



County of Sagadahoc

FY 23-24 Budget

TABLE OF CONTENTS

Introduction and General Information

Table of Contents	1
County Officials and Officers	3
Organizational Chart	4
Staffing History	5
Budget Process	6

Budget Summary

Budget Summary	7
Expenditures Summary	8
Revenues Summary	9
Tax Assessments	10
Tax Assessment History	11
Tax Cap Calculation	12
Tax Cap vs. Tax Assessment Comparison	12A
Undesignated Fund Balance	13

Departmental Budgets

General Government	14
Administration Summary	15
<i>Expenditure and Revenue Detail</i>	16
<i>Supporting Documentation</i>	18
HR & Employee Benefits Summary	20
<i>Expenditure and Revenue Detail</i>	21
<i>Supporting Documentation</i>	22
Insurance Summary	23
<i>Expenditure and Revenue Detail</i>	24
<i>Supporting Documentation</i>	25
Facilities Summary	26
<i>Expenditure and Revenue Detail</i>	27
<i>Supporting Documentation</i>	29

Departmental Budgets (cont.)

Information Technology Summary	31
<i>Expenditure and Revenue Detail</i>	32
<i>Supporting Documentation</i>	33
District Attorney Summary	34
<i>Expenditure and Revenue Detail</i>	35
<i>Supporting Documentation</i>	37
Registry of Deeds Summary	39
<i>Expenditure and Revenue Detail</i>	40
<i>Supporting Documentation</i>	42
Register of Probate Summary	43
<i>Expenditure and Revenue Detail</i>	44
<i>Supporting Documentation</i>	46
VOCA Grant Summary	47
<i>Expenditure and Revenue Detail</i>	48
<i>Supporting Documentation</i>	50
Public Agency Award Summary	51
<i>Expenditure and Revenue Detail</i>	52
<i>Supporting Documentation</i>	53
General Fund Reserves Summary	54
<i>Expenditure and Revenue Detail</i>	55
<i>Supporting Documentation</i>	56
Corrections	57
Transport Summary	58
<i>Expenditure and Revenue Detail</i>	59
<i>Supporting Documentation</i>	61
Public Safety	63
Sheriff's Office Summary	64
<i>Expenditure and Revenue Detail</i>	65
<i>Supporting Documentation</i>	67

TABLE OF CONTENTS (cont.)

Departmental Budgets (cont.)

Public Safety (cont.)

Civil Division Summary	69
<i>Expenditure and Revenue Detail</i>	70
<i>Supporting Documentation</i>	71
Communications Summary	72
<i>Expenditure and Revenue Detail</i>	73
<i>Supporting Documentation</i>	75
Emergency Management Agency Summary ...	77
<i>Expenditure and Revenue Detail</i>	78
<i>Supporting Documentation</i>	80

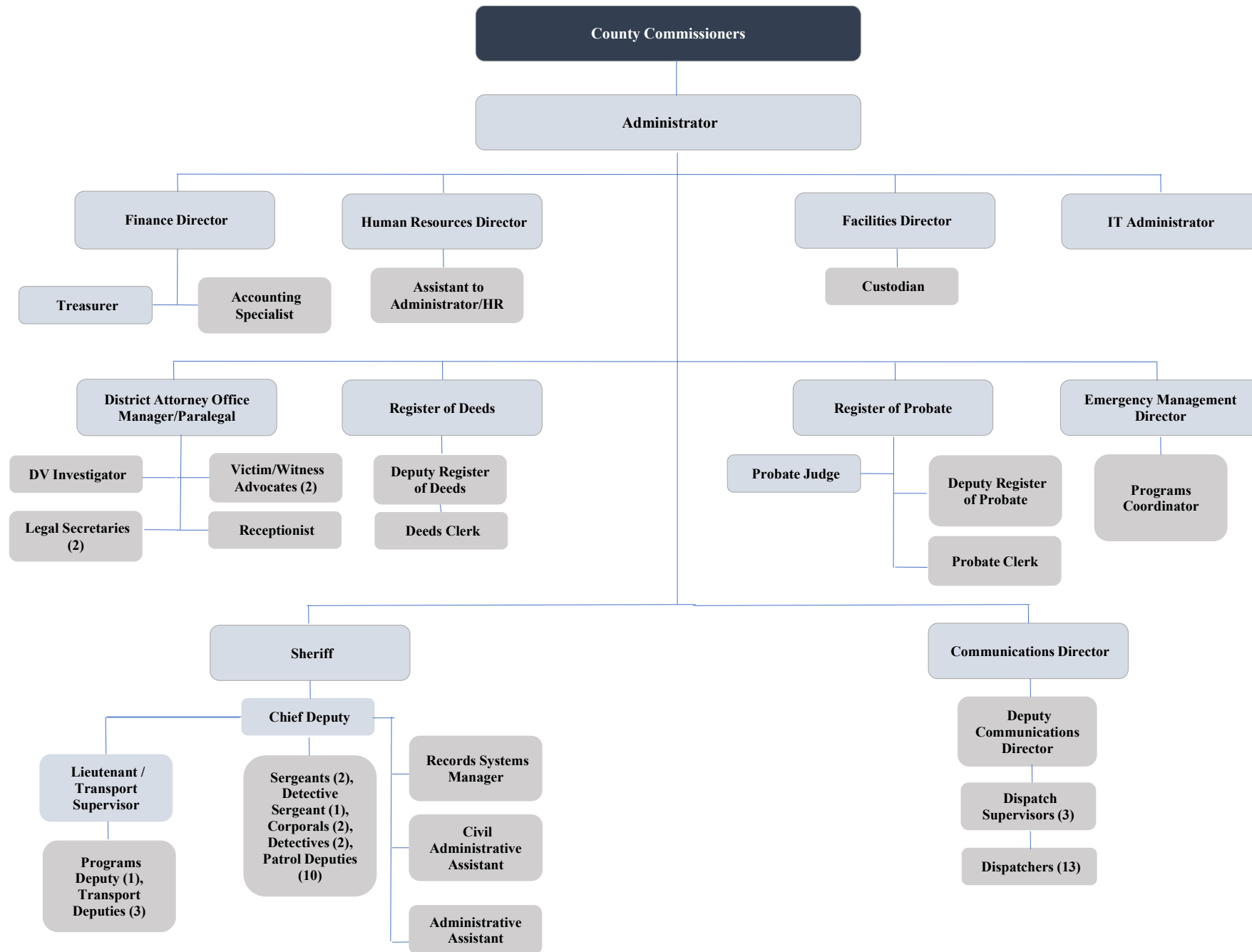
Capital Budget

Capital Reserves	83
Supporting Documentation	
<i>Administration Office Renovation</i>	84
<i>HVAC Reserve</i>	85
<i>Courthouse Generator Reserve</i>	86
<i>Elevator Reserve</i>	87
<i>Cooling Tower Reserve</i>	88
<i>Facilities Vehicle Reserve</i>	89
<i>Computer Replacement Reserve</i>	90
<i>Server Replacement Reserve</i>	91
<i>Domestic Violence Investigator Vehicle Reserve</i> ..	92
<i>Transport Vehicle Reserve</i>	93
<i>Sheriff Cruiser Laptop Reserve</i>	94
<i>Sheriff Cruiser Camera Reserve</i>	95
<i>Sheriff Taser Reserve</i>	96
<i>Sheriff Vehicle Reserve</i>	97
<i>Communications Dispatch Chair Reserve</i>	98

Capital Budget

Capital Reserves	
<i>Communications Computer Replacement Reserve</i> ...	99
<i>Communications Spillman Server Reserve</i>	100
<i>Communications Vehicle Reserve</i>	101
<i>Emergency Management Agency Vehicle Reserve</i>	102
Debt Service	103
Debt Service Summary	104
<i>Expenditure and Revenue Detail</i>	105
<i>Supporting Documentation</i>	106

County Commissioners		
<i>Three Members - Four Year Terms (staggered)</i>		
Charles E. Crosby III Chair District 1 <i>Bowdoin & Topsham</i> 11 Merganser Lane Topsham, ME 04086 207-319-8184 ccrosby@sagadahoccountyme.gov <i>Term expires: December 31, 2024</i>	Stephen August District 2 <i>Bath & Bowdoinham</i> 29 Cherry Street Bath, ME 04530 saugust@sagadahoccountyme.gov <i>Term expires: December 31, 2024</i>	Carol Grose Vice Chair District 3 <i>Arrowsic, Georgetown, Phippsburg, Richmond, West Bath & Woolwich</i> 45 Weston Road Woolwich, ME 04579 207-319-5290 cgrose@sagadahoccountyme.gov <i>Term expires: December 31, 2024</i>
Budget Advisory Committee		
<i>Nine Members - Three Year Terms (staggered)</i>		
District 1 Deborah Jackson debjackson00@gmail.com <i>Public Representative</i> <i>Term Expires: January 2024</i> Matt Nixon, Vice Chair mnixonbos@topshammaine.com <i>Municipal Officer</i> <i>Term Expires: January 2026</i> Vacant <i>Municipal Officer</i>	District 2 Phyllis Bailey ward1@cityofbath.com <i>Municipal Officer</i> <i>Term Expires: January 2025</i> Susan Bauer ward6@cityofbath.com <i>Municipal Officer</i> <i>Term Expires: January 2025</i> Carolyn Lockwood dogwillinc@gmail.com <i>Public Representative</i> <i>Term Expires: January 2024</i>	District 3 David Hennessey, Chair jdhenry@gmail.com <i>Public Representative</i> <i>Term Expires: January 2024</i> David King, Sr. selectmenking@gmail.com <i>Municipal Officer</i> <i>Term Expires: January 2025</i> Kathleen Lavallee kathylavallee54@gmail.com <i>Municipal Officer</i> <i>Term Expires: January 2026</i>
Department Heads		
<i>752 High Street, Bath, ME 04530 207-443-8200</i>		
Amber Jones County Administrator Aaron Hanscom Facilities Director Shaundra Vanella District Attorney Office Manager Joel Merry Sheriff	Jillian Flaherty Finance Director Mike Dean IT Administrator 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



Staffing History FY14-15 through Proposed FY23-24

Department		FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24
General Government		Number of Positions									
Administration	Full-time	3	3	3	3	3	3	3	4	4	5
	Part-time	2	2	2	2	2	2	2	1	1	0
	Elected	4	4	4	4	4	4	4	4	4	4
Facilities	Full-time	1	1	1	1	1	1	1	2	2	2
	Part-time	1	1	1	1	1	1	1	0	0	0
IT	Full-time	0	0	0	0	0	0	0	0	1	1
	Part-time	0	0	0	0	0	0	0	1	0	0
District Attorney	Full-time	3	4	4	4	4	4	5	6	6	7
	Part-time	0	0	1	1	1	1	1	0	0	0
	Full-time shared	1	1	1	1	1	1	0	0	0	0
Deeds	Full-time	2	2	2	2	2	2	2	2	2	2
	Part-time	1	1	0	0	0	0	0	0	0	0
	Elected	1	1	1	1	1	1	1	1	1	1
Probate	Full-time	1	1	1	1	1	1	1	1	1	2
	Part-time	1	1	1	1	1	1	1	1	1	0
	Elected	2	2	2	2	2	2	2	2	2	2
Corrections											
Transport	Full-time	4	4	4	4	4	4	4	4	4	4
	Full-time shared	1	1	1	1	1	1	1	1	1	1
	Per diem	1	1	1	1	1	1	1	0	0	0
Public Safety											
Sheriff	Full-time	19	19	19	19	19	19	19	19	19	20
	Full-time shared	1	1	1	1	1	1	1	1	1	1
	Elected	1	1	1	1	1	1	1	1	1	1
	Per diem	3	3	3	3	4	4	3	2	2	3
Civil	Part-time	2	2	2	2	2	2	2	2	2	2
Communications	Full-time	16	17	17	17	17	17	17	17	17	18
	Per diem	0	0	0	0	0	0	0	1	1	0
Emergency Management	Full-time	2	2	2	2	2	2	2	2	2	2
Pay rate increases		FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24
Non-union		2.0%	2.0%	1.0%	3.0%	3.0%	3.0%	3.0%	3.0%	*5.9%	6.0%
Transport & Sheriff Union		2.0%	2.0%	3.0%	3.0%	3.5%	3.5%	3.0%	3.0%	3.0%	***TBD
Communications Union		2.0%	3.0%	2.0%	2.0%	4.0%	3.0%	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 Commissioners voted to give all Communications Union staff an additional, unbudgeted wage increase of \$5.00/hr to address persistent staffing challenges and improve employee retention.

***The Deputy Sheriff and Transport unions are currently in negotiations for their new collective bargaining agreements to be effective July 1, 2023.

The Budget Process

Budget Preparation *(December)*

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.

Budget Advisory Committee Caucuses *(January)*

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 Heads' Budgets *(January)*

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.

Department Head Budget Presentation *(early March)*

Department Heads, the County Administrator, and the 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 *(mid-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.

Budget Adoption *(mid-May)*

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.

Budget Summary FY19-20 through Proposed FY23-24

Expenses	FY19-20	FY20-21	FY21-22		FY22-23	Dept. Hd.	BAC	FY23-24		% Change
	Actual	Actual	Budget	Actual	Budget			Comm'rs	Final	
Administration	482,749	509,409	645,085	536,410	523,794	551,262	531,703	545,171	545,171	4.08%
Human Resources & Employee Benefits	1,458,447	1,536,046	1,778,178	1,510,772	1,862,546	2,016,700	2,016,700	2,016,700	2,016,700	8.28%
Insurance	79,116	81,689	86,186	85,278	87,652	93,490	93,490	93,490	93,490	6.66%
Facilities	283,637	274,572	302,835	282,559	248,234	316,699	313,766	319,965	319,965	28.90%
Information Technology	-	-	-	-	161,031	233,241	231,210	233,220	233,220	44.83%
District Attorney	233,300	231,883	262,448	247,238	338,354	414,612	402,416	430,425	430,425	27.21%
Registry of Deeds	152,896	159,745	170,580	166,356	196,499	215,984	205,077	222,945	222,945	13.46%
Register of Probate	161,900	156,505	175,190	156,422	208,122	257,032	241,265	259,787	259,787	24.82%
VOCA	76,093	75,760	79,031	77,159	92,889	104,720	99,456	104,720	104,720	12.74%
Public Agencies	41,750	42,750	42,750	42,750	40,750	86,596	86,596	86,596	86,596	112.51%
General Fund Reserves	32,200	45,830	59,577	59,577	58,000	-	-	-	-	-100.00%
Transport	2,815,615	2,901,926	3,022,161	2,992,681	3,094,155	3,285,450	3,284,140	3,285,450	3,285,450	6.18%
Sheriff	1,603,831	1,598,778	1,836,372	1,749,656	1,962,227	2,243,746	2,235,609	2,242,014	2,242,014	14.26%
Civil	21,328	25,608	26,861	24,880	29,732	28,070	27,470	28,070	28,070	-5.59%
Communications	1,020,185	1,048,128	1,194,892	1,182,322	1,217,206	1,570,446	1,566,286	1,568,262	1,568,262	28.84%
Emergency Management Agency	173,312	170,677	218,108	186,788	207,460	190,954	187,579	188,025	188,025	-9.37%
Debt Service	859,838	835,038	864,589	745,950	716,225	686,750	686,750	686,750	686,750	-4.12%
Total Expenditures	9,496,197	9,694,344	10,764,843	10,046,798	11,044,876	12,295,752	12,209,513	12,311,590	12,311,590	11.47%

Revenues	FY19-20	FY20-21	FY21-22		FY22-23	Dept. Hd.	BAC	FY23-24		% Change
	Actual	Actual	Budget	Actual	Budget			Comm'rs	Final	
Administration	53,943	32,720	31,000	27,340	20,000	30,500	30,500	30,500	30,500	52.50%
District Attorney	17,692	21,890	15,000	10,401	10,000	15,000	15,000	15,000	15,000	50.00%
Registry of Deeds	384,067	486,419	331,000	452,873	479,921	465,000	465,000	465,000	465,000	-3.11%
Register of Probate	67,586	81,767	54,000	108,646	90,700	122,400	122,400	122,400	122,400	34.95%
VOCA	34,360	27,500	27,500	27,500	27,500	27,500	27,500	27,500	27,500	0.00%
Transport	390,046	321,504	365,056	352,172	437,050	628,345	627,035	628,345	628,345	43.77%
Sheriff	119,657	132,954	105,000	117,651	101,040	120,300	120,300	120,300	120,300	19.06%
Civil	-	-	-	-	-	20,000	20,000	20,000	20,000	100.00%
Emergency Management Agency	102,715	112,527	100,000	82,795	78,898	70,260	70,260	70,260	70,260	-10.95%
Surplus Funds to Offset Tax Levy	430,711	381,577	618,620	618,620	200,000	400,000	500,000	500,000	500,000	150.00%
Total Revenues	1,600,777	1,598,858	1,647,176	1,797,998	1,445,109	1,899,305	1,997,995	1,999,305	1,999,305	38.35%

Taxes to be Raised	8,687,845	8,991,697	9,117,617	9,117,617	9,599,767	10,396,447	10,211,518	10,312,285	10,312,285	7.42%
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Expenditures Summary FY19-20 through Proposed FY23-24

Expenses	FY19-20	FY20-21	FY21-22		FY22-23	Dept. Hd.	FY23-24		Final	%
	Actual	Actual	Budget	Actual	Budget		BAC	Comm'rs		Change
General Government										
Personnel Services	841,097	872,558	968,641	920,579	1,199,716	1,422,120	1,361,763	1,451,303	1,451,303	20.97%
Employee Benefits	1,489,668	1,568,127	1,810,491	1,541,621	1,897,004	2,054,260	2,054,260	2,054,260	2,054,260	8.29%
Supplies & Operating Expenses	87,484	59,207	131,760	73,470	88,815	115,100	108,600	108,600	108,600	22.28%
Purchased & Contractual Services	383,989	386,365	471,941	409,824	496,386	514,760	512,960	514,760	514,760	3.70%
Public Agency Awards	41,750	42,750	42,750	42,750	40,750	86,596	86,596	86,596	86,596	112.51%
Capital Funding	125,900	139,352	116,700	116,700	37,200	97,500	97,500	97,500	97,500	162.10%
Reserves Funding	32,200	45,830	59,577	59,577	58,000	-	-	-	-	-100.00%
Total General Government	3,002,088	3,114,189	3,601,860	3,164,521	3,817,871	4,290,336	4,221,679	4,313,019	4,313,019	12.97%
Corrections										
Personnel Services	223,937	203,531	248,929	242,423	259,793	318,375	317,065	318,375	318,375	22.55%
Employee Benefits	86,477	87,437	107,375	124,276	120,112	138,350	138,350	138,350	138,350	15.18%
Supplies & Operating Expenses	16,561	20,377	18,300	17,970	18,750	20,175	20,175	20,175	20,175	7.60%
Purchased & Contractual Services	2,488,640	2,590,581	2,616,557	2,574,200	2,695,500	2,723,550	2,723,550	2,723,550	2,723,550	1.04%
Capital Funding	-	-	31,000	33,812	-	85,000	85,000	85,000	85,000	100.00%
Total Corrections	2,815,615	2,901,926	3,022,161	2,992,681	3,094,155	3,285,450	3,284,140	3,285,450	3,285,450	6.18%
Public Safety										
Personnel Services	2,312,908	2,249,558	2,542,267	2,447,965	2,734,597	3,336,459	3,320,187	3,329,614	3,329,614	21.76%
Supplies & Operating Expenses	107,048	130,645	160,126	156,413	186,120	196,340	196,340	196,340	196,340	5.49%
Purchased & Contractual Services	221,600	238,349	285,405	250,833	305,498	305,507	305,507	305,507	305,507	0.00%
Capital Funding	177,100	224,639	288,435	288,435	190,410	194,910	194,910	194,910	194,910	2.36%
Total Public Safety	2,818,656	2,843,191	3,276,233	3,143,646	3,416,625	4,033,216	4,016,944	4,026,371	4,026,371	17.85%
Debt Service										
Principal	673,160	678,386	721,864	620,000	615,000	610,000	610,000	610,000	610,000	-0.81%
Interest	186,678	156,652	142,725	125,950	101,225	76,750	76,750	76,750	76,750	-24.18%
Total Debt Service	859,838	835,038	864,589	745,950	716,225	686,750	686,750	686,750	686,750	-4.12%
Gross Expenditures	9,496,197	9,694,344	10,764,843	10,046,798	11,044,876	12,295,752	12,209,513	12,311,590	12,311,590	11.47%

Revenues Summary FY19-20 through Proposed FY23-24

Expenses	FY19-20	FY20-21	FY21-22		FY22-23	FY23-24				%
	Actual	Actual	Budget	Actual	Budget	Dept. Hd.	BAC	Comm'rs	Final	Change
Tax Assessments	8,687,845	8,991,697	9,117,617	9,117,617	9,599,767	10,396,447	10,211,518	10,312,285	10,312,285	7.42%
General Government										
Fees for Services	479,805	596,772	405,000	580,223	585,121	602,400	602,400	602,400	602,400	2.95%
Interest	43,196	25,517	25,000	14,696	15,000	30,000	30,000	30,000	30,000	100.00%
Miscellaneous	287	507	1,000	4,341	500	500	500	500	500	0.00%
Grant Revenue	34,360	27,500	27,500	27,500	27,500	27,500	27,500	27,500	27,500	0.00%
Surplus Funds	430,711	381,577	618,620	618,620	200,000	400,000	500,000	500,000	500,000	150.00%
Total General Government	988,359	1,031,873	1,077,120	1,245,380	828,121	1,060,400	1,160,400	1,160,400	1,160,400	40.12%
Corrections										
Fees for Services	15,835	19,479	22,500	13,594	20,000	15,000	15,000	15,000	15,000	-25.00%
State Jail Contribution	307,840	267,324	275,000	271,022	265,000	330,000	330,000	330,000	330,000	24.53%
Surplus Funds	66,371	34,701	67,556	67,556	152,050	283,345	282,035	283,345	283,345	86.35%
Total Corrections	390,046	321,504	365,056	352,172	437,050	628,345	627,035	628,345	628,345	43.77%
Public Safety										
Fees for Services	5,817	5,895	-	3,431	5,750	24,050	24,050	24,050	24,050	318.26%
Miscellaneous	552	1,974	-	11,087	1,250	1,250	1,250	1,250	1,250	0.00%
Grant Revenue	215,991	237,606	205,000	185,928	172,898	185,260	185,260	185,260	185,260	7.15%
Total Public Safety	222,360	245,475	205,000	200,446	179,898	210,560	210,560	210,560	210,560	17.04%
Gross Revenues	10,288,610	10,590,549	10,764,793	10,915,615	11,044,836	12,295,752	12,209,513	12,311,590	12,311,590	11.47%

**Revenue
Tax Assessments - 200**

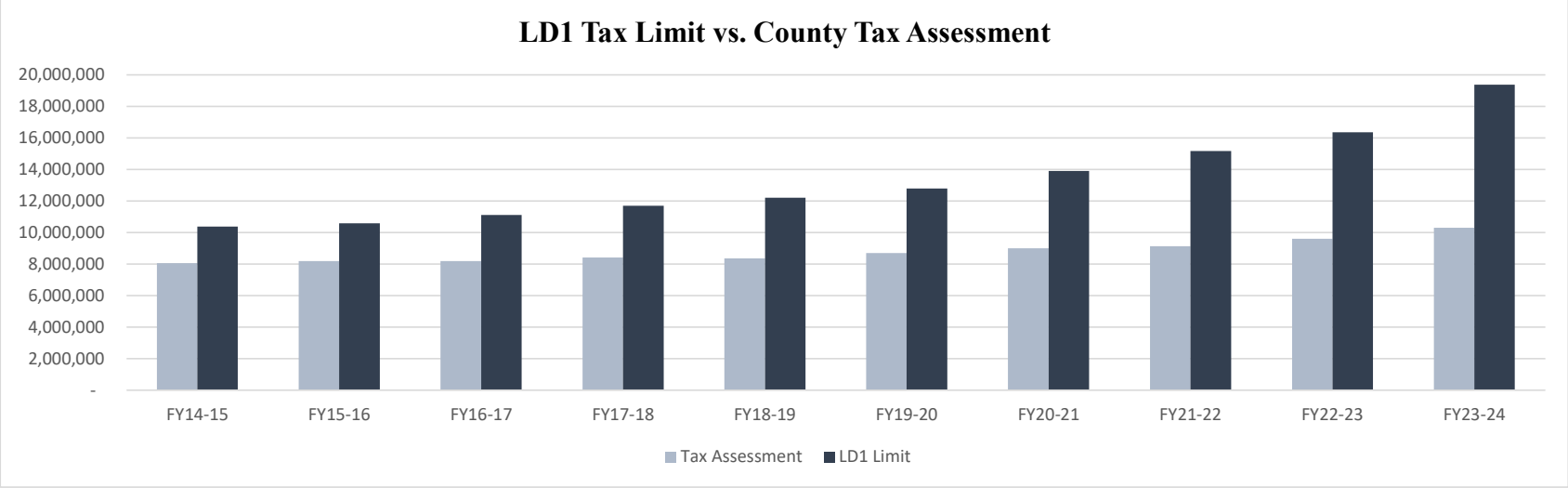
Municipality	2022 State Valuation	Percent of County Tax Levy	FY21-22 County Tax Assessment	2023 State Valuation	Percent of County Tax Levy	FY23-24 County Tax Assessment
Arrowsic	115,100,000	2.12%	203,087	116,550,000	1.88%	193,570
Bath	1,106,650,000	20.34%	1,952,613	1,261,000,000	20.31%	2,094,312
Bowdoin	276,500,000	5.08%	487,867	331,250,000	5.33%	550,151
Bowdoinham	355,450,000	6.53%	627,169	372,000,000	5.99%	617,830
Georgetown	534,050,000	9.82%	942,297	666,050,000	10.73%	1,106,199
Phippsburg	693,300,000	12.74%	1,223,283	828,750,000	13.35%	1,376,416
Richmond	318,600,000	5.86%	562,149	366,600,000	5.90%	608,862
Topsham	1,132,450,000	20.81%	1,998,136	1,248,150,000	20.10%	2,072,970
West Bath	427,150,000	7.85%	753,679	492,550,000	7.93%	818,044
Woolwich	481,450,000	8.85%	849,488	526,200,000	8.47%	873,931
Total	5,440,700,000	100.00%	9,599,767	6,209,100,000	100.00%	10,312,285

Tax Assessment History FY14-15 through Proposed FY23-24

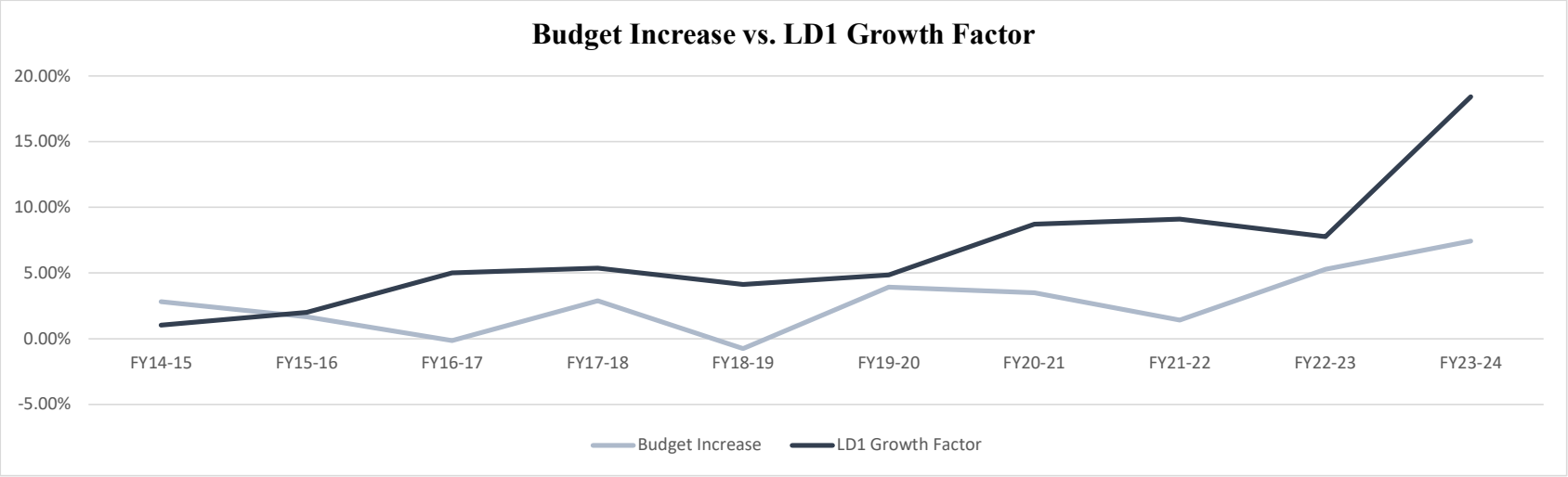
Municipality	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24
Arrowsic	161,277	163,126	166,985	166,759	168,849	167,675	168,145	185,999	203,087	193,570
Bath	1,674,864	1,694,380	1,671,485	1,744,231	1,730,283	1,824,448	1,894,551	1,906,494	1,952,613	2,094,312
Bowdoin	417,708	418,882	419,917	429,531	431,317	443,949	441,492	454,057	487,867	550,151
Bowdoinham	442,706	452,490	460,845	471,642	483,142	518,664	529,611	579,880	627,169	617,830
Georgetown	890,250	904,161	889,767	865,799	813,316	873,128	885,682	872,556	942,297	1,106,199
Phippsburg	1,181,355	1,200,903	1,181,172	1,223,742	1,181,942	1,178,941	1,230,064	1,215,378	1,223,283	1,376,416
Richmond	499,959	484,460	485,402	493,539	497,352	516,927	524,216	537,028	562,149	608,862
Topsham	1,486,976	1,557,485	1,583,900	1,654,957	1,668,427	1,743,650	1,828,911	1,882,788	1,998,136	2,072,970
West Bath	624,949	627,093	626,193	651,876	660,349	676,783	722,932	716,645	753,679	818,044
Woolwich	683,815	694,311	699,863	720,096	723,877	743,680	766,093	766,792	849,488	873,931
Total	8,063,859	8,197,291	8,185,529	8,422,172	8,358,854	8,687,845	8,991,697	9,117,617	9,599,767	10,312,285
<i>% Increase</i>		<i>1.65%</i>	<i>-0.14%</i>	<i>2.89%</i>	<i>-0.75%</i>	<i>3.94%</i>	<i>3.50%</i>	<i>1.40%</i>	<i>5.29%</i>	<i>7.42%</i>

LD 1 Calculation										
30-A §5721-A LIMITATION ON TAX ASSESSMENT										
	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24
Prior Year Taxable Value	4,249,550,000	4,246,900,000	4,295,950,000	4,396,950,000	4,507,750,000	4,576,300,000	4,671,500,000	4,944,400,000	5,232,100,000	5,440,700,000
Current Year Taxable Value	4,246,900,000	4,295,950,000	4,396,950,000	4,507,750,000	4,576,300,000	4,671,500,000	4,944,400,000	5,232,100,000	5,440,700,000	6,209,100,000
Property Growth Factor	(0.0006)	0.0115	0.0235	0.0252	0.0152	0.0208	0.0584	0.0582	0.0399	0.1412
Income Growth Factor*	0.0109	0.0086	0.0267	0.0284	0.0261	0.0277	0.0289	0.0330	0.0378	0.0431
Growth Limitation Factor	1.0103	1.0201	1.0502	1.0536	1.0413	1.0485	1.0873	1.0912	1.0777	1.1843
Prior Year Tax Assessment Limit	10,271,524	10,377,078	10,586,172	11,117,709	11,713,611	12,197,467	12,789,078	13,905,796	15,173,824	16,352,364
Growth Limitation Factor	1.0103	1.0201	1.0502	1.0536	1.0413	1.0485	1.0873	1.0912	1.0777	1.1843
Total Tax Assessment Limit	10,377,078	10,586,172	11,117,709	11,713,611	12,197,467	12,789,078	13,905,796	15,173,824	16,352,364	19,366,625
Estimated Tax Assessment	8,063,859	8,197,291	8,185,529	8,422,172	8,358,854	8,687,845	8,991,697	9,117,617	9,599,767	10,312,285
Under Tax Cap Limit	2,313,219	2,388,881	2,932,180	3,291,439	3,838,613	4,101,233	4,914,099	6,056,207	6,752,597	9,054,340
<i>Utilization Percentage</i>	<i>77.71%</i>	<i>77.43%</i>	<i>73.63%</i>	<i>71.90%</i>	<i>68.53%</i>	<i>67.93%</i>	<i>64.66%</i>	<i>60.09%</i>	<i>58.71%</i>	<i>53.25%</i>

*Determined by State Department of Administrative & Financial Services



Year	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24
Tax Assessment	8,063,859	8,197,291	8,185,529	8,422,172	8,358,854	8,687,845	8,991,697	9,117,617	9,599,767	10,312,285
LD1 Limit	10,377,078	10,586,172	11,117,709	11,713,611	12,197,467	12,789,078	13,905,796	15,173,824	16,352,364	19,366,625
% of Limit	77.71%	77.43%	73.63%	71.90%	68.53%	67.93%	64.66%	60.09%	58.71%	53.25%



Year	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24
Budget Increase	2.83%	1.65%	-0.14%	2.89%	-0.75%	3.94%	3.50%	1.40%	5.29%	7.42%
LD1 Growth Factor	1.03%	2.01%	5.02%	5.36%	4.13%	4.85%	8.73%	9.12%	7.77%	18.43%

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.

Projected Undesignated Fund Balance FY22	
UFB June 30, 2022 *unaudited	2,577,526
(-) Use of UFB FY22-23	(200,000)
(+) Anticipated Budget Surplus FY23	-
Projected UFB June 30,2022	2,377,526
Net Expenditures Proposed FY22-23	
Government Services	4,290,336
Corrections	3,285,450
Public Safety	4,033,216
Debt Service	686,750
Total	12,295,752
Recommended UFB 15%	1,844,363
Overage	533,163
Tax levy FY23	10,396,447
Maximum allowable UFB - 20% of tax levy	2,079,289
Proposed Use of UFB	500,000
Estimated Undesignated Fund Balance (proposed)	1,877,526

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 five full-time employees (Administrator, Human Resources Director, Finance Director, Bookkeeper, and Administrative Assistant).

BUDGET SUMMARY

	FY19-20	FY20-21	FY21-22		FY22-23		FY23-24				
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Hd.	BAC	Comm'rs	Final
Personnel Services	293,838	306,041	362,205	326,431	365,103	181,704	363,503	421,187	408,128	421,596	421,596
Supplies & Operating Expenses	43,933	32,782	84,050	33,744	33,500	9,843	34,214	44,300	37,800	37,800	37,800
Purchased & Contractual Services	141,978	152,586	180,830	158,235	125,191	57,820	124,491	85,775	85,775	85,775	85,775
Capital Items	3,000	18,000	18,000	18,000	-	-	-	-	-	-	-
Total Administration Expenditures	482,749	509,409	645,085	536,410	523,794	249,367	522,208	551,262	531,703	545,171	545,171
Total Administration Revenues	53,943	32,720	31,000	27,340	20,000	15,379	36,000	30,500	30,500	30,500	30,500
Net Administration Budget	428,806	476,689	614,085	509,070	503,794	233,988	486,208	520,762	501,203	514,671	514,671

General Government
Administration - 201
Amber Jones, County Administrator

	FY19-20	FY20-21	FY21-22		FY22-23			FY23-24						
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Head		BAC		Commissioners		Final
EXPENDITURES								12/31/2022 6/30/2023						
Personnel Services														
51010 Administrator Wages	86,975	93,673	91,897	82,342	95,310	49,385	95,310	103,625	8.7%	101,046	6.0%	102,003	7.0%	102,003
51030 Finance Manager Wages	57,708	65,847	67,810	55,026	81,060	40,539	81,060	88,150	8.7%	85,946	6.0%	88,150	8.7%	88,150
51035 Administrative Assistant Wages	42,533	26,753	-	-	19,824	6,455	17,363	45,760	130.8%	42,058	112.2%	46,800	136.1%	46,800
51040 Accounting Specialist Wages	45,804	47,011	48,411	48,593	59,429	29,723	59,429	64,626	8.7%	63,024	6.0%	65,000	9.4%	65,000
51045 HR Director Wages	-	3,150	64,248	59,976	74,130	37,066	74,130	80,600	8.7%	78,582	6.0%	80,600	8.7%	80,600
51070 Elected Offical Wages	30,567	30,720	31,631	30,648	35,350	17,675	35,350	38,426	8.7%	37,472	6.0%	37,654	6.5%	37,654
51300 Part-Time Wages	30,251	38,887	58,208	49,846	-	861	861	-	0.0%	-	0.0%	-	0.0%	-
51500 Overtime Wages	-	-	-	-	-	-	-	-	0.0%	-	0.0%	1,389	100.0%	1,389
293,838 306,041 362,205 326,431 365,103 181,704 363,503								421,187	15.4%	408,128	11.8%	421,596	15.5%	421,596
Supplies & Operating Expenses														
52100 Board of Assessment Review	-	-	300	-	300	-	100	300	0.0%	300	0.0%	300	0.0%	300
52500 Safety/Wellness	160	895	2,400	2,397	2,400	2,246	2,400	-	-100.0%	-	-100.0%	-	-100.0%	-
53010 Office Supplies	4,150	4,326	5,000	5,252	5,000	3,367	6,000	6,000	20.0%	6,000	20.0%	6,000	20.0%	6,000
53050 Books/Periodicals	-	-	550	219	100	214	214	300	200.0%	300	200.0%	300	200.0%	300
53060 Postage	931	911	1,200	705	1,200	390	1,000	1,200	0.0%	1,200	0.0%	1,200	0.0%	1,200
53600 Minor Equipment	246	200	2,700	2,666	1,500	65	1,500	1,500	0.0%	1,500	0.0%	1,500	0.0%	1,500
56100 Travel	1,007	395	1,900	156	1,000	363	500	1,000	0.0%	1,000	0.0%	1,000	0.0%	1,000
56300 Miscellaneous	727	1,359	1,000	891	1,500	963	1,500	1,000	-33.3%	1,000	-33.3%	1,000	-33.3%	1,000
57400 Computer Equipment	12,826	14,861	16,000	21,458	-	172	500	1,000	100.0%	1,000	100.0%	1,000	100.0%	1,000
57410 Software	-	-	-	-	20,500	2,063	20,500	22,000	7.3%	22,000	7.3%	22,000	100.0%	22,000
59300 Contingency	104	9,835	53,000	-	-	-	-	10,000	100.0%	3,500	100.0%	3,500	100.0%	3,500
59999 Bad Debt	23,782	-	-	-	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
43,933 32,782 84,050 33,744 33,500 9,843 34,214								44,300	32.2%	37,800	12.8%	37,800	12.8%	37,800

	FY19-20	FY20-21	FY21-22		FY22-23			FY23-24						
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Head		BAC		Commissioners		Final
Purchased & Contractual Services														
54010 Training/Professional Development	3,590	905	4,100	1,268	5,000	3,937	5,000	7,000	40.0%	7,000	40.0%	7,000	40.0%	7,000
54020 Dues/Memberships	10,942	10,521	12,000	10,570	12,000	499	12,000	12,000	0.0%	12,000	0.0%	12,000	0.0%	12,000
54500 Legal Fees	16,569	3,456	18,000	20,050	18,000	9,396	20,000	24,000	33.3%	24,000	33.3%	24,000	33.3%	24,000
54510 Professional Services	40,404	65,206	71,000	55,450	15,000	4,883	15,000	10,000	-33.3%	10,000	-33.3%	10,000	-33.3%	10,000
54520 Audit Services	15,800	16,250	17,750	17,750	21,500	15,000	21,500	25,000	16.3%	25,000	16.3%	25,000	16.3%	25,000
55120 Telephone	1,337	1,062	1,200	371	1,200	212	500	600	-50.0%	600	-50.0%	600	-50.0%	600
55400 Equipment Repairs & Maintenance	7,300	8,749	7,300	7,498	1,000	-	500	1,000	0.0%	1,000	0.0%	1,000	0.0%	1,000
55405 Copier Lease & Maintenance	-	-	-	-	4,675	1,643	4,675	4,675	0.0%	4,675	0.0%	4,675	0.0%	4,675
56200 Advertising	1,920	2,321	3,400	3,757	2,500	192	1,000	1,000	-60.0%	1,000	-60.0%	1,000	-60.0%	1,000
56210 Printing	-	-	180	1,081	200	-	200	500	150.0%	500	150.0%	500	150.0%	500
59104 Economic & Community Development	44,116	44,116	45,900	40,440	44,116	22,058	44,116	-	-100.0%	-	0.0%	-	-100.0%	-
	141,978	152,586	180,830	158,235	125,191	57,820	124,491	85,775	-31.5%	85,775	-31.5%	85,775	-31.5%	85,775
Capital Items														
59420 Admin Office Renovation	-	-	-	-	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
59440 Copiers	-	8,000	8,000	8,000	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
59450 Telephone System Upgrade Reserve	3,000	10,000	10,000	10,000	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
	3,000	18,000	18,000	18,000	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
Total Administration Expenditures	482,749	509,409	645,085	536,410	523,794	249,367	522,208	551,262	5.2%	531,703	1.5%	545,171	4.1%	545,171
REVENUES														
44371 County Share of Civil Services	10,460	6,696	5,000	8,303	4,500	-	4,500	-	-100.0%	-	-100.0%	-	-100.0%	-
44411 Miscellaneous	287	507	1,000	4,341	500	1,764	9,000	500	0.0%	500	0.0%	500	0.0%	500
44500 Interest	43,196	25,517	25,000	14,696	15,000	13,615	22,500	30,000	100.0%	30,000	100.0%	30,000	100.0%	30,000
Total Administration Revenues	53,943	32,720	31,000	27,340	20,000	15,379	36,000	30,500	52.5%	30,500	52.5%	30,500	52.5%	30,500
Net Administration Budget														
	428,806	476,689	614,085	509,070	503,794	233,988	486,208	520,762	3.4%	501,203	3.1%	514,671	2.2%	514,671

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

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
EXPENDITURES					
Personnel Services					
51010	Administrator Wages	DH	6% COLA increase + wage study adjustment	102,003	7.0%
51030	Finance Manager Wages	DH	6% COLA increase + wage study adjustment	88,150	8.7%
51035	Administrative Assistant Wages	DH	Previously budgeted in Part-Time Wages; increased hours from part-time to full-time	46,800	136.1%
51040	Accounting Specialist Wages	DH	6% COLA increase + wage study adjustment	65,000	9.4%
51045	HR Director Wages	DH	6% COLA increase + wage study adjustment	80,600	8.7%
51070	Elected Official Wages	DH	6% COLA increase	37,654	6.5%
51300	Part-Time Wages	DH		-	0.0%
51500	Overtime Wages	DH	Estimated OT previously accrued as comp time. Moving to OT to keep with personnel policy	1,389	100.0%
Supplies & Operating Expenses					
52100	Board of Assessment Review	DH		300	0.0%
52500	Safety/Wellness	DH	Removed from Admin and added to the HR & Benefits budget	-	-100.0%
53010	Office Supplies	DH	Costs are increasing exponentially	6,000	20.0%
53050	Books/Periodicals	DH	Times Record subscription increased to \$205 annually	300	200.0%
53060	Postage	DH		1,200	0.0%
53600	Minor Equipment	DH		1,500	0.0%
56100	Travel	DH		1,000	0.0%
56300	Miscellaneous	DH	Expenses for county-wide events have been moved to the HR & Benefits budget Ancillary equipment as needed; actual computers will be purchased out of the IT capital budget	1,000	-33.3%
57400	Computer Equipment	DH		1,000	100.0%
57410	Software	DH	Accounting and payroll softwares, Adobe licenses	22,000	100.0%
59300	Contingency	DH	Reinstating contingency to allow for unplanned but urgent expenses. Admin requested \$10,000 but BAC recommended a reduction to \$3,500	3,500	100.0%
59999	Bad Debt	DH	One-time writeoff incurred by Lincoln County not paying for shared position	-	0.0%

Purchased & Contractual Services

54010	Training/Professional Development	DH	Increasing as in-person trainings have resumed and costs have gone up	7,000	40.0%
54020	Dues/Memberships	DH		12,000	0.0%
54500	Legal Fees	DH	Increased need of legal advice due to tower project and space negotiations with the state	24,000	33.3%
54510	Professional Services	DH	Decreased to reflect most probable usage; ad-hoc projects with independent contractors	10,000	-33.3%
54520	Audit Services	DH	Single audit is now required due to ARPA fund usage	25,000	16.3%
55120	Telephone	DH	Administrator cell phone	600	-50.0%
55400	Equipment Repairs & Maintenance	DH		1,000	0.0%
55405	Copier Lease & Maintenance	DH		4,675	0.0%
56200	Advertising	DH	Decreased to reflect most probable cost	1,000	-60.0%
56210	Printing	DH	Anticipated printing required of letterhead and business cards in FY24	500	150.0%
59104	Economic & Community Development	DH	Moved to Public Agencies budget	-	-100.0%

Capital Items

			No request in FY24 due to budget constraints, but this will be funded in the future. This reserve will fund renovations to the Admin office, be it in the courthouse or upgrading the existing building to ADA compliance.		
59420	Admin Office Renovation	DH		-	0.0%
59440	Copiers	DH	The balance in this reserve is being transferred to offset the brick repointing project	-	0.0%
59450	Telephone System Upgrade Reserve	DH		-	0.0%

REVENUES

44371	County Share of Civil Services	DH	Moved to Civil budget as this revenue is not earned by Admin	-	-100.0%
44411	Miscellaneous	DH		500	0.0%
44500	Interest	DH	Interest rates are back up to pre-covid levels and will likely exceed this, but budgeting conservatively	30,000	100.0%

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											
	FY19-20	FY20-21	FY21-22		FY22-23		FY23-24				
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Hd.	BAC	Comm'rs	Final
Employee Benefits	1,458,447	1,536,046	1,778,178	1,510,772	1,862,546	844,375	1,771,665	2,016,700	2,016,700	2,016,700	2,016,700
Total Employee Benefits Expenditures	1,458,447	1,536,046	1,778,178	1,510,772	1,862,546	844,375	1,771,665	2,016,700	2,016,700	2,016,700	2,016,700
Net Employee Benefits Budget	1,458,447	1,536,046	1,778,178	1,510,772	1,862,546	844,375	1,771,665	2,016,700	2,016,700	2,016,700	2,016,700

General Government

Human Resources & Employee Benefits - 204

Jessica Grey, Human Resources Director

	FY19-20	FY20-21	FY21-22		FY22-23			FY23-24						
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Head		BAC		Commissioners		Final
EXPENDITURES														
Employee Benefits														
51570 Health Insurance Opt-Out	10,000	12,700	12,000	12,700	13,600	6,500	13,800	14,200	4.4%	14,200	4.4%	14,200	4.4%	14,200
51575 Fitness Reimbursement	-	-	-	100	500	156	350	1,000	100.0%	1,000	100.0%	1,000	100.0%	1,000
52020 Workers Compensation	46,133	82,325	131,228	97,584	142,838	66,329	140,890	150,000	5.0%	150,000	5.0%	150,000	5.0%	150,000
52030 Short-Term Disability	7,233	6,699	8,050	6,375	8,208	4,677	9,645	12,500	52.3%	12,500	52.3%	12,500	52.3%	12,500
52040 Group Term Life	25,982	26,004	26,750	25,243	26,000	13,813	28,000	35,000	34.6%	35,000	34.6%	35,000	34.6%	35,000
52050 Flexible Spending Account Administration	-	-	-	-	-	-	-	3,000	100.0%	3,000	100.0%	3,000	100.0%	3,000
52110 457(b) Plans	32,444	26,137	20,251	25,383	32,000	12,228	25,000	28,000	-12.5%	28,000	-12.5%	28,000	-12.5%	28,000
52120 Maine Public Employees Retirement System	269,148	293,855	370,747	338,570	370,000	196,858	393,716	435,000	17.6%	435,000	17.6%	435,000	17.6%	435,000
52200 Health Insurance	836,936	837,478	950,176	766,663	973,000	398,162	848,162	980,000	0.7%	980,000	0.7%	980,000	0.7%	980,000
52210 Dental Insurance	-	-	-	-	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
52230 Vision Insurance	-	-	-	-	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
52300 Payroll Taxes	229,171	249,448	257,376	236,754	295,000	144,952	310,702	350,000	18.6%	350,000	18.6%	350,000	18.6%	350,000
52500 Safety & Public Health	-	-	-	-	-	-	-	1,600	100.0%	1,600	100.0%	1,600	100.0%	1,600
52530 YMCA Passes	1,400	1,400	1,600	1,400	1,400	700	1,400	1,400	0.0%	1,400	0.0%	1,400	0.0%	1,400
56300 HR Programming	-	-	-	-	-	-	-	5,000	100.0%	5,000	100.0%	5,000	100.0%	5,000
	1,458,447	1,536,046	1,778,178	1,510,772	1,862,546	844,375	1,771,665	2,016,700	8.3%	2,016,700	8.3%	2,016,700	8.3%	2,016,700
Total Employee Benefits Expenditures	1,458,447	1,536,046	1,778,178	1,510,772	1,862,546	844,375	1,771,665	2,016,700	8.3%	2,016,700	8.3%	2,016,700	8.3%	2,016,700
Net Employee Benefits Budget	1,458,447	1,536,046	1,778,178	1,510,772	1,862,546	844,375	1,771,665	2,016,700	8.3%	2,016,700	8.3%	2,016,700	8.3%	2,016,700

General Government
Human Resources & Employee Benefits - 204
Jessica Grey, Human Resources Director

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
EXPENDITURES					
Employee Benefits					
51570	Health Insurance Opt-Out	DH	Based on current employees and one extra in case of new hire	14,200	4.4%
51575	Fitness Reimbursement	DH	More participation in the fitness program expected	1,000	100.0%
52020	Workers Compensation	DH	Estimating a 5% increase based on experience	150,000	5.0%
52030	Short-Term Disability	DH	Increase due to new plan administrator and budgeted FY24 staffing/compensation	12,500	52.3%
52040	Group Term Life	DH	Based on FY24 budgeted staffing and compensation	35,000	34.6%
52050	Flexible Spending Account Administration	DH	New benefit to be added in FY24	3,000	100.0%
52110	457(b) Plans	DH	Based on elections by current employees	28,000	-12.5%
52120	Maine Public Employees Retirement System	DH	Based on FY24 budgeted staffing and compensation, rates set by MEPERS	435,000	17.6%
52200	Health Insurance	DH	This reflects a 4% increase in premiums. FY23 budget was high because a higher rate increase was budgeted	980,000	0.7%
52210	Dental Insurance	DH	No request for FY24, but considering subsidizing employee costs in the future	-	0.0%
52230	Vision Insurance	DH	No request for FY24, but considering subsidizing employee costs in the future	-	0.0%
52300	Payroll Taxes	DH	Based on FY24 budgeted staffing and compensation	350,000	18.6%
52500	Safety & Public Health	DH	Moved from the Admin budget; flu shots for employees and their families	1,600	100.0%
52530	YMCA Passes	DH	No change for FY24	1,400	0.0%
56300	HR Programming	DH	Moved from the Admin budget; county-wide events (fall BBQ, Christmas party), fleeces for new employees	5,000	100.0%

Department Overview

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

BUDGET SUMMARY											
	FY19-20	FY20-21	FY21-22		FY22-23		FY23-24				
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Hd.	BAC	Comm'rs	Final
Purchased & Contractual Services	79,116	81,689	86,186	85,278	87,652	2,010	89,043	93,490	93,490	93,490	93,490
Total Insurance Expenditures	79,116	81,689	86,186	85,278	87,652	2,010	89,043	93,490	93,490	93,490	93,490
Net Insurance Budget	79,116	81,689	86,186	85,278	87,652	2,010	89,043	93,490	93,490	93,490	93,490

General Government
Insurance - 206
Amber Jones, County Administrator

	FY19-20	FY20-21	FY21-22		FY22-23			FY23-24						
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Head		BAC		Commissioners		Final
EXPENDITURES						12/31/2022	6/30/2023							
Purchased & Contractual Services														
56010 Property & Casualty Insurance	77,680	80,253	84,686	83,842	86,152	574	87,607	91,990	6.8%	91,990	6.8%	91,990	6.8%	91,990
56020 Surety Bonds	1,436	1,436	1,500	1,436	1,500	1,436	1,436	1,500	0.0%	1,500	0.0%	1,500	0.0%	1,500
	79,116	81,689	86,186	85,278	87,652	2,010	89,043	93,490	6.7%	93,490	6.7%	93,490	6.7%	93,490
Total Insurance Expenditures	79,116	81,689	86,186	85,278	87,652	2,010	89,043	93,490	6.7%	93,490	6.7%	93,490	6.7%	93,490
Net Insurance Budget	79,116	81,689	86,186	85,278	87,652	2,010	89,043	93,490	6.7%	93,490	6.7%	93,490	6.7%	93,490

General Government
Insurance - 206
Amber Jones, County Administrator

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
EXPENDITURES					
Purchased & Contractual Services					
56010	Property & Casualty Insurance	DH	Estimated 5% increase over CY23 rate	91,990	6.8%
56020	Surety Bonds	DH		1,500	0.0%

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 Director and one full-time custodian.

BUDGET SUMMARY

	FY19-20	FY20-21	FY21-22		FY22-23			FY23-24			
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Hd.	BAC	Comm'rs	Final
Personnel Services	56,535	64,968	85,210	82,205	111,434	54,848	110,934	121,374	118,441	124,640	124,640
Supplies & Operating Expenses	28,269	15,878	22,400	20,703	30,100	7,039	27,300	32,000	32,000	32,000	32,000
Purchased & Contractual Services	75,933	72,374	96,525	80,951	89,500	34,656	79,800	100,825	100,825	100,825	100,825
Capital Items	122,900	121,352	98,700	98,700	17,200	8,000	8,000	62,500	62,500	62,500	62,500
Total Facilities Expenditures	283,637	274,572	302,835	282,559	248,234	104,543	226,034	316,699	313,766	319,965	319,965
Net Facilities Budget	283,637	274,572	302,835	282,559	248,234	104,543	226,034	316,699	313,766	319,965	319,965

General Government
Facilities - 210
Aaron Hanscom, Facilities Director

	FY19-20	FY20-21	FY21-22		FY22-23			FY23-24						
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Head		BAC		Commissioners		Final
EXPENDITURES						12/31/2022	6/30/2023							
Personnel Services														
51020 Facilities Director Wages	49,158	50,436	51,938	52,150	66,082	33,041	66,082	71,843	8.7%	70,054	6.0%	72,800	10.2%	72,800
51030 Custodian Wages	-	-	30,772	27,637	41,852	21,449	41,852	45,531	8.8%	44,387	6.1%	47,840	14.3%	47,840
51300 Part-Time Wages	5,557	13,750	-	(190)	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
51500 Overtime Wages	1,820	782	2,500	2,608	3,500	358	3,000	4,000	14.3%	4,000	14.3%	4,000	14.3%	4,000
	56,535	64,968	85,210	82,205	111,434	54,848	110,934	121,374	8.9%	118,441	6.3%	124,640	11.9%	124,640
Supplies & Operating Expenses														
53020 General Supplies	7,494	5,863	6,500	7,087	7,400	3,566	7,400	8,000	8.1%	8,000	8.1%	8,000	8.1%	8,000
53100 Salt & Emergency Snow Removal	1,445	-	900	310	2,500	-	1,800	2,500	0.0%	2,500	0.0%	2,500	0.0%	2,500
53400 Heating Fuel	15,348	8,915	12,300	11,133	17,100	2,352	15,000	18,000	5.3%	18,000	5.3%	18,000	5.3%	18,000
53600 Minor Equipment	3,582	657	1,700	1,148	1,700	827	1,700	2,000	17.6%	2,000	17.6%	2,000	17.6%	2,000
53700 Vehicle Gasoline	400	443	1,000	1,025	1,400	294	1,400	1,500	7.1%	1,500	7.1%	1,500	7.1%	1,500
	28,269	15,878	22,400	20,703	30,100	7,039	27,300	32,000	6.3%	32,000	6.3%	32,000	6.3%	32,000
Purchased & Contractual Services														
55010 Vehicle Repairs & Maintenance	2,690	1,744	2,500	138	2,500	1,724	2,500	2,500	0.0%	2,500	0.0%	2,500	0.0%	2,500
55100 Electricity	28,692	27,293	35,000	28,327	38,000	11,892	35,000	39,900	5.0%	39,900	5.0%	39,900	5.0%	39,900
55110 Water & Sewer	3,640	3,078	4,100	3,536	4,100	1,522	4,100	4,400	7.3%	4,400	7.3%	4,400	7.3%	4,400
55120 Cellular Telephone	-	-	9,700	7,765	675	303	675	700	100.0%	700	3.7%	700	3.7%	700
55200 Buildings Repairs & Maintenance	11,494	12,404	14,000	19,948	14,000	11,505	15,000	20,000	42.9%	20,000	42.9%	20,000	42.9%	20,000
55300 Rental of Land & Buildings	-	-	2,600	2,148	-	-	-	2,600	100.0%	2,600	100.0%	2,600	100.0%	2,600
55340 Equipment Rental	1,113	618	1,225	824	1,225	412	1,225	1,225	0.0%	1,225	0.0%	1,225	0.0%	1,225
55400 Equipment Repairs & Maintenance	24,120	21,721	21,300	14,636	22,500	5,436	18,000	22,500	0.0%	22,500	0.0%	22,500	0.0%	22,500
55500 Special Projects	1,081	3,268	3,200	-	3,200	-	-	3,200	0.0%	3,200	0.0%	3,200	0.0%	3,200
55510 Damage Repair	-	(507)	-	-	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
55530 Waste Collection	3,103	2,755	2,900	3,629	3,300	1,862	3,300	3,800	15.2%	3,800	15.2%	3,800	15.2%	3,800
	75,933	72,374	96,525	80,951	89,500	34,656	79,800	100,825	12.7%	100,825	12.7%	100,825	12.7%	100,825

	FY19-20	FY20-21	FY21-22		FY22-23			FY23-24						
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Head		BAC		Commissioners		Final
Capital Items														
59401 Building Reserve	-	-	1,000	1,000	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
59402 Roof Reserve	65,000	47,904	17,000	17,000	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
59405 HVAC Reserve	6,900	7,030	6,200	6,200	6,200	6,200	6,200	6,500	4.8%	6,500	4.8%	6,500	4.8%	6,500.00
59407 Fire Alarm Reserve	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	3,000	3,000	10,000	233.3%	10,000	233.3%	10,000	233.3%	10,000.00
59413 Wall Sealant Reserve	10,000	10,000	10,000	10,000	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
59415 Elevator Upgrade Reserve	7,000	7,000	7,000	7,000	-	-	-	25,000	100.0%	25,000	100.0%	25,000	100.0%	25,000.00
59417 Parking Lot Improvements	-	8,300	-	-	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
59418 Cooling Tower Reserve	-	14,000	14,000	14,000	-	-	-	21,000	100.0%	21,000	100.0%	21,000	100.0%	21,000.00
59419 Brick Repointing Reserve	-	-	40,000	40,000	-	-	-	-	100.0%	-	0.0%	-	0.0%	-
59480 Facilities Vehicle Reserve	5,000	6,000	-	-	8,000	8,000	8,000	-	100.0%	-	-100.0%	-	-100.0%	-
	122,900	121,352	98,700	98,700	17,200	17,200	17,200	62,500	263.4%	62,500	263.4%	62,500	263.4%	62,500
Total Facilities Expenditures	283,637	274,572	302,835	282,559	248,234	113,743	235,234	316,699	27.6%	313,766	26.4%	319,965	28.9%	319,965
Net Facilities Budget	283,637	274,572	302,835	282,559	248,234	113,743	235,234	316,699	27.6%	313,766	26.4%	319,965	28.9%	319,965

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

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
EXPENDITURES					
Personnel Services					
51020	Facilities Director Wages	DH	6% COLA + wage study adjustment	72,800	10.2%
51030	Custodian Wages	DH	Based on wage study and local comparison with similar jobs plus COLA	47,840	14.3%
51300	Part-Time Wages	DH	Not Applicable	-	0.0%
51500	Overtime Wages	DH	Some increase in overtime wages as we are going away from COMP Time	4,000	14.3%
Supplies & Operating Expenses					
53020	General Supplies	DH	General supplies/cleaning products/paper products/clothing	8,000	8.1%
53100	Salt & Emergency Snow Removal	DH	Parking lot salt and \$ for removal of snow if needed to hire temp or a loader to move it.	2,500	0.0%
53400	Heating Fuel	DH	Propane approx 7000 gallons at not more than 2.2199 pg. small amount of heating fuel also	18,000	5.3%
53600	Minor Equipment	DH	purchase/repair small tools, drills, vaccums, heat sensor guns etc.	2,000	17.6%
53700	Vehicle Gasoline	DH	average 4000 miles at 8.5 mpg	1,500	7.1%
Purchased & Contractual Services					
55010	Vehicle Repairs & Maintenance	DH	maintenance on truck/plow/sander	2,500	0.0%
55100	Electricity	DH	Average 283,679 kwh for 2 buildings, currently Constellation Maine contract	39,900	5.0%
55110	Water & Sewer	DH	water and sewer for both buildings	4,400	7.3%
55120	Cellular Telephone	DH	cell phone for Facilities Manager	700	3.7%
55200	Buildings Repairs & Maintenance	DH	Unanticipated plumbing, electrical, locksmith expenses etc.	20,000	42.9%
55300	Rental of Land & Buildings	DH	Rental Space at District Court for the D.A.'s office.	2,600	100.0%
55340	Equipment Rental	DH	Postal Machine, steam cleaners, floor cleaners etc	1,225	0.0%
55400	Equipment Repairs & Maintenance	DH	Contracted maintenance, elevator/trash/HVAC etc..	22,500	0.0%
55500	Special Projects	DH	unplanned small projects	3,200	0.0%

55510	Damage Repair	DH		-	0.0%
55530	Waste Collection	DH	Casella waste 2 dumpsters, transfer station permits and fees	3,800	15.2%
Capital Items					
59401	Building Reserve	DH		-	0.0%
59402	Roof Reserve	DH	Transferring remaining balance to offset brick repointing cost	-	0.0%
59405	HVAC Reserve	DH	replacement of heat pumps etc	6,500	4.8%
59407	Fire Alarm Reserve	DH		-	0.0%
59410	ADA Reserve	DH		-	0.0%
59411	Generator Reserve	DH	Admin and Courthouse generator replacement; total estimated cost is \$125K and capital funding requests will increase as we get closer to project	10,000	233.3%
59413	Wall Sealant Reserve	DH	"1987" addition exterior brick sealant	-	0.0%
59415	Elevator Upgrade Reserve	DH	total overhaul of elevator mechanical/electrical/cosmetic; main portion to be completed in FY25 and jack upgrade in the future	25,000	100.0%
59417	Parking Lot Improvements	DH	sealant/crack filling/line painting; no funding in FY24 as this isn't an urgent need	-	0.0%
59418	Cooling Tower Reserve	DH	1000 gallon HVAC cooling tower on roof (replacement estimate \$70K); replacement anticipated in FY25	21,000	100.0%
59419	Brick Repointing Reserve	DH	Exterior brick of original building repointing; urgent project to be completed in FY24. Total project cost is estimated to be \$500K (rolled in with wall sealant). We are able to transfer funds from the roof reserve and communications radio upgrade reserve to fund most of the project.	-	0.0%
59480	Facilities Vehicle Reserve	DH	No funding request in FY24 due to budget constraints	-	-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											
	FY19-20	FY20-21	FY21-22		FY22-23			FY23-24			
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Hd.	BAC	Comm'rs	Final
Personnel Services	-	-	-	-	74,606	34,158	74,606	81,141	79,110	81,120	81,120
Supplies & Operating Expenses	-	-	-	-	-	-	-	13,000	13,000	13,000	13,000
Purchased & Contractual Services	-	-	-	-	71,425	47,554	71,425	104,100	104,100	104,100	104,100
Capital Items	-	-	-	-	15,000	15,000	15,000	35,000	35,000	35,000	35,000
Total IT Expenditures	-	-	-	-	161,031	96,712	161,031	233,241	231,210	233,220	233,220
Net IT Budget	-	-	-	-	161,031	96,712	161,031	233,241	231,210	233,220	233,220

		FY19-20	FY20-21	FY21-22		FY22-23		FY23-24																
		Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Head		BAC		Commissioners		Final									
EXPENDITURES								12/31/2022		6/30/2023														
Personnel Services																								
51010	IT Administrator Wages	-	-	-	-	74,606	34,158	74,606	81,141	8.8%	79,110	6.0%	81,120	8.7%	81,120									
								-	-	-	-	74,606	34,158	74,606	81,141	8.8%	79,110	100.0%	81,120	100.0%	81,120			
Supplies & Operating Expenses																								
53010	Office Supplies	-	-	-	-	-	-	-	-	0.0%	-	100.0%	-	0.0%	-									
53600	Minor Equipment	-	-	-	-	-	-	-	7,000	100.0%	7,000	100.0%	7,000	100.0%	7,000									
56100	Travel	-	-	-	-	-	91	-	1,000	100.0%	1,000	100.0%	1,000	100.0%	1,000									
59300	Contingency	-	-	-	-	-	-	-	5,000	100.0%	5,000	100.0%	5,000	100.0%	5,000									
								-	-	-	-	-	-	-	13,000	100.0%	13,000	100.0%	13,000	100.0%	13,000			
Purchased & Contractual Services																								
54010	Training/Professional Development	-	-	-	-	-	-	-	-	0.0%	-	100.0%	-	0.0%	-									
54510	Professional Services	-	-	-	-	39,500	20,550	39,500	51,000	29.1%	51,000	29.1%	51,000	29.1%	51,000									
55120	Telephone/Internet	-	-	-	-	10,800	4,386	10,800	17,100	58.3%	17,100	58.3%	17,100	58.3%	17,100									
57400	Software	-	-	-	-	21,125	22,618	21,125	36,000	70.4%	36,000	70.4%	36,000	70.4%	36,000									
								-	-	-	-	-	-	-	71,425	47,554	71,425	104,100	45.7%	104,100	45.7%	104,100	45.7%	104,100
Capital Items																								
59445	Computer Reserve	-	-	-	-	5,000	5,000	5,000	15,000	200.0%	15,000	200.0%	15,000	200.0%	15,000									
59450	Telephone System Upgrade Reserve	-	-	-	-	10,000	10,000	10,000	10,000	0.0%	10,000	-74.7%	10,000	0.0%	10,000									
59467	Server Reserve	-	-	-	-	-	-	-	10,000	0.0%	10,000	100.0%	10,000	100.0%	10,000									
								-	-	-	-	-	-	-	15,000	15,000	15,000	35,000	133.3%	35,000	133.3%	35,000	133.3%	35,000
Total IT Expenditures		-	-	-	-	161,031	96,712	161,031	233,241	44.8%	231,210	43.6%	233,220	44.8%	233,220									
Net IT Budget		-	-	-	-	161,031	96,712	161,031	233,241	44.8%	231,210	43.6%	233,220	44.8%	233,220									

General Government
IT - 215
Mike Dean, IT Administrator

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
EXPENDITURES					
Personnel Services					
51010	IT Administrator Wages	DH	6% COLA increase + wage study adjustment	81,120	8.7%
Supplies & Operating Expenses					
53010	Office Supplies	DH		-	0.0%
53600	Minor Equipment	DH	Replacement of 8 network switches at \$500,-1,000 each	7,000	100.0%
56100	Travel	DH	Travel to outside agencies and trainings	1,000	100.0%
59300	Contingency	DH	For unforeseen IT issues	5,000	100.0%
Purchased & Contractual Services					
54010	Training/Professional Development	DH		-	0.0%
54510	Professional Services	DH	IT contractor (6.67% increase), web hosting, social media archive, streaming for public meetings	51,000	29.1%
55120	Telephone/Internet	DH		17,100	58.3%
57400	Software	DH	Server data backup, antivirus, firewall, Office365	36,000	70.4%
Capital Items					
59445	Computer Reserve	DH	Assuming replacement of 13 computers for \$14,500	15,000	200.0%
59450	Telephone System Upgrade Reserve	DH	Land lines and internet for all county facilities	10,000	0.0%
59467	Server Reserve	DH	Capital fund for server replacements	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, two Legal Secretaries, and a Receptionist.

BUDGET SUMMARY

	FY19-20	FY20-21	FY21-22		FY22-23		FY23-24				
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Hd.	BAC	Comm'rs	Final
Personnel Services	202,686	205,373	215,198	212,175	276,446	128,052	276,446	354,162	341,966	369,975	369,975
Supplies & Operating Expenses	9,084	6,044	13,100	12,467	14,950	4,131	14,950	15,450	15,450	15,450	15,450
Purchased & Contractual Services	21,530	20,466	34,150	22,596	41,958	7,765	41,958	45,000	45,000	45,000	45,000
Capital Items	-	-	-	-	5,000	-	5,000	-	-	-	-
Total District Attorney Expenditures	233,300	231,883	262,448	247,238	338,354	139,948	338,354	414,612	402,416	430,425	430,425
 Total District Attorney Revenues	 17,692	 21,890	 15,000	 10,401	 10,000	 8,020	 10,000	 15,000	 15,000	 15,000	 15,000
 Net District Attorney Budget	 215,608	 209,993	 247,448	 236,837	 328,354	 131,928	 328,354	 399,612	 387,416	 415,425	 415,425

General Government
District Attorney - 220
Natasha Irving, District Attorney

	FY19-20	FY20-21	FY21-22		FY22-23			FY23-24						
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Head		BAC		Commissioners		Final
EXPENDITURES	12/31/2022 6/30/2023													
Personnel Services														
51020 Office Manager Wages	45,678	47,099	49,216	49,388	61,676	30,846	61,676	71,011	15.1%	65,395	6.0%	74,006	20.0%	74,006
51030 Victim Witness Advocate Wages	43,309	44,442	45,766	45,949	57,271	23,106	57,271	62,254	8.7%	60,424	5.5%	61,963	8.2%	61,963
51035 Receptionist	-	-	-	-	44,055	17,177	44,055	47,887	8.7%	46,717	6.0%	47,902	8.7%	47,902
51040 Legal Secretary Wages	36,832	37,801	38,927	44,796	47,362	24,232	47,362	53,000	11.9%	51,376	8.5%	57,408	21.2%	57,408
51040 Legal Secretary II Wages			-				-	48,000	100.0%	48,000	100.0%	52,686	100.0%	52,686
51100 Domestic Violence Investigator Wages	56,767	55,939	59,981	58,299	66,082	32,691	66,082	72,010	9.0%	70,054	6.0%	72,010	9.0%	72,010
51300 Part-Time Wages	20,100	20,092	21,308	13,743	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
51500 Overtime Wages	-	-	-	-	-	-	-	-	0.0%	-	0.0%	4,000	100.0%	4,000
	202,686	205,373	215,198	212,175	276,446	128,052	276,446	354,162	28.1%	341,966	23.7%	369,975	33.8%	369,975
Supplies & Operating Expenses														
53010 Office Supplies	3,305	1,474	4,700	5,636	2,000	825	2,000	2,200	10.0%	2,200	10.0%	2,200	10.0%	2,200
53050 Books/Periodicals	2,736	2,243	2,850	2,859	2,850	1,235	2,850	2,850	0.0%	2,850	0.0%	2,850	0.0%	2,850
53060 Postage	1,138	943	1,500	457	1,000	84	1,000	800	-20.0%	800	-20.0%	800	-20.0%	800
53600 Minor Equipment/Furniture	233	360	800	1,105	1,350	287	1,350	1,600	18.5%	1,600	18.5%	1,600	18.5%	1,600
53700 Vehicle Gasoline	720	406	1,000	1,462	1,200	607	1,200	1,500	25.0%	1,500	25.0%	1,500	25.0%	1,500
53800 Uniforms and Safety	-	-	-	-	200	-	200	200	0.0%	200	100.0%	200	0.0%	200
53805 Firearms for DVI	-	-	-	-	900	780	900	900	0.0%	900	100.0%	900	0.0%	900
53900 Public Safety Equipment	-	-	-	-	200	-	200	200	0.0%	200	100.0%	200	0.0%	200
54110 Trial Refreshments	57	39	150	167	150	-	150	100	-33.3%	100	-33.3%	100	-33.3%	100
56100 Travel	895	579	2,100	781	2,100	313	2,100	2,100	0.0%	2,100	0.0%	2,100	0.0%	2,100
57400 Computer Equipment	-	-	-	-	3,000	-	3,000	3,000	0.0%	3,000	100.0%	3,000	0.0%	3,000
	9,084	6,044	13,100	12,467	14,950	4,131	14,950	15,450	3.3%	15,450	3.3%	15,450	3.3%	15,450

	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	Actual	FY22-23 Budget	YTD	Est. EOY	FY23-24						
								Dept. Head		Commissioners		BAC		Final
Purchased & Contractual Services														
54010 Training/Professional Development	2,684	162	3,400	447	5,500	1,664	5,500	6,500	18.2%	6,500	18.2%	6,500	18.2%	6,500
54020 Dues/Memberships	626	963	900	961	900	601	900	900	0.0%	900	0.0%	900	0.0%	900
54510 Professional Services	12,088	13,230	14,850	12,765	15,000	1,314	15,000	15,000	0.0%	15,000	0.0%	15,000	0.0%	15,000
54512 Superior Court Witness Fees	-	(28)	1,500	449	1,500	105	1,500	1,500	0.0%	1,500	0.0%	1,500	0.0%	1,500
55010 Vehicle Repairs & Maintenance	1,403	1,655	1,000	1,095	1,500	-	1,500	1,750	16.7%	1,750	16.7%	1,750	16.7%	1,750
55120 Telephone	1,578	1,080	1,500	1,147	1,600	544	1,600	1,600	0.0%	1,600	0.0%	1,600	0.0%	1,600
55130 Fax/Modem/Internet	1,618	1,726	2,500	2,540	2,500	911	2,500	3,500	40.0%	3,500	40.0%	3,500	40.0%	3,500
55400 Equipment Repairs & Maintenance	1,057	1,441	7,800	1,834	8,000	467	8,000	8,000	0.0%	8,000	0.0%	8,000	0.0%	8,000
55405 Copiers Lease & Maintenance	-	-	-	-	4,758	1,912	4,758	5,550	16.6%	5,550	100.0%	5,550	16.6%	5,550
56010 Judicial Liability Insurance	476	237	500	245	500	247	500	500	0.0%	500	0.0%	500	0.0%	500
56200 Advertising	-	-	200	1,113	200	-	200	200	0.0%	200	0.0%	200	0.0%	200
	21,530	20,466	34,150	22,596	41,958	7,765	41,958	45,000	7.3%	45,000	7.3%	45,000	7.3%	45,000
Capital Items														
59480 Domestic Violence Investigator Vehicle	-	-	-	-	5,000	-	5,000	-	-100.0%	-	-100.0%	-	-100.0%	-
	-	-	-	-	5,000	-	5,000	-	100.0%	-	100.0%	-	100.0%	-
Total District Attorney Expenditures	233,300	231,883	262,448	247,238	338,354	139,948	338,354	414,612	22.5%	402,416	18.9%	430,425	27.2%	430,425
REVENUES														
44110 Discovery Fees	1,087	350	-	-	-	-	-	-	0.0%	-	100.0%	-	-100.0%	-
44112 Deferred Disposition Fees	16,605	21,540	-	5,121	10,000	8,020	10,000	15,000	50.0%	15,000	-33.3%	15,000	50.0%	15,000
44411 Miscellaneous	-	-	15,000	5,280	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
Total District Attorney Revenues	17,692	21,890	15,000	10,401	10,000	8,020	10,000	15,000	50.0%	15,000	50.0%	15,000	50.0%	15,000
Net District Attorney Budget	215,608	209,993	247,448	236,837	328,354	131,928	328,354	399,612	21.7%	387,416	18.0%	415,425	26.5%	415,425

General Government
District Attorney - 220
Natasha Irving, District Attorney

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
EXPENDITURES					
Personnel Services					
51020	Office Manager Wages	DH	6% COLA + wage study adjustment	74,006	20.0%
51030	Victim Witness Advocate Wages	DH	6% COLA + wage study adjustment	61,963	8.2%
51035	Receptionist	DH	6% COLA + wage study adjustment	47,902	8.7%
51040	Legal Secretary Wages	DH	6% COLA + wage study adjustment & longevity	57,408	21.2%
51040	Legal Secretary II Wages	DH	New Legal Secretary position	52,686	100.0%
51100	Domestic Violence Investigator Wages	DH	6% COLA + wage study adjustment	72,010	9.0%
51300	Part-Time Wages	DH	Legal Secretary position previously budgeted here is now full-time	-	0.0%
51500	Overtime Wages	DH	Estimated OT previously accrued as comp time, adding OT line per the personnel policy	4,000	100.0%
Supplies & Operating Expenses					
53010	Office Supplies	DH	10% increase to adjust for inflation	2,200	10.0%
53050	Books/Periodicals	DH		2,850	0.0%
53060	Postage	DH	decrease due to decrease in mailings	800	-20.0%
53600	Minor Equipment/Furniture	DH	increase, request for courtroom display (tv/computer for trial)	1,600	18.5%
53700	Vehicle Gasoline	DH	increase due to rise in gasoline prices	1,500	25.0%
53805	Firearms for DVI	DH		200	0.0%
53800	Uniforms and Safety	DH		900	0.0%
53900	Public Safety Equipment	DH		200	0.0%
54110	Trial Refreshments	DH		100	-33.3%
56100	Travel	DH		2,100	0.0%
57400	Computer Equipment	DH		3,000	0.0%

Purchased & Contractual Services

			increase for training opportunity for both VWAs in Boston (1/2 covered by VOCA grant)		
54010	Training/Professional Development	DH		6,500	18.2%
54020	Dues/Memberships	DH		900	0.0%
54510	Professional Services	DH		15,000	0.0%
54512	Superior Court Witness Fees	DH		1,500	0.0%
55010	Vehicle Repairs & Maintenance	DH	increase, older vehicle will need repairs	1,750	16.7%
55120	Telephone	DH		1,600	0.0%
			increase for cost of SLACK and e-mail cost increase (switch to office 365)		
55130	Fax/Modem/Internet	DH		3,500	40.0%
55400	Equipment Repairs & Maintenance	DH		8,000	0.0%
55405	Copiers Lease & Maintenance	DH	increase (miscalculation/cost adjustment last year)	5,550	16.6%
56010	Judicial Liability Insurance	DH		500	0.0%
56200	Advertising	DH		200	0.0%

Capital Projects

59480	Domestic Violence Investigator Vehicle	DH	No request this year due to budget constraints	-	-100.0%
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REVENUES

44110	Discovery Fees	DH	nothing expected due to digital discovery	-	-100.0%
44112	Deferred Disposition Fees	DH		15,000	50.0%
44411	Miscellaneous	DH		-	0.0%

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

	FY19-20	FY20-21	FY21-22		FY22-23		FY23-24				
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Hd.	BAC	Comm'rs	Final
Personnel Services	116,403	121,791	124,130	124,530	149,124	75,192	149,124	168,559	159,452	175,520	175,520
Supplies & Operating Expenses	700	753	3,800	1,269	2,800	632	1,550	2,800	2,800	2,800	2,800
Purchased & Contractual Services	35,793	37,201	42,650	40,557	44,575	16,838	40,850	44,625	42,825	44,625	44,625
Total Deeds Expenditures	152,896	159,745	170,580	166,356	196,499	92,662	191,524	215,984	205,077	222,945	222,945
Total Deeds Revenues	384,067	486,419	331,000	452,873	479,921	178,121	465,000	465,000	465,000	465,000	465,000
Net Deeds Budget	(231,171)	(326,674)	(160,420)	(286,517)	(283,422)	(85,459)	(273,476)	(249,016)	(259,923)	(242,055)	(242,055)

General Government
Deeds - 230
Lynn Moore, Deeds Register

	FY19-20	FY20-21	FY21-22		FY22-23			FY23-24						
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Head		BAC		Comm'rs		Final
EXPENDITURES	12/31/2022 6/30/2023													
Personnel Services														
51020 Deputy Registrar Wages	37,650	40,782	40,566	40,694	49,148	24,580	49,148	55,400	12.7%	52,124	6.1%	58,500	19.0%	58,500
51030 Clerk Wages	30,035	31,012	32,078	32,213	40,062	20,650	40,062	46,859	17.0%	43,797	9.3%	50,018	24.9%	50,018
51070 Elected Official Wages	48,718	49,997	51,486	51,623	59,914	29,962	59,914	66,300	10.7%	63,531	6.0%	67,002	11.8%	67,002
	116,403	121,791	124,130	124,530	149,124	75,192	149,124	168,559	13.0%	159,452	6.9%	175,520	17.7%	175,520
Supplies & Operating Expenses														
53010 Office Supplies	391	410	2,000	769	1,000	235	800	1,000	0.0%	1,000	0.0%	1,000	0.0%	1,000
53060 Postage	264	266	1,000	294	1,000	91	300	1,000	0.0%	1,000	0.0%	1,000	0.0%	1,000
53600 Minor Equipment	-	-	300	-	300	-	-	300	0.0%	300	0.0%	300	0.0%	300
56100 Travel	45	17	500	112	500	56	200	500	0.0%	500	0.0%	500	0.0%	500
59015 Uncollected Fees	-	60	-	94	-	250	250	-	0.0%	-	0.0%	-	0.0%	-
	700	753	3,800	1,269	2,800	632	1,550	2,800	0.0%	2,800	0.0%	2,800	0.0%	2,800
Purchased & Contractual Services														
54010 Training/Professional Development	379	105	1,000	-	1,000	150	500	1,000	0.0%	100	-90.0%	1,000	0.0%	1,000
54020 Dues/Memberships	150	150	150	150	150	-	150	200	33.3%	200	33.3%	200	33.3%	200
55400 Equipment Repairs & Maintenance	35,264	36,885	39,000	38,939	39,000	16,219	39,000	39,000	0.0%	39,000	0.0%	39,000	0.0%	39,000
55401 Equipment Ad Hoc Maintenance	-	-	1,000	-	1,000	-	-	1,000	0.0%	100	-90.0%	1,000	0.0%	1,000
55405 Copiers Lease & Maintenance	-	-	-	-	1,925	75	200	1,925	0.0%	1,925	100.0%	1,925	100.0%	1,925
56210 Printing	-	61	1,500	1,468	1,500	394	1,000	1,500	0.0%	1,500	0.0%	1,500	0.0%	1,500
	35,793	37,201	42,650	40,557	44,575	16,838	40,850	44,625	0.1%	42,825	-3.9%	44,625	0.1%	44,625
Total Deeds Expenditures	152,896	159,745	170,580	166,356	196,499	92,662	191,524	215,984	9.9%	205,077	4.4%	222,945	13.5%	222,945

	FY19-20	FY20-21	FY21-22		FY22-23			FY23-24						
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Head		Commissioners		BAC		Final
REVENUES														
44120 Recording Fees	253,098	312,566	-	271,103	312,567	97,111	300,000	300,000	-4.0%	300,000	100.0%	300,000	-4.0%	300,000
44121 Transfer Tax	110,240	143,285	-	155,731	143,285	73,216	140,000	140,000	-2.3%	140,000	100.0%	140,000	-2.3%	140,000
44122 Copies	20,729	30,568	-	26,039	24,069	7,794	25,000	25,000	3.9%	25,000	100.0%	25,000	3.9%	25,000
44411 Miscellaneous	-	-	331,000		-	-	-	-	0.0%	-	0.0%	-	0.0%	-
Total Deeds Revenues	384,067	486,419	331,000	452,873	479,921	178,121	465,000	465,000	-3.1%	465,000	-3.1%	465,000	-3.1%	465,000
Net Deeds Budget	(231,171)	(326,674)	(160,420)	(286,517)	(283,422)	(85,459)	(273,476)	(249,016)	-12.1%	(259,923)	-8.3%	(242,055)	-14.6%	(242,055)

General Government
Deeds - 230
Lynn Moore, Deeds Register

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
EXPENDITURES					
Personnel Services					
51020	Deputy Registrar Wages	DH	6% COLA + wage study & longevity	58,500	19.0%
51030	Clerk Wages	DH	6% COLA + wage study & longevity	50,018	24.9%
51070	Elected Official Wages	DH	6% COLA + wage study & longevity	67,002	11.8%
Supplies & Operating Expenses					
53010	Office Supplies	DH		1,000	0.0%
53060	Postage	DH		1,000	0.0%
53600	Minor Equipment	DH		300	0.0%
56100	Travel	DH		500	0.0%
59015	Uncollected Fees	DH		-	0.0%
Purchased & Contractual Services					
54010	Training/Professional Development	DH		1,000	0.0%
54020	Dues/Memberships	DH		200	33.3%
55400	Equipment Repairs & Maintenance	DH		39,000	0.0%
55401	Equipment Ad Hoc Maintenance	DH		1,000	0.0%
55405	Copiers Lease & Maintenance	DH		1,925	100.0%
56210	Printing	DH		1,500	0.0%
REVENUES					
44120	Recording Fees	DH		300,000	-4.0%
44121	Transfer Tax	DH		140,000	-2.3%
44122	Copies	DH		25,000	3.9%
44411	Miscellaneous	DH		-	0.0%

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 (full time)

BUDGET SUMMARY

	FY19-20	FY20-21	FY21-22		FY22-23		FY23-24				
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Hd.	BAC	Comm'rs	Final
Personnel Services	128,430	131,066	136,240	129,392	165,732	82,270	175,534	209,697	193,930	212,452	212,452
Supplies & Operating Expenses	4,390	3,750	8,210	5,287	7,165	3,256	7,219	7,550	7,550	7,550	7,550
Purchased & Contractual Services	29,080	21,689	30,740	21,743	35,225	5,854	32,633	39,785	39,785	39,785	39,785
Total Probate Expenditures	161,900	156,505	175,190	156,422	208,122	91,380	215,386	257,032	241,265	259,787	259,787
Total Probate Revenues	67,586	81,767	54,000	108,646	90,700	54,831	113,400	122,400	122,400	122,400	122,400
Net Probate Budget	94,314	74,738	121,190	47,776	117,422	36,549	101,986	134,632	118,865	137,387	137,387

General Government
Probate - 235
Jean Guzzetti, Probate Register

	FY19-20	FY20-21	FY21-22		FY22-23			FY23-24						
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Head		BAC		Commissioners		Final
EXPENDITURES	12/31/2022 6/30/2023													
Personnel Services														
51020 Deputy Register Wages	39,836	40,881	42,099	42,223	49,561	27,394	49,561	54,542	10.1%	52,553	6.0%	54,542	10.1%	54,542
51040 Probate Clerk Wages	-	-	-	-	-	-	-	44,343	100.0%	38,981	100.0%	45,006	100.0%	45,006
51070 Elected Official Wages	75,776	77,730	80,040	71,978	96,567	48,293	96,567	110,812	14.8%	102,396	6.0%	111,514	15.5%	111,514
51300 Part-Time Wages	12,818	12,455	14,101	15,191	19,604	6,583	29,406	-	-100.0%	-	-100.0%	-	-100.0%	-
51500 Overtime Wages	-	-	-	-	-	-	-	-	0.0%	-	0.0%	1,390	100.0%	1,390
	128,430	131,066	136,240	129,392	165,732	82,270	175,534	209,697	26.5%	193,930	17.0%	212,452	28.2%	212,452
Supplies & Operating Expenses														
53010 Office Supplies	2,004	1,742	2,400	2,592	2,525	1,504	2,760	3,000	18.8%	3,000	18.8%	3,000	18.8%	3,000
53050 Books & Periodicals	622	410	1,060	67	1,090	1,459	1,459	1,000	-8.3%	1,000	-8.3%	1,000	-8.3%	1,000
53060 Postage	1,433	1,506	4,200	2,511	3,000	293	3,000	3,000	0.0%	3,000	0.0%	3,000	0.0%	3,000
56100 Travel	331	92	550	117	550	-		550	0.0%	550	0.0%	550	0.0%	550
	4,390	3,750	8,210	5,287	7,165	3,256	7,219	7,550	5.4%	7,550	5.4%	7,550	5.4%	7,550
Purchased & Contractual Services														
54010 Training/Professional Development	3,144	414	4,000	334	4,000	562	2,000	4,000	0.0%	4,000	0.0%	4,000	0.0%	4,000
54020 Dues/Memberships	400	400	400	675	400	275	400	450	12.5%	450	12.5%	450	12.5%	450
54510 Professional Services	12,754	5,885	12,000	5,458	12,000	360	13,000	18,000	50.0%	18,000	50.0%	18,000	50.0%	18,000
54530 Document Management	2,357	2,240	2,352	2,240	2,470	-	2,470	2,470	0.0%	2,470	0.0%	2,470	0.0%	2,470
55400 Equipment Repairs & Maintenance	132	179	300	-	300	-	300	300	0.0%	300	0.0%	300	0.0%	300
55405 Copiers Lease & Maintenance	-	-	-	-	1,405	315	1,405	1,405	0.0%	1,405	100.0%	1,405	0.0%	1,405
56020 Judicial Liability Insurance	138	138	138	138	150	-	158	160	6.7%	160	6.7%	160	6.7%	160
56200 Advertising	10,155	12,433	11,550	12,898	14,500	4,342	12,900	13,000	-10.3%	13,000	-10.3%	13,000	-10.3%	13,000
	29,080	21,689	30,740	21,743	35,225	5,854	32,633	39,785	12.9%	39,785	12.9%	39,785	12.9%	39,785
Total Probate Expenditures	161,900	156,505	175,190	156,422	208,122	91,380	215,386	257,032	23.5%	241,265	15.9%	259,787	24.8%	259,787

	FY19-20	FY20-21	FY21-22		FY22-23			FY23-24						
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Head		BAC		Commissioners		Final
REVENUES														
44119 Official Fees	47,597	66,445	-	93,369	75,000	47,832	100,000	100,000	33.3%	100,000	100.0%	100,000	33.3%	100,000
44131 Publication Fees	10,885	14,943	-	15,000	15,500	6,825	13,200	13,200	-14.8%	13,200	100.0%	13,200	-14.8%	13,200
44132 Passport Fees	8,960	-	-	-	-	-	-	9,000	100.0%	9,000	0.0%	9,000	100.0%	9,000
44411 Miscellaneous	144	379	54,000	277	200	174	200	200	0.0%	200	0.0%	200	0.0%	200
Total Probate Revenues	67,586	81,767	54,000	108,646	90,700	54,831	113,400	122,400	35.0%	122,400	35.0%	122,400	35.0%	122,400
Net Probate Budget	94,314	74,738	121,190	47,776	117,422	36,549	101,986	134,632	14.7%	118,865	1.2%	137,387	17.0%	137,387

General Government
Probate - 235
Jean Guzzetti, Probate Register

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
EXPENDITURES					
Personnel Services					
51020	Deputy Register Wages	DH	6% COLA + wage study adjustment	54,542	10.1%
51040	Probate Clerk Wages	DH	Full time clerk previously budgeted in part-time; 6% COLA + wage study adjustment	45,006	100.0%
51070	Elected Official Wages	DH	6% COLA + wage study adjustment	111,514	15.5%
51300	Part-Time Wages	DH	No part-time position.	-	-100.0%
51500	Overtime Wages	DH	OT previously accrued as comp time per the personnel policy	1,390	100.0%
Supplies & Operating Expenses					
53010	Office Supplies	DH	Cost of supplies is increasing	3,000	18.8%
53050	Books & Periodicals	DH	Publishers increased rates in FY 2022/2023	1,000	-8.3%
53060	Postage	DH	No Change	3,000	0.0%
56100	Travel	DH	No Change	550	0.0%
Purchased & Contractual Services					
54010	Training/Professional Development	DH	No Change	4,000	0.0%
54020	Dues/Memberships	DH	\$50 buffer for potential increase in dues	450	12.5%
54510	Professional Services	DH	MCLIS may be raising rates as high as \$150/hour, current rate is \$80	18,000	50.0%
54530	Document Management	DH	No Change	2,470	0.0%
55400	Equipment Repairs & Maintenance	DH	No Change	300	0.0%
55405	Copiers Lease & Maintenance	DH	No Change	1,405	0.0%
56020	Judicial Liability Insurance	DH	Rates increase by \$8 in FY 2022/2023	160	6.7%
56200	Advertising	DH	No Change	13,000	-10.3%
REVENUES					
44119	Official Fees	DH	Based average monthly from calendar year 2022	100,000	33.3%
44131	Publication Fees	DH	Based on this year's EOY estimate	13,200	-14.8%
44132	Passport Fees	DH	Based on average monthly from calendar year 2018	9,000	100.0%
44411	Miscellaneous	DH	No Change	200	0.0%

Department Overview

The Victims of Crime Act Administrator is partially funded through a grant received by Prosecutorial District 6 (shared with Knox County).

Mission

To provide advocate services to juvenile victims and witnesses of crimes.

Staffing

One full-time advocate.

BUDGET SUMMARY

	FY19-20	FY20-21	FY21-22		FY22-23		FY23-24				
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Hd.	BAC	Comm'rs	Final
Personnel Services	43,205	43,319	45,658	45,846	57,271	28,642	57,271	66,000	60,736	66,000	66,000
Employee Benefits	31,221	32,081	32,313	30,849	34,458	17,136	34,458	37,560	37,560	37,560	37,560
Supplies & Operating Expenses	1,108	-	200	-	300	-	200	-	-	-	-
Purchased & Contractual Services	559	360	860	464	860	180	860	1,160	1,160	1,160	1,160
Total VOCA Grant Expenditures	76,093	75,760	79,031	77,159	92,889	45,958	92,789	104,720	99,456	104,720	104,720
Total VOCA Grant Revenues	58,714	77,824	79,031	79,031	92,889	65,389	92,889	104,720	99,456	104,720	104,720
Net VOCA Grant Budget	17,379	(2,064)	-	(1,872)	-	(19,431)	(100)	-	-	-	-

General Government
VOCA Grant - 710
Natasha Irving, District Attorney

	FY19-20	FY20-21	FY21-22		FY22-23			FY23-24						
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Head		BAC		Commissioners		Final
EXPENDITURES	12/31/2022 6/30/2023													
Personnel Services														
51030 Victim/Witness Advocate Wages	43,205	43,319	45,658	45,846	57,271	28,642	57,271	66,000	15.2%	60,736	6.1%	65,000	13.5%	65,000
51500 Overtime Wages	-	-	-	-	-	-	-	-	0.0%	-	0.0%	1,000	100.0%	1,000
	43,205	43,319	45,658	45,846	57,271	28,642	57,271	66,000	15.2%	60,736	6.1%	66,000	13.5%	66,000
Employee Benefits														
52020 Workers Compensation Insurance	109	104	150	107	132	53	132	150	13.6%	150	13.6%	150	13.6%	150
52030 Disability Insurance	144	144	144	132	144	81	144	200	38.9%	200	38.9%	200	38.9%	200
52040 Group Term Life Insurance	307	318	477	314	365	182	365	560	53.4%	560	53.4%	560	53.4%	560
52120 ME Public Employees Retirement System	4,284	4,354	4,703	4,773	5,850	2,921	5,850	6,650	13.7%	6,650	13.7%	6,650	13.7%	6,650
52200 Health Insurance	22,968	23,721	23,567	21,749	23,567	11,877	23,567	25,000	6.1%	25,000	6.1%	25,000	6.1%	25,000
52300 Payroll Taxes	3,409	3,440	3,272	3,774	4,400	2,022	4,400	5,000	13.6%	5,000	13.6%	5,000	13.6%	5,000
	31,221	32,081	32,313	30,849	34,458	17,136	34,458	37,560	9.0%	37,560	9.0%	37,560	9.0%	37,560
Supplies & Operating Expenses														
53010 Office Supplies	53	-	-	-	100	-	100	-	-100.0%	-	100.0%	-	100.0%	-
56100 Travel	1,108	-	200	-	200	-	200	-	-100.0%	-	-100.0%	-	-100.0%	-
	1,161	-	200	-	300	-	300	-	-100.0%	-	-100.0%	-	-100.0%	-
Purchased & Contractual Services														
54010 Training/Professional Development	169	-	500	104	500	-	500	800	60.0%	800	60.0%	800	60.0%	800
55120 Telephone	390	360	360	360	360	180	360	360	0.0%	360	0.0%	360	0.0%	360
	559	360	860	464	860	180	860	1,160	34.9%	1,160	34.9%	1,160	34.9%	1,160
Total VOCA Grant Expenditures	76,146	75,760	79,031	77,159	92,889	45,958	92,889	104,720	12.7%	99,456	7.1%	104,720	12.7%	104,720

	FY19-20	FY20-21	FY21-22		FY22-23			FY23-24						
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Head		BAC		Commissioners		Final
REVENUES														
44125 VOCA Grant Revenue	34,360	27,500	27,500	27,500	27,500	-	27,500	27,500	0.0%	27,500	0.0%	27,500	0.0%	27,500
48505 Transfer from General Fund	24,354	50,324	51,531	51,531	65,389	65,389	65,389	77,220	18.1%	71,956	10.0%	77,220	18.1%	77,220
Total VOCA Grant Revenues	58,714	77,824	79,031	79,031	92,889	65,389	92,889	104,720	12.7%	99,456	7.1%	104,720	12.7%	104,720
Net VOCA Grant Budget	17,432	(2,064)	-	(1,872)	-	(19,431)	-	-	0.0%	-	0.0%	-	0.0%	-

General Government
VOCA - 710
Natasha Irving, District Attorney

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
EXPENDITURES					
51030	Victim/Witness Advocate Wages	DH	6% COLA increase + wage study & longevity adjustment	65,000	13.5%
51500	Overtime Wages	DH	OT previously accrued as comp time per the personnel policy	1,000	100.0%
Employee Benefits					
52020	Workers Compensation Insurance	DH		150	13.6%
52030	Disability Insurance	DH		200	38.9%
52040	Group Term Life Insurance	DH		560	53.4%
52120	ME Public Employees Retirement System	DH		6,650	13.7%
52200	Health Insurance	DH		25,000	6.1%
52300	Payroll Taxes	DH		5,000	13.6%
Supplies & Operating Expenses					
53010	Office Supplies	DH		-	100.0%
56100	Travel	DH		-	-100.0%
Purchased & Contractual Services					
54010	Training/Professional Development	DH		800	60.0%
55120	Telephone	DH		360	0.0%
REVENUES					
44125	VOCA Grant Revenue	DH		27,500	0.0%
48505	Transfer from General Fund	DH		77,220	18.1%

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

	FY19-20	FY20-21	FY21-22		FY22-23			FY23-24			
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Hd.	BAC	Comm'rs	Final
Public Agency Awards	41,750	42,750	42,750	42,750	40,750	17,625	40,750	86,596	86,596	86,596	86,596
Total Public Agency Expenditures	41,750	42,750	42,750	42,750	40,750	17,625	40,750	86,596	86,596	86,596	86,596
Net Public Agency Budget	41,750	42,750	42,750	42,750	40,750	17,625	40,750	86,596	86,596	86,596	86,596

General Government
Public Agencies - 920
Amber Jones, County Administrator

	FY19-20	FY20-21	FY21-22		FY22-23			FY23-24						
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Head		BAC		Commissioners		Final
EXPENDITURES	12/31/2022 6/30/2023													
Public Agency Awards														
59101 Andro-Sag Counties Extension Assoc.	29,750	29,750	29,750	29,750	29,750	14,875	29,750	29,934	0.6%	29,934	0.6%	29,934	0.6%	29,934
59102 Androscoggin Valley Soil & Water	11,000	11,000	11,000	11,000	11,000	2,750	11,000	11,000	0.0%	11,000	0.0%	11,000	0.0%	11,000
59104 Midcoast Council of Governments	-	-	-	-	-	-	-	45,662	100.0%	45,662	100.0%	45,662	100.0%	45,662
59105 Coastal Counties Workforce	1,000	2,000	2,000	2,000	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
	41,750	42,750	42,750	42,750	40,750	17,625	40,750	86,596	112.5%	86,596	112.5%	86,596	112.5%	86,596
Total Public Agency Expenditures	41,750	42,750	42,750	42,750	40,750	17,625	40,750	86,596	112.5%	86,596	112.5%	86,596	112.5%	86,596
Net Public Agency Budget	41,750	42,750	42,750	42,750	40,750	17,625	40,750	86,596	112.5%	86,596	112.5%	86,596	112.5%	86,596

General Government
Public Agencies - 920
Amber Jones, County Administrator

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
EXPENDITURES					
Public Agency Awards					
59101	Andro-Sag Counties Extension Assoc.	DH		29,934	0.6%
59102	Androscoggin Valley Soil & Water	DH		11,000	0.0%
59104	Midcoast Council of Governments	DH	Moved from the Admin budget; \$1.25 per capita (36,530 per 2020 census); FYs21-23 were \$44,116	45,662	100.0%
59105	Coastal Counties Workforce	DH		-	0.0%

**General Government
Reserve Accounts**
Amber Jones, County Administrator

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 June 30, 2022	FY22-23 Funding	Withdrawals	Estimated Balance June 30, 2023	Dept. Hd.	FY23-24 BAC	Comm'rs	Final
Unemployment Reserve - 202	47,539	8,000	10,082	45,457	-	-	-	-
Accrued Employee Leave Reserve - 203	25,711	50,000	20,000	55,711	-	-	-	-
Emergency Contingency Reserve - 205	100,000	-	-	100,000	-	-	-	-
Insurance Deductible Reserve - 208	1,022	-	1,000	22	-	-	-	-
Fuel Reserve - 209	10,000	-	-	10,000	-	-	-	-
Net Reserves Balances	184,272	58,000	31,082	211,190	-	-	-	-

RESERVES TRANSFERS

	FY20-21 Actual	FY21-22 Actual	FY22-23 Budget	Est. EOY	Dept. Hd.	FY23-24 BAC	Comm'rs	Final
Tax Levy Offset - 48507	373,165	381,577	618,620	200,000	400,000	500,000	500,000	500,000
VOCA Transfer - 59520	(24,354)	(50,324)	(51,531)	(65,389)	(77,220)	(71,956)	(77,220)	(77,220)
Capital Reserve Transfer - 59540	(303,000)	(341,087)	(405,135)	(227,610)	(292,410)	(292,410)	(292,410)	(292,410)
Reserve Account Transfer - 59565	(32,200)	(45,830)	(59,577)	(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)	(2,657,105)
Net Reserves Transfers	(2,643,494)	(2,712,769)	(2,554,728)	(2,808,104)	(2,626,735)	(2,521,471)	(2,526,735)	(2,526,735)

General Government
Reserve Accounts
Amber Jones, County Administrator

		FY19-20	FY20-21	FY21-22		FY22-23			FY23-24							
		Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Head		BAC		Commissioners		Final	
12/31/2022																
RESERVES EXPENDITURES																
202	Unemployment Reserve	-	(2,074)	-	(1,884)	-	(4,886)	(10,082)	-		-		-		-	
203	Accrued Employee Leave Reserve	(17,485)	(62,954)	-	(23,801)	-	(15,666)	(20,000)	-		-		-		-	
205	Emergency Contingency Reserve	-	-	-	-	-	-	-	(50,000)		(50,000)		(50,000)		(50,000)	
208	Insurance Deductible Reserve	(2,000)	(3,000)	-	(1,000)	-	(1,000)	(1,000)	-		-		-		-	
209	Fuel Reserve	-	-	-	-	-	-	-	-		-		-		-	
		(19,485)	(68,028)	-	(26,685)	-	(21,552)	(31,082)								
RESERVES FUNDING																
202	Unemployment Reserve	-	7,830	8,577	8,577	8,000	8,000	8,000	-	-100.0%	-	-100.0%	-	-100.0%	-	
203	Accrued Employee Leave Reserve	31,200	37,000	50,000	50,000	50,000	50,000	50,000	-	-100.0%	-	-100.0%	-	-100.0%	-	
205	Emergency Contingency Reserve	-	-	-	-	-	-	-	-	0.0%	-	0.0%	-	0.0%	-	
208	Insurance Deductible Reserve	1,000	1,000	1,000	1,000	-	-	-	-	0.0%	-	0.0%	-	0.0%	-	
209	Fuel Reserve	-	-	-	-	-	-	-	-	0.0%	-	0.0%	-	0.0%	-	
		32,200	45,830	59,577	59,577	58,000	58,000	58,000	-	-100.0%	-	-100.0%	-	-100.0%	-	
RESERVES BALANCES																
202	Unemployment Reserve	35,667	41,423	58,577	47,539	55,539	50,653	45,457	45,457	-18.2%	45,457	-18.2%	45,457	-18.2%	45,457	
203	Accrued Employee Leave Reserve	25,466	(488)	66,780	25,711	75,711	60,045	55,711	55,711	-26.4%	55,711	-26.4%	55,711	-26.4%	55,711	
205	Emergency Contingency Reserve	100,000	100,000	100,000	100,000	100,000	100,000	100,000	50,000	-50.0%	50,000	-50.0%	50,000	-50.0%	50,000	
208	Insurance Deductible Reserve	2,022	1,022	3,022	1,022	1,022	22	22	22	-97.8%	22	-97.8%	22	-97.8%	22	
209	Fuel Reserve	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0.0%	10,000	0.0%	10,000	0.0%	10,000	
		173,155	151,957	238,379	184,272	242,272	220,720	211,190	161,190	-33.5%	161,190	-33.5%	161,190	-33.5%	161,190	
RESERVES TRANSFERS																
48507	Tax Tax Levy Offset	373,165	381,577	618,620	618,620	200,000	200,000	200,000	400,000	100.0%	500,000	150.0%	500,000	150.0%	500,000	
59520	VOCA Transfer	(24,354)	(50,324)	(51,531)	(51,531)	(65,389)	(65,389)	(65,389)	(77,220)	18.1%	(71,956)	10.0%	(77,220)	18.1%	(77,220)	
59540	Capital Reserve Transfer	(303,000)	(341,087)	(405,135)	(405,135)	(227,610)	(227,610)	(227,610)	(292,410)	28.5%	(292,410)	28.5%	(292,410)	28.5%	(292,410)	
59565	Reserve Account Transfer	(32,200)	(45,830)	(59,577)	(59,577)	(58,000)	(58,000)	(58,000)	-	-100.0%	-	-100.0%	-	-100.0%	-	
59580	Jail CAP Transfer	(2,657,105)	(2,657,105)	(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%	(2,657,105)	
		(2,643,494)	(2,712,769)	(2,554,728)	(2,554,728)	(2,808,104)	(2,808,104)	(2,808,104)	(2,626,735)	-6.5%	(2,521,471)	-10.2%	(2,526,735)	-10.0%	(2,526,735)	

**General Government
Reserve Accounts**
Amber Jones, County Administrator

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
RESERVES EXPENDITURES					
202	Unemployment Reserve	DH		-	0.0%
203	Accrued Employee Leave Reserve	DH		-	0.0%
205	Emergency Contingency Reserve	DH	Recommended use of contingency to fund brick Repointing capital project	(50,000)	0.0%
208	Insurance Deductible Reserve	DH		-	0.0%
209	Fuel Reserve	DH		-	0.0%
RESERVES FUNDING					
202	Unemployment Reserve	DH	No request this year; reserve balance is sufficient to fund any potential claims	-	-100.0%
203	Accrued Employee Leave Reserve	DH	No request this year; reserve balance is sufficient to fund any potential leave payouts	-	-100.0%
205	Emergency Contingency Reserve	DH		-	0.0%
208	Insurance Deductible Reserve	DH		-	0.0%
209	Fuel Reserve	DH		-	0.0%
RESERVES BALANCES					
202	Unemployment Reserve	DH	Annual claims have never exceeded \$11K; while this reflects a decreased balance, it is sufficient to fund any potential claims	45,457	-18.2%
203	Accrued Employee Leave Reserve	DH	No foreseeable retirements or large payouts expected; decreased reserve balance but still sufficient	55,711	-26.4%
205	Emergency Contingency Reserve	DH		50,000	-50.0%
208	Insurance Deductible Reserve	DH	No longer funding a reserve for this as expenditures are limited	22	-97.8%
209	Fuel Reserve	DH		10,000	0.0%
RESERVES TRANSFERS					
48507	Tax Tax Levy Offset	DH		500,000	150.0%
59520	VOCA Transfer	DH		(71,956)	10.0%
59540	Capital Reserve Transfer	DH		(292,410)	28.5%
59565	Reserve Account Transfer	DH		-	-100.0%
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 full-time Deputies. The unit is deployed as three uniformed transport deputies and one programs Deputy. Two Bridges Regional Jail assestment 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											
	FY19-20	FY20-21	FY21-22		FY22-23		FY23-24				
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Hd.	BAC	Comm'rs	Final
Personnel Services	223,937	203,531	248,929	242,423	259,793	129,150	261,170	318,375	317,065	318,375	318,375
Employee Benefits	86,477	87,437	107,375	124,276	120,112	66,018	129,010	138,350	138,350	138,350	138,350
Supplies & Operating Expenses	16,561	20,377	18,300	17,970	18,750	9,613	19,990	20,175	20,175	20,175	20,175
Purchased & Contractual Services	2,488,640	2,590,581	2,616,557	2,574,200	2,695,500	1,538,598	2,655,810	2,723,550	2,723,550	2,723,550	2,723,550
Capital Items	-	-	31,000	33,812	-	-	-	85,000	85,000	85,000	85,000
Total Transport Expenditures	2,815,615	2,901,926	3,022,161	2,992,681	3,094,155	1,743,379	3,065,980	3,285,450	3,284,140	3,285,450	3,285,450
Total Transport Revenues	3,047,151	2,978,609	3,022,161	3,009,277	3,094,155	3,168,233	3,178,155	3,285,450	3,284,140	3,285,450	3,285,450
Net Transport Budget	(231,536)	(76,683)	-	(16,596)	-	(1,424,854)	(112,175)	-	-	-	-

	FY19-20	FY20-21	FY21-22		FY22-23			FY23-24						
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Head		BAC		Commissioners		Final
EXPENDITURES	12/31/2022 6/30/2023													
Personnel Services														
51011 Shift Supervisor Wages	34,690	35,687	44,838	44,755	48,583	24,181	48,420	52,815	8.7%	51,505	6.0%	52,815	8.7%	52,815
51020 Program Deputy Wages	90,218	60,945	91,879	47,944	50,155	25,296	50,500	61,510	22.6%	61,510	22.6%	61,510	22.6%	61,510
51111 Transport Deputy Wages	85,414	99,915	95,812	143,068	146,155	75,604	151,250	183,300	25.4%	183,300	25.4%	183,300	25.4%	183,300
51150 Outside Detail Wages	-	-	-	400	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
51300 Part-Time Wages	3,702	1,322	3,500	309	3,000	-	1,000	3,500	16.7%	3,500	16.7%	3,500	16.7%	3,500
51500 Overtime Wages	9,913	5,062	12,000	5,647	11,000	3,169	8,500	15,000	36.4%	15,000	36.4%	15,000	36.4%	15,000
51540 Call-In Wages	-	600	900	300	900	900	1,500	2,250	150.0%	2,250	150.0%	2,250	150.0%	2,250
	223,937	203,531	248,929	242,423	259,793	129,150	261,170	318,375	22.5%	317,065	22.0%	318,375	22.5%	318,375
Employee Benefits														
52020 Workers Compensation Insurance	8,257	8,310	9,775	9,564	10,015	4,089	9,400	11,000	9.8%	11,000	9.8%	11,000	9.8%	11,000
52030 Disability Insurance	516	528	1,000	480	662	292	585	800	20.8%	800	20.8%	800	20.8%	800
52040 Group Life Insurance	2,184	1,943	3,600	2,279	2,450	1,480	2,960	2,200	-10.2%	2,200	-10.2%	2,200	-10.2%	2,200
52110 Deferred Compensation	3,881	6,828	-	7,224	6,650	3,825	7,650	8,000	20.3%	8,000	100.0%	8,000	20.3%	8,000
52120 ME Public Employee Retirement System	7,161	9,936	26,400	25,923	19,790	12,113	24,230	27,000	36.4%	27,000	36.4%	27,000	36.4%	27,000
52200 Health Insurance	45,856	41,421	47,500	59,217	60,850	33,695	63,135	65,000	6.8%	65,000	6.8%	65,000	6.8%	65,000
52300 Payroll Taxes	18,622	18,471	19,100	19,589	19,695	10,524	21,050	24,350	23.6%	24,350	23.6%	24,350	23.6%	24,350
	86,477	87,437	107,375	124,276	120,112	66,018	129,010	138,350	15.2%	138,350	15.2%	138,350	15.2%	138,350
Supplies & Operating Expenses														
53010 Office Supplies	575	1,055	700	481	600	293	600	650	8.3%	650	8.3%	650	8.3%	650
53020 General Supplies	37	-	200	123	200	-	150	175	-12.5%	175	-12.5%	175	-12.5%	175
53026 Security Equipment	390	2,533	1,000	-	1,000	-	750	1,000	0.0%	1,000	0.0%	1,000	0.0%	1,000
53060 Postage	72	50	50	50	50	-	50	50	0.0%	50	0.0%	50	0.0%	50
53600 Minor Equipment	1,010	459	700	971	600	300	600	550	-8.3%	550	-8.3%	550	-8.3%	550
53700 Vehicles Gasoline	6,830	6,622	8,500	10,318	10,250	5,970	11,940	11,350	10.7%	11,350	10.7%	11,350	10.7%	11,350
53800 Uniforms & Safety Equipment	2,530	7,968	4,250	3,565	4,200	1,400	3,500	4,400	4.8%	4,400	4.8%	4,400	4.8%	4,400
53805 Firearms	500	500	500	500	500	-	500	700	40.0%	700	40.0%	700	40.0%	700
54110 Meal Allowance	-	24	400	203	350	-	250	300	-14.3%	300	-14.3%	300	-14.3%	300
54451 Tools/Implements	4,617	1,166	2,000	1,759	1,000	1,650	1,650	1,000	0.0%	1,000	0.0%	1,000	0.0%	1,000
	16,561	20,377	18,300	17,970	18,750	9,613	19,990	20,175	7.6%	20,175	7.6%	20,175	7.6%	20,175

	FY19-20	FY20-21	FY21-22		FY22-23			FY23-24					
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Head		BAC		Commissioners	Final
Purchased & Contractual Services													
53901 Home Monitoring	17,879	4,250	2,000	749	1,000	308	620	1,000	0.0%	1,000	0.0%	1,000	0.0%
54010 Training/Professional Development	1,075	1,575	2,500	2,034	2,000	225	1,750	2,000	0.0%	2,000	0.0%	2,000	0.0%
54020 Dues/Memberships	100	150	100	150	150	-	150	150	0.0%	150	0.0%	150	0.0%
54100 Laundry Services	460	640	600	144	500	-	250	400	-20.0%	400	-20.0%	400	-20.0%
54509 Polygraph Services	-	600	250	-	250	-	-	300	20.0%	300	20.0%	300	20.0%
55010 Vehicles Repairs & Maintenance	3,021	5,803	4,000	5,562	4,000	4,296	6,800	4,500	12.5%	4,500	12.5%	4,500	12.5%
55120 Telephone	2,178	1,963	2,000	1,657	2,000	681	1,590	1,600	-20.0%	1,600	-20.0%	1,600	-20.0%
55340 Rental Equipment	130	17,807	16,000	19,968	17,000	5,140	12,500	15,000	-11.8%	15,000	-11.8%	15,000	-11.8%
55400 Equipment Repairs & Maintenance	203	282	250	-	200	-	200	200	0.0%	200	0.0%	200	0.0%
55405 Copiers Lease & Maintenance	-	-	-	-	3,150	114	1,250	3,150	0.0%	3,150	100.0%	3,150	0.0%
56200 Advertising	-	125	250	-	250	-	-	250	0.0%	250	0.0%	250	0.0%
56302 Two Bridges Regional Jail	2,357,776	2,454,776	2,460,000	2,454,776	2,550,000	1,487,500	2,550,000	2,600,000	2.0%	2,600,000	2.0%	2,600,000	2.0%
56303 Pre-Trial Services	105,818	102,610	128,607	89,160	115,000	40,334	80,700	95,000	-17.4%	95,000	-17.4%	95,000	-17.4%
	2,488,640	2,590,581	2,616,557	2,574,200	2,695,500	1,538,598	2,655,810	2,723,550	1.0%	2,723,550	1.0%	2,723,550	1.0%
Capital Items													
59480 Vehicles	-	-	31,000	33,812	-	-	-	85,000	100.0%	85,000	-100.0%	85,000	100.0%
	-	-	31,000	33,812	-	-	-	85,000	100.0%	85,000	-100.0%	85,000	-100.0%
Total Transport Expenditures	2,815,615	2,901,926	3,022,161	2,992,681	3,094,155	1,743,379	3,065,980	3,285,450	6.2%	3,284,140	6.1%	3,285,450	6.2%
REVENUES													
44255 Home Relocation Program	15,835	19,479	20,000	13,594	20,000	6,834	14,000	15,000	-25.0%	15,000	-25.0%	15,000	-25.0%
44260 State Jail Contribution	307,840	267,324	275,000	271,022	265,000	352,244	355,000	330,000	24.5%	330,000	24.5%	330,000	24.5%
44411 Miscellaneous Court Fines/Fees	-	-	2,500	-	-	-	-	-	0.0%	-	0.0%	-	0.0%
48505 TBRJ CAP	2,657,105	2,657,105	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	66,371	34,701	67,556	67,556	152,050	152,050	152,050	283,345	86.3%	282,035	85.5%	283,345	86.3%
Total Transport Revenues	3,047,151	2,978,609	3,022,161	3,009,277	3,094,155	3,168,233	3,178,155	3,285,450	6.2%	3,284,140	6.1%	3,285,450	6.2%
Net Transport Budget	(231,536)	(76,683)	-	(16,596)	-	(1,424,854)	(112,175)	-	0.0%	-	0.0%	-	0.0%

Corrections
Transport - 305 & 306
Joel Merry, Sheriff

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
EXPENDITURES					
Personnel Services					
51011	Shift Supervisor Wages	DH	Lieutenant split 60/40 with Sheriff Budget + 6% COLA & longevity	52,815	8.7%
51020	Program Deputy Wages	DH	Deputy oversees community corrections including home release & electronic monitoring	61,510	22.6%
51111	Transport Deputy Wages	DH	Three uniform deputies - transport inmates to court, appointments and video conferencing	183,300	25.4%
51150	Outside Detail Wages	DH		-	0.0%
51300	Part-Time Wages	DH	For extended coverage for out of facility stays; ie, hospitals	3,500	16.7%
51500	Overtime Wages	DH	Contractual, for work outside of scheduled hours	15,000	36.4%
51540	Call-In Wages	DH	Stipend for emergency call-outs	2,250	150.0%
Employee Benefits					
52020	Workers Compensation Insurance	DH	Based on 4.6 FTE	11,000	9.8%
52030	Disability Insurance	DH	Short-term disability - The Hartford	800	20.8%
52040	Group Life Insurance	DH	Based on 4.6 FTE	2,200	-10.2%
52110	Deferred Compensation	DH	2 - FTE	8,000	20.3%
52120	ME Public Employee Retirement System	DH	2.6 - FTE	27,000	36.4%
52200	Health Insurance	DH	Includes Insurance Opt-out and supplemental life	65,000	6.8%
52300	Payroll Taxes	DH	FICA & Medicare	24,350	23.6%
Supplies & Operating Expenses					
53010	Office Supplies	DH	General office supplies	650	8.3%
53020	General Supplies	DH	Cleaning supplies sepecific to corrections	175	-12.5%
53026	Security Equipment	DH	Handcuffs, leg restratints, 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	550	-8.3%

53700	Vehicles Gasoline	DH	Gasoline - anticipatee price increse 3,600 gals @ \$3.15 tax exempt	11,350	10.7%
53800	Uniforms & Safety Equipment	DH	Personnel uniforms and personal safety equipment	4,400	4.8%
53805	Firearms	DH	Ammunition and range supplies	700	40.0%
54110	Meal Allowance	DH	Work crew and events	300	-14.3%
54451	Tools/Implements	DH	Tools and equipment used for work release, public works or other community corrections	1,000	0.0%

Purchased & Contractual Services

53901	Home Monitoring	DH	Equipment not covered by contract agreement with SCRAM	1,000	0.0%
54010	Training/Professional Development	DH	Mandatory and specialized training	2,000	0.0%
54020	Dues/Memberships	DH	Maine Sheriffs' Association dues	150	0.0%
54100	Laundry Services	DH	Uniform cleaning	400	-20.0%
54509	Polygraph Services	DH	For new hires - MCJA mandate	300	20.0%
55010	Vehicles Repairs & Maintenance	DH	Repairs and general maintenance, tires, car wash, etc	4,500	12.5%
55120	Telephone	DH	Cell phones	1,600	-20.0%
55340	Rental Equipment	DH	Alcohol & GPS electronic monitoring equipment	15,000	-11.8%
55400	Equipment Repairs & Maintenance	DH	Maintenance for protable radios and other equipment	200	0.0%
55405	Copiers Lease & Maintenance	DH	New line to account for printers and other technology	3,150	0.0%
56200	Advertising	DH	For new hires	250	0.0%
56302	Two Bridges Regional Jail		Regional Jail Assessment	2,600,000	2.0%
56303	Pre-Trial Services	DH	Contractual services with Maine Pretrial Services	95,000	-17.4%

Capital Projects

59480	Vehicles	DH	Replacement vehicles for two vans	85,000	100.0%
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REVENUES

44255	Home Relocation Program	DH	Fees for electronic monitoring and home release	15,000	-25.0%
44260	State Jail Contribution	DH	General fund - County Jail Operations Fund	330,000	24.5%
44411	Miscellaneous Court Fines/Fees	DH		-	0.0%
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	Carryover from Correctional Fund Balance	283,345	86.3%

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 also support municipal agencies through mutual aid agreements and assistance. 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 currently made up of nineteen (19) full-time law enforcement officers, three (3) part-time law enforcement officers and three (2.5 FTE) support staff personnel. This budget proposes an added Patrol Deputy to be funded by MDEA reimbursements for a dedicated drug detective.

BUDGET SUMMARY											
	FY19-20	FY20-21	FY21-22		FY22-23		FY23-24				
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Hd.	BAC	Comm'rs	Final
Personnel Services	1,344,319	1,307,164	1,491,372	1,418,187	1,564,404	728,517	1,481,620	1,823,648	1,815,511	1,821,916	1,821,916
Supplies & Operating Expenses	83,625	97,363	117,600	116,961	138,625	38,512	133,330	142,850	142,850	142,850	142,850
Purchased & Contractual Services	66,887	83,251	83,800	70,908	93,788	45,769	90,045	96,838	96,838	96,838	96,838
Capital Items	109,000	111,000	143,600	143,600	165,410	165,410	165,410	180,410	180,410	180,410	180,410
Total Sheriff Expenditures	1,603,831	1,598,778	1,836,372	1,749,656	1,962,227	978,208	1,870,405	2,243,746	2,235,609	2,242,014	2,242,014
Total Sheriff Revenues	119,657	132,954	105,000	117,651	101,040	79,756	108,425	120,300	120,300	120,300	120,300
Net Sheriff Budget	1,484,174	1,465,824	1,731,372	1,632,005	1,861,187	898,452	1,761,980	2,123,446	2,115,309	2,121,714	2,121,714

	FY19-20	FY20-21	FY21-22		FY22-23			FY23-24						
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Head		BAC		Commissioners		Final
EXPENDITURES						12/31/2022	6/30/2023							
Personnel Services														
51010 Chief Deputy Wages	69,278	71,207	77,853	77,863	85,355	42,682	85,363	92,789	8.7%	90,501	6.0%	91,354	7.0%	91,354
51020 Supervisory Wages	34,622	35,489	29,892	29,501	32,389	16,506	32,701	35,210	8.7%	34,337	6.0%	35,211	8.7%	35,211
51030 Adminstrative Clerk Wages	37,792	38,887	40,027	32,560	43,848	15,451	37,290	47,484	8.3%	46,301	5.6%	49,013	11.8%	49,013
51040 Records System Manager Wages	35,012	36,042	37,450	37,161	46,257	23,132	46,264	50,305	8.8%	49,049	6.0%	51,015	10.3%	51,015
51070 Sheriff Wages	81,198	83,558	86,047	86,166	93,505	46,758	93,516	101,670	8.7%	99,133	6.0%	99,133	6.0%	99,133
51100 Investigator Wages	190,098	150,538	207,422	202,165	204,630	100,027	203,095	232,480	13.6%	232,480	13.6%	232,480	13.6%	232,480
51105 Patrol Supervisor Wages	256,195	224,035	270,801	267,326	280,870	132,435	260,776	323,642	15.2%	323,642	15.2%	323,642	15.2%	323,642
51109 K-9 Handling Wages	3,454	3,946	4,110	4,247	4,400	2,230	4,406	5,350	21.6%	5,350	21.6%	5,350	21.6%	5,350
51110 Patrol Deputy Wages	464,015	530,902	539,870	467,849	557,650	244,597	511,000	699,678	25.5%	699,678	25.5%	699,678	25.5%	699,678
51150 Outside Detail Wages	-	1,408	-	(1,571)	-	2,756	3,536	-	0.0%	-	0.0%	-	0.0%	-
51300 Part-Time Wages	9,423	9,797	10,000	7,246	10,000	3,860	8,500	11,000	10.0%	11,000	10.0%	11,000	10.0%	11,000
51500 Overtime Wages	90,009	48,534	92,000	117,940	94,800	45,985	95,500	99,540	5.0%	99,540	5.0%	99,540	5.0%	99,540
51510 Holiday Wages	59,393	58,629	66,000	64,875	81,300	29,269	66,000	85,000	4.6%	85,000	4.6%	85,000	4.6%	85,000
51530 Training Wages	10,354	11,506	19,600	19,820	20,100	19,851	25,500	24,000	19.4%	24,000	19.4%	24,000	19.4%	24,000
51575 Medical/Fitness Reimbursement	2,195	1,734	3,300	2,683	3,300	391	2,500	8,500	157.6%	8,500	157.6%	8,500	157.6%	8,500
51600 Other Wages	-	-	1,000	551	1,000	10	10	1,000	0.0%	1,000	0.0%	1,000	0.0%	1,000
51601 Community Policing	1,281	952	6,000	1,805	5,000	2,577	5,663	6,000	20.0%	6,000	20.0%	6,000	20.0%	6,000
	1,344,319	1,307,164	1,491,372	1,418,187	1,564,404	728,517	1,481,620	1,823,648	16.6%	1,815,511	16.1%	1,821,916	16.5%	1,821,916
Supplies & Operating Expenses														
53010 Office Supplies	3,542	2,850	5,600	3,139	5,500	1,148	3,200	5,500	0.0%	5,500	0.0%	5,500	0.0%	5,500
53025 Public Safety Consumables	13,391	11,482	17,000	17,038	13,000	3,568	14,500	10,000	-23.1%	10,000	-23.1%	10,000	-23.1%	10,000
53060 Postage	436	573	400	449	400	84	350	350	-12.5%	350	-12.5%	350	-12.5%	350
53600 Minor Equipment	216	2,304	1,200	1,011	1,200	429	1,100	1,100	-8.3%	1,100	-8.3%	1,100	-8.3%	1,100
53700 Vehicles Gasoline	39,228	41,157	55,900	66,439	67,725	20,245	69,640	70,400	3.9%	70,400	3.9%	70,400	3.9%	70,400
53800 Uniforms & Safety Equipment	19,234	18,002	17,000	16,150	18,000	8,058	17,500	19,500	8.3%	19,500	8.3%	19,500	8.3%	19,500
53805 Firearms	129	4,999	4,000	3,210	5,000	363	5,000	9,500	90.0%	9,500	90.0%	9,500	90.0%	9,500
53900 Public Safety Equipment	4,421	11,227	12,000	5,353	12,000	1,848	11,500	10,000	-16.7%	10,000	-16.7%	10,000	-16.7%	10,000
55140 K-9 Support	2,064	1,998	2,200	2,710	3,000	1,708	3,340	3,500	16.7%	3,500	16.7%	3,500	16.7%	3,500
56301 Community Policing	964	2,771	2,300	1,462	2,300	1,061	2,200	2,500	8.7%	2,500	8.7%	2,500	8.7%	2,500
57400 Computer Equipment	-	-	-	-	10,500	-	5,000	10,500	0.0%	10,500	0.0%	10,500	0.0%	10,500
	83,625	97,363	117,600	116,961	138,625	38,512	133,330	142,850	3.0%	142,850	3.0%	142,850	3.0%	142,850

	FY19-20	FY20-21	FY21-22		FY22-23			FY23-24						
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Head		Commissioners		BAC		Final
Purchased & Contractual Services														
54010 Training/Professional Development	12,718	13,699	19,000	19,176	20,000	8,062	20,000	23,000	15.0%	23,000	15.0%	23,000	15.0%	23,000
54020 Dues/Memberships	1,594	1,700	1,500	1,682	1,600	728	1,795	1,750	9.4%	1,750	9.4%	1,750	9.4%	1,750
54100 Laundry Services	4,215	1,821	5,000	1,119	4,500	-	1,250	2,500	-44.4%	2,500	-44.4%	2,500	-44.4%	2,500
54510 Professional Services	765	2,100	1,500	1,625	1,500	-	1,000	1,500	0.0%	1,500	0.0%	1,500	0.0%	1,500
55010 Vehicles Repairs & Maintenance	31,211	46,960	36,000	27,647	38,000	25,425	43,000	39,000	2.6%	39,000	2.6%	39,000	2.6%	39,000
55120 Telephone	5,549	6,352	5,300	8,266	8,400	3,680	7,500	8,400	0.0%	8,400	0.0%	8,400	0.0%	8,400
55340 Contracted Services	5,602	5,519	8,500	5,795	8,500	5,669	9,000	9,500	11.8%	9,500	11.8%	9,500	11.8%	9,500
55400 Equipment Repairs & Maintenance	5,233	4,707	6,500	5,389	6,500	1,880	5,500	6,500	0.0%	6,500	0.0%	6,500	0.0%	6,500
55405 Copiers Lease & Maintenance	-	-	-	-	4,388	325	1,000	4,388	0.0%	4,388	0.0%	4,388	0.0%	4,388
56200 Advertising	-	393	500	209	400	-	-	300	-25.0%	300	-25.0%	300	-25.0%	300
	66,887	83,251	83,800	70,908	93,788	45,769	90,045	96,838	3.3%	96,838	3.3%	96,838	3.3%	96,838
Capital Items														
59445 Cruiser Laptops	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0.0%	10,000	0.0%	10,000	0.0%	10,000
59455 In-Car Camera System	-	-	28,600	28,600	31,730	31,730	31,730	31,730	0.0%	31,730	0.0%	31,730	0.0%	31,730
59460 Taser-7 Replacement Program	-	-	-	-	13,680	13,680	13,680	13,680	0.0%	13,680	100.0%	13,680	0.0%	13,680
59480 Vehicles	99,000	101,000	105,000	105,000	110,000	110,000	110,000	125,000	13.6%	125,000	13.6%	125,000	13.6%	125,000
	109,000	111,000	143,600	143,600	165,410	165,410	165,410	180,410	9.1%	180,410	9.1%	180,410	9.1%	180,410
Total Sheriff Expenditures	1,603,831	1,598,778	1,836,372	1,749,656	1,962,227	978,208	1,870,405	2,243,746	14.3%	2,235,609	13.9%	2,242,014	14.3%	2,242,014
REVENUES														
44240 Witness Fees	3,423	4,210	-	1,811	4,000	562	1,200	2,000	-50.0%	2,000	-50.0%	2,000	-50.0%	2,000
44340 Insurance Reports	2,394	1,685	-	1,620	1,750	930	1,830	2,000	14.3%	2,000	14.3%	2,000	14.3%	2,000
44350 Fingerprinting Fees	12	6	-	-	40	-	20	50	25.0%	50	25.0%	50	25.0%	50
44411 Miscellaneous	552	1,956	-	11,087	1,250	218	375	1,250	0.0%	1,250	0.0%	1,250	0.0%	1,250
44413 MDEA	113,276	125,097	105,000	103,133	94,000	78,046	105,000	115,000	22.3%	115,000	22.3%	115,000	22.3%	115,000
Total Sheriff Revenues	119,657	132,954	105,000	117,651	101,040	79,756	108,425	120,300	19.1%	120,300	19.1%	120,300	19.1%	120,300
Net Sheriff Budget	1,484,174	1,465,824	1,731,372	1,632,005	1,861,187	898,452	1,761,980	2,123,446	14.1%	2,115,309	13.7%	2,121,714	14.0%	2,121,714

Public Safety
Sheriff - 401
Joel Merry, Sheriff

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
EXPENDITURES					
Personnel Services					
51010	Chief Deputy Wages	DH	Exempt employee - w/ 6% COLA & longevity	91,354	7.0%
51020	Supervisory Wages	DH	Lieutenant - split 40/60 with Transport Division Budget - w/ 6% COLA & longevity adjustment	35,211	8.7%
51030	Administrative Clerk Wages	DH	35 hr/wk - administrative secretary - w/ 6% COLA & wage study adjustment	49,013	11.8%
51040	Records System Manager Wages	DH	35 hr/wk - Records System Manager - w/ 6% COLA & longevity adjustment	51,015	10.3%
51070	Sheriff Wages	DH	Exempt - Elected Position w/ 6% COLA	99,133	6.0%
51100	Investigator Wages	DH	Three (3) full-time detectives, one (1) assigned to MDEA (Reimbursed at high rate++) COLA per CBA	232,480	13.6%
51105	Patrol Supervisor Wages	DH	Four (4) full-time patrol supervisors - COLA per CBA	323,642	15.2%
51109	K-9 Handling Wages	DH	Stipend for K-9 handler	5,350	21.6%
51110	Patrol Deputy Wages	DH	Ten (10) full-time patrol deputies includes one (1) new position - COLA per CBA	699,678	25.5%
51150	Outside Detail Wages	DH	Should be reimbursed by outside entity	-	0.0%
51300	Part-Time Wages	DH	Supplement full-time patrol deputies - cover leaves, special assignments, etc	11,000	10.0%
51500	Overtime Wages	DH	Cover leaves for vacation, sick leave, investigations, court time, open shifts, etc	99,540	5.0%
51510	Holiday Wages	DH	Thirteen (13) holidays - includes premium pay - per CBA	85,000	4.6%
51530	Training Wages	DH	Covers/Supports all mandated, specialized, and required training above regular duty time	24,000	19.4%
51575	Medical/Fitness Reimbursement	DH	Cover physical fitness programs per CBA, plus *new* wellness check program	8,500	157.6%
51600	Other Wages	DH	Other non-classified assignments - outside job coverage not reimbursed	1,000	0.0%
51601	Community Policing	DH	Supports community related events, special assignments	6,000	20.0%
Supplies & Operating Expenses					
53010	Office Supplies	DH	General office supplies - copy paper, envelopes, on-site shredding	5,500	0.0%
53025	Public Safety Consumables	DH	CID materials and supplies, AED batteries & pads, reference books, etc	10,000	-23.1%
53060	Postage	DH	Includes both meter and stamps	350	-12.5%
53600	Minor Equipment	DH	Equipment not considered capital, including office equipment, chairs, etc	1,100	-8.3%
53700	Vehicles Gasoline	DH	Increased cost in gas prices - 22,000 gals @ 3.20 per gal	70,400	3.9%
53800	Uniforms & Safety Equipment	DH	All uniform and clothing, per CBA, outfit new employees and P-T deputies	19,500	8.3%

53805	Firearms	DH	All firearms training materials, including practice and duty ammo, weapon replacements	9,500	90.0%
53900	Public Safety Equipment	DH	New equipment and replacement items for vehicles, ballistic vests, radars, etc	10,000	-16.7%
55140	K-9 Support	DH	K-9 Veterinary Insurance, dog food, boarding, - per CBA	3,500	16.7%
56301	Community Policing	DH	Promotional and education materials for events	2,500	8.7%
57400	Computer Equipment	DH	Desktop replacement and related peripherals	10,500	0.0%
Purchased & Contractual Services					
54010	Training/Professional Development	DH	All training related expenses, registrations, travel, per diem, lodging, online training, etc	23,000	15.0%
54020	Dues/Memberships	DH	Maine Sheriffs' Association, NESPIN, MCOPA, IACP, NAS, FBI LEEDER, Rotary	1,750	9.4%
54100	Laundry Services	DH	Uniform clothing care and maintenance - per CBA	2,500	-44.4%
54510	Professional Services	DH	Polygraph and psychological testing consultation fees	1,500	0.0%
55010	Vehicles Repairs & Maintenance	DH	Major and minor repairs, general maintenance, tires and car wash	39,000	2.6%
55120	Telephone	DH	Cellular AT&T Firstnet - per CBA	8,400	0.0%
55340	Contracted Services	DH	Contracts - CLEAR, Leads Online, PowerDMS records management	9,500	11.8%
55400	Equipment Repairs & Maintenance	DH	Repair & maintain equipment, radar calibrations, radio antennas, etc	6,500	0.0%
55405	Copiers Lease & Maintenance	DH	Printer contract - including ink	4,388	0.0%
56200	Advertising	DH	For new positions and vehicle RFP	300	-25.0%
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 maintenance contract, 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	0.0%
59480	Vehicles	DH	Replace three (3) patrol vehicles, outfit with equipment and markings	125,000	13.6%
REVENUES					
44240	Witness Fees	DH	Paid by State of Maine for witness appearance in District Court & DMV hearings	2,000	-50.0%
44340	Insurance Reports	DH	Fees for reports, including accident, thefts, etc	2,000	14.3%
44350	Fingerprinting Fees	DH	Applicant and clearance request - private sector jobs	50	25.0%
44411	Miscellaneous	DH	Non-classified revenues, FOIA fees, etc	1,250	0.0%
44413	MDEA	DH	Reimbursement of salary and benefits for MDEA agent	115,000	22.3%

Department Overview

Civil Process service is done on a per diem basis by two MCJA certified 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. Recent year's totals have been down, but last year saw an increase of 5.8%. 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 (2-Full-time deputies currently fill these P-T positions)

BUDGET SUMMARY

	FY19-20	FY20-21	FY21-22		FY22-23		FY23-24				
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Hd.	BAC	Comm'rs	Final
Personnel Services	19,008	23,541	24,436	23,020	26,252	12,279	23,600	24,750	24,150	24,750	24,750
Supplies & Operating Expenses	1,428	1,281	1,650	835	2,225	419	1,090	2,225	2,225	2,225	2,225
Purchased & Contractual Services	892	786	775	1,025	1,255	625	1,200	1,095	1,095	1,095	1,095
Total Civil Expenditures	21,328	25,608	26,861	24,880	29,732	13,323	25,890	28,070	27,470	28,070	28,070
Total Civil Revenues	-	-	-	-	-	-	-	20,000	20,000	20,000	20,000
Net Civil Budget	21,328	25,608	26,861	24,880	29,732	13,323	25,890	8,070	7,470	8,070	8,070

	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	Actual	FY22-23 Budget	YTD	Est. EOY	Dept. Head		FY23-24 BAC		Commissioners		Final
EXPENDITURES						12/31/2022	6/30/2023							
Personnel Services														
51020 Administrative Clerk Wages	13,392	20,124	19,936	20,514	21,752	9,880	20,800	23,750	9.2%	23,150	6.4%	23,750	9.2%	23,750
51300 Part-Time Wages	5,616	3,417	4,500	2,506	4,500	2,399	2,800	1,000	-77.8%	1,000	-77.8%	1,000	-77.8%	1,000
	19,008	23,541	24,436	23,020	26,252	12,279	23,600	24,750	-5.7%	24,150	-8.0%	24,750	-5.7%	24,750
Supplies & Operating Expenses														
53010 Office Supplies	638	532	250	120	250	125	250	250	0.0%	250	0.0%	250	0.0%	250
53060 Postage	625	590	50	715	650	294	590	650	0.0%	650	0.0%	650	0.0%	650
53600 Minor Equipment	-	-	100	-	100	-	100	100	0.0%	100	0.0%	100	0.0%	100
53800 Uniforms & Safety Equipment	165	159	200	-	175	-	150	175	0.0%	175	0.0%	175	0.0%	175
56100 Travel	-	-	50	-	50	-	-	50	0.0%	50	0.0%	50	0.0%	50
59015 Allowance for Uncollectable Accounts	-	-	1,000	-	1,000	-	-	1,000	0.0%	1,000	0.0%	1,000	0.0%	1,000
	1,428	1,281	1,650	835	2,225	419	1,090	2,225	0.0%	2,225	0.0%	2,225	0.0%	2,225
Purchased & Contractual Services														
55120 Telephone	807	750	600	954	700	385	650	540	-22.9%	540	-22.9%	540	-22.9%	540
55340 Rental Equipment	-	-	100	-	-	-	-	-	0.0%	-		-	0.0%	-
55405 Copier Lease & Maintenance	-	-	-	-	480	240	480	480	0.0%	480	100.0%	480	0.0%	480
56210 Printing	85	36	75	71	75	-	70	75	0.0%	75	0.0%	75	0.0%	75
	892	786	775	1,025	1,255	625	1,200	1,095	-12.7%	1,095	-12.7%	1,095	-12.7%	1,095
Total Civil Expenditures	21,328	25,608	26,861	24,880	29,732	13,323	25,890	28,070	-5.6%	27,470	-7.6%	28,070	-5.6%	28,070
REVENUES														
44371 County Share of Civil	-	-	-	-	-	-	-	20,000	100.0%	20,000	100.0%	20,000	100.0%	20,000
Total Civil Revenues	-	-	-	-	-	-	-	20,000	100.0%	20,000	100.0%	20,000	100.0%	20,000
Net Civil Budget	21,328	25,608	26,861	24,880	29,732	13,323	25,890	8,070	-72.9%	7,470	-74.9%	8,070	-72.9%	8,070

Public Safety
Civil - 415
Joel Merry, Sheriff

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
EXPENDITURES					
Personnel Services					
51020	Administrative Clerk Wages	DH	Civil Process Clerk enters and assigns paperwork for service. 20-hrs/wk - office open to public. COL added.	23,750	9.2%
51300	Part-Time Wages	DH	Civil Process Deputy will fill in when Clerk is off, or on occasion to meet w/a plaintiff.	1,000	-77.8%
Supplies & Operating Expenses					
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	0.0%
53600	Minor Equipment	DH	Equipment on considered capital. Office furnishings	100	0.0%
53800	Uniforms & Safety Equipment	DH	Shirts, outerwear and safety equipment for per diem deputies	175	0.0%
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%
Purchased & Contractual Services					
55120	Telephone	DH	Cell phone for civil deputies, offset by revenues	540	-22.9%
55340	Rental Equipment	DH		-	0.0%
55405	Copier Lease & Maintenance	DH	Computer and copier maintenance	480	0.0%
56210	Printing	DH	Copy paper, envelops and business cards	75	0.0%
REVENUES					
44371	County Share of Civil	Finance	Previously reflected in Admin, historically \$5,000-\$7,000 but service fees increased 5x	20,000	100.0%

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											
	FY19-20	FY20-21	FY21-22		FY22-23		Est. EOY	Dept. Hd.	FY23-24		Final
	Actual	Actual	Budget	Actual	Budget	YTD			BAC	Comm'rs	
Personnel Services	842,126	806,453	910,711	903,746	1,016,183	578,631	1,016,183	1,351,627	1,347,467	1,349,443	1,349,443
Supplies & Operating Expenses	10,981	20,467	26,200	27,300	26,300	12,276	26,300	33,070	33,070	33,070	33,070
Purchased & Contractual Services	103,978	115,069	121,650	114,945	149,723	96,671	149,723	171,249	171,249	171,249	171,249
Capital Items	63,100	106,139	136,331	136,331	25,000	25,000	25,000	14,500	14,500	14,500	14,500
Total Communications Expenditures	1,020,185	1,048,128	1,194,892	1,182,322	1,217,206	712,578	1,217,206	1,570,446	1,566,286	1,568,262	1,568,262
Net Communications Budget	1,020,185	1,048,128	1,194,892	1,182,322	1,217,206	712,578	1,217,206	1,570,446	1,566,286	1,568,262	1,568,262

Public Safety
Communications - 430
Mike Carter, Communications Director

		FY19-20	FY20-21	FY21-22		FY22-23			FY23-24						
		Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Head		BAC		Commissioners		Final
EXPENDITURES															
Personnel Services															
51010	Director Wages	55,478	53,705	71,354	70,000	81,500	40,747	81,500	88,587	8.7%	86,403	6.0%	86,403	6.0%	86,403
51020	Supervisory Wages	74,713	110,347	163,193	124,897	153,550	64,545	153,550	212,350	38.3%	212,350	38.3%	212,350	38.3%	212,350
51025	Deputy Director Wages	52,471	60,378	63,390	33,287	72,690	36,348	72,690	79,040	8.7%	77,064	6.0%	79,040	8.7%	79,040
51120	Dispatcher Wages	479,380	413,559	487,524	483,326	502,143	326,561	502,143	796,350	58.6%	796,350	58.6%	796,350	58.6%	796,350
51500	Overtime Wages	114,944	104,340	48,950	119,429	116,500	68,612	116,500	80,000	-31.3%	80,000	-31.3%	80,000	-31.3%	80,000
51510	Holiday Wages	58,238	60,513	60,000	63,216	78,000	37,835	78,000	85,000	9.0%	85,000	9.0%	85,000	9.0%	85,000
51530	Training Wages	6,416	2,917	14,500	8,948	10,000	3,983	10,000	8,500	-15.0%	8,500	-15.0%	8,500	-15.0%	8,500
51575	Medical/Fitness Reimbursement	486	694	1,800	643	1,800	-	1,800	1,800	0.0%	1,800	0.0%	1,800	0.0%	1,800
		842,126	806,453	910,711	903,746	1,016,183	578,631	1,016,183	1,351,627	33.0%	1,347,467	32.6%	1,349,443	32.8%	1,349,443
Supplies & Operating Expenses															
53010	Office Supplies	1,911	2,813	5,000	7,113	4,000	2,806	4,000	4,500	12.5%	4,500	12.5%	4,500	12.5%	4,500
53020	Public Education Supplies	531	1,000	1,000	1,000	500	342	500	1,000	100.0%	1,000	0.0%	1,000	100.0%	1,000
53060	Postage	18	14	50	58	50	12	50	50	0.0%	50	0.0%	50	0.0%	50
53600	Office Furniture	-	2,603	2,500	2,500	2,500	4,757	2,500	1,250	-50.0%	1,250	0.0%	1,250	-50.0%	1,250
53700	Vehicles Gasoline	706	829	2,250	2,058	2,250	338	2,250	2,250	0.0%	2,250	0.0%	2,250	0.0%	2,250
53800	Uniforms & Safety Equipment	1,543	2,803	3,100	2,547	3,400	260	3,400	3,600	5.9%	3,600	5.9%	3,600	5.9%	3,600
56100	Travel	244	100	-	-	200	118	200	200	0.0%	200	100.0%	200	0.0%	200
57400	Computer Equipment	6,028	10,305	12,300	12,024	10,000	1,123	10,000	5,000	-50.0%	5,000	-50.0%	5,000	-50.0%	5,000
57410	Computer Software	-	-	-	-	3,400	2,520	3,400	15,220	347.6%	15,220	100.0%	15,220	347.6%	15,220
		10,981	20,467	26,200	27,300	26,300	12,276	26,300	33,070	25.7%	33,070	25.7%	33,070	25.7%	33,070
Purchased & Contractual Services															
54010	Training/Professional Development	11,749	9,192	14,750	15,105	16,350	8,166	16,350	17,000	4.0%	17,000	4.0%	17,000	4.0%	17,000
54020	Dues/Memberships	626	516	600	580	600	-	600	600	0.0%	600	0.0%	600	0.0%	600
54510	Professional Services	1,245	2,490	830	1,295	830	600	830	3,000	261.4%	3,000	261.4%	3,000	261.4%	3,000
55010	Vehicles Repairs & Maintenance	512	-	2,000	1,375	1,000	443	1,000	1,000	0.0%	1,000	0.0%	1,000	0.0%	1,000
55120	Telephone	2,231	1,868	2,000	3,296	4,460	846	4,460	1,580	-64.6%	1,580	-64.6%	1,580	-64.6%	1,580
55340	Rental of Fiberoptics Equipment	13,067	12,713	13,870	12,712	13,870	14,791	13,870	13,870	0.0%	13,870	0.0%	13,870	0.0%	13,870
55400	Spillman Repairs & Maintenance	51,005	55,826	59,100	55,335	60,500	52,842	60,500	69,000	14.0%	69,000	14.0%	69,000	14.0%	69,000
55405	Copier Lease & Maintenance	-	-	-	-	1,113	231	1,113	1,113	0.0%	1,113	100.0%	1,113	0.0%	1,113
55410	Equipment Repairs & Maintenance	23,543	32,464	28,400	25,247	51,000	18,752	51,000	64,086	25.7%	64,086	25.7%	64,086	25.7%	64,086
56200	Advertising	-	-	100	-	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
		103,978	115,069	121,650	114,945	149,723	96,671	149,723	171,249	14.4%	171,249	14.4%	171,249	14.4%	171,249

		FY19-20	FY20-21	FY21-22		FY22-23			FY23-24						
		Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Head		BAC		Commissioners		Final
Capital Items															
59424	Radio System Upgrade Reserve	37,100	64,000	63,000	63,000	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
59425	Microwave Equipment Replacement	8,000	5,639	9,000	9,000	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
59427	GeoBase Server Reserve	-	-	-	-	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
59428	Console Upgrade Reserve	18,000	16,000	23,000	23,000	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
59431	Spillman Software Reserve	-	2,000	-	-	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
59432	Next Generation Recording Platform	-	8,000	8,000	8,000	8,000	8,000	8,000	-	-100.0%	-	-100.0%	-	-100.0%	-
59433	Tower Reserve	-	6,500	-	-	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
59436	24/7 Dispatch Chair Reserve	-	-	-	-	-	-	-	1,500	100.0%	1,500	100.0%	1,500	100.0%	1,500
59445	Dispatch Computers	-	-	-	-	-	-	-	4,000	100.0%	4,000	100.0%	4,000	100.0%	4,000
59467	Spillman Server Reserve	-	4,000	33,331	33,331	9,000	9,000	9,000	9,000	0.0%	9,000	0.0%	9,000	0.0%	9,000
59480	Vehicle Reserve	-	-	-	-	8,000	8,000	8,000	-	0.0%	-	-100.0%	-	-100.0%	-
		63,100	106,139	136,331	136,331	25,000	25,000	25,000	14,500	-42.0%	14,500	-42.0%	14,500	-42.0%	14,500
Total Communications Expenditures		1,020,185	1,048,128	1,194,892	1,182,322	1,217,206	712,578	1,217,206	1,570,446	29.0%	1,566,286	28.7%	1,568,262	28.8%	1,568,262
Net Communications Budget		1,020,185	1,048,128	1,194,892	1,182,322	1,217,206	712,578	1,217,206	1,570,446	29.0%	1,566,286	28.7%	1,568,262	28.8%	1,568,262

Public Safety
Communications - 430
Mike Carter, Communications Director

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
EXPENDITURES					
Personnel Services					
51010	Director Wages	DH	6% COLA	86,403	6.0%
51020	Supervisory Wages	DH	Reflects \$5 per hour increase plus 3% contractual increase as well as shift differentials	212,350	38.3%
51025	Deputy Director Wages	DH	6% COLA + wage study & longevity adjustment	79,040	8.7%
51120	Dispatcher Wages	DH	Reflects \$5 per hour increase plus 3% contractual increase as well as shift differentials	796,350	58.6%
51500	Overtime Wages	DH	Decrease reflects better staffing numbers as well as adding an additional staff member to create redundancy	80,000	-31.3%
51510	Holiday Wages	DH	Calculation based on what we have used so far this fiscal year plus the addition of one employee and 3% CBA increase	85,000	9.0%
51530	Training Wages	DH		8,500	-15.0%
51575	Medical/Fitness Reimbursement	DH		1,800	0.0%
Supplies & Operating Expenses					
53010	Office Supplies	DH		4,500	12.5%
53020	Public Education Supplies	DH		1,000	100.0%
53060	Postage	DH		50	0.0%
53600	Office Furniture	DH	Chairs are now a capital item, this line will be used for any chair repair or furniture replacement or repair	1,250	-50.0%
53700	Vehicles Gasoline	DH		2,250	0.0%
53800	Uniforms & Safety Equipment	DH	\$200 multiplied by eighteen employees	3,600	5.9%
56100	Travel	DH		200	0.0%
57400	Computer Equipment	DH	Dispatch computer replacement in now a 3-year capital plan. Line will be used for ancillary devices and laptop devices as needed.	5,000	-50.0%
57410	Computer Software	DH	Includes all the 3rd party software we use with the exception of ESRI because that is a direct component with Spillman so ESRI is moved to 55400. \$610 added from EMA budget for PagGate software.	15,220	347.6%

Purchased & Contractual Services

54010	Training/Professional Development	DH		17,000	4.0%
54020	Dues/Memberships	DH		600	0.0%
54510	Professional Services	DH	Fees associated with hiring, polygraph, physical. \$2400 increase reflects a once a year deep clean performed by ServePro of the communications center, kitchen, bathroom and two offices.	3,000	261.4%
55010	Vehicles Repairs & Maintenance	DH		1,000	0.0%
55120	Telephone	DH	Number reflects METRO and CABLE / Telephone repairs have been given to I.T.	1,580	-64.6%
55340	Rental of Fiberoptics Equipment	DH		13,870	0.0%
55400	Spillman Repairs & Maintenance	DH	Maintenance fees for every agency/ GIS Management / ESRI CAD Mapping	69,000	14.0%
55405	Copier Lease & Maintenance	DH		1,113	0.0%
55410	Equipment Repairs & Maintenance	DH	Approximately \$20400 for Mobile Data Terminal Connection per year for all law enforcement agencies. \$10,000 in radio equipment R&M. Additions to this line are from EMA related to tower site expenses. 10 Tower Site CMP \$13030 (Deliver fee \$2230/Power Cost \$10800). RCM Annual Service Contract \$7680. GWI Fiber to connect Bowdoin, Georgetown and West Bath tower sites \$7476. Site generator maintenance \$500 per year x10 sites, \$5000. Radio Frequency Protection \$500.	64,086	25.7%
56200	Advertising	DH		-	0.0%

Capital Projects

59424	Radio System Upgrade Reserve	DH		-	0.0%
59425	Microwave Equipment Replacement	DH		-	0.0%
59427	GeoBase Server Reserve	DH		-	0.0%
59428	Console Upgrade Reserve	DH		-	0.0%
59431	Spillman Software Reserve	DH		-	0.0%
59432	Next Generation Recording Platform	DH		-	-100.0%
59433	Tower Reserve	DH		-	0.0%
59436	24/7 Dispatch Chair Reserve	DH	New reserve to fund chair replacements	1,500	100.0%
59445	Dispatch Computers	DH	New reserve to fund computer replacements	4,000	100.0%
59467	Spillman Server Reserve	DH		9,000	0.0%
59480	Vehicle Reserve	DH	No funding in FY24 due to budget constraints	-	-100.0%

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/Programs Coordinator).

BUDGET SUMMARY

	FY19-20	FY20-21	FY21-22		FY22-23		FY23-24				
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Hd.	BAC	Comm'rs	Final
Personnel Services	107,455	112,400	115,748	103,012	127,758	51,650	115,453	136,434	133,059	133,505	133,505
Supplies & Operating Expenses	11,014	11,534	14,676	11,317	18,970	13,411	16,820	18,195	18,195	18,195	18,195
Purchased & Contractual Services	49,843	39,243	79,180	63,955	60,732	23,498	53,262	36,325	36,325	36,325	36,325
Capital Items	5,000	7,500	8,504	8,504	-	-	-	-	-	-	-
Total EMA Expenditures	173,312	170,677	218,108	186,788	207,460	88,559	185,535	190,954	187,579	188,025	188,025
Total EMA Revenues	102,715	112,527	100,000	82,795	78,898	63,724	70,000	70,260	70,260	70,260	70,260
Net EMA Budget	70,597	58,150	118,108	103,993	128,562	24,835	115,535	120,694	117,319	117,765	117,765

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

	FY19-20	FY20-21	FY21-22		FY22-23			FY23-24						
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Head		BAC		Commissioners		Final
EXPENDITURES	12/31/2022 6/30/2023													
Personnel Services														
51010 Director Wages	59,346	60,899	62,713	62,826	70,487	35,246	70,487	76,627	8.7%	74,734	6.0%	75,005	6.4%	75,005
51030 Deputy Director Wages	48,109	51,501	53,035	40,186	57,271	5,825	5,825	-	-100.0%	-	-100.0%	-	-100.0%	-
51035 Programs Manager	-	-	-	-	-	10,579	39,141	59,807	100.0%	58,325	100.0%	58,500	100.0%	58,500
	107,455	112,400	115,748	103,012	127,758	51,650	115,453	136,434	6.8%	133,059	4.1%	133,505	4.5%	133,505
Supplies & Operating Expenses														
53010 Office Supplies	1,020	2,258	2,500	1,356	2,500	264	2,500	2,500	0.0%	2,500	0.0%	2,500	0.0%	2,500
53060 Postage	66	24	100	13	100	2	20	75	-25.0%	75	-25.0%	75	-25.0%	75
53600 Minor Equipment	-	80	750	400	750	375	750	500	-33.3%	500	-33.3%	500	-33.3%	500
53700 Vehicle Gasoline	1,240	333	2,276	798	2,570	20	500	2,570	0.0%	2,570	0.0%	2,570	0.0%	2,570
53800 Uniforms & Safety Equipment	188	89	300	-	300	-	300	300	0.0%	300	0.0%	300	0.0%	300
53900 Public Safety Equipment	8,500	8,750	8,750	8,750	12,750	12,750	12,750	12,250	-3.9%	12,250	-3.9%	12,250	-3.9%	12,250
	11,014	11,534	14,676	11,317	18,970	13,411	16,820	18,195	-4.1%	18,195	-4.1%	18,195	-4.1%	18,195
Purchased & Contractual Services														
54010 Training/Professional Development	1,511	135	4,700	1,375	4,550	664		3,750	-17.6%	3,750	-17.6%	3,750	-17.6%	3,750
54020 Dues/Memberships	756	756	756	706	150	-	150	200	33.3%	200	33.3%	200	33.3%	200
55010 Vehicle Repair & Maintenance	458	1,215	3,000	1,888	3,000	63	1,000	1,500	-50.0%	1,500	-50.0%	1,500	-50.0%	1,500
55120 EMA Cell Phones	1,451	1,137	1,250	1,002	2,520	538	1,600	1,600	-36.5%	1,600	-36.5%	1,600	-36.5%	1,600
55400 Equipment Repair & Maintenance	22,283	11,354	43,945	33,016	22,177	8,422	22,177	-	-100.0%	-	-100.0%	-	-100.0%	-
55405 Copier Lease & Maintenance	-	-	-	-	500	75	500	500	100.0%	500	100.0%	500	100.0%	500
55420 Tower Leases	22,604	23,446	24,329	24,318	25,235	12,627	25,235	26,175	3.7%	26,175	3.7%	26,175	3.7%	26,175
55430 Storage Leases	780	1,200	1,200	1,650	1,800	900	1,800	1,800	0.0%	1,800	0.0%	1,800	0.0%	1,800
56200 Advertising	-	-	-	-	800	209	800	800	100.0%	800	100.0%	800	100.0%	800
	49,843	39,243	79,180	63,955	60,732	23,498	53,262	36,325	-40.2%	36,325	-40.2%	36,325	-40.2%	36,325

	FY19-20	FY20-21	FY21-22		FY22-23			FY23-24						
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Head		BAC		Commissioners		Final
Capital Items														
59480 Vehicle Reserve	5,000	7,500	8,504	8,504	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
	5,000	7,500	8,504	8,504	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
Total EMA Expenditures	173,312	170,677	218,108	186,788	207,460	88,559	185,535	190,954	-8.0%	187,579	-9.6%	188,025	-9.4%	188,025
REVENUES														
44290 FEMA Grant Revenue	102,715	112,509	100,000	82,795	78,898	63,724	70,000	70,260	-10.9%	70,260	-10.9%	70,260	-10.9%	70,260
44411 Miscellaneous	-	18	-	-	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
Total EMA Revenues	102,715	112,527	100,000	82,795	78,898	63,724	70,000	70,260	-10.9%	70,260	-10.9%	70,260	-10.9%	70,260
Net EMA Budget	70,597	58,150	118,108	103,993	128,562	24,835	115,535	120,694	-6.1%	117,319	-8.7%	117,765	-8.4%	117,765

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
EXPENDITURES					
Personnel Services					
51010	Director Wages	DH	Increase per wage study + 6% COLA	75,005	6.4%
51030	Deputy Director Wages	DH	Position will remain vacant in FY24 due to space issues; intend to hire in FY25	-	-100.0%
51035	Programs Manager	DH	New position in FY23	58,500	100.0%
Supplies & Operating Expenses					
53010	Office Supplies	DH	General office supplies, ID card supplies, supplies for public education/outreach, minor office equipment, software upgrades, virtual meeting platform.	2,500	0.0%
53060	Postage	DH	Postage for EMA/Board of Health correspondence	75	-25.0%
53600	Minor Equipment	DH	Minor equipment for EMA department	500	-33.3%
53700	Vehicle Gasoline	DH	Vehicle gasoline for EMA vehicle (\$2,205), EZ pass (\$240), portable generator fuel (\$125)	2,570	0.0%
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 (\$3,500)	12,250	-3.9%
Purchased & Contractual Services					
54010	Training/Professional Development	DH	EMA staff training, conferences fees, sponsored training meals, BOH/LHO meetings, awards, NIMS, supervisory trainings, etc.	3,750	-17.6%
54020	Dues/Memberships	DH	MEMCDC X 2 staff (\$100), MTCMA Dues X 1 staff (\$100), MALEM X 2 (\$100)	200	33.3%
55010	Vehicle Repair & Maintenance	DH	Maintenance and repair of 2022 Ford Explorer, CRI trailer, Incident Support trailer	1,500	-50.0%
55120	EMA Cell Phones	DH	2 Staff mobile phones \$90x12, MIFI \$22x12, sim cards for laptops \$80x12	1,600	-36.5%
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)	-	-100.0%
55405	Copier Lease & Maintenance	DH	Copier lease for EMA department (\$25/month)	500	100.0%

55420	Tower Leases	DH	Tower leases with scheduled increases	26,175	3.7%
55430	Storage Leases	DH	Storage lease agreement (\$150/month)	1,800	0.0%
56200	Advertising	DH	Public meeting announcements, RFPs, etc.	800	100.0%

Capital Projects

59480	Vehicle Reserve	DH	Year 1 of 6, \$8,000 annually = \$48,000	-	0.0%
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REVENUES

			EMPG decrease for FFY 2022 (-\$35K), Totals pro-rated between FFY 2021 and		
44290	FEMA Grant Revenue	DH	FFY 2022	70,260	-10.9%
44411	Miscellaneous	DH		-	0.0%

SAGADAHOC COUNTY

Capital Reserves

Administration

Facilities

IT

District Attorney

Sheriff

Communications

Emergency Management Agency

Sagadahoc County Capital Reserves							
Project	Year	Department	Type	Estimated Cost	Est. Reserve Balance June 30, 2023	FY23-24 Funding	Transfers
Copier Reserve	N/A	Administration	Equipment	-	8,305	-	(8,305)
Administration Office Renovation	TBD	Administration	Building	TBD	-	-	-
Building Maintenance Reserve	TBD	Facilities	Building	N/A	5,071	-	
Roof Reserve	N/A	Facilities	Building	N/A	139,975	-	(139,975)
HVAC Reserve	Multiple	Facilities	Equipment	26,000	13,200	6,500	
Generator Upgrade - Admin	FY24	Facilities	Equipment	10,000	10,000	-	
Generator Upgrade - Courthouse	FY25-26	Facilities	Equipment	125,000	15,000	10,000	
Wall Sealant	FY23-24	Facilities	Building	130,000	65,000	-	
Elevator Reserve	Multiple	Facilities	Equipment	100,000	57,000	25,000	
Paving Sealant	TBD	Facilities	Building	TBD	3,500	-	
Cooling Tower Reserve	FY24-25	Facilities	Equipment	70,000	22,753	21,000	
Brick Repointing Reserve	FY23-24	Facilities	Building	370,000	11,120	-	376,611
Facilities Vehicle Reserve	TBD	Facilities	Vehicle	40,000	8,000	-	
Computer Reserve	TBD	IT	Equipment	Ongoing	5,000	15,000	
Telephone System Upgrade Reserve	TBD	IT	Equipment	100,000	36,000	10,000	
Server Reserve	TBD	IT	Equipment	Ongoing	-	10,000	
DVI Vehicle	TBD	District Attorney	Vehicle	40,000	5,000	-	
Transport Vehicle Reserve	FY23-24	Transport	Vehicle	105,000	-	-	85,000
Sheriff Laptop Reserve	FY23-24	Sheriff	Equipment	50,000	(2,519)	10,000	
In-Car Camera System Reserve	FY23-24	Sheriff	Equipment	158,650	56,510	31,730	
Taser Replacement Reserve	FY23-24	Sheriff	Equipment	127,750	-	13,680	
Sheriff Vehicle Reserve	FY23-24	Sheriff	Vehicle	141,000	145,739	125,000	
Radio System Upgrade Reserve	N/A	Communications	Equipment	N/A	200,581	-	(200,581)
Microwave Equipment Reserve	N/A	Communications	Equipment	18,750	27,750	-	(27,750)
GeoBase Server Reserve	TBD	Communications	Equipment	TBD	6,000	-	
Console Upgrade Reserve	TBD	Communications	Equipment	140,589	110,988	-	
Spillman Software Reserve	TBD	Communications	Equipment	TBD	7,515	-	
Next Generation Recording Platform	FY23-24	Communications	Equipment	40,000	21,343	-	
Tower Reserve	TBD	Communications	Equipment	N/A	(27,348)	-	
24/7 Dispatch Chair Reserve	FY24-25	Communications		3,000	-	1,500	
Dispatch Computers	FY24-25	Communications		8,000	-	4,000	
Spillman Server Reserve	FY27-28	Communications	Equipment	45,000	33,241	9,000	
Communications Vehicle Reserve	FY27-28	Communications	Vehicle	40,000	8,000	-	
EMA Vehicle Reserve	TBD	EMA	Vehicle	20,525	9,019	-	
Total Capital Funding Requested						292,410	

Sagadahoc County
Capital Project Request Form

Project Title: Administration Office Renovation
Department: Administration
Account Number: 501-59420
Amount Requested: -

Project Request Information

Planned Project Year:	TBD	Funding Source(s):	Tax appropriation
Estimated Total Cost:	TBD	Source of Estimate:	N/A
Necessity:	To Maintain Services	Useful Life:	TBD
Anticipated Impact on Future Operating Budgets:	Reduce Cost		

Description:
Requesting to establish a reserve to fund future renovations to the Administration office space. The reserve will not be funded in FY24 due to budgetary constraints.

Justification:
The Administration office space will need renovation in the near future. The location and cost of this renovation is yet to be determined, as Administrator Jones is in the process of negotiating with the State regarding space on the 3rd floor of the courthouse. If the negotiation is successful, funds will be needed to renovate that space. If not, the funds will be used for much-needed repairs in the current building at 33 Court St.

Project Funding & Expenditure History

<i>Year</i>	<i><u>Beginning</u></i> <i><u>Balance</u></i>	<i><u>Funding</u></i>	<i><u>Transfers</u></i>	<i><u>Expenditures</u></i>	<i><u>Ending Balance</u></i>
FY19-20 (actual)	-	-	-	-	-
FY20-21 (actual)	-	-	-	-	-
FY21-22 (actual)	-	-	-	-	-
FY22-23 (actual)	-	-	-	-	-
FY23-24 (requested)	-	-	-	-	-
FY24-25 (planned)	-	25,000	-	-	25,000
FY25-26 (planned)	25,000	-	-	-	25,000
FY26-27 (planned)	25,000	-	-	-	25,000
FY27-28 (planned)	25,000	-	-	-	25,000

Sagadahoc County
Capital Project Request Form

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

Project Request Information			
Planned Project Year:	Multiple	Funding Source(s):	Tax appropriation
Estimated Total Cost:	26,000.00	Source of Estimate:	Vendor
Necessity:	Continuation of Prior Funding	Useful Life:	12 years
Anticipated Impact on Future Operating Budgets:	Cost Unchanged		

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 (\$6,000) and the unit in the courtroom (\$20,000).

Justification:

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

Project Funding & Expenditure History						
	<u>Beginning</u>					
<u>Year</u>	<u>Balance</u>	<u>Funding</u>	<u>Transfers</u>	<u>Expenditures</u>	<u>Ending Balance</u>	
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	
FY22-23 (actual)	7,000	6,200	-	-	13,200	
FY23-24 (requested)	13,200	6,500	-	(6,000)	13,700	
FY24-25 (planned)	13,700	6,300	-	(20,000)	-	
FY25-26 (planned)	-	-	-	-	-	
FY26-27 (planned)	-	-	-	-	-	
FY27-28 (planned)	-	-	-	-	-	

**Sagadahoc County
Capital Project Request Form**

Project Title: Courthouse Generator Upgrade Reserve
Department: Facilities
Account Number: 510-59411
Amount Requested: 10,000.00

Project Request Information

Planned Project Year:	FY25 or FY26	Funding Source(s):	Tax appropriation
Estimated Total Cost:	125,000.00	Source of Estimate:	Vendor
Necessity:	Continuation of Prior Funding	Useful Life:	25 years
Anticipated Impact on Future Operating Budgets:	Cost Unchanged		

Description:

Replace the current courthouse generator, which is 23 years old and approaching the end of its useful life. The current generator can only power a portion of the building. Facilities is requesting funding to replace the generator with a more powerful model that will run the entire building.

Justification:

The courthouse generator was installed in 2000 and is a 70KW generator. It is adequate to run only a portion of the building. Based on our maximum peak usage, we would need a 150KW generator at the very minimum. Cummings Northeast recommended a 250KW diesel model which would be more than adequate and allow room for growth. It is also more efficient. The current generator will remain in place as a backup in case of emergency, and the new generator will be installed outside. The cost of removing the old generator is considerable and would involve cutting a hole in the building. The estimated cost of this project for purchase and installation is \$125,000.

Project Funding & Expenditure History

	<u>Beginning</u>				
<u>Year</u>	<u>Balance</u>	<u>Funding</u>	<u>Transfers</u>	<u>Expenditures</u>	<u>Ending Balance</u>
FY19-20 (actual)	-	-	-	-	-
FY20-21 (actual)	-	15,000	-	-	15,000
FY21-22 (actual)	15,000	-	-	-	15,000
FY22-23 (actual)	15,000	-	-	-	15,000
FY23-24 (requested)	15,000	10,000	-	-	25,000
FY24-25 (planned)	25,000	50,000	-	-	75,000
FY25-26 (planned)	75,000	50,000	-	(125,000)	-
FY26-27 (planned)	-	-	-	-	-
FY27-28 (planned)	-	-	-	-	-

Sagadahoc County
Capital Project Request Form

Project Title:

Elevator Upgrade Reserve

Department:

Facilities

Account Number:

510-59415

Amount Requested:

25,000.00

Project Request Information			
Planned Project Year:	FY25	Funding Source(s):	Tax appropriation
Estimated Total Cost:	100,000.00	Source of Estimate:	Vendor
Necessity:	Continuation of Prior Funding	Useful Life:	20 years
Anticipated Impact on Future Operating Budgets:	Cost Unchanged		

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 FY25 at an estimated cost of \$100,000. 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.

Project Funding & Expenditure History					
<i>Year</i>	<i><u>Beginning</u></i> <i><u>Balance</u></i>	<i><u>Funding</u></i>	<i><u>Transfers</u></i>	<i><u>Expenditures</u></i>	<i><u>Ending Balance</u></i>
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
FY22-23 (actual)	57,000	-	-	-	57,000
FY23-24 (requested)	57,000	25,000	-	-	82,000
FY24-25 (planned)	82,000	25,000	-	(100,000)	7,000
FY25-26 (planned)	7,000	7,000	-	-	14,000
FY26-27 (planned)	14,000	7,000	-	-	21,000
FY27-28 (planned)	21,000	7,000	-	-	28,000

Sagadahoc County
Capital Project Request Form

Project Title:

Cooling Tower Reserve

Department:

Facilities

Account Number:

510-59418

Amount Requested:

21,000.00

Project Request Information			
Planned Project Year:	FY25	Funding Source(s):	Tax appropriation
Estimated Total Cost:	70,000.00	Source of Estimate:	Vendor
Necessity:	Continuation of Prior Funding	Useful Life:	20 years
Anticipated Impact on Future Operating Budgets:	Cost Unchanged		

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.

Project Funding & Expenditure History					
<i>Year</i>	<i><u>Beginning</u></i> <i><u>Balance</u></i>	<i><u>Funding</u></i>	<i><u>Transfers</u></i>	<i><u>Expenditures</u></i>	<i><u>Ending Balance</u></i>
FY19-20 (actual)	-	-	-	-	-
FY20-21 (actual)	-	14,000	-	-	14,000
FY21-22 (actual)	14,000	14,000	-	(5,247)	22,753
FY22-23 (actual)	22,753	-	-	-	22,753
FY23-24 (requested)	22,753	21,000	-	-	43,753
FY24-25 (planned)	43,753	26,247	-	(70,000)	-
FY25-26 (planned)	-	-	-	-	-
FY26-27 (planned)	-	-	-	-	-
FY27-28 (planned)	-	-	-	-	-

**Sagadahoc County
Capital Project Request Form**

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

Project Request Information

Planned Project Year:
Estimated Total Cost:
Necessity:
Anticipated Impact on Future Operating Budgets:

Funding Source(s):
Source of Estimate:
Useful Life:

Description:

Reserve to fund future replacement of plow and sanding truck. No request in FY24 due to budget constraints.

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.

Project Funding & Expenditure History

<u>Year</u>	<u>Beginning Balance</u>	<u>Funding</u>	<u>Transfers</u>	<u>Expenditures</u>	<u>Ending Balance</u>
FY19-20 (actual)	16,336	5,000	-	-	21,336
FY20-21 (actual)	21,336	5,000	-	(26,336)	-
FY21-22 (actual)	-	-	-	-	-
FY22-23 (actual)	-	8,000	-	-	8,000
FY23-24 (requested)	8,000	-	-	-	8,000
FY24-25 (planned)	8,000	10,000	-	-	18,000
FY25-26 (planned)	18,000	10,000	-	-	28,000
FY26-27 (planned)	28,000	12,000	-	(40,000)	-
FY27-28 (planned)	-	-	-	-	-

**Sagadahoc County
Capital Project Request Form**

Project Title: Computer Reserve
Department: IT
Account Number: 515-59445
Amount Requested: 15,000.00

Project Request Information

Planned Project Year:	FY24	Funding Source(s):	Tax appropriation
Estimated Total Cost:	15,000.00	Source of Estimate:	Department Head
Necessity:	To Maintain Services	Useful Life:	3 years
Anticipated Impact on Future Operating Budgets:			

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. The IT Director inventoried all current computers and created a replacement schedule, which identified 12 computers needing replacement in FY24.

Project Funding & Expenditure History

<u>Year</u>	<u>Beginning Balance</u>	<u>Funding</u>	<u>Transfers</u>	<u>Expenditures</u>	<u>Ending Balance</u>
FY19-20 (actual)	-	-	-	-	-
FY20-21 (actual)	-	-	-	-	-
FY21-22 (actual)	-	-	-	-	-
FY22-23 (actual)	-	5,000	-	-	5,000
FY23-24 (requested)	5,000	15,000	-	(15,000)	5,000
FY24-25 (planned)	5,000	3,000	-	(3,000)	5,000
FY25-26 (planned)	5,000	20,000	-	-	25,000
FY26-27 (planned)	25,000	-	-	-	25,000
FY27-28 (planned)	25,000	-	-	-	25,000

**Sagadahoc County
Capital Project Request Form**

Project Title: Server Replacement Reserve
Department: IT
Account Number: 515-59467
Amount Requested: 10,000.00

Project Request Information

Planned Project Year:	TBD	Funding Source(s):	Tax appropriation
Estimated Total Cost:	TBD	Source of Estimate:	Department Head
Necessity:	To Maintain Services	Useful Life:	5 years
Anticipated Impact on Future Operating Budgets:	Cost Unchanged		

Description:

Start a reserve for the replacement of County servers, in case of catastrophic failure.

Justification:

The County requires 5 servers to maintain operations. Each server costs approximately \$10,000 and needs to be replaced every 5-7 years. Building this reserve will allow the IT department to replace servers as needed, or in case of catastrophic failure.

Project Funding & Expenditure History

<u>Year</u>	<u>Beginning Balance</u>	<u>Funding</u>	<u>Transfers</u>	<u>Expenditures</u>	<u>Ending Balance</u>
FY19-20 (actual)	-	-	-	-	-
FY20-21 (actual)	-	-	-	-	-
FY21-22 (actual)	-	-	-	-	-
FY22-23 (actual)	-	-	-	-	-
FY23-24 (requested)	-	10,000	-	-	10,000
FY24-25 (planned)	10,000	10,000	-	-	20,000
FY25-26 (planned)	20,000	10,000	-	-	30,000
FY26-27 (planned)	30,000	10,000	-	-	40,000
FY27-28 (planned)	40,000	10,000	-	-	50,000

Sagadahoc County
Capital Project Request Form

Project Title: Domestic Violence Investigator Vehicle Reserve
Department: District Attorney
Account Number: 620-59480
Amount Requested: -

Project Request Information
Planned Project Year: TBD **Funding Source(s):** CIP
Estimated Total Cost: TBD **Source of Estimate:**
Necessity: Continuation of Prior Funding **Useful Life:** 5 years
Anticipated Impact on Future Operating Budgets:

Description:
Reserve to fund future replacement of Domestic Violence Investigator. No request in FY24 due to budget constraints.

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.

Project Funding & Expenditure History					
<u>Year</u>	<u>Beginning Balance</u>	<u>Funding</u>	<u>Transfers</u>	<u>Expenditures</u>	<u>Ending Balance</u>
FY19-20 (actual)	-	-	-	-	-
FY20-21 (actual)	-	-	-	-	-
FY21-22 (actual)	-	-	-	-	-
FY22-23 (actual)	-	5,000	-	-	5,000
FY23-24 (requested)	5,000	-	-	-	5,000
FY24-25 (planned)	5,000	7,000	-	-	12,000
FY25-26 (planned)	12,000	7,000	-	-	19,000
FY26-27 (planned)	19,000	7,000	-	-	26,000
FY27-28 (planned)	26,000	6,000	-	-	32,000

Sagadahoc County
Capital Project Request Form

Project Title: Transport Vehicle Reserve
Department: Sheriff's Office
Account Number: 308-59408
Amount Requested: 85,000.00

Project Request Information			
Planned Project Year:	2024	Funding Source(s):	Corrections Reserve
Estimated Total Cost:	105,000.00	Source of Estimate:	Vendor Quote
Necessity:	Public Safety	Useful Life:	6-years
Anticipated Impact on Future Operating Budgets:		Cost Unchanged	

Description:

The Sheriff's Office replaces vehicles for the Transport Division on an as needed basis. In order to maintain a fleet of dependable and suitable vehicles for the transportation of inmates to and from Two Bridges Regional Jail and other related functions. 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. Transport vehicles typically have a useful life of approximately 100,000 miles and are replaced at that time. The agency is requesting funds for the purchase of two (2) transport vans. These vans would be considered six (6) passenger mini-vans.

Justification:

This request is to replace two (6) 2014 Chrysler mini-vans. Each van has approximately 90,000 miles and are beginning to experience increased repair and maintenance costs. Our current vans are front-wheel drive, and should be replaced with AWD vans for better handling in inclement weather. The projected costs include detailing and installing emergency equipment. While this is a capital replacement expense, the funding will come from the Transport Surplus Reserve Fund.

Project Funding & Expenditure History					
<u>Year</u>	<u>Beginning Balance</u>	<u>Funding</u>	<u>Transfers</u>	<u>Expenditures</u>	<u>Ending Balance</u>
FY22-23 (actual)	-	-	-	-	-
FY23-24 (requested)	-	-	105,000	(105,000)	-
FY24-25 (planned)	-	-	-	-	-
FY25-26 (planned)	-	-	-	-	-
FY26-27 (planned)	-	-	-	-	-
FY27-28 (planned)	-	-	-	-	-

Sagadahoc County
Capital Project Request Form

Project Title:

Mobile Data Computer Reserve

Department:

Sheriff's Office

Account Number:

601-59445

Amount Requested:

10,000.00

Project Request Information			
Planned Project Year:	2022	Funding Source(s):	CIP
Estimated Total Cost:	50,000.00	Source of Estimate:	Vendor Quote
Necessity:	Public Safety	Useful Life:	4-5 years
Anticipated Impact on Future Operating Budgets:		Cost Unchanged	

Description:

The need for in-car mobile computers is critical in todays law enforcement environment. To meet this need the County must continue a laptop computer reserve for the future resplacement. This reserve provides funding to replace all 17 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 wiht the IT Department to use these

Justification:

In the fall of 2022 the Sheriff's Officce purchased 16 rugged laptop computers, docking stations, and related installation equipment for each of the law enforcement patrol vehicles at a cost of \$36,793. These computers are semi-rugged Dell laptops. These laptops have a functional life expectancy of 4-5 years. Capital funds have been set aside for the replacement of the laptops and ancillary equipment as needed.

Project Funding & Expenditure History					
<i>Year</i>	<i><u>Beginning</u></i> <i><u>Balance</u></i>	<i><u>Funding</u></i>	<i><u>Transfers</u></i>	<i><u>Expenditures</u></i>	<i><u>Ending Balance</u></i>
FY19-20 (actual)	10,000	10,000	-	-	20,000
FY20-21 (actual)	20,000	10,000	-	-	30,000
FY21-22 (actual)	30,000	10,000	-	(14,510)	25,490
FY22-23 (actual)	25,490	10,000	-	(36,793)	(1,303)
FY23-24 (requested)	(1,303)	10,000	-	-	8,697
FY24-25 (planned)	8,697	10,000	-	-	18,697
FY25-26 (planned)	18,697	10,000	-	-	28,697
FY26-27 (planned)	28,697	10,000	-	-	38,697
FY27-28 (planned)	38,697	10,000	-	-	48,697

Sagadahoc County
Capital Project Request Form

Project Title:

In-Car Camera System

Department:

Sheriff's Office

Account Number:

601-59455

Amount Requested:

31,730.00

Project Request Information			
Planned Project Year:	2023	Funding Source(s):	CIP
Estimated Total Cost:	158,650.00	Source of Estimate:	Vendor Quote
Necessity:	Public Safety	Useful Life:	10 years
Anticipated Impact on Future Operating Budgets:	Cost Unchanged		

Description:

In-car camera systems are an important instrument in today's law encorcement environment. In FY2023 the Sheriff's Office began outfitting all patrol vehicles with the new WatchGuard M500 In-Car Video System and Command Central Evidence Management system. These cameras replaced our previous model of in-car video cameras. The cloud-based management system is new to us and is a much more efficient system for managing files. It saves money as there is no storage required. Under this program, the cost for sixteen (16) units is \$31,730 per year for five (5) years.

Justification:

The current units are now 10 years 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 pushing 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 costs.

Project Funding & Expenditure History					
<i>Year</i>	<i><u>Beginning</u></i> <i><u>Balance</u></i>	<i><u>Funding</u></i>	<i><u>Transfers</u></i>	<i><u>Expenditures</u></i>	<i><u>Ending Balance</u></i>
FY19-20 (actual)	-	-	-	-	-
FY20-21 (actual)	-	-	-	-	-
FY21-22 (actual)	-	28,600	-	(3,570)	25,030
FY22-23 (actual)	25,030	31,730	-	(31,730)	25,030
FY23-24 (requested)	25,030	31,730	-	(31,730)	25,030
FY24-25 (planned)	25,030	31,730	-	(31,730)	25,030
FY25-26 (planned)	25,030	31,730	-	(31,730)	25,030
FY26-27 (planned)	25,030	31,730	-	(31,730)	25,030
FY27-28 (planned)	25,030	-	-	-	25,030

**Sagadahoc County
Capital Project Request Form**

Project Title: Taser-7 Replacement Program
Department: Sheriff's Office
Account Number: 601-59460
Amount Requested: 13,680.00

Project Request Information			
Planned Project Year:	2021	Funding Source(s):	CIP
Estimated Total Cost:	127,750.11	Source of Estimate:	Vendor Quote
Necessity:	Public Safety	Useful Life:	10 years
Anticipated Impact on Future Operating Budgets:	Cost Unchanged		

Description:

In 2020 the Sheriff's Office purchased nineteen (19) new Taser-7 units from Axon Enterprise. The 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 refresh 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 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 units. The cost in the first two years of the contract was minimized by the trade-in value of our previous Taser-X units. Those costs were absorbed into the Sheriff's operation budget (401).

Justification:

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 adopted 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.

Project Funding & Expenditure History					
	<u>Beginning</u>				
<u>Year</u>	<u>Balance</u>	<u>Funding</u>	<u>Transfers</u>	<u>Expenditures</u>	<u>Ending Balance</u>
FY19-20 (actual)	-	-	-	-	-
FY20-21 (actual)	-	4,430	-	(4,430)	-
FY21-22 (actual)	-	8,180	-	(8,180)	-
FY22-23 (actual)	-	13,680	-	(13,680)	-
FY23-24 (requested)	-	13,680	-	-	13,680
FY24-25 (planned)	13,680	13,680	-	-	27,360
FY25-26 (planned)	27,360	14,820	-	-	42,180
FY26-27 (planned)	42,180	14,820	-	-	57,000
FY27-28 (planned)	57,000	14,820	-	-	71,820

Sagadahoc County
Capital Project Request Form

Project Title: Cruiser Reserve
Department: Sheriff's Office
Account Number: 601-59480
Amount Requested: 125,000.00

Project Request Information			
Planned Project Year:	2024	Funding Source(s):	CIP
Estimated Total Cost:	141,000.00	Source of Estimate:	Vendor Quote
Necessity:	Public Safety	Useful Life:	5-years
Anticipated Impact on Future Operating Budgets:		Increase Cost	

Description:

The Sheriff's Office replaces 3 vehicles annually on a rotating basis to maintain the fleet. It is the policy of the agency to replace equipment when its total cost (depreciation, operating, maintenance, and repair) 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 front-line patrol vehicles with SUV-AWD units at a net cost of \$141,000. This includes the cost of detailing and mounting of equipment such as lights, siren, radio and all other equipment.

Justification:

The previous two years have been very challenging in the procurement of police vehicles. Due to issues effecting auto manufacturers and inflation, the cost of vehicles have increased dramatically. Local dealerships are not able to provide a guaranteed delivery date and thus are not returning RFPs. Quirk Motors was the only bidder the last two years and they do not make any allowances for trade-in. Last year, we were only able to order two (2) vehicles to replace units with over 160,000 miles. We currently have three (3) vehicles with over 110,000 miles.

Project Funding & Expenditure History

<i>Year</i>	<i><u>Beginning Balance</u></i>	<i><u>Funding</u></i>	<i><u>Transfers</u></i>	<i><u>Expenditures</u></i>	<i><u>Ending Balance</u></i>
FY19-20 (actual)	8,959	99,000	-	(91,628)	16,331
FY20-21 (actual)	16,331	101,000	-	(117,288)	43
FY21-22 (actual)	43	105,000	-	(28,264)	76,779
FY22-23 (actual)	76,779	110,000	-	(166,565)	20,214
FY23-24 (requested)	20,214	125,000	-	(141,000)	4,214
FY24-25 (planned)	4,214	-	-	-	4,214
FY25-26 (planned)	4,214	-	-	-	4,214
FY26-27 (planned)	4,214	-	-	-	4,214
FY27-28 (planned)	4,214	-	-	-	4,214

Sagadahoc County
Capital Project Request Form

Project Title: 24/7 Dispatch Chairs
Department: Communications
Account Number: 630-59436
Amount Requested: 1,500.00

Project Request Information

Planned Project Year: FY24-25
Estimated Total Cost: 3,000.00
Necessity:
Anticipated Impact on Future Operating Budgets:

Funding Source(s):
Source of Estimate: Past Cost & Quotes
Useful Life: 8 Years
Cost Unchanged

Description:
Big and Tall 24/7 Dispatch Chair

Justification:
We will need to replace one of our big & tall chairs in 2 years. The one marked for replacment is approximately 7 years old.

Project Funding & Expenditure History

<u>Year</u>	<u>Beginning Balance</u>	<u>Funding</u>	<u>Transfers</u>	<u>Expenditures</u>	<u>Ending Balance</u>
FY19-20 (actual)	-	-	-	-	-
FY20-21 (actual)	-	-	-	-	-
FY21-22 (actual)	-	-	-	-	-
FY22-23 (actual)	-	-	-	-	-
FY23-24 (requested)	-	1,500	-	-	1,500
FY24-25 (planned)	1,500	1,500	-	(3,000)	-
FY25-26 (planned)		-	-	-	-
FY26-27 (planned)		-	-	-	-
FY27-28 (planned)		-	-	-	-

Sagadahoc County
Capital Project Request Form

Project Title: Dispatch Desktops
Department: Communications
Account Number: 630-59445
Amount Requested: 4,000.00

Project Request Information			
Planned Project Year:	FY24-25	Funding Source(s):	Quote
Estimated Total Cost:	8,000.00	Source of Estimate:	Dell
Necessity:	To Maintain Services	Useful Life:	3 Years
Anticipated Impact on Future Operating Budgets:			

Description:
Five Identical robust 24/7 Dispatch computers

Justification:
Dispatch utilizes several mission critical computer programs at any single moment, 24/7. The computers need to be more robust than a simple desktop computer. The current computers are expected to be end of life in FY24-25. At the time of next replacement this expense will be altered to a three year capital plan to align with the three year useful life.

Project Funding & Expenditure History					
<u>Year</u>	<u>Beginning Balance</u>	<u>Funding</u>	<u>Transfers</u>	<u>Expenditures</u>	<u>Ending Balance</u>
FY19-20 (actual)	-	-	-	-	-
FY20-21 (actual)	-	-	-	-	-
FY21-22 (actual)	-	-	-	-	-
FY22-23 (actual)	-	-	-	-	-
FY23-24 (requested)	-	4,000	-	-	4,000
FY24-25 (planned)	4,000	4,000	-	(8,000)	-
FY25-26 (planned)		-	-		-
FY26-27 (planned)					
FY27-28 (planned)					

Sagadahoc County Capital Project Request Form	
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Project Title: Spillman Server Reserve
Department: Communications
Account Number: 630-59467
Amount Requested: 9,000.00

Project Request Information			
Planned Project Year:	FY27-28	Funding Source(s):	Tax appropriation
Estimated Total Cost:	45,000.00	Source of Estimate:	Vendor
Necessity:	Public Safety	Useful Life:	5 years
Anticipated Impact on Future Operating Budgets:	Cost Unchanged		

Description:
 Anticipating the replacement of our computer-aided dispatch server.

Justification:
 Equipemnt life span is 5 years. Last replacement was in FY22.

Project Funding & Expenditure History					
<u>Year</u>	<u>Beginning Balance</u>	<u>Funding</u>	<u>Transfers</u>	<u>Expenditures</u>	<u>Ending Balance</u>
FY19-20 (actual)	4,962	-	-	-	4,962
FY20-21 (actual)	4,962	4,000	13,515	-	22,477
FY21-22 (actual)	22,477	33,331	-	(31,567)	24,241
FY22-23 (actual)	24,241	9,000	-	-	33,241
FY23-24 (requested)	33,241	9,000	-	-	42,241
FY24-25 (planned)	42,241	3,000	-	-	45,241
FY25-26 (planned)	45,241	9,000	-	-	54,241
FY26-27 (planned)	54,241	9,000	-	(45,000)	18,241
FY27-28 (planned)	18,241	9,000	-	-	27,241

Sagadahoc County
Capital Project Request Form

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

Project Request Information

Planned Project Year: FY27-28
Estimated Total Cost: 40,000.00
Necessity:
Anticipated Impact on Future Operating Budgets:

Funding Source(s):
Source of Estimate:
Useful Life:

Description:
Reserve to fund future replacement of Communications vehicle. No request in FY24 due to budget constraints.

Justification:
The Communications Department is currently using the old EMA vehicle which is a 2015 Dodge Durango. This vehicle is used to travel to meetings and training as well as respond to radio tower sites to perform recommended checks and to resolve minor radio issues.

Project Funding & Expenditure History

<u>Year</u>	<u>Beginning Balance</u>	<u>Funding</u>	<u>Transfers</u>	<u>Expenditures</u>	<u>Ending Balance</u>
FY19-20 (actual)	-	-	-	-	-
FY20-21 (actual)	-	-	-	-	-
FY21-22 (actual)	-	-	-	-	-
FY22-23 (actual)	-	8,000	-	-	8,000
FY23-24 (requested)	8,000	-	-	-	8,000
FY24-25 (planned)	8,000	10,000	-	-	18,000
FY25-26 (planned)	18,000	10,000	-	-	28,000
FY26-27 (planned)	28,000	12,000	-	-	40,000
FY27-28 (planned)	40,000	-	-	(40,000)	-

<p align="center">Sagadahoc County Capital Project Request Form</p>

Project Title:

Department: Emergency Management Agency

Account Number: 640-59480

Amount Requested: -

Project Request Information			
Planned Project Year:	TBD	Funding Source(s):	Tax appropriation
Estimated Total Cost:	TBD	Source of Estimate:	Department Head
Necessity:	Public Safety	Useful Life:	5 years
Anticipated Impact on Future Operating Budgets:	Cost Unchanged		

Description:

Fund the future replacement of the EMA vehicle.

Justification:

New vehicle was purchased in FY23. No funding request in FY24 due to budget constraints.

Project Funding & Expenditure History					
<i>Year</i>	<i><u>Beginning</u></i> <i><u>Balance</u></i>	<i><u>Funding</u></i>	<i><u>Transfers</u></i>	<i><u>Expenditures</u></i>	<i><u>Ending Balance</u></i>
FY19-20 (actual)	22,916	5,000	-	-	27,916
FY20-21 (actual)	27,916	7,500	-	-	35,416
FY21-22 (actual)	35,416	8,504	-	-	43,920
FY22-23 (actual)	43,920	-	-	(34,901)	9,019
FY23-24 (requested)	9,019	-	-	-	9,019
FY24-25 (planned)	9,019	-	-	-	9,019
FY25-26 (planned)	9,019	-	-	-	9,019
FY26-27 (planned)	9,019	-	-	-	9,019
FY27-28 (planned)	9,019	-	-	-	9,019

SAGADAHOC COUNTY

DEBT SERVICE

Debt Service

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											
	FY19-20	FY20-21	FY21-22	FY22-23					FY23-24		
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Hd.	BAC	Comm'rs	Final
Principal	673,160	678,386	721,864	620,000	615,000	615,000	615,000	610,000	610,000	610,000	610,000
Interest	186,678	156,652	142,725	125,950	101,225	55,225	101,225	76,750	76,750	76,750	76,750
Total Debt Service Expenditures	859,838	835,038	864,589	745,950	716,225	670,225	716,225	686,750	686,750	686,750	686,750
Net Debt Service Budget	859,838	835,038	864,589	745,950	716,225	670,225	716,225	686,750	686,750	686,750	686,750

DEBT SERVICE SCHEDULE	FY23-24		FY24-25		FY25-26	
Description	Principal	Interest	Principal	Interest	Principal	Interest
Two Bridges Regional Jail Bond	610,000	76,750	615,000	46,125	615,000	15,375

Debt Service
Debt Service - 801
Amber Jones, County Administrator

	FY19-20	FY20-21	FY21-22		FY22-23			FY23-24						
	Actual	Actual	Budget	Actual	Budget	YTD	Est. EOY	Dept. Head		BAC		Commissioners		Final
EXPENDITURES	12/31/2022 6/30/2023													
Principal														
58012 Courthouse Restoration	53,160	58,386	-	-	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
58013 Two Bridges Regional Jail Bond	620,000	620,000	620,000	620,000	615,000	615,000	615,000	610,000	-0.8%	610,000	-0.8%	610,000	0.0%	-
58014 Courthouse Steeple	-	-	44,039	-	-	-	-	-	0.0%	-	0.0%	-	-100.0%	610,000
58015 Communications Systems Upgrade	-	-	57,825	-	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
	673,160	678,386	721,864	620,000	615,000	615,000	615,000	610,000	-0.8%	610,000	-0.8%	610,000	-0.8%	610,000
Interest														
58052 Courthouse Restoration	8,028	2,802	-	-	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
58053 Two Bridges Regional Jail Bond	178,650	153,850	125,950	125,950	101,225	55,225	101,225	76,750	-24.2%	76,750	-24.2%	76,750	-24.2%	76,750
58054 Courthouse Steeple	-	-	12,376	-	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
58055 Communications Systems Upgrade	-	-	4,399	-	-	-	-	-	0.0%	-	0.0%	-	0.0%	-
	186,678	156,652	142,725	125,950	101,225	55,225	101,225	76,750	-24.2%	76,750	-24.2%	76,750	-24.2%	76,750
Total Debt Service Expenditures	859,838	835,038	864,589	745,950	716,225	670,225	716,225	686,750	-4.1%	686,750	-4.1%	686,750	-4.1%	686,750
Net Debt Service Budget	859,838	835,038	864,589	745,950	716,225	670,225	716,225	686,750	-4.1%	686,750	-4.1%	686,750	-4.1%	686,750

Debt Service
Debt Service - 801
Amber Jones, County Administrator

Line Number	Budget Item	Note Source	Supporting Budget Information Reason For Request	Amount Requested	Change
EXPENDITURES					
Principal					
58012	Courthouse Restoration	DH	Paid off in FY21	-	0.0%
58013	Two Bridges Regional Jail Bond	DH	Based on bond amortization schedule; will be paid in full in FY26	610,000	-0.8%
58014	Courthouse Steeple	DH	Debt not incurred; funded via ARPA	-	0.0%
58015	Communications Systems Upgrade	DH	Debt not incurred; funded via ARPA	-	0.0%
Interest					
58052	Courthouse Restoration	DH	Paid off in FY21	-	0.0%
58053	Two Bridges Regional Jail Bond	DH	Based on bond amortization schedule; will be paid in full in FY26	76,750	-24.2%
58054	Courthouse Steeple	DH	Debt not incurred; funded via ARPA	-	0.0%
58055	Communications Systems Upgrade	DH	Debt not incurred; funded via ARPA	-	0.0%