

# Sagadahoc County Budget

## Fiscal Year 2022-2023



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COUNTY OF SAGadahoc, MAINE

CHARLES E. CROSBY, III  
DISTRICT 1  
BOWDOIN & TOPSHAM

BRIAN HOBART  
DISTRICT 2  
BATH & BOWDOINHAM

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

Amber L. Jones  
COUNTY ADMINISTRATOR



RESOLUTION NO. 2022-1

AT A REGULAR MEETING OF THE COUNTY OF SAGADAHOC BOARD OF COMMISSIONERS HELD ON TUESDAY, JUNE 14, 2022 AT 3:00 P.M. VIA A DULY ADVERTISED MEETING.

A RESOLUTION TO ADOPT THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023.

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, 2022, to June 30, 2023, 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 2022-23, as attached, in the amount of \$11,044,876 with a total tax levy of \$9,599,767, 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 2022-23 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, 2022 shall be carried forward into FY 2022-23 and that the following transfers shall be made (and carried forward) from account balances as of 6/30/22:

- a.) Transport - \$149,693 from Corrections Surplus Reserve Fund to Transport Operations

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.) Facilities Improvements Reserve
- b.) Sherriff Vehicle and Equipment Reserve

- c.) District Attorney Vehicle Reserve
- d.) Communications Equipment Reserve
- e.) Emergency Management Agency Vehicle Reserve
- f.) Information Technology Equipment Reserve
- g.) Insurance Deductible Reserve
- h.) Accrued Employee Leave Reserve
- i.) Fuel Reserve
- j.) Emergency Contingency Reserve
- k.) Unemployment Reserve

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, 2022, 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 2022-23.

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, 2022, be carried forward into FY 2022-23.

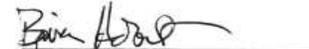
NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Commissioners of the County of Sagadahoc, Maine, that the interest rate for the delinquent payment of taxes shall be set at 6%, which is the maximum rate set by the State of Maine for 2022.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Commissioners of the County of Sagadahoc, Maine, that \$200,000 be taken from the undesignated fund balance and used to offset the FY 2022-23 tax levy.

NOW, THEREFORE, BE IT FUTHER RESOLVED by the Board of Commissioners of the County of Sagadahoc, Maine, that this Resolution takes effect July 1, 2022.

This Resolution was unanimously adopted by the County of Sagadahoc Commissioners on June 14, 2022.

  
Charles E. Crosby III, Chair

  
Brian Hobart, Vice Chair

  
Carol A. Grose

## County Commissioners

Three Members - Four Year Terms (staggered)

**Charles E. Crosby III**  
Chair  
District 1  
Bowdoin & Topsham  
  
11 Merganser Lane  
Topsham, ME 04086  
207-319-8184  
ccrosby@sagadahoccountyme.gov  
Term expires: December 31, 2024

**Brian Hobart**  
Vice Chair  
District 2  
Bath & Bowdoinham  
  
239 Ridge Road  
Bowdoinham, ME 04008  
207-666-3075  
bhobart@sagadahoccountyme.gov  
Term expires: December 31, 2022

**Carol Grose**  
  
District 3  
Arrowsic, Georgetown, Phippsburg,  
Richmond, West Bath & Woolwich  
45 Weston Road  
Woolwich, ME 04579  
207-319-5290  
cgrose@sagadahoccountyme.gov  
Term expires: December 31, 2024

## Budget Advisory Committee

Nine Members - Three Year Terms (staggered)

District 1  
**Deborah Jackson**  
debjackson00@gmail.com  
Public Representative  
Term Expires: January 2024

**Ruth Lyons**  
rlyonsbos@topshammaine.com  
Municipal Officer  
Term Expires: January 2025

**Matt Nixon**  
mnixonbos@topshammaine.com  
Municipal Officer  
Term Expires: January 2023

District 2  
**Phyllis Bailey**  
ward1@cityofbath.com  
Municipal Officer  
Term Expires: January 2025

**Susan Bauer**  
ward6@cityofbath.com  
Municipal Officer  
Term Expires: January 2025

**Carolyn Lockwood**  
dogwillinc@gmail.com  
Public Representative  
Term Expires: January 2024

District 3  
**David Hennessey**  
jdhenry@gmail.com  
Public Representative  
Term Expires: January 2024

**Kelly James**  
kellyjames@gmail.com  
Municipal Officer  
Term Expires: January 2025

**Chris Mixon**  
chrspbos@outlook.com  
Municipal Officer  
Term Expires: January 2023

## Department Heads

752 High Street, Bath, ME 04530 207-443-8200

**Amber Jones**  
Interim Administrator/HR Manager

**Aaron Hanscom**  
Facilities Manager

**Shaundra Vanella**  
District Attorney Office Manager

**Joel Merry**  
Sheriff

**Jillian Flaherty**  
Finance Manager

**Mike Dean**  
IT Director

**Lynn Moore**  
Register of Deeds

**Mike Carter**  
Communications Director

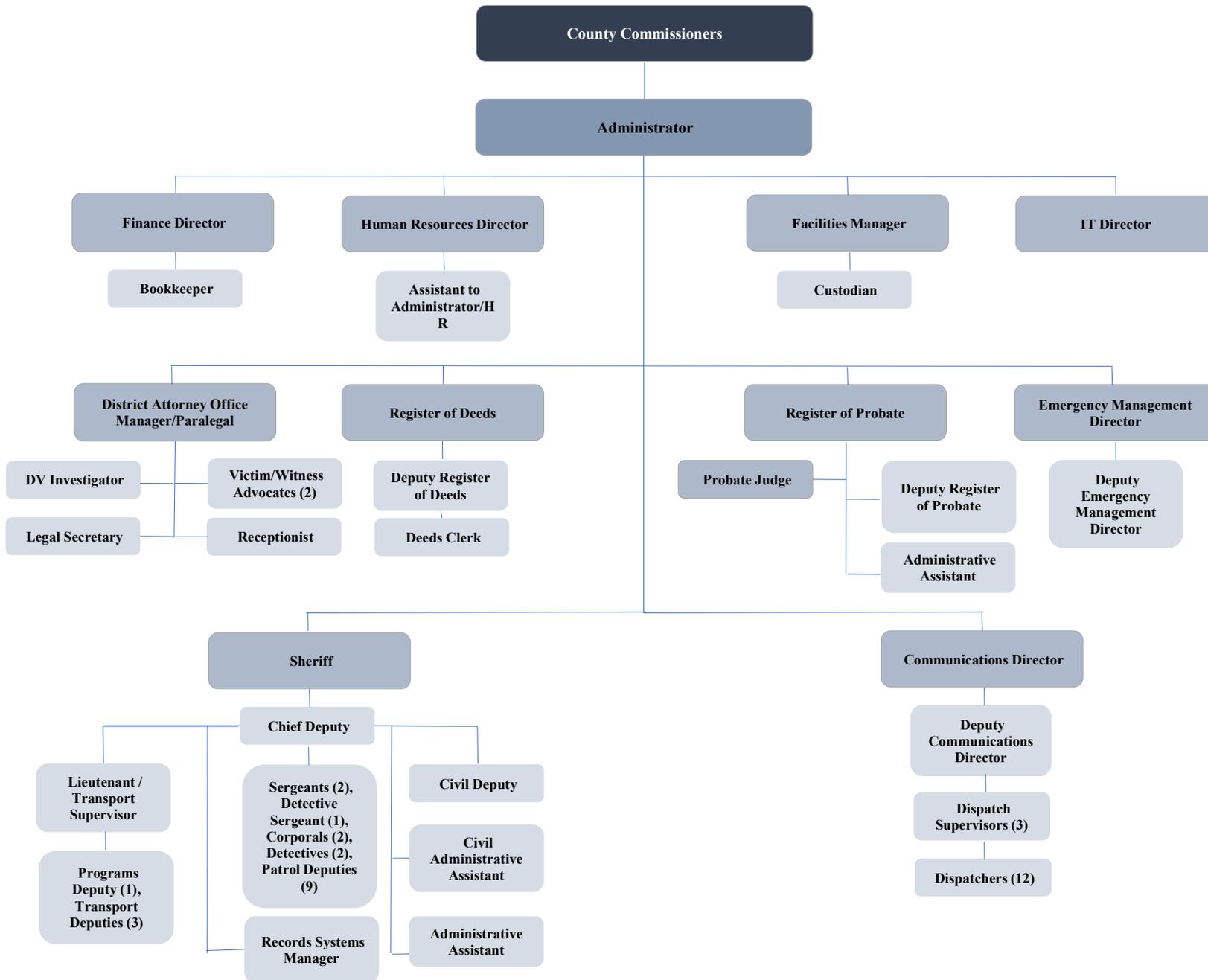
**Jessica Grey**  
Human Resources Director

**Natasha Irving**  
District Attorney

**Jean Guzzetti**  
Register of Probate

**Sarah Bennett**  
Emergency Management Director

# Organizational Chart



## Staffing Levels

Department		FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23
<b>General Government</b>		Number of Positions									
<b>Administration</b>	<i>Full-time</i>	3	3	3	3	3	3	3	3	4	4
	<i>Part-time</i>	2	2	2	2	2	2	2	2	1	1
	<i>Elected</i>	4	4	4	4	4	4	4	4	4	4
<b>Facilities</b>	<i>Full-time</i>	1	1	1	1	1	1	1	1	2	2
	<i>Part-time</i>	1	1	1	1	1	1	1	1	0	0
<b>IT</b>	<i>Full-time</i>	0	0	0	0	0	0	0	0	0	1
	<i>Part-time</i>	0	0	0	0	0	0	0	0	1	0
<b>District Attorney</b>	<i>Full-time</i>	3	3	4	4	4	4	4	5	6	6
	<i>Part-time</i>	0	0	0	1	1	1	1	1	0	0
	<i>Full-time shared</i>	1	1	1	1	1	1	1	0	0	0
<b>Deeds</b>	<i>Full-time</i>	2	2	2	2	2	2	2	2	2	2
	<i>Part-time</i>	1	1	1	0	0	0	0	0	0	0
	<i>Elected</i>	1	1	1	1	1	1	1	1	1	1
<b>Probate</b>	<i>Full-time</i>	1	1	1	1	1	1	1	1	1	1
	<i>Part-time</i>	1	1	1	1	1	1	1	1	1	1
	<i>Elected</i>	2	2	2	2	2	2	2	2	2	2
<b>Corrections</b>											
<b>Transport</b>	<i>Full-time</i>	4	4	4	4	4	4	4	4	4	4
	<i>Full-time shared</i>	1	1	1	1	1	1	1	1	1	1
	<i>Per diem</i>	1	1	1	1	1	1	1	1	0	0
<b>Public Safety</b>											
<b>Sheriff</b>	<i>Full-time</i>	18	19	19	19	19	19	19	19	19	19
	<i>Full-time shared</i>	1	1	1	1	1	1	1	1	1	1
	<i>Elected</i>	1	1	1	1	1	1	1	1	1	1
	<i>Per diem</i>	3	3	3	3	3	4	4	3	2	2
<b>Civil</b>	<i>Part-time</i>	2	2	2	2	2	2	2	2	2	2
<b>Communications</b>	<i>Full-time</i>	16	16	17	17	17	17	17	17	17	17
	<i>Per diem</i>	0	0	0	0	0	0	0	0	1	1
<b>Emergency Management</b>	<i>Full-time</i>	2	2	2	2	2	2	2	2	2	2
<b>Pay rate increases</b>		<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>
Non-union		2.0%	2.0%	2.0%	1.0%	3.0%	3.0%	3.0%	3.0%	3.0%	*5.9%
Transport & Sheriff Union		6.0%	2.0%	2.0%	3.0%	3.0%	3.5%	3.5%	3.0%	3.0%	3.0%
Communications Union		2.0%	2.0%	3.0%	2.0%	2.0%	4.0%	3.0%	3.0%	3.0%	3.0%

\*The County participated in a wage study and raised non-union wages to the average compensation for each position. 5.9% is the cost-of-living adjustment.

# The Budget Process

## **Budget Preparation** *(January)*

The Finance Director creates the budget template for the coming fiscal year and distributes to the Department Heads. The template consists of actual revenues and expenditures for three prior fiscal years, budgeted and actual year-to-date amounts for the current fiscal year, and blank columns for the Department Head recommended budget for the next fiscal year.

## **Department Heads' Budgets** *(February)*

Department Heads work with the County Administrator and Finance Director to develop their proposed budgets. Department Heads and Administration analyze past budgets, discuss future trends and needs, and consider long-term planning for each department.

## **Budget Advisory Committee Caucuses** *(early February)*

Caucuses are held at the Couthouse to fill any open seats on the Budget Advisory Committee (BAC). Each district has three representatives: two municipal officials and one public official who hold three-year terms.

## **Department Head Budget Presentation** *(early March)*

Department Heads, the County Administrator, and Finance Director present the Department Head Recommended Budget to the Commissioners and BAC. Each budget is discussed in detail. The Commissioners and BAC have opportunities to ask questions and make recommendations. This is a collaborative process among Department Heads, Administration, the Commissioners, and the BAC to further develop the budget for the next phase.

## **Commissioner Review** *(mid-March)*

The Finance Director makes the changes identified in the budget presentation and distributes for Commissioner review. The Commissioners review at their monthly meeting then forward the approved proposed budget to the BAC.

## **Budget Advisory Committee Recommendations** *(early April)*

Department Heads and Administration meet with the BAC to discuss the proposed budget. The BAC drafts budget recommendations to be considered by the Commissioners.

## **Public Hearing** *(late April)*

Administration, the Commissioners, and the BAC meet for a public hearing to discuss public comments. The BAC then finalizes their budget recommendations.

## **Commissioners Review** *(mid-May)*

The Commissioners review the BAC recommendations and make any necessary changes to the budget. This will create the final budget to be adopted at the June Commissioners meeting.

## **Budget Adoption** *(mid-June)*

The Commissioners approve and adopt the budget for the coming fiscal year via signed resolution. The adopted budget is then posted to the Sagadahoc County website, filed with the State Auditor, and distributed to Department Heads and all municipalities within the county.

## Proposed Budget Comparison FY22-23

**The Commissioners recommend increasing pay for non-union employees at a cost of living adjustment (COLA) of 3.5%. The Budget Advisory Committee unanimously recommends a COLA of 5.9%, which is the rate determined by the Social Security Administration.**

Expenses	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23				
	Actual	Actual	Actual	Budget	Commissioners		BAC		Difference
Administration	413,787	482,749	509,409	645,085	515,519	-20.09%	523,794	-18.80%	8,275
Employee Benefits	1,470,482	1,458,447	1,536,046	1,778,178	1,857,046	4.44%	1,862,546	4.74%	5,500
Insurance	77,706	79,116	81,689	86,186	87,652	1.70%	87,652	1.70%	-
Facilities	235,552	283,637	274,572	302,785	245,787	-18.82%	248,234	-18.02%	2,447
Information Technology	-	-	-	-	159,341	100.00%	161,031	100.00%	1,690
District Attorney	260,178	233,300	231,883	262,448	333,161	26.94%	338,354	28.92%	5,193
Registry of Deeds	149,893	152,896	159,745	170,580	194,330	13.92%	196,499	15.19%	2,169
Register of Probate	152,222	161,900	156,505	175,190	201,417	14.97%	208,122	18.80%	6,705
VOCA	51,173	76,093	75,760	79,031	91,389	15.64%	92,889	17.53%	1,500
Public Agencies	40,105	41,750	42,750	42,750	40,750	-4.68%	40,750	-4.68%	-
General Fund Reserves	24,275	32,200	45,830	59,577	58,000	-2.65%	58,000	-2.65%	-
Transport	2,842,300	2,815,615	2,901,926	2,991,161	3,093,054	3.41%	3,094,155	3.44%	1,101
Sheriff	1,601,617	1,603,831	1,598,778	1,836,372	1,955,398	6.48%	1,962,227	6.85%	6,829
Civil	20,048	21,328	25,608	26,861	29,239	8.85%	29,732	10.69%	493
Communications	1,050,266	1,020,185	1,048,128	1,194,892	1,213,712	1.58%	1,217,206	1.87%	3,494
Emergency Management Agency	162,742	173,312	170,677	218,108	204,565	-6.21%	207,460	-4.88%	2,895
Debt Service	884,638	859,838	835,038	864,589	716,225	-17.16%	716,225	-17.16%	-
<b>Total Expenditures</b>	<b>9,436,984</b>	<b>9,496,197</b>	<b>9,694,344</b>	<b>10,733,793</b>	<b>10,996,585</b>	<b>2.45%</b>	<b>11,044,876</b>	<b>2.90%</b>	<b>48,291</b>

Revenues	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23				
	Actual	Actual	Actual	Budget	Commissioners		BAC - Final		Difference
Administration	60,253	53,943	32,720	31,000	20,000	-35.48%	20,000	-35.48%	-
District Attorney	16,334	17,692	21,890	15,000	10,000	-33.33%	10,000	-33.33%	-
Registry of Deeds	331,109	384,067	486,419	331,000	479,921	44.99%	479,921	44.99%	-
Register of Probate	82,142	67,586	81,767	54,000	88,200	63.33%	90,700	67.96%	2,500
VOCA	34,360	27,500	27,500	27,500	27,500	0.00%	27,500	0.00%	-
Transport	366,694	390,046	321,504	365,056	435,949	19.42%	437,050	19.72%	1,101
Sheriff	107,129	119,657	132,954	111,150	101,040	-9.10%	101,040	-9.10%	-
Emergency Management Agency	108,898	102,715	112,527	100,000	78,898	-21.10%	78,898	-21.10%	-
Surplus Funds to Offset Tax Levy	537,418	430,711	381,577	618,620	200,000	-67.67%	200,000	-67.67%	-
<b>Total Revenues</b>	<b>1,644,337</b>	<b>1,593,917</b>	<b>1,598,858</b>	<b>1,653,326</b>	<b>1,441,508</b>	<b>-12.81%</b>	<b>1,445,109</b>	<b>-12.59%</b>	<b>3,601</b>

<b>Taxes to be Raised</b>	<b>8,358,854</b>	<b>8,687,845</b>	<b>8,991,697</b>	<b>9,117,617</b>	<b>9,555,077</b>	<b>4.80%</b>	<b>9,599,767</b>	<b>5.29%</b>	<b>44,690</b>
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## Undesignated Fund Balance Estimate

**Policy:**

The level of the undesignated fund balance shall be maintained at approximately 15% of the total annual budget. State law provides unencumbered surplus funds in excess of 20% of the amount to be raised by taxation shall be used to reduce the tax levy.

<b>Projected Undesignated Fund Balance FY22</b>	
UFB June 30, 2021 *unaudited	2,064,050
(-) Use of UFB FY21-22	(618,620)
(+) Anticipated Budget Surplus FY22	200,000
Projected UFB June 30,2022	1,645,430
<b>Net Expenditures Proposed FY22-23</b>	
Government Services	3,353,586
Corrections	2,657,105
Public Safety	3,247,761
Debt Service	716,225
Total	9,974,677
Recommended UFB 15%	1,496,202
Overage	149,228
Tax levy FY23	9,794,677
Maximum allowable UFB - 20% of tax levy	1,958,935
Proposed Use of UFB	200,000
<b>Estimated Undesignated Fund Balance (proposed)</b>	<b>1,445,430</b>

## LD 1 Calculation

### 30-A §5721-A LIMITATION ON TAX ASSESSMENT

	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23
Prior Year Taxable Value	4,507,750,000	4,576,300,000	4,671,500,000	4,944,400,000	5,232,100,000
Current Year Taxable Value	4,576,300,000	4,671,500,000	4,944,400,000	5,232,100,000	5,440,700,000
Property Growth Factor	0.0152	0.0208	0.0584	0.0582	0.0399
Income Growth Factor*	0.0261	0.0277	0.0289	0.0330	0.0378
Growth Limitation Factor	1.0413	1.0485	1.0873	1.0912	1.0777
Prior Year Tax Assessment Limit	11,092,021	11,550,201	12,110,418	13,167,876	14,368,616
Growth Limitation Factor	1.0413	1.0485	1.0873	1.0912	1.0777
<b>Total Tax Assessment Limit</b>	<b>11,550,201</b>	<b>12,110,418</b>	<b>13,167,876</b>	<b>14,368,616</b>	<b>15,484,616</b>
<b>Estimated Tax Assessment</b>	<b>8,358,854</b>	<b>8,687,845</b>	<b>8,991,697</b>	<b>9,117,617</b>	<b>9,599,767</b>
Under Tax Cap Limit	3,191,347	3,422,573	4,176,179	5,250,999	5,884,849

\*Determined by State Office of Policy and Management

# Budget Overview

## Introduction

The fiscal year 2022-2023 budget for the County of Sagadahoc, Maine was adopted via resolution at the June 14, 2022 Commissioners meeting. The budget is developed based on recommendations of the Department Heads and Administration, is reviewed and amended by the Budget Advisory Committee and Commissioners, and vetted in a public hearing before final approval. The budget establishes the operating expenses for the County, as well as the tax levies for the municipalities.

## Expenditures

County expenditures are increasing by 2.90% in the FY23 budget year. Costs for goods and services continue to increase with inflation and demand. The largest increase is in payroll expenses, as the County participated in a wage study through the Maine Association of County Managers, Administrators, and Clerks. Wages paid to non-union employees were consistently at the bottom of the group. As a result, wages were adjusted to the average rates identified in the wage study. This was unanimously approved by the County Commissioners and the Budget Advisory Committee. A cost-of-living adjustment was also granted to employees: 5.9% for non-union employees, and 3% for employees in the Transport, Sheriff, and Communications unions in accordance with the collective bargaining agreements. The County also saw significant increases in utilities and fuel costs. These increases were offset by budgeting more conservatively for known expenses and reducing contingency accounts. Most capital projects in FY23 will be funded via the American Rescue Plan State and Local Fiscal Recovery Funds instead of tax appropriation, resulting in significantly reduced expenses.

## Revenues

County revenues are decreasing by 12.9% in the FY23 budget year. This is the primary issue affecting the budget. Interest rates are at a record low and State matching funds have decreased significantly. The County also anticipates having less available surplus funds to offset the tax levy in this fiscal year. Previous budgeting practices resulted in a fund balance in excess of allowable limits per State statute, which were then used to offset the tax levy. However, these surplus funds have now been used and less is available for future tax levy reductions. This trend is expected to continue as budget practices become more conservative and precise.

## Tax Assessment

The tax assessment for the municipalities of Sagadahoc County is increasing by 5.29% to a total of \$9,599,767. This amount is allocated to the municipalities based on their State valuation as a percentage of the total County valuation.

## Looking Forward

The County will continue to explore revenue channels to become less dependent on State funds. Administration anticipates participating in wage studies more frequently to keep salaries and benefits competitive with other counties and municipalities, which will attract and retain employees. Significant capital improvements to the facilities and communications infrastructure will be completed via ARP funding, which will enable the County to maintain reserves for future needs funded at a steady pace. These actions will stabilize the tax assessment in the coming years while providing adequate funding for departmental and capital needs.

**Budget Summary FY18-19 through Proposed FY22-23**

Expenses	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23			%
	Actual	Actual	Actual	Budget	Dept. Hd.	Comm'rs	BAC - Final	Change
Administration	413,787	482,749	509,409	645,085	533,794	515,519	523,794	-18.80%
Employee Benefits	1,470,482	1,458,447	1,536,046	1,778,178	1,862,546	1,857,046	1,862,546	4.74%
Insurance	77,706	79,116	81,689	86,186	87,652	87,652	87,652	1.70%
Facilities	235,552	283,637	274,572	302,785	410,234	245,787	248,234	-18.02%
Information Technology	-	-	-	-	161,031	159,341	161,031	100.00%
District Attorney	260,178	233,300	231,883	262,448	330,640	333,161	338,354	28.92%
Registry of Deeds	149,893	152,896	159,745	170,580	196,499	194,330	196,499	15.19%
Register of Probate	152,222	161,900	156,505	175,190	205,172	201,417	208,122	18.80%
VOCA	51,173	76,093	75,760	79,031	92,889	91,389	92,889	17.53%
Public Agencies	40,105	41,750	42,750	42,750	40,750	40,750	40,750	-4.68%
General Fund Reserves	24,275	32,200	45,830	59,577	58,000	58,000	58,000	-2.65%
Transport	2,842,300	2,815,615	2,901,926	2,991,161	3,091,798	3,093,054	3,094,155	3.44%
Sheriff	1,601,617	1,603,831	1,598,778	1,836,372	1,941,658	1,955,398	1,962,227	6.85%
Civil	20,048	21,328	25,608	26,861	28,832	29,239	29,732	10.69%
Communications	1,050,266	1,020,185	1,048,128	1,194,892	1,249,749	1,213,712	1,217,206	1.87%
Emergency Management Agency	162,742	173,312	170,677	218,108	207,460	204,565	207,460	-4.88%
Debt Service	884,638	859,838	835,038	864,589	716,225	716,225	716,225	-17.16%
<b>Total Expenditures</b>	<b>9,436,984</b>	<b>9,496,197</b>	<b>9,694,344</b>	<b>10,733,793</b>	<b>11,214,929</b>	<b>10,996,585</b>	<b>11,044,876</b>	<b>2.90%</b>

Revenues	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23			%
	Actual	Actual	Actual	Budget	Dept. Hd.	Comm'rs	BAC - Final	Change
Administration	60,253	53,943	32,720	31,000	20,000	20,000	20,000	-35.48%
District Attorney	16,334	17,692	21,890	15,000	10,000	10,000	10,000	-33.33%
Registry of Deeds	331,109	384,067	486,419	331,000	479,921	479,921	479,921	44.99%
Register of Probate	82,142	67,586	81,767	54,000	88,200	88,200	90,700	67.96%
VOCA	34,360	27,500	27,500	27,500	27,500	27,500	27,500	0.00%
Transport	366,694	390,046	321,504	365,056	434,693	435,949	437,050	19.72%
Sheriff	107,129	119,657	132,954	111,150	101,040	101,040	101,040	-9.10%
Emergency Management Agency	108,898	102,715	112,527	100,000	78,898	78,898	78,898	-21.10%
Surplus Funds to Offset Tax Levy	537,418	430,711	381,577	618,620	180,000	200,000	200,000	-67.67%
<b>Total Revenues</b>	<b>1,644,337</b>	<b>1,593,917</b>	<b>1,598,858</b>	<b>1,653,326</b>	<b>1,420,252</b>	<b>1,441,508</b>	<b>1,445,109</b>	<b>-12.59%</b>

<b>Taxes to be Raised</b>	<b>8,358,854</b>	<b>8,687,845</b>	<b>8,991,697</b>	<b>9,117,617</b>	<b>9,794,677</b>	<b>9,555,077</b>	<b>9,599,767</b>	<b>5.29%</b>
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## Expenditures Summary FY18-19 through Proposed FY22-23

Expenses	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23			%
	Actual	Actual	Actual	Budget	Dept. Hd.	Comm'rs	BAC - Final	Change
<b>General Government</b>								
Personnel Services	802,261	841,097	872,558	968,591	1,192,002	1,174,889	1,199,716	23.86%
Employee Benefits	1,478,286	1,489,668	1,568,127	1,810,491	1,897,004	1,891,302	1,897,004	4.78%
Supplies & Operating Expenses	67,467	87,484	59,207	131,460	119,640	109,640	109,640	-16.60%
Purchased & Contractual Services	357,075	383,989	386,365	472,241	472,611	472,611	475,561	0.70%
Public Agency Awards	40,105	41,750	42,750	42,750	40,750	40,750	40,750	-4.68%
Capital Funding	105,904	125,900	139,352	116,700	199,200	37,200	37,200	-68.12%
Reserves Funding	24,275	32,200	45,830	59,577	58,000	58,000	58,000	-2.65%
<b>Total General Government</b>	<b>2,875,373</b>	<b>3,002,088</b>	<b>3,114,189</b>	<b>3,601,810</b>	<b>3,979,207</b>	<b>3,784,392</b>	<b>3,817,871</b>	<b>6.00%</b>
<b>Corrections</b>								
Personnel Services	202,036	223,937	203,531	248,929	257,436	258,692	259,793	4.36%
Employee Benefits	60,673	86,477	87,437	107,375	120,112	120,112	120,112	11.86%
Supplies & Operating Expenses	16,595	16,561	20,353	17,900	18,400	18,400	18,400	2.79%
Purchased & Contractual Services	2,562,996	2,488,640	2,590,605	2,616,957	2,695,850	2,695,850	2,695,850	3.01%
<b>Total Corrections</b>	<b>2,842,300</b>	<b>2,815,615</b>	<b>2,901,926</b>	<b>2,991,161</b>	<b>3,091,798</b>	<b>3,093,054</b>	<b>3,094,155</b>	<b>3.44%</b>
<b>Public Safety</b>								
Personnel Services	2,312,327	2,312,908	2,249,558	2,542,267	2,705,134	2,720,886	2,734,597	7.57%
Supplies & Operating Expenses	120,617	100,776	120,240	147,826	172,520	172,520	172,520	16.70%
Purchased & Contractual Services	243,629	227,872	248,754	297,705	225,385	319,098	319,098	7.19%
Capital Funding	158,100	177,100	224,639	288,435	324,660	190,410	190,410	-33.99%
<b>Total Public Safety</b>	<b>2,834,673</b>	<b>2,818,656</b>	<b>2,843,191</b>	<b>3,276,233</b>	<b>3,427,699</b>	<b>3,402,914</b>	<b>3,416,625</b>	<b>4.29%</b>
<b>Debt Service</b>								
Principal	673,160	673,160	678,386	721,864	615,000	615,000	615,000	-14.80%
Interest	211,478	186,678	156,652	142,725	101,225	101,225	101,225	-29.08%
<b>Total Debt Service</b>	<b>884,638</b>	<b>859,838</b>	<b>835,038</b>	<b>864,589</b>	<b>716,225</b>	<b>716,225</b>	<b>716,225</b>	<b>-17.16%</b>
<b>Gross Expenditures</b>	<b>9,436,984</b>	<b>9,496,197</b>	<b>9,694,344</b>	<b>10,733,793</b>	<b>11,214,929</b>	<b>10,996,585</b>	<b>11,044,876</b>	<b>2.90%</b>

## Revenues Summary FY18-19 through Proposed FY22-23

Expenses	FY18-19	FY19-20	FY20-21	FY21-22	Dept. Hd.	FY22-23		%
	Actual	Actual	Actual	Budget		Comm'rs	BAC - Final	Change
<b>Tax Assessments</b>	8,358,854	8,687,845	8,991,697	9,117,617	9,794,677	9,555,077	9,599,767	5.29%
<b>General Government</b>								
Fees for Services	439,554	479,805	596,772	405,000	582,621	578,121	585,121	44.47%
Interest	45,004	43,196	25,517	25,000	15,000	15,000	15,000	-40.00%
Miscellaneous	5,280	287	507	1,000	500	500	500	-50.00%
Grant Revenue	49,586	34,360	27,500	27,500	27,500	27,500	27,500	0.00%
Surplus Funds	537,418	430,711	381,577	618,620	180,000	200,000	200,000	-67.67%
<b>Total General Government</b>	<b>1,076,842</b>	<b>988,359</b>	<b>1,031,873</b>	<b>1,077,120</b>	<b>805,621</b>	<b>821,121</b>	<b>828,121</b>	<b>-23.12%</b>
<b>Corrections</b>								
Fees for Services	4,990	15,835	19,479	22,500	20,000	20,000	20,000	-11.11%
State Jail Contribution	315,022	307,840	267,324	275,000	265,000	265,000	265,000	-3.64%
Surplus Funds	46,682	66,371	34,701	67,556	149,693	150,949	152,050	125.07%
<b>Total Corrections</b>	<b>366,694</b>	<b>390,046</b>	<b>321,504</b>	<b>365,056</b>	<b>434,693</b>	<b>435,949</b>	<b>437,050</b>	<b>19.72%</b>
<b>Public Safety</b>								
Fees for Services	7,341	5,829	5,901	5,550	5,790	5,790	5,790	4.32%
Miscellaneous	7,573	552	1,974	15,407	1,250	1,250	1,250	-91.89%
Grant Revenue	201,113	215,991	237,606	205,000	172,898	172,898	172,898	-15.66%
<b>Total Public Safety</b>	<b>216,027</b>	<b>222,372</b>	<b>245,481</b>	<b>225,957</b>	<b>179,938</b>	<b>179,938</b>	<b>179,938</b>	<b>-20.37%</b>
<b>Gross Revenues</b>	<b>10,018,417</b>	<b>10,288,622</b>	<b>10,590,555</b>	<b>10,785,750</b>	<b>11,214,929</b>	<b>10,992,085</b>	<b>11,044,876</b>	<b>2.40%</b>

**Revenue  
Tax Assessments - 200**

<b>Municipality</b>	<b>2021 State Valuation</b>	<b>Percent of County Tax Levy</b>	<b>FY21-22 County Tax Assessment</b>	<b>2022 State Valuation</b>	<b>Percent of County Tax Levy</b>	<b>FY22-23 County Tax Assessment</b>
Arrowsic	106,900,000	2.04%	185,999	115,100,000	2.12%	203,087
Bath	1,093,400,000	20.90%	1,906,494	1,106,650,000	20.34%	1,952,613
Bowdoin	260,450,000	4.98%	454,057	276,500,000	5.08%	487,867
Bowdoinham	332,950,000	6.36%	579,880	355,450,000	6.53%	627,169
Georgetown	500,850,000	9.57%	872,556	534,050,000	9.82%	942,297
Phippsburg	697,150,000	13.32%	1,215,378	693,300,000	12.74%	1,223,283
Richmond	307,900,000	5.88%	537,028	318,600,000	5.86%	562,149
Topsham	1,080,150,000	20.64%	1,882,788	1,132,450,000	20.81%	1,998,136
West Bath	412,600,000	7.89%	716,645	427,150,000	7.85%	753,679
Woolwich	439,750,000	8.40%	766,792	481,450,000	8.85%	849,488
<b>Total</b>	<b>5,232,100,000</b>	<b>100.00%</b>	<b>9,117,617</b>	<b>5,440,700,000</b>	<b>100.00%</b>	<b>9,599,767</b>

# **SAGADAHOC COUNTY**

## **GENERAL GOVERNMENT**

**Administration**

**Employee Benefits**

**Insurance**

**Facilities**

**Information Technology**

**District Attorney**

**Registry of Deeds**

**Register of Probate**

**Victims of Crime Act Administrator**

**Public Agencies**

**Reserve Accounts**

**Department Overview**

The Administration Department provides support services to all County departments. This includes human resources, accounting and payroll, and general management by the County Administrator.

**Mission**

The Sagadahoc County Administration Department strives to provide high-quality services, leadership, and fiduciary responsibility to our employees and tax payers, and be worthy of the highest degree of public confidence.

**Staffing**

We maintain a staff of four full-time employees (Administrator, Human Resources Manager, Finance Director, and Bookkeeper) and one part-time Administrative Assistant.

**BUDGET SUMMARY**

	FY18-19	FY19-20	FY20-21	FY21-22		FY22-23		
	Actual	Actual	Actual	Budget	YTD	Dept. Hd.	Comm'rs	BAC
Personnel Services	273,160	293,838	306,041	362,205	170,785	365,103	356,828	365,103
Supplies & Operating Expenses	26,038	43,933	32,782	83,750	22,132	43,200	33,200	33,200
Purchased & Contractual Services	114,589	141,978	152,586	181,130	48,552	125,491	125,491	125,491
Capital Items	-	3,000	18,000	18,000	18,000	-	-	-
<b>Total Administration Expenditures</b>	<b>413,787</b>	<b>482,749</b>	<b>509,409</b>	<b>645,085</b>	<b>259,469</b>	<b>533,794</b>	<b>515,519</b>	<b>523,794</b>
<b>Total Administration Revenues</b>	<b>60,253</b>	<b>53,943</b>	<b>32,720</b>	<b>31,000</b>	<b>6,958</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>Net Administration Budget</b>	<b>353,534</b>	<b>428,806</b>	<b>476,689</b>	<b>614,085</b>	<b>252,511</b>	<b>513,794</b>	<b>495,519</b>	<b>503,794</b>

**General Government  
Administration - 201**  
*Amber Jones, Interim Administrator*

	FY18-19	FY19-20	FY20-21	FY21-22		FY22-23					
	Actual	Actual	Actual	Budget	YTD	Dept. Head		Commissioners		BAC Recommend.	
<b>EXPENDITURES</b>	12/31/2021										
<b>Personnel Services</b>											
51010 Administrator Wages	83,782	86,975	93,673	91,897	53,635	95,310	3.7%	93,150	1.4%	95,310	3.7%
51030 Finance Manager Wages	53,550	57,708	65,847	67,810	21,772	81,060	19.5%	79,223	16.8%	81,060	19.5%
51035 Administrative Assistant Wages	37,463	42,533	26,753	-	5,486	19,824	100.0%	19,375	100.0%	19,824	100.0%
51040 Bookkeeper Wages	44,117	45,804	47,011	48,411	25,018	59,429	22.8%	58,082	20.0%	59,429	22.8%
51045 HR Manager Wages	-	-	3,150	64,248	32,790	74,130	15.4%	72,450	12.8%	74,130	15.4%
51070 Elected Official Wages	28,756	30,567	30,720	31,631	15,301	35,350	11.8%	34,548	9.2%	35,350	11.8%
51300 Part-Time Wages	25,492	30,251	38,887	58,208	16,783	-	-100.0%	-	-100.0%	-	-100.0%
	<b>273,160</b>	<b>293,838</b>	<b>306,041</b>	<b>362,205</b>	<b>170,785</b>	<b>365,103</b>	<b>0.8%</b>	<b>356,828</b>	<b>-1.5%</b>	<b>365,103</b>	<b>0.8%</b>
<b>Supplies &amp; Operating Expenses</b>											
52500 Safety/Wellness	(1,207)	160	895	2,400	575	2,400	0.0%	2,400	0.0%	2,400	0.0%
53010 Office Supplies	3,660	4,150	4,326	5,000	2,382	5,000	0.0%	5,000	0.0%	5,000	0.0%
53050 Books/Periodicals	-	-	-	550	19	100	-81.8%	100	-81.8%	100	-81.8%
53060 Postage	864	931	911	1,200	370	1,200	0.0%	1,200	0.0%	1,200	0.0%
53600 Minor Equipment	444	246	200	2,700	1,337	1,500	-44.4%	1,500	-44.4%	1,500	-44.4%
56100 Travel	926	1,007	395	1,900	8	1,000	-47.4%	1,000	-47.4%	1,000	-47.4%
56300 Miscellaneous	762	727	1,359	1,000	62	1,500	50.0%	1,500	50.0%	1,500	50.0%
57400 Computer Equipment	17,589	12,826	14,861	16,000	17,379	-	-100.0%	-	-100.0%	-	-100.0%
57410 Software	-	-	-	-	-	20,500	100.0%	20,500	100.0%	20,500	100.0%
59300 Contingency	3,000	104	9,835	53,000	-	10,000	-81.1%	-	-100.0%	-	-100.0%
59999 Bad Debt	-	23,782	-	-	-	-	0.0%	-	0.0%	-	0.0%
	<b>26,038</b>	<b>43,933</b>	<b>32,782</b>	<b>83,750</b>	<b>22,132</b>	<b>43,200</b>	<b>-48.4%</b>	<b>33,200</b>	<b>-60.4%</b>	<b>33,200</b>	<b>-60.4%</b>
<b>Purchased &amp; Contractual Services</b>											
52100 Board of Assessment Review	-	-	-	300	-	300	0.0%	300	0.0%	300	0.0%
54010 Training/Professional Development	1,305	3,590	905	4,100	928	5,000	22.0%	5,000	22.0%	5,000	22.0%
54020 Dues/Memberships	10,694	10,942	10,521	12,000	833	12,000	0.0%	12,000	0.0%	12,000	0.0%
54500 Legal Fees	18,744	16,569	3,456	18,000	1,775	18,000	0.0%	18,000	0.0%	18,000	0.0%

54510 Professional Services	20,871	40,404	65,206	71,000	25,473	15,000	-78.9%	15,000	-78.9%	15,000	-78.9%
54520 Audit Services	9,750	15,800	16,250	17,750	14,500	21,500	21.1%	21,500	21.1%	21,500	21.1%
55120 Telephone	1,000	1,337	1,062	1,200	212	1,200	0.0%	1,200	0.0%	1,200	0.0%
55400 Equipment Repairs & Maintenance	4,412	7,300	8,749	7,300	3,607	1,000	-86.3%	1,000	-86.3%	1,000	-86.3%
55405 Copier Lease & Maintenance		-	-	-	-	4,675	100.0%	4,675	100.0%	4,675	100.0%
56200 Advertising	3,578	1,920	2,321	3,400	1,224	2,500	-26.5%	2,500	-26.5%	2,500	-26.5%
56210 Printing	118	-	-	180	-	200	11.1%	200	11.1%	200	11.1%
59104 Economic & Community Development	44,117	44,116	44,116	45,900	-	44,116	-3.9%	44,116	-3.9%	44,116	-3.9%
	<b>114,589</b>	<b>141,978</b>	<b>152,586</b>	<b>181,130</b>	<b>48,552</b>	<b>125,491</b>	<b>-30.7%</b>	<b>125,491</b>	<b>-30.7%</b>	<b>125,491</b>	<b>-30.7%</b>
<b>Capital Items</b>											
59440 Copiers	7,000	-	8,000	8,000	8,000	-	-100.0%	-	-100.0%	-	-100.0%
59450 Telephone System Upgrade Reserve	3,000	3,000	10,000	10,000	10,000	-	-100.0%	-	-100.0%	-	-100.0%
		<b>3,000</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>	<b>-</b>	<b>-100.0%</b>	<b>-</b>	<b>-100.0%</b>	<b>-</b>	<b>-100.0%</b>
<b>Total Administration Expenditures</b>	<b>413,787</b>	<b>482,749</b>	<b>509,409</b>	<b>645,085</b>	<b>259,469</b>	<b>533,794</b>	<b>-17.3%</b>	<b>515,519</b>	<b>-20.1%</b>	<b>523,794</b>	<b>-18.8%</b>
<b>REVENUES</b>											
44371 County Share of Civil Services	9,969	10,460	6,696	5,000	-	4,500	-10.0%	4,500	-10.0%	4,500	-10.0%
44411 Miscellaneous	5,280	287	507	1,000	128	500	-50.0%	500	-50.0%	500	-50.0%
44500 Interest	45,004	43,196	25,517	25,000	6,830	15,000	-40.0%	15,000	-40.0%	15,000	-40.0%
<b>Total Administration Revenues</b>	<b>60,253</b>	<b>53,943</b>	<b>32,720</b>	<b>31,000</b>	<b>6,958</b>	<b>20,000</b>	<b>-35.5%</b>	<b>20,000</b>	<b>-35.5%</b>	<b>20,000</b>	<b>-35.5%</b>
<b>Net Administration Budget</b>	<b>353,534</b>	<b>428,806</b>	<b>476,689</b>	<b>614,085</b>	<b>252,511</b>	<b>513,794</b>	<b>-16.3%</b>	<b>495,519</b>	<b>-19.3%</b>	<b>503,794</b>	<b>-18.0%</b>

**General Government  
Administration - 201**  
*Amber Jones, Interim Administrator*

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
<b>EXPENDITURES</b>					
<b>Personnel Services</b>					
51010	Administrator Wages	DH	MACCAM Wage study average + 5.9% COLA	95,310	3.7%
51030	Finance Manager Wages	DH	MACCAM Wage study average + 5.9% COLA	81,060	19.5%
51035	Administrative Assistant Wages	DH	Moved from Part-Time Wages, based on 20 hours	19,824	100.0%
51040	Bookkeeper Wages	DH	MACCAM Wage study average + 5.9% COLA	59,429	22.8%
51045	HR Manager Wages	DH	MACCAM Wage study average + 5.9% COLA	74,130	15.4%
51070	Elected Official Wages	DH	5.9% COLA increase	35,350	11.8%
51300	Part-Time Wages	DH	Moved to Administrative Assistant Wages	-	-100.0%
<b>Supplies &amp; Operating Expenses</b>					
52500	Safety/Wellness	DH		2,400	0.0%
53010	Office Supplies	DH		5,000	0.0%
53050	Books/Periodicals	DH		100	-81.8%
53060	Postage	DH		1,200	0.0%
53600	Minor Equipment	DH		1,500	-44.4%
56100	Travel	DH		1,000	-47.4%
56300	Miscellaneous	DH		1,500	50.0%
57400	Computer Equipment	DH		-	-100.0%
57410	Software	DH		20,500	100.0%
59300	Contingency	DH	Reduced to reflect typical usage	-	-100.0%
59999	Bad Debt	DH	One-time expense in FY19	-	0.0%
<b>Purchased &amp; Contractual Services</b>					
52100	Board of Assessment Review	DH		300	0.0%
54010	Training/Professional Development	DH		5,000	22.0%
54020	Dues/Memberships	DH		12,000	0.0%
54500	Legal Fees	DH		18,000	0.0%
54510	Professional Services	DH	IT contractor moved to the IT budget; this is for ad hoc projects needing outside help	15,000	-78.9%
54520	Audit Services	DH		21,500	21.1%
55120	Telephone	DH		1,200	0.0%

55400	Equipment Repairs & Maintenance	DH		1,000	-86.3%
55405	Copier Lease & Maintenance	DH		4,675	100.0%
56200	Advertising	DH		2,500	-26.5%
56210	Printing	DH		200	11.1%
59104	Economic & Community Development	DH	\$1.25 per capita (35,293 residents per the 2010 census)	44,116	-3.9%

**Capital Items**

59440	Copiers	DH	No longer used, copiers will be leased going forward	-	-100.0%
59450	Telephone System Upgrade Reserve	DH	Move to IT capital budget	-	-100.0%

**REVENUES**

44371	County Share of Civil Services	DH	Reduced civil services performed during pandemic	4,500	-10.0%
44411	Miscellaneous	DH	Reduced to reflect typical revenue	500	-50.0%
44500	Interest	DH	Reduced due to very low interest rates at all financial institutions	15,000	-40.0%

**Department Overview**

This budget accounts for county-wide employee benefits, with the exception of Transport and VOCA which statutorily must be accounted for within their individual budgets. The County offers self-funded health coverage (paid at 90% of employee and 80% family rates), short-term disability, group term life, and retirement contributions in accordance with the Maine Public Employee Retirement System or a match of 6% for deferred compensation plans.

**BUDGET SUMMARY**

	FY18-19	FY19-20	FY20-21	FY21-22		FY22-23		
	Actual	Actual	Actual	Budget	YTD	Dept. Hd.	Comm'rs	BAC
Employee Benefits	1,470,482	1,458,447	1,536,046	1,778,178	813,635	1,862,546	1,857,046	1,862,546
<b>Total Employee Benefits Expenditures</b>	<b>1,470,482</b>	<b>1,458,447</b>	<b>1,536,046</b>	<b>1,778,178</b>	<b>813,635</b>	<b>1,862,546</b>	<b>1,857,046</b>	<b>1,862,546</b>
<b>Net Employee Benefits Budget</b>	<b>1,470,482</b>	<b>1,458,447</b>	<b>1,536,046</b>	<b>1,778,178</b>	<b>813,635</b>	<b>1,862,546</b>	<b>1,857,046</b>	<b>1,862,546</b>

**General Government**  
**Employee Benefits - 204**  
*Amber Jones, Human Resources Manager*

	FY18-19	FY19-20	FY20-21	FY21-22		FY22-23					
	Actual	Actual	Actual	Budget	YTD	Dept. Head	Commissioners		BAC Recommend.		
<b>EXPENDITURES</b>					12/31/2021						
<b>Employee Benefits</b>											
51570 Health Insurance Opt-Out	9,161	10,000	12,700	12,000	7,000	13,600	13.3%	13,600	13.3%	13,600	13.3%
51575 Medical/Fitness Reimbursement	-	-	-	-	-	500	100.0%	500	100.0%	500	100.0%
52020 Workers Compensation	33,109	46,133	82,325	131,228	86,966	142,838	8.8%	142,838	8.8%	142,838	8.8%
52030 Short-Term Disability	12,907	7,233	6,699	8,050	3,474	8,208	2.0%	8,208	2.0%	8,208	2.0%
52040 Group Term Life	25,777	25,982	26,004	26,750	13,384	26,000	-2.8%	26,000	-2.8%	26,000	-2.8%
52110 457(b) Plans	28,258	32,444	26,137	20,251	13,596	32,000	58.0%	31,500	55.5%	32,000	58.0%
52120 Maine Public Employees Retirement System	267,866	269,148	293,855	370,747	164,526	370,000	-0.2%	368,000	-0.7%	370,000	-0.2%
52200 Health	859,181	836,936	837,478	950,176	395,832	973,000	2.4%	973,000	2.4%	973,000	2.4%
52300 Payroll Taxes	232,823	229,171	249,448	257,376	127,457	295,000	14.6%	292,000	13.5%	295,000	14.6%
52530 YMCA Passes	1,400	1,400	1,400	1,600	1,400	1,400	-12.5%	1,400	-12.5%	1,400	-12.5%
	<b>1,470,482</b>	<b>1,458,447</b>	<b>1,536,046</b>	<b>1,778,178</b>	<b>813,635</b>	<b>1,862,546</b>	<b>4.7%</b>	<b>1,857,046</b>	<b>4.4%</b>	<b>1,862,546</b>	<b>4.7%</b>
<b>Total Employee Benefits Expenditures</b>	<b>1,470,482</b>	<b>1,458,447</b>	<b>1,536,046</b>	<b>1,778,178</b>	<b>813,635</b>	<b>1,862,546</b>	<b>4.7%</b>	<b>1,857,046</b>	<b>4.4%</b>	<b>1,862,546</b>	<b>4.7%</b>
<b>Net Employee Benefits Budget</b>	<b>1,470,482</b>	<b>1,458,447</b>	<b>1,536,046</b>	<b>1,778,178</b>	<b>813,635</b>	<b>1,862,546</b>	<b>4.7%</b>	<b>1,857,046</b>	<b>4.4%</b>	<b>1,862,546</b>	<b>4.7%</b>

**General Government**  
**Employee Benefits - 204**  
*Amber Jones, Human Resources Manager*

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
<b>EXPENDITURES</b>					
<b>Employee Benefits</b>					
51570	Health Insurance Opt-Out	DH	Based on current usage levels and amounts established in the CBAs	13,600	13.3%
51575	Medical/Fitness Reimbursement	DH	Benefit offered to non-union employees, not historically used but we hope this will change	500	100.0%
52020	Workers Compensation	DH	Based on current premium	142,838	8.8%
52030	Short-Term Disability	DH		8,208	2.0%
52040	Group Term Life	DH		26,000	-2.8%
52110	457(b) Plans	DH	Based on current usage levels	32,000	58.0%
52120	Maine Public Employees Retirement System	DH	Match rates of 10.2% (non-union), 11.4% (Comms union), and 13.4% (Sheriff union)	370,000	-0.2%
52200	Health	DH	Based on plan year 2021 rates, however we expect a slight rate reduction in the next renewal	973,000	2.4%
52300	Payroll Taxes	DH	Increase due to wage study pay increases	295,000	14.6%
52530	YMCA Passes	DH	Two passes to be used by all county employees	1,400	-12.5%

**Department Overview**

County-wide insurance coverage for properties, vehicles, cyber insurance, and liability.

**BUDGET SUMMARY**

	FY18-19	FY19-20	FY20-21	FY21-22		Dept. Hd.	FY22-23	BAC
	Actual	Actual	Actual	Budget	YTD		Comm'rs	
Purchased & Contractual Services	77,706	79,116	81,689	86,186	42,839	87,652	87,652	87,652
<b>Total Insurance Expenditures</b>	<b>77,706</b>	<b>79,116</b>	<b>81,689</b>	<b>86,186</b>	<b>42,839</b>	<b>87,652</b>	<b>87,652</b>	<b>87,652</b>
<b>Net Insurance Budget</b>	<b>77,706</b>	<b>79,116</b>	<b>81,689</b>	<b>86,186</b>	<b>42,839</b>	<b>87,652</b>	<b>87,652</b>	<b>87,652</b>

**General Government**  
**Insurance - 206**  
*Amber Jones, Interim Administrator*

	FY18-19	FY19-20	FY20-21	FY21-22		FY22-23					
	Actual	Actual	Actual	Budget	YTD	Dept. Head		Commissioners		BAC Recommend.	
<b>EXPENDITURES</b>					12/31/2021						
<b>Purchased &amp; Contractual Services</b>											
56010 Property & Casualty Insurance	76,270	77,680	80,253	84,686	41,403	86,152	1.7%	86,152	1.7%	86,152	1.7%
56020 Surety Bonds	1,436	1,436	1,436	1,500	1,436	1,500	0.0%	1,500	0.0%	1,500	0.0%
	<b>77,706</b>	<b>79,116</b>	<b>81,689</b>	<b>86,186</b>	<b>42,839</b>	<b>87,652</b>	<b>1.7%</b>	<b>87,652</b>	<b>1.7%</b>	<b>87,652</b>	<b>1.7%</b>
<b>Total Insurance Expenditures</b>	<b>77,706</b>	<b>79,116</b>	<b>81,689</b>	<b>86,186</b>	<b>42,839</b>	<b>87,652</b>	<b>1.7%</b>	<b>87,652</b>	<b>1.7%</b>	<b>87,652</b>	<b>1.7%</b>
<b>Net Insurance Budget</b>	<b>77,706</b>	<b>79,116</b>	<b>81,689</b>	<b>86,186</b>	<b>42,839</b>	<b>87,652</b>	<b>1.7%</b>	<b>87,652</b>	<b>1.7%</b>	<b>87,652</b>	<b>1.7%</b>

**General Government  
Insurance - 206**

*Amber Jones, Interim Administrator*

<b>Line Number</b>	<b>Budget Item</b>	<b>Note Source</b>	<b>Supporting Budget Information Reason For Request</b>	<b>Amount Requested</b>	<b>Change</b>
<b>EXPENDITURES</b>					
<b>Purchased &amp; Contractual Services</b>					
56010	Property & Casualty Insurance	DH	Coverage for county buildings, towers, and vehicles	86,152	1.7%
56020	Surety Bonds	DH	Blanket coverage in the amount of \$250,000	1,500	0.0%

**General Government  
Facilities - 210**

*Aaron Hanscom, Facilities Manager*

**Department Overview**

This budget comprises the costs to operate and maintain all County facilities. Utilities, plowing and landscaping, and building repairs and maintenance are included.

**Mission**

The Sagadahoc County Facilities Department works daily to provide facilities that are clean, safe, and cost-effective.

**Staffing**

One full-time Facilities Manager and one full-time custodian.

**BUDGET SUMMARY**

	FY18-19	FY19-20	FY20-21	FY21-22		FY22-23		
	Actual	Actual	Actual	Budget	YTD	Dept. Hd.	Comm'rs	BAC
Personnel Services	54,896	56,535	64,968	85,160	38,875	111,434	108,987	111,434
Supplies & Operating Expenses	22,427	28,269	15,878	22,400	7,190	30,100	30,100	30,100
Purchased & Contractual Services	77,325	75,933	72,374	96,525	29,879	89,500	89,500	89,500
Capital Items	80,904	122,900	121,352	98,700	98,700	179,200	17,200	17,200
<b>Total Facilities Expenditures</b>	<b>235,552</b>	<b>283,637</b>	<b>274,572</b>	<b>302,785</b>	<b>174,644</b>	<b>410,234</b>	<b>245,787</b>	<b>248,234</b>
<b>Net Facilities Budget</b>	<b>235,552</b>	<b>283,637</b>	<b>274,572</b>	<b>302,785</b>	<b>174,644</b>	<b>410,234</b>	<b>245,787</b>	<b>248,234</b>

**General Government**  
**Facilities - 210**  
*Aaron Hanscom, Facilities Manager*

	FY18-19	FY19-20	FY20-21	FY21-22		FY22-23						
	Actual	Actual	Actual	Budget	YTD	Dept. Head	Commissioners	BAC Recommend.				
<b>EXPENDITURES</b>					12/31/2021							
<b>Personnel Services</b>												
51020 Facilities Manager Wages	47,612	49,158	50,436	51,938	26,831	66,082	27.2%	64,584	24.3%	66,082	27.2%	
51030 Custodian Wages	-	-	-	30,722	10,990	41,852	36.2%	40,903	33.1%	41,852	36.2%	
51300 Part-Time Wages	5,256	5,557	13,750	-	-	-	0.0%	-	0.0%	-	0.0%	
51500 Overtime Wages	2,028	1,820	782	2,500	1,054	3,500	40.0%	3,500	40.0%	3,500	40.0%	
	<b>54,896</b>	<b>56,535</b>	<b>64,968</b>	<b>85,160</b>	<b>38,875</b>	<b>111,434</b>	<b>30.9%</b>	<b>108,987</b>	<b>28.0%</b>	<b>111,434</b>	<b>30.9%</b>	
<b>Supplies &amp; Operating Expenses</b>												
53020 General Supplies	6,349	7,494	5,863	6,500	3,773	7,400	13.8%	7,400	13.8%	7,400	13.8%	
53100 Salt & Emergency Snow Removal	1,045	1,445	-	900	101	2,500	177.8%	2,500	177.8%	2,500	177.8%	
53400 Heating Fuel	13,212	15,348	8,915	12,300	2,287	17,100	39.0%	17,100	39.0%	17,100	39.0%	
53600 Minor Equipment	1,326	3,582	657	1,700	872	1,700	0.0%	1,700	0.0%	1,700	0.0%	
53700 Vehicle Gasoline	495	400	443	1,000	157	1,400	40.0%	1,400	40.0%	1,400	40.0%	
	<b>22,427</b>	<b>28,269</b>	<b>15,878</b>	<b>22,400</b>	<b>7,190</b>	<b>30,100</b>	<b>34.4%</b>	<b>30,100</b>	<b>34.4%</b>	<b>30,100</b>	<b>34.4%</b>	
<b>Purchased &amp; Contractual Services</b>												
55010 Vehicle Repairs & Maintenance	1,264	2,690	1,744	2,500	129	2,500	0.0%	2,500	0.0%	2,500	0.0%	
55100 Electricity	32,403	28,692	27,293	35,000	12,199	38,000	8.6%	38,000	8.6%	38,000	8.6%	
55110 Water & Sewer	4,351	3,640	3,078	4,100	1,799	4,100	0.0%	4,100	0.0%	4,100	0.0%	
55120 Cellular Telephone	-	-	-	9,700	142	675	100.0%	675	100.0%	675	100.0%	
55200 Buildings Repairs & Maintenance	14,367	11,494	12,404	14,000	9,385	14,000	0.0%	14,000	0.0%	14,000	0.0%	
55300 Rental of Land & Buildings	2,088	-	-	2,600	-	-	-100.0%	-	-100.0%	-	-100.0%	
55340 Equipment Rental	896	1,113	618	1,225	412	1,225	0.0%	1,225	0.0%	1,225	0.0%	
55400 Equipment Repairs & Maintenance	16,263	24,120	21,721	21,300	4,253	22,500	5.6%	22,500	5.6%	22,500	5.6%	
55500 Special Projects	3,000	1,081	3,268	3,200	-	3,200	0.0%	3,200	0.0%	3,200	0.0%	
55510 Damage Repair	-	-	(507)	-	-	-	0.0%	-	0.0%	-	0.0%	
55530 Waste Collection	2,693	3,103	2,755	2,900	1,560	3,300	13.8%	3,300	13.8%	3,300	13.8%	
	<b>77,325</b>	<b>75,933</b>	<b>72,374</b>	<b>96,525</b>	<b>29,879</b>	<b>89,500</b>	<b>-7.3%</b>	<b>89,500</b>	<b>-7.3%</b>	<b>89,500</b>	<b>-7.3%</b>	

**Capital Items**

59401 Building Reserve	3,904	-	-	1,000	1,000	-	-100.0%	-	-100.0%	-	-100.0%
59402 Roof Reserve	50,000	65,000	47,904	17,000	17,000	-	-100.0%	-	-100.0%	-	-100.0%
59405 HVAC Reserve	-	6,900	7,030	6,200	6,200	6,200	0.0%	6,200	0.0%	6,200	0.0%
59407 Fire Alarm Reserve	10,000	10,000	2,618	-	-	-	0.0%	-	0.0%	-	0.0%
59410 ADA Reserve	-	19,000	-	-	-	-	0.0%	-	0.0%	-	0.0%
59411 Generator Reserve	-	-	18,500	3,500	3,500	3,000	-14.3%	3,000	-14.3%	3,000	-14.3%
59413 Wall Sealant Reserve	10,000	10,000	10,000	10,000	10,000	-	-100.0%	-	-100.0%	-	-100.0%
59415 Elevator Upgrade Reserve	7,000	7,000	7,000	7,000	7,000	43,000	514.3%	-	-100.0%	-	-100.0%
59416 Soffit/Trim Repairs	-	-	-	-	-	-	0.0%	-	0.0%	-	0.0%
59417 Parking Lot Improvements	-	-	8,300	-	-	-	0.0%	-	0.0%	-	0.0%
59418 Cooling Tower Reserve	-	-	14,000	14,000	14,000	19,000	35.7%	-	-100.0%	-	-100.0%
59419 Brick Repointing Reserve	-	-	-	40,000	40,000	100,000	150.0%	-	-100.0%	-	-100.0%
59426 Parking Lot Light Project	-	-	-	-	-	-	0.0%	-	0.0%	-	0.0%
59480 Facilities Vehicle Reserve	-	5,000	6,000	-	-	8,000	100.0%	8,000	100.0%	8,000	100.0%
	<b>80,904</b>	<b>122,900</b>	<b>121,352</b>	<b>98,700</b>	<b>98,700</b>	<b>179,200</b>	<b>81.6%</b>	<b>17,200</b>	<b>-82.6%</b>	<b>17,200</b>	<b>-82.6%</b>
<b>Total Facilities Expenditures</b>	<b>235,552</b>	<b>283,637</b>	<b>274,572</b>	<b>302,785</b>	<b>174,644</b>	<b>410,234</b>	<b>35.5%</b>	<b>245,787</b>	<b>-18.8%</b>	<b>248,234</b>	<b>-18.0%</b>
<b>Net Facilities Budget</b>	<b>235,552</b>	<b>283,637</b>	<b>274,572</b>	<b>302,785</b>	<b>174,644</b>	<b>410,234</b>	<b>35.5%</b>	<b>245,787</b>	<b>-18.8%</b>	<b>248,234</b>	<b>-18.0%</b>

**General Government  
Facilities - 210**  
*Aaron Hanscom, Facilities Manager*

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
<b>EXPENDITURES</b>					
<b>Personnel Services</b>					
51020	Facilities Manager Wages	DH	Increase to MACCAM wage study average + 5.9% COLA	66,082	27.2%
51030	Custodian Wages	DH	Increase to MACCAM wage study average + 5.9% COLA	41,852	36.2%
51300	Part-Time Wages	DH	Both positions will be full-time going forward	-	0.0%
51500	Overtime Wages	DH	Increase overtime wages for Manager and Custodian. Plowing/emergency calls/flags	3,500	40.0%
<b>Supplies &amp; Operating Expenses</b>					
53020	General Supplies	DH	Adding clothing \$400	7,400	13.8%
53100	Salt & Emergency Snow Removal	DH	Salt for parking lot and removal of excess snow or snow removal for tower access	2,500	177.8%
53400	Heating Fuel	DH	Propane is uncharacteristically unpredictable. Not to exceed 1.999, possibly less	17,100	39.0%
53600	Minor Equipment	DH		1,700	0.0%
53700	Vehicle Gasoline	DH	Estimate \$3.15 per gallon. Truck gets 8.5 mpg and estimate 4000 miles per year.	1,400	40.0%
<b>Purchased &amp; Contractual Services</b>					
55010	Vehicle Repairs & Maintenance	DH	Unexpected repairs for truck, plow and sander	2,500	0.0%
55100	Electricity	DH	Based on past usage and projected increase with CMP	38,000	8.6%
55110	Water & Sewer	DH	Based on past usage, current water rates and 3% increase in sewer rate	4,100	0.0%
55120	Cellular Telephone	DH	Moved cell phone from Admin budget, moved county-wide phone expense to IT	675	100.0%
55200	Buildings Repairs & Maintenance	DH		14,000	0.0%
55300	Rental of Land & Buildings	DH	Estimating a 20% increase in District Court space rental. \$12 per sq ft. \$210 per month	-	-100.0%
55340	Equipment Rental	DH		1,225	0.0%
55400	Equipment Repairs & Maintenance	DH	Based on prior costs and projected increases	22,500	5.6%
55500	Special Projects	DH	Unexpected projects such as carpet replacement or painting offices	3,200	0.0%
55510	Damage Repair	DH	Project completed in FY21	-	0.0%
55530	Waste Collection	DH	Pine Tree/Casella predicting 3% increase from current pricing	3,300	13.8%
<b>Capital Items</b>					
59401	Building Reserve	DH	Reserve for minor repairs and maintenance	-	-100.0%
59402	Roof Reserve	DH	No request in FY23 as the project is underway, will start a new reserve next year	-	-100.0%
59405	HVAC Reserve	DH	Two heat pumps still need replacing: Probate office and courtroom	6,200	0.0%
59407	Fire Alarm Reserve	DH	Project completed in FY21	-	0.0%
59410	ADA Reserve	DH	Project completed in FY20	-	0.0%
59411	Generator Reserve	DH	Upgrade Admin generator, estimated cost of \$10,000	3,000	-14.3%
59413	Wall Sealant Reserve	DH	Complete via ARPA funding, no appropriation requested	-	-100.0%

59415	Elevator Upgrade Reserve	DH	Complete via ARPA funding, no appropriation requested	-	-100.0%
59416	Soffit/Trim Repairs	DH	Complete via ARPA funding, no appropriation requested	-	0.0%
59417	Parking Lot Improvements	DH	Project completed in FY21	-	0.0%
59418	Cooling Tower Reserve	DH	Complete via ARPA funding, no appropriation requested	-	-100.0%
59419	Brick Repointing Reserve	DH	Complete via ARPA funding, no appropriation requested	-	-100.0%
59426	Parking Lot Light Project	DH	Project completed in FY18	-	0.0%
59480	Facilities Vehicle Reserve	DH	Current truck is 2020 but recommend starting reserve toward its replacement when needed	8,000	100.0%

**Department Overview**

The Information Technology Department is new in FY23. The aim is to centralize technology solutions and increase efficiency. This budget will continue to evolve and take on more line items.

**Mission**

To create a secure and responsive technology environment that supports the exceptional services provided by Sagadahoc County.

**Staffing**

One full-time IT Director and one part-time contractor.

**BUDGET SUMMARY**

	FY18-19	FY19-20	FY20-21	FY21-22		FY22-23		
	Actual	Actual	Actual	Budget	YTD	Dept. Hd.	Comm'rs	BAC
Personnel Services	-	-	-	-	-	74,606	72,916	74,606
Supplies & Operating Expenses	-	-	-	-	-	21,125	21,125	21,125
Purchased & Contractual Services	-	-	-	-	-	50,300	50,300	50,300
Capital Items	-	-	-	-	-	15,000	15,000	15,000
<b>Total IT Expenditures</b>	-	-	-	-	-	<b>161,031</b>	<b>159,341</b>	<b>161,031</b>
<b>Net IT Budget</b>	-	-	-	-	-	<b>161,031</b>	<b>159,341</b>	<b>161,031</b>

General Government

IT - 215

Mike Dean, IT Director

	FY18-19	FY19-20	FY20-21	FY21-22		FY22-23					
	Actual	Actual	Actual	Budget	YTD	Dept. Head		Commissioners		BAC Recommend.	
<b>EXPENDITURES</b>					12/31/2021						
<b>Personnel Services</b>											
51010 IT Director	-	-	-	-	-	74,606	100.0%	72,916	100.0%	74,606	100.0%
	-	-	-	-	-	<b>74,606</b>	<b>100.0%</b>	<b>72,916</b>	<b>100.0%</b>	<b>74,606</b>	<b>100.0%</b>
<b>Supplies &amp; Operating Expenses</b>											
57400 Software	-	-	-	-	-	21,125	100.0%	21,125	100.0%	21,125	100.0%
	-	-	-	-	-	<b>21,125</b>	<b>100.0%</b>	<b>21,125</b>	<b>100.0%</b>	<b>21,125</b>	<b>100.0%</b>
<b>Purchased &amp; Contractual Services</b>											
54510 Professional Services	-	-	-	-	-	39,500	100.0%	39,500	100.0%	39,500	100.0%
55120 Telephone	-	-	-	-	-	10,800	100.0%	10,800	100.0%	10,800	100.0%
	-	-	-	-	-	<b>50,300</b>	<b>100.0%</b>	<b>50,300</b>	<b>100.0%</b>	<b>50,300</b>	<b>100.0%</b>
<b>Capital Items</b>											
59445 Computer Reserve	-	-	-	-	-	5,000	100.0%	5,000	100.0%	5,000	100.0%
59450 Telephone System Upgrade Reserve	-	-	-	-	-	10,000	100.0%	10,000	100.0%	10,000	100.0%
	-	-	-	-	-	<b>15,000</b>	<b>100.0%</b>	<b>15,000</b>	<b>100.0%</b>	<b>15,000</b>	<b>100.0%</b>
<b>Total IT Expenditures</b>	-	-	-	-	-	<b>161,031</b>	<b>100.0%</b>	<b>159,341</b>	<b>100.0%</b>	<b>161,031</b>	<b>100.0%</b>
<b>Net IT Budget</b>	-	-	-	-	-	<b>161,031</b>	<b>100.0%</b>	<b>159,341</b>	<b>100.0%</b>	<b>161,031</b>	<b>100.0%</b>

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
<b>EXPENDITURES</b>					
<b>Personnel Services</b>					
51010	IT Director	DH	Change to full-time from part-time, included in the Admin budget last year	74,606	100.0%
<b>Supplies &amp; Operating Expenses</b>					
57400	Software	DH	Previously budgeted in Admin, includes antivirus and Office365 for all employees	21,125	100.0%
<b>Purchased &amp; Contractual Services</b>					
54510	Professional Services	DH	IT contractor and web hosting fees, previously budgeted in Admin	39,500	100.0%
55120	Telephone	DH	Landline and internet for all county employees	10,800	100.0%
<b>Capital Items</b>					
59445	Computer Reserve	DH	Previously budgeted in Admin	5,000	100.0%
59450	Telephone System Upgrade Reserve	DH	Previously budgeted in Admin	10,000	100.0%

**Department Overview**

The prosecution of criminal cases in Sagadahoc County, from minor traffic infractions to attempted homicide.

**Mission**

The Mission of our office is to prosecute criminal conduct within Sagadahoc County while supporting the victims of those crimes.

**Staffing**

The District Attorney's Office is staffed by six County employees: a Paralegal/Office Manager, two Victim/Witness Advocates, a Domestic Violence Investigator, a Legal Secretary, and a Receptionist.

**BUDGET SUMMARY**

	FY18-19	FY19-20	FY20-21	FY21-22		FY22-23		
	Actual	Actual	Actual	Budget	YTD	Dept. Hd.	Comm'rs	BAC
Personnel Services	195,353	202,686	205,373	215,198	109,770	268,732	271,253	276,446
Supplies & Operating Expenses	10,710	9,084	6,044	13,100	5,693	14,950	14,950	14,950
Purchased & Contractual Services	29,115	21,530	20,466	34,150	10,046	41,958	41,958	41,958
Capital Items	25,000	-	-	-	-	5,000	5,000	5,000
<b>Total District Attorney Expenditures</b>	<b>260,178</b>	<b>233,300</b>	<b>231,883</b>	<b>262,448</b>	<b>125,509</b>	<b>330,640</b>	<b>333,161</b>	<b>338,354</b>
<b>Total District Attorney Revenues</b>	<b>16,334</b>	<b>17,692</b>	<b>21,890</b>	<b>15,000</b>	<b>3,010</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Net District Attorney Budget</b>	<b>243,844</b>	<b>215,608</b>	<b>209,993</b>	<b>247,448</b>	<b>122,499</b>	<b>320,640</b>	<b>323,161</b>	<b>328,354</b>

**General Government**  
**District Attorney - 220**  
*Natasha Irving, District Attorney*

	FY18-19	FY19-20	FY20-21	FY21-22		FY22-23					
	Actual	Actual	Actual	Budget	YTD	Dept. Head		Commissioners		BAC Recommend.	
<b>EXPENDITURES</b>	12/31/2021										
<b>Personnel Services</b>											
51020 Office Manager Wages	44,013	45,678	47,099	49,216	25,445	61,676	25.3%	60,278	22.5%	61,676	25.3%
51030 Victim Witness Advocate Wages	41,725	43,309	44,442	45,766	23,648	57,271	25.1%	55,973	22.3%	57,271	25.1%
51035 Receptionist	-	-	-	-	-	37,446	100.0%	43,056	100.0%	44,055	100.0%
51040 Legal Secretary Wages	35,485	36,832	37,801	38,927	20,311	46,257	18.8%	47,362	21.7%	47,362	21.7%
51100 Domestic Violence Investigator Wages	54,683	56,767	55,939	59,981	29,580	66,082	10.2%	64,584	7.7%	66,082	10.2%
51300 Part-Time Wages	19,447	20,100	20,092	21,308	10,786	-	-100.0%	-	-100.0%	-	-100.0%
	<b>195,353</b>	<b>202,686</b>	<b>205,373</b>	<b>215,198</b>	<b>109,770</b>	<b>268,732</b>	<b>24.9%</b>	<b>271,253</b>	<b>26.0%</b>	<b>276,446</b>	<b>28.5%</b>
<b>Supplies &amp; Operating Expenses</b>											
53010 Office Supplies	4,143	3,305	1,474	4,700	2,616	2,000	-57.4%	2,000	-57.4%	2,000	-57.4%
53050 Books/Periodicals	2,387	2,736	2,243	2,850	1,490	2,850	0.0%	2,850	0.0%	2,850	0.0%
53060 Postage	1,238	1,138	943	1,500	246	1,000	-33.3%	1,000	-33.3%	1,000	-33.3%
53600 Minor Equipment/Furniture	664	233	360	800	394	1,350	68.8%	1,350	68.8%	1,350	68.8%
53700 Vehicle Gasoline	894	720	406	1,000	586	1,200	20.0%	1,200	20.0%	1,200	20.0%
53805 Firearms for DVI	-	-	-	-	-	900	100.0%	900	100.0%	900	100.0%
53800 Uniforms and Safety	-	-	-	-	-	200	100.0%	200	100.0%	200	100.0%
53900 Public Safety Equipment	-	-	-	-	-	200	100.0%	200	100.0%	200	100.0%
54110 Juror Refreshments	97	57	39	150	35	150	0.0%	150	0.0%	150	0.0%
56100 Travel	1,287	895	579	2,100	326	2,100	0.0%	2,100	0.0%	2,100	0.0%
57400 Computer Equipment	-	-	-	-	-	3,000	100.0%	3,000	100.0%	3,000	100.0%
	<b>10,710</b>	<b>9,084</b>	<b>6,044</b>	<b>13,100</b>	<b>5,693</b>	<b>14,950</b>	<b>14.1%</b>	<b>14,950</b>	<b>14.1%</b>	<b>14,950</b>	<b>14.1%</b>
<b>Purchased &amp; Contractual Services</b>											
54010 Training/Professional Development	1,486	2,684	162	3,400	435	5,500	61.8%	5,500	61.8%	5,500	61.8%
54020 Dues/Memberships	813	626	963	900	761	900	0.0%	900	0.0%	900	0.0%
54510 Professional Services	14,343	12,088	13,230	14,850	5,160	15,000	1.0%	15,000	1.0%	15,000	1.0%
54512 Superior Court Witness Fees	2,017	-	(28)	1,500	344	1,500	0.0%	1,500	0.0%	1,500	0.0%

55010 Vehicle Repairs & Maintenance	831	1,403	1,655	1,000	219	1,500	50.0%	1,500	50.0%	1,500	50.0%
55120 Telephone	1,520	1,578	1,080	1,500	734	1,600	6.7%	1,600	6.7%	1,600	6.7%
55130 Fax/Modem/Internet	1,826	1,618	1,726	2,500	1,263	2,500	0.0%	2,500	0.0%	2,500	0.0%
55400 Equipment Repairs & Maintenance	6,033	1,057	1,441	7,800	886	8,000	2.6%	8,000	2.6%	8,000	2.6%
55405 Copiers Lease & Maintenance	-	-	-	-	-	4,758	100.0%	4,758	100.0%	4,758	100.0%
56010 Judicial Liability Insurance	246	476	237	500	244	500	0.0%	500	0.0%	500	0.0%
56200 Advertising	-	-	-	200	-	200	0.0%	200	0.0%	200	0.0%
	<b>29,115</b>	<b>21,530</b>	<b>20,466</b>	<b>34,150</b>	<b>10,046</b>	<b>41,958</b>	<b>22.9%</b>	<b>41,958</b>	<b>22.9%</b>	<b>41,958</b>	<b>22.9%</b>
<b>Capital Items</b>											
59480 Domestic Violence Investigator Vehicle	25,000	-	-	-	-	5,000	100.0%	5,000	100.0%	5,000	100.0%
	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>100.0%</b>	<b>5,000</b>	<b>100.0%</b>	<b>5,000</b>	<b>100.0%</b>
<b>Total District Attorney Expenditures</b>	<b>260,178</b>	<b>233,300</b>	<b>231,883</b>	<b>262,448</b>	<b>125,509</b>	<b>330,640</b>	<b>26.0%</b>	<b>333,161</b>	<b>26.9%</b>	<b>338,354</b>	<b>28.9%</b>
<b>REVENUES</b>											
44110 Discovery Fees	768	1,087	350	-	-	-	-100.0%	-	-100.0%	-	100.0%
44112 Deferred Disposition Fees	15,446	16,605	21,540	-	3,010	10,000	-33.3%	10,000	-33.3%	10,000	-33.3%
44411 Miscellaneous	120	-	-	15,000	-	-	-100.0%	-	-100.0%	-	-100.0%
<b>Total District Attorney Revenues</b>	<b>16,334</b>	<b>17,692</b>	<b>21,890</b>	<b>15,000</b>	<b>3,010</b>	<b>10,000</b>	<b>-33.3%</b>	<b>10,000</b>	<b>-33.3%</b>	<b>10,000</b>	<b>-33.3%</b>
<b>Net District Attorney Budget</b>	<b>243,844</b>	<b>215,608</b>	<b>209,993</b>	<b>247,448</b>	<b>122,499</b>	<b>320,640</b>	<b>29.6%</b>	<b>323,161</b>	<b>30.6%</b>	<b>328,354</b>	<b>32.7%</b>

**General Government**  
**District Attorney - 220**  
*Natasha Irving, District Attorney*

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
<b>EXPENDITURES</b>					
<b>Personnel Services</b>					
			11+ yrs. DA experience + comparison with similar positions available in community/wage study +		
51020	Office Manager Wages	DH	5.9% COLA	61,676	25.3%
51030	Victim Witness Advocate Wages	DH	16+ years experience + wage study + 5.9% COLA	57,271	25.1%
51035	Receptionist	DH	Brought up to full time with a more appropriate wage + 5.9% COLA	44,055	100.0%
			16+ years experience + wage study, employee promoted from Administrative Assistant +5.9%		
51040	Legal Secretary Wages	DH	COLA	47,362	21.7%
51100	Domestic Violence Investigator Wages	DH	20+ years experience in LE + 5.9% COLA	66,082	10.2%
51300	Part-Time Wages	DH	Moved to Receptionist line, was previously a part-time position	-	-100.0%
<b>Supplies &amp; Operating Expenses</b>					
53010	Office Supplies	DH		2,000	-57.4%
53050	Books/Periodicals	DH		2,850	0.0%
53060	Postage	DH	Less money needed due to digital discovery system	1,000	-33.3%
53600	Minor Equipment/Furniture	DH	Increase for purchase of 4 chairs and 2 desks (able to be sanitized) for West Bath Office (\$550)	1,350	68.8%
53700	Vehicle Gasoline	DH	Increase in gasoline prices, DVI is more active in bail checks	1,200	20.0%
53805	Firearms for DVI	DH	Created now that DVI is exclusively a DA employee (\$500 for firearm/\$400 for ammo)	900	100.0%
53800	Uniforms and Safety	DH	Created now that DVI is exclusively a DA employee. Includes holster/cuffs	200	100.0%
53900	Public Safety Equipment	DH	Created now that DVI is exclusively a DA employee. Includes car radio/light repair	200	100.0%
54110	Juror Refreshments	DH		150	0.0%
56100	Travel	DH		2,100	0.0%
57400	Computer Equipment	DH	Previously budgeted in Admin, now being broken out by individual departments	3,000	100.0%
<b>Purchased &amp; Contractual Services</b>					
			Increase to cover 1/4 cost of mandatory training for DA+1ADA in Nashville, TN regarding Recovery Court. This court will focus on Drug addiction cases and Recovery, and will cover the whole district.		
54010	Training/Professional Development	DH		5,500	61.8%
54020	Dues/Memberships	DH		900	0.0%
54510	Professional Services	DH	Increase to incorporate DVI into DA network	15,000	1.0%
54512	Superior Court Witness Fees	DH		1,500	0.0%

55010	Vehicle Repairs & Maintenance	DH	Based off of previous years experience	1,500	50.0%
55120	Telephone	DH		1,600	6.7%
55130	Fax/Modem/Internet	DH		2,500	0.0%
55400	Equipment Repairs & Maintenance	DH	Increase to incorporate DVI into DA network	8,000	2.6%
55405	Copiers Lease & Maintenance	DH	New account for printers and copiers expense	4,758	100.0%
56010	Judicial Liability Insurance	DH		500	0.0%
56200	Advertising	DH		200	0.0%

**Capital Projects**

59480	Domestic Violence Investigator Vehicle	DH	Start a new reserve for future replacement	5,000	100.0%
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**REVENUES**

44110	Discovery Fees	DH	Digital discovery makes this obsolete	-	100.0%
44112	Deferred Disposition Fees	DH	Not expecting the levels we used to see due to COVID	10,000	-33.3%
44411	Miscellaneous	DH		-	-100.0%

**Department Overview**

This office records the documents of the land owners that reside in Sagadahoc County.

**Mission**

To record all documents promptly and efficiently, preserving them for the future, and to provide reliable access to these records, guiding the public in research efforts and serving with responsive professionalism.

**Staffing**

The Deeds department is staffed with a Register, a Deputy and a Clerk.

**BUDGET SUMMARY**

	FY18-19	FY19-20	FY20-21	FY21-22		FY22-23		
	Actual	Actual	Actual	Budget	YTD	Dept. Hd.	Comm'rs	BAC
Personnel Services	113,316	116,403	121,791	124,130	64,138	149,124	146,955	149,124
Supplies & Operating Expenses	1,219	700	753	3,800	553	2,800	2,800	2,800
Purchased & Contractual Services	35,358	35,793	37,201	42,650	33,465	44,575	44,575	44,575
<b>Total Deeds Expenditures</b>	<b>149,893</b>	<b>152,896</b>	<b>159,745</b>	<b>170,580</b>	<b>98,156</b>	<b>196,499</b>	<b>194,330</b>	<b>196,499</b>
<b>Total Deeds Revenues</b>	<b>331,109</b>	<b>384,067</b>	<b>486,419</b>	<b>331,000</b>	<b>247,266</b>	<b>479,921</b>	<b>479,921</b>	<b>479,921</b>
<b>Net Deeds Budget</b>	<b>(181,216)</b>	<b>(231,171)</b>	<b>(326,674)</b>	<b>(160,420)</b>	<b>(149,110)</b>	<b>(283,422)</b>	<b>(285,591)</b>	<b>(283,422)</b>

**General Government**  
**Deeds - 230**  
*Lynn Moore, Deeds Register*

	FY18-19	FY19-20	FY20-21	FY21-22		FY22-23					
	Actual	Actual	Actual	Budget	YTD	Dept. Head		Commissioners		BAC Recommend.	
<b>EXPENDITURES</b>	12/31/2021										
<b>Personnel Services</b>											
51020 Deputy Registrar Wages	36,273	37,650	40,782	40,566	20,957	49,148	21.2%	48,034	18.4%	49,148	21.2%
51030 Clerk Wages	30,118	30,035	31,012	32,078	16,577	40,062	24.9%	40,365	25.8%	40,062	24.9%
51070 Elected Official Wages	46,925	48,718	49,997	51,486	26,604	59,914	16.4%	58,556	13.7%	59,914	16.4%
	<b>113,316</b>	<b>116,403</b>	<b>121,791</b>	<b>124,130</b>	<b>64,138</b>	<b>149,124</b>	<b>20.1%</b>	<b>146,955</b>	<b>18.4%</b>	<b>149,124</b>	<b>20.1%</b>
<b>Supplies &amp; Operating Expenses</b>											
53010 Office Supplies	580	391	410	2,000	331	1,000	-50.0%	1,000	-50.0%	1,000	-50.0%
53060 Postage	497	264	266	1,000	161	1,000	0.0%	1,000	0.0%	1,000	0.0%
53600 Minor Equipment	55	-	-	300	-	300	0.0%	300	0.0%	300	0.0%
56100 Travel	87	45	17	500	61	500	0.0%	500	0.0%	500	0.0%
59015 Uncollected Fees	-	-	60	-	-	-	0.0%	-	0.0%	-	0.0%
	<b>1,219</b>	<b>700</b>	<b>753</b>	<b>3,800</b>	<b>553</b>	<b>2,800</b>	<b>-26.3%</b>	<b>2,800</b>	<b>-26.3%</b>	<b>2,800</b>	<b>-26.3%</b>
<b>Purchased &amp; Contractual Services</b>											
54010 Training/Professional Development	472	379	105	1,000	-	1,000	0.0%	1,000	0.0%	1,000	0.0%
54020 Dues/Memberships	150	150	150	150	-	150	0.0%	150	0.0%	150	0.0%
55400 Equipment Repairs & Maintenance	34,239	35,264	36,885	39,000	33,115	39,000	0.0%	39,000	0.0%	39,000	0.0%
55401 Equipment Ad Hoc Maintenance	-	-	-	1,000	-	1,000	0.0%	1,000	0.0%	1,000	0.0%
55405 Copiers Lease & Maintenance	-	-	-	-	-	1,925	100.0%	1,925	100.0%	1,925	100.0%
56210 Printing	497	-	61	1,500	350	1,500	0.0%	1,500	0.0%	1,500	0.0%
	<b>35,358</b>	<b>35,793</b>	<b>37,201</b>	<b>42,650</b>	<b>33,465</b>	<b>44,575</b>	<b>4.5%</b>	<b>44,575</b>	<b>4.5%</b>	<b>44,575</b>	<b>4.5%</b>
<b>Total Deeds Expenditures</b>	<b>149,893</b>	<b>152,896</b>	<b>159,745</b>	<b>170,580</b>	<b>98,156</b>	<b>196,499</b>	<b>15.2%</b>	<b>194,330</b>	<b>13.9%</b>	<b>196,499</b>	<b>15.2%</b>

**REVENUES**

44120 Recording Fees	219,433	253,098	312,566	-	147,364	312,567	100.0%	312,567	100.0%	312,567	100.0%
44121 Transfer Tax	91,772	110,240	143,285	-	85,910	143,285	100.0%	143,285	100.0%	143,285	100.0%
44122 Copies	19,904	20,729	30,568	-	13,992	24,069	100.0%	24,069	100.0%	24,069	100.0%
44411 Miscellaneous	-	-	-	331,000	-	-	-100.0%	-	-100.0%	-	-100.0%
<b>Total Deeds Revenues</b>	<b>331,109</b>	<b>384,067</b>	<b>486,419</b>	<b>331,000</b>	<b>247,266</b>	<b>479,921</b>	<b>45.0%</b>	<b>479,921</b>	<b>45.0%</b>	<b>479,921</b>	<b>45.0%</b>
<b>Net Deeds Budget</b>	<b>(181,216)</b>	<b>(231,171)</b>	<b>(326,674)</b>	<b>(160,420)</b>	<b>(149,110)</b>	<b>(283,422)</b>	<b>76.7%</b>	<b>(285,591)</b>	<b>78.0%</b>	<b>(283,422)</b>	<b>76.7%</b>

**General Government**  
**Deeds - 230**  
*Lynn Moore, Deeds Register*

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
<b>EXPENDITURES</b>					
<b>Personnel Services</b>					
51020	Deputy Registrar Wages	DH	To stay competitive and comprable to other Maine salaries/wages and due to the extreme uprise in the cost of living; 5.9% COLA	49,148	21.2%
51030	Clerk Wages	DH	To stay competitive and comprable to other Maine salaries/wages and due to the extreme uprise in the cost of living; 5.9% COLA	40,062	24.9%
51070	Elected Official Wages	DH	To stay competitive and comprable to other Maine salaries/wages and due to the extreme uprise in the cost of living; 5.9% COLA	59,914	16.4%
<b>Supplies &amp; Operating Expenses</b>					
53010	Office Supplies	DH	Office supplies including paper, general supplies and forms.	1,000	-50.0%
53060	Postage	DH	General office and document mailings.	1,000	0.0%
53600	Minor Equipment	DH	Miscellaneous small equipment.	300	0.0%
56100	Travel	DH	Mileage reimbursement for employee travel to meetings or the MCCA conference.	500	0.0%
59015	Uncollected Fees	DH		-	0.0%
<b>Purchased &amp; Contractual Services</b>					
54010	Training/Professional Development	DH	Fidlar Conference; County Commissioners Conference; training for staff.	1,000	0.0%
54020	Dues/Memberships	DH	Maine Registrars of Deeds Association (MRODA) annual dues.	150	0.0%
55400	Equipment Repairs & Maintenance	DH	Fidlar Contract \$32,000; Iron Mountain (repository/imaging) \$7,000	39,000	0.0%
55401	Equipment Ad Hoc Maintenance	DH	These funds are budgeted to cover non-contracted repairs and maintenance.	1,000	0.0%
55405	Copiers Lease & Maintenance	DH	New line to account for printers	1,925	100.0%
56210	Printing	DH	Printing and making books of indexes; toners for stamp printing machines.	1,500	0.0%
<b>REVENUES</b>					
These are the revenues from the 2020-21 budget and would be projected to be similar revenues for					
44120	Recording Fees	DH	2021-22.	312,567	100.0%
44121	Transfer Tax	DH		143,285	100.0%
44122	Copies	DH		24,069	100.0%
44411	Miscellaneous	DH	Budgeting amounts by category instead of in the miscellaneous line	-	-100.0%

**Department Overview**

The Sagadahoc County Probate Court processes Petitions for Adoption, Guardianship, Conservatorship, Name Changes, Probate of Wills and Appointment of Personal Representatives, with regular hearings held twice each month. The office operates Monday through Friday from 8:30am to 4:30pm, accepts cash and checks only and is in the process of converting historical archives dating from 1854 to electronic records for public access.

**Staffing**

Judge of Probate (elected) , Register of Probate (elected) , Deputy Register of Probate (full time) , Probate Clerk (part-time)

**BUDGET SUMMARY**

	FY18-19	FY19-20	FY20-21	FY21-22		FY22-23		
	Actual	Actual	Actual	Budget	YTD	Dept. Hd.	Comm'rs	BAC
Personnel Services	123,915	128,430	131,066	136,240	61,956	165,732	161,977	165,732
Supplies & Operating Expenses	5,685	4,390	3,750	8,210	2,086	7,165	7,165	7,165
Purchased & Contractual Services	22,622	29,080	21,689	30,740	6,845	32,275	32,275	35,225
<b>Total Probate Expenditures</b>	<b>152,222</b>	<b>161,900</b>	<b>156,505</b>	<b>175,190</b>	<b>70,887</b>	<b>205,172</b>	<b>201,417</b>	<b>208,122</b>
<b>Total Probate Revenues</b>	<b>82,142</b>	<b>67,586</b>	<b>81,767</b>	<b>54,000</b>	<b>29,161</b>	<b>88,200</b>	<b>88,200</b>	<b>90,700</b>
<b>Net Probate Budget</b>	<b>70,080</b>	<b>94,314</b>	<b>74,738</b>	<b>121,190</b>	<b>41,726</b>	<b>116,972</b>	<b>113,217</b>	<b>117,422</b>

**General Government**  
**Probate - 235**  
*Jean Guzzetti, Probate Register*

	FY18-19	FY19-20	FY20-21	FY21-22		FY22-23					
	Actual	Actual	Actual	Budget	YTD	Dept. Head	Commissioners		BAC Recommend.		
<b>EXPENDITURES</b>					12/31/2021						
<b>Personnel Services</b>											
51020 Deputy Registrar Wages	38,376	39,836	40,881	42,099	21,755	49,561	17.7%	48,438	15.1%	49,561	17.7%
51070 Elected Official Wages	72,966	75,776	77,730	80,040	33,027	96,567	20.6%	94,379	17.9%	96,567	20.6%
51300 Part-Time Wages	12,573	12,818	12,455	14,101	7,174	19,604	39.0%	19,160	35.9%	19,604	39.0%
	<b>123,915</b>	<b>128,430</b>	<b>131,066</b>	<b>136,240</b>	<b>61,956</b>	<b>165,732</b>	<b>21.6%</b>	<b>161,977</b>	<b>18.9%</b>	<b>165,732</b>	<b>21.6%</b>
<b>Supplies &amp; Operating Expenses</b>											
53010 Office Supplies	2,211	2,004	1,742	2,400	1,740	2,525	5.2%	2,525	5.2%	2,525	5.2%
53050 Books & Periodicals	651	622	410	1,060	-	1,090	2.8%	1,090	2.8%	1,090	2.8%
53060 Postage	2,347	1,433	1,506	4,200	250	3,000	-28.6%	3,000	-28.6%	3,000	-28.6%
56100 Travel	476	331	92	550	96	550	0.0%	550	0.0%	550	0.0%
	<b>5,685</b>	<b>4,390</b>	<b>3,750</b>	<b>8,210</b>	<b>2,086</b>	<b>7,165</b>	<b>-12.7%</b>	<b>7,165</b>	<b>-12.7%</b>	<b>7,165</b>	<b>-12.7%</b>
<b>Purchased &amp; Contractual Services</b>											
54010 Training/Professional Development	4,066	3,144	414	4,000	334	4,000	0.0%	4,000	0.0%	4,000	0.0%
54020 Dues/Memberships	375	400	400	400	550	400	0.0%	400	0.0%	400	0.0%
54510 Professional Services	3,282	12,754	5,885	12,000	510	12,000	0.0%	12,000	0.0%	12,000	0.0%
54530 Document Management	2,240	2,357	2,240	2,352	-	2,470	5.0%	2,470	5.0%	2,470	5.0%
55400 Equipment Repairs & Maintenance	132	132	179	300	-	300	0.0%	300	0.0%	300	0.0%
55405 Copiers Lease & Maintenance	-	-	-	-	-	1,405	100.0%	1,405	100.0%	1,405	100.0%
56020 Judicial Liability Insurance	138	138	138	138	138	150	8.7%	150	8.7%	150	8.7%
56200 Advertising	12,389	10,155	12,433	11,550	5,313	11,550	0.0%	11,550	0.0%	14,500	25.5%
	<b>22,622</b>	<b>29,080</b>	<b>21,689</b>	<b>30,740</b>	<b>6,845</b>	<b>32,275</b>	<b>5.0%</b>	<b>32,275</b>	<b>5.0%</b>	<b>35,225</b>	<b>14.6%</b>
<b>Total Probate Expenditures</b>	<b>152,222</b>	<b>161,900</b>	<b>156,505</b>	<b>175,190</b>	<b>70,887</b>	<b>205,172</b>	<b>17.1%</b>	<b>201,417</b>	<b>15.0%</b>	<b>208,122</b>	<b>18.8%</b>

**REVENUES**

44119 Official Fees	55,752	47,597	66,445	-	24,349	75,000	100.0%	75,000	100.0%	75,000	100.0%
44131 Publication Fees	13,875	10,885	14,943	-	4,725	13,000	100.0%	13,000	100.0%	15,500	100.0%
44132 Passport Fees	12,230	8,960	-	-	-	-	0.0%	-	0.0%	-	0.0%
44411 Miscellaneous	285	144	379	54,000	87	200	-99.6%	200	-99.6%	200	-99.6%
<b>Total Probate Revenues</b>	<b>82,142</b>	<b>67,586</b>	<b>81,767</b>	<b>54,000</b>	<b>29,161</b>	<b>88,200</b>	<b>63.3%</b>	<b>88,200</b>	<b>63.3%</b>	<b>90,700</b>	<b>68.0%</b>
<b>Net Probate Budget</b>	<b>70,080</b>	<b>94,314</b>	<b>74,738</b>	<b>121,190</b>	<b>41,726</b>	<b>116,972</b>	<b>-3.5%</b>	<b>113,217</b>	<b>-6.6%</b>	<b>117,422</b>	<b>-3.1%</b>

**General Government**  
**Probate - 235**  
*Jean Guzzetti, Probate Register*

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
<b>EXPENDITURES</b>					
<b>Personnel Services</b>					
51020	Deputy Registrar Wages	DH	Our Deputy Register ranks second in the state in longevity, her insitutional knowledge and work ethic are worthy of recognition. 5.9% COLA	49,561	17.7%
51070	Elected Official Wages	DH	Increased to match wage study average + 5.9% COLA	96,567	20.6%
51300	Part-Time Wages	DH	20 hrs/week @ wage study average + 5.9% COLA	19,604	39.0%
<b>Supplies &amp; Operating Expenses</b>					
53010	Office Supplies	DH	On our current projectory, we may go overbudget this year. Prices of materials are increasing across the board.	2,525	5.2%
53050	Books & Periodicals	DH	The publishers recommend being prepared for a 2-3% increase due to increased materal and shipping costs	1,090	2.8%
53060	Postage	DH	No longer processing passports	3,000	-28.6%
56100	Travel	DH		550	0.0%
<b>Purchased &amp; Contractual Services</b>					
54010	Training/Professional Development	DH		4,000	0.0%
54020	Dues/Memberships	DH		400	0.0%
54510	Professional Services	DH		12,000	0.0%
54530	Document Management	DH		2,470	5.0%
55400	Equipment Repairs & Maintenance	DH		300	0.0%
55405	Copiers Lease & Maintenance	DH	New line to account for printers	1,405	100.0%
56020	Judicial Liability Insurance	DH	The Judge's Association is not sure whether or not there will be an increase. The most recent increase was in 2015 by \$13.00	150	8.7%
56200	Advertising	DH	This expenditure is self-funded through publication fee revenues	14,500	25.5%
<b>REVENUES</b>					
44119	Official Fees	DH		75,000	100.0%
44131	Publication Fees	DH		15,500	100.0%
44132	Passport Fees	DH		-	0.0%
44411	Miscellaneous	DH		200	-99.6%

**General Government  
VOCA - 710**

*Natasha Irving, District Attorney*

**Department Overview**

**Mission**

**Staffing**

**BUDGET SUMMARY**

	<b>FY18-19</b>	<b>FY19-20</b>	<b>FY20-21</b>	<b>FY21-22</b>		<b>FY22-23</b>		
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>YTD</b>	<b>Dept. Hd.</b>	<b>Comm'rs</b>	<b>BAC</b>
Personnel Services	41,621	43,205	43,319	45,658	23,594	57,271	55,973	57,271
Employee Benefits	7,804	31,221	32,081	32,313	16,621	34,458	34,256	34,458
Supplies & Operating Expenses	1,388	1,108	-	200	-	300	300	300
Purchased & Contractual Services	360	559	360	860	314	860	860	860
<b>Total VOCA Grant Expenditures</b>	<b>51,173</b>	<b>76,093</b>	<b>75,760</b>	<b>79,031</b>	<b>40,529</b>	<b>92,889</b>	<b>91,389</b>	<b>92,889</b>
<b>Total VOCA Grant Revenues</b>	<b>61,877</b>	<b>58,714</b>	<b>77,824</b>	<b>79,031</b>	<b>58,406</b>	<b>92,889</b>	<b>91,389</b>	<b>92,889</b>
<b>Net VOCA Grant Budget</b>	<b>(10,704)</b>	<b>17,379</b>	<b>(2,064)</b>	<b>-</b>	<b>(17,877)</b>	<b>-</b>	<b>-</b>	<b>-</b>

**General Government**  
**VOCA Grant - 710**  
*Natasha Irving, District Attorney*

	FY18-19	FY19-20	FY20-21	FY21-22		FY22-23					
	Actual	Actual	Actual	Budget	YTD	Dept. Head	Commissioners		BAC Recommend.		
<b>EXPENDITURES</b>					12/31/2021						
<b>Personnel Services</b>											
51030 Victim/Witness Advocate Wages	41,621	43,205	43,319	45,658	23,594	57,271	25.4%	55,973	22.6%	57,271	25.4%
	41,621	43,205	43,319	45,658	23,594	<b>57,271</b>	<b>25.4%</b>	<b>55,973</b>	<b>22.6%</b>	<b>57,271</b>	<b>25.4%</b>
<b>Employee Benefits</b>											
52020 Workers Compensation Insurance	152	109	104	150	54	132	-12.0%	130	-13.3%	132	-12.0%
52030 Disability Insurance	144	144	144	144	72	144	0.0%	144	0.0%	144	0.0%
52040 Group Term Life Insurance	288	307	318	477	167	365	-23.5%	365	-23.5%	365	-23.5%
52120 ME Public Employees Retirement System	4,160	4,284	4,354	4,703	2,430	5,850	24.4%	5,750	22.3%	5,850	24.4%
52200 Health Insurance	-	22,968	23,721	23,567	11,864	23,567	0.0%	23,567	0.0%	23,567	0.0%
52300 Payroll Taxes	3,060	3,409	3,440	3,272	2,034	4,400	34.5%	4,300	31.4%	4,400	34.5%
	<b>7,804</b>	<b>31,221</b>	<b>32,081</b>	<b>32,313</b>	<b>16,621</b>	<b>34,458</b>	<b>6.6%</b>	<b>34,256</b>	<b>6.0%</b>	<b>34,458</b>	<b>6.6%</b>
<b>Supplies &amp; Operating Expenses</b>											
53010 Office Supplies	119	53	-	-	-	100	100.0%	100	100.0%	100	100.0%
56100 Travel	1,388	1,108	-	200	-	200	0.0%	200	0.0%	200	0.0%
	<b>1,507</b>	<b>1,161</b>	<b>-</b>	<b>200</b>	<b>-</b>	<b>300</b>	<b>50.0%</b>	<b>300</b>	<b>50.0%</b>	<b>300</b>	<b>50.0%</b>
<b>Purchased &amp; Contractual Services</b>											
54010 Training/Professional Development	-	169	-	500	104	500	0.0%	500	0.0%	500	0.0%
55120 Telephone	360	390	360	360	210	360	0.0%	360	0.0%	360	0.0%
	<b>360</b>	<b>559</b>	<b>360</b>	<b>860</b>	<b>314</b>	<b>860</b>	<b>0.0%</b>	<b>860</b>	<b>0.0%</b>	<b>860</b>	<b>0.0%</b>
<b>Total VOCA Grant Expenditures</b>	<b>51,292</b>	<b>76,146</b>	<b>75,760</b>	<b>79,031</b>	<b>40,529</b>	<b>92,889</b>	<b>17.5%</b>	<b>91,389</b>	<b>15.6%</b>	<b>92,889</b>	<b>17.5%</b>
<b>REVENUES</b>											
44125 VOCA Grant Revenue	49,586	34,360	27,500	27,500	6,875	27,500	0.0%	27,500	0.0%	27,500	0.0%
48505 Transfer from General Fund	12,291	24,354	50,324	51,531	51,531	65,389	26.9%	63,889	24.0%	65,389	26.9%
<b>Total VOCA Grant Revenues</b>	<b>61,877</b>	<b>58,714</b>	<b>77,824</b>	<b>79,031</b>	<b>58,406</b>	<b>92,889</b>	<b>17.5%</b>	<b>91,389</b>	<b>15.6%</b>	<b>92,889</b>	<b>17.5%</b>
<b>Net VOCA Grant Budget</b>	<b>(10,585)</b>	<b>17,432</b>	<b>(2,064)</b>	<b>-</b>	<b>(17,877)</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**General Government**  
**VOCA - 710**  
*Natasha Irving, District Attorney*

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
<b>EXPENDITURES</b>					
<b>Personnel Services</b>					
51030	Victim/Witness Advocate Wages	DH	Increase per MACCAM wage study + 5.9%	57,271	25.4%
<b>Employee Benefits</b>					
52020	Workers Compensation Insurance	DH	Based on FY22 experience rate	132	-12.0%
52030	Disability Insurance	DH		144	0.0%
52040	Group Term Life Insurance	DH	Based on MEPERS calculation	365	-23.5%
52120	ME Public Employees Retirement System	DH	Employer contribution for FY23 is 10.2%	5,850	24.4%
52200	Health Insurance	DH	Based on current rates, which are anticipated to go down slightly	23,567	0.0%
52300	Payroll Taxes	DH	Based on experience	4,400	34.5%
<b>Supplies &amp; Operating Expenses</b>					
53010	Office Supplies	DH		100	100.0%
56100	Travel	DH		200	0.0%
<b>Purchased &amp; Contractual Services</b>					
54010	Training/Professional Development	DH		500	0.0%
55120	Telephone	DH		360	0.0%
<b>REVENUES</b>					
44125	VOCA Grant Revenue	DH		27,500	0.0%
48505	Transfer from General Fund	DH	To cover remaining expense of this position	65,389	26.9%

**Purpose**

Program grants are awarded to community organizations to support educational, economic, and environmental initiatives for local residents.

**Funding**

Program grant awards are funded by direct annual appropriation by inclusion in the annual budget approved by the County Commissioners.

**Authorization to Use**

The Administrator and County Commissioners authorize the use of all reserve account funds.

**Administration Responsibilities**

The Finance Director is responsible for monitoring the reserve accounts and reporting the balances on a monthly basis.

**BUDGET SUMMARY**

	FY18-19	FY19-20	FY20-21	FY21-22		FY22-23		
	Actual	Actual	Actual	Budget	YTD	Dept. Hd.	Comm'rs	BAC
Public Agency Awards	40,105	41,750	42,750	42,750	20,375	40,750	40,750	40,750
<b>Total Public Agency Expenditures</b>	<b>40,105</b>	<b>41,750</b>	<b>42,750</b>	<b>42,750</b>	<b>20,375</b>	<b>40,750</b>	<b>40,750</b>	<b>40,750</b>
<b>Net Public Agency Budget</b>	<b>40,105</b>	<b>41,750</b>	<b>42,750</b>	<b>42,750</b>	<b>20,375</b>	<b>40,750</b>	<b>40,750</b>	<b>40,750</b>

**General Government**  
**Public Agencies - 920**  
*Amber Jones, Interim Administrator*

	FY18-19	FY19-20	FY20-21	FY21-22		FY22-23					
	Actual	Actual	Actual	Budget	YTD	Dept. Head		Commissioners		BAC Recommend.	
<b>EXPENDITURES</b>	12/31/2021										
<b>Public Agency Awards</b>											
59101 Andro-Sag Counties Extension Assoc.	29,105	29,750	29,750	29,750	14,875	29,750	0.0%	29,750	0.0%	29,750	0.0%
59102 Androscoggin Valley Soil & Water	11,000	11,000	11,000	11,000	5,500	11,000	0.0%	11,000	0.0%	11,000	0.0%
59105 Coastal Counties Workforce	-	1,000	2,000	2,000	-	-	-100.0%	-	-100.0%	-	-100.0%
	<b>40,105</b>	<b>41,750</b>	<b>42,750</b>	<b>42,750</b>	<b>20,375</b>	<b>40,750</b>	<b>-4.7%</b>	<b>40,750</b>	<b>-4.7%</b>	<b>40,750</b>	<b>-4.7%</b>
<b>Total Public Agency Expenditures</b>	<b>40,105</b>	<b>41,750</b>	<b>42,750</b>	<b>42,750</b>	<b>20,375</b>	<b>40,750</b>	<b>-4.7%</b>	<b>40,750</b>	<b>-4.7%</b>	<b>40,750</b>	<b>-4.7%</b>
<b>Net Public Agency Budget</b>	<b>40,105</b>	<b>41,750</b>	<b>42,750</b>	<b>42,750</b>	<b>20,375</b>	<b>40,750</b>	<b>-4.7%</b>	<b>40,750</b>	<b>-4.7%</b>	<b>40,750</b>	<b>-4.7%</b>

**General Government**  
**Public Agencies - 920**  
*Amber Jones, Interim Administrator*

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
<b>EXPENDITURES</b>					
<b>Public Agency Awards</b>					
59101	Andro-Sag Counties Extension Assoc.	DH	Statutorily required	29,750	0.0%
59102	Androscoggin Valley Soil & Water	DH	No change	11,000	0.0%
59105	Coastal Counties Workforce	DH	No request this year	-	-100.0%

**General Government  
Reserve Accounts**

**Purpose**

Reserve funds are established to finance specific unanticipated expenditures that cannot be realistically or adequately budgeted for. They are essentially savings accounts with designated uses. The County currently maintains reserve accounts to pay unemployment compensation, accrued employee leave, emergency contingency, insurance deductibles, and purchase fuel.

**Funding**

The reserve accounts are funded by direct annual appropriation by inclusion in the annual budget approved by the County Commissioners.

**Authority to Use**

The Administrator and County Commissioners authorize the use of all reserve account funds.

**Administration Responsibilities**

The Finance Director is responsible for monitoring the reserve accounts and reporting the balances on a monthly basis.

	Reserve Balance	FY21-22		Estimated Balance	Dept. Hd.	Comm'rs	BAC
	June 30, 2021	Funding	Withdrawals	June 30, 2022			
Unemployment Reserve - 202	41,423	8,577	(1,884)	48,116	8,000	8,000	8,000
Accrued Employee Leave Reserve - 203	(488)	50,000	(10,901)	38,611	50,000	50,000	50,000
Emergency Contingency Reserve - 205	100,000	-	-	100,000	-	-	-
Insurance Deductible Reserve - 208	2,022	1,000	(1,000)	2,022	-	-	-
Fuel Reserve - 209	10,000	-	-	10,000	-	-	-
<b>Net Reserves Balances</b>	<b>152,957</b>	<b>59,577</b>	<b>(13,785)</b>	<b>198,749</b>	<b>58,000</b>	<b>58,000</b>	<b>58,000</b>

**RESERVES TRANSFERS**

	FY19-20	FY20-21	FY21-22		Dept. Hd.	FY22-23 Comm'rs	BAC
	Actual	Actual	Budget	YTD			
Tax Levy Offset - 48507	372,186	373,165	381,577	618,620	(200,000)	(200,000)	(200,000)
VOCA Transfer - 59520	(12,291)	(24,354)	(50,324)	(51,531)	(65,389)	(63,889)	(65,389)
Capital Reserve Transfer - 59540	(295,504)	(303,000)	(341,087)	(405,135)	(523,860)	(227,610)	(227,610)
Reserve Account Transfer - 59565	(29,576)	(32,200)	(45,830)	(59,577)	(58,000)	(58,000)	(58,000)
Jail CAP Transfer - 59580	(2,657,105)	(2,657,105)	(2,657,105)	(2,657,105)	(2,657,105)	(2,657,105)	(2,657,105)
<b>Net Reserves Transfers</b>	<b>(2,622,290)</b>	<b>(2,643,494)</b>	<b>(2,712,769)</b>	<b>(2,554,728)</b>	<b>(3,504,354)</b>	<b>(3,206,604)</b>	<b>(3,208,104)</b>

**General Government  
Reserve Accounts**

		FY18-19	FY19-20	FY20-21	FY21-22		FY22-23		FY22-23		FY22-23	
		Actual	Actual	Actual	Budget	YTD	Dept. Head	Commissioners	BAC Final Budget			
<b>RESERVES EXPENDITURES</b>						12/31/2021						
202	Unemployment Reserve	2,216	-	2,074	-	1,884						
203	Accrued Employee Leave Reserve	49,119	17,485	62,954	-	10,901						
205	Emergency Contingency Reserve	-	-	-	-	-						
208	Insurance Deductible Reserve	1,000	2,000	3,000	-	1,000						
209	Fuel Reserve	-	-	-	-	-						
		<b>52,335</b>	<b>19,485</b>	<b>68,028</b>	<b>-</b>	<b>13,785</b>						
<b>RESERVES FUNDING</b>												
202	Unemployment Reserve	2,275	-	7,830	8,577	8,577	8,000	-6.7%	8,000	-6.7%	8,000	-6.7%
203	Accrued Employee Leave Reserve	18,000	31,200	37,000	50,000	50,000	50,000	0.0%	50,000	0.0%	50,000	0.0%
205	Emergency Contingency Reserve	-	-	-	-	-	-	0.0%	-	0.0%	-	0.0%
208	Insurance Deductible Reserve	4,000	1,000	1,000	1,000	1,000	-	-100.0%	-	-100.0%	-	-100.0%
209	Fuel Reserve	-	-	-	-	-	-	0.0%	-	0.0%	-	0.0%
		<b>24,275</b>	<b>32,200</b>	<b>45,830</b>	<b>59,577</b>	<b>59,577</b>	<b>58,000</b>	<b>-2.6%</b>	<b>58,000</b>	<b>-2.6%</b>	<b>58,000</b>	<b>-2.6%</b>
<b>RESERVES BALANCES</b>												
202	Unemployment Reserve	35,667	35,667	41,423	50,000	48,116	56,116	12.2%	56,116	12.2%	56,116	12.2%
203	Accrued Employee Leave Reserve	11,751	25,466	(488)	49,512	38,611	88,611	79.0%	88,611	79.0%	88,611	79.0%
205	Emergency Contingency Reserve	100,000	100,000	100,000	100,000	100,000	100,000	0.0%	100,000	0.0%	100,000	0.0%
208	Insurance Deductible Reserve	3,022	2,022	2,022	3,022	2,022	2,022	-33.1%	2,022	-33.1%	2,022	-33.1%
209	Fuel Reserve	10,000	10,000	10,000	10,000	10,000	10,000	0.0%	10,000	0.0%	10,000	0.0%
		<b>160,440</b>	<b>173,155</b>	<b>152,957</b>	<b>212,534</b>	<b>198,749</b>	<b>256,749</b>	<b>20.8%</b>	<b>256,749</b>	<b>20.8%</b>	<b>256,749</b>	<b>20.8%</b>
<b>RESERVES TRANSFERS</b>												
48507	Tax Tax Levy Offset	372,186	373,165	381,577	618,620	618,620	(200,000)	-132.3%	(200,000)	-132.3%	(200,000)	-132.3%
59520	VOCA Transfer	(12,291)	(24,354)	(50,324)	(51,531)	(51,531)	(65,389)	26.9%	(63,889)	24.0%	(65,389)	26.9%
59540	Capital Reserve Transfer	(295,504)	(303,000)	(341,087)	(405,135)	(405,135)	(227,610)	-43.8%	-	-100.0%	-	-100.0%
59565	Reserve Account Transfer	(29,576)	(32,200)	(45,830)	(59,577)	(59,577)	(58,000)	-2.6%	(58,000)	-2.6%	(58,000)	-2.6%
59580	Jail CAP Transfer	(2,657,105)	(2,657,105)	(2,657,105)	(2,657,105)	(2,657,105)	(2,657,105)	0.0%	(2,657,105)	0.0%	(2,657,105)	0.0%
		<b>(2,622,290)</b>	<b>(2,643,494)</b>	<b>(2,712,769)</b>	<b>(2,554,728)</b>	<b>(2,554,728)</b>	<b>(3,208,104)</b>	<b>25.6%</b>	<b>(2,978,994)</b>	<b>16.6%</b>	<b>(2,980,494)</b>	<b>16.7%</b>

**General Government  
Reserve Accounts**

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
<b>RESERVES EXPENDITURES</b>					
202	Unemployment Reserve	DH		-	0.0%
203	Accrued Employee Leave Reserve	DH		-	0.0%
205	Emergency Contingency Reserve	DH		-	0.0%
208	Insurance Deductible Reserve	DH		-	0.0%
209	Fuel Reserve	DH		-	0.0%
<b>RESERVES FUNDING</b>					
202	Unemployment Reserve	DH	Based on potential claims (employees voluntarily resigned in a rolling two year timeframe)	8,000	-6.7%
203	Accrued Employee Leave Reserve	DH	Based on actual usage in recent years	50,000	0.0%
205	Emergency Contingency Reserve	DH		-	0.0%
208	Insurance Deductible Reserve	DH		-	-100.0%
209	Fuel Reserve	DH		-	0.0%
<b>RESERVES BALANCES</b>					
202	Unemployment Reserve	DH		56,116	12.2%
203	Accrued Employee Leave Reserve	DH		88,611	79.0%
205	Emergency Contingency Reserve	DH		100,000	0.0%
208	Insurance Deductible Reserve	DH		2,022	-33.1%
209	Fuel Reserve	DH		10,000	0.0%
<b>RESERVES TRANSFERS</b>					
48507	Tax Tax Levy Offset	DH		(200,000)	-132.3%
59520	VOCA Transfer	DH		(63,889)	24.0%
59540	Capital Reserve Transfer	DH		-	-100.0%
59565	Reserve Account Transfer	DH		(58,000)	-2.6%
59580	Jail CAP Transfer	DH		(2,657,105)	0.0%

# **SAGADAHOC COUNTY CORRECTIONS**

**Transport**

**Department Overview**

The Sagadahoc County Transportation Unit is responsible for the transportation of all inmates remanded to the custody of the Sheriff. The Unit is staffed by four uniformed Deputies. The unit is deployed as three transport deputies and one programs Deputy. Two Bridges Regional Jail assessment for operations is also included in this budget.

**Mission**

Transport Deputies are responsible for the custody, control and security of prisoners while in court and during actual transportations. Deputies transport inmates to and from medical appointments, deathbed visits and funerals. Emergency transports to hospitals are conducted under the authority and supervision of a transport team. In addition to transport responsibilities, members of the unit conduct bail checks, home release monitoring, community service programs and are detailed to other duties as required.

**Staffing**

Three (3) full-time MCJA certified Transport Deputies. One (1) full-time MCJA certified Transport Programs Deputy. Supervised by Lieutenant (split 60/40 with Sheriff Budget)

**BUDGET SUMMARY**

	FY18-19 Actual	FY19-20 Actual	FY20-21 Actual	FY21-22		Dept. Hd.	FY22-23 Comm'rs	BAC
				Budget	YTD			
Personnel Services	202,036	223,937	203,531	248,929	126,417	257,436	258,692	259,793
Employee Benefits	60,673	86,477	87,437	107,375	74,287	120,112	120,112	120,112
Supplies & Operating Expenses	16,595	16,561	20,353	17,900	6,490	18,400	18,400	18,400
Purchased & Contractual Services	2,562,996	2,488,640	2,590,605	2,616,957	1,492,501	2,695,850	2,695,850	2,695,850
Capital Items	-	-	-	-	33,812	-	-	-
<b>Total Transport Expenditures</b>	<b>2,842,300</b>	<b>2,815,615</b>	<b>2,901,926</b>	<b>2,991,161</b>	<b>1,733,507</b>	<b>3,091,798</b>	<b>3,093,054</b>	<b>3,094,155</b>
<b>Total Transport Revenues</b>	<b>3,023,799</b>	<b>3,047,151</b>	<b>2,978,609</b>	<b>3,022,161</b>	<b>2,976,004</b>	<b>3,091,798</b>	<b>3,093,054</b>	<b>3,094,155</b>
<b>Net Transport Budget</b>	<b>(181,499)</b>	<b>(231,536)</b>	<b>(76,683)</b>	<b>(31,000)</b>	<b>(1,242,497)</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Corrections**  
**Transport - 305 & 306**  
*Joel Merry, Sheriff*

	FY18-19	FY19-20	FY20-21	FY21-22		FY22-23					
	Actual	Actual	Actual	Budget	YTD	Dept. Head		Commissioners		BAC Recommend.	
<b>EXPENDITURES</b>						12/31/2021					
<b>Personnel Services</b>											
51011 Shift Supervisor Wages	33,353	34,690	35,687	44,838	22,872	46,226	3.1%	47,482	5.9%	48,583	8.4%
51020 Program Deputy Wages	39,648	90,218	60,945	91,879	24,808	50,155	-45.4%	50,155	-45.4%	50,155	-45.4%
51111 Transport Deputy Wages	108,853	85,414	99,915	95,812	74,069	146,155	52.5%	146,155	52.5%	146,155	52.5%
51150 Outside Detail Wages	-	-	-	-	200	-	0.0%	-	0.0%	-	0.0%
51300 Part-Time Wages	14,418	3,702	1,322	3,500	-	3,000	-14.3%	3,000	-14.3%	3,000	-14.3%
51500 Overtime Wages	5,764	9,913	5,062	12,000	4,468	11,000	-8.3%	11,000	-8.3%	11,000	-8.3%
51540 Call-In Wages	-	-	600	900	-	900	0.0%	900	0.0%	900	0.0%
	202,036	223,937	203,531	248,929	126,417	<b>257,436</b>	<b>3.4%</b>	<b>258,692</b>	<b>3.9%</b>	<b>259,793</b>	<b>4.4%</b>
<b>Employee Benefits</b>											
52020 Workers Compensation Insurance	6,972	8,257	8,310	9,775	4,918	10,015	2.5%	10,015	2.5%	10,015	2.5%
52030 Disability Insurance	384	516	528	1,000	288	662	-33.8%	662	-33.8%	662	-33.8%
52040 Group Life Insurance	1,034	2,184	1,943	3,600	3,173	2,450	-31.9%	2,450	-31.9%	2,450	-31.9%
52110 Deferred Compensation	-	3,881	6,828	-	3,745	6,650	100.0%	6,650	100.0%	6,650	100.0%
52120 ME Public Employee Retirement System	6,648	7,161	9,936	26,400	14,864	19,790	-25.0%	19,790	-25.0%	19,790	-25.0%
52200 Health Insurance	30,712	45,856	41,421	47,500	36,847	60,850	28.1%	60,850	28.1%	60,850	28.1%
52300 Payroll Taxes	14,923	18,622	18,471	19,100	10,452	19,695	3.1%	19,695	3.1%	19,695	3.1%
	<b>60,673</b>	<b>86,477</b>	<b>87,437</b>	<b>107,375</b>	<b>74,287</b>	<b>120,112</b>	<b>11.9%</b>	<b>120,112</b>	<b>11.9%</b>	<b>120,112</b>	<b>11.9%</b>
<b>Supplies &amp; Operating Expenses</b>											
53010 Office Supplies	337	575	1,055	700	115	600	-14.3%	600	-14.3%	600	-14.3%
53020 General Supplies	176	37	-	200	-	200	0.0%	200	0.0%	200	0.0%
53026 Security Equipment	393	390	2,533	1,000	-	1,000	0.0%	1,000	0.0%	1,000	0.0%
53060 Postage	28	72	50	50	-	50	0.0%	50	0.0%	50	0.0%
53600 Minor Equipment	215	1,010	459	700	-	600	-14.3%	600	-14.3%	600	0.0%
53700 Vehicles Gasoline	7,691	6,830	6,622	8,500	3,462	10,250	20.6%	10,250	20.6%	10,250	0.0%
53800 Uniforms & Safety Equipment	6,322	2,530	7,968	4,250	1,191	4,200	-1.2%	4,200	-1.2%	4,200	0.0%
53805 Firearms	500	500	500	500	-	500	0.0%	500	0.0%	500	0.0%
54451 Tools/Implements	933	4,617	1,166	2,000	1,722	1,000	-50.0%	1,000	-50.0%	1,000	0.0%
59100 Contingency	-	-	-	-	-	-	0.0%	-	0.0%	-	0.0%
	<b>16,595</b>	<b>16,561</b>	<b>20,353</b>	<b>17,900</b>	<b>6,490</b>	<b>18,400</b>	<b>2.8%</b>	<b>18,400</b>	<b>2.8%</b>	<b>18,400</b>	<b>2.8%</b>

**Purchased & Contractual Services**

53901 Home Monitoring	7,596	17,879	4,250	2,000	583	1,000	-50.0%	1,000	-50.0%	1,000	-50.0%
54010 Training/Professional Development	2,622	1,075	1,575	2,500	990	2,000	-20.0%	2,000	-20.0%	2,000	-20.0%
54020 Dues/Memberships	50	100	150	100	-	150	50.0%	150	50.0%	150	50.0%
54100 Laundry Services	692	460	640	600	27	500	-16.7%	500	-16.7%	500	-16.7%
54110 Meal Allowance	129	-	24	400	22	350	-12.5%	350	-12.5%	350	-12.5%
54509 Polygraph Services	250	-	600	250	-	250	0.0%	250	0.0%	250	0.0%
55010 Vehicles Repairs & Maintenance	6,801	3,021	5,803	4,000	928	4,000	0.0%	4,000	0.0%	4,000	0.0%
55120 Telephone	1,607	2,178	1,963	2,000	748	2,000	0.0%	2,000	0.0%	2,000	0.0%
55340 Rental Equipment	56	130	17,807	16,000	8,044	17,000	6.3%	17,000	6.3%	17,000	6.3%
55400 Equipment Repairs & Maintenance	-	203	282	250	-	200	-20.0%	200	-20.0%	200	-20.0%
55405 Copiers Lease & Maintenance	-	-	-	-	-	3,150	100.0%	3,150	100.0%	3,150	100.0%
56200 Advertising	210	-	125	250	-	250	0.0%	250	0.0%	250	0.0%
56302 Two Bridges Regional Jail	2,454,776	2,357,776	2,454,776	2,460,000	1,431,953	2,550,000	3.7%	2,550,000	3.7%	2,550,000	3.7%
56303 Pre-Trial Services	88,207	105,818	102,610	128,607	49,206	115,000	-10.6%	115,000	-10.6%	115,000	-10.6%
	<b>2,562,996</b>	<b>2,488,640</b>	<b>2,590,605</b>	<b>2,616,957</b>	<b>1,492,501</b>	<b>2,695,850</b>	<b>3.0%</b>	<b>2,695,850</b>	<b>3.0%</b>	<b>2,695,850</b>	<b>3.0%</b>

**Capital Items**

59480 Vehicles	-	-	-	-	33,812	-	-100.0%	-	-100.0%	-	-100.0%
	-	-	-	-	<b>33,812</b>	-	<b>-100.0%</b>	-	<b>-100.0%</b>	-	<b>-100.0%</b>

**Total Transport Expenditures**

	<b>2,842,300</b>	<b>2,815,615</b>	<b>2,901,926</b>	<b>2,991,161</b>	<b>1,733,507</b>	<b>3,091,798</b>	<b>3.4%</b>	<b>3,093,054</b>	<b>3.4%</b>	<b>3,094,155</b>	<b>3.4%</b>
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**REVENUES**

44255 Home Relocation Program	4,977	15,835	19,479	20,000	6,230	20,000	0.0%	20,000	0.0%	20,000	0.0%
44260 State Jail Contribution	315,022	307,840	267,324	275,000	245,113	265,000	-3.6%	265,000	-3.6%	265,000	-3.6%
44411 Miscellaneous Court Fines/Fees	13	-	-	2,500	-	-	-100.0%	-	-100.0%	-	-100.0%
48505 TBRJ CAP	2,657,105	2,657,105	2,657,105	2,657,105	2,657,105	2,657,105	0.0%	2,657,105	0.0%	2,657,105	0.0%
48508 Surplus	46,682	66,371	34,701	67,556	67,556	149,693	121.6%	150,949	123.4%	152,050	125.1%
<b>Total Transport Revenues</b>	<b>3,023,799</b>	<b>3,047,151</b>	<b>2,978,609</b>	<b>3,022,161</b>	<b>2,976,004</b>	<b>3,091,798</b>	<b>2.3%</b>	<b>3,093,054</b>	<b>2.3%</b>	<b>3,094,155</b>	<b>2.4%</b>

**Net Transport Budget**

	<b>(181,499)</b>	<b>(231,536)</b>	<b>(76,683)</b>	<b>(31,000)</b>	<b>(1,242,497)</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
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**Corrections**  
**Transport - 305 & 306**  
*Joel Merry, Sheriff*

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
<b>EXPENDITURES</b>					
<b>Personnel Services</b>					
51011	Shift Supervisor Wages	DH	Lieutenant split 60/40 with Sheriff Budget + 3.5% COLA	48,583	8.4%
51020	Program Deputy Wages	DH	Deputy oversees community corrections including home release & electronic monitoring	50,155	-45.4%
51111	Transport Deputy Wages	DH	Two deputies - transport inmates to court, appointments and video conferencing	146,155	52.5%
51150	Outside Detail Wages	DH		-	0.0%
51300	Part-Time Wages	DH	For extended coverage for out of facility stays; ie, hospitals	3,000	-14.3%
51500	Overtime Wages	DH	Contractual, for work outside of scheduled hours	11,000	-8.3%
51540	Call-In Wages	DH	Stipend to emergency call-outs	900	0.0%
<b>Employee Benefits</b>					
52020	Workers Compensation Insurance	DH	Based on 4.6 FTE	10,015	2.5%
52030	Disability Insurance	DH	Short-term disability - UNUM	662	-33.8%
52040	Group Life Insurance	DH	Based on 4.6 FTE	2,450	-31.9%
52110	Deferred Compensation	DH	2 FTE	6,650	100.0%
52120	ME Public Employee Retirement System	DH	2.6 FTE	19,790	-25.0%
52200	Health Insurance	DH	Includes Insurance Opt-out and supplemental life	60,850	28.1%
52300	Payroll Taxes	DH	FICA & Medicare	19,695	3.1%
<b>Supplies &amp; Operating Expenses</b>					
53010	Office Supplies	DH	General office supplies	600	-14.3%
53020	General Supplies	DH	Cleaning supplies sepecific to corrections	200	0.0%
53026	Security Equipment	DH	Handcuffs, leg restraints, waist belts for restraints, etc	1,000	0.0%
53060	Postage	DH		50	0.0%
53600	Minor Equipment	DH	Equipment needed for office, fingerprinting, camera, etc	600	0.0%
53700	Vehicles Gasoline	DH	Gasoline - anticipated price increase for four (4), Program and Lt vehicle	10,250	0.0%
53800	Uniforms & Safety Equipment	DH	Personnel uniforms and personal safety equipment	4,200	0.0%
53805	Firearms	DH	Ammunition	500	0.0%
54451	Tools/Implements	DH	Tools and equipment used for work release, public works or other comm. corrections	1,000	0.0%
59100	Contingency	DH		-	0.0%

**Purchased & Contractual Services**

53901	Home Monitoring	DH	Equipment not covered by contract agreement with SCRAM	1,000	-50.0%
54010	Training/Professional Development	DH	Mandatory and specialized training	2,000	-20.0%
54020	Dues/Memberships	DH	Maine Sheriffs' Association	150	50.0%
54100	Laundry Services	DH	Uniforms cleaning	500	-16.7%
54110	Meal Allowance	DH	Work crew and events	350	-12.5%
54509	Polygraph Services	DH	For new hires - MCJA mandate	250	0.0%
55010	Vehicles Repairs & Maintenance	DH	Repairs and general maintenance, tires, car wash, etc	4,000	0.0%
55120	Telephone	DH	Cell phones	2,000	0.0%
55340	Rental Equipment	DH	Alcohol & GPS electronic monitoring equipment	17,000	6.3%
55400	Equipment Repairs & Maintenance	DH	Maintenance for portable radios and other equipment	200	-20.0%
55405	Copiers Lease & Maintenance	DH	New line to account for printers	3,150	100.0%
56200	Advertising	DH	For new hires	250	0.0%
56302	Two Bridges Regional Jail		Regional Jail Assessment	2,550,000	3.7%
56303	Pre-Trial Services	DH	Contractual services with Maine Pretrial Services and Addiction Resource Center (MCH)	115,000	-10.6%

**Capital Projects**

59480	Vehicles	DH	Replacement	-	-100.0%
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**REVENUES**

44255	Home Relocation Program	DH	Fees for electronic monitoring and home release	20,000	0.0%
44260	State Jail Contribution	DH	General fund - County Jail Operations Fund	265,000	-3.6%
44411	Miscellaneous Court Fines/Fees	DH		-	-100.0%
48505	TBRJ CAP	DH	Property tax cap - as set by 30-A MRSA Sec. 701(2-C)	2,657,105	0.0%
48508	Surplus	DH	Carry over from Correctional Fund Balance	152,050	125.1%

# **SAGADAHOC COUNTY**

## **PUBLIC SAFETY**

**Sheriff's Office**  
**Civil Division**  
**Communications**  
**Emergency Management Agency**

**Department Overview**

The Sheriff's Office provides primary law enforcement services to the municipalities that do not have a police department. Deputies patrol the county roads, enforce traffic laws, investigate crime, conduct property checks, and participate in many community related events. The Sheriff's Office works collaboratively with local and state law enforcement agencies.

**Mission**

Protecting and serving the residents of Sagadahoc County since 1854, the Sagadahoc County Sheriff's Office seeks to serve all people within our jurisdiction with respect, fairness and excellence. We are committed to the prevention of crime, the protection of life and property, and the preservation of peace. We strive to earn public trust by holding ourselves to the highest standards of performance and ethics while remaining relentlessly determined to attain a high level of community confidence and satisfaction.

**Staffing**

The Sheriff's Office is made up of nineteen (19) full-time law enforcement officers, two (2) part-time law enforcement officers and three (2.5 FTE) support staff personnel.

**BUDGET SUMMARY**

	FY18-19 Actual	FY19-20 Actual	FY20-21 Actual	FY21-22		Dept. Hd.	FY22-23 Comm'rs	BAC
				Budget	YTD			
Personnel Services	1,322,740	1,344,319	1,307,164	1,491,372	716,758	1,543,835	1,557,575	1,564,404
Supplies & Operating Expenses	87,440	83,625	97,363	117,600	47,047	138,625	138,625	138,625
Purchased & Contractual Services	87,937	66,887	83,251	83,800	46,953	93,788	93,788	93,788
Capital Items	103,500	109,000	111,000	143,600	143,600	165,410	165,410	165,410
<b>Total Sheriff Expenditures</b>	<b>1,601,617</b>	<b>1,603,831</b>	<b>1,598,778</b>	<b>1,836,372</b>	<b>954,358</b>	<b>1,941,658</b>	<b>1,955,398</b>	<b>1,962,227</b>
<b>Total Sheriff Revenues</b>	<b>107,129</b>	<b>119,657</b>	<b>132,954</b>	<b>111,150</b>	<b>93,892</b>	<b>101,040</b>	<b>101,040</b>	<b>101,040</b>
<b>Net Sheriff Budget</b>	<b>1,494,488</b>	<b>1,484,174</b>	<b>1,465,824</b>	<b>1,725,222</b>	<b>860,466</b>	<b>1,840,618</b>	<b>1,854,358</b>	<b>1,861,187</b>

	FY18-19	FY19-20	FY20-21	FY21-22		FY22-23					
	Actual	Actual	Actual	Budget	YTD	Dept. Head		Commissioners		BAC Recommend.	
<b>EXPENDITURES</b>						12/31/2021					
<b>Personnel Services</b>											
51010 Chief Deputy Wages	66,936	69,278	71,207	77,853	40,136	80,250	3.1%	83,421	7.2%	85,355	9.6%
51020 Supervisory Wages	33,447	34,622	35,489	29,892	15,177	30,820	3.1%	31,655	5.9%	32,389	8.4%
51030 Administrative Clerk Wages	36,613	37,792	38,887	40,027	20,692	41,300	3.2%	42,854	7.1%	43,848	9.5%
51040 Records System Manager Wages	33,911	35,012	36,042	37,450	18,914	40,115	7.1%	45,209	20.7%	46,257	23.5%
51070 Sheriff Wages	78,659	81,198	83,558	86,047	44,459	88,300	2.6%	91,386	6.2%	93,505	8.7%
51100 Investigator Wages	184,120	190,098	150,538	207,422	103,325	204,630	-1.3%	204,630	-1.3%	204,630	-1.3%
51105 Patrol Supervisor Wages	246,308	256,195	224,035	270,801	105,001	280,870	3.7%	280,870	3.7%	280,870	3.7%
51109 K-9 Handling Wages	127	3,454	3,946	4,110	2,169	4,400	7.1%	4,400	7.1%	4,400	7.1%
51110 Patrol Deputy Wages	471,019	464,015	530,902	539,870	260,820	557,650	3.3%	557,650	3.3%	557,650	3.3%
51150 Outside Detail Wages	-	-	1,408	-	4,379	-	0.0%	-	0.0%	-	0.0%
51300 Part-Time Wages	7,541	9,423	9,797	10,000	4,660	10,000	0.0%	10,000	0.0%	10,000	0.0%
51500 Overtime Wages	86,006	90,009	48,534	92,000	49,316	94,800	3.0%	94,800	3.0%	94,800	3.0%
51510 Holiday Wages	56,339	59,393	58,629	66,000	36,121	81,300	23.2%	81,300	23.2%	81,300	23.2%
51530 Training Wages	19,640	10,354	11,506	19,600	9,950	20,100	2.6%	20,100	2.6%	20,100	2.6%
51575 Medical/Fitness Reimbursement	1,549	2,195	1,734	3,300	401	3,300	0.0%	3,300	0.0%	3,300	0.0%
51600 Other Wages	-	-	-	1,000	537	1,000	0.0%	1,000	0.0%	1,000	0.0%
51601 Community Policing	525	1,281	952	6,000	701	5,000	-16.7%	5,000	-16.7%	5,000	-16.7%
	<b>1,322,740</b>	<b>1,344,319</b>	<b>1,307,164</b>	<b>1,491,372</b>	<b>716,758</b>	<b>1,543,835</b>	<b>3.5%</b>	<b>1,557,575</b>	<b>4.4%</b>	<b>1,564,404</b>	<b>4.9%</b>
<b>Supplies &amp; Operating Expenses</b>											
53010 Office Supplies	4,426	3,542	2,850	5,600	2,343	5,500	-1.8%	5,500	-1.8%	5,500	-1.8%
53025 Public Safety Consumables	11,265	13,391	11,482	17,000	8,653	13,000	-23.5%	13,000	-23.5%	13,000	0.0%
53060 Postage	357	436	573	400	181	400	0.0%	400	0.0%	400	0.0%
53600 Minor Equipment	314	216	2,304	1,200	470	1,200	0.0%	1,200	0.0%	1,200	0.0%
53700 Vehicles Gasoline	45,994	39,228	41,157	55,900	23,944	67,725	21.2%	67,725	21.2%	67,725	0.0%
53800 Uniforms & Safety Equipment	12,333	19,234	18,002	17,000	7,533	18,000	5.9%	18,000	5.9%	18,000	0.0%
53805 Firearms	3,193	129	4,999	4,000	586	5,000	25.0%	5,000	25.0%	5,000	0.0%
53900 Public Safety Equipment	8,069	4,421	11,227	12,000	1,116	12,000	0.0%	12,000	0.0%	12,000	0.0%
55140 K-9 Support	-	2,064	1,998	2,200	1,954	3,000	36.4%	3,000	36.4%	3,000	0.0%
56301 Community Policing	1,489	964	2,771	2,300	267	2,300	0.0%	2,300	0.0%	2,300	0.0%
57400 Computer Equipment	-	-	-	-	-	10,500	100.0%	10,500	100.0%	10,500	100.0%
	<b>87,440</b>	<b>83,625</b>	<b>97,363</b>	<b>117,600</b>	<b>47,047</b>	<b>138,625</b>	<b>17.9%</b>	<b>138,625</b>	<b>17.9%</b>	<b>138,625</b>	<b>17.9%</b>

<b>Purchased &amp; Contractual Services</b>											
54010 Training/Professional Development	18,819	12,718	13,699	19,000	12,699	20,000	5.3%	20,000	5.3%	20,000	5.3%
54020 Dues/Memberships	1,500	1,594	1,700	1,500	450	1,600	6.7%	1,600	6.7%	1,600	6.7%
54100 Laundry Services	7,253	4,215	1,821	5,000	127	4,500	-10.0%	4,500	-10.0%	4,500	-10.0%
54510 Professional Services	200	765	2,100	1,500	700	1,500	0.0%	1,500	0.0%	1,500	0.0%
55010 Vehicles Repairs & Maintenance	41,191	31,211	46,960	36,000	22,826	38,000	5.6%	38,000	5.6%	38,000	5.6%
55120 Telephone	4,676	5,549	6,352	5,300	3,137	8,400	58.5%	8,400	58.5%	8,400	58.5%
55340 Contracted Services	8,289	5,602	5,519	8,500	4,728	8,500	0.0%	8,500	0.0%	8,500	0.0%
55400 Equipment Repairs & Maintenance	5,720	5,233	4,707	6,500	2,171	6,500	0.0%	6,500	0.0%	6,500	0.0%
55405 Copiers Lease & Maintenance		-	-	-	-	4,388	100.0%	4,388	100.0%	4,388	100.0%
56200 Advertising	289	-	393	500	115	400	-20.0%	400	-20.0%	400	-20.0%
	<b>87,937</b>	<b>66,887</b>	<b>83,251</b>	<b>83,800</b>	<b>46,953</b>	<b>93,788</b>	<b>11.9%</b>	<b>93,788</b>	<b>11.9%</b>	<b>93,788</b>	<b>11.9%</b>
<b>Capital Items</b>											
59445 Cruiser Laptops	10,000	10,000	10,000	10,000	10,000	10,000	0.0%	10,000	0.0%	10,000	0.0%
59455 In-Car Camera System	-	-	-	28,600	28,600	31,730	10.9%	31,730	10.9%	31,730	0.0%
59460 Taser-7 Replacement Program	-	-	-	-	-	13,680	100.0%	13,680	100.0%	13,680	100.0%
59480 Vehicles	93,500	99,000	101,000	105,000	105,000	110,000	4.8%	110,000	4.8%	110,000	4.8%
	<b>103,500</b>	<b>109,000</b>	<b>111,000</b>	<b>143,600</b>	<b>143,600</b>	<b>165,410</b>	<b>15.2%</b>	<b>165,410</b>	<b>15.2%</b>	<b>165,410</b>	<b>15.2%</b>
<b>Total Sheriff Expenditures</b>	<b>1,601,617</b>	<b>1,603,831</b>	<b>1,598,778</b>	<b>1,836,372</b>	<b>954,358</b>	<b>1,941,658</b>	<b>5.7%</b>	<b>1,955,398</b>	<b>6.5%</b>	<b>1,962,227</b>	<b>6.9%</b>
<b>REVENUES</b>											
44240 Witness Fees	5,543	3,423	4,210	4,000	988	4,000	0.0%	4,000	0.0%	4,000	0.0%
44340 Insurance Reports	1,745	2,394	1,685	1,500	750	1,750	16.7%	1,750	16.7%	1,750	16.7%
44350 Fingerprinting Fees	53	12	6	50	-	40	-20.0%	40	-20.0%	40	-20.0%
44411 Miscellaneous	421	552	1,956	600	15,407	1,250	108.3%	1,250	108.3%	1,250	108.3%
44413 MDEA	99,367	113,276	125,097	105,000	76,747	94,000	-10.5%	94,000	-10.5%	94,000	-10.5%
<b>Total Sheriff Revenues</b>	<b>107,129</b>	<b>119,657</b>	<b>132,954</b>	<b>111,150</b>	<b>93,892</b>	<b>101,040</b>	<b>-9.1%</b>	<b>101,040</b>	<b>-9.1%</b>	<b>101,040</b>	<b>-9.1%</b>
<b>Net Sheriff Budget</b>	<b>1,494,488</b>	<b>1,484,174</b>	<b>1,465,824</b>	<b>1,725,222</b>	<b>860,466</b>	<b>1,840,618</b>	<b>6.7%</b>	<b>1,854,358</b>	<b>7.5%</b>	<b>1,861,187</b>	<b>7.9%</b>

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
<b>EXPENDITURES</b>					
<b>Personnel Services</b>					
51010	Chief Deputy Wages	DH	Exempt employee ; wage study + 5.9% COLA	85,355	9.6%
51020	Supervisory Wages	DH	Lieutenant split 40/60 with Transport Budget; wage study + 5.9% COLA	32,389	8.4%
51030	Administrative Clerk Wages	DH	35 hr/wk administrative secretary; wage study + 5.9% COLA	43,848	9.5%
51040	Records System Manager Wages	DH	35 hr/wk - retitled position - Records System Manager; wage study + 5.9% COLA	46,257	23.5%
51070	Sheriff Wages	DH	Exempt ; wage study + 5.9% COLA	93,505	8.7%
51100	Investigator Wages	DH	Three (3) full-time detectives, one (1) assigned to MDEA (Reimbursed at higher rate++) COLA per CBA	204,630	-1.3%
51105	Patrol Supervisor Wages	DH	Four (4) full-time patrol supervisors COLA per CBA	280,870	3.7%
51109	K-9 Handling Wages	DH	Stipend for K-9 handler	4,400	7.1%
51110	Patrol Deputy Wages	DH	Nine (9) full-time patrol deputies COLA per CBA	557,650	3.3%
51150	Outside Detail Wages	DH	Should be reimbursed by outside entity	-	0.0%
51300	Part-Time Wages	DH	Supplement full-time deputies - cover leave, special assignments, etc	10,000	0.0%
51500	Overtime Wages	DH	Cover leave for vacation, sick leave, investigations, court time, open shifts, etc	94,800	3.0%
51510	Holiday Wages	DH	Thirteen (13) holidays - one new one, per CBA	81,300	23.2%
51530	Training Wages	DH	Supports all mandated, specialized, and required training above regular duty time	20,100	2.6%
51575	Medical/Fitness Reimbursement	DH	Covers physical fitness programs per CBA, plus certain medical appointments	3,300	0.0%
51600	Other Wages	DH	Other non-classified assignments - outside job coverage	1,000	0.0%
51601	Community Policing	DH	Supports community related events, special assignments	5,000	-16.7%
<b>Supplies &amp; Operating Expenses</b>					
53010	Office Supplies	DH	General office supplies	5,500	-1.8%
53025	Public Safety Consumables	DH	CID materials and supplies, flares, spike mat replacements, AED batteries & pads, etc	13,000	0.0%
53060	Postage	DH		400	0.0%
53600	Minor Equipment	DH	Equipment not considered capital. Cameras, chairs, office equipment, etc	1,200	0.0%
53700	Vehicles Gasoline	DH	Significant increase in cost of gas predicted. 21,500 gals @ \$3.15 per gal.	67,725	0.0%
53800	Uniforms & Safety Equipment	DH	All uniform and clothing, per CBA, outfit new employees and P-T deputies	18,000	0.0%
53805	Firearms	DH	Weapon replacement, duty ammo	5,000	0.0%
53900	Public Safety Equipment	DH	New equipment and replacement for vehicles, radios, radars, ballistic vests, etc	12,000	0.0%

55140	K-9 Support	DH	K-9 Veterinary Insurance, boarding fees, dog food - per CBA	3,000	0.0%
56301	Community Policing	DH	Promotional and education materials, PR materials	2,300	0.0%
57400	Computer Equipment	DH	Previously budgeted in Admin, now allocated to departments. 7 new desktops @ \$1,500 ea	10,500	100.0%

#### **Purchased & Contractual Services**

54010	Training/Professional Development	DH	All training related expenses, travel, meals, lodging, registration, online training, etc	20,000	5.3%
54020	Dues/Memberships	DH	NESPIN, Maine Sheriffs' Assn, MCOPA, IACP, NAS, FBI LEEDER, Rotary	1,600	6.7%
54100	Laundry Services	DH	Uniform clothing care and maintenance	4,500	-10.0%
54510	Professional Services	DH	Polygraph and psychological testing consultations fees	1,500	0.0%
55010	Vehicles Repairs & Maintenance	DH	Major and minor repairs, general maintenance, tires and car wash	38,000	5.6%
55120	Telephone	DH	Cellular AT&T Firstnet, recent upgrade in phones for deputies per CBA	8,400	58.5%
55340	Contracted Services	DH	CLEAR contract, Leads Online, PowerDMS records management	8,500	0.0%
55400	Equipment Repairs & Maintenance	DH	Repair & maintain equipment, radars, mobile radios, etc	6,500	0.0%
55405	Copiers Lease & Maintenance	DH	New line to account for printers	4,388	100.0%
56200	Advertising	DH	New positions and vehicle RFP	400	-20.0%

#### **Capital Projects**

59445	Cruiser Laptops	DH	Replace & upgrade mobile data terminals in all patrol vehicles	10,000	0.0%
59455	In-Car Camera System	DH	Replace & upgrade in-car camera system, 16 units, 5-yr, cloud based evidence storage	31,730	0.0%
59460	Taser-7 Replacement Program	DH	Contract purchase plan for 10-yr, with replacement at year 6, all accessories & cartridges	13,680	100.0%
59480	Vehicles	DH	Replace three (3) patrol vehicles, outfit with equipment and markings	110,000	4.8%

#### **REVENUES**

44240	Witness Fees	DH	Paid by State of Maine for witness appearance in District Court & DMV hearings	4,000	0.0%
44340	Insurance Reports	DH	Fees for reports, including accident, theft, etc	1,750	16.7%
44350	Fingerprinting Fees	DH	Applicant and clearance request - private sector jobs	40	-20.0%
44411	Miscellaneous	DH	Non-classified revenues, FOIA, etc	1,250	108.3%
44413	MDEA	DH	Reimbursement of salary and benefits for MDEA agent (new assignment)	94,000	-10.5%

**Department Overview**

Civil Process service is done on a per diem basis by two MCJA certified part-time deputies, who are paid by the service fees. The Civil office is open Mon-Thur 8AM to 1PM and by appointment on Fridays and weekends. Over the past few years the number of services has decreased approximately 38%. 732 services in FY2022

**Mission**

The Civil Process Division is responsible for the service of subpoenas and other court documents within Sagadahoc County. Other court documents include: divorce, family matters, law suits, civil disputes, landlord-tenant notices, etc. Civil documents are served on behalf of individuals, private attorneys, the Court, State of Maine departments and agencies.

**Staffing**

1 - Administrative clerk works P-T at 20 hrs per week. 2 - Per diem P-T Deputies

**BUDGET SUMMARY**

	FY18-19	FY19-20	FY20-21	FY21-22		FY22-23		
	Actual	Actual	Actual	Budget	YTD	Dept. Hd.	Comm'rs	BAC
Personnel Services	17,891	19,008	23,541	24,436	11,727	25,352	25,759	26,252
Supplies & Operating Expenses	1,651	1,428	1,281	1,650	378	2,225	2,225	2,225
Purchased & Contractual Services	506	892	786	775	430	1,255	1,255	1,255
<b>Total Civil Expenditures</b>	<b>20,048</b>	<b>21,328</b>	<b>25,608</b>	<b>26,861</b>	<b>12,535</b>	<b>28,832</b>	<b>29,239</b>	<b>29,732</b>
<b>Net Civil Budget</b>	<b>20,048</b>	<b>21,328</b>	<b>25,608</b>	<b>26,861</b>	<b>12,535</b>	<b>28,832</b>	<b>29,239</b>	<b>29,732</b>

**Public Safety**  
**Civil - 415**  
*Joel Merry, Sheriff*

	FY18-19	FY19-20	FY20-21	FY21-22		FY22-23					
	Actual	Actual	Actual	Budget	YTD	Dept. Head		Commissioners		BAC Recommend.	
<b>EXPENDITURES</b>					12/31/2021						
<b>Personnel Services</b>											
51020 Administrative Clerk Wages	13,496	13,392	20,124	19,936	10,703	20,852	4.6%	21,259	6.6%	21,752	9.1%
51300 Part-Time Wages	4,395	5,616	3,417	4,500	1,024	4,500	0.0%	4,500	0.0%	4,500	0.0%
	<b>17,891</b>	<b>19,008</b>	<b>23,541</b>	<b>24,436</b>	<b>11,727</b>	<b>25,352</b>	<b>3.7%</b>	<b>25,759</b>	<b>5.4%</b>	<b>26,252</b>	<b>7.4%</b>
<b>Supplies &amp; Operating Expenses</b>											
53010 Office Supplies	378	638	532	250	37	250	0.0%	250	0.0%	250	0.0%
53060 Postage	960	625	590	50	341	650	1200.0%	650	1200.0%	650	1200.0%
53600 Minor Equipment	313	-	-	100	-	100	0.0%	100	0.0%	100	0.0%
53800 Uniforms & Safety Equipment	-	165	159	200	-	175	-12.5%	175	0.0%	175	-12.5%
56100 Travel	-	-	-	50	-	50	0.0%	50	0.0%	50	0.0%
59015 Allowance for Uncollectable Accounts	-	-	-	1,000	-	1,000	0.0%	1,000	0.0%	1,000	0.0%
	<b>1,651</b>	<b>1,428</b>	<b>1,281</b>	<b>1,650</b>	<b>378</b>	<b>2,225</b>	<b>34.8%</b>	<b>2,225</b>	<b>34.8%</b>	<b>2,225</b>	<b>34.8%</b>
<b>Purchased &amp; Contractual Services</b>											
55120 Telephone	506	807	750	600	359	700	16.7%	700	16.7%	700	16.7%
55340 Equipment Rental	-	-	-	100	-	-	-100.0%	-	-100.0%	-	-100.0%
55405 Copier Lease & Maintenance	-	-	-	-	-	480	100.0%	480	100.0%	480	100.0%
56210 Printing	-	85	36	75	71	75	0.0%	75	0.0%	75	0.0%
	<b>506</b>	<b>892</b>	<b>786</b>	<b>775</b>	<b>430</b>	<b>1,255</b>	<b>61.9%</b>	<b>1,255</b>	<b>61.9%</b>	<b>1,255</b>	<b>61.9%</b>
<b>Total Civil Expenditures</b>	<b>20,048</b>	<b>21,328</b>	<b>25,608</b>	<b>26,861</b>	<b>12,535</b>	<b>28,832</b>	<b>7.3%</b>	<b>29,239</b>	<b>8.9%</b>	<b>29,732</b>	<b>10.7%</b>
<b>Net Civil Budget</b>	<b>20,048</b>	<b>21,328</b>	<b>25,608</b>	<b>26,861</b>	<b>12,535</b>	<b>28,832</b>	<b>7.3%</b>	<b>29,239</b>	<b>8.9%</b>	<b>29,732</b>	<b>10.7%</b>

**Public Safety**  
**Civil - 415**  
*Joel Merry, Sheriff*

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
<b>EXPENDITURES</b>					
<b>Personnel Services</b>					
51020	Administrative Clerk Wages	DH	Civil Process Clerk enters and assigns paperwork, also payroll and risk pool claims. Increase based in wage study + 5.9% COLA	21,752	9.1%
51300	Part-Time Wages	DH	Per diem deputy works 1-day, 2-hrs per week and fills in for Clerk	4,500	0.0%
<b>Supplies &amp; Operating Expenses</b>					
53010	Office Supplies	DH	General office supplies	250	0.0%
53060	Postage	DH	Postage for return of service, mostly reimbursed and off-set by revenues	650	1200.0%
53600	Minor Equipment	DH	Equipment not considered capital. Office furnishings	100	0.0%
53800	Uniforms & Safety Equipment	DH	Shirts, outerwear and safety equipment for per diem deputies	175	-12.5%
56100	Travel	DH	Mileage reimbursement for non-service related responsibilities	50	0.0%
59015	Allowance for Uncollectable Accounts	DH	To offset unpaid or uncollectable debts and billings	1,000	0.0%
<b>Purchased &amp; Contractual Services</b>					
55120	Telephone	DH	Cell phones for civil deputies, offset by revenues	700	16.7%
55340	Equipment Rental	DH		-	-100.0%
55405	Copier Lease & Maintenance	DH	New line to account for printers	480	100.0%
56210	Printing	DH	Copy paper, envelops and business cards	75	0.0%

**Department Overview**

24/7 365 Emergency Communications Center Serving all the Police and Fire Agencies within Sagadahoc County

**Mission**

To process all calls for service and dispatch the appropriate response to aid in the protection of life and property

**Staffing**

17 Employees: 2 Admin/3 Line Supervisors/12 Line Dispatchers. Currently operating 4 positions short- 3 Trainees and 1 vacancy

**BUDGET SUMMARY**

	<b>FY18-19</b>	<b>FY19-20</b>	<b>FY20-21</b>	<b>FY21-22</b>		<b>FY22-23</b>		
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>YTD</b>	<b>Dept. Hd.</b>	<b>Comm'rs</b>	<b>BAC</b>
Personnel Services	871,306	842,126	806,453	910,711	454,866	1,008,189	1,012,689	1,016,183
Supplies & Operating Expenses	14,399	4,709	10,062	13,900	3,245	12,700	12,700	12,700
Purchased & Contractual Services	117,461	110,250	125,474	133,950	42,414	69,610	163,323	163,323
Capital Items	47,100	63,100	106,139	136,331	136,331	159,250	25,000	25,000
<b>Total Communications Expenditures</b>	<b>1,050,266</b>	<b>1,020,185</b>	<b>1,048,128</b>	<b>1,194,892</b>	<b>636,856</b>	<b>1,249,749</b>	<b>1,213,712</b>	<b>1,217,206</b>
<b>Net Communications Budget</b>	<b>1,050,266</b>	<b>1,020,185</b>	<b>1,048,128</b>	<b>1,194,892</b>	<b>636,856</b>	<b>1,249,749</b>	<b>1,213,712</b>	<b>1,217,206</b>

**Public Safety  
Communications - 401**

*Mike Carter, Communications Director*

	FY18-19	FY19-20	FY20-21	FY21-22		FY22-23						
	Actual	Actual	Actual	Budget	YTD	Dept. Head		Commissioners		BAC Recommend.		
<b>EXPENDITURES</b>						12/31/2021						
<b>Personnel Services</b>												
51010 Director Wages	68,698	55,478	53,705	71,354	33,231	81,500	14.2%	79,654	11.6%	81,500	14.2%	
51020 Supervisory Wages	99,015	74,713	110,347	163,193	58,779	153,550	-5.9%	153,550	-5.9%	153,550	-5.9%	
51025 Deputy Director Wages	58,881	52,471	60,378	63,390	3,608	72,690	14.7%	71,042	12.1%	72,690	14.7%	
51120 Dispatcher Wages	462,908	479,380	413,559	487,524	265,646	502,143	3.0%	502,143	3.0%	502,143	3.0%	
51500 Overtime Wages	116,937	114,944	104,340	48,950	57,850	116,500	138.0%	116,500	138.0%	116,500	138.0%	
51510 Holiday Wages	57,905	58,238	60,513	60,000	29,675	78,000	30.0%	78,000	30.0%	78,000	30.0%	
51530 Training Wages	6,062	6,416	2,917	14,500	5,777	10,000	-31.0%	10,000	-31.0%	10,000	-31.0%	
51575 Medical/Fitness Reimbursement	900	486	694	1,800	300	1,800	0.0%	1,800	0.0%	1,800	0.0%	
	<b>871,306</b>	<b>842,126</b>	<b>806,453</b>	<b>910,711</b>	<b>454,866</b>	<b>1,016,183</b>	<b>11.6%</b>	<b>1,012,689</b>	<b>11.2%</b>	<b>1,016,183</b>	<b>11.6%</b>	
<b>Supplies &amp; Operating Expenses</b>												
53010 Office Supplies	4,931	1,911	2,813	5,000	1,651	4,000	-20.0%	4,000	-20.0%	4,000	-20.0%	
53020 General Supplies	2,106	531	1,000	1,000	-	500	-50.0%	500	-50.0%	500	0.0%	
53060 Postage	17	18	14	50	9	50	0.0%	50	0.0%	50	0.0%	
53600 Minor Equipment	1,938	-	2,603	2,500	-	2,500	0.0%	2,500	0.0%	2,500	0.0%	
53700 Vehicles Gasoline	2,334	706	829	2,250	1,506	2,250	0.0%	2,250	0.0%	2,250	0.0%	
53800 Uniforms & Safety Equipment	3,073	1,543	2,803	3,100	79	3,400	9.7%	3,400	9.7%	3,400	9.7%	
	<b>14,399</b>	<b>4,709</b>	<b>10,062</b>	<b>13,900</b>	<b>3,245</b>	<b>12,700</b>	<b>-8.6%</b>	<b>12,700</b>	<b>-8.6%</b>	<b>12,700</b>	<b>-8.6%</b>	
<b>Purchased &amp; Contractual Services</b>												
54010 Training/Professional Development	17,419	11,749	9,192	14,750	8,775	16,350	10.8%	16,350	10.8%	16,350	10.8%	
54020 Dues/Memberships	696	626	516	600	142	600	0.0%	600	0.0%	600	0.0%	
54510 Professional Services	1,600	1,245	2,490	830	465	830	0.0%	830	0.0%	830	0.0%	
55010 Vehicles Repairs & Maintenance	251	512	-	2,000	-	1,000	-50.0%	1,000	-50.0%	1,000	-50.0%	
55120 Telephone	1,965	2,231	1,868	2,000	2,940	4,460	123.0%	4,460	123.0%	4,460	123.0%	
55340 Rental of Fiberoptics Equipment	12,690	13,067	12,713	13,870	12,712	13,870	0.0%	13,870	0.0%	13,870	0.0%	
55400 Spillman Repairs & Maintenance	45,566	51,005	55,826	59,100	230	60,500	2.4%	60,500	2.4%	60,500	2.4%	
55405 Copier Lease & Maintenance	-	-	-	-	-	1,113	100.0%	1,113	100.0%	1,113	100.0%	
55410 Equipment Repairs & Maintenance	26,943	23,543	32,464	28,400	15,196	51,000	79.6%	51,000	79.6%	51,000	79.6%	
56100 Travel	-	244	100	-	-	200	0.0%	200	100.0%	200	100.0%	
56200 Advertising	-	-	-	100	-	-	-100.0%	-	-100.0%	-	-100.0%	
57400 Computer Equipment	10,331	6,028	10,305	12,300	1,954	10,000	-18.7%	10,000	-18.7%	10,000	-18.7%	
57410 Computer Software	-	-	-	-	-	3,400	100.0%	3,400	100.0%	3,400	100.0%	
	<b>117,461</b>	<b>110,250</b>	<b>125,474</b>	<b>133,950</b>	<b>42,414</b>	<b>163,323</b>	<b>21.9%</b>	<b>163,323</b>	<b>21.9%</b>	<b>163,323</b>	<b>21.9%</b>	

**Capital Items**

59424 Radio System Upgrade Reserve	37,100	37,100	64,000	63,000	63,000	94,500	50.0%	-	-100.0%	-	-100.0%
59425 Microwave Equipment Replacement	10,000	8,000	5,639	9,000	9,000	9,750	8.3%	-	-100.0%	-	-100.0%
59427 GeoBase Server Reserve	-	-	-	-	-	-	0.0%	-	0.0%	-	-100.0%
59428 Console Upgrade Reserve	-	18,000	16,000	23,000	23,000	30,000	30.4%	-	-100.0%	-	-100.0%
59431 Spillman Software Reserve	-	-	2,000	-	-	-	0.0%	-	0.0%	-	-100.0%
59432 Next Generation Recording Platform	-	-	8,000	8,000	8,000	8,000	0.0%	8,000	0.0%	8,000	0.0%
59433 Tower Reserve	-	-	6,500	-	-	-	0.0%	-	0.0%	-	0.0%
59467 Spillman Server Reserve	-	-	4,000	33,331	33,331	9,000	0.0%	9,000	-73.0%	9,000	0.0%
59480 Vehicle Reserve	-	-	-	-	-	8,000	100.0%	8,000	100.0%	8,000	100.0%
	<b>47,100</b>	<b>63,100</b>	<b>106,139</b>	<b>136,331</b>	<b>136,331</b>	<b>159,250</b>	<b>16.8%</b>	<b>25,000</b>	<b>-81.7%</b>	<b>25,000</b>	<b>-81.7%</b>
<b>Total Communications Expenditures</b>	<b>1,050,266</b>	<b>1,020,185</b>	<b>1,048,128</b>	<b>1,194,892</b>	<b>636,856</b>	<b>1,351,456</b>	<b>13.1%</b>	<b>1,213,712</b>	<b>1.6%</b>	<b>1,217,206</b>	<b>1.9%</b>
<b>Net Communications Budget</b>	<b>1,050,266</b>	<b>1,020,185</b>	<b>1,048,128</b>	<b>1,194,892</b>	<b>636,856</b>	<b>1,351,456</b>	<b>13.1%</b>	<b>1,213,712</b>	<b>1.6%</b>	<b>1,217,206</b>	<b>1.9%</b>

**Public Safety**  
**Communications - 430**  
*Mike Carter, Communications Director*

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
<b>EXPENDITURES</b>					
<b>Personnel Services</b>					
51010	Director Wages	DH	1.1% Increase hourly rate plus 5.9% COLA. Salried employee moving from 37.5hrs to 40hrs per week	81,500	14.2%
51020	Supervisory Wages	DH	We have two new supervisors strating at a lower wage based on the current CBA	153,550	-5.9%
51025	Deputy Director Wages	DH	1.5% Increase hourly rate plus 5.9% COLA. Salried employee moving from 37.5hrs to 40hrs per week	72,690	14.7%
51120	Dispatcher Wages	DH	3% increase per CBA wage increase.	502,143	3.0%
51500	Overtime Wages	DH	Average of what was actually used in 18-19 / 19-20 / 20-21 / 21-22 FY budgets + 3% CBA	116,500	138.0%
51510	Holiday Wages	DH	Addition of Juneteenth as the 13th holiday + wage increases per CBA	78,000	30.0%
51530	Training Wages	DH	24 hours of mandatory training per dispatcher and other continuing education wages	10,000	-31.0%
51575	Medical/Fitness Reimbursement	DH	Average of 6 employees utilizing this benefit that is offered in the current CBA	1,800	0.0%
<b>Supplies &amp; Operating Expenses</b>					
53010	Office Supplies	DH	General Office Supplies	4,000	-20.0%
53020	General Supplies	DH	Pub education materials for Fire Department open houses and public saftey events.	500	0.0%
53060	Postage	DH	Misc mailings	50	0.0%
53600	Minor Equipment	DH	Average of 3 quotes to replace 24/7 Dispatch Chair	2,500	0.0%
53700	Vehicles Gasoline	DH	Vehicle MPG to be determined but projected to be much better than 13MPG as before.	2,250	0.0%
53800	Uniforms & Safety Equipment	DH	Uniform allowance \$200 x 17 Employees/ Increase reflects adding the Dir & Dep Dir to list.	3,400	9.7%
<b>Purchased &amp; Contractual Services</b>					
54010	Training/Professional Development	DH	2 attendees for National EMD. Other mandated and needed training	16,350	10.8%
54020	Dues/Memberships	DH	Professional orginazation memberships: NENA / MECCA / APCO	600	0.0%
54510	Professional Services	DH	Two polygraph exams at \$300 per and OHA Pre-Employment testing at \$115 per	830	0.0%
55010	Vehicles Repairs & Maintenance	DH		1,000	-50.0%
55120	Telephone	DH	METRO fee set by the State will be increasing to \$3660. Absorbing \$800 from line 55410	4,460	123.0%
55340	Rental of Fiberoptics Equipment	DH	Fiber connections to both Bath PD and Topsham PD	13,870	0.0%
55400	Spillman Repairs & Maintenance	DH	R&M Service contract with Motorola for our CAD system	60,500	2.4%
55405	Copier Lease & Maintenance	DH	Two BEU color printer leases and maintenace per year	1,113	100.0%

55410	Equipment Repairs & Maintenance	DH	AT&T MDC Air Cards/Acorn Recording Maint Contract/ESRI CAD Mapping; addition of emergency repairs and maintenance for tower sites (previously budgeted in EMA)	51,000	79.6%
56100	Travel	DH		200	100.0%
56200	Advertising	DH		-	-100.0%
57400	Computer Equipment	DH	Replace or improve robust computers to run several programs and replace acillary devices	10,000	-18.7%
57410	Computer Software	DH	Scheduling / Text a Tip / Employee Tracking Software	3,400	100.0%

**Capital  
Projects**

59424	Radio System Upgrade Reserve	DH	Expected to be purchased in this FY /Possible ARPA funds use if approved	-	-100.0%
59425	Microwave Equipment Replacement	DH	Expected to be purchased in this FY /Possible ARPA funds use if approved	-	-100.0%
59427	GeoBase Server Reserve	DH	No need	-	-100.0%
59428	Console Upgrade Reserve	DH	Expected to be purchased in this FY /Possible ARPA funds use if approved	-	-100.0%
59431	Spillman Software Reserve	DH		-	-100.0%
59432	Next Generation Recording Platform	DH	Recording of radios and all phones lines in the Communcations Center	8,000	0.0%
59433	Tower Reserve	DH		-	0.0%
59467	Spillman Server Reserve	DH	New server purchaced 21-22 FY 5 year life span. Approximate cost in 2027 \$45,000	9,000	0.0%
59480	Vehicle Reserve	DH	Starting a reserve to fund future vehicle purchase, estimating \$40K in 5 years	8,000	100.0%

**Public Safety**  
**Emergency Management Agency - 440**  
*Sarah Bennett, Emergency Management Director*

**Department Overview**

Emergency management is the managerial function charged with creating the framework within which communities reduce vulnerability to hazards and cope with disasters.

**Mission**

Emergency Management protects communities by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

**Staffing**

The EMA department has a team of two staff dedicated to the management of EMA responsibilities and the County Emergency Operations Center (Director/Deputy Director).

**BUDGET SUMMARY**

	FY18-19	FY19-20	FY20-21	FY21-22		FY22-23		
	Actual	Actual	Actual	Budget	YTD	Dept. Hd.	Comm'rs	BAC
Personnel Services	100,390	107,455	112,400	115,748	59,800	127,758	124,863	127,758
Supplies & Operating Expenses	17,127	11,014	11,534	14,676	9,786	18,970	18,970	18,970
Purchased & Contractual Services	37,725	49,843	39,243	79,180	34,637	60,732	60,732	60,732
Capital Items	7,500	5,000	7,500	8,504	8,504	-	-	-
<b>Total EMA Expenditures</b>	<b>162,742</b>	<b>173,312</b>	<b>170,677</b>	<b>218,108</b>	<b>112,727</b>	<b>207,460</b>	<b>204,565</b>	<b>207,460</b>
<b>Total EMA Revenues</b>	<b>108,898</b>	<b>102,715</b>	<b>112,527</b>	<b>100,000</b>	<b>56,314</b>	<b>78,898</b>	<b>78,898</b>	<b>78,898</b>
<b>Net EMA Budget</b>	<b>53,844</b>	<b>70,597</b>	<b>58,150</b>	<b>118,108</b>	<b>56,413</b>	<b>128,562</b>	<b>125,667</b>	<b>128,562</b>

**Public Safety**  
**Emergency Management Agency - 440**  
*Sarah Bennett, Emergency Management Director*

	FY18-19	FY19-20	FY20-21	FY21-22		FY22-23					
	Actual	Actual	Actual	Budget	YTD	Dept. Head		Commissioners		BAC Recommend.	
<b>EXPENDITURES</b>	12/31/2021										
<b>Personnel Services</b>											
51010 Director Wages	57,179	59,346	60,899	62,713	32,398	70,487	12.4%	68,890	9.8%	70,487	12.4%
51030 Deputy Director Wages	43,211	48,109	51,501	53,035	27,402	57,271	8.0%	55,973	5.5%	57,271	8.0%
	<b>100,390</b>	<b>107,455</b>	<b>112,400</b>	<b>115,748</b>	<b>59,800</b>	<b>127,758</b>	<b>10.4%</b>	<b>124,863</b>	<b>7.9%</b>	<b>127,758</b>	<b>10.4%</b>
<b>Supplies &amp; Operating Expenses</b>											
53010 Office Supplies	2,345	1,020	2,258	2,500	306	2,500	0.0%	2,500	0.0%	2,500	0.0%
53060 Postage	65	66	24	100	9	100	0.0%	100	0.0%	100	0.0%
53600 Minor Equipment	39	-	80	750	400	750	0.0%	750	0.0%	750	0.0%
53700 Vehicle Gasoline	1,907	1,240	333	2,276	321	2,570	12.9%	2,570	12.9%	2,570	12.9%
53800 Uniforms & Safety Equipment	271	188	89	300	-	300	0.0%	300	0.0%	300	0.0%
53900 Public Safety Equipment	12,500	8,500	8,750	8,750	8,750	12,750	45.7%	12,750	45.7%	12,750	45.7%
	<b>17,127</b>	<b>11,014</b>	<b>11,534</b>	<b>14,676</b>	<b>9,786</b>	<b>18,970</b>	<b>29.3%</b>	<b>18,970</b>	<b>29.3%</b>	<b>18,970</b>	<b>29.3%</b>
<b>Purchased &amp; Contractual Services</b>											
54010 Training/Professional Development	2,560	1,511	135	4,700	262	4,550	-3.2%	4,550	-3.2%	4,550	-3.2%
54020 Dues/Memberships	1,136	756	756	756	-	150	-80.2%	150	-80.2%	150	-80.2%
55010 Vehicle Repair & Maintenance	1,387	458	1,215	3,000	-	3,000	0.0%	3,000	0.0%	3,000	0.0%
55120 EMA Cell Phones	1,199	1,451	1,137	1,250	466	2,520	101.6%	2,520	101.6%	2,520	101.6%
55400 Equipment Repair & Maintenance	8,869	22,283	11,354	43,945	19,258	22,177	-49.5%	22,177	-49.5%	22,177	-49.5%
55405 Copier Lease & Maintenance	-	-	-	-	-	500	100.0%	500	100.0%	500	100.0%
55420 Tower Leases	21,794	22,604	23,446	24,329	13,901	25,235	3.7%	25,235	3.7%	25,235	3.7%
55430 Storage Leases	780	780	1,200	1,200	750	1,800	50.0%	1,800	50.0%	1,800	50.0%
56200 Advertising	-	-	-	-	-	800	100.0%	800	100.0%	800	100.0%
	<b>37,725</b>	<b>49,843</b>	<b>39,243</b>	<b>79,180</b>	<b>34,637</b>	<b>60,732</b>	<b>-23.3%</b>	<b>60,732</b>	<b>-23.3%</b>	<b>60,732</b>	<b>-23.3%</b>
<b>Capital Items</b>											
59480 Vehicle Reserve	7,500	5,000	7,500	8,504	8,504	-	-100.0%	-	-100.0%	-	-100.0%
	<b>7,500</b>	<b>5,000</b>	<b>7,500</b>	<b>8,504</b>	<b>8,504</b>	<b>-</b>	<b>-100.0%</b>	<b>-</b>	<b>-100.0%</b>	<b>-</b>	<b>-100.0%</b>
<b>Total EMA Expenditures</b>	<b>162,742</b>	<b>173,312</b>	<b>170,677</b>	<b>218,108</b>	<b>112,727</b>	<b>207,460</b>	<b>-4.9%</b>	<b>204,565</b>	<b>-6.2%</b>	<b>207,460</b>	<b>-4.9%</b>

**REVENUES**

44290 FEMA Grant Revenue	101,746	102,715	112,509	100,000	56,314	78,898	-21.1%	78,898	-21.1%	78,898	-21.1%
44411 Miscellaneous	7,152	-	18	-	-	-	0.0%	-	0.0%	-	0.0%
<b>Total EMA Revenues</b>	<b>108,898</b>	<b>102,715</b>	<b>112,527</b>	<b>100,000</b>	<b>56,314</b>	<b>78,898</b>	<b>-21.1%</b>	<b>78,898</b>	<b>-21.1%</b>	<b>78,898</b>	<b>-21.1%</b>
<b>Net EMA Budget</b>	<b>53,844</b>	<b>70,597</b>	<b>58,150</b>	<b>118,108</b>	<b>56,413</b>	<b>128,562</b>	<b>8.9%</b>	<b>125,667</b>	<b>6.4%</b>	<b>128,562</b>	<b>8.9%</b>

**Public Safety**  
**Emergency Management Agency - 440**  
*Sarah Bennett, Emergency Management Director*

Line Number	Budget Line	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
<b>EXPENDITURES</b>					
<b>Personnel Services</b>					
51010	Director Wages	DH	Increase per MACCAM wage study + 5.9% COLA	70,487	12.4%
51030	Deputy Director Wages	DH	Increase per MACCAM wage study + 5.9% COLA	57,271	8.0%
<b>Supplies &amp; Operating Expenses</b>					
53010	Office Supplies	DH	General office supplies, ID card supplies, supplies for public education, minor office equipment, software upgrades, virtual meeting platform.	2,500	0.0%
53060	Postage	DH	Postage for EMA/Board of Health correspondence	100	0.0%
53600	Minor Equipment	DH	Minor equipment for EMA department	750	0.0%
53700	Vehicle Gasoline	DH	Vehicle gasoline for EMA vehicle (\$2,205), EZ pass (\$240), portable generator fuel (\$125)	2,570	12.9%
53800	Uniforms & Safety Equipment	DH	Uniform shirts, jackets, and safety clothing/supplies/PPE for EMA staff	300	0.0%
53900	Public Safety Equipment	DH	CodeRED System (\$8,750), NEW: D4H Incident Management Database (\$4000)	12,750	45.7%
<b>Purchased &amp; Contractual Services</b>					
54010	Training/Professional Development	DH	EMA staff training, conferences fees, sponsored training meals, BOH/LHO meetings, awards, NIMS, supervisory trainings, etc.	4,550	-3.2%
54020	Dues/Memberships	DH	MEMCDC X 2 staff (\$50), MTCMA Dues X 1 staff (\$100)	150	-80.2%
55010	Vehicle Repair & Maintenance	DH	Maintenance and repair of 2015 Dodge Durango, CRI trailer, Incident Support trailer	3,000	0.0%
55120	EMA Cell Phones	DH	2 Staff mobile phones \$90x12, MIFI \$22x12, sim cards for laptops \$80x12	2,520	101.6%
55400	Equipment Repair & Maintenance	DH	CMP charges at 5 tower sites (\$3116), GWI at 3 tower sites (\$7476), generator maintenance X 4 (\$1915), RCM service agreement (\$8640), frequency protection (\$420), service agreement for PageGate (\$610)	22,177	-49.5%
55405	Copier Lease & Maintenance	DH	Copier lease for EMA department (\$25/month)	500	100.0%
55420	Tower Leases	DH	Tower leases with scheduled increases	25,235	3.7%
55430	Storage Leases	DH	Storage lease agreement (\$150/month)	1,800	50.0%
56200	Advertising	DH	Public meeting announcements, RFPs, etc.	800	100.0%

**Capital Projects**

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59480	Vehicle Reserve	DH	No additional funding requested this FY.	-	-100.0%
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**REVENUES**

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44290	FEMA Grant Revenue	DH	EMPG decrease for FFY 2022 (-\$35K), Totals pro-rated between FFY 2021 and FFY 2022	78,898	-21.1%
44411	Miscellaneous	DH		-	0.0%

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# **SAGADAHOC COUNTY**

## **Capital Reserves**

**Facilities**

**IT**

**District Attorney**

**Sheriff**

**Communications**

**Emergency Management Agency**

Sagadahoc County Capital Reserves						
Project	Year	Department	Type	Estimated Cost	Est. Reserve Balance June 30, 2022	FY22-23 Requested Funding
Roof Reserve	TBD	Facilities	Building		163,069	-
Building Maintenance Reserve	TBD	Facilities	Building	5,000	5,071	-
HVAC Reserve	Multiple	Facilities	Equipment	26,000	7,000	6,200
Generator Reserve - Admin	FY22-23	Facilities	Equipment	10,000	7,000	3,000
Generator Upgrade - Courthouse	TBD	Facilities	Equipment		15,000	
Elevator Upgrade Reserve	Multiple	Facilities	Equipment	147,400	57,000	-
Cooling Tower Reserve	FY23-24	Facilities	Equipment	70,000	28,000	-
Brick Repointing Reserve	FY22-23	Facilities	Building	340,000	11,120	-
Facilities Vehicle Reserve	TBD	Facilities	Vehicle	40,000	-	8,000
Paving Sealant	TBD	Facilities	Building	3,500	3,500	-
Wall Sealant	FY22-23	Facilities	Building	130,000	65,000	-
Computer Reserve	TBD	IT	Equipment		-	5,000
Copier Reserve	N/A	IT	Equipment		8,305	-
Telephone System Upgrade Reserve	TBD	IT	Equipment		26,000	10,000
DVI Vehicle	TBD	District Attorney	Vehicle	25,000	-	5,000
Cruiser Laptops	FY22-23	Sheriff	Equipment	50,000	40,000	10,000
In-Car Camera System	FY22-23	Sheriff	Equipment	31,730	16,100	31,730
Taser-7 Replacement Program	FY22-23	Sheriff	Equipment	13,680	-	13,680
Sheriff Vehicle Reserve	FY22-23	Sheriff	Vehicle	121,000	13,480	110,000
Radio System Upgrade Reserve	TBD	Communications	Equipment		201,200	-
Microwave Equipment Replacement	FY22-23	Communications	Equipment	18,750	27,750	-
GeoBase Server Reserve	TBD	Communications	Equipment		6,000	-
Console Upgrade Reserve	TBD	Communications	Equipment	140,589	110,988	-
Spillman Software Reserve	TBD	Communications	Equipment		7,515	-
Next Generation Recording Platform	FY23-24	Communications	Equipment	40,000	24,000	8,000
Spillman Server Reserve	FY27-28	Communications	Equipment	45,000	-	9,000
Communications Vehicle Reserve		Communications	Vehicle		-	8,000
EMA Vehicle Reserve	TBD	EMA	Vehicle	20,525	43,920	-
<b>Total Capital Funding Requested</b>						<b>227,610</b>

**Sagadahoc County  
Capital Improvement Project Request Form**

**Project Title:** Building Maintenance Reserve  
**Department:** Facilities  
**Account Number:** 510-59401

**Description:**

This reserve is maintained to fund smaller projects related to building upkeep. Examples include safety upgrades or minor parking lot repairs. The reserve currently has a balance of \$4,071.

**Justification:**

Provides a pool of money to cover any unexpected repairs not included within the annual budget.

**Estimated Cost and Funding Request**

<u>Description</u>	<u>Project Year</u>	<u>Total Cost</u>	<u>Funding Amt.</u>
Replenish reserve	TBD	5,000	-

**Project Funding History & Planning**

<u>Year</u>	<u>Beginning Balance</u>	<u>Funding</u>	<u>Transfers</u>	<u>Expenditures</u>	<u>Ending Balance</u>
FY18-19	4,071	-	-	-	4,071
FY19-20	4,071	-	-	-	4,071
FY20-21	4,071	-	-	-	4,071
FY21-22	4,071	1,000	-	-	5,071
<b>FY22-23</b>	<b>5,071</b>	-	-	-	<b>5,071</b>
FY23-24	5,071	-	-	-	5,071
FY24-25	5,071	-	-	-	5,071
FY25-26	5,071	-	-	-	5,071
FY26-27	5,071	-	-	-	5,071

**Sagadahoc County  
Capital Improvement Project Request Form**

**Project Title:** HVAC Reserve  
**Department:** Facilities  
**Account Number:** 510-59405

**Description:**

Reserve to fund future HVAC replacement projects. Two heat pumps still need to be replaced in the near future: the unit in the Probate office and the unit in the courtroom.

**Justification:**

HVAC units heat and cool the county buildings and need periodic replacement.

**Estimated Cost and Funding Request**

<u>Description</u>	<u>Project Year</u>	<u>Total Cost</u>	<u>Funding Amt.</u>
Probate office	FY22-23	6,000	-
Courtroom	FY24-25	20,000	6,200
<b>Total</b>		<b>26,000</b>	<b>6,200</b>

**Project Funding History & Planning**

<u>Year</u>	<u>Beginning Balance</u>	<u>Funding</u>	<u>Transfers</u>	<u>Expenditures</u>	<u>Ending Balance</u>
FY18-19 (actual)	6,670	-	-	(6,600)	70
FY19-20 (actual)	70	6,900	-	-	6,970
FY20-21 (actual)	6,970	7,030	-	(13,200)	800
FY21-22 (actual)	800	6,200	-	-	7,000
<b>FY22-23 (planned)</b>	<b>7,000</b>	<b>6,200</b>	<b>-</b>	<b>(6,000)</b>	<b>7,200</b>
FY23-24 (planned)	7,200	6,800	-	-	14,000
FY24-25 (planned)	14,000	6,000	-	(20,000)	-
FY25-26 (planned)	-	-	-	-	-
FY26-27 (planned)	-	-	-	-	-

**Sagadahoc County  
Capital Improvement Project Request Form**

**Project Title:** Generator Reserve - Admin  
**Department:** Facilities  
**Account Number:** 510-59411

**Description:**  
 Replace the generator for the Admin building.

**Justification:**

The generator at the Admin building is in need of replacement. The age of the current model is unknown, however it is an older model and originally used at a tower site. Brunswick Home and Garden serviced the generator in the fall of 2019 and advised that it is nearing the end of its useful life. The wiring components within the Admin building will also need to be updated. A quote obtained in 2019 estimated a replacement cost of \$7,000. The County is requesting \$10,000 be funded as prices have undoubtedly gone up and will continue to do so.

**Estimated Cost and Funding Request**

<u>Description</u>	<u>Project Year</u>	<u>Total Cost</u>	<u>Funding Amt.</u>
Admin generator	FY22-23	10,000	3,000

**Project Funding History & Planning**

<u>Year</u>	<u>Beginning Balance</u>	<u>Funding</u>	<u>Transfers</u>	<u>Expenditures</u>	<u>Ending Balance</u>
FY18-19 (actual)	-	-	-	-	-
FY19-20 (actual)	-	-	-	-	-
FY20-21 (actual)	-	3,500	-	-	3,500
FY21-22 (actual)	3,500	3,500	-	-	7,000
<b>FY22-23 (planned)</b>	<b>7,000</b>	<b>3,000</b>	-	<b>(10,000)</b>	-
FY23-24 (planned)	-	-	-	-	-
FY24-25 (planned)	-	-	-	-	-
FY25-26 (planned)	-	-	-	-	-
FY26-27 (planned)	-	-	-	-	-

**Sagadahoc County  
Capital Improvement Project Request Form**

**Project Title:** Elevator Upgrade Reserve  
**Department:** Facilities  
**Account Number:** 510-59415

**Description:**

Upgrade the elevator in the courthouse, which is becoming increasingly unreliable and having mechanical problems.

**Justification:**

Pine State Elevator advised in 2012 that the elevator would need significant upgrades within the next five to ten years. It has been having mechanical problems and becoming increasingly unreliable, so is finally in need of the budgeted upgrade. The controller and cab are due to be updated in FY23 at an estimated cost of \$89,400. This will enhance security in the courthouse as floors can allow restricted access to certain employees only. The hydraulic jack is still functioning and won't need to be replaced yet (estimated cost of \$58,000), but recommend setting aside extra to fund this upgrade when the time comes.

**Estimated Cost and Funding Request**

<u>Description</u>	<u>Project Year</u>	<u>Total Cost</u>	<u>Funding Amt.</u>
Controller	FY22-23	77,400	21,000
Cab	FY22-23	12,000	12,000
Hydraulic jack	TBD	58,000	10,000
<b>Total</b>		<b>147,400</b>	<b>43,000</b>

**Project Funding History & Planning**

<u>Year</u>	<u>Beginning Balance</u>	<u>Funding</u>	<u>Transfers</u>	<u>Expenditures</u>	<u>Ending Balance</u>
FY18-19 (actual)	29,000	7,000	-	-	36,000
FY19-20 (actual)	36,000	7,000	-	-	43,000
FY20-21 (actual)	43,000	7,000	-	-	50,000
FY21-22 (actual)	50,000	7,000	-	-	57,000
<b>FY22-23 (planned)</b>	<b>57,000</b>	<b>43,000</b>	-	<b>(89,400)</b>	<b>10,600</b>
FY23-24 (planned)	10,600	25,000	-	-	35,600
FY24-25 (planned)	35,600	22,400	-	-	58,000
FY25-26 (planned)	58,000	-	-	-	58,000
FY26-27 (planned)	58,000	-	-	-	58,000

**Sagadahoc County  
Capital Improvement Project Request Form**

**Project Title:** Cooling Tower Reserve  
**Department:** Facilities  
**Account Number:** 510-59418

**Description:**

Replace the cooling tower on the courthouse roof, as recommended by HVAC Services.

**Justification:**

HVAC Services advises the cooling tower has reached the end of its expected life. It is currently operating, but is showing signs of age. The County has been funding a reserve to be prepared for catastrophic failure. This project will cost approximately \$70,000 and includes the following work: demolition, removal, and disposal of the old tower; crane to set up the new model (VFI-027-21K); reconnection to the loop, water piping, and line voltage wiring; setup and testing of the new tower; new sump pump motor starter and fan motor, electrical disconnect switches, sump pump heater and controls, and positive closure dampers.

**Estimated Cost and Funding Request**

<u>Description</u>	<u>Project Year</u>	<u>Total Cost</u>	<u>Funding Amt.</u>
Cooling tower	FY23-24	70,000	19,000

**Project Funding History & Planning**

<u>Year</u>	<u>Beginning Balance</u>	<u>Funding</u>	<u>Transfers</u>	<u>Expenditures</u>	<u>Ending Balance</u>
FY18-19 (actual)	-	-	-	-	-
FY19-20 (actual)	-	-	-	-	-
FY20-21 (actual)	-	14,000	-	-	14,000
FY21-22 (actual)	14,000	14,000	-	-	28,000
<b>FY22-23 (planned)</b>	<b>28,000</b>	<b>19,000</b>	-	-	<b>47,000</b>
FY23-24 (planned)	47,000	23,000	-	(70,000)	-
FY24-25 (planned)	-	-	-	-	-
FY25-26 (planned)	-	-	-	-	-
FY26-27 (planned)	-	-	-	-	-

**Sagadahoc County  
Capital Improvement Project Request Form**

**Project Title:** Brick Repointing Reserve  
**Department:** Facilities  
**Account Number:** 510-59419

**Description:**

Knowles Corporation has recommended repointing the bricks of the courthouse.

**Justification:**

This project has been long-neglected and is in immediate need of repair. Knowles Corporation advises completing the work as soon as possible, with future maintenance to be completed on an annual basis. If the bricks continue to deteriorate, water will begin leaking into the courthouse and will cause major structural problems. The County will explore funding this project via the ARPA grant; however, funds are requested to offset the cost in the event that ARPA funding isn't approved. The bricks also need to be sealed, at an estimated cost of \$80,000 for the courthouse and \$50,000 for the addition, which is funded out of a different reserve (current balance \$65,000). In the future these will be rolled into the same reserve as the work is closely related.

**Estimated Cost and Funding Request**

<u>Description</u>	<u>Project Year</u>	<u>Total Cost</u>	<u>Funding Amt.</u>
Brick repointing	FY22-23	340,000	100,000

**Project Funding History & Planning**

<u>Year</u>	<u>Beginning Balance</u>	<u>Funding</u>	<u>Transfers</u>	<u>Expenditures</u>	<u>Ending Balance</u>
FY18-19 (actual)	-	-	-	-	-
FY19-20 (actual)	-	-	-	-	-
FY20-21 (actual)	-	-	-	-	-
FY21-22 (actual)	-	40,000	-	(28,880)	11,120
<b>FY22-23 (planned)</b>	<b>11,120</b>	<b>100,000</b>	-	<b>(160,000)</b>	<b>(48,880)</b>
FY23-24 (planned)	(48,880)	12,000	-	-	(36,880)
FY24-25 (planned)	(36,880)	12,000	-	-	(24,880)
FY25-26 (planned)	(24,880)	12,000	-	-	(12,880)
FY26-27 (planned)	(12,880)	12,000	-	-	(880)

**Sagadahoc County  
Capital Improvement Project Request Form**

**Project Title:** Facilities Vehicle Reserve  
**Department:** Facilities  
**Account Number:** 510-59480

**Description:**  
 Reserve to fund future replacement of plow and sanding truck.

**Justification:**  
 The existing Facilities truck was purchased new in FY21 and should have a useful life of at least five years. This reserve is to fund its future replacement based on five years and \$40,000 estimated cost.

**Estimated Cost and Funding Request**

<u>Description</u>	<u>Project Year</u>	<u>Total Cost</u>	<u>Funding Amt.</u>
Facilities vehicle	TBD	40,000	8,000

**Project Funding History & Planning**

<u>Year</u>	<u>Beginning Balance</u>	<u>Funding</u>	<u>Transfers</u>	<u>Expenditures</u>	<u>Ending Balance</u>
FY18-19 (actual)	11,336	5,000	-	-	16,336
FY19-20 (actual)	16,336	5,000	-	-	21,336
FY20-21 (actual)	21,336	5,000	-	(26,336)	-
FY21-22 (actual)	-	-	-	-	-
<b>FY22-23 (planned)</b>	-	<b>8,000</b>	-	-	<b>8,000</b>
FY23-24 (planned)	8,000	8,000	-	-	16,000
FY24-25 (planned)	16,000	8,000	-	-	24,000
FY25-26 (planned)	24,000	8,000	-	-	32,000
FY26-27 (planned)	32,000	8,000	-	-	40,000

**Sagadahoc County  
Capital Improvement Project Request Form**

**Project Title:** Computer Reserve  
**Department:** IT  
**Account Number:** 515-59445

**Description:**  
 Reserve to fund future replacement of county-wide computers.

**Justification:**  
 These were previously budgeted on an annual basis in the Admin budget. With the creation of the IT budget and more oversight of county-wide needs, we recommend establishing a reserve to be spent on new computers as needed.

**Estimated Cost and Funding Request**

<u>Description</u>	<u>Project Year</u>	<u>Total Cost</u>	<u>Funding Amt.</u>
County computers	TBD	TBD	5,000

**Project Funding History & Planning**

<u>Year</u>	<u>Beginning Balance</u>	<u>Funding</u>	<u>Transfers</u>	<u>Expenditures</u>	<u>Ending Balance</u>
FY18-19 (actual)	-	-	-	-	-
FY19-20 (actual)	-	-	-	-	-
FY20-21 (actual)	-	-	-	-	-
FY21-22 (actual)	-	-	-	-	-
<b>FY22-23 (planned)</b>	-	<b>5,000</b>	-	-	<b>5,000</b>
FY23-24 (planned)	5,000	5,000	-	-	10,000
FY24-25 (planned)	10,000	5,000	-	-	15,000
FY25-26 (planned)	15,000	5,000	-	-	20,000
FY26-27 (planned)	20,000	5,000	-	-	25,000

**Sagadahoc County  
Capital Improvement Project Request Form**

**Project Title:** Telephone System Upgrade Reserve  
**Department:** IT  
**Account Number:** 501-59450

**Description:**  
 Reserve to fund future replacement of county-wide phones.

**Justification:**  
 The County is in need of a phone system upgrade. Our current system is still working well, but the phone company has advised that we are several versions behind which will cause issues should we need repairs or maintenance. They have provided a quote to upgrade the system in the amount of \$58,281.

**Estimated Cost and Funding Request**

<u>Description</u>	<u>Project Year</u>	<u>Total Cost</u>	<u>Funding Amt.</u>
Phone upgrade	TBD	58,281	10,000

**Project Funding History & Planning**

<u>Year</u>	<u>Beginning Balance</u>	<u>Funding</u>	<u>Transfers</u>	<u>Expenditures</u>	<u>Ending Balance</u>
FY18-19 (actual)	-	3,000	-	-	3,000
FY19-20 (actual)	3,000	3,000	-	-	6,000
FY20-21 (actual)	6,000	10,000	-	-	16,000
FY21-22 (actual)	16,000	10,000	-	-	26,000
<b>FY22-23 (planned)</b>	<b>26,000</b>	<b>10,000</b>	-	-	<b>36,000</b>
FY23-24 (planned)	36,000	5,500	-	-	41,500
FY24-25 (planned)	41,500	5,500	-	-	47,000
FY25-26 (planned)	47,000	5,500	-	-	52,500
FY26-27 (planned)	52,500	6,000	-	-	58,500

**Sagadahoc County  
Capital Improvement Project Request Form**

**Project Title:** DVI Vehicle Reserve  
**Department:** District Attorney  
**Account Number:** 620-59480

**Description:**  
 Reserve to fund future replacement of Domestic Violence Investigator.

**Justification:**  
 The existing DVI vehicle was purchased used in FY19 (2014 Ford Explorer) and should have a useful life of at least five years. This reserve is to fund its future replacement.

**Estimated Cost and Funding Request**

<u>Description</u>	<u>Project Year</u>	<u>Total Cost</u>	<u>Funding Amt.</u>
DVI vehicle	TBD	25,000	5,000

**Project Funding History & Planning**

<u>Year</u>	<u>Beginning Balance</u>	<u>Funding</u>	<u>Transfers</u>	<u>Expenditures</u>	<u>Ending Balance</u>
FY18-19 (actual)	25,000	-	(4,186)	(20,814)	-
FY19-20 (actual)	-	-	-	-	-
FY20-21 (actual)	-	-	-	-	-
FY21-22 (actual)	-	-	-	-	-
<b>FY22-23 (planned)</b>	-	<b>5,000</b>	-	-	<b>5,000</b>
FY23-24 (planned)	5,000	5,000	-	-	10,000
FY24-25 (planned)	10,000	5,000	-	-	15,000
FY25-26 (planned)	15,000	5,000	-	-	20,000
FY26-27 (planned)	20,000	5,000	-	-	25,000



# COUNTY OF SAGADAHOC, MAINE

## 2022-2023 CAPITAL IMPROVEMENT PROGRAM

### SHERIFF'S OFFICE

Account Number: 601-59445

Project Title: **MOBILE DATA COMPUTER RESERVE** Project Number: **SO 23-001**

#### DESCRIPTION OF PROJECT

**Project Description:** (1) Describe project; (2) attach plan specifications for major capital projects, if available; and (3) attach project schedule (Gantt chart) for major capital projects.

It is respectfully requested that the County continue a laptop computer reserve for the future replacement of the laptop computers. This reserve provides funding to replace all 16 rugged mobile laptop computers, docking stations, and related installation equipment approximately every 5 years. It is recommended that \$10,000 be set aside annually as an ongoing capital expense. The Sheriff's Office will work with the IT Department to use these funds for a mobile laptop maintenance plan.

#### STATEMENT OF NEED

**Statement of Problem, Need and Justification:** (1) Describe problem, need and/or justification for project. (2) discuss and evaluate all alternatives considered to address the need; and (3) select or rank the best alternative(s).

In December of 2017 the County Commissioners authorized the purchase of 16 rugged laptop computers, docking stations, and related installation equipment for each of the law enforcement patrol vehicles at a cost of \$51,861. These computers have proven to be effective, efficient and useful, however, they are nearing the end of their life expectancy. Capital funds have been set aside for the replacement of the laptops and ancillary equipment as needed.

ESTIMATED COST & FUNDING SOURCES				
Construction and/or Maintenance Project	Cost	Funding Year	Recommended Source of Funds	Estimating Method
Planning:				
Architectural Services	\$ -			
Engineering	-			
Legal	-			
Other	-			
Land Acquisition:	-			
Site Preparation:	-			
Construction:	-			
Landscaping:	-			
Equipment & Furniture:	50,000	2022-2023	Reserves	Sheriff
Other (Data Conversion):	-			
Allowance for Contingencies:	-			
<b>TOTAL ESTIMATED CAPITAL COST</b>	<u>\$ 50,000</u>			

Footnotes:

1. See Estimate Attached - N/A

<b>PROJECT FUNDING HISTORY &amp; BUDGET</b>						
	Beginning Balance	Approp	Investment Income	Transfers In (Out)	Expenditure	Ending Balance
2019-2020 (Actual)	\$ 10,000.00	10,000.00	-	-	-	20,000.00
2020-2021 (Actual)	\$ 20,000.00	10,000.00	-	-	-	30,000.00
2021-2022 (Budget)	20,000.00	10,000.00	-	-	-	40,000.00
2022-2023 (Budget)	40,000.00	10,000.00	-	-	-	50,000.00

Footnotes:

1. This project provides funding for replacement in approximately 5 years.
- 2.

<b>FOR PLANNING PURPOSES ONLY</b>						
	Beginning Balance	Approp	Investment Income	Transfers In (Out)	Expenditure	Ending Balance
2022-2023 (Planned)	\$ 50,000.00	10,000.00	-	-	50,000.00	-
2023-2024 (Planned)	-	10,000.00	-	-	-	10,000.00
2024-2025 (Planned)	10,000.00	10,000.00	-	-	-	20,000.00
2025-2026 (Planned)	20,000.00	10,000.00	-	-	-	30,000.00
2026-2027 (Planned)	30,000.00	10,000.00	-	-	-	40,000.00

**Submitted by:** \_\_\_\_\_ Joel Merry

**Title:** \_\_\_\_\_ Sheriff

**Date:** \_\_\_\_\_ February 13, 2022

**Updated:** \_\_\_\_\_



# COUNTY OF SAGADAHOC, MAINE

## 2022-2023 CAPITAL IMPROVEMENT PROGRAM

### SHERIFF'S OFFICE

Account Number: 601-59445

Project Title: **IN-CAR CAMERA SYSTEM**

Project Number: **SO 23-004**

#### DESCRIPTION OF PROJECT

**Project Description:** (1) Describe project; (2) attach plan specifications for major capital projects, if available; and (3) attach project schedule (Gantt chart) for major capital projects.

In-car camera systems are an important instrument in today's law enforcement environment. The Sheriff's Office have had in-car cameras since 2009. In 2013 the Sheriff's Office began outfitting all patrol vehicles with a Watchguard 4RE digital camera systems. These units have been invaluable in their ability to collect evidence in a number of law enforcement functions; including but not limited to; traffic stops, impaired driving enforcement, and victim and witness interviews. The cameras have also been helpful in motor vehicle crashes when a cruiser is involved. New systems come with cloud based storage and wireless offload, This will reduce the cost of local storage and other equipment. Watchguard has a 5-yr payment program, which includes all hardware and software, as well as licensing. Under this program for sixteen (16) units, the cost would be \$31,730 per year.

#### STATEMENT OF NEED

**Statement of Problem, Need and Justification:** (1) Describe problem, need and/or justification for project. (2) discuss and evaluate all alternatives considered to address the need; and (3) select or rank the best alternative(s).

The current units are now 9 yrs old and are beginning to break down and malfunction. Sending units off for repair is becoming expensive and time consuming. Like all technology, the camera systems have a life expectancy and we are pushed up against that. Also, as with most other technology, the product is improved, better quality, and more efficient. Having a cloud based evidence storage system will save on local storage and copying disk.

ESTIMATED COST & FUNDING SOURCES				
Construction and/or Maintenance Project	Cost	Funding Year	Recommended Source of Funds	Estimating Method
Planning:				
Architectural Services	\$ -			
Engineering	-			
Legal	-			
Other	-			
Land Acquisition:	-			
Site Preparation:	-			
Construction:	-			
Landscaping:	-			
Equipment & Furniture:	31,730	2022-2023	Reserves	Sheriff
Other (Data Conversion):	-			
Allowance for Contingencies:	-			
<b>TOTAL ESTIMATED CAPITAL COST</b>	<b>\$ 31,730</b>			

Footnotes:

1. See Estimate Attached - N/A

<b>PROJECT FUNDING HISTORY &amp; BUDGET</b>						
	Beginning Balance	Approp	Investment Income	Transfers In (Out)	Expenditure	Ending Balance
2020-2021 (Actual)	\$ -	-	-	-	-	-
2021-2022 (Actual)	-	28,600.00	-	-	12,500.00	16,100.00
2022-2023 (Budget)	16,100.00	31,730.00	-	-	31,730.00	16,100.00

Footnotes:

1. This project provides funding for replacement in approximately 5 years.
- 2.

<b>FOR PLANNING PURPOSES ONLY</b>						
	Beginning Balance	Approp	Investment Income	Transfers In (Out)	Expenditure	Ending Balance
2023-2024 (Planned)	\$ 16,100.00	31,730.00	-	-	31,730.00	16,100.00
2024-2025 (Planned)	16,100.00	31,730.00	-	-	31,730.00	16,100.00
2025-2026 (Planned)	16,100.00	31,730.00	-	-	31,730.00	16,100.00
2027-2028 (Planned)	16,100.00	15,630.00	-	-	31,730.00	-
2028-2029 (Planned)			-	-	-	

**Submitted by:** \_\_\_\_\_ Joel Merry \_\_\_\_\_

**Title:** \_\_\_\_\_ Sheriff \_\_\_\_\_

**Date:** \_\_\_\_\_ February 14, 2022 \_\_\_\_\_

**Updated:** \_\_\_\_\_



# COUNTY OF SAGADAHOC, MAINE

## 2022-2023 CAPITAL IMPROVEMENT PROGRAM

### SHERIFF'S OFFICE

Account Number: 601-XXXXX

Project Title: **Taser-7 Replacement Program** Project Number: **SO 23-003**

#### DESCRIPTION OF PROJECT

**Project Description:** (1) Describe project; (2) attach plan specifications for major capital projects, if available; and (3) attach project schedule (Gantt chart) for major capital projects.

In 2020 the Sheriff's Office purchased nineteen (19) new Taser 7 units from Axon Enterprise. Taser-7 is the most advanced electronic control device (ECD) on the market today for law enforcement use. The project is a ten-year plan, which has a re-fresh agreement after five years, which means all the Taser-7s are replaced with the newest model of Taser. The contract included the 19 Tasers, holsters, training cartridges and live cartridges, as well as a full warranty. The contract also includes a 6-bay docking station with a Wi-Fi connection to Evidence.Com which is a cloud-based information and data collection system on the use and maintenance of the units. The cost in the first two years of the contract was minimized by trade-in value of our previous Taser-X units. Those costs were absorbed into the Sheriff's Operation Budget (401).

#### STATEMENT OF NEED

**Statement of Problem, Need and Justification:** (1) Describe problem, need and/or justification for project. (2) discuss and evaluate all alternatives considered to address the need; and (3) select or rank the best alternative(s).

The Sagadahoc Sheriff's Office recognizes that combative, non-compliant, armed and /or violent subjects cause handling and control problems that require special training and equipment. Thus the Sagadahoc Sheriff's Office has adapted the use of less-lethal force philosophy to assist with the de-escalation of these potentially violent confrontations. Consistent with this philosophy the Sagadahoc Sheriff's Office is authorizing the use of department owned, maintained and issued Taser Electronic Control Devices to trained sworn personnel.

ESTIMATED COST & FUNDING SOURCES				
Construction and/or Maintenance Project	Cost	Funding Year	Recommended Source of Funds	Estimating Method
Planning:				
Architectural Services	\$ -			
Engineering	-			
Legal	-			
Other	-			
Land Acquisition:	-			
Site Preparation:	-			
Construction:	-			
Landscaping:	-			
Equipment & Furniture:	13,680	2022-2023		Sheriff
Other (Data Conversion):	-			
Allowance for Contingencies:	-			
<b>TOTAL ESTIMATED CAPITAL COST</b>	<u>\$ 13,680</u>			

Footnotes:

1. See Estimate Attached - N/A

PROJECT FUNDING HISTORY & BUDGET						
	Beginning Balance	Approp	Investment Income	Transfers In (Out)	Expenditure	Ending Balance
2020-2021 (Actual)	\$ -	4,430.23	-		4,430.23	-
2021-2022 (Actual)	-	8,179.88	-	-	8,179.88	-
2022-2023 (Budget)	-	13,680.00	-	-	13,680.00	-

Footnotes:

1. This project provides funding for replacement in approximately 5 years.
- 2.

FOR PLANNING PURPOSES ONLY						
	Beginning Balance	Approp	Investment Income	Transfers In (Out)	Expenditure	Ending Balance
2023-2024 (Planned)	\$ -	13,680.00	-	-	13,680.00	-
2024-2025 (Planned)	-	13,680.00	-	-	13,680.00	-
2025-2026 (Planned)	-	14,820.00	-	-	14,820.00	-
2027-2028 (Planned)	-	14,820.00	-	-	14,820.00	-
2028-2029 (Planned)	-	14,820.00			14,820.00	
2029-2030 (Planned)		14,820.00	-	-	14,820.00	

**Submitted by:** \_\_\_\_\_ Joel Merry \_\_\_\_\_

**Title:** \_\_\_\_\_ Sheriff \_\_\_\_\_

**Date:** \_\_\_\_\_ February 17, 2022 \_\_\_\_\_

**Updated:** \_\_\_\_\_



# COUNTY OF SAGADAHOC, MAINE

## 2022-2023 CAPITAL IMPROVEMENT PROGRAM

### SHERIFF'S OFFICE

Account Number: 601-59480

Project Title: **VEHICLE RESERVE**

Project Number: **SO 23-002**

#### DESCRIPTION OF PROJECT

**Project Description:** (1) Describe project; (2) attach plan specifications for major capital projects, if available; and (3) attach project schedule (Gantt chart) for major capital projects.

The Sheriff's Office replaces 3 vehicles annually on a rotating basis to maintain their fleet. It is the policy of the agency to replace equipment when its total cost (depreciation, operating, maintenance, and repair costs) average over its useful life, is at a minimum. Front-line cruisers typically have a useful life of approximately 120,000 to 140,000 miles and are replaced at that time. The agency is requesting funds for the replacement of three frontline patrol vehicles with SUV-AWD units at a net cost of \$121,000 after trade. This includes the cost of detailing and mounting of equipment such as lights, siren, radio, radar, and computer equipment.

#### STATEMENT OF NEED

**Statement of Problem, Need and Justification:** (1) Describe problem, need and/or justification for project. (2) discuss and evaluate all alternatives considered to address the need; and (3) select or rank the best alternative(s).

In FY2022 we encountered a very challenging year in the procurement of police vehicles. Due to global supply change issues auto manufactures were delayed in taking orders. Local dealerships were unable to provide a guaranteed delivery date. We had received a quote from Key Chrysler-Dodge-Jeep with good trade-in value, however by the time the bid was accepted and authorized, the company stopped taking orders, which required to new bid process. Quirk Motors was the only bidder and they did not make any allowances for trade-in. Subsequently, we were only able to order two (2) vehicles to replace units with over 160,000 miles.

ESTIMATED COST & FUNDING SOURCES				
Construction and/or Maintenance Project	Cost	Funding Year	Recommended Source of Funds	Estimating Method
Planning:				
Architectural Services	\$ -			
Engineering	-			
Legal	-			
Other	-			
Police SUVs	105,000			
Setup Cost	22,000			
Sander:	-			
Landscaping:	-			
Equipment & Furniture:	-			
Other (Data Conversion):	-			
Less: Trade/Discount	(6,000)			
<b>TOTAL ESTIMATED CAPITAL COST</b>	<b>\$ 121,000</b>			

Footnotes:

1. See Estimate Attached - N/A

PROJECT FUNDING HISTORY & BUDGET						
	Beginning Balance	Approp	Investment Income	Transfers In (Out)	Expenditure	Ending Balance
2020-2021 (Actual)	\$ 16,331.00	101,000.00	-	-	113,101.00	4,230.00
2021-2022 (Actual)	4,230.00	105,000.00	-	-	95,750.00	13,480.00
2022-2023 (Budget)	13,480.00	110,000.00	-	-	121,000.00	2,480.00

Footnotes:

- 1.
- 2.

FOR PLANNING PURPOSES ONLY						
	Beginning Balance	Approp	Investment Income	Transfers In (Out)	Expenditure	Ending Balance
2023-2024 (Planned)	\$ 2,480.00	118,000.00	-	-	120,000.00	480.00
2024-2025 (Planned)	480.00	118,000.00	-	-	120,000.00	(1,520.00)
2025-2026 (Planned)	(1,520.00)	118,000.00	-	-	120,000.00	(3,520.00)
2026-2027 (Planned)	(3,520.00)	119,000.00	-	-	120,000.00	(4,520.00)
2027-2028 (Planned)	(4,520.00)		-	-		(4,520.00)

**Submitted by:** Joel Merry

**Title:** Sheriff

**Date:** February 14, 2022

**Updated:** \_\_\_\_\_

**County of Sagadahoc**  
Capital Improvement Plan Project Request Form

**PROJECT INFORMATION**

Project Title: Dispatch Console Upgrade Department: Communications

**Project Description:** *(1) Describe the project; (2) Identify the problem/need/justification for the project; (3) Describe and evaluate the alternatives considered.*

*Description: Replace 4 end of life dispatch consoles*

*Need/Problem/Justification: With the proposed radio equipment upgrade, ourt current end of life consoles will not work with the new equipment*

*Alternatives: None noted*

**Estimated Cost and Funding Method**

	<b>Units</b>	<b>Total Cost</b>	<b>Recommended Funding Year</b>	<b>Method of Estimation</b>
<b>Purchase Price:</b>	4	\$ 43,000.00	2022-2023	Quotation
<b>Additional Equipment:</b> <i>(Please Specify)</i>	Add. Hardware	\$ 88,588.80	2022-2023	Quotation
<b>Installation:</b>		\$ 9,000.00	2022-2023	Quotation
<b>Other Costs:</b> <i>(Please Specify)</i>				
<b>Less: Trade or Discounts:</b>				

<b>NET PURCHASE PRICE:</b>		\$	140,588.80		
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<b>Acquisition Details:</b>	
<b>Need for Acquisition:</b>	<i>Scheduled Replacement</i>
<b>Number of Similar Items in Inventory:</b>	<i>4</i>
<b>Estimated use of Requested Item (<i>weeks per year</i>) :</b>	<i>52</i>
<b>Estimated Number of Days per Week:</b>	<i>7</i>
<b>Estimated Useful Life (years):</b>	<i>Eight to Ten</i>
<b>Item(s) replaced (year, make, other description):</b>	<i>2022 Zetron MAX Console</i>
<b>Method of Acquisition:</b>	<i>Purchase</i>
<b>Recommended Disposition of Replaced Item(s):</b>	<i>Dispose of</i>

<b>Funding Method (summary) :</b>			
	<b>Source</b>	<b>Amount</b>	<b>Term</b>
<b>Funding Method Number One:</b>			
<b>Funding Method Number Two:</b>			
<b>Funding Method Number Three:</b>			
	<b>TOTAL</b>	\$ -	

**Description of Project Status:**

<b>Project Income (if any):</b>	
Source of Income:	Est. Annual Income:
Source of Income:	Est. Annual Income:
Source of Income:	Est. Annual Income:
Source of Income:	Est. Annual Income:

**Impact on Future Operating Costs:**  
*Increase costs, same costs, or decrease costs*

**Staff Cost(s):**  
*Estimated Amount:*  
*Reason:*

**Contractual Services:**  
*Estimated Amount:*  
*Reason:*

**Commodities:**  
*Estimated Amount:*  
*Reason:*

**Debt Service:**  
*Estimated Amount:*

*Reason:*

<b>Project Monitoring:</b>			
Project Task/ Milestone:	Start Date:	Completion Date:	Employee Hours:

<b>Submitted By:</b>	<b>Title:</b>	<b>Date:</b>

**County of Sagadahoc**  
Capital Improvement Plan Project Request Form

**PROJECT INFORMATION**

Project Title:           Microwave Equipment Replacement           Department:           Communications          

**Project Description:** *(1) Describe the project; (2) Identify the problem/need/justification for the project; (3) Describe and evaluate the alternatives considered.*

*Description: Replace three pairs of microwaves dishes on radio towers*

*Need/Problem/Justification: Equipment is reaching end of life. This equipment allows each radio tower to talk to one and other.*

*Alternatives: Use of ARPA funds to replace as part of entire communications upgrade.*

**Estimated Cost and Funding Method**

	Units	Total Cost	Recommended Funding Year	Method of Estimation
<b>Purchase Price:</b>	6	\$ 18,750.00	2022-2023	Quote
<b>Additional Equipment:</b> <i>(Please Specify)</i>				
<b>Installation:</b>				
<b>Other Costs:</b> <i>(Please Specify)</i>				
<b>Less: Trade or Discounts:</b>				

<b>NET PURCHASE PRICE:</b>		\$	18,750.00		
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Acquisition Details:
<b>Need for Acquisition:</b>
<b>Number of Similar Items in Inventory:</b>
<b>Estimated use of Requested Item (<i>weeks per year</i>) :</b>
<b>Estimated Number of Days per Week:</b>
<b>Estimated Useful Life (years):</b>
<b>Item(s) replaced (year, make, other description):</b>
<b>Method of Acquisition:</b>
<b>Recommended Disposition of Replaced Item(s):</b>

<b>Funding Method (summary) :</b>			
	<b>Source</b>	<b>Amount</b>	<b>Term</b>
<b>Funding Method Number One:</b>			
<b>Funding Method Number Two:</b>			
<b>Funding Method Number Three:</b>			
	<b>TOTAL</b>	\$ -	

**Description of Project Status:**

<b>Project Income (if any):</b>	
Source of Income:	Est. Annual Income:
Source of Income:	Est. Annual Income:
Source of Income:	Est. Annual Income:
Source of Income:	Est. Annual Income:

**Impact on Future Operating Costs:**  
*Increase costs, same costs, or decrease costs*

**Staff Cost(s):**  
*Estimated Amount:*  
*Reason:*

**Contractual Services:**  
*Estimated Amount:*  
*Reason:*

**Commodities:**  
*Estimated Amount:*  
*Reason:*

**Debt Service:**  
*Estimated Amount:*

*Reason:*

<b>Project Monitoring:</b>			
Project Task/ Milestone:	Start Date:	Completion Date:	Employee Hours:

<b>Submitted By:</b>	<b>Title:</b>	<b>Date:</b>

**County of Sagadahoc**  
Capital Improvement Plan Project Request Form

**PROJECT INFORMATION**

Project Title: Next Generation Recording Platform Department: Communications

**Project Description:** *(1) Describe the project; (2) Identify the problem/need/justification for the project; (3) Describe and evaluate the alternatives considered.*

*Description: Next Generation Recording Platform*

*Need/Problem/Justification: Replace end of life recording for all 911, business lines and radio frequencies.*

*Alternatives: None*

**Estimated Cost and Funding Method**

	<b>Units</b>	<b>Total Cost</b>	<b>Recommended Funding Year</b>	<b>Method of Estimation</b>
<b>Purchase Price:</b>	1	\$ 40,000.00	2023-2024	Quote
<b>Additional Equipment:</b> <i>(Please Specify)</i>				
<b>Installation:</b>				
<b>Other Costs:</b> <i>(Please Specify)</i>				
<b>Less: Trade or Discounts:</b>				

<b>NET PURCHASE PRICE:</b>		\$	40,000.00		
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Acquisition Details:	
<b>Need for Acquisition:</b>	
<b>Number of Similar Items in Inventory:</b>	0
<b>Estimated use of Requested Item (<i>weeks per year</i>) :</b>	52
<b>Estimated Number of Days per Week:</b>	7
<b>Estimated Useful Life (years):</b>	7
<b>Item(s) replaced (year, make, other description):</b>	
<b>Method of Acquisition:</b>	
<b>Recommended Disposition of Replaced Item(s):</b>	

<b>Funding Method (summary) :</b>			
	<b>Source</b>	<b>Amount</b>	<b>Term</b>
<b>Funding Method Number One:</b>			
<b>Funding Method Number Two:</b>			
<b>Funding Method Number Three:</b>			
	<b>TOTAL</b>	\$ -	

**Description of Project Status:**

<b>Project Income (if any):</b>	
Source of Income:	Est. Annual Income:
Source of Income:	Est. Annual Income:
Source of Income:	Est. Annual Income:
Source of Income:	Est. Annual Income:

**Impact on Future Operating Costs:**  
*Increase costs, same costs, or decrease costs*

**Staff Cost(s):**  
*Estimated Amount:*  
*Reason:*

**Contractual Services:**  
*Estimated Amount:*  
*Reason:*

**Commodities:**  
*Estimated Amount:*  
*Reason:*

**Debt Service:**  
*Estimated Amount:*

*Reason:*

<b>Project Monitoring:</b>			
Project Task/ Milestone:	Start Date:	Completion Date:	Employee Hours:

<b>Submitted By:</b>	<b>Title:</b>	<b>Date:</b>

**County of Sagadahoc**  
Capital Improvement Plan Project Request Form

**PROJECT INFORMATION**

Project Title:                     Spillman Server Reserve                     Department:                     Communications                    

**Project Description:** *(1) Describe the project; (2) Identify the problem/need/justification for the project; (3) Describe and evaluate the alternatives considered.*

*Description: Anticipating the replacment of our computer aided dispatch server*

*Need/Problem/Justification: Equipment life span 5 years, just replaced this FY so estimating appriximate cost in 5 years.*

*Alternatives: None*

**Estimated Cost and Funding Method**

	Units	Total Cost	Recommended Funding Year	Method of Estimation
<b>Purchase Price:</b>	6	\$ 45,000.00	2027-2028	Estimate of increase from purchase this year
<b>Additional Equipment:</b> <i>(Please Specify)</i>				
<b>Installation:</b>				
<b>Other Costs:</b> <i>(Please Specify)</i>				Includes DATA migration
<b>Less: Trade or Discounts:</b>				

<b>NET PURCHASE PRICE:</b>		\$	45,000.00		
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Acquisition Details:	
<b>Need for Acquisition:</b>	
<b>Number of Similar Items in Inventory:</b>	
<b>Estimated use of Requested Item (<i>weeks per year</i>) :</b>	
<b>Estimated Number of Days per Week:</b>	
<b>Estimated Useful Life (years):</b>	
<b>Item(s) replaced (year, make, other description):</b>	
<b>Method of Acquisition:</b>	
<b>Recommended Disposition of Replaced Item(s):</b>	

<b>Funding Method (summary) :</b>			
	<b>Source</b>	<b>Amount</b>	<b>Term</b>
<b>Funding Method Number One:</b>			
<b>Funding Method Number Two:</b>			
<b>Funding Method Number Three:</b>			
	<b>TOTAL</b>	\$ -	

**Description of Project Status:**

<b>Project Income (if any):</b>	
Source of Income:	Est. Annual Income:
Source of Income:	Est. Annual Income:
Source of Income:	Est. Annual Income:
Source of Income:	Est. Annual Income:

**Impact on Future Operating Costs:**  
*Increase costs, same costs, or decrease costs*

**Staff Cost(s):**  
*Estimated Amount:*  
*Reason:*

**Contractual Services:**  
*Estimated Amount:*  
*Reason:*

**Commodities:**  
*Estimated Amount:*  
*Reason:*

**Debt Service:**  
*Estimated Amount:*

*Reason:*

<b>Project Monitoring:</b>			
Project Task/ Milestone:	Start Date:	Completion Date:	Employee Hours:

<b>Submitted By:</b>	<b>Title:</b>	<b>Date:</b>

**Sagadahoc County  
Capital Improvement Project Request Form**

**Project Title:** Communications Vehicle Reserve  
**Department:** Communications  
**Account Number:** 630-59480

**Description:**  
 Reserve to fund future replacement of Communications vehicle.

**Justification:**  
 The Communications department doesn't currently have a vehicle but historically has had one. The last vehicle was inoperable and traded toward the Facilities truck. This establishes a reserve to replace the retired vehicle.

**Estimated Cost and Funding Request**

<u>Description</u>	<u>Project Year</u>	<u>Total Cost</u>	<u>Funding Amt.</u>
Comms vehicle	TBD	40,000	8,000

**Project Funding History & Planning**

<u>Year</u>	<u>Beginning Balance</u>	<u>Funding</u>	<u>Transfers</u>	<u>Expenditures</u>	<u>Ending Balance</u>
FY18-19 (actual)	-	-	-	-	-
FY19-20 (actual)	-	-	-	-	-
FY20-21 (actual)	-	-	-	-	-
FY21-22 (actual)	-	-	-	-	-
<b>FY22-23 (planned)</b>	-	<b>8,000</b>	-	-	<b>8,000</b>
FY23-24 (planned)	8,000	8,000	-	-	16,000
FY24-25 (planned)	16,000	8,000	-	-	24,000
FY25-26 (planned)	24,000	8,000	-	-	32,000
FY26-27 (planned)	32,000	8,000	-	-	40,000

# **SAGADAHOC COUNTY**

## **DEBT SERVICE**

**Debt Service**

**Debt Service  
Debt Service - 801**

**Debt Summary**

The County currently has one long-term debt obligation for shared construction costs of Two Bridges Regional Jail. Construction was funded in 2005 via revenue bond. Sagadahoc County is obligated to pay half of the bond, which runs through 2026. Placeholders for the courthouse steeple restoration and communications system upgrade were included in the prior year's budget but will not be included this year. These projects are moving forward but will be funded via the American Rescue Plan grant.

**BUDGET SUMMARY**

	FY18-19	FY19-20	FY20-21	FY21-22		FY22-23		
	Actual	Actual	Actual	Budget	YTD	Dept. Hd.	Comm'rs	BAC
Principal	673,160	673,160	678,386	721,864	620,000	615,000	615,000	615,000
Interest	211,478	186,678	156,652	142,725	70,725	101,225	101,225	101,225
<b>Total Debt Service Expenditures</b>	<b>884,638</b>	<b>859,838</b>	<b>835,038</b>	<b>864,589</b>	<b>690,725</b>	<b>716,225</b>	<b>716,225</b>	<b>716,225</b>
<b>Net Debt Service Budget</b>	<b>884,638</b>	<b>859,838</b>	<b>835,038</b>	<b>864,589</b>	<b>690,725</b>	<b>716,225</b>	<b>716,225</b>	<b>716,225</b>

<b>2022 Full State Valuation</b>		
\$206,784,950		
7.50%	15,508,871	Maximum Debt Allowed
State	716,225	Budgeted Debt FY23
Valuation	0.42%	Allowable Debt Utilization
<b>2022 County Valuation</b>		
\$5,440,700,000		
0.20%	10,881,400	Short-term Debt Limit
State	0	Budgeted STD FY23
Valuation	0.00%	Allowable STD Utilization

<b>DEBT SERVICE SCHEDULE</b>	<b>FY22-23</b>		<b>FY23-24</b>		<b>FY24-25</b>			
	<i>Principal</i>	<i>Interest</i>	<i>Principal</i>	<i>Interest</i>	<i>Principal</i>	<i>Interest</i>	<i>Principal</i>	<i>Interest</i>
Two Bridges Regional Jail Bond	615,000	101,225	610,000	76,750	615,000	46,125	615,000	15,375

**Debt Service**  
**Debt Service - 801**

	FY18-19	FY19-20	FY20-21	FY21-22		FY22-23					
	Actual	Actual	Actual	Budget	YTD	Dept. Head	Commissioners	BAC Recommend.			
<b>EXPENDITURES</b>					12/31/2021						
<b>Principal</b>											
58012 Courthouse Restoration	53,160	53,160	58,386	-	-	-	0.0%	-	0.0%	-	0.0%
58013 Two Bridges Regional Jail Bond	620,000	620,000	620,000	620,000	620,000	615,000	-0.8%	615,000	-0.8%	615,000	0.0%
58014 Courthouse Steeple	-	-	-	44,039	-	-	-100.0%	-	-100.0%	-	-100.0%
58015 Communications Systems Upgrade	-	-	-	57,825	-	-	-100.0%	-	-100.0%	-	-100.0%
	<b>673,160</b>	<b>673,160</b>	<b>678,386</b>	<b>721,864</b>	<b>620,000</b>	<b>615,000</b>	<b>-14.8%</b>	<b>615,000</b>	<b>-14.8%</b>	<b>615,000</b>	<b>-14.8%</b>
<b>Interest</b>											
58052 Courthouse Restoration	8,028	8,028	2,802	-	-	-	0.0%	-	0.0%	-	0.0%
58053 Two Bridges Regional Jail Bond	203,450	178,650	153,850	125,950	70,725	101,225	-19.6%	101,225	-19.6%	101,225	-19.6%
58054 Courthouse Steeple	-	-	-	12,376	-	-	-100.0%	-	-100.0%	-	-100.0%
58055 Communications Systems Upgrade	-	-	-	4,399	-	-	-100.0%	-	-100.0%	-	-100.0%
	<b>211,478</b>	<b>186,678</b>	<b>156,652</b>	<b>142,725</b>	<b>70,725</b>	<b>101,225</b>	<b>-29.1%</b>	<b>101,225</b>	<b>-29.1%</b>	<b>101,225</b>	<b>-29.1%</b>
<b>Total Debt Service Expenditures</b>	<b>884,638</b>	<b>859,838</b>	<b>835,038</b>	<b>864,589</b>	<b>690,725</b>	<b>716,225</b>	<b>-17.2%</b>	<b>716,225</b>	<b>-17.2%</b>	<b>716,225</b>	<b>-17.2%</b>
<b>Net Debt Service Budget</b>	<b>884,638</b>	<b>859,838</b>	<b>835,038</b>	<b>864,589</b>	<b>690,725</b>	<b>716,225</b>	<b>-17.2%</b>	<b>716,225</b>	<b>-17.2%</b>	<b>716,225</b>	<b>-17.2%</b>

**Debt Service**  
**Debt Service - 801**

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
<b>EXPENDITURES</b>					
<b>Principal</b>					
58012	Courthouse Restoration	DH	Debt discharged in FY21	-	0.0%
58013	Two Bridges Regional Jail Bond	DH	Decrease per amortization schedule	615,000	0.0%
58014	Courthouse Steeple	DH	This will be funded via ARPA grant	-	-100.0%
58015	Communications Systems Upgrade	DH	This will be funded via ARPA grant	-	-100.0%
<b>Interest</b>					
58052	Courthouse Restoration	DH	Debt discharged in FY21	-	0.0%
58053	Two Bridges Regional Jail Bond	DH	Decrease per amortization schedule	101,225	-19.6%
58054	Courthouse Steeple	DH	This will be funded via ARPA grant	-	-100.0%
58055	Communications Systems Upgrade	DH	This will be funded via ARPA grant	-	-100.0%