of BHB certification costs to current costs and LEW-specific items.
  3. Facilities Analysis
    - 3.1 Develop airline use/scheduling scenarios with input from the Sixel Group
      - 3.1.1 Arrival/departure schedule with 9 passenger aircraft (non-Part 139)
      - 3.1.2 Arrival/departure schedule with 19 passenger aircraft
      - 3.1.3 Arrival/departure schedule with 34 passenger aircraft
    - 3.2 Estimate design loads for key factors in each scenario
      - 3.2.1 Peak hour passengers

- 3.2.2 Peak day auto parking
  - 3.2.3 Peak hour airline aircraft parking
  - 3.3 Demand vs. capacity comparison of the following key facilities
    - 3.3.1 Terminal building
    - 3.3.2 Auto parking lot
    - 3.3.3 Airline apron
  - 3.4 Facility development recommendations to accommodate any identified capacity shortfalls.
  - 3.5 Contact with MeDOT to update the schedule and configuration of the proposed multi-modal terminal
  - 3.6 Cost range estimates of the facility development recommendations
4. Narrative and Graphic Preparation
- 4.1 Prepare a draft and final summary report that includes discussion relating to above Tasks and the ultimate development.
  - 4.2 Prepare a graphic to reflect the development plan using the ALP base plan from the October 2006 Airport Master Plan Update.
- 5 Meetings.
- 5.1 Meeting 1 – Travel to BHB to interview the airport manager.
  - 5.2 Meeting 2 – Following the completion of Task 2.
  - 5.3 Meeting 3 – Following the completion of Task 3
- 6 Deliverables
- 6.1 Draft progress reports at meetings 2 and 3.
  - 6.2 Final reports following meeting 3.

**COST ESTIMATE**

**CLIENT:** Auburn-Lewiston Municipal Airport

**PROJECT:** Air Service Feasibility Study

**PROJECT #:**

Cost Estimate - July 10, 2008

Task		Principal	Planner	Senior Engineer	CAD	Clerical	Task Hours
hourly rates		\$55.00	\$32.00	\$50.00	\$32.00	\$25.00	
1	Scope of Services Development and Project Administration	1	1			1	3
2	14 CFR Part 139 Certification	1	15	5		2	23
3	Facilities Analysis	2	10	10	4	4	30
4	Narrative and Graphic Preparation	1	5		15	2	23
5	Meetings	12	12	1	5	2	32
6	Deliverables	1	2			10	13
<b>Totals</b>		18	45	16	24	21	124
		\$990	\$1,440	\$800	\$768	\$525	\$4,523

**Reimbursable Expenses**

Printing	\$100	<b>Labor</b>	\$4,523
Postage & Communication	\$200	<b>Overhead</b> 170%	\$7,689
Travel and Per Diem	\$700	<b>Profit</b> 15%	\$1,832
		<b>Sub-Total</b>	\$14,044
<b>Reimbursable Expenses Total</b>	\$1,000		

**Subconsultant**

	\$0	<b>Reimbursable Expenses</b>	\$1,000
<b>Subconsultant Total</b>	\$0	<b>Subconsultant</b>	\$0
			\$1,000

**Total Project Cost** \$15,044

**USE: LUMP SUM** \$15,000