

COUNTY OF SAGADAHOC, MAINE

CHARLES E. CROSBY, III
DISTRICT 1
BOWDOIN & TOPSHAM

CAROL A. GROSE
DISTRICT 3
ARROWSIC, GEORGETOWN, PHIPPSBURG
RICHMOND, WEST BATH & WOOLWICH

BRIAN HOBART
DISTRICT 2
BATH & BOWDOINHAM

PAMELA A. HILE
COUNTY ADMINISTRATOR



RESOLUTION NO. 2020-1

AT A REGULAR MEETING OF THE COUNTY OF SAGADAHOC BOARD OF COMMISSIONERS HELD ON TUESDAY, JUNE 9, 2020 AT 3:00 P.M. VIA A DULY ADVERTISED ZOOM REMOTE MEETING.

A RESOLUTION TO ADOPT THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021.

WHEREAS, Title 30-A, Section 884 of the M.R.S.A. requires that a budget be adopted by June 15th for the new fiscal year; and

WHEREAS, the Budget Advisory Committee and Board of Commissioners held a Public Hearing as required by Title 30-A, Section 884 of the M.R.S.A. and the Budget Advisory Committee has forwarded its recommendations to the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the proposed budget and is of the opinion that County government can operate for the twelve-month period beginning July 1, 2020 to June 30, 2021, with the revenues and expenditures contained in the attached budget;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the County of Sagadahoc, Maine, that the budget for FY 2020-21, as attached, in the amount of \$10,337,863 with a total tax levy of \$8,962,247, be adopted.

NOW, THEREFORE, BE IT FUTHER RESOLVED by the Board of Commissioners of the County of Sagadahoc, Maine, that the funds necessary to cover the expenditures itemized in the budget for FY 2020-21 be appropriated.

NOW, THEREFORE, BE IT FUTHER RESOLVED by the Board of Commissioners of the County of Sagadahoc, Maine, that all reserve account balances as of June 30, 2020 shall be carried forward into FY 2020-21 and that the following transfers shall be made (and carried forward) from account balances as of 6/30/20:

- a.) Transport - \$34,701 from Corrections Surplus Reserve Fund to Transport Operations
- b.) Buildings - Balance in the ADA Compliance Account (after paying all associated invoices) to Roof Maintenance/Replacement Account

NOW, THEREFORE, BE IT FUTHER RESOLVED by the Board of Commissioners of the County of Sagadahoc, Maine, that the following reserve/assigned funds be appropriated for use as needed:

- a.) Fuel Reserve

- b.) Unfunded Liabilities Reserve
- c.) Insurance Deductible Reserve
- d.) Unemployment Reserve
- e.) HVAC Replacement
- f.) Sheriff's Vehicles
- g.) Health Insurance
- h.) Fire Alarm Replacement Project
- i.) Roof Replacement/Maintenance
- k.) Tower Project

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Commissioners of the County of Sagadahoc, Maine, that any balance remaining in Account 204-52200 "Health Insurance", as of June 30, 2020, that is in excess of the amount needed to balance Department 204, be transferred into the Health Insurance Reserve Account and carried forward into FY 2020-21.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Commissioners of the County of Sagadahoc, Maine, that \$385,415 be taken from the undesignated fund balance and used to offset the FY 2020-21 tax levy.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Commissioners of the County of Sagadahoc, Maine, that this Resolution takes effect July 1, 2020.

This Resolution was unanimously adopted by the County of Sagadahoc Commissioners on June 9, 2020.



Charles Crosby (Jun 13, 2020 07:46 EDT)

Charles E. Crosby III, Chair



Carol A. Grose, Vice Chair



Brian D Hobart (Jun 10, 2020 14:47 EDT)

Brian Hobart

Sagadahoc County
Annual Budget
Fiscal Year 2020-2021

Commissioners

Charles E. Crosby III, Chair
Carol A. Grose, Vice Chair
Brian Hobart

County Administration

Pamela A. Hile, Administrator
Sharon Hinckley, Human Resources Director
Sarah Ward, Treasurer
Jill Flaherty, Finance Manager
Joel Merry, Sheriff
Brett Strout, Chief Deputy
Lynn Moore, Registrar of Deeds
John Voorhees, Judge of Probate
Carolyn Bird, Registrar of Probate
Tammy Shiers, Communications Director
Sarah Bennett, Emergency Management Director
Natasha Irving, District Attorney

Overview

Overview

Enclosed herein is the adopted budget for the County of Sagadahoc for the fiscal year beginning July 1, 2020 and ending June 30, 2021. This budget includes the various programs, activities and functions which represent some of the major needs of the County.

There are a number of factors influencing this budget. The first is the need to preserve a reasonable fund balance that will enable us to maintain our bond ratings and be available for use in unforeseen circumstances. The current budget reflects a 15% unassigned fund balance reserve, which would provide the County with sufficient operating funds for approximately 1.8 months. While not optimal (and 16.3% less than the maximum allowed by state statute), this falls within GFOA's (and the bond banks') minimum recommendations. Other important elements are an increase of \$63,950 (4.2%) in benefits; the addition of \$63,575 (12.5%) in administration, primarily to fund increases in professional services and contingency; the addition of \$31,587 (10.4%) for capital projects; and increases in wages for both union and non-union employees (including the change to full-time status for the VOCA employee). Another significant factor is a 11.4% decrease (\$49,134) in the available unassigned (surplus) funds, as discussed below.

The combined budgets for FY 2020-21 equal \$10,363,475, which is an increase of \$294,348 (2.92%) when compared to the current fiscal year's combined budgets of \$10,069,127. A further breakdown indicates the following:

	<u>Operating</u>	<u>Debt Service</u>	<u>Capital Reserve</u>	<u>Corrections</u>	<u>Combined</u>
2020-21	\$6,130,869	\$ 888,213	\$334,587	\$3,009,806	\$10,363,475
2019-20	\$5,878,646	\$ 905,005	\$303,000	\$2,982,476	\$10,069,127
	\$ 252,223	\$ (16,792)	\$ 31,587	\$ 27,330	\$ 294,348

The amount to be raised through taxes has increased by \$303,852 (3.5%, as compared with 3.9% in 19-20), from \$8,687,845 in FY 2019-20 to \$8,991,697 in FY 2020-21. One reason for this is a decrease of \$49,134 (11.4%) in the amount of surplus available to offset the tax. The unassigned fund balance decreased from 20.7% of the tax assessments in FY 2018-19 to 19.7% in FY 2019-20, which results in fewer additional funds in excess of the 20% allowed by state statute being applied to the tax commitment in FY 2020-21 (from \$57,546 to \$0); however, an increase in this year's estimated amount available to offset the tax levy (\$373,165 to \$381,577) reduces the impact of this. Thus, when combined with the increase in the overall budget, we are left with the increase in the tax levy projected above. It is important to note that the availability of excess surplus will very likely continue to be reduced in the future as the gap between budgeted and actual expenditures/revenues will continue to decrease due to the use of increasingly realistic revenue projections.

Undesignated Fund Balance 7/1/19	1,647,500	Total Proposed FY 2020-21 Budget	10,363,475	
Projected Net Changes as of 6/30/20	<u>238,410</u>	Less Non-Tax Revenue	<u>1,371,778</u>	
Projected Undesignated Fund Balance 6/30/20	1,885,910	TAXES TO BE RAISED	8,991,697	
Proposed Operating/Debt/Jail Budget	10,028,888	FY 2019-20 Tax Levy	<u>8,687,845</u>	
Recommended Fund Balance: 15% (1.8 mos)	1,504,333	Increase	303,852	3.5%
Amount Available to Offset Tax Levy	381,577			
2017-18 Reserve in Excess of 20%	<u>0</u>			
Total	381,577			
Projected Revenues				
State Corrections	303,000			
DA	9,000			
Administration	28,500			
Deeds	325,000			
Civil	7,000			
Probate	68,000			
MDEA	105,000			
Sheriff	15,000			
EMA	<u>95,000</u>			
TOTAL:	955,500			
Other Funding Sources (Corrections Reserve)	34,701			
TOTAL AVAILABLE TO OFFSET TAX LEVY	1,371,778			

2020-21 COMPARATIVE BUDGET SUMMARY

EXPENDITURES	2013-2014 Budget	2014-2015 Budget	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget	%
	Appropriation	Appropriation	Appropriation	Appropriation	Appropriation	Appropriation	Appropriation	Appropriation	Difference
General Government									
Administration	486,132	473,522	471,658	492,285	500,364	510,915	506,706	570,271	12.5%
Employee Benefits	1,125,084	1,272,690	1,349,142	1,366,694	1,421,400	1,470,877	1,530,374	1,594,325	4.2%
Unemployment Reserve	12,000	16,000	0	0	650	2,275	0	7,830	100.0%
Unfunded Liability Reserve	5,000	2,200	15,000	10,000	24,000	18,000	31,200	37,000	18.6%
Insurance	85,000	84,100	80,466	79,438	79,128	79,052	80,615	81,925	1.6%
County Buildings	173,426	170,009	172,689	178,272	178,592	181,982	183,985	184,628	0.3%
District Attorney (11-12 Combined)	191,938	188,246	188,913	217,864	229,518	240,642	247,678	255,090	3.0%
Register of Deeds	156,051	155,588	150,968	156,426	159,273	162,666	166,172	166,961	0.5%
Register of Probate	143,225	143,949	143,902	153,601	156,795	157,005	163,037	168,314	3.2%
	2,377,856	2,506,204	2,572,738	2,654,580	2,749,720	2,823,414	2,909,767	3,066,344	5.4%
Public Safety									
Sheriff's Department	1,381,568	1,420,911	1,444,811	1,447,444	1,481,825	1,550,102	1,595,978	1,643,247	3.0%
Transport	2,657,105	2,657,105	2,657,105	329,949	351,829	411,511	417,700	445,030	6.5%
TBRJ				2,497,156	2,454,776	2,454,776	2,454,776	2,454,776	0.0%
Programs				130,000	125,000	110,000	110,000	110,000	0.0%
Civil Process	29,690	29,690	30,223	29,380	29,570	30,119	30,790	26,006	-15.5%
Communications	896,631	921,461	961,034	994,269	1,029,323	1,022,834	1,096,642	1,119,005	2.0%
Emergency Management Agency	122,323	159,876	163,861	168,323	164,531	169,634	179,365	183,193	2.1%
	5,087,317	5,189,043	5,257,034	5,596,521	5,636,954	5,748,976	5,885,251	5,981,257	1.6%
Debt Service									
Principal & Interest Payments	950,213	925,613	866,125	880,675	853,725	823,825	799,025	774,225	-3.1%
Payment on Lease Purchase - 2012	61,188	61,188	61,188	61,188	61,188	61,188	61,888	61,188	-1.1%
Payment on Lease Purchase - 2020							44,092	52,800	19.7%
	1,011,401	986,801	927,313	941,863	914,913	885,013	905,005	888,213	-1.9%
Program Grants	39,339	39,414	42,160	43,855	43,855	40,105	41,750	42,750	2.4%
Other Uses of Funds									
VOCA/Other Special Uses	37,970	8,616	9,374	11,329	11,262	12,291	24,354	50,324	106.6%
Capital Improvements	153,400	137,985	125,475	191,610	175,666	295,504	303,000	334,587	10.4%
Fuel Reserve	0	0	0	0	0	0	0	0	0.0%
Orthoimagry Reserve	4,267	0	0	0	2,456	5,301	0	0	0.0%
	195,637	146,601	134,849	202,939	189,384	313,096	327,354	384,911	17.6%
Overlay	0	0	0	0	0	0	0	0	0.0%
TOTAL EXPENDITURES	8,699,550	8,868,063	8,934,094	9,439,758	9,534,826	9,810,604	10,069,127	10,363,475	2.92%
REVENUES/TRANSFERS									
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	
	Budgeted Revenues	Budgeted Revenues	Budgeted Revenues	Budgeted Revenues	Budgeted Revenues	Budgeted Revenues	Budgeted Revenues	Budgeted Revenues	
Estimated Revenue	409,677	462,884	468,300	477,492	487,500	500,400	525,200	547,500	4.2%
MDEA	0	0	0	80,500	80,500	99,250	105,000	105,000	0.0%
Surplus	416,083	341,320	268,503	399,237	275,154	537,418	430,711	381,577	-11.4%
State Corrections	0	0	0	297,000	269,500	268,000	254,000	303,000	19.3%
Other Governmental Funds	31,716	0	0	0	0	46,682	66,371	34,701	-47.7%
TOTAL REVENUES	857,476	804,204	736,803	1,254,229	1,112,654	1,451,750	1,381,282	1,371,778	-0.69%
TAX CALCULATION									
Total Expenditures	8,699,550	8,868,063	8,934,094	9,439,758	9,534,826	9,810,604	10,069,127	10,363,475	2.9%
Minus Revenues & Other Sources	857,476	804,204	736,803	1,254,229	1,112,654	1,451,750	1,381,282	1,371,778	-0.7%
TAXES TO BE RAISED	7,842,074	8,063,859	8,197,291	8,185,529	8,422,172	8,358,854	8,687,845	8,991,697	3.50%

LD 1 CALCULATION HISTORY

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Budget Appropriation							
Plus Overlay							
Less Projected Revenues							
Less Surplus Used							
Total Assessment Raised By Taxes	8,063,859	8,197,291	8,185,539	8,442,172	8,358,854	8,687,845	8,991,697
Total Appropriation							
Less Corrections-Related							
Less Corrections-Related							
Total Non-corrections Related Appropriation							
Previous Years' LD 1 Limit	10,271,524	10,415,325	10,581,970	11,092,021	11,679,898	11,938,090	12,383,381
Property Growth Factor	0.0031	0.0075	0.0215	0.0246	0.004	0.0096	0.0564
Income Growth Factor	0.0109	0.0086	0.0267	0.0284	0.0261	0.0277	0.0289
Total Growth Factor	0.014	0.0161	0.0482	0.0530	0.0265	0.0373	0.0853
LD 1 Calculation							
Previous Year's LD 1 Limit	10,271,524	10,415,325	10,581,970	11,092,021	11,629,898	11,938,090	12,383,381
Times Total Growth Factor	x 1.0140	x 1.0160	x 1.0482	x 1.0530	x 1.0265	1.0373	1.0853
TOTAL LD 1 ASSESSMENT LIMIT	10,415,325	10,581,970	11,092,021	11,679,898	11,938,090	12,383,381	13,439,683

Amount the Sagadahoc County Jail Cap assessment can be increased in FY 2020-21: \$106,284

Revenues

2020-2021 Revenue/Transfer History and Projection

	2016-2017		2017-2018		2018-2019		2019-2020			2020-2021	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	12/31/2019	Estimated EOY	Projected	% Change
District Attorney	5,000	8,906	5,200	9,667	5,400	16,334	5,400	8,871	10,000	9,000	66.7%
Deeds	280,000	355,014	290,000	363,295	300,000	331,109	321,000	211,736	332,000	325,000	1.3%
Probate	60,000	68,473	60,000	72,812	70,000	82,142	70,000	32,234	65,000	68,000	-2.9%
EMA	105,692	64,569	105,300	97,731	93,500	101,745	93,800	22,918	91,670	95,000	1.3%
Civil	6,000	10,567	5,000	7,161	7,000	9,969	7,000	0	7,000	7,000	0.0%
Sheriff/Home Release	6,000	3,939	5,000	1,410	4,500	4,977	5,000	3,368	15,000	15,000	200.0%
Interest Earned	13,500	22,747	15,000	30,177	18,000	45,004	21,000	20,486	30,000	25,000	19.1%
Fuel Tax	0	0	0	0	0	0	0	0	0	0	0.0%
MDEA Reimburse.	80,500	105,444	80,500	105,503	99,250	99,367	105,000	63,714	105,000	105,000	0.0%
Court Fines/Fees	0	0	0	0	8,000	7,762	4,000	2,939	4,000	3,000	0.0%
Corrections Reserve	0	0	0	0	46,682	46,682	66,371	66,371	66,371	34,701	-47.7%
State Corrections	297,000	269,023	269,500	301,472	260,000	315,022	250,000	302,048	302,048	300,000	20.0%
Misc.	1,300	10,693	2,000	3,908	2,000	5,280	2,000	273	3,500	3,500	75.0%
	854,992	919,374	837,500	993,136	914,332	1,065,393	950,571	734,958	1,031,589	990,201	4.2%

State corrections revenues (\$300,000) and court fines (\$3,000) are now coming to the County rather than directly to TBRJ, and it is difficult to anticipate the amount until the end of the FY. A transfer of \$34,701 from the Corrections Reserve Fund assist with the costs of adding a new programs officer as well as any remaining corrections department shortages. Also, the County continues a contract with the state that will reimburse personnel costs for one investigator (~\$105,000). In addition, while EMA reimbursements remain at 50% of expenditures, the total amount the County is eligible to receive has been capped at \$104,813. They are also in the process of re-examining what costs will be eligible in the future, so we have budgeted conservatively to reflect the potential of losing additional funding.

ESTIMATED END OF YEAR UNDESIGNATED FUND BALANCE AVAILABLE TO OFFSET TAXES FOR FY 2020-21

Calculations for June 30, 2019 UFB used to offset 2020-21 taxes			
6/30/2019 Undesignated Fund Balance	1,647,500		
7/1/2019 Amount of surplus used to offset taxes for FY2019-20	<u>0</u>		
7/1/2019 Total surplus available after 2017-18 budget was approved		1,647,500	
Current budget's projected impact on UFB			
6/30/2020 Anticipated appropriated funds not expended	209,380		
6/30/2020 Anticipated revenues in excess of projected	29,030		
6/30/2020 Total funds to be returned to UFB		<u>238,410</u>	
Total projected UFB at the end of FY 2019-20			1,885,910
Maximum UFB reserve allowed on a \$8,991,697 tax levy (20%)			1,798,339
Mimimum amount that must be used to offset FY2020-21 taxes			1,504,333
Recommended 15% operating reserve			1,504,333
Total amount available to offset FY2020-21 tax levy			381,577

Municipality	2019 State Valuation	% of County Tax Levy	2019 -20 Municipality's County Tax Assessment	2020 State Valuation	% of County Tax Levy	2020-21 Municipality's County Tax Assessment
Arrowsic	90,050,000	1.93%	167,675	92,400,000	1.87%	168,145
Bath	981,150,000	21.00%	1,824,448	1,041,250,000	21.07%	1,894,551
Bowdoin	238,700,000	5.11%	443,949	242,650,000	4.91%	441,492
Bowdoinham	279,050,000	5.97%	518,664	291,550,000	5.89%	529,611
Georgetown	469,600,000	10.05%	873,128	487,100,000	9.85%	885,682
Phippsburg	633,800,000	13.57%	1,178,941	676,500,000	13.68%	1,230,064
Richmond	278,000,000	5.95%	516,927	288,400,000	5.83%	524,216
Topsham	937,550,000	20.07%	1,743,650	1,005,550,000	20.34%	1,828,911
West Bath	363,750,000	7.79%	676,783	397,750,000	8.04%	722,932
Woolwich	399,850,000	8.56%	743,680	421,250,000	8.52%	765,093
TOTAL	4,671,500,000	100.00%	8,687,845	4,944,400,000	100.00%	8,991,697

Based on a \$8,991,697 tax levy.

2020-2021

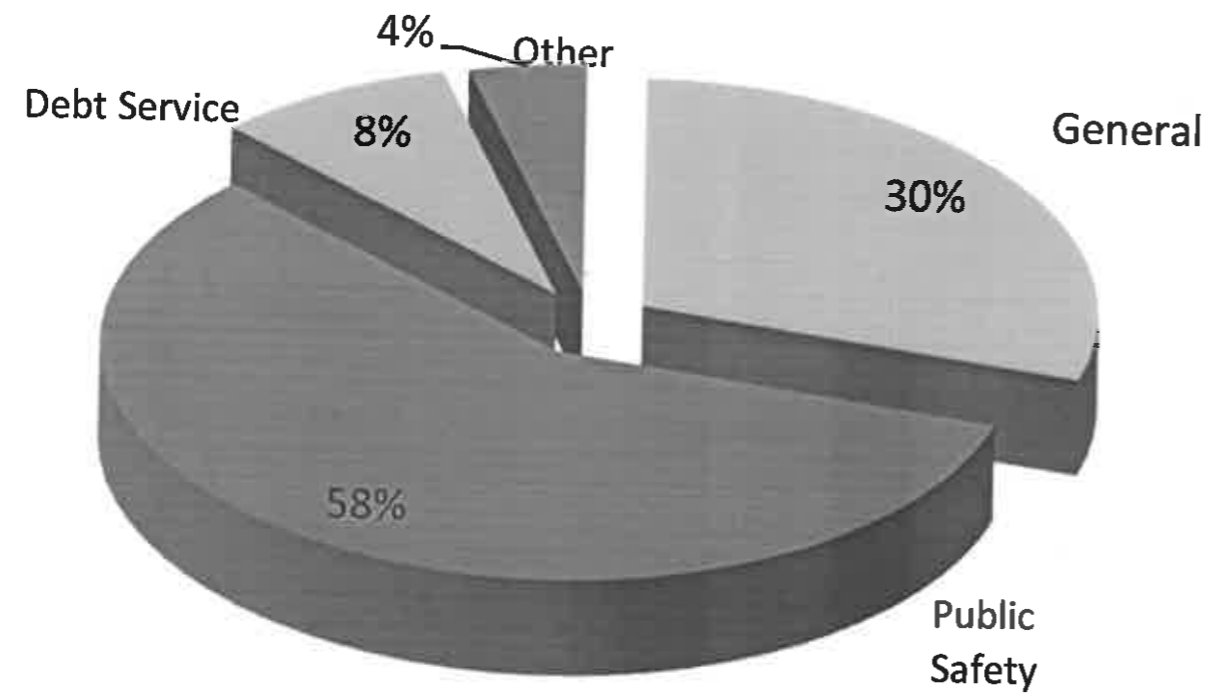
SAGADAHOC COUNTY'S SHORT TERM BORROWING LIMIT

By Statute, a County's short term borrowing limit is capped at 1/5 of 1% of the total valuation of the municipalities within the County.

\$4,944,400,000	Valuation
X	.01
\$ 49,444,000	
	Divided by 5
\$ 9,888,800	Short Term Borrowing Limit

Appropriations

FY 2019-2020 Appropriations



2020-2021 ADMINISTRATION - 201

	2017-2018		2018-2019		2019-2020			2020-2021				Final Approved	DETAILS		
	BUDGET HISTORY		BUDGET HISTORY		BUDGET HISTORY			DEPARTMENT		Commissioners to BAC				BAC to Public Hearing	
	Budget	Actual	Budget	Actual	Budget	YTD Expenditures as of 12/31/19	Anticipated EOY Expenditures	Request	% Change	Comm. Budget to BAC	% Change			BAC Recommendation	% Change
51010 Department Head Wage	81,666	81,349	84,112	83,782	86,628	43,101	86,628	89,230	3.0%					3% wage increase; 52 weeks + 1 day	
51020 Supervisory Wages	0	0	0	0	0	0	0	0	0.0%					This position has been eliminated.	
51030 Finance Manager	55,936	50,974	58,928	53,550	63,917	24,389	63,914	65,831	3.0%					3% wage increase; 52 weeks + 1 day	
51035 Assistant to Administrator	42,175	42,016	43,440	37,463	44,755	20,074	44,755	46,098	3.0%					3% wage increase; 52 weeks + 1 day	
51040 Bookkeeper	42,992	42,827	44,282	44,117	45,615	22,698	45,615	46,991	3.0%					3% wage increase; 52 weeks + 1 day	
51070 Commissioners	22,647	20,970	23,324	23,247	24,034	11,952	24,034	24,755	3.0%					3% wage increase; 52 weeks + 1 day	
51070 Treasurer	5,378	5,353	5,538	5,509	5,701	2,836	5,701	5,872	3.0%					3% wage increase; 52 weeks + 1 day	
51080 Salary Adjustments	0	0	0	0	0	0	0	0	0.0%					At the discretion of the Commissioners, this account is used for salary adjustments, temporary help, etc.	
51100 Part-time HR Director	26,361	25,145	27,109	25,492	27,926	12,736	27,926	28,764	3.0%					3% increase; 52 weeks + 1 days - HR Director (16 hours a week).	
51100 Part-time/Temporary	9,700	4,953	9,700	0	7,000	0	0	9,700	38.6%					Part-time, temporary position to assist with general office duties, bookkeeping functions and/or special projects.	
52100 Bd. of Assessment Review	300	172	300	0	300	0	175	300	0.0%					Administrative costs, training, advertising and supplies for the Sagadahoc County Board of Assessment Review.	
52500 Wellness/Safety/ Ergonomics	2,400	2,330	2,400	-1,207	2,400	60	2,400	2,400	0.0%					Flu and Hep B shots, ergonomic evaluations, ergonomically correct workspace adjustments and equipment, return-to-work physicals required by management, purchasing and replenishing first aid kits, reasonable accommodation equipment (ADA), Safety Program (repair deficiencies noted in inspections), Wellness Program/posters.	
53010 Office Supplies	5,200	3,825	5,000	3,660	5,000	3,548	5,600	5,000	0.0%					Paper, W-2s, 1099's, recording tapes, binders, calendars, folders/file hangers, ink stamps, desk supplies, visual display supplies, signage, etc.	
53050 Books and Periodicals	550	149	550	0	550	0	200	550	0.0%					Annual Times Record (\$149); Human Resource and GFOA materials (\$400)	
53050 Postage	1,200	861	1,200	864	1,200	366	1,000	1,200	0.0%					Postage for outgoing correspondence; supplies for the postal machine (postal machine rental prmts are in building budget).	
53500 Minor Equipment	2,700	1,540	2,700	444	2,700	0	1,500	2,700	0.0%					\$700 of this appropriation is so the Administrative and Finance employees are able to replace small equipment during the budget year. The types of items that might need to be replaced through this line are calculators, shredders, monitor stands, printers, fax machines, small vacuums, hole punches, paper cutter, etc. \$2,000 is for the replacement of chairs, desks, bookshelves, tables, etc. for all County offices, as needed to replace broken furniture or when recommended by an ergonomic specialist.	
54010 Training & Prof. Dev.	4,200	1,959	4,500	1,305	4,500	2,745	3,500	4,500	0.0%					Safety Training \$70; MMA courses \$400; MCCA convention \$2,500 (includes part of Hannah's planning Committee logging plus have added 2 Commissioners); GFOA convention and meetings \$1,280; MTCMA convention and meetings \$700; Treasurer's Assn. \$150	
54020 Dues and Membership	10,950	10,366	11,500	10,694	11,700	395	11,600	12,100	3.4%					MMA dues \$675; MCCA dues/convention support \$10,290 (5% increase); Maine Treasurers Assn \$100; MACCAM \$100; GFOA \$250; MEGFOA \$250; MTCMA \$185; HRASM \$75; MLGHRA \$100; Notary Renewals \$60. (Note: NACO dues moved to EMA department)	
54500 Legal Fees	18,000	7,744	18,000	18,744	18,000	4,172	15,000	18,000	0.0%					Used for legal representation in legal matters, union matters, legal review of agreements, personnel issues, grievances, abatement appeals and contracts. No anticipated increase in the hourly rate.	
54510 Prof. Services - Contracted	25,000	20,201	25,000	20,871	34,000	24,705	34,000	71,000	108.8%					The majority of these funds (\$37,500) is used for contracted Information Technology work which includes a rapid response contract for emergency SO and Communications related computer problems, as well as 20 hrs./wk on-site to handle computer set up, installation of software, trouble shooting, resolving computer crashes, installing back-up mechanisms, and overseeing several networks. This line item is also used for website (\$1,800), Office365 (\$11,700 -includes everyone but Communications), HR software (\$13,000) and TRIO maintenance costs (\$4,943, +5%); to contract for investigations, consulting, and HR Issues/studies; website assistance; energy audits; student internships; and special projects.	
54520 Auditing Services	15,300	15,300	15,500	9,750	15,800	5,500	15,800	16,250	2.8%					Annual auditing contract.	
55120 Telephone	1,300	1,173	1,300	1,000	1,200	411	1,200	1,200	0.0%					Cell phone costs via AT&T for Administrator and Maintenance Supervisor anticipated @ \$103 monthly. Landline charges are included under the buildings budget.	
55400 Equip. Maint. Contracts	5,000	4,864	5,215	4,412	4,450	1,575	4,450	4,450	0.0%					Copier Maintenance for all County copiers except the copier in Deeds (paid from Preservation Account) \$4,450; website moved to Professional Services.	
56100 Travel	1,900	1,811	1,900	926	1,900	747	1,900	1,900	0.0%					Mileage is reimbursed per state rate, currently \$0.44 per mile. Commissioners and the Treasurer are reimbursed at the same rate.	
56200 Advertising	3,100	3,540	3,100	3,578	3,100	1,436	3,400	3,400	9.7%					Publication of public meeting notices/caucuses, sale of property and advertising to fill board and employee vacancies.	
56300 Printing	300	0	200	118	180	0	0	180	0.0%					Printing of envelopes, business cards, checks, etc.	
56320 Miscellaneous Expenses	1,000	525	1,000	762	1,000	282	750	1,000	0.0%					Flowers; food for meetings; plaques; etc. Items not considered to be office supplies.	
57400 Computer Equipment	21,000	19,202	21,000	17,589	16,000	3,422	16,000	16,000	0.0%					Countywide Computer hardware and software replacements/updates; servers; anti-virus/fire wall licensing/updates (approx \$4,000/yr); 50 computers replaced on a 3 to 4 year rotation. Departments that need replacement computers in 2020-21 are as follows: SO - 4; Admin - 1; DA - 3; 3 spare units; others as needed and/or server replacement, for a total of approximately \$12,000	
59100 Economic/Community Dev	44,117	44,116	44,117	44,117	47,150	22,058	44,117	45,900	-2.7%					Contract with the MidCoast Economic Development District to provide these services to all of the Towns in Sagadahoc County; (4.04% increase over current actual).	
59200 Contingency	50,000	0	50,000	3,000	30,000	104	5,900	45,000	50.0%					Commissioners' discretionary funds for unanticipated expenses.	
TOTALS	500,364	413,365	510,915	413,787	506,706	209,312	467,065	570,271	12.5%			570,271	570,271	570,271	

EMPLOYEE BENEFITS

2020-2021 EMPLOYEE BENEFITS - 204

	2017-2018		2018-2019		2019-2020			2020-2021					DETAILS		
	BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT		COMMISSIONERS		BAC to Public Hearing		FINAL	
	Budget	Actual	Budget	Actual	Budget	YTD expended as of 12/31/19	Antic EOY Expend.	Request	% Change	Commr's Budget to BAC	% Change	BAC Recommendation		% Change	Approved
1100	Workers Compensation	56,000	26,703	41,995	33,109	46,712	17,284	50,247	67,930	45.4%					Workers Comp is estimated by MMA on a calendar year basis. The modifier for FY 2019-2020 increased sharply from .78 to 1.13, plus salaries will increase mid-year. We continue to be active with Safety initiatives, but some injuries just happen.
1100	Short Term Disability (UNUM)	8,000	11,403	9,000	12,907	8,000	5,934	8,000	8,000	0.0%					The County pays a base amount for short term disability for all full time employees. The benefit pays 50% of a disabled employee's weekly wages not to exceed \$300 (provided the injury is not covered by Workers Comp). The cost for total County doesn't include Transport or VOCA. We pay a contract price monthly for each employee. FY 2020-2021 is budgeted based on full staffing.
1200	MePers Life Insurance	22,800	24,716	25,437	25,777	26,593	12,691	25,770	28,047	5.5%					The County pays the cost of premiums for each full time employee based on two times their prior year salary and dependent A coverage (dependent is coverage up to \$5,000). The budgeted cost does not include Transport and VOCA.
1210	457s - Deferred Compensation	20,200	20,455	24,337	28,258	33,537	16,535	30,697	25,547	-23.8%					For employees who do not participate in Maine State Retirement, (now MePers), the County will match the employee's contribution (up to 6% match) if the employee chooses to participate in one of the two 457 plans sponsored by the County. The FY 2020-21 budget is based on current participants at full match. Drop is due to 3 participants retiring in Dec 2020.
1220	MePers MSR Retirement	266,300	260,414	296,338	267,866	267,122	132,783	272,925	298,951	11.9%					Due to the current low yield on investments, the MePers retirement program has increased all employers' contributions (MePers/MSRS is a defined benefit retirement.) The County's contribution for non-law enforcement will increase from 10.0% to 10.1%. The contribution for law enforcement will go from 12.8% to 12.9%.
1230	Meritain Health & Life	804,000	776,742	821,950	862,328	894,910	462,186	879,492	911,973	1.9%					In April 2015 the county switched to a self-funded health insurance plan. As there is a three month overlap of the plan year to our fiscal year, the first nine months are budgeted at a 5% increase, and the last three months are budgeted at a 5% increase. This is based on full staffing, excluding transport and VOCA and including full payment for the Chief Deputy's policy with MMEHT (\$30,528, which includes a projected 5% increase for 6 months). This amount also includes \$9,500 for life insurance.
1240	FICA	236,500	224,454	244,220	232,823	245,900	114,952	237,867	241,277	-1.9%					This is based on .0765% of all wages budgeted minus Transport and VOCA.
1110	Health Insurance Buy-Out	6,000	6,000	6,000	9,500	6,000	4,800	9,400	11,000	83.3%					FY 2020-2021 budget is based upon the current number of employees who have opted out, plus an anticipated increase in opt-out pay due to union negotiations.
1250	YMCA Passes	1,600	1,400	1,600	1,400	1,600	1,400	1,400	1,600	0.0%					Two passes plus ten one-time use passes. Based upon usage, two passes appear to be sufficient at the current time.
	TOTALS	1,421,400	1,352,287	1,470,877	1,473,968	1,530,374	768,565	1,515,798	1,594,325	4.2%	1,594,325	1,594,325	1,594,325		

2020-2021 INSURANCE - 206

		2017-2018			2018-2019			2019-2020				2020-2021								
		BUDGET HISTORY			BUDGET HISTORY			CURRENT BUDGET				DEPT. REQUEST			COMMISSIONERS		BAC to Public Hearing		FINAL	
		Budget	Actual	Result. Deduct. Reserve	Budget	Actual	Result. Deduct. Reserve	Budget	YTD Expend. as of 12/31/19	Antic. EOY Expend.	Resulting Deductible Reserve	Original Request	% Change	Resulting Deductible Reserve	Commr's Budget to BAC	% Change	BAC Recommendation	% Change	Approved	
56010	Property & Casualty Insurance	75,728	74,114	N/A	76,552	76,570	N/A	78,115	38,813	77,683	N/A	79,425	1.7%	N/A						<p>DETAILS</p> <p>Most recent annual premium for the Risk Pool (for calendar year 2019) = \$76,600. Increase in 2020 of 1.48% due to previous year's experience. In addition, the Risk Pool advises that all counties anticipate an increase of at least 3% effective 1 Jan 2021, with payment for the entire year due at that time. Also includes \$525 for West Bath Tower.</p> <p>Blanket coverage in the amount of \$250,000 which is in excess of blanket crime coverage in the amount of \$100,000 through the MCCA Risk Pool.</p> <p>This Reserve Account was established in the 2010-2011 Budget to offset deductibles that the County may have to pay as a result of losses, or uncovered losses. This reserve helps to reduce the need for departments to budget for "what if" losses. The resulting reserve total would cover two accident deductibles, which is the type of claim that is most often made by the County, and one property deductible.</p>
56020	Surety Bonds	1,500	1,436	N/A	1,500	1,436	N/A	1,500	1,436	1,436	N/A	1,500	0.0%	N/A						
Fund 20	Deductible Reserve	4,900	4,000	3,022	1,000	1,000	3,022	1,000	(1,000)	(2,000)	2,022	1,000	0.0%	3,022						
TOTALS		82,128	79,550	3,022	79,052	79,006	3,022	80,615	39,249	77,119	2,022	81,925	1.6%	3,022	81,925		81,925		81,925	

History of Pool Expenses (By calendar year)	
2009	74,934
2010	74,706
2011	73,742
2012	75,099
2013	74,303
2014	74,100
2015	75,221
2016	76,263
2017	72,311
2018	74,914
2019	76,584
2020	76,600

2020-2021 BUILDINGS - 210

		2017-18		2018-19		2019-20			2020-2021			2020-2021		FINAL		
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			Commr's Budget to BAC			BAC to Public Hearing	
		Budget	Actual	Budget	Actual	Budget	YTD Expend. As of 12/31/19	Antic. EOY Expend.	Dept. Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change		BAC Recommendation	% Change
51020	Supervisory	46,217	43,053	47,551	47,612	48,970	24,361	48,970	50,433	50,433	3.0%					
51300	PT Wages	6,520	6,316	6,716	5,256	9,050	2,934	7,500	11,650	11,650	28.7%					
	Overtime	2,500	1,471	2,500	2,028	2,500	677	2,500	2,500	2,500	0.0%					
51500																
	General Supplies	5,700	6,458	6,100	6,349	6,100	2,851	6,300	6,300	6,300	3.3%					
53020																
	Sand and Salt	800	1,965	1,200	1,045	1,400	140	1,400	900	900	-35.7%					
53100																
	Heating Fuel (Propane)	10,500	12,231	14,100	13,212	14,100	4,398	14,000	12,300	12,300	-12.8%					
53400																
	Minor Equipment	1,000	966	1,700	1,326	1,700	696	1,700	1,700	1,700	0.0%					
53600																
	Vehicle Consum. & Gas	1,400	567	1,600	495	1,000	200	900	900	900	-10.0%					
53700																
	Vehicles R&M	4,800	3,433	4,500	1,264	4,500	757	3,800	4,500	4,500	0.0%					
55010																
	Electricity	38,000	35,649	38,000	32,403	37,000	14,554	36,000	35,000	35,000	-5.4%					
55100																
	Water and Sewer	4,000	3,329	4,000	4,351	4,000	1,728	4,000	4,100	4,100	2.5%					
55110																
	Telephone	8,500	8,338	9,100	9,077	9,200	6,629	9,200	9,200	9,200	0.0%					
55120																
	Building Repair & Maintenance	15,000	3,967	15,000	14,387	14,000	8,456	14,000	14,000	14,000	0.0%					
55200																
	Rental-Land/Bldgs	2,600	0	2,100	2,088	2,100	0	2,100	2,100	2,100	0.0%					
55300																
	Rental of Equip.	2,000	2,629	1,300	896	1,200	391	1,200	1,225	1,225	2.1%					
55340																

DETAILS

3% increase; 52 weeks + 1 day
 3% increase; 52 weeks; increase to 15 hours/week

Plowing of two parking lots, clearing of sidewalk adjacent to the courthouse and admin buildings, shoveling, carp and floor cleaning outside normal business hours, call out for mechanical issues and special projects.

Cleaning and general maintenance products, spray disinfectants, keyboard air canisters, paper towels, toilet paper, soaps, disinfectants, purrell, small hand tools, small replacement parts, paint and painting supplies, keys, hardware, interior signage, lawn care products, parts necessary for minor repairs, gravel, chipseal, small lawn tools, exit signs, safety signs, etc.

Sand and salt for the parking lots at 33 Court and 752 High; usage based on 8-9 plowable storms. plus coverage for contractor snow removal and parking lot treatment as needed during vehicle breakdown or illness. New agreement with City of Bath to purchase salt. The price isn't set yet but using last year's price of \$55.08 per yard and usage approx 7 yds per year formerly for \$1,400 now will be approximately 385.00. It is also closer and more accessible. \$500 is allowed for contractor coverage if needed.

The main heating system for the courthouse and admin. building is propane. ~7500 gal of propane @ 1.399 per gallon. Also 700 gal @ 2.50 per gallon for reserve heating oil. If this is not adequate, there are additional funds available in the fuel reserve account.

Purchase or repair of electrical tools, portable steam cleaners, vacuums, floor buffers, heat sensor guns, hand tools, etc, motion sensors, digital thermometers, ceiling fans.

The facilities vehicle travels about 3,500 miles per year and gets approx. 10 miles per gallon. Calculation is based on an average per gallon purchase price of \$2.60 per gallon. This vehicle is parked at the courthouse overnight and weekends unless there is the threat of ice or snow. In addition to this line item, the Commissioners have placed in a reserve account for gasoline.

Regular maintenance and repairs on the facility vehicle and the attached plow and sander. The vehicle has 119,000 miles on it and requires regular repairs and upkeep.

We are in the third year of a three year contract with Constellation Energy which has frozen our capacity rates for three years and slightly lowered our energy expense. Total three year average KWHs for two buildings is 283,677 which is down by 30,635 over the previous three year period.

The City is anticipating a 2 % increase in sewer rates for FY 20-21; Based on usage, this should have a minimal impact.

Local and Long distance, fax services and back up internet in the event of a outage. Current monthly bill 757.80 long distance allotment of 3,330 minutes. Taxes on the bill change quarterly so the bill can change slightly each quarter. Overages will be billed at .29 per minutes.

Does not include items for which service agreement exist (see 55400). Covers unanticipated electrical, plumbing, locksmith, telephone system, roof repairs, as well as repairs by HVAC, Pine State Elevator, Northeast Security, and other vendors that are not covered by maintenance contracts. There are lighting fixtures, cracked ceramic sinks, out carpeting, and other various maintenance needs throughout the Courthouse and 33 Court St.

\$175/mo rental of space at the district court for the DA's use (required by state law). This also includes fees for storage of the plow and sander and mobile radar speed unit; however this has been eliminated for the next year.

Postage machine rental (\$824 annually); \$400 for rental of carpet cleaners and misc. equipment.

	2017-18		2018-19		2019-20			DEPARTMENT			COMMISSIONERS		BAC		FINAL
	BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			Dept. Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recommendation	% Change	Approved
	Budget	Actual	Budget	Actual	Budget	YTD Expend. As of 12/31/19	Antic. EOY Expend.								
15400 Equipment R&M (Contracted)	22,755	22,007	22,755	16,263	20,665	9,914	20,665	21,220	21,220	2.7%			1.0%		
5530 Waste Collection	2,500	2,599	2,600	2,693	2,700	1,351	2,700	2,800	2,800	3.7%					
4150 Special Projects	3,800	3,616	3,800	3,000	3,800	1,050	1,000	3,800	3,800	0.0%					
TOTALS	178,592	158,594	184,622	163,745	183,985	81,087	177,935	184,628	184,628	0.3%	184,628		184,628	184,628	

DETAILS

VENDOR	PURPOSE	AMOUNT
New England Communications	Support and training for phone system	
Cunningham Security	Fire, cameras, and security alarm support	
Pine State Elevator	Monthly check of elevator system and annual maintenance	
National Elevator	Annual elevator inspection	
State of Maine	Annual elevator license	
Cummings Northeast	Annual maintenance and certification of generator	
HVAC	System support and quarterly maintenance, including filters	
Bardon's Water Service	Monitoring of chemicals in HVAC loop	
Backflow Prevention	Required by Sewer District annually	
G&E Roofing	Annual maintenance agreement for 752 High St	
Orkin	Annual insect treatment contract (first year)	
Brunswick Home and Garden	Admin Generator Service agreement	
Taco Simplex-Grinnel	Annual fire extinguisher inspection and maintenance	
TOTAL		
Includes \$2,300 for the Pinetree contract, plus landfill license and special disposal fees (shredding, etc.).		
Special projects such a tree trimming, parking lot repairs, etc.		

2020-2021 DISTRICT ATTORNEY/SUPERIOR COURT - 220

	2017-18		2018-19		2019-20			2020-2021			COMMISSIONERS		BAC to Public Hearing		FINAL
	BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			Commr's Budget to BAC	% Change	BAC Recommendation	% Change	Approved
	Budget	Actual	Budget	Actual	Budget	YTD Expend. as of 12/31/19	Antic. EOY Expend.	Dept. Request	Admin. Recom'd	% Change					
51020 Supervisory Wages	42,883	42,723	44,174	44,013	45,508	22,636	45,508	46,873	46,873	3.0%					
51030 Non-Supervisory Wages	40,669	40,518	41,895	41,725	43,142	21,462	43,142	44,436	44,436	3.0%					
51040 Clerical Wages	34,583	34,445	35,615	35,485	36,690	18,252	36,690	37,791	37,791	3.0%					
51100 DV Investigator	53,293	53,082	54,884	54,683	56,540	28,132	56,540	58,239	58,239	3.0%					
51300 Part-Time Clerk	12,635	11,223	19,594	19,447	20,098	10,003	20,098	20,701	20,701	3.0%					
53010 Office Supplies	3,800	4,295	4,200	4,143	4,700	2,068	4,700	4,700	4,700	0.0%					
53050 Books & Periodicals	3,200	2,864	2,850	2,387	2,850	986	2,650	2,850	2,850	0.0%					
53060 Postage	2,800	1,775	2,800	1,238	2,400	684	1,500	2,000	2,000	-16.7%					
53600 Minor Equipment	1,800	932	800	664	800	221	450	800	800	0.0%					
53700 Vehicles Gasoline	1,000	668	1,000	894	1,000	387	900	1,000	1,000	0.0%					
54010 Training	2,500	2,218	2,500	1,486	2,600	2,684	-84	3,650	3,400	40.4%					
54020 Dues & Membership	850	518	900	813	900	626	700	900	900	0.0%					
54110 Juror Refreshments	175	148	150	97	150	47	120	150	150	0.0%					
54510 Professional Service	14,850	14,147	14,850	14,343	14,850	4,432	12,500	14,850	14,850	0.0%					
55010 Vehicles Repairs & Maint	1,000	866	1,000	831	1,000	1,400	1,450	1,000	1,000	0.0%					
55120 Telephone	1,800	1,418	1,800	1,520	1,500	1,004	1,500	1,500	1,500	0.0%					
55130 Fax/Mode./Internet	1,800	1,488	1,800	1,826	1,800	584	1,750	1,800	1,800	0.0%					
55400 Equip Repair/Maintenance	6,300	5,897	6,300	6,033	7,800	472	1,600	7,800	7,800	0.0%					
56010 Judicial Liability Insurance	230	244	250	246	250	476	476	500	500	100.0%					
56100 Travel	1,400	1,250	1,400	1,287	1,400	514	1,400	2,100	1,800	50.0%					
56200 Advertising	200	0	200	0	200	0	0	500	500	150.0%					
54512 Superior Court Witness Fees	1,500	927	1,500	2,017	1,500	905	1,500	1,500	1,500	0.0%					
54511 District Court Witness Fees	250	0	0	0	0	0	0	0	0	0.0%					
TOTALS	229,518	221,646	240,462	235,178	247,678	117,974	235,090	255,640	255,090	3.2%	255,090	255,090	255,090	255,090	

DETAILS

3% wage increase; 52 weeks + 1 day
 3% wage increase; 52 weeks + 1 day
 3% wage increase; 52 weeks + 1 day
 3% wage increase; 52 weeks + 1 day
 3% wage increase; 52 weeks + 1 day
 Includes regular office supplies, and copier/printer supplies, there has also been an increase in toner usage. Aprox \$1100 a year is spent on BEU contract.
 On-line research (\$2,100). Printed material includes Feridicvo, Court Rules and Maine Reportedd (\$600). \$150 is budgeted in case an extra book is needed.
 The department provides large amounts of Discovery to defendants, including police reports, photos, CDs and DV's. When cases are appealed ten copies of briefs are sent to the Law Court and two to the defendant. Decrease is due to more discovery being delivered by hand.
 For replacement of equipment such as fax machines, printers, and shredders which do not qualify as capital items because of short life span or low cost.
 Gasoline for Domestic Violence Investigator.
 Most expenses are related to the annual Prosecutors Conference, registration for which is going up approximately which is going up approximately \$100 per person this fall (\$650 total increase). Lodging, travel and meals for this Conference are also included in this line. There has also been a slight increase in the Maine Chief's Conference. In addition, DA Irving is requesting reimbursement for out of state travel expenses related to conferences she is attending (Washington, DC; Philadelphia; and Orlando); however, some expenses will be covered by grants or other organizations, so only \$400 per County is being requested.
 Annual Bar Registration fees for attorneys, plus dues for Maine Prosectors' Association and National District Attorneys' Association.
 Grand Jury refreshments.
 Includes computer consulting and overhead (\$10,000), payment to Knox County for database management (\$2,500), transcripts (\$750), laboratory tests (\$1,500), and shredding (\$120).
 Includes regular maintenance for vehicle used by Domestic Violence Investigator, including oil changes, tire replacement and minor repairs.
 Includes reimbursement to Knox County for District Attorney cell phone as well as Domestic Violence Investigator and Asst. DA stipends of \$30.00 each per month for use of personal cell phone for business.
 Includes monthly email (\$135/quarter), annual cost of two Messenger licenses (\$360), and monthly fees for the West Bath internet (\$65/mo). A buffer is left in case there are cost increases on 1/1/21.
 Annual maintenance contract for New Dawn Prosecution software (soon to be changed to Tyler Technologies, so the New Dawn contract will not be paid in 2020) and share of centralized servers at MeDATS .
 Liability coverage for State employees (fees have doubled).
 Travel costs for court appearances, primarily by shared Juvenile Attorney . Increase of \$500 to reimburse DA Irving for travel , as well as \$200 for reimbursement for travel of district representative to Augusta for PTT and ADA attendance of CAC meetings
 For vacancy when employee resigns. Increased in anticipation of 2 employees retiring in early 2021
 The county is required to pay a "Bill of Costs" or witness fees for Superior Court appearances by law enforcement officers on their day off, civilian witnesses and any testimony required of a professional witness, such as a doctor or chemist. Reduced based on experience with Unified Criminal Docket, and potential reimbursement from forfeited bail.
 District Court witness fees. Reduced based on experience with Unified Criminal Docket.

2020-2021 DEEDS - 230

		2017-18		2018-19		2019-20			2020-2021							DETAILS	
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC TO Public Hearing			FINAL
		Budget	Actual	Budget	Actual	Budget	YTD Expend. as of 12/31/19	Antic. EOY Expend.	Dept. Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recommendation	% Change		Approved
51020	Non-Supervisory	36,030	27,173	37,119	36,273	38,232	18,288	38,232	39,379	39,379	3.0%						3% wage increase; 52 weeks + 1 day
51020	Clerk	31,070	30,947	31,998	30,118	32,965	14,811	30,128	31,151	31,151	-5.5%						3% wage increase; 52 weeks + 1 day (new employee)
51070	Elected Official	45,723	45,552	47,099	46,925	48,525	24,142	48,525	49,981	49,981	3.0%						3% wage increase; 52 weeks + 1 day
53010	Office Supplies	2,000	877	2,000	580	2,000	122	1,500	2,000	2,000	0.0%						Office supplies including paper, general supplies and forms.
53000	Postage - Office	1,000	675	1,000	497	1,000	169	500	1,000	1,000	0.0%						General office and document mailings.
53800	Minor Equipment	300	0	300	55	300	0	0	300	300	0.0%						Miscellaneous small equipment.
54400	Equip R&M Maint. Contracts	39,000	34,009	39,000	34,239	39,000	30,533	39,000	39,000	39,000	0.0%						Fidlar 32,000 Iron Mountain (repository/imaging) 7,000 Total \$ 39,000
55401	Equipment R&M (Ad hoc maintenance)	1,000	0	1,000	0	1,000	0	0	1,000	1,000	0.0%						These funds are budgeted to cover non-contracted repairs and maintenance.
54010	Training	1,000	232	1,000	472	1,000	242	700	1,000	1,000	0.0%						County Commissioners Conference; Fidlar Conference; training for staff.
54020	Dues & Membership	150	150	150	150	150	0	150	150	150	0.0%						Maine Registrars of Deeds Association (MRODA) dues.
56100	Travel	500	204	500	87	500	45	250	500	500	0.0%						Mileage reimbursement for employee travel to meetings or the MCCA conference.
56210	General Supplies & Printing	1,500	1,718	1,500	497	1,500	0	1,500	1,500	1,500	0.0%						Printing and making books of indexes; toners for stamp printing machines.
TOTALS		159,273	141,538	162,666	149,893	166,172	88,352	160,485	166,961	166,961	0.5%	166,961		166,961		166,961	

2020-2021 PROBATE COURT- 235

	2017-18		2018-19		2019-20			2020-2021					FINAL Approved		
	BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS			BAC to Public Hearing	
	Budget	Actual	Budget	Actual	Budget	YTD Expend. 12/31/19	Antic. EOY	Dept. Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change		BAC Recommendation	% Change
51030 Non-Supervisory Wages	37,401	37,260	38,530	38,376	39,679	19,741	39,679	40,869	40,869	3.0%					
51070 Elected Official - Register	42,475	70,845	43,765	72,966	45,059	37,572	45,059	46,411	46,411	3.0%					
51070 Elected Official - Judge	28,647		29,506		30,381		30,381	31,292	31,292	3.0%					
51300 Part-time Wages	16,237	11,781	12,904	12,573	13,291	6,501	13,291	13,690	13,690	3.0%					
53010 Office Supplies	2,200	2,238	2,150	2,211	2,200	1,146	2,200	2,400	2,400	9.1%					
53050 Books & Periodicals	960	886	975	651	700	62	700	700	700	0.0%					
53060 Postage	2,500	1,702	2,750	2,347	3,000	328	3,000	4,200	4,200	40.0%					
54010 Training	4,000	2,230	4,000	4,066	4,000	2,404	4,000	4,000	4,000	0.0%					
54020 Dues & Membership	375	375	375	375	375	400	400	400	400	6.7%					
54530 Document Management	2,500	2,240	2,240	2,240	2,352	0	2,240	2,352	2,352	0.0%					
54510 Professional Service	8,000	4,030	8,000	3,282	10,000	1,048	8,000	10,000	10,000	0.0%					
55400 Equipment Repair & Maintenance	300	127	300	132	300	0	135	300	300	0.0%					
56020 Judicial Liability Coverage	150	138	150	138	150	138	138	150	150	0.0%					
56100 Travel	550	298	550	476	550	196	450	550	550	0.0%					
56300 Advertising	10,500	10,276	10,810	12,388	11,000	4,270	11,000	11,000	11,000	0.0%					
TOTALS	156,795	144,426	157,005	152,222	163,037	73,806	160,673	168,314	168,314	3.2%	168,314		168,314		168,314

DETAILS

3% wage increase; 52 weeks + 1 day

3% wage increase; 52 weeks + 1 day

3% wage increase; 52 weeks + 1 day

3% wage increase; 52 weeks + 1 day

Probate Court anticipates a modest increase in costs.

This fund covers the cost of two Maine Estate and Probate Law books issued each year after the Legislature adjourns (\$486); the Maine Court Rules (also an annual publication) (\$63). The Maine Probate Procedures books have been discontinued so annual updates (\$386) are no longer budgeted. \$150.00 has been added to cover anticipated increases next year for the books purchased annually.

Mailing expenses for Probate Court matters and passport applications. As of Jan. 1, US passport applications must be mailed using priority service, increasing costs by 30-40%.

This fund covers costs associated with attendance at the following: MCCA Convention (for both Deputy and Register this year) and out-of-state NCPJ Conventions in May and November (for Judge Voorhees). Note: the Judge pays some of his own convention costs. This fund also pays some probate related CLE classes for the Register, who is an attorney.

Yearly dues for the Judge and Register, Maine Probate Judges Assembly (\$275), and Maine Association of Registers of Probate (\$125 - \$200 increase over last year).

This is the yearly cost of the ICON system of probate docketing and includes support and web-hosting services; another state-wide 3 year contract is overdue; 5% has been added to cover an anticipated increase of 10% in January.

This fund covers the mandated costs of court-appointed Visitors, Guardian ad litem and Attorneys for clients who are indigent. It is impossible to predict the yearly costs of these required services. Visitors are usually paid for by petitioners, but not always. Our Court matches the State reimbursement rate for these services: \$40 per hour for Visitors and \$60 per hour for a Guardian ad litem or Attorneys. Due to a change in probate code effective 9/1/19, more of these mandated services will be needed.

Probate uses this fund to have the typewriter cleaned and/or repaired yearly. (It is possible that it may need to be replaced this year @ \$300). New and replacement printers (not covered by BEU) and scanners will be purchased with funds from the Records Preservation account.

This fund pays for liability insurance for the Judge at a cost of \$150. This insurance is purchased through the Maine Administrative Office of Courts, a State agency.

This fund pays for mileage, tolls, parking and meals for Judge Voorhees and the Probate staff for professional meetings. The Maine Probate Judges' Assembly meets two times a year and the Maine Association of Registers of Probate meets six times a year. Note: mileage costs to MCCA convention are reimbursed out of this fund, as are meals consumed on single travel days. Registration, meals and lodging costs for the MCCA convention are reimbursed out of the Training fund listed above.

This fund is completely self-funded. It pays for the legal notices which we are required to publish twice each month. We charge each Estate \$75.00 to publish in the Times Record which covers the full cost of the legal notice. The number of legal notices published varies from year to year but has been increasing steadily over the last few years. The Times Record was purchased by the Portland Press Herald in April 2018 and has not announced any increases in legal advertising to date.

2020-2021 CIVIL - 415

		2017-18		2018-19		2019-20			2020-2021							
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPT. REQUEST			COMMISSIONERS		BAC to Public Hearing		FINAL
		Budget	Actual	Budget	Actual	Budget	YTD Expend. As of 12/31/19	Projected End of Year	Dept. Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recommendation	% Change	Approved
51020	Supervisory Wages	23,270	21,242	23,969	13,496	24,690	5,028	14,400	19,356	19,356	-21.6%					
51300	Part-time Wages	3,600	1,490	3,500	4,395	3,600	2,533	4,840	4,200	4,200	16.7%					
53010	Office Supplies	225	404	225	378	225	246	246	250	250	11.1%					
53060	Postage	50	19	50	960	50	434	50	50	50	0.0%					
53600	Minor Equipment	100	0	100	313	100	0	100	100	100	0.0%					
53800	Clothing/Safety	300	112	300	0	300	0	250	300	300	0.0%					
55120	Telephone	800	797	750	506	600	199	425	525	525	-12.5%					
55340	Equipment	100	0	100	0	100	0	100	100	100	0.0%					
56100	Travel	50	38	50	0	50	0	35	50	50	0.0%					
56210	Printing	75	0	75	0	75	22	60	75	75	0.0%					
59015	Allowance for Uncollectables	1,000	0	1,000	0	1,000	0	-	1,000	1,000	0.0%					
TOTALS		29,570	24,104	30,119	20,048	30,790	8,462	20,506	26,006	26,006	-15.5%	26,006		25,006		26,006

DETAILS

20 hr/wk clerk for processing paperwork and answering calls / walk-ins. 52 weeks + 1 (new employee)

One of the part time Civil Deputies steps in to manage the civil department when the clerk is absent.

General supplies - stationary, toner, staples, clips, etc.
Non-reimbursed postage only.

This line is used to replace or repair office equipment such as printer or computer components not covered by BEU or other administrative lines.
Polo shirts, outerwear, etc. for three part-time deputies.

Cells phones for two Civil Deputies.

Formerly used for pagers, now used for non-office equipment such as radios, flashlight

Only the mileage reimbursement as may be required for non-service related responsibilities is included in this line item. Actual mileage driven for delivery of civil service papers is reimbursed to the Civil Deputies out of different fund (pass through fund) since mileage reimbursement for service of civil papers is paid by the attorney, business or individual requesting that the papers be served.

Printing expense for service invoicing forms, copy paper, envelopes, etc.

Based upon current eligible debts.

The total request for general funds for the Civil Office is \$26,025 and the total amount of civil processing pass through funds is expected to be approximately \$70,000, making the total budget for Civil \$96,025. The Civil Dept. serves an average of 1,300 sets of civil papers per year, which are served by two part-time civil process servers (Civil Deputies). The department also employs a part-time Clerk.

2020-2021 SHERIFF'S OFFICE - 401

	2017-18		2018-19		2019-20			2020-2021							
	BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC to Public Hearing		FINAL
	Budget	Actual	Budget	Actual	Budget	YTD Expend. as of 12/31/19	Projected End of Year	Dept. Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recommendation	% Change	Approved
51010 Chief Deputy	64,433	64,357	67,032	66,936	69,182	34,404	69,182	71,223	71,223	3.0%					
51020 Supervisory Wages	32,357	32,314	33,491	33,447	34,569	17,191	34,569	35,590	35,590	3.0%					
51030 Administrative Clerk	35,585	35,546	36,658	36,613	37,749	18,780	37,749	38,879	38,879	3.0%					
51040 Data Entry/Records Clerk	32,958	32,916	33,948	33,911	34,964	17,398	34,964	36,011	36,011	3.0%					
51070 Sheriff	77,574	77,474	78,733	78,659	81,101	40,348	81,101	83,541	83,541	3.0%					
51100 Investigator Wages	179,259	180,146	189,250	184,120	193,952	94,011	192,670	200,473	200,473	3.4%					
51105 Patrol Supervisors	228,726	238,428	248,125	246,308	256,234	126,471	256,230	263,465	263,465	2.8%					
51109 K-9				127	0	1,571	0	3,885	3,885	100.0%					
51110 Patrol Deputies	446,708	445,646	477,610	471,019	496,302	224,946	464,206	511,580	511,580	3.1%					
51100 Part-time Wages	10,000	7,992	10,000	7,541	10,000	5,267	1,150	10,000	10,000	0.0%					
51500 Overtime Wages	82,000	86,887	84,880	86,006	87,400	53,335	95,800	90,000	90,000	3.0%					
51510 Holiday Pay	60,000	56,536	62,100	56,339	64,000	29,213	58,735	66,000	66,000	3.1%					
51530 Training Wages	17,000	18,899	17,600	19,640	18,100	9,993	17,750	19,500	19,500	7.7%					
51600 Other Non-classified	4,250	2,848	4,000	0	4,000	0	3,350	1,000	1,000	-75.0%					
51601 Community Policing	10,000	5,404	6,000	525	6,500	1,211	2,400	6,500	6,500	0.0%					
52500 Medical/Fitness Program	2,500	325	2,500	1,549	2,500	1,219	2,045	3,000	3,000	20.0%					
53010 Office Supplies	5,750	4,712	5,750	4,426	5,600	1,379	5,350	5,600	5,600	0.0%					
53025 Pub.Safety Consumables	15,000	10,943	15,000	11,265	16,000	8,626	15,550	16,500	16,500	3.1%					
53060 Postage	350	428	400	357	425	133	397	400	400	-5.9%					
53600 Minor Equipment	1,200	375	1,200	315	1,200	(14)	450	1,200	1,200	0.0%					
53700 Vehicles Gasoline	61,875	43,773	59,125	45,994	57,200	17,608	43,075	54,600	54,600	-4.5%					
53800 Uniforms & Safety	15,500	15,848	15,500	12,333	15,500	9,465	15,500	17,500	17,500	12.9%					
53805 Firearms	3,000	2,489	3,000	3,193	3,500	(3,723)	3,500	4,200	4,200	20.0%					
53900 Public Safety Equipment	12,500	9,213	12,500	8,069	12,000	17	10,500	12,000	12,000	0.0%					
54010 Training & Prof. Dev.	15,000	15,175	16,000	18,819	17,000	7,601	15,035	21,000	21,000	23.5%					
54020 Dues and Membership	1,200	1,300	1,500	1,500	1,500	275	1,500	1,500	1,500	0.0%					
54100 Laundry Services	6,500	9,137	6,900	7,253	6,800	2,084	4,998	5,500	5,500	-19.1%					
54510 Prof. Services - Contracted	1,500	1,282	1,500	200	1,500	0	600	1,800	1,800	20.0%					
55010 Vehicles R & M	34,000	35,990	36,000	41,190	36,000	15,333	33,225	36,000	36,000	0.0%					
55120 Telephone	9,000	6,211	6,600	4,676	6,000	2,361	4,180	5,300	5,300	-11.7%					
55140 K-9 Support	1,000	1,165	1,500	0	2,000	1,309	1,870	2,200	2,200	10.0%					
55340 Contract Services	7,500	6,486	8,000	8,289	8,000	4,815	8,250	8,500	8,500	6.3%					
55400 Equip. Repair & Maint.	5,000	6,892	5,000	5,720	6,500	583	4,550	6,000	6,000	-7.7%					
56200 Advertising	500	302	500	289	500	0	250	500	500	0.0%					
56301 Community Policing	2,200	2,185	2,200	1,489	2,200	15	2,100	2,300	2,300	4.5%					
TOTALS	1,481,925	1,459,623	1,550,102	1,498,117	1,595,978	743,225	1,522,781	1,643,247	1,643,247	3.0%	1,643,247		1,643,247		1,643,247

DETAILS

3% increase; 52 wks + 1 day

3% increase; 52 wks + 1 day Split betwn Fund 401 & 305, Transport

3% increase; 35 hour per week employee; 52 wks + 1 day

3% increase; 35 hour per week employee; 52 wks + 1 day

3% increase; 52 wks + 1 day

1 Det Sgt, 2 FT Detectives (includes MDEA Contract wages); 3% COLA, longevity, 52 wks + 1 day

2 Patrol Sgts, 2 Patrol Corporals; 3% COLA, longevity, 52 wks + 1 day

K-9 Stipend

9 Patrol Deputies; 3% COLA, step increases, longevity, 52 wks + 1 day

Cover full-time patrol leave, court time, special assignments, shift replacement, mandatory training

Cover leave for open shifts, vacation, illness, special assignments, court time, additional patrol and investigative cov

Union Contract

Supports all state and federal mandated training above normal duty time, mandatory training, K-9 training, field train

duties

Other non-classified assignments - outside job coverage

Supports all community related events, i.e. DARE, Project Alert, Camp Postcard, TRIAD, etc.

Physicals, fitness programs per union contract

General office supplies, paper, case folders, DVD/CD, memory sticks, etc.

Firearms ammunition, CID materials, batteries, personal protective equipment. All consumable equipment plus tax

contract (increased contract costs). Fire extinguisher contract (increased).

Postage cost

Equipment not considered to be capital expenses, i.e. calculators, cameras, cabinets, chairs, etc.

Gasoline for vehicles. The Sheriff's Department fleet includes the following vehicles: Patrol 13; Detective 2; SO

Administration 2; Spare Patrol 1. Calculation based on 21,000 gallons at \$2.60 per gallon.

All uniform and clothing, union contracted related items, boots, gun belts, holsters, badges, traffic safety vest, etc.

Updated all weapons, new hires, rifles for cruisers, other specialized equipment, etc.

New equipment, replacement equip.for vehicles, radios, radars, bullet proof vests, video cameras, etc.

Training related expenses: travel, meals, lodging, registration fees, online fees

Dues for NESPIN, Maine Sheriff's Association, Maine Chiefs of Police, IACP, NSA, etc.

Uniform, clothing care and maintenance

Polygraphs, psychological testing consultant fees, etc.

Repairs, major and minor. Tires, oil changes, general vehicle maintenance, etc.

Cellular AT&T First Net - reduced contract; includes accessory equipment

K-9 Veterinary Insurance (\$750) & boarding fees; Dog food per CBA

CLEAR Contract ; Leads Online and PowerDMS annual fee

Repair & maintenance contracts for equipment, radar units, cameras, mobile radio repairs, computer maintenance,

portable maintenance. etc

New positions and other ads

Promotional and educational materials, PR materials.

TRANSPORT

Revenues

	2017-18		2018-19		2019-20			2020-2021	
	BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			BUDGET	
	Budget	Actual	Budget	Actual	Budget	YTD 12/31/19	Projected End of Year		
51011 Shift Supervisor	32,040	32,230	33,480	33,353	34,567	17,191	34,567		35,625
51020 Program Staff	36,907	35,700	84,731	39,648	87,395	43,119	87,395		93,834
51111 Transportation Officers	119,956	128,896	133,116	108,852	121,594	42,119	84,582		131,485
51300 Part-time Wages	1,700	1,082	2,000	14,418	3,000	3,183	3,718		4,000
51500 Overtime Wages	12,000	11,011	13,000	5,764	12,000	6,014	10,876		12,000
51530 Training Wages	0	0	0	0	0	58	58		0
51540 Night Differential	6,000	0	0	0	0	0	0		0
Fringe Benefits (see details below)	99,876	84,735	114,534	60,672	118,144	43,975	85,800		118,686
53010 Office Supplies	700	200	700	337	650	219	550		650
53020 General Supplies	200	0	200	176	200		175		200
53025 Security Equipment	500	0	500	393	500	0	450		500
53060 Postage	50	51	50	28	50	0	50		50
53600 Minor Equipment	750	15	700	215	700	97	165		700
53700 Vehicle Consum/Gas	9,200	8,476	8,700	7,691	8,900	3,043	7,320		8,800
53800 Uniforms & Safety	2,500	2,728	3,500	6,322	4,250	1,990	4,022		4,250
53855 Firearms	500	500	500	500	500	0	500		500
53901 Maintenance	3,000	2,927	3,000	7,596	2,500	5,659	15,800		2,000
54010 Training	1,200	390	1,200	2,622	1,200	60	750		1,500
54020 Dues & Membership	100	50	100	50	100	0	100		100
54100 Laundry Service	1,700	1,336	1,800	692	1,700	104	357		500
54110 Meal Allowance	500	211	500	129	500	0	300		400
54451 Tools and Implement	2,500	1,065	2,000	933	2,000	458	915		2,000
54501 Professional Service	250	0	250	250	250	0	0		250
55010 Vehicles R&M	4,000	6,010	4,000	6,801	4,500	1,615	4,220		4,500
55120 Telephone	3,000	2,428	2,500	1,607	2,000	677	1,972		2,000
55130 Fax/Modem/Internet	0	0	0	0	0	0	0		0
55340 Rental of Equipment	0	0	0	56	2,000	0	225		15,000
55400 Equipment R&M	200	108	200	539	250	0	225		250
56200 Advertising	250	150	250	210	250	0	0		250
59100 Contingency	12,250	0	0	0	8,000	0	2,198		5,000
SUB TOTAL-TRANSPORT	351,829	320,300	411,511	299,853	417,700	169,581	347,290		445,030

6.5%

	2017-18		2018-19		2019-20		2020-2021	
	BUDGET HISTORY		BUDGET HISTORY		CURRENT YEAR		BUDGET	
	Budget	Actual	Budget	Actual	Budget	Projected EOY		
TBRJ CAP	2,657,105	2,657,105	2,657,105	2,657,105	2,657,105	2,657,105		2,657,105
State Contribution***	260,000	301,472	260,000	315,022	250,000	302,048		302,048
Court Surcharge & Fines	9,500	0	8,000	14	4,000	1,205		4,000
Home Revenue	5,000	1,410	4,500	4,977	5,000	16,500		5,000
Surplus Carry Forward	0	0	46,682	46,682	66,371	66,371		66,371
Total Revenue	2,917,105	2,959,987	2,929,605	2,977,118	2,982,476	3,043,229		3,043,229

Expenses

	2017-18		2018-19		2019-20		2020-2021	
	Budget	Actual	Budget	Actual	Budget	Projected EOY		
Transport Assessment	351,829	320,300	411,511	299,853	417,700	347,290		417,700
Alternative Sentencing	125,000	96,376	110,000	88,209	110,000	93,756		110,000
TBRJ	2,454,776	2,454,776	2,454,776	2,454,776	2,454,776	2,454,776		2,454,776
Total Expenses	2,931,605	2,871,452	2,976,287	2,842,838	2,982,476	2,895,822		2,895,822
Surplus/Deficit	(14,500)	88,535	(46,682)	134,279	0	147,407		147,407

Fringe Benefits	2020-2021
Health Insurance	70,000
Medicare - 1.45%	4,016
FICA - 6.20%	17,170
Life Insurance	3,200
Miscellaneous Benefits	800
MSRS	15,000
Workers Comp	2,500
Unemployment	0
Total F/B	118,686

*** Funding from the state is a pass through to TBRJ

2020-2021 COMMUNICATIONS - 430

		2017-18		2018-19		2019-20			2020-2021							DETAILS	
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC to Public Hearing			FINAL
		Budget	Actual	Budget	Actual	Budget	YTD Expend. as of 12/31/19	Antic. EOY Expend.	Dept. Request	Admin. Recom'd	% Change	Comm's Budget to BAC	% Change	BAC Recommendation	% Change		Approved
51010	Dept Head	66,777	66,689	68,773	68,698	70,830	9,458	69,000	69,275	69,275	-2.2%						3% increase; 52 weeks plus 1 day
51020	Supervisory	159,328	106,804	146,613	99,015	169,585	51,667	108,503	167,416	167,416	-1.3%						3% increase per CBA, decreased due to one top paid supervisor promoted to Dep Dir
51120	Dispatchers	498,428	440,246	490,144	462,908	531,599	231,882	472,460	549,481	549,481	3.4%						3% increase per CBA, plus steps
51025	Dep. Director	57,000	49,326	58,934	58,881	60,708	32,102	60,078	62,033	62,033	2.2%						3% increase; 52 weeks plus 1 day
51500	Overtime Wages	48,950	97,289	48,950	116,937	48,950	63,157	101,000	48,950	48,950	0.0%						OT is used to cover open shifts due to vacation, sick and personal leave, plus understaffing.
51510	Holiday Pay	60,000	52,466	60,000	57,905	60,000	29,719	58,000	60,000	60,000	0.0%						There are 12 holidays/year, per the union contract. This calculation assumes that 2/3 of the dispatchers will work each holiday earning 1.5x and that 1/3 of employees will not work the holiday but will receive straight time for the holiday. The budget is formulated by taking the average between the cost of full and minimum staffing levels.
51530	Training Wages	14,500	9,818	14,500	6,062	14,500	6,383	14,000	14,500	14,500	0.0%						24 hours of CE per person (CPR, Stress Management, Integrity/Liability, Suicide Calls, etc). Spillman and Navigator Conferences, Maine NENA Conference. This also covers other classes that are requested.
51575	Medical & Fitness	1,800	1,050	1,800	900	1,800	486	1,800	1,800	1,800	0.0%						Predict 6 of 15 will take this \$300 benefit offered as part of the union contract.
53010	Office Supplies	5,000	5,329	5,000	4,931	5,000	251	4,500	5,000	5,000	0.0%						General office supplies
53020	General Supplies	1,000	930	1,000	2,106	1,000	531	1,000	1,000	1,000	0.0%						Public Education materials for community outreach at Bath Safety Days, fire department open houses and other public safety events. Purchases are typically coloring books, crayons, book marks, 911 tattoos, pencils, etc.
53060	Postage	50	18	50	17	50	10	50	50	50	0.0%						Historically, have never spent more then \$50 for postage.
53700	Vehicle Gasoline	2,250	2,086	2,250	2,334	2,250	706	2,000	2,250	2,250	0.0%						Based on the SUV with 13 mpg at \$2.60 per gallon and using 8,000 miles and tolls, plus travel reimbursement if County vehicle is not available.
53890	Uniforms & Safety	3,000	3,021	3,000	3,073	3,000	781	3,000	3,100	3,100	3.3%						Uniform allowance of \$200 per employee due to uniform requirement that the employee wear a clothing item that clearly identifies her or him as a Sag Comms employee. (15 X \$200 = \$3,000, plus \$100 buffer)
53600	Minor Equipment	2,500	2,563	2,500	1,938	2,500	0	2,000	2,500	2,500	0.0%						Replace office equipment and furniture on an "as needed" basis.
54010	Training	14,750	11,580	14,750	17,419	14,750	5,896	14,750	14,750	14,750	0.0%						Covers the registration and lodging costs for two employees to attend the Spillman Users Conference (cost approx \$4,000), the National EMD Conference (\$1,500), Guardian Tracker (\$886) and Police Legal Sciences (\$1,800) online training, CPR Classes, and Maine NENA Conference. The remainder of these training costs reflect the cost of state-mandated 24 hours of continuing education classes.

COMMUNICATIONS

	2017-18		2018-19		2019-20			2020-2021							
	BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC		FINAL
	Budget	Actual	Budget	Actual	Budget	YTD Expend. as of 12/31/19	Antic. EOY Expend.	Dept. Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recommendation	% Change	Approved
54620 Dues & Membership	400	516	550	696	700	284	600	600	600	-14.3%					
54510 Professional Service	720	1,105	750	1,600	750	1,245	1,660	830	830	10.7%					
54010 Vehicle R&M	1,500	1,943	1,500	251	2,000	440	1,000	2,000	2,000	0.0%					
55120 Telephone 911 System	3,000	1,906	2,500	1,965	2,000	633	2,000	2,000	2,000	0.0%					
55340 Rental of Equipment (Fiberoptics)	13,870	12,690	13,870	12,690	13,870	12,672	13,870	13,870	13,870	0.0%					
55300 Equipment R&M - Spillman	43,000	42,965	46,500	45,568	51,500	50,086	51,000	56,800	56,800	10.3%					
55410 Equipment R&M - Electronic	22,550	22,418	28,000	26,943	28,400	10,215	27,000	28,400	28,400	0.0%					
56100 Travel	0	413	0	0	0	0	0	0	0	0.0%					
56200 Advertising	400	0	400	0	400	0	100	100	100	-75.0%					
57400 911 Computer Equipment	8,550	6,289	10,500	10,331	10,500	4,088	10,500	12,300	12,300	17.1%					
TOTALS	1,029,323	939,460	1,022,834	1,003,166	1,096,642	512,690	1,019,871	1,119,005	1,119,005	2.0%	1,119,005		1,119,005		1,119,005

DETAILS

Professional organization memberships to NENA, MECCA, APCO.

Two polygraph exams for assumed two new hires at \$300 each. Pre-Employment Testing with OHA at \$115 each.

The amount requested is for maintenance of the Communication Directors SUV. This vehicle is a 2006 Ford Expedition.

Covers METRO **\$1,500** and replacement parts for the phone system.

Fiber rental (Comcast) from Comm. Center to Bath and Topsham PDs for intercom, video and internet. The monthly cost of the Bath PD link is \$243, and Topsham is \$814.50, totaling **\$12,690** annually. The remaining reflects the estimated cost of repairing the video and line equipment paired with the fiber cables.

Spillman RMS maintenance (**\$55,300**); OpenFox contract (**\$800**); Spillman Service Calls (**\$500**); When to Work scheduling software (**\$200**)

AT&T Mobility for MDC air cards (**\$15,000**); Acorn Recording annual maintenance contract (**\$2,500**); computer repairs and installs not covered by maintenance contract (**\$800**); minor radio repairs and radio license renewals (**\$1,500**); ESRI CAD Mapping annual (**\$1,900**); Text a Tip annual (**\$2,100**); replacement carpet in the Comms Office/window in Dep Dir; keypads between transport, concole cleaning (**\$5,000**)

Moved to "Vehicle Gasoline"

Cost of advertising in Jobs in Maine. two times in budget year.

Replacement of five computers (based upon recent replacement schedule/history), ancillary devices (monitors, etc.) and software for computers and equipment. Also includes updates to the firewall system, Microsoft Office yearly Office365 fees.

***Excluding payroll, the departmental increase is 4.8%, which is primarily due to Spillman costs.**

2020-2021 EMERGENCY MANAGEMENT - 440

		2017-18		2018-19		2019-20			2020-2021							
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC		FINAL
		Budget	Actual	Budget	Actual	Budget	YTD Expend 12/31/19	Antic. EOY	Dept. Request	Admin. Recom'd	% Change (Admin. Recom'd)	Comm's Budget to BAC	% Change	BAC Recom- mendation	% Change	Approved
51010	Department Head	55,724	55,515	57,401	57,179	59,121	29,410	59,121	60,885	60,885	3.0%					
51030	Non-surpv Wgs	47,460	46,142	48,605	43,211	50,067	22,880	48,985	50,454	50,454	0.8%					
53010	Office Supplies	2,500	2,429	2,500	2,345	2,500	725	2,500	2,500	2,500	0.0%					
53060	Postage	200	49	150	65	100	24	100	100	100	0.0%					
53600	Minor Equipment	1,000	824	1,000	39	750	0	750	750	750	0.0%					
53700	Vehicles Gasoline	2,950	1,312	2,821	1,907	2,690	775		2,276	2,276	-15.4%					
53800	Uniforms/Safty Equip	300	297	300	271	300	188	300	300	300	0.0%					
53900	Pub. Safety Equip.	12,500	12,500	12,500	12,500	8,500	8,500	8,500	8,750	8,750	2.9%					
54010	Training	6,475	2,828	6,000	2,560	5,750	694	5,700	5,700	5,700	-0.9%					
54020	Dues and Memberships	1,130	921	1,135	1,136	1,140	706	1,140	1,140	1,140	0.0%					
55010	Vehicle R & M	1,500	590.99	1,500	1,387	1,500	48	1,500	1,500	1,500	0.0%					
55120	Telephone	1,320	1,218	1,320	1,199	1,200	520	1,200	1,250	1,250	4.2%					
55420	Tower Leases	21,142	22,408	21,802	21,793	22,647	9,627	22,647	23,455	23,455	3.6%					
55400	Equip Repair & Maintenance	9,670	11,565	11,400	8,869	21,900	17,973	25,000	22,933	22,933	4.7%					
55490	Storage Lease	660	660	1,200	780	1,200	390	780	1,200	1,200	0.0%					
TOTALS		164,531	159,259	169,634	155,242	179,365	92,460	178,223	183,193	183,193	2.1%	183,193		183,193		183,193

DETAILS

52 weeks plus 1 day

52 weeks plus 1 day (new employee)

General office supplies, material for making identification cards, supplies for public education, office equipment and software upgrades.

Postage

Upgrades for mobile/portable radios, radio programming software and equipment.

11,020 miles divided by 15 mpg x \$2.60 = \$1,911 fuel for vehicles; plus portable generator fuel (\$125) and EZ-Pass (\$240)

Uniform shirts, jackets, and safety clothing/supplies/PPE for EMA staff.

CodeRED (OnSolve) Emergency Notification System. Negotiated lower rates based on actual services needed, annual opt-in contract includes IPAWS.

Includes registration fees for training and meals at EMI (\$400); annual dinner for Local EMA Directors (\$400); Awards (\$100); BOH/LHO meetings (\$150); Bi-monthly Local EMA Directors meetings (\$600); NIMS/other training (\$300); Training materials/public education (\$500); Ongoing training; EMA personnel (\$400); IAEM Annual conference for one staff (\$2,400 - REMOVED for this year in California); Mileage reimbursements for offsite trainings and required meetings (\$1450) IAEM R 1 conference for one staff includes lodging, mileage, meals (\$1,000); Meals for sponsored train (\$400)

Maine EMA association (\$50); National Association of Counties (NACo) (\$706); International Association of Emergency Managers (IAEM) (\$190 x2 = \$380). (NACo membership allows the County to participate in the prescription drug card program that is available to all Sagadahoc County residents.)

Maintenance and tires on the EMA SUV, MCI trailer, and CRI trailer

Cell phone for Director (\$625), Cell phone for Deputy Director (\$625), Includes Mobile Tethering Hot Spot. Expense for landline telephones moved to administration

Tower Leases:
Richmond (\$1); Phippsburg [4% increase, per contract] (\$3,285); West Bath [4% increase, per contract] (\$13,033); Sky Hy - Topsham [3% increase, per contract] (\$6,294)

Towers & equipment maintenance:
Electricity at six sites (\$3,924); GWI at three sites (\$7,464); Periodic generator maintenance (\$1,415); Propane for generators (\$800); Snow clearing for Topsham & Richmond (\$800); Equipment repair/emergency site maintenance X 6 (\$7,500); service agreement for Page Gate (\$610); annual Tower Frequency Protection (\$420).

Per contract \$100/month

NOTE: Up to \$104,813 of expenses will be reimbursed by MEMA through EMPG (Emergency Management Performance Grant)

2020-2021 PROGRAM GRANTS - 920

	2017-18		2018-19		2019-2020			2020-2021						
	BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT		COMMISSIONERS		BAC to Public Hearing		FINAL
	Budget	Actual	Budget	Actual	Budget	YTD Expend. as of 12/31/19	Antic. EOY Expend.	Original Request	% Change	Commr's Budget to BAC	% Change	BAC Recommendation	% Change	Approved
52281 Androscoggin-Sagadahoc County Extension Service	29,105	29,105	29,105	21,829	29,750	14,875	29,750	29,750	0.0%					
53102 Androscoggin Valley Soil & Water	11,000	11,000	11,000	11,000	11,000	5,500	11,000	11,000	0.0%					
54183 Time & Tide Conservation	3,750	0	0	0	0	0	0	0	0.0%					
55105 Coastal Counties Workforce, Inc.	0	0	0	0	1,000	0	1,000	2,000	100.0%					
Totals	43,855	40,105	40,105	32,829	41,750	20,375	41,750	42,750	2.4%	42,750		42,750		42,750

DETAILS

Statutorily required; Androscoggin County is now funding its full share.

No change in the amount requested.

No request received for FY 2020-2021.

The Workforce Investment Program is funded by the federal government and operated entirely by the Counties. Recent cuts in funding have resulted in significant cutbacks in the program's offerings. In an effort to bolster the scholarship fund, the Commissioners have proposed an annual donation in the amount of \$2,000. The other five counties overseeing CCWi will be encouraged to do the same.

2020-2021 UNEMPLOYMENT RESERVE

	2017-2018		2018-2019				2019-2020			2020-2021							DETAILS	
	BUDGET HISTORY		BUDGET HISTORY				CURRENT BUDGET			DEPT. REQUEST			COMMISSIONERS		BAC to Public Hearing			FINAL
	Budget	Reserve Balance	Budget	Actual	Amount Transferred to Reserve	Resulting Reserve Balance	Budget	Est. Used EOY	Estimated Transferred to Reserve	Estimated Reserve Balance	Original Request (Dept)	% Change	Estimated Starting Reserve Balance	Commissioners Budget to BAC	% Change	BAC Recommendation		% Change
202	650	35,608	2,275	2,216	0	33,392	0	0	0	33,392	7,830	100.0%	41,222					
UNEMPLOYMENT RESERVE	650	35,608	2,275	2,216	0	33,392	0	0	0	33,392	7,830	100.0%	41,222	7,830		7,830		7,830

This account is used to pay unemployment claims made against the County. One claim is still open, one four are potential, and eleven are very unlikely. Assuming no new claims in FY 2020-21, the likely potential liability we could face is approximately \$41,221.

UNFUNDED LIABILITY RESERVE

2020-2021 UNFUNDED LIABILITY RESERVE

	2017-2018		2018-2019			2019-2020			2020-2021							DETAILS			
	BUDGET HISTORY		BUDGET HISTORY			CURRENT BUDGET			DEPT. REQUEST			COMMISSIONERS			BAC to Public Hearing		FINAL		
	Budget	Actual Transferred to Reserve	Budget	Actual Transferred to Reserve	Resulting Reserve Balance	Budget	Estimated Expenditure	Estimated Reserve Balance	Original Request (Dept)	%	Change	Estimated Reserve Balance	Comm. Budget to BAC	%	Change		BAC Recommendation	%	Change
203	24,000	16,514	18,000	(31,121)	11,749	31,200	(11,751)	31,198	37,000		0.0%	61,198							
UNFUNDED LIABILITY RESERVE	24,000	42,870	18,000	-31,121	11,749	31,200	-11,751	31,198	37,000		18.6%	68,198	37,000			37,000			37,000

Accrued compensated absences. Estimate 4 individuals will retire in 2021.

The County's unfunded liability as of the financial audit for the year ending 6/30/19 is estimated at \$274,226.

2020-2021 ORTHOIMAGERY RESERVE

	2017-2018		2018-2019		2019-2020		2020-2021								
	BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET		DEPT. REQUEST				COMMISSIONERS		BAC to Public Hearing		FINAL
	Budget	Actual	Budget	Actual	Budget	Actual	Original Request (Dept)	%	Change	Resulting Reserve Balance	Commissioners Budget to BAC	% Change	BAC Recommendation	% Change	Approved
	2,456	2,456	5,301	5,304	0	0	0		0.0%	0					
Reserve		0		-3	0	-3	0		0.0%	-3	0		0		0

DETAILS

This funding is used to purchase orthoimagery (aerial photo) services for all Sagadahoc County Towns in 2018-19

2020-2021 FUEL RESERVE

	2017-2018		2018-2019			2019-2020				2020-2021							DETAILS	
	BUDGET HISTORY		BUDGET HISTORY			CURRENT BUDGET				DEPT. REQUEST			COMMISSIONERS		BAC to Public Hearing			FINAL
	Budget	Actual	Budget	Carry Forward	Resulting Reserve Balance	Budget	Anticipated EOY Expend.	Carry Forward	Resulting Reserve Balance	Original Request (Dept)	% Change	Resulting Reserve Balance	Commissioners to BAC	% Change	BAC Recommendation	% Change		Approved
	0.00	0.00	0	10,000	10,000	0	0	10,000	10,000	0	0	10,000						
FUEL RESERVE	0.00	0.00	0	10,000	10,000	0	0	10,000	10,000	0	0	10,000	0		0		0	

This allowance will be used for propane, gas, and oil if needed.

2020-2021 OTHER GENERAL FUND USES - 9500

	2017-2018		2018-2019		2019-2020			2020-2021							
	BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC to Public Hearing		FINAL
	Budget	Actual	Budget	Actual	Budget	YTD Expend. As of 12/31/19	Antic. EOY Expend.	DEPT Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recom- mendation	% Change	Approved
9520 Transfer to Child Victim Advocate Grant	11,262	11,262	12,291	12,201	24,354	24,354	24,354	50,324	50,324	106.6%					
9540 Transfer to Capital	175,666	191,610	295,504	295,504	303,000	303,000	303,000	334,587	334,587	7.9%					
TOTALS	186,928	202,872	307,795	307,795	327,354	327,354	327,354	384,911	384,911	17.6%	384,911		384,911		384,911

DETAILS

The Child Victim Advocate is funded in part through Federal grant money. The position was previously shared by Sagadahoc and Lincoln Counties; however, the employee now works full-time in Sagadahoc County.

See Capital Improvement Plan for details **

* Transferred from General Fund appropriation to Fund 20 - Grant Match

** Transferred from General Fund appropriation to Fund 30 - Capital Reserve

Capital Outlay

RECOMMENDED CAPITAL OUTLAY FY 2020-21

Facilities

A.	Roof Maintenance	\$ 190,500
B.	Generator Courthouse	\$ 15,000
C.	Fire Alarm Replacement	\$ 12,618
D.	Soffit/Trim	\$ 5,000
E.	Parking Lot Maintenance	\$ 8,300
F.	HVAC	\$ 7,100
	Subtotal:	\$ 238,518

Communications

A.	Tower Project	\$ 15,347
B.	Microwave Equipment Replacement	\$ 18,750
	Subtotal:	\$ 34,097

Equipment/Vehicles

A.	Copier Replacement	\$ 8,305
B.	Sheriff's Vehicles	\$ 105,500
	Subtotal:	\$ 113,805
	TOTAL:	\$386,420*

***Includes project Carry Forward from previous years.**

D.	Sheriff Laptop Computers	\$ 10,000
E.	Copier Replacement	\$ 8,000
F.	Phone System Upgrades	<u>\$ 10,000</u>
	SUBTOTAL:	\$142,500
	TOTAL:	\$334,587

**CAPITAL RESERVE BUDGET
FY 2020-2021**

CAPITAL IMPROVEMENTS

Facilities

A.	Roof Maintenance	\$ 25,000
B.	Elevator Upgrade	\$ 7,000
C.	Fire Alarm System Replacement	\$ 2,618
D.	HVAC	\$ 7,030
E.	Cooling Tower	\$ 14,000
F.	Generator Replacement Courthouse	\$ 15,000
G.	Generator Replacement Admin.	\$ 3,500
H.	Parking Lot Maintenance	\$ 8,300
I.	Exterior Wall Sealant	<u>\$ 10,000</u>

SUBTOTAL: \$ 92,448

Communications

A.	Radio System Upgrade	\$ 64,000
B.	Console Upgrade	\$ 16,000
C.	Next Gen Recording Platform	\$ 8,000
D.	Spillman Software	\$ 2,000
E.	Spillman Server	\$ 4,000
F.	Microwave Equipment Replacement	<u>\$ 5,639</u>

SUBTOTAL: \$ 99,639

CAPITAL EQUIPMENT/VEHICLES

A.	Sheriff's Vehicles	\$ 101,000
B.	EMA Vehicle	\$ 7,500
C.	Maintenance Vehicle	\$ 6,000

**County of Sagadahoc, Maine
2021-2026 Capital Improvement Plan & Budget**

Administrative Department

1. Telephone Upgrade Project. The Administrative Department is **requesting \$10,000** for future upgrades to the telephone system.

Telephone Upgrade	\$26,000
Less trade	0
Net cost	26,000
Est. reserve balance 6/30/20	<u>- 6,000</u>
Net unmet need	20,000
Request FY20-21	\$10,000

2. Copier Project. The Administrative Department is **requesting \$8,000** toward future new photocopiers. Both the Administrative Department and the Emergency Management Agency need copiers replaced in FY20-21.

Copiers (2)	\$8,305
Est. reserve balance 6/30/19	<u>- 305</u>
Net unmet need	\$8,000
Request FY20-21	\$8,000

Communications Department

1. Net Gen Recording Platform. The Communications Department is **requesting \$8,000** this year to be placed in the platform reserve account for future upgrades to the recording platform. The platform records all 911, business, and radio frequencies in the Communications Center. The current system was installed in 2015 and has a lifespan of 8-10 years, however upgrading sooner will greatly improve efficiency.

Next Gen Recording Platform	\$40,000
Less trade	0
Net cost	40,000
Est. reserve balance 6/30/20	<u>-8,000</u>
Net unmet need	32,000
Request FY20-21	\$ 8,000

2. Console Upgrade Project. The Communications Department is **requesting \$16,000** this year to be placed in the console reserve account for the future replacement of radio consoles in dispatch. The current radio system was purchased in 2010 at a cost of \$114,000 and has an

average life expectancy of ten to twelve years. The capital reserve funding schedule is based on the replacement of the existing consoles in four years at a cost of \$128,333 (in 2020 dollars) and is based on the purchase of a four-position Zetron MAZ console with twenty radio channels or equivalent.

Radio Console	\$128,333
Less trade	<u>0</u>
Net cost	128,333
Est. reserve balance 6/30/20	<u>-71,988</u>
Net unmet need	56,345
Request FY20-21	\$16,000

3. **Spillman GeoBase Server.** Geobase is the background mapping system to Spillman. We purchased the module from Spillman in 2015. The new server and the mapping (ESRI) software to support it will now be funded from a grant. **No appropriation is recommended to this reserve in FY20-21.** The funds in the server reserve account should provide sufficient funding to replace the server in approximately three years.

Spillman GeoBase Server	\$6,000
Est. reserve balance 6/30/20	<u>6,000</u>
Balance to complete project	\$ 0
Request FY120-21	\$ 0

4. **Spillman Software.** Spillman is our CAD system. Software is updated and/or changed on a constant basis and this would help us keep up with these changes. These funds would allow purchase of modules as required to enhance the system. Spillman has several modules that are upgrades to their standard CAD system, each one being an enhancement to the basic system. Like any operating system, technology is constantly changing and setting aside funds in CIP will offer us opportunities to purchase these important upgrades as they come out. The Communications Department is **requesting \$2,000** this year to be placed in the Spillman software reserve.

Spillman Software Reserve	\$5,515
Software expenditures	<u>0</u>
Est. reserve balance 6/30/20	\$5,515
Request FY20-21	\$2,000

5. **Spillman Server.** The Spillman server was replaced in FY17-18 and the cost including data conversion was approximately \$30,100. The previous server was purchased in 2009. The County is funding the reserve for the eventual replacement of this server in approximately

five to seven years. The estimated reserve as of June 30, 2020 is \$4,962. The Communications Department is **requesting \$4,000** be placed in the reserve in FY20-21.

Spillman Server	\$30,000
Less trade	<u>0</u>
Net cost	30,000
Est. reserve balance 6/30/20	<u>4,962</u>
Net unmet need	\$25,038
Request FY20-21	\$ 4,000

6. **Radio System Upgrade.** The County has been notified by Radio Communications Management that the existing system will be obsolete in four years. The estimated replacement cost for the system is \$286,628. The Communications Department is **requesting \$64,000** be placed in the reserve in FY20-21.

Radio System Upgrade	\$286,628
Est. reserve balance 6/30/20	<u>74,200</u>
Net unmet need	\$212,428
Request FY20-21	\$ 64,000

7. **Tower Project.** This project is to install/upgrade one tower site to the County's existing simulcast radio system, which serves Police, Fire, and EMS. A tower site includes VHF radios, simulcast interface equipment, microwave transmission equipment, and the tower itself. This system was designed for county-wide coverage, however there is poor coverage in Bowdoin. Quotes have been obtained from FCM, the County's radio vendor, for either installing a new tower or upgrading the existing tower. This work is expected to be completed this year and **no appropriation is requested for FY20-21.**

Tower Project	\$15,347
Est. reserve balance 6/30/19	<u>15,347</u>
Net unmet need	\$ 0
Request FY20-21	\$ 0

8. **Microwave Equipment Replacement.** The existing microwave equipment is approaching the end of its useful life (currently seven years into a ten-year useful life). This project would provide funding to upgrade and replace the four existing 4.9GHz public safety microwave links with fully FCC-licensed 23GHz microwave links at a total estimated cost of \$60,180. This estimate is based on a quotation from Radio Communications Management of Portland, ME dated March 3, 2015. The Communications Director recommends this project be completed in four phases (one phase every two years). The county began a capital reserve for this project in FY15-16 and completed Phase 1 in FY16-17. It is recommended that the

County appropriate \$8,000 in the FY20-21 budget to provide adequate funding for the cost of Phase 3 in FY20-21 and Phase 4 in FY 22-23.

Microwave Equipment:	
Phase 3	\$18,750
Phase 4	<u>18,750</u>
Total cost	\$37,500
Est. reserve balance 6/30/20	<u>-13,111</u>
Net unmet need	\$24,389
Request FY20-21	\$ 5,639

Emergency Management Agency

1. Vehicle Reserve. The EMA Department obtained a Homeland Security grant in 2015 to replace the 2006 Ford Expedition. The Department purchased a 2015 Dodge Durango with a heavy-duty towing package at a cost of \$32,914 plus the cost of additional equipment, such as lights, radio, and other communications equipment, bringing the total cost to \$38,386. The estimated useful life of the new vehicle is six years based on a projected 17,000 miles per year. The County retained the 2006 Ford Expedition and has transferred it to the Communications Department. Based on a future estimated replacement cost of \$43,920 (allowing for a 15% increase), the EMA department is **requesting an appropriation of \$7,500** toward the funding of a new vehicle in 2022. When the next vehicle is purchased the County intends to collect 50% reimbursement from FEMA, making the estimated net cost to the County \$21,960.

EMA Vehicle Cost	\$43,920
Less trade	<u>0</u>
Net cost	43,920
Est. reserve balance 6/30/20	<u>- 27,916</u>
Net unmet need	\$16,004
Request FY20-21	\$ 7,500

Facilities Department

1. Roof Replacement Project. Major renovations are needed on the roof and steeple of the Courthouse. \$165,500 has been appropriated in previous budget years and transfers, and the County had anticipated expending the funds. However, as it became clear that more work was needed, work was put on hold. The County currently estimates the total project costs to be approximately \$327,370. The County is **requesting \$25,000** be appropriated toward this project in FY20-21. The remaining cost will be funded via debt service.

Roof Maintenance	\$327,370
Est. reserve balance 6/30/20	- 165,500
Net unmet need	\$161,870
Request FY20-21	\$ 25,000

2. HVAC Project. This project continues the process of removing and replacing the remaining heat pumps. Two units need to be replaced in the coming years: the Jury Room corridor (\$7,100 in FY20-21), and the Superior Court Room (\$15,500 in FY23-24). The County is **requesting \$7,030** be placed in the reserve to fund the replacement of one HVAC unit in FY20-21.

HVAC Unit Cost (2)	\$22,600
Est. reserve balance 6/30/20	- 70
Net unmet need	\$22,530
Request FY20-21	\$ 7,030

3. Fire Alarm Project. Due to repeated and severe system malfunctions, the County needed to upgrade the Courthouse fire alarm earlier than anticipated. The system was upgraded in June 2019 at a cost of \$20,000. Some horns and strobes still need to be replaced at an estimated cost of \$12,618, per a quote provided by Cunningham Security Systems. The County is **requesting \$2,618** be appropriated toward the remaining cost of the upgrade in FY20-21.

Fire Alarm Project	\$12,618
Est. reserve balance 6/30/20	- 10,000
Net unmet need	\$ 2,618
Request FY20-21	\$ 2,618

4. Courthouse Generator Upgrade Project. The Courthouse generator was installed in 2000 and is a 70 KW generator. It is adequate only to run a portion of the building. Based on our maximum peak usage, we would need a 150 KW generator at the very minimum. Cummins Northeast recommended a 250KW diesel model which would be more than adequate and allow room for growth. It is also more efficient running on diesel. It seems more practical to keep the current generator in place and use it in an emergency, and install the new generator outside. The cost of removing the old one and putting a new one in its place would be considerable. a 150KW vapor generator quote from Cummins is \$56,230. A 250KW diesel from the same is quoted at \$82,875. The total cost of a diesel generator, including installation and contingency, is \$112,923. The County is **requesting \$15,000** be placed in the reserve for this project in FY20-21. The remaining cost will be funded via debt service.

Courthouse Generator	\$80,000
Est. reserve balance 6/30/20	- 0
Net unmet need	\$80,000
Request FY20-21	\$15,000

5. Admin Generator Upgrade Project. The generator at the Admin building is in need of replacement. The age of the current model is unknown, but it is an old model originally used at a tower site. It was in need of replacement but still running, so it was decided to be placed in service at the Admin building, which at the time had no generator at all. Brunswick Home and Garden serviced the generator in the fall of 2019 and said it is nearing the end of its useful life. The technician estimates it will need to be replaced in 2-3 years at a maximum. This project will also require the wiring components inside the building to be updated. The County is **requesting \$3,500** be placed in the reserve to fund this project in FY21-22.

Admin Generator	\$7,000
Est. reserve balance 6/30/20	- 0
Net unmet need	\$7,000
Request FY20-21	\$ 3,500

6. Elevator Upgrade Project. Funding is requested for the elevator capital reserve to fund the modernization and replacement of the elevator controller unit within the next two to five years. According to Pine State Elevator, the elevator at the Courthouse is in good condition and running well. From an operational or reliability perspective, Pine State expects to see at least four more years of reliable operation. Their recommendations are as follows. These estimates are for budget purposes only and the actual cost will depend on bid results at the time of purchase.

- a. Modern Controller Upgrade - \$63,900 within five to ten years. The controller is a simple relay logic controller. Components are still available and should remain so for the foreseeable future. The pump unit, which includes the motor, pump, and valve, is old but the components appear to be in good condition. The same is true of the door equipment and fixtures. The estimated cost is \$63,900 (in 2019 dollars). A **\$7,000 appropriation is recommended** toward the eventual upgrade of the controller.

Controller Upgrade Cost	\$63,900
Est. reserve balance 6/30/20	- 43,000
Net unmet need	\$20,900
Request FY20-21	\$ 7,000

b. Jack Replacement - \$45,000 within eight to fifteen years. There is currently no sign that the hydraulic jack is leaking. However if in the future this needs to be replaced, the cost is \$35,000 (in 2012 dollars) or approximately \$45,000 (eight to twelve years out). **No funding recommendation is requested at this time.**

7. Soffit/Trim Repair. A reserve fund was established in FY12-13 for anticipated future repair of the soffit and trim on the Courthouse after an inspection revealed soft wood on the bottom layer. It is expensive to examine the condition of the entire building due to the height of the Courthouse and equipment required. It is recommended that the soffit and trim be examined and a budget developed for repairing this issue. **No further appropriation is requested.**

Soffit/Trim Project	Cost TBD
Est. reserve balance 6/30/20	\$ 5,000
Request FY20-21	\$ 0

8. Building Maintenance Reserve. This reserve has an estimated balance of \$4,071 as of June 30, 2020. **No appropriation is requested at this time.**

Building Maintenance	Cost TBD
Est. reserve balance 6/30/20	4,071
Request FY20-21	\$ 0

9. Parking Lot Repair Project. The parking lot is in need of repairs, including crack sealant and restriping, at an estimated cost of \$8,256. The County **requests \$8,300** be appropriated toward this project in FY20-21.

Parking Lot Repair Project	\$8,300
Est. reserve balance 6/30/20	<u>0</u>
Net unmet need	\$8,300
Request FY20-21	\$8,300

10. Cooling Tower Replacement Project. The HVAC cooling tower is reaching the end of its useful life. It seems to be functioning at this time, but is showing signs of age. The County recommends to start preparing for replacement now rather than be unprepared for a catastrophic failure. A five year replacement plan seems to be a reasonable compromise between having enough funds to pay for the project and putting it off until failure. HVAC Services provided a quote for replacement at an approximate cost of \$70,000. This price includes the cost of removing and disposing of the current tower, installing the new model,

reconnecting the voltage and water piping, and testing the new tower. It is **recommended that \$14,000** be placed in the reserve toward this project in FY20-21.

Cooling Tower	\$70,000
Est. reserve balance 6/30/20	- 0
Net unmet need	\$70,000
Request FY20-21	\$14,000

11. Brick Restoration Project. The Courthouse will require repointing of the brick in the coming years. Knowles Industrial Services provided an estimated cost of \$240,000 in 2013. **No appropriation is requested at this time.** The County will obtain updated estimates and establish a timeframe for this project; a placeholder of \$60,000 in future years will begin a reserve for this work.

Brick Restoration	\$240,000
Est. reserve balance 6/30/20	- 0
Net unmet need	\$240,000
Request FY20-21	\$ 0

12. Exterior Wall Sealant Project. Knowles Industries recommended that the County reapply a periodic moisture barrier protective coating to the Courthouse exterior at a minimum of every ten to twelve years. This will protect the building from water infiltration and protect the investment made in 2012 to the exterior of the building. According to Knowles, it is almost impossible to prevent 100% of moisture penetration due to a lack of expansion joints, however periodic sealing should address most of the moisture problems. Knowles estimates a budget of \$40,000-\$60,000 for the 1869 building and \$30,000-\$35,000 for the 1987 structure. It is recommended that **\$10,000 be appropriated** in FY20-21 toward the funding of this project.

Exterior Wall Sealant	\$75,000
Est. reserve balance 6/30/20	- 45,000
Net unmet need	\$30,000
Request FY20-21	\$10,000

13. Maintenance Vehicle Reserve. The County replaced a 2006 GMC ¾ ton truck with a used 2011 Dodge Ram ½ ton pickup equipped with a Fisher plow and an electric poly sander. The vehicle has over 120,000 miles and is starting to fail. The County recommends we explore replacing this vehicle with a gently used ¾ ton model and V plow in FY21-22.

Truck Cost	TBD
Est. reserve balance 6/30/20	<u>21,336</u>
Request FY20-21	\$ 6,000

Sheriff's Department

1. **Vehicle Reserve.** The Sheriff's Department generally replaces three vehicles annually on a rotating basis to maintain their fleet. It is the policy of the Department to replace equipment when its total cost (depreciation, operating, maintenance, and repair cost) averaged over its useful life, is at a minimum. Front-line cruisers typically have a useful life of approximately 125,000 to 150,000 miles and are typically replaced at that time. This year the department is requesting funds to replace three older units with SUV-AWD vehicles at a net cost after trade of \$105,500. This includes the cost of detailing the vehicles and mounting of equipment such as lights, sirens, radios, radars, and computer systems. The reserve has an estimated balance of \$5,959 as of June 30, 2020. **An appropriation of \$101,000 is requested.**

Police SUV-AWD (3 units)	\$ 88,000
Set up costs	<u>26,500</u>
Total	114,500
Less trade	<u>- 9,000</u>
Net cost	105,500
Est. reserve balance 6/30/19	<u>- 5,949</u>
Net unmet need	\$ 99,551
Request FY20-21	\$ 101,000

2. **Computer Reserve.** The Sheriff's Department obtained 16 rugged laptop computers, docking stations, and related equipment through a grant program in 2018 at a cost of \$51,861. These computers have an estimated useful life of approximately five years. The Department is **requesting \$10,000** in the FY20-21 capital budget toward the future replacement of these laptops.

Laptop computers (15 units)	\$37,500
Docking stations	12,000
Misc equipment	<u>500</u>
Total cost	50,000
Est. reserve balance 6/30/19	<u>- 20,000</u>
Net unmet need	\$30,000
Request FY20-21	\$10,000

CIP 2020-2021 through 2025-2026

CAPITAL IMPROVEMENT RESERVE FIVE YEAR PROJECTION

		Anticipated Future Needs and Cost	Estimated carry over from FY 2019-20	2020-2021			2021-2022			2022-2023			2023-2024			2024-2025			2025-2026				
				Recommended Appropriation as of July 1, 2020	Available Balance as of July 1, 2020	Expenditure	EOY Balance	Appropriation	Expenditure	EOY Balance	Appropriation	Expenditure	EOY Balance	Appropriation	Expenditure	EOY Balance	Appropriation	Expenditure	EOY Balance	Appropriation	Expenditure	EOY Balance	
BUILDINGS	59402	Roof Replacement	G&E Roofing re-evaluated the roof's condition 2 years ago and identified two areas needing significant repairs. In addition, the steeple needs extensive rehabilitation. (Includes transfers from FY 19-20 contingency and ADA project.)	165,500	25,000	190,500	(190,500)	0	10,000	0	10,000	10,000	0	20,000	10,000	0	30,000	10,000	0	40,000	10,000	0	50,000
	59405	HVAC	One heat pump still need replacing (\$7,100) as well as the large attic courtroom unit; however as that unit is so infrequently used and is in good condition (and costs approximately \$15,500) it was not factored in until all of the other units are replaced.	70	7,030	7,100	(7,100)	0	5,000	0	5,000	5,000	0	10,000	5,500	(15,500)	0	0	0	0	0	0	0
	59407	Fire Alarm Replacement Project	Cost to complete system upgrades.	10,000	2,618	12,618	(12,618)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		Generator Replacement Courthouse	The County needs to replace the Courthouse generator as it is aging and not powerful enough to run the entire building during outages.	0	15,000	15,000	(15,000)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		Generator Replacement Admin.	The current unit is quite old (recycled from a tower site) and will need to be replaced in 1-2 years	0	3,500	3,500	0	3,500	3,500	(7,000)	0	0	0	0	0	0	0	0	0	0	0	0	0
	59415	Elevator Upgrade	The County has been advised that the analog control panel for the elevator is obsolete and in the near future the technicians will not be able to remedy problems. Funds are now being aside to fund a \$63,900 modern controller upgrade in 22-23.	43,000	7,000	50,000	0	50,000	7,000	0	57,000	6,900	(63,900)	0	0	0	0	0	0	0	0	0	0
	59418	Cooling Tower	The cooling tower is nearing the end of its useful life and is need of replacement within the next five years. HVAC Services estimates the replacement cost to be \$70,000.	0	14,000	14,000	0	14,000	14,000	0	28,000	14,000	0	42,000	14,000	0	56,000	14,000	(70,000)	0	0	0	0
	59417	Parking Lot Maintenance	Sealing, striping, other repairs	0	8,300	8,300	(8,300)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	59416	Soffit/Trim Replacement	Soffit/Trim Repair at Courthouse. The extent of the repairs cannot be determined until scaffolding is in place; however, several areas have been identified during a preliminary inspection as needing replacement.	5,000	0	5,000	(5,000)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	59401	Building Maintenance	Building Maintenance Reserve (Roof, generator, building safety, ADA, codes, etc.)	4,071	0	4,071	0	4,071	1,000	0	5,071	0	0	5,071	0	0	5,071	0	0	5,071	0	0	5,071
	59410	ADA Compliance	This project was completed in FY 19-20 and remaining balance transferred to Roof Repair.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		Brick Restoration Project	Pointing up of bricks on Courthouse.	0	0	0	0	0	60,000	0	60,000	60,000	0	120,000	60,000	0	180,000	60,000	(240,000)	0	0	0	0
	59413	Exterior Wall Sealant	It is recommended that both the original courthouse and the 1986 addition be resealed every 10-12 years. The total cost is estimated at 75,000.	45,000	10,000	55,000	0	55,000	10,000	0	65,000	10,000	(75,000)	0	0	0	0	0	0	0	0	0	0
COMMUNICATIONS	59428	Console Upgrade Project	The average life span of this equipment is 10 to 12 years and it is estimated that it will need to be replaced in the early 2020s. The projected cost is 128,333.	71,988	16,000	87,988	0	87,988	20,000	0	107,988	20,345	(128,333)	0	0	0	0	0	0	0	0	0	
	59435	Communications GeoBase Server	This will need to be replaced in approximately five years. It is the foundation of all Spillman modules.	6,000	0	6,000	0	6,000	0	0	6,000	0	(6,000)	0	0	0	0	0	0	0	0	0	
	59431	Communications Spillman Software	Software purchased in 2010-2011. Additional and/or upgraded modules include but are not limited to Medical Interface; Mobile Interview; ERS Fire Interface.	5,515	2,000	7,515	0	7,515	2,000	0	9,515	2,000	0	11,515	2,000	0	13,515	2,000	0	15,515	0	0	15,515
	59467	Communications Spillman Server	The average lifespan is 5 to 7 years and it is anticipated that this will need to be replaced in FY 21-22 at the cost of approximately \$20,000.	4,962	4,000	8,962	0	8,962	5,000	0	13,962	5,000	0	18,962	5,000	0	23,962	6,038	(30,000)	0	0	0	0
	59432	Next Generation Recording Platform	Records all 911, business, and radio frequencies in the Communications Center. Current system was installed in 2015 with an expected lifespan of 8-10 years; however upgrading sooner would greatly improve efficiency.	8,000	8,000	16,000	0	16,000	8,000	8,000	32,000	8,000	(40,000)	0	0	0	0	0	0	0	0	0	0
	59424	Radio System Upgrade	The County has been notified that the existing county-wide system will be obsolete in 3 years. The estimated replacement cost is \$286,628.	74,200	64,000	138,200	0	138,200	74,000	0	212,200	74,428	(286,628)	0	0	0	0	0	0	0	0	0	0
SUB-TOTALS			443,306	186,448	629,754	(238,518)	391,236	219,500	(11,962)	598,774	215,673	(599,861)	214,586	17,500	(15,500)	216,586	92,038	(340,000)	-31,376	10,000	0	70,586	

CAPITAL EQUIPMENT RESERVE HISTORY

CAPITAL EQUIPMENT RESERVE FIVE YEAR PROJECTION

			CAPITAL EQUIPMENT RESERVE FIVE YEAR PROJECTION																			
			2020-2021				2021-2022			2022-2023			2023-2024			2024-2025			2025-2026			
Anticipated Future Need and Cost			Estimated carry over from FY 2019-20	Recommended Appropriation as of July 1, 2020	Available Balance as of July 1, 2020	Expenditure	EOY Balance	Appropriation	Expenditure	EOY Balance	Appropriation	Expenditure	EOY Balance	Appropriation	Expenditure	EOY Balance	Appropriation	Expenditure	EOY Balance	Appropriation	Expenditure	EOY Balance
EMA	59433	Tower Project (excludes grant reimbursement)	15,347	0	15,347	(15,347)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	59425	Microwave Equipment Replacement	13,111	5,639	18,750	(18,750)	0	9,000	0	9,000	9,750	(18,750)	0	0	0	0	0	0	0	0	0	0
OTHER EQUIP.	59450	Telephone System Upgrades	6,000	10,000	16,000	0	16,000	10,000	(26,000)	0	0	0	0	0	0	0	0	0	0	0	0	0
	59445	Sheriff Laptop "Toughbook" Computers	20,000	10,000	30,000	0	30,000	10,000	0	40,000	10,000	(50,000)	0	0	0	0	0	0	0	0	0	0
	59440	Copiers & Laser Printers	305	8,000	8,305	(8,305)	0	8,000	(8,000)	0	8,000	(8,000)	0	0	0	0	0	8,000	(8,000)	0	8,000	(8,000)
VEHICLES	59480	Maintenance Vehicle	21,336	6,000	27,336	0	27,336	7,000	(34,336)	0	0	0	0	0	0	0	0	0	0	0	0	0
	59480	EMA Vehicle	27,916	7,500	35,416	0	35,416	8,504	(43,920)	0	0	0	0	7,500	0	7,500	7,500	0	15,000	7,500	0	22,500
	59480	Sheriff's Vehicles	5,959	101,000	106,959	(105,500)	1,459	107,000	(107,500)	959	110,000	(108,000)	2,959	112,000	(110,000)	4,959	112,000	(112,000)	4,959	112,000	(112,000)	4,959
SUB-TOTALS			109,974	148,139	258,113	(147,902)	110,211	159,504	(219,756)	49,959	137,750	(184,750)	2,959	119,500	(110,000)	12,459	127,500	(120,000)	19,959	127,500	(120,000)	27,459
GRAND TOTALS			553,280	334,587	887,867	(386,420)	501,447	379,004	(231,718)	648,733	353,423	(784,611)	217,545	137,000	(125,500)	229,045	219,538	(460,000)	(11,417)	137,500	(120,000)	98,045

Debt Service

2020-2021 DEBT SERVICE - 801

	2017-2018		2018-2019		2019-2020			2020-2021							
	BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPT. REQUEST			COMMISSIONERS		BAC to Public Hearing		FINAL
	Budget	Actual	Budget	Actual	Budget	YTD Expend. As of 12/31/19	Antic. EOY Expend.	Original Request (Dept)	%	Change	Commissioners Budget to BAC	% Change	BAC Recommendation	% Change	Approved
TWO BRIDGES REGIONAL JAIL															
58013	Principal - Jail Bond	625,000	625,000	620,000	620,000	620,000	620,000	620,000		0.0%					
58053	Interest - Jail Bond	228,350	228,650	203,450	203,450	178,650	95,525	178,650	153,850	-13.9%					
	Jail Bond Admin Fee	375	0	375	0	375	0	375	375	0.0%					
	Subtotal	853,725	853,650	823,825	823,450	799,025	715,525	799,025	774,225	-3.1%					
COURTHOUSE STEEPLE															
58019	Principal	0	0	0	0	36,948	0	0	45,600	23.5%					
58054	Interest	0	0	0	0	7,144	0	0	7,200	0.8%					
	Subtotal	0	0	0	0	44,092	0	0	52,800	19.8%					
COURTHOUSE RESTORATION															
58012	Principal	50,725	50,725	53,160	53,160	55,711	0	55,711	58,386	4.8%					
58052	Interest	10,463	10,463	8,028	8,028	5,477	0	5,477	2,802	-48.7%					
	Subtotal	61,188	61,188	61,188	61,188	61,188	0	61,188	61,188	0.00%					
	TOTALS	914,913	914,838	885,013	884,638	904,305	715,525	860,213	888,213	-1.8%	888,213		888,213		888,213

DETAILS

The revenue bond was sold in June 2005 in the amount of \$24.6 million to build the regional jail. It was refunded (refinanced) in 2014, saving the County in excess of \$400,000. Sagadahoc County is obligated to pay 1/2 of the bond. The bond runs through 2026.

Extensive repairs are needed for the Courthouse steeple and roof. The Courthouse generator must also be replaced. (Estimated total cost is \$452,300. CF funds = \$165,500; funds included in this budget = \$40,000, leaving a shortfall of \$246,800.)The County will enter into a five year lease/purchase construction loan for up to \$250,000. **As only one payment is left on the Courthouse restoration loan, the County's debt service will return to below the FY2019-20 level next year.** (Note: Assignment of the payment between interest and principal is estimated.)

ORIGINAL COURTHOUSE: The County considers the Courthouse to be a priceless historical structure that should be properly maintained in perpetuity. However, except for the replacement of the granite steps, restoration of the Bell Tower and painting of the roof and window trim, the exterior of the Courthouse was neglected for many decades. As a consequence, large chunks of sandstone and brick often fall from the original portion of the building, further enabling water to penetrate cracks and freeze. **BORROWING:** The Commissioners secured a lease/purchase construction loan to supplement the \$267,874 already set aside in the capital reserve account for the exterior of the Courthouse. Gorham Bank has issue a loan of \$500,000 for 10 years at 4.8%. This is the final payment.