



COUNTY OF SAGADAHOC

COMMISSIONERS'
FY 2017-18 BUDGET

June 13, 2017

Sagadahoc County
Annual Budget
Fiscal Year 2017-2018

Commissioners

Carol A. Grose, Chair
Charles E. Crosby III, Vice Chair
Lawrence M. “Max” Dawson

County Administration

Pamela A. Hile, Administrator
Sharon Hinckley, Human Resources Director
Jane Scease, Treasurer
Clarice Proctor, Finance Manager
Joel Merry, Sheriff
Brett Strout, Chief Deputy
Lynn Moore, Registrar of Deeds
John Voorhees, Judge of Probate
Carolyn Bird, Registrar of Probate
Brodie Hinckley, Communications Director
Sarah Bennett, Emergency Management Director
Jonathan Liberman, District Attorney

,COUNTY OF SAGADAHOC, MAINE

CHARLES E. CROSBY, III
DISTRICT 1
BOWDOIN & TOPSHAM

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

LAWRENCE M. DAWSON
DISTRICT 2
BATH & BOWDOINHAM

PAMELA A. HILE
COUNTY ADMINISTRATOR



RESOLUTION NO. 2017-1

AT A REGULAR MEETING OF THE COUNTY OF SAGADAHOC BOARD OF COMMISSIONERS HELD ON TUESDAY, JUNE 13, 2017 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, 2017 AND ENDING JUNE 30, 2018.

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 has held a Public Hearing as required by Title 30-A, Section 884 of the M.R.S.A. and 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, 2017 to June 30, 2018, 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 2017-18, as attached, in the amount of \$9,534,826, with a total tax levy of \$8,422,172, 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 2017-18 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, 2017 shall be carried forward into FY 2017-18 and that the following transfers shall be made:

- a.) Communications - \$12,315 from Security Upgrades to Spillman Software
- b.) Facilities - \$1,692 from Administration Building Project and \$3,500 from Entrance Site Improvements to Building Maintenance
- c.) EMA - \$10,848 from the Richmond Antennae Relocation Project to the Tower Project
- d.) Miscellaneous - \$8,162 from DA Software to Fire Alarm System Replacement

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
- d.) Insurance Deductible Reserve
- e.) Unemployment Reserve
- f.) Communications Reserves - \$30,000 GeoBase Server; \$8,801 Spillman Software
- g.) Sky Hy Tower Project.
- h.) HVAC Replacement
- i.) Parking Lot Lighting Project
- j.) Copiers and Laser Printers
- k.) Sheriff's Vehicles
- l.) Health Insurance

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, 2017, 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 2017-18.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Commissioners of the County of Sagadahoc, Maine, that any balance remaining in Account 201-59300, "Commissioners' Contingency", as of June 30, 2017, be carried forward into FY 2017-18.

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 7%, which is the maximum rate set by the State of Maine for 2017.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Commissioners of the County of Sagadahoc, Maine, that \$275,154 be taken from the undesignated fund balance and used to offset the FY 2017-18 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, 2017.

This Resolution was unanimously adopted by the County of Sagadahoc Commissioners on June 13, 2017.

Carol A. Grose, Chair

Charles E. Crosby III, Vice Chair

Lavrence M. Dawson

Overview

FY 2017-18 Budget Overview

The Commissioners' adopted budget for the County of Sagadahoc for the fiscal year beginning July 1, 2017 and ending June 30, 2018 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 19.9% less than the maximum allowed by state statute), this falls within GFOA's (and the bond banks') minimum recommendations. Another important element is an increase of \$54,706 (4.0%) in benefit costs. Of this increase, \$38,907 (40.1%) reflects increased expenditures for MePERS due primarily to the fact that all surplus funds received from the state have been expended. A third significant factor is a reduction in available unassigned (surplus) funds, as discussed below.

The combined budgets for FY 2017-18 equal \$9,534,826, which is an increase of \$95,068 (1.0%) when compared to the current fiscal year's combined budgets of \$9,439,758. A further breakdown indicates the following:

	<u>Operating</u>	<u>Debt Service</u>	<u>Capital Reserve</u>	<u>Jail</u>	<u>Combined</u>
2017-18	\$5,512,642	\$ 914,913	\$175,666	\$2,931,605	\$9,534,826
2016-17	<u>\$5,349,180</u>	<u>\$ 941,863</u>	<u>\$191,610</u>	<u>\$2,957,105</u>	<u>\$9,439,758</u>
	\$ 163,462	\$ (26,950)	\$(15,944)	\$ (25,500)	\$ 95,068

As shown in a subsequent page, the amount to be raised through taxes has increased by \$236,643 (2.9%), from \$8,185,529 in FY 2016-17 to \$8,422,172 in FY 2017-18. The primary reason for this is a decrease of \$124,083 (31.1%) in the amount of surplus available to offset the tax. The unassigned fund balance decreased from 20.4% of the tax assessments in FY 2015-16 to 18.7% in 2016-17. Therefore, not only was the fund balance reduced, there were no additional funds in excess of the 20% allowed by state statute to apply to the commitment (unlike the current year). There is also a projected decrease of \$27,500 (9.3%) in the amount to be received from the state for corrections. Thus, although the County has been able to minimize any increases in the past, there are no longer the same levels of reserves/revenues available to continue to do so moving forward.

Undesignated Fund Balance 7/1/16	1,513,686	Total Proposed FY 2017-18 Budget	9,534,826
Projected Net Changes as of 6/30/17	<u>165,342</u>	Less Non-Tax Revenue	<u>1,112,654</u>
Projected Undesignated Fund Balance 6/30/17	1,679,028	TAXES TO BE RAISED	8,422,172
Proposed Operating/Debt/Jail Budget	9,359,160	FY 2015-16 Tax Levy	<u>8,185,529</u>
Recommended Fund Balance: 15% (1.8 mos)	1,403,874	Increase	236,643 2.9%
Amount Available to Offset Tax Levy	275,154		
2016-17 Reserve in Excess of 20%	0		
Total	275,154		
Projected Revenues			
State Corrections	269,500		
DA	5,200		
Administration	22,000		
Deeds	290,000		
Probate	60,000		
MDEA	80,500		
Sheriff	5,000		
EMA	<u>105,300</u>		
	TOTAL:		837,500
Other Funding Sources			
TOTAL AVAILABLE TO OFFSET TAX LEVY	1,112,654		

2017-18 COMPARATIVE BUDGET SUMMARY

EXPENDITURES	2011-12 Budget	2012-13 Budget	2013-14 Budget	2014-15 Budget	2015-2016	2016-2017	2017-2018 Budget	%
	Appropriation	Appropriation	Appropriation	Appropriation	Appropriation	Appropriation	Proposed	Difference
General Government								
Administration	430,155	465,628	486,132	473,522	471,658	492,285	500,364	1.6%
Employee Benefits	1,026,297	1,053,022	1,125,084	1,272,690	1,349,142	1,366,694	1,421,400	4.0%
Unemployment Reserve	4,500	7,500	12,000	16,000	0	0	650	100.0%
Unfunded Liability Reserve	81,600	0	5,000	2,200	15,000	10,000	24,000	140.0%
Insurance	177,258	81,300	85,000	84,100	80,466	79,438	79,128	-0.4%
County Buildings		169,629	173,426	170,009	172,689	178,272	178,592	0.2%
District Attorney (11-12 Combined)	156,869	184,508	191,938	188,246	188,913	217,864	229,518	5.3%
Register of Deeds	156,869	156,210	156,051	155,588	150,968	156,426	159,273	1.8%
Register of Probate	141,301	138,918	143,225	143,949	143,902	153,601	156,795	2.1%
	2,206,800	2,249,215	2,377,856	2,506,204	2,572,738	2,654,580	2,749,720	3.6%
Public Safety								
Sheriff's Department	1,387,634	1,376,034	1,381,568	1,420,911	1,444,811	1,447,444	1,481,925	2.4%
Transport	2,476,477	2,657,105	2,657,105	2,657,105	2,657,105	329,949	351,829	6.6%
TBRJ						2,497,156	2,454,776	-1.7%
Programs						130,000	125,000	-3.8%
Civil Process	33,179	27,990	29,690	29,690	30,223	29,380	29,570	-0.7%
Communications	846,500	897,637	896,631	921,461	961,034	994,269	1,029,323	3.6%
Emergency Management Agency	98,370	118,342	122,323	159,876	163,861	168,323	164,531	-2.3%
	4,842,160	5,077,108	5,087,317	5,189,043	5,257,034	5,596,521	5,636,954	0.7%
Debt Service								
Principal & Interest Payments	999,413	974,813	950,213	925,613	866,125	880,675	853,725	-3.1%
Payment on Lease Purchase	75,000	61,188	61,188	61,188	61,188	61,188	61,188	0.0%
	1,074,413	1,036,001	1,011,401	986,801	927,313	941,863	914,913	-2.9%
Program Grants	43,562	43,562	39,339	39,414	42,160	43,855	43,855	0.0%
Other Uses of Funds								
VOCA/Other Special Uses	6,700	6,600	37,970	8,616	9,374	11,329	11,262	-0.6%
Capital Improvements	108,627	116,840	153,400	137,985	125,475	191,610	175,666	-8.3%
Fuel Reserve	41,718	0	0	0	0	0	0	0.0%
Ortholmagry Reserve		2,400	4,267	0	0	0	2,456	100.0%
	153,043	125,840	195,637	146,601	134,849	202,939	189,384	-5.7%
Overlay	0	0	0	0	0	0	0	0.0%
TOTAL EXPENDITURES	8,323,978	8,531,726	8,699,550	8,868,063	8,934,094	9,439,758	9,534,826	1.0%
REVENUES								
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
	Budgeted Revenues	Budgeted Revenues	Budgeted Revenues	Budgeted Revenues	Budgeted Revenues	Budgeted Revenues	Budgeted Revenues	
Estimated Revenue	330,000	410,912	409,677	462,884	468,300	477,492	487,500	2.1%
MDEA	0	0	0	0	0	80,500	80,500	0
Surplus	761,746	425,539	416,083	341,320	268,503	399,237	275,154	-31.1%
State Corrections	0	0	0	0	0	297,000	269,500	-9.3%
Other Governmental Funds		87,037	31,716	0	0	0	0	0.0%
TOTAL REVENUES	1,091,746	923,488	857,476	804,204	736,803	1,254,229	1,112,654	-11.3%
TAX CALCULATION								
Total Expenditures	8,323,978	8,531,726	8,699,550	8,868,063	8,934,094	9,439,758	9,534,826	1.0%
Minus Revenues & Other Sources	1,091,746	923,488	857,476	804,204	736,803	1,254,229	1,112,654	-11.3%
TAXES TO BE RAISED	7,232,232	7,608,238	7,842,074	8,063,859	8,197,291	8,185,529	8,422,172	2.9%

LD 1 CALCULATION HISTORY

	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Budget Appropriation						
Plus Overlay						
Less Projected Revenues						
Less Surplus Used						
Total Assessment Raised By Taxes	7,608,238	7,842,074	8,063,859	8,197,291	8,185,539	8,442,172
Total Appropriation						
Less Corrections-Related	2,657,105					
Less Corrections-Related	974,813					
Total Non-corrections Related Appropriation	3,976,320					
Previous Years' LD 1 Limit	10,021,487	10,164,794	10,271,524	10,415,325	10,581,970	11,092,021
Property Growth Factor	0	0	0.0031	0.0075	0.0215	0.0246
Income Growth Factor	0.0143	0.0105	0.0109	0.0086	0.0267	0.0284
Total Growth Factor	0.0143	0.0105	0.014	0.0161	0.0482	0.0530
LD 1 Calculation						
Previous Year's LD 1 Limit	10,021,487	10,164,794	10,271,524	10,415,325	10,581,970	11,092,021
Times Total Growth Factor	X 1.0143	x 1.0105	x 1.0140	x 1.0160	x 1.0482	x 1.0530
TOTAL LD 1 ASSESSMENT LIMIT	10,164,794	10,271,524	10,415,325	10,581,970	11,092,021	11,679,898

Amount the Sagadahoc County Jail Cap assessment can be increased in FY 2017-18: \$79,713

Revenues

2017-2018 Revenue History and Projection

	2013-2014		2014-2015		2015-2016		2016-2017			2017-2018	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	12/31/2016	Estimated EOY	Projected	% Change
District Attorney	4,500	8,520	4,500	5,903	4,500	8,424	5,000	5,160	5,300	5,200	4.0%
Deeds	260,291	303,165	285,000	339,875	278,500	331,009	280,000	191,539	310,000	290,000	3.6%
Probate	60,000	72,931	60,000	74,134	60,000	74,972	60,000	35,725	60,000	60,000	0.0%
EMA/EMA Rent	66,671	70,265	93,184	98,095	101,750	97,510	105,692	22,865	95,784	105,300	-0.4%
Civil	10,000	65,171	10,000	11,414	8,530	11,149	6,000	1,685	5,000	5,000	-16.7%
Sheriff/Home Release	3,500	9,181	4,500	11,101	6,000	7,732	6,000	2,701	5,000	5,000	-16.7%
Interest Earned	3,750	7,737	4,500	11,146	5,000	21,807	13,500	9,044	15,500	15,000	11.1%
Fuel Tax	2,200	955	1,200	0	0	0	0	0	0	0	0.0%
MDEA Reimburse.	0	0	0	0	0	18,055	80,500	52,787	80,500	80,500	0.0%
State Corrections	0	0	0	0	0	312,614	297,000	268,380	268,380	269,500	-9.3%
Misc.	0	3,130	0	0	1,300	1,735	1,300	4,432	4,432	2,000	53.9%
	410,912	541,055	462,884	551,668	465,580	885,007	854,992	594,318	849,896	837,500	-0.2%

Comments on Revenues: The County traditionally has been conservative in estimating revenues. As the amount of reserves used to offset the tax levy in the past will not be available in FY 2017-18, a more realistic projection has been used. Also, state corrections revenues (\$269,500) 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. Finally, the County has entered into a two year contract with the state that will reimburse personnel costs for one investigator (\$80,500).

ESTIMATED END OF YEAR UNDESIGNATED FUND BALANCE AVAILABLE TO OFFSET TAXES FOR FY 2017-18

A		B	C	D
June 30, 2017 UFB used to offset 2017-18 taxes				
6/30/2016	Undesignated Fund Balance	\$ 1,912,923		
7/1/2016	Amount of Surplus Used to Offset Taxes for FY 2015-16	<u>399,237</u>		
7/1/2016	Total Surplus Available after 2016-17 Budget was Approved		\$ 1,513,686	
Current Budget's Projected Impact on UFB				
6/30/2017	Anticipated appropriated funds not expended	\$ 170,438		
6/30/2017	Anticipated Revenues in Excess of Projected	\$ (5,096)		
6/30/2017	Total Funds to be Returned to UFB		<u>\$ 165,342</u>	
Total Projected UFB at the End of 2016-17				\$ 1,679,028
Maximum UFB Reserve allowed on a \$8,422,172 Tax Levy (20%)				\$ 1,684,434
Minimum Amount that Must Be Used to Offset 2017-18 Taxes				0
Recommended 15% Operating Reserve				\$ 1,403,874
Total Amount Available to Offset 2017-18 Tax Levy				\$ 275,154

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Municipality	2016 State Valuation	% of County Tax Levy	2016-17 Municipality's County Tax Assessment	2017 State Valuation	% of County Tax Levy	2017-18 Municipality's County Tax Assessment
Arrowsic	89,650,000	2.04%	166,985	89,400,000	1.98%	166,759
Bath	897,900,000	20.42%	1,671,485	933,650,000	20.71%	1,744,231
Bowdoin	225,650,000	5.13%	419,917	230,000,000	5.10%	429,531
Bowdoinham	247,600,000	5.63%	460,845	252,400,000	5.60%	471,642
Georgetown	478,000,000	10.87%	889,767	463,500,000	10.28%	865,799
Phippsburg	634,250,000	14.43%	1,181,172	654,950,000	14.53%	1,223,742
Richmond	260,750,000	5.93%	485,402	263,900,000	5.86%	493,539
Topsham	850,650,000	19.35%	1,583,900	885,550,000	19.65%	1,654,957
West Bath	336,400,000	7.65%	626,193	349,000,000	7.74%	651,876
Woolwich	376,100,000	8.55%	699,863	385,400,000	8.55%	720,096
TOTAL	4,396,950,000	100.00%	8,185,529	4,507,750,000	100.00%	8,422,172

Based on a \$8,422,172 tax levy.

2017-2018

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.

\$4,507,750,000	Valuation
X	.01
\$ 45,077,500	
Divided by 5	
\$ 9,015,500	Short Term Borrowing Limit

Appropriations

2017-2018 ADMINISTRATION - 201

		2014-15		2015-16		2016-2017			2017-2018						
		BUDGET HISTORY		BUDGET HISTORY		BUDGET HISTORY			DEPARTMENT		Commissioners to BAC		BAC to Public Hearing		Final
		Budget	Actual	Budget	Actual	Budget	YTD Expenditures as of 12/31/16	Anticipated EOY Expenditures	Request	% Change	Comm. Budget to BAC	% Change	BAC Recommendation	% Change	Approved
51000	Department Head Wage	76,533	76,248	78,064	78,032	79,585	39,465	79,585	81,666	2.6%					
51020	Supervisory Wages	57,560	49,250	58,711	58,597	0	0	0	0	0.0%					
51030	Finance Manager	46,130	43,681	50,365	44,513	54,517	25,213	54,517	55,938	2.6%					
51040	Assistant to Administrator	0	0	0	0	41,103	20,382	41,103	42,175	2.6%					
51040	Bookkeeper	37,743	37,591	38,497	38,481	39,258	19,491	40,077	42,992	9.5%					
51070	Commissioners	21,162	21,102	21,582	21,626	22,071	11,036	22,071	22,647	2.6%					
51070	Treasurer	5,038	5,000	5,138	5,138	5,240	2,507	5,240	5,378	2.6%					
51080	Salary Adjustments	5,000	0	0	0	0	0	0	0	0.0%					
51090	Part-time HR Director	0	0	0	0	25,704	11,799	25,704	26,351	2.5%					
	Part-time/Temporary	13,000	4,178	9,700	7,555	9,700	0	9,700	9,700	0.0%					
62100	Bd. of Assessment Review	350	94	350	147	300	0	300	300	0.0%					
62500	Wellness/Safety/ Ergonomics	2,500	1,568	2,300	1,633	2,500	0	2,200	2,400	-4.0%					
63000	Office Supplies	6,000	3,863	7,000	3,702	5,500	970	4,500	5,200	-5.5%					
63060	Books and Periodicals	410	137	310	376	550	0	550	550	0.0%					
63000	Postage	1,000	1,199	1,100	1,088	1,100	577	1,100	1,200	9.1%					
63000	Minor Equipment	2,750	1,309	2,700	2,006	2,700	375	2,700	2,700	0.0%					
64010	Training & Prof. Dev.	3,100	4,384	3,400	3,664	3,800	2,544	3,800	4,200	10.5%					
64020	Dues and Membership	10,300	10,029	10,650	9,998	10,600	485	10,600	10,950	3.3%					
64030	Legal Fees	18,000	1,963	18,000	15,581	18,000	6,949	18,000	18,000	0.0%					
64510	Prof. Services - Contracted	26,000	16,349	25,000	18,936	25,000	11,850	22,000	25,000	0.0%					
64520	Auditing Services	16,500	18,221	16,000	15,003	15,000	15,000	15,000	15,300	2.0%					
65120	Telephone	5,000	4,828	8,300	11,280	1,380	417	1,380	1,300	-5.8%					
65400	Equip. Maint. Contracts	4,600	6,631	4,830	5,078	4,900	1,225	4,900	5,000	2.0%					
66100	Travel	1,900	1,696	1,900	2,091	1,900	938	1,900	1,900	0.0%					
66200	Advertising	3,200	3,040	3,200	2,496	3,200	522	3,000	3,100	-3.1%					
66210	Printing	500	0	500	0	300	0	300	300	0.0%					
66300	Miscellaneous Expenses	1,000	1,175	1,000	833	1,000	914	1,000	1,000	0.0%					
67400	Computer Equipment	23,400	23,115	21,000	20,969	21,000	8,287	21,000	21,000	0.0%					
69104	Economic/Community Dev	52,846	52,844	52,846	52,844	44,117	22,058	44,117	44,117	0.0%					
69900	Contingency	30,000	0	29,215	7,800	52,260	0	52,260	50,000	-4.3%					
TOTALS		473,522	389,493	471,658	429,464	492,285	203,004	486,604	500,384	1.6%	500,364	1.6%	500,364	1.6%	500,364

DETAILS

3% wage increase; 52 weeksw + 1 day

This position has been eliminated.

3% wage increase; 52 weeksw + 1 day - Finance Manager

3% wage increase; 52 weeksw + 1 day - Assistant to Administrator/HR Director

Market Adjustment + 3% increase for Bookkeeper; 52 wks + 1 day

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

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

At the discretion of the Commissioners, this account is used for salary adjustments, temporary help, etc.

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

Part-time, temporary position to assist with general office duties, bookkeeping 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 accommodation 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 prmts are in building budget). Postage rate will rincrease back to .49.

\$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 calculator;; 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 \$375; MCCA convention \$2,100 (includes part of Hannah.s planning Committee lodging plus have added one Commissioner); GFOA convention and meetings \$1,000; MTCMA convention and meetings \$500; Treasurer's Assn. \$150

MMA dues \$600; MCCA dues/convention support \$9,400; Maine Treasurers Assn \$50; MACCAM \$150; GFOA \$250; MGFOA \$150 ; MTCMA \$160; HRASM \$75; MLGHRA \$50; Notary Renewals \$60 (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 TRIO maintenance costs; to contract for investigations, consulting, and HR Issues/studies; website assistance; energy audits; student internships; and special projects.

Independent financial review required annually by law includes preparation of CAFR documents, also required by law, as well as miscellaneous support throughout the year.

Cell phone costs via Verion Wireless for Administrator and Maintenance Supervisor anticipated @ \$105 monthly. Landline charges are included under the buildings budget.

Copier Maintenance for all County copiers except the copier in Deeds \$1,995; website hosting fee \$3,012

All County employees utilize County vehicle when practical; if POV is used, mileage is reimbursed per state rate, currently \$0.44 per mile. Commissioners and the Treasurer are reimbursed at 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; servers; anti-virus/fire wall licenses (approx \$3,400/yr); 50 computers replaced on a 3 to 4 year rotation.

Departments that already know they will need replacement computers in 2016-17 are as follows: SO – 2; Admin – 1; Probate – 1; DA – 2 ; EMA – 1; 3 spare units ; others as needed and/or server replacement , for a total of approximately \$17,000.

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

Commissioners' discretionary funds for unanticipated expenses.

2017-2018 EMPLOYEE BENEFITS - 204															
		2014-15		2015-16		2016-17			2017-18						
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT		COMMISSIONERS		BAC to Public Hearing		FINAL
		Budget	Actual	Budget	Actual	Budget	YTD expended as of 12/31/16	Antic EOY Expend.	Request	% Change	Commr's Budget to BAC	% Change	BAC Recommendation	% Change	Approved
52020	Workers Compensation	84,500	72,345	78,500	61,724	64,000	29,231	56,000	56,000	-12.5%					
52030	Short Term Disability (UNUM)	11,350	11,347	11,300	10,027	10,800	5,407	10,814	8,000	-25.9%					
52040	MePers Life Insurance	22,850	22,798	24,000	22,314	24,093	10,621	22,000	22,800	-5.4%					
52110	457s - Deferred Compensation	15,840	9,117	17,015	15,147	15,200	8,582	18,000	20,200	32.9%					
52120	MePers MSR Retirement	171,100	151,567	207,592	208,319	227,393	109,957	227,393	266,300	17.1%					
52200	Health Insurance	748,850	760,910	781,000	781,000	786,000	354,098	786,000	804,000	2.6%					
52300	FICA	212,800	206,957	222,125	214,560	229,598	107,267	225,000	236,500	3.0%					
51570	Health Insurance Buy-Out	4,000	5,500	6,000	6,500	8,000	3,000	6,000	6,000	-25.0%					
52530	YMCA Passes	1,400	1,400	1,610	1,400	1,610	1,400	1,500	1,600	-0.6%					
TOTALS		1,272,690	1,241,941	1,349,142	1,320,991	1,366,694	629,563	1,352,707	1,421,400	4.0%	1,421,400	4.0%	1,421,400	4.0%	1,421,400

DETAILS
Workers Comp is estimated on a calendar year basis. We have continued to have little to no workers compensation claims, which has reduced our modifier from 1.24% to 1.00%, and we anticipate this will continue to decrease in 2018.
The County pays 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.) Cost for County does not include Transport and VOCA. We pay a contract price monthly for each employee, and received a reduction in premiums upon renewal in 2016. FY2017-18 is budgeted based on full staffing.
The County covers the cost of premiums for each full time employee based on 2 times their prior year salary and dependant A coverage. (Dependent coverage up to \$5,000) The budgeted cost does not include Transport and VOCA.
For employees who do not participate in MePERS, the County will match the employee's contribution (up to 6% match) if the employee choses to participate in one of the two 457 plans sponsored by the County. This figure is based on current enrollment at full match.
Due to the current low yield on investments, the MePers retirement program has increased all employers' contributions. The county's contribution for non-union and communications employees will increase to 9.6% from 9.5%, while the cost for sheriff/transport will increase from 11.4% to 12.2%. In June of 2015 MePERS issued the county a check for the balance of their "surplus", which enabled us to reduce the County's contribution for the past two years. As these funds are now fully expended, there is in excess of \$36,000 that must be raised in FY 2017018.
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 9 months are budgeted at an increase of 4.5% and the last three months are budgeted at a 5% increase. This is based on full staffing, excluding transportation and VOCA and including full payment for the Chief Deputy's policy.
Based on 7.65% of all wages budgeted, excluding Transportation and VOCA
FY 2017-18 Budget is based upon the current number of employees who have opted out.
Two passes plus ten one-time use passes. Based upon usage, two passes appear sufficient.

INSURANCE

2017-2018 INSURANCE - 206

		2014-15		2015-16			2016-2017				2017-2018									
		BUDGET HISTORY		BUDGET HISTORY			CURRENT BUDGET				DEPT. REQUEST			COMMISSIONERS		BAC to Public Hearing		FINAL		
		Budget	Actual	Budget	Actual	Result. Deduct. Reserve	Budget	YTD Expend. as of 12/31/16	Antic. EOY Expend.	Resulting Deductible Reserve	Original Request	% Change	Resulting Deductible Reserve	Commr's Budget to BAC	% Change	BAC Recommendation	% Change	Approved	DETAILS	
56000	Property & Casualty Insurance	80,600	74,202	76,946	73,450	N/A	76,738	36,812	74,149	N/A	75,728	-1.3%	N/A						Most recent annual premium for the Risk Pool (for calendar year 2017) = \$72,311. The Risk Pool advises that Sagadahoc anticipate an increase of 8% effective 1 Jan 2018, with payment for the entire year due at that time. This line also includes \$525 for the West Bath Tower.	
56020	Surety Bonds	1,500	1,298	1,500	1,323	N/A	1,500	1,323	1,323	N/A	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. (Estimates 10% increase of the ACTUAL premium.)	
56020	Deductible Reserve	2,002	661	2,000	448	2,894	1,200	972	2,972	1,112	1,900	58.3%	3,012						This Reserve Account was established in the 2010-2011 Budget to offset deductibles that the County may have to pay as a result of losses, or uncovered losses. This reserve helps to reduce the need for departments to budget for "what if" losses. The resulting reserve total would cover three accident deductibles, which is the type of claim that is most often made by the County.	
TOTALS		84,102	76,161	80,446	75,221	2,894	79,438	39107	78,444	1,112	79,128	0.4%	3,012	79,128	0.4%	79,128	0.4%	79,128		

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

2017-2018 BUILDINGS - 210

		2014-15		2015-16		2016-17			2017-2018								DETAILS
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			Commr's Budget to BAC		BAC to Public Hearing		FINAL	
		Budget	Actual	Budget	Actual	Budget	YTD Expend. As of 12/31/16	Antic. EOY Expend.	Dept. Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recommendation	% Change	Approved	
51020	Supervisory	42,152	42,000	42,995	42,991	45,022	22,318	45,022	46,217	46,217	2.6%						3% increase; 52 weeks + 1 day
51300	PT Wages	5,967	5,285	6,204	6,607	6,330	3,370	6,330	6,520	6,520	3.0%						3% increase (9 hrs/wk based on need, plus covering for absences of supervisor)
51500	Overtime	1,900	1,760	2,500	693	2,500	989	1,500	2,500	2,500	0.0%						Plowing of two parking lots, emergency calls after hours
53020	General Supplies	7,750	5,416	5,600	6,346	5,700	2,781	5,700	5,700	5,700	0.0%						Cleaning and general maintenance products, spray disinfectants, keyboard air canisters, paper towels, toilet paper, soaps, disinfectants, small hand tools, small replacement parts, paint and painting supplies, keys, hardware, interior signage, lawn care products, parts necessary for minor repairs, gravel, chipseal, small lawn tools, exit and safety signs, etc.
53100	Sand and Salt	700	525	700	1,015	700	0	800	800	800	14.3%						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.
53400	Heating Fuel (Propane)	12,700	10,148	11,500	11,902	10,500	1,284	9,000	10,500	10,500	0.0%						Based on current year's pricing. 6700 gal. @ 1.369 = 9373. Also 700 gal @ 1.55 = 1085 for reserve heating oil. If this is not adequate, there are additional funds available in the fuel reserve account. (Large credit and warm temperatures current year)
53600	Minor Equipment	1,000	829	1,000	572	1,000	0	1,000	1,000	1,000	0.0%						Purchase or repair of electrical tools, portable steam cleaners, vacuums, floor buffers, heat sensor guns, handcards, motion sensors, digital thermometers, ceiling fans, etc.
53700	Vehicle Consum. & Gas	1,900	1,204	1,900	549	1,570	278	1,400	1,400	1,400	-10.8%						The facilities vehicle travels about 5,100 miles per year and gets approx. 10 miles per gallon. Calculation is based on an average per gallon purchase price of \$2.75 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 all fuel purchases.
55010	Vehicles R&M	2,500	2,521	3,500	5,010	4,500	4,378	4,500	4,800	4,800	6.6%						Regular maintenance and repairs on the facility vehicle, plow and sander, as well as the car used by all departments by employees traveling on County business. Both vehicles are aging, which necessitates additional maintenance.
55100	Electricity	35,750	37,549	38,600	36,777	38,600	15,343	38,000	38,000	38000	-1.6%						The KWHs used for 752 High and 33 Court in 2016 (277,840) are down slightly (~2%) from 2015. Our contract with Constellation Energy will expire in November; and it is too early to receive a quote on renewal rates; however, given the lower costs of fuel, we would anticipate a very minimal increase at this point in time.
55110	Water and Sewer	3,750	2,785	3,240	3,599	4,000	1,733	3,800	4,000	4,000	0.0%						No increases are anticipated in FY 2017-18. Rates are based on an average of 2,000 cubic feet a month for 752 High Street, equating to \$297 and a quarterly average of 500 cubic feet for 33 Court Street, equating to \$108.
55120	Telephone	0	0	0	0	8,500	3,789	8,500	8,500	8,500	0.0%						New contract with GWI for phone, local and long distance, fax services and back up internet in the event of a outage. Anticipated flat cost of \$665.00 monthly with long distance allotment of 3,330 minutes. Overages will be billed at .29 per minutes. Due to new billing it will be difficult to allocate to each department. Total cost savings from prior years is anticipated to be in excess of \$7,000.
55200	Building Repair & Maintenance	16,000	13,848	16,000	8,021	16,000	4,299	15,000	15,000	15,000	0.0%						Covers unanticipated electrical, plumbing, locksmith, telephone system, and roof repairs, plus repairs by HVAC, Pine Tree Elevator; Northeast Security and other vendors that are not covered by any maintenance contracts. There are several maintenance needs throughout the Courthouse and at 33 Court Street.
55300	Rental-Land/Bldgs	3,200	2,088	3,200	2,610	2,600	0	2,600	2,600	2,600	0.0%						\$175/mo rental of space at the District Court for the DA's use (required by state law). This also includes \$500 for storage of the plow, sander and mobile radar speed unit.
55340	Rental of Equip.	3,500	2,037	3,100	1,980	2,000	1,530	2,000	2,000	2,000	0.0%						Postal Machine rental from Pitney Bose with an anticipated 6% increase (\$800 annually); rental of riding mower (\$700) and misc. rental of equipment (\$300); \$200 for rental of carpet cleaners.

DETAILS

BUILDINGS

		2014-15		2015-16		2016-17			2017-2018							DETAILS				
		BUDGET HISTORY		BUDGET HISTORY					DEPARTMENT			COMMISSIONERS		BAC					FINAL	
		Budget	Actual	Budget	Actual				Budget	YTD Expend. As of 12/31/16	Antic. EOY Expend.	Dept. Request	Admin. Recom'd	% Change	Comm's Budget to BAC				% Change	BAC Recom- mendation
55500	Equipment R&M (Contracted)	24,940	24,804	26,500	21,097	22,500	11,571	22,500	22,755	22,755	1.1%							New England Communications	Support and training for phone system	5,800
																		Northeast Security	Fire, camera and security alarm support	3,700
																		Pine State Elevator	Monthly inspection of elevator system & annual maint.	3,150
																		National (Smith) Elevators	Annual inspection of elevator	200
																		State of Maine	Annual elevator licenese from State	100
																		Cummings Northeast	Annual maintenance and certificaion of generator	830
																		HVAC	System support and quarterly maintenance including filters	2,100
																		Bardons Water Service	Monitoring of chemicals in HVAC loop	3,100
																		Backflow Prevention	Required annually by sewer district	75
																		G&E Roofing	Annual maintenance agreement for 752 High St. roof	3,000
																		Taco Simplex-Grinnel	Annual fire extinguisher inspections	700
																				\$22,755
55500	Waste Collection	2,300	1,967	2,350	2,308	2,450	102	2,380	2,500	2,500	2.0%							Includes \$2050 (which includes a predicted 3% increase) Pinetree contract, plus landfill license and special disposal fees (shredding, etc.)		
55500	Special Projects	4,000	4,000	3,800	2,045	3,800	931	3,800	3,800	3,800	0.0%							Expected Special Projects: Tree work (\$2,000); misc.		
TOTALS		170,009	158,766	172,689	154,122	178,272	74,696	173,832	178,592	178,592	0.2%	178,592	0.2%	178,592	0.2%	178,592				

2017-2018 DISTRICT ATTORNEY/SUPERIOR COURT - 220

		2014-15		2015-16		2016-2017			2017-2018							DETAILS	
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC to Public Hearing			FINAL
		Budget	Actual	Budget	Actual	Budget	YTD Expend. as of 12/31/15	Antic. EOY Expend.	Dept. Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recommendation	% Change		Approved
51020	Supervisory Wages	35,126	34,993	35,829	35,836	41,815	20,646	41,815	42,883	42,883	2.6%					3% increase; 52 weeks + 1 day	
51030	Non-Supervisory Wages	32,775	32,650	33,431	33,426	39,656	19,571	39,656	40,669	40,669	2.6%					3% increase; 52 weeks + 1 day	
51040	Clerical Wages	29,113	29,008	29,694	29,703	31,356	15,533	31,356	34,583	34,583	10.3%					Market adjustment plus 3% increase for Legal Secretary; plus 52 weeks +1 day	
51100	DV Investigator	48,847	48,667	49,824	49,824	51,918	25,739	51,918	53,293	53,293	2.6%					3% increase; 52 weeks +1 day	
51300	Part-Time Clerk	0	0	0	0	12,184	3,400	12,184	12,635	12,635	3.7%					3% increase; 52 weeks + 1 day @ 20 hrs/ per week.	
53010	Office Supplies	2,900	3,048	2,900	3,759	3,200	1,991	3,800	3,800	3,800	18.8%					Includes regular office supplies, and copier/printer supplies.	
53050	Books & Periodicals	3,200	3,185	3,200	3,061	3,200	1,442	3,200	3,200	3,200	0.0%					On-line research (\$2,600). Printed material includes Ferdico, court rules and Maine Reporter (\$600).	
53080	Postage	2,100	2,167	2,100	2,490	2,500	1,602	2,800	2,800	2,800	12.0%					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.	
53600	Minor Equipment	800	1,073	800	0	800	284	800	1,800	1,800	125.0%					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	Vehicles Gasoline	1,600	1,066	1,400	657	1,000	273	750	1,000	1,000	0.0%					Gasoline for Domestic Violence Investigator,	
54010	Training	1,900	2,842	2,500	2,546	2,500	2,255	2,500	2,500	2,500	0.0%					Most expenses are related to the annual Prosecutors Conference (includes registration fee, lodging, travel and meals.)	
54020	Dues & Membership	750	817	750	465	750	588	750	850	850	13.3%					Annual Bar Registration fees for attorneys, plus dues for Maine Prosecutors' Association and National District Attorneys' Association.	
54110	Juror Refreshments	225	79	175	169	175	107	175	175	175	0.0%					Grand Jury refreshments.	
54510	Professional Service	12,750	14,774	12,750	11,827	12,750	4,473	12,750	14,850	14,850	16.5%					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	Vehicles Repairs & Maint	1,000	654	1,000	746	1,000	368	1,000	1,000	1,000	0.0%					Includes regular maintenance for vehicle used by Domestic Violence Investigator, including oil changes, tire replacement and minor repairs.	
55120	Telephone	3,200	3,395	2,700	2,521	1,800	783	1,700	1,800	1,800	0.0%					Includes office telephone lines in West Bath as well as 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	Fax/Modem/Internet	800	777	800	1,128	1,600	569	1,600	1,800	1,800	12.5%					Includes monthly email (\$57/mo), annual cost of Messenger licenses (\$343), and monthly fees for the West Bath internet (\$63/mo).	
55400	Equip Repair/Maintenance	4,250	4,563	4,400	4,561	6,100	225		6,300	6,300	3.3%					Annual maintenance contract for New Dawn Prosecution software and share of centralized servers at MeDATS . Includes share of added JustWare license (\$500).	
56010	Judicial Liability Insurance	210	207	210	207	210	231	231	230	230	9.5%					Liability coverage for State employees.	
56100	Travel	2,000	2,222	2,000	1,592	1,400	528	1,200	1,400	1,400	0.0%					Travel costs for court appearances, primarily by shared Juvenile Attorney .	
56200	Advertising	200	0	200	0	200	106	200	200	200	0.0%					For vacancy when employee resigns.	
54510	Superior Court Witness Fees	4,000	163	2,000	304	1,500	214	1,000	1,500	1,500	0.0%					The county is required to pay a "Bill of Costs" or witness fees for Superior Court appearances by law enforcement officers on their day off civilian witnesses and any testimony required of a professional witness, such as a doctor or chemist. Reduced based on experience with Unified Criminal Docket, and potential reimbursement from forfeited bail.	
54511	District Court Witness Fees	500	0	250	0	250	0	250	250	250	0.0%					District Court witness fees. Reduced based on experience with Unified Criminal Docket.	
TOTALS		188,246	186,350	188,913	184,822	217,864	100,978	211,635	229,518	229,518	5.3%	229,518	5.3%	229,518	5.3%	229,518	

2017-2018 DEEDS - 230

		2014-15		2015-16		2016-17			2017-2018								DETAILS
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC TO Public Hearing		FINAL	
		Budget	Actual	Budget	Actual	Budget	YTD Expend. as of 12/31/15	Antic. EOY Expend.	Dept. Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recom- mendation	% Change	Approved	
51020	Non-Supervisory	38,446	36,104	31,864	31,879	35,134	16,838	35,134	36,030	36,030	2.6%						3% increase; 52 wks + 1 day
51030	Clerk	27,600	25,843	25,470	25,495	30,281	14,953	30,281	31,070	31,070	2.6%						3% increase; 52 wks + 1 day.
51070	Elected Official	38,902	36,955	43,684	43,679	44,561	22,097	44,561	45,723	45,723	2.6%						3% increase; 52 wks + 1 day.
53010	Office Supplies	2,200	699	2,000	2,036	2,000	522	1,500	2,000	2,000	0.0%						Office supplies including paper, general supplies and forms. Had an excess of cases of paper last year but will need to purchase multiple cases this year.
53060	Postage - Office	1,800	808	1,500	666	1,000	481	960	1,000	1,000	0.0%						General office and document mailings.
53600	Minor Equipment	300	76	300	0	300	0	0	300	300	0.0%						Miscellaneous small equipment.
55400	Equip R& M Maint. Contracts	40,500	26,149	40,500	33,180	39,000	17,721	39,000	39,000	39,000	0.0%						Fidlar 30,000 Iron Mountain (repository/imaging) 9,000 Increase in fees. 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	503	1,000	260	1,000	303	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%						Registrar's Association dues.
55120	Telephone	1,240	1,098	1,200	327	0	0	0	0	0	0.0%						This expense has been moved to "Buildings".
56100	Travel	450	437	500	389	500	142	500	500	500	0.0%						Mileage reimbursement for employee travel to meetings or the MCCA conference when van not available.
56210	General Supplies & Printing	2,000	1,178	1,800	467	1,500	614	1,300	1,500	1,500	0.0%						Printing and making books of indexes; toners for stamp printing machines.
TOTALS		155,588	130,000	150,968	138,528	156,426	73,671	154,386	159,273	159,273	1.8%	159,273	1.8%	159,273	1.8%	159,273	

2017-2018 PROBATE COURT- 235

		2014-15		2015-16		2016-17			2017-2018							
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC to Public		FINAL
		Budget	Actual	Budget	Actual	Budget	YTD Expend. 12/31/15	Antic. EOY	Dept. Request	Admin. Recom'd	% Change	Comm'r's Budget to BAC	% Change	BAC Recommendation	% Change	Approved
51030	Non-Supervisory Wages	35,073	34,922	35,763	35,743	36,451	18,076	36,451	37,401	37,401	2.6%					3% increase; 52 weeks + 1 day
51070	Elected Official - Register	41,061		40,579		41,396			42,475	42,475	2.6%					3% increase; 52 weeks + 1 day
51070	Elected Official - Judge	25,121	61,222	25,624	66,216	27,919	34,345	69,315	28,647	28,647	2.6%					3% increase; 52 weeks + 1 day
51300	Part-time Wages	13,019	12,181	12,561	12,296	15,825	7,907	15,825	16,237	16,237	2.6%					3% Increase; 52 weeks + 1 day
53010	Office Supplies	2,600	2,298	2,500	2,311	2,300	703	2,200	2,200	2,200	-4.3%					Costs continue to be reduced in this category.
	Books & Periodicals	700	706	700	753	750	906	906	960	960	28.0%					This fund covers the cost of two Maine Estate and Probate Law books issued each year after the Legislature adjourns (\$490); the Maine Court Rules (also a annual publication) (\$30); and annual updates to the Mitchell Probate Rules and Forms and Probate Procedures books (\$386) for a total of \$906. \$54 as been added to cover anticipated increases next year.
53050																
53060	Postage	2,500	2,412	2,500	2,457	2,500	312	2,500	2,500	2,500	0.0%					Mailing expenses.
	Training	3,000	3,257	3,000	4,624	4,000	2,853	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 NCPJ Conventions in May and November in AL and SC (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.
54010																
54020	Dues & Membership	375	375	375	560	560	275	375	375	375	-33.0%					Yearly dues for Judge Voorhees and Register: Maine Probate Judges Assembly (\$275) and Maine Association of Registers of Probate (\$100) (MSBA membership for register was not renewed.)
54530	Document Management	2,500	2,840	2,500	2,240	2,500	2,240	2,500	2,500	2,500	0.0%					This is the yearly cost of the ICON system of probate docketing and includes support and web-hosting services; another state-wide 5 year contract was signed on 1/1/17 at the same yearly cost.
	Professional Service	8,000	507	8,000	2,986	8,000	1,641	8,000	8,000	8,000	0.0%					This fund covers the mandated costs of court-appointed Visitors, Guardian ad litem and Attorneys for clients who are indigent. It is impossible to predict the yearly costs of these required services. Visitors are usually paid for by petitioners, but not always. Our Court matches the State's reimbursement rate for these services: \$40 per hour for Visitors and \$60 per hour for a Guardian ad litem or Attorneys. More and more of these services are needed because of the rise of illegal drug use, the housing crisis and the poor economy. There are several cases in our current docket that will result in payment by our Court.
54510																
55120	Telephone	1,050	1,010	400	365	0	0	-	0	0	0.0%					This expense has been moved to "Buildings."
55400	Equipment Repair & Maintenance	200	107	200	112	200	0	300	300	300	50.0%					We use 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	125	150	138	150	138	150	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.
	Travel	600	294	550	208	550	143	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.
56100																
	Advertising	8,000	10,332	8,500	10,431	10,500	4,525	10,500	10,500	10,500	0.0%					This fund is completely self-funded. It pays for the legal notices which we are required to publish twice each month. We charge each Estate \$70.00 to publish in a local paper. That \$70 charge 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.
56200																
TOTALS		143,949	132,588	143,902	141,440	153,601	74,064	153,572	156,795	156,795	2.1%	156,795	2.1%	156,795	2.1%	156,795

2017-2018 CIVIL - 415

		2014-15		2015-16		2016-17			2017-2018								DETAILS
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPT. REQUEST			COMMISSIONERS		BAC to Public Hearing		FINAL	
		Budget	Actual	Budget	Actual	Budget	YTD Expend. As of 12/31/15	Projected End of Year	Dept. Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recom- mendation	% Change	Approved	
	Supervisory Wages	21,810	19,711	22,243	19,921	22,679	10,725	22,679	23,270	23,270	2.6%						3% increase; 52 weeks + 1 day
	Part-time Wages	3,300	3,906	3,800	5,772	3,876	1,211	3,130	3,600	3,600	-7.1%						One of the part time Civil Deputies steps in to manage the civil department when the department supervisor is absent.
	Office Supplies	225	155	225	124	225	142		225	225	0.0%						General supplies - stationary, toner, staples, clips, etc
	Postage	50	542	50	121	50	10		50	50	0.0%						Non-reimbursed postage only.
	Minor Equipment	200	227	200	52	100	0		100	100	0.0%						This line is used to replace or repair office equipment such as printer or computer components not covered by BEU or other administrative lines
	Clothing/Safety	300	250	300	297	300	0		300	300	0.0%						Polo shirts, outerwear, etc for three part-time deputies
	Telephone	1,050	695	1,050	1,255	900	272		800	800	-11.1%						Cells phones for two Civil Deputies
	Equipment	200	165	200	54	100	0		100	100	0.0%						Formerly used for pagers, now used for non-office equipment such as radios, flashlights, etc.
	Travel	55	36	55	0	50	0		50	50	0.0%						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	500	643	100	0	100	0		75	75	-25.0%						Printing expense for service invoicing forms, copy paper, envelopes, etc.
	Allowance for Uncollectables	2,000	1,892	2,000	0	1,000	0		1,000	1,000	0.0%						Based upon current eligible debts.
	TOTALS	29,690	28,222	30,223	27,696	29,380	12,360	25,809	29,570	29,570	-0.7%	29,570	-0.7%	29,570	-0.7%	29,570	

The total request for general funds for the Civil Office is \$29,829 and the total amount of civil processing pass through funds is expected to be approximately \$78,000, making the total budget for Civil \$107,829.

The Civil Dept. serves an average of 2000 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.

2017-2018 SHERIFF'S OFFICE - 401

		2014-15		2015-16		2016-17			2017-2018							
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC to Public Hearing		FINAL
		Budget	Actual	Budget	Actual	Budget	YTD Expend. as of 12/31/16	Projected End of Year	Dept. Request	Admin. Recom'd	% Change	Comm's Budget to BAC	% Change	BAC Recom- mendation	% Change	Approved
	Chief Deputy	60,353	60,048	61,569	61,421	62,796	31,140	62,796	64,433	64,433	2.6%					
	Supervisory Wages	34,968	18,915	37,841	29,295	31,849	9,629	25,555	32,357	32,357	1.6%					
	Administrative Clerk	31,007	31,007	31,627	31,718	34,699	17,164	34,699	35,585	35,585	2.6%					
	Data Entry/Records Clerk	28,908	28,760	29,466	29,071	31,215	15,452	31,215	32,958	32,958	5.6%					
	Sheriff	72,661	72,310	74,114	73,948	75,603	37,490	75,603	75,314	77,574	2.6%					
	Investigator Wages	161,571	155,921	167,097	163,692	167,097	87,359	173,855	179,259	179,259	7.3%					
	Patrol Supervisors	223,060	210,676	229,332	227,768	229,404	113,318	228,635	228,726	228,726	-0.3%					
	Patrol Deputies	427,605	423,027	442,615	440,205	445,626	220,120	444,530	446,708	446,708	0.2%					
	Deputy Outside Assignment	0	0	0	0	0	0	0	0	0	0.0%					
	Part-time Wages	14,000	3,148	12,000	5,873	11,000	2,165	5,490	10,000	10,000	-9.1%					
	Overtime Wages	67,300	74,593	69,300	82,051	75,000	40,256	82,700	82,000	82,000	9.3%					
	Holiday Pay	57,578	55,483	59,300	51,127	59,900	28,141	55,600	60,000	60,000	0.2%					
	Training Wages	19,000	17,759	17,000	13,860	17,000	9,315	15,400	17,000	17,000	0.0%					
	Other Non-classified	4,000	3,859	4,000	3,981	4,100	1,980	3,960	4,250	4,250	3.7%					
	Community Policing	12,500	8,506	12,000	8,408	10,000	2,678	6,120	10,000	10,000	0.0%					
	Medical/Fitness Program	3,000	1,142	3,000	560	2,500	140	1,700	2,500	2,500	0.0%					
	Office Supplies	5,200	5,229	5,500	5,400	5,750	2,659	5,600	5,750	5,750	0.0%					
	Pub.Safety Consumables	16,000	15,939	15,000	6,917	15,000	3,047	14,800	15,000	15,000	0.0%					
	Postage	350	356	350	446	325	351	380	350	350	7.7%					
	Minor Equipment	1,200	300	1,200	156	1,200	57	1,200	1,200	1,200	0.0%					
	Vehicles Gasoline	70,950	55,808	64,500	35,591	56,800	14,907	33,337	61,875	61,875	8.9%					
	Uniforms & Safety	15,500	13,676	15,000	12,141	15,500	7,163	13,580	15,500	15,500	0.0%					
	Firearms	3,000	2,017	3,000	2,966	3,000	0	3,000	3,000	3,000	0.0%					
	Public Safety Equipment	12,000	4,870	12,000	14,351	12,000	571	11,750	12,500	12,500	4.2%					
	Training & Prof. Dev.	14,000	13,159	13,000	12,396	14,000	8,464	14,000	15,000	15,000	7.1%					
	Dues and Membership	900	954	900	1,096	950	310	1,135	1,200	1,200	26.3%					
	Laundry Services	6,500	5,843	6,500	6,380	6,500	2,984	5,960	6,500	6,500	0.0%					
	Prof. Services - Contracted	1,500	500	1,500	734	1,500	250	250	1,500	1,500	0.0%					
	Vehicles R & M	32,500	34,042	33,000	34,505	34,000	17,249	33,800	34,000	34,000	0.0%					
	Telephone	10,500	9,193	10,000	7,835	9,280	2,047	6,100	9,000	9,000	-3.0%					
	K-9 Support	1,000	812	1,000	816	1,000	750	850	1,000	1,000	0.0%					
	Contract Services	4,600	5,214	4,600	5,108	5,150	2,170	5,300	7,500	7,500	45.6%					
	Equip. Repair & Maint.	5,200	4,607	5,000	4,296	5,000	1,127	4,542	5,000	5,000	0.0%					
	Advertising	500	249	500	387	500	148	150	500	500	0.0%					
	Community Policing	2,000	990	2,000	1,440	2,200	211	2,100	2,200	2,200	0.0%					
TOTALS			1,338,911	1,444,811	1,375,939	1,447,444	680,812	1,405,692	1,479,666	1,481,925	2.2%/2.4%	1,481,925	2.4%	1,481,925	2.4	1,481,925

DETAILS

3% wage increase; 52 weeks plus 1 day

3% wage increase; 52 weeks + 1 day. s 50% SO/50% Transport split for this salary to align the distribution to more accurately reflect job functions and responsibilities.

3% wage increase; 52 weeks plus 1 day

Market adjustment plus 3% wage increase; 52 weeks plus 1 day

0%/3% wage increase; 52 weeks plus 1 day

Detectives (3); Det./Sgt. plus 2 FT Dets.; includes longevity; 52 weeks plus 1 day

Supervisors (4); 2 Sgts, 2 Cpls; includes longevity; 52 weeks plus 1 day

Patrol Deputies (10); includes step increases and longevity; 52 weeks plus 1 day

To cover outside jobs; special detail requests

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

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

Union Contract

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

K-9 Stipend and other non-classified assignments

Supports all community related events, i.e. DARE, Project Alert, Camp Postcard, TRIAD, etc. (90% FTE paid out of Transport Program Wages)

Physicals, fitness programs per union contract

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

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

Postage cost

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

Gasoline for vehicles. The Sheriff's Department fleet includes the following vehicles: Patrol 13; Detective 2; SO Administration 2; Spare Patrol 1. Calculation based on 22,500 gallons at \$2.75 per gallon. (Plus Commissioners fuel reserve)

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

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

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

Training related expenses: meals, lodging, registration fees

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

Uniform, clothing care and maintenance

Polygraphs, psychological testing consultant fees, etc.

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

Cellular and long distance. Land lines moved to Buildings account.

K-9 Veterinary Insurance (\$750) & boarding fees

LexisNexis Contract - reflects increase in contract; Leads Online.

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

New positions and other ads

Promotional and educational materials, PR materials.

Note: Approximately 87% of SO budget is payroll; Payroll includes 52 weeks plus 1 day

TRANSPORT									Revenues									
		2014-15		2015-16		2016-17			2017-2018		2014-15		2015-16		2016-17		2017-18	
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			BUDGET		BUDGET HISTORY		BUDGET HISTORY		CURRENT YEAR		BUDGET	
		Budget	Actual	Budget	Actual	Budget	YTD 12/31/16	Projected End of Year			Budget	Actual	Budget	Actual	Budget	Projected EOY		
	Shift Supervisor	23,300	11,508	25,227	21,711	31,849	9,629	25,250	32,040	TBRJ CAP	2,657,105	2,657,105	2,657,105	2,657,105	2,657,105	2,657,105	2,657,105	2,657,105
	Program Staff	32,260	31,455	33,060	32,835	37,426	18,198	36,800	36,907	State Contribution	154,957	153,651	154,957	309,029	285,000	262,967	260,000	260,000
	Transportation Officers	118,000	110,122	119,300	106,786	119,300	60,118	119,868	119,956	Court Charge & Fines	0	0	0	***	12,000	9,375	9,500	9,500
	Part-time Wages	2,000	0	1,900	108	1,500	1,358	1,600	1,700	Home Revenue	0	0	0	3,585	3,000	4,500	5,000	5,000
	Overtime Wages	8,000	9,305	8,000	10,904	9,500	8,212	11,450	12,000	Total Revenue	2,812,062	2,810,756	2,812,062	2,969,719	2,957,105	2,933,947	2,931,605	2,931,605
	Night Differential	5,200	2,320	5,000	2,800	6,000	2,000	5,600	6,000	Expenses								
	Fringe Benefits (see details below)	69,706	70,955	82,974	68,479	94,214	39,698	75,376	99,876	Transport Assessment	293,041	264,732	293,041	266,560	329,949	297,987	351,829	351,829
	Office Supplies	750	713	700	700	700	185	675	700	Alternative Sentencing	133,000	133,000	133,000	104,418	130,000	96,000	125,000	125,000
	General Supplies	200	43	200	38	200	0	75	200	TBRJ	2,386,021	2,386,021	2,388,521	2,516,488	2,494,552	2,476,175	2,454,776	2,454,776
	Security Equipment	700	0	700	6	700	0	500	500	Total Expenses	2,812,062	2,783,753	2,814,562	2,887,466	2,954,501	2,870,162	2,931,605	2,931,605
	Postage	75	53	75	74	60	50	50	50	Surplus/Deficit	0	27,003	(2,500)	82,253	2,604	63,785	0	0
	Minor Equipment	1,000	109	1,000	679	750	0	700	750									
	Vehicle Consum/Gas	11,700	7,182	12,000	5,949	8,200	2,332	5,350	9,200									
	Uniforms & Safety	2,500	2,115	2,500	2,124	2,500	727	2,200	2,500									
	Firearms	500	909	500	500	500	0	500	500									
	Maintenance	3,000	1,684	3,000	3,307	2,800	2,185	2,950	3,000									
	Training	1,200	1,180	1,200	1,135	1,200	1,026	1,326	1,200									
	Dues & Membership	0	0	0	0	100	0	100	100									
	Laundry Service	2,000	1,127	2,000	1,338	1,800	487	1,150	1,700									
	Meal Allowance	500	503	500	208	450	156	425	500									
	Tools and Implement	2,700	1,002	2,600	33	2,500	0	1,500	2,500									
	Professional Service	250	0	250	0	250	0	0	250									
	Vehicles R&M	4,000	4,844	4,000	3,621	4,000	841	1,950	4,000									
	Telephone	3,000	3,412	3,200	3,018	3,000	794	2,240	3,000									
	Fax/Modem/Internet	0	0	0	0	0	0	0	0									
	Rental of Equipment	0	10	0	0	0	0	0	12,250									
	Equipment R&M	200	160	200	0	200	352	352	200									
	Advertising	300	0	300	207	250	0	0	250									
	SUB TOTAL-TRANSPORT	293,041	260,711	310,386	266,560	329,949	148,348	297,987	351,829									

Fringe Benefits	2017-18
Health Insurance	59,642
Medicare - 1.45%	3,202
FICA - 6.20%	13,693
Life Insurance	1,492
Benefits	800
MSRS	12,500
Workers Comp	8,547
Unemployment	0
Total F/B	99,876

*** pass through

2017-2018 COMMUNICATIONS - 430

		2014-15		2015-16		2016-17			2017-2018							
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC to Public Hearing		FINAL
		Budget	Actual	Budget	Actual	Budget	YTD Expend. as of 12/31/16	Antic. EOY Expend.	Dept. Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recom- mendation	% Change	Approved
51000	Dept Head	57,452	57,232	63,798	63,639	64,832	32,273	64,832	66,777	66,777	3.0%					
51020	Supervisory	196,797	186,654	204,505	197,723	210,108	79,819	180,207	159,328	159,328	-24.2%					
51120	Dispatchers	432,917	402,176	450,011	396,272	462,648	191,063	405,823	498,428	498,428	7.7%					
	Dep. Director	0	0	0	0	0	0	0	57,000	57,000	100.0%					
	Adm. Asst.	0	0	0	0	6,092	0	0	0	0	-100.0%					
51920	Overtime Wages	40,000	50,996	48,000	76,057	48,950	60,199	100,000	48,950	48,950	0.0%					
	Holiday Pay	57,500	60,285	60,000	56,121	62,000	27,235	55,000	60,000	60,000	-3.2%					
51420	Training Wages	14,500	7,979	14,500	6,366	14,500	2,588	10,000	14,500	14,500	0.0%					
52500	Medical & Fitness	1,800	1,440	1,800	1,861	1,800	475	1,800	1,800	1,800	0.0%					
53010	Office Supplies	5,000	3,914	5,000	4,762	5,000	1,167	4,500	5,000	5,000	0.0%					
53020	General Supplies	1,000	1,026	1,000	988	1,000	0	1,000	1,000	1,000	0.0%					
53080	Postage	100	18	50	27	50	11	25	50	50	0.0%					
53760	Vehicle Gasoline	0	0	0	0	1,200	3	1200	2,250	2,250	46.7%					
53800	Uniforms & Safety	3,000	2,995	3,000	2,876	3,000	250	3,000	3,000	3,000	0.0%					
	Minor Equipment	2,500	2,186	2,500	2,357	2,500	400	2,500	2,500	2,500	0.0%					
54010	Training	14,750	11,260	14,750	9,678	14,750	7,986	14,000	14,750	14,750	0.0%					

DETAILS

3% increase, plus 52 weeks + 1 day.

Three supervisors. 2% salary increase plus steps per union contract; 52 weeks plus 1 day (eliminate 1 supervisor position)

12 dispatch position. 2% salary increase plus steps per union contract; 52 weeks plus 1 days;

New position

Eliminate

OT is used to cover open shifts due to vacation, sick and personal leave, plus understaffing..

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.

24 hours of CE per person (CPR, Stress Management, Integrity/Liability, Suicide Calls, etc) Spillman and Navigator Conferences, Maine NENA Conference. Within this budget the State has mandated that all PSAPs utilize the Fire Protocols much like the EMD Protocols. This will require each dispatcher to attend 3 days of classes to be certified. This also covers other classes that are requested.

Predict 6 of 15 will take this \$300 benefit offered as part of the union contract.

General office supplies

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.

Historically, have never spent more then \$50 for postage.

Based on the SUV with 13 mpg at \$2.75 per gallon and using 8,000 miles and tolls, plus travel reimbursement if County vehicle is not available.

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.)

Replace office equipment and furniture on an "as needed" basis.

Covers the registration and lodging costs for one employee to attend the Spillman Users Conference in Salt Lake City (cost approx \$1,500), 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

		2013-14		2014-15		2015-16			2016-2017							DETAILS	
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC			FINAL
		Budget	Actual	Budget	Actual	Budget	YTD Expenditures as of 12/31/16	Antic. EOY Expend.	Dept. Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recommendation	% Change		Approved
54010	Dues & Membership	400	429	400	261	400	249	400	400	400	0.0%						Professional organization memberships to NENA. MECCA, APCO, Maine Chiefs of Police.
54510	Professional Service	500	500	500	590	720	970	970	720	720	0.0%						Two polygraph exams for assumed two new hires at \$250 each. Pre-Employment Testing with OHA at \$110 each.
55010	Vehicle R&M	0	0	0	0	750	234	800	1,500	1,500	100.0%						The amount requested is for maintenance of the Communicatation Directors SUV. This ivehicle needs to replace 4 struts at ~\$1,200.
55120	Telephone 911System	10,050	6,138	8,500	6,164	3,500	1,076	3,000	3,000	3,000	-14.3%						Covers METRO <u>\$1440</u> and Fairpoint <u>\$960</u> lines and replacement parts for the phone system.
55340	Rental of Equipment (Fiberoptics)	13,870	12,690	13,870	12,690	13,870	12,690	12,690	13,870	13,870	0.0%						Fiber rental (Comcast) from Comm. Center to Bath and Topsham PDs for intercom, video and internet. The monthly cost of the Bath PD link is \$243, and Topsham is \$814.50, totaling <u>\$12,690</u> annually. The remaining reflects the estimated cost of repairing the video and line equipment paired with the fiber cables.
55460	Equipment R&M - Spillman	34,000	33,633	34,000	34,354	42,500	40,332	42,500	43,000	43,000	1.2%						Spillman RMS maintenance <u>\$41,500</u> ; OpenFox contract <u>\$800</u> ; Spillman Service Calls <u>\$500</u> ; When to Work scheduling software <u>\$200</u>
55410	Equipment R&M - Electronic	23,550	23,222	23,550	23,389	23,550	7,010	22,250	22,550	22,550	-4.2%						AT&T Mobility for MDC air cards <u>\$15,000</u> ; Acorn Recording annual maintenance contract <u>\$2,500</u> ; computer repairs and installs not covered by mainentance contract <u>\$1,350</u> ; minor radio repairs and radio license renewals <u>\$1,500</u> ; ESRI CAD Mapping annual <u>\$500</u> ; Text a Tip annual <u>\$1,700</u>
56100	Travel	2,900	1,373	2,500	1,100	1,500	433	1,000	0	0	-100.0%						Moved to "Vehicle Gasoline"
56200	Advertising	225	249	250	783	250	199	199	400	400	60.0%						Cost of advertising in Jobs in Maine.two times in budget year.
	911 Computer Equipment	8,550	8,568	8,550	8,395	8,550	724	8,000	8,550	8,550	0.0%						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.
TOTALS		921,361	874,963	961,034	906,453	994,020	467,386	916,145	1,029,323	1,029,323	3.6%	1,029,323	3.6%	1,029,323	3.6%	1,029,323	

2017-2018 EMERGENCY MANAGEMENT - 440

		2014-15		2015-16		2016-17			2017-2018							
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC		FINAL
		Budget	Actual	Budget	Actual	Budget	YTD Expend 12/31/16	Antic. EOY	Dept. Request	Admin. Recom'd	% Change (Admin. Recom'd)	Commr's Budget to BAC	% Change	BAC Recom- mendation	% Change	Approved
54010	Department Head	50,385	49,632	51,393	51,398	54,307	21,720	54,307	55,724	55,724	2.6%					
51030	Non-surpv Wgs	45,346	35,192	46,253	34,939	46,253	14,038	35,000	47,460	47,460	2.6%					
	Adm Asst.	0	0	0	0	6,092	0	0	0	0	-100.0%					
53010	Office Supplies	2,500	1,619	2,500	2,439	2,500	730	2,000	2,500	2,500	0.0%					
53060	Postage	400	88	250	227	200	98	200	200	200	0.0%					
53400	Heating Oil (Propane)	2,400	2,400	625	9	0	0	0	0	0	0.0%					
53600	Minor Equipment	1,000	945	1,000	1,112	1,000	521	1,000	1,000	1,000	0.0%					
53700	Vehicles Gasoline	2,950	2,381	3,600	2,212	3,050	820	2,600	2,950	2,950	-3.3%					
53800	Uniforms/Safety Equip	0	0	250	250	300	200	300	300	300	0.0%					
53900	Pub. Safety Equip.	18,858	18,858	15,250	16,348	12,500	12,500	12,500	12,500	12,500	0.0%					
54010	Training	3,000	2,482	6,475	4,073	6,475	3,774	5,900	6,475	6,475	0.0%					
54020	Dues and Memberships	1,350	1,338	1,130	916	1,130	896	1,130	1,130	1,130	0.0%					
54500	Professional Services	2,000	724	0	0	0	0	0	0	0	0.0%					
55010	Vehicle R & M	1,500	2795.67	2,000	716	1,500	304	1,000	1,500	1,500	0.0%					
55120	Telephone	2,300	1,853	1,560	1,190	1,140	631	1,000	1,320	1,320	15.8%					
	Tower Leases	18,727	16,421	19,745	19,646	20,367	8,703	22,000	21,142	21,142	3.8%					
55400	Equip Repair & Maintenance	6,500	9,208	8,600	7,642	10,706	4,434	10,706	9,670	9,670	-9.7%					
55430	Storage Lease	660	450	730	660	803	110	660	660	660	-17.8%					
	TOTALS	159,876	146,386	161,361	143,777	168,323	69,479	150,303	164,531	164,531	-2.3%	164,531	-2.3%	164,531	-2.3%	164,531

DETAILS

3% increase; 52 weeks +1 day
3% invrease; 52 weeks + 1 day
General office supplies, material for making identification cards, supplies for public education
Postage
Propane tank rental & propane moved to "Buildings"
Upgrades for mobile/portable radios, radio programming software
13,990 miles divided by 15 mpg x \$2.75 = \$2,565 fuel for vehicles; plus portable generator fuel (\$145) and EZ-Pass (\$240)
Uniform shirts and jackets for EMA staff
Reverse E-911 emergency notification system. Negotiated lower rates based on actual services needed, Year 2 of 3-year contract, includes IPAWS
Includes registration fees for training and meals at EMI (\$754); Annual dinner for Local EMA Directors (\$250); Awards (\$200); BOH/LHO meetings (\$450); Bi-monthly Local EMA Directors meetings (\$402); NIMS/other training (\$600); Training materials (\$354); Public Health & You DVD copies (\$100); Ongoing training for EMA personnel (\$350); 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 County & City Health Officials (\$180); National Association of Counties (NACo) (\$715); International Association of Emergency Managers (IAEM) (\$185). (NACo membership allows the County to participate in the prescription drug card program that is available to all Sagadahoc County residents.)
Funding for Brunswick Haz-Mat Team no longer needed.
Maintenance on the EMA SUV, MCI trailer, and CRI trailer
Cell phone for Director (\$660), Cell phone or Deputy Director (\$660), Expense for landline telephones moved to administration
Tower Leases: Richmond (\$1); Phippsburg [4% increase, per contract] (\$3,158); West Bath [4% increase, per contract] (\$12,050); Sky Hy - Tophsam [3% increase, per contract] (\$5,933)
Towers & equipment maintenance: Electricity at four sites (\$2,305); Periodic generator maintenance (\$1,415); Propane for generators (\$800); Snow clearing for Topsham & Richmond (\$800); Equipment repair (\$4,350)
Per contract,
NOTE: One-half of expenses will be reimbursed by MEMA through EMPG (Emergency Management Performance Grant)

PROGRAM GRANTS

2017-2018 PROGRAM GRANTS - 920

		2014-15		2015-16		2016-17			2017-2018						DETAILS	
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT		COMMISSIONERS		BAC to Public Hearing			FINAL
		Budget	Actual	Budget	Actual	Budget	YTD Expend. as of 12/31/16	Antic. EOY Expend.	Original Request	% Change	Comm's Budget to BAC	% Change	BAC Recommendation	% Change		Approved
59101	Androscoggin-Sagadahoc County Extension Service	25,714	25,714	28,410	28,410	29,105	14,445	29,105	29,105	0.0%						Statutorily required; Androscoggin County is now funding its full share.
59102	Androscoggin Valley Soil & Water	10,000	10,000	10,000	10,000	11,000	2,750	11,000	11,000	0.0%						
59103	Time & Tide Conservation	3,700	3,700	3,750	3,750	3,750	0	3,750	3,750	0.0%						
Totals		39,414	39,414	42,160	42,160	43,855	17,195	43,855	43,855	0.0%	43,855	0.0%	43,855	0.0%	43,855	

2017-2018 UNEMPLOYMENT RESERVE																	
7500	2014-15		2015-16				2016-17			2017-18							
	BUDGET HISTORY		BUDGET HISTORY				CURRENT BUDGET			DEPT. REQUEST			COMMISSIONERS		BAC to Public Hearing		FINAL
	Budget	Reserve Balance	Budget	Actual	Amount Transferred to Reserve	Resulting Reserve Balance	Budget	Est. Used EOY	Estimated Reserve Balance	Original Request (Dept)	% Change	Estimated Starting Reserve Balance	Commissioners Budget to BAC	% Change	BAC Recommendation	% Change	Approved
	16,000	46,087	0	0	0	46,087	0	732	45,355	650	100.0%	46,005					
Reserve	16,000	46,087	0	0	0	46,087	0	732	45,355	650	100.0%	46,005	650	100.0%	650	100.0%	650
This account is used to pay unemployment claims made against the County. One claim is still open and several are eligible, although most are unlikely to file. Assuming no new eligibility in FY 2017-18 the likely maximum liability we would face is approximately \$13,113																	

DETAILS

UNFUNDED LIABILITY RESERVE

2017-2018 UNFUNDED LIABILITY RESERVE

2014-15		2015-16			2016-17			2017-2018									DETAILS
BUDGET HISTORY		BUDGET HISTORY			CURRENT BUDGET			DEPT. REQUEST			COMMISSIONERS		BAC to Public Hearing		FINAL		
Budget	Actual Transferred to Reserve	Budget	Actual Transferred to Reserve	Resulting Reserve Balance	Budget	Estimated Transfer to Reserve	Estimated Reserve Balance	Original Request (Dept)	% Change	Estimated Reserve Balance	Commissioners Budget to BAC	% Change	BAC Recommendation	% Change	Approved		
2,000	13,645	15,000	14,676	36,723	10,000	20,367	26,356	24,000	120.0%	50,356							
UNFUNDED LIABILITY RESERVE	2,000	13,645	15,000	14,676	36,723	10,000	20,367	26,356	24,000	140.0%	50,356	24,000	140.0%	24,000	140.0%	24,000	Accrued compensated absences.

The County's unfunded liability as of the financial audit for the year ending 6/30/15 was **\$240,054**

2017-2018 FUEL RESERVE																		
	2014-15		2015-16			2016-17				2017-2018								
	BUDGET HISTORY		BUDGET HISTORY			CURRENT BUDGET				DEPT. REQUEST			COMMISSIONERS		BAC to Public Hearing		FINAL	
	Budget	Actual	Budget	Actual Transferred to Reserve	Resulting Reserve Balance	Budget	Anticipated EOY Expend.	Carry Forward	Resulting Reserve Balance	Original Request (Dept)	% Change	Resulting Reserve Balance	Commissioners to BAC	% Change	BAC Recommendation	% Change	Approved	DETAILS
	0	10000	0	0	10,000	0	0	10,000	10,000	0	0.0%	10,000						
FUEL RESERVE	0	10000	0	0	10,000	0	0	10,000	10,000	0	0.0%	10,000	0	0.0%	0	0.0%	0	The reserve will be used for unanticipated price increases in propane, gas and oil if needed.

ORTHOIMAGERY RESERVE

2017-2018 ORTHOIMAGERY RESERVE

	2014-15		2015-16		2016-2017			2017-18							
	BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPT. REQUEST			COMMISSIONERS		BAC to Public Hearing		FINAL
	Budget	Actual	Budget	Actual	Budget	Actual Transferred to Reserve	Actual Spent	Original Request (Dept)	% Change	Resulting Reserve Balance	Commissioners Budget to BAC	% Change	BAC Recommendation	% Change	Approved
	0	0	0	0	0	0	0	2,456	100.0%	2,456					
Reserve	0	0	0	0	0	0	0	2,456	100.0%	2,456	2,456	100.0%	2,456	100.0%	2,456

DETAILS

This is one half of the amount that will be needed to purchase orthoimagery (aerial phonto) services for all Sagadahoc County Towns in 2018 19.

2017-2018 OTHER GENERAL FUND USES - 9500

		2014-15		2015-16		2016-17			2017-18							DETAILS	
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPARTMENT			COMMISSIONERS		BAC to Public Hearing			FINAL
		Budget	Actual	Budget	Actual	Budget	YTD Expend. As of 12/31/16	Antic. EOY Expend.	DEPT Request	Admin. Recom'd	% Change	Commr's Budget to BAC	% Change	BAC Recommendation	% Change		Approved
9520	Transfer to Child Victim Advocate Grant	8,616	8,616	9,374	9,374	11,329	11,329	11,329	11,262	11,262	0.0%						The Child Victim Advocate is funded primarily through Federal grant money and the position is shared by Sagadahoc and Lincoln Counties. This represents Sagadahoc County's share of the match and expenses in excess of the grant . (The grant has been increased by 4.8% this year).
9540	Transfer to Capital	137,985	137,985	125,475	125,475	191,610	191,610	191,610	175,666	175,666	-9.1%						See Capital Improvement Plan for details
	Repay Emergency Contingency	0	0	0	0	0	0	0	0	0	0.0%						Required statutorily.
TOTALS		146,601	146,601	134,849	134,849	202,939	202,939	202,939	186,928	186,928	-7.9%	186,928	-7.9%	186,928	-7.9%	186,928	

* Transferred from General Fund appropriation to Fund 20 - Grant match
** Transferred from General Fund appropriation to Fund 30 - Capital Reserve

Child Victim-Witness Advocate

[illegible]

Capital Outlay

**CAPITAL RESERVE BUDGET
FY 2017-2018**

CAPITAL IMPROVEMENTS

Facilities

A.	HVAC	\$ 5,000
B.	Elevator Upgrade	\$ 7,000
C.	Roof Maintenance	\$ 6,500
D.	Fire Alarm System Replacement	\$ 1,838
E.	Parking Lot Lighting Project	\$ 16,600
F.	Exterior Wall Sealant	<u>\$ 5,000</u>

SUBTOTAL: \$ 41,938

Communications/EMA

A.	Spillman Software	\$ 10,000
B.	Radio/Console System	\$ 17,500
D.	Microwave Equipment Replacement	\$ 10,000
E.	Tower Project	\$ 5,228
F.	Spillman Geobase Server	<u>\$ 10,000</u>

SUBTOTAL: \$ 52,728

CAPITAL EQUIPMENT

A.	Sheriff's Vehicles	\$ 60,000
B.	EMA Vehicle	\$ 6,500
C.	Maintenance Vehicle	\$ 6,500
D.	Copiers	<u>\$ 8,000</u>

SUBTOTAL: \$ 81,000

TOTAL: \$175,666

RECOMMENDED CAPITAL OUTLAY FY 2017-18

Facilities

A.	Parking Lot Lighting Project	\$ <u>16,600</u>
	Subtotal:	\$ 16,600

Communications/EMA

A.	Spillman Software	\$ 8,801
B.	Tower Project	\$ 26,076
C.	Geobase Server	\$ <u>30,000</u>
	Subtotal:	\$ 64,877

Equipment

A.	Copiers and Printers	\$ 8,000
B.	Maintenance Vehicle	\$ 19,500
B.	Sheriff's Vehicles	\$ <u>99,853</u>
	Subtotal:	\$127,353

TOTAL: \$208,830

County of Sagadahoc, Maine
2018 - 2023 Capital Improvement Plan & Budget

Administrative Department

1. Copier Project. The Administrative Department is **requesting \$8,000** for the purchase of a new Konica BizHub 364e copier for the Probate Office and a copier for the County Administrator's office. These copiers will replace an older Konica BizHub 420 copier in the Probate Office and an older unit located upstairs in the Administration Building. The County owns a total of 11 copiers and has been following an annual replacement plan and schedule. Funding for all County copiers is provided through the Administrative Department capital reserve.

Copiers (2)	\$8,000
Less Trade	- 0
Net Cost	8,000
Reserve Balance	- 330
Net Cost	\$7,670
Request FY17-18	\$8,000

Communications Department

1. Radio Reserve. The Communications Department is **requesting \$17,500** this year to be placed in the radio reserve account for the future replacement of radio consoles in dispatch. The recommended capital reserve funding schedule is based on the replacement of the existing radio consoles in approximately 12 years at a cost of \$125,000 (in 2017 dollars) and is based on the purchase of a 4 position Zetron MAX console with 20 radio channels or equivalent.

The current radio system was purchased in 2010 at a cost of \$114,000. The average life expectancy of this equipment is ten to twelve years. This is the hub of the radio system and consists of 4 radio consoles in our dispatch center. The system is changing to an IP type system. In 10 years the existing system could be obsolete. Software was upgraded from Windows XP to Windows 7 in 2014-2015 budget.

Radio Console	\$125,000
Less Trade	- 0
Net Cost	125,000
Reserve Balance	-12,488
Net Unmet Need	\$112,512
Request FY17-18	\$17,500

2. Spillman Server. The Spillman server is being replaced in 2017 at a cost of approximately \$15,400 plus the cost of data conversion at a cost of \$19,600.00 for a total estimated cost of \$35,000. The previous server was purchased in 2009.

We should begin funding the reserve for the eventual replacement of this server in another 7 or 8 years. **It is recommended that we appropriate \$5,000 each year over a 7 year period beginning in FY18-19.**

Spillman Server	\$35,000
Less Trade	0
Net Cost	35,000
Reserve Balance	0
Net Unmet Need	\$35,000
Request FY17-18	\$0.00

3. Spillman Software. Spillman is our CAD system. Software is updated and or changed on a constant basis and this would help us keep up with these changes. These funds would allow purchase of modules as required to enhance the system such as software that would allow the 9-1-1, EMD and Fire Protocols interface with Spillman. Currently these are all running individually and is time consuming and also increases errors in data entry.

The County purchased the following software in 2016-17:

- ProQA Medical Interface (\$5,000)
- ProQA Fire Interface (\$5,000)
- NIBRS (\$8,800 in FY18 and \$8,800 in FY19 - Total \$17,601)

Spillman has several modules that are upgrades to their standard CAD system. Each module is an upgrade to their basic system. Just like any operating system, technology is constantly changing and putting money in CIP will offer us opportunities to purchase these important modules as they come out. **It is requested that the County appropriate \$10,000 to this reserve in FY17-18.**

Spillman Software Reserve	\$10,000
Transfers in	12,315
Total funds available	22,315
Software expenditures	-10,000
Net reserve fund balance	12,315
Encumbrances	-\$17,610
Budget Request FY17-18	\$10,000

4. Spillman Geobase Server. Geobase is the background mapping system to Spillman. We purchased the module from Spillman in 2015. We now need to purchase a new server and the mapping (ESRI) software to support it. **An appropriation of \$10,000 is recommended in FY17-2018** which together with existing reserve funds should provide sufficient funding to replace the server. The reserve has a balance of \$20,000 as of June 30, 2017.

Spillman Geobase Server	\$30,000
Reserve fund balance	-20,000
Balance to complete project	\$10,000
Budget Request FY17-18	\$10,000

5. Network Security Upgrades. No further upgrades are requested for this project. It is requested that the \$12,315 balance in the reserve be transferred to the communications software reserve.
6. Recording Equipment Reserve. The County will not need replacement of recording equipment for several years. Funding for replacement is anticipated to be requested beginning in the 2019-2020 capital budget.

Emergency Management Agency

1. **Tower Project.** This project is to upgrade one current 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. A quote has been obtained from RCM, the County's radio vendor. As part of the quote, RCM conducted site and RF engineering. This tower site, Sky-Hy, is located in the Town of Topsham.

The cost of this project has been revised and is now estimated to cost \$64,151.00. The Department has obtained a Homeland Security grant of \$12,000.00. The Department is requesting an appropriation and expenditure of \$52,151 in this budget to provide the County's share of the project. Up to \$26,075 may be recouped via a Emergency Management Performance Grant (EMPG) (50% match on the balance). However, the County must expend the funds first and then seek reimbursement.

Tower Project	\$58,151
Site Prep (electrical, shed, etc)	<u>6,000</u>
Total Project Cost	64,151
Homeland Security Grant Reim	<u>-12,000</u>
Cost less Homeland Security	52,151
EMPG Grant Reim (50% of bal)	<u>-26,075</u>
Net Cost	\$26,076
Net Reserve Fund Balance	-20,848
Budget Request FY17-18	\$5,228

2. **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 installation such as lights, radio and other communications equipment bringing the total cost to \$38,386.00. The estimated useful life of the new vehicle is 6 years (or 2021) based on a projected 17,000 miles per year. The County retained the 2006 Ford Expedition and has transferred it to the Communications Department.

The Department is requesting a capital project reserve be established for the eventual replacement of the new vehicle. Based on a future estimated replacement cost of \$43,920 (allowing for a 15% increase), an **annual appropriation of \$8,745 is requested** each year over the next 6 years to establish adequate funding for replacement in 2021. When the next vehicle is purchased, the County intends to collect 50% reimbursement from FEMA over the subsequent years. We'll be able to recoup 1/2 of the actual costs, estimated to be \$21,960.

Vehicle Cost	\$43,920
HD Towing Package	<u>Included</u>
Total Cost	43,920
Less Trade	<u>- 0</u>
Net Cost	43,920
Reserve Balance	<u>-8,916</u>
Net to be raised	\$20,500
Requested FY17-18*	\$6,500
* Request reduced per administrator	

3. Microwave Equipment Replacement Reserve. The existing microwave equipment is approaching the end of its useful life (currently over 5 years into a 10-year useful life). This project would provide funding to upgrade and replace the (3) existing 4.9 GHz public safety microwave links with fully FCC licensed 23 GHz microwave radio links (2 radios per set) at a total estimated cost of \$60,180.00. This estimate is based on a quotation from Radio Communications Management, Inc (RCM) of Portland, Maine dated March 3, 2015 attached.

The EMA Director recommends that this project be completed in three phase (one set every two years over the next several years. The County began a capital reserve for this project in the FY2015-2016 and has \$20,000 set aside to complete phase 1 in FY16-17.

It is recommended that the County **appropriate \$10,000 in the FY17-18 budget** to provide a one-half of the cost of phase 2 scheduled in FY18-19. Over the subsequent 3 year period, it is recommended that the County appropriate \$10,000 each year with a phase 2 installation occurring in FY2018-2019 and phase 3 in FY2020-2021.

<u>Microwave Equipment</u>	
Phase 1 (funded)	\$20,000
Phase 2 *	20,000
Phase 3	<u>20,180</u>
Total Cost	\$60,180
*Requested FY17-18	\$10,000

4. Richmond Antenna Relocation Project – Radio Communications Management, Inc (RCM) of Portland, Maine, the County's radio vendor, had recommended changing the existing antenna elevation on the Richmond tower (owned by American Tower) from the current height of 160 feet to 235 feet to improve radio coverage for fire and law enforcement. The existing configuration is blocking transmission and reception from the north and increasing the elevation should improve coverage to the north and provide separation from other equipment on the tower. RCM had quoted \$10,848 to complete this project.

This project is no longer feasible. It has been determined that the antenna cannot be relocated to the top of the tower because existing equipment would still block transmission and reception. Therefore, it is recommended that the \$10,848 reserved for this project be reallocated to the tower project.

Facilities Department

1. Courthouse Entrance Project. This project would expand on the work completed by Reno's Excavation completed in 2012 to correct frost heaves in front of the Centre Street entrance to the court house. The Facilities Manager met with the contractor and they recommend additional work to correct the problem. The work was estimated to cost \$3,500 for the Centre Street entrance. In the meantime, the Facilities Manager applied a rubber crack sealer to the joint which may have corrected the problem.

It is suggested that the \$3,500 be transferred to the building maintenance reserve.

2. Exterior Wall Sealant Project. Knowles Industries recommends that the County reapply a periodic moisture barrier protective coating to the Courthouse exterior at a minimum of every 10-12 years to protect the building envelope from water infiltration and to protect the investment made in 2012 to the exterior of the building.

According to Knowles, it is almost impossible to prevent 100% moisture penetration due to a lack of expansion joints, however periodic sealing should address most of the moisture problems. Knowles estimates a stone and sealant budget of \$40,000 - \$60,000 for the 1869 building and \$30,000 - \$35,000 for sealant and CMU coating on the 1986 structure. (See quotation letter dated January 21, 2013 submitted by Knowles Industrial Services, Gorham, Maine). An exterior wall sealant reserve was established in 2013. It is recommended that the County appropriate \$5,000 annually over a 10 year period to address this project. **It is recommended that \$5,000 be appropriated in the FY2017-18 capital budget toward funding this project.** The reserve has a balance of \$20,000 at June 30, 2017.

Sealant (1869 bldg)	\$50,000
Sealant (1986 bldg)*	<u>\$30,000</u>
Total project cost	80,000
Reserve balance	<u>20,000</u>
Net to be raised	\$60,000
Requested FY17-18	\$5,000
* Note funding for 1986 bldg is not included here.	

3. Roof Maintenance Reserve. Recommendations for future roof upgrades for the Courthouse were provided by G & E Roofing Co, Inc. of Augusta, Maine on January 18, 2012. Their recommendations were broken into three separate components. The third component which has not been completed is outlined below:

- Long-term improvements to various sections (3a, 4, 5, and 6) of the court house roof with a forecast need of 2015 at a total cost for budget purposes of \$26,000. Section 3a may have been repaired in 2012 which would leave \$23,000 of work to be completed. See the attached map for exact locations.
- Funds (\$3,000) were expended 2 years ago for restoration of the steeple. Given that a leak developed last year under the cooling tower and another in the 4th floor stairwell this year, it may be wise to follow the previous recommendation of the contractor and apply additional funding in the reserve to be used for future roof maintenance projects. **It is recommended that the County set aside \$6,500 in FY17-18 toward future roof repair needs.** The reserve has a balance of \$10,000 as of June 30, 2017.

Roof maintenance	\$23,000
Reserve balance	<u>10,000</u>
Net to be raised	\$13,000
Requested FY17-18	\$6,500

4. HVAC Reserve. This project continues the process of removing and replacing the remaining 7 heat pumps.

On January 24, 2012, HVAC Services, Inc submitted a proposal to replace the remaining heat pumps in the Courthouse. The project would include the removal and replacement of (14) water source heat pumps presently serving the remainder of the building at a cost of \$72,500.

The total project includes: (13) new high efficiency R410A 14+ SEER WSHP'S W/5 year compressor, warranties, (1) new high efficiency (12 SEER) WSHP to replace the unit in the communications center, and (1) 10 TON 11,95 EER unit to replace the court room unit, new stainless steel hose kits, auto flow circuit setters, new condensate drain piping, line and low voltage power reconnection wiring, refrigerant recovery, demo and disposal of old heat pumps, new insulated apply and return duct transitions, and a complete start up test out to assure correct operation.

To replace units on a individual basis, a budget of \$2000 per ton is recommended, the unit in the communication center had to remain standard efficiency due to space limitations. This estimate is for budgeting purposes only and the actual cost may vary depending on vendors bids.

There are a net of 4 units (excluding the court room) @ \$5,000 = \$20,000 to replace the remaining units. Three units are expected to be replaced as of June 30, 2017 leaving a zero balance in the reserve. **A \$5,000 appropriation to the HVAC reserve is recommended toward replacement of the additional unit in the FY17-18 capital budget.**

HVAC 4 units @ \$5,000 each	\$20,000
Install FY17 3 @ ~\$5,000 each	-16,877
Balance needed to finish project	\$5,000
Requested FY17-18	\$5,000

5. 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 3 to 6 years.

According to Pine State Elevator Company, 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 5 years of reliable operation and perhaps more. A copy of their letter dated January 25, 2012 is available. Their recommendations are as follows:

A. Project #3: Modern Controller Upgrade - \$63,900

Intermediate-term: Within 5 - 10 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 in good condition and are of the same type that would be used to replace them. The same is true of the door equipment and fixtures. The estimated cost is \$56,160 (in 2012 dollars) or \$63,900 (in 2017 dollars). **A \$7,000 appropriation is recommended next year toward the eventual upgrade of the controller.** The reserve has a balance of \$22,000 as of June 30, 2017.

B. Project #4: Jack Replacement - \$45,000

Long-term: Within 8 - 15 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 (8 to 12 years out).

No funding recommendation is requested.

These estimates are for budget purposes only and the actual cost will depend on bid results at the time of purchase. The appropriation to this reserve is funding only the controller upgrade, not the jack replacement. A copy of the vendor recommendations is available.

Controller upgrade cost	\$63,900
Reserve balance 6/30/17	-22,000
Balance needed to finish project	\$41,900
Requested FY17-18	\$7,000

6. Maintenance Vehicle Reserve. The County owns a 2006 GMC pickup truck equipped with an 8-foot Fisher plow and a 1- 3/4 yd Fisher electric poly sander. The vehicle has approximately 48,000 miles and is reported to be in fairly poor condition. The Facilities Department will need to be replaced this coming year according to the Facilities Manager.

Two options were considered for the replacement: (1) replace with a new truck and (2) replace with a used truck. Since the retail value of used trucks are quite high coupled with the fact that the County expects to retain the truck for a number of years, the first option may be the least expensive long-term cost. The estimated cost is as follows:

It is recommended that the County appropriate \$6,500 in FY17-18 and use the reserve balance to place a down payment of \$19,500 toward a new vehicle and obtain dealer financing to finance the estimated balance over a 4 year period of \$5,000 each year beginning in FY18-19. **A \$6,500 appropriation is requested in the FY17-18 capital budget.**

Truck	\$37,500
Plow	5,000
Sander	5,000
Total	47,500
Less Trade	-7,500
Net Cost	40,000
Reserve Balance	-19,500
Net Cost	\$20,500
Request FY17-18	\$6,500

7. Soffit/Trim Repair. A reserve fund was established in FY12-13 for anticipated future repair of the soffit and trim on the Court House. In 2013, Project Clerk Mel Cole reported that an inspection of the Courthouse soffit most easily inspected revealed soft wood on the bottom layer. The scaffolding was not high enough to inspect the entire building. His recommendation was that \$5,000 be included in the FY2013-2014 budget for the purpose of hiring a contractor (on a time and materials basis) to bring in a lift, open problem areas, undertake some initial repairs, and identify the full scope of work needed. This will allow the County to establish funding in subsequent budgets to address any needed repairs. Due to 3-phase power around the building, the use of an aerial ladder for inspection would not be possible.

The following comments were obtained from a prior CIP plan and may be relevant:
“Extensive deterioration of wood molding and trim was apparently found during 1998 renovations and repaired as funds permitted. The cornice molding on the south side of the building were temporarily repaired at that time but will require the molding to eventually be replaced. It is uncertain how much deterioration there may be to the structure supporting the cornice molding until it is removed. The work was planned for the FY 2007 budget year. However, due to the emergency replacement of the very old fuel tank in the basement, money had been diverted in order to cap the current 1,000 gallon fuel tank and install 3 new 330 gallon tanks. With completion of that project, money was to continue to be appropriated towards exterior maintenance.”

In 2013 the County hired the Penobscot Company of Rockport, Maine at a cost of \$985.00 to complete an examination of the soffit but a copy of their report could not be located to include with this report. It is recommended that the soffit and trim be examined and a budget developed for repairing this maintenance issue. It is expensive to examine the condition due to the height of the structure. There is a reserve balance of \$5,000 in this account. **No further appropriation is requested pending an engineering report and recommendation.**

Soffit/Trim Project	Cost
	Unknown
Reserve balance 6/30/17	\$5,000
Balance needed to finish project	Unknown
Requested FY17-18	\$0.00

8. **Building Maintenance Reserve.** The administrator recommends that the \$1,692 balance in the administrative building reserve and the \$3,500 balance in the Courthouse entrance reserve be transferred to the Building Maintenance Reserve. The reserve has a balance of \$5,010.00 as of June 30, 2016 and if this transfer is approved, the balance in the reserve at June 30, 2017 will be \$10,204 which will be available for emergency needs. **No appropriation is requested in FY17-18.**

Building maint reserve balance	\$3,010
Transfer in from Admin Bldg Res	1,684
Transfer in from entrance project	<u>3,500</u>
Bldg main reserve balance 6/30/17	10,204
Requested FY17-18	\$0.00

9. **Fire Alarm Project** - Northeast Security Systems, Inc provided the County a budget estimate to upgrade the fire alarm system for the Courthouse on February 1, 2017. A copy of proposal is available.

The existing fire alarm system was installed in 1987 and is 30 years old and should be upgraded within the next 5 years. The expected cost is approximately \$50,000.

The County maintains a service contract which covers the annual inspection including any cleaning and adjustments required. The system was last inspected in August 2017. The system has been experiencing increasing malfunctions each year and parts are difficult to locate due to the age of the system. The annual inspection is \$3,100 as the system inspection is quite intensive and during each inspection the devices are taken down and cleaned.

This project replaces the main panel, all wiring, smoke devices, heat detectors, pull stations, system boards and batteries. It is requested that this project be funded with annual appropriations of \$10,000 over the next 5 years. A transfer of funds from the now cancelled DA software project

reduces the net appropriation for the first year to \$1,838.

Fire Alarm Project	\$50,000
Transfers in from DA software project	8,162
Net to be raised	41,838
Bldg main reserve balance 6/30/17	\$8,162
Requested FY17-18	\$1,838

10. Parking Lot Lighting Project. The Courthouse parking lot is fairly dark at night and represents a safety hazard for pedestrian traffic. The County has obtained an estimate of \$16,600 to install (4) - 20' poles with 78W LED fixtures. The budget quote includes trenching, paving, permits, and all parts and labor to complete the installation. The Facilities Manager is requesting \$16,600 in the FY17-18 capital budget to complete this project.

Parking Lot Lighting Project	\$16,600
Reserve balance 6/30/17	0
Requested FY17-18	\$16,600

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 3 older units with SUV-AWD type units at a net cost (after trade) of \$99,600. This includes the cost of detailing the vehicles and mounting of equipment such as lights, siren, radio, radars, and computer systems. The reserve has a balance of \$39,853 as of June 30, 2017. **A net appropriation of \$60,000 is therefore requested.**

Description	Units	Unit Cost	Total Cost
Police SUV-AWD	3	\$28,400	\$85,200
Set up cost	3	6,800	20,400
Detailing cost	3	500	1,500
Total			107,100
Less trade	3	2,500	-7,500
Net cost			99,600
Reserve balance			39,853
Net cost			\$59,747
Requested FY17-18			\$60,000

2. Computer Reserve (Laptop) - Several years ago the Sheriff's Department obtained 15 tablets through a grant program. These units are fast approaching the end of their useful life. The Department is requesting to establish a reserve to begin funding the replacement of these units with mobile laptop computers using Panasonic Tough Books® or equivalent. The project is expected to cost \$50,000 as outlined below.

The Department is researching possible grant funding to supplement the total cost but that information is not available as of this writing. **The Department is requesting \$25,000 in the FY17-18 capital budget toward the replacement of the older units.**

Description	Units	Unit Cost	Total Cost
MDC computers	15	\$2,500	\$37,500
Docking stations	15	800	12,000
Misc expense	1	500	500
Total			50,000
Less Trade			0
Net Cost			50,000
Reserve balance			0
Net Cost			\$50,000
Requested FY17-18			\$25,000

	A	B	C	D	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW
1	CIP 2017-2018 through 2022-2023																								
2	CAPITAL IMPROVEMENT RESERVE FIVE YEAR PROJECTION																								
3																									
4																									
5	59402	Roof Maintenance	G&E Roofing re-evaluated the roof's condition and felt that problems addressed during the annual maintenance inspections have resolved most of the outstanding issues and should not need any major work for the next year.	10,000	6,500	16,500	0	16,500	6,500	(23,000)	0	3,000	0	3,000	3,000	0	6,000	3,000	0	9,000	3,000	0	12,000		
6		Fire Alarm System Eplacement	The system is 30 years old and should be upgraded within the next five years.	8,162	1,838	10,000	0	10,000	10,000	0	20,000	10,000	0	30,000	10,000	0	40,000	10,000	(50,000)	0	0	0	0		
7		HVAC	2 heat pumps still need replacing (\$10,000), 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 to replace), it has been added after all of the other units are replaced.	0	5,000	5,000	0	5,000	5,000	(10,000)	0	5,000	0	5,000	5,000	0	10,000	5,500	(15,500)	0	0	0	0		
8		Parking Lot Lighting Project	Install 4 poles with 78WLED light fixtures in the parking lot to alleviate pedestrian safety concerns.	0	16,600	16,600	(16,600)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
9		Generator Replacement	The County will have to replace the existing generator in 10-14 years at a cost pf approximately \$100,000.	0	0	0	0	0	0	0	0	10,000	0	10,000	10,000	0	20,000	10,000	0	30,000	10,000	0	40,000		
10		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 21-22.	22,000	7,000	29,000	0	29,000	7,000	0	36,000	7,000	0	43,000	7,000	0	50,000	7,000	0	57,000	6,900	(63,900)	0		
11		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	5,000			5,000			5,000			5,000			5,000		
12		Building Maintenance	Building Maintenance Reserve (Unscheduled roof, generator, building safety, ADA, codes, etc.)	10,204	0	10,204	0	10,204	0	0	10,204	0	(2,500)	7,704	0	(2,500)	5,204	0	(1,500)	3,704	2,000	(1,500)	4,204		
13		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.	20,000	5,000	25,000	0	25,000	5,000	0	30,000	5,000	0	35,000	5,000	0	40,000	5,000	0	45,000	5,000	0	50,000		
14	59435	Communications GeoBase Server	GeoBase is the foundation for all Spillman modules. The server is due to be replaced, and mapping software to support it purchased.	20,000	10,000	30,000	(30,000)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
15	59431	Communications Spillman Software	Additional and/or upgraded modules include but are not limited to Medical Interface; Mobile Interview; ERS Fire Interface.	12,315	10,000	22,315	(8,801)	13,514	5,000	(8,801)	9,713	0	0	9,713	0	(8,813)	900	5,000	0	5,900	5,000	0	10,900		
16		Communications Spillman Server	Server purchased in 2009-2010 and is expected to have a life span of no longer than 5-7 years. Replacement cost will be approx. \$45,000.	0	0	0	0	0	0	0	0	5,000	0	5,000	5,000	0	10,000	5,000	0	15,000	0	0	15,000		
17		Communications Recording System	Funding to begin building the replacement equipment for this system will be requested beginning in FY 2019-20.	0	0	0	0	0	0	0	0	5,000	0	5,000	5000	0	10,000	10,000	(20,000)	0	0	0	0		
18		Tower Project	Improvements to Topsham Tower equipment to improve radio reception in the northern part of the County. One-half of the cost will be with EMA grants/reimbursement.	20,848	5,228	26,076	(26,076)	0	0	0	0	7,500	0	7,500	7,500	0	15,000	7,500	0	22,500	7,500	0	30,000		
19		Microwave Replacement	Two pairs of microwave dishes need to be replaced at a cost of \$20,000/pair.	0	10,000	10,000	0	10,000	10,000	(20,000)	0	10,000	0	10,000	10,000	(20,000)	0	0	0	0	0	0	0		
20		Communications Radio System	The average life of the radio system is 10 years and it will likely need replacement in the early 2020s. The projected cost is \$125,000.	12,488	17,500	29,988	0	29,988	17,500	0	47,488	17,500	0	64,988	18,000	0	82,988	20,000	0	102,988	23,000	0	125,988		
21		SUB-TOTALS		141,017	94,666	235,683	(81,477)	154,206	66,000	(61,801)	158,405	85,000	(2,500)	240,905	85,500	(31,313)	295,092	88,000	(87,000)	296,092	62,400	(65,400)	293,092		

22	A	B	C	D	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW									
23																																		
24					CAPITAL EQUIPMENT RESERVE FIVE YEAR PROJECTION																													
25									2017-2018		2018-2019			2019-2020			2020-2021			2021-2022			2022-2023											
26					Anticipated Future Need and Cost		Estimated carry over from FY 2016-17	Recommended Appropriation as of July 1, 2017	Available Balance as of July 1, 2017	Expenditure	EOY Balance	Appropriation	Expenditure	EOY Balance	Appropriation	Expenditure	EOY Balance	Appropriation	Expenditure	EOY Balance	Appropriation	Expenditure	EOY Balance	Appropriation	Expenditure	EOY Balance								
27				Copiers & Laser Printers	Copiers are replaced on a rotational basis.		330	8,000	8,330	(8,000)	330	8,000	(8,330)	0	8,000	(8,000)	0	8,000	(8,000)	0	8,000	(8,000)	0	8,000	(8,000)	0								
28				EMA Vehicle			8,916	6,500	15,416	0	15,416	7,500	0	22,916	7,500	0	30,416	6,500	0	36,916	7,004	(43,920)	0	0	0	0								
29	VEHICLES			Maintenance Vehicle	It is anticipated the maintenance vehicle will have to be replaced in approximately 2018-19 due to its age. Projected cost including new sander and plow, is \$36,000.		13,000	6,500	19,500	(19,500)	0	5,000	(5,000)	0	5,000	(5,000)	0	5,000	(5,000)	0	5,000	(5,000)	0	0	0	0								
30				Sheriff's Vehicles	The Sheriff's 5 yr. vehicle replacement schedule shows the purchase of 3 new patrol cars in FY 2017-18.		39,853	60,000	99,853	(99,853)	0	99,600	(99,600)	0	99,600	(99,600)	0	99,600	(99,600)	0	99,600	(99,600)	0	99,600	(99,600)	0								
31				SUB-TOTALS			62,099	81,000	143,099	(127,353)	15,746	120,100	(112,930)	22,916	120,100	(112,600)	30,416	119,100	(112,600)	36,916	119,604	(156,520)	0	107,600	(107,600)	0								
32																																		
33																																		
34				GRAND TOTALS	TOTALS		203,116	175,666	378,782	(208,830)	169,952	186,100	(174,731)	181,321	205,100	(115,100)	271,321	204,600	(143,913)	332,008	207,604	(243,520)	296,092	170,000	(173,000)	293,092								
35																																		
36																																		
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Debt Service

2017-2018 DEBT SERVICE - 801

		2014-15		2015-16		2016-17			2017-2018						
		BUDGET HISTORY		BUDGET HISTORY		CURRENT BUDGET			DEPT. REQUEST		COMMISSIONERS		BAC to Public Hearing		FINAL
		Budget	Actual	Budget	Actual	Budget	YTD Expend. As of 12/31/16	Antic. EOY Expend.	Original Request (Dept)	% Change	Commissioners Budget to BAC	% Change	BAC Recommendation	% Change	Approved
TWO BRIDGES REGIONAL JAIL															
58013	Principal - Jail Bond	615,000	674,626	600,000	600,000	630,000	630,000	630,000	625,000	-0.8%					
58053	Interest - Jail Bond	310,363	220,071	265,750	265,750	250,300	129,875	250,300	228,350	-8.8%					
	Jail Bond Admin Fee	250	375	375	0	375	0	375	375	0.0%					
	Subtotal	925,613	895,072	866,125	865,750	880,675	759,875	880,675	853,725	-3.1%					
COURTHOUSE RESTORATION															
	Principal	44,069	44,069	46,184	46,184	48,402	0	48,402	50,725	0.00%					
	Interest	17,119	17,119	15,004	15,004	12,786		12,786	10,463						
	Subtotal	61,188	61,188	61,188	61,188	61,188		61,188	61,188						
TOTALS		986,801	956,259	927,313	926,938	941,863	759,875	941,863	914,913	-2.9%	914,913	-2.9%	914,913	-2.9%	914,913

DETAILS

The revenue bond was sold in June 2005 in the amount of \$24.6 million to build the regional jail. It was refinanced in 2014. Sagadahoc County is obligated to pay 1/2 of the bond. The Bond runs through 2025.

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%. The loan runs through 2/1/2021.