COUNTY OF SAGADAHOC

COMMISSIONERS' FY 2019-20 BUDGET

Adopted June 11, 2019

COUNTY OF SAGADAHOC, MAINE

CHARLES E. CROSBY, III
DISTRICT 1
BOWDOIN & TOPSHAM

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

BRIAN HOBART
DISTRICT 2
BATH & BOWDOINHAM

PAMELA A. HILE
COUNTY ADMINISTRATOR

RESOLUTION NO. 2019-1

AT A REGULAR MEETING OF THE COUNTY OF SAGADAHOC BOARD OF COMMISSIONERS HELD ON TUESDAY, JUNE 11, 2019 AT 3:00 P.M. IN THE MEETING ROOM OF THE COURTHOUSE, 752 HIGH STREET, BATH, MAINE.

A RESOLUTION TO ADOPT THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020.

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

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

WHEREAS, the Board of Commissioners has reviewed the proposed budget and is of the opinion that County government can operate for the twelve-month period beginning July 1, 2019 to June 30, 2020, with the revenues and expenditures contained in the attached budget;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the County of Sagadahoc, Maine, that the budget for FY 2019-20, as attached, in the amount of $10,069,127, with a total tax levy of $8,687,845, be adopted.

NOW, THEREFORE, BE IT FUTHER RESOLVED by the Board of Commissioners of the County of Sagadahoc, Maine, that the funds necessary to cover the expenditures itemized in the budget for FY 2019-20 be appropriated.

NOW, THEREFORE, BE IT FUTHER RESOLVED by the Board of Commissioners of the County of Sagadahoc, Maine, that all reserve account balances as of June 30, 2019 shall be carried forward into FY 2019-20 and that the following transfers shall be made (and carrie forward) from account balances as of 6/30/19:

a.) Transport - $66,371 from Corrections Surplus Reserve Fund to Transport Operations
b.) Vehicles – Balance in the DVI Vehicle Capital Reserve Account to the Sheriff's Vehicles Capital Reserve Account
c.) Buildings - $20,000 from Account 201-59300 Commissioners' Contingency Fund to Roof Replacement/Repairs
d.) Communications - $8,000 from Spillman Software Reserve to NexGen Recording Platform Capital Reserve

e.) Communications - $8,000 from Spillman Software Reserve to NexGen Recording Platform Capital Reserve
f.) Buildings – Balance in the Probate Security Capital Reserve Account to Roof Maintenance/Replacement Capital reserve Account

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

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

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Commissioners of the County of Sagadahoc, Maine, that any balance remaining in Account 204-52200 "Health Insurance", as of June 30, 2019, that is in excess of the amount needed to balance Department 204, be transferred into the Health Insurance Reserve Account and carried forward into FY 2019-20.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Commissioners of the County of Sagadahoc, Maine, that the interest rate for the delinquent payment of taxes shall be set at 6%, which is the maximum rate set by the State of Maine for 2019.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Commissioners of the County of Sagadahoc, Maine, that $430,711 be taken from the undesignated fund balance and used to offset the FY 2019-20 tax levy.

NOW, THEREFORE, BE IT FUTHER RESOLVED by the Board of Commissioners of the County of Sagadahoc, Maine, that this Resolution takes effect July 1, 2019.

This Resolution was unanimously adopted by the County of Sagadahoc Commissioners on June 11, 2019.

Charles E. Crosby III, Chair

Carol A. Grose, Vice Chair

Brian Hobart

Overview

Budget Overview

The proposed budget for the County of Sagadahoc for the fiscal year beginning July 1, 2019 and ending June 30, 2020 includes the various programs, activities and functions which represent some of the major needs of the County.

There are a number of factors influencing this budget. The first is the need to preserve a reasonable fund balance that will enable us to maintain our bond ratings and be available for use in unforeseen circumstances. The current budget reflects a 15% unassigned fund balance reserve, which would provide the County with sufficient operating funds for approximately 1.8 months. While not optimal (and 12.4% less than the maximum allowed by state statute), this falls within GFOA's (and the bond banks') minimum recommendations. Other important elements are an increase of $59,497 (4%) in benefits; the addition of $44,092 in debt service to fund repairs to the courthouse steeple; and increases in wages for both union and non-union employees. Another significant factor is a 19.9% decrease ($106,707) in the available unassigned (surplus) funds, as discussed below.

The combined budgets for FY 2019-20 equal $10,069,127, which is an increase of $258,523 **(2.64%)** when compared to the current fiscal year's combined budgets of $9,810,604. A further breakdown indicates the following:

	Operating	Debt Service	Capital Reserve	Corrections	Combined
2019-20	$5,878,646	$ 905,005	$303,000	$2,982,476	$10,069,127
2018-19	$5,653,800	$ 885,013	$295,504	$2,976,287	$ 9,810,604
	$ 224,846	$ 19,992	$ 7,496	$ 6,189	$ 258,523

The amount to be raised through taxes has increased by $328,991 (3.9%), from $8,358,854 in FY 2018-19 to $8,687,845 in FY 20198-20. The primary reason for this is a decrease of $106,707 (19.9%) in the amount of surplus available to offset the tax. The unassigned fund balance decreased from 22.3% of the tax assessments in FY 2017-18 to 20.7% in 2018-19; therefore, fewer additional funds in excess of the 20% allowed by state statute will be applied to the tax commitment in FY 2019-20 (from $165,232 to $57,546). This year's estimated amount available to offset the tax levy remains fairly level ($372,186 to $373,165). Thus, when combined with the increase in the overall budget, we are left with the increase in the tax levy projected above. It is important to note that the availability of excess surplus will very likely continue to be reduced in the future as the gap between budgeted and actual expenditures/revenues will continue to decrease due to the use of increasingly realistic revenue projections.

Undesignated Fund Balance 7/1/18	1,741,890
Projected Net Changes as of 6/30/19	153,650
Projected Undesignated Fund Balance 6/30/19	1,895,540
Proposed Operating/Debt/Jail Budget	9,766,127
Recommended Fund Balance: 15% (1.8 mos)	1,464,919
Amount Available to Offset Tax Levy	373,165
2017-18 Reserve in Excess of 20%	57,546
Total	430,711
Projected Revenues	
State Corrections	254,000
DA	5,400
Administration	23,000
Deeds	321,000
Civil	7,000
Probate	70,000
MDEA	105,000
Sheriff	5,000
EMA	93,800
TOTAL:	884,200
Other Funding Sources (Corrections Reserve)	66,371
TOTAL AVAILABLE TO OFFSET TAX LEVY	**1,381,282**

Total Proposed FY 2019-20 Budget	**10,069,127**	
Less Non-Tax Revenue	1,381,282	
TAXES TO BE RAISED	**8,687,845**	
FY 2018-19 Tax Levy	8,358,854	
Increase	**328,991**	**3.9%**

2019-20 COMPARATIVE BUDGET SUMMARY

EXPENDITURES	2012-13 Budget Appropriation	2013-14 Budget Appropriation	2014-15 Budget Appropriation	2015-2016 Appropriation	2016-2017 Appropriation	2017-2018 Budget Appropriation	2018-2019 Budget Appropriation	2019-2020 Budget Appropriation	% Difference
General Government									
Administration	465,628	486,132	473,522	471,658	492,285	500,364	510,915	506,706	-0.8%
Employee Benefits	1,053,022	1,125,084	1,272,690	1,349,142	1,366,694	1,421,400	1,470,877	1,530,374	4.0%
Unemployment Reserve	7,500	12,000	16,000	0	0	650	2,275	0	-100.0%
Unfunded Liability Reserve	0	5,000	2,200	15,000	10,000	24,000	18,000	31,200	73.3%
Insurance	81,300	85,000	84,100	80,466	79,438	79,128	79,052	80,615	2.0%
County Buildings	169,629	173,426	170,009	172,689	178,272	178,592	181,982	183,985	1.1%
District Attorney (11-12 Combined)	184,508	191,938	188,246	188,913	217,864	229,518	240,642	247,678	2.9%
Register of Deeds	156,210	156,051	155,588	150,968	156,426	159,273	162,666	166,172	2.2%
Register of Probate	138,918	143,225	143,949	143,902	153,601	156,795	157,005	163,037	3.8%
	2,249,215	2,377,856	2,506,204	2,572,738	2,654,580	2,749,720	2,823,414	2,909,767	3.1%
Public Safety									
Sheriff's Department	1,376,034	1,381,568	1,420,911	1,444,811	1,447,444	1,481,925	1,550,102	1,595,978	3.0%
Transport	2,657,105	2,657,105	2,657,105	2,657,105	329,949	351,829	411,511	417,700	1.5%
TBRJ					2,497,156	2,454,776	2,454,776	2,454,776	0.0%
Programs					130,000	125,000	110,000	110,000	0.0%
Civil Process	27,990	29,690	29,690	30,223	29,380	29,570	30,119	30,790	2.2%
Communications	897,637	896,631	921,461	961,034	994,269	1,029,323	1,022,834	1,096,642	7.2%
Emergency Management Agency	118,342	122,323	159,876	163,861	168,323	164,531	169,634	179,365	5.7%
	5,077,108	5,087,317	5,189,043	5,257,034	5,596,521	5,636,954	5,748,976	5,885,251	2.4%
Debt Service									
Principal & Interest Payments	974,813	950,213	925,613	866,125	880,675	853,725	823,825	799,025	-3.0%
Payment on Lease Purchase - 2012	61,188	61,188	61,188	61,188	61,188	61,188	61,188	61,888	1.1%
Payment on Lease Purchase - 2019	-	0	0	0	0	0	0	44,092	
	1,036,001	1,011,401	986,801	927,313	941,863	914,913	885,013	905,005	2.3%
Program Grants	43,562	39,339	39,414	42,160	43,855	43,855	40,105	41,750	4.1%
Other Uses of Funds	6,600	37,970	8,616	9,374	11,329	11,262	12,291	24,354	98.1%
VOCA/Other Special Uses	116,840	153,400	137,985	125,475	191,610	175,666	295,504	303,000	2.5%
Capital Improvements	0	0	0	0	0	0	0	0	0.0%
Fuel Reserve	2,400	4,267	0	0	0	2,456	5,301	0	-100.0%
Ortholmagry Reserve	125,840	195,637	146,601	134,849	202,939	189,384	313,096	327,354	4.6%
Overlay	0	0	0	0	0	0	0	0	0.0%
TOTAL EXPENDITURES	**8,531,726**	**8,699,550**	**8,868,063**	**8,934,094**	**9,439,758**	**9,534,826**	**9,810,604**	**10,069,127**	**2.64%**

REVENUES	2012-2013 Budgeted Revenues	2013-2014 Budgeted Revenues	2014-2015 Budgeted Revenues	2015-2016 Budgeted Revenues	2016-2017 Budgeted Revenues	2017-2018 Budgeted Revenues	2018-2019 Budgeted Revenues	2018-2019 Budgeted Revenues	
Estimated Revenue	410,912	409,677	462,884	468,300	477,492	487,500	500,400	525,200	5.0%
MDEA	0	0	0	0	80,500	80,500	99,250	105,000	5.8%
Surplus	425,539	416,083	341,320	268,503	399,237	275,154	537,418	430,711	-19.9%
State Corrections	0	0	0	0	297,000	269,500	268,000	254,000	-5.2%
Other Governmental Funds	87,037	31,716	0	0	0	0	46,682	66,371	42.2%
TOTAL REVENUES	**923,488**	**857,476**	**804,204**	**736,803**	**1,254,229**	**1,112,654**	**1,451,750**	**1,381,282**	**-4.85%**
TAX CALCULATION									
Total Expenditures	8,531,726	8,699,550	8,868,063	8,934,094	9,439,758	9,534,826	9,810,604	10,069,127	2.6%
Minus Revenues & Other Sources	923,488	857,476	804,204	736,803	1,254,229	1,112,654	1,451,750	1,381,282	-4.9%
TAXES TO BE RAISED	**7,608,238**	**7,842,074**	**8,063,859**	**8,197,291**	**8,185,529**	**8,422,172**	**8,358,854**	**8,687,845**	**3.94%**

LD 1 CALCULATION HISTORY

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Budget Appropriation							
Plus Overlay							
Less Projected Revenues							
Less Surplus Used							
Total Assessment Raised By Taxes	7,842,074	8,063,859	8,197,291	8,185,539	8,442,172	8,358,854	8,687,845
Total Appropriation							
Less Corrections-Related							
Less Corrections-Related							
Total Non-corrections Related Appropriation							
Previous Years' LD 1 Limit	10,164,794	10,271,524	10,415,325	10,581,970	11,092,021	11,679,898	11,938,090
Property Growth Factor	0	0.0031	0.0075	0.0215	0.0246	0.004	0.0096
Income Growth Factor	0.0105	0.0109	0.0086	0.0267	0.0284	0.0261	0.0277
Total Growth Factor	0.0105	0.014	0.0161	0.0482	0.0530	0.0265	0.0373
LD 1 Calculation							
Previous Year's LD 1 Limit	10,164,794	10,271,524	10,415,325	10,581,970	11,092,021	11,629,898	11,938,090
Times Total Growth Factor	x 1.0105	x 1.0140	x 1.0160	x 1.0482	x 1.0530	x 1.0265	x 1.0373
TOTAL LD 1 ASSESSMENT LIMIT	10,271,524	10,415,325	10,581,970	11,092,021	11,679,898	11,938,090	12,383,381

Amount the Sagadahoc County Jail Cap assessment can be increased in FY 2019-20: $25,508

Revenues

2019-2020 Revenue History and Projection

	2015-2016		2016-2017		2017-2018		2018-2019			2019-2020	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	12/31/2019	Estmated EOY	Projected	% Change
District Attorney	4,500	8,424	5,000	8,906	5,200	9,667	5,400	4,750	5,400	5,400	0.0%
Deeds	278,500	331,009	280,000	355,014	290,000	363,295	300,000	187,954	320,000	321,000	7.0%
Probate	60,000	74,972	60,000	68,473	60,000	72,812	70,000	39,090	72,000	70,000	0.0%
EMA	101,750	97,510	105,692	64,569	105,300	97,731	93,500	29,500	93,500	93,800	0.3%
Civil	8,530	11,149	6,000	10,567	5,000	7,161	7,000	0	7,000	7,000	0.0%
Sheriff/Home Release	6,000	7,732	6,000	3,939	5,000	1,410	4,500	1,384	4,000	5,000	-11.1%
Interest Earned	5,000	21,807	13,500	22,747	15,000	30,177	18,000	19,212	24,000	21,000	16.7%
Fuel Tax	0	0	0	0	0	0	0	0	0	0	0.0%
MDEA Reimburse.	0	18,055	80,500	105,444	80,500	105,503	99,250	53,779	105,000	105,000	5.8%
Court Fines/Fees	0	0	0	0	0	0	8,000	0	4,000	4,000	-50.0%
Corrections Reserve	0	0	0	0	0	0	46,682	46,682	46,682	66,371	42.2%
State Corrections	0	312,614	297,000	269,023	269,500	301,472	260,000	250,184	313,819	250,000	-3.9%
Misc.	1,300	1,735	1,300	10,693	2,000	3,908	2,000	4,771	4,771	2,000	0.0%
	465,580	**885,007**	**854,992**	**919,374**	**837,500**	**993,137**	**914,332**	**637,306**	**1,000,172**	**950,571**	**4.0%**

State corrections revenues ($250,000) and court fines ($4,000) are now coming to the County rather than directly to TBRJ, and it is difficult to anticipate the amount until the end of the FY. (In previous years these were combined under "State Corrections" but have been separated beginning in FY 2018-19.) A transfer of $66,371 from the Corrections Reserve Fund will cover the costs for the new programs officer as well as any remaining corrections department shortages. Also, the County continues a contract with the state that will reimburse personnel costs for one investigator ($105,000). EMA reimbursements have been running at about 86.3% of submitted requests. Finally, there has been an increase of $10 per passport in the amount that the County retains for its fee.

ESTIMATED END OF YEAR UNDESIGNATED FUND BALANCE AVAILABLE TO OFFSET TAXES FOR FY 2019-20

A		B	C	D
Calculations for June 30, 2019 UFB that will be used to offset 2019-20 taxes				
6/30/2018	Undesignated Fund Balance	$ 1,741,890		
	Amount Over Maximum to be Applied to FY 2019-20	57,456		
7/1/2018	Total Surplus Available after 2018-19 Budget was Approved		$ 1,684,434	
Current Budget's Projected Impact on UFB				
6/30/2019	Anticipated appropriated funds not expended	$ 98,000		
6/30/2019	Anticipated Revenues in Excess of Projected	$ 55,650		
6/30/2019	Total Funds to be Returned to UFB		$ 153,650	
Total Projected UFB at the End of 2018-19				$ 1,838,084
Maximum UFB Reserve allowed on a $8,358,854 Tax Levy (20%) (FY 2018-19)				$ 1,671,771
Minimum Amount that Must Be Used to Offset 2019-20 Taxes				$ 166,313
Recommended 15% Operating Reserve				$ 1,464,919
Total Amount Available to Offset 2019-20 Tax Levy				$ 373,165

Municipality	2018 State Valuation	% of County Tax Levy	2018 -19 Municipality's County Tax Assessment		2019 State Valuation	% of County Tax Levy	2019-20 Municipality's County Tax Assessment
Arrowsic	92,500,000	2.02%	168,849		90,050,000	1.93%	167,675
Bath	947,500,000	20.70%	1,730,283		981,150,000	21.00%	1,824,448
Bowdoin	236,100,000	5.16%	431,317		238,700,000	5.11%	443,949
Bowdoinham	264,450,000	5.78%	483,142		279,050,000	5.97%	518,664
Georgetown	445,000,000	9.73%	813,316		469,600,000	10.05%	873,128
Phippsburg	647,150,000	14.14%	1,181,942		633,800,000	13.57%	1,178,941
Richmond	272,100,000	5.95%	497,352		278,000,000	5.95%	516,927
Topsham	913,450,000	19.96%	1,668,427		937,550,000	20.07%	1,743,650
West Bath	361,650,000	7.90%	660,349		363,750,000	7.79%	676,783
Woolwich	396,400,000	8.66%	723,877		399,850,000	8.56%	743,680
TOTAL	4,576,300,000	100.00%	8,358,854		4,671,500,000	100.00%	8,687,845

Based on a $8,687,845 tax levy.

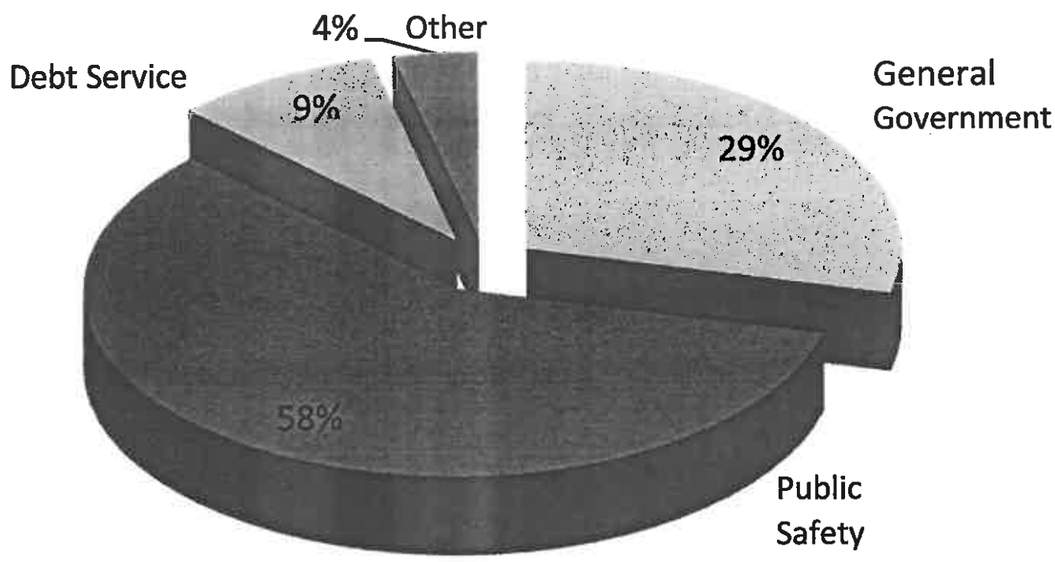
2019-2020
SAGADAHOC COUNTY'S SHORT TERM BORROWING LIMIT

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

$4,671,500,000 Valuation
X .01
$ 46,715,000
Divided by 5
$ 9,343,000 Short Term Borrowing Limit

Appropriations

FY 2019-2020 Appropriations



2019-2020 ADMINISTRATION - 201

	2016-17		2017-2018		2018-2019			2019-2020						
	BUDGET HISTORY		BUDGET HISTORY		BUDGET HISTORY			DEPARTMENT		Commishioners to BAC		BAC to Public Hearing		Final
	Budget	Actual	Budget	Actual	Budget	YTD Expenditures as of 12/31/18	Anticipated EOY Expenditures	Request	% Change	Comm. Budget to BAC	% Change	BAC Recom-mendation	% Change	Approved
Department Head Wage	79,585	79,277	81,666	81,349	84,112	41,844	84,112	86,628	3.0%					
Finance Manager	54,517	44,771	55,938	50,974	58,928	29,201	52,942	63,917	8.5%					
Assistant to Administrator	41,103	41,561	42,175	42,016	43,440	21,618	43,440	44,755	3.0%					
Bookkeeper	39,258	39,811	42,992	42,827	44,282	22,034	44,282	45,615	3.0%					
Commissioners	22,071	22,071	22,647	26,323	23,324	11,609	23,324	24,034	3.0%					
Treasurer	5,240	5,134	5,378		5,538	2,753	5,538	5,701	2.9%					
Part-time HR Director	25,704	24,987	26,351	25,145	27,109	12,172	26,000	27,926	3.0%					
Part-time/Temporary	9,700	4,620	9,700	4,953	9,700	0	4,000	7,000	-27.8%					
Bd. of Assessment Review	300	124	300	172	300	0	300	300	0.0%					
Wellness/Safety/ Ergonomics	2,500	839	2,400	2,330	2,400	-1,500	2,400	2,400	0.0%					
Office Supplies	5,500	3,282	5,200	3,825	5,000	1,110	5,000	5,000	0.0%					
Books and Periodicals	550	0	550	149	550	0	550	550	0.0%					
Postage	1,100	985	1,200	861	1,200	404	1,200	1,200	0.0%					
Minor Equipment	2,700	568	2,700	1,540	2,700	310	2,700	2,700	0.0%					
Training & Prof. Dev.	3,800	3,009	4,200	1,959	4,500	175	2,500	4,500	0.0%					
Dues and Membership	10,600	11,242	10,950	10,366	11,500	386	11,422	11,700	1.7%					
Legal Fees	18,000	21,332	18,000	7,744	18,000	12,004	18,000	18,000	0.0%					
Prof. Services - Contracted	25,000	17,401	25,000	20,201	25,000	9,326	23,100	34,000	36.0%					
Auditing Services	15,000	15,000	15,300	15,300	15,500	9,750	15,500	15,800	1.9%					
Telephone	1,380	1,146	1,300	1,173	1,300	493	1,200	1,200	-7.7%					
Equip. Maint. Contracts	4,900	4,924	5,000	4,864	5,215	1,540	5,100	4,450	-14.7%					
Travel	1,900	1,658	1,900	1,911	1,900	372	1,000	1,900	0.0%					
Advertising	3,200	4,195	3,100	3,540	3,100	159	3,100	3,100	0.0%					
Printing	300	0	300	0	200	0	200	180	-10.0%					
Miscellaneous Expenses	1,000	1,535	1,000	525	1,000	274	700	1,000	0.0%					
Computer Equipment	21,000	20,960	21,000	19,202	21,000	2,450	21,000	16,000	-23.8%					
Economic/Community Dev	44,117	44,116	44,117	44,116	44,117	22,058	44,117	47,150	6.9%					
Contingency	52,260	52,260	50,000	0	50,000	0	30,000	30,000	-40.0%					
TOTALS	492,285	466,809	500,364	413,365	510,915	200,543	472,727	506,706	-0.8%					

DETAILS

3% wage increase; 52 weeks + 1 day

3% wage increase; 52 weeks + 1 day (increase from previous year also reflects increase in starting rate when hired)

3% wage increase; 52 weeks + 1 day

3% increase; 52 wks + 1 day

3% increase for Commissioners; plus 52 wks + 1 day

3% increase for the Treasurer; plus 52 wks + 1 day

3% increase; 52 weeks + 1 days - HR Director (16 hours a week).

Part-time, temporary position to assist with general office duties, bookeeping functions and/or special projects.

Administrative costs, training, advertising and supplies for the Sagadahoc County Board of Assessment Review.

Flu and Hep B shots, ergonomic evaluations, ergonomically correct workspace adjustments and equipment, return-to-work physicals required by management, purchasing and replenishing first aid kits, reasonable accomodation equipment (ADA), Safety Program (repair deficiencies noted in inspections), Wellness Program,/posters.

Paper, W-2s, 1099's, recording tapes, binders, calendars, folders/file hangers, ink stamps, desk supplies, visual display supplies, signage, etc.

Annual Times Record ($149); Human Resource and GFOA materials ($400)

Postage for outgoing correspondence; supplies for the postal machine (postal machine rental pmts are in building budget).

$700 of this appropriation is so the Administrative and Finance employees are able to replace small equipment during the budget year. The types of items that might need to be replaced through this line are calculatos, shredders, monitor stands, printers, fax machines, small vacuums, hole punches, paper cutter, etc. $2,000 is for the replacement of chairs, desks, bookshelves, tables, etc. for all County offices, as needed to replace broken furniture or when recommended by an ergonomic specialist.

Safety Training $70; MMA courses $400; MCCA convention $2,500 (includes part of Hannah's planning Committee lodging plus have added 2 Commissioners); GFOA convention.and meetings $1,280; MTCMA convention and meetings $700; Treasurer's Assn. $150

MMA dues $675; MCCA dues/convention support $9,900 (5% increase); Maine Treasurers Assn $100; MACCAM $100; GFOA $250; MEGFOA $250; MTCMA $175; HRASM $75; MLGHRA $100; Notary Renewals $80. (Note: NACO dues moved to EMA department.)

Used for legal representation in legal matters, union matters, legal review of agreements, personnel issues, grievances, abatement appeals and contracts. No anticipated increase in the hourly rate.

The majority of these funds ($15,000) is used for contracted Information Technology work which includes a rapid response contract for emergency SO and Communications related computer problems, as well as computer set up, installation of software, trouble shooting, resolving computer crashes, installing back-up mechanisms, and overseeing several networks. This line item also used for website ($1,800), Office 360 ($11,700, an increase of $4,100 from current comparable programs/costs in this and other accounts-includes everyone but Communications) and TRIO maintenance costs ($3,465 - +5%); to contract for investigations, consulting, and HR issues/studies; energy audits; student internships; and special projects.

Annual auditing contract.

Cell phone costs via AT&T for Administrator and Maintenance Supervisor anticipated @ $100 monthly. Landline charges are included under the buildings budget.

Copier Maintenance for all County copiers except the plan copier in Deeds (paid from Preservation Account) $4,450; (website moved to Professional Services)

Mileage is reimbursed per state rate, currently $0.44 per mile. Commissioners and the Treasurer are reimbursed at the same rate.

Publication of public meeting notices/caucuses, sale of property and advertising to fill board and employee vacancies.

Printing of envelopes, business cards, checks, etc.

Flowers; food for meetings; plaques; etc. Items not considered to be office supplies.

Countywide Computer hardware and software replacements/updates; servers; anti-virus/fire wall licensing/updates (approx $4,000/yr); 50 computers replaced on a 3 to 4 year rotation. Departments that need replacement computers in 2018-19 are as follows: SO – 3; Admin – 1; Probate – 1; DA – 2 ; EMA – 1; 3 spare units; others as needed and/or server replacement, for a total of approximately $12,000 (reduced to reflect change over to Gov 365)

Contract with the MidCoast Economic Development District to provide these services to all of the Towns in Sagadahoc County; 6.9% increase.

Commissioners' discretionary funds for unanticipated expenses.

2019-2020 EMPLOYEE BENEFITS - 204

	2016-2017 BUDGET HISTORY		2017-2018 BUDGET HISTORY		2018-2019 CURRENT BUDGET			2019-2020 DEPARTMENT		2019-2020 COMMISSIONERS		2019-2020 BAC to Public Hearing		2019-2020 FINAL	DETAILS
	Budget	Actual	Budget	Actual	Budget	YTD expended as of 12/31/18	Antic EOY Expend.	Request	% Change	Commr's Budget to BAC	% Change	BAC Recom-mendation	% Change	Approved	
Workers Compensation	64,000	46,005	56,000	26,703	41,995	13,834	42,579	46,712	11.2%						Workers Comp is estimated by MMA on a calendar year basis. The modifier for FY 2019-2020 increased slightly from (.68 to .78), plus salaries will increase mid-year.
Short Term Disability (UNUM)	10,800	10,185	8,000	11,403	9,000	6,546	9,000	8,000	-11.1%						The County pays a base amount for short term disability for all full time employees. The benefit pays 50% of a disabled employee's weekly wages not to exceed $300 (provided the injury is not covered by Workers Comp). The cost for total County doesn't include Transport or VOCA. We pay a contract price monthly for each employee. FY 2019-2020 is budgeted based on full staffing.
MePers Life Insurance	24,093	22,445	22,800	24,716	25,437	12,230	24,460	26,593	4.5%						The County pays the cost of premiums for each full time employee based on two times their prior year salary and dependent A coverage (dependent is coverage up to $5,000). The budgeted cost does not include Transport and VOCA.
457s - Deferred Compensation	15,200	19,057	20,200	20,455	24,337	10,703	21,406	33,537	37.8%						For employees who do not participate in Maine State Retirement, (now MePers), the County will match the employee's contribution (up to 6% match) if the employee chooses to participate in one of the two 457 plans sponsored by the County. The FY 2019-2020 budget is based on current participants at full match.
MePers MSR Retirement	227,393	220,734	266,300	260,414	296,338	142,142	290,000	267,122	-9.9%						Due to the current low yield on investments, the MePers retirement program has increased all employers' contributions (MePers/MSRS is a defined benefit retirement.) The County's contribution for non-law enforcement will remain at 10.0%, while the contribution for law enforcement will go from 12.7% to 12.8%. As the "surplus" account has been fully expended, the County must now raise the entire amount due.
Meritain Health & Life	786,000	786,000	804,000	776,742	821,950	420,424	821,950	894,910	8.9%						In April 2015 the county switched to a self-funded health insurance plan. As there is a three month overlap of the plan year to our fiscal year, the first nine months are budgeted at a 4% increase, and the last three months are budgeted at a 5% increase. This is based on full staffing, excluding transport and VOCA and including full payment for the Chief Deputy's policy with MMEHT ($29,320, which includes a projected 5% increase for 6 months). This amount also includes $10,137 for life insurance.
FICA	229,598	217,620	236,500	224,454	244,220	117,655	240,000	245,900	0.7%						This is based on 7.65% of all taxable wages budgeted, minus Transport and VOCA.
Health Insurance Buy-Out	8,000	6,000	6,000	6,000	6,000	5,100	6,000	6,000	0.0%						FY 2019-2020 budget is based upon the current number of employees who have opted out.
YMCA Passes	1,610	1,400	1,600	1,400	1,600	1,400	1,600	1,600	0.0%						Two passes plus ten one-time use passes. Based upon usage, two passes appear to be sufficient at the current time.
TOTALS	**1,366,694**	**1,329,445**	**1,421,400**	**1,352,287**	**1,470,877**	**730,035**	**1,456,995**	**1,530,374**	**4.0%**						

2019-2020 INSURANCE - 206

		2016-2017			2017-2018			2018-2019				2019-2020								
		BUDGET HISTORY			BUDGET HISTORY			CURRENT BUDGET				DEPT. REQUEST			COMMISSIONERS		BAC to Public Hearing		FINAL	
		Budget	Actual	Result. Deduct. Reserve	Budget	Actual	Result. Deduct. Reserve	Budget	YTD Expend. as of 12/31/18	Antic. EOY Expend.	Resulting Deductible Reserve	Original Request	% Change	Resulting Deductible Reserve	Commr's Budget to BAC	% Change	BAC Recom-mendation	% Change	Approved	DETAILS
56010	Property & Casualty Insurance	76,738	72,968	N/A	75,728	74,914	N/A	76,552	37,978	76,584	N/A	78,115	2.0%	N/A						Most recent annual premium for the Risk Pool (for calendar year 2019) = $76,583. Increase from previous year is due primarily to the addition of various coverages by the Risk Pool. In addition, the Risk Pool advises that counties should anticipate an increase of at least 3-5% effective 1 Jan 2020, with payment for the entire year due at that time.
56020	Surety Bonds	1,500	1,323	N/A	1,500	1,436	N/A	1,500	1,436	1,436	1,436	1,500	0.0%	N/A						Blanket coverage in the amount of $250,000 which is in excess of blanket crime coverage in the amount of $100,000 through the MCCA Risk Pool. (Includes 7% increase of the actual premium in 2018.)
Fund 20	Deductible Reserve	1,200	1,972	2,122	4,900	4,000	3,022	1,000	1,000	2,000	2,022	1,000	0.0%	3,022						This Reserve Account was established in the 2010-2011 Budget to offset deductibles that the County may have to pay as a result of losses or uncovered losses. This reserve helps to reduce the need for departments to budget for "what if" scenarios. The resulting reserve total would cover two accident deductibles, which is the type of claim that is most often made by the County, and one property deductible.
	TOTALS	79,438	76,263	2,122	82,128	80,350	3,022	79,052	40,414	80,020	3,458	80,615	2.0%	3,022						

History of Pool Expenses (By calendar year)	
2009	74,934
2010	74,706
2011	73,742
2012	75,099
2013	74,303
2014	74,202
2015	73,283
2016	72,583
2017	72,311
2018	74,914
2019	76,584

2019-2020 BUILDINGS - 210

		2016-17		2017-18		2018-19			2019-2020							
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			Comm's Budget to BAC		BAC to Public Hearing		FINAL
		Budget	Actual	Budget	Actual	Budget	YTD Expend. As of 12/31/18	Antic. EOY Expend.	Dept. Request	Admin. Recom'd	% Change	Comm's Budget to BAC	% Change	BAC Recom-mendation	% Change	Approved
51020	Supervisory	45,022	44,865	46,217	43,053	47,551	23,677	47,551	48,970	48,970	3.0%					
51300	PT Wages	6,330	6,399	6,520	6,316	6,716	2,903	6,716	9,050	9,050	34.8%					
51500	Overtime	2,500	2,375	2,500	1,471	2,500	408	2,500	2,500	2,500	0.0%					
53020	General Supplies	5,700	6,155	5,700	6,458	6,100	2,691	6,000	6,100	6,100	0.0%					
53100	Sand and Salt	700	560	800	1,965	1,200	210	1,200	1,400	1,400	16.7%					
53400	Heating Fuel (Propane)	10,500	12,083	10,500	12,231	14,100	3,047	14,000	14,100	14,100	0.0%					
53600	Minor Equipment	1,000	294	1,000	1,087	1,700	966	1,700	1,700	1,700	0.0%					
53700	Vehicle Consum. & Gas	1,570	946	1,400	567	1,600	146	1,100	1,000	1,000	-37.5%					
55010	Vehicles R&M	4,500	5,256	4,800	3,433	4,500	250	1,000	4,500	4,500	0.0%					
55100	Electricity	38,600	39,654	38,000	35,649	38,000	15,262	38,000	37,000	37,000	-2.6%					
55110	Water and Sewer	4,000	3,593	4,000	3,329	4,000	2,218	3,700	4,000	4,000	0.0%					
55120	Telephone	8,500	9,114	8,500	8,338	9,100	4,552	9,100	9,200	9,200	1.1%					
55200	Building Repair & Maintenance	16,000	12,123	15,000	3,967	15,000	3,328	15,000	14,000	14,000	-6.7%					
55300	Rental-Land/Bldgs	2,600	2,088	2,600	0	2,100	2,088	2,100	2,100	2,100	0.0%					
55340	Rental of Equip.	2,000	2,023	2,000	2,629	1,300	505	1,000	1,200	1,200	-7.7%					

DETAILS

3% increase; 52 weeks plus one day

3% increase; 52 weeks plus I day; increase hours from 9 to 12 per week

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

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

Sand and salt for the parking lots at 33 Court and 752 High; usage based on 8-9 plowable storms. Increased due to consumption for ice storms. Coverage for contractor snow removal and parking lot treatment as needed during vehicle breakdown or illness. Coverage is now including sidewalks around the perimeter of the County Property.

The main heating system for the courthouse is propane. 6000 gal of propane @ 1.599 per gallon. Also 700 gal @ 3.00 per gallon for reserve heating oil. If this is not adequate, there are additional funds available in the fuel reserve account.

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

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

Regular maintenance and repairs on the facility vehicle and the attached plow and sander. The vehicle has approximately 118,000 miles on it and requires regular repairs and upkeep.

We are in the second year of a three year contract with Constellation Energy which has frozen our capacity rates for two years and slightly lowered our energy expense. Total three year average KWHs for two buildings is 283,679, which is down by 30,635 over the previous three year period.

The City is anticipating a 2 % increase in sewer rates for FY 19-20; however, as usage has remained level over the past several years, it is not necessary to increase the budget for this account.

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

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

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

Postal machine rental ($800 annually); $400 for rental of carpet cleaners and misc. equipment.

	2016-17		2017-18		2018-19			2019-2020							
	BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC		FINAL
	Budget	Actual	Budget	Actual	Budget	YTD Expend. As of 12/31/18	Antic. EOY Expend.	Dept. Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recom-mendation	% Change	Approved
Equipment R&M (Contracted)	22,500	21,205	22,755	22,007	20,115	10,511	20,115	20,665	20,665	2.7%					
65400 Waste Collection	2,450	2,182	2,500	2,599	2,600	1,361	2,600	2,700	2,700	3.8%					
55530 Special Projects	3,800	102	3,800	3,616	3,800	700	3,800	3,800	3,800	0.0%					
TOTALS	178,272	171,016	178,592	158,715	181,982	74,823	177,182	183,985	183,985	1.1%					

DETAILS

VENDOR	PURPOSE		AMOUNT	
New England Communications	Support and training for phone system		3,500	
Northeast Security	Fire, cameras, and security alarm support	Monthly	3,400	
Pine State Elevator	check of elevator system and annual maint.	Annual	3,000	
National (Smith) Elevator	elevator inspection	Annual	200	
State of ME	elevator license		100	
Cummings Northeast	Annual maintenance and certication of generator		1,100	
HVAC	System support/quarterly maintenance including filters		1,800	
Bardon's Water Service	Monitoring of Chemicals in HVAC loop		3,100	
Backflow Prevention	Required by Sewer District annually	...	75	
G & E Roofing	Annual maintenance agreement for 752 High Street	Annual	3,200	
Orkin Taco	insect treatment contract (first year)	Annual fire	440	750
Simplex-Grinnel	extinguisher inspections/maintenance		20,665	

Includes $2,300 for the Pinetree contract, plus landfill license and special disposal fees (shredding, etc.)

Expected Special projects: Sealing upgrades around Admin. bulkhead

2019-2020 DISTRICT ATTORNEY/SUPERIOR COURT - 220

		2016-17		2017-18		2018-2019			2019-2020							
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC to Public Hearing		FINAL
		Budget	Actual	Budget	Actual	Budget	YTD Expend. as of 12/31/18	Antic. EOY Expend.	Dept. Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recom-mendation	% Change	Approved
51020	Supervisory Wages	41,815	41,616	42,883	42,723	44,174	21,982	44,174	45,508	45,508	3.0%					
51030	Non-Supervisory Wages	39,656	39,465	40,669	40,518	41,895	20,839	41,895	43,142	43,142	3.0%					
51040	Clerical Wages	31,356	31,231	34,583	34,445	35,615	17,722	35,615	36,690	36,690	3.0%					
51100	DV Investigator	51,918	51,734	53,293	53,082	54,884	27,311	54,884	56,540	56,540	3.0%					
51300	Part-Time Clerk	12,184	9412	12,635	11,223	19,594	8,725	19,437	20,098	20,098	2.6%					
53010	Office Supplies	3,200	3,477	3,800	4,295	4,200	1,676	3,850	4,700	4,700	11.9%					
53050	Books & Periodicals	3,200	2,672	3,200	2,864	2,850	1,536	3,850	2,850	2,850	0.0%					
53060	Postage	2,500	2,326	2,800	1,775	2,800	722	2,500	2,400	2,400	-14.3%					
53600	Minor Equipment	800	661	1,800	932	800	0	800	800	800	0.0%					
53700	Vehicles Gasoline	1,000	654	1,000	668	1,000	367	1,000	1,000	1,000	0.0%					
54010	Training	2,500	2,409	2,500	2,218	2,500	1,319	2,500	2,600	2,600	4.0%					
54020	Dues & Membership	750	782	850	518	900	663	900	900	900	0.0%					
54110	Juror Refreshments	175	277	175	148	150	53.71	150	150	150	0.0%					
54510	Professional Service	12,750	12,753	14,850	14,147	14,850	5,042	14,850	14,850	14,850	0.0%					
55010	Vehicles Repairs & Maint	1,000	766	1,000	866	1,000	133	500	1,000	1,000	0.0%					
55120	Telephone	1,800	1,729	1,800	1,418	1,800	807	1,700	1,700	1,500	-5.6%					
55130	Fax/Mode,/Internet	1,600	1,679	1,800	1,488	1,800	459	1,800	1,800	1,800	0.0%					
55400	Equip Repair/Maintenance	6,100	7,355	6,300	5,897	6,300	221	6,300	7,800	7,800	23.8%					
56010	Judicial Liability Insurance	210	231	230	244	250	246	250	250	250	0.0%					
56100	Travel	1,400	1,353	1,400	1,250	1,400	354	1,400	1,400	1,400	0.0%					
56200	Advertising	200	106	200	0	200	0	100	200	200	0.0%					
54511	Superior Court Witness Fees	1,500	1,988	1,500	927	1,500	1,520	2,000	1,500	1,500	0.0%					
54512	District Court Witness Fees	250	0	250	0	-	0	0	0	0	0					
	TOTALS	217,864	214,677	229,518	221,646	240,462	111,697	240,455	247,878	247,678	3.1%					

DETAILS

51020	3% increase; 52 weeks + 1 day
51030	3% increase; 52 weeks + 1 day
51040	3% increase; 52 weeks + 1 day
51100	3% increase; 52 weeks + 1 day; 30 hours/week
51300	3% increase; 52 weeks + 1 day
53010	Includes regular office supplies, and copier/printer supplies. Also a one-time $500 increase for the purchase of waiting room chairs for the West Bath office.
53050	On-line research ($2,600). Printed material includes Ferdico, court rules and Maine Reporter ($600).
53060	The department provides large amounts of Discovery to defendants, including police reports, photos, CDs and DV's. When cases are appealed ten copies of briefs are sent to the Law Court and two to the defendant. Decrease is due to more discovery being delivered by hand,
53600	For replacement of equipment such as fax machines, printers, and shredders which do not qualify as capital items because of short life span or low cost. Firewall for server at MeDATS ($1,000)
53700	Gasoline for Domestic Violence Investigator,
54010	Most expenses are related to the annual Prosecutors Conference (includes registration fee, lodging, travel and meals.) There has also bee a slight increase in the Maine Chief's Conference .
54020	Annual Bar Registration fees for attorneys, plus dues for Maine Prosectors' Association and National District Attorneys' Association.
54110	Grand Jury refreshments.
54510	Includes computer consulting and overhead ($10,000), payment to Knox County for database management ($2,500), transcripts ($750), laboratory tests ($1,500), and shredding ($100).
55010	Includes regular maintenance for vehicle used by Domestic Violence Investigator, including oil changes, tire replacement and minor repairs.
55120	Includes reimbursement to Knox County for District Attorney cell phone. Domestic Violence Investigator and Asst. DA stipends of $30.00 each per month for use of personal cell phone for business.
55130	Includes monthly email ($57/mo), annual cost of Messanger licenses ($343), and monthly fees for the West Bath internet ($63/mo).
55400	Annual maintenance contract for New Dawn Prosecution software and share of centralized servers at MeDATS . Includes share of added JustWare license ($500). Sharefile software ($900) and four Sharefile user licenses ($600) for electronic discovery.
56010	Liability coverage for State employees.
56100	Travel costs for court appearances, primarily by shared Juvenile Attorney .
56200	For vacancy when employee resigns.
54511	The county is required to pay a "Bill of Costs" or witness fees for Superior Court appearances by law enforcement officers on their day off, civilian witnesses and any testimony required of a professional witness, such as a doctor or chemist. Reduced based on experience with Unified Criminal Docket, and potential reimbursement from forfeited bail.
54512	District Court witness fees. Reduced based on experience with Unified Criminal Docket.

2019-2020 DEEDS - 230

		2016-17		2017-18		2018-2019			2019-2020								
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC TO Public Hearing		FINAL	DETAILS
		Budget	Actual	Budget	Actual	Budget	YTD Expend. as of 12/31/18	Antic. EOY Expend.	Dept. Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recom-mendation	% Change	Approved	
51020	Non-Supervisory	35,134	34,229	36,030	27,173	37,119	17,766	37,199	38,232	38,232	3.0%						3% increase 52 weeks plus 1 day
51030	Clerk	30,281	30,151	31,070	30,947	31,998	15,923	31,998	32,965	32,965	3.0%						3% increase 52 weeks plus 1 day
51070	Elected Official	44,561	44,388	45,723	45,552	47,099	23,436	47,099	48,525	48,525	3.0%						3% increase 52 weeks plus 1 day
53010	Office Supplies	2,000	1,036	2,000	877	2,000	340	2,000	2,000	2,000	0.0%						Office supplies including paper, general supplies and forms.
53060	Postage - Office	1,000	671	1,000	675	1,000	339	1,000	1,000	1,000	0.0%						General office and document mailings.
53600	Minor Equipment	300	0	300	0	300	55	300	300	300	0.0%						Miscellaneous small equipment.
55400	Equip R& M Maint. Contracts	39,000	35,565	39,000	34,009	39,000	15,900	39,000	39,000	39,000	0.0%						Fidlar 30,000 Iron Mountain (repository/imaging) 9,000 Total $ 39,000
55401	Equipment R&M (Ad hoc maintenance)	1,000	0	1,000	0	1,000	0	0	1,000	1,000	0.0%						These funds are budgeted to cover non-contracted repairs and maintenance. We anticipate needing to purchase a replacement sonicwall and router.
54010	Training	1,000	303	1,000	232	1,000	227	1,000	1,000	1,000	0.0%						County Commissioners Conference; Fidlar Conference; training for staff.
54020	Dues & Membership	150	150	150	150	150	0	150	150	150	0.0%						Maine Registrars of Deeds Association (MRODA) dues.
56100	Travel	500	229	500	204	500	31	500	500	500	0.0%						Mileage reimbursement for employee travel to meetings and the MCCA conference.
56210	General Supplies & Printing	1,500	1,002	1,500	1,718	1,500	(147)	1,500	1,500	1,500	0.0%						Printing and making books of indexes; toners for stamp printing machines.
	TOTALS	156,426	147,725	159,273	141,538	162,666	73,870	161,748	166,172	166,172	2.2%						

2019-2020 PROBATE COURT- 235

		2016-17		2017-18		2018-19				2019-2020									
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET				DEPARTMENT				COMMISSIONERS		BAC to Public Hearing		FINAL	DETAILS
		Budget	Actual	Budget	Actual	Budget	YTD Expend. 12/31/18	Antic.	EOY	Dept. Request	Admin. Recom'd	%	Change	Commr's Budget to BAC	% Change	BAC Recom-mendation	% Change	Approved	
51030	Non-Supervisory Wages	36,451	36,319	37,401	37,260	38,530	19,167		38,530	39,679	39,679		3.0%						3% increase 52 weeks plus 1 day
51070	Elected Official - Register	41,396	69,041	42,475	70,845	43,765	36,442		43,765	45,059	45,059		3.0%						3% increase 52 weeks plus 1 day
51070	Elected Official - Judge	27,919		28,647		29,506			29,506	30,381	30,381		3.0%						3% increase 52 weeks plus 1 day
51300	Part-time Wages	15,825	14,150	16,237	11,781	12,904	6,348		12,904	13,291	13,291		3.0%						3% increase 52 weeks plus 1 day
53010	Office Supplies	2,300	1,504	2,200	2,238	2,150	1,014		2,150	2,200	2,200		2.3%						Probate anticipates a modest increase in costs.
53050	Books & Periodicals	750	906	960	886	975	91		600	700	700		-28.2%						This fund covers the cost of two Maine Estate and Probate Law books issued each year after the Legislature adjourns ($486) and the Maine Court Rules (also an annual publication) ($63). A book on early handwriting was purchased for $29.00 last year. The Maine Probate Procedures books have been discontinued so annual updates ($386) are no longer budgeted. $150.00 has been added to cover anticipated increases next year for the books purchased annually.
53060	Postage	2,500	2,280	2,500	1,702	2,750	418		2,750	3,000	3,000		9.1%						Mailing expenses for Probate files and passport applications. Both postal rates and rates for Confirmed Delivery (the carrier used for return of passport applications) have increased.
54010	Training	4,000	2,853	4,000	2,230	4,000	1,966		4,000	4,000	4,000		0.0%						This fund covers costs associated with attendance at the following: MCCA Convention (for both Deputy and Register this year) and out-of-state NCPJ Conventions in May and November (for Judge Voorhees). Note: the Judge pays some of his own convention costs. This fund also pays for some probate related CLE classes for the Register, who is an attorney.
54020	Dues & Membership	560	375	375	375	375	375		375	375	375		0.0%						Yearly dues for Judge Voorhees and Register: Maine Probate Judges Assembly ($275) and Maine Association of Registers of Probate ($100).
54530	Document Management	2,500	2,240	2,500	2,240	2,240	2,240		2,240	2,352	2,352		5.0%						This is the yearly cost of the ICON system of probate docketing and includes support and web-hosting services; another state-wide 3 year contract was signed on 1/1/17 at the same yearly cost. 5% has been added to cover an anticipated increase of 10% in January, 2020 (mid-way through our fiscal year).
54510	Professional Service	8,000	5,308	8,000	4,030	8,000	161		4,000	10,000	10,000		25.0%						This fund covers the mandated costs of court-appointed Visitors, Guardian ad litems and Attorneys for clients who are indigent. It is impossible to predict the yearly costs of these required services. Visitors are usually paid for by petitioners, but not always. Our Court matches the State's reimbursement rate for these services: $40 per hour for Visitors and $60 per hour for a Guardian ad litems or Attorneys. Due to a change in the probate code effective 7/1/19, more of these mandated services will be needed.
55400	Equipment Repair & Maintenance	200	0	300	127	300	0		132	300	300		0.0%						Probate uses this fund to have the typewriter cleaned and/or repaired yearly. (It is possible that it may need to be replaced this year @ $300.) New and replacement printers (not covered by BEU) and scanners will be purchased with funds from the Records Preservation account.
56020	Judicial Liability Coverage	150	138	150	138	150	138		138	150	150		0.0%						This fund pays for liability insurance for the Judge at a cost of $150. This insurance is purchased through the Maine Administrative Office of the Courts, a State agency.
58100	Travel	550	215	550	298	550	130		550	550	550		0.0%						This fund pays for mileage, tolls, parking and meals for Judge Voorhees and the Probate staff for professional meetings. The Maine Probate Judges' Assembly meets two times a year and the Maine Association of Registers of Probate meets six times a year. Note: mileage costs to the MCCA convention are reimbursed out of this fund, as are meals consumed on single travel days. Registration, meals and lodging costs for the MCCA convention are reimbursed out of the Training fund listed above.
56200	Advertising	10,500	10,418	10,500	10,276	10,810	4,623		10,810	11,000	11,000		1.8%						This fund is completely self-funded. It pays for the legal notices which we are required to publish in a local newspaper twice each month. We charge each Estate $75.00 to publish in The Times Record which covers the full cost of the legal notice. The number of legal notices published varies from year to year but has been increasing steadily over the last few years. The Times Record was purchased by The Portland Press Herald in April, 2018 and has not announced any increase in legal advertising to date.
	TOTALS	153,601	145,746	156,795	144,426	157,005	73,113		152,450	163,037	163,037		3.8%						

2019-2020 CIVIL - 415

		2016-17		2017-18		2018-19			2019-2020							
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPT. REQUEST			COMMISSIONERS		BAC to Public Hearing		FINAL
		Budget	Actual	Budget	Actual	Budget	YTD Expend. As of 12/31/18	Projected End of Year	Dept. Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recom-mendation	% Change	Approved
51020	Supervisory Wages	22,679	21,920	23,270	21,242	23,969	6,803	16,096	24,690	24,690	3.0%					
51300	Part-time Wages	3,876	2,790	3,600	1,490	3,500	1,828	3,602	3,600	3,600	2.9%					
53010	Office Supplies	225	268	225	404	225	172	225	225	225	0.0%					
53060	Postage	50	16	50	19	50	0	50	50	50	0.0%					
53600	Minor Equipment	100	98	100	0	100	320	320	100	100	0.0%					
53800	Clothing/Safety	300	207	300	112	300	0	300	300	300	0.0%					
55120	Telephone	900	737	800	797	750	264	440	600	600	-20.0%					
55340	Equipment	100	0	100	0	100	0	0	100	100	0.0%					
56100	Travel	50	18	50	38	50	0	25	50	50	0.0%					
56210	Printing	100	55	75	0	75	0	0	75	75	0.0%					
59015	Allowance for Uncollectables	1,000	0	1,000	0	1,000	0	1,000	1,000	1,000	0.0%					
	TOTALS	**29,380**	**26,109**	**29,570**	**24,104**	**30,119**	**9,387**	**22,058**	**30,790**	**30,790**	**2.2%**					

DETAILS

3% increase; 52 weeks + 1 day, 20 hr/wk

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

General supplies - stationary, toner, staples, clips, etc

Non-reimbursed postage only. (Reconciled at the end of budget year.)

This line is used to replace or repair office equipment such as printer or computer components not covered by BEU or other administrative lines

Polo shirts, outerwear, etc for three part-time deputies

Cells phones for two Civil Deputies

Formerly used for pagers, now used for non-office equipment such as radios, flashlights, etc.

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

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

Based upon current eligible debts.

The total request for general funds for the Civil Office is $30,790 and the total amount of civil processing pass through funds is expected to be approximately $70,000, making the total budget for Civil $100,790.

The Civil Dept. serves an average of 1,200 sets of civil papers per year, which are served by two part-time civil process servers (Civil Deputies). The department also employs a part-time Administrator.

2019-2020 SHERIFF'S OFFICE - 401

		2016-17		2017-18		2018-19			2019-2020								
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC to Public Hearing		FINAL	DETAILS
		Budget	Actual	Budget	Actual	Budget	YTD Expend. as of 12/31/18	Projected End of Year	Dept. Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recom-mendation	% Change	Approved	
51010	Chief Deputy	62,796	62,486	64,433	64,357	67,032	33,324	67,030	69,182	69,182	3.2%						3.25% increase; 52 wks + 1 day (increase to stay ahead of Sgts base pay)
51020	Supervisory Wages	31,849	25,793	32,357	32,314	33,491	16,655	33,494	34,569	34,569	3.2%						3.25% increase; 52 wks + 1 day (increase to stay ahead of base Sgts pay)
51030	Administrative Clerk	34,699	34,500	35,585	35,546	36,658	18,234	36,657	37,749	37,749	3.0%						3% increase; 35 hr per week employee; 52 wks + 1 day
51040	Data Entry/Records Clerk	31,215	31,037	32,958	32,916	33,948	16,889	33,946	34,964	34,964	3.0%						3% increase; 35 hr per week employee; 52 wks + 1 day
51070	Sheriff	75,603	75,230	77,574	77,474	78,733	39,196	78,737	81,101	81,101	3.0%						3% increase; 52 wks + 1 day
51100	Investigator Wages	167,097	175,212	179,259	180,146	189,250	92,864	185,728	193,952	193,952	2.5%						1 Detective Sgt. + 2 FT Detectives (Includes MDEA C=contract wages): CBA COLA, longevity, 52 wks +1day
51105	Patrol Supervisors	229,404	230,145	228,726	238,428	248,125	125,501	248,135	256,234	256,234	3.3%						2 Patrol Sgts, 2 Patrol Corporals; CBA COLA, longevity, 52 wks + 1 day
51110	Patrol Deputies	445,626	446,331	446,708	445,646	477,610	237,555	475,110	496,302	496,302	3.9%						9 Patrol Deputies; CBA COLA, steps and longevity, 52 wks + 1 day
51300	Part-time Wages	11,000	5,278	10,000	7,992	10,000	2,993	5,986	10,000	10,000	0.0%						Cover full-time patrol leave, court time, special assignments, shift replacement, mandatory training
51500	Overtime Wages	75,000	71,358	82,000	86,887	84,880	41,093	84,000	87,400	87,400	3.0%						Cover leave for open shifts, vacation, illness, special assignments, court time, additional patrol and investigative coverage
51510	Holiday Pay	59,900	55,214	60,000	56,536	62,100	30,104	56,750	64,000	64,000	3.1%						Union Contract
51530	Training Wages	17,000	16,758	17,000	18,899	17,600	8,937	17,875	18,100	18,100	2.8%						Supports all state and federal mandated training above normal duty time, mandatory training, K-9 training, field training duties
51600	Other Non-classified	4,100	3,981	4,250	2,848	4,000	0	1,150	4,000	4,000	0.0%						K-9 Stipend and other non-classified assignments
51601	Community Policing	10,000	5,081	10,000	5,404	6,000	154	1,600	6,500	6,500	8.3%						Supports all community related events, i.e. DARE, Project Alert, Camp Postcard, TRIAD, etc. (90% FTE paid out of Transport Program Wages)
52500	Medical/Fitness Program	2,500	700	2,500	325	2,500	659	1,350	2,500	2,500	0.0%						Physicals, fitness programs per union contract
53010	Office Supplies	5,750	5,537	5,750	4,712	5,750	1,929	5,125	5,600	5,600	-2.6%						General office supplies, paper, case folders, DVD/CD, memory sticks, etc.
53025	Pub.Safety Consumables	15,000	13,947	15,000	10,943	15,000	9,463	15,625	16,000	16,000	6.7%						Firearms ammunition, CID materials, batteries, personal protective equipment. All consumable equipment plus annual taser contract (increased contract costs). Fire extinguisher contract (increased).
53060	Postage	325	424	350	428	400	197	395	425	425	6.3%						Postage cost
53600	Minor Equipment	1,200	1,100	1,200	375	1,200	51	737	1,200	1,200	0.0%						Equipment not considered to be capital expenses, i.e. calculators, cameras, cabinets, chairs, etc.
53700	Vehicles Gasoline	56,800	38,741	61,875	43,773	59,125	20,590	41,162	57,200	57,200	-3.3%						Gasoline for vehicles. The Sheriff's Department fleet includes the following vehicles: Patrol 13; Detective 2; SO Administration 2; Spare Patrol 1. Calculation based on 22,000 gallons at $2.60 per gallon.
53800	Uniforms & Safety	15,500	12,180	15,500	15,848	15,500	5,322	14,014	15,500	15,500	0.0%						All uniform and clothing, union contracted related items, boots, gun belts, holsters, badges, traffic safety vest, etc.
53805	Firearms	3,000	2,997	3,000	2,489	3,000	489.45	2,750	3,500	3,500	16.7%						Updated all weapons, new hires, rifles for cruisers, other specialized equipment, etc.
53900	Public Safety Equipment	12,000	4,495	12,500	9,213	12,500	544	9,850	12,000	12,000	-4.0%						New equipment, replacement equip.for vehicles, radios, radars, bullet proof vests, cameras, etc.
54010	Training & Prof. Dev.	14,000	13,722	15,000	15,175	16,000	7,134	15,500	17,000	17,000	6.3%						Training related expenses: meals, lodging, registration fees
54020	Dues and Membership	950	935	1,200	1,300	1,500	575	1,400	1,500	1,500	0.0%						Dues for NESPIN, Maine Sheriff's Association, Maine Chiefs of Police, IACP, NSA, etc.
54100	Laundry Services	6,500	6,194	6,500	9,137	6,900	2,373	6,110	6,800	6,800	-1.4%						Uniform, clothing care and maintenance
54510	Prof. Services - Contracted	1,500	1,080	1,500	1,282	1,500	0	0	1,500	1,500	0.0%						Polygraphs, psychological testing consultant fees, etc.
55010	Vehicles R & M	34,000	32,086	34,000	35,990	36,000	15,307	35,450	36,000	36,000	0.0%						Repairs, major and minor. Tires, oil changes, general vehicle maintenance, etc.
55120	Telephone	9,280	5,833	9,000	6,211	6,600	2,708	5,416	6,000	6,000	-9.1%						Cellular AT&T First Net - reduced contract; includes accessory equipment
55140	K-9 Support	1,000	795	1,000	1,165	1,500	0	750	2,000	2,000	33.3%						K-9 Veterinary insurance ($750) & boarding fees; Dog food per CBA
55340	Contract Services	5,150	5,261	7,500	6,486	8,000	5,851	7,670	8,000	8,000	0.0%						LexisNexis Contract (decreased number o users by one); Leads Online and PowerDMS annual fee.
55400	Equip. Repair & Maint.	5,000	4,280	5,000	6,892	5,000	3,622	6,295	6,500	6,500	30.0%						Repair & maintenance contracts for equipment, radar units, cameras, mobile radio repairs, computer maintenance, portable maintenance, etc.
56200	Advertising	500	307	500	302	500	178	295	500	500	0.0%						New positions and other ads
56304	Community Policing	2,200	305	2,200	2,185	2,200	1,379	2,298	2,200	2,200	0.0%						Promotional and educational materials, PR materials.
	TOTALS	1,447,444	1,389,324	1,481,925	1,459,623	1,550,102	741,872	1,498,390	1,595,978	1,595,978	3.0%						

Note: Approximately 87% of SO budget is payroll; Payroll includes 52 weeks plus 1 day, Without payroll, the budget increase is 0.83%.

TRANSPORT

		2016-17		2017-18		2018-19			2019-2020
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			BUDGET
		Budget	Actual	Budget	Actual	Budget	YTD 12/31/18	Projected End of Year	
51011	Shift Supervisor	31,849	25,877	32,040	32,230	33,480	16,655	33,310	34,567
51020	Program Staff	37,426	38,538	36,907	35,700	84,731	23,351	46,202	87,395
51111	Transportation Officers	119,300	122,657	119,956	128,896	133,116	69,067	128,626	121,594
51300	Part-time Wages	1,500	1,629	1,700	1,082	2,000	3,753	9,100	3,000
51500	Overtime Wages	9,500	11,019	12,000	11,011	13,000	3,670	6,800	12,000
51540	Night Differential	6,000	3,200	6,000	0	0	0	0	0
	Fringe Benefits (see details below)	94,214	80,807	99,876	84,735	114,534	37,562	75,125	118,144
53010	Office Supplies	700	380	700	200	700	202	355	650
53020	General Supplies	200	0	200	0	200	176	225	200
53026	Security Equipment	700	0	500	0	500	393	550	500
53060	Postage	60	50	50	51	50	25	50	50
53600	Minor Equipment	750	161	750	15	700	429	575	700
53700	Vehicle Consum/Gas	8,200	6,452	9,200	8,476	8,700	3,719	7,470	8,900
53800	Uniforms & Safety	2,500	1,640	2,500	2,728	3,500	2,737	4,000	4,250
53805	Firearms	500	500	500	500	500	0	500	500
53901	Maintenance	2,800	3,311	3,000	2,927	3,000	1,400	3,825	2,500
54010	Training	1,200	2,212	1,200	390	1,200	151	450	1,200
54020	Dues & Membership	100	50	100	50	100	0	50	100
54100	Laundry Service	1,800	956	1,700	1,336	1,800	336	890	1,700
54110	Meal Allowance	450	415	500	211	500	65	150	500
54451	Tools and Implement	2,500	670	2,500	1,065	2,000	789	1,500	2,000
54500	Professional Service	250	0	250	0	250	0	500	250
55010	Vehicles R&M	4,000	2,408	4,000	6,010	4,000	5,061	6,350	4,500
55120	Telephone	3,000	2,196	3,000	2,428	2,500	771	1,550	2,000
55130	Fax/Modem/Internet	0	0	0	0	0	0	0	0
55340	Rental of Equipment	0	0	0	0	0	56	56	2,000
	Contingency	0	0	12,250	*	0	0	0	8,000
55400	Equipment R&M	200	352	200	108	200	309	430	250
62400	Advertising	250	0	250	150	250	210	400	250
	SUB TOTAL-TRANSPORT	329,949	305,481	351,829	320,300	411,511	170,888	329,039	417,700

Revenues

	2016-17		2017-18		2018-19		2019-20
	BUDGET HISTORY		BUDGET HISTORY		CURRENT YEAR		BUDGET
	Budget	Actual	Budget	Actual	Budget	Projected EOY	
TBRJ CAP	2,657,105	2,659,101	2,657,105	2,657,105	2,657,105	2,657,105	2,657,105
State Contribution***	285,000	269,023	260,000	301,472	260,000	311,185	250,000
Court Surcharge & Fines	12,000	**	9,500	**	8,000	0	4,000
Home Revenue	3,000	3,939	5,000	1,410	4,500	4,400	5,000
Surplus Carry Forward	0	0	0	0	46,682	3,597	66,371
Total Revenue	**2,942,105**	**2,932,063**	**2,931,605**	**2,959,987**	**2,976,287**	**2,976,287**	**2,982,476**

Expenses

Transport Assessment	329,949	305,480	351,829	320,300	411,511	329,039	417,700
Alternative Sentencing	130,000	95,849	125,000	96,376	110,000	99,540	110,000
TBRJ	2,494,552	2,476,176	2,454,776	2,454,776	2,454,776	2,454,776	2,454,776
Total Expenses	**2,954,501**	**2,877,505**	**2,931,605**	**2,871,452**	**2,976,287**	**2,883,355**	**2,982,476**
Surplus/Deficit	**(12,396)**	**54,558**	**0**	**88,535**	**0**	**92,932**	**0**

Fringe Benefits	2019-20
Health Insurance	70,291
Medicare - 1.45%	3,843
FICA - 6.20%	16,431
Life Insurance	3,165
Miscellaneous Benefits	810
MSRS	15,263
Workers Comp	8,341
Unemployment	0
Total F/B	118,144

* $8,940 transferred to transport officers wages budget ** Included with State Contribution ***Funding from the state is a pass through to TBRJ

2019-2020 COMMUNICATIONS - 430

		2016-17		2017-18		2018-19			2019-2020								
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC to Public Hearing		FINAL	DETAILS
		Budget	Actual	Budget	Actual	Budget	YTD Expend. as of 12/31/18	Antic. EOY Expend.	Dept. Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recom-mendation	% Change	Approved	
51010	Dept Head	64,832	64,760	66,777	66,689	68,773	34,214	68,689	70,830	70,830	3.0%						3% increase; 52 weeks + 1 day
51020	Supervisory	210,108	177,264	159,328	106,804	146,613	45,461	146,613	169,585	169,585	15.7%						3% increase; 52 weeks + 1 day
51120	Dispatchers	462,648	384,244	498,428	440,246	490,144	207,243	430,000	531,599	531,599	8.5%						Increase, steps, etc. per CBA; 52 weeks + 1 day
51025	Dep. Director	0	0	57,000	49,326	58,934	29,324	58,934	60,708	60,708	3.0%						Increase, steps, etc. per CBA; 52 weeks + 1 day
51500	Overtime Wages	48,950	96,733	48,950	97,289	48,950	66,203	100,000	48,950	48,950	0.0%						OT is used to cover open shifts due to vacation, sick and personal leave, plus understaffing..
51510	Holiday Pay	62,000	56,360	60,000	52,466	60,000	28,863	58,000	60,000	60,000	0.0%						There are 12 holidays/year, per the union contract. This calculation assumes that 2/3 of the dispatchers will work each holiday earning 1 1/2 and that 1/3 of employees will not work the holiday but will receive straight time for the holiday. The budget is formulated by taking the average between the cost of full and minimum staffing levels.
51530	Training Wages	14,500	6,341	14,500	9,818	14,500	1,945	12,000	14,500	14,500	0.0%						24 hours of CE per person (CPR, Stress Management, Integrity/Liability, Suicide Calls, etc). Spillman and Navigator Conferences, Maine NENA Conference. This also covers other classes that are requested.
51575	Medical & Fitness	1,800	1,075	1,800	1,050	1,800	755	1,800	1,800	1,800	0.0%						Predict 6 of 15 will take this $300 benefit offered as part of the union contract.
53010	Office Supplies	5,000	5,307	5,000	5,329	5,000	1,465	4,500	5000	5000	0.0%						General office supplies
53020	General Supplies	1,000	988	1,000	930	1,000	864	1,000	1,000	1,000	0.0%						Public Education materials for community outreach at Bath Safety Days, fire department open houses and other public safety events. Purchases are typically coloring books, crayons, book marks, 911 tattoos, pencils, etc.
53060	Postage	50	18	50	18	50	7	25	50	50	0.0%						Historically, have never spent more then $50 for postage.
53700	Vehicle Gasoline	1,200	3	2,250	2,086	2,250	898	2,000	2,250	2,250	0.0%						Based on the SUV with 13 mpg at $2.60 per gallon and using 8,000 miles and tolls, plus travel reimbursement if County vehicle is not available.
53800	Uniforms & Safety	3,000	2,974	3,000	3,021	3,000	297	3,000	3,000	3,000	0.0%						Uniform allowance of $200 per employee due to uniform requirement that the employee wear a clothing item that clearly identifies her or him as a Sag Comms employee. (15 X $200 = $3,000.)
53600	Minor Equipment	2,500	2,446	2,500	2,563	2,500	0	2,500	2,500	2,500	0.0%						Replace office equipment and furniture on an "as needed" basis.
54010	Training	14,750	17,586	14,750	11,580	14,750	8,353	14,000	14,750	14,750	0.0%						Covers the registration and lodging costs for 2 employee to attend the Spillman Users Conference (cost approx **$3,000**), the National EMD Conference (**$1,500**), JPMA (**$800**) and Police Legal Sciences (**$1,800**) online training, CPR Classes,and Maine NENA Conference. The remainder of these training costs reflect the cost of state-mandated 24 hours of continuing education classes.

COMMUNICATIONS

		2016-17		2017-18		2018-19			2019-2020							
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC		FINAL
		Budget	Actual	Budget	Actual	Budget	YTD Expend. as of 12/31/18	Antic. EOY Expend.	Dept. Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recom-mendation	% Change	Approved
54020	Dues & Membership	400	486	400	516	550	451	696	700	700	27.3%					
54510	Professional Service	720	1,335	720	1,105	750	1,120	1,500	750	750	0.0%					
55010	Vehicle R&M	750	911	1,500	1,943	1,500	23	1,500	2,000	2,000	33.3%					
55120	Telephone 911System	3,500	2,466	3,000	1,906	2,500	695	2,000	2,000	2,000	-20.0%					
55340	Rental of Equipment (Fiberoptics)	13,870	12,690	13,870	12,690	13,870	12,690	13,870	13,870	13,870	0.0%					
55400	Equipment R&M - Spillman	42,500	42,426	43,000	42,965	46,500	44,681	46,500	51,500	51,500	10.8%					
55410	Equipment R&M - Electronic	23,550	22,470	22,550	22,418	28,000	14,617	28,000	28,400	28,400	1.4%					
56100	Travel	1,500	877	0	413	0	0	0	0	0	0.0%					
56200	Advertising	250	199	400	0	400	0	200	400	400	0.0%					
57400	911 Computer Equipment	8,550	8,545	8,550	6,289	10,500	3,850	10,500	10,500	10,500	0.0%					
	TOTALS	987,928	908,505	1,029,323	939,460	1,022,834	504,021	1,007,827	1,096,642	1,096,642	7.2%					

DETAILS

Professional organization memberships to NENA. MECCA, APCO, Maine Chiefs of Police, Firstnet

Two polygraph exams for assumed two new hires at $250 each. Pre-Employment Testing with OHA at $110 each.

The amount requested is for maintenance of the Communicatation Directors SUV. This is a 2006 Ford SUV

Covers METRO **$1440** line and replacement parts for the phone system.

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

Spillman RMS maintenance (**$50,000**); OpenFox contract (**$800**); Spillman Service Calls (**$500**); When to Work scheduling software (**$200**)

AT&T Mobility for MDC air cards (**$15,000**); Acorn Recording annual maintenance contract (**$2,500**); computer repairs and installs not covered by mainentance contract (**$800**); minor radio repairs and radio license renewals (**$1,500**); ESRI CAD Mapping annual (**$1,900**); Text a Tip annual (**$1,700**), replacement tile carpet in comms center($5,000)

Moved to "Vehicle Gasoline"

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

Replacement of two computers (based upon recent replacement schedule/history), ancillary devices (monitors, etc.) and software for computers and equipment. Also includes updates to the firewall system. Microsoft Office yearly Office 365 fees

*** Excluding payroll, the departmental increase is 4.7%, which is primarily due to Spillman costs.**

2019-2020 EMERGENCY MANAGEMENT - 440

		2016-17		2017-18		2018-19			2019-2020								
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC		FINAL
		Budget	Actual	Budget	Actual	Budget	YTD Expend 12/31/18	Antic. EOY	Dept. Request	Admin. Recom'd	% Change (Admin. Recom'd)	Commr's Budget to BAC	% Change	BAC Recom-mendation	% Change	Approved
51010	Department Head	54,307	38,649	55,724	55,515	57,401	28,558	57,401	59,121	59,121	3.0%					
51030	Non-supv Wgs	46,253	33,048	47,460	46,142	48,605	24,184	48,605	50,067	50,067	3.0%					
53010	Office Supplies	2,500	2,058	2,500	2,429	2,500	616	2,500	2,500	2,500	0.0%					
53060	Postage	200	138	200	49	150	47	100	100	100	-33.3%					
53400	Heating Oil (Propane)	0	0	0	0	0	0	0	0	0	0.0%					
53600	Minor Equipment	1,000	568	1,000	824	1,000	39.36	750	750	750	-25.0%					
53700	Vehicles Gasoline	3,050	1,205	2,950	1,312	2,821	947	2,450	2,690	2,690	-4.6%					
53800	Uniforms/Safty Equip	300	229	300	297	300	-	300	300	300	0.0%					
53900	Pub. Safety Equip.	12,500	12,500	12,500	12,500	12,500	12,500	12,500	8,500	8,500	-32.0%					
54010	Training	6,475	5,302	6,475	2,828	6,000	998	3,600	5,750	5,750	-4.2%					
54020	Dues and Memberships	1,130	921	1,130	921	1,135	1086	1,136	1,140	1,140	0.4%					
55010	Vehicle R & M	1,500	773.55	1,500	590.99	1,500	1,060	1,500	1,500	1,500	0.0%					
55120	Telephone	1,140	1,086	1,320	1,218	1,320	687	1,300	1,200	1,200	-9.1%					
55420	Tower Leases	20,367	18,355	21,142	22,408	21,802	12,444	21,802	22,647	22,647	3.9%					
55400	Equip Repair & Maintenance	10,706	12,520	9,670	11,565	11,400	3,316	11,400	21,900	21,900	92.1%					
55430	Storage Lease	803	605	660	660	1,200	195	1,200	1,200	1,200	0.0%					
	TOTALS	162,231	127,958	164,531	159,259	169,634	86,678	166,544	179,365	179,365	5.7%					

DETAILS

3% increase; 52 weeks + 1 day

3% increase; 52 weeks + 1 day

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

Postage

Propane tank rental & propane moved to "Buildings"

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

13,390 miles divided by 15 mpg x $2.60 = $2,322 fuel for vehicles; plus portable generator fuel ($125) and EZ-Pass ($240)

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

Reverse E-911 emergency notification system. Negotiated lower rates based on actual services needed, annual opt-in contract, includes IPAWS

Includes registration fees for training and meals at EMI ($400); annual dinner for Local EMA Directors ($400); Awards ($125); BOH/LHO meetings ($200); Bi-monthly Local EMA Directors meetings ($600); NIMS/other training ($300); Training materials/public education ($300); Public Health & You DVD copies ($50); Ongoing training for EMA personnel ($400); IAEM Annual conference for one staff ($2,400); IAEM Region 1 conference for two staff ($275); Meals for sponsored training ($300)

Maine EMA association ($50); ; National Association of Counties (NACo) ($706); International Association of Emergency Managers (IAEM) ($190 x 2 = $380).
(NACo membership allows the County to participate in the prescription drug card program that is available to all Sagadahoc County residents.)

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

Cell phone for Director ($564), Cell phone for Deputy Director ($564). . Expense for landline telephones moved to administration

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

Towers & equipment maintenance:
Electricity at six sites ($5,388); GWI at two sites ($7,440) Periodic generator maintenance ($1,415); Propane for generators ($800); Snow clearing for Topsham & Richmond ($800); Equipment repair/emergency site maintenance ($5,000); service agreement for Page Gate ($610); annual Tower Frequency Protection ($420). Increase in this line is primarily due to the addition of 2 new tower sites.

Per contract $100/month

NOTE: One-half of expenses will be reimbursed by MEMA through EMPG (Emergency Management Performance Grant)

2019-2020 PROGRAM GRANTS - 920

		2016-17		2017-18		2018-19			2019-2020							
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT		COMMISSIONERS		BAC to Public Hearing		FINAL	
		Budget	Actual	Budget	Actual	Budget	YTD Expend. as of 12/31/18	Antic. EOY Expend.	Original Request	% Change	Commr's Budget to BAC	% Change	BAC Reccm-mendation	% Change	Approved	DETAILS
59101	Androscoggin-Sagadahoc County Extension Service	29,105	29,105	29,105	29,105	29,105	14,553	29,105	29,750	2.2%						Statutorily required; Androscoggin County is now funding its full share.
59102	Androscoggin Valley Soil & Water	11,000	11,000	11,000	11,000	11,000	5,500	11,000	11,000	0.0%						
	Coastal Counties Workforce, Inc.	0	0	0	0	0	0	0	1,000	100.0%						The Workforce Investment Program is funded by the federal government and operated entirely by the Counties. Recent cuts in funding have resulted in significant cutbacks in the program's offerings. In an effort to bolster thhe scholarship fund, the Commissioners have proposed an annual donation in the amount of $1,000. The other five Counties overseeing CCWI will be encouraged to do the same.
59103	Time & Tide Conservation	3,750	3,750	3,750	0	0	0	0	0	0.0%						No request received for FY 2019-20.
	Totals	43,855	43,855	43,855	40,105	40,105	20,053	40,105	41,750	4.1%						

2019-2020 UNEMPLOYMENT RESERVE

	2016-17		2017-18				2018-19				2019-20								
	BUDGET HISTORY		BUDGET HISTORY				CURRENT BUDGET				DEPT. REQUEST			COMMISSIONERS		BAC to Public Hearing		FINAL	DETAILS
	Budget	Reserve Balance	Budget	Actual	Amount Transfered to Reserve	Resulting Reserve Balance	Budget	Est. Used EOY	Estimated Transfered to Reserve	Estimated Reserve Balance	Original Request (Dept)	% Change	Estimated Starting Reserve Balance	Commissioners Budget to BAC	% Change	BAC Recom-mendation	% Change	Approved	
202	0	45,753	650	10,145	0	35,608	2,275	0	0	37,883	0	-100.0%	37,883						
UNEMPLOYMENT RESERVE	0	45,753	650	10,145	0	35,608	2,275	0	0	37,883	0	-100.0%	37,883					-	This account is used to pay unemployment claims made against the County. One claim is still open, one is pending, and one is eligible. Assuming no new claims in FY 2018-19, the maximumn liability we could face is approximately $23,000.

2019-2020 UNFUNDED LIABILITY RESERVE

	2016-2017		2017-2018			2018-2019			2019-2020								
	BUDGET HISTORY		BUDGET HISTORY			CURRENT BUDGET			DEPT. REQUEST			COMMISSIONERS		BAC to Public Hearing		FINAL	DETAILS
	Budget	Actual Transferred to Reserve	Budget	Actual Transferred to Reserve	Resulting Reserve Balance	Budget	Estimated Expenditure	Estimated Reserve Balance	Original Request (Dept)	% Change	Estimated Reserve Balance	Comm. Budget to BAC	% Change	BAC Recom-mendation	% Change	Approved	
203	10,000	20,367	24,000	16,514	42,870	18,000	42,000	18,870	31,200	73.3%	50,070						
UNFUNDED LIABILITY RESERVE	**10,000**	**26,356**	**24,000**	**16,514**	**42,870**	**18,000**	**42,000**	**18,870**	**31,200**	**73.3%**	**50,070**						Accrued compensated absences.

The County's unfunded liability as of the financial audit for the year ending 6/30/18 was $245,087.

2019-2020 ORTHOIMAGERY RESERVE

	2016-17		2017-18		2018-19		2018-19								
	BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET		DEPT. REQUEST			COMMISSIONERS		BAC to Public Hearing		FINAL	
	Budget	Actual	Budget	Actual	Budget	Actual	Original Request (Dept)	% Change	Resulting Reserve Balance	Commissioners Budget to BAC	% Change	BAC Recom-mendation	% Change	Approved	DETAILS
	0	0	2,456	2,456	5,301	5,301	0	-100.0%	0	0	-100.0%				
Reserve	0	0	0	0	5,301	5,301	0	-100.0%	0	0	-100.0%				This funding is used to purchase orthoimagery (aerial photo) services for all Sagadahoc County Towns in 2018-19.

2019-2020 FUEL RESERVE

	2016-17		2017-18			2018-19				2019-20								
	BUDGET HISTORY		BUDGET HISTORY			CURRENT BUDGET				DEPT. REQUEST			COMMISSIONERS		BAC to Public Hearing		FINAL	
	Budget	Actual	Budget	Carry Forward	Resulting Reserve Balance	Budget	Anticipated EOY Expend.	Carry Forward	Resulting Reserve Balance	Original Request (Dept)	% Change	Resulting Reserve Balance	Commissioners to BAC	% Change	BAC Recom-mendation	% Change	Approved	DETAILS
	0	0		10,000	10,000	0	0	10,000	10,000	0	0	10,000	0	0.00%				
FUEL RESERVE	0	0	0	10,000	10,000	0	0	10,000	10,000	0	0	10,000	0	0.00%				This allowance will be used for propane, gas, and oil if needed.

2019-2020 OTHER GENERAL FUND USES - 9500

		2016-17		2017-18		2018-19			2019-20								
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC to Public Hearing		FINAL	
		Budget	Actual	Budget	Actual	Budget	YTD Expend. As of 12/31/18	Antic. EOY Expend.	DEPT Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recom-mendation	% Change	Approved	
9520	Transfer to Child Victim Advocate Grant	11,329	11,329	11,262	11,262	12,291	12,291	12,291	24,354	24,354	98.2%						
9540	Transfer to Capital	191,610	191,610	175,666		295,504	295,504	295,504	303,000	303,000	2.50%						
	TOTALS	**202,939**	**202,939**	**186,928**	**11,262**	**307,795**	**307,795**	**307,795**	**327,354**	**327,354**	**6.35%**						

DETAILS

The Child Victim Advocate is partially funded through Federal grant money and the position is shared by Sagadahoc and Lincoln Counties. This represents Sagadahoc County's share of the match and expenses in excess of the grant . The increase is due primarily to the addition of family health insurance coverage for the employee.

See Capital Improvement Plan for details

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

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

2018-2019 Budget VOCA Position
Child Victim-Witness Advocate

VOCA GRANT	SAGADAHOC COUNTY				2019-2020		
POSITION	Child Victim-Witness Advocate	2016-17 Budget	2017-18 Budget	2018-19 Budget	Budget		
					Proposed	Inc/Dec	
2220 - 9210	Sub-Total Salaries & Wages	$39,531.00	$40,561.00	$41,787.00	$43,034.00	3.0%	
EXPENSES 9211							
	Phone	$0.00	$0.00	$360.00	$360.00	0.0%	
4105	Mileage	$1,250.00	$1,200.00	$1,200.00	$1,200.00	0.0%	
4724	Health Insurance	$0.00	$0.00	$0.00	$22,725.00	100.0%	
4726	Life Insurance	$371.00	$371.00	$410.00	$439.00	7.1%	
4727	Wage Protection	$216.00	$144.00	$162.00	$144.00	-11.1%	
4729	EAP	$0.00	$0.00	$0.00	$0.00	0.0%	
4734	Deferred Comp	$0.00	$0.00	$0.00	$0.00	0.0%	
4735	Maine State Retirement	$3,755.00	$3,894.00	$4,179.00	$4,301.00	2.9%	
4750	Social Security	$3,024.00	$3,103.00	$3,197.00	$3,292.00	3.0%	
4755	Workers Comp	$160.00	$150.00	$188.00	$112.00	-40.4%	
4945	Professional Development	$500.00	$500.00	$500.00	$500.00	0.0%	
	Sub-Total Mileage,Benefits,Training	**$9,276.00**	**$9,362.00**	**$10,196.00**	**$33,073.00**	**224.4%**	
5335	Office Supplies	$100.00	$100.00	$100.00	$100.00	0.0%	
	Sub-Total Supplies	**$100.00**	**$100.00**	**$100.00**	**$100.00**	0.0%	
	Total Department	**$48,907.00**	**$50,023.00**	**$52,083.00**	**$76,207.00**	**46.3%**	
8120	Grant Revenue (increased by)	($26,250.00)	($27,500.00)	($27,500.00)	($27,500.00)	0.0%	
	Balance to be budgeted	**$22,657.00**	**$22,523.00**	**$24,581.00**	**$48,707.00**	98.1%	
8121	Lincoln County Revenue	($11,328.00)	($11,261.00)	($12,290.50)	($24,353.50)	98.1%	
	Sagadahoc County Net	**$11,328.00**	**$11,262.00**	**$12,290.50**	**$24,354.00**	**98.2%**	

Capital Outlay

CAPITAL RESERVE BUDGET
FY 2019-2020

CAPITAL IMPROVEMENTS

Facilities

A.	Roof Maintenance	$ 65,000
B.	Elevator Upgrade	$ 7,000
C.	Fire Alarm System Replacement	$ 10,000
D.	HVAC	$ 6,900
E.	ADA Compliance Project	$ 19,000
F.	Exterior Wall Sealant	$ 10,000
	SUBTOTAL:	**$ 117,900**

Communications

A.	Radio System Upgrade	$ 37,100
B.	Console Upgrade	$ 18,000
C.	Microwave Equipment Replacement	$ 8,000
	SUBTOTAL:	**$ 63,100**

CAPITAL EQUIPMENT/VEHICLES

A.	Sheriff's Vehicles	$ 99,000
B.	EMA Vehicle	$ 5,000
C.	Maintenance Vehicle	$ 5,000
E.	Sheriff Laptop Computers	$ 10,000
F.	Phone System Upgrades	$ 3,000
	SUBTOTAL:	**$122,000**
	TOTAL:	**$303,000**

RECOMMENDED CAPITAL OUTLAY FY 2019-20

Facilities

A.	Roof Maintenance	$ 65,000
B.	ADA Compliance Project	$ 19,000
C.	HVAC	$ 6,900
	Subtotal:	**$ 90,900**

Equipment/Vehicles

A.	Sheriff's Vehicles	$ 99,000 (+ $3,000 CF)
	Subtotal:	**$ 99,000**
	TOTAL:	**$189,900 (+ CF)**

In addition, the Tower Project will be completed with CF funds from FY 2018-19 ($14,000).

Total Estimated Capital Outlay with Carry Forward: $206.900

County of Sagadahoc, Maine
2020-2025 Capital Improvement Plan & Budget

Administrative Department

1. Telephone Upgrade Project. The Administrative Department is **requesting $3,000** for future upgrades to the telephone system.

Telephone Upgrade	$19,000
Less trade	0
Net cost	19,000
Est. reserve balance 6/30/19	-3,000
Net unmet need	16,000
Request FY19-20	**$3,000**

2. Copier Project. The Administrating Department is **requesting $0** toward future new photocopiers. The Communications Department purchased a new copier in FY18-19 and the County does not anticipate needing any others replaced until FY20-21.

Copiers (1)	$8,000
Est. reserve balance 6/30/19	- 305
Net unmet need	$7,695
Request FY19-20	**$ 0**

Communications Department

1. Net Gen Recording Platform. The Communications Department is **requesting $0** thie year to be placed in the platform reserve account for future upgrades to the recording platform. The platform records all 911, business, and radio frequencies in the Communications Center. The current system was installed in 2015 and has a lifespan of 8-10 years, however upgrading sooner will greatly improve efficiency.

Next Gen Recording Platform	$37,265
Less trade	0
Net cost	37,265
Est. reserve balance 6/30/19	-8,000
Net unmet need	29,265
Request FY19-20	**$ 0**

2. Console Upgrade Project. The Communications Department is **requesting $18,000** this year to be placed in the colsole reserve account for the future replacement of radio consoles in dispatch. The current radio system was purchased in 2010 at a cost of $114,000 and has an

average life expectancy of ten to twelve years. The capital reserve funding schedule is based on the replacement of the existing consoles in four years at a cost of $127,988 (in 2019 dollars) and is based on the purchase of a four-position Zetron MAZ console with twenty radio channels or equivalent.

Radio Console	$127,988
Less trade	0
Net cost	127,988
Est. reserve balance 6/30/19	-53,988
Net unmet need	74,000
Request FY19-20	**$18,000**

3. Spillman GeoBase Server. Geobase is the background mapping system to Spillman. We purchased the module from Spillman in 2015. The new server and the mapping (ESRI) software to support it will now be funded from a grant. **No appropriation is recommended to this reserve in FY19-20**. The funds in the server reserve account should provide sufficient funding to replace the server in approximately four years.

Spillman GeoBase Server	$6,000
Est. reserve balance 6/30/19	6,000
Balance to complete project	$ 0
Request FY19-20	**$ 0**

4. Spillman Software. Spillman is our CAD system. Software is updated and/or changed on a constant basis and this would help us keep up with these changes. These funds would allow purchase of modules as required to enhance the system. Spillman has several modules that are upgrades to their standard CAD system, each one being an enhancement to the basic system. Like any operating system, technology is constantly changing and setting aside funds in CIP will offer us opportunities to purchase these important upgrades as they come out. **The county is not requesting any appropriation to this reserve in FY19-20.**

Spillman Software Reserve	$5,515
Software expenditures	- 0
Est. reserve balance 6/30/19	$5,515
Request FY19-20	**$ 0**

5. Spillman Server. The Spillman server was replaced in FY17-18 and the cost including data conversion was approximately $30,100. The previous server was purchased in 2009. The County is funding the reserve for the eventual replacement of this server in approximately five to seven years. The estimated reserve as of June 30, 2019 is $4,962. **The County is not requesting any appropriation to this reserve in FY19-20.**

Spillman Server	$35,000
Less trade	0
Net cost	35,000
Est. reserve balance 6/30/19	4,962
Net unmet need	$30,038
Request FY19-20	**$ 0**

6. Radio System Upgrade. The County has been notified by Radio Communications Management that the existing system will be obsolete in four years. The estimated replacement cost for the system is $185,500. The Communications Department is Communications Department is **requesting $37,100** be placed in the reserve in FY19-20.

Radio System Upgrade	$185,500
Est. reserve balance 6/30/19	37,100
Net unmet need	$148,400
Request FY19-20	**$ 37,100**

7. Tower Project. This project is to install/upgrade one tower site to the County's existing simulcast radio system, which serves Police, Fire, and EMS. A tower site includes VHF radios, simulcast interface equipment, microwave transmission equipment, and the tower itself. This system was designed for county-wide coverage, however there is poor coverage in Bowdoin. Quotes have been obtained from FCM, the County's radio vendor, for either installing a new tower or upgrading the existing tower. This work is expected to be completed this year and **no appropriation is requested for FY19-20.**

Tower Project	$14,000
Est. reserve balance 6/30/19	14,000
Net unmet need	$ 0
Request FY19-20	**$ 0**

8. Microwave Equipment Replacement. The existing microwave equipment is approaching the end of its useful life (currently seven years into a ten-year useful life). This project would provide funding to upgrade and replace the four existing 4.9GHz public safety microwave links with fully FCC-licensed 23GHz microwave links at a total estimated cost of $60,180. This estimate is based on a quotation from Radio Communications Management of Portland, ME dated March 3, 2015 (attached). The Communications Director recommends this project be completed in four phases (one phase every two years over the next several years). The county began a capital reserve for this project in FY15-16 and completed Phase 1 in FY16-17. It is recommended that the County **appropriate $8,000** in the FY19-20 budget to provide adequate funding for the cost of Phase 3 in FY20-21 and Phase 4 in FY 22-23.

Microwave Equipment:	
Phase 3	$18,750
Phase 4	18,750
Total cost	$37,500
Est. reserve balance 6/30/19	- 1,342
Net unmet need	$36,158
Request FY19-20	**$ 8,000**

Emergency Management Agency

1. Vehicle Reserve. The EMA Department obtained a Homeland Security grant in 2015 to replace the 2006 Ford Expedition. The Department purchased a 2015 Dodge Durango with a heavy-duty towing package at a cost of $32,914 plus the cost of additional equipment, such as lights, radio, and other communications equipment, bringing the total cost to $38,386. The estimated useful life of the new vehicle is six years based on a projected 17,000 miles per year. The County retained the 2006 Ford Expedition and has transferred it to the Communications Department. Based on a future estimated replacement cost of $43,920 (allowing for a 15% increase), the EMA department is **requesting an appropriation of $5,000** toward the funding of a new vehicle in 2021. When the next vehicle is purchased the County intends to collect 50% reimbursement from FEMA, making the estimated net cost to the County $21,960.

EMA Vehicle Cost	$43,920
Less trade	0
Net cost	43,920
Est. reserve balance 6/30/19	- 22,916
Net unmet need	$21,004
Request FY19-20	**$ 5,000**

Facilities Department

1. Roof Replacement Project. G&E Roofing of Augusta, ME provided the County a revised estimate for roof improvements for the Courthouse on December 6, 2017. They recommend maintenance onSection 7 (Mansard) at an estimated cost of $65;000 in FY19-20. The reserve was fully spent on Sections 4 and 6 in FY18-19, which requires this year's work to be raised in full.

Roof Maintenance	$65,000
Est. reserve balance 6/30/19	- 0
Net unmet need	$65,000
Request FY19-20	**$65,000**

2. HVAC Project. This project continues the process of removing and replacing the remaining heat pumps. Three units need to be replaced in the coming years: the Probate kitchen ($6,900 in FY19-20), the Jury Room corridor ($7,100 in FY20-21), and the Superior Court Room ($15,500 in FY23-24). The County is **requesting $6,900** be placed in the reserve to fund the replacement of one HVAC unit in FY19-20.

HVAC Unit Cost (3)	$29,500
Est. reserve balance 6/30/19	- 70
Net unmet need	$29,430
Request FY19-20	**$ 6,900**

3. Fire Alarm Project. Cunningham Security Systems (formerly Northeast Security Systems) provided the County an estimate to upgrade the fire alarm system for the Courthouse on February 1, 2017. A copy of the proposal is available. The existing fire alarm system was installed in 1987 and should be upgraded within the next four years. The expected cost is approximately $50,000. The County maintains a service contract which covers the annual inspection and required cleaning and adjustments. The system was last inspected in August 2018. The system has been experiencing increasing malfunctions each year and parts are difficult to locate due to its age. This project replaces the main panel, all wiring, smoke and heat detectors, pull stations, system boards, and batteries. The County is **requesting $10,000** be appropriated toward this project in FY19-20.

Fire Alarm Project	$50,000
Est. reserve balance 6/30/19	- 20,000
Net unmet need	$30,000
Request FY19-20	**$10,000**

4. Elevator Upgrade Project. Funding is requested for the elevator capital reserve to fund the modernization and replacement of the elevator controller unit within the next two to five years. According to Pine State Elevator, the elevator at the Courthouse is in good condition and running well. From an operational or reliability perspective, Pine State expects to see at least four more years of reliable operation. Their recommendations are as follows. These estimates are for budget purposes only and the actual cost will depend on bid results at the time of purchase.
   a. Modern Controller Upgrade - $63,900 within five to ten years. The controller is a simple relay logic controller. Components are still available and should remain so for the foreseeable future. The pump unit, which includes the motor, pump, and valve, is old but the components appear to be in good condition. The same is true of the door equipment and fixtures. The stimated cost is $56,160 (in 2012 dollars) or $63900 (in 2019 dollars). **A $7,000 appropriation is recommended** toward the eventual upgrade of the controller.

Controller Upgrade Cost	$63,900
Est. reserve balance 6/30/19	- 36,000
Net unmet need	$27,900
Request FY19-20	**$ 7,000**

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

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

Soffit/Trim Project	Cost TBD
Est. reserve balance 6/30/19	$ 5,000
Request FY19-20	**$ 0**

6. ADA Compliance Project. The State determined that the 3rd floor of the Courthouse is not presently ADA compliant and must be so going forward. The County must fund any improvements that will benefit the building as a whole, and any costs for solely the 3rd floor will be split with the State. County responsibilities include "van accessible" signage ($50), lowering the mirror in the Jury Room restroom ($200), and elevator upgrades ($8,500). Improvements to be split with the State include modifying a restroom to be handicap-accessible ($20,000) and lowering the water fountain ($1,500). Please see the attached documents for additional work details and estimates. The County **requests $19,000** be appropriated toward this project in FY19-20.

ADA Upgrades	$20,250
Est. reserve 6/30/19	0
Request FY19-20	**$19,000**

7. Building Maintenance Reserve. This reserve has an estimated balance of $3,971 as of June 30, 2019 for unplanned needs. **No appropriation is requested** in FY19-20.

8. Exterior Wall Sealant Project. Knowles Industries recommended that the County reapply a periodic moisture barrier protective coating to the Courthouse exterior at a minimum of every ten to twelve years. This will protect the building from water infiltration and protect the investment made in 2012 to the exterior of the building. According to Knowles, it is almost impossible to prevent 100% of moisture penetration due to a lack of expansion joints, however periodic sealing should address most of the moisture problems. Knowles estimates a budget of $40,000-$60,000 for the 1869 building and $30,000-$35,000 for the 1987 structure. It is recommended that $10,000 be appropriated in FY19-20 toward the funding of this project.

Sealant (1869 building)	$50,000
Est. reserve balance 6/30/19	- 35,000
Net unmet need	$15,000
Request FY19-20	**$10,000**
**Funding for 1987 to be requested separately*	

9. Maintenance Vehicle Reserve. The County replaced a 2006 GMC ¾ ton truck with a used 2011 Dodge Ram ½ ton pickup equipped with a Fisher plow and an electric poly sander. The vehicle has over 120,000 miles and is reported to be in fair condition. The Facilities Department is **requesting a $5,000 appropriation** in FY19-20 toward the future replacement of this vehicle.

Truck	$37,500
Plow	5,000
Sander	5,000
Total cost	47,500
Less trade	- 7,500
Net cost	40,000
Est. reserve balance 6/30/19	16,336
Net unmet need	$23,664
Request FY19-20	**$ 5,000**

Sheriff's Department

1. Vehicle Reserve. The Sheriff's Department generally replaces three vehicles annually on a rotating basis to maintain their fleet. It is the policy of the Department to replace equipment when its total cost (depreciation, operating, maintenance, and repair cost) averaged over its useful life, is at a minimum. Front-line cruisers typically have a useful life of approximately 125,000 to 150,000 miles and are typically replaced at that time. This year the department is requesting funds to replace three older units with SUV-AWD

vehicles at a net cost after trade of $102,000. This includes the cost of detailing the vehicles and mounting of equipment such as lights, sirens, radios, radars, and computer systems. The reserve has an estimated balance of $5,000 as of June 30, 2019. **An appropriation of $99,000 is requested.**

Police SUV-AWD (3 units)	$ 87,000
Set up costs	24,000
Total	111,000
Less trade	- 9,000
Net cost	102,000
Est. reserve balance 6/30/19	- 5,000
Net unmet need	$ 97,000
Request FY19-20	**$ 99,000**

2. Computer Reserve. The Sheriff's Department obtained 16 rugged laptop computers, docking stations, and related equipment through a grant program in 2018 at a cost of $51,861. These computers have an estimated useful life of approximately five years. The Department is **requesting $10,000** in the FY19-20 capital budget toward the future replacement of these laptops.

Laptop computers (15 units)	$37,500
Docking stations	12,000
Misc equipment	500
Total cost	50,000
Est. reserve balance 6/30/19	- 10,000
Net unmet need	$40,000
Request FY19-20	**$10,000**

CIP 2019-2020 through 2024-2025

CAPITAL IMPROVEMENT RESERVE FIVE YEAR PROJECTION

				2019-2020				2020-2021			2021-2022			2022-2023			2023-2024			2024-2025		
		Anticipated Future Needs and Cost	Estimated carry over from FY 2018-19	Recommended Appropriation as of July 1, 2019	Available Balance as of July 1, 2019	Expenditure	EOY Balance	Appropriation	Expenditure	EOY Balance	Appropriation	Expenditure	EOY Balance	Appropriation	Expenditure	EOY Balance	Appropriation	Expenditure	EOY Balance	Appropriation	Expenditure	EOY Balance
	59402 Roof Replacement	G&E Roofing re-evaluated the roof's condition 2 years ago and identified two area needing significant repairs. This is the second phase.	0	65,000	65,000	(65,000)	0	0		0			0			0			0			0
	HVAC	Two heat pumps still need replacing ($14,000) as well as the large attic courtroom unit; however as that unit is so infrequently used and is in good condition (and costs approximately $15,500) it was not factored in until all of the other units are replaced.	70	6,900	6,970	(6,900)	70	7,100	(7,100)	70	5,000	0	5,070	5,000	0	10,070	5,430	(15,500)	0	0		0
	Telephone System Upgrade	New software that will be required by our existing provider within 3 years will result in the need to purchase replacements for existing phone sets. The County is examining other options, but we will begin setting aside the funds now.	3,000	3,000	6,000	0	6,000	6,500	0	12,500	6,500	(19,000)	0	0		0	0		0	0		0
	Fire Alarm Replacement Project	The system is 30 years old and should be upgraded within the next three years.	20,000	10,000	30,000	0	30,000	10,000	0	40,000	10,000	(50,000)	0			0			0			0
	Generator Replacement	The County will have to replace the existing generator in 10-14 years at a cost of approximately $120,000.	0		0		0			0			0			0			0			0
	Elevator Upgrade	The County has been advised that the analog control panel for the elevator is obsolete and in the near future the technicians will not be able to remedy problems. Funds are now being aside to fund a $63,900 modern controller upgrade in FY 22-23.	36,000	7,000	43,000	0	43,000	7,000	0	50,000	7,000	0	57,000	6,900	(63,900)	0			0			0
	Soffit/Trim Replacement	Soffit/Trim Repair at Courthouse. The extent of the repairs cannot be determined until scaffolding is in place; however, several areas have been identified during a preliminary inspection as needing replacement.	5,000	0	5,000	0	5,000	TBD			TBD			TBD			TBD			TBD		
	ADA Compliance Project	The State has identified several projects affecting the Superior Court that must be brought into ADA compliance. These include items related to the elevator, third floor rest rooms, drinking fountain, signage, etc. They will cost-share with us on some of them; others are our responsibility. Completion is scheduled during FY 2019-20.	0	19,000	19,000	(19,000)	0	0		0	0		0	0		0	0		0	0		0
	Building Maintenance	Building Maintenance Reserve (Roof, generator, building safety, ADA, codes, misc., etc.)	3,971	0	3,971	0	3,971	2,000	0	5,971	0	(3,000)	2,971	3,000	0	5,971	0	(3,000)	2,971	0	0	2,971
	Exterior Wall Sealent	It is recommended that both the original courthouse and the 1986 addition be resealed every 10-12 years. The total cost is estimated at 75,000.	35,000	10,000	45,000	0	45,000	10,000	0	55,000	10,000	0	65,000	10,000	(75,000)	0			0			0
COMMUNICATIONS	Next Gen Recording Platform (Transfered $8,000 from Spillman Software Reserve*)	Records all 911, business and radio frequencies in the Communications Center. Current system minstall in 2015, with life span of 8-10 years; however, upgrading sooner would greatly improve efficiency,	8,000	0	8,000	0	8,000	10,000	0	18,000	10,000	0	28,000	9,265	(37,265)	0	0		0	0		0
	Console Upgrade Project	The average life span of this equipment is 10 to 12 years and it is estimated that it will need to be replaced in the early 2020s. The projected cost is 128,888.	53,988	18,000	71,988	0	71,988	18,000	0	89,988	19,000	0	108,988	19,000	(127,908)	0	0		0	0		0
	59435 Communications GeoBase Server	This will need to be replaced in approximately five years. It is the foundation of all Spillman	6,000	0	6,000	0	6,000	0	0	6,000	0	0	6,000	0	(6,000)	0	0		0	0		0
	59431 Communications Spillman Software (Transfered $8,000 into NexGen Reserve*)	Software purchased in 2010-2011. Additional and/or upgraded modules include but are not limited to Medical Interface; Mobile Interview; ERS Fire Interface.	5,515	0	5,515	0	5,515	3,000	0	8,515	3,000	0	11,515	2,000	0	13,515	0	0	13,515	0	0	13,515
	Communications Spillman Server	The average lifespan is 5 to 7 years and it is anticipated that this will need to be replaced in FY 21-22 at the cost of approximately $20,000.	4,962	0	4,962	0	4,962	5,000	0	9,962	5,000	0	14,962	5,000	(19,962)	0	0		0	0		0
	Radio System Upgrade	The County has been notified that the existing county-wide system will be obsolete in 5 years. The estimated replacement cost is $185,500.	37,100	37,100	74,200	0	74,200	37,100	0	111,300	37,100	0	148,400	37,100	(185,500)	0	0		0	0		0
	SUB-TOTALS		218,606	176,000	394,606	(90,900)	303,706	115,700		419,406	112,600	(72,000)	460,006		(515,535)	-55,529	5,430	(13,500)	-68,599	0	0	-68,599

CAPITAL EQUIPMENT RESERVE FIVE YEAR PROJECTION

CAPITAL EQUIPMENT RESERVE HISTORY		Anticipated Future Need and Cost	Estimated carry over from FY 2018-19	2019-2020 Recommended Appropriation as of July 1, 2019	2019-2020 Available Balance as of July 1, 2019	2019-2020 Expenditure	2019-2020 EOY Balance	2020-2021 Appropriation	2020-2021 Expenditure	2020-2021 EOY Balance	2021-2022 Appropriation	2021-2022 Expenditure	2021-2022 EOY Balance	2022-2023 Appropriation	2022-2023 Expenditure	2022-2023 EOY Balance	2023-2024 Appropriation	2023-2024 Expenditure	2023-2024 EOY Balance	2024-2025 Appropriation	2024-2025 Expenditure	2024-2025 EOY Balance
EMA	Tower Project (excludes grant reimbursement)	Upgrades to existing tower or establish new tower locations to address coverage problems. Grant funding as been secured to cover the a portion of the total cost	14,000	0	14,000	(14,000)	0	0	0	0	6,500	0	6,500	6,500	0	13,000	7,500	(20,500)	0	0		0
EMA	Microwave Equipment Replacement	There are three pairs of microwave dishes/radios which need to be replaced over the next five years.	1,342	8,000	9,342	0	9,342	9,408	(18,750)	0	10,000	0	10,000	8,750	(18,750)	0	0		0	0		0
VEHICLES	Sheriff Laptop "Toughbook" Computers	It is estimated that 16 rugged laptop computers and associated equipment will need to be replaced in 5 to 6 years	10,000	10,000	20,000	0	20,000	10,000	0	30,000	10,000	0	40,000	10,000	(50,000)	0			0			0
VEHICLES	Copiers & Laser Printers	Copiers are replaced on a rotational basis.	305	0	305	0	305	8,000	(8,000)	305	8,000	(8,000)	305	6,000	(6,000)	305	0	0	305	8,000	(8,305)	0
VEHICLES	Maintenance Vehicle	It is anticipated the maintenance vehicle will have to be replaced in 3 to 4 years; however the sander and plow were purchased in 2017 and should not need replacement.	16,336	5,000	21,336	0	21,336	5,000	0	26,336	5,000	0	31,336	5,000	(36,336)	0	0		0	0		0
VEHICLES	EMA Vehicle	It is anticipated this vehicle will need to be replaced in approximately 3-4 years	22,916	5,000	27,916	0	27,916	7,500	0	35,416	8,504	(43,920)	0	0	0	0	7,500	0	7,500	7,500		15,000
VEHICLES	Sheriff's Vehicles	The Sheriff's 5 yr. vehicle replacement schedule shows the purchase of 3 new vehicles in FY 2019-20.	5,000	99,000	104,000	(102,000)	2,000	100,000	(102,000)	0	102,000	(102,000)	0	102,000	(102,000)	0	102,000	(102,000)	0	102,000	(102,000)	0
	SUB-TOTALS		69,899	127,000	196,899	(116,000)	80,899	139,908	(128,750)	92,057	150,004	(153,920)	88,141	138,250	(213,086)	13,305	117,000	(122,500)	7,805	117,500	(110,305)	15,000
	GRAND TOTALS	TOTALS	288,505	303,000	591,505	(206,900)	384,605	255,608	(128,750)	511,463	262,604	(225,920)	548,147	138,250	(728,621)	(42,224)	122,430	(141,000)	(60,794)	117,500	(110,305)	(53,599)

Debt Service

2019-2020 DEBT SERVICE - 801

	2016-17		2017-2018		2018-2019			2019-2020						
	BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPT. REQUEST		COMMISSIONERS		BAC to Public Hearing		FINAL
	Budget	Actual	Budget	Actual	Budget	YTD Expend. As of 12/31/18	Antic. EOY Expend.	Original Request (Dept)	% Change	Commissioners Budget to BAC	% Change	BAC Recom-mendation	% Change	Approved
TWO BRIDGES REGIONAL JAIL														
58013 Principal - Jail Bond	630,000	630,000	625,000	625,000	620,000	620,000	620,000	620,000	0.0%	620,000	0.0%			
58053 Interest - Jail Bond	250,300	250,300	228,350	228,650	203,450	107,925	203,450	178,650	-12.2%	178,650	-12.2%			
Jail Bond Admin Fee	375	0	375	0	375	0	0	375	0.0%	375	0.0%			
Subtotal	880,675	880,300	853,725	853,650	823,825	727,925	823,450	799,025	-3.0%	799,025	-3.0%			
COURTHOUSE STEEPLE														
Principal	0	0	0	0	0	0	0	36,948	100.0%	36,948	100.0%			
Interest								7,144	100.0%	7,144	100.0%			
Subtotal								44,092	100.0%	44,092	100.0%			
COURTHOUSE RESTORATION														
Principal	48,402	48,402	50,725	50,725	53,160	0	61,888	55,711	0	61,888	0.0%			
Interest	12,786	12,786	10,463	10,463	8,028			5477						
Subtotal	61,188	61,188	61,188	61,888	61,888			61,888						
TOTALS	941,862	941,488	914,913	914,838	885,013	727,925	884,638	905,005	2.3%	905,005	2.3%			

DETAILS

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

Extensive repairs are needed tp the Courthouse steeple to prevent water coming into the building and re[pair past damage. The County will enter into a 5 year lease/purchase construction loan for up to $200,000. As only two payments are left on the Courthouse restoration loan, the County's debt service will return to (below) the FY 2018-19 level in FY 2021-22.

(Note: Assignment of amount of the payment to interest and principal is estimated)

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