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COUNTY OF SAGADAHOC

COMMISSIONERS'
FY 2021-22 BUDGET

Adopted June 8, 2021

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. 2021-2

AT A REGULAR MEETING OF THE COUNTY OF SAGADAHOC BOARD OF COMMISSIONERS HELD ON TUESDAY, JUNE 8, 2021 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, 2021 AND ENDING JUNE 30, 2022.

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, 2021 to June 30, 2022, 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 2021-22, as attached, in the amount of \$10,706,293 with a total tax levy of \$9,117,617, 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 2021-22 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, 2021 shall be carried forward into FY 2021-22 and that the following transfers shall be made (and carried forward) from account balances as of 6/30/21:

- a.) Transport - \$36,556 from Corrections Surplus Reserve Fund to Transport Operations
- b.) Communications – \$6,000 from GeoBase Account to Spillman Server 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.) EMA Vehicle
- h.) Health Insurance
- i.) Generator Replacement – Courthouse
- j.) Generator Replacement – Admin Building
- k.) Roof Replacement/Maintenance
- l.) Copier Replacement
- m.) Spillman Server
- n.) Telephone System Upgrades
- o.) Sheriff In-Car Camera System

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, 2021, 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 2021-22.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Commissioners of the County of Sagadahoc, Maine, that any balance remaining in Account 201-59300 "Contingency", as of June 30, 2021, be carried forward into FY 2021-22.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Commissioners of the County of Sagadahoc, Maine, that the interest rate for the delinquent payment of taxes shall be set at 6%, which is the maximum rate set by the State of Maine for 2021.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Commissioners of the County of Sagadahoc, Maine, that \$618,620 be taken from the undesignated fund balance and used to offset the FY 2021-22 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, 2021.


This Resolution was unanimously adopted by the County of Sagadahoc Commissioners on June 8, 2021.



Charles E. Crosby III, Chair



Brian Hobart, Vice Chair



Carol A. Grose

Sagadahoc County
Annual Budget
Fiscal Year 2021-2022

Commissioners

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

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
David Paris, Judge of Probate
Carolyn Bird, Registrar of Probate
Mike Carter, Interim Communications Director
Sarah Bennett, Emergency Management Director
Natasha Irving, District Attorney

Overview

Overview

The following is the adopted budget for the County of Sagadahoc for the fiscal year beginning July 1, 2021 and ending June 30, 2022. 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 operating reserve, which would provide the County with sufficient operating funds for approximately 1.8 months. While not optimal (and 15.4% 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 \$183,853 (11.5%) in benefits; the addition of \$56,819 (10.0%) in administration, primarily to fund increases in IT staffing and contingency; the addition of \$70,548 (21.1%) for capital projects; and increases in wages for both union and non-union employees. Offsetting these increases somewhat are decreases in debt service (\$23,624, -2.7%) and corrections (\$18,645, -0.6%).

The combined budgets for FY 2021-22 equal \$10,706,293, which is an increase of \$342,818 (**3.3%**, as compared with 2.92% in FY 20-21) when compared to the current fiscal year's combined budgets of \$10,363,475. A further breakdown indicates the following:

	<u>Operating</u>	<u>Debt Service</u>	<u>Capital Reserve</u>	<u>Corrections</u>	<u>Combined</u>
2021-22	\$6,445,408	\$ 864,589	\$405,135	\$2,991,161	\$10,706,293
2020-21	<u>\$6,130,869</u>	<u>\$ 888,213</u>	<u>\$334,587</u>	<u>\$3,009,806</u>	<u>\$10,363,475</u>
	\$ 314,539	\$ (23,624)	\$ 70,548	\$ (18,645)	\$ 342,818

The amount to be raised through taxes has increased by \$125,920 (**1.4%**, as compared with 3.5% in 20-21), from \$8,991,697 in FY 2020-21 to \$9,117,617 in FY 2021-22. One reason that this percentage has gone down is an increase of \$237,043 (62.1%) in the amount of surplus available to offset the tax. The unassigned fund balance increased from 19.7% of the tax assessments in FY 2018-2019 to 21.08% in FY 2019-20, which is \$156,761 above the 20% allowed by state statute. These funds will be applied to the tax commitment in FY 2021-22. An additional \$461,559 is also available to offset the tax levy (up from \$381,577 in FY 20-21), as staffing changes, along with the Covid-19 pandemic that has taken place during most of the year, will result in a significant balance of appropriated funds that will not be expended prior to year-end. The amount of excess surplus, while not likely to be as substantial at the end of FY 21-22, will still likely be somewhat affected by the pandemic. Offsetting this increase somewhat is an anticipated decrease in budgeted revenues (civil and passport processing have both been affected by the pandemic). And, as always, the gap between budgeted and actual expenditures/revenues will continue to decrease due to the use of increasingly realistic revenue projections.

Undesignated Fund Balance 7/1/20	1,737,569	Total Proposed FY 2021-22 Budget	10,706,293
Projected Net Changes as of 6/30/21	<u>266,700</u>	Less Non-Tax Revenue	<u>1,588,676</u>
Projected Undesignated Fund Balance 6/30/21	2,004,269	TAXES TO BE RAISED	9,117,617
Proposed Operating/Debt/Jail Budget	10,282,732	FY 2020-21 Tax Levy	<u>8,991,697</u>
Recommended Fund Balance: 15% (1.8 mos)	1,542,410	Increase	125,920 1.4%
Amount Available to Offset Tax Levy	461,859		
2019-20 Reserve in Excess of 20%	<u>156,761</u>		
Total	618,620		
Projected Revenues			
State Corrections	277,500		
DA	15,000		
Administration	26,000		
Deeds	331,000		
Civil	5,000		
Probate	54,000		
MDEA	105,000		
Sheriff	20,000		
EMA	<u>100,000</u>		
TOTAL:	933,500		
Other Funding Sources (Corrections Reserve)	36,556		
TOTAL AVAILABLE TO OFFSET TAX LEVY	1,588,676		

2021-22 COMPARATIVE BUDGET SUMMARY

EXPENDITURES	2014-2015 Budget	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget	2021-2022 Budget	%
	Appropriation	Appropriation	Appropriation	Appropriation	Appropriation	Appropriation	Appropriation	Appropriation	Difference
General Government									
Administration	473,522	471,658	492,285	500,364	510,915	506,706	570,271	627,085	10.0%
Employee Benefits	1,272,690	1,349,142	1,366,694	1,421,400	1,470,877	1,530,374	1,594,325	1,778,178	11.5%
Unemployment Reserve	16,000	0	0	650	2,275	0	7,830	8,577	9.5%
Unfunded Liability Reserve	2,200	15,000	10,000	24,000	18,000	31,200	37,000	50,000	35.1%
Insurance	84,100	80,466	79,438	79,128	79,052	80,615	81,925	87,186	6.4%
County Buildings	170,009	172,689	178,272	178,592	181,982	183,985	184,628	204,085	10.5%
District Attorney (11-12 Combined)	188,246	188,913	217,864	229,518	240,642	247,678	255,090	262,448	2.9%
Register of Deeds	155,588	150,968	156,426	159,273	162,666	166,172	166,961	170,580	2.2%
Register of Probate	143,949	143,902	153,601	156,795	157,005	163,037	168,314	175,190	4.1%
	2,506,204	2,572,738	2,654,580	2,749,720	2,823,414	2,909,767	3,066,344	3,363,329	9.7%
Public Safety									
Sheriff's Department	1,420,911	1,444,811	1,447,444	1,481,925	1,550,102	1,595,978	1,643,247	1,692,772	3.0%
Transport	2,657,105	2,657,105	329,949	351,829	411,511	417,700	445,030	402,554	-9.5%
TBRJ			2,497,156	2,454,776	2,454,776	2,454,776	2,454,776	2,460,000	0.2%
Programs			130,000	125,000	110,000	110,000	110,000	128,607	16.9%
Civil Process	29,690	30,223	29,380	29,570	30,119	30,790	26,006	26,861	3.3%
Communications	921,461	961,034	994,269	1,029,323	1,022,834	1,096,642	1,119,005	1,058,561	-5.4%
Emergency Management Agency	159,876	163,861	168,323	164,531	169,634	179,365	183,193	209,604	14.4%
	5,189,043	5,257,034	5,596,521	5,636,954	5,748,976	5,885,251	5,981,257	5,978,959	0.0%
Debt Service									
Principal & Interest Payments	925,613	866,125	880,675	853,725	823,825	799,025	774,225	745,950	-3.7%
Payment on Lease Purchase - 2012	61,188	61,188	61,188	61,188	61,188	61,888	61,188	0	-100.0%
Payment on Lease Purchases- 2021						44,092	52,800	118,639	124.7%
	986,801	927,313	941,863	914,913	885,013	905,005	888,213	864,589	-2.7%
Program Grants	39,414	42,160	43,855	43,855	40,105	41,750	42,750	42,750	0.0%
Other Uses of Funds									
VOCA/Other Special Uses	8,616	9,374	11,329	11,262	12,291	24,354	50,324	51,531	2.4%
Capital Improvements	137,985	125,475	191,610	175,666	295,504	303,000	334,587	405,135	21.1%
Fuel Reserve	0	0	0	0	0	0	0	0	0.0%
Orthoimagry Reserve	0	0	0	2,456	5,301	0	0	0	0.0%
	146,601	134,849	202,939	189,384	313,096	327,354	384,911	456,666	18.6%
Overlay	0	0	0	0	0	0	0	0	0.0%
TOTAL EXPENDITURES	8,868,063	8,934,094	9,439,758	9,534,826	9,810,604	10,069,127	10,363,475	10,706,293	3.31%
REVENUES/TRANSFERS									
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
	Budgeted Revenues	Budgeted Revenues	Budgeted Revenues	Budgeted Revenues	Budgeted Revenues	Budgeted Revenues	Budgeted Revenues	Budgeted Revenues	
Estimated Revenue	462,884	468,300	477,492	487,500	500,400	525,200	547,500	551,000	0.6%
MDEA	0	0	80,500	80,500	99,250	105,000	105,000	105,000	0.0%
Surplus	341,320	268,503	399,237	275,154	537,418	430,711	381,577	618,620	62.1%
State Corrections	0	0	297,000	269,500	268,000	254,000	303,000	277,500	-8.4%
Other Governmental Funds	0	0	0	0	46,682	66,371	34,701	36,556	5.3%
TOTAL REVENUES	804,204	736,803	1,254,229	1,112,654	1,451,750	1,381,282	1,371,778	1,588,676	15.81%
TAX CALCULATION									
Total Expenditures	8,868,063	8,934,094	9,439,758	9,534,826	9,810,604	10,069,127	10,363,475	10,706,293	3.3%
Minus Revenues & Other Sources	804,204	736,803	1,254,229	1,112,654	1,451,750	1,381,282	1,371,778	1,588,676	15.8%
TAXES TO BE RAISED	8,063,859	8,197,291	8,185,529	8,422,172	8,358,854	8,687,845	8,991,697	9,117,617	1.40%

LD 1 CALCULATION HISTORY

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Budget Appropriation							
Plus Overlay							
Less Projected Revenues							
Less Surplus Used							
Total Assessment Raised By Taxes	8,197,291	8,185,539	8,442,172	8,358,854	8,687,845	8,991,697	9,117,617
Total Appropriation							
Less Corrections-Related							
Less Corrections-Related							
Total Non-corrections Related Appropriation							
Previous Years' LD 1 Limit	10,415,325	10,581,970	11,092,021	11,679,898	12,383,381	12,383,381	13,439,683
Property Growth Factor	0.0075	0.0215	0.0246	0.004	0.0096	0.0564	0.0123
Income Growth Factor	<u>0.0086</u>	<u>0.0267</u>	<u>0.0284</u>	<u>0.0261</u>	<u>0.0277</u>	<u>0.0289</u>	<u>0.033</u>
Total Growth Factor	0.0161	0.0482	0.0530	0.0265	0.0373	0.0853	0.0453
LD 1 Calculation							
Previous Year's LD 1 Limit	10,415,325	10,581,970	11,092,021	11,629,898	11,938,090	12,383,381	13,439,683
Times Total Growth Factor	x 1.0160	x 1.0482	x 1.0530	x 1.0265	1.0373	1.0853	1.0453
TOTAL LD 1 ASSESSMENT LIMIT	10,581,970	11,092,021	11,679,898	11,938,090	12,383,381	13,439,683	14,048,501
Amount the Sagadahoc County Jail Cap assessment can be increased in FY 2021-22 is approximately \$106,284							

Revenues

2021-2022 Revenue History and Projection

	2017-2018		2018-2019		2019-2020		2020-2021			2021-2022	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	12/31/2020	Estimated EOY	Projected	% Change
District Attorney	5,200	9,667	5,400	16,334	5,400	17,692	9,000	8,476	15,300	15,000	70.0%
Deeds	290,000	363,295	300,000	331,109	321,000	384,067	325,000	247,988	375,000	331,000	1.8%
Probate	60,000	72,812	70,000	82,142	70,000	67,586	68,000	22,918	47,000	54,000	-20.6%
EMA	105,300	121,753	93,500	97,731	93,800	102,715	95,000	0	100,000	100,000	5.3%
Civil	5,000	7,161	7,000	9,969	7,000	10,460	7,000	0	5,000	5,000	-28.6%
Sheriff/Home Release	5,000	1,410	4,500	4,977	5,000	15,835	15,000	9,160	18,000	20,000	33.3%
Interest Earned	15,000	30,177	18,000	45,004	21,000	43,196	25,000	14,450	25,000	25,000	0.0%
MDEA Reimburse.	80,500	105,503	99,250	99,367	105,000	113,277	105,000	0	105,000	105,000	0.0%
Court Fines/Fees	0	0	8,000	7,762	4,000	6,380	3,000	2,170	2,500	2,500	-16.7%
Corrections Reserve	0	0	46,682	46,682	66,371	66,371	34,701	34,701	34,701	36,556	5.4%
State Corrections	269,500	301,472	260,000	315,022	250,000	307,840	300,000	264,451	411,911	275,000	-8.3%
Misc.	2,000	3,908	2,000	5,280	2,000	287	3,500	209	500	1,000	-71.4%
	837,500	1,017,158	914,332	1,061,379	950,571	1,135,706	990,201	604,523	1,139,912	970,056	-2.0%

State corrections revenues and court fines are basically a pass through, now coming to the County rather than directly to TBRJ, and it is difficult to anticipate the amount until the end of the FY. **This year's State Corrections payment was augmented by a one-time \$147,460 supplemental payment; however, there is no assurance that such funds will be forthcoming in FY 2021-22.* A transfer of \$36,556 from the Corrections Reserve Fund will help cover the costs of the 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). Finally, COVID-19 has impacted the anticipated revenues in Civil and Probate (no passports have been processed since 3/20).

ESTIMATED END OF YEAR UNDESIGNATED FUND BALANCE AVAILABLE TO OFFSET TAXES FOR FY 2021-22

Calculations for June 30, 2020 UFB used to offset 2021-22 taxes			
6/30/2020 Undesignated Fund Balance	1,894,330		
7/1/2020 Amount over maximum to be applied to FY 2021-22	<u>-156,761</u>		
7/1/2020 Total surplus available after 2020-21 budget was approved		1,737,569	
Current budget's projected impact on UFB			
6/30/2021 Anticipated appropriated funds not expended	237,000		
6/30/2021 Anticipated revenues in excess of projected	29,700		
6/30/2021 Total funds to be returned to UFB		<u>266,700</u>	
Total projected UFB at the end of FY 2020-21			2,004,269
Maximum UFB reserve allowed on a \$9,117,618 tax levy (20%)			1,823,524
Mimimum amount that must be used to offset FY2021-22 taxes			180,745
Recommended 15% operating reserve			1,542,410
Total amount available to offset FY2021-22 tax levy			461,859

Municipality	2020 State Valuation	% of County Tax Levy	2020 -21 Municipality's County Tax Assessment		2021 State Valuation	% of County Tax Levy	2021-22 Municipality's County Tax Assessment
Arrowsic	92,400,000	1.87%	168,145		106,900,000	2.04%	185,999
Bath	1,041,250,000	21.07%	1,894,551		1,093,400,000	20.91%	1,906,494
Bowdoin	242,650,000	4.91%	441,492		260,450,000	4.98%	454,057
Bowdoinham	291,550,000	5.89%	529,611		332,950,000	6.36%	579,880
Georgetown	487,100,000	5.85%	885,682		500,850,000	9.57%	872,556
Phippsburg	676,500,000	13.68%	1,230,064		697,150,000	13.33%	1,215,378
Richmond	288,400,000	5.83%	524,216		307,900,000	5.89%	537,028
Topsham	1,005,550,000	20.34%	1,828,911		1,080,150,000	20.65%	1,882,788
West Bath	397,750,000	8.04%	722,932		412,600,000	7.86%	716,645
Woolwich	421,250,000	8.52%	766,093		439,750,000	8.41%	766,792
TOTAL	4,944,400,000	100.0%	8,991,697		5,232,100,000	100.00%	9,117,617

Based on a \$9,117,617 tax levy.

2021-2022

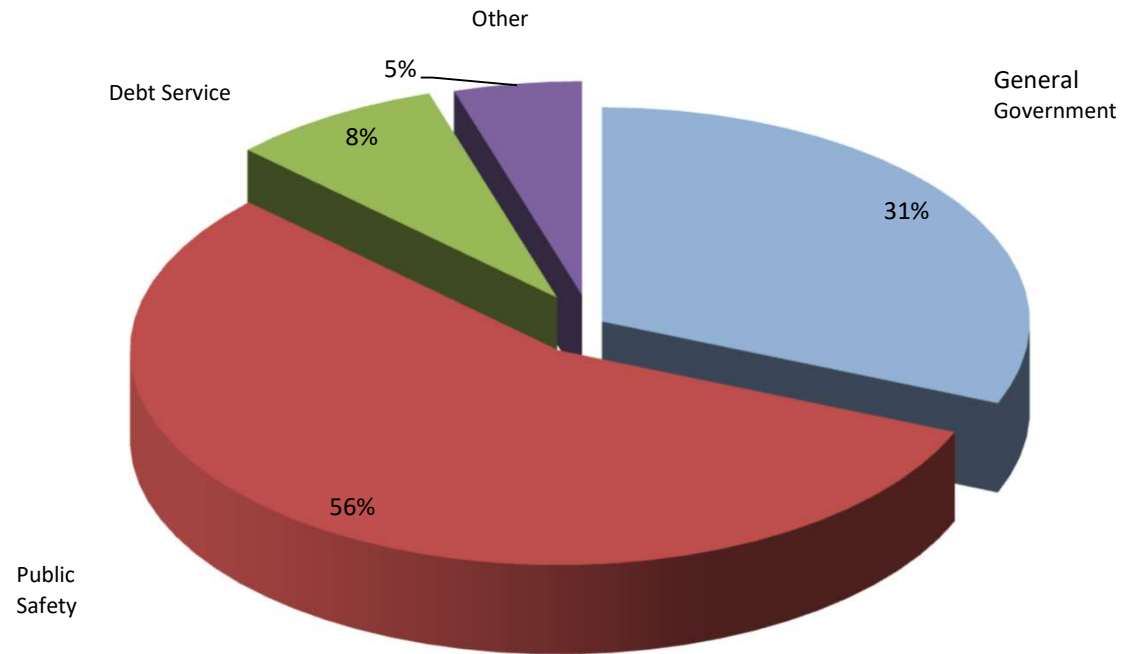
SAGADAHOC COUNTY'S SHORT TERM BORROWING LIMIT

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.

\$5,232,100,000 Valuation
X <u> .01</u>
\$ 52,321,000
<u>Divided by 5</u>
\$ 10,464,200 Short Term Borrowing Limit

Appropriations

FY 2021-2022 Appropriations



2021-2022 ADMINISTRATION - 201

		2018-2019		2019-2020		2020-2021			2021-2022						Final	DETAILS
		BUDGET HISTORY		BUDGET HISTORY		BUDGET HISTORY			DEPARTMENT		Commissioners to BAC		BAC to Public Hearing		Approved	
		Budget	Actual	Budget	Actual	Budget	YTD Expenditures as of 12/31/20	Anticipated EOY Expenditures	Request	% Change	Comm. Budget to BAC	% Change	BAC Recommendation	% Change		
51010	Department Head Wage	84,112	83,782	86,628	86,975	89,230	46,079	89,230	91,897	3.0%	91,897	3.0%	91,897	3.0%	91,897	3% wage increase; 52 weeks + 1 day
51030	Finance Manager	58,928	53,550	63,917	57,708	65,831	33,999	65,831	67,810	3.0%	67,810	3.0%	67,810	3.0%	67,810	3% wage increase; 52 weeks + 1 day
	HR Manager	0	0	0	0	0	0	0	64,248	100.0%	64,248	100.0%	64,248	0.0%	64,248	New position in FY22; 52 weeks + 1 day
51035	Assistant to Administrator	43,440	37,463	44,755	42,533	46,098	23,414	28,881	0	-100.0%	0	-100.0%	-	-100.0%	-	This position has been changed to part-time effective in FY22.
51040	Bookkeeper	44,282	44,117	45,615	45,804	46,991	24,274	46,991	48,411	3.0%	48,411	3.0%	48,411	3.0%	48,411	3% wage increase; 52 weeks + 1 day
51070	Commissioners	23,324	23,247	24,034	24,691	24,755	12,832	24,755	25,582	3.3%	25,582	3.3%	25,582	3.3%	25,582	3% wage increase; 52 weeks + 1 day
51070	Treasurer	5,538	5,509	5,701	5,876	5,872	3,034	5,872	6,049	3.0%	6,049	3.0%	6,049	3.0%	6,049	3% wage increase; 52 weeks + 1 day
51080	Salary Adjustments	0	0	0	0	0	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.
51300	Part-time HR Director	27,109	25,492	27,926	30,251	28,764	17,618	34,500	0	-100.0%	0	-100.0%	-	-100.0%	-	This position has been moved to Part-time/Temporary as a full-time HR manager is now budgeted.
	Part-time Assistant to Administrator	0	0	0	0	0	0	0	13,703	100.0%	13,703	100.0%	13,703	0.0%	13,703	New position in FY22 to replace full-time assistant; 15 hrs per week
	Part-time IT Technician	0	0	0	0	0	0	0	36,505	100.0%	36,505	100.0%	36,505	0.0%	36,505	New position in FY22; 20 hrs per week
	Part-time/Temporary	9,700	0	7,000	0	9,700	0	9,700	8,000	-17.5%	8,000	-17.5%	8,000	-17.5%	8,000	Project work related to HR; moved from Part-time HR Director; hours reduced based on scope of work + 3% rate increase
52100	Bd. of Assessment Review	300	0	300	0	300	0	0	300	0.0%	300	0.0%	300	0.0%	300	Administrative costs, training, advertising and supplies for the Sagadahoc County Board of Assessment Review.
52500	Wellness/Safety/ Ergonomics	2,400	-1,207	2,400	160	2,400	895	2,000	2,400	0.0%	2,400	0.0%	2,400	0.0%	2,400	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 accomodation equipment (ADA), Safety Program (repair deficiencies noted in inspections), Wellness Program/posters.
53010	Office Supplies	5,000	3,860	5,000	4,150	5,000	1,904	4,300	5,000	0.0%	5,000	0.0%	5,000	0.0%	5,000	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	0	550	0	550	0	550	550	0.0%	550	0.0%	550	0.0%	550	Annual Times Record (\$149); Human Resource and GFOA materials (\$400)
53060	Postage	1,200	864	1,200	931	1,200	489	1,000	1,200	0.0%	1,200	0.0%	1,200	0.0%	1,200	Postage for outgoing correspondence; supplies for the postal machine (postal machine rental pmts are in building budget).
53600	Minor Equipment	2,700	444	2,700	246	2,700	0	1,000	2,700	0.0%	2,700	0.0%	2,700	0.0%	2,700	\$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.	4,500	1,305	4,500	3,590	4,500	550	1,200	4,100	-8.9%	4,100	-8.9%	4,100	-8.9%	4,100	Safety Training \$70; MMA courses \$400; MCCA convention \$1500 (event will be virtual in FY22); GFOA convention and meetings \$1,280; MTCMA convention and meetings \$700; Treasurer's Assn. \$150
54020	Dues and Membership	11,500	10,694	11,700	10,942	12,100	181	11,000	12,000	-0.8%	12,000	-0.8%	12,000	-0.8%	12,000	MMA dues \$650; MCCA dues/convention support \$10,000; Maine Treasurers Assn \$100; MACCAM \$100; GFOA \$250; MEGFOA \$250; MTCMA \$175; HRASM \$75; MLGHRA \$100; Notary Renewals \$60. (Note: NACO dues moved to EMA department.)
54500	Legal Fees	18,000	18,744	18,000	16,569	18,000	987	16,000	18,000	0.0%	18,000	0.0%	18,000	0.0%	18,000	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	20,871	34,000	40,404	71,000	41,240	71,000	71,000	0.0%	71,000	0.0%	71,000	0.0%	71,000	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/ek 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 also used for website (\$1,800) Office365 (\$11,700-includes everyone but Communications), HR software (\$13,000) and TRIO maintenance costs (\$5,190, +5%); to contract for investigations, consulting, and HR issues/studies; website assistance; energy audits; student internships; and special projects.
54520	Auditing Services	15,500	9,750	15,800	15,800	16,250	13,000	16,250	17,750	9.2%	17,750	9.2%	17,750	9.2%	17,750	Annual auditing contract.
55120	Telephone	1,300	1,000	1,200	1,337	1,200	545	1,200	1,200	0.0%	1,200	0.0%	1,200	0.0%	1,200	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	5,215	4,412	4,450	7,300	4,450	4,947	7,300	7,300	64.0%	7,300	64.0%	7,300	64.0%	7,300	Copier and Printer Maintenance for all County copiers except the copier in Deeds (paid from Preservation Account) \$4,450; no onger charging to individual departments.
56100	Travel	1,900	926	1,900	1,007	1,900	155	500	1,900	0.0%	1,900	0.0%	1,900	0.0%	1,900	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	3,578	3,100	1,920	3,400	922	3,400	3,400	0.0%	3,400	0.0%	3,400	0.0%	3,400	Publication of public meeting notices/caucuses, sale of property and advertising to fill board and employee vacancies.
56210	Printing	200	118	180	0	180	0	180	180	0.0%	180	0.0%	180	0.0%	180	Printing of envelopes, business cards, checks, etc.
56300	Miscellaneous Expenses	1,000	762	1,000	727	1,000	205	750	1,000	0.0%	1,000	0.0%	1,000	0.0%	1,000	Flowers; food for meetings; plaques; etc. Items not considered to be office supplies.
57400	Computer Equipment	21,000	17,589	16,000	12,826	16,000	10,078	16,000	16,000	0.0%	16,000	0.0%	16,000	0.0%	16,000	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 2021-22 are as follows: SO - 3; HR - 1; Probate - 1; 2 replacement monitors; 1 server; DUO security license (\$1932).
59104	Economic/Community Dev	44,117	44,117	47,150	44,116	45,900	18,382	44,117	45,900	0.0%	45,900	0.0%	45,900	0.0%	45,900	Contract with the MidCoast Economic Development District to provide these services to all of the Towns in Sagadahoc County; 6.9% increase.
59300	Contingency	50,000	3,000	30,000	104	45,000	2,600	45,000	53,000	17.8%	53,000	17.8%	53,000	17.8%	53,000	Commissioners' discretionary funds for unanticipated expenses; 3.5% increase + benefits for Comms Union employees pending contract negotiation
59999	Bad Debt	0	0	0	23,782	0	0	0	0	0.0%	0	0.0%	-	0.0%	-	One-time write-off due to unpaid VOCA invoices by Lincoln County
TOTALS		510,915	413,787	506,706	479,750	570,271	258,330	548,507	627,085	10.0%	627,085	10.0%	627,085	10.0%	627,085	

EMPLOYEE BENEFITS

2020-2021 EMPLOYEE BENEFITS - 204

	2018-2019		2019-2020		2020-2021			2021-2022							DETAILS	
	BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT	COMMISSIONERS		BAC to Public Hearing		FINAL			
	Budget	Actual	Budget	Actual	Budget	YTD expended as of 12/31/20	Antic EOY Expend.	Request	% Change	Commr's Budget to BAC	% Change	BAC Recommendation	% Change	Approved		
52020	Workers Compensation	41,995	33,109	46,712	46,133	67,930	56,239	79,000	131,228	93.2%	131,228	93.2%	131,228	93.2%	131,228	Workers Comp is estimated by MMA on a calendar year basis. The modifier for FY 2020-2021 increased significantly from 1.13 to 1.76 (resulting in a 55.79% increase in costs) plus estimated salaries increases of 7.48% have resulted in an overall increase of approximately 70.57%. We continue to be active with safety initiatives, but some injuries just happen. We've had several high cost injuries and the years with few injuries have dropped off the calculation leaving us with a significant increase which, along with 2021 salary increases, will likely increase the premium again for the last six months of FY 2021-22.
52030	Short Term Disability (UNUM)	9,000	12,907	8,000	7,233	8,000	3,452	8,000	8,050	0.6%	8,050	0.6%	8,050	0.6%	8,050	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 2021-2022 is budgeted based on full staffing.
52040	MePers Life Insurance	25,437	25,777	26,593	25,982	28,047	13,490	27,000	26,750	-4.6%	26,750	-4.6%	26,750	-4.6%	26,750	The County pays the cost of premiums for each full time employee based on two times their prior year salary and dependent coverage (dependent is coverage up to \$5,000). The budgeted cost does not include Transport and VOCA.
52110	457s - Deferred Compensation	24,337	28,258	33,537	32,445	25,547	17,267	26,098	20,251	-20.7%	20,251	-20.7%	20,251	-20.7%	20,251	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 2021-22 budget is based on current participants at full match. Drop is due to 3 participants retired in December 2020.
52120	MePers MSR Retirement	296,338	267,866	267,122	269,148	298,951	155,408	305,937	370,747	24.0%	370,747	24.0%	370,747	24.0%	370,747	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 10.1% to 10.3%, while the contribution for law enforcement will go from 12.9% to 13.4%. The County's contribution for Communications is 11.3%.
52200	Meritain Health & Life	821,950	862,328	894,910	836,936	911,973	436,966	873,932	950,176	4.2%	950,176	4.2%	950,176	4.2%	950,176	In April 2015 the county switched to a self-funded health insurance plan. This is based on full staffing, excluding transport and VOCA. This amount also includes \$11,205 for life insurance.
52300	FICA	244,220	232,823	245,900	229,171	241,277	131,096	241,277	257,376	6.7%	257,376	6.7%	257,376	6.7%	257,376	This is based on .0765% of all wages budgeted subject to FICA (minus Transport and VOCA).
51570	Health Insurance Buy-Out	6,000	9,500	6,000	10,000	11,000	5,700	11,000	12,000	9.1%	12,000	9.1%	12,000	9.1%	12,000	FY 2021-2022 budget is based upon the current number of employees who have opted out.
52530	YMCA Passes	1,600	1,400	1,600	1,400	1,600	1,400	1,400	1,600	0.0%	1,600	0.0%	1,600	0.0%	1,600	Two passes plus ten one-time use passes. Based upon usage, two passes appear to be sufficient at the current time.
TOTALS		1,470,877	1,473,968	1,530,374	1,458,447	1,594,325	821,016	1,573,644	1,778,178	11.5%	1,778,178	11.5%	1,778,178	11.5%	1,778,178	

INSURANCE

2021-2022 INSURANCE - 206

		2018-2019			2019-2020			2020-2021				2021-2022							DETAILS	
		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 12/31/20	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	76,552	76,570	N/A	78,115	77,680	N/A	79,425	39,398	80,253	N/A	84,686	6.6%	N/A	84,686	6.6%	84,686	6.6%	84,686	
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	1,500	0.0%	1,500	0.0%	1,500	
Fund 20	Deductible Reserve	1,000	1,000	3,022	1,000	(2,000)	2,022	1,000	(2,000)	(2,000)	1,022	1,000	0.0%	*3,022	1,000	0.0%	1,000	0.0%	1,000	
TOTALS		79,052	79,006	3,022	80,615	77,116	2,022	81,925	38,834	79,689	1,022	87,186	6.4%	3,022	87,186	6.4%	87,186	6.4%	87,186	

Most recent annual premium for the Risk Pool (for calendar year 2020) = \$77,734. Increase in 2021 of 5.1% primarily due to a large increase in the Pool's stop/loss premium, as well as to updated County tower equipment values. The Risk Pool advises that all counties anticipate an increase of at least 5-7% effective 1 Jan 2022 (6 months at +6% has been used for budgeting purposes). Also includes \$525 for West Bath Tower.

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.

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. *The deductible reserve total for 21-22 includes \$1,000 in recovered funds that was deposited into this account.

History of Pool Expenses (By calendar year)	
2010	73,742
2011	75,099
2012	74,303
2013	74,100
2014	75,221
2015	76,263
2016	72,311
2017	74,914
2018	76,584
2019	76,600
2020	77,734
2021	81,810

2021-2022 BUILDINGS - 210

		2018-19		2019-20		2020-21			2021-2022							DETAILS	
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			Commr's Budget to BAC		BAC to Public Hearing			FINAL
		Budget	Actual	Budget	Actual	Budget	YTD Expend. As of 12/31/20	Antic. EOY Expend.	Dept. Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recommendation	% Change		Approved
51020	Supervisory	47,551	47,612	48,970	49,158	50,433	26,043	50,433	51,938	51,938	3.0%	51,938	3.0%	51,938	3.0%	51,938	3% increase; 52 weeks + 1 day
51030	Non-supervisory	0	0	0	0	0	0	0	30,722	30,722	100.0%	30,722	0.0%	30,722	0.0%	30,722	Exoanded position in FY22; 37.5 hrs; 52 weeks + 1 day
51300	PT Wages	6,716	5,256	9,050	5,557	11,650	6,505	13,742	0	0	-100.0%	0	-100.0%	-	-100.0%	-	Part-time position expanded to full-time.
51500	Overtime	2,500	2,028	2,500	1,820	2,500	426	2,500	2,500	2,500	0.0%	2,500	0.0%	2,500	0.0%	2,500	Plowing of two parking lots, shoveling, carpet and floor cleaning outside normal business hours, call out for mechanical issues and special projects.
53020	General Supplies	6,100	6,349	6,100	7,491	6,300	5,604	6,300	6,500	6,500	3.2%	6,500	3.2%	6,500	3.2%	6,500	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 and safety signs, etc.
53100	Sand and Salt	1,200	1,045	1,400	1,445	900	0	900	900	900	0.0%	900	0.0%	900	0.0%	900	Sand and salt for the parking lots at 33 Court and 752 High; usage based on 8-9 plowable storms. plus coverage of 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 of pprox 7 yds per year formerly for \$1,400 now will be approximately \$386. It is also closer and more accessible. \$500 is allowed for contractor coverage if needed.
53400	Heating Fuel (Propane)	14,100	13,212	14,100	15,348	12,300	2,558	12,300	12,300	12,300	0.0%	12,300	0.0%	12,300	0.0%	12,300	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. The County has locked into this price for the upcoming year,
53600	Minor Equipment	1,700	1,326	1,700	3,582	1,700	438	1,700	1,700	1,700	0.0%	1,700	0.0%	1,700	0.0%	1,700	Purchase or repair of electrical tools, portable steam cleaners, vaccuums, floor buffers, heat sensor guns, handcart, etc, motion sensors, digital thermometers, ceiling fans.
53700	Vehicle Consum. & Gas	1,600	495	1,000	400	900	80	900	1,000	1,000	11.1%	1,000	11.1%	1,000	11.1%	1,000	The facilities vehicle travels about 3,500 miles per year and gets approx. 8.5 miles per gallon. Calculation is based on an average per gallon purchase price of \$2.60 per gallon. The new truck gets lets miles per gallon than the old one. This vehicle is parked at the courthouse overnight and on weekends unless there is the threat of ice or snow. In addition to this line item, the Commissioners have placed funds in a reserve account for gasoline.
55010	Vehicles R&M	4,500	1,264	4,500	2,690	4,500	1,430	1,800	2,500	2,500	-44.4%	2,500	-44.4%	2,500	-44.4%	2,500	Regular maintenance and repairs on the facility vehicle and the attached plow and sander. This vehicle was purchased new in 2020, so repair costs should be minimal.
55100	Electricity	38,000	32,403	37,000	28,692	35,000	16,763	33,526	35,000	35,000	0.0%	35,000	0.0%	35,000	0.0%	35,000	We are in the second 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 was 283,679, which was down by 30,635 over the previous three year period.
55110	Water and Sewer	4,000	4,351	4,000	3,640	4,100	1,296	4,100	4,100	4,100	0.0%	4,100	0.0%	4,100	0.0%	4,100	The City is anticipating a 2% increase in sewer rates for FY 21-22. (Usage for the past year is lower than normal likely due the fact that less people have been in the building due to Covid-19. It should return to normal in the coming year.)
55120	Telephone	9,100	9,077	9,200	9,746	9,200	4,865	9,730	9,700	9,700	5.4%	9,700	5.4%	9,700	5.4%	9,700	Local and long distance, fax services. and back up internet in the event of an outage, The current monthly bill averages \$811 with a long distance allotment of 3,330 minutes. Taxes on the bill change quarterly. Overages are billed at .29 per minutes.
55200	Building Repair & Maintenance	15,000	14,387	14,000	11,494	14,000	7,609	14,000	14,000	14,000	0.0%	14,000	0.0%	14,000	0.0%	14,000	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, worn out carpeting, and other various maintenance needs throughout the Courthouse and 33 Court St.
55300	Rental-Land/Bldgs	2,100	2,088	2,100	0	2,100	0	2,100	2,600	2,600	23.8%	2,600	23.8%	2,600	23.8%	2,600	\$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, which will resume as of August 2021.
55340	Rental of Equip.	1,300	896	1,200	1,113	1,225	206	1,225	1,225	1,225	0.0%	1,225	0.0%	1,225	0.0%	1,225	Postage machine rental (\$824 annually); \$400 for rental of carpet cleaners and misc. equipment.

BUILDINGS

		2018-19		2019-20		2020-21			2021-2022							
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC		FINAL
		Budget	Actual	Budget	Actual	Budget	YTD Expend. As of 12/31/20	Antic. EOY Expend.	Dept. Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recommendation	% Change	Approved
55400	Equipment R&M (Contracted)	22,755	16,263	20,665	24,120	21,220	11,720	21,300	21,300	21,300	0.4%	21,300	0.4%	21,300	0.4%	21,300
55530	Waste Collection	2,600	2,693	2,700	3,103	2,800	1,281	2,800	2,900	2,900	3.6%	2,900	3.6%	2,900	3.6%	2,900
55500	Special Projects	3,800	3,000	3,800	1,081	3,800	2,568	3,800	3,200	3,200	%	3,200	-15.8%	3,200	-15.8%	3,200
	TOTALS	184,622	163,745	183,985	170,483	184,628	89,390	183,156	204,085	204,085	10.5%	204,085	10.5%	204,085	10.5%	204,085

DETAILS		
<u>VENDOR</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
New England Communications	Support and training for phone system	3,500
Cunningham Security	Fire, cameras, and security alarm support	3,500
Pine State Elevator	Monthly check of elevator system and annual maintenance	3,150
National Elevator	Annual elevator inspection	200
State of Maine	Annual elevator license	100
Cummings Northeast	Annual maintenance and certification of generator	1,100
HVAC	System support and quarterly maintenance, including filters	1,800
Bardon's Water Service	Monitoring of chemicals in HVAC loop	3,100
Backflow Prevention	Required by Sewer District annually	75
G&E Roofing	Annual maintenance agreement for 752 High St	3,400
Orkin	Annual insect treatment contract (first year)	460
Brunswick Home and Garden	Admin Generator Service agreement	165
Taco Simplex-Grinnel	Annual fire extinguisher inspection and maintenance	750
TOTAL		21,300
Includes \$2,400 for the Pinetree contract, plus landfill license and special disposal fees (shredding, etc.).		
Special projects such as tree trimming, parking lot repairs, etc.		

2021-2022 DISTRICT ATTORNEY/SUPERIOR COURT - 220

		2018-19		2019-20		2020-21			2021-2022							DETAILS	
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC to Public Hearing			FINAL
		Budget	Actual	Budget	Actual	Budget	YTD Expend. as of 12/31/20	Antic. EOY Expend.	Dept. Request	Admin. Recom'd	% Change	Comm's Budget to BAC	% Change	BAC Recommendation	% Change		Approved
51020	Supervisory Wages	44,174	44,013	45,508	45,678	46,873	24,199	46,873	49,216	49,216	5.0%	49,216	5.0%	49,216	5.0%	49,216	5% wage increase to reflect new job title/responsibilities; 52 weeks + 1 day
51030	Non-Supervisory Wages	41,895	41,725	43,142	43,309	44,436	22,948	44,436	45,766	45,766	3.0%	45,766	3.0%	45,766	3.0%	45,766	3% wage increase; 52 weeks + 1 day
51040	Clerical Wages	35,615	35,485	36,690	36,832	37,791	19,518	37,791	38,927	38,927	3.0%	38,927	3.0%	38,927	3.0%	38,927	3% wage increase; 52 weeks + 1 day
51100	DV Investigator	54,884	54,683	56,540	56,767	58,239	30,075	58,238	59,981	59,981	3.0%	59,981	3.0%	59,981	3.0%	59,981	3% wage increase; 52 weeks + 1 day
51300	Part-Time Clerk	19,594	19,447	20,098	20,100	20,701	11,409	20,701	21,308	21,308	2.9%	21,308	2.9%	21,308	2.9%	21,308	3% wage increase; 52 weeks + 1 day
53010	Office Supplies	4,200	4,143	4,700	3,305	4,700	828	4,100	4,700	4,700	0.0%	4,700	0.0%	4,700	0.0%	4,700	Includes regular office supplies, and copier/printer supplies, there has also been an increase in toner usage. Aprox \$2200 a year is spent on BEU contract, due to more printing, which is expected to continue to increase.
53050	Books & Periodicals	2,850	2,387	2,850	2,736	2,850	939	2,500	2,850	2,850	0.0%	2,850	0.0%	2,850	0.0%	2,850	On-line research (\$2,100). Printed material includes Feridic, Court Rules and Maine Reportedd (\$600). \$150 is budgeted in case an extra book is needed.
53060	Postage	2,800	1,238	2,400	1,138	2,000	637	1,200	1,500	1,500	-25.0%	1,500	-25.0%	1,500	-25.0%	1,500	Discovery is being transitioned to a digital platform, and being provided electronically. Fewer items are being sent via USPS. It is anticipated this budget line will continue to shrink. Some things still need to be handled via USPS such as law briefs, and discovery for defendants without internet access.
53600	Minor Equipment	800	664	800	233	800	265	300	800	800	0.0%	800	0.0%	800	0.0%	800	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.
53700	Vehicles Gasoline	1,000	894	1,000	720	1,000	135	500	1,000	1,000	0.0%	1,000	0.0%	1,000	0.0%	1,000	Gasoline for Domestic Violence Investigator.
54010	Training	2,500	1,486	2,600	2,684	3,400	0	145	3,400	3,400	0.0%	3,400	0.0%	3,400	0.0%	3,400	Most expenses are related to the annual Prosecutors Conference, registration for 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,
54020	Dues & Membership	900	813	900	626	900	813	813	900	900	0.0%	900	0.0%	900	0.0%	900	Annual Bar Registration fees for attorneys, plus dues for Maine Prosecutors' Association and National District Attorneys' Association.
54110	Juror Refreshments	150	97	150	57	150	69	110	150	150	0.0%	150	0.0%	150	0.0%	150	Grand Jury refreshments.
54510	Professional Service	14,850	14,343	14,850	12,087	14,850	5,610	12,500	14,850	14,850	0.0%	14,850	0.0%	14,850	0.0%	14,850	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).
55010	Vehicles Repairs & Maint	1,000	831	1,000	1,403	1,000	600	650	1,000	1,000	0.0%	1,000	0.0%	1,000	0.0%	1,000	Includes regular maintenance for vehicle used by Domestic Violence Investigator, including oil changes, tire replacement and minor repairs.
55120	Telephone	1,800	1,520	1,500	1,578	1,500	525	1,350	1,500	1,500	0.0%	1,500	0.0%	1,500	0.0%	1,500	Includes reimbursement to Knox County for District Attorney cell phone as well as Domestic Violence Investigator and Asst. DA stipends of \$30 each per month for use of personal cell phone for business.
55130	Fax/Mode./Internet	1,800	1,826	1,800	1,618	1,800	902	1,900	2,500	2,500	38.9%	2,500	38.9%	2,500	38.9%	2,500	Includes email (\$360/annually), annual cost of two Messenger licenses (\$360), monthly fees for the West Bath internet (\$65/month), and (NEW) a monthly fee for 8 user licenses for "Slack" software (\$65/month) This new software allows us to keep in touch for court in a private chatroom, and more easily function in a virtual world. A buffer is left in case there are cost increases on 1/1/22.
55400	Equip Repair/Maintenance	6,300	6,033	7,800	1,057	7,800	555	1,200	7,800	7,800	0.0%	7,800	0.0%	7,800	0.0%	7,800	Annual maintenance contract for New Dawn Prosecution software has been cancelled, and a new contract with Tyler Technologies will be signed. No contract was paid during the last fiscal year due to the technology transition. We anticipate a new contract beginning later this year for approximately the same cost (negotiations are ongoing). This budget line also covers a share of centralized servers at MeDATS .
56010	Judicial Liability Insurance	250	246	250	476	500	236	236	500	500	0.0%	500	0.0%	500	0.0%	500	Liability coverage for State employees (fees have leveled out, but keeping this budget line as is will allow us a small buffer should an incident increase our premiums.
56100	Travel	1,400	1,287	1,400	895	2,100	220	600	2,100	2,100	0.0%	2,100	0.0%	2,100	0.0%	2,100	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
56200	Advertising	200	0	200	0	500	0	0	200	200	-60.0%	200	-60.0%	200	-60.0%	200	For vacancy when employee resigns.
54512	Superior Court Witness Fees	1,500	2,017	1,500	0	1,500	0	0	1,500	1,500	0.0%	1,500	0.0%	1,500	0.0%	1,500	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.
54511	District Court Witness Fees	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%	-	0.0%	-	District Court witness fees. Reduced based on experience with Unified Criminal Docket.
TOTALS		240,462	235,178	247,678	233,300	255,390	120,483	236,143	262,448	262,448	2.8%	262,448	2.8%	262,448	2.8%	262,448	

2021-2022 DEEDS - 230

		2018-19		2019-20		2020-21			2021-2022							DETAILS							
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC TO Public Hearing			FINAL						
		Budget	Actual	Budget	Actual	Budget	YTD Expend. as of 12/31/20	Antic. EOY Expend.	Dept. Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recommendation	% Change		Approved						
51020	Non-Supervisory	37,119	36,273	38,232	37,650	39,379	20,341	39,379	40,566	40,566	3.0%	40,566	3.0%	40,566	3.0%	40,566	3% wage increase; 52 weeks + 1 day						
51030	Clerk	31,998	30,118	32,965	30,035	31,151	15,853	31,151	32,078	32,078	3.0%	32,078	3.0%	32,078	3.0%	32,078	3% wage increase; 52 weeks + 1 day (new employee)						
51070	Elected Official	47,099	46,925	48,525	48,718	49,981	25,816	49,981	51,486	51,486	3.0%	51,486	3.0%	51,486	3.0%	51,486	3% wage increase; 52 weeks + 1 day						
53010	Office Supplies	2,000	580	2,000	391	2,000	153	500	2,000	2,000	0.0%	2,000	0.0%	2,000	0.0%	2,000	Office supplies including paper, general supplies and forms.						
53060	Postage - Office	1,000	497	1,000	264	1,000	145	500	1,000	1,000	0.0%	1,000	0.0%	1,000	0.0%	1,000	General office and document mailings.						
53600	Minor Equipment	300	55	300	0	300	0	0	300	300	0.0%	300	0.0%	300	0.0%	300	Miscellaneous small equipment.						
55400	Equip R& M Maint. Contracts	39,000	34,239	39,000	35,265	39,000	16,979	39,000	39,000	39,000	0.0%	39,000	0.0%	39,000	0.0%	39,000	<table style="margin-left: 20px; border: none;"> <tr> <td>Fidlar</td> <td style="text-align: right;">32,000</td> </tr> <tr> <td>Iron Mountain (repository/imaging)</td> <td style="text-align: right;">7,000</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$ 39,000</td> </tr> </table>	Fidlar	32,000	Iron Mountain (repository/imaging)	7,000	Total	\$ 39,000
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%	1,000	0.0%	1,000	0.0%	1,000	These funds are budgeted to cover non-contracted repairs and maintenance.						
54010	Training	1,000	472	1,000	379	1,000	60	120	1,000	1,000	0.0%	1,000	0.0%	1,000	0.0%	1,000	County Commissioners Conference; Fidlar Conference; training for staff.						
54020	Dues & Membership	150	150	150	150	150	0	150	150	150	0.0%	150	0.0%	150	0.0%	150	Maine Registrars of Deeds Association (MRODA) dues.						
56100	Travel	500	87	500	45	500	0	100	500	500	0.0%	500	0.0%	500	0.0%	500	Mileage reimbursement for employee travel to meetings or the MCCA conference.						
56210	General Supplies & Printing	1,500	497	1,500	0	1,500	0	800	1,500	1,500	0.0%	1,500	0.0%	1,500	0.0%	1,500	Printing and making books of indexes; toners for stamp printing machines.						
TOTALS		162,666	149,893	166,172	152,896	166,961	79,346	161,681	170,580	170,580	2.2%	170,580	2.2%	170,580	2.2%	170,580							

2021-2022 PROBATE COURT- 235

		2018-19		2019-20		2020-21			2021-2022								DETAILS
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC to Public Hearing		FINAL	
		Budget	Actual	Budget	Actual	Budget	YTD Expend. 12/31/20	Antic. EOY	Dept. Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recommendation	% Change	Approved	
51030	Non-Supervisory Wages	38,530	38,376	39,679	39,836	40,869	21,109	40,869	42,099	42,099	3.0%	42,099	3.0%	42,099	3.0%	42,099	3% wage increase; 52 weeks + 1 day
51070	Elected Official - Register	43,765	72,966	45,059	75,776	46,411	40,133	46,411	47,809	47,809	3.0%	47,809	3.0%	47,809	3.0%	47,809	3% wage increase; 52 weeks + 1 day
51070	Elected Official - Judge	29,506		30,381		31,292		31,292	32,231	32,231	3.0%	32,231	3.0%	32,231	3.0%	32,231	3% wage increase; 52 weeks + 1 day
51300	Part-time Wages	12,904	12,573	13,291	12,818	13,690	6,702	13,690	14,101	14,101	3.0%	14,101	3.0%	14,101	3.0%	14,101	3% wage increase; 52 weeks + 1 day
53010	Office Supplies	2,150	2,211	2,200	2,004	2,400	788	2,400	2,400	2,400	0.0%	2,400	0.0%	2,400	0.0%	2,400	No increase in costs are anticipated.
53050	Books & Periodicals	975	651	700	622	700	0	700	1,060	1,060	51.4%	1,060	51.4%	1,060	51.4%	1,060	This fund covers the cost of two Maine Estate and Probate Law books issued each year after the Legislature adjourns (\$560); the Maine Court Rules (also an annual publication) (\$67). In 2020, the Court purchased a Practical Guide to Probate in Maine (\$204); updates will cost \$95 per year. Judge Paris would like to purchase "pocket parts" to two volumes of the Maine Revise Statutes Annotated at a cost of \$200 per year. 15% has been added to cover an anticipated increase in costs in 2022.
53060	Postage	2,750	2,347	3,000	1,550	4,200	833	1,600	4,200	4,200	0.0%	4,200	0.0%	4,200	0.0%	4,200	Mailing expenses for Probate Court matters and passport applications. As of 1/2020, US passport applications must be mailed using priority mail service, increasing costs by 30-40%. Postal rates have increased as of 1/2021.
54010	Training	4,000	4,066	4,000	3,144	4,000	0	600	4,000	4,000	0.0%	4,000	0.0%	4,000	0.0%	4,000	This fund covers costs associated with attendance at the following: MCCA Convention (for both Deputy and Register yearly); and, two out-of-state NCPJ Conventions (for Judge Paris). This fund also pays for some probate related CLE classes for the Register, who is an attorney.
54020	Dues & Membership	375	375	375	400	400	275	400	400	400	0.0%	400	0.0%	400	0.0%	400	Yearly dues for the Judge and Register, Maine Probate Judges Assembly (\$275), and Maine Association of Registers of Probate (\$125).
54530	Document Management	2,240	2,240	2,352	2,240	2,352	0	2,240	2,352	2,352	0.0%	2,352	0.0%	2,352	0.0%	2,352	This is the yearly cost of the ICON system of probate docketing and includes support and web-hosting services. 5% has been added to cover an anticipated increase of 10% in January, 2022.
54510	Professional Service	8,000	3,282	10,000	12,754	10,000	768	5,000	12,000	12,000	20.0%	12,000	20.0%	12,000	20.0%	12,000	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's 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 the probate code effective 9/1/19, more of these mandated services will be needed.
55400	Equipment Repair & Maintenance	300	132	300	132	300	179	179	300	300	0.0%	300	0.0%	300	0.0%	300	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.
56020	Judicial Liability Coverage	150	138	150	138	150	138	138	138	138	-8.0%	138	-8.0%	138	-8.0%	138	This fund pays for liability insurance for the Judge at a cost of \$138/year. This insurance is purchased through the Maine Administrative Office of the Courts, a State agency. A premium increase is not anticipated.
56100	Travel	550	476	550	331	550	35	200	550	550	0.0%	550	0.0%	550	0.0%	550	This fund pays for mileage, tolls, parking and meals for Judge Paris 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 the 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.
56200	Advertising	10,810	12,388	11,000	10,155	11,000	4,886	11,000	11,550	11,550	5.0%	11,550	5.0%	11,550	5.0%	11,550	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 raised rates since then. 5% has been added to cover an anticipated increase of 10% in 2022.
TOTALS		157,005	152,222	163,037	161,900	168,314	75,846	156,719	175,190	175,190	4.1%	175,190	4.1%	175,190	4.1%	175,190	

2021-2022 CIVIL - 415

		2018-19		2019-20		2020-21			2021-2022							DETAILS	
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPT. REQUEST			COMMISSIONERS		BAC to Public Hearing			FINAL
		Budget	Actual	Budget	Actual	Budget	YTD Expend. As of 12/31/20	Projected End of Year	Dept. Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recom- mendation	% Change		Approved
51020	Supervisory Wages	23,969	13,496	24,690	13,392	19,356	10,144	19,356	19,936	19,936	3.0%	19,936	3.0%	19,936	3.0%	19,936	20 hr/wk clerk for processing paperwork and answering calls / walk-ins. 52 weeks + 1 day
51300	Part-time Wages	3,500	4,395	3,600	5,616	4,200	2,533	4,800	4,500	4,500	7.1%	4,500	7.1%	4,500	7.1%	4,500	One of the part time Civil Deputies steps in to manage the civil department when the clerk is absent.
53010	Office Supplies	225	378	225	638	250	174	381	250	250	0.0%	250	0.0%	250	0.0%	250	General supplies - stationary, envelopes, toner, staples, clips, etc.
53060	Postage	50	960	50	625	50	314	335	50	50	0.0%	50	0.0%	50	0.0%	50	Non-reimbursed postage only.
53600	Minor Equipment	100	313	100	0	100	0	0	100	100	0.0%	100	0.0%	100	0.0%	100	This line is used to replace or repair office equipment such as printer or computer components not covered by BEU or other administrative lines.
53800	Clothing/Safety	300	0	300	165	300	0	175	200	200	-33.3%	200	-33.3%	200	-33.3%	200	Polo shirts, outerwear, etc. for three part-time deputies.
55120	Telephone	750	506	600	807	525	281	595	600	600	14.3%	600	14.3%	600	14.3%	600	Cells phones for two Civil Deputies.
55340	Equipment	100	0	100	0	100	0	50	100	100	0.0%	100	0.0%	100	0.0%	100	Formerly used for pagers, now used for non-office equipment such as radios, flashlights, etc.
56100	Travel	50	0	50	0	50	0	0	50	50	0.0%	50	0.0%	50	0.0%	50	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.
56210	Printing	75	0	75	85	75	36	70	75	75	0.0%	75	0.0%	75	0.0%	75	Printing expense for service invoicing forms, copy paper, envelopes, etc.
59015	Allowance for Uncollectables	1,000	0	1,000	0	1,000	0	0	1,000	1,000	0.0%	1,000	0.0%	1,000	0.0%	1,000	Based upon current eligible debts.
TOTALS		30,119	20,048	30,790	21,328	26,006	13,481	25,762	26,861	26,861	3.3%	26,861	3.3%	26,861	3.3%	26,861	

The total request for general funds for the Civil Office is \$26,865 and the total amount of civil processing pass through funds is expected to be approximately \$60,000, making the total budget for Civil \$86,865. The Civil Dept. historically serves an average of 1,200* 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. **Civil Process was down substantially in 2020 due to COVID-19 Approximately 711 services (-38%)*

2021-2022 SHERIFF'S OFFICE - 401

	2018-19		2019-20		2020-21			2021-2022							DETAILS		
	BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC to Public Hearing			FINAL	
	Budget	Actual	Budget	Actual	Budget	YTD Expend. as of 12/31/20	Projected End of Year	Dept. Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recommendation	% Change		Approved	
51010	Chief Deputy	67,032	66,936	69,182	69,278	71,223	36,783	70,894	77,853	77,853	9.3%	77,853	9.3%	77,853	9.3%	77,853	3% increase; 52 wks + 1 day (+adjustment for Health Insurance payment)
51020	Supervisory Wages	33,491	33,447	34,569	34,622	35,590	18,389	35,434	29,892	29,892	-16.0%	29,892	-16.0%	29,892	-16.0%	29,892	5% increase; 52 wks + 1 day Split (40/60) betwn Fund 401 & 305, Transport
51030	Administrative Clerk	36,658	36,613	37,749	37,792	38,879	20,079	38,699	40,027	40,027	3.0%	40,027	3.0%	40,027	3.0%	40,027	3% increase; 35 hour per week employee; 52 wks + 1 day
51040	Data Entry/Records Clerk	33,948	33,911	34,964	35,012	36,011	18,598	35,845	37,450	37,450	4.0%	37,450	4.0%	37,450	4.0%	37,450	4% increase; 35 hour per week employee; 52 wks + 1 day
51070	Sheriff	78,733	78,659	81,101	81,198	83,541	43,145	83,155	86,047	86,047	3.0%	86,047	3.0%	86,047	3.0%	86,047	3% increase; 52 wks + 1 day
51100	Investigator Wages	189,250	184,120	193,952	190,098	200,473	86,289	162,093	207,422	207,422	3.5%	207,422	3.5%	207,422	3.5%	207,422	1 Det Sgt, 2 FT Detectives (includes MDEA Contract wages); 3% COLA, longevity, 52 wks + 1 day
51105	Patrol Supervisors	248,125	246,308	256,234	256,195	263,465	130,584	250,288	270,801	270,801	2.8%	270,801	2.8%	270,801	2.8%	270,801	2 Patrol Sgts, 2 Patrol Corporals; 3% COLA, longevity, 52 wks + 1 day
51109	K-9	-	127	0	3,454	3,885	1,962	3,893	4,110	4,110	5.8%	4,110	5.8%	4,110	5.8%	4,110	K-9 Stipend
51110	Patrol Deputies	477,610	471,019	496,302	464,015	511,580	255,456	501,595	539,870	539,870	5.5%	539,870	5.5%	539,870	5.5%	539,870	9 Patrol Deputies; 3% COLA, step increases, longevity, 52 wks + 1 day
51300	Part-time Wages	10,000	7,541	10,000	9,423	10,000	3,614	6,850	10,000	10,000	0.0%	10,000	0.0%	10,000	0.0%	10,000	Cover full-time patrol leave, court time, special assignments, shift replacement, mandatory training
51500	Overtime Wages	84,880	86,006	87,400	90,009	90,000	35,550	71,800	92,000	92,000	2.2%	92,000	2.2%	92,000	2.2%	92,000	Cover leave for open shifts, vacation, illness, special assignments, court time, additional patrol and investigative coverage
51510	Holiday Pay	62,100	56,339	64,000	59,393	66,000	32,655	58,970	66,000	66,000	0.0%	66,000	0.0%	66,000	0.0%	66,000	Union Contract
51530	Training Wages	17,600	19,640	18,100	10,354	19,500	6,268	11,755	19,600	19,600	0.5%	19,600	0.5%	19,600	0.5%	19,600	Supports all state and federal mandated training above normal duty time, mandatory training, K-9 training, field training duties
51600	Other Non-classified	4,000	0	4,000	0	1,000	0	0	1,000	1,000	0.0%	1,000	0.0%	1,000	0.0%	1,000	Other non-classified assignments - outside job coverage
51601	Community Policing	6,000	525	6,500	1,281	6,500	712	1,350	6,000	6,000	-7.7%	6,000	-7.7%	6,000	-7.7%	6,000	Supports all community related events, i.e. DARE, Project Alert, Camp Postcard, TRIAD, etc.
52500	Medical/Fitness Program	2,500	1,549	2,500	2,195	3,000	1,444	2,850	3,300	3,300	10.0%	3,300	10.0%	3,300	10.0%	3,300	Physicals, fitness programs per union contract
53010	Office Supplies	5,750	4,426	5,600	3,542	5,600	1,184	3,335	5,600	5,600	0.0%	5,600	0.0%	5,600	0.0%	5,600	General office supplies, paper, case folders, DVD/CD, memory sticks, etc.
53025	Pub.Safety Consumables	15,000	11,265	16,000	13,391	16,500	6,508	14,450	17,000	17,000	3.0%	17,000	3.0%	17,000	3.0%	17,000	Firearms ammunition, CID materials, batteries, personal protective equipment. All consumable equipment plus taser contract (increased contract costs). Fire extinguisher contract (increased).
53060	Postage	400	357	425	436	400	173	325	400	400	0.0%	400	0.0%	400	0.0%	400	Postage cost
53600	Minor Equipment	1,200	315	1,200	216	1,200	555	1,200	1,200	1,200	0.0%	1,200	0.0%	1,200	0.0%	1,200	Equipment not considered to be capital expenses, i.e. calculators, cameras, cabinets, chairs, etc.
53700	Vehicles Gasoline	59,125	45,994	57,200	39,226	54,600	14,033	37,189	55,900	55,900	2.4%	55,900	2.4%	55,900	2.4%	55,900	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 21,500 gallons at \$2.60 per gallon.
53800	Uniforms & Safety	15,500	12,333	15,500	19,234	17,500	7,202	16,210	17,000	17,000	-2.9%	17,000	-2.9%	17,000	-2.9%	17,000	All uniform and clothing, union contracted related items, boots, gun belts, holsters, badges, traffic safety vest, etc.
53805	Firearms	3,000	3,193	3,500	129	4,200	-	4,200	4,000	4,000	-4.8%	4,000	-4.8%	4,000	-4.8%	4,000	Updated all weapons, new hires, rifles for cruisers, other specialized equipment, etc.
53900	Public Safety Equipment	12,500	8,069	12,000	4,421	12,000	1,829	8,850	12,000	12,000	0.0%	12,000	0.0%	12,000	0.0%	12,000	New equipment, replacement equip.for vehicles, radios, radars, bullet proof vests, video cameras, etc.
54010	Training & Prof. Dev.	16,000	18,819	17,000	12,718	21,000	2,077	6,850	19,000	19,000	-9.5%	19,000	-9.5%	19,000	-9.5%	19,000	Training related expenses: travel, meals, lodging, registration fees, online fees
54020	Dues and Membership	1,500	1,500	1,500	1,594	1,500	450	1,460	1,500	1,500	0.0%	1,500	0.0%	1,500	0.0%	1,500	Dues for NESPIN, Maine Sheriff's Association, Maine Chiefs of Police, IACP, NSA, etc.
54100	Laundry Services	6,900	7,253	6,800	4,215	5,500	687	1,575	5,000	5,000	-9.1%	5,000	-9.1%	5,000	-9.1%	5,000	Uniform, clothing care and maintenance
54510	Prof. Services - Contracted	1,500	200	1,500	765	1,800	600	1,550	1,500	1,500	-16.7%	1,500	-16.7%	1,500	-16.7%	1,500	Polygraphs, psychological testing consultant fees, etc.
55010	Vehicles R & M	36,000	41,190	36,000	31,211	36,000	22,088	35,485	36,000	36,000	0.0%	36,000	0.0%	36,000	0.0%	36,000	Repairs, major and minor. Tires, oil changes, general vehicle maintenance, etc.
55120	Telephone	6,600	4,676	6,000	5,549	5,300	2,422	5,125	5,300	5,300	0.0%	5,300	0.0%	5,300	0.0%	5,300	Cellular AT&T First Net - reduced contract; includes accessory equipment
55140	K-9 Support	1,500	0	2,000	2,064	2,200	1,296	2,220	2,200	2,200	0.0%	2,200	0.0%	2,200	0.0%	2,200	K-9 Veterinary Insurance (\$750) & boarding fees; Dog food per CBA
55340	Contract Services	8,000	8,289	8,000	5,602	8,500	4,573	8,160	8,500	8,500	0.0%	8,500	0.0%	8,500	0.0%	8,500	CLEAR Contract ; Leads Online and PowerDMS annual fee
55400	Equip. Repair & Maint.	5,000	5,720	6,500	5,233	6,000	5,987	6,511	6,500	6,500	8.3%	6,500	8.3%	6,500	8.3%	6,500	Repair & maintenance contracts for equipment, radar units, cameras, mobile radio repairs, computer maintenance, portable maintenance, etc.
56200	Advertising	500	289	500	0	500	393	393	500	500	0.0%	500	0.0%	500	0.0%	500	New positions and other ads
56301	Community Policing	2,200	1,489	2,200	964	2,300	1,708	2,208	2,300	2,300	0.0%	2,300	0.0%	2,300	0.0%	2,300	Promotional and educational materials, PR materials.
TOTALS		1,550,102	1,498,117	1,595,978	1,494,831	1,643,247	765,293	1,492,767	1,692,772	1,692,772	3.0%	1,692,772	3.0%	1,692,772	3.0%	1,692,772	

TRANSPORT

TRANSPORT									Revenues								
		2018-19		2019-20		2020-21			2021-2022		2018-19		2019-20		2020-21		2021-2022
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			BUDGET		BUDGET HISTORY		BUDGET HISTORY		CURRENT YEAR		BUDGET
		Budget	Actual	Budget	Actual	Budget	YTD 12/31/20	Projected End of Year		Budget	Actual	Budget	Actual	Budget	Projected EOY		
51011	Shift Supervisor	33,480	33,353	34,567	34,690	35,625	18,373	35,555	44,838	TBRJ CAP	2657105,,/	2,657,105	2,657,105	2,657,105	2,657,105	2,657,105	
51020	Program Staff	84,731	39,648	87,395	90,218	93,834	39,698	66,120	91,879	State Contribution***	260,000	315,022	250,000	307,840	300,000	265,278	
51111	Transportation Officers	133,116	108,852	121,594	85,356	131,485	49,064	83,005	95,812	Court Surcharge & Fines	8,000	14	4,000	0	3,000	1,250	
51300	Part-time Wages	2,000	14,418	3,000	3,702	4,000	1,322	1,650	3,500	Home Revenue	4,500	4,977	5,000	15,835	15,000	20,400	
51500	Overtime Wages	13,000	5,764	12,000	9,913	12,000	3,467	7,100	12,000	Surplus Carry Forward	46,682	46,682	66,371	66,371	34,701	34,701	
51530	Training Wages	0	0	0	58	0	63	63	0	Total Revenue	319,182	3,023,800	2,982,476	3,047,151	3,009,806	2,978,734	
51540	Night Differential	0	0	0	0	0	600	900	900								
	Fringe Benefits (see details below)	114,534	60,672	118,144	86,476	118,686	43,022	77,050	107,375								
53010	Office Supplies	700	337	650	575	650	589	750	700	Transport Assessment	411,511	299,853	417,700	352,020	445,030	324,092	
53020	General Supplies	200	176	200	37	200	0	100	200	Alternative Sentencing	110,000	88,209	110,000	105,819	110,000	109,320	
53026	Security Equipment	500	393	500	390	500	3,698	3,698	1,000	TBRJ	2,454,776	2,454,776	2,454,776	2,357,776	2,454,776	2,454,780	
53060	Postage	50	28	50	72	50	0	50	50	Total Expenses	2,976,287	2,842,838	2,982,476	2,815,615	3,009,806	2,888,192	
53600	Minor Equipment	700	215	700	1,010	700	368	680	700	Surplus/Deficit	(2,657,105)	180,961	0	231,535	0	90,542	
53700	Vehicle Consum/Gas	8,700	7,691	8,900	6,830	8,800	2,666	6,200	8,500								
53800	Uniforms & Safety	3,500	6,322	4,250	2,530	4,250	1,020	4,500	4,250								
53805	Firearms	500	500	500	500	500	0	500	500								
53901	Maintenance	3,000	7,596	2,500	17,879	2,000	4,109	4,109	2,000								
54010	Training	1,200	2,622	1,200	1,075	1,500	112	1,100	2,500								
54020	Dues & Membership	100	50	100	100	100	0	100	100								
54100	Laundry Service	1,800	692	1,700	460	500	276	497	600								
54110	Meal Allowance	500	129	500	0	400	0	100	400								
54451	Tools and Implement	2,000	933	2,000	4,617	2,000	0	1,000	2,000								
54509	Professional Service	250	250	250	0	250	0	600	250								
55010	Vehicles R&M	4,000	6,801	4,500	3,021	4,500	2,015	3,600	4,000								
55120	Telephone	2,500	1,607	2,000	2,178	2,000	698	1,505	2,000								
55130	Fax/Modem/Internet	0	0	0	0	0	0	0	0								
55340	Rental of Equipment	0	56	2,000	130	15,000	5,147	13,360	16,000								
55400	Equipment R&M	200	539	250	203	250	30	200	250								
56200	Advertising	250	210	250	0	250	0	0	250								
59100	Contingency	0	0	8,000	0	5,000	0	0	0								
SUB TOTAL-TRANSPORT		411,511	299,853	417,700	352,020	445,030	176,338	314,092	402,554								

Expenses							
		2018-19		2019-20		2021-2022	
		Budget	Actual	Budget	Actual	Budget	Actual
	Transport Assessment	411,511	299,853	417,700	352,020	445,030	324,092
	Alternative Sentencing	110,000	88,209	110,000	105,819	110,000	109,320
	TBRJ	2,454,776	2,454,776	2,454,776	2,357,776	2,454,776	2,454,780
	Total Expenses	2,976,287	2,842,838	2,982,476	2,815,615	3,009,806	2,888,192
	Surplus/Deficit	(2,657,105)	180,961	0	231,535	0	90,542

Fringe Benefits	2021-2022
Health Insurance	47,500
Medicare - 1.45%	3,600
FICA - 6.20%	15,500
Life Insurance	3,600
Miscellaneous Benefits	1,000
MSRS	26,400
Workers Comp	9,775
Unemployment	0
Total F/B	107,375

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

2021-2022 COMMUNICATIONS - 430

		2018-19		2019-20		2020-21			2021-2022							DETAILS	
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC to Public Hearing			FINAL
		Budget	Actual	Budget	Actual	Budget	YTD Expend. as of 12/31/20	Antic. EOY Expend.	Dept. Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recommendation	% Change		Approved
51010	Dept Head	68,773	68,698	70,830	55,478	69,275	35,778	69,275	71,354	71,354	3.0%	71,354	3.0%	71,354	3.0%	71,354	3% increase; 52 weeks plus 1 day
51020	Supervisory	146,613	99,015	169,585	74,713	167,416	49,069	112,697	163,193	163,193	-2.5%	163,193	-2.5%	163,193	-2.5%	163,193	Based on current CBA with longevity and steps. Total reduced due to new supervisors at lower pay rates than previous supervisors.
51120	Dispatchers	490,144	462,908	531,599	479,380	549,481	227,402	426,333	487,524	487,524	-11.3%	487,524	-11.3%	487,524	-11.3%	487,524	Based on current CBA with longevity and steps. Total reduced due to departure of higher paid senior dispatchers
51025	Dep. Director	58,934	58,881	60,708	52,471	62,033	30,606	61,563	63,390	63,390	2.2%	63,390	2.2%	63,390	2.2%	63,390	3% increase; 52 weeks plus 1 day (position was filled at lower pay rate than previous deputy)
51500	Overtime Wages	48,950	116,937	48,950	114,944	48,950	62,918	120,000	48,950	48,950	0.0%	48,950	0.0%	48,950	0.0%	48,950	OT is used to cover open shifts due to vacation, sick and personal leave, plus understaffing.
51510	Holiday Pay	60,000	57,905	60,000	58,238	60,000	32,706	54,054	60,000	60,000	0.0%	60,000	0.0%	60,000	0.0%	60,000	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	6,062	14,500	6,416	14,500	757	3,500	14,500	14,500	0.0%	14,500	0.0%	14,500	0.0%	14,500	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	900	1,800	486	1,800	595	895	1,800	1,800	0.0%	1,800	0.0%	1,800	0.0%	1,800	Predict 6 of 15 will take this \$300 benefit offered as part of the union contract.
53010	Office Supplies	5,000	4,931	5,000	1,911	5,000	731	1,500	5,000	5,000	0.0%	5,000	0.0%	5,000	0.0%	5,000	General office supplies
53020	General Supplies	1,000	2,106	1,000	531	1,000	0	500	1,000	1,000	0.0%	1,000	0.0%	1,000	0.0%	1,000	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	17	50	18	50	10	20	50	50	0.0%	50	0.0%	50	0.0%	50	Historically, have never spent more then \$50 for postage.
53700	Vehicle Gasoline	2,250	2,334	2,250	706	2,250	601	601	2,250	2,250	0.0%	2,250	0.0%	2,250	0.0%	2,250	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.
53800	Uniforms & Safety	3,000	3,073	3,000	1,543	3,100	976	1,750	3,100	3,100	0.0%	3,100	0.0%	3,100	0.0%	3,100	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	1,938	2,500	0	2,500	480	2,500	2,500	2,500	0.0%	2,500	0.0%	2,500	0.0%	2,500	Replace office equipment and furniture on an "as needed" basis.
54010	Training	14,750	17,419	14,750	11,749	14,750	3,034	6,500	14,750	14,750	0.0%	14,750	0.0%	14,750	0.0%	14,750	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

	2018-19		2019-20		2020-21			2021-2022							DETAILS		
	BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC			FINAL	
	Budget	Actual	Budget	Actual	Budget	YTD Expend. as of 12/31/20	Antic. EOY Expend.	Dept. Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recommendation	% Change		Approved	
54020	Dues & Membership	550	696	700	626	600	174	610	600	600	0.0%	600	0.0%	600	0.0%	600	Professional organization memberships to NENA. MECCA, APCO.
54510	Professional Service	750	1,600	750	1,245	830	1,245	830	830	830	0.0%	830	0.0%	830	0.0%	830	Two polygraph exams for assumed two new hires at \$300 each. Pre-Employment Testing with OHA at \$115 each.
55010	Vehicle R&M	1,500	251	2,000	512	2,000	0	0	2,000	2,000	0.0%	2,000	0.0%	2,000	0.0%	2,000	The amount requested is for maintenance of the Communication Directors SUV. This vehicle is a 2006 Ford Expedition.
55120	Telephone 911 System	2,500	1,965	2,000	2,231	2,000	1,900	1,900	2,000	2,000	0.0%	2,000	0.0%	2,000	0.0%	2,000	Covers METRO \$1,500 and replacement parts for the phone system.
55340	Rental of Equipment (Fiberoptics)	13,870	12,690	13,870	13,067	13,870	12,690	13,100	13,870	13,870	0.0%	13,870	0.0%	13,870	0.0%	13,870	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.
55400	Equipment R&M - Spillman	46,500	45,568	51,500	51,006	56,800	120	56,800	59,100	59,100	4.0%	59,100	4.0%	59,100	4.0%	59,100	Spillman RMS maintenance (\$57,550); OpenFox contract (\$800); Spillman Service Calls (\$500); When to Work scheduling software (\$200)
55410	Equipment R&M - Electronic	28,000	26,943	28,400	23,543	28,400	10,492	23,714	28,400	28,400	0.0%	28,400	0.0%	28,400	0.0%	28,400	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)
56100	Travel	0	0	0	244	0	100	100	0	0	0.0%	0	0.0%	0	#DIV/0!	0	Moved to "Vehicle Gasoline"
56200	Advertising	400	0	400	0	100	0	0	100	100	0.0%	100	0.0%	100	0.0%	100	Cost of advertising in Jobs in Maine two times in budget year.
57400	911 Computer Equipment	10,500	10,331	10,500	6,028	12,300	3,807	7,000	12,300	12,300	0.0%	12,300	0.0%	12,300	0.0%	12,300	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.
	TOTALS	1,022,834	1,003,166	1,096,642	957,085	1,119,005	476,190	965,742	1,058,561	1,058,561	-5.4%	1,058,561	-5.4%	1,058,561	-5.4%	1,058,561	*Excluding payroll, the departmental increase is 1.6%, which is due to Spillman costs.

2021-2022 EMERGENCY MANAGEMENT - 440

		2018-19		2019-20		2020-21			2021-2022							DETAILS	
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC			FINAL
		Budget	Actual	Budget	Actual	Budget	YTD Expend 12/31/20	Antic. EOY	Dept. Request	Admin. Recom'd	% Change (Admin. Recom'd)	Commr's Budget to BAC	% Change	BAC Recom- mendation	% Change		Approved
51010	Department Head	57,401	57,179	59,121	59,346	60,885	31,445	60,885	62,713	62,713	3.0%	62,713	3.0%	62,713	3.0%	62,713	3% increase; 52 weeks plus 1 day
51030	Non-surpv Wgs	48,605	43,211	50,067	48,109	50,454	26,592	51,490	53,035	53,035	5.1%	53,035	5.1%	53,035	5.1%	53,035	3% increase plus correct error in entering 2021 salary; 52 weeks plus 1 day
53010	Office Supplies	2,500	2,345	2,500	1,020	2,500	97	2,500	2,500	2,500	0.0%	2,500	0.0%	2,500	0.0%	2,500	General office supplies, material for making identification cards, supplies for public education, minor office equipment and software upgrades, to include ZOOM account.
53060	Postage	150	65	100	66	100	19	50	100	100	0.0%	100	0.0%	100	0.0%	100	Postage
53600	Minor Equipment	1,000	39	750	0	750	0		750	750	0.0%	750	0.0%	750	0.0%	750	Upgrades for mobile/portable radios, radio programming software and equipment.
53700	Vehicles Gasoline	2,821	1,907	2,690	1,240	2,276	136	400	2,276	2,276	0.0%	2,276	0.0%	2,276	0.0%	2,276	11,020 miles divided by 15 mpg x \$2.60 = \$1,911 fuel for vehicles; plus portable generator fuel (\$125) and EZ-Pass (\$240)
53800	Uniforms/Safy Equip	300	271	300	188	300	89	300	300	300	0.0%	300	0.0%	300	0.0%	300	Uniform shirts, jackets, and safety clothing/supplies/PPE for EMA staff.
53900	Pub. Safety Equip.	12,500	12,500	8,500	8,500	8,750	8,750	8,750	8,750	8,750	0.0%	8,750	0.0%	8,750	0.0%	8,750	CodeRED (OnSolve) Emergency Notification System (\$8,500) with newly added language options (\$250). Annual opt-in contract includes IPAWS. Note: Per contract, 5% annual increase effective July 1st FY21/22 UNLESS we amend to a 3 year contract, then no increase for term.
54010	Training	6,000	2,560	5,750	1,511	5,700	90	400	4,700	4,700	-17.5%	4,700	-17.5%	4,700	-17.5%	4,700	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 for EMA personnel (\$400); IAEM Annual conference for one staff (\$2,400 - REMOVED DUE TO COVID); Mileage reimbursements for offsite trainings and required meetings (\$1,450); IAEM Region 1 conference for one staff includes lodging, mileage, meals (\$1,000 - REMOVED DUE TO COVID); Meals for sponsored training (\$400)
54020	Dues and Memberships	1,135	1,136	1,140	756	1,140	0	756	756	756	-33.7%	756	-33.7%	756	-33.7%	756	Maine EMA association (\$50); National Association of Counties (NACo) (\$706); International Association of Emergency Managers (IAEM) (REMOVED DUE TO COVID \$190 x2 = \$380). (NACo membership allows the County to participate in the prescription drug card program that is available to all Sagadahoc County residents.)
55010	Vehicle R & M	1,500	1,387	1,500	458	1,500	645	1,500	3,000	3,000	100.0%	3,000	100.0%	3,000	100.0%	3,000	Maintenance and tires on the 2015 and 2021 EMA SUVs, MCI trailer, and CRI trailer
55120	Telephone	1,320	1,199	1,200	1,451	1,250	415	1,250	1,250	1,250	0.0%	1,250	0.0%	1,250	0.0%	1,250	Cell phone for Director (\$625), Cell phone for Deputy Director (\$625), Includes Mobile Tethering and Hot Spot. Expense for landline telephones moved to administration
55420	Tower Leases	21,802	21,793	22,647	22,604	23,455	9,981	23,400	24,329	24,329	3.7%	24,329	3.7%	24,329	3.7%	24,329	Tower Leases: Richmond (\$1); Phippsburg [4% increase, per contract] (\$3,553); West Bath [4% increase, per contract] (\$14,097); Sky Hy - Topsham [3% increase, per contract] (\$6,678)
55400	Equip Repair & Maintenance	11,400	8,869	21,900	22,283	22,933	7,095	22,933	43,945	43,945	91.6%	43,945	91.6%	43,945	91.6%	43,945	Towers & equipment maintenance: Electricity at six sites (\$3,936); GWI at three sites (\$7,464); Periodic generator maintenance (\$1,915); Propane for generators (\$800); Snow clearing for Topsham & Richmond (\$800); Equipment repair/emergency site maintenance X 6 (\$20,320); annual service agreement with RCM (\$7,680);service agreement for Page Gate (\$610); annual Tower Frequency Protection (\$420).
55430	Storage Lease	1,200	780	1,200	780	1,200	600	600	1,200	1,200	0.0%	1,200	0.0%	1,200	0.0%	1,200	Per contract \$100/month
TOTALS		169,634	155,242	179,365	168,313	183,193	85,955	175,214	209,604	209,604	14.4%	209,604	14.4%	209,604	14.4%	209,604	NOTE: 50% of eligible expenses, up to a maximum of \$104,000, will be reimbursed by MEMA through EMPG (Emergency Management Performance Grant)

2021-2022 PROGRAM GRANTS - 920

		2018-19		2019-2020		2020-2021			2021-2022							
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT		COMMISSIONERS		BAC to Public Hearing		FINAL	
		Budget	Actual	Budget	Actual	Budget	YTD Expend. as of 12/31/20	Antic. EOY Expend.	Original Request	% Change	Commr's Budget to BAC	% Change	BAC Recommendation	% Change	Approved	
59101	Androscoggin-Sagadahoc County Extension Service	29,105	21,829	29,750	29,750	29,750	14,875	29,750	29,750	0.0%	29,750	0.0%	29,750	0.0%	29,750	Statutorily required; Androscoggin County is now funding its full share.
59102	Androscoggin Valley Soil & Water	11,000	11,000	11,000	11,000	11,000	0	11,000	11,000	0.0%	11,000	0.0%	11,000	0.0%	11,000	No change in the amount requested.
59103	Time & Tide Conservation	0	0	0	0	0	0	0	0	0.0%	0	0.0%	0	#DIV/0!	0	No request received for FY 2021-22.
59105	Coastal Counties Workforce, Inc.	0	0	1,000	1,000	2,000	0	2,000	2,000	0.0%	2,000	0.0%	2,000	0.0%	2,000	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 made an annual donation in the amount of \$2,000. The other five counties overseeing CCWI have been encouraged to do the same.
Totals		40,105	32,829	41,750	41,750	42,750	14,875	42,750	42,750	0.0%	42,750	0.0%	42,750	0.0%	42,750	

DETAILS

UNEMPLOYMENT RESERVE

2021-2022 UNEMPLOYMENT RESERVE

	2018-2019		2019-2020				2020-2021				2021-2022							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		Approved
202	2,216	35,667	0	0	0	35,667	7,830	2,074	5,756	41,423	8,577	9.5%	50,000	8,577	9.5%	8,577	9.5%	8,577	
UNEMPLOYMENT RESERVE	0	35,667	0	0	0	35,667	7,830	2,074	5,756	41,423	8,577	9.5%	50,000	8,577	9.5%	8,577	9.5%	8,577	This account is used to pay unemployment claims made against the County. One claim is still open and, assuming no new claims in FY 2020-21, the potential liability we would face is approximately \$39,140

UNFUNDED LIABILITY RESERVE

2021-2022 UNFUNDED LIABILITY RESERVE

	2018-2019		2019-2020			2021-2022			2021-2022							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	Approved
203	18,000	(11,751)	31,200	(17,485)	25,466	37,000	(45,686)	16,780	50,000		35.1%	66,780	50,000		35.1%	50,000		35.1%	50,000	
UNFUNDED LIABILITY RESERVE	18,000	11,751	31,200	(17,485)	25,466	37,000	(45,686)	16,780	50,000		35.1%	66,780	50,000		35.1%	50,000		35.1%	50,000	Accrued compensated absences.

The County's unfunded liability as of the financial audit for the year ending 6/30/20 was \$276,460. (FY20 Audit page 21)

ORTHOIMAGERY RESERVE

2021-2022 ORTHOIMAGERY RESERVE

	2018-2019		2019-2020		2020-2021		2021-2022								DETAILS
	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	
	5,301	5,304	0	0	0	0	0	0.0%	0	0	0.0%	0	0.0%	0	
Reserve	5,301	5,304	0	(3)	0	(3)	0	0.0%	(3)	0	0.0%	0	0.0%	0	

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

FUEL RESERVE

2021-2022 FUEL RESERVE

	2018-2019		2019-2020			2020-2021				2021-2022							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	0	0	10,000	10,000	0	0	10,000	10,000	0	0.0%	10,000	0	0.0%	0	0.0%	0	
FUEL RESERVE	0	0	0	10,000	10,000	0	0	10,000	10,000	0	0.0%	10,000	0	0.0%	0	0	0	This allowance will be used for propane, gas, and oil if prices spike unexpectedly.

2021-2022 OTHER GENERAL FUND USES - 9500

		2018-2019		2019-2020		2020-2021			2021-2022							
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC to Public Hearing		FINAL
		Budget	Actual	Budget	Actual	Budget	YTD Expend. As of 12/31/20	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	12,291	12,291	24,354	24,354	50,324	50,324	50,324	51,531	51,531	2.4%	51,531	2.4%	51,531	2.4%	51,531
9540	Transfer to Capital	295,504	295,504	303,000	303,000	334,587	334,587	334,587	405,135	405,135	21.1%	405,135	21.1%	405,135	21.1%	405,135
TOTALS		307,795	307,795	327,354	327,354	384,911	384,911	384,911	456,666	456,666	18.6%	456,666	18.6%	456,666	18.6%	456,666

DETAILS

The Child Victim Advocate is funded primarily through Federal grant money and the position is shared by Sagadahoc and Lincoln Counties. This represents Sagadahoc County's share of the match and expenses in excess of the grant . *

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

VOCA GRANT	SAGADAHOC COUNTY				2021-22	
POSITION	Child Victim-Witness Advocate	2018-19 Budget	2019-20 Budget	2020-21 Budget	Budget	
					Proposed	Inc/Dec
2220 - 9210	Sub-Total Salaries & Wages	\$41,787.00	\$43,034.00	\$44,325.00	\$45,658.00	3.0%
EXPENSES 9211						
	Phone	\$360.00	\$360.00	\$360.00	\$360.00	0.0%
4105	Mileage	\$1,200.00	\$1,200.00	\$200.00	\$200.00	0.0%
4724	Health Insurance	\$0.00	\$22,725.00	\$23,861.00	\$23,567.00	-1.2%
4726	Life Insurance	\$410.00	\$439.00	\$460.00	\$477.00	3.7%
4727	Wage Protection	\$162.00	\$144.00	\$144.00	\$144.00	0.0%
4735	Maine State Retirement	\$4,179.00	\$4,301.00	\$4,433.00	\$4,703.00	6.1%
4750	Social Security	\$3,197.00	\$3,292.00	\$3,391.00	\$3,272.00	-3.5%
4755	Workers Comp	\$188.00	\$112.00	\$150.00	\$150.00	0.0%
4945	Professional Development	\$500.00	\$500.00	\$500.00	\$500.00	0.0%
	Sub-Total Mileage,Benefits,Training	\$10,196.00	\$33,073.00	\$33,499.00	\$33,373.00	-0.4%
5335	Office Supplies	\$100.00	\$100.00	\$0.00	\$0.00	0.0%
	Sub-Total Supplies	\$100.00	\$100.00	\$0.00	\$0.00	0.0%
	Total Department	\$52,083.00	\$76,207.00	\$77,824.00	\$79,031.00	1.6%
8120	Grant Revenue	(\$27,500.00)	(\$27,500.00)	(\$27,500.00)	(\$27,500.00)	0.0%
	Balance to be budgeted	\$24,581.00	\$48,705.00	\$50,324.00	\$51,531.00	2.4%
8121	Lincoln County Revenue	(\$12,290.50)	(\$24,352.50)	\$0.00	\$0.00	0.0%
	Sagadahoc County Net	\$12,290.50	\$24,352.50	\$50,324.00	\$51,531.00	2.4%

Capital Outlay

**CAPITAL RESERVE BUDGET
FY 2021-2022**

CAPITAL IMPROVEMENTS

Facilities

A.	Roof Maintenance	\$ 17,000
B.	Elevator Upgrade	\$ 7,000
C.	HVAC	\$ 6,200
D.	Cooling Tower	\$ 14,000
E.	Generator Replacement Admin.	\$ 3,500
F.	Building Maintenance	\$ 1,000
G.	Exterior Brick Pointing	\$ 40,000
H.	Exterior Wall Sealant	<u>\$ 10,000</u>

SUBTOTAL: \$ 98,700

Communications

A.	Radio System Upgrade	\$ 63,000
B.	Console Upgrade	\$ 23,000
C.	Next Gen Recording Platform	\$ 8,000
D.	Spillman Server	\$ 33,331
E.	Microwave Equipment Replacement	<u>\$ 9,000</u>

SUBTOTAL: \$136,331

CAPITAL EQUIPMENT/VEHICLES

A.	Sheriff's Vehicles	\$ 105,000
B.	EMA Vehicle	\$ 8,504
C.	Sheriff In-Car Camera System	\$ 28,600
D.	Sheriff Laptop Computers	\$ 10,000
E.	Copier Replacement	\$ 8,000

F. Phone System Upgrades \$ 10,000

SUBTOTAL: \$170,104

TOTAL: \$405,135

RECOMMENDED CAPITAL OUTLAY FY 2021-22

Facilities

A.	Generator Administration Building	\$ 7,000
B.	HVAC	<u>\$ 7,000</u>
	Subtotal:	\$ 14,000

Communications

A.	Spillman Server	<u>\$ 55,808</u>
	Subtotal:	\$ 55,808

Equipment/Vehicles

A.	Copier Replacement	\$ 8,000
B.	Telephone System Upgrades	\$ 26,000
C.	EMA Vehicle	\$ 43,920
D.	Sheriff In-Car Camera System	\$ 28,600
E.	Sheriff's Vehicles	<u>\$ 114,000</u>
	Subtotal:	\$ 220,520

TOTAL: \$290,328*

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

**County of Sagadahoc, Maine
2022-2027 Capital Improvement Plan & Budget**

Administrative Department

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

Telephone Upgrade	\$26,000
Less trade	<u>0</u>
Net cost	26,000
Est. reserve balance 6/30/21	<u>-16,000</u>
Net unmet need	10,000
Request FY21-22	\$10,000

2. Copier Project. The Administrative Department is **requesting \$8,000** toward future new photocopiers.

Copiers	\$8,000
Est. reserve balance 6/30/21	<u>- 0</u>
Net unmet need	\$8,000
Request FY21-22	\$8,000

Communications Department

1. Spillman GeoBase Server. Geobase is the background mapping system to Spillman. We purchased the module from Spillman in 2015. The funds in the reserve account have been transferred to the Spillman Server reserve to cover migration costs.

Spillman GeoBase Server	\$ 0
Est. reserve balance 6/30/21	<u>0</u>
Balance to complete project	\$ 0
Request FY21-22	\$ 0

2. Console Upgrade Project. The Communications Department is **requesting \$23,000** 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 two years at a cost of \$134,626 (in 2021

dollars) and is based on the purchase of a four-position Zetron MAZ console with twenty radio channels or equivalent.

Radio Console	\$134,626
Less trade	<u>0</u>
Net cost	134,626
Est. reserve balance 6/30/21	<u>-87,988</u>
Net unmet need	46,638
Request FY21-22	\$23,000

3. 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 AVL module upgrade will be rolled into the Spillman Server upgrade and the reserve balance is being transferred to that account. **No appropriation** is requested in FY21-22.

Reserve balance 7/1/20	\$ 7,515
Transfer to Server reserve	<u>- 7,515</u>
Est. reverse balance 6/30/21	0
Request FY21-22	\$ 0

4. Spillman Server. The Spillman server was replaced in FY17-18 and the cost including data conversion was approximately \$30,100 with a five-to-seven-year lifespan. The previous server was purchased in 2009. The server is showing inadequacies in stability and storage and expects it will need to be replaced in FY21-22. The estimated cost is \$43,908 for the server and an additional \$11,900 in data conversion costs, for a total replacement cost of \$55,808. The Communications Department is **requesting \$33,331** to fund the project cost.

Spillman Server	\$55,808
Transfer from GeoBase	- 6,000
Transfer from Software	- 7,515
Est. reserve balance 6/30/21	<u>- 8,962</u>
Net unmet need	\$33,331
Request FY21-22	\$33,331

5. 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	<u>0</u>
Net cost	40,000
Est. reserve balance 6/30/21	<u>-16,000</u>
Net unmet need	24,000
Request FY21-22	\$ 8,000

6. Radio System Upgrade. The County has been notified by Radio Communications Management that the existing system will be obsolete in two years. The estimated replacement cost for the system is \$286,628. The Communications Department is Communications Department is **requesting \$63,000** be placed in the reserve in FY21-22.

Radio System Upgrade	\$304,258
Est. reserve balance 6/30/21	<u>138,200</u>
Net unmet need	\$166,058
Request FY21-22	\$ 63,000

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 FY21-22**.

Tower Project	\$ 0
Est. reserve balance 6/30/21	<u>0</u>
Net unmet need	\$ 0
Request FY21-22	\$ 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 \$9,000** in the FY21-22 budget to provide adequate funding for the cost of Phase 4 in FY 22-23.

Microwave Equipment:	
Phase 4	18,750
Total cost	\$18,750
Est. reserve balance 6/30/21	- 0
Net unmet need	\$18,750
Request FY21-22	\$ 9,000

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 \$8,504** toward the funding of a new vehicle in 2022. EMA is exploring options to maximize reimbursement by MEMA.

EMA Vehicle Cost	\$43,920
Less trade	0
Net cost	43,920
Est. reserve balance 6/30/21	- 35,416
Net unmet need	\$ 8,504
Request FY21-22	\$ 8,504

Facilities Department

1. Roof Replacement Project. G&E Roofing provided a forecast for upcoming longer-term expenses related to the roof beyond the repairs in FY21 and FY22. The Facilities Department recommends setting funds aside over the next four years and requests \$17,000 in FY21-22.

Roof Maintenance	\$ 68,000
Est. reserve balance 6/30/21	- <u>0</u>
Net unmet need	\$ 68,000
Request FY21-22	\$ 17,000

2. HVAC Project. Three heat pumps still need replacing (\$21,000) as well as the large attic courtroom unit. However as that unit is so infrequently used and is in good condition, its cost of \$15,500 will not be factored in until the other units are replaced. The Facilities Department is **requesting \$6,200 be appropriated** in FY22 toward replacement costs.

HVAC Unit Cost	\$21,000
Est. reserve balance 6/30/21	- <u>800</u>
Net unmet need	\$20,200
Request FY21-22	\$ 6,200

3. 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 6/30/21	- <u>3,500</u>
Net unmet need	\$3,500
Request FY21-22	\$ 3,500

4. 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 2021 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	<u>- 50,000</u>
Net unmet need	\$13,900
Request FY21-22	\$ 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.**

5. 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 FY21-22.

Cooling Tower	\$70,000
Est. reserve balance 6/30/21	<u>- 14,000</u>
Net unmet need	\$56,000
Request FY20-21	\$14,000

6. Parking Lot Repair Project. The parking lot was repaired in FY21 at a cost of \$8,300. **No appropriation** is requested in FY22.

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

7. Building Maintenance Reserve. This reserve has an estimated balance of \$4,071 as of June 30, 2021. The Facilities Department **requests an additional \$1,000** be added to the reserve.

Building Maintenance	Cost TBD
Est. reserve balance 6/30/21	4,071
Request FY21-22	\$ 1,000

8. 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. The County will obtain updated estimates and establish a timeframe for this project; an **appropriation of \$40,000** is requested to begin a reserve for this work.

Brick Restoration	\$240,000
Est. reserve balance 6/30/21	<u>0</u>
Net unmet need	\$240,000
Request FY21-22	\$ 40,000

9. 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 FY21-22 toward the funding of this project.

Exterior Wall Sealant	\$75,000
Est. reserve balance 6/30/21	<u>- 55,000</u>
Net unmet need	\$20,000
Request FY21-22	\$10,000

10. 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 failed in FY21 and required immediate replacement at a cost of \$29,936. **No appropriation** is requested at this time.

Truck Cost	TBD
Est. reserve balance 6/30/21	<u>0</u>
Request FY21-22	\$ 0

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 \$114,000. 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 \$19,840 as of June 30, 2021. **An appropriation of \$105,000 is requested.**

Police SUV-AWD (3 units)	\$ 96,000
Set up costs	<u>27,000</u>
Total	123,000
Less trade	<u>- 9,000</u>
Net cost	114,000
Est. reserve balance 6/30/21	<u>- 19,840</u>
Net unmet need	\$ 94,160
Request FY21-22	\$ 105,000

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 FY21-22 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 6/30/21	<u>- 30,000</u>
Net unmet need	\$ 20,000
Request FY21-22	\$10,000

3. In-Car Camera System. In 2013 the Sheriff's Department began outfitting all patrol vehicles with Watchguard 4RE digital camera systems. These units have been invaluable in their ability to collect evidence. They are currently 8 years old and are beginning to malfunction. Watchguard has a 5 year replacement program which includes all hardware and software, as well as licensing, at a cost of \$28,600 per year. This also includes a refresh component after 5 years, which means new cameras would be provided at the

contracted price. The Sheriff's Department requests an **appropriation of \$28,600** to upgrade the in-car camera systems.

In-Car Camera Systems	\$143,000
Est. reserve balance 6/30/21	<u>0</u>
Net unmet need	\$143,000
Request FY21-22	\$ 28,600

4. Transport Vehicles Reserve. The Sheriff's Office replaces vehicles for the Transport Division on an as-needed basis. Transport vehicles typically have a useful life of approximately 100,000 to 120,000 miles and are replaced at that time. The agency is requesting funds for the purchase of an unmarked special services unit vehicle with a net cost of \$31,000 including detailing and equipment. While this is a capital replacement expense, funding will come from the Transport surplus vehicle reserve fund.

Police SUV-AWD	\$ 28,000
Set up costs	<u>3,000</u>
Total	31,000
Est. reserve balance 6/30/21	<u>0</u>
Net unmet need	\$ 31,000
Request FY21-22	\$ 31,000

CIP 2021-2022 through 2026-2027

CAPITAL IMPROVEMENT RESERVE FIVE YEAR PROJECTION

			CAPITAL IMPROVEMENT RESERVE FIVE YEAR PROJECTION																					
			2021-2022				2022-2023			2023-2024			2024-2025			2025-2026			2026-2027					
Anticipated Future Needs and Cost			Estimated carry over from FY 2020-21	Recommended Appropriation as of July 1, 2021	Available Balance as of July 1, 2021	Expenditure	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 forecasted longer term repairs needed for the roof totaling \$68,000. Work to be completed on an as-needed basis, but appropriations recommended over the next four years to be financially prepared.	0	17,000	17,000	0	17,000	17,000	0	34,000	17,000	0	51,000	17,000	0	68,000	0	(68,000)	0	5,000	0	5,000	
	59405	HVAC	Three heat pumps still need replacing (\$21,000) 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.	800	6,200	7,000	(7,000)	0	14,000	(14,000)	0	5,000	0	5,000	5,000	0	10,000	5,500	(15,500)	0	0	0	0	
	59411	Generator Replacement - Admin	The current unit is quite old (recycled from a tower site) and will need to be replaced in 1-2 years	3,500	3,500	7,000	(7,000)	0	0	0	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 FY 22-23.	50,000	7,000	57,000	0	57,000	6,900	(63,900)	0	0	0	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 in need of replacement within the next five years. HVAC Services estimates the replacement cost to be \$70,000.	14,000	14,000	28,000	0	28,000	14,000	0	42,000	14,000	0	56,000	14,000	(70,000)	0	0	0	0	0	0	0	
	59417	Parking Lot Maintenance	Sealing, striping, other repairs	0	0	0	0	0	2,000	0	2,000	2,000	0	4,000	2,000	0	6,000	2,300	(8,300)	0	0	0	0	0
	59401	Building Maintenance	Building Maintenance Reserve (Roof, generator, building safety, ADA, codes, etc.)	4,071	1,000	5,071	0	5,071	0	0	5,071	0	0	5,071	0	0	5,071	0	0	5,071	0	0	5,071	
	59413	Exterior Wall Sealant	Pointing up of bricks on Courthouse It is recommended that both the original courthouse and the 1986 addition be resealed every 10-12 years, last completed in 2012. The total cost is estimated at \$75,000.	0	40,000	40,000	0	40,000	60,000	0	100,000	70,000	0	170,000	70,000	(240,000)	0	0	0	0	0	0	0	
59413	Exterior Wall Sealant	Pointing up of bricks on Courthouse It is recommended that both the original courthouse and the 1986 addition be resealed every 10-12 years, last completed in 2012. The total cost is estimated at \$75,000.	55,000	10,000	65,000	0	65,000	10,000	(75,000)	0	0	0	0	10,000	0	10,000	10,000	0	20,000	10,000	0	30,000		
COMMUNICATIONS	59435	Communications GeoBase Server	The migration cost for this has been transferred to Spillman Server.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	59428	Console Upgrade Project	This will need to be upgraded in conjunction with the Radio System Upgrade in 2022-23.	87,988	23,000	110,988	0	110,988	23,638	(134,626)	0	0	0	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. Purchase AVL module in 2021-22.	0	0	0	0	0	2,000	0	2,000	2,000	0	2,000	2,000	0	4,000	2,000	0	6,000	2,000	0	8,000	
	59467	Communications Spillman Server	Replaced in FY17 with a 5 to 7 year lifespan. Replacement recommended in FY22 as the server is experiencing inadequacies in stability and storage.	22,477	33,331	55,808	(55,808)	0	0	0	0	0	0	0	0	0	0	0	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.	16,000	8,000	24,000	0	24,000	8,000	0	32,000	8,000	(40,000)	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 2 years. The estimated replacement cost is \$286,628.	138,200	63,000	201,200	0	201,200	103,058	(304,258)	0	0	0	0	0	0	0	0	0	0	0	0		
SUB-TOTALS			392,036	226,031	618,067	(69,808)	548,269	260,596	(591,784)	217,081	118,000	(40,000)	293,071	120,000	(310,000)	103,071	0	0	103,071	17,000	0	120,071		

CAPITAL EQUIPMENT RESERVE FIVE YEAR PROJECTION

CAPITAL EQUIPMENT RESERVE HISTORY		Anticipated Future Need and Cost	Estimated carry over from FY 2020-21	2021-2022			2022-2023			2023-2024			2024-2025			2025-2026			2026-2027				
				Recommended Appropriation as of July 1, 2021	Available Balance as of July 1, 2021	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)	Project completed, no appropriation requested.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	59425	Microwave Equipment Replacement	There are three pairs of microwave dishes/radios which need to be replaced over the next five years.	0	9,000	9,000	0	9,000	9,750	(18,750)	0	0	0	0	0	0	0	0	0	0	0		
OTHER EQUIP.	59450	Telephone System Upgrades	New software that will be required by our existing provider will result in the need to purchase replacements for existing phone sets. The County is examining other options, but we Current system is reaching the end of its useful life.	16,000	10,000	26,000	(26,000)	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
		Sheriff In-Car Camera System	Requesting \$28,600 per for the next five years to complete a full upgrade.	0	28,600	28,600	(28,600)	0	28,600	(28,600)	0	28,600	(28,600)	0	28,600	(28,600)	0	28,600	(28,600)	0	0	0	
	59445	Sheriff Laptop "Toughbook" Computers	It is estimated that 16 rugged laptop computers and associated equipment will need to be replaced in FY23. They were purchased in FY18 and have a useful life of approximately 5 years.	30,000	10,000	40,000	0	40,000	10,000	(50,000)	0	10,000	0	10,000	0	20,000	10,000	0	30,000	10,000	0	40,000	
	59440	Copiers & Laser Printers	Copiers are replaced on a rotational basis.	0	8,000	8,000	(8,000)	0	8,000	(8,000)	0	0	0	0	8,000	(8,000)	0	8,000	(8,000)	0	8,000	0	8,000
VEHICLES	59480	Maintenance Vehicle	New vehicle was purchased in FY21. No appropriation requested.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8,000	0	8,000
	59480	EMA Vehicle	It is anticipated this vehicle will need to be replaced in FY22.	35,416	8,504	43,920	(43,920)	0	0	0	7,500	0	7,500	7,500	0	15,000	7,500	0	22,500	7,500	0	30,000	
	59480	Sheriff's Vehicles	The Sheriff's 5 yr. vehicle replacement schedule shows the purchase of 3 new vehicles in FY 2021-22.	19,840	105,000	124,840	(114,000)	10,840	115,000	(115,000)	10,840	115,000	(118,000)	7,840	116,000	(118,000)	5,840	117,000	(118,000)	4,840	118,000	(118,000)	4,840
SUB-TOTALS				101,256	179,104	280,360	(220,520)	59,840	171,350	(220,350)	10,840	161,100	(146,600)	25,340	170,100	(154,600)	40,840	171,100	(154,600)	57,340	151,500	(118,000)	90,840
GRAND TOTALS		TOTALS		493,292	405,135	898,427	(290,328)	608,109	431,946	(812,134)	227,921	279,100	(186,600)	318,411	290,100	(464,600)	143,911	171,100	(154,600)	160,411	168,500	(118,000)	210,911

CORRECTIONS FUND CAPITALEQUIPMENT RESERVE FIVE YEAR PROJECTION

TRANSPORT VEHICLES		Replaced on an as-needed basis. Funding to come from the Transport Surplus.	Estimated CF After Budgeted Transfers	621,282	0	621,282	(31,000)	590,282	0	(35,000)	555,282	0	(33,000)	522,282	0	0	522,282	0	0	522,282	0	0	522,282
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Debt Service

2021-2022 DEBT SERVICE - 801

		2018-2019		2019-2020		2020-2021			2021-2022						
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPT. REQUEST		COMMISSIONERS		BAC to Public Hearing		FINAL
		Budget	Actual	Budget	Actual	Budget	YTD Expend. As of 12/31/20	Antic. EOY Expend.	Original Request (Dept)	% Change	Commissioners Budget to BAC	% Change	BAC Recommendation	% Change	Approved
TWO BRIDGES REGIONAL JAIL															
58013	Principal - Jail Bond	620,000	620,000	620,000	620,000	620,000	620,000	620,000	620,000	0.0%	620,000	0.0%	620,000	0.0%	620,000
58053	Interest - Jail Bond	203,450	203,450	178,650	178,650	154,225	83,125	154,225	125,950	-18.3%	125,950	-18.3%	125,950	-18.3%	125,950
	Jail Bond Admin Fee	375	0	375	0	375	0	0	0	-100.0%	0	-100.0%	0	-100.0%	0
	Subtotal	823,825	823,450	799,025	798,650	774,600	703,125	774,225	745,950	-3.7%	745,950	-3.7%	745,950	-3.7%	745,950
COURTHOUSE STEEPLE															
58014	Principal	0	0	36,948	0	45,600	0	56,415	44,039	-3.4%	44,039	-3.4%	44,039	-3.4%	44,039
58054	Interest	0	0	7,144	0	7,200	0	0	12,376	71.9%	12,376	71.9%	12,376	71.9%	12,376
	Subtotal	0	0	44,092	0	52,800	0	56,415	56,415	6.8%	56,415	6.8%	56,415	6.8%	56,415
COMMUNICATIONS SYSTEM UPGRADES															
58015	Principal	0	0	0	0	0	0	0	57,825	100.0%	57,825	100.0%	57,825	100.0%	57,825
58055	Interest	0	0	0	0	0	0	0	4,399	100.0%	4,399	100.0%	4,399	100.0%	4,399
	Subtotal	0	0	0	0	0	0	0	62,224	100.0%	62,224	100.0%	62,224	100.0%	62,224
COURTHOUSE RESTORATION															
58012	Principal	53,160	53,160	55,711	55,711	58,386	0	58,386	0	-100.0%	0	-100.0%	0	-100.0%	0
58052	Interest	8,028	8,028	5,477	5,477	2,802	0	2,802	0	-100.0%	0	-100.0%	0	-100.0%	0
	Subtotal	61,188	61,188	61,188	61,188	61,188	0	61,188	0	-100.0%	0	-100.0%	0	-100.0%	0
TOTALS		885,013	884,638	904,305	859,838	888,588	703,125	891,828	864,589	-2.7%	864,589	-2.7%	864,589	-2.7%	864,589

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.

It is anticipated that the County will have entered into a f10 year lease/purchase construction loan agreement for up to \$500,000 in the spring of 2021 to complete extensive repairs to the Courthouse roof/steeple and to replace the generator.

The County anticipates entering into a five year lease/purchase construction loan for up to \$300,000. This will enable the County to continue working on the comprehensive communications system upgrade project until such time as bond funding is obtained. (At that time, this loan may be repaid with any remaining balance rolled into the bond total.)

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 loan was retired in 2021.

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