

HCPC BUDGET
For Fiscal Year July 2015 – June 2016

&

WORK PLAN



May 26, 2015

APPROVED BY THE HCPC FULL COMMISSION

I. INTRODUCTION

These are the current estimates for the HCPC's budget and work plan for the 2015-2016 Fiscal Year. Due to the uncertain status of many potential contracts, these numbers are subject to revision. This budget assumes that the HCPC staff will include two full-time planners and an administrative assistant/planning technician. The budget also includes several subcontracts, which are explained below.

II. REVENUE

As shown in Table 1, total revenue is estimated at approximately \$488,375 compared to the \$489,517 that was expected for FY-15. The final numbers will likely change as the status of various funding sources becomes clear. It presently appears, however, that there will be only about \$1,142 less revenue than last year. This budget includes \$121,280 in subcontracts and specialized program expenses. These are explained in Table 5. *The estimated revenues are based on optimistic assumptions about pending grants plus additional unspecified contracts.*

Table 1 shows only the amounts that are due or estimated for the fiscal year. Payments due on contracts before July 1, 2015 or after June 30, 2016 are not listed. In some cases, staff may work on a contract whose billing is not shown in this table. For example, 80 percent of the work on a contract may be completed in one fiscal year, but the final payment may occur in the following fiscal year.

The grant numbers in the left-hand column refer to the source of the money, the 10000 category (dues and the county appropriation) is used to pay for expenses not directly tied to specific projects, such as proposal development, general administration, executive board business, and our newsletter. The 20000 category is used for state, federal, or foundation contracts and 30000 for municipal and county contracts.

The county appropriation this year is estimated at \$14,000. Municipal dues would amount to \$39,730 if all towns paid. However, since some towns will not be members, actual dues are estimated at \$37,350. *This budget includes a three percent increase in dues for FY 15-16.* Notice of this assessment was sent to towns during FY 14-15, but will not be billed until FY 15-16. Combined county and town appropriations are estimated at \$51,350 for FY-15-16. For internal budgeting purposes, the dues and county funds are divided into the proposal development, executive board business and general administration categories. The budget authorizes a three percent increase in dues for FY-16-17.

We are budgeting for level funding from the DAFC-MPAP (Department of Agriculture, Forestry and Conservation- Municipal Planning Assistance Program, see #20116 on Table 1). We use these funds for technical assistance, including work with code enforcement, flood plain and growth management, shoreland zoning, and coastal zone matters. The final amount will depend on the state budget process. During FY-15 we received two increases in MPAP funding. State agency hiring restrictions have resulted in more work previously done by state employees being sub-contracted to regional councils.

We expect to remain active in transportation planning and are budgeting \$45,000 for regional transportation services (#20316). We have a signed contract with MaineDOT through December 31, 2015 and expect the contract to be renewed for the 2016 calendar year. The HCPC will continue its work with the Schoodic, Acadia, and Blackwoods Byways (#2312, 22811, and 21408). We anticipate receiving an additional two-year contract for \$25,000 for calendar years 2015-2016 to organize a county-wide traffic incident management team.

We will continue to provide Community Development Block Grant (CDBG) technical assistance (# 20216). The primary purpose of these funds is to help towns with various aspects of the CDBG program and with CDBG applications. These grants are used for housing improvements, public facilities and infrastructure, and economic development activities. There is also an opportunity for some CDBG project administration work.

HCPC will be entering the second year of a three-year \$400,000 U.S. Environmental Protection Agency (EPA) Brownfields Assessment grant. The primary use of grant funds is to pay for an environmental consulting firm to conduct assessments and clean-up plans for brownfields sites. HCPC receives approximately \$22,000 a year for its role in the grant activities.

We received funding for two grants from the U.S. Department of Agriculture's Rural Utility Service. One is for solid waste technical assistance with a primary focus on Household Hazardous and Universal Waste management and reducing the volume of putrescible material that enters the waste stream. The second grant is for technical assistance and training related to identifying threats to private drinking wells and small-scale wastewater disposal.

The staff will do some limited contractual work with towns in comprehensive planning. This includes ongoing work on the Bucksport comprehensive plan. There is possible work in Amherst and Orland. We also expect to do some minor revisions on other zoning ordinances and maps. We have a signed contract for up to \$2,000 in mapping services for Ellsworth. We will bill on an hourly basis in response to specific requests.

The Municipal Review Committee (MRC) is no longer leasing a second office from HCPC. This reduces our annual rental income from \$7,800 to \$5,400. We anticipate about \$5,000 in support staff services to the MRC. This consists primarily of mailings and some computer technical support. We also expect to bill MRC about \$5,000 in postage, photocopies, and other office expenses. The combined labor, rent, and expenses amounts to approximately \$15,000.

TABLE 1		HPC ANTICIPATED REVENUE FY July 2015-June 2016	
PROJECT NUMBER #	PROJECT DESCRIPTION / REVENUE SOURCE¹	ANTICIPATED REVENUE	STATUS²
10100	Proposal Development	\$12,000	dues/county
10300	General Administration	\$39,350	dues/county
20116	State General Fund /CZM contract	\$32,608	Expected
20216	CDBG Technical Assistance	\$20,000	Expected
20315	MDOT Transportation Planning	\$45,000	Expected/ signed ³
203-15-6	MDOT Traffic Incident Management	\$12,500	Expected
21408	Black Woods Byway	\$10,000	Signed
21213	Acadia Byway	\$5,000	Signed
21312	Schoodic Byway	\$10,000	Signed
206-15	Sewall Foundation	\$30,000	Possible
22415	Schoodic Ped Pedal and Paddle	\$7,500	Signed
33215	Stonington Waterfront	\$12,000	Signed
21612A	Healthy Acadia – Planning	\$4,000	Pending
21612B	Healthy Acadia – Program	\$1,000	Pending
20716	USDA Solid Waste FY-16	\$8,000	Signed
20916	USDA Water TAT FY-16	15,000	Signed
20715	USDA-Solid Waste FY-15	\$4,000	Signed
20815-1	US-EPA Brownfields HazardFY-15	\$66,000	Signed
20815-2	US-EPA Brownfields PetroFY-15	\$66,000	Signed
21014	Other state/federal contracts	\$20,000	Estimated
30100	Local Assist/reimbursable	\$1,000	Estimated
30111	CDBG admin & special services	\$1,000	Possible
30416	Amherst Comp Plan	\$3,500	Possible
30516	Ellsworth mapping	\$2,000	Signed/hourly
30814	Bucksport comp plan	\$17,417	Signed
32516	Orland Comp Plan	\$8,500	Possible
55555	MRC rental, labor, and expenses	\$15,000	Expected
	Other local contracts	\$20,000	Estimated
Total Anticipated Revenue:		\$488,375	
<p>¹Note: This table refers to amounts that are billable for the <u>fiscal year</u>. Amounts that will be billed before July 1, 2015 or after June 30, 2016 are not reflected here. It does not necessarily reflect the total project cost or the amount of money left in the budget of a given account. Also, total collected town dues are estimated at \$37,350 and the county appropriation is estimated at \$14,000. All items in the “10000” category will be charged to these two accounts.</p> <p>²Note: “Status” refers to the likelihood of funding. “Expected” means non-competitive contracts we have received historically on an annual basis, but for which no contract has been signed. “Pending” refers to competitive grant applications that are under review by the funding agency. “Possible” refers to contracts that are under discussion but not signed. “Estimated” refers to yet to be identified funding sources.</p> <p>³NOTE: Some MaineDOT contracts are on a calendar year basis. The signed transportation planning contract expires December 31, 2015.</p>			

III. BILLING RATES

Municipal member billing rates are shown on Table 2. Our actual billing rates for state and federal contracts will vary as the approved indirect rate changes. This rate is determined by our accountant annually and is based on a ratio of HCPC indirect costs to direct costs. There are positions for a temporary secretary in the event of the absence of the administrative assistant/planning technician and an intern.

POSITION	HOURLY RATE
Executive Director	\$74.00
Senior Planner	\$67.00
Administrative Assistant/Planning Technician	\$37.00
Secretary (temporary employee)	\$25.00
Intern	\$20.00

IV. PERSONNEL

Payroll and related personnel costs are presently projected at \$262,559 (see Table 3). This reflects the cost of employing two full-time planners and an administrative assistant/planning technician. The budget does not include a raise for staff. *If the revenues prove higher than projected, this budget grants the executive board the authority to review and possibly increase employee compensation during the year.* As of late FY 14-15, the planner I position is vacant and it is doubtful it will be filled during FY-15-16. It will be important to review the budget assumptions regularly to assure that they are realistic.

This budget assumes that the agency will pay nearly 100 percent of health insurance costs for full-time staff and 80 percent for their eligible dependents. Employees will pay 25% of the insurance premium increase for their own coverage up to a maximum of \$10 per month. Insurance costs have been reduced from last year by shifting to a less expensive point of service plan through the Maine Municipal Association's Employee Health Trust (MMAEHT). Spouses who are covered by their employer's program will not receive HCPC coverage. Health insurance costs are subject to change if current personnel resign and are replaced or there is a change in family or marital status of current staff. Staff may use the agency's tax-sheltered annuity as a retirement fund. Workers' Compensation insurance is based on the rates developed by the MMA for the January 2015-January 2016 policy period. Staff may use the agency's tax-sheltered annuity for their retirement fund.

V. EXPENSES

Total office costs are projected at \$41,240 compared to \$36,970 for FY-15 (see *Table 3*). Expenditure estimates for FY-16 were based on a review of FY-14 and FY-15 expenditures as well as anticipated needs for the upcoming fiscal year. The contractual arrangement with the Municipal Review Committee has increased other expenditures (such as photocopies and postage) but these are reimbursable.

The computer upgrade line item may include further hardware and software necessary for computer mapping, as well as regular replacement of printers and current computers. The equipment budget assumes a new photocopier. Parts are not readily available for our current copier and the vendor would not renew our service contract. Building and ground maintenance costs reflect additional snow removal expenses. It is no longer practical for the staff to keep the walkways, steps, and mailbox clear of snow during heavy snow events. We may need some outside help with snow shoveling.

The building and grounds upgrade assumes some rewiring and measures to avoid ice falling from the building. These may include a portico over the south entrance. Given the history of the building and its age, some unforeseen repairs are likely. One unknown is mold remediation. We undertook major repairs in 2013 and had only minor problems in the 2014 season. Further remediation is possible. Long-term improvements will be based in part on the four-year building improvement plan. The first step in refining this plan will involve an energy audit.

No operating deficit is anticipated for FY-15. This should help keep costs low since none of the FY-15-16 budget will be used to pay past due accounts. We expect to have sufficient cash reserves to carry staff salaries during those periods when payments on our contracts are delayed. If the revenue projections in this budget prove overly optimistic, there are several items that could be cut. Some of the building improvements may be delayed. Other office expenditures could be postponed. In a worst case scenario, staff hours could be reduced.

**TABLE 3
PROPOSED FY 7/15-6/16 HCPC EXPENDITURES**

These figures are based upon a review of previous expenditures adjusted for inflation and known cost changes.

CATEGORY		2014-2015 BUDGETED COST	2015-2016 ESTIMATED COST
A. PERSONNEL			
1.	Gross Base Payroll	\$184,536	\$184,536
2.	FICA (SS & Medicare)	\$14,115	\$14,115
3.	Unemployment Security	\$390	\$390
4.	MMEHT Insurance	*\$72,464	*\$62,125
5.	Workers Comp. Ins. Premium	\$1,393	\$1,393
Subtotal		\$272,898	\$262,559
*These figures do not reflect the \$10,348 that employees currently contribute.			
B. OTHER EXPENDITURES			
1.	Bank Service Charges	\$20	\$40
2.	Building & Grounds Maintenance	\$2,000	\$3,000
3.	Building & Grounds Upgrade	\$2,500	\$3,000
4.	Computer Upgrade	\$2,500	\$2,500
5.	Dues & Subscriptions	\$1,000	\$1,400
6.	Equipment & Furniture Purchase	\$1,500	\$4,500
7.	Equipment Maintenance	\$ 750	\$1,000
8.	Insurance (Prop. & Casualty, Liability, Public Officials)	\$3,900	\$4,300
9.	Library Publications	\$300	\$500
10.	Miscellaneous	\$1,300	\$1,500
11.	Office Supplies	\$2,400	\$2,400
12.	Postage & Delivery	\$4,000	\$2,500
13.	Printing/Reproduction/Advertising	\$2,200	\$1,600
14.	Telephone & Internet Service	\$3,200	\$3,200
15.	Travel	\$3,000	\$3,000
16.	Utilities	\$5,300	\$5,300
17.	Workshops & Meetings	\$1,000	\$1,100
Subtotal		\$36,970	\$40,840
C. SUBCONTRACTS		\$6,500	\$121,280
TOTAL EXPENDITURES		\$304,485	\$424,679

VI. SUBCONTRACTS

The work plan assumes several subcontracts (see Table 4). These include general contracts for support services such as the auditor, the janitorial service, and snow removal. As presented, this budget assumes the agency will hire Foster and Company as its auditors.

Project-related contracts are used to hire special expertise for agency services. The major expenditure is the brownfields subcontract. There may also be some MaineDOT-funded subcontracts. We may also serve as fiscal sponsors for some other grants.

TABLE 4	
ANTICIPATED SUBCONTRACTS	
FY JULY 2015 – JUNE 2016	
Description	
<u>General Contracts:</u>	
Foster and Company (auditor):	\$3,000
Janitorial Services:	\$2,080
Snow removal:	\$600
Sub Total:	\$5,680
<u>Project-Related Contracts:</u>	
Brownfields subcontracts:	\$105,600
MaineDOT subcontracts:	\$10,000
Sub Total:	\$115,600
ANTICIPATED TOTAL:	\$121,280

VII. WORK PLAN

The work plan for FY-16 reflects the diversity of our services. We will do some limited work with towns on land use ordinances. There is also the possibility of more coastal zone work. Our transportation-related endeavors will include various scenic byways projects in addition some trail, bicycle, and pedestrian work.

We expect to remain active in helping towns with solid waste issues (composting and household hazardous and universal waste collection). CDBG remains another focus. We will be active in brownfields work. If we obligate sufficient funds to eligible brownfields projects under our current grant, we may be seeking additional brownfields funding.

Overall, we will be providing a balance of services that help towns grow and prosper while also giving them the opportunity to preserve their quality of life.

VIII. PROPOSED FEE SCHEDULE

The proposed fee schedule for FY-16 for professional labor is the same as last year. There have been minor changes in some of the other fees. These are shown in Table 5. A detailed services policy is available from the HCPC.

IX. SUMMARY OF FY-16 REVENUES AND EXPENDITURES

The projected FY-16 budget, based on revenues and expenditures, is as follows:

FY 15-16 PROJECTED BUDGET SUMMARY

Projected Revenue:	\$488,375
Projected Expenditures:	\$424,679
Contingency:	\$63,696

The proposed budget is optimistic. Staff will be actively seeking other sources of funding. Many of the current projects have the potential to serve as seeds for future work.

Table 5
HCPC FEE SCHEDULE FOR
FY 7/15 – 6/16

<u>STAFF TIME</u>	<u>MEMBER</u>	<u>NON-MEMBER</u>
Executive Director	\$74/hr	\$111/hour
Senior Planner	\$67/hr	\$101/hour
Intern	\$20/hr	\$30/hour
Administrative Assistant/Planning Technician	\$37/hr	\$56/hour
Secretary	\$25/hr	\$38/hour
<u>MATERIAL EXPENSES</u>		
Paper - 8 1/2 x 11 white	\$.04/sheet	\$.08/sheet
- 8 1/2 x 11 color	\$.05/sheet	\$.10/sheet
- 8 1/2 x 14 white	\$.05/sheet	\$.10/sheet
- 11 x 17 white	\$.06/sheet	\$.12/sheet
<u>PHOTOCOPIES</u>		
- 8 1/2 x 11 white	\$.17/sheet	\$.25/sheet
- 8 1/2 x 11 color	\$.19/sheet	\$.29/sheet
- 8 1/2 x 14 white	\$.18/sheet	\$.27/sheet
- 11 x 17 white	\$.25/sheet	\$.38/sheet
<u>ENVELOPES</u>		
- #10 standard	\$.05/each	\$.08/each
- Manila 6x9	\$.10/each	\$.15/each
- Manila 10x13	\$.13/each	\$.20/each
<u>MAILING LABELS</u>		
- 1 x 2 3/4 - laser	\$.25/each	\$.38/each
- 1 x 2 3/4 laser labels per sheet of 30	\$1.00/sheet	\$1.50/sheet
<u>COMPUTER CD's</u>	\$1.75/each	\$2.63/each
<u>POSTCARDS</u>		
- - laser	\$.20/each	\$.30/each
<u>POSTAGE</u>	\$ At Cost	\$ 1.5 x Cost
<u>GIS MAP PRINTING (in-house)*</u>	\$1.20/sq. ft	\$ 1.80/sq. ft.
<u>REPRODUCIBLES</u>	\$ At Cost	\$ 1.5 x Cost
<u>REDUCTIONS / ENLARGEMENTS</u>	\$ At Cost	\$ 1.5 x Cost
<u>TRAVEL</u>	\$.46/mile	\$.69/mile

Our Mission Statement:

The Hancock County Planning Commission is a partner with local and county government to:

- Protect our heritage and resources,
 - Plan for the future, and
 - Promote a sound economy;
for the people of Hancock County.